

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 25 February 2019

PRESENT: Councillors J Street (In the Chair), Mrs C Broomfield, Mrs K Callaghan, Mrs A Cooper, A Cooper, Mrs P Gregory, R Grevett, A Jones, Mrs S Partridge, D Rogers, G Tyler and P Warren

33/19 CHAIRMAN OF THE MEETING

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

34/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Work Commitment), Ceiriog-Hughes (Personal Commitment), Field (Work Commitment) and M Jones (Holiday). These apologies were accepted by the Council.

35/19 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a prejudicial and pecuniary interest in Minute 43/19 (Minute 23/19 of the Finance and General Purposes Committee Meeting - 25 February 2019 refers). In the absence of any discussion in respect of this matter, she remained in the Meeting but took no part in the vote thereon.

Councillor Street declared a prejudicial and pecuniary interest in Minute 43/19 (Minute 28/19 of the Finance and General Purposes Committee Meeting - 25 February 2019). He remained in the Meeting during consideration of this item but took no part in the vote thereon.

36/19 MINUTES

The Minutes of the Monthly Meeting held on 28 January 2019 were signed by the Chairman as a correct record.

37/19 SUSSEX POLICE

(a) PCSO Hannah Pipkin

The Vice-Chairman reported that in the absence of PCSO Pipkin, there was no report on Sussex Police issues available for the Meeting.

(b) Neighbourhood Policing Concerns

The Clerk referred to Minute 4/19(b) and said that a Meeting of representatives from the majority of the Eastern Arun Parish and Town Councils, with the Police Crime Commissioner and the Chief Constable, had now been arranged to take place on 10 April 2019 in Lewes.

She said that the Chairman and Councillor Warren would be representing the Council at the Meeting.

The Council NOTED this information.

(c) Recorded Crime Rates in Rustington 2017 and 2018

The Council NOTED a schedule of the Recorded Crime Rates for Rustington in 2017 and 2018, produced by Councillor Warren.

Councillor Warren drew Members' attention to the fact that shoplifting crimes were shown to have dropped in 2018 by some 27%. He said that he was inclined to believe that this was because traders, especially the larger retail outlets, were not reporting all shoplifting crimes to the Police.

Councillor Cooper agreed with Councillor Warren in respect of the larger retail outlets not reporting shoplifting crimes, and also advised that there was a problem in the Village with pickpocketing. He said that the Chamber of Trade and Commerce was regularly advising its Members to report any such crimes to the Police.

38/19 **DISTRICT COUNCILLORS**

Apologies for absence had been received from Councillors Mrs Harrison-Horn, Mrs Neno and Mrs Porter.

The Vice-Chairman welcomed Councillor Mrs Bower to the Meeting.

Councillor Mrs Bower reported on District Council matters as follows:-

- *Balanced Budget achieved by Council once again - However, funding challenges being faced, with the Government and County Council both reducing the funding made to the District Council - Good Reserves held, so it is anticipated that the cuts can be withstood without affecting any services - Major funding source is the retention of business rates, which has increased as more businesses have been attracted to the area, and this helps to offset other reductions*
- *District Council share of Council Tax for 2019/2020 to increase by just under 3%, representing an annual increase of approximately £5.00 for a Band 'D' property*
- *Investments being made to generate income, including the purchase of The Arcade in Bognor Regis - It is anticipated that the new Leisure Centre in Littlehampton should bring in £600K per annum - Also, houses have been purchased for the temporary accommodation of homeless families, resulting in savings on the cost of 'bed and breakfast'*
- *New Council Houses being built - Hoping to achieve 250 in the next five years*
- *Look and Sea Centre - It is anticipated that a new tenant will be in situ before the start of the 2019 Summer Season.*

Councillor Mrs Bower, assisted by Councillor Cooper, in his capacity as a District Councillor, then responded to a question raised by Councillor Tyler in connection with the cost of the current building repairs being undertaken at the Look and Sea Centre which were being funded by the District Council, to ensure that the property was fit for purpose.

