

STEYPING ANNUAL PARISH COUNCIL MEETING

HELD ON MONDAY 19th MAY 2025 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Young, Linfield, Trundle, Hanson, Bell, Johnson, Foxwell,
M Alexander, I Alexander, Lloyd, S Alexander and Ballance.
Clerk in attendance : John Fullbrook
Members of the Public : 3
Meeting commenced : 7.30 pm

DRAFT MINUTES

ACTION

FULL/25/01 1.1	ELECTION OF SPC CHAIRMAN FOR THE MUNICIPAL YEAR 2025/26 Cllr Young nominated and proposed, seconded by Cllr M Alexander that Cllr Norcross be elected the SPC Chairman for the 2025/26 municipal year. Agreed	CLERK
FULL/25/02 2.1	ELECTION OF SPC VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2025/26 Cllr Norcross nominated and proposed, seconded by Cllr Young that Cllr Bell be elected Vice Chairman of the Council for the 2025/26 municipal year. Agreed.	
FULL/25/03 3.1	APOLOGIES FOR ABSENCE Apologies received from Cllrs Sharp and Campbell.	
FULL/25/04 4.1	DECLARATIONS OF INTEREST None	
FULL/25/05 5.1	QUESTIONS FROM THE FLOOR {in summary} None	
FULL/25/06 6.1	MINUTES OF PREVIOUS MEETING Cllr Norcross proposed, seconded by Cllr S Alexander that the minutes for the meeting dated the 14 th April 2025 be accepted as a true and fair record. Agreed. 11 For, 2 Abstained	
FULL/25/07 7.1	MATTERS ARISING – These items were taken as read Clerk's office to complete payment of Town Clock renewal invoice – Actioned	
7.2	Police antisocial behaviour community consultation responses from individual Cllrs – Actioned	
7.3	JPYC documents to be published and safeguarding initiatives rolled out to staff – Actioned	
7.4	Cllrs to complete representation forms and return to Clerks office - Actioned	
7.5	Bin emptying service undertaken by HDC at the MPF, to be normalised after disruption - Actioned	
FULL/25/08 08.1	REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS The Clerk had collected committee membership preferences from Councillors prior to the meeting, and if required there was a voting process, which was explained by the SPC Chair.	CLERK

08.2

Community Committee

The Chair confirmed that there were 9 candidates for the 9 positions available.

Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllrs Norcross, Young, Lloyd, Hanson, S. Alexander, Linfield, I. Alexander, Sharp and Johnson are duly elected as the members of the Community Committee. **Agreed**

Position of Chairman of this committee. Cllr Norcross nominated Cllr I Alexander.

Cllr Norcross **proposed, seconded** by Cllr Bell that Cllr I Alexander serves as Community Committee Chair. **Agreed**

08.3

Planning & Premises Committee

The Clerk confirmed that there were 6 candidates for the 8 positions available.

Cllr Norcross **proposed, seconded** by Cllr Lloyd that Cllrs Trundle, Hanson, M. Alexander, Foxwell, Ballance and Lloyd are duly elected as the members of the Planning and Premises Committee. **Agreed**

Position of Chairman of this committee. Cllr Norcross nominated Cllr Trundle.

Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllr Trundle serves as Planning and Premises Committee Chair. **Agreed**

08.4

Finance and General Purposes Committee {F&GP}

The Chair confirmed that there were 9 councillors for the 9 positions available, 3 being ex officio. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Norcross, S. Alexander, Foxwell, Trundle, Johnson, Sharp, Bell, Ballance and I. Alexander are duly elected as the members of the F&GP Committee. **Agreed**

Position of Chairman of this committee. Cllrs Norcross nominated Cllr Sharp.

Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Sharp serve as Chair of the Finance and General Purposes Committee. **Agreed**

08.5

Personnel Committee

The Chair confirmed that 8 councillors had expressed an interest in the 7 places available.

A vote was undertaken, and the meeting was suspended whilst a count of ballot papers was completed. Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllrs Norcross, Linfield, Lloyd, Hanson, M. Alexander, Bell and Young are duly elected as the members of the Personnel Committee. **Agreed**

Position of Chairman of this committee. Cllr Young was nominated by Cllr Norcross.

Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Young serve as Chair of the Personnel Committee. **Agreed**

08.6

Neighbourhood Plan Steering Committee

There were 8 councillors for the 8 positions available.

Cllr Norcross **proposed, seconded** by Cllr Bell that Cllrs Linfield, Bell, S. Alexander, Trundle, Sharp, Hanson, Ballance, and M. Alexander are duly elected as the members of the Neighbourhood Plan Steering Committee. **Agreed**

Position of Chairman of this committee. Cllrs Norcross nominated Cllr Bell.

Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr Bell serve as Chair of the Neighbourhood Plan Steering Committee. **Agreed**

FULL/25/09
09.1

REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL

CLERK

FOI Panel Membership – 5 Councillors had expressed an interest in **5** positions.

Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllrs Norcross, Hanson, Sharp M Alexander and S Alexander are duly elected as the members of the FOI Panel. **Agreed**

- 09.2 Working Practices Group - 5** Councillors had expressed an interest in **5** positions. Cllr Norcross **proposed, seconded** by Cllr Young that Cllrs S Alexander, Norcross, Hanson, M Alexander and Ballance are duly elected as the members of the Working Practices group. **Agreed**
- 09.3 Climate Action Group - 1** Councillor had expressed an interest in the **3** positions available. Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllr Johnson is duly elected as the representative member of the Climate Action Group. **Agreed**
- 09.4 Community Engagement Committee - 7** Councillors had expressed an interest in **7** positions. Cllr Norcross **proposed, seconded** by Cllr Linfield that Cllrs I Alexander, Young, Trundle, Ballance, Linfield, Sharp and S Alexander are duly elected as the members of the Community Engagement Committee. **Agreed**
- FULL/25/10 ADOPTIONS OF SPC STANDING ORDERS, FINANCIAL REGULATIONS, & FINANCIAL RISK ASSESSMENT.** To agree amendments as per recommended by the Working Practices Group. Working Practices was convened on the 29th April, as there was a need to update three SPC policies due to new policy guidance from NALC. **CLERK**
- 10.1 Adoption of the SPC Standing Orders.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that the 'Vice Chair non-voting' amendment plus all the finance-related amendments highlighted in supporting papers and in accordance with the new framework of finance regulations, within the *SPC Standing Orders*, as per recommended by Working Practices are adopted. **Agreed**
- 10.2 Adoption of the SPC Financial Regulations.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that as per working practices recommendation to Full Council the new '*Model Finance Regulations for Local Councils*' {produced March 2025} from NALC with agreed amendments, as per supporting papers, are adopted. **Agreed**
- 10.3 Adoption of the SPC Financial Risk Assessment.** Cllr Norcross, **proposed, seconded** by Cllr S Alexander that as per recommended by Working Practices, that the amended *SPC Financial Risk Assessment* is adopted. **Agreed**
- FULL/25/11 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES** **CLERK**
- 11.1** There were 20 policies to be considered within this item. The Chair noted that none of the policies had been, nor needed necessarily to be, amended since last year's adoption. The Chair therefore suggested the policies be agreed en bloc. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC adopt the following policies: the Data protection policy; the Data Breach Notification; the Subject Access Request Policy; the CCTV Policy and Code of Practice; the SPC Freedom of Information & Environmental Information Regulations Requests Policy; the SPC Dignity at Work / Bullying and Harassment Policy; the SPC Communications Protocol; the SPC Complaints Procedure; the SPC Social Media Policy; the SPC Unacceptable Behaviour Policy; the SPC Overarching Protocol for Councillors Conduct; the SPC Health and Safety Policy; the SPC Staff Grievance Policy; the SPC Staff Discipline Policy; the SPC Equality Policy; the SPC Civility and Respect Policy; the SPC Scheme of Delegation; the SPC Code of Conduct; the SPC Dispensation Scheme; and the SPC Grant Awarding Policy. **Agreed**
- FULL/25/12 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES- 2025/26** **CLERK**
- 12.1 South Downs National Park (SDNP) – One rep.**
Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Lloyd be voted in as SPC representative to the SDNP. **Agreed**
- 12.2 Joint Parishes Youth Committee (JPYC) – Two reps.** The Chair confirmed there were two Cllrs interested in the two positions available. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Linfield and S Alexander be voted in as the SPC representatives to the JPYC. **Agreed.**

