

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15th SEPTEMBER 2025 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Hanson, Sharp, Foxwell, Linfield, I Alexander, M Alexander, Bell, Trundle and Ballance.
Clerks in attendance : John Fullbrook
Members of the Public : 4 {inc. District Cllr Victoria Finnegan}
Meeting commenced : 7.30 pm

DRAFT MINUTES

ACTION

FULL/25/47 APOLOGIES FOR ABSENCE

47.1 Apologies received from Cllrs Johnson, Lloyd, Young and Campbell. Plus from Dist. Cllr Marks and the Wardens. Cllr Campbell requested his apology be approved, due to the six month rule. Cllr Norcross **proposed, seconded** by Cllr Bell that SPC approve Cllr Campbell's absence. **Agreed 9 For, 1 Abstained.**

FULL/25/48 DECLARATIONS OF INTEREST

48.1 None

FULL/25/49 QUESTIONS FROM THE FLOOR {in summary}

49.1.1 *Q - Resident enquired about the SPC insurance invoice, and whether the Council had managed to secure an affordable cover given past threats of litigation, and therefore potential rise in premiums.*

49.1.2 *A - The Clerk responded by saying there had indeed been threats of litigation, but that currently none had come to fruition, and that despite this, the insurance premium seemed entirely reasonable.*

FULL/25/50 MINUTES OF PREVIOUS MEETING

50.1 Cllr Norcross **proposed, seconded** by Cllr Ballance that the minutes for the meeting dated the 21st July 2025 be accepted as a true and fair record. **Agreed. 9 For, 1 Abstained.**

FULL/25/51 MATTERS ARISING – These items were taken as read

51.1 Cllr Campbell's sanctions rescinded contingent upon him also withdrawing Judicial Review – **Actioned**

51.2 SPC to reaffirm its code of conduct complaint against Cllr Campbell to HDC monitoring office - **Actioned**

51.3 Steyping Parish Council observes compliance of Cllr Campbell's 'vote of no confidence' – **Actioned**

51.4 SPC Personnel Com. complies with directive not to deal with complaints from Cllr Campbell – **Actioned**

51.5 SPC promote 'Have you say on Local Government reorganisation' consultation – **Actioned**

51.6 Clerk to compile & submit a WSCC Highways Scheme, involving potential Cycle Rack installs – **Actioned**

51.7 Alternative play area inspection service provision to be sought – **Actioned / See item 56.1**

51.8 SPC to support two priorities of the LWCP– crossing at Castle Ln, & White Bridge cycle route– **Item 55.2**

- 51.9 Take 3 LWCP actions to Community Committee {Bike Racks, Twitten Sch. & Convex mirror} – **Actioned**
- 51.10 Clerk to initiate ‘Open’ discussions on Devolution with other Parishes subsequent to HDC Asset List receipt – **See item 54.1**
- 51.11 Clerk to move SPC towards Town Council status and bring back to Full Council – **See item 54.6**
- 51.12 Clerk’s office to work with Jane Eaton’s team to elaborate upon *HDC assets transference* - **Actioned**
- 51.13 Clerk to inform all outside bodies about new SPC Cllr representation - **Actioned**

FULL/25/52 NEIGHBOURHOOD WARDENS REPORT

- 52.1 Members received the Wardens reports for July and August and had no questions relating to the matters highlighted. The Clerk then went onto relay that a new Warden has now joined the team, and started at the beginning of the month, his name being John Sampson, and both John and Ali will hopefully be joining members next time round for formal introductions.

FULL/25/53 REPORT FROM DISTRICT COUNCILLORS (In Summary)

- 53.1.1 **Cllr Victoria Finnegan – (HDC) update, 1. HDC Local Plan latest** – Plan withdrawal has been reviewed. HDC writing to inspector with additional evidence from partner authorities.
- 53.1.2 **2. Devolution / Local Government Reorganisation** – Survey closed on 13th August. 14 down to 3 options remain. Councils now to respond. Most likely 2 unitary authorities in W Sussex – potentially Crawley, Horsham & Mid Sussex would be Steyning’s principal authority - with 1 mayor. Decision will be made in Spring 26.
- 53.1.3 **3. Bramber Brooks** – Development nearly completed – Ponds looking good, grass banks in place but grass needs to grow, access tracks are wide but will soften. Tour of site for 25th for Dist. Cllrs – Clerk asked for SPC / Cllr involvement – Victoria to respond. Cllr Finnegan
- 53.1.4 **4. Glebe Farm** – Meetings organised with HDC Case Officer to continue to put the SPC / residents objections, plus has arranged teleconferencing with Vistry for attempts to positively influence outcome. Cllrs raised concerns about lack of solar installations now suggested, and the new affordable housing mix.
- 53.1.5 **5. Wi-Fi** – Not much movement from the proposed contractor, but new contract is due to be signed by WSCC.
- 53.1.6 **6. High Street Car Park** – Shrubs need cutting back once more - Cllr Finnegan will help Cllr Finnegan

FULL/25/54 GOVERNANCE

- 54.1 **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.**

The Community Committee resolved to agree that the Clerk communicate an expression of interest in many of the Land Assets listed by HDC – which is the first stage of potentially transferring an asset from HDC. Further Assets will need further investigation into costs and associated liabilities such as those relating to Bramber Brooks.

To move the conversation forward in terms of the details of working out the associated Business Plan, it was suggested that there needed to be discussions at committee level rather than by working party. Cllr Norcross **proposed, seconded** by Cllr Sharp that SPC delegate 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. **Agreed**

CLERK

- 54.2 **Notification of SPC comments sent to the HDC planning department in response to the ‘Reserved Matters’ planning application for Glebe Farm by the Vistry Group.** The Paper was received with thanks from the Chairman for the hard work undertaken by all those involved.

54.3	To agree that a working party be set up to draft a new SPC Emergency Plan.	CLERK
54.3.1	Nearly all emergencies affecting communities are dealt with by a joined up, multiagency response (the emergency services, local authorities, utilities and voluntary agencies). However, a situation could occur, such as extensive flooding, storm damage, deep snow, power outage or major incident, which could put pressure on resources. Generally communities will pull together automatically to support each other when emergencies occur. However, a Council can make the response more organised and effective by preparing a Community Emergency Plan. Emergency responders say that it helps when they know who to talk to in the community and have planned what to do in advance. There is no way of knowing if, when, or under what circumstances an emergency plan could be called upon. However, having a plan should add confidence in processes and procedures if an emergency occurs. Emergency planning is about putting strategies in place to reduce the impact of an incident. In these situations, it's an opportunity for the Council to take a leading role and it was suggested the working party could decide what sort of lead role is envisaged.	
54.3.2	Cllr Norcross proposed, seconded by Cllr Hanson that SPC forms a working party to draft a new SPC Emergency Plan and that the working party consists of 5 to 6 councillors. Agreed	
54.3.3	Cllr Norcross proposed, seconded by Cllr Hanson that Cllrs I Alexander, Bell, Norcross, Ballance sit on this working party. Agreed The Clerk to ask Cllrs not in attendance if they would also like to be part of this endeavour.	
54.4	Notification concerning the SPC Action Plan, agreed at F&GP on the 9th September '25. This is the main plan that will define SPC's work this year – and certainly up until June 2026 – No doubt other issues , projects and points of interest will occur in the interim and there will be a need for ongoing discussions as to how they fit in, or perhaps they potentially replace one or two of these projects if a re-prioritisation is required.	CLERK
54.5	To agree invoice payment, for the SPC insurance cover for 2025/26, until end of August '26. Cllr Norcross proposed, seconded by Cllr Sharp that SPC agrees the invoice payment for the 25/26 insurance cover. Agreed	CLERK
54.6	To consider that Steyning Parish Council becomes a Town Council.	
54.6.1	A change from a parish to a town council is often a matter of community identity, and it could be argued that SPC would benefit from a more positive identity. There would be no difference in the Councils' powers, but there might be a difference in the residents expectation levels, and SPC needs to be prepared for that if we choose to go ahead.	CLERK
54.6.2	One hopes a change to Town status will more reflect upon Steyning's size, character, the towns history, aspirations and it offers a stronger sense of local identity and pride. It may well help prioritise SPC's negotiating future service provision, and potential asset acquisition, with the current district council and the soon to be unitary authority.	
54.6.3	In terms of when this change might happen, it might be best to consider a starting point being the next SPC Annual Parish Council Meeting in May 2026, when normally voting in the Chairman for the municipal year, instead SPC could be voting in a Mayor. Cllr Norcross proposed, seconded by Cllr M Alexander that the Clerk be delegated to pursue this matter formerly with the District Council/ WSALC and other Key Stakeholders, and brings it back to the next meeting. Agreed.	
FULL/25/55	REPORTS FROM OUTSIDE BODIES	
55.1	Cllrs Hanson & Young – Isolation and Loneliness/ PPG – No meetings to report	
55.2	Cllrs Johnson – Climate Action Group. – SPC has previously agreed to support the draft plan, and to actively move forward with some of its highlighted and specific actions. Members now considered the final version of this plan. There was a comment about the fact that the B2135	CLERK

was not necessarily a less busy road as was stated. However - Cllr Norcross **proposed, seconded** by Cllr I Alexander that SPC approve the final version of the Walking and Cycling Plan {as compiled by the Steyning & Districts' Sustainable Travel Group}. **Agreed**

- 55.3 Cllr Foxwell – Ukrainian Refuge** – Cllr Foxwell reported that the buildings were going through a sale process, and the individuals involved have, after more than three years, fully integrated into society and therefore there is less need for the refuge. In a sense, it is a victim of its own success. There is also a store of some of the many gifts donated to the charity, which will likely be sold off in October.
- 55.4.4 Notification of meeting dates for Neighbourhood Wardens Steering and Joint Parishes Youth Committees’.** The Clerk informed that the next Wardens Steering Committee meeting would be at 2pm on the 21st October, and the next JPYC Committee would likely be within the first week of October. **CLERK**
- FULL/25/56 COMMUNITY MATTERS**
- 56.1 To agree play area inspection training course for staff and future inspection cover for SPC.** **CLERK**
 SPC currently inspects its Play Areas once a fortnight by Caretakers, once a month by a contractor, once a month by HDC trained operative, and once a year by a qualified third party *Play Facility* company who provides a comprehensive report, the findings of which are relayed to SPC Committee, and if issues highlighted, they are dealt with by Staff and Contractors. HDC, however, are ending their monthly Play Area inspections imminently. HDC have previously suggested to Parishes that they would be willing to put on a *training course for inspectors*, if there was support for them to do. The Clerk responded by suggesting SPC would potentially like three to attend the course if possible. The course is free of charge. Cllr Norcross **proposed, seconded** by Cllr Bell that SPC approves payment for the attendees' hours (at standard rate) to cover their attendance. **Agreed**
- 56.2 To discuss whether to keep or remove the Fletchers Croft Recycling Bins service** **CLERK**
 Recently these bins have been repeatedly tipped over, and members considered the service being maintained in place at Fletchers Croft. Though they are often overflowing with residents recycling books and clothes (which frequently look unsightly), they are emptied on a weekly basis (most of the time) and therefore the service is clearly well used. This is an HDC service, but the Clerk wondered if Cllrs wanted to consider constructing a small fence panel / restraint around the back of them, to avoid future tipping and to tidy the area, or whether they believe other action needed to be taken. Cllr Norcross **proposed, seconded** by Cllr M Alexander that the Clerk starts discussions to have the HDC recycling bins removed. **Agreed 6 For, 4 Against**
- 56.3 To consider Steyning potentially twinning with a French town.** **Working Party**
 SPC had been approached by dignitaries from the town of Lassay-les-Chateaux in France, stating their desire to consider twinning with Steyning. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC set up a small working party of Cllrs and Partnership members and anyone else the working party feels needs to be coopted onto it, to pursue the potential twinning of Steyning and Lassay-les-Chateaux, and that the working party consists of 3 Council members. **Agreed**
 Cllr Norcross **proposed, seconded** by Cllr M Alexander that the three Council members of the working party are Cllrs Norcross, Hanson and Foxwell. **Agreed**
 The Clerk to write to the French contacts to inform them and also to cc in the Steyning and District Partnership members who previously expressed an interest. **CLERK**

