

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 17th NOVEMBER 2025 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Hanson, Sharp, Foxwell, Johnson, I Alexander, S Alexander, Bell, Trundle and Ballance.
Clerks in attendance : John Fullbrook and Leanne Poole.
Members of the Public : 9 {inc. District Cllrs Victoria Finnegan & Nicholas Marks, plus Steyning Grammar Head Teacher}
Meeting commenced : 7.34 pm

DRAFT MINUTES

ACTION

FULL/25/66 APOLOGIES FOR ABSENCE

66.1 Apologies received from Cllrs Linfield, Lloyd, Young and M Alexander.
Cllr Campbell was absent.

FULL/25/67 DECLARATIONS OF INTEREST

67.1 None

FULL/25/68 QUESTIONS FROM THE FLOOR {in summary}

68.1.1 John Stephenson requested an opportunity to make a statement – summarised as follows:-
"I'd like to update you on what is happening at the **Steyning Ukrainian Refuge**. We have struggled with the numbers of our Ukrainian Guests over the past few months.

68.1.2 Since March 2022 our aim has been to give everyone sufficient English so they can find work, to enable them to stand on their own feet. We have nurtured them, looked after their wellbeing, socialised, taken them on holiday and managed to build a large family unit, where we have all helped each other. Lately attendance to our English lessons has reduced - So we have been successful!
Nearly 100 Ukrainians have passed through the Refuge, we have completely furnished rented accommodation for 18 families.

68.1.3 We decided that we should boost our numbers by facilitating more Ukrainians as there are still millions wishing to flee their war-torn home country. We contacted 4,200 local homes seeking potential Home Hosts, but received only one positive reply! Ukraine is off the front page. Also, our Church Street site where we operate from is being sold.

68.1.4 Fund raising will become more difficult with our falling numbers, and we are unable to continue as we are. Our Charity will continue, we will still have get 'togethers', commemorating & celebrating Ukrainian anniversaries. Our Charity can be fully reactivated at any time if the need arises. My colleague Trustees will still be available to mentor and help our Ukrainian Guests. Meanwhile, we must dispose of all the clothing and furniture and knickknacks that we have in stock at the Refuge! We had a Grand Sale on Saturday 8th November and managed to raise £2.319 for our charity. We are having a FINAL FREE CLEARANCE this coming Saturday 22nd Nov. to try to empty the site.

68.1.5 We all would like to thank the Parish Council and the people of Steyning and surrounding villages for their most generous help that they have given to our many Ukrainian Guests".

68.2.1 The Chair thanked John on behalf of the Council for his tremendous work over the last three and a half years, and that of his fellow trustees and many volunteers, saying that they were all a huge credit to Steyning

FULL/25/69 MINUTES OF PREVIOUS MEETING

- 69.1** Cllr Norcross **proposed, seconded** by Cllr Ballance that the minutes for the meetings dated the 15th September 2025 and 13th October 2025 be accepted as a true and fair record. **Agreed. 9 For, 1 Abstained.**

FULL/25/70 MATTERS ARISING – These items were taken as read

- 70.1** Cllrs requested to be involved in Bramber Brooks tour of site on 25th Sept – **Actioned**
- 70.2** High St Car Park shrubs to be cut down again – **Actioned**
- 70.3** F&GP to be charged with delegated responsibility to steer SPC through Devolution process – **Actioned**
- 70.4** Personnel Com. to compile impact assessment on the SPC business during sanctions period – **Actioned**
- 70.5** Bring back SPC Action Plan for further Full C. notification/ update – **Actioned / See item 76.2**
- 70.6** Insurance invoice to be paid – **Actioned**
- 70.7** Chair and Clerk to pursue further consideration of Council changing from Parish to Town - **See item 74.4**
- 70.8** Final version of Walking and Cycling Plan published, and Sustainable travel group thanked – **Actioned**
- 70.9** JPY Committee to convene in October and items brought back to Full C. – **Actioned**
- 70.10** Training course for staff to enable in house Play Area inspections to be organised – **Actioned**
- 70.11** To request to HDC the removal of recycling bins from Fletchers Croft for trial period – **Actioned**
- 70.12** Clerk to write to French contacts and working party members concerning twinning idea – **Actioned**
- 70.13** Clerk's office to arrange & send out invitations for the Chairmans function on the 12th Dec. – **Actioned**
- 70.14** Clerk's office to promote Community Award & collate nominations and bring back to Full C.– **Actioned**
- 70.15** Chair to seek solicitor/barrister to consider Cllrs emails & continued poor behaviour – **See item 74.1**
- 70.16** Chair to explore Steyning being more dementia friendly – **See item 75.1**

The Chair brought the next item forward from 10.3 on the agenda

FULL/25/71 COMMUNITY MATTERS

- 71.1** **A brief presentation from the Steyning Grammar School concerning the redevelopment of their site.** The Chair welcomed the Steyning Grammar School Headteacher and four representatives from the school, the Dept. for Education, Planners and approved contractors {BAM} who were in charge of the proposed major reconstruction of their main site in Steyning.
- 71.2** Aidan Timmons, the Headteacher explained that though the school was rich in character and blessed by the nature and quality of its staff and pupils, its buildings were generally in a state of disrepair. The good news, however, was that this meant that it qualified for government funding under the current *school rebuilding program*, and the subsequent proposed reconstruction of almost the entire site into a state of the art facility was extremely exciting news for the school and the town of Steyning.
- 71.3** He further explained that the new build would mean that all the students could be based in Steyning, and that therefore the Rock Road Campus and Towers would no longer be required.
- 71.4** The Contractor then, via a power point presentation, showed representational drawings and plans of the proposed construction and explained how the works would be undertaken over a period of approximately 4 years with, it was hoped, building starting in the summer of 2026. This presentation in effect was the beginning of the *Community Engagement* part of the pre-planning submission process, with a website due to be set up by BAM with some details of the

design and plans being made available to the public before Christmas, and with an application due to go to HDC in the new year. Approval was still required from the church diocese before it was possible to share more information or show the video recording of this meeting, and this had been agreed with the Clerk and Chair prior to the meeting. The school was also committed to presenting a much larger Q and A session at the SPC Annual Parish Meeting in March. In terms of the timescale involved, it was hoped that some of the buildings would be ready for use by the spring of 2028 with the demolition of the existing school buildings planned for April 2029. It was noted however that the Swimming pool and squash courts/ sports centre would remain in place.

- 71.5** A question and answer session involving Councillors and the School representatives / architects / contractors followed and is summarised below:
- 71.5.1** *Q – It sounds as though the plans might be submitted before the consultation process*
A – There will be a series of public consultations prior to submission with many aspects to be refined
- 71.5.2** *Q – When might the existing astro turf pitch be dug up*
A – Sep. 2028, right at the start of the project, with the MUGA remaining available for community use
- 71.5.3** *Q – Will the north of the site be maintained as playing fields*
A – Yes – no changes
- 71.5.4** *Q – So, no plans for houses around the perimeter of the land*
A – No, as its protected ‘Foundation’ land.
- 71.5.5** *Q – Re sustainable travel plans and green building regs. Has the local walking and cycling plan been taken on board, and will walking and cycling access be maximised to the site*
A – For the students then, yes. They will work with the school towards a sustainable travel plan
- 71.5.6** *Q – How many children would the new site cater for*
A – Approx. 2000, which is no real change from the current figure
- 71.5.7** *Q – Presumably you will be maximising green and sustainable power*
A – Yes, using DfE guidelines, there will be use of ground source heat pumps and solar panels
- 71.5.8** *Q – Looking at our Neighbourhood plan – have you taken on the policies and visions currently in there such as rain water harvesting the use of nature bricks for example*
A – There are many green areas covered in the site with DfE requirements catered for and ecologists working on the details of the plan, with for example no gas on site other than in the science labs.
- 71.5.9** *Q – is there a theatre planned in the new build*
A – Yes
- 71.5.10** *Q – With the consolidation of sites do you envisage a net loss of staff*
A – There will be a need to rationalise the workforce
- 71.5.11** *Q – The Council was hoping to ensure new houses were more affordable for younger families – might this be a consideration for attracting more staff to live in Steyning.*
A – This would be welcome as currently it’s too expensive for many school/ teaching staff to live in Steyning
- 71.5.12** *Q – Will the Towers remain part of the school*
A – No, this will go back to the Sisters
- 71.5.13** *Q – is there anything in the plans to smarten up the primary school*
A – No, this is separate to the plan
- 71.5.14** *Q – is the intention to keep access to leisure centre and swimming pool throughout the build*
A – Yes
- 71.5.15** *Q – Are you keeping part of the original theatre*
A – No, in fact the drama space can be extended into the chapel and into the adjacent hall making it very adaptable
- 71.5.16** *Q – the planning process and allowance of community comments is not just about an opportunity to raise objections – its also a chance for the community to react positively to new development – this is where Parish and District Councillors can spread the news.*
A – Exactly that, and this is why the presentation was planned for today - to garner support as we have considered the local ‘look’ and incorporated flints into brickwork for example.

71.5.17 *The Chair said from her personal point of view the plans and concept looked fabulous and thanked the school reps for their presentation this evening.*

FULL/25/72 NEIGHBOURHOOD WARDENS REPORT

72.1 Members received the Wardens reports for September and October and had no questions relating to the matters highlighted.
The new wardens supervisor has taken office this week.

FULL/25/73 REPORT FROM DISTRICT COUNCILLORS (In Summary)

Cllr Victoria Finnegan – (HDC) update

73.1.1 **1. HDC Local Govt dates** – March 2026 - the date for the new strategic authority to be created; May 2026 - Mayoral elections to be held; April 1st 2028 - Vesting day of new Unitary Authority.

73.1.2 **2. Local Govt. Reorganisation consultation** – Accessible from end of Nov. 25, - There will be a questionnaire forwarded by Victoria to Clerk & members. By Spring 26, the Govt will respond to the LGR business cases.

73.1.3 **3. Water Neutrality** – As of 31st Oct Natural England confirmed via a statement, the withdrawal of their position as at Sept '21, following an agreement with the Environment Agency and Southern Water on a reduction to the licence cap on water extraction.

73.1.4 **4. SNOWS** – No longer going to be launched

73.1.5 **5. Local Plan update** – Letter from HDC has gone to inspector to see if the Local plan could be better received given the new planning regulations

73.1.6 **6. Rural and Market Towns Economic Alliance** – Set up in association with Coast Capital to assist with collective funding bids in the rural climate – involves Storrington, Pulborough, Billingshurst and Steyning. There will be stakeholders brought together including Parish Councils. Bi-monthly meetings rotating across the towns, starting early next year.

73.1.7 **7. Food waste** – Collections begin in spring of 2026. Each household will be provided with an indoors 'caddy' and a 23 Litre outdoor bin.

73.1.8 **8. Bramber Brooks** – Questions raised about potentially removing the style and flattening slightly a slope which compromises easy access from the Steyning / river side. HDC were not keen to pursue due to the cost of these works. Members continued to raise concerns that the matter should be dealt with as currently residents from Steyning with mobility issues do not have ease of access from either Steyning or Bramber access points.

73.1.9 **9. High Street Car Park** – Shrubs and Pot hole issues recently dealt with – Thanks to WSCC highways and local resident for swift action.

73.1.10 **10. Glebe Farm** – Updated Reserve matters Docs have gone onto the HDC portal

73.1.11 **Statement from the Chair** – Thanks go from SPC to Cllr Finnegan for her support, her attendance at meetings and the very many hours on a weekly basis which she has given over to assist Steyning residents, their causes and that of the Council, and especially in regards the continuing Glebe Farm planning application / development discussions.

73.2 Cllr Nicholas Marks – (HDC) update

73.2.1 **1. Community Engagement** – Nick made a case for SPC to continue to use every opportunity to more fully engage with its residents – as the demise of HDC and introduction of the unitary authority will require a more local representation at the lower level and therefore there is a need for SPC to step up in terms of networking and also to be aware of associated greater expectations.

73.2.2 **2. Community Kitchen** – This pop-up catering facility for events idea/concept is nearing reality with financial support almost secured. This is a Partnership project, which was for some time needing match funding. It's anticipated that it will be seen at for example the Steyning Festival and will be a type of social enterprise facility.

73.2.3 **3. The Bikery** – Remains available as a place for bike repair but more than that, a general community space.

Cllr
Finnegan

FULL/25/74 GOVERNANCE

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

74.1.1 The Chair had contacted two legal firms, following the previous recommendations and in response both of them said there were steps that could be taken. The Barristers firm came back saying they could provide written advice explaining what could be achieved by formal and legal means and by engaging their services and that this would be at a cost of £1,500.00. The Chair explained that this would only be the start of the process and that it would potentially cost a lot of money, but that however if nothing continued to be done the costs could be considerably more. She went on to explain that yet again the content of emails sent were proving the point. Cllr S Alexander pointed out there might be something that could be done in the meantime and suggested the following:

74.1.2 Cllr S Alexander **proposed, seconded** by Cllr Foxwell that subject to a legal check SPC restrict Cllr Campbell to only emailing internally {in terms of using his own Parish Council .gov email address}, not externally except when given delegated authority to do so, or he could send via Chair or Clerk so that it could go to an external source. **Agreed 7 For, 2 Against, 1 Abstained.**

74.1.3 Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC instruct the firm of Barristers to provide SPC with written advice as to the next steps. **Agreed**

CLERK

Cllr
Norcross

74.2 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.

74.2.1 There was a meeting with Vistry and Newgate representatives including the SPC 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 (in reference to the reserved matters planning application) submission listing. The first draft of notes/minutes produced by Newgate 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 once again and compiled a list of those items it was felt were missing from the Newgate /Vistry note/minutes account. This was then sent to them in the hope they would amend their account. The amended version was released just before this meeting and has as yet not been checked to see if all notes were included.

74.2.2 SPC has also received notification from HDC stating the final chance to make comments on 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.

CLERK
&
N. Plan Com

74.3 To 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.

74.3.1 SPC received 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 via delegated authority.

74.3.2 Cllr Norcross **proposed, seconded** by Cllr Sharp that the N. Plan Steering Committee members confer via email and submit their preference for comments to the Clerk's office, for these to

CLERK
&
N. Plan Com

then be collated by the office and submitted via delegated authority to the SDNP by the final submission date – that being the 24th November. **Agreed**

- 74.4 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.**
- 74.4.1** The Chair had met with the Arundel Town Council Mayor and the CEO of WSALC who were in favour of the idea of Steyning becoming a Town Council and indeed in some respects thought it was overdue. Having discussed this idea previously members then considered a motion. **CLERK**
- 74.4.2** Cllr Norcross **proposed, seconded** by Cllr S Alexander that Steyning become a Town Council. **Agreed.** The Clerk pointed out there was much to do, especially administratively, to ensure this happened effectively.
- 74.4.3** Cllr Norcross **proposed, seconded** by Cllr S Alexander that Steyning Parish Council becomes Steyning Town Council with effect from the Annual Parish Council Meeting in May of 2026. **Agreed**
- 74.4.4** Members further considered a collection of new draft Town Council emblems as per supporting papers. Cllr Johnson **proposed, seconded** by Cllr Hanson that SPC announces on social media that as SPC is becoming a Town Council in May, that we welcome any graphic designers to present a logo for SPC to consider in the January Full Council meeting. **Agreed** **CLERK**
- FULL/25/75 REPORTS FROM OUTSIDE BODIES**
- 75.1.1** **Cllrs Hanson & Young – Isolation and Loneliness/ PPG** – Cllr Hanson did attend a meeting, but has not been able to complete a report. The AGM is convening this evening (17th Nov) – Details of the minutes will follow. **CLERK**
- 75.1.2** There was a separate request to assist with the convening of a meeting of the Horsham District Older Peoples Forum, and it was suggested the Clerk contact their Chairman and confirm the cost of room and refreshments required, then suggest if they want to use the Steyning Centre facilities, that they submit a request for a grant to SPC to potentially cover that cost.
- 75.2** **Cllrs Johnson – Climate Action Group.** – The group met on the 15th October, and the minutes were available to members as a supporting paper. Main points arising involved a good networking of ideas and opportunities for best practice. Shared volunteer App. for biodiversity / conservation volunteers is going to be taken forward by Greening Steyning. There are some good green 'drinks' coming up and an oversubscribed and well publicised Power Station film. In January there is an intention to update members on progress concerning the climate action plan. There was a suggestion that all members could get used to bringing their lap top or tablet to help avoid the printing of so many supporting papers. In this instance members were requested to please inform the Clerk in advance to help meeting planning. All CAG associated Councils have now endorsed their part of the walking and cycling plan. **CLERK**
- 75.3** **Cllr Foxwell – Ukrainian Refuge** – Cllr Foxwell spoke in support of further backing for the Ukrainian refuge and the Clerk suggested the group considered submitting a grant request to SPC. **CLERK**
- 75.4** **Cllr S Alexander - Joint Parishes Youth Committee update following recent meetings and to agree the recommendation concerning next years 'Memorandum of Understanding'.**
- 75.4.1** Cllr S Alexander updated on the huge progress involved with the Youth Service programme and its administration. JPYC Members and staff are actively discussing Key Performance Indicators, are receiving/ providing more regular reports for all members (now to be half termly), and with further policies, contracts and procedures put in place and receiving JPYC approval.
- 75.4.2** Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC agree the *memorandum of understanding* {as per supporting papers} & send it to F&GP subject to finance agreement. **Agreed** **CLERK**

FULL/25/76 COMMUNITY MATTERS

- 76.1 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** **CLERK**
- SPC had been sent a draft document which requested support for ideas associated with potential development of some lesser-known elements of Steyning's art and culture scene. It was thought that members of SPC could help with an informed discussion and the potential forming of ideas as to what could be achieved in the future, and that therefore some SPC members could join an already formed working party and to effectively help convene a first meeting in the Steyning Centre. Cllr Norcross **proposed, seconded** by Cllr S Alexander that subject to the existing working party's approval, SPC agrees that their three representatives are Cllrs Johnson, Norcross and Sharp. **Agreed** **Working Party**
- 76.2 Clerk to updated on the SPC Action Plan progress** **CLERK**
- Members were brought up to date with the progress on each line of this annual plan. In particular, thanks were given to those involved in a highly successful Armistice Day event. Regards Railings renewal on the High Street, the Clerk reported the following: WSCC have a company and a quote, but the amount is prohibitively expensive. The Clerk has asked for details from the highways engineers but has not received this yet, and potentially they will not send the details on anyway. Cllr Linehan is backing this project and has helped cause some positive movement, and the Clerk is in constant touch with reps from the Steyning Society should there be a need to ask for financial assistance. WSCC may be asking for as much as 50% to go towards the cost, as the project is a higher specification than they would normally countenance. Discussions to reduce costs continue and likely this will be brought to F&GP for potential financial support.
- Cllr Johnson suggested, given the workload in the Clerk's office currently, that potentially moving the SPC Bank Account to one with greener credentials should be put back by two years. **CLERK**
- 76.3 The Steyning Grammar School, concerning the redevelopment of their site. To agree to convene a pre-meeting working party** **CLERK**
- Following the presentation, which is noted under item 71.1, there was a need to agree member representation for a working party to discuss in greater detail the schools plans. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC convene a working party to liaise with the school to discuss their development and that the SPC representatives for this working party be Cllrs Ballance, S Alexander, Hanson and Bell. **Agreed**
- FULL/25/77 PROGRESS REPORT - To receive the following ongoing items, which will be taken to next meeting** **CLERK**
- 77.1** Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back to Full Council
- 77.2** Youth service team to make future presentation to SPC Full Council
- 77.3** Cllr Campbell to provide an apology to Council and Clerk
- 77.4** Clerk to bring back Privacy Notice amendment to future Full Council
- 77.5** Personnel Committee to compile an impact assessment on the business of the Council during the sanctions period
- 77.6** Clerk's office to transfer pre 2000 signed Minutes hard copies to Chichester Records Office
- 77.7** Digital screen electrical supply query to be brought back to Community Committee
- 77.8** Subject Access Requests to be dealt with by the Clerk
- 77.9** To meet representatives from Lassay-les-Chateaux and convene a working party to discuss potential twinning idea
- FULL/25/78 CORRESPONDENCE AND INFORMATION ITEMS**
- 78.1** Cllr Foxwell notified concerning the passing of a well-respected resident - Mr Peter Thorogood
- 78.2** Official opening of the White bridge to take place on the 21st Nov and at 10.30am

FULL/25/79 CONFIDENTIAL SESSION

Cllr Norcross **proposed, seconded** by Cllr Balance that SPC 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 14 & 15 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

FULL/25/80 SPC COMMUNITY AWARDS

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

Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC agree to two nominations for the Community Award out of the many discussed {Names to be revealed and awarded at the Chairman's function on the 12th December}. **Agreed**

FULL/25/81 STAFFING MATTERS

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

Cllr Norcross **proposed, seconded** by Cllr Bell that SPC agree to the recommendations as per noted within the minutes of the 30th September Personnel Committee meeting, concerning staff members rising up their pay scales due to passing their appraisals, and as per contractual agreements – These staff being the Clerk, the Deputy Clerk and the Administrative Assistant. **Agreed**

FULL/25/82 DATE OF THE NEXT FULL COUNCIL MEETING: 19th January 2026 at 7.30pm

Meeting closed at 9.48 pm

Signed by the Chairman Date 19th January 2026

A recording of this meeting is available at - [https://youtu.be/ tT4Ojbx0h4](https://youtu.be/tT4Ojbx0h4)

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

November 2025

Hi vis Patrol hours TOTAL:	46.5	ASB incidents TOTAL:	2
Foot - Steyning/Bramber/Upper Beeding	34.5	Noise	
Vehicle - Steyning/Bramber/Upper Beeding	12	Neighbours	1
Notices/warnings TOTAL:	6	Driving/vehicles	
Verbal warning	3	Bicycles	
Parking alert	3	E-scooters	
Yellow card warning (ASB)		Alcohol	
Community Protection Warning/Notice		Fire at Rifle Range.	1
Fixed Penalty Notice		Clear up/disposal reports TOTAL:	
Reports into Police TOTAL:	2	Fly tipping / flyposting	
Phone (including 101 and 999)		Graffiti	
Online		Dog fouling	
Intelligence report		Litter	
Verbal	2	Drug litter	
		Hazards	
Media Reports TOTAL:			
Press release/Community magazines			
Social media posts	6	Community events attended	12
Admin	10	School contact	7
Vulnerable people welfare checks	7	Youth engagement	3
Signposting	3	Reports to DVLA	2
Safeguarding referral	1	Reports to Operation Crackdown	

ASB crime/PCSO updates.

- Steyning:**
 Patrolled the High Street with Tracey, our PCSO. Went into local businesses to catch up and ask if there are any problems. All seems to be ok in the High Street. We walked around the area to see if we could see the rough sleeper which we are aware of. Tracy is now aware and will share the information with her colleagues. Last two sightings are in the bus shelter and at the rear of the memorial playing fields near to the rifle range.
- We received a report of a fire being started by kids at the rifle range. On arrival there were no young people present but evidence of a fire was clear. I have informed the Steyning Downland Scheme and Tracy, our PCSO.



- **Bramber:**
Patrolled Bramber with PCSO. Toilets have not been targeted with more Graffiti and no further Graffiti found in the local area.
- **Upper Beeding:**
Discussed with Parish Clerk and maintenance manager ASB in the Upper Beeding Playing Fields. This is generally youths smashing bottles. Mainly at the weekends. Information passed on to Tracy, our PCSO.
- Hosted the Wardens Drop-In session at The Hub. Our PCSO, Tracy attended for the whole duration of the event. More people are feeling comfortable talking to us.

Parking/vehicles

Steypning:

- Unfortunately, a car had parked on the advisory lines at the bottom end of the High Street. This was stopping a grab lorry collecting materials.
- We have conducted multiple patrols around the Steypning Grammar complex due to irresponsible parking by parents. The School are asking parents to park responsibly for the safety of their children.
- A parking alert has been placed on a vehicle in Charlton Street for parking and blocking access to a garage.
- A parking alert to same vehicle as above parked in Memorial Playing fields car park.
- **Bramber:**
- Nothing to report.

Upper Beeding:

- We have conducted multiple patrols around Upper Beeding Primary School due to irresponsible parking by parents. We have issued multiple verbal warnings to drivers and have contacted HDCs parking enforcement team to assist us where possible. This has improved when we are there. We will continue to monitor the situation.
- We checked on a vehicle that has been parking in Undermill road. The vehicle has no valid MOT. This is a Police issue to enforce, we have passed this on accordingly.

Fly tipping/littering/graffiti.

Steypning: None to report.

Bramber: None to report.

Upper Beeding: None to report.

Community engagement/events/meetings

Steypning:

- We hosted the Board Games Café at the Penfold Hall, Steypning. This is a popular event which we will continue to run.
- We had a meeting with the Library staff about the clubs and events they run. They are more than happy for the wardens to take part. This is developing into a great relationship; we are able to meet more of the Steypning residents and assist in keeping these activities going.
- We visited the Leisure centre and will be looking to hold a warden's drop-in session there. This will give us the opportunity to meet more of the younger people from the parishes. Meeting with the Leisure Centre manager has been asked for, he was happy to arrange this for next month.

- We have supported the Love to move group this month. The group need all the support they can get. We are spreading the word around the local area to try and get more people to the event. Great work by the team there.
- Dropped into the Library to talk the residents who take part in Knit & Natter.
- Discussed with Steyning Athletics club the opportunity of taking part in evening keep fit walks with local residents. This will be another effective way to integrate with the residents and share ideas/events that are going on in SBUB.
- We hosted the final Board Games Café for this year at Beeding & Bramber Village hall.
- Attended the “Walk Fit” session with Steyning Athletic club. It was very kind of the organiser to allow me to take part. It has allowed us to meet more people within the community, listen to any of their concerns and find out what they would like to see in their areas. We had a good walk for an hour, so I was able to conduct my patrols as normal. This is something we would like to stay involved with. We will share this event with the local community who want to keep fit and have some company.
- I attended the St. Andrew & St. Cuthbert Advent Stir-Up event. There was so much going on, especially for the younger community. It was lovely for me to meet so many people from the parish.