Councillor Tyler also asked whether or not there were any plans for foodstuffs to be able to be recycled. Councillor Cooper said that there were currently no plans for such a facility, but confirmed that the current Waste Contract was secured for weekly collections until 2023.

The Vice-Chairman thanked Councillor Mrs Bower for her most informative Report, and Councillor Cooper for his valuable contribution in respect of the questions raised by Councillor Tyler.

39/19 **COUNTY COUNCILLORS**

County Councillor Purchase reported on County Council issues as follows:-

- *2019/2020 Budget - Some of the proposed cuts in respect of the Fire and Rescue Service (Intervention and Prevention) withdrawn - 66% cut in funding for Homeless Charities approved - Troubled Families Budget cut approved (£560,000.00)*
- *Road Improvement Schemes for A284 and A259 to commence in 2019.*

The Vice-Chairman thanked Councillor Purchase for his Report.

Councillor Purchase then referred to the concerns raised in respect of the congestion caused by the recent road closure of Station Road and said that the representations he had forwarded to the County Council Highways Department had been considered and it was hoped that the problems experienced would not occur again.

The Council NOTED this information.

40/19 CLERK'S REPORT

(a) 2018 Community Carol Concert

The Clerk reported the receipt of a letter of thanks and appreciation from the Littlehampton Concert Band in respect of the recent donation of £200.00 awarded in recognition of their participation in the 2018 Community Carol Concert.

The Council was pleased to NOTE this information.

(b) Retiring Collection - 2018 Community Carol Concert

The Clerk reported the receipt of a letters of thanks and appreciation from CancerWise, in respect of the donation of £697.00, representing the Retiring Collection and Charity Auction from the 2018 Community Carol Concert.

The Council was pleased to NOTE this information.

(c) Retirement Gift - Mrs A Evans

The Clerk reported the receipt of a letter of thanks and appreciation from Mrs Evans in respect of her retirement gift.

The Council was pleased to NOTE this information.

41/19 CHAIRMAN'S REPORT

In the absence of the Chairman, the Clerk reported on his official representation and attendance, in his capacity as Chairman of the Council, at Meetings, Events and Functions since the last Monthly Meeting as follows:-

- Open Public Meeting with Katy Bourne - 21 February 2019
- Bognor Regis Town Council - Civic Service - 24 February 2019

The Council NOTED this information.

42/19 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 28 January 2019 and 11 February 2019.

(Prior to consideration of the following item Councillor Mrs Broomfield declared a prejudicial and pecuniary interest as the Proprietor of Owen Electrical - Minute 23/19 refers)

(Prior to consideration of the following item Councillor Street declared a prejudicial and pecuniary interest as one of the Administrative Assistants was his sister-in-law - Minute 28/19 refers)

43/19 **FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council received the Report of the Finance and General Purposes Committee Meeting held on 25 February 2019. (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 25 February 2019 be APPROVED.

44/19 **LEISURE AND AMENITIES COMMITTEE**

The Council received the Report of the Leisure and Amenities Committee Meeting held on 7 February 2019.

The Council RESOLVED that the Report of the Leisure and Amenities Committee Meeting held on 7 February 2019 be APPROVED.

45/19 **ANNUAL ASSEMBLY OF THE PARISH MEETING - GUEST SPEAKER**

The Clerk referred to Minute 4/19 (Youth Centre Sub-Committee Meeting - 10 January 2019 refers) and reminded Members that it had previously been agreed that Mr Ben Young, or another representative from the Arun Community Project, should be invited to be the Guest Speaker at the Annual Assembly of the Parish Meeting on 11 April 2019, on the work of the Project in respect of youth provision, not just in Rustington, but also in the neighbouring Towns and Villages.

The Council NOTED this information, and the Clerk said that she would send a formal Invitation to Mr Young.

She then asked the Council if the Guest Speaker's Presentation could take place before the formal business of the Meeting.

