

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 19 February 2024

PRESENT: Councillors Mrs A Cooper (Chairman), Mrs V Allen, J Bennett, A Cooper, Mrs P Gregory, G Lee, 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)

1/24 APOLOGIES FOR ABSENCE

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

2/24 DECLARATIONS OF INTEREST

Councillor Mrs Partridge declared a personal interest in Minute 4/24(a). She remained in the Meeting during consideration of this item but took no part in the discussion and vote thereon.

3/24 MINUTES

The Minutes of the Meeting held on 13 November 2023 were signed by the Chairman as a correct record.

(Prior to consideration of the following item Councillor Mrs Partridge had declared a personal interest as her son's business is the Club's Main Sponsor)

4/24 WOODLANDS RECREATION GROUND

(a) Rustington Football Club

The Deputy Clerk referred to Minute 68/23(a) and confirmed that the Chairman and Vice-Chairman of the Committee had met with representatives from the Football Club on 20 December 2023. She explained that the Football Club were still keen to fulfil their ambition to secure "Community Club" Status and in order to do this were required to increase the number of Teams and diversity, in terms of age and gender, represented by Rustington Football Club.

She then referred to the email correspondence and the Club's Forward Plan, previously circulated, from James Bennett, Chairman of the Club and explained that the documentation aimed to illustrate the need for an additional pitch and its potential use in terms of the number of matches etc. The Deputy Clerk then referred to Minutes 60/22(b) and 52/23(b) and reminded the Committee of its previous decisions, to not permit any further facilities at the Woodlands Recreation Ground for Youth Football.

Following detailed consideration, of the aforementioned request, the Committee RECOMMENDED that no further provision or additional pitches be made for Youth Football at the Woodlands Recreation Ground. During the above debate much concern was expressed regarding the pressure already being placed upon the Recreation Ground as a whole and the importance of ensuring its protection for all users.

Members noted that due to the excessive wet weather, the Recreation Ground had struggled to drain sufficiently and had become significantly damaged in several areas, outside of the pitch perimeter, due to training taking place on the North Field and the Cricket Outfield. It was then further RECOMMENDED that Officers should review the Terms and Conditions of Use of the Recreation Ground to include guidance regarding the acceptable levels of use by Sports Clubs.

(b) Rustington Sports and Social Club

(i) Serving of Notice Under Article 13 of Application for Planning Permission and Submission of Planning Application R/19/24/L

The Clerk referred to Minute 60/22(a)(iii) and reminded Members of the preliminary enquiry that had been received from the Cricket Club at that time, regarding its desire to construct a Female Changing Room with Storage for grounds equipment as an extension to the Sports and Social Club Building at some stage in the future, subject to grant funding being obtained. She said that, at that time, the Committee had agreed, in principle that it had no objection to the proposal and looked forward to receiving further details prior to the Project reaching the Planning Application Submission stage.

She said that, in this connection, the Council had recently been served Notice under Article 13 of Application for Planning Permission, by the Sports and Social Club's Architect, for a proposed single storey extension and porch, plus internal alterations to create a Female Changing area. She confirmed that the Planning Application (R/19/24/PL) was due to be considered by the Council's Planning Committee at its Meeting on 26 February 2024.

She then advised that, subsequent to the above, the Council's Solicitor had advised her that, in accordance with the terms of the Lease for the Sports and Social Club Building, the Club, as the Tenant, would need to formally apply to the Council for permission to undertake any of the proposed works, prior to them commencing. Once this request for permission was received a formal Licence to Carry Out Alterations would need to be prepared, at the Club's expense, which would need to include the following provision:-

‘The Tenant covenants in the Lease will extend to the works and applied to the property as altered by the works.’

She said that, in accordance with the above, a letter had been sent to the Chairman of the Club, to which a response was currently awaited. She confirmed that this would be placed before the Full Council, once received, for its agreement for a Licence to be granted in this regard.

The Committee NOTED this information.

Councillor Rogers, in his capacity as the Council's representative on the Sports and Social Club Management Committee, expressed his concern that he had not been sufficiently informed on any recent issues or concerns in connection with the progress of the Lease Renewal. The Clerk apologised and said that she would ensure that “representative” Members were furnished with any relevant information in respect of “Outside Bodies” in the future, upon request.

(ii) Renewal of Lease from 25 March 2024

The Clerk referred to Minute 68/23(c) and said that a letter had been sent by the Council's Solicitors to the Sports and Social Club Trustees, raising certain issues in connection with the new Lease, on 25 January 2024. She said that she had consequently advised the Club that the Council would very much like the Lease and Licence (fenced off patio area) to be completed before the end of February 2024. A response was currently awaited, but it was hoped that this would be received prior to the above date, as requested.

The Committee NOTED this information.

(c) Summer Active Play Sessions

The Deputy Clerk referred to Minute 68/23(d) and confirmed that, unfortunately, due to the incredible popularity of the Freedom Leisure Active Play Sessions, across the Arun District, only one session per week, to operate from the Woodlands Recreation Ground, could be secured. She confirmed that the

sessions would take place on Thursday afternoons throughout the Summer Holidays at a total cost of £960.00.

The Committee NOTED this information.

(d) The Use of the Woodlands Recreation Ground for Business and Commercial Purposes

The Deputy Clerk referred to Full Council Minute 230/23(b) and confirmed that signage, detailing the agreed Terms and Conditions of Use of the Recreation Ground, had been installed on 2 February 2024. She explained that, to date, there had been no known further use of Recreation Ground by Commercial Businesses. She added that MS Services had been contracted to support the implementation of the new Policy and had been in attendance, at the Woodlands Centre Car Park for a total of twenty hours.