56.4 To agree this year's SPC Chairmans function, and the Community Award nominations procedure and promotion. **CLERK**
Cllr Norcross **proposed, seconded** by Cllr Ballance the 2025 SPC Chairman's function is held on Friday the 12th December. **Agreed**
Cllr Norcross **proposed, seconded** by Cllr Ballance that the closing date for nominations being the 14th November 2025. **Agreed**

FULL/25/57 PROGRESS REPORT - To receive the following ongoing items, which will be taken to next meeting **CLERK**
57.1 Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back to Full Council
57.2 Youth service team to make future presentation to SPC Full Council
57.3 Cllr Campbell to provide an apology to Council and Clerk
57.4 Clerk to bring back Privacy Notice amendment to future Full Council
57.5 Personnel Committee to compile an impact assessment on the business of the Council during the sanctions period
57.6 Clerk's office to transfer pre 2000 signed Minutes hard copies to Chichester Records Office
57.7 Digital screen electrical supply query to be brought back to Community Committee
57.8 Subject Access Requests to be dealt with by the Clerk

FULL/25/58 CORRESPONDENCE AND INFORMATION ITEMS
58.1 None

FULL/25/59 DATE OF THE NEXT FULL COUNCIL MEETING: 17th November 2025 at 7.30pm
Meeting closed at 9.20 pm

Signed by the Chairman Date 17th November 2025

A recording of this meeting is available at - <https://youtu.be/jMTcV5DoY8M>

EXTRAORDINARY MEETING OF STEYPING PARISH COUNCIL

HELD ON MONDAY 13th OCTOBER 2025 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Young, Sharp, Foxwell, Lloyd, Bell, I Alexander, M Alexander, S Alexander and Ballance.
Clerks in attendance : John Fullbrook
Members of the Public : 4
Meeting commenced : 7.30 pm

DRAFT MINUTES

ACTION

FULL/25/60 APOLOGIES FOR ABSENCE

60.1 Apologies received from Cllrs Hanson, Linfield and Johnson. Cllrs Trundle and Campbell were absent.

FULL/25/61 DECLARATIONS OF INTEREST

61.1 None

FULL/25/62 QUESTIONS FROM THE FLOOR {in summary}

62.1.1 *Q – A resident stated that he thought a Councillors primary function should be the health and well-being of the Council's staff*

62.1.2 *A - The Chair thanked the resident for his statement.*

FULL/25/63 GOVERNANCE MATTERS

63 .1 To agree to adopt the recommendations from the 30th September 2025 Personnel Meeting concerning continuing behaviour of an SPC Councillor. As per the draft minutes from the 30th September meeting, for members to receive the motions under Pe/25/19.1 and to discuss and agree the two recommendations noted under Pe/25/19.2.

Councillors stated their annoyance at the time being consumed by this continuing issue and noted that there remained the importance of a legal and moral *Duty of Care* to the Clerk in view of continued content of recent emails which appeared to be more egregious than before. One Councillor stated that she felt unsafe being in the same room as Cllr Campbell, following code of conduct complaints against her, and having to receive recent emails sent by him.

63.2 Motions received but not discussed from Personnel Committee under Pe/25/19.1 as follows:

*Cllr Bell **proposed, seconded** by Cllr Young that the Personnel Committee recognises the high level of productivity during the sanction period and that this was only possible due to the imposition of sanctions placed upon Cllr Campbell. **Agreed***

*Cllr Norcross **proposed, seconded** by Cllr Lloyd that the personnel committee acknowledges the supporting paper but considers at this point, it would not be the best use of Council time to pursue a more detailed report. **Agreed***

- 63.3** Cllr Norcross **proposed, seconded** by Cllr S Alexander that following recommendation from the personnel committee, SPC engage a solicitor or barrister, whichever being more appropriate, to consider Paul Campbell's emails, past, present and potentially future, and his behaviour. **Agreed**
- 63.4** Members considered the nature of the pattern of harassment and when it might be best to begin the period of investigation (how many years should be covered – limits of a civil action being 6 years), and that any further actions should be based sequentially upon the initial legal advice received. Cllr Norcross **proposed, seconded** by Cllr Foxwell following Personnel Committee recommendation, that correspondence to the Clerk from Paul Campbell will be logged with the police, as part of a potential investigation into long-term harassment, subject to legal advice. **Agreed**

**Chairman
& Clerk**

FULL/25/64 **CORRESPONDENCE AND INFORMATION ITEMS**
64.1 None

FULL/25/65 **DATE OF THE NEXT FULL COUNCIL MEETING:** 17th November 2025 at 7.30pm
Meeting closed at 7.45 pm

Signed by the Chairman **Date 17th November 2025**

A recording of this meeting is available at - <https://youtu.be/tOWTTgvBa3g>

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

September 2025

Hi vis Patrol hours TOTAL:	56.25	ASB incidents TOTAL:	3
Foot - Steyning/Bramber/Upper Beeding	33.75	Noise	
Vehicle - Steyning/Bramber/Upper Beeding	22.50	Neighbours	1
Notices/warnings TOTAL:	1	Driving/vehicles	2
Verbal warning	1	Bicycles	
Parking alert		E-scooters	
Yellow card warning (ASB)		Alcohol	
Community Protection Warning/Notice			
Fixed Penalty Notice		Clear up/disposal reports TOTAL:	5
Reports into Police TOTAL:	2	Fly tipping / flyposting	5
Phone (including 101 and 999)		Graffiti	
Online	1	Dog fouling	
Intelligence report	1	Litter	
Verbal		Drug litter	
		Hazards	
Media Reports TOTAL:	11		
Press release/Community magazines	1		
Social media posts	10	Community events attended	8
Admin	11.25	School contact	1
Vulnerable people welfare checks	4	Youth engagement	3
Signposting	2	Reports to DVLA	
Safeguarding referral		Reports to Operation Crackdown	

ASB crime

Steyning

- We were informed by the Police Community Support Officer (PCSO) of a police report concerning ball bearings being fired from a sling shot at the end of August. We will be carrying out additional patrols in the area to deter the behaviour and make any reports as necessary.
- We received a report of two people continuing to use their electric scooters despite being visited from the police and being given a warning. We informed the PCSO and asked for advice.
- We received a report of damage caused to a greenhouse from ball bearings. We advised the resident report this to the police even though the incident was roughly a month ago. Reporting incidents can help the police understand the issues that are happening in an area. If no reports are received, policing resources will not be sent. If reports are made, resources will be sent if possible to do so.
- We were informed of a vehicle parking on Abbey Road and the driver and passenger are believed to be using drugs. We passed the number plate onto the police and will be patrolling the area to deter the behaviour and report as necessary.

Bramber:

- Nothing to report.

Upper Beeding:

- We had reports of several young people causing Anti-Social Behaviour (ASB), this has occurred at several houses around The Hyde Lane/High Street area. Several parents have had to step in and have words, to

which they are mocked and spoken to with no remorse. There's been several instances of targeting people in their houses and this has occurred at several houses around The Hyde Lane/High Street area.

They have targeted elderly people trying to walk on the pavement, they cut traffic up and cause dangerous situations on the road on their bikes. They will stand swearing at people, shout obscenities and have also started to cause problems with other local children out and around in Beeding. They have since been caught climbing on private property. We have liaised with the ASB team at Horsham District Council who will speak to our Parish P.C.S.O. We have pictures and suggested names for these young people and will look to action early intervention involving the local Schools.

- We received a call from a gentleman who was at Upper Beeding Recreation ground. He informed us that some youths were rolling up what he believed to be Joints (Drugs). We made our way to the location and saw a group of youths gathered at the seating area at the rear of the Rec. Once they spotted us they moved away and out of the Recreation ground. We monitored them walking away from the Rec. This happened at end of School time. We will target our patrols at Upper Beeding recreation ground around these times.

UPDATES FROM AUGUST

- Unlawful public event – we received no reports from this event.
- Intimidating behaviour – we have not received any further reports. We have carried out youth engagement in the area, but it is hard to say if the people spoken to include this group.

Parking/vehicles

Steypning:

- We moved on a Range Rover who was parked on double yellow lines and with two wheels on the pavement. This made it difficult for people to walk safely without having to go in the Road. The car owner was apologetic and moved her car.
- A gentleman approached us in Steypning car park to inform us that someone had hit his car and drove off without exchanging details, narrowly missing the gentleman. The car owner whose car had been hit had details of the car and a picture of the car owner. He was concerned that the other driver was elderly and may have issues. We advised him to contact the Police and report it immediately.

Bramber:

- Nothing to report

Upper Beeding

- We received a report of a SORN car that had been parked in Hyde Square. The car had been removed when we patrolled the area, but we will be aware for a car matching the description.

Fly tipping/littering/graffiti

Steypning

- We reported two tyres that had been fly-tipped on the Bostal Road to Horsham District Council for removal.

Bramber:

- Nothing to report

Upper Beeding:

- We reported fly tipping at the rear of Church Close to Horsham District Council for removal.
- Whilst on patrol we found cable which had been dumped in the lay by car park. This has been reported to Horsham District Council (HDC) for removal. On further inspection, the fly tipping has been removed by HDC.
- We responded to a report of fly tipping in Manor Road, Upper Beeding. Fly tip consisted of overgrown vegetation, 2 x chairs and a table. We reported this to Horsham District Council (HDC) for removal.

Community engagement/events/meetings

Steyning:

- We attended the Farmers Market in Steyning twice this month. Good opportunity for John to meet the stall holders and local residents.
- We held the monthly Board Game Café at Penfold Hall. We had three new members attend and all said how nice it was to meet new people and play games.

Bramber:

- We attended an Emergency Planning Workshop to develop a plan for Bramber Parish Council. The main risks were identified as flooding, power cuts and loss of telecommunications. Once the plan has been written, we have been asked to support the development of Emergency Plans for SBUB as a whole.

