

## **RUSTINGTON PARISH COUNCIL**

**MINUTES:** of the Monthly Meeting held on 25 November 2024

**PRESENT:** Councillors A Cooper (In the Chair), J Ceiriog-Hughes, Mrs A Cooper, R Grevett, G Lee, Ms L Lloyd, Mrs S Partridge, Ms M Revell, D Rogers, Mrs C Stevens and P Warren

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

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### **282/24 CHAIRMAN OF THE MEETING**

In the absence of Councillor Bennett, Chairman, the Vice-Chairman, Councillor Cooper, Chaired the Meeting.

### **283/24 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs Allen (Personal), Mrs Broomfield (Holiday), Broomfield (Holiday), Bennett (Personal) and Mrs Gregory (Personal). These apologies were accepted by the Council.

### **284/24 DECLARATIONS OF INTEREST**

Councillor Rogers declared a personal interest in Minutes 298/24. He remained in the Meeting during consideration of this item.

### **285/24 MINUTES**

The Minutes of the Monthly Meeting held on 28 October 2024 were signed by the Chairman of the Meeting as a correct record.

### **286/24 SUSSEX POLICE**

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

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

The Clerk referred to Minute 252/24(a) and said that she had received notification from the District Council's Anti-Social Behaviour Team that the 'homeless' individual had now moved into his accommodation in Chichester, and so it was hoped that he would no longer be either rough sleeping or begging in the Village.

She said that she understood that there was still another 'homeless' individual sleeping in one of the Council's Bus Shelters in Station Road near its junction with Herne Lane.

Councillor Mrs Cooper provided an additional update on the current position in respect of the individual concerned, as she was also in contact with the District Council's Anti-Social Behaviour Team in this regard.

She then referred to an ongoing issue, that was currently being investigated by PCSO Raju, in respect of an individual who was, on a regular basis, riding an electric bike across the Woodlands Recreation Ground at a high speed, which was posing a hazard for all users. The rider often had a passenger on the front and neither wore safety helmets.

She asked that if Members were approached by members of the public in this regard, they should be asked to report the incidents directly to the Police.

The Council NOTED this information.

Reference was then made to the aforementioned individual's property that had been left in situ on the pavement in front of the Shops on Sterling Parade. The Clerk said that she would contact the Anti-Social Behaviour Team at the District Council to request that this property be removed.

**(b) Arun All Parishes Meeting - 29 October 2024**

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

Inspector Wickings had, once again, provided an update on the various Operations that were ongoing, as well as Operation Tinsel, which related to Shoplifting during the Christmas and New Year periods.

A number of local issues of concern were again raised by a number of the Parish and Town Councils' representatives, and these had all been responded to, as far as practicably possible, by Inspector Wickings.

The Council NOTED this information.

Councillor Lee then reported on the published crime figures for Rustington in September, which were 72. He said that there had been no burglaries recorded, and 37 of the crimes had been Anti-Social Behaviour and Violent/Sex Offences. He said that PCSO Raju had also advised him on the crime figures to date for November, which equated to 73 of which one was a burglary. He said there were a number of Anti-Social Behaviour crimes together with a spate of thefts from motor vehicles.

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

**287/24 DISTRICT COUNCILLORS**

An apology for absence had been received from Councillor Ms Edwards.

District Councillor Gunner then reported on Arun District Council matters as follows:-

- *Proposed Additional Beach Huts - 'Killed' by the Economy Committee at October Meeting - Following Meeting decision further discussed with Officers who had confirmed there would be no more proposals east of the District for the foreseeable future - Happy to request this in writing from the Officers concerned, if the Council so wished*
- *Future of Zachary Merton Hospital - Information recently received indicated that due to the excessive estimated cost of repairing the Hospital building, it seemed unlikely that it would be retained as a Community Hospital - Possibility of it being retained as NHS Estate for other uses - He urged the Parish Council to start considering what it would like to see, as far as NHS Services were concerned, the site being used for, with a view to submitting a proposal to the appropriate Bodies at an opportune time*
- *Contract with Freedom Leisure - Now extended to 2032*
- *Arun Local Plan - Unlikely to be in place by 2027*
- *Combined Cleansing Services Contract - District Council to move to two-weekly refuse collections from 1 February 2026 - Households to be issued with mandatory bins - Also, weekly food waste collections, again with specific bin, to commence at the same time*
- *Housing - Performance continuing to be monitored but repairs and maintenance standards/response times improving*
- *Local Government Boundary Commission for England (LGBCE) Electoral Review currently ongoing - Might impact on Parishes.*

