

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 19th JANUARY 2026 AT 7.30PM

Councillors Present : Cllrs Hanson, Sharp, Foxwell, Johnson, I Alexander, S Alexander, Lloyd, Campbell
M Alexander, Trundle and Ballance.
Clerks in attendance : John Fullbrook.
Members of the Public : 8 {inc. District Cllrs Victoria Finnegan & Nicholas Marks}
Meeting commenced : 7.30 pm

DRAFT MINUTES

ACTION

FULL/25/83 ELECTION OF CHAIRMAN FOR THIS MEETING

83.1 The Clerk introduced the meeting and stated that in the absence of both Chair and Vice-Chair of the Council, there would need to be an election to cover the position, for this meeting. Cllr S Alexander **nominated and proposed, seconded** by Cllr Ballance, that Cllr Sharp serve as Chair for this meeting. **Agreed**

FULL/25/84 APOLOGIES FOR ABSENCE

84.1 Apologies were received from Cllrs Linfield, Norcross, Bell and Young.

FULL/25/85 DECLARATIONS OF INTEREST

85.1 None

FULL/25/86 QUESTIONS FROM THE FLOOR {in summary}

86.1.1 *Q - Simon Zec made a statement in relation to the potential CCTV installation project. He had been researching the subject, and suggested that CCTV would likely not be an effective deterrent when attempting to deal with the project's proposed main objectives: Making public spaces safe; Supporting policing and enforcement ; and Protecting community assets.*
The research investigated over 40 years of reports into the effectiveness of CCTV and apparently has shown it does little to deter anti-social behaviour. CCTV is, it seems, highly effective at reducing car crime and burglary, but its impact in city and town centres and on public transport is much smaller and often not statistically significant, nor is it necessarily cost effective.
CCTV's effectiveness is highly conditional, depending on location, time, and the type of offence. Many studies report null or limited effects, and the evidence base for its impact on reducing crime is often disputed. The research into detecting and identifying offenders has not been proven significant.
The effectiveness in the use of facial recognition in relation to antisocial behaviour is also often flawed and especially if the Cameras are not actively monitored..

86.1.2 *Response - The Chair thanked Simon for his contribution and said that his thoughts would be logged.*

86.2.1 *Q - Trevor Cree made a statement. - Item 8.2.3 uses as its Project justification Sussex Police statistics for a 12 month period that cover five parishes, including Steyping. This evidence base has no relevance whatsoever to the crime and anti-social behaviour that has taken place in the past within the limited range of the proposed cameras that are to be initially located in three specific locations, namely Fletchers Croft, Memorial Playing Field and the Steyping High Street at a cost of £18,000.*

- 86.2.2** *Following the F & GP meeting last week it took me just two days to undertake a Google Search, locate two relevant documents related to crime statistics in Steyning for the last 36 months, analyse the data and then create Tables and Graphs that are directly relevant to Steyning alone, and more importantly to the areas within the vision of the proposed CCTV cameras. My detailed analysis demonstrates that the figures given in Item 8.2.3 greatly exaggerate the crime and anti-social behaviour that has occurred within the vision of the proposed cameras and might even be considered by some as 'scaremongering'.*
- 86.2.3** *Data for the last 12 months of the Neighbourhood Wardens reports should also be incorporated in the documentation. I would therefore recommend that the crime figures given in Item 8.2.3 be revised prior to the public consultation The installation cost of the first phase of the project is stated to be £18,000. However no figures are given for the recurrent maintenance and management costs, nor costs for future expansion of the scheme.*
- 86.2.4** ***Response - The Chair thanked Trevor for his statement and asked if the data collected could be forwarded to the Clerk, and also remarked that maintenance costs had been discussed and although the Police data covered 5 parishes, 60% of the figures came from Steyning.***

86.2.5 ***Q – Trevor agreed that the Bus Shelter and some of the Play Areas ought to be covered by CCTV***

FULL/25/87 MINUTES OF PREVIOUS MEETING

87.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 17th November 2025 be accepted as a true and fair record. **Agreed. 10 For, 1 Abstained.**

FULL/25/88 MATTERS ARISING – These items were taken as read

- 88.1** Cllr Finnegan to forward Local Govt. reorg. consultation to Clerk for further distribution – **Actioned**
- 88.2** Clerk to organise payment to Barristers to commence legal action engagement/ advice – **Actioned**
- 88.3** Cllr Norcross to instruct Barristers to provide written advice as to next steps – **Actioned**
- 88.4** Final Reserved Matters application comments submission for Glebe Farm to be completed – **Actioned**
- 88.5** N. Plan Steering Committee respond to consultation on South Downs LAA – **Actioned**
- 88.6** Clerk to start process of transitioning SPC to a Town Council, and promote emblem design – **Actioned**
- 88.7** Cllr Hanson to prepare report/s for PPG meetings recently attended – **See item 92.1**
- 88.8** Members bringing in Laptops to inform Clerks office to avoid printing costs – **Actioned/ Ongoing**
- 88.9** Ukrainian Refuge to submit a Grant request – **Actioned**
- 88.10** Youth Memorandum of Understanding final agreement taken to F&GP – **Actioned**
- 88.11** Clerk to relay positive message concerning Art & Culture W. Party representation – **Actioned**
- 88.12** Railings renewal project progression updates taken to F&GP – **Actioned**
- 88.13** Clerk to amend SPC Action plan to defer seeking greener credentials for two years – **Actioned**
- 88.14** Clerk to convene working parties with the Grammar School re their development – **Actioned**
- 88.15** Clerk's office to transfer pre 2000 signed Minutes hard copies to Chichester Records Office – **Actioned**
- 88.16** Digital screen electrical supply query to be brought back to Community Committee – **Actioned**
- 88.17** Chairmans Function Community Award winners to be revealed at December function – **Actioned**
- 88.18** Clerk's office to complete process for salary and wage payment agreements – **Actioned**

88.19 Cllr Campbell suggested a need for finding out who has actioned items and when.

FULL/25/89 NEIGHBOURHOOD WARDENS REPORT

89.1 Members received the Wardens reports for November and December. It was noted that within the reports there were two instances whereby existing High St CCTV had helped investigations into two incidents.

89.2 There is to be a Wardens Steering meeting on the 28th January @ 2pm and the representative members were asked to discuss the method of reporting hours – and why the method of recording this had changed from table to pie chart.

Cllr Reps

FULL/25/90 REPORT FROM DISTRICT COUNCILLORS (In Summary)

90.1 Cllr Victoria Finnegan – (HDC) update

1. HDC Local Govt dates – There should be a decision made about shape of unitary authority by Spring 2026; May 2028 – Delayed Mayoral elections to be held; April 1st 2028 - Vesting day of new Unitary Authority.

90.2 **2. Three wards in Horsham** are to become the area of their **new Horsham Town Council**.

90.3 **3. Food Waste** – Weekly collections will begin on the 1st April 2026. Each Household will receive a 5Lt indoor ‘Caddy’ and a large 23Lt outdoor Bin which is secured against vermin.

90.4 **4. Local Plan update** – One last chance for the Inspector to reconsider, but meeting with HDC planning officers will not be explored until end of February. It will be *Live Streamed*. New housing numbers will likely be increased.

90.5 **5. Sad News** – Helen Peacock, The HDC Head of Sustainability and Green Spaces unfortunately died suddenly and unexpectedly. There is to be a tree planted at Bramber Brooks in her memory.

90.5 **6. High St Wi-Fi** – The project is moving forward once again. A new contract has been signed on the 16th January involving both HDC and WSCC.

90.7 **7. Newmans Gardens Car Park** – Victoria will continue to lobby for the upgrade to happen before the end of the year. 6 x Blue badge spaces likely, EV charging point locations TBC.

90.8 **8. Kissing gates @ Bramber Brooks** – The suggested improvement to site accessibility is being looked into with the farmer not averse to the *Stile* being replaced by a *Kissing gate*.

90.9 **9. Assets for the Future** – Victoria has represented SPC’s position to HDC in terms of the Swimming pool – in that members wanted to be around the table when negotiations are underway between HDC and prospective contract managers, in regard to ensuring long term security of the facility.

90.10.1 **10. Glebe Farm – What the development might be called** – SPC members and others have been asked to help name the development, for marketing purposes.

90.10.2 The Reserved Matters meeting went well, with Cllrs Finnegan & Cllr Bell in attendance, and being able to reiterate SPC’s stance via submitted agreed documentation.

90.10.3 An ‘*Informative*’ was received concerning walking and cycling improvements.

90.10.4 **Modification of planning obligations to approved Glebe Fm application DC/21/2233**

- Cllr Finnegan advised that a 35-day notice has been issued in relation to proposed amendments to the Section 106 agreement for planning application DC/21/2233.

Initial concerns were raised on receipt of the notice; however, the proposed changes reflect matters previously discussed and agreed at Planning Committee.

The amendments relate to the following:

- Improvements to electricity hookups in the communal areas. Victoria has written back to request that water hookups, as agreed in the committee report, are also explicitly included to support community use of the space.
- Removal of a restrictive covenant which previously prevented the establishment of a community area.

