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**TO ALL MEMBERS OF STEYPNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 16th SEPTEMBER 2024 AT 7.30 PM
AT THE STEYPNING CENTRE**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

GDPR Notice : 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 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.

AGENDA

{Timing references in brackets for each item are noted as a guide – As such therefore this meeting will likely take approx. 2 Hours 20 mins}

- 1.0 APOLOGIES FOR ABSENCE {1 minute}** - To receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST {1 minute}** - Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR – {Up to 15 minutes}** (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes.
- 4.0 MINUTES OF PREVIOUS MEETINGS {4 mins}**
 - 4.1** To agree the minutes of the Full Council Meeting held on the 15th of July 2024 as a true and fair record.
- 5.0 MATTERS ARISING {4 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/24/42.2** Clerk to ensure Youth Service holiday activity administrative requirements in place - **Actioned/ Item 8.1**
 - 5.2 FULL/24/42.3** Clerk to continue to update on council summer recess project progress – **See Item 8.3**
 - 5.3 FULL/24/42.4** Clerk to convene an SPC Neighbourhood Plan working party – **Actioned/ See item 9.1**
 - 5.4 FULL/24/42.5** Community Engagement Committee to progress arrangements for Farmers Market – **Actioned/ Item 8.4**
 - 5.5 FULL/24/42.6** Decision regards motion under Standing Order 9 relayed to Cllr Campbell – **Actioned**
 - 5.6 FULL/24/45.4** Cllr Johnson be main SPC Rep on LCWIP but SPC to consider further representation if needed - **Item 10.3**
 - 5.7 FULL/24/45.6** SPC to adopt Climate Action Plan and begin to work through recommendations – **See item 10.3**
 - 5.8 FULL/24/45.7** Cllr Finnegan to respond to question concerning EV charging infrastructure installation delays – **Item 6.1**
 - 5.9 FULL/24/45.8** Clerk to check play tunnel installation specs for Chandlers Way - **Actioned**
 - 5.10 FULL/24/45.9** Signed AGAR and supporting papers to be sent to external auditors - **Actioned**
- 6.0 REPORT FROM DISTRICT COUNCILLORS {15 mins}**
 - 6.1** Cllr Victoria Finnegan – (HDC) update
 - 6.2** Cllr Nicholas Marks – (HDC) update
- 7.0 NEIGHBOURHOOD WARDENS REPORT {10 mins} (See supporting papers).**
 - 7.1** To receive the Neighbourhood Wardens reports for July and August 2024



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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8.0 COMMUNITY MATTERS {35 mins}, (See supporting papers)

- 8.1** Youth Service Presentation – Report on the first week-long Holiday Activity Club from the new SPC Youth Services Team
- 8.2** SPC Social Media Promotions – A short presentation from the SPC Deputy Clerk covering the first tranche of draft postings to the councils new Facebook page, and potentially other platforms. To discuss and agree the recommendation from F&GP that the launch of these SPC social media pages happens as soon as possible
- 8.3** Following this Full Council meeting will be an All-Member working party which will discuss SPC projects and strategic planning for the next financial year (2025/26 and beyond) – Cllr Sharp and Clerk to brief councillors and members of the public on the reasons behind this meeting, and update on current SPC projects.
- 8.4** To consider and agree two councillor representatives to coordinate cover and distribution of promotional material for those members who attend each Steyning Farmers Market ‘surgery’
- 8.5** To agree SPC Community Award promotional details for this 2024 Calendar year

9.0 GOVERNANCE {15 mins}, (See supporting papers)

- 9.1** To consider the recommendation from the SPC Neighbourhood Plan Working Party and agree any actions
- 9.2** To agree SPC member representation at the Extraordinary Planning South Committee meeting on Thursday 26th September at 5.30pm to discuss planning application DC/21/2233 (Land North of Glebe Farm and Kings Barn Lane).

10.0 REPORTS FROM OUTSIDE BODIES {10mins}, (See supporting papers)

- 10.1** Cllrs Young, Hanson and M. Alexander – Isolation and Loneliness / PPG update
- 10.2** Cllrs S Alexander & I Alexander – Wardens Steering Committee
- 10.3** Cllr Johnson, Bell & M Alexander – Joint Climate Action Group

11.0 PROGRESS REPORT - ONGOING ITEMS {2 mins}

To receive the following ongoing items – these will be taken to next Full Council meeting

- 11.1** Clerk to discuss any new S106 funding opportunities with HDC
- 11.2** Chair to bring back further information concerning making Steyning a ‘Dementia Friendly Town’
- 11.3** Clerk to update external bodies SPC membership representation with all the appropriate groups
- 11.4** Reports on SPC Code of conduct investigations by HDC to be brought back to Full Council when completed

12.0 CORRESPONDENCE AND INFORMATION ITEMS {5 mins}

- 12.1** Notification of SDNP Planning contract ending with HDC
- 12.2** Consultation on the revised National Planning Policy Framework
- 12.3** New Housing Need figures for Sussex
- 12.4** Victim Support – Romance Fraud in Sussex

13.0 DATE OF NEXT PARISH COUNCIL MEETING: 18th NOVEMBER 2024 at 7.30pm

John Fullbrook
Clerk to the Council