

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15th JULY 2024 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), S. Alexander, Ballance, Linfield, Sharp, Foxwell, Bell
I Alexander, M Alexander, Johnson, Trundle and Hanson.
Clerks in attendance : John Fullbrook
Members of the Public : 2
Meeting commenced : 7.30 pm

MINUTES

ACTION

FULL/24/35 APOLOGIES FOR ABSENCE

35.1 Apologies received from Councillors Campbell, Lloyd and Young, plus District Councillor Victoria Finnegan.

FULL/24/36 DECLARATIONS OF INTEREST

36.1 None

FULL/24/37 QUESTIONS FROM THE FLOOR {in summary}

37.1.1 *Q – A Resident posed two questions. First, from this meetings supporting papers, it seems the Steyping Treatment Works are unable to handle existing capacity let alone dealing with any proposed future development, and the documents talk about remedial works at the treatment works,- Does the Council possess any further, more detailed, information about what they intend to do?*

37.1.2 *A – The Clerk talked through the supporting papers mentioned, which detailed the two recent responses from the company managing the Steyping Treatment works – Southern Water, and confirmed there was no other communication from them at this time.*

37.1.3 *Q – The second question was in regard to the recent Steyping Grammar School public consultation meetings concerning their plans to redevelop the school sites, and especially any access and egress from the new school site. Could SPC be mindful that if consulted they consider proposing a more reasonable access perhaps off the By Pass so as to avoid the traffic and safety issues in the Shooting field area?*

37.1.4 *A – The Clerk conveyed his thanks to the resident for bringing the matter to the attention of the Council and confirmed that he had sent around the information he had received into the office, and that this will be discussed later under the information and correspondence item. The Chair confirmed that when the matter comes to planning committee then as a consultee the Council would certainly take the opportunity to convey its views on the matter*

37.1.5 *Q – Could the Clerk convey to the District Councillors that there have been representations from residents in North Horsham who are making favourable comments about the Glebe Farm proposed developments on the planning portal, and can the planning officers be made aware that fact please?*

37.1.6 *A – The Clerk said that he knew that Cllr Victoria Finnegan was aware of this fact, and that she had ensured that the planning department knew what was happening.*

- FULL/24/38 38.1 MINUTES OF PREVIOUS MEETING** - Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the minutes for the meeting dated the 17th of June 2024 be accepted as a true and fair record. **Agreed. 11 For, 1 abstained**
- FULL/24/39 39.1 MATTERS ARISING – These items were taken as read**
Cllr S Alexander to relay questions to Wardens Steering Committee - **Actioned/ See item 44.2**
- 39.2** Clerk to display signed AGAR with notice of Public Rights - **Actioned**
- 39.3** Clerk to order preferred Christmas display option, and begin installation project - **Actioned**
- 39.4** Clerk to order Chandlers Way play equipment - **Actioned**
- 39.5** Wardens Steering Committee meeting moved to 25th June – **Actioned/ See item 44.2**
- 39.6** Pizza Van licence on the MPF issue to be taken to Community Committee for resolution - **Actioned**
- 39.7** Clerk to amend staff contracts where necessary and ensure they are both signed when read - **Actioned**
- 39.8** Cllr complaint response to be sent to the SPC councillor in question - - **Actioned**
- FULL/24/40 40.1 REPORT FROM DISTRICT COUNCILLORS (In Summary)**
Cllr Victoria Finnegan had sent apologies. Cllr Nicholas Marks – Not in attendance
- FULL/24/41 41.1 NEIGHBOURHOOD WARDENS REPORT**
The Neighbourhood Warden report for June 2024 was received. The Wardens sent apologies and will try to be available for the September meeting instead. It was noted that the questions which were raised at the last meeting would be dealt with under item 44.2 - Wardens Steering Group update. Concern was raised about the proliferation and misuse of electric scooters, and it was suggested that incidents should be reported to the non-emergency police services.
- FULL/24/42 42.1 GOVERNANCE AND COMMUNITY MATTERS**
The Steyning Sewage Plant issues & proposed developments following SPC communications
The Clerk updated on positive communications following the April Full Council meetings decision to lobby Southern Water to complete urgent remedial works at the Steyning treatment works in order to alleviate excessive and ecologically damaging discharges. The Council had received a comprehensive reply from their Environmental Information Regulations Officer noting remedial works costing £2 million which would likely be carried out by the year 2030. However the office also received a response 10 days later stating that works to upgrade the treatment works were due to be undertaken to reduce excess flows starting in July and due to be completed in March 2025. {These were detailed within supporting papers}. The Clerk had subsequently asked whether these were the same remedial works but had received no reply as yet. Councillors urged the Clerk to continue to interrogate Southern Water to find out what the scope of works entailed and to try and gain assurance from them as to what the works were likely going to achieve. **CLERK**
- 42.2 To discuss recommendations from the Joint Parishes Youth Committee (JPYC).**
Cllr S Alexander reported on the recent JPYC meeting and as per supporting papers updated on progress with the new service. The Clerk had also supplied recent publicity leaflets and the latest draft Holiday Activity Programme.
- 42.2.1** Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC approve a week’s summer holiday activity session trial to start week beginning the 19th August, and that the sessions costs @ £9 per morning and afternoon, or £15 per day and £50 per week. **Agreed** **CLERK**
- 42.2.2** Cllr S Alexander **proposed, seconded** by Cllr Linfield that SPC approve that Vicky Heales sets up an appropriate social media platform in order to disseminate and promote youth service **CLERK**

