

# SPC Action Plan for 2026/27

Updated 3rd Sept '26

Key: - Green - Completed, Yellow - Due, Orange - Overdue.

| Project Name                          | Objectives                                                                                                                 | Task / Activity                                                   | Timescale      | Task / Activity                                                      | Timescale      | Task / Activity                                                    | Timescale     | Task / Activity                                                        | Timescale     | Task / Activity                                                    | Timescale            | Responsibility                       | Risks to timescale                                                                                                                 | Risk Mitigations                                                     |  |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------|----------------------------------------------------------------------|----------------|--------------------------------------------------------------------|---------------|------------------------------------------------------------------------|---------------|--------------------------------------------------------------------|----------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--|
| Canada Gardens Access Road imp.       | To redevelop the roadway/ access to the Canada Gardens Allotments front gate from the access point on the Newhams Ln       | Discuss scope with Residents for possible match funding           | By June 26     | Gain approval from Community Com. to proceed with project            | By End June 26 | Get 3 competitive quotes and seek preffred option                  | By July.      | Complete MOU, gain signatures and approval from F&GP                   | By July.      | Complete project and collect all pledged funding                   | By Sept.             | Clerk & Residents                    | Depends upon whether STC think the cost justifiable and then trusting in the MOU agreement (residents match funding)               | COMPLETED                                                            |  |
| Chandlers Way Pocket Park             | Complete first phase of planting programme, plus engage voluntary support                                                  | Keep as many plants alive as possible over the drought/ summer    | By Sept.       | Re engage with School & plan for next planting day                   | By End Sept.   | Complete initial trellis install & play gate                       | By Nov.       | Complete initial trellis install & play gate                           | By March 26.  | Agree and install entrance gate                                    | By May 26            | Clerk & Working party.               | School & Community 'buy in' to the project is key - but this will take some considerable time and effort.                          | Keep volunteers / kids motivated                                     |  |
| MPF Main Access improvements          | To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming & attractive             | Complete grasscrete; interp. Brd planting; Bins installation      | By End Aug.    | Complete third planter install plus planting & plaque + gain pledges | By End Oct.    | Complete re-working of Top gate entrance / bins & grasscrete       | By Dec.       | Tennis gate & cons next Finger post installation adjacent Rublees Ent. | By Feb 27     | Gain approval from Community Com for install + Living plants!      | By July 27           | Clerk & Community Com.               | Number of elements involved - Need to work closely with Cricket Club, S I B and Partnership to ensure project success              | Keep all partners in loop to avoid over-reaching.                    |  |
| Glebe Farm Housing Dev.               | Work with Vistry, residents, HDC, Dist Cllrs, Local groups, and via SPC Steering Com. directives extract best fit scenario | Start reg. meetings with Vistry for pos. com. engagement          | By July        | Have Glebe Fields & Road naming agenda completed                     | By End July.   | Get roundabout access to site in place to mitigate access issues   | By Aug.       | Continue coms and lobbying for Boundary issues resolution              | By Dec        | Unspecified as at 3rd Sept. - depending on necessity as it arises  | TBC                  | Steering Com + Clerk & D. Cllr       | Vistry work on their own timescale and not necessarily to help SPC nor Com engagement - targets often opposing SPC's               | From a weak position use HDC enforcem. & Cllrs                       |  |
| Steyning C. + High St - Carbon Saving | Climate Action Plan - Overhaul Steyning Centre heating system/ AC / Energy usage + Cycle racks & Glebe Fields connectivity | High St Cycle Racks Highways scheme app. completed                | By End July    | Find speacialist heating engineer and discuss scope of works         | By Nov         | Upgrade insulation in Offices and potentially Coms room            | By Feb 27.    | Agree scope of works and timescale for heating / AC works              | By March 27.  | Agree financial commitment & contractor for works                  | By End June          | Clerk & P&P Com.                     | Contractors need very specific skill set - therefore ensuring the right engineers are avialbe will be a risk to timescale          | Use resident/ volunteer skillsets                                    |  |
