

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 27 July 2009

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

206/09 WELCOME TO NEW MEMBER

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

207/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Grevett (Holiday) and Perry (Work Commitment). These apologies were accepted by the Council.

208/09 DECLARATIONS OF INTEREST

Councillors Ceiriog-Hughes, Field and Jones declared personal interests in Minute 238/09. They remained in the Meeting during the consideration of this item and took part in the discussion thereon.

209/09 MINUTES

The Minutes of the Monthly Meeting held on 22 June 2009 were signed by the Chairman as a correct record.

210/09 SUSSEX POLICE

(a) Report from PCSO E Hartley and PCSO Miss H Pearson

The Clerk reported that apologies for absence had been received from PCSO Elliott Hartley and PCSO Miss Hannah Pearson.

She then said that a copy PCSO Hartley's and PCSO Miss Pearson's Report had been previously circulated to all Members.

In the Report, the crime statistics for June 2009 were as follows:-

Crimes in Rustington West - 27, representing an increase of 1.3%. Of these recorded crimes, there were 5 burglaries (an increase of two from May) and five reports of vehicle crime, a reduction of three offences

Crimes in Rustington East - 19, representing a decrease of 23.9%. Of these recorded crimes, there were 5 burglaries (an increase of one from May) and one report of vehicle crime

The Report also contained a Monthly Summary for the period from 22 June 2009 to 21 July 2009 as follows:-

267 calls received via Police Call Handling for Rustington East and West area, compared to 305 calls in the same period during the previous year. These included:-

12 relating to Criminal Damage
2 relating to Burglary
2 relating to a Violent Crime

13 relating to Vehicle Crime
7 relating to Theft
0 relating to a Sexual Crime

In their overview, PCSO Hartley and PCSO Miss Pearson, advised that there had been a rise in vehicle crime within Rustington which would show in next months crime figures. This included two vehicle fires on the Allangate Estate. They said that it was not believed that these vehicle fires were connected to the spate of arson attacks and criminal damage that occurred during a two night period at the beginning of the year.

A designated patrol area (DPA) had been put in place for the Allangate Estate to prevent any further vehicle fires and had had some success over the past weekend in catching two males in the act of breaking into a vehicle and attempting to steal a laptop computer which had been left in the vehicle overnight.

The Report also stated that PCSO Hartley and PCSO Miss Pearson were in the process of organising a Neighbourhood Watch Event to recruit more Neighbourhood Watch Co-ordinators with the aim of increasing the number of Neighbourhood Watch Schemes within Rustington by a further 25%.

They said it had also been noticed that there was an increase of shoplifting offences in Rustington, within the main shopping area and the retail park. A number of measures had been put in place to both prevent and detect these types of offences which would be visible during August.

The Report concluded by advising that underage drinking along the sea front remained an issue from Littlehampton to Ferring, and was also affecting Rustington. PCSO Hartley and PCSO Miss Pearson said they would continue to monitor an early warning radio system, with radios placed at key points where disorder has occurred in the past. Recent alcohol seizures indicated that the average age of those drinking in public has reduced with a number of 14 and 15 year old children coming into police contact. They said that any report of children drinking alcohol and groups acting in a disorderly fashion is acted on promptly, and any seizure of alcohol was followed up by both the Police and the Anti Social Behaviour team from Arun District Council.

The Committee NOTED this information.

(b) Community Safety Representative's Report

Councillor Mrs Lines reported that there was nothing major happening at the present time.

She then reported that Inspector Sharon Parker was leaving the Neighbourhood Team and would be being replaced by Inspector Rob Moor.

The Council NOTED this information.

211/09 DISTRICT COUNCILLORS

An apology for absence had been received from Councillor Chapman.

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

- (i) Possible ECO Town at Ford - Now removed from Government list - Congratulations to Councillor Tyler for his hard work and efforts in his capacity as Chairman of the Eco Town Select Committee
- (ii) Policing of street parking in District - District Council to assume responsibility in 2010 - Estimated to take about three years to recoup cost of setting this up - Proposed Controlled Parking Zone initially only in Bognor Regis, together with Parking Meters.

