

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 16th JUNE 2025 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Hanson, Bell, Johnson, Foxwell, Linfield, Lloyd, Young, Trundle, Campbell, S Alexander and Ballance.
Clerks in attendance : John Fullbrook
Members of the Public : 3 {inc. District Cllrs Victoria Finnegan and Nick Marks}
Meeting commenced : 7.32 pm

DRAFT MINUTES

ACTION

FULL/25/19 APOLOGIES FOR ABSENCE

19.1 Apologies received from Cllrs Sharp, I Alexander and M Alexander.

FULL/25/20 DECLARATIONS OF INTEREST

20.1 Cllr Campbell sought, and was granted, dispensation to take part in the discussion {but not to vote} under item 26.1

FULL/25/21 QUESTIONS FROM THE FLOOR {in summary}

21.1 None

FULL/25/22 MINUTES OF PREVIOUS MEETING

22.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 19th May 2025 be accepted as a true and fair record. **Agreed. 11 For, 1 Abstained**

FULL/25/23 MATTERS ARISING – These items were taken as read

23.1 Working Practices Group to convene to discuss policy amendments – **Actioned**

23.2 Clerk to distribute Walking and Cycling Plan and Cllrs to feedback – **Actioned / See item 27.3**

23.3 Clerk to attend Asset transference webinars and look to begin Business Plan – **Actioned / see item 26.2**

23.4 Clerk to write to HDC to ensure their Steyping orientated Assets List could be delivered ASAP - **Actioned**

23.5 Declaration of Office forms signed and filed for Chair and Vice Chair – **Actioned**

23.6 Clerk's office to update and distribute Committee and Group membership listings for 2025/26-**Actioned**

23.7 Standing Orders, Financial Regs. Finance Risk Assessment policy Docs amended & published – **Actioned**

23.8 20 SPC readopted SPC Policies, dates to be changed and published on SPC website – **Actioned**

23.9 Clerk to subscribe to HALC/NALC/WSALC/SLCC & Open Spaces Society for the next year – **Actioned**

23.10 Insurance Cover noted to 31st August – Clerk to begin Schedule review for next year – **Actioned**

23.11 Asset Register to be published, and review begun for the next municipal year – **Actioned**

23.12	SPC's General Power of competence renewal noted on SPC Website – Actioned	
23.13	Progress report and Matters arising to be brought back for this agenda – Actioned	
23.14	The readopted Land Register to be published on the SPC Website – Actioned	
23.15	Councillor sanction period extended – Actioned	
23.16	AGAR and associated notes to be sent to External Auditor – Actioned	
23.17	Notice of public rights plus AGAR details to be displayed on Notice boards and SPC Website – Actioned	
23.18	Neighbourhood Plan Steering Com. members to be informed of SPC approval of statement of intent, and for recommendation to be taken back to F&GP as a project priority – Actioned	
FULL/25/24	NEIGHBOURHOOD WARDENS REPORT	
24.1	The Warden reports for April and May 2025 were received. Cllr Johnson remarked upon the April Farmers Market incident which had been reported very well, and that the follow up action had been effective, and appreciated by all.	
24.2	The Clerk reported that Warden Michael Pearce will be leaving after 14 years' sterling service. The Chair added her gratitude on behalf of the Council, the residents, and the entire district for Michaels work over the many years, and suggested that he will be sorely missed. Councillors wished him well in his new job. Any donations for leaving gift via the Clerk please.	CLERK All Cllrs
FULL/25/25	REPORT FROM DISTRICT COUNCILLORS (In Summary)	
25.1.1	Cllr Victoria Finnegan – (HDC) update, 1. HDC Outreach Clinics – NHS Health and Wellbeing checks – next one is scheduled for 23 rd June at the Steyning Centre, then 11 th Aug. and 22 nd Sept. There are also regular <i>Wellbeing Walks</i> – Dates & details are available on the HDC website	
25.1.2	2. SNOWS – The financial charging scheme tariff has been agreed at 80 pence per litre per day	
25.1.3	3. Asset Transference / Devolution – A policy is being drafted via a committee that Victoria Chairs, and a draft policy should be available by the end of June 2025.	
25.1.4	4. S106 Task and Finish Group – An email about S106 obligations has been sent to SPC and will need to be dealt with. It looks at non-financial obligations which might not have been complied with by contractors. Normally relevant when there have been large new developments, so this is currently unlikely within Steyning.	CLERK
25.1.5	5. Glebe Farm – There's a non-material amendment to the planning application which places the access roundabout and toucan crossing as a stage one development, starting likely January 2026. The <i>Sales House</i> would be started soon after this. By early 2027 the development proper will start on the right of the new entrance, and continue through 2028 and will be built in phases in an anticlockwise direction, with final development completion by January 2031. The details of all of this will be within the reserve matters application, the travel plan and the CPD plan. No Gas boilers are to be installed on site, with air or ground source heat pumps being preferred following community engagement discussions. Road naming assistance is being welcomed. And Vistry happy to be approached with sponsorship requests. Boundary with Kings Barn Lane properties - fence and planting details continue to be discussed, plus rearranging new housing orientation to better protect privacy concerns. Walking and Cycling route access arrangements continue to be discussed. Vistry to submit final <i>reserve matters</i> application very shortly.	Cllr Finnegan
25.1.6	6. Digital Boards – This transfer to SPC will be completed soon, and it's not without difficulties.	
25.1.7	7. High Street Wi-Fi installation – On the 9 th May, there was confirmation that a planning submission would be prepared by mid-June. However SPC are due to be involved with a meeting prior to the planning submission.	
25.1.8	8. Domestic Burning Occurrences – If Neighbours are regularly burning items then a log should be maintained and HDC contacted if its considered to be a nuisance	

25.1.9	9. Decentralising – HDC have been aware that they might appear too Horsham centric. For this reason they are beginning to hold Full Council meetings outside Horsham. The July meeting is going to be held at the Steyning Centre on the 16 th July @ 6pm. Residents and Councillors are welcome to attend, and it would be really appreciated if questions could be raised by Cllrs with 3 clear days' notice – these could be sent into the Clerk to be passed on.	CLERK & Councillors
25.1.10	10. Questions – Are maintenance and staffing requirements noted within the Asset List details? No, but they should be considered when taking over potential liabilities. Staff would under normal circumstances be 'TUPE'd' over. A timescale for Devolution was requested.	Cllr Finnegan
25.2	Cllr Nicholas Marks {HDC Update} Glebe Farm – Nick Suggested SPC pays close attention to the Glebe Farm build as it happens and hold Vistry closely to account to ensure the build does not go off track.	CLERK
FULL/25/26	GOVERNANCE	
26.1	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.	
26.1.1	The Clerk, Chair and Vice Chair had prepared a supporting paper noting 5 options for members to consider in terms of agreeing a motion based upon, but not limited to, those options.	
26.1.2	The Chair stated that a judicial review and therefore the content of the discussion of this item should concern itself only with the question of whether or not SPC was legally allowed to extend the time the sanctions were in place for, and that It should not consider once again if those sanctions were necessary or appropriate. She added why in her view avoiding a judicial review would be important as it would likely incur considerable costs to the Council, and by extension the tax payers of Steyning, and as importantly, would necessitate the Clerk spending a great deal of time dealing with it, all at the expense of more important and pressing matters. Moreover, that it would not be in the public interest to pursue the matter through the courts.	
26.1.3	The Clerk and Chair had devoted a substantial portion of the meeting to be set aside for members to consider this one item, and the Chair invited a full discussion. Members put their views forward with concern being raised about the time potentially having to be spent on this matter; on why Cllr Campbell still refuses to apologise to Clerk and Council; on why a judicial review if it was to be undertaken by Cllr Campbell was not being aimed at HDC rather than SPC if he was so concerned by their processes and procedures; on why resource and expenditure continues to be spent on this issue; on why some matters put forward within the judicial review were not relevant; on why the simplest way forward would be for compliance with the sanctions; on why, on reflection, it would have been better for SPC to refer their review back to HDC, for their judgement, rather than complete the task itself; and there was a reemphasis on the need for all councillors and staff to work collaboratively in this most important of times.	
26.1.4	The Clerk had contacted the SPC Solicitor for his views and without wishing to influence and lessen contributions too early within the discussion, reserved updating members with that advice until the latter part of the conversation. In essence the solicitor stated that the HDC sanction #7 (which in summary was to review progress of sanctions and extend them if not fulfilled), did not provide a clear process for SPC to follow, and that he had difficulty in interpreting the condition as stated to permit the committee to extend the period unless there was a provision for this in the {SPC} policies.	
26.1.5	In a subsequent phone discussion he stated that the 5 alternatives presented within supporting papers covered the options available very well, and that he advised option 5 to be	

the best course of action. This was consistent with the opinion of the Clerk and all those who had spoken and expressed a preference within the meeting, and was favoured as one of the two best fit options put forward by Cllr Campbell in an email some days earlier. The Solicitor also expressed that if SPC pursued option 5 he felt that a judicial review would be highly unlikely to succeed. Cllr Campbell clarified that in the event of option 5 being agreed he would not pursue a judicial review.

26.1.6	Cllr Norcross proposed, seconded by Cllr S Alexander that SPC rescinds the extension of sanctions against Cllr Campbell contingent upon him also withdrawing the Judicial Review proceedings, which he has just confirmed, and additionally the Chair is delegated to submit a further Code of Conduct complaint to HDC about Cllr Campbell due to his refusal to apologise to the Clerk and to the Council (SPC) as mandated by the sanctions laid against him by HDC and adopted by SPC at the January 2025 Full Council Meeting. Agreed	CLERK Cllr Norcross
26.1.7	Cllr Young proposed, seconded by Cllr Lloyd that SPC readopt the SPC Civility and respect policy resolution as originally agreed in November 2023. Agreed 11 For, 1 Against	CLERK
26.2	SPC Devolution Process report, including receipt of an Asset List from HDC, & Asset	
26.2.1	Transference procedures. The Clerk updated that following a statement made at Full Council and subsequent communications with HDC and in particular the CEO of Horsham District Council, Jane Eaton, SPC recently received a list of HDC Assets that could potentially be transferred to Steyning Parish Council – It lacked detail and clarity but at least provided a starting point, for an understanding of what might be involved. The main part of this list was provided as a supporting paper. The Clerk has agreed with Jane Eaton that SPC will work together with HDC to identify discrepancies and add clarity. Unfortunately this did not extend to being able to receive copies of Land Registry information, as they do not necessarily appear to have easy access to them. The Deputy Clerk is tasked with gaining appropriate copies of land registry documents @ £7 a time for those parcels of land which are agreed to be part of the potential transference.	CLERK
26.2.2	The Clerk was also tasked with attending Asset Transference Webinars if available. Supporting paper 27.2.2 represents notes from one such Webinar session undertaken in early May.	
26.2.3	The Devolution process and in particular discussions over separate potential land acquisitions are to be divided into tasks and these will be discussed separately by F&GP when it attempts to prioritise next year's project action plan 2025/26, at its next meeting. Cllr Finnegan was asked to provide clarity on whether HDC might help with professional fees in consideration of any potential asset transference.	Cllr Finnegan
26.3	To agree an amendment to the SPC Document Retention and Disposals Policy As presented in supporting paper 27.3, there were a number of amendments detailed in red. The main reason for SPC to amend this document was to allow the relocation of Meeting Minutes up to the year 2000 to the West Sussex Records Office in Chichester – so that they would be safely stored and more accessible than they presently are to members of the public. There were also amendments to the CRB Checks and Personnel records requirements. A point was made to add Full Council Minutes to the list of Committee and Subcommittee Minutes reference. Cllr Norcross proposed, seconded by Cllr Johnson that SPC adopt the SPC Document Retention and Disposals Policy as per supporting paper which included amendments but also to include Full Council Minutes reference as an additional amendment. Agreed	CLERK
26.4	To readopt the following SPC policies:- SPC Privacy Notice; The SPC Email Policy and the SPC	CLERK
26.4.1	Publication Scheme. Cllr Campbell pointed out a number of discrepancies between the Privacy Policy and the current SPC website and therefore the adoption of this policy was deferred. Cllr Norcross proposed, seconded by Cllr Bell that the adoption of the SPC Privacy Notice be deferred, having been taken back to working practices to be reconsidered. Agreed	

