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MEETING OF STEYNING TOWN FULL COUNCIL

HELD ON MONDAY 14th SEPTEMBER 2026 AT 7.30PM

Councillors Present : Cllrs Norcross {Chairman}, Trundle, Ballance, Linfield and S Alexander.
Clerks in attendance : John Fullbrook.
Members of the Public : **22 {inc. District & County Cllr Victoria Finnegan, & District Cllr Marks}**
Meeting commenced : 7.32 pm

DRAFT MINUTES

ACTION

FULL/26/47 **APOLOGIES FOR ABSENCE**

47.1 Apologies were received from Cllrs Ian & Mariella Alexander, and from Cllrs Hanson, Sharp, Bell, Young and Foxwell. Cllrs Lloyd and Campbell were absent.

FULL/26/48 **DECLARATIONS OF INTEREST**

48.1 None

Before taking questions from the Floor, the Chair referenced the Town Mace that was on loan from the Steyning Museum and was on display throughout the meeting. The Clerk thanked the Museum for their agreement for the loan arrangement, and noted that he hoped that the Council would consider using it for future Town Council meetings and potentially re-adopting some associated traditions in the future. **CLERK**

FULL/26/49 **QUESTIONS FROM THE FLOOR {in summary}**

49.1 ***Q –*** *There were two questions raised.*

49.1.1 ***1/*** *Why did the Steyning & District Partnership ask for £500 when it holds such large financial reserves?*

49.1.2 ***2/*** *Why were two previous organisers sacked from the Food Festival event?*

49.1.3 ***R – The Chair stated that the resident should perhaps ask the Partnership as the Council has nothing to do with the Partnership finances nor the running of the Partnership events. The Clerk added that there may soon be an opportunity to ask questions in a public meeting if the Partnership agreed to make a presentation concerning previous and future proposed events.***

49.2.1 ***Q –*** *Re PROW 3802 DMMO - Are the previous statements made to this Council going to be made available, and how is the matter going to be taken forward?*

49.2.2 ***R – The Chair stated that the Council had made a decision not to support Bramber Parish Council's current position and nothing else. The matter would now be in the hands of WSCC, and would likely come back to stakeholders to make representations as part of their ongoing consultation. But that either way neither Steyning nor Bramber are the determining authority – it is for West Sussex to decide.***

49.3.1 ***Q –*** *A lady showed frustration that the matter had taken more than 3 years so far to resolve?*

49.3.2 ***R – The Chair understood her frustration but again stated that residents ought to consider contacting WSCC directly as they are the determining authority in this instance.***

49.4.1 ***Q –*** *Will the Audio/ Video feed be working for this meeting?; and for transparency he and others urged the Council to add the 3 residents speeches from the DMMO PROW 3802 debate onto the minutes.*

49.4.2 ***R – In terms of the recordings, the Chair said the Council was under no legal obligation to provide this facility but hoped that it was fine this evening, and that occasionally things go wrong. And that whether speeches were to be added would be discussed under agenda item 4.1. Cllr S Alexander added that it would be helpful if residents could make their own personal submissions to West Sussex County Council on the matter if they so wish, as they are likely given near equal importance to decisions made by Key Stakeholders such as Town and Parish Councils.***

FULL/26/50 MINUTES OF PREVIOUS MEETING

50.1.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 20th July 2026 be accepted as a true and fair record. **Agreed.**

50.1.2 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the speeches that were presented at the Full Council meeting held on the 20th July 2026 by the (three) members of the *Twitten Committee* are uploaded as supporting documents, and the owner of Penlands Cottage is also offered the opportunity to have his uploaded as well, if he so wishes. **Agreed** **CLERK**

