

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 18th NOVEMBER 2024 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Young, Bell, S. Alexander, Lloyd, Linfield, Trundle, Foxwell
M Alexander, Campbell, I Alexander and Ballance.
Clerks in attendance : John Fullbrook
Members of the Public : 5 {inc. District Cllrs Victoria Finnegan and Nicholas Marks}
Meeting commenced : 7.32 pm

DRAFT MINUTES

ACTION

FULL/24/61 APOLOGIES FOR ABSENCE

61.1 Apologies received from Cllrs Hanson, Sharp and Johnson. {plus Cllr Trundle had given notice via email that she would likely be arriving a few minutes after the beginning of the meeting}

FULL/24/62 DECLARATIONS OF INTEREST

62.1 None

FULL/24/63 QUESTIONS FROM THE FLOOR {in summary}

63.1.1 *Q – Trevor Cree stated he had put in a Freedom of Information request to SPC which posed several questions appertaining to the High Street Clock Tower. He sent this on the 8th November, and the Clerk replied on the same day saying that he would respond in due course. He understood that the Council had up to 20 working days to comply but nonetheless asked if he could have a response tonight {after 6 working days}?*

63.1.2 *A – The Chair responded that as per the Clerks reply, the FOI would be responded to in due course.*

63.1.3 *Q – Trevor Cree asked whether this meeting is being live-streamed, and if so where can it be located?*

63.1.4 *A – The Chair responded that as far as she was aware the meeting was not being live-streamed.*

FULL/24/64 MINUTES OF PREVIOUS MEETING - Cllr Norcross **proposed, seconded** by Cllr Young that the minutes for the meeting dated the 16th of September 2024 be accepted as a true and fair record. **Agreed. 9 For, 2 Abstained.**

FULL/24/65 MATTERS ARISING – These items were taken as read

65.1 Clerk to inform residents via publication of new grant availability at HDC – **Actioned**

65.2 Glebe Farm application mitigations noted and used in SPC objection statement – **Actioned**

65.3 Youth Service presentation deferred to next meeting – **See item 68.1**

65.4 SPC Social Media Promotions – regular posts from Clerks office to begin in earnest – **Actioned**

65.5 All member working party to convene to work on Council strategic planning for 25/26 – **Actioned**

65.6 Cllrs Young and Linfield to coordinate future Farmers Market ‘surgery’ cover – **Actioned**

- 65.7 Name Badges produced for Cllrs for their Farmers Market duties – **Actioned**
- 65.8 Community Awards Promo details amended, and poster published, posted and displayed – **Actioned**
- 65.9 SPC N. Plan W. Party to convene to review & agree to recommend timescales, scope, ToR's etc- **Item 69.1**
- 65.10 SPC Representative to attend and make statement at EOM Planning South re Glebe Fm app. – **Actioned**
- 65.11 Clerk to distribute Climate Action Group Minutes from previous meeting – **Actioned**
- 65.12 Clerk to discuss any new S106 funding opportunities with HDC – **Actioned**
- 65.13 Reports on SPC Code of conduct investigations by HDC to be discussed by Full Council – **See item 68.2**
- 65.14 Clerk to publish and distribute as appropriate the correspondence items from this meeting - **Actioned**

FULL/24/66 REPORT FROM DISTRICT COUNCILLORS (In Summary)

- 66.1.1 **Cllr Victoria Finnegan – (HDC) update, Item 1. The HDC Local Plan**, - Hearings will commence on the 10th December concerning the inspectors examination.
- 66.1.2 **2. The Capitol** - refurbishment is to be scaled down from the £10.7 million initially planned.
- 66.1.3 **3. Food waste collections** – Commercial operations start April 2025. Domestic in 2026.
- 66.1.4 **4. HDC Budgets** – Hit hard by NI contributions, plus contractors asking for more.
- 66.1.5 **5. Carbon reduction plan** - is to be discussed once more to ensure net zero achieved by 2030
- 66.1.6 **6. Drill Hall** – MOD involved with a change of use planning issues
- 66.1.7 **7. Horsham Parking** – Sunday is to be charged service from next year
- 66.1.8 **8. Wilder Horsham District Funding** – The contract has been extended
- 66.19 **9. Steyning Specific Items** – The Newmans Gardens car park designation in terms of annual permits has been extended to help move parked cars off the local roads. Digital screens to be potentially managed by SPC – details of draft arrangement due from the 'Director of Place' by January. High St. Wi-Fi masts meeting on site soon using local group and council reps to achieve a better proposal. Local resident at Farmers Market drew attention to lack of disabled facilities – Her details to be sent to the SPC Clerk for possible further discussion.
- 66.1.10 **10. Bramber Brooks** – 70% of work completed by EA, Drop-in session organised to explain remaining works on the 27th November.
Cllr Trundle arrived during this item

CLERK

- 66.2 **Cllr Nicholas Marks – Annual parking permits for Steyning Car Parks** – Nick is keen to help encourage Steyning Businesses to use the opportunity to get employees, or themselves, to purchase permits to help alleviate issues with the volume of cars parked on Steyning roads.

CLERK

FULL/24/67 NEIGHBOURHOOD WARDENS REPORT

- 67.1 The Neighbourhood Warden report for October 2024 was received, and considered, but no questions were raised.

FULL/24/68 COMMUNITY MATTERS

- 68.1 **Youth Service Presentation – Report on the first week-long Holiday Activity Club and start of the Activity Programme from the new SPC Youth Services Team.** Unfortunately, the Lead Youth Worker, could not attend the meeting due to training commitments. The Clerk and JPYC Chair updated in her absence that following on from the huge success of the holiday programme, the term-time programme had commenced with so far mixed results after the first two weeks, as might be expected at the beginning of the service. One session saw no arrivals and has prompted a rethink in terms of a need to re-promote or rebrand the Friday drop-in session. The other session however had never before attained attendance figures which was exceptionally encouraging. The first night seeing 20 and the second session a week later receiving 26; many of whom reside in Steyning. There is a current advertisement for a

CLERK

part time support staff, as one of the original applicants who worked with the service over the holiday week in summer, cannot now commit to the project over the longer term.

- 68.2** **To receive notification from the Chair concerning the HDC Standards Committee ‘Hearings’ dated 2nd December.** The Chair confirmed this meeting was to complete the HDC investigations into outstanding SPC Code of Conduct issues. As a consequence there was likely to be recommendations forthcoming, which would require resolution from SPC. Cllr Norcross **proposed, seconded** by Cllr S Alexander therefore to hold an extraordinary meeting on the 17th December @ the Steyning Centre. **Agreed** **CLERK**
- 68.3** **Notification from the Steyning Cricket Club in regard to their future development plans**
The Steyning Cricket Club have declared their intention to redevelop their clubhouse. Their plans include demolition of the existing main clubhouse, with a double story replacement pavilion using the same footprint of the existing building but including at first floor level rooms opening onto a balcony. There is proposed a connection direct to the existing changing rooms building including their reconfiguration and refurbishment. Plus an extended paving area to be installed around both buildings.
This matter will in the first instance need to be discussed by SPC’s F&GP Committee as it will affect the new ‘Lease Agreement’. **CLERK**
- FULL/24/69** **GOVERNANCE**
- 69.1** **To consider recommendations from the SPC Neighbourhood Plan Working Party and agree actions as per details and motions set out within supporting papers, in regard to a proposed review of the Steyning Neighbourhood Plan**
SPC had agreed in 2019 to review their Neighbourhood Plan when the District Plan was ‘made’, and at the last Full Council meeting had more specifically agreed that the initial steps should include holding discussions with the previous SPC Neighbourhood Plan consultant to review and agree the rules, timescales, scope, grant availability and process of any review. Since that September Full Council meeting the working party has met with the consultants and agreed what they needed Squires Planning to produce in order to fulfil the remit of the motion agreed at that meeting. The consultants duly obliged, and also contacted the HDC planning department to inform them of SPC’s intentions to start a review process. The resultant supporting papers included a ‘Briefing Document’ which outlines the timetable and scope of the review, plus ‘The Fee Proposal’, dated 25th October, which details costs of not only the work to be undertaken by Squires, if agreed by SPC to proceed, but also costs associated with the collation and production of ‘Design Codes’.
The working party met once again on the 13th November to review these documents, to assess the way forward, to complete a draft Terms of Reference for the new Steering Committee, and therefore to agree recommendations for Full Council to approve. See below:
- 69.1.1** Cllr Norcross **proposed, seconded** by Cllr M Alexander that SPC agree the new Neighbourhood Plan Steering Committee Terms of Reference, as drafted in supporting paper 9.1.1, and subject to the inclusion of the amendments {agreed under point 5. f}. **Agreed 11 For, 1 Abstained** **CLERK**
- 69.1.2** Cllr Norcross **proposed, seconded** by Cllr Bell that SPC agree to pay the squires invoice for the initial consultation as per paper 9.1.2. **Agreed** **CLERK**
- 69.1.3** Cllr Norcross **proposed, seconded** by Cllr Bell that SPC agree to undertake a Neighbourhood Plan review based upon the SPC N. Plan review ‘briefing document’ and then strive to achieve to take the review through to its ‘adoption’ based upon the timetable noted within this document. **Agreed 11 For, 1 Against**

	Implicit within this agreement were noted the following	
	i, To agree to reappoint Squires Planning as N. Plan consultants for this task and that the terms of this agreement are set out within their proposal document dated 25 th October	CLERK
	ii, To agree that SPC appoint the consultant approved design code production team, in accordance with their fee proposal	CLERK
	iii, Noting the anticipated costs as outlined within the Doc dated 25 th October from Squires Planning, to delegate the Clerk to complete an application for a Locality Grant funding to cover most of the costs of this review	CLERK
	iv, The approx. cost of the review is going to be in the region of £22K. Taking into account the likely grant which could be obtained – approx. £18K, this means the financial commitment from SPC budget will likely be approx. £4K. Before grant funds are successfully obtained budget will be largely forthcoming from SPC general reserves	
69.1.4	Cllr Norcross proposed, seconded by Cllr S Alexander that SPC agrees to the following SPC members being on the SPC Neighbourhood Plan Steering Committee; Cllrs Bell, Ballance, Hanson, Sharp, M Alexander, Linfield, Trundle and S Alexander. Agreed	CLERK
69.1.5	Cllr Norcross proposed, seconded by Cllr M Alexander that SPC agrees that Cllr Bell be Chair and Cllr S Alexander be Vice Chair of the SPC Neighbourhood Plan Steering Committee. Agreed	CLERK
69.1.6	Cllr Norcross proposed, seconded by Cllr S Alexander that SPC agree that the Neighbourhood Plan Steering Committee discuss and agree the selection and appointment of 4 resident volunteers to this Committee, and that an advert be placed in the next edition of 'Your Steyning' asking for volunteers to join the Steering Committee and also to promote this advertisement via SPC website and social media. Agreed	CLERK
69.2	To consider amending the targets as outlined within this year's SPC Action Plan in accordance with the agreements noted above Given the extra work likely needed to be undertaken on the Neighbourhood Plan review given the new timescale for completion, the Clerk suggested SPC remove up to three existing project lines, and add one line associated with the new N. Plan timetable, so that completing the SPC Action plan remains achievable. Members were asked not to make a decision on priorities at this meeting, rather to consider it and debate it at the next F&GP meeting.	CLERK
69.3	To consider amendments to the SPC Standing orders under section 4 – 'Committees and Sub Committees' following decisions under item 69.1 above Cllr Norcross proposed, seconded by Cllr Trundle that SPC agrees to the SPC Standing Order amendments under section 4 - Committees and Sub Committees as per the details noted within supporting papers and subject to the amendment noted {in this meeting} concerning quorum of the Neighbourhood Plan {Steering Committee}. Agreed	CLERK
69.4	To agree amendments to the SPC Scheme of Delegation as noted within supporting papers Further amendments were suggested regards style and format. Cllr Norcross proposed, seconded by Cllr M Alexander that SPC agree to the amendments to the SPC Scheme of Delegation as per noted in red within the supporting papers and the amendment which has just been proposed. Agreed	CLERK
69.5	To agree recommendation from Personnel Committee concerning implementing the nationally agreed pay awards Cllr Norcross proposed, seconded by Cllr Young that SPC agree to the increases in salary as per the new NALC pay scales with affect from the 1 st April 2024 and the associated back pay and also agree to the minimum wage increase so far as it relates to the salary received by other part time members of staff. Agreed	CLERK

FULL/24/70 REPORTS FROM OUTSIDE BODIES

70.1 Cllrs Young and M. Alexander – **Isolation & loneliness / PPG.** Cllr Young updated that Vintage Years is still going very well. The PPG AGM was last week, and there were approx. 40 attendees with the main points discussed being 'Respect' planning, using the 'Lasting Power of Attorney' and what social care was available for residents.

70.2 Cllr Johnson, Bell & M Alexander – **Joint Climate Action Group.** Nothing to report

FULL/24/71 PROGRESS REPORT

To receive the following ongoing items

71.1 *Making Steyning a 'Dementia Friendly Town'* – Cllr Norcross to provide further information at the next meeting - **Ongoing** Cllr Norcross

71.2 *SPC to lobby for half hourly bus service - Ongoing* CLERK

71.3 Climate Action in Steyning to have its own page/ site on the SPC Website - **Ongoing** CLERK

71.4 *Clerk to update external bodies SPC membership representation with all the appropriate groups – Ongoing* CLERK

FULL/24/72 CORRESPONDENCE AND INFORMATION ITEMS

72.1 The Joint Parishes Cemetery Committee will be convening on the 2nd December at 6pm. Cllrs Linfield & I Alexander

FULL/24/73 CONFIDENTIAL SESSION

73.1 Cllr Norcross **proposed, seconded** by Cllr M Alexander 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 agenda items 14 & 15 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

FULL/24/74 STAFFING MATTERS

74.1.1 **To approve recommendations from Personnel Committee in consideration of staff appraisal conclusions and any subsequent salary agreements.** The Clerk, Vice Chair and Chair outlined the discussions that had taken place concerning a number of financial governance matters regards staff pay and conditions, following recent national pay agreements and the results from a number of recent staff appraisals. The motions that followed this committees recommendations as per listed, and approved, below:

74.1.2 **Staff Appraisal and Probationary notifications**
The Personnel Committee Chair had briefed members on the details as per supporting papers, and procedure associated with the Clerks appraisal process. Cllr Norcross **proposed, seconded** by Cllr Young that the Clerks annual incremental rise and backdated pay {due to annual pay award increase}, be agreed following a satisfactory annual appraisal. **Agreed** CLERK

74.1.3 The Clerk had briefed members on the Deputy Clerks successful probationary appraisal report. Cllr Norcross **proposed, seconded** by Cllr Bell that the Deputy Clerk be awarded the role following a successful conclusion to the probationary period, and having accomplished this, be given an incremental rise as per contractual agreement, plus back pay as per national agreement. **Agreed** CLERK

74.1.4 The Admin Assistant had been on an hourly rate of minimum wage plus 10.7% for many years. Next year's minimum wage increase would mean a rise to an hourly rate of £13.52 on April 1st 2025. The Admin Assistant had over the last several months stepped up to fill a gap in service provision following the Deputy Clerks departure and the Clerk had asked the Personnel CLERK

Committee to consider recognition that after 8 years' service and with a need to increase the level of responsibilities, that the Admin Assistant goes onto a NALC salary range starting at point 10 with an hourly rate of £13.91 per hour {39p more than the April 2025 figure} rising up to point 17. The new contract and job description to be taken back to Personnel Committee for agreement when completed. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC instruct the Clerk to amend the Admin Assistants role and responsibilities to provide greater business resilience, and capacity, with then commensurate salary change to spinal points 10 to 17. **Agreed 11 For 1 Abstained**

74.1.5 The Joint Parishes Lead Youth Worker has her probationary review due in the next 5 weeks. The Clerk had stated that both he, and the Upper Beeding Clerk (her Line Manager), were more than satisfied by her progress and aptitude thus far. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC delegate the Clerk, to add the appropriate incremental rise based upon contract arrangements and any backdated pay to the Lead Youth Worker, subject to a successful end to her probationary period. **Agreed** **CLERK**

74.1.6 **Staff Salary increase agreements**
The Clerk had produced papers in support of wage and salary rises which were due to staff, in line with government agreements. Caretakers receive a wage 4.5% above the minimum wage currently - £11.95. This would rise to £12.76 as of April 2025, if this arrangement remains in place. Cllr Norcross **proposed, seconded** by Cllr S Alexander that the arrangement for caretakers to receive a rate 4.5% above minimum wage continues in place, and also that part-time youth workers receive £13.27 per hour from April 1st 2025. **Agreed** **CLERK**

74.2 **Social Media Communications**
To agree Personnel Committee recommendations
The Personnel Committee had considered evidence concerning recent posts from a resident, in so far as they might be actionable under the *SPC Unacceptable Behaviour Policy*. A motion was agreed for recommendation to Full Council.
Cllr Norcross **proposed seconded** by Cllr Bell, that SPC agree to the Personnel Committee recommendation - that having given the matter full consideration, SPC continue to monitor social media posts from members of the public, and currently do nothing more. **Agreed 11 For, 1 Abstained** **CLERK**

FULL/24/75 **SPC COMMUNITY AWARDS**
75.1 **To consider the nominations for this year's SPC Community Awards.** Members considered carefully the many nominations. After much discussion it was agreed that the awards were limited to two recipients and that these would be awarded as usual at the annual Chairman's Function on the 6th December 2024. Cllr Norcross **proposed, seconded** by Cllr Foxwell that the two nominees named (in confidential minutes) be the recipients of this years Community Award. **Agreed** **CLERK**

FULL/24/76 **DATE OF NEXT FULL COUNCIL MEETING:** **20th January 2025 at 7.30pm**

Meeting closed at 9.27 pm

Signed by the Chairman **Date 20th January 2025**

A recording of this meeting is available at - https://youtu.be/_xsBkKgwp0A

EXTRAORDINARY MEETING OF FULL PARISH COUNCIL

HELD ON TUESDAY 17th DECEMBER 2024 AT 6PM

Councillors Present : Cllrs Norcross (Chairman), Bell, S. Alexander, Lloyd, Linfield, Johnson, Foxwell
M Alexander, I Alexander, Sharp, Hanson and Ballance.
Clerks in attendance : John Fullbrook
Members of the Public : 4
Meeting commenced : 6pm

DRAFT MINUTES

ACTION

FULL/24/77 APOLOGIES FOR ABSENCE

77.1 Apologies received from Cllrs Campbell, with Cllrs Young, Trundle and Bell having informed they would be arriving later {Only Cllr Bell managing to arrive before the end of the meeting}.

FULL/24/78 DECLARATIONS OF INTEREST

78.1 None

FULL/24/79 GOVERNANCE MATTERS

79.1.1 Statement from the Chair regarding the status of the outstanding SPC Code of Conduct

Complaints – This item was on the agenda in order to inform residents as to the latest position. As the statement was so short, it is noted below in its entirety.

79.1.2 *'As some of you already know there are nine outstanding Code of Conduct Complaints sitting with HDC, the vast majority of these were lodged in September 2023. These complaints, submitted by a number of Councillors, were due for determination on the 2nd of December. HDC had advised us of this date, and I called this EOM in order to be able to report the result of the determinations. Unfortunately HDC were unable to make a determination on the 2nd of December, as a consequence of a substantial amount of information being put before them shortly before the Committee met. We have however been advised that the Standards Committee has reconvened today (17th December 2024) to consider these complaints and that a final determination will be made on the 13th of January 2025. We will, therefore, be discussing their determinations at the next Full Council meeting, which is scheduled for 20th of January 2025.'*

FULL/24/80 CORRESPONDENCE AND INFORMATION ITEMS

80.1 The Clerk stated that he had four items of information.

First, two reminders to Cllrs that he was still expecting replies to the remote meeting consultation, and for the preferences re design codes {from the Neighbourhood Plan Steering Committee members only}.

**SPC
Members**

80.2 Second, he informed members that regards the advert for resident volunteers for the SPC Neighbourhood Plan Steering Committee, there had already been four people who had come forward, and that Interviews would be held in early January.

CLERK

- 80.3.1

Third, in respect to the recently published government white paper on ‘English Devolution’. The Clerk stated that it appeared there are three references made specifically about Parish Council governance in the 99-page document. The following paragraph likely being the most relevant passage; –
- 80.3.2

"We know people value the role of governance at the community scale, and that can be a concern when local government is reorganised. We will therefore want to see stronger community arrangements when reorganisation happens in the way councils engage at a neighbourhood or area level. We will also rewire the relationship between town and parish councils and principal Local Authorities, strengthening expectations on engagement and community voice."
- 80.4

Fourthly, SPC had received notification today {17th December}, that its External Audit Report for 2023/24 has been completed.

