

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 27 July 2026

PRESENT: Councillors A Cooper (Chairman), J Bennett, J Ceiriog-Hughes, Mrs A Cooper, G Lee, D Rogers, Mrs C Stevens, J Street and P Warren

In attendance: Ms R Costan (Deputy Clerk of the Council) and Mrs C Harris (Finance Manager/RFO)

Prior to the commencement of the formal business of the Meeting, the Chairman of the Council, Councillor Andy Cooper, presented a Long Service Award to a member of Personnel.

180/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Broomfield (Personal), Broomfield (Indisposition), Mrs Gregory (Personal), Grevett (Personal), Ms Lloyd (Personal), Mrs Partridge (Personal) and Ms Revell (Personal). These apologies were accepted by the Council.

181/26 DECLARATIONS OF INTEREST

Councillor Bennett declared a personal interest in Minute 198/26. He remained in the Meeting during consideration of this item.

182/26 MINUTES

The Minutes of the Monthly Meeting held on 22 June 2026 were signed by the Chairman as a correct record.

183/26 SUSSEX POLICE

The Chairman of the Meeting welcomed PCSO Raju to the Meeting, and thanked him, on behalf of the Council, for taking the time to attend.

PCSO Raju then provided the Council with details of the recent crime figures, for July, and advised that the number of reported shop lifting incidents had increased, but to note that in turn so had the total of successful arrests and convictions. He responded to a question from Councillor Mrs Cooper confirming that the rise in the number of reports by Village based businesses, of such crimes, had undoubtedly contributed to the growth in the number of convictions.

Councillor Warren referred to two male individuals who had been seen regularly begging within the Village. PCSO Raju said that both gentlemen had been spoken to and offered support from relevant Homelessness organisations. He confirmed that the Police had no power to remove them but that he would of course monitor the situation as part of his foot patrols in the centre of the Village.

(a) Matters Arising

The Deputy Clerk advised that, at the present time, she had very little to report in respect of any Police associated matters arising. She did refer to a male individual who had periodically been sleeping on the Woodlands Recreation Ground, but he was not begging or exhibiting any anti-social behaviour. However, his presence had been reported to PCSO Raju, who had visited the recreation ground and spoken to the individual in question, prior to advising the appropriate Homeless/Rough Sleeping Agencies. She said that he had not been seen now for over a week.

She then reported that there had also been a further incident of graffiti which, again, had been removed immediately.

Councillor Lee then advised that there had been 94 reported crimes in May. He said that 72 of these were anti-social behaviour, shoplifting and violence/sexual offences.

The Council NOTED this information.

(b) Parish and District Focus Groups with Sussex PCC and Sussex Police

The Council NOTED an email, sent via WSALC, from the Chief Communications & Insight Officer, Sussex Police & Crime Commissioner's Office, advising that the Office of the Sussex Police and Crime Commissioner would be running its annual autumn programme of discussion groups across the county throughout October and November and would be making contact with Town and Parish Councils during August to arrange suitable locations and dates. The Meetings would also be attended by representatives from Sussex Police who would provide updates on local initiatives.

184/26 DISTRICT COUNCILLORS

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

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

- Zachary Merton Hospital - Alison Griffiths MP has written to the new Secretary of State for Health and Social Care, Yvette Cooper MP and is awaiting a response. Mrs Griffiths remains hopeful for positive engagement with the Government regarding the future of the Hospital site
- Waste Collection Contract - Remaining few bins still to be collected. Councillor Gunner is happy for residents to contact him directly regarding any issues relating to the new service in Rustington
- Housing - Problems continuing although repair service has improved. If Members become aware of issues relating to ADC Housing then please do contact him in this regard
- Football Foundation to support Angmering Sports Hub with £2 Million of the required funding
- Local Government Reorganisation - A decision regarding the structural administration etc. of the proposed new Unitary Authority areas in West Sussex has been delayed to September/October 2026
- Watersmead (Former Body Shop Headquarters) - The Application was approved at the Planning Meeting held on 22 July 2026.

