

## **RUSTINGTON PARISH COUNCIL**

**MINUTES:** of the Monthly Meeting held on 22 September 2008

**PRESENT:** Councillors M Warrington (Chairman), A Akbar, Mrs C Broomfield, J Ceiriog-Hughes, J Collins, T Field, R Grevett, Mrs F Harrison, Mrs S Lines, S Perry, D Rogers, C Snell, R Steward and G Tyler

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### **259/08      RESIGNATION OF COUNCILLOR D MURPHY**

The Chairman reported the receipt of a letter of resignation from Councillor Murphy. He said that Councillor Murphy had resigned as he felt that the increasing demands of his business commitments meant that he could not commit 100% to his duties as a Parish Councillor.

The Council NOTED this information with regret and RESOLVED that the Chairman should write to Councillor Murphy, on behalf of the Council, expressing thanks and appreciation for all of his hard work and efforts during his time as a Member of the Council.

The Chairman then confirmed that arrangements would now be made for this vacancy in the West Ward to be advertised in the local Press, on all of the Council's Notice Boards throughout the Village, and on the Council's Website, giving members of the public an opportunity to claim a By-Election.

He said that if a By-Election was not called for by the due closing date, arrangements would be made for this vacancy to be advertised for filling by co-option.

### **260/08      APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Grevett (Holiday) and Steward (District Council Business). These apologies were accepted by the Council.

### **261/08      DECLARATIONS OF INTEREST**

Councillor Tyler declared a personal interest in Minute 292/08. He remained in the Meeting during the consideration of this item and took part in the discussion and vote thereon.

Councillor Mrs Broomfield declared a prejudicial interest in Minute 269/08. She left the Meeting during the consideration of this item and took no part in the discussion and vote thereon

### **262/08      MINUTES**

The Minutes of the Monthly Meeting held on 28 July 2008 were signed by the Chairman as a correct record.

### **263/08      SUSSEX POLICE**

The Clerk reported that an apology for absence was received from PCSO Wilson, PSCO Mrs Orpin and PC Banham Brown.

#### **(a)      Report from PCSO Mrs Orpin**

The Chairman said that a copy of PCSO Mrs Orpin's Monthly Report had been previously circulated to all Members.

In her Report, PCSO Orpin had advised the crime statistics for the rolling 90 days as follows:-

Crimes in Rustington East - 70, representing a decrease of 8  
Detected Crimes - 12  
Detection Rate - 17.1%

Crimes in Rustington West - 80, representing a decrease of 5  
Detected Crimes - 16  
Detection Rate - 20%

She had also provided a monthly summary for the period from 18 August 2008 to 17 September 2008 as follows:-

316 calls received via Police call handling for Rustington East and West area, compared to 253 for the same period in the previous year. These included:-

18 relating to Criminal Damage	9 relating to Vehicle Crime
8 relating to Burglary	8 relating to Theft
4 relating to a Violent Crime	0 relating to a Sexual Crime

PCSO Mrs Orpin, in her overview, advised that incidents of anti-social behaviour had continued to during the month and, apart from a small blip surrounding Goodwood Close, the Environment Audit of this area had achieved many of its goals.

She then referred to the two, one female and one male, street drinkers who had been drinking around the Village over the past few weeks. She said that work had been undertaken to offer assistance to this couple, but that this would go hand in hand with enforcement of the Alcohol Restriction zone, the removal of food supplies being left at the rear of supermarkets and easy places for sleeping. She also said that, as always, the more information received the better, as positive action and evidence gathering would assist in removing the problems being caused in a more timely manner.

She then reported that PC Banham-Brown was continuing his work with the Mobile Speed Camera, which was due to be further deployed in Broadmark Lane (early morning), North Lane, Worthing Road and Sea Lane/Road.

PCSO Orpin then reported that bag dipping had continued to be an issue in the Village, and opportunist burglaries in the area had shown a very early increase. As well as visiting victims reactively, and offering the usual pro-active crime prevention advice, she said that the mobile Police Station would again, in the near future, be available for raising public awareness of these issues

She concluded her Report by confirming that following a slight restructure, a new role of dedicated Sergeant for Littlehampton East NST Area had been created. Sergeant Paul Stevens had recently taken up the post of the additional Sergeant for the local area and would be contacting the Parish Council in the near future.

