

**RUSTINGTON COMMUNITY PARTNERSHIP  
MEETING - 26.02.09 AT 2.00 P.M.  
MINUTES**

**Present:** Iain Armstrong (Treasurer), Julie Armstrong (Vice Chair), Marilyn Burt (Secretary), Austen Beard (Chair), Deirdre Carolin, Mervyn Wright.

1. **Apologies** : Tom Carney, John Ceiriog-Hughes, Don Rogers
2. **Minutes of Meeting** - 08.01.09 - Agreed. Signed and seconded.
3. **Matters arising**

The Secretary reported that the approved minutes from the December meeting had been put on the RCP page of the Parish Council website and this would be repeated after each meeting.

4. **Management Group - Officer updates**

**Treasurer:** Account Balance: £9389.65

This included £8,900 Awards for All funding for Village Design Statement. Two additional payments to be credited have been received from David Helyar of £150 (Parish Council) and £100 (National Westminster Bank). Following a discussion, it was agreed that Iain would investigate opening a flexible savings account.

**ACTION: IAIN**

**Secretary:** Marilyn reported that the headed paper was now on a CD and had been saved in both .wps (word) and .rtf (wordpad) formats. She would send out via email to members and requested feedback on safe receipt and problems with opening due to the differing operating systems.

**ACTION: MARILYN**

An article had been submitted to the Littlehampton Gazette drafted by Austen on the VDS funding success, and this had appeared in the 19 February edition.

5. **Group project updates:**

(a) **Village Design Statement - Austen Beard**

Austen reported the receipt of £8900 from Awards for All/Lottery Funds. This needs to be spent by 03.02.10 with a confirmation form submitted by that date. A planning meeting with Austen was arranged for 10.03.09 and Julie, Mervyn and Marilyn agreed to attend at Woodlands. Don Rogers was to be notified by Secretary.

**ACTION: MARILYN**

A CV had been received from one party who may be interested in drafting the VDS, and enquiries to be made of other VDS groups to enable a list of possible candidates to be drawn up to whom an expression of interest letter could be sent.

**ACTION: AUSTEN/MARILYN**

Data needed to be collected on the local built environment as a priority, and it was understood Don would undertake this task with assistance.

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**ACTION: DON (SECRETARY TO CONFIRM)**

A copy of Arundel's questionnaire was still outstanding. This would assist the planning group in approving the Rustington questionnaire and deciding the most cost effective way to distribute and then collate the returned information.

**ACTION: AUSTEN TO CONTACT EAST PRESTON/MARILYN - ARUNDEL'S MIKE DE LARA BEFORE PLANNING MEETING ON 10.03.09**

The completed VDS would need to be submitted for print no later than January 2010, after public consultations on the draft had taken place. Provisional quotations to be obtained from local companies.

**ACTION: AUSTEN**

A Steering Committee would have to be formed and letters of invitation to join to be sent to agreed members of the community.

**ACTION: SECRETARY TO WRITE/MERVYN - ARUN REPRESENTATIVE**

Partnership members who were previously involved in VDS steering group to be contacted regarding their future involvement.

**ACTION: SECRETARY**

#### **(b) Neighbourhood Management Forum - Marilyn Burt**

Marilyn had received a reply from Sharon Parker, West Sussex Police regarding PCSO coverage in Rustington. It confirmed a second PCSO would be appointed to support the existing officer but no date was given. Marilyn would take this back to the Forum for further discussion.

On 10.02.09 a walk around the Allangate area was attended, conducted by the PCSO's and accompanied by representatives of WSCC, Crime Prevention, the Fire Brigade and the local parish council. This identified areas where youths congregate and where anti social behaviour takes place and actions for the attendees to address the arising issues, such as improved lighting, rubbish clearance, using unkempt open spaces and alleyway access.

It was felt that the Angmering Community bus may offer a solution by providing an outreach centre for youth workers and this was to be investigated further by the Forum at their next meeting.

A local issue was raised regarding unsocial behaviour and this would be taken back to the forum.

#### **(c) Community Garden - Julie Armstrong**

Julie reported that the Parish Council had agreed to sign over an area of land attached to the Museum on a 5 year licence and to be the accountable body for any grant.

The grant application was proceeding, but may have to be revisited in view of the recent museum launch and Julie would be having a discussion with the Parish Clerk and grant facilitator in view of the recent health and safety issues which have been raised.

**ACTION: JULIE**

**(d) Cycle Cover Protection - John C-Hughes**

No report.

**(e) Recycling - Deirdre Carolin**

Deirdre confirmed David & Mary Helyar had visited the Georgian Gardens School Council on 25.02.09 and a design competition was underway for the Plastic Bag Project.

Deirdre had also contacted other local primary schools to invite their involvement in the Eco-scheme initiative, which her school had been achieved a silver award.

**(f) Jobs Information Board - Mervyn Wright**

Mervyn reported good progress and joint working with Job Centre Plus. Two vacancies from local companies and another promised. He had contacted the Chichester College (Littlehampton) re IT courses and a meeting is to be arranged.

The board had been redesigned and borders may be added to visually enhance. Obtaining funding to purchase a board for the sole use of this project was discussed.

**ACTION: MERVYN TO INVESTIGATE COST, SITES ETC.**

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

Marilyn gave a project update on behalf of the Helyars. David has written to Arun requested confirmation of funding whilst match funding is being sought. An application was completed by Marilyn and David to the Grassroots Fund, but they have advised this cannot be considered until May 2009 when the Partnership is a year old. In view of this another application has been made to the County Local Committee for £400 which will be put forward in early April.

An approach to local banks has produced a £100 donation from National Westminster with a reply from Barclays awaited.

David and Mary are proceeding to contact local schools and hope to be in a good position to launch the project at the Carnival, subject to funding being obtained to order the bags in sufficient time.

**6. Public Liability Insurance**

Marilyn had contacted Action for Market Towns for updated charges.

The annual Associate Membership charge payable in April is currently £108 inc. VAT (increase due in April) or pro rata after that date. Their insurance scheme renewal date is 1 October and has an initial set up cost of £25, on-going admin charge of £20 with a per day pro rata charge, currently 37p up to annual renewal date of 30.09.08. The current annual charge from October this year would be around £160.45 inc. admin. & IPT.

If insurance commenced on 1.04.09 the charge would be £125 plus Associate Membership of £108, subject to increases. Both would be pro-rata after this date.

The Treasurer confirmed the Associate Membership charge could possibly be covered with residual bank funds, but it was not possible to meet the whole charge. This could put the launch and other projects in jeopardy and it was hoped an application to the local County Local Committee may be of assistance.

**7. Membership of Management Committee - Invitations**

Carried forward.

**8. Projects Launch - 20.06.09 Rustington Carnival**

Marilyn reported that an application had been submitted via the Locality Manager to the Eastern Arun County Local Committee to assist with the above . The costs needed to be covered were for two small gazebo's (which could also be used for community loan), display board, publicity, hire of stalls and insurance. The outcome would be known in April.

**8. Any other business**

None.

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

(1) Thursday 19.03.09 at 2.30 p.m.

(2)