12.3	HALC / WSALC / NALC - Two reps. – Two Cllrs were interested in the two positions available. Cllr Norcross proposed, seconded by Cllr S Alexander that Cllrs Norcross and Lloyd represent SPC at HALC, NALC and WSALC. Agreed	
12.4	Joint Parishes Cemetery Committee (JPCC) – Two reps. Cllr Norcross proposed, seconded by Cllr M. Alexander that Cllrs Ian Alexander and Linfield be the two representatives on the JPCC. Agreed	
12.5	Isolation & Loneliness – One rep. Cllr Norcross proposed, seconded by Cllr M Alexander that Cllr Young be <i>Isolation and Loneliness</i> representative for SPC. Agreed.	
12.6	Tree Warden for Steyning Parish Council. Simon Zec had kindly agreed to act as SPC Tree Warden once again. Cllr Norcross proposed, seconded by Cllr S Alexander that Simon Zec continue as SPC Tree Warden. Agreed	
12.7	Neighbourhood Wardens Steering Committee – Two reps. The Chair confirmed there were two Cllrs who wanted to represent the Council. Cllr Norcross proposed, seconded by Cllr Trundle that Cllrs S. Alexander and I. Alexander be the two representatives on the Neighbourhood Wardens Steering Committee. Agreed	
12.8	Steyning Ukrainian Charity Committee – One Rep. Cllr Norcross proposed, seconded by Cllr M. Alexander that Cllr Foxwell be the representative on the Steyning Ukrainian Charity Committee. Agreed	
12.9	PPG representatives – Two reps. The Chair confirmed there were two Cllrs interested in the positions available. Cllr Norcross proposed, seconded by Cllr M Alexander that Cllr Young and Hanson be PPG representatives for SPC. Agreed.	
FULL/25/13	TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES	CLERK
13.1	West Sussex Association of Local Councils and the National Association of Local Councils. Cllr Norcross proposed, seconded by Cllr M. Alexander that SPC approve the subscription to the West Sussex Association of Local Councils and the National Association of Local Councils. Agreed	
13.2	Horsham Association of Local Councils. Cllr Norcross proposed, seconded by Cllr Ballance that SPC approve the subscription to the Horsham Association of Local Councils. Agreed	
13.3	Society of Local Council Clerks. Cllr Norcross proposed, seconded by Cllr Hanson that SPC approve the subscription to the Society of Local Council Clerks. Agreed	
13.4	Open Spaces Society. Cllr Norcross proposed, seconded by Cllr Trundle that SPC approve the subscription to the Open Spaces Society. Agreed	
FULL/25/14	NOTIFICATIONS AND REAFFIRMATION OF SPC GENERAL POWER OF COMPETENCE	
14.1	Steyning Parish Council Insurance Cover. - To note that the current Council's insurance policy cover expires on the 31 st August 2025. This year the policy schedule details will be subject to change as there are additions of assets and potentially some being transferred elsewhere.	CLERK
14.2	SPC Meeting Schedule - This had been agreed at the February 17th 2025 Full Council Meeting	
14.3	SPC Asset Register - The Clerk confirmed the current SPC Asset Register was agreed until 31 st August 2025.	CLERK
14.4	Members to agree reaffirmation of SPC's General Power of Competence – The clerk explained that each year there was a need to ensure members understood that the criteria	CLERK

allowing reaffirmation was met, and also via supporting papers what it meant for the Council to hold this power. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC meets the criteria for the 'General Power of Competence' and reaffirms it will use it if the need arises.
Agreed

14.5	Progress Report & Matters Arising items. - These items not discussed from the 14th of April 2025 meeting are to be taken to the June Full Council.	CLERK
FULL/25/15	SPC LAND REGISTER LIST APPROVAL	CLERK
15.1	The Clerk presented an unchanged SPC Land Register document for reapproval for this financial year. Cllr Norcross proposed, seconded by Cllr Linfield that SPC agrees the Land Register as per the document received via supporting papers. Agreed	
FULL/25/16	FINANCE AND GOVERNANCE MATTERS	
	To receive recommendations from the SPC Personnel Committee in consideration of achieving a positive resolution to an SPC Councillors outstanding code of conduct sanctions	CLERK
16.1.1	SPC Personnel committee met on May 15th to discuss the progress of Cllr Campbell's compliance with the sanctions recommended by the Independent Officer on 13 th January 2025 and adopted by SPC on January 20th 2025 for a period of 4 months. It was noted that Cllr Campbell had publicly stated on Monday 17 th February's Full SPC meeting that he refused to acknowledge he had displayed the bullying and intimidating behaviour perceived by others and, therefore, had nothing to apologise for (sanction 1). After much discussion the committee unanimously felt that this indicated that Cllr Campbell's behaviour was unlikely to change to achieve a collaborative and constructive working relationship. This observation is also based on Cllr Campbell's modus operandi over many years. It was also noted that during the previous 4 months of sanctions on Cllr Campbell that the work of all aspects of the Council had progressed efficiently, productively and co-operatively, and members wished this to be able to continue. Therefore, the Personnel Committee resolved to recommend two motions to full Council, to enable the sanctions on Cllr Campbell to be extended due to sanction 1 not being accepted or complied with.	
16.1.2	Cllr Young proposed, seconded by Cllr Ballance that the sanctions imposed upon Cllr Campbell {on the 20 th January 2025} be extended for a further 16 weeks. Agreed	
16.1.3	Cllr Young proposed, seconded by Cllr Hanson that SPC directs the Personnel Committee to compile an <i>impact assessment</i> on the business of the Council during the period of the sanctions. Agreed	
16.2	To agree section 1 and 2 of the SPC Annual Governance and Accountability Return 2024/25 Cllr Norcross proposed, seconded by Cllr S Alexander that section 1 and 2 of the <i>SPC Annual Governance and Accountability Return 2024/25</i> with associated notes be approved and sent to the external auditor having been first signed by the SPC Chair. Agreed	CLERK
16.3	To agree that the 'Notice of Public Rights' for the SPC AGAR Return 2024/25 be published. Cllr Norcross proposed, seconded by Cllr Young that the 'Notice of Public Rights' for the <i>SPC AGAR Return 2024/25</i> be published as per supporting papers.	CLERK
16.4	To receive a recommendation from the Neighbourhood Plan Steering Committee	CLERK
16.4.1	At the last public meeting of the Steering Committee on the 1 st of May the members discussed the changed circumstances involved in this field of endeavor. The withdrawal of the HDC Local Plan from further examination and consultation, plus the withdrawal of Locality Grant Funding opportunities (from the 1 st April 2025) for Neighbourhood Plan compilations and reviews has	

altered the necessity to complete the SPC Neighbourhood Plan review in the previously stated and agreed timescale. As has the speed of the Glebe Farm developers move towards their final *reserved matters* planning submission document.
The proposed commitment to a two-stage review will likely cost in the region of £34K and it was acknowledged that F&GP Committee would need to determine in its July meeting the final strategy and project priority for 2025/26 (inc to June '26).

16.4.2 There follows the Neighbourhood Plan Steering Committee's statement of intent:
*Cllr Richard Bell **proposed, seconded** by Paul Cotton that the Steering Committee recommends to Full Council that due to a change in circumstances, the Neighbourhood Plan Steering Committee review of the existing plan should now include all elements not yet included {such as the determination of a Housing Allocation or likely infrastructure development}. However that this is undertaken as a two-stage review, the first stage review being as per the original plan {to review and update existing text and to include design codes} and to then take this to public consultation. The second stage should continue alongside this with the Steering Committee engaging in a fully inclusive review. **Agreed***

16.4.3 Cllr Bell **proposed, seconded** by Cllr M Alexander that SPC approves the statement of intent from the Steering Committee, which had recommended a two stage review, subject to this being an agreed priority of the F&GP Committee. **Agreed**

FULL/25/17 **CORRESPONDENCE AND INFORMATION ITEMS**
17.1 None

FULL/25/18 **DATE OF THE ANNUAL PARISH COUNCIL MEETING:** **16th June 2025 at 7.30pm**

Meeting closed at 8.40 pm

Signed by the Chairman **Date 16th June 2025**

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

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

April 2025

Hi vis Patrol hours TOTAL:	78	ASB incidents TOTAL:	12
Foot - Steyning/Bramber/Upper Beeding	23/4/17	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	16/4/14	Neighbours	0
Notices/warnings TOTAL:	7	Driving/vehicles	6
Verbal warning	3	Bicycles	0
Parking alert	4	E-scooters	6
Yellow card warning (ASB)	0	Alcohol	0
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	
Reports into Police TOTAL:	10	Fly tipping / flyposting	1
Phone (including 101 and 999)	0	Graffiti	0
Online	4	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	6	Drug litter	0
		Hazards	1
Media Reports TOTAL:			
Press release/Community magazines	1		
Social media posts	4	Community events attended	4
Admin, Training, Meetings & Events	33	School contact	4
Vulnerable people welfare checks	3	Youth engagement	8
Signposting	11	Reports to DVLA	1
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning

We were sent photos of two people that were using electric scooters and disrupting the Farmers Market by acting antisocially. We spoke with some of the stall holders and people affected by the behaviour. We asked them to report to the police, 4 reports were made as a result. We sent the photos to the Police Community Support Officer (PCSO) and were able to identify the people in the pictures. The police have visited both people that were riding the electric scooters and given them a warning for if they are seen riding them again in public.

We were contacted about someone using an electric scooter, but they were struggling to report to the police online. We helped by instructing how to report this issue. We were able to identify the person in the photo and informed the PCSO. The police have visited the person riding the electric scooter to discuss not using it on public roads.

