

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 23 February 2009

PRESENT: Councillors M Warrington (Chairman), A Akbar, Mrs C Broomfield, J Collins, T Field, R Grevett, Mrs F Harrison, Mrs S Lines, S Perry, D Rogers, G Tyler and P Warren

37/09 WELCOME TO NEW MEMBER

The Chairman welcomed Councillor Peter Warren and congratulated him on behalf of the Council on his recent co-option.

38/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ceiriog-Hughes (Business Commitment), Councillor Jones (Personal Commitment) and Councillor Steward (Business Commitment). These apologies were accepted by the Council.

39/09 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a prejudicial interest in Minute 49/09 (Minute 18/09 of the Finance and General Purposes Committee Meeting - 23 February 2009 refers). In the absence of any discussion in respect of this matter, she remained in the Meeting, but did not take part in the vote thereon.

Councillor Tyler declared a prejudicial interest in Minute 49/09 (Minute 19/09 of the Finance and General Purposes Committee Meeting - 23 February 2009 refers). In the absence of any discussion in respect of this matter, he remained in the Meeting, but did not take part in the vote thereon.

Councillors Field and Grevett declared personal interests in Minute 69/09. They remained in the Meeting during the consideration of this item and took part in the vote thereon.

40/09 CHANGE TO ORDER OF AGENDA

At the request of the Chairman, the Council AGREED a change to the order of the Agenda, whereby Item 21 (Rustington Sports and Social Club - Rent Review), be moved to exempt business at the end of the Agenda, in view of the nature of the business to be considered.

41/09 MINUTES

The Minutes of the Monthly Meeting held on 26 January 2009 were signed by the Chairman as a correct record.

42/09 PUBLIC CONSULTATION ON SITES FOR GYPSIES AND TRAVELLERS

The Council then received a Presentation from Mr I Sumnall, Chief Executive and Strategy Director, Arun District Council in respect of the Public Consultation on Sites for Gypsies and Travellers.

Following the Presentation, Mr Sumnall responded to several questions posed by Members. The Chairman thanked Mr Sumnall for attending the Meeting and for providing a most interesting and informative Presentation.

The Clerk said that she had received a full copy of the Gypsy and Traveller Study Report for any Members that might be interested in having sight of it.

Following a brief discussion, the Council RESOLVED that if individual Members had any comments in respect of the Study, they should be passed to the Clerk by 16 March 2009, to enable her to prepare a draft response on behalf of the Council, if appropriate, for approval at the next Meeting.

The Council also NOTED a letter received from Ms J Ball, Head of Strategy, Partnership, Economic & Cultural Development, Arun District Council, in this regard.

43/09 SUSSEX POLICE

The Clerk reported that apologies for absence were received from PCSO Wilson.

(a) Report from PCSO E Hartley

The Chairman welcomed PCSO Hartley and said that a copy of his Monthly Report had been previously circulated to all Members.

In his Report, PCSO Hartley advised the Council of the crime statistics for the rolling 90 days as follows:-

Crimes in Rustington East - 66, representing a decrease of 20
Detected Crimes - 13
Detection Rate - 19.7%

Crimes in Rustington West - 55, representing a decrease of 16
Detected Crimes - 5
Detection Rate - 9.1%.

The Report also contained a monthly summary for the period from 23 January 2009 to 22 February 2009 as follows:-

237 calls received via Police Call Handling for Rustington East and West area, compared to 267 calls in the same period during the previous year. These included:-

18 relating to Criminal Damage	4 relating to Vehicle Crime
6 relating to Burglary	9 relating to Theft
2 relating to a Violent Crime	2 relating to a Sexual Crime

PCSO Hartley, in his overview, said that following recent shed brake ins to the Penfold Allotments, an Allotment Watch would be being set up to help to ensure that allotment holders were made aware of brake ins/damage to sheds and allotments. He said that it would also help Allotment holders to be more vigilant and active regarding the reporting of incidents to the Police. A directed patrol activity had also been set up which would mean an increased hi-visibility patrolling in the area.

