

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 25 July 2022

PRESENT: Councillors Mrs A Cooper (Chairman), J Ceiriog-Hughes, M Clayden, A Cooper, Mrs P Gregory, Mrs S Partridge, Ms M Revell, D Rogers, J Street and G Tyler

In attendance: Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

187/22 THE LATE MR DENNIS WAKELING

The Chairman referred to the recent sad passing of Mr Dennis Wakeling.

She said that Dennis had been a well-established active member of the local community. He was a member of the Rustington Residents Association Committee for many years, and was involved with running the Association's Voluntary Care Group. He was most well-known for the entire production of the Residents Association's Year Book and Bi-Monthly Newsletter for 12 years. He was also a prominent member of the Zachary Merton Hospital League of Friends, the Rustington Heritage Association Committee, the Littlehampton District Lions Club, and was an important volunteer at the Museum when it was housed at Church Farm Cottage. Together with his wife, Auriel, who had passed away in 2020, Dennis was a Member of the Twinning Association and hosted guest visitors from Künzell.

Dennis' outstanding contribution to the local community was formally recognised in 2010, when he was awarded the Parishioners' Award, which was most certainly well deserved.

She said that she had represented the Council at Dennis' funeral, along with the Clerk.

She concluded by saying that Dennis would be sorely missed.

The Council was saddened to NOTE this information and expressed its heartfelt sympathy and sincere condolences to Dennis' family.

The Council then observed a one-minute period of silence in memory of Mr Wakeling.

188/22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Personal), Mrs Broomfield (Holiday), Broomfield (Holiday), Grevett (Personal) and Mrs Callaghan (previously approved Leave of Absence) and Warren (previously approved Leave of Absence). These apologies were accepted by the Council.

189/22 DECLARATIONS OF INTEREST

Councillor Cooper declared a personal interest in Minute 207/22. He remained in the Meeting during consideration of this item but took no part in the discussion or vote thereon.

190/22 MINUTES

The Minutes of the Monthly Meeting held on 27 June 2022 were signed by the Chairman as a correct record.

191/22 SUSSEX POLICE

(a) Matters Arising

The Clerk referred to Minute 163/22(a) and said that she had nothing to report in respect of general issues, but would be reporting on the Illegal Encampment on the Woodland Park Sportsfield and other sites in the east of the District, later in the Meeting.

The Council NOTED this information.

The Clerk concluded by reminding Members that the Arun District Weekly Bulletins were still being circulated via email as soon as they were received.

192/22 DISTRICT COUNCILLORS

The Clerk reported that apologies for absence had been received from Councillors Gunner and Tilbrook.

Councillor Mrs Cooper then presented the following Report on behalf of District Councillor Gunner:-

- *Illegal Encampments by Travellers - District Council Officers have met with Police and other partners last week about the challenges being faced, and are now working with the Police to ensure they are swiftly moved on, whilst considering what action needs to be taken on Council sites to prevent further encampments*
- *Levelling-up Fund - District Council has commenced the work in Littlehampton by agreeing to commission the Team to begin the work. Now bidding for round two funding for the Arundel to Littlehampton Cycle path*
- *Housing - Currently progressing designs for more council-owned properties*
- *Refuse Collections - Currently looking to agree to the continuation of weekly bin collections, to be replaced by weekly food waste once Government funding is available*
- *Vision Document - Council now well under way to delivering on the associated priorities, and projects identified in the Budget. Some of the areas which have a direct impact on Rustington include:-*
 - *Tree-planting - District Council will shortly be writing out to every Parish about the allocation of 100 trees that have been identified. Trees will be native trees and the District Council will work with each Parish on identifying locations*
 - *Planning - District Council has additional resource to address some concerns around enforcement. Additional funding also agreed to support with Planning Hearings and Appeals, including forthcoming Public Inquiry to be held in September regarding the Rustington Golf Course application*
 - *Business Support - A number of Rustington businesses have taken up the one-stop business support, which provides free sessions with a business consultant to help shops and other retailers improve their businesses.*

The Council NOTED this information and recorded its thanks to Councillor Gunner for his most comprehensive Report.

