

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 3 August 2026

PRESENT: Councillors Mrs A Cooper (Chairman), J Ceiriog-Hughes, A Cooper, G Lee, Mrs S Partridge, D Rogers and J Street

In attendance: Ms R Costan (Deputy Clerk), Mrs C Ward (Clerk of the Council) and Mr J Burch (Leisure and Amenities Officer)

38/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Work Commitment), Mrs Gregory (Personal) and Mrs Stevens (Personal). These apologies were accepted by the Committee.

39/26 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

40/26 MINUTES

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

41/26 WOODLANDS RECREATION GROUND

(a) Service Road - Rear of Jubilee Avenue

The Deputy Clerk referred to correspondence, previously circulated, from a resident of Jubilee Avenue. She explained that the resident had raised concerns regarding the access to the Service Road adjacent to the North Field. She reminded Members that the Service Road was not private land and formed part of the Freehold Land held by the Parish Council since 1937.

She confirmed that the residential properties which abutted the Service Road had a right of access over the land, to their houses, but that the Road was not for exclusive use by the residents. She added that individual Licences were held between the owners of eleven properties in Jubilee Avenue and the Parish Council, in relation to various items encroaching onto the Service Road e.g. hard standing for parking at the end of gardens.

She then confirmed that these Legal Agreements were issued in 2000 and stated that "The Licence is granted subject to any existing rights of way which affect the land and the Licensee shall not impede the owner (RPC), other residents of Jubilee Avenue or the public in the exercise of any such rights". She added that the resident who had made the representation held one of the aforementioned Licences.

Following a detailed discussion and noting that the area concerned is classed as Public Land, the Committee RECOMMENDED that no further action should be taken regarding the restriction of public access to the Service Road.

(b) South Coast Skate Club

The Deputy Clerk referred to Minute 20/26(d) and confirmed that the free weekly skateboard sessions began on Friday 24 July 2026 and had, to date, proven very popular. She reminded Members that the sessions had been funded via a successful funding application to the Safer Arun Partnership and delivered by the South Coast Skate Club.

The Committee was pleased to NOTE this information.

(c) **Circus Wonderland - Family Circus Visit**

The Deputy Clerk referred to Minute 36/26 and confirmed that the Circus Wonderland visit had taken place between 5 July and 12 July 2026. She said that the visit had been a success, in logistical terms at the Recreation Ground, but that audience attendance had been low due to the exceptional high temperatures during the week. She explained that unfortunately the multiple heatwaves were proving to be detrimental for the Circus across the Summer season.

The Committee NOTED this information.

(d) **Sage House Dementia Advisory Bus**

The Deputy Clerk reminded the Committee that the Sage House Outreach Dementia Advisory Bus had first delivered its services from the Woodlands Recreation Ground in September 2025. She explained that the services offered by the Advisory Bus included:-

- One to one emotional support
- Accurate, accessible information
- Support to access the right services at the right time
- Support to live well with dementia and maximise your quality of life
- Care planning for the future
- Information about peer support groups

She stated that the Service would continue to visit the Recreation Ground on a monthly basis and that the Sage House Team valued the warm welcome and support provided by the Parish Council.

The Committee was pleased to NOTE this information.

42/26 THE WOODLANDS CENTRE - CURRENT LETTINGS

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2026 to 31 July 2026 was currently above the 2026/2027 Estimate of £60,000.00 at 0.76%.

She said that the total income to the aforementioned date was £22,167.84 which represented 36.95% of the Budget.

The Committee was pleased to NOTE this information.

43/26 SAMUEL WICKENS CENTRE - CURRENT LETTINGS

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2026 to 31 July 2026 was currently above the 2026/27 Estimate of £15,500.00 by approximately 18.46%.

She said that the total income to the aforementioned date was £6,120.65 which represented 39.49% of the Budget.

The Committee NOTED this information.

44/26 RUSTINGTON YOUTH CENTRE

(a) **Current Lettings**

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2026 to 31 July 2026 was currently above the 2026/2027 Estimate of £35,000.00 by 1.52%.

She said that the total income to the aforementioned date was £11,843.00 which represented 33.84% of the Budget.

The Committee NOTED this information.

(b) Worthing Table Tennis Club (W TTC)

The Deputy Clerk referred to Minute 29/26(b) and confirmed that the Senior Youth Table Tennis Club would begin at the start of the new school year in September. She explained that an advertisement detailing both the existing Junior and new Senior Youth sessions had been included within the most recent edition of the Parish Newsletter.

She confirmed that following agreement by Councillor Cooper, Chairman of the Council and Councillor Bennett, Chairman of the Finance and General Purposes Committee, an additional Table Tennis table, sourced by W TTC, had been purchased for £150.00. She added that the new table would be easily stored within the Youth Centre.