information and activities in advance of the setting up of an official youth service website and bespoke JPYC social media platforms. **Agreed**

- 42.2.3** Cllrs wondered if there was provision for those families with financial difficulties and or on income support. Cllr S Alexander explained this matter had not been fully explored with at present the Lead Youth Worker, due to discuss any requests with her line manager.

- 42.3** **Progress update on SPC projects.** The Clerk updated on the four projects most likely to progress during the Councillors' summer recess. **CLERK**

42.3.1 **SPC Notice board**

SPC has been attempting to move the SPC High street notice board for some time. Over the last few months there has been significant progress with the owners of Chalcraft agreeing to allow SPC to fix the notice board to their wall adjacent the Car Park. SPC agreed to an updated design and purchase of a new notice board as the old one was falling apart. Terms and Conditions for the use of their wall have been approved through F&GP committee, and once final signed agreement has been received from the owners, then the old board will be dug out of the flower bed and new board fixed into place at some point over the next few weeks.

42.3.2 **Chandlers Way Play Area**

The play area equipment has been ordered following agreement at the last Full Council meeting. There are a couple of installation details to be finalised, but project completion is due by September. Councillors and residents living locally to the site to be kept informed.

42.3.3 **Fletchers Croft Car Park**

Fletchers Croft became a long stay Car Park as of the beginning of July. Thanks were expressed to the Community Committee and especially Cllrs Ian Alexander, and District Councillor Victoria Finnegan, for their work in making sure this happened.

42.3.4 **Traffic Regulation Orders**

SPC Community Committee pushed ahead with ideas to deal with parking issues on the High street by Wykeham Lane, in Jarvis Lane, in Vicarage Lane, in Church Street and into Tanyard Lane. The subsequent submissions have progressed through the first phase of the highways consultation process and the Principle West Sussex County Council Highways Engineer has submitted proposed changes to parking restrictions based upon the committees submission. All parts of these schemes are to go through final public consultation and by this autumn the new restrictions could be in place. SPC through Cllr Linehan are also pursuing imposing a speed limit on the Steyning By Pass but this process will take longer it seems.

- 42.4** **To consider reconvening the SPC Neighbourhood Plan Steering Committee.** SPC had previously determined that it would revisit its Neighbourhood Plan within six months of the HDC Local Plan being 'made', and because this seemed likely to happen soon, councillors considered an initial process to determine timeframes, a possible grant application, and what objectives it might want to achieve if this was to be pursued. Cllr Norcross **proposed, seconded** by Cllr Trundle that SPC convene a working party consisting of the following councillors – Cllr Bell, M Alexander, Ballance and Hanson to consider the Steyning Neighbourhood Plan and the way forward. **Agreed** **CLERK**

- 42.5** **To agree an attendance roster for SPC Councillors in consideration of the Steyning Farmers Market.** This recent SPC initiative had received positive feedback from both Councillors and residents. However it was proving difficult to organise via Community Engagement Committee alone, so it was decided a more objective process involving collaborative and advanced commitments was required. It was suggested that at least two councillors, but preferably three, and perhaps more, should attend each Saturday. **CLERK & Cllr S Alexander**

Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr S Alexander be asked to set up a 'SharePoint' spreadsheet which Councillors could populate confirming their availability to cover the Farmers Market attendance. **Agreed.** Cllrs also requested the consideration of employing QR codes on future promotional material and that a banner be produced to help promote and add publicity to this initiative.

