

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 20th APRIL 2026 AT 7.30PM

Councillors Present : Cllrs Norcross {Chairman}, Hanson, Sharp, Foxwell, Johnson, S Alexander, Bell, Campbell Young, Trundle and Ballance.
Clerks in attendance : John Fullbrook.
Members of the Public : 8 {inc. District Cllrs Victoria Finnegan and Nicholas Marks}
Meeting commenced : 7.32 pm

MINUTES

ACTION

FULL/25/112 APOLOGIES FOR ABSENCE

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

FULL/25/113 DECLARATIONS OF INTEREST

113.1 Cllr Campbell declared an interest in Agenda item 8.1 and would leave the room for the duration of the debate and suggested the Clerk did so too. The Chair saw no reason for the Clerk to leave the room. Cllr Campbell also stated he would be leaving the meeting for personal reasons subsequent to agenda item 8.6.

FULL/25/114 QUESTIONS FROM THE FLOOR {in summary}

114.1.1 *Q – On the 5th March 26, the External Auditors sent a report to Steyning Parish Council following my three formal objections - 2 of which were about financial regulations and the 3rd concerning SPC not undertaking an Equality Impact Assessment on equipment installations at Chandlers Way play area. I've looked online and there is no copy of the report uploaded. There is only a different document dated 27 March to be discussed under agenda item 8.6.1 this evening. Can you please explain when the Council is going to discuss the 5th March report as the auditors have required?*

114.1.2 *Response - The Chair stated that she was going to defer item 8.6 until the next suitable Full Council meeting and it is at that point that it will be discussed.*

CLERK

FULL/25/115 MINUTES OF PREVIOUS MEETING

115.1 Cllr Norcross **proposed, seconded** by Cllr Foxwell that the minutes for the meeting dated the 16th February 2026 be accepted as a true and fair record. **Agreed. 10 For, 1 Against.**

FULL/25/116 MATTERS ARISING – These items were taken as read

116.1 19th January Full Council meeting minutes amended and published – **Actioned**

116.2 SPC Meeting Calendar to be published – **Actioned**

116.3 Amended SPC Website Privacy policy published – **Actioned**

116.4 SPC Accessibility Statement published – **Actioned**

116.5 Draft IT Policy amended, and final version published – **Actioned**

- 116.6** SPC Social media policy superseded by IT Policy, and so removed from circulation – **Actioned**
- 116.7** Clerk to go back to Logo designer once more and ask for minor changes and then bring back- **Item 119.8**
- 116.8** D. Clerk to proceed with gaining permissions for Centre front door installation – **Actioned**
- 116.9** SPC Chairs to submit Committee reports to SPC Chair before APM – **Actioned**
- 116.10** Clerk to confirm to WSCC Highways that Railings project will receive SPC match funding – **Actioned**
- 116.11** Clerk to convey thanks for Steyning Society offer for match funding for railings – **Actioned**
- 116.12** D. Clerk to publish 'Have your Say' themed CCTV publicity – **Actioned**
- 116.13** Cllr Campbell to provide an apology to Council and Clerk – **See item 119.1**
- 116.14** Clerk to arrange if possible the restriction of email access to external sources for Cllr Campbell, when using .gov Council address – **See item 119.2**
- 116.15** Swimming pool discussion relating to Devolution taken be to F&GP – **Actioned**
- 116.16** SDNP & HALC meeting attendance by Cllr Lloyd – **Actioned / Items 120**
- 116.17** Cllr Linfield informed re agreed 'Leave of Absence' – **Actioned**
- 116.18** Lead Youth Worker position to be made Full Time – **Actioned**

FULL/25/117 NEIGHBOURHOOD WARDENS REPORT

- 117.1** Members received the Wardens reports for February and March 2026. They had been distributed previously and there were no items discussed. Members complimented the authors on their work, and the Clerk will inform the Wardens regards these comments.

CLERK

FULL/25/118 REPORT FROM DISTRICT COUNCILLORS (In Summary)

118.1 Cllr Victoria Finnegan – (HDC) update

1. New planning rules – HDC have responded to the governments proposed national scheme of delegation. This includes draft guidance and new legislation. The government hopes to have the full scheme in place by September 2026.

- 118.2 2. Local Government reorganisation** - The government issued an update on March 25th. There is no decision on the unitary solution, but a new consultation explores two variations. First modification is moving Chichester District Council into a unitary with Crawley BC, HDC, and Mid Sussex. Leaving a second unitary in West Sussex comprising Arun DC, Adur DC and Worthing BC. The second modification sees movement of Falmer, Peacehaven and Saltdean wards from Lewes DC into Brighton and Hove. The timescale remains the same however, with 1st April 2028 as Vesting day.