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

- (i) Proposal for extension of Taxi Rank, Churchill Parade - Objection lodged - Hopeful that Licensing Committee will reject proposal.

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

212/09 COUNTY COUNCILLORS

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

He referred particularly to the following:-

- (a) Future of Abbotswood - County Council still negotiating the sale of the site, but it is hoped that the site will be completed by 2011
- (b) Sea Lane - Traffic Issues - Scheme will be going out for Public Consultation after the statutory consultees have agreed with the proposals
- (c) Roads and Footpaths - General Problems - Meeting now arranged for Chairman and Clerk of Parish Council and Councillor Tyler to meet with Assistant Highway Manager to discuss several issues regarding roads and footpaths in Rustington.

The Council NOTED this information, and the Chairman thanked Councillor Tyler for his interesting Report.

213/09 REPORT OF CLERK OF THE COUNCIL

(a) Grant Aid - Victim Support

The Clerk reported the receipt of a letter of thanks and appreciation from Victim Support for the recent Grant Aid of £100.00 awarded by the Council towards the costs of continuing to provide support to victims in the area.

The Council was pleased to NOTE this information.

(b) Grant Aid - Outset Youth Action

The Clerk reported the receipt of a letter of thanks and appreciation from Outset Youth Action for the recent Grant Aid of £50.00 awarded by the Council towards providing volunteer expenses.

The Council was pleased to NOTE this information.

214/09 CHAIRMAN'S REPORT

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

- Armed Forces Day Parade and Drumhead Service - 27 June 2009
- West Sussex Armed Forces and Veterans' Day Drumhead Service - 28 June 2009
- Arun District Council - Songs of Praise Service - 28 June 2009
- Arun District Council - Official Launch - Arun Renewable Energy Advice Service - 1 July 2009
- Annual Gardens Competition Judging - 2 July 2009
- Littlehampton Town Council - Civic Reception - 3 July 2009
- South and South East in Bloom Judging Day - 16 July 2009
- Angmering School - 2009 Summer Exhibition of Art, Design and Technology Work - 16 July 2009

The Council NOTED this information.

215/09 **PLANNING COMMITTEE**

The Council NOTED the Reports of the Planning Committee Meetings held on 22 June 2009 and 6 July 2009. (Copies previously circulated).

216/09 **FINANCE AND GENERAL PURPOSES COMMITTEE**

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

217/09 **PAYMENT OF ACCOUNTS - AUGUST RECESS**

The Council AUTHORISED the Finance and General Purposes Committee to settle Accounts during the August recess, and to deal with any urgent matters that might arise.

218/09 **ALLOTMENTS COMMITTEE**

The Council received the Report of the Allotments Committee Meeting held on 6 July 2009.

The Council RESOLVED that the Recommendations contained in the Report of the Allotments Committee Meeting held on 6 July 2009 be APPROVED.

219/09 **LEISURE AND RECREATION COMMITTEE**

The Council received the Report of the Leisure and Recreation Committee Meeting held on 9 July 2009.

The Council RESOLVED that the Recommendations contained in the Report of the Leisure and Recreation Committee Meeting held on 9 July 2009 be APPROVED.

220/09 **CASUAL VACANCY**

The Clerk referred to Minute 172/09 and reported that a By-Election had been called in respect of the current vacancy in the West Ward. She said that the closing date for nomination papers to be delivered to the District Council Offices was noon on 20 August 2009. She said that if the Election was contested the poll would take place on 17 September 2009.

The Council NOTED this information.

221/09 **APPOINTMENT OF STATUTORY AND STANDING COMMITTEES**

The Clerk advised that there was a vacancy on the following Committee and the Council RESOLVED the following:-

(a) **Planning Committee**

Councillor G Eyre

222/09 **RUSTINGTON YOUTH CENTRE**

(a) **Management Committee Meeting - 21 July 2009**

The Council considered the Report of the Management Committee Annual General Meeting held on 21 July 2009.

The Council RESOLVED that the Recommendations contained in the Report of the Management Committee Annual General Meeting held on 21 July 2009 be APPROVED, with an additional request in respect of Minute 37/09, that the Council should have sight of both the final detailed colour scheme, together with all of the regular hirers' formal agreements to the proposals, prior to any work commencing.

