

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15TH NOVEMBER 2021 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Hanson, Trundle, S. Sullivan, G. Sullivan, I. Alexander, Goldsmith, Young, Campbell, Parsons and S. Alexander.

Clerks in attendance : Hazel Roxby

Members of the Public : 26 {including WSCC Cllr Linehan and District Cllr Bob Platt}

Meeting commenced 7.30 pm

MINUTES

ACTION

FULL/21/61 APOLOGIES FOR ABSENCE

61.1 Apologies were received from Cllrs Lloyd, Northam, Bell and Rudkin.
Cllr Norcross informed that the Clerk is unwell and has sent his apologies.

FULL/21/62 DECLARATIONS OF INTEREST

62.1 None received

FULL/21/63 QUESTIONS FROM THE FLOOR (in Summary)

63.1 The Chairman stated that she would take questions for Clays Field at Agenda item 10 (Item 69 of the minutes).

63.2.1 **Q** - Mr Mike Kelly asked if his question could be taken now as he may not still be at the meeting at item 10. - Why is Steyping Parish Council involved in an issue which is primarily Bramber Parish Councils? Is Bramber parish Council aware of Cllr Campbells intervention, has he made direct enquiries to the owners of Clays Field?

63.2.2 **A** - Cllr Campbell stated he would respond to this at item 10.

63.3.1 **Q** - Robert Mattenson asked if his question on the Neighbourhood plan could be taken at that item.

63.3.2 **A** - The Chairman agreed.

FULL/21/64 MINUTES OF PREVIOUS MEETINGS

64.1 Cllr Campbell **proposed, seconded** by Cllr S Sullivan that he would like an amendment to item 52.1 of the minutes of 20th September to say that Cllr Campbells acceptance of the item was on the basis of Cllr Lloyds assurance that it would be dealt with speedily. **Agreed 5 for (GS,SS,RG,PC,IA) 6 abstained (JN,CY,DH,LT,SA,RP).**
Cllr Norcross **proposed, seconded** by Cllr S. Alexander that subject to the proposed amendment to the 20th September 2021 minutes, that these minutes be accepted as a true and fair record. **Agreed**

CLERK

FULL/21/65 MATTERS ARISING - These were taken as read

65.1 Clerk to complete induction of new SPC Councillor – Rona Parsons - **Actioned**

65.2 Explanation' text to be added to 19th July FC Minutes when placed on Web site - **Actioned**

- 65.3** Clerk to distribute representations and any other information received from HDC concerning SPC Neighbourhood plan – **Actioned**
- 65.4** Clerk to appoint Mulberry and Co as SPC internal auditor – **Actioned**
- 65.5** A meeting organised with Steyning Grammar School to discuss Cuthman Centre usage by Youth Service – **Actioned**
- 65.6** Take HDC approved Code of Conduct to a Working Practices Group then back to Full Council – **Actioned / See item 70.1**
- 65.7** Christmas lights, alternative quotes to be obtained and agreement to purchase obtained - **Actioned**
- 65.8** Clerk to inform NP Steering committee members that they have agreement to proceed once SPC receive final clarification note – **Actioned**
- 65.9** Planning EOM minutes for 13th August '21 to be placed on web site – **Actioned**
- 65.10** Cllr Goldsmith asked for an update on 65.5 concerning the use of the Cuthman Centre for Youth Club service. Cllr Norcross responded that thanks to the help from County Councillor Paul Linehan there has been a verbal agreement from the Grammar School that the Cuthman Centre will be to be used for the youth club meetings, the final details are awaited. Cllr Paul Linehan confirmed that he had been sent the offer in writing.

