

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 21 August 2023

PRESENT: Councillors Mrs A Cooper (Chairman), J Bennett, A Cooper, J Ceiriog-Hughes, 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), Mr J Burch (Leisure and Amenities Officer) and Councillor Lee

47/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Tyler (Indisposition). This apology was accepted by the Committee.

48/23 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

49/23 MINUTES

The Minutes of the Meeting held on 12 June 2023 were signed by the Chairman as a correct record.

50/23 CHANGE TO ORDER OF ITEMS ON THE AGENDA

The Committee AGREED to vary the order of the Agenda by considering Item 5(e) as the next item on the Agenda.

51/23 STORAGE OF GRASS CUTTINGS AT THE RECREATION GROUND

The Chairman referred to the representations of concern received from members of the public during the Question Time held prior to the Meeting and said that she had also received some supporting documentation from the individual who had raised this issue again with the Council.

She then advised the Committee that a Report from the Clerk had been previously circulated, which outlined the Council's position to date with regard to the storage of Grass Cuttings at the Woodlands Recreation Ground.

In her Report, the Clerk referred to previous Minutes 60/22(d) and 30/23(c), which related to two representations received from users of the Recreation Ground expressing concern regarding the depositing of grass cuttings in the Wildlife Area on the Recreation Ground.

On both occasions, the Committee had decided to take no action in regard to the current situation whereby the grass cuttings from areas of the Recreation Ground were deposited in the Wildlife Area.

A further representation was subsequently received, from a dog owner raising continued concern regarding the storage of grass cuttings in the Wildlife Area, with particular reference to the fact that their own dog had become unnecessarily dirty and stained as a result of walking through the Area, via email correspondence, the Council had agreed that the green waste pile should remain in its current location for the foreseeable future. The member of the public concerned had asked that the Committee once again review its stance on this issue and agree to remove the 'grass pile' or to give further consideration to the construction of a pallet-based unit to confine the green waste which they felt would address the concerns of a small minority of the dog owners who utilised the Recreation Ground to exercise their animals.

In her Report, the Clerk advised that the Leisure and Amenities Officer had confirmed that the existing area was the most practical for the depositing of green waste. He had also explained that the grass cutting equipment at his disposal was a ride-on mower with a fixed hopper which, therefore, meant that the grass box/hopper could not be lifted off to empty into another receptacle. He had clarified that the Wildlife Area was also used to deposit broken branches, leaves and other compostable material from the surrounding grounds to further create a wildlife habitat for birds and insects.

Following a detailed discussion, during which the advice received from the Council's Insurers and Pest Control Contractor was referred to, the Committee RECOMMENDED that the 'waste/grass pile' should remain in its current position, and not be enclosed in any way.

The Committee AGREED that advisory signage should be installed at both entrances of the Wildlife Area.

It was further AGREED that the author of the representation should be thanked for his offer to construct an enclosed area for the 'waste/grass pile', which had to be declined.

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

52/23 WOODLANDS RECREATION GROUND

(a) Rustington Football Club

The Deputy Clerk reported that she continued to be in regular contact with representatives from Rustington Football Club (RFC) and confirmed that the following update had recently been received:-

- The Club had parted company with First Team Managers Terry Dodd and Luke Huggett but had welcomed two new Managers, Tom Barnes and Spencer Vine, from Worthing Town Football Club
- RFC had also registered a Veterans Team in the Sussex Sunday Vets League - This would bring the total number of Teams playing to seven, five of which would be regularly using the Woodlands Recreation Ground as their Home Ground
- Family Fun Day is now confirmed on 23 September to coincide with a Charity Dice Race Night in aid of a RFC Member who was fighting bowel cancer
- The Committee of twelve would include representation from the new Management Team as the Season progresses.

The Committee NOTED this information.

(b) Rustington Football Club - Creation of Additional Youth Football Pitches on North Field

The Deputy Clerk referred to correspondence from the Football Club, previously circulated, outlining the proposal for three additional pitches to be incorporated onto the North Field. She explained that the Football Club planned to use these to accommodate its expanding Youth Football Section of which there were now four Teams plus the Rustington Raiders Under 15's Team. She added that this would also allow for the Club's ambition for a future expansion in terms of Youth Provision, particularly in terms of provision for the Under 10's. She said that the proposed new pitches would only be used on Saturday and Sunday mornings. She explained that should the Council agree to the potential addition of pitches on the North Field then the Football Club would pursue a funding application from the Football Foundation, following a soil sampling survey, to establish the level of works required to bring the area up to playing standard.

Following detailed consideration of the aforementioned request, during which reference was made to Minute 60/22(b) and the need to maintain a balance of access to space for other users of the Recreation Ground, the Committee RECOMMENDED that, taking account of the fact that the Woodland Park Sportsfield was provided solely for Youth Football by the Council, permission should not be given for any of the above-mentioned options to provide more facilities at the Woodlands Recreation Ground for Youth Football.

(c) Rustington Sports and Social Club - Renewal of Lease from March 2024

The Clerk referred to Minute 30/23(b) and reminded the Committee that the proposed annual rent figure for the first five-year period of the new Lease had been agreed, following discussions with the Council's Surveyor, and the subsequent agreement by the Council, via email correspondence.

