

Steypning Parish Council



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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 17th SEPTEMBER 2018 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Toomey, Willett, Hanson, G Sullivan, S Sullivan, Northam, Syred, Muggridge, Muncey, Trundle and Lloyd.

Clerk: John Fullbrook

Members of the Public: 13 {Also present; Wardens – Paul Conroy, Mike Pearce, and WSCC rep. Cllr Barling}

Meeting commenced 7.30 pm

DRAFT MINUTES

		Actions
FULL/18/71 71.1	APOLOGIES Apologies were received from Cllrs Steve Pearcey, Brian Picking, Rodney Goldsmith and Phil Howell.	
FULL/18/72 72.1	DECLARATIONS OF INTEREST AND DISPENSATIONS There were declarations of interest received from Sarah Sullivan in relation to item 80.10, as lives adjacent the Steyning MPF and is a SCO member.	
FULL/18/73 73.1.1	CHAIRMAN'S ANNOUNCEMENTS The Millennium award is soon to be judged and is for people who have completed good service for the parish. Names need to be forwarded to the Clerk by the 10 th November - from any resident or councillor who believes an individual is worthy of the award.	
73.1.2	To announce the passing of Gordon Marshall – a valued Councillor and resident and our condolences go to his wife and family. Some Councillors said they will be in attendance at the remembrance service.	
FULL/18/74 74.1.1	QUESTIONS FROM THE FLOOR Q Mike Kelly – asked if it would be possible at this time to tell us regarding Items 88.1 & 89.1, how much money has been set aside specifically to cover these legal costs.	
74.1.2	A - SPC have put aside specifically £10,000 for advice on matters relating to the Information Commissioners Office	



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- FULL/18/75** **MINUTES OF PREVIOUS MINUTES**
- 75.1** Cllr Lloyd **Proposed**, Cllr Muggridge **seconded** the minutes of the meeting held on the 18th June 2018 be agreed as a true and accurate record of proceedings. **Agreed**
- 75.2** Cllr Lloyd **Proposed**, Cllr Muggridge **seconded** the minutes of the meeting held on the 16th July 2018 be agreed as a true and accurate record of proceedings. **Agreed**
- FULL/18/76** **MINUTES ARISING AND ACTIONS**
- 76.1** FULL/18/54.1 – Email response to Mr Cree’s question from the floor sent - **Actioned**
- 76.2** FULL/18/55.1 – 3 amendments to June 18th minutes – **Actioned**
- 76.3** FULL/18/56.3 – Clerk to seek expert IT advice regarding email issues – **Actioned**
- 76.4** FULL/18/56.12 – Lease arrangement for Fletchers croft to be reported to future Amenities meeting when reply from HDC received – **Actioned**. Clerk has spoken with Horsham DC rep. – He has found out that the previous Lease effectively ran out in 2006 with a new one being discussed and to be arranged to cover a period of 20 to 30 years
- 76.5** FULL/18/58.1 – JPYC to discuss possible tender of next 3-year contract, at 20th August meeting – **Actioned**
- 76.6** FULL/18/59.1 – Public information regarding ‘Licence for disposal’ placed on SPC Web site – **Actioned**
- 76.7** FULL/18/59.10 – Clerk to inform PPG representatives about upcoming ‘social prescribing’ meeting – **Actioned**
- 76.8** FULL/18/60.1 – SPC Land Register update – **Actioned** - See item 81.1
- 76.9** FULL/18/61.1 – Clerk and F&GP Chair to check details of project costs for Neighbourhood plan start up – **Actioned**
- 76.10** FULL/18/61.2 – Written or verbal report from Neighbourhood plan steering group for next Full Council meeting – **Actioned** – See item 77.1
- 76.11** FULL/18/61.4 – Neighbourhood plan SC to look at Steyning ‘MOU’ on their next Agenda – **Actioned**
- 76.12** FULL/18/62.2 – Amenities Minutes for 26th June approval deferred to next meeting – **Actioned** - See item 82.3.1
- 76.13** FULL/18/63.1.2 – Working party to meet to gain assurances from Insurance Brokers regarding cover - A meeting was arranged with Brokers and councillors and assurances obtained to the satisfaction of the working party. **Actioned**
- 76.14** FULL/18/65.1 – Clerk to write in support of Steyning Partnerships proposal to install 4 new directional Finger posts in the High street – **Actioned**
- 76.15** FULL/18/69.1 – Council to seek Legal advice regarding recommendations of the Working party – **Actioned**, and further discussion under item 89.1

FULL/18/77**STEYNING NEIGHBOURHOOD PLAN REPORT****CLERK****77.1.1**

This item brought forward from later in Agenda – Report from Steering committee chair Russell Barnes - Mr Barnes tabled a progress report – itemising the tasks achieved. Russell then spoke relating to the items and this document to be placed on the SPC web site with the minutes from this meeting for reference. The Grant funding process is well under way with details of incoming finance soon to be agreed. Technical support – Housing needs assessment agreed and approved. At the last public meeting it was agreed that ‘*enplan*’ be appointed to be the Consultant. The contract still to arrive so that this can be approved at Full Council. Community engagements have commenced, and online survey is available on the web site, which is now up and running. Mail drop to be organised when costs are available.

