RUSTINGTON PARISH COUNCIL

Agenda Item: 3

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.

Agenda Item: 11

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the Meeting held on 19 October 2026

PRESENT: Councillors Mrs S Partridge (Chairman), Mrs C Broomfield, M Broomfield, R Grevett, Ms M Revell and Mrs C Stevens

In attendance: Ms R Costan (Deputy Clerk) and Mrs C Ward (Clerk of the Council)

13/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ceiriog-Hughes (Personal), Cooper (Personal) and Lee (Personal). These apologies were accepted by the Committee.

14/26 DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest by Members.

15/26 MINUTES

The Minutes of the Meeting held on 1 June 2026 were signed by the Chairman as a correct record.

16/26 UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD FROM 16 MAY 2026 - 30 SEPTEMBER 2026

The Committee considered a Report which had been previously circulated, detailing activities, in connection with the Allotment Sites, that had taken place during the period 16 May 2026 to 30 September 2026. The Deputy Clerk advised that, at the present time, there were four vacant plots available, with 26 Rustington residents and 8 residents from other Parishes on the Waiting List.

She explained that the most recent full site inspection, had taken place on 22 October 2026. She confirmed that there had been five plots of concern at the Penfold Lane Site, three at the Conbar Avenue Site and none at the Worthing Road Site.

The Deputy Clerk added that the annual Renewal Process would begin in early November and that routine whole-site inspections would be suspended until mid-January, at which point any Tenancy terminations would have concluded, and vacant plots would have been reallocated.

A copy of the Report is attached and forms a part of these Minutes.

17/26 INCOME AND EXPENDITURE FOR 2025/2026, 2026/2027 AND 2027/2028

The Committee considered a Report previously circulated by the Clerk of the Council.

Following a brief discussion, it was RECOMMENDED that the Allotments Committee Income and Expenditure requirements for 2026/2027 and 2027/2028 be as shown in the attached Schedule.

The Committee reviewed the present rents levied and RECOMMENDED that there should be an increase of 50p per rod to £9.50 made in respect of the rent for the year commencing 1 January 2028.

18/26 **DATE OF NEXT MEETING**

The Deputy Clerk advised the Committee that the suggested dates for the 2027 Meetings would be included as part of the 2027 Diary Dates for the Council's consideration at its Meeting on 26 October 2026.

There being no further business the Meeting concluded at 5.45 pm.

Chairman: ..... **Date:** .....

RUSTINGTON PARISH COUNCIL

Allotments Committee - 19 October 2026

Allotment Management - 16 May 2026 - 30 September 2026

1. A total of 16 applications for an Allotment plot were received between 16 May and 30 September 2026. The Waiting List, to date, stands at 35 which includes 27 Rustington residents and eight from other Parishes. This is an increase of 13 since the last Report.

2. Throughout the period covered by this Report, four full monthly inspections have taken place. In addition, individual plot inspections were undertaken when tenancies were relinquished, and deposit returns were being assessed. Inspections continue to be ably undertaken by Nicky Cook with assistance from the Leisure and Amenities Officer, Jim Burch.

   The most recent Inspection took place on 22 September 2026.

   I can report that there were five plots of concern at the Penfold Lane Allotment Site and three at the Conbar Avenue Allotment Site. Five have been sent letters and the remainder have been noted as Check Next Time.

3. A total of three plots were vacated during this report period, and are as follows:

   - Two at Penfold Lane
   - One at Worthing Road

   All plots have now been re-let.

4. The roadway that provides access to the Worthing Road allotment site, and that is owned by the Parish Council, is in need of levelling and filling once again. The Parish Councils' Grounds Maintenance Contractor has been asked to undertake these works.

5. **Conbar Avenue Site Activity**

   May

   Removal of Glass and Boundary Clearance letter: Plot 11

   June

   Tidy Up Letter: Plot 2

   July

   Tidy Up Letters: Plot 6A

   Plot 13

   Plot 28

   August

   Tidy Up Letter: Plot 14

September

Tidy Up Letter:	Plot 35A
2nd Tidy Up Letter:	Plot 14

6. Penfold Lane Site Activity

May

Tidy Up & Rubbish Clearance Letter: Plot 23A

June

Tidy Up Letters:	Plot 4A
	Plot 8
	Plot 20
2nd Tidy Up Letters:	Plot 12
	Plot 14/14A
	Plot 17

July

Tidy Up Letters:	Plot 7A
	Plot 36
	Plot 37A
2nd Tidy Up Letters:	Plot 4A
	Plot 8
	Plot 20
Tenancy Terminated:	Plot 17*

*Please note that this Plot was subsequently vacated and awaiting a full rotavation by the Councils' Grounds Maintenance Contractor due to the compacted nature of the soil. This is as a result of the Plot being covered with weed barrier for many years.

