

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 16th SEPTEMBER 2024 AT 7.30PM

Councillors Present : Cllrs Young (Vice Chairman), S. Alexander, Lloyd, Linfield, Sharp, M Alexander, Johnson, I Alexander, Trundle and Hanson.
Clerks in attendance : John Fullbrook
Members of the Public : 6 {inc District Cllr Victoria Finnegan and Carole Boniface, Neighbourhood Warden Supervisor}
Meeting commenced : 7.32 pm

MINUTES

ACTION

FULL/24/48 APOLOGIES FOR ABSENCE

48.1 Apologies received from Cllrs Norcross, Campbell, Foxwell, Ballance and Bell, plus Cllr Johnson had given notice that she would likely be arriving a few minutes after the beginning of the meeting, as she was involved with representing the Council at a Climate meeting in Horsham.

FULL/24/49 DECLARATIONS OF INTEREST

49.1 None

FULL/24/50 QUESTIONS FROM THE FLOOR {in summary}

50.1.1 *Q – Trevor Cree posed six questions. First, - why is the SPC Full Council awarding itself holidays in October 2024 and December 2024 when the backlog of unfinished projects grows and grows? The full council used to meet 11 times per year and projects were efficiently implemented.*

50.1.2 *A – The Chair responded that a lot of work was carried out outside of council meetings and could then be ratified within these meetings. The Clerk added that there are no 'Council holidays' in October & December, and that projects were if anything better and more efficiently implemented now, and that this was helped, not hindered, by having slightly less frequent council meetings.*

50.1.3 *Q – Second, - when will the SPC Full Council meet to discuss ending the Neighbourhood Wardens contract when it is due for renewal? Steyping residents are currently paying more than £1,000 per week to employ two people to run board games for the elderly. If we want to employ social workers we should employ social workers at a fraction of the cost.*

50.1.4 *A – The Chair, Cllr S Alexander, the Clerk and the Wardens supervisor, all spoke in support and praise of the very many services offered by the Wardens (not simply but importantly a promotion of social cohesion within the community) and that these were appreciated by the residents. Also, discussion about the contract renewal would commence when it is due to be reviewed which will be later this municipal year.*

50.1.5 *Q – Third,- it is now more than four years since the SPC agreed to upgrade the MPF playground. When will work commence on this project?*

50.1.6 *A – The Clerk responded that it was one of seven play areas within the parish identified as needing urgent renewals five years ago. In that time, Fletchers Croft had been rebuilt, Normans way upgraded, the MPF Basketball pitch renewed, and an External Gym had been installed. Plus the*

Chandlers Way play area was at present undergoing a complete revamp. Therefore the MPF, as a lower priority, would be dealt with as time and finance allowed.

50.1.7 *Q – Fourth, - Why did the SPC Planning Committee spend less than three minutes before they agreed to support the HDC purchase of Bramber Brooks for £396,000?*

50.1.8 *A – The Chair pointed out that HDC owned Bramber Brooks, and another member of the public pointed out {An HDC Councillor}, that the purchase and much of the maintenance was paid for not from HDC funds but from S106 funds and private finance. Cllr Sharp further pointed out that this purchase was to offset developments elsewhere, and was very reasonably priced.*

50.1.9 *Q – Fifth, - when will the supplied evidence and correspondence between the SPC and SPC solicitor be made public in relation to the ownership of the iconic Steyning Clock Tower? Why is the SPC considering paying for the clock tower renovation and painting when it now states that it no longer owns it? Would the SPC pay to paint any other residents windows?*

50.1.10 *A – Cllr Sharp responded that the council were continuing to research relevant documentation. The Clerk pointed out that SPC is not paying for someone else's renovations, rather it would continue to work closely with the owner of the Clock Tower so that it could renew the clock face and mechanism which was owned by SPC, at the same time.*

Cllr Johnson arrived at this point in the meeting

50.1.11 *Q – Sixth, - It is now more than four years since a budget was allocated to place information boards or a mural within the High Street bus shelter. When will work commence on this long overdue project?*

50.1.12 *A – The Clerk pointed out that this council had so far identified more than 70 projects it thought at least worthy of consideration for completion when time and finance allowed for the benefit of its residents, and likely after the working party which will follow this meeting, more would be added to that list, and that this was a good thing. He also pointed out that many projects had been completed recently but because of the number involved it would be easy to point out what hadn't been done if that is what some individuals wanted to do.*

FULL/24/51 **MINUTES OF PREVIOUS MEETING** - Cllr Young **proposed, seconded** by Cllr S. Alexander that the minutes for the meeting dated the 15th of July 2024 be accepted as a true and fair record.
51.1 **Agreed.**

