

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the (remote) Meeting held on 15 February 2021

PRESENT: Councillors Mrs A Cooper (Chairman), J Bennett, Mrs K Callaghan, A Cooper, Mrs P Gregory, Mrs S Partridge, D Rogers and P Warren

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

Prior to the commencement of the formal business of the Meeting, the Deputy Clerk advised that the Meeting would be being recorded (audio) via Microsoft Teams, for the purpose of ensuring clarity for the Minutes, as well as to enable Members of the Public to have access to discussions on specific items if requested. She said that the recording would be dispensed with as soon as the Minutes had been approved by the Council at its next Monthly Meeting.

The Deputy Clerk also reminded the Committee that due to the current Coronavirus (Covid-19) Pandemic, this Meeting was being held remotely (via Microsoft Teams) and would be delivered within 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021.

She then advised the Committee that the Chairman would manage the Meeting with clear instructions and requests to Members. She said that Members should indicate their desire to speak on any item, by clicking on the 'raised hand' icon in Teams. This would ensure that anyone wishing to speak on an Agenda Item was given the opportunity to do so.

1/21 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Street (Personal Commitment). This apology was accepted by the Committee.

2/21 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

3/21 MINUTES

The Minutes of the Meeting held on 12 November 2020 were signed by the Chairman as a correct record.

4/21 THE WOODLANDS CENTRE - TEMPORARY CLOSURE OF PLAY AREA, OUTDOOR FITNESS EQUIPMENT AND MUGA

The Deputy Clerk referred to Minute 9/21 (Finance and General Purposes Committee Meeting - 25 January 2021 refers), which detailed the review of the closure of the Play Area by Members of the Personnel Sub-Committee via email correspondence with the Clerk on 11 January 2021.

The Deputy Clerk reminded the Committee that the closure of Playground during the third National Lockdown had not been compulsory, but it had been agreed that the Play Area should remain closed until such time as the National Restrictions had been eased sufficiently for the Council to feel that it could keep the Play Area Covid-Secure.

She further explained that the Outdoor Fitness Equipment and MUGA (Basketball Court/Kickabout Area) had been closed as a requirement of the Government's "National Lockdown: Stay at Home" Guidance published on 4 January 2021. She advised that the Outdoor Fitness Equipment had been successfully cordoned off, restricting access, but that this was not possible for the MUGA and, therefore, signage advising the public not to use the area had been erected as an alternative.

The Committee NOTED this information.

5/21 THE WOODLANDS CENTRE - CURRENT LETTINGS

The Deputy Clerk reported that, as a result of the Lockdown periods which were continuing, and likely to be in place until at least the middle of March 2021, the only hirers now using the Centre were the Pre-School, Age UK and one or two individual bookings for dance practice. She added that this was unlikely to change before the end of the Financial Year unless afterschool youth activities were to resume in line with the anticipated re-opening of schools on 8 March 2021.

She then gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2020 to 31 January 2021 was currently above the 2020/2021 Revised Estimate, which was drastically reduced from £60,000.00 to £10,000.00, by approximately 8.1%. She explained that the total income to the aforementioned date was £9,004.00, which represented approximately 90% of the estimated figure.

The Deputy Clerk also confirmed that the Woodlands Centre would be used as a Polling Station in May 2021 and that an income would be received for this booking. The Clerk confirmed that all efforts were being made to access funding and grants which could help to offset a proportion of the hiring income lost as a result of the National Lockdowns and Covid-19 Restrictions.

The Committee NOTED this information.

6/21 SAMUEL WICKENS CENTRE - CURRENT LETTINGS

The Deputy Clerk again reported that, as a result of the continuing Lockdown periods which were, and likely to be in place until at least the middle of March 2021, there were no hirings taking place in the Centre, which was closed completely. She advised that it was thought to be unlikely that the Centre would re-open to hirers before April and the end of the current Financial Year.

She then gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2020 to 31 January 2021 was currently below the 2020/2021 Revised Estimate, which was drastically reduced from £12,000.00 to £1,400.00, by approximately 1.5%. She added that the total income to the aforementioned date was £1,149.00, which represented approximately 82% of the estimated figure.

Councillor Cooper then explained that he had spoken with the Landlord of the Samuel Wickens Centre who had confirmed that they would be happy to support the Centre as a Vaccine Centre if required. The Clerk said that she had previously offered both the Samuel Wickens Centre and the Woodlands Centre as possible locations should community demand require additional provision. Councillor Bennett said that he would once again take the offer forward to the County Council's Health and Social Care Scrutiny Committee on 24 February 2021.

The Committee NOTED this information.

7/21 RUSTINGTON YOUTH CENTRE

The Deputy Clerk referred to a Report, previously circulated, received from Emma Biffi, Arun Youth Projects Service Manager. She explained that the Report covered both December 2020 and January 2021 and that this period had proved incredibly difficult to engage with young people due to the reintroduction

of National Lockdown Restrictions. However, it had been pleasing to note that during the very brief easing of restrictions in December 2020, two face to face sessions within the Youth Centre were successfully completed. The participants had pre-booked online to ensure that attendance numbers could comply with the strict Covid-19 protocols in place.

She then outlined the initiatives undertaken by the Arun Youth Projects during the third National Lockdown, including online engagement and Detached Youth Work Sessions. She explained that the Detached Youth Work Sessions had not been as successful in engaging with young people during the third Lockdown, but that this could have been due to the adverse weather conditions and a greater adherence to the “Stay at Home” requirement.

The Deputy Clerk confirmed that the Arun Youth Projects’ Team would, from 25 February 2021, be providing 1:1 Support Sessions branded as “AYP Check-In” in Rustington, to replicate those being safely delivered in Littlehampton in compliance with the National Restrictions. She explained that the sessions would act as a Triage Service inviting young people in to either receive 1:1 Youth Worker support or be signposted to an alternative specialised service such as the Youth Emotional Support (YES) Service.

The Committee NOTED this information.

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

8/21 RUSTINGTON MUSEUM

The Deputy Clerk referred to a Report, previously circulated, from the Museum Manager. She explained that the Museum had briefly re-opened to the Public in the period between the end of the second National Lockdown on 2 December 2020 and the Christmas Holiday closure on 24 December 2020, and that there had been a total of 24 visitors during that time. She advised that the Museum had closed once again in adherence, firstly with the move of West Sussex into Tier 4 Restrictions on 26 December 2020 and the subsequent third National Lockdown introduced on 4 January 2021. The Deputy Clerk confirmed that both members of Personnel were now working from home.

She then referred to the restoration of The Windmill Inn and The Smugglers Pub Signage. She explained that it was hoped that both signs would eventually be put on permanent display within the Local Studies area of the Museum and that a Condition Report had been included at the end of the Museum Manager’s Report for the Committee’s reference. She added that the Museum Manager would be making an application for external funding to cover the cost of the restoration works.

