

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 20th JANUARY 2025 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Young, Bell, Hanson, Lloyd, Linfield, Johnson, Foxwell
M Alexander, I Alexander and Ballance.
Clerks in attendance : John Fullbrook
Members of the Public : 12 {inc. District Cllrs Victoria Finnegan and Nicholas Marks}
Meeting commenced : 7.32 pm

DRAFT MINUTES

ACTION

FULL/24/77 APOLOGIES FOR ABSENCE

77.1 Apologies received from Cllrs Trundle, Sharp and S. Alexander. Cllr Campbell was absent.

FULL/24/78 DECLARATIONS OF INTEREST

78.1 None

FULL/24/79 QUESTIONS FROM THE FLOOR {in summary}

79.1.1 **Q** – Trevor Cree stated that - Following his 6th December 2024, 'Steyping Clock Tower' Freedom of Information request, SPC had responded saying, "All historical documents so far ascertained, relating to the matter when ownership by the Council is mentioned, have provided an evidence base born out of hearsay and conjecture rather than proven fact.". Mr Cree thought this was untrue at the time and even more so now, following his own research. He hoped the Council would provide evidence at this meeting to support his theories, and appoint a solicitor to legally affirm the position of ownership or, he threatened, there was a danger that the SPC councillors who 'de facto' ceded ownership of the Steyping Clock Tower to a third party may be found guilty of misconduct in Public Office, and he further warned that {in his opinion} they may be personally liable for giving away a public asset for free without due process.

79.1.2 **A** – The Chair responded that the matter would be dealt with under agenda item 13.1, and took exception to Mr Cree stating he thought the SPC response was untrue, stating it remains true, and found it offensive that Mr Cree wanted it to be known that he thought the Clerk and by extension the Council was telling an untruth.

FULL/24/80 **MINUTES OF PREVIOUS MEETING** - Cllr Norcross **proposed, seconded** by Cllr Ballance that the minutes for the meetings dated the 18th November 2024 and the 17th December 2024 be accepted as a true and fair record. **Agreed.**

FULL/24/81 MATTERS ARISING – These items were taken as read

81.1 Clerk to receive contact details to enable discussions concerning disabled facility projects – **Actioned**

81.2 Clerk to distribute parking permit promotional leaflets – **Actioned**

81.3 SPC Code of Conduct hearings to take place on the 2nd December 2024 – **See item 85.2**

81.4 Neighbourhood Plan Steering Committee new terms of reference agreed and published – **Actioned**

81.5 Squires invoice, as per supporting papers, to be paid – **Actioned**

- 81.6** Clerk to appoint Squires Planning as N. Plan consultants – **Actioned**
- 81.7** Clerk to appoint 'Design Code' consultants – **Actioned**
- 81.8** Clerk to complete an application to 'Locality Grant Funding' to help cover N. Plan costs – **Actioned**
- 81.9** Steering Committee membership and chairmanship published - **Actioned**
- 81.10** N. Plan Steering Committee to advertise for and select resident volunteers for their group – **Item 86.1**
- 81.11** Clerk to amend SPC Action Plan and take to F&GP for approval – **Actioned**
- 81.12** Clerk to amend SPC Standing orders as per agreed, and then republish – **Actioned**
- 81.13** Clerk to amend SPC Scheme of Delegation as per agreed, and then republish – **Actioned**
- 81.14** Clerk to implement pay award, and deal with associated back pay – **Actioned**
- 81.15** Climate Action Group to have its own page/ site on the SPC Website – **Actioned**
- 81.16** Joint Cemetery Committee to convene on the 2nd December 2024 – **See item 87.3**
- 81.17** Deputy Clerk to receive pay award subject to successful probationary period appraisal – **Actioned**
- 81.18** Clerk to receive incremental pay rise subject to successful appraisal process – **Actioned**
- 81.19** SPC staff to receive appropriate annual pay rises subject to procedures being completed – **Actioned**
- 81.20** Clerk to convene an SPC Full Council extraordinary meeting - **Actioned**
- 81.21** SPC to continue to monitor social media postings from members of the public – **See item 89.4**
- 81.22** Clerk to coordinate SPC Community Awards for the Annual Chairmans Function – **Actioned**
- 81.23** SPC to lobby for half hourly bus service – **See item 86.2**
- 81.24** Clerk to receive members remote meeting consultation information, and collate & submit – **Actioned**
- 81.25** Clerk to arrange for N. Plan Committee resident members to be selected in January – **See item 86.1**
- 81.26** SPC received notification concerning 2023/24 External Audit completion – **See item 85.6**

FULL/24/82 REPORT FROM DISTRICT COUNCILLORS (In Summary)