She said that the Heads of Terms had now been served on the Chairman, as Trustee for the Sports and Social Club by the Council's Surveyor, and the Solicitor was currently preparing the appropriate Notice to terminate the tenancy under Section 25 of the Landlord & Tenant Act.

She said that she would report back to all Members, as soon as a response had been received in respect of the Heads of Terms.

The Committee NOTED this information.

(d) Rustington Cricket Club - Request for Funding for the Removal of "Saddles" from the Cricket Square

The Deputy Clerk referred to Full Council Minute 204/23 and reminded Members that the Cricket Club had been invited to submit a cost proposal for the removal of the "saddles" at each end of the Cricket Square. She then referred to the quotation and email from the Cricket Club, previously circulated, outlining the request for financial support. She explained that if the Committee was minded to approve a funding contribution towards the aforementioned works then these could be completed by the end of September 2023.

The Deputy Clerk added that a fully costed proposal for the future ongoing maintenance and upkeep of the Cricket Square/Wickets would be presented to the Committee at its scheduled Meeting on 13 November 2023. She confirmed that this would include elements of the labour and materials cost incurred as part of the "saddle" removal work that overlapped in part with the End of Season works for 2023.

Following a detailed discussion, the Committee AGREED that a sum of £2,844.00 should be paid to the Cricket Club to cover the cost of the specialist removal of the "saddles" at each end of the Cricket Square subject to a full Risk Assessment being submitted to the Council in advance of any works taking place.

(e) The Use of the Woodlands Recreational Ground for Business Purposes

The Deputy Clerk referred to correspondence previously circulated regarding the noticeable increase in Professional Dog Walking Services utilising the Woodlands Recreation Ground. She explained that the Council had received verbal representations from members of the Public raising their concern regarding the noticeable increase in dog faeces and perceived lack of control over dogs when being walked in groups.

The Deputy Clerk then confirmed that she had spoken in person to two separate Companies that utilised the Recreation Ground on a daily basis for the purposes of Professional Dog Walking, to informally raise the Public's concerns. She added that she had advised both Companies that the Car Park did not permit Commercial Vehicles and asked that they refrain from parking at the Recreation Ground.

She then explained that she had made contact with the Environmental Health Team at Arun District Council who had advised that the Parish Council maintain a record, where possible, of dog waste being left. She added that it was not possible to be accurate as Council Personnel were not always on site.

She then referred to Minute 24/21(b) which stated that use of the Recreation Ground by Commercial Exercise/Fitness groups was not permitted without prior permission from the Council and production of a Risk Assessment and Public Liability Insurance.

Following a detailed discussion, the Committee RECOMMENDED that whilst Officers continued to monitor the situation, a Policy relating to the use of the Woodlands Recreation Ground and the Woodland Park Sportsfield for Business Purposes be created for consideration by the Full Council at its September Meeting.

53/23 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 to 31 July 2023 was currently above the 2023/2024 Estimate of £51,500.00 by approximately 8%.

She said that the total income to the aforementioned date was £18,495.44 which represented over 36% of the Estimate.

The Committee was pleased to NOTE this information.

54/23 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 to 31 July 2023 was currently above the 2023/2024 Estimate of £11,000.00 by 21%.

She said that the total income to the aforementioned date was £4,438.50 which represented 40% of the Estimate.

The Committee NOTED this information.

55/23 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 to 31 July 2023 was currently above the 2023/2024 Estimate of £8,500.00 by approximately 86%.

She said that the total income to the aforementioned date was almost £5,265.70 which represented 62% of the Estimate.

The Committee NOTED this information.

(b) Youth Club - Arun Youth Projects

The Deputy Clerk referred to a Report, previously circulated from Ms Emma Biffi, Arun Youth Projects (AYP) Youth Service Manager for the period June and July 2023. She confirmed that the Youth Service Manager vacancy had now been filled and that Matt Pollard would commence in post from September 2023.

She explained that nine sessions had been scheduled during the period covered by the Report but unfortunately two of these sessions had been cancelled and added that the average attendance per week was eleven young people. She confirmed that a review of the Service would be undertaken as part of the Council's Strategic Priorities and Action Plan.

The Committee RECOMMENDED that a Youth Service Review Working Party be appointed at the next Monthly Council Meeting and that the recently appointed Service Manager, Matt Pollard, be invited to address a future Meeting of the Committee.

The Committee NOTED the remainder of the Report.

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

The Deputy Clerk referred to a Report, previously circulated, from the Museum Manager.

She then explained that the Museum Manager was seeking approval for the disposal of five items that had been purchased by the previous Curator, for a one-off “Curiosities” Exhibition, which were not deemed to have a link to Rustington and did not fall within the Museum’s Collections Development Policy.

Following a brief discussion, the Committee RECOMMENDED that the five objects highlighted within the Report should be disposed of.

The Committee was pleased to NOTE the remainder of the Report.

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

(a) Rustington Otters Football Club

The Deputy Clerk reported that the delivery of the new Changing Room Unit had taken place in May but, unfortunately, the reinstatement/reconnection of water and electricity was still to be completed.