	• Amendment of the wording relating to funding for White Bridge to include associated works, such as paths and surrounding infrastructure, and not solely the metal structure. • Revisions to the affordable housing mix to better align with the Horsham District Council housing register, including a greater emphasis on larger properties.	
90.10.5	In addition, Victoria has requested that SPC be involved in any future design work relating to the pavilion and community space, with a view to improving its current appearance and functionality.	
90.11	11. High St Railings – Clerk to send Cllr Finnegan information, as the HDC Conservation Officer will need to be involved, in this projects installation discussions with WSCC.	
90.12	12. Cllr Questions – Good news concerning the Stile at B. Brooks. Is there a way of rejecting Food waste bins, as lots of people would likely not need/ want them. Fund raising for Community kitchen. - Victoria finding out about previous successful project Swimming pool discussion – To be taken to F&GP Committee	Cllr Finnegan CLERK
90.2	Cllr Nicholas Marks – (HDC) update Climate Action Funding – Nick raised the point to ensure people were aware of the opportunities for accessing this HDC funding stream worth up to £5,000.	
FULL/25/91	GOVERNANCE AND FINANCE MATTERS	
91.1.1	To agree the Steyning Parish Council 2026/27 Budget and associated Precept request to HDC The Budgets had been considered by each committee with financial responsibility, and the full consolidated SPC budget has then been rigorously discussed by the F&GP committee on two occasions. The Clerk was asked to provide a set of bullet points in regard to the main reasons for a proposed increase of 8.77 % and these six points were presented in supporting papers for this meeting, and will go out on social media to help residents understanding. Members again discussed certain aspects of the proposed increases and in particular the continued agreement to fund the Neighbourhood Plan review.	CLERK
91.1.2	Cllr Sharp proposed, seconded by Cllr I Alexander that the Steyning Parish Council Budget and associated Precept request to HDC for 2026/2027 be set at £465,705.00, an 8.77% rise, and the consequent Band D tax figure (Parish Council part only) for the same year for the Steyning Parish should rise to £179.17. Agreed 10 For, 1 Against {Cllr Campbell}	CLERK
91.2	To agree the final drafts for documents associated with the proposed CCTV installation consultation, and the details processes involved. A great deal of time has been taken by the Council in engaging with CCTV contractors, to discuss variations in scope of work to enable the associated working party to more fully understand what was possible. These discussions were reported to F&GP committee, and then the working party compiled consultation documents which again have been approved by F&GP after much debate, and these four documents, (including a one page <i>'Your Mag' promo</i> ; An <i>Online consultation Doc</i> ; Three page <i>Main Information Doc</i> ; and 5 page <i>Further Background Doc</i>) were distributed as supporting papers and members once again discussed the systems efficacy, privacy, locations and ensuring there was a <i>proven need</i> identified. However, the main point was to consider the content of the four documents so that they meet satisfactorily the requirements of a CCTV public consultation. Despite this, and as members had been challenged by a councillor and two residents, they once again made a case for the parish's <i>proven need</i> .	
91.2.1		
91.2.2	Cllr Sharp proposed, seconded by Cllr S Alexander that SPC forge ahead with the CCTV consultation and using the associated documents {As presented in supporting papers}. Agreed 10 For, 1 Against {Cllr Campbell}	
91.2.3	The Clerk's office to ensure <i>Your Mag</i> promo, and Docs available to residents for consultation	CLERK
91.2.4	Cllr Sharp proposed, seconded by Cllr M Alexander that the CCTV consultation starts in February and ends after 6 weeks. Agreed 10 For, 1 Against	CLERK

91.3	To further consider a new Steyning Town Council Emblem/ Logo, and whether the Clerk's office should consider searching for robes of office for the Mayor.	
91.3.1	There were three Emblem/Logo designs further discussed and scrutinised by members. One having only been submitted within a few days of this meeting, and all were both distinctly different and of a high quality. The last of the three designs, though seemingly favoured at this point needed still some additional work as it needed to specifically identify as being a Town Council Logo. Plus, it needed to have fewer colour variations. The Clerk would discuss these matters with the designer and was also asked to approach appropriate Art groups to see if another variation could be sought for the February meeting.	CLERK
91.3.2	Members were minded not to move forward with the idea of a purchase of a Mayors robe. But there was interest in the idea of a sash and/or another way of upgrading the look of the current <i>Chain of Office</i> .	CLERK
FULL/25/92	REPORTS FROM OUTSIDE BODIES	
92.1	Cllrs Hanson & Young – Isolation and Loneliness/ PPG – Cllr Hanson had attended a meeting, with Cllr Young, but has not been able to complete a report. Matters discussed included the content and distribution of the Magazine. Funding from the Wilson Memorial Trust or adverts was discussed. Notes from the meeting will be distributed when completed by Cllr Young.	Cllr Young
92.2	Cllrs Johnson – Climate Action Group. – The group met on the 14 th January, and the minutes were not yet available to members as still being compiled. However Cllr Johnson spoke in support of the main topic, which was the subject and content of the updated Climate Action Plan. The main point was that it was felt by the group that good progress had been made, but moving forward, there will need to be discussions on favouring green energy suppliers and to maximise local renewable energy, with work to be undertaken once more on viable options for the Steyning Centre. Future goals included prioritising each Council's Climate Resilience programme, with the need to consider what needs to be done to assist residents in times of extreme heat or rainfall/ flooding. The Clerk suggested this would work well with the ongoing work associated with updating the Council's Emergency Action Plan.	Working Party CLERK
FULL/25/93	COMMITTEE MINUTES TO BE RECEIVED BY FULL COUNCIL	
93.1.1	Community Committee – To receive the Minutes and draft Minutes from the meetings held on the 2 nd Sept., 4 th Nov. and the 2 nd Dec. 2025.	
93.1.2	Finance and General Purposes Committee – To receive the Minutes and draft Minutes from the meetings held on the 8 th July, 9 th Sept., 14 th Oct. and the 9 th Dec. 2025.	
93.1.3	Planning and Premises Committee – To receive the Minutes and draft Minutes of the meetings held on the 28 th July, 18 th August, 22 nd Sept., 27 th Oct., 24 th Nov. and the 15 th Dec. 2025.	
93.1.4	Personnel Committee – To receive the Minutes from the meetings held on the 14 th July and 30 th Sept. 2025.	
93.1.5	Members discussed what apparently had been common practice many years ago for this Council, which was that each Committee Chair would summarise what had happened within the meetings listed when minutes were to be received. It was suggested the heads of each committee would discuss the re-visiting of this matter at a face to face meeting.	Committee Chairs
93.1.6	Cllr Sharp proposed, seconded by Cllr Hanson to receive the minutes and draft minutes from all of these committee meetings. Agreed There was a need to address a typo on the date of the Community meeting on the 2 nd December, which the Clerk will action.	CLERK

FULL/25/94	PROGRESS REPORT - To receive the following ongoing items, which will be taken to next meeting	CLERK
94.1	Chair & Clerk to speak with representatives to discuss parish wide disability awareness	
94.2	Youth service team to make future presentation to SPC Full Council	
94.3	Cllr Campbell to provide an apology to Council and Clerk	
94.4	Clerk to bring back Privacy Notice amendment to future Full Council	
94.5	Digital screen electrical supply query to be brought back to Community Committee	
94.6	Subject Access Requests to be dealt with by the Clerk	
94.7	To meet reps. from Lassay-les-Chateaux and convene a working party to discuss potential twinning idea	
94.8	Clerk to arrange if possible the restriction of email access to external sources for Cllr Campbell, when using .gov Council address	
94.9	SPC to become a Town Council in May 2026	
94.10	Steyning Art & Culture W. Paty to convene with three SPC Reps	

FULL/25/95	CORRESPONDENCE AND INFORMATION ITEMS	CLERK & Cllrs
95.1	Members to confirm their availability and attendance for the Horsham District Council led meeting for Clerks and Councillors which is at the Steyning Centre and dated the Wednesday 11 February @ 6pm , involving Cllr Martin Boffey, the Leader of the Council and Barbara Childs, the Director of Place. Cllrs Lloyd, Hanson, Ballance, Sharp, Trundle, I & M Alexander, Foxwell and S Alexander confirmed their attendance.	
95.2	The next JPCC will be convening on the 29 th January	
95.3	The next HALC meeting is due on the 12 th February	
95.4	The Glebe Farm development naming assistance details to be emailed to all Cllrs.	

FULL/25/96 DATE OF THE NEXT FULL COUNCIL MEETING: 16th February 2026 at 7.30pm

Meeting closed at 9.29 pm

Signed by the Chairman Date 16th February 2026

A recording of this meeting is available at - <https://youtu.be/EDpdQqHD8oQ>

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

January 2026

Hi vis Patrol hours TOTAL:	55	ASB incidents TOTAL:	6
Foot - Steyning/Bramber/Upper Beeding	39.5	Noise	
Vehicle - Steyning/Bramber/Upper Beeding	15.5	Neighbours	
Notices/warnings TOTAL:	2	Driving/vehicles	3
Verbal warning	1	Bicycles	2
Parking alert	1	E-scooters	1
Yellow card warning (ASB)		Alcohol	
Community Protection Warning/Notice			
Fixed Penalty Notice		Clear up/disposal reports TOTAL:	5
Reports into Police TOTAL:	2	Fly tipping / flyposting	5
Phone (including 101 and 999)	1	Graffiti	
Online		Dog fouling	
Intelligence report	1	Litter	
Verbal	2	Drug litter	
		Hazards	
Media Reports TOTAL:	13		
Press release/Community magazines	1		
Social media posts	12	Community events attended	13
Admin	8.5	School contact	3
Vulnerable people welfare checks	17.5	Youth engagement	1
Signposting	2	Reports to DVLA	2
Safeguarding referral		Reports to Operation Crackdown	

UPDATES FROM DECEMBER:

- I have arranged the first minibus trip for residents of Dingemans Court. Big thanks to Ian Alexander and Graham Welsh for all their support.
- Monthly drop-in sessions now arranged with Steyning leisure centre. This will hopefully enable us to meet more of the younger people in SBUB.
- The Neighbourhood Wardens Day at the Steyning Festival has really taken shape, We have had confirmation from colleagues that they will be taking part. More to follow.

ASB crime

Steyning:

- Received a report from the Clerk's office of a gentleman driving erratically in Fletchers Croft car park. Fortunately, they took a video and the VRN of the vehicle concerned. Tracy (PCSO) did a vehicle check and obtained the driver's address. We visited the driver at his Mothers' house. We were invited in and asked the driver about the incident that had taken place that morning. He was very honest and said he did some doughnuts in the car park (the car park was covered in snow). I asked him how long he had a licence for and he replied since September last year. Tracy informed him that if he came to our attention again, a section 59 would be placed on his car which could eventually lead to the car being seized. He apologised and said he would take more care in the future. His Mother thanked us for our visit. No further action required at this stage.
- While on a patrol of Shooting Fields with Tracy (PCSO) we managed to stop a young man riding an electric scooter on the Road. He was aware that he shouldn't be riding his scooter in this way. He gave us his details.

He lives in Annington. He was given a warning and it was explained to him that he could have his scooter seized by the Police under section 59 if he is seen again riding it on the public highway. Warning notice issued.

Bramber: Nothing to Report

Upper Beeding:

- I received a report from the Manager of Nisa Local, Upper Beeding. The Manager sent me a video and pictures of a young lad stealing a bottle of drink. The images were really clear. The young lad was wearing an Upper Beeding Primary School uniform. I visited the School who Identified this boy (He is only 11 years of age). I met up with Tracy our PCSO. We will conduct a home visit to this boys house next week and speak to the family.

Parking/vehicles

Steyping:

- I carried out a DVLA vehicle check on a van parked in Shooting Field. The van came back as tax expired on 1st January. The van did have a valid MOT. I placed a parking alert on the van. The next day the van had been removed, whereabouts unknown.
- I carried out a DVLA check on a vehicle parked on the grass area in St. Cuthmans Road which belongs to Saxon Weald. The vehicle is SORN but will pass the details on to the Housing Officer to see if they are happy for the vehicle to be left at the location.
- A van came back as SORN after carrying out a DVLA check. The vehicle is now parked on the grass beside a property in St. Cuthmans Road. This has been reported to Saxon Weald for them to decide if they want to speak to the tenant or are happy to leave the van at this location.
- Parking patrols at Steyping Grammar.