- 82.1.1** **Cllr Victoria Finnegan – (HDC) update, Item 1. Devolution**, East Sussex, West Sussex and Brighton and Hove Councils have expressed an interest in fast track privatisation and unitary authority with mayoral representation. This will allow for the 'Bolstering' of parish council responsibilities. Decisions on potential unitary authority status to be made by the Government before the end of January.
- 82.1.2** **2. The HDC Local Plan** – Examination has commenced with inspector raising questions of HDC officers, plus 22 action points. The Hearings were suspended after 3 days. Officers waiting to find out what the next steps are, but the expectation is that housing numbers will be raised.
- 82.1.3** **3. Water Neutrality** – Previously applications for dwellings have had to demonstrate secure water neutrality solutions on site, but following 3 upheld public enquiry investigations, there will now be 'Grampian' style conditions allowing for off-setting to take place off site , and using the 'SNOWS' credit system or a bespoke arrangement. Natural England will still be consulted, so it was felt there would be no harm to the Arun Valley.
- 82.1.4** **4. HDC Office movements** – Officers and equipment are moving this week.
- 82.1.5** **5. Horsham Park** – Access to be maintained in perpetuity following agreement

- 82.1.6** **6. New Car Sharing App. from WSCC** – There are new opportunities via a You Tube link, leaflets and an App. for those wishing to make some carbon savings in this way
- 82.1.7** **7. Nature Recovery Awards** – New funding opportunities for land owners from HDC, to enhance wildlife, for up to £5K
- 82.1.8** **8. Refurbishing vehicles** - HDC found rather than replace vehicles, they go for greener option
- 82.1.9** **9. 'Experience Sussex' website** – Allows for free listing for Steyning tourism opportunities
- 82.1.10** **10. Bramber Brooks Event** – HDC officers hosted a well-received presentation in November. They are looking for volunteers to help with the project
- 82.1.11** **11. 13th Jan. 'Standards' Meeting** – Cllr Finnegan attended this meeting and was willing to assist SPC in terms of help or mediation, if necessary, moving forward.
- 82.1.12** **12. Digital Display Boards** – Still awaiting a reply from HDC 'Director of Places'
- 82.1.13** **13. High Street Wi-Fi project** – WSCC expecting designs by end of this week – Victoria to report back
- 82.1.14** **14. Dangerous Dog** – Recent issue, and associated police ruling, has meant that the dog now needs to be muzzled in public. If spotted without muzzle then this should be reported online.
- 82.2** **Cllr Nicholas Marks {HDC Update} – Walking and Cycling Survey** – 450 people responded to this survey and Nick was keen to ensure the report (presented as a supporting paper for this meeting) was read and supported by Councillors , and also pointed out there were opportunities for volunteering to help the group further their ideas.
- 82.3** In response to a question raised, Cllr Finnegan will supply details of 'Dog Reporting' procedure to the Clerk for SPC social media promotion. Cllr Finnegan
- FULL/24/83** **NEIGHBOURHOOD WARDENS REPORT**
- 83.1** The Neighbourhood Warden reports for November 2024 and December 2024 were received, and considered. A question was raised in connection to a person being recently robbed of their expensive coat, and whether the Wardens work roster was flexible to enable their patrols to cover certain 'hot spots' at certain times. The Clerk confirmed that their work pattern was flexible and often changed dependant on the needs of residents, or to help cover events.
- FULL/24/84** **FINANCE MATTERS**
- 84.1** **To agree the Steyning Parish Council 2025/2026 budget and associated precept request**
A lengthy budget setting process, which had begun with each committee determining via delegated responsibility their own budget line requests, had led to a consolidated budget being discussed at F&GP committee, with that committee then presenting a recommendation to this Full Council meeting, where now a final decision was required. The Clerk therefore had presented appropriate budget papers, plus due to a recent amendment regarding Wardens costs, also presented 4 final options to members as per supporting papers, which in effect allowed a variance of choice in a range of £1,920, or 0.48% of precept rise {Between a 5.79% and 6.27% increase}. Cllr Hanson **proposed, seconded** by Cllr Foxwell to agree option 2, that is, that the Steyning Parish Council Budget and associated Precept request to Horsham District Council for 2025/26 be set at £428,170 {5.90%}, and the Band D tax figure (parish Council part only) for the Steyning Parish be £166.42 {a 5.72% rise}. **Agreed 9 For, 2 Against** CLERK
- FULL/24/85** **GOVERNANCE**
- 85.1** **Chairmans Statement concerning the recent HDC Standards Committee 'Hearings' into recent SPC Code of Conduct submissions, and the likely conclusion of this matter.** The Chair read out a prepared statement {attached as an addendum to these minutes} giving summary to the long running issues {covering approx. 12 years}, which led to the need for the recent HDC 'Hearings', thereby providing background and context to the next item which was to consider the Standards Committee's findings, and proposed sanctions against Cllr Campbell. CLERK

