



# Rustington Parish Council

Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB

Tel: 01903 786420 Fax: 01903 788736

E-mail: [enquiry@rustingtonpc.org](mailto:enquiry@rustingtonpc.org)

Website: [www.rustingtonpc.org](http://www.rustingtonpc.org)

---

7 November 2023

Dear Councillor (and Parishioners for information)

## **LEISURE AND AMENITIES COMMITTEE**

YOU ARE HEREBY SUMMONED to attend a Meeting of the above Committee to be held on **Monday 13 November 2023** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, commencing at **6.30 pm**. (Please use the Council Offices' entrance at 34 Woodlands Avenue).

Yours sincerely

Clerk of the Council

**To: All Members of the Leisure and Amenities Committee and other Members for information**

## **A G E N D A**

1. Apologies for Absence
2. Declarations of Interest by Members

*Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda*

*You should declare your interest by stating:-*

- (a) the item you have the interest in*
- (b) whether it is a personal interest and the nature of the interest*
- (c) whether it is also a prejudicial/pecuniary interest*
- (d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak during the Public Question Time*

*You then need to re-declare your interest at the commencement of the item or when the interest becomes apparent*

3. To approve the Minutes of the Meeting held on 21 August 2023  
(Copy attached)
4. To consider further such matters as arise from the Minutes



**Working for the local Community**

RUSTINGTON Parish Council operates an open file policy. Any correspondence with the Council may become public.  
For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.  
VAT Registered: 946 2052 29

5. The Woodlands Centre - External:-

- (a) Rustington Football Club - To consider an email received from the Football Club and Deputy Clerk to report  
*(Copy attached for Members)*
- (b) Charges for Sports Facilities - To consider a Report from the Deputy Clerk  
*(Copy attached for Members)*
- (c) Rustington Sports and Social Club - Renewal of Lease from March 2024 - Progress Report
- (d) Summer Active Play Sessions - To note the Summer Report from the Active Communities Team at Freedom Leisure and to consider future provision - Deputy Clerk to report  
*(Copy attached for Members)*

6. The Woodlands Centre - Internal:-

- (a) Current Lettings - Progress Report
- (b) Review of Rents - To consider a Report from the Finance Manager/RFO and Clerk of the Council  
*(Copy attached for Members)*
- (c) Semi-Commercial Hirings - To consider a Schedule of proposed charges with effect from 1 April 2024  
*(Copy of existing and proposed charges attached for Members)*

7. Samuel Wickens Centre:-

- (a) Current Lettings - Progress Report
- (b) Review of Rents:-
  - (i) To consider a Schedule of proposed General Hirings charges with effect from 1 April 2024  
*(Copy of existing and proposed charges attached for Members)*
  - (ii) To consider a Schedule of proposed Rustington Community Group Hirings charges with effect from 1 April 2024  
*(Copy of existing and proposed charges attached for Members)*

8. Rustington Youth Centre:-

- (a) Current Lettings - Progress Report
- (b) Review of Rents - To consider a Schedule of proposed charges with effect from 1 April 2024  
*(Copy of existing and proposed charges attached for Members)*
- (c) To note a Report from Matt Pollard, Service Manager, Arun Youth Projects  
*(Copy attached for Members)*

9. Rustington Museum - To consider a Report from the Museum Manager  
*(Copy attached for Members)*

10. Woodland Park Sportsfield:-

- (a) Rustington Otters Football Club - Update - Deputy Clerk to report
- (b) Extension of Lease - Progress Report

11. Public Conveniences:-
  - (a) Changing Places Facility - Deputy Clerk to report
  - (b) Loo of the Year Awards - Clerk to report
12. Remembrance Sunday Parade and Service - 12 November 2023 - Deputy Clerk to report
13. Annual Planting and Maintenance of Amenity Areas - Deputy Clerk to report
14. Request for additional Dog Waste Bin to be located at Stansfield Court, Mill Lane - To note correspondence received from a Parishioner in this regard  
(Copy attached for Members)
15. Grounds Maintenance Contract - To consider a Report from the Deputy Clerk together with a Quotation for a further 3-year contract received from Barcombe Landscapes Limited  
(Copy attached for Members)
16. Biennial Tree Survey - To note the content of the Arboricultural Survey and to consider the Quotations received from County Tree Surgeons Limited - Deputy Clerk to report  
(Copy enclosed for Members)
17. Public Seats Progress Report - Clerk to report
18. Urgent matters arising, for information only, since the preparation of this Agenda
19. Income and Expenditure for 2022/23, 2023/24 and 2024/25 - To consider a Report prepared by the Clerk of the Council  
(Copy enclosed for Members)
20. Dates of Future Meetings:-
  - 19 February 2024
  - 3 June 2024
  - 2 September 2024
  - 11 November 2024