

## **RUSTINGTON PARISH COUNCIL**

**MINUTES:** of the Monthly Meeting held on 25 February 2008

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

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### **36/08      RESIGNATION OF COUNCILLOR A LAURETANI**

The Chairman reported the receipt of a letter of resignation from Councillor Lauretani. He said that Councillor Lauretani had resigned because of family commitments coupled with his increasing work commitments.

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

The Clerk said that arrangements would now be made for this vacancy in the North Ward to be advertised in the local Press, on all of the Notice Boards throughout the Village, and on the Council's Website, giving members of the public an opportunity to claim a by-election.

She said that if a by-election was not called for by the due closing date, she would make arrangements for this vacancy to be advertised for filling by the co-option process.

The Council NOTED this information.

She then referred to the vacancies on the Emergency Planning Committee, the Management Committees of the Youth Centre and the Rustington Sports and Social Club that this resignation had created, together with various internal Working Parties, and said that with the Council's agreement, these would not be filled until the Annual Council Meeting in May 2008.

The Council RESOLVED that the above vacancies should not be filled until the Annual Council Meeting in May 2008.

### **37/08      APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Mrs Broomfield (Holiday). This apology was accepted by the Council.

### **38/08      DECLARATIONS OF INTEREST**

Councillors Ceiriog-Hughes and Rogers expressed personal interests in respect of Minute 54/08 (Rustington and District Twinning Association - Hessen International Summer University Scholarship). They remained in the Meeting during the consideration of this item and took part in the discussion and vote thereon.

### **39/08      MINUTES**

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

### **40/08      SUSSEX POLICE**

#### **(a) Report from Police Community Support Officer (PCSO) Craig Wilson**

The Chairman welcomed PCSO Wilson and reminded Members that copies of his Monthly Report on crime statistics had previously been circulated to all Members

PCSO Wilson's Report contained crime statistics for the rolling 90 days as follows:-

Crimes in Rustington East - 67, representing a decrease of 31

Detected Crimes - 16

Detection Rate - 23.9%

Crimes in Rustington West - 81, representing a decrease of 29

Detected Crimes - 10

Detection Rate - 12.3%

He also provided a monthly summary for the period from 26 January 2008 to 25 February 2008 as follows:-

269 calls received via Police call handling for Rustington East and West area, compared to 207 for the same period in the previous year. These included:-

14 relating to Criminal Damage

8 relating to Burglary

6 relating to a Violent Crime

7 relating to Vehicle Crime

11 relating to Theft

0 relating to a Sexual Crime

In his overview, PCSO Wilson reported that following on from the success of Operation Respect, the Neighbourhood Specialist Teams had been running an Alcohol Misuse Awareness Campaign, as it was evident that there was a clear link between alcohol and anti-social behaviour, particularly when there were groups of young people gathering. The Campaign resourced heavy police patrols of areas such as Mewsbrook Park and Brookfield Park where youths were known to gather and drink alcohol. He said that the Police had recently been successful in seizing a large amount of alcohol from youths in Brickfields Recreation Ground, an area not usually associated with this type of behaviour. Test purchases at all of the local Off Licences had also been carried out recently using local youngsters, and all had passed the tests.

He then referred to the recent break-ins and criminal damage to 22 sheds on the Council's Allotment Site at Penfold Lane, and confirmed that three youths had been arrested in connection with these incidents. He said direct patrol activity was continuing in relation to both the aforementioned incidents and the increase in garage and beach hut break-ins in the area.

He concluded his Report by advising the Council that he was receiving a positive response to the Surgeries that he was holding at various locations within the Parish, with the next Surgery scheduled for 22 March 2008 at the Sainsbury Store in New Road (A259).

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

Councillor Mrs Lines expressed her concern in respect of the damage caused to such a large number of sheds at the Penfold Lane Allotment Site, and asked PCSO Wilson to report back to the Council further if, and when, the three individuals that had been arrested in this connection, were charged.

She then referred to the new local Forum and said that this was progressing well.

The Council was pleased to NOTE this information.