Bramber:

- Nothing to report.

Upper Beeding:

- We have held our Wardens drop in events multiple times this month. The turnout is always good. The local residents feel comfortable talking to us and highlighting any problems in the local area. We are always looking at ways to improve the social side of their lives and advertise all events in SBUB.
- We assisted at the Friendship lunch event in Upper Beeding. This is a great event to engage with local residents and get to hear any ideas they would like to see established E.G: A lunch event in Steyning. We have been speaking to one of the staff at the Friendship lunch about this, we will meet up and work together on how we can make this happen.

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 (including public toilets/Car Park).
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:

- Checked in on a business owner in the High Street. She was happy to see us and is doing really well.
- Checked on a person living in Steypning who is recovering from a stroke. This gentleman had lost his dog. Fortunately, the dog has now been relocated with his owner. This gentleman is very isolated and said he would welcome more visits from the Wardens/PCSO in the future. This is something we will continue to do.
- We checked on a gentleman in Steypning who claimed he had been the target of theft from his home. Our PCSO joined us on this visit. The person does have some mental health issues. Our PCSO will follow this up, but it doesn't look likely there will be a satisfactory resolution for him. We signposted him to Saxon Weald for support and a possible move. It may well be this is a neighbourhood dispute.
- Delivered contact details and information of events taking place in the Parishes.
- Discussed with our Anti-social behaviour (ASB) Officer from Horsham District Council a case of a vulnerable resident. The resident has been a victim of ASB and is quite isolated. We are looking at ways to get her out and introducing her to local events. I am meeting with this resident soon. **Update:** Meeting has now taken place. I have informed this resident of all the events that take place in SBUB that I believe she would enjoy. I introduced her to the Steypning Museum staff. They were very informative and would be happy for our resident to complete an application form and become a steward of the Library. Our resident is very keen to do so.
- I was just about to start my duties when I noticed an elderly lady in the Steypning Police station car park. I could see she was freezing and confused. After talking to her it was clear to me this lady was living with Dementia/Alzheimer's. A local business employee stopped me to tell me she had been in the area since 06:30! I put a coat on her and told her everything was going to be ok. I could see the lady had cut her hand. Fortunately, a member of the Cricket club arrived (Richie) who knew her. He confirmed she had early set Dementia amongst other health issues. She had clearly left home and became confused. This lady had a cup of tea whilst Richie phoned her daughter. Her daughter came to collect her. We went to meet this lady's family the next day, This case isn't a Safeguarding referral issue, but we do need to contact multiple agencies to try and get the right care possible to aid this lady and her family.

Bramber and Upper Beeding:

- Checked in with a gentleman who is a regular at The Hub (Upper Beeding). He wasn't feeling well at the last Warden drop-in. Paid him a visit and he is doing well now.

Dog related issues.

Steypning: Nothing to report.

Bramber and Upper Beeding: Nothing to report.

Cycling

- Nothing to report.

Parish specific/other

Steypning:

- We had our second meeting with the Steypning Festival organisers to discuss the festival. In particular the Neighbourhood Wardens day, we are focusing this day on the youth of the Parishes. We have brainstormed some ideas and are looking to book some of these activities. More to follow!!

Bramber: Nothing to report.

Upper Beeding: Nothing to report.

UPDATES FROM OCTOBER:

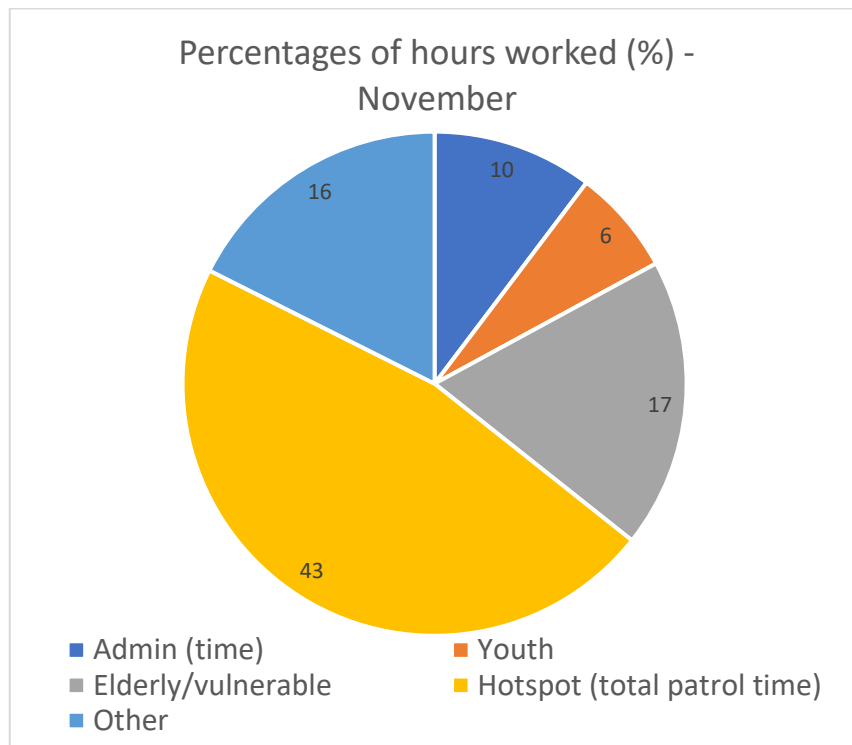
- No new graffiti reported.
- No sign of our rough sleeper. His belongings have gone from the bus shelter (High Street, Steyning). I have checked with colleagues who haven't seen him either.

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

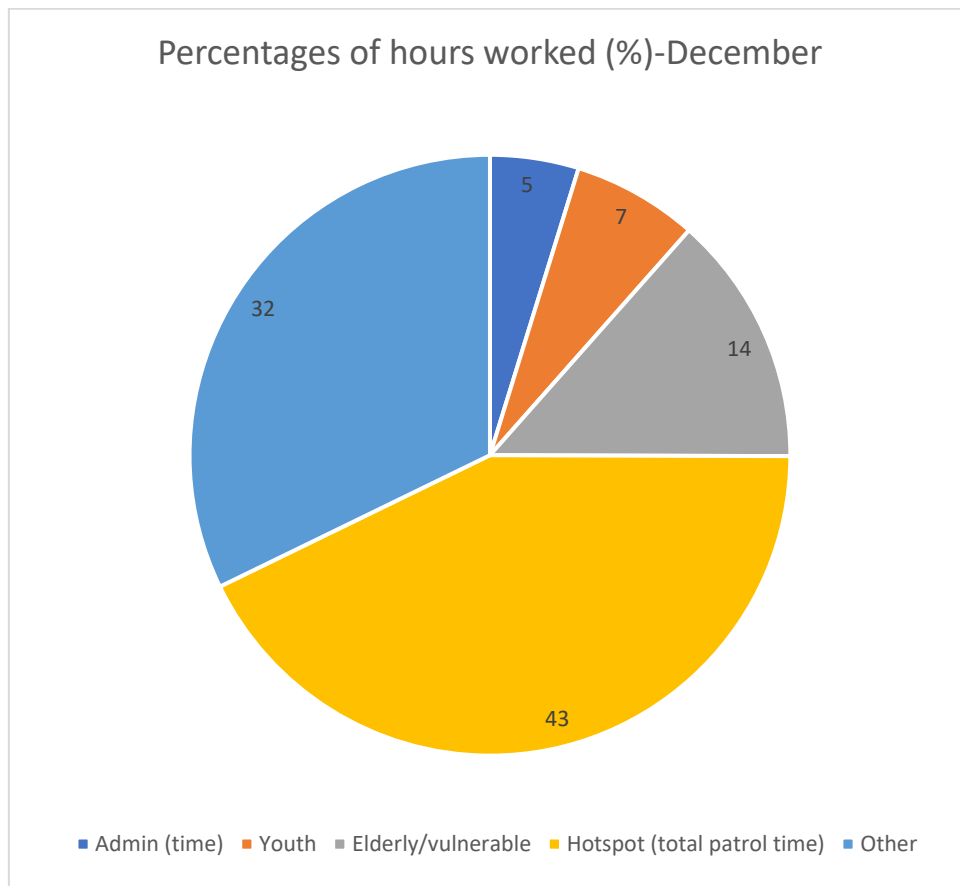
SBUB.wardens@horsham.gov.uk



Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

December 2025



ASB crime/PCSO updates.

Steynning:

- Paid a visit to an older resident who had answered the door to a cold caller selling T-towels, towels etc. The cold caller wasn't aggressive but this did shake the resident up. On a request by her son, Tracy Bicknell (PCSO) and I went to see the resident to put her mind at ease. We checked footage of the doorbell camera but couldn't get a good look at the seller to identify him. We are sure this person has been to other properties in the area but to date we have not received any complaints.
- We visited a lady who lives in Steyning who unfortunately has been the victim of crime. Tracy Bicknell (PCSO) took all the details. It seems a builder who was doing some work for her, has dishonestly taken too much money from her bank. Tracy will follow this up.
- Paid a visit to "The Sussex Grocer" in Steyning with Tracy Bicknell (PCSO). A male has been in the shop harassing the young shop assistants who work there. We managed to obtain CCTV images of this male. Tracy has taken these away to share with Police Intel. We are aware of the times this person visits the shop and will patrol accordingly. The staff have been encouraged to call 999 if his behaviour continues.

Bramber:

- None to report.

Upper Beeding:

- Our PCSO and I hosted a joint drop-in session at the Hub. Very busy morning. Good to see everyone and share information.

Parking/vehicles

- **Steining:** Traffic Patrols at Steining Grammar
- **Bramber:** None to report
- **Upper Beeding:** Traffic Patrols outside Upper Beeding Primary School

Fly tipping/littering/graffiti.

Steining:

- Whilst on patrol, Ross came across some fly tipped material by the bins outside the Steining Centre. As there was an address within the fly tip Ross visited the person at their home address. The person had asked someone to take her rubbish away and had no idea it would be left where we found it. It was decided that a few words of education were enough to deal with this situation. The person was deeply sorry and couldn't apologise enough.

Bramber: None to report.

Upper Beeding: None to report.

Community engagement/events/meetings

Steining:

- I have attended the Church coffee mornings at Penfold Hall twice this month. Discussed local issues with Father Mark. I engaged with as many residents as possible. They were asking about our role and how nice it was to hear of all the work the Parish are doing. I have advised them of all the activities available to them, in return they informed me about other social activities of which I wasn't aware.
- I was asked to attend the Library construction club to help out. Tracy Bicknell (PCSO) attended with me. There was a good attendance and we helped the children build all kinds of things with the Lego. Parents were happy to see us as were the library staff. Great talking to the parents and the children, I have signposted them to other activities in SBUB.
- Met up with the Walk Fit group from Steining Athletic club three times this month. We walk for an hour which gives me time to engage with the residents who take part. This is a great way for us to patrol as normal whilst discussing with the group any concerns they may have. Cherry is a fantastic organiser who designs the walks to improve fitness in a friendly, relaxed, and non-competitive way.
-



Members of The Steining Walk Fit group 😊

On 7th December, the “Christmas in Steyning” event took place. Unfortunately, the weather was appalling but by the afternoon more people braved the rain and came out to enjoy themselves. It was great to see everyone come together and well done to all the volunteers who took part.



- Attended the Chairman’s annual reception at the Steyning centre. Great to meet so many people at this event and to learn what their roles are within the Parish.
- I attended this month’s Steyning festival meeting. We have two events booked for the Neighbourhood Wardens day, which is being held on 29th May 2026. I have been to Steyning Leisure centre who have offered to take part also. Our colleagues at Chanctonbury leisure centre, Storrington have kindly offered us equipment (free of charge) including a bouncy castle! Very generous of Andi Dunstan, the leisure centre Director. Lots more to do but the event is really taking shape.
- Met up with the Managers at Steyning leisure centre. We are looking at ways to work together. They have kindly agreed to give us free space to hold a Wardens drop-in session. We aim to start this in the new year on a monthly basis.

Bramber: Nothing to report.

Upper Beeding:

- Attended the Hub for our weekly drop in sessions. I have signposted two residents to Saxon Weald regarding a heating issue. I will stay in touch to make sure they are ok.
- Attended the Baboushka Christmas concert at Upper Beeding Primary School. It was obvious a lot of work had gone in to this production. The head informed us that nearly two hundred children participated. A lovely event.
- Met up with Jess Hillicks from Alzheimer's Society at the Hub. We are looking at ways of making SBUB "Dementia Friendly"
- Assisted at the Friends Christmas lunch. Everyone had a great time and good to see over sixty people there. I managed to engage and signpost two residents. One who wanted to know of any clubs/events for people living with Parkinsons, the other who was just feeling lonely. I have advised as much as possible but will look into other support streams and stay in touch with these residents.



Patrols (foot/visible and car)

Steyping

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 (including public toilets/Car Park).
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:

- Followed up with other agencies regarding what help can be given with a vulnerable resident that I met last week. Her family have been made aware of all the options available. I will stay in contact with them to assist finding a solution. I have made a referral to West Sussex Fire & Rescue Service (WSFRS) for them to complete a safe and well visit to this ladies property. This is with agreement with the family.
- Signposted a resident from St. Cuthmans Road to Saxon Weald regarding issues with their heating.
- Attended the SBUB youth club at the Steypning centre, Steypning twice this month. This club is for 13–18-year-olds. Great fun, lots of Pool, air hockey and board games. The event is very well run and the young people obviously get a lot out of it.
- I received a call regarding an elderly lady riding her mobility scooter the wrong way at the junction between Goring Road and Clays Hill. I was not on duty but called this through to 999. They said they would send a unit out to investigate. **Ref No. 418/30.12.2025.**

Bramber and Upper Beeding:

- Upper Beeding Primary School traffic patrols.

Dog related issues.

Steypning: None to report.

Bramber and Upper Beeding: None to report.

Cycling

Parish specific/other.

Steypning/Bramber/Upper Beeding: I received a call from a resident on Christmas eve. She informed me that a large tree had come down on the cemetery in St. Botolph's Church. The tree has fallen on some of the memorial stones. The Church were notified and signs have been put up informing visitors the tree will be removed as soon as possible and those families affected by broken memorials will be informed.



UPDATES FROM NOVEMBER:

The Lady that I came across in Steyning Police Station car park has now had some support. After meeting with her family an appointment has been made with the West Sussex Fire & Rescue Service to check on her property to make sure she is safe at home. I have also provided the family with the Social Prescriber details for them to make contact. The aim is to get this lady as much support as possible.

I have been meeting regularly with the Steyning Festival organisers. The Neighbourhood wardens day will be on the 29th May. We have managed to book some events for the day. The purpose of our day is for young people to try something new.

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

How/where to report:

Litter issues can be reported to HDC:

You can report a damaged or overflowing litter **bin**:

<https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning/report-a-damaged-or-overflowing-litter-bin>

If you witness **fly tipping in action**, please call Sussex Police and, if possible, provide them with the registration of the offending vehicle and subsequently any relevant dashcam footage you may have.

You can also report any fly-tipping you find to HDC at: <https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning/fly-tipping>

Graffiti can be reported directly to Horsham District Council via their website: <https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning>

Dog related incidents:

<https://www.horsham.gov.uk/report/dog-attacks>

Stray Dogs can be reported to the HDC contractor on **07512 089777** but they must already be contained.

<https://www.horsham.gov.uk/environmental-health/stray-dogs>

Annual Budget - By Centre (Actual YTD Month 9)

DRAFT - CONSOLIDATED SPC BUDGET FOR 2026/27.

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	<u>Administration</u>									
1000	Donations Received	4,500	10,000	18,000	350	0	0	10,000	0	0
1004	Reimbursed Charges & donations	200	34	200	739	0	0	80	0	0
1010	Misc Income	250	25	150	17	0	0	120	0	0
1075	CIL Receipts	3,500	0	2,000	0	0	0	2,000	0	0
1076	Precept Received	404,325	404,325	428,170	428,170	0	0	465,705	0	0
1077	Ill Health Insurance Payment	0	0	0	126,681	0	0	0	0	0
1090	Bank Interest Received	7,200	4,942	5,750	2,716	0	0	6,200	0	0
Total Income		419,975	419,326	454,270	558,672	0	0	484,105	0	0
4000	Salaries	194,500	193,299	208,000	161,641	0	0	219,500	0	0
4001	Ill Health Insurance Payment	0	0	0	126,681	0	0	0	0	0
4002	Printing, stationery, postage	2,750	3,051	3,150	1,304	0	0	3,150	0	0
4003	Staff Ill Health Insurance	2,750	3,039	2,850	0	0	0	3,250	0	0
4004	Telephones and Alarm	3,050	3,057	3,200	2,214	0	0	3,350	0	0
4005	Insurance	7,800	7,962	8,200	8,238	0	0	8,450	0	0
4006	Salaries Outsourcing	465	455	520	567	0	0	540	0	0
4007	Data Protection	1,320	853	1,350	709	0	0	1,450	0	0
4010	Audit Fees	2,075	3,808	2,300	1,352	0	0	3,300	0	0
4016	Legal Fees/Elections	500	686	850	1,745	0	0	4,000	0	0
4017	Bank Charges	550	368	420	269	0	0	500	0	0
4021	General Grants	2,500	2,483	2,500	1,637	0	0	2,500	0	0
4025	CCTV Maintenance	1,000	85	1,000	90	0	0	550	0	0
4030	Steyning in Bloom	2,750	2,750	2,850	2,850	0	0	3,050	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4032	Memorial Gardens - upkeep	260	420	400	1,175	0	0	850	0	0
4033	Christmas Lights Grant	6,200	5,122	6,200	6,143	0	0	5,800	0	0
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,550	2,712	2,450	2,129	0	0	2,900	0	0
4039	Publicity and Advertising	900	1,287	2,200	480	0	0	2,400	0	0
4040	Town Clock	450	4,508	450	0	0	0	480	0	0
4045	Misc & Petty Cash	250	231	150	158	0	0	200	0	0
4047	Training	800	311	800	585	0	0	800	0	0
4055	HR Support	1,000	58	500	207	0	0	650	0	0
4060	Chairman's Function	750	1,256	900	837	0	0	1,400	0	0
4061	Councillors' Allowances	100	7	100	0	0	0	100	0	0
4063	Legionnaires	2,440	1,600	2,440	1,200	0	0	1,950	0	0
4070	Software support & Packages	2,600	2,742	3,150	2,561	0	0	3,400	0	0
4071	ICT Equipment	2,250	3,362	2,400	404	0	0	2,600	0	0
4072	Website Development	450	271	480	324	0	0	480	0	0
4073	Neighbourhood Plan Exp	1,000	4,292	13,000	13,317	0	0	13,000	0	0
4075	Isolation and Loneliness	3,000	1,500	3,000	1,750	0	0	2,250	0	0
Overhead Expenditure		247,010	251,576	275,810	340,567	0	0	292,850	0	0
101 Net Income over Expenditure		172,965	167,750	178,460	218,106	0	0	191,255	0	0
6000	plus Transfer from EMR	0	8,644	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		172,965	176,394	178,460	218,106	0		191,255		
102 Finance & Community Appendix										
4100	Neighbourhood Wardens	56,000	55,338	60,420	0	0	0	61,865	0	0
4101	Swimming Pool	21,500	19,757	23,200	0	0	0	23,600	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		77,500	75,095	83,620	0	0	0	85,465	0	0
Movement to/(from) Gen Reserve		(77,500)	(75,095)	(83,620)	0	0		(85,465)		
103	Youth Provision									
1010	Misc Income	0	0	0	0	0	0	0	0	0
1700	JPYC Service	0	24,559	18,000	2,679	0	0	4,034	0	0
1705	Upper Beeding PC	0	13,030	0	0	0	0	0	0	0
1710	Donations	0	0	1,000	0	0	0	1,000	0	0
1715	Bramber/UBeeding Contributions	0	0	23,117	0	0	0	23,966	0	0
Total Income		0	37,588	42,117	2,679	0	0	29,000	0	0
4017	Bank Charges	0	0	1,000	12	0	0	500	0	0
4023	SPC Cont. to salary	31,000	26,642	32,750	32,750	0	0	34,060	0	0
4024	JPYC General	0	0	41,117	25,576	0	0	28,500	0	0
Overhead Expenditure		31,000	26,642	74,867	58,338	0	0	63,060	0	0
Movement to/(from) Gen Reserve		(31,000)	10,947	(32,750)	(55,659)	0		(34,060)		
201	Highways & Lighting									
1001	HDC Cleaning Grant	29,500	29,178	30,500	30,491	0	0	32,000	0	0
Total Income		29,500	29,178	30,500	30,491	0	0	32,000	0	0
4200	Street Light Energy	1,800	1,612	1,800	1,303	0	0	1,800	0	0
4201	Street Light Maintenance	2,250	2,389	2,450	2,479	0	0	2,650	0	0
4202	Lamp Post Testing	1,600	1,360	1,500	1,500	0	0	1,750	0	0

Continued on next page

Steyning Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4210	Road Sweeping	30,000	27,396	31,900	21,273	0	0	31,900	0	0
4211	Town Improvements	1,500	220	1,500	663	0	0	1,500	0	0
4259	Grit	200	0	200	0	0	0	200	0	0
4260	Pressure wash High St	250	250	120	0	0	0	180	0	0
Overhead Expenditure		37,600	33,226	39,470	27,219	0	0	39,980	0	0
201 Net Income over Expenditure		-8,100	-4,048	-8,970	3,273	0	0	-7,980	0	0
6000	plus Transfer from EMR	0	220	0	333	0	0	0	0	0
Movement to/(from) Gen Reserve		(8,100)	(3,828)	(8,970)	3,606	0		(7,980)		
202	<u>Public Toilets</u>									
4005	Insurance	150	88	150	0	0	0	150	0	0
4250	Public Toilets - opening/clsng	2,100	2,190	2,200	1,620	0	0	2,250	0	0
4252	Electricity	1,350	1,907	1,550	897	0	0	2,250	0	0
4253	Water Charges	1,500	1,574	1,600	2,362	0	0	2,100	0	0
4256	Repairs, pdh, consumables	1,300	1,233	1,350	636	0	0	1,450	0	0
Overhead Expenditure		6,400	6,992	6,850	5,515	0	0	8,200	0	0
Movement to/(from) Gen Reserve		(6,400)	(6,992)	(6,850)	(5,515)	0		(8,200)		
301	<u>Playing Fields</u>									
1004	Reimbursed Charges & donations	500	204	500	578	0	0	500	0	0
1014	Memorial Donations	1,000	0	1,000	616	0	0	1,400	0	0
Total Income		1,500	204	1,500	1,194	0	0	1,900	0	0
4276	Tree and Hedge Cutting	5,000	1,497	5,000	7,430	0	0	5,000	0	0

Continued on next page

Steyping Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4300	Grass Cutting	8,250	7,071	8,250	8,440	0	0	8,250	0	0
4309	Tree Reports & Essential works	2,000	1,868	2,000	1,450	0	0	2,000	0	0
4310	Grounds Maintenance	4,200	3,588	4,400	1,457	0	0	4,400	0	0
4312	Waste Removal	2,250	2,080	2,250	1,367	0	0	2,250	0	0
4320	Play & Gym Equip Inspections	2,450	2,575	2,550	2,378	0	0	2,650	0	0
4321	Play Equipment & Maintenance	4,600	4,048	4,900	4,333	0	0	5,250	0	0
4322	Memorial Tributes	1,000	0	1,000	1,498	0	0	1,400	0	0
4352	Litter and Bins	4,200	4,223	4,250	3,285	0	0	4,250	0	0
4360	Allotment Maintenance	3,250	3,200	3,250	1,264	0	0	3,250	0	0
Overhead Expenditure		37,200	30,151	37,850	32,902	0	0	38,700	0	0
301 Net Income over Expenditure		-35,700	-29,947	-36,350	-31,708	0	0	-36,800	0	0
6000	plus Transfer from EMR	0	0	0	2,740	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(35,700)</u>	<u>(29,947)</u>	<u>(36,350)</u>	<u>(28,968)</u>	<u>0</u>		<u>(36,800)</u>		
302	Allotments									
1005	Allotment Rents	5,400	4,918	5,550	6,115	0	0	6,450	0	0
Total Income		5,400	4,918	5,550	6,115	0	0	6,450	0	0
4253	Water Charges	1,350	-696	1,350	4,646	0	0	1,650	0	0
Overhead Expenditure		1,350	-696	1,350	4,646	0	0	1,650	0	0
Movement to/(from) Gen Reserve		<u>4,050</u>	<u>5,614</u>	<u>4,200</u>	<u>1,469</u>	<u>0</u>		<u>4,800</u>		
303	Playing Field Costs									
4252	Electricity	1,950	2,582	2,350	370	0	0	2,600	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4253	Water Charges	1,850	501	1,950	2,465	0	0	2,350	0	0
	Overhead Expenditure	3,800	3,083	4,300	2,835	0	0	4,950	0	0
	Movement to/(from) Gen Reserve	(3,800)	(3,083)	(4,300)	(2,835)	0		(4,950)		
401	<u>Steyping Centre</u>									
1003	Clubs Lease Rentals	4,400	3,611	4,400	3,774	0	0	4,400	0	0
1007	Room Hire	61,500	56,875	61,500	46,440	0	0	61,500	0	0
1010	Misc Income	650	174	650	293	0	0	650	0	0
1015	Coffee Machine Income	250	254	250	175	0	0	250	0	0
1017	Income Film Night	4,200	3,894	4,400	2,812	0	0	4,500	0	0
1020	FITS Receipts	1,300	873	1,300	1,001	0	0	1,300	0	0
	Total Income	72,300	65,682	72,500	54,496	0	0	72,600	0	0
4045	Misc & Petty Cash	0	0	0	0	0	0	1,800	0	0
4053	Entertainment Licence	2,350	2,250	2,450	2,199	0	0	2,450	0	0
4252	Electricity	5,850	6,321	6,400	2,634	0	0	6,800	0	0
4253	Water Charges	2,000	1,432	2,100	1,758	0	0	2,500	0	0
4254	Rates	10,650	7,850	10,200	7,635	0	0	9,650	0	0
4257	Gas	6,750	10,805	8,750	6,437	0	0	13,500	0	0
4310	Grounds Maintenance	3,700	3,308	3,900	2,535	0	0	3,950	0	0
4341	Repairs	750	694	780	269	0	0	780	0	0
4342	Repairs/Mtce/Renewals	12,750	13,333	12,900	6,607	0	0	12,900	0	0
4401	Trade Waste	2,700	2,231	2,750	1,959	0	0	2,900	0	0
4402	Annual Maintenance Contracts	9,000	9,417	9,100	6,840	0	0	9,350	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4404	Alarm System	575	578	590	618	0	0	620	0	0
4406	Cleaning and Consumables	2,450	2,301	2,550	1,762	0	0	2,650	0	0
4407	Coffee Machine Expenditure	40	105	250	82	0	0	250	0	0
4408	Film Night	4,250	3,258	4,100	2,349	0	0	4,100	0	0
	Overhead Expenditure	63,815	63,884	66,820	43,682	0	0	74,200	0	0
	401 Net Income over Expenditure	8,485	1,798	5,680	10,814	0	0	-1,600	0	0
6000	plus Transfer from EMR	0	500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	8,485	2,298	5,680	10,814	0		(1,600)		
503	<u>Earmarked Res F & C</u>									
4971	General Balance Reserve	5,000	0	5,000	0	0	0	5,000	0	0
4977	Special Projects	18,000	45,544	13,500	5,978	0	0	15,000	0	0
	Overhead Expenditure	23,000	45,544	18,500	5,978	0	0	20,000	0	0
6000	plus Transfer from EMR	0	7,302	0	2,348	0	0	0	0	0
	Movement to/(from) Gen Reserve	(23,000)	(38,242)	(18,500)	(3,631)	0		(20,000)		
550	<u>Joint Parishes Cemetery Ctre</u>									
1600	JPCC income	0	4,950	3,000	5,816	0	0	3,000	0	0
	Total Income	0	4,950	3,000	5,816	0	0	3,000	0	0
6001	less Transfer to EMR	0	4,950	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	3,000	5,816	0		3,000		

Continued on next page

Steyping Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	528,675	561,847	609,437	659,465	0	0	629,055	0	0
Expenditure	528,675	535,497	609,437	521,682	0	0	629,055	0	0
Net Income over Expenditure	<u>0</u>	<u>26,350</u>	<u>0</u>	<u>137,783</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	16,666	0	5,421	0	0	0	0	0
less Transfer to EMR	0	4,950	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>38,066</u>	<u>0</u>	<u>143,204</u>	<u>0</u>		<u>0</u>		

Additional information - Concerning Precept Agreement

Briefing Notes

At F&GP Committee on the 13th January the consolidated budget paper – 8.1.1, was discussed once again, and members agreed that it and the associated Precept request for £465,705 be recommended to SPC Full Council for its approval, at this meeting.