- 85.2 To receive recommendations from the HDC Standards Committee in consideration of nine code of conduct complaint determinations, and to agree the SPC's potential adoption of 'sanctions' based upon their investigations and findings.**
- 85.2.1** A summary of the decisions, which in short were to not uphold 6 complaints submitted by Cllr Campbell, and to uphold 3 complaints against Cllr Campbell, one of which was a joint complaint submitted by the SPC personnel committee, and which had been sanctioned by the Steyning Parish Council as a whole. The formal *Decision Notices* are to be published by HDC within 10 days of the meeting on the 13th January. It is therefore incumbent upon SPC, to agree or otherwise the sanctions noted below. Members reiterated their zero tolerance towards bullying and also noted that they hoped lessons might be learnt by Horsham District Council, as the process had taken too long. The proposed sanctions were read out, then members were asked if they preferred to vote for each item individually. As there was no appetite to do so, the proposed sanctions were read out again to ensure all members were aware of what they were voting for, and the proposal dealt with all the items noted, en bloc.
- 85.2.2** Cllr Norcross **proposed, seconded** by Cllr M Alexander that the following sanctions be adopted by SPC:- **CLERK**
1. That Councillor Paul Campbell provides a formal written apology to the Parish Council and the Clerk within one month of the finding of any code breaches by the Standards Committee {13th January}; **Cllr Campbell**
 2. That Councillor Paul Campbell will not serve on any of the Steyning Parish Council's committees, sub-committees, panels or working/steering groups with the one exception being to serve and attend the main Steyning Parish Council meeting;
 3. That Councillor Paul Campbell will not represent the Steyning Parish Council on any outside body or bodies affiliated with the council and will be removed from outside appointments;
 4. That contact for communication for Councillor Campbell will only be via the Steyning Parish Council Chair or the Vice Chair of Steyning Parish Council. This includes: Emails, letters or verbal enquiries and requests for information;
 5. That attendance to the office is to be on an appointment basis, arranged in advance with the Chair or Vice Chair, and only to meet with the Chair or Vice Chair, and to attend the Full Parish Council meetings;
 6. That the Steyning Parish Council Procedures, Guidelines and Policies 1-30 must be followed by everyone, and to ensure compliance Councillor Paul Campbell is required to undertake training. This will be arranged by the Chair of Steyning Parish Council with Horsham District Council's Monitoring Officer/ or Deputy Monitoring Officer or relevant Officer as instructed by the MO. Progress reviews will take place at stages to maintain standards, improve performance and provide credibility; and **Cllr Norcross**
 7. That the review of progress to Steyning Parish Council Procedures, Guidelines and Policies 1-30 may result in extension to sanction(s). **SPC**

Agreed, unanimously.

- 85.3 Update in consideration of the recent government white paper on 'devolution' and this Councils preparedness for any future changes to local government governance in Sussex, in so far as it would likely affect next year's SPC Business Plan, and proposed projects, and therefore to agree any actions necessary.**

- 85.3.1** The Clerk updated members concerning the devolution process so far and to note that East Sussex, West Sussex and Brighton & Hove Council had submitted a joint application to the government to become unitary authorities, which would include being governed by an elected Mayor, with district councils ceasing to exist, and with Town and Parish Councils likely gaining opportunities for extra responsibilities allowing for some services to be run more 'locally'.

85.3.2	Cllr Young proposed, seconded by Cllr Hanson that Cllrs Norcross, Sharp and Linfield convene a working party to investigate the possible effects of, and opportunities arising from, the proposed unified authority. Agreed	CLERK
85.4	To agree the draft Joint Parishes Youth Service MOU – The Clerk reported that he had amended the previously agreed document {as per supporting papers}, this being limited to updating financial contributions, parish council contact details and dates. The Clerk also confirmed performance reports would be presented to the joint parishes youth committee in the first instance and then to full council. Cllr Norcross proposed, seconded by Cllr Linfield that the <i>Joint Parishes Youth Service Memorandum of Understanding for 2025/26</i> be adopted. Agreed	CLERK
85.5	To agree the new draft Neighbourhood Wardens MOU – The Clerk reported that he had amended the previously agreed document {as per supporting papers}, this being limited to updating parish council contact details and the dates. The Clerk also confirmed that the contract itself would still be reviewed before acceptance, this being via the F&GP committee. Cllr Norcross proposed, seconded by Cllr I Alexander that the ' <i>Neighbourhood Wardens Memorandum of Understanding for the period 1 April 2025 to 31st March 2028</i> ' be adopted. Agreed	CLERK
85.6 85.6.1	To receive notification of the External Audit Report and Certificate for the year 2023/24, and agree publication, plus payment of associated invoice. – The Clerk reported that the 23/24 report and certificate had been received recently {17 th December} and relatively quickly following the previous years completed report and certificate for 22/23, which had been received on the 29 th November. This meant that SPC were now up to date in terms of receipt of External Audit Reports for the first time in five years.	
85.6.2	Cllr Norcross proposed, seconded by Cllr Young that SPC have received notification of the {external audit} annual governance report and certificate for 2023/24 and that it has been published {by SPC}. Agreed	CLERK
85.6.3	Cllr Norcross proposed, seconded by Cllr Bell for SPC to pay the external auditors invoice for the sum of £1,260. Agreed	CLERK
85.7	To agree SPC's response to the Government Consultation: 'Strengthening The Standards and Conduct Framework For Local Authorities in England' . Councillors, Councils as a whole, Clerks and SLCC members were all asked to respond to this consultation, and to do so by the 26 th February. Members considered whether to respond as individuals and as a council, or just as individuals. Due to the complexity of the process involved with completing a Council agreed response, there being forty questions involved, there was consensus from members that they would complete the task as individuals only.	CLERK & Cllrs
85.8	To discuss the theme of this year's SPC March Annual Parish Meeting – Members explored a number of ideas and these seemed to coalesce around the proposed Walking and Cycling Plan, in that it may be useful to have a forum for key stakeholders/ group leaders {especially from Greening Steyning, Business Chamber & District Partnership} to be in a position to speak in support or otherwise within an interactive session, or to ask these stakeholders, and perhaps Wilton Park CEO, to speak of their thoughts regarding any opportunities that could be realised following a positive local government devolution application response from the government	CLERK
FULL/24/86	COMMUNITY MATTERS	
86.1 86.1.1	Update from Cllr Bell from the SPC Neighbourhood Plan Steering Committee – There have recently been three working party meetings, in consideration of design code document compilation including an onsite <i>Town walk & guided tour</i> with the specialist consultant. Members have reviewed and collated notes relating to the Glebe Farm developers draft	CLERK