The Council NOTED this information.

**(b) Community Safety Representative's Report**

Councillor Mrs Lines reported on her attendance at the Meeting of the Neighbourhood Management Forum that had been held on 28 August 2008. She referred particularly to the success of the Environmental Visual Audit that had been carried out in respect of the Allangate Estate. She confirmed that the situation at the aforementioned location would continue to be monitored.

**(c) Police Neighbourhood Management Forum Meeting – 28 August 2008**

The Council NOTED the Minutes of the Meeting held on 28 August 2008.

## **264/08**      **DISTRICT COUNCILLORS**

Apologies for absence had been received from Councillors Mrs Bower and Chapman..

Councillor Clayden congratulated the Council on the most successful and enjoyable Civic Service and Presentation Evening on 21 September 2008. He then reported on the following matters relating to the District Council:-

- (a) Audit Commission – National Fraud Initiative - Presentation made to Councillors by Peter Yeltz, an Associate Director of the Commission, to explain situation in respect of Legal requirements – Concerns continuing to be expressed regarding invasions on personal privacy
- (b) Local Development Framework – Objective to help to defend ECO Town situation and to identify suitable locations for the ever increasing number of houses proposed by the Government for the County
- (c) Lean Management Consultant – Being engaged by District Council to identify ways to save money

The Council NOTED this information.

## **265/08**      **COUNTY COUNCILLORS**

The Chairman welcomed Councillor Moor to the Meeting, conveying the Council's pleasure that he was now making such a speedy recovery from the stroke he had recently suffered

Councillor Moor thanked the Council for allowing him the opportunity of commenting on matters relating to the County Council.

He referred particularly to the following:-

- (a) West Sussex Safer Routes to School Scheme - Works now completed and route being used for both walking and cycling by Angmering School pupils, in particular
- (b) Proposed widening of access and introduction of Pedestrian Crossing - A259 in vicinity of Sainsbury's Superstore – Works now ongoing for a 16 week period for anticipated completion in November 2008
- (c) Future of Abbotswood - Demolition of all buildings now complete – Now trying to get a Pedestrian Crossing on Station Road in this vicinity, hopefully courtesy of Section 106 funding
- (d) Sea Lane - Traffic Issues – No further progress to report at the present time

The Council NOTED this information, and the Chairman, on behalf of the Council, expressed his appreciation to Councillor Moor for his Report.

## **266/08**      **REPORT OF CLERK OF THE COUNCIL**

### **(a) Grant Aid - Arun Co-ordinated Community Transport**

The Clerk reported the receipt of a letter of thanks and appreciation from Arun Co-ordinated Community Transport for the recent Grant Aid of £100.00 awarded by the Council for financial assistance towards the increasing costs of continuing the service.

The Council was pleased to NOTE this information.

**(b) Grant Aid - Rustington and District Twinning Association**

The Clerk reported the receipt of a letter of thanks and appreciation from Rustington and District Twinning Association for the recent Grant Aid of £500.00 awarded by the Council towards the expenses incurred during the visit of a delegation from Künzell.

The Council was pleased to NOTE this information.

**(c) Mrs C Ellis**

The Clerk reported the receipt of a thanks and appreciation from Mrs Carol Ellis, who had recently retired from her position as Senior Administrative Officer at the Council's Offices. Mrs Ellis was especially overwhelmed by Members' generosity in respect of the gifts that she had received, and was also grateful to the Council for hosting such an enjoyable Retirement Reception at The Windmill Inn on Friday 22 August 2008.

The Council was pleased to NOTE this information.

**267/08 CHAIRMAN'S REPORT**

The Chairman reported on his official representation and attendance at Events and Functions since the last Monthly Meeting as follows:-

- Littlehampton District Lions Club – Senior Citizens' Luncheon – 23 August 2008
- Arun District Council - Chairman's Civic Celebration - 17 August 2008
- St Bridget's Leonard Cheshire Home - 60<sup>th</sup> Celebrations - 6 September 2008
- The Royal Air Forces Association - Battle of Britain Church Service - 21 September 2008

He then referred to the current personnel position in the Council's Offices, and advised Members that following the retirement of Mrs Ellis, the Clerk had decided that she wanted to monitor the situation within the Council's administrative operation to establish the future requirements, prior to appointing a new member of personnel. He said that in view of this, he was suggesting that, for the next few months, if Members needed to see either the Clerk or any other member of personnel in the Council's Offices in respect of a particular issue, an appointment should be made, in advance, by telephoning the Offices.