There was also a request for further information concerning the soon to be Precept agreement, and that members could benefit from additional background data in advance of our final deliberations on Monday evening, 19th January.

This is related to our need to relay reasons for the suggested above inflation rise of 8.8% to the Precept.

In summary therefore, I think we could suggest these are the main reasons for our probable decision.

- Utility prices have continued to rise at a rate significantly above inflation over the last 4 years. SPC needs to still catch up with our expenditure budgets in this area.
- Council considers the need for an enhanced/ Reviewed Neighbourhood Plan Document to be hugely important for the protection of our Communities future wellbeing. It therefore needs to continue to spend consultation monies next year, and with the benefit of Governmental funding rescinded last year – it does unfortunately represent a significant cost for the forthcoming year.
- As the majority of SPC Play area resources continue to age beyond their initially perceived lifespan, and despite SPC's programme of renewal in the last 7 years, there is a need to spend comparatively more and more on maintaining these facilities.
- SPC has agreed to put money towards Legal fees in order to cover important discussions concerning Asset transference and to conclude a long-standing internal disruption issue
- Higher National Insurance contributions and an ever-increasing minimum wage rate has increased the annual Salary cost for the Council above inflationary levels
- SPC has a progressive and full programme of project goals to benefit our community, and the Precept rise includes funding to cover these costs

In terms of the figures associated with the potential 8.77% rise in Precept, we can add that given the new Tax base data for Band D properties for Steyning for the Year 2026/27 which is given as 2599.3.

The proposed increase therefore, in Precept will mean in comparison to last year, the amount paid by a Band D owner should rise from £166.42 to £179.17 – an increase of £12.75 per annum or 25pence per week.



CCTV Consultation



Steypning Parish Council is consulting on the introduction of a new community-led CCTV system to help improve safety in key public areas of the town.

- The proposed locations for the initial cameras are Fletcher's Croft, the Memorial Playing Fields and parts of the High Street. There would also be the option to use small mobile units in specific problem areas, such as fly-tipping hotspots.
- The aim of the scheme is to help deter anti-social behaviour, support police investigations, protect public facilities, increase safety and provide reassurance to residents and visitors.
- Cameras would only monitor public spaces such as pedestrian routes, car parks and access points, and would not be aimed at private homes. All footage would be handled lawfully and in line with data protection rules, with strict controls on who can view recordings.
- The system would be managed by trained council staff and neighbourhood wardens, working in partnership with Sussex Police where necessary. Independent oversight, a clear complaints process and regular transparency reporting would also be in place.

Residents are invited to share their views on the proposal via the Parish Office or the online consultation form.





Steyning Parish Council - CCTV Consultation

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

Full Name / Business Name? *

Your answer

Postcode *

Your answer

House Number/Name *

Your answer

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Clear form

Never submit passwords through Google Forms.

Fixed CCTV to cover council assets

Do you support Steyning Parish Council's proposal to install CCTV at Fletchers Croft? *

☐ Yes

☐ No

Please share any comments or reasoning that support your response.

Your answer

Do you support Steyning Parish Council's proposal to install CCTV at the Memorial Playing Fields? *

☐ Yes

☐ No

Please share any comments or reasoning that support your response.

Your answer

Do you support Steyning Parish Council's proposal to install CCTV at the High street bus shelter and carpark? *

☐ Yes

☐ No

Please share any comments or reasoning that support your response.

Your answer

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Clear form

Steypning Parish Council - CCTV Consultation

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* Indicates required question

Future Mobile CCTV

Do you support Steypning Parish Council's proposal to use mobile CCTV units that can be deployed to hotspot areas, such as those affected by fly-tipping or anti-social behaviour? *

☐ Yes

☐ No

Please share any comments or reasoning that support your response.

Your answer

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* Indicates required question

Future CCTV

Do you support the installation of additional fixed CCTV in other areas of the parish, if evidence supports it and subject to the agreement of the Council? *

☐ Yes

☐ No

Please share any comments or reasoning that support your response. If you are in support, which areas would you suggest for consideration?

Your answer

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Introduction

In response to concerns raised by residents, local businesses, and Sussex Police regarding anti-social behaviour, vandalism, and crime within the parish, Steyning Parish Council are consulting on the introduction of a new CCTV system to help improve safety in key public areas of the town. Residents are invited to share their views on the proposal via the Parish Office or the online consultation form.

- The proposed locations for the initial cameras are Fletcher's Croft, the Memorial Playing Fields and parts of the High Street. There would also be the option to use small mobile units in specific problem areas, such as fly-tipping hotspots.
- The aim of the scheme is to help deter anti-social behaviour, support police investigations, protect public facilities, increase safety and provide reassurance to residents and visitors.
- Cameras would only monitor public spaces such as pedestrian routes, car parks and access points, and would not be aimed at private homes. All footage would be handled lawfully and in line with data protection rules, with strict controls on who can view recordings.
- The system would be managed by trained council staff and neighbourhood wardens, working in partnership with Sussex Police where necessary. Independent oversight, a clear complaints process and regular transparency reporting would also be in place.

This is a proportionate, community-focused proposal to enhance safety, protect facilities, and improve quality of life in Steyning.

Crime statistics clearly demonstrate that anti-social behaviour, criminal damage, and violence occur in public areas — particularly around playgrounds, car parks, and High Street public spaces. CCTV will provide a **visible deterrent**, support investigations, and reassure residents and visitors.

Have your say: Please respond via the Parish Office or online consultation form.



Why CCTV?

In the Steyning, Bramber, Upper Beeding, Ashington & Woodmancote policing area (Sussex Police, November 2025) over the past 12 months there have been 621 reported crimes.

The most common offences include:

- **Violence & sexual offences** – 156 reported
- **Shoplifting** – 144 reported
- **Anti-social behaviour** – 85 reported
- **Criminal damage & arson** – 66 reported
- **Public order offences** – 44 reported

The CCTV proposal is guided by three objectives: **Making public spaces safe; Supporting policing and enforcement; Protecting community assets.** CCTV can help to:

- Deter anti-social behaviour and criminal activity.
- Provide evidence to support prosecutions.
- Protect public assets and facilities.
- Reassure residents and visitors.
- Enhance quality of life and community confidence.

Cameras will be located to focus on public areas, pedestrian routes, car parks and entry/exit points and not private homes.

Standards applied to any installed system:

- **Lawful, fair, transparent processing:** images will be processed only for the purposes set out in this consultation.
- **Limited retention:** recordings will be deleted after a defined retention period unless required for an ongoing investigation or legitimate purpose.
- **Access control:** only named officers and authorised policing staff may view footage; all access will be logged and audited.
- **Independent oversight:** an independent review mechanism (eg. independent visitors or an advisory panel) will be established to review compliance, mirroring good practice elsewhere.
- **Community complaints:** clear complaints and redress route will be provided and published.

Operational management & partnership with Sussex Police

- **Primary monitoring responsibility:** Steyning Parish Clerk / Deputy Clerk and Neighbourhood Wardens.
- **Limited access and auditability:** Any viewings or footage disclosures for investigations will be recorded and justified in accordance with the published Code of Practice.

- **Sharing with Sussex Police:** A formal, auditable route will share footage with Sussex Police where required for policing purposes (investigation, evidence or emergency response).
- **Requests, subject access and complaints:** individuals seeking access to footage of themselves should make a request to SPC in writing.
- **Independent oversight & transparency:** the Council will publish a DPIA summary, a CCTV Code of Practice and annual transparency reports showing the number of times footage was accessed, disclosed to police and subject to complaint. An independent reviewer or advisory panel will carry out dip-checks on compliance and publish findings as appropriate.
- **Training & competency:** named monitoring officers will receive formal training on privacy, data protection, secure evidence handling and the Council's obligations under this Code of Practice. Training will be refreshed periodically and recorded.
- **Professional monitoring (optional):** the Council may review options for professional monitoring or video-verification services at a later date; any such change would require separate approval, a DPIA update and publication of the change.

Costs

Cost of installation

The Council plans to install the CCTV equipment in phases with the coverage being dependent upon the results of the consultation process. The capital cost for the first phase will be in the region of £18,000.

Cost of antisocial and criminal behaviour on SPC assets

There are financial consequences associated with antisocial behaviour, including the need for more maintenance of equipment, buildings, fixtures and fittings, or potentially the replacement of these items. To give two examples of this, the Council has had to maintain/ re-attach or replace soap dispensers in our public toilets five times in the period October 2024 to January 2025. The equipment involved is relatively cheap but, when labour and other staff time is taken into account, it has a cost in the region of £450.

Our many Children's Play Areas are unfortunately often targeted with four fires being lit on the play surfaces in two locations in the last four years, and again as an example, the replacement of the basket swing on the MPF, which had been attacked on multiple occasions by a large knife or saw cost £2,136.00, plus fitting, to replace.

The annual cost of maintaining our 8 Play Areas is now approximately £5,250.00.

Data Protection Impact Assessment (DPIA)

In order to comply with legislation, there will need to be a DPIA undertaken by the Parish Council.

This will address: purpose and necessity; location/privacy mapping; retention; storage and security; access controls; impacts on / mitigations of privacy and clear operational rules for mobile deployments.



Additional Consultation Information

1. Executive Summary

Steypning Parish Council (SPC) proposes a targeted, proportionate public-space CCTV scheme to address evidenced levels of crime and anti-social behaviour while protecting individual privacy and rights under UK GDPR and the Data Protection Act 2018.

The lawful basis for processing is **Article 6(1)(e) UK GDPR**: performance of a task carried out in the public interest and in the exercise of official authority vested in the Council. Processing is **necessary and proportionate**, limited to clearly defined public-safety purposes, and designed to minimise intrusion.

A full Data Protection Impact Assessment (DPIA) has been completed prior to commissioning. Key privacy risks (over-collection, misuse, function creep, excessive retention and PTZ misuse) are mitigated through targeted siting, privacy masking, strict operational rules, role-based access controls, comprehensive audit logging, staff training, published policies and independent oversight.

Footage is retained for a **maximum of 60 days**, automatically deleted unless lawfully preserved for an active investigation or legal requirement. No audio recording is used. Cameras are oriented to avoid private dwellings. Transparency is ensured through clear signage, published policies, a complaints route and annual reporting.

Alternative measures were considered and assessed but were determined to be insufficient in isolation to achieve the stated objectives. The Parish Council does not have operational or budgetary control over police deployment or response levels within the area. In addition, the Council's wardens operate on a 40-hour working week and are required to patrol multiple settlements within the parish, which limits their ability to provide continuous or comprehensive coverage at any single location.

For these reasons, alternative measures alone cannot reasonably deliver the required level of deterrence, prevention, or evidential capability, and supplementary measures are therefore necessary.

The Council has stress-tested the scheme against ICO guidance, Surveillance Camera Code principles and potential legal challenge. With the controls set out in this document, residual risk is assessed as **low and acceptable**.

2. Proportionality

- Public areas only
- No audio recording
- Privacy masking where required
- No live monitoring of children's play.
- Review only following incidents.

3. Technology and System Design

- High-resolution fixed cameras and limited PTZ (Pan-Tilt-Zoom) units
- Low-light capability for night-time incidents
- Encrypted storage (at rest and in transit)
- Cloud-managed access with role-based permissions
- Full audit logs for viewing, export and deletion

Analytics are used to reduce unnecessary live monitoring and highlight relevant events only.

4. PTZ Cameras – Strict Operational Rules

To address ICO risk around intrusive surveillance, PTZ cameras are subject to the following non-negotiable controls:

- **Default fixed presets only** aligned to agreed public-space views
- Manual movement permitted **only** to verify a specific incident or imminent risk
- Each manual use must be **authorised, time-limited and logged** with reason
- Automatic return to preset position after use
- No use for general observation, curiosity viewing or behavioural monitoring

Any breach constitutes a disciplinary matter.

5. Retention, Access and Disclosure

- **Retention period:** maximum **60 days** to allow time for all incidents to be reported, an **annual review of retention length**, will be required with reduction if evidence supports
- Automatic deletion unless footage is:
 - required for an active investigation or subject to a lawful request or court order
- Access restricted to named, trained officers
- Disclosure to Sussex Police via documented, auditable request process
- Subject Access Requests handled in line with statutory timescales
- footage involving children is **treated as high-risk personal data**, with access restricted to the minimum necessary and prioritised for deletion unless required

6. Governance and Oversight

- SPC is the **Data Controller**
- Named system users: Parish Clerk (DPO role), Deputy Clerk, Neighbourhood Wardens
- Mandatory training on data protection and evidence handling
- Published CCTV Code of Practice
- Clear complaints and redress process
- Annual transparency report (usage, disclosures, complaints)
- Independent compliance checks or advisory review

7. Legal Compliance

The scheme complies with:

- UK GDPR
- Data Protection Act 2018
- ICO CCTV and Surveillance Camera guidance
- Surveillance Camera Code principles

Processing is lawful, fair, transparent, purpose-limited, data-minimised, secure and accountable.

8. Locations Proposed

Note: All camera locations will be confirmed following detailed site surveys, privacy mapping and completion of a Data Protection Impact Assessment (DPIA)

Fletcher's Croft (The Steyning Centre frontage)

- Rationale: This is a key community gateway with regular footfall, including the Steyning Centre entrance, outdoor gym and children's play area. Cameras would focus solely on public-access spaces and may include limited views of the adjacent car park. Positioning will avoid intrusive views into private properties.

Memorial Playing Fields (MPF)

- Rationale: The MPF is a heavily used recreational space for families and sports groups. Coverage will focus on the main car park, play areas and public assets such as changing facilities, benches and bins. The emphasis will be on child safety, deterrence of vandalism and rapid verification of serious incidents.

High Street

- Rationale: As the town's main commercial and social hub, initial coverage will be limited to the bus shelter and High Street car park, with views of key public thoroughfares where appropriate. The system will allow for future, evidence-led expansion along the High Street if justified.

Future mobile and targeted temporary deployments

- Rationale: Provision is included for short-term, mobile camera units to address specific issues such as fly-tipping or temporary anti-social behaviour. These units will be authorised, publicised, recorded and deployed only for the minimum period required

Proportionality and privacy

- Cameras will be directed at public routes, car parks and community assets, with no audio recording. All placements will be informed by public consultation and independent privacy assessment prior to installation.

9. Technology and Approach

The Council proposes the use of modern, cloud-managed CCTV technology combining high-quality imaging, on-device analytics and secure cloud services. The system is designed to support effective monitoring while embedding security, proportionality and privacy at every stage.

Cloud-managed platform:

The solution will be centrally managed through a secure cloud interface, enabling remote configuration, user management and alerting within a single administrative system. Robust access controls ensure only authorised users can access devices and footage.

On-device analytics and tailored alerts:

Cameras will include built-in analytics such as person, vehicle and motion detection, line-crossing and loitering alerts. This reduces the need for continuous live monitoring and ensures genuinely relevant events are surfaced. Alerts can be configured to notify named officers, log incidents, or integrate with wider alarm and emergency response processes.

Mobile surveillance units:

Alongside fixed cameras, the system will support lightweight mobile units that can be deployed and removed quickly by neighbourhood wardens. These units connect to the same cloud platform, ensuring consistent image quality, retention rules and audit logging. This allows targeted, time-limited deployment at emerging hotspots such as fly-tipping or short-term anti-social behaviour, with redeployment once issues subside.

Security & privacy by design:

The system will provide encryption in transit and at rest, fine-grained user roles, multi-factor authentication and full audit trails for all access and exports. Clear signage and privacy notices will explain what is being recorded and why, supporting transparency and public trust.

No audio recording:

In line with best practice for public-space CCTV, the Council does not propose any audio recording as part of this deployment.

Retention, storage and access:

Video footage will be stored securely for a limited, published retention period and deleted automatically unless required for a legitimate investigative purpose. Access will be restricted to authorised Council staff and Sussex Police through formal, auditable processes.

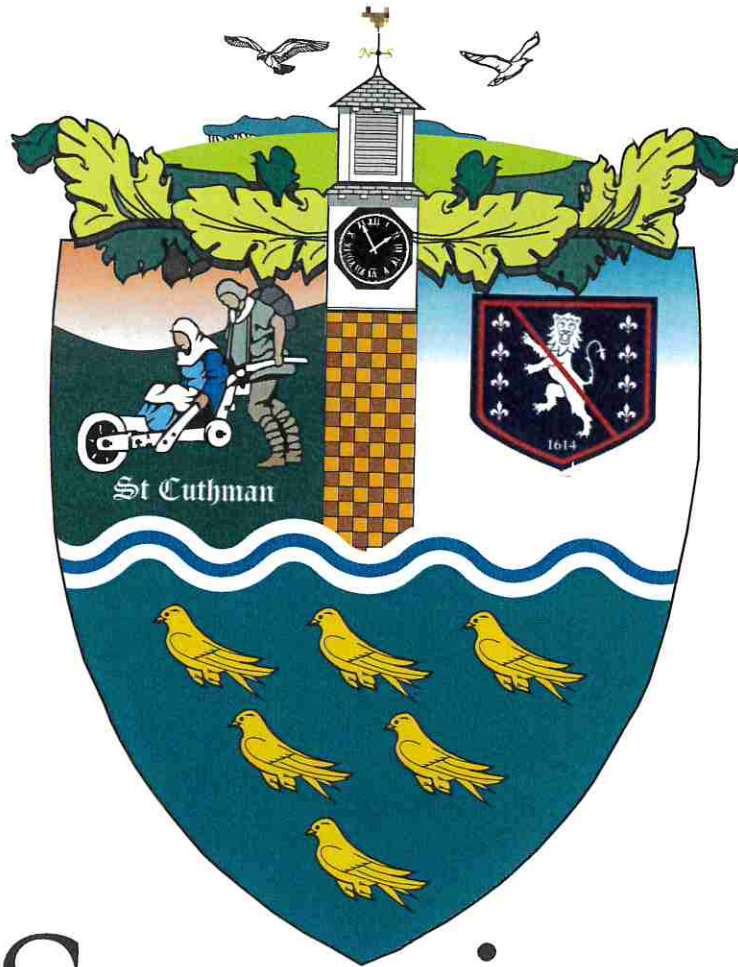
Future capabilities:

The platform is capable of supporting additional intelligent features such as verified event alerts or integrated alarm handling. Any future capability would be subject to policy approval, privacy assessment and public notification before use.

10. Conclusion

This is a measured, evidence-based CCTV proposal focused on real risks in defined public spaces. Strong legal controls, a 60-day retention limit and strict PTZ rules ensure privacy is respected while improving safety.

Residents are invited to comment before any final decision is taken.



Steyning
TOWN COUNCIL

OR



Steyning Parish Council Climate Action Plan

Action	Progress	Issues / Challenges
Appoint 3 Councillors to the Joint Parishes Climate Action Group and represent Steyning on the Horsham Parish & Neighbourhood Climate Action Network	In progress	Only one Councillor representative on the JPCAG.
Make Climate actions a standing item at every Full Council meeting via updates from the Joint Parishes Climate Action Group	Complete	
Add a Climate Action page on the Parish Council website	Complete	
Seek green energy suppliers for Parish premises and maximise use of local renewable energy (e.g. solar panels, heat pumps)	Priority for 24/25 25/26	Date of expiry of current contracts with suppliers need confirmation so Green supply credentials can be explored. Awaiting quotes for energy efficiency improvements at the Steyning centre (in 24/25 plan)
Ensure Parish buildings are well insulated, use LED lighting, and have adjustable heating controls	Complete	LED bulbs in all buildings. Street lights being changed as they fail.
Minimise waste from Parish premises (reduce printing and consumables)	In progress	Parish Council has moved to electronic invoice copying. Planning and premises papers are streamed during the meeting. All waste is recycled appropriately. Further work to minimise printing for councillors at meetings and committees if they are using electronic alternatives.

Ensure the Parish Council uses ethical banking	Not started	Action needed 27/28 plan
Scrutinise local plans for carbon impact using local green planning guidance checklists	Ongoing	Planning and neighbourhood plan committee submitted full response on Glebe farm planning and have influenced heat pumps, solar rooftops and swift bricks.
Sign up Parish Council green spaces to the Weald to Waves project	Complete	
Promote and celebrate local initiatives (Greening Steyning, Repair Café, community fridge, pop-up recycling, Green Day, etc.)	Ongoing	Social media posts signposting to repair café and community fridge
Support biodiversity initiatives (Steyning for Trees, community orchards, hedgerows)	Ongoing	On website. Grant policy prioritises sustainability projects. Further new tree planting at Abbey Rd agreed
Celebrate and maintain local natural assets (Steyning Downland Scheme, Abbey Road, Bramber Brooks, South Downs National Park)	Ongoing	Social media sharing
Promote climate action ad hoc as needed	Ongoing	Championed the potential use of the wood removed from the white bridge to create new wooden railing supports in the centre of the conservation area where the railings have failed. Planning support for the Mumbles nature reserve Consideration of replacement of bike racks outside the Steyning centre

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 2nd SEPTEMBER 2025 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 11

Meeting Commenced : 7.30 pm

MINUTES

C/25/12 APOLOGIES FOR ABSENCE

12.1 Apologies received from Cllr Young.

ACTIONS

C/25/13 DECLARATIONS OF INTEREST AND DISPENSATIONS

13.1 None

C/25/14 QUESTIONS FROM THE FLOOR {in summary}

14.1 A member of the public gallery asked the Chair for permission to comment on, or be available to answer members queries, during the appropriate item of this meeting, and the Chair agreed. {Item 18.2}

C/25/15 MINUTES OF PREVIOUS MEETINGS - To agree 3rd June draft minutes.

15.1 Cllr I Alexander **proposed, seconded** by Cllr S Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 3rd June 2025. **Agreed**

C/25/16 MATTERS ARISING AND ACTIONS - These items were taken as read.

16.1 Steypning tennis club permissions for court resurfacing works agreed and relayed to club – **Actioned**

16.2 Projects update – the clerk to take Community priorities to F&GP – **Actioned**

16.3 Clerk to work with Cricket Club on precise location of interpretation board installation – **Actioned**

16.4 Clerk to inform District Partnership that they can proceed with planning app. as the 'agent' – **Actioned**

16.5 Clerk to distribute pdf interpretation board design for Cllrs to complete final proof reading – **Actioned**

16.6 Clerk to ensure interpretation board project is top priority for the coming year – **Actioned**

16.7 Clerk to pass on positive response to vehicular access request & complete signed agreement – **Actioned**

16.8 Clerk's office to take MPF non-paying vendor to small claims court – **Actioned**

16.9 Both elements of the Tree Assessment Audit to proceed – **Actioned**

16.10 Clerk to begin Com. Engagement with 10 properties adjacent the Abbey Road stream – **See item 18.3**

16.11 Vistry agree to ongoing SPC engagement with regards to Play Area installation at Glebe Fm – **Actioned**

- 16.12 Clerk to relay to WSCC Highways engineers that non wooden 'Railings option' would not work – **Actioned**
- 16.13 Deputy Clerk to ascertain date for DMMO Court appearance representation & ensure covered – **Item 18.1**
- 16.14 Clerk to inform Steyning FC that Pitch Marking diagram is fine to proceed for this season – **Actioned**
- 16.15 Memorial Bench request details to be brought back to Committee – **Actioned / See item 18.2**

C/25/17 FINANCE AND GOVERNANCE

- 17.1 **To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Community Income and Expenditure reports for April, May, June and July 2025 be accepted as a true and fair record. **Agreed.**

C/25/18 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

18.1 Outstanding DMMO Court proceedings date agreement

This definitive map modification order deals with a footpath towards the rifle range. An initial 'Hearing' took place earlier in the year and since then there has been a challenge. The Planning Inspectorate have proposed a two day public enquiry. The date for this is agreed for the 4th and 5th of March 2026.

