

Steyning Parish Council



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FULL PARISH COUNCIL EXTRAORDINARY MEETING

HELD ON WEDNESDAY 24th JULY 2019 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Goldsmith (Chairman), Bissett-Powell, Cree, Campbell, Hanson, Lloyd, Northam, Rudkin, Saunders, S Sullivan, G. Sullivan, Taylor, and Young.

Clerk: John Fullbrook

Members of the Public: 13 {Also present - WSCC Cllr Barling; HDC District Cllr Platt; 2 Neighbourhood Wardens}

Meeting commenced 7.30 pm

MINUTES

ACTIONS

FULL/19/43 APOLOGIES

43.1 Apologies for absence were received from Cllrs Trundle and Ray.

FULL/19/44 DECLARATIONS OF INTEREST AND DISPENSATIONS

44.1 There were declarations of interest from Cllrs S. Sullivan as lives adjacent the MPF and serve on the Steyning Community Orchard.

FULL/19/45 QUESTIONS FROM THE FLOOR

45.1.1 **Q** – Nick Muggridge – *'In reference to item 9 on the agenda, I am saddened to see that SPC appears to be seriously considering pressing ahead with the Steyning NP but making no site assessments or indeed site allocations for housing. The NP is a development plan to ensure the future sustainability of our town in the future, particularly in regard to affordable homes and smaller dwellings. In my view an NP without housing does not address this vital area, but instead settles for HDC and developers to make all the key decision, with no need for agreement from local residents. NPs are essentially about land use, giving local residents the opportunity to define where new housing should be located, which types are most needed and how many was arguably the prime reason to create a plan. All the other aspects, though important are subsidiary to that objective. Interested residents will have seen the excellent proposals by one landowner to offer affordable homes in perpetuity to rent, located close to the High Street. They also offered to include significant infrastructure & access improvements that would have benefited many locals especially pupils of SGS. The NP approach being proposed by SPC will throw away that great opportunity and leave us at the mercy of HDC & developers; probably resulting in either no new housing, or high volume largely unaffordable housing on the edges of Steyning, possibly opening the doorway to Steyning New Town. When will Steyning residents be consulted about this new NP approach?'*

45.1.2 **A** – Cllr Cree – *Following the letter of 13th March from the HDC Neighbourhood planning Office there are now clear date restrictions on the completion of a Neighbourhood plan. Certainly the ability for Steyning NP to complete site assessments, sustainability appraisal and housing assessments are compromised within the new time frame that has been imposed upon Horsham DC by the government.*



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- 45.1.3** *A – Cllr Northam pointed out the letter from the Steyning Neighbourhood plan consultants of the 13th June had been omitted from supporting papers for this meeting. And that it had stated there had been an ‘unnecessary loss of time due to disruption’*
- 45.1.4** *A - Cllr Goldsmith said, Council would be discussing this item later on the Agenda*
- FULL/19/46 CHAIRMAN’S ANNOUNCEMENTS**
- 46.1** None
- FULL/19/47 MINUTES OF PREVIOUS MINUTES**
- 47.1** Cllr Goldsmith **proposed**, Cllr S Sullivan **seconded** the minutes of the meeting held on the 17th June 2019 be agreed as a true and accurate record of proceedings. **Agreed – 11 For, 1 Against, 1 Abstain** {SN abstaining as not present for this meeting}
- 47.2** Cllr Goldsmith **proposed**, Cllr S. Sullivan **seconded** the minutes of the meeting held on the 15th July 2019 be agreed as a true and accurate record of proceedings. **Agreed**
- FULL/19/48 MATTERS ARISING AND ACTIONS**
- 48.1** FULL/19/34.1 Statements to go on web site - **Actioned**
- 48.2** FULL/19/34.2 Clerk to write to Mr Ashby to express the Council’s thanks for his work on the Welcome sign project - **Actioned**
- 48.3** FULL/19/35.1 Full Council Meeting closure times to be checked by Clerk to ensure accurate - **Actioned**
- 48.4** FULL/19/35.2 Cllr Bissett-Powell’s point of Order regarding public questions to be included on Minutes - **Actioned**
- 48.5** FULL/19/36.4 Article 4 to go onto a future Full Council Agenda - **Actioned**
- 48.6** FULL/19/ 36.3 External Auditors progress with signing off 2017/18 Accounts – **Actioned**
This progress related to the Clerk sending a reply to the Auditors final questions – which was actioned – But no end of year report has yet been sent to SPC.
- 48.7** FULL/19/36.7 Neighbourhood Wardens contract and MOU to be progressed - **Actioned**
- 48.8** FULL/19/ 36.9 Working party to be convened to discuss at greater length any amendments to policies - **Ongoing** **CLERK**
- 48.9** FULL/19/36. Chair and Clerk to reassign in a way that is acceptable to all committee memberships – **Ongoing** **CLERK**
- 48.10** FULL/19/36.11 Asset and Land register adoption deferred - **Ongoing** **CLERK**
- 48.11** FULL/19/36.12 Committee Terms of reference to be reviewed by Working practices group - **Ongoing** **CLERK**
- 48.12** FULL/19/36.13 Steyning Parish Council Policies that were adopted en bloc to be reviewed by the Working practices Group - **Ongoing** **CLERK**
- 48.13** FULL/19/36.14 Cllr Representation on outside bodies to be relayed to organisations - **Actioned**