CLERK

FULL/21/66 REPORT FROM DISTRICT COUNCILLORS

- 66.1.1** Cllr Bob Platt informed that there has been further delay to the HDC Local Plan due to a position statement from Natural England informing of further water abstraction regulations in the Adur Valley. HDC are now working with Crawley Borough Council, Chichester District Council, South Downs National Park, West Sussex County Council, Southern Water, the Environment Agency and Natural England on what needs to be done to obtain 'Water Neutrality' with all future development. This also has an effect on many planning applications that are being processed at the moment which means there is a delay to the progression of these as well. The Head of the Council at Horsham, Paul Clerk, has stood down. It is not known yet who will replace him.
- 66.1.2** WSCC has entered into a new contract for the installation of the Electric Car Charge Points on behalf of HDC. The work will start with replacing some old charging points in Horsham and will then start installing them in other parishes soon.
- 66.2** Cllr Tim Lloyd was not present to give a report.
- 66.3** Cllr Paul Linehan, County Councillor, updated that he had been in contact with Steyning Grammar School and has now heard from the Deputy Head of the School, that the Cuthman Centre can again be used for the Youth Club sessions. He recently held a County Councillor surgery with Cllr Mike Croker at the Hub in Upper Beeding, the session worked well and hopes to hold these regularly around the parishes. These will be advertised, and members of the public will be welcome to attend to talk to the Councillors. The bus service improvement plan has been approved by WSCC and a bid has gone to central government in the region of £138 million to be able to fund the services. The A283 project is ongoing with the sustainable transport group to get some speed loops in and get some traffic data. He also informed that he is now on the Performance and Finance Team and will be more involved with the capital expenditure.

FULL/21/67 NEIGHBOURHOOD WARDENS' REPORT

- 67.1.1** To receive the Neighbourhood Wardens report for September 2021. The report was sent out to all Councillors and was taken as read.
Cllr Sarah Sullivan queried the report for the damage to the bridge on the play equipment at Fletchers Croft which was reported as being accidental damage, asking if it had been repaired and is it safe. The Deputy Clerk responded that it had been repaired, it is safe and the damage was caused accidentally by a group of young people playing and jumping on it, several of them at the same time, which caused it to break.
- 67.1.2** Cllr Goldsmith asked if the youths had been seen around the back of the Steyning Centre again. The Deputy Clerk responded that since the fence had been repaired and made higher there have been no further sightings on the camera since the fence was repaired.

FULL/21/68 SPC NEIGHBOURHOOD PLAN UPDATE

- 68.1.1** **To discuss a motion as per recommendation from the Steyning Neighbourhood Plan Steering Committee.** Cllr Campbell queried why is this motion being put forward now rather than when the plan is made. Cllr Norcross replied that it was added at the Consultants advice.
- 68.1.2** Cllr Norcross **proposed, seconded** by Cllr Simon Alexander that the Parish Council resolve that, once the Steyning Neighbourhood Plan is 'made', they will commence a review of the plan when other changes are made to the adopted Development Plan for the neighbourhood plan area. This review will consider whether the Steyning Neighbourhood Plan still aligns with strategic policy and include consideration of the delivery of new homes, design codes, our economy, the High Street, open space, transport, infrastructure, Local Green Space, the 'climate emergency' and any other matters considered relevant at that time. **Agreed 7 for (JN,CY,DH,IA,SA,LT,RP) and 4 Abstentions (GS,SS,PC,RG).**
- 68.2.1** **To receive the draft Response to the Examiners Clarification Note as per recommendation from the Neighbourhood Plan Steering Committee and to agree that it should be sent forthwith to HDC and the South Downs National Park to be duly passed onto the Examiner**
Cllr Norcross explained that as the motion at 68.1 has been agreed paragraph A will be inserted when the draft response is sent to the Examiners.
There were comments received from Robert Mattenson and Cllrs Campbell and Hanson. Mr Mattenson disputed some of the contents of the draft response but understood the steering committee wanting to defend it.
- 68.2.2** Cllr Norcross **proposed, seconded** Cllr S. Alexander that the Council accept the response as drafted with paragraph A, and be sent forthwith to HDC and the South Downs National Park to be duly passed onto the Examiner.
- 68.2.3** Cllr Campbell **proposed an amendment, seconded** by Cllr S Sullivan that the penultimate paragraph is removed from the response and be sent forthwith to HDC and the South Downs National Park to be duly passed onto the Examiner. **Amendment not agreed. 4 for (RG,PC,SS,GS) 5 Against (LT,SA,IA,JN,DH), 2 abstentions (RP,CY)**
- 68.2.4** Cllr Norcross returned to the original proposal which was **Agreed 9 for (RG,PC,LT,SA,IA,JN,CY ,DH,GS,) 2 Abstentions (SS,RP).** Cllr S Sullivan requested to have it minuted that she abstained as she disagrees with the Examiner being asked to remove the LGS.

