

## RUSTINGTON PARISH COUNCIL

**MINUTES:** of the Monthly Meeting held on 28 July 2008

**PRESENT:** Councillors M Warrington (Chairman), A Akbar, Mrs C Broomfield, J Ceiriog-Hughes, J Collins, T Field, Mrs S Lines, D Murphy, S Perry, D Rogers, C Snell, R Steward and G Tyler

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### **222/08      WELCOME TO NEW MEMBER**

The Chairman welcomed Councillor Christopher Snell and congratulated him on behalf of the Council on his success in the recent By-Election.

### **223/08      APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Grevett (Work Commitment) and Mrs Harrison (Sickness). These apologies were accepted by the Council.

### **224/08      DECLARATIONS OF INTEREST**

Councillor Tyler declared a personal interest in Minute R/257/08. He remained in the Meeting during the consideration of this item and took part in the discussion and vote thereon.

### **225/08      MINUTES**

The Minutes of the Monthly Meeting held on 23 June 2008 were signed by the Chairman as a correct record.

### **226/08      PRESENTATION - MR R BRADY, WEST SUSSEX COUNTY COUNCIL - SUSTAINABLE COMMUNITY STRATEGY (SCS) PROPOSALS FOR THE COUNTY**

The Council received a Presentation from Mr Robert Brady, West Sussex County Council on the Sustainable Community Strategy (SCS) Proposals for the County.

During his Presentation, Mr Brady gave a summary of the content of the Strategy and said that its main objective was to provide an over-arching vision of what the Local Strategic Partnerships would like the County to be like in 10 years time.

Following his Presentation, Mr Brady answered several questions from Members, and the Chairman thanked him for his most informative Report.

The Council then RESOLVED to take no further action in this regard.

### **227/08      SUSSEX POLICE**

#### **(a) Report from PCSO Wilson**

The Chairman said that a copy of PCSO Wilson's Monthly Report had been previously circulated to all Members.

In his Report, PCSO Wilson had advised the crime statistics for the rolling 90 days as follows:-

Crimes in Rustington East - 68, representing an increase of 17  
Detected Crimes - 125  
Detection Rate - 17.6%

Crimes in Rustington West - 81, representing a decrease of 24  
Detected Crimes - 17  
Detection Rate - 21%

He had also provided a monthly summary for the period from 29 June 2008 to 28 July 2008 as follows:-

304 calls received via Police call handling for Rustington East and West area, compared to 249 for the same period in the previous year. These included:-

15 relating to Criminal Damage	3 relating to Vehicle Crime
5 relating to Burglary	18 relating to Theft
3 relating to a Violent Crime	0 relating to a Sexual Crime

PCSO Wilson then expanded on the overview contained within his Report, and advised that the previously reported rise in anti-social behaviour incidents on the Allangate Estate had fallen during the months. He said that the Environmental Audit was almost complete, with many of the goals set achieved.

He said that both Summerlea and Georgian Gardens Primary Schools had been subject to people entering the grounds whilst the schools had been closed. He said that it was important that residents living in the vicinity of the three Primary Schools should report anything suspicious that they observed. He said that he had highlighted this issue on his BLOG and also with the local Neighbourhood Watch Co-ordinators.

He then reported that he had received a number of reports of anti-social behaviour incidents in the Methodist Church grounds. He said that the Police were aware of two individuals who had been consuming alcohol in public areas around the Village, and he urged everyone present to call the Police as soon as possible, if they witnessed alcohol being consumed in public.

He concluded his Report, by advising the Council that PC Banham-Brown had been using a Mobile Speed Camera in both Sea Road and Worthing Road, and four tickets had been issued in a very short period during the previous week.

Following his Report, PCSO Wilson responded to questions raised by Members, and the Chairman thanked him for both his attendance and most interesting Report.