The Council AGREED to this request.

46/19 **RUSTINGTON MUSEUM AT THE SAMUEL WICKENS CENTRE**

The Clerk referred to Minute 12/19 and said that the Project was continuing to be progressed in accordance with the timescale set by the Project Manager. She said that an Oral History Training Session for volunteers had taken place at the Samuel Wickens Centre on 19 February 2019, and a Text Writing Session was scheduled for 26 February 2019. She advised the Council that Councillors Mrs Broomfield and Mrs Partridge had attended the Training Session in a volunteer capacity. She said that she understood that other Training Sessions for volunteers in specific areas would also be taking place over the next few months, to ensure that the History of the Village could be told in the new Museum most effectively.

The Council was pleased to NOTE this information.

47/19 **RUSTINGTON-IN-BLOOM**

The Clerk referred to Minute 13/19(a) and said that the Committee was now working hard on its 2019 Campaign. It had recently agreed to affiliate to the Brookside Memorial Garden Group, and would be entering the Garden in the Small Cemetery Category of the South and South East in Bloom Competition. The Committee was also hoping to assist the Council's Leisure and Facilities Assistant in his efforts to re-develop the Wildlife Area on the Recreation Ground.

The Committee was also looking at providing planters for installation in front of the Samuel Wickens Centre, to compliment the design and aesthetics of the building, and to donate a 'Lest We Forget' Commemorative Seat to the Council, for installation on the grass verge outside of the Owen Electrical Shop in Woodlands Avenue.

The Council was pleased to NOTE this information.

48/19 **FUTURE OF REMEMBRANCE SUNDAY PARADE AND SERVICE**

The Clerk referred to Minute 15/19 and said that in response to the Council's request, Mrs Bulley had arranged for a Meeting of the organising Group for the Remembrance Sunday Parade and Service to take place on 7 March 2019. She said she would provide a further progress report at the next Monthly Meeting.

The Council NOTED this information.

49/19 **NUMBER 12 BUS SERVICE**

The Clerk referred to Minute 17/19 and reported that a Meeting had been held with the Managing Director of Compass Travel, at which the Council had been represented by Councillor Mrs Cooper and herself.

She said that the changes to the timing of the Number 12 Bus Service would be taking effect from 7 April 2019, and the new timetable had been included in the quarterly Newsletter which would be being delivered over the next couple of weeks to all households in the Village.

She said that it had also been agreed that an advertisement for the Village Shopping Centre could be included in the official published timetables at the appropriate time.

The Council was pleased to NOTE this information.

Councillor Tyler left the Meeting at this juncture.

50/19 **REDESIGNED/NEW WEBSITE**

The Council considered a Report from the IT Working Party Meeting held on 11 February 2019.

Following a detailed discussion, the Council AGREED that a decision in respect of the Working Party's Report should be DEFERRED, pending the receipt of further information and clarification in respect of certain issues as follows:-

- Testimonials in respect of the proposed successful quotation should be sought from five other Parish Councils whose Websites had been designed, and were being supported by Process Matters2, in the hope that a minimum of three would be forthcoming
- Process Matters2 to be asked to confirm what period of time the Council would be required to enter into a Contract for Hosting and Support based on the quotation received and, if the Council was prepared to enter into a Contract for a longer period, say three years, would there be any discount available
- If the Council should want to change to another Company to support its Website at any time in the future, would it have the Intellectual Property Rights and what does the £4,000.00 cost 'buy the Council.'

The Clerk said that as soon as this information had been considered by the Working Party, an amended Report would be submitted to the Council for consideration at the next Meeting.

