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# MEETING OF FULL PARISH COUNCIL

## HELD ON MONDAY 20th JULY 2026 AT 7.30PM

**Councillors Present :** Cllrs Norcross {Chairman}, Hanson, Sharp, Foxwell, M Alexander, S Alexander, Bell, Linfield, Campbell, Lloyd and I Alexander.
**Clerks in attendance :** John Fullbrook.
**Members of the Public** : **38 {inc. District & County Cllr Victoria Finnegan, Wardens and Lead Youth Worker}**
**Meeting commenced : 7.36 pm {Delayed due to having to rearrange seating because of large resident attendance}**

# DRAFT MINUTES

**ACTION**

**FULL/26/33 APOLOGIES FOR ABSENCE**

**33.1** Apologies were received from Cllrs Trundle, Ballance and Young.

**FULL/26/34 DECLARATIONS OF INTEREST**

**34.1** Cllrs Sharp and I Alexander declared an interest in agenda item 10.6, as they were committee members within the Steyning & District Partnership, which had submitted a grant application. Cllr Campbell declared an interest in agenda items 10.2 & 10.3. – Councillor Accountability.

**FULL/26/35 QUESTIONS FROM THE FLOOR {in summary}**

**35.1.1** ***Q –*** *Rodney Goldsmith- there were two questions raised.*
***1/ At the Full council meeting on the 14th April 2025, under the heading of progress report, it was stated -*** *Chair and clerk to speak with representatives to discuss parish wide disability awareness & bring back to Full council - Ongoing. It's stated as ongoing at every month since and there is the project of "Making Steyning a dementia Friendly Town" which commenced in 2024. In the past 15 months there have been numerous matters involving disability issues which have not been dealt with, and it gives the impression that STC are not at all interested in residents who come under the "banner" of disability or dementia. If the Chair and Clerk are interested in these things what representatives and institutions have they met and when is the report going to be made.*

**35.1.2** ***Response – Cllr S Alexander stated that members had made great efforts to influence the Glebe Fields developers so that they should consider dementia friendly design features and concepts during the planning of their new estate – and this had led to changes in their plans to benefit those with dementia. The Chair admitted that she had not had opportunity to do more, so far, in this endeavour.***

**35.2.1** ***Q – 2/*** *Rodney stated the next question would be for the Wardens.*

**35.2.2** ***R – The Chair suggested Rodney ask his question during the Wardens agenda item 7 (and he agreed)***

**35.3.1** ***The Chair then suggested to the several members that had stated that they would want to speak either for or against a DMMO path modification diversion proposal at Maudlin Lane, that she would bring that agenda item forward and that they could be part of the discussion more appropriately during the item itself, and the residents generally agreed to this suggestion.***

**FULL/26/36 MINUTES OF PREVIOUS MEETING**

**36.1** Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 15th June 2026 be accepted as a true and fair record. **Agreed. 9 For, 1 Against, 1 Abstained.**

**FULL/26/37 MATTERS ARISING – These items were taken as read**

**37.1** Clerk to explain details of 'Questions from the floor' response to resident via email – **Actioned**
**37.2** Cllr Finnegan to oversee Charlton St. substandard road repairs reappraisal and new repairs – **Actioned**
**37.3** Cllr Finnegan to further investigate 'Pothole Posse' idea **– See item 41.1**
**37.4** STC's External Audit response agreements & Full C. minutes taken back to External Auditors – **Actioned**
**37.5** Newly agreed STC Finance Regulations published – **Actioned**
**37.6** Clerk to continue to bring back question for Cllr concerning his behaviour **– Actioned/See item 42.3**
**37.7** Clerk to respond to Local Governance Review consultation as per main agreements – **Actioned**
**37.8** Clerk to inform Bramber PC and HDC regards STC Boundary change suggestion **– Actioned**
**37.9** Clerk to convey STC's support for Bramber Brooks Parish Boundary change **– Actioned**
**37.10** Cllrs to continue to consider a *last year legacy* for this Council **– See item 42.7**
**37.11** Cllrs to consider Climate Action Group request for Room Hire discount at P&P Committee – **Actioned**
**37.12** Next JPYC meeting date to be finalised and committee convened **– Actioned/ See item 43.3**
**37.13** Asset Register & Land Register updating and Insurance cover amendments taken to F&GP – **Actioned**
**37.14** STC to complete a Data Audit during the 2026/27 year – **See item 42.6**
**37.15** STC Website accessibility Statement to be upgraded to WCAG 2.2 AA. **– See item 42.6**
**37.16** Naming of Glebe Fields Estate roads matter taken to P&P Committee for resolution **– Actioned**
**37.17** Youth service team to make future presentation to SPC Full Council – **Actioned / See item 38.1**

**FULL/26/38 YOUTH SERVICE PRESENTATION**

**38.1** The Joint Parishes Youth Service Lead Worker, Vicky Heales, had been sent a PowerPoint presentation from two of the youth club members. Not because they had to, but because they wanted to. It was completely without prompting and showed pictures and commentary on some of the most recent sessions that the girls had really enjoyed. Subsequently Vicky thought with the girls permission she could present it to Full Council as there was no better way of showing how well the service was going. The girls were on hand to add their narrative, with assistance from Vicky.

**38.2** The presentation was received very well by both the members and the large audience, and members suggested the presentation could be placed on the STC Website by way of a promotion. Members also received with gratitude the latest Youth Service monthly and quarterly reports, as well as the minutes from most recent JPYC meeting. **D. CLERK**

**FULL/26/39 NEIGHBOURHOOD WARDENS REPORT**

**39.1.1** Members received the Wardens reports for June 2026. Ali and John were present and summarised some aspects of their work over the previous weeks, and to expand upon their report. Notably there had been great collaborative work with residents on Charlton street to avert an ongoing antisocial behaviour issue involving noise, and foul language, damage to cars and front doors as well. Doorbell camera footage had been shared and individuals identified with assistance from both Primary and Grammar school. Working with the PCSO there had been visits to students homes and the ASB had subsequently ceased.

**39.1.2** Cllr Foxwell spoke about a concerning issue on the High Street with some traders being pressurised and threatened by individuals to sell up their Properties or Leases to enable a group to establish a *Vape* shop and potential illicit trading hub. The Wardens confirmed they were working with PCSO's and maintaining communications with existing traders to ensure they felt supported and that every effort would be made to identify these individuals.

**39.1.3** ***Q -*** Rodney asked :- 'when you patrol the streets do you still issue a warning ticket/leaflet to vehicles that are causing an obstruction which includes the parking on the pavements and parking across dropped kerbs etc because this ASB causes, in some cases, dangerous incidents for pedestrians especially those using wheelchairs, mobility scooters, prams and buggies etc'.

***A – Warden John said that they continued to do so, and as if to prove the point, produced some of these 'warning tickets' from his trouser pocket.***

**39.1.4** The Wardens were thanked for their report and excellent work in support of the community by the Mayor.

**FULL/26/40 GOVERNANCE AND FINANCE MATTERS**

***Agenda Item 10.1 was brought forward***

**40.1 To receive an update concerning matters following the DMMO decision regarding the Maudlin Lane PROW 3802, and for members to consider agreeing or otherwise their continued support for the Bramber PC position.**

**40.1.2** There were statements and representations made from a number of residents objecting to a public path diversion pre-application consultation document. The author of the document spoke in support of it, and a discussion concerning the merits for, and the objections against, was strongly debated.

**40.1.3** Those against the diversion application were in favour of a strict adherence to the DMMO decision from September 2024, which was to reinstate the footpath, as was, and to ensure it is a usable public right of way. The owner of the property was attempting to deal with a situation which for the most part occurred historically, when under previous ownership the garden and fence line had encroached upon the pathway. He was prepared to make concessions towards re-establishing the path to avoid an issue with the line of site and widening the route, by losing 8 square meters of his property and cutting back hedging plants and trees. One of the residents asked that supporting papers which detailed the arguments from both parties, be appended to the minutes to help clarify the situation and the Chair agreed this could be done. **CLERK**

**40.1.4** Cllr Mike Croker who is a District Councillor and also a Bramber Parish Councillor, was asked to explain the Bramber Council's decision concerning the matter, and he kindly did so.

**40.1.5** Steyning Town Council members appreciated that some movement had been made by the owner of the property in question, but were more concerned that the pathway should be of a width and orientation which would not preclude less able bodied users nor jeopardise safety.

**40.1.6** Previously, Bramber PC had supported the pre-application for the diversion of PROW 3802 as proposed by the Ramblers Association, and this had been agreed unanimously by them.

**40.1.7** However, Cllr Sharp **proposed, seconded** by Cllr I Alexander that {Based upon all the information from supporting papers, statements and representations made during this item} Steyning Town Council members will not be supporting the Bramber PC position on this matter. **Agreed 10 For, 1 Against**

**FULL/26/41 REPORT FROM COUNTY & DISTRICT COUNCILLOR *(In Summary)***

**Cllr Victoria Finnegan – update**

**41.1** **1. Local Governance Review** - The first consultation has closed and will be considered by Horsham District Council's Governance Committee. The draft proposals include transferring the Bramber Brooks Nature Reserve wholly into Bramber Parish, a change supported by Steyning Town Council. A second consultation will take place to confirm that responses have been correctly captured.

**41.2** **2. Horsham Local Plan** - A new Planning Inspector has been appointed to oversee the examination. A consultation is underway on the main modifications to the Horsham Local Plan (2023-2040), including additional housing sites.
An early consultation has also commenced on the new Horsham District 2045 Local Plan.

**41.3** **3. Local Government Reorganisation** - The Government has delayed its decision on proposals for West Sussex unitary authorities until no later than October 2026. Existing councils will continue operating until any future reorganisation, with current timescales still indicating new authorities taking effect in April 2028.

**41.4** **4. CIL Grants** - Horsham District Council has allocated £7.2 million towards infrastructure projects, with £2.75 million remaining. **CLERK**

**41.5** **5. West Sussex County Council -** New progressive alliance formed and working well.
A motion calling for fairer school funding for West Sussex was passed unanimously.

A separate motion to restrict council business to matters solely within the council's remit was not approved.

**41.6** **6. Glebe Farm -** Monthly liaison meetings have been agreed. Ongoing discussions continue regarding construction impacts, planning amendments and resident concerns. **CLERK & Cllr Finnegan**

**41.7** **7. Charlton Street/Sir George's Place/Mill Road -** Highways issues relating to road markings and drainage continue to be pursued.

**41.8** **8. Newman Gardens Car Park -** Refurbishment works are expected to begin at the end of August. But bike racks installation had only minor support, due to cost of maintenance.

**41.9** **9. Church Street Crossing -** Victoria has given her support for the proposed pedestrian crossing scheme.

**41.10** **10. Wi-Fi -** Progress continues, including permit arrangements and discussions with Openreach regarding existing equipment. Cllr Finnegan and Clerk working closely with installers and contractors. **CLERK & Cllr Finnegan**

**41.11** **Cllr Nicholas Marks –** Nick was not in attendance for this meeting.

**FULL/26/42** **GOVERNANCE AND FINANCE MATTERS**

**42.1** **In consideration of the recommendations from F&GP, Council to ask Cllr Campbell to be accountable for his most recent behaviour**

F&GP Committee had compiled 7 questions and asked that Cllr Campbell respond in writing before this meeting. He had not done so; therefore the matter was deferred until the next Full Council meeting **Cllr Campbell**

**42.2** **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.** **Cllr Campbell**

This matter was also deferred to the next meeting.

**42.3** **To agree support for F&GP recommendations concerning the first installation phase of Steyning CCTV coverage**

**42.3.1** After an exhaustive process of discussions on and off site with a number of contractors and service providers, the CCTV working party took preferred options noted within supporting papers to F&GP which then decided to recommend to Full Council Option 1 :**The 5-year Licence option**, but that the installation is completed within 3 phases, potentially over a three-year period. It was confirmed that the process involved agreeing to a preferred provider after seeing like for like quotes, but that subsequently the scope of works had progressed in line with technological advances, updated equipment and the Council's needs.

**42.3.2** The first phase as per agreement at F&GP would include two permanent cameras fixed on the High Street {one fixed bullet and one dome} plus two roving cameras which would give initial flexibility in terms of installation locations.

**42.3.3** Cllr S Alexander **proposed, seconded** by Cllr I Alexander that STC accepts the recommendation from F&GP, that this Council spends up to £20K (this is budgeted for) for the first phase of works, as well as the 5-year Licence option. **Agreed 8 For, 1 Against, 2 Abstained.** **CLERK**

**42.4** **Update concerning the latest timeline for school site developments**

**42.4.1** In discussions with the Grammar School Headteacher last week it was confirmed that there was no planned start date as yet for the school developments, as the planning permissions have as yet not been signed off by Horsham. There will however be some pre-enabling works taking place to begin before the end of July – and this will involve the erection of hoarding and meshed fencing panels. Then there will commence a programme of archeological digs over the summer period.

**42.4.2** There is a planning meeting on the 4th August at HDC which may well determine if the redevelopment works are to go ahead or not, and a timeframe for said works.

The Clerk is still hoping to talk about the *Community Use Agreement* details with the school and HDC in due course. **CLERK**

**42.4.3** In terms of the site being developed next to the Steyning Centre and involving Brotherhood Hall, there is another meeting now planned for the 29th July, @ 1pm in the Steyning Centre. **All Members**

**42.4.4** All members are invited. This is a follow-up meeting to the site visit two months ago and will involve at least 4 members of the developer's design team, plus they are inviting along some residents who live close by. They intend to hold wider community events in due course**.**

**42.5** **To consider a grant application and recommendation from the F&GP Committee** **CLERK**
The F&GP Committee received a late grant submission which was therefore considered under correspondence items and recommended for agreement to this Full Council.
Cllr S Alexander **proposed, seconded** by Cllr M Alexander that STC agree to the request from the Steyning & District Partnership to support the Food and Drink Festival 2026 event with a £500 grant. **Agreed 9 For, 2 Abstained.**

**42.6** **Members to consider agreement for a company to provide web site accessibility advice, to achieve future statutory targets**
The internal auditor advised that following a change in regulations, STC needs to modify and update its website and potentially further amend some of its associated policies. These changes need to be made by the end of March 2027. The STC office has been going through its archives to dispose of unnecessary information in advance of a data audit which it hopes to carry out over the Summer recess, and following a recent WSALC teams meeting, the Clerk believes it is necessary to see if STC could appoint a consultant to help it achieve its aim of completing full accessibility compliance by the 2027 deadline.
The Clerk presented a confidential quote - supporting paper 10.7, showing members what services were available from consultants.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that STC delegates responsibility to the Clerk to obtain further quotes from other companies (in regard to web site accessibility consultants). **Agreed** **CLERK**

**42.7** **To consider the aspirations of this council and its members as it moves into the final year of this term**. There was little time left to discuss this matter, so it is deferred to the next meeting **CLERK**

**FULL/26/43** **REPORTS FROM OUTSIDE BODIES**

**43.1** **Cllrs Hanson & Young – Isolation and Loneliness/ PPG** – Nothing of note to report.

**43.2** **Cllrs Johnson & Cllr S Alexander – Climate Action Group**. – Cllr S Alexander briefly summarised the contents of the recent meeting and made a number of proposals as per that committee's recommendations: **CLERK**

**43.2.1** Cllr S Alexander **proposed, seconded** by Cllr Bell that STC continues its support of the widening of the Horsham Road footpath as part of the school development, and that the Clerk writes to the school to reaffirm its position in support of this fact. **Agreed**

**43.2.2** Cllr S Alexander **proposed, seconded** by Cllr M Alexander that STC supports the amended High Street bike rack highways scheme and delegates its submission to WSCC, to the Clerk. **Agreed, 10 For, 1 Against**

**43.2.3** Cllr S Alexander **proposed, seconded** by Cllr I Alexander that the Clerk be delegated to show STC's support for the local residents highways scheme submission to install a pedestrian crossing at the Church Lane junction (adjacent the Church entrance). **Agreed 9 For, 1 Against, 1 Abstained**

**43.3** **Cllrs S Alexander, Sharp & Linfield – Joint Parishes Youth Committee –** No questions, as these matters discussed under item 38, above.

**43.4** **Cllrs Young, I Alexander & Linfield – Joint Parishes Cemetery Committee** – Cllr I Alexander reported there had been a meeting, with minutes yet to be distributed, and also notably pointed out that the JPCC bank balance was now appreciably better than thought last year, as bank interest had not been accounted for, for some time. More details to follow.

