

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 26 March 2007

PRESENT: Councillors G Tyler (Chairman), Mrs C Broomfield, J Ceiriog-Hughes, J Collins, T Field, R Grevett, P Harris, Mrs S Lines, D Murphy, D Rogers, R Steward and M Warrington

70/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Akbar (Personal Commitment) and Lauretani (previously approved leave of absence). These apologies were accepted by the Council.

71/07 DECLARATIONS OF INTEREST

Councillors Field and Steward declared prejudicial interests in Minute 85/07. They left the Meeting during the consideration of this item and took no part in the discussion or vote thereon.

Councillor Rogers declared a personal interest in Minute 85/07. He remained in the Meeting during the consideration of this item and took part in the discussion and vote thereon.

72/07 MINUTES

The Minutes of the Monthly Meeting held on 26 February 2007 were signed by the Chairman as a correct record.

73/07 SUSSEX POLICE

(a) Report from Police Community Support Officers (PCSOs) Craig Wilson and Neil Billingham

The Clerk reported that apologies for absence had been received from both PCSO Craig Wilson and PCSO Neil Billingham.

The Chairman said that a Report containing crime statistics for the rolling 90 days, together with an overview of criminal activity in Rustington had been previously circulated to all Members. A copy of this Report is attached and forms a part of these Minutes.

The Council NOTED this information.

(b) Community Safety Representative's Report

Councillor Mrs Lines referred to Minute 44/07(b) and said that, unfortunately, a further Meeting of the Neighbourhood Management Team had still not been arranged. She said that it was extremely frustrating as no progress had been made since the last full Meeting in May 2006.

Following a brief discussion, the Council RESOLVED that a letter should be sent to Inspector Hammond, expressing the Council's concern in respect of the lack of progress made in this regard.

74/07 DISTRICT COUNCILLORS

The Clerk reported the receipt of an apology from Councillor Mrs Harrison.

Councillor Mrs Bower said that she did not have anything specific to report as everyone was busy with preparations for the forthcoming Elections.

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

75/07 **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) Local Government White Paper - County Council preference for change to multi-tier structure for the future - Applicants for Unitary Authorities around the Country to be notified soon as to who had been selected
- (b) Creating an NHS fit for the future - Meeting next month of all Councillors with Chief Executive of Primary Care Trust for West Sussex
- (c) Proposed Pedestrian Crossing - A259 in vicinity of Texaco Roundabout - Proposed scheme and new location (where Public Footpath meets road) now to be advertised - Anticipated that construction of crossing will commence during the School Summer Holidays
- (d) Proposed widening of access and introduction of Pedestrian Crossing - A259 in vicinity of Sainsbury's Superstore - Still awaiting Meeting – Sainsbury's going ahead with Scheme, but now want right-hand turn into site - Due to time delay, costs have risen, £200k being contributed by County Council, remainder will have to be forthcoming from Sainsbury's
- (e) County Local Committees - Will continue to have 14 across the County - Further discussions ongoing - Report going before Full Council with proposed list of improved facilities for consideration.

Councillor Moor concluded his Report by advising the Council that he had been re-elected as Vice-Chairman of the County Council.

The Chairman, on behalf of the Council, congratulated Councillor Moor on his re-election and thanked him for his most comprehensive Report.

76/07 **REPORT OF CLERK OF THE COUNCIL**

(a) 2006 Carol Concert - Donation

The Clerk reported the receipt of a letter of thanks and appreciation from The Sussex West Guide Choir in respect of the Council's recent donation.

The Council was pleased to NOTE this information.

(b) 2006 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.

77/07 **CHAIRMAN'S REPORT**

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

- Bognor Regis Town Council - Civic Reception - 2 March 2007
- Arun Youth Aqua Centre Annual General Meeting and Prize Giving - 3 March 2007
- Arun District Council Civic Service - 4 March 2007 (In capacity as Vice-Chairman of District Council).