51/19 **ZACHARY MERTON COMMUNITY HOSPITAL AND LAND/ASSETS OF COMMUNITY VALUE WORKING PARTY**

The Clerk referred to Minute 20/19 and said that the Working Party had met on 11 February 2019 and had agreed that whilst there was little that the Council could do to prevent the NHS from disposing of the building and land at some stage in the fairly foreseeable future, clarification should be sought on the actual plans and timescales for this. Accordingly, the Clerk had sent a request to the Head of Estates,

NHS Coastal West Sussex, to ask if it would be possible for him to meet with the Working Party, to which he had replied as follows:-

'Thank you for the note and I hope this quick response is helpful.

Zachary Merton is an important service to the area and it is recognised the building is older. There is a bed review in progress at a more regional level (Sussex and East Surrey).

I do not believe the building is due to close in the near future.

My colleagues at Sussex Community NHS Foundation Trust deliver our community services and I meet with them regularly.

As soon as I get feedback on any changes, I will cascade that message - but I am fairly sure this will not be in the near future.

I hope this helps ease some concerns. I've included my very, very good communications lead in this response so that we have you on the radar (if not already).'

She said that Members of the Working Party had all had sight of this response, and it had been agreed that any further Meetings of the Working Party should be postponed until there was something concrete to discuss.

The Clerk said that she had, subsequent to receiving the above response, received an email from the Head of Communication, who had agreed that she could attend all future East Arun Health Advisory Group Meetings, along with the Council's elected representative, Councillor Ceiriog-Hughes, to ensure that anything further that needed to be discussed in this regard could be tabled on an Agenda in the future.

The Council NOTED this information and was happy to concur with the decision of the Working Party.

52/19 CHURCHES TOGETHER IN RUSTINGTON - PROCESSION AND SERVICE - GOOD FRIDAY - 19 APRIL 2019

The Council NOTED a letter received from the Chairperson, Churches Together in Rustington, of the Church Council's intention to hold a procession and service on Good Friday 19 April 2019, as in previous years.

53/19 RUSTINGTON AND DISTRICT TWINNING ASSOCIATION - APPOINTMENT OF PRESIDENT

The Council considered a letter received from the Chairman, Rustington and District Twinning Association, advising that the Constitution required the Association to have a President appointed to act as an Officer of the Association. The letter went on to say that the position was currently vacant and the Committee was, therefore, duty bound to consider a replacement.

With this in mind, the Committee had recently agreed that the position should, in future, be held by an appointed official, namely the Chairman of the Parish Council, or another appointed Member, and it was, therefore, requesting that the Council consider agreeing to the decision made by the Twinning Association's Committee.

Following a detailed discussion, the Council RESOLVED that any decision in this regard should be DEFERRED until the Annual Meeting on 13 May 2019, when the new Council would have been elected. The Clerk said that, in the meantime, she would establish exactly what would be expected of the President, in respect of actual commitment to the Association's activities.

54/19 **ARUN DISTRICT COUNCIL**

(a) **2019 Election Timetable**

The Council NOTED an email from Ms Lauren Fairs-Browning, Electoral Services Manager, together with detailed associated documentation.

The Clerk said that she would be collecting sufficient nomination packs for all Members, together with additional packs for any members of the local community who wished to stand for Election to the Council at the May Elections, from the District Council within the next few days. She said that she would ensure that a pack was sent to all Members as soon as practicably possible after the packs had been collected.

(b) **Parish and Town Non-Strategic Sites and Neighbourhood Planning Workshop**

The Council NOTED a Report from Councillor Warren following his attendance at the Neighbourhood Planning Workshop on 30 January 2019.

55/19 **WEST SUSSEX COUNTY COUNCIL**

(a) **West Sussex Local Access Forum - Aiming to Improve and Protect Countryside Access - Annual Report**

The Council NOTED an email received from Jane Noble, Senior Access Officer, together with associated documentation in this regard, and AGREED that any interested Members should complete the application form on a personal basis.

(b) **'What If' Community Project**

The Clerk referred to Minute 22/19 and said that in excess of 250 invitation letters, complete with explanatory information and the official poster, had been sent out to local groups, organisations, clubs and businesses. She reminded Members that a copy of the poster had been previously circulated and she hoped that as many as possible of them would be able to attend to support the Event.

