

## **RUSTINGTON PARISH COUNCIL**

**MINUTES:** of the Monthly Meeting held on 27 April 2009

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

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### **106/09      APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Akbar (Personal Commitment). This apology was accepted by the Council.

### **107/09      DECLARATIONS OF INTEREST**

Councillor Mrs Broomfield declared a prejudicial interest in Minute 116/09 (Minute 32/09 of the Finance and General Purposes Committee Meeting - 27 April 2009 refers). She left the Meeting during the consideration of this item and did not take part in the discussion and vote thereon.

Councillor Rogers declared a personal interest in Minute 116/09 (Minute 32/09 of the Finance and General Purposes Committee Meeting - 27 April 2009 refers). He remained in the Meeting during the consideration of this item and took part in the vote thereon.

Councillor Ceiriog-Hughes declared a personal interest in Minute 116/09 (Minute 33/09(c) of the Finance and General Purposes Committee Meeting - 27 April 2009 refers). He remained in the Meeting during the consideration of this item and took part in the vote thereon.

Councillors Field, Grevett and Jones declared personal interests in Minute 130/09. They remained in the Meeting during the consideration of this item and took part in the discussion vote thereon.

### **108/09      MINUTES**

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

### **109/09      GREENING CAMPAIGN FOR RUSTINGTON - PRESENTATION FROM MS S GRIMES, COMMUNITY COORDINATOR - THE GREENING CAMPAIGN**

The Council then received a Presentation from Ms Grimes, Community Coordinator, The Greening Campaign, in respect of the Campaign.

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

The Council then AGREED that the Rustington Community Partnership should be approached to gauge whether it would be interested in progressing the Greening Campaign for Rustington and, if so, the Clerk should arrange a further Presentation for the Partnership.

If, however, the Partnership were unable to take on the responsibility of a Greening Campaign for the Village, then this matter should be referred back to the Council, with a view to arranging a Public Meeting in an attempt to get members of the local community interested in setting up an independent group to progress the Campaign, with the support of the Council.

The Chairman reported that apologies for absence had been received from PC D Banham-Brown and PCSO H Pearson.

(a) Report from PCSO E Hartley

PCSO Hartley then advised the Council that contained within the Report, which had been previously circulated to all Members, were the crime statistics for the rolling 90 days as follows:-

Crimes in Rustington East - 57, representing a decrease of 20  
Detected Crimes - 7  
Detection Rate - 12.3%

Crimes in Rustington West - 60, representing a decrease of 2  
Detected Crimes - 8  
Detection Rate - 13.3%.

The Report also contained a Monthly Summary for the period from 23 March 2009 to 22 April 2009 as follows:-

218 calls received via Police Call Handling for Rustington East and West area, compared to 294 calls in the same period during the previous year. These included:-

12 relating to Criminal Damage	3 relating to Vehicle Crime
1 relating to Burglary	6 relating to Theft
4 relating to a Violent Crime	0 relating to a Sexual Crime

PCSO Hartley confirmed that over the last month there had been a small spate of vehicle crime in Rustington, and although not the same amount of damage was caused as on previous occasions, it was still worth noting.

He said that the Allotment watch was now up and running with a good number of members. A message alert system had been set up so that members of the scheme could be warned of any breaks that had occurred at any allotments in Rustington or Littlehampton. Crime Prevention Days had also been set up on the following dates to distribute free crime prevention information to allotment holders and to give them the opportunity to have their gardening equipment security marked:-

Conbar Avenue Allotment Site	-	Saturday 30 May	-	3.30 pm	-	5.00 pm
Penfold Lane Allotment Site	-	Friday 5 June	-	10.00 am	-	12.00 noon
Worthing Road Allotment Site	-	Wednesday 10 June	-	12.00 noon	-	1.00 pm

He also referred to persistent parking issues around the Schools in Rustington, and advised that a new initiative, which had been put forward by the Littlehampton East NP Team, was being considered by the Headteachers of each School, to tackle the problem. He said that once a decision had been made by all of the Schools, the Council would be advised of the proposed scheme.

The Chairman thanked PCSO Hartley for the information provided and for his attendance at the Meeting.

