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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15th JUNE 2026 AT 7.30PM

Councillors Present : Cllrs Norcross {Chairman}, Hanson, Sharp, Foxwell, Johnson, S Alexander, Bell, Campbell Young, Trundle, Lloyd and Ballance.
Clerks in attendance : John Fullbrook.
Members of the Public : **5 {inc. District & County Cllr Victoria Finnegan}**
Meeting commenced : **7.30 pm**

DRAFT MINUTES

ACTION

FULL/26/19 **APOLOGIES FOR ABSENCE**

19.1 Apologies were received from Cllrs Linfield, M Alexander and I Alexander.

FULL/26/20 **DECLARATIONS OF INTEREST**

20.1 None

FULL/26/21 **QUESTIONS FROM THE FLOOR** **{in summary}**

21.1.1 ***Q –*** *Rodney Goldsmith- there were three questions raised.*
1/ *At the F&GP September 2025 meeting I was described by the clerk as a "usual suspect" who stated I was wasting STC's time & money because I complained to the External Auditor regarding 2 financial irregularities and an Equality Impact assessment at Chandler's way play area. However the 5th March report from the auditors upheld my objections. I have asked the Clerk and the Council for an apology and have been ignored. Is the council going to apologise to me this evening ?*

21.1.2 ***Response - The Chair said 'no' was the short answer. The point being that Mr Goldsmith had already received a response to his written complaint. The Clerk added that a Personnel Committee meeting was convened to consider his complaint and had agreed that it did not require an apology, and that therefore he certainly had not been ignored.***

21.2.1 ***2/*** *The clerk has had the auditor's report since 5th March. Why has it only been uploaded to the website today? and his follow up question was that all supporting papers needed to go out with at least three clear days' notice?*

21.2.2 ***Response - The Clerk stated this paper had been circulated to all Councillors on Friday of the previous week, and that it was not true that all supporting papers needed to go out with three clear days' notice.***

21.3.1 ***3/*** *The latest AGAR report shows the wages bill went up by 78% in 1 year and the Council's cash reserves went down by 25%. Can you please explain?* **CLERK**

21.3.3 ***Response – Cllr S Alexander stated that some of the increase of expenditure was down to the Youth service provision, and Cllr Sharp stated that part of the amount was due to the sickness benefit payment this year. The Clerk said he would have to check these figures.***

FULL/26/22 **MINUTES OF PREVIOUS MEETING**

22.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 18th May 2026 be accepted as a true and fair record. **Agreed.** **10 For, 2 Abstained.**

