

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 16th FEBRUARY 2026 AT 7.30PM

Councillors Present : Cllrs Hanson, Sharp, Foxwell, Johnson, I Alexander, S Alexander, Bell, Campbell
M Alexander, Trundle and Ballance.
Clerks in attendance : John Fullbrook.
Members of the Public : 5 {inc. District Cllr Victoria Finnegan}
Meeting commenced : 7.32 pm

DRAFT MINUTES

ACTION

FULL/25/97 APOLOGIES FOR ABSENCE

97.1 Apologies were received from Cllrs Linfield, Norcross, Young and Lloyd.

FULL/25/98 DECLARATIONS OF INTEREST

98.1 None

FULL/25/99 QUESTIONS FROM THE FLOOR {in summary}

99.1.1 **Q** – Marian, on behalf of the Southwick Hockey Club made a statement – Following a letter that had been sent to the Clerk and Cllr Ian Alexander – This was a request for help because as of August this year, the imminent removal of the Schools Astro pitch is going to affect the future of the Southwick Hockey team and three other clubs with potentially no home ground, nor any other pitch to play on, and the Cricket club and many other local sports groups will lose facilities and income, and the school will also lose income via its lettings. Ultimately it will force the closure of Southwick Hockey club which has been in existence for over 100 years. – Can the Parish do anything to help?

99.1.2 **Response** - The Chair thanked Marian as it sounded like a worthy request and the Clerk acknowledged the communication had been received and that he was trying to organise a meeting with the school to discuss the community use, plus the matter would be taken to an SPC committee to investigate further.

CLERK

FULL/25/100 MINUTES OF PREVIOUS MEETING

Cllr Campbell put forward 4 proposed amendments to the previous minutes, as follows

CLERK

- 100.1.1 1. Under item 88.19, amend 'for finding out' who to 'to report on' who
- 100.1.2 2. Under item 89.1, amend 'High St CCTV had helped investigations into two incidents' to, 'High St in-store CCTV had helped investigations into an incident'
- 100.1.3 3. Under item 89.2, to add a second question be raised to discuss 'the efficacy or otherwise of combining patrolling with walking with a wellbeing group'.
- 100.1.4 4. Under item 91.2.1 amend 'proven need' to 'pressing need'

100.1.5 Cllr Bell **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 19th January 2026, with the four amendments noted above be accepted as a true and fair record. **Agreed. 10 For, 1 Abstained.**

- FULL/25/101 MATTERS ARISING – These items were taken as read**
- 101.1** Cllr Reps to attend the Wardens Steering Group meeting on the 28th January – **Actioned**
- 101.2** Cllr Finnegan to report back about Stile at Bramber Brooks and rejected food waste caddy's – **Actioned**
- 101.3** Clerk to submit request for Precept – **Actioned**
- 101.4** Clerk's office to post information relaying reasons behind SPC's Precept decision – **Actioned**
- 101.5** CCTV consultation to begin on 1st Feb, and Clerks office to monitor and report – **Actioned/ item 106.1**
- 101.6** Clerk's office to promote CCTV consult.' via Website, Social media, 'Your Mag' & 'in house' – **Actioned**
- 101.7** Bring Emblem / Logo discussion back to next meeting – **See item 104.3**
- 101.8** Clerk to discuss Emblem / Logo amendments with designers – **Actioned**
- 101.9** Clerk to ask Art classes about submitting further designs for Town logo – **Actioned**
- 101.10** Clerk to distribute PPG notes when available via Cllr Young – **Actioned**
- 101.11** Deputy Clerk to distribute Climate Action Group meeting notes – **Actioned**
- 101.12** Climate Action Group Climate resilience programme to be part of SPC Emergency Plan– **Actioned**
- 101.13** Clerk to address date typo on December Community draft minutes – **Actioned**
- 101.14** Cllrs to confirm availability and to attend the 11th February HDC led Annual Plan meeting – **Actioned**
- 101.15** Steyning Art & Culture W. Party to convene with three SPC Reps – **Actioned**
- 101.16** Clerk to bring back Privacy Notice amendment to future Full Council – **Actioned / Item 104.2**

FULL/25/102 NEIGHBOURHOOD WARDENS REPORT

- 102.1** Members received the Wardens reports for January 2026. There were no items discussed

FULL/25/103 REPORT FROM DISTRICT COUNCILLORS (*In Summary*)

- 103.1** **Cllr Victoria Finnegan – (HDC) update**
- 1. HDC Local Govt dates** – County Council elections are back on for this May 2026.
- 103.2** **2. Local Government reorganisation** - Consultation closed and decision will be made by the end of March, with 1st April 2028 Vesting day.
- 103.3** **3. Food Waste** – Bins and caddies continue to be delivered to Steyning households to deal with the roughly 40% Food waste. There was a suggestion that SPC collect excess caddies.
- 103.4** **4. Local Plan update** – A new inspector has now been appointed. A new examination is to be reopened in two stages with stage 1 concentrating on housing requirements from April 2026. The overall strategic approach is due to happen in September 2026.
- 103.5** **5. NPPF Consultation** – Victoria had supplied links to documents. The NPPF doc is over 130 pages, and the consultation ends on the 10th March with SPC to discuss the matter at its Planning and Premises meeting on the 23rd February.
- 103.6** **6. Peer review** – HDC completed a review last week. HDC being Horsham centric came out as one of the top discoveries.
- 103.7** **7. High St Wi-Fi** – The contract is still yet to be signed as the purchase order cannot be created due to an IT glitch.
- 103.8** **8. Newmans Gardens Car Park** – Victoria continues to lobby for this upgrade.
- 103.9** **9. Kissing gates @ Bramber Brooks** – WSCC are in favour of the proposal, and countryside warden is hopeful that the landowner is in favour of this project.
- 103.10** **10. Assets for the Future** – SPC Transfer requests have been registered.

103.11	11. Glebe Farm – Positive engagement concerning the naming of the housing estate should be seen as a good thing and is unusual.	
103.12	12. Cllr Questions – NPPF Doc. links have gone to the Clerk and are to be distributed to SPC members. The suggestion was that members might consider views on why decisions at a local level were seemingly being removed. It was also suggested that an SPC response should potentially consider the proposed reduction in targets of carbon saving.	CLERK
103.13	Cllr Nicholas Marks – Not present	
FULL/25/104	GOVERNANCE AND FINANCE MATTERS	
104.1	To consider the SPC meeting Calendar for the next 14 months. Cllr Bell proposed, seconded by Cllr S Alexander that SPC accepts the draft SPC Calendar for the next 14 month period {as per supporting papers}. Agreed	CLERK
104.2	To agree recommendations from the Working Practices Group. The Working Practices Group met on the 12 th February to consider 3 new or improved SPC Policies. They made recommendations and the draft documents were distributed as supporting papers and further considered by members. Two of these policies have to be agreed before the end of March as stipulated by new legislation.	
104.2.1	The SPC Privacy Policy was reviewed with additional amendments suggested including adding 'Website' to the title of the document. Under <i>Use of Cookies</i> points 2 and 3 it should be noted as being optional for the user, and a note made to point out where the Cookies can be found. Cllr Bell proposed, seconded by Cllr I Alexander that the SPC Website Privacy Notice to now include the further amendments noted, be approved. Agreed	CLERK
104.2.2	The Draft Accessibility Statement had been compiled using other Council Policies and guidance from a few different sources, notably the governments Governance Assertion 10. Cllr Bell proposed, seconded by Cllr Hanson that the draft Accessibility Statement as per supporting papers be adopted by SPC. Agreed	CLERK
104.2.3	The draft IT Policy (Supporting Paper 8.2.4) is new and derived 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 and have added parts from the now to be superseded SPC Social Media Policy. Members further considered the recommended document and amended to include reinstating item 2.2.12 and removing the entire 5.1.11 paragraph, plus under point 9.1.7, that the word 'Ward' be removed. Cllr S Alexander proposed, seconded by Cllr Johnson that with the amendments noted to be included that SPC Full Council adopt this policy. Agreed	CLERK
104.2.4	There was a suggestion that members could benefit from data protection training. Cllr Bell proposed, seconded by Cllr S Alexander that the SPC Social media policy now be dissolved. Agreed	CLERK CLERK
104.3	To further consider a new Steyning Town Council Emblem/ Logo, and whether the Clerk's office should consider enhancing the 'look' of the current SPC chain of office.	
104.3.1	Members considered an amended/ improved Council Logo over a number of meetings. 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 local professional artist.	
104.3.2	Members asked that the designer of Option 2 lines up 'Steyning' more centrally and that there are less gaps between the letters within the 'Town Council' part, plus that the hands on the Town Clock ought to be pointing 10 to 2. Currently members approved 2A, 4 votes, and 2B, 7 votes. With 'Steyning' becoming a bolder typeface for better emphasis.	CLERK
104.3.3	The members considered upgrades to the Chain of Office. Cllr Bell proposed, seconded by Cllr S Alexander that SPC were in favour of the status quo, that is, not in favour of changing the Chain of Office or purchasing a robe. Agreed	CLERK

104.4	To discuss a recommendation from Planning and Premises Committee for the purchase of replacement front doors for the Steyning Centre	CLERK
104.4.1	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. It was suggested that planning permission may need to be gained, and it was explained that in the first instance, SPC would need to approve the project before seeking to obtain this. There is £15K in Earmarked reserves (otherwise known as our depreciation sinking fund) for large ticket maintenance items for the Steyning Centre. The additional £2,365.80 would come from the <i>Steyning Centre Repairs</i> Budget.	
104.4.2	Cllr I Alexander proposed, seconded by Cllr S Alexander that SPC accepts the recommendation from Planning and Premises Committee {for the purchase and replacement of the Steyning Centre doors by Company 1, and to use the funds as detailed above}. Agreed 10 For, 1 Against	CLERK
104.5	Reminder for Annual Chairs reports to be submitted in advance of the Annual Parish Meeting This was a notification item.	SPC Chairs
104.6	To agree match funding for the High Street Railings renovation	
104.6.1	The SPC has considered this matter at a number of Full Council, F&GP and Community meetings. The Clerk informed that having spoken with 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 historically proper 'in keeping' scope of works without the need for significant match funding from SPC, the somewhat harsh reality is 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 employing a standard pedestrian guard rail.	
104.6.2	The Clerk also reported that the Steyning Society had kindly proffered some of their own funds to reduce the impact of the match funding situation so that SPC did not have to use too much of its reserve funds. Members were very much indebted to the Steyning Society for their proposed £1,500 donation, which was indeed a kind and generous offer.	CLERK
104.6.3	Cllr Bell proposed, seconded by Cllr I Alexander that notwithstanding the fact that SPC are going to accept money from the Steyning Society, and discuss potential future HDC Cil funding with the conservation officer, that SPC approves the payment of £7,156.84 + VAT for the High St Railings project. Agreed	CLERK
104.7	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 (Supporting Paper 8.7). 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.	Cllr Young
FULL/25/105	REPORTS FROM OUTSIDE BODIES	
105.1	Cllrs Hanson & Young – Isolation and Loneliness/ PPG – The last meeting's minutes had been distributed as a supporting paper, and there was no further update from Cllr Hanson	
105.2	Cllrs Johnson – Climate Action Group. – The last meetings' minutes had been distributed as a supporting paper, and there was no further update from Cllr Johnson	

