

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 14th APRIL 2025 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Hanson, Bell, Johnson, Foxwell, M Alexander, I Alexander, Campbell, S Alexander and Ballance.
Clerks in attendance : John Fullbrook
Members of the Public : 4 {inc. District Cllrs Victoria Finnegan and Nick Marks}
Meeting commenced : 7.35 pm

MINUTES

ACTION

FULL/24/107 APOLOGIES FOR ABSENCE

107.1 Apologies received from Cllrs Sharp, Young, Linfield and Trundle. Cllr Lloyd absent.

FULL/24/108 DECLARATIONS OF INTEREST

108.1 None

FULL/24/109 QUESTIONS FROM THE FLOOR {in summary}

109.1 None

FULL/24/110 MINUTES OF PREVIOUS MEETING

110.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 17th February 2025 be accepted as a true and fair record. **Agreed.**

FULL/24/111 MATTERS ARISING – These items were taken as read

111.1 Addendum amended and placed with the 20th January Minutes – **Actioned**

111.2 SPC's support for the Cricket Club's desire to develop the clubhouse taken to F&GP – **Actioned**

111.3 HDC Com. meeting to be convened in south of region, with more details via Cllr Finnegan – **Actioned**

111.4 West Sussex health and wellbeing board details to be sent to the clerk for distribution – **Actioned**

111.5 The digital display board potential transference of assets discussion taken to F&GP – **Actioned**

111.6 Councillor to make progress towards sanctions resolution – **See item 115.1**

111.7 Cllr Norcross to relay negative response from Councillor to the monitoring office – **Actioned**

111.8 Potential webcam installation within clock tower idea taken to F&GP Committee – **Actioned**

111.9 Publicity concerning tower clock renovations to be taken to Community Engagement Group – **Actioned**

111.10 SPC meetings schedule to be published and distributed – **Actioned**

111.11 Annual Parish meeting 'Theme' and presenters to be pursued and confirmed by the Clerk – **Actioned**

111.12 Clerk to convene first 'full' N. Plan Steering Committee meeting on the 18th February – **Actioned**

111.13 Police's 'Month of Action' events information to be sent via the Clerk back to police (if any) – **Actioned**

111.14 Further discussion about devolution asset acquisitions & potential restructuring – **See Item 122**

111.15 Clerk to write to HDC to signal willingness to discuss any potential transfer of assets – **Actioned**

FULL/24/112 NEIGHBOURHOOD WARDENS REPORT

112.1 The Warden reports for February and March 2025 were received. Cllr Bell made a general observation that he felt there was more violent behaviour prevalent. Cllr Johnson raised points concerning Fly-tipping and Electric Scooters and it was noted that the Wardens would be in attendance for the next farmers market, to reassure people who were concerned as some youths on scooters had disrupted the last event.

FULL/24/113 REPORT FROM DISTRICT COUNCILLORS (In Summary)

113.1 **Cllr Victoria Finnegan – (HDC) update, 1. HDC Grants available** – Victoria highlighted the fact that a number of potential grant awards were available once more including *Climate Action* and *Nature Recovery Award*, with £190,000 having already been distributed since 2020 {SPC was awarded £5K last year}

113.2 **2. Rampion Community Fund, and VE Day Funding** - Could also be applied for presently, by community groups, to assist with energy conservation and VE day events respectively

113.3 **3. HDC Play Area inspections service is to be axed** – Help is available to secure a new service

113.4 **4. Office Furniture available** – Following the HDC office movement, there is subsequently surplus office furniture available for anyone who is interested

113.5 **5. Wi Fi on the High Street** – Victoria has been coordinating this project, with WSCC, using or augmenting existing infrastructure. The large CCTV pole adjacent the Bus shelter has been confirmed as being owned by SPC and will be used as the main Wi-Fi triangulation pole.

113.6 **6. Devolution** – Devolution papers have been submitted to the government, and double devolution asset transference policy is being discussed and agreed, with a new scrutiny committee being set up to oversee the transfer of assets from HDC to third tier councils.

113.7 **7. Paws on the Doors scheme has been launched** – A health rating for local businesses associated with the care and sale of animals.

113.8 **8. Glebe Farm - Liaison with Vistry developers** – The build sequence is to be anticlockwise, starting from the roundabout. Build heights are being discussed with lower heights adjacent Kings Barn Lane residents being preferred. S106 agreement for White bridge allocation to be finalised – could be a short term delay due to a technical hitch associated with one of the landowners currently not allowing full permissions.

