

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 16th JUNE 2025 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Hanson, Bell, Johnson, Foxwell, Linfield, Lloyd, Young, Trundle, Campbell, S Alexander and Ballance.
Clerks in attendance : John Fullbrook
Members of the Public : 3 {inc. District Cllrs Victoria Finnegan and Nick Marks}
Meeting commenced : 7.32 pm

MINUTES

ACTION

FULL/25/19 APOLOGIES FOR ABSENCE

19.1 Apologies received from Cllrs Sharp, I Alexander and M Alexander.

FULL/25/20 DECLARATIONS OF INTEREST

20.1 Cllr Campbell sought, and was granted, dispensation to take part in the discussion {but not to vote} under item 26.1

FULL/25/21 QUESTIONS FROM THE FLOOR {in summary}

21.1 None

FULL/25/22 MINUTES OF PREVIOUS MEETING

22.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 19th May 2025 be accepted as a true and fair record. **Agreed. 11 For, 1 Abstained**

FULL/25/23 MATTERS ARISING – These items were taken as read

23.1 Working Practices Group to convene to discuss policy amendments – **Actioned**

23.2 Clerk to distribute Walking and Cycling Plan and Cllrs to feedback – **Actioned / See item 27.3**

23.3 Clerk to attend Asset transference webinars and look to begin Business Plan – **Actioned / see item 26.2**

23.4 Clerk to write to HDC to ensure their Steyping orientated Assets List could be delivered ASAP - **Actioned**

23.5 Declaration of Office forms signed and filed for Chair and Vice Chair – **Actioned**

23.6 Clerk's office to update and distribute Committee and Group membership listings for 2025/26-**Actioned**

23.7 Standing Orders, Financial Regs. Finance Risk Assessment policy Docs amended & published – **Actioned**

23.8 20 SPC readopted SPC Policies, dates to be changed and published on SPC website – **Actioned**

23.9 Clerk to subscribe to HALC/NALC/WSALC/SLCC & Open Spaces Society for the next year – **Actioned**

23.10 Insurance Cover noted to 31st August – Clerk to begin Schedule review for next year – **Actioned**

23.11 Asset Register to be published, and review begun for the next municipal year – **Actioned**

23.12	SPC's General Power of competence renewal noted on SPC Website – Actioned	
23.13	Progress report and Matters arising to be brought back for this agenda – Actioned	
23.14	The readopted Land Register to be published on the SPC Website – Actioned	
23.15	Councillor sanction period extended – Actioned	
23.16	AGAR and associated notes to be sent to External Auditor – Actioned	
23.17	Notice of public rights plus AGAR details to be displayed on Notice boards and SPC Website – Actioned	
23.18	Neighbourhood Plan Steering Com. members to be informed of SPC approval of statement of intent, and for recommendation to be taken back to F&GP as a project priority – Actioned	
FULL/25/24	NEIGHBOURHOOD WARDENS REPORT	
24.1	The Warden reports for April and May 2025 were received. Cllr Johnson remarked upon the April Farmers Market incident which had been reported very well, and that the follow up action had been effective, and appreciated by all.	
24.2	The Clerk reported that Warden Michael Pearce will be leaving after 14 years' sterling service. The Chair added her gratitude on behalf of the Council, the residents, and the entire district for Michaels work over the many years, and suggested that he will be sorely missed. Councillors wished him well in his new job. Any donations for leaving gift via the Clerk please.	CLERK All Cllrs
FULL/25/25	REPORT FROM DISTRICT COUNCILLORS (In Summary)	
25.1.1	Cllr Victoria Finnegan – (HDC) update, 1. HDC Outreach Clinics – NHS Health and Wellbeing checks – next one is scheduled for 23 rd June at the Steyning Centre, then 11 th Aug. and 22 nd Sept. There are also regular <i>Wellbeing Walks</i> – Dates & details are available on the HDC website	
25.1.2	2. SNOWS – The financial charging scheme tariff has been agreed at 80 pence per litre per day	
25.1.3	3. Asset Transference / Devolution – A policy is being drafted via a committee that Victoria Chairs, and a draft policy should be available by the end of June 2025.	
25.1.4	4. S106 Task and Finish Group – An email about S106 obligations has been sent to SPC and will need to be dealt with. It looks at non-financial obligations which might not have been complied with by contractors. Normally relevant when there have been large new developments, so this is currently unlikely within Steyning.	CLERK
25.1.5	5. Glebe Farm – There's a non-material amendment to the planning application which places the access roundabout and toucan crossing as a stage one development, starting likely January 2026. The <i>Sales House</i> would be started soon after this. By early 2027 the development proper will start on the right of the new entrance, and continue through 2028 and will be built in phases in an anticlockwise direction, with final development completion by January 2031. The details of all of this will be within the reserve matters application, the travel plan and the CPD plan. No Gas boilers are to be installed on site, with air or ground source heat pumps being preferred following community engagement discussions. Road naming assistance is being welcomed. And Vistry happy to be approached with sponsorship requests. Boundary with Kings Barn Lane properties - fence and planting details continue to be discussed, plus rearranging new housing orientation to better protect privacy concerns. Walking and Cycling route access arrangements continue to be discussed. Vistry to submit final <i>reserve matters</i> application very shortly.	Cllr Finnegan
25.1.6	6. Digital Boards – This transfer to SPC will be completed soon, and it's not without difficulties.	
25.1.7	7. High Street Wi-Fi installation – On the 9 th May, there was confirmation that a planning submission would be prepared by mid-June. However SPC are due to be involved with a meeting prior to the planning submission.	
25.1.8	8. Domestic Burning Occurrences – If Neighbours are regularly burning items then a log should be maintained and HDC contacted if its considered to be a nuisance	