**FULL/26/44** **NOTIFICATION OF ONGOING ITEMS - To receive items which will be taken to next meeting** **CLERK**

**44.1** Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back Full Council
**44.2** Clerk to organise meetings with school to discuss Community Use Agreement
**44.3** STC to convene the Emergency Planning working party
**44.4** NPPF updated Docs to be discussed by N. Plan Steering Committee
**44.5** Data protection training to be arranged for Cllrs and Staff
**44.6** Asset Transference negotiations to continue and to be overseen by the F&GP Committee

**FULL/26/45** **CORRESPONDENCE AND INFORMATION ITEMS**

**45.1** The Clerk reported that the Cricket Club planning application had been posted and will be considered by members at the Planning and Premises meeting on the 27th July (Next Week)

**FULL/26/46** **DATE OF THE NEXT FULL COUNCIL MEETING: 14th SEPTEMBER 2026 at 7.30pm**

**Meeting closed at 10.10pm** ***(As there had been a short intermission after item 40)***

**Signed by the Chairman …… Date 14th September 2026**

**A recording of this meeting (split into two parts due to short intermission) is available at the following links, but unfortunately there is currently no audio feed:-**

**Part 1 -** ***https://youtu.be/U4FB1o_YXpY***

**&**

**Part 2 -** ***https://youtu.be/ZATjSHKUfIM***

# Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

JULY 2026

| | | | |
|---|---|---|---|
| **Hi vis Patrol hours TOTAL:** | **75.25** | **ASB incidents TOTAL:** | **13** |
| Foot - Steyning/Bramber/Upper Beeding | 52.75 | Noise | 1 |
| Vehicle - Steyning/Bramber/Upper Beeding | 22.5 | Neighbours | 0 |
| **Notices/warnings TOTAL:** | 8 | Driving/vehicles | 10 |
| Verbal warning | 4 | Bicycles | |
| Parking alert | 4 | E-scooters | 2 |
| Yellow card warning (ASB) | | Alcohol | |
| Community Protection Warning/Notice | | | |
| Fixed Penalty Notice | | **Clear up/disposal reports TOTAL:** | **7** |
| **Reports into Police TOTAL:** | 2 | Fly tipping / flyposting | 4 |
| Phone (including 101 and 999) | | Graffiti | |
| Online | 2 | Dog fouling | 1 |
| Intelligence report | | Litter | |
| Verbal | | Drug litter | |
| | | Hazards | 2 |
| **Media Reports TOTAL:** | **11** | | |
| Press release/Community magazines | 1 | | |
| Social media posts | 10 | **Community events attended** | 16 |
| **Admin** | 13.5 hours | **School contact** | 2 |
| **Vulnerable people welfare checks** | 15 | **Youth engagement** | 3 |
| **Signposting** | 5 | **Reports to DVLA** | 1 |
| **ASB** | 6 | **Other** | 12 |
| **Safeguarding referral** | 2 | **Reports to Operation Crackdown** | 1 |

## ASB crime

**Steyning:**

- Last year there were reports of modified nails and screws being left along Charlton Street which were causing punctures in car tyres. We sent a letter to the residents asking for information about who is responsible if anything had been witnessed and the behaviour stopped. Unfortunately, a similar behaviour may be happening again where cars are being interfered with when parked along this street. If you are parking here, please be cautious and check your car when driving until further investigations and enquiries can be made. The PCSO was informed and the affected resident was signposted to report to the police directly.
- We have carried out welfare visits to the shop owner of the barbers shop that has been mentioned in previous monthly reports. He has not received any further visits from people trying to intimidate him to sell the shop. We will continue to visit when possible.
- We have received complaints from residents along Charlton Street regrading youths kicking or banging on their front doors. We obtained ring bell door footage of five of the youths. We went to Steyning Grammar to visit the year heads. These youths have all been identified by the School. Four youths attend the Towers and one youth attends the Rock Road campus, Thakeham. Their parents have been informed. We have let the residents know.
- We checked the Rifle Range following up on reports that youths on mopeds are riding which is intimidating other users. These bikes are illegal. Unfortunately, we are seeing more and more of these bikes in the High

Street. The Police and our PCSO are aware. We will try to identify the addresses where these bikes are coming from.

- We received an email form a resident in her nineties who believed she had been the victim of a Scam. Person/s had gained access to her contact list and then sent a plea to all her friends asking for money for a sick young girl, claiming to be our resident. Only one of her friends did give money (amount unknown). Fortunately, her friend managed to get her money back from her Bank. Our resident took her lap top into a shop who made sure no viruses or scammers had access to her details. This has now been cleared. We gave her assistance to set up a WhatsApp account so she could join her families group. We have left her the latest Police edition about Scams. Update: **Follow up visit to this couple. The husband was having problems with his email account log in and gaining access to his TESCO account. We rectified this for him and left them happy.**

- W met up with our PCSO (Tracy) to carry out a reassurance visit to two properties, one in Steyning, the other in Upper Beeding. The properties are isolated, with lots of land and contain either a workshop or outbuilding detached from the main house. Thieves are targeting power tools. We went and spoke to the victim in Steyning. They believe the theft took place in the afternoon when people were at home , which is quite concerning. They will be making further security measures. We have reassured her by saying we will carry out reassurance patrols of the area. She thanked us for our visit. We later met with her Husband in Steyning High Street who again thanked us for our support. Again, as in Upper Beeding, as the outbuilding is not attached to the main house, the Police don't treat this as burglary and therefore don't send a Police Officer out or Forensics to investigate!

**Bramber:** Nothing to report

**Upper Beeding:**

- I met up with our PCSO (Tracy) to carry out a reassurance visit to two properties, one in Steyning, the other in Upper Beeding. The properties are isolated, with lots of land and contain either a workshop or Outbuilding detached from the main house. Thieves are targeting power tools. We went and spoke to the victim in Upper Beeding. He will be getting CCTV and we have reassured him by saying we will carry out reassurance patrols of the area. He thanked us for our visit. Again, as in Steyning , the outbuilding is not attached to the main house, the Police don't treat this as burglary and therefore don't send a Police Officer out or Forensics!

**UPDATES FROM JUNE:**

- Children kicking/punching doors in Charlton Street in June were all identified this month, School made aware , as were the parents. All of these kids have been spoken too.
- No new fly tipping reported at the rear of Priory Fields.
- No new complaints of the building work going on in Manor Road. We spoke to the owner of the property and the builder directly, informing them they can't store materials in the Twitten.

## Parking/vehicles

**Steyning:**

- We received several reports of a vehicle on Henderson Way which was parked too close to the junction of Hendersons Walk and Canons Way. This was obstructing the view of oncoming traffic. We left a parking alert on the vehicle to inform the driver that they had parked too close to the junction. The residents were signposted to Operation Crackdown should the car remain parked in an inconsiderate location. The car has been moved back a little bit but this is still not satisfactory. More to follow. **Update: After carrying out checks, the van belongs to Aurora construction company. We spoke to the Operations Manager who confirmed the vehicle had broken down and they thought it was ok to leave it parked there. We informed them it wasn't and that the van is not insured! She told us it is the responsibility of the driver but will sort the problem out ASAP. The vehicle has now been removed.**



- There are three vehicles parked in High Trees Car Park, Steyning. All three vehicles are either SORN, no tax and all have no MOT. One vehicle has a Horsham District Council Notice on it from 2025 stating if the vehicle is still present in 15 days, it will be removed. This obviously hasn't happened. We will investigate further. DVLA will not get involved as all vehicles are not parked on the Public Highway. **Update: The Environmental Enforcement team at Horsham District Council have confirmed they have been dealing with these vehicles. They are all due second visits. We will stay in touch with them to make sure these vehicles are removed.**
- We were called by colleagues of the Civil Enforcement Team (CEOs) to assist them in the High Street car park. They were having problems with an aggressive male. He was not a customer, just someone who wanted to shout at and abuse the CEOS. When we arrived this person had left the scene. One of the Civil Enforcement Officers was punched in the chest. We have pictures of the person, this has been reported to the Police and Horsham District Council. **Update: We were called again by the CEOs on another occasion. This gentleman had returned and was again being abusive to them. The Police were called whilst this person stood on the opposite side of the Road watching. He eventually came over to the Car Park. My colleague asked him not to stand in the road for his own safety. He argued he could stand where he likes! We eventually asked him to speak to us and we sat down to have a chat. We asked him why he is acting in this way; the CEOs are just doing their job. He stated he likes to wind them up! This person enjoys filming the CEOS/Police etc. The Police did arrive and spoke to him; he was just as awkward with them. The Police said they would go away to review the Body Cam footage and then follow this up. We noticed this person had a cut on his hand. We gave him first aid which calmed him down and he thanked us. We are sure there will be more to follow.**
- We met up with the Speedwatch team who monitor Clays Hill on National Speed awareness day. It was really beneficial to meet with them , have a chat about the traffic problems. They do a great job.

**Upper Beeding:**

- We received a complaint regarding three cars that are in a worse for wear condition, parked on Saxon Weald land parked in the parking area of some garages. The owner of the cars stated to us that he has permission from Saxon Weald to leave them there. The Manager of Saxon Weald for this area believes this is not the case and will take it up with the tenant.
- We came across a motorbike and rider along the bypass in Upper Beeding. The chain had come off. At the same time a car overheated and pulled up in a dangerous position along the roundabout. We carried out traffic management duties. We managed to push the car off the road, into the car park. The driver's friend turned up to take her home. The rider of the motorbike had called the R.A.C and we waited for their arrival. The motorbike was left in a safe position. All ended well. Both parties were very grateful for our assistance.
- Parking alert issued to a vehicle on Hyde Lane, parked to close to the junction. We will monitor this and hopefully offer words of advice.
- We placed a Notice on a van parked to close to the junction at the Driftway. Off Pound Lane. We will continue to check to make sure the owner removes it.
- We received a report of caravans being detached from their vehicles and left parked up in Priory Fields. On inspection the caravans had gone. This isn't a contravention of parking regulations but if we come across the owners we will advise they are taking up valuable parking spaces for residents of Priory Fields.

## Fly tipping/littering/graffiti

**Steyning:**

- Nothing to report.

**Bramber:**

- We received a report of fly tipping on the ground at the rear of Bramber Car park (The Street). This has kindly been reported to Horsham District Council already. We will continue to check the area to make sure it has been cleared.





**Upper Beeding:**

- We received a report from the clerk regarding fly tipping along the path behind Saltings Way and Priory Field. We were given the reference numbers that were associated to flyposting reports that were made to Horsham District Council to remove the waste. We made some enquiries into why it had not been cleared. The job of removal had been passed from the waste team to the parks team but there is uncertainty who owns the stretch of land where the rubbish is. From speaking with residents, it may be that some of our young people have taken some of the rubbish that has been left outside of houses and used this to make some sort of den. We are working with the Parks team to get the litter removed to make the area safe and will patrol to engage with the young people that spend time here. We will also hand deliver letters to the residents to advise of the consequences that come with fly tipping. **Update: All properties have been hand delivered an advisory/warning letter. After our initial visit to a property that backs on to this location, some of the fly tipping has been removed. Parsk & countryside at Horsham District Council have been informed of our actions to date and will remove any fly tipping on HDC land.**
- We received a report from a couple of residents and the Upper Beeding Maintenance Manager. A contractor working around a telephone pole had cut down some vegetation but left it behind. A Highways Inspector has visited the location and will make contact with the Contractor; it is part of their contract. We have reported it too. We will keep checking to make sure the site is cleared.





A company called Barr management are responsible for the works and for clearing the site. The Inspector will chase this.  We will also it report it anyway. We will keep you posted

## Community engagement/events/meetings

**Steyning:**

- We held our monthly drop in session at the Leisure Centre. This is proving to be popular. The Leisure centre would like us to continue using their site.
- We held our Board Games Café at the Penfold Hall. Our regulars as always in attendance. We hosted a new family this month. They will spread the word to friends.
- We held our drop in session for the residents at Dingemans Court. This always goes down well with the residents.
- Attended the Friday youth club at the  Steyning centre.

**Bramber:**

- Met up with the WalkFit group. We spent our time walking through Bramber and along the Bramber riverside. Good to see everyone who braved the hot weather. Checked for fly tipping and dog fouling. All clear.

**Upper Beeding:**

- We continue to hold our drop in sessions at the Hub, Upper Beeding. We manage to speak to lots of residents. We are grateful for the Hub's support.
- We attended the Repair Café this month. Not as busy as usual, probably due to the weather.
- We held our Board Games event at the Churchside Café this month. We will restart this event in September after the School holidays.
- We assisted at the Friendship Lunch at the Hub in Upper Beeding. This is always a busy event and gives us the chance to speak to as many residents as possible. One of the representatives from the Ladies group have asked us to attend one of their events to discuss the role of the Neighbourhood Wardens. We will have the opportunity to give a SCAMs talk to them and to listen to any concerns they may have.

## 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:**

- We were made aware of a rough sleeper who is staying opposite the Downlands scheme hut in the woods off Mouse Lane. We managed to speak to him, he is in his twenties, very polite and looks to be in good health and his personal hygiene was good. He has family in Steyning. We offered him the opportunity and signposted him to Horsham District Councils rough sleeper team but he declined. We will monitor the situation going forward. **Update: We continue to monitor this person, we have spoken to him on several occasions and are determined to find a solution that works for everyone. Streetlink did go and try to find him to offer assistance but he has since moved.**
- We supported the Youth club this month, discussed the arrangements for the youth trips to take place in August.
- We invited a couple into the Steyning Centre to discuss a neighbour dispute that has been going on for some time. They really wanted to chat through their options and get things off their chest. We have signposted them to the mediation service. There isn't anything major to worry about but they know we are here to support them if things escalate. All the information is with our PCSO now for her information.
- We visited one of our local residents who had approached us about responsibly disposing of kitchen knives. He is moving from his property to a new property at Primrose Court, Steyning. We will drop in on him at his new home. We took the kitchen knives and gave these to our PCSO to dispose of correctly.
- We were asked last month to visit a resident who is ninety eight by her daughter who was away in France. We have seen her a few times and have built up quite a rapport with her and look forward to seeing her again. Her daughter is now back in the country.
- We were informed by our PCSO that there was heavy congestion in the High Street. We were only around the corner and made our way. Unfortunately one of our elderly residents had had a fall. He had cut his head and grazed his elbows. He had also just had a hip replacement and was feeling pain from that area. We used our First Aid kit to clean him up and waited until the paramedics arrived. Eventually he was taken to Hospital.

**Bramber:** Nothing to report

**Upper Beeding:**

- We were approached during our drop in at the Hub by someone asking for mental health support. We were able to signpost them to several services including their GP, Talking Therapies, Pathfinder as well as Age UK for some potential additional support. They also took information on a Pegasus card which can be used to inform the police when dealing with them of a communication difficulty he may have.
- We still have concerns regarding a lady who lives in Upper Beeding. We have reported this before. She is showing signs of poor mental health. She is still visiting the NISA and the Fish & Chip shop daily on multiple occasions. Her Social worker has been advised, as has the scheme manager where she lives and the Manager

for the area at Saxon Weald. We will continue to offer support and find the right course of action for her. **Update: We visited with our PCSO to try and ascertain if any criminality was happening. How is she paying for the food etc? The Social worker will be checking with her Bank to make sure she isn't being financially abused. Her flat was full of Coca Cola tins, newspapers and fish and chips wrapping (some contained fish and chips still). This lady has now been taken into Hospital for respite and to be assessed further. Her flat is to have a deep clean ready for her return. A care package will also be in place by the time she comes home.**

- We have been engaging with our young people in Upper Beeding sports ground. We have had reports of broken bottles in the grounds. We have had no problems with the young people this month. We will continue to monitor the area.
- Whilst at the Hub for one of our drop in sessions, one of our Councillors came in to see us. We have a resident who is living with Dementia. Our Councillor thought it would be a good idea for us to meet her. We were with our PCSO (Tracy) and we were introduced to this resident. She was very comfortable in our presence. We discussed how she was feeling and if she needed any support. She has lovely neighbours who keep an eye on things and family who are very supportive. We spoke to this ladies daughter, who is so appreciative of all the neighbours and ourselves with the support we all give. It's what community should be about. We visited this lady again at the end of the month. We had a nice chat. She was in good spirits.
- Whilst at the Hub a Mother & Daughter wanted to speak to us about noisy neighbours who can also be very intimidating. We agreed they should monitor the situation to see if it improves. They don't want us to get involved yet but we have assured them we will as and when they are ready.

## Dog related issues

**Steyning:**

- Nothing to report

**Upper Beeding:**

- We received a report of dog fouling taking place along the path at the rear of properties of Church Close. We will patrol the area regularly. On first inspection, no dog fouling found.

