



The Steypning Centre, Fletchers Croft, Steypning
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**TO ALL MEMBERS OF STEYNING TOWN COUNCIL - YOU ARE HEREBY SUMMONED TO THE
TOWN COUNCIL MEETING TO BE HELD ON MONDAY 15th JUNE 2026 AT 7.30 PM
AT THE STEYNING CENTRE**

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

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

AGENDA

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

- 1.0 APOLOGIES FOR ABSENCE {1 minute}** - To receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST {2 minutes}** - Disclosure by Cllrs of their personal interests in regards matters on the agenda & whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR – {Up to 15 minutes}** (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes.
- 4.0 MINUTES OF PREVIOUS MEETINGS {6 mins}**
 - 4.1** To agree the minutes of the Full Council Meeting held on the 18th May 2026 as a true and fair record.
- 5.0 MATTERS ARISING {2 mins}** - These items should be taken as read and do not need discussion unless specified
 - 5.1 FULL/26/0.0** Clerk's office to publicise Town Council Logo designer winner acceptance – **Actioned**
 - 5.2 FULL/26/2.1** Dep. Mayor to sign Acceptance of office form – **Actioned**
 - 5.3 FULL/26/6.1** Minutes to be amended before publication– **Actioned**
 - 5.4 FULL/26/8.0** Clerk's Office to update *Committee and Group membership* literature – **Actioned**
 - 5.5 FULL/26/9.0** Clerk's office to update Group and Panel Representation lists – **Actioned**
 - 5.6 FULL/26/10.0** Clerk to check for 'Chair' & 'Chairman' references within STC amended policies. Bringing back if required – **Actioned**
 - 5.7 FULL/26/11.0** Clerk's office to further amend if needed Policies, as per decision and then publish on Website – **Actioned**
 - 5.8 FULL/26/12.0** Clerk's office to update Representation on Outside bodies list and advise groups – **Actioned**
 - 5.9 FULL/26/14.3** STC General Power of Competence reaffirmed – **Actioned**
 - 5.10 FULL/26/14.5** April Full C 'matters arising' brought forward to June meeting – **Actioned (see below)**
 - 5.11 FULL/25/114.1** External Audit report to be brought back for consideration – **See item 9.1**
 - 5.12 FULL/25/116.1** Clerk to inform Wardens of Cllrs approval of their reports – **Actioned**
 - 5.13 FULL/25/119.1** Cllr Campbell to apologise to the Council – **See item 9.2**
 - 5.14 FULL/25/119.2** Cllr Norcross to relay decision of SPC to the Barristers – **Actioned**
 - 5.15 FULL/25/119.3** Personnel Committee to be convened to deal with residents complaint and other matters – **Actioned**
 - 5.16 FULL/25/119.4** SPC approved objection to School development be taken to HDC Planning Dept. – **Actioned**
 - 5.17 FULL/25/119.4** Clerk to contact Sports England re loss of Sports facility decision – **Actioned**
 - 5.18 FULL/25/119.5** Committee preferences to be compiled in advance of Annual Town Council Meeting – **Actioned**
 - 5.19 FULL/25/119.7** Clerks office to publicise workers canteen opportunity – **Actioned**
 - 5.20 FULL/25/119.8** Clerk to agree with designer of logo, final agreed option – **Actioned**
 - 5.21 FULL/25/119.8** Provision made for Flowers and bottle of wine to acknowledge and thank designer of logo – **Actioned**
 - 5.22 FULL/25/120.2** 'The peoples Emergency Briefing ' to be promoted to residents & Cllrs – **Actioned/ See item 10.2**