193/22 COUNTY COUNCILLORS

The Clerk reported that an apology for absence had been received from Councillor Elkins.

The Chairman, in her capacity as a County Councillor for Rustington reported on the following County Council issues:-

- *Funding Allocation - 2022 Holiday Activities and Food Programme - £970,000.00 for West Sussex plus £30,000.00 for additional food where facilities cannot supply lunch in-house - In Arun - Freedom Leisure 16 places - The Angmering School SB Sports Coaching 40 places - Woodland Wonder Forest - Beach Littlehampton - 25 places (Primary)*

- *£4.8 Million for Household Support - one-third to be spent on families with children - one third to be spent on pensioners - Energy bills, food and water, occasionally housing where exceptional circumstances can be proved*
- *Looking at surplus buildings, in line with a Report commissioned for work smart staff survey*
- *Have undertaken Armed Forces Covenant Training*
- *Carbon Literacy Training delayed until September*
- *County Local Forums - Views being sought from Parish and Town Councils on the success, or otherwise, of the Forums.*

The Council NOTED the above information and recorded its thanks to Councillor Mrs Cooper for her interesting Report.

194/22 CLERK'S REPORT

The Clerk said that she had nothing to report at the present time.

195/22 CHAIRMAN'S REPORT

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

- 1st Rustington Scout Group - Annual General Meeting - 7 July 2022
- Judging - 2022 Annual Gardens Competition - 15 July 2022

The Chairman then expressed her thanks and appreciation to the Vice-Chairman for representing the Council at the Littlehampton District Lions Club Senior Citizens' Luncheon on 23 July 2022.

The Council was pleased to NOTE this information.

196/22 PLANNING COMMITTEE

The Council NOTED the Report of the Planning Committee Meeting held on 27 June 2022.

197/22 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 25 July 2022. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Decisions and Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 25 July 2022 be APPROVED.

198/22 PAYMENT OF ACCOUNTS - AUGUST RECESS

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

199/22 ALLOTMENTS COMMITTEE

The Council received the Report of the Allotments Committee Meeting held on 18 July 2022.

The Council RESOLVED that the Report of the Allotments Committee Meeting held on 18 July 2022 be APPROVED.

200/22 ANNUAL CIVIC THANKSGIVING SERVICE

The Clerk reminded Members that the Annual Civic Thanksgiving Service was scheduled to be held on Sunday 11 September 2022, with St Peter and St Paul Parish Church hosting the Service.

She said that the Chairman, Mrs Lamb and herself would be meeting with representatives from the Church to finalise arrangements in the very near future. 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 the recipient of the Individual Parishioners' Award, Miss Annet Ziraba, had now indicated her preference in respect of her Award. She reminded the Council that an invitation would again, be sent to Miss Ziraba as the Winner of the Parishioners' Award, and also to the Winners in the Gardens Competition, to attend the Civic Service and Presentation Reception to receive their Awards.

The Council was pleased to NOTE this information and 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.

201/22 NUMBER 12 BUS SERVICE

(a) Additional Increase for Service

The Clerk said that she had previously circulated an email received from the Managing Director, Compass Travel, advising that, unfortunately, due to the struggles the Company was facing as a result of the excessive increases in the price of fuel for the Number 12 Bus Service, amongst all others, staff pay increases and the higher cost of parts, there was no option but to request an increase of £2,000.00 per annum, to £35,000.00, with effect from 1 September 2022.

Following a further detailed discussion, the Council RESOLVED that the request from Compass Travel to increase the cost of the Number 12 Bus Service to £35,000.00 with effect from 1 September 2022, be AGREED, subject to this cost being set for a 12 month period from that date.

The Clerk also advised that she had subsequently received a further email from the Managing Director, informing her that he would be Meeting with representatives from the East Preston Parish Council imminently to discuss the possibility of extending the Number 12 Service to East Preston and possibly Angmering Village.

The Council was pleased to NOTE this information.

(b) Statistics

The Council NOTED the Number 12 Bus Service Statistics for June 2022.

