



Rustington Parish Council

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12 May 2026

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Annual Meeting** of the Council to be held on **Monday 18 May 2026** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 7.00 pm.** (Please use the Council Offices' entrance at 34 Woodlands Avenue).

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.

Yours sincerely

Clerk of the Council

A G E N D A

1. Welcome to new Member - Councillor Jon Street
2. Apologies for Absence
3. To elect a Chairman of the Council until the Annual Meeting in 2027
4. To receive the Chairman's Declaration of Acceptance of Office
5. To elect a Vice-Chairman of the Council until the Annual Meeting in 2027
6. 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



QUALITY
PARISH
COUNCIL

Working for the local Community

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

7. District Councillors - Matters Arising (if any)
8. County Councillors - Matters Arising (if any)
9. To appoint Statutory and Standing Committees:-

NOTE: The Clerk will report on the results of the Members' Selection Procedure for Membership of Committees

(a) Allotments Committee

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio. Two Members of the Rustington Horticultural Association are co-opted)

(b) Finance and General Purposes Committee

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

(c) Leisure and Amenities Committee

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

(d) Planning Committee

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

It will be necessary for the Council to delegate authority for this Committee to act between Meetings of the Council in view of the need for urgency in dealing with the weekly lists of planning applications

(e) Emergency Planning Committee

(Constitution Seven Members plus Chairman and Vice-Chairman ex-officio)

10. To appoint Representatives to serve on Outside Bodies as follows:-

(a) Arun District Association of Local Councils

Two Members and Reserve Member
(Currently Chairman and Councillor Mrs Cooper, Vice-Chairman Reserve)

(b) Remembrance Sunday Parade and Service Group

Three Members

(c) Rustington Chamber of Trade and Commerce

Two Members

(d) Rustington In-Bloom Committee

Six Members

(e) **Rustington Sports and Social Club Management Committee**

One Member and Two Deputy Members

(f) **West Sussex Association of Local Councils**

Two Members and Reserve Member

(Currently Chairman and Councillor Mrs Cooper, Vice-Chairman Reserve)

11. To appoint Working Parties as follows:-

(a) **Arun District Council/West Sussex County Council - Possible Transfer of Assets**

Seven Members

(b) **Climate Change**

Five Members

(c) **Community Transport**

Five Members

(d) **Council Priorities**

Five Members

(e) **IT/Website**

Four Members

(f) **Neighbourhood Plan Review**

Five Members

(g) **Parishioners' Award**

Seven Members

(h) **Review of Youth Provision**

Four Members

(i) **Rolling Programme of Works and Possible Capital Projects**

Ten Members

(j) **Section 106/CIL Funding**

Seven Members

(k) **Zachary Merton Hospital and Land**

Six Members

12. To confirm the Minutes of the Monthly Meeting held on 27 April 2026
(Copy attached)
13. Sussex Police - Matters Arising (if any)
14. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
15. Chairman's Report
16. Planning Committee - To note the Report of the Meeting held on 27 April 2026
(Copy previously circulated)
17. Finance and General Purposes Committee - To receive the Report of the Meeting held on 18 May 2026 from the Chairman of the Committee, and to consider the Recommendations contained therein
(Finance and General Purposes Committee Agenda and associated documentation previously circulated)
18. Fidelity Guarantee Insurance (Fraud and Dishonesty) - To review the level of Fidelity Guarantee Insurance - Clerk to report
19. Asset Register - To consider the Register as at 31 March 2026 and to approve the content as a true record
(Copy attached for Members)
20. To review the Council and Committees' Terms of Reference
(Copy attached for Members)
21. General Power of Competence - To re-adopt the General Power of Competence until the Annual Meeting in 2027
22. Compliance with GDPR - Re-appointment of Data Protection Officer - Clerk to report
23. The Woodlands Centre - Major Redesign and Refurbishment Project - Progress Report
24. Rustington In-Bloom Committee - Progress Report from Councillor Lee
25. 75th Anniversary of the Festival of Britain Musical Concert - 13 June 2026 - Progress Report
26. Future of Zachary Merton Hospital and Land - Public Meeting - 21 May 2026 - Deputy Clerk and Chairman to report
27. Arun District Council - Town and Parish Council's Climate Change Group Meeting - To note an email received from the Project Support Officer, Climate Change, and Clerk to report
(Copy attached for Members)
28. Arun District Council - Local Cycling and Walking Infrastructure Plan (LCWIP) Phase 2 Briefing - To receive an Invitation to attend a Briefing Session via Microsoft Teams on 9 June 2026 at 6.00 pm
(Copy attached for Members)

29. To receive Reports from Members attending other External Meetings (if any)
30. Urgent matters arising, for information only, since the preparation of this Agenda
31. Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that because of the confidential nature of the business to be transacted, the Public and the Press leave the Meeting during consideration of Agenda Item 32
32. Parishioners' Award - To consider the Report of the Working Party Meeting held on 14 May 2026
(Copy attached for Members)
33. To note the following Documents and Publications previously circulated to Members:-
 - (a) Arun District Council - Arun News Release - 1 May 2026 and 5 May 2026
 - (b) CAGNE - May Bulletin
 - (c) East Preston Parish Council News - 1 May 2026 and 8 May 2026
 - (d) National Association of Local Councils - Chief Executive's Bulletin - 30 April 2026 and 7 May 2026
 - (e) Public Sector Network Newsletter - April 2026
 - (f) RHS - Community Champions, Caterpillars and Comfey
 - (g) Turning Tides - Latest News this May!
 - (h) West Sussex County Council - News Release - 8 May 2026 and 11 May 2026 x2