



The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XZ

Tel. 01903 812042

www.steyningpc.gov.uk

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 8th SEPTEMBER 2026 AT 7.30PM

Present: Cllrs S Alexander (Vice Chairman), Ballance, Bell and Norcross.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/26/14 APOLOGIES FOR ABSENCE

14.1 Apologies were received from Cllrs Sharp, I Alexander, Foxwell and Trundle.

F&GP/26/15 DECLARATIONS OF INTEREST AND DISPENSATIONS

15.1 None

F&GP/26/16 QUESTIONS FROM THE FLOOR {in summary}

16.1 None

F&GP/26/17 MINUTES OF PREVIOUS MEETING

17.1 Cllr S Alexander **proposed, seconded** by Cllr Bell that the draft minutes of the meeting held on the 7th July 2026 be agreed as a true and fair record. **Agreed**

F&GP/26/18 MATTERS ARISING AND ACTIONS – *These items taken as read*

- 18.1 Discussions concerning DMMO footpath 3802 taken to STC Full Council – **Actioned**
- 18.2 Clerk to compile the completed Business Plan based upon agreement under this item – **Actioned**
- 18.3 Love to Move grant for £168 agreed – **Actioned**
- 18.4 Love to Move grant for additional room hire for 26 weeks at Steyning Centre agreed – **Actioned**
- 18.5 Steyning Frist Responders grant for £125 for Defibrillator servicing processed – **Actioned**
- 18.6 Stey. & Dist. Good Neighbours grant to assist with DBS payments for £500 processed – **Actioned**
- 18.7 Stey. & Dist. Partnership grant request taken to Full Council – **Actioned**
- 18.8 Steyning FC Cil enquiry to be dealt with when funds become available – **Actioned**
- 18.9 Canada Gardens Access Road project to be undertaken – **Actioned**
- 18.10 MPF Catering vend operation agreement taken back to vendor – **Actioned**
- 18.11 Bank Signatory arrangements amended – **Actioned**
- 18.12 Community Governance Review further opportunity brought back to STC to Full Council – **Actioned**
- 18.13 Devolution planning - Car Parks meeting to be arranged – **See item 20.5**
- 18.14 CCTV equipment ordered, purchased and delivered – **Actioned**
- 18.15 CCTV letter of intent written and sent to successful operator – **Actioned**
- 18.16 Mulberry's - Internal Auditors, are re-appointed by STC, but with different officer to attend – **Actioned**
- 18.17 Christmas new payment schedule agreed – **Actioned**
- 18.18 3 phase plan to update website domain and email addresses approved – **Actioned**
- 18.19 Bird names for new roads agreed as being put forward to Glebe Fields developers – **Actioned**
- 18.20 Cllrs to be aware of noise issues when dealing with Lease agreement details – **Actioned**
- 18.21 F&GP to ask Clerk to write to Cllr Campbell concerning responses to questions raised – **Actioned**
- 18.22 Co-option for new Cllr to be considered by STC at Full Council – **Actioned**

F&GP/26/19 FINANCIAL MATTERS.

19.1 To approve the list of SPC payments for June and July 2026.

Members posed questions to the Clerk in consideration of payments covering this period. Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC accepts the June and July 2026 SPC Payments Lists. **Agreed**

19.2 F&GP Income and Expenditure reports for June and July 2026.

Members interrogated many aspects and budget lines from the report and the Clerk responded to these questions. Cllr S Alexander **proposed, seconded** by Cllr Ballance that the F&GP Income and Expenditure reports for June and July 2026 be accepted. **Agreed**

19.3 To agree the draft 2026/27 STC Action Plan

Members checked the new document and posed questions to the Clerk, whilst noting possible amendments. Cllr S Alexander **proposed, seconded** by Cllr Norcross that the F&GP Income and Expenditure reports for June and July 2026 be accepted. **Agreed**

CLERK

19.4 To approve the final draft of the 2026/27 Business & Finance Plan.

Having agreed all the separate elements of the Business and Finance Plan including the Action Plan (see above), Cllrs were now in a position to approve the entire document. It was further noted that there was still a need to compile and agree the Equality Impact Assessment Policy. Cllr S Alexander **proposed, seconded** by Cllr Norcross to approve the final draft of the STC Business Plan 2026/27. **Agreed**

CLERK

CLERK

19.5 To approve the 2026/27 STC budget planning schedule

Members reviewed the details summarised within supporting papers. Cllr S Alexander **proposed, seconded** by Cllr Bell that the budget planning schedule 2026/27 as per supporting papers be approved and goes out to all Committees. **Agreed**

CLERK

19.6 To consider a grant application from the Allotment association.

The Clerk had distributed a supporting paper which detailed the nature of the request – which was to approve a grant which covered the cost of the Associations AGM room hire cost. Cllr S Alexander **proposed, seconded** by Cllr Ballance that STC agrees to the grant application from the Allotment Association to cover room hire costs at £91.20. **Agreed**

CLERK

F&GP/26/20 GOVERNANCE AND COMMUNITY MATTERS

20.1 To agree the STC Insurance Cover, for the period September 2026 to end 31st August 2027.

The Clerk had been discussing an option with the insurance brokers to extend this year's cover by a month so that it better fitted with the Council Calendar and so STC could more easily review the options next year and make an informed decision. Cllr S Alexander **proposed, seconded** by Cllr Norcross that STC renew its insurance for a 13-month period (at earliest chance), and for the cost quoted within supporting papers - £8,267.00 {Plus extra month likely to be £682.70}. **Agreed**

CLERK

20.2 Update from Cllr S Alexander in consideration of the CCTV installation project

The CCTV equipment has been purchased and delivered. The CCTV installers have confirmed they are able to work with other contractors, and this could save the Council significant money, if there could be coordination with the Wi-Fi installers – for example with scissors lift hire on the High Street. Both Cllr S Alexander, the Clerk and Cllr Finnegan will continue to see if they can look to coordinate these two developments and will report back to STC.

CLERK

20.3 Update concerning Christmas decorations for High Street and lamppost testing arrangements

2026 Lamp post testing has taken place in preparation for the High Street Christmas decoration installations. 18 posts were tested at a cost of £1,465. The quote details were available as per supporting papers. The report details will follow shortly, but in any case there are 4 posts that are certified structurally capable from last year's report. Therefore it is highly likely there will be capacity for the 18 posts to be used as per requirements for the STC installation.

CLERK

20.4	Update regarding the <i>Community Governance Review</i>	
20.4.1	The Clerk brought members up to date with the CGR consultation process:- After the phase one consultation, the Clerk subsequently informed HDC as to the STC position via the on line consultation and letter to HDC as per detailed within supporting papers. Bramber Parish Council were contacted by the Clerk, but the suggestion to discuss moving Clays Field into Steyning Parish had been strongly rejected by them.	CLERK
20.4.2	HDC replied to the initial response from the Clerk by asking STC for more information for its reasoning for the possible Clay's Field transfer, based upon the CGR criteria. The Clerk asked STC Cllrs for their reasoning in an email but only one Cllr responded with any substantive reasoning (not necessarily based upon the criteria), and this proposal was not seconded by any other members, and this lack of support was explained to HDC.	
20.4.3	HDC had in the meantime moved forward with the proposed change to the Bramber/ Steyning boundary by removing Bramber Brooks from the Steyning Parish, with the redrawn map having been sent to all members for their information and comment, with the second consultation period having concluded on the 7 th September. A final decision by HDC will be forthcoming in late Autumn, after any other responses by residents have been taken on board.	
20.5	Update concerning <i>Devolution</i> planning for SPC,	
20.5.1	The main point was that the devolution process has been put on pause in West Sussex once again. The Clerk and Cllr Finnegan were continuing to pursue discussions concerning any potential Car Park and other Asset transfers.	CLERK
20.5.2	There was a <i>Teams</i> meeting planned with the HDC Car Park manager, and a meeting in Henfield on the 22 nd September where the HDC Chief executive officer will update on priorities and current developments, including matters relating to Local Government Reorganisation.	CLERK & Cllrs
F&GP/26/21	ONGOING ITEMS - The following items will be taken to the next F&GP meetings	CLERK
21.1	<i>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.</i>	
21.2	<i>F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy</i>	
21.3	<i>F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56</i>	
21.4	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clockface future renewal</i>	
21.5	<i>F&GP/24/55.3 Staff & Cllr Data Protection training date & trainer confirmed with Cllr S Alexander to assist</i>	
21.6	<i>F&GP/26/07.6 Principles of a 3 year finance plan compiled by October 2026 for F&GP</i>	
21.7	<i>F&GP/26/07.7 Asset Register review working party meeting to be convened</i>	
21.8	<i>F&GP/26/08.7 All 3 phases of the CCTV project to be completed when funds are available</i>	
21.9	<i>F&GP/26/12.2 Working party to be convened on the 6th Oct. to discuss three separate Lease arrangements</i>	
F&GP/26/22	INFORMATION/CORRESPONDENCE ITEMS	
22.1	There had been correspondence concerning playgrounds, and especially the MPF site, with a complaint from a visitor being noted. After consideration, members were satisfied that checks were in order and compliance was being maintained.	CLERK
22.2	The Clerk had received the official request from <i>Steyning in Bloom</i> group for their annual payment to cover costs for replacement flowers/ plants for both Summer and Autumn seasons, for the Steyning High Street, and that because payment has already been agreed via budgetary approval for this specific service, the office was now in the process of completing the transaction	CLERK
F&GP/26/23	CONFIDENTIAL SESSION	
23.1	Cllr S Alexander proposed, seconded by Cllr Norcross to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed	
F&GP/26/24	FINANCE & GOVERNANCE MATTERS	
24.1	To agree to amend the STC staff payments in line with the government approved national annual pay award of 3.3%. {At this point the Clerk was asked to leave the meeting for this item}	
24.1.1	Members considered the Govt. approved document and guidance, plus supporting paper which showed the previous agreements which had been made by STC.	

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|---------------|--|--------------|
| 24.1.2 | Cllr S Alexander proposed, seconded by Cllr Norcross that STC agree a 3.3% increase to salary payments, and subject to successful appraisals both the Clerk and Deputy Clerk increase (progress) by one incremental point on the pay scale {From 1 st April 2026}. Agreed | CLERK |
| 24.2 | <p>Update concerning JPYC contracts and service review</p> <p>The Clerk and Cllr S Alexander updated committee on the importance of the forthcoming JPYC meeting which will likely be convened in the week beginning the 12th October.</p> <p>Cllr S Alexander proposed, seconded by Cllr Norcross that the F&GP Committee recommends that the JPYC considers a 3 or 4 year fixed term contract for both Staff and the MOU agreement between the three Councils, and that staff payments are changed to align with the NALC approved payscales. Agreed</p> | CLERK |

F&GP/26/25 DATE OF NEXT MEETING – 13th October 2026 @7.30pm.

The Chair closed the meeting at 8.27pm

Signed Date 13th October 2026
Chair

A video recording of this meeting can be found using this link:
<https://youtu.be/U6ZUasYsQhc>

Bank Reconciliation up to 31/08/2026 for Cashbook No 1 - Current Account
ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPROPRIATE

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/08/2026	DD	755.00		755.00		R ☒	HDC - Stey Centre Rates
01/08/2026	CR		64.80	64.80		R ☒	Receipt(s) Banked
01/08/2026	CR		21.00	21.00		R ☒	Receipt(s) Banked
01/08/2026	CR		21.00	21.00		R ☒	Receipt(s) Banked
01/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
01/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
01/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
01/08/2026			42.00	42.00		R ☒	Receipt(s) Banked
01/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
01/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
01/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
03/08/2026	227/26.27	168.00		168.00		R ☒	Love to Move grant
03/08/2026	228/26.27	125.00		125.00		R ☒	The sussex plumber
03/08/2026	229/26.27	695.00		695.00		R ☒	TC Maintenance - play repairs + Ground WORKS,
03/08/2026	230/26.27	31.25		31.25		R ☒	Youth expense
03/08/2026	231/26.27	512.50		512.50		R ☒	Clare Austin gardening @ STEYNING CENTRE
03/08/2026	232/26.27	334.20		334.20		R ☒	HDC Waste
03/08/2026	233/26.27	144.00		144.00		R ☒	Mulberry Conference
03/08/2026	234/26.27	170.00		170.00		R ☒	D Aubrey Youth event
03/08/2026	CR		63.00	63.00		R ☒	Receipt(s) Banked
03/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
03/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
03/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
03/08/2026	CR		84.00	84.00		R ☒	Receipt(s) Banked
03/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
03/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
03/08/2026	CR		147.00	147.00		R ☒	Receipt(s) Banked
03/08/2026	CR		21.00	21.00		R ☒	Receipt(s) Banked
03/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
03/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
03/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
04/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
04/08/2026	BP		21.00	21.00		R ☒	Receipt(s) Banked
04/08/2026	CR		84.00	84.00		R ☒	Receipt(s) Banked
04/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
04/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
04/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
04/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
04/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
04/08/2026	CR		23.59	23.59		R ☒	Receipt(s) Banked
04/08/2026	040826JF		40,000.00	40,000.00		R ☒	Receipt(s) Banked-TRANSFER BETWEEN STC ACCOUNTS
05/08/2026	VIS	37.90		37.90		R ☒	Site Lock security
05/08/2026	DR	1.04		1.04		R ☒	Site Lock transaction
05/08/2026	DD	240.00		240.00		R ☒	Grenke Phones
05/08/2026	CR		21.00	21.00		R ☒	Receipt(s) Banked
05/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
05/08/2026	CR		42.00	42.00		R ☒	Receipt(s) Banked
05/08/2026	CR		41.29	41.29		R ☒	Receipt(s) Banked
06/08/2026	VIS	13.00		13.00		R ☒	Canva Pub.

Bank Reconciliation up to 31/08/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
06/08/2026	CR		63.00	63.00		R 	Receipt(s) Banked
06/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
06/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
06/08/2026	CR		21.00	21.00		R 	Receipt(s) Banked
06/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
06/08/2026	26/32		395.80	395.80		R 	Receipt(s) Banked
06/08/2026	26/35		23.00	23.00		R 	Receipt(s) Banked
06/08/2026	26/35		35.00	35.00		R 	Receipt(s) Banked
06/08/2026	26/37		165.00	165.00		R 	Receipt(s) Banked
06/08/2026	CR		182.41	182.41		R 	Receipt(s) Banked
07/08/2026	CR		84.00	84.00		R 	Receipt(s) Banked
07/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
07/08/2026	CR		41.29	41.29		R 	Receipt(s) Banked
08/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
08/08/2026	CR		21.00	21.00		R 	Receipt(s) Banked
09/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
10/08/2026	235/26.27	198.00		198.00		R 	Temple gardening
10/08/2026	236/26.27	186.00		186.00		R 	Sowerby Toilet security
10/08/2026	237/26.27	2,852.57		2,852.57		R 	Jack Lee Street Cleaning
10/08/2026	238/26.27	570.00		570.00		R 	eEduPlay - Youth HOLIDAY ACTIVITY COST
10/08/2026	239/26.27	20.28		20.28		R 	T Eckert supplies
10/08/2026	240/26.27	70.38		70.38		R 	EDF Elec High St
10/08/2026	241/16.17	13.00		13.00		R 	Core Website
10/08/2026	242/26.27	110.00		110.00		R 	JD Window cleaning
10/08/2026	CR		63.00	63.00		R 	Receipt(s) Banked
10/08/2026	BP		42.00	42.00		R 	Receipt(s) Banked
10/08/2026	CR		21.00	21.00		R 	Receipt(s) Banked
10/08/2026	CR		21.00	21.00		R 	Receipt(s) Banked
10/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
10/08/2026	26/33		66.15	66.15		R 	Receipt(s) Banked
10/08/2026	26/34		42.00	42.00		R 	Receipt(s) Banked
11/08/2026	VIS	100.00		100.00		R 	Canva - publicity
11/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
11/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
12/08/2026	VIS	109.99		109.99		R 	Amazon - Youth Gazebo
12/08/2026	VIS	10.94		10.94		R 	Amazon - Cleaning spray Youth
12/08/2026	CR		126.00	126.00		R 	Receipt(s) Banked
12/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
13/08/2026	VIS	16.36		16.36		R 	Amazon - Youth Graff Paint
13/08/2026	VIS	21.02		21.02		R 	Amazon - Youth Hangers
13/08/2026	VIS	384.72		384.72		R 	Youth Trip - Chessington
13/08/2026	VIS	28.15		28.15		R 	Trainline - Youth trip
13/08/2026	BP		42.00	42.00		R 	Receipt(s) Banked
13/08/2026	CR		21.00	21.00		R 	Receipt(s) Banked
14/08/2026	VIS	-75.00		-75.00		R 	Chessington world of adventure
14/08/2026	VIS	12.50		12.50		R 	Amazon - Youth Wristbands
14/08/2026	VIS	18.77		18.77		R 	Amazon - Youth Water pistols
14/08/2026	VIS	48.49		48.49		R 	Amazon - Youth Paint markers

Bank Reconciliation up to 31/08/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
14/08/2026	241/26.27	-13.00		-13.00		R 	Core website
14/08/2026	241/26.27	12.00		12.00		R 	Core website
14/08/2026	CR		84.00	84.00		R 	Receipt(s) Banked
14/08/2026	BP		21.00	21.00		R 	Receipt(s) Banked
14/08/2026	CR		63.00	63.00		R 	Receipt(s) Banked
14/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
14/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
14/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
17/08/2026	VIS	33.08		33.08		R 	Youth trip - Chessington
17/08/2026	VIS	253.48		253.48		R 	Paint parks - for PLayer areas
17/08/2026	VIS	5.99		5.99		R 	Trainline - Youth trip
17/08/2026	VIS	31.18		31.18		R 	Zoom Software
17/08/2026	DD	20.74		20.74		R 	Propel F Phone - Youth
17/08/2026	BP		21.00	21.00		R 	Receipt(s) Banked
17/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
17/08/2026	CR		38.62	38.62		R 	Receipt(s) Banked
17/08/2026	BP		17.20	17.20		R 	Receipt(s) Banked
17/08/2026	CR		27.60	27.60		R 	Receipt(s) Banked
17/08/2026	CR		96.50	96.50		R 	Receipt(s) Banked
18/08/2026	VIS	34.65		34.65		R 	Youth trip - Chessington
18/08/2026	VIS	65.90		65.90		R 	Your Parking signs
18/08/2026	DD	31.87		31.87		R 	O2 MobilePhones
19/08/2026	DD	150.19		150.19		R 	British Gas
19/08/2026	CR		113.55	113.55		R 	Receipt(s) Banked
19/08/2026	CR		64.80	64.80		R 	Receipt(s) Banked
20/08/2026	CR	-591.60		-591.60		R 	Youngs P&H - REFUND FROM
20/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
20/08/2026	CR		21.00	21.00		R 	Receipt(s) Banked
20/08/2026	CR		166.20	166.20		R 	Receipt(s) Banked
20/08/2026	CR		17.20	17.20		R 	Receipt(s) Banked
20/08/2026	CR		286.50	286.50		R 	Receipt(s) Banked
21/08/2026	VIS	25.99		25.99		R 	Amazon - A4 paper
21/08/2026	VIS	15.98		15.98		R 	Amazon - Doc wallets
21/08/2026	DR	21.08		21.08		R 	HSBC Charges
21/08/2026	CR		5,346.29	5,346.29		R 	Receipt(s) Banked - VAT
21/08/2026	BP		170.70	170.70		R 	Receipt(s) Banked
21/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
21/08/2026	CR		122.40	122.40		R 	Receipt(s) Banked
21/08/2026	CR		186.00	186.00		R 	Receipt(s) Banked
21/08/2026	CR		11.80	11.80		R 	Receipt(s) Banked
23/08/2026	CR		36.80	36.80		R 	Receipt(s) Banked
23/08/2026	CR		42.00	42.00		R 	Receipt(s) Banked
23/08/2026	CR		93.15	93.15		R 	Receipt(s) Banked
23/08/2026	CR		103.20	103.20		R 	Receipt(s) Banked
24/08/2026	DD	65.18		65.18		R 	Phones
24/08/2026	243/26.27	329.68		329.68		R 	Digital Procurement
24/08/2026	244/26.27	347.77		347.77		R 	FPS protection services
24/08/2026	245/26.27	162.23		162.23		R 	Laser/ Elec Chnaging rooms

CONTRACTOR AS
INSTALLATION
FAILED TO FUNCTION.

VAT
REIMBURSEMENT

Bank Reconciliation up to 31/08/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/08/2026	246/26.27	88.86		88.86		R	Laser Elec High St
24/08/2026	247/26.27	420.25		420.25		R	Laser Elec Stey C
24/08/2026	248/26.27	2,124.38		2,124.38		R	SALC Subs - ANNUAL SUBSCRIPTIONS
24/08/2026	249/26.27	310.10		310.10		R	Southern Cinema Services
24/08/2026	250/26.27	5,652.00		5,652.00		R	Sussex Floor Rest - STEYNING CENTRE
24/08/2026	251/26.27	355.00		355.00		R	TC Maintenance BI ANNUAL MAINT
24/08/2026	252/26.27	160.00		160.00		R	TSS Legionella
24/08/2026	253/26.27	4,467.62		4,467.62		R	WSCC Street Light payments - ENERGY COSTS
24/08/2026	254/26.27	3,036.60		3,036.60		R	Sussex Land services - MAINTENANCE
24/08/2026	CR		56.50	56.50		R	Receipt(s) Banked
24/08/2026	CR		42.00	42.00		R	Receipt(s) Banked
24/08/2026	CR		42.00	42.00		R	Receipt(s) Banked
24/08/2026	CR		93.15	93.15		R	Receipt(s) Banked
24/08/2026	BP		42.00	42.00		R	Receipt(s) Banked
25/08/2026	CR		251.08	251.08		R	Receipt(s) Banked
25/08/2026	CR		42.00	42.00		R	Receipt(s) Banked
25/08/2026	CR		73.50	73.50		R	Receipt(s) Banked
25/08/2026	250825JF		50,000.00	50,000.00		R	Receipt(s) Banked
26/08/2026	VIS	53.98		53.98		R	Amazon - Toilet lever
26/08/2026	VIS	1,149.60		1,149.60		R	White Hilldirect Notice boards - ABBEY ROAD
26/08/2026	VIS	11.04		11.04		R	Zoho INTERPRETATION BOARDS.
26/08/2026	CR		53.90	53.90		R	Receipt(s) Banked
26/08/2026	CR		93.00	93.00		R	Receipt(s) Banked
26/08/2026	CR		559.88	559.88		R	Receipt(s) Banked - STEYNING CENTRE
26/08/2026	CR		105.00	105.00		R	Receipt(s) Banked HALL HIRE
26/08/2026	26/39		180.20	180.20		R	Receipt(s) Banked
26/08/2026	26/41		815.00	815.00		R	Receipt(s) Banked - YOUTH HOLIDAY
27/08/2026	CR		21.00	21.00		R	Receipt(s) Banked ACTIVITY INCOME
27/08/2026	CR		21.00	21.00		R	Receipt(s) Banked
27/08/2026	CR		154.48	154.48		R	Receipt(s) Banked
28/08/2026	BP	14,669.00		14,669.00		R	Salary payments
28/08/2026	26/38		126.00	126.00		R	Receipt(s) Banked
28/08/2026	26/40		1,800.00	1,800.00		R	Receipt(s) Banked - MEMORIAL PLANTER
28/08/2026	26/42		310.00	310.00		R	Receipt(s) Banked DONATION
31/08/2026	BP		42.00	42.00		R	Receipt(s) Banked
31/08/2026	BP		17.20	17.20		R	Receipt(s) Banked
31/08/2026	BP		67.80	67.80		R	Receipt(s) Banked
31/08/2026	BP		90.70	90.70		R	Receipt(s) Banked
31/08/2026	BP		17.20	17.20		R	Receipt(s) Banked
31/08/2026	CR		42.00	42.00		R	Receipt(s) Banked
		41,423.88	105,993.43				

Clerk / RFO:

Name

John Fullbrook

Signed



Date

8th October '26

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes Ctt							
101 Administration							
1000 Donations Received	3,540	10,000	6,460			35.4%	
1004 Reimbursed Charges & donations	0	80	80			0.0%	
1010 Misc Income	15	120	105			12.6%	
1075 CIL Receipts	0	2,000	2,000			0.0%	
1076 Precept Received	232,853	465,705	232,853			50.0%	
1090 Bank Interest Received	960	6,200	5,240			15.5%	
Administration :- Income	237,367	484,105	246,738			49.0%	0
4000 Salaries	82,826	219,500	136,674		136,674	37.7%	
4002 Printing, stationery, postage	965	3,150	2,185		2,185	30.6%	
4003 Staff Ill Health Insurance	0	3,250	3,250		3,250	0.0%	
4004 Telephones and Alarm	1,339	3,350	2,011		2,011	40.0%	
4005 Insurance	0	8,450	8,450		8,450	0.0%	
4006 Salaries Outsourcing	249	540	291		291	46.1%	
4007 Data Protection	513	1,450	937		937	35.4%	
4010 Audit Fees	198	3,300	3,102		3,102	6.0%	
4016 Legal Fees/Elections	0	4,000	4,000		4,000	0.0%	
4017 Bank Charges	136	500	364		364	27.1%	
4021 General Grants	1,674	2,500	826		826	67.0%	
4025 CCTV Maintenance	95	550	455		455	17.3%	
4030 Steyning in Bloom	0	3,050	3,050		3,050	0.0%	
4032 Memorial Gardens - upkeep	0	850	850		850	0.0%	
4033 Christmas Lights	2,645	5,800	3,155		3,155	45.6%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,169	2,900	731		731	74.8%	
4039 Publicity and Advertising	354	2,400	2,046		2,046	14.7%	
4040 Town Clock	0	480	480		480	0.0%	
4045 Misc & Petty Cash	97	200	103		103	48.4%	
4047 Training	323	800	477		477	40.4%	
4055 HR Support	0	650	650		650	0.0%	
4060 Chairman's Function	0	1,400	1,400		1,400	0.0%	
4061 Councillors' Allowances	0	100	100		100	0.0%	
4063 Legionnaires	533	1,950	1,417		1,417	27.3%	
4070 Software support & Packages	1,246	3,400	2,154		2,154	36.6%	
4071 ICT Equipment	0	2,600	2,600		2,600	0.0%	
4072 Website Development	50	480	430		430	10.4%	
4073 Neighbourhood Plan Exp	0	13,000	13,000		13,000	0.0%	
4075 Isolation and Loneliness	0	2,250	2,250		2,250	0.0%	
Administration :- Indirect Expenditure	95,413	292,850	197,437	0	197,437	32.6%	0
Net Income over Expenditure	141,955	191,255	49,300				

Detailed Income & Expenditure by Budget Heading 01/09/2026

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	458	61,865	61,407		61,407	0.7%	
4101 Swimming Pool	0	23,600	23,600		23,600	0.0%	
Finance & Community Appendix :- Indirect Expenditure	458	85,465	85,007	0	85,007	0.5%	0
Net Expenditure	(458)	(85,465)	(85,007)				
103 Youth Provision							
1010 Misc Income	0	200	200			0.0%	
1700 Youth Membership/Entry fees	695	1,950	1,255			35.6%	
1705 Youth Tuck Shop Sales	327	2,500	2,173			13.1%	
1706 Youth Holiday Activities Inc	1,415	1,200	(215)			117.9%	
1710 Donations	0	1,000	1,000			0.0%	
1715 Bramber/UBeeding Contributions	0	23,964	23,964			0.0%	
Youth Provision :- Income	2,437	30,814	28,377			7.9%	0
4017 Bank Charges	35	72	37		37	48.6%	
4023 SPC Cont. to salary	15,887	34,060	18,173		18,173	46.6%	
4024 Youth Equipment Purchases	1,507	6,000	4,493		4,493	25.1%	
4026 Youth Staff Costs	8,885	14,842	5,957		5,957	59.9%	
4048 Youth Transport	0	400	400		400	0.0%	
4403 Youth Tuck Shop	598	2,200	1,602		1,602	27.2%	
4405 SDS Grant	5,000	5,000	0		0	100.0%	
4409 Youth Room Hire	0	250	250		250	0.0%	
4950 Youth Holiday Activity Costs	1,867	1,200	(667)		(667)	155.6%	
4951 Youth Expenses	340	450	110		110	75.5%	
4952 Youth Uniform	0	400	400		400	0.0%	
Youth Provision :- Indirect Expenditure	34,120	64,874	30,754	0	30,754	52.6%	0
Net Income over Expenditure	(31,683)	(34,060)	(2,377)				
Finance & General Purposes Ctt :- Income	239,804	514,919	275,115			46.6%	
Expenditure	129,990	443,189	313,199	0	313,199	29.3%	
Movement to/(from) Gen Reserve	109,814	71,730	(38,084)				

Detailed Income & Expenditure by Budget Heading 01/09/2026

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Ear Marked Reserves</u>							
503 Earmarked Res F & C							
4971 General Balance Reserve	0	5,000	5,000		5,000	0.0%	
4977 Special Projects	8,040	15,000	6,960		6,960	53.6%	
Earmarked Res F & C :- Indirect Expenditure	8,040	20,000	11,960	0	11,960	40.2%	0
Net Expenditure	(8,040)	(20,000)	(11,960)				
550 Joint Parishes Cemetery Ctre							
1600 JPCC income	0	3,000	3,000			0.0%	
Joint Parishes Cemetery Ctre :- Income	0	3,000	3,000			0.0%	0
Net Income	0	3,000	3,000				
Ear Marked Reserves :- Income	0	3,000	3,000			0.0%	
Expenditure	8,040	20,000	11,960	0	11,960	40.2%	
Movement to/(from) Gen Reserve	(8,040)	(17,000)	(8,960)				
Grand Totals:- Income	268,182	630,869	362,687			42.5%	
Expenditure	202,607	630,869	428,262	0	428,262	32.1%	
Net Income over Expenditure	65,575	0	(65,575)				
Movement to/(from) Gen Reserve	65,575	0	(65,575)				

STC Action Plan for 2026/27

Updated 7th Oct '26

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

Project Name	Objectives	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Responsibility	Risks to timescale	Risk Mitigations
Canada Gardens Access Road imp.	To redevelop the roadway/ access to the Canada Gardens Allotments front gate from the access point on the Newhams Ln	Discuss scope with Residents for possible match funding	By June 26	Gain approval from Community Com. to proceed with project	By End June 26	Get 3 competitive quotes and seek preffred option	By July.	Complete MOU, gain signatures and approval from F&GP	By July.	Complete project and collect all pledged funding	By Sept.	Clerk & Residents	Depends upon whether STC think the cost justifiable and then trusting in the MOU agreement (residents match funding)	COMPLETED
Chandlers Way Pocket Park	Complete first phase of planting programme, plus engage voluntary support	Keep as many plants alive as possible over the drought/ summer	By Sept.	Re engage with School & plan for next planting day	By End Sept.	Complete initial trellis install & play gate	By Nov.	Complete initial trellis install & play gate	By March 26.	Agree and install entrance gate	By May 26	Clerk & Working party.	School & Community 'buy in' to the project is key - but this will take some considerable time and effort.	Keep volunteers / kids motivated
MPF Main Access improvements	To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming & attractive	Complete grasscrete; interp. Brd planting; Bins installation	By End Aug.	Complete third planter install plus planting & plaque + gain pledges	By End Oct.	Complete re-working of Top gate entrance / bins & grasscrete	By Dec.	Tennis gate & cons next Finger post installation adjacent Rublees Ent.	By Feb 27	Gain approval from Community Com for install + Living plants!	By July 27	Clerk & Community Com.	Number of elements involved - Need to work closely with Cricket Club, S I B and Partnership to ensure project success	Keep all partners in loop to avoid over-reaching.
Glebe Farm Housing Dev.	Work with Vistry, residents, HDC, Dist Cllrs, Local groups, and via SPC Steering Com. directives extract best fit scenario	Start reg. meetings with Vistry for pos. com. engagement	By July	Have Glebe Fields & Road naming agenda completed	By End July.	Get roundabout access to site in place to mitigate access issues	By Aug.	Continue coms and lobbying for Boundary issues resolution	By Dec	Unspecified as at 3rd Sept. - depending on necessity as it arises	TBC	Steering Com + Clerk & D. Cllr	Vistry work on their own timescale and not necessarily to help SPC nor Com engagement - targets often opposing SPC's	From a weak position use HDC enforcem. & Cllrs
Steyning C. + High St Carbon Saving	Climate Action Plan - Overhaul Steyning Centre heating system/ AC / Energy usage + Cycle racks & Glebe Fields connectivity	High St Cycle Racks Highways scheme app. completed	By End July	Find speacialist heating engineer and discuss scope of works	By Nov	Upgrade insulation in Offices and potentially Coms room	By Feb 27.	Agree scope of works and timescale for heating / AC works	By March 27.	Agree financial commitment & contractor for works	By End June	Clerk & P&P Com.	Contractors need very specific skill set - therefore ensuring the right engineers are avialbe will be a risk to timescale	Use resident/ volunteer skillsets
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, check Lamp post integrity & all permissions	Agree display for Christmas 2026 and have order confirmed	By End July	Agree date for Lamp post testing plus ID which posts need test	By Early Sept.	Seek permissions from WSCC & Electric suppliers	By Sept.	Complete all doc. permissions and agree install dates	By End Sept.	Complete installation & consider B. Shelt. additions	Before End of Nov.	Clerk and F & GP	Many Contractors / Orgs. involved & if some in chain of inter-depend tasks not compliant , then chain & timescale breaks down	Keeping up with schedule all important
Armistice Event Org.	Work with Grounds team, Father Mark, Cllrs and Key Stakeholders to ensure Garden prepared and Event organised	Org. Ground works - appoint gardener & gain quotes	By Aug.	Chair & Clerk to meet with Father Mark to discuss arrangements	By Sept.	Chair / Clerk to engage with key stakeholders to ensure attendance	By Sept.	Publicity to promote event + Poppies up + inform Tennis club etc.	By Oct.	Ensure attendance/ equip/ reefs / garden prepd & event success	By Nov.	Clerk & Community Com.	In hands of Church, key stakeholders, volunteers, weather and luck in many respects	Ensure all aspects that can be done by SPC completed
Cricket Club Devel. & Lease	Work with Club to ensure the proposed Cricket Clubhouse devel. is best value & Lease is appropriate/ future safe	Cont. work with Club & Residents to seek resolution to issues	By End July	Seek final planning permission	By End Sept.	Obtain draft Lease from Solicitors & take to working party	By Oct	Draft new Lease and seek clubs initial agreement	By Dec	Gain STC agreement and obtain club signatories	By Feb	Clerk and F&GP Team	Cricket Club might consider variations on the lease. Negoitiating compromises & resolution will take time & good coms	Good and regular communications
Play Area upgrades	To include South Ash Play Area swing renewal + other upgrades at this and other locations in Steyning	Seek agreement for and installation plan of replacement gates	By Oct. 26	Discuss & agree what com. engagement is required at S. Ash	By Nov.	Discuss & agree what can & should be renewed at South Ash	By Dec	Agree scope of works at Community Com.	By Feb 27	Agree preferred quote and have equipment installed	By May 27	Clerk & Community Com.	Agreement for equipment to be renewed using Com. engagement consultation takes time. Expectations need to be managed	Community committee can speed up process
Devolution Business Planning	Work with HDC to obtain information on what Assets could be available for SPC to gain transfer, and build business case	Seek continued meetings with Car Park management	By Sept.	Finalise Car Park arrangements and draft Business plan	By Nov.	Gain approval from STC members on final requests	By End Dec.	Gain SPC approval on amended Business plan and submit	By Feb 27.	Obtain agreements for asset tranfers and sign docs.	By March.	Clerk & Devolution working party	Dependent upon Govt., HDC, Dist Cllrs, WSCC & soon to be unitary authroity making up their minds on timeline/ asset trans.	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

Steypning Parish Council - F&GP Draft Budget 1st April 2027 / 31st March 2028

Version 1 Oct. 26

CODE	EXPENDITURE	ACTUAL 19/20	ACTUAL 20/21	ACTUAL 21/22	ACTUAL 22/23	ACTUAL 23/24	BUDGET 24/25	ACTUAL 24/25	BUDGET 25/26	ACTUAL 25/26	BUDGET 26/27	Year End Expected	BUDGET 27/28
4000	Salaries	£ 128,209.00	£ 123,153.00	£ 131,850.00	£ 173,546.00	£ 191,706.00	£ 194,500.00	£ 193,299.00	£ 208,000.00	£ 216,951.00	£ 219,500.00	£ 222,000.00	£ 228,800.00
4002	Printing/Stationery/Stamps	£ 1,874.00	£ 2,098.00	£ 3,356.00	£ 3,178.00	£ 1,544.00	£ 2,750.00	£ 3,051.00	£ 3,150.00	£ 1,607.00	£ 3,150.00	£ 3,200.00	£ 3,150.00
4003	Staff Health Insurance	£ 1,128.00	£ -	£ 2,173.00	£ 1,108.00	£ 2,351.00	£ 2,750.00	£ 3,039.00	£ 2,850.00	£ 3,176.00	£ 3,250.00	£ 3,200.00	£ 3,250.00
4004	Telephones and alarm	£ 2,511.00	£ 2,316.00	£ 2,788.00	£ 2,865.00	£ 2,828.00	£ 3,050.00	£ 3,057.00	£ 3,200.00	£ 3,030.00	£ 3,200.00	£ 3,250.00	£ 3,350.00
4005	Insurance	£ 4,463.00	£ 4,337.00	£ 5,027.00	£ 6,650.00	£ 7,485.00	£ 7,800.00	£ 7,962.00	£ 8,200.00	£ 8,238.00	£ 8,450.00	£ 8,450.00	£ 8,650.00
4006	Salaries Outsourcing	£ 528.00	£ 528.00	£ 237.00	£ 395.00	£ 413.00	£ 465.00	£ 455.00	£ 520.00	£ 770.00	£ 540.00	£ 585.00	£ 610.00
4007	Data Protection	£ 1,115.00	£ 970.00	£ 772.00	£ 1,076.00	£ 1,067.00	£ 1,320.00	£ 853.00	£ 1,350.00	£ 806.00	£ 1,450.00	£ 1,400.00	£ 1,850.00
4010	Audit Fees/Internal Audit	£ 1,967.00	£ 2,987.00	£ 1,584.00	£ 2,567.00	£ 5,416.00	£ 2,075.00	£ 3,808.00	£ 2,300.00	£ 6,622.00	£ 3,300.00	£ 7,000.00	£ 7,500.00
4016	Legal Fees / Election	£ 379.00	£ 1,409.00	£ 4.00	£ 15.00	£ 7,750.00	£ 500.00	£ 686.00	£ 850.00	£ 1,745.00	£ 4,000.00	£ 2,500.00	£ 5,000.00
4017	Bank Charges	£ 556.00	£ 278.00	£ 422.00	£ 445.00	£ 408.00	£ 550.00	£ 368.00	£ 420.00	£ 335.00	£ 500.00	£ 410.00	£ 500.00
4021	General Grants Fund	£ 450.00	£ 1,136.00	£ 2,000.00	£ 1,927.00	£ 4,500.00	£ 2,500.00	£ 2,483.00	£ 2,500.00	£ 2,205.00	£ 2,500.00	£ 2,500.00	£ 2,750.00
4023	Youth Service SPC Exp.	£ 18,392.00	£ 25,996.00	£ 27,400.00	£ 28,016.00	£ 17,564.00	£ 31,000.00	£ 26,642.00	£ 32,750.00	£ 32,750.00	£ 34,060.00	£ 34,060.00	£ 39,000.00
4024 etc	Youth Service - JPYC											2000 over bud	£ -
4025	CCTV Maintenance	£ 145.00	£ -	£ -	£ -	£ 446.00	£ 1,000.00	£ 85.00	£ 1,000.00	£ 90.00	£ 550.00	£ 450.00	£ 550.00
4030	Steyning in Bloom	£ 3,835.00	£ 4,964.00	£ 4,600.00	£ 2,200.00	£ 2,400.00	£ 2,750.00	£ 2,750.00	£ 2,850.00	£ 2,850.00	£ 3,050.00	£ 3,050.00	£ 3,200.00
4032	Memorial Garden upkeep	£ 283.00	£ -	£ 150.00	£ -	£ 442.00	£ 260.00	£ 420.00	£ 400.00	£ 1,175.00	£ 850.00	£ 850.00	£ 950.00
4033	Christmas Lights	£ 1,500.00	£ 1,500.00	£ 3,890.00	£ 4,019.00	£ 4,438.00	£ 6,200.00	£ 5,122.00	£ 6,200.00	£ 6,143.00	£ 5,800.00	£ 5,800.00	£ 6,450.00
4036	SALC / NALC / HALC / ICO subs	£ 1,912.00	£ 1,888.00	£ 1,815.00	£ 2,351.00	£ 2,000.00	£ 2,550.00	£ 2,712.00	£ 2,450.00	£ 2,508.00	£ 2,900.00	£ 2,900.00	£ 3,000.00
4039	Publicity & Advertising	£ -	£ 80.00	£ -	£ 175.00	£ 567.00	£ 900.00	£ 1,287.00	£ 2,200.00	£ 1,093.00	£ 2,400.00	£ 2,400.00	£ 2,400.00
4040	Town Clock	£ 241.00	£ 398.00	£ 255.00	£ 150.00	£ 375.00	£ 450.00	£ 4,508.00	£ 450.00	£ 2,141.00	£ 480.00	£ 480.00	£ 520.00
4045	Misc. & Petty Cash	£ 206.00	£ 25.00	£ 175.00	£ 125.00	£ 111.00	£ 250.00	£ 231.00	£ 150.00	£ 158.00	£ 200.00	£ 200.00	£ 208.00
4047	Training	£ 1,545.00	£ 426.00	£ 385.00	£ 1,876.00	£ 2,027.00	£ 800.00	£ 311.00	£ 800.00	£ 767.00	£ 800.00	£ 720.00	£ 1,400.00
4049	Showcase	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
4055	HR Support	£ 2,182.00	£ 4,075.00	£ 825.00	£ -	£ 475.00	£ 1,000.00	£ 58.00	£ 500.00	£ 221.00	£ 650.00	£ 550.00	£ 650.00
4060	Chairman's Mayor's Function	£ 511.00	£ 12.00	£ -	£ 701.00	£ 769.00	£ 750.00	£ 1,256.00	£ 900.00	£ 947.00	£ 1,400.00	£ 1,400.00	£ 1,500.00
4061	Councillors' Allowances	£ 49.00	£ -	£ -	£ -	£ -	£ 100.00	£ 7.00	£ 100.00	£ -	£ 100.00	£ 40.00	£ 100.00
4063	Legionnaires	£ 1,600.00	£ 2,200.00	£ 1,600.00	£ 2,440.00	£ 933.00	£ 2,440.00	£ 1,600.00	£ 2,440.00	£ 1,467.00	£ 1,950.00	£ 2,000.00	£ 2,050.00
4070	Software support and packages	£ 1,792.00	£ 2,490.00	£ 1,560.00	£ 2,223.00	£ 2,485.00	£ 2,600.00	£ 2,742.00	£ 3,150.00	£ 4,421.00	£ 3,400.00	£ 3,500.00	£ 3,650.00
4071	IT Equipment	£ 617.00	£ 1,775.00	£ 2,595.00	£ 427.00	£ 4,665.00	£ 2,250.00	£ 3,362.00	£ 2,400.00	£ 404.00	£ 2,600.00	£ 2,800.00	£ 2,800.00
4072	Website development	£ 472.00	£ 1,117.00	£ 287.00	£ 350.00	£ 256.00	£ 450.00	£ 271.00	£ 480.00	£ 404.00	£ 480.00	£ 1,200.00	£ 650.00
4073	Neighbourhood Plan exp.	£ 25,537.00	£ -	£ -	£ 2,726.00	£ 145.00	£ 1,000.00	£ 4,292.00	£ 13,000.00	£ 13,317.00	£ 13,000.00	£ 13,000.00	£ 2,500.00
4075	Isolation and Lonliness	£ -	£ 1,762.00	£ 2,512.00	£ 1,500.00	£ 1,500.00	£ 3,000.00	£ 1,500.00	£ 3,000.00	£ 1,750.00	£ 2,250.00	£ 2,250.00	£ 2,250.00
4100	Neighbourhood Wardens	£ 41,885.00	£ 42,570.00	£ 47,112.00	£ 51,063.00	£ 52,756.00	£ 56,000.00	£ 55,338.00	£ 60,420.00	£ 52,733.00	£ 61,865.00	£ 61,865.00	£ 63,000.00
4101	Swimming Pool	£ 14,636.00	£ 20,550.00	£ 16,000.00	£ 19,175.00	£ 19,070.00	£ 21,500.00	£ 19,757.00	£ 23,200.00	£ 20,508.00	£ 23,600.00	£ 23,600.00	£ 23,850.00
4977	Earmarked res. Special projects	£ -	£ 5,832.00	£ 11,462.00	£ 9,638.00	£ -	£ 18,000.00	£ 45,544.00	£ 13,500.00	£ 7,383.00	£ 15,000.00	£ 16,000.00	£ 15,000.00
	TOTAL EXPENDITURE	£ 260,520.00	£ 256,872.00	£ 272,836.00	£ 322,927.00	£ 338,892.00	£ 373,510.00	£ 398,856.00	£ 405,680.00	£ 398,715.00	£ 427,225.00	£ 433,610.00	£ 441,088.00
CODE	INCOME												
1000	Donations / Grants received	£ 8,652.00	£ 30,040.00	£ 15,000.00	£ 2,244.00	£ 3,300.00	£ 4,500.00	£ 10,000.00	£ 18,000.00	£ 350.00	£ 10,000.00	£ 8,500.00	£ 6,500.00
1075	Cil Receipts	£ -	£ -	£ -	£ 5,167.00	£ 267.00	£ 3,500.00	£ -	£ 2,000.00	£ -	£ 2,000.00	£ 350.00	£ 2,000.00
	Youth Service income												£ -
1004	Reimbursed charges	£ 13.00	£ 155.00	£ 48.00	£ 63.00	£ 3.00	£ 200.00	£ 34.00	£ 200.00	£ 242.00	£ 80.00	£ 160.00	£ 80.00
1010	Misc Income	£ -	£ -	£ 173.00	£ 59.00	£ 30.00	£ 250.00	£ 25.00	£ 150.00	£ 17.00	£ 120.00	£ 80.00	£ 100.00
1076	Precept Received	£ 254,680.00	£ 322,305.00	£ 322,305.00	£ 332,357.00	£ 338,997.00	£ 404,325.00	£ 404,325.00	£ 428,170.00	£ 428,170.00	£ 465,705.00	£ 465,705.00	£ 465,705.00
1090	Bank Interest	£ 216.00	£ 22.00	£ 19.00	£ 1,515.00	£ 5,812.00	£ 7,200.00	£ 4,942.00	£ 5,750.00	£ 3,750.00	£ 6,200.00	£ 4,800.00	£ 5,200.00
1600	JPCC income							£ 4,950.00	£ 3,000.00	?	£ 3,000.00	£ 3,000.00	£ 1,500.00
	TOTAL INCOME	£ 263,561.00	£ 352,522.00	£ 337,545.00	£ 341,405.00	£ 348,409.00	£ 419,975.00	£ 424,276.00	£ 457,270.00	£ 432,529.00	£ 487,105.00	£ 482,595.00	£ 481,085.00
TOTAL INCOME OVER		£ 2,841.00	£ 95,650.00	£ 64,709.00	£ 18,478.00	£ 9,517.00	£ 46,465.00	£ 25,420.00	£ 51,590.00	?	£ 59,880.00	£ 48,985.00	?

38.5K

38.5K

?

?

To begin to consider Cil funded projects list over next 5 years

Briefing Note

Members will be aware that the Glebe Fields development will offer up Cil Funding monies.

We have discussed this briefly previously, but I strongly suggest members start to consider where and for what these funds might be used for well in advance of them (hopefully) becoming available.

As we know the Glebe development is being built in phases and each phase has a separate CIL charge. As Steyning TC has a made Neighbourhood Plan we are entitled to 25% of the CIL collected from this development.

The CIL charges and TC proportions are likely to be in approximate terms, as follows (barring any variation to the permitted development):

Phase 1 – no floorspace permitted so no CIL charge

Phase 2 – total CIL charge: £791,608.03 – 25% = £197,902

Phase 3 – total CIL charge: £1,279,897.03 – 25% = £319,974.26

Phase 4 – total CIL charge: £1,106,703.15 – 25% = £276,675.79

7.0 GOVERNANCE AND COMMUNITY MATTERS

Briefing Notes

7.1 To discuss and agree to recommend the draft STC Equality Impact Assessment Policy.

The Clerk will produce a new policy draft (see supporting paper 7.1) for members to discuss and amend, so that it can be taken forward to the next Full Council meeting as a recommendation for a new STC policy.

7.2 To consider and be updated upon the recent HALC situation, and consider any actions.

The last 18 months have seen a slowing of HALC inspired activity, and many Parish Councils had started to complain that this was the time HALC really needed to be there to be a voice for the third tier of Local Government as Devolution progresses. There is a separate paper – 7.2, noting the sort of items a new revamped HALC organisation it will want to address, and this item is on the agenda so that STC can support or otherwise the revamped Committee structure.

7.3 Update concerning potential Asset Transfers from HDC, and agree any actions.

The Clerk will update on the latest position in terms of Asset transference concerning those parcels of land already offered to STC, as well as those parcels of land which are either '*off the table*' or potentially still up for discussion.

7.4 Update concerning *Devolution* planning for STC, and agree any actions.

Update from the Clerk following recent joint Councils discussion at Henfield

7.5 Freedom of Information Request update – Two recent requests to discuss and agree any actions.

Update from the Clerk on current position and to ask the members their view on proposed course of action, or whether there is a need to convene the FOI panel.

7.6 Clerk to brief members following recent attendance at Clerk's Forum (inc. the digitisation of future AGARS)

There was at a Clerks and Chairs forum on the 10th September, and the Clerk will briefly report back on the 'highlights' and action list from that day.

7.7 Request from Rugby Club for permission to have Tea & Coffee mobile unit at the MPF for training days

The Rugby Club have asked permission for a mobile unit to service the days/ mornings when the club have training as well as potentially some other days – potentially helping a service provision for the football club during their training days. The Clerk has asked for and received insurance and Catering Docs from the vendor, and seeks Committee's approval for this operation – initially at no cost, - for use of the Car Park.

7.8 To consider proposed telecommunications base station upgrade at King's Barn Lane and agree any actions

There is a separate paper under 7.8 which contains a diagram and location of existing Mast as well as written explanation for the consultation request and the detail of the newly proposed mast. Members are asked for their comments in terms of planning consent for this application

7.9 To consider extending the Grass cutting contract by one year and agree any actions

Last year this committee agreed to extend the 3-year Grass cutting contract by a single year as STC did not know what additional land was due to be transferred to us, and therefore what changes were needed to this contract – the thinking being that it was best to wait until there was a better understanding before entering into a three year contract which would likely need to be rewritten during its term.

We are now in a better position than a year ago to understand what will likely come STC's way, however there is still some negotiating to be done. It is however very likely indeed that the situation will be resolved by this time next year and so the Clerk asks members consideration of one more years extension please.

7.10 To consider extending the Street Cleaning contract by one year and agree any actions

As per noted under item 7.9. and for similar reasons – the Clerk asks members consideration of one more years extension please for this contract.

Steyping Town Council — Equality Impact Assessment Checklist

For each question, note whether the impact is Positive / Negative / Neutral, and record any comments or proposed mitigations.

Protected Characteristic & Consideration	Impact (Positive / Negative / Neutral)	Comments	Mitigations
1. Age			
• Could this affect younger or older people differently?			
• Are there assumptions about what 'most people' can do that exclude certain age groups?			
• Is information available in formats accessible to both older and younger residents?			
• Does this affect access to services for young people, families, or older residents?			
2. Disability			
• Is the service, venue, or communication physically accessible to people with mobility impairments?			
• Are alternative formats available (large print, audio, easy read)?			
• Have the needs of people with hidden disabilities (e.g. autism, chronic illness, mental health) been considered?			
• Does the decision create any additional barriers for disabled people?			
3. Gender Reassignment			
• Could this decision affect trans or non-binary people differently?			
• Are processes, forms, or communications inclusive of people who are transitioning or have transitioned?			
• Have privacy and dignity considerations been taken into account?			
4. Marriage and Civil Partnerships			
• Does this decision treat married people or those in civil partnerships differently from others?			
• Are there any eligibility criteria or assumptions based on relationship status?			
5. Pregnancy and Maternity			
• Could this affect people who are pregnant or on maternity leave?			
• Are venues, timings, or formats accessible to people with young children or infants?			
• Are there barriers to participation for new or expectant parents?			
6. Race			
• Could this decision affect people from different ethnic or cultural backgrounds differently?			
• Is information available in community languages where relevant?			
• Are there cultural considerations that affect how this policy or service is experienced?			
• Have the needs of Gypsy, Roma, and Traveller communities been considered where relevant?			
7. Religion or Belief			
• Could this affect people of particular faiths or those with no religion differently?			
• Do timings or locations conflict with religious observance (e.g. prayer times, religious holidays)?			
• Are dietary requirements considered at any council events?			
• Does the decision respect freedom of belief, including non-religious belief?			
8. Sex			
• Could this affect men and women differently?			
• Are there safety considerations, particularly for women and girls?			
• Does this decision reflect any assumptions about gender roles?			
• Has data been considered by sex where available?			
9. Sexual Orientation			
• Could this affect lesbian, gay, or bisexual people differently from heterosexual people?			
• Are communications and services inclusive and free from assumptions about sexual orientation?			
• Are there dignity or privacy considerations for LGBTQ+ residents?			
For Every Characteristic — General Questions			
• Do we have any data or evidence about how this group is represented locally?			
• Have we consulted, or could we consult, with affected groups?			
• Is the impact positive, negative, or neutral — and for how many people?			
• If the impact is negative or unequal, what mitigations could we put in place?			
• Is our response proportionate to the scale of the impact?			
This checklist should be read alongside the SPC Equality Impact Assessment Policy and the SPC Equality Policy 2025. Date completed: _____ Completed by: _____			

Steyping Town Council

Equality Impact Assessment Policy

Aim

The aim of this Policy is to provide a framework to assist councillors and employees of the Town Council in developing lawful, sound and effective working practices and policies, which promote equality and diversity across the span of work and services delivered by the Town Council.

Scope

This Policy applies to all Members of the Town Council, its employees, contractors, service providers and volunteers.

The Equality Act 2010

The Equality Act 2010 applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people may be affected by the activities, policies and services provided by the public body. The Equality Act 2010 places a Public Sector Equality Duty on the Parish Council to work to eliminate discrimination, harassment, victimisation, and any other conduct prohibited under the Act; to advance equality of opportunity between persons who share a protected characteristic and persons who do not; and to foster good relations between persons who share a relevant protected characteristic and persons who do not.

No individual will be discriminated against on the basis of a protected characteristic. The nine protected characteristics defined under the Act are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Principles

The Town Council recognises that due regard is a process, not an outcome. The duty requires the Town Council to genuinely consider equality impacts, but does not require a specific result to be achieved. Where decisions may help or harm some groups more than others, unequal impacts must be identified and mitigations considered. Responses should be proportionate to the scale and nature of the decision, with the aim of making assessment and change as straightforward as possible, whilst promoting and safeguarding the rights of those with protected characteristics.

Delivering our Services

The Town Council will endeavour to ensure that no member of the public is disadvantaged or treated less favourably than others in terms of the services that we deliver. The Parish Council will strive to ensure that all services are made accessible to all individuals and groups equally and without discrimination, and that all service users are treated with respect.

If a practice, policy or procedure is found to adversely impact on, or make access to a service impossible or unreasonably difficult, the Town Council will take such steps as are reasonable in the circumstances to change or modify that practice, policy or procedure, in order to reduce or eliminate the adverse impact and restore equity in the delivery of services.

Equality Impact Assessment Framework

The Town Council will consider whether an Equality Impact Assessment framework (EqIA) is required for any new or changed policy, strategy, plan, function, project, service and event, to assess their impact across the nine protected characteristics listed above, and especially when the F&GP Committee decides that based upon its agreed Action Plan, that a project should need a Equality Impact Assessment, before being undertaken.

STC will then complete a systematic Equality Impact assessment/ checklist (see separately under 7.1.1), where deemed necessary. The project will be modified after taking account of necessary proportionate adjustments suggested by this assessment. Notes, records or reports are kept as appropriate following any assessment.

Responsibility for carrying out EqIAs rests with the councillor/s or employee leading the relevant work. Assessments should be completed before a decision is taken or a policy is adopted, and should be recorded in writing (most likely within the minutes of the appropriate meeting). Where an assessment identifies unequal or adverse impacts, these should be reported to the relevant decision-making body/ committee alongside any proposed mitigations. All completed EqIAs will be retained and made available on request.

HORSHAM ASSOCIATION OF LOCAL COUNCILS (HALC)

A FORMAL CALL FOR A SPECIAL GENERAL MEETING

Pursuant to Clause 10.2 of the [HALC Constitution \(adopted 13 July 2022\)](#)

Tuesday 20 October 2026 – 7.00 pm

Black Bridge Community Centre

Three Acres, Black Bridge Lane

Horsham, West Sussex, RH12 1RS

Free parking is available and the venue has disabled facilities. The Centre is just off the Worthing Road (B2237).

Please RSVP and confirm the names of your attendees.

1. Calling of the Special General Meeting

On 18 September 2026, Member Parish Councils issued a call seeking the support required under Clause 10.2 of the HALC Constitution to convene a Special General Meeting.

Further Member Councils have since confirmed their support, and the required one-third of voting representatives has now been achieved.

The Special General Meeting is therefore being called by Member Parish Councils pursuant to Clause 10.2 and will take place on 20 October 2026.

The purpose of the meeting is to address the outstanding governance, financial and constitutional matters affecting HALC and to agree the action required to restore the Association to proper and accountable operation.

An opportunity for representatives to shape the future of HALC and the future influence of parishes and small towns.

The meeting is intended to be an open and constructive meeting of the membership and any Parish Councils who have historically not seen the value of HALC and not joined. The issues facing our District are important and, in some cases, challenging. E.g.

- Significant housing growth without adequate infrastructure
- Local Government reorganisation and the impact on Parish influence

Representatives will have the opportunity to ask questions, raise concerns, provide information, suggest solutions and contribute to decisions about HALC's future and ability to represent our concerns to power.

The matters below are therefore a framework for discussion and action, not predetermined conclusions.

2. Why the Meeting Is Necessary

There has been no HALC AGM since October 2024 and no HALC accounts presented to representatives since 2024.

Representatives are encouraged to review the [minutes of the HALC meeting held on 20 August 2026](#), available on the WSALC website, alongside the [HALC Constitution adopted on 13 July 2022](#).

Representatives therefore need answers and discussion on:

- why there was no AGM in 2025 and two in 2026 were cancelled or declared inquorate;
- the circumstances in which representatives were told that the Constitution adopted on 13 July 2022 was not fit for purpose and had not been properly promulgated;
- the current position of the Chairman and Vice-Chairman without an AGM in 2025 and under the two-year provision in Clause 5.2 of the Constitution.
- the current financial position of HALC, including the approximately £2,191 belonging to HALC, and its accounting and relationship with WSALC;

These matters have remained unresolved and now require the membership to determine the way forward.

3. Matters for Discussion and Decision

The SGM will consider:

1 . A HALC AGM within 30 days

Whether a properly constituted AGM should be held within 30 days to address the outstanding business since October 2024, including officer elections, accounts, membership and voting representatives, the August 2026 meetings, and HALC's outside-body representation.

2 . Confidence in the Secretariat

The governance and administration of HALC, including the absence of AGMs and accounts, membership records, minutes and financial transparency, and whether representatives have confidence in the present Secretariat.

3 . HALC Secretary and Treasurer

Whether HALC should have its own Secretary and Treasurer directly accountable to HALC and its Member Parish Councils, with responsibility for its administration, records, banking and accounts.

4 . HALC Funds and WSALC

The position of HALC's funds, including the approximately £2,191, and the arrangements under which HALC funds have been held or administered through WSALC. Representatives will also consider the current mandate of HALC representatives on the WSALC Board and other outside bodies.

5. Officers and the Constitution

The position of the Chairman and Vice-Chairman under Clause 5.2 and the absence of an AGM and elections in 2025. The issues raised concerning the Constitution adopted on 13 July 2022, including whether any changes should be considered through the proper constitutional process.

4. Representative Participation and the Way Forward

All Parish and Town Councils are strongly encouraged to attend and participate.

Under the Constitution, each Member Parish Council is entitled to appoint two named representatives to attend, speak and vote. Parish Clerks are welcome to attend but do not have voting rights.

Representatives are encouraged to come prepared to ask questions, raise concerns, provide information, propose solutions and listen to the views of representatives from other Member Councils.

The objective is for representatives to debate these issues openly and constructively and agree the practical steps necessary to restore HALC to regular, transparent and accountable operation, including the proposed AGM within 30 days and the future administration of HALC.

Where appropriate, decisions of the SGM will be communicated to the WSALC Board.

5. Supporting Member Councils

The formal call is supported by representatives from:

- Ashington Parish Council
- Broadbridge Heath Parish Council
- Cowfold Parish Council
- Henfield Parish Council
- Itchingfield Parish Council
- North Horsham Parish Council
- Rudgwick Parish Council
- Shermanbury Parish Council
- Upper Beeding Parish Council
- Warnham Parish Council
- West Grinstead Parish Council
- Woodmancote Parish Council

Signatories

Cllr Trevor J. Brown – Shermanbury Parish Council

Cllr Roger Noel – Woodmancote Parish Council

Cllr Nick Hare – West Grinstead Parish Council

Cllr Elaine Goodyear – Henfield Parish Council

To consider proposed telecommunications base station upgrade at Kins Barn Lane

Briefing Note

Please see below for your information, and following the letter the two proposed schemes as well as existing mast.

We need this committee's agreement on comments as the date for a response is the 21st October which is a week before the next STC Planning meeting.

Dear Councillors Finnegan and Marks and Clerk to Parish Council,

You were notified of a proposed upgrade to this telecommunications base station site on 3 August 2026.

I am writing to inform you that there has been a need to amend the proposal. The existing lattice mast is proposed to be replaced with a monopole mast. Previously it was to be a replacement lattice mast.

There is no change in the height of the proposed apparatus.

The revised details are attached for your information before a notification of these proposed permitted development works is sent to the Council Planning Department.

I have attached drawings of both the previous scheme (Rev 1A) and what is now proposed (Rev B)

I look forward to receiving any comments you may have on the proposal within 14 days of the date of this email.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number [REDACTED])

Regards

Paul Street

Paul Street
Senior Town Planner
Connected



unitedinfrastructure.com



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 518487

N: 112146

DIRECTIONS TO SITE:

EXIT M23 AT JUNCTION 11 AND TAKE THE A23 SOUTH. TURN RIGHT ONTO A27 SHOREHAM BY-PASS THEN TURN RIGHT ONTO A283 STEYNING ROAD. TURN RIGHT ONTO KINGS BARN LANE. SITE ACCESS GATE IS ON THE LEFT HAND SIDE OF THE ROAD IMMEDIATELY AFTER BROADFIELD STABLES.

WHAT3WORDS LOCATION REFS:

1. TEF COMPOUND:
MAINLY WISHING CAKES
2. ACCESS POINT FROM MAIN ROAD:
SCIENCE HEIGHTENS.RETAIN

NOTES:

1A

PLANNING ISSUE

AR

TC 14/07/26

REV

MODIFICATION

BY

CH

DATE

united infrastructure

United Infrastructure
4 Cleaverley, Uplay Lane, Susham Park, Uplay Green
Steering, West Sussex, BN44 3JZ
L 44 (0)151 420 4128
www.unitedinfrastructure.com

cornerstone

Cell Name

Opt

KINGS BARN LANE

A

Cell ID No

CSID

VF

TEF

107744

2005

Project No.

10774428

Site Address / Contact Details

KINGS BARN LANE
STEYRING
WEST SUSSEX
BN44 3YG

Drawing Title

Site LOCATION MAPS

Purpose of Issue

PLANNING

Dwg/Rev

1A

Surveyed By

EW

Original Sheet Size

A3

Drawn

AR

Date

14/07/26

Checked

TC

Issue

1A

Right of Access

Public Access Route

14.3m

10.3m

5185.00

5184.00

122.00

123.00

Mast

Broadfield Stables

KING'S BARN LANE

Mast (Telecommunication)

Sewage Works

N

E

S

W

SITE LOCATION

SITE LOCATION

SITE LOCATION

(Scale 1:50000)

Ordnance Survey map extract based upon Landranger map series with the permission of the controller of His Majesty's Stationary Office Licence No. 100022432 Crown copyright.

SITE PHOTOGRAPH

DETAILED SITE LOCATION

(Scale 1:1250)

Based upon Ordnance Survey map extract with the permission of the Controller of His Majesty's Stationary Office. Crown copyright. Licence No. 100022432

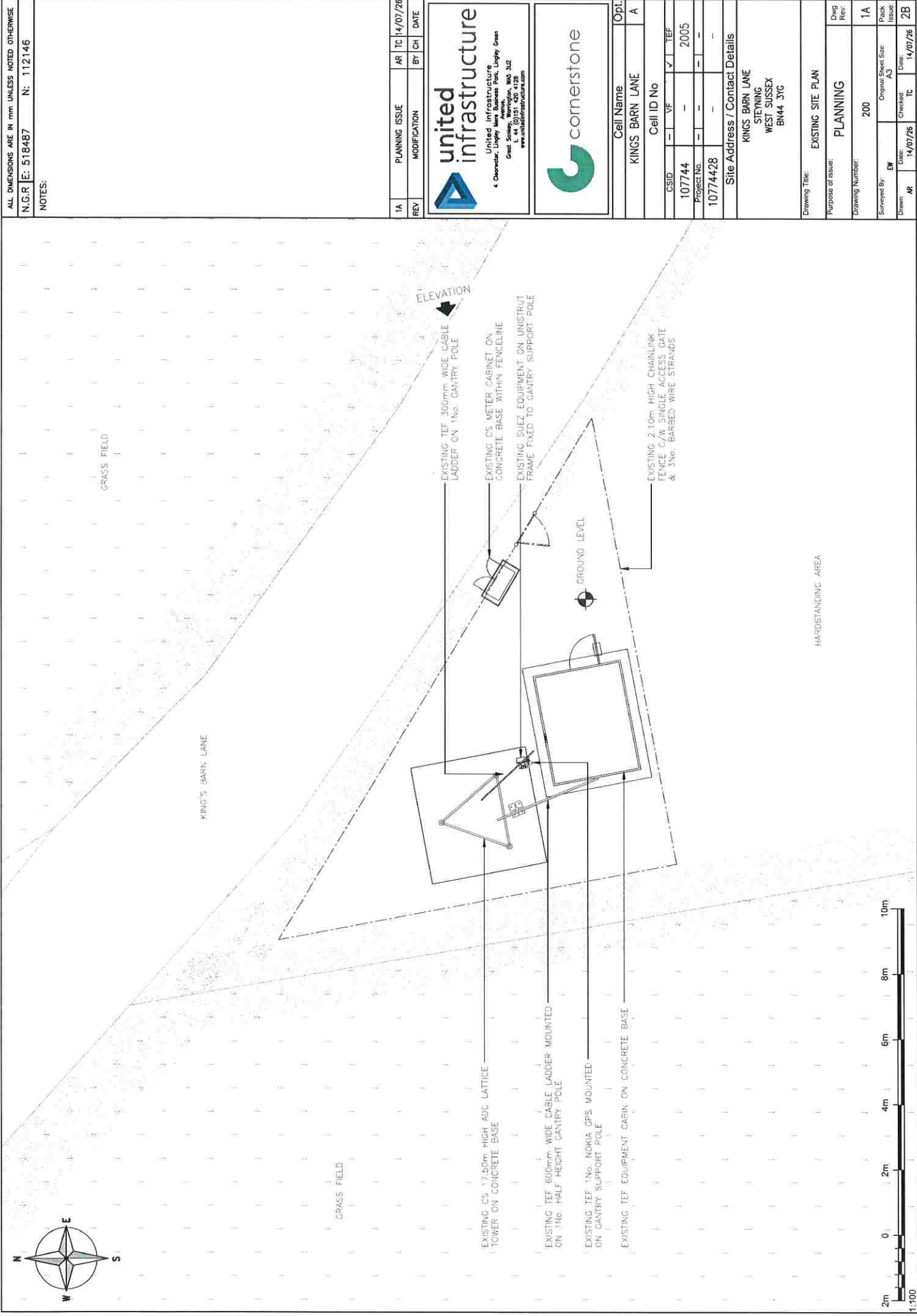
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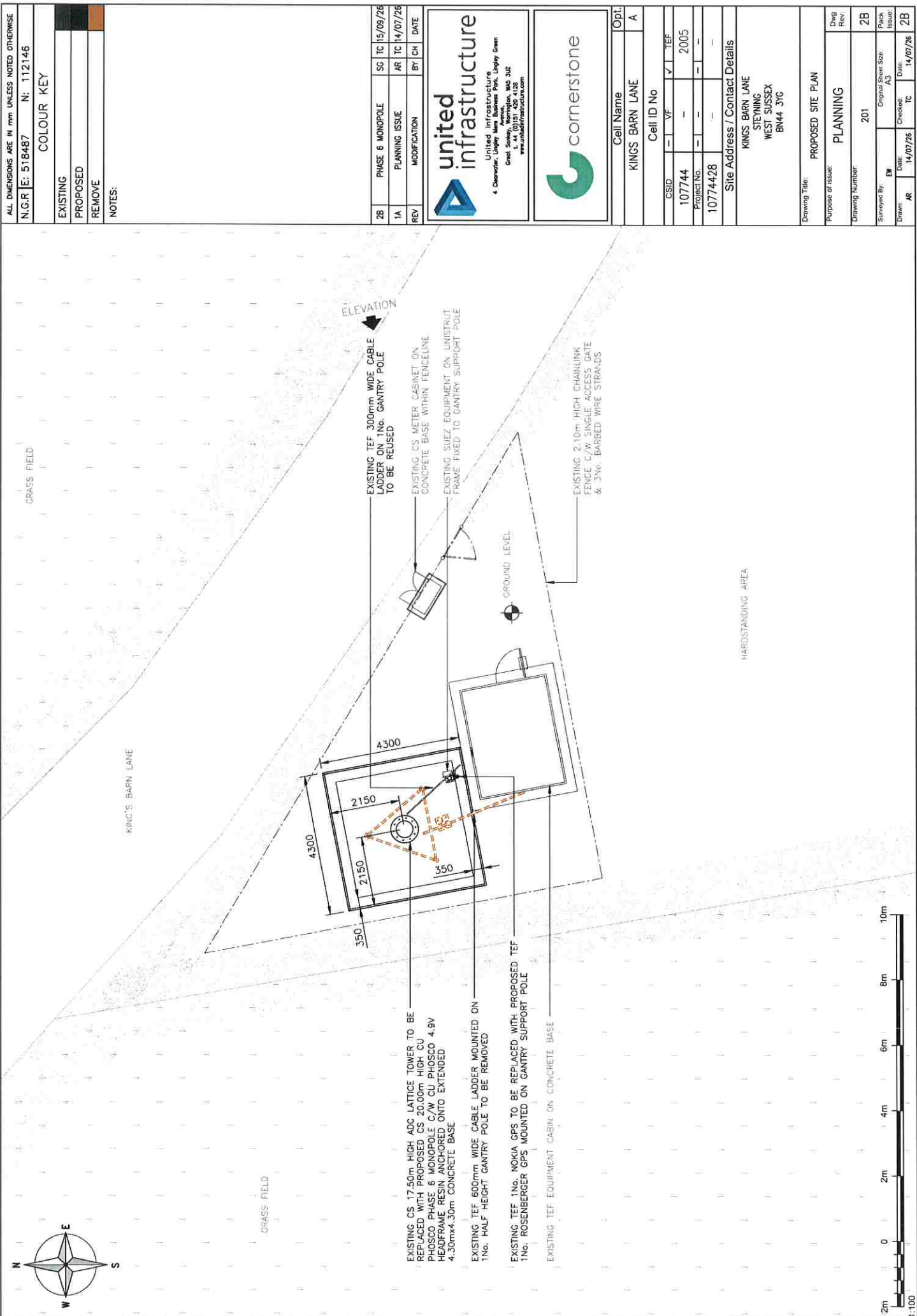
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75m