48.14	FULL/19/36.16 'Respect and Remember' correspondence update – Cllr Hanson reported that Amenities committee had taken over. Cllr Sullivan reported that a meeting was planned with the Royal British Legion within a week to move the idea forward.	Cllr S. Sullivan
48.15	FULL/19/37.2 Clerk to arrange for as soon as possible a working party in order to move the Neighbourhood planning process forward - Actioned	
48.16	FULL/19/37.3.1 Skate park project to be taken forward to Neighbourhood planning team for further consideration and a working party to be set up – See item 51	
48.17	FULL/19/39.1.2 Barriers at Corner of High street – Clerk to assist with finding quotes – Ongoing	CLERK
48.18	FULL/19/39.1.3 Pavement clearance at George corner to be undertaken – Cllr Barling to Action – item 50.5	
48.19	FULL/19/39.1.4 Electric charging points to be put on Amenities Agenda – Actioned	
48.20	FULL/19/40.1 Clerk to arrange date for next JPYC meeting for as soon as possible – Actioned	
48.21	FULL/19/45.2 'LAT' report to go on Web site – Actioned	
48.22	FULL/19/45.6 Greening issues to become items for Premises and Amenities Agenda's – Ongoing	CLERK
48.23	FULL/19/45.6 SPC logo to go on literature produced by Greening society – Clerk to forward suggestions - Ongoing	CLERK
48.24	FULL/19/46.1.1 Penlands Rise letter to be acknowledged and suggest resident keeps SPC informed - Actioned	
48.25	FULL/19/46.1.2 Clerk to inform local groups regarding lottery funding options – Ongoing	CLERK
48.26	FULL/19/50.4.2 Request for Article 4 communication to become public knowledge - Actioned	
48.27	FULL/19/ 53.1 Clerk to proceed to organise the next three Years SPC Insurance cover – Actioned	
48.28	FULL/19/53.2 Approved Wardens documents to be passed onto other Parishes for their approval - Actioned	
48.29	FULL/19/54.1 Audit items to be agreed to be deferred to F&GP – Ongoing	CLERK
48.30	FULL/19/55.1 Media liaison councillor appointment to be deferred to next Full Council – Ongoing	CLERK
48.31	FULL/19/56.3 N. Plan advert to be distributed/promoted by Cllr Trundle / Clerk – Actioned	
48.32	FULL/19/56.4 N. Plan Terms of reference comments to be circulated to Steering committee members for comment before the end of the week(19 th July) – see item 51.7	

FULL/19/49 NEIGHBOURHOOD WARDENS' REPORT

49.1

Neighbourhood Wardens report.

In the absence of the Wardens the Chairman read through the report that had been presented as a supporting paper. **(The Full report is available on the web site)**

No questions were raised.

FULL/19/50 REPORT FROM COUNTY COUNCILLOR - Cllr David Barling

50.1

Fire in Steyning – The Steyning Fire service helped avoid possible loss of lives recently but there were issues with the appliances being impeded from access to property and hydrants due to multiple instances of poor parking behaviour. Our wardens have been supplied with leaflets from the Fire service to promote better parking.