August

Tenancy Terminated:	Plot 4A
Non-Deposit Refund Letter:	Plot 4A

September

New Tenancy:	Plot 4A
Tidy Up Letters:	Plot 23A
	Plot 26
	Plot 38

7. **Worthing Road Site Activity**

May

Nothing to report

June

3rd Letter - Notice to Quit: Plot 3

July

Tenancy Terminated: Plot 3

August

New Tenancy: Plot 3

September

Nothing to report

8. The Committee's consideration of the information contained within this Report is requested.

1 October 2026 **Deputy Clerk of the Council**

ALLOTMENTS COMMITTEE

EXPENDITURE	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Water Supply	4,000.00	2,608.76	4,500.00	3,750.00	4,500.00
Miscellaneous/Contingencies	4,500.00	3,564.56	4,500.00	3,750.00	4,500.00
Tree Works - General	750.00	375.00	750.00	500.00	750.00
Improvements	-	-	500.00	1,950.00	500.00
TOTAL EXPENDITURE	**9,250.00**	**6,548.32**	**10,250.00**	**9,950.00**	**10,250.00**

INCOME	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Rents/Miscellaneous	6,300.00	6,454.62	6,400.00	6,400.00	6,900.00
TOTAL INCOME	**6,300.00**	**6,454.62**	**6,400.00**	**6,400.00**	**6,900.00**
NET EXPENDITURE	**2,950.00**	**93.70**	**3,850.00**	**3,550.00**	**3,350.00**

RUSTINGTON PARISH COUNCIL

DIARY DATES 2027

Monday	4 January	Planning Committee
Monday	25 January	Finance and General Purposes Committee
Monday	25 January	COUNCIL
Monday	25 January	Planning Committee
Monday	22 February	Finance and General Purposes Committee
Monday	22 February	COUNCIL
Monday	22 February	Planning Committee
Monday	1 March	Allotments Committee
Monday	1 March	Leisure and Amenities Committee
Monday	22 March	Finance and General Purposes Committee
Monday	22 March	COUNCIL
Monday	22 March	Planning Committee
Thursday	8 April	**ANNUAL ASSEMBLY OF THE PARISH MEETING**
Monday	12 April	Planning Committee
Monday	26 April	Finance and General Purposes Committee
Monday	26 April	COUNCIL
Monday	26 April	Planning Committee
Thursday	6 May	**COUNCIL ELECTIONS**
Monday	24 May	Finance and General Purposes Committee
Monday	24 May	ANNUAL COUNCIL
Monday	24 May	Planning Committee
Monday	7 June	Allotments Committee
Monday	7 June	Planning Committee
Monday	7 June	Leisure and Amenities Committee
Monday	28 June	Finance and General Purposes Committee
Monday	28 June	COUNCIL
Monday	28 June	Planning Committee

RUSTINGTON PARISH COUNCIL

DIARY DATES 2027

Monday	26 July	Finance and General Purposes Committee
Monday	26 July	COUNCIL
Monday	26 July	Planning Committee
Monday	2 August	Leisure and Amenities Committee
Monday	16 August	Emergency Planning Committee
Monday	16 August	Finance and General Purposes Committee
Monday	16 August	Planning Committee
Monday	6 September	Planning Committee
Sunday	19 September	**CIVIC THANKSGIVING SERVICE & PRESENTATION RECEPTION**
Monday	27 September	Finance and General Purposes Committee
Monday	27 September	COUNCIL
Monday	27 September	Planning Committee
Monday	18 October	Allotments Committee
Monday	18 October	Leisure and Amenities Committee
Monday	25 October	Finance and General Purposes Committee
Monday	25 October	COUNCIL
Monday	25 October	Planning Committee
Monday	8 November	Planning Committee
Monday	22 November	Finance and General Purposes Committee
Monday	22 November	COUNCIL
Monday	29 November	Planning Committee
Saturday	11 December	**CAROL CONCERT**
Monday	13 December	Finance and General Purposes Committee
Monday	13 December	Planning Committee

26/10/2026

Outlook

Re: Fw: Remembrance Sunday Church Service

From Jean
Date Mon 19/10/2026 11:40
To Carole Ward <CaroleWard@rustington-pc.gov.uk>

Morning Carole

The church service starts at 10am. Flag bearers usually meet up outside the church to line up at 9.45 by the latest. Those attending the service need to be sat down by 9.50am please. There will be reserved seats at the front for the Chairman of the council plus a few extra seats for others. There will also be reserved seating for the flag bearers and leaders (the numbers are confirmed at the rehearsal the week before).

Hope this is of help
Jean

Rustington Remembrance Parade and Service

Sunday 8 November 2026

Before the Parade

The **Road Closures** take effect from **10:30 am.**

The Parade will start to muster, at the junction of Sea Lane and The Street (Adjacent to the Church) after the Church Service.

The **Parade will start forming up at 10:45 am,** as soon as the road is closed.

The **Parade will step off** from The Street, near its junction with Sea Lane at **10:50 am,** heading east along The Street towards the War Memorial.

The Parade and Service Timings

10:55 am - Parade comes to Attention

The Parade will march off in the order below:

1. NTC Training Ship Implacable Band
2. Union Flag
3. Clergy
4. Veterans
5. Civic Dignitaries and Invited Guests
6. Army Cadets
7. All other Groups/Organisations/Associations/Members of the Public
8. Scout Flags, escorts and members
9. Girl Guide Flags, escorts and members

10:56 am - Presiding Ministers will welcome everyone and open the Service.

10:58 am - Exhortation will be read.

10:59 am - Duty Bugler will sound Last Post.

TWO MINUTE SILENCE

11:02 am - Bugler will sound Reveille.

Wreath laying to commence in the confirmed order, which will be circulated separately.

Wreath layers will be announced via the PA System.

After last wreaths are laid Kohima Epitaph is received.

Service to conclude as per Order of Service.

Parade to then reform behind the Band and parade back along route, in same order as before, to Church Road.

Scouts and Guides to return to their respective venues - Band and other participants to disperse.

As soon as roads are clear of the Parade, the road closures will be lifted.

Thank you to everyone for your participation in this year's event.

Remembrance Sunday – 8 November 2026
Rustington



Welcome/Introduction

The Reverend Natalie Bawcutt and The Reverend Rosemarie Clarke

Readings and Preparation

The Exhortation

Jon Street - Former Royal Army Physical Training Corps

following which all affirm: ***We Will Remember Them***

The Last Post is sounded to signal the beginning of the **two-minute Silence**

Silence

Reveille is sounded

Representatives of Organisations and others come forward to lay wreaths

Recital of The Kohima Epitaph

Andrei Netherwood - Former Parachute Regiment and Royal Military Police

Prayers

Prayers and The Lord's Prayer

Our Father, who art in heaven,
Hallowed be thy Name.
Thy Kingdom come.
Thy will be done on earth,
As it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses,
As we forgive those who trespass against us.
And lead us not into temptation,
But deliver us from evil.
For thine is the kingdom,
The power, and the glory,
For ever and ever. Amen

The National Anthem (Verse 1 only)

God save our gracious King!
Long live our noble King!
God save the King!
Send him victorious,
Happy and glorious,
Long to reign over us,
God save the King.

Blessing





Photography and Filming Notice

Photography and filming will be taking place during the Parade and Service, and footage captured during the Event may feature in the Council's publicity material and external press releases. If you do not wish to be photographed, or do not want your image used in Council publicity, please inform a member of the Council's personnel.

Outlook

Arun Flood Forum - 5 November 2026

From Emma Strudwick <emma.strudwick@arun.gov.uk>
on behalf of
Joe Russell-Wells <Joe.Russell-Wells@arun.gov.uk>

Date Mon 28/09/2026 1:31 PM

To clerk@aldingbourne-pc.gov.uk <clerk@aldingbourne-pc.gov.uk>; clerk@aldwickparishcouncil.gov.uk <clerk@aldwickparishcouncil.gov.uk>; admin@angmering-pc.gov.uk <admin@angmering-pc.gov.uk>; townclerk@arundeltowncouncil.gov.uk <townclerk@arundeltowncouncil.gov.uk>; burphamandwepham@gmail.com <burphamandwepham@gmail.com>; clerk@clapham-wsx-pc.gov.uk <clerk@clapham-wsx-pc.gov.uk>; clerk@clympingpc.org.uk <clerk@clympingpc.org.uk>; clerk@eastpreston-pc.gov.uk <clerk@eastpreston-pc.gov.uk>; parishoffice@ferringparishcouncil.org.uk <parishoffice@ferringparishcouncil.org.uk>; clerk@findonparishcouncil.gov.uk <clerk@findonparishcouncil.gov.uk>; clerk@fordwestsussex-pc.gov.uk <clerk@fordwestsussex-pc.gov.uk>; clerk@kingston-wsx-pc.gov.uk <clerk@kingston-wsx-pc.gov.uk>; ltc@littlehampton-tc.gov.uk <ltc@littlehampton-tc.gov.uk>; clerk@middleton-on-sea-pc.gov.uk <clerk@middleton-on-sea-pc.gov.uk>; clerk@paghamparishcouncil.gov.uk <clerk@paghamparishcouncil.gov.uk>; patchingpc@gmail.com <patchingpc@gmail.com>; polingparishmeetingchair@gmail.com <polingparishmeetingchair@gmail.com>; enquiry <enquiry@rustington-pc.gov.uk>; clerk@slindonparishcouncil.gov.uk <clerk@slindonparishcouncil.gov.uk>; clerk@walberton-pc.gov.uk <clerk@walberton-pc.gov.uk>

Arun District Council are hosting the next Arun Flood Forum meeting on Thursday 5 November 18:00 – 20:00 at the Civic Centre office . Representatives from the town and parish councils are rotated at each meeting, for the November meeting Bognor, Bersted, Felpham and Barnham/Eastergate have been invited to join the Arun Flood Forum Members, the main focus for the meeting for the 5 November will be:-

- Shripney/Lidsey update.
- Terms of Reference update.
- Partner agency updates.
- Winter preparedness and key messaging.

The Arun Flood Forum meeting and outputs are reported to the Environment Committee, below you will find links to these meetings for your information.
Arun District Council – Environment Committee – 19 March 2024
Arun District Council – Environment Committee – 20 June 2024
Arun District Council – Environment Committee – 19 September 2024
Arun District Council – Environment Committee – 30 January 2025
Arun District Council – Environment Committee – 26 June 2025
Arun District Council – Environment Committee – 29 January 2026

The minutes from the meeting held in April 2026 went to the Environment Committee on the 17 September and will be available shortly.

If you would like to send a representative from your town/parish council to attend this meeting as an observer, or have any questions that you would like the Flood Forum to consider please could you email myself or the generic arun.flood.forum@arun.gov.uk email address by the **9 October**, this will ensure the respective agency has had chance to review and provide the response for the meeting.

Kind regards

Joe

Joe Russell-Wells
Group Head of Environment and Climate Change
T: 01903 737914
E: joe.russell-wells@arun.gov.uk
Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk



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Outlook

T&P Climate Action Network – Opportunities to share

From Patrick Raaj Felix <Patrick.RaajFelix@arun.gov.uk>
Date Tue 06/10/2026 1:41 PM
To Patrick Raaj Felix <Patrick.RaajFelix@arun.gov.uk>

Hi all,

Hope you're well.

I just wanted to share a couple of opportunities that have come through which may be of interest to you, your councils, or others within your wider networks.

1. **Free Carbon Literacy Training:**

The South Downs National Park Authority is offering free online Carbon Literacy training for residents, parish councils and businesses. The training covers the causes and impacts of climate change, the solutions available, practical actions we can all take, and how organisations can get started on their own Carbon Literacy journey.

The sessions available are:

- **Wednesday 11 November, 9:30am–4:30pm** – full day
- **Thursday 12 November, 9:30am–4:30pm** – full day
- **Wednesday 11 November, 9:30am–12:30pm and Thursday 12 November, 1:30pm–4:30pm** – two half-day sessions

Places are limited and you can find further information and book here:

https://www.eventbrite.co.uk/e/carbon-literacy-training-for-residents-parish-councils-and-businesses-tickets-1998428848482

Please feel free to share this with anyone who may be interested.

2. **West Sussex Nature Recovery Fund**

West Sussex County Council has also launched its **Nature Recovery Fund**, which will support practical projects that help deliver the priorities of the Local Nature Recovery Strategy across West Sussex.

There may be projects or ideas within your councils or communities that could potentially benefit from the fund, so please do have a look and share it with anyone you think may be interested.

If you have any questions about this opportunity, want to check if your project is eligible, or would like to discuss an outline project idea, please contact Holger in the first instance;

- email: naturefund@westsussex.gov.uk
- phone: 0330 222 9425

Please feel free to share both opportunities through your wider networks where useful.

Looking forward to seeing you all next week for our network meeting with Energise South Downs!

Kind regards,
Patrick

Patrick Raaj Felix (*he/him*)

Habitat Banking Project Officer

T: 01903 737891
E: patrick.raajfelix@arun.gov.uk
Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk

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Outlook

Invitation to Community Safety Project Showcase Event

From Dax O'Connor <Dax.OConnor@arun.gov.uk>
Date Tue 06/10/2026 8:42 AM

Dear Town and Parish Clerks (and staff and Councillors),

On behalf of the Safer Arun Partnership, I am delighted to invite you and your elected members to our Community Safety Project Showcase Event on:

Wednesday 18 November 2026
10:00am - 12:00pm
K2 Youth & Community Centre, Eldon Way, Littlehampton, BN17 7HE

This event will bring together local organisations, community groups and partner agencies that have received Community Safety Partnership funding to deliver projects that support safer, stronger and more connected communities across Arun.

It is a fantastic opportunity to learn about the wide range of initiatives being delivered locally, hear directly from project representatives about the impact of their work, and see how partnership investment is making a positive difference to residents' lives.

Attendees will have the opportunity to:

- Meet organisations delivering community safety projects across the district.
- Learn about the outcomes and benefits achieved through partnership funding.
- Discover innovative approaches to addressing local challenges.
- Network with community organisations, schools, councillors, and statutory partners.
- Explore opportunities for future collaboration within your local communities.

Town and parish councils play an important role in understanding and responding to local concerns, and we would be grateful if you could share this invitation with your Chair, members of council, and any councillors with an interest in community safety, youth provision, wellbeing, community development, or local partnership working.

The morning will be informal, with displays and opportunities to speak directly with project leads about the work they are delivering across Arun.

Refreshments will be available throughout the event.

To help with planning, we would be grateful if you could let us know whether you are able to attend by emailing Kasia.Racey@arun.gov.uk. This is a 'drop-in' event, so feel free to come and go as suits you during the morning.

We hope you, your elected members, and any interested staff, will be able to join us for what promises to be an informative and inspiring event, celebrating the collective efforts that are helping to make Arun an even safer and stronger place to live.

Kind regards,

Dax O'Connor
Community Safety Manager, Housing, Wellbeing and Communities

T: 01903 737834
E: dax.oconnor@arun.gov.uk
M: 07824 087841

Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk





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Outlook

Agenda Item: 17

Dependants' Carers' Allowance

From Emily Simpson <admin@wsalc.co.uk>
Date Tue 29/09/2026 1:17 PM
To Emily Simpson <admin@wsalc.co.uk>

1 attachment (30 KB)
Carers expenses template letter.docx;

Dear Clerk

Please see the below from NALC.

Kind regards
Emily

Weymouth Town Council Sustainable Communities Act Dependants' Carers' Allowance updated proposal

Weymouth Town Council has confirmed that it will be requesting re-submission of an amended Dependants' Carers' Allowance proposal to the Government in the next few months. Currently principal authorities have the right to make payments using this allowance to their councillors to assist them to part pay for childcare and dependants' care while those councillors attend council business such as council meetings. This same right is not currently given to parish and town councils. Back in August Weymouth Town Council (WTC) spoke to the NALC Policy Committee who were incredibly supportive and NALC Officers have advised us and guided us on the way forward. On 2nd September this year Weymouth Town Council formally agreed to appeal the government's decision (from April 2026) that this right should not be granted to parish and town councils) and the council is grateful for NALC's backing in supporting it in that. WTC is currently surveying its residents and NALC have recently surveyed all councils. The results from the WTC survey will form part of the submission from Weymouth Town Council to NALC, with a view to NALC resubmitting the proposal in December 2026. Today we are asking for your help in righting this inequality and we want to ask you to write to your MP to highlight this issue and to say that you support the forthcoming appeal. Some suggested text is contained in the attached letter template for you to fill in and send to your local MPs. Please email Jane.Biscombe@weymouthtowncouncil.gov.uk if your parish or town council is interested in helping with this campaign more widely.

The proposal is very highly likely to be submitted to Govt. in/by December 2026 so writing now to MPs will raise awareness with them ahead of time

Many thanks for this.

nalc
National Association of Local Councils
The Bloomsbury Building, 10 Bloomsbury Way, Holborn, London WC1A 2SL
www.nalc.gov.uk
nalc@nalc.gov.uk

Dear **[insert name of MP here]**

I am writing from [insert council name here] to ask you to support an important matter being raised by Parish and Town Councils in England.

Back in 2019 Weymouth Town Council submitted a challenge to the government under the Sustainable Communities Act 2007 regarding the ability of Parish and Town Councils in England to be able to pay dependents care expenses for Councillors when attending Council meetings.

Currently principal authorities have the right to make payments using this allowance to their Councillors to assist them to part pay for childcare and dependent's care while those Councillors carry out official council business such as council meetings. This same right is not currently given to parish and town councils in England, although it is in Wales.

Earlier this year the government responded to Weymouth Town Council saying that MHCLG had decided not to take forward changes to right this inequality.

Weymouth Town Council will be appealing this decision and will be requesting re-submission of an amended Dependents' Carers' Allowance proposal to the Government in the next few months. The change being asked for is that Parish and Town Councils in England are given the ability to pay carer's expenses, not a duty to, so it will not be compulsory.

[Insert council name here] want you to support the forthcoming appeal for two main reasons:

- To ensure that carers in England are no longer disadvantaged in this way. There is no reason for carers in England to be singled out for this disadvantage and that this omission from the audit regulations represents an inequality under the Equalities Act 2000. While not having their own specific protected characteristic, carers are covered by equalities legislation regarding employment, service provision, and education, prohibiting unfair treatment or "discrimination by association".
- To remove this barrier to civic participation, to ensure a diverse range of candidates are able to stand for election to make sure our most local councils reflect our communities.

Thank you for taking the time to read this letter and I hope you feel able to support our sector in this vital area of work.

Yours....

Outlook

RE: Urgent: Request to attend Stagecoach Customer Service Bus in East Preston next Tuesday 29th regarding Rustington Bus Corridor impacts

From Alison Cooper <alison.cooper@westsussex.gov.uk>
Date Mon 12/10/2026 12:45
To Marie [redacted]
Cc Carole Ward <CaroleWard@rustington-pc.gov.uk>

Dear Marie,

Thank you for the email, I want to quickly reply as it may be a while before I am able to check in with the funeral arrangements and house clearance from my brothers passing.

If the Parish Council are to take any action, then that would have to be a Parish Council decision so will copy the clerk in so that she can put that in progress.

I think you may have misunderstood my previous reply, I meant that I had challenged the decisions from WSCC and the Ombudsman reply and had been advised that the ombudsman ruling had not given them any option but to close the complaint, therefore exhausting all options.

Your meeting with Rob Vince sounded positive and would imagine the Parish Council would look favourably on writing to support some mitigation measures.

Kind Regards

Alison Cooper

Alison Bryden Cooper
County Councillor for Rustington
Email: Alison.Cooper@westsussex.gov.uk
Phone: 07753573838

From: Marie [redacted]
Sent: 11 October 2026 18:14
To: Alison Cooper <alison.cooper@westsussex.gov.uk>
Subject: Re: Urgent: Request to attend Stagecoach Customer Service Bus in East Preston next Tuesday 29th regarding Rustington Bus Corridor impacts

EXTERNAL

Dear Alison,

Thank you for your email whilst it would have been useful for a member of Rustington Parish Council to have attended and put our case I feel that, as you state, we are alone in complaining. However, this does not mean that there isn't an issue to be resolved. It is without doubt that over 200 buses a day through Rustington is excessive for the number of passengers and also that there are proven health risks to air, noise and vibration pollution. So you could see my campaign as a waste of time or as an opportunity to assist the greater community particularly as the buses idle at the playschool.

To seek a constructive solution, I met with Rob Vince, the Business Development Manager at Stagecoach South. He was pleasant in conversation and openly agreed that the noise and vibration from bus idling is deeply unpleasant, so much so that he admitted he previously moved house to escape it. I leave you to make your own conclusions on that.
We discussed the issues and ways of mitigating the impacts including:

- Phasing out and replacing older vehicles in the local fleet with quieter, modern models.
- Implementing driver protocols to reduce engine idling
- Reviewing timing points to prevent buses from building up at certain stops
- Improvements to the physical bus stop infrastructure to help dampen noise levels. Rubberized Asphalt seems to be well regarded in the industry.