design code document, to enable the specialist consultant to further understand the Steering Committee's views. At the last meeting members agreed the next stage of the selection process in consideration of the non-councillor membership of the Committee. 8 candidates are being considered for the 4 positions available, with first an invite to submit not more than 300 words in support of their application with then the final interviews being planned for next week {27th Jan to 30th Jan}.

86.1.2 The first part of the Locality Grant funding application was made before Christmas, and the Clerk was notified last week of a successful bid for £10,000 to help cover N. Plan review costs. **CLERK**

86.2 **Climate Action Group update, and SPC to consider motions as per within supporting papers**
86.2.1 Cllr Johnson reported that the Climate Action Group met on the 13th January, and discussed the *Local Walking and Cycling Survey Report* {proposed motions from the group noted below}; progress towards home insulation grants for lower income homeowners; how to progress a half-hourly bus service {motion below}; updates concerning the *One Planet* webinars and also thoughts on the group having its own *Logo* and *dedicated email address*.

86.2.2 The *Walking and Cycling Survey Report* is to form the basis of a Draft Walking and Cycling Plan and be compiled by the group in the next month or so. Members were then asked to consider the following two motions. Cllr Johnson **proposed, seconded** by Cllr Norcross that each Parish Council member be asked to make preliminary comments on the draft 'Walking and Cycling Plan' {When it becomes available}, and feedback to their Climate Action Group {CAG} rep. Further discussion and recommendation from the CAG involving the Clerks of each council would ensure a common approach by all parties. This will make sure S106/ Cil applications follow due process. **Agreed, 10 For, 1 Abstained** **C.A.G.**

Cllr Johnson **proposed, seconded** by Cllr Norcross that the joint Parishes climate action group monitors progress against the adopted plan. **Agreed, 10 For, 1 Abstained** **C.A.G.**

86.2.3 In regards the item concerning the local bus service. Cllr Johnson **proposed, seconded** by Cllr Norcross that the Joint Parishes Climate Action Group are given delegated authority to invite bus companies to meet them to discuss bus frequency. **Agreed, 10 For, 1 Abstained** **C.A.G.**

FULL/24/87 REPORTS FROM OUTSIDE BODIES

87.1 **Cllrs Young, Hanson and M. Alexander – Isolation & loneliness / PPG.** Cllr Hanson reported on the recent PPG meeting at the Health Centre which helpfully included staff members. There is a new pharmacist, and two new doctors recently appointed. The magazine is being published again and will concentrate on Steyning 'good health'. The PPG screen coverage is to be enhanced with new installations in Library and in Paydens. Patients can book online, but in-person and phone bookings are still available. Upper Beeding surgery is currently closed, as the facility needs to be upgraded. There seem to be more GP's available for vacant positions.

87.2 **Cllr Norcross – HALC / WSALC updates following recent meetings** – Cllr Norcross reported on the 16th January HALC meeting. Much of the meeting was taken up with a discussion concerning the potential processes, opportunities and consequences associated with *Local Government Devolution*. It was mentioned that the smaller parishes might take the opportunity to consider amalgamating into larger parishes. Emergency plans were also discussed, with those not yet having one being urged to do so. Minutes to be distributed to Cllrs. {Cllr Foxwell left meeting, as ill} **CLERK**

87.3 **Cllrs I Alexander and Linfield – Joint Parishes Cemetery Committee** – Cllrs reported that at the last December meeting, the JPCC Clerk stated that she had attempted to find new burial site locations but had not had one positive response from the 17 letters written to nearby landowners in the last year. There is now just two years left, it is suggested, in terms of 'space left' within the Cemetery for future burials. Ongoing annual maintenance costs are estimated at £5K per year, and the fees associated with burials are being revised in order to help deal with this matter.

FULL/24/88 PROGRESS REPORT

To receive the following ongoing items

- 88.1** *Making Steyning a 'Dementia Friendly Town' – Cllr Norcross to provide further information at the next meeting – Ongoing* **Cllr Norcross**
- 88.2** *Youth service team to make future presentation to SPC Full Council - Ongoing* **CLERK**
- 88.3** *Cricket club Lease agreement to be discussed at F&GP Committee - Ongoing* **CLERK**

FULL/24/89 CORRESPONDENCE AND INFORMATION ITEMS

- 89.1** **Town Clock / Clock Tower statement from Cllr Sharp** – Unfortunately Cllr Sharp was unwell and could not attend this meeting nor present his statement. This matter therefore being deferred to the next meeting. **Cllr Sharp**
- 89.2** **'Water Neutrality' update from HDC's planning department.** – This matter was discussed by Cllr Finnegan under item 82.1.3 – This document has been published on the SPC website
- 89.3** **HDC - Waste Prevention Community Grant Fund** – The supporting paper was a poster promoting this funding opportunity and it will be placed on SPC social media platforms **CLERK**
- 89.4** **Social media postings – Statement from the Chairman** – All who use social media are aware of the 'noise' created by certain individuals, and in relation to matters such as the Clock Tower ownership. The Chair reiterated that SPC does not comment on, or respond to, social media postings. Even if the postings are inflammatory, may or may not be accurate in relation to SPC business, or on occasion can be derogatory about SPC, its councillors, or its staff: The Chair suggesting its best not to dignify these comments with a response. However, if councillors want to make a comment on social media they can do so, but only as an individual, not as a council representative. SPC will continue to make its own postings on its own terms.