Bramber: Nothing to report.

Upper Beeding:

- I have attended Upper Beeding Primary School in the mornings and afternoons when possible to marshal any vehicles that are parking irresponsibly. I haven't had many problems with drivers. It is clear that parents can drop off their children and park safely whilst doing so. The more I am there engaging with residents the less irresponsible parking the School are reporting.

Fly tipping/littering/graffiti

Steyping:

- I carried out a patrol with an Anti-social behaviour (ASB) Officer from Horsham District Council of St. Cuthmans Road, Steyping. We were meeting with the Police to see if we could produce any positive ideas to enhance the area for the residents. This is a project our ASB Officer is leading on (more to follow). On a patrol of the estate I came across four separate fly tipping offences. These have been photographed and sent to Saxon Weald for clearance.
- On another patrol of St. Cuthmans Road, I came across the four original four fly tips plus one more. Please see below for more information (**Under the heading meetings**). Unfortunately, a bumper and some disc brakes have been added to the fly tip in the garage area.



Bramber: Nothing to report.

Upper Beeding: Nothing to report.

Community engagement/events/meetings

Steining:

- Steining football club Re: Steining festival. We have approached the football club to ask if they would volunteer to take part in the festival on the Neighbourhood Wardens day. They are taking it to committee to make a decision.
- I attended a meeting in Penfold Hall with colleagues from the Church, Libraries, and the youth service from Steining/Upper Beeding. We discussed ways of coming together as a group, sharing the responsibilities of hosting different events. Lots of new ideas came up, especially around doing things for young people living with Autism/SEN. One event we would like to host is the game Dungeons and Dragons. It was really rewarding for us all to meet up, share ideas and hopefully work together in the future.
- I attended the monthly meeting at the Dingemans estate. We are looking at ways of reviving the board games club or holding quizzes, any ideas to help support the community there. Our first session was held on the 15th January, from 14:00-15:30. I set a quiz for the residents, they really enjoyed it. We will be playing games at our next monthly get together. We have also booked a trip for the residents using the local minibus. We all agreed to go to The Old Barn garden centre.
- I arranged to meet up with Shelley Gosden from Horsham District Council (Community Safety Anti-Social Behaviour officer) and Tracy Bicknell (PCSO) at St. Cuthmans Road. There have been a couple of ASB cases come up last year and we wanted to look around the area to assess any improvements we could make. The area is clean. We did come across some fly tipping, some of the garages are in a bad state. I found one open that had some rubbish inside. This I believe will end up having more rubbish dumped inside it if it is not

secured. We will continue to work together with Saxon Weald to see if any improvement could be made E.G: Planting, making the area more appealing to live in. Shelley will be speaking with her counterpart in Saxon Weald and we hope to carry out a survey of the residents to see how they feel living in St. Cuthmans Road. I have been speaking to Horsham District Councils enforcement team regarding the Fly tipping. An advisory letter needs to go out to the local residents advising them of no-fly tipping and the penalties that go with this kind of behaviour. Fly tips reported to Saxon Weald.

- I have met up with the Steyning Athletics club members who take part in WalkFit. This is a popular group, giving me the opportunity to patrol and engage with more residents.
- Hosted our monthly Board games café at the Penfold Hall. This is a great way for residents to come together. The event caters for all ages.
- I have attended the Church Café at the Penfold Hall a couple of times this month. There's always a good atmosphere, this gives more residents the opportunity to ask questions and for the Neighbourhood wardens to explain what we do.

Bramber: Nothing to report.

Upper Beeding:

- I have held Wardens drop-in sessions at the Hub, Upper Beeding this month. Always a great way to talk with residents regarding any problems they may have. Tracy (PCSO) and my new Line Manager Ross Spanton also attended on one occasion to meet and greet with the local residents. Two residents approached me with different issues. I have signposted them to the correct agencies.
I must thank Heather from the Hub who supplied me with three bags of food shopping for a resident who is going through some tough times. He was extremely grateful.
- I visited the Repair Café, Upper Beeding. I met with the organisers and the volunteers who give up their time to repair anything. It was very beneficial to meet all involved and to meet some of the residents using this service.

Patrols (foot/visible and car)

Steyning

High Street
Bus Shelter
MPF
Fletchers Croft
Schools
Mouse Lane

Bramber

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

Upper Beeding

Smugglers Lane
Playing field
Small Dole skate park
Beeding Hill/Truleigh Hill
Adur Valley Court
After school patrols

Older, vulnerable people and youth

Steyning:

- I came across an older lady who was having some difficulty getting her husband into the car. I offered to help and asked the lady to bring the car round whilst I stayed with her husband. I assisted the husband into the car. They were very grateful and made their way out of the car park.

- Visited a resident with her daughter in Fairs Field, Steyning. She is doing really well. We had a nice chat and invited her to the Board Games Café in February.
- I received a call from a lady who was concerned regarding youths on bikes riding close to her. When she challenged them they became abusive. I will check in on this lady from time to time. She has my phone number now too.
- I engaged with a lot of young people on my visit to Steyning leisure centre this month. Our new Neighbourhood warden drop-in session starts in February. We feel it's important to be available for all residents of the community, regardless of age.
- I attended Steyning Grammar boarding School with P.C Sally Scott (Neighbourhood Youth officer). We gave a Powerpoint presentation to the students regarding keeping themselves safe when going out and keeping safe when going online. Topics included being aware of Scams, sextortion, self-generated indecent imagery, peer pressure, drug and alcohol awareness and the risks associated with these E:G Drinks being spiked etc. The students were also given details of organisations where students can get help and advice in a confidential way.
The meeting was well received, we had a question-and-answer session after the presentation and a chance to have a general chat to the students.
- I attended the primary youth club at the Steyning centre. This club caters for children between 6-11 years of age. A good turnout, lots of activities including Pool, Air hockey, X-Box, painting, and group games.



P.C Sally Scott

- Paid a visit to a couple from Steyning who I met at the Hub, Upper Beeding. Just a courtesy call to provide details of events in SBUB.

Bramber: Nothing to report.

Upper Beeding: Nothing to report.

Dog related issues

Upper Beeding:

- Loose dog found off Shoreham Road heading into Upper Beeding. Fortunately, the owners were found and dog was reunited with them

Cycling

Steyning:

- Young kids are now cycling along the footpaths leading into the High Street. We will monitor the area. Information has been passed on to our PCSO.

Parish specific/other

Steining:

- I met with the business group chairman in Steining to discuss ways of making the area more “Dementia friendly.” One way would be to be able to contact the group if someone vulnerable had got lost/gone missing. If anyone does go missing I will be able to contact the Chairperson via WhatsApp who will inform the whole of the business group.
- **Bramber:** Nothing to report.
- **Upper Beeding:**
 - Whilst on patrol with the WalkFit group, one of the participants informed me of the Churchside Café who were looking at starting a Board Games Café at their premises. I met up with the business owners of the Churchside Café, Upper Beeding the following day. We discussed the possibility of joining forces to create a new Board Games Café. The Neighbourhood Wardens have approximately one hundred board games that could be used. The meeting was very positive, We hope to start something new once the Church committee have met to discuss.

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>

GOVERNANCE AND FINANCE MATTERS

Briefing Notes

8.1 SPC meeting Calendar for next 14 months.

Paper 8.1 shows a draft schedule of meetings for the 2026/27 - showing a period of 14 months. It is based entirely upon the 25/26 calendar which has worked well, with dates obviously amended to ensure meetings occur on the Monday and Tuesdays of the appropriate weeks – also taking note of Public holidays. **We need to agree this please.**

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

The Working Practices Group met on the 12th February to consider 3 new or improved SPC Policies. They made recommendations that are noted below and seek SPC's approval please for these policies to be adopted. Two of these policies have to be agreed before the end of March as stipulated by new legislation.

1. The draft IT Policy (Paper 8.2.4) is new, and the document taken directly from NALC's suite of approved policies. Working Practices have adapted the base policy, removing guidance notes and text not relevant or required by SPC (still **noted in red but crossed through**), and have added parts, also **in red**, from the now to be superseded SPC Social Media Policy (8.2.3). Cllr Ballance **proposed, seconded** by Cllr M. Alexander that this policy be recommended to SPC Full Council to adapt this policy by the 31st March 2026. **Agreed**
2. The Draft Accessibility Statement has been put together using other Council Policies and guidance from a few different sources – notably of course – Governance Assertion 10, and it and our Website have been tested via AI. to prove their viability and appropriate coverage, by the Deputy Clerk. Cllr Ballance **proposed, seconded** by Cllr Hanson that the draft Accessibility Statement be recommended to SPC Full Council for its adoption. **Agreed**
3. The Privacy Policy (8.2.1) is a much improved document, and now aligns and is more in keeping with the SPC Website and other SPC policies – all amendments are noted in **red**. Cllr Hanson **proposed, seconded** by Cllr Ballance that the draft SPC Privacy Notice be recommended to SPC Full Council for its adoption. **Agreed**

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.

We have been looking at an amended/ improved Council Logo over a number of meetings now. The Clerk has managed to get the ideas/ concepts from four professional designers at nil costs plus now there is another option courtesy of a professional artist. Options 2 and 3 have been

updated/ improved from the last time we considered them. Option 3 might be considered if not as a Council Logo, then perhaps as a potential Steyning '*Coat of Arms*'.

Also, under this item we are considering whether we want to entertain an improved Chain of Office. Without a doubt it would need to be changed as it states our Council as being a Parish not a town.

This is the sort of thing we are potentially looking at:



At our previous meeting we discussed briefly and dismissed the idea of purchasing a Mayor's gown. I did promise however we would send out the potentially best choice and cost for your information anyway – therefore please see below.

Mayor's Gown

- Classic Civic style without streamers, half lined in a black lining.
- Body of the gown to be made in either a black wool and cotton blend or polyester.
- Facings of gown to be made of red velvet to extend to the back as a collar.
- Sleeves to be trimmed with a band of 1.5" of black velvet.

Polyester £749.99 + VAT + P&P

Wool and Cotton Blend £833.33 + VAT + P&P



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

Please see paper 8.4 with all the details associated with this project. This is the culmination of a year's worth of work by the Deputy Clerk in trying to attempt the best possible solution to not only deal with a very important and now urgent maintenance / safety issue, but to also gain a best fit scenario to better deal with access for all and improved heat retention for the Centre.