The Committee were pleased to NOTE the information.

(e) Request for a Secure Designated Area for Dog Walking

The Deputy Clerk referred to email correspondence, previously circulated, regarding a request for the Council to consider the creation of a secure and designated area for non-commercial dog walking at the Woodlands Recreation Ground.

Following a detailed discussion, the Committee RECOMMENDED that taking account of the pressure already placed upon the Recreation Ground for multiple community activities, no further action should be taken in respect of the creation of a secure and designated area for the purposes of dog walking.

5/24 THE WOODLANDS 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 2023 to 31 January 2024 was currently above the 2023/2024 Revised Estimate of £54,000.00 by approximately 109%.

She said that the total income to the aforementioned date was £49,220.67 which represented over 91% of the Revised Estimate.

The Committee was pleased to NOTE this information.

(b) Rustington Short Mat Bowls Club - Concessionary Hall Hire Charges 2024/2025

The Deputy Clerk referred to Minute 6/23(b) and reminded the Committee that the Rustington Short Mat Bowls Club had been a regular Hirer of the Village Memorial Hall for over twenty years and that the Club continued to meet three times per week. She confirmed that the Club also booked additional hirings for League Matches.

She stated that despite the many challenges presented by the cost-of-living crisis, the Club had always been very committed to its continuation.

She added that income received from the Club in 2022/2023 totalled £7,691.75 and that income for 2022/2023, to 31 January 2024, currently stood at £7,188.29. She also confirmed that a discount of 25% was currently in place for one evening session per week only.

Following a brief discussion, the Committee RECOMMENDED that the Concessionary Rate for Hall Hire by the Rustington Short Mat Bowls Club should be continued at the existing rate of 25% (£58.50 per session), for one evening session only, for a further year, with effect from 1 April 2024.

(c) Woodlands Table Tennis Club - Concessionary Hall Hire Charges 2024/2025

The Deputy Clerk stated that the Table Tennis Club had been a regular Hirer for over eighteen years, doubling their sessions from one to two evenings from 2018. She referred to Minute 6/23(c) and explained that the Club currently received a concession of £9.41 per session which equated to approximately 12.5% per Hiring. She confirmed that this amount had been increased from 10% in 2022. She added that income received from the Club in 2022/2023 totalled £5,909.68 and that income for 2023/2024, to 31 January 2024, currently stood at £5,748.43.

Following a detailed discussion, the Committee RECOMMENDED that the Concessionary Rate for Hall Hire by the Woodlands Table Tennis Club should be continued at the existing rate of 12.5% (£68.25 per session) for each of the two weekly hirings, for a further year, with effect from 1 April 2024.

(d) Replacement and Upgrade of Stage Lighting for the Village Memorial Hall

The Deputy Clerk referred to a Report prepared by the Finance Manager/RFO, which had been previously circulated, that included two Quotations for the replacement and upgrading of the aged Stage Lighting within the Village Memorial Hall. She explained that the existing system had been condemned and that the Hall no longer had an operational stage lighting system.

She added that the Finance Manager/RFO and the Finance/Administrative Officer had been to view an example of a system, supplied and fitted by ShowTec Lighting and Sound, at the West Chiltington Village Hall and that they had been most impressed by its versatility and ease of use.

Following a further discussion, the Committee RECOMMENDED that the Quotation for the supply and installation of a new Stage Lighting System and associated equipment, for the Village Memorial Hall, be accepted from ShowTec Lighting and Sound in the sum of £12,194.00 plus VAT.

It was further RECOMMENDED that the above expenditure should be borne the Building Improvement Fund Vote balance.

(e) Repairs to the Village Memorial Hall Flooring

The Deputy Clerk referred to a detailed Quotation, previously circulated. She explained that the last significant refurbishment of the Hall floor had been in August 2015 and had been undertaken by Just Wood.

She said that the works were likely to require the Hall to be vacant for a period of one week and, with this in mind, a suitable week in the quieter Summer months would be cleared of hirings, as this would cause the least disruption as far as the need to cancel bookings was concerned.

Following a discussion, the Council RECOMMENDED that the Quotation received from Just Wood be accepted, to include the additional 4 coats of lacquer, at a total cost of £5,889.00 plus VAT, with the works being carried out in the Summer, to ensure that the minimum number of hirings had to be cancelled.

It was further RECOMMENDED that the above expenditure should be borne from the Building Improvement Fund Vote balance.

6/24 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 2023 to 31 January 2024 was currently above the 2023/2024 Revised Estimate of £12,000.00 by approximately 114%.

She said that the total income to the aforementioned date was £11,491.00 which represented over 95% of the Revised Estimate.

The Committee NOTED this information.

7/24

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 2023 to 31 January 2024 was currently above the 2023/2024 Revised Estimate of £11,500.00 by approximately 135%.

She said that the total income to the aforementioned date was almost £12,975.12 which represented over 112% of the Revised Estimate.

The Committee NOTED this information.

(b) Youth Club - Arun Youth Projects

The Deputy Clerk referred to the Arun Youth Projects Annual Report, previously circulated from Mr Matt Pollard, Arun Youth Projects (AYP) Youth Service Manager for the period February 2023 to January 2024.

She explained that she had requested an Annual Report format in order to illustrate and give greater context to the attendance and impact of the Youth Club Sessions funded by the Parish Council. She added that the average attendance per week varied between five and ten young people from a cohort of 104 and that the Service had operated for a total of 98 hours.