50.2

School incident – A 15-year-old boy at Steyning Grammar school found to be using a large knife in intimidatory manner against pupils in school grounds. The boy fled when challenged and school went into lock down – The Police response was very quick, and they arrested the boy on Steyning High street. The school who has been without secure grounds has recently welcomed funding from WSCC for a timely new perimeter fence

50.3

High street corner post and rail renewal – Clerk has sort quote and passed on to WSCC. Cllr Barling now chasing but reminded that budgets for Highways very much reduced.

50.4

There are opportunities for discretionary funding via Cllr Barling for small capital projects for local groups, as well as a reminder about crowd funding opportunities from WSCC (Web site).

50.5

Cllr Barling reported on many items regarding highways issues that he was involved with currently including Potholes, Shooting Fields traffic and parking issues, roadside cobbles replacements and roadside verge grass cutting.

50.6

Bus subsidies are likely to be cut, but Library subsidies will not be cut in Steyning.

FULL/19/51 NEIGHBOURHOOD PLAN UPDATE

51.1

Update from the Neighbourhood plan steering committee representative.

The Chairman invited Cllr Campbell to update those present. Cllr Campbell started by saying that the main issues were to be discussed under the next two items, that is, to agree a response to the HDC letter as of 13th March and to discuss and agree other actions based upon any new timeline proposals associated with these decisions. Therefore, he went on to brief those present reading extracts from a briefing paper he had compiled with input from some members of the NP Steering group and the Steyning Neighbourhood plan consultant. Within the paper he had given some options on motions on what the Council might want to agree. All Councillors had been sent this briefing paper and he also reported that the SPC Neighbourhood plan consultant had in effect signed it off at 10am by email earlier the same day. Cllr Campbell read extracts from that email.

51.2

Horsham DC in reviewing their local plan to accommodate a 'step change' in housing numbers due to changes in Central government policies, have decreed that any emerging Neighbourhood plans have to be in conformity with the Districts Local plan. Because of resource limitations, HDC have stipulated that All Neighbourhood plans must have reached regulation 15 (Submission stage) by the 30th November otherwise they

would not be taken forward by HDC until the emerging Local plan has been completed – and that’s likely to be the end of 2021. Therefore, urgent decisions were required by SPC.

- 51.3.1** To discuss and agree Councils response to the HDC letter as of 13th March and other actions based upon the new timeline proposals within the supporting papers. There was some discussion about how the timeline had slipped, Cllr Lloyd pointing out that although the Steering committee had been asked to cease functioning which was a proper request as it was a sub-committee of a council that needed to be reconstituted due to Council’s election process, he could not understand why they were disallowed from carrying on work informally within their working parties for eight weeks (as they were residents, not Councillors), with therefore Council seemingly still able to reach regulation 15 with Housing site allocations.
- 51.3.2** Cllr Cree responded with an outline of events centered on the crucial HDC letter of 13 March 2019 not having been brought to the attention of full council by Cllr Lloyd when he was Chairman of the Council and that not all steering committee members were aware of it and its significance. He suggested that the new Council were not aware of it and its significance until mid-June 2019.
- 51.3.3** Cllr Lloyd reiterated his belief, based on a meeting he had with HDC on 10 April that achieving a draft Plan up to Regulation 15 by 30 November with housing allocations had been possible.
- 51.3.4** Cllr Campbell referred to a letter from Squires Planning dated 10 July 2019 [now uploaded to SPC website] which referred to a timeline dated 24 April 2019 which had been available to the previous council and steering committee members. Cllr Campbell read extracts which showed that on the basis of a target of the end of December most evidence needed to have been completed by the start of June and that moving the cutoff date forward to the end of November meant that most evidence documents would need to have been completed by the start of May.
- 51.4.1** Council agreed the following motions so that the Clerk could construct a response to HDC’s 13th March letter, which needed to be forwarded by the following day, 25th July 2019: -
- 51.4.2** Cllr Northam **proposed an amendment, seconded** by Cllr Lloyd to include the following excerpt- ‘The Council is unable to approve the letter sent by SPC to HDC on 3 July as drafted by the Steering Committee and instead instructs the Clerk to write to HDC informing it of the following resolutions:- **Not Agreed, 3 For {DH,SN,TL}, 7 Against {TC, PC, TR, KT, GS, S.S, RG}, 3 Abstain {CY, MBP, GS}.**
- 51.4.3** Cllr Campbell **proposed, seconded** by Cllr S. Sullivan to include the following excerpt- ‘Because of new information which shows that the deadline (30 November 2019) set by HDC in its letter of 13 March 2019 (as amended) for a neighbourhood plan which includes housing site allocations to reach Regulation 15 could never have been met (letter Squires Planning 10 July 2019), the Council is unable to approve the letter sent by SPC to HDC on 3 July as drafted by the Steering Committee and instead instructs the Clerk to write to HDC informing it of the following resolutions:- ‘ **Agreed, 8 FOR {TC, PC, CY, KT, TR, S.S, GS, RG}, 3 Against {TL, MBP, DH}, 2 Abstain {GS, SN}.** Cllr Lloyd wanted it recorded that he objected on the basis that the wording of this motion did not reflect the advice given to us by our own consultant (As per letter dated 24th July)