223/09 RUSTINGTON MUSEUM AND THE GARDEN CAFÉ

(a) Sussex Heritage Trust - The Public and Community Award

Councillor Tyler reminded the Council that the Museum and Garden Café had been nominated for a Sussex Heritage Trust Award by the Project's Architect, Mr Richard Atkinson of RJCA Chartered Accountants. He said that the entry had been made for the Public and Community Award.

He advised the Council that he had attended the Awards Luncheon with Mr Atkinson, and he was delighted to be able to confirm that the Museum and Garden Café had been declared as the winning entry in the aforementioned Category. He said that a plaque and certificate received had now taken pride of place on the external wall of the Café and in the reception area of the Museum.

The Council was pleased to NOTE this information

(b) Management Committee

The Council NOTED the Report of the Management Committee Annual General Meeting held on 18 June 2009.

The Council RESOLVED that the Recommendations contained in the Report of the Management Committee Annual General Meeting held on 18 June 2009 be APPROVED.

(c) Museum - Internal Security Shutter and New Door Locks

The Clerk reminded the Council that as the Café had no toilets, it was necessary for the Museum to be open at all times when the Café was being used. She said that this would include any future private hirings that might be made for the use of the Café and, in the interests of security, it would be necessary to ensure that the display and administrative areas of the Museum were inaccessible for the duration of any such hirings.

She said that, in order to address this unsatisfactory situation, she had obtained quotations, which had been previously circulated to all Members, from The Lock Centre as follows:-

To supply and install 1 x Seceuroshield 3800 in white	£556.00
Including all parts, delivery/transportation	
Installation including fixings	£185.00
	Total £741.00 excluding VAT
2 x Badley Chubb Boxes (Internal Doors)	£110.92
2 x 3" Chubb 3G114 Mortice Locks	£ 85.52
1 x Badley Chubb Box (Office Door)	£ 55.46
1 x 3" Chubb 3G114 Mortice Lock	£ 42.76
Installation	£150.00
	Total £444.66 excluding VAT

Following a discussion, the Council RESOLVED that:-

- (a) Two further quotations be obtained for the supply, delivery and installation of the Seceuroshield Shutter for consideration by the Finance and General Purposes Committee at its next Meeting
- (b) Alternative arrangements be made for a more economical way of securing the downstairs doors.

224/09 RUSTINGTON-IN-BLOOM

The Clerk referred to Minute 190/09 and reported that the judging in respect of the South and South East in Bloom Competition had taken place, as scheduled, on 16 July 2009.

She advised the Council that the 2009 Awards would be made at a Ceremony on 2 September 2009 in Brighton, for which invitations had not yet been received. She said that the results would not be announced until that date.

She suggested that in addition to the Chairman of the Leisure and Recreation Committee and the General and Grounds Maintenance Person/External Health and Safety Officer, the Chairman of the Council, the Chairman of the In-Bloom Committee, the Senior Administrative Officer and herself, should attend the Ceremony, if the Council was advised that its entries into the Competition were to receive any Awards.

The Council NOTED this information and AGREED that in addition to the Chairman of the Leisure and Recreation Committee and the General and Grounds Maintenance Person/External Health and Safety Officer, the Chairman of the Council, the Chairman of the In-Bloom Committee, the Senior Administrative Officer and herself, should represent the Council at the Award Ceremony, if an invitation was forthcoming.

The Clerk then reminded Members that the judging date for the Britain in Bloom Competition was Tuesday 4 August 2009, and asked if Members who could assist with the general 'clean up' around the Village advise her as soon as possible. This would enable the In-Bloom Committee to again assign various roads and locations to individuals to ensure that the route would be covered for any 'last minute' tasks that required action.

The Council NOTED this information.

225/09 ANNUAL CIVIC THANKSGIVING SERVICE & PRESENTATION RECEPTION

The Clerk reminded Members that the Annual Civic Thanksgiving Service was scheduled to be held on Sunday 13 September 2009, with St Peter and St Paul Parish Church hosting the Service. She said that a Meeting with Reverend Zachary Allen had been arranged for 29 July 2009 so that the arrangements could be finalised. She confirmed that the Civic Reception and Award Presentations would, as in previous years, be held in the Village Memorial Hall at The Woodlands Centre, following the Church Service. She said that the Chairman had expressed her desire for the Service to be held in the afternoon, instead of the evening, this year, but confirmation that this could be accommodated at the Church was currently still awaited.