- 118.3 3. Local Plan** – The new examiner starts hearings this week {April 21st to 23rd} New housing numbers will be discussed.

- 118.4 4. Governance Review** – The review was launched in February. First consultation runs from May to June 26 with SPC needing to provide feedback, then HDC consider outcomes and draft recommendations, then local electors are involved with final consultation between August and September 26. Any changes to Parish Council boundaries should be enforced 1st April 27, and then Councillor elections based on these changes in May 27.

- 118.5 5. Newmans Gardens Car Park redevelopment** – The tender docs for potential contractors distributed in next two weeks. Works should commence 8 to 12 weeks after responses

- 118.6 6. Tanyard Lane road repairs** – HDC property team have inspected them and contractors to be approved shortly.

- 118.7** **7. 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.
- 118.8** **8. Glebe Fields development** – See bullet points
- Heras fencing has been erected on site to protect site, tree and hedges
 - Ongoing major archaeological works, complaints being reviewed by HDC concerning early starts and large lorry movements along Kings Barn Lane
 - First ‘on site’ meeting with residents, Vistry, Victoria, and SPC reps discussed boundary concerns
 - Western boundary concerns discussed re tree/hedge screen removal
 - Design to pedestrian ramp adjacent roundabout construction not yet finalised, but foliage removed anyway leaving residents feeling their properties are exposed
 - Archaeological dig to be completed by October 26. Phase 1 build can start before this dig is completed as in differing locations
 - Initial A283 diversion will take 2 weeks and due to start in early May
 - Roundabout to be completed by end of August
 - Number 37 KBL now not being demolished until late 2029, as will be used as site managers office
 - Notes from the meeting via Newgate/ Vistry are yet to be distributed
- 118.9** **9. Cllr Questions** – No questions raised
- 118.10** **Cllr Nicholas Marks** – Nick talked in support of the District Partnerships Vintage Rally event on the High Street and asked for Cllrs support for potential conversations and interviews to be staged at the Bus Shelter.

FULL/25/119 **GOVERNANCE AND FINANCE MATTERS**

- 119.1** **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 once again refused to apologise to Council and Clerk, continuing to contest that though the HDC Steering Committee and subsequent Hearings found that he had been bullying for a considerable period of time, he believed himself not to be a bully.
- Cllr Campbell left the meeting at this point*
- 119.2** **Having received a response from the Barristers, the formal legal advice states that there may be a viable claim for a civil injunction against Cllr Campbell’s poor behaviour, SPC to decide whether given the likely costs involved, the matter is pursued.** **Cllr Norcross**
- 119.2.1** The Clerk made a statement attempting to give a balanced viewpoint in terms of the Council’s fiscal responsibility, when dealing with sums of up to £50K worth of taxpayer’s money.
- 119.2.2** The Chair further presented the case for either proceeding or not to do so, and some of the potential consequences involved, especially whilst offensive, vindictive and bullying emails are still forthcoming, and that things would likely get worse if nothing was done.
- 119.2.3** The debate continued for some time with all the other Councillors present giving their individual viewpoints, with all members trying to balance the difficulties of this unenviable position. The particular difficulty was reconciling potential agreement to such an open-ended financial commitment, with no guarantee of complete resolution, yet knowing that seemingly every other course of action has already been attempted.
- 119.2.4** Cllr Hanson **proposed, seconded** by Cllr Bell that SPC present additional material to assist the Barristers in advising SPC on the probability of a successful case, but with the imposition of a maximum financial allocation, not to exceed £10,000. **Agreed**

Cllr Campbell returned to the meeting, but then gave his apologies and left for the remainder

