

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15th SEPTEMBER 2025 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Hanson, Sharp, Foxwell, Linfield, I Alexander, M Alexander, Bell, Trundle and Ballance.
Clerks in attendance : John Fullbrook
Members of the Public : 4 {inc. District Cllr Victoria Finnegan}
Meeting commenced : 7.30 pm

MINUTES

ACTION

FULL/25/47 APOLOGIES FOR ABSENCE

47.1 Apologies received from Cllrs Johnson, Lloyd, Young and Campbell. Plus from Dist. Cllr Marks and the Wardens. Cllr Campbell requested his apology be approved, due to the six month rule. Cllr Norcross **proposed, seconded** by Cllr Bell that SPC approve Cllr Campbell's absence. **Agreed 9 For, 1 Abstained.**

FULL/25/48 DECLARATIONS OF INTEREST

48.1 None

FULL/25/49 QUESTIONS FROM THE FLOOR {in summary}

49.1.1 *Q - Resident enquired about the SPC insurance invoice, and whether the Council had managed to secure an affordable cover given past threats of litigation, and therefore potential rise in premiums.*

49.1.2 *A - The Clerk responded by saying there had indeed been threats of litigation, but that currently none had come to fruition, and that despite this, the insurance premium seemed entirely reasonable.*

FULL/25/50 MINUTES OF PREVIOUS MEETING

50.1 Cllr Norcross **proposed, seconded** by Cllr Ballance that the minutes for the meeting dated the 21st July 2025 be accepted as a true and fair record. **Agreed. 9 For, 1 Abstained.**

FULL/25/51 MATTERS ARISING – These items were taken as read

51.1 Cllr Campbell's sanctions rescinded contingent upon him also withdrawing Judicial Review – **Actioned**

51.2 SPC to reaffirm its code of conduct complaint against Cllr Campbell to HDC monitoring office - **Actioned**

51.3 Steyping Parish Council observes compliance of Cllr Campbell's 'vote of no confidence' – **Actioned**

51.4 SPC Personnel Com. complies with directive not to deal with complaints from Cllr Campbell – **Actioned**

51.5 SPC promote 'Have you say on Local Government reorganisation' consultation – **Actioned**

51.6 Clerk to compile & submit a WSCC Highways Scheme, involving potential Cycle Rack installs – **Actioned**

51.7 Alternative play area inspection service provision to be sought – **Actioned / See item 56.1**

51.8 SPC to support two priorities of the LWCP– crossing at Castle Ln, & White Bridge cycle route– **Item 55.2**

- 51.9 Take 3 LWCP actions to Community Committee {Bike Racks, Twitten Sch. & Convex mirror} – **Actioned**
- 51.10 Clerk to initiate ‘Open’ discussions on Devolution with other Parishes subsequent to HDC Asset List receipt – **See item 54.1**
- 51.11 Clerk to move SPC towards Town Council status and bring back to Full Council – **See item 54.6**
- 51.12 Clerk’s office to work with Jane Eaton’s team to elaborate upon *HDC assets transference* - **Actioned**
- 51.13 Clerk to inform all outside bodies about new SPC Cllr representation - **Actioned**

FULL/25/52 NEIGHBOURHOOD WARDENS REPORT

- 52.1 Members received the Wardens reports for July and August and had no questions relating to the matters highlighted. The Clerk then went onto relay that a new Warden has now joined the team, and started at the beginning of the month, his name being John Sampson, and both John and Ali will hopefully be joining members next time round for formal introductions.

FULL/25/53 REPORT FROM DISTRICT COUNCILLORS (In Summary)

- 53.1.1 **Cllr Victoria Finnegan – (HDC) update, 1. HDC Local Plan latest** – Plan withdrawal has been reviewed. HDC writing to inspector with additional evidence from partner authorities.
- 53.1.2 **2. Devolution / Local Government Reorganisation** – Survey closed on 13th August. 14 down to 3 options remain. Councils now to respond. Most likely 2 unitary authorities in W Sussex – potentially Crawley, Horsham & Mid Sussex would be Steyning’s principal authority - with 1 mayor. Decision will be made in Spring 26.
- 53.1.3 **3. Bramber Brooks** – Development nearly completed – Ponds looking good, grass banks in place but grass needs to grow, access tracks are wide but will soften. Tour of site for 25th for Dist. Cllrs – Clerk asked for SPC / Cllr involvement – Victoria to respond. Cllr Finnegan
- 53.1.4 **4. Glebe Farm** – Meetings organised with HDC Case Officer to continue to put the SPC / residents objections, plus has arranged teleconferencing with Vistry for attempts to positively influence outcome. Cllrs raised concerns about lack of solar installations now suggested, and the new affordable housing mix.
- 53.1.5 **5. Wi-Fi** – Not much movement from the proposed contractor, but new contract is due to be signed by WSCC.
- 53.1.6 **6. High Street Car Park** – Shrubs need cutting back once more - Cllr Finnegan will help Cllr Finnegan