26.4.2	Cllr Norcross proposed, seconded by Cllr S Alexander that SPC readopt the SPC Email Policy and the SPC Publication Scheme. Agreed	CLERK
FULL/25/27	REPORTS FROM OUTSIDE BODIES	
27.1	Cllrs Hanson & Young – Isolation and Loneliness/ PPG – No meeting so nothing to report.	
27.2	Cllr Foxwell – Ukrainian Refuge – As per the Wardens Report members were understanding there had been a number of break-ins to the refuge recently. When the second break in occurred the policeman who attended came with a police dog. After a discussion in consideration of how appropriate the site was, John Stevenson has subsequently arranged for the Police Dog Team to regularly set up Police Dog training sessions at the refuge/Brotherhood Hall – thereby acting as a deterrent to further potential crime.	
27.3	Cllrs Johnson – Climate Action Group. – Reminder to Councillors for feedback required please regarding the Walking and Cycling plan document distributed some days ago. HDC's support group for Climate Actions will be meeting shortly, and then in July the Climate Action Working Party will meet once again, and Cllr Johnson will report about this at the next Full Council meeting. In the meantime there has been good movement on the potential management of Twittens, and this will be brought to the next Community Meeting. Also, the Digital Screen electrical supply consumption is to be ascertained if possible	Cllr Johnson CLERK
FULL/25/28	NEIGHBOURHOOD PLAN REVIEW	
28.1.1	Progress being made by the Neighbourhood Plan Steering Committee: Cllr Bell reported that following the removal of funding support, F&GP will need to establish how much more work is to be pursued by the Steering Committee. Recently the draft design code document has been received and discussed by the group. After a wide-ranging discussion the Committee members thought it needs to be expanded to include what Steyning might want to look like in 40 years' time, and to ensure prospective developers are making contingencies for then, and not just for now. It was felt that it also needs to provide for an opportunity for architectural innovation, an example being the Steyning Library which fits well into an otherwise very traditional Streetscape. The Document needs to be more assertive when it comes to affordable housing and infrastructure provision also.	
28.1.2	The Design code doc consultants have requested more pictures to illustrate points being made, and therefore members have been tasked with gathering these pictures with then the group deciding upon the best pictures via consensus and from a gallery at a public meeting.	
28.1.3	The Committee is seeking advice from Squires in terms of updating the plan in regard to things like <i>Green Spaces</i> , with Bramber Brooks being an obvious new inclusion. The Walking and Cycling Plan and other similar and recent documents need to be included in some respects.	
28.1.4	The next public meeting, on the 2 nd July will include the review of the main Neighbourhood Plan Doc, based upon the comments that have been received from the group via SharePoint.	
FULL/25/29	PROGRESS REPORT - To receive the following ongoing items	
29.1	<i>Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back to Full Council - Ongoing</i>	CLERK
29.2	<i>Youth service team to make future presentation to SPC Full Council - Ongoing</i>	CLERK
29.3	<i>Potential High St. Wi-Fi masts adoption to be explored by Cllr Finnegan and Clerk – Dealt with under item 25.1.7</i>	
29.4	<i>Alternative Play Area inspection service provision to be sought – Ongoing</i>	CLERK
29.5	<i>Cllr Campbell to provide an apology to Council and Clerk - Ongoing</i>	Cllr Campbell

29.6	<i>Cllrs to provide personal head and shoulders photos to the Clerk's office for inclusion on the SPC Web Site - Ongoing</i>	ALL
29.7	<i>SPC to support the main two priorities of the LWCP – Pedestrian crossing at Castle Lane, and White Bridge cycle route - Ongoing</i>	CLERK
29.8	<i>Clerk to take 3 LWCP actions to Community Committee {Bike Racks, Twitten Scheme & Convex mirror install} - Ongoing</i>	CLERK
29.9	<i>Clerk to initiate 'Open' discussions on Devolution with other Parishes subsequent to HDC Asset List receipt - Ongoing</i>	CLERK
29.10	<i>Clerk to move SPC towards Town Council status and bring back to Full Council – Ongoing</i>	CLERK
29.11	<i>Clerk to inform all outside bodies about new SPC Cllr representation - Ongoing</i>	CLERK
29.12	<i>Personnel Committee to compile an impact assessment on the business of the Council during the sanctions period - Ongoing</i>	Personnel Com.
FULL/25/30	CORRESPONDENCE AND INFORMATION ITEMS	
30.1	Request to promote Croft Meadow Care home – 'Getting to know you' Coffee morning with all councillors being invited to attend – July 4th @ 11am	All Cllrs
30.2	Subject Access Request – The Clerk had been notified of a subject access request- this day, 16 th June, which was sent in last Friday. The Clerk could not divulge the name of the requester, but it is likely that due to the complexity of the SAR, SPC will need to impose an extra 60 day request response time onto the standard 30 day statutory response. This it is felt is justified due to the likely search parameters required by the data subject.	CLERK
FULL/25/31	CONFIDENTIAL SESSION	
31.1	Cllr Norcross proposed, seconded by Cllr S Alexander to resolve that under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 14 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed	
FULL/25/32	GOVERNANCE MATTERS	
32.1	To approve payment of invoice following Ill Health Retirement agreement and notification of receipt of monies from the Ill Health insurance company to cover this expenditure. The Clerk reported money was being paid out appropriately to the employee and as per previous agreement. However, it has taken a while for the insurance company to make its payment to SPC – This finally arrived last month, and therefore this invoice to WSCC and the pensions team could now be made. It needed Council approval as it was such a large sum. Cllr Norcross proposed, seconded by Cllr Hanson for SPC to pay the invoice as presented in Supporting papers. Agreed	CLERK
FULL/25/33	DATE OF THE NEXT FULL COUNCIL MEETING: 21st July 2025 at 7.30pm Meeting closed at 8.58 pm Signed by the Chairman Date 21st July 2025 A recording of this meeting is available at - https://youtu.be/5fRdzSR1TJI	

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

June 2025

Hi vis Patrol hours TOTAL:	54	ASB incidents TOTAL:	8
Foot - Steyning/Bramber/Upper Beeding	18/5/12	Noise	1
Vehicle - Steyning/Bramber/Upper Beeding	9/3/7	Neighbours	0
Notices/warnings TOTAL:	5	Driving/vehicles	2
Verbal warning	5	Bicycles	0
Parking alert	0	E-scooters	5
Yellow card warning (ASB)	0	Alcohol	0
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	4
Reports into Police TOTAL:	9	Fly tipping / flyposting	0
Phone (including 101 and 999)	0	Graffiti	3
Online	6	Dog fouling	0
Intelligence report	1	Litter	0
Verbal	2	Drug litter	0
		Hazards	1
Media Reports TOTAL:	6		
Press release/Community magazines	2		
Social media posts	4	Community events attended	2
Admin, Training, Meetings & Events	33	School contact	1
Vulnerable people welfare checks	2	Youth engagement	3
Signposting	5	Reports to DVLA	0
Safeguarding referral	1	Reports to Operation Crackdown	0

ASB crime

Steyning

Six LGBT+ hate stickers were found while on patrol along the footpath by Steyning Primary School, around Fletchers Croft and on Jarvis Lane by the nursery. They were removed, reported to the police and reported to the Hate Crime Team at West Sussex County Council.



Last month we were informed of several incidents of trespassing at the Ukrainian refuge. At the moment it is unclear why this is happening as there has not been any obvious damage caused or theft. We met with the manager and the PCSO (Police Community Support Officer) to look over images of the people and to find out more details to factor into our patrols to deter the behaviour. The police were able to identify one person. The Police Dog Unit will be using the premises as a training site.

We met with the owner of a field where ponies are kept. Some of the fencing equipment has been stolen, the fencing is being tampered with on a regular basis and they fear the ponies are being interfered with as their behaviour has changed. The theft and incidents have been reported to the police. We will patrol the area to provide a visual deterrent.

We passed on information to the police of suspicious behaviour regarding a person looking for three ponies they were meant to be collecting but they did not have the name or address of a contact for the ponies.

We challenged two people on one e-scooter and passed details and dashcam footage to the PCSO. We were able to identify both of them. One of them was seen on another night riding an e-scooter around the cricket field very fast. We were not able to catch up with them but passed the details onto the PCSO and they have received a home visit. The PCSO was advised the e-scooter was now broken so wouldn't be used.

We had a report of a person using an e-scooter, we signposted to report to the police. This person is known to us and has been spoken to previously by the police regarding electric scooter use.

Three people on two scooters pulled out in front of the car while I was on patrol. I followed them to the Co-op and was able to catch up to them to speak with them. I explained how dangerous their riding was and gave them a leaflet on what will happen to their scooter if they continue to use them as they are illegal on public roads. I asked for their names. They rode off on their scooters dangerously amongst the traffic doing wheelies. I made enquiries into the names given. The names were not known at the school which means they are either out of area or they gave fake names. They were not known to the police.

Bramber

Please see first point below.

Upper Beeding

We saw on Facebook a report of a child being approached by a stranger with a van when leaving school. We carried out patrols of the areas around the schools at pick up times as a reassurance and a deterrent.

I have received a report of the use of electric scooters in Upper Beeding. I have seen several people on e-scooters in Upper Beeding and travelling through Bramber, but have been unable to catch up with them to speak with them. I will continue to try to engage with them when on patrol of these areas.

UPDATES FROM MAY

A resident had reported an incident of verbal abuse and intimidation to the police. – there was a further incident, and the resident called the police. The police are investigating.

Farmers Market – There were no further reports of ASB. I will attend the Farmers Market when my shifts allow.

The Co-op thefts – the Co-op have hired a security guard. The police have also made some arrests.

Electric scooters – the police are making visits to those that can be identified and are persistent with using their e-scooters.

I asked the HDC Communications Team to design a graphic that can be sent out on social media highlighting that electric scooters are illegal on public land, and to encourage people to report them if they see them being used. Currently, the police are not getting many reports of electric scooters in and around SBUB. The more that are reported, the more resources they can allocate to deal with the issue.

Two drunk males at the leisure centre and Steyning Grammar school – we have not had any further reports.

We were called about a drunk person that had shouted at passersby – there were no further reports made.

Upper Beeding MUGA (Multi Use Games Area)– the MUGA was jet washed to clear away any remaining glass. We have not received any more reports of broken glass. One of the Youth Workers saw two people smashing glass and spoke with the parents and temporarily banned the children from the youth club.

Can you spot the odd one out?

Electric Bike Electric Scooter Mobility Scooter

Answer: Electric scooters are illegal to use in public areas in Sussex

Report electric scooter use to Sussex Police:
Call **101** or report online at www.sussex.police.uk
for a non-emergency, or call **999** in an emergency.

NEIGHBOURHOOD WARDENS Horsham District Council

Parking/vehicles

Steyning

I received a report of cars parking on a bend on Hills Road. I signposted the resident to report the cars to Operation Crackdown as the parking was obstructive of the pavement and vision of oncoming traffic. I will issue a parking alert if I come across the vehicles.

I was contacted about motorbikes being ridden around the wooded area by Steyning Grammar school in the evenings and night. I passed on information to the police and housing officer, but also requested a police report be made at the time it is happening.

Bramber

Nothing to report.

Upper Beeding

I was asked for advice regarding a speeding fine. The initial letter had been accidentally thrown away by a family member and they were unsure how to make contact to resolve the issue. I made some enquiries and advised they call 101 to explain the situation as they did not have the reference number.

Fly tipping/littering/graffiti

Nothing to report.

Community engagement/events/meetings

We attended the Warden Full Team meeting that included training on Safeguarding.

I hosted two work experience students for a day from Collyer's College that were learning about the Community Services team at Horsham District Council.

I attended a meeting to discuss updating the warden Standard Operating Procedures document.

I attended an online training session on Cuckooing and how to spot it.

Steyning

We held our Board Game Café at Penfold Hall (2nd Tuesday of the month). We have been getting a great attendance and working with the Children's and Families' worker from the Parish Church has really helped to promote the café to families.

I held a coffee club and games at Dingemans.

Bramber

Nothing to report.

Upper Beeding

I held the weekly drop-ins at The Hub. This has been a good chance to check in with residents and for people to report issues. I was informed of someone's car being damaged and someone banging on a front door aggressively.

I held the Board Game Café at Beeding and Bramber Village Hall (Last Tuesday of the month). I had the best attendance so far but will continue trying to grow the café numbers.

I had a meeting with a Youth Worker to discuss outreach the youth club is looking to introduce and how we can work together. We discussed the need to report issues that they come across in the community such as e-scooters and catapults.

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

A safeguarding referral was made for the person that was supported regarding their mental health.

