

## RUSTINGTON PARISH COUNCIL

**MINUTES:** of the Monthly Meeting held on 23 September 2024

**PRESENT:** Councillors J Bennett (Chairman), Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Mrs A Cooper, A Cooper, Mrs P Gregory, G Lee, Mrs S Partridge, Ms M Revell, D Rogers and P Warren

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

---

### **213/24 NEW MEMBER - COUNCILLOR MRS C STEVENS**

The Chairman, on behalf of the Council, said that, at this point he was going to welcome Councillor Mrs Claire Stevens to her first Meeting as a co-opted Member of the Council, but unfortunately, she was indisposed and, therefore, unable to attend the Meeting.

### **214/24 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs Allen (Holiday), Grevett (Holiday), Ms Lloyd (Indisposition) and Mrs Stevens (Indisposition). These apologies were accepted by the Council.

### **215/24 DECLARATIONS OF INTEREST**

Councillor Cooper declared a personal interest in Minute 237/24. He remained in the Meeting during consideration of this item.

### **216/24 MINUTES**

The Minutes of the Monthly Meeting held on 29 July 2024 were signed by the Chairman as a correct record.

### **217/24 SUSSEX POLICE**

Apologies for absence had been received from Sergeant West and PCSO Raju.

#### **(a) Matters Arising**

The Clerk said that there was now a 'homeless' individual 'residing' and actively begging in the Village. She said that the Police, Arun District Council Anti-Social Behaviour Team and Rough Sleeping Team were aware of the situation.

She said that it was understood that he was not homeless and had been offered accommodation under the 'umbrella' of Chichester City Council, but was refusing to engage with them. The Anti-Social Behaviour Team was in contact with the Housing Officers involved who had provided information as to what had been offered to the individual and the reasons why he would not engage.

The message from the Anti-Social Behaviour Team was that one of its Officers would be meeting with the Individual concerned to advise him that if he continued begging in the Village, he would be issued with a Community Protection Warning, followed by a Community Protection Notice if this continued.

She concluded by advising that the Anti-Social Behaviour Team Officer had visited the Council Offices and relayed this message to her, together with a request that a Barometer of the number of complaints received should be produced, which could be used as evidence should the individual concerned decide to challenge the Community Protection Notice.

He also asked the Council to encourage members of the public to report any incidents, whereby it was believed that the individual concerned was negatively affecting the quality of life of those in the locality, to the Police. Councillor Ms Revell advised that another 'homeless' individual, previously known for 'residing' in the Village some years ago, was now 'residing' in a bus shelter close to the East Preston Parish Church. She also provided a further update on the individual that was actively 'begging' in the Village, and said that he had been present over the previous weekend and earlier in the day.

The Council NOTED this information.

**(b) Arun All Parishes Meeting - 22 August 2024**

The Clerk advised that the Deputy Clerk and herself had attended the above Meeting, which was again hosted by Inspector Ross Wickings.

Inspector Wickings had provided progress reports on a number of Operations, including Operation Skylark, which was the Sussex Police response to the recent violence, disorder and protests across the Country, although the protests in Sussex had been predominantly peaceful.

He also reported that a great deal of work had been, and was continuing to be, undertaken in connection with Operation Precinct - youth anti-social behaviour and crime in Yapton and Barnham, and Operation Persona - anti-social behaviour and crime in Littlehampton High Street.

The Clerk said that the item which was discussed in greatest detail was the Unauthorised Traveller Encampments that had been occurring throughout the Arun District, during the Summer months. She said that Inspector Wickings had said that the highest demand for such encampments was always in the Arun and Chichester Districts. She advised that a post-season and pre-season review would be taking place, and it was hoped that up-to-date information on the processes that had to be adhered to, would be made available to all Councils before the next 'Traveller Season' in 2025.

She concluded by saying that Inspector Wickings responded to many questions from those in attendance on various issues and concerns specific to individual Towns and Villages.

The Council NOTED this information.

Councillor Lee then reported on the latest monthly crime figures online which stated that there had been 59 crimes, 7 of which had been burglaries, mainly Beach Huts and Sheds. He added that PCSO Raju had again provided him with a break down on crime figures for the current month, which totalled 50. He said that the majority of these were again Anti-Social Behaviour incidents, which included violent and sexual offences.

The Council NOTED this information and conveyed its thanks and appreciation to Councillor Lee.

**218/24 DISTRICT COUNCILLORS**

Apologies for absence had been received from Councillors Ms Edwards and Gunner.

Councillor Mrs Cooper then reported as follows:-

- *NPPF Training for all Members had recently taken place*
- *Housing and Well-Being Committee Meeting - 10 September 2024 - Chief Inspector William Keating-Jones and Inspector Ross Wickings had been asked to attend to give a general Presentation on how the Police were contributing to the Safer Arun Partnership Plan 2023-2025 and local policing priorities and to answer questions from Members - Subjects included increase in crime, illegal encampments by Travellers and how many crimes were reported/committed, in connection with the threatening of vulnerable people and shoplifting*

- *Proposed Beach Huts - Greensward in front of Overstrand Estate - Report from Officers due to be considered by the Economy Committee at its Meeting on 22 October 2024.*

The Council NOTED this information and the Chairman thanked Councillor Mrs Cooper for her Report.

## **219/24      COUNTY COUNCILLORS**

Councillor Mrs Cooper reported on County Council issues as follows:-

- *HASC Meeting - Following a question from a member of the public an item on Diabetes came forward - the Committee heard: Numbers are increasing and costing the NHS a lot of money - 57,000 sufferers in West Sussex, 92% Type 2 and 8% Type 1. Type 1 sufferers now have access to diabetes technology to control symptoms, but only 1,877 of Type 2 sufferers eligible for this at the present time - Focus is on the prevention of Diabetes*
- *Zachary Merton Hospital - Requested update on position - HASC had sent a letter to the Trust on 2 July 2024 - Latest official update issued on 27 June 2024 - Councillor Cooper reminded the Committee that it had now been closed for over 300 days, during which 12,500 individual nights of accommodation and some 293 days of care had been lost*
- *Adult & Social Care Department had official notice of inspection by CQC on 18 September 2024 - Anticipated physical visit within six months*
- *Attendance at Training Session on Planning for Strategic Sites and Neighbourhood Plans*
- *Council just agreed new plan for which roads would be being resurfaced during 2026/2027.*

Councillor Lee asked if a full assessment of Zachary Merton had been undertaken and who was now in control of the site. Councillor Mrs Cooper said she understood that a full assessment of the works required had been undertaken, and the site was owned by the NHS Foundation Trust.