#### **(b) Community Safety Representative's Report**

Councillor Mrs Lines reported that the next Meeting of the Neighbourhood Management Forum would be taking place on 28 August 2008. She asked Members to let her know if they had any issues they wanted to be raised at the Forum Meeting.

#### **228/08 DISTRICT COUNCILLORS**

Apologies for absence had been received from Councillor Chapman.

Councillors Mrs Bower and Clayden reported on the following matters relating to the District Council:-

- (a) Planning Department - Departure of Head of Department - Probable that replacement might not be appointed until the end of the year
- (b) Possible ECO Town at Ford - Now established that the Government is not legally entitled to enforce the proposal, should Ford be selected
- (c) Council now working on Arun's priorities for the next four years
- (d) Audit Commission - Concerns being raised regarding fraud initiative.

The Council NOTED this information.

#### **229/08 COUNTY COUNCILLORS**

In the absence of Councillor Moor there was no Report in respect of County Council matters.

Councillor Tyler referred to a particular issue that Councillor Moor had striven hard to progress at the County Council, namely the Proposed widening of the access and introduction of a Pedestrian Crossing on the A259 in the vicinity of Sainsbury's Superstore. He said that the works had now commenced.

The Council was pleased to NOTE this information.

#### **230/08      REPORT OF CLERK OF THE COUNCIL**

##### **(a)    Grant Aid - Victim Support**

The Clerk reported the receipt of a letter of thanks and appreciation from Victim Support for the recent Grant Aid of £100.00 awarded by the Council towards the costs of continuing to provide support to victims in the area.

The Council was pleased to NOTE this information.

#### **231/08      CHAIRMAN'S REPORT**

The Chairman reported on his official representation and attendance at Events and Functions since the last Monthly Meeting as follows:-

- Annual Gardens Competition Judging - 3 July 2008
- Littlehampton Town Council - Civic Service and Reception - 4 July 2008
- South and South East in Bloom Judging Route - 11 July 2008
- Littlehampton Concert Band - Band's Joint Concert - 11 July 2008
- Angmering Skate Park - Official Opening - 19 July 2008

The Council NOTED this information.

#### **232/08      PLANNING COMMITTEE**

The Council NOTED the Reports of the Planning Committee Meetings held on 16 June 2008 and 7 July 2008. (Copies previously circulated).

#### **233/08      FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council received and considered the Report of the Finance and General Purposes Committee Meeting held on 28 July 2008. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 28 July 2008 be APPROVED.

#### **234/08      PAYMENT OF ACCOUNTS - AUGUST RECESS**

The Council AUTHORISED the Finance and General Purposes Committee to settle Accounts during the August recess, and to deal with any urgent matters that might arise.

#### **235/08      AUDIT OF ACCOUNTS**

The Clerk reported that the Accounts for the year ending 31 March 2008, prepared under the Accounts and Audit Regulations 1996, had now been completed and were ready for Audit. She said that it was now necessary for the Council to formally receive and approve the Accounts, prior to submission to the External Auditors.

Following a further discussion the Council RESOLVED unanimously that:-

- (a) The Statement of Accounts and Annual Governance Statement as presented, be formally APPROVED, with a copy of all of these documents being attached to, and forming a part of, these Minutes
- (b) The Chairman of the Council be AUTHORISED to sign the Statement of Accounts, Annual Governance Statement, together with the final set of Accounts, on behalf of the Council.

**236/08**      **ALLOTMENTS COMMITTEE**

The Council received the Report of the Allotments Committee Meeting held on 7 July 2008.

The Council RESOLVED that the Recommendations contained in the Report of the Allotments Committee Meeting held on 7 July 2008 be APPROVED.

**237/08**      **LEISURE AND RECREATION COMMITTEE**

The Council received the Report of the Leisure and Recreation Committee Meeting held on 10 July 2008.

The Council RESOLVED that the Recommendations contained in the Report of the Leisure and Recreation Committee Meeting held on 10 July 2008 be APPROVED.