Upper Beeding:

- We held the Board Game Café at the Beeding and Bramber Village Hall twice this month. This games café is free to attend and is on the last Tuesday of every month between 3:15 and 5:15pm. The café is running until the end of November, and we will decide if it will continue into the new year.
- We met with a resident to carry out some filming for a project that we are working on for National Hate Crime Awareness week in October.
- We have held our Wardens drop-in sessions at the Hub over September. We have been promoting various events that are taking place locally and in the other Parishes.
- We assisted with serving food at the Friendship lunch at the Hub. It was great to see so many residents enjoying some delicious food. It gave us as Wardens the opportunity to meet and discuss any issues the residents may have within the community. We showed them how they can contact us in the future. We have arranged to visit one of the residents at his home. A big thank you to the team at the Hub for allowing us to be part of it. They provide an excellent service for local residents who can meet up and have a chat and a lovely lunch.



Patrols (foot/visible and car)

Steyning

High Street

MPF
Fletchers Croft
Schools
Mouse Lane
Shooting Field
Middle Mead
Abbey Road

Bramber

Bramber Castle and nearby footpath/train line signs
The Street
Botolph's Church

Upper Beeding

Smugglers Lane
Hyde Square
Playing field
Small Dole skate park
Beeding Hill/Truleigh Hill
After school patrols

Older, vulnerable people and youth

Steining:

- We paid a visit to a vulnerable person living in Shooting Field. This person has had some health issues over the last two years. We met her care companion and have taken some contact details relating for her Occupational therapist. We will contact her and continue to visit this vulnerable person.
- Following on from our visit, we contacted the Occupational Therapist. She was very appreciative that we called. We informed her that the resident was feeling very down. The Occupational Therapist told us she is due to visit this lady again soon. We will stay in touch.
- We had a chat with some youths playing football in the car park at Fletchers croft. We were concerned for their safety and of visitors to the car park. We had a nice chat with them, they were very respectful and agreed that the car park was not the best place to play football.
- We visited a resident of Dingemans who has health issues. She was asking when the community group would be starting up again.
- Paid a visit to the "Love to Move" group session held in Fletchers Croft. This group is sponsored and supported by "Right at Home." They support adults with physical or learning disabilities and the elderly. They may be living with Dementia/Alzheimer's, Parkinsons and other medical issues. "Love to Move" primarily give seated exercise classes and exercises which focus on the mind. At the end of the session refreshments are provided, giving the staff the opportunity to have a chat with the guests. This is such a valuable resource and something we would like to try and support further.



- We met up with an elderly lady who lives alone in Steyning. We had a nice chat and we offered to pay her a visit at her home if she so wished. She said she would be very happy to see us again.
- We paid a visit to the shop owner whose husband sadly passed away. She was doing really well and was putting the finishing touches to her new shop. Very brave.

Bramber and Upper Beeding:

- Nothing to report

Dog related issues

Steyning

- Dog walking on the Cricket ground.

Bramber and Upper Beeding:

- Nothing to report

Cycling

Nothing to report.

Parish specific/other

Steyning

- On a routine patrol of Fletchers Croft, we came across two recycling bins which had been pushed over adjacent to the Steyning Centre. We contacted the clothes bank bin that belongs to the Salvation Army, this bin was full and the representative for the Salvation Army would inform the crew to come and empty the bin and stand it upright again.
- The other bin was for books to be deposited and belongs to the British Heart foundation. Unfortunately, we were unable to leave a message but will look at other ways to report any issues as and when they happen in the future.
- Whilst on patrol we noticed ambulances outside one of the new shops in the High Street. Unfortunately, a gentleman had suffered a heart attack inside the shop. The new business owner is known to the Wardens. We comforted her whilst the paramedics worked on the patient. We then managed the traffic in the High Street to keep the traffic moving for over an hour. Sadly, the gentleman passed away. We will keep an eye on the business owner and other shop owners who were very distressed by this incident. We have been visiting the local businesses who were affected by this incident, everyone is getting back to normal. Weve

also managed to visit the business owner whose partner had passed away. We have offered to assist anyway we can in the future.

- The cricket club approached us with concerns. They are having machinery arriving at the end of the week to do some improvements to the cricket table. The Cricket club have put some signs out and advertised on Facebook that these works are to be going ahead just to warn dog walkers in case they are off their leads. Unfortunately, some of these signs have been vandalised. We will patrol the cricket club to advise dog walkers and be on hand at the end of the week when the machinery arrives.

Bramber:

- Nothing to report.

Upper Beeding:

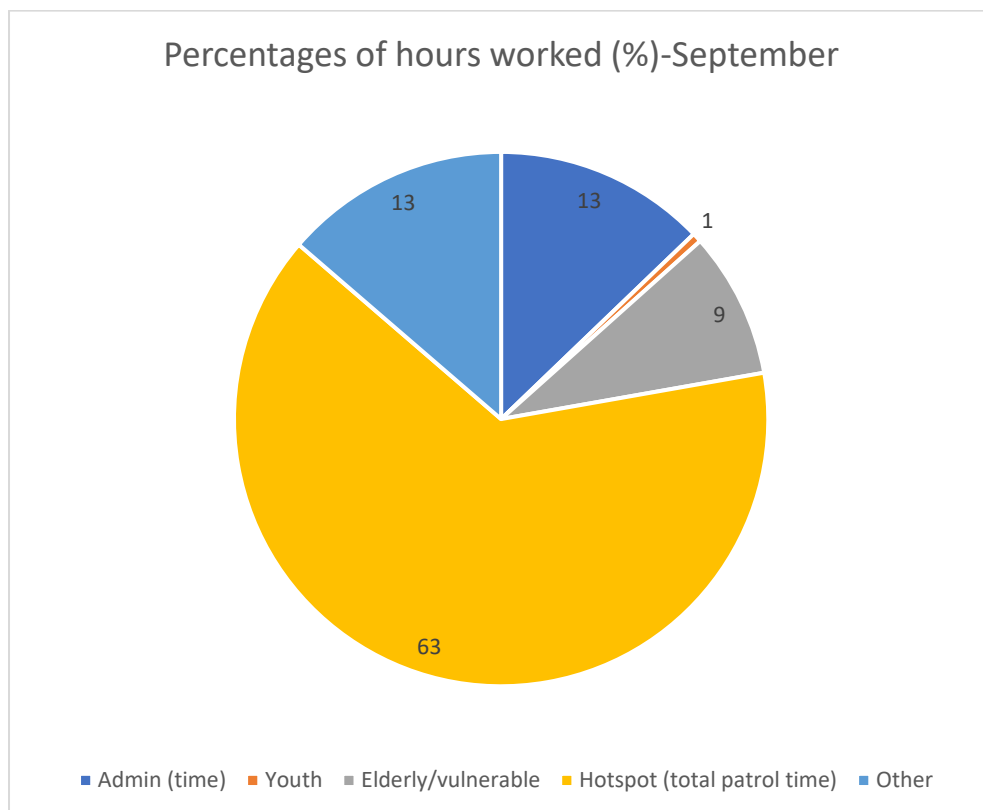
- Whilst on a routine patrol of The Rec., Upper Beeding, a local resident asked for some advice regarding a tree which she felt had been damaged by disease. We signposted her to report this to Horsham District Council (HDC).

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

John Sampson:07734 387888

SBUB.wardens@horsham.gov.uk



Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

OCTOBER 2025

Hi vis Patrol hours TOTAL:	72.75	ASB incidents TOTAL:	1
Foot - Steyning/Bramber/Upper Beeding	53	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	19.75	Neighbours	0
Notices/warnings TOTAL:	3	Driving/vehicles	1
Verbal warning	0	Bicycles	0
Parking alert	3	E-scooters	0
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:	2	Fly tipping / flyposting	1
Phone (including 101 and 999)	0	Graffiti	2
Online	0	Dog fouling	1
Intelligence report	2	Litter	0
Verbal	0	Drug litter	0
		Hazards	0
Media Reports TOTAL:	8		
Press release/Community magazines	0		
Social media posts	8	Community events attended	13
Admin	14	School contact	4
Vulnerable people welfare checks	2	Youth engagement	1
Signposting	1	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime/PCSO updates.

- **Steyning:**
- We have been meeting up with our P.C.S.O (Tracy Bicknell) regularly throughout October. We have shared Intel regarding suspect vehicles. We went to a residents house to collect a rucksack which may have had drug paraphernalia inside. Our P.C.S.O joined us at one of our drop-in sessions at the Hub. Residents appreciate this as they can share any concerns they may have.



Bramber:

- Reported suspicious vehicle to the Police The Street Car park.. This came back as a leased car but not stolen.
- We received a report from one of our Councillors of suspicious behaviour taking place in the car park/wooded area at Bramber Castle. The Councillor reported whilst carrying out a clean-up of the area, used condoms had been found. It looks like the area is being used for lewd behavioural activities. We will patrol the area regularly and have passed on this information to our PCSO.

Upper Beeding:

- We passed on further intelligence to the Police regarding a vehicle which may be used when dealing with drugs.

Parking/vehicles

Steyping: Nothing to report.

Bramber: Nothing to report.

Upper Beeding:

- Warnings given to parents parking their cars on double yellow lines near to Upper Beeding Primary School.
- We patrolled Church Lane junction with Church Lane due to irresponsible parking by parents of children who attend Upper Beeding Primary school. Some vehicles were moved on and advised that their parking was causing blind spots which can only be dangerous for the children who are trying to cross the road.

Fly tipping/littering/graffiti

Steyping:

- Nothing to report

Bramber:

- We received a report that the public toilets on The Street in Bramber opposite the Castle Inn had been subject to Graffiti. The incident occurred on the 8th October between 14:45-15:15. We checked the toilets and all graffiti had been removed. We checked with the staff at the pub and unfortunately the CCTV didn't cover who went in or out of the public toilets. A kind gentleman who lives locally decided to clean the graffiti off the toilets. He did a great job. We will continue to monitor this area.

Upper Beeding:

- We have reported the fly tipping that is in the wooded area at the rear of Church Close, Upper Beeding to Horsham District Council again for removal.
- A Councillor reported graffiti along a fence in "The Twitten" off Hyde Lane. The Graffiti tag has been shared with our PCSO. The report has been sent on to Horsham District Council, they may request the owner of the property to remove it or they will charge a small fee to do so.

Community engagement/events/meetings

Steyping:

- We met with Julia who is planning and arranging the Steyping Festival which takes place over ten days in May. We want to support the event as much as possible and are looking at ways with Julia how we can contribute with ideas and resources.
- Together with Tracy (PCSO) we paid a visit to Steyping Grammar and met with Andrea, the head of year 9 students. We were trying to identify youths who were causing anti-social behaviour at the rear of a property that backs on to Upper Beeding Sports ground. Andrea could identify a couple of names; we will follow this up.

- We had a meeting with the staff at Steyning Library. We have been invited to assist with events they hold. We are looking forward to working more with them in the future.
- Together with the Steyning Parish Church we assisted with the Halloween Pit Stop event at the Penfold Church Hall. The event was for local residents to participate in games, arts, and crafts. Over one hundred parents and their children attended during the course of the event.

Bramber: Nothing to report.