#### **41/08 DISTRICT COUNCILLORS**

The Clerk reported that apologies for absence had been received from Councillor Chapman.

Councillors Mrs Bower and Clayden reported on the following matter relating to the District Council:-

- (a) 2008/2009 Precept to increase by 3%, representing £4.41 per annum on a Band 'D' property, equating to 8p per week.

The Council NOTED this information, and the Chairman thanked Councillors Mrs Bower and Clayden for their attendance.

## **42/08**      **COUNTY COUNCILLORS**

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 - All documentation now signed by landowner - Hope to be able to proceed in the near future
- (b) Proposed widening of access and introduction of Pedestrian Crossing - A259 in vicinity of Sainsbury's Superstore - Plans not yet ready and costings not yet finalised - Working Party Meeting scheduled for 2 March 2008 to finalise plans for these improvements - Also, concerns in respect of congestion on A259 in this vicinity - Chief Engineer will be attending Working Party Meeting when this matter will also be tabled for discussion
- (c) Future of Abbotswood - Appeal regarding proposed height of new development - Waiting to hear when Inspector will be visiting site - In the meantime, Contractors will be tidying up site as a whole
- (d) Council Tax Increase for 2008/2009 - 4.49% - A decrease on 2007/2008 which was 4.94% - Hopeful that a further reduction can be made for 2009/2010
- (e) Sea Lane - Traffic Issues - Discussions currently underway with Senior Engineers to find a solution to the problem - Area Highway Manager (Arun) to make a Presentation to the Parish Council in this regard as soon as possible
- (f) Chairman of County Council - Councillor Margaret Johnson to retire as Chairman in April 2008 - Councillor Mark Dunn, currently Chairman of Children and Young People's Services, to take over as Chairman until Elections in 2009.

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

## **43/08**      **REPORT OF CLERK OF THE COUNCIL**

### **(a) The Sussex Air Ambulance Fund**

The Clerk reported the receipt of a letter of thanks and appreciation from The Sussex Air Ambulance Fund in respect of the donation of £347.28 which represented the Retiring Collection from the 2007 Community Carol Concert.

The Council was pleased to NOTE this information.

## **44/08**      **CHAIRMAN'S REPORT**

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

- Rustington Residents Association Village Friends - Presentation on the Council's responsibilities and the Information Centre - Accompanied by Mrs Neno, Administrative Assistant, Information Centre - Rustington Methodist Church - 1 February 2008
- Rustington Community Primary School and Summerlea Community Primary School - To discuss possible In-Bloom involvement - 14 February 2008
- Princess Marina Benevolent Fund - Concert - Welsh (Bridgend) Male Voice Choir - Woodlands Centre - 16 February 2008

He then reported on a representation he had received from a local resident regarding the possibility of having a Senior Citizens' External Activity Area in the garden of Church Farm Cottage. He said that he would respond to the lady, indicating that consideration would be given to this request at the appropriate time.

He then referred to an extensive amount of raw sewage that was present in the vicinity of Windmill Bridge and the A259 (New Road). He said that it had apparently been caused by a leak from an unknown source, but was in the process of being cleared by the Environment Agency.

The Council NOTED this information.

#### **45/08        PLANNING COMMITTEE**

The Council NOTED the Reports of the Planning Committee Meetings held on 28 January 2008 and 11 February 2008. (Copies previously circulated).

#### **46/08        FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council received and considered the Report of the Finance and General Purposes Committee Meeting held on 25 February 2008. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 25 February 2008 be APPROVED.

#### **47/08        LIGHTING AND AMENITIES COMMITTEE**

The Council received the Report of the Lighting and Amenities Committee Meeting held on 7 February 2008.

The Council RESOLVED that the Recommendations contained in the Report of the Lighting and Amenities Committee Meeting held on 7 February 2008 be APPROVED.

#### **48/08        ALLOTMENTS COMMITTEE**

The Council received the Report of the Allotments Committee Meeting held on 11 February 2008.

The Council RESOLVED that the Recommendations contained in the Report of the Allotments Committee Meeting held on 11 February 2008 be APPROVED.