CLERK

FULL/24/81

DATE OF NEXT FULL COUNCIL MEETING:

20th January 2025 at 7.30pm

Meeting closed at 6.06 pm

Signed by the Chairman Date 20th January 2025

A recording of this meeting is available at - <https://youtu.be/IgakSZK0mMc>

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

NOVEMBER 2024

Hi vis Patrol hours TOTAL:	79	ASB incidents TOTAL:	8
Foot - Steyning/Bramber/Upper Beeding	15/5/12	Noise	1
Vehicle - Steyning/Bramber/Upper Beeding	24/6/17	Neighbours	2
Notices/warnings TOTAL:	1	Driving/vehicles	1
Verbal warning	0	Bicycles	0
Parking alert	1	E-scooters	3
Yellow card warning (ASB)	0	Alcohol	1
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	5
Reports into Police TOTAL:	9	Fly tipping / flyposting	3
Phone (including 101 and 999)	2	Graffiti	0
Online	2	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	5	Drug litter	1
		Hazards	1
Media Reports TOTAL:	6		
Press release/Community magazines	1		
Social media posts	5	Community events attended	1
Admin, Training, Meetings & Events	33	School contact	6
Vulnerable people welfare checks	4	Youth engagement	5
Signposting	1	Reports to DVLA	0
Safeguarding referral	1	Reports to Operation Crackdown	0

ASB (antisocial behaviour)/Crime

We received reports of suspicious behaviour of males approaching students from outside the Steyning Grammar main site and a bus stop near the Towers site. We advised the incidents be reported to the police and we informed the PCSO (Police Community Support Officer) and carried out patrols at the reported times to be a visual deterrent. We recommended a communication be sent out to the parents advising their children be vigilant when going/leaving school and posted on social media encouraging people to report suspicious behaviour to the police. We also did a joint patrol with the PCSO and spoke with the pastoral care team at the school.

Steyning

We were informed about a group of young people potentially playing with matches on the High Street. We will keep this in mind on our patrols to engage with any groups we see with matches or lighters.

We received a message that there was an egging incident on Halloween. Unfortunately, we received the report after the event so were unable to attend but followed up on the report.

We spoke with the Big Issue seller who informed us that a lady that is not assigned to the Steyning area has been selling magazines there and asking for money. He was worried how this could impact him and his reputation as it had upset some of his regular customers. We contacted the regional manager for the Big Issue and will challenge her if seen again in Steyning.

We reported the use of an electric scooter along Church Street and Sheep Pen Lane to the police. We informed the police of another instance on Bramber Road. Both riders are known to us.

We were informed of an aerosol can being set on fire at Fletchers Croft and children climbing up onto a garage and causing damage to the roof from the PCSO. From the CCTV we have been able to identify a group that were turned away from the Steyning Centre believed to have set fire to the aerosol. We discussed this with the PCSO who will be taking the issue further.

Bramber

While on an evening vehicle patrol, an electric scooter swerved out into the road with two riders on it. There was another scooter on the path with 2 more riders on it. The group made their way up to Bramber Castle. We contacted the police who were able to send two PCSOs to take the groups details. It was suspected that the group had been drinking. Words of advice were given regarding the electric scooters and the PCSO will be following up with the school as two of the group are believed to be local to the area.

Upper Beeding

We were sent a video of a person stealing. The young person was in uniform. We have notified the school and met with the pastoral care team to try and identify the person involved. Unfortunately, the student wasn't from the Towers site but the school is still supporting us to try and identify them and if there are any vulnerabilities we need to be aware of that are resulting in the stealing. The Police Community Support Officer (PCSO) was also sent the video and is aware.

A resident called to notify us of a neighbour that is blocking access to their garage and carrying out works on cars as part of a business in a residential block of garages. It was also reported that the person blocking access is working on vehicles and pouring oil down the drains, we challenged the individual in relation to this and he showed us an oil drum he is using to store oil and we are satisfied he is disposing of it properly.

[Parking/vehicles](#)

Steyning

A parking alert was issued for a vehicle parked too close to the junction on Middle Mead.

A resident spoke to us about dangerous parking around the school. We will be placing posters up in the worst areas and will speak with the HDC parking team to see if they can help with after school patrols.

Bramber

Nothing to report

Upper Beeding

A resident contacted us regarding difficulties accessing their private garage due to a neighbour working on cars in the garage block. We have spoken with both parties and have made enquiries into Mediation Plus for them.

[Fly tipping/littering/graffiti](#)

Steyning

Fly tipping on Titch Hill: garden waste x 2

Mattress

Bramber

Nothing to report

Upper Beeding



Community engagement/events/meetings

We had a meeting with the new Community Services Manager for Horsham District Council. We discussed the types of issues and vulnerabilities we face in Steyning, Bramber and Upper Beeding and showed her around the area.

We attended the all staff briefing for Horsham District Council staff to be updated on the latest news from HDC.

Steyning

We were asked by Neighbourhood Watch to volunteer at a BT Digital Voice Drop In event in Steyning Library. We completed two short training sessions before the drop in event where we answered basic questions about the switch over. It was a very busy event and we also received some welfare check requests on behalf of vulnerable neighbours of people that attended.

Bramber and Upper Beeding

Nothing to report.

UPDATES FROM OCTOBER

The police are aware of the threatening behaviour of a resident towards a high street worker as advised by us they reported this to the Police. There have been other similar incidents of threatening behaviour towards other members of the public by the same individual, one of which is now being investigated and the perpetrator questioned by Police.

We have asked our management to chase the DISC officer to speak with Co-Op regarding using the DISC system as we do not believe this has happened yet.

The group does not seem to be kicking footballs at the sports hall in Upper Beeding anymore.

The resident experiencing the ASB did not want to take any further action.

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
- Beeding Hill/Truleigh Hill

Older, vulnerable people and youth

Steyning

While on a vehicle patrol, we saw a lady that had fallen on the High Street. We went and helped her.

A resident has received a letter from environmental health informing them of a noise complaint. We met with the resident and it appears to be an ongoing neighbour dispute. We have contacted environmental health for additional information and will be suggesting mediation.

One of the Civil Enforcement Officers (parking wardens) informed us of a report they had received from Truffles of a customer that had no shoes on and they were worried for. We spoke with the member of staff that dealt with the

customer and have a description. We passed on our contact details should they be seen again and will keep an eye out on our patrols.

The Civil Enforcement Officers came across a person that was confused and had been discharged from hospital. They had called for an ambulance and notified us of the person. We took our first aid kit to help. The ambulance checked the person over but they did not want to be taken to hospital. About an hour later they were back walking along the Highstreet. We engaged with him and made a referral to Street Link (a charity that supports people that are homeless) but it was not clear where he would be sleeping so it was unlikely the outreach worker would have been able to find him. The next morning, we looked for him and did not receive any further reports so believe he has moved onto another location.

We have liaised between Age UK and Dingemans to set up a pop-up lunch in February for the residents.

We were notified of a vulnerable resident that has mental health concerns currently. We carried out a welfare check and will be making a referral to West Sussex Fire and Rescue (WSFR) for a Safe and Well visit and Age UK to discuss any additional benefits they may be entitled to. We are also looking into local activities they can take part in to help with their wellbeing.

Bramber

Nothing to report.

Upper Beeding

We were made aware of a resident that has been acting strangely and making a banging noise late at night. We will be speaking with the PCSO to provide an update.

A PCSO contacted us regarding a vulnerable resident that they had been supporting. They asked us to visit the resident to provide information on ways they can get involved in the community as they have recently moved here and are isolated.

Dog related issues

Steypning

We were notified of two dogs being let off the lead in the car park by the health centre/back of the high street.

We informed the PCSO regarding members of the public informing us that a dog that is allegedly under police order to be muzzled is not being muzzled.

Upper Beeding and Bramber

Nothing to report.

Cycling

Nothing to report.

Parish specific/other

A couple came to police station but unfortunately it was closed. They have land in Thakeham and someone has broken the gate lock and put two horses on the land. They had previously contacted the police but needed advice on what contact details to leave on the eviction notice as they did not want to leave their own details. We advised they call 101 for further information.

Steypning

We attend the service for Remembrance Day.

We collected signs that will be encouraging people to report overgrown footpaths, litter, pot holes, dog fouling, fly tipping, anti-social behaviour and e-scooters and will be displaying them where appropriate.

Upper Beeding

Nothing to report.

Bramber

We were notified that the public toilets needed cleaning and passed this onto the Parish Council. The person reporting commented that the cleanliness of the toilets are kept to a really high standard and that this was a one off.

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

December 2024

Hi vis Patrol hours TOTAL:	78	ASB incidents TOTAL:	3
Foot - Steyning/Bramber/Upper Beeding	16/4/11	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	24/5/18	Neighbours	1
Notices/warnings TOTAL:	4	Driving/vehicles	1
Verbal warning	2	Bicycles	0
Parking alert	2	E-scooters	1
Yellow card warning (ASB)	0	Alcohol	0
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	4
Reports into Police TOTAL:	6	Fly tipping / flyposting	3
Phone (including 101 and 999)	0	Graffiti	1
Online	0	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	6	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	33	School contact	2
Vulnerable people welfare checks	4	Youth engagement	1
Signposting	4	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning

We visited the shops that have signed up to DISC but not yet logged on for feedback.

A resident contacted us regarding a group that set fire to an aerosol can. They had had difficulty in reporting this at the time but we advised they continue to report any further incidents that they witness. We will continue to carry out our patrols to deter this behaviour and will engage with the group.

There was a fire overnight in a block of flats on St Cuthmans Road. The residents were able to get out. The Parish Council reached for us to see if any assistance was needed. One of the families affected is in temporary accommodation. No immediate assistance was needed from the wardens or Parish.

A resident reported a nail had been placed in their car tyre on more than one occasion in Charlton Street. There was also another report of the same thing happening to a resident in Saxon Road. It appears after gathering local information that the two are not related however there have been several others in Charlton Street including multiple instances to the person who originally reported to us. We delivered letters to the houses in Charlton Street and encouraged residents to report if they have had similar issues and a few residents contacted us to say that they had. The letter states that if this continues, we will look to erect a mobile temporary camera in the area. We will feedback if the issue has died down in the January report.

We saw two young people riding an electric scooter along Shooting Field and we passed the address that they went into to the Police Community Support Officer (PCSO).

Bramber

The owner of the Maharaja called re coats being stolen by three young people. He has now reported this to the Police, we visited the Castle Pub to check CCTV as there were also a group kicking a resident's door opposite on the same evening. Unfortunately, after checking the CCTV we were unable to capture any useful imagery that could enable us to identify anyone.

Upper Beeding

Nothing to report

UPDATES FROM NOVEMBER

We did not receive any further reports of people approaching students outside of the schools. The police have not informed us if they identified the people involved.

The person selling the Big Issue that is not assigned to the Steyning patch has not returned.

The group playing with matches appears to be the group that has set fire to the aerosol can as mentioned in the report. The PCSO is speaking with the Police Officer that specialises in working with young people regarding this issue.

We have not received any further updates regarding the electric scooters that were reported to the police.

The PCSO spoke with the young person that was caught on CCTV shoplifting. The shop did not want any further action taken.

Parking/vehicles

Steyning and Bramber

Nothing to report.

Upper Beeding

We signposted a resident to report dangerous parking to Operation Crackdown. This report will go directly to the police. The resident sent photos of cars parked opposite the on street electric charging bays. We spoke with the Parish Clerk and passed on the advice from the resident that came from WSCC. The advice was that electric vehicles should not have priority over non-electric vehicles for parking on... as such, parking here is on a first come first served basis. Assuming one side of the road is clear, if cars are parked in the charging bays, the electric vehicles have priority to park. If cars are parked on the opposite side of the road, parking here has priority. We also gave advice on apply for a Traffic Regulation Order, should they wish to go down this route.

We spoke with a driver that was parked on the zig zag lines outside of the primary school. We gave them a verbal warning not to park there again.

We issued parking alerts for the following:

- Parked too close to a junction (Church Lane)
- Parked on double yellow lines/too close to a junction (Pound Lane)

Fly tipping/littering/graffiti

Steyning

Nothing to report.

Bramber

We received a report of offensive racist graffiti and Swastika that were painted on a fence. When the resident came across the graffiti they quickly painted over it and reported the incident to us and the police. We passed on the information to the Community Safety and Wellbeing team at West Sussex County Council.

Upper Beeding

We were asked by the clerk to look into a report of fly tipping. It was not a usual presentation of fly tipping as it was on green land immediately outside the house of where building work was taking place. We tried to speak with the owners but have been unable to make contact. If contact cannot be made, a fly tipping report will be made to Horsham District Council.

Community engagement/events/meetings

We attended the Christmas shopping event and were pleased to see so many people brave the weather and how well the adaptations worked with moving some of the entertainment into the shops. Hopefully that helped encourage some additional spending to support the local businesses.

We attended a full team meeting for all the wardens where we discussed our projects and good working practices.

We attended training regarding the Rest Centre pack to make sure we were familiar with what is inside and that we are happy with how to set up a rest centre if needed.



Steypning

We held our monthly board game café at the Penfold Hall and were donated 2 more brand new games from a local resident.

We attended the Parish Council Christmas Reception at the Steypning Centre.

We have continued with our preparations for the Dingemans games room. There are only a few items left to order. We met with the manager and have agreed to have the room cleared by the end of December. We are hoping to have the games room ready for the residents by the end of January.

Bramber

Nothing to report.

Upper Beeding

We now have the printed park safely posters for a competition we ran earlier on in the year. We have placed them in the hot spot areas across Steypning, Bramber and Upper Beeding where poor parking choices happen. Book vouchers were awarded for the top 3 designs. Well done to all of those that took part.



Winning design



Runners up

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 were called to the Steyning Centre for a person that was in poor health. An ambulance had already been called and they were put into the recovery position. We monitored them and were able to get some more information out about what had happened and fed this back to the ambulance service. The ambulance arrived quickly and they were taken to hospital.

A resident contacted us claiming their neighbour had damaged their wall. We visited both parties to mediate and will be visiting frequently as there is a historical running dispute. We will also contact our dedicated ASB case worker should the issues continue to see how she can intervene and support if necessary.

A driver had a medical issue while driving along the High Street and crashed into the stairs of The White Horse pub. The fire service, an ambulance and the police arrived at the scene. We asked if they needed any assistance with closing the road, but they were able to sort the incident.

We visited a vulnerable resident that we were made aware of last month. We had previously made some referrals and checked to see if the resident had been contacted. We will be arranging for external services to visit the property to help keep them safe in their home. We are looking into activities to help improve the residents mental health and welfare.

A resident disclosed that they were struggling with their mental health due to a recent event. We provided advice and support and have made an enquiry with the police so that the resident can be better informed of the outcome of this event.

Bramber

Nothing to report.

Upper Beeding

We revisited a couple in priors close as part of our ongoing welfare checks to see if they still have carers attending. We had no answer and the neighbour informed us that one of them was now in a care home full time and the other in hospital. We will revisit and update in the next report.

Dog related issues

Steyning

We were informed of a dog biting a walker on 2 occasions. We advised the person reporting to contact the police as they are the agency that deals with dog on human attacks. We asked for details and a description so we can feature in some foot patrols to help try and deter it from happening again and to engage with the owners if possible to identify.

Upper Beeding and Bramber

Nothing to report.

Cycling

Nothing to report.

Parish specific/other

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

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Item 8.1

To consider the Steyning Parish Council 2025/2026 Budget and associated precept request to HDC, plus the Band D tax figure (Parish Council part only).

Briefing Note

This is the end of the budget setting process which began in September / October '24 with each SPC committee discussing and agreeing to recommend to F&GP members their budget requests. F&GP have considered the consolidated figures last month and noted below is the resultant agreed motion from that meeting.

*Cllr Sharp **proposed, seconded** by Cllr S Alexander that F&GP currently accepts this consolidated budget {thereby agreeing to recommend to Full Council the draft budgets presented as per supporting papers} with final agreement at January F&GP. **Agreed***

Since that meeting on the 10th December '24, there has been one clarification / amendment noted in terms of expenditure due to a greater understanding of the Neighbourhood Wardens costs for next year {showing an increase of £1,920 on annual budget from previous best guess}. With this in mind and knowing that at the last F&GP meeting we provisionally agreed the SPC consolidated budget for next year {subject to last minute adjustments}, I have amended the F&GP Committee budget under item 8.1.1 and to avoid changing the headline precept figure I have merely reduced the 'special projects' expenditure line / budget by the same amount – new figure being £13,080. {Therefore the precept increase is maintained at 5.79%}

However, as a different option, you may choose to keep the special projects figure the same as previous provisional agreement - £15K and merely add the additional £1,920 to the Wardens figure – this would then give a final precept figure of £429,670 which would be an increase of 6.27% on previous year. Or you might want to consider something in between.

Here are some options therefore for your consideration

{Existing Precept is £404,325.00 with Band D annual tax @ £157.42}

Option 1 – Wardens - £60,420 : Special Projects - £13,080	Precept - £427,750.00 + 5.79% Band D - £166.26 + 17p per week
Option 2 – Wardens - £60,420 : Special Projects - £13,500	Precept - £428,170.00 + 5.90% Band D - £166.42 + 17.3p per week
Option 3 – Wardens - £60,420 : Special Projects - £14,000	Precept - £428,670.00 + 6.02% Band D - £166.62 + 17.7p per week
Option 4 – Wardens - £60,420 : Special Projects - £15,000	Precept - £429,670.00 + 6.27% Band D - £167.00 + 18.4p per week

I have also compiled a full SPC consolidated budget paper 8.1.2 – which includes the budget figures for option one noted above. It is unfortunate that we did not have an opportunity to discuss this at the planned F&GP committee but that should not hamper finding agreement at Full Council as we were very close to final recommendation anyway.