| High Street Christmas Lights          | Install High Street lighting display to include agreeing new display, check Lamp post integrity & all permissions          | Agree display for Christmas 2026 and have order confirmed         | By End July    | Agree date for Lamp post testing plus ID which posts need test       | By Early Sept. | Seek permissions from WSCC & Electric suppliers                    | By Sept.      | Complete all doc. permissions and agree install dates                  | By End Sept.  | Complete installation & consider B. Shelt. additions               | Before End of Nov.   | Clerk and F & GP                     | Many Contractors / Orgs. involved & if some in chain of inter-depend tasks not compliant , then chain & timescale breaks down      | Keeping up with schedule all important                               |  |
| Armistice Event Org.                  | Work with Grounds team, Father Mark, Cllrs and Key Stakeholders to ensure Garden prepared and Event organised              | Org. Ground works - appoint gardener & gain quotes                | By Aug.        | Chair & Clerk to meet with Father Mark to discuss arrangements       | By Sept.       | Chair / Clerk to engage with key stakeholders to ensure attendance | By Sept.      | Publicity to promote event + Poppies up + inform Tennis club etc.      | By Oct.       | Ensure attendance/ equip/ reefs / garden prepd & event success     | By Nov.              | Clerk & Community Com.               | In hands of Church, key stakeholders, volunteers, weather and luck in many respects                                                | Ensure all aspects that can be done by SPC completed                 |  |
| Cricket Club Devel. & Lease           | Work with Club to ensure the proposed Cricket Clubhouse devel. is best value & Lease is appropriate/ future safe           | Cont. work with Club & Residents to seek resolution to issues     | By End July    | Seek final planning permission                                       | By End Sept.   | Obtain draft Lease from Solicitors & take to working party         | By Oct        | Draft new Lease and seek clubs initial agreement                       | By Dec        | Gain STC agreement and obtain club signatories                     | By Feb               | Clerk and F&GP Team                  | Cricket Club might consider variations on the lease. Negoitiating compromises & resolution will take time & good coms              | Good and regular communications                                      |  |
| Play Area upgrades                    | To include South Ash Play Area swing renewal + other upgrades at this and other locations in Steyning                      | Seek agreement for and installation plan of replacement gates     | By Oct. 26     | Discuss & agree what com. engagement is required at S. Ash           | By Nov.        | Discuss & agree what can & should be renewed at South Ash          | By Dec        | Agree scope of works at Community Com.                                 | By Feb 27     | Agree preferred quote and have equipment installed                 | By May 27            | Clerk & Community Com.               | Agreement for equipment to be renewed using Com. engagement consultation takes time. Expectations need to be managed               | Community committee can speed up process                             |  |
| Devolution Business Planning          | Work with HDC to obtain information on what Assets could be available for SPC to gain transfer, and build business case    | Seek continued meetings with Car Park management                  | By Sept.       | Finalise Car Park arrangements and draft Business plan               | By Nov.        | Gain approval from STC members on final requests                   | By End Dec.   | Gain SPC approval on amended Business plan and submit                  | By Feb 27.    | Obtain agreements for asset tranfers and sign docs.                | By March.            | Clerk & Devolution working party     | Dependent upon HDC, Dist Cllrs, WSCC and the soon to be unitary authroity makig up their minds on whats going to happen            | Present a strong case and allow for options                          |  |
| Liaise with School & Land developers  | Broker a positive Community Use Agreement & help secure planning permission with caveats + Fletchers Croft                 | Help secure plan. perm for main build prog. to inc caveats        | By Aug.        | Ensure Developers of Brotherhood Hall proj. promote Com. Eng         | By Sept.       | Complete Community Use negotiations                                | By Dec.       | Help Sch. - Day to Day residents liason & seek pos. BH p.p. resolution | By End Jan.   | Help secure Fletchers Croft property asset with Sch Foundation     | By June.             | D. Clerk & F&GP Com.                 | Completely in the hands of both District and County Councils (Therefore a weak position)                                           | Utilise Dist & WSCC Cllrs                                            |  |