Following a detailed discussion regarding the existing Senior Youth Club provision, the Committee RECOMMENDED that the Chairman and Vice-Chairman of the Committee, along with the Clerk and the Deputy Clerk should meet with representatives of the Senior Management Team of Arun Church, to review the existing provision.

The Committee NOTED the Report, a copy of which is attached and forms a part of these Minutes.

8/24

RUSTINGTON MUSEUM

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 rental of external storage, at Fishbourne Roman Palace, for the Museums Archaeology Collection. She explained that this particular aspect of the Museum's Collection was rarely used in-house or requested for loan by external Stakeholders. She confirmed that a revised cost of £150.00 per annum for external storage had been received since the submission of the Museum Manager's Report to the Committee.

Following a brief discussion, the Committee RECOMMENDED that an annual rental arrangement, with the Fishbourne Roman Palace, be entered into for external storage of the Rustington Museum's Archaeology Collection, at a cost of £150.00 per annum.

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.

9/24

WOODLAND PARK SPORTSFIELD

(a) Rustington Otters Football Club

The Deputy Clerk reported that the reinstatement/reconnection of the electricity supply at the Sportsfield was still to be completed, and that installation dates of 21 and 22 February 2024 had now been confirmed by UK Power Networks.

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

- *The Club now provides 16 Teams ranging from Under Age 6 to Under Age 17*
- *A new Under 10 and an Under 8 Team have been created from the Saturday morning training for all sessions*
- *The Under 15's now only have one Team*
- *The Girls section of the Club is ready to begin, and a dedicated Girls Football Trustee will be appointed to the Management Committee at the Club's AGM in late Spring*
- *The Club has made links with The Angmering School to support the Sports Vocational Qualifications being offered at the School. The Club has already accommodated students studying to achieve Match Official and Coaching Qualifications*
- *By the end of the Season all Team Coaches will have achieved their FA Level 1 Badge, Safeguarding and First Aid requirements. There are currently 30 Coaches of which three are 17 years old and four are female*
- *There are up to 6 matches played at Woodland Park Sportsfield on a Sunday with Training only at the Ground on Saturdays. The matches can bring up to 60 cars onto site. The younger Teams play on The Angmering School Site*
- *The Club have cancelled some matches on occasions where the pitch is showing excessive signs of wear and tear. All training has taken place off of the pitches since October in order to keep the whole site as playable as possible.*

The Committee was pleased to NOTE this information.

(b) Extension of Lease

The Clerk referred to Minute 73/23(b) and reported that the Council's Solicitors had now received a copy of the proposed new Lease and were in the process of acting on behalf of the Council in this regard.

She reminded the Committee that in order to acquire a new Lease for 20 years, the Council would have to agree to the Heads of Terms as prepared by the West Sussex County Council, of which the Committee had been previously advised (Minute 57/23(b) refers), and had, at that time, agreed to proceed in accordance with them, as laid down.

She then advised that the Council's Solicitors' Fees were likely to be in the region of £2,000.00, with the Council being liable for a further £2,060.00, representing its contribution to the County Council's legal and surveyor's costs, the land registry and search fees.

She said that, at the present time, there was nothing further to report in this regard.

The Council NOTED this information.

10/24 PUBLIC CONVENIENCES - CHANGING PLACES FACILITY

The Deputy Clerk referred to Minute 74/23(a) and reported that there had been some delay to the anticipated Project Completion date due to the movement of the Electrical Meter and Supply. She explained that the aforementioned works had now been completed, but that a Certificate of Extension of Time had been issued to the Contractors with a projected completion date now of Friday 22 March 2024.

She confirmed that she had received an update from Sloane and Brown Architectural Services, in their capacity as the Project Management Company, on 14 February 2024, and had been reassured that there were no issues that would suggest the revised completion date could not be met. The Deputy Clerk explained that should the Contractors be unable to complete the Project by 31 March 2024 Arun District Council, as the Changing Places Fund Holder, would seek an extension from the Department of Levelling Up, Housing and Communities.

The Committee was pleased to NOTE this information.

The Committee considered arrangements for the 2024 Gardens' Competition and RECOMMENDED that:-

- (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, plus the Council's Website and Facebook Page
- (iii) It is anticipated that the Judging Panel would, as in 2023, comprise of three individuals namely the Chairman and Vice-Chairman of the Parish Council and a representative from Ferring Nurseries
- (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 28 June 2024, with the judging taking place during week commencing 8 July 2024 (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 the Autumn.

The Committee again asked the Clerk to make the necessary arrangements for notices to be placed in the participating shops in March 2024, advertising the fact that a Gardens' Competition would be being held later in the year and encouraging participation.

The Committee further RECOMMENDED that each Member of the Council be again asked to nominate an entry for the 2024 Competition, to ensure a good response in respect of nominations received.

12/24 SERVICE ROAD AT REAR OF WORTHING ROAD

The Deputy Clerk referred to email correspondence, previously circulated, from a resident whose property backs onto the Service Road at the rear of Worthing Road.

She explained that the Service Road was most recently repaired by the Leisure & Amenities Officer in January 2024, and she confirmed that prior to this similar works had been undertaken in June 2021. She added that the Service Road had reportedly been under more pressure from heavy traffic in recent months due to building works taking place in several of the residential properties in Worthing Road that also backed on to the Service Road.

Following a detailed discussion, the Committee RECOMMENDED that no further action should be taken at this time, particularly due to the financial constraints continuing to be faced by the Council, but that an annual in-house maintenance programme be scheduled to ensure that the Service Road remain as free of potholes as practicably possible.

