

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 18 August 2025

PRESENT: Councillors Mrs A Cooper (Chairman), Mrs V Allen, J Bennett, A Cooper, Mrs S Partridge, D Rogers, Mrs C Stevens and P Warren

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

37/25 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor G Lee (Holiday).

38/25 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

39/25 MINUTES

The Minutes of the Meeting held on 2 June 2025 were signed by the Chairman as a correct record.

40/25 WOODLANDS RECREATION GROUND

(a) Pitch Maintenance

The Leisure and Amenities Officer, Mr Burch, referred to Minute 5/25(a) and confirmed that the Council's Ground Maintenance Contractor, Barcombe Landscapes Limited, had completed all works in relation to the top-dressing the football pitch.

Mr Burch explained that he had subsequently undertaken the repair and re-seeding of both goal mouths, including daily watering during the recent spells of hot weather, as well as some ground repairs to the area between Rawson Villas and the Basketball Court.

The Committee was pleased to NOTE this information.

(b) Meeting with Representatives of Rustington Sports and Social Club

The Clerk explained that at the recent Annual General Meeting of the Rustington Sports and Social Club a new Committee had been appointed with Mr Richard Hobbs being elected as Chairman.

She then confirmed that the Deputy Clerk and herself had met with Mr Hobbs on 12 August 2025 to discuss a range of matters including the current Lease, Licence, Agreement for temporary fencing and buildings insurance. She said that she was in contact with the Council's Solicitors regarding the possible amendment of any of the above documents, so that they could be duly signed on behalf of the Club's name, rather than as an Officer of the Club, e.g. Chairman, Secretary, etc.

The Committee NOTED this information.

Following a further brief discussion Members AGREED that a card should be sent to the former Chairman, John Virgoe, expressing the Council's thanks and appreciation for his many years of unceasing service to the Club and the Rustington sporting community.

(c) Sage House Dementia Advisory Bus

The Deputy Clerk reported that she had been contacted by a representative of Sage House, Dementia Support regarding the introduction of a new Community Wayfinder Service and Dementia Advice Bus. She detailed that the new service was keen to have a presence in Rustington and, in particular, had requested that a session be located at the Woodlands Recreation Ground. She confirmed that, accordingly, the Advice Bus had been booked for Wednesday 3 September 2025 and that she would be providing support in respect of promotion and advertising.

The Committee was pleased to NOTE this information.

41/25 THE WOODLANDS CENTRE

(a) Current Lettings

The Deputy Clerk provided a progress report on the Lettings against Budget and said that the income for the period from 1 April 2025 to 31 July 2025 was currently above the 2025/2026 Estimate of £60,000.00 at 17%.

She said that the total income to the aforementioned date was £23,398.08 which represented 39% of the Budget.

The Committee was pleased to NOTE this information.

(b) Village Memorial Hall - Roof Repairs

The Clerk reported that due to visible water damage in the Village Memorial Hall some fairly major roof repair works, including the replacement of broken tiles, soffit boards and brickwork, had been undertaken by Isted Builders, as a matter of urgency, at a cost of £3,000.00 excluding VAT.

She then said that whilst undertaking the aforementioned works, the Contractors had advised that there were in excess of 40 tiles missing on the roof leading from the Recreation Ground to the John de Bohun Room, and it had been agreed that these should also be replaced whilst the scaffolding was on site, in an attempt to reduce future costs to carry out these repairs. She was not aware of the actual additional cost of the extra works, but it was anticipated that these would be fairly minimal in comparison.

The Committee NOTED this information and AGREED to this expenditure retrospectively.

(c) Replacement/Upgrade of the PA System for the Village Memorial Hall

The Finance Manager/RFO referred to Minute 25/25(b) and confirmed that works to replace the aged PA/Sound System had been completed during the week commencing 4 August 2025. She added that the new system had been well received by hirers to date.

The Clerk reminded the Committee that the cost of these works would be borne from the Building Improvements Fund.

