

# Steypning Parish Council

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West Sussex, BN44 3XZ

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)

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## TO ALL MEMBERS OF THE STEYNING NEIGHBOURHOOD PLAN (SNP) STEERING GROUP COMMITTEE

YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON  
**TUESDAY 20<sup>th</sup> AUGUST 2019 AT 7.30 PM IN THE STEYNING CENTRE**

*Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record the meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/ recorded by other members of the public, if such activity is taking place. Any equipment plugged in to the main electrical power supply of the Steypning Centre must be PAT tested.*

## MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

## AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – disclosure by members of personal interests in matters on the agenda, and whether the Member regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - Up to 15 minutes will be available to allow for the public to make representations; (2 minutes per person) answer questions or give evidence in respect of any item of business on the agenda, in accordance with Standing Orders.
- 4.0 MINUTES OF THE PREVIOUS MEETINGS** –
  - 4.1** To agree the minutes of the Meetings held on 20<sup>th</sup> May 2019
  - 4.2** To agree the minutes of the Meeting held on the 1<sup>st</sup> July 2019
  - 4.3** To discuss and agree the minutes of the Meetings held on the 7<sup>th</sup> February 19 and 27<sup>th</sup> March 19
- 5.0 MATTERS ARISING AND ACTIONS FROM THE MINUTES** – To confirm matters arising from the Meeting of the 1<sup>st</sup> July and report actions brought forward
  - 5.1** Terms of reference to be updated and circulated - **Actioned.**
  - 5.2** Work with Full Council to ensure response to Horsham DC's letter of 13<sup>th</sup> March 2019 – **Actioned**
  - 5.3** To ensure Steering Committee Vacant position advertisements were published – **Actioned**
  - 5.4** All Steering committee members to be able to gain access to Drop Box - **Actioned**



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

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- 6.0 NEIGHBOURHOOD PLAN DRAFT COMMUNITY PLAN DOCUMENT**  
**6.1** To discuss and agree contents of the draft plan and to recommend to full Council with or without any specified amendments (See supporting papers)
- 7.0 STEERING GROUP VACANT POSITIONS**  
**7.1** Report from the Chairman on the current interest involved with the Steering Committee
- 8.0 COMMUNITY ENGAGEMENT**  
**8.1** To discuss and agree nature of any future Community engagement and plan for public consultation
- 9.0 LOCALITY AND FINANCE**  
**9.1** To discuss and agree acceptance of the invoices associated with the Neighbourhood plan consultation Process – See Supporting Papers  
**9.2** Finance update – Supporting paper from the Clerk
- 10.0 ANY OTHER URGENT BUSINESS**
- 11.0 INFORMATION/CORRESPONDENCE ITEMS**  
**11.1** None at time of publication
- 12.0 DATE OF NEXT MEETING – To Be Confirmed**

**John Fullbrook**  
**Clerk to the Council**



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