77.1.2

Call for sites – Previous interested Land owners are being contacted, and all statutory requirements are being undertaken. Minimum requirement of 6 weeks being used but it could be extended.

77.1.3

The Chair of the Council extended his thanks and appreciation to Mr Barnes and his team for the many hours of hard work and the excellent progress so far achieved.

COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**77.2.1**

Neighbourhood plan steering committee –Cllr Lloyd **proposed, seconded by** Cllr Trundle, to receive and adopt the minutes of the meeting held on the 19th June 2018. **Agreed**

77.2.2

Neighbourhood plan steering committee –Cllr Lloyd **proposed, seconded by** Cllr Trundle, to receive and adopt the minutes of the meeting held on the 12th July 2018. **Agreed**

77.3

Next public meetings SPC Neighbourhood plan steering committee
– 11th Oct. and 20th Nov

FULL/18/78**NEIGHBOURHOOD WARDENS’ REPORT****78.1**

Two reports were discussed by the Wardens to cover the Summer two-month period, and these are available on the SPC web site. Main points include that the Police have been informed about the Steyning Grammar school site security issue; the wardens have increased patrols around the Fletchers croft car park area; no slips have so far been issued by wardens regarding their powers to deal with antisocial car parking behaviour and this needs to be agreed – Council Chair to discuss with wardens steering committee; antisocial behaviour in and around the Bus shelter is being dealt with.

Cllr Lloyd**FULL/18/79****JOINT PARISH YOUTH COMMITTEE****79.1**

A meeting took place on the 20th August, the minutes of which are posted on the SPC web site, two points being raised by Cllr Syred who is chair of the committee. First the 25% additional free service provided by Horsham Matters is no longer going to be withdrawn. Second, because the end of the three-year contract term is coming up in March of 2019, the committee began to consider whether the service needs to go out to tender. HDC have said there is no set protocol for the tendering of this contract and were looking into it further on behalf of the committee, although they

did suggest SPC need to consider setting targets as part of the process. Horsham Matters have since the meeting agreed to cover all sessions with two paid staff, as they are struggling with volunteer recruitment and there must be at least two adults in attendance for all youth sessions.

79.2 Discussion continued regarding the possible tendering of the contract. Cllr Muncey **proposed, seconded** by Cllr Northam that Councils feels that the JPYC ought to consider a retendering process for the next contract. **Agreed** **Cllr Syred**

79.3 Cllr Syred to ask Horsham Matters to report direct to a Full Council meeting again soon **Cllr Syred**

FULL/18/80 REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS

80.1 **Cllr Lloyd update from HDC** – Nothing to report
Information is on SPC & HDC websites.

80.2 **Cllr Willett reports from HDC** – Significant planning committee meeting on 18th September, with SPC members in attendance. Also 2019 is Year of Culture and Leisure, so therefore be aware of promotions.

80.3 **Cllr Barling reported from WSCC.**

80.3.1 Budget work is beginning for WSCC and there is a funding gap of approximately £30-£40 million to fill.

80.3.2 Arundel By-pass project – SDNP is considering a judicial review which will obviously slow the process down somewhat. The main points related to proposed green bridges and pedestrian access.

80.3.3 Velo South event coming up and there is a need to be very aware of access restrictions.

80.3.4 Worthing By-pass – the proposed Ikea development is still being reviewed by Adur District Council

80.4 **Cllr Toomey reported from LAT (Local Action Team)** – Nothing to report.

80.5 **Cllr Bowell /Cllr Hanson reported from the Jnt. Parishes cemetery committee** - A new committee has been elected with a new scheme being considered for sending the stream adjacent the Cemetery into a culvert to allow further burials in the absence of the ability to acquire much needed new land to extend the site.

80.6 **Cllr Willett reported from SDNP** – HDC has written to SDNP to say that they concur with WSCC regarding the actions proposed by the SDNP

80.7 **Cllr Lloyd and Cllr Willett reported from HALC, SALC and NALC.** There had been one HALC meeting but there was nothing significant to report

80.8 **Cllr Toomey reported on isolation and loneliness** – There are a number of good promotions and events being undertaken by the Steyning voluntary groups and the Neighbourhood wardens do well to coordinate volunteer actions. Steyning is indeed very well served, but networking opportunities still to be developed