The Committee was pleased to NOTE this information.

42/25 SAMUEL WICKENS CENTRE - CURRENT LETTINGS

The Deputy Clerk provided a progress report on the Lettings against Budget and said that the income for the period from 1 April 2025 to 31 July 2025 was currently below the 2025/2026 Estimate of £15,500.00 by approximately 2.15%.

She said that the total income to the aforementioned date was £5,055.36 which represented 32.61% of the Budget.

The Committee NOTED this information.

43/25 RUSTINGTON YOUTH CENTRE

(a) Current Lettings

The Deputy Clerk provided a progress report on the Lettings against Budget and said that the income for the period from 1 April 2025 to 31 July 2025 was currently below the 2025/2026 Estimate of £20,000.00 by approximately 54.5%.

She said that the total income to the aforementioned date was £3,631.50 which represented over 18.2% of the Budget.

The Deputy Clerk also added that the upstairs windows had been replaced ensuring the building was once again water tight.

The Committee NOTED this information.

(b) Review of Youth Provision

The Deputy Clerk referred to Minute 27/25(b) and Minute 201/25 (Full Council Meeting - 28 July 2025 refers) and explained that Mr Jolly, Executive Leader of Arun Church, had recently been in communication to say that having discussed the suggestions made by the Working Party with the Youth Worker in Charge, there were a number of practicalities and other issues that needed to receive further consideration. She said that Mr Jolly had requested a Meeting to discuss the Working Party's suggestions in respect of the preferred way forward, and that the date had now been set as 28 August 2025. She added that the extended delay was as a result of summer holiday commitments by all parties.

The Committee AGREED that a full Report, including recommendations by the Working Group, be presented to the September Meeting of the Full Council at the latest.

(c) Youth Club - Arun Youth Projects

The Deputy Clerk referred to the Arun Youth Projects Annual Report, previously circulated from Matt Pollard, Arun Youth Projects (AYP) Youth Service Manager for the period May to July 2025.

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

44/25 RUSTINGTON MUSEUM

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

She then explained that approval was being sought for the disposal of several items including a plastic box containing assorted seashells, seven non-accessioned maps and three accessioned maps.

Following a detailed discussion, the Committee RECOMMENDED that the plastic box of seashells should be disposed of to a local community group or school for use in craft activities.

The Committee further RECOMMENDED that the set of seven non-accessioned maps and three accessioned maps should NOT be disposed of and that they should remain as a resource, kept by the Museum, for use by the community of Rustington.

The Committee NOTED the remainder of the Report.

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

45/25 WOODLAND PARK SPORTSFIELD - EXTENSION OF LEASE AND ISSUE OF LICENCE TO RUSTINGTON OTTERS YOUTH FOOTBALL CLUB

The Clerk referred to Minute 29/25 and said that she had nothing further to report at the present time in this regard.

The Committee NOTED this information.

46/25 PUBLIC CONVENIENCES

The Deputy Clerk reported that the Clerk, Leisure and Amenities Officer and herself, had undertaken an inspection, of all the Council's Public Conveniences, accompanied by Mr Steven Usher, Senior Business Manager for Biffa in Arun on 15 August 2025. 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 the existing Cleansing Contract held with Biffa would expire on 31 January 2026 and that a formal Contract Proposal for the continuation of the Service was expected imminently and would, it was anticipated, be presented to Full Council for consideration in September.

The Committee NOTED this information.

47/25 PUBLIC SEATS - PROGRESS REPORT

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

- 5 x Seats - Greensward - Donor requests currently on hold
- 1 x Seat - Greensward - ADC agreed to the replacement - Seat on order - expected dispatch 25/08/2025
- 1 x Seat - Greensward or Broadmark Lane - Donor request currently on hold
- 1 x Seat - Greensward - Replacement seat on order - expected dispatch 25/08/2025
- 1 x Seat - Greensward - New seat on order - expected dispatch 25/08/2025
- 1 x Seat - Broadmark Lane - Possible replacement seat - Under discussion with potential donor
- 1 x Seat - Holmes Lane Triangle (junction with Milton Avenue) - Replacement seat installed 11/08/2025
- 1 x Seat - Outside The Quill - New seat installed 11/08/2025
- 1 x Seat - The Street - Parish Council funded - New seat installed 11/08/2025

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 October 2025.