The Council NOTED the above information and the Chairman thanked Councillor Mrs Cooper for her Report.

## **220/24      CLERK'S REPORT**

### **(a)      Blind Veterans UK - Retiring Collection - 80<sup>th</sup> Anniversary of D-Day Concert - Cheque Presentation**

The Clerk reported the receipt of an email conveying thanks and appreciation to the Vice-Chairman for attending the Centre to present the cheque for £874.46, which represented the proceeds of the Retiring Collection at the 80<sup>th</sup> Anniversary of D-Day Concert.

The Council was pleased to NOTE this information.

## **221/24      CHAIRMAN'S REPORT**

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

- *Arundel and Littlehampton Scout District's Annual General Meeting - 19 September 2024 (accompanied by Councillor Mrs Gregory)*

The Chairman thanked Councillor Mrs Cooper for attending the Littlehampton District Lions Club's Senior Citizen's Luncheon on Saturday 3 August 2024.

He then thanked the Vice-Chairman for attending the Blind Veterans UK Rustington Centre of Wellbeing in September, to present the cheque representing the proceeds of the Retiring Collection at the 80<sup>th</sup> Anniversary of D-Day Concert.

He also expressed his thanks and appreciation to the Vice-Chairman and Councillor Mrs Cooper for representing the Council at the 1<sup>st</sup> Rustington Scout Group's Annual General Meeting held on Thursday 5 September 2024.

The Council NOTED this information.

**222/24      PLANNING COMMITTEE**

The Council NOTED the Reports of the Planning Committee Meetings held on 29 July 2024 and 19 August 2024.

**223/24      FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council NOTED the Report of the Finance and General Purposes Committee Meeting held on 19 August 2024.

The Council received the Report of the Finance and General Purposes Committee Meeting held on 23 September 2024. (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 23 September 2024 be APPROVED.

**224/24      EMERGENCY PLANNING COMMITTEE**

The Council received the Report of the Emergency Planning Committee Meeting held on 19 August 2024.

The Council RESOLVED that the Report of the Emergency Planning Committee Meeting held on 19 August 2024 be APPROVED.

**225/24      LEISURE AND AMENITIES COMMITTEE**

The Council received the Report of the Leisure and Amenities Committee Meeting held on 9 September 2024.

The Council RESOLVED that the Report of the Leisure and Amenities Committee Meeting held on 9 September 2024 be APPROVED, subject to the following amendments:-

Minutes 48/24(a) and 48/24(b) - At end of both Minutes, insert new paragraph:-

The Committee then RECOMMENDED unanimously that the above Proposal be APPROVED.

**226/24      EXTERNAL AUDITOR'S CERTIFICATE - COMPLETION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2024**

The Clerk reported that she had previously circulated the External Auditor's Certificate and Opinion in respect of the Accounts for the year ended 31 March 2024 confirming that, in their opinion, the information in the Annual Return was in accordance with proper practices and, apart from two minor technical breaches in connection with the Inspection Period for the Exercise of Electors' Rights and the publishing date for the Notice of Public Rights, no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

The Council was pleased to NOTE this information.

**227/24      PARISH COUNCIL INSURANCE - RENEWAL**

The Clerk referred to Minute 233/23 and reminded the Council that its three-year long-term agreement with Hiscox Insurance Company Limited, was due to conclude on 30 September 2024.

She said that the premium for the period 1 October 2024 to 30 September 2025, including Insurance Premium Tax (IPT) and all fees, was £15,268.89, which represented an increase of 4.62%. This included the recently added premium of £1,726.74 for the Rustington Sports and Social Club building.

She advised that she had previously circulated the following documents received from Gallagher and Co., the Council's Insurance Brokers, in this regard:-

- (a) Renewal Schedule
- (b) FloodFlash Quotation Document - 1 (Broadmark Lane Public Toilets)
- (c) FloodFlash Quotation Document - 2 (The Street Changing Places Toilet).

In order to ensure rate stability, Gallagher and Co., had suggested that the Council might consider accepting the quotation received from Hiscox for a further 3-year binding Long Term Agreement (LTA), at a premium of £15,268.89. During this period of time, Hiscox would agree not to increase the annual insurance premium except for the following reasons:-

- When there were changes to the material facts concerning the Policy
- Policy changes where the sums insured for assets covered against loss and damage were increased or decreased
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage
- The imposition by the Government of a higher rate of Insurance Premium Tax.

The Clerk then advised the Council that the Malicious Damage excess had been increased from £250.00 to £750.00 due to two claims being made during the current financial year where the underwriter thought that further claims would most likely follow. It was believed that this was in respect of the public seat in Windmill Drive, which had been replaced twice through Insurance Claims, within a four-month period.

She said that taking account of the significant increase in the Malicious Damage excess, the Finance Manager/RFO and herself would be looking into ways in which the annual premium might be able to be reduced, if items with a value of up to a maximum of £750.00, were to be removed from the Policy, and instead be shown as 'Nil Value' items on the Council's Asset Register. She said that this would also be the subject of further discussions with the Council's Insurance Brokers, and she would report back to the Council once this exercise had been completed.

She also advised that Flood Damage, i.e. rising surface or tidal water, or the overflow of water from any natural or artificial watercourse, was no longer included within the Policy for the Broadmark Lane Public Toilets, The Street Changing Places Toilet and the Beach Shelter. Accordingly, quotations in the sum of £1,360.58 and £367.37, respectively, had been received for the Public Toilets but, Gallagher and Co. believed that the Council would not require flood cover for the Beach Shelter.

Following a detailed discussion, the Council RECOMMENDED that:-

- (a) The quotation received from Hiscox should be ACCEPTED, and that a further three-year long term binding agreement should be entered into commencing on 1 October 2024 and concluding on 30 September 2027, with the first year's total cost being £15,268.89
- (b) Flood Damage insurance should be taken out for the Changing Places Toilet Unit in The Street, but not for the Broadmark Lane Toilet Unit.

**228/24 ANNUAL CIVIC THANKSGIVING & PRESENTATION RECEPTION -  
13 OCTOBER 2024**

---

The Clerk referred to Minute 201/24 and reminded Members that the Annual Civic Thanksgiving Service was scheduled to be held on Sunday 13 October 2024, with St Joseph's Catholic Church hosting the Service.