**Bramber:**

- Nothing to report

## Cycling

**Steyning:**

- We received a report of a child bike that has been left on a pavement for a few days. We are unable to take lost property but have taken a photo of the bike to pass onto the police in case they receive any reports matching the description.

**Bramber:**

- We are receiving complaints regarding cyclists using the non-cycling footpaths. We have made the effort to pitch up our Gazebo on the Bramber side of the Downslink, this is the path that is often used by cyclists when they shouldn't be. We spoke to many cyclists and walkers., most were pleased to see us there but there were some who were riding on the wrong path. We spoke with them and explained the dangers for others who would be using the path to run or walk. The path is designed for people with mobility issues, parents with prams etc. Some apologised as they didn't realise but some knew these paths were not meant for them. We will continue to patrol this area.





**Upper Beeding:** Nothing to report.

## Parish specific/other

**Horsham District Council:**

- We met up with Jane Eaton (CEO for HDC) and Martin Boffey (Leader the Council party) We gave them a tour of SBUB E.G: Showing them the areas of ASB, the Leisure centre, Bramber Castle, Parks and Open spaces and a walk through the High Street. They were very open with us, asked lots of questions about our area and the problems that we may face.

**Steyning:**

- We attended the Steyning Full Council Meeting.

**Upper Beeding:**

- We were informed of a leak coming from one of the fire hydrants along Church Lane just before you come to the Church. There is a leak coming from the road hydrant. This has been passed to Southern Water, they said they would come out within twenty four hours. **Update: The leak has been fixed. Everything back to normal.**

**Bramber/Upper Beeding:**

- The slip road in Bramber leading up to the Castle has been closed due to maintenance work on the slip road leading up to the Castle.
- Whilst at the Hub a resident came to inform us of a property on the Bramber/Upper Beeding boundary which was quite run down. They had concerns of some masonry that was hanging from the wall just above the bay window. We spoke to a member of the family. Her grandparents had owned the property; they are in the process of clearing the house and repairing any damage. A builder nearby came over to offer a quote to repair the damage above the bay window. We will revisit to see how things are going. **Update: Building Control made aware.**
- We attended the Bramber Parish Council meeting. It is always good to meet with Councillors/ Chair to discuss what we as Wardens are doing, listen to any concerns they may have and what they would like us to focus on. We were invited to attend their next Speedwatch session.
- Whilst on patrol of the riverwalk heading towards the White Bridge link. We came across one of the gates, which was hanging from its hinge, there was also a directions sign laying on the ground. Colleagues from the Parish Councils were already aware and are on top of it. The damage could be from cyclists, local youths or even cattle! A colleague from West Sussex County Council had a meeting planned for 31st July with other colleagues to discuss another project but there are very few measures that can be introduced to stop this

activity other than very restrictive structures, such as kissing gates, but these would limit access for others. There is talk of no cycling signs that could be introduced albeit with the landowners permission.





We have been given additional phone numbers that we can be contacted on. You can now reach us the following ways:

Alison Page: 07734 387889 (mobile) / 01403 215 366

John Sampson: 07734 387888 / 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

August 2026

| | | | |
|---|---|---|---|
| **Hi vis Patrol hours TOTAL:** | **58.75** | **ASB incidents TOTAL:** | **10** |
| Foot - Steyning/Bramber/Upper Beeding | 41.75 | Noise | 0 |
| Vehicle - Steyning/Bramber/Upper Beeding | 17 | Neighbours | 2 |
| **Notices/warnings TOTAL:** | 0 | Driving/vehicles | 6 |
| Verbal warning | 0 | Bicycles | 2 |
| Parking alert | 0 | E-scooters | 0 |
| Yellow card warning (ASB) | 0 | Alcohol | 0 |
| Community Protection Warning/Notice | 0 | | |
| Fixed Penalty Notice | 0 | **Clear up/disposal reports TOTAL:** | 12 |
| **Reports into Police TOTAL:** | 6 | Fly tipping / flyposting | 4 |
| Phone (including 101 and 999) | 2 | Graffiti | 1 |
| Online | 2 | Dog fouling | 3 |
| Intelligence report | 0 | Litter | 1 |
| Verbal | 2 | Drug litter | 0 |
| | | Hazards | 3 |
| **Media Reports TOTAL:** | 3 | | |
| Press release/Community magazines | 1 | | |
| Social media posts | 6 | **Community events attended** | 12 |
| **Admin** | 18.5 | **School contact** | 0 |
| **Vulnerable people welfare checks** | 9 | **Youth engagement** | 6 |
| **Signposting** | 3 | **Reports to DVLA** | 3 |
| **Safeguarding referral** | 0 | **Reports to Operation Crackdown** | 8 |

## ASB crime

**Steyning:**

- We received a report of anti-social behaviour related to a neighbour dispute. Two police reports were made as a consequence by the resident, we informed the PCSO. We have carried out patrols of the area where the ASB is happening and will challenge any witnessed unwanted behaviour.
- We received a report of older children in the play park at Fletchers Croft. We spoke with them and they were twelve which is the allowed age range for the park. We asked them to sit on the benches if any of the younger children wanted to use the tractor slide that they had been sitting on. They informed us of adults that had spoken to them in a disrespectful way. We spoke with these adults to make them aware of what had been said who left the park shortly after. The group of children moved to the benches, and we did not receive any further reports.
- Whilst on patrol we came across damage to main gate that leads into one of the old houses at Steyning Grammar School (Near to the Steyning Centre). We have reported this and will continue to patrol when on duty. A new set of gates have been erected.




There has been damage to the fence next to the gate. We contacted the security company shown on the sign on the gate. They sent out a team member to see if they could make a repair.



- We received a call from the library regarding five young people who had been shouting, playing inappropriate things on their speaker and being rude to staff. We had pictures of these young people. Later in the afternoon we managed to track them down. Together with our PCSO we took their names and addresses and will speak to their parents. Strong words of advice were given. Two of them did go and apologise to the library staff. Only one of them lived in Steyning. They will be starting at Steyning Grammar in September, we will make the school aware.

- We received a report that persons unknown had smashed windows and may have tried to gain entry to the old B & W building off Elm Grove Lane. A couple of windows had been smashed. Our Police Community Support Officer (PCSO) Tracy arranged for the windows to be boarded up, which have been done now. We have spoken to a resident who lives opposite. The site is now in the hands of a property developer. We have his details and will contact him to make him aware. We hope to find out what the plans are for the site.




Sadly, there was a second incident where another window was smashed. We assisted the PCSO in trying to contact the owner of the property, but the details obtained were not working. We spoke to neighbouring shop owners, neighbours and the estate agent that dealt with a sale at the property previously, but none had any contact details that worked. The PCSO arranged to have the second broken window boarded up.

- We witnessed a young person on a motorbike outside the Steyning centre, he was with another youth on an E Scooter. Unable to identify them as one had a crash helmet on, the other rode off so could only see the back of him. We will continue to work with our PCSO to try and identify these people.
- We witnessed a two young people on a Surran motorbike/electric bike coming out of Fletchers Croft. They saw us and sped off towards Shooting Field. We followed them at a safe distance. We caught up with the rider (the pillion had got off the bike). We were able to identify the rider and passenger. We will speak to our PCSO to try and follow this up. We made an online police report and will share the dashcam footage if requested by the police.
- We reported graffiti on one of the parking information signs in Fletchers Croft to Horsham District Council to be removed.




**Bramber:**

- Two Motorbikes being rode down the high Street in Bramber from Upper Beeding direction. No helmets but wearing face coverings. Unable to engage.

**Upper Beeding**

- As above Re: Motorbikes.
- We received a report of suspected drink driving. We signposted the resident to call 999 if they see the person they believe to be drunk to be driving.

## UPDATES FROM JULY

- The Parks and Countryside team have done an amazing job in clearing away the rubbish that had been fly tipped off of Priory Close by the river.

Before



After



- The Van parked in The Driftway, Upper Beeding has now gone.
- We have spent time this month visiting all the businesses in Steyning/Bramber and Upper Beeding High. We had feedback from one of our Councillors who wanted us to reintroduce ourselves to them and listen to any concerns they may have. We are urging all businesses to report any Anti-social behaviour (ASB), shoplifting to the Police, regardless of how small this may be. If businesses do not report such matters, the Police will believe there are no issues in the area. We have had a good response to date. The business group kindly added us to their new WhatsApp group. All businesses have been given new Neighbourhood Wardens flyers with contact details.
- Update the three vehicles in High Trees Car Park E.G: Reported to Environmental Enforcement and DVLA. We can now confirm all vehicles have been removed.



## Parking/vehicles

**Steyning:**

- We received a report of a car that a resident believes could have been stolen or has been used for criminal activity. We have advised this be reported to the police. We have looked at the car and spoken with the PCSO who identified the owners as not living in Steyning. They will contact a PCSO based out of Worthing to make contact with the owner.

**Bramber:**

- While on patrol I was stopped by a resident who was frustrated that someone had clipped her parked car when driving past. Her car is parked near to St. Mary's House. This is the second vehicle to have been involved in an incident like this. Both Upper Beeding and Bramber Clerks are now aware. The Bramber Clerk will speak to our local Speedwatch team to see if they can monitor this area when doing their checks.

**Upper Beeding:**

- We received a report of cars speeding on Manor Road. We will pass this onto the Community Speed Watch volunteers to see if this is an area they cover or can cover for future sessions.



## Fly tipping/littering/graffiti

**Steyning:**

- We came across some drawers dumped on the old School ground of Steyning Grammar. This has been reported.

**Bramber**

- We received a report of fly tipping in the stream/small stretch of land behind the Bramber car park. We have displayed a fly tipping sign with a QR code to encourage reporting and deter fly tipping. This sign has been provided by Steyning Parish/Town Council, but reports will be sent to Horsham District Council.

**Upper Beeding:** Nothing to report.

## Community engagement/events/meetings

**Steyning:**

- We met with Horsham District Council's ASB Officer and our PCSO, together with a member of the team from Steyning Town Council. We have a neighbour dispute regarding some land/access issues. We hope to meet all concerned soon to try and find a way that everyone can move on and live together peacefully**. More to follow.**
- We held our drop in at the leisure centre, there was a good attendance, and a number of people spoke to us about our role and what we do in the SBUB area.
- We attended our Neighbourhood Wardens drop-in session at the Leisure Centre. We were able to give advice and report what's been happening in SBUB. One resident from Penns Court has asked us to come and give a talk, primarily about SCAMs. We will contact the Warden form Penns Court and make arrangements.
- John met up with the WalkFit group this month. Good opportunity to discuss any concerns they may have. A bank debit card was found whilst on patrol.
- We held our Board Games Café at the Penfold Hall, Steyning. Always a good event.
- We met up with the WalkFit group in Steyning. We are able to give out information and receive information from these residents. It's always a pleasure meeting them, we are made to feel very welcome.
- We attended the Church Coffee morning. Met up with the regulars. We have been asked to attend Primrose Court to meet up with one of our residents. We plan to drop in on a regular basis to meet the residents there.
- We attended the Good Grief café with Tracy, our PCSO.
- We have hosted the club at Dingemans Court.

**Bramber:**

- As above Re: Neighbour dispute (Steyning).
- We attended the Bramber Fete which was really well organised and attended. It was estimated that between 700-800 people came to the event across the day. We helped with parking and directing traffic when required. Well done to everyone that volunteered to help run the day, we were really happy to get involved.





**Upper Beeding:**

- We continue to hold our weekly drop in sessions at the Hub, Upper Beeding. We visited a lady last month with early set Dementia. She came into the Hub. She was a little nervous, but we got her a Coffee and had a nice chat. She stayed with a group that we know for an hour. It's very rewarding supporting our residents in this way. We met with a mother & Daughter on a separate occasion who were having neighbourhood disputes with neighbours. The atmosphere has improved but we will continue to monitor the situation.

## Patrols (foot/visible and car)

**Steyning**

High Street
Bus Shelter

MPF
Fletchers Croft
Schools
Mouse Lane
Rifle Range
Flint Barn

**Bramber**

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

**Upper Beeding**

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

## Older, vulnerable people and youth

**Steyning:**

- Whilst at the Wardens drop-in at the Leisure Centre we were approached by a resident of Penns Court, Steyning. She was concerned about SCAMs that some of the residents felt unsure of. We will arrange to meet up with them to give a SCAMs talk and discuss any other issues they may have. We have now spoken to the Manager at Penns Court who would appreciate us paying the residents a visit. More to follow.
- We were contacted by one of our older residents again, to ask us to help her with some I.T issues. We visited her and assisted with the issues she had.
- We met up with a resident from Penns Court. She told us she had heard we were planning on visiting Penns Court. This will be an opportunity to carry out SCAM talks and let the residents know what Neighbourhood Wardens do and answer any questions they may have.
- We spoke to some of the younger kids who were hanging around Fletcher's Croft. We had reports of kids trying to access the old School site. We have a name of one of the young people, we will follow up on this.
- We visited one of our residents from Steyning who has recently moved to a smaller property. He has settled in really well, has made new friends and is enjoying his new flat. We have spoken to the Manager there, she has asked us to come in and meet the other residents at their coffee mornings.

**Bramber:** Nothing to report.

**Upper Beeding:**

- We have held our drop in sessions at the Hub, Upper Beeding this month. We have met up with one lady who is living with early set Dementia. She wasn't coming out much but on two occasions this month she has come and joined us for a coffee. She enjoys the social interaction; she is joining in with conversations. It's great to see and we are pleased to be able to offer some support for our residents. We have been in touch with this resident's daughter who is grateful for the support.
- We were approached in regard to someone who is struggling at the moment. The Hub in Upper Beeding kindly provided us with a food parcel for them. The resident was extremely grateful.

**Youth Activity Week:**

- **SBUB held its Youth Activity Week form 17th August.**

We got involved with various activities but in the main we organised collecting the Minibus, acting up as staff and driving the youth team and the young people to Chessington World of Adventures and to the Gatwick Aviation Museum. The Youth team excelled themselves, it was great to be asked to get involved and that we could assist on these days. Hard work, but we had far too much fun. A massive achievement by Vicky Heales and her team!










## Dog related issues

**Steyning and Bramber:** Nothing to report.

**Upper Beeding:**
We received a report concerning dog fouling along the footpath from Saltings Way towards the White Bridge. We will be carrying out additional patrols and challenging dog owners when necessary if they are seen to not pick up after their dog.



As a temporary measure we have displayed two dog fouling signs with a QR code to encourage reporting along this stretch of path. These have been provided by Steyning Parish/Town Council and will be replaced with generic Horsham District Council signs that have been ordered.

## Cycling

**Steyning/Bramber/Upper Beeding:**

- We are continuing to visit the White Bridge link area to monitor cyclists riding on the public footpath. When we do see cyclists, they are compliant and stop riding their bikes. Most residents that we come across aren't aware that they can't cycle here.

## Parish specific/other

- **…… A special day**

We were patrolling the South Downs and came across a family who were holding a memorial for Mr. Bill Macadam who passed away earlier this year.

It was important for the family to spend time together at a place that was loved by all.

There was three generations of Mr. Macadam's family present. We had a lovely chat with them and took some photos for them to remember the day.

Mr. Macadam was ninety-three years of age when he sadly passed away. He left behind a wonderful family including his wife Sheila, who was married to Mr Macadam for sixty-eight years.

Bill and Sheila were the custodians of Mouse Cottage, Mouse Lane for many years. They eventually moved to the other end of the village.

We wish the Macadam family all the best for the future.

**Steyning:**

- We have received reports of fires being lit up at the Old Flint Barn despite the heat wave and fire warnings. We patrolled the area but did not come across anyone lighting fires at that time.



- On another visit to Flint Barn, we found there had been a controlled fire had been lit on the evening of the 21/08/2026. We found a railway receipt to confirm this. There was a lot of bottles and cans littered in the area. We have made the Steyning Downland scheme aware and will continue to patrol the area.





- We have received reports of electric bikes being used on the mountain bike trails and intimidating other riders. We patrolled the area but did not come across anyone.



**Bramber:**

- We have met up with the organisers of the Bramber Fete. We are very excited to be involved with the day.

**Upper Beeding:**

- We received a report of a resident's car alarm sounding between 5 and 6 am in the morning on a regular basis. We will speak with the owner of the car to see if they are aware of this.