#### **49/08        RUSTINGTON YOUTH CENTRE**

##### **(a)   Management Committee**

The Council NOTED the Report of the Management Committee Meeting held on 29 January 2008.

#### **50/08        RUSTINGTON MUSEUM PROJECT**

##### **(a)   Progress Report**

Councillor Tyler referred to Minute 14/08(a) and reported that the renovation works were continuing to progress well and on schedule.

He said that the thatching of the roof was now complete, the leaded glass had been installed in the new window frames, and the scaffolding had, that day, been removed. He said that the staircase had been installed, and the internal decoration was now underway. He advised that new internal oak doors were being installed, as the existing doors were in a very poor condition. He confirmed that sufficient funds were available in the contingency sum to cover these additional costs.

He said that the Architect was still in the process of obtaining estimated costings in respect of Phases Two and Three of the Project, but he hoped that these would be received in time to be considered by the Council at its next Meeting.

The Council was pleased to NOTE this information.

**(b) Management Committee**

The Council NOTED the Report of the Inaugural Meeting of the Management Committee held on 21 February 2008.

**(c) Raise the Roof Campaign**

The Clerk reported that £5,443.00 had now been received in respect of the Raise the Roof Campaign.

The Council was pleased to NOTE this information.

**51/08 SOUTH AND SOUTH EAST IN BLOOM/BITAIN IN BLOOM 2008**

The Clerk referred to Minute 15/08(a) and reported that the clearance works, in preparation for the permanent landscaping enhancements in Ash Lane, were currently being carried out by members of the Youth Offending Team and The Oak Community Project.

She then referred to Minute 15/08(b) and said that the County Council had agreed that acknowledgement signage could be placed on the Windmill Roundabout once the floral enhancements had been made. She said that Ferring Nurseries had contributed £400.00 to the enhancement and it was hoped that The Windmill Inn might match this sum.

She then reported on the 2008 Campaign and said that the Committee was currently working on a revised route, to ensure that there was sufficient time available to cover everything planned for inspection on the judging days.

She also advised Members that Councillor Tyler would be attending the Britain in Bloom Finalists' Seminar in Scarborough on 28 February 2008, accompanied by Mr Spanton, Chairman of the In-Bloom Committee, to establish exactly what would be expected of the Rustington entry.

The Council was pleased to NOTE this information.

**52/08 VILLAGE MEMORIAL HALL - 70<sup>TH</sup> ANNIVERSARY - WORKING PARTY**

The Chairman referred to Minute 16/08 and reported that a Meeting of the Working Party had taken place on 20 February 2008.

Councillor Rogers, in his capacity as Chairman of the Working Party, reported that the Press Release/Poster inviting people with special memories or experiences involving the Village Hall to contact the Council, had been agreed by the Working Party, and it was hoped that this would appear in the local Press in the near future. The Press Release/Poster would also be displayed on all Notice Boards around the Village, in the Woodlands Centre and Information Centre, and on the Council's Website, to ensure the maximum publicity possible. He reminded Members to advise the Working Party if they knew of any particular individuals that should be invited to the event.

He also reported that two quotations had been received in respect of the production of Mrs Taylor's sixth book, entitled Origins of the Village Hall. He said that a third estimate was currently being sought, and once obtained, a Report would be prepared for consideration by the full Council.

The Council NOTED this information.

**53/08**      **PARISH COMMUNITY ACTION PLAN**

Councillor Ceiriog-Hughes, in his capacity as Chairman of the Action Plan Steering Group, reported that the Official Launch Event for the Community Action Plan held on 16 February 2008, had been most successful, with a number of people expressing their interest in joining the Community Partnership to progress the main actions contained within the Plan. He said that he would like to record the Group's thanks and appreciation to the Members of the Council's personnel that provided and served the refreshments on the day.

He confirmed that the Community Partnership would be having its Inaugural Meeting on 26 February 2008, when it was anticipated that arrangements would be made to further analyse the results of the Plan.

The Council NOTED this information.