FULL/24/90 DATE OF NEXT FULL COUNCIL MEETING: 17th February 2025 at 7.30pm

Meeting closed at 9.22 pm

Signed by the Chairman Date 17th February 2025

A recording of this meeting is available at - <https://youtu.be/g1ofuGLvRuc>

Chairmans' Statement

20th January Full Council Meeting – Minute Ref FULL/24/85

*For a number of years there has been friction within Steyning Parish Council, arguably going back as far as 2012 and the attempts to install a Skateboard Park on the Memorial Playing Field. The relevance of this is that Paul Campbell was one of the main opponents of the proposed Skateboard Park, and engaged in a campaign of FOI requests and excessive correspondence with SPC, that ultimately led to **three** of John's predecessors resigning and the Information Commissioners Office even appointing a case officer solely for SPC.*

Fast forward to 2019 and a new set of Councillors were elected to Steyning Parish Council, amongst them Paul Campbell. On election to the Council, Paul Campbell and others, decided that it was necessary to employ outside HR Consultants, at SPC's expense, as they were not happy with John's approach to his role. After expending considerable amounts of SPC, and therefore by extension, the taxpayers money, it was established that there wasn't an issue with John's performance, the issue lay more with the attitude and approach of some Councillors and a misunderstanding of their role and responsibilities.

Councillors in SPC were by now somewhat polarised, with the majority having faith and trust in John Fullbrook and the then deputy Clerk Hazel Roxby, but a minority, of whom Paul Campbell was one, taking an opposing view. In yet another attempt to remedy this, yet another review was undertaken by an external consultant, yet again paid for by SPC. This review concluded that the issue lay not with John or Hazel but with the attitude and approach of several Councillors.

Following a change of Chair in late 2020 the number of Code of Conduct Complaints submitted increased significantly, the majority of these were submitted by Paul Campbell. By way of example, Paul Campbell and his associates submitted no fewer than TEN code of conduct complaints about me between April 2021 and April 2023. Not one of these was upheld. There were many other code of conduct complaints submitted about other Councillors as well. But the pertinent point is that each complaint had to be considered by HDC, thereby incurring a cost, this cost ultimately falls to all of us as tax payers.

The situation eventually became so bad that HDC decided that a review of SPC should be undertaken in an attempt to resolve the constant disputes and Code complaints. This review was undertaken by external consultants, appointed by HDC and paid for by them, at an approximate cost of £14000. Although paid for by HDC the cost actually falls to the taxpayers. The review, known as the Hoey Ainscough review, concluded that there was poor behaviour by some Councillors within SPC, though it avoided using names, and made a number of recommendations to hopefully ensure better behaviour. The report and its recommendations were issued in October 2022 and agreed to by the majority of Councillors. Sadly, it did not have the desired effect. Nevertheless HDC determined that they would “put aside” all code complaints submitted prior to July 2023. With the hope that a new Council would work with each other better.

In May 2023 a new Council was elected. This is of particular significance because it was apparent for all to see that at this point the entire atmosphere and behaviour of the Council as a whole changed. I mention this because for far too long some people’s narrative around SPC has been that it is riven with “factions” and infighting. This is demonstrably untrue. From May 2023 onwards SPC has had 14 councillors who work together, discuss, debate and disagree, but do so politely, respectfully and without recourse to code complaints, and arrive at a consensus. One councillor, and one councillor only appears to find this difficult and resorts to code complaints. This councillor, Paul Campbell, continued to submit Code complaints, indeed he submitted a further one about me almost immediately after I was re- elected as Chairman in May 2023, followed by another in September 23 and then June 24.

I was not the only object of his ire however, as he lodged numerous other code complaints against his fellow councillors. So much so that only 2 of his fellow 14 councillors have not, thus far, been complained about by him.

Why is this important, it is important because every complaint submitted costs us, the taxpayer, money. Takes up time and resources for HDC to consider them and serves to make the SPC appear to be ineffective. So I say again, SPC as a whole, is not ineffective, does not have issues, and functions just as a parish Council should. Making decisions through debate and where there is a difference of opinion listening, considering and then ultimately voting. Once a decision has been made, democratically, Councillors abide by them. Unfortunately Paul Campbell does not feel the need to follow this democratic process.

Now for those who might argue that I would say that, I am not the only person who believes this. HDC spent an enormous amount of time and money investigating the SIX code of conduct complaints that Paul Campbell submitted {post July 2023}, and the THREE complaints that were lodged against him that will be discussed at item 9.2. It should be noted the complaints that were lodged against Paul concerned his behaviour and attitude towards John and the Office. These were the only complaints that were upheld by HDC.