13/24 PUBLIC SEATS - PROGRESS REPORT

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

- 4 x Seats Greensward - Donor requests currently on hold
- 2 x Seats Greensward or Broadmark Lane - Donor request on hold
- 1x Seat Greensward or elsewhere in the Village - Donor request on hold
- Replacement Seat - The Street - Currently being progressed
- New Seat - The Street (o/s Westcourt Medical Centre) - Currently being progressed - Anticipated installation date 28 February 2024
- Replacement for Damaged Seat - Windmill Drive - Currently being progressed - Anticipated installation date 28 February 2024

The Committee NOTED this information.

14/24 DAMAGE TO BUS SHELTER - OUTSIDE OF THE WESTCOURT SURGERY, THE STREET

The Deputy Clerk referred to Minute 81/23 and the significant damage to the Bus Shelter following a vehicle collision in November 2023.

She said that the incident had been the subject of an Insurance Claim, which had subsequently been assessed and settled. She confirmed that the Shelter had been repaired and fully reinstated on 5 February 2024.

The Committee was pleased to NOTE this information.

15/24 SHOWTIME AMUSEMENTS - FAMILY FUN FAIR VISIT 25-28 APRIL 2024

The Clerk reported that following a recent visit to the Council Offices, and subsequent Meeting with the Deputy Clerk and herself, a request had been received from Peter Shayler of Showtime Amusements, to once again hold a Family Fun Fair on the North Field at the Woodlands Recreation Ground on the following dates and times:-

Thursday 25 April	6.00 pm - 10.00 pm
Friday 26 April	6.00 pm - 10.00 pm
Saturday 27 April	2.00 pm - 10.00 pm
Sunday 28 April	2.00 pm - 6.00 pm

Following a further discussion, the Committee RECOMMENDED that:-

- (a) The request received from Showtime Amusements to use the North Field for a Family Fun Fair be AGREED in principle, subject to the Council's current Terms and Conditions, and all required documentation being received, in respect of such an event, on the following operational days:-

Thursday 25 April	6.00 pm - 10.00 pm
Friday 26 April	6.00 pm - 10.00 pm
Saturday 27 April	2.00 pm - 10.00 pm
Sunday 28 April	2.00 pm - 6.00 pm

- (b) The hiring charges should be:-

£300.00 per operational day

£100.00 per non-operational day, from date of arrival

(excluding Monday 22 April and Monday 29 April 2024 which will be Free of Charge)

£200.00 refundable deposit

- (c) That Showtime Amusements should be requested, as far as practicably possible, to park any heavy vehicles associated with the Fun Fair on the perimeter of the North Field in an effort to minimise the damage caused to the ground.
- (e) The use of the Recreation Ground, for the above-mentioned period, is subject to the Council being satisfied that the ground is in a suitable condition for Showtime Amusements to enter the Council's land at the requested time.
- (f) No vehicle movements should be permitted to take place in the surrounding residential streets between the hours of 8.00 pm and 8.00 am, unless pre-arranged with the Parish Council. All vehicle movements must be undertaken with respect to the surrounding residential properties.

**16/24 MAINTENANCE AND MONITORING OF FIRE AND INTRUDER ALARM
SYSTEMS, EMERGENCY LIGHTING, FIRE EXTINGUISHERS AND FIRE RISK
ASSESSMENT REVIEWS CONTRACT - 1 APRIL 2024 - 31 MARCH 2025**

The Deputy Clerk referred to Minute 20/23 and reminded the Committee that D-TECT Fire and Security had, at that time, been awarded a 12-month Contract, that was due to expire shortly. 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 Contract, had now been circulated to Members for consideration.

She added that should a 24-month Contract be preferable, due to the possible reconfiguration of the rear of The Woodlands Centre, the price would remain the same, per annum, for the two-year period.

She said that the cost had increased from £4,017.43 plus VAT to £4,138.02 plus VAT.

Following a brief discussion, the Committee RECOMMENDED that a one-year Contract for the Maintenance and Monitoring of Fire and Intruder Alarm Systems, Emergency Lighting, Fire Extinguishers and Fire Risk Assessment Reviews and the Monitoring of the CCTV system at The Woodlands Centre and Youth Centre, with effect from 1 April 2024, at a cost of £4,138.02 plus VAT be awarded to D-TECT Fire and Security.

17/24 EXCLUSION OF THE PUBLIC AND PRESS

The Committee, pursuant to Section 100 of the Local Government Act 1972, RECOMMENDED that Members of the Public and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

The Deputy Clerk referred to a detailed Funding Application, previously circulated, requesting funding to support the ongoing maintenance of the Cricket Square. She confirmed that the application had been expected to be placed before the Committee at its Meeting on 13 November 2023, but due to the difficulties faced by the Club in securing Quotations, the funding submission had been delayed. She added that the Application still included only one Quotation but that the Club had acknowledged the difficulty it had faced in finding alternative Companies to quote.

She explained that the Club were seeking a three-year funding agreement that would cover the costs of all of the maintenance and preparation of the Cricket Square at an annual cost of £8,300.00. She confirmed that an additional £500.00 per annum was also requested to cover the cost of maintenance of a mower and roller that had been previously loaned to the Club on a long-term basis free of charge on the understanding that any maintenance costs incurred would be borne by the Club as per Minute 60/22(a)(ii).

She then confirmed that the Council's own Contractors costs, taking into account a 10% inflationary increase, should they have still been managing the maintenance of the Cricket Square, would have been in the region of £7,260.00 per annum based on a three-year Contract.

Following a lengthy detailed discussion, the Committee RECOMMENDED that a three-year Funding Agreement between Rustington Cricket Club and the Parish Council be entered into, with effect from September 2023, for an annual sum of £7,300.00 to cover the cost of the maintenance and preparation of the Cricket Square.

It was also AGREED that:-

- (a) With effect from 1 April 2024, the funding should be paid retrospectively in four quarterly payments, with the final payment being made in September 2026
- (b) Payment for the seven-month period from September 2023 to March 2024 should be paid by the end of the current financial year

The Committee further RECOMMENDED that the mower and roller should be gifted to the Cricket Club, in recognition of the Club's investment into the equipment to date, on the understanding that all maintenance and insurance costs would be the sole responsibility of the Club.

At this point, the Clerk referred to Minute 52/23(d) and reminded the Committee of the previous decision to meet the cost of the special removal of 'saddles' from the Cricket Square, and said that this expenditure, namely £2,844.00 would be borne from the Council's balances, if this proved to be necessary.

The Committee AGREED to this course of action.

The Chairman reminded the Committee that the dates for future Meetings had been agreed at Full Council (Minute 258/23 refers) and were as follows:-

3 June 2024
2 September 2024
11 November 2024

There being no further business the Meeting concluded at 7.40 pm.

Chairman: Date:

 arun church



arun youth
projects

Annual Report

Feb 23
Jan 24



Table of Contents

01

Introduction

02

What's on

03

AYP Snapshot

04

About the YP

05

Key highlights

06

AYP Achievements

07

Service User Feedback

08

Future Plans



INTRODUCTION

Hi there,

My name's Matt, I have been working at Rustington Youth Centre as the Youth Worker in Charge and before Youth Support Worker, for the past 10 years! In September 2023, I took over the role of Youth Service Manager from Emma Biffi, working full-time for Arun Youth Projects.

I thought it would be helpful to give you an insight into the work I've done previous to this role and to share my vision for Arun Youth Projects as a whole service.

I qualified as a JNC recognised Youth Worker with the Open University in 2018 after gaining experience and a passion to support young people during my time volunteering with Arun Church from the age of 12-18. I supported a number of events which included the Summer Playscheme, Wick Week and the Lights On. After studying media at college I got a full-time role as a Special Support Assistant in The Scott Centre at The Littlehampton Academy and worked there for 8 years.

I then worked with West Sussex County Council in a number of roles, including the Youth Emotional Support team supporting young people with their emotional wellbeing. I then moved to their adolescent service and setup 'Skill Mill' which was a programme to support young people involved in the Youth Justice Service to get into employment, then was part of the team that established the Serious Youth Violence, Missing & Exploitation team. More recently I was involved in setting up the first House Project to support those children we care for to gain the skills and experiences needed to live independently.

I am really excited that my career path has led me back to where it all began and I am working with Arun Church as the Youth Service Manager of Arun Youth Projects.

I want more young people to know that we're here and that our centres are safe spaces for them where the staff there genuinely care about them and will provide the support that young people need.

This report aims to share with you what's been happening over the past year from February 2023 to January 2024. We will provide you with key data about the work we do with young people in Rustington, sharing some of our achievements and our vision for the service as a whole.

Matt Pollard
Youth Service Manager
Arun Youth Projects



YOUTH CLUBS - WHATS ON

Day	Location	Time	Age Group
Tuesday	Southfields Jubilee Centre	7:30pm-9pm	Year 7-9
Wednesday	The Keystone Centre	4-5:30pm	Year 4-6
Wednesday	The Keystone Centre	7-9pm	Year 10+
Thursday	Rustington Youth Club	7-9pm	Year 7-13
Friday	The Keystone Centre	6-8pm	Year 7-9

Sessions are run in partnership with Littlehampton Town Council and Rustington Parish Council

TARGETED PROVISIONS

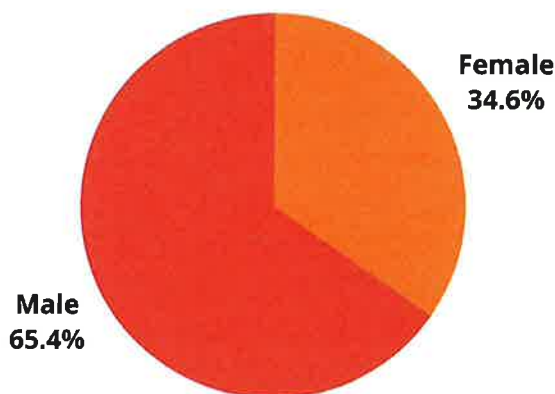
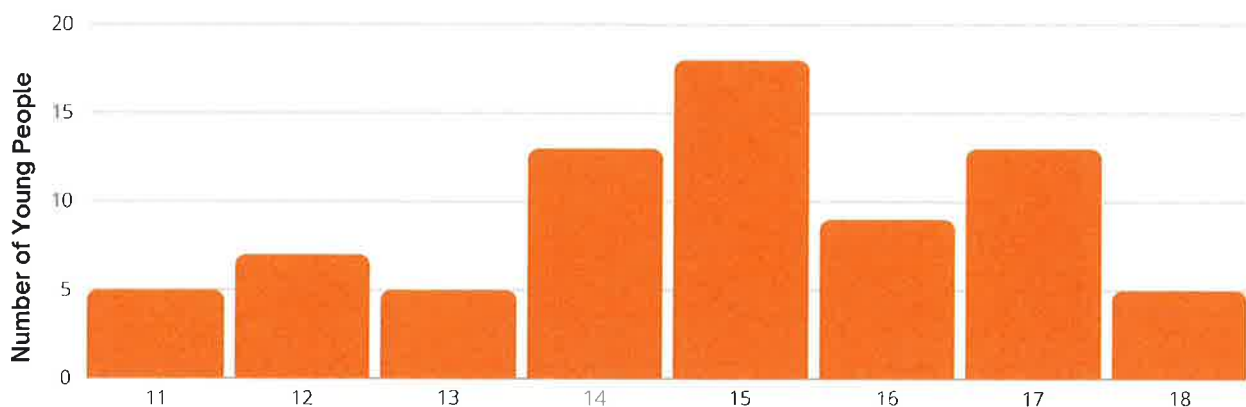
What	Why	Location	Age Group
Smallholding's Project	Using the outdoors and a brand new smallholdings. This project supports those students who may be at risk of exclusion, exploitation, struggling with their mental health or are returning to education.	The Angmering School	Year 7-11
Mentoring	We want all young people to thrive in their communities. During mentoring a youth worker will support a young person to develop their social and emotional language to be more confident and aware of their support networks and where to go for specialist support.	School-based	Year 7+

