

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 27 March 2006

PRESENT: Councillors G Tyler (In the Chair), A Akbar, Mrs C Broomfield, J Ceiriog-Hughes, J Collins, T Field, R Grevett, A Lauretani, Mrs S Lines, D Murphy, Mrs M Rice, D Rogers, R Steward and M Warrington

66/06 COUNCILLOR S G FITZSIMON

The Chairman paid tribute to Councillor Geoff Fitzsimon, following his recent death. He said that Councillor Fitzsimon had been a Parish Councillor for some 15 years and had, throughout that time, been a most dedicated and loyal Member, whose hard work and unceasing support would be greatly missed by both the Council and the community of Rustington.

He also reminded the Council of the recent sad death of District Councillor Harold Parris, who had represented Rustington in the strongest possible way, in respect of District Council issues, for over 20 years.

The Council then observed a one minute silence in memory of both of the aforementioned Councillors.

67/06 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Pryor (Sickness). This apology was accepted by the Council.

68/06 DECLARATIONS OF INTEREST

Councillor Steward declared a personal interest in respect of Minute 76/06 (Finance and General Purposes Committee Meeting - 27 March 2006 - 38 Woodlands Avenue). He remained in the Meeting during the consideration of this item and took part in the discussion and vote thereon.

Councillor Warrington declared a personal interest in respect of Minute 93/06. He remained in the Meeting during the consideration of this item and took part in the discussion and vote thereon.

Councillors Ceiriog-Hughes, Mrs Rice and Rogers declared personal interests in respect of Minute 89/06. They remained in the Meeting during the consideration of this item and took part in the discussion and vote thereon.

69/06 MINUTES

The Minutes of the Monthly Meeting held on 27 February 2006 were signed by the Chairman as a correct record.

70/06 SUSSEX POLICE

(a) Report from the Rustington Police Community Support Officer (PCSO)

The Council received a Report containing a Summary of Incidents and other Police matters pertaining to Rustington from PCSO Andy Orpin. A copy of this Report is attached and forms a part of these Minutes.

PCSO Orpin then reported that a new PCSO would be joining him in Rustington in June 2006, to replace PCSO Emma Orpin, and that there was now a dedicated Special Constable working in the Parish. He advised that the first Surgery, held in the Village Information Centre on 25 March 2006, had proved to be most successful with approximately 10 people attending on the day. He also referred to a Meeting that he was arranging with the Neighbourhood Watch Representatives in Rustington.

He said that he hoped to be able to persuade those attending to become involved in Neighbourhood Forums, in an attempt to enlist assistance in dealing with local issues.

The Council NOTED this information.

(b) Community Safety Representative's Report

Councillor Mrs Lines said that she had been unable to attend the last Neighbourhood Management Team Meeting, but would be attending the next Meeting during week commencing 3 April 2006. She then reported that she had received several representations from members of the public regarding obstructions being caused by Traders in the Village who were displaying goods for sale on the pavements outside of their premises.

Following a further discussion the Council AGREED that, prior to this matter being raised formally with the County Council as the Highway Authority, Councillor Mrs Rice, in her capacity as the Council's representative on the Chamber of Trade and Commerce Committee, should raise this issue at the next Meeting of the Chamber and report back to the Council in this regard.

71/06 DISTRICT COUNCILLORS - MATTERS ARISING

Councillor Steward reported that the Development Control Committee was currently considering moving to a three week cycle in respect of Planning Applications. He said that this had yet to be considered by the Full Council, but that it was likely to take effect, if approved, in the very near future.

Councillor Tyler then reported that the District Council's move to a Leisure Trust would now become effective from 1 April 2006.

The Council NOTED this information.

