RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 28 September 2026

PRESENT: Councillors A Cooper (Chairman), J Bennett, Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Mrs A Cooper, Mrs Gregory, R Grevett, G Lee, Ms L Lloyd, Mrs S Partridge, Ms M Revell, D Rogers, J Street and P Warren

In attendance: Mrs C Ward (Clerk of the Council) and Mrs C Harris (Finance Manager/RFO)

Prior to the commencement of the formal business of the Meeting, the Chairman of the Council, Councillor Cooper, presented a Long Service Award to a member of Personnel.

208/26 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs Stevens (Personal). This apology was accepted by the Council.

209/26 DECLARATIONS OF INTEREST BY MEMBERS

There were no declarations of interest by Members.

210/26 CHANGE TO ORDER OF ITEMS ON THE AGENDA

The Council AGREED to vary the order of the Agenda by considering Item 18 following Item 33 in exempt business, due to the confidential nature of the document circulated after the issue of the Agenda.

211/26 MINUTES OF THE MEETING HELD ON 27 JULY 2026

The Minutes of the Monthly Meeting held on 27 July 2026 were signed by the Chairman as a correct record.

212/26 MINUTES OF THE SPECIAL MEETING HELD ON 10 SEPTEMBER 2026

The Minutes of the Special Meeting held on 10 September 2026 were signed by the Chairman as a correct record.

213/26 SUSSEX POLICE

The Clerk reported that apologies for absence had been received from PCSO Raju.

(a) Matters Arising

The Clerk reported that she had received information from Sergeant Johnston, at the beginning of August, advising that Officers had seized an illegal e-bike in Littlehampton from a Rustington resident who would have been using the bike throughout the area. He had advised that taking account of the challenges and limitations around identifying the riders and taking enforcement action against them, this was a positive result. He concluded by asking the Council to encourage residents to report any intelligence relating to the riders and where the bikes may be stored, to enable the Police to do what they could to target them.

She then referred to the fact that there was still an ongoing intermittent presence of at least two individuals who were rough sleeping and begging in the Village. She said that this was being reported to the Police and the Arun District Council's Anti-Social Behaviour Team as and when the Council Offices became aware.

She also advised that there had been further incidents of graffiti which had again been removed immediately by the Council's Leisure and Amenities Officer. She said that there was also a spate of fly posting taking place around the Village, which was proving to be difficult to remove. She said that the assistance of one of the Council's Maintenance Contractors had been enlisted to remove the offending posters as far as practicably possible. She added that PCSO Raju had subsequently confirmed that the Police were actively investigating the flyposting of the 'Factory Farm' Flyers.

Councillor Lee reported that the figures for July had totalled 105 crimes of which 81 were anti-social behaviour, shoplifting and violent offences. He said that there had been four robberies, one of which turned out to be out of our area and the others were business related. One suspect had been charged and enquiries were ongoing for the other offences.

Councillor Lee then advised that the figures so far in the current month, as advised by PCSO Raju, included 11 thefts, 24 anti-social behaviour incidents, two Burglaries (one Garage) and one theft of cash from a residential property, where there were no signs of a forced entry. This case had been closed.

The Council NOTED this information.

(b) Arun All Parishes Meeting - 24 September 2026

The Clerk said that the Deputy Clerk had attended the Arun All Parishes Meeting, which had been hosted by Inspector Wickings on 24 September 2026.

She said that Inspector Wickings had provided information on the Police Operation as follows:-

Force Wide Matters

The recent incidents involving "Patriot Groups", and their organised gatherings in response to RNLI assistance in regard to the safe landing of vessels/migrant groups who had crossed the Channel, had adversely affected Sussex Police resources locally. Sussex Police had been placed on high alert and required to be present at RNLI Stations as necessary. The public are requested to forward any information/intelligence, that they may become aware of in this regard, to Sussex Police as a matter of priority.

Divisionally

The reallocation of resources, to reflect electoral boundaries, has now been completed. There is no change in the named Sussex Police personnel for Rustington: Kay Hutchings (District Commander/Chief Inspector), Ross Wickings (Inspector), Alex Johnston (Sergeant), Hayley Parkin (PC), Martin Ferris (PC) and Rijo Raju (PCSO).