Following a detailed discussion, during which the question of Members' general access to The Woodlands Centre was raised, the Council AGREED that this matter should be included on the Agenda for the next Meeting to allow a general discussion to take place in this regard.

**268/08 PLANNING COMMITTEE**

The Council NOTED the Reports of the Planning Committee Meetings held on 28 July 2008, 18 August 2008 and 1 September 2008. (Copies previously circulated).

*(Prior to consideration of the following item Councillor Mrs Broomfield declared a prejudicial interest in Minute 63/08 of the Finance and General Purposes Committee Minutes – 22 September 2008 Meeting, as the proprietor of Owen Electrical Limited).*

*((Prior to consideration of the following item Councillor Tyler declared a prejudicial interest in Minute 68/08 of the Finance and General Purposes Committee Minutes – 22 September 2008 Meeting, as the individual concerned was a member of his family.)*

**269/08**      **FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council NOTED the Report of the Finance and General Purposes Committee Meeting held on 18 August 2008.

The Council received the Report of the Finance and General Purposes Committee Meeting held on 22 September 2008. (Verbal Report from the Chairman of the Committee and Clerk of the Council).

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 22 September 2008 be APPROVED.

**270/08**      **TRAFFIC ISSUES WORKING PARTY**

The Council NOTED the Report of the Traffic Issues Working Party Meeting held on 16 September 2008.

**271/08**      **ARUN EASTERN PARISHES GROUP**

The Council NOTED the 9 September 2008 Meeting Report.

**272/08**      **APPOINTMENT OF COMMITTEES**

The Clerk reminded Members that there was one vacancy on the following Committee.

The Council RESOLVED the following:-

Planning Committee      -      Councillor C Snell

**273/08**      **RUSTINGTON YOUTH CENTRE**

(a)      **Progress Report**

The Clerk referred to Minute 238/08(a) and reported that at a recent Meeting with Mr Mark Stables, Service Manager for Adult Learning Difficulties, West Sussex County Council, the hiring costs in respect of the Oak Community Project's current arrangements at both the Centre and The Woodlands Centre had been agreed for the next three years as follows:-

15 September 2008 - 14 September 2009	£17,000.00
15 September 2009 - 14 September 2010	£17,500.00
15 September 2010 - 14 September 2011	£18,000.00

The Council was pleased to NOTE this information.

**274/08**      **RUSTINGTON MUSEUM PROJECT**

(a)      **Progress Report**

Councillor Tyler reported that the final account figure in respect of Phase 1 had now been confirmed by Boxall Sayer in the sum of £203,515.00. He said that this was just over £1,000.00 less than the Contract Sum.

He then reported that Phase 2 of the Project (Café) was still progressing well with the oak framed building installed. He said that the floor had recently been screeded and there would now be a period of approximately 60 days for the screed to fully dry and set before the oak floor could be laid.

He said that this would, in effect, mean that the Café would not be completed until early in 2009 which would, it was anticipated, coincide with the Museum being fully fitted out with its display cabinets and ready to open.

He also advised the Council that the hard landscaping of the garden was also being discussed, as part of Phase 2, and he had recently had a Meeting with Ferring Nurseries to discuss planting within the paved area at the southern end of the garden. He said that the northern section of the garden would be left top soiled only, to enable those members of the community that were interested in getting involved with the soft landscaping, to participate in the design and maintenance of this part of the garden.

He then referred to Phase 3 of the Project, namely the Craft Workshop, and said that in view of the financial constraints being faced by the Council not only at the present time, but also for the foreseeable future, the Council should now consider postponing any further progress indefinitely. He said that, obviously, if the Curator was able to secure sufficient funding for the entire Phase, then it could be progressed, but that this would have to be subject to no financial provision being made by the Council

The Council NOTED this information and RESOLVED that Phase 3 of the Museum Project, namely the Craft Workshop, should be postponed indefinitely, pending any external funding being received to cover the total cost of its construction and fitting out.

