

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 9 September 2024

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

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

40/24 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ceiriog-Hughes (Personal) and Mrs Partridge (Personal).

These apologies were accepted by the Committee.

41/24 DECLARATIONS OF INTEREST

Councillor Rogers declared a personal interest in Minute 43/24(e). He remained in the Meeting during consideration of this item but took no part in the discussion and vote thereon.

42/24 MINUTES

The Minutes of the Meeting held on 3 June 2024 were signed by the Chairman as a correct record.

43/24 WOODLANDS RECREATION GROUND

(a) Rustington Football Club

The Deputy Clerk provided the following update regarding matters relating to the Club:-

- *The Boys' Teams have had a very good summer competing in a few local tournaments and very much enjoyed playing in them winning some of them. The U8's Team competed at St Georges Park (home of England Football) - in a national competition and finished runners up and was a great experience for the boys*
- *The one significant change from last year is the Rustington Raiders have come under our umbrella and are now known as Rustington FC Girls*
- *Kevin Short will continue as Club Secretary and James Bennett will continue as Chairman. The Club has confirmed that 9 new people have joined the Football Club Committee*
- *The 2024/25 Season will include the following Teams:-*

1st Team - Adults Saturday

2nd Team - Adults Saturday

1st Team VETS - Sunday

2nd Team - VETS - Sunday

Youth Teams - All Sundays

U9s - Boys 7v7 - Georgian Gardens

U10s - Mixed 7v7 - Georgian Gardens

U10s - Boys 7v7 - Georgian Gardens

U11s - Boys 9v9 - Woodland Park Sportsfield

U11s - Girls 7v7 - Southfields or Georgian Gardens

U14s - Girls 11v11 - Jubilee Avenue or Southfields

U14s - Mixed 11v11 - Jubilee Avenue

U16s - Boys 11v11 - Jubilee Avenue

- *Each team will be training at the Woodlands Recreation Ground until October, days vary and are communicated in a managers' group on a weekly basis weekly. From October onwards the Club booked the 3G surface for all the youth teams to train at for the winter months up until late March 2025*
- *1st Team and 2nd Team will train off site during the winter months too. Any youth teams training on Saturday mornings once the season starts will more than likely use the North Field as the weather will dictate.*

The Committee NOTED this information.

(b) Rustington Sports and Social Club

(i) Renewal of Lease from 25 March 2024

The Clerk referred to Minute 26/24(b) and reminded the Committee that the Sports and Social Club Management Committee had expressed some concerns regarding the significantly increased cost of the Buildings Insurance, which was now being provided by the Council as part of the conditions of the new Lease, with the Club being re-charged.

She said that the Council's Insurance Brokers had, at her request, investigated the possibility of obtaining a separate quotation for the Club under a property owners type insurance. However, they had conceded that they could not get close to the previous premium paid by the Club and, in fact, the annual cost would be more likely to be similar to the current year's premium for the building.

Subsequently, she had contacted the Council's Solicitor to ask him to look into the possible option of removing the need for the Council to insure the Sports and Social Club Building from the Lease. She said that the Solicitor had now responded suggesting that if the Insurance might be able to be arranged more cheaply in the Sports and Social Club's name, then it could be possible to produce a Deed of Variation to alter the provision in the Lease, which would need to be signed by both parties. She then advised that, obviously, this would result in a fairly significant additional cost.

Following a detailed discussion, the Committee RECOMMENDED that no change should be made to the new Lease, in that the Buildings Insurance cover should continue to be included as the responsibility of the Council, with the annual premiums being recharged to the Sports and Social Club, and that the Club should be advised of this decision as soon as practicably possible.

(ii) Proposed Single Storey Extension and Porch and Internal Alterations to create a Female Changing Area and Part Cladding of Existing Building

The Clerk referred to Minute 4/24(b) and reported that she had previously circulated an email received from Ian Pratt, Architectural Consultant, together with supporting information, in respect of the Club's intention to make a new application for planning permission to undertake the above-mentioned works.

She said that in his email Mr Pratt was advising the Council that he would be submitting a new Planning Application on behalf of the Sports and Social Club and was, therefore, again serving Notice under Article 13 of the Application for Planning Permission. He went on to state that permission had been granted earlier in the year for the proposed extension and alterations, but as it had been agreed with the Club that part of the existing building, together with the new

extension, should be cladded and, following discussions with the appropriate Planning Officer at the local Planning Authority, it was decided that the best way forward would be to submit a new Application.

The Clerk then reminded the Committee 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 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 by the Council's Solicitors, 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 previously 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.

Following a detailed discussion, the Committee NOTED this information and AGREED that prior to any decision being made in respect of the proposed works being approved, the Club should be asked to provide a sample of the cladding that was being proposed, together with details of the selected colour.

It was further RECOMMENDED that the Club should also be requested to provide confirmation that the cladding to be used would be fully compliant with all fire safety regulations, together with details of how it will be attached to the building, materials, etc.

In conclusion, it was AGREED that, once received, the above information should be conveyed to all Members of the Committee via email correspondence and, subject to there being no further queries or objections, the Committee's support of the works contained within the Planning Application should be reported to the Full Council at its next Meeting.

(c) Provision of Dog Waste Bags at the Woodlands Recreation Ground

The Deputy Clerk reminded the Committee that there had been a provision of free dog waste bags, at the Recreation Ground, since 2014. She added that there had been four dispenser units in situ, and one had now broken, beyond repair, with the remaining three units needing replacement should the initiative be continued. She confirmed that the provision had cost the Council an average of £1,000.00 per annum.

She explained that it had been observed that some individuals had been emptying the dispensers in their entirety and that the resource had not been being used as had been intended. She confirmed that the initiative had been suspended since January 2024 to assess whether it was still deemed necessary by the users of the Recreation Ground. She advised that, to date, the Council had not received any formal representations regarding the absence of the free dog waste bags and there had not been any noticeable increase in the amount of waste not being picked up by dog owners.

Following a detailed discussion, the Committee RECOMMENDED that the provision of free dog waste bags, at the Woodlands Recreation Ground, should cease for the foreseeable future.

(d) Replacement Car Park Lighting

The Deputy Clerk referred to Minute 51/24 (Finance and General Purposes Committee Meeting - 29 July 2024 refers) and reminded the Committee that all of the lighting columns in The Woodlands Centre Car Park had been in urgent need of replacement as they were no longer functioning and were beyond repair.

She added that the columns had been installed in 1989 when The Woodlands Centre last underwent a major refurbishment with extensions.

She said that the Clerk had, in consultation with the Chairman of the Council, Finance and General Purposes Committee and the Leisure and Amenities Committee, made an emergency decision, in accordance with the Council's Financial Regulations, to place an order for the works to be carried out as soon as practicably possible, by the Council's established and preferred Contractors, Barkers Electrical. The Deputy Clerk confirmed that these works had been completed and that the new lighting scheme was now operational.

The Committee NOTED this information.

(Prior to consideration of the following item Councillor Rogers had declared a personal interest as a Member of the Littlehampton District Lions Club)

(e) Donation of Birdboxes for the Wildlife Area

The Clerk reported that she had received an email from Mr Mike Warrington, in his capacity as the Chairman of the Services and Welfare Committee of the Littlehampton District Lions Club, offering to donate three hand crafted nesting boxes for installation in the Wildlife Area at the Woodlands Recreation Ground.

The Clerk confirmed that the kind offer had been accepted and the boxes, with the Littlehampton District Lions Club displayed thereon, would be received from the Lions Club in due course.