FULL/26/51 MATTERS ARISING – These items were taken as read

51.1 Office to put Youth Service 'Hang out' presentation on the website – **Actioned**
51.2 Clerk to bring supporting papers back to Cllrs to discuss appending them to the minutes– **See item 50.1**
51.3 Clerk to inform Bramber PC as to the agreed motion concerning PROW 3802 **– Actioned**
51.4 Clerk, D Clerk and Cllr Finnegan to attend Glebe Fields monthly Teams meeting – **Actioned /item 54.1.8**
51.5 Clerk & Cllr Finnegan to work with Wi-Fi contractors/ key stakeholders to aid installation – **Actioned**
51.6 Cllr Campbell to provide written response to questions raised before September meeting **– Item 55.1**
51.7 Cllr Campbell to provide an apology to Council and Clerk for his behaviour **– See item 55.2**
51.8 Clerk's office to spend up to £20K on CCTV equipment as per quotes/recommendation – **Actioned**
51.9 STC Cllrs and staff to attend if possible community engagement events re Brotherhood Hall site development **– Actioned / See item 53.1**
51.10 Clerk to process successful grant application for Steyning & District Partnership of £500 **– Actioned**
51.11 Clerk to bring back item in consideration of this Council's aspirations for remaining term**– See item 55.5**
51.12 Clerk to complete WSCC Highways Scheme application for High Street – **Actioned**
51.13 Clerk to support resident's WSCC Highways Scheme at Church Lane Junction when required **– Actioned**

FULL/26/52 NEIGHBOURHOOD WARDENS REPORT

52.1 Members received the Wardens reports for July and August 2026. No questions arose, and the Mayor thanked the Wardens for their continued excellent service.

FULL/26/53 GOVERNANCE AND FINANCE MATTERS

Agenda Item 19.3 was brought forward

53.1.1 **Update concerning recent Brotherhood Hall development site presentation**

The Clerk thanked Matt Hoad {Site developer} for his agreeing to attend this meeting and reiterated that this was not another opportunity to have the same presentation that had been shown at a meeting the previous Wednesday, rather an opportunity for further discussion, comments and questions from Councillors. He also said that the Developers website and consultation had effectively gone live today, and that hard copies of presentation documents and feedback forms would be made available in the Steyning Centre foyer from the 15th September. **D. CLERK**

53.1.2 Mr Hoad stated he had been very pleased with the reaction and feedback from the community engagement events so far and had taken on board many of the comments, mostly concerning access, parking, use of Brotherhood Hall, and some other more practical matters, which will probably lead to him likely compiling a most frequently asked Q&A sheet for the website.

53.1.3 He is likely going to submit the planning application towards the middle of October, with he hoped, everything in place to start development in late Summer/ early Autumn of next year. The demolition process will be an approx. 3 month programme.