Town Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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- 5.23 **FULL/25/120.3** Clerk to inform Youth service providers that monthly report slightly too detailed – **Actioned**
- 5.24 **FULL/25/121.1** CCTV working party be delegated to pursue updated quote – **Actioned**
- 5.25 **FULL/26/16.1** Clerks office to amend and publish STC email policy – **Actioned**
- 5.26 **FULL/26/16.4** AGAR Section 1 to be published and placed on notice boards, and sent to External auditors – **Actioned**
- 5.27 **FULL/26/16.4** AGAR Section 2 published, placed on notice boards, and sent to External auditors with additional notes on variance – **Actioned**
- 5.28 **FULL/26/16.4** Notice of public rights published and placed on notice boards at the appropriate date – **Actioned**
- 5.29 **FULL/26/16.6** Clerks Job title to change, and to notify groups and change paperwork as appropriate – **Actioned**
- 5.30 **FULL/26/16.7** Clerk to convene Local Governance Review meeting – **Actioned / See item 9.5**
- 5.31 **FULL/25/122.6** Each Chairman to consider summarising committee's work during receipt of minutes process – **Item 11.0**
- 5.32 **FULL/25/122.7** SPC to become a Town Council in May 2026 – **Actioned**
- 6.0 NEIGHBOURHOOD WARDENS REPORT {8 mins} (See supporting papers).**
- 6.1 To receive the Neighbourhood Wardens reports for April and May 2026.
- 7.0 REPORT FROM DISTRICT COUNCILLORS {20 mins}**
- 7.1 Cllr Victoria Finnegan – (HDC) update
- 7.2 Cllr Nicholas Marks – (HDC) update
- 8.0 REPORT FROM COUNTY COUNCILLOR {8 mins}**
- 8.1 Cllr Victoria Finnegan – (WSCC) update
- 9.0 GOVERNANCE AND COMMUNITY MATTERS {55 mins}, (See supporting papers)**
- 9.1 Members to consider the **External Audit Report response**, and subsequent F&GP recommendations and agree any actions.
- 9.2 Subsequent to a Councillors unsuccessful challenge to the HDC Sanctions procedure against him, will the Councillor now **apologise to the Council** and the Clerk for his behaviour
- 9.3 Update from those Cllrs in attendance, regarding a meeting with the **Brotherhood Hall** (ex-school foundation brownfield site) developers, and to agree any actions.
- 9.4 Update from the Mayor regarding a meeting with the School foundation committee and the Grammar school Head Teacher regarding the latest **timeline for school development, and on plans concerning the Fletchers Croft** derelict house, and to agree any actions.
- 9.5 **Local Governance Review** – To receive recommendations and proposals from recent meetings and to consider whether STC agrees to a boundary change which would potentially place the whole of Bramber Brooks Nature Reserve area from Steyning Parish, and into the Bramber Parish.
- 9.6 To consider the **aspirations of this council** and its members as it moves into the final year of this term, and to agree any actions.
- 10.0 REPORTS FROM OUTSIDE BODIES {25 mins}, (See supporting papers)**
- 10.1 Cllrs Young and Hanson – Isolation and Loneliness / PPG update
- 10.2 Cllrs Johnson and S Alexander - Climate Action Group – To receive latest meeting notes, and a reminder concerning the Peoples Emergency Briefing film presentation and to agree any actions.
- 10.3 Cllrs S Alexander, Linfield and Sharp – To receive the latest JPYC reports and any further update
- 10.4 Cllrs I Alexander, Young and Linfield – JPCC Update
- 10.5 Cllrs S Alexander and I Alexander – Neighbourhood Wardens Steering Committee update
- 11.0 COMMITTEE MINUTES TO BE RECEIVED BY FULL COUNCIL {15 mins} (Supporting papers)**
- 11.1 **Community Committee** – To receive the Minutes and draft Minutes from the meetings held on the 3rd Feb., 3rd March, 5th May and the 2nd of June 2026.
- 11.2 **Finance and General Purposes Committee** – To receive the Minutes and draft Minutes from the meetings held on the 13th Jan., 10th March and the 14th April 2026.
- 11.3 **Planning and Premises Committee** – To receive the Minutes and draft Minutes of the meetings held on the 27th Jan., 23rd Feb., 23rd March, 27th April, and the 26th May 2026.
- 11.4 **Personnel Committee** – To receive the Minutes from the meetings held on the 1st May 2026.

12.0 NOTIFICATION OF ONGOING ITEMS {1 min}

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

- 12.1** Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back Full Council
- 12.2** Youth service team to make future presentation to SPC Full Council
- 12.3** Clerk to organise meetings with school to discuss Community Use Agreement
- 12.4** SPC to convene the Emergency Planning working party
- 12.5** NPPF updated Docs to be discussed by N. Plan Steering Committee
- 12.6** To meet representatives from Lassay-les-Chateaux and convene a working party to discuss potential twinning idea
- 12.7** Data protection training to be arranged for Cllrs and Staff
- 12.8** Asset Register & Land Register updating and thereafter Insurance cover amendments taken to F&GP
- 12.9** STC Website accessibility Statement to be upgraded to WCAG 2.2 AA
- 12.10** STC to complete a Data Audit during the 2026/27 year

13.0 CORRESPONDENCE AND INFORMATION ITEMS {5 mins}

- 13.1** A meeting with HDC to discuss potential Asset Transference is due to convene on the 11th June, with Clerk, Mayor and Deputy Mayor to attend. The F&GP committee will deal with what is to be discussed but this item is on the agenda to keep members and residents informed with the latest news.

14.0 DATE OF NEXT FULL COUNCIL MEETING: 20th JULY 2026 at 7.30pm

John Fullbrook,

Chief Executive Officer (Clerk and Responsible Finance Officer) to the Council