We attempted to stop two people sharing an electric scooter to speak with them, but they turned off the road and were not seen again on patrol. We have spoken with the pastoral care lead at Steyning Grammar School and have been able to identify them. We have requested their details be sent to the PCSO for them to be spoken to by the police.

We were contacted regarding a group acting antisocially along the Breach Close alley way after school. We have been carrying out additional patrols of the area and will address the littering and other issues as needed. While on school patrol we saw a young person pick up some turf that was piled up by the side of a house. We asked them to return it, which they did with no problems (Breach Close).

We met with a couple that have had ball bearings fired at their cars, causing damage to the windows and sound system. We are making enquiries into if a campaign can be carried out asking for witnesses with an incentive. This would need to be done through the police and cannot be done privately.

We were contacted regarding people banging on a front door and throwing stones at the house. We signposted the resident to report to the police and informed the PCSO.

We were informed of people taking photos of the SGS building from the coach park and were given photos of two men and a vehicle as the behaviour seemed suspicious. Informed police and included on patrols but no return.

We were informed of three males trying to gain access to the Steyning Grammar School boarding site. Included on our patrols.

We received a report of two young people riding an electric scooter and potentially using a catapult. We are given a photograph and after meeting with the school we think we know who they are, however, the photo we were given was not 100% conclusive. We have informed the police and are keeping an eye out on patrol for these two individuals.

Bramber and Upper Beeding

Nothing to report.

UPDATES FROM MARCH

Mamma Mia shoplifting – No further reports.

Racism – A police officer spoke with people directly involved. We have not had any further updates.

Ball bearings – We were sent a photo of a person seen with a catapult. Please see actions taken in section above.

Assault – An arrest was made.

Parking/vehicles

Steyning

A Co-Op delivery van driver came to the police station as cars had parked on both sides of the road at the bend of Charlton Street by the tennis courts. This meant the lorry could not pass. A passerby knew who owned one of the cars so luckily we were able to get one of the vehicles moved so that the lorry could pass. We left a parking alert on the car parked on the inside of the bend asking them not to park there. The following day we issued 2 more parking alerts with the same request to different cars.



We spoke with the owner of a car who left it parked with windows open and keys in the ignition. They didn't see the issue but did take the keys with them.

We were informed of a car that had been abandoned in Cripps Lane. We went to have a look and the car had been moved and was not there.

Bramber

Nothing to report.

Upper Beeding

Newland Road – a car was reported to us last month for having an expired MOT and that the road tax is nearing its expiry date. The road tax expiry date has now passed and this has been reported to the DVLA.

We were informed of a van being parked on a regular basis that is obstructive of one of the bus stops on the High Street. We will carry out patrols and request the van be parked elsewhere if seen. We issued a parking alert to a truck that was parked at the bus stop, the driver was not in the car.

We were informed of a car that had been abandoned on the High Street. We checked the status of the car and it is not classed as abandoned as it is taxed but the MOT has expired, as such it can stay where it is on the road as there are no restrictions. The original report and the condition of the car suggest it has not been driven in some time. If we see that the car has been driven without an MOT we will report the car to the police.

We were asked for advice on cars parking on the junction of Dawn Close and Dawn Crescent. There are no parking restrictions here so the Parking Team would not be able to issue tickets. We will seek advice for if any action can be taken.

[Fly tipping/littering/graffiti](#)

Steypning and Bramber

Nothing to report.

Upper Beeding

We reported a large amount of fly tipping on the road to Truleigh Hill.

[Community engagement/events/meetings](#)

We were joined by a new Neighbourhood Warden that has started working for the Horsham team. We were also joined by a Southwater Warden to help share ideas and improve communication between the different schemes.

We attended the Steering Group meeting.

Steypning

We held our Board Game Café at Penfold Hall (2nd Tuesday of the month).

We held a coffee club and games at Dingemans and had a good attendance.

We attended a meeting with the police and HDC Anti-social behaviour case worker to discuss a group of people that are taking part in anti-social behaviour on a regular basis. The problem is that not enough people are reporting and willing to make statements due to feeling intimidated. This means the police are not able to take any action against them as they need the evidence. We will continue to encourage people to report any issues they may have. The police will speak with them about the use of electric scooters.

We collected around 20 teddy bears that were kindly donated by parents after the primary school included in their bulletin that residents of Dingemans will be running an "Adopt a cuddly" stand as part of their community fair.

Bramber

Nothing to report.

Upper Beeding

We held our weekly drop-ins at The Hub. We have met a lot of residents and visitors to the area. We have let a lot of people know about the Neighbourhood Warden role and have promoted the Boardgame Cafes to those that are interested. We helped with advice over double yellow lines. We also signposted people to Community Link (a HDC service that provide fall alarms and technology to support people in their homes).

We held our Board Game Café at Beeding and Bramber Village Hall (Last Tuesday of the month). We are continuing to work on promoting the Café to build the numbers. Those that attended have enjoyed learning new games.

Patrols (foot/visible and car)

Steyning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft
- Schools
- Mouse Lane

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
- After school patrols

Older, vulnerable people and youth

Steyning

While on patrol we came across a person with dementia. A neighbour of theirs had found them near the Farmers Market and was unable to contact the woman's husband. We helped in trying to contact people that may have the husband's mobile number. After a short amount of time, we saw the husband and were able to reunite them. We passed on our details and arranged to meet with them to discuss any additional measures that can help to keep her safe in the community. We met with them and passed on information about the Herbert Protocol and Community Link.

A resident was concerned for a neighbour they had not been able to get hold of for a few days. We checked the property and spoke with the manager. The resident was in hospital which we relayed onto the person that raised the concern.

We relayed information about how to apply for funding for a resident that had enquired about trampolines for the Dingemans residents. This doesn't seem to be a viable option. We contacted the Sports Development Officer for Horsham District Council to see if they had any suggestions. They are asking their contacts at the Leisure Centres for us to see if there are any that can be donated.

Bramber

Nothing to report.

Upper Beeding

While on patrol of Truleigh Hill we saw two people sitting next to the bridge that crosses the A27. We spoke with them and made sure they were ok, we asked them to leave to sit in a safer location which they were happy to do.

Dog related issues

Bramber

We were notified of a near miss between two dogs by Horsham District Councils Community Safety Officer.

Steyning and Upper Beeding

Nothing to report.

Cycling

Nothing to report.

Parish specific/other

Steyning

We received a call about a group that had set a fire at the rifle range but unfortunately were not on shift at the time of the call. The resident could see the smoke and was concerned. There is a Steyning Downland Scheme fire pit in this area. We called the resident when we received their message and patrolled the area, there was no evidence of a fire, other than what was in the fire pit so no further action was needed.

Bramber

Nothing to report

Upper Beeding

We were contacted about a bonfire in the Steyning Grammar School Towers site during the school holidays. We visited the site, the grounds keeper was burning bracken but had just finished when we spoke with them.

We gave the contact details for the Parish Council for a resident that wanted to speak with the Clerk.

We have been working on trying to get the abandoned car on Beeding Hill removed. We have been speaking with stakeholders to try and get a better understanding in the difficulties of why it hasn't been moved. The owner of the car is not able to move it at this time and the location poses a problem for removal companies to access the car. We are continuing with our efforts to have the car removed.

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

May 2025

Hi vis Patrol hours TOTAL:	79	ASB incidents TOTAL:	13
Foot - Steyning/Bramber/Upper Beeding	24/4/17	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	16/4/14	Neighbours	0
Notices/warnings TOTAL:	5	Driving/vehicles	5
Verbal warning	5	Bicycles	0
Parking alert	2	E-scooters	7
Yellow card warning (ASB)	0	Alcohol	1
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	8
Reports into Police TOTAL:	7	Fly tipping / flyposting	1
Phone (including 101 and 999)	0	Graffiti	0
Online	5	Dog fouling	2
Intelligence report	0	Litter	0
Verbal	2	Drug litter	0
		Hazards	5
Media Reports TOTAL:			
Press release/Community magazines	2		
Social media posts	5	Community events attended	6
Admin, Training, Meetings & Events	32	School contact	2
Vulnerable people welfare checks	4	Youth engagement	5
Signposting	6	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning

A resident had reported an incident of verbal abuse and intimidation to the police. They spoke with us regarding concerns that the situation may escalate. We discussed the situation with the Police Community Support Officer (PCSO) and the advice given was if they feel unsafe at any point to call 999.

Following an issue at the Farmers Market last month we stayed for the morning and engaged with many members of the public. The group that had caused problems did attend. We made sure they weren't acting antisocially and spoke with them. After a short amount of time they left. We had quite a lot of good feedback and the stall holders were happy we were present to deal with the group.

The Co-op informed us of a group that stole some alcohol. We signposted them to report directly to the police.

One of the people that received a warning for using an electric scooter last month was filmed driving their electric scooter antisocially on a public road. This was reported to the police and is being investigated. We passed on the reference number to the PCSO to flag the warning that has already been given. We were asked to ID the person in the footage which we were able to assist with. On a separate occasion we were notified of this same person using their electric scooter and being verbally abusive. We signposted the member of the public to report to the police.