- 105.3 Cllr S Alexander – Joint Parishes Youth Committee** - To receive the latest two JPYC reports and draft minutes from the February 5th meeting, and to receive one of the other supporting papers from that meeting. Cllr S Alexander updated that the new monthly reports will also include further Key Performance Indicators. There was a recommendation from JPYC to be considered by members but as it now included a personnel element, Cllr S Alexander asked that the matter be discussed in the confidential session and the Chair agreed to do so.
- 105.4 Cllrs I Alexander – Joint Parishes Cemetery Committee update.** Cllr I Alexander reported that he had been voted in as Chairman but only until May 2026, as this is the end of the current term. He also reported that the Committee agreed to raise the fees by a figure based upon inflation, and that most of the meeting discussion related to the fact that St Botolph's would be full within 4 or 5 years. After this situation transpired the nearest place for residents to be buried would be in Crawley. The JPCC therefore agreed to further consider seeking to purchase new land, via a Land Agent and at a premium rate, to ensure those negotiations would have the best possibility of success.
- 105.5 Cllrs S Alexander & I Alexander – Wardens Steering Committee.** Cllr I Alexander reported that the new supervisor named Ross has been working with John Sampson, as he was standing in for Alison who is currently on long term sick leave. In terms of the monthly reports, the pie chart was now the standard format elsewhere but as per SPC's request, the presentation was changed back to the table, as per seen within the January report. The other request from one SPC Cllr was also discussed whereby the Cllr had questioned whether the Warden walking with 'Wellbeing' organised walks or taking part in group sessions was the best use of their time, and the Steering Committee unanimously agreed that it was in fact a very good use of their time as much positive community engagement could be achieved during these local strolls or shared experiences with local people.
- FULL/25/106 COMMUNITY MATTERS**
- 106.1.1 Update concerning the response to the CCTV consultation, and to consider any further social media promotions to ensure the residents maintain engagement with the process.** Cllr S Alexander and the Clerk updated that the first two weeks of the consultation had gone very well with over 180 responses so far both online, and in person via posted hard copies into the Steyning Centre.
- 106.1.2** The Clerk's office had prepared two supporting papers - one showed a basic repeat promotion for the consultation using a '*Have your Say*' theme. There was also a list of Q & A non-biased and informative promotional discussion pieces which could be used a little at a time, but on a weekly basis in order to keep the consultation high profile and the debate current. The Clerk asked for feedback from members to ensure these were employing the right concept, and it seemed all were in favour. **D. CLERK**
- FULL/25/107 NOTIFICATION OF ONGOING ITEMS - To receive the following ongoing items, which will be taken to next meeting** **CLERK**
- 107.1** Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back Full Council
- 107.2** Youth service team to make future presentation to SPC Full Council
- 107.3** Cllr Campbell to provide an apology to Council and Clerk
- 107.4** SPC to convene the Emergency Planning working party
- 107.5** Clerk to arrange if possible the restriction of email access to external sources for Cllr Campbell, when using .gov Council address
- 107.6** Each Chairman to consider summarising committee's work during receipt of minutes process
- 107.7** SPC to become a Town Council in May 2026
- 107.8** To meet representatives from Lassay-les-Chateaux and convene a working party to discuss potential twinning idea
- 107.9** Swimming pool discussion relating to Devolution to be taken to F&GP

FULL/25/108	CORRESPONDENCE AND INFORMATION ITEMS	
108.1	Notification of upcoming SDNP and HALC meetings for Cllr Lloyd to attend as SPC representative.	Cllr Lloyd
FULL/25/109	CONFIDENTIAL SESSION	
109.1	Cllr Bell proposed, seconded by Cllr S Alexander 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 14 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed	
FULL/25/110	GOVERNANCE MATTERS	
110.1	To approve a request for special dispensation for a SP Councillors leave of absence. Cllr Bell proposed, seconded by Cllr M Alexander that SPC agrees to Cllr Linfield's leave of absence which should be reviewed in six months. Agreed	CLERK
110.2	To consider a recommendation from the Joint Parishes Youth Committee Members were informed of the Lead Youth Workers resignation, and after her reflection, the subsequent rescinding of that letter. Cllrs explored the reasoning behind these decisions, and suggested more investigation was required. Members also received the recommendation from the JPYC concerning making the Lead Youth Worker position a Full Time position. The Clerk also confirmed that this was financially covered by the 2026/27 budget. Cllr Bell proposed, seconded by Cllr S Alexander that SPC approve the JPYC recommendation that the Lead Youth Worker position and contract be henceforth amended into a Full Time position. Agreed	CLERK CLERK
FULL/25/111	DATE OF THE NEXT FULL COUNCIL MEETING: 20th April 2026 at 7.30pm Meeting closed at 10.10 pm {including small break in confidential session} Signed by the Chairman Date 20th April 2026 A recording of this meeting is available at - https://youtu.be/j7DOYGcgz5g	

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

February 2026

Hi vis Patrol hours TOTAL:	51.5	ASB incidents TOTAL:	5
Foot - Steyning/Bramber/Upper Beeding	38	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	13.5	Neighbours	2
Notices/warnings TOTAL:	4	Driving/vehicles	3
Verbal warning	1	Bicycles	0
Parking alert	3	E-scooters	0
Yellow card warning (ASB)	0	Alcohol	0
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	0
Reports into Police TOTAL:	6	Fly tipping / flyposting	0
Phone (including 101 and 999)	2	Graffiti	0
Online	0	Dog fouling	0
Intelligence report	2	Litter	0
Verbal	2	Drug litter	0
		Hazards	0
Media Reports TOTAL:	13		
Press release/Community magazines	1		
Social media posts	12	Community events attended	20
Admin	9 hours	School contact	4
Vulnerable people welfare checks	3	Youth engagement	4
Signposting	2	Reports to DVLA	1
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning:

- Last month our Clerk heard noise coming from the public toilets at the Steyning centre. On investigation a hand sanitiser dispenser had been knocked off the wall. Our Clerk followed the alleged perpetrators to the Co-Op, High street, Steyning. On confronting the youths, they became abusive. Following up from this I visited the Co-Op, who in turn supplied Tracy, our PCSO with video footage of the young men. We visited Steyning Grammar School and after a couple of days managed to identify the youths, who were pupils at the School. The School have contacted the parents of these children. To date one of the parents has contacted our Clerk regarding the incident.
- We received a call from a couple who live in Steyning. They were becoming distressed over recent disputes with their neighbours. I have given advice and will be speaking to our PCSO on how we can support this couple going forward. We can refer them to mediation; this is something the couple will think about. We cannot go into detail on the issues here but will look to resolve them. We have now spoken to the neighbours next door. Before the situation escalates we will be visiting this property also. All sides seem to want to resolve this amicably. A visit with our PCSO has been arranged. Signposted the mediation service.

Bramber: Nothing to report.

Upper Beeding:

- I followed up on an incident which took place in The NISA Local convenience store, Upper Beeding. A young man (Aged 11) had gone into the store and stolen a bottle of drink, this turned out to be a bottle of Dr.

Peppers. I managed to obtain video footage of the young lad. As he was wearing an Upper Beeding Primary School uniform I visited the School to see if they could identify him. They could and gave me his name. I contacted our PCSO to obtain an address for him. Our PCSO and I visited the home address and spoke to this lad with his Mother present. He admitted to stealing the bottle of drink and also admitted to doing this on one other occasion. On this occasion strong words of advice were given to him, we explained that if this happened again, more serious action would be taken.

- When on one of the WalkFit walks one of the members informed me of drug use coming from a property in Upper Beeding. They also believed that a car involved in this activity has been seen in the local area. We have asked them to provide us with the VRN of the vehicle, if possible. They have also been strongly advised not to put themselves in any danger trying to obtain this.
- Youths have been congregating at the Bandstand in Upper Beeding Sports ground. The staff from the Parish have noticed broken glass in the area, this is something that has happened before. Hopefully due to it being half term, this behaviour will stop. We will monitor the area (especially on late shifts). Our PCSO is aware of this too and will do the same.

Parking/vehicles

Steining:

- I carried out patrols around Steining grammar School. Most parents are parking responsibly, we do however get a few who will park irresponsibly. Verbal warnings given on these occasions.
- I received a call regarding a car which was parked in Kings Barn Lane. I checked on the DVLA website. The car had no road tax. I placed a parking alert on the car. I checked the following day and the car had been removed.
- Multiple drivers of cars who are contravening parking restrictions in the High Street have been given words of advice and moved on wherever possible.

Bramber: Nothing to report.

Upper Beeding:

- Three parking alert notices were placed on three separate vehicles who had parked irresponsibly in the vicinity of Upper Beeding Primary School.
- On a separate occasion a van was parked on the zig zag lines, half on the pavement collecting the clothes from the clothes bank. I did give him words of advice and asked him if he could not make collections during the time the kids are being dropped off and collected from the School. The other alternative would be that he would have to park more responsibly.

Fly tipping/littering/graffiti

Steining: None to report

Bramber: None to report

Upper Beeding: None to report

Community engagement/events/meetings

Steining:

- We have started up the Social club at Dingemans Court again on a monthly basis. This month we played board games and the residents took part in quizzes that we had arranged. It's a fun afternoon, we can engage with the residents, they feel very comfortable talking to us and discussing any problems they may have, Next month the residents want to have a darts competition. We are happy to host this for them.
- We held our first trip out in the Steining Mini-Bus. Residents from Dingemans Court said they would like to go to the Old Barn Nursery in Dial Post for lunch. We had a full Minibus and could have taken more residents if we had the room! We feel that social isolation for older people can be a real problem. The residents were

all in good spirits and excited about the trip. They had a look around the garden centre and then we had lunch together. It was so rewarding to see them all talking and enjoying themselves. We have set up a monthly social event in Dingemans Court where we play board games or we set up quizzes for them to take part in. We would like to thank Ian Alexander and Graham Welsh for all their support in helping me gain access to use the minibus. We believe this can become a real positive for our residents and we hope to plan more trips in the future.



Residents of Dingemans Court at The Old Barn

- Joined up with The WalkFit group on three occasions this month. The weather never deters this group. I was able to answer some questions the group had and informed them of upcoming events taking place in SBUB.
- I attended the joint Parish Councils Primary Youth Club (**For children of Steyning, Bramber and Upper Beeding**). **This is for all young people across Steyning/Bramber and Upper Beeding.** Great work organised by Vicki and Nicki for our young people. We want to support the youth provision across the parishes more in the future and look to arrange further events going forward.
- We were invited to go and join the Vintage Years group which is held on the first Friday of every month. I attended this month and met the organisers, Pat, and Sally as well as many other volunteers. There must have been over fifty guests at this event. I was introduced to the group and offered to answer any concerns they may have. We watched a slideshow of previous trips and events that Vintage Years have put on and the highlight was Chair Yoga, something I have never done before!! Cake and refreshments were offered to all after this. It is clear Vintage Years is an incredible group and much needed in the community. We hope to work with them more in the future to support the rewarding work they do.



- We held the Board games café this month. We are getting a wide range of ages attending this event. Its lovely to see families coming down together

- We hosted our first drop-in session of the year at the Steyning Leisure Centre. A big thanks to the leisure centre for their support. I met lots of local residents. Two people came down to ask advice on a parking issue and regarding food waste. They had seen this event advertised, so we are really pleased that residents knew we were there. We will be hosting monthly drop-in sessions for the foreseeable future. Residents signposted to Horsham District Council regarding the new food waste collections that are due to start in April.

Bramber: Primary Youth Club (details above).

Upper Beeding: Primary Youth Club (details above)

- I have attended the Hub, Upper Beeding on several occasions this month. I met up with one of our Councillors from Upper Beeding on one occasion. The Hub is very busy and always a good place to meet with our residents to discuss any problems they may have and to inform them of all the events happening across Steyning, Bramber and Upper Beeding.

On another occasion I met with the first responders team. They were very welcoming and positive towards what we are doing. It was very informative finding out how varied and busy their role is. It is such an important role which we would like to find out more about. We shared details and some contacts. Since meeting with the first responders team they will now be joining us on the Neighbourhood Wardens day as part of the Steyning Festival.

I met with two PCSOs at the Hub this month. They had a good catch up with the staff and residents at the Hub. One of the PCSOs is on a training programme as part of her career development. She got to experience working in the community first hand.



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

Older, vulnerable people and youth

- AgeUK have identified Steyning, Bramber and Upper Beeding and surrounding villages as areas they would like to focus on this quarter. They have asked us to highlight any groups/events/clubs that would benefit from a visit from them. We are working with them to get the ball rolling.

Steyning:

- I took a call from a resident who lives with her elderly Mother in Steyning. She was concerned that the previous evening a male had walked up their path towards their front door. This male looked towards the ring doorbell and walked away heading towards the neighbours property across the road. I paid a visit to this resident and her Mother. They were very worried by what had taken place. I checked all around the property and found no signs of anything untoward. The property had good locks on all the doors and windows. They asked me if they needed anything else to help secure the property. I informed them that what they had was more than adequate and that they should call the Police on 999 if anything like this happened again. I explained that the person who walked up the path was just looking for a property and was checking the door number. The doorbell footage showed nothing that concerned me, the male had no bag or anything else that could carry tools. This happened at 19:20 the night before. I gave them some comfort by visiting them and will continue to pop in to check to make sure they are ok.. They have my contact details and can call anytime. All details have been given to Tracy (PCSO) who has raised this on the Police system.