We were contacted via the Parish Council regarding a person Barclays bank had concerns over after a phone call. We carried out a welfare check and followed up with the person and were able to speak with a relative. They have support in place, and I will carry out welfare visits when possible.

A Case Review was raised regarding ongoing neighbour disputes at a property. I was asked to sit in on the multi-agency meeting to be aware of the situation and to discuss what can be offered to support the resident. I offered to meet with them to discuss their interests and activities in the community to support their wellbeing.

I was contacted regarding a resident with Dementia that has been feeling vulnerable. I offered to meet with her and her son to discuss what her concerns have been.

A person called in a concern about an elderly man that was walking along Shooting Field that was confused and needed directions. They did not know if they lived in Steyning and were visiting a friend but they were not home so were trying to find their way to the High Street. I searched on foot and in the car. I notified the PCSO but no police reports of a missing person had been made. The PCSO also searched the area but did not see anyone matching the description. I requested the caller either call 101 with their concerns or to report on the Sussex police website.

Bramber

Nothing to report.

Upper Beeding

We were contacted by SGS for advice concerning an issue in Henfield. We offered to give advice and will signpost to the PCSO that covers Henfield if necessary as there are no Neighbourhood Warden schemes that cover this area.

I have been carrying out after school patrols at Upper Beeding Primary school and have been on foot patrol between the primary school and SGS Towers site.

While running a drop in at the Hub, a shop keeper came in looking for a vulnerable person with Alzheimers as she had gone missing. They had checked the Hub as this is somewhere she sometimes visits. I obtained the contact details of the husband and called him. She had come home and was ok. I offered to visit the couple but they did not

feel this was needed. I gave the shop keeper my contact details and she will call me if it is possible to meet the vulnerable person when they next come by the shop, as she is often found at the shop when she goes missing.

I touched base with the Youth Workers ahead of the Thursday youth club.

Dog related issues

Nothing to report.

Cycling

Nothing to report.

Parish specific/other

Steyping

I was contacted regarding the alarm at the toilets on the High Street sounding in the evenings. The reset button had been damaged but an electrician had already been called to make a repair.

I made enquires at the police station about a key to the CCTV cupboard on the High Street and was able to find who had the key. The contact details of the Police Facilities team was passed onto the Clerk.

Bramber

Nothing to report

Upper Beeding

We received a noise complaint from Manor Road. Loud and intrusive music was being played from College Road. Unfortunately, we were not on shift at the time but offered advice if the issue continues.

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

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

SBUB.wardens@horsham.gov.uk

To: John Fullbrook
Subject: FW: Full Council Item - AMENDED: Have your say on the future of local government in West Sussex

From: West Sussex County Council <**Sent:** 17 July 2025 09:49

To: Steyning Parish Council - Clerk <**subject:** AMENDED: Have your say on the future of local government in West Sussex

news release

17 July 2025

AMENDED: Have your say on the future of local government in West Sussex

Shaping West Sussex

The future of local government in *West Sussex*

Complete our survey by 13 August 2025

Find out more and have your say at: www.shapingwestsussex.org

Logos of participating councils: ADUR DISTRICT COUNCIL, ARUN DISTRICT COUNCIL, CHICHESTER DISTRICT COUNCIL, Crawley, Horsham District Council, MID SUSSEX DISTRICT COUNCIL, west sussex county council, WORTHING BOROUGH COUNCIL.

Amended/reissued with grammatical corrections

Residents, businesses and community groups across the county are being invited to share their views about the future of their councils as part of an important survey launching on 17 July at: www.shapingwestsussex.org

All West Sussex residents and organisations are invited to complete a survey asking about where they live or work, the council services they use, as well as what matters to them about how their council could be structured in the future.

The survey will close at 11.59pm on Wednesday 13 August. This is just the start of local government reorganisation in West Sussex and as we move through the process, we will continue to seek your views.

All councils in the area are working together to gather views that will help shape proposals for the future of local government in the county. The government has asked councils to explore how local government reorganisation could work in the area, with the aim of creating a new unitary council model, or models – replacing the current two-tier system with a single-tier council responsible for all local services.

What is local government reorganisation?

Local government reorganisation is a process of restructuring local government to simplify the way services are delivered. Instead of having separate county and district or borough councils, a unitary model brings everything together into one organisation – from bin collections and housing to education and adult social care. Town or parish councils will remain as they are.

This is different from devolution, which involves transferring powers from central government to regional or national governments, whereas local government reorganisation focuses on streamlining existing local structures.

Why your voice matters

As part of the requirement for submitting a proposal on what unitary options we believe are best for West Sussex, the government has asked us to ensure our residents, partners and businesses are fully engaged with the process and given the opportunity to have their say. The Government will make the final decision on our submission which will then lead to further consultation, run by them, whereby residents and others will be able to feed in their views to inform the decision.

Our job is to develop the options, and we want to ensure our resident, partners and businesses have the opportunity to input to help inform what options we put to the government.

This is a significant change that will affect how local services are run in the future – and how decisions are made about the things that matter most to you. That's why it's vital that residents, community groups, and businesses have their say at this early stage.

Your input now will help build a strong foundation for a new council that truly reflects the people it serves. Once the business case has been submitted on 26 September 2025, the Government will begin a formal consultation process.

A Government decision on local government reorganisation in West Sussex is expected in spring 2026. After this we will further engage with residents, staff, councillors and businesses on the design of how the new council will look. Further engagement will follow in line with the chosen model and implementation schedule.

Whatever changes are agreed, vital local services will continue – from waste collection and public health to care for older people and support for families. The aim of local government reorganisation is not to reduce services, but to simplify how they are delivered and to ensure that local voices are heard more clearly in decision-making.

West Sussex County Council Leader, Cllr Paul Marshall, said: "We urge everyone in West Sussex to take the time to respond to this survey. We believe that local government reorganisation, done correctly, will deliver for residents, communities and businesses. This is your opportunity to have your say on the first steps in this process and will provide vital feedback as we move towards our submission to Government in September 2025 on what we believe are the best options for the county."

Take part in the survey

The survey is now live at www.shapingwestsussex.org and will be open until 11.59pm on 13 August. Whether you've lived in the area for decades, work here or have just moved in, your views are important. This is a unique opportunity to help shape a new council that works for you, your family and your community.

For more information visit: [Future of local government in Sussex](#)

Notes to Editor:

All councils in the area – Adur District Council, Arun District Council, Chichester District Council, Crawley Borough Council, Horsham District Council, Mid Sussex District Council, West Sussex County Council and Worthing Borough Council - are working together to gather views that will help shape proposals for the future of local government in the county.

The government has asked councils to explore how Local Government Reorganisation could work in the area, with the aim of creating a new unitary council model, or models – replacing the current two-tier system with a single-tier council responsible for all local services.



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West Sussex County Council, County Hall, Chichester, PO19 1RQ, United Kingdom

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 8th APRIL 2025 AT 7.30 PM AT THE STEYNING CENTRE

Present: Cllrs I Alexander (Chair), Linfield, S Alexander, Bell, Hanson, Lloyd, Sharp and Young.

Clerk: John Fullbrook

Members of the public: 1

Meeting Commenced : 7.31 pm

MINUTES

C/24/76 APOLOGIES FOR ABSENCE

76.1 Apologies received from Cllr Norcross.

ACTIONS

C/24/77 DECLARATIONS OF INTEREST AND DISPENSATIONS

77.1 Cllr I Alexander declared an interest in agenda item 6.7 and would not take part in the vote, as he is Chairman of the Steypning and District Partnership

C/24/78 QUESTIONS FROM THE FLOOR {in summary}

78.1 None

C/24/79 MINUTES OF PREVIOUS MEETINGS - To agree 4th March draft minutes.

79.1 Cllr I Alexander **proposed, seconded** by Cllr S Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 4th March 2025. **Agreed, 7 For 1 Abstained**

C/24/80 MATTERS ARISING AND ACTIONS - These items were taken as read.

80.1 Play Area remedial works delegated to Clerks office – **Actioned**

80.2 Clerk to arrange Cil Monies application to go towards interpretation panels installation – **Actioned**

80.3 Clerk and District Partnership Reps to pursue new interpretation panel funding application – **Item 81.4**

80.4 Clerk's office to purchase VE Day flags – **Actioned / See item 81.5**

80.5 Donation received for VE Day flags from Cllr Hanson – **Actioned**

80.6 Clerk's office to organise field trip with school to action planting programme phase 1 – **See item 81.3**

80.7 Replacement of High Street bench to be actioned – **See item 81.6**

80.8 Series of skips organised for allotment clearance weeks – **Actioned**

80.9 Possible bat box purchases for Abbey Road – **See item 81.2**

80.10 *Earmarked Reserve* requests taken to F&GP – **Actioned**

80.11 Clerk to take digital screen transfer of ownership discussion to F&GP Committee – **Actioned**

80.12 Clerk and Chair to meet on site {25th March} with OART reps. to discuss riparian ownership requirement - **Actioned / See item 81.1**

80.13 Black and white vintage road sign at Bostal road to be repainted – **Actioned**

C/24/81 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

81.1 **Abbey Road. To report on meeting with Environment Agency and Ouse & Adur Rivers Trust reps to discuss the streams riparian management requirements.**

81.1.1 The Chair briefed members on this recent meeting. The meeting included Cllrs Ian and Simon Alexander, the Clerk, the lead Abbey Road volunteer – Roger Brown, and representatives from the Environment Agency and the Ouse and Adur Rivers Trust. The purpose was to clarify responsibilities associated with the Tanyard Stream which runs through Abbey Rd, and to look at ideas for further improvements. This group last met in 2021, so another meeting was overdue.

81.1.2 Discussion points included:-

- Completing a 'Review of the drainage management plan for Abbey Road'
- Identifying the 'Flood Map' on line, and allaying fears associated with any future flooding events
- Riparian responsibilities
- Managing the river banks on the '*residents side*'
- When the PC might need to apply for a FRAP – '*Flood Risk Activity Permit*', or rather how to avoid having to apply for one, and the associated costs involved
- The need to request a maintenance schedule from WSCC concerning drain clearance
- Several ideas for adding more deflectors in the stream to improve habitats were discussed. These might be that larger tree logs are fixed in position, rather than the willow bundles used before.
- It was suggested that some more stream-side tree planting would be good (e.g. Black Poplar/Alder/Willow)
- The potential need to establish a PC Flood Plan
- That it would be possible to add some shallow scrapes to the area that was cleared from bramble last year. These would add to the standing water on site (smaller versions of the winter pond we already have). As this area is designed as a flood plain to hold water in times of a flood event (as has been seen twice this year already) these scrapes would help slow down the rush of water downstream.
- Needing to communicate this plan to neighbouring residents to assure them that anything done on site will not have any effect on flood risk to their properties!
- The fact that neighbours who had removed trees, bushes and vegetation from the river banks adjacent the end of their properties (which was not on their land, and was not permitted), may well have destabilised their bank, and there may therefore be a need to replant on these banks.