Upper Beeding:

- We have held our Wardens drop-in sessions at the Hub during October. On the second drop-in session we were joined by our P.C.S.O Tracy. A local resident informed us she had found a rucksack which she believed came from her neighbour which may have contained drug paraphernalia. We collected the rucksack from her home address. This didn't contain any evidence of drugs. Our P.C.S.O took details down of the vehicle which may have been involved. She will make some checks.
- We have been advertising other events that are taking place in Steyning at the Hub, particularly at the Library.
- Attended the Farmers Market on 4th October. This was held in the Steyning Centre due to the weather. The event was very busy, market stall holders were happy with the turnout.
- We assisted at the "Love to Move" group session held in Fletchers Croft. This group is sponsored and supported by "Right at Home." They support adults that may be living with Dementia/Alzheimer's, Parkinsons or are just elderly. "Love to Move" primarily give seated exercise classes and exercises which focus on the mind. At the end of the session refreshments are provided, giving the staff and us the opportunity to have a chat with the guests.



- Attended two of the Friendship lunches at the Hub, Upper Beeding. A great way to meet with the local community and to assist the staff at the Hub. Details given out of activities some of the residents might be interested in going to.
- The Wardens were invited to the Harvest Festival at Upper Beeding Primary School. The children did the parents and Teachers proud with the show they put on. Great to meet so many parents and grandparents of the children. A lovely afternoon had by all.
- We held the Board Games Café at the Parish Hall.



- We held a meet and greet at The Hub where parents and children could meet up with our PCSOs and ourselves. The kids loved the Police car!! 😊

Patrols (foot/visible and car)

Steypning

High Street
MPF
Fletchers Croft
Schools
Mouse Lane
Shooting Field
Middle Mead
Abbey Road

Bramber

Bramber Castle and nearby footpath/train line signs
The Street
Botolph's Church

Upper Beeding

Smugglers Lane
Hyde Square
Playing field
Small Dole skate park
Beeding Hill/Truleigh Hill
After school patrols

Older, vulnerable people and youth

Steypning:

- We carried out a welfare check on a resident who lives in Steypning. She was well and in good spirits.
- Signposted a resident to West Sussex County Council to apply for a Disabled parking badge outside his home.
- We have been made aware of some youths climbing on the bus shelter in the high street, One report said they were climbing on to the flower troughs and looking to get on to the roof. Luckily, they were

unsuccessful. Another report states they were doing cartwheels across the Road. We have increased patrols around the High Street, Fletchers Croft, and the Memorial Playing Field.

Bramber and Upper Beeding:

- Met up with a lot of residents at the two Friendship lunches we attended. We are hoping to carry out welfare visits to the most isolated residents.

Dog related issues

Steypning:

- We have been patrolling the cricket club grounds due to reports of irresponsible dog walkers. Nothing untoward found.

Bramber and Upper Beeding:

- We received a report of a person allowing their dog to foul along the river bank near to the white bridge. We will speak to the person concerned.

Cycling

Nothing to report.

Parish specific/other

- We are aware of a male person sleeping rough in Steypning. Reports are this is happening by the old rifle range in the Memorial playing field. We have also found a blanket which was left at the bus shelter in the high street. A local business confirmed a rough sleeper sometimes stays there. We will monitor these locations and hope to speak to the person concerned.
- We held the SBUB Steering group meeting. It was really nice for John to meet up with colleagues and Councillors across the three Parishes.

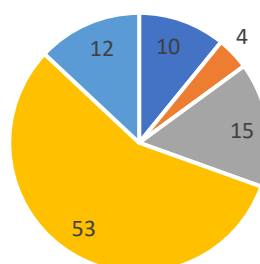
Steypning: As above

Bramber: As above

Upper Beeding: As above

- Attended the Upper Beeding full Parish Council meeting at the Parish Hall.
- We have received a report from Planning colleagues at Horsham District Council to assist with an ongoing case. A resident has allowed their property to become an eyesore. On investigation, there is overgrown vegetation and the rear garden looks like a salvage yard. Rats have also been spotted by a neighbour. We were unable to engage with the resident. We have gone back to planning with our findings and advised them to contact environmental health regarding the alleged rat infestation.

Percentages of hours worked (%)-October



■ Admin (time) ■ Youth ■ Elderly/vulnerable ■ Hotspot (total patrol time) ■ Other

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

John Sampson:07734 387888

SBUB.wardens@horsham.gov.uk

GOVERNANCE

Briefing Note

8.1 The Chair to update on matters relating to an SPC Councillors poor behaviour

Joanna will update on her search for a solicitor or Barrister to help deal with the issue concerning an SPC Councillor. It is likely that there is a need to consider agreeing to a legal fee for the proposed task, and that it could be in the region of £1,500 as a starter fee.

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

There are two supporting papers for this item.

There was a meeting with Vistry and Newgate representatives with the Clerk, Deputy Clerk, Cllr Norcross and Russell Barnes in attendance (As Steering Committee Rep.). Also in attendance were the HDC Chief planning Officer and Cllr Finnegan. The agenda was based upon the most recent SPC Comments submission listing. The first draft of notes/minutes from this meeting were not as detailed as SPC reps required, and so Cllr Finnegan met with the Clerk and Deputy Clerk to compare notes and the # 8.2.1 Doc is a list of those items it was felt were missing from the Newgate /Vistry note/minutes account. This was sent to them in the hope they would amend their account. We are not able to give members / residents this amended Doc as it has yet to be released by Newgate /Vistry.

8.2.2 is a copy of the notification from HDC stating the final chance to make comments re the Glebe Farm Reserved Matters application. There were 14 days to make any such submission from the date it was sent – that being the 13th November. SPC had planned the next N. Plan Steering Committee meeting for the 26th Nov to discuss N. Plan design codes, and so with very little choice, the new plan is to discuss this matter for a large part of that meeting instead! A pre-meeting meeting will attempt to reduce the number of Docs down from (currently) 531 on the HDC portal to a more manageable dozen or so. For committee members to consider!?

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.**

Supporting paper # 8.3 is a copy of a letter from the South Downs National Park Policy Planning Team which asks for comments concerning their review of potential sites in the LAA, and Bayards Field has been put forward. Again the consultation period is prohibitively small and so the Clerk, Chair and Steering Committee Chair have suggested members consider the N. Plan Steering Committee members confer via email and submit their preference for comments to the Clerks office, for these to then be collated by the office and submitted via delegated authority to the SDNP by the final submission date – that being the 24th November

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

The Chair has had some discussions with a current Town Council mayor, and the WSALC CEO, concerning becoming a Town Council and will update members on that meeting. Papers # 8.4.1-2-3 are crests, emblems and logos for members to consider in advance of the proposed change of status.

Building orientation and height adjacent to Kings Barn Lane boundary

Post meeting note in response to architect comments: Please provide overlay of 121, 120, 119, 108, 109, 110, 111 with measurements to boundary.

Building orientation and height adjacent to Kings Barn Lane boundary

Missing from minutes: There was discussion re proximity of plot 121 to the boundary. Vistry confirmed plot 121 would move further away due to double car space remodelling (by approximately one car parking space), and Vistry would provide an illustration of the changes they had already planned soon after the meeting.

Green / Energy

Missing from minutes:

All expressed Vistry's commitment to energy and green options such as heat pumps, no gas, PV as a positive and potential flagship development.

In line with community engagement presentation documents, Jonathan England and John Longhorn confirmed that all homes would have PV, except for those that have design constraints. But that nevertheless this would be close to all properties. Matthew Porter said that Vistry should provide the minimum number of dwellings with PV as a SAP for all 265 would not be available at this stage as requested by RB.

If possible, natural looking solar roof tiles rather than panels installed.

Kings Barn Lane Boundary Planting and fence/ wall construction

Post meeting note: the illustration should form part of these minutes. One being at no 43 Kings Barn Lane pinch point.

Kings Barn Lane Boundary Planting and fence/ wall construction

Missing from minutes: We agreed that the security gates at either end would not be required because it didn't need two lines of fencing due to the dense planting and that to

illustrate this more accurately, at least 3 cross sections showing boundary design and planting would be provided.

John Longhorn will speak with Tom Fowler about this.

These details to be included in the reserved matters submission.

Electric Hook Up

Missing from minutes: Covered seating area for community events was appreciated by all.

Market Housing and Affordable Housing

Post meeting note: As they were only given verbally, can they be given in writing

Walking and cycling eastern exit

Post meeting note: After further consideration from Matthew Porter and highways, it is understood that the alternative route will not be taken forward and we appreciate the efforts to look for alternative routes.

Walking and cycling eastern exit

Post meeting note: After further consideration from Matthew Porter and highways, it is understood that the alternative route will not be taken forward and we appreciate the efforts to look for alternative routes.

Site Trees / Shrubs and Orchards

Not provided by Greening Steyning, rather by Steyning Community Orchard.

Traffic Management Plan

Missing from minutes: Commencement of roundabout works would not initiate CIL but would initiate S106.

If all went to plan, earliest start date would be mid January 2026.

AOB

Substation rear of KBL

Clarification of minutes: This was not part of the meeting, but a post meeting request.

Build Management Plan

Post meeting note: Could the on-site nature measures / environmental policy be appended to the final minutes.



**Horsham
District
Council**

FAO: Parish/Neighbourhood Clerk

Our ref: DC/25/1138
Your ref:
Email: planning@horsham.gov.uk
Direct Line: 01403 215187
Please ask for: Matthew Porter
Date: 13th November 2025

Dear Sir/Madam,

Approval of Reserved Matters following the Outline Planning Permission (reference DC/21/2233) relating to the Appearance, Landscaping, Layout and Scale for 265no. dwellings, demolition of No. 37 Kings Barn Lane to provide new pedestrian/cycle/emergency link, provision of vehicular access from the A283 Steyning bypass, provision of public open space, community orchard, sustainable drainage and other ancillary and enabling works.

Land North of Glebe Farm and Kings Barn Lane Steyning West Sussex

I refer to the above application and would advise you that an amended plan has been received.

If you have any further comments to make on the proposal I would be grateful to receive them within 14 days of the date of this letter.

Details of the application can be viewed through our Public Access webpage at <https://public-access.horsham.gov.uk/public-access/>

Yours faithfully

Emma Parkes
Head of Development

Sent: 10 November 2025 13:09

Subject: South Downs Land Availability Assessment (LAA)

Dear Councillor,

We are writing to you about 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.

The LAA is used to assess the **suitability, availability and achievability** of sites that have been submitted to the SDNPA for development considerations. The LAA does not determine which sites should be allocated in the South Down Local Plan Review. Instead, the LAA helps to identify a pool of “potential” sites to be considered for allocation in the South Downs Local Plan Review, subject to further assessments and a range of technical work.

The LAA was previously published in late 2024. During and following the Regulation 18 public consultation of the emerging South Downs Local Plan Review (20 January to 17 March 2025), the SDNPA received a number of submissions for brand new sites, and submissions with new information about existing known sites. We have now assessed all of these submissions and we anticipate publishing the updated LAA later this year.

Ahead of LAA publication later this year, **we would like to offer you the opportunity to review and fact check some of the “has potential” sites in the LAA that fall within your constituent boundaries**. We will, of course, consider any comments received and seek to update the LAA accordingly before its publication later this year.

The attached “has potential” site (sites) in your constituent boundary has (have) been selected for your review and fact-checking because it is (they are) either brand new (i.e., not previously considered in the 2024 LAA), or because new information received has led to a significant change from the 2024 LAA (i.e., revised indicative quantum or use, or change from “rejected” to “has potential”). Please note, we have not attached “has potential” sites which have planning permission, are allocated in a local or neighbourhood plan, or have not significantly changed from the 2024 LAA.

