

13 May 2008

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Annual Meeting** of the Council to be held on **Monday 19 May 2008** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, commencing at **7.15 pm**.

There will be a **Public Question Time at 7.00 pm** when Members of the Public may question the Council. It is hoped that immediate answers can be given. If this is not possible, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

Yours sincerely

Clerk of the Council

AGENDA

1. Apologies for Absence
2. To elect a Chairman of the Council until the Annual Meeting in 2009
3. To receive the Chairman's Declaration of Acceptance of Office
4. Sussex Police:-
 - (a) To receive a Report from PCSO Craig Wilson or PCSO Mrs Emma Orpin (if in attendance)
 - (b) To receive a Report from Councillor Mrs Lines - Community Safety Representative
5. To elect a Vice-Chairman of the Council until the Annual Meeting in 2009

6. To appoint Statutory and Standing Committees:-

NOTE: The Clerk will report on the results of the Members' Selection Procedure for Membership of Committees

(a) **Allotments Committee**

(Present Constitution - Five Members plus Chairman and Vice-Chairman ex-officio. Two Members of the Rustington Horticultural Association are co-opted)

(b) **Finance and General Purposes Committee**

(Present Constitution - Six Members plus Chairman and Vice-Chairman ex-officio)

(c) **Leisure and Recreation Committee**

(Present Constitution - Five Members plus Chairman and Vice-Chairman ex-officio)

(d) **Lighting and Amenities Committee**

(Present Constitution - Five Members plus Chairman and Vice-Chairman ex-officio)

(e) **Planning Committee**

(Present Constitution - Six Members plus Chairman and Vice-Chairman ex-officio)

It will be necessary for the Council to delegate authority for this Committee to act between Meetings of the Council in view of the need for urgency in dealing with the weekly lists of planning applications.

(f) **Emergency Planning Committee**

(Present Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

(g) **Internal Audit Committee**

To be held in abeyance until after the Chairman of the Committee is elected at the next Finance and General Purposes Committee Meeting.

7. To appoint Representatives to serve on Outside Bodies:-

NOTE: The Clerk will report on the results of the Members' Selection Procedure for Representation on Outside Bodies

(a) **Management Committee - Rustington Museum**

Four Members (*Councillors Mrs Lines, Rogers, Tyler and Warrington appointed on 28/1/08 until the Annual Meeting in 2011*)

(b) **Management Committee - Rustington Youth Centre**

Four Members

(c) **Management Committee - Neighbourhood Youth**

One Member

(d) **Management Committee - Rustington Sports and Social Club**

Two Members

- (e) **Sussex and Surrey Associations of Local Councils**
Two Members (*Normally Chairman and Vice-Chairman*)
- (f) **Management Committee - Littlehampton and District Citizens' Advice Bureau**
One Member and Deputy
- (g) **Arun Neighbourhood Watch Association**
One Member and Deputy
- (h) **Joint Eastern Arun Area Committee**
One Member and Deputy
- (i) **Rustington Chamber of Trade and Commerce**
One Member and Deputy
- (j) **Eastern Neighbourhood Management Team (Sussex Police)**
One Member
- (k) **West Sussex Primary Care Trust - East Arun Community Hospital Forum**
One Member and Deputy

8. To appoint/review membership of internal Working Parties:-

NOTE: The Clerk will report on the results of the Members' Selection Procedure for Membership of internal Working Parties

- (a) **Zachary Merton Community Hospital and Land**
Six Members
- (b) **Opportunity Purchases**
Five Members
- (c) **Parishioners' Award**
Four Members
- (d) **Traffic Issues**
Four Members
- (e) **Newsletter/Website**
Four Members
- (f) **Casual Vacancy - Interviewing Panel**
Four Members
- (g) **Sports Facilities**
Five Members
- (h) **Recycling and Sustainable Energy**
Five Members
- (i) **Village Memorial Hall 70th Anniversary**

Four Members (*Councillors Akbar, Mrs Harrison, Rogers and Tyler appointed on 23/7/08 to progress Event to conclusion*)

9. To appoint a Community Safety Representative to represent the Council for the ensuing year
10. Declarations of Interest by Members

Members are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda

You should declare your interest by stating:-

- a) whether it is a personal interest and the nature of the interest*
- b) whether it is also a prejudicial interest*
- c) if it is a prejudicial interest, whether you will be exercising your right to speak*