113.9 **9. Local Plan update** – HDC yet to receive a full response.

113.10 **10. Questions** – Cllr I Alexander raised the point about the CCTV pole, when during the onsite working party discussion it was suggested that a new and better-looking option could be installed in its place. – Cllr Finnegan to follow this point up.

CLERK

Cllr
Finnegan

FULL/24/114 Cllr Nicholas Marks {HDC Update} – Raised two points.

114.1 **1. Bike repair café and social community hub opening** – Located at the north end of the High Street and available for all residents to use including for meetings.

114.2 **2. Raising the profile of the Council** – Cllrs are welcome to come along to the May 4th Vintage Revival event, and could use the opportunity to talk about the Council, what it does, and what it can do in the future for the Steyning residents.

FULL/24/115 GOVERNANCE

115.1 **To receive a statement from the Chair regarding any progress towards code of conduct sanctions resolution.** Cllr Norcross stated that there had been no apology forthcoming as per the first sanction requirement, and that HDC had been informed.

Cllr
Campbell

115.2	To approve payment to a contractor for Town Clock renewal. The invoice covered the balance payment to Smiths of Derby as per recommendation by the F&GP Committee. Cllr Norcross proposed, seconded by Cllr S Alexander that SPC approves payment to the contractor as per the recommendation from F&GP for the amount of £12,623.52. Agreed 9 For, 1 Abstained.	CLERK
115.3	To consider pictures of Steyning Parish Councillors being used on the SPC website to help identification. Cllr Norcross proposed, seconded by Cllr Ballance that Cllrs have a photograph of themselves {preferably head and shoulders only} placed on the SPC Website and that photos are either sent to the Clerk, and or Cllr S Alexander assists with taking new photos. Agreed	CLERK
115.4	To consider a response to a police antisocial behaviour community consultation request The Clerk had sent out information to Cllrs previously, and it was felt that individual Cllrs could complete a response themselves as individuals if they had not done so already.	SPC Cllrs
FULL/24/116	REPORTS FROM OUTSIDE BODIES	
116.1	Cllrs Hanson & M Alexander – Isolation and Loneliness/ PPG – It was felt that the most recent PPG meetings had been more pleasant and productive than before, potentially due to new staff being involved at the Health Centre.	
116.2.1	Cllrs Johnson, Bell & M Alexander – Climate Action Group. – Update from the Joint Parishes Climate Action Group who met on Monday, the 7th of April. A representative from Brighton and Hove buses attended to discuss any potential for increasing route frequency. Initially it seems, increased frequency seems unlikely without substantial investment. Members also received the LWCP consultation final draft, and this will be distributed to the Cllrs when the draft is endorsed by the Sustainable Travel Committee, and Councillors are then asked to feedback any comments to Councillor Johnson.	CLERK All Cllrs
116.2.2	Council has already supported the plans concept and initial draft text. The JPCAG will continue to work closely with the sustainable travel committee to agree an ongoing role in monitoring progress and coming up with an annual action plan with suggested priorities for the year ahead. Cllr Johnson proposed, seconded by Cllr Norcross that there are two main priorities for all four Parishes to action. These are: 1. Installation of a safe pedestrian crossing of the A283 at Castle Lane 2. Development of a safe cycle route from the White Bridge to Shooting field and the school. Agreed	CLERK
116.2.3	Other proposals were considered, and it was thought best that Cllrs further discuss them at the appropriate committee level. Cllr Johnson proposed, seconded by Cllr Hanson that three additional priorities are considered at the SPC Community Committee, these being: 1. Receive a presentation on an 'adopt the twitten scheme' to try and keep our twittens well maintained and support the development of a twitten map and walking event to celebrate our twittens. 2. To support the installation of 2 sets of bike racks, one at either end of the High Street, by requesting the necessary TROs and liaising with potential funding sources. 3. To install a convex traffic mirror at the bottom of Newham Lane once the necessary permissions have been obtained. (An overgrown hedge obstructing pedestrians view has been reported to West Sussex). Agreed	CLERK