53.1.4	Cllr Ballance was appreciative of the proposed scheme, and had only one main concern regarding emergency access given the narrowness of School Lane. Mr Hoad accepted this issue exists but stated that there would be a West Sussex CC Highways approved emergency access plan put in place, and potentially a passing place for vehicles installed on School Lane.	
53.1.5	Cllr S Alexander suggested the designers of the scheme became acquainted with and used the dementia friendly checklist which can be accessed on line.	**CLERK**
FULL/26/54	**REPORT FROM COUNTY & DISTRICT COUNCILLOR** ***(In Summary)***	
	Cllr Victoria Finnegan – update / combined report for District & County	
54.1.1	**1. Local Governance Review** - The LGR is paused. HDC and others will now hold elections in May 2027. Mayoral arrangements continue as scheduled.	
54.1.2	**2. Public Rights of Way** - PRoW inbox closes 2 October 2026; reports will move to the online system. Contact Centre support remains available on 01243 777100	
54.1.3	**3. Unused/ Old Contractors signage removal** - The Clays Hill signs removed. Maudlin Lane signs remain; WSCC has requested priority removal.	
54.1.4	**4. Fire Safety update** - Free electric blanket testing sessions available across West Sussex in October to deal with trend of blankets catching fire. Residents can book on 0345 872 9719. Fire safety reminders have been issued regarding electric blankets, vapes and lithium-ion batteries, including safe e-bike/e-scooter charging.	
54.1.5	**5. School Crossing Officers -** Body-worn cameras being introduced at selected crossing sites following safety incidents. Trial reduced incidents by 50%. Cameras also being introduced for Network Compliance Officers.	
54.1.6	**6. BT Verge Works –** BT works have damaged verges on De Braose Way; no compliance issues identified, but reseeding is required. Fines have been issued on occasion.	
54.1.7	**7. WSCC General -** Alliance working well. Active Transport improvements and SEND transport /education issues raised.	
54.1.8	**8. Glebe Fields –** Site meetings continue but problems persist in terms of gaining meeting minutes agreement. Construction traffic on KBL reported to Planning Compliance. Hedge/bramble removal stopped; buffer area under discussion. Roundabout signage/noise issues raised. Various outstanding matters include Abbey Road window cleaning, switchback path design /materials and No. 37 demolition/drainage/boundary issues. UKPN works on Abbey Road due to start tomorrow for two weeks. Contractors still not always using correct entrance. Unrelated illegal waste fires on site inspected by HDC Environmental Health.	**CLERK & Cllr Finnegan**
54.1.9	**9. Scrutiny Committee -** Southern Water attended Communities and Place Scrutiny; issues regarding Glebe Fields raised. Written response awaited. Annual Crime and Antisocial Behaviour Review taking place tomorrow – 15th Sept.	
54.1.10	**10. DMMO Update, FP 3802 -** Diversion application formally accepted and under investigation against statutory requirements. Expected to go to Planning and Rights of Way Committee. If an Order is made, a 28-day consultation will follow; objections would go to the Planning Inspectorate. STC will be kept informed.	
54.1.11	**11. Newman Gardens Car Park -** Works commenced 14 September and are expected to take four weeks. Car park closure required for approximately one week from w/c 5 October for resurfacing/line marking. Access road works will take place at night. Residents/users notified. Access arrangements being discussed with the Medical Centre; short periods of restricted access may occur.	**CLERK**
54.1.12	**12. Wi-Fi -** HDC wayleave to be completed and used as a template for Steyning TC's CCTV pole. Pole procurement, electrical designs, UKPN connection and metering progressing. Installation remains on target. Services to commence 19th August 2027. A need to consider wider project communications with CCTV contractor through *North*.	**CLERK & Cllr Finnegan**
54.1.13	**13. Questions** – Regards Cannons Way entrance and the recent fatal accident/ incident, Cllr S Alexander asked that Cllr Finnegan again raise the Council's requests for extending the Speed	**Cllr Finnegan**

restriction on the Bypass at this location, and also asked that WSCC be pressed for a longer term solution to the verges not being cut back frequently enough – which restricts drivers views.

54.2 **Cllr Nicholas Marks –** Cllr Finnegan had also reported on Cllr Marks behalf

FULL/26/55 **GOVERNANCE AND FINANCE MATTERS**

55.1 **In consideration of the recommendations from F&GP, Council has asked Cllr Campbell to be accountable for his most recent behaviour, and further requested that he provides to Council written answers to the questions raised by F&GP before this meeting.**
The F&GP Committee had compiled 7 questions and asked that Cllr Campbell respond in writing before this meeting. Cllr Campbell had said that he would be attending the meeting and would offer responses, but was absent. The Mayor read out the questions which he has now had since mid-July 2026. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr Campbell provides a written response to those questions and that the response is provided to Council a minimum of three clear days before the next Full Council meeting. **Agreed** — **Cllr Campbell**

55.2 **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.**
This matter was deferred to the next meeting. — **Cllr Campbell**

55.3 **To agree this year's Chairmans function and the Community Award nominations procedure and promotion.** As per supporting papers, the Clerk summerised the criteria for the nominations process and proposed timeline.