**(b) Management Committee**

The Council considered the Report of the Management Committee Meeting held on 4 September 2008.

The Council RESOLVED that the Recommendations contained in the Report of the Management Committee Meeting held on 4 September 2008 be APPROVED as follows:-.

- (a) That Mrs Petit's position as Curator be made full-time on a temporary basis with effect from 6 October 2008, to enable the Museum to be opened as soon as practicably possible, with the position being reviewed at the end of the current financial year.
- (b) The Museum Management Committee be AUTHORISED to spend up to a maximum of £40,000.00 on display units for the Museum, with balances being utilised to meet this figure, should there be insufficient funding available in the Museum Project Bank Accounts
- (c) A revised Specification, with certain items contained within the original quotation omitted, received from Click Netherfield, be prepared and sent out to all three Companies, previously approached, with a view to making a final decision at the next Meeting of the Committee and placing an order immediately following that Meeting.
- (d) That a new Scheme be launched as soon as possible, entitled the "Rustington Museum Display Case Sponsorship Scheme".

**(c) "Opening a New Museum" – Requirements for the Management of Rustington Museum**

The Council was pleased to NOTE a most comprehensive and interesting Report from the Curator in this regard.

**275/08 RUSTINGTON-IN-BLOOM**

The Chairman referred to Minute 240/08 and reported that at the South and South East in Bloom Awards Ceremony on 3 September 2008 at The Hawth Theatre, Crawley, the Village had again been presented with not only a Gold Award, but also the Category's Overall Winner Award. The Woodlands Recreation Ground was presented with a Gold Award in the Recreation/Small Parks Category.

He said that Rustington-in-Bloom also received the Judges Special Discretionary Award for the Best Public Space Display across the South East, together with three other awards were received in the Neighbourhood Awards Categories, namely a Merit Certificate for the Overstrand West Estate and Outstanding Certificates for both the Church Farm Gardens Estate and the Sea Estate.

He then reported that Michael Harwood, from Ferring Nurseries had been presented with a Special Award for his outstanding contribution to the Rustington-in-Bloom entry.

He reminded Members that the Britain-in-Bloom Competition results, would be being announced on 24 September, and Councillor Tyler, himself and Mr Spanton would be representing the Village at the Awards Ceremony in Chester.

The Council was pleased to NOTE this information.

**276/08      ANNUAL CIVIC THANKSGIVING SERVICE AND PRESENTATION RECEPTION - 21 SEPTEMBER 2008**

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The Chairman said that the event had again been extremely successful with many favourable comments being received from those people in attendance. He thanked both Councillors Mrs Lines and Snell for performing the readings during the Service

The Council was pleased to NOTE this information, and RESOLVED that its thanks and appreciation be conveyed to the Council's Personnel and everyone else involved with the organisation of the Service and Reception and, in particular, to the Caterer, for the superb buffet.

**277/08      REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

The Council considered a Report from the Internal Audit Committee recommending that a number of amendments be made to the Council's Standing Orders and Financial Regulations.

Following a brief discussion, the Council RESOLVED that amendments to the Council's Standing Orders and Financial Regulations be made and a copy of the Report is attached and forms a part of these Minutes.

**278/08      WEBSITE RE-DESIGN**

The Clerk reported that the new design for the Website was now being progressed. She said that all Members of the Working Party were happy with the design, which was based on the Council's Newsletter, and prior to going 'live' all Members could access the new design by logging on to [www.rustingtonpc.org/newsite](http://www.rustingtonpc.org/newsite). She said that she would be grateful to receive any comments by the end of September, if practicably possible.

The Council was pleased to NOTE this information and expressed its thanks and appreciation to Mrs Collins, the newly promoted Administrative Officer, for her hard work and efforts in this regard.

**279/08      ANNUAL TEAM BUILDING DAY**

The Clerk referred to Minute 242/08 and reported that following contact with all Members, the following suggestions had been received:-

- River Trip on the River Thames or Arun
- Trip to Goodwood
- Paintballing
- Trip to London and Show
- Day Trip to Seaside Resort or Castle
- Arundel Castle
- Horse Racing Trip
- Shopping Trip to Bluewater or similar, followed by Show/Dinner
- Two day trip to Christmas Market, Bruges

The Clerk said that she had spoken to certain Members of the Council's Personnel, and the consensus of opinion was that, in view of the fact that time was moving on swiftly, the Annual Team Building Day be not progressed in the current financial year.