She then provided the following update regarding other matters relating to the Club:-

- The Club had applied for and received a Football Foundation grant that donated 35% of the cost of new 11v11 goals - These, high quality “ready to go goals” had now been purchased and would be used from the start of the 2023/24 Season
- The Club had also applied to the FA to be part of two ‘girls only’ training programmes: Weetabix Wildcats (5-11) and Squad Girls (12-14). The Club had been approved to provide both and aim to start in September. These programmes would attract extra funding for the Club
- Planning had begun for a Fun Day and Grand Opening of the new facilities - Date to be confirmed
- There would be a reconfiguration of the pitches to maximise use of Woodland Park Sportsfield. This would enable younger teams to play at the Ground itself as they currently played at The Angmering School
- The Club planned to install “ball-stop” netting, subject to funding, alongside the southern boundary of the site, adjacent to the A259.

The Committee was pleased to NOTE this information.

(b) Possible Extension of Lease

The Clerk referred to Minute 35/23(b) and reported that she had previously circulated an email received from the Senior Estates Surveyor, outlining the potential Lease Terms and Conditions for an extended Lease as follows:-

Surrender and Re-grant:

The Parish Council to surrender their current lease dated 12th February 2015 as amended by the Deed of Variation dated 22nd November 2019, in exchange for the grant of a longer lease of 20 years commencing on 1st January 2024 (the new lease to incorporate the changes already built into the said deed of variation), with, again, security of tenure afforded by the Landlord and Tenant Act 1954 excluded. There would need to be an ability for the County Council to break the lease earlier by giving a years notice but the expiry of such a notice would not be before 31st December 2033.

Principal Changes compared to the current lease would be as follows:-

- 1. Commencing Rent: To take into account the fact that the rent reviews under the current lease have not yet been actioned, and that the open market rental value of comparable playing field transactions have increased greatly since 2015, it is proposed that the commencing rental on 1st January 2024 will be £4000 per annum exclusive payable quarterly in advance (using 1st January, 1st April, 1st July, 1st October as the quarter days in this case rather than the 'traditional' quarter day regime).*
- 2. Rent Reviews: 5 yearly to open market rental value.*
- 3. Alienation: The new Lease would permit subletting of the part of the field on which the temporary buildings and fenced compound has been built, to Otters, subject to the County Council's prior consent (as you know the County Council wishes the Parish Council to do this to regularise the situation which has occurred whereby Otters own these temporary buildings and will be using the compound/temporary buildings exclusively). The new Lease clause will lay down specifically that the sublease should be granted for no longer than the new head lease less five days, that it includes a similar break option as the new head lease, and that it is excluded from the security of tenure afforded by the Landlord and Tenant Act 1954, plus any other conditions laid down by our Legal Services team designed to protect both Council's positions.*
- 4. Completion: The transactions would need to be completed simultaneously.*
- 5. Costs: The County Council will be expecting a contribution towards its legal costs and surveyors fees in drafting and completing the lease and the other necessary agreements (i.e. also relating to the necessary landlord's consent to the Works).*

In conclusion, the email advised that the Legal Services Department had recommended that they would propose a figure of £1250 with no VAT for the Parish Council's contribution to their legal costs, and the Senior Estates Surveyor was proposing a figure of £750 with no VAT towards the County Council's Surveyor's costs.

Following a brief discussion, the Committee AGREED that the Council should proceed with a fresh Lease based on the above-mentioned principal, which should be sent to the Council's Solicitors in the first instance.

58/23 PUBLIC CONVENIENCES - CHANGING PLACES TOILET

The Deputy Clerk reported that the pricing documents for the Project had now been shared, by Arun District Council, with potential Contractors. She explained that that a two-week window had been permitted in which to return Submissions. She added that Contractors bidding for the work had undertaken site visits. She confirmed that the anticipated completion date still stood as February 2024.

The Committee NOTED this information.

59/23 'BOYS NEED BINS' CAMPAIGN

Councillor Lee drew the Committee's attention to a new "Boys NEED Bins" Campaign. He explained that the National Charities "Tackle Prostate Cancer", "Cancer UK" and "Bladder Health UK" were working in partnership to support the 'Boys NEED Bins' initiative, a campaign for legislation for male hygiene bins to be provided within male toilets to address the needs of men who were incontinent and men who wore stomas or used other hygiene waste items so that the aforementioned products may be disposed of easily, safely and with dignity.

Following a brief and supportive discussion, the Committee RECOMMENDED that male hygiene bins be installed at all of the Council's Public Toilet Units.

60/23 PUBLIC SEATS

(a) New Seats - Progress Report

The Clerk reported on the current situation in respect of donated and replacement seats as follows:-

- 1 x Seat Recreation Ground - Installation completed 27 June 2023
- 5 x Seats Greensward - Donor requests currently on hold
- 1x Seat Greensward or Broadmark Lane - Donor request on hold - Awaiting completion of survey of all Seats
- 1x Seat Greensward or elsewhere in the Village - Donor request on hold - Awaiting completion of survey of all Seats
- Replacement Seat - The Street - Currently being progressed.

The Committee NOTED this information.

(b) Future Maintenance of proposed Commemorative Bench - Westcourt Medical Centre

The Deputy Clerk referred to correspondence, previously circulated, detailing a request from the Rusti Belles WI Group for the Parish Council to consider accepting the future maintenance responsibility for a proposed Commemorative Bench to be installed on land at the Westcourt Medical Centre. She explained that the bench would be sited adjacent to the Council's Bus Shelter. She confirmed that the bench was to be dedicated to the Suffragist Millicent Fawcett.