(b) Community Safety Representative's Report

Councillor Mrs Lines expressed her appreciation to PCSO Hartley for setting up the second Environmental Audit on the Allangate Estate, and for all the action that had been taken in this regard.

She also referred to Minute 73/09(b) and said that she would be attending a further Meeting in connection with the Sussex Police's proposed trialling of new methods of target hardening of victims, prior to offences of door step crime taking place, on 7 May 2009.

The Council NOTED this information.

#### **111/09      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 - Initial response most positive - No major negative comments received so far
- (b) New Chairman for the year 2009/2010 - Councillor Don Ayling.

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

#### **112/09      COUNTY COUNCILLORS**

The Chairman reported the receipt of apologies from Councillor Moor, who had recently been discharged from hospital following an operation and was unable to attend the Meeting as he was still recuperating.

#### **113/09      REPORT OF CLERK OF THE COUNCIL**

##### **(a) West Sussex County Council - PSO885 Rustington - Proposed Direction Signs - Rustington Village Centre**

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The Clerk reported that she had previously circulated a copy of a letter from Mr T Collins, Technician, Signs and Structures, Traffic Management Infrastructure, advising that the County Council's proposal for directional signage in Rustington Village Centre had been made subject to local consultation.

She said that she had now received confirmation from the applicant, namely Store Property Investments Limited, that this application had now been withdrawn by the applicant.

The Council NOTED this information.

#### **114/09      CHAIRMAN'S REPORT**

The Chairman said that he had not represented the Council in an official capacity at any Events and Functions since the last Monthly Meeting.

He thanked the Vice-Chairman, Councillor Mrs Lines, for representing the Council at the RAFBF & Princess Marina Cocktail Anniversary Party on 1 April 2009 and Zachary Merton Hospital League of Friends Annual General Meeting on 15 April 2009.

He also expressed his appreciation to Councillor Tyler for representing the Council at the Arundel and Littlehampton District Scouts St George's Day Parade on 26 April 2009.

He concluded his Report by reminding Members that this would be his last full Meeting as Chairman, and advising that he had thoroughly enjoyed his time in the position. He thanked all of the Members for their support during that time.

#### **115/09      PLANNING COMMITTEE**

The Council NOTED the Reports of the Planning Committee Meetings held on 23 March 2009 and 6 April 2009. (Copies previously circulated).

*(Prior to consideration of the following item Councillor Mrs Broomfield declared a prejudicial interest in Minute 32/09 of the Finance and General Purposes Committee Minutes - 27 April 2009 Meeting, as the proprietor of Owen Electrical Limited)*

*(Prior to consideration of the following item, Councillor Rogers declared a personal interest in Minute 32/09 of the Finance and General Purposes Committee Minutes - 27 April 2009 Meeting, as President of the Littlehampton District Lions Club)*

*(Prior to consideration of the following item, Councillor Ceiriog-Hughes declared a personal interest in Minute 33/09(c) of the Finance and General Purposes Committee Minutes - 27 April 2009 Meeting, as a member of the School's Governing Body)*

**116/09      FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council received and considered the Report of the Finance and General Purposes Committee Meeting held on 27 April 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 27 April 2009 be APPROVED.

**117/09      ANNUAL REVIEW OF THE EFFECTIVENESS OF THE COUNCIL'S INTERNAL AUDIT ARRANGEMENTS**

The Council considered the Minutes of the Internal Audit Committee Meeting held on 16 April 2009.

The Council RESOLVED that the Recommendation contained in the Report of the Internal Audit Committee Meeting held on 16 April 2009 be APPROVED. A copy of the Report is attached and forms a part of these Minutes.

**118/09      ANNUAL ASSEMBLY OF THE PARISH MEETING**

The Council NOTED the Minutes of the Annual Assembly of the Parish Meeting held on 2 April 2009.

**119/09      EMAIL CORRESPONDENCE - MR J AKIRA**

The Council considered email correspondence with Mr J Akira regarding the Annual Assembly Meeting and Football Players behaviour on the Woodlands Recreation Ground.

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

**120/09      MEMBERS' ATTENDANCE RECORD**

The Council NOTED the attendance Record for Council and Committee Meetings for the period April 2008 to March 2009 inclusive.