He then reported that on 11 February 2009 the Environmental Audit on the Allangate Estate had taken place involving many key members of the local community, including Parish Council Members, the West Sussex Fire Brigade, the Arun District Council's Street Scene Co-ordinator, and members of Sussex Police, including PCSO Craig Wilson, PC Banham-Brown and PCSO Hartley. He said that areas had been identified where fly-tipping, graffiti and damage were occurring and a number of actions have been drawn up from the Environmental Audit, copies of which were available if required.

He also advised that the Local Action Team was currently being set up, and the next step was to promote a Neighbourhood Watch Scheme within the Allangate Estate which would be carried out with the use of a leaflet drop. Dependent on the amount of interest received from members of the public, a Meeting would be held at the Georgian Gardens Community Primary School, prior to the next Neighbourhood Management Forum on 12 March 2009.

His Report concluded by advising that:-

Criminal Damage - Focus DIY Store - File remained undetected and further enquiries would be made to locate the file

Car Fires - Allangate Estate - No further lines of enquiries at the present time

Criminal Damage - Staceys - CCTV footage not effective in helping to positively identify the offender.

The Council NOTED this information and the Chairman thanked PCSO Hartley for his attendance and most interesting Report.

(b) Community Safety Representative's Report

Councillor Mrs Lines reported that she had recently attended a Meeting with PCSO Hartley and Mr Spanton of the Rustington Horticultural Association regarding the possibility of setting up an Allotment Watch. She said that PCSO Hartley was now actively progressing this.

She then advised that she had participated in the second Environmental Audit of the Allangate Estate with representatives from the District Council, Sussex Police, West Sussex Fire Brigade and other interested parties. She said that during the Audit those present had met with some residents of Goodwood Close who had raised major issues, and she understood that these had subsequently been raised at a Meeting of the District Council.

The Council NOTED this information.

44/09 DISTRICT COUNCILLORS

Apologies for absence had been received from Councillors Chapman and Clayden.

Councillor Mrs Bower reported on the following matters relating to the District Council:-

- (a) 2009/2010 Council Tax to increase by just over 3%
- (b) Local Development Framework - Public Consultation - Hoping to receive as much feedback as possible from members of the Public
- (c) Improved Home Recycling Services - Effective 6 April 2009 - Additional materials including glass bottles, jars, paper based food and drink cartons (e.g Tetra Pak), aluminium foil and aluminium containers and aerosol cans.

The Council NOTED this information and the Chairman thanked Councillor Mrs Bower for her Report.

45/09 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) Council Tax for 2009/2010 - 3.25% - A decrease on 2008/2009 - 27 Senior Officers and 70 Councillors agreed to pay freeze for 2009
- (b) West Sussex Safer Routes to School Scheme - Head Teacher of Angmering School continuing to encourage students coming from western direction to use the new pedestrian facilities on the A259 New Road in the vicinity of the retail park, and also the footbridge and new pedestrian crossing, particularly for those using the rear entrance to the School
- (c) A259 Traffic Issues - Joint Eastern Arun Area Committee at its Meeting in January agreed to the establishment of Highways & Transport Sub-Group to act as mechanism for investigating highways and transport issues throughout the Eastern Arun area

- (d) Future of Abbotswood - Following protracted negotiations, site now being offered to Saxon Weald - Currently negotiating with Saxon Weald and County Council's Property Services to provide pedestrian crossing in this vicinity
- (e) Sea Lane - Traffic Issues - Nothing further to report at the present time
- (f) Problems with Pot Holes on Public Highway - County Council responding by undertaking hot and cold patching where it can.

The Council NOTED this information, and the Chairman thanked Councillor Moor for his comprehensive Report.

46/09 REPORT OF CLERK OF THE COUNCIL

(a) Carol Concert - Donation

The Clerk reported the receipt of a letter of thanks and appreciation from The Littlehampton Concert Band in respect of the Council's recent donation.

The Council was pleased to NOTE this information.

47/09 CHAIRMAN'S REPORT

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

- The Nautical Training Corps, 50th Division Littlehampton, TS Implacable - Presentation Evening - 31 January 2009
- St Barnabas Hospice Project - Reception and Presentation - 5 February 2009

He said that he would be attending a Conflict and Management Seminar at the Arun District Council on 24 February 2009, and he would report back to the Council on the Seminar at the next Meeting.