Following a further detailed discussion, it was RESOLVED that no further action be taken in respect of an Annual Team Building Day in 2008. The Clerk said that she would ensure that this item was tabled for discussion, in respect of 2009, at the beginning of the next financial year.

#### **280/08 VILLAGE MEMORIAL HALL - 70<sup>TH</sup> ANNIVERSARY**

The Chairman of the Working Party, Councillor Rogers, referred to Minute 243/08 and reported that the arrangements for the event were progressing well. He said that invitations had now been sent out to in excess of 100 people, with the event including an afternoon of music courtesy of the Phoenix Big Band and a Buffet Tea. He also confirmed that the Guides and Scouts would be providing a Guard of Honour at the entrance to the Hall, immediately prior to the event.

He said that whilst Members would not be receiving an official Invitation to attend, in view of the limited space in the Hall, they were all welcome to assist the Members of the Working Party and the Council's Personnel, on the day. He said that any interested Members should let the Clerk know that they would be able to help during the event.

He then referred to the production of Mrs Taylor's Book – This Was Rustington – No. 6 - Origins of the Village Hall - was progressing on schedule to be launched at the event.

The Council was pleased to NOTE this information.

#### **281/08 PLANTING AND MAINTENANCE OF AMENITY AREAS CONTRACT (2009-2012)**

The Council considered a Report from the Clerk of the Council and following a detailed discussion, RESOLVED that:

- (a) In view of the outstanding success of the existing Contract, which is particularly evident from the Village's tremendous achievements in the 2008 South and South East in Bloom Competition, together with the specialist and specific nature of the works to be undertaken, the Council's previous decision, as detailed in Minute 336/07, be rescinded and Standing Order No. 76(2) (*current Standing Orders refer*) and Financial Regulation 11.1(b)(i) (*revised Standing Orders refer*) be waived.
- (b) A three year Contract be awarded to Ferring Nurseries with effect from 1 April 2009, costed as follows:-

1 April 2009 – 31 March 2010	£33,302.38
1 April 2010 – 31 March 2011	£34,467.96
1 April 2011 – 31 March 2012	£35,674.34

#### **282/08 PUBLIC TOILETS REFURBISHMENT - THE STREET**

The Clerk reported that she had previously circulated a letter received from Boxall Sayer containing the Tender costs for the refurbishment of the Public Toilets in The Street as follows:-

R Rawlins Limited	£43,315.00 excluding VAT
Rosewood Building Contractors	£46,218.00 excluding VAT
Sussex Renovations Limited	£47,542.00 excluding VAT

She said she had subsequently circulated a further letter received from Boxall Sayer, detailing a schedule of reductions that could be made to the lowest Tender, which would result in an amended Contract Sum of £39,265.00.

The Clerk reminded the Council that provision of only £35,000.00 had been made in the 2008/2009 Budget, which would need to include all professional fees as well as the Contract Sum.

Following a detailed discussion, the Council RESOLVED that:-

- (a) the Tender received from R Rawlins Limited in the reduced sum of £39,265.00 excluding VAT be ACCEPTED, with the Council's balances being utilised to meet the costs over and above the expenditure of £35,000.00 previously budgeted for in this regard. Copies of the aforementioned letters are attached and form a part of these Minutes.

#### **283/08      BEACH SHELTER - SEA ROAD**

The Clerk reported that she had previously circulated a letter received from Allianz, the Council's Insurers, advising that they had previously reimbursed the Council in the sum of £364.00 for the emergency repairs that had been carried out to the Shelter. The letter also stated that as Allianz's liability for the repairs/replacement of the Shelter was limited to £12,633.00, any costs over and above this would be the Council's responsibility.

She said that she had also previously circulated a Quotation received from Above All Roofing for a replacement Shelter in the sum of £15,108.75 excluding VAT.

The Clerk suggested that if the purchase of a further replacement shelter, previously agreed by the Council, was deferred until the next financial year, then the balance required to meet the additional costs required for the replacement Shelter, would be available from within the Lighting and Amenities Committee Bus/Beach Shelter vote.