FULL/26/23	**MATTERS ARISING – These items were taken as read**	
23.1	Clerk's office to publicise Town Council Logo designer winner acceptance – **Actioned**	
23.2	Dep. Mayor to sign *'Acceptance of Office'* form – **Actioned**	
23.3	Minutes to be amended before publication**– Actioned**	
23.4	Clerk's Office to update *Committee and Group membership* literature **– Actioned**	
23.5	Clerk's office to update Group and Panel Representation lists – **Actioned**	
23.6	Clerk to check 'Chair' & 'Chairman' references in STC amended policies. Re-visit if needed **-Actioned**	
23.7	Clerk's office to further amend if needed Policies, as per decision & then publish on Website-**Actioned**	
23.8	Clerk's office to update Representation on Outside bodies list and advise groups – **Actioned**	
23.9	STC General Power of Competence reaffirmed **– Actioned**	
23.10	April Full C '*matters arising'* brought forward to June meeting **– Actioned (see below)**	
23.11	External Audit report to be brought back for consideration **– See item 27.1**	
23.12	Clerk to inform Wardens of Cllrs approval of their reports – **Actioned**	
23.13	Cllr Campbell to apologise to the Council **– See item 27.2**	
23.14	Cllr Norcross to relay decision of SPC to the Barristers – **Actioned**	
23.15	Personnel Committee to be convened to deal with residents complaint and other matters – **Actioned**	
23.16	SPC approved objection to School development be taken to HDC Planning Dept. **– Actioned**	
23.17	Clerk to contact Sports England re loss of Sports facility decision **– Actioned**	
23.18	Committee preferences to be compiled in advance of Annual Town Council Meeting **– Actioned**	
23.19	Clerk's office to publicise workers canteen opportunity **– Actioned**	
23.20	Clerk to agree with designer of logo, final agreed option – **Actioned**	
23.21	Provision made for Flowers and bottle of wine to acknowledge and thank designer of logo – **Actioned**	
23.22	'The peoples Emergency Briefing ' to be promoted to residents & Cllrs **– Actioned/ See item 28.2**	
23.23	Clerk to inform Youth service providers that monthly report slightly too detailed **– Actioned**	
23.24	CCTV working party be delegated to pursue updated quote **– Actioned**	
23.25	Clerk's office to amend and publish STC email policy **– Actioned**	
23.26	AGAR Section 1 to be published and placed on notice boards, and sent to External auditors **– Actioned**	
23.27	AGAR Section 2 published, placed on notice boards, and sent to External auditors with additional notes on variance **– Actioned**	
23.28	Notice of public rights published and placed on notice boards at the appropriate date **– Actioned**	
23.29	Clerks Job title to change, and to notify groups and change paperwork as appropriate **– Actioned**	
23.30	Clerk to convene Local Governance Review meeting **– Actioned / See item 27.5**	
23.31	Each Chair to consider summarising committee's work during receipt of minutes process **– Item 29.0**	
23.32	SPC to become a Town Council in May 2026 **– Actioned**	
FULL/26/24	**NEIGHBOURHOOD WARDENS REPORT**	
24.1	Members received the Wardens reports for April and May 2026, with thanks. They had been distributed previously and there were no items discussed.	
FULL/26/25	**REPORT FROM COUNTY COUNCILLOR** ***(In Summary)*** **Cllr Victoria Finnegan – (WSCC) update**	
25.1	**1. Introduction** – Victoria listed the items and issues that as a County Councillor she would be responsible for in terms of residents and Town Council representation, as well as listing some of the induction training she would be taking part in.	**CLERK**
25.2	**2. Grammar School -** There has most recently been an improved Ofsted report published	
25.3	**3. Governance Review** – The review was launched in February and consultation completed the day of this meeting.	
25.4	**4. Charlton Street** – Victoria is seeing engineers to help deal with concerns raised by residents since the recent micro asphalting works, which were acknowledged to be substandard.	**CLERK**
FULL/26/26	**REPORT FROM DISTRICT COUNCILLORS** ***(In Summary)*** **Cllr Victoria Finnegan – (HDC) update**	
26.1	**1. HDC Local Plan 2023 - 2040** – The dates now tie up with the emerging Mid Sussex local plan and the Crawley plan, which is important when considering the unitary authority	**Cllr Norcross**

position. New housing numbers are being discussed with at least 14,000 dwellings being considered in the Horsham district over the 14 year period, plus taking on 3,000 from the Crawley shortfall. New strategic sites are therefore being reconsidered.

26.2 **2. Governance Review** – 22 June consultation ends with HDC subsequently communicating with Parishes into August.

26.3 **3. High St Wi-Fi –** The civil works are due to be completed before end of this year, with equipment installed and services up and running from August 2027. Successful recent site meeting with installers and suppliers to discuss details has taken place, and the access to the Bus Shelter secure cupboard, and therefore electrical supply, now secured.

26.4 **4. Asset Transfers -** The most important point arising from meetings is that HDC are willing to transfer liabilities , but will not transfer income generating assets unless an equal amount of costs is notionally transferred. In terms of Car Parks, it was proposed that STC now meet once again with the HDC Car Park Manager as a first step towards resolution.

26.5 **5. Newmans Gardens Car Park redevelopment –** Works should commence before the end of Summer.

26.6 **6. Glebe Fields development –** STC have been asked to actively participate in the sites' new roads naming process. Residents' concerns about dust and noise issues are actively being dealt with by Victoria. Unfortunately the main planning contact at Vistry - John Longhorn, has taken early retirement, but other than that and despite poor press concerning the financial situation with the developers, all is progressing as per their proposed timeline. The onsite meeting which took place in April concerning boundary issues has yet to have the minutes of the meeting be approved and more widely distributed. There is to be another material amendment involving the earlier demolition of number 37 Kings Barn Lane because of a greater need for accessibility to water utility pipes.

26.7 **7. Cllr Questions –** Cllr Foxwell raised further concerns about Vistry finances, but there is no indication of local problems. Cllr Sharp floated the idea of potentially using *'Pot Hole posses',* as has been the case elsewhere. Cllr Finnegan will investigate further. **Cllr Finnegan**

26.8 **Cllr Nicholas Marks –** Nick was not in attendance for this meeting.

