

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

JULY 2024

Hi vis Patrol hours TOTAL:	82	ASB incidents TOTAL:	11
Foot - Steyning/Bramber/Upper Beeding	31/5/17	Noise	2
Vehicle - Steyning/Bramber/Upper Beeding	12/6/11	Neighbours	2
Notices/warnings TOTAL:	9	Driving/vehicles	0
Verbal warning	5	Bicycles/E-scooters	5
Parking alert	4	Alcohol	1
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	3
Reports into Police TOTAL:	7	Fly tipping / flyposting	2
Phone (including 101 and 999)	0	Graffiti	1
Online	2	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	5	Drug litter	0
		Hazards	0
Media Reports TOTAL:			
Press release/Community magazines	1		
Social media posts	3	Community events attended	1
Admin, Training, Meetings & Events	36	School contact	4
Vulnerable people welfare checks	4	Youth engagement	8
Signposting	6	Reports to DVLA	0
Safeguarding referral	1	Reports to Operation Crackdown	0

ASB crime

Steyning

A large amount of rubbish had been fly-tipped at the Bramber Castle car park. The rubbish had been set on fire and the fire service attended. We notified English Heritage of the rubbish and it was cleared from the car park. We also notified the PCSO who was aware of the fire.



A resident contacted us regarding damage caused to their garden fence. It appears someone has been looking over her garden fence and in doing so has broken it. The resident feels they know who is responsible and will contact us should the matter continue.

The use of electric scooters continues to be a problem. Many near misses are going unreported to the police but are being spoken about on social media. If you witness someone using an electric scooter please contact the police with

a description of the person or any details you may have to identify them. This month we spoke with the Police Community Support Officer (PCSO) about electric scooters and passed on all the information we have received about their use in the area. We will continue to educate electric scooter users when seen and will pass on details to the police.

We were notified of motorbikes being used by young riders not wearing helmets in the wooded area behind Reeds Walk. We notified the school to inform them in case it is their land and it can be secured to prevent this. We also asked the resident to make a police report and we carried out patrols of the area.

Engagement with a large group of young people consuming alcohol on the MPF. Alcohol surrendered by one member of the group who was underage.

Bramber

Nothing to report.

Upper Beeding

Report from the school relating to a motorbike on the recreation ground. Attended within 10 minutes and no trace. We have received a few reports of this happening now and as well as increasing patrols there we have also made the Police aware.

[Parking/vehicles](#)

Steyping and Bramber

Nothing to report.

Upper Beeding

Nothing to report.

[Fly tipping/littering/graffiti](#)

Steyping

Two reports of fly tipping were reported on Titch Hill – building materials.

A sticker depicting a homophobic message was found on a lamp post on the high street. This was removed and reported to the Hate Crime and Community Tensions Lead for West Sussex County Council who collate information on hate crime/incidents and report it to the police.

Bramber and Upper Beeding

Nothing to report.

[Community engagement/events/meetings](#)

Steyping

We held our monthly board game café at the Penfold Hall. We had 18 attend which has matched our best so far. The café will be running throughout the summer holidays and is free to attend thanks to funding from the Wilson Memorial Trust and MADL charity. The café is held on the second Tuesday of the month between 3:15 and 5:15. Adverts have been placed in the Your Steyping magazine for the next 6 months and we have a digital poster up in the post office advertising the café.

Bramber and Upper Beeding

Nothing to report.

[Patrols \(foot/visible and car\)](#)

Steyping

High Street
Bus Shelter
MPF
Fletchers Croft

Bramber

Bramber Castle and nearby footpath/train line signs
Botolph's Church

Upper Beeding

Smugglers Lane
Playing field
Small Dole skate park
Beeding Hill/Truleigh Hill
Adur Valley Court

Older, vulnerable people and youth

Steypning

We had a really engaging conversation with two young people that we have seen riding electric scooters previously. They were not riding them at the time and have only been using them on private land with the land owners permission which was really refreshing to hear. We explained the trials that are still continuing at the moment in some cities, but that West Sussex is not taking part in this trial. They found this confusing, and we spoke about the ASB related to the use of electric scooters as one reason why at the moment they are not legal on public land.

Report received regarding a vulnerable resident and contact made to ascertain her needs in relation to a neighbour dispute. Signposted to additional services that can assist and will be conducting welfare visits.

Bramber

Nothing to report.

Upper Beeding

We visited a vulnerable resident to follow up on some concerns that we had with our previous visit. It was great to see that they seemed to be doing a lot better and her family have taken on some more responsibilities to support her further.

We received several reports of a homeless person that had been staying in a tent in a childrens park in Small Dole. We spoke with the gentleman and made a Streetlink referral. This passes the details onto an outreach worker for Turning Tides (homeless charity). We were able to provide an emergency pack of food. We spoke with the outreach worker who was trying to find temporary accommodation as soon as possible.

The primary school had contacted us regarding some pupils having an altercation outside of school with some older students. We were asked to speak to the students about behaviour and have invited the Youth Police Officer to attend with us.

Dog related issues

Steypning

A resident called to report a stray dog. Luckily they were able to reunite the dog with the owner. If you come across a stray dog in the Horsham District please call:

Upper Beeding

Nothing to report.

Bramber

Nothing to report.

Cycling

Nothing to report.

Parish specific/other

Steypning

Nothing to report.