We have been given additional phone numbers that we can be contacted on. You can now reach us the following ways:

Alison Page:07734 387889 (mobile) / 01403 215 366

John Sampson 07734 387888

SBUB.wardens@horsham.gov.uk

## How/where to report:

**Litter** issues can be reported to HDC:
You can report a damaged or overflowing litter **bin**:
https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning/report-a-damaged-or-overflowing-litter-bin

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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

**Item 9.5**

# To update concerning Newman Gardens Car Park renewal

## Briefing Note

### Email excerpt from Project Manager

*Works are due to start at Newman's Garden Car Park and access road on 14 September 2026. The scheme will include a revised car park layout providing wider parking bays, together with the installation of a new macadam surface throughout the car park and access road.*

*The Council has appointed local contractor Hobart Paving Company, based in Faygate, to carry out the works. Construction is scheduled to commence on 14 September 2026 and is expected to last for approximately four weeks.*

*Throughout most of the works, the car park will remain open to the public, although a reduced number of parking spaces will be available. However, as the project nears completion, it will be necessary to close the car park to all vehicles to allow the final resurfacing works to be carried out safely.*

*Advance notices detailing the proposed dates and duration of the works were hand delivered to nearby properties today. Notices have also been placed on vehicles parked within Newman's Car Park and will continue to be distributed over the coming week to raise awareness of the planned closure. We will continue to work with local businesses and residents to minimise disruption wherever possible.*

*The full closure is currently scheduled from 5 October 2026 to 9 October 2026. To ensure access to the surgery and care home is maintained, resurfacing of the access road will be undertaken during a nighttime closure.*

*Pedestrian access from High Street, Tanyard Lane and Elm Grove Lane will remain available throughout the works.*

# STC 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 prefrred 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. | **Contractros need very specific skill set - therefore ensuring the right engineers are avialble 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** | **Comnmunity 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 arranegments 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** |

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# MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 7th JULY 2026 AT 7.30PM

**Present:** Cllrs Sharp (Chairman), Bell, S Alexander, Ballance, Foxwell, Norcross and I Alexander.
**Clerk:** John Fullbrook

**Members of the Public in attendance:** **8**
**Meeting commenced:** **7:34 pm**

# MINUTES

**ACTIONS**

**F&GP/26/01** **APOLOGIES FOR ABSENCE**
**01.1** Apologies were received from Cllr Trundle.

**F&GP/26/02** **DECLARATIONS OF INTEREST AND DISPENSATIONS**
**02.1** None

**F&GP/26/03** **ELECTION OF VICE-CHAIRMAN**
**03.1** **To elect F&GP Committee Vice-Chair for the municipal year.**
Cllr Sharp **nominated and proposed** that Cllr S Alexander be elected as F&GP Vice Chair for the 2026/27 municipal year, **seconded** by Cllr Norcross. **Agreed**

**F&GP/26/04** **QUESTIONS FROM THE FLOOR {in summary}**
**04.1** *Statement 1, Sandra Duke – Updated that at the Bramber Parish Council meeting, she and others had raised objections to the proposed DMMO diversion proposal, and informed as to other aspects which had been considered.*

**04.2** *Statement 2,Resident 22 Coombe Rd – Outlined 3 main reasons in objection to the DMMO footpath 3802 Diversion proposal, and would send more documents to the Clerk in advance of the next meeting detailing these objections.*

**04.3** ***The Chair thanked the residents for attending and giving of their time and information and said that he felt it best to advance these discussions to the next STC Full Council meeting( on the 20th July), where more information could be viewed before the meeting and likely a better final decision made on the matter – and members agreed this was the best way forward*** **CLERK**

**F&GP/26/05** **MINUTES OF PREVIOUS MEETING**
**05.1** Cllr Sharp **proposed**, **seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 14th April 2026 be agreed as a true and fair record. **Agreed 6 For, 1 Abstained**

**F&GP/26/06** **MATTERS ARISING AND ACTIONS – *These items taken as read***
**06.1** Clerk to inform the Steyning Community Table of their decision & consider grant resubmission-**Actioned**
**06.2** Clerk to inform the Steyning Good Neighbours of grant decision & to consider resubmission-**Actioned**
**06.3** Action plan to be updated and brought back to this committee **– Actioned / See item 7.5**
**06.4** New Year SPC Action Plan items to be brought back to next F&GP meeting – **Actioned**
**06.5** New Earmarked Reserves added to Finance software and associated List **– Actioned / See item 7.2**
**06.6** Newly agreed Cil reports to be uploaded/ published / Organisations informed **– Actioned**
**06.7** Ex. Auditors report actions – EIA for Chandlers Way recommendation taken to Full Council **– Actioned**
**06.8** F&GP recommendations concerning Ex Audit actions taken to Full Council **– Actioned**
**06.9** Equality Impact Assessment consideration to be included into Business Plan **– Actioned /See item 7.4**
**06.10** Cllrs Bell and Sharp complete paperwork & online confirmations to become new signatories **– Actioned**
**06.11** Clerk to convene meeting with nearby Parish Councils concerning Com. Gov. Review **– Actioned**
**06.12** Clerk to continue work to inform Cllrs regards Devolution planning **– See item 8.5**
**06.13** In House audit review process completed and non-signatory appointment **– See item 12.1**

**06.14** CCTV consultation results published and promoted **– Actioned**
**06.15** CCTV working party to obtain new quote **– See item 8.7**
**06.16** Cricket Club Lease criteria taken to Solicitors for them to complete first Draft **– Actioned**
**06.17** Clerk to install double socket in Clock Tower for future camera installation **– See item 7.5**
**06.18** Spotlights onto the Clock Tower as a proposed project to be brought back **– See item 7.5**

**F&GP/26/07 FINANCIAL MATTERS.**

**07.1 To approve the list of SPC payments for March, April and May 2026.**
Members posed questions to the Clerk in consideration of payments covering this period.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the March, April and May 2026 SPC Payments Lists. **Agreed**

**07.2 F&GP Income and Expenditure report for March, April and May 2026**.
Members interrogated many aspects and budget lines from the report and the Clerk responded to these questions. Discussion concentrated upon the March document as it included data for month 13 (with accruals/credits and debits re year end reconciliation taken into account). Overall it was noted that the income and expenditure totals were in line with expectation for the year – Slightly overspent re. expenditure and slightly below budget re. income. Both less than 6%. Variance from budget. Cllr Sharp **proposed, seconded** by Cllr S Alexander that the F&GP Income and Expenditure report for March, April and May 2026 be accepted. **Agreed**

**07.3 Progress on the 2025/26 SPC Action Plan.**
The Clerk updated that only some of the main 18 targets had been fully achieved, with overall 60% completion rate, and in consideration of the significant additional pressures put upon the administration over the year it had actually been a very productive period overall. When F&GP members compiled the original 25/26 Action Plan, it didn't know about any potential asset transfers from HDC, nor any potential School developments, nor ongoing Glebe Fields development involvement, nor were council prepared for a Local Governance Review. Nonetheless the Council has managed to be flexible and adapted its business model and goals accordingly. Considering many targets were achieved through negotiating with outside parties it was particularly satisfying. The only negative point being the continued disruption, and that therefore the Clerk was unable to spend more time helping STC complete more of these goals. Members commended the staff for what they had managed to achieve in the year 2025/26.

**07.4 To consider the draft 2026/27 Business & Finance Plan.**
The Clerk had produced a draft Business and Finance plan as a supporting paper – it being the first part of a more substantial Annual Business, Finance and Action Plan document.
This document being very similar to 2025/26 and previous years agreed documents, except changing SPC to STC and the dates, and importantly the financial totals as per the end of year confirmed balances, and the details of the latest Earmarked Reserves.
Cllr Sharp **proposed, seconded** by Cllr Norcross that STC accepts the supporting document as part one of the STC Business Plan. **Agreed**

**07.5 To finalise preferred projects for the 2026/27 Action Plan and agree any actions.** **CLERK**
The Clerk had augmented what had previously been agreed to be STC's preferred project list for the coming year as a supporting paper. If agreed or amended it forms the basis of the concluding part of the Business Plan as it provides the framework for the STC Action Plan.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that STC accepts the supporting document so that the Clerk can complete the second part of the STC 26/27 Business Plan. **Agreed**

**07.6 To consider an STC three year Finance plan, and agree any actions**
The Clerk outlined that there were currently a multitude of unknowns which could and will affect the future of the Town Council. He stated that having a 3 year finance plan is a desirable thing for any business, but it is not known what Land and Building Assets might be transferred to STC from HDC due to Devolution, and the School Foundation discussions with WSCC. Once the Unitary authority is set up and a Mayor in place and the financial relationship with them

understood, and the governance review completed STC will certainly have a better understanding but until then, and taking into account that STC might also be transferring an asset or assets to the Cricket Club, beyond next year STC are simply navigating towards uncharted territory. Members therefore discussed deferring a three year plan discussion at least until the Autumn STC budgetary process begins in October.

Cllr Sharp **proposed, seconded** by Cllr Foxwell that STC should develop the principals or framework for establishing a 3 year finance plan by October 2026 for STC to consider. **Agreed** **CLERK**

**07.7** **To consider a grant applications from the *'Love to Move'* Group**

**07.7.1** There were two grant requests from this group. Members were generally very receptive to the submissions and the work being undertaken by this group. The first request was to cover room hire for a post sponsored walk gathering, and refreshments for the participants aged 80 to 90 yrs old, plus general public. Cllr Sharp **proposed, seconded** by Cllr Norcross that STC grants an application to cover room hire to *Love to Move* for £168. **Agreed** **CLERK**

**07.7.2** The second request was to assist with match funding to cover some room hire costs at the Steyning Centre for their weekly classes. Cllr Sharp **proposed, seconded** by Cllr Norcross that STC are happy to give an amount to cover 26 weeks (maximum) worth of room hire charges to the *'Love to Move'* group. **Agreed** **CLERK**

**07.8** **To consider a grant application from the Steyning First Responders Group** **CLERK**

This request was to cover continued maintenance of the Steyning Centre Defibrillator at a cost of £125. Cllr S Alexander **proposed, seconded** by Cllr Bell that STC grant request for £125 to Steyning First Responders. **Agreed**

**07.9** **To consider a grant application from the Steyning & District Good Neighbours Association** **CLERK**

The request was to cover DBS checks for new drivers for up to a maximum of £500, at £25 per check for each driver for a year. Cllr Norcross **proposed, seconded** by Cllr Sharp that STC agree to fund £500 worth of DBS checks for this group. **Agreed**

**07.10** ***The Chair brought forward agenda item 10.3 as it was a late grant request (which not being specified on the agenda, could therefore not be voted upon)***

**To consider a grant application from the Steyning & District Partnership Group**

The request was for up to £500 to cover publicity costs for this year's Steyning Food and Drink Festival. Cllr S Alexander **proposed, seconded** by Cllr Sharp that this grant request is taken to Full Council. **Agreed 6 for , 1 abstained** **CLERK**

**07.11** **To receive a Cil funding enquiry from Steyning FC**

Members having read the request from the Steyning Football Club were generally interested in the details of the request, but agreed that it was too early to make any decision upon access to monies which were not yet available to them. **CLERK**

**F&GP/26/08** **GOVERNANCE AND COMMUNITY MATTERS**

**08.1** **To discuss a match funding scheme to address the issue with Canada Gardens Access Road**

**08.1.1** This is the larger of two projects which has been designated for this coming year at Canada Gardens and is associated with an upgrade to its vehicular access and potentially represents a quick first 'win' for the Town Council in terms of its Annual Action plan 2026/27.

The office is separately exploring the second more minor upgrade of the track inside the Allotments themselves by potentially completing similar works to that which was successfully undertaken two years ago, and this will be arranged in due course through the Community Committee. **CLERK**

**08.1.2** So the larger element of this allotment access upgrade comes to F&GP because of the need to secure the finance, and the fact that the project itself had yet to be agreed for this financial year, as well as it being a project which is pleasingly being match funding by three local residents. {Signed Contractual Agreement being available as a supporting paper}

**08.1.3** The project could be summarised as a regrading of the existing surface, it being rolled and consolidated, and then it would be *butt joined* to the other entrance and road surface areas, as

a much longer-term fix, than has otherwise been the case for many years. The works would run from the Newham Lane road right up to the area in front of the Canada Gardens gate – a roadway that is currently featuring huge ruts/ potholes which could potentially seriously damage the cars of our allotment plot holders. Previously, the temporary fixes have simply washed away over time and created loose stones and debris along Newham Lane after heavy rain showers.
The confidential papers (because of data protection) showed the details of the signed agreement from the three residents who are willing to pay in Total £4,080.00 towards the project. The total cost of the project is £6,799.00 + VAT meaning STC would need to find funds of £2,719.00. The papers also show details of the preferred quote with updated scope of works, as well as the three initial quotes which were sought at the beginning of the process.

**08.1.4** Cllr Sharp **proposed, seconded** by Cllr Bell that STC support the funding of this project. **Agreed** **CLERK**

**08.2** **To discuss a potential licence agreement for a catering vending operation on the MPF** **CLERK**

Over the last few years Steyning Council has worked with the Cricket Club and local traders to help provide an additional service delivery / facility at the MPF every Friday night over the summer period. The gorilla pizza van was a great success but unfortunately is unable to attend this year. Working with the Cricket Club, the STC office have found an alternative who are aware of the arrangements and are willing to pay for the full cost of the summer term as per detailed within supporting paper 8.2. despite missing the early trading period. An amendment to include a more detailed time specified for clearance of litter to take place (same evening).
Cllr Sharp **proposed, seconded** by Cllr Norcross that STC accepts the details of the licence agreement noted in the supporting papers subject to the inclusion of the amendment noted. **Agreed.**

**08.3** **Members to discuss SPC Bank Signatory considerations**

Hazel has remained as an authorised bank signatory following her departure from her full time Deputy Clerk role, to provide additional resilience while Leanne became familiar with the Council's financial procedures, banking processes and the responsibilities of a signatory.
As Leanne is now fully conversant with the Council's financial procedures and day-to-day banking arrangements, this additional contingency is no longer required. It is therefore proposed that Hazel now be removed as an authorised bank signatory. Cllr Bell has recently been appointed as an authorised signatory and Cllr Sharp's application is also being processed, as per previous agreement to do so at F&GP.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that Hazel Roxby be removed as a Bank Signatory. **Agreed** **CLERK**

**08.4** **Update regarding the Community Governance Review**

The Clerk completed the CGR consultation submission for HDC on the Council's behalf, and sent to HDC separately the decision from Full Council concerning Clays Field. HDC asked STC to come up with reasons for that decision but after a series of emails the Clerk was unable to ascertain a substantive consensus reason from members to answer this request, as to why STC should want the Clays field open space included within its Parish, so did not do so. There will likely be another opportunity for Council to discuss the matter, during the next round of the consultation process. **CLERK**

**08.5** **Update concerning *Devolution* planning for STC**

The Clerk reported back at the last Full Council concerning meetings which are to be arranged with officers of the HDC Car Park and Open Spaces departments. However, despite assistance from District and County Cllr Finnegan, a date for this meeting has as yet not been secured. **CLERK**

**08.6** **To discuss setting up an Asset Register review working party, so that recommendations can be made back to Full Council** **CLERK**

The STC Asset Register and Land Register are up for review and there is much to discuss, in consideration of lease agreements/ building ownership / asset transference and other potential updates to the format. Members were asked therefore to consider that this matter is better

first served by delegating the responsibility to a working party, and to agree who ought to be on that working party. Cllr Sharp **proposed, seconded** by Cllr S Alexander that a working party be set up to discuss and update STC's Asset and Land Register's and that its membership consists of Cllrs Sharp, S Alexander and Norcross. **Agreed** **CLERK**

**08.7** **Update from Cllr S Alexander and to consider recommendations form the CCTV working party**

**08.7.1** After an exhaustive process of discussions on and off site with a number of contractors/ service providers, the CCTV working party had compiled with assistance from those contractors preferred final options for F&GP members to consider within supporting paper 10.4.1. And a final recommendation was forthcoming from the last meeting of the group dated 6th July. The Chair made a statement that Cllr S Alexander's commitment to getting the Council to this stage of the process had been extraordinary and thought that it should again be noted that the recent consultation process proved complete vindication for the Council's continued pledge to undertake this project. **CLERK**

**08.7.2** There were 3 quotes for members to consider, involving both acquiring equipment and its phased installation. Given the fact that technology is fast improving the working party had recommended the 5-year licence plan rather than entrusting to the 10-year option.

**08.7.3** Unfortunately funds were not currently available to commit to the full installation at this point anyway, and so the working party had devised a plan to best use current financial resources to deliver the best reasoned first phase of the project, that being two cameras on the High Street located near the Bus Shelter as per original prioritised plan, with one of the cameras to be positioned on the mast now being able to view both up and down the High Street with two separate lenses, and then to invest in two mobile cameras to deal with some of the other areas requiring coverage such as Play Areas, Anti-Social Behaviour and Fly tipping hot spots, in subsequent phases of installation (A flexible service which notably had received very positive feedback within the consultation process). There were practical issues discussed and noted which were associated with the placement of these mobile units.

**08.7.4** F&GP then decided to recommend to Full Council that the 5-year option should be the one that STC move forward with, but that the installation is completed within 3 phases, potentially over a three-year period. The first phase as per agreement at F&GP would include two permanent cameras fixed on the High Street {one fixed bullet and one dome} plus two roving cameras which would give initial flexibility in terms of installation locations.

**08.7.5** Cllr Sharp **proposed, seconded** by Cllr Foxwell that F&GP recommend to Full Council that STC spend up to £20K (that STC has already budgeted for) for the first phase of works to include High Street installation and the first mobile camera units, as well as the 5-year Licence option. **Agreed 5 For, 2 Abstained**

**08.7.6** Cllr Sharp **proposed, seconded** by Cllr S Alexander that the Clerk is delegated to write a letter of intent to the supplier to state that STC plans to complete all three phases of the service provision when funds become available, subsequent to Full Council agreement. **Agreed** **CLERK**

**08.8** **To review the Internal Auditor position and agree or otherwise the preferred quote** **CLERK**

**08.8.1** The Clerks office had approached 6 service providers on this occasion to fully explore the options available to STC as it is recognised that best practice determines that Councils consider changing their provider every so often to avoid any potential complacency. Supporting papers 8.8.1 and 8.8.2 are quotes from existing and potential new Internal Auditor service providers. Members were asked to consider whether STC should continue with the current service provider – but that the auditor who attends be a different individual, or to appoint a different service provider for the year 2026/27.

**08.8.2** Cllr Sharp **proposed, seconded** by Cllr Norcross that STC maintain Mulberry as its internal auditor but that it asks for a new partner takes over its audits henceforth. **Agreed 4 For, 2 Abstained, 1 Against**

**08.9** **To consider a new payment agreement with the Christmas Light company** **CLERK**

**08.9.1** The new agreement maintained existing terms and conditions and financial amounts but requested a greater percentage upfront.

**08.9.2** Cllr Sharp **proposed, seconded** by Cllr I Alexander that STC note that these changes have occurred and that STC are comfortable with them. **Agreed**

**08.10** **To receive an update concerning the Maudlin Lane DMMO and consider extending and or amending the previous agreement with Bramber Parish Council when this Council supported their last joint application.**
Members had already agreed in this meeting under item 04 that this item be taken forward to Full Council

**08.11** **To consider Website domain name update & contact/Councillor email address update schedule** **CLERK**

**08.11.1** Following the Council's change from Steyning Parish Council to Steyning Town Council, work will need to take place to update the Council's digital identity to reflect its new name.
Updating the website domain will incur a one-off cost of £75 plus VAT. The Council already has a .gov.uk domain in place at an annual cost of £100 plus VAT.

**08.11.2** The Clerks office recommended that changes should be introduced in phases to minimise disruption, these being as follows:

- **Phase 1:** Update the Council's website domain.
- **Phase 2:** Migrate office staff email addresses to the new domain.
- **Phase 3:** Migrate councillor email addresses following the May 2027 Town Council elections, as these addresses are used less frequently for external correspondence and this timing will minimise disruption.

**08.11.3** The email migration should be a relatively straightforward process. It has been suggested by Tom Packer that this should cost around £75.
The existing mailboxes will remain the same, so all emails will stay where they are. The current domain will be kept as an alias, meaning emails sent to the existing addresses will continue to be delivered to the new ones. Users may need to sign back into their devices once the migration has taken place. In some cases this will happen automatically, but others may require users to sign out and back in again.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that STC approves the 3 phase plan (noted above). **Agreed**

**08.12** **To consider potential street names for Glebe Fields, and to agree a top ten / fifteen from a list which has been discussed and prioritised by key Stakeholder groups and the Planning and Premises Committee**

**08.12.1** The Town Council has been tasked with assisting the Glebe Fields developers with coming up with the new street names for the project. Planning and Premises Committee considered and put forward a number of names and the Clerk was tasked with contacting the Steyning Society and the History Society who were kind enough to come up with several more, and to give a view on an initial list. A final list of names and a *'top 15'* from which members were asked to pick their top 10 preferences.

**08.12.2** However members present decided upon a different strategy and instead of pursuing names with a pertinent local historical perspective, rather pursued a different tact based upon the bird species that would have been present at this location over the years. **CLERK**
Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk puts forward names of relevant British birds to HDC and the developers. **Agreed 5 For, 2 Against**

**F&GP/26/09** **ONGOING ITEMS** - The following items will be taken to the next F&GP meetings

| | | |
|---|---|---|
| **09.1** | *F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – **Ongoing** – details to be discussed with deputy clerk.* | **D. Clerk** |
| **09.2** | *F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy* | **CLERK** |
| **09.3** | *F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56* | **CLERK** |
| **09.4** | *F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal* | **CLERK** |
| **09.5** | *F&GP/24/55.3 Staff & Cllr Data Protection training date & trainer confirmed with Cllr S Alexander to assist* | **CLERK** |

**F&GP/26/10 INFORMATION/CORRESPONDENCE ITEMS**

**10.1** There were two letters of complaint from local residents that members were made aware of in relation to excessive noise levels coming from the Cricket Club during a number of evening events. This would be considered by members during the new Club Lease agreement discussions **CLERK**

**10.2** There were other documents sent in by residents and received as confidential supporting papers under this item relating to the footpath 3802 DMMO diversion

**F&GP/26/11 CONFIDENTIAL SESSION**

**11.1** Cllr Sharp **proposed, seconded** by Cllr Bell 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 items 12 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

**F&GP/26/12 GOVERNANCE MATTERS**

**12.1** **Members to consider the continued External Audit Report communications and in-house review process appointment**

**12.1.1** Members noted that any resident can raise an objection to the AGAR process and associated information supplied by STC, though in normal circumstances this rarely happens, and hardly ever are objections routinely raised by a serving Councillor.

**12.1.2** Cllr S Alexander **proposed, seconded** by Cllr Ballance that the Finance & General Purposes Committee delegates that the Clerk writes to Councillor Paul Campbell requesting that he explains: *{Seven questions were agreed but are not shown here as considered confidential at this stage},* and that the F&GP Committee further requests that the response should be provided in writing and reported to Full Council. **Agreed** **CLERK**

**12.1.3** Members considered formally appointing the 'In House audit review non-signatory representative' but it was suggested this unnecessary as the position was already taken.

**12.2** **Members to be updated on a number of lease agreements {Cricket Club, Bowls Club, Digital Screens} and to consider convening a working party for them to make recommendations** **CLERK**
Cllr Sharp **proposed, seconded** by Cllr Norcross that a working party be set up consisting of Cllrs Norcross and Sharp and the Clerk and Deputy Clerk in order to check two draft lease agreements and one current agreement with the Bowls Club which is due for renewal for their content and so that it could be reported back to this committee for their approval. **Agreed**

**12.3** **In the light of an STC Councillors resignation, to consider recommendations concerning the vacant position** **CLERK**
Members understood that if 10 electors gave notice in writing claiming an election to the proper officer within 14 days of the vacancy then despite the likely cost (potentially up to £25K) this would prompt an election for the one recently vacated position, and that if this didn't occur then a co-option could take place should an individual be interested in that position.

**F&GP/26/13 DATE OF NEXT MEETING – 8th September 2026 @7.30pm.**

***The Chair closed the meeting at 9.45pm***

**Signed ……. Date 8th September 2026**
**Chair**

**A video recording of this meeting can be found using this link:**
***https://youtu.be/khmHeicW5mE***

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# PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22ND JUNE 2026 AT 7.30PM AT THE STEYNING CENTRE

**Present:** Cllrs Trundle, Ballance, Hanson, M Alexander
**Members of the public:** 0
**Clerk:** Leanne Poole

# MINUTES

**P26/13 APOLOGIES**
**13.1** Apologies received from Cllrs Foxwell and Lloyd.

**P26/14 DECLARATIONS OF INTEREST**
**14.1** None.

**P26/15 QUESTIONS FROM THE FLOOR**
**15.1** None.

**P26/16 MINUTES – To agree the Planning & Premises minutes of the meeting on Tuesday 26th May 2026**
**16.1** Cllr Trundle **proposed, seconded by** Cllr Ballance to accept the minutes of Tuesday 26th May 2026 as a true and fair record. **Agreed.**

**P26/17 PLANNING APPLICATIONS**
**17.1** **SDNP/26/01990/FUL -** Charlton Court Granary, Mouse Lane - Proposed Solar Array
Cllr Trundle **proposed, seconded by** Cllr Ballance. **OBJECTION due to lack of information about the battery storage and potential hazards associated with them. The solar panels should be raised above the ground, on a roof to protect the land from environmental damage. Agreed.**

**17.2** **DC/26/0846 -** 8 Church Street - Erection of a two storey rear extension and alterations to fenestration.
Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

**17.3** **DC/26/0845 -** 37 Kings Stone Avenue - Erection of a single-story rear extension, conversion of loft into habitable living space, installation of a rear dormer and hip-to-gable roof extension, formation of raised rear deck, erection of attached bike store and detached garden shed, installation of solar PV panels, air source heat pump and associated external alterations including re-rendering, replacement windows and doors.
Cllr Trundle **proposed, seconded by** Cllr M Alexander. **No objection. Agreed.**

**17.4** **DC/26/0888** - 20 Ingram Road - Side and rear extensions and increased roof height to existing garage.
Cllr Ballance **proposed, seconded by** Cllr M Alexander. **OBJECTION due to lack of information, floor plans and detail. Agreed.**

**17.5** **CA/26/0069** – Chantryside, Church Street - Surgery to 2x Yew, 2x Leylandii, 1x Pyracantha, 1x Yew Hedge, 1x Bay, 1x Viburnum, 1x Forsythia, 1x Hazel and 1x Lilac (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

**P26/18 LATE PLANS**

**18.1** **DC/26/0534 –** Chewton - Demolition of side extension. Erection of single storey front extension. Loft conversion together with hip to gable roof, installation of front and rear dormers and balcony above rear bay window. Alterations to fenestration and elevational treatment.
Cllr Trundle **proposed, seconded by** Cllr Hanson. **OBJECTION as the original design materials have not been superseded, the revised plans appear to comprise non-material internal amendments only, and it is still out of sympathy with the surrounding properties and streetscape. Agreed.**

**18.2** **CA/26/0072 –** Atherton, Jarvis Lane - Fell 1x Holly (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

**P26/19 PLANNING DECISIONS FROM HDC and SDNP**

**Permitted**

**19.1** **DC/26/0325** - Land North of Glebe Farm and Kings Barn Lane. Description: Removal of conditions 19 (water efficiency measures) and 21 (water neutrality strategy) and variation of trigger of Condition 14 (traffic noise mitigation) of planning approval DC/21/2233 (Outline application for up to 265 dwellings, demolition of No. 37 Kings Barn Lane to provide new pedestrian/cycle/emergency link, provision of vehicular access from the A283 Steyning by-pass).

**P26/20 ENFORCEMENT NOTICES**

**20.1** **EN/26/0200 -** Calcot Farm, Horsham Road. Alleged: Removal of hedgerow to facilitate access to field.

**P26/21 REPORT FOR THE STEYNING CENTRE**

**21.1** **Bookings**
The projected income for May is £5,803.08. Bookings continue to perform well, although many of the regular hirers are now beginning their summer breaks. New groups, including the silent disco and Indian cooking classes have proved popular, with more dates being booked for future months.

**21.2** **Film Nights**
The June screening of *Hamnet* sold 60 tickets. The evening resulted in a profit of £163.15. Audience feedback was very positive. The film for July is *Wuthering Heights* and ticket sales are on sale now.

**21.3** **Front Door Upgrade**
Plans to upgrade the front entrance doors are progressing. A planning application has been submitted, although further information is required from the contractor before it can be validated.

**21.4** **Caretakers**
During quieter periods, our caretakers have taken on a range of additional duties. Steve has been carrying out maintenance work at the play areas, while Paul has been using his carpentry skills to restore furniture and assist with various projects around Steyning.

**21.5** **Water heater**
The new water heater in the ladies' toilets has been installed at a cost of £591.60. We were very pleased with the standard of work carried out, and the contractor proved to be conscientious and professional throughout. We would therefore be happy to consider him for future work.

**21.6** **CCTV Cupboard – High Street**
Access was required to the CCTV cupboard located in the High Street to facilitate the installation of public Wi-Fi and support future CCTV provision. The key, previously held by Sussex Police, could not be located despite numerous attempts over several months to make contact. As a result, a locksmith replaced the lock on the reinforced door at a cost of £688.44.

**P26/22 FINANCE – PLANNING AND PREMISES**

**22.1** **To discuss and agree the income and expenditure reports for April 2026.**
Cllr Trundle **proposed, seconded by** Cllr Hanson that STC accepts the Planning and Premises Income and Expenditure Reports for April 2026. **Agreed.**

**22.2** **To consider a request from Greening Steyning for a room hire discount.**
Cllr Trundle **proposed, seconded by** Cllr M Alexander that Greening Steyning receive a 10% discount for the room hire on 24th June for their screening of the 'People's Emergency Briefing'. **Agreed 3 for, 1 abstention.**

**P26/23** **STREET NAMING FOR GLEBE FIELDS DEVELOPMENT**

**23.1** **To consider suggested street names for the Glebe Fields development and agree any actions.**
Cllr Trundle **proposed, seconded by** Cllr Hanson that the committee agrees to invite The Steyning Society and The History Society (and any others) to submit suggestions for street names for the Glebe Fields development, with recommendations to be considered by the F&GP Committee on 7th July 2026. Members also suggested their own ideas to be put forward – St Cuthman, St Andrew, Field, Paddock, Orchard, Meadow, Church, Farm. **Agreed.**

**P26/24** **CORRESPONDENCE/INFORMATION**

**24.1** The committee noted that the annual Roundhill Romp, Organised by Steyning Athletics Club, will take place on 1st July 2026. Access to the changing room facilities has been granted for participants.

**P26/25** **DATE OF NEXT MEETING –** Monday 27th July 2026 at 7.30pm

The Chairman closed the meeting at 8.44pm

Signed …….. Chairman

Link to the meeting - https://youtu.be/Hdy_jcLgHEM


**Town Clerk:** John Fullbrook
**Deputy Clerk:** Leanne Poole
**Email:** clerk@steyningpc.gov.uk
**Email:** leanne.poole@steyningpc.gov.uk

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# PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 27TH JULY 2026 AT 7.30PM AT THE STEYNING CENTRE

**Present:** Cllrs Trundle, Ballance, Hanson, M Alexander, Foxwell, Lloyd.
**Members of the public:** 22
**Clerk:** Leanne Poole, John Fullbrook

# DRAFT MINUTES

**P26/26** **APOLOGIES**
**26.1** None.

**P26/27** **DECLARATIONS OF INTEREST**
**27.1** Cllr Trundle declared an interest in application DC/26/1112, as a neighbouring resident.
It was noted that application DC/26/0702 had been submitted by Steyning Town Council.

**P26/28** **QUESTIONS FROM THE FLOOR**
**28.1** The Chair stated that questions relating to specific planning applications were to be taken when the relevant application was considered.

**P26/29** **MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 22nd June 2026**
**29.1** Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 22nd June 2026 as a true and fair record. **Agreed.**

**P26/30** **PLANNING APPLICATIONS**
**30.1** **DC/26/0946** - Steyning Cricket Club - Demolition of the existing club house and changing room building and the construction of a new single storey pavilion and part 1.5 storey changing facility with associated landscaping and storage areas.
The Committee received a summary of the Cricket Clubs pre-application engagement. Previous concerns had included the scale of the development, noise and light pollution, proximity to neighbouring properties, parking, increased social use and the effect upon the conservation area.

Members noted that the revised application had:

1. Removed an entire floor from the pavilion and reduced the building height by more than two metres.
2. Reduced the size and capacity of the function room.
3. Positioned doors and windows away from neighbouring properties.
4. Located air conditioning equipment on the side of the building facing the police station.
5. Used materials intended to reflect the conservation area, including brick, flint and slate.
6. Been designed to achieve carbon-negative operation.
7. Included improved and accessible changing, toilet and spectator facilities.