18.2 Memorial Bench request which involves different approach/design concept, from a Suicide Prevention charity

CLERK

The Clerks office were approached by a local group - '**Freyja's calling**', and the supporting papers detailed both the nature of the request and the type of bench, which includes an inscription and QR code with advice and contact details for those who might need help in this regard. These details being illuminated by a solar powered LED light. A number of residents were at the meeting and spoke in support of its installation. It was further noted that the main requester, together with the Clerk, had checked a number of sites on SPC land and had selected a preferred option for Cllrs to consider– that being near the entrance, on the MPF. Cllr I Alexander **proposed, seconded** by Cllr Norcross that SPC support the installation of the *{Suicide Prevention Charity}* Bench in the location agreed between the requester and the Clerk. **Agreed**

18.3 Ongoing stream bank management at the Abbey Road site.

CLERK

The Clerk updated members on the first phase of works associated with the necessity to manage the stream at Abbey Road due to the Councils riparian responsibilities to do so. These works were to clear a part of the stream banks on the west of the site, as a tree had fallen and was beginning to block the stream's flow. This also started the process of bramble clearance, which had been requested by property owners. The fallen tree had broken a fence, and the Clerk had asked the contractor to remove dead branches from another adjacent ash tree to avoid similar issues.

18.4 To consider the future management of Steyning's twittens and urban pathways.

Cllr Johnson spoke in support of this item. A comprehensive and well-presented map showing all the twittens and pathways throughout Steyning had been compiled by Greening Steyning/ The Climate Action Group. These pathways are almost entirely owned by WSCC, but their maintenance is generally felt not to be up to standard, with often trees and bushes occluding access, or surfaces often either uneven and breaking up if tarmac, or muddy or overgrown. Members considered organising a team of locally sourced volunteers to help the process and ensure residents were therefore better served. These works would however need risk assessment, supervision and any waste material would need to be hauled off site.

- 18.4.1 A grant might be available to assist this process but that it would have to be applied for by a local group, not SPC. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC support Greening Steyning making an application for this sustainable travel grant as described by Cllr Johnson. **Agreed**

CLERK

18.4.2	Cllr I Alexander proposed, seconded by Cllr Johnson that the Clerk be delegated to discuss the Twitten issues as discussed, with WSCC, and express an interest in potential future maintenance of them in terms of vegetation and surface with a view to long-term control and management of them. Agreed	CLERK
18.4.3	The members also suggested that the QR coded notices suggesting residents report overgrown passageways which had been previously printed by SPC be once again distributed/ displayed adjacent some of the twittens where issues occur.	CLERK
18.5	Request from the Allotment Association for an additional autumn skip service as per last year. The Cost was approx. £240 per skip. Cllr I Alexander proposed, seconded by Cllr Hanson that SPC purchase Autumn skips and distribute to the allotments. Agreed	CLERK
18.6	To agree to recommend to F&GP the acquisition of HDC Land Assets as set out and detailed within the supporting papers, and to ensure these assets are managed effectively for Steyning residents. The Clerk had prepared land registry documents for each piece of land HDC was potentially passing on to SPC, plus the HDC Community Asset Transfer policy, which provides the framework and mechanisms for actual asset transfer if this is what SPC wants to do. Members noted that the application process involves three main stages, the 'Expression of Interest', an 'Internal HDC Review', then a 'Formal Application'. The process might considerably increase the amount of land held by SPC, and therefore potential associated liabilities and opportunities. A list of ' <i>Pros and Cons</i> ' was also outlined for Councillor awareness.	
18.6.1	Bramber Brooks - Title Number WSX445172 There was much discussion on this item. Not all the information was available at this stage in terms of financial liabilities, but it was pointed out that these liabilities could well counter – balance any potential car park income generation, and this might help the business case, should SPC take on its management. It was stated that its stewardship would likely need conservation expertise, and potentially if its long-term future as a wildlife haven were under threat, to own it and then lease it out to the likes of the Sussex Wildlife Trust could be an option. Cllr I Alexander proposed, seconded by Cllr Sharp that the Clerk be asked to continue negotiations with HDC, because if SPC are putting together a business plan there is a need to know their intentions and estimates for running Bramber Brooks, plus an understanding of other income streams / grants. Agreed	CLERK
	Cllr I Alexander proposed, seconded by Cllr Sharp that SPC engage in discussions with the Sussex Wildlife Trust and any other similar organisation to see what their interest or views are on Bramber Brooks. Agreed	CLERK
18.6.2	Penlands Vale – WSX89957 There are two small parcels of land involved here. One a mini village green with grass and small trees, and one a sloping piece of land with grass / tree, in-between properties. It was felt they could potentially allow for a potential future seat and or a grit bin or notice board installation. Cllr I Alexander proposed, seconded by Cllr S Alexander that SPC express an interest in these pieces of land. Agreed	CLERK
18.6.3	Shooting Fields Pathway/Twitten – WSX253336 This is the long footpath and adjacent verges from Dingemans to the Steyning Grammar School Shooting Field entrance. Cllr I Alexander proposed, seconded by Cllr Norcross that the Clerk on behalf of SPC expresses an interest. Agreed	CLERK
18.6.4	Normans Way (Access to SPC Play Area) – WSX271279 The land provides an access way to the SPC Normans Way Play Area. Is mostly grass/ mud with one tree and some bushes. Cllr I Alexander proposed, seconded by Cllr Hanson that the Clerk on behalf of SPC expresses an interest. Agreed	CLERK

18.6.5	St Andrew's Church Grounds – WSX351257 It was felt that the details of the existing arrangement and the Churches viewpoint could be sought, in advance of bringing this item back to the next meeting. Cllr I Alexander proposed, seconded by Cllr S Alexander that the Clerk ask Father Mark to meet with him and the Community Chair to further discuss this matter. Agreed	CLERK
18.6.6	Land on Southwest side of Church Street – SX98492 This is the land on the east side of the stream at Fletcher's Croft. Cllr I Alexander proposed, seconded by Cllr Norcross that the Clerk on behalf of SPC expresses an interest. Agreed	CLERK
18.6.7	Car park and recreation Ground at Fletchers Croft – WSX294881 This is the land on the west side of the stream at Fletcher's Croft, and involves main car park and adjoining grass and tree verges to the south plus exercise area and play area footprints to the north. {There was no map available with this Land registry document for the meeting} Cllr I Alexander proposed, seconded by Cllr Lloyd that the Clerk on behalf of SPC expresses an interest. Agreed	CLERK
18.6.8	Land at Vicarage Lane {Fletchers Croft festival field} – WSX295164 This is the land on the west side of the stream at Fletcher's Croft, and mainly consists of the Steyning festival field, plus includes access road and parking bays plus grass verge on other side of access road. Cllr I Alexander proposed, seconded by Cllr Johnson that the Clerk on behalf of SPC expresses an interest. Agreed	CLERK
18.6.9	High Street Car Park with Bus shelter – WSX295555 Cllr I Alexander proposed, seconded by Cllr Johnson that the Clerk on behalf of SPC expresses an interest. Agreed	CLERK
18.6.10	Land at Tanyard Lane & Elm Grove (Newmans Gardens Car Park) – WSX295191 Part of the land has a covenant placed upon it. And part of the land has been removed from the original title and registered under a separate title – number WSX371530 – this having been used as a carpark by the company B&W. This allowed for a potential additional parking place for high street businesses or local residents. Members were also reminded that the main carpark was agreed to be resurfaced and re-marked in a different configuration by HDC, this being stated every year for the past five years. Cllr I Alexander proposed, seconded by Cllr Sharp that the Clerk finds out more about the covenant (marked in blue on the title deeds), and subject to there being nothing on that covenant that is too restrictive or onerous, that then SPC would wish to submit an expression of interest. Agreed	CLERK
18.6.11	Steyning Health Centre, Tanyard Lane – WSX191021 This is the land upon which is situated the Steyning Health Centre. Some concern was raised about ensuring that assuming it was not particularly relevant for SPC to bid for ownership, that at least the tenure of the Health Centre was to be secured and at the very least the Health Centre staff be made aware of the situation. Cllr I Alexander proposed, seconded by Cllr Linfield that the Clerk on behalf of SPC talks to the Health Centre Management Team and find out more information about what they want to do and where they want to take this matter. Agreed	CLERK
18.6.12	Swimming pool and car park at Steyning Grammar School – WSX258463 This is the land upon which is situated the Steyning Swimming pool. Some concern was raised about ensuring that assuming it was not particularly relevant for SPC to bid for ownership, that at least the tenure of the Swimming pool should be secured and at the very least the School and the Swimming pool contractors should be made aware of the situation, or if they are already aware, that then SPC find out more about the situation before making any decision, as more than anything else, there needs to be an assurance that the swimming pool facility was not lost to the Steyning residents. Cllr I Alexander proposed, seconded by Cllr Sharp that the Clerk expresses an interest for this title. Agreed But that also, Cllr I Alexander proposed, seconded by Cllr Sharp that the Clerk on behalf of SPC talks to WSCC, the school governors, school foundation, contract managers and HDC to find out more about what's involved in this instance, with the future of the swimming pool. Agreed	CLERK

C/25/19 ONGOING ITEMS NOTIFICATION – Any actions or ongoing items from the June meeting not dealt with within this agenda will be taken forward to the next Community Meeting.

CLERK

C/25/20 INFORMATION / CORRESPONDENCE ITEMS

- 20.1 Information concerning other Community Committee orientated issues, or work in progress or achieved over the summer period was updated upon by the Clerk as follows:-
- Red Crosses painted on Highways/ Crossings / Roundabout. – Many enquires received, with the office saying to residents that they need to take this matter up with WSCC and then pointed out contact details to do so.
 - Recycling Bins at Fletchers Croft being regularly turned over. Having been put back in place twice by the SPC office. This will be brought back to Full Council.
 - Car Park signs and numerous finger posts being turned to face incorrect directions – Again the office has been organising for these to be put back correctly into position only to find three being turned back into incorrect positioning once more. One sign has been dug out and concreted back into position twice. – this is clearly somewhat annoying and an unwanted expenditure. The Neighbourhood wardens are trying to keep a closer eye on things.
 - The small twitten from Charlton Street to the MPF has at last been resurfaced by WSCC after many years and different attempts to lobby for its completion. It is relatively small but was understood to be costly. The contractors also managed to remove the long since defunct SPC ‘kissing gate’, and the result is in comparison to before is very impressive
 - There has been much work achieved by the volunteers during the Abbey Road working party days – and a more detailed report will be brought back, and discussed at the next meeting.
 - The Steyning Partnership and others have continued to work very hard on the details of the interpretation board project, and a planning application has now been submitted to HDC for their installation. Many thanks are extended to Mr Barnes, Mr Bisset-Powell and Mrs Muncey for this work.

CLERK

CLERK

CLERK

CLERK

C/25/21 DATE OF NEXT MEETING – 4th November 2025 at 7.30 pm.

Meeting ended at 9.02 pm

Signed by the Chair: Date: 4th November 2025

A recording of this meeting can be found using this link:
<https://www.youtube.com/watch?v=MdChZghKyMk>

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 4th NOVEMBER 2025 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.30 pm

MINUTES

C/25/22 APOLOGIES FOR ABSENCE

22.1 Apologies received from Cllrs Hanson, Linfield and Young.

ACTIONS

C/25/23 DECLARATIONS OF INTEREST AND DISPENSATIONS

23.1 None

C/25/24 QUESTIONS FROM THE FLOOR {in summary}

24.1 None

C/25/25 MINUTES OF PREVIOUS MEETINGS - To agree 2nd September draft minutes.

25.1 Cllr I Alexander **proposed, seconded** by Cllr S Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 2nd September 2025. **Agreed**

C/25/26 MATTERS ARISING AND ACTIONS - These items were taken as read.

26.1 Steyning tennis club court resurfacing works completed, and access to site managed – **Actioned**

26.2 Clerk to try and find location for agreed Bee Hive installation – **Actioned / See item 27.9**

26.3 Stream management works undertaken at Abbey Road – **Actioned**

26.4 Suicide prevention bench installation to be completed on MPF and unveiling promoted – **Actioned**

26.5 Additional Autumn Skips supply to Allotments enabled – **Actioned**

26.6 Multiple HDC assets for Clerk to *express an interest* in – **Actioned / See item 27.8**

26.7 Multiple HDC Assets for Clerk to find out more information about in preparation for further consideration by SPC – **See item 27.8**

26.8 Ongoing Community Committee items to be considered at future meetings – **Actioned**

26.9 Clerk to take Recycling bin removal consideration to Full Council for a decision – **Actioned**

26.10 Clerk to bring back full Abbey Road update item to this committee – **See item 27.1**

C/25/27 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

27.1.1 Abbey Road Conservation Area - Update from the *Lead Volunteer* – Roger Brown

Volunteers continue to hold monthly working parties. Recent work included:-

- cleared stream side of vegetation.
- rough grass areas strimmed for daffodils to show next Spring.
- prepared area behind orchard against wall for Morello Cherries to be planted in Feb.
- cleared multiple tree branches from paths in recent months.
- cleared around the 125 hedging plants planted in March. 95% survival rate despite the dry summer.
- The 12 orchard apple trees planted so far are thriving. The 3-4 yr old trees all had good crops this year.
- The Ouse and Adur River Trust (OART) completed the first stream macro-invertebrate survey for 3 years. Results were OK, but down on earlier surveys. Investigating possible reasons for this with OART. Eg timing of survey, silt build up, previous pollution events etc.

27.1.2 Roger went on to explain via supporting papers some of the recent survey results including the identification of many additional species such as the Meadow Pipit which is confirmed as the sites 45th species of bird.

27.1.3 There is still plenty of space for a number of additional trees and shrubs and Roger had asked members if they would consider a list of tree and shrub purchases from the Woodland Trust which had been specified within supporting papers. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC agrees to the purchase of packs of trees and shrubs (as per supporting papers and costed at £118.65). **Agreed**

CLERK

27.1.4 There was no further news from the Environment Agency concerning the tankers discharge into the stream. Members discussed the sharing of volunteer information/ contacts from different groups to assist if needs be when larger numbers of volunteers are required for certain projects, and it was suggested that in the first instance this could be done by the Greening Steyning group.

27.1.5 Roger also stated that a resident had proposed to help at Abbey Road by volunteering his digger contractor to assist Roger by creating some 'scrapes' next to the stream which had been long requested, and members stated that provided Roger was in attendance and the works properly risk assessed and permission granted from the environment agency, that this could be done.

Roger B

27.2 Report concerning the recent SPC Tree Condition Report and update on the remedial works being undertaken or soon to be scheduled for completion

27.2.1 The Clerk detailed the first of three phases of tree works which are planned for this financial year and which are based upon work required via the conditioning report recommendations as well as the annual SPC outline tree management strategy, and these were set out within supporting papers. 4 of the associated quotes for work being currently completed were tabled. The Clerk detailed that each of the three phases of work would likely cost in the region of £5K (This being covered by Budget and Earmarked reserves which had been set aside last year in preparation and in anticipation) The next two phases, as per the first phase, would be further broken down into 3 or 4 separate contracts/quotes as they would be completed in different areas and on different days and the scope of work changes dependent on the requirements stipulated. Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk continues to be delegated responsibility to continue to complete remedial works and manage this aspect of this committees work. **Agreed**

CLERK

27.1.2 It was further supported that 5 of the items mentioned in the conditioning report would be worked upon by members of the Community Orchard on the MPF, and by Cllr S Alexander at Canada gardens, to help keep costs down, and that this could be completed at Easter when skips and access to a bonfire would be available, to help deal with the green waste.

Volunteers

27.1.3 Members then considered the conditioning report undertaken at Fletchers Croft and determined that the Clerk could send this off as part of the Councils 'Expression of Interest' submission.

CLERK

- 27.3 Report from the Clerk, updating on Grass and Street Cleaning contracts.**
The Street Cleaning contractor has informed about recent misuse and disturbance of MPF bins, and suggested a need to upgrade a few of them, and the Clerk will consequently be replacing or reinstalling two of these bins. Contract renewal is due next year but because the situation concerning HDC is so unpredictable with the Cleansing Grant potentially being reduced then certainly removed when HDC ceases to exist, and until favourable negotiations might reinstate it when the unitary authority is set up. Plus in the next two years it is very likely that the scope of the grass cutting contract could change dramatically due to potential asset transfers. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that its recommended to F&GP that SPC extend both the contracts for Grass-cutting and Street Cleaning by one year. **Agreed** **CLERK**
- 27.4 To discuss and agree a further requested memorial bench installation on the MPF**
There had been a request from parents of a long standing resident of Steyning for the installation of a memorial bench. The site of installation and type of bench are in line with what have been agreed before, with it replacing an existing but deteriorating an old wooden bench. The Clerk needed permission to go ahead with the installation of bench, paving & groundworks costed at £1,478.67 (inc VAT). Cllr I Alexander **proposed, seconded** by Cllr Sharp to accept to allow installation of this memorial bench. **Agreed** **CLERK**
- 27.5 To agree the first two planter installations for the memorial field entrance {Action Plan project}, and to further consider future MPF entrance enhancement.**
Members considered the details presented within supporting papers. The Corten planters in question cost £886 each (inc VAT) and were specifically designed to fit in-between the benches adjacent the memorial playing field car park. £500 Donations for each planter had kindly been pledged by the Steyning in Bloom group, and the Cricket Club. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Clerk be asked to go ahead and arrange for this work to be done. **Agreed** **CLERK**
- 27.6 To consider two new potential TRO requests, and agree any actions.**
27.6.1 The first proposal was to create a space in the line of parked cars on Tanyard lane to allow vehicles to pass rather than having to mount the pavement which happens regularly each day and despite there being bollards in place. Members also considered the one way system idea as a wider solution. Cllr Linehan supported the initial proposal for yellow lines here. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that this committee supports the Clerk and Cllr I Alexander in engaging with WSCC Highways engineers to discuss both the one way system potentially, or yellow lines in Tanyard lane to ease the traffic congestion. **Agreed 4 For, 1 Against.** **CLERK**
- 27.6.2** The Second proposal was for yellow lines in Coxham lane to ease potential safety issues there. Cllrs discussed the matter but decided that more investigation was required and that therefore the matter be deferred until the next meeting. **CLERK**
- 27.7 Update concerning ongoing Chandlers Way Pocket Park development {Action Plan project}** **CLERK**
The Clerk reported on issues being experienced at the primary school that are delaying the development and in particular their assistance with bulb planting. Simon Knowles continues to assist with liaison with the school and it is hoped that a planting day be organised for as soon as possible. Richard Black, CEO from HDC Wilder Horsham, was meeting the Clerk on the 7th November to discuss progress and access to the funds that have been awarded for the project.
- 27.8 Update concerning Community Committee related potential transference of HDC Assets** **CLERK**
The Clerk updated on several meetings that are being undertaken concerning these matters, including with Richard Black from the Sussex Wildlife Trust to discuss Bramber Brooks. SPC to inform HDC of its interest in taking over some if not all of their Steyning Assets without delay.

- 27.9 Update concerning Beekeeping installation at the Canada Gardens Allotments.** **CLERK**
A position has been found at Canada gardens allotments that appears to be both mutually acceptable to plot holders and very much favoured by the prospective beekeeper. An agreement has been discussed and payment for the area in question made, with the Hives due to be arriving later this month. The Clerk will keep members informed, and a note will be made to plot holders to avoid use of certain chemicals / insecticides in future, and potentially an amendment could be written into the Allotment Agreement for plot holders to be allowed to keep bees, given the success of this experiment. **CLERK**
- 27.10 Update concerning Interpretation board installations {Planning Application progress}** **CLERK**
Both board designs were going through the planning processes at HDC and SDNP at present. The SDNP have asked for a reduction in size in regards their board installation application, and new drawings have been sent to them in consequence.
- 27.11 To consider any future project aspirations for this Committee to include what to do next to further facilitate and enhance car park and visitor facility signage.** **CLERK**
There were no new projects highlighted however the Clerk was asked to speak with HDC again to discuss reinstatement of the bus parking sign at Fletchers Croft and to check other signs and feedback comments. Grit bins were to be checked, and the Chair will then put out a message to the *snow angels* in preparation for the winter season. **CLERK**
The Clerk also updated on the High St. railings project that a quote had been received by WSCC but that it seemed very large, and he could also report that the White Bridge reclaimed timber had been delivered to the Steyning Centre. **CLERK**
- 27.12 To consider further the Armistice Day service planning arrangements** **CLERK**
Members discussed matters and Cllr S Alexander confirmed he would bring his sound equipment as it was not likely that the bugler would be attending. The Clerk confirmed the School reps, Lewis, Father Mark and other members would be attending, the wreaths had arrived, plus that promotion undertaken via SPC socials and poppies being placed on lamp posts around the Town. Cllr S Alexander agreed to be the Remembrance Day SPC rep at the Church on Sunday 9th. **CLERK**
Cllr S Alexander
- C/25/28 FINANCE AND GOVERNANCE**
- 28.1 To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure reports for August and September 2025 be accepted as a true and fair record. **Agreed.** The water rebate from last year has now been reclaimed and this now presented the only anomaly, but was explained and understood by members.
- 28.2 To consider the Community Budget for the next financial year 2026/27 {To be agreed next meeting}** **CLERK**
Members discussed the first draft figures and would send questions to the Clerk if necessary **Cllrs**
- C/25/29 ONGOING ITEMS – Any actions or ongoing items from the June and September meetings not completed within this agenda will be taken forward to the next Community Meeting.** **CLERK**
- 29.1**
- C/25/30 INFORMATION / CORRESPONDENCE ITEMS**
- 30.1** White Bridge official opening to take place on the 21st November at 10am.
- C/25/31 DATE OF NEXT MEETING – 2nd December 2025 at 7.30 pm.**
- Meeting ended at 9.08 pm**
- Signed by the Chair: Date: 2nd December 2025**
- A recording of this meeting can be found using this link: <https://youtu.be/5Puxi8Q67HQ>**

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 4th NOVEMBER 2025 AT 7.30 PM AT THE STEYNING CENTRE

Present: Cllrs Norcross (Deputy Chair), Young, Hanson, Johnson and Sharp.

Clerk: John Fullbrook

Members of the public: 0

Meeting Commenced : 7.33 pm

DRAFT MINUTES

C/25/32 APOLOGIES FOR ABSENCE

32.1 Apologies received from Cllrs Linfield, Lloyd, Simon Alexander and Ian Alexander.

ACTIONS

C/25/33 DECLARATIONS OF INTEREST AND DISPENSATIONS

33.1 None

C/25/34 QUESTIONS FROM THE FLOOR {in summary}

34.1 None

C/25/35 MINUTES OF PREVIOUS MEETINGS - To agree 4th November draft minutes.

35.1 Cllr Norcross **proposed, seconded** by Cllr Johnson to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 4th November 2025. **Agreed**

C/25/36 MATTERS ARISING AND ACTIONS - These items were taken as read.

36.1 Clerk's office to purchase Woodland Trust Trees for use at Abbey Road – **Actioned**

36.2 Roger to oversee Abbey Road works by contractor including digging scrapes – **Actioned**

36.3 Clerk to continue with remedial tree works and bring back invoices if necessary – **Actioned**

36.4 Volunteer tree works as per agreed to be dealt with at an appropriate time – **Actioned**

36.5 Clerk to include Fletcher's Croft Tree report as part of Expressions of interest information – **Actioned**

36.6 Clerk to take grass cutting and street cleaning contract extension requests to F&GP – **Actioned**

36.7 Clerk to arrange final Memorial Bench installation adjacent Car Park on the MPF – **Actioned**

36.8 Clerk to arrange for Planters to be purchased & for installation to take place in Spring '26 – **Actioned**

36.9 Clerk to bring back potential TRO request for further discussion – **See item 37.4**

36.10 Clerk to meet Sussex Wildlife Trust representative and report back to next meeting – **See item 37.3**

36.11 Clerk to report back concerning Bramber Brooks discussion with Richard Black – **Taken to F&GP Com.**

36.12 Clerk's office to continue to monitor Bee installation at Canada Gardens & report any news – **Actioned**

- 36.13 Interpretation board project developments brought back, & ensure further actions discussed– **Item 37.5**
- 36.14 Snow angel reminder message sent by Chair and grit bins checked – **Actioned**
- 36.15 High Street Railings item taken to F&GP for any agreement – **Actioned**
- 36.16 Armistice Day planning, publicity, purchases and invitations completed by Clerks office – **Actioned**
- 36.17 Cllr S Alexander to arrange Vet’s support, Audio Tech, plus be SPC rep for remembrance day - **Actioned**
- 36.18 Clerk to bring back Community Budget for final recommendation – **See item 38.2**

C/25/37 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

37.1 Abbey Road Conservation Area update

Following last month’s agreement for work to be carried out, plus having obtained permission from the Ouse and Adur Rivers Trust and the Environment Agency, the pond has been deepened at Abbey Road and a ‘scrape’ excavated, adjacent the Stream. Huge thanks go to Roger Brown for coordinating the works and to a team of volunteers who helped supervise the work of a digger and driver, both of whom had been gifted to SPC for the day via Mr Guy Sanderson, the owner of Gatewick House. Members were indebted to Mr Sanderson for his collaboration and this generous philanthropic gesture.

37.2 Report on works concerning the recent SPC Tree Condition Report

The Clerk updated members on a raft of works being carried out following what had been identified within the September Tree Conditioning Report, and further explained that the majority of urgent and near urgent items noted had been dealt with or will have been by the 9th December (Next Week). Associated invoices were presented to members for their consideration.