Bramber:

- I received a call from Liz Trundle (Bramber clerk) this month regarding a distressed young lady that she and another couple had come across in the Goring Road. Castle Lane area.. This lady was very distraught. The lady was approached by the couple but would not engage and became more anxious. She ran off into Clay Fields. Liz did search the area as she was concerned for her safety but was unable to locate her. I was on a rest day but followed this up the following day. Checks were made to the Police. Due to Liz and the other couple calling the Police, an emergency call was put out and the Police found the distressed lady in Clay Fields. I have since found out that she was suffering from Post Traumatic Stress Disorder (PTSD). The Police were able to contact her boyfriend and once satisfied that the young lady was ok, allowed her to leave with her boyfriend.

Upper Beeding: Nothing to report

Dog related issues

- I received a call from a member of the public who wanted to report a dog on dog attack. This resident was walking her rescue dog along the track at the top of King Barns Lane. A male dog walker was walking his brown Fox Terrier off a lead. The dog lunged towards the complainants dog, gripping it by its mouth around the other dogs neck. The male dog walker was too far away to pull this dog off the other dog. In the commotion our resident fell to the ground (She is 85 years old) and grazed her knees. The male dog owner explained that his dog does not like smaller dogs as it was attacked when it was a puppy. The dog clearly should have been on a lead. Our residents dog was on a lead. She also informed me that someone else had complained about this dog. I have advised our resident to report the incident to the Police either by calling 101 or going online. Her dog is quite anxious. I have been round to this lady to help build up her confidence and to get her dog to be less anxious around men due to this incident. Our PCSO has been informed.

Cycling

Nothing to report.

Parish specific/other

- On Thursday 26th February, I received a call regarding three men cold calling on properties in Kings Stone Avenue, Steyning. They were offering services such as Driveway cleaning, roof and guttering cleaning etc. I spoke to a resident who had employed them to do some work on her property. I spoke the men working on her driveway too. They informed me they don't take cash as all work is paid via a BACS transfer, In a nutshell the work was shoddy at best. They returned later to try and collect payment in cash and tried to also obtain £325 in VAT!! I called the Police. They arrived promptly by which time the men doing the work had left. Please be aware of any traders who cold call properties. They will return to demand payment and on some occasions increase the bill to include work they say they have done without prior agreement with the customer.

Police CAD Ref: 960/26.02.2026

- We had the quarterly steering group this month. A couple of issues raised that we have now rectified (to do with the monthly report). We believe that the Neighbourhood Warden Scheme is In a good place but there is always room for improvement. We are continually looking at ways to improve on what we do and to reach out to all our residents across SBUB.

Steyning: As above

Bramber: As above

Upper Beeding: As above

UPDATES FROM JANUARY:

- Minibus trips are under way. We have another one booked in for March.
- **The Steyning Festival Neighbourhood Wardens day is on the 29th May, between 10:00-16:00. We have all but organised our day's events. We are focusing on youth primarily but the day is of course open to all. We have the following activities booked in below but are still working to find other activities to join us.**
- **Tons of Sound:** They will be bringing an interactive music experience to the festival, offering hands-on DJ workshops suitable for all ages. Using professional DJ equipment, participants will have the chance to learn the basics of switching, mixing and music creativity in a fun, relaxed environment. With years of experience working at festivals, schools, and community events, Tons of Sound aims to inspire confidence, creativity, and a love of music — whether it's someone's first time behind the decks or they're just keen to have a go.
- **Horsham Sports Services:** Will provide, soft archery, fencing and dodgeball.
- **Steyning Leisure Centre:** On the day, they will have one of their fitness instructors with us who will be offering body composition checks using a fitness scale. They will also be running:
 - A stretching session or providing tips on proper stretching techniques
 - A few fun, engaging challenges, including:
 - "Guess how many bugs" (toy furry bugs, not real!) in a basket —To take part, participants will leave their contact details and guess how many are in the basket for a chance to win a 6-week complimentary Premium membership
 - A kettlebell straight-arm hold challenge to see who can hold it the longest.
 - We will also have the First Responders (Volunteers dispatched by ambulance services in their local areas to deliver rapid, critical care in the minutes before an ambulance arrives.), Fire Service and the Police all attending. As well as the football club.

These activities are designed to be light-hearted, interactive, and engaging for everyone attending.

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

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>

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

March 2026

Hi vis Patrol hours TOTAL:	59	ASB incidents TOTAL:	1
Foot - Steyning/Bramber/Upper Beeding	44	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	15	Neighbours	0
Notices/warnings TOTAL:	4	Driving/vehicles	0
Verbal warning	1	Bicycles	0
Parking alert	3	E-scooters	0
Yellow card warning (ASB)	0	Alcohol	1
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	4
Reports into Police TOTAL:	8	Fly tipping / flyposting	1
Phone (including 101 and 999)	1	Graffiti	1
Online	1	Dog fouling	1
Intelligence report	6	Litter	0
Verbal	0	Drug litter	0
		Hazards	1
Media Reports TOTAL:	9		
Press release/Community magazines	1		
Social media posts	8	Community events attended	18
Admin	8.75	School contact	7
Vulnerable people welfare checks	2	Youth engagement	9
Signposting	1	Reports to DVLA	1
Safeguarding referral	0	Reports to Operation Crackdown	1

ASB crime

Steyning:

- We received a call from the Co-op, Steyning High Street. They have come across a couple who are stealing (mainly alcohol) from the shop. After viewing footage, we shared this with our PCSO who recognised the female from this couple. Tracy (PCSO) will look deeper into this.
- At the beginning of March in the early hours of one morning (between 03:00-04:00), three vehicles were targeted. One was stolen from Steyning; after checking with the Police, it was last seen on an Automatic number plate recognition camera (ANPR) in Hampshire! The second car was broken into but nothing was taken. More detail under Upper Beeding.
- We received a call from the Head Teachers personal assistant at Steyning Grammar. Parents and a gardener have reported a male, all dressed in black, wearing a black helmet. They say he was looking at female students inappropriately. Our local PCSO has been made aware, as have the local primary schools. We have been patrolling the School and surrounding area on a regular basis this month. We have a picture of this person now (minus the crash helmet). He did approach one of the female students who was with friends. She reported it straight to the School. Nothing untoward was said or had happened. We will continue to patrol the area for the foreseeable future. **Update:** The young man was eventually picked up by the Police. He is living with Autism. His parents have explained that he wouldn't be aware that his behaviour is a problem. He was taken home to Worthing.
- We received a complaint from the Parish Council regarding four youths walking along Charlton Street who punched and kicked at a front door for no reason. The owner of the property discretely followed the group and took pictures of the youths. We paid a visit to the property with Tracy (PCSO) to reassure the victim. The

pictures have been sent to our contact at Steyning grammar to try and identify the youths. Due to their age, we believe they may reside at the boarding School.

- We have had similar incidents at the end of the month. We again have pictures of the youths involved. They are much younger than before. One of the parents has apologised to the victim of this ASB. Again, we are trying to identify the other older youths involved. **Update:** The four older youths have now been identified. They attend Steyning boarding School. Unfortunately the Easter break means they have gone home. The School are keen for us to go in when they return to speak to the youths involved.

Bramber:

- **Please see heading under Upper Beeding Re: Tent along River Adur.**
- On recent patrols of Bramber Castle it is obvious there is a lot of sexual activity going on. Councillor Jill Cannon tirelessly litter picks the area. This isn't deterring people coming back (We are assuming at night). Our local PCSO is aware. It may well be worthwhile the Parish councils getting together to discuss options here? A lockable gate would be an idea? This would not stop residents using the grounds for what they are intended for. We believe stopping cars turning up at night would reduce this kind of unsightly behaviour.

Upper Beeding:

- As detailed above under Steyning (Re: ASB crime) The third car was broken into and some loose change had been taken. Apart from the vehicle that was stolen the owners of the other two cars (Steyning also) did not report it to the Police, we found out about them on Social Media. We have urged anyone who is a victim of crime/ASB to report it to the Police no matter how trivial they may think it is.
- We were called by a resident of Adur View, Dawn Crescent, who reported that a couple had erected a tent by the River Adur and were behaving anti socially. They were playing music loudly late at night and leaving their rubbish all over the grass. We visited the location the following morning to find the area had been cleaned up, the tent and its occupants had left the area. We will monitor this area as part of our patrols of Upper Beeding and Bramber

UPDATES FROM FEBRUARY:

- The resident who had workmen round to clear the pathway and guttering at her property did return for payment. The resident was happy with the work they did and paid the original fee that was agreed. To date, we have not received any information that these men have returned to SBUB.
- The company who collect clothes from the clothes bank outside Upper Beeding Primary School did return and parked illegally outside the School gates at the time children are being dropped off to School. I contacted the company directly to inform them of the situation and the dangers it poses for the children. They apologised and informed me this won't happen again. So far the van collecting from the clothes bank has not returned during dropping off/on times.
- Age UK will be attending our next board games café at Penfold Hall, Steyning.

Parking/vehicles

Steyning:

- We are carrying out more patrols of Steyning Grammar School to ensure parents are parking their cars responsibly. Parents are listening and we hope this will continue.

Bramber:

- Nothing to report.

Upper Beeding:

- We have carried out multiple patrols at Upper Beeding Primary School this month. Parents seem to be parking more responsibly. Unfortunately we have had to issue two parking alerts to two different parents who still think it's ok to park on zigzags/double yellow lines.

Fly tipping/littering/graffiti

Steyping:

- The Bus Stop at the junction of Bramber Road and Bostal Road is covered in graffiti. There is also graffiti on the litter bin next to it. We have reported both to Horsham District Council for removal.



Graffiti at junction of Bramber Road/Bostal Road.

Bramber:

- As already explained, used condoms and packages found in the grounds of Bramber Castle. Very unsightly! Jill Cannon litter picked the area this month..



Upper Beeding:

- We received a complaint regarding old fencing had been dumped in the twitten next to a house that was having renovation work carried out in Manor Road. We spoke to the homeowner who was very apologetic, stating they were having work done and it was an oversight on their part. They would make plans to have it removed. We will check next week to make sure this has happened. **Update:** Materials have now been removed.

Community engagement/events/meetings

Steyping:

- We held our Board Games Café at the Penfold Hall in Steyning this month. This is always a popular event; we have a regular group who always support us.
- We met up with the WalkFit group three times this month. Our PCSO (Tracy) kindly joined us to meet the residents who take part. They had the opportunity to find out what is going on in the Parishes from a Police perspective and to ask any questions they wanted.
- We attended the Farmers Market. There were no issues reported to us. The market was busy, due to the good weather, lots of shoppers visited the market.
- We held our drop in for residents at Steyning Leisure Centre this month. The staff there are very helpful, they have advertised the event and let customers know when we are in. We spoke to residents regarding anti-social behaviour in the area, residents are encouraged to report incidents to the Police, calling 101 or online. It's a great opportunity for us to meet as many residents as possible. We also finalised details with staff at the Leisure Centre who are supporting the Neighbourhood Wardens day at the Steyning Festival.



Staff at Steyning Leisure Centre

- Attended the Good Grief Café this month. Judy and the volunteers have set up an amazing service here. I engaged with a few residents, ranging from talking about a recent loss and the grief it can cause. We signposted two men who are struggling with hearing. They want to learn lip reading. We will look into this for them in more detail. Another resident wanted to make us aware of an issue with a neighbour that has been ongoing. This again is something we will look into. The Good Grief Café would like to involve more men at the Café. We believe John being there may encourage other men to come.
- We hosted our community event at Dingemans Court again this month. We had a darts competition. The residents are very supportive and look forward to the activities we put on. They are excited about our upcoming trip to Camelia Botnar garden centre in the minibus.
- We attended the Church Café in Steyning this month. This is always a busy event. We signposted a resident to a reputable Audiologist for him to get his hearing aids looked at.
- We met with our PCSO (Tracy) and jointly held her reassurance drop in outside the Co-Op, Steyning. This is a good opportunity to speak to residents from all three parishes.

Bramber:

- Nothing to report.

Upper Beeding:

- As a result of a referral from one of the WalkFit group, we have now teamed up with The Churchside Café and St. Peters Church, Upper Beeding. We will work together to host a Board Games Café. This will start on a monthly basis, every 2nd Thursday of the month. We will do whatever we can to make this a success.
- We held the first board games café at the Churchside Café. The proprietors were happy with all the games we brought along. It was great that Neill and Kirsty (The Vicar and his wife) attended to offer their support. We hope that this event can become a regular meeting place for local residents.
- We held our regular drop in sessions at the Hub this month. Always good to catch up with the staff and residents on a regular basis. Tracy, our PCSO was in attendance twice this month. Local residents are always pleased to see her; she can answer any concerns they may have. They run family hubs and offer a range of support, information and guidance to parents, carers and young people as part of early help. They will be attending our neighbourhood wardens day at the Steyning festival. We hope to work closely in the future with Clare, who covers SBUB as part of her role.