*(Prior to consideration of the following item, Councillors Ceiriog-Hughes and Rogers declared personal interests, as Members of the Rustington and District Twinning Association)*

**54/08**      **RUSTINGTON AND DISTRICT TWINNING ASSOCIATION - HESSEN INTERNATIONAL SUMMER UNIVERSITY SCHOLARSHIP**

The Clerk reported that she had previously circulated copies of a letter received from the Managing Co-ordinator of the Hessen International Summer University, advising that a scholarship would again be being provided for a student from Rustington to participate in the 2008 Summer University from 12 July to 9 August 2008.

She reminded Members that the Council had, for the previous two years, covered the student's travel and living expenses from the Twinning Budget Vote.

Following a brief discussion, the Council RESOLVED that the offer of a scholarship should be accepted, with the successful student's travel and living expenses being met by the Council from the Twinning Budget Vote.

The Clerk said that she would now make arrangements to meet with representatives from the Twinning Association to progress the appointment of a suitable candidate to receive the scholarship. She confirmed that the Council would be advised of the successful applicant in due course.

The Council NOTED this information.

**55/08**      **REPLACEMENT CYCLE RACKS - VILLAGE CENTRE**

The Clerk reported that the cycle racks around the Village, amounting to some 37 in total, were all now in need of replacement or, at least, some refurbishment. She said that whilst the County Council was prepared to supply new design cycle racks free of charge, it was not prepared to fund the cost of installing them. She said that she had, therefore, obtained an Estimate from Arun Works Services, Arun District Council, for the installation costs for all of the cycle racks in the Village as follows:-

The Street (in front of Coastal Coffee/Sands)	4 = £450.00
The Street (at the side of Sands)	5 = £475.50
The Street (in front of Thomas Cook)	6 = £562.50
The Street (vicinity of Lloyds Bank)	6 = £562.50
Broadmark Parade (outside of Somerfield Store)	11 = £937.50
Sterling Parade (in front of SDS)	5 = £475.50

**Total £3,463.50 excluding VAT**

Following a detailed discussion, the Council RESOLVED that:-

- (a) the Chairman of the Lighting and Amenities Committee and the Clerk should inspect all of the existing cycle racks to prepare a prioritised list of the cycle racks, with a view to replacing the entire stock over a three year period, i.e. c£1,000 to be spent on replacement cycle racks in 2008, 2009 and 2010
- (b) the Community Partnership, once established, should be approached with regard to identifying possible new locations for cycle racks within the Parish
- (c) the Clerk should contact Sustrans to ascertain whether any funding would be available towards the installation costs.

The Clerk said that she would make arrangements for minor maintenance to be carried out to the racks which would be scheduled to be replaced in 2009 or 2010.

**56/08            RUSTINGTON COUNCIL OF CHURCHES PROCESSION AND SERVICE - GOOD FRIDAY 21 MARCH 2008**

The Council NOTED a letter received from the Churchwarden at The Parish Church of St Peter & St Paul, Rustington, of the Church Council's intention to hold a procession and service on Good Friday, 21 March 2008, as in previous years.

**57/08            PROPOSED PEDESTRIAN SAFETY SCHEME - SEA LANE**

The Council considered various correspondence received from Mr K Grimes regarding the County Council's proposed pedestrian safety scheme in Sea Lane, Rustington.

The Clerk advised the Council that the Area Highway Manager (Arun) had contacted her to ask if he could address the Council to provide details of the schemes currently being considered by the County Council in this regard. She said that, unfortunately, he was unable to attend this Meeting, but would be able to attend the Traffic Issues Working Party which was scheduled for 11 March 2008.

Following a detailed discussion, the Council RESOLVED that the Area Highway Manager (Arun) should be invited to make a Presentation to the Council at its next Meeting, on the County Council's proposals in respect of Sea Lane.

**58/08            WEST SUSSEX COUNTY COUNCIL - JOINT FUNDING OF TRAFFIC WARDENS BY TOWN/PARISH COUNCILS**

The Council NOTED a letter received from the Chairmen of the Joint Eastern Arun Area Committee and the Joint Downland Area Committee respectively, and AGREED to take no further action, in respect of the possible joint funding for the employment of a Traffic Warden by Town and Parish Councils in Arun, at the present time.