37.2.1 Cllr Norcross **proposed, seconded** by Cllr Sharp that SPC pay the first invoice amounting to £1,620 (inc VAT) to the Sussex Timber Company. **Agreed** **CLERK**

37.2.2 Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC pay the second invoice amounting to £1,716 (inc VAT) to the Sussex Timber Company. **Agreed**

37.2.3 Cllr Norcross **proposed, seconded** by Cllr Young that SPC pay the third invoice amounting to £1,800 (inc VAT) to the Sussex Timber Company. **Agreed**

37.2.4 Members asked that henceforth, and in terms of these ongoing tree surgery tasks, there was a need for the Clerk to obtain three quotes prior to work commencing. The Clerk pointed out that given the number of tasks, this presented a substantial increase in the workload, and this would likely affect the SPC Action Plan targets, and members agreed this matter should be taken to the F&GP Committee. **CLERK**

37.3 Report on Chandlers Way Pocket Park development

The Clerk reported on a meeting on the 7th November with the CEO of *Wilder Horsham* together with his deputy to check on progress at Chandlers Way and to help finalise the draft planting programme. The visit went very well indeed, with Richard Black approving of the plan to purchase the next tranche of plants and that the money spent could indeed be recouped from the £5,000 grant awarded to SPC for this venture.

The Clerk also updated on the next planned planting day with the school – due on the 4th Dec., provided the weather is not too harsh. Even so, it is likely the several volunteers being organised by Ronnie Reed will go ahead anyway. All being well a further 70 odd plants will likely go in. **CLERK**

37.4 To consider a potential TRO request at Coxham Lane

Members had visited the site and seen testimony to the strength of this application via the supporting papers. Cllr Norcross **proposed, seconded** by Cllr Sharp that the Clerk be delegated to submit a TRO for the addition of yellow lines in Coxham lane and as per outlined in the supporting papers. **Agreed.** This will be taken forward into next year’s Action Plan. **CLERK**

- 37.5 Interpretation board installations and to agree to recommend payment of completed project invoices to Full Council** Members felt the Clerk needed to revisit the papers that had been sent to him and re-present the case for SPC to make payments at the next F&GP Committee. **CLERK**
- 37.6 To discuss project priorities and consider any future project aspirations for this Committee**
No new projects were suggested.
- C/25/38 FINANCE AND GOVERNANCE**
- 38.1 To accept the I & E Reports.**
Cllr Norcross **proposed, seconded** by Cllr Sharp that the Community Income and Expenditure report for October 2025 be accepted as a true and fair record. **Agreed.** The water rebate from last year has now been reclaimed and this now presented the only anomaly.
- 38.2 Community Budget for the next financial year 2026/27**
Members discussed the second draft of the figures presented within the supporting papers. Cllr Norcross **proposed, seconded** by Cllr Hanson that this committee recommends to F&GP Committee the draft Community budget as per supporting papers. **Agreed** **CLERK**
- C/25/39 ONGOING ITEMS** – Any actions or ongoing items from the June, September and November meetings not completed within this agenda will be taken forward to the next Community meeting. **CLERK**
- 39.1**
- C/25/40 INFORMATION / CORRESPONDENCE ITEMS**
- 40.1** A letter had been received raising a concern regarding cars parked at the junction of Goring Road and Clays Hill which tends to make the turning unsafe. Members agreed this needs to be brought back to this committee as a proposed TRO project including yellow line installation for approx. 20 yards along Goring Road as it seemed initially an entirely appropriate suggestion. **CLERK**
- C/25/41 DATE OF NEXT MEETING – 3rd February 2026 at 7.30 pm.**
- Meeting ended at 8.23pm**
- Signed by the Chair: Date: 3rd February 2026**
- A recording of this meeting can be found using this link: <https://youtu.be/ad8D6H07Fxo>

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 8th JULY 2025 AT 7.30PM

Present: Cllrs Sharp (Chairman), S Alexander, Ballance, and Johnson.

Clerk: John Fullbrook

Members of the Public in attendance: 0

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F &GP/25/01 APOLOGIES FOR ABSENCE

01.1 Apologies were received from Cllrs Bell, Foxwell, Norcross and I Alexander, with Cllr Trundle being absent.

F&GP/25/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 Cllr S Alexander as Allotment holder – regarding item 07.5, potential grant for Community Plot

F&GP/25/03 ELECTION OF VICE CHAIRMAN OF THE FINANCE & GENERAL PURPOSES COMMITTEE FOR 2025/26 MUNICIPAL YEAR

03.1 Cllr Sharp **proposed, seconded** by Cllr Ballance that Cllr S Alexander be duly elected as F&GP Committee Vice Chairman for the 2025/26 municipal year. **Agreed 3 For, 1 abstained**

F&GP/25/04 QUESTIONS FROM THE FLOOR {in summary}

04.1 None

F&GP/25/05 MINUTES OF PREVIOUS MEETING

05.1 Cllr S. Alexander **proposed, seconded** by Cllr Ballance that the draft minutes of the meeting held on the 13th May 2025 be agreed as a true and fair record. **Agreed 3 For, 1 abstained**

F&GP/25/06 MATTERS ARISING AND ACTIONS – *These items taken as read*

06.1 Clerk to communicate positive response to Street Cleaner re. increased bin emptying - **Actioned**

06.2 Farmers Market/ Cllrs to be informed re change of SPC Community engagement strategy - **Actioned**

06.3 Clerk to bring back Allotment grant request – **See item 7.5**

06.4 Clerk to begin discussion with WSCC engineers concerning Railings installation renewal – **Actioned**

06.5 Clerk to speak with Steyping Society concerning Railing post samples and compile comments - **Actioned**

06.6 Clerk to contact SPC solicitors to discuss lease options for Cricket Club renewal – **Actioned/ Item 7.7**

06.7 Digital Screens acquisition to be progressed, with Partnership support – **Actioned/ See item 7.10**

F&GP/25/07 FINANCIAL GOVERNANCE AND COMMUNITY MATTERS.

07.1 **To approve the list of SPC payments for April and May 2025.**

Members discussed and posed questions to the Clerk in consideration of a long list of payments covering this period. The Clerk will check on a potential reduction of the Wardens fees due to recent reduced service provision. Cllr Sharp **proposed, seconded** by Cllr Johnson that SPC accepts the April '25 and May '25 SPC Payments lists. **Agreed**

07.2	F&GP Income and Expenditure reports for April and May 2025.	
07.2.1	Cllr S. Alexander proposed, seconded by Cllr Johnson that the Clerk be delegated to renegotiate the Wardens expenditure for this year due to recent reduction of service level due to less staff. Agreed	CLERK
07.2.2	Cllr Sharp proposed, seconded by Cllr S Alexander that SPC accepts the F&GP Income and Expenditure reports for April and May '25. Agreed	
07.3	To consider the SPC draft Business Plan and Finance Plan 2025/26. The first part of the draft SPC Business Plan is shown under supporting paper 7.3 and is largely a repeat of what has been agreed in the previous two years, but with up-to-date financial data included, as per the agreed and audited 'End of Year' figures for SPC. Members considered these figures and what they mean to the general understanding of the strategy for completing tasks and projects over the next three years, with so many considerations laying ahead over this period. Members looked in detail specifically at what might happen in the event of a finance related emergency, and were content with what contingencies were in place. The Clerk asked that members consider agreeing the first part of the 25/26 Business plan. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agree to the 25/26 Business plan as per the supporting papers. Agreed	CLERK
07.4	To discuss project priorities for the 2025/26 period and decide upon the outline content of the forthcoming year's SPC Action Plan.	
07.4.1	There were three supporting papers for this item. One being last year's Action Plan and was for reference rather than greater discussion. The project list covered all the current elements members are still considering for next year. There was also a list which gave extra financial consideration for each proposed project. There were 33 projects noted for members to consider and reduce down to a final list which could be achievable both in terms of office time, and SPC money available. A final list would be taken to the next F&GP meeting in the form of a draft Action Plan for the period June 25 to June 26, and this could then be agreed so that Council knew what resources it needed to have in place.	CLERK
07.4.2	The list noted below contains the items which did not make the cut for the current year, but which would likely slip to the following year's project list. • <i>Part MPF Play Area Renewal - £Grant or Special project funded – 25-35K</i> • <i>MPF Car Park Bollards and possible planter installation - £3K</i> • <i>Bus Shelter improvements - £10K - £25K *</i> • <i>Work on Glebe Farm Play Area – £0K</i> • <i>Fletchers Croft, asset transfer - £0K ^</i> • <i>Bramber Brooks asset transfer - £0K ^</i> • <i>Car Parks potential asset transfers - £0K ^</i> • <i>Other SPC / HDC Open spaces / Twitten and other asset transfers - £0K ^</i> • <i>Glebe Farm Road names – might delegate to for example Steyning Society £0K</i> • <i>Twittens ongoing management – Staff costs</i> • <i>Youth Club permanent home – negotiate with WSCC for potential asset transfer - £0K</i>	
07.4.3	The following list of priority projects will be taken forward to be placed with a draft Action Plan for members to discuss and agree for the September F&GP Meeting. 1. Chandlers Way Play Park Development – Ongoing - £3K from Budget and successful grant 2. High Street Christmas Lighting Display – Budget£ 3. MPF Charlton Street entrance re-surfacing - access for potential disabled play install. - £0 4. MPF Entrance notice / interpretation boards - £4K plus already won Grant funding 5. Steyning Centre energy cost & carbon saving measures - £10K 6. CCTV installation (at least part commitment) - £10K to £18K {First Phase} * 7. Mouse Lane Funding application - £0K 8. Climate Action Travel Plan support - £?K, dependent on projects but likely little cost	CLERK

9. *Neighbourhood Plan Review completion - £13K*
10. *Neighbourhood Plan Phase II - £?K – To safeguard against future midterm developments*
11. *DMMO inquiry resolution – Committed priority £0K*
12. *SPC Tree management Plan – Committed to this from last year's Action plan £0K*
13. *Parish Flood Plan / Riparian responsibilities at Abbey Road – Committed £6K - budget*
14. *Railings on Roundabout - £0K to £?K*
15. *Implementation Plan to get signed off – HDC to complete £0*
16. *Cricket Club Lease and development of new club house – £4K Solicitor /admin*
17. *Parish Wide Bin installations – £Annual Budget*
18. *Stepping Centre – Front Doors replacement - £8K {potentially from Sinking fund}*
19. *Emergency Plan Update – Must do for 25/26 - £0K*
20. *Glebe Farm influencing and assisting Vistry - £0K*
21. *Devolution Business Plan ^ - £2K potentially for solicitor fees*
22. *Remembrance Event organisation - £0K*

- 07.4.4** * The CCTV project will cost more than it is possible to pay for in this financial year without going into our emergency reserves, and so it was proposed that this be a two- or 3-year commitment whose first phase is begun in the 25/26 project year. It does however need to be agreed via a public referendum. If the vote was to not proceed, then emphasis would shift to SPC pursuing completion of Bus Shelter works instead.
- 07.4.5** ^ In terms of the potential Asset transference of land and Car Parks from HDC, it was felt that any detailed negotiation and likely solicitor costs would be dealt with within the next financial year, and in the meantime these matters could be covered by the work involved in the compilation of the Devolution Business Plan.
- 07.4.6** Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC proceed with the CCTV project public consultation & referendum, and that this process is delegated to the Community Engagement Group. **Agreed** **CLERK**
- 07.5** **To consider a grant application for an allotment community plot installation.** **CLERK**
We have been asked to receive a grant request from a group of plot holders at Canada Gardens Allotments for assistance with their community plot development
Cllr Sharp **proposed, seconded** by Cllr Ballance that SPC agree to the grant application for the Community plot development {for the sum of £250} **Agreed**
- 07.6.1** **To agree a continued service arrangement with the current SPC internal auditor.** **CLERK**
Mulberry & Co are the most successful and best respected internal audit supplier and trainer in this region (and beyond). The Chair explained that whilst it is best practice to consider changing internal auditors once in a while to avoid familiarity, any councillor who has observed the audit process (in the room), and there have been 4 Councillors over the last 7 years who have done so, all say that they are impressed with the companies thoroughness and professionalism.
- 07.6.2** He further explained that both he and Cllr S Alexander have continued to, over the last year and a half, been 'putting the Clerk through his paces' as part of the ongoing internal control process, and as per the Financial Risk Assessment requirements.
- 07.6.3** Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC retain the internal auditor for the next financial year. **Agreed.** There was also confirmation however that likely next year committee will need a more detailed understanding of any viable alternatives. **CLERK**
- 07.7.1** **Cricket Club Lease renewal update, and to consider the length of the new Lease.**
The Clerk had begun discussions with the SPC solicitor after being delegated to do so, and there was an indication that both parties are close to an agreed length of Lease, but it is important to further discuss clauses involving security provisions, security of tenure and rent reviews. The Clerk had provided a supporting paper which outlined progress to date. The Chair explained that in the first instance SPC needs to obtain the clubs accounts to understand what the basis of their business model could be and also what their new legal status is.

07.7.2	Cllr S Alexander proposed, seconded by Cllr Sharp that in principle SPC is not against a long lease, however SPC needs to seek legal advice on a number of clauses that need to be added in order to protect the Community and its Asset. Agreed	CLERK
07.7.3	Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agrees to the fee from the solicitor for them to complete the task of compiling a new Cricket Club Lease agreement. Agreed	CLERK
07.8	Following an agreed motion at Full Council on the 16th June which involved a reversal of a previous Council resolution in non-observance of SPC Standing order 7(a), for F&GP to consider recommending to the next Full Council meeting a motion to avoid any potential ultra vires decision in consideration of that matter. The Clerk had prepared a written motion to be signed by Cllrs – which stated the following – F&GP Committee resolves to put a special motion on the agenda of the 21st July Full Council Meeting to the effect that Full Council with immediate effect rescinds its decision of the 19th May 2025, extending sanctions against Cllr Campbell, contingent upon him also withdrawing the proposed Judicial Review proceedings. Cllr S Alexander proposed this motion and Cllr Sharp seconded, and it was therefore agreed to proceed. All Councillors present signed the motion in agreement with it. And the Clerk therefore needed to gain at least 4 other signatures before the required date which was the 14th July.	CLERK
07.9	To complete the asset lease transference forms from HDC of the ‘Archway at Newmans Gardens’. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agrees that the Clerk completes and signs the Asset Lease Transference document from HDC relating to the ‘Archway at Newman’s Gardens’. Agreed	CLERK
07.10	Notification regarding the signing of a Licence agreement for the Steyning Car Park digital screens. The Supporting paper 7.10, gives the details of the Licence document SPC is being asked to sign in regard to the Car Park Digital Screens. This is a notification rather than an item to be discussed, as it has already been dealt with via a motion at the March F&GP Meeting.	
F&GP/25/08 PROGRESS REPORT		
08.1	<i>F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with deputy clerk.</i>	D. Clerk
08.2	<i>F&GP/24/08.2 CCTV project to be further discussed with contractors on site</i>	CLERK & CCTV W. Party
08.3	<i>F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back</i>	CLERK
08.4	<i>F&GP/24/53.6 Digital Screens acquisition to be progressed, with Partnership support</i>	CLERK
08.5	<i>F&GP/24/53.7 Communications continuing with Cricket Club concerning proposed clubhouse development</i>	CLERK
08.6	<i>F&GP/24/53.7 Clerk to contact SPC solicitors to discuss lease options for Cricket Club renewal</i>	CLERK
08.7	<i>F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy</i>	CLERK
08.8	<i>F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56</i>	CLERK
08.9	<i>F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation</i>	CLERK
08.10	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal</i>	CLERK
08.11	<i>F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road</i>	CLERK
08.12	<i>F&GP/24/63.6 WSCC to rectify issues with High St railings foundations, wall and posts with support from SPC Clerk</i>	CLERK
08.13	<i>F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register</i>	CLERK

F&GP/25/09 INFORMATION/CORRESPONDENCE ITEMS
09.1 None

F&GP/24/10 DATE OF NEXT MEETING – 9th September 2025 @7.30pm.

The Chair closed the meeting at 9.31pm

Signed Date 9th September 2025
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/sJ74AQSy2ZY>

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9th SEPTEMBER 2025 AT 7.30PM

Present: Cllrs Sharp (Chairman), I Alexander, Bell, Ballance and Johnson.

Clerk: John Fullbrook

Members of the Public in attendance: 0

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F &GP/25/11 APOLOGIES FOR ABSENCE

11.1 Apologies were received from Cllrs S Alexander, Foxwell, Norcross and Trundle.

F&GP/25/12 DECLARATIONS OF INTEREST AND DISPENSATIONS

12.1 None

F&GP/25/13 QUESTIONS FROM THE FLOOR {in summary}

13.1 None

F&GP/25/14 MINUTES OF PREVIOUS MEETING

14.1 The Chair reviewed the previous meeting in so far as it related to ongoing discussions with the SPC Action Plan, and reiterated that the Plan was about what SPC could achieve given a tighter budget restriction this year.

Cllr Sharp **proposed, seconded** by Cllr Ballance that the draft minutes of the meeting held on the 8th July 2025 be agreed as a true and fair record. **Agreed 4 For, 1 abstained**

F&GP/25/15 MATTERS ARISING AND ACTIONS – *These items taken as read*

15.1 Clerk to help renegotiate wardens expenditure for 2025 due to the reduced service provision- **Item 16.5**

15.2 Clerk to bring back first part of SPC Business plan, to complete finance and action plan – **See Item 16.3**

15.3 Clerk to compile the 25/26 SPC Draft Action Plan – **See item 16.3**

15.4 Clerk's office to complete grant transaction with the Community Allotment Group – **Actioned**

15.5 Clerk to appoint internal auditor for the 25/26 period, following F&GP agreement – **Actioned**

15.6 Clerk to contact Steyning CC conveying SPC in principle not against a long lease agreement – **Actioned**

15.7 Clerk to confirm fee arrangement for the Cricket Club lease with the SPC Solicitor – **Actioned**

15.8 Clerk to take signed special motion to Full Council – **Actioned**

15.9 Clerk to complete & sign the Archway at Newmans gardens asset lease transference doc. – **Actioned**

F5GP/25/16 FINANCIAL GOVERNANCE AND COMMUNITY MATTERS.

16.1 **To approve the list of SPC payments for June and July 2025.**

Members discussed and posed questions to the Clerk in consideration of a long list of payments covering this period. Cllr Sharp **proposed, seconded** by Cllr Bell that SPC accepts the June and July 2025 SPC Payments lists. **Agreed**

16.2	F&GP Income and Expenditure reports for June and July 2025.	
16.2.1	The Ill Health insurance payment was skewing the percentage on the reports and the Clerk agreed that he could change the figures (manually, not on the accounts system) to omit this unbudgeted figure from the total percentage noted, for the benefit of Cllrs for future meetings.	CLERK
16.2.2	Cllr Sharp proposed, seconded by Cllr Johnson that the F&GP Income and Expenditure reports for June and July 2025 be accepted. Agreed	
16.3	To agree the second part of the SPC draft Business Plan & Finance Plan 2025/26 and to further consider project priorities and agree the 2025/26 SPC Action Plan.	
	The members looked at the details of the Action Plan at the same time as the Finance and Business Plan document as it all related to total finances and time available, and many questions arose, and were further explored. An important point was that as per the previous period, even though the plan is agreed for the year, there was still a need to be fairly flexible, depending on what other issues may arise. Cllr Sharp proposed, seconded by Cllr I Alexander that members resolve to approve the 2025/26 SPC Business, Finance and Action Plans. Agreed	CLERK
16.4	To consider a grant application for an allotment association AGM room hire cover grant.	CLERK
	This request comes in from the Allotment Association each year, and is an amount which covers the charge of hiring the Steyning Centre for their AGM. Cllr Sharp proposed, seconded by Cllr Johnson that SPC pay the grant request for £87.15 to the Steyning Allotment Association. Agreed	
16.5	Clerk to notify with regards Wardens payment for this financial year and for members to consider a motion which further supports the Wardens service provision through and beyond the period of devolution.	
16.5.1	Following the last F&GP meeting, members requested to gain an idea as to whether there would be a reduction to the annual Wardens charge for this year, due to there being a period of reduced service cover (because only one Warden was available to Steyning following Michaels' departure), the Clerk has had it confirmed by HDC that indeed there will be a reduced charge.	
16.5.2	Members considered a motion outlining further support for the service to ease any staff concerns. Cllr Sharp proposed, seconded by Cllr I Alexander that the F&GP Committee expresses its intention to protect the continued employment of Wardens beyond the end of the current HDC contract. Agreed	CLERK
16.6	To agree this year's SPC budget planning timeline as per supporting papers	CLERK
	The timeline document simply outlines the framework by which this and other committees need to work towards, in order for the Council to come up with a thorough examination, reasonable methodology, and well-reasoned solution and final figure for the SPC Precept request to HDC for the next 26/27 financial year. Cllr Sharp proposed, seconded by Cllr Ballance that SPC accept this timeline {as per supporting papers}. Agreed	
16.7	F&GP to consider an amendment to the SPC Finance Risk Assessment and SPC Finance Regs as per supporting paper.	
16.7.1	Members considered an amendment to either SPC Finance Regs or to the SPC Risk Assessment in order for a procedural variation in SPC policies to be resolved. Two options were presented whereby one was changed to agree with the other or vice versa. Cllr Sharp proposed, seconded by Cllr I Alexander that Option 2 {SPC Risk Assessment be amended to agree with details contained within the SPC Finance Regs} be accepted {as per supporting papers}. Agreed	CLERK
16.7.2	Members also considered changing SPC Finance Reg. # 6.7 back to what had been standard practice for SPC for many years, but the new wording had been missed when the new finance Regs were brought in in May 2025. Cllr Johnson proposed, seconded by Cllr Sharp that the following amendment be adopted as per supporting paper. Agreed	CLERK
	<i>6.7 The RFO shall present a list of payments, forming part of the F&GP Agenda, and which covers every month of the year. The list shall be disclosed as a supporting paper, and members shall review the list for compliance and their agreement be duly noted within the minutes of that meeting.</i>	

16.8	To agree payment of Christmas Lights invoice Cllr Sharp proposed, seconded by Cllr Johnson that SPC pay the invoice for £2,458.76 for Christmas Lighting. Agreed	CLERK
16.9	To agree payment of invoice to design code consultants for the first part of their work in assisting the SPC Neighbourhood Plan update works. Cllr Sharp proposed, seconded by Cllr Bell that SPC pay the invoice for £5,280.00 (inc VAT) for Neighbourhood Plan consultancy work undertaken. Agreed	CLERK
16.10	Report on work undertaken so far on potential asset transference, with a view to future Car Park management options	
16.10.1	The Office has been working on gaining information both from HDC officers, the Land Registry and other Parish Council Reps and via webinars information to help SPC move the process of potential asset transference forward. On 2 nd September '25 the Community Committee were asked to consider a number of potential assets such as Bramber Brooks, Fletchers Croft and other Car Parks and certain other parcels of land in terms of whether they were interested enough to ask the Clerk to write to HDC in order to ' <i>express an interest</i> ' in these assets. HDC will by following their new asset transference policy, complete an internal review to see if the expression of interest submission meets certain criteria, and will decide whether SPC can then submit a formal application – and this would involve much more detail from SPC in terms of its ability to maintain that asset.	
16.10.2	The Car Parks are obviously a very important part of this discussion for SPC – they provide an income generation, but also a fair cost liability. In any discussion concerning the Car Parks and how the income might benefit SPC, members need to be mindful that any excess, or profit, likely ought to be put back into their maintenance or something to do with highways or something associated with better sustainable travel practice. Management of Car Parks could be undertaken by an experienced company rather than attempting to utilise existing staff from HDC – and all options are being explored and currently remain open. Members advocated for the benefits of 'Free Parking', and for the money that has been put to one side for HDC to complete a renewal of Newman Gardens Car Park to be used for that purpose in advance of the potential asset transference to SPC.	CLERK
16.11	Following the fact that two residents have raised objections to SPC's 2024/25 AGAR, and have sent these to the external auditor, for F&GP members to gain an understanding of the process and likely cost implications. The Clerk reported on the nature of the procedures and processes involved when residents raise objections regarding the annual AGAR submission and therefore the SPC finance and governance. The Clerk estimated the likely cost to SPC of these current enquiries to be in the region of between £1,000 and £3,000.	CLERK
16.12	To consider a grant application from the Tyler Trust organisation. Members agreed that it was a very worthy cause but that there was a strong argument to suggest the benefit to Steyning Residents was somewhat tenuous. Cllr Sharp proposed, seconded by Cllr I Alexander that SPC does not make a grant to the Tyler Trust. Agreed	CLERK
F&GP/25/17	PROGRESS REPORT	
17.1	<i>F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with deputy clerk.</i>	D. Clerk
17.2	<i>F&GP/24/08.2 CCTV project to be further discussed with contractors on site</i>	CLERK & CCTV W. Party
17.3	<i>F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back</i>	CLERK
17.4	<i>F&GP/24/53.7 Communications continuing with Cricket Club concerning proposed clubhouse development</i>	CLERK
17.5	<i>F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy</i>	CLERK

17.6	<i>F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56</i>	CLERK
17.7	<i>F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation</i>	CLERK
17.8	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal</i>	CLERK
17.9	<i>F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road</i>	CLERK
17.10	<i>F&GP/24/63.6 WSCC to rectify issues with High St railings foundations, wall and posts with support from SPC Clerk</i>	CLERK
17.11	<i>F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register</i>	CLERK
17.12	<i>F&GP/25/7.4 Clerk to organise Community Engagement working party to consider CCTV referendum</i>	CLERK

F&GP/25/18 INFORMATION/CORRESPONDENCE ITEMS

18.1 None

F&GP/24/19 **DATE OF NEXT MEETING – 14th October 2025 @7.30pm.**

The Chair closed the meeting at 9.11pm

Signed Date 14th October 2025
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/wGp7amMkt9M>

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14th OCTOBER 2025 AT 7.30PM

Present: Cllrs Sharp (Chairman), I Alexander, Bell, Trundle, S Alexander, Ballance and Johnson.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F &GP/25/20 APOLOGIES FOR ABSENCE