Following a brief discussion, the Council RESOLVED that the Quotation received from Above All Roofing for a replacement Shelter in the sum of £15,108.75 excluding VAT be ACCEPTED.

#### **284/08      RUSTINGTON COMMUNITY PARTNERSHIP**

The Council NOTED the Reports of the Meetings held on 9 July 2008 and 7 August 2008.

#### **285/08      ROYAL BRITISH LEGION - COMMEMORATIVE PARADE AND SERVICE - SUNDAY 9 NOVEMBER**

The Council NOTED the Programme for the Commemorative Parade and Service received from The Royal British Legion Rustington Branch.

The Clerk asked Members to advise her by Monday 31 October 2008 if they intended to attend the Service, to ensure that adequate seats could be allocated. Several Members then advised the Clerk of their seating requirements.

#### **286/08      ARUN COMMUNITY HOSPITAL FORUM**

The Council NOTED the Minutes of the Arun Community Hospital Forum Meeting held on 31 July 2008 together with the Feedback Report from the Well Being Centre Workshop held on 18 July 2008.

#### **287/08      ALLOTMENTS ACTS 1908-1950 - NOTICE TO QUIT**

The Clerk referred to Minute 15/08 of the Minutes of the Allotments Committee held on 7 July 2008 and said that first and second warning letters had been sent on 9 July 2008 and 20 August 2008 respectively.

She confirmed that no further attempt had been made to cultivate Plot No. 34A on the Conbar Avenue Site, and the Tenant, who currently rented the plot from the Council was, therefore, in serious breach of his Tenancy Agreement.

Following a brief discussion, the Council RESOLVED that formal Notice to Quit be now issued in respect of Plot No 34A on the Conbar Avenue Allotment Site.

**288/08      CONBAR AVENUE ENHANCEMENT**

The Chairman reminded the Council of the representation made by Mrs Wyatt, during the Public Question Time held prior to the Meeting.

The Council then considered a letter received from Mrs J Wyatt, regarding the plot of Council owned land in front of the Allotment Site gates in Conbar Avenue. In her letter, Mrs Wyatt was requesting the Council to clear the plot of land and plant it up ready for the residents to take over the ongoing maintenance of the area, in an effort to improve its aesthetic appearance.

Following a further discussion, the Council AGREED that this matter should be referred to the Lighting and Amenities Committee to progress, with the Clerk liaising with Mrs Wyatt in the meantime, to clarify certain points prior to the Committee's consideration.

**289/08      ARUN DISTRICT COUNCIL - CHAIRMAN'S REMEMBRANCE CHARITY BALL**

The Council NOTED the receipt of an invitation, together with enclosed booking form, from the Chairman's Personal Assistant, inviting Members to attend the Chairman's Remembrance Charity Ball at The Grand Hall, Hilton Avisford Park, Arundel on 8 November 2008.

*(Prior to consideration of the following item, Councillor Tyler declared a personal interest, as Vice-Chairman of the District Council's Licensing Committee)*

**290/08      ARUN DISTRICT COUNCIL - LICENSING ACT 2003 - TEMPORARY EVENT NOTICES**

Councillor Tyler reported that, following a Meeting with the lead Alcohol Licensing Officer, Ms Rosie Bomford, certain matters had been clarified, and both the Chairman of the Council, Clerk of the Council and himself, were of the opinion that no further action needed be taken in respect of the Council applying for a Licence for the sale of alcohol at the present time.

He said that, prior to the Meeting with Ms Bomford, information had been obtained, indicating that Temporary Event Licences (TENs) could be applicable to each hireable room, including the bar and kitchens, within the Woodlands Centre which, in effect, meant that at least 60 TENs could be applied for during each 12 month period. He advised that with this in mind, there was no need to change the Centre's current policy in this regard.

The Council NOTED this information and AGREED to take no further action in this regard.

**291/08      ARUN DISTRICT COUNCIL - ELECTORAL REVIEW OF WEST SUSSEX COUNTY COUNCIL - THE BOUNDARY COMMITTEE FOR ENGLAND'S DRAFT RECOMMENDATIONS**

The Council NOTED an extract from the Minutes of Arun District Council's Governance Committee held on 19 August 2008.

