

**RUSTINGTON COMMUNITY PARTNERSHIP
MEETING - 16.04.09 AT 2.30 P.M.
MINUTES**

PRESENT: Iain Armstrong (Treasurer), Julie Armstrong (Vice Chair), Austen Beard (Chair), Marilyn Burt (Secretary), Tom Carney, Don Rogers, Mervyn Wright.

IN ATTENDANCE: Ashley Kent (from 3.30)

1. **Apologies** - Deirdre Carolin
2. **Minutes of Meeting** - 19.03.09. Agreed and signed.
3. **Matters arising**

None.

4. **Management Group - Officer updates**

Treasurer: Account Balance £9238.65.

Unchanged since last meeting. Cheque still awaited from Grassroots Foundation for £400.00. Secretary confirmed David Helyar has requested that this is sent direct to the Treasurer.

Secretary: Funding bid agreed by Arun Eastern Area Committee in the sum of £500.00. Requested amount was £950.00 - £400 for Plastic Bag Project and remainder for the Project Launch at the Carnival, including a sum for Public Liability Insurance. The letter received did not indicate how this award could be spent, but on telephoning Locality Officer, no indication was given in the actual minutes. Secretary has requested a letter to be sent to confirm the Area Committee's intentions.

ACTION: Marilyn to agenda liability insurance for next meeting and obtain up to date details from Action for Market Towns.

5. **Group project updates:**

(a) Rustington Village Design Statement - Austen Beard

The RVDS Planning Group had agreed an appointment letter with attached Project Proposals for discussion with Ashley Kent, the appointee. Ashley was in the process of drafting the questionnaire and the Parish Council has offered via email to Secretary to include this with the next Newsletter, which will be circulated at the end of May. Austen confirmed he is in the process of obtaining competitive estimates for the printing of the RVDS and will now need to obtain estimates for printing the questionnaire.

It was discussed that the questionnaire would have to include details of return points, and whether a prize draw could be included to encourage its return.

ACTION: Austen to obtain estimates for printing questionnaire.

Marilyn suggested that we may be able to put this on-line as we had with the Action Plan Questionnaire.

ACTION: Marilyn to approach Parish Council.

Ashley had provided, via email to all the Planning Committee, a copy of the Arundel Sustainability Appraisal. This raised concerns with the members as to the likelihood of the VDS being adopted by Arun as a legal document. The Committee also had concerns over allocation by Arun of officer time to progress the VDS as the officer who had agreed to meet with the Partnership/Ashley is leaving in June.

ACTION: Letter to be sent to Arun Chief Executive regarding the adoption procedure and letter to be sent to Karen Dower re officer allocation (Marilyn to draft both for approval of Planning Committee).

ASHLEY KENT: Ashley welcomed to the meeting. He distributed examples of documents he will be drafting for submission to Arun - including a Timeline, consultation Statement (Parts 1-3) and the Sustainability Appraisal. The Committee questioned Ashley on the adoption process. He confirmed other local authorities had adopted VDS documents as Local Planning Documents but Arun had in the past stated it did not have the resources to monitor and review these and was only agreeable to the Supplementary Planning Document route. It was agreed a letter to Arun CE, Ian Sumnell, would help clarify Arun's current position.

ACTION: Marilyn to contact Arundel VDS co-ordinator to set up a meeting to discuss their experiences with the adoption process.

Ashley was given a copy of the VDS Proposal Plan and, if he was in agreement with this, he would contact Austen to sign documents. The deadline for the draft questionnaire was accepted and Ashley would next meet with Don who was collating the built environment data.

(b) Neighbourhood Management Forum - Marilyn Burt

No meeting.

(c) Community Garden - Julie Armstrong

Julie requested that a sub-committee be set up to assist with the paperwork being generated by this bid. Also required was a draughtsperson for the garden design plan.

Julie confirmed that only a few support letters had been received back to date and volunteers were slow to come forward.

ACTION: Marilyn to email other members and contact Volunteer Bureau; Don to contact possible draughtsperson.

(d) Cycle Cover Protection - John C-Hughes

No report.

(e) Recycling - Deirdre Carolin

No report.

(f) Jobs Information Board - Mervyn Wright

Mervyn was keeping on top of Job Centre to provide vacancies and agreed to draft an article for submission to Parish newsletter in order to promote Board.

ACTION: Mervyn to draft article/photograph and discuss submission with Parish Office.

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

Marilyn gave an update. The supplier has provided a quote and all that remains is the artwork. A poster competition produced a logo (Committee shown poster), which could form the main artwork, together with the logo of the funding organisations and the RCP. A funding bid to Arun's Clean and Safe team had been resubmitted for this financial year now match funding confirmed.

6. Projects Launch - 20.06.09 Rustington Carnival

Held over to next meeting.

7. Any other business

ACTION: Austen to submit update article for Parish newsletter and website.

8. Date(s) of Next Meeting(s)

- (1) 14.05.09 at 2.30 p.m.
- (2) 28.05.09 at 2.30 p.m.