Locally

Incidents of graffiti in Bognor Regis/Aldwick being treated as a hate crime - Public need to be urged to report any incidents or information that they receive in this regard.

Vehicle ASB - Being prioritised as having a significant impact on Sea Road and the Littlehampton Seafront Greens. The group have been largely identified as that of the one which was displaced from the Ford Industrial Estate. Partnership work is underway but public once again urged to report any information that may help resolve this issue.

Hate Crime Awareness Week 10-17 October - publicity will be circulated to Parishes.

Safer Town Centres Campaign 26 October - 27 November. Not yet known if this is just going to focus on Littlehampton and Bognor Regis - plans can't be drawn up until the geographic coverage is confirmed.

Questions then asked/Issues raised by a number of Councils in respect of:-

- *Graffiti and flyposting in Rustington*
- *E-Bikes and Scooter ASB across all Parishes present. The Safer Arun Partnership are focusing additional resources in relation to this matter and will be undertaking engagement with local schools. A webpage detailing how to report is now available on the District Council's website: www.arun.gov.uk/e-scooters-and-e-bikes*
- *Shoplifting - prevalent across convenience stores in "local shopping centres"*
- *Rough Sleeping likely to increase in colder months - If witnessed, members of the public should report via Street Link so that a referral is actioned.*

The Council NOTED this information.

(c) Sussex PCC Autumn Engagement Meeting - Arun District - 7 October 2026

The Clerk said that the Police and Crime Commissioner's Office was hosting a series of online focus groups across Sussex to help shape the policing response residents would like to see. She said that the Arun Meeting was being held on 7 October 2026 and Councillor Lee and the Deputy Clerk would be representing the Council at the Meeting.

She said that the Meeting would also be looking at local issues that may be going unreported or overlooked by the Police or other agencies, and that all of the feedback would be collated anonymously to help inform and shape the PCC's Police and Crime Plan priorities.

The Council NOTED this information.

214/26 DISTRICT COUNCILLORS

Apologies for absence had been received from Councillors Gunner and Ms Edwards.

Councillor Mrs Cooper then reported on District Council matters as follows:-

- Attendance at recent Meeting with District Council Officers, Sussex Police, Littlehampton and Rustington District and County Councillors, regarding speeding vehicles in Sea Road and other roads in close proximity, including Sea Lane - The problems had been going on for a long time, but the Police were working hard in this regard - 15 cars seized within the past month - This issue had been being raised at the Councillor Surgeries by a number of parishioners - Action will continue to be implemented and taken by Police

- Housing and Wellbeing Committee - Problems continuing - Only 56% of Council's residential accommodation that had been surveyed was of a satisfactory standard - Special Meeting on 8 October 2026 when more information should be available to Councillors.

A brief discussion then ensued in respect of the problems of the hazards of speeding vehicles and the associated noise issues, not just in the Sea Road area, but also on the A259 Rustington By-Pass/New Road. The possibility of acoustic cameras/speed cameras being installed was also suggested by Members.

The Council NOTED all of the above information and the Chairman thanked Councillor Mrs Cooper for her Report and for responding to the questions raised as far as practicably possible.

215/26 COUNTY COUNCILLORS

Councillor Mrs Cooper, in her capacity as a County Councillor, then reported on County Council matters as follows:-

- Local Government Reorganisation Paused - Strategic Authority with Mayor still moving full steam ahead - There had been a Briefing Session associated with this but, unfortunately, she had been unable to attend - Hoping to be able to obtain Slide Presentation and circulate it to all Members

- Devolution - Committee Structure to be agreed in November 2026.

Councillor Bennett then asked how much money had been spent by the County Council so far in this regard, and whether the Government had refunded any of this expenditure.

Councillors Mrs Cooper said that she would try to find out and report back to the Council in this connection.

The Council NOTED the above information and the Chairman thanked Councillor Mrs Cooper for her Report.