Following a brief discussion, the Committee RECOMMENDED that the Council accept the future maintenance responsibility subject to an Agreement with the Westcourt Medical Centre.

(c) Future Installation of Donated Seats along Rustington Greensward

The Clerk said that she had previously circulated a Report in the above regard as follows:-

1. *As the number of potential donors of public seats, specifically to be sited on the Greensward, has been increasing significantly over the past two years, with some six being installed in 2022, and seven more currently on a 'waiting list', a temporary 'hold' was put on all such requests received from May 2022, to enable the position on the existing seat stock to be reviewed.*
2. *Members are reminded that any installations of additional seats on the Greensward have to be authorised by the Arun District Council as the Authority responsible for the Foreshore.*
3. *Members who use the Greensward, and in particular along the section from Sea Lane to Sea Avenue, will know that public seats are in abundance in this vicinity.*
4. *In 2015, the Arun District Council halted the installation of any new seats along the Greensward and, we believe, anywhere else within their areas of responsibility, and instead started up new Schemes, namely The Celebration Seat - Hotham Park, Bognor Regis or Long Bench, Littlehampton. For these Schemes, now administered by the Aldingbourne Trust on behalf of the District Council, members of the public can have a plaque/inscription for a set 5 or 10 year period, following which the 'slat' can be relet.*
5. *The Council approached the District Council again in 2021, as one or two locations had been identified where it was felt that new public seats could be accommodated. The District Council agreed to permit this Council to install two seats at that time, and said that it would*

be prepared to consider requests in the future, if suitable locations along the Greensward could be identified.

- 6. Accordingly, the Council has installed a fairly large number of seats at various locations along the Greensward in the past few years, but it has now become more and more difficult to identify areas that are not already 'over-crowded' with seats.*
- 7. The seven potential donors have been advised that a review and survey would be taking place before both their own and any further seat requests would be progressed. A visual Survey has been undertaken, and it is clear that the number of public seats on the Greensward is more than sufficient, and it would be more of a challenge to justify the need for any additional seats which Arun District Council would consider favourably.*
- 8. As an alternative option to installing additional seats, it has been noted that a number of aged seats along the Greensward could be replaced, which would give the current potential and future donors an opportunity to donate a replacement seat.*
- 9. However, the current Policy, which has only been in place for this Council, since 2022, states that:-*
 - (a) The one-off cost for the purchase and installation of a new Southampton seat includes a commemorative plaque with the donor's choice of wording and 10 year maintenance. The seat would not be removed after 10 years automatically, it would continue to be maintained at the Parish Council's expense until the end of its normal life and would remain the property of Rustington Parish Council from installation*
 - (b) At such time in the future, that the Council is of the opinion that the seat is beyond renovation/repair and in need of replacement, the option of purchasing a new seat would be offered to the original donor in the first instance*
 - (c) Unfortunately, public seating can be the target of vandalism and the Council cannot be held responsible for such acts on donated seats. Repairs of a reasonable expense will be met by the Council. However, if the seat is unsafe or damaged beyond repair it would have to be removed and can only be replaced by means of a further donation*
 - (d) The Council also stipulates that memorabilia and flowers are not attached to seats and it also reserves the right to remove or relocate a seat should the need arise*

This has been the District Council's Policy for over 30 years, with the exception of paragraph (b) above.

- 10. Historically, we have never really been able to clarify with the District Council which of our two Councils is actually responsible for many of the seats on the Greensward and, therefore, replacing existing seats with new seats, and terminating the current periods of donation, can prove to be a very sensitive and emotive process. It is important to try to contact the existing donor before removing all trace of them, e.g. plaque removal, and often this is not possible as some seats have been in situ for over 30 years, and no contact details can be found on file by either Council.*
- 11. This Council itself fell foul of this in 2022, when a seat in an extremely dilapidated condition was replaced on the southern side of Sea Road, opposite the entrance to Harsfold Road. The seat had been in situ for over 25 years, and a new donor had requested this location. It was felt to be an opportune time to agree to this, given the condition of the seat, the District Council's Policy of a 10 year term, and the fact that the seat would have had to be removed, in any event, in the interests of health and safety.*

At that time, this Council had no contact details for the donor, and so the plaque was removed from the seat and retained in the Council Offices, to give them an opportunity to come forward, so that the position could be explained to them. Following a six-month period, the old seat was replaced with a new seat.

On the day following the installation, the District Council contacted this Council as the donor of the seat had made a representation to them to enquire as to why the seat had been removed and requesting the return of the plaque.

As contact details were passed to this Council, the donor in question was approached and, subsequently, expressed her desire to pay for the new seat, so that a new plaque could be reinstalled and the donor period would be extended for a further 10 years.

The potential donor of the newly installed seat was most understanding, and was able to be allocated an alternate location for a new seat on the Greensward in 2022.

12. *Therefore, if the Council was to decide to proceed with replacing identified dilapidated seats by accepting new donors for the said seats, whilst this would be a very lengthy and somewhat risky process, it would enable new donors to be facilitated, whilst also improving/upgrading the seat stock overall along the Greensward.*
13. *The Committee will now need to decide whether or not it would like the Council to consider the above alternative option, or whether it believes that no further requests for donated seats should be accepted and progressed for the foreseeable future, including those currently on the 'waiting list'.*

Following a detailed discussion, the Committee RECOMMENDED that:-

1. No further requests to donate seats at **new** locations along the Greensward be accepted and/or progressed, including those individuals currently on the 'Waiting List'
2. The aforementioned individuals should be advised that the Council would now be investigating the possible replacement of aged seats, which, it was hoped would give them and possible future donors an opportunity to donate new seats at existing locations, where dilapidated seats were considered to be in need of removal in the interests of public health and safety
3. As an alternative, suitable locations in the Village for the siting of new public seats, could be progressed if the aforementioned prospective donors so wished.

61/23 BUS SHELTERS

The Clerk referred to Minute 40/23 and confirmed that the Wooden Shelter located at the front of Rustington Hall had now been repainted following temporary repairs. She also confirmed that the Brick Shelter located adjacent to the Angmering Railway Station had been refurbished and all graffiti removed.

Councillor Mrs Cooper advised that the drain in Station Road, opposite Rustington Hall, had now been cleared and therefore cleaning of the adjacent Bus Shelter, on the southern side, could be resumed. She also added that the Bus Stop Timetable Information Board needed replacement.

The Committee NOTED this information.

The Clerk referred to Minute 15/23 and reported that approaches were made to both of the Guiding and Scout Groups in the Village to gauge their interest in an Annual Arts and Crafts Competition, as suggested by Mary's sons, but the feedback had not been very significant.

She said that a further Meeting had taken place with Graeme and Andrew Taylor, with Councillor Rogers and herself, when it had subsequently been agreed that no further action should be taken in respect of a possible Annual Arts and Crafts Competition.

It was, however, AGREED that if and when the upgrading/refurbishment/reconfiguration of the rear section of The Woodlands Centre was carried out and designated, as subsequently agreed, The Taylor Suite, in memory of Mary and Bev Taylor, Graeme and Andrew Taylor should be tasked with writing an appropriate 'history board' to be displayed inside the entrance of the rear section of The Woodlands Centre.

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 8 Ashwood Drive

Runner-Up 5 Ashwood Drive

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

Winner The Lamb Public House

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

Winner 22 Glenville Road

Runner-Up 29 Merton Avenue

Class 4 - Front Gardens of Any Size (Commercial)

Winner Rustington House, Worthing Road

Class 5 - Schools' Competition

Winner Georgian Gardens Community Primary School

Runner-Up Summerlea Community Primary School

Class 6 - Community Gardens

Winner The Hidden Twitten (Rear of Herne Gardens/Orchard Gardens Garage Compound)

Runner-Up Rustington Methodist Church Garden

She reminded the Committee that the short-listed entries in the Competition had been judged by Councillors Mrs Alison Cooper (Chairman of Arun District Council), Jamie Bennett (Vice-Chairman of the Council) and Mrs Joanne Crockford (of Ferring Nurseries).

Councillors Mrs Cooper and Bennett explained that the Criteria for the School's Competition may need review to include elements such as environmental initiatives and non-traditional gardening. The Clerk confirmed that this suggestion would be taken into consideration prior to the launch of the 2024 Competition.

The Committee were pleased to NOTE this information.

64/23 DATES OF FUTURE MEETINGS

The Chairman reminded the Committee that the dates for future Meetings had been agreed at Full Council (Minute 103/23 refers) and the next was as follows:-

13 November 2023 at 6.30 pm

There being no further business the Meeting concluded at 7.42 pm.

Chairman: Date:

During the Public Question Time held prior to the Meeting, the following items were raised:-

- **Concern regarding the storage and disposal of grass cuttings at the Woodlands Recreation Ground - *This matter was addressed during the Meeting under Agenda Item 5(e)***
- **Concern regarding the grass cutting storage area having a detrimental impact on an existing fox den - *The Council's Pest Control Contractor had confirmed, on the most recent inspection on 3 August, that foxes were still active and dens were in situ in the Wildlife Area. There had been no evidence of any detrimental impact upon the fox population.***

RUSTINGTON PARISH COUNCIL

Leisure and Amenities Committee - 14 August 2023

STORAGE OF GRASS CUTTINGS AT THE WOODLANDS RECREATION GROUND

1. At the Meeting of the Leisure and Amenities Committee on 14 November 2022, the Committee considered the storage of grass cuttings at the Woodlands Recreation Ground following a representation from a Member of the Public. The following Minute was recorded: -

60/22(d) Storage of Grass Cuttings at the Recreation Ground

The Deputy Clerk reported that she had previously circulated an email from a user of the Recreation Ground expressing his concerns regarding the large amount of grass cuttings that were being 'dumped' in the Wildlife Area on the south western boundary. The representation referred to the fact that the individual's dog was eating large amounts of rotted grass which could cause harm, and was asking if a more suitable area, not in the public domain, could be used for this type of waste.

Following a further detailed discussion, the Committee AGREED that the current location where the aforementioned grass cuttings were being placed was the most suitable at the present time and, therefore, unfortunately, no further action should be taken in this regard.

2. The Committee, at its 12 June 2023 Meeting, considered the matter again, and the following Recommendation was subsequently agreed by the Full Council at its Meeting on 26 June 2023: -

30/23(c) Storage of Grass Cuttings at the Recreation Ground

The Deputy Clerk reported that she had previously circulated an email, that had been received by Councillor Mrs Cooper, from a user of the Recreation Ground expressing their concerns regarding the placement of grass cuttings in the "Wildlife Area" and the potential harm to dogs if eaten. She then referred to Minute 60/22(d) and reminded the Committee of the Council's previous decision to take no further action with regard to altering the location of grass cuttings at the Recreation Ground.

The Leisure & Amenities Officer confirmed that this area was the most suitable in terms of practicality of off-loading the cuttings, given the machinery and equipment at his disposal. He also confirmed that the area was a haven for insects and wildlife and had been chosen as it was the most excluded area on the Recreation Ground and had the added value as a deterrent for Anti-Social behaviour, that had previously occurred in that corner.

Following a detailed discussion, the Committee RECOMMENDED that the grass cuttings should continue to be deposited in the 'Wildlife Area' for the foreseeable future.

3. Following the Council's aforementioned decision, a further representation was made, by a dog owner raising continued concern regarding the storage of grass cuttings in the Wildlife Area, with particular reference to the fact that their own dog had become unnecessarily dirty and stained as a result of walking through the Area. I circulated to all Members, via email, the concerns raised by the individual in their representation and asked if the Council would be willing to re-consider its decision. Following this further consultation, I was able to confirm with the dog walker concerned that the Council had agreed that the green waste pile should

remain in its current location for the foreseeable future. The member of the public had asked that the Committee once again review its stance on this issue and, in particular, to give further consideration to the construction of a pallet-based unit to confine the green waste which they felt would address the concerns of a small minority of dog owners who utilised the Recreation Ground to exercise their animals.

4. The Leisure and Amenities Officer has confirmed that the existing area is the most practical for the depositing of green waste. Mr Burch has also explained that the grass cutting equipment at his disposal is a ride on mower with a fixed hopper which, therefore, means that the grass box/hopper cannot be lifted off to empty into another receptacle. He has clarified that the Wildlife Area is also used to deposit broken branches, leaves and other compostable material from the surrounding grounds to further create a wildlife habitat for birds and insects. It should be noted that the area has been used for the storage of a limited amount of green waste during the grass cutting season between April and November for five years without incident.
5. The Council has previously made a commitment to the establishment of a Wildlife Area at the Recreation Ground for the benefit of small animals, reptiles and insects. In the pursuance of this and from various case studies the inclusion of a waste pile within a Wildlife Area has been cited as of great importance and beneficial to such eco-systems. An example of the positive outcomes for such inclusion can be found here: [Case study ~ The importance of waste piles for wildlife | Hazelwood Landscapes](#)
6. The Committee is reminded that “all persons using the Recreation Ground do so at their own risk” and that the site is subject to a Byelaw relating to the control of Dogs and Removal of Canine Faeces. It has been observed that dogs entering the Wildlife Area are often unsupervised and, therefore, it cannot be guaranteed that all canine faeces are removed, and the aforementioned Byelaw adhered to. The site is also subject to the Arun District Council’s Public Space Protection Order for Dogs that requires any person responsible for a dog to keep it under close control.
7. The representation from the member of the public concerned is requesting that green waste is either no longer stored in the Wildlife Area or, alternatively that the waste pile is fenced off in some way.
8. The potential fencing off of the waste pile is still considered by the Council’s Personnel, to be restrictive in terms of the Leisure and Amenities Officer being able to efficiently and effectively undertake his day-to-day tasks.
9. The Committees views are requested.