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

Formal reminder to the Chairs of all the SPC Committee's to please draft an approx. 200 word summary of the work and achievements of their committee for the period February 2025 to February 2026 – so that these can be consolidated by the Chair and Clerk to form the main text of the SPC Chair's annual speech at the forthcoming 16th March Annual Parish Meeting.

8.6 To agree match funding for the High Street Railings renovation.

SPC has considered this matter at a number of Full Council, F&GP and Community meetings. The Clerk has most recently been tasked with attempting to gain further support from County Cllr Linehan and the HDC Conservation Officer to see if WSCC could be told that there is a necessity for them to provide a more sympathetic, aesthetically conservational orientated and historically 'in keeping' scope of works without the need for significant match funding from SPC. The somewhat harsh reality is, having spoken at length to both parties, that either SPC pay the proposed amount of £7,156.84 + Vat out of the total cost of £23,713.58 (inc. VAT) ,and receive the type of result it believes the residents ought to have, or in the absence of this match funding, WSCC are entitled to appoint a contractor to provide a safe scheme to maintain this feature of the Steyning High Street.

We need therefore resolution one way or the other at this meeting please. There are no further options available it seems to defer this decision.

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

This item is just for notification of receipt of this letter (Paper 8.7). We will not be entering into conversation about this in this meeting, as we are yet to hear back from the appointed Barristers. It describes the Monitoring Officers approach to the SPC main issue, and her description of the way she and her office intends to manage the complaints and grievance arising from SPC in the future.

This means that there is yet more reliance on local resolution. Our Personnel Committee have already agreed to not accept any further complaints or grievance from Cllr Campbell and SPC have agreed a vote of no confidence in Cllr Campbell. The degree to which this is upheld is dependent on **all** our behaviour's.

2026-27 Steyning Parish Council Meetings Schedule



7.30pm Start {Annual Parish Meeting - 6pm}	Community (Tuesdays)	Finance and General Purpose (Tuesdays)	Parish Council (Mondays)	Planning and Premises (Mondays)
Jan-26	No Meeting	13th	19th	27th
Feb-26	3rd	No Meeting	16th	23rd
Mar-26	3rd	10th	16th Annual Parish Meeting	23rd
Apr-26	No Meeting	14th	20th	27th
May-26	5th	No Meeting	18th Annual Parish Council Meeting	26th {Tuesday}
Jun-26	2nd	No Meeting	15th	22nd
Jul-26	No Meeting	7th	20th	27th
Aug-26	No Meeting	No Meeting	No Meeting	17th
Sep-26	1st	8th	14th	21st
Oct-26	No Meeting	13th	No Meeting	26th
Nov-26	3rd	No Meeting	16th	23rd
Dec-26	1st	8th	No Meeting	14th
Jan-27	No Meeting	12th	18th	25th
Feb-27	2nd	No Meeting	15th	22nd
Mar-27	2nd	9th	15th Annual Parish Meeting	22nd
Apr-27	No Meeting	13th	19th	26th
May-27	4th	No Meeting	17th Annual Parish Council Meeting	24th

Agreed by SPC Full Council -



Privacy Notice

Introduction

Steyning Parish Council, and more specifically the SPC Clerk, is the data controller for personal data collected through this website. This notice explains what information we collect, how we use it, and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Visitors to this website

When someone visits this website, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Security and Performance

We use a third-party service to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to the site.

Links to other websites

This notice does not apply to external websites linked from here. We encourage you to read the privacy notices of any sites you visit.

Use of Cookies

Our website uses cookies to:

- Enable essential site functions such as security and accessibility.
- Collect anonymous statistics about how our website is used (Google Analytics).
- Remember your preferences and improve your browsing experience.

For full details, please see our Cookie Notice.

How We Use Your Information

We use information collected via the website to:

- Respond to enquiries you send us.
- Improve the way our website works.
- Protect the security of our site.

We process personal data collected via this website on the basis of consent (where you provide information to us), our public tasks as a parish council, and our legitimate interests in maintaining the security and performance of our website.

Disclosure of personal information

We collect contact details via the website for the purposes of providing a service to existing and potential customers. We will never disclose personal details without the consent of the owner. We only retain personal information collected through the website for as long as necessary to deal with your enquiry or in line with our Records Retention and Disposal Policy.

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

In addition to your right of access, you also have rights to request correction, erasure, restriction, or to object to how we process your information. These rights may not apply in all circumstances.

Please make any such request in writing via our email address clerk@steypingpc.gov.uk or by post to The Steyping Centre, Fletchers Croft, Steyping, West Sussex, BN44 3XZ.

Complaints

If at any time you feel that we have failed to meet these standards then please either contact us or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns



Accessibility Statement for Steypning Parish Council

Steypning Parish Council is committed to making its website accessible to as many people as possible, and this should include people with visual or hearing impairments.

This accessibility statement applies to www.steypningpc.gov.uk.

How accessible this website is

The SPC website has been designed to promote accessibility. In order to alter the screen for personal preferences, these options can be made available by clicking on the *Blue Boxed Man* in the top right corner of the home page. For the most part the website is accessible in terms of the four main aspects noted below, but there are some exceptions:

- Changing colours, contrast levels and fonts using browser or device settings
 - Zoom in up to 300 percent without the text spilling off the screen
 - Navigate most of the website using a keyboard
 - Listen to most of the website using a screen reader
-

Compliance status

This website is partially compliant with the Web Content Accessibility Guidelines (WCAG) version 2.1 AA, due to the non-compliances listed below.

Non-accessible content

The content listed below is non-accessible for the following reasons.

Non-compliance with the accessibility regulations

- Some PDF documents are not fully accessible to screen reader software because they are not correctly structured or tagged
- Some images do not have suitable alternative text
- Some links or buttons may not clearly describe their purpose to users of assistive technology
- Some content may not be fully accessible using keyboard navigation alone

Steypning Parish Council is working to improve the accessibility of the website and aims to address these issues as content is reviewed, updated or replaced.

Content that is exempt from the regulations

- PDFs and other documents published before 23 September 2018 may not be fully accessible, where they are not essential to providing our services

If you require any of this content in an alternative format, please contact us.

What to do if you cannot access parts of this website

If you need information on this website in a different format, such as accessible PDF, large print, easy read, audio recording or braille, please contact us:

- Email: clerk@steyningpc.gov.uk or Telephone: **01903 812042**

We will consider your request and aim to respond within a reasonable timeframe.

Reporting accessibility problems with this website

We are always looking to improve the accessibility of this website.

If you find any problems that are not listed on this page, or think we are not meeting accessibility requirements, please contact us using the details above.

Enforcement procedure

If you contact us with an accessibility complaint and are not satisfied with our response, you can contact the Equality Advisory and Support Service (EASS).

- Website: www.equalityadvisoryservice.com or Telephone: **0808 800 0082**
-

Technical information about this website's accessibility

Steyning Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.

This website is built using WordPress. Accessibility is considered when selecting themes, plugins and content.

The website has been tested using a combination of automated accessibility testing tools and manual checks, including keyboard navigation and screen reader testing.

Preparation of this accessibility statement

This statement was prepared on **[date]**. It was last reviewed on **[date]**. This website was last tested on **[date]**.



Social Media Policy

What is Social Media?

'Social media' is the term commonly given to websites and online tools allowing users to interact with each other in some way – by sharing information, opinions, knowledge and interests. This interaction can be through computers, mobile phones and tablets.

Examples of social media websites include:

- social networking (e.g. www.facebook.com)
- video sharing (e.g. www.youtube.com)
- blogs (e.g. www.london2012.com/blog)
- micro-blogging (e.g. www.twitter.com)
- wikis (e.g. www.wikipedia.org)
- social bookmarking (e.g. www.delicious.com)
- Commenting on online news sites (e.g. <https://www.wscountytimes.co.uk/>)

Council Use of Social Media

Principles

NB The principles of this policy apply to parish councillors and Council staff and also apply to others communicating with the Steyning Parish Council (SPC)

- SPC supports the appropriate use of social media as a means of publishing and promoting its work to a wider audience.
- To support, guide and protect councillors and staff members with regards to their own privacy and professional reputations and the reputation of SPC.
- Councillors should refrain from entering into online debates on the work of the SPC.
- With the exception of placing vacancy advertisements, social media must not be used in the recruitment process for employees or councillors as this could lead to breaches of privacy, potential discrimination claims and also data protection issues
- The use of social media does not replace existing forms of communication
- The policy sits alongside relevant existing policies which need to be taken into consideration
- SPC's Code of Conduct applies to online activity in the same way it does to other written or verbal communication
- Individual councillors and council staff are responsible for what they post either in a council or a personal capacity and should always make it clear in which capacity they are doing so.

Advice for Councillors using Social Media

The HDC Monitoring Officer's advice concerning the criteria / threshold to look at with regard to when a member is acting in that capacity is : -

- *A member is acting in his or her capacity as a member when he or she is clearly conducting authority business, when attending authority meetings and functions, and when dealing with constituents as ward councillor.*
- *A member is probably acting in his or her capacity as a member when blogging, tweeting, commenting in newsletters and the like and the member uses the word "councillor" or equivalent in a heading or by signature.*
- *A member is probably acting in his or her capacity as a member when he or she makes use of information obtained as a member, especially if the information could not have been obtained elsewhere.*

Approved Council Social Media

- Parish Council website www.steyningpc.gov.uk
- In accordance with the SPC's adopted standing orders, the Parish Clerk is the SPC's nominated Press Officer authorised to issue press releases. No other member of staff (except for the Deputy Clerk deputising for the Parish Clerk) is permitted to issue public statements on behalf of SPC.

Guidance for Councillors and Council Employees on the Use of Social Media

- The key to whether a councillor's online activity is subject to the Council's Code of Conduct is whether they are, or even appear to be, acting in their capacity as a councillor rather than as a private individual
- If a councillor is not, or may not be, acting as councillor but in their private capacity then posting, hosting or moderating concerning council matters using social media could still amount to breach of SPC's Dignity at Work Policy.
- When using social media (including email) parish councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.
- Online content should be accurate, objective, balanced, informative and transparent, and all persons posting should know the terms of use on third party websites, e.g. Facebook
- While councillors and council staff are free to communicate in appropriate contexts, they should be careful not to say anything that they would not be comfortable justifying at a public meeting
- Be mindful that this information may stay in the public domain indefinitely.