We notified the PCSO of a person that we were able to identify using an electric scooter along Goring Road.

We challenged an electric scooter user that was trying to exit Sheep Pen Lane onto the High Street. They also had a small child riding on the scooter with them. We saw them ride to the MPF so went and spoke with their parents,

with them both present, and explained that they are illegal on public roads and can be seized by the police. We informed the PCSO that we gave a warning.

We spoke with an electric scooter user on the High Street. We informed them they were illegal and asked for their name. We also engaged with them and discussed their future prospects at college.

We spoke with a person using an electric scooter on Castle Lane, we informed them electric scooters are illegal and that the police could seize it if used. We took their name and will pass on details to the police if seen again. We informed the PCSO that we have given a warning.

We were reported 2 drunk males trying to cycle a bike through the Steyning Grammar site. They were stopped by staff at the time. We checked in with the leisure centre and was able to identify one of the people in the video. They have reported it internally and will let us know if there are any further issues.

We were updated that there have been several break-ins at the Ukrainian Refuge site. We will be looking at the CCTV to see if we can identify any of the offenders and will be carrying out more patrols of the area as a deterrent and a reassurance for those using and volunteering at the site.

We were called about a drunk person that had shouted at passersby. We attended and spoke with the person for a long time. They were locked out and waiting for someone to return home to let them in. We called an ambulance due to mental health issues that were raised.

Bramber

Nothing to report.

Upper Beeding

We challenged a person over the use of an electric scooter. We took their name as a record of speaking with them and made the PCSO aware.

We carried out evening patrols of the MUGA as broken glass has been an issue.



UPDATES FROM APRIL

The police have visited 3 people that we have been able to identify that have been riding electric scooters. They have been given warnings for if they are seen riding them in public.

Breach Close – Continued patrols of Breach Close around school times, no further incidents reported.

Ball bearings – No further incidents reported.

Banging on the door and throwing stones – No further incidents reported.

Parking/vehicles

Steyning

We spoke with a driver that was parked on the bed by the tennis club in Charlton Street. We explained to them the problems of parking there with lorries trying to pass and asked if they could not park there again.

Cars have been parking overnight at the Cricket Club. This is not something we can enforce but have spoken with a member of the management team as it is something they are having regular issues with.

We were informed of an ice-cream van that was trading outside of Steyning Grammar and Steyning Primary school. They then were selling from the MPF/Crick Club car park without permission from the Parish Council. The PC had been notified at the time. We have informed the Licensing department for Horsham District Council as the sellers have been trading on prohibited streets without the correct trading licenses across the Horsham District.

A different ice cream van came to sell at the MPF. We checked with the Parish to see if they had permission to trade which they did not. We asked them to leave which they did. We advised they contact the Parish Council if they want permissions to trade there.

We were informed by the PCSO of a report of stickers being placed over the payment machines at the car parks that were directing people to a scam app for payment. We checked the pay machines and could not see any stickers. We also let the parking wardens that were on patrol aware so they can check the payment machines as well.

We received a report of vehicles being parked on the pavement. We advised they speak with their neighbour regarding the parking and report to Operation Crackdown if necessary.

Bramber

Nothing to report.

Upper Beeding

We had a report of a car parked on the junction of Pound Lane and Undermill Road. The vehicle had moved on, but we will issue parking alerts when possible to vehicles parked here.

[Fly tipping/littering/graffiti](#)

Steyning

We reported two tyres on Bostal Road that had been flytipped.

Bramber

Nothing to report.

Upper Beeding

[Community engagement/events/meetings](#)

Using the money we were donated from the Wilson Memorial Trust and Making A Difference Locally charity, we have ordered more games and equipment for the boardgames cafes. We have assessed all of the games that we have acquired for the boardgame café, many of which were donated. Those that are not suitable for the café have been donated to Oxfam.

Steyning

We held our Board Game Café at Penfold Hall (2nd Tuesday of the month).

We held a coffee club and games at Dingemans.

We donated some games to the Youth Club.

Bramber

Nothing to report.

Upper Beeding

We held our weekly drop-ins at The Hub. This has been a good chance to check in with residents and for people to report issues.

We held our Board Game Café at Beeding and Bramber Village Hall (Last Tuesday of the month). We had 4 new attendees this week and will continue to try and advertise to increase the numbers.

Patrols (foot/visible and car)

Steypning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft
- Schools
- Mouse Lane

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
- After school patrols

Older, vulnerable people and youth

Steypning

We were called by a resident as his wife with dementia had gone missing. We had met with them earlier on in the week so knew what she looked like. We helped with the search. Someone had found her on Mouse Lane and kindly took her to the Health Centre. We met her there with another person that was helping with the search and walked her back home after collecting her husband on the way.

We contacted the Sports Development Officer to see if they could assist with getting trampolines for the residents of Dingemans.

We engaged with a homeless person that was in the bus shelter. This person does not want any housing assistance and visits the town on a somewhat regular basis for a few days at a time. We carried out a welfare check and will continue to do so while they are in the town.

We responded to a call about two young people trying to gain access to the Ukrainian Refuge premises. While parking up we saw a young person getting dropped off in a suspicious situation. It may not have been anything but we made the head of boarding aware.

Bramber

Nothing to report.

Upper Beeding

While on patrol of the recreation ground, two young people playing football lost their ball in amongst the stinging nettles. We got it out for them which they were grateful for.

Dog related issues

Steypning

A member of the Cricket Club management team spoke with us regarding dog fouling, and owners allowing their dogs to run across the square and not keeping them under control.

We received a report of repeat incidents of dog fouling on the footpath by the primary school. We will continue to patrol the area and challenge anyone not picking up after their dog, we will also put up some new signage.

Bramber

Nothing to report.

Upper Beeding

A resident reported some issues relating to potentially dangerous dogs that could get into the field due to low fencing. Unfortunately we are not able to enforce anything in relation to this as the dogs haven't escaped.

Cycling

Steypning

We were informed of a bike that had been left outside Springwell's hotel for a few days. The bike was not chained up and they were concerned it had been stolen. We contacted the police and moved the bike to a secure location.

Bramber and Upper Beeding

Nothing to report.

Parish specific/other

Steypning

We reported a broken litter bin on Church Street to Horsham District Council.

We were called about a broken bit of fencing around the play area at Fletchers Croft. We picked up the broken post as there were nails sticking out of it and handed it in at the office for a repair to be made.

Upper Beeding

While hosting a drop-in at The Hub, we received a report of a loose water meter cover on Monks Walk. A child was injured on their way into school that morning because of tripping on the cover. Southern Water had been notified but it was unclear when a repair would be made. We placed a cone over the loose cover to prevent any further accidents until the repair is made.

We have been doing a lot of work to try and raise the profile of the abandoned car on Beeding Hill to get it removed. It is currently sitting with Paul Linehan and WSCC.



Bramber

Nothing to report

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

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

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

SBUB.wardens@horsham.gov.uk

The Council continues to seek resolution regarding an ongoing Code of Conduct Issue. However, Cllr Campbell has now threatened a Judicial Review against SPC on the grounds of what he believes to be improper process and procedure when SPC agreed to extend his sanctions.

Briefing Note

On the 3rd June 2025, Cllr Campbell informed the Clerk's office, via a pre-protocol letter, of his intention to serve upon the Council a Judicial Review. Item 8.1 is on the agenda so that it is possible for the Council to consider and respond to that letter. For your information, the Pre-Protocol letter he compiled is noted separately under Confidential Supporting paper 8.1.2

NB A Judicial Review is a court proceeding which allows a Judge to review the lawfulness of a decision or action made by a public body – in this case this would be the decision from the last Full Council meeting to extend sanctions.

The Council has a policy stating that it is committed to the elimination of any form of intimidation in the workplace and that it will not tolerate bullying and harassment. However, Cllrs need to remember that this item is not to discuss whether or not Cllr Campbell has breached SPC's Code of Conduct Policy, nor to discuss any reasoning either for or against the Standards Committee's recommendations. This item is simply to determine whether Cllrs believe SPC has followed the process and procedure lawfully when it agreed to extend Cllr Campbells sanctions at the last Full Council Meeting.

The response needs to be in two parts and these are noted below.

Background

Sanctions were agreed by SPC against Cllr Campbell in January 2025. It is clear that Cllr Campbell has not complied with the main sanction – To provide an apology to Council and Clerk, and thereby he has not complied with the **SPC Code of Conduct point 8.4 which states:**

As a Councillor, I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

On this basis, the Personnel Committee reviewed the situation and made a recommendation to Full Council to extend the period of the sanctions.

However, Cllr Campbell says that SPC has wrongly imposed upon him a **new** sanction, and that he was not given ample opportunity to defend his position.

NB It is inappropriate for a Parish Council to agree a new sanction and impose it upon a Councillor without first having it recommended by the Principal Authority (HDC), with that Authority needing to first apply a Code of Conduct process set up under Sections 27 and 28 of the Localism Act 2011.