She said that one of the recipients of the Individual Parishioners' Award, Miss Juliet Robinson would be performing with members of the Rustington Community Choir as part of the Church Service, as she had requested and agreed with the Chairman and Clerk of the Council.

She then confirmed that all of the recipients of the Parishioners Awards had indicated their Award preferences, and the catering arrangements for the Presentation Reception were also in hand.

The Council was pleased to NOTE this information.

#### **229/24      HONORARY FREEDOM OF THE PARISH**

The Clerk referred to Minute 202/24 and said that the Framed Scroll and Freeman Gilt Medal had now been received, and the Reception, including refreshments, had been organised. She said that it was anticipated that the total number of guests attending would be in the region of 40, and she understood that Graham and his family were very much looking forward to the Function.

She said that the 'Honour Board' had been ordered and would be placed on display in the Roger Montgomeri Room, once received.

The Council was pleased to NOTE this information.

#### **230/24      THE WOODLANDS CENTRE - PROPOSED MAJOR REDESIGN AND REFURBISHMENT PROJECT**

The Clerk referred to Minute 64/24 of the Finance and General Purposes Committee Meeting held on 19 August 2024 and reminded the Council of the decision made, as follows:-

*Taking account of Financial Regulation 4.5, and in view of the urgency for the aforementioned works to be undertaken, the cost of which exceeded £10,000.00, particularly in the interests of public health and safety, coupled with the proven specialist historic knowledge and experience of The Woodlands Centre by Barkers Electrical Rustington, Financial Regulation 11.1(i) should be waived on this occasion and the Estimate received in the sum of £14,800.83 excluding VAT, should be ACCEPTED.*

She said that all of the electrical works had now been completed successfully and the next step would be to arrange a Meeting of the Working Party to undertake a comprehensive review of the proposed scope of works for Phase 1. Following this, a further Report would be made to the Council with the Working Party's recommendations on the way forward.

The Council NOTED this information.

#### **231/24      STRATEGIC PRIORITIES AND ACTION PLAN - JUNE 2023 TO APRIL 2027**

The Clerk referred to Minute 175/23 and reminded Members that she had previously circulated the updated Strategic Priorities and Action Plan June 2023 to April 2027.

The Deputy Clerk then said that the Plan had been amended to include the progress made to date. She said that it might now be opportune for the Council to review the outstanding targets, to assess the significance of these in respect of the Council's current objectives and operation, and also to establish whether or not they were still relevant and if there were any additional priorities that needed to be added to the Plan.

The Clerk said that she would be arranging the above-mentioned Meeting in the near future.

The Council was pleased to NOTE this information.

A copy of the updated Strategic Priorities and Action Plan - June 2023 to April 2027 is attached and forms a part of these Minutes.

**232/24**      **NUMBER 12 BUS SERVICE**

The Clerk referred to Minute 59/24 (Finance and General Purposes Committee Meeting - 19 August 2024 refers) and reminded Members that she had previously circulated an email received from Mr Chris Chatfield, the Managing Director of Compass Travel. She said this matter had been deferred to enable all Members to have the opportunity to consider Mr Chatfield's request.

In his email, Mr Chatfield advised that he had been working closely with the West Sussex County Council, and whilst it was unable to fund the Number 12 Service directly, it had agreed some savings on another Compass route and he was willing to use these to assist with retaining the Number 12 Service and, thereby, reducing the subsidy required. He stated that financial support was still needed, but at a much reduced rate and he was, therefore, hoping that the Parish Council would be willing to reconsider this matter.

He added that the sum required from the Council would be £16,000.00 per annum, with the same amount being requested from the East Preston Parish Council. This would be a special arrangement for the next 12 months from 1 September 2024 to ensure the Service could continue to operate, and would give Compass Travel time to explore other options with the County Council for longer term funding, with a further review towards the end of the 12-month period.

Mr Chatfield concluded that whilst he was doing everything possible to keep the Service running, financial support was still required from the Parish Councils, albeit at a much-reduced rate. Without this, he said that Compass Travel would have no option but to withdraw the Service, which was currently running at a loss.

Following a detailed discussion, the Council RESOLVED that whilst it was most grateful for the offer of a special arrangement to keep the No. 12 Bus Service running for a further 12 months, subject to it committing to a financial contribution of £16,000.00, it was not prepared to change its previous decision to withdraw its financial contribution towards the No.12 Bus Service.

**233/24**      **80<sup>TH</sup> ANNIVERSARY OF VE DAY - 8 MAY 2025**

The Clerk reminded Members that 8 May 2025 would be the 80<sup>th</sup> Anniversary of VE Day, marking the end of the War in Europe and WWII as a whole.

She said that in anticipation of the Council wishing to host a Musical 'Prom' Concert, as had been the case for the 80<sup>th</sup> Anniversary of D-Day in June 2024, she had approached the Conductor of the Littlehampton Concert Band, to ascertain if the Band would be able to participate in a Concert. She said that the Conductor of the Band had confirmed that he would be happy to organise the Programme, subject to any specific music requests, and perform at a Musical 'Prom' Concert on Saturday 10 May 2025.

Following a further detailed discussion, the Council RESOLVED that a small Working Party should initially be set up to consider a Celebratory Day of Activities on the Woodlands Recreation Ground for Saturday 10 May 2025, to commemorate this most important Anniversary in the history of the Nation.

**234/24**      **BRITISH RED CROSS MEDICAL SERVICE**

The Clerk referred to Minute 61/24 (Finance and General Purposes Committee Meeting - 19 August 2024 refers) and reminded Members that she had previously circulated email correspondence with the British Red Cross.

Following a brief discussion, the Council AGREED to NOTE this information, and to take no further action in this regard.

**235/24**      **OFFICE OF ALISON GRIFFITHS MP**

**(a)**      **Putting it Right Scheme**

The Council NOTED a Press Release received from Alison Griffiths MP, together with a copy of her letter to the Parliamentary Under Secretary of State, in this regard.

**(b)**      **Press Releases received from Councillor Shaun Gunner**

The Council NOTED the following Press Releases:-

- Alison Griffiths MP Speaks out in debate on Winter Fuel Payments
- Alison Griffiths MP Celebrates British Food and Farming
- Alison Griffiths MP Calls on Government to come clean on Water Industry Bill.