Councillors and Council employees should:

- not post in haste.
- not hide their identity by using false names or pseudonyms.
- not present personal opinions as those of the Council.
- not publish an untrue statement about a person which is damaging to their reputation, as that could result in libel action against the Council or the councillor.
- not post any information that infringes the copyright of others without obtaining permission, as it is likely to breach copyright laws.
- not publish the personal data of individuals without having their express permission.
- not say anything through social media (or indeed anywhere) when involved in making any decisions which suggests predetermination on an issue that is due to be formally decided on.
- not use social media to make personal attacks or indulge in rude, disrespectful, inflammatory, offensive or defamatory comments.
- not post offensive language.
- comply with equality laws relating to race, sexuality, disability, age, gender, religion and belief.
- not bully, harass or intimidate anyone – including not saying anything, particularly if it is part of similar comments about a person or on a theme, that might be construed as bullying or intimidation, whether the comments relate to a SPC employee, another councillor or anyone else.
- not publish anything that could reasonably be perceived as bringing SPC in general into disrepute.
- not disclose information given in confidence by anyone, or information acquired which it is believed, or ought reasonably to be aware is of a confidential nature. This includes all internal emails unless the reverse is expressly stated.
- not publish or report on conversations internal to SPC without permission.
- not publish photographs or videos of minors without parental permission.
- not conduct any online activity that violates laws, regulations or which constitutes a criminal offence.
- not reference other organisations without their approval. When making a reference, link back to the source where possible.
- not publish SPC related information that is not already in the public domain, e.g. already available on the SPC's website or disclosed at a meeting held in public.
- not publish anything that would not be acceptable in the workplace.
- not use SPC's facilities for personal or political blogs.

Councillors and council employees should

- set appropriate privacy settings for any blog or networking site where a councillor or employee is responsible as publisher, controller or moderator.
- remove threatening, defamatory, obscene, abusive or inflammatory posts made by others as soon as possible to avoid the perception that such views are condoned, while councillors and employees should never make such postings themselves.
- be aware that the higher the profile as a councillor or employee, the more likely it will be seen as acting in an official capacity when blogging or networking, hosting or moderating.
- when using an SPC provided blog site or social networking area councillors and employees should ensure the facilities are used appropriately as any posts are likely to be viewed as made in an official capacity.
- be aware that by publishing information that could not have been accessed without being in the position of a councillor or employee they are likely to be seen as acting in an official capacity
- When making political points they should be careful about being too specific or personal if referring to individuals. An attack on individuals may be seen as disrespectful or worse, whereas general comments about another party or genuine political expression is less likely to be viewed as disrespect.

Code of Conduct

SPC has adopted a Code of Conduct and if using social media in an official capacity as a parish councillor, or when it may be being perceived to be acting in an official capacity, any author should be mindful of the seven Nolan principles of the public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

If posting in a personal capacity it is important for any author to have proper regard to the Council's Dignity at Work and Unacceptable Behaviour Policies.

Last Reviewed by Working Practices Group

4 June 2020

With minor amendments by Cllrs Tim Lloyd and Paul Campbell

6 June 2020

Adopted by SPC Full Council 19th May 2025

STEYNING PARISH COUNCIL INFORMATION TECHNOLOGY POLICY

Introduction	2
Purpose of the IT Policy	2
Monitoring of IT use	2
Scope of this policy	2
Computer use	3
Equipment	3
Health and safety	6
Password and authentication policy	7
Monitoring	8
Remote working	9
Email	10
Use of the internet	11
Use of social media	12

Introduction

Steyping Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

~~Each council will have its own IT setup and, as such, a single 'one-size-fits-all' IT policy is unlikely to be appropriate. Some smaller parish councils may operate with minimal equipment, while others may manage multiple devices connected to a central server. These guidelines are intended to help councils identify key considerations when developing or updating their own IT policy.~~

~~Councils that use external IT providers should ensure their policies accurately reflect current practices and contractual arrangements.~~

Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

~~Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).~~

Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Computer use

1.1 Hardware

1.1.1 Council computer equipment is provided for council purposes only. Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

1.1.2 Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

1.1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

1.1.6 Equipment should not be dismantled or reassembled without seeking advice.

1.1.7 Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

1.1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the council.

1.1.9 The council has a number of wireless networks. Using a portable device to make personal Wi-Fi hot spots which bypass existing Wi-Fi is not allowed.

1.1.10 Any faults or necessary repairs must be reported to the IT provider.

Equipment

2.1 Portable equipment

2.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

2.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

2.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

2.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

2.1.5 If an item of portable equipment is lost or damaged this should be reported to the clerk.

2.1.6 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the council. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

2.1.7 Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

2.1.8 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the clerk.

2.2 Use of own devices

2.2.1 Personal laptops and other computers or other devices should not be brought into work and used to access council IT systems during working hours, unless this has been authorised by the employee's line manager. This is to ensure that no viruses enter the system, to prevent time being wasted during working hours on personal use and to assist in maintaining security, confidentiality, and data protection.

2.2.2 The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's network or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

2.2.3 However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties (such as external stakeholders) must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

2.2.4 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

2.2.5 In cases of legal proceedings against the council or external stakeholders, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

2.2.6 Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

2.2.7 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a strong password to protect their device(s) from being accessed.
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than ten minutes.
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

2.2.8 Personal data relating to councillors, staff, and other authorised users, associates, residents, external stakeholders should not be saved to any personal accounts with third-party storage cloud service providers (e.g. Google Drive, Microsoft OneDrive, Apple iCloud, Dropbox, pCloud) as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

2.2.9 Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time.

2.2.10 If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

2.2.11 Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. The IT provider will provide assistance or training in doing this if needed. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

~~**2.2.12** Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.~~

2.2.13 If transferring data, either by email or by other means, this should be done through an encrypted channel, such as a virtual private network (VPN) or a secure web protocol (https://). Unsecured wireless networks should not be used.

2.2.14 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the IT provider access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

2.2.15 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

Health and safety

3.1.1 Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

3.1.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment.

3.1.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to the clerk.

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the clerk.

Password and Authentication Policy

4.1.1 All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

4.1.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the chair of council, in a sealed envelope, only to be accessed in an emergency.

4.1.3 Password Storage and Management

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

4.1.4 Password Change Requirements

- Immediately change password if compromise is suspected.

4.1.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

4.1.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

Monitoring

5.1.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

5.1.5 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

5.1.6 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

5.1.7 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

5.1.8 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

5.1.9 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

5.1.10 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

5.1.11 The council has software and systems in place that can prevent inappropriate internet use and monitor and record all internet usage if needs be. ~~A daily log is kept of all activity, which details the names of all websites accessed, along with the date and time of access, by individual councillors, staff, and other authorised users. In the event, records~~ Records of internet use and sites visited will normally be retained for a period of six months.

5.1.12 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

5.1.13 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

5.1.14 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

Remote working

6.1.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at a external stakeholders premises or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a non council premises unless arrangements have been made with a responsible person at a non

council premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;

- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

6.1.2 Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

6.1.3 Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

Email

7.1.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

7.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

7.1.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the IT provider, rather than assuming they know the right answer.

7.1.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

7.1.5

Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

Use of the Internet

8.1 Copyright

8.1.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator. **This to include 'Intellectual' Copyright.**

8.1.2 It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

8.1.3 Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

8.1.4 Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

8.1.5 Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the clerk if unsure about anything.

8.2 Trademarks, links and data protection

8.2.1 The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the clerk.

8.2.2 Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is available on the council's website.

8.3 Accuracy of information

8.3.1 One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

Use of social media

9.1.1 Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

9.1.2 Personal use of social networking/media and chat sites should be restricted to breaks during working hours, or after hours with permission.

9.1.3 The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

9.1.4 To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, our current or potential plans, councillors, staff, and other authorised users, partners,

must inform the clerk/ the council that they are writing this and gain agreement before going 'live'.

- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential staff, including employees, councillors, clerks, and authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the clerk.

- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

9.1.5 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

9.1.6 It is important to note that external stakeholders contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders contact details from any personal device/equipment.

9.1.7 Advice for Councillors using Social Media

The HDC Monitoring Officer's advice concerning the criteria / threshold to look at with regard to when a member is acting in that capacity is : -

- *A member is acting in his or her capacity as a member when he or she is clearly conducting authority business, when attending authority meetings and functions, and when dealing with constituents as ward councillor.*
- *A member is probably acting in his or her capacity as a member when blogging, tweeting, commenting in newsletters and the like and the member uses the word "councillor" or equivalent in a heading or by signature.*
- *A member is probably acting in his or her capacity as a member when he or she makes use of information obtained as a member, especially if the information could not have been obtained elsewhere.*

9.1.8 Code of Conduct

SPC has adopted a Code of Conduct and if using social media in an official capacity as a parish councillor, or when it may be being perceived to be acting in an official capacity, any author should be mindful of the seven Nolan principles of the public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

If posting in a personal capacity it is important for any author to have proper regard to the Council's Dignity at Work and Unacceptable Behaviour Policies.

Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Guidance

~~Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.~~

~~Important notice~~

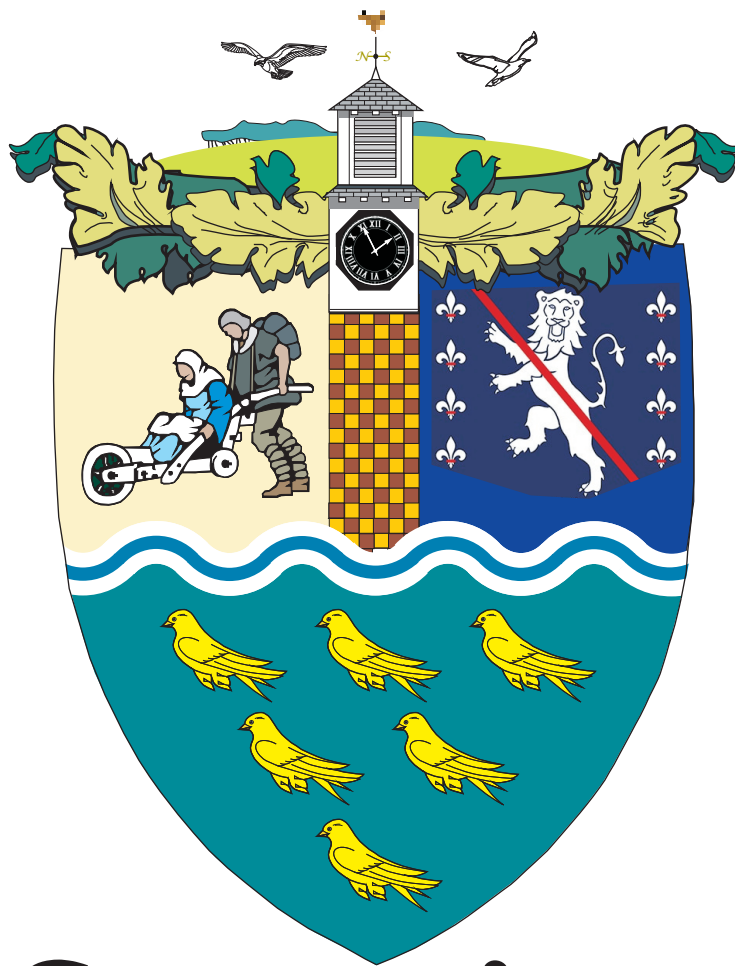
~~This is an example of a policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.~~

~~This document was commissioned by the National Association of Local Councils (NALC) for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.~~

~~This document has been written by Worknest HR—a company that provides HR advice and guidance to town and parish Councils. Please contact them on 01403 240 205 for information about their services.~~



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EMBLEM - RIA: Upper right panel enlarged,
date & name removed
Upper left panel plain colour
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WEST SUSSEX

Steyning Centre – Front door replacement/ upgrade

Briefing Note

Replacement / upgrade of the doors at The Steyning Centre was identified as necessary in order to ensure continued safety and operational suitability of the building. It is also one of SPC's Action Plan projects.

