

**RUSTINGTON COMMUNITY PARTNERSHIP  
MEETING - 14.05.09 AT 2.30 P.M  
MINUTES**

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

1. **Apologies** - Tom Carney
2. **Minutes of Meeting** - 16.04.09 - Agreed and Signed by Chair
3. **Matters arising** - None
4. **Management Group** - Officer updates

**Chair:** No report

**Treasurer:**

A cheque for £500 from the East Arun County Local Committee had been passed from the Secretary, but not yet banked. This was awarded as a result of a bid in respect of the Rustington Plastic Bag Free Project and the RCP Launch at the Carnival and WSCC have confirmed could be proportioned by the Partnership. It was agreed an equal split between the two projects.

Invoice received from Ashley Kent in respect of work completed for the Village Design Statement was not acceptable. It needed to have the information on the attachment on the invoice itself. Subject to receipt of this the Committee agreed a payment of £250.00.

The Treasurer reported the following account balance:

**TOTAL                      £9880. 47**

This includes Project funds to date and General fund.

**Secretary:** No report

5. **Group Project Updates**

(a) **Village Design Statement**

Questionnaire: Austen reported the cost of printing had been obtained via the Parish Office and agreed at £439 for black and white. Final amendments were made at the meeting and passed to office to go to print with Parish Magazine. Date of return of questionnaire by residents inserted as 1.07.09.

**ACTION: TREASURER AUTHORISED TO SETTLE ON RECEIPT INVOICE OF £439.**

Online version: After debate, members agreed to place on web at a cost of £100, as this would indicate to Arun District Council the intention to allow as many residents as possible the opportunity to complete the questionnaire.

**ACTION: AUSTEN TO DISCUSS WITH PARISH OFFICE WHEN PRINTED VERSION AVAILABLE**

Planning Information: Secretary reported that Maggie Line was interested in taking this part of the project forward, but has requested assistance.

**ACTION: DON ROGERS AGREED TO ASSIST. MAGGIE TO BE ASKED TO JOIN MANAGEMENT COMMITTEE BY SECRETARY.**

ADC Planning: Brian Bannister leaving in June. Reply received from Karen Dower, Head of Development Control, advising unsure whether another officer will be available.

**ACTION: MARILYN TO WRITE TO ADC IN JUNE FOR UPDATE**

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

Marilyn confirmed not able to attend meeting arranged for this morning and would have to step down from this Forum as now unavailable to attend. It was suggested that another RCP member may be interested in taking up this.

**ACTION: MARILYN TO SEEK INTEREST FROM OTHER MEMBERS**

ADC Chief Executive: Sending letter by Secretary carried forward

**ACTION: MARILYN TO DRAFT**

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

Quotes (3) had been obtained for landscaping, to include laying a path and paving, raised planting beds and walls, seating, new turf and a planting budget. A fixed price with warranty, public liability insurance and environmental agency licence was the most promising. Other features to be included were a cascading water feature with a child safe catchment pool, disable friendly paths and raised railway sleeper beds.

The main problem was that there still needed to be a professionally drawn plan to submit.

**ACTION: AUSTEN AGREED TO ORGANISE**

Support letters: Still a problem. One suggestion was to try sending out a standard letter requiring a signature only.

**ACTION: JULIE**

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

No report.

**(e) Recycling - Deirdre Carolin**

Current Issue: Garden rubbish collection - request for free service has been put to

ADC and being followed up regularly.

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

Information Board: Weekly sheet from Job Centre being displayed. No response from companies, but Catering Manager for Museum Café on display.

Parish Newsletter: Article submitted.

**ACTION: AGREED COPIES OF PARISH MAGAZINE WOULD BE DISTRIBUTED TO BUSINESSES.**

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

Secretary: Elizabeth Irvine of ADC Development & Education had emailed with request for more information before grant considered. Reply sent on 11.05.09, which Chair approved, and ADC acknowledged. Awaiting decision. Both Chair and Project leaders copied.

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

Marilyn confirmed funding of £250 available to spend on any items listed in bid - confirmed by Locality Officer. This indicated that insurance would be a valid item and a necessity for the Partnership. Updated information on the scheme run by Action for Market Towns had been received by Austen. The Treasurer confirmed the Partnership had a small amount which could be used for the required membership. Both membership (ends April 2010) and insurance premium (up to renewal 30.09.09) would be pro-rata and this would be the cheapest way to provide insurance for the event and cover any further launch activities until September.

**ACTION; AUSTEN TO COMPLETE MEMBERSHIP APPLICATION**

The remainder of the bid money could be used for the purchase of a gazebo which could be loaned to other community groups, advertising and display purposes.

**ACTION; MARILYN TO OBTAIN REQUOTES DUE TO ELAPSED TIME SINCE BID PROCESSED**

Carnival Activities:

(1) Deidre donated recycled materials for activity and had prepared examples. Julie and Marilyn would be manning the area, but would need assistance.

**ACTION: MARILYN TO CONTACT MEMBERSHIP FOR AVAILABILITY**

(2) Each project would need to display an update etc.

**ACTION: PROJECT LEADERS**

(3) Fundraising idea still needed

**ACTION: ALL**

**7. Any other business**

Austen has been passed a request from the Parish Office to look at joint working with the Greening Campaign. It was agreed a presentation from the organisation

should be arranged - June meeting at 2 p.m. suggested.

**ACTION: AUSTEN TO ARRANGE**

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

(1) 28.05.09 at 2.30 p.m.

(2) 25.06.09 at 2.30 p.m.