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: Engaged with many residents whilst at events and on general patrols.

Bramber: Engaged with residents on general patrols.

Upper Beeding:

- Whilst on patrol of Upper Beeding sports ground we spoke to four young people by the Bandstand (we have had reports of youths gathering and leaving smashed bottles at this location). The area was clear of any debris. We had a nice chat about events taking place in the SBUB area and how they should come along and try them out E.G: Board game cafés, youth clubs etc. It was nice to engage with our young people.
- We have spent time with young people at Upper Beeding sports round this month, especially at the start of the Easter holidays. We encouraged them to attend the youth clubs that are ongoing and to invite them to the new board games café at Churchside Café, Upper Beeding.

Small Dole:

- We were on patrol at Small Dole skate park and met up with a group of teenagers who were taking part in a cross country orienteering event. They were very polite and were asking what our role is. We explained the role of a Neighbourhood Warden and let them know of all the things that they could get involved with in the SBUB area. It was lovely to meet such nice young people.

Dog related issues

- A resident has informed us of dog fouling in and around Church Lane, Upper Beeding. We will continue to patrol the area; it can be difficult to enforce as most dog walkers pick up after their dogs when they see us. We do engage with dog walkers when we see them.

Cycling

Nothing to report.

Parish specific/other

Steyping:

- A lovely resident from Steyping who had heard about the Board Games Cafés we run, donated some games for both clubs in Steyping and Upper Beeding. This was a kind gesture which we appreciated.

Bramber:

- Nothing to report.

Upper Beeding:

- We signposted residents to Horsham District Council regarding overgrown vegetation on a tree on a public footpath. We don't believe this is causing an obstruction/hazard but they wanted details on how to report matters like this.
- At the end of one of the drop-ins at The Hub, a resident raised a concern over a note seen on a car window when they were walking home. The note said, "Help me please" and they were unsure of what to do as they were unsure if someone was in need. We had a look at the car and the note and discovered it was regarding a resident asking to borrow a car hand book. We contacted the person that left the note and requested they change the envelope due to the misunderstanding that someone could have been in danger.

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)

John Sampson: 07734 387888 (mobile)

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>

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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>

N. Plan Steering Committee recommendations for SPC comments regarding Grammar School Planning Application

Briefing Note

The SPC Planning and Premises Committee agreed the following motion concerning a response to the School Planning Application

DC/26/0322 – Steyning Grammar School - Part-demolition of existing teaching buildings, MUGAs and all-weather pitch. Construction of replacement 2-storey and 3-storey teaching buildings, flood-lit all-weather pitch and hard surfaced sports courts, with associated access, parking, landscaping and infrastructure. Cllr Trundle **proposed, seconded by** Cllr Ballance that this application be delegated to the Neighbourhood Plan Steering Committee to agree a response. **Agreed.**

And these were the agreed **recommendations from the group noted below in red**, with related questions noted from the working party agenda - with a view to obtaining views on 3 aspects in particular

.....

A, Does SPC put in a Formal Traffic Regulation Order for improvement to adjacent road/pathway and Bus Stop – funded by S106 gained via School development potentially.

Cllr Bell **proposed, seconded by** Cllr Simon Alexander that West Sussex County Council explore options for the reprofiling of the road layout adjacent the new main school access on Horsham Road to improve pedestrian safety (as there will be considerably more pupils using a very narrow pathway next to a very busy road), and to consider moving the current Bus Stops to again deal with safety concerns. With consideration of traffic management measures where appropriate. Engagement with the highway authority engineers and the school being required at the earliest opportunity. **Agreed**

B, Does SPC formally suggest a match funding scenario for a potential AstroTurf pitch installation in addition to the existing development parameters – Jointly funded by SPC Cil Monies associated with the school construction or Glebe, and Sport England and potentially explore other funding streams including local Clubs – Crowd funding

And **C**, How does SPC represent itself in future Sports Centre / School Community Agreement Use negotiations

Objection – SPC remain concerned about the loss of sports amenity, namely the AstroTurf pitch, and also the apparent divergence in terms of proposed future community use management between the School and the adjacent Sports Centre, which remove the use of sports hall amenity from the sports centres control and places it under School lettings which may well render the sports centre a non-viable commercial operation leading to the further loss of amenity in the future – namely the swimming pool. Cllr Bell **proposed, seconded by** Cllr Hanson that an astroTurf or equivalent pitch be incorporated into the existing development plans (using part of the existing and extensive grass playing area, even if the installation is initially unfunded, and whilst SPC pursues potential match funding options through Sport England), and that SPC be part of the conversation concerning the Community Use Agreement to ensure Access and Security measures be revisited before signing off on the final plans. **Agreed**

Cllr Bell **proposed, seconded by** Cllr Simon Alexander that the Parish Council contact Sport England to make its case regarding retention of community sports access and existing levels of provision. **Agreed**

COMMITTEE PREFERENCES MAY '26

Please tick the committees you would prefer to sit on if possible {Note First & Second Choices, but not more than three altogether} and indicate if you would be willing to Chair a Committee or not and then return to the Clerk by 6pm 14th May '26 - You might only get one of your standing committee preferences.

Member	Finance and General Purposes Committee (9)	Community Committee (9)	Planning & Premises Committee (8)	Personnel Committee (7)	Would you be willing to be Chair of a Committee Y/N	Notes - Reasons why you believe you ought to represent the residents on these committee choices
Ian Alexander	√ (2)	√ (1)			Yes	
Mariella Alexander			√ (1)	√ (2)	No	
Simon Alexander	√ (1)	√ (2)		√ (2)	Yes	
Robin Ballance	√ (1)		√ (2)		No	
Richard Bell	√ (2)			√ (1)	Yes	
Paul Campbell						
Karon Foxwell	√ (2)		√ (1)		No	
Deborah Hanson		√ (2)	√ (1)	√ (2)	No	
Vicci Johnson	√ (1)	√ (2)			No	
Sarah Linfield		√ (1)		√ (2)	No	
Charlotte Lloyd		√ (2)	√ (1)	√ (2)	Yes	
Joanna Norcross	√ (1)	√ (2)		√ (2)	Yes	
Andrew Sharp	√ (1)	√ (2)			Yes	
Liz Trundle	√ (2)		√ (1)		Yes	
Chris Young		√ (2)		√ (1)	Yes	

Representation List

Please tick your preference in terms of representation on a external organisation, group or joint committee

Group, Organisation or Joint Committee	Number of Reps	Tick your representation	Use this symbol to copy and paste	(Office use only) Initials of interested Cllrs	Notes - Reasons why you believe you ought to represent the residents on these choices
HALC / WSALC / NALC	1 or 2		√	CL JN	
Wardens Steering Committee	2 or 3			IA SA	
Patient Participation Group	1 or 2			DH CY	
Isolation and Lonliness rep	1 or 2			CY	
Joint Parishes Youth Committee	2			SL SA	
South Downs National Park Rep.	1 or 2			CL	
Ukrainian Refuge	1			KF	
Joint Parishes Cemetry Committee	1 or 2			SL IA	
Neighbourhood Plan Steering Com.	8			SL DH Rbell SA RB AS LT MA	
Community Engagement Committee	7			LT SL AS SA Robin	
Climate Action Group	3			VJ	
FOI Panel	5			JN DH MA AS SA	
Working Practices Group	5			JN DH MA Robin SA	

Please note any Councillors not stating an alternative preference by 6pm Thursday 14th May are likely to not be given their preferred option

Our ref:

27 March 2026

Mr J Fullbrook
Steyping Parish Council
The Steyping Centre
Fletchers Croft
Steyping
West Sussex
BN44 3XZ

Moore East Midlands

Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ

T

Moore East Midlands

Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ

T

mooreeastmidlands.co.uk

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2025

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2025.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points.

- The council is required to approve Section 1 and 2 of the return individually in a specified order and although the minutes record this, the minute references used were the same on both sections 1 and 2 and therefore this was not clear on the face of the return. Best practice would be to provide an individual minute reference or sub-reference for the approval of each section and reflect this reference on the return so the order of approval is more easily identified.
- You will be aware that in addition to the formal objection received, we also received points raised to the auditor relating to the ownership of the clocktower which houses the clock face and mechanism historically gifted to 'Steyping'. We have reviewed the information provided and consider there is no further action is appropriate or necessary to be undertaken by us, as local auditor, at this time.

A template Notice of Conclusion of Audit form is available in the useful documents section on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Steyping Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

During the public rights period we received an objection. This was accepted and then considered, and our response was issued on 5 March 2026 which included that the following recommendations be brought to a meeting of full council for discussion and that any resultant decisions be recorded in the minutes:

- We **recommend** that where the council has not properly followed its financial regulations the council consider the reasons for not having done so and take any appropriate steps to rectify its procedures.
- We **recommend** that if the council consider that its financial regulations no longer meet their requirements or are not fit for purpose, for whatever reason, then they should meet, discuss and agree any necessary amendments to its financial regulations.
- We **recommend** that the council review the planning steps taken in relation to the 'Chandlers Way' Play Park and complete an Equality Impact Assessment. This should be appropriate for the size and scale of the park. The council should then consider any relevant findings or points identified in that assessment.
- We **recommend** that written notes, records or reports are kept of any Equality Impact Assessments required to be undertaken so that the resultant decision can be seen to logically follow on from that assessment, and that the necessary characteristics and other relevant matters have been considered.

Other matters not affecting our opinion which we draw to the attention of the authority:

Information to complete our intermediate testing supporting data need to be re-requested for submission. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

The Internal Auditor has ticked 'Not covered' to control objective F on the Annual Internal Audit Report which suggests that the council does not operate a petty cash system. The council's bank reconciliation shows a petty cash balance and should therefore ensure control objective F is considered and marked with a 'Yes' or 'No' response in the future if petty cash exists.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink, appearing to read "J. V. V.", written over a horizontal line.

Date

27/03/2026

Members to consider External Audit response recommendations from F&GP, and approve or otherwise

Briefing Notes

The two-page report is attached as item 8.6.1. There are notes concerning future 'best practice' and 4 recommendations from the Report this year. This item has been discussed at length by the F&GP committee members on the 14th April and their recommendations are noted below in red. It is on the agenda so that members can choose to approve or otherwise these recommendations as the external auditor asked that the matter be taken to Full Council for the discussion and agreement to be 'minuted'.

Of the 4 recommendations, 2 are concerned with the fact that there was one item in our SPC Financial Regulations which did not tally with the details of the SPC Financial Risk Assessment. F&GP has already dealt with this in a meeting in September of last year, when a decision was made to align the regulations within these documents.

The other two External Audit recommendations relate to whether members consider that after a review of its procedures, there was a need to complete an Equality Impact Assessment as part of the planning steps required for when SPC replaced the slide at Chandlers Way.

At the time our Chandlers Way Play Park development working party, members considered criteria which it thought were appropriate, including Age, Disability and Pregnant Mothers. It appears we must revisit our decision based upon a resident's objection and complete an Equality Impact Assessment {E.I.A} to satisfy the auditor, as we did not fully consider other protected characteristics such as Gender Reassignment, Sex, Race, Religion or Belief, Sexual Orientation, and Marriage and Civil Partnership, or at least we did not document and minute that we had done so.

In advance of the F&GP meeting the Clerk completed a draft E.I.A. so that this could be discussed. Though it was felt the in future an E.I.A ought to include an introduction which could identify the purpose and scope of the project, the members thought the document was a reasonable representation of what could be formatted for future projects, and is attached as supporting paper 8.6.3.

*Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft document presented by the Clerk is recommended to full council by F&GP Committee as a retrospectively completed Equality Impact Assessment for the Chandlers Way Play Park. **Agreed***

*Cllr Sharp **proposed, seconded** by Cllr I Alexander that going forward SPC complete an Equality Impact Assessment for every project identified within the SPC Action Plan {and noted as such within the annual SPC Business Plan}. **Agreed***

Equality Impact Assessment for Chandlers Way Pocket Park Play Area Renewal

Apr-26

Protected Characteristic	Negative, positive or no impact (before mitigation/intervention) and why?	Potential for unlawful discrimination? (is it possible that the proposal may exclude/restrict this group from obtaining services or limit their participation in any aspect of public life?)	How will you advance the equality of opportunity and to foster good relations between people who share a protected characteristic and people who do not.	What concerns have been raised to date during consultation (or early discussions) and what action taken to date?	What evidence, analysis or data has been used What concerns have been raised to date during consultation (or early discussions) and what action taken to date? substantiate your answer?	Are there any gaps in evidence to properly assess the impact? How will this be addressed?	How will you make communication accessible for this group?	What adjustments have been put in place to reduce/advance the inequality? (Where it cannot be diminished, can this be legally justified?)	Actions	Deadline	Status
Age - Protection against unfair treatment because of someone's age or age group.	Positive - new equipment favoured younger children. Negative - Older children less well	None	Younger children had less nearby facilities. Older children had closer facilities, therefore it was felt this installation was more equitable	Community Engagement meetings: Not enough equipment for younger children	None	None	By letter deliveries to local properties and social media	It was agreed that this course of action was more reasonable	Agreed to use a slide, and play panel that favoured younger children	Completed	Completed
Disability - A physical or mental condition that has a significant and long-term impact on a person's ability to carry out normal day-to-day activities. This includes physical, sensory, neurological, medical, and mental health conditions.	Little negative impact - The equipment being installed was similar to that which was previously there	None Wood chip play surface is not easy for wheelchair users, but then it was felt that access to the play park itself was not favourable and there was little that could be done about that. Other more disabled friendly facility installations in the Parish would likely be a better option	By considering a location for an enhanced Disability friendly play area installation within the parish as potentially the next Play Area to be developed.	A resident and a Councillor have suggested the Access is not wheelchair friendly	None	None	Attempting to find representatives from the group to help the Council as part of the next aply area installation Community Engagement process	Before the scheme was installed, groundsworks were undertaken to ensure that their was ease of access for wheelchairs to the Play Area. A Second Access point is planned & a wider slide was installed	These adjustments were agreed by working party and approved by SPC Committee before installation	Completed	Completed
Sex - Protection from discrimination based on whether someone is male or female.	No impact - New equipment is gender neutral	None	Not applicable	None	None	None	None	None	None	Completed	Completed
Gender Reassignment - Protection for people who are transgender or transitioning, whether they are planning to transition, currently transitioning, or have already transitioned.	No impact	None	Not applicable	None	None	None	None	None	None	Completed	Completed
Race - Protection against discrimination based on: ethnic background ; nationality ; colour ; national origin. It also includes groups such as refugees, migrants, travellers, and asylum seekers.	No impact	None	Not applicable	None	None	None	None	None	None	Completed	Completed
Religion or Belief - Protection for people because of their religion, faith, or belief. It also protects people who have no religion or no belief	No impact	None	Not applicable	None	None	None	None	None	None	Completed	Completed
Sexual Orientation - Protection based on who someone is attracted to romantically or sexually.	No Impact	None	Not applicable	None	None	None	None	None	None	Completed	Completed
Pregnancy and Maternity - Protection from unfair treatment during pregnancy, maternity leave, and after birth, including because of breastfeeding.	Positive A Seat is to be provided for parents / guardians - to allow for comfort	None	it is hoped the new installation will foster positive relationships amongst all local young families to share a bigger and more welcoming facility	None	None	None	Letters to local houses and social media	Seat Provision	Seat provision	Due for installation	Due for installation
Marriage and Civil Partnership - Protection against discrimination because someone is married or in a civil partnership, including same-sex couples.	No Impact	None	Not applicable	None	None	None	None	None	None	Completed	Completed

Joint Parish Climate Action Group Meeting Notes

Wednesday 8 March 2026 – 7:30pm

Attendees: Vicci Johnson, Ann Blakelock, Mick Tilley, Jill Cannon, Geoff Barnard (representing Greening Steyning)

1. Apologies

Apologies were received from Mike Croker and Frank Bull.

2. Discuss and agree meeting dates for forthcoming year

It was agreed that meetings will be held on the second Wednesday of the relevant months going forward.

The agreed dates are:

- 8 July 2026
- 14 October 2026
- 13 January 2027
- 14 April 2027

3. Climate resilience / adaptation (Geoff) Report from SECA and the Climate Majority Network

Geoff reported on two key initiatives currently gaining national traction:

- The National Emergency Briefing
- The Climate Majority Project

The Climate Majority Project is focused on how communities can become more resilient to climate change through community-level processes and strategic adaptation.

Geoff reported back from the recent SECA gathering, where key speakers gave a powerful presentation followed by breakout workshops discussing different kinds of resilience, including:

- food
- water

- business
- emergency response

The emphasis is on bringing local people together to confront the issue and think practically about what will make a difference locally.

It was agreed that the resources and facilitation material from both initiatives would be useful should the group wish to hold a local resilience discussion in future.

Members discussed how this links directly to the film screening, which could act as a starting point for wider community conversations.

4. National Emergency Briefing film – how to show locally to effect change

The group discussed how the National Emergency Briefing film could be used locally as a catalyst for action.

It was noted that:

- the film is designed as a conversation starter
- it includes suggested discussion points
- it is not a government project
- the organisers would like it to be shown on national television

The group discussed what should happen after the film is shown, particularly:

- what follow-up work would sit with the parish councils
- what might sit with West Sussex County Council
- how to ensure momentum is maintained after the screening

It was agreed that the first step should be to view the film first, then decide on the most effective local follow-up.

Suggestions for invitees included:

- all parish councillors
- churches
- schools
- youth projects
- guides and scouts

- the partnership
- the hub
- police
- wardens
- other local community organisations

There was discussion about whether there is an existing model for community emergency planning, with a Steyning resident mentioned as someone experienced in organising emergency responses at Gatwick Airport.

The possibility of showing the film twice was discussed, with the second screening potentially aimed at a wider or more strategic audience after word had spread.

Geoff confirmed:

- Greening Steyning are showing the film on 24 June
- there may also be an online screening, and he will circulate details
- the group may wish to consider a further event in the autumn

There was discussion about whether the Climate Action Group should lead the follow-up work.

Actions

- Vicci to report to Full Council that the group would like as many parish councillors as possible to attend
- Geoff to prepare a draft list of organisations / community leaders to invite
- Geoff to circulate details of the online screening when available

5. Walking and cycling plan priorities

Bramber Parish Council

Priorities identified:

- safer crossing across the bypass at Castle Lane
- footpath on the western side of the river

Re the exit from the footpath at Beeding bridge, the following issues are to be investigated:

- whether highways can cut back the overgrown hedge to improve visibility
- whether double yellow lines can be introduced due to obstructive parking by vans and cars
- whether the path can be altered and signposted towards Bramber Brooks, avoiding Beeding Bridge altogether

This would make the exit onto the High Street safer.

The agreed next steps are to:

- check with WSCC regarding the hedge and road markings
- investigate the feasibility of the footpath alteration

Geoff advised this may need to become a Community Highways Scheme.

It was noted:

- double yellow lines can be difficult to secure
- the deadline for community highways schemes is end of July
- each parish can submit one scheme per year

Geoff and Mike have a call scheduled with WSCC in May after the elections.

Beeding Parish Council

The agreed priority is:

- Dacre Gardens to Beeding footpath / riverside route

This is likely to proceed.

It was noted that this is primarily a walking route rather than a cycling route.

Because the Steyning Grammar School development has now been agreed, members also felt this should remain a priority issue.

Steyning Parish Council

Priorities identified:

- Glebe Farm crossing
- Horsham Road pedestrian access

It was noted that people will continue to access the school this way and that Horsham Road should remain a priority for Steyning to lobby WSCC.

The question was raised as to whether the bike racks scheme should be resubmitted, as it did not previously tick enough boxes in relation to consultation and did not include MP support.

Geoff will discuss this with the SPC Clerk under the Community Highways Scheme process.

Geoff, Mike and Russell (Steyning and District community partnership sustainable travel committee steering group) are meeting on 9th April 2026 to discuss the plan for the three parishes.

6. SDNP & HDC online workshop to co-create mini action plans on community climate action – 11 May

The email received from Victoria Wyllie de Echeverria was discussed.

The group agreed it would be useful to share the walking and cycling plan as an example of good practice.

Vicci indicated she may attend if able to do so.

There was also discussion around the broader question of who the workshop is intended to help and whether it will add value to the work already being undertaken locally. Vicci will email Victoria with our thoughts

7. AOB

Personal climate footprint / public engagement

The group discussed ways to help residents think about their own climate impact.

Tools mentioned included 'Climate Hero'

The idea of an article signposting people to these tools was discussed.

The Take the Jump campaign was also mentioned, particularly its five key actions to reduce personal impact.

Vicci offered to give further thought to a short article, ideally to be shared the month after the film is shown.

It was noted that language is important, and the phrase "carbon footprint" may put some people off.

The aim should be to focus on action at every level.

Actions

- Vicci to give further thought to an article and circulate something
- Geoff to send a link to Britain Talks Climate

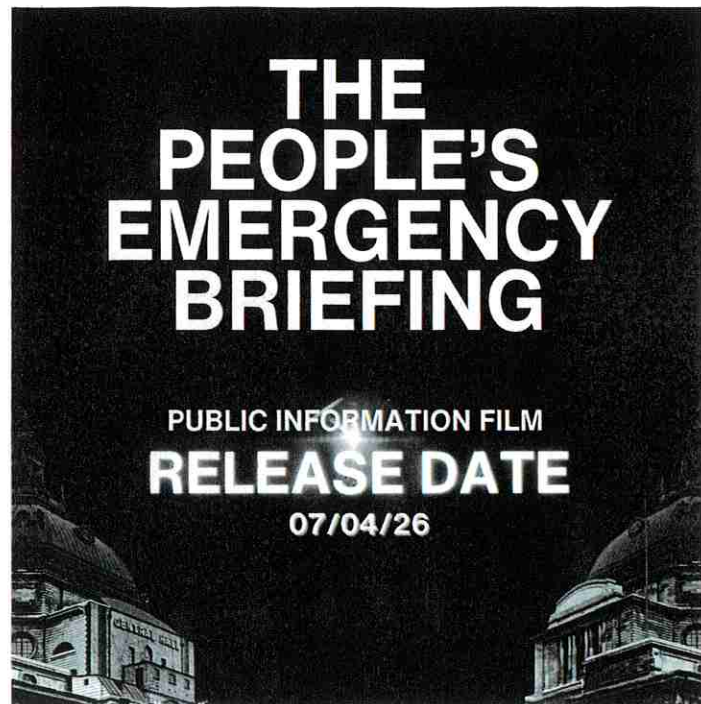
Further community engagement

Another suggestion from Greening Steyning was to hold smaller conversational evenings / green chats to encourage discussion in a less formal setting.

RAISING LOCAL RESILIENCE

The People's Emergency Briefing film covering the economic and social impact of the Climate Crisis is now booked to show here in the Steyning centre on the 24th June

The film is balanced between extracts from the in-person scientific briefing given to an invited audience in London in November last year, and responses from different people watching recordings of the November presentations.



The main focus of the film's producers is to put pressure on Government to televise the findings of the briefing, meanwhile the Great Collaboration have published some extra guidance on [how to encourage more local action](#) after the screening as well as a 10-minute film on [next steps for town, parish and community councils](#) working with their communities. There is also an [SLCC webinar on local response to the briefing](#) on May 12th.

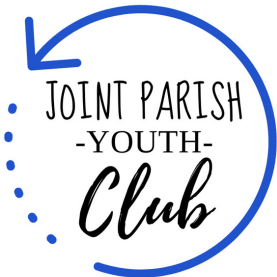
NALCs concern is to help raise local resilience around the country in response to the various crises that scientists are warning us about. Local responses will of course vary according to the geography of each place, and depending on the involvement of the local community.

The joint parishes climate action group think it is absolutely vital that we all as local leaders and supporters of our communities take the opportunity to see this film and take part in the discussion afterwards. It will not have a good feel factor. It will be blunt and to the point. But, because it features scientists and experts in their fields, it should inform us about our responsibilities to our residents in relation to the risks which our communities will face

Vicci Johnson, Councillor
Steyning Parish Council
Vicci.johnson@steyningpc.gov.uk

Monthly Summary Report

This month, 50+ young people engaged in safe, supportive provision, with measurable improvements in wellbeing and confidence.