The Committee was pleased to NOTE this information.

(f) Additional Security Measures to deter Illegal Encampments

The Deputy Clerk referred to the recent Illegal Traveller Encampments within the District and, in particular, the Parish. She explained that although, thankfully, the Council's land had not itself been breached the requirement for additional security measures, for reassurance, had become apparent. She confirmed that two sets of additional bollards had been installed at the Woodlands Recreation Ground to cover the entrances to the main car park and the gates at the Rustington Sports and Social Club (RSCC). She added that these additional measures would significantly mitigate the need for a physical presence by members of the Councils Personnel or external Contractors.

The Committee was pleased to NOTE this information.

The Deputy Clerk then explained that following a Meeting with John Virgoe, Chairman of the Rustington Sports and Social Club, it had been suggested that the existing old and failing concrete bollards, that were situated on the boundary between the northern Car Park and the Recreation Ground, should be replaced with metal fencing approximately one metre in height. She confirmed that the Club had offered to pay for any labour costs for the installation, if the Parish Council would consider paying for the materials. She explained that a further line of "defence" to access the main field could be beneficial and possibly deter any illegal vehicle access onto the Recreation Ground.

Following a detailed discussion, the Committee RECOMMENDED that the Clerk should be authorised to liaise with representatives from the Rustington Sports and Social Club to agree a fencing solution for the boundary between the northern Car Park and the Recreation Ground.

The Committee further RECOMMENDED that the costs of the purchase of the fencing should be borne from the Council's balances, if this proved to be necessary up to a maximum sum of £3,000.00, excluding VAT.

44/24 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 August 2024 was currently above the 2024/2025 Estimate of £55,000.00 by approximately 21%.

She said that the total income to the aforementioned date was £27,722.40 which represented 50.4% of the Budget.

The Committee was pleased to NOTE this information.

45/24 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 to 31 August 2024 was currently above the 2024/2025 Estimate of £12,500.00 by approximately 31%.

She said that the total income to the aforementioned date was £6,813.17 which represented 54.5% of the Budget.

The Committee NOTED this information.

46/24 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 to 31 August 2024 was currently above the 2024/2025 Estimate of £11,800.00 by approximately 40.83%.

She said that the total income to the aforementioned date was almost £6,924.00 which represented over 58.6% of the Budget.

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 May to July 2024.

She explained that the average attendance per week had levelled out to an average of 11 young people from a cohort of 39 individual young people for the duration of the 13 sessions covered by the Report period.

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

47/24 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 disposal of two commonly found items, a jelly mould and a stoneware storage jar, as detailed within her Report, 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 aforementioned items 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.

48/24 UK SHARED PROSPERITY FUND

(a) Replacement Basketball Court/Multi-Use Games Area (MUGA)

The Deputy Clerk referred to Minute 5/23(c) and Minute 83/23 (Monthly Council Meeting - 27 March 2023 refers) and a Report previously circulated to Members for consideration. A copy of this Report is attached and forms a part of these Minutes.

The Deputy Clerk then explained in detail, the process that had been followed to produce the Report that was in front of the Council for consideration.

The Deputy Clerk went on to explain that six Tender submissions had been received and each had been reviewed, by herself, in a strict two stage evaluation process to ensure that the requirements of the Council were met. She added that as part of Stage 1 each Tender had been given a weighted score to reflect the quality of their submission in terms of how it had met the specification which had been detailed on the Government's Contract Finder website. Stage 2 of the process detailed the pricing of each Tender in order that a price/quality comparison could be made.

Members then discussed their individual reasoning for eliminating certain Tenders and narrowed down their choice to Company 2 and Company 5. Members were reminded that as per the Council's Standing Order "Financial Controls and Procurement 18e" the Council is not bound to accept the lowest value Tender.

Following a detailed discussion, Councillor Bennett PROPOSED the following:-

“That the Tender received from Company 2 in the sum of £47,685.00 excluding VAT, be accepted”

This Proposal was SECONDED by Councillor Rogers.

The Committee then RECOMMENDED unanimously that the above Proposal be APPROVED.

(b) Replacement Outdoor Fitness Equipment

The Deputy Clerk referred to Minute 5/23(c) and Minute 83/23 (Monthly Council Meeting - 27 March 2023 refers) and a Report previously circulated to Members for consideration. A copy of this Report is attached and forms a part of these Minutes.

The Deputy Clerk then confirmed that the process followed to produce the Report had been the same as that of the replacement Basketball Court/Multi Use Games Area detailed in Minute 48/24(a).

The Deputy Clerk went on to explain that ten Tender submissions had been received and each had been reviewed, by herself, in a strict two stage evaluation process to ensure that the requirements of the Council were met. She added that as part of Stage 1 each Tender had been given a weighted score to reflect the quality of their submission in terms of how it had met the specification which had been detailed on the Government's Contract Finder website. Stage 2 of the process detailed the pricing of each Tender in order that a price/quality comparison could be made.

Members then discussed their individual reasoning for eliminating certain Tenders and narrowed down their choice to Company 6 and Company 10. Members were reminded that as per the Council's Standing Order "Financial Controls and Procurement 18e" the Council is not bound to accept the lowest value Tender.

Following a detailed discussion, Councillor Bennett PROPOSED the following:-

“That the Tender received from Company 6 in the sum of £29,925.00 excluding VAT, be accepted”

This Proposal was SECONDED by Councillor Cooper.

The Committee then RECOMMENDED unanimously that the above Proposal be APPROVED.

49/24 WOODLAND PARK SPORTSFIELD

(a) Rustington Otters Football Club

The Deputy Clerk referred to Minute 26/24(a) and confirmed that representatives from Rustington Otters Football Club (ROFC) and Rustington Football Club (RFC) had entered into dialogue relating to the use of the pitches at the Woodland Park Sportsfield (WPSF). She confirmed that RFC would be utilising the 9v9 pitch at the WPSF, for one Team only, for the duration of the 2024/25 Season. She confirmed that one set of goals, belonging to RFC, would be stored within the WPSF compound.

The Deputy Clerk provided the following update regarding other matters relating to the Club:-

- 8 winning tournaments this Summer and as many semi-finals
- 14 registered Boys Teams, with the influx of U8's there might be 15 by Christmas
- 2 Girls' Squads, expected to be 3 by Christmas
- The Club continues to have a large U6's training only
- Boys only training consisting of 20+ children

The Committee was pleased to NOTE this information.

(b) Extension of Lease

The Clerk referred to Minute 31/24(b) and reported that the Council's Solicitors were still waiting for West Sussex County Council's Legal Department to correspond further, following the return of the proposed Lease to them in March 2024, with several suggested amendments and queries. She said that further emails had been sent by the Council's Solicitors in May and July to request progress reports, but to date there was still nothing further to report in this regard.

The Committee was concerned to NOTE this information.

50/24 PUBLIC CONVENIENCES

The Deputy Clerk reported that she and the Clerk had undertaken an inspection, of all the Council's Public Conveniences, along with Mr Steven Usher, Senior Business Manager for Biffa in Arun on 14 August 2024. She confirmed that all of the Units were found to be in good order with only some very minor issues being recorded.

She added that following the aforementioned inspection, some limited damage to the walls of the male conveniences at the Woodlands Recreation Ground had sadly occurred. She confirmed that repairs had subsequently been instigated.

The Committee NOTED this information.