202/22 ROLLING PROGRAMME OF WORKS AND POSSIBLE CAPITAL PROJECTS

(a) Proposed Major Refurbishment/Reconfiguration/Upgrading of The Woodlands Centre and Council Offices

The Clerk referred to Minute 79/22 and reminded Members that she had previously circulated a Report from the Working Party in this regard.

Following a detailed discussion, the Council RESOLVED that:-

- (a) **Company 2** be appointed as the Quantity Surveyor in the sum of £3,800.00 plus VAT - To carry out a Feasibility Study to evaluate the financial viability of the Project and develop a Cost Plan

- (b) **Company 4** be appointed as the Service Engineer in the sum of £15,200.00 plus VAT - To undertake an Audit of existing Building Services with proposals for possible upgrades. To cost Concept Design of mechanical and electrical engineering services to RIBA Stage 3
- (c) **Company 7** be appointed as the Structural Engineer in the sum of £6,000.00 plus VAT - To undertake a Feasibility Study to highlight the key structural risks and opportunities associated with the proposed works to the existing buildings
- (d) The Architect Fees for Stage 2 for Studio Scott Taylor in the sum of £10,250.00 (no VAT to be added) - For Concept Design including Public Consultation, be approved
- (e) The Architect Fees for Stage 3a for Studio Scott Taylor in the sum of £7,250.00 excluding any VAT - For Spatial Co-ordination and Planning Application, be approved.

The Clerk said that it was now anticipated that all appointed Consultants would undertake a Site Survey in late August/early September 2022, with Public Consultation in October 2022, prior to a Planning Application being submitted in early 2023.

(b) Upgrading of the Council's CCTV System

The Clerk reminded Members that she had previously circulated a Report from the Working Party in this regard, as follows:-

1. *The Council is reminded that the CCTV System has been in place at the Parish Council Offices and around the perimeters of The Woodlands Centre and Recreation Ground for in excess of ten years, the System at the Youth Centre was installed in 2004, and is no longer effective*
2. *Due to the increasing episodes of anti-social behaviour on the Woodlands Recreation Ground and in the Youth Centre, particularly, it is felt that the CCTV coverage should be extended with additional cameras being placed around the external perimeters and also inside of its hiring facilities, namely The Woodlands Centre and Youth Centre*
3. *To ensure maximum coverage, the following specifications are proposed:-*
 - Youth Centre -*
 - *Replace four existing cameras*
 - *Install five additional cameras*
 - Parish Council Offices, The Woodlands Centre and Recreation Ground -*
 - *Replace six existing cameras*
 - *Install six additional cameras*
4. *The Council should be aware that eleven CCTV cameras are already installed at the Samuel Wickens Centre, covering the internal areas and external grounds*
5. *Provision of £10,000.00 to £15,000.00 has already been made and three independent Quotations have been obtained to replace ten existing cameras and to install an additional eleven cameras, together with new recorder and monitoring systems*
6. *The Quotations obtained are as follows:-*

<i>ADT</i>	-	<i>£13,879.00 excluding VAT</i>
<i>D-Tect Fire & Security</i>	-	<i>£ 8,265.00 excluding VAT</i>
<i>Invader Security Solutions</i>	-	<i>£ 8,147.00 excluding VAT</i>

7. *At the Meeting of the Working Party, the detailed Quotations were considered and further information was subsequently obtained from D-Tect Fire & Security and Invader Security, in respect of on costs, as follows:-*

D-Tect Fire & Security:-

12 Months Warranty

£180.00 per year (£90.00 per Centre) for an annual visit, servicing, etc.

After first year £60.00 for first hour, £40.00 per hour after (during working hours) -

£120.00 first hour and £70.00 per hour thereafter (Evenings and Weekends)

Invader Security Solutions:-

12 Months Warranty

Approximately £200.00 per year for an annual visit, servicing and cleansing of cameras, etc.

