

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 23 March 2009

PRESENT: Councillors M Warrington (Chairman), A Akbar, J Ceiriog-Hughes, J Collins, R Grevett, Mrs F Harrison, Mrs S Lines, D Rogers, G Tyler and P Warren

70/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Broomfield (Holiday), Field (Sickness), Jones (Personal Commitment), Perry (Work Commitment) and Steward (Personal Commitment). These apologies were accepted by the Council.

71/09 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

72/09 MINUTES

The Minutes of the Monthly Meeting held on 23 February 2009 were signed by the Chairman as a correct record.

73/09 SUSSEX POLICE

The Chairman welcomed PC Dave Banham-Brown and PCSO Kelly Mankelow to the Meeting.

The Clerk then reported that apologies for absence had been received from PCSOs Hartley and Wilson.

(a) Report from PCSOs E Hartley and C Wilson

In their Report, which had been previously circulated to all Members, PCSOs Hartley and Wilson advised the Council of the crime statistics for the rolling 90 days as follows:-

Crimes in Rustington East - 61, representing a decrease of 22
Detected Crimes - 8
Detection Rate - 13.1%

Crimes in Rustington West - 51, representing a decrease of 19
Detected Crimes - 4
Detection Rate - 7.8%.

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

110 calls received via Police Call Handling for Rustington East and West area, compared to 284 calls in the same period during the previous year. These included:-

10 relating to Criminal Damage	5 relating to Vehicle Crime
5 relating to Burglary	11 relating to Theft
2 relating to a Violent Crime	0 relating to a Sexual Crime

PCSOs Hartley and Wilson, in their overview, said that following the leaflet drop to the Allangate Estate, regarding the local action team, 12 replies had been received from residents who were interested in joining. Accordingly, a proposed Meeting would be being held in Woking Court sometime in the next month.

A brief discussion then ensued, during which Councillor Tyler expressed his displeasure that he had not been contacted, in his capacity as a District Councillor for the East Ward of Rustington, in respect of the Local Action Team that he understood had been set up to deal with issues on the Allangate Estate. PC Banham-Brown said that he would ensure that all of the relevant bodies and individuals would be contacted in this regard in the future.

The Chairman thanked PC Banham-Brown and PCSO Mankelow for their attendance at the Meeting.

(b) Community Safety Representative's Report

Councillor Mrs Lines reported on her attendance earlier in the day at Littlehampton Police Station, following the receipt of an invitation received from Sergeant Stevens to attend a Presentation on Sussex Police's forthcoming trialling of new methods of target hardening of victims, prior to offences of door step crime (including distraction burglaries) taking place. The main objective being that the Police would be looking to identify potential victims before they actually became victims of such crimes.

She said that the Presentation had been most interesting and the Police hoped to launch this initiative at the end of May/beginning of June 2009.

The Council NOTED this information.

74/09 DISTRICT COUNCILLORS

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

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

- (a) New Improved Home Recycling Services - Effective 6 April 2009 across the District
- (b) Restoration of Hotham Park - Heritage Lottery Fund Grant
- (c) Consultation on Dog Control Orders
- (d) Future management of District Council Costs.

The Council NOTED this information and the Chairman thanked Councillor Clayden for his Report.

75/09 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% Increase - Hoping to be able to reduce this figure in 2010/2011
- (b) A259 Traffic Issues - Newly established Highways & Transport Sub-Group - Meeting to be held on 30 March 2009 to discuss West Sussex Safer Routes to School and all other issues relating to A259 in Eastern Arun area
- (c) Future of Abbotswood - County Council hoping to complete agreement with Saxon Weald by May 2009, and now looking seriously at possibility of providing pedestrian crossing in Station Road in the vicinity of its junctions with Mill Lane and Ash Lane
- (d) Sea Lane - Traffic Issues - Progression of this will now become the responsibility of the Highways & Transport Sub-Group - Nothing further to report at the present time

- (e) Problems with Pot Holes on Public Highway - £1M now allocated by County Council in financial year commencing 1 April 2009 - Somewhere in the region of 9,000 Pot Holes in Sussex to be repaired.

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

76/09 **REPORT OF CLERK OF THE COUNCIL**

The Clerk said that she had no matters to report on arising from previous Minutes.

77/09 **CHAIRMAN'S REPORT**

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

- Arun District Council - Training and Modelling a Mediation - 24 February 2009

He then thanked the Vice-Chairman, Councillor Mrs Lines, for representing the Council at CVS-Arunwide Community Networking Lunch and Workshop on 2 March 2009.