25.1.9	9. Decentralising – HDC have been aware that they might appear too Horsham centric. For this reason they are beginning to hold Full Council meetings outside Horsham. The July meeting is going to be held at the Steyning Centre on the 16 th July @ 6pm. Residents and Councillors are welcome to attend, and it would be really appreciated if questions could be raised by Cllrs with 3 clear days' notice – these could be sent into the Clerk to be passed on.	CLERK & Councillors
25.1.10	10. Questions – Are maintenance and staffing requirements noted within the Asset List details? No, but they should be considered when taking over potential liabilities. Staff would under normal circumstances be 'TUPE'd' over. A timescale for Devolution was requested.	Cllr Finnegan
25.2	Cllr Nicholas Marks {HDC Update} Glebe Farm – Nick Suggested SPC pays close attention to the Glebe Farm build as it happens and hold Vistry closely to account to ensure the build does not go off track.	CLERK
FULL/25/26	GOVERNANCE	
26.1	The Council continues to seek resolution regarding an ongoing Code of Conduct Issue. However, Cllr Campbell has now threatened a Judicial Review against SPC on the grounds of what he believes to be improper process and procedure when SPC agreed to extend his sanctions.	
26.1.1	The Clerk, Chair and Vice Chair had prepared a supporting paper noting 5 options for members to consider in terms of agreeing a motion based upon, but not limited to, those options.	
26.1.2	The Chair stated that a judicial review and therefore the content of the discussion of this item should concern itself only with the question of whether or not SPC was legally allowed to extend the time the sanctions were in place for, and that It should not consider once again if those sanctions were necessary or appropriate. She added why in her view avoiding a judicial review would be important as it would likely incur considerable costs to the Council, and by extension the tax payers of Steyning, and as importantly, would necessitate the Clerk spending a great deal of time dealing with it, all at the expense of more important and pressing matters. Moreover, that it would not be in the public interest to pursue the matter through the courts.	
26.1.3	The Clerk and Chair had devoted a substantial portion of the meeting to be set aside for members to consider this one item, and the Chair invited a full discussion. Members put their views forward with concern being raised about the time potentially having to be spent on this matter; on why Cllr Campbell still refuses to apologise to Clerk and Council; on why a judicial review if it was to be undertaken by Cllr Campbell was not being aimed at HDC rather than SPC if he was so concerned by their processes and procedures; on why resource and expenditure continues to be spent on this issue; on why some matters put forward within the judicial review were not relevant; on why the simplest way forward would be for compliance with the sanctions; on why, on reflection, it would have been better for SPC to refer their review back to HDC, for their judgement, rather than complete the task itself; and there was a reemphasis on the need for all councillors and staff to work collaboratively in this most important of times.	
26.1.4	The Clerk had contacted the SPC Solicitor for his views and without wishing to influence and lessen contributions too early within the discussion, reserved updating members with that advice until the latter part of the conversation. In essence the solicitor stated that the HDC sanction #7 (which in summary was to review progress of sanctions and extend them if not fulfilled), did not provide a clear process for SPC to follow, and that he had difficulty in interpreting the condition as stated to permit the committee to extend the period unless there was a provision for this in the {SPC} policies.	
26.1.5	In a subsequent phone discussion he stated that the 5 alternatives presented within supporting papers covered the options available very well, and that he advised option 5 to be	

the best course of action. This was consistent with the opinion of the Clerk and all those who had spoken and expressed a preference within the meeting, and was favoured as one of the two best fit options put forward by Cllr Campbell in an email some days earlier. The Solicitor also expressed that if SPC pursued option 5 he felt that a judicial review would be highly unlikely to succeed. Cllr Campbell clarified that in the event of option 5 being agreed he would not pursue a judicial review.