51/24 ANNUAL PLANTING AND MAINTENANCE OF AMENITY AREAS

(a) Situation Report

The Clerk advised the Committee that a number of complimentary messages regarding the aesthetically pleasing floral displays in the centre of the Village, in particular, had been received via email, facebook and telephone calls. She said that, unfortunately, the chick weed present in the soil used in the current Season had been most invasive and had caused a number of issues for the Nurseries, which they had been dealing

with, as always, in an extremely professional manner. She concluded that overall, the design, planting and maintenance service for the Council continued to be outstanding.

The Council was pleased to NOTE this information and echoed the sentiments made by the Clerk.

(b) Sponsorship of Planters and Flowerbeds

The Clerk reported that she had previously circulated a Report providing details of the current position in respect of the sponsorship of Planters, Flower Beds and Roundabouts in the Village. A copy of this Report is attached and forms a part of these Minutes.

The Committee was pleased to NOTE this information and, following a brief discussion, it was AGREED that the availability of planters and flower beds in the Village for sponsorship should be widely advertised via the Council's Quarterly Newsletter, on an annual basis, and also on a regular basis on the Council's Facebook Page, highlighting the fact that this was a way of giving something back to the community, whilst embracing the opportunity to attract more customers.

(c) Removal of Horse Chestnut Tree - The Street

The Deputy Clerk referred to Minute 33/24(a) and confirmed that three quotations had been sought in respect of the felling of the diseased Horse Chestnut Tree located at the front of the Changing Places Facility.

The Deputy Clerk reported that the quotation sums received were £1,000.00 plus VAT, £3,080.70 plus VAT and £7,000.00 plus VAT. She explained that having taken into account best value and concerns regarding health and safety, together with the precarious condition of the Horse Chestnut Tree, the lowest quotation had been accepted. She advised the Committee that this Company had been highly recommended and had been previously utilised by a neighbouring Council. She added that a formal application for the felling of the aforementioned tree would now be made to the District Council's Planning Department.

The Committee was pleased to NOTE this information.

52/24 PUBLIC SEATS - PROGRESS REPORT

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

- 6 x Seats - Greensward - Donor requests currently on hold
- 1 x Seat - Greensward or Broadmark Lane - Donor request on hold
- 1 x Seat - Broadmark Lane - Possible replacement seat - under discussion with potential donor
- Replacement Seat - The Street - Donor withdrawn
- Replacement for Damaged Seat - Windmill Drive - Replacement seat installed on 28 February 2024, but now damaged/vandalised once again. Currently subject to an insurance claim. 2nd replacement seat installed on 15 August 2024

The Committee NOTED this information.

The Clerk then advised the Committee that a large number of the Council's public seat stock had been being repaired and repainted by a new external contractor, and the expenditure was likely to exceed what had been budgeted for the current financial year. She said that any additional expenditure over and above the original budgeted for figure, would be incorporated in the draft Revised Estimates that would be being considered at the next Meeting in November 2024.

53/24 BUS AND BEACH SHELTERS

(a) Maintenance - Progress Report

The Clerk reported that the aged Bus Shelter in Sea Road, opposite its junction with Harsfold Road, had recently been repaired and repainted by the new external contractor, who had also refurbished two of the other wooden Bus Shelters in the Village. She said that two of the map boards had been refurbished as well.

She said that it was hoped provision would be able to be made in the Committee's 2025/2026 Estimates for the remaining wooden Shelters to be refurbished, when these were considered at the next Meeting of the Committee in November 2024.

The Committee NOTED this information and RECOMMENDED that sufficient financial provision should be made to enable all of the remaining wooden Bus Shelters to be refurbished in the next financial year, when the 2025/2026 Estimates were decided upon at the next Meeting of the Committee.

(b) Beach Shelter - Proposed Refurbishment

The Clerk advised the Committee that following the receipt of a number of concerns from Members of the Public regarding the poor condition of the Beach Shelter, she had carried out an inspection and it was evident that it was now in dire need of a major refurbishment. She said that she had subsequently met with one of the external building contractors previously used by the Council, who had estimated that the works required for a total refurbishment of the Shelter would be in the region of £11,000.00 - £12,000.00. She said that she had asked the Contractor concerned to provide her with a detailed Estimate.

She reminded the Committee that no provision had been made in the current year's Budget for this level of financial expenditure to undertake such major works.

Following a detailed discussion, the Committee RECOMMENDED that once the above Estimate was received, two further Estimates should be sought, and then all three should be placed before the Council for consideration and a decision in respect of the successful Estimate. It was further RECOMMENDED that the eventual total expenditure should be borne from the Council's balances, if this proved to be necessary.

54/24 REMEMBRANCE SUNDAY

The Deputy Clerk reported that the required Event Management Plan and Road Closure application had been submitted to Arun District Council and that communication received to date had confirmed that the documents were in good order.

The Clerk reported that she would, as usual, be ordering the wreaths for the various Groups, Organisations and Individuals to lay at the War Memorial on Remembrance Sunday in early October.

The Committee were pleased to NOTE this information.

55/24 GARDENS COMPETITION

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 2 Windmill Drive

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 Rustington 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 Jamie Bennett (Chairman of the Council), Andy Cooper (Vice-Chairman of the Council) and Mrs Alison Cooper (Chairman of the Leisure and Amenities Committee) together with Mrs Joanne Crockford (Ferring Nurseries).

The Committee were pleased to NOTE this information.

56/24 DATES OF FUTURE MEETINGS

The Chairman reminded the Committee that the date for the next Meeting had been agreed at Full Council (Minute 258/23 refers) and was as follows:-

11 November 2024 at 6.30 pm

There being no further business the Meeting concluded at 8.00pm.

Chairman: Date:

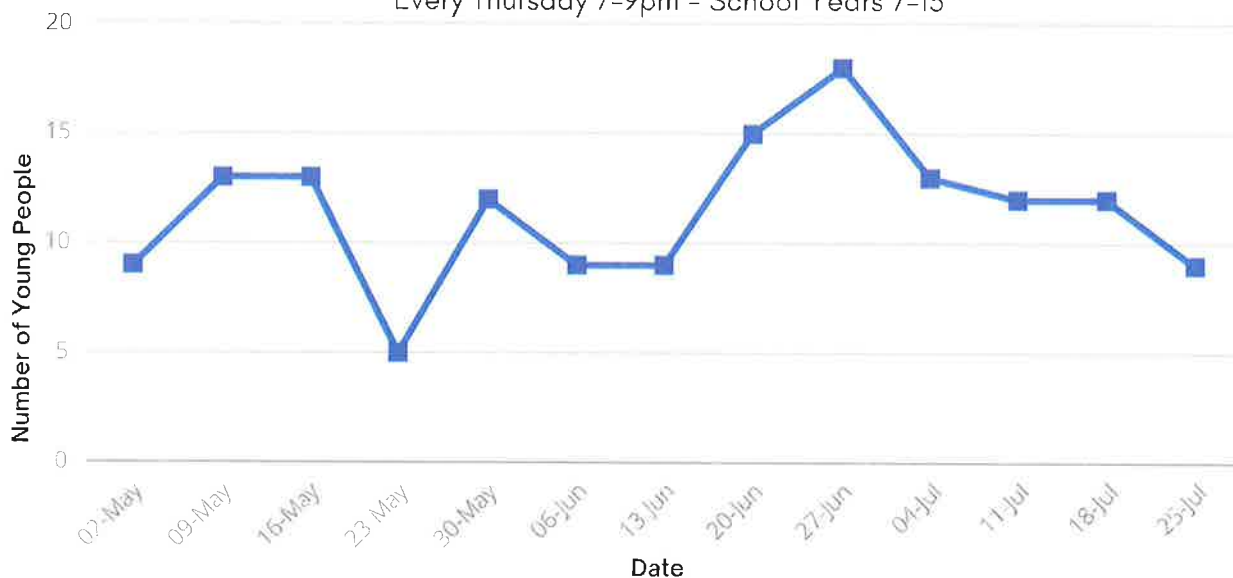
Rustington Youth Centre Update: May - July '24

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 for the period between May and July 2024.