Overview

March 2026 was a productive and impactful month for the youth service, with consistent delivery across Upper Beeding and Steyning provisions. Overall attendance remained steady, with a slight dip towards the end of the month likely due to the Easter holiday period. Across all clubs, young people demonstrated positive engagement, creativity, and increasing confidence, supported by a balance of structured activities and youth-led opportunities. Simpler sessions, particularly those without reliance on gaming equipment, resulted in notably higher levels of creativity, social interaction, and collaboration

Attendance

	Primary Youth	Junior Youth	Teens
05/06 March	4	26	5
12/13 March	10	23	6
19/20 March	6	25	5
26/27 March	6	18	2

Primary Youth Club 6-11 yrs

We have seen positive growth within our Primary Youth Club this month, with attendance reaching 10 young people, including 3 new starters. This reflects strong engagement and increasing interest in the provision. Safeguarding has been effectively managed throughout. Key areas of focus included the identification and support of a young carer, who was provided with food and a safe, supportive environment, as well as ongoing monitoring of young people who were initially reluctant to attend.

Staff have offered targeted support, reassurance, and inclusive activities to encourage participation and wellbeing. As trust and relationships have strengthened, we have successfully extended sessions beyond the indoor space, taking the group into the park and garden. A young person with autism has formed friendships for the first time and a previously withdrawn young person has started to open up and smile showing increase in confidence levels. This is further supported by an 85% increase in reported happiness levels following participation, based on our emotional wellbeing assessment this month!



"L is absolutely loving youth club. He has come back home afterwards saying it was incredible and he loves it and that he has even made friends. This is for L and us really huge! We are extremely grateful for the opportunity that youth club is providing him. I feel his positive experience is real testimony to the safe and enabling atmosphere you have created at the club."

Parent of 10 yr old

Junior Youth Club – 9-13yrs

This month saw strong engagement through creative, youth-led activities, including a popular slime-making session suggested by young people. With lower numbers at times, a simpler approach (without gaming equipment) led to increased creativity, interaction, and collaboration.

A visit from the Manta Trust highlighted opportunities for improved soundproofing, with potential grant funding being explored. Young people also demonstrated social awareness by raising £13.20 in donations. There were positive improvements in behaviour following reinforcement of the Code of Conduct with parents. A standout moment included a young person showing empathy and leadership by supporting a peer who felt excluded, reflecting growing confidence and social skills within the group. A number of safeguarding and behavioural challenges were effectively managed, including:

- Unsafe behaviour from a young person attending without a booking – now addressed through stricter attendance procedures
- Peer conflict and reports of bullying – monitored and addressed with families
- Inappropriate language, group behaviour, and misuse of mobile phones (live streaming) – managed through clear boundaries and staff intervention
- Staff practice concerns – addressed through reinforcement of positive behaviour management approaches

An unexpected site safety issue (gas works) required immediate risk assessment, with staff ensuring safe access for all. This also highlighted the need for improved on-site equipment and preparedness, now being reviewed.



Making stress balls using balloons, flour and markers



Making amazing slime – suggested by our group!



The Manta Trust



Interactive focus session in celebration of World Water Day

Teen Youth Club 13yrs+

Teens Youth Club continues to provide a consistent and supportive space for a small but engaged group of young people. While attendance remains low, those attending are benefiting positively, valuing the opportunity to build trusted relationships with staff and engage in informal, low-pressure activities. A key strength of the provision is its ability to meet young people where they are, offering a safe, familiar environment that supports wellbeing, confidence, and social connection.



'Punk dog' by Young Peroson X and Youth Workerr

A notable development is the identification of a highly talented young artist, with plans to support her progression into a peer mentorship role. This will form part of a wider initiative to engage young people in a creative project that promotes awareness and action around social and political issues, supporting both personal development and youth voice.

Sports Club Launch - 12 March

We launched a Sports Club trial in Upper Beeding this month to help alleviate pressure on Junior Youth Club, particularly for young people seeking more active, ball-based activities.

The session attracted 6 attendees (with 9 signed up), and feedback was very positive, with all participants reporting an enjoyable experience. A lack of suitable equipment was identified during the trial; however, this is being addressed ahead of the official launch on 16 April, with improved resources planned.

In other news

Our Lead Youth Worker was awarded a Distinction following a visit from an End Point Assessor reviewing their practice. This represents a gold standard of delivery and is a fantastic achievement for the service, setting a strong benchmark for quality moving forward.



We were pleased to secure a much-needed new air hockey table for Junior Youth Club, enhancing the range of activities available to young people.

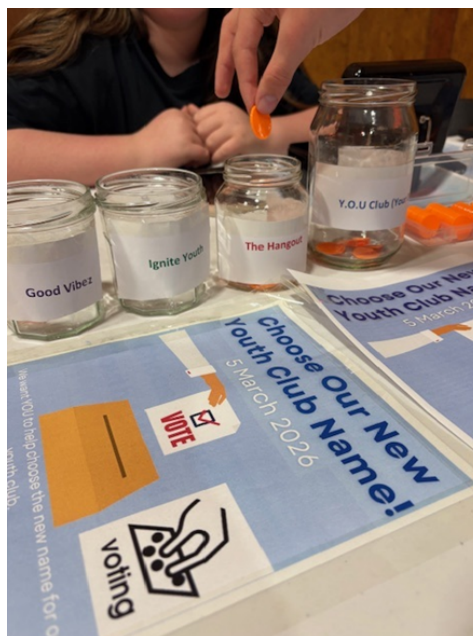
We would also like to recognise a member of staff who successfully performed CPR in their other role this month, demonstrating exceptional skill and professionalism.

Planning has been finalised for our Easter Youth Activity Week (7–10 April), and we look forward to reporting on its impact next month.

Finally, young people took part in renaming the youth club, contributing ideas and voting on a shortlist. The new name will be revealed next month, highlighting strong youth voice and participation.



Usual set up for Teen Youth Club at The Steyping Centre



Voting station at Junior Youth Club

Goals for April 2026

Youth Development

Submit Coop Foundation funding bid to develop a youth-led environmental arts project/mentor role for a young person in our Teens group.

Quality and Safety

Deliver First Aid training to ensure staff preparedness and safety standards

Evaluation and Learning

Review Easter programme feedback to strengthen future delivery

Community & Engagement

Develop plans for our youth provision at Steyping Festival Family Fun Day, in collaboration with Wardens

Engagement Growth

Increase attendance at Teens Youth Club through targeted activities and outreach

HALC Zoom meeting - February 25 2026

Chair: Cllr Graham Watkins (Southwater PC)

Vice Chair: Cllr Val Court (Nuthurst PC)

Secretary: Susannah Finch

Email: dalc@wsalc.co.uk

Minutes of a meeting of Horsham District Association of Local Councils held at 7pm on Wednesday 25 February 2026 by Zoom.

Present:

Ashington PC

Ashurst PC

Billingshurst PC

Bramber PC

Broadbridge Heath PC

Colgate PC

Cowfield PC

Horsham Denne NC

Horsham Forest NC

Horsham Trafalgar NC

North Horsham PC

Nuthurst PC

Rudgwick PC

Rusper PC

Shadow Horsham TC

Southwater PC

Parham PC

Upper Beeding PC

Washington PC

West Chiltington PC

West Grinstead PC

Andrew Metcalfe, Squires Planning

Trevor Leggo, West Sussex Association of
Local Councils, CEO

Susannah Finch, DALC Secretary

Key Takeaways

- **Planning Reforms Centralise Power:** The new NPPF (consultation closes March 10) introduces a top-down structure with regional plans and a national delegation scheme. This shifts decision-making from committees to officers, reducing parish influence at the determination stage.
- **Parish Influence Shifts to Written Submissions:** With fewer applications going to committee, parish power will depend on submitting well-reasoned, planning-compliant written responses. This requires training and clear communication with residents.
- **Devolution Announcement Imminent:** A government decision on West Sussex's unitary authority bid is expected by March 23. If delayed past this date, the announcement will be embargoed until after the May county council elections.
- **Asset Transfers Require Proactive Parish Action:** HDC has been providing complex lists with incorrect data. Parishes must be highly proactive to secure desired assets, as HDC is likely to offload liabilities while retaining income-generating properties.

1. Welcome and apologies

The Chair welcomed attendees to the meeting and apologies were received from Shermanbury PC and Cllr John Evans from Coldwaltham PC.

2. Minutes of last meeting and matters arising

The previous minutes were approved.

3. Changes to Planning System - Andrew Metcalfe, Squires Planning

Andrew's presentation is attached to the email sent by Susannah Finch alongside these minutes.

Andrew Metcalfe from Squires Planning provided a detailed overview of the forthcoming changes to the planning system and how they are expected to reshape decision-making at local level.

A key reform is the introduction of a new regional layer of planning in the form of "Spatial Development Strategies", which will sit above local plans. These will be prepared by combined authorities or upper-tier councils and will set strategic direction across wider areas, including:

- Housing need
- Infrastructure provision
- Economic growth
- Climate resilience

The effect will be a more top-down framework, with strategic priorities established at a higher level before filtering down to district and parish contexts.

Changes are also proposed to the structure and operation of planning committees. Committees are expected to be limited in size, with eight to eleven councillors considered optimal. Members will be required to undertake mandatory training or certification before they are permitted to vote.

Alongside this, a new national scheme of delegation will be introduced, comprising two tiers:

- **Tier A:** Applications automatically delegated to officers.
- **Tier B:** Applications that must pass a "gateway test" to proceed to committee (for example, where significant planning issues are raised).

The intention is to reduce the number of minor or technical applications considered by committees and to increase consistency by placing more decisions in the hands of professional planning officers.

Neighbourhood plans will continue to form part of the planning framework under the NPPF, and there is no intention to wait for further secondary legislation before proceeding. However, their scope will be tightened. There will be greater emphasis on genuinely local matters, with less opportunity to address broader strategic issues. Paragraph 14 protections are expected largely to remain for neighbourhood plans that are less than five years old.

Overall, neighbourhood planning remains in place, but within a more constrained environment shaped by national and regional priorities.

It was acknowledged that these changes are likely to reduce opportunities for town and parish councils to influence decisions at committee stage. With more decisions delegated to officers and fewer applications reaching committee, there will be:

- Less political discretion in decision-making
- Reduced opportunity for verbal representations
- Fewer schemes proceeding to appeal

New procedures announced by the Planning Inspectorate will further reinforce this shift. From 1 April, when a planning appeal is submitted, no additional material may be introduced. Inspectors will consider only what was before the council at the time of determination - a significant procedural change. All evidence and arguments must now be frontloaded, there is no opportunity to strengthen or amend a case once an appeal is underway. Applicants wishing to rely on new material may need to return to the start of the application process. This change may also result in fewer appeals being refused on strong, newly developed grounds, as everything must be established at the outset.

The practical implication for town and parish councils is clear: formal written responses will carry much greater weight. Councils will retain the ability to submit representations, but meaningful influence will depend on ensuring that objections or comments are grounded in robust planning policy and sound material considerations. There will be less scope for objection driven solely by community opposition without clear policy backing.

It was therefore strongly emphasised that everyone participating in the planning process - councillors and officers alike - should be properly trained in the new policies and procedures. One suggestion, raised by Cllr Graham Watkins, was to prepare a structured template to assist parishes in formulating policy-based objections, ensuring consistency and evidential strength.

The broader concern is that while neighbourhood plans technically remain, the “presumption” within the revised NPPF may effectively be permanently engaged, raising questions about how much influence local policy can realistically exert.

Cllr Val Court asked when the revised NPPF is expected to be brought into force. It is currently out to consultation, which closes in early March. The Government will be required to demonstrate that it has considered consultation responses and undertaken due diligence, so implementation is likely to follow several months later rather than immediately.

Overall, the direction of travel is towards a more centralised and officer-led planning system. Town and parish councils will still have a voice, but that voice will need to be exercised strategically, in writing, and on firm policy grounds if it is to remain effective.

4. Chair’s Report - Cllr Graham Watkins

The Chair’s Report is attached to the email sent by Susannah Finch alongside these minutes.

- Since the last in-person meeting in August, there have been major steps in the devolution process, which Trevor will provide an update on (Item 5).

- The HDC local plan was paused and a new inspector has been appointed, with a meeting scheduled to discuss restarting the process.
- Graham has taken on the role of Vice Chair of WSALC and has attended many meetings related to neighbourhood planning.
- The new NPPF is being reviewed - slides from Andrew's presentation (item 1) will be shared.
- Devolution and the transfer of council assets remain challenges, with elections being "on, off, and back on again."
- The lack of an up-to-date local plan in Horsham is leading to more speculative development, so it's important they urgently get a new plan in place.

5. WSALC Update – Trevor Leggo, CEO

Business Planning

WSALC encourages councils to develop business plans outlining their aims and objectives to share with residents. WSALC can facilitate a process where they meet with councils to review past achievements and set goals for the next 3-5 years.