CLERK

51.4.4

Cllr Campbell **proposed, seconded** by Cllr Cree to include the following excerpt- 'SPC authorises and requests the Neighbourhood Plan Steering Committee (NPSC) to continue with Steyning's Neighbourhood Plan, but now excluding housing site allocation, as follows

- 1) Aimed at achieving the minimum necessary to have a NP which qualifies the community for the enhanced rate of CIL but aiming to achieve as much as is practicable and evidence-based beyond the minimum;
- 2) Prioritising policies based on evidence that is complete by 2nd August 2019, in particular the Parish Council would like to see policies relating to:-
 - i) Local Green Space designations;
 - ii) Character Assessment, to include a Village Design Code if possible; and
 - iii) Housing mix (number of bedrooms per dwelling)
- 3) The authorisation is conditional on the NPSC:-
 - i) Remaining satisfied that it can submit the plan under regulation 15 by the 30 November 2019; and
 - ii) Operating to financial controls and other procedures, including its Terms of Reference, which the Responsible Financial Officer (the Clerk) continues to be satisfied with.

Agreed, 10 For {TC, PC, MBP, RG, S.S, KT, CY, TR, G.S, G.sa}, 3 Against {S.N, D.H, T.L}

51.4.5

Cllr Northam **proposed, seconded** by Cllr Lloyd to include the following excerpt - *'On the basis that after HDC's revised Local Plan has been adopted, SPC is entitled to review its NP and decide what additional housing allocations it may wish to make (if any) or what other policies (if any) it may wish to review or incorporate:- SPC resolves that it will commit now to review its NP during 2021/22 and will in that review include the allocation of housing sites in accordance with the housing figure set out in the new HDC Local Plan (whatever that may be)'* **Not Agreed, 4 For {DN, SN, TL, GSa}, 9 Against {TC, PC, MBP, RG, TR, GS, S.S, KT, CY}**

51.4.6

Cllr Campbell **proposed, seconded** by Cllr Cree to include the following excerpt – *'On the basis that after HDC's revised Local Plan has been adopted, SPC is entitled to review its NP and decide what additional housing allocations it may wish to make (if any) or what other policies (if any) it may wish to review or incorporate:-SPC resolves that it will defer housing allocations for HDC to make through its revised Local Plan in consultation with the local community'* **Agreed, 9 For {TC, PC, MBP, RG, TR, GS, S.S,KT, CY}, 3 Against {DN, TL, GSa}, 1 Abstain {SN}**

51.5

At this point Cllr Northam left the meeting

51.6

Cllr Campbell expressed a view that the briefing paper (Version 7) which he had compiled and to which he had been referring during the course of his report for all this section on 'Neighbourhood plan update' ought to be uploaded on the SPC web site for the public to see. He also said the reason it had not thus far was because of objections raised by Cllr Lloyd and former Chair of the NP Steering committee, Russell Barnes – both believing it to be 'in part factually incorrect'. and the latter having indicated he thought it could be libelous. A postponement of the instruction to the clerk to upload the document was proposed to allow Cllr Lloyd the opportunity to produce an addendum if he wished and to allow Mr Barnes the opportunity to seek an injunction

CLERK

if he wished. Cllr Campbell **proposed, seconded** by Cllr G. Sullivan that version 7 of the Briefing paper be uploaded onto the SPC Website when the Clerk returns from holiday or soon after that. **Agreed 9 For** {KT, CY, S.S, GS, MBP, RT, RG, PC, TC}, **1 Against** {GSa}, **2 Abstain** {DH, TL}.