**121/09      CASUAL VACANCY**

The Clerk referred to Minute 1/09 and said that as there had been no call for an election in respect of this vacancy, it had subsequently been advertised for filling by the co-option process. She advised the Council that the closing date for the receipt of applications was 24 April 2009, and two applications had been received. She said that she would now be making arrangements for the Interviewing Panel to be convened as soon as practicably possible.

**122/09**      **RUSTINGTON YOUTH CENTRE**

**(a)**    **Users' Meeting**

The Council NOTED the Report of the Users' Meeting held on 26 March 2009.

**(b)**    **Management Committee**

The Council NOTED the Report of the Management Committee Meeting held on 21 April 2009.

**123/09**      **RUSTINGTON MUSEUM AND THE GARDEN CAFÉ**

**(a)**    **Progress Report**

Councillor Tyler reported that both the Café and Museum continued to be operating well, with a steady number of people visiting on a daily basis. He said that a more detailed report was contained within the Report of the Management Committee Meeting held on 23 April 2009.

The Council NOTED this information.

**(b)**    **Management Committee Meeting - 23 April 2009**

The Council considered the Report of the Management Committee Meeting held on 23 April 2009.

The Council RESOLVED that the Recommendations contained in the Report of the Management Committee Meeting held on 23 April 2009 be APPROVED.

**(c)**    **Rustington Community Partnership - Community Garden**

The Clerk said that she understood that the Community Partnership was still in the process of preparing its bid for funding to the National Lottery.

Councillor Rogers, in his capacity as a member of the Community Partnership, advised the Council that representatives of the Partnership would be meeting with a Landscape Architect on Friday 1 May 2009 who, it was hoped, would be able to design and supply plans for the proposed Community Garden, which could then be submitted as part of the application to the National Lottery.

The Council NOTED this information.

**124/09**      **RUSTINGTON-IN-BLOOM**

The Clerk referred to Minute 87/09 and advised Members that the judging date for the South and South East in Bloom Competition had been arranged for Thursday 16 July 2009 from 2.00 pm to 5.00 pm. She said that, to date, details had not been received in respect of the judging date for the Britain in Bloom Competition.

She said that the route for both Competitions had yet to be finalised, but would include the following roads:-

Albert Road, Amberley Road, Ash Lane, Ashwood Drive, Broadmark Lane, Bushby Avenue, Church Road, Dingley Road, Georgian Gardens, Glenville Road, Harsfold Road, Hawley Road, Holmes Lane, Manor Road (Conbar Avenue Allotment Site), Merton Avenue, Mill Lane, North Lane, Old Manor Road, Sea Avenue, Sea Lane, Seafield Road, Station Road, The Street, Wakehurst Place, Windsor Drive, Woodlands Avenue and Worthing Road.

She then referred to the Race Night which had been held on 17 April 2009 and said that in the region of £850.00 had been raised from this event towards the In-Bloom Campaign.

She also reminded the Council of further fund-raising events, as follows:-

Saturday 23 May	-	10.00 am	-	Plant Sale in the Methodist Church Gardens (Junction of Claigmar Road and The Street)
Friday 12 June	-	7.30 pm	-	Catwalk Connections Fashion Show, Village Memorial Hall, The Woodlands Centre, Woodlands Avenue

The Council NOTED this information.

#### **125/09      RUSTINGTON COMMUNITY PARTNERSHIP**

The Council NOTED the Minutes of the Meeting held on 19 March 2009, together with the Agenda for the Meeting held on 16 April 2009.

#### **126/09      PARISHIONERS' AWARD**

The Clerk reported that a total of four nominations (from 28 nominators) had been received for the individual award, and two nominations had been received for the group/organisation award, in response to the Press Release issued earlier in the year. She said that a Meeting of the Working Party would now need to be convened to consider the nominations received.

Following a brief discussion, the Council AGREED that a Meeting of the Working Party to consider the applications received should be convened as soon as practicably possible.