He then thanked the Vice-Chairman, Councillor Mrs Lines, for representing the Council at a Press Call for the opening of the newly constructed Beach Shelter at the junction of Sea Lane and Sea Road.

He concluded his Report by referring to the forthcoming Official Opening of the Museum and Café on Saturday 28 February 2009. He expressed his thanks to all members of the Council's personnel for their hard work and support in this regard, and also his special appreciation to Councillor Tyler and his wife, Diane, for their hard work in both getting the Café up and running, and also for their future voluntary work in managing the Café.

The Council NOTED this information and echoed the Chairman's sentiments in respect of the Council's personnel, Councillor Tyler and Mrs Tyler.

48/09 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 26 January 2009 and 9 February 2009. (Copies previously circulated)

(Prior to consideration of the following item Councillor Mrs Broomfield declared a prejudicial interest in Minute 18/09 of the Finance and General Purposes Committee Minutes - 23 February 2009 Meeting, as the proprietor of Owen Electrical Limited)

(Prior to consideration of the following item, Councillor Tyler had declared a prejudicial interest in Minute 98/09 of the Finance and General Purposes Committee Minutes - 23 February 2009 Meeting, as a member of his family had a financial interest in E-Trade)

49/09 **FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council received and considered the Report of the Finance and General Purposes Committee Meeting held on 23 February 2009. (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 23 February 2009 be APPROVED.

50/09 **LIGHTING AND AMENITIES COMMITTEE**

The Council received the Report of the Lighting and Amenities Committee Meeting held on 19 February 2009.

The Council RESOLVED that the Recommendations contained in the Report of the Lighting and Amenities Committee Meeting held on 19 February 2009 be APPROVED.

51/09 **ALLOTMENTS COMMITTEE**

The Council received the Report of the Allotments Committee Meeting held on 9 February 2009.

The Council RESOLVED that the Recommendations contained in the Report of the Allotments Committee Meeting held on 9 February 2009 be APPROVED.

52/09 **APPOINTMENT OF COMMITTEES**

The Clerk reminded Members that there were vacancies on certain Committees and the Council RESOLVED the following:-

(a) **Allotments Committee**

Hold in abeyance

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

Councillor P Warren

(c) **Planning Committee**

Hold in abeyance

53/09 **RUSTINGTON YOUTH CENTRE**

The Council NOTED the Report of the Management Committee Meeting held on 3 February 2009.

54/09 **RUSTINGTON MUSEUM PROJECT**

(a) **Progress Report**

Councillor Tyler reported that all of the works in the garden area were now complete, including the construction of an enclosed area and installation of a shed to accommodate the Café's freezer and other storage requirements. He said that the Curator was working hard to ensure that everything was ready for the Official Opening, but as far as he was aware, most of the work required had already been carried out.

He then referred to the Café and said that the two trial days had been most successful. He reminded Members that the Café would be open on Thursday 26 February, when the entire menu would be available from 10.00 am to 4.00 pm. He said that, from the amount of people who had visited the site, and particularly the previous weekend, the support for both the Museum and the Café should be of a most positive nature.

In concluding his Report, Councillor Tyler said that he was sure that the Official Opening Event would be a great success.

The Chairman then reported that he had attended the 'trial run' day on Thursday 19 February 2009, and said that the food was excellent.

(b) Management Committee

The Council considered the Report of the Management Committee Meeting held on 5 February 2009.

The Council RESOLVED that the Recommendations contained in the Report of the Management Committee Meeting held on 5 February 2009 be APPROVED.

(c) Rustington Community Partnership - Community Garden

The Chairman said that there was nothing further to report in this regard at the present time.

(d) The Garden Café - Financial Operational Arrangements

The Clerk referred to Minute 16/09(e) and reminded the Council that in order to accommodate the day to day financial operation of the Café, some of the Council's Financial Regulations would need to be set aside until the Annual Council Meeting on 18 May 2009. She said that following a Meeting with the Council's Internal Auditor, it was agreed that the best way forward for the first month or so, would be to set up a specific Imprest Account for the Café, to enable Councillor Tyler, in consultation with herself, to purchase necessary supplies, where immediate settlement of accounts was necessary. There would also be other amendments required to allow the Café to operate effectively, and these could be assessed over the aforementioned period and then incorporated in the Financial Regulations for the Council's formal approval.