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| 51.7 | To discuss and agree Terms of reference for Neighbourhood plan steering committee
Cllr Campbell reported the fact that he had compiled a draft amended 'Terms of reference for the Neighbourhood Plan Steering Committee' which had been provided as a supporting paper. There was one proposed amendment from Cllr Bissett-Powell, that being under 7(b) to now read 'Each focus group should have a lead person from the Steering committee or an elected Steyning Parish Councillor'. Cllr Goldsmith proposed, seconded by Cllr Cree that we adopt the revised terms of reference en bloc. Agreed, 9 For {KT, CY, S.S, GS, MBP, RT, RG, PC, TC}, 3 Abstain {DH, GSa, TL} | CLERK |
| FULL/19/52 JOINT PARISH YOUTH COMMITTEE | | |
| 52.1 | The Clerk pointed out that in Supporting papers - the JPYC Draft minutes have a typo under item 8.2 - the service contract referred to is actually for one year not three. The Clerk explained that as part of the consultation process the service provider has suggested some changes to operations, namely timing of the weekly sessions to possibly begin at the start of the next term. He will monitor the situation and keep the JPYC informed if a decision has to be made in advance of the next terms meeting. | CLERK |
| FULL/19/53 ARTICLE 4 - DIRECTION FOR STEYTNING'S CONSERVATION AREA | | |
| 53.1 | To discuss the letter received from HDC in response to SPC correspondence and to agree actions. There had been a working party under the previous Council. Cllr Goldsmith proposed, seconded by Cllr Campbell that a new working party be set up to continue the work to include Cllrs Lloyd, Bissett-Powell and Goldsmith. Agreed | Cllr Goldsmith |
| FULL/19/54 REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS | | |
| 54.1.1 | Cllr Lloyd update from HDC – Kate Rowbottom is the new Chairman. Cllr Lloyd is now Vice chair of Planning. On the 26 th June the Council passed a resolution on climate change. There is an EOM on the 25 th July to discuss additional funding for rural car parks. | |
| 54.1.2 | Cllr Platt reports from HDC – On the Meeting regarding climate change, the final motion appeared to be a much-watered down version of the original proposal, although much good work already appears to have been achieved. – Nothing relating in particular to Steyning. | |
| 54.2 | Cllr Rodney Goldsmith – (LAT) update – Nothing to report as no meeting | |
| 54.3 | Cllr Michael Bissett-Powell – SDNP update – The SDNP plan has now been produced and is available on their web site for people to view and a Newsletter is available which the Deputy clerk has been asked to circulate | |
| 54.4 | Cllr Rodney Goldsmith – (HALC/ SALC/NALC) update – No meetings to discuss | |
| 54.5 | Cllr Chris Young – Isolation and loneliness / PPG update – Cllr Young has had meetings including with Debbie Wood, Neighbourhood wardens, Leslie Humber and others and will prepare a briefing paper for next time. | |
| 54.6 | Cllrs Liz Trundle and/or Georgia Saunders – 'Steyning Greening' group update – There is talk of a water fountain installation which will be discussed at Committees shortly. | |

- 56.7** **Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee update** – Next meeting is on Monday 29th July so a report will follow that meeting
- 56.8** **Cllr S. Sullivan – SCO Update** – There are monthly clearing days and this August it will be on the 3rd at 10am. The venue for the Apple day has also been changed to Fletcher's Croft and is to be held on the 22nd September.

FULL/19/57 AUDIT ITEMS

- 57.1** To agree or disagree with the recommendation from F&GP committee that the 'Annual Accounting statement', the 'Annual Governance statement', the 'Annual carry forward figure' and the 'Notice of public Rights' are accurate and can be signed off by the Chairman. The clerk pointed out that council made a decision on this item 9 days ago at the last Full Council meeting, but he believed this item was important enough to be put back on the Agenda as he believed it to be in the best interests of the council that the decision be re-considered. Cllr Campbell pointed out the Council could not discuss this item due to Standing orders. The clerk said that non-mandatory sections of the Standing orders can always be waived in the interests of good governance. The Clerks point was that Council deferred all four items when he believed it could be argued there may be good reasons to defer one – that of governance – But that there needed to be a more plausible reason to defer the other three. At this point unfortunately the meeting ran out of time.

FULL/19/58 DATE OF NEXT MEETING: 16th September 2019 at 7.30pm

Meeting closed at 10.05 pm

Signed Date 16th September 2019

Chairman

A recording of the meeting is available at <https://archive.org/details/20190724steyningparishcouncilmeeting>



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