The Committee NOTED this information.

48/25 BUS SHELTERS AND BEACH SHELTER

(a) Beach Shelter - Replacement of Roof

The Clerk referred to Minute 34/25(a) and advised the Committee that following the last Meeting she had spoken to Isted Builders who had carried out the renovation of the Shelter earlier in the year, and had established that the roof was unlikely to require replacement for maybe two or more years. She said that this was subject to weather conditions and any unanticipated damage that might be caused.

She then advised that taking this into account, it was anticipated that it would not be necessary to take any further action in respect of obtaining any additional Quotations for consideration at the next Meeting when the 2026/2027 Estimates would be agreed.

The Committee NOTED this information and AGREED that no further action should be taken at the present time in respect of the replacement of the roof of the Beach Shelter, but that this should be considered again when the 2027/2028 Estimates were being considered in late 2026.

(b) Bus Shelter - Sea Road (Opposite Harsfold Road)

The Clerk referred to Minute 34/25(b) and reported that she had approached Isted Builders for an estimate to undertake a major refurbishment of the Bus Shelter in Sea Road, and they had anticipated that the cost would be between £3,000.00 and £3,500.00, to bring it up to an acceptable standard. She then said that she had subsequently spoken to the Contractor in question, who had, when asked, confirmed that the best option would be to purchase a new Shelter for this location, when funding was available.

She advised that she had also approached the County Council to enquire about whether there were any grants available towards the purchase of new Bus Shelters. She had been advised that the County Council was currently looking at the possibility of making grants towards new Bus Shelters from Government funding, but at the present time this type of funding stipulated that only new Shelters could be funded rather than replacements. She said that the Officer concerned had suggested that it might be an idea to wait until 2026 to see if the County Council were receiving any applications for 'match' funding.

The Committee NOTED this information and AGREED that this matter should be held in abeyance at the present time, with a further approach being made to the County Council at the beginning of 2026.

It was further AGREED that any minor works necessary should be undertaken for the time being.

(c) Bus Shelters - Refurbishment

The Clerk referred to Minute 34/25(c) and advised the Committee that five more wooden Bus Shelters in the Village had been refurbished during the spring and summer months. She said whilst one or two more shelters might be repainted in the current year, weather permitting.

The Committee was pleased to NOTE this information.

49/25 CHAUCERY MEMORIAL - REFURBISHMENT

The Clerk reported that the following works had recently been undertaken as detailed by Constructive Heritage on The Chaucery Memorial:-

'Removal and refinishing of the propeller. It was not considered cosmetically viable to bead blast and powder coat due to the intergranular corrosion found during assessment. The propeller was instead chemically de-salinated before undergoing high current electrical fusion to charge out any trapped conductivity and condition the metal. A number of epoxy and alkyd primers and polymer fillers were then used to build up the formerly corroded areas of loss. A number of top coats of varying properties have been added to ensure longevity. One cannot rule out further internal corrosion but everything possible has been done to preserve the propeller.'

She said that the total cost of the above-mentioned works was £760.00 and reminded Members that this expenditure had been met from the funds transferred to the Council for the future maintenance of the Memorial by the now dissolved Chaucery Committee. She confirmed that the lettering on the Memorial was potentially also in need of refurbishment, and it was anticipated that there would be sufficient funds available to meet the cost of this in the future.

