



# Rustington Parish Council

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17 June 2025

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Monthly Meeting** of the Council to be held on **Monday 23 June 2025** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 7.00 pm.** (Please use the Council Offices' entrance at 34 Woodlands Avenue).

There will be a **Public Question Time at 6.45 pm** when Members of the Public may question the Council. It is hoped that immediate answers can be given. If this is not possible, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

Yours sincerely

**Clerk of the Council**

## **A G E N D A**

1. Apologies for Absence
2. Declarations of Interest by Members

*Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda*

*You should declare your interest by stating:-*

- (a) *the item you have the interest in*
- (b) *whether it is a personal interest and the nature of the interest*
- (c) *whether it is also a prejudicial/pecuniary interest*
- (d) *if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak during the Public Question Time*

*You then need to re-declare your interest at the commencement of the item or when the interest becomes apparent*

3. To confirm the Minutes of the Annual Meeting held on 19 May 2025  
(Copy enclosed)



**Working for the local Community**

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For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.  
VAT Registered: 946 2052 29

4. Sussex Police:-
  - (a) Matters Arising (if any)
  - (b) Arun All Parishes Meeting - 17 June 2025 - Clerk to report
5. District Councillors - Matters Arising (if any)
6. County Councillors - Matters Arising (if any)
7. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
8. Chairman's Report
9. Planning Committee - To note the Report of the Meeting held on 19 May 2025  
*(Copy previously circulated)*
10. Finance and General Purposes Committee - To receive the Report of the Meeting held on 23 June 2025 from the Chairman of the Committee, and to consider the Recommendations contained therein  
*(Finance and General Purposes Committee Agenda and associated documentation previously circulated)*
11. Annual Governance and Accountability Return (AGAR) - Audit of Accounts for the year ended 31 March 2025:-
  - (a) To consider the Annual Internal Audit Report 2024/2025 (Page 3)  
*(Copy to follow for Members)*
  - (b) To consider and approve the Annual Governance Statement 2024/2025 (Page 4)  
*(Copy to follow for Members)*
  - (c) To consider and approve the Accounting Statements 2024/2025 (Page 5)  
*(Copy to follow for Members)*
12. Leisure and Amenities Committee - To receive the Report of the Meeting held on 2 June 2025 and to consider any Recommendations contained therein  
*(Copy enclosed for Members)*
13. Allotments Committee - To receive the Report of the Meeting held on 2 June 2025 and to consider any Recommendations contained therein  
*(Copy enclosed for Members)*
14. Vacancies - Committees, Internal Working Parties and Outside Bodies:-

#### **Committees**

Allotments Committee (One Vacancy)  
Emergency Planning Committee (One Vacancy)  
Leisure and Amenities Committee (One Vacancy)

### **Internal Working Parties**

Review of Youth Provision (One Vacancy)

### **Outside Bodies**

Remembrance Sunday Parade and Service Group (One Vacancy)

Rustington Chamber of Trade and Commerce (One Vacancy)

Rustington-In-Bloom (One Vacancy)

15. The Woodlands Centre - Proposed Major Redesign and Refurbishment Project - Progress Report
16. Review of Youth Provision Working Party - Progress Report
17. Rustington-In-Bloom - Progress Report from Councillor Lee
18. VE Day Concert Donation - To note email correspondence between Councillor Bennett and Blind Veterans UK  
(Copy attached for Members)
19. REACH Project - To consider a Report from the Clerk of the Council  
(Copy attached for Members)
20. Southern Water - Final Draft Water Resources Management Plan 2024 - To note an email received from the Senior Stakeholder Engagement Manager  
(Copy attached for Members)
21. Arun District Council:-
  - (a) OnePlanet Workshop for Town and Parish Councils - 27 May 2025 - To note an email received from the Project Support Officer, Climate Change, together with associated documentation in this regard  
(Copy enclosed for Members)
  - (b) Call for Sites 2025 - To consider an email received from the Planning Policy & Conservation Team  
(Copy attached for Members)
  - (c) Application for a Premises Licence - Rustington's Premier, 14 Worthing Road, Rustington - Licence Application Number: 121560 - Clerk to report  
(Copy attached for Members)
22. West Sussex County Council - Children and Young People's Plan - To consider a News Release received  
(Copy previously circulated to Members via email on 9 June 2025)
23. LINK Scheme Holdings Limited - Request for reconsideration of outcome of Assessment of Cash Access in Rustington - To note further correspondence with the Chief Executive in this regard  
(Copy attached for Members)

24. Department of Transport - Town and Country Planning Act 1990 - Section 247 - Proposed Stopping Up of Highway at The Windmill Inn, Mill Lane, Rustington - Readvertised - To consider an email and documentation received from the National Transport Casework Team, together with the Council's response to the original Draft Order  
(Copy attached for Members)
25. Community Highways Scheme Application (Request for TRO) - Junction of Broadmark Way/Broadmark Lane - To consider a request received from Broadmark Way Residents Association to support this application  
(Copy attached for Members)
26. To receive Reports from Members attending other External Meetings (if any)
27. Urgent matters arising, for information only, since the preparation of this Agenda
28. To note the following Documents and Publications previously circulated to Members:-
  - (a) Arun District Council - News Release - 5 June 2025 and 13 June 2025
  - (b) BRTA AGM and Public Meeting Guildford 3
  - (c) CAGNE - June Bulletin
  - (d) Carers Support West Sussex - Latest News
  - (e) Chestnut Tree House - We're making memories this Summer
  - (f) East Preston Parish Council News - 22 May 2025, 29 May 2025 and 6 June 2025
  - (g) National Association of Local Councils - Chief Executive's Bulletin - 22 May 2025, 29 May 2025, 5 June 2025 and 12 June 2025
  - (h) St Barnabas House - Why making memories mattered to Helen and Adrian
  - (i) West Sussex County Council - Highways, Transport and Planning - News and Updates - 28 May 2025
  - (j) West Sussex County Council - News Release - 22 May 2025, 28 May 2025, 30 May 2025, 2 June 2025, 3 June 2025, 4 June 2025, 9 June 2025 x2, 10 June 2025, 11 June 2025 x2 and 14 June 2025
29. To note the following Documents and Publications received for Members' information:-
  - (a) CPRE Sussex - Annual Report 2024