Following his Report, Councillor Gunner responded to a number of questions from Members including:-

- A request from Councillor Warren for Councillor Gunner to obtain formal confirmation of District Council's decision not to consider any further proposals for additional Beach Huts in the east of the District
- Query from Councillor Lee as to why householders had to have mandatory bins when two-weekly refuse collections became effective, what the cost would be and how this would be funded
- Query from Councillor Mrs Stevens as to what would happen to current privately owned refuse bins - how would they be able to be disposed of.

The Council also AGREED that, taking account of the information provided by Councillor Gunner in respect of Zachary Merton Hospital, a Meeting of the Zachary Merton Community Hospital and Land/Assets of Community Value Working Party should be arranged to take place as soon as practicably possible, with Councillor Gunner being invited to attend and participate in the proceedings of the Meeting.

The Council NOTED all of the above information and the Chairman of the Meeting thanked Councillor Gunner for his most comprehensive Report.

## **288/24      COUNTY COUNCILLORS**

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

- *Devolution - The Government asked for expressions of interest, and the Leader of West Sussex County Council replied suggesting the geography of the County as a starting point*
- *Health and Social Care Committee - 27 November 2024 - Will AGAIN request update on the future of Zachary Merton Hospital*
- *Fire and Rescue Service - Following publication of Grenfell final Report when 72 people lost their lives - Service to review recommendations from the report in the context of West Sussex*
- *Gatwick Airport Consultation - Completed and representation submitted to Secretary of State - Outcome to be published on 25 February 2025*
- *Support for Residents to Quit Smoking - Council to launch two new offers to support residents to quit smoking, including a new specialist service 'Quit 4 Wellbeing' offering face-to-face and telephone-based support, significantly increasing capacity and complimentary support available*
- *Budget Setting - Council wrote to Government in August 2024 advising of County Council's concerns regarding the pressures on services e.g. SEND and advising that it did not have enough funds to operate effectively' - Will be notified of level of Government Funding on 19 December 2024 - Officers and Members working hard on reviewing services and balancing issues like rising demand against the challenging financial position - Budget to be considered and set by Council on 14 February 2025.*

**The Meeting was adjourned at this juncture (7.32 pm) to allow District Councillor Gunner to ask Councillor Mrs Cooper a question on devolution.**

**The Meeting resumed (7.34 pm) following this question being posed and responded to.**

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

**289/24**      **CLERK'S REPORT**

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

**290/24**      **CHAIRMAN'S REPORT**

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

- South East Reserve Forces' and Cadets' Association (SERFCA) - Presentation of Awards Ceremony - 30 October 2024
- Remembrance Sunday - Wreath Laying at the War Memorial - 10 November 2024

He also reported that he had attended the War Memorial on Armistice Day, 11 November 2024, along with other Members, Members of the Public and The Reverend Rosemarie Clark, for an informal Service, incorporating a two-minute silence at 11.00 am, led by The Reverend Natalie Loveless.

The Council NOTED this information.

**291/24**      **PLANNING COMMITTEE**

The Council NOTED the Report of the Planning Committee Meeting held on 28 October 2024.

**292/24**      **FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council received the Report of the Finance and General Purposes Committee Meeting held on 25 November 2024. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Report of the Finance and General Purposes Committee Meeting held on 25 November 2024 be APPROVED.

**293/24**      **DECEMBER RECESS**

The Council AUTHORISED the Finance and General Purposes Committee to deal with any urgent matters that might arise, in addition to the payment of accounts, during the December recess.

**294/24**      **LEISURE AND AMENITIES COMMITTEE**

The Council received the Report of the Leisure and Amenities Committee Meeting held on 11 November 2024.

The Council RESOLVED that the Report of the Leisure and Amenities Committee Meeting held on 11 November 2024 be APPROVED.

**295/24**      **REMEMBRANCE SUNDAY - SERVICE AND PARADE**

The Clerk, on behalf of the Chairman, who was the Organiser of the Remembrance Sunday Parade Group, reported that the Parade and Service had, once again, been an outstanding success, with the attendance exceeding that of previous years.