119.3	To agree convening of the Personnel Committee, and the items to be discussed There was a complaint email needing to be dealt with, and the Chair wanted to present a case for modifying the Clerk's job title, whilst maintaining his role and responsibilities. Cllr Young proposed, seconded by Cllr Norcross that SPC convene the Personnel Committee to progress dealing with a complaint received {by a resident} and any other essential Personnel matters. Agreed	CLERK
119.4	To agree recommendations from the N. Plan Steering Committee regarding the Grammar School planning application.	CLERK
119.4.1	The Planning and Premises committee had delegated responsibility to the N. Plan Steering Committee to consider the details of the planning application, and over a number of meetings culminating in a discussion on the evening of the 15th April, the group agreed upon three recommendations for SPC to action. Two proposed to be sent as comments to HDC in relation to SPC being a consultee within the process, the third to be actioned by the Clerk on behalf of the Council. <i>With reference to DC/26/0322 – Steyning Grammar School - Part-demolition of existing teaching buildings, MUGAs and all-weather pitch. Construction of replacement 2-storey and 3-storey teaching buildings, flood-lit all-weather pitch and hard surfaced sports courts, with associated access, parking, landscaping and infrastructure.</i>	
119.4.2	 Cllr Norcross proposed, seconded by Cllr S Alexander that the recommendations be approved as per supporting paper 8.4. Agreed As Follows:- <i>Objection – Steyning Parish Council {SPC} remain concerned about the loss of sports amenity, namely the AstroTurf pitch, and also the apparent divergence in terms of proposed future community use management between the School and the adjacent Sports Centre, which remove the use of sports hall amenity from the sports centres control and places it under School lettings which may well render the sports centre a non-viable commercial operation leading to the further loss of amenity in the future – namely the swimming pool.</i> <i>Cllr Bell proposed, seconded by Cllr Hanson that an astroturf or equivalent pitch be incorporated into the existing development plans (using part of the existing and extensive grass playing area, even if the installation is initially unfunded, and whilst SPC pursues potential match funding options through Sport England), and that SPC be part of the conversation concerning the Community Use Agreement to ensure Access and Security measures be revisited before signing off on the final plans. Agreed</i> <i>Cllr Bell proposed, seconded by Cllr Simon Alexander that West Sussex County Council explore options for the reprofiling of the road layout adjacent the new main school access on Horsham Road to improve pedestrian safety (as there will be considerably more pupils using a very narrow pathway next to a very busy road), and to consider moving the current Bus Stops to again deal with safety concerns. With consideration of traffic management measures where appropriate. Engagement with the highway authority engineers and the school being required at the earliest opportunity. Agreed</i>	
119.4.3	And for SPC:- Cllr Bell proposed, seconded by Cllr Simon Alexander that the Parish Council contact Sport England to make its case regarding retention of community sports access and existing levels of provision. Agreed	CLERK
119.5	Reminder regards timely response regarding Committee preferences in advance of the SPC Annual Parish Council Meeting. The Chair and Clerk presented a copy of the previous year's form which Cllrs complete to give their preferences for committee and outside representation. This year members were asked simply to respond by the 14th May if they wanted to amend their requests from the previous year	CLERK

119.6	Members to consider the External Audit Report response, and subsequent F&GP recommendations. This item deferred – see point FULL/25/114.1	CLERK
119.7	To receive an update concerning Glebe Fields development {in addition to the report from Cllr Finnegan noted under point 118.8}	
119.7.1	The Clerk and Cllr Bell added that items recovered from the current archaeological dig would be taken to the Steyning Museum; that it was so much easier to hold the developers to account when all parties were holding the same documents with detailed drawings of boundary specifications, and that this was mainly thanks to Cllr Finnegan's persistence and the agreements from the Steering Committee in getting these matters approved during the consultation process; and that there were to be regular monthly meetings involving the site management team and SPC representatives to ensure the development was being overseen correctly and in line with planning consents.	
119.7.2	The Site manager also stated that the onsite workers canteen service operator had yet to be appointed, and it was suggested the Clerk's office publicise this opportunity for a local operator.	CLERK
119.8	To further consider a new Steyning Town Council Emblem/Logo, and make a final agreement	
119.8.1	Members considered an amended/ improved Council Logo over a number of meetings. Following the February Full Council meeting, there were only minor amendments called for and subsequent to these being completed it remained for members to consider different fonts, and the level of detail required for the drawings, and this meant that they were having to review only 6 final options.	
119.8.2	Cllr Norcross proposed, seconded by Cllr S Alexander that SPC were in favour of option 1, 'more detailed version'. Agreed	CLERK
119.8.3	Cllr Norcross proposed, seconded by Cllr Sharp that the Clerk invites the winning emblem designer to the next Full Council meeting and present her with a bunch of flowers and bottle of wine by way of a thank you. Agreed	CLERK
FULL/25/120	REPORTS FROM OUTSIDE BODIES	
120.1	Cllrs Hanson & Young – Isolation and Loneliness/ PPG – Cllr Young tabled a summary of the last PPG meeting on the 18 th March, as follows; The committee expressed their appreciation for the grant from SPC to cover the cost of the hire of the Steyning Centre for their future event on the prevention of falls.	
120.1.1	The Medical Practice are keen for patients to use technology to book appointments and seek advice and propose to run some walk-in sessions to help people to do this. The biggest potential advantage is to speed up the processing of prescriptions and for patients to access their test results. At the moment 50% of system online requests are filled in by reception staff on behalf of patients.	
120.1.2	The problem of insufficient disabled parking spaces was discussed, and it was resolved to contact National Health Services re increasing these. The reply stated that as this is a relatively small site with very limited space, and that there was no practical scope to alter the configuration of the car park or increase provision beyond what is already in place. They assured that if circumstances changed in the future and opportunities to improve the number of disabled spaces, PPG would be engaged in discussions. It was acknowledged that Victoria Finnegan (HDC Councillor) has been very supportive with this issue.	
120.1.3	The Chair of the PPG, Lesley Humber, reminded all that this was her last meeting as Chair. William Payne agreed to act as interim Chair until a formal appointment was made. The committee will need to manage and plan for the additional activity that will result.	
120.1.4	The Horsham District Older Peoples Forum are holding a meeting on Tuesday April 21 st .	