Upper Beeding

Nothing to report.

Bramber

Nothing to report.

We have been given additional phone numbers that we can be contacted on. You can now reach us the following ways:

Michael Pearce: 07734 387 888 (mobile) / 01403 215 367

Alison Page: 07734 387889 (mobile) / 01403 215 366

SBUB.wardens@horsham.gov.uk

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

August 2024

Hi vis Patrol hours TOTAL:	64	ASB incidents TOTAL:	10
Foot - Steyning/Bramber/Upper Beeding	21/4/16	Noise	3
Vehicle - Steyning/Bramber/Upper Beeding	11/4/8	Neighbours	0
Notices/warnings TOTAL:	6	Driving/vehicles	2
Verbal warning	4	Bicycles/E-scooters	4
Parking alert	2	Alcohol	1
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	5
Reports into Police TOTAL:	6	Fly tipping / flyposting	5
Phone (including 101 and 999)	0	Graffiti	0
Online	0	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	6	Drug litter	0
		Hazards	0
Media Reports TOTAL:			
Press release/Community magazines	0		
Social media posts	3	Community events attended	1
Admin, Training, Meetings & Events	30	School contact	0
Vulnerable people welfare checks	6	Youth engagement	14
Signposting	4	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	1

Note; Hours are lower than usual to both Wardens being off for a week. Alisson is recovering from ankle surgery and Mike took a weeks Annual Leave.

ASB/Crime

Steyning

Unfortunately there have been more break ins to Brotherhood Hall. We continue to patrol around the area to catch/deter but with CCTV, alongside the Police we have been able to identify some of the perpetrators who are now being dealt with by the Police.

We were alerted to an issue where persons known to us have been targeting a local resident and causing severe harassment, alarm and distress. This has now become a Police matter and is being dealt with robustly by Sussex Police.

We were alerted to an area of cut fencing at the sewage works in Kings Barn Lane and have reported this to UKPN as there is electricity equipment there.

Shoplifting at the co-op has continued but in our most recent visit they advised us it seems to have died down a bit towards the end of August. The same issue is happening in NISA Upper Beeding and seems to be a more widely spread problem across the district.

Fence Cut Kings Barn Lane



Anti-Social use of electric scooters continues to be an issue and we have fed information into the Police relating to the individuals we know locally.

Bramber

Interrupted a suspected drug deal at Bramber Castle Car Park. Two cars moved off very quickly upon our arrival so we were unable to get VRM details, but we do know the make/model/colour of the vehicles and will keep an eye out for them locally. If we can get the VRM details, we will submit an intel log to Sussex Police.

Reported a vehicle to Op Crackdown attempting to 'drift' around Bramber roundabout.

Upper Beeding

As mentioned above, shoplifting has been an issue across the District and this includes NISA who have had some issues over the summer.

Ensured a group of young people left the Playpark at the paying fields after dark due to noise and rowdy behaviour possibly relating to alcohol. No alcohol was detected, but they were underage and appeared to be under the influence.

Parking Issue Manor Road reported to Parking Services. We have issued alert slips there which don't seem to have been acknowledged.

Parking/vehicles

Steyping and Bramber

1 Parking Alert Issued, Shooting Field/Tanyard Lane

Upper Beeding

1 Parking Alert Issued, Manor Road.

Alerted to illegal parking in The Paddocks, referred to Parking Services.

Fly tipping/littering/graffiti

Steyping

Layby Bostal Road x 2

Titch Hill

Bramber and Upper Beeding

Layby Maudlyn Lane (Near river path)

High Trees Car Park

Community engagement/events/meetings

Steyning

We held our monthly board game café at the Penfold Hall. We had 11 attend which during the holidays was more than expected. The café will continue to run but we may have to change the venue when the Penfold Hall undergoes building works. The Café is still free to attend thanks to funding from the Wilson Memorial Trust and MADL charity. The café is held on the second Tuesday of the month between 3:15 and 5:15. Adverts have been placed in the Your Steyning magazine for the next 5 months and we have a digital poster up in the post office advertising the café.

Bramber and Upper Beeding

Nothing to report.

Patrols (foot/visible and car)

Steyning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft

Bramber

- Bramber Castle and nearby footpath/train line signs
- Botolph's Church

Upper Beeding

- Smugglers Lane
- Playing field
- Small Dole skate park
- Beeding Hill/Truleigh Hill
- Adur Valley Court

Older, vulnerable people and youth

Steyning

We met and saw a presentation by the Fire Service who would like us to use our local knowledge and contacts to assist with home safety visits. We are in the process of arranging a presentation for the members of the Vintage Years Club. We would also like to arrange this for residents of Bramber & Upper Beeding.

We were notified of a potentially homeless man staying in the Bus Shelter, unfortunately this was during the week both Wardens were off, so we were unable to assist on this occasion.

Bramber

Nothing to report.

Upper Beeding

Nothing to report

Dog related issues

Steyning

Upper Beeding

Nothing to report.

Bramber

Nothing to report.

Cycling

Nothing to report.

Parish specific/other

Steyping

We have been asked to attend the Christmas event on Sunday 8th December.

Upper Beeding

Nothing to report.

Bramber

Nothing to report.