FULL/26/27 GOVERNANCE AND FINANCE MATTERS **CLERK**

27.1 **Members to consider the External Audit Report response, and subsequent F&GP recommendations and agree actions.**

27.1.1 The External Auditors issued a report on the 5th of March 2026 in relation to the year 2024 –25, and as a result of a number of communications from a resident who raised objections to the Steyning Councils' annual governance for that year. This was distributed as a supporting paper with the objections being highlighted, and with the external auditors consideration of both these objections and the Clerks subsequent responses, and then it specifies their recommendations to Steyning Town Council. The standard AGAR two-page external audit report was also distributed as a supporting paper, and there were similar notes concerning future 'best practice', plus the 4 recommendations. Cllr Sharp spoke in support of the Council's work so far in its attempts to amend processes associated with the issues raised by the objectors, and as per detailed within the External Auditors 5th March report. Indeed F&GP had discussed the matter at two meetings, the first being in September 2025, when the financial regulations were reviewed and a draft Equalities Impact Assessment was retrospectively completed for the Chandlers Way Play Park, and the committee's recommendations were noted in a separate supporting paper.

27.1.2 Subsequent to the work so far completed, there were 4 motions put forward for members consideration at this meeting.

Town Clerk: John Fullbrook *Email: clerk@steyningpc.gov.uk*
Deputy Clerk: Leanne Poole *Email: leanne.poole@steyningpc.gov.uk*

27.1.3 Cllr Johnson spoke in support of implementing a more stringent policy in consideration of the procedure of dealing with the requirements associated with the Equality Act 2010, namely a process for the consideration of an Equalities Impact Assessment (EIA), and to that end had already drafted a policy framework and sent it to the Clerk.

27.1.4 The Clerk confirmed that this document would be taken to the next F&GP committee for potential approval, and fits with the F&GP's previous agreement, and members thought that an approved EIA document and procedure could be set up as a test run in consideration of the Chandlers Way project. The Clerk also confirmed that the reviewed financial regulations which dealt with the previous inconsistencies, had since been adopted by this Council in May.

27.1.5 Cllr Campbell spoke in support of his 27 page supporting paper distributed just before the meeting which was highly critical of the Council's attempts to rectify the issues so far, though spoke positively about the comments made in this meeting about the draft EIA policy document.

27.1.6 Cllr Campbell **proposed, seconded** by Cllr Johnson that STC, having been found by the auditors not to be complying with Financial Regulation 2.6, and F and GP having recommended the appointment of Cllr Simon Alexander as the independent councillor, he is now appointed to the role and charged with undertaking the reconciliations and making the reports provided for by that Regulation. **Not Agreed. 2 For, 6 Against, 4 Abstained.**

27.1.7 Cllr Norcross **proposed, seconded** by Cllr S Alexander that where STC was found to not follow its financial regulation 2.6, as it was following its Financial Risk Assessment guidelines instead, the F&GP committee has since rectified the inconsistency and the Council has endeavoured to follow this regulation, as it now conforms to the RA guidelines. **Agreed. 9 For, 2 Abstained, 1 Against.**

27.1.8 Cllr Norcross **proposed, seconded** by Cllr Sharp that STC agrees to the Financial Regulation amendments proposed by F&GP to item 6.7 and as per agreed during the F&GP Committee meeting in September 2025, and that the Council continues to maintain its best endeavours to comply with all elements of the STC Financial Regulations Policy. **Agreed 11 For, 1 Against.** **CLERK**

27.1.9 Members then considered in what format and scope the EIA's should be carried out. The Clerk cautioned against over complication and micromanagement and asked for a reasonable and pragmatic approach, whilst also stating that what had been agreed by F&GP already could simply be added to as it was thus far an easy and elegant approach.

Cllr Johnson **proposed, seconded** by Cllr Sharp that STC will consider a systematic equality impact assessment and checklist for all new projects, and the project would be modified after taking into account any necessary proportionate adjustments suggested by this assessment, and that notes, records or reports are kept as appropriate following this assessment, and that STC will consider whether an Equality Impact Assessment is needed with any new or changed policies, strategies, plans, functions, projects or systems. **Agreed. 11 For, 1 Abstained.** **CLERK**

27.2 **Subsequent to a Councillors unsuccessful challenge to the HDC Sanctions procedure against him, will the Councillor now apologise to the Council and the Clerk for his behaviour.** **CLERK**
Cllr Campbell again refused to apologise to Council and Clerk.