216/26 CLERK'S REPORT

(a) Re-dedication of War Memorial and Annual Civic Thanksgiving Service

The Clerk reported the receipt of a letter of thanks and appreciation from Deputy Lord Lieutenant Olivia Pinkney, CBE QPM DL, in respect of the Re-dedication of the War Memorial and Annual Civic Thanksgiving Service held on 20 September 2026.

The Council was pleased to NOTE this information.

(b) Annual Civic Thanksgiving Service - Message of Thanks and Appreciation

The Clerk reported the receipt of an email from Mr Mike Warrington, expressing thanks and appreciation for such a thoroughly enjoyable Event, especially the splendid buffet.

The Council was pleased to NOTE this information.

(c) Annual Civic Thanksgiving Service - Community Awards' Presentation

The Clerk reported the receipt of an email from Mrs Deirdre Carolin, expressing thanks and appreciation to everyone involved in the organisation of the Event and for the prize money which would help to keep their creative project going for the benefit of many in the community.

The Council was pleased to NOTE this information.

217/26 CHAIRMAN'S REPORT

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

- Annual Civic Thanksgiving Service and Community Awards' Reception - 20 September 2026
- Beechwood Fitness Limited (Snap Fitness - Rustington) - Meeting with Director and Personnel - 21 September 2026

He then thanked Councillor Ms Revell for attending the Littlehampton Lions Club Senior Citizens Luncheon at the Village Memorial Hall on 8 August 2026 and also Councillor Street for attending the 100th Birthday Party of a resident on 8 August 2026 at Angmering Manor.

The Council NOTED this information.

218/26 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 27 July 2026 and 25 August 2026.

219/26 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council NOTED the Report of the Finance and General Purposes Committee Meeting held on 25 August 2026.

The Council received the Report of the Finance and General Purposes Committee Meeting held on 28 September 2026. (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 28 September 2026 be APPROVED.

220/26 LEISURE AND AMENITIES COMMITTEE

The Council received the Report of the Leisure and Amenities Committee Meeting held on 3 August 2026.

The Council RESOLVED that the Report of the Leisure and Amenities Committee Meeting held on 3 August 2026 be APPROVED.

221/26 EMERGENCY PLANNING COMMITTEE

The Council received the Report of the Emergency Planning Committee Meeting held on 25 August 2026.

The Council RESOLVED that the Report of the Emergency Planning Committee Meeting held on 25 August 2026 be APPROVED.

222/26 CHANGE OF MEETING DATES

The Council APPROVED the change of dates in respect of the following Meetings:-

Leisure and Amenities Committee - 19 October 2026 to 16 November 2026
Planning Committee - 9 November 2026 to 16 November 2026

223/26 EXTERNAL AUDITOR'S CERTIFICATE - COMPLETION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2026

The Clerk reported that she had previously circulated the External Auditor's Certificate and Opinion in respect of the Accounts for the year ended 31 March 2026 confirming that, in their opinion, the information in the Annual Return was in accordance with proper practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

The Council was pleased to NOTE this information and recorded its thanks and appreciation to the Finance Manager/RFO for her diligence and hard work in this regard.

224/26 PARISH COUNCIL INSURANCE - RENEWAL

The Clerk referred to Minute 229/25 and reminded the Council of its previous decision to enter into a further three-year long agreement with Hiscox Insurance Company Limited, commencing on 1 October 2024 and concluding on 30 September 2027, with the current-year's total cost being £16,005.48.

She said that renewal documentation from Gallagher Insurance Brokers Limited had recently been received, advising that the premium for the third year, commencing on 1 October 2026, would be £16,584.34, including insurance premium tax (IPT) plus an Administration Fee of £75.00, which represented an increase of 3.62%.

She also confirmed that a premium of £2,154.34 for the Rustington Sports and Social Club building, based on the new index linked building reinstatement sum insured, was also included in the premium cost, which would be recharged to the Club accordingly.

The Council NOTED this information.

225/26 ANNUAL CIVIC THANKSGIVING & PRESENTATION RECEPTION - 20 SEPTEMBER 2026

The Clerk referred to Minute 191/26 and said the Event had, again, been most successful with many favourable comments being received from guests.

The Chairman, on behalf of the Council, then recorded his sincere thanks and appreciation to Reverend Bawcutt, the Choir and members of the Church, for hosting the Thanksgiving Service.

He then reminded Members that there had been a small informal gathering for the Re-dedication of the War Memorial, which had recently been replaced, prior to the Service, led by the Reverends Rosemarie Clarke (Rustington Methodist Church) and Natalie Bawcutt (St Peter and St Paul Parish Church).

The Council was pleased to NOTE this information and AGREED that a letter of thanks and appreciation should be sent to the Reverends Rosemarie Clarke and Natalie Bawcutt for kindly leading the Re-dedication at the War Memorial.

226/26 THE WOODLANDS CENTRE AND RUSTINGTON YOUTH CENTRE - USE AS A REST CENTRE

The Clerk reported that she had recently met with the Emergency Planning Officer at the Arun District Council to discuss the continuation of The Woodlands Centre and Youth Centre being used as a Rest Centre in the event of an emergency situation. She advised that in order to be a Rest Centre, the Council now needed to sign a Memorandum of Understanding, which had never been requested in the past. She said that the Council's Insurers had agreed, following the receipt of clarification from Arun District Council on a number of issues, that both Centres could be used as Rest Centres.

Following a brief discussion, the Council RESOLVED that The Woodlands Centre and Rustington Youth Centre should be used as a joint Rest Centre, and the Clerk was AUTHORISED to sign the Memorandum of Understanding on behalf of the Council.

227/26 PEOPLE'S EMERGENCY BRIEFING - 20 OCTOBER 2026

The Clerk referred to Minute 74/26 of the Finance and General Purposes Committee Meeting held on 25 August 2026 and said that the People's Emergency Briefing was due to be shown at 7.00 pm on 20 October 2026 at St Peter and St Paul Church.

She said that as this was being formally supported by the Council, Councillor Mrs Stevens was producing, in consultation with Reverend Bawcutt, posters, etc., which would be advertised as widely as possible, with a copy being circulated to all Members.

She concluded by reminding the Council that everyone was welcome to attend the showing of the Briefing, and it was hoped that as many Members as possible would be able to find the time to be present.

The Council NOTED this information.

228/26 RUSTINGTON IN-BLOOM

Councillor Lee reported on the Committee's activities as follows:-

- A second planter had recently been installed at The Laurels
- Two new members attended the Meeting. Another two had registered an interest but were yet to confirm
- Restocking of plants in Sea Lane planters and rail planters at Wendy Ridge - To be undertaken in Sea Lane when necessary, and to be re-planted by flower shop owners, with cost of plants to be borne by Committee
- Churchill Court Planting Plans - Working Party had started digging over the area in preparation for planting, and autumn bulbs etc.
- Autumn Bulb Planting -Various new sites for planting being considered
- Litter Pick - Next Litter Pick on 17 October 2026
- Autumn Plant Sale - Outside of The Quill on 10 October 2026 from 9.00 am
- Purchase of Wildlife Habitat Products - Additional nesting boxes and hedgehog boxes have been purchased - These will be donated to the RPC Climate Change Working Party for use in the Wildlife Area
- Table to be booked for Monthly Charity Table Sale in Methodist Church Hall for the first Saturday in December.

The Council was pleased to NOTE this information.

229/26 LOCAL GOVERNMENT REORGANISATION

(a) Update from Government

The Council NOTED an email received from Douglas Denham St Pinnock, the Chair of West Sussex Association of Local Councils, as follows:-

Yesterday, 7th September 2026, the Government announced that in the light of new legal advice it is reviewing Local Government Reorganisation (LGR).

LGR in Hampshire, Essex, Suffolk and Norfolk has been abandoned.

LGR is paused while a review is undertaken of plans or proposals at 16 Councils, including both West Sussex and East Sussex with Brighton.

No change was announced to the creation of a Mayor of Sussex and Brighton to be elected in May 2028, preparations for which are proceeding as planned under the auspices of the Sussex & Brighton Strategic Authority and upon which WSALC will report from time to time via the DALCs.

My personal view:-

The review sounds to me like a precursor to LGR being abandoned across the 16 Councils, including West Sussex and East Sussex with Brighton. Others with whom I have spoken suggest a delay for a year or a quick review and back on track. One of my reasons for thinking this is the end of LGR is the confirmation by Government and maybe the key line in the announcement, that local elections will go ahead in May 2027 on existing boundaries - in other words District and Borough Council elections will go ahead as normal. This follows the elections for County Councils in May just gone. No mention of elections for 'shadow' authorities. If LGR is abandoned Local Government will seamlessly continue.

If this decision is really based on new legal advice, resulting in LGR being cancelled in four counties, then one would have thought that the advice should also apply to all 16 Councils referenced, so including both West Sussex, East Sussex and Brighton. Also to Surrey notwithstanding the fact that there LGR is now underway. Why the delay when the legal advice has been applied to the four counties?

The Council NOTED this information.

(b) West Sussex County Council Response - Government Pauses LGR Programme

The Clerk reminded Members that she had previously circulated documentation received in this regard.

The Council NOTED this information.

(c) Possible Affects on Parish and Town Councils

The Clerk referred to Minute 80/26 and reminded the Council of its previous decision that the appointed Working Party should meet at an appropriate time to consider what Assets/Facilities/Services the Council might like to take over and make recommendations to the Council in due course.

She said that an expression of interest had already been lodged with the District Council, but that its decision was still awaited.

The Council NOTED this information and AGREED to hold any associated action in this regard in abeyance, until such time as the Government's decision on Local Government Reorganisation for West Sussex had been announced, or any approaches in respect of the possible devolvement of any services had been received from the District or County Councils.

230/26 OFFICE OF ALISON GRIFFITHS MP

The Council NOTED the July 2026 and August 2026 Newsletters.

231/26 REPLACEMENT INTERPRETATION BOARD

The Clerk reminded Members that she had previously circulated an email and Quotation received from The Acorn Workshop for a replacement Interpretation Board in the sum of £1,225.00 plus VAT.

She then advised that Councillor Mrs Stevens had indicated that she could design the new Board at a much reduced cost than the £700.00 quoted.

Following a further discussion, the Council RESOLVED that the Quotation received from The Acorn Workshop for a replacement Interpretation Board in the sum of £1,225.00 plus VAT be ACCEPTED in principle, with the Clerk liaising with Councillor Mrs Stevens in an attempt to reduce the design costs.

It was further AGREED that this expenditure should be borne from the Council's balances, if this proved to be necessary.

232/26 MEMBERS' CHRISTMAS MEAL/GET TOGETHER

The Clerk reminded Members of the Members' Christmas Meal held on 12 December 2025 and said that she had included this as an Agenda Item, in case this was an Event the Council wished to do again sometime in December 2026.

Following a brief discussion, the Council RESOLVED that Councillor Bennett's offer to contact Members in this regard and, if appropriate, subsequently organise a similar Event to the previous year, should be ACCEPTED with appreciation.

233/26 LITTLEHAMPTON FUN RUN

The Clerk advised Members that she had previously circulated a representation, together with other associated correspondence, received from a Rustington resident, raising concerns regarding the Annual Littlehampton Fun Run and its adverse effects on many residents of Rustington for a four-hour period on the day of the race.

Following a detailed discussion, the Council RESOLVED that whilst it sympathised with the affected residents, no further action should be taken in respect of the route and the resulting road closures at the present time, but that the organisers should be asked to provide notification, with as much notice as possible of the Event, to properties in affected roads to further reduce any inconvenience the road closures and other restrictions may cause.

234/26 ARUN DISTRICT COUNCIL - BUDGET CONSULTATION 2027/2028

The Clerk reminded Members that she had previously circulated a News Release advising that the District Council was inviting residents, businesses and community organisations to have their say on priorities for the Council's 2027/2028 Budget.

She said that the Consultation closing date was 20 October 2026.

Following a discussion, the Council RESOLVED to take no further action in this regard, but that Members should complete the Consultation on an individual basis if they so wished.

