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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**

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.

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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 12th 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 *Use of Cookies* 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** There was a suggestion that members could benefit from data protection training.	**CLERK** **CLERK**
104.2.4	Cllr Bell **proposed, seconded** by Cllr S Alexander that the SPC Social media policy now be dissolved. **Agreed**	**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**

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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 *Steyning Centre Repairs* 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	

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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. **CLERK**
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. **CLERK**
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**

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