72/06 COUNTY COUNCILLORS - MATTERS ARISING

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) Proposed Merger of Sussex and Surrey Police Forces - Discussions still ongoing - Possibility of Judicial Review
- (b) Hole in Grass Verge - Sea Lane - Matter in hand - If not resolved by British Telecom quickly, hole to be filled in by County Council
- (c) Local Area Committees - Proposal to amend existing Terms of Reference - To be approved by Full Council
- (d) Proposed Pedestrian Crossing - A259 in vicinity of Texaco Roundabout - Negotiations still ongoing
- (e) Proposed widening of access and introduction of Pedestrian Crossing - A259 in vicinity of Sainsbury's Superstore - Problems now being considered in respect of proposed new car showrooms

The Council NOTED this information and the Chairman, on behalf of the Council, expressed his continued appreciation to Councillor Moor.

73/06 REPORT OF CLERK OF THE COUNCIL

(a) 2005 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.

(b) 2005 Carol Concert

The Clerk reported the receipt of a letter of thanks and appreciation from The Southdowners, advising that the monies raised by the group last year had been donated to two Charities, namely Wessex Heartbeat to help families of patients undergoing major heart surgery at Southampton Hospital, and to a fund being set up to provide Sussex with an Air Ambulance.

The Council was pleased to NOTE this information.

(c) Donated Tree Planting Scheme

The Clerk reported the receipt of a letter of thanks and appreciation from donor Mrs J White in respect of the recent Tree Planting on the Woodlands Recreation Ground.

The Council was pleased to NOTE this information.

74/06 CHAIRMAN'S REPORT

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

- (a) The funeral of Councillor Harold Parris - 10 March 2006
- (b) A Meeting with Ferring Nurseries to discuss the summer planting, and possible water conservation measures being implemented in view of the threatened drought.

He reported that the Nurseries had given their assurance that drought resistant plants would be used as much as possible, with water retaining compost. The displays would consist, in the main, of geraniums and begonias. The hanging baskets and barrier baskets were all self-watering and so did not need to be watered on a daily basis. It was anticipated that all of the floral displays would only need to be watered on a twice weekly basis throughout the summer months.

He said that the Nurseries would be confirming all of these measures formally to demonstrate that both the Nurseries and the Council were showing due diligence in this regard.

He assured the Council that if standpipes were introduced at any time during the Spring/Summer months, the Nurseries would obviously be instructed to stop watering immediately.

The Council NOTED this information.

75/06 PLANNING COMMITTEE

The Council NOTED the Report of the Planning Committee Meeting held on 6 March 2006. (Copy of Report previously circulated).

76/06 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received and considered the Report of the Finance and General Purposes Committee Meeting held on 27 March 2006. (Verbal Report from the Chairman of the Meeting).

The Council RESOLVED unanimously that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 27 March 2006 be APPROVED.

77/06 **LEISURE AND RECREATION COMMITTEE**

The Council considered the Report of the Leisure and Recreation Committee Meeting held on 9 March 2006. (Copy of Report previously circulated).

The Clerk then referred to Minute 4/06(b) of the Report of the Leisure and Recreation Committee Meeting and said that, following the aforementioned Meeting, a letter and revised Quotation had been received from Playworld Systems (ASA Leisure), copies of which had been previously circulated to all Members.

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

- (a) the Recommendations contained in the Report of the Leisure and Recreation Committee Meeting held on 9 March 2006 be APPROVED, and that no further action be taken in respect of the revised Quotation received from Playworld Systems (ASA Leisure).

78/06 **EMERGENCY PLANNING COMMITTEE**

The Council considered the Report of the Emergency Planning Committee Meeting held on 20 March 2006. (Copy of Report previously circulated).

The Council RESOLVED that the Recommendations contained in the Report of the Emergency Planning Committee Meeting held on 20 March 2006 be APPROVED.

79/06 **TRAFFIC ISSUES WORKING PARTY**

The Council NOTED the Report of the Traffic Issues Working Party Meeting held on 28 February 2006.

80/06 **RUSTINGTON YOUTH CENTRE**

(a) **Progress Report**

The Chairman referred to Minute 43/06(a) and reported on a recent Meeting with the Clerk of the Council, the Buildings and Facilities Manager and representatives from the Oak Community Project. He said that the Project had, once again, been offered the hire of rooms in the Youth Centre and The Woodlands Centre, for a further 12 month period with effect from 15 September 2006, at an increased cost. This proposed figure was now being considered by the West Sussex County Council and, once agreement was received, the Clerk would ensure that it was placed before the Council for approval.