**292/08      ARUN DISTRICT COUNCIL - BYELAWS - PLEASURE GROUNDS, PUBLIC WALKS AND OPEN SPACES**

The Council considered a letter received from Ms S Sugden, Senior Legal Assistant, Arun District Council, enclosing a copy of the Draft Byelaws regulating Pleasure Grounds, Public Walks and Open Spaces.

Following a discussion the Council RESOLVED to take no further action in respect of submitting any comments, except to remind the District Council of the privately owned section of greensward in front of Dolphin Court.

Reference was made to the need for the Council's own Byelaws to be reviewed, and the Clerk said that she would be progressing this as soon as the District Council's revised Byelaws had been approved.

**293/08      ARUN DISTRICT COUNCIL - DISTRICT-WIDE STRATEGIC FLOOD RISK ASSESSMENT PRESENTATION**

The Chairman reported on his attendance at the Seminar held on 31 July 2008.

**294/08      ARUN DISTRICT COUNCIL - RECYCLING AND REPROCESSING ROUTES**

The Council NOTED a letter and enclosed Viridor Press Release received from the Head of Environmental Amenities and Community Safety.

**294/08      PROPOSED PEDESTRIAN SAFETY SCHEME - SEA LANE, RUSTINGTON**

The Chairman reminded the Council of the representation made by Mr Grimes, during the Public Question Time held prior to the Meeting.

He then reported that a Meeting had, that day, been arranged, for Councillor Tyler, Councillor Mrs Lines and himself to meet with the Transport Planning Team and the Local Area Highway Manager, at the County Council, to discuss the assessment results and the way forward. He said that this Meeting would be taking place on 6 October 2008, and he would report back to the Council at the next Meeting in this regard.

Following a brief discussion, the Council agreed to NOTE the correspondence with the Local Highway Manager, together with the letter received from Mr Grimes, and take no further action at the present time, pending the report of the aforementioned Meeting with the County Council.

**296/08      WEST SUSSEX COUNTY COUNCIL - MINERALS AND WASTE DEVELOPMENT FRAMEWORK (MWDF)**

The Council considered a letter received from the Senior Planner, Customer and Communities offering the Council an opportunity to comment on the background papers in this regard by 31 October 2008. The letter also stated that the County Council would be producing three further background papers looking specifically at its methodologies for selecting minerals and waste sites and development management issues. An invitation was also contained within the letter to attend another Forum on 20 October 2008 at The Steyning Centre, Steyning from 7.00 pm to 9.30 pm.

Following a further discussion, the Council RESOLVED to take no further action in this regard.

**297/08 WEST SUSSEX COUNTY COUNCIL - DEVELOPER CONTRIBUTIONS AND SCHEMES (S106 AND S278 AGREEMENTS)**

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The Council considered a letter received from the Mr D Lambert, Section 106 Projects Officer, together with a copy of a draft Report that would be being submitted to all of the County Local Committees, alongside the Works Programme in the Autumn.

Following a further discussion, the Council NOTED the letter and draft Report, and AGREED that, in an attempt to try to secure some Section 106 funding in the future, a 'Wish List' should be drawn up and forwarded to both the District and County Councils.

The Clerk said that she would send out a note to all Members to ask them for their individual 'Wish Lists', for inclusion in the Council's formal 'Wish List'.

**298/08 WEST SUSSEX NHS PRIMARY CARE TRUST - THE NHS CONSULTATION - PUBLIC CONSULTATION PERIOD**

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The Council considered the NHS Draft Constitution and the Clerk reminded Members that the closing date for comments was 17 October 2008.

Following a discussion, the Council RESOLVED that Councillors Ceiriog-Hughes and Mrs Lines should be AUTHORISED to scan through the document, in consultation with the Clerk, and respond on behalf of the Council, if appropriate.

**299/08 SUSSEX AND SURREY COUNTY ASSOCIATIONS OF LOCAL COUNCILS - BRIEFING AND UPDATE BULLETIN - SEPTEMBER 2008**

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The Council NOTED the September 2008 Briefing and Update Bulletin.

