



Rustington Parish Council

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17 March 2026

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Monthly Meeting** of the Council to be held on **Monday 23 March 2026** 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 Monthly Meeting held on 23 February 2026
(Copy attached)
4. Sussex Police - Matters Arising (if any)



Working for the local Community

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For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.
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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 23 February 2026
(Copy previously circulated)
10. Finance and General Purposes Committee - To receive the Report of the Meeting held on 23 March 2026 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. Allotments Committee - To receive the Report of the Meeting held on 2 March 2026 and to consider any recommendations contained therein
(Copy enclosed for Members)
12. Leisure and Amenities Committee - To receive the Report of the Meeting held on 2 March 2026 and to consider any recommendations contained therein
(Copy enclosed for Members)
13. Vacancy West Ward - To note the Co-Option Procedure, and Clerk to report
(Copy attached for Members)
14. Annual Review of the Effectiveness of the Council's Internal Audit Arrangements - To consider a Report from the Clerk of Council
(Copy enclosed for Members)
15. To review and approve the Council's Financial Regulations
(Copy enclosed for Members)
16. Members' Code of Conduct - Review - Clerk to report
17. 2026/2027 Budget
(Copy enclosed for Members)
18. Investment Policy - To review and revise the Council's Policy, if necessary
(Copy attached for Members)
19. Annual Risk Management - To consider the Council's Risk Assessment procedures and revise, if necessary
(Copy enclosed for Members)
20. Health & Safety Policy - To review and revise the Council's Policy, if necessary
(Copy attached for Members)

21. Review of the following Council Policies - Clerk to report:-
 - Complaints Procedure Policy
 - Dignity at Work Policy
 - Disciplinary Policy
 - Equality and Diversity Policy
 - Grievance Policy
 - Safeguarding Policy
22. The Woodlands Centre - Major Redesign and Refurbishment Project - To note the Summary Notes of the Design Workshop held on 12 February 2026, and Clerk to report
(Copy attached for Members)
23. Rustington Youth Centre - Review of Youth Provision - Progress Report
24. Rustington In-Bloom Committee - Progress Report from Councillor Lee
25. Future of Zachary Merton Hospital and Land:-
 - (a) To note letters from Alison Griffiths MP to the Chairman of the Council and to The Secretary of State for Health and Social Care
(Copy attached for Members)
 - (b) Invitation to Chief Executive of Sussex Community NHS Foundation Trust to attend the Annual Assembly of the Parish Meeting on 9 April 2026 - To note correspondence in this regard, and Chairman to report
(Copy attached for Members)
 - (c) Invitation to Public Meeting - 1 April 2026 - To note a copy of a letter from Alison Griffiths MP to Ms Siobhan Melia, Sussex Community NHS Foundation Trust
(Copy attached for Members)
 - (d) Next Steps - Chairman to report
26. Local Government Re-Organisation - Possible Affects on Parish and Town Councils - Meeting with County Executive Officer, Cornwall Association of Local Councils - Chairman to report
27. Churches Together In Rustington and East Preston - Walk and Service - Good Friday - 3 April 2026 - To note a letter received from the Secretary
(Copy attached for Members)
28. Request for a Zebra Crossing in The Street - To consider email correspondence in this regard
(Copy attached for Members)
29. Arun District Council - Arun Flood Forum Meeting - Monday 13 April 2026 - To consider an email received from Joe Russell-Wells, Group Head of Environment and Climate Change
(Copy attached for Members)

30. West Sussex Association of Local Councils Limited:-
- (a) Updates in Planning Training Session - 26 February 2026 - To consider a Summary of the Training Session produced by Councillor Warren, together with the slides used by Steve Tilbury (Planning Consultant)
(Copies attached for Members)
 - (b) WSALC Clerks Networking Day - Presentations - To note an email received from Emily Simpson, together with associated documentation in this regard
(Copy enclosed for Members)
31. Campaign to Protect Rural England Sussex - Proposed Reforms to the National Planning Policy Framework - To consider an email received from the Director, together with associated documentation in this regard
(Copy attached for Members)
32. Blue Plaque for Dame Millicent Garrett Fawcett at Littlehampton United Reformed Church - To note information received, and Clerk to report
(Copy attached for Members)
33. To receive Reports from Members attending other External Meetings (if any)
34. Urgent matters arising, for information only, since the preparation of this Agenda
35. To note the following Documents and Publications previously circulated to Members:-
- (a) Arun & Chichester Citizens Advice - Supporting Our Community Through Winter - ACCA News
 - (b) Arun District Council - Fraud Prevention
 - (c) CAGNE - March Newsletter
 - (d) East Preston Parish Council News - 26 February 2026, 5 March 2026 and 12 March 2026
 - (e) National Association of Local Councils - Chief Executive's Bulletin - 5 March 2026 and 12 March 2026
 - (f) National Association of Local Councils - Clear Councils Newsletter
 - (g) RHS - March Community Gardening Update
 - (h) Turning Tides - Let's talk about the Elephant in the Room!
 - (i) West Sussex County Council - Highways, Transport and Planning - Major Projects Update
 - (j) West Sussex County Council - News Release - 20 February 2026, 23 February 2026, 24 February 2026, 25 February 2026, 27 February 2026 x2, 3 March 2026 x3, 5 March 2026, 13 March 2026 x2 and 16 March 2026 x2
 - (k) West Sussex County Council - Residents' eNewsletter - Recycling Special
 - (l) West Sussex County Council - West Sussex Emergency Management - Air Quality Alert
 - (m) West Sussex County Council - West Sussex Fire & Rescue Service - News Release - 27 February 2026
 - (n) WSALC Newsletter - Spring 2026