The Council NOTED this information.

81/06 **ANNUAL ASSEMBLY OF THE PARISH MEETING**

The Chairman reported that the Clerk had previously circulated a letter received from Mr A Lauretani, Chairman of Governors, Summerlea Community School, requesting that a short Presentation by the School be made at the Annual Assembly, associated with a trip to South Africa by the Head Teacher during 2005, as part of the Schools' effort to examine a different angle on education.

The Chairman said that whilst he thought that such a Presentation would be very interesting, a Presentation by the Manager of the Oak Community Project had already been arranged for the evening, and given the extensive amount of business that needed to be transacted during the evening, it might be more appropriate for this Presentation to be given at the beginning of the next Full Council Meeting.

Following a further discussion, the Council AGREED that the Head Teacher and Mr Lauretani be invited to give the aforementioned Presentation at the next Meeting of the Full Council, with as much publicity as possible be given to the Presentation, in an attempt to encourage public attendance.

The Council further AGREED that all three Schools be given an opportunity to provide Presentations at the 2007 Annual Assembly, in place of an individual Guest Speaker.

82/06 **RUSTINGTON MUSEUM PROJECT**

The Clerk referred to Minute 46/06 and said that there was nothing further to report at the present time. She said she understood that a decision in respect of the planning applications was due to be made imminently by the local Planning Authority.

The Council NOTED this information.

83/06 **VILLAGE INFORMATION CENTRE**

The Clerk asked the Council to consider the closure of the Village Information Centre for a period of up to one hour, when necessary, from Monday to Friday during the lunch-time period. She said that the cover by the Buildings and Facilities Manager, and other Members of the Council's Administrative Personnel, was proving to be most disruptive to the individuals' working days. She hoped that the Council would agree to the Centre being closed, with an appropriate sign displayed, when it was deemed necessary. She said that the personnel at the Centre had indicated that they might like to take half an hour on some occasions, and on other occasions, would stay in the Centre and, therefore, would not need the lunch-time closure at all.

Following a further detailed discussion, the Council RESOLVED that the Village Information Centre could be closed for a period of up to one hour during the lunch-time period, from Monday to Friday, at the discretion of the Clerk.

84/06 **PROPOSED RELOCATION OF FOOTBALL PITCH - WOODLANDS RECREATION GROUND**

The Clerk referred to Minute 49/06 and reported that, to date, she had not received any further response from the Football Club regarding arrangements for a Meeting with representatives from the Sussex County League Football Association.

The Council NOTED this information.

85/06 **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.

86/06 **COMMUNITY ASSET REGISTER**

The Council considered the Community and Fixed Asset Registers as at 16 March 2006 and RESOLVED unanimously that the contents of these Registers should be APPROVED as a correct record, subject to a minor amendment in respect of a typographical error. A copy of these Registers is attached and forms a part of these Minutes.

87/06 **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.

88/06 **HEALTH & SAFETY POLICY**

The Clerk reported that she had reviewed the Council's Health and Safety Policy, and this had been amended to include the Village Information Centre's Administrative personnel.

The Council then RESOLVED unanimously that the contents of the revised Policy should be APPROVED. A copy of this Policy is attached and forms a part of these Minutes.

Councillor Rogers referred to the possibility of Defibrillators being installed in the Council's buildings. Following a further discussion, during which Councillor Lauretani offered to investigate this possibility further, the Council AGREED that the Leisure and Recreation Committee should consider this matter, with the assistance of Councillor Lauretani.

89/06 **TWINNING**

(a) **Visit by a Delegation from Künzell**

The Chairman advised the Council that a delegation from Künzell was due to visit Rustington from 11-14 May 2006. He said that the Official Welcome by the Association would be taking place at The Woodlands Centre on 11 May 2006. He then expressed his wish to extend an Invitation to the Burgermeister and the Chairman of the Rustington and District Twinning Association, on behalf of the Council, to Dinner on that evening.