Steyning Parish Council - F&GP Draft Budget 1st April 2025 / 31st March 2026

Version 3 Jan-24

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	BUDGET 20/21	ACTUAL 20/21	BUDGET 21/22	ACTUAL 21/22	BUDGET 22/23	ACTUAL 22/23	BUDGET 23/24	ACTUAL 22/23	BUDGET 24/25	Year to date Month 8	Year End Expected	BUDGET 25/26	
4000	Salaries	£ 121,956.00	£ 128,209.00	£ 137,000.00	£ 123,153.00	£ 116,300.00	£ 131,850.00	£ 154,500.00	£ 173,546.00	£ 168,500.00	£ 191,706.00	£ 194,500.00	£ 123,970.00	£ 194,500.00	£ 208,000.00	
4002	Printing/Stationery/Stamps	£ 2,951.00	£ 1,874.00	£ 3,200.00	£ 2,098.00	£ 2,500.00	£ 3,356.00	£ 2,500.00	£ 3,178.00	£ 2,650.00	£ 1,544.00	£ 2,750.00	£ 2,367.00	£ 2,950.00	£ 3,150.00	
4003	Staff Health Insurance	£ 1,279.00	£ 1,128.00	£ 1,350.00	£ -	£ 1,350.00	£ 2,173.00	£ 1,350.00	£ 1,108.00	£ 1,450.00	£ 2,351.00	£ 2,750.00	£ -	£ 2,750.00	£ 2,850.00	
4004	Telephones and alarm	£ 2,413.00	£ 2,511.00	£ 3,000.00	£ 2,316.00	£ 2,700.00	£ 2,788.00	£ 2,850.00	£ 2,865.00	£ 3,050.00	£ 2,828.00	£ 3,050.00	£ 2,152.00	£ 3,050.00	£ 3,200.00	
4005	Insurance	£ 5,848.00	£ 4,463.00	£ 5,800.00	£ 4,337.00	£ 5,100.00	£ 5,027.00	£ 5,350.00	£ 6,650.00	£ 6,500.00	£ 7,485.00	£ 7,800.00	£ 7,962.00	£ 7,962.00	£ 8,200.00	
4006	Salaries Outsourcing	£ 881.00	£ 528.00	£ 900.00	£ 528.00	£ 900.00	£ 237.00	£ 425.00	£ 395.00	£ 440.00	£ 413.00	£ 465.00	£ 333.00	£ 490.00	£ 520.00	
4007	Data Protection	£ 1,841.00	£ 1,115.00	£ 1,700.00	£ 970.00	£ 1,200.00	£ 772.00	£ 1,200.00	£ 1,076.00	£ 1,250.00	£ 1,067.00	£ 1,320.00	£ 647.00	£ 1,280.00	£ 1,350.00	
4010	Audit Fees/Internal Audit	£ 1,660.00	£ 1,967.00	£ 1,750.00	£ 2,987.00	£ 1,850.00	£ 1,584.00	£ 1,850.00	£ 2,567.00	£ 2,000.00	£ 5,416.00	£ 2,075.00	£ 1,708.00	£ 2,850.00	£ 2,300.00	
4016	Legal Fees / Election	£ 2,066.00	£ 379.00	£ 10,000.00	£ 1,409.00	£ 10,000.00	£ 4.00	£ 2,400.00	£ 15.00	£ 850.00	£ 7,750.00	£ 500.00	£ 686.00	£ 900.00	£ 850.00	
4017	Bank Charges	£ -	£ 556.00	£ 650.00	£ 278.00	£ 283.00	£ 422.00	£ 285.00	£ 445.00	£ 550.00	£ 408.00	£ 550.00	£ 230.00	£ 360.00	£ 420.00	
4021	General Grants Fund	£ 1,340.00	£ 450.00	£ 2,000.00	£ 1,136.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 1,927.00	£ 2,500.00	£ 4,500.00	£ 2,500.00	£ 1,118.00	£ 2,500.00	£ 2,500.00	
4023	Youth Service SPC Expenditure	£ 24,037.00	£ 18,392.00	£ 26,930.00	£ 25,996.00	£ 27,200.00	£ 27,400.00	£ 28,450.00	£ 28,016.00	£ 29,500.00	£ 17,564.00	£ 31,000.00	£ 14,709.00	£ 31,000.00	£ 32,750.00	
4024	Youth Service - JPYC												£ -			
4025	CCTV Maintenance	£ 83.00	£ 145.00	£ 160.00	£ -	£ 160.00	£ -	£ 650.00	£ -	£ 650.00	£ 446.00	£ 1,000.00	£ 85.00	£ 580.00	£ 1,000.00	
4030	Steyning Bloom	£ 3,734.00	£ 3,835.00	£ 4,400.00	£ 4,964.00	£ 4,600.00	£ 4,600.00	£ 2,200.00	£ 2,200.00	£ 2,400.00	£ 2,400.00	£ 2,750.00	£ 2,750.00	£ 2,750.00	£ 2,850.00	
4032	Memorial Garden upkeep	£ 91.00	£ 283.00	£ 415.00	£ -	£ 412.00	£ 150.00	£ 412.00	£ -	£ 450.00	£ 442.00	£ 260.00	£ 36.00	£ 395.00	£ 400.00	
4033	Christmas Lights	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 3,890.00	£ 5,825.00	£ 4,019.00	£ 5,925.00	£ 4,438.00	£ 6,200.00	£ 5,122.00	£ 6,200.00	£ 6,200.00	
4036	SALC / NALC / HALC / ICO subs	£ 1,788.00	£ 1,912.00	£ 1,950.00	£ 1,888.00	£ 1,880.00	£ 1,815.00	£ 2,365.00	£ 2,351.00	£ 2,450.00	£ 2,000.00	£ 2,550.00	£ 2,712.00	£ 2,262.00	£ 2,450.00	
4039	Publicity & Advertising	£ -	£ -	£ 3,000.00	£ 80.00	£ 2,000.00	£ -	£ 200.00	£ 175.00	£ 500.00	£ 567.00	£ 900.00	£ 1,187.00	£ 2,000.00	£ 2,200.00	
4040	Town Clock	£ 384.00	£ 241.00	£ 450.00	£ 398.00	£ 450.00	£ 255.00	£ 450.00	£ 150.00	£ 400.00	£ 375.00	£ 450.00	£ 4,508.00	£ 8,500.00	£ 450.00	
4045	Misc. & Petty Cash	£ 912.00	£ 206.00	£ 275.00	£ 25.00	£ 275.00	£ 175.00	£ 275.00	£ 125.00	£ 250.00	£ 111.00	£ 250.00	£ 25.00	£ 150.00	£ 150.00	
4047	Training	£ 1,293.00	£ 1,545.00	£ 1,500.00	£ 426.00	£ 1,500.00	£ 385.00	£ 1,500.00	£ 1,876.00	£ 1,500.00	£ 2,027.00	£ 800.00	£ 170.00	£ 550.00	£ 800.00	
4049	Showcase	£ -	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ -	£ -	£ 300.00	£ -	
4055	HR Support	£ -	£ 2,182.00	£ 5,000.00	£ 4,075.00	£ 5,000.00	£ 825.00	£ 1,000.00	£ -	£ 1,000.00	£ 475.00	£ 1,000.00	£ -	£ 550.00	£ 500.00	
4060	Chairman's Function	£ 456.00	£ 511.00	£ 500.00	£ 12.00	£ 100.00	£ -	£ 500.00	£ 701.00	£ 500.00	£ 769.00	£ 750.00	£ 593.00	£ 1,450.00	£ 900.00	
4061	Councillors' Allowances	£ -	£ 49.00	£ 100.00	£ -	£ 100.00	£ -	£ 100.00	£ -	£ 100.00	£ -	£ 100.00	£ -	£ 80.00	£ 100.00	
4063	Legionnaires	£ 2,600.00	£ 1,600.00	£ 2,500.00	£ 2,200.00	£ 2,500.00	£ 1,600.00	£ 2,500.00	£ 2,440.00	£ 2,500.00	£ 933.00	£ 2,440.00	£ 933.00	£ 1,750.00	£ 2,440.00	
4070	Software support and packages	£ 1,831.00	£ 1,792.00	£ 2,000.00	£ 2,490.00	£ 2,400.00	£ 1,560.00	£ 2,600.00	£ 2,223.00	£ 2,600.00	£ 2,485.00	£ 2,600.00	£ 2,601.00	£ 2,950.00	£ 3,150.00	
4071	IT Equipment	£ 2,325.00	£ 617.00	£ 1,700.00	£ 1,775.00	£ 1,700.00	£ 2,595.00	£ 2,250.00	£ 427.00	£ 2,250.00	£ 4,665.00	£ 2,250.00	£ 3,227.00	£ 3,350.00	£ 2,400.00	
4072	Website development	£ 93.00	£ 472.00	£ 1,000.00	£ 1,117.00	£ 1,000.00	£ 287.00	£ 450.00	£ 350.00	£ 450.00	£ 256.00	£ 450.00	£ 131.00	£ 350.00	£ 480.00	
4073	Neighbourhood Plan exp.	£ 8,503.00	£ 25,537.00	£ 1,050.00	£ -	£ 1,050.00	£ -	£ 1,050.00	£ 2,726.00	£ 1,700.00	£ 145.00	£ 1,000.00	£ 863.00	£ 7,000.00	£ 13,000.00	
4075	Isolation and Lonliness	£ -	£ -	£ 3,000.00	£ 1,762.00	£ 3,000.00	£ 2,512.00	£ 3,000.00	£ 1,500.00	£ 3,000.00	£ 1,500.00	£ 3,000.00	£ -	£ 2,000.00	£ 3,000.00	
4100	Neighbourhood Wardens	£ 40,911.00	£ 41,885.00	£ 45,000.00	£ 42,570.00	£ 45,105.00	£ 47,112.00	£ 45,500.00	£ 51,063.00	£ 52,989.00	£ 52,756.00	£ 56,000.00	£ -	£ 59,963.00	£ 60,420.00	
4101	Swimming Pool	£ 15,502.00	£ 14,636.00	£ 15,750.00	£ 20,550.00	£ 15,750.00	£ 16,000.00	£ 16,500.00	£ 19,175.00	£ 17,250.00	£ 19,070.00	£ 21,500.00	£ -	£ 21,500.00	£ 23,200.00	
4977	Earmarked res. Special projects	£ -	£ -	£ 12,700.00	£ 5,832.00	£ 11,550.00	£ 11,462.00	£ 20,000.00	£ 9,638.00	£ -	£ -	£ 18,000.00	£ 7,786.00	£ 30,000.00	£ 13,080.00	
	TOTAL EXPENDITURE	£ 248,278.00	£ 260,520.00	£ 298,430.00	£ 256,872.00	£ 273,615.00	£ 272,836.00	£ 312,687.00	£ 322,927.00	£ 318,304.00	£ 338,892.00	£ 373,510.00		£ 405,222.00	£ 405,260.00	
CODE	INCOME															
1000	Donations / Grants received	£ 3,313.00	£ 8,652.00	£ 3,400.00	£ 30,040.00	£ 2,800.00	£ 15,000.00	£ 3,500.00	£ 2,244.00	£ 3,500.00	£ 3,300.00	£ 4,500.00	£ -	£ 5,000.00	£ 18,000.00	
1075	Cil Receipts	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	£ 5,167.00	£ 2,500.00	£ 267.00	£ 3,500.00	£ -	£ -	£ 2,000.00	
	Youth Service income															
1004	Reimbursed charges	£ -	£ 13.00	£ 200.00	£ 155.00	£ 200.00	£ 48.00	£ 200.00	£ 63.00	£ 200.00	£ 3.00	£ 200.00	£ 34.00	£ 80.00	£ 200.00	
1010	Misc Income	£ -	£ -	£ 1,100.00	£ -	£ 250.00	£ 173.00	£ 250.00	£ 59.00	£ 250.00	£ 30.00	£ 250.00	£ 25.00	£ 150.00	£ 150.00	
1076	Precept Received	£ 248,489.00	£ 254,680.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	£ 332,357.00	£ 332,357.00	£ 338,997.00	£ 338,997.00	£ 404,325.00	£ 404,325.00	£ 404,325.00	£ 427,750.00	5.79%
1090	Bank Interest	£ 227.00	£ 216.00	£ 250.00	£ 22.00	£ 220.00	£ 19.00	£ 120.00	£ 1,515.00	£ 550.00	£ 5,812.00	£ 7,200.00	£ 2,845.00	£ 6,200.00	£ 5,750.00	
1600	JPCC income													£ 4,950.00	£ 3,000.00	
	TOTAL INCOME	£ 252,029.00	£ 263,561.00	£ 327,255.00	£ 352,522.00	£ 327,775.00	£ 337,545.00	£ 338,427.00	£ 341,405.00	£ 345,997.00	£ 348,409.00	£ 419,975.00		£ 420,705.00	£ 456,850.00	
TOTAL INCOME OVER		£ 3,551.00	£ 2,841.00	£ 28,795.00	£ 95,650.00	£ 54,160.00	£ 64,709.00	£ 26,290.00	£ 18,478.00	£ 27,743.00	£ 9,517.00	£ 46,465.00		£ 17,946.00	£ 51,590.00	

DRAFT Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	<u>Administration</u>											
1000	Donations Received	3,500	3,300	0	0	4,500	0	4,500	0	18,000	0	0
1004	Reimbursed Charges & donations	200	3	0	0	200	0	200	34	200	0	0
1010	Miscellaneous income	250	30	0	0	250	0	250	25	150	0	0
1075	CIL Receipts	2,500	267	0	0	3,500	0	3,500	0	2,000	0	0
1076	Precept Received	338,997	338,997	0	0	404,325	0	404,325	404,325	427,750	0	0
1090	Bank Interest Received	550	5,812	0	0	7,200	0	7,200	2,845	5,750	0	0
Total Income		345,997	348,409	0	0	419,975	0	419,975	407,229	453,850	0	0
4000	Salaries	168,500	191,706	0	0	194,500	0	194,500	123,970	208,000	0	0
4002	Printing, stationery, postage	2,650	1,544	0	0	2,750	0	2,750	2,367	3,150	0	0
4003	Staff Ill Health Insurance	1,450	2,351	0	0	2,750	0	2,750	0	2,850	0	0
4004	Telephones and Alarm	3,050	2,828	0	0	3,050	0	3,050	2,152	3,200	0	0
4005	Insurance	6,500	7,485	0	0	7,800	0	7,800	7,962	8,200	0	0
4006	Salaries Outsourcing	440	413	0	0	465	0	465	333	520	0	0
4007	Data Protection	1,250	1,067	0	0	1,320	0	1,320	647	1,350	0	0
4010	Audit Fees	2,000	5,416	0	0	2,075	0	2,075	1,708	2,300	0	0
4016	Legal Fees/Elections	850	7,750	0	0	500	0	500	686	850	0	0
4017	Bank Charges	550	403	0	0	550	0	550	230	420	0	0
4021	General Grants	2,500	4,500	0	0	2,500	0	2,500	1,118	2,500	0	0
4025	CCTV Maintenance	650	446	0	0	1,000	0	1,000	85	1,000	0	0
4030	Steyping in Bloom	2,400	2,400	0	0	2,750	0	2,750	2,750	2,850	0	0
4032	Memorial Gardens - upkeep	450	442	0	0	260	0	260	36	400	0	0
4033	Christmas Lights Grant	5,925	4,438	0	0	6,200	0	6,200	5,122	6,200	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,450	2,000	0	0	2,550	0	2,550	2,712	2,450	0	0
4039	Publicity and Advertising	500	567	0	0	900	0	900	1,187	2,200	0	0
4040	Town Clock	400	375	0	0	450	0	450	4,508	450	0	0
4045	Misc & Petty Cash	250	111	0	0	250	0	250	25	150	0	0
4047	Training	1,500	2,027	0	0	800	0	800	170	800	0	0
4049	Showcase	200	0	0	0	0	0	0	0	0	0	0
4055	HR Support	1,000	475	0	0	1,000	0	1,000	0	500	0	0
4060	Chairman's Function	500	769	0	0	750	0	750	593	900	0	0
4061	Councillors' Allowances	100	0	0	0	100	0	100	0	100	0	0
4063	Legionnaires	2,500	933	0	0	2,440	0	2,440	933	2,440	0	0
4070	Software support & Packages	2,600	2,485	0	0	2,600	0	2,600	2,601	3,150	0	0
4071	ICT Equipment	2,250	4,665	0	0	2,250	0	2,250	3,227	2,400	0	0
4072	Website Development	450	256	0	0	450	0	450	131	480	0	0
4073	Neighbourhood Plan Exp	1,700	145	0	0	1,000	0	1,000	863	13,000	0	0
4075	Isolation and Loneliness	3,000	1,500	0	0	3,000	0	3,000	0	3,000	0	0
Overhead Expenditure		218,565	249,497	0	0	247,010	0	247,010	166,118	275,810	0	0
101 Net Income over Expenditure		127,432	98,912	0	0	172,965	0	172,965	241,111	178,040	0	0
6000	plus Transfer from EMR	0	10,877	0	0	0	0	0	5,970	0	0	0
6001	less Transfer to EMR	0	767	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		127,432	109,022			172,965		172,965	247,081	178,040		
102	<u>Finance & Community Appendix</u>											
4100	Neighbourhood Wardens	52,989	52,756	0	0	56,000	0	56,000	0	60,420	0	0
4101	Swimming Pool	17,250	19,070	0	0	21,500	0	21,500	0	23,200	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		70,239	71,826	0	0	77,500	0	77,500	0	83,620	0	0
Movement to/(from) Gen Reserve		(70,239)	(71,826)			(77,500)		(77,500)	0	(83,620)		
103	Youth Provision											
4017	Bank Charges	0	5	0	0	0	0	0	0	0	0	0
4023	Youth Service - Outsources	29,500	2,758	0	0	31,000	0	31,000	14,709	32,750	0	0
4024	Youth Services - SCYP	0	14,801	0	0	0	0	0	0	0	0	0
Overhead Expenditure		29,500	17,564	0	0	31,000	0	31,000	14,709	32,750	0	0
Movement to/(from) Gen Reserve		(29,500)	(17,564)			(31,000)		(31,000)	(14,709)	(32,750)		
201	Highways & Lighting											
1001	HDC Cleaning Grant	25,700	27,962	0	0	29,500	0	29,500	29,178	30,500	0	0
Total Income		25,700	27,962	0	0	29,500	0	29,500	29,178	30,500	0	0
4200	Street Light Energy	975	1,697	0	0	1,800	0	1,800	1,612	1,800	0	0
4201	Street Light Maintenance	2,250	2,121	0	0	2,250	0	2,250	2,389	2,450	0	0
4202	Lamp Post Testing	1,550	1,320	0	0	1,600	0	1,600	1,360	1,500	0	0
4210	Road Sweeping	18,400	29,483	0	0	30,000	0	30,000	16,303	31,900	0	0
4211	Town Improvements	1,500	1,840	0	0	1,500	0	1,500	220	1,500	0	0
4259	Grit	200	0	0	0	200	0	200	0	200	0	0
4260	Pressure wash High St	250	0	0	0	250	0	250	0	120	0	0
Overhead Expenditure		25,125	36,460	0	0	37,600	0	37,600	21,883	39,470	0	0
201 Net Income over Expenditure		575	-8,498	0	0	-8,100	0	-8,100	7,295	-8,970	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	340	0	0	0	0	0	220	0	0	0
	Movement to/(from) Gen Reserve	<u>575</u>	<u>(8,158)</u>			<u>(8,100)</u>		<u>(8,100)</u>	<u>7,515</u>	<u>(8,970)</u>		
202	<u>Public Toilets</u>											
4005	Insurance	150	150	0	0	150	0	150	88	150	0	0
4250	Public Toilets - opening/clsng	2,000	1,980	0	0	2,100	0	2,100	1,470	2,200	0	0
4252	Electricity	1,200	1,907	0	0	1,350	0	1,350	1,225	1,550	0	0
4253	Water Charges	1,400	1,135	0	0	1,500	0	1,500	799	1,600	0	0
4256	Repairs, pdh, consumables	1,200	1,284	0	0	1,300	0	1,300	742	1,350	0	0
	Overhead Expenditure	<u>5,950</u>	<u>6,457</u>	<u>0</u>	<u>0</u>	<u>6,400</u>	<u>0</u>	<u>6,400</u>	<u>4,324</u>	<u>6,850</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	200	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(5,950)</u>	<u>(6,257)</u>			<u>(6,400)</u>		<u>(6,400)</u>	<u>(4,324)</u>	<u>(6,850)</u>		
301	<u>Playing Fields</u>											
1004	Reimbursed Charges & donations	500	540	0	0	500	0	500	204	500	0	0
1014	Memorial Donations	0	0	0	0	1,000	0	1,000	0	1,000	0	0
	Total Income	<u>500</u>	<u>540</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>204</u>	<u>1,500</u>	<u>0</u>	<u>0</u>
4276	Tree and Hedge Cutting	5,000	4,814	0	0	5,000	0	5,000	1,162	5,000	0	0
4300	Grass Cutting	6,800	5,634	0	0	8,250	0	8,250	5,893	8,250	0	0
4309	Tree Reports & Essential works	2,903	2,586	0	0	2,000	0	2,000	1,708	2,000	0	0
4310	Grounds Maintenance	3,500	5,060	0	0	4,200	0	4,200	3,446	4,400	0	0
4312	Waste Removal	1,850	1,884	0	0	2,250	0	2,250	1,290	2,250	0	0
4320	Play & Gym Equip Inspections	2,000	2,237	0	0	2,450	0	2,450	1,308	2,550	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4321	Play Equipment & Maintenance	2,500	6,329	0	0	4,600	0	4,600	2,702	4,900	0	0
4322	Memorial Tributes	0	0	0	0	1,000	0	1,000	0	1,000	0	0
4352	Litter and Bins	3,250	3,842	0	0	4,200	0	4,200	2,100	4,250	0	0
4360	Allotment Maintenance	3,200	1,764	0	0	3,250	0	3,250	1,098	3,250	0	0
	Overhead Expenditure	31,003	34,148	0	0	37,200	0	37,200	20,707	37,850	0	0
	301 Net Income over Expenditure	-30,503	-33,608	0	0	-35,700	0	-35,700	-20,504	-36,350	0	0
6000	plus Transfer from EMR	0	816	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(30,503)</u>	<u>(32,792)</u>			<u>(35,700)</u>		<u>(35,700)</u>	<u>(20,504)</u>	<u>(36,350)</u>		
302	Allotments											
1005	Allotment Rents	4,700	5,247	0	0	5,400	0	5,400	4,877	5,550	0	0
	Total Income	4,700	5,247	0	0	5,400	0	5,400	4,877	5,550	0	0
4253	Water Charges	1,300	121	0	0	1,350	0	1,350	-2,336	1,350	0	0
	Overhead Expenditure	1,300	121	0	0	1,350	0	1,350	-2,336	1,350	0	0
	Movement to/(from) Gen Reserve	<u>3,400</u>	<u>5,126</u>			<u>4,050</u>		<u>4,050</u>	<u>7,213</u>	<u>4,200</u>		
303	Playing Field Costs											
4252	Electricity	1,500	2,997	0	0	1,950	0	1,950	1,374	2,350	0	0
4253	Water Charges	1,350	2,211	0	0	1,850	0	1,850	121	1,950	0	0
	Overhead Expenditure	2,850	5,208	0	0	3,800	0	3,800	1,495	4,300	0	0
	Movement to/(from) Gen Reserve	<u>(2,850)</u>	<u>(5,208)</u>			<u>(3,800)</u>		<u>(3,800)</u>	<u>(1,495)</u>	<u>(4,300)</u>		
401	Steyning Centre											