Following a detailed discussion in relation to the delivery and conduct of both Officers and District Councillors, in respect of the Watersmead Application at the aforementioned Planning Meeting, those Members, who had been able to attend or had viewed the Planning Meeting online, reiterated their disappointment in the management and quality of the debate and presentation. Members expressed their concern that the often-confused handling of the Watersmead Application in relation to the separate Application for the land at New Courtwick Lane had been detrimental to the debate.

Councillors Bennett, Mrs Cooper, Cooper and Warren agreed that Councillor Gunner should relay their individual disappointment to the District Council when he attended the forthcoming District Council Group Leaders Meeting.

The Council NOTED the remainder of the above information and the Chairman thanked Councillor Gunner for his attendance and for responding to the questions raised as far as practicably possible.

185/26 COUNTY COUNCILLORS

Councillor Mrs Cooper, in her capacity as a County Councillor, then reported on County Council matters as follows:-

- Full Council Meeting - 17 July 2026 - A Motion to write to the Secretary of State for Education regarding the lack of funding for West Sussex Schools, in comparison to other areas, was agreed
- The Holiday Activities and Food (HAF) had been announced over the Summer Holidays
- Focus given to the importance and recognition of volunteers across WSCC Services, including highlighting the West Sussex Fire and Rescue Service's youth engagement and intervention projects
- Recycling - Recent upgrade/expansion to the Horsham Anaerobic Digestion Plant will assist in 35,000 tonnes of food waste being able to be recycled across the County annually
- Falls Prevention projects in partnership with District and Borough Councils continue to support residents with the preventative initiative.

Councillor Mrs Cooper responded to a question from Councillor Bennett regarding the ongoing parking congestion and dangerous driving in the Guildford Road and Georgian Gardens area. She confirmed that parking enforcement was scheduled only to attend once in every 12 weeks. Councillor Bennett explained that this was extremely unsatisfactory and that there had been several near misses, with a child potentially being seriously injured, as a result of the inconsiderate parking. Councillor Mrs Cooper requested that, for her to take action as a County Councillor, all statistical information and case study evidence be forwarded to her by Councillor Bennett in his capacity as a Governor of the Georgian Gardens Community Primary School.

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

186/26 CLERK'S REPORT

(a) Grant Aid

The Deputy Clerk reported the receipt of messages of thanks and appreciation had been received from the following recipients of Grant Aid:-

4 Sight Vision Support
Age UK
Air Ambulance Charity Kent Surrey Sussex
Arun Community Transport
Arun Counselling Centre
Arun Youth Aqua Centre
Chichester Diocesan Association for Family Support Work
Home-Start Arun, Worthing and Adur
Littlehampton Child Contact Centre
LPOS Musical Productions
Outlaw All Stars Cheerleaders
1st Rustington Scout Group
Rustington Community Primary School PTA
Rustington Heritage Association
Rustington In-Bloom
St Peter & St Paul Pantry

The Council NOTED this information.

187/26 CHAIRMAN'S REPORT

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

- SERFCA Sussex Armed Forces' Briefing - 23 June 2026
- Judging - 2026 Annual Gardens Competition - 10 July 2026
- Friends of Angmering Station - Presentation of Prizes - Annual Children's Poster Competition - 11 July 2026
- Rustington Street Fayre - 11 July 2026

He then thanked Councillor Lee for Judging the 2026 Gardens Competition and also for attending the ArtWorks 10th Anniversary Party on 19 July 2026, accompanied by Councillor Mrs Stevens.

The Council NOTED this information.

188/26 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 1 June 2026 and 29 June 2026.

189/26 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 27 July 2026. (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 27 July 2026 be APPROVED.