Following a brief discussion, the Council RESOLVED that future general Press Releases from the Office of Alison Griffiths, MP, should be included for noting under the Agenda Item titled Documents and Publications Circulated.

**236/24**      **ARUN DISTRICT COUNCIL - FUTURE COUNCIL HOUSING REPORT LAUNCH  
3 SEPTEMBER 2024**

The Council NOTED a News Release in this regard.

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

**237/24**      **ARUN DISTRICT COUNCIL - APPLICATION FOR PREMISES LICENCE -  
GRAPE AND VINE BAR AND ROOMS LIMITED - 146 THE STREET,  
RUSTINGTON - LICENCE APPLICATION NUMBER: 120075**

The Clerk said that she had previously circulated email correspondence on 20 August 2024 received from the Environmental Health Department, together with associated documentation in connection with an application for a Premises Licence for Grape and Vine Bar and Rooms Limited, 146 The Street, Rustington.

The Clerk reminded the Council that the application related to the proposed Supply of Alcohol on and off the premises as follows:-

Monday to Friday	10:00 to 21:00
Saturday	10:00 to 21:30
Sunday	10:00 to 16:00

She confirmed that no adverse comments had been received from Members in respect of this Premises Licence Application and, therefore, no comments had been submitted to the District Council in this regard.

The Council NOTED this information.

**238/24**      **ARUN DISTRICT COUNCIL - UNAUTHORISED ENCAMPMENTS**

The Clerk reminded Members that she had previously circulated emails received from Dax O'Connor, Community Safety Officer.

She said that the Neighbourhood Policing Team and Arun District Council were undertaking a joint review of Unauthorised Encampments across the District so far in 2024, and were seeking the views of Parish and Town Councils to ensure a community aspect to this review, which would sit alongside data held by the District Council and Sussex Police.



Following a brief discussion, it was RESOLVED that the Clerk and Deputy Clerk should be AUTHORISED to complete the official response form on behalf of the Council.

**239/24 WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS LIMITED (WSALC) - NALC  
NEW WEBSITE LAUNCH**

---

Following a brief discussion, the Council NOTED an email received from WSALC advising of its support for the National Association of Local Councils' official launch date for its new and improved Website on 7 October 2024, when NALC would be unveiling a refreshed online platform designed to better serve its Members.

**240/24 WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS LIMITED (WSALC) -  
REDACTION OF COUNCILLORS' HOME ADDRESSES**

---

The Council NOTED an email received from WSALC, together with a letter from the Minister for Local Government, which addressed the concerns raised by several Councils regarding the publishing of Councillors' sensitive interests and home addresses.

**241/24 DLP CLIENT BRIEFING NOTE 396 - PROPOSED CHANGES TO THE NATIONAL  
POLICY FRAMEWORK AND 397 PROPOSED NEW STANDARD METHOD**

---

The Council NOTED an email received from Karen Moshkovitz, Office Manager, in this regard, a further Briefing Note 398 New Homes Accelerator Programme, and the following short summary of the proposed changes to the National Planning Policy Framework (NPPF) from Councillor Warren:-

*The recent briefing note covered the changes to the NPPF that are proposed by the Government. It is intended that Consultation will take to 24 September with an introduction date by the end of the year. The main points are as follows:-*

- \* All Councils will be subject to the five year housing land supply rule which now contains a 5% buffer*
- \* Development will be allowed on grey belt land which is green belt of limited value*
- \* Any development on released green belt land must include 50% affordable housing*
- \* Changes to the NPPF strengthen the focus on brownfield development*
- \* The minimum 10% affordable housing requirement on developments has been removed but the 25% first homes requirement remains but is not mandatory. The intention is to give Councils flexibility depending on their need*
- \* Onshore wind developments made easier by removal of various tests*
- \* Increase in planning application fees but includes local fee setting*
- \* There are changes to the standard method of calculating the minimum number of homes a Council should budget for. Biggest increases in the North but although all regions will see an increase certain local authorities in the South will see a decrease. Intention is to meet the Government target of 300,000 new homes a year. The standard method will only apply immediately to local authorities who have not submitted a local plan for examination.*

**242/24 SUSSEX COMMUNITY NHS FOUNDATION TRUST - CHIEF EXECUTIVE'S  
BOARD REPORT**

---

The Council NOTED an excerpt from the most recent Report as follows:-

## *Estate Update*

*Following the temporary closure of Zachary Merton Hospital, we have carried out a thorough assessment of the site and we are currently considering the findings. Based on the survey report, if any works were to be undertaken, a minimum of 12 months would be required from the start of the works for them to be completed. Due to this extended timeframe, Zachary Merton will remain closed whilst we work through plans with our teams and system partners to determine next steps.*

*Patient care is being provided through our existing local services, and we are also working closely with our teams who were based at Zachary Merton to support them in their on-going work arrangements. This includes identifying additional temporary office space at the Arun Civic Centre to complement existing available locations for office-based colleagues to utilise. We have agreed to a lease with a break clause at the Arun Civic Centre which will enable us to provide temporary office space for staff while we may need it.*

### **243/24 SUSSEX POLICE AND CRIME COMMISSIONER - SURVEY - POLICING SERVICE**

The Clerk reminded Members that she had previously circulated an email received from WSALC, containing details of the Police and Crime Commissioner's recently launched Policing Service Survey, which Town and Parish Councils were being asked to disseminate to local residents. She advised that the closing date for the Survey was 31 October 2024.

She said that this had been advertised on the Council's Facebook Page and the Survey could now also be accessed via the Council's Website.

The Council NOTED this information.

### **244/24 REACH PRESENTATION - 1 OCTOBER 2024 - SAMUEL WICKENS CENTRE**

Councillor Lee reminded the Council that the REACH Event (Renewable Energy Access for Communities and Households) was being held at the Samuel Wickens Centre from 7.00 pm to 8.00 pm on 1 October 2024, and he hoped that some Members would be able to find the time to attend.

The Council NOTED this information.

### **245/24 SWITCH FROM ANALOGUE TO DIGITAL PHONE LINES - MANAGING THE CHANGE - FAMILIARISATION AND ADVICE SESSIONS**

Councillor Lee advised the Council that he had responded to a request from the Neighbourhood Watch Association to volunteer to provide members of the public with managing the change of phone lines from Analogue to Digital. He said that he would be covering a session from 10.00 am to 12.00 noon at the Library in Claimar Road on 5 November 2024.