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Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1003	Clubs Lease Rentals	2,675	4,205	0	0	4,400	0	4,400	2,713	4,400	0	0
1007	Room Hire	60,000	54,694	0	0	61,500	0	61,500	39,999	61,500	0	0
1010	Miscellaneous income	650	766	0	0	650	0	650	20	650	0	0
1015	Coffee Machine Income	250	301	0	0	250	0	250	194	250	0	0
1017	Income Film Night	4,200	4,509	0	0	4,200	0	4,200	2,967	4,400	0	0
1020	FITS Receipts	1,200	984	0	0	1,300	0	1,300	685	1,300	0	0
Total Income		68,975	65,458	0	0	72,300	0	72,300	46,579	72,500	0	0
4053	Entertainment Licence	2,000	3,649	0	0	2,350	0	2,350	2,115	2,450	0	0
4252	Electricity	5,000	6,269	0	0	5,850	0	5,850	3,320	6,400	0	0
4253	Water Charges	1,900	1,557	0	0	2,000	0	2,000	1,102	2,100	0	0
4254	Rates	10,650	8,483	0	0	10,650	0	10,650	6,154	10,200	0	0
4257	Gas	6,500	8,771	0	0	6,750	0	6,750	4,180	8,750	0	0
4310	Grounds Maintenance	3,500	3,880	0	0	3,700	0	3,700	1,943	3,900	0	0
4341	Repairs	650	643	0	0	750	0	750	237	780	0	0
4342	Repairs/Mtce/Renewals	12,000	12,891	0	0	12,750	0	12,750	8,876	12,900	0	0
4401	Trade Waste	2,500	2,293	0	0	2,700	0	2,700	1,277	2,750	0	0
4402	Annual Maintenance Contracts	9,000	8,848	0	0	9,000	0	9,000	6,999	9,100	0	0
4404	Alarm System	500	551	0	0	575	0	575	578	590	0	0
4406	Cleaning and Consumables	2,850	2,593	0	0	2,450	0	2,450	1,628	2,550	0	0
4407	Coffee Machine Expenditure	40	64	0	0	40	0	40	97	250	0	0
4408	Film Night	4,250	3,479	0	0	4,250	0	4,250	2,500	4,100	0	0
Overhead Expenditure		61,340	63,971	0	0	63,815	0	63,815	41,006	66,820	0	0
401 Net Income over Expenditure		7,635	1,487	0	0	8,485	0	8,485	5,573	5,680	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	0	0	0	0	0	0	500	0	0	0
	Movement to/(from) Gen Reserve	<u>7,635</u>	<u>1,487</u>			<u>8,485</u>		<u>8,485</u>	<u>6,073</u>	<u>5,680</u>		
503	<u>Earmarked Res F & C</u>											
4971	General Balance Reserve	0	0	0	0	5,000	0	5,000	0	5,000	0	0
4977	Special Projects	0	0	0	0	18,000	0	18,000	7,786	13,080	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23,000</u>	<u>0</u>	<u>23,000</u>	<u>7,786</u>	<u>18,080</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>(23,000)</u>		<u>(23,000)</u>	<u>(7,786)</u>	<u>(18,080)</u>		
550	<u>Joint Parishes Cemetery Ctre</u>											
1600	JPCC income	0	0	0	0	0	0	0	4,950	3,000	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,950</u>	<u>3,000</u>	<u>0</u>	<u>0</u>
6001	less Transfer to EMR	0	0	0	0	0	0	0	4,950	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>3,000</u>		
	Total Budget Income	<u>445,872</u>	<u>447,616</u>	<u>0</u>	<u>0</u>	<u>528,675</u>	<u>0</u>	<u>528,675</u>	<u>493,017</u>	<u>566,900</u>	<u>0</u>	<u>0</u>
	Expenditure	<u>445,872</u>	<u>485,252</u>	<u>0</u>	<u>0</u>	<u>528,675</u>	<u>0</u>	<u>528,675</u>	<u>275,692</u>	<u>566,900</u>	<u>0</u>	<u>0</u>
	Net Income over Expenditure	<u>0</u>	<u>-37,636</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>217,325</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	12,233	0	0	0	0	0	6,690	0	0	0
	less Transfer to EMR	0	767	0	0	0	0	0	4,950	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(26,170)</u>			<u>0</u>		<u>0</u>	<u>219,066</u>	<u>0</u>		

Recommendations from the Standards Committee in consideration of 9 SPC Code of Conduct submissions

– The need to adopt or otherwise sanctions

Briefing Note

As you will be aware, the Standards Committee have been considering various code complaints from SPC, in a two-part formal hearing.

The first part of the hearing took place on 2 December 2024. During this sitting, the Committee considered the complaints, heard from the Investigating Officer and listened to the oral testimony provided by some of the parties to the complaints.

The second part of the hearing took place on the 13th January and the Committee delivered its findings in open session. These are noted below.

The Committee determined nine code complaints and found as follows:

A. No finding of a breach in connection with the below complaints:

1. A code complaint lodged by Councillor Campbell against Councillor Foxwell on 25th August 2023 (“Complaint 1”);
2. A code complaint lodged by Councillor Campbell against Councillors Norcross, Young, Bell, Alexander, Linfield and Lloyd on 13th September 2023 (“Complaint 2”);
3. A code complaint lodged by Councillor Campbell against Councillor Ballance on 13th September 2023 (“Complaint 3”);
4. A code complaint lodged by Councillor Campbell against Councillor Alexander on 30th August 2023 (“Complaint 4”);
5. A code complaint lodged by Councillor Campbell against Councillor Norcross on 26th May 2024 (“Complaint 5”); and
6. A code complaint lodged by Councillor Campbell against Councillors Norcross and Young on 6th June 2024 (“Complaint 6”).

B. Findings of a breach in connection with the below complaints:

7. A code complaint lodged by Councillor Ballance against Councillor Campbell on 6th September 2023 (“Complaint 7”);
8. A code complaint lodged by Councillor Foxwell against Councillor Campbell on 22nd August 2023 (“Complaint 8”); and
9. A code complaint lodged by Councillors Norcross, Young, Linfield, Bell and Lloyd against Councillor Campbell on 1st September 2023 (“Complaint 9”).

In addition, the Committee recommended that several sanctions be adopted by Steyning Parish Council for a period of 16 weeks if and from the date they are approved.

The formal Decision notices will be published by HDC within 10 days of the meeting on the 13th January. It is therefore now incumbent upon our council, to agree or otherwise the Sanctions noted below.

The sanctions recommended by the Committee are as follows:

1. That Councillor Paul Campbell provides a formal written apology to the Parish Council and the Clerk within one month of the finding of any code breaches by the Standards Committee;
2. That Councillor Paul Campbell will not serve on any of the Steyning Parish Council's committees, sub-committees, panels or working/steering groups with the one exception to serve and attend the main Steyning Parish Council meeting;
3. That Councillor Paul Campbell will not represent the Steyning Parish Council on any outside body or bodies affiliated with the council and will be removed from outside appointments;
4. That contact for communication for Councillor Campbell will only be via the Steyning Parish Council Chair or the Vice Chair of Steyning Parish Council. This includes: Emails, letters or verbal enquiries and requests for information;
5. That attendance to the office is to be on appointment basis, arranged in advance with the Chair or Vice Chair and only to meet with the Chair or Vice Chair and to attend the Full Parish Council meetings;
6. That the Steyning Parish Council Procedures, Guidelines and Policies 1-30 must be followed by everyone and to ensure compliance Councillor Paul Campbell is required to undertake training. This will be arranged by the Chair of Steyning Parish Council with Horsham District Council's Monitoring Officer/ or Deputy Monitoring Officer or relevant Officer as instructed by the MO. Progress reviews will take place at stages to maintain standards, improve performance and provide credibility; and
7. That the review of progress to Steyning Parish Council Procedures, Guidelines and Policies 1-30 may result in extension to sanction(s).

PARTNERSHIP AGREEMENT BETWEEN
BRAMBER PARISH COUNCIL, STEYNING PARISH COUNCIL
AND UPPER BEEDING PARISH COUNCIL

FOR PROVISION OF COMMUNITY YOUTH WORK

1.0 INTRODUCTION

1.1 This agreement sets out the respective obligations of the following Parish Councils in regard to the delivery of Community Youth Work in the Parishes of Bramber, Steyning and Upper Beeding.

- ☐ Bramber Parish Council ('BPC') Contactable via email only
- ☐ Steyning Parish Council ('SPC') The Steyning Centre, Fletchers Croft, Steyning West Sussex BN44 3XZ
- ☐ Upper Beeding Parish Council ('UBPC') The Parish Council Office, The Sports Hall, Upper Beeding Memorial Fields, High Street, Upper Beeding, BN44 3WN

For the purpose of this Agreement, the Appointed Liaison contacts between the JPYC and each Parish Council membership will be the persons occupying the positions of:

Clerk to BPC

Clerk to SPC

Clerk to UBPC

1.2 This Agreement is valid from 1 April 2025 until 31 March 2026. (See Clause 6)

1.3 This Agreement is for the provision and contract management of Community Youth Work in the parishes of Bramber, Steyning and Upper Beeding.

1.4 The Youth service provision is to be undertaken via the employment of a Lead Youth Worker, with support from two part time youth workers and a number of appointed youth worker volunteers.

1.5 The three members of staff (in Clause 1.4) are to be appointed by agreement from the Joint Parishes Youth Committee (JPYC), after recommendation from the three delegated individuals involved in the selection process – These being, One Councillor, One HDC Youth Representative and One Clerk (noted within clause 1.1), and that this selection panel will be agreed upon by the JPYC.

1.6 The day-to-day management of the youth provision is to be the responsibility of the Youth Leader.

1.7 The line management of the Youth Leader is to be undertaken by a parish clerk who will be appointed for a period of two years and this line manager is to be agreed for a two year term by the JPYC

1.8 In consideration of the funding specified in Clause 4, BPC, SPC and UBPC hereby agree to undertake to support the Service specified in Clause 3 in accordance with the terms and conditions appearing below.

1.9 The parties to this Agreement will endeavor to work within the shared principles and approach to joint working set out in the '*West Sussex Compact*'.

1.10 Formal requests made to the Youth Leader and associated Provision must be made by the Appointed Liaisons, and via the Line Manager.

2.0 Management

- 2.1** Collectively the three parishes agree to create a partnership to be known as the “Joint Parish Youth Committee ” (JPYC) to facilitate the provision and contract management of Community Youth Work in the Parishes of Bramber, Steyning and Upper Beeding.
- 2.2** The JPYC is a committee consisting of up to 2 councillors from each of the three Parish Councils. At least one Councillor from each Parish is needed to be in attendance for the meeting to be quorate.
- 2.3** The committee may agree to invite a member/s of the community to join the committee; the purpose of which would be to provide additional experience or expertise where necessary, or to make a presentation in consideration of the Youth Service provision. These members will not have full voting rights.
- 2.4** The JPYC should ensure that all insurance, DBS, Safeguarding and data protection obligations are being undertaken by the Youth Leader via the Line manager

3.0 SERVICE DESCRIPTION – PROVISION OF COMMUNITY YOUTH WORK

3.1 Vision

The three parish councils have agreed a shared vision for the provision of Community Youth Work within the collective area:

“Together, we want to enable and empower young people of our local community to make informed, positive lifestyle choices, which promote active, healthy, holistic, safe and social lives. We will do this through providing opportunities that encourage young people to enjoy, grow and develop valuable social skills; participate positively in their local community and achieve their highest potential; thus supporting them as they transit into adulthood.”

3.2 Values

This Vision is underpinned by a set of shared Values:

- | | |
|---|--|
| ☐ Commitment of partnership to vision and towards young people, | ☐ Community leadership and ownership, which promotes investment in the community and encourages sustainability, |
| ☐ Quality relationships that are built on honesty, openness and trust, | ☐ Longevity, |
| ☐ Experience, knowledge and training, | ☐ Conversation and Dialogue, |
| ☐ Serving, supporting and offering guidance to young people, | ☐ Accessible, flexible and responsive approach |

3.3 Services Provision

The detail of the Youth service provision in the Parishes in pursuit of the shared Vision will be determined by the Youth Leader in the first instance and then in agreement with the JPYC.

There will be Key performance indicators set out and agreed by the JPYC in advance of the commencement of the service

The locations and duration of each session will be set out by the Youth Leader and agreed by the JPYC in advance of the commencement of the service

3.4 Workplace

The Youth Leader and Youth workers will be based at the Upper Beeding Sports Centre

Youth Club Session equipment and Office equipment and administrative support will be provided at the Upper Beeding Sports Centre

4.0 PARISH COUNCIL FUNDING RESPONSIBILITIES

4.1 Steyning Parish Council to set up a Bank account under the heading Joint Parishes Youth Committee, and this bank account should hold all funds associated with the JPYC provision.

4.2 Salary payments should be made out of this account for the Youth Leader and the part time Youth workers by the SPC admin office each month and on the last Monday of that month

4.3.1 BPC Responsibilities:

- i. **Contribute a total of £5,037.00** for the term of this Agreement. **{9%}**
- ii. On commencement of the service on or soon after the 1st April 2025, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in their Parish Council.
- iii. Payment terms to be agreed by the JPYC.

4.3.2 SPC responsibilities:

- i. **Contribute a total of £32,857.00** for the term of this Agreement. **{58.7%}**
- ii. On commencement of the service on or soon after the 1st April 2025, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in this Parish Council.
- iii. Payment terms to be agreed by the JPYC.

4.3.3 UBPC Responsibilities:

- i. **Contribute a total of £18,080.00** for the term of this Agreement. **{32.3%}**
- ii. On commencement of the service on or soon after the 1st April 2025, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in this Parish Council.
- iii. Payment terms to be agreed by the JPYC.

4.4 Each Parish Council agrees that part of this contribution which will total £5,000 for the year will be a grant made payable to the Steyning Downland Scheme to allow for the continuance of that scheme and in return provide additional sessions for local youths which will be publicised as part of the JPYC Youth programme of activities

5.0 PARISH COUNCIL OTHER RESPONSIBILITIES

All Parish Councils Responsibilities:

- ☐ Provide a meeting room for JPYC committee meetings.
- ☐ Agree an agenda for JPYC committee meetings (role for Appointed Liaisons).
- ☐ Invite the Youth Leader to attend (and present at) JPYC and Annual Parish Meetings.
- ☐ Agree if they intend to commit to Community Youth Provision for the following year by the 31st December of each year and advise the other Parish Councils and the JPYC.
- ☐ Full responsibility & accountability for safeguarding young people, personal data protection and operational risk assessments & their mitigation are delegated to the Youth Leader and in liaison with the HDC Youth Service team on behalf of the three Parish Councils and the JPYC.

6.0 TERMS OF AGREEMENT (BREAK POINTS AND RENEWAL)

- 6.1** In signing this Partnership Agreement, BPC, SPC and UBPC commit to the full term of this agreement (i.e. from 1 April 2025 until 31 March 2026).
- 6.2** To ensure viability of the Community Youth Provision for the Parishes of Bramber, Steyning and Upper Beeding, there is no mid- / part-year break point.
- 6.3** The three Parishes will determine if they intend to commit to Community Youth Provision for the following year by the 31st December of each year of the contract's duration.
- 6.4** Subject to the provisions of clause 6.3, in entering into this Agreement the three Parishes declare that is their intention, that the Community Youth provision shall extend to the 31st March 2026.

7.0 TERMINATION

In the event of the service having to be terminated for whatever reason, the assets that are returned to each of the three parishes will be apportioned to the parties of this agreement in line with their respective partner contributions.

8.0 DISPUTES BETWEEN PARTIES

- 8.1** The parties shall use their best endeavors to resolve by agreement any disputes between them. In the first instance the dispute will be discussed by the Liaison Officers (Clause 1.1) and may then be referred to Parish Council Chairmen so as to seek amicable resolution.

9.0 VARIATIONS TO AGREEMENT

- 9.1** The terms of this Partnership Agreement may only be varied by mutual consent with all parties involved

10.0 ACKNOWLEDGEMENTS

- 10.1** BPC, SPC and UBPC shall be acknowledged in all publicity material (e.g. any leaflets, letters, newsletters or press releases) put out by the Community Youth Provision for the Parishes of Bramber, Steyning and Upper Beeding.

		Signature:	
		Print Name:	Paul Richards
		Position:	Parish Clerk
		Date:	
		For & on behalf of the Bramber Parish Council	

Signature:		Signature:	
Print Name:	John Fullbrook	Print Name:	Steve Keogh
Position:	Parish Clerk	Position:	Parish Clerk
Date:		Date:	
For & on behalf of the Steyning Parish Council		For & on behalf of the Upper Beeding Parish Council	

MEMORANDUM OF UNDERSTANDING

PARTNERSHIP AGREEMENT BETWEEN

**STEYNING PARISH COUNCIL,
BRAMBER PARISH COUNCIL
AND
UPPER BEEDING PARISH COUNCIL**

**FOR THE PROVISION OF
A NEIGHBOURHOOD WARDENS SCHEME**

Dated: March 2025

To cover the period: 1 April 2025 to 31 March 2028

1 INTRODUCTION

1.1 This agreement sets out the respective obligations of the following Parish Councils in respect of the delivery of a Neighbourhood Wardens Service in the Parishes of Bramber, Steyning and Upper Beeding.

- ☐ Steyning Parish Council ('SPC') - The Steyning Centre, Fletchers Croft, Steyning W. Sussex BN44 3XZ
 - ☐ Bramber Parish Council ('BPC') - The Address of the incumbent Clerk
 - ☐ Upper Beeding Parish Council ('UBPC') - 3 Hyde Square Upper Beeding BN44 3JE
- Together referred to as the "Cluster"

For the purpose of this agreement, the appointed liaison contacts between each Parish Council and Horsham District Council's Community Safety Management Team, the Facilitator of the service, will be the persons occupying the positions of Clerk to SPC, BPC and UBPC, as at the date of this agreement:

- ☐ **Clerk to SPC** - **John Fullbrook,**
- ☐ **Clerk to BPC** - **Paul Richards,**
- ☐ **Clerk to UBPC** - **Steve Keogh.**

the 'Appointed Liaisons'.

1.2 This agreement is valid from 1 April 2025 until 31 March 2028. (See Clause 6)

1.3 This agreement is for the provision and contract management of a Neighbourhood Wardens Service in the Parishes of Steyning, Bramber and Upper Beeding.

1.4 In consideration of the funding specified in Clause 4, SPC, BPC and UBPC hereby agree to support the service specified in Clause 3 in accordance with the terms and conditions of this agreement

1.5 The parties to this agreement will endeavor to work within the shared principles and approach to joint working set out in the West Sussex Compact.

1.6 Any requests in respect of the work of the Neighbourhood Wardens which do not relate to day to day operations and the service provision as set out in this agreement must be made by the Appointed Liaisons to SPC, BPC and UBPC in the first instance who shall conjointly decide whether to forward such requests to the manager of the Neighbourhood Wardens (the "Manager"). Currently The Horsham District Council ("HDC") Community Safety Management Team. Agreement should be sought between Parish Councils preferably at the quarterly Neighbourhood Wardens Steering Committee meetings before approaches are made to the Manager, to avoid conflicting demands. Day to day operations are the responsibility of the Manager.

2 Management

2.1 SPC, BPC and UBPC agree to create a joint oversight committee to be known as the Neighbourhood Wardens Steering Committee' (the 'NWSC') to oversee the management of this agreement and facilitate the provision of the services set out in this agreement to the Parishes of Steyning, Bramber and Upper Beeding.