CLERK

FULL/21/69 CLAY'S FIELD -

- 69.1.1** **To receive a report from Cllr Campbell and to discuss and agree the motion as specified within the supporting paper and any other actions as necessary.**
There were a number of questions and statements of concern made by members of the public at this point of the meeting. Concerns mentioned were:
(NB - The full recording can be heard in the recording on the parish council website)

CLERK

- Are Bramber Parish Council aware of this as the land is in their parish?
- Has contact been made with the Landowner?
- Cllr Campbell should exclude himself from the discussion
- Bramber Parish Council have voted against development in Clays Field.
- Bramber Neighborhood Plan has stated that the land is unsuitable for development, and this has been adopted by HDC.
- Cllr Campbell's suggestion undermines the Bramber Parish Council Neighbourhood Plan
- In the wake of COP26 ~~we~~ should we not be preserving our local green spaces
- Could you request that the Landowner offer the land to Bramber Parish Council.
- It feels wrong that only 1 councillor has been approached, surely the correct procedure would be to approach the Clerk first.

69.1.2 Cllr Campbell answered the questions (below) and then read out a statement in summary of his briefing paper.

- Bramber Parish Council have been copied into all correspondence
- The Clerk asked that he produce a briefing paper in support of his proposed motion
- In the interests of transparency, he reported that before he was elected, he acted in a paid consultancy role for Mr Robertson-Aikman when he was first formulating a significantly different proposal

69.2 Cllr Hanson **proposed** that the council don't vote on Clay's Field tonight but that Cllr Campbell takes it back to the Landowner and asks that he personally approaches Bramber Parish Council and Steyning Parish Council for discussions. **There was no seconder for this proposal.**

69.3 Cllr Campbell **proposed** the following, **seconded** by Cllr G Sullivan:
The owner of Clays Fields, Bramber, having asked Steyning Parish Council to consider an offer in principle for him to

1. Transfer to Steyning Parish Council as a gift, approx. 92.5% of the area of Clays Fields.
2. Simultaneously register the gifted area as a Village Green for local people to enjoy as a place of sport and recreation in perpetuity.
3. Simultaneously contribute £200,000 to SPC as a capitalised contribution for maintenance of the fields.

All the above expressed as section 106/ community infrastructure levy obligations in connection with the proposed development of 6 homes on his retained proportion of approx. 7.5% of the land in accordance with HMG guidance published at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69515/pb13733-rural-villagegreens-voluntary-guidance.pdf paragraph 12 and 26 thereof.

The council **resolves** to enter into discussions with the landowner and his representatives and where appropriate with Bramber Parish Council, within whose boundary the area is located, and/or with HDC as the planning authority with a view to deciding whether the offer is in the interests of Steyning Parish Council and its residents and to seek to bring matters to such conclusion as is considered by SPC to be in the public interest. **proposal not agreed 4 for (PC, RG, SS, GS)**

7 Against (JN, LT, SA, IA, CY, DH, RP).

Most of the public left the meeting - the meeting was suspended for a 3 minute comfort break.

FULL/21/70 GOVERNANCE MATTERS

70.1

To discuss to adopt the newly produced, and HDC approved, and Working Practices recommended Code of Conduct Policy, and to agree the amendment to standing orders as recommended by working practices and as per supporting papers.

Cllr Campbell noted that appendix B paragraph 9 on page 10 does not make sense, also it refers to 'inhabitants of a ward' instead of 'Inhabitants of the parish council administrative area', on page 6 Paragraph 4 Item 3 refers to 'consulting monitoring office' and should perhaps be the 'Clerk' being consulted.

Cllr Campbell **proposed, seconded** by Cllr G Sullivan that the working practices group reverts to Sharon Evans concerning the amendments that Cllr Campbell has outlined and reverts with recommendations to the next meeting as to whether to adopt as drafted or with amendments. **Agreed 6 for (LT.PC,IA,DH,SS,GS) 4 against (SA,JN,CY,RP) 1 abstention (RG)**

The amendment to standing orders was not discussed as there was not a request to the Clerk from 8 councillors prior to the meeting.

CLERK

70.2

To review and confirm the membership of the Planning and Premises Committee in view of the new appointment of Rona Parsons as an SPC Councillor.

Cllr Simon Alexander stated that he would be happy to stand down if Cllr Rudkin chooses not to stand down as he hasn't attended any of this committee's meetings this year. As Cllr Rudkin was not in attendance at this meeting he could not be removed from the committee without his permission. A request to be made to Cllr Rudkin before the next meeting to ask if he would like to step down from the committee.

Cllr Norcross **proposed, seconded** by Cllr Young to accept Cllr Simon Alexanders offer to remove himself from the Planning and Premises Committee and that Cllr Parsons takes his place on the committee. **Agreed - Unanimous.**

CLERK

70.3

To discuss and agree amendments to the Grant Awarding Policy

Cllr Campbell commented that the grants should be considered annually and should not commit to indefinitely granting annual awards.