| CCTV purchase & Phase I install.      | CCTV monitoring installation for the High St completed: New policies put in place: & Install.of mobile camara units        | Purchase Phase I equipment with Full C Agreement                  | By End July    | Draft new CCTV policies via working party                            | By Dec.        | Gain approval /publish new policies, and coordinate & train staff  | By End Jan 27 | Complete installation of High St equipment & coorinate with 'North'    | By Feb 27     | Gain approval for, & Complete mobile units first position install  | By End March 27      | Clerk, working party , Full Council  | Main issues are coordinating install with North's on the High St re the Mast and WiFi connection + Policy approval                 | Enlist Dist. / County Cllr assist.                                   |  |
| Revamp Steyning Emergency Plan        | Clerk and Councillors need to establish together what needs to be covered and why - eg Parish Mains Water cut off etc.     | Set up Working Party, to review existing cover & agree scope      | By Dec.        | Understand what other PC's have done and draft plan                  | By End Feb.    | Outline Plan agreed by SPC                                         | By March 27.  | Complete details of plan                                               | By June       | Full C. agree plan, & office to enable contacts and equip.         | End July             | D. Plan / Clerk / Full Council       | The Plan must be reviewed and the result must be acheivable, and easily understood by the appropriate groups and individuals       | Keep it as simple as possible                                        |  |
| Travel Plan Project + T.R.O's         | Help support & agree latest recommend - ations form Clim. Action Group, inc High St + Community Com. Agreed TRO's          | Submit agreed Highways Scheme to WSCC on behalf of CAG            | End July       | Gain priority status of TRO's to be undertaken by Community Com.     | By Oct.        | Begin Community Liasion for top 2/3 agreed TRO's                   | By Nov.       | Agree draft scope of works for top 2/3 TRO's and seek WSCC Cllr app.   | By Dec.       | Submit schemes and bring back responses to Com for final approvals | End April            | Clerk & Community Com.               | These schemes depend on assistance from Cllrs / residents to gain appropriate support and acheivable solutions.                    | Managing expectations                                                |  |
| Mouse Lane - Op. Watershed app.       | Work with Wiston Estate, WSCC Cllr & engineers, local res. & other key stakeholders to alleviate current issue             | Meet Highways engineers & officers, & identify solutions          | By Aug.        | Reconvene working party to discuss next approach                     | By Nov.        | Formulate plan to be discussed by working party then Full Council  | By Jan 27.    | Complete draft operation watershed application                         | By March 27   | Finalise application & decide upon any match funding + approval    | By June 27           | W. Party, Clerk and Key stakeholders | Need to convince all parties that a project to mitigate against the worst rather than solve the problem is ok, & worth the finance | Might have to simply go for best value approach                      |  |
| Bus Shelter Improvements              | Review previous progress & revisit potential engineering solutions for dis. access. + Xmas lights/ Decor/ Toilets          | Org. working party to review situation and plan acheivable target | By Oct.        | Complete an outline scope of works for all targets                   | By Dec.        | Bring to Committee and gain approval for timetable of projects     | By End Feb.   | complete first project objective                                       | By End April. | Complete second project objective                                  | By July.             | D. Clerk / P&P & F&GP members        | Managing expectations due to budget restrictions and timescales for completion is most important. It being so high profile         | Managing expectations                                                |  |
| Neighbourhood Plan Review comp        | N. Plan continue to consider missing elements from first plan. Phase II to be completed & sent to examiner                 | Convene Steering committee & review latest NPPF situation         | By Oct. 26     | Review intial design code works for consul -tants & review draft     | By Dec.        | Complete review and update existing doc. inc. consultants work     | By Feb.       | Take updated N. Plan through Reg 14 cons. & submit for Reg 16          | By March 27.  | Continue working with team on the next Phase - Full Plan comp.     | By June 27           | N. Plan Steering Com.                | Depends on the commitment from Cllrs & res. reps, as to whether difficult time constraints + timetable dealt with affectively      | Work with N. Plan consult to manage expectations                     |  |
| Last Years project completions        | To complete the unfinished SPC projects from the year 2026/27 list                                                         | 1. Railings on the Roundabout - snagging done & payment completed | By End Nov 26. | 2. Steyning Centre Doors Renewal                                     | By Dec 26.     | 3. Inaugural Parish Flood Plan                                     | By Jan 27.    | 4. Complete Social media start up by agreeing APP provider             | By April 27.  | 5. Draft new Tree Management Strategic Plan                        | Before End of May 27 | Clerk and Community Com.             | Finding office time to complete 3, 4 and 5 might be a challenge. 2. is subject to planing permission & 1. is in hands of WSCC      | Positive lobbying of WSCC needed & Cllr assist with numbers 3, 4 & 5 |  |