The Chair of the F&GP Committee provided an update on progress regarding the proposed lease with the Steyning Cricket Club, noting that this update related to lease discussions rather than the planning application itself.
The committee had previously raised concerns about achieving an appropriate balance between the Cricket Club's sporting function and the proposed hospitality use. Having reviewed the revised proposals, the F&GP committee considered that a more appropriate balance had now been achieved.
Cllr Trundle **proposed, seconded by** Cllr Lloyd. **No objection, with a view to further discussion on material selection and colour palette with Steyning Town Council. Agreed 5 for, 1 abstention.**

**30.2** **DC/26/0702** – The Steyning Centre - Replacement of existing entrance automatic swing doors with external automatic sliding doors.
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

**30.3** **CA/26/0074** - Holland Cottage, Church Street - Fell 1x Pear.
Cllr Ballance **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

**30.4** **DC/26/1041 -** Steyning Grammar Upper School - Surgery to 3 x Oak.
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection subject to consultation with HDC arboriculture officer. Agreed.**

**30.5** **DC/26/0978** - Beltane Cottage, 29 Church Street - Replacement of 6 steel windows with slim line double glazed Royale Stepped Aluminium Heritage frames (Listed Building Consent).
Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

**30.6** **DC/26/0911** - 20 Newham Close - Installation of level access platform and steps to the front and rear. Replacement of door with level threshold door.
Cllr Trundle **proposed, seconded by** Cllr Lloyd. **No objection. Agreed.**

**30.7** **DC/26/0915** - Alderwood Ponds, Horsham Road - Application to confirm the Use of 'The Dwelling' building as a self-contained dwellinghouse (Lawful Development Certificate Existing).
Cllr Trundle **proposed, seconded by** Cllr Lloyd. **No objection. Agreed 5 for, 1 abstention.**

**30.8** **DC/26/0955** - Calcot Farm, Horsham Road - Change of use of part of a former agricultural building and 10m x 18m of adjacent yard to commercial use; for the storage of soil improver bagging equipment, bagging of soil improver, storage of bagged surplus soil improver and distribution of the same. (Retrospective).
Cllr Trundle **proposed, seconded by** Cllr Alexander. **OBJECTION – the committee strongly object to the unlicensed and illegal toxic activity being carried out in close proximity to neighbouring properties, a food and drink business, a stream, borehole and the River Adur, causing severe health and fire hazards, and environmental and biodiversity damage. The fire service has confirmed the access is in breach of fire access regulations in width. The planning application should be refused immediately. Agreed.**

**30.9** **DC/26/0953** - 119 High Street - Change of Use from a bakery, shop and residential flat to 4 no. residential units (3 x 2-bed flats and 1 x 2-bed maisonette) with associated alterations, including a hip to gable roof extension and addition of dormer windows.
Cllr Trundle **proposed, seconded by** Cllr Alexander. **No objection, though there is concern due to a lack of parking facilities. Agreed 5 for, 1 abstention.**

**P26/31** **LATE PLANS**

**31.1** **DC/26/1050** - Chancton Down - Demolition of cattery building. Construction of a (self-build) dwelling with detached garage / car port.
Cllr Alexander **proposed, seconded by** Cllr Trundle. **No objection. Agreed 5 for, 1 abstention.**

**31.2** **DC/26/1112** - 4 Clivedale - Demolition of existing outbuilding and erection of a replacement outbuilding.
Cllr Hanson **proposed, seconded by** Cllr Ballance. **No objection. Agreed 5 for, 1 abstention.**

**P26/32** **PLANNING DECISIONS FROM HDC and SDNP**

**Permitted**

**32.1** **DC/26/0845** - 37 Kings Stone Avenue - Conversion of loft into habitable living space with hip-to-gable roof extension, rear dormer and front rooflights. Erection of a single storey rear extension with raised rear platform. Erection of side extension and detached side shed. Installation of solar PV panels, air source heat pump and associated external alterations including re-rendering, and replacement windows and doors.

**32.2** **DC/26/0989** - Downsview 34 Shooting Field - Non Material Amendment to previously approved application DC/25/0930 (Conversion of loft into habitable living space with rear dormer and side window) to add 1no. window to rear dormer north elevation.

**32.3** **DC/26/0534** – Chewton - Demolition of side extension. Erection of single storey front extension. Loft conversion together with hip to gable roof, installation of front and rear dormers and balcony above rear bay window. Alterations to fenestration and elevational treatment.

**32.4** **DC/26/0675** - 121 Shooting Field - Construction of ramped access to connect the existing front entrance to the public footpath to facilitate wheelchair access.
**Refused**

**32.5** **DC/26/0695** - Hammes Barn, Washington Road - Change of Use of an existing building from commercial use (Use Class E) to a single residential dwelling (Use Class C3) at the Cow Shed Studio.

**P26/33** **ENFORCEMENT NOTICES**

**33.1** **EN/26/0220 -** The Barn, 20 Church Street. Alleged: Proposed use of The Barn for Airbnb purposes.

**33.2** **EN/26/0225** - 1 Bramber Road. Alleged: erection of a fence above one metre, adjacent to the highway without planning permission

**P26/34** **REPORT FOR THE STEYNING CENTRE**

**34.1** **Bookings**
The projected income for June is £5,355.97. Bookings are going well and while many of the regular groups have paused for their summer breaks, we have had several one off bookings, including a playgroup graduation, a year 6 leaving party and various birthday parties.

**34.2** **Film Nights**
The July screening of *Wuthering Heights* sold 27 tickets. The evening resulted in a loss of £161.90. Attendance was lower than anticipated, which may have been due to the Roundhill Romp and the England World Cup match taking place on the same evening. The film for August is *H is for Hawk* and tickets are on sale now.

**34.3** **The Steyning Centre**
The floors in Coombe Court and the Saxon Room are scheduled to be sanded and polished from 10 August. The work is expected to take approximately five days, during which all bookings have been cancelled.
During the recent heatwave, three large fans were purchased for use throughout The Steyning Centre. These have been well received by users.
The damaged roller blind in the Saxon Room has been replaced at a cost of £250.

**34.4** **Caretakers**
During quieter periods, the caretakers have been carrying out painting and decorating works throughout The Steyning Centre.
Steve has continued routine maintenance within the playgrounds, while Paul recently repaired a piece of playground equipment in Fletchers Croft following a report from a member of the public.
Our new caretaker, Mike, is also a gardener and we hope he will be able to assist with the maintenance of the Memorial Gardens.

**34.5** **Audiovisual Upgrade for STC Meetings**
Members discussed recurring problems with the portable audio-visual equipment, including recordings with no sound or picture. The deputy clerk will gather suitable options and bring back to the next meeting for discussion.

**P26/35** **FINANCE – PLANNING AND PREMISES**

**35.1** **To discuss and agree the income and expenditure reports for May & June 2026.**
Cllr Trundle **proposed, seconded by** Cllr Lloyd that STC accepts the Planning and Premises Income and Expenditure Reports for May and June 2026. **Agreed.**

**35.2** **To discuss and agree quote for deep clean of toilets and bus stop area.**
It was noted that the contractor had completed the work to a good standard previously and that the quotation was reasonable.
Cllr Hanson **proposed, seconded by** Cllr Alexander that the quote of £1362 is accepted and the work carried out. **Agreed.**

**P26/36** **CORRESPONDENCE/INFORMATION**

**36.1** Members were reminded of the old Steyning Grammar School site development meeting taking place on Wednesday 29 July 2026.

**P26/37** **DATE OF NEXT MEETING –** Monday 17th August 2026 at 7.30pm

The Chairman closed the meeting at 9.36pm.

Signed …….. Chairman

Link to the meeting – due to a recording error, the meeting is in two parts:

https://youtu.be/0Dcp-frLC2s

https://youtu.be/OmfQg6x6CBU


**Town Clerk:** John Fullbrook
**Deputy Clerk:** Leanne Poole
**Email:** clerk@steyningpc.gov.uk
**Email:** leanne.poole@steyningpc.gov.uk



# Monthly Summary Report August 2026

## August - Youth Activity Week!

August has been a particularly busy and productive month for the Joint Parish Youth Provision, culminating in our Youth Activity Week from 17–21 August.

The week provided a strong mixture of physical activity, new experiences, excursions, creativity and community contribution, giving young people opportunities to try things they may not ordinarily have access to.

Across the week, we engaged with 33 young people, with a number of new young people joining the provision as a direct result of Activity Week. We have also received 9 responses to our feedback request so far, with the full results being incorporated into this report once analysis is complete.

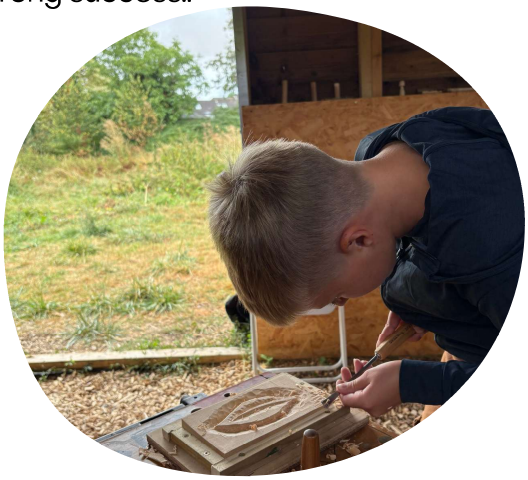
The week generated almost £1,000 in participant fees, although this figure should be considered alongside the significant costs associated with trips, activities and transport. Two of the Activity Week days were supported through our PCC funding, which helped us to keep the programme accessible.

The week was a considerable piece of work behind the scenes, involving detailed risk assessments, session planning, insurance arrangements, parental information, consent and waiver forms, lost-child procedures, transport arrangements and communication with a number of external organisations and volunteers.

I am particularly pleased that, despite a number of challenges and changes to arrangements along the way, the week was ultimately a strong success.!

Vicky

Lead Youth Worker



*Wood carving at Steyning Downland Scheme*

## Skateboarding Workshop Brighton Girls Skate Club

We began the week with a skateboarding workshop delivered in partnership with Brighton Girls Skate Club at the Upper Beeding MUGA.

The session was led by two female skateboarders, providing some great female representation and positive role models for the young people taking part. It was a valuable opportunity to challenge traditional perceptions around skateboarding and demonstrate that the sport is accessible to everyone.

The workshop gave young people the opportunity to try a new physical activity in a supportive environment, with an emphasis on building confidence, developing skills and having fun.

It was a positive start to the week and fitted well with our aim of providing young people with opportunities to try something new, build confidence and see positive role models outside of their usual routines.



*'F was not hankering after a screen and had fun , to me this exactly what youth club is about , also moving keeping active without realising its excercise .'*

**Parent feedback**

## Trips to Brighton and Chessington!



Tuesday saw us run two separate excursions, with young people travelling to Chessington World of Adventures and Brighton.
Both trips provided valuable opportunities for young people to develop independence, confidence, social skills and positive relationships with peers and youth workers outside of the usual youth club environment.

Being in a different setting also encouraged young people to make choices, manage themselves in a public environment, navigate new experiences and develop greater confidence away from their familiar routines.

For some young people, particularly those who may find new environments challenging, taking part in an organised trip can also be an important opportunity to build resilience and experience success in a different setting.

From a youth work perspective, trips such as these provide an opportunity for staff to strengthen relationships with young people and understand them in different contexts, while creating shared experiences that can help build trust and a stronger sense of belonging within the wider youth provision.

Both days were great fun!






## Wood carving at Steyning Downland Scheme

Wood carving was a particular highlight of the week.

The original provider unfortunately had to withdraw, leaving us needing to find an alternative at very short notice. At the eleventh hour, we were supported by two volunteer amateur wood carvers from Horsham and Shipley Community Project, who stepped in to make the day possible.

Their support went far beyond simply delivering the activity. They used their own personal wood supplies and resources to ensure the young people had everything they needed. We are reimbursing them for the materials used and they have simply asked that we make a donation to their project.

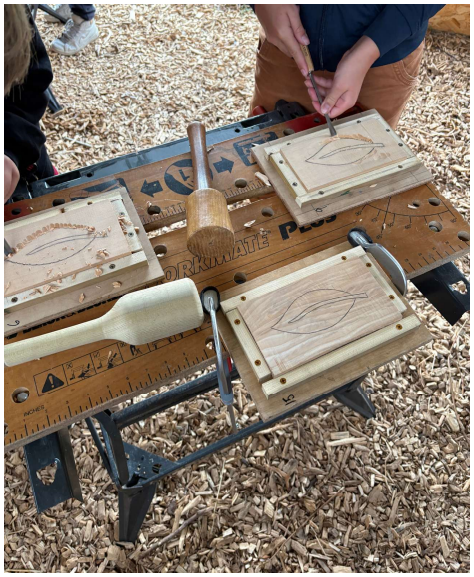
The young people produced some fantastic wood carvings and the level of concentration and focus throughout the day was genuinely impressive.

This was particularly notable because we had young people with ADHD and autism participating. Their ability to remain engaged and focused for such a long period was a real achievement.

One young person described themselves as having 'locked in', which became a phrase we used positively when recognising their incredible focus.

The day demonstrated the value of offering young people practical, creative and hands-on experiences that allow them to work at their own pace and produce something tangible.





THE HORSHAM & SHIPLEY COMMUNITY project

## Giving back to the community: Our Upper Beeding allotment project

Thursday was our trickiest day of the week, with some young people being reluctant to participate in the allotment activities.

This has raised an important question for us about how we communicate Activity Week opportunities to families and young people, particularly around the balance between young people having a voice in what they participate in and the value of introducing them to activities which benefit the wider community.

Our family feedback survey specifically asked parents about the importance of their child having a say in the activities they take part in, and we will use the results to help inform our future Activity Week planning.

Despite the challenges, the day produced some excellent outcomes!

The young people created an amazing bug hotel with the support of our Countryside Ranger, as well as a wheelchair-accessible planter.

The support from the allotment holders was particularly heartwarming. They came together to agree that they would help water the planter until the youth club is able to establish a regular routine of visiting the plot.

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Despite the challenges, the day produced some excellent outcomes and support from allotment plot holders was absolutely amazing.

A huge thank you is also due to John, the Upper Beeding PC Maintenance Manager, for his support with the day, including marking out the plot and helping with equipment.

The project reinforced the importance of community connections and giving young people opportunities to contribute to their local area, even if the activity itself requires a little more encouragement than a traditional recreational session.





## Minibus trip to Gatwick Aviation Museum

The week finished with a trip to Gatwick Aviation Museum – an idea that came directly from conversations with young people during our regular youth club sessions.

We had enjoyed hearing them talk about their passion for planes, aircraft and aviation, and the trip developed from those conversations.

This was a great example of youth-led activity, with young people's interests and ideas helping to shape what we offered during Youth Activity Week. The day provided an opportunity for those with an existing interest in aviation and engineering to explore that passion further, while also giving others the chance to discover something completely new.

The feedback from the day has been very positive, particularly from young people who already have a strong interest in aviation. It was fantastic to be able to respond to their interests and provide an experience that could potentially inspire future aspirations and careers. Who knows – perhaps among those who attended are some future engineers, pilots or aviation enthusiasts!

## Staffing, Volunteers & Partnerships

We were extremely grateful for the support of our Wardens throughout Activity Week.

Warden John drove our minibuses on a number of occasions and went above and beyond to help us resolve transport issues.

One of our minibuses developed a fault just 48 hours before the Chessington trip, and John's efforts to help resolve this ensured that the trip could still go ahead.

We were also supported by the Steyning minibus service.

Across Activity Week, three Youth Workers, myself and a Warden provided staffing across the different activities.

We also welcomed visits and support from Southwater Youth Project and a Family Support Practitioner from Family Support Work. We are developing this relationship with a view to future referrals and collaborative support for young people and families.

The week demonstrated the importance of building a network of community partners and volunteers around the youth provision.

## Young Volunteering

Our Young Volunteer has continued to make progress with his volunteering journey.

During August he:

- Received and signed his volunteer Code of Conduct and safeguarding arrangements.
- Completed his induction.
- Supported a session during Youth Activity Week.
- Received his GCSE results during the same week.
- Is now preparing to join us more regularly at youth club sessions from September.

We are continuing to work through the process of obtaining his Enhanced DBS and ensuring that the appropriate safeguarding arrangements are in place while this is being progressed.

He will also complete further safeguarding training as part of his development as a Young Volunteer.

It is really positive to see a young person moving from being a participant in the community to taking on a volunteering role within the provision.

## Future Development

**Dungeons and Dragons Sessions**

Our first Dungeons & Dragons session is planned for 12 September.

This will be jointly delivered by the Youth Project, the Family Worker at Steyning Parish Church and Warden John.

The session will provide an opportunity to explore creativity, teamwork, communication, problem-solving and social interaction through a structured role-playing game.




**SAFeR – CPR & AED Sessions**

We are also pleased to have SAFeR, delivering CPR and AED demonstrations at our youth clubs on:

- 11 September – Teens Club
- 25 September – Primary Club

This will provide young people with practical first-aid and emergency-response knowledge which could potentially be invaluable in the future.