The Deputy Clerk then advised that the Museum Manager was keen to be able to purchase copies of four documents relating to Rustington which she had recently discovered were held at the Staffordshire Record Office. She confirmed that the cost would be £32.00 and that their acquisition would help to encompass a period that was otherwise under represented within the Museum’s Collection.

The Committee NOTED the Report and, following a brief discussion, RECOMMENDED that the purchase of the four documents from the Staffordshire Record Office as acquisitions into the Collection, be progressed.

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

9/21 WOODLAND PARK SPORTSFIELD

The Clerk said that she had nothing further to report in respect of the Rustington Otters Youth Football Club’s plans for a new changing room block on the Sportsfield at the present time.

She advised that the Club had confirmed, on 5 January 2021, that all of its football activities at the Sportsfield would be being suspended indefinitely, whilst the Covid-19 Pandemic continued.

She then referred to the A259 Road Widening Scheme and said that this was now underway, with vehicular access to the Sportsfield from the A259 now almost impossible. She reminded the Committee that, at the present time due to the third Lockdown period which commenced on 4 January 2020, no matches or training sessions were taking place.

The Leisure and Amenities Officer confirmed that the Car Park at the Sportsfield had been resurfaced at no cost to the Council by the Contractors, JDT Utilities Limited, who had undertaken the installation of the Gas Governor at the Site.

The Committee NOTED this information.

10/21 PUBLIC CONVENIENCES

(a) New Cleansing Contract

The Clerk referred to Minute 19/21 (Full Council Meeting - 25 January 2021 refers), and reminded the Committee of the decision made in respect of the future Cleansing of the Public Toilets in the Village, namely that a new Cleansing Contract with Biffa would be commencing on 1 April 2021.

She said that the Deputy Clerk and herself would be meeting with representatives from Biffa on 2 March 2021 to go through the following:-

- Overview of Service Provision
- Documentation and Records
- Access, keys, storage
- People - Recruitment update
- Interface between Parish Council and Biffa

She confirmed that The Street Public Toilet Unit would be being closed sometime towards the end of March 2021, and appropriate signage, giving details of the nearest units open seven days per week would be being displayed externally. She said that all required maintenance to accommodate the long-term closure of the unit would also be being undertaken prior to the commencement of the new Cleansing Contract.

The Committee was pleased to NOTE this information.

(b) Replacement of Mobile Unit - Broadmark Lane

The Clerk referred to the previously agreed replacement of the Broadmark Lane Unit and said that she was in receipt of one Quotation, with a detailed Specification, which she would be sending out to two other Companies to request further Quotations. She said that as soon as she was in receipt of these, a Meeting of the Working Party would be convened to consider them, and this would be followed by a Report to the full Council with a Recommendation as to the preferred Quotation.

The Committee NOTED this information.

11/21 MAINTENANCE AND MONITORING OF FIRE AND INTRUDER ALARM SYSTEMS, EMERGENCY LIGHTING, FIRE EXTINGUISHERS AND FIRE RISK ASSESSMENT REVIEWS CONTRACT - 1 MARCH 2021-28 FEBRUARY 2022

The Clerk referred to Minute 295/19 (Full Council Meeting - 28 October 2019 refers) and reminded the Council that D-TECT Fire and Security had, at that time, been awarded a third 12-month Contract, which had now expired. She said that a Quotation for the Council's Maintenance and Monitoring Charges for the fire and security systems for all of the Council's facilities, for a further 12-month, three or five year Contract, had now been circulated to Members for consideration.

She said that D-TECT had advised that given the current situation and the fact that the Council was unable to receive any revenue from its facilities, the decision had been made to fix the cost of the Contract at the 2020 rate, namely £3,154.32 plus VAT. The Clerk also drew the Committee's attention to the fact that if the Council was to decide to enter into a three or five-year Contract, then the same annual cost would be set for the term of either of these Contracts.

Following a brief discussion, the Committee RECOMMENDED that a two-year Contract for the Maintenance and Monitoring of Fire and Intruder Alarm Systems, Emergency Lighting, Fire Extinguishers and Fire Risk Assessment Reviews Contract at an annual cost of £3,154.32 plus VAT be awarded to D-TECT Fire and Security, subject to the aforementioned price remaining the same for the duration of the Contract and with a further review at the end of the above-mentioned period.

12/21 REQUEST FOR ADDITIONAL DOG WASTE BIN - SUTTON AVENUE

The Deputy Clerk referred to the email dated 11 January 2021 received by the Clerk from a resident of Sutton Avenue and associated email correspondence, which had been previously circulated. She explained that the Parishioner had offered to cover the cost of the purchase of the dog waste bin but that a request had been made to the Council to cover the cost of installation and ongoing servicing of the unit.

The Deputy Clerk reminded the Committee that it had not previously agreed to similar requests due to the financial constraints it was continuing to face, coupled with its concerns that it might set a precedent.

Following a detailed discussion, the Committee RECOMMENDED that, in view of the fact the Council would have to commit to annual expenditure of in the region of £300.00 for every additional bin requested in the Village, no further action should be taken in this regard at the present time, taking account of the Council's financial constraints.

Councillor Mrs Cooper also agreed, in her capacity as an Arun District Councillor, to contact the District Council to establish whether there was likely to be any review in the near future of the District Council's position with regard to the supply and servicing of additional dog waste bins.

13/21 ANNUAL PLANTING AND MAINTENANCE OF AMENITY AREAS

Prior to consideration of the two items listed on the Agenda, the Clerk referred to Minute 74/19 and advised the Committee that the annual cost would be remaining the same for the second year of the current Contract with Ferring Nurseries. She said that the Deputy Clerk and herself would be meeting with Ferring Nurseries at the beginning of the new financial year to discuss the way forward at the end of the Contract period, namely 1 April 2022.

The Committee was pleased to NOTE this information.

(a) Relocation of Floral Displays

The Deputy Clerk said that, as a result of the continuing Covid-19 crisis, she apologised profusely but had nothing further to report at the present time in this regard. She suggested that considering the minimal length of time remaining of the current Floral Contract, alternative locations and a possible expansion of the Parish's Floral Displays could possibly now be best included within the details of the next Tender Specification to be drawn up in early 2022.

The Committee NOTED this information and AGREED to review the relocation of Floral Displays as part of the 2022 Tender Specification.