The Council conveyed its thanks and appreciation to the Clerk, Deputy Clerk, Leisure and Amenities Officer and Administrative Officer, for their hard work and efforts in respect of the Event overall, and in particular the Event Management Plan, administration of the road closures, and the health and safety of the public in attendance.

The Council was pleased to NOTE this information.

**296/24**      **ANNUAL ASSEMBLY OF THE PARISH MEETING - 10 APRIL 2025**

The Clerk reminded Members that the Annual Assembly of the Parish Meeting was scheduled to be held on 10 April 2025.

She said that, at the present time, a Guest Speaker had yet to be invited to attend the Meeting.

Following a brief discussion during which it was suggested that the local MP, Mrs Alison Griffiths, could be considered, the Council RESOLVED that this matter should be DEFERRED until the next Monthly Meeting of the Council, when Members could submit any other suggestions that they might have for consideration.

**297/24**      **THE WOODLANDS CENTRE - PROPOSED MAJOR REDESIGN AND REFURBISHMENT PROJECT**

The Clerk referred to Minute 266/24 and said that the Deputy Clerk and herself had recently met with Emily and James Scott, from Studio Scott Taylor, and had advised them of the up-to-date position, in that the Working Party had agreed to omit some of the planned works from Phase One, and had considered the possibility of adding some additional works, which had originally formed part of Phase Two. She said that Studio Scott Taylor were now in the process of calculating, in conjunction with the Quantity Surveyors, an 'all in' cost to revise the Cost Plan and update other relevant information, which it was hoped would be received in the next few days.

She said she would then report back to the Working Party in this regard, and subsequently to the Full Council with its recommendations for the way forward.

The Council NOTED this information.

*(Prior to consideration of the following item, Councillor Rogers had declared a personal interest as a member of the Littlehampton District Lions Club)*

**298/24**      **80<sup>TH</sup> ANNIVERSARY OF VE DAY - 8 MAY 2025**

The Clerk referred to Minute 269/24 and said that approaches had been made to the Littlehampton District Lions Club, Showtime Amusements, the Rustington Sports and Social Club, the Littlehampton Concert Band and Rustington Heritage Association in connection with a possible Celebratory Day of Activities and Events on Saturday 10 May 2025, to commemorate this most important Event in the Nation's history.

She said that, at the present time, responses were awaited.

Councillor Rogers, in his capacity as a Member of the Littlehampton District Lions Club, advised the Council that the approach from the Council for the Club to participate in the above-mentioned possible Celebratory Day of Activities and Events had been discussed at a recent Committee Meeting, when a number of issues and reservations requiring clarification had been raised. He said that the Club would, prior to making a firm decision in respect of the Council's request, like the opportunity for two or three of its Members to meet with representatives of the Council to discuss the aforementioned issues and reservations.

The Clerk said that she would make arrangements for a Meeting to be convened as soon as practicably possible.

The Chairman of the Meeting, on behalf of the Council, then recorded thanks and appreciation to the Lions Club for its unceasing support and hard work for the benefit of the community of Rustington.

The Council NOTED this information.

**299/24**      **RUSTINGTON IN-BLOOM COMMITTEE**

The Clerk referred to Minute 68/24 (Leisure and Amenities Committee Meeting - 11 November 2024 refers) and said that reference had been made to the current status of the Rustington-in-Bloom Committee, which, whilst still being in existence, was inactive. It had been agreed at that time that the future of the Committee should be considered by the Full Council, prior to any further action in this regard.

In the absence of two of the three Councillors who were Members of the Committee, it was AGREED that further consideration of this item should be DEFERRED to the next Meeting of the Council in January 2025.

The Clerk advised that prior to the next Full Council Meeting in January 2025, she would make arrangements to meet with the Council representatives on the In-Bloom Committee, together with any other active Members of the Committee, to discuss the preferred way forward. She said she would then provide a brief Report for consideration at the Meeting.

**300/24**      **OFFICE OF ALISON GRIFFITHS MP**

The Clerk said that she had previously circulated a letter from Alison Griffiths MP, addressed to the Chairman of the Council.