**Teens Trip – Worthing Games Café**

On 18 September, we are planning an evening trip for our Teens group to a games café in Worthing, travelling by minibus.

The evening will give young people opportunities to develop social skills, communication, teamwork, decision-making, managing money, ordering food, appropriate behaviour in a public setting and increasing independence.




Following Activity Week, our regular youth club sessions will restart in the second week of September.

We have deliberately allowed young people the first week back at school to settle into new routines before returning to youth club. This is particularly relevant for young people who are transitioning to new schools or new year groups.

A number of our young people will also be transitioning from the Towers site to Shooting Field / Steyning Grammar School, so we will be mindful of the additional changes and anxieties that can accompany this.

We will also be reconnecting with the school and planning our first piece of detached youth work for the new term.

**HORSHAM ASSOCIATION OF LOCAL COUNCILS (HALC)**

**Notice of Annual General Meeting**

on **Thursday 20th August 2026 at 6:30pm** at Beeson House, Southwater Parish Council, 26 Lintot Square, Fairbank Road, Southwater, RH13 9LA

Present:

- Cllr Graham Watkins (HALC Chair)
- Cllr Val Court (HALC Vice Chair)
- Emily Simpson (Interim HALC Secretary)
- Cllr Douglas Denham St. Pinnock (WSALC Chair)
- Victoria Wyllie de Echeverria (HDC Climate Action Network)
- Ashington (Cllr. Tony Moss)
- Billingshurst (Parish Clerk Greg Burt & Cllr. Sandy Duck)
- Broadbridge Heath (Cllr. Geoff Clark)
- Colgate (Cllr. Stephen Davies)
- Cowfold (Cllr. Kate Howell & Cllr. Felicity Thorpe)
- Nuthurst (Cllr. Dave Cotton & HALC Vice Chair Val Court)
- Pulborough (Cllr. Ian Hare)
- Rudgwick (Cllr. Simon Torn & Paul Kornycky)
- Rusper (Cllr. Fenella Maitland-Smith)
- Shermanbury (Cllr. Trevor Brown & Cllr. Richard Few)
- Shipley (Cllr. Matt Payne)
- Southwater (HALC Chair Graham Watkins, Cllr. Claire Vickers, Cllr. Derek Moore, Julie Crowhurst)
- Upper Beeding (Cllr. Bob Harber)
- Warnham (Cllr. Sally Pavey)
- West Chiltington (Cllr. Viv Gibson)
- West Grinstead (Cllr. Lyn Lambert, Cllr. Rachel Richards)
- Woodmancote (Cllr. Roger Noel)

**1. Welcome**

The HALC Chair, Graham Watkins, welcomed everyone to the meeting. He gave apologies on behalf of WSALC CEO, Trevor Leggo, and Inspector Neil Durkan. The Chair also said there would be a few changes to the agenda in light of matters relating to the Constitution and which in turn meant the AGM could not take place but instead would become a general meeting. To read his report in full, please see the appendices.

Following the Chair's report, a number of questions were asked:

A councillor asked if invoices would be sent to which the answer was yes, within the next two weeks. The interim Secretary, Emily Simpson, would also ask for the names of the elected HALC representatives.

Councillor Roger Noel (Woodmancote Parish Council) asked if the election votes would not be possible this evening to which the response was no, but they would be the first items at the next meeting. He confirmed items 3, 4, 5 and 6 on the agenda would be removed and postponed.

Councillor Trevor Brown (Shermanbury Parish Council) asked why the Constitution was not appropriate to which the Chair said the Constitution was produced 7 days before a meeting in 2022 whereas there should have been 4 weeks' notice. It was not proposed or seconded; there was no record of the vote, and something as important as the Constitution should be properly tabled, to which the councillor agreed.

A few councillors questioned how HALC would operate when HDC would not be in existence; it was clear changes needed to be made. The Chair said there could be a Horsham Area Association; it was something to consider and the DALC's needed to discuss further. Councillor Val Court (Nuthurst Parish Council) said prior to the previous Chair passing away, there was no Constitution. He introduced it and it had not been read by the Chair until recently, hence only just becoming aware of its content.

Councillor Trevor Brown (Shermanbury Parish Council) said HALC had a limited lifespan but we were facing unprecedented times regarding planned housing and infrastructure issues, as well as local government reorganisation. There needed to be a structure in place to bind us together so that local interests are represented, especially the rural parishes.

Councillor Bob Harber (Upper Beeding Parish Council) asked if Councils could change HALC representatives for the next meeting to ensure good attendance to which the Chair said as the Constitution was not fit for purpose, he encouraged all parishes to elect two representatives.

Councillor Roger Noakes (Woodmancote Parish Council) suggested that the announcement on local government reorganisation should be received before calling the next meeting so we know where we stand as parishes in the new unitary structure.

Councillor Geoff Clark (Broadbridge Heath Parish Council) said if the Constitution was not suitable, was one even necessary to which the Chair said it was a set of basic rules to which the Association needed to adhere to, so he believed it was essential, but it needed to be properly discussed and agreed.

The Chair then introduced WSALC Chair, Douglas Denham St. Pinnock who recommended that members support the current Chair until the WSALC AGM in November and confirmed there would be a WSALC Board meeting in October once the Government announcement had been released. He reiterated that District Associations are informal bodies; they all have Constitutions in West Sussex (although he could not see one for ADALC), but regarding the future, said we are beholden to government. He said he attended meetings on behalf of the newly formed Sussex & Brighton Strategic Authority (SBSA). These meetings take place monthly and anyone can attend as a member of a public. The three Sussex principal authorities and boroughs did a huge amount of work, were ready for the election of a Mayor, and the postponement caused immense frustration and irritation. Trying to postpone the elections and then the change in leadership in two of the three principal counties because of the elections, caused further issues. He said he had met both the new leaders and believed both appeared qualified to create the Mayor's office. He also said he was encouraged that both had made a commitment to him and the Chair of ESALC that they will be recognised going forward.

The WSALC Chair said there was speculation that there may be an election for the Mayor in 2027 but this had not been confirmed, however, he said all were aware of the underlying

electoral cycle; if we lose our place when we are at the same time as other major elections then the cost burden on parish councils is extremely high.

He said that WSALC had a good relationship with the leaders of Arun, Chichester, Mid Sussex and Horsham, as well as the Leaders and Chief Executives of Crawley, Worthing and Adur. The position in West Sussex is we await the decision on LGR and there is little point discussing the District Associations until we have the answer. He said the strong relationship between HALC and HDC was largely due to HALC Chair Graham Watkins and the late Malcolm Eastwood.

He finished by saying as soon as LGR takes place and further information is known, WSALC will share accordingly with all member councils. There will be a reaction and we hope to have all three leaders of the SBSA at the joint ESALC and WSALC Conference on the 4th November to have a conversation about the future of local government and our Associations.

The HALC Chair thanked Douglas Denham St. Pinnock for the update. He said a document would be prepared and shared with HALC members with future proposals for the Association and any suggestions for amendments.

Councillor Trevor Brown (Shermanbury Parish Council) said research around unitary authorities across the country had already taken place and said one of the common threads on how to bring parishes together was with common issues. The WSALC Chair agreed and said cluster meetings in Mid Sussex had been taking place for years and had worked well.

The HALC Chair moved to Item 8 and introduced Victoria Wyllie de Echeverria, HDC's Sustainability Officer who proceeded with a presentation on the Climate Action Network.

**2. Apologies**

Apologies were received from the following parishes and councillors:
Cllr. Susie Fischel (Ashurst Parish Council), Bramber Parish Council, Cllr. Terry Oliver (Broadbridge Heath Parish Council), Coldwaltham Parish Council, Henfield Parish Council (proxy vote received), North Horsham Parish Council, Cllr. Jason Thomas (Washington Parish Council), Cllr. Jonathan Chowen (West Grinstead Parish Council)

**3. Election of Officers of HALC**

**a) Nominations for and election of Chair**
**b) Nominations for and election of Vice Chair**
**c) Update on Secretary and Treasurer (through WSALC)**
This item was deferred to a future meeting.

**4. Approval of Minutes of the previous HALC meeting held on 22nd June 2026**

This item was deferred to a future meeting.

**5. Appointment of representatives to outside bodies**

**a) WSALC Board x2**

**b) CPRE x1**

**c) HDC Standards Committee x1**
This item was deferred to a future meeting.

**6. HALC accounts and agree annual subscription for 2026-27**

This item was deferred to a future meeting.

**7. Report of past year's HALC activities by the Chair**

This was covered in the Chair's opening report.

**8. Climate Action Network, update from Victoria Wyllie de Echeverria, HDC's Sustainability Officer**

Victoria Wyllie de Echeverria gave a presentation on the Climate Action Network and it was confirmed a copy would be circulated with the minutes.

The Chair thanked Victoria for her presentation. He said it was a great principle but the cost could be excessive for parishes and communities to reduce their carbon impact. He asked if HDC had done any work on cost comparisons to which Victoria said she had not but would be happy to look into it further. She said many councils put funds aside into a 'climate pot.' She referenced HDC's Community Climate Fund which opened four times a year and was available for parish councils to apply for up to £5k for their project. She also confirmed a county-wide Climate Strategy was in development. Other officers were involved and community and parish involvement was expected.

The HALC Chair thanked Victoria for her presentation.

Councillor Roger Noakes (Woodmancote Parish Council) said land is blighted if planning permission is given, even if no building takes place. Communities, together with the land, just sit there and nobody else wants to do anything with the land, i.e. farmers. The Chair said the government was meant to be doing something about land grabbing but it has not; there are no repercussions.

Councillor Sally Pavey (Warnham Parish Council) suggested that HALC meet with MP Peter Lamb who feels strongly about the lack of infrastructure for all the housing. The HALC Chair said he would take this on board.

**9. Update on local policing, Inspector Neil Durkan**

Members were notified that Inspector Neil Durkan had given apologies for the meeting but hoped to attend a future meeting.

**10. LGR update by WSALC Chair, Douglas Denham St Pinnock**

This item was discussed at item at the start of the meeting.

**11. Reports from outside bodies**

**a) WSALC**

**b) HDC Standards Committee**

**c) CPRE**

This item was deferred to a future meeting.

**12. Matters of concern to your council not on the agenda**

Question from Rudgwick Parish Council:

On 9th July 2026 the House of Commons voted to implement a National Scheme of Delegation (Planning). What steps, if any, did HALC or NALC take to resist this scheme bearing in mind the declared CPRE position:

"This gives council planning officers deciding power over most planning applications in your community, preventing you, your neighbours and your elected representatives from having a right to speak in decisions about new developments in your area. Controversial decisions that will shape our countryside for decades to come should not be approved without scrutiny from those who live there".

The Chair addressed the above question by saying there was a consultation period and he submitted a document on behalf of HALC. He received no feedback and said the representation had no effect on the House of Commons decision. He said the new NPPF had slight tweaks to give planning officers power and there would still be planning committees and parish councils would still have representation. He said Parish Councils were encouraged to have Neighbourhood Plans in place as it will hold more weight.

Councillor Sally Pavey (Warnham Parish Council) said she was a trustee for CPRE Sussex and said the new NPPF had ramifications for rural parishes. Neighbourhood Plans still remain which is a grey area for everyone; Warnham's Neighbourhood Plan is out of date and they are facing developers and Horsham who are seeking to approve every application which comes through. She said these applications were unsustainable as there was no investment in the infrastructure which was something many parishes would experience. She also said there would be issues with traveller sites and councils would not be able to successfully object to them. The Chair agreed that it was difficult to challenge many applications but believed there was still a necessity for Parish Councils to have an in-date Neighbourhood Plan. Once the Plan is 5 years old though, it becomes weak.

Councillor Sally Pavey (Warnham Parish Council) said the new NPPF said Neighbourhood Plans remained valid but questioned having one when they came at a large cost and said the rest of the NPPF would bulldoze it,. She took Rusper Parish Council as an example: their Neighbourhood Plan was ignored.

Councillor Paul Kornycky (Rudgwick Parish Council) said the National Scheme of Delegation question was his and he said it did not seem as if NALC were on the side of parish councils. He compared responses to the latest NPPF consultation between NALC, HDC and CPRE with the former welcoming the proposed updates whereas the other organisations were strongly against.

The Chair said economics come into the equation, as regardless to what is said, the developer will only spend a certain level. When their profitability stops, they cease to develop in that area and move on. Neighbourhood Plans can make it more costly for developers to build.

The WSALC Chair said both he and WSALC CEO, Trevor Leggo, shared frustration and disappointment with NALC and did not understand why they took this view. A new Chief Executive would be in post next March so there may be changes. He believed it would be a waste of time trying to challenge NALC and time was better spent looking after Sussex.

Councillor Paul Kornycky (Rudgwick Parish Council) said the policies which protected the countryside in the NPPF were now overruled. There is presumption that even if you meet your housing targets, these policies will still not apply.

Councillor Trevor Brown (Shermanbury Parish Council) said there are plans to build 40,000 houses with the existing infrastructure which would be creating an environment not in favour of the people currently here or those who want to move to the area. We need to be less accepting. It is easier to argue that there is not the infrastructure – sewage, GP appointments, hospital waiting times etc. He believed the profile of a lack of infrastructure needed to be raised in this area and questioned how that could be done more publicly. The Chair said this was worth investigating and speaking about with our planning consultant.

Councillor Sally Pavey (Warnham Parish Council) said the lack of infrastructure comes under a separate item. The NPPF could address some of those failings but it has not been improved for the good where it needed to be improved. She said it gives the right to the developers and the developers will likely promise everything but will not deliver. The NPPF could have changed this and made it a balanced approach but it does not. There are some grey areas for interpretation in the NPPF which is the only slight positive. When planning officers are under such pressure to provide housing numbers, and government will step in if they aren't approved, these officers will not have the power to raise issues of infrastructure.

The Chair said a change in Section 106 monies was causing problems in Southwater. Southwater Parish Council should be benefitting from Section 106 monies related to outside play areas and the library to name a couple, totalling approximately £350,000. However, the developer, Berkeley Homes, have resubmitted an application for 94 houses rather than the original 594, and have requested the S106 monies are refunded to them. Southwater parishioners are not getting the gain they were originally promised. Complaints have been made to the planning department and legal department.

The Chair asked if there were any other questions to which Councillors Trevor Brown and Roger Noakes said they would be happy to support the Chair with any developments regarding the Constitution.

**13. Date of next meeting**

The Chair said as soon as the relevant information was ready, a date would be circulated.