After first year £70.00 per hour per visit for reported faults - anytime

8. *The majority of Members of the Working Party are minded to recommend that the Quotation received from D-Tect Fire and Security be accepted, but would be happy for the Council to make the final decision in this regard*
9. *The Council's views are requested.*

Following a further discussion, the Council RESOLVED that the Quotation received from D-Tect Fire & Security in the sum of £8,265.00 excluding VAT, be ACCEPTED.

(c) Rolling Programme of Works Progress Sheet

The Council NOTED and APPROVED the Rolling Programme of Works Progress Sheet, with additional items added to the 'Wish List' as presented. A copy of this document is attached and forms a part of these Minutes.

203/22 RENEWAL OF LEASE - RUSTINGTON SPORTS AND SOCIAL CLUB

The Clerk referred to Minute 185/22 and reminded Members that, following the Council's decision made via email correspondence, she had previously circulated a copy of the letter to the Chairman of the Rustington Sports and Social Club, advising of the Council's intent to renew the Lease on the Sports and Social Club Building for a further 20 year period with effect from 25 March 2024. The letter also stated that this would be subject to the terms and conditions of the Lease being determined and agreed by both Parties at the appropriate time.

Following a brief discussion, the Council RESOLVED to retrospectively APPROVE the Council's response to the Club's request.

204/22 WOODLAND PARK SPORTSFIELD - ILLEGAL ENCAMPMENT BY TRAVELLERS

The Clerk reported that as Members were aware, an extremely large group of Travellers and accompanying vehicles had, once again, forced entry on to the Woodland Park Sportsfield on the morning of 12 July 2022. The gates had been angle-grinded through to gain access and, whilst the A259 Road Contractors had, on 10 July 2022, kindly constructed a temporary significant bund of gravel across the Car Park and vulnerable entry points to the field itself, in an attempt to prevent access by caravans, etc., a digger had been used by members of the Travellers' Group to remove a significant strip of the bund to negate these additional security measures.

She said that the Neighbourhood Policing Team, and in particular Inspector Neil Durkan, had been extremely supportive and by late evening on 13 July 2022 the Travellers had moved off of the Sportsfield, after being served with a Section 61 Notice by the Police to leave the Site by 8.00 am on 14 July 2022.

Immediately, following the Group's departure, members of the Council's Personnel, and in particular, the Leisure and Amenities Officer, had assisted Biffa with the clearance of the debris left, some of which was very unpleasant, to say the least.

Unfortunately, she said that it wasn't long before two more groups of Travellers had descended on two other local sites, namely Decoy Drive in Angmering and Langmead Field in East Preston.

She then reported that 24-hour security measures were put in place at both the Sportsfield and the Woodlands Recreation Ground, with effect from 13 July 2022, and had been increased when notification was received that the Travellers were again being moved off of the aforementioned Sites on 19 July 2022.

She said that a 3-metre-long concrete block had now been installed on a temporary basis inside of the gates at Woodland Park Sportsfield, in an attempt to prevent any further incursions, and the rear of the Car Park at the Woodlands Recreation Ground was closed and would remain so, until it was felt that the invasion of Traveller Groups had ceased across the District and County.

The Council's Security Contractor was undertaking 'sleepovers' in the Car Park as necessary and when practicably possible, and all entrances were being blocked by other vehicles, again wherever possible, but this was proving to be extremely difficult, as more and more Traveller Groups were arriving.

She said that on the evening of 21 July 2022, information had been received that another Group of Travellers had again forced entry on to the 'Goring Gap', and the threat of the Sportsfield and/or Recreation Ground again falling victim to an illegal encampment, was of major concern.

She continued that, subsequently, over the preceding weekend, a number of vehicles from the group of Travellers that had been on the 'Goring Gap' had arrived in Rustington and had forced their way in to the Car Park of Princess Marina House. They had stayed overnight and then early in the afternoon on 24 July 2022, the same Group had forced entry on to Southfields Recreation Ground and, as far as she was aware, they were still in situ.

She said that the Leisure and Amenities Officer, Deputy Clerk and herself had met with Inspector Durkan on the morning of 21 July 2022, at the Sportsfield, to discuss ways in which the vulnerability of illegal access could be lessened. The Inspector was pleased that the Council had reacted by installing the concrete block, and was interested to hear the suggestions made by the Personnel present to try to secure the Site even further to try to deter future attempts to force entry on to the Sportsfield. She said that she had also been in contact with the Inspector, although he was off-duty for three days, throughout the weekend.