She said that in her letter, Ms Griffiths said that she was looking forward to meeting with the Members of the Council to hear about issues specific to Rustington. She was suggesting a Friday, as the most convenient day of the week for her, and asked the Chairman to let her know if this would work for the Council, so that a date could be put in everyone's diaries. She concluded her letter by offering to prepare a contribution for a future edition of the Council's Quarterly Newsletter, if the Council so wished.

Following a brief discussion, the Council RESOLVED that Ms Griffiths should be asked to provide some convenient dates for such a Meeting, with the Clerk contacting all Members in an attempt to find a date that was acceptable to the majority. It was further AGREED that Ms Griffiths should also be invited to write an article for a future Newsletter.

**301/24**      **ARUN DISTRICT COUNCIL - LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE) - BRIEFING - 16 DECEMBER 2024**

The Clerk said that she had previously circulated email correspondence received from Carley Lavender, Committee Services Officer, together with other associated documentation in this regard.

She said that the email was advising that the District wide Electoral Review that had been agreed in November 2022 had now commenced, and as part of the Review, the Local Government Boundary Commission for England (LGBCE) was providing a Briefing to Council Members, as well as Town and Parish Clerks. She said that, accordingly, an invitation to the Briefing on 16 December 2024, had been received for the Clerk, Deputy Clerk or a Councillor to attend.

She then advised that she understood that the District Councillors for Rustington would be attending the Briefing, and it was anticipated that the Deputy Clerk and/or herself would also be attending, which would be being delivered via Microsoft Teams.

She reminded Members that a copy of the Review Guidance for Councillors had been circulated with the email.

The Council NOTED this information.

**302/24      ARUN DISTRICT COUNCIL - APPLICATION FOR A PREMISES LICENCE -  
TANDOORI NIGHTS, 35 SEA LANE, RUSTINGTON - LICENCE APPLICATION  
NUMBER: 120463**

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The Clerk said that she had previously circulated email correspondence from Environmental Health to Members, together with associated documentation in connection with an application for a Premises Licence for Tandoori Nights, 35 Sea Lane, Rustington.

She reminded Members that the application related to the supply of alcohol for consumption on the premises as follows:-

Monday to Sunday      17:00 to 23:00

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

**303/24      WEST SUSSEX COUNTY COUNCIL - NEW EV CHARGE POINTS**

The Clerk said that she had previously circulated an email received from Steve Hill, Parish Council & Community Engagement, to Members on 18 September 2024, together with the Parish and Town Partners Pack.

She said that, from the documentation received, it would appear that the next 'roll out' of locations in Rustington, listed Glenville Road as the only proposal for new EV Street Charging Points.

Following a discussion, the Council RESOLVED to take no further action in this regard at the present time, but that Members should respond on an individual basis if they so wished.

**304/24      WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS - WSALC SUPPORT  
ROLE**

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The Clerk said that she had previously circulated an email received from The Mulberry LAS Team.

She said that the email was advising that at a recent Meeting of the West Sussex Association of Local Councils (WSALC) Board, a decision had been made to terminate the agreement with Mulberry Local Authority Services, to provide support to the Association and its Member Councils, with effect from 31 December 2024.

The email continued by stating that the Mulberry Local Authority Services would be continuing to expand its training programme, and all Councils in West Sussex would still be able to access this by making bookings through [www.mulberrylas.co.uk/training-programme](http://www.mulberrylas.co.uk/training-programme).

The Council NOTED this information.

**305/24      WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS - WSALC AND  
SUCCESSION PLANNING**

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The Council NOTED an email received from Douglas Denham St Pinnock, Chairman, West Sussex Association of Local Councils (WSALC) in the above regard.

In his email, Mr Denham St Pinnock said that he had been working with the Chief Executive Officer, Trevor Leggo, on a Succession Plan, and whilst Mr Leggo had not indicated that he wished to discontinue his Executive leadership of WSALC, it was recognised that the day would come at some stage. Accordingly, at the WSALC Board Meeting on 26 September 2024, it had been unanimously agreed that Emily Simpson would assume the position of Assistant Chief Executive Officer of WSALC, and would take over the day-to-day management of the Association, from Mulberry Local Authority Services, with

effect from 1 January 2025. Mulberry & Co. would, however, remain as the Association's Company Secretary, Account and would attend Board Meetings.

The email also confirmed that WSALC would continue to provide Training, Clerk/RFO employment placings and other facilities, as part of the subscription service available to all WSALC Member Town and Parish Councils.