The Council NOTED this information.

(c) **Velo South 2018**

The Council NOTED an email received from Louise Goldsmith, Leader, West Sussex County Council, in respect of Velo South 2018, which had been cancelled due to poor weather conditions.

The letter stated that as a result of concerns that had been raised by residents in respect of Velo South 2018, a Major Events Protocol was currently being developed by County Council Officers which would provide helpful guidance if any form of major Event was planned in the future. It concluded by advising that rather than holding an Event in 2019, the County Council intended to take the time to better understand the concerns raised previously and how they could best be mitigated against, with the possibility of considering planning ahead for an Event in 2020.

The Council NOTED this information.

56/19 **SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS**

The Council NOTED the Weekly Bulletins received since the last Monthly Meeting.

57/19 **NATIONAL ASSOCIATION OF LOCAL COUNCILS**

The Council NOTED the Chief Executive's Weekly Bulletins received since the last Monthly Meeting dated 18 January 2019, 1 February 2019 and 15 February 2019.

58/19 **COMMUNITIES AGAINST GATWICK NOISE EMISSION (CAGNE) - ANNUAL GENERAL MEETING**

The Council NOTED an email received from CAGNE Aviation Town and Parish Council Forum, in this regard.

59/19 **RUSTINGTON CHAMBER OF TRADE AND COMMERCE**

Councillor Cooper, in his capacity as Chairman of the Chamber of Trade and Commerce reported on his attendance at a recent Meeting of the Committee. He said that the main topic discussed had been the Shopwatch Scheme, as Store Property Investments Limited were actively trying to encourage their larger retail store tenants in the Village to join the Scheme, to make it more effective.

The Council NOTED this information.

60/19 **LITTLEHAMPTON DISTRICT LIONS CLUB - RUSTINGTON STREET FAYRE**

Councillor Rogers, in his capacity as a Member of the Lions Club reported that the Rustington Street Fayre was, this year, being organised by the Club. He said that, unfortunately, Store Property Investments Limited would not be making a financial contribution in 2019, as had been the case in previous years, and the Club was actively looking for new sponsorships to offset this monetary loss.

The Council NOTED this information.

61/19 **DOCUMENTS AND PUBLICATIONS**

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

- (a) Campaign to Protect Rural England - Review - Winter/Spring 2019
- (b) East Preston Parish Council - News - 31 January 2019, 6 February 2019, 14 February 2019 and 21 February 2019
- (c) St Barnabas Hospices - 'Chestnuts' - Spring 2019
- (d) St Barnabas Hospices - 'Life' - Spring 2019
- (e) West Sussex County Council - E-Newsletter - February 2019
- (f) West Sussex County Council - News Releases - 'Bus-loads of sugar removed from County's School Dinners' and 'It's time to put your sugar knowledge to the test.'

62/19 **EXCLUSION OF THE PUBLIC AND PRESS**

The Committee, pursuant to Section 100 of the Local Government Act 1972, RESOLVED that Members of the Public and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

63/19 **ANTICIPATED SALE OF CHURCH FARM COTTAGES**

The Clerk referred to Minute 32/19 and said that an offer of £450,000.00 had been accepted for Church Farm Cottages. She said that the prospective purchaser had subsequently visited the site with the Architect who had worked on the original Museum Project and his Planning Consultant, in respect of all planning related issues. She said that she had also been corresponding with the prospective purchaser, who seemed very keen to progress the sale as quickly as practicably possible.

She said that she would keep the Council informed on further progress on a regular basis, until the anticipated successful conclusion of the sale of the property.

The Council was pleased to NOTE this information.

There being no further business the Meeting concluded at 8.28 pm.

Chairman:

Date:

During the Public Question Time held prior to the Meeting, the following matter was raised:-

- (a) Concern at closure of footpath along northern boundary of Georgian Gardens Community Primary School land over weekend when BT were not actively working and part of footpath was clear.**