The Clerk then reported that the recipient of the Parishioners' Award had now indicated his preference in respect of his Award. She said that an invitation would again be sent to the winner of the Award, together with the Winners in the Gardens and Allotments Competitions, to attend the Civic Service and Presentation Reception to receive their Awards.

The Council RESOLVED unanimously that the Clerk should continue to liaise with the Chairman regarding the detailed arrangements for both the Service and the Civic Reception and Presentations.

The Chairman said that she hoped all Members would be able to attend this most important Community Event.

226/09 ANNUAL TEAM BUILDING DAY

The Clerk referred to Minute 193/09 and reported that the possibility of a visit to, and tour of the Houses of Parliament, to include lunch, had been investigated for Monday 2 November 2009 and the costings would be as follows:-

Coach Hire (52 Seater with toilet facilities)	-	£410.00
Parliament Tour	-	No Charge
Formal Lunch with MP	-	Approx £45.00 per head

She suggested that it might be more affordable if the trip included just a coach trip to London with a guided tour of Parliament. There was an open Cafeteria on site, but bookings were not able to be made. It might be better to leave those participating in the trip to make their own lunch arrangements, possibly followed by a trip to Oxford Street for an afternoon of shopping.

Following a further detailed discussion, the Council RESOLVED unanimously that:-

- (a) The 2009 Team Building Day should consist of a Coach Trip to London, a Parliament Tour followed by an afternoon of free time in Central London
- (b) Members and Personnel should be eligible to take one guest, and that there should be no charge, with the Council funding the cost of the coach hire
- (c) A £10.00 contribution should be made to all members of Personnel, towards their lunches on the day.

227/09 HIRING - JOHN DE BOHUN ROOM - LITTLE EXPLORERS PRE-SCHOOL

The Clerk referred to Minute 29/09 and the Council considered a letter received from Mrs P Myerscough, Manager, Little Explorers Pre-School, requesting that the discounted weekly hiring fee for the John de Bohun Room, currently enjoyed by the Pre-School, be extended to April 2010, as the anticipated numbers attending the Pre-School had not yet been achieved.

Following a further discussion, the Council RESOLVED that the reduced weekly hiring fee of £90.00, based on a five morning per week hiring, currently paid by the Little Explorers Pre-School in respect of the John de Bohun Room, be extended until 31 March 2010, with a further review taking place in respect of the discounted fee charged, at the end of February 2010.

228/09 PROPOSED NAME FOR NEW COMMUNITY HOSPITAL IN LITTLEHAMPTON

The Clerk referred to Minute 166/09 and reported that, in accordance with the Council's decision, she had made a formal representation to the Primary Care Trust, requesting that the Hospital should be named the East Arun Community Hospital.

She said that she had now received a response confirming that the request had been noted, together with the Council's robust reasons for the suggested name. The response also advised that the process for agreeing the name of the hospital would not be commencing until the project was slightly more advanced and the business case had been developed further. The Council's request would be considered alongside all other options at that time.

The Council NOTED this information.

229/09 PARISH CHURCH OF ST PETER AND ST PAUL - RE-ORDERING

The Council considered a letter received from Ms J Waller regarding the re-ordering of the Parish Church of St Peter and St Paul, and AGREED to take no further action in this regard.

230/09 **COUNCILLORS' TRAINING - POWER OF WELL-BEING**

The Clerk reported that a SALC training event had now been arranged by the Clerk at Felpham Parish Council for Thursday 8 October 2009 at the St Mary's Centre, Felpham. She said that all Members were invited to attend, and the cost to the Council would be £10.00 plus VAT per Member.

She reminded Members that in order for the Council to be eligible to use the well-being power 80% of Members had to be trained in the use of the power.

Following a brief discussion, all Members present at the Meeting AGREED to attend the aforementioned Training Event.

The Council also RESOLVED that, to enable all Members to attend the Training Event, the Lighting and Amenities Committee Meeting scheduled to be held on 8 October 2009, be postponed and re-convened for 15 October 2009.