He also thanked the Vice-Chairman, Councillor Warrington, for representing the Council at the District Council's Civic Service on 4 March 2007.

The Council NOTED this information.

78/07 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 26 February 2007 and 5 March 2007. (Copies previously circulated).

79/07 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received and considered the Report of the Finance and General Purposes Committee Meeting held on 26 March 2007. (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 26 March 2007 be APPROVED.

80/07 LEISURE AND RECREATION COMMITTEE

The Council considered the Report of the Leisure and Recreation Committee Meeting held on 8 March 2007.

The Council RESOLVED that the Recommendations contained in the Report of the Leisure and Recreation Committee Meeting held on 8 March 2007 be APPROVED.

81/07 RUSTINGTON YOUTH CENTRE

(a) Progress Report

The Clerk reminded the Council that the Caretaker had commenced his duties on 2 March 2007. She said that there was already a marked improvement in the cleansing and maintenance of the Centre, with many complimentary comments being received from hirers.

The Council was pleased to NOTE this information.

(b) Management Committee

The Council NOTED the Report of the Management Committee Meeting held on 6 March 2007.

82/07 ANNUAL ASSEMBLY OF THE PARISH MEETING

The Clerk reminded Members that Mrs Rowena Tyler, Community Leadership Support Officer, Action in Rural Sussex would be attending the Annual Assembly of the Parish Meeting, to give a Presentation, following the formal business of the Meeting, on the progress of the Community Action Plan.

The Clerk said that, as previously agreed, she was making the necessary arrangements for light refreshments to be available for those in attendance at the conclusion of the Meeting.

The Council was pleased to NOTE this information.

83/07 **RUSTINGTON MUSEUM PROJECT**

(a) **Progress Report**

The Chairman reported that notification had now been received from the Council's Architects, stating that the professional fees in respect of the renovation works to the Cottage only, would be in the region of £20,000.00. This would include full architect and planning supervisor services, quantity surveyor and structural engineer costs, together with all other consultants' fees. He said that the Tender Process would commence as soon as practicably possible after the aforementioned costs had been approved by the Council.

The Council NOTED this information and AGREED to approve the professional fees in the sum of approximately £20,000.00 for the renovation works to Church Farm Cottage only.

(b) **Open Day - 31 March 2007**

The Chairman reminded Members that the Open Day at the Museum would be taking place on Saturday 31 March 2007 from 10.00 am to 3.00 pm. He said that some of the Council's personnel would be present, but he would request that any Members who could assist with the task of ensuring the safety of visitors whilst on the premises, could let the Clerk know their availability to enable her to draw up a rota for the day.

(c) **Raise the Roof Campaign**

The Chairman advised Members that a "Raise the Roof" Campaign had been launched, whereby Groups, Organisations, Businesses and Individuals were being invited to buy bundles of reed at a cost of £50 per bundle, towards the re-thatching of the roof of the Cottage. He said that this was the first fund-raising exercise to be initiated and he would ensure that the Council were kept informed of both its progress and success, and of any other similar initiatives to be launched in the future.

The Council was pleased to NOTE this information.

84/07 **RUSTINGTON-IN-BLOOM**

The Clerk reported that the Rustington entry into the 2007 South and South East in Bloom had been submitted, as agreed at the last Meeting, and notification had now been received that the Judging Date would be Tuesday 3 July 2007 in the morning. She said that the In-Bloom Committee was now in the process of finalising the route, which it was anticipated would be circulated to all Members in the very near future.

She then reminded Members that a Table Sale had been arranged for 14 April 2007 in the Village Memorial Hall from 9.00 am to 1.00 pm, with tables costing £8.00.

The Council NOTED this information.