235/26 WEST SUSSEX COUNTY COUNCIL - BUS STOP INFORMATION BOARDS

The Clerk said that she had received an email from a member of the Highway Improvements Team advising that the County Council was currently developing the Bus Stop Improvement Programme (BSIP), which included the installation of new Bus Information Display Signage at key bus stops.

The first phase of delivery would be focusing on the Worthing and Arun area, which included the following sites in Rustington:-

- The Street - Bus Stop Shops - North side - Single display case in shelter
- The Street - Bus Stop Shops - South side - Single display case outside of shelter.

The Clerk said that she had agreed, in principle for the County Council's Contractor to install the new in-shelter display panel within the bus shelter on the North side of The Street, and had been advised that once the design and size of the new display cases had been finalised, contact would be made to discuss the Scheme further.

The Council NOTED this information.

236/26 WEST SUSSEX COUNTY COUNCIL - OPERATION WATERSHED 2026/2027

The Clerk reminded Members that she had previously circulated an email from Dominic Henly, Flood Risk Management Team, Planning Services.

She said that the purpose of the email was to raise awareness of Operation Watershed 2026/2027, the County Council's Community Flood Resilience Programme, and to encourage Parish Councils, Town Councils and constituted community groups to come forward with project ideas.

She advised that the email stated that since its launch in 2013, Operation Watershed has invested almost £6 million in local flood resilience projects across West Sussex. In 2025/2026 alone, funding supported 13 community-led projects, helping communities reduce flood risk, improve drainage infrastructure, and strengthen local resilience.

For the 2026/27 financial year, £435,000.00 was available to support projects that addressed surface water and groundwater flooding and the following types of projects could be funded:-

- *Delivery of new flood risk management infrastructure or assets*
- *Provision of significant improvements to existing flood management or drainage infrastructure*
- *Increase in the capacity or effectiveness of existing drainage and flood risk management assets.*

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

237/26 WEST SUSSEX COUNTY COUNCIL - TAKE PART: CONSULTATION ON DRAFT WEST SUSSEX SEXUAL HEALTH STRATEGIC FRAMEWORK 2026-2031

The Clerk reminded Members that she had previously circulated an email received from Claire Currie, Consultant in Public Health and Patrick Stoakes, Public Health Lead, Sexual Health.

She said that that the email was inviting the Council to share and take part in the Public and Stakeholder Consultation on the draft West Sussex Sexual Health Strategic Framework 2026-2031 which was running from 14 September 2026 to 18 October 2026.

Following a further discussion, the Council RESOLVED that Councillors Mrs Cooper and Street should be AUTHORISED to respond on behalf of the Council, if they felt that this was appropriate, but that Members should also participate in the Consultation on an individual basis if they so wished.

238/26 WEST SUSSEX COUNTY COUNCIL - MILL LANE ROUNDABOUT A259/SAFETY CONCERNS FOR RESIDENTS OF FAIRWAY GARDENS

The Council NOTED email correspondence from residents of Fairway Gardens detailing their concerns regarding the operation of the Mill Lane roundabout and access to and from the Fairway Gardens development, plus the disturbing excessive speed of vehicles, particularly during unsocial hours (late night/early hours of the morning).

The Clerk said that County Councillor Deborah Urquhart and Angmering Parish Council had both responded to the residents concerned, with County Councillor Urquhart advising that she had looked at the planning application, which was refused, and the appeal which was granted by the Planning Inspector. She stated that in respect of the noise, the assessment had stated that acoustic remedies within the housing would counter any noise from traffic, but that this was clearly not the case, on the Fairway Gardens Estate or indeed elsewhere in the County.

Councillor Urquhart had also referred to the concerns in respect of the roundabout, and said the Highways assessment for the planning permission was that the current layout was sufficient to take the increased traffic from the development, so no alterations were necessary. She said that she had spoken to the Highways Department about the issue and been told that they needed to wait until the development was complete and the final road safety audit carried out before considering any actions. She added that the Highways Department did not consider a speed limit reduction was required at the present time, but she disagreed with this and advised that she would work with the Parish Council to try get the section of the road reduced to 50mph.

A brief discussion then ensued, during which Councillor Warren and Councillor Mrs Cooper reminded the Council of its concerns regarding the operation of the Mill Lane roundabout and access to and from the new development that had been previously raised with the County Council Highways Department.

It was then RESOLVED that Councillor Mrs Cooper, in her capacity as the County Councillor for Rustington, should discuss this issue with County Councillor Urquhart (responsible for Angmering), with a view to putting pressure on the County Council to review its position, taking account of the concerns raised, and undertake the final road safety audit without delay and, subsequently, take any action necessary to reduce the hazards for pedestrians and motorists at the aforementioned locations.

239/26 WEST SUSSEX COUNTY COUNCIL - MEMBER & PARISH BRIEFING SESSION - 2026/2027 PROGRAMME

The Clerk reminded Members that she had previously circulated email correspondence received from Kerry Arthur, Customer Communications Officer, Local Highways Operations, Highways, Transport and Planning, detailing the County Council's 2026/2027 Programme of Member & Parish/Town Council Briefing Sessions as follows:-

- Highways Development Management and Planning Applications
- Winter Preparedness
- Riparian Responsibilities, Flood Risk Management and Planned Drainage
- Road Safety: Safe System Approach
- Speeding and Speed Limits
- Local Nature Recovery Strategy and Tree Plan
- Summer Readiness
- S106 Contributions: Bus Shelters and New Developments
- Parish Clerk Induction / Refresher Training
- Local Operations - Highway Maintenance
- Planned vs Reactive Maintenance: Pothole Repair, Resurfacing Programmes, Budgets + Data
- Public Rights of Way (PRoW)
- Highways Network Management.

She said that two of the calendar invitations for the first half of the programme with further details about the topic and joining instructions had already been received, namely the role of the Highway Authority in the Planning Process (12 November) and Winter Preparedness (25 November), and she had accepted these. She advised Members that she would circulate all future invitations so that they could advise her if they wanted to attend.

The Council NOTED this information.

240/26 WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS - CONSULTATION ON A NEW PROPER PRACTICES FRAMEWORK FOR SMALLER AUTHORITIES

The Clerk reminded Members that she had previously circulated an email received from Emily Simpson via NALC, advising that the Smaller Authorities Proper Practices Panel (SAPPP) had launched a Consultation on a proposed new framework of proper practices for Category 2 Authorities in England, and was welcoming the views of the Council.

Following a discussion, the Council RESOLVED that the Finance Manager/RFO and Clerk should be AUTHORISED to respond to the Consultation, if they felt it was appropriate, on behalf of the Council.

241/26 ARUN DISTRICT COUNCIL - PLANNING FOR THE FUTURE: CONSULTATION LAUNCHES ON OFF-STREET PARKING STRATEGY

The Clerk reported that a News Release from the District Council had been previously circulated, advising that the Consultation would be running from 28 September 2026 to 12 October 2026, and inviting residents, businesses, visitors and other stakeholders to review its draft Off-Street Parking Strategy 2027-2030 and complete the associated Survey.

The News Release stated that the District Council was keen to hear from as many people as possible during the Consultation as the views received would help shape the priorities and proposals within the final Off-Street Parking Strategy 2027-2030.

Following a brief discussion, it was AGREED that Members should respond to the Survey on an individual basis if they so desired.

242/26 EXCLUSION OF THE PUBLIC AND PRESS

The Council, pursuant to Section 100 of the Local Government Act 1972, RESOLVED that Members of the Public, and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next two items of business to be transacted.

243/26 PROPOSED RECRUITMENT PROCESS FOR CLERK OF THE COUNCIL POST

The Council considered a Report from the Personnel Sub-Committee in this regard.

Following a detailed discussion, the Council RESOLVED that, subject to clarification being sought and received by the Chairman of the Council and Councillor Bennett, on certain concerns raised by Members, the Report from the Personnel Sub-Committee, in its entirety, should be APPROVED.

244/26 THE WOODLANDS CENTRE - MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Clerk referred to Minute 207/26 and said that she had previously circulated the Summary Notes of the Pre-Contract Meeting, as prepared by the Project Manager.