Six quotations were obtained from suitable contractors. All quotations were reviewed against the required specification and value for money.

Four quotations were discounted at the initial stages as they did not fully meet the required specification.

Two quotations were presented for Planning & Premises Committee Consideration.

The Planning & Premises Committee considered the quotations in detail.
The following was agreed:

*Cllr Trundle **proposed, seconded by Cllr Ballance** that the Planning & Premises Committee recommends to Full Council that the cost of the Steyning Centre door upgrade be funded from the relevant earmarked reserves on accepting a quote from Company 1 for the price of £17,365.80 + VAT. **Agreed.***

Specification:

1. Inner swing doors will have a push pad inside and outside for those who require assistance otherwise they can be used manually, in either case the doors will close gently on the internal spring of the automation units.

- Push pads or manual operation
- Hold open
- Off – for locking up

2. External sliding doors, can be set for

- Automatic opening on approach from either side
- Push pad to come in and automatic exit
- Hold open
- Off – for locking up

Work to be carried out by others:

- A fused 13amp spur will be required for the inner and outer door sets
- A fire alarm signal will be required for the sliding door entrance (Doors will fail to open on alarm unless set to off and locked)

Swing door installation £ 8,899.20 + VAT

Sliding door installation £ 8,466.60 + VAT

Total £17,365.80 + VAT

{Paid mostly from SPC Earmarked Reserves}

All Steyning Parish Council Councillors

Our ref:
Your ref:

By Email Only

Date 19 December 2025

Dear Cllr

Code of Conduct Complaints

As you are aware there has been a significant number of code of conduct complaints submitted by members of Steyning Parish Council over a considerable period.

As such, I am writing to share my reflections and how I intend to deal with any future code of conduct complaints submitted by councillors.

There has been an exceptionally prolonged period of poor relations and behavioural dysfunction within your council.

The influx of complaints in the past raises serious concerns about the purpose and value of continued investigations and assessments. It is increasingly clear that the standards regime is being misused - not as a mechanism for accountability and to assist in promoting high standards of conduct, but as a tool for personal grievance and retaliation. This undermines the integrity of the process and diverts attention from genuine ethical governance.

Your council has previously been subject to multiple external interventions and this council has formally investigated numerous complaints, recommended sanctions and offered training. Despite these efforts, the situation remains unresolved. To date, your council has incurred a significant cost to this authority in terms of time, resources and public funds - all directed toward managing ongoing disputes and conduct issues.

Among the 35 parish and neighbourhood councils under my jurisdiction, yours remains uniquely affected by persistent internal conflict. Other councils manage to resolve differences constructively and without recourse to repeated formal complaints.

It must be acknowledged, however, that your council operationally functions well and continues to deliver services and fulfil its obligations to the community, despite the interpersonal challenges that persist.

Therefore, I will consider dismissing future complaints from your council following an initial assessment and after judging each case on its own merits. I may also consider pausing individual investigations in favour of grouped review, where appropriate.

In conclusion, councillors must acknowledge that the standards regime is not a substitute for internal accountability, nor can it resolve the deep-rooted challenges facing your council. Ultimately, the responsibility to foster a functional, respectful and collaborative working environment lies with you all.

Yours sincerely

Lauren Kelly
Monitoring Officer
Horsham District Council

Draft minutes of Steyning PPG Committee Meeting 17th December 2025

Present : William Payne, Phil Godbold, Andy Lane, John Homeyard, David Cubey, Lesley Cresswell, Chris Young, Deborah Hanson, Fred Heaven, Dieter Gomm, Julia Mattock.

Apologies: Jill Cannon, Helen Bayford, Yvonne Payne

Also present: Lucy Robinson

Lucy introduced herself as the new Carers Support Officer. She is keen to establish links with the PPG.

1. Minutes of previous meeting/matters arising.
The minutes were accepted with no alterations and there were no matters arising.
2. Finance Report – John Homeyard. John spoke to his report which had previously been circulated. The Financial situation is good thanks to advance donations by Wilson Memorial Trust. John estimates we have a two-year cushion without needing further funding.

John's usual analysis of advertising loss on the magazine continues to suggest that advertising is not being lost to other publications.

3. Screens update – John H thanked the practice for their offer to pay for SIM cards for their screens. **Phil** to advise on costs.
The practice's bid to ICB for updated screens has not been approved. They are now putting together a business case for Wilson Memorial Trust.
The small screen in the practice is still not in use as the medical staff were concerned that advising patients of delays in their appointment to see a particular doctor might cause more complaints at reception.
A list of suggestions for the utilisation of the small screens was suggested – generic message about possible delays when waiting to see doctors or other healthcare staff; the numbers of missed appointments and the impact this can have given the pressures under which GPs particularly are working; advice to hearing impaired patients; information about winter pressures; and necessary actions, prescription delays etc. **Dieter** to action.
4. Website – David Cubey. David circulated a report and screen grab of system online which recommended adjustments to make the system more user-friendly.

The practice thanked him for bringing this to their attention as they had no knowledge from their perspective. **Dieter** to action. **Dieter** to provide a statement for The February magazine.

5. Magazine – Lesley Cresswell - Lesley C had previously circulated the magazine dates for 2026 as follows:-

Spring -copy deadline 19th February/ distribution date 20th March

Summer – copy deadline 25th June/distribution date 24th July

Autumn/winter – copy deadline 29th October/distribution date 27th November

It was noted that the Spring magazine is the 100th edition. Lesley C had already circulated a list of potential inclusions. It was agreed to reflect some of the history of the practice and the PPG during the time it has been published. **Andy** to look into any information the Museum might have. **Lesley H** to look at archive and liaise with Felicity who may hold copies of all past publications.

Lesley H noted the large amount of time that had been spent by John and Phil on streamlining the magazine distribution. At the present time there is still work to be done to understand exact figures for each round, and therefore to determine any potential surplus. Deborah asked for magazines to be left for her to deliver at the Steyning Centre.

Lesley H suggested that at some point after the next couple of years a decision may need to be made about production of the magazine in its current form – possibly a quarterly inclusion in Your Mag? **Julia** to have a discussion with partners.

(It was noted that there will be an inclusion about the PPG in the January edition of Your Mag, including the graphic designed by Dieter.)

6. Practice update - Julia reported on the recruitment of new reception staff, and the feedback from the committee was very positive.

Naomi – the Diabetes Specialist Nurse is now in post.

Winter pressures are considerable, and routine appointments may now not be offered earlier than 5/6 weeks. All requests for appointments will continue to be triaged in the usual way. Information will be provided to patients via text, and Dieter will add something for the screens.

Masks are now to be made available for patients attending the practice.

Prescription waits can now be up to 8 days because of demands on Paydens and other pharmacies.

7. Focus Groups. Phil had been in touch with the Chair of PcASO (<https://pcasp.org/> – a charity that promotes awareness of prostate cancer) who may be prepared to talk at a Focus Group Meeting. William noted that the

government /NHS had recently announced that it intended to end the routine screening for prostate cancer – a proposal which is subject to consultation, and with a decision expected in February. It would be appropriate to wait until after that time rather than risk appearing to promote an organisation which may be critical of the NHS, and place the practice in an awkward position. The practice should also be asked for their view.

Phil had also been in touch with the Horsham Falls Team to see if they would be willing to give a talk in Steyning in collaboration with the Vintage Years group.

8. AOB.

Fred Heaven, present today to represent Beeding Parish Council, raised the issue of disabled parking at the health centre. He had written to Horsham DC to ask about releasing parking spaces for health centre staff thereby freeing up space closer to the centre. He had also written to Bramber and Steyning PCs to ask for their support. Julia noted that originally 20 spaces were allocated in the main car park for health centre staff, but these were withdrawn at a later date. Staff need now to pay £180.00 annually if they need to use the car park. The PPG agreed to lend its support and write a letter to Horsham DC. **William** to prepare a draft. Deborah noted that the development of the new unitary authority may inhibit any response. The PCs may be asked to take on responsibility for local car parks.

Julia/Dieter to ascertain views of other providers using the health centre.

Phil noted the need for patients to register details with the new Hearing Support provider. Dieter advised that batteries, tubes etc can be sent out to patients by post once they had registered.

Dates of the next meetings – 18th March/17th June/9th September/16th December

HAPPY CHRISTMAS!

Climate Action Group

Minutes of Meeting

Date: Wednesday 14 January 2026

Time: 7.30pm

Venue: Steyning Centre

Attendees: Vicci Johnson, Ann Blakelock, Frank Bull, Mick Tilley, Mike Croker (representing Horsham District Council), Geoff Barnard (representing Greening Steyning), Simon Birnstingl

1. Apologies

Apologies were received from Jill Cannon

2. Review of Parish Climate Action Plans

Bramber Parish

- Bramber confirmed their climate action plan is complete and remains in a simple, locally owned format rather than being re-uploaded to OnePlanet.
- Key actions reviewed:
 - Community Highway Scheme application for a safer crossing at Castle Lane (positive early feedback received; preliminary work underway).
 - Footpath safety improvements at Beeding Bridge access to the Western River footpath; acknowledged as currently hazardous and under investigation.
 - Speed watch activity ongoing with two teams (The Street and Clay's Hill), with perceived reductions in vehicle speeds.
 - Emergency plan update in progress in partnership with the Bramber Society, focusing on serviced equipment and a register of skills and vehicles.
 - Bramber Castle Orchard progressing well; plans to expand tree planting.
 - Youth project at Bramber car park beds noted as stalled; hope to re-engage.
 - Communications to residents now via twice-yearly magazine articles rather than printed leaflets.