CLERK

CLERK

Abbey
Road
Volunteers

CLERK

Abbey
Road
Volunteers

CLERK

81.1.3 Other points brought up included that the EA free phone number ought to be included on the new signs to be placed at Abbey Road. Also noting therefore, '*who to notify in the event of a flood*'. It was suggested that expert advice may need to be sought when looking at the replanting of River Banks, and that the 10 properties adjacent the river ought to be contacted. Cllr I Alexander **proposed, seconded** by Cllr Hanson that the Clerk be authorised to start a process of community engagement with adjacent properties to discuss riparian responsibilities for their section of the river. **Agreed**

CLERK

CLERK

81.2 **To agree potential Bat Box purchases for Abbey Road**

CLERK

It was suggested that members consider the installation of Bat Boxes at Abbey Road, and various options were discussed, but members chose not to pursue the idea

- 81.3 Update regarding future Steyning Primary School field trip to complete phase 1 of Chandlers Way Pocket Park planting.** In partnership with the Schools Head Teacher, and their Student Eco Committee, the Clerk and a team of volunteers will be attempting an 'Activity Day' at Chandlers Way to include planting about 100 hedging plants, a small tree and perhaps some climbing plants. If its good weather, the children can have a picnic, play on the play equipment, and perhaps go via Abbey Road so that they can see a maturing conservation area. The School have reserved the afternoon of the 1st of May. The Clerk and the Pocket Park working party will meet with the volunteers to work on an outline plan for the day on Friday 11th April. **CLERK**
- 81.4 Update on MPF Interpretation panel and planters project, following meeting with SDNP Representative.** To augment and strengthen the recent SDNP grant application for this installation panel match funding, the District Partnership representatives, Sustainable Travel Rep and the Clerk met with the South Downs National Park Interpretation and Place Officer on the 19th March, to discuss the details of the project, to visit the site, and to talk about the wider strategy of making Steyning a SDNP 'gateway'. The meeting went well, and it is hoped that the officer's support for the project and wider strategy will bring a positive response. **CLERK**
- 81.5 VE Day Commemorations update.** The commemorative flags have been purchased and attached to mini flag poles for High Street usage {to be inserted into existing wall-brackets}. Dependant on volunteer availability it is possible they may be installed before the Easter weekend, in preparation for both VE Day itself, and also some of the Spring / Summer High Street events such as the 'Vintage Revival'. **CLERK**
- 81.6 To agree replacement bench {adjacent Fire station entrance}.** Following previous Community Committee meetings agreement, the dilapidated bench situated on the High Street, by the entrance to the Fire Station, was removed and disposed of by SPC. The Clerk's office has since been in contact with a Fire Station representative to see if they wouldn't mind part or full funding of a possible replacement 5 Ft. bench. Unfortunately the Fire Service is willing but unable to secure funding for a replacement. A standard teak bench has been earmarked for purchase by the office, and three variants were discussed by members.
- 81.6.1 Cllr I Alexander proposed, seconded by Cllr Hanson that SPC find the money to replace the bench adjacent the Fire Station entrance. Agreed**
- 81.6.2 Cllr I Alexander proposed, seconded by Cllr S Alexander that SPC agrees to the purchase of Option 1. Agreed** **CLERK**
- 81.6.3 Cllr I Alexander proposed, seconded by Cllr Hanson that a small brass plaque be affixed to the bench saying that this bench was supplied by Steyning Parish Council for the benefit of the Community. Agreed** **CLERK**
- 81.7 To agree High Street planters installation match funding, as potential Town Improvement Project.** Cllr Foxwell is attempting to coordinate the completion of a long term project which has involved the District Partnership and the Steyning in Bloom group, as well as the Parish Council. There are four Planters which have been purchased and previously installed on the High Street only to be removed after WSCC received a campaign of complaints from two local residents. These same planters were put into storage, and in the meantime, the Partnership has gained permission from shop owners/ residents for installation in front of their properties. The reinstallation has therefore been agreed, and with no permissions necessary from WSCC as the planters will be placed on the cobbles immediately in front of the properties - therefore not on the public highways. Subsequent to this, the project now needs to cover the cost of re-filling said planters with suitable compost and flowers/ shrubs / bulbs. The total cost is £1,212.00 as per quote {supporting paper}. There is a £450 commitment from the Partnership, and it is hoped there might also be a financial

contribution from Steyning in Bloom. The budget expenditure would come out of 'Town Improvements'. Cllr Sharp **proposed, seconded** by Cllr Hanson that SPC allocate £560 towards the 'Planters on the High Street' project, and work with Steyning & District Partnership and Steyning in Bloom to install. **Agreed 7 For, 1 Abstained**

CLERK

- 81.8 To receive members comments in consideration of the work being achieved by the current Grass Cutting and Street Cleaning contractors.** All members were invited to give their opinion with regards to the Grass and Street Cleaning contractors work over the last year. This with a view to the Clerk compiling an interim report for the contractors, giving them a precis of the standard of their service. Members gave a range of largely positive responses, with both contractors it seemed providing a much better quality of service than was the case more than a few years ago. There were three issues raised concerning, stickers being attached to bins, bird droppings on pavements, and a blocked drain, but none of these were the street cleaners responsibility. It was suggested that the contractor raise more issues when witnessed or observed by him, to the Clerk's office in future.

CLERK

- 81.9 To discuss this seasons project priorities and consider any future project aspirations for this Committee.** Drains clearance and Bin cleaning to be brought back to a future meeting. Clerk also to report back to members on WSCC engineer visit week beginning 28th April, and report barriers being left, and the traffic lights opposite the leisure centre.

CLERK

C/24/82 FINANCE AND GOVERNANCE

- 82.1 To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure reports for February 2025 be accepted as a true and fair record. **Agreed.**

- 82.2 To agree to recommend to F&GP an MPF Licence for trading agreement as per supporting papers.** A replacement trader for the Friday evening pitch at the MPF has been found. The Gorilla Kitchen Pizza unit is familiar to many, as they frequent the Star PH Car Park most weeks, and were indeed approached by Councillors and the Clerk last year, but were not interested at the time. Circumstances have changed with the owner now definitely interested in this commitment. There was a request for a small reduction in the first payment which members considered {from £300 for first three months which is to be paid in advance}. Cllr I Alexander **proposed, seconded** by Cllr Young that this committee recommends the Gorilla Kitchen {be granted a licence to trade on the MPF each Friday over the extended summer Period}, and that the first three months be a discount charge of £250. **Agreed 6 For, 2 Against.** To begin trading on the 18th April.

CLERK

C/24/83 ONGOING MATTERS ARISING TO BE TAKEN TO THE NEXT MEETING

- 83.1 C/23/30.2** Mouse Lane Drainage W. Party to be reconvened. - **SPC are awaiting engineers reports from WSCC**
- 83.2 C/23/43.9** Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites
- 83.3 C/23/75.5** Parish-wide litter/dog bin provision to be investigated by Chairman & Clerk – **Communication with HDC to better understand costs of additional installations is underway**
- 83.4 C/24/27.6** Clerk continues to seek MPF Concessionary Licence fee or potentially take vendor to small claims court. **The Clerks office had begun the process**
- 83.5 C/24/ 49.2** Log seating, lockable gate, trees, hedge and trellis installed at Chandlers Way plus convene working party. **Ongoing**
- 83.6 C/24/38.11** Clerk DIY Dog washing machine to be brought back to future agenda. **Ongoing**

CLERK

CLERK

CLERK

CLERK

CLERK

CLERK

83.7 C/24/71.3 Chandlers Way residents working party to convene. **Ongoing** **CLERK**

83.8 C/24/71.7 Allotment Clearance day, organised for the 12th April 2025. **Member volunteers welcomed** **CLERK**

C/24/84 INFORMATION / CORRESPONDENCE ITEMS

84.1 The traditional hedgerow construction project undertaken at Abbey Road – photos of the work completed were distributed. Half the cost of £664 is being paid by the *Sussex Ornithological Society*. The rest from *Steyning for Trees*. Members asked the Clerk to thank both organisations for the excellent work achieved. **CLERK**

84.2 Charlton Street Party request for use of the MPF {30 guests} – Sunday afternoon in June or July. Members agreed for it to take place provided the Cricket Club were informed and Clerk made aware of any ‘Risks’. **CLERK**

84.3 The Clerk informed members regards a repair to the large Wheely bin at the MPF, doors being Painted on the changing rooms, and play equipment being painted in several play areas.

84.4 Pete Crawford, the HDC Parks and Countryside manager, had emailed the following information - *‘Confirmation from the EA that work will begin again at Bramber Brooks from Tuesday 6th May. This week will see the delivery and set-up of cabins and plant, with work on the ground scheduled to begin on the 12th. There may be a little bit of preparatory work – grass cutting etc prior to this. Signage will be updated in due course’.* **CLERK**

84.5 The Chairman thanked members for their efforts over the last year, as this was the last meeting before a new committee membership was to be voted in at the May Annual Full Council.

C/24/85 DATE OF NEXT MEETING – 3rd June 2025 at 7.30 pm.

Meeting ended at 8.55 pm

Signed by the Chair: Date: 3rd June 2025

A recording of this meeting can be found using this link: <https://youtu.be/ulmlb-xrzHk>

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 3rd JUNE 2025 AT 7.30 PM AT THE STEYNING CENTRE

Present: Cllrs I Alexander (Chair), Linfield, S Alexander, Johnson, Hanson, Norcross, Sharp and Young.

Clerk: John Fullbrook

Members of the public: 3

Meeting Commenced : 7.30 pm

DRAFT MINUTES

C/25/01 APOLOGIES FOR ABSENCE

01.1 Apologies received from Cllr Lloyd.

ACTIONS

C/25/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 None

C/25/03 ELECTION OF VICE CHAIRMAN OF THE COMMUNITY COMMITTEE FOR 2025/26 MUNICIPAL YEAR

03.1 Cllr I. Alexander **proposed, seconded** by Cllr S. Alexander that Cllr Norcross be the Community Committee Vice Chair for the 2025/25 Municipal Year. **Agreed**

C/25/04 QUESTIONS FROM THE FLOOR {in summary}

04.1 2 members of the public gallery asked the Chair for permission to comment on, or be available to answer members queries, during the appropriate items of the meeting, and the Chair agreed

C/25/05 MINUTES OF PREVIOUS MEETINGS - To agree 8th April draft minutes.

05.1 Cllr I Alexander **proposed, seconded** by Cllr Young to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 8th April 2025. **Agreed, 7 For & 1 Abstained**

C/25/06 MATTERS ARISING AND ACTIONS - These items were taken as read.

06.1 Allotment Clearance day, organised for the 12th April 2025 – **Actioned**

06.2 Chandlers Way residents working party to convene – **Actioned / See item 07.4**

06.3 Parish-wide litter/Dog bin provision – **See item 07.5.1**

06.4 Mouse Lane Drainage project – **See item 07.3**

06.5 Drainage maintenance schedule for Steypning received from WSCC – **Actioned**

06.6 Bat box decision relayed to volunteers – **Actioned**

06.7 Steypning Primary School Planting Day on the 1st May – **Actioned / See item 07.4**

06.8 MPF Interpretation panel project new funding application submitted – **Actioned / See item 07.6**

- 06.9 Clerk to purchase, construct and ensure installation of VE Day flags – **Actioned**
- 06.10 Clerk's office to purchase bench for High St adjacent Fire Station and complete installation – **Actioned**
- 06.11 Clerk's office to work with *Partnership* to ensure planters project completed on the High St. – **Actioned**
- 06.12 Clerk to contact street cleaners to ensure they continue conveying observations to the office – **Actioned**
- 06.13 Clerk to bring back Bin cleaning to future meetings – **Actioned / See item 07.5.2**
- 06.14 Clerk's office to agree terms for Gorilla Kitchen to start trading at MPF – **Actioned**
- 06.15 Clerk to convey gratitude to Hedge laying contractor & Steyning for Trees for excellent result – **Actioned**
- 06.16 Clerk to inform Requester of positive response regarding Street party on the MPF – **Actioned**
- 06.17 Clerk's office to publicise Bramber Brooks works rescheduled timetable via social media – **Actioned**

C/25/07 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

The Chair moved forward two items on the agenda so that residents could take part and be able to leave earlier if they so wished.

- 07.1 **To consider a request from the Steyning Tennis Club for access and skip arrangements** **CLERK**
 The Club were undertaking some court resurfacing works and needed heavy plant equipment, and raw material deliveries access, and waste material removals to be granted. To facilitate this would require the removal of the adjacent gate and for members to agree location of the waste skip so that pedestrian access could be maintained to the MPF. The gate would need to be reinstated by the Club after works had been completed and in the same state or better.
 Cllr I Alexander **proposed, seconded** by Cllr Norcross to allow the Steyning Tennis club to go ahead with their works and have access as requested, and to position the skip as agreed {with club representative during the meeting and as per supporting papers}. **Agreed**

- 07.2 **To consider whether SPC allows Bees to be kept on its land by an appropriately experienced, insured and affiliated Beekeeper. SPC to find an agreeable site and to further agree an appropriate annual fee.** **CLERK**
 There were detailed supporting papers and a personal representation from the potential Beekeeper, and members discussed the matter at length and covered many aspects and potential issues and benefits. Members were generally supportive of this green initiative and especially in the light of the current *Climate Emergency* and the associated general plight of the local bee population. However they were mindful of bee flight paths, and any residents who might have allergies or generally find them off-putting, which could lead to them giving up plots. With this in mind the Clerks' office was to seek agreement from plot holders who were within a two plot radius of wherever they were to be located.
 Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC work with {the beekeeper} to try and find a suitable location on SPC land for some beehives (initially this will likely be within the allotments but not on a residents plot) and in the event that this is on an allotment, to then speak with the Allotment Association and also work to amend the '*Allotment Agreement*'. **Agreed**

- 07.3 **Community Committee - Current projects update.** **CLERK**
 The Clerk noted that later in the meeting committee was to discuss priority projects for the new municipal year, and therefore wanted to remind members as to what level of progress the current projects were, and the committees recent accomplishments. Here is a summary of main achievements, or updates for the last year.
 1. Steyning Car Parks - Tariffs changed , Discs amended (district wide), Parking Area signage updated; Car Park Road signage overhauled/ changed /updated; Foliage cut back.
 2. Three extensive TROs completed (or soon to be) in multiple streets/ highways – SPC having never achieved anything like this before.
 3. Chandlers Way Play Area installation completed.