ABOUT THE YOUNG PEOPLE

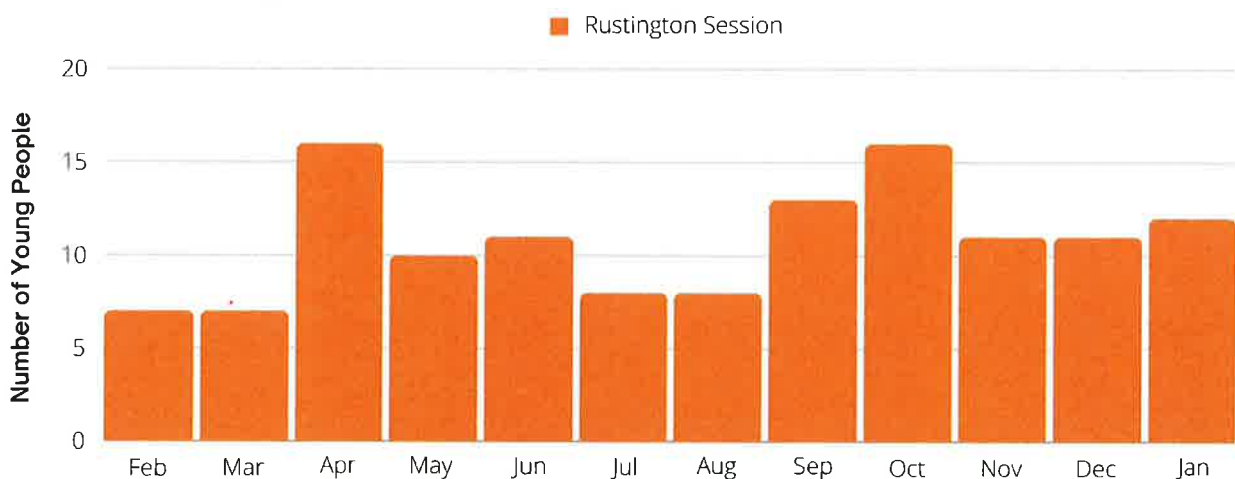


The graph below shows the average age of the young people that accessed our Rustington Youth Club session across the year. The graph highlights the highest level of engagement comes from the 14 - 17 year olds.

We continue to see new young people joining the service around 11-12 years old. There were 20 young people who visited over the past year in which we don't have their accurate age to share in this data.

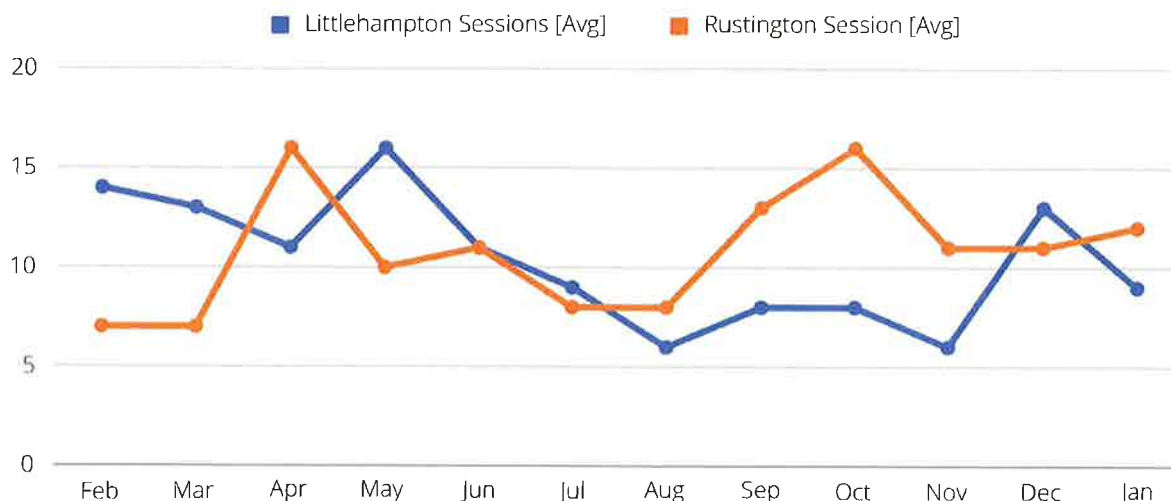


The chart shows the gender breakdown of the young people attending the session at Rustington Youth Centre throughout the year. The data aligns with our quarterly reports showing us a consistent majority of young people attending identify as male.