27.3 **Update from Cllrs in attendance at a meeting with the *Brotherhood Hall site* developers**
Council representatives were invited by the Schools Foundation to meet with the new owners of the Brotherhood Hall redevelopment site, and to briefly discuss their initial plans and aspirations with STC members. Cllrs Norcross, Sharp and Bell reported that the property developer, who is an ex-grammar school pupil, appeared to be very competent and has plans which at first reckoning appear to be very sympathetic with the needs and structural aesthetics of the town, off-setting the revenue associated with the new buildings, with the renovation and long-term maintenance of Brotherhood Hall. The Clerk added that there had been issues associated with site security, but that the developers had considerably

augmented perimeter barriers, had installed CCTV, and had most recently employed a security guard to cover most evenings.

27.4 **Update from the Mayor regarding a meeting with the School Foundation committee and the Grammar School Head Teacher regarding the latest timeline for school development, and on plans concerning the Fletchers Croft derelict house**

There were ongoing discussions between WSCC and the Foundation concerning the Fletcher's Croft derelict house and whether at some point in the future it might be of more use to the community. Either way the Foundation are keen that this Council be kept abreast of developments, and the Mayor signalled the Councils enthusiastic acceptance of this offer.
In terms of the timeline for construction of the main school building programme, there had been a small delay, but it is hoped that works would still begin before the end of the summer recess.

27.5 **Local Governance Review (LGR) – To receive recommendations and proposals from recent meetings and to consider whether STC agrees to a boundary change which would potentially place the whole of Bramber Brooks Nature Reserve area from Steyning Parish, and into the Bramber Parish.**

27.5.1 A meeting was convened on the 1st June to discuss the LGR involving Councillor and Clerk representatives from STC and Wiston, Ashurst, Bramber and Upper Beeding Parish Councils. Supporting paper 9.5 summarised what was discussed and what those present agreed at that time to take as a recommendation to their prospective Councils in terms of what any joint response should look like.

27.5.2 *Members stated the joint submission should include the following:*

- *the 5 councils support retaining the current parish/town council structure and identities;*
- *No change of Parish names (Steyning had already changed its name to a Town Council); No merging of Councils; No change in numbers of Councillors for each Council; No sub division into smaller Parish Wards, nor Ward boundary changes being required.*
- *the councils value existing collaborative working and wished to continue with this;*
- *the area covered by the 5 Parishes should be recognised as **'Rural, and as a gateway to the South Downs**;*
- *the council representatives wished to ensure that parish and town councils have clear routes to influence any future unitary authority arrangements.*
- *Members agreed that individual councils should also submit their own separate responses, which reflected the agreement of this joint working party.*

27.5.3 Subsequent to this meeting however, Bramber Councillors further considered 3 potential boundary change amendments – all involving land bordering Steyning. **CLERK**
At their last Full Council meeting, they decided that two out of the three although seemingly reasonable small amendments to the line of the boundary to for example avoid cutting properties in half, were considered potentially too controversial. They did however agree to propose one amendment, and this was to extend the line of their boundary into the Steyning Parish so that it would fully encapsulate the Bramber Brooks nature reserve. **CLERK**

27.5.4 Some Councillors started to consider whether it might be prudent for STC to support a boundary change involving the grassed area known as Clays Field potentially being transferred from Bramber Parish to Steyning Parish.

27.5.5 Cllr Johnson **proposed, seconded** by Cllr Young that STC supports Bramber Parish Council's suggestion that Bramber Brooks becomes part of Bramber Parish. **Agreed 11 For, 1 Against.** **CLERK**

27.5.6 Cllr Sharp **proposed, seconded** by Cllr Johnson that Steyning Town Council approach Bramber to discuss the possibility of assigning responsibility for Clays Field to Steyning Town Council by moving the boundary to encompass that part of *Clays Field* which is open space/ grassland. **CLERK**
Agreed 8 For, 3 Against and 1 Abstained