**238/08**      **RUSTINGTON YOUTH CENTRE**

(a)    **Progress Report**

The Clerk said that there was nothing of any significance to report at the present time, other than the fact that the storage problems being faced by certain users had now been rectified. She also reported that the Chairman, Councillor Tyler and herself would be meeting with the Service Manager of the County Service for Adults with Learning Difficulties, West Sussex Social and Caring Services, to discuss the continuation of The Oak Community Project's hiring of the Centre, on 5 August 2008.

The Council NOTED this information.

(b)    **Management Committee**

The Council considered the Report of the Management Committee Meeting held on 22 July 2008.

The Council RESOLVED that the Recommendations contained in the Report of the Management Committee Meeting held on 22 July 2008 be APPROVED.

**239/08**      **RUSTINGTON MUSEUM PROJECT**

(a)    **Progress Report**

Councillor Tyler reminded the Council that the Curator had commenced her employment with the Council and was currently awaiting two quotations for display cabinets. He said that as soon as these had been received, she would be seeking some external funding to assist with the purchase of the cabinets.

He then reported that Phase 2 of the Project (Café) was progressing well, with the oak framed building structure installed. He said that the roof was now on the building, although it had yet to be tiled. He also reported that the windows were in the process of being manufactured by a specialist Company, and as soon as the aforementioned works were complete, the fitting out of the Café would commence.

He said that it was currently estimated that the completion of the Contract would be by the end of September 2008.

He then referred to the retaining wall that had been constructed on the eastern boundary and said that the estimated cost of the wall was in the region of £12,000.00, which would, at the present time, represent an additional cost over and above the agreed Contract price.

He said that he was also saddened to report that one of the ground floor leaded windows had been damaged. The damage had been reported to the Police, but it was estimated that the repair costs would be in the region of £300.00.

The Council NOTED this information.

**(b) Raise the Roof Campaign**

The Clerk reported that there had been no further donations received in respect of the Raise the Roof Campaign, the total of which still remained at £5,792.00.

The Council NOTED this information.

**(c) Management Committee**

The Council considered the Report of the Management Committee Meeting held on 2 July 2008.

Following a detailed discussion the Council RESOLVED that the Recommendations in respect of the future operation and management of the Café, as contained in the Report of the Management Committee Meeting held on 2 July 2008, be APPROVED as follows:-

- (a) A Catering Manager be employed, on a Temporary Contract, say for a 12 month period, which would allow the Management Committee to ascertain the potential earnings of the Café and then make an informed decision as to the amount of rent to charge if letting on a franchise basis, or whether to continue to run the facility in-house
- (b) The West Sussex County Council be approached formally to investigate the possibility of a community project, such as The Oak Community Project, becoming involved with the Café, whereby young adults/adults with learning difficulties could be trained at the Café, in small catering tasks under the supervision of the Catering Manager, to enable them to try to gain employment in the community at a future date. This proposal to be subject to an agreed amount of funding being forthcoming from the County Council.

**(d) Cost Reports - Phases 1 and 2**

The Council NOTED a letter received from RJCA Chartered Architects, together with the Cost Reports in respect of Phases 1 and 2 of the Project, a copy of which are attached and form a part of these Minutes.

**Councillor Rogers left the Meeting at this juncture.**

**240/08 RUSTINGTON-IN-BLOOM**

The Clerk referred to Minute 205/08 and reported that the judging in respect of the South and South East in Bloom Competition had taken place, as scheduled, on 11 July 2008.

She advised the Council that the 2008 Awards would be made at a Ceremony on 3 September 2008 at The Hawth Theatre, Crawley, for which invitations had not yet been received. She said that the results would not be announced until that date.