We have been given additional phone numbers that we can be contacted on. You can now reach us the following ways:

Michael Pearce: 07734 387 888 (mobile) / 01403 215 367

Alison Page: 07734 387889 (mobile) / 01403 215 366

SBUB.wardens@horsham.gov.uk

Community Matters

Briefing Note

8.1 Youth Service Presentation

A Report on the first week-long Holiday Activity Club from the new SPC Youth Services Team. We are joined by Vicky Heales, the Joint Parishes Lead Youth Worker, plus an introduction to her part-time assistants, Sureka Herath, Nikki Denero and Jo Woodhams for a short report on the recent activity week.

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 Projects and Strategic Planning for the next financial year

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. This current year's draft Action Plan is also provided for reference under supporting paper 8.3

8.4 To agree coordinators for Farmers Market events promotions

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'. Basically this means ensuring first member on site should be supplied with banner/s, boards, leaflets, note pad pens and any other information that is deemed pertinent for that day. Then the last councillor at the Market needs to know that they are in charge of these items being collected and to at some point return them to the Clerks office for redistribution at the next event.

8.5 To agree SPC Community Award promotional details for this 2024 Calendar year.

Please see under supporting paper 8.5, the advert for this year's Community Award – to be agreed at this meeting please. It will advertised on the SPC web site, in notice boards and via social media platforms if agreed under item 8.2 above.

SPC Action Plan for 2024/25

Updated 12th Sept. '24

Key: - Green - Completed, Yellow - Due, Orange - Overdue.