- Solar panels on Bramber toilet block remain a long-term aspiration.

Discussion

- Concerns were raised about promoting the “Plan Builder” tool due to limitations and inconsistencies in EPC data. Members agreed it may be useful as a general awareness tool but should be approached cautiously.
- Emphasis placed on keeping messaging simple and avoiding undermining public confidence.

Upper Beeding Parish

- Upper Beeding’s climate action plan was reviewed. Updating has been delayed due to cancelled meetings.
- The walking and cycling plan was highlighted as a key climate action due to its carbon reduction benefits.
- The sports hall was identified as the most significant challenge:
 - It is highly energy inefficient and costly to retrofit or replace.
 - Previous funding bids had been unsuccessful.
 - Members discussed whether this could become a cross-parish or multi-club project to strengthen funding bids.

Steyping

It was noted that progress on some actions has stalled due to capacity pressures. The planned move to ethical banking has been deferred, given the volume of Council transactions and competing demands arising from devolution and asset transfers. Members also emphasised the need to monitor energy contract end dates and to seek the greenest available energy suppliers within financial constraints, linking this to wider work on improving the energy efficiency of parish buildings.

3. Climate Resilience Planning

- Members agreed resilience needs greater focus alongside mitigation, recognising climate impacts are unavoidable.
- Key risks identified:
 - Flooding and water management, particularly in Bramber.

- Overheating of homes during summer months, especially affecting older residents.
 - Power outages, mobile black spots, and implications of digital phone line changes.
 - Potential actions discussed:
 - Developing parish buildings (including churches) as community resilience hubs, offering cool/warm refuge, charging points, and emergency facilities.
 - Tree planting at scale to reduce urban heat, noting cost and infrastructure challenges.
 - Exploring longer-term community land projects (eg wetlands, tree planting, allotments) as resilience and carbon capture measures.
 - Members agreed to dedicate a future meeting specifically to brainstorming and prioritising resilience actions.
-

4. Heating Upgrade of Steyning Centre

- The group reviewed proposals previously received, noting estimated costs of full upgrades were currently unaffordable.
 - Discussion focused on phased approaches rather than an all-or-nothing solution:
 - Improving controls and temperature management.
 - Reducing energy use through operational changes.
 - Exploring solar and battery storage options as intermediate steps.
 - Using thermal imaging to identify heat loss and support future grant applications.
 - It was agreed further detailed discussions would take place outside the meeting.
-

5. Review of NALC “Green Growth” Course

- Feedback from the course highlighted:
 - The value of carbon literacy training in driving cultural change.

- The importance of engaging schools, noting schools are required to have climate action plans.
 - Members discussed challenges in reaching residents who are less engaged with climate messaging.
 - Suggestions included:
 - Focusing on practical, cost-saving actions.
 - Using local examples and resident stories.
 - Avoiding messaging perceived as lecturing or judgemental.
-

6. Any Other Business

- Southeast Climate Alliance Annual Gathering scheduled for 28 March in Guildford; members expressed interest in attending.
- It was agreed to contact local schools to request copies of their climate action plans.
- Walking and cycling updates to become a standing agenda item at future meetings.
- Greening group update:
 - Intention to apply for charitable status.
 - Eco Open House event planned for April.
 - Thermal imaging camera purchase planned, subject to training and appropriate use.

MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, THURSDAY 5TH FEBRUARY - AT 6.00 PM.

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

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

Members of Public in attendance: 1

Meeting Commenced: 6.00pm

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE - Apologies received from Cllr Linfield.

2. QUESTIONS FROM THE FLOOR - None.

3. MINUTES OF LAST MEETING

3.1 Cllr S Alexander **proposed, seconded by** Cllr Heaver to accept the minutes of the meeting held on to the Monday 10th November 2025 as a true and fair record. **Agreed.**

4. MATTERS ARISING

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

Members agreed to move on due to higher priority agenda items, so this will be brought back.

5. YOUTH SERVICE MATTERS

5.1 KPI Update – Review of proposed Key Performance Indicators and agree any actions.

The Committee discussed the need for clearer reporting to demonstrate value for money, noting increasing scrutiny from participating councils and the absence of recent termly reports. Several reporting templates were considered. Members agreed that reporting must be proportionate, readable for full councils, and capable of being delivered consistently by staff.

Cllr S Alexander **proposed, seconded by** Cllr Bayford that a simplified monthly report be introduced (based on the supporting paper) and a more detailed termly report, including narrative and KPIs, also be produced and that this reporting structure operate as a trial until otherwise agreed by JPYC. **Agreed**

5.2 Update on launch of Primary Youth Club Friday session.

The Committee noted the introduction of an earlier Friday session for primary-age children, running ahead of the existing youth session. Members were advised that the intention was to build long-term engagement by introducing younger children to the service, with progression into older age groups over time. Early attendance figures were noted, and it was reported that overall delivery targets for the end of year two of operation were already being exceeded.

6. FINANCIAL MATTERS

6.1 Update from SPC Clerk on Youth Services Financial position.

The Clerk provided an overview of the current financial position, noting that expenditure was in line with expectations for a startup year and that reserves had been intentionally used for initial session equipment and office setup purchases.

It was noted that from 1st April 2026, the accounting system would be updated to allow clearer sub-categorisation, which would align with the new monthly reporting approach.

7. CONFIDENTIAL SESSION –

Cllr S Alexander **proposed, seconded by** Cllr Bayford to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 8 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

8. STAFFING AND CONTRACTUAL MATTERS – (Supporting papers)

8.1 Lead Youth Worker – To note receipt of notice and consider next steps for service continuity and recruitment and agree any actions.

The Committee noted receipt of letter of resignation from the Lead Youth Worker. Reasons cited included workload pressures and a perceived lack of support, though limited detail had yet been provided, nor discussed. Members acknowledged the need to reflect on staff turnover trends and identify any lessons learned, while recognising the challenges of delivering a start-up service.

Cllr S Alexander **proposed, seconded by** Cllr Bayford that an advert be placed on Indeed for an initial period of 10 days, with delegated authority to the Clerks to extend for a further 10 days if required; that the vacancy also be advertised through other channels including council social media, LinkedIn, and local networks; that delegated authority be given to the Clerks to determine an appropriate closing date based on response levels. **Agreed.**

Cllr S Alexander **proposed, seconded by** Cllr Heaver that the advert state a minimum 18-month contract, subject to a six-month probation period, with a high likelihood of term extension. **Agreed.**

8.2 Youth Staffing Arrangements – To discuss interim staffing cover and operational implications.

The Committee noted that the Lead Youth Worker had indicated flexibility regarding remaining employment beyond the contractual notice period, though this could not be guaranteed.

Members discussed contingency arrangements to ensure service continuity, including liaison with other local youth services and exploration of agency provision if necessary.

Cllr S Alexander **proposed, seconded by** Cllr Bayford to delegate authority to the Clerks to liaise with the Lead Youth Worker regarding timescales, engage with local youth providers and explore agency availability. **Agreed.**

8.3 To confirm Lead Youth Worker's hours for remainder of employment.

The Committee considered the increased administrative and reporting requirements associated with the new KPI framework and additional sessions. A full time position will also likely encourage applicants to apply.

Cllr S Alexander **proposed, seconded by** Cllr Teatum that the Lead Youth Worker's hours remain at 37.5 hours per week for the remainder of the employment period, and that the JPYC recommends to each council that the {Lead Youth Worker} position become Full-time. **Agreed.**

9. A.O.B / CORRESPONDENCE / INFORMATION

None at time of printing.

10. DATE OF NEXT MEETING – TBC

The meeting closed @ 7:18pm.

Signed

Chairman Joint Parishes Youth Committee

Joint Parish Youth Club – Term 1 Summary

06 November 2025

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

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

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

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

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

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

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

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

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

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

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

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

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

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

– Vicky

Lead Youth Worker

Joint Parish Youth Club

Termly Report: December–January

We are still in Term 1 so this is a continuation of the last report issued in November. We have moved quickly since the L3 Youth Work Apprenticeship completed in December.

Sessions and Engagement

December included a special Christmas session for our Junior Youth Club, which was very well received. We welcomed a rap artist from Brighton who delivered a bespoke workshop/performance for the young people. Engagement was high throughout the session and feedback from both members and parents was extremely positive. It felt like a meaningful and memorable way to close the year.

In January, we successfully opened a third weekly session. Attendance has grown steadily, with 8 young people initially, rising to 10 this week. This already places the session on par with, and potentially set to overtake, our teen session, which has maintained a steady attendance of 6–8 young people per week. While smaller in number, the impact of the teen session is arguably significant; parents have shared that the alternative for many attendees would otherwise be sedentary time spent isolated in bedrooms, with limited social interaction. The benefits of this session therefore extend well beyond attendance figures alone.

Staffing and Supervision

The rota system for staff continues to work very well. Feedback from the team is consistently positive, with a clear preference emerging for a setup of four core staff with a fifth floating member for our Junior Club. This structure allows flexibility, strong supervision, and effective behaviour management, and appears to be the most successful configuration for our sessions.

All team members have either completed or booked in their supervision meetings. Staff morale is good and there are no current staffing concerns or issues to report.

We are also pleased to report that a 14-year-old volunteer has joined our primary session, having come from the teen club. A specific volunteer policy has been written for this age group and countersigned by parents to ensure safeguarding and clarity of expectations.

Junior Club Capacity and Booking System

Our Junior Youth Club is now completely oversubscribed. If left open without restrictions, we would expect 35–40 young people to attend each session, which is not manageable given our space limitations and staff-to-young-person ratios.

To address this, a new booking system has been introduced. A Google Form booking link is sent out on Mondays and automatically closes once 25 places are filled. This number has proven to be the most manageable for the space and staffing levels; beyond this, sessions become chaotic and we see an increase in behavioural challenges.

This week, the session reached capacity on the same day the link was sent out. As a result, some parents have expressed concerns about fairness, particularly those who are unable to

access communications during the working day. We fully recognise this concern and are actively exploring fairer alternatives, such as:

- A lottery-style booking system
- A rotational attendance system

We are open to ideas and welcome input from JPYC on how best to manage this ongoing issue.