We would be grateful for your comments by **Monday 24 November 2025**. Unfortunately, given the timescale to get the emerging South Downs Local Plan Review to its next regulatory public consultation (known as “Regulation 19”), we will not be able to consider comments received after 24 November 2025.

We look forward to hearing from you.

Kind Regards

The Planning Policy Team

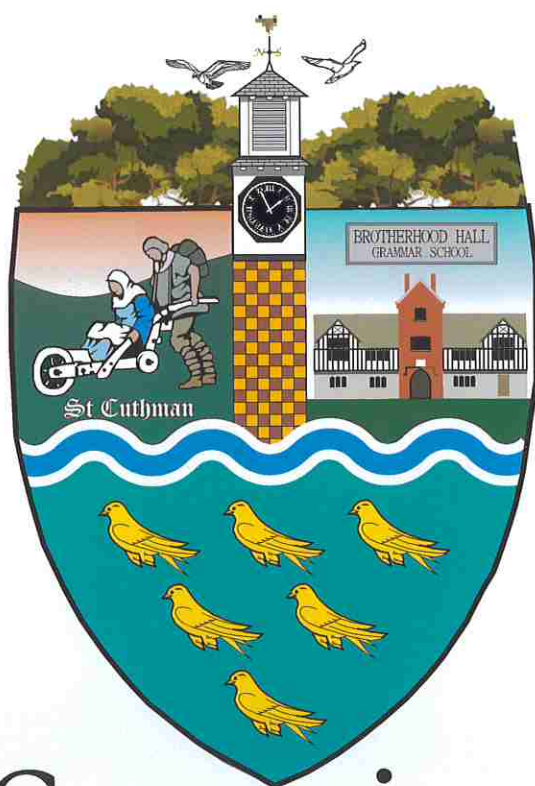


**SOUTH DOWNS
NATIONAL PARK
LOCAL PLAN**

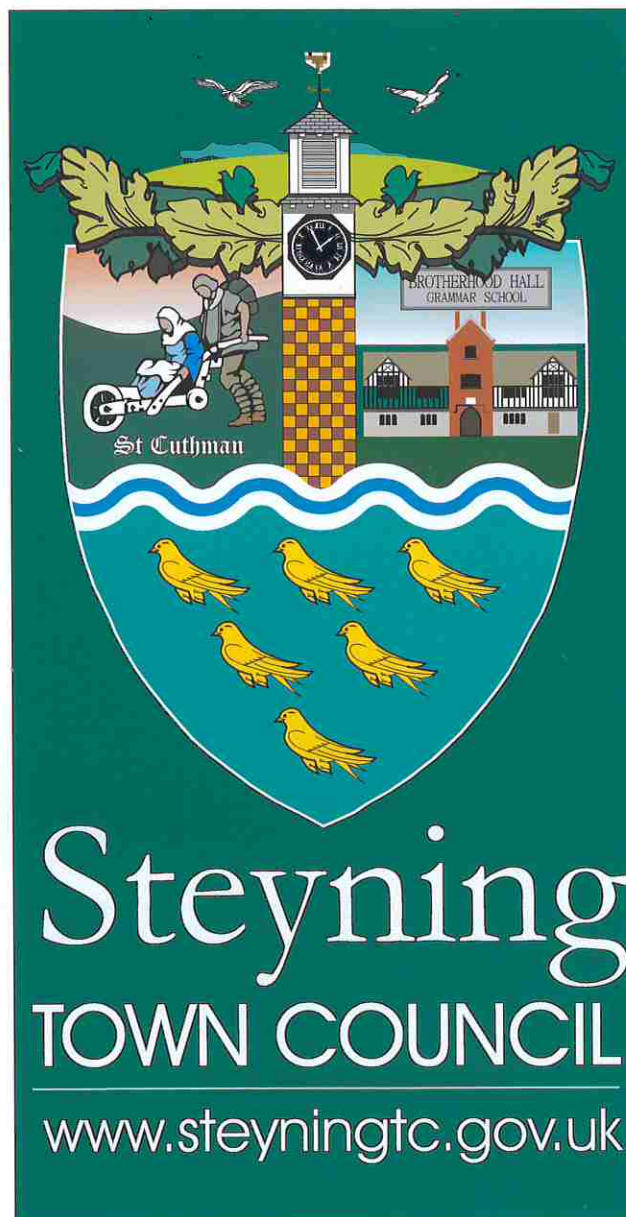
The Local Plan Review is underway
[Sign-up to receive Planning News - South Downs National Park Authority](#)

South Downs National Park Authority
South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH

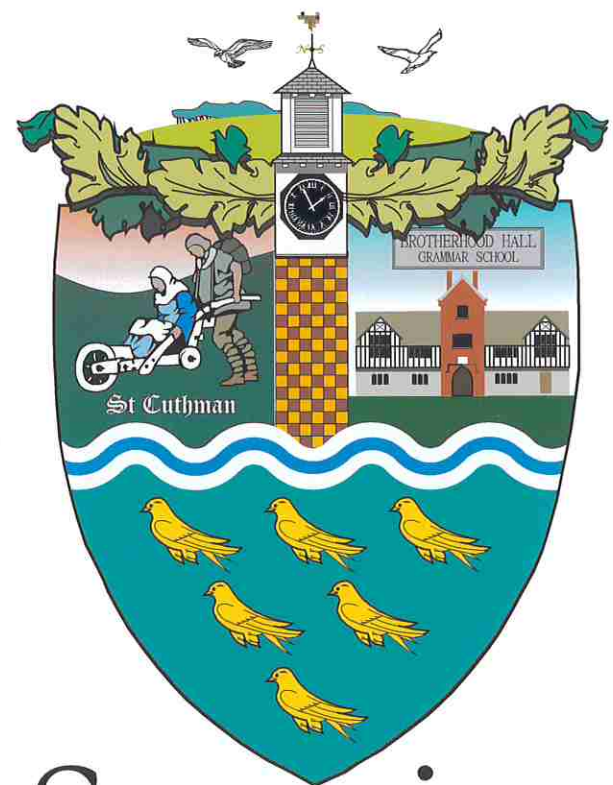




Steyning
TOWN COUNCIL
www.steyningtc.gov.uk



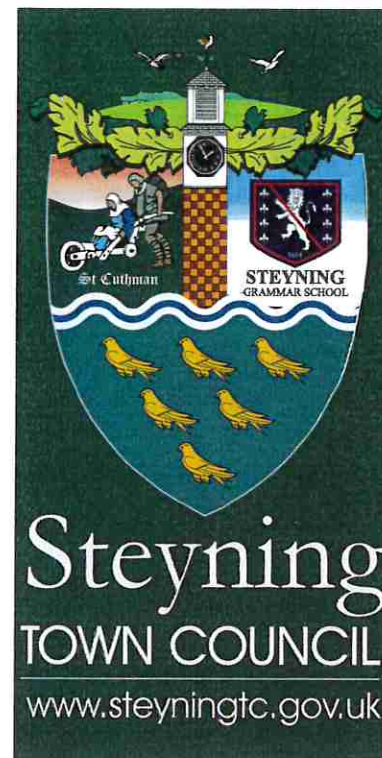
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TOWN COUNCIL
www.steyningtc.gov.uk



Steypning
TOWN COUNCIL
www.steyningtc.gov.uk



Isolation and Loneliness / PPG update

Briefing Note

Other than the usual update from Cllrs Young and Hanson, there will be an additional representation on behalf of the **Horsham Older Peoples Forum** being made by Cllr Ian Alexander, and an associated correspondence is noted below for reference.

Good Morning Ian,

Thank you for getting in touch.

We would be delighted to hold a Public Meeting at the Steyning Centre in July 2026. HDOPF Objectives are shown at the bottom of this email.

Our aim is to hold public quarterly meetings throughout Horsham District and this year the meetings have been held in Henfield, Storrington, Billingshurst and Pulborough will be on 5th December. We reserve our December meeting as an MP Question Time. Last year John Milne the MP for Horsham attended, and Andrew Griffith MP for Arundel and South Downs has kindly agreed to attend our Pulborough meeting. We invite Laura Robertson, Director of Communications and Engagement, NHS Sussex to all of our meetings and she gives an update on what is happening in the NHS. Other speakers are invited to give presentations on subjects of interest to older people. Where possible we invite Community Wardens to tell us about issues in their area and answer questions.

Our meetings start at 10.00am and last until 12.30pm with a set up from 9.30am. Generally the meetings are attended by 20 to 30 members both online and in person. Free refreshments are served before we start, usually by the Sponsor of the event. The events are advertised locally and on our website.

A newsletter is produced after each meeting and sent out to our members.

If you require more information please do not hesitate to get in touch.

Kind regards
David Searle
Chairman HDOPF.

MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, MONDAY 10TH NOVEMBER 2025 - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaven, H. Bayford, S. Teatum,

Clerks in Attendance: S. Keogh - Clerk for Upper Beeding PC
J. Fullbrook - Clerk for Steypning PC and the JPYC
L. Poole - Deputy Clerk for Steypning PC

Members of Public in attendance: 1

Meeting Commenced: 6.08pm

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE - To receive apologies from members of the committee.

1.1 Apologies received from Cllr Linfield.

2. QUESTIONS FROM THE FLOOR - To receive questions from members of the public.

2.1 None.

3. MINUTES OF LAST MEETING

3.1 Cllr S Alexander **proposed, seconded by** Cllr Bayford to accept the minutes of the meeting held on to the Wednesday 9th October 2025 as a true and fair record. **Agreed.**

4. MATTERS ARISING

4.1 Communications Policy – Update on draft progress and feedback from staff.

Members noted that the draft Communications Policy has not yet been completed due to other priorities. The item will be deferred to the next meeting.

4.2 DBS Checks – Progress update on outstanding checks.

Progress updates were provided on outstanding DBS checks. Cllrs Teatum and Bayford have now completed their applications.

5. YOUTH SERVICE MATTERS

5.1 Holiday Activity Update - To note that the October half-term programme did not take place.

It was noted that the October half-term programme did not take place due to low numbers. Members discussed possible reasons for the poor turnout, including the short length of the half-term break. The Lead Youth Worker is preparing a Christmas activity programme and will report back to members via email once details are confirmed.

5.2 KPI Update – Review of proposed Key Performance Indicators.

The Committee noted that Key Performance Indicators (KPIs) are currently being reviewed and refined.

A final version will be brought to the next meeting following discussions with staff.

5.3 Apprenticeship Update – Progress of the Lead Youth Worker’s Level 3 Youth Work Apprenticeship.

The Lead Youth Worker’s Level 3 Youth Work Apprenticeship is close to completion. The course deadline has been extended until 12th November 2025 due to a change of tutor. Results are expected shortly and JPYC will be notified by email once received.

5.4 Policies – To discuss and agree new policies as per supporting papers and readopt existing policies for the JPYC youth service.