Project Name	Objectives	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Responsibility	Risks to timescale	Mitigation to Risks
Youth Service Business 'Start up'	Start up a fully functioning and staffed Youth Service provision, building upon the groundwork and outline business plan put in place in 23/24	Complete selection of Part time staff and promote first activity week	By End July	Compile first trial week Youth Holiday Activities	By Aug.	Present to Councils first reports concerning new staff, new set up and the way forward	By Oct.	Complete first term time programme, have all other start up procedures, equip and locations in place	By Nov	Ensure staff training programme in place, regular reporting begins and phase one activity programme established	By April 25	Clerks, Youth Team & JPYC Com.	There is an entire Business Plan to roll out - and its success is dependent on the bonding and management of 4/5 new members of staff. Many unknowns and much can go wrong	Ensure Upper Beeding Clerk takes some of the management responsibilities
Chandlers Way Pocket Park	Complete installation of new play area, and begin planting programme for pocket park side, plus engage voluntary support	Gain agreement for then order new play area equipment.	By July	Coordinate project install, and inform residents of imminent installation details	By Mid Sept	Complete play area install and notify use of Cil monies	By end Sept.	Gain agreement for phase one of planting programme	By Nov.	Engage with community once more to agree final 'look' and for volunteer assistance	By April 25	Clerk & Working party.	Community 'buy in' to the project is key - but this will take some considerable time and effort. Phase one planting either way must be done before Winter	Ensure Upper Beeding Clerk takes some of the management responsibilities
MPF Main Access improvements	To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming & attractive	Consider Trough x 4 installation adjacent Car Park with SIB	By Dec	Consider Bollard installation adjacent Emergency access	By Dec.	Consider Storyboard installation on field adjacent Emergency access	By Jan 25	Consider Car Park re-lining dependent on installationp agreements	By Jan 25	Complete installation programe re agreements for these 4 considerations	By June 25	Clerk & Community Com.	There are a number of elements involved in this project and there is a need to work closely with Cricket Club, Steyning in Bloom and the Partnership to ensure finance is shared - to allow for project success	Keep Cricket club in the loop and ensure they are part of the process. Managing expectations crucial
Stey. Centre energy & carbon saving	To review and overhaul the energy usage within the Steyning Centre including the heating system, lighting and insulation.	Find specialist heating engineer and discuss scope of works	By Oct	Appoint contractor	By Dec.	Agree scope of works and timescale	By Jan 25	Agree financial commitment for all or part of works {up to agreed £5K}	By Feb	Complete installation within budget parameters	By March	Clerk & P&P Com.	Contractrs need very specific skill set - therefore ensuring the right engineers are avialbe will be a risk to timescale	TBC
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, checking Lamp post integrity & all permissions	Agree display for Christmas 2024 and have order confirmed	By End July	Seek permissions from WSCC & Electric suppliers	By End August	Agree date for Lamp post testing plus ID which posts need testing	By Sept.	Complete all document permissions and agree install dates	By End Sept.	Complete installation	Before End of Nov.	Clerk and F & GP	There are many Contractors / Orgs. involved and if some in the chain of inter-dependant tasks are not easily compliant, then chain & timescale could breakdown	Ask for permissions from all companies ASAP to avoid backing up issues
SPC Climate Action Plan	Develop and agree a climate action plan	Seek approval for key actions which will form our climate action plan	By End July	Develop objectives for outstanding actions	By Oct 24	Review energy and bank providers and feasibility of changing	By Jan 25	Add a climate page to the SPC website	By Jan 25	Identify any further climate priorities for 25/26 (One planet)	By Dec 24	Climate Action Group	Capacity of the clerk and team to progress some actions, given the length of some of the processes involved	TBC
MPF / Charlton St Ent. Improvements	Work with WSCC to understand what can be done to make this access point work better as an access point for the community	Consider options for groundwork improvements and associated finance	By End Oct	Have Sign post installed & its ground works, plus liase with neighbours for 'buy in'	By Nov.	Meet with WSCC officers to determine nature of cooperation and joint scope	By Dec.	Remove kissing gate remnants and make good field access point	By Feb '24	Complete levelling off of entrance if funding allows	By May '24	Clerk & WSCC officers	The costs involved in this what seems relatively small project are comparitively large - If match funding not available then this may compromise the completion of the project or scope reduced	Getting scope of works correct is all important - must obtain quotes early
High Street Tower - Clock Maintenance	Agree scope of works with the Clock Tower owner, demarcation for scaffolding, timetabling & clock face renewal continuity.	Agree contractor to undertake works.	By End of Oct.	Clerk to supply notes on historic scope of works & committee agree plan	By Dec.	Agree scope of works and timescale with owner	By Feb 25.	Agree financial commitment for part scaffold hire arrangements	By March 25.	Help apply for permissions for work to be done & obtain timeframe	By End June '25	Clerk / F & GP	Main Building contractor could find more issues than originally thought or owner may renege on agreements. We have obtained a quote for our works, but coordination with owner remains the issue. Timetable completely in hands of the owner	Maintain close contact with owner to ensure scheme is kept relavent
MPF Play Area renewal	Establish what the preferred option is, and where the funding is likely to come from for a Full MPF Play area renewal	Gain two up to date quotes with small variations from preferred contractors	By Oct.	Complete another WMT application based upon new quotation	By End of Oct	Bring quotes, and WMT application response back to Community Committee	By Feb	Complete final scope & present to Community Committee plus resident engagement strategy	By June	Complete Finance options for F&GP to consider and agree	By End June '25	Clerk / All	Two risks are time it takes to gain quotes & whether companies prepared to keep offering quotes, plus whether any external funding is forthcoming & therefore whether the scheme progresses	Establish good strategy - all important to avoid getting stuck in the mud
Bus Shelter improvements	# - Work with Schools /Local Art groups to find an artistic installation for the shelter interior # - Find solution for physically challenged users of shelter	Obtain contacts and begin liason with key partners	By Nov	Come up with ideas for installation and discuss with stakeholders + gain com. Approval	By End March.	Discuss once more options for change of level in half of shelter	By End April 24	Commission works & obtain ideas for appropriate installation protection	By End April 24	Complete installation and official unveiling	By end June 24	Clerk / Community C.	A high profile project with likely opposing views & many ext. groups being involved suggest difficult resolution. The school have recently been positive about collaboration	Set up community engagement meeting with key stakeholders to gain views early
Steyning Car Parks & Signage	Continue quest for all three Car Parks to be properly signed on roads and that all three are upgraded and maintenance programe in place	Gain Long term Car Park redesignation for Fletchers Croft - HDC	By July 24	Gain agreement from HDC that road and Car Park signage amended & phase 1 done	By August	Phase 2 signage and maintence agreements in place + have EV chargers in place	By Feb 25	Lobby HDC for Newmans Gardens C.P. works to be completed this financial year	By March 25.	Finalise, and gain approval for, a Car Park joint management MOU with HDC	End June 25	Clerk / Ian Alexander / Cllr Finnegan	Completely dependant on positive working relationship with HDC Car Parks and WSCC Highways depts	Be aware and prepared for HDC becoming less compliant
CCTV purchase & installation	To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft	Bring recommendations for agreement to F&GP covering scope & cost	By Dec	Gain agreement from Full Council for scope & cost of prefrrd system	By Feb 25	Public consultation for parish wide system - Max scope, 'future safe'	By End April 25	Work to ensure infrastructure and permissions in place	By End May 25	Complete phase 1 installation	By End June '25	Clerk, working party , Full Council	Working productively with appropriate companies on scope takes considerable time and efforts including many on site meetings. Plus consultation will involve a great deal of work and appropriate publicity	Promote positive engagemnt and ensure scheme is understood by wider community
SPC Social Media and App. roll out	Attempt regular postings on a number of platforms - to promote work of council, as well as ensure positive and correct information drowns out unhelpful 'noise'	Community Engagement Group to rec. main list of promo pages	By August	F&GP approve first tranche of promos & where to post	By Sept	Start process when links to web site are productive	By Oct.	Increase frequency of output including more narrative, maybe a blog	By Nov	Agree APP provider and complete full coverage	By Jan	Clerks office and Community Engagement Group	# - All parties aware of limitations on officer time, and for the need to ensure the Web site upgraded at the same time or preferably before full roll out of SM so links work correctly # APP to follow, when Links ok	Ensure there is always a willingness to work towards a resolution
Neighbourhood Plan Phase II	Following SCP agreement to return to our N. Plan to consider missing elements from first plan, within 6 months of HDC Local plan being made - To do so.	To gain agreement from Full Council to start the process in advance of L. plan being made	July meeting	Working party to meet to make recommnedations, and Full C to agree	Sept Meeting	Discuss scope of phase II with N. Plan consultant and bring back to Full C for remit	By Feb.	Obtain grant monies - if appropriate to make application	By End May '25	Vote in new N. Plan sub committee and begin Phase II in earnest	By End June '25	ALL	Depends on whether Full Council agree to continue or not - as understanding progresses with information obtained	Working closely with N. Plan consultant should avoid misunderstanding of expectations
Mouse Lane - Op. Watershed app.	Work with Wiston Estate, WSCC Cllr & engineers, local residents and any other key stakeholders to work out a scheme which could alleviate current issue	Gain data gathered by WSCC engineers, & work to identify possible solutions	By Oct	Reconvene working party to discuss next apprach to wiston estate	By Nov.	Formulate plan to be discussed by working party then Full Council	By Dec.	Complete draft operation watershed application	By Jan 25	Finalise application and decide upon any match funding requirements	By Feb	Working party, Clerk and Key stakeholders	WSCC Engineers and Cllr are proving illusive and this is slowing the process.. The main problem however is that no one currently really knows how to affectively alleviate the issue.	Might have to simply go for best value approach
Steyning Traffic Regulation Orders	Complete the TRO project - incorporates improvements to Church Lane, Tanyard Lane, High Street, Vicarage Lane, Jarvis Lane and a speed limitation on the A283	Finalise last of the three TRO applications with Cllr Linehan	By July	Community Committee to respond to final WSCC officer led amendments	By End of July	First 2 x TRO's go out to Public consultation - SPC to be informed regards response	By End Sept	A283 - WSCC officer to design scheme, Cllr P.L. to agree extent of cover then out to consultation	By End Nov	Successful applications to be installed before end of financial year	Before End of March 25	Clerk / Community C./ Cllr Linehan / WSCC Officers	TRO submissions go to public consultations so in hands of WSCC officers and residents to resolve our best intentions	Make schemes as reasonably scoped as possible Avoid controversy
Steyning Centre Projector install	Complete feasibility study and business plan which sets out need for projector replacement and if agreed purchase and install	Obtain initial quote options	By Jan	Gain understanding of potential user groups	By End Feb	Complete business plan for SPC scrutiny	By End March	Gain approval or otherwise for SPC finance	By May '25	Install new projector	By End June '25	Clerk / F&GP	Business plan will determine finance priority and this will determine any timescale limitations	Ask for permissions from all companies ASAP to avoid backing up issues
Last Years project completions	To complete the unfinished SPC projects from the year 2024/25 agreed list	1. High Street Notice Board relocation	By End August	2. Finger post installation	By End Oct.	3. Implementation Plan 'Sign off' from HDC	By Nov.	4. Installation of new SPC Sgn post - For MPF	By Nov.	5. Draft new Tree Management Strategic Plan	Before End of May 25	Clerk and Community Com.	Needng WSCC, shop owners, HDC to grant permissions for projects 1, 2 and 4. Needing HDC to complete long awaited / delayed review of Imp plan. Office Time only constraint for project 5	Keep positive coms going with partner organisations to ensure action