### **246/24 DOCUMENTS AND PUBLICATIONS CIRCULATED**

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

- (a) Arun District Council - News Release - 30 July 2024
- (b) Arun District Council - Raising Awareness - Money Mules
- (c) CAGNE - New Runway Deadline 21 August 2024
- (d) CAGNE - September Bulletin
- (e) Care UK - Ayton House - Wills and Power of Attorney Free Event 12 September 2024
- (f) Carers Support West Sussex - Latest News
- (g) Chestnut Tree House - Keeping bellies full and smiles on faces for 20 years
- (h) Chestnut Tree House - We're having a mega messy Summer!

- (i) Chestnut Tree House - Looking back on a Summer of Fun!
- (j) CPRE - Campaigns Update - August 2024 and September 2024
- (k) East Preston Parish Council News - 7 August 2024, 24 August 2024, 5 September 2024 and 12 September 2024
- (l) National Association of Local Councils - Chief Executive's Bulletin - 1 August 2024, 8 August 2024, 22 August 2024, 29 August 2024, 5 September 2024, 12 September 2024 and 19 September 2024
- (m) National Association of Local Councils - Events - The Future of Neighbourhood Plans
- (n) National Association of Local Councils - Utility Aid
- (o) National Association of Local Councils - Newsletter - 21 August 2024, 11 September 2024 and 18 September 2024
- (p) National Association of Local Councils - Website - 27 August 2024
- (q) National Association of Local Councils - Website - 3 September 2024
- (r) RHS - September community gardening update
- (s) Rustington Residents Association - September Newsletter
- (t) St Barnabas House - Sunflowers are brightening our Courtyard
- (u) St Barnabas House - What's it like working the night shift at a hospice?
- (v) Turning Tides - Would you swap your bed for a sleeping bag?
- (w) Turning Tides - Join Us: A Fundraiser for Turning Tides
- (x) Victim Support - World Romance Scam Prevention Day
- (y) WSALC & ESALC - Autumn Newsletter
- (z) West Sussex County Council - Highways, Transport and Planning - News and Updates x2
- (aa) West Sussex County Council - Major Projects Biannual Newsletter
- (bb) West Sussex County Council - News Release - 31 July 2024, 2 August 2024, 9 August 2024, 15 August 2024 x2, 21 August 2024, 22 August 2024, 23 August 2024, 27 August 2024, 28 August 2024, 29 August 2024 x2, 2 September 2024 x2, 4 September 2024 x2, 10 September 2024, 11 September 2024, 13 September 2024, 16 September 2024, 19 September 2024, 20 September 2024 and 23 September 2024
- (cc) West Sussex County Council - Residents eNewsletter - Free weight loss plan, fighting financial abuse, Bank Holiday fun, and more!
- (dd) West Sussex County Council - Residents eNewsletter - Free electric blanket testing, vaccines update, high blood pressure help, and more! abuse, Bank Holiday fun, and more!
- (ee) West Sussex County Council - Residents eNewsletter - Important Amendments: Sepsis: Know the Signs, Save a Life Campaign

**247/24      DOCUMENTS AND PUBLICATIONS RECEIVED**

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

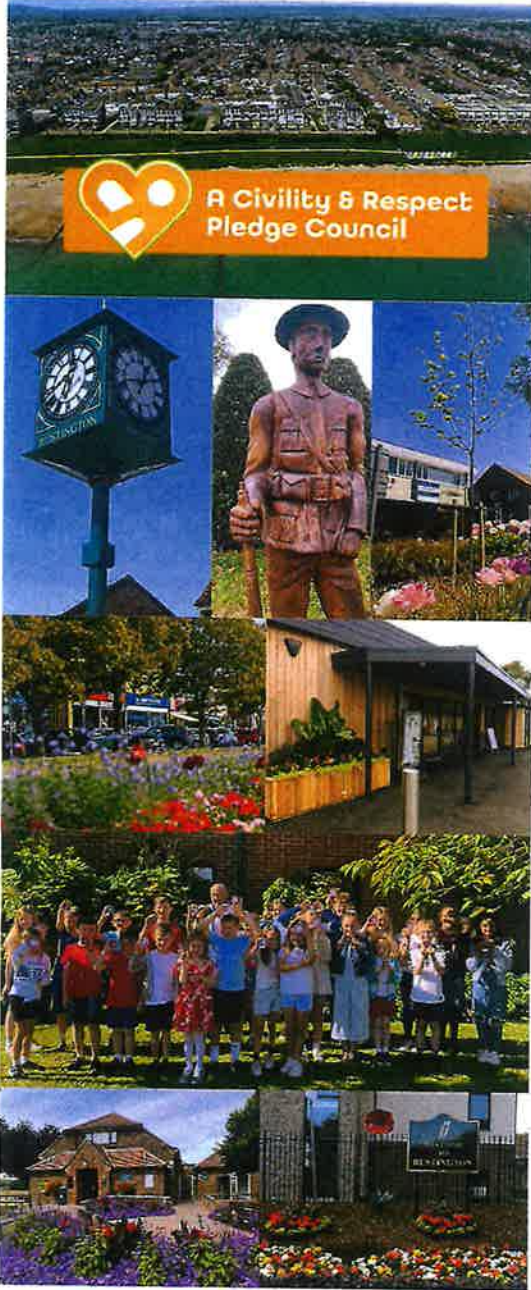
- (a) St Barnabas House - Life - Newsletter Autumn 2024

**There being no further business the Meeting concluded at 20.56 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.*



# **Rustington Parish Council**

## **Strategic Priorities and Action Plan**

### **June 2023 to April 2027**

Produced in partnership with Breakthrough Communications

**This document contains proposed outline Strategic Priorities for Rustington Parish Council (RPC), as well as supporting actions.**

It has been produced in partnership with Breakthrough Communications (BC), who facilitated a workshop with Councillors and Officers in November 2022 and assisted in drafting this document.

