



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

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**TO ALL MEMBERS OF STEYPNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 15th SEPTEMBER 2025 AT 7.30 PM
AT THE STEYPNING CENTRE**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

GDPR Notice : Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place.

AGENDA

{Timing references in brackets for each item are noted as a guide – As such therefore this meeting will likely take approx. 2 Hours 20 mins}

- 1.0 APOLOGIES FOR ABSENCE {1 minute}** - To receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST {2 minutes}** - Disclosure by Cllrs of their personal interests in regards matters on the agenda & whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR – {Up to 15 minutes}** (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes.
- 4.0 MINUTES OF PREVIOUS MEETINGS {6 mins}**
 - 4.1** To agree the minutes of the Full Council Meeting held on the 21st July 2025 as a true and fair record.
- 5.0 MATTERS ARISING {2 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/25/41.1** Cllr Campbell's sanctions rescinded contingent upon him also withdrawing Judicial Review – **Actioned**
 - 5.2 FULL/25/41.2** Steypning Parish Council to reaffirm its code of conduct complaint against Cllr Campbell to the HDC monitoring office - **Actioned**
 - 5.3 FULL/25/41.4** Steypning Parish Council observes compliance of Cllr Campbell's 'vote of no confidence' – **Actioned**
 - 5.4 FULL/25/41.5** SPC Personnel Committee complies with directive not to deal with any further complaints from Cllr Campbell – **Actioned**
 - 5.5 FULL/25/41.6** SPC promote 'Have you say on Local Government reorganisation' consultation – **Actioned**
 - 5.6 FULL/25/42.2** Clerk to compile and submit a WSCC Highways Scheme, involving potential Cycle Rack installs – **Actioned**
 - 5.7 FULL/25/44.4** Alternative play area inspection service provision to be sought – **Actioned / See item 10.1**
 - 5.8 FULL/25/44.7** SPC to support two priorities of the LWCP – crossing at Castle Ln, & White Bridge cycle route – **Item 9.2**
 - 5.9 FULL/25/44.8** Take 3 LWCP actions to Community Committee {Bike Racks, Twitten Sch. & Convex mirror} – **Actioned**
 - 5.10 FULL/25/44.9** Clerk to initiate 'Open' discussions on Devolution with other Parishes subsequent to HDC Asset List receipt – **See item 8.1**
 - 5.11 FULL/25/44.10** Clerk to move SPC towards Town Council status and bring back to Full Council – **See item 8.6**
 - 5.12 FULL/25/44.3** Clerks office to work with Jane Eaton's team to elaborate upon *HDC assets transference* - **Actioned**
 - 5.13 FULL/25/44.11** Clerk to inform all outside bodies about new SPC Cllr representation - **Actioned**
- 6.0 NEIGHBOURHOOD WARDENS REPORT {10 mins}** (See supporting papers).
 - 6.1** To receive the Neighbourhood Wardens reports for July and August 2025, and staffing update.



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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

7.0 REPORT FROM DISTRICT COUNCILLORS {20 mins}

7.1 Cllr Victoria Finnegan – (HDC) update

7.2 Cllr Nicholas Marks – (HDC) update

8.0 GOVERNANCE {45 mins}, (See supporting papers)

8.1 The Community Committee resolved on the 9th September to ‘express an interest’ in certain Land Assets with HDC, and this is the culmination of the work and fulfills the initial remit of the SPC Devolution Working Party. SPC to now consider delegating the responsibility of steering SPC through the remainder of the Devolution process to F&GP with updates or notifications continuing to come to Full Council.

8.2 Notification of SPC comments to the HDC planning department following, and in response to, the ‘Reserved Matters’ planning application for Glebe Farm by the Vistry Group.

8.3 To discuss and agree that a working party be set up to draft a new SPC Emergency Plan.

8.4 Notification concerning the SPC Action Plan, agreed at F&GP on the 9th September ’25.

8.5 To agree the invoice payment, for the SPC insurance cover for 2025/26, until end of August 2026.

8.6 To consider that Steyning Parish Council becomes a Town Council and agree any actions.

9.0 REPORTS FROM OUTSIDE BODIES {20 mins}, (See supporting papers)

9.1 Cllrs Young and Hanson – Isolation and Loneliness / PPG update

9.2 Cllr Johnson - Climate Action Group – To approve the final draft of the Walking and Cycling Plan.

9.3 Cllr Foxwell – Ukrainian Refugee update

9.4 Notification of meeting dates for Neighbourhood Wardens Steering and Joint Parishes Youth Committees’

10.0 COMMUNITY MATTERS {30 mins} (Supporting papers)

10.1 To discuss and agree play area inspection training course for staff and future inspection cover for SPC.

10.2 To discuss and agree whether to keep or remove the Fletchers Croft Recycling Bins service

10.3 To consider Steyning potentially twinning with a French town, and agree any initial actions.

10.4 To discuss and agree this year’s Chairmans function and the Community Award nominations procedure and promotion

11.0 PROGRESS REPORT - ONGOING ITEMS {0 mins}

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

11.1 Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back Full Council

11.2 Youth service team to make future presentation to SPC Full Council

11.3 Cllr Campbell to provide an apology to Council and Clerk

11.4 Clerk to bring back Privacy Notice amendment to future Full Council

11.5 Personnel Committee to compile an impact assessment on the business of the Council during the sanctions period

11.6 Clerks office to transfer pre 2000 signed Minutes hard copies to Chichester Records Office

11.7 Subject Access Requests to be dealt with by the Clerk

11.8 Digital screen electrical supply query to be brought back to Community Committee

12.0 CORRESPONDENCE AND INFORMATION ITEMS {4 mins}

12.1 None at time of publication

13.0 DATE OF NEXT FULL COUNCIL MEETING: 17th NOVEMBER 2025 at 7.30pm

**John Fullbrook,
Clerk to the Council**