80.9	Cllrs Syred and Northam – PPG update – There has been one meeting, and the main focus remains the concept of ‘social prescribing’ with a pilot event planned for one day a week proposed to be located at the Steyning centre. There was a challenge to the Council to set up training for ‘dementia friendly initiatives’ at the Steyning centre for, in the first instance, the Steyning centre staff.	CLERK
80.10	Cllr Sullivan reported on the SCO – The Apple day event is coming up on the 6 th October on the MPF. The trees have been tested and the National collection have said the Orchard have some really rare tree breeds.	
FULL/18/81 81.1	LAND REGISTER APPROVAL The Clerk further updated the Land Register list and numbered the items that were on it, cross referencing them with the maps which he also distributed as supporting papers. There was one further small amendment concerning the Godstall’s lane site and the clerk tabled an additional map to show the change – There was also a small parcel of land opposite the slim strip of grass which consists of trees and shrubs which is also SPC land. Cllr Muncey brought this to the Clerks attention. The clerk then answered questions raised by Cllr Goldsmith relating to the Chandlers way footpath from the Road to the play area – which is not SPC land, and other suggested amendments to the register, some of which will be added. Cllr Lloyd proposed, seconded by Cllr Sullivan that Council agrees Land register published by the Clerk subject to the change of street name on item 2 which was a typing error, and the addition of the parcel of land in Godstall’s Lane as highlighted in the tabled supporting papers. Agreed	CLERK
FULL/18/82 82.1.1	COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS Planning Committee –Cllr Muggridge proposed, seconded by Cllr Muncey, to receive and adopt the minutes of the meeting held on the 23 rd July 2018. Agreed	
82.1.2	Planning Committee – Cllr Muggridge proposed, seconded by Cllr Hanson, to receive and adopt the minutes of the meeting held on the 20 th August 2018. Agreed	
82.1.3	Thanks to the SPC district Councillors for their support in the planning committee’s desire to move forward with the Article 4 directive, as a meeting is now planned.	
82.2	Premises Committee – Cllr Northam proposed, seconded by Cllr Gary Sullivan, to receive and adopt the minutes of the meeting held on the 4 th September 2018. Agreed	
82.3.1	Amenities Committee –Cllr Muncey proposed, seconded by Cllr Lloyd, to receive and adopt the minutes of the meeting held on the 26 th June 2018. Agreed	
82.3.2	Amenities Committee – Cllr Muncey proposed, seconded by Cllr Lloyd, to receive and adopt the minutes of the meeting held on the 26th June 2018. Agreed	
82.4	Finance and General Purposes committee – Cllr Northam proposed, seconded by Cllr Lloyd, to receive and adopt the minutes of the meeting held on the 10 th July 2018. Agreed	

FULL/18/83 83.1	BUDGETS The Clerk sent out supporting papers for this item – Last year Council followed what had happened in previous years – This year there is a desire to put in place a timeline framework to avoid running out of time. This means therefore that the process will affectively begin at each committee’s next meeting.	
FULL/18/84 84.1	FULL COUNCIL SEATING ARRANGEMENTS For some months Council have been deliberating over and sampling different seating arrangements for Full Council Meetings. Supporting papers outlined all the options available. Councillors voted to agree on option 6 – The ‘Open 50p’ but to straighten the furthest two tables (from head table) to align more like a horseshoe shape. Agreed	
FULL/18/85 85.1	RAISING THE PROFILE OF THE COUNCIL Council discussed the Clerk’s report. Cllr Lloyd proposed, seconded by Cllr Northam to put together a working party for all Councillors to look at how we are going to raise the profile of the Council using the document that the Clerk put together as a basis for that. Agreed.	CLERK
FULL/18/86 86.1	CORRESPONDANCE AND INFORMATION ITEMS One item from Cllr Muncey – Tabled supporting papers in regard to public Rights of Way – The Amenities committee have established that the Twitten that runs between Newmans Gardens car park and the High Street is currently not a Right of Way, but have agreed to begin the process to enable it to become one in order to protect the use of this very well used thoroughfare. To do this a number of residents need to complete ‘Evidence forms’. These can be obtained from the Clerk and then sent back to the Clerk once completed in order to be sent back to WSCC.	CLERK
86.2	Cllr Lloyd proposed, seconded by Cllr Northam that the Clerk write to the contractor who had been working adjacent the Twitten, thanking him for his consideration of the residents by keeping the path open for almost the entire duration of his construction. Agreed	CLERK
FULL/18/87 87.1	CONFIDENTIAL SESSION To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3e to exclude the press and public on the grounds that the confidential matters to be discussed would be prejudicial in the public interest Cllr Lloyd proposed, seconded by Cllr Northam that the meeting go into confidential session and be adjourned for a short period. Agreed Meeting recommenced at 9.25 after 8-minute adjournment	
FULL/18/88 88.1	CONFIDENTIAL SESSIONS To avoid information receiving unwelcome wider distribution, supporting papers for future confidential items to be possibly presented via PC and projector, if appropriate to do so.	

**FULL/18/89
89.1**

CONFIDENTIAL CORRESPONDANCE AND INFORMATION ITEM

Full Response from solicitors to queries raised from SPC are still expected

FULL/18/90

DATE OF NEXT MEETING – 15th October 2018

Meeting closed at 9.36 pm

Signed Date 15th October 2018

Chairman