The graph above provides insights into our average weekly attendance figures at Rustington Youth Centre. Although we would like to see a higher number of young people attending, we are keen for the current cohort of young people to attend consistently and feel some ownership over the space.

AYP IN NUMBERS



The graph above provides valuable insights into our monthly attendance figures at Rustington Youth Centre, compared against the average attendance across all four sessions in Littlehampton over the past year.

THE WIDER SERVICE ACROSS 2022-2023

BURSARY

28
APPLICATIONS
RECEIVED



£2730
TOTAL
AMOUNT
AWARDED

YOUTH CLUBS



432
OPENING
HOURS OF
YOUTH CLUBS



3116
VISITS



377
YOUNG PEOPLE

DETACHED

442
DETACHED
YOUTH WORK
ENGAGEMENTS



31
DETACHED
YOUTH WORK
SESSIONS



62
HOURS
OF
DELIVERY



We'd like to highlight that some young people who are residents of Rustington also participate in sessions across the wider area. To show this, there is an overview above of our additional activities/offer which shows the following data:

- 5 young people from Rustington Youth Centre were awarded grants from the sports accessibility bursary.
- Of the 432 hours we opened our youth club doors, Rustington Youth Centre was open for 98 hours.
- Out of the 377 young people we engaged with in youth clubs, 104 unique young people attended Rustington Youth Centre.
- As additional work, we complete Detached Youth Work in Littlehampton and more recently Angmering. Working with Arun District Council we have covered areas in Rustington when there are reports shared with us.

KEY HIGHLIGHTS

Free Hot Meals

1 in 3 children in the UK were living in poverty prior to the cost of living crisis, so we have continued to provide a free, healthy hot meal at every youth club session over the past year.

High Sheriff Award

On 30th March 2023, Arun Youth Projects was given an award by the High Sheriff of West Sussex in recognition of great and valuable services to the community. James Whitmore, High Sheriff of West Sussex 2022/23 was invited to visit our smallholding project on wasteland at The Angmering School. He saw how young people are using it to grow food and learn various aspects of garden construction.



AudioActive

In September, our partners at Arun District Council had secured funding for us to work with AudioActive and provide 10 music workshops for young people attending the sessions. The workshops provided a safe space where young people could make their own music, mix tracks and write and record their own tracks. This was a great resource and we really enjoyed seeing the pride in the young people with the outcome of their work.

Remembrance Parade

The team at Rustington Youth Centre attended the Rustington Remembrance Parade and are always grateful to be invited to the Rustington Remembrance Parade. Young people are invited to attend but we know that it requires a lot of confidence. They always take part in writing the card for the wreath and we discuss what Remembrance means in the sessions beforehand.



ADDITIONAL ACHIEVEMENTS AND OBSERVATIONS

The Legacy of AYP

One of our fantastic volunteers started attending Rustington Youth Centre when they were just 12 years old. Around 20 months ago, they began helping us as a volunteer youth support worker.

They've come a long way since they joined at 12, gaining confidence and essential life skills while supporting young people in various activities. Recently, they landed a job at RUSH hair salon and they're grateful for the opportunities AYP provided to boost their confidence in applying and being successful at interview in what is currently a really difficult time for young people seeking employment. This is a testament to how AYP can help young people grow and take hold of exciting chances in life that they may otherwise not know about or believe they could access.

Observations

Over the past year, as a team we have been more purposeful in having conversations with young people about 'peer pressure', more so because we hear stories from the young people about situations that their peers have been involved in and due to the impact we had from two of our previous young people losing their lives on motorcycles. We want to empower all our young people to make safe and wise decisions that help them to keep safe from harm.

Trends

Over the past year, we have seen an increase in the number of young people struggling with school attendance and some using drugs/alcohol. We have been able to offer 1-1 mentoring to two young people that regularly attend the session at Rustington Youth Centre which has had a positive impact on behaviours during sessions.

It's important to acknowledge that we have had some incidents of unacceptable behaviour at the session and have worked closely with our colleagues in the Anti-Social Behaviour team and Neighbourhood Police Team. The support from the Parish Council is always very well received and appreciated and normally problems are resolved with banning notices and consistent responses from partner agencies.



SERVICE USER FEEDBACK



Has AYP had a positive impact on your mental health/wellbeing?



Has AYP helped you build positive relationships with other adults & Young People?



Has AYP taught or helped you develop a new skill?

"AYP HELPS ME FEEL MORE CONFIDENT"

"I have something to do with my friends in the evening"

"AYP centres feels like our own space"

"I can talk to the youth workers about anything thats going on"

"I've had the chance to try new things"

"THE YOUTH WORKERS HELP US UNDERSTAND THINGS DIFFERENTLY"

"I've loved getting involved with AYP"

“ AYP has been a safe space for me as a young person and now an adult, I have been able to support the session as a young leader and now volunteer every week, I really enjoy seeing the young people have a good time ”

FUTURE PLANS



Currently we are waiting to hear back from a few grant applications made to support us in starting a new project called **'VR: Lives not Knives'** which sees young people use a Virtual Reality Headset and be guided through a social situation where they can make decisions about how to respond to issues within their friendship group. This resource would be used on a 1-1 and group basis and would be a welcomed addition to our drop-in sessions across the service.