Attendance Data

Every Thursday 7-9pm - School Years 7-13



The average attendance of young people across this reporting period is 11, with the highest attended session having 18 young people on 27/06. 10 or more young people attended 9 of the 13 sessions offered in this reporting period. There were no session closures during this recording period.

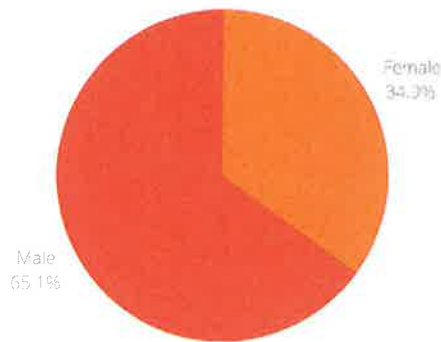
When comparing the attendance figures between the February-April 2024 quarter and the May-July 2024 quarter, we see a consistent level of engagement.

- The average attendance for both quarters is similar, with around 11 young people attending each session.
- Both quarters had 9 out of 13 sessions with 10 or more young people attending, showing steady participation.

Overall, attendance has remained stable with slight variations, reflecting consistent participation from a core group of young people attending our sessions. Efforts are being made to try and increase numbers and we plan to attend the schools again in the new term.

Attendance Data

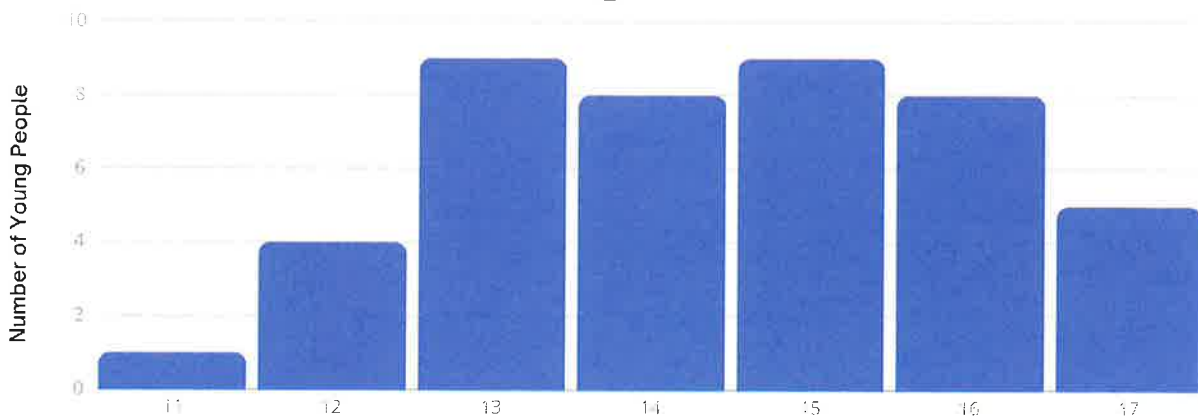
Gender



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 (28).

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 attending our sessions. The data highlights that the highest level of engagement comes from 13 and 15-year-olds, both with 9 young people regularly attending. We've seen lower participation from 11 year-olds and while some new 17-year-olds are attending, their numbers remain low.

During this reporting period:

137 different engagements over 13 sessions.

6 new young people joined a session.

39 unique young people.

7 Young People attended 8 or more sessions.

YOUTH CLUBS - WHATS ON



Day	Location	Time	Age Group
Monday	Angmering Community Centre	7:30pm-9pm	Year 7-9
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
Tues-Thurs	AYP Connect, Littlehampton High Street	3-6pm	Year 7-13

Sessions are funded by Rustington Parish Council, Littlehampton Town Council, Angmering Parish Council and National Lottery

TARGETED PROVISIONS

What	Why	Location	Age Group
Smallholding '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+



FIND US



Website

arunchurch.com/ayp



Bursary Applications

arunchurch.com/bursary



Social Media

[@arun youth projects](https://www.instagram.com/arun youth projects)



Email

ayp@arun youth projects.com



Telephone

01903 782744

Museum Report - Leisure & Amenities Committee - August 2024

Documentation

MODES now has 4790 (14.8.24) entries as the catalogue is updated (up 1050 since my June 24 report). In addition to new acquisitions both in the RHA and RPC collections, records of accessioned items that had not been added to MODES previously are being created by volunteers as they work on the inventory.

By using the RHA laptop, volunteers are able to review the inventory of boxes brought up from the store at Woodlands Centre. The records are then checked, and the object's location confirmed, before being uploaded to the main MODES database.

Disposals - *For photos of objects see Appendix A*

There are two recommendations for disposal.

94.104 (ceramic jelly mould) and 94.105 (stoneware storage jar). Both are broken into many pieces, possibly from dropping a box back in 2016, though the cause is unknown. Neither common item has any connection to Rustington and are not considered worthy of repair.

The Committee is asked to approve these disposals.

Collection Move

With reference to Minute 8/24 I can confirm that part of the Museum's Archaeology Collection has successfully been moved to the Fishbourne Roman Palace. There is still room at the aforementioned location and therefore we are planning to pack the remainder of the Archaeology Collection, currently held in the RPC store, and move it to Fishbourne in September.

Acquisitions Highlights - *For photos of the objects see Appendix B*

New Objects

RUSPC:2024.23 - Headed paper from the PNEU School in Claigmar Road has also been given to the Museum, in time for the schools exhibition.

RUSPC:2024.26 - Plaques, trophies and shields have been donated by the Red Cross Shop that was next door to the Smauel Wickens Centre. The plaques are for the opening of the building in 1984 and the Tony Mortimer Wing that opened in 1998.

RUSPC:2024.27 - Visitors Book from the Manor Club has recently been donated to the Museum by Graeme Taylor. It dates from the Club's opening to the final visits in 1991. The Manor Club was held at Old Manor House (opposite The Lamb) and was a social club that also hosted parties.

Handling Collection

Some old original newspapers have been taken in to show school children the difference in styles and also national events.

Social Media

Facebook

The Museum's Facebook page continues to grow in support, and the page has 651 followers, up 17 (19 August 2024)

Twitter

The Museum Twitter account, @RustingtonMuse1, still has 209 followers (August 2024).

Website

Recently updated for the September to October events.

Events

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

Geoffrey Mead	Coasting along Sussex	57	15 May, 7pm
Graeme Taylor	Rustington a D-Day, special addition as part of commemoration programme	59	5 June, 2pm
Dr Janet Pennington	Sussex Inn Signs and their History	54	19 June, 7pm
Mike Scott Rumble	'The Colour of Heraldry'	39	17 July, 2pm

With increased capacity to 60, the talks are held in the Community Hall. For some events, there have been waiting lists as a testament to their popularity.

The Museum hosted family crafty sessions in June half term, aided by volunteers. They proved to be very popular, with 46 people attending on total, and there was increased interest in the SEN days too.