6. Update on Devolution and Unitary Authority Proposals

The elections for West Sussex and East Sussex County Councils are scheduled for Thursday 7th May.

The government was originally expected to make an announcement on the devolution submissions by March 23rd, but this may now be delayed until after the county council elections due to the pre-election period.

There is uncertainty around whether county boundaries will be respected, as Brighton & Hove has proposed a model with 5 unitaries across East and West Sussex, which could impact areas like Wealden and Mid Sussex.

Trevor reported that HDC Chief Executive, Jane Eaton, had raised concerns about staff who are worried about local government reorganisation and asked what is happening more broadly across the sector. Trevor briefed a group of staff, including 14 members from Horsham and others, on sector changes and on CILCA (the Certificate in Local Council Administration). It was noted that Jane Eaton is the only Chief Executive who has proactively reached out with information to support informed decision-making during this period of uncertainty.

Overall, local councils are waiting to see what the government ultimately decides.

7. Planning update – impact on neighbourhood plans

Andrew Metcalfe provided the main overview of the upcoming planning changes in Item 1.

Steve Tilbury, WSALC's planning associate, had given a similar talk the previous night, where he was asked about what parishes should do with their neighbourhood plans. The advice was to just keep going rather than putting them on hold.

Cllr Watkins noted that it's "pointless waiting" for Horsham to come up with a local plan, since there will be a presumption in favor of development in the meantime. Southwater are proceeding with their neighbourhood plan despite the lack of an up-to-date Horsham local plan.

8. Community Governance Review for Horsham Town

Gill Gray, Interim Clerk for Horsham Shadow Council, has provided the slides of a Parish Clerk briefing held by HDC. As she wasn't able to attend the meeting, the presentation is the extent of the information currently available about the Community Governance Review.

Please find these slides attached in the email sent by Susannah Finch alongside these minutes.

9. Matters of concern to your council

Southwater PC nearly proceeded to an election; however, the incoming councillor is uncontested. The parish has not held an election for approximately ten years which has contributed to a period of relative stability. The Executive Officer is currently taking a cautious approach to governance matters. A request was received from the Monitoring Officer at HDC for a Zoom meeting with a councillor, and Graham attended in relation to allegations of maladministration. Despite Southwater being described as a "gold star council", the guidance provided by the Monitoring Officer to new councillors was considered unhelpful. There is concern that as devolution progresses, there may be a significant influx of candidates standing for parish positions, potentially resulting in more contested elections than the council has experienced in recent years.

Development pressure is also a concern. Developers are increasingly looking across parish borders for opportunities, and parishes with railway stations are seen as particularly vulnerable due to their connectivity. This may place additional strain on councils that have not recently dealt with large-scale growth.

Horsham is likely to be viewed as well connected, particularly because of its railway links, and therefore attractive for development. There is specific concern about the attraction of Horsham Park. Efforts are being made to involve appropriate parties to secure sufficient guarantees to protect the space. It is believed that Horsham Park, as an Asset of Community Value, should be protected and unlikely to be developed.

Gill Gray added that once the new town council is formed, conversations regarding asset transfers will need to begin quickly. She is already having discussions with Directors at Horsham District Council to prepare for this.

Rudgwick PC has written to enquire about land included on the asset transfer list and has also made contact regarding the site of the scout hut. The parish council understands that it will need to prepare and submit a formal business case if it wishes to progress either matter.

Graham advised that parish councils should press HDC firmly to clarify exactly which assets are proposed for transfer. It may be necessary to consult Land Registry records, as assets can appear under different headings and may not be clearly listed. There is a broader concern that principal or future unitary authorities may seek to retain assets that generate income while transferring liabilities.

Trevor referred to a recent conversation with Chichester City Council. The City Council wishes to retain its parks; however, those parks are funded through income generated by car parks, and it is unlikely that the car parks themselves would be transferred. This highlights a wider issue: future unitary authorities may be inclined to retain income-generating assets, which could limit the financial viability of transferred community assets.

Cllr Terry Oliver noted that he attended a particularly useful webinar on asset transfers and recommended that others obtain access to it via Trevor.

Cllr Geoff Clark suggested that HALC may wish to coordinate a joint response in relation to the issues raised. Cllr Graham Watkins noted that correspondence has been received from Rural England and proposed involving Andrew Metcalfe in the response. It was agreed that it would be a mistake not to coordinate a collective position. Graham will work with Trevor to prepare a draft response as a matter of urgency.

The meeting closed at 8.10pm.

Date of next meeting to be confirmed.

Briefing notes from Key Speaker

Since our last face to face meeting in August 2025 a lot has been going on in general:

1. Devolution has taken some major steps as Trevor will update you on later in the meeting
2. The HDC Local plan was paused, and we are waiting a decision on a restart, there was a meeting this month that has been cancelled and a new inspector has taken post so watch this space to see if the plan will restart
3. I have taken up office a Vice Chairman at WSALC and attended meetings over the past year, and met a many of you at the meeting in November at the Amex Stadium which shows the closeness of the Associations
4. There have been a lot of meeting that I have attended on the Neighbourhood Planning process and in my position in SPC we are engaging with adjoining Parishes to see if we can mutually agree to undertake partial joint plans to protect the Parishes – this is a work in progress and I will report on the benefits of such plans in the next couple of months.
5. We have a New NPPF which we are still trying to get to grips with that will give more strength to New Development. Also The Campaign for Rural England on the 20th February produced a consultative document by Paul Steadman that needs to be considered in detail by all concerned, I will circulate a copy with my report.
6. Devolution as far as the Parishes are concerned remains a challenge with Elections being ON/OFF and ON again that will affect the Parishes, and the transfer of Council assets remains a challenge.

What does the future bring

Parish & Neighbourhood Council Local Plans will need updating

The lack of a Local PLAN and NP's rapidly becoming out of date will lead to more speculative development.

The Local Plan need to URGENTLY to come to fruition

Item 10.1.1

CCTV Consultation and recommendations from the F&GP Committee

Briefing note

The consultation has been completed.

The results of the consultation are put forward within supporting paper 10.1.2

The CCTV working party met on the 10th April and their recommendations including an amended consultation result paper be taken forward to the F&GP committee meeting on the 14th April, to be discussed, and thereby to agree some elements and to recommend others.

The following was agreed by F&GP

Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC put out the results of the consultation as per supporting paper on SPC Website and via SPC social media. **Agreed**

This was the recommendation for Full Council to consider please:-

Cllr Sharp **proposed, seconded** by Cllr S Alexander that following the results of the consultation, Full Council agree to take this project forward and progress with {the working party} getting a new quote for the works to be completed. **Agreed**



CCTV Consultation

Following the consultation period, the results are as follows

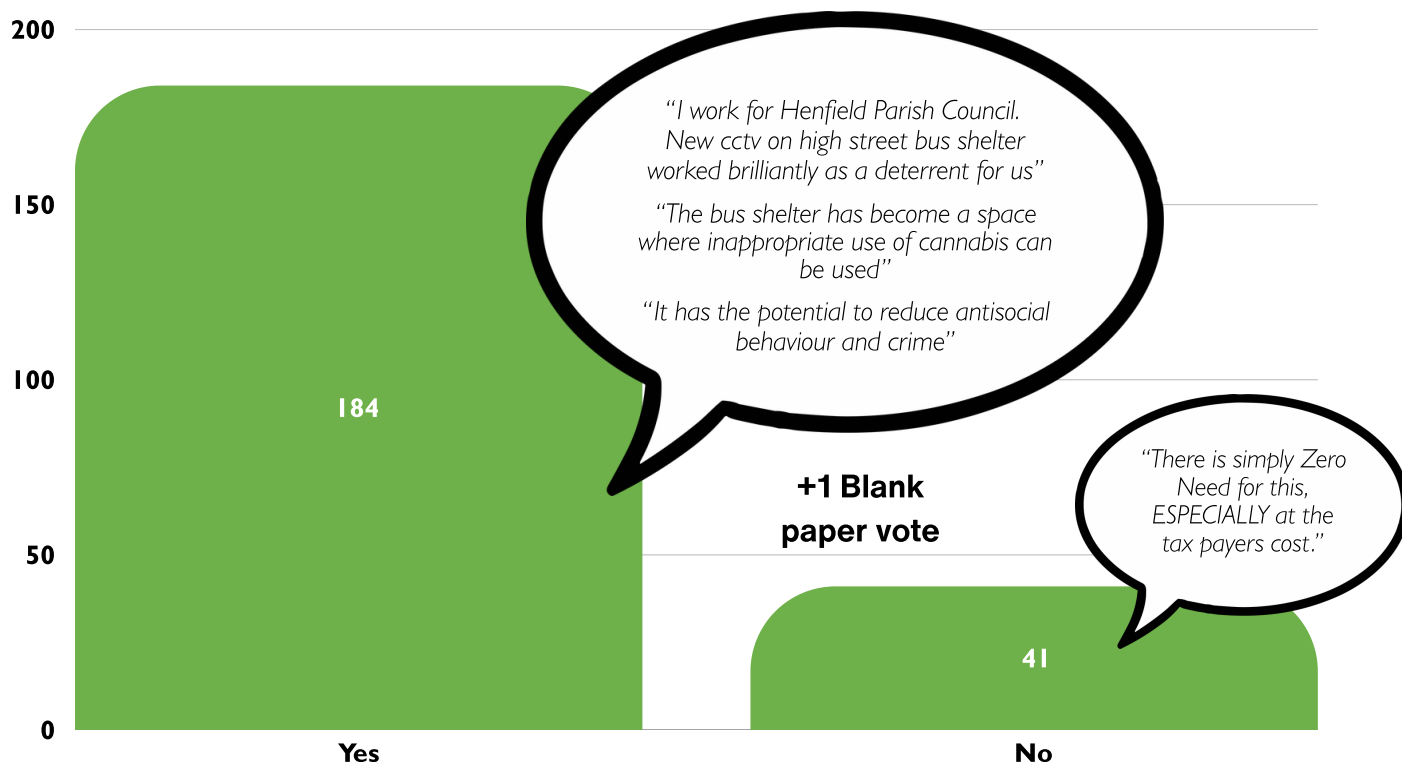
	Votes	%
Votes electronically	179*	79%
Vote in person (Paper)	47*	21%
TOTAL	226	100%

*Points of note - 3 questionable votes! 2 votes against - one listed as Jane Doe & 2 votes from an address known that only one resident is registered here 1 in favour but listed as "Yes for CCTV". Given the desire for an open, honest and transparent consultation