(b) 2021 Gardens Competition

The Committee considered arrangements for the 2021 Gardens' Competition and RECOMMENDED that, subject to the possible removal of Class 5 from the 2021 Competition, if the Village Primary Schools were unable to participate in the School's Competition, as a result of the extensive periods of enforced closure that had occurred as a result of the Covid-19 National Lockdown Restrictions:-

- (i) The Competition should be divided into six Classes:-

Class 1 - Window boxes, balconies, patio tubs etc. (residential)*

Class 2 - Window boxes, balconies, patio tubs etc. (commercial)*

Class 3 - Front Gardens of any size, including paved Gardens with Patio Tubs (residential)*

Class 4 - Front Gardens of any size (commercial)*

*(All entries to be clearly visible from the road)

Class 5 - Schools' Competition

Class 6 - Community Gardens

- (ii) Entries should be invited from members of the public, with nomination forms being available from local shops, the Parish Council Offices, the Samuel Wickens Centre (subject to the Covid-19 Lockdown Restrictions being relaxed sufficiently enough for the aforementioned Council facilities to be re-opened), plus the Council's Website and Facebook Page
- (iii) The judging to be by a Panel to be agreed at the next Meeting of the Committee
- (iv) The prizes should be:-

Class 1 Winner	£ 50.00 plus The Brand Trophy
Class 1 Runner Up	£ 25.00
Class 2 Winner	£ 50.00 plus The Taylor Trophy
Class 2 Runner Up	£ 25.00
Class 3 Winner	£100.00 plus The Championship Cup
Class 3 Runner Up	£ 25.00
Class 4 Winner	£ 50.00 plus The Menage Trophy
Class 4 Runner Up	£ 25.00
Class 5 Winner	£ 50.00 plus The Michael Harwood Cup
Class 5 Runner Up	£ 25.00
Class 6 Winner	£ 50.00 plus The Rustington Resident's Association Trophy
Class 6 Runner Up	£ 25.00

In addition, each prize winner to receive a small shield for retention

- (v) The closing date for nominations to be set as 2 July 2021, with judging taking place during week commencing Monday 12 July 2021 (subject to the availability of judges)
- (vi) The Cups and Trophies to be awarded on an annual basis and returned each year to the Council for the next Competition. The Presentations of the Awards to be made at the Reception following the Annual Civic Thanksgiving Service, in September 2021 (subject to the Covid-19 Lockdown Restrictions being relaxed sufficiently enough for the event to be held), or alternatively, in person by the Chairman and/or Vice-Chairman of the Council

The Committee again asked the Clerk to make the necessary arrangements for notices to be placed in the participating shops in March 2021 and on the Council's Website and Facebook Page, advertising the fact that a Gardens' Competition would be being held later in the year and encouraging participation.

14/21 THE WAR MEMORIAL CONSERVATION PROGRAMME

The Deputy Clerk referred to Minute 74/20 and confirmed that due to the ongoing National Lockdown and the emergence of other priorities no further progress had been made in this regard.

She apologised that the matter had not been progressed and said that every effort would be made to meet with the proprietor of the Company that was prepared to install the resin flooring on a free-of-charge basis, as soon as National Restrictions permitted, in order that suitable design options could be considered at a future Meeting of the Committee.

The Committee NOTED this information.

15/21 RUSTINGTON IN BLOOM

The Clerk advised the Committee that the Chairman of the In-Bloom Committee had resigned his position as Chairman and a Member of the Committee towards the end of 2020, and from representations she had received from other Committee Members, it seemed that there was some concern as to the future of the Committee, due to the lack of new members to the, now depleted, Committee.

Councillor Mrs Callaghan said that the Committee had found it increasingly difficult to recruit any new members and was now at a 'crossroads' without any definitive direction for the future. She said that the established members of the Committee had almost become a 'Fund Raising' Body only, with a fairly substantial sum of funding available for any suitable Projects.

Following a detailed discussion, during which a number of suggestions in respect of possible ways in which the Committee could be reinvented were put forward by Members, it was AGREED that the Committee should be asked to meet, with all of the Council representatives being in attendance, to discuss the way forward for the Committee and its Campaigns, with a view to redefining its aims and objectives.

The Clerk said that the outcome of the Committee Meeting would be reported to the full Council in due course.

The Committee NOTED this information.

16/21 DATE OF NEXT MEETING

The Chairman reminded the Committee that the next scheduled Meeting would be held on Monday 7 June 2021 at 6.30 pm.

There being no further business the Meeting concluded at 7.07 pm.

Chairman:

Date:

Rustington Youth Centre Dec 2020/Jan 2021 Update

Introduction

Rustington Youth Centre finally opened its doors again to young people in December for the first time since early 2020. The team invited young people to sign up online using the AYP linktree - www.linktr.ee/arunyouthprojects to manage the attendance levels. All sessions were restricted to a maximum of twelve young people with strict covid-19 protocols in place.

Session Data:

10th December – 7 Young People.

17th December – 8 Young People.

- 6 – Females.
- 6 - Males.

- 3 – 14-year-olds.
- 2 – 15-year-olds.
- 7 – 16-year-olds.

The Youth Work team used the two sessions before the Christmas Break as an opportunity to catch up with young people and check in regarding school, college and home life. There were also discussions around drugs crime and exploitation awareness.

The last session before Christmas, the group enjoyed making gingerbread houses and other Christmas related fun!

January 2021

Unfortunately, due to the reintroduction of lockdown measures, the Centre had to close its doors yet again. Throughout January the team have moved back to completing detached youth work sessions with the hope of offering much needed support to young people in the community.

Focus & aims of detached sessions during Covid-19 restrictions:

We have adapted our focus and provide a more structured approach when delivering our detached youth work service. There must be an emphasis on keeping ourselves safe and secure, and encouraging young people to do the same.

Aims of the sessions are:

1. We will engage and educate young people to understand the impact of COVID-19 and adhere to government guidance on social distancing. Own approach will be to priorities checking on young people's welfare and encouraging them to stay indoors, where they are safe to do so.
2. We are well placed to encourage young people to use the time allotted for exercise safely – getting some fresh air is essential for health and well-being.
3. We will engage young people and families in a conversation about the realities of COVID-19, and how to keep safe.
4. We will concentrate on signposting to support services and online support services (including information that they can access at home, if needed).

Session Data:

Date	Engagements	Areas Covered
7.01.21	0	Berry Lane. Beaumont Park x2. High Street. Rustington Churches x2 (due to reported ASB) Woodlands Centre (including buildings and park). Old Manor Road.
14.01.21	0	Beaumont Park x2. Rustington Churches and their grounds x2 (due to reported ASB). Churchill Parade Shops. Woodlands Avenue. Woodlands Park. Uncle Sams. Worthing Road. Alleyway to Old Manor Road.
21.01.21	0	Beaumont Park The Street. Woodland Park. Uncle Sam's. Worthing road. Woodlands avenue. KFC area.
28.01.21	Cancelled Session	Staff team on annual leave. No cover available.

