

**RUSTINGTON COMMUNITY PARTNERSHIP
MEETING – 25.06.09 AT 2.30 P.M.
MINUTES**

Present: Iain Armstrong (Treasurer), Julie Armstrong (Vice Chair), Austen Beard (Chair), Marilyn Burt (Secretary), Tom Carney, Florence Harrison, Maggie Line, Don Rogers.

The Chair welcomed two new members, Councillor Florence Harrison and Maggie Line.

1. **Apologies** – Deirdre Carolin
2. **Minutes of Meeting – 28.05.09.** Agreed and signed by Chair.
3. **Matters Arising**

The Chair confirmed that John Ceiriog Hughes was stepping down and Florence Harrison had agreed to become a Parish Council Representative on the Partnership Management Committee.

4. Management Group – Officer updates

Treasurer: Iain confirmed a cheque for £400.00 from the Grassroots Foundation had been received in respect of the plastic bag project. This would be added to the funding awards of £150 from the Parish Council, £100 from National Westminster Bank, and £250 from the Joint Eastern Arun Local Committee.

The Secretary confirmed that of the £250 awarded for the Projects Launch, £35 had been spent on printing flyers and £91.48 on a 3 sided gazebo. The remaining amount was for the Public Liability Insurance required for the event which will run until the end of September (invoice awaited). If any amount remained unspent, it was agreed this would be transferred to the plastic bag project

VDS: Iain confirmed that this account had been debited with:

£250.00	Consultant First paypoint instalment
£100.00	On-line questionnaire cost

Action for Market Towns: Associate Membership was agreed, up to April 2010.

ACTION: Austen to arrange and payment to be made by cheque once pro rata figure available (previous information supplied incorrectly calculated).

5. Group Project Updates

(a) Village Design Statement – Austen Beard

Meeting with ADC Planning (Brian Bannister) attended by Austen, with Ashley Kent. The layout for the VDS was agreed (Copy handed to committee). Head of Planning and Development, Karen Dower) may allocate another officer when Brian retires but this was not definite. At the meeting it was stated that our document should incorporate the relevant provisions of the new South East Plan. There may still be a need to consider Arun's future Local Development Plan, but as this is unlikely to be made public until after our VDS is ready for publication, it was difficult to make the VDS futureproof. The committee were advised the VDS may need updating but it was hoped that this could be done as a supplementary document.

The questionnaire was now distributed, both in hard copy and online, and it may be necessary to extend the deadline of 6 July to ensure an adequate percentage return rate was reached.

ACTION: Secretary to send Consultant's agreed Timeline to new members, and forward draft layout to everyone via email

(b) Community Garden – Julie Armstrong

Julie reported that the Funder's representative would be visiting on the 7 July and a plan was needed to be produced of the garden layout by that date.

Letters of support, for signature by residents, would be put in the museum café and Julie had prepared an open letter for use at the Carnival launch requesting help with the garden and the administration, and would incorporate contact details for wider distribution.

To date, there had been offers of assistance from two partnership members, Maggie Line and Mary Helyar and a third from Auriel Wakeling.

(c) Recycling – Deirdre Carolin

No report available.

(d) Jobs Information Board – Mervyn Wright

No report available. The Chair explained the project to the new members.

(e) Plastic Bag Free Rustington- David & Mary Helyar

The Secretary passed apologies from David and Mary and produced a copy of the bag design which had incorporated a catchphrase from the winner of the schools' poster

competition, and the names of the sponsors to date. The committee agreed the design and this would enable the prototype to be obtained prior to an order being placed. The Committee were also requested to approve a draft which had been forwarded by Arun's Elizabeth Urvine prior to the release of a grant of £250.00. Some amendments had been made by David Helyar. The draft was approved with some further amendment and the Secretary agreed to return an amended copy to Arun for final approval, after which it would be given to the Chair for signature.

6. Projects Launch – 20.06.09 – Rustington Carnival – Feedback

The Secretary stated that flyers advertising the event had been distributed at the main village information points and in the museum café. On the day there had been interest in the projects, it was hard work for the those who helped at the event to find residents who wished to complete the VDS questionnaire, although some were handed out for later completion. The bric a brac raised £27.00 towards general funds, and children enjoyed recycling the materials into imaginative items for free with the help from parents and our volunteers.

The gazebo would be available for future events and other local organisations would be offered its use for a small donation – this would ensure it could be replaced at a future date if damaged.

7. Any other business

None.

8. Date of next meetings

- (a) Thursday 23 July 2009 at 2.30 p.m.
- (b) Thursday 3 September 2009 at 2.30 p.m.