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**TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 19th JANUARY 2026 AT 7.30 PM
AT THE STEYNING CENTRE**

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

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

AGENDA

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

- 1.0 APOLOGIES FOR ABSENCE {1 minute}** - To receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST {2 minutes}** - Disclosure by Cllrs of their personal interests in regards matters on the agenda & whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR – {Up to 15 minutes}** (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes.
- 4.0 MINUTES OF PREVIOUS MEETINGS {6 mins}**
 - 4.1** To agree the minutes of the Full Council Meetings held on the 17th November 2025 as a true and fair record.
- 5.0 MATTERS ARISING {2 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/25/73.1** Cllr Finnegan to forward Local Govt reorg consultation details to Clerk for further distribution – **Actioned**
 - 5.2 FULL/25/74.1** Clerk to organise payment to Barristers to commence legal action engagement/ advice – **Actioned**
 - 5.3 FULL/25/74.1** Cllr Norcross to instruct Barristers to provide written advice as to next steps – **Actioned**
 - 5.4 FULL/25/74.2** Final Reserved Matters application comments submission for Glebe Farm to be completed – **Actioned**
 - 5.5 FULL/25/74.3** N. Plan Steering Committee respond to consultation on South Downs LAA – **Actioned**
 - 5.6 FULL/25/74.4** Clerk to begin the process of transitioning SPC to a Town Council, and promote emblem design – **Actioned**
 - 5.7 FULL/25/75.1** Cllr Hanson to prepare report/s for PPG meetings recently attended – **See item 9.1**
 - 5.8 FULL/25/75.2** Members bringing in Laptops to inform Clerks office to avoid printing costs – **Actioned/ Ongoing**
 - 5.9 FULL/25/75.3** Ukrainian Refuge to submit a Grant request – **Actioned**
 - 5.10 FULL/25/75.4** Youth Memorandum of Understanding final agreement taken to F&GP – **Actioned**
 - 5.11 FULL/25/76.1** Clerk to relay positive message concerning Art & Culture W. Party representation – **Actioned**
 - 5.12 FULL/25/76.2** Railings renewal project progression updates taken to F&GP – **Actioned**
 - 5.13 FULL/25/76.2** Clerk to amend SPC Action plan to defer seeking greener credentials for two years – **Actioned**
 - 5.14 FULL/25/76.3** Clerk to arrange convening of working parties with the Grammar School re their development – **Actioned**
 - 5.15 FULL/25/77.6** Clerks office to transfer pre 2000 signed Minutes hard copies to Chichester Records Office – **Actioned**
 - 5.16 FULL/25/57.1** Digital screen electrical supply query to be brought back to Community Committee – **Actioned**
 - 5.17 FULL/25/80.1** Chairmans Function Community Award winners to be revealed at December function – **Actioned**
 - 5.18 FULL/25/80.2** Clerk's office to complete process for salary and wage payment agreements – **Actioned**
- 6.0 NEIGHBOURHOOD WARDENS REPORT {10 mins}** (See supporting papers).
 - 6.1** To receive the Neighbourhood Wardens reports for November and December 2025.



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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7.0 REPORT FROM DISTRICT COUNCILLORS {20 mins}

7.1 Cllr Victoria Finnegan – (HDC) update

7.2 Cllr Nicholas Marks – (HDC) update

8.0 GOVERNANCE AND FINANCE MATTERS {35 mins}, (See supporting papers)

8.1 To agree the Steyning Parish Council 2026/27 Budget and associated Precept request to HDC for next year, plus the Band D tax figure (Parish Council part only) for the Steyning Parish.

8.2 To consider and agree the final drafts for documents associated with the proposed CCTV installation consultation, and to agree the details of the dates, criteria and processes involved.

8.3 To further consider a new Steyning Town Council Emblem/ Logo, and whether the Clerk's office should consider searching for robes of office for the Mayor and to agree any actions that may arise.

9.0 REPORTS FROM OUTSIDE BODIES {15 mins}, (See supporting papers)

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

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

10.0 COMMITTEE MINUTES TO BE RECEIVED BY FULL COUNCIL S {15 mins} (Supporting papers)

10.1 Community Committee – To receive the Minutes and draft Minutes from the meetings held on the 2nd Sept., 4th Nov. and the 2nd Dec. 2025.

10.2 Finance and General Purposes Committee – To receive the Minutes and draft Minutes from the meetings held on the 8th July, 9th Sept., 14th Oct. and the 9th Dec. 2025.

10.3 Planning and Premises Committee – To receive the Minutes and draft Minutes of the meetings held on the 28th July, 18th August, 22nd Sept., 27th Oct., 24th Nov. and the 15th Dec. 2025.

10.4 Personnel Committee – To receive the Minutes from the meetings held on the 14th July and 30th Sept. 2025.

11.0 PROGRESS REPORT - ONGOING ITEMS {0 mins}

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

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

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

11.3 Cllr Campbell to provide an apology to Council and Clerk

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

11.5 SPC to convene the Emergency Planning working party

11.6 Clerk to arrange if possible the restriction of email access to external sources for Cllr Campbell, when using .gov Council address

11.7 Subject Access Requests to be dealt with by the Clerk

11.8 SPC to become a Town Council in May 2026

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

11.10 Steyning Art & Culture W. Paty to convene with three SPC Reps

12.0 CORRESPONDENCE AND INFORMATION ITEMS {4 mins}

12.1 Members to confirm their availability and attendance for the Horsham District Council led meeting for Clerks and Councillors which is at the Steyning Centre and dated the **Wednesday 11 February @ 6pm**, involving Cllr Martin Boffey, the Leader of the Council and Barbara Childs, the Director of Place.

12.2 JPCC will be convening on the 29th January

13.0 DATE OF NEXT FULL COUNCIL MEETING: 16th FEBRUARY 2026 at 7.30pm

**John Fullbrook,
Clerk to the Council**