Staff Updates

Amy Halls is pregnant and currently shielding, as a result she has been redeployed away from the RYC team and is now assisting with the online service/offer. Her hours are now funded through a different part of the AYP service.

Matt Pollard and Paul Halls are continuing to work as part of the RYC youth work team moving forward.

Emma Biffi
AYP Service Manager

Report for the Meeting of the Leisure & Amenities Committee 15 February 2021

Documentation

The storeroom at Samuel Wickens is looking much better, with one set of shelving now fully inventoried. Objects have been re-packed, putting similar objects together to make it easier for quick searches. MODES has been kept updated as objects put away.

The paperwork has also been fully updated, with documents now filed by accession number. The previous inventory has been combined with the audit, bringing object information into one place. The audit was very out of date following the Museum move.

There is still RHA collection that has not been accessioned. This has now been shelved in its own area, awaiting RHA to fully accession the items.

The backlog of RPC undocumented collection is decreasing. Many of the items were purchased by the previous curator and not accessioned at the time.

Sheila Marsden has been taking about 2-4 boxes of the RHA collection home from the Woodland Stores (depending on total weight!) to help with inventory. This has been going well but has now paused. Any issues are being kept to one side for further investigation when we are allowed back in stores.

A new policy of taking photos of any items taken from store for exhibitions is helping towards updating MODES with images. This is very helpful in searching for items, rather than just based on a description.

Restoration of The Smugglers and The Windmill pub signage

Quotes were sought last year to restore The Smugglers and The Windmill pub signs for display in the Museum

After consulting with several specialists, the route chosen for quotes to be based on one was to stabilise the signs so that no further deterioration would take place. The signs would not be fully restored in the manner the Lamb sign has been, but to simply clean and repair any obvious damage. They would not be fully repainted as this would take away their history.

The finished signs would be displayed in the Local Studies Room, with the current display board being used to show the history of the pubs and the signs restoration story. Olly Adams, who did the mounts for the Lamb sign (but did not put the sign up), has been contacted for quotes so that they are mounted in the same way. Eventually, the Lamb sign may be moved to join them, freeing that space for temporary exhibition material (so far I have been able to incorporate the sign into the exhibitions).

A grant from Association of Independent Museums (AIM) is being applied for to cover the costs of the conservation and wall mounts. The money can only be awarded to charities, and so the RHA has also joined AIM so that the money can be received by them on our

behalf. This is an acceptable situation to AIM (and a common one) and it is asked that the relationship be explained in the grant application.

The proposed conservation treatment and estimate of cost is included at the end of this report for Member's information.

Acquisitions Highlights

The Museum has accessioned the Jigsaw puzzle showing The Street in an image not in the collection and collection relating to Vic Browne from his RAF days, including photos of Belsen Concentration Camp (recently featured in a Facebook post) since the last report. The Covid-Secure method for the receipt of acquisitions outlined in the previous report was followed to reduce the risks. This worked well and will be used again once the museum re-opens to accept the other items.

All donors will arrive by appointment only to ensure the quarantine timescales are adhered to.

Documents from Staffordshire Record office

Whilst researching on another topic (the naming of Rustington Close in Stockton), I found they held documents relating to Rustington. The connection is through Viscount Stafford, William Howard (30 Nov 1614–29 Dec 1680, son of 21st Earl of Arundel, grandson of 4th Duke of Norfolk) who married Mary (sister of Henry Stafford, 5th Baron de Stafford) who became Baroness Stafford in her own right.

The 4 documents date 1691, 1694, 1699 and 1700, a period that is hardly represented in the Museum collection by any object or archive. The following correspondence has been received from the Staffordshire Record Office:

"In each case it is a payment for the parsonage. The accounts are 6 sides long each but we could copy one of the pages showing Rustington at a cost of £5 or the page with Rustington in all four accounts at a cost of £8

Alternatively, if you are looking for display/context the whole of one of the accounts would be more interesting. As well as the payments received, the account gives 'discharge' of monies, which includes things like the repair of Arundel Castle, beer allowed the tenants and so on. The 1694 account is probably the best in terms of condition. It would take 6 copies at a cost of £10. We could copy the whole of all four accounts at a cost of £32."

I would ask that Members consider the purchase of the full versions of all four accounts for a total of £32. It is very rare to come across items of this age relating to Rustington and they would make a valuable addition to the collection and our understanding of the village in this period.

Social Media

The Museum's Facebook page continue to grow in support. The page now has 347 likes (+45) and 370 followers (+52) (25 January 2021). The most popular posts have included looking at The Street and the opening of the Harry Clark Exhibition.

I have created a spreadsheet to help keep track of important dates, such as birth or death of famous residents and national events. This helps to spread the posts and ensure we have sufficient information, objects and images

I have been creating different styles of posts, such as jigsaws and wordsearches, to help broaden the appeal during the Lockdown period.

The Museum now has a Twitter account, @RustingtonMuse1. This is for short snippets of info and when participating in hashtags, will hopefully spread the name of the Museum to a wider audience and create links with other institutions.

Website

I have been in talks with David O'Connor who designed the website about expanding it to have an online exhibition space. Recognising that the Museum is not going to be open to the public for the foreseeable future, the decision has been made to explore the opportunity to move some of the exhibitions online including the current Harry Clark exhibition.

The dedicated exhibitions page will continue after the Museum has reopened, changing with each exhibition to broaden accessibility to the Museum and its Collection. It will feature text from the panels and images of the cases with close-ups of some of the objects.

A training session is still available as part of the HLF bid which I am hoping to utilise in the very near future.

Exhibitions

The exhibition on Harry Clark was installed in November 2020. It was open briefly to the public prior to the latest Lockdown closure. Harry came to a very private viewing to cut the ribbon. He was very pleased with it, as was Margaret. A write up was in the Littlehampton Gazette, unfortunately released just as the Museum closed again.

I am now working on the next exhibition about the shops in Rustington. From Humphries in Sea Lane (often cited as the first shop in Rustington) to the present day. There are lots of objects in the collection such as receipts, bags and anniversary items from Stacey's and Owens. There are also lots of images in postcards and Harry Clark's collection.

Work by Julie

Jules is continuing with the postcard collection, matching scanned images to accession numbers.

For the next exhibition, she is also looking out for postcards of shops and then taking photos of what they are now. This is being done in a responsible manner.

The next piece of work will involve documenting the addresses on the postcards, so that we can form links on Twitter or for research by volunteers.

Archive Project: Covid-19

There have been some photographic submissions to the archive, showing the various signs up around the village. I have also been saving letters from Arun District Council and general ones.

If people have had any leaflets from local businesses advertising how they are adapting, please keep them for the Museum.