FULL/25/54 GOVERNANCE

- 54.1 **The Community Committee resolved on the 9th September to ‘express an interest’ in certain Land Assets with HDC, and this is the culmination of the work, and fulfills the initial remit of the SPC Devolution Working Party. SPC to now consider delegating the responsibility of steering SPC through the remainder of the Devolution process to F&GP with updates or notifications continuing to come to Full Council.**

The Community Committee resolved to agree that the Clerk communicate an expression of interest in many of the Land Assets listed by HDC – which is the first stage of potentially transferring an asset from HDC. Further Assets will need further investigation into costs and associated liabilities such as those relating to Bramber Brooks.

To move the conversation forward in terms of the details of working out the associated Business Plan, it was suggested that there needed to be discussions at committee level rather than by working party. Cllr Norcross **proposed, seconded** by Cllr Sharp that SPC delegate the responsibility of steering SPC through the remainder of the Devolution process to F&GP with updates or notifications continuing to come to Full Council. **Agreed**

CLERK

- 54.2 **Notification of SPC comments sent to the HDC planning department in response to the ‘Reserved Matters’ planning application for Glebe Farm by the Vistry Group.** The Paper was received with thanks from the Chairman for the hard work undertaken by all those involved.

54.3	To agree that a working party be set up to draft a new SPC Emergency Plan.	CLERK
54.3.1	Nearly all emergencies affecting communities are dealt with by a joined up, multiagency response (the emergency services, local authorities, utilities and voluntary agencies). However, a situation could occur, such as extensive flooding, storm damage, deep snow, power outage or major incident, which could put pressure on resources. Generally communities will pull together automatically to support each other when emergencies occur. However, a Council can make the response more organised and effective by preparing a Community Emergency Plan. Emergency responders say that it helps when they know who to talk to in the community and have planned what to do in advance. There is no way of knowing if, when, or under what circumstances an emergency plan could be called upon. However, having a plan should add confidence in processes and procedures if an emergency occurs. Emergency planning is about putting strategies in place to reduce the impact of an incident. In these situations, it's an opportunity for the Council to take a leading role and it was suggested the working party could decide what sort of lead role is envisaged.	
54.3.2	Cllr Norcross proposed, seconded by Cllr Hanson that SPC forms a working party to draft a new SPC Emergency Plan and that the working party consists of 5 to 6 councillors. Agreed	
54.3.3	Cllr Norcross proposed, seconded by Cllr Hanson that Cllrs I Alexander, Bell, Norcross, Ballance sit on this working party. Agreed The Clerk to ask Cllrs not in attendance if they would also like to be part of this endeavour.	
54.4	Notification concerning the SPC Action Plan, agreed at F&GP on the 9th September '25. This is the main plan that will define SPC's work this year – and certainly up until June 2026 – No doubt other issues , projects and points of interest will occur in the interim and there will be a need for ongoing discussions as to how they fit in, or perhaps they potentially replace one or two of these projects if a re-prioritisation is required.	CLERK
54.5	To agree invoice payment, for the SPC insurance cover for 2025/26, until end of August '26. Cllr Norcross proposed, seconded by Cllr Sharp that SPC agrees the invoice payment for the 25/26 insurance cover. Agreed	CLERK
54.6	To consider that Steyning Parish Council becomes a Town Council.	
54.6.1	A change from a parish to a town council is often a matter of community identity, and it could be argued that SPC would benefit from a more positive identity. There would be no difference in the Councils' powers, but there might be a difference in the residents expectation levels, and SPC needs to be prepared for that if we choose to go ahead.	CLERK
54.6.2	One hopes a change to Town status will more reflect upon Steyning's size, character, the towns history, aspirations and it offers a stronger sense of local identity and pride. It may well help prioritise SPC's negotiating future service provision, and potential asset acquisition, with the current district council and the soon to be unitary authority.	
54.6.3	In terms of when this change might happen, it might be best to consider a starting point being the next SPC Annual Parish Council Meeting in May 2026, when normally voting in the Chairman for the municipal year, instead SPC could be voting in a Mayor. Cllr Norcross proposed, seconded by Cllr M Alexander that the Clerk be delegated to pursue this matter formerly with the District Council/ WSALC and other Key Stakeholders, and brings it back to the next meeting. Agreed.	
FULL/25/55	REPORTS FROM OUTSIDE BODIES	
55.1	Cllrs Hanson & Young – Isolation and Loneliness/ PPG – No meetings to report	
55.2	Cllrs Johnson – Climate Action Group. – SPC has previously agreed to support the draft plan, and to actively move forward with some of its highlighted and specific actions. Members now considered the final version of this plan. There was a comment about the fact that the B2135	CLERK

was not necessarily a less busy road as was stated. However - Cllr Norcross **proposed, seconded** by Cllr I Alexander that SPC approve the final version of the Walking and Cycling Plan {as compiled by the Steyning & Districts' Sustainable Travel Group}. **Agreed**