190/26 PAYMENT OF ACCOUNTS - AUGUST RECESS

The Council AUTHORISED the Finance and General Purposes Committee, at its rescheduled Meeting on Tuesday 25 August 2026, to deal with any urgent matters that might arise, in addition to the payment of accounts during the August recess.

**191/26 ANNUAL CIVIC THANKSGIVING & PRESENTATION RECEPTION -
20 SEPTEMBER 2026**

The Deputy Clerk reminded Members that the Annual Civic Thanksgiving Service was scheduled to be held on Sunday 20 September 2026, with St Peter and St Paul Parish Church hosting the Service.

She said that the Chairman, Mrs Lamb and the Clerk were due to meet with representatives from the Church to finalise arrangements within the next few weeks. She confirmed that the Civic Reception and Award Presentations would, as in previous years, be held in the Village Memorial Hall at The Woodlands Centre, following the Church Service.

She then advised that Peter Cavell, the recipient of the Individual Parishioners' Award had now indicated his preference in respect of the Award. She said that the recipient of the Group Parishioners' Award, ArtWorks, had also indicated their Award preference. She said that an invitation would again, as in previous years, be sent to both of the recipients of the Parishioners' Award, and also to the Winners in the Gardens Competition, to attend the Civic Service and Presentation Reception to receive their Awards.

She also reminded Members that the 2025 Annual Civic Thanksgiving Service had been cancelled and the Parishioners' and Gardens Competition Awards had been presented to the recipients by the Chairman at the September 2025 Council Meeting. At that time, the recipients had been advised that an Invitation would be extended to them to attend the 2026 Civic Service and Presentation Reception when their Awards would again be formally acknowledged.

The Council was pleased to NOTE this information and, following a brief discussion, RESOLVED that the Clerk should continue to liaise with the Chairman regarding the detailed arrangements for both the Service and Reception.

192/26 THE WOODLANDS CENTRE - MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Deputy Clerk referred to Minute 166/26 and said that the Tender Report in respect of the Pre-Qualification Questionnaires had been received and shared with all Members of the Working Party. The content of this Report was based on the assessment by the Project Managers, Quantity Surveyor and the Council's Senior Management Team. She said that five Companies had subsequently been invited to Tender for the Project, all of whom had now visited the Centre to assess the works required, and the revised closing date and time was set at 7 August 2026 at 12:00 noon.

She reminded the Council that, following the closing date the Project Managers and Quantity Surveyor would assess the Tenders received and create a detailed Final Report on their Recommendations to the Finance and General Purposes Committee for consideration and agreement at its August Meeting. Following the approval of the successful Tenderer, the Contract would be awarded to the successful Contractor as soon as practicably possible, in readiness of the 21 September 2026 start date.

The Council was pleased to NOTE this information.

193/26 OUT OF HOURS CARETAKING OF THE COUNCIL'S LAND AND BUILDINGS

The Deputy Clerk reminded Members that she had previously circulated a detailed Quotation received from Keith Anscombe, in respect of the possible extension of the Out of Hours Caretaking of the Council's Land and Buildings in the sum of £9,989.00 per annum for a further three-year period with effect from 1 September 2026.

She said that the Quotation received represented no cost increase on the current three-year Contract, but should the Council wish to award a one-year Contract effective from 1 September 2026, the annual cost would increase by 20%.

She reminded Members that any emergency call-outs, additional patrols, visual inspections, and the locking of the play area during personnel annual leave periods would be charged separately, over and above the Annual Contract sum.

Following a brief discussion, the Council RESOLVED that in accordance with Financial Regulation 5.11 iii:-

5.11 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below

- i. Specialist services, such as legal professionals acting in disputes;*
- ii. Repairs to or parts for, existing machinery or equipment*
- iii. Works, goods or services that constitute an extension of an existing contract*
- iv. Goods or services that are only available from one supplier or are sold at a fixed price*

and, in view of the proven and continuing success of the current Contract; best value; the excellent standard of service received over and above the contracted Specification (particularly with regard to unprecedented

incidents), the Quotation to extend the existing Contract, in the sum of £9,989.00 per annum, for a three-year period be ACCEPTED.