26.1.6	Cllr Norcross proposed, seconded by Cllr S Alexander that SPC rescinds the extension of sanctions against Cllr Campbell contingent upon him also withdrawing the Judicial Review proceedings, which he has just confirmed, and additionally the Chair is delegated to submit a further Code of Conduct complaint to HDC about Cllr Campbell due to his refusal to apologise to the Clerk and to the Council (SPC) as mandated by the sanctions laid against him by HDC and adopted by SPC at the January 2025 Full Council Meeting. Agreed	CLERK Cllr Norcross
26.1.7	Cllr Young proposed, seconded by Cllr Lloyd that SPC readopt the SPC Civility and respect policy resolution as originally agreed in November 2023. Agreed 11 For, 1 Against	CLERK
26.2	SPC Devolution Process report, including receipt of an Asset List from HDC, & Asset	
26.2.1	Transference procedures. The Clerk updated that following a statement made at Full Council and subsequent communications with HDC and in particular the CEO of Horsham District Council, Jane Eaton, SPC recently received a list of HDC Assets that could potentially be transferred to Steyning Parish Council – It lacked detail and clarity but at least provided a starting point, for an understanding of what might be involved. The main part of this list was provided as a supporting paper. The Clerk has agreed with Jane Eaton that SPC will work together with HDC to identify discrepancies and add clarity. Unfortunately this did not extend to being able to receive copies of Land Registry information, as they do not necessarily appear to have easy access to them. The Deputy Clerk is tasked with gaining appropriate copies of land registry documents @ £7 a time for those parcels of land which are agreed to be part of the potential transference.	CLERK
26.2.2	The Clerk was also tasked with attending Asset Transference Webinars if available. Supporting paper 27.2.2 represents notes from one such Webinar session undertaken in early May.	
26.2.3	The Devolution process and in particular discussions over separate potential land acquisitions are to be divided into tasks and these will be discussed separately by F&GP when it attempts to prioritise next year's project action plan 2025/26, at its next meeting. Cllr Finnegan was asked to provide clarity on whether HDC might help with professional fees in consideration of any potential asset transference.	Cllr Finnegan
26.3	To agree an amendment to the SPC Document Retention and Disposals Policy As presented in supporting paper 27.3, there were a number of amendments detailed in red. The main reason for SPC to amend this document was to allow the relocation of Meeting Minutes up to the year 2000 to the West Sussex Records Office in Chichester – so that they would be safely stored and more accessible than they presently are to members of the public. There were also amendments to the CRB Checks and Personnel records requirements. A point was made to add Full Council Minutes to the list of Committee and Subcommittee Minutes reference. Cllr Norcross proposed, seconded by Cllr Johnson that SPC adopt the SPC Document Retention and Disposals Policy as per supporting paper which included amendments but also to include Full Council Minutes reference as an additional amendment. Agreed	CLERK
26.4	To readopt the following SPC policies:- SPC Privacy Notice; The SPC Email Policy and the SPC	CLERK
26.4.1	Publication Scheme. Cllr Campbell pointed out a number of discrepancies between the Privacy Policy and the current SPC website and therefore the adoption of this policy was deferred. Cllr Norcross proposed, seconded by Cllr Bell that the adoption of the SPC Privacy Notice be deferred, having been taken back to working practices to be reconsidered. Agreed	