It certainly appears HDC followed their Code of Conduct procedure, and when SPC agreed the recommendation from the Personnel Committee to extend the period of the sanctions to allow Cllr Campbell further time to comply with those sanctions, SPC believed it was basing its decision upon the ability to interpret and act upon the agreed recommendations from the HDC Standards Committee which were adopted by SPC (thereby not imposing a new sanction,

merely extending an existing one), and remembering the sanctions included the following:-
The review of progress to Steyning Parish Council Procedures, Guidelines and Policies, may result in extension to sanctions.

Indeed the Standards team, when noting that Cllr Campbell had not complied with sanctions had said that SPC should note the following – ***‘Whilst we cannot advise you how to deal with this going forward, this is a matter and a decision for yourselves’***

The main point of contention therefore is whether the sanctions could be extended by the SPC based upon the review sanction noted above or whether HDC need to be involved once again to make a decision and provide SPC with another Decision Notice which then SPC would consider adopting, thereby potentially extending the sanctions. **The Clerk has sought legal advice on this point**

SPC’s response to the threat of a Judicial Review from Cllr Campbell

Part 1.

First SPC needs to agree a motion based upon, but not limited to, the following suggested framework of options for a response.

Option 1.

Cllr Campbell apologises to the Council and Clerk as recommended by HDC and agreed by SPC in January 2025, and the remaining term of the sanctions is removed by Council’s agreement. This may lead to the threat of Judicial Review being removed, and with a positive shift in behaviour, a long-term resolution could be achieved.

Option 2.

The current sanctions remain in place due to Cllr Campbell’s non-compliance and the Council potentially is taken to court by Cllr Campbell, with SPC spending time and money funding a case. This would have an adverse impact on the provision of council services.

Option 3.

The current sanctions remain in place due to Cllr Campbell’s non-compliance and the Council seeks to set up as soon as possible an ‘alternative dispute resolution’ by working with Cllr Campbell towards an agreed resolution and thereby avoiding a potential Judicial Review, with joint agreement.

Option 4.

The council agrees to discuss with Cllr Campbell ways of resolution and will readopt the SPC Civility and Respect resolution (Full Council November 2023) and will suspend the sanctions while these discussions are ongoing. If SPC were to suspend or rescind sanctions there must be a reciprocal arrangement of suspension or withdrawal of a JR threat

Option 5.

The current sanctions are suspended or removed while SPC seeks to refer the matter back to the Standards Committee / Monitoring Officer, as under Part 9.2 of HDC arrangements and process / procedure in dealing with complaints it details as follows: ***If any sanctions are applied that require the Subject Member’s agreement or participation, such as training, conciliation, apology, or remedial action, and are not undertaken satisfactorily by the Subject Member within the specified time, then the matter may come back to the Monitoring Officer or Standards Committee or Sub-Committee to consider any further sanctions, in consultation with the Independent Person.***

Part 2.

Then SPC needs to ensure the Clerk responds back to Cllr Campbell using the following guidelines

20. Defendants {SPC} should normally respond within 14 days using the standard format at Annex B. Failure to do so will be taken into account by the court and sanctions may be imposed unless there are good reasons. ⁶ Where the claimant is a litigant in person, the defendant should enclose a copy of this Protocol with its letter.

21. Where it is not possible to reply within the proposed time limit, the defendant should send an interim reply and propose a reasonable extension, giving a date by which the defendant expects to respond substantively. Where an extension is sought, reasons should be given and, where required, additional information requested. This will not affect the time limit for making a claim for judicial review ⁷ nor will it bind the claimant where he or she considers this to be unreasonable. However, where the court considers that a subsequent claim is made prematurely it may impose sanctions.

22. If the claim is being conceded in full, the reply should say so in clear and unambiguous terms.

23. If the claim is being conceded in part or not being conceded at all, the reply should say so in clear and unambiguous terms, and—

(a) where appropriate, contain a new decision, clearly identifying what aspects of the claim are being conceded and what are not, or, give a clear timescale within which the new decision will be issued;

(b) provide a fuller explanation for the decision, if considered appropriate to do so;

(c) address any points of dispute, or explain why they cannot be addressed;

(d) enclose any relevant documentation requested by the claimant, or explain why the documents are not being enclosed;

(e) where documents cannot be provided within the time scales required, then give a clear timescale for provision. The claimant should avoid making any formal application for the provision of documentation/information during this period unless there are good grounds to show that the timescale proposed is unreasonable;

(f) where appropriate, confirm whether or not they will oppose any application for an interim remedy; and

(g) if the claimant has stated an intention to ask for a protective costs order, the defendant's response to this should be explained.

If the letter before claim has stated that the claim is an Aarhus Convention claim but the defendant does not accept this, the reply should state this clearly and explain the reasons. If the letter before claim has stated that the claim is suitable for the Planning Court and/or categorisation as “significant” within that court but the defendant does not accept this, the reply should state this clearly and explain the reasons.

24. The response should be sent to all Interested Parties ⁸ identified by the claimant and contain details of any other persons who the defendant considers are Interested Parties.

ANNEX B

Response to a letter before claim

Information required in a response to a letter before claim

1 The claimant

(Insert the title, first and last names and the address to which any reply should be sent.)

2 From

(Insert the name and address of the defendant.)

3 Reference details

(Set out the relevant reference numbers for the matter in dispute and the identity of those within the public body who have been handling the issue.)

4 The details of the matter being challenged

(Set out details of the matter being challenged, providing a fuller explanation of the decision, where this is considered appropriate.)

5 Response to the proposed claim

(Set out whether the issue in question is conceded in part, or in full, or will be contested. Where an interim reply is being sent and there is a realistic prospect of settlement, details should be included. If the claimant is a litigant in person, a copy of the Pre-Action Protocol should be enclosed with the letter.)

6 Details of any other Interested Parties

(Identify any other parties who you consider have an interest who have not already been sent a letter by the claimant.)

7 ADR proposals

(Set out the defendant's position on any ADR proposals made in the letter before claim and any ADR proposals by the defendant.) An ADR should be on terms agreeable to both parties

8 Response to requests for information and documents

(Set out the defendant's answer to the requests made in the letter before claim including reasons why any requested information or documents are not being disclosed.)

9 Address for further correspondence and service of court documents

(Set out the address for any future correspondence on this matter)

Item 8.2.1

Steypning	
	Assets / liabilities
	Bramber Brooks
ST/16/1	Land at Penlands Vale, Steypning
ST/13/10/1	Footpath r/o Shooting Field, Steypning
ST/22/10/1	Land at Vicarage Lane, Steypning
ST/22/10/2	Land at Vicarage Lane, Steypning
ST/14/20/2	Land at Norman Way, Steypning
ST/19/30/3	Leased land, sub station, Shooting Field, Steypning
ST/3/20/1	Leased land, St Andrews Parish Church, Steypning
ST/20/1/2	Leased to W.S. Primary Care Trust
ST/8/60/1	Leased land, Steypning swimming pool
100626	Leisure centre
100449	Fletchers Croft Car Park
100066	High Street Car Park (Steypning)
100068	Newmans Gardens Car Park
100067	Church St Car Park Steypning
100103	P.C. & BUS SHELTER @ STEYNING - 80%
	Toomey Road
	Bus Shelter, Dingemans Court, Shooting Field, Steypning
	Public Convenience & Bus Station, High Street, Steypning
	Public Conveniences, High Street, Steypning
	Steypning Health Centre, Tanyard Lane, Steypning
	Fletchers Croft, Church Lane Steypning: open Space

TRANSFER OF ASSETS WEBINAR

Notes for SPC Members information

Introduction

We will be looking at three types of Transfer of assets to a local Council by a Principal authority

- (1) Voluntary Transfers
- (2) Transfers as a result of a governance review
- (3) Automatic transfers

Property assets are generally transferred by way of freehold transfer, sometimes subject to an existing lease, or the grant of a lease. A licence is not a transfer of the property, it merely granted stated rights.

Non property assets are transferred by way of assignment of the benefit, or burden of the contract

In all cases the Principal Authority will intend that the local Council acquires the asset subject to all existing liabilities. A Transfer of public toilets may, for instance, be subject to the local Council taking on an existing cleaning and maintenance contract

Initial steps

When offered an asset the local Council should

- (1) Consider whether it has the power to acquire it
- (2) Consider whether it has the power to manage the asset, or if it does not, what structure will enable it to manage the asset in the interests of the community
- (3) Budget to take professional advice on the terms of the transfer
- (4) Employ professional assistance
- (5) Engage with the local community

Voluntary Transfers

For many years Principal authorities have been transferring assets to local Councils as they seek to divest themselves of discretionary services.

These transfers have frequently been on terms which reserve substantial benefit to the Principal authority in the event of an eventual sale or disposal of the asset by the local

Council. This benefit is by way of overage, whereby in the event of a change of use or a sale within a stayed number of years a fixed percentage of the proceeds of sale or the increase in value is payable to the Principal authority.. The number of years and the percentage vary considerably.