78/09 **PLANNING COMMITTEE**

The Council NOTED the Report of the Planning Committee Meeting held on 23 February 2009. (Copy previously circulated).

79/09 **FINANCE AND GENERAL PURPOSES COMMITTEE**

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

80/09 **LEISURE AND RECREATION COMMITTEE**

The Council received the Report of the Leisure and Recreation Committee Meeting held on 5 March 2009.

The Council RESOLVED that the Recommendations contained in the Report of the Leisure and Recreation Committee Meeting held on 5 March 2009 be APPROVED.

81/09 **TRAFFIC ISSUES WORKING PARTY**

The Council NOTED the Report of the Traffic Issues Working Party Meeting held on 10 March 2009.

82/09 **ARUN EASTERN PARISHES GROUP**

The Council NOTED the 10 March 2009 Meeting Report.

83/09 **RUSTINGTON YOUTH CENTRE**

(a) **Progress Report**

The Clerk said that the Centre was continuing to operate satisfactorily, with no major issues occurring at the present time.

The Council NOTED this information.

(a) Progress Report

Councillor Tyler reported that the Opening Event held on 28 February 2009 had been a resounding success, with many complimentary comments being received in respect of the Project from guests in attendance.

He said that a number of letters of thanks and appreciation had been received, including one from Roger Wickens and Richard Atkinson of RJCA Architects.

He said that both the Museum and the Café had received a most positive reaction from members of the local community and visitors to the Village, sentiments which had been echoed in a 'reader's letter' in the 29 March issue of the Littlehampton Gazette. He also reported that a number of artefacts had been donated to the Museum since it opened, which he felt was likely to continue in the future.

He reminded the Council that the Chairman, Vice-Chairman and himself, together with the Clerk and the Senior Administrative Officer, would be meeting with the Council's Internal Auditor on 27 April 2009, to discuss the future management and operation of the Café, and he would report back to the Council in this regard at the Annual Meeting.

The Council NOTED this information.

(b) Management Committee

The Council considered the Report of the Management Committee Meeting held on 12 March 2009.

The Council RESOLVED that the Recommendations contained in the Report of the Management Committee Meeting held on 12 March 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

The Council NOTED a letter received from RJCA Chartered Architects, together with the enclosed Cost Report as at 17 February 2009, a copy of which are attached and form a part of these Minutes.

The Clerk then reported the receipt of a letter from RJCA Chartered Architects confirming that the final account in respect of Phase 2 of the Project in the sum of £150,722.00 had now been agreed. This would leave a balance owing to the Contractor in the sum of £3,722.00 excluding VAT, payable at the end of the defects liability period.

The Council NOTED this information.

(e) Rustington Chamber of Trade and Commerce

The Council NOTED email correspondence with the Chairman of the Rustington Chamber of Trade and Commerce.

The Chairman then reminded the Council of the list of questions regarding the operation of The Garden Café, copies of which had been previously circulated, that had been received from certain of the Traders in the Village, namely Café Oasis, Coastal Coffee, Maries and The Sea Rock Café, which had been responded to, as far as practicably possible, by Councillor Tyler, during the Public Question Time held prior to the Meeting.

Following a further detailed discussion, the Council AGREED that the Chairman, Vice-Chairman, Chairman of the Museum Management Committee and the Clerk should meet with the aforementioned Traders to discuss the questions and concerns in detail, and report back to the Council in this regard.

85/09 ANNUAL ASSEMBLY OF THE PARISH MEETING

The Chairman referred to Minute 56/09 and said that, unfortunately, it had not been possible to secure a suitable Guest Speaker for the Parish Meeting, so the Clerk and himself had made the decision not to have a Guest Speaker for the Meeting this year. He reminded Members that it had previously been 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. He said that he would be asking Councillor Tyler to include this as part of his Annual Report as Chairman of the Finance and General Purposes Committee.

The Council NOTED this information.

86/09 GREENING CAMPAIGN FOR RUSTINGTON

The Clerk reported that an approach had been received from Ms Sara Grimes, the Community Coordinator of The Greening Campaign, offering to give a short informational Presentation to the Council, on the Campaign. Ms Grimes had also advised that there was a good possibility that funding would be available for more communities to run the Greening Campaign in 2009. The Clerk suggested that the Council might like Ms Grimes to give a Presentation at the next Monthly Meeting.

Following a brief discussion, the Council AGREED that Ms Grimes should be invited to give a Presentation on The Greening Campaign during the next Monthly Meeting.