4. Pocket Park phase one planting programme well on way to completion with major positive engagement from the local primary school
 5. Parish wide additional bin installations well on way to completion, as currently working on details with HDC.
 6. Mouse Lane Operation Watershed associated mitigating works being completed by Wiston Estate, and process to achieve next grant application moving forward
 7. Tree management plan to be completed, with amendments being discussed (new assets)
 8. MPF Charlton street access improvements being negotiated with WSCC
 9. Fingerposts/ new signposts designed and installed or repainted with WSCC permissions
- Plus:- Flags for VE day and other events/ Remembrance day event management/ Planters and new bench installation on High St. and Allotment day events, all successfully completed.

- 07.4 Steyning Primary School field trip to Chandlers Way Pocket Park.** The Clerk updated members that the day chosen for the trip was unfortunately the hottest day of the year (to that point) and this precipitated the Head of the school having to cancel their involvement (24 children and 2 or 3 staff) on safety grounds on this occasion. However the six volunteers and Cllr Young remained on site and completed the planting of 33 hedgerow specimens, and a contractor also assembled the first archway pergola. Regular watering since has ensured the plants are still in good order. The Head Teacher has subsequently agreed for his 24 Eco committee members to go on two further excursions – one to Abbey road on the 26th June to be overseen by our volunteer representative, Simon Knowles, plus on the 3rd July they hope to visit and potentially complete some planting and watering at Chandlers Way. Other activities are being planned with the school; and the Clerk spoke in support of them and this very positive ongoing community engagement initiative. **CLERK**
- 07.5.1 To agree High street Bin Cleaning and future Bin installations.** The new bin installation programme was proceeding well, with final precise locations and installation measures, plus costings, being discussed with HDC. **CLERK**
- 07.5.2** In terms of the recent High St pavement scrubbing and bin cleaning trial, members reported they were pleased with the results and thought it a good alternative to the previously disruptive, though effective, High Street power washing. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC authorise the clerk to make the *soap water and scrubbing brush, bin cleaning and High Street pavement washing* an annual task, and monitor the situation and agree to further cleans if needed. **Agreed** **CLERK**
- 07.6 Update on MPF Interpretation panel project, following successful grant application**
- 07.6.1** The resubmission of the grant application by the District Partnership team has been successful, with the South Downs National Park confirming their commitment to cover costs up to £2,548, which deals with potentially about a third of the likely total expenditure involved. The slightly amended project now covers two interpretation panel installations – The first by the MPF Car Park and the second either at the top right-hand corner of the MPF, or adjacent to the Mill Rd track as ramblers approach the Horseshoe walks, depending upon final agreements. The working party had completed works on the design and artwork of the panels, following discussions with SDNP and their requirements (as per part of the arrangement for funding) and these were presented to members as supporting papers. Two text amendments were identified, and the Clerk will inform the designer. There was also a request for the Clerk to send off better quality pdf versions so that members could further proofread and subsequently relay any further issues through the Clerk to the designer. **CLERK**
- 07.6.2** Members then turned their attention to the suggested locations for the installation of the two signs – again as per presented, with a fair degree of accuracy, within supporting papers. Cllr I. Alexander **proposed, seconded** by Cllr Norcross that SPC allow the Clerk to work with the Cricket Club to come up with the final installation position for sign one of this project. **Agreed** **CLERK**

07.6.3	Cllr I. Alexander proposed, seconded by Cllr Sharp that the Clerk works with the South Downs National Park representative, and the Steyning and District Community Partnership reps., to agree a position for sign 2, it being close to the gate exit of the MPF on to the Mill Lane track {Northwest Exit}. Agreed. 7 For, 1 Against. Members discussed the potential need for a change in the design of this gate and access, as part of potentially making both this sign more effective, but also making that exit, a proper 'Gateway'. Also members suggested that further sign installations could be sponsored by local companies.	CLERK
07.6.4	Members considered the need for planning applications for these board installations. Cllr I. Alexander proposed, seconded by Cllr Norcross that SPC asks the Steyning and District Community Partnership to complete the planning application for the MPF interpretation panels and to be the 'agent' for that process. Agreed	CLERK
07.6.5	Finally, members considered how this project sat in terms of its priority status for SPC in 25/26. Cllr I. Alexander proposed, seconded by Cllr Hanson that this committee recommends this project to the next F&GP meeting, for it to be signed off as one of the agreed projects for the 25/26 municipal year. Agreed	CLERK
07.7	To consider a request from a resident asking for vehicular access onto the MPF The Clerk had received a letter pointing out the current owners health issues as being a reason for this unusual request. The details of this confidential letter were discussed by members, as were any potential issues and consequences. Cllr I. Alexander proposed, seconded by Cllr Johnson that the Clerk works with the resident who requested this, and the Cricket club, to allow access on an annual basis, and that the agreement will terminate when the requirement as stated within the correspondence no longer exists, and that this arrangement is only in place for one registered car. Agreed	CLERK
07.8	To agree Tree Assessment quotes. Members considered invoices for the Steyning Parish Tree Assessment Report arrangements undertaken every 3 or 4 years, and to decide whether Fletchers Croft Trees should also be assessed – as they could be an asset transferred to SPC as part of this open space devolution of assets from HDC, and it was felt there was a need to understand any potential liabilities. Members also considered whether other companies needed to be asked to provide comparable quotes but decided against. Cllr I. Alexander proposed, seconded by Cllr S Alexander that SPC accept both the quotes as per supporting papers and ask the Clerk to proceed with them, Agreed	CLERK
07.9	To agree a request to consider level of involvement with the Glebe Farm Play Area installation and potential Glebe Farm road naming arrangements	CLERK
07.9.1	Members considered asking Glebe Farm developers (Vistry) to be willing to engage in ongoing discussions about the nature of the Play Area installation, in so far as it could be of benefit to SPC in the longer term to help determine what the facilities are which are to be put in place, with an assumption that SPC may well be taking on the responsibility of their ownership. However, as this was likely to be several years down the line, members deemed it unnecessary to gain a potential financial obligation too early. The Clerk pointed out that often Play Areas not maintained appropriately by Councils fell into disrepair, would have equipment removed when unsafe, which would likely not be replaced and at this point it would be likely that SPC would be forced to intervene. Cllr I. Alexander proposed, seconded by Cllr S Alexander that SPC do get involved with Vistry, to the level of recommending a design for the Glebe Farm Play / Adult Exercise Area. Agreed	
07.9.2	Cllr I. Alexander proposed, seconded by Cllr Johnson that SPC get involved with Vistry to help them with the Glebe Farm road naming development. Agreed	CLERK
07.10	High Street Railings renovation. The Clerk updated that as the railings continue to fall into ever worsening state of repair, that he has taken WSCC Highways engineers on site and will do so	CLERK

again on the 11th June to try and ensure their renewal remains in keeping with the significant historical value placed upon them by Steyning residents. He was to be receiving a sample 'wood effect' post from the engineers and would be seeking opinion from Cllrs and other local Key Stakeholders for their views on whether this might represent a longer term solution.

- 07.11 To agree any actions following the latest news from WSCC concerning current DMMO applications.** Due to unresolved objections/ representations in connection with the SPC submitted Chanctonbury No1 – Steyning (addition of a footpath) Definitive Map Modification Order 2024 {Received by WSCC on the 2nd Feb 2021}, there is to be an inquiry, which is to be held on an, as yet, unspecified date. The objections have been raised by the Landowners – The Goring Estate, and WSCC needed to have confirmation of the names of prospective SPC representatives for this inquiry. Cllr I. Alexander **proposed, seconded** by Cllr Young that SPC ask Cllrs Norcross, Young and former Cllr, Gill Muncey, to represent the Parish Council application at the WSCC inquiry and in support of the DMMO in question. **Agreed 6 For, 2 Abstained** **CLERK**
- 07.12 To discuss this seasons project priorities and consider any future project aspirations for this Committee.** Members had much to consider and struggled to per se agree upon the priorities of the aspirational list for next year noted below, as some were time based, some were cost based, some were an unspecified mixture, and many were not fully understood, because for example, HDC were yet to give details in terms of potential asset transference. However, this is the full list, and with some notes to accompany:- **CLERK**
- **Interpretation Board installations** – *Priority status agreed*
 - **MPF upgraded Access including Car Park Planters**
 - **MPF Play Area renewal** - *consider part improvement or let this slip to the next year*
 - **Mill Road/ MPF Access improvements** – *could be part of interpretation board installation by necessity*
 - **Charlton Rd MPF pathway improvement** - *this is mostly lobbying WSCC to complete proper repairs, but also involves SPC groundworks*
 - **MPF {infants} Play Area turned into disabled access Play Zone** - *A new project, but one that could deal with better inclusive play equipment coverage for the parish, plus will likely speed WSCC progress to complete pathway improvement noted above.*
 - **Work on Glebe Farm Play Area** – *Lower priority*
 - **Chandlers Way Pocket Park continued development** – *Ongoing and committed to this*
 - **Fletchers Croft asset transfer**
 - **Bramber Brooks asset transfer**
 - **Car Parks potential asset transfers**
 - **Other SPC / HDC Open spaces / Twitten and other asset transfers**
 - **Abbey Road river riparian works to be completed** – *Committed to this*
 - **Glebe Farm Road names** – *might delegate to for example Steyning Society*
 - **DMMO inquiry resolution** – *Committed priority*
 - **SPC Tree management Plan** – *Committed to this from last year's action plan*
 - **Mouse lane Watershed application** - *Committed priority*
 - **Parish Flood Plan**

C/25/08 FINANCE AND GOVERNANCE

- 08.1.1** The Clerk highlighted some points of note in reference to the *End of Year reconciliation* and explained why both income and expenditure year end figures were slightly below budget – that is, 98% and 83% respectively, but also noted that the majority of the underspend has already been agreed as a carry over into next year (£4.5K Earmarked reserves for *Town Improvements*, to go towards the Interpretation board installation, and *Tree Works*)

08.1.2 To accept the I & E Reports. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure reports for March 2025 be accepted as a true and fair record. **Agreed.**

C/25/09 ONGOING MATTERS ARISING TO BE TAKEN TO THE NEXT MEETING

09.1	C/23/43.9	Lost Woods project – Landowners to be encouraged to ‘sign-up’ with working party members to visit sites	CLERK
09.2	C/24/27.6	Clerk’s office to take MPF non-paying vendor to small claims court	CLERK
09.3	C/24/68.2	DIY Dog washing machine to be brought back to future agenda	CLERK
09.4	C/24/49.2	Log seating, lockable gate, trees, hedge and trellis installed at Chandlers Way	CLERK
09.5	C/24/81.1	River bank management needs to be added to the Abbey Road Management Plan	CLERK
09.6	C/24/81.1	Abbey Road volunteers to discuss stream location of willow bundles, potential stream side planting and additional ‘scrapes’	CLERK
09.7	C/24/81.1	SPC to discuss the need for a Parish Council Flood Plan	CLERK
09.8	C/24/81.1	Clerk to begin community engagement with 10 properties adjacent the stream when more detail agreed	CLERK
09.9	C/24/81.7	Plaque to be ordered and affixed to new High St Bench	CLERK

C/25/10 INFORMATION / CORRESPONDENCE ITEMS

10.1	Important Road works to be publicised for the Horsham Road/ Mouse Lane area – <i>Clerk to find out more details and distribute to Cllrs</i>		CLERK
10.2	Fallen tree in verge at Middle Mead – <i>For information: Members were informed it had blown down and was to be replanted by Steyning for Trees</i>		
10.3	Steyning FC pitch marking on the MPF – <i>The club rep had produced a map showing where the pitches were to be located for this season</i>		CLERK
10.4	Members were informed that there was a request for a memorial bench – <i>this will come back to a future meeting</i>		CLERK
10.5	Abbey Road working party update - <i>extra working party this week on Wed 4th June. 10 -12noon - next full WP will be on Sat 21st June. whilst also hosting a Steyning Greening /Weald to Waves family ‘Bug Hunt’ that day.</i>		

C/25/11 DATE OF NEXT MEETING – 2nd September 2025 at 7.30 pm.