- 55.3 Cllr Foxwell – Ukrainian Refuge** – Cllr Foxwell reported that the buildings were going through a sale process, and the individuals involved have, after more than three years, fully integrated into society and therefore there is less need for the refuge. In a sense, it is a victim of its own success. There is also a store of some of the many gifts donated to the charity, which will likely be sold off in October.
- 55.4.4 Notification of meeting dates for Neighbourhood Wardens Steering and Joint Parishes Youth Committees’.** The Clerk informed that the next Wardens Steering Committee meeting would be at 2pm on the 21st October, and the next JPYC Committee would likely be within the first week of October. **CLERK**
- FULL/25/56 COMMUNITY MATTERS**
- 56.1 To agree play area inspection training course for staff and future inspection cover for SPC.** **CLERK**
 SPC currently inspects its Play Areas once a fortnight by Caretakers, once a month by a contractor, once a month by HDC trained operative, and once a year by a qualified third party *Play Facility* company who provides a comprehensive report, the findings of which are relayed to SPC Committee, and if issues highlighted, they are dealt with by Staff and Contractors. HDC, however, are ending their monthly Play Area inspections imminently. HDC have previously suggested to Parishes that they would be willing to put on a *training course for inspectors*, if there was support for them to do. The Clerk responded by suggesting SPC would potentially like three to attend the course if possible. The course is free of charge. Cllr Norcross **proposed, seconded** by Cllr Bell that SPC approves payment for the attendees' hours (at standard rate) to cover their attendance. **Agreed**
- 56.2 To discuss whether to keep or remove the Fletchers Croft Recycling Bins service** **CLERK**
 Recently these bins have been repeatedly tipped over, and members considered the service being maintained in place at Fletchers Croft. Though they are often overflowing with residents recycling books and clothes (which frequently look unsightly), they are emptied on a weekly basis (most of the time) and therefore the service is clearly well used. This is an HDC service, but the Clerk wondered if Cllrs wanted to consider constructing a small fence panel / restraint around the back of them, to avoid future tipping and to tidy the area, or whether they believe other action needed to be taken. Cllr Norcross **proposed, seconded** by Cllr M Alexander that the Clerk starts discussions to have the HDC recycling bins removed. **Agreed 6 For, 4 Against**
- 56.3 To consider Steyning potentially twinning with a French town.** **Working Party**
 SPC had been approached by dignitaries from the town of Lassay-les-Chateaux in France, stating their desire to consider twinning with Steyning. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC set up a small working party of Cllrs and Partnership members and anyone else the working party feels needs to be coopted onto it, to pursue the potential twinning of Steyning and Lassay-les-Chateaux, and that the working party consists of 3 Council members. **Agreed**
 Cllr Norcross **proposed, seconded** by Cllr M Alexander that the three Council members of the working party are Cllrs Norcross, Hanson and Foxwell. **Agreed**
 The Clerk to write to the French contacts to inform them and also to cc in the Steyning and District Partnership members who previously expressed an interest. **CLERK**

56.4 To agree this year's SPC Chairmans function, and the Community Award nominations procedure and promotion. **CLERK**
Cllr Norcross **proposed, seconded** by Cllr Ballance the 2025 SPC Chairman's function is held on Friday the 12th December. **Agreed**
Cllr Norcross **proposed, seconded** by Cllr Ballance that the closing date for nominations being the 14th November 2025. **Agreed**

FULL/25/57 PROGRESS REPORT - To receive the following ongoing items, which will be taken to next meeting **CLERK**
57.1 Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back to Full Council
57.2 Youth service team to make future presentation to SPC Full Council
57.3 Cllr Campbell to provide an apology to Council and Clerk
57.4 Clerk to bring back Privacy Notice amendment to future Full Council
57.5 Personnel Committee to compile an impact assessment on the business of the Council during the sanctions period
57.6 Clerk's office to transfer pre 2000 signed Minutes hard copies to Chichester Records Office
57.7 Digital screen electrical supply query to be brought back to Community Committee
57.8 Subject Access Requests to be dealt with by the Clerk

FULL/25/58 CORRESPONDENCE AND INFORMATION ITEMS
58.1 None

FULL/25/59 DATE OF THE NEXT FULL COUNCIL MEETING: 17th November 2025 at 7.30pm
Meeting closed at 9.20 pm

Signed by the Chairman Date 17th November 2025

A recording of this meeting is available at - <https://youtu.be/jMTcV5DoY8M>