Cllr Norcross **proposed, seconded** by Cllr Hanson that bullet point 2 of the grants policy is changed and that F&GP Committee are tasked with reviewing the grants policy in totality. **Agreed - Unanimous.**

CLERK

FULL/21/71

REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

CLERK

71.1

Cllr Lloyd and Trundle – (HALC/ WSALC/NALC) – at the recent WSALC meeting on 29th October they informed that they are launching new courses, there will be a Clerk and Chairman's forum in January. HALC have been praised for their dialogue and communication with the District Council.

71.2

Cllrs Chris Young and Bell – Isolation and Loneliness / PPG - Vintage Years are back to holding meetings which are being well attended. PPG are rolling out the covid vaccines.

71.3

Cllrs S. Alexander and Lloyd – Update on Wardens Steering Group – No Meeting. Deputy Clerk informed that a new person has been appointed to take over from Greg Charman and a meeting will be arranged very soon. Cllr S Sullivan raised that the Wardens are not available when the anti-social behavior is taking place and is it possible to change their hours so that they work later. Cllr Simon Alexander was asked to raise this issue at the next meeting.

Clerk / Cllr Alexander

71.4

Cllr Northam and Norcross – Joint Parishes Cemetery Committee – No meeting, next meetings will be in January and July in 2022.

71.5

Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party – No meeting has been held.

- 71.6** Cllrs S. Alexander and I. Alexander – South Downs National Park - No meeting has been held.
- 71.7** Cllr Norcross and S. Alexander – Update on Joint Parishes Youth Committee – Meeting held on 1st November and discussions are underway for the re using the Cuthman Centre. Thanks again were given to County Councillor Paul Linehan for his work on this.
- 71.8** Cllr I. Alexander – Steyning Society - update on the Steyning Heritage List Project – There has not yet been a walk round with Sean Rix from HDC, it is planned for this week.
- FULL/21/72 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS**
- 72.1 Community Committee** – Cllr Norcross **proposed, seconded** by Cllr Simon Alexander to receive the minutes and draft minutes of the 8th June, 6th July and 7th September 2021. **Agreed 10 for (JN,CY,PC,LT,SA,IA,DH,RP,SS,GS) 1 abstention (RG)**
- 72.2 Finance and General Purposes Committee** – Cllr Norcross **proposed, seconded** by Cllr Simon Alexander to receive the Minutes and Draft Minutes of the meetings held on the 15th June and 12th October 2021 . **Agreed 10 for (JN,CY,PC,LT,SA,IA,DH,RP,SS,GS) 1 abstention (RG)**
- 72.3 Planning and Premises Committee** – Cllr Norcross **proposed, seconded** by Cllr Simon Alexander to receive the Minutes of the meetings held on the 28th June, 12th July, 26th July, 13th August, 23rd August, 6th September, 27th September 2021. **Agreed 10 for (JN,CY,PC,LT,SA,IA,DH,RP,SS,GS) 1 abstention (RG)**
The draft minutes of 25th October 2021 were deferred back to the Planning and Premises committee to be revisited. **D. Clerk**
- FULL/21/73 PROGRESS REPORT**
- 73.1 To receive the following ongoing items and to discuss any necessary actions to be taken**
SPC Land Register to be brought back to Full Council, subject to ongoing processing of non-registered land by solicitors - Deputy Clerk to Chase.
- 73.2** Soft Sands Working party members to liaise with residents/groups to offer support - no update. **D. Clerk**
- 73.3** Cllr Campbell's rebuttal statement placed on SPC web site and to also include Personnel Committee's counter arguments - Awaiting Cllr Lloyd **CLERK**
- 73.4** Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able – will be done before the next meeting. **Cllr Lloyd**
- 73.5** Wardens to report on antisocial behaviour issues and what is being done to avoid further issues - No Update **Cllr Norcross**
- FULL/21/74 CORRESPONDENCE AND INFORMATION ITEMS**
- 74.1** Letter from the M.P. – Andrew Griffith for information **CLERK**
- FULL/21/75 DATE OF NEXT FULL COUNCIL MEETING: 17th January 2021 at 7.30pm**
Meeting Closed at 9.37pm

Signed Date 17th January 2021

Chairman

A Video recording of this meeting is available on the SPC Website or via this link below

https://youtu.be/ts_1R0hRn2M



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