Despite following up on our discussion with an email, I have yet to hear back from him. It is likely Stagecoach is under pressure elsewhere, given recent public complaints regarding a 400-a-day bus service through a Crawley housing estate and articles in The Worthing Journal about the seafront looking like a bus depot. Clearly, Rustington is not the only community being used as a corridor for Stagecoach's convenience.

Thank you for taking up the case with West Sussex County Council (WSCC) and the Ombudsman. Could you please provide the specific dates these petitions were entered and detail exactly what their responses were?

I firmly believe that if the Parish Council takes this issue seriously, both WSCC and Stagecoach will be forced to act. You noted that the Parish Council has exhausted all options; could you please formally confirm whether there is truly nothing else the Council is prepared to do, and clarify if this is because you are legally powerless to act or because the Council does not view this as a priority issue?

Kind regards,
Marie [redacted]

On Thu, 8 Oct 2026 at 10:57, Alison Cooper <alison.cooper@westsussex.gov.uk> wrote:

> Dear Marie,
>
> Sorry I just found this in my draft emails which I started writing on 28/9/26 before being distracted. I must apologise for this omission and also that I was unable to attend. Please feel free to keep emailing me, I always read even if I have nothing to add at the time.

Unfortunately I have already committed to meetings tomorrow. Whilst I have, and will continue to raise your issues I do have to say that you are the only person to have contacted me, and it is quite clear most residents of Rustington feel differently about the bus service.

I have exhausted all options with WSCC and the ombudsman.

If you attend the meeting, please feel free to let me know how it went.

Kind Regards

Alison Cooper

Alison Bryden Cooper
County Councillor for Rustington
Email: Alison.Cooper@westsussex.gov.uk
Phone: 07753573838

From: Marie [redacted]
Sent: 27 September 2026 10:22
To: Alison Cooper <alison.cooper@westsussex.gov.uk>
Subject: Urgent: Request to attend Stagecoach Customer Service Bus in East Preston next Tuesday 29th regarding Rustington Bus Corridor impacts

****EXTERNAL****

Dear Alison,

Next Tuesday 29th September from 10am until 2pm, the Stagecoach customer service bus will be visiting East Preston. This presents a rare opportunity for the public to confront the operator directly regarding the increase and impacts of the buses through Rustington.I am writing to ask if you will commit to attending this customer service bus event to demonstrate to Stagecoach the commitment of the local council to address this issue. We urgently need our elected officials to show a unified front and pressure Stagecoach into reviewing these routes, ending the clustering at residential timing points, and working with West Sussex County Council to commission proper air quality and public health impact assessments.

Thank you for your time, and I look forward to hearing whether you will be able to attend.

Kind regards,
Marie [redacted]

BUSES IN RUSTINGTON https://share.google/e9JXlZ0pGPT0wd3Fv

Outlook

Re: Automatic reply: Arundel Illuminated Tractor Run 2025

From Bethany Griffiths [redacted]
Date Fri 16/10/2026 12:13
To Carole Ward <CaroleWard@rustington-pc.gov.uk>

Dear Carole,

I am emailing further to our recent correspondence regarding the Arundel Illuminated Tractor run on 20th December 2026.

We have now created a route that we feel gives as many people the opportunity of seeing the tractors whilst being as easy as possible for the tractors to negotiate.

We are intending to follow the same route from Arundel to Rustington High Street, but rather than carry on up North Lane we would like to turn left at the Church to go down Sea Lane and along the seafront, follow South Terrace until we meet Fitzalan Road and then head up this road until we meet the new Lyminster Bypass and back to Arundel.

There is a slight pinch point on Sea Lane by the shops at Cudlow Avenue but we feel that this gives lots of safe clear viewing points. This year we should have a website with an interactive route where we can mark good places to watch from, where car parks are and their cost and any quiet areas where tractors (hopefully won't be making noise due to horses which may well be useful for families with noise sensitive children or indeed adults!)

We would be very grateful for any help you can give us with marshalling, advertising and to notify any businesses such as pubs or cafes that might be able to benefit. We would also appreciate any comments you have.

On the night the website map will show the real time position of the lead tractor which hopefully help spectators.

Many thanks

Bethany