20.1 Apologies were received from Cllrs Norcross and Foxwell.

F&GP/25/21 DECLARATIONS OF INTEREST AND DISPENSATIONS

21.1 None

F&GP/25/22 QUESTIONS FROM THE FLOOR {in summary}

22.1 None

F&GP/25/23 MINUTES OF PREVIOUS MEETING

23.1 Cllr Sharp **proposed, seconded** by Cllr Ballance that the draft minutes of the meeting held on the 9th September 2025 be agreed as a true and fair record. **Agreed 5 For, 2 abstained**

F&GP/25/24 MATTERS ARISING AND ACTIONS – *These items taken as read*

24.1 Clerk to rectify percentage income & expenditure totals by manually adjusting on I&E reports- **Item 25.2**

24.2 Clerk's office to place SPC Finance / Business Plan for 25.26 on web site – **Actioned**

24.3 Allotment Association grant for AGM transaction completed – **Actioned**

24.4 Clerk to communicate SPC's intension for future Wardens service protection – **Actioned**

24.5 Budget papers for each SPC committee drafted by Clerk as per planned timeline – **Actioned/ Item 25.3**

24.6 SPC Finance Risk Assessment amended – **Actioned**

24.7 SPC Finance Regs updated and new version placed on Web Site – **Actioned**

24.8 Clerk's office to pay the Festive lights invoice – **Actioned**

24.9 Clerk's office to pay the Neighbourhood Plan consultants invoice – **Actioned**

24.10 Asset Transference meetings to be entered into by Clerk and reported back – **See item 25.8**

24.11 Clerk to work with external auditors to deal with resident objections – **Actioned**

24.12 Clerk to inform Tyler Trust of their unsuccessful grant enquiry – **Actioned**

24.13 WSCC to rectify issues with High St railings with support from SPC Clerk - **See item 25.7**

24.14 Clerk to organise Community Engagement working party to consider CCTV referendum - **See item 25.10**

F5GP/25/25	FINANCIAL GOVERNANCE AND COMMUNITY MATTERS.	
25.1	To approve the list of SPC payments for August and September 2025. Members discussed and posed questions to the Clerk in consideration of a long list of payments covering this period. Cllr Sharp proposed, seconded by Cllr Bell that SPC accepts the August and September 2025 SPC Payments lists. Agreed	
25.2	F&GP Income and Expenditure reports for August and September 2025. The Ill Health insurance payment was skewing the percentage on the reports and the Clerk had manually amended the figures to omit this unbudgeted figure from the total percentage noted, for the benefit of Cllrs as per previously agreed at this committee. Cllr Sharp proposed, seconded by Cllr S Alexander that the F&GP Income and Expenditure report for September 2025 be accepted. Agreed	CLERK
25.3	To consider the first draft of the F&GP budget paper for the financial year – 2026.27 This was the members' first chance to discuss next year's budget, and an extensive discussion ensued covered many aspects of the considerations involved. A 4% rise for the youth service was not opposed. A suggested increase to the precept in line with the current inflation rate was proposed for the second draft, and then there will be a need to take on board the requested overspend from the other committees, so that a balanced and combined council budget can be presented at the December F&GP meeting, in preparation for a Full Council agreement in January.	CLERK
25.4	Update from the Clerk in consideration of progress on the 2025/26 SPC Action Plan. All 22 projects for the current year were discussed in depth and varying amounts of progress had been made by this point which is effectively a third of the way through the 'Action Plan Year' with headway being made as per schedule. Two small amendments to the text were noted by the Clerk.	CLERK
25.5	To agree the end of year SPC Cil Reports for 2024/25 There were two reports discussed as per supporting papers – the general Cil report and the SDNP report, both of which needed to be published subsequently onto the SPC website. Cllr Sharp proposed, seconded by Cllr S Alexander that these {Cil Report} documents are acceptable and are to put on the SPC website. Agreed	CLERK
25.6	Clerk to notify regards External Audit interim notice Due to ongoing resident objections, the External Auditors were not as yet in a position to complete their procedure for SPC's 24/25 year-end review. Therefore an interim report, as per supporting paper, had been sent to SPC which then needed to be published by the 30th September, and this had been actioned.	CLERK
25.7	Update from the Clerk regards High Street Railings project being undertaken by WSCC WSCC have been actively seeking quotes for reparations, but progress has been unreasonably slow. In the meantime, the Steyning Society have also chased WSCC for a speedier resolution, and have written a letter reiterating that there has been a WSCC commitment to these works in the past, as well as suggesting that they would be open to assisting with a part payment to ensure the job is completed to a standard in keeping with the railings historical value.	CLERK
25.8	Report on work undertaken so far on potential asset transference from HDC, and to agree the expression of interest correspondence before submission to HDC The Clerk had prepared a draft 'Expression of Interest' document and invited comments to ensure the concept, format, and content were appropriate. His report outlined recent meetings held over the past month with various stakeholders: parish council representatives regarding car park management; Father Mark regarding churchyard management; HDC representatives concerning the management of Bramber Brooks; and the School Foundation and Headteacher about swimming pool operations and broader school development matters. Following discussion, members reconsidered their earlier views on certain assets which had initially	CLERK

seemed undesirable. On reflection, concerns arose about the implications of these assets being managed by organisations that may be less locally focused or community minded. Although no commitment to asset transfer was being made at this stage, it was agreed that submitting an expression of interest would allow SPC to better understand HDC's perspective and gain clarity on any associated costs or liabilities. It was noted that the format of the Expression of Interest document provided a useful framework for raising relevant questions.

Cllr Sharp **proposed, seconded** by Cllr S Alexander that members were pleased with the concept and content of the *Expression of Interest* document and asked the clerk to include within the document all the other potential assets not already agreed for being of interest, so that a better understanding would be forthcoming in those instances. **Agreed**

25.9	To receive notification of the Steyning in Bloom annual grant transaction. SPC had received a formal request from the Steyning in Bloom group for their annual grant. This grant had been previously agreed by Council as per its grant policy and via the annual SPC budgetary agreement. This therefore was to notify members that this £2,850 transaction had taken place on the 3 rd October.	CLERK
25.10	To consider the work undertaken by the recent meeting of the Community Engagement Group, and to agree any recommendations	CLERK
25.10.1	A meeting was held on the 9 October 2025 to discuss upcoming community engagement and consultations. It was agreed that the CCTV consultation and Neighbourhood Plan referendum will be carried out separately. No referendum is required for the transition to a Town Council or for potential asset transfers, though information on these will be included for transparency. The CCTV consultation will focus on community safety and asset protection, with a public vote required before installation. The Neighbourhood Plan referendum will proceed as part of the statutory review, with materials distributed via <i>Your Mag</i> and online.	
25.10.2	Cllr Sharp proposed, seconded by Cllr Ballance that the following two recommendations be agreed by F&GP Committee. Agreed 1. That the Neighbourhood Plan referendum and the CCTV public consultation/referendum be carried out as two distinct exercises to maintain clarity and focus. 2. That information regarding the Town Council transition and potential asset transfers be included as an informational section within the Neighbourhood Plan consultation, to ensure transparency and public awareness.	
25.10.3	The Community Engagement Group will prepare a standard public statement to address questions, with Cllr S Alexander drafting the initial communication for review. Final wording and FAQs will be agreed upon by the committee before release.	C. E. Group
25.11	Notification re internal finance checks from Cllrs and Clerk Cllr Sharp and S Alexander had within the previous week completed internal financial governance checks separately and independently and in line with SPC Finance Risk Assessment guidelines. Both reported the process had been thorough, rigorous and had proved successful in showing the appropriate procedures had been followed.	
25.12	To agree potential additional SPC finance signatory Cllr Sharp proposed, seconded by Cllr I Alexander that Cllrs S Alexander and Sharp be designated as new signatories but as Chair and Vice chair in current roles will preclude themselves until such time as the regulations are changed in approximately 5 months' time. Agreed	CLERK
F&GP/25/26	PROGRESS REPORT	
26.1	<i>F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with deputy clerk.</i>	D. Clerk
26.2	<i>F&GP/24/08.2 CCTV project to be further discussed with contractors on site</i>	CLERK & CCTV W. Party
26.3	<i>F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back</i>	CLERK
26.4	<i>F&GP/24/53.7 Communications continuing with Cricket Club concerning proposed clubhouse development</i>	CLERK

26.5	<i>F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy</i>	CLERK
26.6	<i>F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56</i>	CLERK
26.7	<i>F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation</i>	CLERK
26.8	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal</i>	CLERK
26.9	<i>F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road</i>	CLERK
26.10	<i>F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register</i>	CLERK

F&GP/25/27 INFORMATION/CORRESPONDENCE ITEMS

27.1 None

F&GP/24/28 DATE OF NEXT MEETING – 9th December 2025 @7.30pm.

The Chair closed the meeting at 9.32pm

Signed Date 9th December 2025
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/TYmGpLY4fYA>

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9th DECEMBER 2025 AT 7.30PM

Present: Cllrs Sharp (Chairman), I Alexander, Bell, Trundle, S Alexander and Ballance.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/25/29 APOLOGIES FOR ABSENCE

29.1 Apologies were received from Cllrs Norcross, Foxwell and Johnson.

F&GP/25/30 DECLARATIONS OF INTEREST AND DISPENSATIONS

30.1 Cllr Trundle declared an interest in Agenda item 6.8 as is a member of the Church Parochial Council, and Cllrs I Alexander and Sharp are members of the Steyping & District Community Partnership in consideration of agenda item 6.7.

F&GP/25/31 QUESTIONS FROM THE FLOOR {in summary}

31.1 None

F&GP/25/32 MINUTES OF PREVIOUS MEETING

32.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 14th October 2025 be agreed as a true and fair record. **Agreed**

F&GP/25/33 MATTERS ARISING AND ACTIONS – *These items taken as read*

33.1 Communications to continue with Cricket Club concerning proposed club house development-**Item 35.2**

33.2 Continue informing members re. Ill Health payment skewing percentage figures – **See item 34.3**

33.3 Bring back F&GP first draft budget for final reckoning to this meeting – **See item 34.4**

33.4 Clerk to update Action Plan list, plus amend text and bring back to next F&GP meeting – **Actioned**

33.5 Cil reports to go onto SPC web site – **Actioned**

33.6 Place external audit notice on web site and update members on audit reports next F&GP – **Actioned**

33.7 Move forward with WSCC and their High St railings project and bring back to members – **Actioned**

33.8 Submit to HDC the '*SPC Expression of Interest*' listings re potential Asset transference – **Item 35.7**

33.9 Clerk's office to complete Steyping in Bloom grant transaction – **Actioned**

33.10 CCTV referendum text to be further discussed at Community Engagement Committee – **See item 35.6**

The Chair brought forward agenda item 6.8 as a member of the Public was appearing in support of it

F&GP/25/34 FINANCIAL GOVERNANCE.

- 34.1 To consider a grant request from the Parochial Church Council of St Andrew and St Cuthman.** CLERK
There were briefing notes supporting this request and Father Mark was also in attendance to speak in support of the application. The £1,000 grant was to be part payment towards a £4,889 lighting improvement to the public pathway across the churchyard, and was to be installed for health and safety reasons. There were additional wiring improvements to ensure any later lighting installations would be future safe. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree this grant request (for £1,000). **Agreed 5 For, 1 Abstained**
- 34.2 To approve the list of SPC payments for October 2025.** CLERK
Members posed questions to the Clerk in consideration of payments covering this period. Members requested the Canada Gardens skip which is now full, should be removed off site. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the October 2025 SPC Payments lists. **Agreed**
- 34.3 F&GP Income and Expenditure reports for October 2025.** CLERK
The Ill Health insurance payment was skewing the percentage on the reports and the Clerk had manually amended the figures to omit this unbudgeted figure from the total percentage noted, for the benefit of Cllrs as per previously agreed at this committee. Projected end of year income target was suggested to be 93 to 95% of target, due mainly to access to Neighbourhood plan funding opportunities being withdrawn by the government earlier in 2025. Expenditure was on track. Cllr Sharp **proposed, seconded** by Cllr Trundle that the F&GP Income and Expenditure report for October 2025 be accepted. **Agreed**
- 34.4 To consider the F&GP budget paper for the 2026/27 financial year.** CLERK
Members fully considered this matter, and debated options for keeping the draft precept increase to a minimum without sacrificing future project expenditures. The draft precept increase was noted as being an 8.77% rise to the current 2025/26 figure, this being mainly due to the underlying 4% inflationary figure; increased utilities costs over and above 4 % over the last two to three years; the increased National Insurance Contributions and minimum wage figures; an increase to potential legal fees for 2026/27; and Neighborhood Plan Review funding requirements in the absence of government funding support. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the draft budget plan for SPC. **Agreed**
- 34.5 Update from the Clerk in consideration of progress on the 2025/26 SPC Action Plan.** CLERK
Progress included:- the planting of 120 hedgerow species at Chandlers way pocket park by a determined group of volunteers: The continued and positive engagement with the Glebe Farm developers: Two memorial benches installed at the MPF, and two planters on order: Armistice day event completed successfully: Christmas lights have now been installed on the High Street: Devolution process proceeding with 'Expression of Interest' document now submitted: The Cricket Club resubmission of amended plans progressing with a representative meeting convened on the 17th December: And reports concerning Railings, CCTV and Neighbourhood Plan projects to be further discussed at this meeting.
- 34.6 To discuss the JPYC memorandum of understanding budget for the next financial year** CLERK
Members considered if the youth service was still on track and whether SPC was confident in its commitment to further and continued service in terms of value for money. Anecdotally it has been reported that session numbers were good, at least for the under 13s, and the holiday activity sessions had been a success. Members requested however, that key performance indicator reports should be implemented, including monthly attendance figures and to note which community attendees are coming from. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accept the Youth MOU / Budget for 2026/27, {with this proviso}. **Agreed**
- 34.7 To agree payment of the Vintage Years grant request for this financial year** CLERK
Members considered the Vintage Years request as per supporting papers. Cllr Sharp **proposed, seconded** by Cllr Ballance that SPC accept the request {and pay the grant of £1,750}. **Agreed**

34.8	To discuss a grant request from the Steyning and District Partnership Members considered the Partnership's request for support with their <i>'Six sleeps 'til Christmas'</i> event, as per detailed within supporting papers. Cllr S. Alexander proposed, seconded by Cllr Ballance that SPC accept the grant request from the Steyning and District Partnership and pay the £300. Agreed 4 For, 2 Abstained	CLERK
34.9	High Street Railings project being undertaken by WSCC The Clerk updated that a quote had been received from the Highways department at WSCC. A 50% match funding amount had been requested by WSCC to enable the project specification to be elevated beyond the functional and to include a finish more in keeping with previous installations and the historic conservation aesthetic. Members rejected the request as it stood and asked the Clerk to ensure a new quote/ request could be obtained which would include a more detailed and itemised scope of works, ensuring that for example the retaining wall and paving repairs were part of the planned works. Also, that there needed to be an understanding of what guarantees were in place if it had to be another source of wood rather than the reclaimed boards obtained by SPC for the project, and that there was no way SPC would want to be part funding the traffic management part of the quote as this was surely the remit and responsibility of WSCC. Members questioned whether restoring the railings to their prior state was in fact the entire responsibility of WSCC, to meet its own conservation rules. Members also requested that SPC should highlight via social media, the fact that this was not the responsibility of the Parish Council, and that the County Cllr and MP be contacted about the issue.	CLERK CLERK
34.10	First project payment associated with the interpretation board installation project Members were concerned as to whether the sign content, due to potential future asset transferances and possible emblem change was taken into account – in other words if agreed at this meeting, would the content potentially be immediately out of date. The answer was that the content was unlikely to change due to the consequences of devolution, but will be checked anyway, and if the emblem was amended subsequent to installation, it could be easily physically changed on site. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC pay the first 25% of the quote to the Partnership for this project, so that the order is confirmed, and that prior to the commencement of works via the next 25% payment, the content of the printing/ maps is future proofed. Agreed	CLERK
F&GP/25/35	GOVERNANCE AND COMMUNITY MATTERS	
35.1	To consider recent Internal Audit Reports and agree any actions, and for the Clerk to notify re progress of the outstanding External Audit Report	
35.1.1	The Spring and Autumn Internal Audit reports were discussed as per supporting papers with only one recommendation noted regarding a new requirement following the recent <i>'Assertion 10 AGAR'</i> amendment. Cllr Sharp proposed, seconded by Cllr Ballance that SPC accepts the internal audit reports and the recommendation noted requiring that SPC publishes on the web site by 31st March 2026, an access and security statement and IT policy. Agreed	CLERK
35.1.2	The Clerk notified regarding the external audit:- He has had many communications first with the three residents who have submitted objections to SPC's Annual Governance and Accountability Return, and then subsequently with the external auditors as a follow up to check on their objections, and then also to make their own more standard checks. There had been more questions raised this year than any of the previous 5 or so years when two of the three same residents have previously submitted their objections. The process of responding to questions has now ended, and a final report is expected imminently.	CLERK
35.2	Notification re the convening of Cricket Club working party and to update project progress	CLERK
35.2.1	Since SPC's objection to the initial plans that were submitted in the early summer, the Cricket Club have appointed a new architect, and they have been busy having discussions with local residents to collaboratively work through some of the issues raised. Next Wednesday the 17th	

Dec., the Clerk and Cllr Norcross will be again convening with their representatives to check the newly drafted drawings to ensure appropriate mitigating adaptations are being considered. Subsequently the Architect will no doubt compile more detailed plans and drawings, for the scrutiny of a larger SPC working party prior to a final submission of the plans to HDC.

35.2.2

Cllr Sharp had spoken to the Steyning Football Club Chairman; to ascertain how important it was for a local club to include an element of commercial enterprise, in order to run the club successfully. Indeed, his sense of how it works has changed somewhat, in that he suggested there will need be opportunities to make a reasonable financial surplus within the shorter Cricket season, in order to make the overall business plan work. The Clerk was asked to request from the Cricket club their proposed Business Plan in connection to the new development.

CLERK

35.3

To agree the extension of grass and street cleaning/bin contracts for one year as per Community Committee recommendation

Contract renewals for *Grass cutting* and *Street cleaning* are due next year. However, the situation concerning HDC is unpredictable with the *Cleansing Grant* fund potentially being reduced, then certainly removed when HDC ceases to exist, and until favourable negotiations might reinstate it when the unitary authority is set up. Plus in the next two years it is very likely that the scope of the grass cutting contract could change dramatically due to potential asset transfers. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC extends both the contracts for Grass-Cutting and Street Cleaning by one year. **Agreed**

CLERK

35.4

Update on status of Neighbourhood Plan project

The NP group have been very useful, and especially due to the combination of elected and voluntary members, with additional skill sets they bring. This has enabled the following:

- Prepared phase one of the Neighbourhood plan revision
- Generated robust feedback on the Glebe farm application with pushback on some matters and collaboration with our district councillors and developers.
- A comprehensive response to the reserved matter planning application.
- Effective insertion of planning requirements throughout the consultation.
- Considered and responded to a consultation initiated by SDNPA on the development opportunity opposite the school off the Horsham Road
- There are also many potential development sites, and SPC has little control over these as things stand but having an effective Neighbourhood Plan and Planning committee will certainly help, continuing with the development of the N.P. revision and working in collaboration with developers and district councillors, there is an effective voice.
- Going forward the pressure from central government and the uncertainty associated with devolution means local skill and resources are needed to guide the towns development

35.5

Chair to update members in consideration of the Steyning Grammar Schools development, and agree any actions.

There have been two meetings convened with N. plan Steering Committee members and the Grammar School and their planning representatives as well as the Architects and reps from West Sussex Highways and the Department of Education to continue to inform and engage with SPC over the major redevelopment which is likely due to start Summer of next year. The Chair summarised the points raised at these meetings where members were given further details associated with the project. He reported that the plans are very good with clearly a lot of thought going into them. Due to the state of the current facilities, it was also very clear that the redevelopment was essential. Notably, aspirations from the Walking and Cycling plan, and the SPC Neighbourhood Plan had been taken into account by the Architects during this initial planning phase and had helped shape the concept/site layout. There is also a great deal of positive community use space potentially being made available. Members had challenged the developers on some matters during these meetings, including the need for an enhanced bus stop arrangement on the Horsham road on what would become the main entrance. The 'Green' elements were of the highest possible specifications. Further

CLERK

details will follow, and the Clerk has requested more meeting dates – and especially in relation to understanding more about the plans for their proposed Community Use Agreement.

35.6 To agree the text for the CCTV installation referendum, and the publicity associated with it. CLERK
{Cllr Trundle had to leave at this point in the meeting}

35.6.1 There were three supporting papers for this item. Their content and the nature of their being published and promoted had been worked on by members of the Community Engagement working party over a number of months, and it was hoped that they would receive support at this meeting. There was however some additional feedback which had been received in the run up to the meeting, and this led the members discussion. The documents being further considered were a draft two page CCTV public consultation explanation paper {item 7.6.1}, a google consultation form {Item 7.6.2}, and a one page publicity paper {Item 7.6.3} (to include links to the other Docs when all confirmed) .

35.6.2 Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree all three documents, and their subsequent publication/ publicity, but with Doc 7.6.1, there needed to be some amendments to content and format, and so members agreed that this could be done via email communications between them over a period of a week and via the Clerk's office, and subsequent to Cllr Johnson providing an improved first draft. **Agreed**

35.7 Report on work undertaken so far on potential asset transference from HDC CLERK
The 'Expression of interest' document has been sent into HDC. A response has been received now asking for a separate form to be completed for each asset, and the Clerk's office will compile and submit these forms based upon a reuse of the information presented within the supporting paper. There continues to be discussions with many third parties in association to most of these assets.

F&GP/25/36 PROGRESS REPORT

36.1	<i>F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with deputy clerk.</i>	D. Clerk
36.2	<i>F&GP/24/08.2 CCTV project to be further discussed with contractors on site</i>	CLERK & CCTV W. Prty
36.3	<i>F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back</i>	CLERK
36.4	<i>F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy</i>	CLERK
36.5	<i>F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56</i>	CLERK
36.6	<i>F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation</i>	CLERK
36.7	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal</i>	CLERK
36.8	<i>F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road</i>	CLERK
36.9	<i>F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register</i>	CLERK
36.10	<i>F&GP/24/25.12 SPC finance signatory amendments to take place in March 2026</i>	CLERK

F&GP/25/37 INFORMATION/CORRESPONDENCE ITEMS

37.1 Letter of thanks from the SPC Bowls Club in recognition of benefits associated with the receipt of the SPC grant earlier in the year.

37.2 Local Govt Consultation Request for an SPC response – Members decided that this could be dealt with by the Planning and Premises Committee on behalf of SPC **CLERK**

F&GP/25/38 DATE OF NEXT MEETING – 13th January 2026 @7.30pm.

The Chair closed the meeting at 10pm

Signed Date 13th January 2026
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/hDwh561uRsk>

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

Present: Cllrs Lloyd, M Alexander, Hanson, Trundle, Balance, Foxwell

Members of the public: 5

Clerk: Leanne Poole

MINUTES

P25/25 **APOLOGIES**
25.1 None.

P25/26 **DECLARATIONS OF INTEREST**
26.1 There was a declaration of interest from Cllr Hanson in consideration of agenda item 6.7, in that she lives in close proximity to the property subject to the planning application. There was also a declaration of interest from Cllr Trundle in consideration of agenda item 6.10 as she is a member of the Church Parochial Council.

P25/27 **QUESTIONS FROM THE FLOOR**
27.1 No questions were raised by members of the public, however several statements were made regarding the cricket club redevelopment, and further information regarding the Cricket Club's lease with Steyning Parish Council was provided by Cllr Andrew Sharp and the Clerk explained that the Committee would be discussing the Cricket Club's application as it had not submitted any updates/changes to the current plan DC/25/0828.

P25/28 **MINUTES** – to agree and sign the Planning & Premises minutes of the meeting held on Monday 23rd June
28.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 23rd June 2025 as a true and fair record. **Agreed**

P25/29 **MATTERS ARISING AND ACTIONS**
29.1 **Steyning Centre main entrance door replacement** - Deputy Clerk to gather quotes for the entrance door to be replaced. Ongoing.

P25/30 **PLANNING APPLICATIONS**
30.1 **DC/25/0828** – Steyning Cricket Club - Demolition of existing cricket club house building. Construction of a part single, part two-storey cricket club house building and a single storey conservatory link building. Refurbishment of existing changing room building together with associated landscaping, cycle parking, bin store and alterations to part of the existing fence.
Cllr Trundle **proposed, seconded by** Cllr Balance **OBJECTION** - The current plan is contrary to the Steyning conservation area appraisal and management plan, as a large two storey building with a design unsympathetic to a conservation area.
Increased social activity would lead to loss of revenue for existing businesses in the town.
Environmental concerns re light and noise pollution, and lack of privacy to close neighbours backing on to the

cricket field, in Charlton Street.

Insufficient highway and parking for increased social activities. Overdevelopment in sight of South Downs National Park and on a village green. The proposed building would approximately treble the size of the current building. **Agreed.**

- 30.2** **DC/25/0930** – Downsview, 34 Shooting Field - Conversion of loft into habitable living space with rear dormer and side window.
Cllr Trundle **proposed, seconded by Cllr Foxwell. No objection. Agreed.**
- 30.3** **DC/25/0906** - 17 Saxon Road - Conversion of existing outbuilding into habitable living space.
Cllr Trundle **proposed, seconded by Cllr Alexander. No objection. Agreed 5 for 1 abstention.**
- 30.4** **CA/25/0065** - Steyning Post Office - Fell 1x Bay (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by Cllr Hanson. No objection, subject to consultation with the HDC Arboriculture Officer. Agreed.**
- 30.5** **DC/25/1017** - 29 Kings Stone Avenue - Erection of side and rear extensions, including roof extensions with rear dormer and front, side and rear rooflights.
Cllr Trundle **proposed, seconded by Cllr Foxwell. No objection. Agreed 5 for 1 abstention.**
- 30.6** **DC/25/1002** - Wappingthorn Lodge, Horsham Road - Demolition of existing buildings, and construction of a detached dwelling. (Alternative to application DC/23/0627 (approval of extensions, alterations and change of use of stables, garage and machinery store to form 1 x dwellinghouse)).
Cllr Trundle **proposed, seconded by Cllr Alexander. No objection. Agreed 5 for 1 abstention.**
- 30.7** **DC/25/1012** - Gatewick House - Sensitive refurbishment and reconfiguration of the main house and associated outbuildings, including selective demolition, upgrades to services, minor extensions, and reinstatement of historical features. (Listed Building Consent).
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 30.8** **DC/25/1014** – Gatewick House - Sensitive refurbishment and reconfiguration of the main house and associated outbuildings, including selective demolition, upgrades to services, minor extensions, and reinstatement of historical features. (Householder Application).
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 30.9** **DC/25/1082** - St Andrews Parish Church - Erection of a single Victorian style lamp post.
Cllr Alexander **proposed, seconded by Cllr Trundle. No objection. Agreed 5 for 1 abstention.**
- P25/31** **LATE PLANS**
- 31.1** **DC/25/1038** - 11 White Horse Square - Use of building as a dwellinghouse (Retrospective).
Cllr Trundle **proposed, seconded by Cllr Hanson. No objection. Agreed.**
- P25/32** **PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 32.1** **DC/25/0665** - Dingemans Court, Shooting Field, Steyning. Description: Surgery to 1x Group mixed species and 1x Ash
- 32.2** **DC/25/0680** - Dingemans Court, Shooting Field, Steyning. Description: Surgery to 1x Maple
- P25/33** **ENFORCEMENT NOTICES**
- 33.1** **EN/25/0202**- Steyning Tennis Club, Charlton Street, Steyning, West Sussex, BN44 3LE. Alleged: Breach of condition 4 of DC/23/0736 (hours of use of floodlights)

P25/34 FINANCE – PLANNING AND PREMISES

- 34.1** To discuss and agree the income and expenditure reports for April and May 2025
Cllr Trundle **proposed, seconded by** Cllr Alexander that SPC accepts the planning and premises income and expenditure reports for April and May 2025. **Agreed.**

P25/35 REPORT FOR THE STEYNING CENTRE

- 35.1** **Bookings** – The projected income for June is £6306.47. Bookings are still going well, there have been several one-off events including a charity race night and several parties.
- 35.2** **Film nights** – The film for July was *Bridget Jones: Mad About the Boy*. 45 tickets were sold, totalling £270.00. Once all the expenditures had been taken out, there was a loss of £48.90. The next film is *Ocean*, and tickets on sale now.
- 35.3** **Maintenance** – A plumber attended the Steyning Centre to carry out repairs to faulty toilets fixtures and fittings and an electrician also replaced the old switches in the kitchen, as they were only working intermittently.
IT technician, Tom Packer, reconnected the Bluetooth system in the Saxon Room as this had recently stopped working.
- 35.4** **High Street and Steyning Centre toilets** – An external cleaning company visited on 23rd July to carry out a deep steam clean of the high street toilets and the toilets outside The Steyning Centre. We have used this company before with this committee's agreement and the results have always been excellent.
- 35.5** **Caretaking and Staffing** – A new caretaker, Paul, has been appointed to take over from John Connell who left in June. Paul has now completed his induction and is settling in well. He's already proving a helpful addition to the team, particularly with weekend bookings and helping with setting up and packing away for larger events.

P25/36 CORRESPONDENCE/INFORMATION

- 36.1** None.

P25/37 DATE OF NEXT MEETING – Monday 18th August 2025 at 7.30pm

The Chairman closed the meeting at 9.03pm.

Signed Chairman

Link to the meeting - <https://youtu.be/1Fffzfe026E>

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 18th AUGUST 2025 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Lloyd, Hanson, Ballance, Foxwell

Members of the public: 0

Clerks: John Fullbrook, Leanne Poole

MINUTES

P25/38 APOLOGIES

38.1 Cllrs Trundle and Alexander.

P25/39 DECLARATIONS OF INTEREST

39.1 Cllr Lloyd declared a personal interest in application DC/25/1138 as she is a resident of Kings Barn Lane.

P25/40 QUESTIONS FROM THE FLOOR

40.1 None.

P25/41 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 28th July

41.1 Cllr Hanson **proposed, seconded by** Cllr Ballance to accept the minutes of Monday 28th July 2025 as a true and fair record. **Agreed**

P25/42 PLANNING APPLICATIONS

42.1 DC/25/1138 - Land North of Glebe Farm and Kings Barn Lane - 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 Steypning by pass, provision of public open space, community orchard, sustainable drainage and other ancillary and enabling works.

The Chair and Clerk explained that considerable work had been undertaken by the SPC Neighbourhood Plan Steering Committee in determining a set of recommendations in consideration of this committees approval of SPC comments on this reserved matters application. Members of the Planning and Premises committee subsequently considered these recommendations in this meeting and included some additional comments. Cllr Hanson **proposed, seconded by** Cllr Ballance **to agree the recommendations put forward from the Neighbourhood Plan Steering Committee with amendments, as per noted below. Agreed.**

1. Building orientation and height adjacent Kings Barn Lane boundary

SPC appreciate there has been compromise which has helped deal with residents' concerns – and to ensure that these measures are adhered to. But also to say that there are still some outstanding negotiations with residents involving further compromise.

SPC require Vistry to consider lowering the profile of plot 121 and/or moving the building, or changing it to a single or 1.5 storey height.

2. Kings Barn Lane Boundary planting and fence/wall construction

SPC appreciate there has been compromise, with Vistry now including wider gaps between boundary walls, including additional planting, and that trees would be part of the solution – and to ensure that these measures are adhered to. However, also to be aware of the following which has been discussed at many community engagement meetings since 13th March 25 – SPC request that Vistry ensure there is a planning condition attached to the reserved matters approval requiring commitment to consult with KBL residents (within a timescale agreed with the ward member) regarding details of the boundary treatments and advanced planning in this area (to include but not limited to 5m buffer, 1.8m fencing inside any of the existing substantial hedges, security, woodland structural planting and the maintenance thereof). Refer also to Condition 17 of the Planning Committee Report (26th September 2024) which requires “*structural planting along buffer zones to be retained/enhanced*” and Policy 30 and 33 of the HDPF.

3. Green Energy

SPC appreciate there has been compromise as stated within the ‘Energy Statement’ which ensures gas will not be used on site, and that each plot will have heat supplied by a mix of Air and Ground source heat pumps – and to ensure that these measures are adhered to, but to also include solar roof installations on any south facing (up to 30 degrees of south), predominantly on black slate roofs with PV tiles. The number of Plots involved may be above the levels of necessity of provision as per the ‘Energy Statement’ Carbon footprint calculations, but SPC consider they remain an essential element in consideration of energy sustainability, and in any case would likely promote house sales which would outweigh any additional construction costs. Clarification and identification on properties that will include solar is required please, including numbers.

SPC request a new condition - requiring PV roof installation on all south facing properties as per the community engagement feedback which determined the type required. To preserve street views any street facing, south facing, grey/black tiled roofs should be slate look PV tiles.

SPC require sight of the energy statements for individual properties as part of the full build management plan in advance, including details of the location of ground source and air source heat pumps.

4. Walking & Cycling east exit from site to connect with White Bridge/ Downs Link

SPC appreciate a link has been included within the scheme, but to suggest it is moved to the sites Southeastern corner to promote better likelihood of pedestrian and cycle usage and to avoid unsafe passage along unlit country lane. Including a Twitten to run down between new development and Kings Barn Lane boundary in the southeastern corner, following the community engagement consultation plans submitted in March 2025. – This scheme fits in with Boundary plans and would likely cost less than the proposed present exit / connection route.

5. Market Housing & Affordable Housing

Note the following as per the Planning and Affordable housing Doc - 6.9.4. The mix for the market housing has been slightly amended since the overall mix indicated at Outline. To summarise, the proposals include no 1-bedroom dwellings (previously 16%) but include a higher percentage of 3-bedroom dwellings (43% vs 34%); the proposals include a lower percentage of 2-bedroom dwellings (11% vs 31%), a higher percentage of 4-bedroom dwellings (36% vs 18%) and now includes a small number of 5-bedroom dwellings (11% vs non at outline).

Whilst SPC appreciate that Vistry will further consult on market housing mix, we are seriously concerned about 4 and 5 bed houses being 47% of the mix and this was thought to be unreasonably high.

SPC requires that the affordable housing needs reflect the needs of Steyning and should be amended as per 6.9.11 on the Planning and Affordable housing Doc -

6.9.11 At a late stage in the Pre-Application process, the Council’s Housing Team raised concerns regarding the mix of affordable housing; they commented:

The Housing Register in Steyning currently has 155 households waiting for housing of which is broken down to 42 households (27%) in need of a 1-bedroom unit, 33 households (21%) in need of a 2-bedroom unit, 51 households (33%) in need of a 3-bedroom unit and 29 households (19%) in need of 4 or more bedrooms.

6. Electric Hook Up

SPC appreciate there has been consideration of an electric hook up on the 'village green area' but there is a need to ensure water is also supplied to that position {To facilitate potential future Community Events}

7. LEAP / LAP provision and street furniture choices

SPC appreciate the scope of this proposed multiple play-site provision as per stated within the *Design Access Statement* document, and to ensure that the look, quality, type and number of these installations and the 'Blue box checklist' is adhered to

There is a requirement for ongoing discussions with the parish council to ensure appropriate installation of LEAP / LAP equipment provision as has been previously agreed, as well as a requirement for ongoing discussions with the parish council to ensure appropriate installation of suitable street furniture choices.

8. Road Names

SPC appreciate that Vistry have acknowledged there should be further liaison with the Parish Council in order to come up with suitable road names and thereby to avoid duplication or confusion with existing Steyning Road names, plus to ensure an appropriate theme for the site is taken on board.

For example, there is a requirement for Roman Road not to be duplicated

9. Boundary walls (noted as Brick)

There are a number of boundary walls due to be constructed in brick that are shown in the housing / site plan – SPC ask that the design includes flint infills to give them more of a Steyning / South Downs feel.

10. Rainwater Harvesting

SPC appreciate there has been much work been undertaken to include this important measure which will certainly assist with water neutrality calculations, but want to ensure that these measures, and the system as a whole and as stated within the specification document is installed please – *Stormwater Harvesting system*.

11. Site Trees / Shrubs and Orchards

There has been a great deal of community engagement with notable key stakeholders in this field and SPC are pleased that their knowledge and expertise has so far been appreciated and has led to amendments to the planting programme. However given the latest plans SPC requires that these additional notes are adhered to please.

SPC's lead Orchard and Tree specialist volunteer has scrutinised the applicable docs and has stated the following:-

Structural Tree Planting

- *Multiple English Oaks (Quercus Robur) are listed. Consider including Sessile Oak (Quercus petraea), also native to the UK but less common locally.*
- *Instead of non-native Italian Alder (Alnus cordata), native Alder (Alnus glutinosa) could be used, though it requires damp soil.*

- *Black Poplar could be included, particularly in wetter areas. A current Sussex project led by the Western Rother Rivers Trust and Kew at Wakehurst is propagating saplings from a very limited population of mature trees in the county.*
- *Bird Cherry (Prunus padus): These are fast-growing, tall, and dense trees with limited ecological or aesthetic value beyond short-lived blossom. They create heavy shade, drop significant debris, and can become problematic as they mature.*
- *A large number of Common Hawthorn are proposed. For variety, some could be replaced with Midland Hawthorn (Crataegus laevigata), which is rarer, flowers earlier, and supports pollinators at a different time of year.*

Native Hedge Over Easements

- *The plan proposes a 50/50 mix of Hawthorn and Blackthorn. This is suitable for the NW hedge, where there is space for Blackthorn to spread.*
- *For the SE hedge, adjacent to the orchard, Hawthorn-only is recommended. Blackthorn spreads via underground suckers and may become invasive among fruit trees. Hawthorn offers blossom and berries without this issue.*

Orchard

- *The orchard plan has changed from c.18 to c.15 trees, now divided by hard-surfaced paths. An oval-shaped feature nearby (possibly a track) is noted, though not clearly explained in the submitted documents.*
- *Orchard note indicates species/varieties are to be agreed with a local community group.*

12. Traffic Management Plan

There is currently no Traffic Management plan available for scrutiny – SPC wishes to be able to check and comment on this document when it becomes available.

SPC wanted to thank Vistry for their non-material amendment to application DC/21/2133 to allow for vehicular access direct from the A283 Steyning By-pass via approved access roundabout as first phase of the development in line with Condition 10 of the Outline Planning Permission – as this would reduce the possibility of potentially huge problems from delivery drivers using inappropriate lanes within Steyning.

13. Dementia friendly town

SPC requires that Vistry reference all appropriate dementia friendly design checklist documents when completing this project – in line with SPC's wish for Steyning to be a Dementia friendly town.

For example, the approach to each road should have a distinct and recognisable look to aid memory and orientation.

14. Build Management Plan

There is currently no Build Management Plan available for scrutiny – SPC wishes to be able to check and comment on this document when it becomes available. It was also noted that SPC had asked for the contractor's use and installation of Swift Boxes/Bricks when appropriate to do so.

OTHER PLANS

- 42.2 DC/25/1226** - Doves Place, Coxham Lane - Surgery to 1x Maritime Pine
Cllr Hanson **proposed, seconded by Cllr Lloyd. No objection, subject to consultation with the HDC Arboriculture Officer. Agreed.**
- 42.3 CA/25/0077** - 12 Church Street - Surgery to 1x Yew and 1x Copper Beech (Works to Trees in a Conservation Area)
Cllr Ballance **proposed, seconded by Cllr Hanson. No objection, subject to consultation with the HDC Arboriculture Officer. Agreed.**

42.4 DC/25/1160 - 52 High Street - Provide a new oak beam and supporting post in place of the original, replicating the original materials and appearance and detailing, including assumed mortise and tenon joints, notches, holes, old fixing positions to maintain and support to the original building structure and fabric above. (Listed Building Consent).
Cllr Hanson **proposed, seconded by** Cllr Ballance **No objection, subject to consultation with Sean Rix at Horsham District Council. Agreed.**

P25/43 LATE PLANS

43.1 DC/25/1227 – 4 Clivedale, Castle Lane - Remodelling of existing dormers, changes to existing fenestration and installation of horizontal timber cladding.
Cllr Ballance **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

P25/44 PLANNING DECISIONS FROM HDC and SDNP
Permitted

44.1 DC/23/0539 - Garage Block at Kings Barn End Kings Stone Avenue Steyning West Sussex. Description: Demolition of existing 14no garages and the construction of 3no. 2-bed dwellings with associated external works and landscaping.

P25/45 ENFORCEMENT NOTICES

45.1 None.

P25/46 REPORT FOR THE STEYNING CENTRE

46.1 Bookings – The projected income for July is £3,929.33. Bookings have slowed during the summer period as many groups have taken a break. We anticipate an increase in bookings from September.

46.2 Film Nights – The July film was *Ocean*, with 58 tickets sold, generating £348.00 in income. After all expenditures, the profit was £46.40. The next film will be *Mr Burton*, and tickets are now on sale.

46.3 Maintenance – The caretakers have used the quieter summer period to carry out additional cleaning of the kitchens, carpet cleaning, and painting.

46.4 Gorilla Pizza Kitchen – The owner of the pizza van, which trades from the MPF car park on Friday nights, has requested permission to trade from 5:30 pm to 8:00 pm on Sunday 7 September. This is in connection with a small event at the Cricket Club, where they have been invited to provide food by the organiser. Could councillors consider this request.

Cllr Lloyd **proposed, seconded by** Cllr Foxwell to give permission for the Gorilla Pizza Kitchen to trade in the MPF car park from 5:30 pm to 8:00 pm on Sunday 7 September. **Agreed.**

P25/47 FINANCE – PLANNING AND PREMISES

47.1 To update grand piano contract with TASS

Cllr Hanson **proposed, seconded by** Cllr Lloyd that a memorandum of understanding be drafted with the Arts Society. The agreement would confirm that any additional costs incurred from the grand piano, beyond the income it generates, must be covered by Steyning Parish Council. **Agreed.**

47.2 To discuss and agree the income and expenditure reports for June 2025

Cllr Hanson **proposed, seconded by** Cllr Ballance that SPC accepts the planning and premises income and expenditure reports for June 2025. **Agreed.**

P25/48 CORRESPONDENCE/INFORMATION

48.1 None.

P25/49 DATE OF NEXT MEETING – Monday 22nd September 2025 at 7.30pm

The Chairman closed the meeting at 9:10pm

Signed Chairman

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22nd SEPTEMBER 2025 AT 7.30PM AT THE STEYNING CENTRE

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

Members of the public: 0

Clerks: Leanne Poole

MINUTES

P25/50 APOLOGIES

50.1 Apologies received from Cllr Foxwell.

P25/51 DECLARATIONS OF INTEREST

51.1 None.

P25/52 QUESTIONS FROM THE FLOOR

52.1 None.

P25/53 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 18th August

53.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 18th August 2025 as a true and fair record. **Agreed**

P25/54 MATTERS ARISING AND ACTIONS

54.1 To agree grand piano MOU with TASS. See item 60.2.

P25/55 PLANNING APPLICATIONS

55.1 **CA/25/0090** - Newmans House, 40 Church Street - Surgery to 1x Ash (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

55.2 **DC/25/1258** - 2 Bramber Road - Creation of a dropped kerb.
Cllr Trundle **proposed, seconded by** Cllr M Alexander. **No objection. Agreed.**

55.3 **DC/25/1324** - Bramber Brooks - Variation of Condition 1 of previously approved application DC/23/1776 (Excavation and creation of wetland ponds, bunds, a raised public access footpath, removal of existing timber bridges and replacement with bridged footpath sections (to allow gaps for conveyance of surface waters on the site) and railings. Installation of coir matting on the banks of the footpath to prevent erosion and destabilisation of the banks along with re seeding) Relating to the access track.
Cllr Trundle **proposed, seconded by** Cllr Lloyd. **No objection. Agreed.**

55.4 **DC/25/1381** - Wappingthorn Manor - Variation of Condition 1 of previously approved application DC/24/0849 (Renovation of existing bothy, erection of a replacement garage, creation of new parking area, erection of garden store, glass house, and works to existing pool building, and associated landscaping (in lieu of previous permission refs: DC/21/0399 & DC/21/0400 and DC/21/0812 & DC/21/0813) (Householder Application)) for amendments to parking layout and landscaping.
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

- 55.5** **DC/25/1351** - Staplefields, Ty-Barn Horsham Road Erection of a single storey front extension and two storey side extension
Cllr Trundle **proposed, seconded by Cllr Lloyd. No objection. Agreed.**
- 55.6** **DC/25/1410** - 2 Chantry Orchard Tanyard Lane - Alterations to property including installation of a bay window, rooflight and changes to existing doors and windows.
Cllr Trundle **proposed, seconded by Cllr Hanson. No objection. Agreed.**
- P25/56** **LATE PLANS**
- 56.1** **DC/25/1002**- Wappingthorn Lodge - Demolition of existing buildings, and construction of a detached dwelling
Cllr Trundle **proposed, seconded by Cllr M Alexander. No objection. Agreed 4 for, 1 abstention.**
- 56.2** **DC/25/1431** - 19 Newham Lane - Erection of a Carport.
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed 4 for, 1 abstention.**
- P25/57** **PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 57.1** **DC/25/1012** - Gatewick House, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Refurbishment and reconfiguration of the main house and associated outbuildings, including selective demolition, upgrades to services, minor extensions, and reinstatement of historical features. (Listed Building Consent).
- 57.2** **DC/25/1014** - Gatewick House, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Refurbishment and reconfiguration of the main house and associated outbuildings, including selective demolition, upgrades to services, minor extensions, and reinstatement of historical features. (Householder Application).
- 57.3** **DC/25/1017** - 29 Kings Stone Avenue, Steyning, West Sussex, BN44 3FJ. Description: Erection of side and rear extensions, including roof extensions with rear dormer and front, side and rear rooflights.
- 57.4** **DC/25/0527** - 14 Saxon Road, Steyning, West Sussex, BN44 3FP. Description: Erection of rear, side and front extensions, new roof with front gable, and front and rear dormers.
- 57.5** **DC/25/1082** - St Andrews Parish Church, Vicarage Lane, Steyning, West Sussex, BN44 3YQ. Description: Erection of a single Victorian style lamp post.
Withdrawn
- 57.6** **DC/25/0828** - Steyning Cricket Club, Charlton Street, Steyning, West Sussex, BN44 3LE. Description: Demolition of existing cricket club house building. Construction of a part single, part two-storey cricket club house building and a single storey conservatory link building.
- P25/58** **REPORT FOR THE STEYNING CENTRE**
- 58.1** **Bookings** – The projected income for August is £2,999.89. Bookings are now starting to pick back up after the summer period. We have a new dance group on Sundays.
- 58.2** **Film Nights** – The July film was *Mr Burton*, with 60 tickets sold, generating £360.00 in income. After all expenditures, the profit was £34.90. The next film will be *The Salt Path*, and tickets are now on sale.
- 58.3** **Neighbourhood Wardens** – It has been confirmed that the Neighbourhood Wardens may no longer be able to operate from the Police Station from January 2026. We are therefore exploring the option of relocating their base to The Steyning Centre. The Committee expressed concern, noting they could see no reason why the Police Station could not continue to accommodate the Wardens, and indicated they would likely object should a formal proposal be brought forward.
- 58.4** **Maintenance** - The annual PAT Testing was carried out along with the service of the fire extinguishers and intruder alarm.
We are enhancing the foyer with upgraded furniture, made possible through a generous staff donation that will be upcycled and repurposed.
- P25/59** **ENFORCEMENT NOTICES**
- 59.1** None.

P25/60 FINANCE – PLANNING AND PREMISES

60.1 To discuss and agree the Income and Expenditure Reports for July & August

Cllr Trundle **proposed, seconded by** Cllr Hanson that SPC accepts the Planning and Premises Income and Expenditure Reports for July and August 2025. **Agreed.**

60.2 To discuss and agree Grand Piano MOU with TASS.

Cllr Trundle **proposed, seconded by** Cllr Lloyd that SPC agree the grand piano MOU with TASS. **Agreed.**

P25/61 CORRESPONDENCE/INFORMATION

61.1 None.

P25/62 DATE OF NEXT MEETING – Monday 27th October 2025 at 7.30pm

The Chairman closed the meeting at 8:20pm

Signed Chairman

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

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 27TH OCTOBER 2025 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Hanson, Ballance, Trundle, M Alexander, Foxwell

Members of the public: 1

Clerks: Leanne Poole

MINUTES

P25/63 APOLOGIES

63.1 Apologies received from Cllr Lloyd.

P25/64 DECLARATIONS OF INTEREST

64.1 Cllr Trundle declared a personal interest in application DC/25/1578 as she lives in a neighbouring property.

P25/65 QUESTIONS FROM THE FLOOR

65.1 None.

P25/66 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 22nd September

66.1 Cllr Trundle **proposed, seconded by** Cllr Ballance to accept the minutes of Monday 22nd September 2025 as a true and fair record. **Agreed**

P25/67 MATTERS ARISING AND ACTIONS

67.1 Grand piano MOU with TASS – now signed and completed.

67.2 Steypning Centre front door upgrade - ongoing.

67.3 Neighbourhood Wardens relocation update. See item 71.3.

P25/68 PLANNING APPLICATIONS

68.1 **DC/25/1432** - The Memorial Playing Field - Installation of 1x non-illuminated free-standing sign.

Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

68.2 **DC/25/1540** - Market Field - Surgery to 1 x Horse Chestnut, 2 x Sycamore and 1 x Holly. Fell 1 x Juniper and group of Elm

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

68.3 **CA/25/0111** - 2 The Gardens, Charlton Street - Surgery to 1 x Plum (Works to Trees in a Conservation Area)

Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

68.4 **DC/25/1559** - 8 Laines Road - Erection of a part single storey, part two storey rear extension and two storey side extension.

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

68.5 **CA/25/0115** - 20 Charlton Street - Surgery to 1x Unknown Species (Works to Trees in a Conservation Area).

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

68.6 **DC/25/1578** - 4 Clivedale - Variation of Condition 1 of previously approved application DC/25/1227

(Remodelling of existing dormers, changes to existing fenestration and installation of horizontal timber

cladding) to adjust the position of the two dormer windows and rooflight on the East/ South Eastern elevations.

Cllr Ballance **proposed, seconded by** Cllr Hanson. **No objection. Agreed 4 for, 1 abstention.**

- 68.7 DC/25/1580** – Old Timbers, 84 High Street - Removal of first floor bathroom, and repurpose as a walk in wardrobe. Conversion of existing first floor kitchen into a bathroom. Installation of ground floor kitchen (Listed Building Consent).

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

- 68.8 DC/25/1396** - 11 White Horse Square - Existing and proposed use of property as a residential house including the associated garden (Lawful Development Certificate - Proposed).

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

- 68.9 DC/25/1629** – Laurus, Kings Barn Lane - Surgery to 1 x Lime. Surgery to 1 x Oak.

Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

- 68.10 DC/25/1378** - 18 Sir Georges Place - Creation of car parking space within the curtilage of flats 18, 19, 20 and 21 with provision new steps for side and rear access.

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

- 68.11 DC/25/1608** - 1 Coxham Cottages - Erection of a two-storey side extension.

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

P25/69 LATE PLANS

- 69.1 DC/25/1650** – 140 High Street - Scheme of internal and external alterations. (Householder Application).

Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

- 69.2 DC/25/1651** – 140 High Street - Scheme of internal and external alterations. (Listed Building Consent).

Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

P25/70 PLANNING DECISIONS FROM HDC and SDNP

Permitted

- 70.1 DC/25/0530** - Old Farm Cottage, Staplefields, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Part demolition of existing south side extension and cat slide roof, erection of a single storey extension and partial replacement of roof. (Resubmission of a previously approved expired approval DC/20/0156 and DC/20/0155). (Householder Application).

- 70.2 DC/25/0531** - Old Farm Cottage, Staplefields, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Part demolition of existing south side extension and cat slide roof, erection of a single storey extension and partial replacement of roof. (Resubmission of a previously approved expired approval DC/20/0156 and DC/20/0155). (Listed Building Consent).

- 70.3 DC/25/1227** - 4 Clivedale, Castle Lane, Steyning, West Sussex, BN44 3GA. Description: Remodelling of existing dormers, changes to existing fenestration and installation of horizontal timber cladding.

- 70.4 DC/25/0930** – Downsview, 34 Shooting Field, Steyning, West Sussex, BN44 3RQ. Description: Conversion of loft into habitable living space with rear dormer and side window.

- 70.5 DC/25/1226** - Doves Place, Coxham Lane, Steyning, West Sussex, BN44 3LG. Description: Surgery to 1x Maritime Pine.

- 70.6 DC/25/1258** - 2 Bramber Road, Steyning, West Sussex, BN44 3PB. Description: Creation of a dropped kerb.

Withdrawn

- 70.7 DC/25/1038** - 11 White Horse Square, Steyning, West Sussex, BN44 3GQ. Description: Use of building as a dwellinghouse (Retrospective).

P25/71 REPORT FOR THE STEYNING CENTRE

71.1 Bookings

The projected income for September is £4602.10. Bookings are going well. We have a new children's music group on Friday mornings.

71.2 Film Nights

The July film was *The Salt Path*, with 64 tickets sold, generating £384.00 in income. After all expenditures, the profit was £29.75. The next film will be *The Phoenician Scheme*, and tickets are now on sale.

- 71.3 Neighbourhood Wardens**
Discussions are taking place regarding the Neighbourhood Wardens' future office location. It is anticipated that they will move from the Police Station around March 2026, although the new base has not yet been finalised. The Steyning Centre is one of the possible options under consideration.
- 71.4 Staff training**
Our IT technician, Tom Packer, recently visited to provide in-depth training for staff on the audio-visual equipment at The Steyning Centre. The session has increased staff confidence and will help us deliver a better service to customers.
- 71.5 Intruder Alarm and Emergency Call System**
Following recent issues with the existing motion sensors and the emergency call devices, ADT has provided a quotation to replace both components to ensure the system remains fully functional and compliant. The proposed works include the replacement of all faulty motion sensors within the intruder alarm system and the installation of new emergency call button units.
The total cost for the works, as quoted by ADT, is £2,484.07 (including VAT).
- 71.6 Entertainment Licence Renewal**
The Music Licence for the Steyning Centre, which covers the use of recorded and live music, has been renewed for the period 6 October 2025 to 5 October 2026. The licence, issued by PPL PRS Ltd, allows for exercise classes, dance and fitness sessions, live music, film shows, and other events held at the Centre. The total cost for the renewal is £2,422.40 (including VAT).
This renewal ensures The Steyning Centre remains compliant with licensing requirements for all music and entertainment activities.
- 71.7 Photocopier Contract**
The Sharp photocopier lease is up for renewal. We're currently paying £108.47 per quarter, and the supplier has quoted £146.83 per quarter for a new machine. As the copier is still working well, we'll keep the current one for now but expect to need an upgrade next year.
- P25/72 ENFORCEMENT NOTICES**
72.1 None.
- P25/73 FINANCE – PLANNING AND PREMISES**
73.1 To discuss and agree the Income and Expenditure Reports for September
Cllr Trundle **proposed, seconded by** Cllr Foxwell that SPC accepts the Planning and Premises Income and Expenditure Reports for September 2025. **Agreed.**
- 73.2 To consider the Premises budget 2026/27 as per supporting papers.**
The proposed budget for 2026/27 was circulated to all councillors and will be brought back to the next meeting for approval.
- P25/74 CORRESPONDENCE/INFORMATION**
74.1 None.
- P25/75 DATE OF NEXT MEETING – Monday 24th November 2025 at 7.30pm**

The Chairman closed the meeting at 8.31pm

Signed Chairman

Link to the meeting - <https://youtu.be/juxFcckb520>

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH NOVEMBER 2025 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Hanson, Trundle, M Alexander

Members of the public: 0

Clerk: Leanne Poole

MINUTES

P25/76 APOLOGIES

76.1 Apologies received from Cllrs Ballance and Foxwell. Cllr Lloyd was absent.

P25/77 DECLARATIONS OF INTEREST

77.1 Cllr Trundle declared a personal interest in application DC/25/1518 as she lives in a neighbouring property.

P25/78 QUESTIONS FROM THE FLOOR

78.1 None.

P25/79 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 27th October

79.1 Cllr Trundle **proposed, seconded by** Cllr Alexander to accept the minutes of Monday 27th October 2025 as a true and fair record. **Agreed**

P25/80 MATTERS ARISING AND ACTIONS

80.1 Steypning Centre front door upgrade - ongoing.

P25/81 PLANNING APPLICATIONS

81.1 **DC/25/1518** – Clivedale, Castle Lane - Surgery to 1 x Beech

Cllr Hanson **proposed, seconded by** Cllr Alexander. **No objection. Agreed 2 for, 1 abstention.**

81.2 **DC/25/1781** – Chewton, The Crescent - Surgery to 1x Beech

Cllr Trundle **proposed, seconded by** Cllr Alexander. **No objection. Agreed.**

81.3 **DC/25/1754** - 67 Penlands Vale - Erection of a single storey rear extension, with terraced area above.

Alterations to fenestration colour, installation of 2no. windows on the north/north western elevation.

Alterations to the render on the east/north eastern elevation.

Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

81.4 **DC/25/1745** - Hammes Barn, Washington Road - Application to confirm the continuous use of the building for business and commercial activities (Lawful Development Certificate Existing)

Cllr Trundle **proposed, seconded by** Cllr Alexander. **No objection. Agreed.**

81.5 **DC/25/1786** - 77 Kings Stone Avenue - Demolition of garage. Erection of a single storey side and rear extension. Enclose front entrance porch to create lobby.

Cllr Trundle **proposed, seconded by** Cllr Alexander. **No objection. Agreed.**

- 81.6** **DC/25/1138** - Land North of Glebe Farm - 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 by pass, provision of public open space, community orchard, sustainable drainage and other ancillary and enabling works. {Notification of SPC submission process} Cllr Trundle **proposed, seconded by** Cllr Alexander that this Committee delegate responsibility for any final 'Reserved Matters' Planning Application comments in regard to Land north of Glebe Farm ref. DC/25/1138 to the SPC Neighbourhood Plan Steering Committee. **Agreed.**
- 81.7** **CA/25/0135** - The Chantry House, 34 Church Street - Surgery to 2 x Mixed Species Group and 1 x Bay. (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded by** Cllr Hanson. **OBJECTION due to insufficient information. Agreed.**
- 81.8** **DC/25/1723** - Gatewick Farm - Application to confirm the continuous use of land for the storage of caravans, motorhomes and vehicles and the siting of metal storage containers and their use for storage purposes for a period in excess of ten years (Lawful Development Certificate Existing)
Cllr Trundle **proposed, seconded by** Cllr Alexander. **OBJECTION due to the area being subject to enforcement order EN/25/0123. Agreed.**
- 81.9** **CA/25/0137** – Tunsgate, Jarvis Lane - Surgery to 1 x Cherry. (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**
- 81.10** **CA/25/0138** – Ashburton, High Street - Fell 1 x Horse Chestnut. (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded by** Cllr Alexander. **OBJECTION due to insufficient information. Agreed.**
- 81.11** **DC/25/1847** - Kings Barn Lane - The installation of 1 No. omni antenna, 1 No. enclosure, and ancillary support equipment.
Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**
- 81.12** **DC/25/1851** - Opposite 31 Goring Road - Installation of above-ground cabinets to house electronic equipment.
Cllr Trundle **proposed, seconded by** Cllr Alexander. **OBJECTION due to the colour not being in sympathy with the surrounding area and the cabinets obstructing the path.**
- P25/82** **LATE PLANS**
- 82.1** None.
- P25/83** **PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 83.1** **DC/25/1351** - Staplefields, Ty-Barn, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Erection of a single storey front extension and two storey side extension.
- 83.2** **DC/25/1381** - Wappingthorn Manor, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Variation of Condition 1 of previously approved application DC/24/0849 (Renovation of existing bothy, erection of a replacement garage, creation of new parking area, erection of garden store, glass house, and works to existing pool building, and associated landscaping (in lieu of previous permission refs: DC/21/0399 & DC/21/0400 and DC/21/0812 & DC/21/0813) (Householder Application)) for amendments to parking layout and landscaping.
- 83.3** **DC/25/1410** - 2 Chantry Orchard, Tanyard Lane, Steyning, West Sussex, BN44 3SL. Description: Alterations to property including installation of a bay window, rooflight and changes to existing doors and windows.
- 83.4** **DC/25/1431** - 19 Newham Lane, Steyning, West Sussex, BN44 3LR. Description: Erection of a Carport.
- 83.5** **DC/25/1396** - 11 White Horse Square, Steyning, West Sussex, BN44 3GQ. Description: Existing and proposed use of property as a residential house including the associated garden (Lawful Development Certificate - Existing).
- 83.6** **DC/25/1432** - The Memorial Playing Field (Mpf) Steyning, BN44 3LS. Description: Installation of 1x non-illuminated free standing sign.
- P25/84** **REPORT FOR THE STEYNING CENTRE**
- 84.1** **Bookings**
The projected income for October is £6192.12.

- 84.2 Film Nights**
November's planned film, *The Phoenician Scheme*, couldn't be shown as the projectionist was unwell. Twenty tickets had been sold in advance, and everyone has either received a refund or can use their ticket for the next screening in January.
- 84.3 Amplifier Replacement**
Steyning Film Society agreed to replace the old amplifier in the gallery cabinet to keep sound quality high during film screenings. Tom Packer will install the new unit and set it up to run the speakers and the hearing loop. The purchase and installation should take around two weeks. The current amplifier belongs to the Steyning Centre and is still in working order, so it will be kept on site as a spare.
- 84.4 Annual Catering Equipment Service**
The annual service of the catering equipment is scheduled for Wednesday 26 November. Engineers will be on site to carry out routine checks and maintenance. The Saxon Room fridge has already been replaced separately, as it was no longer working.
- 84.5 Flat Roof Leak**
A leak was found in the flat roof. The company that originally carried out the work attended and repaired it free of charge.
- 84.6 Accident Report – Friday 24 October 2025**
A member of the public has reported an accident that occurred on Friday 24 October 2025 while exiting the men's toilets by the bus shelter on the High Street. They did not see the step down and fell, hitting their head. Members of the public assisted, and an ambulance was called. Following a site visit, it was agreed that the step needed clearer marking. Nosing strips have now been fitted.
- P25/85 ENFORCEMENT NOTICES**
85.1 None.
- P25/86 CONSULTATION REQUEST**
86.1 To note that the South Downs National Park Authority has invited the parish to review and fact check a new "has potential" site within the updated Land Availability Assessment. This site {Bayards Field} has been reassessed due to new information. Comments needed to be submitted by Monday 24 November 2025. The response has been prepared by the Neighbourhood Plan Steering Group as per delegated by SPC Full Council.
- P25/87 FINANCE – PLANNING AND PREMISES**
87.1 To discuss and agree the Income and Expenditure Reports for October
The report was not discussed as it was not yet available.
87.2 To consider the Premises budget 2026/27 as per supporting papers and to agree recommendation to F&GP committee.
Cllr Trundle **proposed, seconded by** Cllr Hanson that SPC accepts the Premises budget (as per supporting papers). **Agreed.** The committee would like to prioritise the renewal and accessibility improvements of the bus shelter and the High Street toilets.
- P25/88 CORRESPONDENCE/INFORMATION**
88.1 None.
- P25/89 DATE OF NEXT MEETING – Monday 15th December 2025 at 7.30pm**

The Chairman closed the meeting at 8.34pm

Signed Chairman

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

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 15TH DECEMBER 2025 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Hanson, Trundle, Lloyd, Ballance

Members of the public: 0

Clerk: Leanne Poole

DRAFT MINUTES

P25/90 APOLOGIES

90.1 Apologies received from Cllrs Foxwell and Alexander.

P25/91 DECLARATIONS OF INTEREST

91.1 None

P25/92 QUESTIONS FROM THE FLOOR

92.1 None.

P25/93 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 24th November

93.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 24th November 2025 as a true and fair record. **Agreed 3 for and 1 abstention.**

P25/94 MATTERS ARISING AND ACTIONS

94.1 Steypning Centre front door upgrade - ongoing.

P25/95 PLANNING APPLICATIONS

95.1 **DC/25/1696** - Farm track to the East of Pump House - Surgery to mixed tree species.

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

95.2 **DC/25/1911** - 95 High Street - Erection of an infill extension between existing garage and summer house outbuilding, and conversion to habitable living space. (Householder Application).

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection provided the accommodation remains ancillary to the main dwelling for owner/occupier use only. Agreed 3 for and 1 abstention.**

95.3 **DC/25/1912** - 95 High Street - Erection of an infill extension between existing garage and summer house outbuilding, and conversion to habitable living space. (Listed Building Consent).

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection provided the accommodation remains ancillary to the main dwelling for owner/occupier use only. Agreed 3 for and 1 abstention.**

95.4 **DC/25/1559** - 8 Laines Road - Erection of a part single storey, part two storey rear extension and two storey side extension. (Amended plan).

Cllr Trundle **proposed, seconded by** Cllr Lloyd. **No objection. Agreed.**

95.5 **DC/25/1793** - Steypning Grammar Upper School - Surgery to 2 x Oak and 1 x Ash. Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

P25/96	LATE PLANS
96.1	None.
P25/97	PLANNING DECISIONS FROM HDC and SDNP
	Permitted
97.1	DC/25/1580 - Old Timbers, 84 High Street, Steyning, West Sussex, BN44 3RD. Description: Removal of first floor bathroom, and repurpose as a walk in wardrobe. Conversion of existing first floor kitchen into a bathroom. Installation of ground floor kitchen (Listed Building Consent).
97.2	DC/25/1578 - 4 Clivedale, Castle Lane, Steyning, West Sussex, BN44 3GA. Description: Variation of Condition 1 of previously approved application DC/25/1227 (Remodelling of existing dormers, changes to existing fenestration and installation of horizontal timber cladding) to adjust the position of the two dormer windows and rooflight.
97.3	DC/25/1002 - Wappingthorn Lodge, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Demolition of existing buildings, and construction of a detached dwelling.
97.4	DC/25/1324 - Bramber Brooks, The Street, Bramber, BN44 3WE. Description: Variation of Condition 1 of previously approved application DC/23/1776 (Excavation and creation of wetland ponds, bunds, a raised public access footpath, removal of existing timber bridges and replacement with bridged footpath sections.
97.5	DC/25/1540 - Market Field, Steyning, West Sussex, BN44 3SU. Description: Surgery to 1 x Horse Chestnut, 2 x Sycamore and 1 x Holly. Fell 1 x Juniper and group of Elm.
97.6	DC/25/1608 - 1 Coxham Cottages, Coxham Lane, Steyning, West Sussex, BN44 3LT. Description: Erection of a two storey side extension.
97.8	DC/25/1847 - Kings Barn Lane, Steyning, West Sussex, BN44 3YG. Description: The installation of 1 No. omni antenna, 1 No. enclosure, and ancillary support equipment.
P25/98	REPORT FOR THE STEYNING CENTRE
98.1	Bookings The projected income for November is £8,394.03. There have been several successful bookings this month, including the toy fair, art shows, dances and a very successful drama production. We have received many kind emails praising all caretakers for their hard work and helpful attitudes during these events – <i>"We would especially like to thank the caretaker who could not have been more helpful. Everything was set up just as we had asked and we did not need to bother him unduly, but he was there to hand for anything we needed. He really was so very helpful to us and what with all the other arrangements you had put in hand, it just made the evening so much more pleasurable and relaxing for us".</i>
98.2	Film Nights There is no film in December. The January film will be <i>Downton Abbey: The Grand Finale</i>.
98.3	Amplifier Replacement Steyning Film Society agreed to replace the old amplifier in the gallery cabinet to keep sound quality high during film screenings. Tom Packer installed the new unit and set it up to run the speakers and the hearing loop.
98.4	Christmas Decorations We have purchased new Christmas decorations for the Steyning Centre. The Vintage Years group have put their tree up in Coombe Court. Customers have been commenting positively about this.
98.5	Christmas Closure The Steyning Centre will be closed from 24th December and will re-open on 2nd January. During the closure, our caretaker will take the opportunity to touch up any paintwork and extra cleaning. We have a New Years Eve booking for Jive dance. The hall is being charged at double time.
P25/99	ENFORCEMENT NOTICES
99.1	None.

P25/100 SPC RESPONSE TO CONSULATATIONS

100.1 Consultation on South Downs National Park technical advice note - Members invited to review the document and submit comments by 18 December 2025.

SPC does not fully support this advice note based on the following concerns –

- **Sections 2.5–2.8:** Members questioned the routine infilling of cavity walls, noting the risk of damp and damage in historic buildings. It was agreed the document should more clearly advise seeking independent professional advice before works are undertaken.
- **Section 3.8 (Solar panels):** Members expressed concern regarding ground-mounted solar panels due to potential ground and habitat damage and agreed professional advice should be sought prior to installation.
- **Section 3.9 (Wind turbines):** Members questioned the recommended use of wind turbines, citing concerns over wildlife impacts and environmental damage arising from maintenance requirements, including oil and diesel use, which increase overall carbon footprint.
- **Section 3.10 (Heat pumps):** Members noted that installation in historic buildings is likely to be prohibitively expensive due to insulation requirements, potential radiator replacement, and limited grant support.

100.2 Statutory Consultation on Local Government Reorganisation - Members invited to complete an SPC response following collation of members emails.

Members of the committee felt they did not have sufficient information to make a decision at the meeting and therefore agreed to correspond by email, submitting their responses to each section to the Deputy Clerk for collation and submission by 9 January.

Cllr Trundle **proposed, seconded by** Cllr Ballance to delay SPC's response. **Agreed.**

P25/101 FINANCE – PLANNING AND PREMISES

101.1 To discuss and agree the Income and Expenditure Reports for October and November

Cllr Trundle **proposed, seconded by** Cllr Hanson that SPC accepts the Planning and Premises Income and Expenditure Reports for October and November 2025. **Agreed.**

P25/102 CORRESPONDENCE/INFORMATION

102.1 None.

P25/103 DATE OF NEXT MEETING – Monday 26th January 2026 at 7.30pm

The Chairman closed the meeting at 8.48pm

Signed Chairman

Link to the meeting - <https://youtu.be/YOpoKJzdLD0>

MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 14th JULY 2025 AT 5PM AT THE STEYNING CENTRE

Present: Cllrs Linfield, Bell, Norcross, M Alexander, Lloyd and Hanson.

Clerk: John Fullbrook

Members of the public SPC Cllrs I Alexander and P Campbell were in attendance

Meeting Commenced 5pm

MINUTES (Non - Confidential)

Pe/25/01 ELECTION OF CHAIRMAN

01.1 In the Absence of the Chairman, the Clerk asked if there were any nominations for the position.

01.2 Cllr Norcross **nominated and proposed, seconded** by Cllr M Alexander, that Cllr Bell preside as Chairman of this meeting. **Agreed**

Pe/25/02 APOLOGIES FOR ABSENCE

02.1 There were apologies received from Cllr Young.

Pe/25/03 DECLARATIONS OF INTEREST.

03.1 There were no declarations of interest from Cllrs.

Pe/25/04 QUESTIONS FROM THE FLOOR *(in summary)*

04.1.1 *Cllr Campbell made several requests from the floor. The first being that he wished to speak within the Confidential session in support of his position with regards to agenda item 11.1, and to defend his position in terms of agenda items 6.1, 6.2, 9.1 and 10.1.*

04.1.2 *The Chairman explained why this was not possible – as he was not a member of this committee.*

04.1.3 *Cllr Campbell therefore went on to further elaborate upon his opinions in support of his complaint against the SPC Clerk, and his thoughts on why SPC had not been as productive as might otherwise be portrayed during the period of his sanctions and therefore subsequent non-involvement with SPC's processes and internal communications.*

04.1.4 *The representation soon turned into a debate between Cllr Campbell and the members of the committee and strong differences of opinion were aired. The Chairman asked Cllr Campbell to desist, and order was resumed.*

Pe/25/05 MINUTES OF PREVIOUS MEETING

05.1 Cllr Bell **proposed, seconded** by Cllr Norcross that the Personnel Committee non - confidential minutes from 15th May 2025 be accepted as a true and fair record. **Agreed 5 For, 1 Abstained**

Pe/25/06 MATTERS ARISING – These items to be taken as read

06.1 Pe/24/23.1.6 Recommendation of Cllrs sanctions extension taken to SPC Full Council - **Actioned**

06.2 Pe/24/23.1.7 Personnel Committee compile an impact assessment on the business of the Council during the period of the sanctions – **See item 07.1**

06.3 Pe/24/24.2 Clerk asked to complete a business case for additional staff in the light of potential devolution – **Item 11.2**

Pe/25/07 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION

07.1 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

Following Full Councils agreement for this committee to complete the task, the Clerk had compiled a list of some of the tasks achieved during the period in question to give members a starting point for the report. The Chairman noted that if at all possible the report ought to be thorough, fact based and ideally empirical in nature.

After discussion members agreed it could be constructed around four main elements, as follows:-

- 1 Opinions of councillors and staff about office responsiveness.
- 2 Additional meetings and agenda items required to consider matters presented by Councillor Campbell and subsequent responses.
- 3 The opportunity cost in time and perhaps money i.e. time consumed, taken from productive council business.
- 4 The wider costs of involving outside bodies (expenditure of public money).

Cllr Bell **proposed, seconded** by Cllr M Alexander that the Personnel Committee produces an impact assessment for the September Full Council meeting, based upon the information provided by the officers, and the thoughts of the members of the committee. **Agreed**

07.2 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 behaviour. Initially members were going to resolve the matter at the September Full Council meeting, but Cllr Campbell stated from the floor that he would not be attending that meeting and would therefore not be in a position to defend his position. Members subsequently considered bringing the matter forward to the July meeting – one week hence, and to fast-track supporting paper items so that Cllr Campbell could have the opportunity to do so. Cllr Norcross also stated for the record that as per the last Full Council meeting she would be relaxing the 2 minute rule to allow full disclosure for members representational statements. Members therefore resolved the following resolution.

Cllr Bell **proposed, seconded** by Cllr Lloyd to recommend presenting to Full Council a vote of *No confidence* in Cllr Campbell, and that this goes to the July Full Council meeting. **Agreed**

Pe/25/08 INFORMATION AND CORRESPONDENCE ITEMS

08.1 None

Pe/25/09 CONFIDENTIAL SESSION

09.1 Cllr Bell **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 & 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/25/10 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION

10.1 To potentially deal with any issues members consider not appropriate to be dealt with in open session and that have been noted under consideration within items 6.1 and 6.2 on the agenda.

Members agreed that most points had been dealt with effectively within the open session. They continued to consider the compilation of information for the impact assessment and discussed a draft flowchart noting the cycle of disruption which had been experienced by SPC over the last 13 years.

Pe/24/11 STAFFING MATTERS

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

The Clerk presented confidential Paper 10.1.1, which was first produced for a Personnel meeting 6 years previously showing how much disruption used to affect the weekly workload of the SPC officers, for

members reference. It was noted that immediately following the end of the sanctions SPC regressed back into the *maelstrom of disruption* and that at least 20 hours each week for three weeks was again being devoted to dealing with Cllr Campbell's issues. In addition to the threatened Judicial Reviews were two Search Access Requests, at least three outstanding 'Code of Conducts', and an email objecting to SPC Governance which had been sent to the external auditors. The Clerk explained that in any SWOT analysis of SPC's future Business plan, the largest threat to the Council's success and gaining better service provision for its residents was to let this situation continue.

11.2 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 spoke in terms of the *Devolution Working Party* compiling a Business Plan which had been mentioned previously, which will look at options for increased asset maintenance and potential enhanced service provision, but warned that as part of an initial SWOT analysis the staffing structure had identifiable strengths and weaknesses – the main weakness being that it lacked resilience, and that there was therefore potentially a need for a stronger base for enlightened decision making. Members began to consider a new senior position to expedite higher function general administration and governance. This would help in terms of dealing with not only likely additional responsibilities, but also potentially the line management of the Youth Service. Members remained mindful that any increase to *man-hours* ought to be primarily focused on the workload associated with devolution, and not pressures arising from any need for management of internal conflict.

11.3 LADO investigation – An ongoing Safeguarding investigation

The Clerk reported on an ongoing Safeguarding issue within the Youth Service. As is SPC procedure a LADO report was written and submitted within 24 Hrs of a reportable issue, and there has subsequently been a meeting with the LADO team. {LADO stands for Local Authority Designated Officer (for safeguarding)} An internal investigation is likely required to work through the details, and will be reported when proper to do so. It should be said that the initial reported issue has been dealt with, and everyone concerned is safe and well.

11.4 Staff Appraisal

Due to recent disruption the Clerk reported that he had not been able to complete his own appraisal process nor that of his staff. Dates for appraisals will be worked out with the Chair of the Council, when time permits.

The Clerk left the meeting at this point

Pe/25/12 COUNCILLOR COMPLAINT

To consider a response regarding a formal complaint to the Personnel Committee

Cllr Bell **proposed, seconded** by Cllr Lloyd that the personnel committee have considered the call for disciplinary action from Cllr Campbell (against the clerk) and find no reasonable basis to uphold this call. **Agreed.**

Further to this, and in consideration of the many previous similar complaints having been lodged; Cllr M Alexander **proposed, seconded** by Cllr Lloyd that the personnel committee does not take any further complaints about the Clerk from Cllr Campbell. **Agreed**

Pe/24/13 Date of next Full Council Meeting: Monday 21st July 2025

The meeting closed at 7.23pm

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

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