In addition the Principal authority often imposes a restrictive covenant whereby the use of the Property is limited to a specific use. In the event that the local Council wishes to change the use consent will be required from the Principal Authority for which they will be entitled to compensation. This is in addition to any amount payable under an overage clause.

The benefit of the overage provisions, and any restrictive covenant, will automatically pass to the successor to the original Principal authority and be enforceable by them.

The overage and the covenant will be registered at the Land Registry against the local Council's title therefore ensuring that the provisions are enforceable.

If a lease has been granted to the local Council by the Principal authority, the benefit will pass to the successor authority

The Principal Authority has the power to transfer property to a local authority at less than market value

Transfers as a result of a governance review

Local Councils can expect to be offered more assets of the existing Principal authority as a result of a review which results in the formation of a larger Unitary authority.

Typically these include car parks, open spaces, recreational facilities and community buildings. The terms upon which they are offered vary considerably, and in some cases it is possible for the local Council to negotiate a transfer free of future obligations, such as overage or restrictive covenant, and infrequently with a financial contribution towards future maintenance.

The local Council will take the property subject to any restrictions that are in the title. This may include covenants imposed at the time that the property was acquired by the Principal Authority. The title therefore has to be examined to ensure that the nature of those obligations is clear and that the Principal authority has title to the property.

The property which is in the name of the Principal authority as at the date that the new Unitary or other authority comes into existence will automatically be transferred into the name of the new authority. This is done by way of Order and not by way of transfer of individual properties. This can cause errors, and it is essential that the local Council checks, usually some months after the creation of the new authority that the title of the local Council to their property has not inadvertently been affected by the authority. Following the last review a number of local Councils discovered, when they came to

have dealings with the property, that the Land Registry had changed the identity of the registered proprietor to that of the Principal authority. In some cases it has taken some time for this error to be corrected.

Where a property is transfer to the local Council which has staff associated with it, such as a caretaker or maintenance staff, TUPE will apply and the local Council will become the employer on the same terms of employment as were applicable to the employment by the Principal authority. When contemplating acquiring an asset the local Council should obtain details of the staff i(other than personal details) at an early stage in order they can assess the implications.

Some assets, such as public conveniences, are transferred subject to existing contracts for maintenance or other services. Generally the local Council will take the property subject to those contracts. The terms of the contract need to be carefully considered particularly regarding bringing the contract to an end, or whether it contains automatic renewal terms. Frequently notice has to be given by a particular date or time.

When offered the assets, the Council is advised to carefully consider their acquisition as it should not be considered that the new Authority will automatically continue to provide the service or the facilities as previously provided by the Principal Authority. A number of local Councils have declined the transfer of assets such as public conveniences, only to discover that the new Authority has closed them and disposed of the site to outside parties who are changing the use. A considerable number of local Councils have acquired public conveniences and have reorganised them enabling them to use part of the space for other purposes.

Having agreed to acquire the asset, it does not mean that the local Council necessarily has to run the facility. However it should not be an automatic reaction that the asset should be transferred to a Charity. If this happens the transfer is a disposal for the purposes of s127 of the Local Government Act 1972, and more importantly, once transferred to a charity, the asset can never be returned to the local Council as local authority. The local Council in such circumstances should consider leasing the property to a Charity. This enables them to recover the property at the end of the lease, or if the Charity ceases to function

If the property is held by the principal Authority as Trustee of a Charity or trust, the transfer of the property to the local Council will be on the same terms and subject to the same trusts.

There are other organisations available to a local Council to run facilities, such as a Community Interest Company or even a straightforward commercial limited company

Automatic Transfers

There are few circumstances where the title to property is transferred automatically without the need for a formal transfer deed.

The main circumstances relate to the position where a new local Council is created as a result of a governance review. If the Principal authority has owned allotments they will automatically be transferred to the new local Council on that Council coming into existence. There will be an Order transferring assets, but no further documentation. It should be noted that the local Council takes the assets in their existing state and condition and cannot refuse to take the property.

If other assets are transferred as a result of an Order they will be acquired by the local Council in their existing state and condition and cannot be refused once the Order is made.

Where a local Council has been using part of premises owned by a principal Authority such as a Town Hall, the Council may have acquired user rights. This is a complicated subject but does mean that in the event of a sale of the property by the Principal Authority the local Council has to be consulted and is usually entitled to a proportion of the proceeds of sale. In the event of a disagreement there is a mechanism for the Secretary of State to arbitrate.

Roger Taylor

Asma Shamim

Wellers Solicitors



Data Retention and Disposal Policy

Adopted Date: 18th Sept. 2023
Review Date: July 2024

1 Introduction

1.1 The guidelines set out in this document supports the Council's Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation & The Data Protection Act 2018 and other associated legislation.

1.2 It is important that the Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.

1.3 The Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2 Aims and Objectives

2.1 It is recognised that up to date, reliable and accurate information is a vital to support the work that the Council do and the services that it provides to its residents. This document will help us to:-

- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Data Protection Act 1998, the General Data Protection Regulation, the Data Protection Act 2018 and the Environmental Information Regulations 2004.
- Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist them as they carry out their daily duties, or if searching for information requested under the Freedom of Information Act.
- Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

3 Scope

3.1 For the purpose of this Strategy, 'documents' includes electronic, microfilm, microfiche and paper records.

3.2 Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

4 Standards

4.1 The Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A. This document provides a framework for good practice requirements for retaining information.
- Personal information will be retained in locked filing cabinets within the Clerk's Office access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked cabinet in the Clerk's Office.
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.
- Wherever possible only one copy of any personal information will be retained and that will be held within the Clerk's Office.

5 Breach of Policy and Standards

5.1 Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy and Standards may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

6 Roles and Responsibilities

6.1 The Clerk has overall responsibility for the policy.

6.2 The Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

6.2 Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.

6.3 The Clerk responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in accordance with their 'sensitivity' (i.e. whether they are normal waste or 'Confidential Waste')

7 Confidential Waste

7.1 Fundamentally any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations, is available on the website or is open to public inspection should NOT be treated as confidential waste.

7.2 However, any information that is protected by the Data Protection Act or as Confidential under the Councils Constitution should be treated as confidential waste for disposal purposes.

7.3 Examples of what constitutes confidential waste:

- Exempt information contained within committee reports.
- Files containing the personal details of an individual and files that predominantly relate to a particular individual or their circumstances. For example, completed application forms and letters.
- Materials given to us on a 'confidential' or on a limited use basis e.g. material provided by contractors or the police.

7.4 Examples of what does not constitute confidential waste:

- Documents that are available to the public via our web site or by submitting an appropriate search request to ourselves for general information.
- All reports and background papers of matters taken to Committee in public session unless specifically exempt

8 Disposal of Documentation

8.1 Confidential waste which clearly shows any personal information or information which can be identified using the parameters set out in 7.3 will be shredded within the council buildings.

9 Retention

9.1 Timeframes for retention of documents have been set using legislative requirements and the Chartered Institute of Personnel and Professional Development (CIPD) guidelines.

9.2 Throughout retention the conditions regarding safe storage and controlled access will remain in place.

9.3 Disclosure information appertaining to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.

9.4 Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using the shredder in the Reception office.

9.5 Any unauthorised employee accessing or attempting to access Disclosures or Disclosure information or personnel records will be dealt with under the Council's disciplinary procedures.

9.6 The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by those officers responsible for the management of these particular documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'

10 Storage and Access

10.1 Disclosure information is kept separately from personnel files and in securely lockable, non-portable cabinet with access strictly controlled and limited to the Clerk, and/or Deputy Clerk.

11 Handling

11.1 The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to whom Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

11.2 Personal information will only be available to those who are authorised officers.

11.3 Customers details and information will be kept up to date and reviewed annually by an authorised officer.

12 Usage

12.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/employee's consent has been given. Disclosure Information will be shared between different areas of the Council, if necessary.

12.2 Where Disclosure information is shared with anyone other than the Clerk, and the Deputy Clerk the employee must be given a reason why this information is being shared.

APPENDIX A

Recommended Document Retention Timescales

The retention period should be the number of years specified plus the current financial period (i.e. three years plus the current period, therefore at least three years documentation will always be retained at any given point in time).

This list is not exhaustive; if you are unsure about any document, contact the Parish Clerk or Deputy Clerk for clarification.