**59/08            ARUN DISTRICT COUNCIL - JOINT EASTERN ARUN AREA COMMITTEE - PILOT SCHEME FOR THREE TIER VOTING**

The Council considered a letter received from the Principal Solicitor regarding the District Council's recent decision to allow three tier voting at the Joint Eastern Arun Area Committee. The intention was for Members appointed onto the Committee by all of the Councils concerned, to have the opportunity to vote on matters relating to functions delegated to the Committee by the District Council where a recommendation was being made by the Area Committee to the District Council.

The Clerk reminded the Council that it was necessary to formally nominate and authorise the Council's representative and deputy, namely Councillors Tyler and Mrs Lines respectively, to vote on its behalf on District Council delegated matters.

Following a discussion, the Council RESOLVED that Councillors Tyler and Mrs Lines be AUTHORISED to vote on the Council's behalf on District Council delegated matters at the Joint Eastern Arun Area Committee.

**60/08      ARUN DISTRICT COUNCIL - LICENSING ACT 2003 - SEA ROCK CAFE,  
8 BROADMARK PARADE, BROADMARK LANE, RUSTINGTON**

The Council considered a Licence Application in respect of the Sea Rock Cafe, 8 Broadmark Parade, Broadmark Lane, Rustington.

Following a detailed discussion, the Council RESOLVED that whilst it was not against this establishment being granted some form of Licence to permit the sale of alcohol, it was not in favour of a Full On-Licence being granted, which would effectively enable the Café to trade in the same way as a Public House. It would prefer the District Council's Licensing Committee to either issue a Café Licence, whereby alcohol could only be purchased with food or, that stringent conditions were imposed by the Committee when granting the Licence.

The Council was concerned that the application included the seating area on the public highway in front of the Café and the garden area at the rear of the property. There were residential properties above all of the shops on Broadmark Parade, and the granting of the requested Licence would most certainly be detrimental to, and adversely affect, the quiet enjoyment of the occupiers of these properties.

**61/08      WEST SUSSEX NHS PRIMARY CARE TRUST - WEST SUSSEX PRIMARY CARE  
TRUST (PCT) MODERNISING HEALTHCARE IN WEST SUSSEX KEY THEMES  
FROM CONSULTATION FEEDBACK**

The Clerk reported the receipt of the Fit for the Future Public Consultation Feedback Reports, which included:-

- West Sussex PCT 'Key themes from feedback prior to consultation in West Sussex' - 30 July 2006-25 June 2007
- West Sussex PCT 'Modernising healthcare in West Sussex Key themes from consultation feedback' - 26 June 2007-14 November 2007
- Brighton & Hove PCT 'Key themes from consultation feedback in Brighton and Hove' Executive Summary - 26 June 2007-14 November 2007.

The Council NOTED this information and AGREED that the above mentioned documents should be made available to all Members for information, via a circulation list.

**62/08      HOMESHARE - HOMESHARE WEST SUSSEX**

The Council NOTED a letter and associated documentation received from Nicky Gargiulo, Homeshare Assistant, regarding the pioneering scheme which had been launched by the National Association of Adult Placement Services in Partnership with West Sussex County Council and a number of other agencies and charities.

**63/08      LITTLEHAMPTON AND DISTRICT CITIZENS ADVICE BUREAU - GATEWAY  
ASSESSMENT IMPLEMENTATION PLAN**

The Council NOTED a letter received from the Resource Manager, Littlehampton and District Citizens Advice Bureau, regarding the Gateway Assessment Implementation Plan, which had recently been adopted by the Bureau.

**64/08      ZACHARY MERTON HOSPITAL/ARUN AND DISTRICT COMMUNITY HOSPITAL (LITTLEHAMPTON)**

The Chairman reported on an informal Meeting that he had attended with Councillors Ceiriog-Hughes, Mrs Lines and the Clerk, with Mrs Beard, in her capacity as Chairman of the Zachary Merton Community Hospital League of Friends.