- 42.6** **To consider a motion proposed by Cllr Campbell under Standing Order 9.** In Cllr Campbell's absence the Chair spoke in support of Cllr Campbell's request. Cllr Sharp proposed an amendment to the suggested motion. Cllr Sharp **proposed an amendment, seconded by** Cllr S Alexander that Cllr Campbell has asked for leave of absence up to the 16th September 2024, on medical grounds, and SPC is happy to grant this request. **Agreed 10 For, 1 against 1 abstained.** **CLERK**

FULL/24/43 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS **CLERK**

43.1 Community Committee

Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC receives the minutes and draft minutes from the Community Committee meetings held on the 5th March '24, 2nd April '24, 4th June '24 and 2nd July '24. **Agreed**

43.2 Finance and General Purposes Committee

Cllr Norcross **proposed, seconded** by Cllr Ballance that SPC receives the minutes and draft minutes from the F&GP Committee meetings held on the 12th March, and the 14th of May '24. **Agreed**

43.3 Planning and Premises Committee

Cllr Norcross proposed, seconded by Cllr Bell that SPC receives the minutes and draft minutes of the Planning and Premises Committee meetings held on the 26th February, 25th March, 22nd April, 28th May, and the 24th June 2024. **Agreed**

43.4 Personnel Committee

Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC receives the minutes and draft minutes from the Personnel Committee meetings held on the 22nd March '24, 11th April '24, and the 5th of June '24. **Agreed**

FULL/24/44 REPORTS FROM OUTSIDE BODIES

- 44.1 Cllrs Young, Hanson and M. Alexander – Isolation & Loneliness / PPG.** The PPG group were due to meet at 2.30pm on the 16th July, and a report will follow at the next Full Council.

- 44.2 Cllrs S Alexander & I Alexander – Wardens Steering Committee –** Cllrs reported on the meeting which took place on the 25th June and the progress being made by the Wardens in trying to get the Coop to deal more effectively with their issue with habitual thefts. There was also discussion about reconstituting the lapsed PSPO, so that scooters and dog fouling could be incorporated, but this would likely need police support and this as yet was not forthcoming. The group also more clearly defined the monthly reports 'Admin' criteria to answer the questions raised by SPC councillors at the previous Full Council meeting {These details as per supporting papers}.

- 44.3 Cllrs I Alexander & Linfield – Joint Cemetery Committee.** This committee's Clerk had been trying to find a date to bring representative Cllrs together by way of a pre-meeting fact finding mission, but finding a suitable date for full attendance was proving difficult to establish. **CLERK**

- 44.4 Cllr Johnson, Bell & M Alexander – Joint Climate Action Group.** The next meeting was planned for the 9th September, and a report will follow at the next meeting.

FULL/24/45 PROGRESS REPORT**45.1 To receive the following ongoing items**

Making Steyning a 'Dementia Friendly Town' – Cllr Norcross to provide further information at the next meeting, - Ongoing - Cllr I Alexander explained that the PPG group/ Lesley Humber and the Beeding Hub could be approached to help put a plan in place.

Cllr Norcross

45.2 *Clerk to discuss any new S106 funding opportunities with HDC - Ongoing*

CLERK

45.3 *SPC to work with Steyning Business Chamber and Wardens to set up Disc reporting system for High Street retailers – Ongoing – This was dealt with under item 44.2*

45.4 *Cllr Johnson be main SPC Rep on LCWIP but SPC to consider further representation if required*

CLERK

45.5 *SPC to adopt Climate Action Plan and begin to work through recommendations - Ongoing*

CLERK

45.6 *Clerk to update external bodies SPC membership representation with all the appropriate groups – Ongoing*

CLERK

45.7 *Cllr Finnegan to respond to question concerning EV charging infrastructure installation delays- Ongoing*

CLERK

45.8 *Clerk to check play tunnel installation specs for Chandlers Way – Ongoing*

CLERK

45.9 *Signed AGAR and supporting papers to be sent to external auditors - Ongoing*

CLERK**FULL/24/46 CORRESPONDENCE AND INFORMATION ITEMS**

46.1 **SPC Code of Conduct investigations** - A number of SPC Councillors received today by email notice from the HDC monitoring office that they would be sent reports in consideration of a number of outstanding code of conducts on the 22nd July, with a request for councillors to respond with their comments by the 31st July. Final determination in consideration of these outstanding code of conducts will likely happen soon after, and with this in mind this matter will be put back on the agenda for the September Full Council meeting to discuss results and any necessary actions.

HDC

46.2 **Steyning Grammar possible redevelopment -**

This information has been sent in from a resident - The school have recently publicised two public consultation meetings – One in Storrington, which has happened, and one in Upper Beeding which is convening at the Towers this coming Thursday the July 18th at 6pm. Apparently, there is no agreed design for a possible rebuild, other than it looks like only two of the existing buildings will be repurposed within the new school complex. In September this year, it will go out to tender process for contractors to submit designs, and then there will be planning consultations with the whole thing likely to be taking approx. 4 years for the project to be completed.

FULL/24/47 DATE OF NEXT FULL COUNCIL MEETING: 16th September 2024 at 7.30pm

Meeting closed at 8.57 pm

Signed Date 16th September 2024
Chairman

A recording of this meeting is available at - <https://youtu.be/anfShnZAJvg>