1:1250

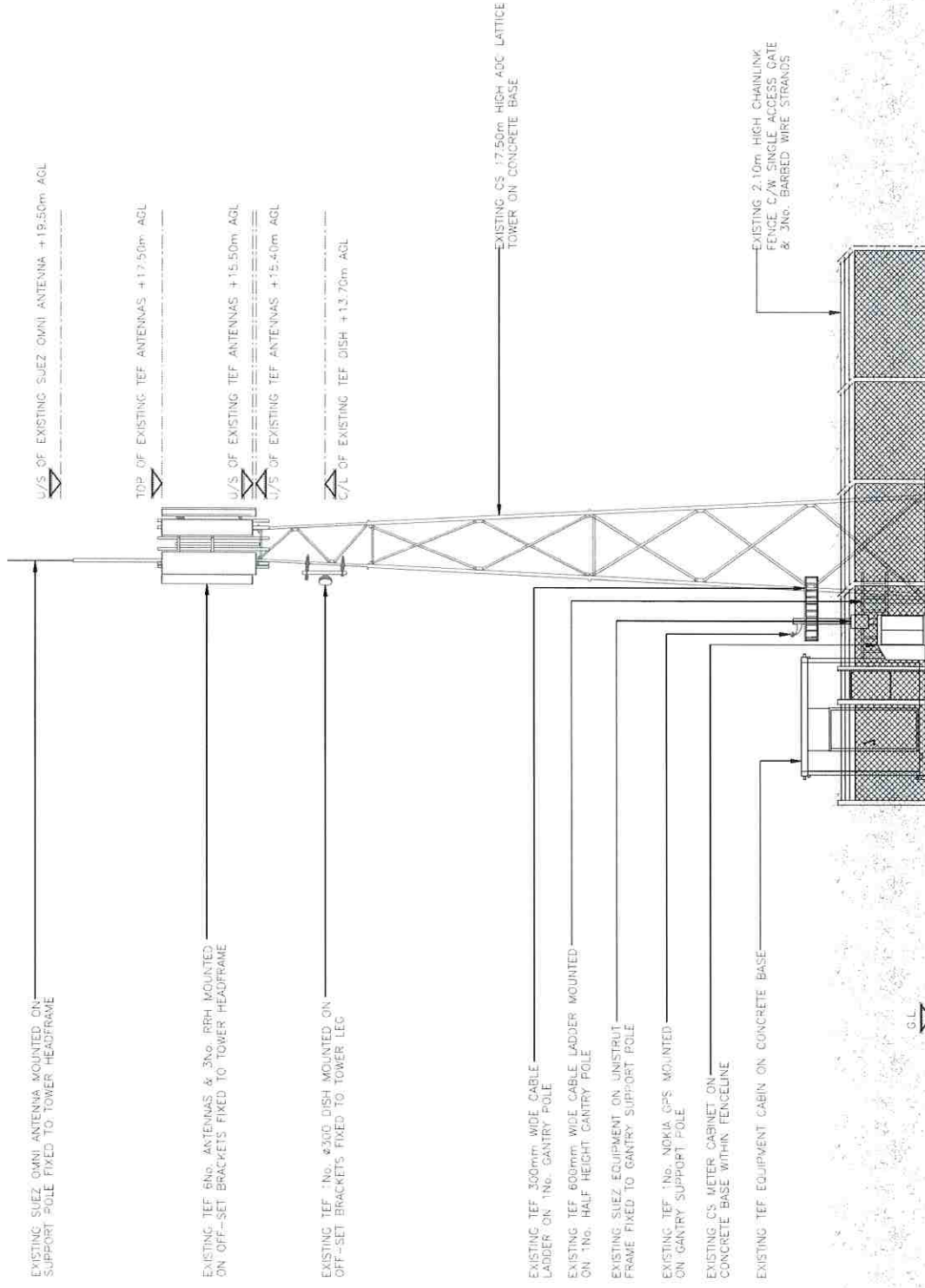


ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE			
N.G.R [E: 518487		N: 112146	
NOTES:			
1A	PLANNING ISSUE	AR	TC 14/07/26
REV	MODIFICATION	BY	CH DATE
united infrastructure United Infrastructure Infrastructure Services 4 Chichester, Lymington Road, Lymington, Hampshire, SO41 0JY Great Scotland Yard, London, W1A 3JZ L 44 10151 420 128 www.unitedinfrastructure.com			
			
Cell Name		Opt.	
KINGS BARN LANE		A	
Cell ID No			
CSID	VF	✓	TEF
107744	-	-	2005
Project No.	-	-	-
10774428	-	-	-
Site Address / Contact Details			
KINGS BARN LANE STEYNING WEST SUSSEX BN44 3YC			
Drawing Title: EXISTING SITE PLAN			
Purpose of issue:		Dwg Rev.	
PLANNING		1A	
Drawing Number:		200	
Surveyed By:	Original Sheet Size:	Pack Issue:	
DW	A3	1A	
Drawn:	Checked:	Date:	
AR	14/07/26	TC	2B



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE			
N.G.R E: 518487		N: 112146	
COLOUR KEY			
EXISTING			
PROPOSED			
REMOVE			
NOTES:			
2B	PHASE 6 MONOPOLE	SC	TC 15/05/26
1A	PLANNING ISSUE	AR	TC 14/07/26
REV	MODIFICATION	BY	CH DATE
 united infrastructure United Infrastructure 4 Clarendon Way, Clarendon Park, Ennis, Co. Kerry Great Society, Tollymore Park, Cork, WKS 3JZ L 44 (0)151 420 4128 www.unitedinfrastructure.com 			
Cell Name KINGS BARN LANE			
Cell ID No			
CSID	VF	✓	TEF
107744	-	-	2005
Project No.	-	-	-
10774428	-	-	-
Site Address / Contact Details KINGS BARN LANE STYENING WEST SUSSEX BN44 3YC			
Drawing Title: PROPOSED SITE PLAN			
Purpose of issue: PLANNING			
Drawing Number: 201			
Surveyed By: EW	Original Sheet Size: A3		
Drawn AR	Date: 14/07/26	Checked: TC	Date: 14/07/26
2B			

EXISTING MAST



U/S OF EXISTING SUEZ OMNI ANTENNA +19.50m AGL

TOP OF EXISTING TEF ANTENNAS +17.50m AGL

U/S OF EXISTING TEF ANTENNAS +15.50m AGL

U/S OF EXISTING TEF ANTENNAS +15.40m AGL

C/L OF EXISTING TEF DISH +13.70m AGL

EXISTING CS 17.50m HIGH ADG LATTICE
TOWER ON CONCRETE BASE

EXISTING 2.10m HIGH CHAINLINK
FENCE C/W SINGLE ACCESS GATE
& 2No. BARBED WIRE STRANDS

EXISTING SUEZ OMNI ANTENNA MOUNTED ON
SUPPORT POLE FIXED TO TOWER HEADFRAME

EXISTING TEF 6No. ANTENNAS & 3No. RRH MOUNTED
ON OFF-SET BRACKETS FIXED TO TOWER HEADFRAME

EXISTING TEF 1No. 430G DISH MOUNTED ON
OFF-SET BRACKETS FIXED TO TOWER LEG

EXISTING TEF 300mm WIDE CABLE
LADDER ON 1No. GANTRY POLE

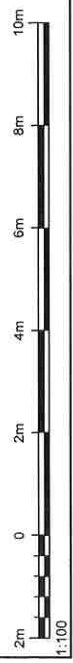
EXISTING TEF 600mm WIDE CABLE LADDER MOUNTED
ON 1No. HALF HEIGHT GANTRY POLE