We are keen to develop the confidence and engagement from young people attending the session and appreciate all of the upgrades we've seen to the space in the lounge at Rustington Youth Centre. Young people know that when they write to the council, their voice is heard and this means so much for them and we witness them taking ownership and better respecting the space. We recently purchased a new dual air fryer and have a list of cooking activities that the group want to plan into sessions.

We are exploring how we can work more closely with our partners in the Youth Justice Service to provide some sessions with young people around the 'ladder of offending'.

Although we were unfortunate in a recent funding application that we hoped would enable us to training every member of staff and volunteer in the service in Mental Health First Aid, we are still looking for funding to support us to increase the confidence within the team to respond to any young people who may be struggling and be better prepared to signpost them to specialist services if needed.

FIND US



Website

arunchurch.com/ayp



Bursary Applications

arunchurch.com/bursary



Social Media

[@arunyouthprojects](https://www.instagram.com/arunyouthprojects)



Email

ayp@arunyouthprojects.com



Telephone

01903 782744

Museum Report - Leisure & Amenities Committee - January 2024

Documentation

MODES now has 3605 entries (previously 3536) as the catalogue is updated. New acquisitions are being added as they are put into the permanent boxes. Work has been done on updating locations of items previously listed as “unknown” and making sure there is consistency in how locations are recorded. To date, at least 12 “unknown location” items have been located with more expected to appear in the inventory.

Disposals

No items are currently being considered for disposal.

Collection Move

Following advice from Amy Junker-Heslip, Museum Development Officer for the West Sussex South East Museum Development, there is a possibility of outsourcing Archaeology Storage to the Fishbourne Roman Palace. The cost would be £300 for 1m² storage bay per year and comes with shelving as needed. The Museum’s Archaeology Collection is very rarely used in any exhibitions and has, to date, never been requested by Researchers. Items included in this Collection comprise up to twelve boxes of Pottery Sherds (smashed pots). By relocating the boxes from the Samuel Wickens Museum Store, it would free up much needed space to store objects and resources used on a regular basis, by the Museum Team. It will also give more space to store future acquisitions. Any additional space would be used to relocate boxes from the Woodlands Centre Store to the Museum.

Members are asked to RECOMMEND approval for the relocation of Rustington’s Museums Archaeology Collection to the Fishbourne Roman Palace Store at a cost of £300.00 per annum.

Acquisitions Highlights

New Objects

- 1) A set of (photocopied) postcards has been sent to the Museum by a gentleman, whose grandmother was a companion to Lady Maud Parry and spent time in Rustington. Her name was Amelia Leversuch. He has said he will pass on any other cards he finds in the future.
- 2) Documents and material from the recently disbanded Rustington Recorded Music Society have been donated, with some incorporated into the current music exhibition.
- 3) Two pieces of music by Joan Last OBE have been donated with other items by Graeme Taylor.

Social Media

Facebook

The Museum’s Facebook page continues to grow in support, and the page has 617 followers, up 22 (30 January 2024)

Twitter

The Museum Twitter account, @RustingtonMuse1, has 209 followers, up 2 (30 January 2024).

Website

Recently updated for the February and March events.

Events

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

Josh Duffy	Life and Music of Teddy Brown	22	8 Nov, 2-4pm
Peter James	Lowfield Heath and Ockley Windmills	22	15 Nov, 7-9pm
	No talk		Dec
	Christmas Crafts in the Community Hall	255	9 Dec, 10am-2pm

There was an extra talk planned for November by Josh Duffy. He is an American and a huge fan of Teddy brown. It was talked about briefly on Facebook that if he was ever in the UK (as he visits for jazz festivals) that he would call in in and do a talk for the Museum. The talk in November was arranged to suit his travels and proved to be a good call.

There was no talk planned for December as it was thought to be too busy. The Museum took part in the Village Christmas Celebrations with crafts in the Community Hall where there would be more space. The South Down Folk Singers came down for an hour for traditional carol singing. The Museum was also visited by Skye and Marshall from Paw Patrol, which helped pull in many visitors.

Forthcoming Talks

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

Sue and Clive Fennell	A-Z of Sussex	21 Feb, 7-9pm
David Bone	Introduction to the Fossils of West Sussex	20 Mar, 2-4pm
Kelvan Gale	History of Angmering Station	17 April, 2-4pm

The talk in February has been moved to the Community Hall and the numbers expanded to 60 – and still fully booked (6 February). The fossils talk in March is also proving to be popular and it may be decided to move that talk to the Community Hall too.

There will be more family crafty sessions during February half term, aided by volunteers. These days have proved to be very popular, and there has been increased interest in the SEN days too.

Visitor figures

Visitor figures are recorded daily on a spreadsheet and are as follows for the period October to January:

October	294	153 = half-term activities
November	145	
December	333	255 = Christmas Event
January	133	(as of 27 Jan)

Outreach

Public Talks given by Claire

No update since the last report. The next bookings are in April.

Exhibitions

October 2023 - May 2024: Rustington's Musical Connections

Today there has been less engagement than usual although we have some interesting items relating to the Young People's Light Orchestra started by Peter Nightingale and based in the Village. Also, some music by Joan Last OBE has been donated by Graeme Taylor.

Early 2024 - The Lido

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

Work by Julie

Julie has been attending online training sessions relating to working with families whose children may have additional support needs. This has been adding to her skill set in making the Museum more inclusive and giving her the confidence in welcoming families with SEN children at the crafty sessions.

Work by Volunteers

Volunteers have started work on MODES, going through and updating object locations to a standard format. They are also re-packing objects where necessary.

Claire Lucas - Museum Manager
6 February 2024