Meeting ended at 9.52 pm

Signed by the Chair: Date: 2nd September 2025

A recording of this meeting can be found using this link: https://youtu.be/G_cchhz-TZw



**Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole**

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

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 13th MAY 2025 AT 7.30PM

Present: Cllrs S. Alexander (Chairman), Foxwell, Ballance, I Alexander, Norcross and Johnson.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F & GP/24/58 APOLOGIES FOR ABSENCE

58.1 Apologies were received from Cllrs Sharp, M Alexander and Trundle.

F&GP/24/59 DECLARATIONS OF INTEREST AND DISPENSATIONS

59.1 Cllr I. Alexander declared a non-pecuniary interest in item 64.1 as he is Chair of the Steyning and District Partnership.

F&GP/24/60 QUESTIONS FROM THE FLOOR {in summary}

60.1 None

F&GP/24/61 MINUTES OF PREVIOUS MEETING

61.1 Cllr S. Alexander **proposed, seconded** by Cllr Norcross that the draft minutes of the meeting held on the 11th March 2025 be agreed as a true and fair record. **Agreed**

F&GP/24/62 MATTERS ARISING AND ACTIONS – *These items taken as read*

62.1 Clerk to add three additional Earmarked General Reserves to SPC Accounts – **Actioned**

62.2 Clerk to verify Climate Action Page activated on SPC Website – **Actioned**

62.3 Clerk's office to process SCO grant application for £100 – **Actioned**

62.4 Clerk's office to process Partnership grant application for £400 for Revival meeting – **Actioned**

62.5 Clerk's office to process First Responders grant application for £125 for defibrillator sponsor – **Actioned**

62.6 Clerk's office to process Partnership grant application for £350 for Country Fair – **Actioned**

62.7 Clerk's office to process 4Sight Vision org. grant application for £390 – **Actioned**

62.8 Clerk's office to inform vendor that they have licence permissions to trade on the MPF – **Actioned**

62.9 Clerk to inform HDC that SPC approves the new Wardens three year contract and to sign doc. – **Actioned**

62.10 Clerk's office to pay Scaffolding contractors - £1,650 plus £300 adaptation fees – **Actioned**

62.11 F&GP Recommendation for payment of Clock renewal work taken to Full Council – **Actioned**

62.12 Clerk's office to process Vintage Years annual grant application for £1,500 – **Actioned**

62.13 High Street Clock Ad placed in Your Steyning – **Actioned**

62.14 Wardens promo social media postings made on monthly basis – **Actioned**

62.15	Clerk to send letter of support for permissive path proposal – Actioned	
62.16	Clerk to work with Partnership on letter of support for grant app. for interpretation boards – Actioned	
F&GP/24/63	FINANCIAL MATTERS.	
63.1	To approve the list of SPC payments for February and March 2025. Cllr S. Alexander proposed, seconded by Cllr Johnson that SPC accepts the February '25, and January '25 SPC Payments lists. Agreed	
63.2	F&GP Income and Expenditure reports for February and March 2025. Cllr S. Alexander proposed, seconded by Cllr Ballance that SPC accepts the F&GP Income and Expenditure reports for February and March '25. Agreed	
63.3	To consider increase to weekly bin emptying frequency for the summer season on the MPF – costed at £32 per week. It was suggested that within the next tendering process, it could be written into the new three-year contract that this be considered every year. Cllr S Alexander proposed, seconded by Cllr Johnson that an additional bin emptying at the MPF take place for this summer season and the cost be agreed at £32 per week for this service. Agreed	CLERK
63.4	To consider a new engagement strategy for residents and especially in relation to the Farmers Market ongoing monthly arrangement for Cllrs attendance. There had been some good feedback in consideration of this community engagement idea, however after an initial positive reaction, the number of productive communications with residents not already engaged in Council matters has diminished to near zero. While this is in some respects good news as it suggests that generally residents must be relatively content, it means it is not time well spent. Also, gaining Cllr attendance / support has been progressively more difficult. Other strategies were therefore discussed by members present and reflective upon the notes presented by Cllrs Linfield and Young. Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC stops a monthly attendance at the Farmers Market, and instead book a stall when it was felt necessary {for example when the Council were involved with potentially controversial developments or were attempting public consultations or similar} and instead, and on a quarterly basis, organise a <i>surgey</i> at the Steyning Centre with District and County Councillors also invited to attend {with these days publicised via social media and website}. Agreed	CLERK
63.5	To agree an application for a grant for an allotment community plot installation. This item deferred to next meeting as the completed application was not forthcoming.	CLERK
63.6	To agree any financial commitment to the renovation of the High Street railings adjacent the mini roundabout. Though SPC do not own the railings, it was felt the Council needed to be part of the solution, and indeed this had been the case the last time there had been a necessity for renewal. The Clerk had already invited WSCC highways officers on site on the 6 th May to gain understanding of the issue first hand. The Steyning Society had also been in touch with the Clerk's office asking for appropriate action to be taken, and suggesting it might be able to provide financial support. Cllr S. Alexander proposed, seconded by Cllr I. Alexander that SPC could supply partial financial support if necessary for the replacement of the railings on the proviso that WSCC act without delay to rectify the failing foundations and underlying issues with wall and pavement. Agreed	CLERK
63.6.1		
63.6.2	Cllr S Alexander proposed, seconded by Cllr Johnson that SPC begin preparing a TRO on West Sussex CC's behalf due to the safety issue and attempt to gain support from the West Sussex County Councillor Paul Linehan for this scheme. Agreed	CLERK
F&GP/24/64	GOVERNANCE AND COMMUNITY MATTERS	
64.1	To consider a proposal from the Steyning and District Partnership for the transference of assets to SPC as per detailed within the supporting papers. The Partnership acquires grants and installs new infrastructure for the residents, but it is understood that after a set period of ownership they generally hand over these assets to the Parish Council so that their maintenance can be taken care of. In this instance assets included a large number of finger posts, a notice	

board, the Steel Archway at Tanyard Lane Car Park, the A283 tourism sign, the display panel at Fletchers Croft and a Lamppost at Kings Barn Villas footbridge.

Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC accepts the proposal from the Steyning & District Partnership for the transfer of assets to SPC as detailed within their supporting paper. **Agreed**

CLERK

64.2 CCTV working party progress, and to agree any recommendations concerning this project

64.2.1 Cllr S Alexander outlined the progress made by the working party over the last several months. 3 CCTV companies have been engaged in quotes, on-site visits and ongoing communications. Company #1 it was felt, were not professional enough both in terms of maintaining positive communications, being receptive and responsive and in terms of their level of expertise when it came down to technical specifications, and although their costs were relatively cheap, the working party rejected their quote.

64.2.2 Company #2 were very much focused on the technical aspect rather than the installation, and their installation costs were relatively high.

64.2.3 Company #3 were based locally and would be buying-in the same equipment as Company #2 which the working party thought to be the optimal package, however the installation costs were not only cheaper, but also included the MPF additional pole installation, not covered by Company #2.

64.2.4 The cost for the installation of the 13 cameras specified within the preferred scope of works was £8,900 + VAT from Company #3. The cost of the equipment - £24,616
Cost of Data Sims, Camera Licenses and Cellular Gateway Licenses – Between £9,200 and £20,500 depending on whether a one-year or up to five-year cover was entered into.
It was not possible to gain further like-for-like quotes as different companies deal with different equipment suppliers and specifications.

64.2.5 The unanimous recommendation however from the working party was that F&GP ought to recommend to the Full Council the purchase of the CCTV package as presented within its outline quote by Company #3. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that F&GP recommend to Full Council that SPC move forward with the CCTV project and ask Full Council to begin the consultation process, which can be overseen by the Community Engagement Committee. **Agreed**

CLERK

64.3 To consider potential issue regarding an Ice Cream Vendor's unlicensed use of MPF Car Park

Cllr S Alexander reported that the matter had been dealt with in the last few days, with Vendors licensing authority stipulating they should not return to Steyning.

F&GP/24/65 PROGRESS REPORT

65.1 *F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with deputy clerk.*

CLERK

65.2 *F&GP/24/08.2 CCTV project to be further discussed with contractors on site – Ongoing, with Cllr S Alexander working with new company to coordinate another on site meeting.*

**CLERK &
CCTV W. Party**

65.3 *F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back*

CLERK

65.4 *F&GP/24/53.6 Digital Screens acquisition to be progressed, with Partnership support*

CLERK

65.5 *F&GP/24/53.7 Communications to continue with Cricket Club concerning proposed club house development*

CLERK

65.6 *F&GP/24/53.7 Clerk to contact SPC solicitors to discuss lease options for Cricket Club renewal*

CLERK

65.7 *F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy*

CLERK

65.8 *F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56*

CLERK

65.9 *F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation*

CLERK

65.10	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal</i>	CLERK
65.11	<i>F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road</i>	CLERK

F&GP/24/66 INFORMATION/CORRESPONDENCE ITEMS

66.1 None

F&GP/24/67 DATE OF NEXT MEETING – 8th July 2025 @7.30pm.

The Chair closed the meeting at 8.23pm

Signed Date 8th July 2025
Chair

A video recording of this meeting can be found using this link: https://youtu.be/wZZx3i_kYqs

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28TH APRIL 2025 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Lloyd, Young, M Alexander, Ballance, Hanson, Foxwell, Johnson

Members of the public: None

Clerk: Leanne Poole

MINUTES

P24/147 APOLOGIES
147.1 None.

P24/148 DECLARATIONS OF INTEREST
148.1 None

P24/149 QUESTIONS FROM THE FLOOR
149.1 None

P24/150 MINUTES – to agree the Planning & Premises minutes of the meeting on 24th March.
150.1 Cllr Trundle **proposed, seconded by** Cllr Lloyd to accept the minutes of Monday 24th March 2025 as a true and fair record. **Agreed.**

P24/151 PLANNING APPLICATIONS
151.1 **DC/25/0347**– 43-45 Co-Operative Stores - Installation of a Digital display screen positioned inside the store. Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed 7 for 1 abstention.**

151.2 **DC/25/0459** - Steypning Tennis Club - Resurfacing of the court surfaces at Steypning Tennis Club. Cllr Trundle **proposed, seconded by** Cllr Young. **No objection. Agreed.**

151.3 **DC/25/0212** - 29 Kings Stone Avenue - Erection of a garden room. Amended application. Cllr Trundle **proposed, seconded by** Cllr Foxwell. **OBJECTION due to lack of evidenced changes from the superseded application, in terms of size and style.**

151.4 **DC/25/0474** - 56 High Street - Change of Use of existing outbuilding from Class E to residential domestic use as ancillary accommodation to the existing dwelling (Listed Building Consent). Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection provided it is used as ancillary accommodation to the existing dwelling.**

151.5 **DC/25/0473** - 56 High Street - Change of Use of existing outbuilding from Class E to residential domestic use as ancillary accommodation to the existing dwelling (Full Application). Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection provided it is used as ancillary accommodation to the existing dwelling.**

- 151.6** **DC/25/0530** - Old Farm Cottage - Part demolition of existing south side extension and cat slide roof, erection of a single storey extension and partial replacement of roof. (Resubmission of a previously approved expired approval DC/20/0156 and DC/20/0155). (Householder Application).
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 151.7** **DC/25/0531** - Old Farm Cottage - Part demolition of existing south side extension and cat slide roof, erection of a single storey extension and partial replacement of roof. (Resubmission of a previously approved expired approval DC/20/0156 and DC/20/0155). (Listed Building Consent).
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 151.8** **DC/25/0535** - 69 Roman Road - Conversion of garage into habitable living space with new link to house and raising of roof height.
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed.**
- 151.9** **DC/25/0527** - 14 Saxon Road - Erection of rear, side and front extensions, new roof with front gable, and front and rear dormers.
Cllr Trundle **proposed, seconded by Cllr Ballance. OBJECTION due to overdevelopment of the property, over 100% increase in size and it being out of keeping with the surrounding properties. Agreed.**
- 151.10** **DC/25/0437** – Ash Lea, Coxham Lane - Erection of an Oak Framed Orangery to rear elevation.
Cllr Trundle **proposed, seconded by Cllr Young. No objection. Agreed.**
- P24/152** **LATE PLANS**
152.1 None.
- P24/153** **PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 153.1** **DC/24/1720** - Northover Manor Farm, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Change of use of 2 bays in an agricultural/commercial open yard to: Bay A - The Storage and maintenance of road gritting vehicles. Bay B - The storage of salt for the gritting of roads.
- 153.2** **DC/25/0184** - 2 Thornscredit, Steyning, West Sussex, BN44 3RP. Description: Demolition of existing single storey timber porch and replace with masonry two storey extension.
- 153.3** **DC/25/0222** - 12 Thornscredit, Steyning, West Sussex, BN44 3RP. Description: Erection of a single storey rear extension, two storey side extension, front porch extension and a side/rear access ramp.
- P24/154** **ENFORCEMENT NOTICES**
154.1 **EN/25/0109** - 10 Abbey Road, Steyning, West Sussex, BN44 3SQ. Alleged: Installation of antenna without planning permission.
- P24/155** **REPORT FOR THE STEYNING CENTRE**
155.1 **Bookings** – The projected income for March is £7,122.58. Bookings are still going well. Several one-off party bookings have also been made. Our regular hirers are continuing to use the rooms consistently throughout the week.
- 155.2** **Film nights** – The film for April was *Paddington in Peru*. 92 tickets were sold, totalling £552. Once all the expenditures had been taken out, there was a profit of £104.99. The next film is *A Complete Unknown*, and tickets are on sale now.