Forthcoming talks

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

Ian Currie	Weather Lore – Fact or Fiction (FULLY BOOKED)	21 August, 2pm
Dr Paul Quinn	Sussex Folklore	21 Sept, 2pm
Arundel Walking Tours	Historic Arundel with "Wicked Little Letters" film locations	16 Oct, 2pm
Robert Parker	Behind the scenes of "Pride and Prejudice" at Sudbury Hall	20 Nov, 2pm

The summer Holiday sessions have proved to be equally successful and visitor numbers have tripled.

Visitor figures

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

April 2024	248	Easter crafts	April 2023	165
May 2024	211	Half-term crafts	May 2023	176
June 2024	251	2 x talks	June 2023	181
July 2024	183		July 2023	192

Museum figures are up 219 from the same time as last year and significantly from the 2022.

January to July 2022	860	
January to July 2023	1259	+399
January to July 2024	1478	+219

Outreach

Public Talks given by Claire

No external talks have been given

Exhibitions

September 2024 to February 2025 – School Days

Looking at the history of the schools in the Village. Local school will be approached to seek their involvement.

February 2025 – A to Z of Rustington

Exploring Rustington, highlighting history and hidden gems in the village. Topics will be ones that have not been covered before to introduce new views. Ideas include street names, famous people and shop names. The public will be invited to add their own ideas. It will be supported by the Museum collection, public loans and possibly outside loans to cover areas not mentioned.

Work by Julie

Postcards are being accessioned along with new acquisitions from the RHA. Jules is adding the records to MODES of items previously accessioned for the inventory project. She is also accessioning RHA items that had not previously been done. This is in turn increasing our knowledge of the collection and helping with inventory work.

Work by Volunteers

Two new volunteers will be starting in September to work on the inventory and MODES. They will be updating locations and repacking the objects.

Overall, this work is going well, with objects being inspected, located and repacked in a more suitable manner. Some smaller objects (such as coins and fragile items) are being relocated to more suitable boxes and paper items are being put into protective pockets.

Volunteers also helping at the crafty sessions, helping families with resources and guiding them through the crafts. There have been many positive comments about their friendliness and helpfulness.

Claire Lucas - Museum Manager

14 August 2024

Appendix A – Disposals

94.104 (ceramic jelly mould) and 94.105 (stoneware storage jar)

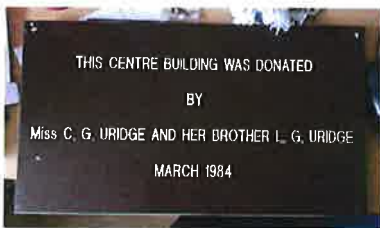


Appendix B – News Acquisitions

RUSPC:2024.23 – PNEU headed paper



RUSPC:2024.26 – Red Cross plaques



RUSPC:2024.27 – Manor Club visitors book



Handling Collection



RUSTINGTON PARISH COUNCIL

9 September 2024

Replacement Multi-Use Games Area (MUGA) - Tender for Contract

1. Background

In early 2023, Minute 5/23(c) refers, the Parish Council was successful in its application to Arun District Council for £48,000 of grant funding from the district's allocation of the UK Shared Prosperity Fund. The funding has been granted towards the replacement of the existing MUGA and Outdoor Fitness Equipment, along with the installation of additional cycling infrastructure, to be located at the Woodlands Recreation Ground.

- 1.2 The funding was allocated for spending during the 2024/25 Financial Year and the Parish Council entered into a Funding Agreement with the District Council on the 10 July 2024.
- 1.3 Once the Funding Agreement was in place, I was able to begin the official Tendering process to appoint a contractor with both extensive experience and a proven track record of the design, supply and installation of Multi-Use Games Areas (MUGA), to undertake the resurfacing of the existing MUGA and the disposal and replacement of its existing boundary metal fencing to a value of £50,000.00. The "Invitation to Tender" document, as published on the Contracts Finder Website, is attached as Appendix 1.
- 1.4. The anticipated cost for a replacement was expected to exceed £25,000.00 and, therefore, in accordance with Council's "Standing Order 18c - Financial Controls and Procurement", the Tender was published and responses co-ordinated via the Government's Contracts Finder Website. The Tender was published on 22 July 2024 with a closing date of 21 August 2024. The Tender had 1,359 views on the portal during this period. A total of six companies submitted a Tender by the closing date.

2. Evaluation of Tenders

In accordance with the Council's Standing Order "Financial Controls and Procurement 18d(v)" the Tender submissions remained sealed until the 23 August 2024 at which time they were opened by the Clerk and Deputy Clerk in the presence of the Chairman of the Council, Councillor Bennett and the Chairman of the Leisure and Amenities Committee, Councillor Mrs Cooper.

- 2.1 The Evaluation process consisted of two stages with the principal purpose of determining the Tender which best meets the requirements of the Council and delivers best value. All submissions were subject to rigorous examination and all were assessed on an equal and consistent basis without bias. The criteria for evaluation were established prior to the publication of the Invitation to Tender and formed part of the Information Pack available on the Contracts Finder Website.

2.2 Stage 1 - assessed whether each Tender reached a pre-determined quality threshold as follows:

Quality Criteria	Weightings	Marks out of 5	Weighted Score
Functionality & compliance with work specification	20		
Appearance	20		
Value for Money	15		
Materials/Warranties/Durability	15		
Relevant Experience - Evidence of similar projects	10		
Health & Safety Arrangements	10		
References	5		
Sustainability	5		
Total Score	100		

Any Tender which did not achieve 45% of the total score or which received a score of 0 in any quality was rejected and not considered as part of the Stage 2 process.

All submissions reached the 45% threshold.

The weighted score for each submission is detailed within Appendix 2.

Stage 2 - The Tenders were further evaluated to determine which would give the most economically advantageous solution - price/quality.

Full details of the comparative costs in relation to each contractor are detailed in the attached Table - Appendix 2.

If the lowest price acceptable Tender is not selected the Parish Council will need to demonstrate that the additional quality being procured is good value against the lower priced acceptable Tender. Members are reminded that as per the Council's Standing Order "Financial Controls and Procurement 18e" the Council is not bound to accept the lowest value Tender.

3. The Committee's views are requested.

30 August 2024

Deputy Clerk of the Council

INVITATION FOR TENDER: MULTI-USE GAMES AREA (MUGA), THE WOODLANDS RECREATION GROUND, RUSTINGTON - REPLACEMENT OF EXISTING SURFACING AND PAINTED METAL FENCING

Organisation	Rustington Parish Council
Address	34 Woodlands Avenue, Rustington, BN16 3HB
For the attention of	Rosie Costan – Deputy Clerk of the Council
Email	rosiecostan@rustingtonpc.org
Phone	01903 786420
Deadline to submit Tender	Wednesday 21 August 2024
Procurement Reference	RPC-MUGA

1. SUMMARY OF SERVICES REQUIRED

Following a successful application for funding from the UK Shared Prosperity Fund Rustington Parish Council is seeking to appoint a contractor with extensive experience and a proven track record of the design, supply and installation of Multi-Use Games Areas (MUGA), to undertake the resurfacing of the existing MUGA and the disposal and replacement of its existing boundary metal fencing.

The Council has ownership and responsibility for The Woodlands Recreation Ground within the Parish of Rustington, on the South Coast of West Sussex. The Recreation Ground is approximately 7.5 acres in size and is home to the Village Football and Cricket Clubs. The site accommodates one full size football pitch, Cricket Square, a Play Area and is the location of several of the Council's properties including the Village Hall and a separate Youth Centre.