- 120.2** **Cllrs Johnson – Climate Action Group.** – The minutes from the groups last meeting had been distributed as a supporting paper and Cllr Johnson briefly summarised the points raised. Also distributed was a promotional note concerning the film ‘The People’s Emergency Briefing’ which was to be shown at the Steyning Centre on the 24th June. Vicci reported that the film comprised many short features concerning the Climate Crisis, while on the positive side also discussed potential solutions and she recommended its viewing. **CLERK**
- 120.3** **Cllr S Alexander – Joint Parishes Youth Committee** – Cllr S Alexander reported on the March monthly youth service report and the document was widely praised by those members present. Indeed it was suggested the content was potentially too detailed for a monthly production and that it might be best that this sort of detail be reserved for the quarterly report, with a one page update covering the salient points being more relevant and achievable. Simon also informed members of the Lead Youth Worker’s gaining a distinction grade for her Level 3 Youth Service course, and this was also appreciated by members. **CLERK**
- 120.4** **Cllrs Norcross and Lloyd – HALC Update** – The Clerk distributed the comprehensive and informative minutes from the 25th February Zoom meeting, which covered many important points including the NPPF planning reforms; the subsequent shift to fewer planning applications going to committee and with parish power depending on well-reasoned planning compliant responses; plus HDC Asset transfers needing a proactive Parish approach. **CLERK**
- 120.5** **Cllr Lloyd – SDNP update** – Cllr Lloyd not in attendance
- FULL/25/121** **COMMUNITY MATTERS**
- 121.1.1** **Update concerning the response to the CCTV consultation, and to agree recommendations from the F&GP Committee.** **CLERK**
- 121.1.2** Cllrs S Alexander and Sharp summarised the results of the consultation, which had produced overwhelming support for the CCTV installation with nearly 80% in favour of the 5 questions proposed. F&GP had already agreed to the distribution and promotion of the results, and now it remained for SPC to approve of F&GP’s recommendation for progress towards installation. Cllr Sharp **proposed, seconded** by Cllr Alexander that following the results of the consultation, Full Council agree to take this project forward and progress with {the working party} getting a quote for the works to be completed. **Agreed** **CLERK**
- FULL/25/122** **NOTIFICATION OF ONGOING ITEMS - To receive items which will be taken to next meeting**
- 122.1** Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back Full Council
- 122.2** Youth service team to make future presentation to SPC Full Council
- 122.3** Clerk to organise meetings with school to discuss Community Use Agreement
- 122.4** SPC to convene the Emergency Planning working party
- 122.5** NPPF updated Docs to be discussed by N. Plan Steering Committee
- 122.6** Each Chairman to consider summarising committee’s work during receipt of minutes process
- 122.7** SPC to become a Town Council in May 2026
- 122.8** To meet representatives from Lassay-les-Chateaux and convene a working party to discuss potential twinning idea
- 122.9** Data protection training to be arranged for Cllrs and Staff
- FULL/25/123** **CORRESPONDENCE AND INFORMATION ITEMS**
- 123.1** The Clerk had distributed & published items concerning the annual Downs Link hedge cutting dates; a Carbon literacy training course; and the commencement date for the Community Governance Review - 9th May to 22 June.
- FULL/25/109** **DATE OF THE NEXT FULL COUNCIL MEETING:** **18th MAY 2026 at 7.30pm**
- Meeting closed at 9.30pm**
- Signed by the Chairman** **Date 18th May 2026**
- A recording of this meeting is available at - <https://youtu.be/ekFVhlt32tc>**