FULL/24/52 **MATTERS ARISING – These items were taken as read**

52.1 Clerk to ensure Youth Service holiday activity administrative requirements in place – **Actioned**

52.2 Clerk to continue to update on council summer recess project progress – **See Item 55.3**

52.3 Clerk to convene an SPC Neighbourhood Plan working party – **Actioned / See item 56.1**

52.4 Community Engagement Com. to progress arrangements for Farmers Market - **Actioned/ Item 55.4**

52.5 Decision regards motion under Standing Order 9 relayed to Cllr Campbell – **Actioned**

52.6 Cllr Johnson be main SPC Rep on LCWIP but SPC to consider further representation if needed- **Actioned**

52.7 SPC to adopt Climate Action Plan and begin to work through recommendations – **See item 57.3**

52.8 Cllr Finnegan to respond to question concerning EV charging infrastructure installation delays -**Item 53.1**

52.9 Clerk to check play tunnel installation specs for Chandlers Way - **Actioned**

52.10 Signed AGAR and supporting papers to be sent to external auditors - **Actioned**

FULL/24/53 REPORT FROM DISTRICT COUNCILLORS (In Summary)

- 53.1.1 Cllr Victoria Finnegan – (HDC) update, Item 1. South Downs National Park**, - Contract for HDC to work with the SDNP on planning applications is coming to an end next week. New guidance to be issued for Local Councils at the end of September, as SPC will remain a consultee.
- 53.1.2 2. New National Planning Policy Framework**, - Current assessment for annual new homes required in Horsham has subsequently gone up from 917 to 1294.
- 53.1.3 3. Vegetation maintenance** – Tanyard Lane bank being dealt with but gradient of it has caused some issues. High St Car Park rear aspect also to be dealt with in October.
- 53.1.4 4. Chancton House** – Late night ASB activity involved with the gap in the hedge – a new fence is to be installed, and wardens and police are aware of the situation.
- 53.1.5 5. Car Parks** – Nothing but good feedback so far concerning the change to long-term parking at Fletchers Croft. Newmans Gardens Car Park development delayed – this time to do with the HDC move of office location in Horsham.
- 53.1.6 6. EV Charging points** - in Fletchers Croft are being installed and this should be completed within the next three weeks.
- 53.1.7 7. Mouse Lane** - Talking with WSCC there was cyclical maintenance completed in March 24, and more planned soon, concerning flood risk management. There is a current survey for residents via WSCC which closes on the 27th September, and takes 5 minutes, to determine views from the public in order to develop a new flood risk management strategy – this is the link :- <https://yourvoice.westsussex.gov.uk/west-sussex-flood-risk-management-strategy>
- 53.1.8 8. Wi-Fi masts** – The High Street planning application had been withdrawn – repositioning of masts will be including community engagement next time the application is considered
- 53.19 9. New Grants available at HDC** - for new businesses to enhance visitor experiences (tourism), youth provision, and volunteer support sector schemes. **CLERK**
- 53.1.10 10. Glebe Farm** – The current application is to be heard at a separate HDC planning meeting on the 26th Sept. The officer's report is available via the HDC Portal. Some of the latest mitigations from potential developers includes the following:
i, £10K for kissing gates or styles renewal within a 5-mile radius
ii, £100K to the white bridge link project as part of the active travel initiative
iii, £80K Downlink upgrades
iv, £109.5K Towards maintenance at Bramber Brooks for next 5 years
v, £132K for EV charging points
vi, £75K for Footpath resurfacing (Active Travel Plan) **CLERK**

53.2 Cllr Nicholas Marks – Not in attendance

FULL/24/54 NEIGHBOURHOOD WARDENS REPORT

- 54.1** The Neighbourhood Warden reports for July and August 2024 were received, and considered, but no questions were raised. The Wardens supervisor reported on good results in consideration of dealing with break-ins at Brotherhood Hall, where notably, warden Michael managed to gain identification off CCTV evidence and the perpetrators are now being dealt with by the police. The E Scooters issue was also discussed, and further dealt with under item 57.2, below.

FULL/24/55 GOVERNANCE AND COMMUNITY MATTERS

- 55.1 Youth Service Presentation – Report on the first week-long Holiday Activity Club from the new SPC Youth Services Team.** Unfortunately, the Lead Youth Worker, had tested positive for Covid and was therefore not in attendance, therefore this presentation is to be taken to the next meeting instead. In her absence, Cllr S Alexander reported briefly on a successful Holiday Activity week which included a varied and full programme of events for the joint parish's youth and did so in association with other key partners. Each session on every day had a decent number of participants (averaging between 8 to 10); The new staff team gelled well **CLERK**

together, and the children by all accounts had a really good time – feedback comments noted within the presentation; and there was even a reasonable income generated, to offset some of the costs – something not ever achieved by previous youth service providers.