27.5.7	Cllr Norcross **proposed, seconded** by Cllr S Alexander that other than, and subject to, the movement of Bramber Brooks into Bramber Parish, that Steyning PC approves all of the considerations noted within the supporting paper {noted above in italics}, and that they are to be submitted as part of this {LGR} consultation. **Agreed**	**CLERK**
27.6	**To consider the aspirations of this council and its members as it moves into the final year of this term** The Clerk reported for members information, in consideration of this year's project wish list which is due to be finalised with accompanying annual Business and Finance plans at the next F&GP meeting on July 7th. Beyond this, members were asked to begin to consider the fact that with this being the final year of this four year cycle, what legacy they want to leave, what they would hope the new Council will seek to move forward on and how they might best prepare for any potential new incumbents/ councillors next May.	**CLERK**
FULL/26/28	**REPORTS FROM OUTSIDE BODIES**	
28.1	**Cllrs Hanson & Young – Isolation and Loneliness/ PPG** – Cllr Young reported that there was a meeting convened for the week after this meeting.	
28.2	**Cllrs Johnson & Cllr S Alexander – Climate Action Group**. – Cllr Johnson noted that the film 'The People's Emergency Briefing' which is to be shown at the Steyning Centre on the 24th June was now fully booked and is free, but therefore as a loss to Greening Steyning. This being an event supported by STC, Vicci asked therefore if STC would consider giving the group a discount for the Room Hire Charge. It was suggested that the Planning and Premises Committee be asked to consider this request.	**CLERK**
28.3	**Cllrs S Alexander, Sharp & Linfield – Joint Parishes Youth Committee –** No questions arose from the April monthly youth service report, and it was stated that the next meeting was due to be convened in early July, when dates could be agreed amongst the other Parishes.	**CLERK**
28.4	**Cllrs Young, I Alexander & Linfield – Joint Parishes Cemetery Committee** – Cllr Young updated that there was a meeting scheduled for July, date TBC.	
28.5	**Cllr S Alexander & I Alexander – Wardens Steering Committee** – Cllr S Alexander reported that after a long period of recovery due to an injury, Warden Ali Page was back on duty, and that during her absence both the Supervisor, and Wardens from other areas, shared cover responsibilities. It was also stated that the Wardens would be moving their base to the Steyning Centre imminently.	
FULL/26/29	**COMMITTEE MINUTES TO BE RECEIVED BY FULL COUNCIL**	
29.1	**Community Committee** Cllr Norcross **proposed, seconded** by Cllr S Alexander that STC receives the minutes and draft minutes from the meetings held on the 3rd Feb., 3rd March, 5th May and the 2nd of June 2026. **Agreed**	
29.2	**Finance & General Purposes Committee** Cllr Norcross **proposed, seconded** by Cllr Sharp that STC receives the minutes and draft minutes from the meetings held on the 13th Jan., 10th March and the 14th April 2026. **Agreed**	
29.3	**Planning and Premises Committee** Cllr Norcross **proposed, seconded** by Cllr Ballance that STC receives the minutes and draft minutes of the meetings held on the 27th Jan., 23rd Feb., 23rd March, 27th April, and the 26th May 2026. **Agreed**	

29.4 **Personnel Committee**

Cllr Norcross **proposed, seconded** by Cllr Lloyd that STC receives the draft minutes from the meeting held on the 1st May 2026. **Agreed**

FULL/26/30 NOTIFICATION OF ONGOING ITEMS - To receive items which will be taken to next meeting

30.1 Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back Full Council
30.2 Youth service team to make future presentation to SPC Full Council
30.3 Clerk to organise meetings with school to discuss Community Use Agreement
30.4 SPC to convene the Emergency Planning working party
30.5 NPPF updated Docs to be discussed by N. Plan Steering Committee
30.6 To meet representatives from Lassay-les-Chateaux and convene a working party to discuss potential twinning idea
30.7 Data protection training to be arranged for Cllrs and Staff
30.8 Asset Register & Land Register updating and thereafter Insurance cover amendments taken to F&GP
30.9 STC Website accessibility Statement to be upgraded to WCAG 2.2 AA
30.10 STC to complete a Data Audit during the 2026/27 year

FULL/26/31 CORRESPONDENCE AND INFORMATION ITEMS

31.1 A meeting with **HDC to discuss potential Asset Transference** was convened on the 11th June, with STC Mayor, STC Deputy Mayor, Cllr S Alexander, Clerk, Deputy Clerk and Cllr Finnegan attending. The main focus of the discussion was centred around potential Car Park transferences, with the general feeling from those present being that HDC seem happy to off load financial liabilities but without any financial assistance to look after them subsequently, nor were they willing to part with any income generating assets without these being offset by an equal amount of cost associated with service delivery. The F&GP committee will continue to deal with what is to be discussed and move the process forward. **CLERK**

31.2 Vistry have asked for STC's assistance in the **naming of roads at their Glebe Fields development**. This matter is to be taken to Planning and Premises Committee for their views and to possibly seek assistance from appropriate local groups**.** **CLERK**

FULL/26/32 DATE OF THE NEXT FULL COUNCIL MEETING: 20th JULY 2026 at 7.30pm

Meeting closed at 9.37pm

Signed by the Chairman ………………………………………… Date 20th July 2026
A recording of this meeting (split into two parts due to error in recording) is available at
Part 1 - https://youtu.be/PtAWm_NnkaU
&
Part 2 - https://youtu.be/Zr61bbdH6oQ