**Steyning Parish Council invites members of the public to
propose nominations for the**

Chairman's Community Awards

Criteria for Chairman's Community Awards nominations:

The Chairman's Community Awards {Formerly 'Millennium Awards'} are given annually by the Steyning Parish Council to individuals or groups who have made a significant contribution to the town of Steyning. They will be presented at the Chairman's Christmas function on the 6th December 2025.

Nominations will be invited from the people of Steyning for individuals or groups who in their opinion have made a significant contribution to the town of Steyning during the last year.

The individuals or groups nominated will either:

- Live in the town and the surrounding area
- Be an organisation or a member of an organisation that represents the town
- Or work in the town or surrounding parishes.

It is the contribution to the town or Steyning residents that is significant in deciding whether an award will be made.

The Steyning Parish Council will consider the nominations at their Full Council Meeting on the 18th November 2025 under the leadership of the Chairman. Their verdict will be final.

Please contact the Parish Clerk or Deputy if you wish to nominate a member of your community for an award.

The closing date for nominations is Friday 15th November 2025.

We look forward to your helping us celebrate people, who can't help helping others.

Governance

Briefing Note

9.1 SPR Neighbourhood Plan Working party report

Convened on – The 4th September @10am

Attendance – Clerk, Cllrs R Bell, D Hanson, M Alexander and R Balance.

Meeting Ended – 11.25am

Context:

SPC made a commitment to review our Neighbourhood plan within six months of Horsham's local development plan being completed.

A vision for Steyning Parish was articulated in the Neighbourhood Plan but not fully enacted in the plan. This may form the basis for any review.

The LDP is expected to be adopted in May 2025, but it makes sense to be prepared.

To Consider:

Members are encouraged to approve the working parties recommendation noted below

Recommended Proposal:

To review our Neighbourhood Plan.

Initial steps; To hold initial discussions with our previous consultant to review and agree the rules, timescales, scope, grant availability and process of any review.

Notes by Cllr Richard Bell

9.2 EOM – HDC Planning South Committee Representation

Meeting convening on - Thursday 26th September @ 5.30pm

To Consider:

This item is to approve Councillor representation for this meeting. The idea being that one SPC councillor presents the views agreed by SPC at this meeting concerning the planning application DC/21/2233 (Land north of Glebe Farm and Kings Barn Lane for an agreed period of 5 minutes. There would also be an opportunity for other councillors to support whoever is chosen as this primary representative.

From: Steyning Parish Council - Clerk
Subject: FW: South Downs National Park - contract ending with Horsham District Council

ITEM 12.1

From: Emma .Parkes <Sent: 11 September 2024 09:26
Subject: South Downs National Park - contract ending with Horsham District Council

Dear Parish Council

As you will be aware we have been contracted by the SDNP to carry out planning work on their behalf within the Horsham area of the South Downs National Park for a number of years now. Our contract is coming to an end at the end of September and it has jointly been agreed that it will not be extended.