He said that Mrs Beard had requested the Meeting to advise the Council of her concerns in respect of the alleged scaling down of both staffing and beds at the Hospital, the proposal for only 20 beds at the new Arun and District Community Hospital, coupled with the fact that no Rustington Councillors were currently represented on the East Arun Primary and Community Services Task Group, which had been discussing the proposed new health facility in Littlehampton.

The Chairman said that Mrs Beard was, at the present time, seeking the Council's support for her concerns in respect of the scaling down of staffing and beds at Zachary Merton Hospital. She had already enlisted the support of Peter Bottomley, MP and had written to Councillor Dr James Walsh, Mayor of Littlehampton, to draw her concerns to his attention.

The Clerk said that she had contacted Ms Sara Weech of the Primary Care Trust, regarding the absence of any Rustington representation on the Task Group, prior to the Meeting with Mrs Beard, and she had now received a response. The response from Ms Weech stated that the PCT was intending to establish a group now that there was clearer PCT support, that reflected all stakeholders in the area and surrounding Villages, to ensure all issues were considered. Ms Weech stated that she would ensure Representatives from the Parish Council were invited to join this group.

Following a brief discussion, the Council RESOLVED to write two letters to the Primary Care Trust, one to register its concerns in respect of the alleged reduction in staffing and bed numbers at the Zachary Merton Hospital, and the second to express the Council's desire to be involved in any further discussions regarding the future of the Hospital itself.

**65/08      RUSTINGTON CHAMBER OF TRADE AND COMMERCE**

Councillor Steward reported on his attendance at the Annual General Meeting of the Chamber of Trade and Commerce, prior to the Meeting.

**66/08      WEST SUSSEX COUNTY COUNCIL - ELECTORAL REVIEW OF WEST SUSSEX COUNTY COUNCIL**

The Clerk reminded Members that she had previously circulated a letter received from the Principal Member Services Officer, West Sussex County Council, advising that following an approach by the County Council to seek a review with a view to securing single member divisions across the County, the Electoral Commission had agreed, subject to a review of the entire County taking place. It was anticipated that the review would commence on 26 February 2008, and would be capable of being implemented in time for the May 2009 County elections.

She said that she had subsequently received an email advising that the Boundary Committee for England were happy to run two briefing sessions for representatives from Parish and Town Councils on 3 March 2008 and 6 March 2008.

Following a brief discussion, the Council NOTED this information and RESOLVED unanimously that the Chairman of the Council, Vice-Chairman of the Council and the Clerk, should attend one of the aforementioned briefing sessions and report back to the Council at its next Meeting.

**67/08 RUSTINGTON-IN-BLOOM - CATWALK CONNECTIONS FASHION SHOW -  
18 APRIL 2008**

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The Chairman advised Members that the Rustington-in-Bloom Committee would be holding a Catwalk Connections Fashion Show on Friday 18 April 2008 in the Village Memorial Hall, as part of its fundraising efforts for the 2008 Campaign.

He said that tickets were priced at £5.00 and included a glass of wine and nibbles. He confirmed that he had a supply of tickets, but they were also available from the Council's Offices, Village Information Centre and all Members of the In-Bloom Committee.

The Council NOTED this information.

**68/08 CONCESSIONARY BUS TRAVEL**

The Chairman referred to the current Concessionary Bus Travel Scheme for people over 60 and eligible disabled people and reported that this Scheme was being improved with effect from April 2008, when those eligible for concessionary bus travel, would be allowed free off peak local bus travel whilst visiting other parts of England. A new design bus pass would be available for this new concession, by applying to the District Council.

The Council NOTED this information.

**69/08 DOCUMENTS AND PUBLICATIONS**

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

- (a) "Seranews" - Sea Estate Residents Association Ltd - Issue 9 - Winter
- (b) Southern Water - Stakeholder Report 2006-2007
- (c) Southern Water - Strategic Direction Statement - December 2007
- (d) Sussex Police - "Patrol" - February 2008

**There being no further business the Meeting concluded at 8.20 pm.**

**Chairman:** .....

**Date:** .....

**There were no matters raised by Members of the Public during the Public Question Time held prior to the Meeting.**