231/09 **LITTLEHAMPTON & RUSTINGTON HOUSING SOCIETY LIMITED**

The Council considered a letter received from the Chief Executive Officer, requesting the Council's support for the Society's proposal for a pedestrian crossing to be introduced in the vicinity of Rustington Hall in Station Road, to enable local children travelling to and from Georgian Gardens Community Primary School, elderly people living at Rustington Hall, Oakhurst Gardens and the surrounding area and members of the local community in general, to cross the road safely.

Following a further discussion, the Council RESOLVED:-

- (a) To support the proposal for a pedestrian crossing to be introduced in the vicinity of Rustington Hall in Station Road
- (b) To ask County Councillor Tyler to take this matter up with the County Council
- (c) The letter received from the Littlehampton & Rustington Housing Society Limited be forwarded to the County Council, with a request that the possibility of the introduction of a pedestrian crossing at the aforementioned location, be investigated.

232/09 **ARUN DISTRICT COUNCIL - ARUN DISTRICT COUNCIL CORE STRATEGY -
OPTIONS FOR GROWTH PUBLIC CONSULTATION**

The Council NOTED a letter received from the Head of Policy and Conservation in this regard.

233/09 **WEST SUSSEX COUNTY COUNCIL - PROPOSED PEDESTRIAN FOOTWAY AND
TRAFFIC SIGNALS - SEA LANE**

The Council considered a letter received by the Chairman and Vice-Chairman, from Mr B Saker, Transport Planner. The letter was seeking comments in respect of the proposed pedestrian footpath and traffic signals scheme in Sea Lane, prior to a public consultation exercise being undertaken. The letter explained that the aim of the Scheme was to provide a safe area for pedestrians to walk along Sea Lane between Cudlow Avenue and Hobbs Way, and the proposal was for the footway on the eastern side of Sea Lane, outside numbers 47 and 49, to be extended into the carriageway to provide a wider facility for pedestrians, with a wider kerbline on Cudlow Avenue to improve crossing movements at this junction. Traffic signals were also proposed at three locations to manage traffic through the narrowed section of carriageway.

Following a brief discussion, the Council RESOLVED to support the proposal.

234/09 **CVS-ARUNWIDE**

Councillor Akbar reported on his attendance, as the Council's representative, at the CVS-Arundwide Annual General Meeting and Community Lunch held on 14 July 2009.

The Council NOTED this information.

235/09 **RUSTINGTON COMMUNITY PRIMARY SCHOOL**

Councillor Ceiriog-Hughes, in his capacity as Chairman of Governors at the Rustington Community Primary School reported that the School had just received a very good OFSTED Report.

The Council was pleased to NOTE this information.

236/09 **RUSTINGTON CHAMBER OF TRADE AND COMMERCE - BBQ - 8 AUGUST 2009**

Councillor Mrs Broomfield advised the Council that the Chamber of Trade and Commerce would be holding a BBQ at The Lamb Inn on 8 August 2009. She said that tickets were now on sale and everyone was welcome to attend.

The Council NOTED this information.

237/09 **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 Councillor Ceiriog-Hughes declared a personal interest, in his capacity as the Council's Representative on the Rustington Sports and Social Club Management Committee)

(Prior to consideration of the following item Councillors Field and Jones declared personal interests, in their capacity as Members of the Rustington Sports and Social Club)

238/09 **RUSTINGTON SPORTS AND SOCIAL CLUB - RENT REVIEW**

The Clerk referred to Minute 204/09 and reminded the Council that she had previously circulated further correspondence in this regard.

The Chairman said that following a Meeting with representatives from the Sports and Social Club, it had been agreed to recommend the latest proposal from the Sports and Social Club, with one amendment increasing the rent for the year 2009 to 2010 by a further £500.00, to the Council.

Following a brief discussion, the Council RESOLVED that the rent charged to the Rustington Sports and Social Club for the five years commencing March 2009 should be as follows:-

2009-2010	£11,000.00
2010-2011	£11,500.00
2011-2012	£12,000.00
2012-2013	£13,200.00
2013-2014	£13,200.00.

