



The Steyning Centre, Fletchers Croft, Steyning
West Sussex,
BN44 3XZ
Tel. 01903 812042
www.steyningpc.gov.uk

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**TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 17th FEBRUARY 2025 AT 7.30 PM
AT THE STEYNING 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 Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning 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 Cllrs of their personal interests in regards matters on the agenda & 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 {6 mins}**
 - 4.1** To agree the minutes of the Full Council Meetings held on the 20th of January 2025 as a true and fair record, and to agree the amended Chairs Statement from this meeting to serve as an addendum to these minutes.
- 5.0 MATTERS ARISING {2 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/24/82.3** Cllr Finnegan to provide SPC Clerk with 'Dog reporting procedure' notes for SPC to publish – **Actioned**
 - 5.2 FULL/24/84.1** Clerk to submit request for Precept to HDC following SPC agreement – **Actioned**
 - 5.3 FULL/24/85.1** SPC to agree that the Chairs' statement be attached as an addendum to the 20th Jan' minutes – **Item 4.1**
 - 5.4 FULL/24/85.2** Cllr Sanctions and HDC 'Decision notice' be published in accordance with SPC agreement – **Actioned**
 - 5.5 FULL/24/85.2** The SPC Chair and Cllr Campbell to update on progress concerning sanction resolution – **See item 10.1**
 - 5.6 FULL/24/85.3** 'Devolution Working Party' to convene – **Actioned / See item 6.1**
 - 5.7 FULL/24/85.4** Youth Service MOU to be taken to other parish Council's for signatures – **Actioned**
 - 5.8 FULL/24/85.5** Neighbourhood Wardens MOU agreement to taken to other Parish Councils and HDC – **Actioned**
 - 5.9 FULL/24/85.6** External audit notifications published and this action minuted– **Actioned**
 - 5.10 FULL/24/85.6** External Audit invoice paid – **Actioned**
 - 5.11 FULL/24/85.7** Clerk and SPC Cllrs to respond individually to Govt. Standards and Conduct consultation – **Actioned**
 - 5.12 FULL/24/85.8** Clerk to make contact with local key stakeholders regarding SPC AGM presentations – **See item 10.4**
 - 5.13 FULL/24/86.1** N. Plan steering committee to select 4 resident members following adverts & interview process- **Item 11.1**
 - 5.14 FULL/24/86.1** SPC to receive £10K Grant from Locality & RFO to attribute invoices for reimbursement – **Actioned**
 - 5.15 FULL/24/86.2** Climate Action Group to begin to deal with actions subsequent to Council agreements – **See item 11.2**
 - 5.16 FULL/24/87.3** HALC / WSALC minutes from recent meetings to be distributed by Clerk – **Actioned**
 - 5.17 FULL/24/88.3** Cricket Club Lease agreement to be discussed at F&GP Committee – **See item 7.1**
 - 5.18 FULL/24/89.1** Cllr Sharp to make statement regards Town Clock – carried over from last meeting – **See item 10.2**
 - 5.19 FULL/24/89.3** Clerk to publicise HDC waste prevention grant funding opportunities – **Actioned**



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

Email: clerk@steyningpc.gov.uk
Email: leanne.poole@steyningpc.gov.uk

6.0 LOCAL GOVERNMENT DEVOLUTION {30 mins}

- 6.1** 'What does Local Government devolution potentially mean to Steyning and its parish council neighbours'.
An update from Horsham District Council Leader (Martin Boffey) and HDC Chief Exec. (Jane Eaton).
Followed by questions from the SPC 'Devolution working party', then followed by questions from other SPC Councillors and invited representatives from Wiston, Ashurst, Upper Beeding and Bramber Parish Councils.

7.0 STEYNING CRICKET CLUBHOUSE PROPOSED RENEWAL {20 mins}

- 7.1** Representatives from the Cricket Club to provide a short presentation in regards proposed developments to their Clubhouse. Members are asked at this early stage in the process to consider the following motion:-
'SPC supports the Steyning Cricket Clubs' desire to redevelop their clubhouse facilities whilst there is an assurance that the renewal works do not exceed the limits of the existing footprint of the buildings and their curtilage, and with final council agreement being subject to planning permission being granted, and a newly prepared 99 year {or similar} lease being mutually acceptable to both Club and SPC'.
{The details and content associated with a new lease will be considered by SPC's F&GP Committee}

8.0 NEIGHBOURHOOD WARDENS REPORT {5 mins} (See supporting papers).

- 8.1** To receive the Neighbourhood Wardens report for January 2025

9.0 REPORT FROM DISTRICT COUNCILLORS {20 mins}

- 9.1** Cllr Victoria Finnegan – (HDC) update
9.2 Cllr Nicholas Marks – (HDC) update

10.0 GOVERNANCE {20 mins}, (See supporting papers)

- 10.1** To receive an update from the Chair and Cllr Campbell in regards progress towards code of conduct sanctions resolution.
10.2 A report from Cllr Sharp concerning the Town Clock / Clock Tower, and to consider any necessary actions.
10.3 To discuss and agree the 'SPC Meetings Schedule' to cover the period to May 2026
10.4 To continue to discuss and agree the theme of this year's SPC March Annual Parish Meeting.

11.0 COMMUNITY MATTERS {15 mins}, (See supporting papers)

- 11.1** Update from Cllr Bell from the SPC Neighbourhood Plan Steering Committee and to agree any actions.
11.2 Update from the Climate Action Group from Cllr Johnson and to agree any actions.
11.3 Motion to agree SPC Chair and Clerk to speak with representatives to discuss parish wide disability awareness

12.0 PROGRESS REPORT - ONGOING ITEMS {1 min}

To receive the following ongoing items – these will be taken to next Full Council meeting, with no discussion necessary

- 12.1** Chair to bring back further information concerning making Steyning a 'Dementia Friendly Town'
12.2 Youth service team to make future presentation to SPC Full Council

13.0 CORRESPONDENCE AND INFORMATION ITEMS {1 mins}

- 13.1** None at time of printing

14.0 CONFIDENTIAL SESSION - To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 15 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

15.0 POTENTIAL FUTURE STAFFING AND GOVERNANCE MATTERS – {20 mins}

- 15.1** To begin considering potential restructuring of Steyning Parish Council in the light of matters arising from agenda item 6.1, and to agree any actions.

16.0 DATE OF NEXT PARISH COUNCIL MEETING: 14th APRIL 2025 at 7.30pm

DATE OF SPC ANNUAL PARISH MEETING: 17th MARCH 2025 at 6pm

John Fullbrook
Clerk to the Council



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

Email: clerk@steyningpc.gov.uk
Email: leanne.poole@steyningpc.gov.uk