This means that beyond the end of September Horsham will not be carrying out any SDNP planning work.

Up until that point we will continue determining live applications, and investigating alleged breaches of planning control. The SDNP have though decided to call-in any new applications submitted in September. Our intention is to clear as much SDNP work as we can ahead of the handover.

HDC officers will produce and circulate a guidance document for Parishes and relevant District Councillors to assist in this transition, ahead of the ending of the contract at the end of the month. This will assist you in understanding your role and how you can continue to interact with the planning system. Parish Councils will continue to be a statutory consultee on applications within your Parish.

We will update our website in due course to make sure all of our customers are aware.

If you have any questions please do let us know as soon as possible so we can seek to include the answer within the guidance document. Please also copy in Guy who is drafting the note.

Kind regards

Emma

Emma Parkes
Head of Development and Building Control



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

The Council will only accept service of documents by email if they are sent to legal@horsham.gov.uk. Any documents sent to individual email addresses will not in any circumstances be accepted.
Please contact us in advance if your email, including any attachments, is going to exceed 30MB.



Horsham
District
Council

Proposed Changes to the NPPF

PDAG, 5th September 2024

Introduction

- Context
- Consultation
 - Proposals
 - Initial Views
- Next Steps

Context

- Previous government suggested and made reforms to planning system
 - Various versions of the NPPF
 - Levelling Up and Regeneration Act (LURA)
- New government believe planning system critical for economic growth:
 - House building
 - Nationally Important Infrastructure
- See changes made by the previous Government as harmful and seek to reverse them:
 - Changed approach to onshore wind
 - Consultation on NPPF



NPPF Consultation

- ‘Proposed reforms to the National Planning Policy Framework and other changes to the planning system’
- 30th July – 24th September
- 15 chapters, 106 questions
 - Assessing Housing Needs & Housing Targets
 - Affordable Housing and Design
 - Green (and ‘Grey’) Belt
 - Infrastructure
 - Transitional plan-making arrangements
 - Planning fees

Assessing Housing Needs

- Pre-2018 ‘objectively assessed needs’ (locally commissioned)
- Standard Method was introduced in 2018 & urban uplift in 2020.
- December 2023 NPPF gave some encouragement for Councils to use own methodology for assessing needs in limited circumstances
- Government wants consistent approach to assessing housing needs
 - Propose to remove that standard method is ‘advisory’
- Current method (NPPF 2023):
 - Uses 2014 household projections as baseline
 - Applies an adjustment factor based on affordability (capped at 40%)
 - Horsham District: 917 homes
- Proposed method (new NPPF consultation):
 - Uses 0.8% of current stock as baseline
 - Applies an uprated adjustment factor based on affordability (uncapped)
 - Removal of urban uplift
 - Horsham District: 1,294 homes

Housing Targets

- Greater emphasis that needs should be met within a Plan area – including by altering Green Belt boundaries
- Take into account unmet needs of other authorities, too
- Housing Land Supply:
 - Councils with submitted Local Plans will be required to demonstrate 5 years supply – December 2023 version meant 4 years
 - 5% buffer to be applied
 - Position no longer fixed for five years following adoption
- No account to be taken of historic over supply

Housing Needs and Targets - Our Response



- We agree that consistent approach to assessing housing needs is needed
 - (essentially we support some form of national formula)
- Support using percentage of existing stock as baseline for calculations
 - Though question whether this is too high
- Concerned at high weighting for affordability adjustment factor
- Do not support removal of the cap
- Supportive of requiring authorities to meet needs
- Concerned at changes to housing land supply calculations
 - Particularly not being able to fix position for five years at Local Plan adoption

Affordable Housing & Design

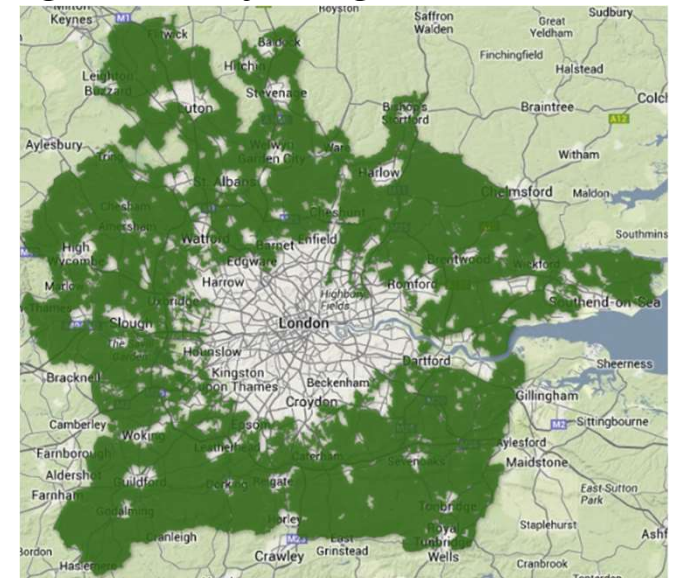
- Consider needs for Social Rent and 'looked after children'
- Removing requirements:
 - 10% of housing as affordable home ownership on major sites
 - 25% First Homes requirement
- Expanding options for community groups to bring forward exception sites
- Removing 'beauty' and 'beautiful'
- Encouraging upward extensions & removing specific wording relating to mansard roofs
- Asking for views on ways to strengthen small site requirements & delivery of affordable housing in rural areas