**RPC has a clear vision for the local community and enjoys a positive reputation from residents. The Council provides and manages a wide range of Services and is ambitious for the future of the Village. Councillors and Council Officers have a shared desire to communicate their Priorities to local residents and make it clear how these Priorities will be delivered.**

**Rustington Parish Council aims to:-**

- Represent and promote the interests of Rustington and all of its parishioners in all forums
- Pay particular attention to the needs of Rustington's children and young people
- Provide the best possible amenities and Services by the efficient use of available resources
- Actively involve local people in decisions affecting activities in the Parish
- Promote equality of opportunity and oppose discrimination
- Be open and accountable in all that it does
- Support development, which is environmentally, socially and economically sound and sustainable
- Enhance quality of life by protecting and enhancing Rustington's ecological and environmental assets

**In order to achieve these aims, the Council will:-**

- Work closely with residents, businesses and community groups
- Engage with as many people as possible who want to participate in decision making, monitoring Services and planning for the future
- Ensure, that through the use of a wide range of approaches to public involvement and community engagement, it actively encourages the involvement of residents, to capture their views and learn their concerns and effectively use those views as an integral part of the decision-making process
- Ensure that parishioners have the opportunities to be heard at every stage, and the capacity to be effective citizens.

**The Council considers the community of Rustington to consist of:-**

- All residents of the Village
- All users of the Parish Council's Services
- All those who work within the Village
- All those who own businesses within the Village
- All young people who live and/or go to school within the Village
- All local Voluntary Organisations, Clubs and Societies
- Any Group or Organisation that represents some or any of the Members of the above sections of the Community

Additionally, RPC recognises that there are certain bodies that are crucial to the quality of life in Rustington and aims to maintain excellent working relationships with these bodies, including the Sussex Police, the other tiers of Local Government and neighbouring Town and Parish Councils.

**This document outlines seven priority areas to provide focus for the Council:-**

- 1. Leisure and Amenities**
- 2. Partnership Working**
- 3. Council Services**
- 4. Finance and Administration**
- 5. Climate Emergency**
- 6. Public Safety**
- 7. Community Engagement**

The RPC Strategic Priorities and Action Plan is a 'live' document that the Council updates on a regular basis and reviews annually.

The Strategic Priorities and Action Plan enables RPC to track and monitor progress against the objective and timescale.

The Strategic Priorities and Action Plan is a two-way conversation.

**Committee Abbreviations:-**

LAA = Leisure and Amenities

FGP = Finance and General Purposes

P = Planning

A = Allotments

EP = Emergency Planning



# 1. Leisure and Amenities

RPC has a number of key Leisure and Amenity facilities that it manages on behalf of local residents including the Woodlands Recreation Ground, The Woodland Park Sportsfield and Public Conveniences. The Council wants to improve and expand these facilities in the coming years to further improve access for the community.

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)	Progress to Date (Sept 24)
Actively engage with West Sussex County Council to secure an extension of the Lease on Woodland Park Sportsfield to enable RPC to improve the community asset for the further development of Youth Football	Establish relevant point of contact at WSCC for the issuing of a new Lease/extension to existing Lease  Agree new Lease for Woodland Park Sportsfield	May 2023  February 2024		LAA	Clerk/Deputy Clerk	Ongoing - WSCC Legal Team have responded to the Council's solicitor on 10/09/2024.
Facilitate detailed discussions with users of the Council's sports facilities regarding what they would want to see work better and how RPC can support those ambitions	Meet seasonally with representatives of Cricket and Football Clubs. Capture outcomes and agree actions with all stakeholders to report to LAA scheduled Meetings	April & September		LAA	Clerk/Deputy Clerk	Cricket Club has a 3year funding Agreement in place to cover the costs of the cricket Square Maintenance - ends August 2026  RFC using WPSF for some matches from Sept 24
Work closely with West Sussex County Council and Arun District Council to fully explore options for grants and other funding to improve and upgrade Council	Representation at ADALC Meetings  Delivery of UKSPF project – new outdoor fitness equipment, MUGA, cycle racks and cycle repair station	Ongoing  2024/25	£48k Grant £40k RPC Match £	LAA  LAA	Chairman/Clerk  Deputy Clerk	Members represent the Council at ADALC  The Tender process has been undertaken for the two UKSPF projects. Works to



leisure and amenity spaces						be completed by March 2025.
Aim to construct a new play area to replace the existing facility at the Woodlands Recreation Ground supported by an annual budget allocation for maintenance and improvements	<p>Commission initial feasibility study on new play area to obtain all costings</p> <p>Take a fully costed plan to Council including an annual maintenance and improvements budget</p> <p>Publish tender for contractor to carry out design and building works</p> <p>Aim for completion of new play area</p>	<p>May 2025</p> <p>September 2025</p> <p>April 2026</p> <p>December 2026</p>	<p>N/A</p> <p>£100k</p>	LAA	<p>Deputy Clerk</p> <p>Clerk</p> <p>Deputy Clerk</p> <p>Clerk/Deputy Clerk</p>	Future Project
Seek to secure a 'Changing Places' toilet to make local public toilets more accessible to disabled residents	Successful delivery of installation of new facility in partnership with ADC	October 2023	£40k Grant £50k RPC contribution	LAA	Clerk/Deputy Clerk	Completed and operational Spring 2024

## 2. Partnership Working

RPC wants to work more closely with their public sector partners to achieve more for the community of Rustington. All public sector bodies have seen substantial cuts to funding in recent years and RPC recognises that the Council can achieve more by sharing Services and resources. To boost its partnership working RPC proposes the following:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)	Progress to Date (Sept 24)
To become the local point of contact for other Authorities to improve partnership working and public access to Services	Reach out to ADC and WSCC to discuss routing Service delivery, including physically locating Services	Spring 2024	Unknown	Full Council	Clerk/Deputy Clerk	Not yet progressed
	Costed staffing resources plan developed and put to Full Council	Summer 2024				
	Establish model for residents to access Services from principal Authorities via RPC	Autumn 2024				
	Broaden offer out to other public Services such as NHS, Sussex Police and Social Services	Summer 2025				
Identify Service areas which have been affected by a reduction in Services from either of the two principal Authorities and identify if there is an appetite and capacity for RPC to	Carry out a mapping exercise on Services that have been reduced or cut entirely in the Parish area	January 2024	Unknown	Full Council Possible new Working Group	Clerk/Deputy Clerk	Not yet progressed
	Conduct sifting exercise with Members to establish which Services are a priority	April 2024				