#### **127/09      EQUAL OPPORTUNITIES POLICY**

The Council reviewed the Council's existing Equal Opportunities Policy and RESOLVED to take no further action in respect of any amendments to this Policy at the present time. A copy of this Policy is attached and forms a part of these Minutes.

#### **128/09      THE WOODLANDS CENTRE**

##### **(a) Car Park - Incident - 28 March 2009**

The Council considered a letter received from Mrs F Challen regarding an incident that occurred in the Car Park of The Woodlands Centre on the evening of 28 March 2009.

In her letter, Mrs Challen had said that three individuals who had just left the Youth Centre following her private hiring were assaulted with some major injuries inflicted.

The Clerk said that, following receipt of the letter, she had spoken to Mrs Challen and expressed the Council's sympathy to her, whilst assuring her that this type of incident was definitely not a regular occurrence at the Centre, particularly as there was no record of any assaults of this type at the Centre for at least the past eight years.

The Chairman reminded the Council that PCSO Hartley had reported that an individual had now been arrested and charged with Greivous Bodily Harm in connection with this incident.

Following a further discussion, the Council RESOLVED that its formal concerns and sympathy should be conveyed to Mrs Challen, reiterating the fact that this was most definitely not a regular occurrence at The Woodlands Centre, but that the situation would be monitored closely for the foreseeable future.

**(b) Digital Projector**

The Clerk referred to Minute 4/09(b) (Leisure and Recreation Committee Meeting - 4 March 2009 refers) and reported that costings had now been obtained for a digital projector which were in the region of £350.00. She said that she had also obtained costings for other equipment which would be needed to enable the Council to view details of planning applications or other online information, and also for hirers to make Audio and Visual Presentations in all rooms in The Woodlands Centre. She confirmed that this would include the following:-

Acer P1165 SVGA Projector	-	£337.38 excluding VAT
Bjurab Tripod Screen 1800 x 1800	-	£ 99.99 excluding VAT
Netgear Wireless Internet Connection and cabling for all hireable facilities	-	£600.00 approximately
Laptop Computer	-	£450.00 approximately

She said that the total approximate cost of the purchase and installation would, therefore, be in the region of £1,500.00 (£1487.37).

Following a further discussion, the Council RESOLVED that, in the first instance, the Acer P1165 SVGA Projector should be purchased in the sum of £337.38 excluding VAT, with the Leisure and Recreation Committee being asked to give further consideration to the possible purchase of the additional equipment, together with its installation costs at its next Meeting.

Councillor Rogers referred to the possibility of obtaining some funding from the West Sussex County Council Parish Initiatives Fund, and the Clerk said that she would investigate this possibility.

**129/09      ANNUAL TEAM BUILDING DAY**

The Clerk referred to Minute 279/08 and reminded the Council that it had previously been agreed that whilst there should not be an Annual Team Building Day in 2008, this item should be tabled for discussion, in respect of 2009, at the beginning of the current financial year.

Following a discussion, during which Councillor Tyler suggested that the Member of Parliament be contacted to ask if he could progress the possibility of a party from the Council visiting the Palace of Westminster, it was AGREED that the Clerk should investigate this possibility and also obtain costings in respect of this visit, together with Lunch and a River Trip from the Westminster Pier.

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

*(Prior to consideration of the following item Councillor Jones declared a personal interest in his capacity as a Member of the Rustington Sports and Social Club Management Committee)*

**130/09      RUSTINGTON SPORTS AND SOCIAL CLUB - RENT REVIEW**

The Clerk referred to Minute 104/09 and reported that following a Meeting with representatives from the Sports and Social Club, it had been agreed that the Council's Agent and Surveyor, should await receipt of the Club's audited Accounts for the year ending 31 December 2008, and then review the situation in respect of the annual rent he had proposed the Council should charge the Club with effect from 25 March 2009.

The Council NOTED this information.

**131/09      RUSTINGTON WANDERERS CRICKET CLUB**

The Council considered a letter received from Mr G Davies, Secretary, Rustington Wanderers Cricket Club advising that the Club had just been formed and was now looking to play friendly games on Sunday Afternoons. The Club had approached the Rustington Cricket Club who had agreed that the Club could use its facilities, and it was now requesting the Council's permission to hire the Cricket Pitch on certain dates, as agreed with the Rustington Cricket Club.