Following a discussion, the Council RESOLVED unanimously that the Chairman of the Council be AUTHORISED to host a dinner for the Burgermeister and the Chairman of the Twinning Association, on behalf of the Council, with the expenses incurred being met by the Council from the Twinning budget vote.

(b) **Hessen International Summer University Scholarship 15 July-12 August 2006**

Councillor Rogers reported that a female student had now been selected to represent Rustington at this Summer University. He gave a brief summary of her qualifications and background and said that he was sure that the successful applicant would prove to be a first class ambassador for Rustington at the Summer University.

The Chairman advised that the student would be asked to provide a full Report following her attendance at the Summer University for the Council's information.

The Clerk then confirmed that the student's travel and living expenses would need to be funded and, in view of the fact that the Council had invited applications for this Scholarship, she was requesting approval for such funding to be provided for the student concerned.

Following a further discussion, the Council RESOLVED that the travel and living expenses to be incurred by the student appointed to attend the Hessen International Summer University Scholarship should be met by the Council from the Twinning budget vote.

90/06 **PARISH ACTION PLAN/HEALTH CHECK**

The Clerk referred to Minute 343/05 and reminded Members of the Council's previous decision to progress the production of an Action Plan/Health Check for the Parish. She said that she had met with the Rural Towns Development Officer from Action in Rural Sussex, who had advised that the best way forward would be to employ a Co-ordinator to undertake a Plan/Health Check on a shared basis with another Town or Village, if possible. He had told her that Lancing Parish Council had recently agreed to progress a "Health Check", in order to ascertain the priorities of the community, and where future funding should be used to address the expectations and concerns of its parishioners. He had suggested that the most cost effective way of progressing at the present time, would be for both Parishes to carry out their Plans/Health Checks simultaneously, with a Co-ordinator being appointed to progress both Health Checks on a jointly funded basis.

The Clerk said that she had subsequently been contacted by the Clerk to Lancing Parish Council, who had confirmed that his Council would be happy to proceed in this manner, if Rustington was agreeable to this course of action. His Council had made financial provision of £5,000 for this purpose, but would also be applying to the District and County Councils, as well as any other appropriate funding bodies, for financial assistance.

She suggested that this would be the most effective way for the Council to proceed in this matter, with provision being made from balances during the next financial year, if this proved to be necessary.

Following a further detailed discussion, the Council RESOLVED that, subject to its formal approval to proceed, following a Presentation at a Special Meeting of the Council, by the Rural Towns Development Officer from Action in Rural Sussex, financial provision of £5,000 be made in the 2006/2007 Budget, from balances, if necessary.

91/06 NEW CHRISTMAS LIGHTING SCHEME

The Council NOTED a letter received from Mr A Cooper, Chairman, Rustington Chamber of Trade and Commerce.

The Chairman referred to Minute 10/06 (Report of the Lighting and Amenities Committee held on 9 February 2006) and reported that a further Meeting had taken place with representatives from the Chamber of Trade and Commerce and Store Property Investments Limited.

He advised that following detailed discussions, it had been agreed that the Parish Council and Store Property Investments Limited should consider matching the funding to be raised by the Chamber of Trade and Commerce to a maximum of £5,000. He said that if all three parties were prepared to commit to such funding, a comprehensive lighting scheme could be introduced in the Village for Christmas 2006. The Clerk then circulated copies of a suggested scheme received from Blachere Illumination UK, which illustrated the type of aesthetic effect that could be achieved with the anticipated level of funding.

The Council considered the information provided by the Chairman and the Clerk and RESOLVED unanimously that a financial contribution to a maximum of £5,000 be made towards the purchase and installation of a new Christmas Lighting Scheme in Rustington for Christmas 2006.

92/06 CHURCHILL CAR PARK RECYCLING CENTRE

The Clerk referred to Minute 59/06 and the Council NOTED further correspondence between Patrice Sessions, Church Farm Gardens Limited and the Rustington Residents' Association in this regard.