She suggested that in addition to the Chairman of the Leisure and Recreation Committee and the General and Grounds Maintenance Person/External Health and Safety Officer, the Chairman of the Council, the Chairman and Secretary of the In-Bloom Committee, Councillors Mrs Lines and Field, in their capacity as Members of the In-Bloom Committee, and the Administrative Officer, should attend the Ceremony, if the Council was advised that its entries into the Competition were to receive any awards

The Council NOTED this information and AGREED that in addition to the Chairman of the Leisure and Recreation Committee and the General and Grounds Maintenance Person/External Health and Safety Officer, the Chairman of the Council, the Chairman and Secretary of the In-Bloom Committee, Councillors Mrs Lines and Field, in their capacity as Members of the In-Bloom Committee, and the Administrative Officer, should represent the Council at the Award Ceremony, if an invitation was forthcoming.

The Clerk then reminded Members that the judging date for the Britain in Bloom Competition was Friday 8 August 2008, and asked if Members who could assist with the general 'clean up' around the Village advise her as soon as possible. This would enable the In-Bloom Committee to again assign various roads and locations to individuals to ensure that the route would be covered for any 'last minute' tasks that required action.

The Council NOTED this information.

**241/08      ANNUAL CIVIC THANKSGIVING SERVICE AND PRESENTATION RECEPTION - 21 SEPTEMBER 2008**

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The Clerk reminded Members that the Annual Civic Thanksgiving Service was scheduled to be held on Sunday 21 September 2008, with St Andrews United Reformed Church hosting the Service. She said that a Meeting at the Church had been arranged for 6 August 2008 so that the arrangements could be finalised. She confirmed that the Civic Reception and Award Presentations would, as in previous years, be held in the Village Memorial Hall at The Woodlands Centre, following the Church Service.

The Clerk then reported that both recipients of the Parishioners' Award had now indicated their preference in respect of their Awards. She said that invitations would again be sent to the winners of the Award, together with the Winners in the Gardens and Allotments Competitions, to attend the Civic Service and Presentation Reception to receive their Awards.

The Chairman then asked Members to make every effort to attend the Civic Service.

The Council RESOLVED unanimously that the Clerk should continue to liaise with the Chairman regarding the detailed arrangements for both the Service and the Civic Reception and Presentations.

**242/08      ANNUAL TEAM BUILDING DAY**

The Chairman suggested that following the success of the Annual Team Building Day over the past three years, the Council might wish to once again consider repeating the event later in 2008.

Following a further discussion, the Council RESOLVED that whilst it was agreeable in principle to a Team Building Day being arranged, members of personnel should be consulted on their preference for what they would like to do on the day. It was further AGREED that the Clerk should contact all Members for their individual suggestions for the Team Building Day, then ascertain the Council personnel's preferences and report back to the next Meeting with details of availability and costings.

**243/08      VILLAGE MEMORIAL HALL - 70<sup>TH</sup> ANNIVERSARY**

The Clerk referred to Minute 90/08 and said that, to date, very little response had been received from members of the local community who had strong connections with the Village Memorial Hall, and who would be interested in being invited to the commemorative event on 12 October 2008. She confirmed that the production of Mrs Taylor's Book - Origins of the Village Hall - was being progressed with Print Plus, and was on schedule to be available for the event.

The Chairman of the Working Party, Councillor Rogers, said that the Working Party would be meeting again in the very near future to progress the arrangements for the event.

Following a brief discussion, it was AGREED that the next Meeting of the Working Party (Councillors Akbar, Mrs Harrison, Rogers and Tyler) should be arranged for Tuesday 5 August 2008 at 10.00 am.

**244/08**      **EAST ARUN COMMUNITY HOSPITAL FORUM**

The Council NOTED the Minutes of the East Arun Community Hospital Forum Meeting held on 29 May 2008.

Councillor Ceiriog-Hughes also reported on his attendance at an Arun Community Hospital Wellbeing Centre Workshop held at the Arun Civic Centre on 18 July 2008.

The Council NOTED this information.

Reference was made to the timescale in respect of the opening of the new Hospital, and Councillor Ceiriog-Hughes said that it was anticipated that a decision would be made in early September 2008.