Affordable Housing & Design - Our Response

- Broadly supportive of the proposed changes
- Support changes to affordable home ownership requirements:
 - Biggest needs are for rented accommodation
- 'Beauty' subjective – support its removal
- Mansard roof wording unusually prescriptive
- Suggest pushing back on desire to increase small site allocations:
 - Takes away from Neighbourhood Plans
 - Resource intensive
 - Impact on windfall allowance
- Will suggest that affordable housing should be obtained on sites of five or more homes

Green (and Grey) Belt

- Green Belt is designed to be kept permanently open
- Five Purposes:
 - a) to check the unrestricted sprawl of large built-up areas;
 - b) to prevent neighbouring towns merging into one another;
 - c) to assist in safeguarding the countryside from encroachment;
 - d) to preserve the setting and special character of historic towns; and
 - e) to assist in urban regeneration, by encouraging the recycling of derelict and other urban land.
- Not an environmental designation
- Our Surrey neighbours have the designation
- No obligation for neighbours to review boundaries
- ‘Tilted balance’ not engaged in Green Belt



Green (and Grey) Belt

- Proposals to require reviews and release of Green Belt to meet needs
- Sequential approach – firstly previously developed land that does not contribute to preventing sprawl (Grey Belt) to be preferred
- Secondly other land in the Green Belt that makes a ‘limited contribution to the five Green Belt purposes’ (which can also be defined as Grey Belt)
- Thirdly other Green Belt locations (provided they are not otherwise protected i.e. not AONB, National Park, protected for habitats etc.)
- Grey Belt land not inappropriate where insufficient housing land supply or where housing delivery test falls below 75%
- Where development is allowed in Green Belt, ‘golden rules’ include:
 - 50% affordable housing
 - New infrastructure
 - Accessible local green spaces
- Setting values for land in viability calculations

Green (and Grey) Belt - Our Response

- Indirectly impacted
- Supportive of much of the measures
- Should reduce pressure on HDC
 - Requests for assistance in meeting housing need from Elmbridge, Epsom & Ewell, Mole Valley and Waverley
- Question why Green Belt 'golden rules' cannot be applied for all land releases

Infrastructure

- Economy, community, energy generation
- Change thresholds relating to Nationally Significant Infrastructure Project (NSIP) regime
 - To encourage more applications
 - More consistency
- Policy encouragement for onshore wind, data centres, gigafactories and labs
- Further encouragement for public services, e.g. healthcare and post-16 education
- Have sought views on how national policy could go further in relation to climate change mitigation and adaptation
- Seek views on water infrastructure provision and whether NSIP regime is appropriate.

Infrastructure – Our Response

- No views on NSIP thresholds
- Unlikely to see very large commercial development
- Support increased encouragement for public services
 - Question whether the planning system is preventing such infrastructure coming forward
- Not opposed to NSIP regime being used for large scale water infrastructure projects
- Will use open question to explain impact of water neutrality and experience of working with Southern Water

Transitional plan-making arrangements

Transitional arrangements for Horsham District Local Plan:

- Local Plans submitted for examination will continue to be assessed under the version of the NPPF it was submitted under
 - December 2023 NPPF identifies that our Local Plan will be assessed under September 2023 version
 - If proposed target is not within 200 homes of standard method figure, required to begin preparation of new Plan as soon as possible under new system

Transitional arrangements applicable to some others:

- If LPA has undertaken Regulation 19 but not yet submitted Local Plan:
 - within 200 homes of new standard method can submit for examination and assessed against the version of the NPPF emerging Local Plan was prepared under
 - Not within 200 homes of standard method, required to revise Local Plan within 18 months (including undertaking a new Regulation 19) before submitting for examination

Transitional plan-making arrangements – Our Response

- Pleased that new NPPF won't impact upon examination of our Local Plan
- Concerned that we'd be required to immediately review Local Plan
 - Water neutrality situation may not have changed
 - Inspector could require this anyway
- Seek rationale of why 200 homes is the yardstick

Planning Fees

- Seeking views on increasing householder application fees from £258 to £528
- Open questions about whether fees for other applications are adequate or where charges should be issued when not currently
- Seek views about whether fees should be nationally set, set individually or whether variations are allowed
- Seek views on whether Councils should be recharged for work considered through the NSIP regime

Planning Fees – Our Response

- Encouraged by this section of the consultation
- Support increasing householder fees and flexibility for LPAs to increase fees based on local circumstances
- Refer to costs associated with compliance, plan-making and specialist support and seek reimbursement
- Experience of DCOs (Gatwick and Rampion II) and related costs – look for government to recharge authorities in our position

Next Steps

- Consultation Response by 24th September
- New NPPF by end of the year
- New Planning System from LURA introduced 'Summer/Autumn 2025'
- Still committed to National Development Management Policies
 - Unclear when consultation will be
- Return of universal Strategic Planning across 'functional economic areas' within the next five years
 - No details – including about geography
- Planning & Infrastructure Bill

From: Steyning Parish Council - Clerk
Subject: FW: Consultation on revised NPPF
Attachments: Proposed changes to the NPPF.pdf

Item 12.2a

From: Strategic Planning <Sent: 09 September 2024 10:46
Subject: Consultation on revised NPPF

Dear all,

You may be aware that the Government is consulting on changes to the National Planning Policy Framework (NPPF) and other parts of the planning system. The consultation documentation can be found here:

<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>. There are 106 questions, and the Council will be submitting a response to them. The consultation runs until 24th September and the Government has signalled that further consultations are likely in the future.