Document Retention Period

Finance

Document	Retention Period
Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	5 years
Records of all accounting transactions held by the Financial Management System	At least 5 years
Cash Books (records of monies paid out and received)	6 years
Purchase Orders	6 years
Cheque Payment Listings (Invoices received)	6 years
Payment Vouchers Capital and Revenue (copy invoices)	6 years
BACS listings	6 years
Goods received notes, advice notes and delivery notes	3 years
Copy receipts	6 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Journal Sheets	5 years
Ledger / Trial Balance	10 years
Year-end ledger tabulations – ledger details and cost updates	5 years
Published Budget Books	Indefinitely
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statement (Disk Space) and Instructions to banks	6 years
Bank Statements (Hardcopy)	6 years
Banking Records including Giro cheques, bills of exchange and other negotiable instruments	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	2 years
Cancelled Expenditure cheques	2 years

Bank Reconciliation	6 Years
Cheques presented / drawn on the Council bank accounts	3 years
Prime records that money has been correctly recorded in the Councils financial systems	3 years
Grant/Funding Applications & Claims	5 years
Precept Forms	Indefinitely
Internal Audit Plans/ Reports	3 years
Fees and Charges Schedules	5 years
Time sheets and overtime claims	6 years
Payroll and tax information relating to employees	6 years
Payroll costing analysis	2 years
Records of payment made to employees for salaries / wages (including intermediate payslips)	6 years
Statutory end of year returns to Inland Revenue and Pensions Section	Indefinitely
Loans and Investment Records; temporary loan receipts and loan tabulations	6 years (after redemption of loan)
VAT, Income Tax and National Insurance Records	6 years
Current and expired insurance contracts and policies indefinitely Insurance records and claims	6 years
Capital and contracts register	Indefinitely
Final accounts of contracts executed under hand	6 years from completion of contract
Final accounts of contracts executed under seal	12 years from completion of contract
All Other reconciliations	3 years

Personnel

Unsuccessful application forms	6 months
Unsuccessful reference requests	1 year 6 months
Successful applications forms and CVs	For duration of employment + 5 years
References received	For duration of employment + 5 years
Statutory sick records, pay, calculations, certificates etc.	For duration of employment + 5 years + 3 years
Annual leave records	For duration of employment + 5 years + 3 years
Unpaid leave/special leave	For duration of employment + 5 years + 3 years
Annual appraisal/assessment records	Current year & previous 3 Years
Time Control Records	2 years
Criminal Records Bureau Checks Disclosure and Barring Service Records	6 months For duration of employment
Personnel files and training records	5 years after employment ceases
Disciplinary or grievance investigations – proved - Verbal - Written - Final warning - Anything involving children	6 months 1 year 18 months permanently
Disciplinary or grievance investigations - unproven	Destroy immediately after investigation or appeal

Statutory Maternity/Paternity records, calculations, certificates etc	3 years after the tax year in which the maternity period ended
Wages/salary records, overtime, bonuses, expenses	6 years
Councillor Code of Conduct - Decision Notices	2 years published on SPC Web Site 6 years in SPC Archive

Corporate

Minutes and reports of Committee meetings	Indefinitely - files up to the Year 2000 to be transferred to WSRO
Minutes and reports for Special Committee meetings	Indefinitely - files up to the Year 2000 to be transferred to WSRO
Minutes and reports of sub-committees	Indefinitely - files up to the Year 2000 to be transferred to WSRO
Notes and reports of working groups	Indefinitely - files up to the Year 2000 to be transferred to WSRO
Policies and procedures	Until updated or reviewed
Asset Management records	Indefinitely
Asset management reports	Indefinitely
Internal audit records	3 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk management reports	Indefinitely
Performance reports	Indefinitely
Equalities data	Indefinitely
Questionnaire data	Indefinitely
Details regarding burials	Indefinitely
Drivers logbooks and mileage	6 years
Vehicle maintenance and registration records (all necessary certificates, MOT certificates, test records and vehicle registration documents etc)	2 years after vehicle disposed of
Fuel usage records	3 years
Allotment application forms	Length of Tenancy + 2 years
Allotment agreements	Length of Tenancy + 2 years
Show health & safety statements	2 Years
Show application including caterers, displays, competition entrants	1 year
Services and equipment quotations – show	1 year
Contacts for show	1 year
Show stalls database inc. handcraft and horticulture entrants' details	1 year
trips tenders for coach hire	1 year
Trip database of applicants Coach Tours	1 year
Paper application	1 year
Pre-tender qualification document Summary list of expression of interest received Company contacts A summary of any financial or technical evaluation supplied with the expressions of interest Initial application	1 year
Successful tender documentation Life of contract	6 years
Unsuccessful tender documentation	Until final payment is made

Deeds of land and property	Indefinitely
Land and property rental agreements	6 years after expiry of the agreement
Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries	6 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Booking diaries	3 years
Electronic booking information is held in the system indefinitely due to the need to gather statistical information	Indefinitely
Premises License applications	Indefinitely

Health & Safety

Health and Safety Accident books	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within)
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Records relating to accidents person over 18 years	3 years from date of accident
Records relating to accidents person under 18 years	Until 21st birthday
Asbestos records for premises/property including survey and removal records	40 years
Parks and play area inspection reports	5 years
All inspection certificates (Gas Safe, FENSA etc)	2 years
Repairs job sheets	2 years
Periodic machinery inspection tests (PAT, equipment calibration etc)	2 years
Warranties	10 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Risk Assessment Forms	2 years
Unusual Incident Forms	3 years
Manual Handling Assessment Forms	3 years
Staff Handbook safety checks employees signage	For duration of employment + 2 years

Additional Items	
Approved Minutes	Indefinite
Draft/Rough notes taken at meeting	Until minutes are approved
CCTV footage	14 days
Council Meeting Video or Audio recordings	Archived from Web Site after 2 years

	Disposed with, unless containing relevant historical significance, after 6 years
--	--



Privacy Notice

Steypning Parish Council takes the protection of your data seriously. Our aim is to provide a personalised and valuable service whilst safeguarding our users' privacy. Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our users and we have set out below what we will do with your personal information.

Visitors to this web site

When someone visits this website we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Security and Performance

We use a third party service to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to the site.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Use of Cookies

This site uses cookies to maintain and keep track of users' preferences and authenticated sessions, to identify technical issues, user trends and effectiveness of campaigns, and to monitor and improve the overall performance.

Disclosure of personal information

We collect contact details via the web site for the purposes of providing a service to existing and potential customers. We will never disclose personal details without the consent of the owner. Details are only held for as long as is necessary to fulfil the service request.

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Please make any such request in writing via our email address spcclerk@btconnect.com or by post to The Steyning Centre, Fletchers Croft, Steyning, West Sussex, BN44 3XZ

If at any time you feel that we have failed to meet these standards then please either contact us or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns

Adopted 17th May 2021



EMAIL POLICY

1.0 INTRODUCTION

1.1 The Council recognises that email is an important communication system for use during the course of Council business. This policy provides guidelines and procedures to protect users and the Council.

1.2 This policy applies to all employees emailing via Council computers and to all councillors in their correspondence with employees and/or other councillors, members of the public and external organisations.

1.4 The Council owns the email facility, and emails that employees or councillors produce, send, or receive are the property of the Council.

1.5 The Council's email facility should be used for sending SPC related communications and associated attachments.

1.6 Council email addresses should not be used to register for non-SPC-related online services and/or forums.

2.0 SENDING AND RECEIVING EMAILS

2.1 All internal emails (and other internal communications) are confidential unless the contrary is clearly expressed. This means that they should never be disclosed to third parties unless with the consent of the author and any parties identifiable. If in doubt, councillors and employees should check with the Clerk and the author. Breach of this principle will likely mean a breach of the confidentiality provision in the Code of Conduct in the case of a councillor and may lead to disciplinary action in the case of an employee.

2.2 Emails should be regarded as written documents for the purposes of production, use, retention and disclosure and can be called upon under the Freedom of Information Act 2000, the Environmental Information Regulations, the Data Protection Act and similar legislation. Personal information should be kept and processed in accordance with the principles established in the Data Protection Act 2018.

2.3 Councillors and employees should be aware that the Council as a body always has the right to open any email file stored on the Council's computer system and, while that is delegated to the Clerk on a day to day basis, there may be circumstances in which, after an appropriate resolution of Full Council or court order, other councillors, employees or third parties may be entitled to open and view same, subject to the fair processing provisions of the Data Protection Act (GDPR).

2.4 Councillors and employees should always have in mind whether when sending an email, it is:

- In fulfilment of a process delegated to the councillor or employee by the Council and accordingly is being written on SPC's behalf,
- As an individual councillor or employee representing his or her own views as a councillor or employee which may not reflect the views of their colleagues or SPC; or
- As a private individual.

In all cases councillors and employees should make this clear to the recipient and should always use their official SPC email address for the first two, and never for the third.

If a councillor wants to raise an issue as an individual with any external body, group or individual, then they should do so as an individual and without giving the impression that they have the backing of council or fellow councillors, and that their concerns or thoughts are nothing more than their own personal opinions. Therefore, they should not sign off as a councillor in this instance.

2.5 Councillors and employees should always have in mind the principles of the Data Protection Act so, for example, generally they should use the BCC field when writing to several recipients who have not consented to their email details being shared and should have in mind that whatever is written is potentially disclosable under the Freedom of Information Act and similar legislation.

2.6 Councillors and employees should have in mind that what is written may be defamatory.

2.7 If in doubt, councillors and employees should consult the Clerk, and always copy him in when writing on behalf of SPC. All communications on behalf of the Council will come from the Clerk, unless delegated otherwise.

3 EMAIL GUIDANCE

NB This Guidance should be used as that – it is not a set of rules and while some principles should never be breached (such as never to threaten), others such as the two emails per day limit are subject to common-sense departures.