- 55.2 SPC Social Media Promotions – A short presentation from the SPC Deputy Clerk covering the first tranche of draft postings to the councils new Facebook page, and potentially other platforms.** The Deputy Clerk had put together examples of postings and they were reviewed as part of an audio-visual presentation. These postings had been discussed at the Community Engagement Group and then were recommended by F&GP Committee for Full Council approval on the 10th September '24. Content and frequency of the posts were outlined, and it was understood that when launched, it would be best to keep things relevant, up to date, interesting, fun and current, otherwise people would fail to follow this new communication stream.
Cllr Young **proposed, seconded** by Cllr S Alexander that SPC agree the recommendation from F&GP that the launch of these SPC social media pages happens as soon as possible. **Agreed** D Clerk
- 55.3 An all-member working party will discuss SPC projects and strategic planning for the next financial year 2025/26, after this meeting is concluded.** Cllr Sharp outlined the scope of the working parties remit which would include generating more ideas on where this council intended to go and what it wanted to concentrate on next to get us there. Cllr Sharp
- 55.4 To consider two councillor representatives to coordinate Steyning Farmers Market 'surgery' details.** Cllr Young **proposed, seconded** by Cllr I Alexander that Cllrs Young and Linfield are the two Cllr reps to coordinate cover and distribution of promotional material for the Farmers Market events. **Agreed.** Name badges were also requested for representatives. Cllr Young & Linfield
CLERK
- 55.5 To agree SPC Community Award promotional details for this 2024 Calendar year.** The Clerk pointed out the need for a date change on the draft supporting paper.
Cllr Young **proposed, seconded** by Cllr S Alexander that the wording of the advert as per supporting papers, including date amendment, be accepted. **Agreed**
Cllr Young **proposed, seconded** by Cllr S Alexander that the Community Award advert be advertised on SPC website, social media platforms, via Your Steyning, and on notice boards as usual. **Agreed** CLERK
D Clerk
- FULL/24/56 To consider reconvening the SPC Neighbourhood Plan Steering Committee.** CLERK
56.1 A working party had met to discuss this matter and after some lengthy discussions two recommendations were put forward to Full Council (as per supporting papers).
Cllr Young **proposed, seconded** by Cllr Hanson that SPC agree to review their Neighbourhood Plan, and that the initial steps should include holding discussions with the previous SPC Neighbourhood Plan consultant to review and agree the rules, timescales, scope, grant availability and process of any review. **Agreed**
- 56.2 To agree SPC member representation at the Extraordinary Planning South Committee meeting on Thursday 26th September at 5.30pm to discuss planning application DC/21/2233 (Land North of Glebe Farm and Kings Barn Lane).** The Clerk had stated that the statement to be read by the SPC representative would be based on the SPC agreed response to the Reg 19 Local Plan consultation with embellishments to be agreed at the next SPC Planning and Premises meeting, but that the representative needed to be agreed at this meeting as HDC needed to be informed in advance. Cllrs Young, Hanson, Trundle and Johnson were all able and willing to take the lead role if needs be. Cllr Young **proposed, seconded** by Cllr I Alexander that the two SPC Cllr representatives be Cllrs Trundle and Hanson, and that as Chair of Planning, Cllr Trundle, be the designated speaker. **Agreed** CLERK

FULL/24/57 REPORTS FROM OUTSIDE BODIES

57.1 Cllrs Young, Hanson and M. Alexander – Isolation & loneliness / PPG. Nothing to report

57.2 Cllrs S Alexander & I Alexander – Wardens Steering Committee – Cllr S Alexander reported on the meeting which took place on the 10th September. Much was discussed, but the dominant themes were control of E. Scooters via possibly enacting a Bylaw or PSPO, & wardens to keep an eye on vulnerable people over the winter period because of the change in the fuel cap scheme.

57.3 Cllr Johnson, Bell & M Alexander – Joint Climate Action Group. Cllr Johnson reported on the meeting which took place on the 9th September, and the meeting notes were to be distributed by the Clerk. Cllr Johnson stated progress with the Climate Action Plan, and also discussed her representation at the 'One Planet' workshop meeting which is an attempt to marry up our joint Action Plan with that of HDC, SDNP, Greening Steyning and other Councils – a useful tool for SPC. The 9th September meeting thought the main focus ought to be on helping people to insulate houses – after first establishing whether it was necessary, feeding into the neighbourhood wardens as a contact; as well as trying to lobby for a half hourly bus service to promote more use. **CLERK**

FULL/24/58 PROGRESS REPORT

58.1 To receive the following ongoing items

Making Steyning a 'Dementia Friendly Town' – Cllr Norcross to provide further information at the next meeting, - Ongoing **Cllr Norcross**

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

58.3 Reports on SPC Code of conduct investigations by HDC to be brought back to Full Council when completed - Ongoing **CLERK**

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

FULL/24/59 CORRESPONDENCE AND INFORMATION ITEMS (see supporting papers for details)

59.1 Notification email of SDNP Planning contract ending with HDC **CLERK**

59.2 Consultation document on the revised National Planning Policy Framework

59.3 New Housing Need figures for Sussex presented in a table format

59.4 Victim Support – 'Romance Fraud in Sussex' – A two-page promotion acknowledging 'World Romance Scam Prevention Day on Oct. 3rd.

59.5 World at One Radio programme – Stated that often Housing Associations were not able to buy 'affordable homes' from New Build developers, as they were too expensive.

FULL/24/60 DATE OF NEXT FULL COUNCIL MEETING: 18th November 2024 at 7.30pm

Meeting closed at 9.07 pm

Signed by Chairman Date 18th November 2024

A recording of this meeting is available at -<https://youtu.be/QCNXvbITl1g>