Following a discussion, the Council RESOLVED that permission should be granted for the newly formed Rustington Wanderers Cricket Club to use the Cricket Pitch on dates agreed by the Rustington Cricket Club only, at a cost of £29.00 per friendly game played until the end of the current playing season.

**132/09      ANGMERING YOUTH FORUM BUS PROJECT**

The Council NOTED an email received from Ms P Turner, Secretary, Angmering Youth Forum, in this regard.

**133/09      SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS - COUNCILLOR TRAINING - THE POWER OF WELL-BEING**

The Council considered an email received from the Administrative Officer at the Sussex and Surrey Associations of Local Councils advising that the Association was now qualified to carry out Councillor Training on The Power of Well-Being.

The Clerk reminded the Council that the Power of Well-Being would enable eligible Councils to do anything which they considered would be likely to achieve the promotion or improvement of the economic, social or environmental well-being of each individual Council's area. She said that the criteria for eligibility would be as follows:-

- A Qualified Clerk trained in the use of The Power of Well-Being
- Two thirds of vacancies on the Council must have been filled at the last ordinary elections
- 80% of Members trained in the use of The Power of Well-Being
- A published Statement of Intent of Community Engagement

Following a detailed discussion, the Council RESOLVED that all Members should attend a Councillor Training Session on The Power of Well-Being, with a view to the Council becoming eligible to exercise the power if it so desired.

The Clerk said that she would contact both SALC and Felpham Parish Council, which was interested in organising a joint training event, to obtain some possible dates for the appropriate training.

**134/09      ARUN DISTRICT COUNCIL - THE ARUN DISTRICT COUNCIL (OFF-STREET PARKING PLACES) ORDER 2009**

The Council considered a letter received from Mr C Baylis, Outdoor Services Manager, and RESOLVED to take no further action in this regard.

**135/09      WEST SUSSEX COUNTY COUNCIL - PROPOSED PEDESTRIAN SAFETY SCHEME - SEA LANE**

The Chairman referred to Minute 101/09 and said that there was nothing further to report in this regard at the present time.

**136/09 WEST SUSSEX COUNTY COUNCIL - WEST SUSSEX LANDSCAPE CHARACTER\_**  
**MANAGEMENT GUIDELINES**

The Council NOTED a letter, and enclosed guidelines for the Landscape Character Areas covering Rustington, received from Ms N Gardner, Landscape Technical Assistant.

**137/09 WEST SUSSEX COUNTY COUNCIL - CHILDREN AND YOUNG PEOPLE'S PLAN**  
**FOR 2010 ONWARDS**

Councillor Warren reported on his attendance at an Event in respect of the abovementioned plan and its future development, at the Littlehampton Community School on 24 April 2009.

**138/09 MR A M JONES - E J MOYLE SOLICITORS**

The Clerk reported the receipt of a letter from Mr A M Jones, the Council's Solicitor at E J Moyle, advising that he would be leaving the Company, after a period of thirty-four years, on 30 April 2009.

**139/09 DOCUMENTS AND PUBLICATIONS**

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

- (a) Allotments Regeneration Initiative - Newsletter - Spring 2009
- (b) "Arun & Chichester Voice" - Newsletter of CVS-Arunwide and Chichester & District CVS - April 2009
- (c) Campaign to Protect Rural England - "Countryside Voice" - Spring 2009
- (d) ICIS - "ICIS News" - Issue No. 49 - Spring 2009
- (e) RHS Britain in Bloom - "Bloom Review 14" - Spring 2009
- (f) Rustington Residents Association - "Topics" - March/April 2009
- (g) Sussex Police - "Patrol" - No. 483 - April 2009

**There being no further business the Meeting concluded at 9.05 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 - Expression of thanks and appreciation to the Council for its support in respect of progress so far (Mr K Grimes)**
- (b) **Email Correspondence - Annual Assembly of the Parish Meeting and Behaviour of Football Players on the Woodlands Recreation Ground (Mr J Akira)**
- (c) **The Arun District Council (Off-Street Parking Places) Order 2009 (Mr G Eyre)**