The Clerk also advised the Council that Littlehampton, East Preston and Kingston had already joined the Campaign.

87/09 RUSTINGTON-IN-BLOOM

(a) Progress Report

The Clerk referred to Minute 55/09 and said that she had nothing further to report at the present time, other than to advise the Council that the Campaign was progressing well. She said that notification had yet to be received of the judging dates, but the judges would be Mr Stephen Rees, who had judged the Village in 2008, and Ms Susan Smith.

The Council NOTED this information.

She then reminded the Council 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.

88/09 ANNUAL CIVIC THANKSGIVING SERVICE

The Council considered a letter received from Reverend Zachary Allen advising that whilst the Parish Church of St Peter and St Paul would be happy to, once again, host the Civic Thanksgiving Service, he was asking if it would be possible to change the date and bring the Service forward to 13 September 2009, to facilitate the Church's planning for Harvest Thanksgiving on 27 September 2009.

Following a discussion, during which the Clerk confirmed that the Village Memorial Hall facilities would be available on the suggested alternative date, the Council RESOLVED that the date of the 2009 Annual Civic Thanksgiving Service should be changed to 13 September 2009, as requested by Reverend Allen, to facilitate the Church's planning for Harvest Thanksgiving on 27 September 2009.

89/09 CHRISTIANS IN RUSTINGTON AND EAST PRESTON - PROCESSION AND SERVICE - GOOD FRIDAY 10 APRIL 2009

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, 10 April 2009, as in previous years.

90/09 RUSTINGTON COMMUNITY PARTNERSHIP

(a) Meeting

The Council NOTED the Agenda for the Meeting on 19 March 2009, together with the Minutes of the Meeting held on 26 February 2009.

(b) Village Design Statement

The Council was pleased to NOTE a letter received from Mrs M Burt, Partnership Secretary, advising that the Partnership had secured funding to produce a Village Design Statement for Rustington, from the National Lottery Awards for All Fund of just under £9,000.00. It was AGREED that the Community Partnership should be formally congratulated on securing the aforementioned funding.

Councillor Tyler requested confirmation that once produced, the Village Design Statement would be considered by the local Planning Authority, as part of the planning process for all applications in the Parish.

Councillor Rogers, in his capacity as a member of the Partnership, said that the Architect who had been employed to assist the Partnership with the production of the Design Statement, had received confirmation from the local Planning Authority that it would be consulted when any applications within the Parish were received.

The Council NOTED this information.

91/09 BENCH ADOPTION - BEACH SHELTER - SEA ROAD

The Council considered an email received from Mr D Alder, regarding the possibility of adopting the seat inside the Beach Shelter, facing the sea, in memory of his deceased sister.

Following a further discussion, the Council RESOLVED that it would be impractical to accede to this request, but asked the Clerk to suggest to Mr Alder that he could either purchase a public seat that could be sited at a suitable location on the greensward, or identify a District Council owned seat that had not been donated and might, therefore, be able to be adopted.

92/09 RUSTINGTON CRICKET CLUB

The Clerk referred to Minute 22/08 (Leisure and Recreation Committee Meeting - 6 November 2009 refers) and said that she had previously circulated a letter received from Mr B Norris, Honorary Secretary, Rustington Cricket Club.

Following a further discussion, the Council RESOLVED that the Cricket Club should be charged £29.00 for friendly games with effect from 1 April 2009, and that this cost should be included for review by the Leisure and Recreation Committee on an annual basis when the charges for all of the Council's sports facilities were considered.

93/09 ANNUAL RISK MANAGEMENT

The Council reviewed the Risk Assessment Procedures currently in place and subsequently RESOLVED unanimously to take no further action in respect of any amendments to these procedures. A copy of these Procedures is attached and forms a part of these Minutes.

94/09 COMMUNITY ASSET REGISTER

The Council considered the Community and Fixed Asset Registers as at 9 March 2009 and RESOLVED unanimously that the contents of these Registers should be APPROVED as a correct record. A copy of these Registers is attached and forms a part of these Minutes.

95/09 REVIEW OF INSURANCE PROVISION

The Clerk reported that she had reviewed the Council's current Insurance provision and reported that she was of the opinion that the provision was sufficient and would adequately cover all losses in the event of any unforeseen incidents.

The Council NOTED this information and RESOLVED unanimously that no amendments should be made to the current provision at the present time.

The Clerk advised that arrangements were currently being progressed to obtain alternative quotations for the Council's annual insurance policy, and these would be placed before the Council for consideration at the earliest opportunity.

96/09 HEALTH & SAFETY POLICY

The Council reviewed the Council's Health and Safety Policy, as recently amended to take account of the addition of the Museum and the Café, and RESOLVED to take no action in respect of any further amendments to this Policy at the present time. A copy of this Policy is attached and forms a part of these Minutes.

97/09 ARUN DISTRICT COUNCIL - DOG CONTROL ORDERS - CONSULTATION

The Council considered a letter and associated documentation received from Ms S McLeod, Principal Solicitor.

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

98/09 ARUN DISTRICT COUNCIL - WEST SUSSEX COUNTY COUNCIL - ELECTORAL ARRANGEMENTS

The Council NOTED an email received from Ms L Fitcher, Head of Democratic Services.

99/09 ARUN DISTRICT COUNCIL - CORE STRATEGY - OPTIONS FOR GROWTH - PUBLIC CONSULTATION

The Clerk referred to Minute 59/09 and reminded Members that a copy of a draft response to this Consultation had been circulated to all Members for consideration.

Following a brief discussion, the Council RESOLVED that the draft response to the above mentioned consultation, as prepared by the Clerk, be APPROVED.

A copy of this response is attached and forms part of these Minutes.

100/09 ARUN DISTRICT COUNCIL - GYPSY, TRAVELLER AND TRAVELLING SHOWPEOPLE SITES STUDY

The Clerk referred to Minute 42/09 and reported that, to date, she had not received any comments from Members in respect of the Gypsy and Traveller Study Report.

In the absence of any comments, the Council RESOLVED to take no further action in this regard.

**101/09 WEST SUSSEX COUNTY COUNCIL - PROPOSED PEDESTRIAN SAFETY SCHEME
- SEA LANE**

The Chairman referred to Minute 60/09 and said that there was nothing further to report in this regard at the present time.

**102/09 WEST SUSSEX COUNTY COUNCIL - PROPOSED TOURIST SIGNS - RUSTINGTON
MUSEUM**

The Council NOTED a letter received from Mr T Collins, Signs and Structures, Traffic Management Infrastructure, regarding the provision of traffic signs for Rustington Museum in The Street.

103/09 ALLOTMENTS

The Council considered a letter received from Mr G Kealey, expressing his concern regarding Littlehampton Town Council's plans to charge its existing Rustington based allotment plot holders the full proportioned costs incurred in the management of its Allotment Sites, and seeking the Council's help in this regard.

Following a detailed discussion, the Council RESOLVED that whilst it was sympathetic with the concerns expressed by Mr Kealey, it could take no further action in this regard as it had no authority or power to intervene in the policies and procedures of any neighbouring Parish or Town Councils.

104/09 RUSTINGTON SPORTS AND SOCIAL CLUB - RENT REVIEW

The Clerk referred to Minute 69/09 and reported that she had received a request from the Secretary of the Sports and Social Club for a Meeting with representatives of the Council to discuss the Notice received from the Council's Agent and Surveyor, namely Martin Rackham, regarding the proposed annual rent in respect of the current review which was effective from 25 March 2009.

Following a brief discussion, the Council AGREED that the Chairman, Vice-Chairman and Chairman of the Leisure and Recreation Committee, should meet with representatives from the Sports and Social Club to discuss the proposed annual rent for the next five year period.

105/09 DOCUMENTS AND PUBLICATIONS

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

- (a) Campaign to Protect Rural England (Sussex) - "Sussex Review" - Spring 2009
- (b) Chestnut Tree House - "Chestnuts" - Spring 2009
- (c) The Standards Board for England - "Town and Parish Standard" - Issue 4 - February 2009
- (d) West Sussex NHS Primary Care Trust - "eBulletin" - Issue 41 - March 2009
- (e) Campaign to Protect Rural England - Fieldwork - March 2009
- (f) Wellspring West Sussex - Young People's Edition No. 4
- (g) Sussex Police Authority - "Patrol" - April 2009

There being no further business the Meeting concluded at 8.10 pm.

Chairman:

Date:

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

- (a) The Garden Café - Concerns raised and questions posed by Village Traders
(Minute 84/09(e) refers)**

- (b) Proposed Pedestrian Safety Scheme - Sea Lane - Appreciation to Councillor Tyler for
ensuring amendment of error in last Report of Joint Eastern Arun Area Committee and also
thanks conveyed to Council for its efforts and support in this regard**