The meeting closed at 8.02pm

# Parish and Town Council Climate Action Network and One Planet Tool

Victoria Wyllie de Echeverria

Sustainability Officer, Horsham District Council

# Agenda today

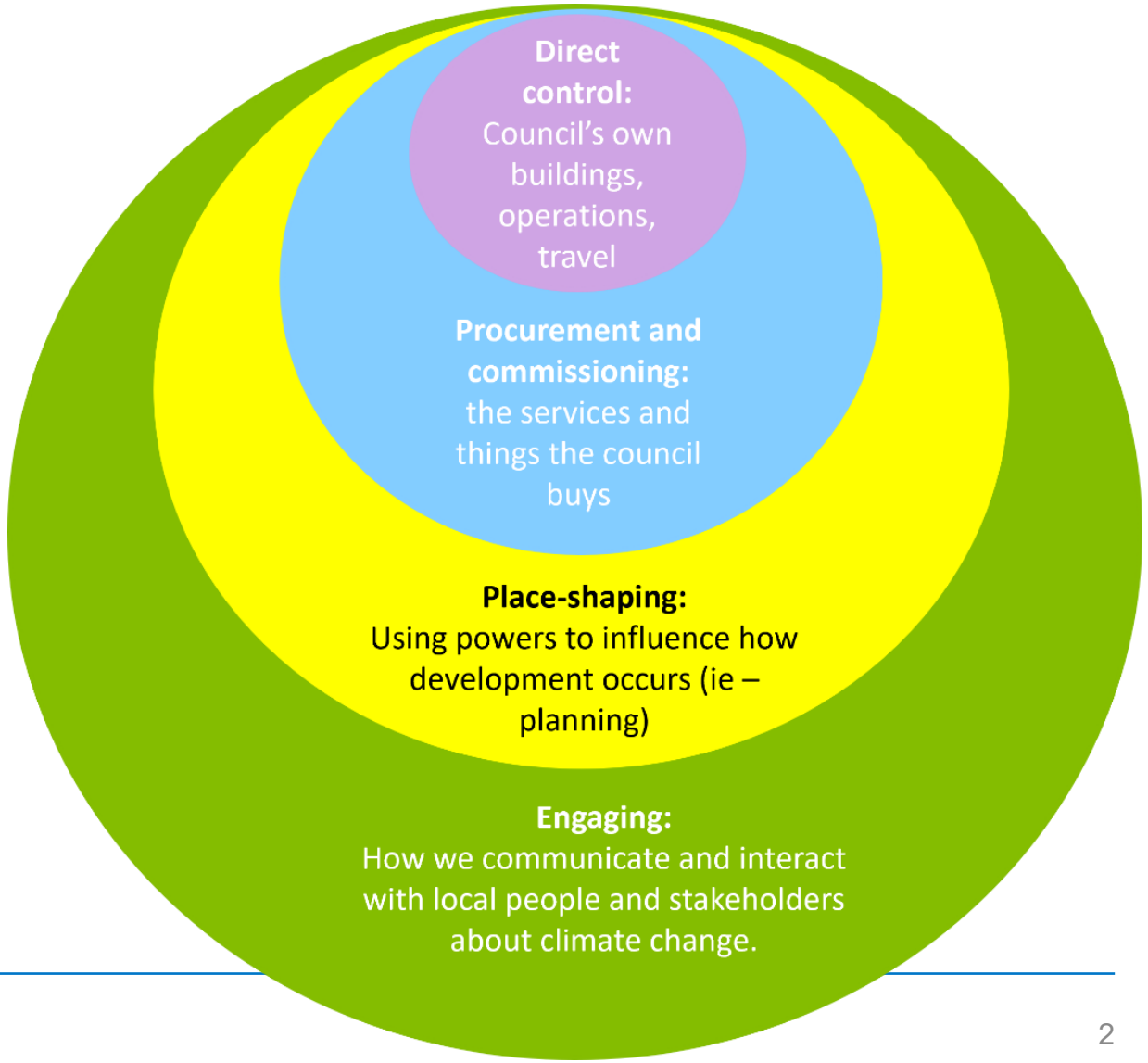
Horsham District Council

- History of the Parish and Town Council (PN/TC) Climate Action Network
- HDC's Climate Action Strategy
- Progress to date
- One Planet
- Resources for Councils (including Carbon Literacy Training)
- Future plans/asks



# History

- Autumn 2022
  - Centre for Sustainable Energy workshops to help our Parish and Town Councils to understand their influence and role in climate action
  - During brainstorming sessions, attendees thought of actions that they could take within their spheres of influence
  - From these discussions, we formed the Climate Action Network and contributed to actions in our own Climate Action Strategy

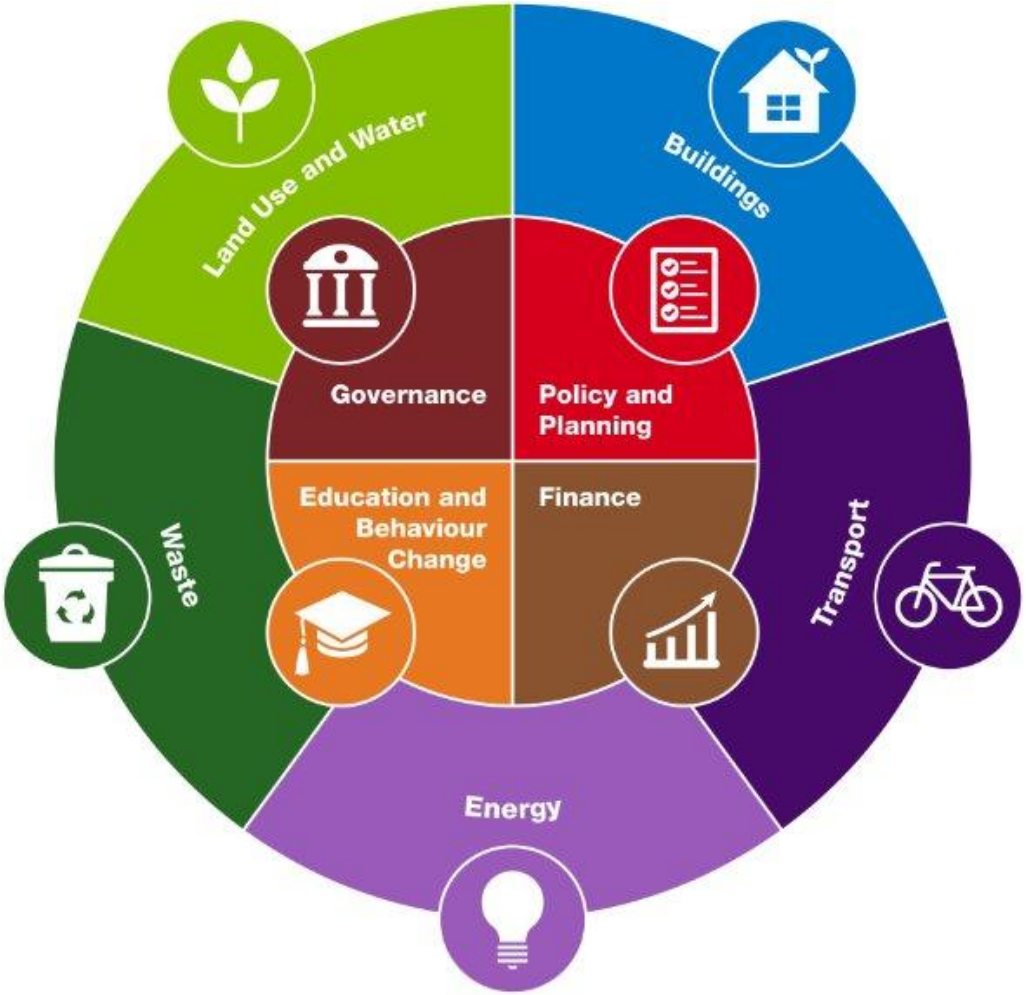


# HDC's Climate Action Strategy

- HDC approved a district wide Climate Action Strategy in Jan 2024

- Cannot deliver the Strategy on our own - focal point for action by partners, community groups, businesses and residents

- The leadership role that the Parish and Town Councils have are vital for engaging residents and community groups, so we have an action centred on supporting you to deliver climate action



# The Climate Action Network

Horsham District Council

- From the workshops, the Climate Action Network was developed to support the PC/TCs in climate action
- About 85% of local councils are involved – Councillors (and some residents) have been nominated to be Climate Action Representatives to attend meetings and engage in the network.
- 3 meetings a year, 2 online and 1 in person
- Meetings have informational talks on different subjects to help support action, and the in person meeting also celebrates successes and provides time to work on action plans collaboratively through One Planet, a mind mapping software
- If you are happy to discuss with me your engagement as a Parish, or if you have a Rep, please let me know

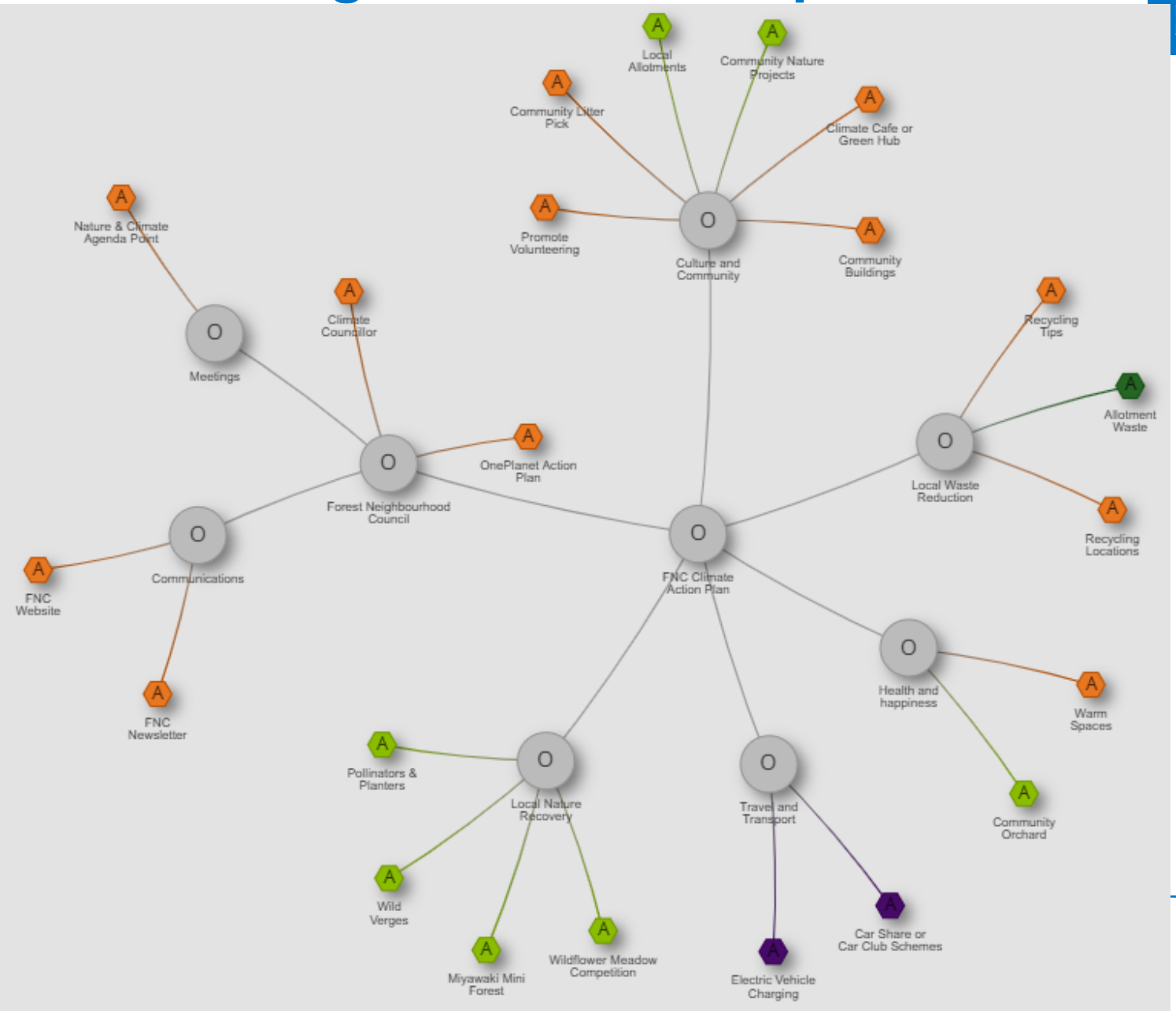
# To Date – 12 meetings

Horsham District Council

- 15 March 2023
  - ✓ How to interpret the workshops and start creating action plans
- 19 July 2023
  - ✓ How to find funding
- **6 November 2023**
  - ✓ **Planning out our action plans, how to connect to volunteers**
- 25 March 2024
  - ✓ How to communicate climate action through social media and websites
- 23 July 2024
  - ✓ Action in Rural Sussex and Village Hall network
- **16 September and 8 October 2024**
  - ✓ **Moving action plans to One Planet, Thermal Imaging Camera tutorial**
- 25 March 2025
  - ✓ Energy and Retrofitting
- 07 July 2025
  - ✓ Repair Café sharing session
- **24 November 2025**
  - ✓ **Updating action plans on One Planet, Wilder Horsham District talk**
- 11 May 2026
  - ✓ Community Action Planning workshop intro
- 21 July 2026
  - ✓ Sustainable Transport

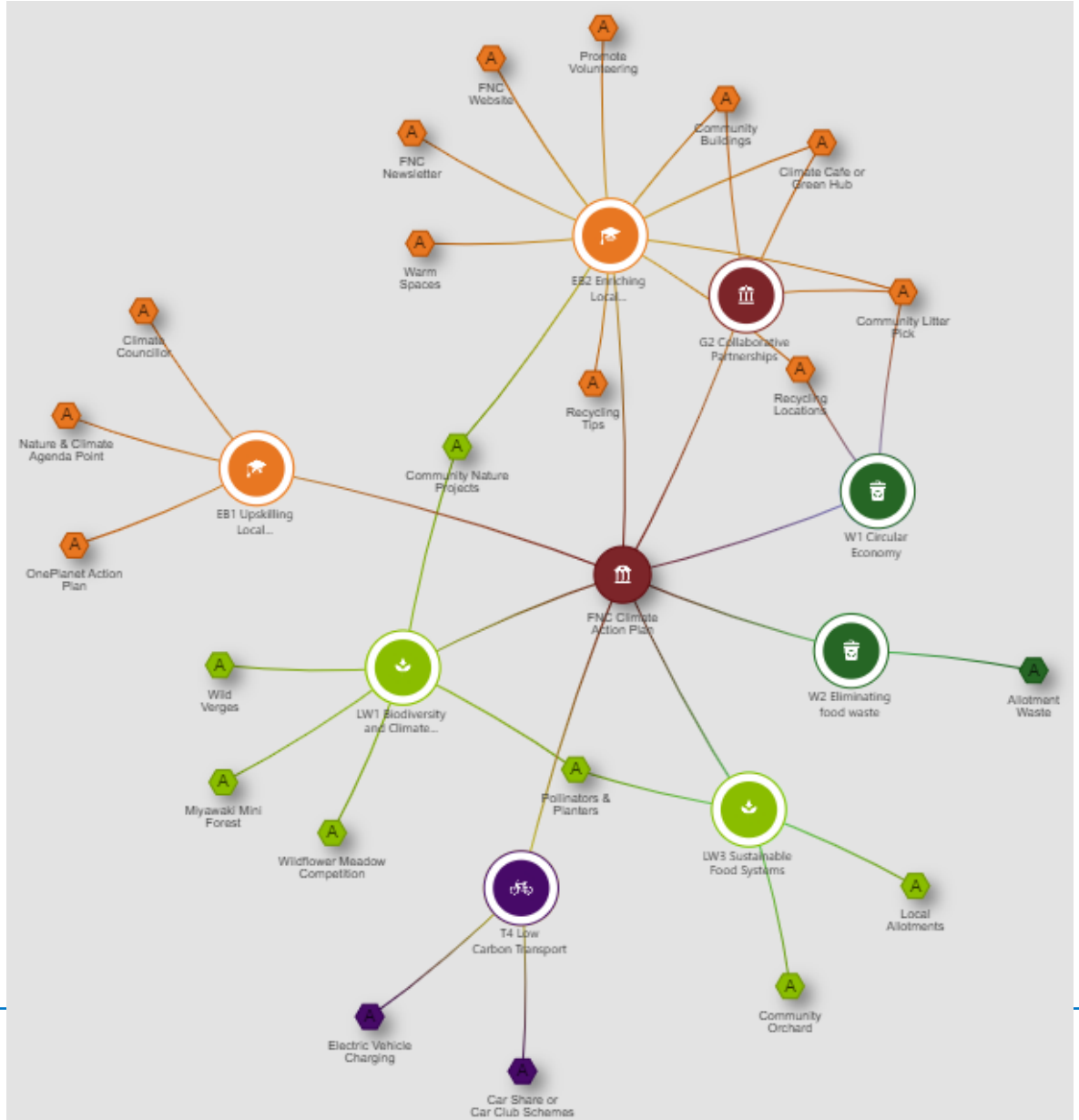
# Forest Neighbourhood OP plan

Horsham District Council



# Parish/Town Climate Action plan linked to CAS

Horsham District Council



Horsham District Council





Wilder Horsham District





# Resources for Councils

Horsham District Council

- Knowledge Hub: online platform, repository of information from past meetings and chat function
- One Planet: online mind mapping to monitor, display and connect Climate Action Plans
- Carbon Literacy Training for Parish and Town Councillors (next course 14 October 2026)
- Staff at HDC (myself, Contact: Victoria.wylliedeecheverria@horsham.gov.uk) and also Wilder Horsham District Team (WilderHorshamDistrict@sussexwt.org.uk)
- Community Climate Fund: CommunityClimateFund@horsham.gov.uk, and https://www.horsham.gov.uk/climate-and-environment/get-involved-in-climate-and-environment/climate-and-environment-funding-and-grants/community-climate-fund

# Future Plans and Asks

Horsham District Council

- Continue to build on connections and collaborations between Parishes and Towns, including joining HDC in using One Planet to map their action plans and show links to our Climate Action Strategy, including linking to NALC's Climate Action Plans for local councils in Horsham District and involved in the Climate Action Network
- Would HALC be able to have a presence at the 3 PC/TC meetings a year, or at least the 1 in-person one? We would like to demonstrate our collaboration to the Parishes and Towns
- Have a PC/TC update as a standing agenda item on the HALC agenda (either from HDC, the HALC representative that attended the last meeting, a Parish/Town Councillor that attends both meetings, or an email update)
- Help spread the word about Carbon Literacy Training for PC/TC Climate Action Network members (and other interested councillors)

Horsham District Council

# QUESTIONS