26.4.2	Cllr Norcross proposed, seconded by Cllr S Alexander that SPC readopt the SPC Email Policy and the SPC Publication Scheme. Agreed	CLERK
FULL/25/27	REPORTS FROM OUTSIDE BODIES	
27.1	Cllrs Hanson & Young – Isolation and Loneliness/ PPG – No meeting so nothing to report.	
27.2	Cllr Foxwell – Ukrainian Refuge – As per the Wardens Report members were understanding there had been a number of break-ins to the refuge recently. When the second break in occurred the policeman who attended came with a police dog. After a discussion in consideration of how appropriate the site was, John Stevenson has subsequently arranged for the Police Dog Team to regularly set up Police Dog training sessions at the refuge/Brotherhood Hall – thereby acting as a deterrent to further potential crime.	
27.3	Cllrs Johnson – Climate Action Group. – Reminder to Councillors for feedback required please regarding the Walking and Cycling plan document distributed some days ago. HDC's support group for Climate Actions will be meeting shortly, and then in July the Climate Action Working Party will meet once again, and Cllr Johnson will report about this at the next Full Council meeting. In the meantime there has been good movement on the potential management of Twittens, and this will be brought to the next Community Meeting. Also, the Digital Screen electrical supply consumption is to be ascertained if possible	Cllr Johnson CLERK
FULL/25/28	NEIGHBOURHOOD PLAN REVIEW	
28.1.1	Progress being made by the Neighbourhood Plan Steering Committee: Cllr Bell reported that following the removal of funding support, F&GP will need to establish how much more work is to be pursued by the Steering Committee. Recently the draft design code document has been received and discussed by the group. After a wide-ranging discussion the Committee members thought it needs to be expanded to include what Steyning might want to look like in 40 years' time, and to ensure prospective developers are making contingencies for then, and not just for now. It was felt that it also needs to provide for an opportunity for architectural innovation, an example being the Steyning Library which fits well into an otherwise very traditional Streetscape. The Document needs to be more assertive when it comes to affordable housing and infrastructure provision also.	
28.1.2	The Design code doc consultants have requested more pictures to illustrate points being made, and therefore members have been tasked with gathering these pictures with then the group deciding upon the best pictures via consensus and from a gallery at a public meeting.	
28.1.3	The Committee is seeking advice from Squires in terms of updating the plan in regard to things like <i>Green Spaces</i> , with Bramber Brooks being an obvious new inclusion. The Walking and Cycling Plan and other similar and recent documents need to be included in some respects.	
28.1.4	The next public meeting, on the 2 nd July will include the review of the main Neighbourhood Plan Doc, based upon the comments that have been received from the group via SharePoint.	
FULL/25/29	PROGRESS REPORT - To receive the following ongoing items	
29.1	<i>Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back to Full Council - Ongoing</i>	CLERK
29.2	<i>Youth service team to make future presentation to SPC Full Council - Ongoing</i>	CLERK
29.3	<i>Potential High St. Wi-Fi masts adoption to be explored by Cllr Finnegan and Clerk – Dealt with under item 25.1.7</i>	
29.4	<i>Alternative Play Area inspection service provision to be sought – Ongoing</i>	CLERK
29.5	<i>Cllr Campbell to provide an apology to Council and Clerk - Ongoing</i>	Cllr Campbell

29.6	<i>Cllrs to provide personal head and shoulders photos to the Clerk's office for inclusion on the SPC Web Site - Ongoing</i>	ALL
29.7	<i>SPC to support the main two priorities of the LWCP – Pedestrian crossing at Castle Lane, and White Bridge cycle route - Ongoing</i>	CLERK
29.8	<i>Clerk to take 3 LWCP actions to Community Committee {Bike Racks, Twitten Scheme & Convex mirror install} - Ongoing</i>	CLERK
29.9	<i>Clerk to initiate 'Open' discussions on Devolution with other Parishes subsequent to HDC Asset List receipt - Ongoing</i>	CLERK
29.10	<i>Clerk to move SPC towards Town Council status and bring back to Full Council – Ongoing</i>	CLERK
29.11	<i>Clerk to inform all outside bodies about new SPC Cllr representation - Ongoing</i>	CLERK
29.12	<i>Personnel Committee to compile an impact assessment on the business of the Council during the sanctions period - Ongoing</i>	Personnel Com.
FULL/25/30	CORRESPONDENCE AND INFORMATION ITEMS	
30.1	Request to promote Croft Meadow Care home – 'Getting to know you' Coffee morning with all councillors being invited to attend – July 4th @ 11am	All Cllrs
30.2	Subject Access Request – The Clerk had been notified of a subject access request- this day, 16 th June, which was sent in last Friday. The Clerk could not divulge the name of the requester, but it is likely that due to the complexity of the SAR, SPC will need to impose an extra 60 day request response time onto the standard 30 day statutory response. This it is felt is justified due to the likely search parameters required by the data subject.	CLERK
FULL/25/31	CONFIDENTIAL SESSION	
31.1	Cllr Norcross proposed, seconded by Cllr S Alexander to resolve that under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 14 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed	
FULL/25/32	GOVERNANCE MATTERS	
32.1	To approve payment of invoice following Ill Health Retirement agreement and notification of receipt of monies from the Ill Health insurance company to cover this expenditure. The Clerk reported money was being paid out appropriately to the employee and as per previous agreement. However, it has taken a while for the insurance company to make its payment to SPC – This finally arrived last month, and therefore this invoice to WSCC and the pensions team could now be made. It needed Council approval as it was such a large sum. Cllr Norcross proposed, seconded by Cllr Hanson for SPC to pay the invoice as presented in Supporting papers. Agreed	CLERK
FULL/25/33	DATE OF THE NEXT FULL COUNCIL MEETING: 21st July 2025 at 7.30pm Meeting closed at 8.58 pm Signed by the Chairman Date 21st July 2025 A recording of this meeting is available at - https://youtu.be/5fRdzSR1TJI	