



# Rustington Parish Council

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16 January 2024

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Monthly Meeting** of the Council to be held on **Monday 22 January 2024** in the **Roger Mongomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 7.15 pm.** (Please use the Council Offices' entrance at 34 Woodlands Avenue).

There will be a **Public Question Time at 7.00 pm** when Members of the Public may question the Council. It is hoped that immediate answers can be given. If this is not possible, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

Yours sincerely

Clerk of the Council

## **A G E N D A**

1. Apologies for Absence
2. Declarations of Interest by Members

*Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda*

*You should declare your interest by stating:-*

- (a) *the item you have the interest in*
- (b) *whether it is a personal interest and the nature of the interest*
- (c) *whether it is also a prejudicial/pecuniary interest*
- (d) *if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak during the Public Question Time*

*You then need to re-declare your interest at the commencement of the item or when the interest becomes apparent*

3. To confirm the Minutes of the Monthly Meeting held on 27 November 2023  
(Copy attached)



QUALITY  
PARISH  
COUNCIL

**Working for the local Community**

RUSTINGTON Parish Council operates an open file policy. Any correspondence with the Council may become public.  
For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.  
VAT Registered: 946 2052 29

4. Sussex Police:-
  - (a) Matters Arising (if any)
  - (b) Arun NPT Inspector - To note an email received from Inspector Ross Wickings  
(Copy attached for Members)
  - (c) Security of Elected Representatives - To note a letter to Sussex MPs and Councillors, received via WSALC, from T/ACC Howard Hodges, Local Policing and FCCCD  
(Copy attached for Members)
5. District Councillors - Matters Arising (if any)
6. County Councillors - Matters Arising (if any)
7. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
8. Chairman's Report
9. Planning Committee - To note the Reports of the Meetings held on 13 November 2023 and 4 December 2023  
(Copies *previously circulated*)
10. Finance and General Purposes Committee:-
  - (a) To receive the Report of the Meeting held on 18 December 2023 and to consider any Recommendations contained therein  
(Copy *previously circulated*)
  - (b) To authorise the issue of the Precept on the Arun District Council for 2024/2025
  - (c) To receive the Report of the Meeting held on 22 January 2024 from the Chairman of the Committee, and to consider the Recommendations contained therein  
(Finance and General Purposes Committee Agenda and associated documentation *previously circulated*)
11. Annual Assembly of the Parish Meeting - 11 April 2024 - Guest Speaker - Clerk to report
12. Number 12 Bus Service - To note the Bus Service Statistics for November 2023  
(Copy attached for Members)
13. The Woodlands Centre - Proposed Major Redesign and Refurbishment Project:-
  - (a) Progress Report
  - (b) To authorise the Clerk, following agreement by the Rolling Programme of Works and Possible Capital Projects Working Party, to approve the Planning Application for Phase 1 of the Redesign and Refurbishment of The Woodlands Centre Project (Rear Section of the Centre) for submission to the Local Planning Authority

(c) To consider and approve the following Resolution:-

Rustington Parish Council hereby resolves to seek the approval of the Secretary of State for Levelling Up, Housing and Communities, to apply for a Public Works Loan Board Loan of £400,00.00 over a borrowing term of 15 years for Phase 1 of the Re-design and Refurbishment of The Woodlands Centre Project, at an estimated annual cost of £40,000.00 (payable on a six-monthly basis - two equal payments)

It is intended to increase the Council Tax Precept for the purpose of the loan repayments in the financial year 2024/2025 by 2.61% (50% of the estimated annual repayment)

The total estimated cost of Phase 1 to be £621,419.00, with the balance of the funding required, namely £221,419.00, being borne from the Council's Reserves

14. Rustington and District Twinning Association - To note the Minutes of the Special General Meeting held on 21 November 2023, and to consider a letter received from Mr E Bridges  
(Copy attached for Members)
15. 80<sup>th</sup> Anniversary of D Day - 6 June 2024 - Clerk to report
16. Arun District Council:-
  - (a) Workshop on Arun District Direction of Travel Document - Councillor Grevett to report on his attendance at the Workshop
  - (b) Members' Allowances - To note an email received from the Committee Services Manager in this regard, and Clerk to report  
(Copy attached for Members)
  - (c) Arun District Council Gypsy and Traveller Development Plan Document (G&T DPD) - Publication - Regulation 19 Consultation - To consider an email received from the Planning Policy Team Leader, together with the Consultation Document  
(Copy attached for Members)
17. West Sussex County Council:-
  - (a) Pre-application Consultations - Public Path Diversion Applications - To consider an email received from the Senior Rights of Way Officer, the Guidance Document produced by DEFRA, together with an email from Councillor Warren with his observations in this regard  
(Copy attached for Members)
  - (b) Bus Service Improvement Plan - Real Time Passenger Information Project - Installation Plan - To note an email received from the Team Leader, ITS and Traffic Monitoring, Highways, Transport and Planning, together with associated information in this regard  
(Copy attached for Members)
18. West Sussex Association of Local Councils Limited:-
  - (a) ADALC - To note an email received from Anna Beams with the Notes of the Conference held on 1 December 2023, together with a Statement from Barnham & Eastergate Parish Council concerning ongoing flooding and sewage problems  
(Copy attached for Members)