I will just take a few moments to share with you some of the salient points from the investigating officer's reports. Please bear in mind that the author of the report was an entirely independent person, who had no prior knowledge of SPC or its Councillors.

"I am afraid that his distrust of Councillors and the Clerk in particular in my opinion prevents him engaging positively in parish business"

"The tone of Councillor Campbell's response is in my opinion confrontational"

"There is clearly a difference of opinion between the Clerk and Councillor Campbell on interpretation of procedures and processes and this in itself is not a concern, however it is the tone and challenge to the Clerks authority in this email that is of concern."

With reference to the NALC Civility Respect Pledge and PC's view that he didn't need to make it personally.

"Councillor Campbell can demonstrate acceptance of the pledge by modifying his behaviour and treating the Clerk in particular with respect and not to make personal attacks, both internally and to third parties about the integrity of the Clerk."

"This continual challenging of the Clerk in a disrespectful, non constructive way and copying the other SPC Councillors into his correspondence with the Clerk amounts to disrespect, bullying and harassment of the Clerk"

As you can imagine this has been a very stressful and trying time for all concerned, but especially for John, Hazel and the staff in general, who have all remained professional throughout.

I am very pleased that we have finally reached a conclusion after many years of working with HDC and sincerely hope that this is now the end of the matter.

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

January 2025

Hi vis Patrol hours TOTAL:	78	ASB incidents TOTAL:	6
Foot - Steyning/Bramber/Upper Beeding	16/4/11	Noise	1
Vehicle - Steyning/Bramber/Upper Beeding	24/5/18	Neighbours	0
Notices/warnings TOTAL:	6	Driving/vehicles	3
Verbal warning	4	Bicycles	2
Parking alert	2	E-scooters	0
Yellow card warning (ASB)	0	Alcohol	0
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	
Reports into Police TOTAL:	9	Fly tipping / flyposting	1
Phone (including 101 and 999)	0	Graffiti	1
Online	0	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	9	Drug litter	0
		Hazards	1
Media Reports TOTAL:			
Press release/Community magazines	2		
Social media posts	3	Community events attended	3
Admin, Training, Meetings & Events	35	School contact	3
Vulnerable people welfare checks	10	Youth engagement	8
Signposting	4	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning

While on a foot patrol two residents disclosed information regarding an electric scooter user riding on the pavement and knocking one of them. They felt intimidated and did not report to the police. We advised they report directly to the police as this issue is under reported and the police need reports to be able to take any action.

We carried out a joint patrol of the High Street with the PCSO (Police Community Support Officer). We checked in with some of the shop manager to make sure everything was ok.

We were informed by two residents of a noisy neighbour keeping them up late at night. We signposted them to Environmental Health to raise a noise complaint and to request recording equipment. We also advised they keep a log of all the disturbances. We spoke with the PCSO about the disturbances as the people involved were arrested and released. The PCSO visited the resident that made the report and gave further advice.

The police informed us of a coat that was stolen from a young person that lives in the town. The people responsible also approached some of the students at the boarding house, but unfortunately they were not identified. This was reported to the police.

Bramber

Nothing to report.

Upper Beeding

We received a report of an adult acting suspiciously when picking up a child from the primary school. We advised the person reporting contact the school and raise their suspicions with the police. We patrolled the area and could not see the person they were concerned about, we will continue with extra patrols after school.

UPDATES FROM DECEMBER

There have been no further reports of people setting fire to aerosol cans.

We have not received any further reports of screws in tyres on Charlton Street and received positive feedback about the work we carried out.

We have not had any further reports of coats being taken from the Maharaja. From our understanding, the people involved were not identified and this was not connected to the coat that was stolen in January.

Parking/vehicles

Steypning

We received a report, and witnessed, the icy conditions on the Bostal Road and due to exceptional circumstances and the danger of the road we spoke with the Snow Angels and the Parish Clerk to get permission to grit a particularly bad patch of the road.

Bramber

Nothing to report.

Upper Beeding

We carried out some extra after school patrols at the primary school following a report of potential suspicious behaviour during pick up time (as mentioned earlier in the report). This also gave us the chance to speak with several drivers that made poor parking choices (1 parking alert issued for parking on a junction, 2 drivers were asked to move on, 1 advised their reverse lights weren't working).

Fly tipping/littering/graffiti

Steypning

There was a mattress, parts of a sofa/armchairs, a tyre and several smaller items that were dumped in the layby and along the road of Bostal/Titch Hill. We reported this to Horsham District Council to be retrieved.



We contacted UK Power Networks to see if they can remove the graffiti on the side of the substation on Shooting Field. They sent an engineer out to visit the site. If the graffiti is on their property they will clear it.



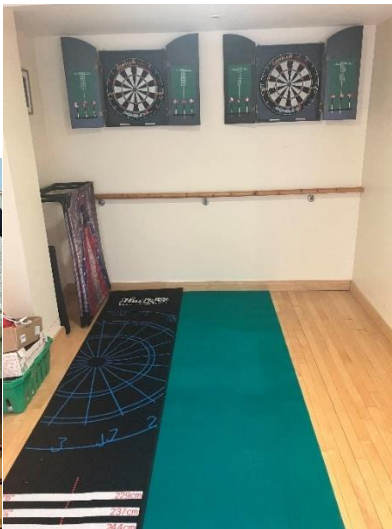
Bramber and Upper Beeding

Nothing to report.