An interesting project with amateur photographer Baz Dispose has come forward. It involves taking portraits (just head and shoulders) of people who are working in Rustington and recording their feelings. It is to be of people whose faces are known and recognised, but not necessarily knowing the person. The photo would be self-titled, with the person saying how they feel, but fuller notes would be taken and kept with the image. An online exhibition would be created at the end by the Museum. The Museum will also keep copies of the actual photos and any notes for the collection, specifically the Covid archive.

I am hoping to work with Sue Sula from Rustington Past and Present as a way of gathering interest and applicants, and the photographer hopes to be able to post a daily portrait as part of the project on the Facebook page.

Claire Lucas
Museum Manager
2 February 2021

Conservation Treatment Proposal and Estimate

CLIENT

Claire Lucas, Museum Manager, Rustington Museum

ACCESSION NO.

-

OBJECT NAME

Pub signs (Smugglers Roost; The Windmill)

DIMENSIONS

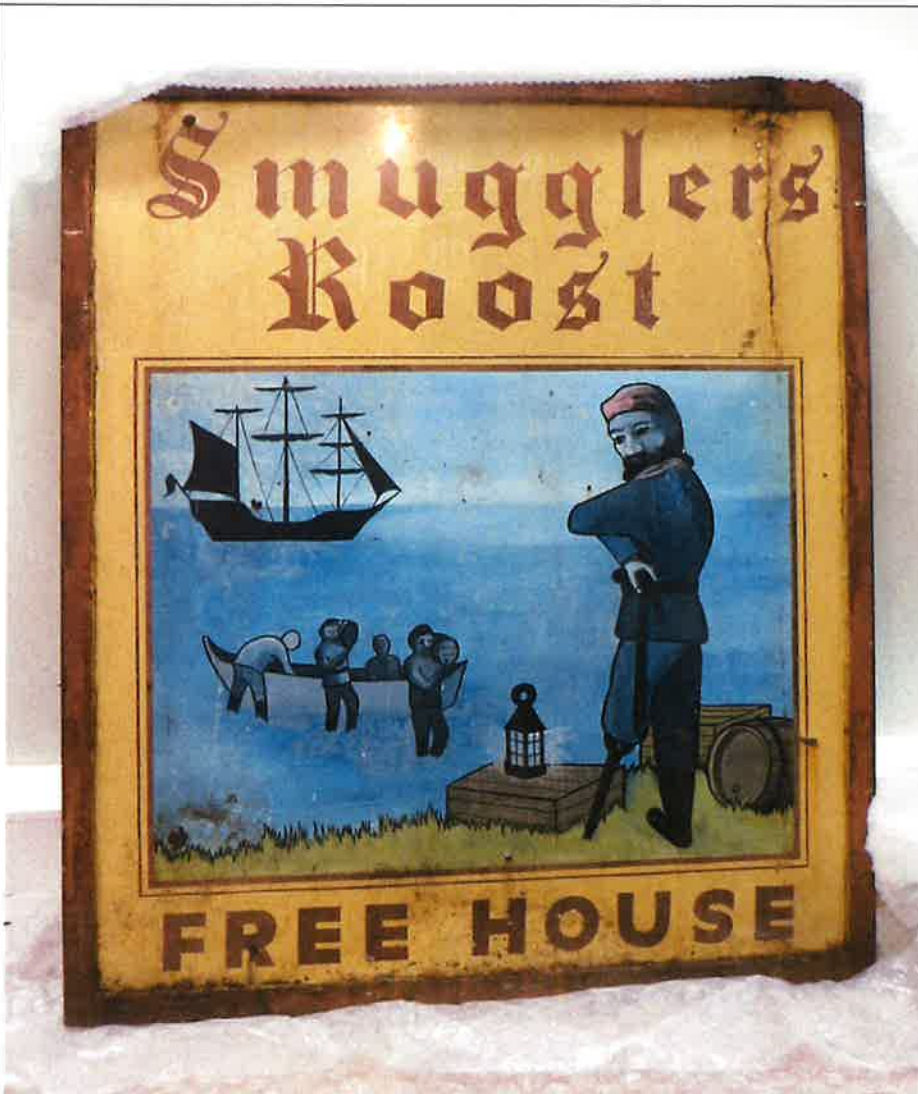
965H; 840W (Smugglers Roost)

(mm)

1120H; 855W (The Windmill)