- 116.3.1** **Cllrs S Alexander and Linfield – Joint Parishes Youth Committee {JPYC}.** – Members discussed three supporting papers produced from the Youth Service and via the SPC Clerk and Youth Service Lead Worker. The first was the most recent JPYC draft minutes from the meeting dated 12th March 2025. Cllr S Alexander as Chair went through points from the meeting. A question arose about youth worker training and Cllr S Alexander reassured members that *Safeguarding* was one of many initiatives undertaken within an extensive training programme. There was also a new staff induction pack recently produced.
- 116.3.2** The second document scrutinised was the Youth Club termly report which had been approved by the JPYC. It showed one session doing extraordinarily well with another showing few participants – this being for the older age group, which it was noted always took time to pick up. Concern was raised about this report being published by SPC as there were pictures of children included – albeit enjoying activities. The Chair reassured that prior permission was sought via signed consent forms.
- 116.3.3** The last report detailed another extraordinary success involving the first ever JPYC Easter Holiday Activity Programme, which was very well supported and contained a wide variety of activities, and even included a day trip to London for a group of youngsters and youth staff.
- FULL/24/117** **NEIGHBOURHOOD PLAN REVIEW**
- 117.1.1** **Progress being made by the Neighbourhood Plan Steering Committee:** Cllr Bell and the Clerk updated on a list of actions completed. In the space of only a few months there has been new terms of reference agreed; resident committee members advertised for, interviewed and selected, and these new members are already taking a very active role in working parties and committees; the group is actively engaged with the developers at Glebe farm (Vistry) in an attempt to positively influence some of their decisions before work commences, and has ensured that there is active engagement by them with the wider community, and then it is hoped the group becomes the conduit for these ongoing discussions.
- 117.1.2** SPC has also won a grant award of £10K to assist with payment of the Consultants; work has begun on a comprehensive review of the entire existing Neighbourhood Plan, and the committee also has begun work on putting together a set of design codes for all potential future developers to follow – assuming the reviewed plan is then agreed after consultation. The most recent working party reviewed the plan's *Vision Statement*, and the main plan is being reviewed via SharePoint on line to give members working flexibility, with all amendments needing to be agreed at Public meetings via all members present. The Committee are also very keen to work with other groups like *Greening Steyning* and the *Sustainable Travel* team to integrate as much as possible their work on documents such as the Cycling and Walking Plan.
- 117.1.3** A concern was raised about an apparent lack of interest by residents in the plan review currently, and Cllr Bell said that the Committee were discussing ways of publicising some of their work in the future.
- FULL/24/118** **COMMITTEE MINUTES TO BE RECEIVED BY FULL COUNCIL {As a procedural matter}**
- 118.1** **Community Committee – To receive Minutes & Draft Minutes from recent meetings.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC receive the Community Committee Minutes and Draft Minutes held on the 3rd September 2024, 5th November '24, 3rd December '24, 4th February '25 and the 4th March 2025. **Agreed**
- 118.2** **Finance and General Purposes Committee – To receive Minutes and Draft Minutes from recent meetings.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC receive the Finance and General Purposes Committee Minutes and Draft Minutes held on the 9th July 2024, 10th Sept. '24, 8th Oct. '24, 10th Dec. '24, and the 11th March 2025. **Agreed**