2.2 The NWSC shall comprise at least one councillor representative (but not more than two) from each of SPC, BPC and UBPC. Meetings of the NWSC shall only be quorate where there is at least one councillor representative from each of SPC, BPC and UBPC. SPC, BPC and UBPC may separately agree to send an alternative councillor representative or their Clerk in the event that any representative is unable to attend. Decisions will be made by majority vote with each council having a single vote.

- 2.3** The committee may agree to invite a member/s of the community to attend committee meetings; the purpose of which would be to provide additional experience or expertise where necessary. Such attendees shall not have voting rights.

3 SERVICE DESCRIPTION – PROVISION OF A NEIGHBOURHOOD WARDENS SCHEME

3.1 Shared Vision

The aim of the Neighbourhood Warden Service (the “Service”) is to enable the people of the three Parishes to live safely and independently in their neighbourhoods and communities. The service is intended to provide a highly visible and reassuring patrol presence, which is responsive to the public and flexible enough to cope with changing demands; whilst working in partnership with other service agencies, businesses and the voluntary sector.

All wardens remain accountable to the Manager in the provision of services.

3.2 Services Provision

The day-to-day duties and services of the Neighbourhood Wardens shall be determined by the NWSC in consultation with the Manager. Such day-to-day services should complement and not conflict with the employment obligations of the Manager.

3.3 Key Performance Indicators

Key performance indicators for the Neighbourhood Wardens will be detailed and agreed by the NWSC in consultation with the Manager

4 PARISH COUNCIL FUNDING RESPONSIBILITIES

4.1 SPC responsibilities:

- i. To contribute a total of 58.2% of the costs of the Service as defined in clause 8 of the complimentary agreement between the Cluster and HDC for the term of this agreement.
- ii. On receipt of any additional invoice from HDC, to pay its allocation of the employment and operational costs for the Neighbourhood Wardens. SPC’s allocation shall be based on a percentage split of 58.2% on all such invoices.
- iii. Payment terms shall be in accordance with the Provider’s standard terms and conditions of payment.

4.2 BPC Responsibilities:

- i. To contribute a total of 9.1% of the costs of the Service as defined in clause 8 of the complimentary agreement between the Cluster and HDC for the term of this agreement.
- ii. On receipt of any additional invoice from HDC, to pay its allocation of the employment and operational costs for the Neighbourhood Wardens. BPC’s allocation shall be based on a percentage split of 9.1% on all such invoices.
- iii. Payment terms shall be in accordance with HDC’s standard terms and conditions of payment.

4.3 UBPC Responsibilities:

- i. To contribute a total of 32.7% of the costs of the Service as defined in clause 8 of the complimentary agreement between the Cluster and HDC for the term of this agreement.
- ii. On receipt of any additional invoice from HDC, to pay its allocation of the employment and operational costs for the Neighbourhood Wardens. UBPC's allocation shall be based on a percentage split of 32.7% on all such invoices.
- iii. Payment terms shall be in accordance with the Provider's standard terms and conditions of payment.

5 PARISH COUNCIL OTHER RESPONSIBILITIES

SPC, BPC and UBPC Responsibilities:

- ☐ Provide a meeting room for NWSC meetings.
- ☐ Agree agendas for NWSC meetings
- ☐ Invite the Provider to attend (and present at) Annual Parish Meetings.
- ☐ Invite the Neighbourhood Wardens to present their report to full council meetings

6 TERMS OF AGREEMENT (BREAK POINTS AND RENEWAL)

- 6.1** In signing this agreement, BPC, SPC and UBPC commit to the full term of this agreement (i.e. from 1 April 2025 until 31 March 2028) subject only to the termination provisions at 7 below.

7 TERMINATION

- 7.1** Whereas under the separate but complimentary agreement between The Parish Council Cluster and Horsham District Council either of those parties may by 4 months' notice given at any time terminate this agreement.
- 7.2** Should any individual Parish Council wish to terminate this agreement, they must give not less than two months' notice in writing to the other two councils requiring that each of them must before or at expiry of those two months give four months' notice of termination to HDC. In default of either of the other councils giving that notice then the defaulting council(s) must fully and effectively indemnify the council(s) giving notice for all costs and liabilities under the remaining term of the complimentary agreement, including under any necessary apportionment of any amounts paid in advance.

8 DISPUTES BETWEEN PARTIES

The parties shall use their best endeavors to resolve by agreement any disputes between them. In the first instance the dispute will be discussed by the Appointed Liaisons and may then be referred to the individual Parish Councils so as to seek an amicable resolution.

9 VARIATIONS TO AGREEMENT

The terms of this agreement may only be varied by mutual consent with all parties involved.

10 ACKNOWLEDGEMENTS

BPC, SPC and UBPC shall be acknowledged in all publicity material (e.g. any leaflets, letters, newsletters or press releases) distributed by the NWSC for the Parishes of Bramber, Steyning and Upper Beeding.

11. THIRD PARTIES

Nothing in this agreement, whether express or implied is intended or shall be construed to confer, directly or indirectly, upon or give to any person, other than the parties hereto, any legal or equitable right, remedy or claim under or in respect of this agreement or any clause contained herein.

	Signature:	
	Print Name:	John Fullbrook
	Position:	Parish Clerk
	Date:	
	For & on behalf of the Steyning Parish Council	

	Signature:	
	Print Name:	Steve Keogh
	Position:	Parish Clerk
	Date:	
	For & on behalf of the Upper Beeding Parish Council	

	Signature:	
	Print Name:	Paul Richards
	Position:	Parish Clerk
	Date:	
	For & on behalf of the Bramber Parish Council	

Our ref:

27 November 2024

Mr J Fullbrook
Steyping Parish Council
The Steyping Centre
Fletchers Croft
Steyping
West Sussex
BN44 3XZ

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ

www.moore.co.uk

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2023

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2023.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points.

- The Council is required to approve Section 1 and 2 of the return individually in a specified order and although the minutes record this, the minute references used were the same on both sections 1 and 2 and therefore this was not clear on the face of the return. Best practice would be to provide an individual minute reference or sub-reference for the approval of each section and reflect this reference on the return so the order of approval is more easily identified.

A template Notice of Conclusion of Audit form is available on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

This notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore
Encs.

Section 3 - External Auditor Report and Certificate 2023/24

In respect of **Steyping Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

3 External auditor certificate 2023/24

We ~~certify~~ **do not certify*** that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

11/12/2024



Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ

Steyping Parish Council
The Steyping Centre
Fletchers Croft
Steyping
West Sussex
BN44 3XZ

Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ

www.moore.co.uk

Invoice No.: 1
Date: 12 December 2024
Ref:

Payment Terms: 30 Days
VAT Number:

DESCRIPTION OF SERVICES

FEE

Fixed rate fee in relation to completing the 2023/24 External Auditor's limited assurance review.

1,050.00

Net Fee

1,050.00

VAT @ 20.0%

210.00

Total Fee

£1,260.00

PAYMENT DETAILS

BACS payments to Barclays Bank, account no.
Please make cheques payable to Moore and send to Oakley House, 3 Saxon Way West, Corby NN18 9EZ
We also accept all major debit and credit cards.

Partners: Geoff Norman FCCA, Andy Hancock FCCA, Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, Nick Bairstow FCA, April Foster FCCA, John Harvey BFP ACA FCCA, Jen Nixon FCCA MAAT, Tim Woodgates CTA FCCA, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA. **Associates:** Paul Nash FCCA, Amanda Eddy FCA, Lorna Bloor FCCA, Hannah Sardeson FCCA. Registered to carry on audit work in the UK; regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

Smaller Authority Name: **Steyping Parish Council**

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024
Accounts and Audit Regulations 2015

- 1 The audit of accounts for Steyping Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published.
- 2 The Annual Return is available for inspection by any local government elector in the area of Steyping Parish Council on application to

John Fullbrook

The Steyping Centre
Fletchers Croft, Steyping,
West Sussex,
BN44 3XZ

Telephone on 01903 812042

clerk@steypingpc.gov.uk

Anytime between 10am and 4pm, Monday to Friday

- 3 Copies will be provided to any person on payment of **£1.00** for each copy of the Annual Return

Announcement made by (Name of Clerk)

John Fullbrook

Date of Announcement

17th December 2024

Consultation: 'Strengthening the Standards and Conduct Framework for Local Authorities in England'

Briefing Note

SPC have been asked to take part in this consultation. There are 40 questions involved, and the original email was sent to members on the 15th January. If necessary the council could send a collective response to this but how this is done would be for agreement at Full Council



Dear John

Government Consultation: 'Strengthening The Standards and Conduct Framework For Local Authorities in England'

The government is seeking views on proposals to introduce measures to strengthen the standards and conduct regime for local authorities in England. The proposals being consulted upon include:



- The introduction of a mandatory minimum code of conduct for local authorities in England
- A requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches, and publish the outcomes of all formal investigations
- The introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations
- A new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period
- A role for a national body to deal with appeals

SLCC will be making a response to this consultation by the deadline of **26 February 2025**. Any members of SLCC who want to comment or provide information in support of our response should email these to Michael King, Head of Policy & External Communications, michael.king@slcc.co.uk by **12 February 2025**.

The Board of Directors will take an overview at its meeting on 28 January, prior to finalising SLCC's response at a meeting of the External Affairs Working Group in the week commencing 17 February.

Clerks and their councils are encouraged to make their own response to the consultation too.

[Access the consultation here](#)

Sincerely,

Item 10.2

Update from the Climate Action Group following recent meeting

Briefing Note

The Climate Action Group met on the 13th January, and discussed a number of items as per their remit. We are indebted to Cllr Johnson for taking notes from the meeting – please see below. The local walking and cycling survey draft report is attached as per noted within item 1. {For your information only}. We would like members to consider please the motions that the group recommended and which are noted in brown below these meeting minutes.

Apologies noted from Mark Knight, Ashurst

Attendees: Ann Blakelock, Mick Tilley, Mike Croker, Bramber

Richard Bell, Vicci Johnson, Steyning

Frank Bull, Jill Cannon, Upper Beeding

In attendance Geoff Barnard, Greening Steyning

1. Local walking and cycling survey draft report discussed and suggestions to break down actions by Parish and categorise them on how ambitious they are, e.g. whether Parish Council can action or lobby. Discussed steps towards developing a joint walking and cycling plan – incorporate into neighbourhood plans for example, keep the focus on a joint Councils plan but each individual Council will prioritise actions that are wholly within their control. Important to keep key players eg WSCC and HDC, business chamber and schools involved. Suggested that wider consultation follows first draft of the plan. In drafting the plan, enlist support from the three Parish clerks.

Agreed - That the draft walking and cycling plan is circulated to all Councillors to feedback individually and that final sign off the plan is at each of the three Full Councils.

Agreed that we seek delegated authority for the joint Parishes climate action group to monitor progress against the plan, once approved.

Questions to our Councils – would a joint Councils meeting to discuss the draft plan be useful?

2. Update on progress towards home insulation grants for lower income homeowners. Leaflet from Greening Steyning ready to be circulated with LEAP leaflet to 3 streets with the worst EPC ratings in households likely to be in fuel poverty. However, insulation from these houses may have been upgraded since the EPC. Use of a thermal imaging camera from Horsham available for a week – perhaps publicise on social media for volunteers.

3. Discussion on how to progress a half hourly bus service. Seek delegated authority to invite bus companies to a meeting but first clarify the rules around route allocation and frequency (Vicci) and discuss options with community transport Sussex (Frank) and consider potential opportunity of free capacity of the Steyning community minibus.

4. Update on One Planet. Another training meeting 17th Feb. Ann will circulate details.

5. Logo discussion. Needs further thought and dedicated email

6. Next meetings (Upper Beeding parish office 7:30): 7 April, 7 July, 6 Oct

Motion 1

Each Parish Council member is asked to make preliminary comments on the draft 'Walking and Cycling Plan' {When it becomes available}, and feedback to their Climate Action Group {CAG} rep. Further discussion and recommendation from the CAG involving the Clerks of each council would ensure a common approach by all parties. This will make sure S106/ Cil applications follow due process.

Motion 2

That the joint Parishes climate action group monitors progress against the adopted plan.

Motion 3

That the Joint Parishes climate action group are given delegated authority to invite bus companies to meet to discuss bus frequency.



WALKING & CYCLING SURVEY FINAL REPORT

SUMMARY

A Working Party has been set up under the auspices of Steyning & District Community Partnership to look into the question of how to encourage walking and cycling across the three communities of Steyning, Bramber and Upper Beeding, and how to make it easier to get about for those with wheelchairs, pushchairs and mobility scooters.

As a first step, an online survey was conducted in late 2024 to collect views from the public on what is putting people off walking and cycling more, and what improvements would make the biggest difference in encouraging more active forms of travel.

The response was promising, with over 450 people completing the survey. It showed that:

- Encouraging walking and cycling is something that many local people care about. Nearly everybody surveyed would like to get out and about more.
- There is a clear concern about all six of the dangers spots flagged up in the Survey, and useful suggestions on a number of other locations that need to be looked at. This will provide a valuable checklist for the Working Party in coming up with future plans.
- All six of the suggestions put forward for potential improvements to local journeys have strong supporters. The Survey allows these to be ranked in order of importance:
 1. The Castle Lane crossing
 2. Horsham Road
 3. Steyning High Street
 4. Beeding Bridge
 5. The route from Kings Barn Lane into Steyning
 6. Newham Lane
- Making it safer and easier for children to walk and cycle to school emerged as a key issue – almost everyone sees this as a high priority.
- There is strong support for all five of the ideas suggested for improving longer distance cycling and walking routes, showing a clear appetite for being ambitious in connecting up Steyning, Bramber and Upper Beeding with neighbouring communities.

As one would expect, reactions to the various ideas put forward were not unanimous. Some of the main concerns and points of difference were over:

- The merits of introducing traffic calming measures on Steyning High Street.
- Whether better signage and reduced speed limits will be enough to change driver behaviour.
- The need for greater respect and consideration among different road and path users, given that creating entirely separate walking and cycling tracks is rarely going to be feasible.

Overall, the survey results provide convincing proof that the local community would like to see action to make walking, cycling, and wheelchair & buggy use both safer and easier. There is clear support for a whole range of improvements to local cycling and walking infrastructure. This provides a mandate and a valuable evidence base that the Working Party can now build on.

The next step is for the Working Party to draw up a draft Walking and Cycling Plan for the area, and to consult widely before submitting it to the three local Parish Councils for approval.

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INTRODUCTION

Background and Aims

The aim of this survey was to collect ideas from members of the community on how to make it safer and easier to walk and cycle around Steyning, Bramber & Upper Beeding. It also sought views on how to improve accessibility for wheelchair, mobility scooter and pushchair users.

The particular focus was on local travel – getting to school, shops, and local amenities. However, the survey also asked some questions about how we can improve longer distance cycling and walking routes.

This information will be used to prepare a Walking and Cycling Plan for the three Parishes. This will identify current danger spots and set out priorities for what improvements would make the biggest difference. It will also lay out a vision for the medium and longer term that will be used to inform planning decisions and guide future investments.

The survey has been developed by a volunteer Working Party convened under the umbrella of Steyning & District Community Partnership's Sustainable Travel Committee. The Working Party includes representatives from all three Parish Councils as well as Greening Steyning, Bramber & Beeding, and the Steyning & District Business Chamber.

For more details on the background to the Survey see: <https://visitsteyning.co.uk/wcp/>

The Survey

The survey was conducted online and ran for six weeks closing on 15th December 2024. It was open to anyone who lives in Steyning, Bramber or Upper Beeding, or who travels here for work, school, shopping or leisure reasons. There was no age limit and more than one person from each household could take part.

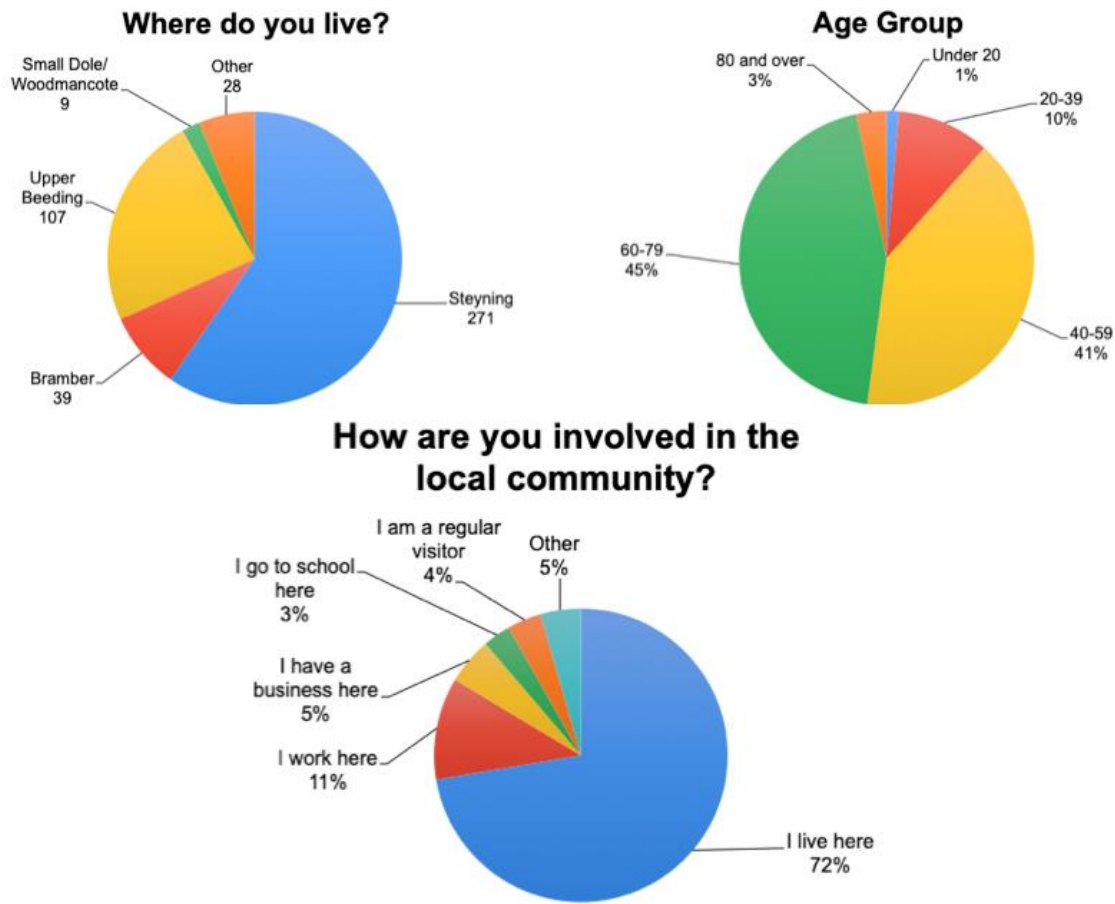
Response rate

The survey was widely publicised¹ and the response rate was encouraging - a total of 454 replies were received.²

The pie charts below show a breakdown of where respondents live, their age group, and how they are involved in the local community:

¹ Including via Your Steyning, Parish Magazines, social media, posters, a stall at the Farmers Market, and by volunteers outside local schools.

² Checks were carried out to confirm results were not being skewed by individuals making multiple responses.



They show a good response from across the three parishes, broadly in line with their relative populations. All age groups took part, with the 40-60 and 60-80 brackets the most heavily represented.

The vast majority of respondents either live, work, or go to school here, or a combination of the three. 24 people (5% of the total) identified themselves as disabled³.

Comments

The survey invited people to add comments at various points and many took advantage of this. A total of over 1900 comments were received. These have been analysed carefully and the headlines are presented below. All the comments will be retained and fed in to the next stage of discussions in coming up with a Walking and Cycling Plan.

The Working Party would like to thank everyone for taking time to complete the Survey.