The Committee reviewed the Youth Service policies for adoption:

- Employee Handbook
- Safeguarding Policy
- Keeping Children Safe in Education
- Lone Working Policy
- Lone Working Risk Assessment
- Volunteer Policy
- Drugs and Substance Use Policy
- Health and Safety Policy
- Unacceptable Behaviour Policy
- Dignity at Work Policy
- DBS Policy
- Whistleblowing Policy

Cllr Alexander **proposed, seconded by** Cllr Bayford that a one-month notice period should apply to staff contracts, as one or two weeks’ notice was considered insufficient and to adopt and notify all councils of the policies, excluding the staff contract which is addressed under Item 7. **Agreed.**

5.5 Memorandum of Understanding – Review of the current MOU between partner parishes and agree to recommend to each parish as per supporting paper.

The Committee reviewed the updated Memorandum of Understanding between the partner parishes. Cllr Alexander **proposed, seconded by** Cllr Teatum, that the agreed changes be recommended to each council {noting a 4% annual cost increase} for approval and signing. **Agreed.**

6. CONFIDENTIAL SESSION –

Cllr S Alexander **proposed, seconded by** Cllr Bayford 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 item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

Agreed.

7. STAFFING AND CONTRACTUAL MATTERS – (Supporting papers)

7.1 Contracts for Part Time Youth Workers – To discuss and agree contracts for casual youth staff.

The Committee considered the proposed amended contracts {as per supporting papers} for casual youth staff. Cllr Alexander **proposed, seconded by** Cllr Teatum, that the contracts be issued as Flexible Hours Part-Time Contracts, confirming this as a staff-led choice rather than an imposed change, and that paragraph 16.1 be amended to align with the Employee Handbook {one months notice}. **Agreed.**

8. A.O.B / CORRESPONDENCE / INFORMATION

None at time of printing.

12. DATE OF NEXT MEETING – TBC

The meeting closed @ 6:35pm.

Signed

Chairman Joint Parishes Youth Committee

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

FOR PROVISION OF COMMUNITY YOUTH WORK

1.0 INTRODUCTION

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

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

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

Clerk to BPC

Clerk to SPC

Clerk to UBPC

- 1.2** This Agreement is valid from 1 April 2026 until 31 March 2027. (See Clause 6)
- 1.3** This Agreement is for the provision and contract management of Community Youth Work in the parishes of Bramber, Steyning and Upper Beeding.
- 1.4** The Youth service provision is to be undertaken via the employment of a Lead Youth Worker, with support from several part time youth workers and a number of appointed youth worker volunteers.
- 1.5** These members of staff (in Clause 1.4) are to be appointed by agreement from the Joint Parishes Youth Committee (JPYC), after recommendation from the three delegated individuals involved in the selection process – These being, One Councillor, One HDC Youth Representative and One Clerk (noted within clause 1.1), and that this selection panel will be agreed upon by the JPYC.
- 1.6** The day-to-day management of the youth provision is to be the responsibility of the Youth Leader.
- 1.7** The line management of the Youth Leader is to be undertaken by a parish clerk who will be appointed for a period of two years, and this line manager is to be agreed for a two year term by the JPYC
- 1.8** In consideration of the funding specified in Clause 4, BPC, SPC and UBPC hereby agree to undertake to support the Service specified in Clause 3 in accordance with the terms and conditions appearing below.
- 1.9** The parties to this Agreement will endeavor to work within the shared principles and approach to joint working set out in the '*West Sussex Compact*'.
- 1.10** Formal requests made to the Youth Leader and associated Provision must be made by the Appointed Liaisons, and via the Line Manager.

2.0 Management

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

3.0 SERVICE DESCRIPTION – PROVISION OF COMMUNITY YOUTH WORK

3.1 Vision

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

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

3.2 Values

This Vision is underpinned by a set of shared Values:

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

3.3 Services Provision

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

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

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

3.4 Workplace

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

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

4.0 PARISH COUNCIL FUNDING RESPONSIBILITIES

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

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

4.3.1 BPC Responsibilities:

- i. **Contribute a total of £5,222.00** for the term of this Agreement. **{9%}**
- ii. On commencement of the service on or soon after the 1st April 2026, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in their Parish Council.
- iii. Payment terms to be agreed by the JPYC.

4.3.2 SPC responsibilities:

- i. **Contribute a total of £34,060.00** for the term of this Agreement. **{58.7%}**
- ii. On commencement of the service on or soon after the 1st April 2026, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in this Parish Council.
- iii. Payment terms to be agreed by the JPYC.

4.3.3 UBPC Responsibilities:

- i. **Contribute a total of £18,742.00** for the term of this Agreement. **{32.3%}**
- ii. On commencement of the service on or soon after the 1st April 2026, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in this Parish Council.
- iii. Payment terms to be agreed by the JPYC.

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

5.0 PARISH COUNCIL OTHER RESPONSIBILITIES

All Parish Councils Responsibilities:

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

6.0 TERMS OF AGREEMENT (BREAK POINTS AND RENEWAL)

- 6.1** In signing this Partnership Agreement, BPC, SPC and UBPC commit to the full term of this agreement (i.e. from 1 April 2026 until 31 March 2027).
- 6.2** To ensure viability of the Community Youth Provision for the Parishes of Bramber, Steyning and Upper Beeding, there is no mid- / part-year break point.
- 6.3** The three Parishes will determine if they intend to commit to Community Youth Provision for the following year by the 31st December of each year of the contract's duration.
- 6.4** Subject to the provisions of clause 6.3, in entering into this Agreement the three Parishes declare that is their intention, that the Community Youth provision shall extend to the 31st March 2027.

7.0 TERMINATION

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

8.0 DISPUTES BETWEEN PARTIES

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

9.0 VARIATIONS TO AGREEMENT

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

10.0 ACKNOWLEDGEMENTS

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

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

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

JPYC Quarterly Report – September 2025

Over the past year, our youth service has seen continued growth and development. We are delighted to report that more than 100 young people have now engaged with our provision, with 96 completing formal membership registration forms.

Summer Provision

Our summer activity week was a great success, with 22 young people attending on our busiest day. We partnered once again with the Steyning Downland Scheme for archery coaching and bushcraft, and with Places Leisure for fitness sessions. These partnerships allowed us to offer diverse, high-quality activities and ensured strong attendance throughout the week.

Upskilling and Skills Development

We are increasingly focused on upskilling our young people, with archery tuition, first aid, sewing, upcycling, fitness, and music tuition all recently offered. Feedback has been extremely positive, with many families recognising the value of these opportunities.

Upcoming Autumn Half-Term Provision

Following multiple requests, we are planning an autumn half-term programme. A highlight will be a community litter pick while dressed in Halloween costumes – an activity young people are already excited about. This not only engages them creatively but also encourages giving back to the community. We will also run our third excursion to London – both previous trips have been successful and enjoyed by all. We have a tour guide showing us around HMS Belfast.

The proposed schedule is as follows;

October Half-Term Activities Programme

Date	Activity	Location	Cost
Monday 27 Oct	Music Production Workshop (with West Sussex Music)	Upper Beeding Village Hall	£25
Tuesday 28 Oct	Monster Mash Dance & Costume Design	Upper Beeding Sports Hall	£15
Wednesday 29 Oct	Spooky Baking & Graveyard Sketching	The Steyning Centre	£15
Thursday 30 Oct	Trip to HMS Belfast, London (Meeting point: Steyning Train Station)	London	£15
Friday 31 Oct	Costumed Litter Pick, Pumpkin Carving & VR	Upper Beeding Sports Hall	£15

We have already started planning for Easter, and are booked in with SDS on Wednesday 08 April 2026. It is also great to be working with the local church Family Worker for our graveyard sketching activity.

Clubs and Membership

- **Junior Youth Club (Upper Beeding Sports Hall, Thursdays):** Attendance averages 25 young people per session. We have had up to 32 of an evening. Membership has been increased to £2 to reflect the high standard of coaching and activities, with families very supportive. We currently take around £55 in subs and tuck per week. We have just introduced a split session

so that we can hold a more focused, calmer session at Upper Beeding village hall. This has already proved to be a success, helping to balance out the group. The boys who display more challenging behaviour are able to remain in the sports hall, where they have space to be active and enjoy team games, while those who prefer quieter activities can relax and engage in crafts and creative projects at the hall. This structure is giving all the young people more choice, helping us to meet their needs more effectively, and is already having a positive impact on behaviour and enjoyment across the sessions.

- **Friday Night Youth Club (Steyping Centre, ages 13+):** Numbers are building steadily, with up to 8 attending. We are working to transition 4 older members from Thursday sessions.

Staffing

Staffing has improved significantly with the introduction of casual contracts and a rota system. We now have 3 employed staff and 4 on casual contracts. One team member brings a strong background in media campaigns, and we intend to use this expertise to strengthen youth voice and provide opportunities for engagement with political and civic matters.

Niki continues as Session Lead for our Friday night group though she has expressed a desire to step back gradually.

Becoming more inclusive

As mentioned earlier, we split the youth club space to provide different activity zones, one for boys who want to play sport and another for those who prefer a calmer environment for crafts. This arrangement also makes the space more inclusive for our staff member with a hearing impairment, allowing her to join a smaller, quieter group where she can communicate effectively and participate fully, avoiding the acoustical challenges of the main hall.

Training and Policies

All policies have been refreshed, and a new Employee Handbook introduced covering communication. Staff are currently completing NSPCC Child Protection training, and further youth work training is planned once I conclude my Level 3 apprenticeship at the end of October, which is on track for completion.

Community Partnerships and Wider Engagement

We have strengthened our community links further this year. The Neighbourhood Wardens have worked closely with us, and during our summer activity week, they conducted interviews with young people on their understanding of hate crime. These will feature on Horsham District Council's social media as part of Hate Crime Awareness Month.



We are also engaging with Horsham District Council's ambition to transition towards an Active Wellbeing model, a strategic initiative led by Nick Jenkins, Head of Leisure and Culture. Supported by the Sport, Leisure and Culture Consultancy (SLC), this project aims to develop an Active Wellbeing Strategy and Investment Strategy. Young people's voices will play a vital role in shaping this. We are meeting next week on Zoom to ensure our young people's perspectives are included.

We advertise for Greening Steyning and SDS for their local events with the aim of increasing youth attendance and we have Greening Steyning keen to come and help our group upcycle clothing turning them into costumes for our Monster Mash dance activity in October Half Term.

Inclusion and Next Steps

Of the 100+ young people we work with, 12 are neurodivergent (12%). Supporting inclusion is a continuing priority. My next goal is to establish a monthly Zoom forum with selected young people to discuss matters of concern to them, with opportunities to take issues forward to Youth Council or Parliament. We also plan to build more educational content into our Friday night sessions, focusing on employment, apprenticeships, and volunteering opportunities.

We are still looking to book a **Parent Consultation Evening** but I have been waiting for a stable team to be able to do this. There are lots of differing views in the community on phone use for example and earlier in the year we attended an event at Steyning Primary School led by Smartphone Free Childhood; a growing UK-based grassroots movement advocating for parents to delay giving children smartphones and social media access until at least age 14, or even the end of Year 9, to protect them from harms like addiction, exposure to harmful content, cyberbullying, and negative impacts on mental health. We still permit phones at club with the honus on our young people to use them sensibly. We have found that many are engaged enough with our activity offering that they don't use them much.