The most recent Operational Inspection (see attached) undertaken by an independent contractor has highlighted the deterioration of the existing MUGA which has now been in situ in excess of 15 years. The Parish Council now seeks a qualified and experienced contractor to undertake the works required to bring the existing MUGA up to a modern, sustainable and robust standard. The estimated value of this contract is between £40,000.00 and £50,000.00 excluding VAT.

2. EQUIPMENT AND REFURBISHMENT REQUIREMENTS

1. To remove and dispose of the existing MUGA fencing.
2. Supply and install 3 metre painted metal fencing to surround the MUGA. To include 2 x closed recessed goals with basketball hoops and back boards above. Include 1 x Target Sports Wall at the southern end of the MUGA.
3. Supply and install replacement coloured Macadam or appropriate alternative surface material, to area 15m x 30m, and complete with line markings for 5-a-side Football and Basketball.
4. Supply and install four bicycle racks adjacent to the new MUGA

5. Removal of all waste materials created during the works.
6. Provide a RoSPA approved Inspection Report upon completion.

3. DETAILED SPECIFICATION

Please give detailed specifications for the following:

- Construction schedule
- Site Security and Welfare provision
- Site Waste Management Plan - the Plan should promote the standard waste hierarchy of, reuse, recycle and recovery of all waste items rather than disposal (where able)
- Groundworks and surfacing including line marking
- Fencing and Panels
- Tenderers Warranty - the period and details of items included i.e. fencing installation, line marking and surfacing
- Manufacturer's Warranty - the period and details of equipment included and any conditions i.e. fencing

PLEASE NOTE: If employing a Sub-contractor, in the delivery of any part of this project, the Tenderer must specify what supplies and work packages you are using a Sub-contractor for.

4. ESSENTIAL CRITERIA

Interested parties must submit the following:

- A breakdown of itemised costs
- A copy of the company's written Health & Safety Policy
- Details of how your company monitors its Health & Safety arrangements
- A copy of a Risk Assessment and where relevant Method statement of similar works undertaken by your company
- Proof of Company insurance documents: Public Liability £10M, Employers' Liability and Professional Indemnity insurances
- Evidence of membership of professional bodies
- Evidence of accreditations
- Evidence of relevant qualifications
- Evidence of similar projects undertaken by the company

5. SITE SURVEYS

The Tenderer is strongly advised to carry out a site survey prior to submitting a Tender bid, although not mandatory. The Tenderer is to check all dimensions detailed within the written specification, on site and carry out their own visual/full

measured survey, noting local conditions and means of access for equipment and material deliveries.

Site surveys can be undertaken independently or through prior arrangement by contacting the Deputy Clerk, Rosie Costan.

6. SCHEDULE

Tender Publication	22 July 2024
Closing Date for Tender Submissions	12 Noon 21 August 2024
Opening of Tender Submissions and Evaluation	22 - 28 August 2024
Recommended Company (Contract Award Notice) submitted to Committee for Approval	23 September 2024
Notification of Contract Award Notice to applicants	30 September 2024
Contract Start Date	Mid-October 2024
Latest Contract Completion Date	February 2025

7. PAYMENT

The total contract value is to be paid at the end of the contract upon receipt of an invoice which will be paid via Bank Transfer within 30 days.

Additional works outside those considered as minor works will be paid for separately. No additional works should be undertaken without prior approval from Rustington Parish Council. Any additional approved works will be paid for separately.

8. ENQUIRIES CONCERNING THE TENDER

Any query in connection with the Tender should be sent to Rosie Costan - rosiecostan@rustingtonpc.org

The response by the Council as well as the nature of the query will be notified to all Tenderers, without disclosing the name of the Tenderer who initiated the query. On no account before the Tender Date is the Tenderer to contact or communicate with any other person involved in work concerning this Invitation to Tender unless the Council redirects the enquiry.

9. HOW TO SUBMIT A TENDER

Send a letter containing the following:

1. Name, business name, address, website address and/or social media profiles.
2. Itemised quotation for the project requirements detailed in paragraphs 2 and 3.
3. Evidence of the criteria listed in paragraph 4.

4. Contact details for two referees. The referees must be previous or existing clients.

The Tender **must be sent by email** no later than **12 noon on Wednesday 21 August 2024** to **procurement@rustingtonpc.org**. The email should be clearly marked as "Private and Confidential - Ref: RPC-MUGA". Confirmation of receipt will be issued. Hard copy submissions are not required.

10. TENDER EVALUATION

The Council's tendering process aims to ensure that the most suitable Supplier is selected for the project.

The Council will assess the Tenders received on the cost, evidence of quality of work and experience in working in a similar environment. All relevant information requested in the tender documents and provided with the Tender will be used in the assessment.

The Council is not bound to accept the lowest Tender submitted nor to reimburse any expense incurred during the process.

Incomplete and non-compliant Tenders will be rejected.

The Council will make a decision by the 27 September 2024.

If you wish to discuss this contract further, please contact Rosie Costan rosiecostan@rustingtonpc.org

11. DATA PROTECTION

The information you provide will be kept secure and will not be passed on to any third parties without your consent. The Parish Council will dispose of Tender submissions 12 months after the contract is awarded.

	Company 1	Company 2	Company 3	Company 4	Company 5	Company 6
Preliminaries	Not given	£ 5,773.00	£ 6,240.64	£ 250.00	£ 5,524.13	£ 3,300.00
Site Preparation	Not given	£ 3,105.00	£ 3,492.16	£ 6,075.00	£ 4,487.50	£ 2,250.00
Surfacing	Not given	£ 13,714.00	£ 18,429.60	£ 13,231.00	£ 14,664.19	£ 18,995.00
Line Marking/Colour Coating	Not given	£ 1,380.00	£ 4,197.76	£ 4,024.00	£ 1,519.25	incl above
Fencing	Not given	£ 22,563.00	£ 31,808.00	£ 24,274.00	£ 19,107.46	£ 24,252.00
Reinstatement	Not given	£ 1,150.00	£ -	£ -	£ 1,189.73	£ 450.00
Total Cost excl. VAT	£ 45,535.92	£ 47,685.00	£ 64,168.16	£ 47,382.00	£ 46,492.26	£ 49,247.00
Stage 1 - Weighted Score	60%	86%	62%	75%	82%	66%

RUSTINGTON PARISH COUNCIL

9 September 2024

Replacement Outdoor Fitness Equipment - Tender for Contract

1. Background

In early 2023, Minute 5/23(c) refers, the Parish Council was successful in its application to Arun District Council for £48,000 of grant funding from the district's allocation of the UK Shared Prosperity Fund. The funding has been granted towards the replacement of the existing MUGA and Outdoor Fitness Equipment, along with the installation of additional cycling infrastructure, to be located at the Woodlands Recreation Ground.

- 1.2 The funding was allocated for spending during the 2024/25 Financial Year and the Parish Council entered into a Funding Agreement with the District Council on the 10 July 2024.
- 1.3 Once the Funding Agreement was in place I was able to begin the official Tendering process to appoint a contractor with both extensive experience and a proven track record of the design, supply and installation of Outdoor Fitness Equipment to undertake the removal and disposal of the existing Fitness Equipment and supply and install an exciting new outdoor fitness zone with appropriate safety surfacing to a value of up to £30,000.00. The "Invitation to Tender" document, as published on the Contracts Finder Website, is attached as Appendix 1.
- 1.4 The anticipated cost for a replacement was expected to exceed £25,000.00 and therefore in accordance with Council's "Standing Order 18c - Financial Controls and Procurement" the Tender was published and responses co-ordinated via the Government's Contracts Finder Website. The Tender was published on 22 July 2024 with a closing date of 21 August 2024. The Tender had 1,353 views on the portal during this period. A total of ten companies submitted a Tender by the closing date.