14 August 2023

Clerk of the Council

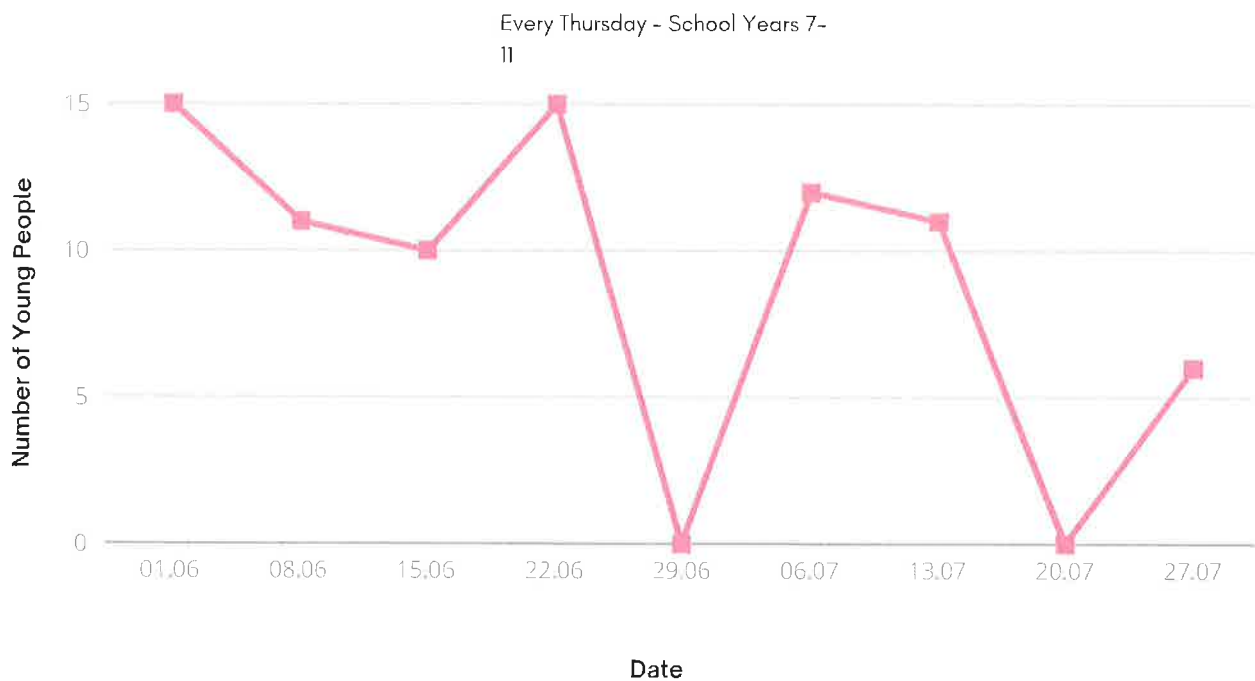


Rustington Youth Centre Update: June-July '23

Introduction

The report will provide information on the current Rustington youth club sessions, including attendance data, the number of sessions delivered, the number of different young people attending sessions, as well as a breakdown of attendance by age and gender.

Attendance Data

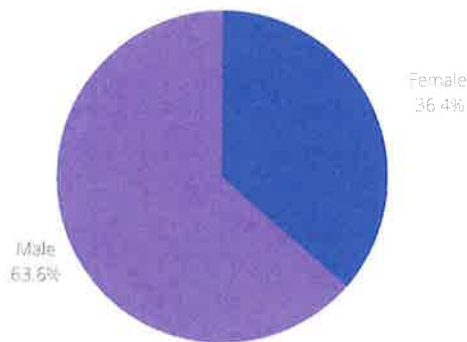


The average attendance across this reporting period is 11, with a high of 15 young people in early June and again towards the end of the month. Six out of nine weeks recorded 10 or more attendances.

Unfortunately, due to staff illness and absences, this reporting period saw two session closures.

Attendance Data

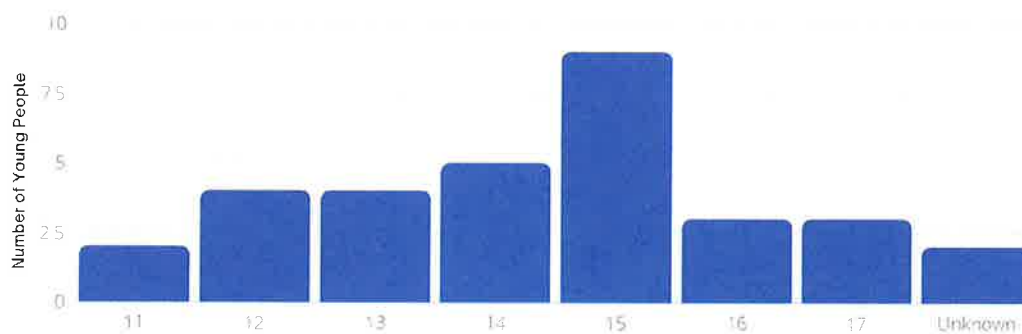
Gender



The chart shows the gender breakdown of the young people attending the RYC sessions. The data shows a similar trend to gender data present in other AYP sessions with the majority of young people attending AYP sessions being male (20).

12 female young people attended sessions in this reporting period. This reflects the same level of data recorded in the last three reporting periods.

Age



The graph shows the age breakdown of the young people. The graph highlights the highest level of engagement comes from the 14-15 year-olds. Out of the 32 different young people attending sessions in this reporting period, 2 have had their age recorded as unknown as we have been unable to obtain this information.

In this reporting period:

80 different engagements over 7 sessions.

32 different young people.

9 Young People attended three or more sessions.

Museum Report - Leisure & Amenities Committee - August 2023

Documentation

MODES now has 3536 entries as the catalogue is updated. New acquisitions have been put into their permanent locations and entries created on MODES. Items have also been returned following exhibitions and their entries updated. Photos have been added where possible. Training is being done with volunteers to help with this task (see section on Volunteers later in the report).

Grant Application

The grant application for part payment towards art racking for the store in Woodlands Centre has been successful. The maximum award of £1000 was applied for and granted by the South East Museum Development Fund. Installation will be completed by the company Rackline Storage Solutions on 16-17 August 2023.

The current shelving will be re-used and the wall hanging will be kept in-situ and re-used, if appropriate, in the new Museum Stores following the possible future reconfiguration of the Woodlands Centre.

The paintings will be properly photographed and wrapped prior to storing in the racking – volunteers will be helping with this task.

The total cost of the racking project is £3,179.00. The Museum wish to thank the RHA who have given £500 towards this project. The remaining £1,679.00 will be met from the Museums Reserves Budget which currently stands at approximately £2,755.00.

Disposals - *For photos and details please see Appendix A.*

Items for Disposal

A collection of items has come to light that are recommended for disposal. They have come to the attention of the Museum Manager as new acquisitions are put away and given priority space.