The Clerk then advised the Council that, so far, in excess of £8,000.00 had been expended, and this was likely to rise even further over the coming weeks, as the unprecedented number of Traveller Groups continued to arrive in the District, in particular. She said that the threat of further illegal incursions of Travellers was still extremely high and of great concern to all three local Authorities. She then asked the Council how it wished the situation to be dealt with over the coming weeks, as far as security measures were concerned.

The Council was extremely concerned to NOTE all of the above information, but AGREED that the Clerk should be AUTHORISED to expend up to a maximum of £15,000.00 to try to prevent any further incursions on the Council's facilities and to improve security, with the Council retrospectively approving any such expenditure.

It was also AGREED that this unanticipated expenditure should be met from balances, if this proved to be necessary.

The Council then asked the Clerk to convey its thanks and appreciation to the Council's Personnel involved in this regard, to Inspector Durkan and all members of the Neighbourhood Policing Team, as well as others, and to Mr Scott Judge, the Gypsies and Travellers Team Manager and other supporting personnel at the West Sussex County Council, for their unceasing support and invaluable assistance throughout, what was and would still probably continue to be a most challenging time for all involved.

**205/22 HALLOWEEN STREET FAYRE - FRIDAY 28 OCTOBER 2022 -
CHURCHILL PARADE**

Councillor Street reported that he had recently been discussing, with Mr Hendy, the Chef at Harriet's Coffee Shop in the Village, the possibility of introducing an additional Event, under the umbrella of the Council's responsibility, namely a Halloween Street Fayre. He said this would require a road closure in Churchill Parade from Cook to Harriet's, to facilitate stalls selling food and other craft matter. He said that the plan would be for various 'side shows/attractions' to be present, including pumpkin carving, a dressing up competition, amongst others.

Following a detailed discussion, during which it was suggested that contact should be made with the Littlehampton District Lions Club to establish whether it would like to be involved with the Event, the Council RESOLVED that it would be happy to be the main organiser, together with the Traders concerned, and cover the Event under its Public Liability Insurance, subject to all street traders having their own Public Liability Insurance and all appropriate Health and Hygiene Certificates.

It further RESOLVED that Councillor Street should be the Council's appointed representative to co-ordinate the Event with Mr Hendy.

Councillor Street thanked the Council for supporting this initiative, and said that he would report back to the Council at the next Meeting, hopefully with a confirmed Event Programme.

The Clerk said that the Deputy Clerk would be assisting with the Road Closure Application, which would include the creation of a comprehensive Risk Assessment.

**206/22 ARUN DISTRICT COUNCIL - INTRODUCTION TO NEW GROUP HEAD OF LAW &
GOVERNANCE**

The Clerk said that she had previously circulated an email received from Daniel Bainbridge, introducing himself as Arun District Council's new Group Head of Law & Governance.

In his email, Mr Bainbridge said that he would have responsibility for Arun's Legal Services, Committee Services, and Information Management Teams.

The Council NOTED this information.

(Prior to consideration of the following item Councillor Cooper had declared a personal interest, as the Vice-Chairman of the Arun District Council's Licensing Committee)

**207/22 ARUN DISTRICT COUNCIL - LICENSING ACT 2003 - THE BEACH CAFÉ,
SEA ROAD, RUSTINGTON - APPLICATION FOR A VARIATION TO A PREMISES
LICENCE**

The Clerk reported that she had previously circulated an Application for a Variation to a Premises Licence in respect of The Beach Café at Sea Road.

During a brief discussion, the Clerk advised that the Proposed licensable activities were as follows:-

- Extension of opening hours Monday - Friday from 07:00 - 22:30
- Extension of Supply of Alcohol hours 10:00 - 22:00 for consumption on and off the premises

- Variation of the existing premises to include the Roof Terrace, Beach Bar and Beach Shack.