85/07 **WOODLANDS RECREATION GROUND - RUSTINGTON FOOTBALL CLUB -
PROPOSAL FOR GROUND IMPROVEMENTS**

The Chairman referred to Minute 55/07 and said that a further Meeting had been held with representatives from the Football Club and the Council's Working Party on 15 March 2007. He said that the Football Club had indicated that it would be prepared to sign a legally binding document containing the conditions attached to the permission granted by the Council in respect of the Club's proposal.

He said that it had been agreed at the Meeting that chain link fencing type (weld mesh) should be used in respect of the section of permanent fencing, but the Club had asked if the Council would consider an amendment to the proposal to increase the maximum height of the fencing to 3 metres, instead of the original six foot that had been requested.

Following a brief discussion, the Council RESOLVED that the amendment to the Rustington Football Club's proposal, to increase the maximum height of the fencing to 3 metres be APPROVED.

The Clerk advised that the Council's Solicitors were currently preparing a draft document for final approval by the Working Party, prior to it being forwarded to the Football Club for signature.

86/07 COMMUNITY ACTION PLAN

The Clerk referred to an email received from, Mrs Rowena Tyler, the co-ordinator employed by the Council, providing an update on the progress in respect of the Plan and requesting the Council's confirmation that:-

- (a) It was happy to approve the proposals in respect of the public consultation
- (b) Would support future initiatives with regards to underwriting costs, public liability insurance cover and continuing help with resources
- (c) The volunteers undertaking the public consultation would be covered under the Parish Council's public liability insurance.

Following a brief discussion, the Council RESOLVED that Mrs Tyler should be advised that it was happy to respond positively to all of the points raised in her email dated 26 March 2007.

87/07 PARISHIONERS' AWARD

The Council considered a letter received from Mr T Jones nominating Mr Roy Stoneham of Rustington Otters Football Club for the individual 2007 Parishioner's Award. The Clerk said whilst Mr Stoneham was involved with a Rustington organisation, namely the Rustington Otters Football Club he did in fact reside in Angmering and the Council's policy regarding nominations was that the individual or organisation should be parish based.

Following a discussion, the Council AGREED that as its policy in respect of the Parishioners' Award had been in place since the inception of the Award, this should not be amended, and Mr Stoneham would not, therefore, be eligible to be selected for the Parishioners' Award.

88/07 RUSTINGTON COUNCIL OF CHURCHES PROCESSION AND SERVICE - GOOD FRIDAY 6 APRIL 2007

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, 6 April 2007, as in previous years.

89/07 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.

90/07 COMMUNITY ASSET REGISTER

The Council considered the Community and Fixed Asset Registers as at 19 March 2007 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.

91/07 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.

92/07 HEALTH & SAFETY POLICY

The Council reviewed the Council's existing Health and Safety 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.

93/07 WEST SUSSEX COUNTY COUNCIL - REVIEW OF WEST SUSSEX COUNTY COUNCIL LOCAL COMMITTEES

The Council NOTED a letter received from the Deputy Leader of the Council regarding the current review of the West Sussex County Local Committees.

The Chairman reported that this letter had now been superseded, as new proposals were due to be considered and subsequently ratified by the Joint Eastern Arun Area Committee at its Meeting on 27 March 2007.

The Council also NOTED this information.

94/07 SOUTH EAST ENGLAND REGIONAL ASSEMBLY - REGIONAL HOUSING STRATEGY REVIEW 2007

The Clerk reported the receipt of the Consultation Document, together with a letter inviting the Council to participate in this Consultation on the revision of the Regional Housing Strategy. She said that the letter indicated that the Regional Housing Board was keen to receive views on:-

- The appropriate balance of funding between investment in new housing and investment in the existing housing stock
- What might be an appropriate approach to the allocation of funding to support renewal of the private sector housing stock
- What is the appropriate level of funding for investment in the provision of sites for the Gypsy and Traveller community
- The role that innovative funding mechanisms can play in unlocking the potential to deliver more affordable housing in the region.