194/26 COUNCILLORS' SURGERIES

The Deputy Clerk reminded Members that Councillors' Surgeries had now been scheduled to be held at Rustington Library from 10.15 am to 12.15 pm on the following dates:-

- Saturday 22 August 2026
- Thursday 8 October 2026
- Saturday 28 November 2026
- Thursday 7 January 2027
- Saturday 27 February 2027
- Thursday 1 April 2027

The Council NOTED this information and requested that the above dates be circulated to Members once again.

195/26 RUSTINGTON IN-BLOOM

The Council NOTED the Minutes of the Committee Meeting held on 1 July 2026.

Councillor Lee reported that the Committee's Stall at the Rustington Street Fayre on 11 July 2026 had raised in excess of £250.00.

He said that he was also pleased to advise the Council that two more planters had now been installed, one in Sea Lane next to the first two planters, and the second one in the planted area in front of The Laurels Day Centre in Sheep Fold Avenue. He also said that an additional planter would soon be added to the front garden area of The Laurels Day Centre.

He concluded by confirming that the next Meeting of the Committee would be being held on 31 July 2026.

The Council was pleased to NOTE this information and commended the Group for the delivery of its colourful planters scheme.

196/26 FUTURE OF ZACHARY MERTON HOSPITAL AND LAND

The Deputy Clerk referred to Minute 171/26 and reminded Members that an email received from Alison Griffiths MP, together with a copy of her letter to The Rt Hon. James Murray MP, Secretary of State for Health and Social Care, had been previously circulated.

She explained that Mrs Griffiths had subsequently written to the new Secretary of State for Health and Social Care, The Rt Hon. Yvette Cooper MP, requesting that she confirm that the call-in request remains live, and that a date should be provided by which a decision will be made, and that she should give assurance that no sale, disposal, or other irreversible action involving the hospital site takes place in the meantime.

The Deputy Clerk said that the responses to the questions posed prior to and during the Public Meeting from the NHS had been received and could be accessed via a link to Mrs Griffiths' Website on the Council's Website.

The Chairman then reiterated that Mrs Griffiths was continuing to press the Government to review the closure decision and to lobby for the long-term future of healthcare services at the Zachary Merton site to be secured. He reminded Members of the Survey on her Website at:

www.alisongriffiths.org.uk/zachary-merton and urged them to complete it.

He said that he would report back to the Council as soon as any further information was received, or action taken, in this regard. The Chairman reminded Members that Councillor Mrs Cooper remained a member of HASC and that she would continue to push for clarity and transparency regarding the future provision of NHS Services in the local area.

The Council NOTED this information.

**197/26 ARUN DISTRICT COUNCIL - LOCAL GOVERNMENT REORGANISATION -
GOVERNMENT CONSULTATION - SHAPING WEST SUSSEX**

The Council NOTED the latest information received via Dawn Hudd, Chief Executive, from the Government on 20 July 2026, as follows:-

We are writing to update you on the latest position regarding local government reorganisation in Sussex and Brighton following the statement from The Ministry of Housing, Communities and Local Government of 16 July available at: <https://www.gov.uk/government/news/14-more-areas-to-benefit-from-streamlined-local-services>.

The government has further delayed its decision on local government reorganisation for West Sussex. We now expect the decision in October 2026.

Detailed work to prepare for the government decision has been undertaken with a strong collaborative approach between all West Sussex Councils.

Government has stated that their intended timetable for reorganisation remains, with elections to a new shadow council or councils expected in May 2027. The shadow councils will manage the transition to the new arrangements. The new councils will formally take on responsibilities for delivering services in April 2028.

We will provide more detail as plans develop and will continue to work with stakeholders to shape and refine how the new council will look and operate and how we will work together to deliver important services in the future.