Following a brief discussion, the Council RESOLVED that the Financial Regulations, in respect of the Café's financial operational arrangements, be set aside until the Annual Council Meeting on 18 May 2009.

55/09 RUSTINGTON-IN-BLOOM

(a) Progress Report

The Clerk referred to Minute 17/09 and reported that the judging route had now been agreed and everyone concerned would soon be receiving a copy, to enable the necessary arrangements to be made. She said that the Committee were hoping to hold a further Schools' Design-a-Flower Bed Competition which would be open to pupils at the Rustington Community Primary School only. She said that this would ensure that all Schools had participated and had designed one of the flower beds at the Southern Water Pumping Station in Broadmark Lane.

She said that tickets were now available from the Council Offices for the Horse Race Night (with Fish and Chip Supper) on Friday 17 April 2009 in the Village Memorial Hall, from 6.45 pm.

The Council NOTED this information.

56/09 ANNUAL ASSEMBLY OF THE PARISH MEETING

The Chairman referred to Minute 19/09 and reported that unfortunately, Mrs Petit would be away on annual leave on 2 April 2009 and would, therefore, be unable to address the Annual Assembly of the Parish Meeting.

The Clerk said that, in view of this, she had spoken to the current Chairman of the Chamber of the Trade and Commerce who had advised her that he would be standing down at the forthcoming Annual General Meeting in March 2009. She said that, with this in mind, it might not be possible or practical for the new Chairman to be able to attend, so the Council might like to reconsider its previous decision in this regard.

Following a further discussion, the Council RESOLVED that the Chairman and Clerk should investigate the possibility of an alternative guest speaker being invited to the 2009 Annual Assembly of the Parish Meeting, but that if it was not possible, they could make the decision not to have a guest speaker at the Meeting.

The Council also AGREED that Councillor Tyler should address the Meeting briefly on the Café and, in particular, how it was being received by the local community and visitors to the Village.

57/09 TREE WARDEN SCHEME

The Clerk referred to Minute 40/08 of the Lighting and Amenities Committee Meeting (8 October 2008 Meeting refers) and reported that in order to proceed any further in this regard, the Council needed to agree to join the West Sussex Tree Warden Scheme. She said that as soon as this decision was made, arrangements would be put in hand for the current volunteers to receive the appropriate training.

Following a brief discussion, the Council RESOLVED to join the West Sussex Tree Warden Scheme to allow a Tree Warden Scheme to be introduced for the Village.

58/09 ARUN DISTRICT COUNCIL - (OFF STREET PARKING PLACES) PARKING DISC ORDER 2003 (OFF STREET PARKING PLACES) AMENDMENT ORDER 2004

The Council considered the Notice given by the Arun District Council, in exercise of its powers under Section 35C of the Road Traffic Regulation Act 1984 and Regulation 25 of the Local Authorities Traffic Orders (Procedure)(England and Wales) Regulations 1996, proposing to vary the car parking charges from 1 April 2009.

The Clerk reminded Members that the Notice did not affect the Car Parking facilities in Rustington in any way.

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

59/09 ARUN DISTRICT COUNCIL - CORE STRATEGY - OPTIONS FOR GROWTH - PUBLIC CONSULTATION

The Council considered a letter received from Ms K Dower, Planning Policy Manager. The Clerk said that she had received copies of both the full Consultation Document, a Summary Leaflet and an Initial Sustainability Commentary. She advised that the Consultation period would end on 2 April 2009.

Councillor Tyler advised the Council that a copy of the Summary Leaflet would be being delivered to every household in the District in the very near future.

Following a further discussion, the Council RESOLVED that:-

- (a) Members should either complete and return the questionnaire which was included in the Summary Leaflet on an individual basis, or submit any comments they might have in respect of the Strategy to the Clerk by 16 March 2009, to enable her to prepare the Council's response, for approval at the next Meeting.