She advised that the consultation period would be ending on 27 April 2007 and, if the Council so wished, she would arrange for copies of the document to be circulated to all Members with a request that response forms be returned prior to the next Meeting, to enable her to submit a response form on behalf of the Council, based on the views expressed by the majority of Members.

Following a brief discussion, Councillor Steward offered to scan through the document and prepare a draft response, on behalf of the Council, for consideration at the next Meeting.

95/07 SOUTH EAST ENGLAND REGIONAL ASSEMBLY - PARTIAL REVIEW OF THE SOUTH EAST PLAN - REVISED APPORTIONMENT OF PRIMARY LAND-WON AGGREGATES

The Clerk reminded Members that she had previously circulated a copy of a letter and Consultation Document received from the Paul Bevan, Chief Executive, with a request for Members to submit any comments in this regard to her by 26 March 2007. She said that, to date, she had not received any such comments.

The Council NOTED the receipt of this Consultation Document and RESOLVED to take no further action in this matter.

96/07 WEST SUSSEX COUNTY COUNCIL - RUSTINGTON: OLD MANOR ROAD AND DINGLEY ROAD - PROPOSED TRAFFIC REGULATION ORDER

The Clerk reminded Members that she had previously circulated a letter received from the Consultant Traffic Engineer, West Sussex County Council, regarding the proposal to:-

- introduce a total prohibition of waiting on the west side of Old Manor Road, except in the proposed new lay-by, from its junction with The Street to just beyond the access to the new "Elm Farm" development
- Protect the junction of Old Manor Road with Dingley Road with double yellow lines and to the south, introduce a Monday to Saturday daytime restriction extending all the way to The Street.

She said that she had only received one response which was from Councillor Harris, expressing his concerns in respect of this proposal.

Councillor Harris then detailed his concerns, but said that he had subsequently discussed them with Councillor Ceiriog-Hughes, in his capacity as Chairman of the Traffic Issues Working Party, and the Clerk, who had obtained clarification on certain points from the West Sussex County Council's Highways Department.

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

97/07 DOCUMENTS AND PUBLICATIONS

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

- (a) CPRE - "Fieldwork" - March 2007
- (b) ICIS: Information for Life - "ICIS News" - Issue No. 41 - Spring 2007
- (c) West Sussex County Council - West Sussex Adult Education - 2006 Annual Review
- (d) Southern Stakeholder Brief - Issue 36 - February 2007.

98/07 EXCLUSION OF THE PUBLIC AND THE PRESS

The Committee, 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.

99/07 SECURITY CONTRACT

The Clerk reported that the current Contract was due to expire on 18 April 2007. She reminded Members that the current Contract with Tram Security Services for Keyholding/Alarm Response and Nightly Patrol Visits in respect of all of the Council's premises had proved to be most successful.

She said that she had now obtained Quotations in respect of both a 12 Month and a 36 Month Contract with effect from 19 April 2007 as follows:-

Group 4 Securicor (G4S Security Services (UK))	1 Year Contract	£79,610.00
	3 Year Contract	£77,270.00 (per year)
Guardian	1 Year Contract	£35,154.00
	3 Year Contract	£35,154.00 (per year)
Tram Security Services	1 Year Contract	£21,112.00
	3 Year Contract:-	
	Year 1	£21,112.00
	Year 2	£21,745.36
	Year 3	£22,397.72

Following a detailed discussion, the Council RESOLVED that the Quotation received from Tram Security Services in respect of a 3 Year Contract, in the following sums be accepted:-

Year 1	£21,112.00
Year 2	£21,745.36
Year 3	£22,397.72

There being no further business the Meeting concluded at 7.50 pm.

Chairman: **Date:**

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

- (a) 2007/2008 Budget - Clarification in respect of increased financial provision for Members' Expenses
- (b) Policing Issues - Litter and Cycling Offences - Footpaths - Rear of Hares Garage and from Guildford Road to Station Road - Query as to whether any perpetrators had or were in the process of being prosecuted.