- (b) ADALC and WSALC - To appoint Councillor Mrs Cooper as one of the Council's representatives on ADALC and WSALC, to replace the Vice-Chairman, Councillor Cooper, and Clerk to report
19. CASS Briefing Consultation on Future Homes Standard - To consider an email received from the Secretary/Office Administrator, DLP Planning Limited, together with the Consultation Document  
(Copy attached for Members)
  20. Rampion 2 Local Impact Report - To note an email received from Neil Crowther, Group Head of Planning, together with the Arun District Council Local Impact Report EN010117: Rampion 2 Offshore Wind Farm Document  
(Copy previously circulated via email dated 20 December 2023)
  21. To receive Reports from Members attending other External Meetings (if any)
  22. Urgent matters arising, for information only, since the preparation of this Agenda
  23. To note the following Documents and Publications previously circulated to Members:-
    - (a) Action in rural Sussex - New Grants for energy audits and energy efficiency measures - OPEN NOW!!
    - (b) Action in rural Sussex - AirS Newsletter December 2023
    - (c) CAGNE - Time is Ticking 2023
    - (d) CAGNE - Silent Night, COP28 & New Runway
    - (e) CAGNE - Sussex Gatwick - Lack of workers & lack of affordable housing
    - (f) CAGNE - Time for Action
    - (g) Carers Support West Sussex - Latest News - 30 November 2023 and 19 December 2023
    - (h) Carers Support West Sussex - Pause on Counselling Referrals
    - (i) Chestnut Tree House - Can you help us care for families like Summer's this Christmas?
    - (j) Chestnut Tree House - Your donation can make a real difference this Christmas
    - (k) Chestnut Tree House - Celebrating Chestnut Tree House's 21<sup>st</sup> Anniversary
    - (l) CPRE - 89 years to clear the backlog
    - (m) CPRE - A message from CPRE's Finance Director
    - (n) CPRE - Campaigns Update - December 2023 and January 2024
    - (o) CPRE - Campaigns Update - Season's greetings from all of us at CPRE
    - (p) East Preston Parish Council News - 30 November 2023, 8 December 2023, 15 December 2023, 22 December 2023, 31 December 2023 and 3 January 2024
    - (q) National Association of Local Councils - Chief Executive's Bulletin - 23 November 2023, 7 December 2023, 21 December 2023 and 11 January 2024
    - (r) National Association of Local Councils - Events - 24 November 2023 and 2 January 2024
    - (s) National Association of Local Councils - Newsletter - 29 November 2023, 6 December 2023, 13 December 2023 and 10 January 2024
    - (t) RHS Communites - Your January community gardening update
    - (u) St Barnabas House - Can you help support families like Pete's?
    - (v) St Barnabas House - Merry Christmas from St Barnabas House
    - (w) St Barnabas House - Can you help us to make 2024 amazing?
    - (x) Stonepillow - Are you going home tonight?
    - (y) West Sussex County Council - Highways, Transport and Planning - December Edition

- (z) West Sussex County Council - News Release - 13 December 2023, 15 December 2023, 21 December 2023 x2, 22 December 2023, 2 January 2024 x2, 9 January 2024 and 16 January 2024
- (aa) West Sussex County Council - Residents' eNewsletter - December 2023 Edition
- (bb) West Sussex County Council - Residents' eNewsletter - Special Edition - Merry Christmas from West Sussex County Council
- (cc) West Sussex County Council - Residents' eNewsletter - Special Edition - Healthy New Year - Ways to have a Healthy New You in 2024
- (dd) West Sussex County Council - Met Office Amber Cold Warning

24. To note the following Documents and Publications received for Members' information:-

- (a) Wellspring West Sussex - Issue No. 2 – 2023