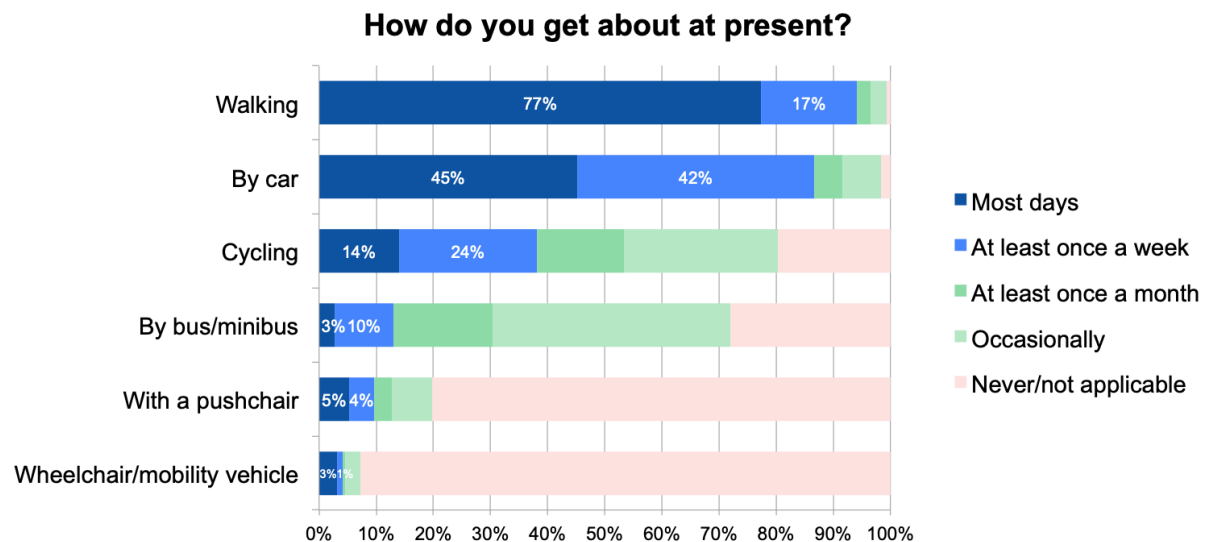
³ Consulting with residents with disabilities/mobility aids will be a priority with any follow-up initiatives.

TRAVEL PATTERNS: NOW AND IN THE FUTURE

How do you get about at present?

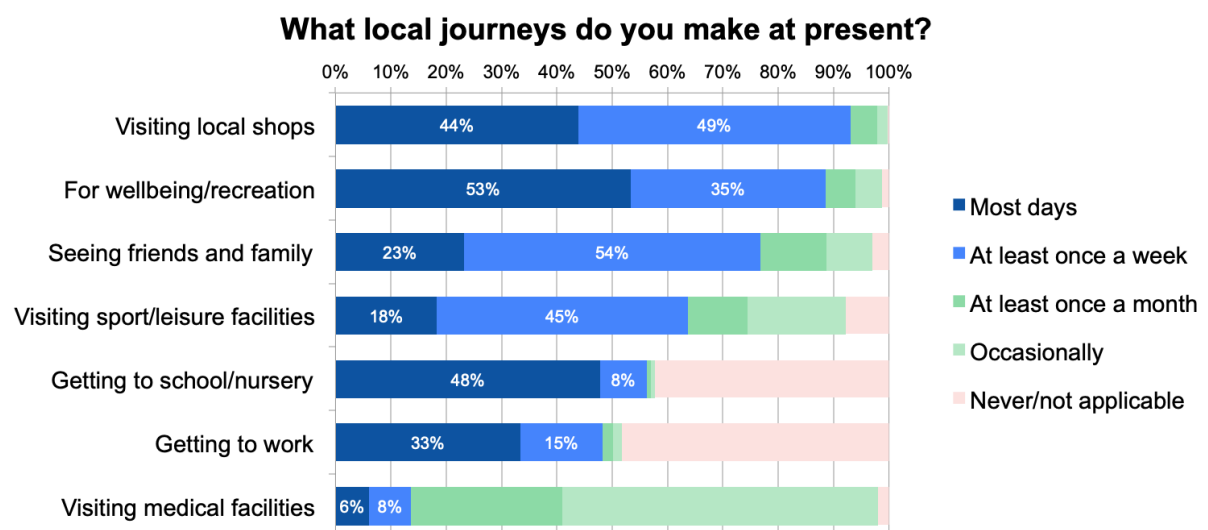
For local journeys of less than two miles, people use a mix of methods. As the bar chart shows, walking is the most common way of getting about, with 74% walking most days and 94% walking at least once a week. Car travel came next, with 87% using their car at least once a week for local journeys. 38% cycle this often, and 13% use a bus or minibus. 45 respondents use a pushchair, and 16 use a wheelchair or mobility vehicle.

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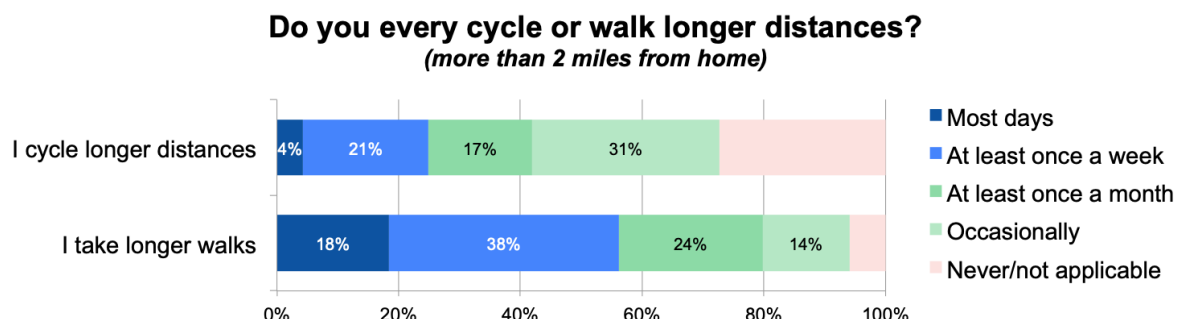
What local journeys do you make at present?

The graph below provides a breakdown of why and how often people are making local journeys. Visiting shops, wellbeing & recreation and seeing friends & family are the most common reasons, but there a wide range of other reasons too.



Do you ever cycle and walk longer distances?

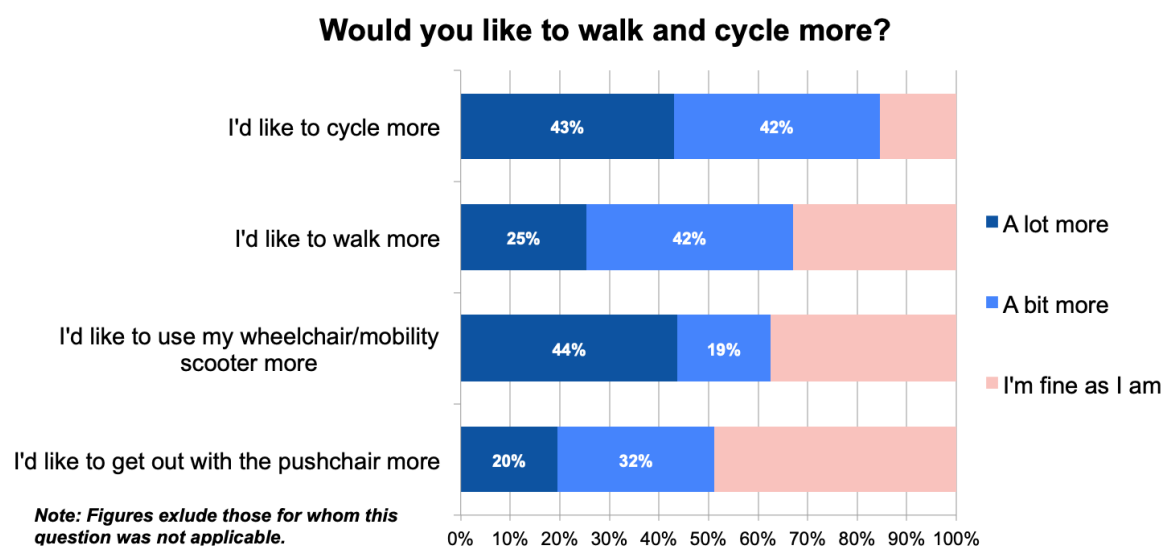
Walking and cycling are clearly popular. 94% said they walk more than 2 miles from home at least occasionally, and 56% do so once a week or more. 73% cycle over 2 miles at least occasionally, and 25% are regular cyclists, travelling this distance once a week or more.



Would you like to walk and cycle more?

The survey results showed a clear appetite for doing more walking and cycling. 85% said they would like to cycle either 'a bit more' or 'a lot more', and 67% said they would like to walk more often.

The same pattern applies for pushchair, wheelchair and mobility scooter users; more than half would like to get out and about more.

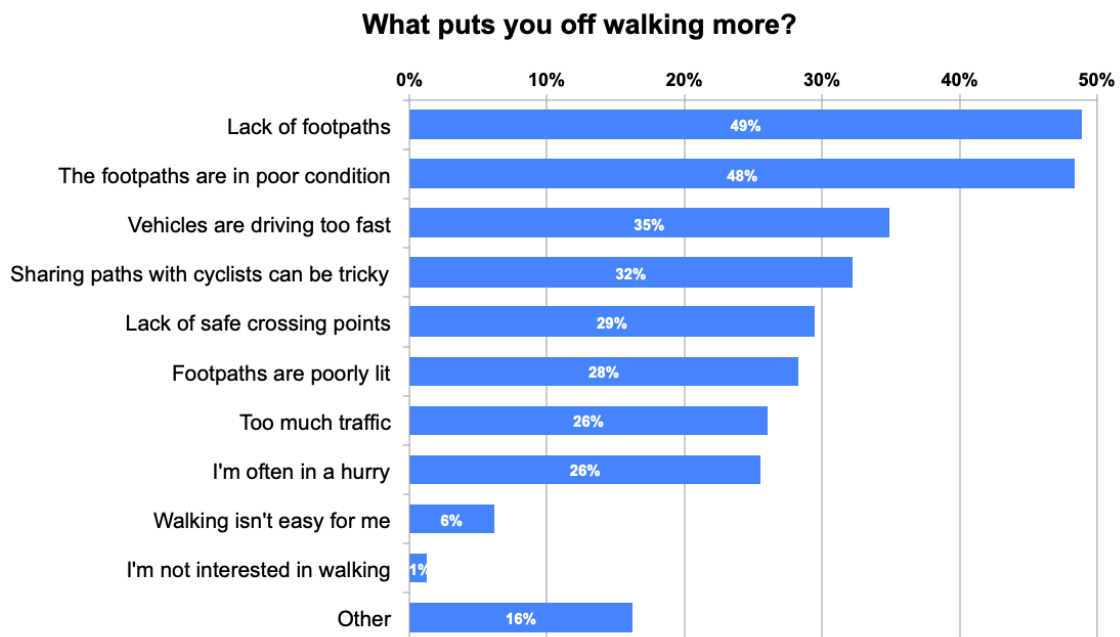


What puts you off walking more?

As the graph below shows, there are quite a few barriers that put people off walking. The lack of footpaths/footways and their poor condition were the most frequent issues cited. The speed of traffic came next on the list.

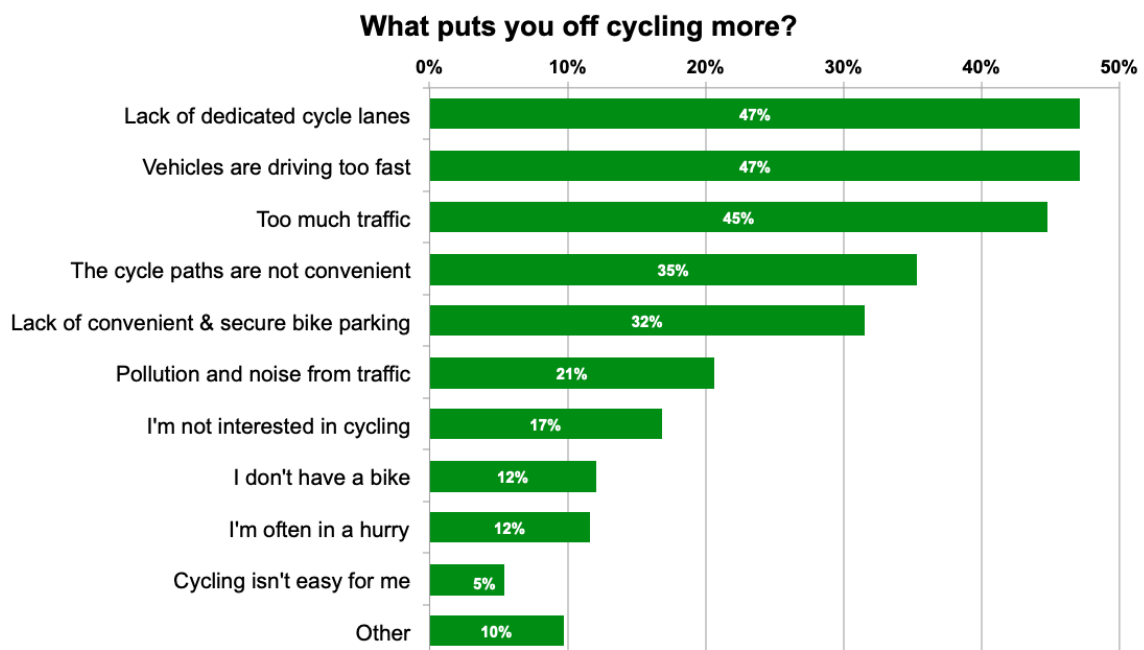
There are also concerns among nearly a third of respondents about the risks posed when cyclists and walkers have to share the same paths. Some have clearly had bad

experiences, and this points to a need to encourage both better path design and better user etiquette.



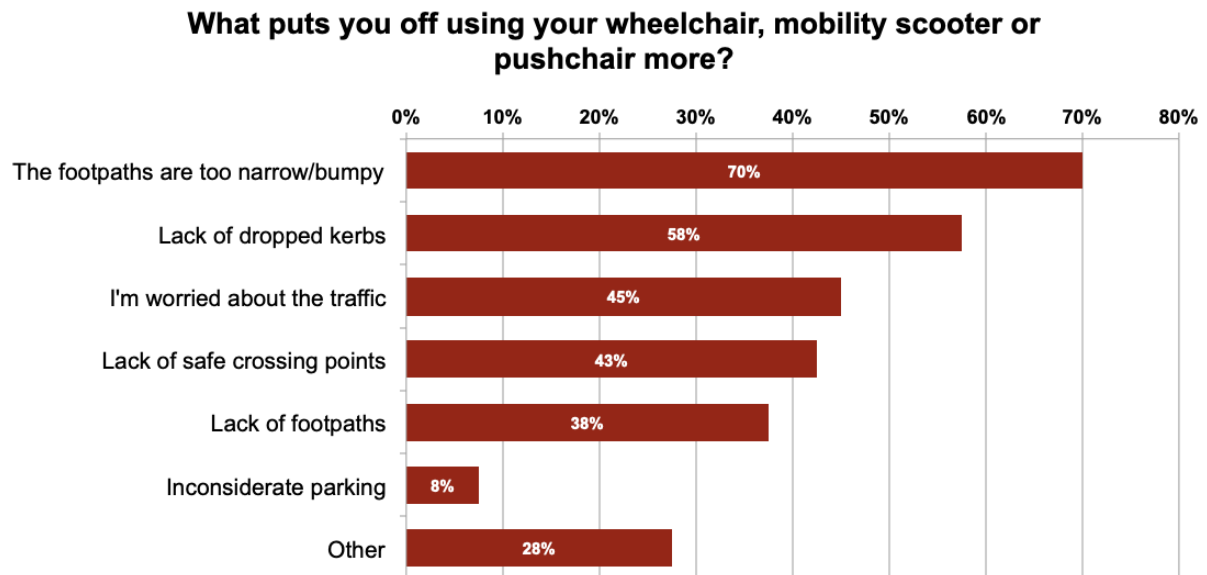
What puts you off cycling more?

Lack of dedicated cycle lanes and the volume and speed of traffic came top of the list of what's deterring people from cycling more. The fact that current paths do not connect up well and the lack of secure bike parking facilities came next.



What puts you off from using your wheelchair, mobility scooter or pushchair more?

Our local footpaths and roads are not well set up for those with wheelchairs, mobility scooters or pushchairs. Amongst this group, the state of the footpaths and the lack of dropped kerbs were the most common factors mentioned as barriers to getting out more, followed by traffic worries and the lack of safe crossing points.

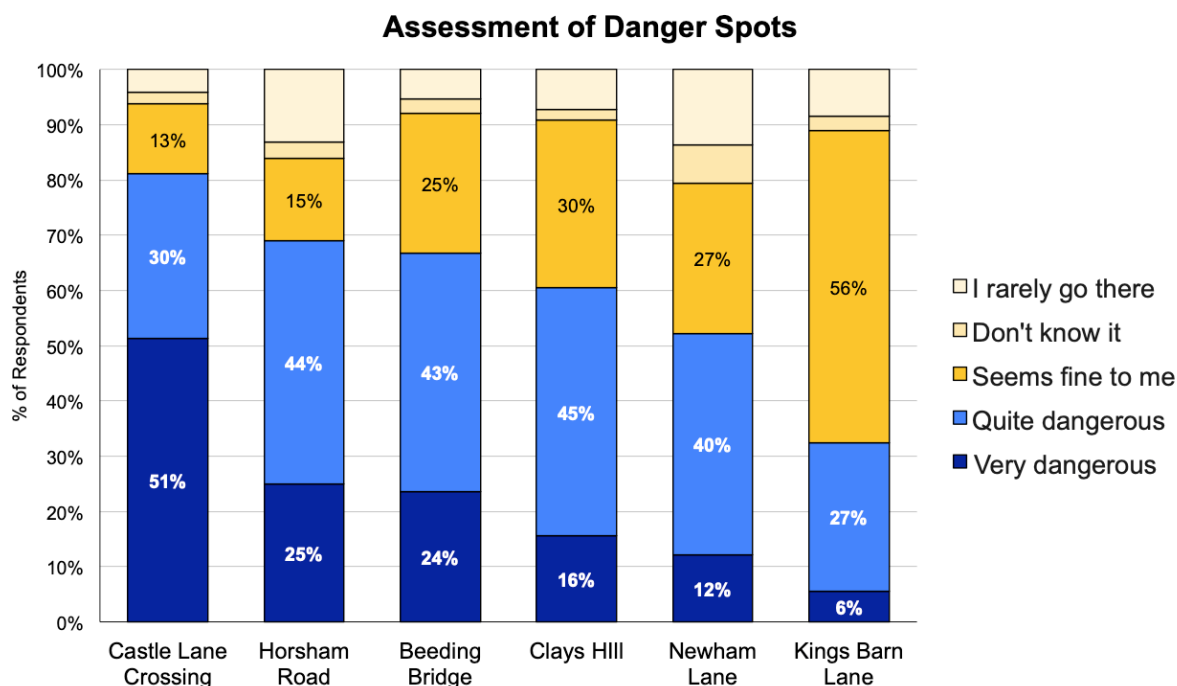


CURRENT DANGER SPOTS

An important aim of the survey was to find out where people think the main danger spots are that make walking, cycling, and wheelchair/buggy use difficult. They were given a chance to point out particular spots themselves. But first they were asked for their views on six locations that had been identified by the Working Party as some of the most obvious potential dangers spots:

1. Horsham Road, from Mouse Lane to the Leisure Centre
2. Newham Lane, the narrow stretch heading for the Horseshoe footpath
3. Castle Lane crossing over the bypass
4. Clays Hill
5. Route from King's Barn Lane into Steyning
6. Beeding Bridge, where the river path comes out onto the road

The graph below shows how these six locations scored, ranked left to right according to how dangerous they are felt to be.



The results showed that there are some very obvious danger spots in the area, which many local residents are concerned about.

The Castle Lane crossing over the Steyning Bypass came top of the list, and was seen as 'quite' or 'very' dangerous by more than 80% of respondents. Horsham Road and Beeding Bridge came close behind, followed by Clays Hill and Newham Lane.

Of the six locations, the Kings Barn Lane route into Steyning was seen as the least pressing problem at present, though 32% still ranked it as dangerous. However, this is likely to become more of an issue once the White Bridge Link is completed, and if the Glebe Farm development goes ahead, as discussed below.

People were also invited to point out other danger spots that were not on this list. There was a big response: 286 people left comments, making 349 individual suggestions. When analysed, a 'top 20' emerged, all of which were suggested by at least 5 people.

These are listed in the table below, grouped by parish, and ranked according to how many people mentioned them. There is a column showing whether they were suggested by cyclists or in relation to walking and 'wheeling', a term which covers cycling & mobility aids.

