

**RUSTINGTON COMMUNITY PARTNERSHIP  
MEETING - 08.01.09 AT 2.30 P.M.  
MINUTES**

**Present:** Julie Armstrong (Vice Chair), Marilyn Burt (Secretary), Austen Beard (Chair), Tom Carney, Deirdre Carolin, Don Rogers, Mervyn Wright.

1. **Apologies** : Iain Armstrong (Treasurer), John Cieriog-Hughes
2. **Minutes of Meeting** - 06.11.08 - Agreed. Proposed Don Rogers, seconded Deirdre Carolin.

3. **Matters arising**

It was noted by the Chair that the AGM was reasonably attended and had a good outcome, and agreed that the next AGM should be advertised wider.

4. **Management Group - Officer updates**

Treasurer: No report as absent.

It was suggested that the Treasurer should supply a financial statement in advance of future meetings to Committee members.

**ACTION: IAIN**

Secretary: Requested Committee to advise re placing Agenda/minutes for public access. It was suggested that Parish Council may be able to import to website.

**ACTION: Marilyn to discuss with Parish Office.**

5. **Group project updates:**

- (a) Village Design Statement - Austen Beard

Awards for All bid progressing. Number allocated so through First Stage. Financial Statement resubmitted based on projected figures for next year. Expected turn a round is 8 weeks (submitted in early December).

Austen had been in touch with Planning Aid and was awaiting contact from Area Co-ordinator.

- (b) Neighbourhood Management Forum - Marilyn Burt

Last meeting was 3.12.08. There had been a number of issues raised regarding CCTV coverage in the Village Centre, retail crime and ongoing problems in Station Parade. The local PCSO would be requesting an extension to the police designated patrol areas to cover hot spots. The Forum also had concerns over reduced PCSO coverage to one officer - a situation which has been ongoing and was not considered beneficial to our area. Marilyn requested permission to write to the police on behalf of the Partnership expressing concerns at this current situation and requesting an update on future plans, and this was agreed.

**ACTION: Marilyn**

(c) Community Garden - Julie Armstrong

Funding bid has been allocated a number and there is a meeting with a facilitator at the museum site on 14.01.09 at 11 a.m. and all Management Committee invited. Carole Ward will be attending with Graham Tyler. No work would be allowed until grant approved but meeting today with Parish Council reps was advised they want the grounds tidy and turfed before the official opening on 28 February 2009 (museum open from March), and a quote from Ferring Nurseries is to go before the Council on 26 January. It was hoped this work would not give rise to issues with grant award and this would be discussed on site visit with facilitator.

(d) Cycle Cover Protection - John C-Hughes - No report.

(e) Recycling - Deirdre Carolin

Deirdre reported that WSCC was still revamping their recycling programme and she could move over to assist Julie. Georgian Gardens environment projects continued working with the Woodland Trust and recycling mobile telephones and ink cartridges were the last project additions.

It was suggested that Deirdre may want consider sharing her experiences with other local schools and this was to be considered.

Austen suggested that the Partnership write to her a letter of support for the work being carried out through the school, and this was agreed.

**ACTION: AUSTEN Letter to be sent.**

(f) Jobs Information Board - Mervyn Wright

Mervyn confirmed no vacancies from retailers/industrial estate yet and had to follow up with Job Centre as sheets stopped on staff change, but now recommenced. Had Sainsbury vacancies before Xmas.

Deirdre offered some display borders as Mervyn concerned he needed to ring the changes with the layout.

**ACTION: DEIRDRE**

It was suggested that Mervyn may wish to include training information eg Chichester College IT courses.

(g) Plastic Bag free Rustington - David & Mary Helyar

Marilyn reported that David had been requested by Arun to match fund the £500 he had been verbally offered. David has £150 from Rustington Parish Council and needs £350. The committee thought he may be able to use his time as a cost benefit to the project and should ask Arun if this is possible. It was also suggested that he would need a letter of intent from Arun if match funding was to be requested from elsewhere. Marilyn had discussed applying to the Sussex Community Foundation, Grassroots, and had obtained details of the scheme/application form and would meet with David to discuss this option. The scheme allows for a group to apply for up to £5000 in any three years and the Committee agreed this project should apply.

**ACTION: Marilyn to contact Project Manager and assist with application.**

In respect of all the projects, it was suggested a specific promotional article in the Parish newsletter and more information on website was needed.

**ACTION: AUSTEN. Separate article co ordinated with Project Manager, possibly with photograph, for next newsletter. More information on website about each project - discuss with Parish Office.**

#### 6. **Funding Opportunities**

Marilyn agreed to keep information, such as WSCC Funding News, and that members could approach her to discuss their funding requirements initially. It was also useful to contact Rowena at AiRS and Arun Voluntary Services.

#### 7. **Membership of Management Committee**

The Group still needed to recruit additional members to its Management Committee - Members to consider any possible candidates and submit to next meeting.

**ACTION: All**

#### 8. **Any other business**

(1) Tom Carney reported that the Pavement Group was meeting next Tuesday and he would keep members informed of any progress. Austen noted work to provide drop kerbs was starting around Harsfold Road soon.

(2) Marilyn had details of a prospective volunteer and hoped to meet soon to discuss future involvement. Suggested the Group needed a procedure and central point to collect information on all volunteers, with an introductory letter. This may be essential as projects progress for insurance purposes.

**ACTION: TO BE CARRIED FORWARD**

(3) Administration funding: There was still a need for further funding for Group expenditure such as insurance. It was a previous suggestion that the Local Area Committee may assist.

**ACTION: Marilyn to obtain details and report back**

#### 9. **Date(s) of Next Meeting(s)**

(1) 26 February 2009 at 2.30 p.m.

(2) 19 March 2009 at 2.30 p.m.

**SIGNED:**

**DATED:**