- 155.3 Maintenance** – The security light in the foyer has now been fixed, ensuring the area remains lit for caretakers locking up during evening shifts. A loose connection to the kitchen dishwasher has also been repaired. Replacement lights have been installed in the MPF changing rooms. The outside toilets became blocked during the month, and 1st Clearflow attended to clear the issue.
- 155.4 Caretaking and Staffing** – Matthew Boyle has now completed his induction and is settling in well. He’s already proving a helpful addition to the team, particularly with weekend bookings and helping with setting up and packing away for larger events.
- P24/156 FINANCE – PLANNING AND PREMISES**
156.1 To discuss and agree the income and expenditure reports for March 2025.
Cllr Trundle **proposed, seconded by** Cllr Johnson that SPC accepts the planning and premises income and expenditure reports for March 2025. **Agreed**
It was noted that the room hire figure should be lower, as the room hire invoice for 2025/26 for Committee Room 3 was paid early.
- P24/157 STEYNING CENTRE MAIN ENTRANCE DOOR REPLACEMENT**
157.1 To discuss options to upgrade the entrance doors.
Members considered three options to address ongoing issues with the main entrance door, which is currently awkward, not fully accessible, and problematic for users with mobility issues, pushchairs, or bags. It was agreed to proceed with Option 3 – replacing the existing door and installing automatic bi-parting sliding doors, followed by internal assisted swing doors. This option will improve accessibility, reduce heat loss, and create a more user-friendly and welcoming entrance space. Deputy Clerk to gather quotes.
- P24/158 CORRESPONDENCE/INFORMATION**
158.1 None.
- P24/159 DATE OF NEXT MEETING** – Tuesday 27th May 2025 at 7.30pm

The Chairman closed the meeting at 8.13pm

Signed Chairman

Link to the meeting - <https://youtu.be/v9l0t4a7rlo>

PLANNING & PREMISES COMMITTEE MEETING HELD ON TUESDAY 27TH MAY 2025 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Lloyd, M Alexander, Ballance, Hanson.

Members of the public: 3

Clerk: Leanne Poole

MINUTES

P25/01 APOLOGIES

01.1 Cllrs Trundle and Foxwell.

P25/02 DECLARATIONS OF INTEREST

02.1 There was a declaration of interest from Cllr Ballance on agenda item 9.2 as he owns property next door.

P25/03 ELECTION OF VICE-CHAIRMAN – to elect a vice-chairman for the municipal year

03.1 Cllr M Alexander was nominated for Vice-Chairman. Cllr Hanson **proposed, seconded by** Cllr Lloyd that Cllr M Alexander be Vice-Chairman. **Agreed**

P25/04 QUESTIONS FROM THE FLOOR

04.1 Three members of the public were present and requested to speak on item 6.3 which the chair agreed to.

P25/05 MINUTES – to agree the Planning & Premises minutes of the meeting on 28th April

05.1 Cllr M Alexander **proposed, seconded by** Cllr Lloyd to accept the minutes of Monday 28th April 2025 as a true and fair record. **Agreed.**

P25/06 PLANNING APPLICATIONS

06.1 **CA/25/0045** – Chantryside, Church Street - Surgery to 2x Leyland Cypress and 2x Yew (Works to Trees in a Conservation Area)

Cllr M Alexander **proposed, seconded by** Cllr Ballance. **No objection, subject to consultation with the HDC Arboricultural Officer. Agreed.**

06.2 **DC/25/0680** - Dingemans Court, Shooting Field - Surgery to 1x Maple

Cllr M Alexander **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

06.3 **DC/25/0234** - Calcot Farm, Horsham Road - Change of use of part of former agricultural building and 10m x 18m of adjacent yard to commercial use for the storage of soil improver bagging equipment, bagging of soil improver, storage of bagged surplus soil improver and distribution of the same.

Cllr M Alexander **proposed, seconded by** Cllr Lloyd **OBJECTION** This is a completely inappropriate site for a commercial waste business handling horse and livestock faeces.

This proposal will have a seriously detrimental effect on a long-standing, award-winning hospitality/cookery school business - sited 40m from the proposed development, resulting in the loss of employment within the community. This includes a butchery which is likely to be similarly affected.

Nearby residents will be plagued with flies and rodent infestation - the overall environmental impact will include potentially poisonous runoff into a nearby stream - approximately 40 metres from the proposed site - that is a tributary to the River Adur.

Noise pollution and highway damage will become an issue due to the increase in the number of heavy goods vehicles on the B2135. Inadequate sight lines will pose a major safety problem for regular users of this road with the increase in the number of heavy goods vehicles needing to turn into the access road. The access road in itself is too narrow (3 metres).

The application should be referred to WSCC as it is misleading, since this is in fact a commercial waste treatment business. **Agreed.**

P25/07 LATE PLANS

07.1 None.

P25/08 PLANNING DECISIONS FROM HDC and SDNP

Permitted

08.1 **DC/25/0353** - 19 Newham Lane, Steyning, West Sussex, BN44 3LR. Description: Erection of an entrance porch and two-storey rear extension.

Refused

08.2 **DC/24/1723** - 32 High Street, Steyning, West Sussex, BN44 3YE. Description: Change of Use of Existing Ground Floor Class E(b) Commercial, Business and Service to Class C3 Residential Use to form an integral part of the Existing First and Second Floor Dwelling

P25/09 ENFORCEMENT NOTICES

09.1 **EN/25/0147** - 2 Stonecroft, Tanyard Lane, Steyning, West Sussex, BN44 3RR. Alleged: Untidy front garden and driveway adversely impacting the amenity of the area.

09.2 **EN/25/0169** - 1 Sir Georges Place, Steyning, West Sussex, BN44 3LS. Alleged: window installed overlooking the neighbouring property

P25/10 REPORT FOR THE STEYNING CENTRE

10.1 **Bookings** – The projected income for April is £10,579.79. This was positively influenced by the annual payment being received for Committee Room 3. Bookings are still going well. Our regular hirers are continuing to use the rooms consistently throughout the week. The website has been recently updated with a class timetable of regular bookings.

10.2 **Film nights** – The film for May was *A Complete Unknown*. 75 tickets were sold, totalling £552. Once all the expenditures had been taken out, there was a profit of £107.59. The next film is *Conclave*, and tickets are on sale now.

10.3 **Maintenance** – The curtain track in Coombe Court has now been repaired and the curtains have been rehung, and the moveable partition doors have been serviced as part of our routine maintenance programme. The deputy clerk had managed to negotiate a discounted arrangement with the partition door contractor and will bring back the invoice for approval to the next meeting.

10.4 **Caretaking and Staffing** – John Connell has given notice and will be leaving his caretaking role in one month, with the possibility of providing emergency cover in the future if required. We are currently advertising for a new caretaker via Indeed, social media and notice boards.

10.5 **Finance** - The income and expenditure reports for April are currently unavailable due to a delayed end of year accounting processes being carried out with Rialtas.

P25/11 CORRESPONDENCE/INFORMATION

11.1 None.

P25/12 DATE OF NEXT MEETING – Monday 23rd June 2025 at 7.30pm

The Chairman closed the meeting at 8.23pm.

Signed Chairman

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 23rd JUNE 2025 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Lloyd, M Alexander, Hanson, Trundle.

Members of the public: 0

Clerk: Leanne Poole

DRAFT MINUTES

- P25/13 APOLOGIES**
13.1 Cllrs Ballance and Foxwell.
- P25/14 DECLARATIONS OF INTEREST**
14.1 None.
- P25/15 QUESTIONS FROM THE FLOOR**
15.1 None.
- P25/16 MINUTES** – to agree the Planning & Premises minutes of the meeting on Tuesday 27th May
16.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Tuesday 27th May 2025 as a true and fair record. **Agreed 3 for 1 abstention.**
- P25/17 MATTERS ARISING AND ACTIONS**
17.1 **Steypning Centre main entrance door replacement** - Deputy Clerk to gather quotes for the entrance door to be replaced.
Partition door service and removal – To discuss and agree the service and partial removal of partition doors.
Cllr Trundle **proposed, seconded by** Cllr Hanson that SPC accepts the quote for £2000 plus VAT. **Agreed.**
- P25/18 PLANNING APPLICATIONS**
18.1 None
- P25/19 LATE PLANS**
19.1 None.
- P25/20 PLANNING DECISIONS FROM HDC and SDNP**
Permitted
20.1 **DC/25/0347** - 43-45 Co-Operative Stores, High Street, Steypning, West Sussex, BN44 3RE. Description:
Installation of a Digital display screen positioned inside the store.
20.2 **DC/25/0459** - Steypning Tennis Club, Charlton Street, Steypning, West Sussex, BN44 3LE. Description:
Resurfacing of the court surfaces at Steypning Tennis Club.

- 20.3** **DC/25/0535** - 69 Roman Road, Steyning, West Sussex, BN44 3FN. Description: Conversion of garage into habitable living space with new link to house and raising of roof height.
- 20.4** **DC/24/1761** - Steyning Football Club, Shooting Field, Steyning, West Sussex, BN44 3RQ. Description: Demolition of 50 seat spectator stand. Erection of 150 seat spectator stand.
- 20.5** **DC/25/0473** - 56 High Street, Steyning, West Sussex, BN44 3RD. Description: (Retrospective) Change of Use of existing outbuilding to use as ancillary accommodation to the existing dwelling (Full Application).
- 20.6** **DC/25/0739** - Land North of Glebe Farm and Kings Barn Lane. Description: Non Material Amendment to application DC/21/2233 (Outline for up to 265 dwellings, demolition of No. 37 Kings Barn Lane, and provision of vehicular access from the A283 Steyning by-pass), to allow delivery of approved access roundabout off the Steyning Bypass.
- 20.7** **DC/25/0437** - Ash Lea, Coxham Lane, Steyning, West Sussex, BN44 3LG. Description: Erection of orangery to rear elevation.
- 20.8** **DC/25/0234** - Calcot Farm, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Change of use of part of former agricultural building and 10m x 18m of adjacent yard to commercial use for the storage of soil improver bagging equipment, bagging of soil improver, storage of bagged surplus soil improver and distribution of the same.
- P25/21** **ENFORCEMENT NOTICES**
- 21.1** **EN/25/0188** - 59 Penlands Vale, Steyning, West Sussex, BN44 3PL. Alleged: Erection of structure on a platform in the rear garden without planning permission
- P25/22** **REPORT FOR THE STEYNING CENTRE**
- 22.1** **Bookings** – The projected income for May is £5981.96. Bookings are still going well, there have been several one-off children’s parties, and our regular hirers are continuing to use the rooms consistently throughout the week.
- 22.2** **Film nights** – The film for June was *Conclave*. 111 tickets were sold, totalling £666. Once all the expenditures had been taken out, there was a profit of £259.24. The next film is *Bridget Jones: Mad About the Boy*, and tickets are selling well so far.
- 22.3** **Maintenance** – Committee Room 3 has been redecorated this month. A skip was hired to assist with ongoing upstairs clearance. All minutes dated prior to the year 2000 are being transferred to the West Sussex Records Office. As part of a general clearance and small asset disposal in line with a need to update the SPC asset list, Tom Packer has removed hard drives from outdated PCs, and the staff kitchen has been restocked with new cutlery and cups.
- 22.4** **Caretaking and Staffing** – The caretaker position remains advertised on Indeed and social media. Interviews are currently underway.
- 22.5** **Steyning Athletics Club Roundhill Romp** – To discuss and agree the use of changing rooms and toilets by Steyning Athletics Club for their event on 2nd July 2025.
Cllr Trundle **proposed, seconded by** Cllr Lloyd that SPC agree for the Steyning Athletic Club to use the MPF, changing rooms and the High Street toilets for their Roundhill Romp event. **Agreed.**
- P25/23** **CORRESPONDENCE/INFORMATION**
- 23.1** None.
- P25/24** **DATE OF NEXT MEETING** – Monday 28th July 2025 at 7.30pm

The Chairman closed the meeting at 7.48pm.