Danger spot (c = cycling, w = walking/wheeling)	c w	No. of mentions	Parish
a Shootingfield Area around the schools	c w	26	Steyning
b Horsham Rd & Ashurst A283 junctions	c	19	
c Footpaths across the Steyning bypass	w	16	
d Bramber Road	c w	13	
e Church Street & Vicarage Lane	c w	11	
f Tanyard Lane	c w	9	
g Newham Lane	c w	6	
h Bostal Road	c w	6	
i Junction from Canons Way onto bypass (for drivers)		5	
j Bramber roundabout	c w	23	Bramber
k Castle Lane & South Downs Way path by Steyning Bypass	c w	21	
l Bramber High St	c w	12	
m Paths along West side of Adur both sides of Beeding Bridge	w	5	
n Downslink A283 crossing	c w	36	Upper Beeding
o Henfield Rd A2037	c w	21	
p Rising Sun roundabout to Dacre Gardens	c	11	
q Beeding High St	c w	9	
r Pound Lane	c w	8	
s Hyde Lane	c w	6	
t South Downs Way A283 crossing	c w	6	

The maps below show where these 20 dangerous locations are, alongside the 6 danger spots that were identified at the start. A careful note of all the other danger spots that were suggested has been kept so these can be passed on to the relevant Parish Councils for future consideration. This includes some overgrown twittens and footpaths, as well as spots that would benefit from dropped kerbs, better lighting, or other fairly simple remedial actions.





POTENTIAL IMPROVEMENTS

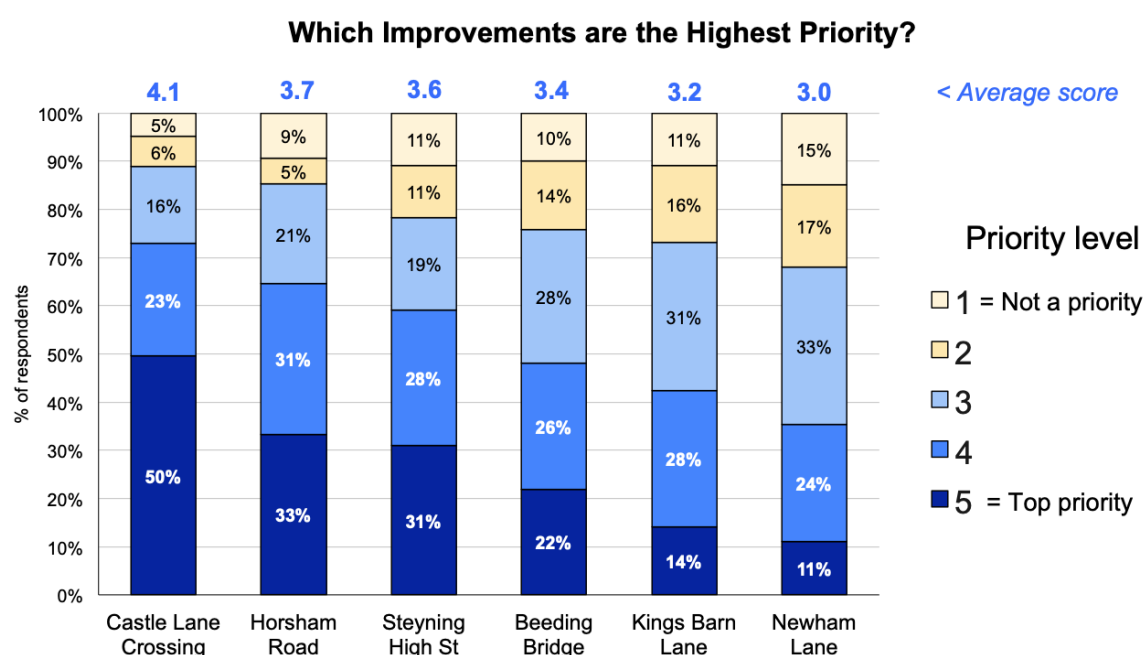
A series of ideas were suggested for potential improvements that might make walking, cycling and wheelchair & buggy use easier and safer. They were divided into three groups:

1. Local journeys
2. Getting to school safely
3. Longer distance routes

PART 1: LOCAL JOURNEYS

Six different ideas for potential improvements were presented. People were asked to show which they regarded as the top priority by ranking them on a scale of 1 (= not a priority) to 5 (= a top priority). They could also add comments on each suggestion.

The results are shown below, ranked from left to right according to the average priority score. The Castle Lane Crossing is seen as the highest priority, with half of respondents giving it a maximum score of five. Horsham Road and Steyning High Street came next, followed by Beeding Bridge and the Kings Barn Lane route into Steyning. Newham Lane scored lowest but was still given a priority rating of 4 or 5 by a third of respondents.



The results demonstrate that all these improvements are regarded as definite priorities so should be seriously considered in drawing up the Walking and Cycling Plan.

In the sections below, each of these six suggested improvements is sketched out in more detail and a summary presented of the comments received.

It is important to bear in mind that these are all just outline suggestions at this stage. While some are fairly straightforward to implement, others are much more ambitious. If any are to go ahead they will need to be worked up into detailed proposals, consulted on with the Parish, District, and County Council, landowners, and others, and financing found. So there is a lot of further work to be done and nothing is guaranteed!

Castle Lane Crossing

Castle Lane Crossing

Problems:

- Difficult and dangerous crossing over busy A283 by-pass.
- Heavy, often fast-moving traffic.
- Poor visibility, especially when foliage is overgrown.
- Lies on a frequently-used route between Steyning and Bramber, and the Downs Link.

Potential Improvements:

- Make a safer crossing with better signage and a refuge in the middle of the road.
- Introduce speed reduction on this stretch of the by-pass (*an application is already in progress to cut speed limit to 50mph*).
- Once implemented, this would become a preferred route avoiding Clays Hill.



The average score for this suggested scheme was 4.2, making it top of the priority list. As many as 73% gave this a rating of 4 or 5.

Among the 188 comments received:

- 42 people recommended a speed reduction on this stretch of road. Proposal are already underway to introduce a speed reduction on the bypass from 60 to 50mph, though many suggested that 40mph would be more appropriate.
- 34 mentioned the need to cut back foliage and improve signage.
- 28 underlined the need for a central refuge, though 12 commented that they weren't sure if this would be safe enough.
- 20 suggested a traffic light or pelican crossing.
- Some of the more memorable comments were:
 - *"Absolutely lethal crossing"*
 - *"Your life is in your hands crossing Castle Lane"*
 - *"it's an accident waiting to happen"*
 - *"A nightmare any time"*

Horsham Road

Horsham Road

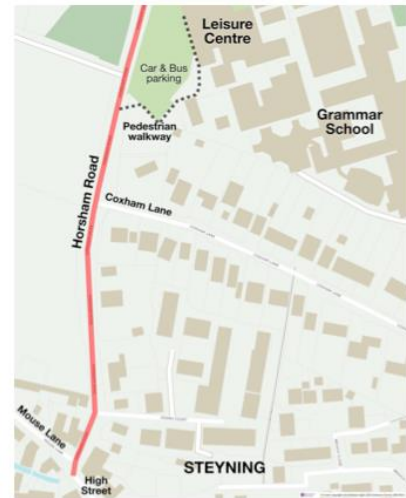
Problems:

- This is a key route to the Leisure Centre and Grammar School.
- The road is narrow with fast-moving traffic
- The pavement is very narrow in places and often overgrown with foliage.
- Flooding in wet weather means pedestrians get splashed.
- Dangerous sharp turn into the High Street.

Potential Improvements:

Make this a safer route through a combination of:

- Traffic calming measures such as pinch points, better road marking and speed reductions.
- Cutting back foliage to widen path.
- Improve drainage.



This idea was second in the priority list. 65% gave this a rating of 4 or 5.

Among the 177 people who left comments:

- 67 reinforced the danger caused by the narrow and overgrown pavements.
- 53 mentioned the problem of flooding and the risk of getting soaked by passing vehicles.
- 42 underlined what an important route this is for children getting to school.
- 29 pointed out the problem of speeding cars or suggested a 20mph speed limit to slow vehicles down before they reached the dangerous Mouse Lane turn, and thereby "set the scene for the High Street".
- 6 noted how hard it is for buses and other large vehicles to pass each other.
- Some of the comments that stood out were:
 - *"In wet weather I drive to the Leisure Centre to avoid getting soaked even though I only live a 5 minute walk away"*
 - *"It's only time before a child steps out into the road into the path of a car"*
 - *"The bus stop (opposite the Leisure Centre) is a dangerous joke. It is appalling that school children are expected to wait in this tiny muddy puddle of a bus stop"*

Steyning High Street

Steyning High Street

Problems:

- Steyning High Street could be a lot more cycling and walking friendly.
- Traffic is often parked on yellow lines.
- Footpaths are narrow in places, and difficult to negotiate with a buggy or wheelchair.
- There is very limited bike parking.

Potential Improvements:

Work with the Business Chamber, Councils, and other stakeholders to rethink how the High Street is designed to make it more user friendly, and business friendly. Steps could include:

- Installing more cycle racks.
- Widening pavements in places.
- Introducing traffic calming measures.
- More active enforcement of parking restrictions, taking into account the needs of local businesses.



Many people have strong views on Steyning High Street and there were more comments on this (204) than any of the other suggested schemes. 59% gave improving the High Street a priority rating of 4 or 5.

- The problem of illegal parking outside Truffles and the Post Office, and the lack of parking enforcement, was by far the biggest issue raised – 125 mentioned this.
- The fact that people have to pay for parking in the car parks, even for a short stay, and including blue badge holders, is seen as encouraging illegal parking.
- 29 pointed out the need for better and more secure bike parking.
- 20 spoke about the problems of narrow and uneven pavements, especially for wheelchair and buggy users.
- 17 raised the issue of speeding vehicles and 3 mentioned speeding cyclists.
- 26 were in favour of various combinations of traffic calming, pedestrianisation, or introduction of a one-way system.
- However, the challenges involved in designing these kinds of measures were also highlighted. 11 were actively against any traffic calming schemes, saying that the double-parked cars are doing this job already.
- The need to retain the historic feel of the High Street and make it work for local businesses was pointed out by 10 people.

Beeding Bridge

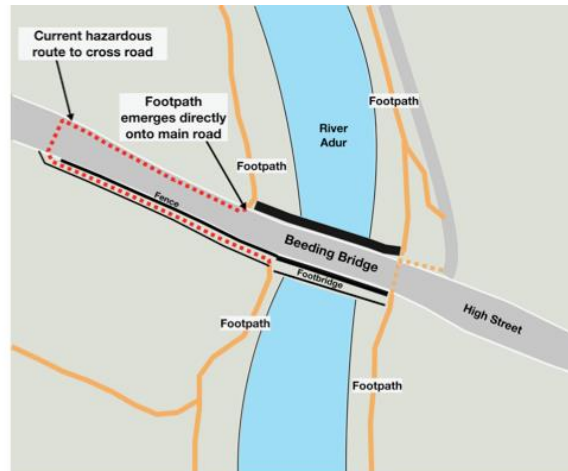
Beeding Bridge

Problems:

- The footpath on the west side of the river Adur comes out directly onto a busy road right by the Bridge.
- Poor visibility for drivers and walkers.
- Crossing the road to get to a safe footpath is tricky.
- This route is getting extra footfall while the White Bridge is temporarily closed.

Potential Improvements:

- Add signs and road markings to warn motorists of walkers on the road.
- Improve the entrance to the footpath so pedestrians can wait safely to cross.



48% gave this suggestion a priority rating of 4 or 5. Of the 134 comments, over 90% were supportive of the need to improve this junction, though finding a neat solution to the problem will be a challenge.

A number of ideas were put forward on how to make this junction safer:

- 22 were in favour of using traffic calming measures and better road signage to slow traffic down.
- 15 suggested creating an opening in the metal barrier on the South side of the bridge approach so walkers could go directly across the road, rather than having to double back towards Bramber or cross over the bridge.
- 11 backed the idea of widening the entrance to the path to create a better space to wait.
- 9 mentioned that keeping the hedge cut back would help.
- 6 suggested pedestrianising the bridge in some way, making it one-way traffic, or adding traffic lights.
- Some of the specific comments made were:
 - *"This is so dangerous for pedestrians and especially dog walkers and children."*
 - *"I don't think signs are the answer. Needs a physical restriction for cars"*

Route from Kings Barn Lane into Steyning

King's Barn Lane into Steyning

Problems:

- This is already an important walking & cycling route into Steyning.
- It will become busier once the White Bridge Link is completed, and if the Glebe Farm Development goes ahead.
- The junction with Goring Road and the sharp bend heading down Cripps Lane are both danger spots.
- There is no footway on parts of Kings Barn Lane so walkers have to share the road space with other users.

Potential Improvements:

- Carry out a comprehensive safety review of this route and introduce measures to make this safer.
- Could include a mix of clearer road signs, traffic calming measures, and footpath improvements.



42% gave improving this route a priority rating of 4 or 5. Not everyone thinks this is a big issue at present. But many confirmed the point that this will become more of a priority when the White Bridge Link finally opens and if the Glebe Farm development goes ahead.

Amongst the 130 comments made:

- 28 said creating a footway on the sections of road that don't have one would help.
- 17 underlined how dangerous the Goring Road and Jarvis Lane junctions are and suggested that mirrors could help here.
- 11 pointed out problems with the Cripps Lane section heading down the hill to St. Andrews Church, mentioning poor lighting, flooding, bins blocking the path, and the dangerous crossing.
- 6 said a 20mph zone would help, or suggested introducing pinch points or other traffic calming measures to make parts of this route single lane traffic.
- This comment from one local resident sums up some of the issues:
 - *"I walk this route daily to get to the primary school, so know it well. The junction from Goring Road to Cripps Lane is very hard to pull out from Walking the other way, from the Church going up Cripps Lane, it's very hard to see what's coming down Cripps Lane before crossing. We often take the path from the road bridge down toward Station Road, but it is often overgrown and the steps are in a very poor state. Also, at night, if walking, Cripps Lane is very poorly lit, which makes me feel unsafe walking as a female on my own - I wouldn't walk back from the village at night on my own because of this stretch."*

Newham Lane

Problems:

- The top end of Newham Lane on the way to the Horseshoe footpaths is very narrow.
- Traffic is often travelling quite fast, making it feel unsafe for walkers and cyclists.
- There is no footpath.

Potential Improvements:

- Construct footpath on verge.
- If this is not possible, apply to have the roads leading to this spot officially designated as 'Quiet Lanes'.
- This would involve putting up signs to show drivers the route is being used by other road users, and encouraging them to slow down.



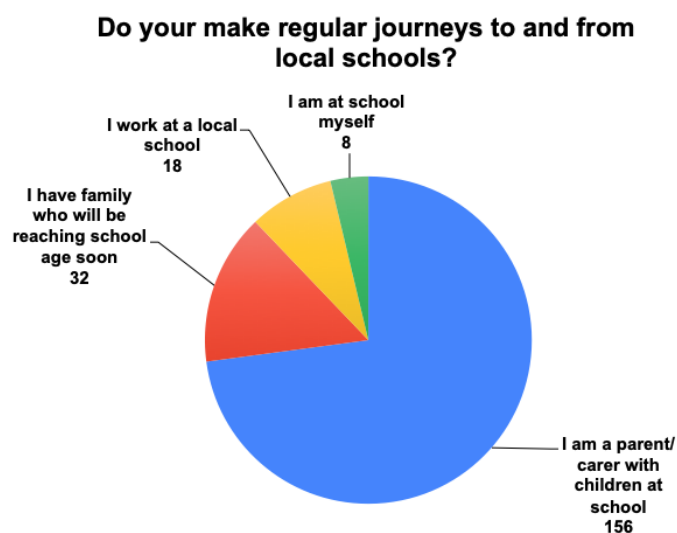
Not everyone uses this route or thinks it is a high priority. However, a good number do - 35% gave it a priority rating of 4 or 5. Of the 141 comments received:

- 42 suggested creating a separate footpath alongside the road, though 5 warned against this as it would reduce the value of the current verge to wildlife.
- 33 agreed with the idea of introducing signs and traffic calming measures, such as 'Quiet Lane' status. This could link up with similar measures further up the hill toward the Bostal Road, which was identified as a danger spot elsewhere in the Survey.
- 12 were sceptical that signs alone would make a difference.
- 7 suggested that more radical measures are needed, such as making it one way or access only.
- These comments capture the views of some of those advocating improvements:
 - *"We walk that way to the Downs occasionally. Drivers are generally considerate, but not always and large vehicles are a problem. A safe footpath would be a big improvement and might encourage more local residents to walk that way and explore the area."*
 - *"I walk up this daily with my dog and I agree it's dangerous. 95% of drivers are considerate and slow right down but I have to jump my dog up on the verge and it is dangerous for walkers. Suggest 20 mph speed limit and signs."*
 - *As a youth leader we don't take young children that way to walk the Horseshoe as it's too dangerous. If it was safer we would use it a lot as it's great for children.*

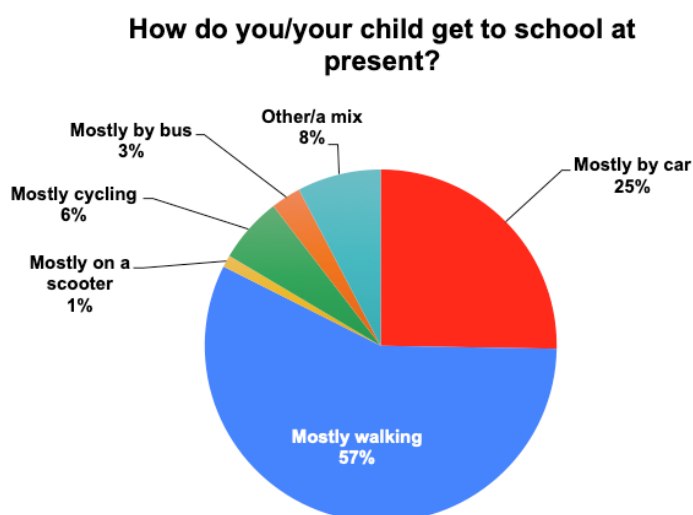
PART 2: GETTING TO SCHOOL SAFELY

This section of the Survey tested out ideas for making it safer and easier for children, parents and carers to walk and cycle to school. It started by asking people whether they make regular journeys to school, and if so how.

As the pie chart below shows, 214 respondents have a direct connection to local schools, or will soon have. That is nearly half the total number of survey responses received – a sign of how important the issue is for everyone involved with schools.



The second pie charts shows how staff and pupils get to school at the moment. More than half mostly walk, but 25% mostly rely on their car. Only a small number – 6% – cycle at present.⁴



⁴ Further evidence on school travel patterns is provided in a recent survey carried out by Steyning Primary School of how children get to school. Of 321 responses, 37% currently walk, 31% park then walk, 21% come by car, 5% use a scooter, 3% cycle, 2% come via taxi, and 1% use the bus. This means that 54% are using a car for at least part of the journey – significantly more than in the chart above.

Making it easier to walk and cycle to school

The Survey presented a summary of the current problems and some potential solutions.

Making it easier to walk & cycle to school

Problems:

- Traffic congestion in and around local primary and secondary schools during drop-off and pick-up times.
- Lack of safe crossings and signs on key approach routes.
- Few children choosing to cycle to school.

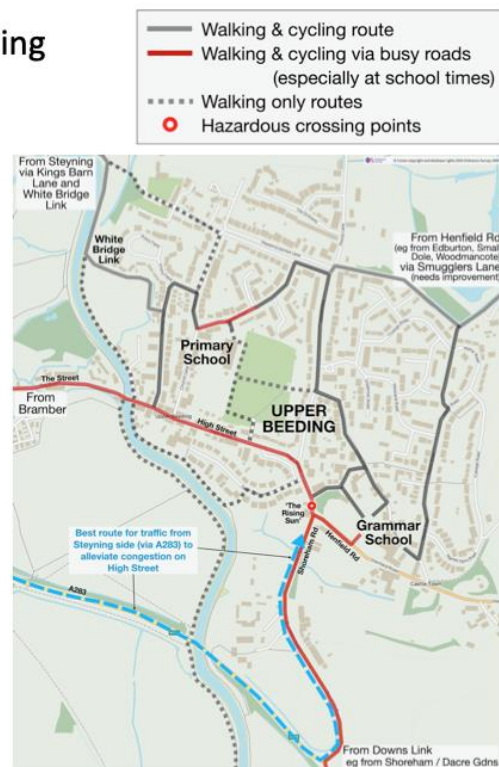
Potential Improvements:

- Support the schools in developing dedicated **School Travel Plans** to address these issues.
- This is a particularly timely for the Grammar School given their plans for a major rebuild of the Shootingfield site.
- Solutions could include a combination of new crossings, better signage, traffic calming measures and designated car drop-off points.