We want to reassure our residents and all partner organisations we work with that there will be no immediate changes. All eight existing councils will continue to operate and deliver services right up to the handover in 2028 when the new unitary councils will take responsibility for delivering services.

We remain committed to keeping you informed as we move through this period of reorganisation and will share further updates as the programme progresses. Once decisions are confirmed, we look forward to engaging with partners on future arrangements and shaping the next phase together.

Thank you for your continued support.

(Prior to consideration of the following item, Councillor Bennett had declared a personal interest as a Family relation of a resident of Broadmark Parade)

**198/26 ARUN DISTRICT COUNCIL - APPLICATION FOR A PREMISES LICENCE - KFC,
4 BROADMARK PARADE, BROADMARK LANE, RUSTINGTON - LICENCE
APPLICATION NUMBER: 123454**

The Deputy 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/Late-Night Refreshment Licence for KFC, 4 Broadmark Parade, Broadmark Lane, Rustington.

She advised that the application related to Late Night Refreshment Takeaway Delivery Only as follows:-

Sunday	23:00 to 00:00
Monday to Thursday	23:00 to 01:00
Friday to Saturday	23:00 to 02:00

She reminded Members that the Clerk had previously contacted the Licensing Officer for information in respect of a recent similar application (Express Pizza Rustington Limited) and had been advised as follows:-

'Under the Licensing Act 2003 anyone wanting to sell/supply hot food or drink after 11.00 pm and before 5.00 am must apply for a LNR licence. They can request what time they wish to operate and in this case the times of closure, 2.00 am Sunday to Thursday and 3.00 am on Friday and Saturday are being requested by the applicant.'

In general terms these hours are not excessive, we have a number of such premises across the area with these and in some cases longer hours. In this case the applicant has also stated that during the night hours the premises will be operating on a delivery basis and not customer collection, to avoid excess noise/nuisance.'

Following a further discussion, the Council RESOLVED to object to this Application on the following grounds:-

- The Restaurant is located directly below residential accommodation. The proposed increase in delivery service hours will consequently lead to a lengthened amount of cooking time, associated smells, and noise from the catering equipment etc. which will in turn create extended periods of noise disturbance and nuisance to the residential properties that are sited in Broadmark Parade
- The arrival and departure of multiple delivery drivers will undoubtedly create a noise nuisance and disturbance for the residents in the adjoining flats, as well as an increase in the volume of traffic coming and going through the Village at unsociable hours
- The Council would like to draw attention to the fact that a neighbouring restaurant, Domino Pizza, does not provide a delivery service later than 23:00 hours. The Council would deem this an acceptable time in this particular residential area of the Village
- The Council acknowledges that there are restaurants located within the Village that do operate a delivery service into the early hours of the morning, e.g. Express Pizza Rustington Limited, but this business is located within a very different built-up area and does not have any residential properties adjoining it
- The Council feels strongly that an increase in delivery hours would create a Public Nuisance and be detrimental to the wellbeing of residents living within the immediate area of the restaurant.

199/26 ARUN DISTRICT COUNCIL - REVIEW OF PUBLIC SPACE PROTECTION ORDERS FOR DOGS - PUBLIC CONSULTATION

The Deputy Clerk reported that details of the Public Space Protection Order (PSPO) for Dogs in Open Spaces Consultation, together with associated documentation in this regard, had been previously circulated.

She reported that a Public Consultation was launched on 15 July 2026, and runs until 29 July 2026, to seek views on plans to amend and continue the current Public Space Protection Order for Dogs in Open Spaces. She said that it was proposed that the current Arun District Council PSPO for Dogs, which expires later in 2026, should be extended for a further three years until 2029.

She said that the online Consultation questionnaire could be completed online via the following link:-
www.arun.gov.uk/dogs-pspo-consultation

The Council NOTED this information and AGREED that Members should complete the Survey on an individual basis if they so desired.