Roles & Responsibilities / Celebrating our youth

We are focused on giving our young people more responsibility and some have honorary roles such as mentor and tuck shop lead, which we'd like to build on. We have also celebrated our young people regularly. Notably with our end of term family event at Upper Beeding. We were delighted to have welcomed more than 70 members of the community to this event where we enjoyed parent vs child rounders, giant garden games and food. The feedback from this event was lovely and we are clearly valued in the community. Young people have taken certificates home for gardening achievements, Archery and First Aid.



End of term celebration at Upper Beeding Memorial Fields

YOUTH CLUB GARDENING AWARD

THIS IS PRESENTED TO

Arthur's Team!

Awarded to Arthur's Team (Lacey, Georgie, Lola, Leo, Thomas, Max and Sam for their care, creativity, and enthusiasm in Bramber Parish car park, rewilding the planters. Tuesday 19 August 2025

Joint Parish Youth Club

Arthur's Team!

Joint Parish Youth Club

Our provision continues to grow in both numbers and quality. With strong community links, a capable staffing team, and an ambitious plan for the coming months, we are well positioned to keep delivering excellent outcomes for the young people across our parishes.



Visiting the newsagent in Upper Beeding for ice creams during a very hot rewilding of Bramber carpark's planters during the summer!

Joint Parish Youth Club – Term 1 Summary

06 November 2025

Our first 6 week term has been a success and marks a positive turning point for the club.

We introduced a new rota system this term and, for the first time ever, have been fully staffed every week. This has made an enormous difference - the atmosphere feels calmer, the young people are more settled, and the team are able to run activities smoothly. Having casual staff agree to rota'd shifts has brought real stability and consistency, allowing everyone to plan ahead and support each other effectively.

We also trialled a split-group system to help manage space and behaviour. Each session now runs as two rotating activities, for example, crafts upstairs and games/PlayStation/pool/air hockey downstairs. This new structure has worked extremely well. The building feels less crowded, the noise levels are down, and young people are far more engaged.

There were some early protests about being separated from friends, but we've built in social time for everyone during tuck and the closing part of each session. The result is that young people are leaving calmer and happier, and there's now a clearer rhythm to each evening.

Our weekly themed activities have gone down brilliantly. We've made badges, created Halloween pumpkins and a mural in collaboration with Greening Steyning (a huge thank you to Maggie, who will be joining us again at Christmas after such a positive experience), and this week we're making edible sparklers and exploding fireworks art (string pull technique). These sessions give young people the chance to achieve something creative each week, boosting confidence and pride.

The team are in good spirits. The fee increase has been well received, and staff have shown commitment to their own development. Most have now completed their NSPCC safeguarding training, and all have been asked to attend an online Drugs and Substance Use Awareness course and review our updated policies as part of the annual review.

Operationally, our radios have been vital since introducing the split-group setup, and our detailed weekly session plan ensures everyone knows their role ahead of time - both of which have contributed to calmer, more consistent sessions.

Looking ahead, our focus will be on communicating plans for the new Friday sessions at The Steyning Centre:

- Junior Club: Fridays, 4–6pm - designed for those who prefer a calmer environment and to ease challenging friendship dynamics.
- Homework Club: running between the Junior and Older sessions - offering support and leadership opportunities for our older youth.
- Older Club: Fridays, 7–9pm, for those aged 13+, providing a more age-appropriate space and encouraging mentoring between groups.

We'll also be working on introducing photo ID cards for members, which have proven effective in other youth clubs for:

- Streamlining registration and safeguarding
- Helping staff learn names and track attendance
- Creating a sense of belonging and pride for members.

Over the next few weeks, we'll continue building consistency in the new systems, identify who might be ready to move to the older group, and explore setting up a Zoom Youth Focus Group in the new year so our young people can share their voices and ideas directly.

Finally, I'm developing a parent feedback form, as we're currently short on feedback and want to strengthen our communication with families moving forward.

All in all, it's been a really strong start to the year – we've found a structure that works, a team that feels confident and connected, and young people who are calmer, happier, and more engaged.

– Vicky

Lead Youth Worker

Joint Parish Youth Club

COMMUNITY MATTERS

Briefing Note

10.1 - To 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

There is a confidential supporting paper # 10.1, for members to read. This list is the first draft of notes from a resident who has support from a number of other residents and who collectively want to bring these matters and ideas to the attention of the Council.

The Clerk suggests members do not need to discuss these ideas necessarily as they are not fully formed as yet. Rather its probably best that one or two Councillor representatives meet with the group and gain an understanding of what might collectively be achievable with the backing of SPC.

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

The SPC Action Plan is the culmination of all the hard work completed so far, on specifically agreed projects, over the last 5 months by members and the Clerk.

The Clerk will briefly update on progress, and discussion may give rise to members agreeing certain actions to ensure progress in continued.

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

Since the agenda was published there are further developments on this item with it now being likely that the Grammar School Head Teacher and potentially the Architect of the new development, will be attending this meeting also. This is so they can effectively unveil for the first time the conceptual plans for the proposed new development. Time will be limited for this presentation, but it is hoped that a 15minute slot would allow enough of time for a short Q&A session.

The main point of this item remains, and that is to agree to 3 or 4 Cllrs and potentially other members from the N. Plan Steering Committee to be elected representative on a working party to include the Head Teacher and potentially other School development representatives.

SPC Action Plan for 2025/26

Updated 11th November '25

Key: - Green - Completed, Yellow - Due, Orange - Overdue.

Project Name	Objectives	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Responsibility	Risks to timescale	Risk Mitigations	
MPF / Charlton St - Twitten resurface	Lobby WSCC to complete the works on this rough, uneven and unkempt pathway	Visit site with WSCC Highways engineers to continue to lobby	By End June 25	Compile notes on risk assess. using WSCC criteria to help case	By July.	Complete Highways scheme if no action being taken	By Aug.	Project completion, including removal of kissing gate	By Sept.	Clerk & Chair engage with less able bodied reps in prep - new play	By Oct..	Clerk & Chair	In hands of WSCC and their meagre finances - Just need to pursue the matter relentlessly and keep near the top of their priorities	Maintain positive coms	
Chandlers Way Pocket Park	Complete first phase of planting programme, plus engage voluntary support	Liason with school & agree first planting day - hedge/tree	By Oct.	Continue liason with sch. & agree second planting day - bulbs	By Nov.	Complete initial trellis install & play gate	By Nov.	Agree and install entrance gate	By March 26.	Complete South and west borders and change grass cutting	By May 26	Clerk & Working party.	Community 'buy in' to the project is key - but this will take some considerable time and effort.	Keep volunteers motivated	
MPF Main Access improvements	To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming & attractive	Secure funding from SDNP for interpretation boards	By June	Have planning app. completed and board info agreed	By Aug.	Gain planning consent and appoint contractors	By Dec.	Complete phase I project	By Jan 25	Consider Bollard and Trough installations	By June 26	Clerk & Community Com.	Number of elements involved - Need to work closely with Cricket Club, S I B and Partnership to ensure project success	Keep all partners in loop to avoid over-reaching.	
Glebe Farm Housing Dev.	Work with Vistry, residents, HDC, Dist Cllrs, Local groups, and via SPC Steering Com. directives extract best fit scenario	Complete first stage com engagement prog with and for Vistry	By June	Receive Reserve matters planning app & org. Com meeting	By July.	Prepare Steering Com recommendations and ensure P&P coms off	By Aug.	Continue coms and lobbying of HDC planning re comments	By Nov.	Set up pathway to easy coms with office for project liasons	By Feb26	Steering Com + Clerk & D. Cllr	Vistry work on their own timescale and not necessarily to help SPC nor Com engagement - targets often opposing SPC's	From a weak position use HDC planners and Cllrs	
Climate Action Targets achieved	Climate Action Plan - Cycle racks & Glebe connectivity + overhaul Steyning Centre heating system	High St Cycle Racks Highways scheme app. completed	By End July	Gain support for best connective scheme - lobby Vistry and HDC	By Aug.	Find specialist heating engineer and discuss scope of works	By Feb 26.	Agree scope of works and timescale	By March 26.	Agree financial commitment & contractor for works	By April	Clerk & P&P Com.	Contractrs need very specific skill set - therefore ensuring the right engineers are avialbe will be a risk to timescale	Use resident/ volunteer skillsets	
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, check Lamp post integrity & all permissions	Agree display for Christmas 2025 and have order confirmed	By End July	Seek permissions from WSCC & Electric suppliers	By End August	Agree date for Lamp post testing plus ID which posts need test	By Sept.	Complete all doc. permissions and agree install dates	By End Sept.	Complete installation	Before End of Nov.	Clerk and F & GP	Many Contractors / Orgs. involved & if some in chain of inter-depend tasks not compliant , then chain & timescale breaks down	Keeping up with schedule all important	
Armistice Event Org.	Work with Grounds team, Father Mark, Cllrs and Key Stakeholders to ensure Garden prepared and Event organised	Org. Ground works - appoint gardener & gain quotes	By Aug.	Chair & Clerk to meet with Father Mark to discuss arrangements	By Sept.	Chair / Clerk to engage with key stakeholders to ensure attendance	By Sept.	Publicity in place to promote event + inform Tennis club etc.	By Oct.	Ensure attendance/ equip/ reefs / garden prep'd & event success	By Nov.	Clerk & Community Com.	In hands of Church, key stakeholders, volunteers, weather and luck in many respects	COMPLETED	
Cricket Club Devel. & Lease	Work with Club to ensure the proposed Cricket Clubhouse devel. is best value & Lease are appropriate/ future safe	Begin details of Lease such as Length & appoint solicitor	By End June	After Com engagement, work with club to agree plans	By End July	Discuss lease agreement details needing to be changed	By Oct	Draft new Lease and agree to planning application	By Dec	Agree Lease details inc clauses with Club & gain SPC approval	By Feb	Clerk and F&GP Team	Cricket Club are determined to veer towards a more commercial orientation - negotiating a resolution will take good coms	Good and regular communications	
Compile Steyning Flood Plan	SPC now has additional riparian responsibilities at Abbey Road. This is to establish what needs to be done & when	Meet EA & OART reps & begin to recognise responsibilities	By End June	Meet with residents for phase I works - & then complete	By Sept.	Compile draft of Flood Plan for Abbey Road	By Dec	Meet with AORT & EA for sign off on plan and works to be scoped	By Feb 26	Meet with res. for phase II - scope, cost & arrange date/access	By April 26	Clerk & Community Com.	Discussions with residents take time and increase potential issues re access - The works environment is challenging	Not a project that can be rushed w/o Com engage.	
Devolution Business Planning	Work with HDC to obtain information on what Assets could be available for SPC to gain transfer, and build business case	Obtain as detailed an asset list from HDC as possible	By June	Buy Land registry Docs to get understanding of land details	By Sept.	Gain SPC approval for submitting expression of interest	By Nov.	Clerk to obtain background info re other PC positions	By March '26.	Gain SPC approval on draft outline Business plan	By May.	Clerk & Devolution working party	Dependent upon HDC, Dist Cllrs, WSCC and the soon to be unitary authroity makig up their minds on whats going to happen	Present a strong case and allow for options	
Steyning Centre Front doors renew	Steyning Centre front doors are broken & in need of swift renewal- but not like for like. ^ Opportunity to modernise/ benefit	Gain approval for works to be undertaken + budget	By June	Get an understanding of the range of scope of works options	By July.	Get selection of quotes based on best fit scenario	By Aug.	Gain approval from P+P on scope and cost	By End Sept.	Complete installation process	By Dec.	D. Clerk & P+P Com.	The Doors are not an easy fix, as the design needs particular parameters dealt with	company need good references	
CCTV purchase & Phase I install.	To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft	Bring final recommendations to F&GP - scope & cost	By Oct	Gain agreement at Full Council for preferred system	By Nov	Org. Public consultation - Max scope, 'future safe'	By End Jan26	Work to ensure infrastructure and permissions in place	By Feb 26	Gain public support & Complete phase 1 installation	By End June '26	Clerk, working party , Full Council	Working productively with appropriate companies takes time inc. site meetings. Consultation / Publicity important	Com engagement to ensure scheme understood	
Revamp Steyning Emergency Plan	Clerk and Councillors need to establish together what needs to be covered and why - eg Parish Mains Water cut off etc.	Set up Working Party, to review existing cover & agree scope	By Sept.	Understand what others have done and draft plan	By End Nov.	Outline Plan agreed by SPC	By Feb 26.	Complete details of plan	By April	Full C. agree plan, & office to enable contacts and equip.	End May	D. Plan / Clerk / Full Council	The Plan must be reviewed and the result must be acheivable, and easily understood by the appropriate groups and individuals	Keep it as simple as possible	
Twitten / DMMO Management + Inquiry	Identify Twittens / Pathways throughout Steyning Parish and finalise what needs to be DMMO'd / Managed by SPC	Identify Twittens + understand what HDC & WSCC own/maintain	By Sept.	Gain final dates from judiciary re DMMO inquiry + attendance	By Oct.	Explore longer term maintenance arrange - ments with WSCC	By Jan 26.	Agree a plan for future SPC maintenance of Twittens - Bus. Plan	By Feb 26	Agree full extent of any further DMMO applications	End April	Clerk & Community Com.	WSCC may not want to agree terms at this stage for any asset transfer nor enter into MOU re their joint management	Ensure WSCC receive lots of maint. requests	
Mouse Lane - Op. Watershed app.	Work with Wiston Estate, WSCC Cllr & engineers, local res. & other key stakeholders to alleviate current issue	Gain data gathered by WSCC engineers, & identify solutions	By Oct	Reconvene working party to discuss next approach	By Nov.	Formulate plan to be discussed by working party then Full Council	By Dec.	Complete draft operation watershed application	By Jan 26	Finalise application and decide upon any match funding	By Feb	W. Party, Clerk and Key stakeholders	WSCC Engineers info. proving illusive, this slows the process. Main problem is no one currently knows how to alleviate the issue.	Might have to simply go for best value approach	
Railings renewal	Work with WSCC and Steyning Society to ensure High St Path & Railings issue dealt with in reasonable timescale.	Alert WSCC to their safety responsibilities by meeting on site	By June	Cllrs / Steyning Society check alternative post material & respond	By July.	Discuss alternatives with WSCC & source quotes	By End Aug.	Have quotes in place & agree scope with WSCC	By End Sept.	WSCC appointing contractor and date fixed for repair	By Oct.	Clerk / WSCC / All Cllrs / Key Stakeholders	In WSCC hands - can merely lobby for works completion, and keep pressure on to get done ASAP	Keep positive and regular Coms	
Neighbourhood Plan - Phase II / III	N. Plan continue to consider missing elements from first plan. Phase II complete & to examiner + Phase III begin	Review intial design code works for consul -tants & review draft	By Oct. 25	Complete vision statement update & update Intro	By Nov.	Complete review and update existing doc. inc. consultants work	By Feb.	Take updated N. Plan through Reg 14 cons. & submit for Reg 16	By March 26.	Continue working with team on the next Phase - Full Plan comp.	By June 26	N. Plan Steering Com.	Depends on the commitment from Cllrs & res. reps, as to whether difficult time constraints + timetable dealt with affectively	Work with N. Plan consult. to manage expectations	
Last Years project completions	To complete the unfinished SPC projects from the year 2025/26 list	1. Parish wide bin installations complete	By End Nov.	2. Check Bank Accounts for Climate Action Group	By June 26	3. Implementation Plan 'Sign off' from HDC	By Jan.	4. Complete Social media start up by agreeing APP provider	By April 26	5. Draft new Tree Management Strategic Plan	Before End of May 26	Clerk and Community Com.	Finding office time to complete 2, 4 and 5 might be a challenge. 3. is completely in hands of HDC	Keep positive lobbying HDC, to assist with 1 & 3	

MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 30th SEPTEMBER 2025 AT 7PM AT THE STEYPING CENTRE

Present: Cllrs Young (Chairman) Linfield, Bell, Norcross, M Alexander, Lloyd and Hanson.
Clerk: John Fullbrook
Members of the public: 0
Meeting Commenced: 7pm

DRAFT MINUTES

Pe/25/14 APOLOGIES FOR ABSENCE

14.1 None

Pe/25/15 DECLARATIONS OF INTEREST.

15.1 There were no declarations of interest from Cllrs.

Pe/25/16 QUESTIONS FROM THE FLOOR (*in summary*)

16.1 None

Pe/25/17 MINUTES OF PREVIOUS MEETING

17.1 Cllr Bell **proposed, seconded** by Cllr Norcross that the Personnel Committee non - confidential minutes from 14th July 2025 be accepted as a true and fair record. **Agreed**

Pe/25/18 MATTERS ARISING – These items to be taken as read

18.1 Pe/25/07.1 The Personnel Com. produces an impact assessment for the Sept. Full Council Meeting – **Item 19.1**

18.2 Pe/25/07.2 Personnel Recommendation for vote of no-confidence taken to Full Council – **Actioned**

18.3 Pe/24/12.1 Personnel Com. recommendation concerning members complaint reported to member - **Actioned**

18.4 Pe/25/12.2 Personnel Com. recommendation concerning potential further complaints from this member taken to Full Council – **Actioned**

Pe/25/19 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION

19.1 **Members to consider evidence concerning impact assessment on the business of the Council during the period of the sanctions and to agree upon a short report to be taken to Full Council**

The Clerk had prepared a supporting paper highlighting a long list of achievements over the period in question which provided a potential framework for the report, while acknowledging there was as yet no provision for a period of comparison, and members understood that in normal circumstances this procedure would be a worthwhile task, but believed time and resources could be better utilised.

Cllr Bell **proposed, seconded** by Cllr Young that the Personnel Committee recognises the high level of productivity during the sanction period and that this was only possible due to the imposition of sanctions placed upon Cllr Campbell. **Agreed**

Cllr Norcross **proposed, seconded** by Cllr Lloyd that the personnel committee acknowledges the supporting paper but considers at this point, it would not be the best use of Council time to pursue a more detailed report. **Agreed**

- 19.2 In the light of continuing communications and disruption from an SPC Councillor, and recent communications from the Monitoring Officer, to further consider and 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.
- Members understood that there were very few options left in order to deal with Cllr Campbells continued and worsening behaviour, and focused upon their legal and moral 'Duty of Care' to the Clerk, and to the Parish.
- Cllr Norcross **proposed, seconded** by Cllr Young that the personnel committee recommend to full Council that SPC engage a solicitor to consider Paul Campbell's emails and behaviour. **Agreed**
- Cllr Lloyd **proposed, seconded** by Cllr M Alexander that Personnel Committee recommends that correspondence to the Clerk from Paul Campbell will be logged with the Police, as part of a potential investigation into long-term harassment. **Agreed**

Pe/25/20 INFORMATION AND CORRESPONDENCE ITEMS

20.1 None

Pe/25/21 CONFIDENTIAL SESSION

21.1 Cllr Young **proposed, seconded** by Cllr Norcross 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 9 & 10 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/25/22 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION

22.1 To agree potential questions regarding being accountable for your actions as a holder of public office, that could be posed to the SPC member who is noted under agenda item 6.2

This matter was dealt with in open session under item Pe/25/19.2.

22.2 To discuss whether the '*Flow Chart*' noting SPC disruption and subsequent associated expenditure be put into the public arena.

Cllr Young **proposed, seconded** by Cllr Hanson that after much discussion, this committee considered the '*Flow Chart*' ought to remain confidential to Council members at this point in time. **Agreed**

Pe/24/23 STAFFING MATTERS

23.1 **SAR/FOI/Code of Conduct imposition; to understand the likely consequences of continued disruption**

The Clerk stated that he was inclined not to respond to Cllr Campbell's outstanding Search Access Request as he believed it was not in the public interest and that Cllr Campbell was deliberately wasting Officers time, and members agreed and stated that they understood the likely consequences of this action.

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

The Clerk updated members on the latest state of play, and said with so many current imponderables and unknowns that he suggested SPC wait until responses were received from HDC in relation to 'Expressions of interest' in Asset Transference communications, before he commits to presenting potential Staff Structure options to this committee.

23.3 **LADO investigation – An ongoing Safeguarding investigation**

The Clerk reported on an ongoing Safeguarding issue within the Youth Service, and relayed to members that an internal review had been completed, which had highlighted 5 or 6 recommendations that need to be agreed by the LADO investigators, and that these will be discussed in more detail by the Joint Parishes Youth Committee which is due to meet on the 9th October.

- 23.4 Staff Appraisals - Update concerning the Staff Appraisal process, and conclusions drawn and to agree any recommendations to Full Council.**
The Clerk relayed to members that appraisals had been completed for the Deputy Clerk and Admin Assistant and that after successful completion of tasks and good record of progress he recommended to members they both receive the annual incremental rise. It was noted that the 4 additional hours that had been temporarily added to the Admin Assistants weekly rota to help the transition of the new Deputy Clerks induction were to stop by mutual consent.
- 23.4.1** During the appraisal with the Deputy Clerk a course was identified which was considered to be the best option to aid continued personal development. It is an online ICB Level 3 Diploma in Payroll Management and costs £485. Cllr Young **proposed, seconded** by Cllr Bell that SPC agree that this course be undertaken by the Deputy Clerk, as it is clearly an enabling syllabus, and generally a helpful course. **Agreed**
- 23.5 Staff increments – To agree whether to recommend to Full Council that the staff who are on a rising scale receive an annual incremental rise based upon the conclusion of their appraisals**
- 23.5.1** Cllr Young **proposed, seconded** by Cllr M Alexander that Personnel Committee recommends to Full Council that the Deputy Clerk’s salary rises to the next level of the PayScale and that this is backdated to April 2025. **Agreed**
- 23.5.2** Cllr Young **proposed, seconded** by Cllr Linfield that Personnel Committee recommends to Full Council that the Administration Assistant’s salary rises to the next level of the PayScale and that this is backdated to April 2025. **Agreed**
- The Clerk left the meeting at this point*
- 23.5.3** Cllrs Young and Bell reported to members upon the recently completed Clerks appraisal process. Cllr Young **proposed, seconded** by Cllr Bell that Personnel Committee recommends to Full Council that the Clerk’s salary rises to the next level of the PayScale and that this is backdated to April 2025. **Agreed**

Pe/24/24 Date of next Full Council Meeting: Monday 17th November 2025

The meeting closed at 9.05pm

Signed Date of next Full Council EOM - 13th October 2025.
Chair of Personnel