**245/08**      **ARUN DISTRICT COUNCIL - SEMINAR ON COASTAL DEFENCE**

Councillors Warrington and Akbar reported on their attendance at the Seminar held on 21 July 2008.

Councillor Warrington referred particularly to the fact that the Government would be providing the whole of the United Kingdom with £300 million over a three year period to improve coastal defences in the areas most affected by flooding.

The Council NOTED this information.

**246/08**      **ARUN DISTRICT COUNCIL - FORD ECO-TOWN PROPOSAL**

The Council NOTED the Report from the Ford Eco-Town Select Committee to the Full Council.

**247/08**      **WEST SUSSEX COUNTY COUNCIL - REVIEW OF STATEMENT OF PARTNERSHIP WITH LOCAL COUNCILS**

The Chairman reported that Councillor Mrs Lines, the Clerk and himself, had scanned through the document and considered that the existing document did not need any major changes. He said that, until such time as the County Council had decided what, if any, amendments/additions should be made to the Statement, no comments should be made by the Council.

The Council AGREED that no further action should be taken, pending the receipt of a draft revised Statement from the County Council.

**248/08**      **WEST SUSSEX COUNTY COUNCIL - JOINT EASTERN ARUN AREA COMMITTEE**

The Council NOTED the Agenda for the Meeting held on 15 July 2008, together with the Minutes of the Meeting held on 29 April 2008.

**249/08**      **WEST SUSSEX COUNTY COUNCIL - BUS SHELTERS GRANT SCHEME - NORTH LANE, RUSTINGTON**

The Council NOTED a letter received from Ms I Clark, Infrastructure Project Officer, Transport Planning Team, advising that the Council had, once again, been granted funding towards the provision of a replacement bus shelter in North Lane.

The Clerk said that in previous years the Council had received 50% of the total cost of the replacement bus shelters, but due to the number of applications received by the County Council in the current financial year, it was only able to provide 40% of the funding namely £1,840.32. She said that the total cost for the replacement shelter would be £4,600.80 excluding VAT.

**250/08**      **PROPOSED PEDESTRIAN SAFETY SCHEME - SEA LANE, RUSTINGTON**

The Council NOTED correspondence with the Rustington Residents' Association, and also between Mr K Grimes and County Councillor P Evans, in this regard.

The Chairman reported that the Clerk had contacted the County Council to ask what, if any, progress had been made in respect of the Parish Council's proposal, and had been informed that no formal response would be forthcoming until the Traffic Signals personnel had completed their viability analysis, which was due to be completed by the end of July 2008.

The Chairman reminded Members of the representation made by Mr Grimes during the Public Question Time held prior to the Meeting, when he had asked the Council, in the absence of any formal response being received in this regard, to consider making a further approach to the County Council.

Following a further brief discussion, the Council NOTED this information and AGREED that a further approach should now be made to the County Council to establish what, if any, progress had been made in this regard, and if no progress had been made, what the timescale would be for the receipt of its proposals in respect of the Pedestrian Safety Scheme in Sea Lane.

**251/08**      **THE BOUNDARY COMMITTEE FOR ENGLAND - FUTURE ELECTORAL ARRANGEMENTS FOR WEST SUSSEX COUNTY COUNCIL**

The Council considered the Draft Recommendations in respect of the Arun District and the Clerk reminded Members that the closing date for comments was 25 August 2008.

Following a further discussion, the Council RESOLVED to take no further action in this regard.

**252/08**      **NHS SOUTH EAST COAST - HEALTHIER PEOPLE, EXCELLENT CARE - A VISION FOR THE SOUTH EAST COAST**

The Clerk reported that she had previously circulated a letter from the Chief Executive, NHS South East Coast, together with the Summary Document in this regard. She said that the informal consultation phase had now commenced and comments were invited by 15 September 2008.

Following a brief discussion, the Council AGREED to take no further action in respect of this consultation.