All emails and attachments:

- 3.1.1** Should comply with common codes of courtesy, decency and privacy
- 3.1.2** Should use appropriate language to avoid unintentional misunderstandings
- 3.1.3** Should respect the confidentiality of information contained within emails, even if encountered inadvertently
- 3.1.4** Should not pass off personal views as those representing the Council
- 3.1.5** Should never be used to criticise, threaten, tell off, be rude to, bully, harass, intimidate or blame any person. If an individual has a problem with someone else's actions, behaviour or performance, they should pick up the telephone and/or arrange to meet in person.
- 3.1.6** Should meet the criteria of being dignified and respectful, so should be kept in draft format and re-read and then modified if required, before sending
- 3.1.7** Should not be cc'd to other people, unless agreement is secured from the original sender.
- 3.1.8** Should only be copied to the Clerk where the email contains important Council related information that the Clerk needs to be aware of
- 3.1.9** Should not be sent to multiple persons, unless there is a genuine (non-controversial) piece of information to share that is official 'need to know'
- 3.1.10** Should be limited so that the time it takes to write and read them, should be no longer than half a page of A4, and preferably much shorter and use concise language and bullet points. If the intended communication requires more space than this to set out, a telephone call or one to one meeting should be arranged instead.

- 3.1.11** Should only be sent during normal business hours and up to 7pm on weekdays and up to 1.00pm on Fridays and not to be sent during weekends and holiday periods.
- 3.1.12** Should be no more than two per day sent by one individual to another
- 3.1.13** As per set out in the NALC legal topic note 1, councillors do not have a 'need to know' {See guidance below} on all aspects of council business and cannot claim an automatic right to see all council documentation and information. In other words, councillors are not permitted a fishing expedition in respect of council documentation and information simply because they are councillors.
- 3.2** Any person who receives an email from an employee or another councillor that is clearly in breach of any of the above points has the right to ignore the email.
- 3.3** The Council should ensure that its email policy is properly enforced, and the Clerk is empowered to draw a line under correspondence which breaches the policy. The Clerk can reply to say that the email will not be responded to as it falls outside the policy.

4 SECURITY:

- 4.1 Check with the sender if there is any doubt regarding the authenticity of a message
- 4.2 Avoid introducing computer viruses by not opening any attachment unless certain of the authenticity of the sender and if there are concerns the email should be deleted immediately

5 REPORTING AND SANCTIONS

- 5.1 If a councillor receives an email from an employee which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the Council's formal disciplinary procedure
- 5.2 If an employee receives an email from another employee which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the Council's formal disciplinary procedure
- 5.3 If an employee receives an email from a councillor which they believe is contrary to the guidance provided in this policy, the employee is entitled to consider use of the Council's grievance policy and/or reporting the issue through the procedures outlined in the councillors' Code of Conduct.
- 5.4 Serious or persistent breaches of this protocol could amount to breach of the Council's Dignity at Work Policy or the Code of Conduct and will be reported to the HDC monitoring office.

Guidance Note – 'Need to Know' explained

- *If a councillor is a member of a committee, he or she has the right to inspect documents or to obtain information relating to the business of that committee;*
- *If a councillor is not a member of a particular committee, he or she has to demonstrate why sight of the document(s)/or receipt of the information in question is necessary to enable him or her to perform his or her duties as a councillor;*
- *If the councillor's motive for seeing the documents/obtaining information is indirect, improper or ulterior, then the documentation or information should be withheld.*

Adopted by Full Council on the 20th February 2023

PUBLICATION SCHEME

Introduction

It is the duty of every public authority to adopt and maintain a publication scheme.

This publication scheme provides a list of all the information Steypning Parish Council will routinely make available and explains how it can be accessed (either by the Parish Council website or hard copy).

Charges

Information is available **free of charge** from the website www.steyning.gov.uk

Should hard copies be required Steypning Parish Council may charge costs to recover disbursements for example photocopying and postage and these charges are detailed below. Anyone requesting hard copies of documents will be notified of any charge and be asked to pay before any information is supplied.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per A4 sheet (black and white)	Actual cost to the Parish Council
Disbursement Cost	Postage	Actual cost of standard 2 nd class post via Royal Mail

Classes of Information

The information held by Steypning Parish Council is recorded under the following classes of information:

- Class 1** **Who we are and what we do**
- Class 2** **What we spend and how we spend it**
- Class 3** **What our priorities are and how we are doing**
- Class 4** **How we make decisions**
- Class 5** **Our Policies and Procedures**
- Class 6** **Lists and Registers**
- Class 7** **The Services we offer**

Contact Information

Contact details: John Fullbrook (Clerk) Steypning Parish Council, The Steypning Centre, Fletchers Croft, Steypning, West Sussex BN44 3XL
Telephone: 01903 812042
Email: clerk@steyningpc.gov.uk
Website: www.steyningpc.gov.uk

Information to be published

Class 1 – Who we are and what we do

Information	Hard Copy	Website
Who's who on the council and it's committees	✓	✓
Contact details for the Parish Clerk and Council Members	✓	✓
Location of main council office and accessibility details	✓	✓
Staffing Structure	✓	✓
Pay Multiple details	✓	✓

Class 2 – What we spend and how we spend it

Information	Hard Copy	Website
Annual Return and Report from External Auditor	✓	✓
Finalised SPC budget	✓	✓
Precept	✓	✓
Financial Regulations	✓	✓
Standing Orders	✓	✓
Grants given and received	✓	✓
Monthly Payment Lists	✓	✓
Monthly Expenditure Exceeding £500 Lists	✓	✓
List of contracts awarded and value of contract	✓	✓
Invitation to Contract Tender documents	✓	✓
Waste Contracts information	✓	✓
Members allowances and expenses	✓	

Class 3 – What our priorities are and how we are doing

Information	Hard Copy	Website
Steyping Neighbourhood Plan	✓	✓
Annual Report to Parish	✓	✓
SPC Strategic Plan {inc. Mission Statement}	✓	✓
SPC Business and Financial Plan	✓	✓
SPC Action Plan	✓	✓
Most Recent Internal Audit Report	✓	✓
SPC Youth Service Provider Termly Reports	✓	✓
SPC Wardens Reports - monthly	✓	✓

Class 4 – How we make decisions

Information	Hard Copy	Website
Timetable of SPC Meetings	✓	✓
Agendas of SPC meetings	✓	✓
Minutes of SPC meetings (unless properly regarded as confidential)	✓	✓
SPC Working Party Notes	✓	✓
Reports presented to council meetings	✓	✓
Responses to consultation papers	✓	
Responses to SPC planning applications	✓	✓

Class 5 – Our policies and procedures

Information	Hard Copy	Website
Procedural SPC standing orders	✓	✓
Steining PC Scheme of Delegation {Terms of Reference for Committees}	✓	✓
Delegated authority in respect of officers	✓	✓
SPC Code of Conduct	✓	✓
SPC Equality and Diversity Policy	✓	✓
SPC Health and Safety Policy	✓	✓
SPC Recruitment Policy	✓	✓
SPC Policies and Procedures for handling requests for information	✓	✓
SPC Complaints Procedure	✓	✓
SPC Dispensation Scheme	✓	✓
Data Breach Notification policy (GDPR)	✓	✓
SPC Data Protection Policy (GDPR)	✓	✓
Schedule of charges for the publication of information	✓	✓
SPC Document retention and Disposal Policy	✓	✓
SPC Privacy Notice GDPR	✓	✓
SPC Subject Access Request Policy	✓	✓
SPC CCTV Policy and Code of Practice	✓	✓
SPC FOI Policy and Code of Practice	✓	✓
SPC Dignity at Work Policy	✓	✓
SPC Email Policy	✓	✓
SPC Unacceptable behaviour Policy	✓	✓
Overarching Protocol for Councillors conduct	✓	✓
SPC Communications Protocol	✓	✓
SPC Social Media Policy	✓	✓
SPC Community Engagement Policy	✓	✓
SPC Grant Awarding Policy	✓	✓
SPC Training Statement of intent	✓	✓
SPC Memorial Seat Policy	✓	✓
SPC Hiring Agreement	✓	✓
SPC Staff Grievance Policy	✓	✓
SPC Staff Discipline Policy	✓	✓
SPC Risk Assessment {Covering all functions}	✓	✓

Class 6 – Lists and Registers

Information	Hard Copy	Website
Asset Register	√	√
Land Register	√	√
Register of Members Interests	√	√
Register of Gifts and Hospitality	√	√
Conservation Area Character Assessment List	√	√

Class 7 – Services we offer

Information	Hard Copy	Website
Play areas and recreational facilities	√	√
Open Air Gym	√	√
Seating and Litter Bins	√	√
Sports pitches and Changing rooms	√	√
Bus Shelter and Public Convenience locations and opening times	√	√
Allotments	√	√
Street Cleaning – Areas Covered	√	
Grit Bin Locations {Steyping Winter Maintenance Plan}	√	√
Tree Survey Report	√	

Agreed by SPC Full Council on the 18th Sept. 2023