Smugglers Roost

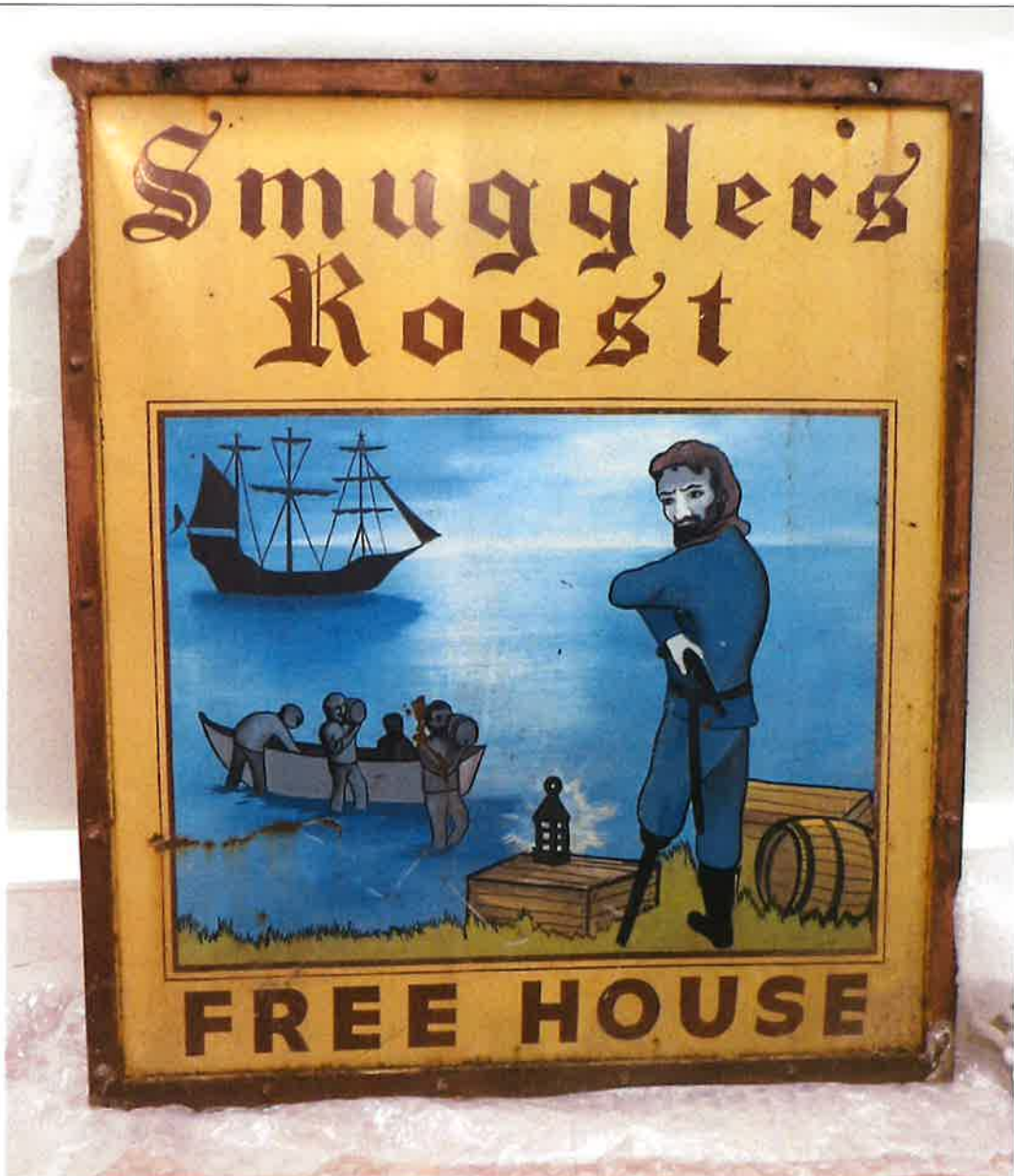
Side A



Overall view from side A, before conservation

	
<p>Detail of bottom left corner of side A showing disruption of painted surfaces from corrosion of metal substrate, before conservation</p>	<p>Detail of top left corner of side A showing disruption of painted surfaces from corrosion of metal substrate as well as surface scratching of sign, before conservation</p>
	
<p>Detail view of side A of pub sign showing damage to painted surface and underlying ferrous corrosion, before conservation</p>	<p>Detail view of side A of pub sign showing damage to painted surfaces from impact damage and underlying ferrous corrosion, before conservation</p>
	
<p>Detail of marks and scratches to painted surfaces of side A, before conservation</p>	<p>Detail of bottom edge of side A showing disruption of painted surfaces from corrosion of metal substrate, before conservation</p>

Side B



Overall view from side B, before conservation

ARTEFACTS CONSERVATION SERVICES.

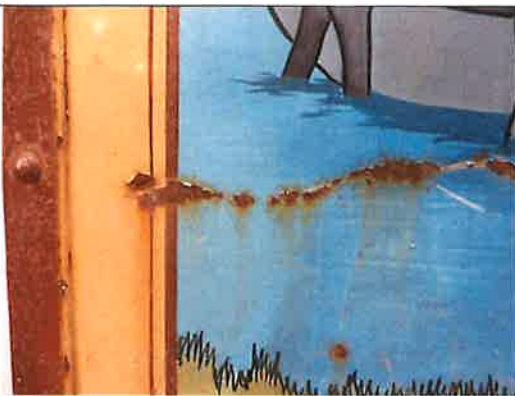
Stephen Umpleby ACR, 83 Wilverley Crescent, New Malden, Surrey KT3 5LW.

Tel: 0208 241 2064 / 07968 526648. Email: artefacts.conservation@yahoo.co.uk

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Detail view of side B of pub sign showing damage to painted surfaces and underlying ferrous corrosion, before conservation



Detail view of side B of pub sign showing damage to painted surfaces and underlying ferrous corrosion and corrosion staining, before conservation



Detail view of side B of pub sign showing damage to painted surfaces and underlying ferrous corrosion, before conservation



Detail of riveted steel frame at right side of side B showing disruption of painted surfaces from underlying metal corrosion, before conservation

	
<p>Detail of riveted steel frame at bottom left corner of side B showing surface accretions disruption of painted surfaces from underlying metal corrosion, before conservation</p>	<p>Detail of side B of pub sign at bottom right corner showing surface accretions, corrosion and disruption of painted surfaces, before conservation.</p>

Smugglers Roost	
Dimensions (mm)	965H; 840W
Materials	Wood, metal, paint
Brief Description, Condition	<p>Double-sided pub sign constructed from mild steel sheet with studded/rivettted metal frame surround on all four sides. Two drilled holes in steel frame along top edge for suspended display. Hanging loops for suspended display missing.</p> <p>Both sides hand-painted with similar but not identical image and text. Sign previously displayed outside and has since been moved into storage.</p> <p>In overall poor and complete condition. Structurally stable with all rivets stable and secure but with unstable areas of painted surfaces. Surfaces with dust and dirt, ingrained surface dirt and particulates. Bird excrement residues seen at bottom edge of side B at both corners.</p> <p>Areas of ferrous corrosion of metal substrate throughout and with some areas of corrosion staining of overlying painted surfaces. Areas of scratching and loss to painted surfaces with underlying ferrous corrosion exposed. Painted surfaces appear to be on the whole complete and in stable condition but with some unstable localised areas (e.g. in areas of loss to paint and at scratching and peeling paint). Appears to be original paint throughout.</p> <p>Side A in slightly better condition than side B in terms of damage to painted sign but colours brighter and in less weathered condition on side B.</p> <p>Side A - Some colour shift of painted surfaces of sign image at side A</p>

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	<p>(fading/bleaching) due to cumulative light damage and exposure to elements/weathering. Brushstrokes visible in painted background of sign where paint has been weathered and paler white undercoat is showing through.</p> <p>Small isolated areas of loss to painted surfaces of sign with ferrous corrosion of substrate showing in areas of loss. Area of impact damage to metal substrate of sign with associated damage and loss to painted surface. Area of short cuts/scratches at painted border, leading to loss of paint and corrosion of exposed substrate. Some staining of painted surfaces from corroded underlying substrate. Losses to paint and blistering corrosion at steel metal frame surround.</p> <p><u>Side B</u> – Colours brighter, more vivid and less weathered. Larger isolated areas of loss to painted surfaces of sign from previous impact damage, abrasion and scratching leading to corrosion of exposed substrate. Paint lifting at edges in areas of loss in places. Ferrous corrosion staining of painted surfaces around edges of loss to paint from corroded substrate and migration of ferrous corrosion products from exterior display. Series of scratches to painted sign towards lower left corner with white underpaint showing.</p>
Brief Treatment Proposal	<p>It is proposed that conservation treatment to clean and stabilise the sign is carried out off-site and the sign returned to Rustington Museum following treatment.</p> <p>Due to the condition of the sign, continued exterior display, where the sign will be exposed to the elements (not under cover), is not recommended. Ferrous corrosion underneath the painted surfaces is likely to continue to corrode with further disruption, discolouration and losses to the painted surfaces/designs if displayed outside or in an uncontrolled fluctuating environment (above 60%RH).</p> <p>The following proposed treatment is for future interior display, to clean surfaces and to stabilise the sign in its current condition and to prevent/minimise further losses of original material.</p> <ul style="list-style-type: none">• To clean surfaces to remove loose dust and dirt, ingrained dirt, particulates and bird excrement residues• To carry out solubility tests of paints to determine most suitable choice of solvents and consolidants for use during treatment• To reduce loose ferrous corrosion products on metal surfaces where exposed in areas of loss to paint as far as possible and to stabilise. To mechanically reduce loose ferrous corrosion products as far as possible and to consolidate/coat exposed corroded surfaces (Paraloid B72 in acetone, Paraloid B67 in White, depending on solubility of surrounding painted surfaces, with matting agent added to reduce shiny appearance)• To reduce ferrous corrosion staining at overlying painted surfaces as far as possible• To stabilise painted surfaces as far as possible/as necessary to

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	prevent further losses. To stabilise lifting paint at edges in areas of loss to paint and to consolidate as necessary
Estimated Treatment Cost	Conservation Treatment: c. £600 (2 days @ £300/day)
	No VAT to be added

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The Windmill

Side A









Overall view of pub sign from side A, before conservation







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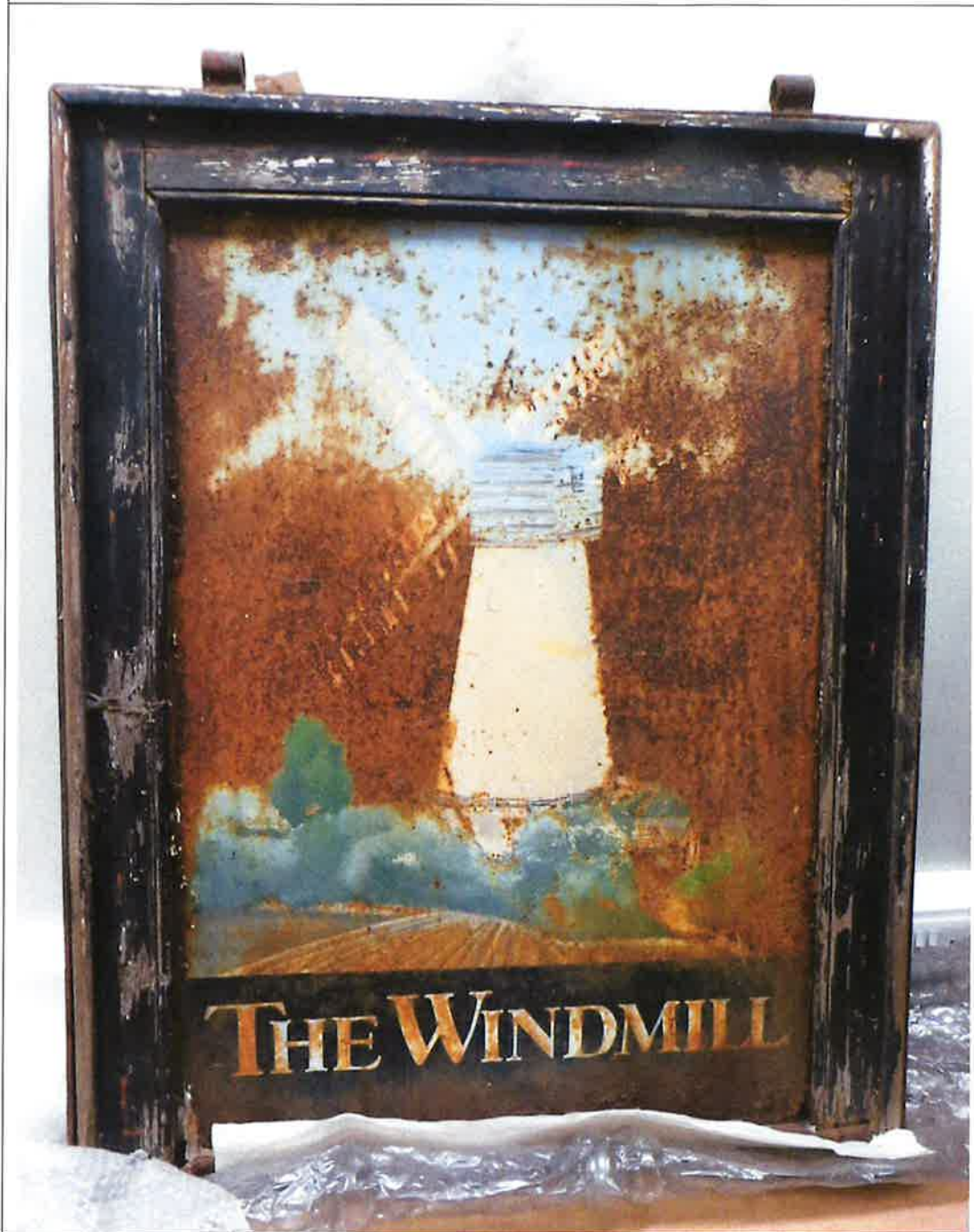
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Detail view of side A of pub sign showing damage to painted surfaces and underlying ferrous corrosion, before conservation	Detail view of side A of pub sign showing damage to painted surfaces and underlying ferrous corrosion, before conservation
	
Detail view of side A of pub sign showing damage to painted surfaces and underlying ferrous corrosion, before conservation	Detail view of side A of pub sign showing damage to painted surfaces and underlying ferrous corrosion, before conservation
	
Detail of top right corner of wooden frame with steel strap at outer edge and with hanging loop at top, before conservation	Detail of damage to painted surfaces with underlying ferrous corrosion along top edge, before conservation

	
<p>Detail view of top left corner of side A of pub sign showing damage to painted surfaces and underlying ferrous corrosion and wooden frame surround, before conservation</p>	<p>Detail view of top right corner of side A of pub sign showing damage to painted surfaces and underlying ferrous corrosion and wooden frame surround, before conservation</p>
	
<p>Detail of bottom left corner showing damage to painted wooden frame surround, corrosion and losses to painted steel sign and half-round steel strapping bar, before conservation</p>	<p>Detail of bottom right corner showing damage to painted wooden frame surround, corrosion and losses to painted steel sign and half-round steel strapping bar, before conservation</p>
	
<p>Detail of top edge of painted wooden frame surround and steel reinforcing strap around outer edge, before conservation</p>	<p>Detail view of side A of pub sign showing damage to painted surfaces and underlying ferrous corrosion, before conservation</p>

Side B



Overall view of pub sign from side B, before conservation



Detail of bottom edge of side B of pub sign showing corrosion through painted surfaces, before conservation



Detail of bottom edge of side B of pub sign showing corrosion through painted surfaces, before conservation



Detail of bottom left corner of side B of pub sign showing damage to wooden frame surround, painted sign and half-round steel reinforcing bar, before conservation



Detail of bottom right corner of side B of pub sign showing damage to wooden frame surround, painted sign and half-round steel reinforcing bar, before conservation



Detail of bottom left corner of side B of pub sign showing filler material between painted sign and wooden frame surround, before conservation



Detail of painted wooden frame surround at top left corner of side B showing wooden peg construction and red pin striping over black paint, before conservation

The Windmill	
Dimensions (mm)	1120H; 855W
Materials	Wood, metal, paint
Brief Description, Condition	<p>Double-sided pub sign constructed from metal sheet with painted wooden moulded frame on three sides (top and vertical sides). Thin wooden slip frame at three sides of frame surround. Ferrous edging (half-round reinforcing bar) along bottom edge of painted sign to secure sign to bottom of wooden frame surround sides.</p> <p>Both sides of sign hand-painted. Two metal hoops at top of steel strapping at outer edge of wooden frame for hanging display of sign.</p> <p>Sign previously displayed outside and has since been moved into storage.</p> <p>In overall poor and structurally unstable condition and with severe disruption and discolouration of painted surfaces. Damage to wooden frame surround at bottom of sides with movement in wooden frame and some flexing of painted metal sign. Extensive corrosion along bottom edge of sign with losses to corroded steel and exposed corroded steel vulnerable to further damage and losses. Extensive corrosion of steel where sign has collected and retained water/moisture from exterior display, i.e. around edges of sign at wooden frame and along bottom edge where largely unprotected and where metal substrate is exposed in areas of loss to paint. Corrosion products thick and delaminating and with active losses. Blistering corrosion through painted surfaces on both sides of sign and with extensive staining and discolouration of painted design. Blistering corrosion of metal substrate leading to severe disruption of overlying painted design and lettering, large losses and flaking, lifting and unstable paint in large portions of the sign on both sides.</p> <p>Side A in slightly better condition than side B with more painted details visible through areas of corrosion (e.g. rear tail vanes, barn, ploughed field and foliage).</p> <p>Appears to be original paint. Wooden frame painted in black with red pin striping around edges. Some colour shift of painted surfaces of design due to cumulative light damage and exposure to elements.</p> <p>Surfaces with dust and dirt, ingrained surface dirt and particulates.</p> <p>Areas of heavy and extensive ferrous corrosion of metal substrate throughout and with large areas of corrosion staining of overlying painted surfaces. Areas of scratching and loss to painted surfaces with underlying ferrous corrosion exposed. Blistering ferrous corrosion of metal sheet, particularly along bottom edge of sign with disruption and losses to painted surface and with metal sheet weak and vulnerable to further damage and loss.</p> <p>Metal strapping around outside of wooden frame in complete condition</p>

	<p>but corroded throughout.</p> <p>Painted wooden frame with possible area of wood rot along bottom edge at side where framed sign has possibly been sitting in water for prolonged period. Wooden frame is unstable in this area with movement of the painted sign within the frame and the half-round steel bar no longer serving to reinforce the frame sign along the bottom edge (ferrous pin passing through bottom of wooden frame at side between bars is no longer attached to the wood due to damage and loss to wooden frame). There is some movement and flexing of painted sign within frame leaving painted surfaces vulnerable to further damage and losses. A previous putty/(polyester resin?)filler repair is visible between the edge of the painted sign and the wooden frame in this area but is no longer serving to secure the sign and prevent movement. Painted surfaces of wooden frame with environmental damage (lifting, flaking and peeling paint) and with large areas of loss to painted surfaces with bare wood and/or white undercoat layer visible in places.</p>
Brief Treatment Proposal	<p>It is proposed that conservation treatment to clean and stabilise the sign is carried out off-site and the sign returned to Rustington Museum following treatment.</p> <p>Due to the condition of the sign, continued exterior display, where the sign will be exposed to the elements (not under cover), is not recommended. Ferrous corrosion underneath the painted surfaces is likely to continue to corrode with further disruption, discolouration and losses to the painted surfaces/designs if displayed outside or in an uncontrolled fluctuating environment (above 60%RH).</p> <p>The following proposed treatment is for future interior display, to clean surfaces and to stabilise the sign in its current condition and to prevent/minimise further losses of original material.</p> <p>NB. It is not possible to dismantle the painted sign from wooden frame surround to allow for thorough cleaning and stabilisation treatment due to the condition of the sign and risk of further damage and loss.</p> <ul style="list-style-type: none"> • To clean surfaces to remove loose dust and dirt, ingrained dirt and particulates • To carry out solubility tests of paints to determine most suitable choice of solvents and consolidants for use during treatment • To reduce loose ferrous corrosion products on metal surfaces where exposed in areas of loss to paint as far as possible and to stabilise. To mechanically reduce loose ferrous corrosion products as far as possible and to consolidate/coat exposed corroded surfaces with Paraloid B72 in acetone or Paraloid B67 in White or similar depending on solubility of surrounding painted surfaces with matting agent added to consolidant to reduce shiny appearance). To apply protective coloured microcrystalline wax coating to surfaces of ferrous strapping and buff to polish.

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	<ul style="list-style-type: none">• To stabilise painted surfaces as far as possible to prevent further losses. To stabilise and consolidate lifting and flaking paint at edges and in areas of loss to paint as necessary. To soften and lay down flaking and peeling paint as far as possible• To reduce ferrous corrosion staining at overlying painted surfaces as far as possible• To consolidate and stabilise heavily corroded and delaminating edges of metal sign in situ around inside of painted wooden frame surround and along bottom edge• To stabilise areas of rot to bottom edge of wooden frame. To remove loose and rotten wood back to sound wood. To consolidate remaining wood and to fill areas of loss in wooden frame with Paraloid B72 in acetone with fine glass microballoons coloured with artist's dry earth pigments and with proprietary wood filler (coloured polyester resin). To fill areas of loss at bottom edge of wooden frame to provide sound fixing for ferrous bolt between half-round bars at both sides of sign to prevent further movement/flexing of painted metal sign within wooden frame and minimise further damage and losses to painted surfaces. To retain previous putty fill as evidence of previous use.• To lay down and consolidate flaking paint at wooden frame to prevent further damage and losses
Estimated Treatment Cost	Conservation Treatment: £1800 (6 days @ £300/day)
	No VAT to be added

Estimated Treatment Time/Cost (Smugglers Roost): £600 (2 days @ £300/day)

Estimated Treatment Time/Cost (Windmill Inn): £1800 (6 days @ £300/day)

Additional Costs (packing/collection/delivery for off-site treatment): £300

Please let me know if you have any questions or would like to discuss the above treatment proposal/estimate further.

Looking forward to hearing from you.

With Many Thanks,

Stephen Umpleby