The Committee was pleased to NOTE this information.

(c) Replacement of 18 LED Batten Lights

The Clerk explained that there were 18 Batten Lights located within the Kilhams Hall, at height, within the Youth Centre building. She confirmed that some of the lights were in need of replacement, but these types of fittings were now obsolete. She advised that following a survey of the condition of the remaining units by the Council's Electrical Contractors, Barkers Electrical, it had been established that all of the lighting units would need replacing in the imminent future. She said that a Quotation had been received and accepted totalling £1,858.33 plus VAT. She added that due to the height of the ceiling a scaffold tower would be required to enable the works to be safely completed, and that they would have to be undertaken at a weekend when hirings were limited.

The Committee NOTED this information.

45/26 RUSTINGTON MUSEUM

The Deputy Clerk referred to a Report, previously circulated, from the Museum Manager. She explained that the Museum had delivered several successful outreach events which had attracted further enquiries from a variety of community-based settings and added that the Museum Team were developing new "Talks" content in order to extend the Museum's offer. She added that the Assistant Museum Manager, would be delivering the August Public Talk, at the Museum, on the theme of Seaside Tourism in the Victorian and Edwardian Period.

The Deputy Clerk then referred to a request from local Author Chris Hare to stock two of his recent publications within the Museum "shop". She explained that the Museum did not currently sell books on the behalf of anyone without an established long-term link to the Museum, but that Members may wish to consider stocking five copies of "Sussex History - Folklore and People". She confirmed that this would be at no cost to the Museum. She added that the second Title, proposed to be stocked, was very niche, and could be considered as a sometimes-controversial subject and, therefore, not appropriate to be sold by the Museum.

Following a brief discussion the Committee RECOMMENDED that five copies of "Sussex History-Folklore and People" should be available for sale within the Museum for a trial period of 6 months.

Councillor Rogers raised a concern regarding the security of the handling of cash at the Samuel Wickens Centre. The Deputy Clerk confirmed that any income generated via the Museum "shop" was passed onto the Finance Manager/RFO, on a regular basis, for banking, etc. and that the sums of money concerned were very minimal.

The Committee then discussed the benefits of introducing a Contactless Payment option at the Samuel Wickens Centre, especially in terms of Public Talk donations and “shop” purchases.

Following a detailed discussion the Committee RECOMMENDED that the Finance Manager/RFO be asked to explore the potential costs and benefits of the introduction of a Contactless Payment system for use at the Samuel Wickens Centre.

Councillor Cooper then requested that the Museum Team consider allocating additional time to the development of Digital Outreach side of the Service. The Deputy Clerk confirmed that this area of work had been highlighted as a key action within the Team’s targets which had been set as part of the ongoing line management supervision process.

The Committee NOTED the remainder of the Report.

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

46/26 WOODLAND PARK SPORTSFIELD - EXTENSION OF LEASE

The Clerk referred to Minute 31/26(b) and reported that the new Lease and Underlease had still not been completed. She said that the Council’s Solicitors were continuing to chase the County Council’s Property and Legal Teams on a regular basis, but that frustratingly there was nothing further to report at this time.

The Committee continued to be concerned to NOTE this information.

47/26 PUBLIC SEATS - PROGRESS REPORT

The Deputy Clerk reported that general maintenance, including repairs and repainting, of the Council’s seat stock had continued over the summer months. She confirmed that 23 seats had been painted by the Council’s external contractor, and the Leisure and Amenities Officer had also undertaken repairs to several seats in the centre of the Village and the Greensward.

The Committee NOTED this information.

48/26 REPLACEMENT OF THE WAR MEMORIAL

The Deputy Clerk referred to Minute 50/25 and confirmed that the replacement Memorial would be installed during the week beginning 7 September 2026. She reminded Members that the replacement would be an exact matching replica of the existing Memorial.

The Deputy Clerk then explained that the Reverend Natalie Bawcutt had contacted the Council with a kind offer to host a short blessing ceremony for the replacement Memorial. She confirmed that she, the Clerk and the Personal Assistant to the Clerk had met with the Reverend Bawcutt and had discussed a proposed date of 20 September 2026 for the blessing ceremony, subject to the Council’s approval. She explained that a short ceremony would take place, on site, prior to the planned Civic Service and that the Reverend Rosemarie Clarke from the Methodist Church would be approached to lead the rededication/blessing jointly with the Reverend Natalie Bawcutt.

Following a brief discussion the Committee RECOMMENDED that the offer by the Reverend Natalie Bawcutt to deliver a blessing ceremony, in conjunction with the Reverend Rosemarie Clarke from the Methodist Church be accepted, with the date to be set as Sunday 20 September 2026.

The Committee then AGREED that Councillor Street should make contact with the Royal British Legion, East Preston, to invite a Standard Bearer to attend the blessing ceremony.

Councillor Street then asked if consideration could be given to adding names of Armed Forces Personnel who had been lost in conflict since the conclusion of the Second World War.

The Committee AGREED that Councillor Street should undertake research regarding the names of any additional Rustington residents, who may have lost their lives in active Service, and to then liaise with the Deputy Clerk with any findings.

49/26 GARDENS COMPEITION 2026

The Deputy Clerk reported that a Press Release containing details of the declared winners and runners-up in the Gardens Competition had been previously sent to all Members as follows:-

Class 1 - Window Boxes, Balconies and Patio Tubs etc. (Residential)

Winner 6 Donnington Place, Woodlands Avenue

Runner-Up 26 Ash Lane

Class 2 - Window Boxes, Balconies and Patio Tubs etc. (Commercial)

Winner Sweetpeas & Honeybees Boutique Florist, North Lane

Runner-Up The Lamb Public House, The Street

Class 3 - Front Gardens of Any Size inc. Paved Gardens with Patio Tubs (Residential)

Winner 2 Windmill Drive

Runner-Up 2 Tithe Green

Class 4 - Front Gardens of Any Size (Commercial)

Winner Rustington House, Worthing Road

Class 6 - Community Gardens

Winner The Laurels Day Centre, Sheep Fold Avenue

Runner-Up The Hidden Twitten (Rear of Herne Gardens/Orchard Gardens Garage Compound)

She reminded the Committee that the short-listed entries in the Competition had been judged by Councillors Andy Cooper (Chairman of the Council), Gary Lee (Vice-Chairman of the Council) together with Mrs Joanne Crockford (Ferring Nurseries).

The Committee were pleased to NOTE this information.

Following a further detailed discussion regarding the delivery and format of the Competition, the Committee RECOMMENDED that a small Working Party comprising of Councillors Mrs Cooper, Cooper, Lee and Street be established to review and possibly redesign the format, in advance of the 2027 Competition.

It was further RECOMMENDED that any recommendations by the Working Party, should be presented to the October Meeting of the Leisure and Amenities Committee.

50/26 DATES OF FUTURE MEETINGS

The Chairman reminded the Committee that the next Meeting was scheduled for 19 October 2026 commencing at 6.00 pm.

There being no further business the Meeting concluded at 6.52 pm.

Chairman: Date:

Museum Report – Leisure & Amenities Committee – July 2026

Documentation

I have continued to work on Modes records, tidying errors and adding photographs of the objects to the records as this helps with identification when looking for the items and considering them for display. The number of records stands at 4,706.

Collection Care and Storage

We have continued to prepare for the collection move from the Woodlands Store. There is currently a filing cabinet in that store, which holds accessioned paper documents. This is not the ideal storage, and so we are taking the store move as an opportunity to remove the items from the filing cabinet for more suitable storage in boxes at the museum store. This is a time-consuming process as I have been going through the Modes records for the items, scanning them and attaching the scans to the records before relocating them into new places. As part of this process, I plan to purchase some new archival boxes.

Acquisitions

Rustington Otters Youth Football Club dropped off two shirts and a scarf just in time for World Otter Day in May and the scarf was placed in the foyer case for a short period.

Recently a gentleman came into the museum with two keys which are marked on the top with R & I Stacey LTD, Ironmongers Rustington, we took these into the collection as an example of a local business.

Social Media

The website changes have been working well and allows us to have past exhibitions and multiple upcoming events displayed.

The Museum Facebook page continues to grow, from 840 (last Report) to 848 followers.

Beth has been posting things which are related to national days and events from the collection while I posted an image of an Order of Service booklet because I happened to be looking at it on the same day as was printed on the front. Posts like these help build a following as we are not just posting events but also information people may be interested in.

Events

Talks have been going well. We have booked The Magic of Pantomime for the December talk. This will be early in December to avoid the Christmas rush.

DATE	No of attendees	Talk Title
21st January	10	Duncan Jay- The Musings of a Misunderstood Man
25th February	37	Dr Janet Pennington- English Inn Signs

18th March	31	Holly Parsons- Suffrage in Surrey and beyond
15th April	24	David Slade- The Raid on Zeebrugge, St George's Day 1918
20th May	60	Dominic Grier and Richard Amey- Rustington's Sir Hubert Parry — His Music, Life and Times
17th June	24	Sussex Wildlife Trust- This year's photograph competition
15th July	17	Lisa Frank- St Swithin's Day (Folklore)
19th August		Beth Gisbey- Seaside tourism in the Victorian and Edwardian period
16th September		Guy Blythman- Windmills
21st October		Sarah Nathaniel- Commonwealth War Graves Commission
17th November		Gary Baines- Shoreham Fort
2nd December		The Magic of Pantomime

Managers Update

Beth and I visited Greystoke Manor Nursing Home to give a historic confectionary reminiscence session. We have had requests for this session since, but it is designed for small groups, so we are having to be offer alternative talks when we get enquiries. Beth is developing a History of Rustington talk which we will both learn and be able to give to groups.

Beth, Rosie and I met with Shelia from Rustington Heritage Association to discuss the collection move and work to progress and promote the reference library. The move is on track. The Rustington Heritage Association (RHA) Historyfest has understandably taken priority for the moment in terms of RHA volunteer availability and so the reference library has temporarily taken a back seat. Future plans are to make the space more accessible by using a library catalogue system to list the books and make this available physically in the Museum but also on our website so researchers can see what we have available.

Visitor figures

January 2026	124	January 2025	93
February 2026	246	February 2025	177
March 2026	93	March 2025	77
April 2026	202	April 2025	172
May 2026	194	May 2025	220
June 2026	100	June 2025	152
July 2026 (current)	103	July 2025	284

Families

For May half-term crafts, we ran sessions to come and make port holes and underwater monsters. These were quiet, which was attributed to the lovely weather we were having. Those who came really enjoyed it and we received positive feedback.

Over summer holidays we are running crafts every Wednesday morning 10am-12pm. These will be more relaxed than the half terms, some with no set theme allowing the attendees to use the craft materials to make what they would like.

Children's resources in the gallery have been coming along nicely. The dressing up is forever popular with visitors using it regularly. For the baskets, I bought some play food to fill the basket which already had some play food in it. This was played with the same day. I was lucky enough to get some Duplo for free via a Facebook page which has filled one of the empty baskets. In the temporary exhibition gallery, we purchased some children's art books to go in the book rack when we have art exhibitions on. We will continue to look for suitable toys, books and dressing up for the galleries.

Exhibitions

Sussex Wildlife Trust exhibition was successful and came down without a problem. Unfortunately, they are not running the Underwater Photography competition next year so there will not be an accompanying exhibition, but there is plans to run it in future years so we hope to have them back again.

Northbrook End of Year Exhibition went up and so far, has led to some visitors coming in to see the student's work, although this is a low number. We are looking into hiring a Dinosaurs are Birds exhibition for next May-September which should be very popular with families and will hopefully be available for the May half-term and summer holidays.

The next exhibition is a display of work by local artist Richard Marshall who has been in contact a few times and is working on plans for his display.

Exhibition Programme

Monday 25 th January – End of April	From Rustington to Neverland. Curated by Museum.
May – June	Sussex Wildlife Trust - Underwater Photography Competition
July – September	Northbrook College
October	Richard Marshall, (local artist)
November- January 2027	Shoreham Fort

Shop

We have been approached by author and speaker Chris Hare about selling two of his books: "Sussex History, Folklore and People" and "Hilaire Belloc - The Politics of Living". Currently we have a small number of books available for sale but these are all either on behalf of the Museum, Rustington Heritage Association or Graeme Taylor, both of whom are associated closely with the Museum. So, although Chris has done talks for us, this would be the first time we have sold for someone who is as external to the museum.

We would get a percentage of the sales for both the books, as below. If we did take them, we would only be taking between 5-10 copies of each due to our storage limitations.

Title	Sale Price	To Chris	To the museum
Sussex History	£15	£10	£5
Hilaire Belloc	£10	£6.99	£3.01

"Sussex History" accounts some local folklore and traditions including Bonfire, dialect, and witches, as well as West Sussex Fascists and local people including Lucy Broadwood the English Folklore Song Collector. This publication could prove to be popular as we have had Folklore talks in the past and Sussex history is often sought as an enquiry. We do not currently stock any publications which reference general Sussex history.

Hilaire Belloc, this is an academic evaluation of the work and life of Hilaire Belloc, a French/English writer and political activist who grew up in Sussex. To my knowledge, Belloc is also not well known, so may be a slow seller. We have a book about the Garrets and currently nothing on Belloc.

The shop is currently very small, so we do need to limit what we offer. We can also only take cash payments, but at some point we would welcome that consideration be given to a card machine. But these two books would fit within what the current Museum offer if Members would be happy to approve their inclusion in the Museum "shop".

Work by Volunteers

Janet has continued to work on photographing the Collection so we can get more images on Modes which helps with object identification and planning.

Janet, Shirley-Anne and Graham are all booked to help with family crafts over the summer.

We had Ella start as a new volunteer a few weeks ago, she is volunteering on Thursday mornings and has been working on cataloguing some of the collection.

Holly Parsons
Museum Manager
24th July 2026