53.3.1 Cllr S Alexander **proposed, seconded** by Cllr Linfield that STC changes the name of the Steyning Community Awards to the Steyning Town Council Community Awards. **Agreed** — **CLERK**

53.3.2 Cllr Norcross **proposed, seconded** by Cllr Trundle that the name 'Chairman's function' be changed to the 'Mayor's Function'. **Agreed** — **CLERK**

55.4 **To update concerning Newman Gardens Car Park renewal – if not already discussed under item 7.0.** This item had been discussed under item 54.1.11, and details noted within supporting papers

55.5 **To consider the aspirations of this council and its members as it moves into the final year of this term.**
The Clerk had attached the Action Plan as this represented the stated goals for this year as formulated within the 2026/27 STC Business Plan. He asked what members would like to see the Council do, not just in the remainder of this year, but also potentially to put proposals in place for the first 3 years of the new Council's term. At the next F&GP meeting for example, members would be attempting to put in place the parameters of a draft three year STC Finance Plan. Members at this meeting thought the best place to formulate these longer term targets was to discuss them at the sub committees. — **All Members**

FULL/26/56 **COMMITTEE MINUTES TO BE RECEIVED BY FULL COUNCIL**

56.1 **Finance and General Purposes Committee**
Cllr Norcross **proposed, seconded** by Cllr Linfield that STC receive the Minutes from the 7th July '26 F&GP Committee meeting. **Agreed** — **CLERK**

56.2 **Planning and Premises Committee**
Cllr Norcross **proposed, seconded** by Cllr S Alexander that STC receive the Minutes and Draft Minutes of the Planning and Premises meetings held on the 22nd June and the 27th July 2026. **Agreed**

FULL/26/57 REPORTS FROM OUTSIDE BODIES

57.1 **Cllrs Hanson & Young – Isolation and Loneliness/ PPG** – The Clerk reported on Cllrs behalf and with thanks to Cllr Young for her notes from the most recent meeting. PPG may reduce Newsletter to two copies per year due to publication costs; Health centre triage form for appointments has changed to include the extra option of "existing condition". Staff would welcome feedback on this form; Delivery of flu vaccines are delayed – vaccination dates are expected to be offered from October 17th; Work to refurbish the Newman's Gardens car park opposite the Health centre - Pedestrian access will not be affected; Health centre staff are to alert patients in waiting area if doctors are running late; PPG AGM is on zoom Wednesday November 18th at 7pm.

57.2 **Cllrs S Alexander, Sharp & Linfield – Joint Parishes Youth Committee -** update regards monthly report and next meeting. Cllr S Alexander reported that the next JPYC meeting will be an important one as it will discuss in the first instance whether to extend the Youth Service term beyond its original 3 year fixed term, and the details of the new Business Plan and MOU Agreement. **CLERK**

57.3 **Clerk & Cllrs Norcross and Lloyd** – HALC : The Clerk updated via the minutes from the 20th August meeting as per noted under supporting papers.

FULL/26/58 NOTIFICATION OF ONGOING ITEMS - To receive items which will be taken to next meeting **CLERK**

58.1	Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back Full Council
58.2	Clerk to organise meetings with school to discuss Community Use Agreement
58.3	STC to convene the Emergency Planning working party
58.4	NPPF updated Docs to be discussed by N. Plan Steering Committee
58.5	Data protection training to be arranged for Cllrs and Staff
58.6	Asset Transference negotiations to continue and to be overseen by the F&GP Committee
58.7	To convene a working party to discuss potential twinning idea
58.8	Potential Cil grants available at HDC for STC to explore
58.9	Further Web site accessibility quotes to be obtained by Clerk's office

FULL/26/59 CORRESPONDENCE AND INFORMATION ITEMS

59.1 The Clerk highlighted an invitation to all Councillors to meeting on Tuesday 22 September at Henfield Village Hall (6pm – 8pm). Items of the agenda include:

- Local Government Reorganisation
- Council Plan
- Community Governance Review
- Planning
    - NPPF
    - Local Plan
    - Neighbourhood Plans
    - Parish money for Neighbourhood Plans
    - National Scheme of Delegation
- Community Asset Transfer

The Clerk will send out an email to Cllrs to confirm details **CLERK**

FULL/26/60 DATE OF THE NEXT FULL COUNCIL MEETING: 16th NOVEMBER 2026 at 7.30pm

Meeting closed at 8.49pm

Signed by the Chairman …… Date 16th November 2026

A recording of this meeting is available via the following link:- ***https://youtu.be/_hW-VxP15Us***