2. Evaluation of Tenders

In accordance with the Council's Standing Order "Financial Controls and Procurement 18d(v)" the Tender submissions remained sealed until the 23 August 2024 at which time they were opened by the Clerk and Deputy Clerk in the presence of the Chairman of the Council, Councillor Bennett and the Chairman of the Leisure and Amenities Committee, Councillor Mrs Cooper.

- 2.1 The Evaluation process consisted of two stages with the principal purpose of determining the Tender which best meets the requirements of the Council and delivers best value. All submissions were subject to rigorous examination and all were assessed on an equal and consistent basis without bias. The criteria for evaluation were established prior to the publication of the Invitation to Tender and formed part of the Information Pack available on the Contracts Finder Website.

2.2 Stage 1 - assessed whether each Tender reached a pre-determined quality threshold as follows:

Quality Criteria	Weightings	Marks out of 5	Weighted Score
Functionality & compliance with work specification	20		
Appearance/Layout of Scheme	20		
Value for Money	15		
Materials/Warranties/Durability	10		
Relevant Experience - Evidence of similar projects	10		
Health & Safety Arrangements	10		
Inclusivity	5		
Sustainability	5		
References	5		
Total Score	100		

Any Tender which did not achieve 45% of the total score or which received a score of 0 in any quality was rejected and not considered as part of the Stage 2 process.

All submissions reached the 45% threshold.

The weighted score for each submission is detailed within Appendix 2.

Stage 2 - The Tenders were further evaluated to determine which would give the most economically advantageous solution - price/quality.

Full details of the comparative costs in relation to each site and contractor are detailed in the attached Table - Appendix 2.

If the lowest price acceptable Tender is not selected the Parish Council will need to demonstrate that the additional quality being procured is good value against the lower priced acceptable Tender. Members are reminded that as per the Council's Standing Order "Financial Controls and Procurement 18e" the Council is not bound to accept the lowest value Tender.

3. The Committee's views are requested.

30 August 2024

Deputy Clerk of the Council

INVITATION FOR TENDER: OUTDOOR FITNESS EQUIPMENT, THE WOODLANDS RECREATION GROUND, RUSTINGTON - SUPPLY AND INSTALLATION OF NEW OUTDOOR FITNESS EQUIPMENT AND SAFETY SURFACING

Organisation	Rustington Parish Council
Address	34 Woodlands Avenue, Rustington, BN16 3HB
For the attention of	Rosie Costan – Deputy Clerk of the Council
Email	rosiecostan@rustingtonpc.org
Phone	01903 786420
Deadline to submit Tender	Wednesday 21 August 2024
Procurement Reference	RPC-OUTDOOR FITNESS

1. SUMMARY OF SERVICES REQUIRED

Following a successful application for funding from the UK Shared Prosperity Fund, Rustington Parish Council is seeking to appoint a contractor with extensive experience and a proven track record for the design, supply and installation of Outdoor Fitness Equipment. The appointed contractor will be required to undertake the removal and disposal of the existing Fitness Equipment and supply and install an exciting new outdoor fitness zone with appropriate safety surfacing.

The Council has ownership and responsibility for the Woodlands Recreation Ground within the Parish of Rustington, on the South Coast of West Sussex. The Recreation Ground is approximately 7.5 acres in size and is home to the Village Football and Cricket Clubs. The site accommodates one full size Football Pitch, Cricket Square, a Play Area and is the location of several of the Council's properties, including the Village Hall and a separate Youth Centre.

The most recent Operational Inspection (see attached) undertaken by an independent contractor has highlighted the deterioration of the existing Fitness Equipment which has now been in situ for in excess of 15 years. The Parish Council now seeks a qualified and experienced contractor to undertake the works required to create and install a Fitness Zone that is of a modern, sustainable and robust standard. The Council is open to innovative designs that do not necessarily comprise of multiple pieces of individual equipment and would be interested to see examples of alternative solutions such as a Fitness Rig. The estimated value of this contract is between £25,000.00 and £30,000.00 excluding VAT.

2. EQUIPMENT AND REFURBISHMENT REQUIREMENTS

1. To remove and dispose of the existing Outdoor Fitness Equipment.
2. Supply and install safety surfacing to an area of approximately 165m². The area should be useable all year round so the surface should be suitably hard wearing.

3. Supply and install an Outdoor Fitness Zone that is large enough to be used by groups or a number of individuals training independently, that is also diverse enough to offer a variety of possible workouts. It should be appealing to, and useable by, a wide range of age groups and abilities which ideally incorporates adjustable and scalable resistance.
4. Supply and install signage detailing the appropriate use of the Fitness Equipment.
5. Supply and install four bicycle racks adjacent to the new Fitness Equipment
6. Removal of all waste materials created during the works.
7. Provide an Industry approved Inspection Report upon completion.

3. DETAILED SPECIFICATION

Please give detailed specifications for the following:

- Construction schedule
- Site Security and Welfare provision
- Site Waste Management Plan - the Plan should promote the standard waste hierarchy of, reuse, recycle and recovery of all waste items rather than disposal (where able)
- Groundworks and surfacing
- The proposed equipment to be installed and the reason the items have been selected
- Tenderer's Warranty - the period and details of items included i.e. fencing installation, line marking and surfacing
- Manufacturer's Warranty - the period and details of equipment included and any conditions

PLEASE NOTE: If employing a Sub-contractor, in the delivery of any part of this project, the Tenderer must specify what supplies and work packages you are using a Sub-contractor for.

4. ESSENTIAL CRITERIA

Interested parties must submit the following:

- A breakdown of itemised costs
- A copy of the company's written Health & Safety Policy
- Details of how your company monitors its Health & Safety arrangements

- A copy of a Risk Assessment and where relevant Method statement of similar works undertaken by your company
- Proof of Company insurance documents: Public Liability £10M, Employers' Liability and Professional Indemnity insurances
- Evidence of membership of professional bodies
- Evidence of accreditations
- Evidence of relevant qualifications
- Evidence of similar projects undertaken by the company

5. SITE SURVEYS

The Tenderer is strongly advised to carry out a site survey prior to submitting a Tender bid, although not mandatory. The Tenderer is to check all dimensions detailed within the written specification on site, and carry out their own visual/full measured survey, noting local conditions and means of access for equipment and material deliveries.

Site surveys can be undertaken independently or through prior arrangement by contacting the Deputy Clerk, Rosie Costan.

6. SCHEDULE

Tender Publication	22 July 2024
Closing Date for Tender Submissions	12 Noon 21 August 2024
Opening of Tender Submissions and Evaluation	22 - 28 August 2024
Recommended Company (Contract Award Notice) submitted to Committee for Approval	23 September 2024
Notification of Contract Award Notice to applicants	30 September 2024
Contract Start Date	Mid-October 2024
Latest Contract Completion Date	February 2025

7. PAYMENT

The total contract value is to be paid at the end of the contract upon receipt of an invoice which will be paid via Bank Transfer within 30 days.

Additional works outside those considered as minor works will be paid for separately. No additional works should be undertaken without prior approval from Rustington Parish Council. Any additional approved works will be paid for separately.

8. ENQUIRIES CONCERNING THE TENDER

Any query in connection with the Tender should be sent to Rosie Costan - rosiecostan@rustingtonpc.org

The response by the Council as well as the nature of the query will be notified to all Tenderers, without disclosing the name of the Tenderer who initiated the query. On no account before the Tender Date is the Tenderer to contact or communicate with any other person involved in work concerning this Invitation to Tender unless the Council redirects the enquiry.