The Council NOTED this information.

**306/24      WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS (WSALC) - PUBLIC CONSULTATION - REMOTE MEETINGS AND PROXY VOTING**

The Clerk reminded the Council that she had previously circulated an email received from WSALC, advising that all local Councillors were currently required by law to attend Parish and Town Council Meetings in person. However, the Government was now consulting on introducing powers for Parish and Town Councils to apply to the relevant Authority for a dispensation to attend formal Council Meetings remotely and vote by proxy in certain circumstances.

The email concluded by stating that Councils could agree to submit an agreed response on their Councils behalf to the Consultation or Councillors could also submit responses individually, using the following link - Enabling remote attendance and proxy voting at local authority meetings - GOV.UK.

She said that she had received one response in this regard to date from Councillor Warren, and was wondering if this should form the Council's response, or whether Members might have already responded on an individual basis and, so, there should be no formal response from the Council in this connection.

She advised that the closing date for the Consultation was 18 December 2024.

Following a further discussion, the Council RESOLVED that the Consultation Questions, incorporating Councillor Warren's responses, should be circulated to all Members. The Clerk said that Members could then decide whether they would be happy for a draft response from the Council to be prepared, based on Councillor Warren's views, for approval by the Finance and General Purposes Committee at its Meeting on 16 December 2024, or whether Members would prefer to respond to the Consultation on an individual basis.

**307/24      WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS - WSALC AGM AND CONFERENCE - 4 NOVEMBER 2024**

The Clerk said that she had previously circulated an email received from Anna Beams to Members on 15 November 2024, together with the Draft Minutes of the Meeting and other associated documentation in this regard.

Councillors Mrs Cooper and Cooper then reported on their attendance at the Annual General Meeting and Conference. They said that the Chief Constable of Sussex Police, Jo Shiner, had addressed the Meeting and had responded to a number of general questions from those in attendance. They also referred to certain matters of particular interest, which had been the fact that Member Councils were encouraged to go through the Chief Executive Officer of WSALC if they had pressing Police related issues that were not receiving satisfactory attention/action, the excessive amount of time that was spent by the Police dealing with the large number of individuals committing suicide by jumping off of Beachy Head, and the fact that businesses were not reporting Shoplifting incidents correctly.

The Council NOTED this information.

**308/24      SAFETY OF LITHIUM-ION BATTERIES AND E-BIKES AND SCOOTERS**

The Council NOTED further email correspondence received from Ron Bailey, Researcher for Lord Foster, House of Lords, together with associated documentation.



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

- (a) Arun District Council - News Release - Arun District Council Budget Consultation 2025-2026
- (b) CAGNE - Greener aviation fuels: a climate solution or greenwashing?
- (c) CAGNE - Tonight Online Talk
- (d) Care UK - Open weekend - free event at Ayton House
- (e) Carers Support West Sussex - Latest news from Carers Support West Sussex
- (f) Chestnut Tree House - Mrs Ward, your support helps families like Leah's
- (g) Chestnut Tree House - How we're bringing joy to families who need us this Christmas
- (h) CPRE - Campaigns Update - November 2024
- (i) East Preston Parish Council News - 1 November 2024, 8 November 2024, 14 November 2024 and 21 November 2024
- (j) National Association of Local Councils - Chief Executive's Bulletin - 31 October 2024, 14 November 2024 and 21 November 2024
- (k) Office of Alison Griffiths MP - Press Release - 29 October 2024
- (l) St Barnabas House - How writing a book helped Steve process his grief
- (m) Turning Tides - We're proud to share this with you...
- (n) West Sussex County Council - Budget 2025-2026 Special Edition
- (o) West Sussex County Council - Highways, Transport and Planning - News and Updates - 30 October 2024 and 25 November 2024
- (p) West Sussex County Council - Highways, Transport and Planning - News and Updates (Correction) - 31 October 2024
- (q) West Sussex County Council - News Release - 29 October 2024, 30 October 2024, 1 November 2024, 4 November 2024, 5 November 2024, 7 November 2024, 12 November 2024 and 19 November 2024
- (r) West Sussex County Council - Resident's eNewsletter - November 2024 Edition

**There being no further business the Meeting concluded at 20.15 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.*