The items were purchased for a "Cabinet of Curiosities" display in 2014 by the previous Curator. It is not known why they were accessioned. They have no connection to Rustington and appear to have been purchased for the one display. There are no future exhibitions planned in which these could be used as preference is given to Rustington based artefacts. Only one item (the starfish) can be found in the purchase records.

The items will be offered to other Museums within the Sussex area, but given their limited appeal, it is recommended they are disposed of if there is no interest after a set time period (3 months).

The Committee Members are asked to approve these disposals.

Acquisitions Highlights - For photos of the objects see Appendix B

New Objects

School uniform from the Parent's National Educational Union "PNEU School" in Claigmar Road. Dates from early 1970s.

Handling Collection

There are no additional items to report at this time.

Social Media

Facebook

The Museum's Facebook page continues to grow in support, and the page has 569 followers, up 20 (2 August 2023).

Twitter

The Museum Twitter account, @RustingtonMuse1, has 203 followers, up 4 (2 August 2023).

Website

This is kept updated with details of the Talks Series, 3 events in advance, and new case displays.

Events

The Talks Series continues to prove popular with the following attendance figures recorded:

South Down Folk Singers	Evening of singing and the songs history	54	24 May, 7-9pm
Jo Parker-Smith	History of St Dunstan's and Blind Veterans UK	40	21 June, 7-9pm
Jim Bagely	Growing up in WW2 Rustington	31	19 July, 2-4pm

The Museum hosted craft activities in the May Half-term with a Royal theme. Attendance was low, but the weather was good so perhaps families opted to be outdoors.

Forthcoming talks

People can book online using Eventbrite, or by contacting the Museum direct.

Gary Baines	Littlehampton and Shoreham Forts	16 Aug, 7-9pm
James Dickinson	Arundel Castle and the Fitzalan-Howards	20 Sept, 2-4pm
Gordon Steveson	"Service with Southdown" - Gordon Stevenson's illustrated stories of his dad's 37 years on the buses.	18 Oct, 7-9pm

Peter James	Lowfield Heath and Ockley Windmills	15 Nov, 7-9pm
	No talk	Dec
Tim Baldwin	East Sussex artists (requested by visitors after the successful West Sussex artists talk)	17 Jan, 2-4pm
Arun Talks	A-Z of Sussex (TBC)	21 Feb, TBC

During the School Summer Holidays crafty sessions have been held at the Museum on three mornings per week, with Wednesdays reserved for SEND (Special Education Needs and Disabilities) families. Uptake was slow overall during the first week, but numbers have grown as the holidays have progressed.

Visitor figures

Visitor figures are recorded daily on a spreadsheet and are as follows for the period April-July 2023:

April	507	165	Easter crafts, Talk on the 19th
May		176	Half term crafts, Talk on 15th
June		181	Talk on 22nd
July		192	Talk on 19th

Outreach

Public Talks given by Claire

25 July - New Beginnings (a social group for Widows in East Preston) – Potted History of Rustington with quiz at the end to identify locations in East Preston using the postcard collection.

Forthcoming talks:

13 September - Waffle (St Peter & St Paul Church Group). Details to be confirmed.

26 September - Oakland Grange. Reminiscence and handling session with the theme of Childhood, using the Museum's Handling Collection and some objects and images from the museum collection.

10 October - Rotary Club. Talk on the "History of Rustington" to include Mewsbrook Park.

16 October - Summerlea School. Talk on Harry Clark as one of their focus subjects on local historians.

7 November - New Beginnings. Talk on Rustington's Famous Faces

9 November - RHA. Talk all about the Museum's past, present, and future

In September, East Preston Junior School will be borrowing the collection of replica flints from the Handling collection along with some original ones from the collection and Bronze Age pottery.

Exhibitions

June - October 2023: Princess Marina and Blind Veterans UK

A Community Exhibition looking at the history and stories of the Charities that have been and will be using the site. Using Museum Collections, loans from the public and archives from the Charities.

October 2023 - May 2024: Rustington's musical connections

As reported to the November meeting the Autumn Exhibition will look at the musical connections in the Village, including Sir Hubert Parry, Dame Ethel Smyth and the Crazy Gang.

Early 2024 - The Lido

Using Museum Collections and asking for people's own memories and objects, the story of The Lido. A similar Exhibition was delivered several years ago at the old Museum and was very popular.

Work by Julie

Julie has been organising MODES Database training for volunteers to help with documentation projects. She has also been helping with the crafty sessions and organising the Volunteers Rota.

Work by Volunteers

Volunteers are being trained on the MODES Database to help with data entry and to help relocate items after exhibitions.






Some are also involved with helping at the family craft sessions. They help distribute resources and guide people through the activity.

It is hoped that a volunteer will be able to support the Outreach Session at Oakland Grange in September, helping with object handling and engagement.

Claire Lucas – Museum Manage

2 August 2023

Appendix A - Disposals

RUSPC:2014.36 - mini case		No record of the purchase or donation
RUSPC:2014.37 - starfish		Purchased November 2014, £5.50 by previous curator from Amazon
RUSPC:2014.38 - weasel		No record of the purchase or donation
RUSPC:2014.39 - 3 insects		No record of the purchase
RUSPC:2014.40 - crate and triceratops		No record of the purchase

Appendix B

Parent's National Educational Union "PNEU" uniform - RUSPC:2023.32