Community engagement/events/meetings

Steyping

We spent time setting up the equipment for the new games room at Dingemans and it is now open for the residents to use and enjoy. Using funding we gained from the Wilson Memorial Trust we were able to get darts boards and mats, indoor short mat bowls, corn hole, a mini basketball hoop, a new mini fridge, photographs of sporting moments. A small pool table and table football had been donated by residents.



Bramber

Nothing to report.

Upper Beeding

We have started a weekly drop-in at the Hub where residents can speak with us to discuss any concerns they may have, ideas for projects or to find out more about our role. The PCSO for Steyning, Bramber and Upper Beeding joined us on one of the drop-ins.

We held our first Board Game Café of the year at the Penfold Hall. Following the success of the Café, we are excited to be launching a second café that will run once a month in Upper Beeding on the last Tuesday of the month. The first will be held on the 25th of February at the Beeding and Bramber Village Hall and is open to all.



Patrols (foot/visible and car)

Steyning

High Street
Bus Shelter
MPF
Fletchers Croft
Schools

Bramber

Bramber Castle and nearby footpath/train line signs
Botolph's Church

Upper Beeding

Smugglers Lane
Playing field
Small Dole skate park
Beeding Hill/Truleigh Hill
Adur Valley Court
Schools

Older, vulnerable people and youth

Steyning

We have been engaging with a vulnerable resident that had a small fire at their home. We made a referral into West Sussex Fire and Rescue. We arranged a visit and were present during the meeting for reassurance. The resident has an interest in horses. We are looking into sites where they can interact with horses as they have an extensive background in riding but are no longer able to do so.

We engaged with a homeless person that had been sleeping in the bus shelter. They have been through the town before and were happy to speak with us. They were not sure of their plans if they would be staying the night in Steyning, but did not want any additional help at the time. We agreed to check in on them again later in the evening if they were still in the town. We checked on them in the evening, they refused help or the offer of contacting housing for a temporary B&B for the nights when temperatures drop below 0. The Civil Enforcement Officers (CEO/ Parking Officers) also checked in on him and updated us when they saw him.

One of the pastoral team at Steyning Grammar contacted us regarding two students that were seen on the bus but had not made it into school. They were thought to be at the old rifle range, we went to find them but unfortunately they were not there.

There was a person that felt unwell at the Steyning Centre. We spoke with her to see if we needed medical assistance. She felt ok to drive and wanted to get home, we advised she contact her GP.

We dropped off some information to a resident that we met in December regarding clubs and coffee mornings that she could attend to meet people in the area. She moved to Steyning last year and does not know many people here.

Bramber and Upper Beeding

Nothing to report.

Dog related issues

Nothing to report.

Cycling

Steyning

We received a report of a group of young people jumping on a bike in Shooting Field. The group had moved on when we arrived, we continued with our patrol to engage with people that matched the description, but none were seen.

A bike has been padlocked to a lamp post on the footpath between Church Mead and the church for several weeks. We received two queries if the bike had been stolen. We asked the PCSO and the police did not have any reports of a bike being stolen that matched the bike that had been left. The bike has now gone and is no longer locked up on the lamp post.

Upper Beeding and Bramber

Nothing to report.

Parish specific/other

Steyning

During an icy period we were on hand to help the SBUB Snow Angels by gritting a treacherous part of the Bostal Road, after being advised by a resident it was dangerous and people were having to abandon their vehicles.

Upper Beeding and Bramber

We attended the full Parish Council meetings to give an update on the scheme and the work we have been conducting.



We have been given additional phone numbers that we can be contacted on. You can now reach us the following ways:

Michael Pearce: 07734 387 888 (mobile) / 01403 215 367

Alison Page: 07734 387889 (mobile) / 01403 215 366

SBUB.wardens@horsham.gov.uk

Item 9.1.2

Steering Group minutes - Steyning, Bramber and Upper Beeding 28th January 2025 @ 1400 hrs

Notes compiled by Carol Boniface

Present: -

Clerk Stephen Keogh – Upper Beeding

Clerk – John Fullbrook Steyning

Cllr Simon Alexander – Steyning

Cllr Ian Alexander - Steyning

Michael Pearce – Warden

Alison Page - Warden

Carol Boniface – Neighbourhood Warden Supervisor

Apologies

Clerk Paul Richards – Bramber (faulty tech)

Cllr Jill Cannon – Upper Beeding

Cllr Di Goodall – Bramber

Warden's report and matters arising

SK pleased with the outcomes updates on the reports.

IA has reminded residents to contact the Police to report crimes as opposed to going to Parish Council or the Wardens.

JF asked re the frequency of a coat robbery in Steyning. MP advised only once.

SA asked if a resident's survey could be done to capture the success of the Warden scheme. CB advised that the Wardens have paper feedback cards and email links.

SA mentioned that parking leaflets had been created by SPC in conjunction with HDC to encourage people working in Steyning, to use the HDC car parks.