93/06 THE COPPICE AND ANGMERING SURGERY PATIENT AND DOCTOR GROUP

The Council considered a letter received from Mr M Warrington, Fundraiser, requesting that the North Field be used for the purpose of holding a Car Boot Sale on 15 July 2006.

Following a discussion, the Council RESOLVED that permission be granted for the Car Boot Sale to take place, subject to further discussions between the Chairman of the Leisure and Recreation Committee, the Clerk and Mr Warrington, to finalise details.

94/06 ARUN DISTRICT COUNCIL - STANDARDS BOARD DVD PRESENTATION - 1 MARCH 2006

The Council NOTED a letter, and associated information, received from the Solicitor to the Arun District Council.

The Council also NOTED a Report from Councillor Akbar on his attendance at the Presentation held on 1 March 2006.

95/06 WEST SUSSEX COUNTY COUNCIL - PROPOSED CYCLE NETWORK FOR EAST ARUN

The Council NOTED a letter received from the Transport Planner, West Sussex County Council and, following a brief discussion, AGREED that the Clerk should liaise with Councillor Ceiriog-Hughes to formulate a response on behalf of the Council.

96/06 WEST SUSSEX FIRE AND RESCUE SERVICE - INTEGRATED RISK MANAGEMENT YEAR III ACTION PLAN 2006-2007

The Clerk referred to Minute 58/06 and said that she had received no responses from Members in connection with this Consultation Document.

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

97/06 WEST SUSSEX COUNTY COUNCIL - PREPARATION OF REVISED STATEMENT OF COMMUNITY INVOLVEMENT

The Council considered a letter received from the Head of Planning Services, West Sussex County Council.

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

98/06 ARUN LOCAL STRATEGIC PARTNERSHIP

The Council NOTED a letter received from the Chair, Arun Local Strategic Partnership, seeking nominations from Voluntary and Community Groups for an additional representative to the Steering Group.

99/06 ARUN DISTRICT COUNCIL - CHAIRMAN'S CHARITY CONCERT

The Council NOTED the receipt of an invitation, together with enclosed booking form, from the Chairman's Assistant, inviting Members to attend the Chairman's Charity Concert at Arundel Castle on 29 April 2006.

100/06 WEST SUSSEX COUNTY COUNCIL - WEST SUSSEX MINERALS AND WASTE DEVELOPMENT FRAMEWORK

The Clerk reported that she had previously circulated a copy of a letter received from the Group Manager (Local and Minerals Policy), West Sussex County Council, advising that as a result of the new Planning System, the County Council was required to prepare the West Sussex Minerals and Waste Development Framework, and following extensive analysis of the options available, it had been decided that the following documents be prepared as part of the new Framework:-

- Minerals and Waste Core Strategy Development Plan Document
- Strategic Waste Site Allocations Development Plan Document
- Mineral Site Allocations Development Plan Document (prepared from 2009)
- High Quality Waste Facilities Supplementary Planning Document

The letter contained details of how the County Council proposed to progress this Framework and confirmed that a draft Scoping Report had been prepared to ensure that the Sustainability Appraisal would be comprehensive and robust enough to support the preparation of the aforementioned documents, and comments on the Report were requested by 21 April 2006.

The Council NOTED this information and Councillor Warrington said that he would view the document on the County Council's Website and respond on behalf of the Council if he felt that it was necessary.

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

- (a) CPRE - "Countryside Voice" - Spring 2006
- (b) CPRE - "Fieldwork" - March 2006
- (c) CPRE - "Sussex Review" - Spring 2006
- (d) ICIS - "Wellspring - West Sussex" - Issue No. 1 - 2006
- (e) St Barnabas Hospice and Chestnut Tree House Children's Hospice - "Life" - Spring 2006
- (f) Southern Stakeholder Brief - Issue 28 - December 2005/January 2006/February 2006
- (g) Sussex Police Authority - Patrol - March 2006
- (h) Sussex Police Authority - Patrol - April 2006

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

Chairman:

Date:

There were no matters raised during the Public Question time held prior to the Meeting.