Map of current school access routes, including busy areas and hazardous crossings



Steyning Schools

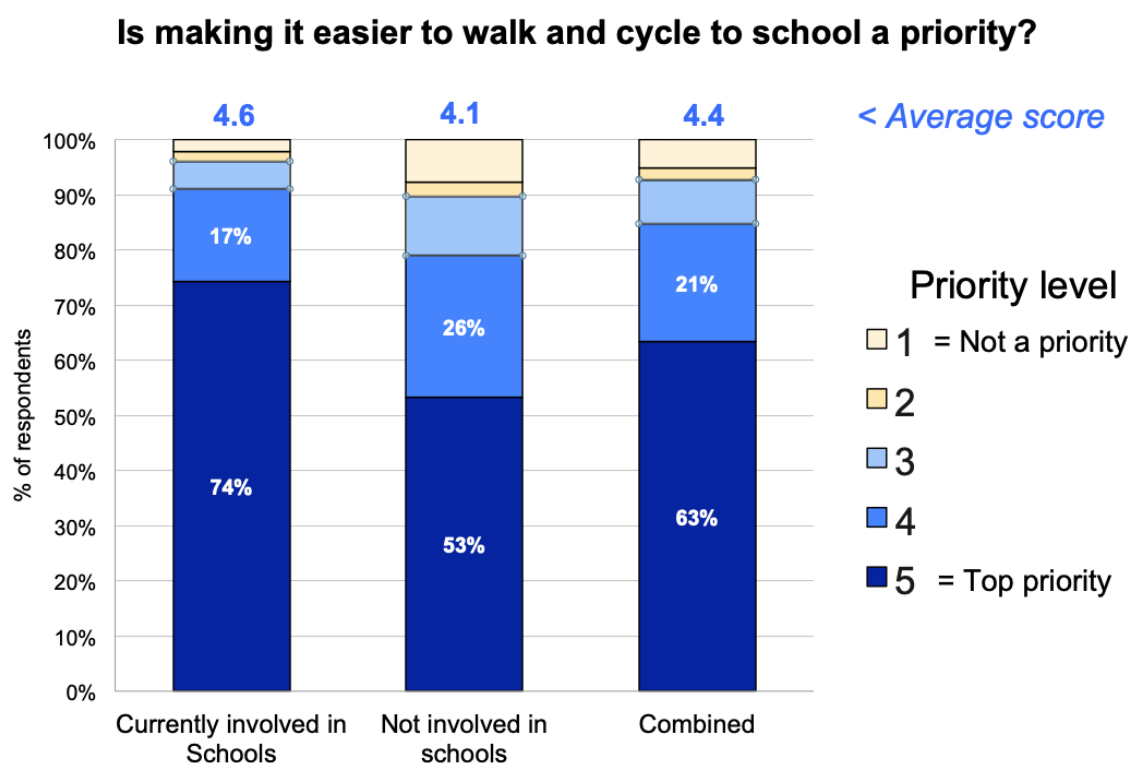


Upper Beeding Schools

Is making it easier to walk and cycle to school a priority?

The response to this question was an overwhelming 'yes'. The chart below shows how much of a priority people rate this.

Not surprisingly, those currently involved in journeys to schools are more alert to this issue – with 91% giving it a priority score of a 4 or 5. But the equivalent figure for those with no current involvement was 79%. On average it was 85%, making this the number one priority amongst all the suggested improvements presented in the Survey.



A total of 165 people left comments relating to school safety, reinforcing many of the points made relating to current danger spots.

These comments sum up the frustrations of parents and carers at the present situation:

- *"I would love it if I felt it was safer for my children to be more independent in walking and cycling to school, we bike or walk everyday. The traffic from the primary and grammar can be awful: people parking on corners and not leaving gaps to cross, people not checking before they open car doors and often just waiting on the double yellow lines."*
- *"I would love to cycle to school with my children as I cycle myself but fear them cycling due to speeding cars, poor visibility and road surfaces... Shootingfield is an awful road to cycle or drive along. Could parents be encouraged to not to drive to the school for drop off?"*
- *"We're one of the very few parents who cycle with a reception child because it's simply not safe at the moment. We are only able to do this because we have a tag along and we can't do this once she gets bigger. I've spoken to other parents who would be interested in cycling if it were safer."*

- *“Walking to schools in Upper Beeding is very easy, however lots of parents still choose to drive which causes unnecessary traffic & higher risk to children walking. More education to parents & parking restrictions to encourage walking.”*
- Looking to the future, 22 underlined how helping children to walk or cycle to school safely is important for health and wellbeing.
- There were suggestions on a whole range of measures to improve safety, including:
 - *Enforcing parking restrictions.*
 - *Repairing potholes in Shootingfield to make it safer for bikes.*
 - *Improving crossings.*
 - *Recruiting lollipop people.*
 - *Clearing the paths and twittens leading to schools and improving the surfaces.*
 - *Introducing ‘**School Street**’ zones⁵ near schools to reduce traffic flows.*
 - *Creating safe drop-off zones for people who need to drive.*
 - *Improving education for pupils and parents.*

The advice from the County Council on how schools can take action to encourage walking and cycling and improve safety is to create a dedicated ‘School Travel Plan’.

However this is not an easy track to take or a guarantee of success. It has been tried in the past by several local schools, according to a parent with experience of previous attempts, but with limited success. This is primarily due to the lack of council funding to implement suggested improvements.

The problem of funding will need to be confronted if any real progress is to be made on this issue, something that will have to be addressed in the Walking and Cycling Plan. The evidence provided by these survey results, however, will certainly strengthen the case for taking action.

⁵ West Sussex County Council has been trialing School Street schemes in three locations around the county. All have been judged as successful and are being made permanent. For details, see: [link](#)

PART 3: TRAVELLING FURTHER AFIELD

The Survey finished by asking people if they would like to see improvements in the footpath and cycle network in the wider area around Steyning, Bramber and Beeding. Five different routes were suggested, as set out below.

Improving Longer Distance Routes

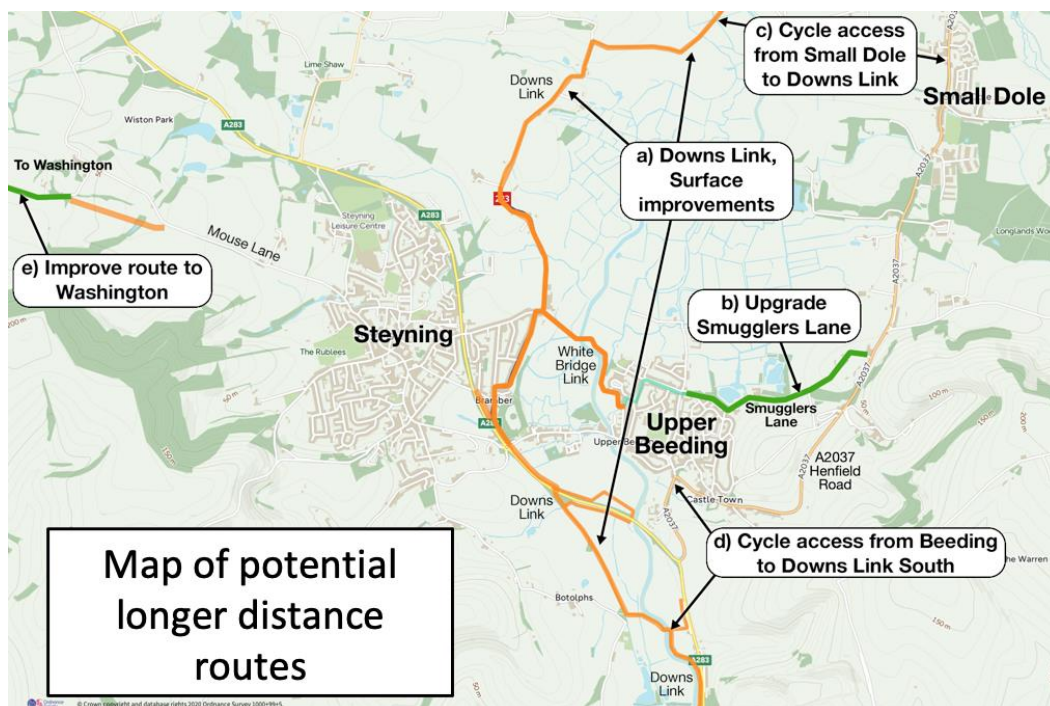
Problems:

- The cycle paths in our area do not connect up well.
- This means cyclists have to travel on busy roads or navigate rough bridleways.
- The Downs Link is rough and often muddy in places.
- There is poor cycle access to the Downs Link heading south from Upper Beeding, and no cycle access from Small Dole.

Potential Improvements:

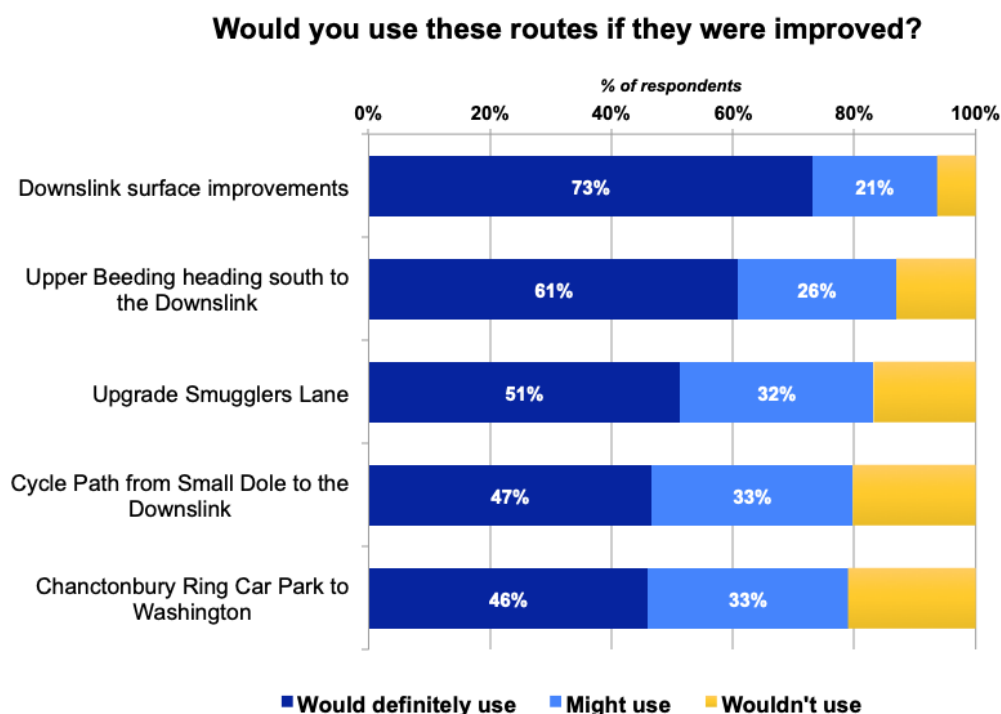
Make strategic investments to create a joined-up network of walking & cycling routes for a wider range of users. Ideas include:

- a) Improving the surfacing on the Downs Link so it's suitable for a wider range of users.
- b) Upgrading the Smugglers Lane 'Public Way' route into Beeding to an all-weather path to create a better East-West route.
- c) Creating a cycle route from Small Dole to the Downs Link.
- d) Improving cycle access from Upper Beeding to the Downs Link heading South.
- e) Creating a better walking and cycling route from the Chanctonbury Ring Car Park to Washington.



Would you use these routes if they were improved?

As the chart below shows, there was an enthusiastic response to all five of the suggestions made. They are ranked here in order of how popular they would be.



Improving the surface of the existing Downslink came top of the list, with 73% saying they would definitely use it more if this was done⁶. Making it easier to cycle south from Upper Beeding to the Downslink came second – 61% saying they would use this.

People were invited to add comments on other ways of improving longer distance routes; 150 did so, with some offering detailed suggestions and commentaries. The two ideas most frequently mentioned were:

- 15 suggested creating a cycle route all the way from Steyning to Storrington.
- 10 commented on the benefits of improving the whole Downslink route to Shoreham.

These comments capture some of the possibilities and challenges involved:

- *"It makes sense to join up some of the longer distance cycle paths so that families can enjoy a safe traffic free cycle experience. This is good for physical and mental health for all. If a decent path is built and people feel safe it will get used."*
- *"I regularly use the Downslink without issues. A potential problem with improving the surface is that speeds increase as road bikes start using it."*
- *"It would be great to have shared walking/cycling paths - but only as long as cyclists slow down for walkers and dogs."*

⁶ Some localised repairs have already been made to parts of the Downslink north of Steyning since the survey was launched. But there is much more that could be done to improve this route.

Other suggestions

The Survey ended by asking for other suggestions on potential improvements that would make a big difference to people. Alongside many useful specific suggestions the themes that came up most frequently were the need for:

- Better maintenance of footpaths and pavements.
- Reducing traffic speeds generally across the whole area, with Clays Hill, Roman Road, the Bostal Road, and other areas being flagged up as speeding hot spots.
- Getting the White Bridge Link opened as soon as possible.
- Stronger enforcement of parking regulations.
- Free parking for local residents, or free short-term parking in car parks (e.g. half an hour)
- Better etiquette amongst cyclists and walkers so sharing paths is less problematic.
- Improved surfacing and better signage for cycle paths, and more dedicated cycle lanes.
- Safer crossings along the A283.
- Better public transport.
- Covered cycle racks.
- Setting up volunteer groups to help with the maintenance and upkeep of footpaths.

NEXT STEPS

This report will be shared publically⁷, and made available to:

- Steyning, Bramber and Upper Beeding Parish Councils. The new Joint Parish Climate Action Group has agreed to provide a liaison point to facilitate a joined up approach among the Parish Councils
- West Sussex County Council and Horsham District Council.
- Local schools, the Steyning Business Chamber, and other local stakeholders.

Once feedback has been received, the Working Party will have the task of distilling this analysis down into a concrete and realistic plan. Some of the important questions to consider will be:

- The feasibility and cost of the various suggestions made.
- What ranking different ideas should be given both in terms of their relative priority, and their likely timeframe for implementation (short, medium, long).
- Which improvements should be a priority for any funding for transport improvements that becomes available if the Glebe Farm development goes ahead.
- The scope for identifying some 'easy win' measures such as installing bike racks, fitting traffic mirrors, or improving path surfaces, that could be led by Parish Councils, drawing either on local funding or existing WSCC channels for road improvement.
- The scope for organising community action groups to take on some of the simpler maintenance task, such as clearing twittens or cutting back foliage.
- How best to support local schools in drawing up dedicated School Transport Plans to encourage safer and more active travel to and from schools.
- How to link up with the District and County Councils so the emerging Walking and Cycling Plan has their support from the start and fits in to wider plans for encouraging more 'Active Travel'.

Report prepared by the Local Walking & Cycling Plan Working Party

January 2024

⁷ The report is available on the Visit Steyning website at: <https://visitsteyning.co.uk/wcp/>

Information item – HDC update on Water Neutrality

Dear Parish and Neighbourhood Councils

I am writing to update you on an important change of approach to water neutrality that we are now implementing at Horsham District Council. Please do pass on to your Parish and neighbourhood Councillors.

As you will be aware, until now all applicants have been required to demonstrate a complete and secured water neutrality solution before planning permission can be granted. This requirement has been successfully challenged on appeal on three occasions now, each via a public inquiry (Ravenscroft, Lower Broadbridge Farm and Kilnwood Vale), with planning inspectors satisfied that planning permissions can be granted instead subject to a 'Grampian' style condition restricting the commencement of development until either the applicant has secured offsetting via the Local Authority SNOWS credit scheme, or they have secured a bespoke water neutrality solution to which we agree.

We have to date held off using Grampian conditions as we have been unclear whether SNOWS would likely have any meaningful capacity to offset any particular development within the normal three year lifetime of a planning permission. Following discussions with our partners and review of emerging data, we now have the required certainty that, when operational, SNOWS will be able to offset eligible development. We therefore have no good reason to continue resisting the use of Grampian conditions to address water neutrality.

A Grampian condition is a type of condition which prevents development from starting until necessary works have been approved and in this case fully implemented prior to the occupation of any units.

SNOWS is the Sussex North Offsetting Water Scheme where applicants and developers will be able to buy water credits to offset water use.

What this means:

It now means that an applicant does not necessarily need to demonstrate water neutrality via a bespoke water neutrality solution before we can grant permission, provided their development is eligible for access to SNOWS. The current access definition for SNOWS which has been agreed with all relevant authorities within the water offsetting area is as follows:

Applicants will be able to access SNOWS for their development's water offsetting needs, unless it is:

- 1. Development where the principle is not in accordance with an adopted development plan, or in a post-submission local plan or neighbourhood plan. This includes housing development outside settlement boundaries on unallocated sites, employment development on unallocated sites and/or outside of existing employment sites (unless supported by economic planning policies), or development not otherwise accepted in-principle by way of specific development plan policies – such policies include: retirement and specialist care, gypsy and traveller sites, tourism, and some minerals and waste development; and/or*
- 2. Development permitted by virtue of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or as subsequently amended) (GPDO)**

** Excluding applications submitted to SNOWS for development by a local authority (as defined in Schedule 2, Part 12 of the GPDO)*

Therefore, provided an application meets this definition, we can move to grant permission as water neutral with the condition below, even if the applicant has offered no bespoke solution at all.

To be clear, speculative housing development not within the local plan, a made or emerging Neighbourhood Plan, or the new Local Plan, will not be able to access SNOWS credits, therefore the Grampian condition cannot be used. Such development will only be capable of being considered acceptable if it secures its own bespoke water neutrality solution before permission is granted, as is currently the case. Retrospective applications will also not be able to access SNOWs at this time as they will not be able to access SNOWs at the point of any decision because SNOWs is not yet operational.

When it comes to discharging the Grampian condition a full assessment of the water neutrality solution will still be required as normal (assuming the applicant does not choose to use SNOWs), and Natural England will continue to be consulted. Therefore, as successfully argued at the recent public inquiries by the appellants, this condition means that no development harmful to the Arun Valley will be able to lawfully commence until the water mitigation is secured and delivered.

NEW Grampian condition

No development shall commence until either:

- i) Details have been submitted to and been approved in writing by the Local Planning Authority confirming that the necessary credits to achieve water neutrality have been secured via the Sussex North Offsetting Water Scheme;
- or
- ii) A site-specific water neutrality mitigation scheme has been submitted to and been approved in writing by the Local Planning Authority. The site-specific water neutrality mitigation scheme shall include full details of the means of any and all onsite and offsite mitigation and any necessary agreements pursuant to S106 of the Town and Country Planning Act 1990 to deliver and secure the approved mitigation; and

The development shall not be first occupied until evidence has been submitted to and been approved in writing by the Local Planning Authority confirming that the approved site-specific water neutrality mitigation scheme has been fully implemented. The approved mitigation shall thereafter be retained, maintained and operated to the same or better water performance standard.

Reason: To ensure the development is water neutral to avoid an adverse impact on the Arun Valley SAC/SPA and Ramsar sites in accordance with Policy 31 of the Horsham District Planning Framework (2015), Paragraph 193 of the National Planning Policy Framework (2024), and to enable the Local Planning Authority to discharge its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), and s40 of the NERC Act 2006 (Priority habitats & species).

The Council are still on target to implement SNOWs early in 2025.

We have published further information on our website relating to SNOWs which can be found here:

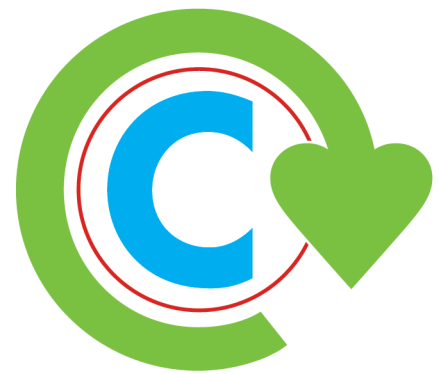
<https://www.horsham.gov.uk/planning/water-neutrality-in-horsham-district/sussex-north-offsetting-water-scheme-snows>

Kind regards



West Sussex County Council and **Biffa**

Waste Prevention Community Grant Fund 2025-26



Can we help you and your local community deliver reuse or waste prevention activities to reduce household waste in West Sussex?

For information on the funding available, and more details on who is eligible and how to apply, visit westsussex.gov.uk/wastepreventionfund