MP asked if there had been any uptake by Cllrs to shadow him and AP? Nothing so far...

SA asked if there could be more good story reporting? JF asked about a 2-page social media promotion. **MP/AP to action.**

Individual and Team warden objectives

AP talked about the Dingemans games room launch. This was funded by Steyning Community Partnership and has been well attended so far. MP said there are still some finishing touches but it's open for use. To be promoted **AP/MP to action.**

MP talked about the Board Games Café in Steyning and that the Children & Family Youth Worker Gary has taken it over so AP and MP can step back. They are now looking at opening one in Upper Beeding with an opening in February 2025. To be promoted **AP/MP to action.**

MP said that WSFRS were invited to attend the Vintage Years café and got 12 referrals for Safe and Well visits.

Parish Council Priorities

SK asked if the Wardens could help with the set up of the Youth club in Upper Beeding with Nicky Denero. I advised she could apply for PPAF funding. They are also interested in a virtual crime scene using VR to support the YP who attend. **CB to contact community link to see if this is possible.**

SA noted there were no notable hotspot crime or ASB areas currently.

IA asked for MP and AP to continue engagement in the community.

What's working well/not working well?

MP discussed the report format and removing the text box due to the confusion it causes. This is being discussed at the full Warden team meeting in 6 weeks' time.

SK asked re the powers on the last page of the agreement. CB advised they are all still live.

JF asked if a roaming SIM could be used for the Wardens due to their current signal being poor with Vodafone. **CB to enquire.**

SA suggested downloading WhatsApp onto their PCs. **AP/MP to action.**

Events – Warden attendance

SA asked if MP and AP could continue to engage with youth club. **AP/MP to action.**

HDC Priorities

Community Cohesion

Business Crime (DISC)

Neighbourhood Disputes

Safeguarding People in Public

Hotspots ASB

AOB

AP – no MP – no SK – no IA – no

SA – asked if there had been any further movement on the PSPO with E Scooters. CB advised no not at this time.

JF – asked how devolution would affect the Warden scheme. CB replied – unknown at this time but parishes will be kept updated as and when.

CB – thanks attendees for their support for the Warden scheme.

Next meeting is on Tuesday 29th April 2025 at 1400 hrs at the Steyning Centre

Standards Committee recommended sanctions

Adopted by Steyning Parish Council on the 20th January:

i.

That Councillor Paul Campbell provides a formal written apology to the Parish Council and the Parish Clerk within one month of the finding of any code breaches by the Standards Committee {13th January};

ii.

Councillor Paul Campbell will not serve on any of the Steyning Parish Council's committees, sub-committees, panels or working/steering groups with the one exception to serve and attend at the Steyning Full Parish Council meeting;

iii.

Councillor Paul Campbell will not represent the Steyning Parish Council on any outside body or bodies affiliated with the council and will be removed from outside appointments;

iv.

Contact for communication for Councillor Campbell will only be via the Steyning Parish Council Chair or the Vice Chair of Steyning Parish Council. This includes: Emails, letters or verbal enquiries and requests for information;

v.

Attendance to the office is to be on an appointment basis, arranged in advance with the Chair or Vice Chair and only to meet with the Chair or Vice Chair and to attend the Full Parish Council meetings;

vi.

The Steyning Parish Council Procedures, Guidelines and Policies 1-30 must be followed by everyone and to ensure compliance Councillor Paul Campbell is required to undertake training. This will be arranged by the Chair of Steyning Parish Council with Horsham District Council's Monitoring Officer/ or Deputy Monitoring Officer or relevant Officer as instructed by the MO. Progress reviews will take place at stages to maintain standards, improve performance and provide credibility;

vii.

The review of progress to Steyning Parish Council Procedures, Guidelines and Policies 1-30 may result in extension to sanction(s); and

These sanctions will be in place for a period of 16 weeks following the decision by Steyning Parish Council to implement the recommendation of the Standards Committee, unless the sanctions are not followed in which case this period could be extended – see point vii.

2025-26 Steyning Parish Council Meetings Schedule



7.30pm Start	Community (Tuesdays)	Finance and General Purpose (Tuesdays)	Parish Council (Mondays)	Planning and Premises (Mondays)
Jan-25	No Meeting	14th	20th	27th
Feb-25	4th	No Meeting	17th	24th
Mar-25	4th	11th	17th Annual Parish Meeting	24th
Apr-25	8th	No Meeting	14th Due to Easter	28th
May-25	No Meeting	13th	19th Annual Parish Council Meeting	27th {Tuesday}
Jun-25	3rd	No Meeting	16th	23rd
Jul-25	No Meeting	8th	21st	28th
Aug-25	No Meeting	No Meeting	No Meeting	18th
Sep-25	2nd	9th	15th	22nd
Oct-25	No Meeting	14th	No Meeting	27th
Nov-25	4th	No Meeting	17th	24th
Dec-25	2nd	9th	No Meeting	15th
Jan-26	No Meeting	13th	19th	26th
Feb-26	3rd	No Meeting	16th	23rd
Mar-26	3rd	10th	16th Annual Parish Meeting	23rd
Apr-26	No Meeting	14th	20th	27th
May-26	5th	No Meeting	18th Annual Parish Council Meeting	25th

To be agreed by SPC Full Council