11. To confirm the Minutes of the Monthly Meeting held on 28 April 2008
(*Copy attached*)
12. District Councillors - Matters Arising (if any)
13. County Councillors - Matters Arising (if any)
14. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
15. Chairman's Report
16. Planning Committee - To note the Report of the Meeting held on 28 April 2008
(*Copy previously circulated*)
17. Finance and General Purposes Committee - To receive the Report of the Meeting held on 19 May 2008 from the Chairman of the Committee, and to consider the Recommendations contained therein
(*Finance and General Purposes Committee Agenda and associated documentation previously circulated*)
18. Rustington Youth Centre:-
 - (a) Progress Report
 - (b) Youth Centre - Littlehampton and Rustington Freestyle Wrestling Club - Sleepovers - 27 and 28 June 2008 - To consider a letter received from Mr J Savage
(*Copy attached for Members*)
19. Rustington Museum Project:-
 - (a) Progress Report
 - (b) To note the Report of the Meeting of the Management Committee held on 1 May 2008 and to consider any Recommendations contained therein
(*Copy attached for Members*)
 - (c) To note the Report of the Meeting of the Management Committee held on 15 May 2008 and to consider any Recommendations contained therein
(*Copy to follow*)
 - (d) Raise the Roof Campaign - Progress Report
20. Rustington-In-Bloom - Progress Report

21. Rustington Community Partnership - To consider the Constitution and the Memorandum of Understanding, and to authorise the Chairman to sign the latter document on behalf of the Council
(Copy attached for Members)
22. Councillors' Surgeries - To consider the success and possible continuation of the Bi-Monthly Surgeries at the Village Information Centre
23. Parishioners' Award - To agree a date for the Meeting of the Working Party
24. Newsletter/Website - To agree a date for the next Meeting of the Working Party, and Clerk to report
25. 2008 Gardens Competition - Clerk to report
26. Family Fun Fair - North Field - To consider a request received from Showtime Amusements to hire the North Field for a Family Fun Fair on 9, 10, 11 and 13 April 2009, and Clerk to report
(Copy attached for Members)
27. East Arun Community Hospital Forum - To consider a letter and attachments received from the Town Clerk, Littlehampton Town Council
(Copy attached for Members)
28. Arun District Council:-
 - (a) Consultation on Draft Dog Control Order - To consider a letter received from the Assistant Solicitor
(Copy attached for Members)
 - (b) Development Compliance Seminar - 6 May 2008 - Councillor Warrington to report on his attendance at this Seminar
 - (c) Arun Local Strategic Partnership - "Our Kind of Place" - Consultation Event - 19 May 2008 - Councillors Tyler and Mrs Lines to report on their attendance at this Event
 - (d) Chairman's Charity Bowls Match - To receive an Invitation to attend the Bowls Match at Pagham Bowls Club, Swansea Gardens, Bognor Regis on 1 June 2008
(Copy attached for Members)
 - (e) BT's Proposal to remove Payphones - Arun District Consultation - To consider emails received from the Head of Strategy and Partnership/Economic and Cultural Developments' Office, together with a copy of the BT Consultation letter in this regard
(Copies attached for Members)
29. West Sussex County Council:-
 - (a) Directional Road Signs - Avalon Natural Health Centre - To note a copy of a letter from Jonathan Wyeth, Signs, Structures & Telematics to Mr Eschbaecher in this regard, together with the Parish Council's letter referred to therein
(Copies attached for Members)
 - (b) West Sussex Street Lighting Operation Times Consultation - To consider a letter and supporting documentation received from the PFI Manager, Street Lighting
(Copy enclosed for Members)
30. Southern Water - Draft Water Resources Management Plan - Clerk to report
31. Proposals for an Eco-Town at Ford - To note a letter received from the Town Clerk, Littlehampton Town

Council, and Chairman to report on his attendance at the Meeting on 14 May 2008
(Copy *attached for Members*)

32. To receive Reports from Members attending other External Meetings (if any)
33. Urgent matters arising, for information only, since the preparation of this Agenda
34. To note the following Documents and Publications received for Members' information:-
 - (a) "Seranews" - Sea Estate Residents Association Ltd. - Issue 10 - Spring 2008
 - (b) West Sussex Sustainability Forum - "Living in West Sussex - Quality Life Indicators Report 2008" - March 2008