**200/26 WEST SUSSEX COUNTY COUNCIL - STREET LIGHTING - PARISH
MAINTENANCE AND ENERGY 1 APRIL 2025 - 31 MARCH 2026**

The Deputy Clerk referred to the recently received Invoice and Street Lighting Inventory, previously circulated, from the Traffic Signals and Street Lighting Team at the West Sussex County Council.

She explained that the total cost for the 44 Units owned by the Parish Council would be £3,563.94 for the 2025/2026 Financial Year which included the cost of maintenance and energy used. She added that this represented a decrease of £65.22 on the previous Financial Year.

The Council was pleased to NOTE this information.

201/26 WSALC CHAIRS FORUM

Councillor Lee reported that he had attended the online Forum on 14 July 2026. He explained that the topics discussed included Asset Transfers, Business Planning and Local Government Reorganisation.

The Council NOTED this information.

202/26 ARUNDEL FUTURE OF ENERGY WORKSHOP

Councillor Mrs Stevens reported on her attendance at the Future of Energy Workshop in Arundel and highlighted that Parish Councils had been well represented at the event, which had included discussions relating to Wind and Solar Farms. She confirmed that she would be reporting back further details to the next Meeting of the Parish Council's Climate Change Working Group.

Mrs Stevens responded to a question from the Chairman regarding the potential installation of drinking water fountains in the Village. She confirmed that the aforementioned Working Group would be bringing forward details and options in relation to this project, in the Autumn.

The Council NOTED this information.

203/26 DOCUMENTS AND PUBLICATIONS CIRCULATED

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

- (a) Action in rural Sussex - Newsletter Summer 2026
- (b) Arun & Chichester Citizens Advice - Just 1 Week to Go!
- (c) Arun District Council - Larksfield Park, Bognor Regis - Survey now live!
- (d) Arun District Council - News Release - Aileen Evans OBE Appointed Chair of Arun District Council Housing Improvement Board
- (e) CAGNE - Appeal Court & Action Needed
- (f) Care UK - Join Us for Our Monthly Networking Breakfast + Speaker Opportunities!
- (g) Carers Support West Sussex - Your July Update from Carers Support West Sussex
- (h) CPRE Your latest update on our countryside
- (i) East Preston Parish Council News - 18 June 2026, 25 June 2026, 2 July 2026, 9 July 2026 and 21 July 2026
- (j) Hidden Disabilities Sunflower - Join the Sunflower Telephone Lines Webinar
- (k) National Association of Local Councils - Chief Executive's Bulletin - 25 June 2026, 2 July 2026, 9 July 2026, 16 July 2026 and 23 July 2026
- (l) National Association of Local Councils - Clear Councils - Important Notice for our Customers
- (m) RHS - RHS Communities July Update
- (n) Rustington Residents Association Newsletter
- (o) Southern Water - We're here to help keep taps flowing
- (p) Southern Water - Helping you stay updated: please whitelist our new email address

- (q) Southern Water - Your update from Southern Water in West Sussex
- (r) Southern Water - Your Water Matters: Meet the team and ask us anything
- (s) Southern Water - Our Annual Results are here
- (t) Stonepillow - Supporters Update
- (u) West Sussex County Council - Highways, Transport and Planning Parish Newsletter x2
- (v) West Sussex County Council - News Release - 23 June 2026, 24 June 2026 x2, 2 July 2026, 3 July 2026, 16 July 2026 x2, 17 July 2026 and 20 July 2026
- (w) West Sussex County Council - Residents' eNewsletter
- (x) West Sussex County Council - West Sussex Emergency Management - Met Office Red Heat Health Alert
- (y) West Sussex County Council - West Sussex Emergency Management - Moderate Air Pollution Alert for West Sussex

There being no further business the Meeting concluded at 8.20 pm.

Chairman:

Date:

There were no questions received for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.