9. HOW TO SUBMIT A TENDER

Send a letter containing the following:

1. Name, business name, address, website address and/or social media profiles.
2. Itemised quotation for the project requirements detailed in paragraphs 2 and 3.
3. Evidence of the criteria listed in paragraph 4.
4. Contact details for two referees. The referees must be previous or existing clients.

The Tender **must be sent by email** no later than **12 noon on Wednesday 21 August 2024** to **procurement@rustingtonpc.org** The email should be clearly marked as "Private and Confidential - Ref: RPC-OUTDOOR FITNESS". Confirmation of receipt will be issued. Hard copy submissions are not required.

10. TENDER EVALUATION

The Council's tendering process aims to ensure that the most suitable Supplier is selected for the project.

The Council will assess the Tenders received on the cost, evidence of quality of work and experience in working in a similar environment. All relevant information requested in the tender documents and provided with the Tender will be used in the assessment.

The Council is not bound to accept the lowest Tender submitted nor to reimburse any expense incurred during the process.

Incomplete and non-compliant Tenders will be rejected.

The Council will make a decision by the 27 September 2024.

If you wish to discuss this contract further, please contact Rosie Costan rosiecostan@rustingtonpc.org

11. DATA PROTECTION

The information you provide will be kept secure and will not be passed on to any third parties without your consent. The Parish Council will dispose of Tender submissions 12 months after the contract is awarded.

Outdoor Fitness Equipment - Woodlands Recreation Ground - Summary of Tender Submissions - L&A 090924

	Company 1	Company 2	Company 3	Company 4	Company 5	Company 6	Company 7	Company 8	Company 9	Company 10
Equipment	£ 21,993.00	£ 5,326.00	£ 13,995.00	£ 16,281.07	£ 13,656.25	£ 39,462.47	Not given	£ 11,797.00	£ 11,311.00	£ 19,267.00
Surfacing	£ 12,000.00	£ 12,229.00	£ 13,624.00	£ 10,965.50	£ 11,960.00	Incl above	Not given	£ 5,757.00	£ 7,875.00	£ 8,135.71
Installation	Incl	£ 7,920.00	Incl	Incl	Incl	Incl	Not given	£ 11,629.00	£ 4,295.00	Incl
Bike Racks										
Inspection	£ 1,000.00	£ 214.80	£ 698.00	£ 769.96	Not Incl	FOC	Not given	Incl above	£ 507.00	£ 212.00
Preliminaries	£ 450.00	£ 470.00	£ 475.00	£ 500.00	Not Incl	Incl below	Not given	£ 400.00	£ 450.00	£ 428.00
Delivery	£ 1,800.00	£ 3,006.12	£ 2,198.00	£ 1,680.00	£ 3,761.65	£ 1,554.00	Not given	Incl in Install	£ 3,200.00	£ 3,764.48
Discount given	£ 480.00	£ 757.00		£ 1,369.63	Not specified	£ 1,404.30	Not given	£ 2,010.00	£ 1,950.00	£ 994.86
	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes
Total Cost excl. VAT after discount	£ 29,990.00	£ 29,922.92	£ 29,995.00	£ 30,000.00	£ 29,377.90	£ 29,925.00	£ 29,982.00	£ 29,999.00	£ 29,588.00	£ 30,000.00
Stage 1 - Weighted Score	86%	75%	81%	73%	64%	89%	65%	77%	61%	89%

RUSTINGTON PARISH COUNCIL
LEISURE AND AMENITIES COMMITTEE

9 SEPTEMBER 2024

Sponsorship of Planters, Flowerbeds, etc.

1. The purpose of this Report is just to remind the Committee that a number of the planters and flowerbeds in the Village are sponsored by local Businesses/Groups/Organisations who pay an annual fee towards the planting costs.
2. The income from these sponsorships is offset against the Council's overall expenditure in respect of the Ferring Nurseries Contract.
3. For Members' further information, listed below are details of all of the current sponsorships, followed by the planters and flowerbeds, including the suggested annual charges, which are still available:-

Sponsor	Planter/Flower Bed Location	Sponsorship Period	Fee P.A.
The Quill	Flower Beds (4) - Outside The Quill	12 Months 01/08/2024 - 31/07/2025	£400
Hobdens Property Management	Flower Bed - The Street - opposite Furniture & Mirror	12 Months 01/09/2024 - 31/08/2025 (commenced 2012)	£250
Just Shutters	Flower Bed - The Street - opposite Hays Travel	12 Months 01/05/2024 - 30/04/2025 (commenced 2023)	£250
Inter-County Nursing and Care Services Ltd.	Flower Bed - The Street - opposite Barry Wadsworth	12 Months 03/09/2023 - 02/09/2024 (commenced 2013)	£250
White House Capital Management Ltd.	Flower Bed - The Street - opposite Holland & Barrett	12 Months 01/09/2024 - 31/08/2025	£250
Mark A Wright - Entertainer (The Elvis Bed)	Flower Bed - The Street - opposite Costa Coffee	12 Months 01/07/2024 - 30/06/2025	£250
Hargreaves Management Ltd.	Wooden Planter (RRA) - Corner of The Street/Broadmark Lane	36 Months 01/12/2021 - 30/11/2024 (commenced 2018)	£600
Hargreaves Management Ltd.	Soldier Themed Bed - Vicinity of Millennium Clock	36 Months 01/12/2021 - 30/11/2024 (commenced 2018)	£1,200
Saywell International Ltd.	Raised Brick Planter - The Street - opposite La Cucina	12 Months 01/01/2024 - 31/12/2024 (commenced 2006)	£300
Clipper Street Barbers	Wooden Planter - Ash Lane - outside SLH Dry Cleaners Ltd.	12 Months 01/09/2024 - 31/08/2025 (commenced 2018)	£250

Store Property Investments Ltd.	Abbotswood Floral Display	36 Months 01/12/2021 - 30/11/2024 (commenced 2018)	£3,000
----	Raised Brick Planter - The Street - opposite Cook	12 Months	£600
----	Raised Brick Planter - The Street - opposite Boots	12 Months	£600
----	Raised Brick Planter inc. Tower - The Street - outside Tesco Express	12 Months	£600
----	3 Tier Planter x2 - Windmill Parade	12 Months	£400
----	Hexagonal Planter - Broadmark Parade - outside Cooper Adams Estate Agents	12 Months	£300
----	Hexagonal Planter x2 - Outside Waitrose	12 Months	£600
----	Large Flower Bed - Outside Broadmark House - adjacent to Establo Lounge	12 Months	£500
----	Wooden Planters x2 - Outside Samuel Wickens Centre	12 Months	£600

4. It can be seen from the above that, at the present time, £7,000.00 per annum is raised via these sponsorship agreements.
5. There is also one roundabout for which the Council receives a percentage of the sponsorship fee from the West Sussex County Council, namely the 'Windmill' Roundabout, the maintenance of which it is responsible for. The current arrangement is that the Council receives £800.00 per annum, although the sponsorship itself is organised wholly by the County Council.
6. Periodically, the availability of planters and flowerbeds is advertised in the Council's Quarterly Newsletter and, in the past, a letter has been sent to all businesses in the Village, in an attempt to encourage new sponsors to come forward. However, most of the enquiries received in the Council Offices, have seen the sponsorship signs in each of the planters and flowerbeds advertising the individual sponsors.

2 September 2024

Clerk of the Council