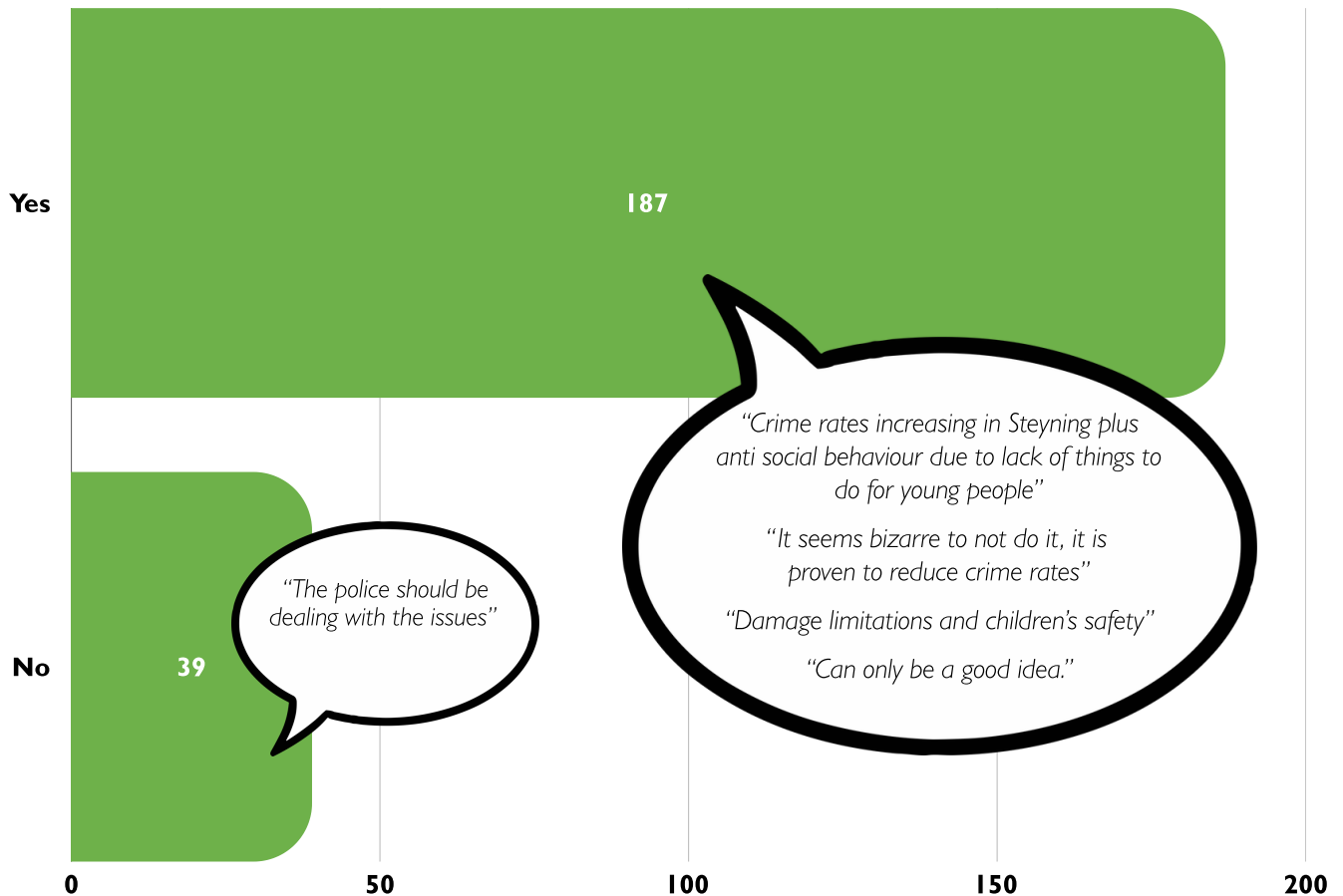
OVERWHELMING SUPPORT FOR CCTV

Results - What voters were asked and how they commented

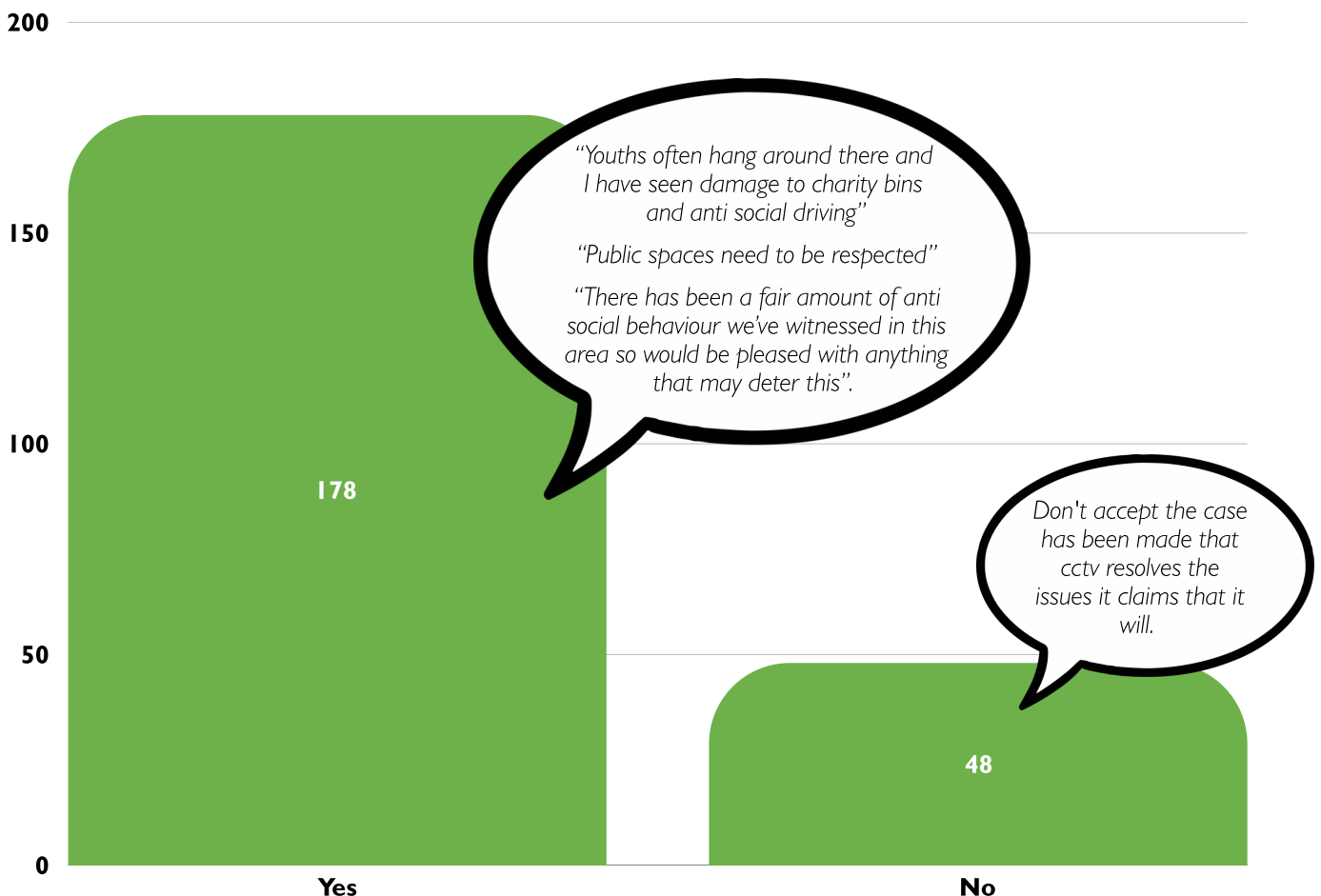
Q1. Do you support Steyping Parish Council's proposal to install CCTV at the High street bus shelter and carpark?



Q2 Do you support Steyning Parish Council's proposal to install CCTV at Fletchers Croft?



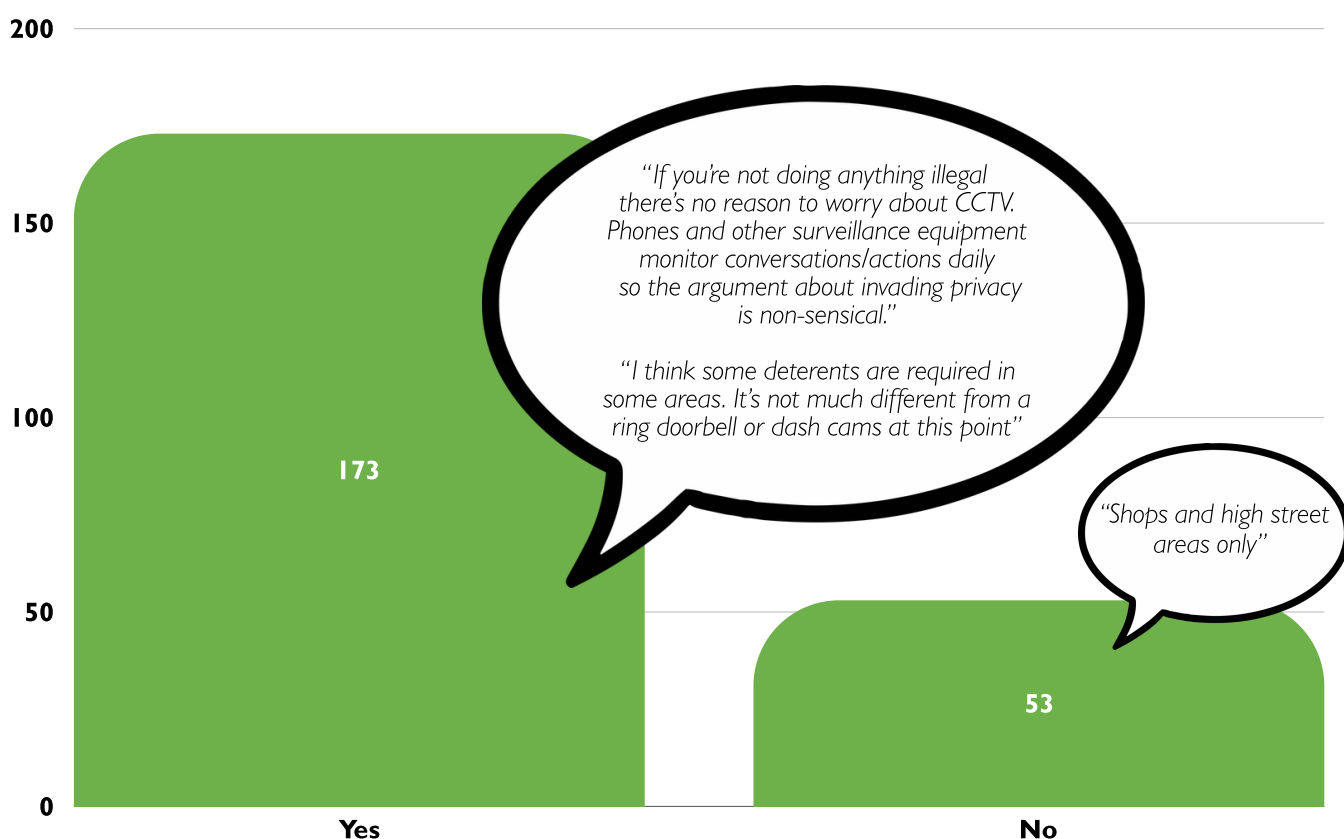
Q3. Do you support Steyning Parish Council's proposal to install CCTV at the Memorial Playing Fields?



Q4 Do you support Steyning Parish Council's proposal to use mobile CCTV units that can be deployed to hotspot areas, such as those affected by fly-tipping or anti-social behaviour?



Q5. Do you support the installation of additional fixed CCTV in other areas of the parish, if evidence supports it and subject to the agreement of the Council?



Downs Link



Advanced Notice

The Annual Summer grass cut 2026 will be carried out on the Downs Link by contractors

Shoreham cuts (8am till 12pm)

20th April, 18th May, 20th July, 17th August, 21st September.

Whole route Shoreham to Rudgwick (8am till 4pm)

29th June to 10th July 2026.

This cut helps keep the path open as well as promoting fresh growth of ground flora.

During this time please

- * Be extra vigilant.
- * Follow instructions on any signage.
- * Follow instructions from the contractors.



Enquires should be sent to countryside@westsussex.gov.uk

We apologise of any inconvenience caused.





Horsham
District
Council

Carbon Literacy
Project



Carbon Literacy Training for Parish and Neighbourhood Councillors

Parish and Neighbourhood Councillors in Horsham District are invited to participate in a new Carbon Literacy training course being delivered by Horsham District Council.

This is an accredited one day course that will provide you with the knowledge and skills to take action against climate change, and give you the opportunity to be certified as Carbon Literate. Come along, wherever you are on your sustainability journey, to learn and connect with other Parish and Neighbourhood Councillors leaders on this important topic.

- **Date:** 21 May 2026
- **Time:** 8.45am – 5pm
- **Venue:** Horsham District Council Offices, Alberty House, RH12 2GB
- **Cost:** Free (£10 deposit when booking, refundable on completion)

A light lunch is provided to all attendees during the day.

If you have any questions, please get in touch with us at:
climatechangeaction@horsham.gov.uk

To sign up for the course, please scan the QR code or visit:
**[https://bookwhen.com/hdcsustainabilityevents/
e/ev-sycq4-20260521084500](https://bookwhen.com/hdcsustainabilityevents/e/ev-sycq4-20260521084500)**

**Sign up
today**



Item 12.3

To all Parish Clerks

Dear all,

I am emailing to let you know that the initial consultation on the Community Governance Review will commence on 9 May, and close on 22 June. I wanted to ensure that you had early notice of the consultation period to ensure all parishes have sufficient time should they wish to provide a response.

As I've previously mentioned, we would appreciate your support in sharing our posts on social media, and displaying posters (which I will post out once I've received them from the printers). Thank you to those of you who let me know the amended quantities. Please be assured posters will be sent to all parishes.

The webpage is here - [REDACTED]

And the consultation page will be updated in due course - [REDACTED]

Should your parish wish to submit a response, whether proposing changes, or to confirm that the current arrangements are satisfactory, please send this to cgr@horsham.gov.uk.

If you have any queries in the meantime, please let me know.

Kind regards,

Aisha Nottage

Democratic Services and Elections Manager
Deputy Monitoring Officer



Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton