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**TO ALL MEMBERS OF STEYPNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
PARISH COUNCIL MEETING TO BE HELD ON MONDAY 16th FEBRUARY 2026 AT 7.30 PM
AT THE STEYPNING CENTRE**

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

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

AGENDA

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

- 1.0 APOLOGIES FOR ABSENCE {1 minute}** - To receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST {2 minutes}** - Disclosure by Cllrs of their personal interests in regards matters on the agenda & whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR – {Up to 15 minutes}** (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes.
- 4.0 MINUTES OF PREVIOUS MEETINGS {6 mins}**
 - 4.1** To agree the minutes of the Full Council Meetings held on the 19th January 2026 as a true and fair record.
- 5.0 MATTERS ARISING {2 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/25/89.2** Cllr Reps to attend the Wardens Steering Group meeting on the 28th January – **Actioned**
 - 5.2 FULL/25/90.12** Cllr Finnegan to report back about Stile at Bramber Brooks and rejected food waste caddy's – **Actioned**
 - 5.3 FULL/25/91.1** Clerk to submit request for Precept – **Actioned**
 - 5.4 FULL/25/91.1** Clerk's office to post information relaying reasons behind SPC's Precept decision – **Actioned**
 - 5.5 FULL/25/91.2** CCTV consultation to begin on 1st February, and Clerks office to monitor and report – **Actioned/ item 10.2**
 - 5.6 FULL/25/91.2** Clerk's office to promote CCTV consultation via Website, Social media, 'Your Mag' & 'in house' – **Actioned**
 - 5.7 FULL/25/91.3** Bring Emblem / Logo discussion back to next meeting – **See item 8.1**
 - 5.8 FULL/25/91.3** Clerk to discuss Emblem / Logo amendments with designers – **Actioned**
 - 5.9 FULL/25/91.3** Clerk to ask Art classes about submitting further designs for Town logo – **Actioned**
 - 5.10 FULL/25/92.1** Clerk to distribute PPG notes when available via Cllr Young – **Actioned**
 - 5.11 FULL/25/92.2** Deputy Clerk to distribute Climate Action Group meeting notes – **Actioned**
 - 5.12 FULL/25/92.2** Climate Action Group Climate resilience programme to be part of SPC Emergency Plan– **Actioned/Ongoing**
 - 5.13 FULL/25/93.1** Clerk to address date typo on December Community draft minutes – **Actioned**
 - 5.14 FULL/25/95.1** Cllrs to confirm availability and to attend the 11th February HDC led Annual Plan meeting – **Actioned**
 - 5.15 FULL/25/77.6** Steypning Art & Culture W. Party to convene with three SPC Reps – **Actioned**
 - 5.16 FULL/25/94.4** Clerk to bring back Privacy Notice amendment to future Full Council – **Actioned / Item 8.2**
- 6.0 NEIGHBOURHOOD WARDENS REPORT {8 mins}** (See supporting papers).
 - 6.1** To receive the Neighbourhood Wardens report for January 2026.



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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7.0 REPORT FROM DISTRICT COUNCILLORS {20 mins}

7.1 Cllr Victoria Finnegan – (HDC) update

7.2 Cllr Nicholas Marks – (HDC) update

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

8.1 To discuss and agree the SPC meeting Calendar for next 14 months.

8.2 To discuss and agree recommendations from the Working Practices Group.

8.3 To further consider a new Steyning Town Council Emblem/ Logo, and to consider whether the Clerk's office should consider enhancing the 'look' of the current SPC chain of office.

8.4 To discuss and agree a recommendation from Planning and Premises Committee for the purchase of replacement front doors for the Steyning Centre (Essential Maintenance).

8.5 Reminder regards Annual Chairs reports to be submitted in advance of the Annual Parish Meeting.

8.6 To discuss and agree match funding for the High Street Railings renovation (Essential Maintenance).

8.7 To receive notification of receipt of letter from HDC Monitoring Officer regarding any future Code of conducts

9.0 REPORTS FROM OUTSIDE BODIES {22 mins}, (See supporting papers)

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

9.2 Cllr Johnson - Climate Action Group – To receive the latest meeting notes and agree any actions.

9.3 Cllr S Alexander – To receive the latest JPYC reports and minutes, including recommendation regards Lead Youth Worker position and to discuss and agree any actions.

9.4 Cllrs I Alexander – Joint Parishes Cemetery Committee update, and to receive recent meeting notes and to discuss and agree any actions.

9.5 Cllrs S Alexander & I Alexander – Wardens Steering Committee update, and receive recent meetings notes.

10.0 COMMUNITY MATTERS {10 mins}, (See supporting papers)

10.1 To be updated on response to the CCTV consultation and to consider any further social media promotions to ensure the residents maintain engagement with the process.

11.0 NOTIFICATION OF ONGOING ITEMS {0 mins}

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

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

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

11.3 Cllr Campbell to provide an apology to Council and Clerk

11.4 SPC to convene the Emergency Planning working party

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

11.6 Each Chairman to consider summarising committee's work during receipt of minutes process

11.7 SPC to become a Town Council in May 2026

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

11.9 Swimming pool discussion relating to Devolution taken be to F&GP

12.0 CORRESPONDENCE AND INFORMATION ITEMS {2 mins}

12.1 Notification of SDNP Parish Workshop

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

14.0 GOVERNANCE MATTERS – {5 mins}

14.1 To approve a request for special dispensation for a SP Councillors leave of absence.

15.0 DATE OF NEXT FULL COUNCIL MEETING: 20th APRIL 2026 at 7.30pm

DATE OF SPC ANNUAL PARISH MEETING: 16th MARCH 2026 at 6pm

John Fullbrook,
Clerk to the Council



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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