60/09 WEST SUSSEX COUNTY COUNCIL - PEDESTRIAN SAFETY SCHEME - SEALANE

The Chairman referred to Minute 24/09 and said that there was nothing further to report at the present time.

Councillor Tyler reported that he had raised the concerns expressed by Mr Grimes, at the Meeting of the Joint Eastern Arun Area Committee held on 27 January 2009, and the Agenda had been amended in accordance with Mr Grimes' request.

The Council was pleased to NOTE this information.

61/09 SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS - COUNCILLOR BRIEFING AND UPDATE EVENT

The Clerk reported that she had previously circulated details of a Councillor Briefing and Update Event that would be taking place in the near future as follows:-

25 & 26 April 2009 Councillor Briefing and Update Leeford Place Hotel, Battle

The Clerk said that she would be grateful if:-

- (a) Any interested Members could complete the enclosed application form and return it to SALC as soon as possible
- (b) Members could advise her if they do apply to attend the course, for Accounts purposes.

The Council NOTED this information.

62/09 ENVIRONMENT AGENCY - RIVERS ARUN TO ADUR FLOOD AND EROSION MANAGEMENT STRATEGY

The Council NOTED a letter and enclosure received from Mr R Hull, Strategy Project Manager, Environment Agency.

63/09 COMMUNITIES AND LOCAL GOVERNMENT - COMMUNITIES IN CONTROL: REAL PEOPLE, REAL POWERS, CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY CONSULTATION

Councillor Mrs Lines reported that she had read through the document and did not feel that it was necessary for the Council to respond in any way to this Consultation.

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

64/09 LITTLEHAMPTON AND DISTRICT CITIZENS' ADVICE BUREAU

Councillor Akbar reported that he had attended a Charity Coffee Morning on 6 February 2009 at Littlehampton Town Council. He advised that the event had been well attended, with somewhere in the region of £500.00 being collected. He also reported that he had recently represented the Council at a Meeting of the Bureau's Management Committee.

The Council NOTED this information.

65/09 JOINT EASTERN ARUN AREA COMMITTEE

Councillor Tyler reported on his attendance at the Meeting of the Joint Eastern Arun Area Committee held on 27 January 2009. He referred particularly to the proposed pedestrian safety scheme in Sea Lane, and the Council's success in being awarded a Village Enhancement Grant by the District Council, towards an item of disabled play equipment for the Woodlands Recreation Ground Play Area.

The Council NOTED this information.

66/09 LOCAL STRATEGIC PARTNERSHIP - 'PEACE WEEK'

The Clerk reported that she had previously circulated an invitation to attend a Meeting to discuss the possible further development of the concept of "Peace Week" across the district on 18 March 2009 at Dove Lodge, Littlehampton, commencing at 2.00 pm.

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

67/09 DOCUMENTS AND PUBLICATIONS

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

- (a) Action in Rural Sussex - "Action" - Issue No. 13 - February 2009
- (b) West Sussex County Council - "Community Safety Connections" - Winter 2009
- (c) Sussex Police Authority - "Patrol" - February 2009

68/09 EXCLUSION OF THE PUBLIC AND PRESS

The Council, 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.

(Prior to consideration of the following item Councillors Field and Grevett declared personal interests, as the Council's Representatives on the Sports and Social Club's Management Committee)

69/09 RUSTINGTON SPORTS AND SOCIAL CLUB - RENT REVIEW

The Clerk referred to Minute 22/08 of the Leisure and Recreation Committee Meeting (6 November 2008 Meeting refers) and reported that she had previously circulated a letter received from the Council's Chartered Surveyor in this regard.

Following a detailed discussion, the Council RESOLVED that the recommendation received from the Council's Chartered Surveyor be implemented, with the Rustington Sports and Social Club being advised that of the Council's intention to increase the annual rent for the next five year period in accordance with the advice received.

There being no further business the Meeting concluded at 8.35 pm.

Chairman:

Date:

During the Public Question Time held prior to the Meeting the following matter was raised:-

- (a) **Parking Problems - Angmering Way - Request for progress report from Joint Eastern Arun Area Committee Meeting on 27 January 2009**