Signed Chairman

Link to the meeting - <https://youtu.be/wpX49GN4-NY>

MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 15th MAY 2025 AT 11AM AT THE STEYPING CENTRE

Present: Cllrs Young (Chairman), Bell, Norcross, M Alexander, Lloyd and Hanson.

Clerk: John Fullbrook

Members of the public None

Meeting Commenced 11am

MINUTES (Non - Confidential)

Pe/24/17 APOLOGIES FOR ABSENCE

17.1 There were apologies received from Cllr Linfield.

Pe/24/18 DECLARATIONS OF INTEREST.

18.1 There were no declarations of interest from Cllrs.

Pe/24/19 QUESTIONS FROM THE FLOOR

19.1 None for this meeting

Pe/24/20 MINUTES OF PREVIOUS MEETING

20.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non - confidential minutes from 13th November 2024 be accepted as a true and fair record. **Agreed**

Pe/24/21 INFORMATION AND CORRESPONDENCE ITEMS

21.1 None

Pe/24/22 CONFIDENTIAL SESSION

22.1 Cllr Young **proposed, seconded** by Cllr Hanson to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 7 & 8 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/24/23 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION

23.1 **To agree to recommend to Full Council a way forward to achieve a positive resolution, or to find alternative pathways in order for SPC to maintain a collaborative and productive working culture.**

23.1.1 Members discussed progress made by Cllr Campbell towards sanctions compliance and resolution as the 16th and final week of the sanction period had elapsed, since Full Council had adopted the recommendations from the HDC Standards Committee. Members noted that Cllr Campbell had passively complied with sanctions 2, 3, 4 and 5. While there had been partial active compliance with sanction 6 as HDC had confirmed some retraining had taken place.

23.1.2 Sanction 7 stated that SPC should review progress of the sanctions, and compliance or lack of it may result in an extension to sanctions. Both Clerk and SPC Chair had separately contacted the monitoring office

and received confirmation that this was a something the monitoring office could not advise SPC on and therefore was a matter for SPC to work out for themselves.

- 23.1.3** It was noted that Cllr Campbell had publicly stated at the Monday 17th February 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).
- 23.1.4** 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 also being based on Cllr Campbell's modus operandi over many years.
- 23.1.5** 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, co-operatively and very productively, and members wished this to be able to continue.
- 23.1.6** Therefore, the Personnel Committee resolved to recommend to full Council that the sanctions on Cllr Campbell be extended due to sanction 1 not being accepted or complied with. Cllr Young **proposed, seconded** by Cllr Lloyd that Personnel Committee recommends to Full Council that the sanctions imposed upon Cllr Campbell {on the 20th January 2025} be extended for a further 16 weeks. **Agreed**
- 23.1.7** Further to point 23.1.5 above, members thought it wise to if possible attempt to objectively qualify this statement and therefore another motion was discussed. Cllr Young **proposed, seconded** by Cllr Bell to recommend to Full Council that it directs the Personnel Committee to compile an impact assessment on the business of the Council during the period of the *Sanctions*. **Agreed**

Pe/24/24 STAFFING MATTERS

24.1 Staff Appraisal Notifications

The Clerk stated that it had been almost a year since the Deputy Clerk had taken office, and that he therefore anticipated completing a year end appraisal in the early part of June, and following this would systematically complete the remainder of the SPC staff appraisals. His own job evaluation would be undertaken by Cllrs Norcross and Young likely in the second week in June, and results and comments brought back to the next Personnel Committee meeting for approval.

24.2 SPC Staff Structure - To continue to consider options, to ensure the Councils long term aspirations for future service provisions are planned for, and remain achievable.

Further to previous discussions the Clerk re-emphasised the need for SPC to consider the staff structure in so far as, the likely additional workload associated with devolution as well as other steps forward in service provision coordination and management would need to be appropriately catered for with suitably qualified staff. Cllr Young **proposed, seconded** by Cllr Hanson that the Clerk is asked to complete a business case for additional staff in the light of potential devolution orientated requirements. **Agreed**

Pe/24/25 Date of next Full Council Meeting: Monday 19th May 2025

The meeting closed at 12.35pm

Signed Date of next personnel meeting – September '25, day TBC.
Chair of Personnel

NEIGHBOURHOOD PLAN STEERING COMMITTEE MEETING HELD ON THURSDAY 1st MAY 2025 AT 6.00 PM AT THE STEYNING CENTRE

Present: Cllrs Bell (Chair), Trundle, Hanson, Linfield, M Alexander, Ballance, and Members Russell Barnes, Paul Cotton, and Murray Van der Poll.

Clerks: John Fullbrook

Members of the public: 0

Meeting Commenced : 6.04 pm

MINUTES

NP/24/20 APOLOGIES FOR ABSENCE

20.1 Apologies received from Cllrs S Alexander and Sharp, Members Jenny Knowles and R Barnes who would be 15mins delayed.

ACTIONS

NP/24/21 DECLARATIONS OF INTEREST AND DISPENSATIONS

21.1 None

NP/24/22 QUESTIONS FROM THE FLOOR {in summary}

22.1 None

NP/24/23 MINUTES OF PREVIOUS MEETING - To agree 26th March draft minutes.

23.1 Cllr Bell **proposed, seconded** by Cllr Hanson to agree as a true and fair record, the draft minutes from the 26th March 2025 Neighbourhood Plan Steering Committee meeting. **Agreed**

NP/24/24 MATTERS ARISING AND ACTIONS - These items were taken as read.

24.1 Squires Planning to begin work on updating SPC Plan with NPPF amendments & Conditions Statement - **See item 25.3**

24.2 Clerk to ensure more publicity for next SPC N.Plan public meeting - **Actioned**

24.3 Clerk to make two amendments to 13th March working party notes - **Actioned**

24.4 Committee to meet to discuss 'Vision Statement' amendments on the 9th April – **Actioned/ Item 25.1**

24.5 Step by Step guide to 'Live Doc' review distributed by Clerk - **Actioned**

24.6 Clerk to discuss with Squires a way in which to maximise the use of existing grant funds - **Actioned**

24.7 Clerk to complete Year End Finance report for Groundworks UK – **Actioned / See item 25.2**

24.8 More meetings planned for residents with Vistry, regards Glebe Farm development – **See item 26.1**

24.9 Clerk to collate comments from Glebe Farm meetings and presents to Vistry for itemised responses - **See item 26.1**

NP/24/25 NEIGHBOURHOOD PLAN MATTERS

- 25.1.1** To agree the updated and amended SPC 'Vision Statement', as per supporting papers and as recommended by the all-member 9th April Working Party. Members further considered the amended version as presented in supporting papers, and three further amendments were discussed and agreed for points **ix** & **x**. For point **ix**, - '~~this will~~' instead of '~~would~~'. For point **x**, the following was preferred.
- x.** *Take active steps to nurture an environmentally conscious community, so that it is resilient to the changes and risks caused by climate change, ~~and take measures, as far as reasonably practicable, to reduce its own environmental footprint.~~ and reduces its own carbon footprint.*
- 25.1.2** Cllr Bell **proposed, seconded** by Cllr Linfield that the 'Vision Statement' as recommended by the Steering committee working party, with the additional amendments as per noted, be adopted within the revised SPC Neighbourhood plan. **Agreed**
- 25.2** **N. Plan committee finance, and in consideration of the news that any ongoing funding from Locality has been withdrawn, to agree a recommendation for SPC Full Council in terms of the groups intentions.** The Clerk outlined the financial position and what it meant to lose the ongoing funding opportunities from Locality, as well as the fact that SPC would have to return £6K's worth of unused funds, as the £10K awarded in February '25 was not able to be used before the 31st March end of year deadline. The consequences of this news was to be discussed within the consideration of the next item on the agenda.
- 25.3** **Following the submission of the HDC Local Plan for examination, the Inspector has recommended that the Council withdraw the submitted Local Plan from examination and prepare a new Local Plan. Members to consider the implications of this news, and the FAQ's subsequently produced by HDC, in terms of what it means for the review of the SPC Neighbourhood Plan. And to therefore assess any change of necessity in terms of targets in relation to altered timescales for the Steering Group.**
- 25.3.1** Members considered the ramifications of this news from HDC, and together with the governments withdrawal of funding noted within item 25.2 (above), spent a significant period discussing how it positively affected the initial timescale for achieving the review of the N.Plan with additional design codes, while also considering an opposing viewpoint, pondering whether such a review was still the right course of action. The Squires consultant outlined some important parameters for members consideration, and it emerged that all present were committed to continuing with a review, so that at least some additional elements could be included in a revised plan. It was however also understood that the level of this groups commitment and any further work would have to be approved by Full Council's continued commitment to fund the operation.
- 25.3.2** 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 take this to public consultation. The second stage should continue alongside this with the Steering committee engaging in a fully inclusive review. **Agreed**
- 25.4** **Update from Squires Planning Consultants concerning NPPF Plan amendments, and a Conditions Statements draft policy.** This item was dealt with within the discussion under point 25.3, and it was requested that Squires Consultants be sent a link to the Live N. Plan document on SharePoint by the Clerk, to allow for amendments to be undertaken directly by them.

25.5	Cllr Bell and the Clerk to go through the online review processes involved with updating of the N.Plan 'Live' document and for members to agree to any amendments. This matter was deferred to the next Public meeting, as there was not enough time left to start the process.	CLERK & Chair
NP/24/26 GLEBE FARM COMMUNITY ENGAGEMENT		
26.1	To receive an update from the Clerk concerning any information received from Vistry in consideration of the programme of Community Engagement meetings and agree any actions. The Clerk reported that he had been visited by the Newgate/Vistry representative 40 minutes prior to this meeting, and had been made aware that the draft document was still not in a version which could be reviewable, and that it seemed this would not be the case until the 6 th May. Members were further made aware of the very tight timetable for this committee to review and for comments to be sent – which had been set by Newgate, on behalf of Vistry. Members discussed how best to proceed. There was agreement that it could be possible to convene a working party on the 14 th May – which was the last date by which it could be reviewed and for a response back to Vistry be successfully compiled and sent – That date being the 16 th May.	Clerk & Members
NP/24/27 ANY OTHER BUSINESS		
27.1	None	
NP/24/28 PROGRESS REPORT		
28.1	NP/24/17.1 ONH needing more of a steer on design code work done so far, with members needing to make more comments – This item was discussed with members agreeing that it might be better to appraise and assess a completed draft document rather than input suggestions to an outline 'live' Document, as individual members. Cllr Bell proposed, seconded by Murray Van der Poll that the Clerk be delegated to ask ONH consultants to produce a completed draft design code document for the Steering Committee's consideration and feedback for as soon as possible. Agreed	CLERK
28.2	NP/24/6.2.7 Statutory & Non- statutory List of consultees to be augmented by Clerk and N.Plan Chair, with Squires assistance – Ongoing	CLERK & Chair
28.3	NP/24/14.1 N. plan review of document – members to be mindful of ongoing open space project developments. – Ongoing	Members
28.4	NP/24/14.1 Clerk and Chair to continue with sections 2 & 3 within the plan, and members to review draft text – Ongoing	CLERK & Chair
28.5	NP/24/14.2 SPC Community Engagement Committee to discuss consultation process – Ongoing	SPC Com. Engage. Com
28.6	NP/24/14.2 N. Plan committee to take on board the work completed by Greening Steyning in consideration of Walking & Cycling plan – Ongoing	Members
28.7	NP/24/15.1 Vistry incorporates the engagement findings into their reserved matters submission – Ongoing	VISTRY
NP/24/29 INFORMATION / CORRESPONDENCE ITEMS		
29.1	None	
NP/24/30	DATE OF NEXT WORKING PARTY – Confirmed for the 14th May @ 7pm Meeting ended at 7.45 pm	

Signed by the Chair: Date: 2nd July 2025