ID Cards for Members

We have begun exploring the introduction of member ID cards, in line with practice at other youth clubs. Potential benefits include:

- Clear identification of registered members
- Supporting consistent attendance monitoring
- Reinforcing a sense of belonging and accountability

Some of our members have recently been linked with low-level community nuisance and have subsequently stopped attending sessions. While ID cards are not a solution in themselves, they may help strengthen member identity, responsibility, and engagement with the club, and support clearer boundaries around membership.

One challenge remains around how ID cards would be managed specifically for the junior club, given the ongoing issues with oversubscription and fluctuating attendance.

Programme Changes and Dynamics

At the junior club, we have temporarily scrapped ball games in the sports hall and instead introduced traditional games. This has resulted in a noticeably calmer dynamic, which staff have found positive and easier to manage.

However, some members have dropped off as a result, with parents reporting that their children primarily attended for ball games and are disappointed by the change. This adjustment is currently necessary while office work is taking place, as we are unable to use office space to split the group.

We did trial booking the village hall as an alternative, but a consistent issue has been encouraging young people to leave the main group and transition into a separate space. For now, all activities are therefore taking place in the same area.

Focus Sessions and Upcoming Dates

Our next focus session will take place on **Thursday 12 February**, in support of **Safer Internet Day**, as outlined in a previous email. Thanks are extended to Sean for his valuable input into the planning of this session.

Partnerships and Collaborative Work

Prior to the Lead Youth Worker handing in notice, a new collaborative focus group was established, involving:

- Gary, the Family Worker at the church
- Beth at SDS
- John, the Warden
- Steyning librarians
- A representative from Family Support Work

This group agreed to meet regularly and planned several initiatives, some of which are now on hold due to staffing changes. Planned work included:

- SEN taster sessions at The Steyning Centre and on SDS land
- Use of the library's Disability Register, which represents a significant breakthrough in accessing SEN families locally
- The library loaning their large Lego supply for SEN sessions, meaning no financial outlay

Additional plans included:

- Dungeons & Dragons sessions every other Saturday, in Steyning, led by Vicky (Lead Youth Worker) and Gary, with guidance from John, who is involved in a similar group in Storrington. There is a clear need for this provision, and it was planned as a donation-only activity.
- Youth involvement in supporting The Steyning Festival in May 2026
- New links with SDS following a crime assembly led by Sally Scott and a meeting with Andrea Burfiend, Head of Year

All of the above has unfortunately been paused following the Lead Youth Worker's decision to leave.

Consultation, Planning and Reporting

A parent consultation evening was planned for Easter and is still considered essential, particularly for the Junior Youth Club. Parents are highly engaged, regularly promote the club by word of mouth, and are well placed to provide insight into:

- What they would like to see at sessions
- How they feel their children are benefiting

Vicky has also created new KPIs and a suggested reporting structure, which will support clearer monitoring and evaluation going forward.

Operational Issues

A current challenge is the tuck shop. Our Costco membership is online-only, and many of our most popular items are no longer reliably available. As a result, options are limited, and we have had to source items from Amazon, which is not financially sustainable and currently operates at a loss.

A longer-term solution is needed, such as:

- Accessing a Booker's membership
- Re-establishing in-person Costco purchasing

Looking Ahead

Finally, a decision is needed regarding an Easter holiday activity week, whether this should be planned or paused given current capacity and staffing considerations.

Best wishes,

Vicky

Lead Youth Worker Case for Full time working

Background and Context

I was appointed a year ago as Lead Youth Worker for the joint parishes of Bramber, Upper Beeding and Steyning, tasked with establishing a new and sustainable youth provision across the area.

Over the past year, I have built a strong foundation for long-term youth engagement, community partnership, and growth.

Achievements to Date

- Team Development: Recruited and trained a dedicated team of seven youth workers (three contracted and four casual), now providing consistent delivery and support.
- Programme Delivery:
 - Delivered two successful Summer Activity Weeks and an Easter Week, all well attended and positively received by young people and families.
 - Established a thriving Junior Youth Club, serving up to 32 young people, which is now oversubscribed.
 - Supported the development of a Friday Night Session, which continues to grow steadily under the leadership of one of the team.
- Community Engagement: Built strong relationships with young people, parents, parish councils, and community partners such as Steyning Downland Scheme.
- Growing Demand: We have now received over 100 membership forms, demonstrating both the reach of the programme and the significant local appetite for high-quality youth provision.

Entering a Growth Phase

Having successfully laid the groundwork and established a capable and cohesive team, we are now entering a growth and development phase. The initial challenge of building trust, structure, and stability has been achieved; the next step is to expand and deepen the provision. Planned developments for the coming year include:

- Launching a third session for primary-aged children. Saxon Room secured from January 2026.
- Setting up a Homework Club to provide both academic and pastoral support.
- Introducing a monthly 'Youth Voice' online session (via Zoom) to promote youth democracy and discussion on important topics, including opportunities to feed into local and national decision-making.
- Developing educational input and work experience opportunities for young people.
- Building partnerships with secondary schools to run daytime engagement sessions.
- Building an active volunteer base to support us with sessions.
- Launching a full training and support program for our volunteers.
- Running Case Studies on our young people and feeding these into a yearly Impact Report.

New Reporting and Evaluation Requirements

The JPYC has recently requested monthly progress reports and the development of Key Performance Indicators to track outcomes and demonstrate impact. These are important steps in formalising and strengthening the provision, but they also require additional administrative and evaluation time, time that cannot realistically be absorbed within a 30-hour week.

Rationale for Increasing Hours

Moving from 30 to 37.5 hours per week is essential to ensure that this next phase of development is delivered effectively and sustainably.

While it has previously been suggested that more sessions should be in place before full-time hours are justified, this creates a chicken and egg situation:

Without the additional hours, there is insufficient capacity to complete the groundwork necessary to launch, sustain, and evaluate new sessions.

Increasing hours will enable:

- Strategic planning and development of new sessions and school partnerships.
- Effective leadership and supervision of the expanding youth team.
- Capacity to meet reporting and KPI commitments, ensuring accountability and transparency.
- Time for partnership building, safeguarding administration, and volunteer coordination.
- Ongoing evaluation and improvement of existing programmes.

Professional Readiness

This month I complete my Level 3 Youth Support Work qualification, becoming fully qualified. With my studies complete and the team now stable, I am in a strong position to dedicate my full focus to growing, structuring, and sustaining the provision long term.

The youth provision across the joint parishes has achieved exceptional growth in just one year. With over 100 young people registered, high attendance at sessions, and clear demand for further opportunities, the need for additional leadership capacity is evident.

Increasing the Lead Youth Worker role from 30 to 37.5 hours per week will:

- Provide the capacity needed to deliver and evaluate expanded provision,
- Meet new reporting and KPI expectations,
- Support and supervise the team effectively, and
- Secure the long-term sustainability of a valued and growing service for our community.

This modest investment in additional hours will ensure that the provision continues to thrive, adapt, and make a measurable difference in the lives of young people across our parishes.

Steyning. Bramber, Upper Beeding (SBUB) Steering Group Meeting.

28/01/2026. 14:00-15:00

Attendees:

Ross Spanton (Neighbourhood Warden Team Leader), John Sampson (Neighbourhood Warden), Steve Keogh (Clerk, Upper Beeding), Ian Alexander (Councillor Steyning) John Fullbrook (Clerk Steyning),

Apologies for absence:

Liz Trundle gave apologies but caught up with Cllrs who had attended later in the day.

Ross opened the meeting with an introduction to the group an update regarding Alison Page, plans to support John and confirmation there were no outstanding actions from the previous meeting in October.

- **Questions re Wardens' latest monthly reports**

IA raised that the report did not contain the table used in previous reports JS updated the group that he would use it in future reports going forward. It was agreed that some of the activities mentioned in the report may need a wider explanation to understand the amount of people who he is in engaging with.

IA, JF and SK happy with the update with engagement opportunities.

- **Progress on individual and team warden objectives**

JS provided the group with an update on the planning process for the Steyning Festival and is concentrating on a youth focus approach with activities being planned to engage and inspire young people.

JS is taking with a number of other service and volunteer providers across SBUB to ensure planning and programmes are not competing events.

JS provided an update on his engagement with the business community as part of the Dementia Friendly work and getting an early warning system in place should businesses spot someone appearing to present as suffering dementia.

JS continues to progress a Dungeons and Dragons club; these are extremely popular across the HDC area and engage young people who like an alternative recreation activity.

JS has also explained he has provided presentations at Steyning Grammar School covering public safety, sexploitation, and behaviour.

- **Review and set Parish/Neighbourhood Council priorities**

IA happy with JS continuing to research and implement projects across SBUB and thanked him for his work so far.

JF and SK agreed that JS was providing a good service to SBUB.

- **What parish/neighbourhood events are coming up that need Warden**

Attendance

SK- The Scout association have put in a request to use sports fields for an April event, potentially a St Georges Day celebration.

IA- provided an update on the recent APPLE Pressing event, something for JS to consider for engagement with next year, the attendance is getting larger and larger.

In May across the Bank Holiday Weekend the High Street in Steyning will be closed for a vintage car event JS to confirm dates and plan duties if appropriate.

- **AOB**

SK- Issues regarding electric scooters and the recent spotting of an electric motorbike in Bramber JS will continue to work closely with police resources on this matter.

JF- Requested an office move update RS provided 26/6/26 as a date for this to be completed, that relevant people had been left out of the email process for informing and updating people and that this has now been rectified, the new office is IT compatible and Sussex police are fully engaged Next steps are for Sussex Police to review the office furniture at the current office and confirm if it is available for the wardens to take with them.

JS thanked the group for their support.

DONM

RS will plan and prepare for a meeting at the end of May.

South Downs National Park Authority

PARISHES MEETING – AGENDA

Date: Wednesday, 4 March 2026

Time: 18:30–20:00

1. Welcome and introduction (18.30–18.40)

SDNPA Chair, Vanessa Rowlands

2. SDNPA county updates from Parish-nominated Members (18.40–19.10)

SDNPA Parish-nominated members

3. Meet the new Director of Landscape and Operations (19.10–19.15)

Allison Potts, Director of Landscapes & Operations

4. Partnership Management Plan: Next steps (19.15–19.25)

Siôn McGeever/Allison Potts

5. Community Climate Action Knowledge Hub (19.25–19.35)

Sara Osman, Climate Change Officer

6. Q&A (19.35–20.00)

Chaired by SDNPA Member, Steven Ridgeon

7. Close (20.00)

Please RSVP by 2 March to reserve your space; feel free to send any questions in advance to eventbookings@southdowns.gov.uk

SOUTH DOWNS
NATIONAL PARK