**253/08**      **ENVIRONMENT AGENCY - RIVERS ARUN TO ADUR DRAFT FLOOD AND EROSION MANAGEMENT STRATEGY CONSULTATION**

The Council considered a letter and Summary Document received from Mr A Williams, Project Manager in this regard.

The Clerk reminded Members that the three month period of consultation commenced on 26 June 2008 and was, therefore, due to close on 18 September 2008.

Following a brief discussion, the Council RESOLVED that Councillor Warrington be tasked with scanning through the document and submitting a suitable response to the consultation, if appropriate, in consultation with the Clerk.

**254/08**      **SOUTHERN WATER - BUSINESS PLAN 2010-2015**

The Council NOTED a letter and enclosures received from the Public Affairs Manager in this regard.

**255/08**      **RUSTINGTON CHAMBER OF TRADE AND COMMERCE**

Councillor Steward reported on his attendance at a recent Meeting of the above Committee. He referred particularly to a Presentation given by Mr Mervyn Wright from the Rustington Community Partnership, which had been most interesting.

**256/08      APPEAL BY SAXON WEALD HOUSING ASSOCIATION IN RESPECT OF PLANNING APPLICATION R/243/07 - ABBOTSWOOD, STATION ROAD**

Councillor Mrs Lines reported on her attendance at the Hearing in respect of the Appeal made by Saxon Weald Housing Association against the decision of the Arun District Council to refuse planning permission in respect of the above mentioned planning application.

*(Prior to consideration of the following item, Councillor Tyler declared a personal interest, as a Member of the District Council's Licensing Committee)*

**257/08      ARUN DISTRICT COUNCIL - LICENSING ACT 2003 - COUNTER NOTICE FOR TEMPORARY EVENT TO BE HELD ON 8 AUGUST 2008**

The Clerk reported the receipt of a letter from the Licensing Officer, serving a Counter Notice on the Parish Council because The Woodlands Centre would exceed the statutory limit of twelve events per calendar year, if a certain hiring in the Village Memorial Hall was to proceed.

The letter was suggesting that in view of the increasing number of bookings being made for The Woodlands Centre, the Council should consider applying for a Licence for the sale of alcohol. She said that it was also recommended that contact should be made with the lead Alcohol Licensing Officer, Rosie Bomford, for further advice.

She advised the Council that arrangements had now been made for the hirer in question to apply for a Licence to sell alcohol in the John de Bohun Room. This procedure would also be the case for the other hirers with existing bookings wishing to sell alcohol prior to the end of the current calendar year.

She said that she would be making arrangements to meet with Ms Bomford, together with the Chairman of the Council and the Chairman of the Leisure and Recreation Committee in the very near future, and would ensure that this matter was included on the Agenda for consideration at the next Meeting of the Council.

The Council was concerned to NOTE this information.

**258/08      DOCUMENTS AND PUBLICATIONS**

The Council NOTED the following documents and publications received for Members' information:-

- (a) Action in Rural Sussex - "Action" - Issue No. 11 - July 2008
- (b) Action in Rural Sussex - "2007/08 The Review/2008/09 The Business Plan"
- (c) CPRE - "Countryside Voice" - Summer 2008
- (d) "Arun and Chichester Voice" - Newsletter - CVS-Arunwide and Chichester and District CVS - July 2008
- (e) "ICIS News" - Issue No. 46 - Summer 2008
- (f) ICIS - "Wellspring West Sussex" - Issue No. 1 - 2008
- (g) Partnership News - Newsletter - West Sussex Public Partnership Forum - July 2008
- (h) St Bridget's - Newsletter - Summer 2008

**There being no further business the Meeting concluded at 8.45 pm.**

**Chairman:** .....

**Date:** .....

**During the Public Question Time held prior to the Meeting the following matters were raised:-**

- (a) **Proposed Pedestrian Safety Scheme – Sea Lane, Rustington – Minute 250/08 Refers**