EXISTING SUEZ EQUIPMENT ON UNISTRUT
FRAME FIXED TO GANTRY SUPPORT POLE

EXISTING TEF 1No. NOKIA GPS MOUNTED
ON GANTRY SUPPORT POLE

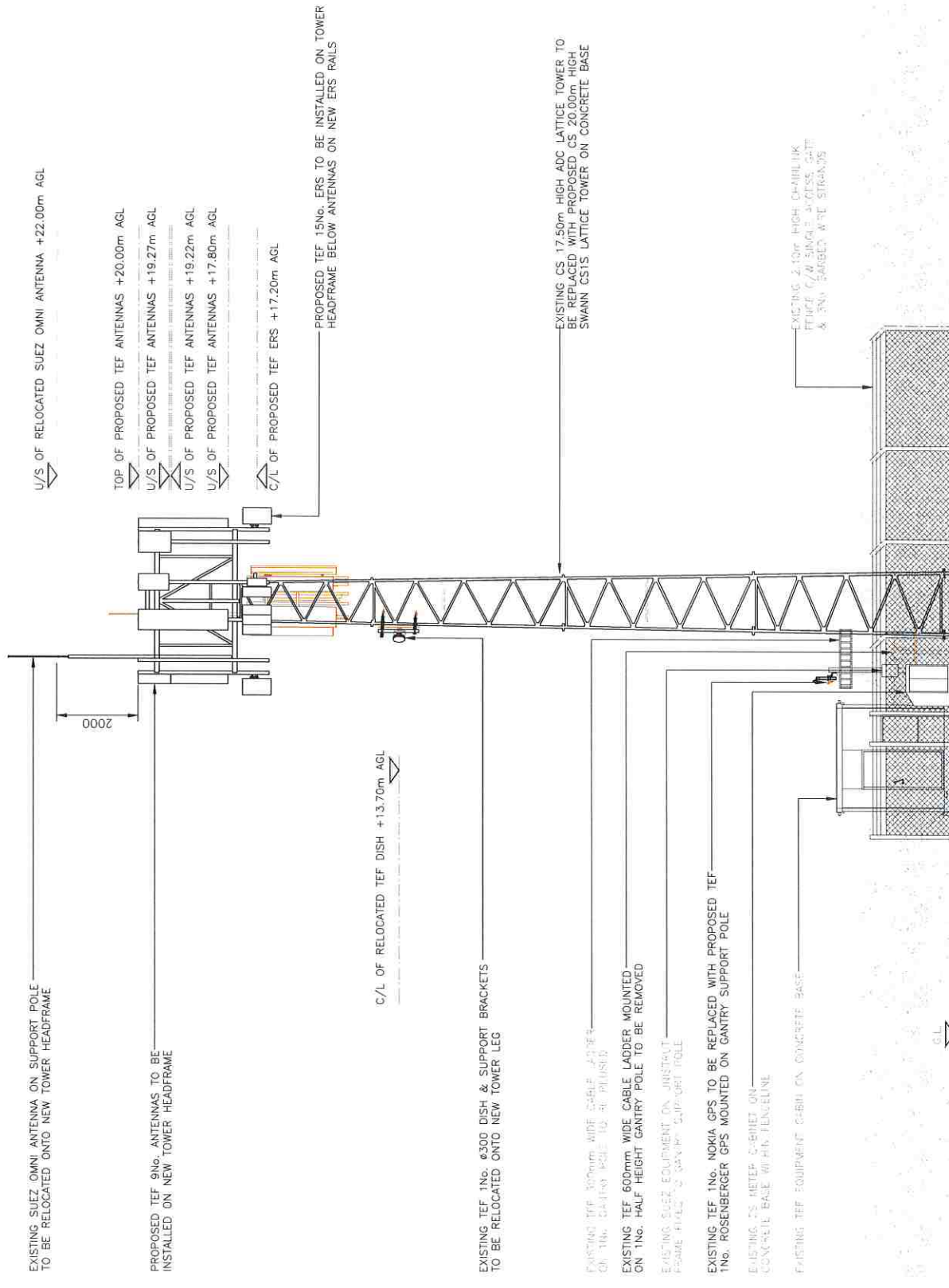
EXISTING CS METER CABINET ON
CONCRETE BASE WITHIN FENCELINE

EXISTING TEF EQUIPMENT CABIN ON CONCRETE BASE



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE			
N.G.R E: 518487		N: 112146	
NOTES:			
1A	PLANNING ISSUE	AR	TC 14/07/26
REV	MODIFICATION	BY	CH DATE
united infrastructure United Infrastructure 4 Chaucer, Liphys Mill, Business Park, Liphys Green Wexham, Slough, Berkshire, SL3 3JZ T: 44 (0)151 420 4128 www.unitedinfrastructure.com cornerstone			
Cell Name		Opt.	
KINGS BARN LANE		A	
Cell ID No			
CSID	VF	TEF	
107744	-	2005	
Project No.	-	-	
10774428	-	-	
Site Address / Contact Details			
KINGS BARN LANE STEYNING WEST SUSSEX BN44 3YG			
Drawing Title: EXISTING SITE ELEVATION			
Purpose of issue:		Dwg Rev.	
PLANNING		1A	
Drawing Number:		300	
Surveyed By:	Original Sheet Size:	Pick Issue:	
EW	A3	1A	
Drawn:	Checked:	Date:	Date:
AR	TC	14/07/26	14/07/26
		2B	

PREVIOUS UPGRADE PROPOSAL



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE	
N.G.R E: 518487 N: 112146	
COLOUR KEY	
EXISTING	
PROPOSED	
REMOVE	
NOTES:	

1A	PLANNING ISSUE	AR	TC	14/07/26
REV	MODIFICATION	BY	CH	DATE

United Infrastructure
4 Cleveville, Linley Mere Business Park, Linley Green
Gwent, South Wales NP23 5JZ
T: 44 (0)151 420 4128
www.unitedinfrastructure.com

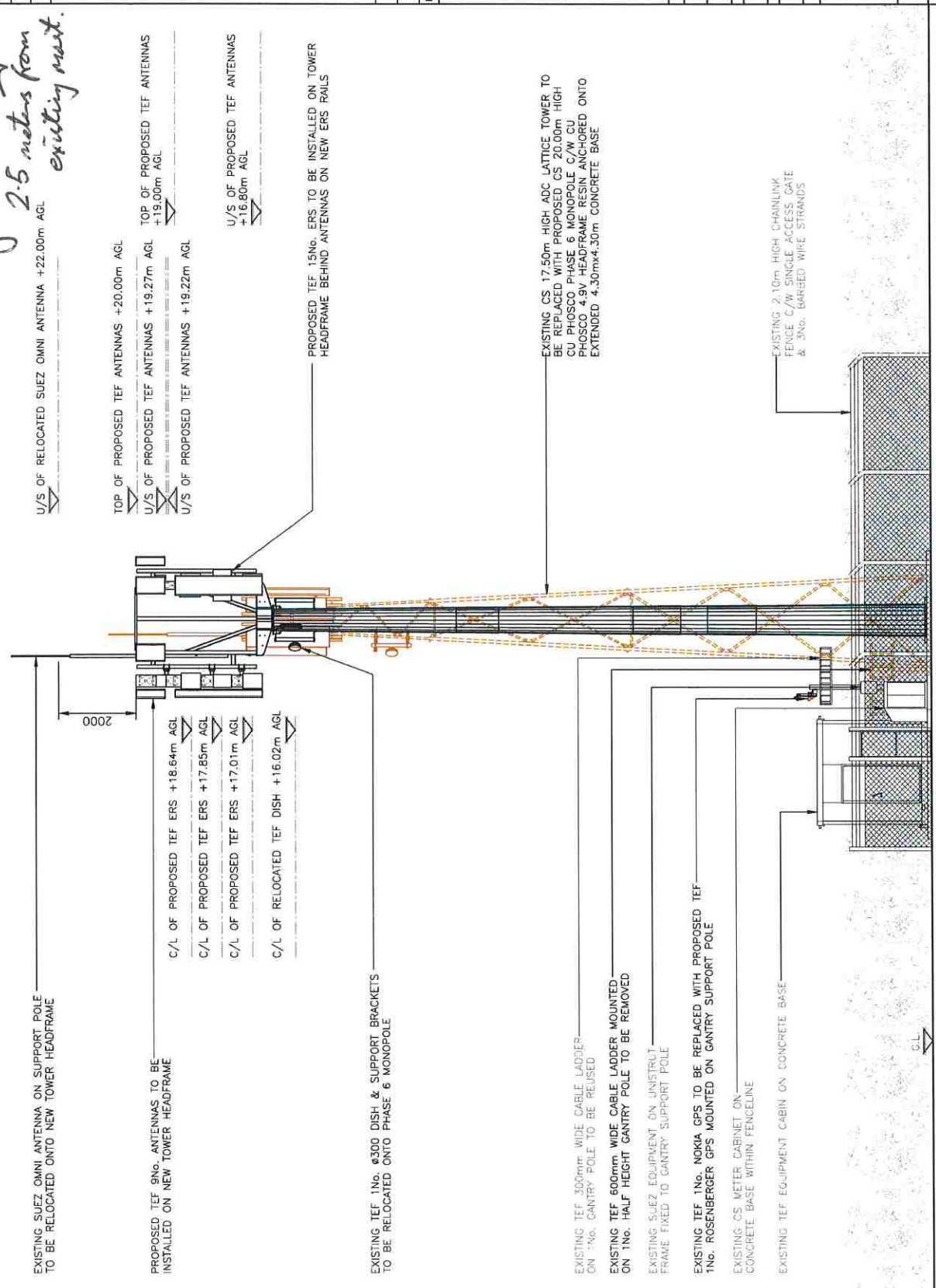
Cell Name	Opt
KINGS BARN LANE	A

CSID	VF	TEF
107744	-	2005
Project No.	-	-
10774428	-	-

Site Address / Contact Details	
KINGS BARN LANE STYNNING WEST SUSSEX BN44 3YG	

Drawing Title:	PROPOSED SITE ELEVATION
Purpose of issue	PLANNING
Drawing Number:	301
Surveyed By:	EW
Original Sheet Size:	A3
Drawn:	AR
Date:	14/07/26
Checked:	TC
Date:	14/07/26
Issue:	1A

NEW UPGRADE PROPOSAL



Height increased by 2.5 metres from existing mast.

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE	
N.G.R E: 518487	N: 112146
COLOUR KEY	
EXISTING	
PROPOSED	
REMOVE	
NOTES:	

2B	PHASE 6 MONOPOLE	SC	TC 15/05/26
1A	PLANNING ISSUE	AR	TC 14/07/26
REV	MODIFICATION	BY	CH DATE

united infrastructure
United Infrastructure
4 Cleaver Road, Lifford, Co. Donegal, N16 3J2
L 44 (0)151 420 4128
www.unitedinfrastructure.com

cornerstone

Cell Name		Opt.			
KINGS BARN LANE		A			
Cell ID No					
GSID	-	VF	✓	TEF	
107744	-	-	-	2005	
Project No.	-	-	-	-	
10774428	-	-	-	-	
Site Address / Contact Details					
KINGS BARN LANE					
STIERING					
WEST SUSSEX					
BN44 3YG					

Drawing Title: PROPOSED SITE ELEVATION									
Purpose of Issue: PLANNING									
Dwg Ref: 2B									
Drawing Number: 301									
Surveyed By: EW				Original Sheet Size: A3		Pack Issue: 2B			
Drawn: AR		Date: 14/07/26		Checked: TC		Date: 14/07/26			





A PLACE OF NURTURE & LEARNING SINCE 1584

BRYNBELLA
TWITTENSIDE
BN44 3TW
WEST SUSEX

Dear Supporters

4th October 2026

It has been some time since we vacated Brotherhood Hall, which has now been sold.

We had to clear everything from the gym that we had collected for the homes of our Ukrainian guests in and around Steyning.

Our Charity is still alive and well, although our funds are quite diminished! We all meet up now and again to commiserate and to celebrate. Our Ukrainian guests are in work and blending into our community, obviously we all are extremely concerned with the situation in Ukraine, which seems to be getting worse.

We are on the scrounge!! Hence this letter to you all.

One family who arrived here at the start was Mum, Olena, daughter and son, they settled in Upper Beeding, we managed to furnish and equip their new home.

3 years ago, Olena's Mother and Father also escaped the horrors of Ukraine and moved in with Olena's family, in Upper Beeding.

Now, Alla and Mykola, have found their own home, just around the corner and we need to furnish their new home, hence our writing to you.

We need the following, and we can collect from you!

Washing machine, Microwave, Vacuum cleaner, toaster, kettle, table lamps, floor standing lamps, kitchen table (small) & chairs, Settee, 2 seats sofa, Armchairs, Cushions, Clean Double bed & mattress, wardrobe, chest of drawers Garden furniture

Please do let me know if you can help in any way, we still have our movers, shifters and fixers and the use of a van, curtesy of Gardner & Scardifield.

Thank you so very much

Kind regards

John Stevenson

Founder & Lead

leadsteyningur@gmail.com

07989569342