<p>supply the Services that have been reduced</p>	<p>Engage relevant principal Authorities about whether RPC could deliver priority Services and what the cost and logistics involved would be</p> <p>Present a proposal to Full Council for RPC to take on Services that are practical for the authority to manage</p>	<p>September 2024</p> <p>March 2025</p>				
<p>Work to improve links with neighbouring parishes and work more closely with WSALC</p>	<p>Continue to work with primary contacts in neighbouring parishes including Littlehampton, Angmering, and East Preston. Also, establish clear point of contact at WSALC</p> <p>Consider the resurrection of Meetings of the East Arun Parishes Group</p> <p>Set up regular catch-up Meetings either as a group or individually with neighbouring parishes and WSALC on a quarterly basis in addition to ADALC</p>	<p>Ongoing</p> <p>January 2024</p> <p>Ongoing</p>		<p>Full Council</p>	<p>Clerk/Deputy Clerk/Member Representatives</p>	<p>Ongoing - regular communications with East Preston PC, Angmering PC and LTC</p>
<p>When working in partnership, to ensure there is always clarity as to what is required by</p>	<p>Review existing partnerships to draw out learning about where the Council has not clearly articulated</p>	<p>September/October 2024</p>		<p>FGP</p>	<p>Clerk/Deputy Clerk</p>	<p>Not yet progressed</p>

<p>RPC in terms of officer and member support and resource commitment</p>	<p>the level of support and commitment that it will give. Produce a document outlining the ways in which RPC can better define its role in future partnerships</p> <p>Implement changes in approach to partnership working and ensure that all RPC Personnel and key Members are aware of change in approach</p>	<p>January 2025</p>				
<p>Aim to re-establish physical Citizens Advice (CA) presence in Village</p>	<p>Contact CA Arun and Chichester to discuss RPC facilitating a physical presence once again in Rustington</p> <p>Outline costs and resource commitments, and present to Full Council for approval</p> <p>Aim for first CA session in Rustington</p>	<p>October 2023</p> <p>January 2024</p> <p>March 2024</p>		<p>FGP</p>	<p>Clerk/Finance Manager</p>	<p>Much time and resource has been put into this but Citizens Advice are unable to provide outreach without significant investment from Rustington Parish Council.</p>

### 3. Council Services

RPC runs a range of Services on behalf of local residents and aims to continually improve and develop those Services for the benefit of everyone in the Village. RPC proposes to:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)	Progress to Date (Sept 24)
Review all contracts for Services, to re-evaluate whether they provide best value to the Council and Taxpayers	<p>Conduct full review of all RPC contracts for Services and compile reporting matrix based on value for money</p> <p>Performing benchmarking exercise to ensure all contracts are competitive with market rates</p> <p>Compile report for Council on which Services are providing value and which should be re-tendered or terminated</p>	December 2023 onwards		FGP/LAA/Full Council	Clerk/Deputy Clerk/ Finance Manager	<p>Being done on a case-by-case basis.</p> <p>To be considered in next 12 months:</p> <p>D-Tect - to include fire and alarm systems, CCTV and Arun Youth Projects Ferring Nurseries</p>
Identify each individual Service the Council provides and write a comprehensive 10-year plan for each. To include the Council's Bus Service, museum, toilets, rentals, play facilities, and allotments	<p>Create a full list of Services that the Council provides and prioritise which Services most urgently require a long-term plan</p> <p>Allocate staff resource or outsource to external</p>	<p>Autumn/Winter 2023</p> <p>Spring 2024</p>		Full Council	<p>Clerk/Deputy Clerk</p> <p>Clerk/Deputy Clerk/ Finance Manager</p>	<p>Not progressed at this time</p> <p>Bus Service funding suspended.</p>

	organisations to draft plans in priority order  Complete priority Service plans	Autumn 2024				
Review of Christmas Lighting Contract	Review in partnership with key stakeholders	Spring 2023		LAA	Deputy Clerk	Completed Autumn '23
Increase the number of sessions at the Youth Centre	Review existing sessions and carry out stakeholder engagement exercise  Agree Priorities for new sessions based on stakeholder feedback  Identify providers for new sessions and commence new Programme	September onwards 2024  January 2025  New contract to be awarded August 2025		LAA/Full Council	Deputy Clerk/Clerk	Awaiting proposal from AYP  Working Group has been established.
Review the Museum and Village Information Centre including opening hours, role of Information Centre and Personnel	Identify Council resources including officer time to review the Museum and Information Centre  Carry out thorough review and produce report with recommendations for Council  Implement agreed recommendations	January 2024  April 2024  September 2024		LAA/Full Council	Deputy Clerk/Clerk	Not progressed at this time
Extend the Bus Service to nearby Villages and make	Launch of extended route in partnership	May 2023	£30,000.00	Full Council	Clerk/Deputy Clerk	East Preston Parish Council extension implemented

<p>agreements to co-fund to share costs and improve the Service</p>	<p>with East Preston Parish Council</p> <p>Invite LTC and APC for discussions re future of Service Place as an Item on the Eastern Parishes Meeting Agenda</p> <p>Move forward with those Parishes who are willing to engage with extended Service to put into place funding and staffing arrangements</p> <p>Investigate alternative possible Community Transport options</p>	<p>Autumn 2023</p> <p>March 2024</p> <p>November 2023</p>				<p>RPC has met with other surrounding Parishes but they are not interested to progress at this time</p> <p>RPC withdrew its own funding in May 2024</p> <p>Alternative Community Transport options have been explored.</p>
---	--	---	--	--	--	--

## 4. Finance and Administration

Providing value for money and demonstrating financial transparency for residents is a top priority for the Council. RPC wants to ensure that their financial and administrative organisation is as efficient as possible to provide the best possible value.