**300/08 SUSSEX ASSOCIATIONS OF LOCAL COUNCILS (SALC) – ANNUAL GENERAL MEETING AND ACTION IN RURAL SUSSEX (AIRS) ANNUAL CONFERENCE**

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The Clerk reported the receipt of an Invitation to attend the Action in Rural Sussex Conference and Annual General Meeting on the afternoon of 7 November 2008 at the Norfolk Pavilion, South of England Showground, Ardingly. The Clerk said that she had subsequently received an Invitation to attend the Sussex and Surrey Associations of Local Councils (SALC) Annual General Meeting at the same venue on the morning of 7 November 2008.

Following a further brief discussion, the Council RESOLVED that Councillors Mrs Lines and Tyler should represent the Council at both of the aforementioned events.

**301/08 COMMUNITIES AND LOCAL GOVERNMENT - PROPOSED CHANGES TO THE DRAFT SOUTH EAST PLAN**

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The Clerk reported the receipt of a letter received from Parmjit Dhanda, MP, together with the following:

She said that the Consultation Period in this regard was due to end on 24 October 2008.

The letter stated that certain key changes were proposed in addition to those recommended by the Panel, and the Chairman referred particularly to one of the additional recommendations as follows:-

- (a) Deletion of the Strategic Gap policy in line with Planning Policy Statement 7 (Sustainable Development in Rural Areas)

He said that at the recent Joint Eastern Arun Parishes Meeting, Kingston Parish Council had expressed much concern in respect of this proposed change to the Regional Spatial Strategy, as it could have major implications for certain Towns and Villages, and in particular, Kingston and Ferring, in the future.

He said that he understood that these concerns had been raised at the Pre-Agenda Meeting of the Joint Eastern Arun Area Committee recently, when it had been agreed that although the Consultation Period would have ended before the Meeting date, the matter should still be included for consideration. Notification had also been received at that Meeting, confirming that that District Council had, in fact, already objected to this proposal.

Following a detailed discussion, the Council RESOLVED to object in the strongest possible terms to the additional recommendation to delete the Strategic Gap policy in line with Planning Policy Statement 7 (Sustainable Development in Rural Areas).

**302/08**      **SOUTH EAST ENGLAND REGIONAL SASSEMBLY - PARTIAL REVIEW OF THE SOUTH EAST PLAN - GYPSY AND TRAVELLER ACCOMMODATION NEEDS**

The Council reported that a letter received from the Regional Planning Committee Chairman, together with the Consultation Pack, had been previously circulated to all Members.

The letter stated that the main issues for comment were

- (a) the proposed number of new spaces for Gypsies, Travellers and Travelling Showpeople in the South East; council advice suggested that in the South East to 2016, 1,064 new places were needed for Gypsies and Travellers, and up to 274 for Showpeople
- (b) the number of spaces that should be provided in each council area; we want views on four possible options for allocating spaces

The Clerk reminded Members that responses to this Consultation were required by 21 November 2008.

Following a further discussion, the Council RESOLVED that Members should provide the Clerk with any comments by 17 October 2008, to enable a draft response to be produced for consideration at the next Meeting, if appropriate.

**303/07**      **EXCLUSION OF THE PUBLIC AND THE PRESS**

The Committee, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, RESOLVED that the Public and the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

**304/07**      **CASUAL VACANCY**

The Council considered the Report of the Interviewing Panel held on 12 August 2008 and RESOLVED that Mr Michael Jones be co-opted to the Council to fill the vacancy in the North Ward until the Elections in 2011.

**305/08**      **DOCUMENTS AND PUBLICATIONS**

The Council NOTED the following documents and publications received for Members' information:-

- (a) Campaign to Protect Rural England - "Fieldwork" - September 2008

- (b) Chestnut Tree House “Chestnuts” - Summer 2008
- (c) Rustington Residents Association - “Topics” - August 2008
- (d) Sea Estate Residents Association - “seranews” - Summer 2008
- (e) Sussex Police Authority - Local Policing - Keeping West Sussex Safe 2008

**There being no further business the Meeting concluded at 8.55 pm.**

**Chairman:** ..... **Date:** .....

**During the Public Question Time held prior to the Meeting the following matters were raised:-**

- (a) Proposed Pedestrian Safety Scheme – Sea Lane, Rustington – Minute 294/08 Refers**
- (b) Proposed Conbar Avenue Landscaping Enhancement – Minute 288/08 Refers**