The Council RESOLVED to make no comment to the District Council in respect of this Application.

208/22 ARUN DISTRICT COUNCIL - NEW PROPOSED COMPLIANCE STRATEGY

The Clerk referred to Minute 178/22 and reported that she had previously circulated a further email received from Juan Baeza, Team Leader, Planning Department, together with associated documentation in this regard.

In his email, Mr Baeza thanked Town and Parish Councils for their responses on the District Council's proposed revised Enforcement Strategy, and confirmed that the Report would be taken back to the August Planning Committee for consideration, together with the aforementioned comments, as requested by Committee Members in March 2022.

He further stated that a perception from a number of the responses received was that the revisions were proposed as a response to the Enforcement staff shortages that were currently being experienced. He continued that it was made clear to District Council Members at the March 2022 Planning Committee that the changes were centred around making the best use of the resources available when fully complemented and not about how to best address the staff shortages currently being experienced.

The Council NOTED this information.

209/22 WEST SUSSEX COUNTY COUNCIL - A259 LITTLEHAMPTON CORRIDOR IMPROVEMENTS

The Council NOTED the July Newsletter.

210/22 WEST SUSSEX COUNTY COUNCIL - STREET LIGHTING - PARISH MAINTENANCE AND ENERGY 1 APRIL 2021 - 31 MARCH 2022

The Clerk referred to the recently received Invoice and Street Lighting Inventory, previously circulated, from the Traffic Signals and Street Lighting Team at the West Sussex County Council.

She explained that the total cost for the 44 Units owned by the Parish Council would be £2,739.86 for the 2021/22 Financial Year which included the cost of maintenance and energy used. She added that this represented an increase of £186.66 on the previous Financial Year.

The Council NOTED this information.

211/22 WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS - CENSUS 2021 INITIAL RESULTS PUBLISHED

The Council NOTED an email received from Anna Beams, together with associated documentation in this regard.

212/22 THE LEVELLING UP AND REGENERATION BILL

The Council NOTED an email, explanatory notes from Councillor Warren, and the official notes from Steve Tilbury Consulting of the Training Session held on 16 June 2022.

The Council expressed its thanks and appreciation to Councillor Warren for attending the Training Session and providing explanatory notes for the Council's ease of reference.

213/22 NHS SUSSEX - BETTER HEALTH AND CARE FOR ALL

The Council NOTED an email received from the Senior Public Involvement Officer, together with the Slide Presentation from the Online Meeting held on 18 July 2022, which had been attended by the Deputy Clerk.

The email explained that a roadshow of events, online Meetings and community outreach was being held to inform the public on the new way of working which would involve health and care organisations coming together as the Health and Care Assembly, a new NHS organisation called NHS Sussex, plus new partnerships of health and care organisations working locally.

The Council NOTED this information.

214/22 DOCUMENTS AND PUBLICATIONS

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

- (a) CAGNE - July Newsletter and Online Events
- (b) CAGNE - Deadline is looming to oppose 2nd Runway at Gatwick Airport - 18 July 2022
- (c) Campaign to Protect Rural England - Campaigns Update - July 2022
- (d) Campaign to Protect Rural England - Newsletter - July 2022
- (e) Campaign to Protect Rural England - A climate-accelerated food crisis
- (f) Campaign to Protect Rural England - Days left to act on the Cumbria coal mine
- (g) Carers Support West Sussex - Latest News - 29 June 2022
- (h) East Preston Parish Council News - 29 June 2022, 13 July 2022 and 21 July 2022
- (i) Hidden Disabilities Sunflower - The Invisible Issue - Issue 6 - July 2022
- (j) National Association of Local Councils - Chief Executive's Bulletin - 1 July 2022, 8 July 2022 and 15 July 2022
- (k) West Sussex County Council - News Releases - 30 June 2022, 1 July 2022, 4 July 2022, 6 July 2022, 8 July 2022, 14 July 2022 x3, 20 July 2022 and 21 July 2022

There being no further business the Meeting concluded at 7.57 pm.

Chairman:

Date:

There were no questions received either preceding, or at, the Meeting for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.