She then referred to a further update that she had just received from the Project Manager as follows:-

- *An asbestos Survey has been arranged for the front phases and the Contractor has requested this is carried out during this week. I'll be in touch to confirm dates*
- *The Contractor has also lined up 2 of their workers to commence site set up (protect hall floor/fencing etc,) strip out the WC's, kitchen and demo to chair store area from week commencing 5th October*
- *We have a Teams call with them this Wednesday to discuss the VE items and I will come back to you with a more fixed summary after this meeting*
- *Separately I will discuss with Chris (QS) preparing a letter of intent to deal with these early stage works and we will get something in place prior to them commencing.*

Following a detailed discussion, during which Members posed a number of questions to the Clerk, the Council was pleased to NOTE the progress being made.

245/26 DOCUMENTS AND PUBLICATIONS CIRCULATED

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

(a) Arun District Council - News Release - Our Armed Forces Champion takes part in National Conference
(b) CAGNE - Gatwick Airport New Runway
(c) CAGNE - It's not too late to write as a resident, elected member or a Council
(d) CAGNE - September Update
(e) Citizens Advice - A Summer of Support and Impact - ACCA News
(f) Citizens Advice - Save The Date - Arun & Chichester Citizens Advice AGM
(g) CPRE - Your latest update on our countryside x2
(h) East Preston Parish Council News - 29 July 2026, 7 August 2026, 19 August 2026, 27 August 2026, 4 September 2026, 9 September 2026, 16 September 2026 and 23 September 2026
(i) Hidden Disabilities Sunflower - Introducing our updated Sunflower training
(j) Hidden Disabilities Sunflower - Free webinar + resources for your team
(k) Littlehampton Library - Free Local History Event
(l) National Association of Local Councils - Chief Executive's Bulletin - 30 July 2026, 6 August 2026, 13 August 2026, 20 August 2026, 3 September 2026, 10 September 2026 and 17 September 2026

(m) National Association of Local Councils - Clear Councils - August Updates
(n) National Association of Local Councils - NALC Events
(o) National Health Executive - Next Week: The Conversation the NHS Can't Afford to Miss
(p) Oneillhomer - New NPPF, Pride of Place in Blacon, Neighbourhood Planning NALC Consultation
(q) Public Sector Network Newsletter - August 2026
(r) RHS - RHS Communities August 2026 and September 2026 Community Gardening Update
(s) Sage House - Quick Reminder Invitation to Dementia Supporter Online Training
(t) Save Our South Coast Alliance (SOSCA) - Urgent Link to Respond
(u) Southern Water - An update on our work to protect bathing waters in West Sussex
(v) Southern Water - Protecting local water sources together
(w) Stonepillow - Supporters Update - August 2026
(x) Stonepillow - Can you spare 5 minutes for Stonepillow?
(y) Turning Tides - Live's You Have Changed
(z) Turning Tides - Urgent Harvest Food Appeal
(aa) Turning Tides - You are cordially invited
(bb) Turning Tides - Annual Meeting - New Ricket Link
(cc) West Sussex County Council - Bus it! Special Edition
(dd) West Sussex County Council - Highways, Transport and Planning Parish Newsletter - 4 August 2026 and 24 August 2026
(ee) West Sussex County Council - Moderate air pollution in and amber heat health alert West Sussex
(ff) West Sussex County Council - News Release - 28 July 2026 x2, 3 August 2026, 4 August 2026, 5 August 2026, 13 August 2026, 14 August 2026, 19 August 2026, 20 August 2026 x2, 24 August 2026 x2, 25 August 2026, 27 August 2026, 7 September 2026, 8 September 2026, 10 September 2026, 14 September 2026, 15 September 2026, 16 September 2026, 17 September 2026, 21 September 2026 x2, 22 September 2026 x2 and 23 September 2026
(gg) West Sussex County Council - Residents' eNewsletter - August 2026

There being no further business the Meeting concluded at 9.15 pm.

Chairman: …… Date: ……

During the Public Question Time, held prior to the commencement of the formal proceedings, a parishioner had addressed the Council to advise of the further research he had been undertaking in respect of the Zachary Merton Hospital building and land, his findings and suggestions/requests to the Council on possible next steps in the campaign to protect the site from being disposed of.