



The Steypning Centre, Fletchers Croft, Steypning
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TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE PARISH COUNCIL MEETING TO BE HELD ON MONDAY 17th NOVEMBER 2025 AT 7.30 PM AT THE STEYNING CENTRE

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

GDPR Notice : Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of 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 Meetings held on the 15th September and 13th October 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/25/53.1** Cllrs requested to be involved in Bramber Brooks tour of site on 25th Sept – **Actioned**
 - 5.2 FULL/25/53.1** High St Car Park shrubs to be cut down again – **Actioned**
 - 5.3 FULL/25/54.1** F&GP to be charged with delegated responsibility to steer SPC through Devolution process – **Actioned**
 - 5.4 FULL/25/57.5** Personnel Com. to compile impact assessment on the SPC business during sanctions period – **Actioned**
 - 5.5 FULL/25/54.4** Bring back SPC Action Plan for further Full C. notification/ update – **Actioned / See item 10.2**
 - 5.6 FULL/25/54.5** Insurance invoice to be paid – **Actioned**
 - 5.7 FULL/25/54.6** Chair and Clerk to pursue further consideration of Council changing from Parish to Town – **See item 8.4**
 - 5.8 FULL/25/55.2** Final version of Walking and Cycling Plan published, and Sustainable travel group thanked – **Actioned**
 - 5.9 FULL/25/55.4** JPY Committee to convene in October and items brought back to Full C. – **Actioned**
 - 5.10 FULL/25/56.1** Training course for staff to enable in house Play Area inspections to be organised – **Actioned**
 - 5.11 FULL/25/56.2** To commence a request to HDC to remove recycling bins from Fletchers Croft for trial period – **Actioned**
 - 5.12 FULL/25/56.3** Clerk to write to French contacts and working party members concerning twinning idea – **Actioned**
 - 5.13 FULL/25/56.4** Clerk's office to arrange & send out invitations for the Chairmans function on the 12th December – **Actioned**
 - 5.14 FULL/25/56.4** Clerk's office to promote Community Award and collate nominations and bring back to Full C.– **Actioned**
 - 5.15 FULL/25/63.3** Chair to seek solicitor / barrister to consider Cllrs emails & continued poor behaviour – **Actioned/item 8.1**
 - 5.16 FULL/25/57.1** Chair to explore Steypning being more dementia friendly – **See item 9.1**
- 6.0 NEIGHBOURHOOD WARDENS REPORT {10 mins}** (See supporting papers).
 - 6.1** To receive the Neighbourhood Wardens reports for September and October 2025.



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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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 Chair to update on matters relating to an SPC Councillors poor behaviour, and agree any actions.

8.2 Notification of SPC comments following meeting with developers and Cllr Finnegan, in response to the 'Reserved Matters' planning application for Glebe Farm by the Vistry Group.

8.3 To discuss and agree that the N. Plan Steering Committee have delegated authority to produce a response to the SDNP consultation request for a new site identified within the **South Downs Land Availability Assessment (LAA)** which is currently being updated to inform the Regulation 19 version of the emerging South Downs Local Plan Review.

8.4 The Chair to update members on news concerning Steyning PC's desire to become a Town Council, to consider a new Steyning Town Council emblem, and to agree any actions that may arise.

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

9.1 Cllrs Young and Hanson – Isolation and Loneliness / PPG update, and to discuss and agree any actions concerning a request from the Horsham District Older Peoples Forum

9.2 Cllr Johnson - Climate Action Group, and to discuss and agree any actions.

9.3 Cllr Foxwell – Ukrainian Refuge update

9.4 Cllr S Alexander - Joint Parishes Youth Committee update following recent meetings and to discuss and agree the recommendation concerning next years 'Memorandum of Understanding'.

10.0 COMMUNITY MATTERS {35 mins} (Supporting papers)

10.1 To consider and agree to discuss within an SPC working party a proposal from a resident concerning possible ideas to assist with the development of Steyning's Art and Culture

10.2 Clerk to update on SPC Action Plan progress, and agree any actions that may arise in order to advance projects

10.3 The Steyning Grammar School are very likely going to be presenting at the next SPC Annual Parish Meeting, concerning the redevelopment of their site. To discuss and agree to convene a pre-meeting working party

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 SPC to convene the Emergency Planning working party

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

11.9 To meet representatives from Lassay-les-Chateaux and convene a working party to discuss potential twinning idea

12.0 CORRESPONDENCE AND INFORMATION ITEMS {4 mins}

12.1 Notification from Cllr Foxwell concerning the passing of a well-respected resident.

13.0 CONFIDENTIAL SESSION - To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 14 & 15 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

14.0 SPC COMMUNITY AWARDS – {20 mins} (Supporting papers)

14.1 To consider and agree upon the recipients of this year's SPC Community Awards - to be announced at the Chairman's Function

15.0 STAFFING MATTERS – {10 mins} (Supporting papers)

15.1 To discuss and agree recommendations concerning SPC salary & wage payments for the 2025/26 financial year

16.0 DATE OF NEXT FULL COUNCIL MEETING: 19th JANUARY 2026 at 7.30pm

John Fullbrook, Clerk to the Council



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Deputy Clerk: Leanne Poole

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