



# Rustington Parish Council

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16 September 2025

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Monthly Meeting** of the Council to be held on **Monday 22 September 2025** in the **John de Bohun Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 7.00 pm.** (Please use the Council Offices' entrance at 34 Woodlands Avenue).

**Before the start of the formal business of the Council, the Chairman of the Council, Councillor Andy Cooper, will make a series of presentations to prize winners in the Gardens Competition and to the recipients of the Parishioners' Awards for the year 2025.**

There will be a **Public Question Time at 6.45 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.

**Please note change of venue.**

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*



**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

3. To confirm the Minutes of the Monthly Meeting held on 28 July 2025  
(Copy attached)
4. Sussex Police:-
  - (a) Matters Arising (if any)
  - (b) Arun All Parishes Meeting - 15 September 2025 - Clerk to report
  - (c) Police & Government Cyber Crime Support for Local Organisations - To note an email received from Chris White, Police Detective Inspector  
(Copy *previously circulated to Members via email on 5 September 2025*)
  - (d) Sussex Police and Crime Commissioner Town and Parish Feedback Sessions Autumn 2025 - To note an email received from the Chief Communications & Insight Officer, and Clerk to report  
(Copy *previously circulated to Members via email on 12 September 2025*)
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 21 July 2025 and 18 August 2025  
(Copies *previously circulated*)
10. Finance and General Purposes Committee:-
  - (a) To note the Report of the Meeting held on 18 August 2025  
(Copy *previously circulated*)
  - (b) To receive the Report of the Meeting held 22 September 2025 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. Emergency Planning Committee - To receive the Report of the Meeting held on 18 August 2025 and to consider any recommendations contained therein  
(Copy enclosed for Members)
12. Leisure and Amenities Committee - To receive the Report of the Meeting held on 18 August 2025 and to consider any recommendations contained therein  
(Copy enclosed for Members)
13. Annual Governance and Accountability Return for the Year ended 31 March 2025 - To note a letter received from Moore East Midlands, together with the External Auditor's Report and Certificate  
(Copy attached for Members)

14. Parish Council Insurance - Renewal - Clerk to report
15. Subject Access Request Policy - To consider and adopt this new Policy - Clerk to report  
(Copy attached for Members)
16. The Woodlands Centre - Proposed Major Redesign and Refurbishment Project - Progress Report
17. Review of Youth Provision Working Party - Progress Report
18. Rustington In-Bloom - Progress Report from Councillor Lee
19. 80<sup>th</sup> Anniversary of VJ Day - 15 August 2025 - Clerk to report
20. Zachary Merton Hospital - Next Steps - Clerk to report
21. Banking Hub - To note a further letter and attachments to the Chief Executive Officer, Cash Access UK Limited, in this regard  
(Copy attached for Members)
22. Arun District Council:-
  - (a) Devolution and Local Government Re-organisation Update August 2025  
(Copy attached for Members)
  - (b) Request for Community Governance Review ahead of Local Government Reorganisation - To consider an email received from the Electoral Services Manager, and Clerk to report  
(Copy attached for Members)
  - (c) Business Case in response to the Government's invitation on Local Government Reorganisation completed - To note a News Release in this regard  
(Copy attached for Members)
  - (d) Community Asset Transfer Policy - To consider the Council's Policy, and Clerk to report  
(Copy attached for Members)
  - (e) Consultation on Memorials in Arun Cemeteries - To note a News Release in this regard, and Clerk to report  
(Copy attached for Members)
  - (f) Community Safety Survey and PSPO Consultation - To consider a News Release received, and Clerk to report  
(Copy attached for Members)
  - (g) Council Tax Reduction Scheme Consultation - To consider an email received from the Revenues & Benefits Manager, together with associated documentation  
(Copy previously circulated to Members via email on 5 September 2025)

- (h) Arun District Council Budget 2026/2027 Consultation - To note a News Release in this regard  
(Copy attached for Members)
- 23. West Sussex County Council - EV ChargePoint for Community Landowners Webinar - 30 July 2025 - To note an email received from the Customer Liaison Officer, together with the associated slides and an FAQ document  
(Copy enclosed for Members)
- 24. Arun and Chichester Citizens Advice - Outreach in Rustington - Clerk to report
- 25. Arun Dementia Alliance - To consider an email to the Chairman, Vice-Chairman and Clerk from Councillor Ms Lloyd  
(Copy attached for Members)
- 26. Western Sussex Rivers Trust Event - 10 September 2025 - To note email correspondence in connection with this Event, and Clerk to report  
(Copy attached for Members)
- 27. To receive Reports from Members attending other External Meetings (if any)
- 28. Urgent matters arising, for information only, since the preparation of this Agenda
- 29. To note the following Documents and Publications previously circulated to Members:-
  - (a) Arun District Council - Arun Newsletter 56 - August 2025
  - (b) Arun District Council - News Release - New look for Littlehampton seafront as 'The West Green' is unveiled
  - (c) CAGNE - New Runway and airspace change - 27 August 2025
  - (d) Care UK - Free Heart Health Talk at Ayton House Care Home
  - (e) Carers Support West Sussex - Latest News
  - (f) CPRE - Countryside Day is back!
  - (g) Chestnut Tree House - Your support is a lifeline for Heidi and her family
  - (h) East Preston Parish Council News - 31 July 2025, 7 August 2025, 14 August 2025, 20 August 2025, 27 August 2025 and 3 September 2025
  - (i) National Association of Local Councils - Chief Executive's Bulletin - 7 August 2025, 14 August 2025, 21 August 2025, 28 August 2025, 4 September 2025 and 11 September 2025
  - (j) National Association of Local Councils - Events Newsletter - 5 August 2025
  - (k) St Barnabas House - Can you help us continue making memories that last a lifetime? - 12 August 2025 and 26 August 2025
  - (l) St Barnabas House - Will Writing Month: Tick writing your Will off the to-do list
  - (m) Sage House - Summer Update
  - (n) Turning Tides - Summer update - what we have achieved together
  - (o) Turning Tides - September Newsletter
  - (p) West Sussex County Council - Emergency Management - Yellow Heat Health Alert
  - (q) West Sussex County Council - Emergency Management - Amber Heat Health Alert
  - (r) West Sussex County Council - Highways, Transport and Planning - News and Updates - 29 July 2025 and 28 August 2025

- (s) West Sussex County Council - News Release - 30 July 2025, 5 August 2025, 7 August 2025, 8 August 2025, 12 August 2025, 14 August 2025, 18 August 2025, 19 August 2025 x2, 21 August 2025, 28 August 2025, 2 September 2025, 4 September 2025 x2, 5 September 2025, 8 September 2025 x2, 9 September 2025 and 12 September 2025
- (t) West Sussex County Council - Residents' eNewsletter - August 2025 edition
- (u) West Sussex County Council - Residents' eNewsletter - Greenprint special edition
- (v) West Sussex County Council - Residents' eNewsletter - Early September 2025 edition
- (w) WSALC Newsletter - Autumn 2025