The attached pdf provides a summary of the main changes proposed by the Government and Officers' initial views of these changes and how they may impact the Council. We are sharing these with you in the hope that it will assist, should your Council seek to respond to the consultation.

With kind regards

Kath Clegg
Senior Administrative Officer



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

[Proposed reforms to the National Planning Policy Framework and other changes to the planning system - GOV.UK \(www.gov.uk\)](https://www.gov.uk/proposed-reforms-to-the-national-planning-policy-framework)

The Housing Need figures were obtained from: ‘Outcome of the proposed revised method’ (New Standard Method) via the above link

Local Authority	Annual Housing Need: current method	Indicative Annual Housing Need: Proposed New Standard Method	Annual Increase/ Decrease	% Change
Adur	449	545	96	21.40%
Arun	1342	1409	67	4.99%
Brighton and Hove	2319	2435	116	5%
Chichester	760	1206	446	58.70%
Crawley	476	661	185	38.90%
Eastbourne	735	717	-18	-2.40%
Hastings	490	722	232	47.40%
Horsham	917	1294	377	41.10%
Lewes	777	828	51	6.60%
Mid Sussex	1039	1276	237	22.80%
Rother	727	880	153	21%
Wealden	1186	1397	211	17.80%
Worthing	322	862	540	168%
TOTAL	11539	14232	2693	23.3%

The proposed New Standard Method is explained in ‘Proposed reforms to the NPPF and other changes to the planning system’ (updated 2 Aug 24), Chapter 4 – A New Standard Method for assessing housing needs.

[Proposed reforms to the National Planning Policy Framework and other changes to the planning system - GOV.UK \(www.gov.uk\)](https://www.gov.uk/proposed-reforms-to-the-national-planning-policy-framework)

Dr Roger F Smith
Trustee CPRE Sussex



Romance Fraud in Sussex

Finding love and friendship online is increasingly popular. It can be highly enjoyable however, meeting new people this way does come with its own set of risks. One of the most concerning is romance fraud, which not only creates great emotional pain but can also lead to significant financial losses.

In the past year, nearly a quarter of all fraud cases reported to the Fraud Support Service at Victim Support Sussex were linked to romance scams, showing how common this type of crime has become.

What is Romance Fraud?

A romance scam is an insidious confidence trick. Fraudsters create fake profiles on dating sites or social media to establish a relationship with someone, with the aim of taking their money.

Being targeted by a romance fraudster does not mean a victim is gullible or naïve. Such scams are prolific and increasingly run by criminal organisations, practiced experts at psychological manipulation. Fraudsters typically spend weeks or months establishing what appears to be a genuine, caring relationship. Eventually, they begin to ask for money or personal information under various pretexts, such as medical emergencies or financial troubles.

By the time the victim realises they have been scammed, they may have lost significant amounts of money. British victims of romance fraud lost over £92 million in 2023, with an average loss of £11,500 each. Some victims in Sussex that have lost many times more.

Common Signs of Romance Scams

Here at Victim Support Sussex, we have seen first-hand the devastating impact that fraud can have on people's lives. As we acknowledge **World Romance Scam Prevention Day** on October 3rd, we feel it's crucial to stay informed and learn how to protect ourselves when meeting new people online. Here are a few tips:

1. **Be sceptical of online relationships:** If you haven't met the person in real life, be cautious. Watch out for elaborate backstories, early professions of love and excuses for never meeting up in person.
2. **Never send money:** Fraudsters may ask for money for an "emergency" or a supposed opportunity in bitcoin or other investment. No matter how convincing the story, never send money to someone you haven't met in person.
3. **Keep personal information private:** Avoid sharing sensitive personal information like your address or financial details. Romance scammers use this information to commit identity fraud or sell on to other criminals.
4. **Stay connected with friends and family:** Plenty of us date online these days and a trusted friend or family member can offer another perspective on your online relationship. Scammers know this and deliberately isolate their victims from their support networks, so staying connected is crucial.

Romance fraudsters target anybody seeking love and companionship online. However, by staying informed and vigilant, we can protect ourselves and others from falling victim whilst still meeting new people and having fun online.

This World Romance Scam Prevention Day, please take the time to educate yourself and your loved ones about the dangers of romance fraud and the steps you can take to protect yourself. Lastly, if something feels too good to be true, it probably is. Trust your instincts, and always seek support if you need it.

CONTACT

If you or someone you know has been affected by romance fraud, please do not hesitate to reach out for support. You are not alone, and there are resources available to help.

Sussex Fraud Support Service

Our specialist fraud caseworkers offer tailored support to victims of fraud throughout Sussex. We work closely with Sussex Police, their Operation Signature campaign, and other partners. The aim is to disrupt the actions of fraudsters and reduce the risk of re-victimisation.

A specialist fraud peer support service is also available in Sussex, providing one-to-one casework, a group work programme and peer support sessions to victims of relationship fraud.

For more information or support, please contact Victim Support on 08 08 16 89 274

www.victimsupport.org.uk