118.3	Planning and Premises Committee – To receive Minutes and Draft Minutes from recent meetings. Cllr Norcross proposed, seconded by Cllr Hanson that SPC receive the Planning and Premises Committee Minutes and Draft Minutes held on the 22 nd July '24, 19 th Aug. '24, 23 rd Sept. '24, 28 th Oct. '24, 25 th Nov. '24, 16 th Dec. '24, 27 th Jan. '25, 24 th Feb. '25 and the 24 th March 2025. Agreed	
118.4	Personnel Committee – To receive the Draft Minutes from the meeting held on the 13th November 2024. Cllr Norcross proposed, seconded by Cllr Bell that SPC receive the Personnel Committee Draft Minutes held on the 13 th November 2024. Agreed	
118.5	Neighbourhood Planning Steering Committee - To receive the Minutes and Draft Minutes from recent meetings. Cllr Norcross proposed, seconded by Cllr Bell that SPC receive the Neighbourhood Planning Steering Committee Minutes and Draft Minutes held on the 5 th and 26 th of March 2025. Agreed	
FULL/24/119	PROGRESS REPORT - To receive the following ongoing items	
119.1	<i>Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back to Full Council - Ongoing</i>	CLERK / Cllr Norcross
119.2	<i>Youth service team to make future presentation to SPC Full Council - Ongoing</i>	CLERK
119.3	<i>Potential High St. Wi-Fi masts adoption to be explored by Cllr Finnegan and Clerk - Ongoing</i>	CLERK
119.4	<i>Working Practices Group to convene to discuss disposals policy amendment, and Financial Regulations update - Ongoing</i>	CLERK
FULL/24/120	CORRESPONDENCE AND INFORMATION ITEMS	
120.1	Note from the Chairman- Reminder for Cllrs to complete their committee & representational preferences forms in advance of next Full Council meeting	ALL
120.2	Bins at the MPF – The Clerk informed members that the large wheelie bins adjacent the changing rooms, had not been emptied for two weeks and were overflowing, due to a new bin crew refusing to access the Car Park, due to concerns that they would be unable to turn around. He reassured members that this was being dealt with, and that normal service would be resumed very soon.	CLERK
FULL/24/121	CONFIDENTIAL SESSION	
121.1	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 15 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed, 8 For, 1 Against, 1 Abstained.	
FULL/24/122	POTENTIAL FUTURE STAFFING AND GOVERNANCE MATTERS	
	To further consider potential restructuring of Steyning Parish Council in the light of matters arising from discussions concerning Local Government devolution.	
122.1	The Clerk updated on progress regards suggested actions from the last meeting of the Devolution Working Party. The first was for the Clerk to ascertain the intentions of neighbouring parishes at this early stage in the process. He reported on discussions with a number of Clerks and a few Cllrs from these parishes and described their general attitude was one of 'Let's wait and see'.	
122.2	If anything, it seemed potentially a <i>Hub and Spoke system</i> (as per discussed by Jane Eaton, the HDC CEO at the February SPC Full Council meeting) of localised working relations, seemed to be favoured, but that this could easily change. Some favoured or assumed that	

Steyning PC might take a lead role in a similar way to the Wardens, Youth Service, and Climate Action Group committees / services.

- 122.3** There seemed to be interest in 'open discussions', but it would likely need to be initiated by SPC, and members suggested the Clerk '*signal*' this to the other parishes. The Clerk suggested this not be initiated until the final *Asset List* is received from HDC. **CLERK**
- 122.4** The fourth action on the list was for the Clerk to attend webinar sessions to gain further information about what to expect with the devolution roll out. He had therefore attended one on Monday 7th April. There were 170 attendees from Parish and Town Councils across the country. Broadly speaking, the main takeaways from it were that Councils need to be prepared, unless you want to be left at the back of the queue, and that as per the working parties suggested action {point 3 within supporting papers}, which was to put together a Business Plan, and come up with a strategy which can then be sold to other parties. **CLERK**
- 122.5** In previous cases, and subsequent to the new unitary authority needing to sort itself out first, there then begins potential devolvement of service deliveries to Parishes, Town and Borough Councils. It seems to be that the biggest councils are dealt with first as might be expected. This is where the working parties second recommendation comes into focus – that of exploring the idea that SPC become a Town Council – to allow for better leverage when it comes down to bargaining power for future negotiations with district, and unitary authority partners. No matter how big by population, or precept, it seems a Town Council is dealt with as a higher priority. Perceptions are important, when it comes to these discussions it seems. Some smaller parishes, post devolution taking place in other areas of the country, have been left waiting for service delivery resolution for many years whereas some Town Councils had been invited to be part of the initial discussions, before the same Unitary Authority even begins operating. There are more webinar sessions to be undertaken – the next at the end of May being a discussion about accomplishing 'Asset Transference' successfully.
- 122.6** Members discussed a timeframe and a strategy, which will potentially cover the next two years. For example, if SPC was to become a Town Council, the transition could potentially happen next May 2026. There would be impacts on budgeting arrangements, and with assets being offered by HDC, SPC would need to ensure a strong case is made to WSCC/ Unitary Authority to ensure acceptance, plus a business case made to ensure residents agree with new or enhanced localised SPC led service provisions. Therefore, this is going to effect next year's SPC budgetary discussions, and these will begin in September of this year. It was further suggested that SPC consider the movement towards being a Town Council, by agreement from all those present, at the June or July Full Council meeting. **CLERK**
- 122.7** Members finally returned to the matter of asset transfers. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC delegate the Clerk to write to Horsham District Council to signal SPC's willingness to discuss any possible transfer of assets, this being subject to any terms of that transfer. **Agreed** **CLERK**

FULL/24/06 **DATE OF THE ANNUAL PARISH COUNCIL MEETING:** **19th May 2025 at 7.30pm**

Meeting closed at 9.25 pm

Signed by the Chairman **Date 19th May 2025**

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