RPC proposes to:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)	Progress to Date (Sept 24)
Overhaul the way in which grants are awarded by RPC to ensure that they are focused on supporting the Council's Strategic Priorities	Identify lead officer to put together the Council's top Strategic Priorities and design new grant process to clearly reflect those Priorities	Autumn 2023		FGP	Clerk/Finance Manager	Council Grant Programme reviewed and implemented April 2024
	Research best practice examples of Councils that have aligned their own grant processes in a similar way					
	Consult internally on new process before submitting to Council					
	Agree new process subject to any amendments from Council and apply to new grants rounds	Spring 2024				
Review delegated powers to consider greater financial delegation to streamline decision-making	Research examples from other equivalent Authorities of different models for delegated powers for Officers	May 2024		FGP/Full Council	Clerk/Finance Manager	New Financial Regulations to be adopted following review by NALC
	Review recent Council decisions to understand examples of where					



	<p>delegated authority would have streamlined processes and improved Council performance</p> <p>Build new schedule of delegated authority and submit to Council for consideration</p> <p>If approved by Council, implement new delegated powers</p>					
Acquire appropriate software to manage organisational, rental, allotments and booking systems for the Council	<p>Carry out market research to understand options and costs for acquisitions of new system</p> <p>Identify preferred system and clearly understand upfront and ongoing costs</p> <p>Implement new system</p>	<p>Hall Booking System - April 2023 onwards</p> <p>Allotments - Summer 2023 onwards</p>		<p>FGP</p> <p>Allotment Committee</p>	<p>Finance Manager</p> <p>Deputy Clerk</p>	Both systems have been successfully implemented
Set up induction and training programme for new Council after the May 2023 elections	<p>Identify priority training needs for Councillors and Officers</p> <p>Contact training providers to build a schedule of training for May and June</p> <p>Implement training programme</p>	June 2023		Full Council	Clerk/Deputy Clerk	<p>Successfully completed May 2024</p> <p>Revised Induction Pack created.</p>
Review Personnel management including appraisals, supervision and training	Draw up outline of current personnel management arrangements	July 2023		FGP	Deputy Clerk	Appraisal process reviewed and implemented Autumn 2024

	<p>Consider options for external HR and training support</p> <p>Compile report with recommendations for Council's Personnel Sub-committee</p> <p>Implement recommendations and any amendments</p>	<p>Appraisals to take place for all staff by September 2023</p>		<p>Personnel Sub-Committee</p>	<p>Clerk/DeputyClerk/ Finance Manager</p>	
--	---	---	--	--------------------------------	---	--

## 5. Climate Emergency

RPC is committed to taking serious action to mitigate the impact of the Climate Emergency on our local community and promote sustainability. RPC proposes to:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)	Progress to Date (Sept 24)
Integrate a focus on sustainability into all policy areas and weave it through the overall vision for RPC	Allocate resources to write a Council Sustainability Strategy	January 2024		Full Council	Clerk	Not progressed at this time
	Research examples of best practice from other Local Authorities and Councils	Spring 2024			Deputy Clerk	
	Submit Draft Strategy to Council for consideration	July 2024 latest			Clerk	
Improve energy saving	Ensure any improvements to RPC buildings focus on renewable energy and energy efficiency as part of any building improvements	Summer 2023 onwards		Full Council/Rolling Programme of Works Working Party	Clerk/Finance Manager	Solar panel installation being explored at this time  Partnership commitment to the REACH Project.
Reduce use of paper for Meetings	Offer all Councillors a tablet or laptop to access Council papers	June 2023		IT/Website Working Party	Finance Manager	Partially successful
	Commission training for Councillors and Officers on safe and secure handling of data including being GDPR compliant	June 2023		Full Council	Clerk	Completed May/June 2023
	Set a date to stop sending paper copies of Meeting Papers	January 2024 latest		Full Council	Clerk	Partially successful

## 6. Public Safety

Residents have repeatedly expressed concern to the Council about public safety in the Village. RPC wishes therefore to carry out a series of actions to improve safety locally. RPC proposes to:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)	Progress to Date (Sept 24)
Intensify joint working with Sussex Police and other Parishes to focus on public safety locally	Attend Neighbourhood Police Team (NPT) online Meetings for Parish and Town Councils	Ongoing		Full Council	Clerk/Deputy Clerk/ Member Representative	All ongoing
	Invite representatives of the NPT to Full Council Meetings	Ongoing				
	Invite representatives of NPT to Councillor Surgeries	Ongoing				
Offer accommodation and more support to external agencies including Sussex Police and Citizens Advice to provide a more visible presence in the Village	Reach out to make sure accommodation is offered/needed to both Sussex Police and Citizens Advice  Possibly invite Citizens Advice to Councillor Surgeries  Allocate required budget to facilitate accommodating Sussex Police and Citizens Advice	Summer 2023		Full Council	Clerk	Accommodation offered to Citizens Advice but funding not sufficient to provide a regular outreach service
Support and help to find the resources to possibly install	Explore the process for getting a SID installed	Summer 2023		Full Council/LAA	Clerk/Deputy Clerk	Not progressed at this time

<p>Speed Indicator Devices (SIDs) to combat speeding in the Village</p>	<p>Identify budget and staff resource required to carry out evidencing need and installation of SID</p> <p>Work with Sussex Police to possibly establish a Speedwatch Group. Undertake survey of interest from Parishioners</p>	<p>November 2023</p> <p>Autumn 2023</p>		<p>FGP</p> <p>LAA</p>	<p>Clerk/Finance Manager</p> <p>Clerk/Deputy Clerk</p>	
---	---	---	--	-----------------------	--	--

## 7. Community Engagement

Active engagement with the community is critical to both communicating what the Council is doing and getting feedback and ideas from residents. RPC wants to improve their community engagement to better involve the community in decision making.

RPC proposes to:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)	Progress to Date (Sept 24)
Develop a Communications and Engagement Strategy for the Council, outlining Strategic Communications Priorities, key audiences and communications messages, as well as the creation of a Communications Action Plan	<p>Identify budget and officer resource to support project</p> <p>Explore options for outsourcing to specialist agencies</p> <p>Develop strategy including workshops and surveying Members and Officers</p> <p>Submit strategy Council for consideration and approval</p>	Autumn 2023		Full Council	Deputy Clerk	Not progressed at this time
Review existing Parish Council Newsletter and explore possibility of bringing in-house	Allocate Officer Resource to lead on producing the Newsletter	From April 2023		FGP/Full Council	Clerk/Deputy Clerk	In house design now implemented
Develop and distribute an Annual Parish Survey and report back to households and businesses on results	<p>Consider option for producing in-house or with an external partner</p> <p>Allocate necessary resources for</p>	Early 2025 onwards		Council Priorities Working Party	Deputy Clerk/Clerk	Not progressed at this time

<p>The Council will incorporate the findings into its own policies and future planning</p>	<p>development, print and delivery</p> <p>Develop and distribute the survey</p> <p>Use findings to feedback on Community Priorities and work with Members to integrate into Council Priorities document</p>	<p>Review Strategic Priorities and Action Plan Document Winter 2025</p>				
--	---	---	--	--	--	--