The Deputy Clerk referred to Minute 50/25 and to a Condition Report pertaining to the War Memorial previously circulated. She reported that following an on-site inspection by a representative from The War Memorial Conservation Company, it had been confirmed that the original Portland Stone structure has deteriorated quite badly, and that the previously applied shelter coats have now begun to flake away. She added that the Report detailed that the Portland Stone had however lasted remarkably well over the years considering the proximity to coastal conditions (wind, salt-water, sand abrasion etc.) and the closeness to a main roadway however, the natural surface-hardening of the Portland limestone has now been penetrated by erosion to such a degree that it would be reasonable to expect a fairly rapid further deterioration over the coming years.

She explained that the deterioration could potentially be slowed with ongoing maintenance with possible further shelter coats being applied but the ongoing cost of maintenance would soon likely outweigh the cost of replacement as well as the compromise to the aesthetics of the memorial as it deteriorates. She added that the Report suggested that ongoing maintenance of the current condition of the memorial would be a short-term solution that will become more costly over time.

She then referred to the Condition Report and advised that a mid-term solution would be to cut a section out the faces of the blocks worse effected by the erosion and replace with new 50mm thick sections of matching Portland stone. However, the Report raised concerns that the amount of sections needing to be cut out and replaced would equate to a large percentage of the overall Memorial resulting in it potentially looking quite "patch-work" and these new sections ultimately would be fixed to the inner sections of the original Portland stone. The Report also advised that the resulting re-furbished structure may not be secure and stable leading to potential issues in the mid-to-longer term. She added that this solution would also be quite costly when compared to full replacement.

She confirmed that the cost of cutting the worse effected sections out and indenting new matching Portland limestone panels, including all materials, labour, travel etc would be £28,967.00.

She then referred to the suggested long-term solution of replacing the Memorial with a matching replica ensuring that the size, shape and detail was replicated to replace the existing. She explained that The War Memorial Conservation Company had provided several options and quotations for consideration, and she confirmed that the prices included the respectful dismantling, transporting and environmentally responsible disposal of the existing memorial sections, the carving, engraving and installing of the new replacement memorial including all materials, labour and transport:-

Portland Limestone (to match exactly the original memorial)	-	£33,280.00
Mid-Grey Polished Granite (durable and maintenance friendly)	-	£25,805.00
Light Grey Polished Granite	-	£22,322.00

She confirmed that the prices were subject to VAT and would remain valid for a period of 30 days from the Quotation dated 7 August 2025.

Following a detailed discussion the Committee RECOMMENDED the following:-

- (a) That the existing Memorial should be replaced with an exact matching replica made of Portland Limestone
- (b) Budget provision should be made in the Financial Year 2026/2027, with financial consideration also being given to the project during the Autumn Revision of the 2025/2026 Budget
- (c) External funding opportunities should be explored including possible community fundraising initiatives
- (d) An article relating to the project be included within the Autumn Edition of the Council Newsletter.

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 6 Donnington Place, Woodlands Avenue

Runner-Up 26 Ash Lane

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

Winner 22 Glenville Road

Runner-Up 42 Worthing Road

Class 4 - Front Gardens of Any Size (Commercial)

Winner Rustington House, Worthing Road

Class 6 - Community Gardens

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

She reminded the Committee that the short-listed entries in the Competition had been judged by Councillors Andy Cooper (Chairman of the Council), Gary Lee (Vice-Chairman of the Council) together with Mrs Joanne Crockford (Ferring Nurseries).

The Committee were pleased to NOTE this information.

Following a further detailed discussion regarding the delivery and format of the Competition, the Committee RECOMMENDED that the Rustington In-Bloom Committee be approached to assist in the review and possible redesign of the format, in advance of the 2026 Competition.

It was further RECOMMENDED that any recommendations by the Rustington In-Bloom Committee, should be presented to the October Meeting of the Leisure and Amenities Committee.

DATES OF FUTURE MEETINGS

The Chairman reminded the Committee that the next Meeting was scheduled for 20 October 2025, commencing at 6.00 pm.

There being no further business the Meeting concluded at 7.59 pm.

Chairman: **Date:**



Rustington Youth Centre Update: May - July '25

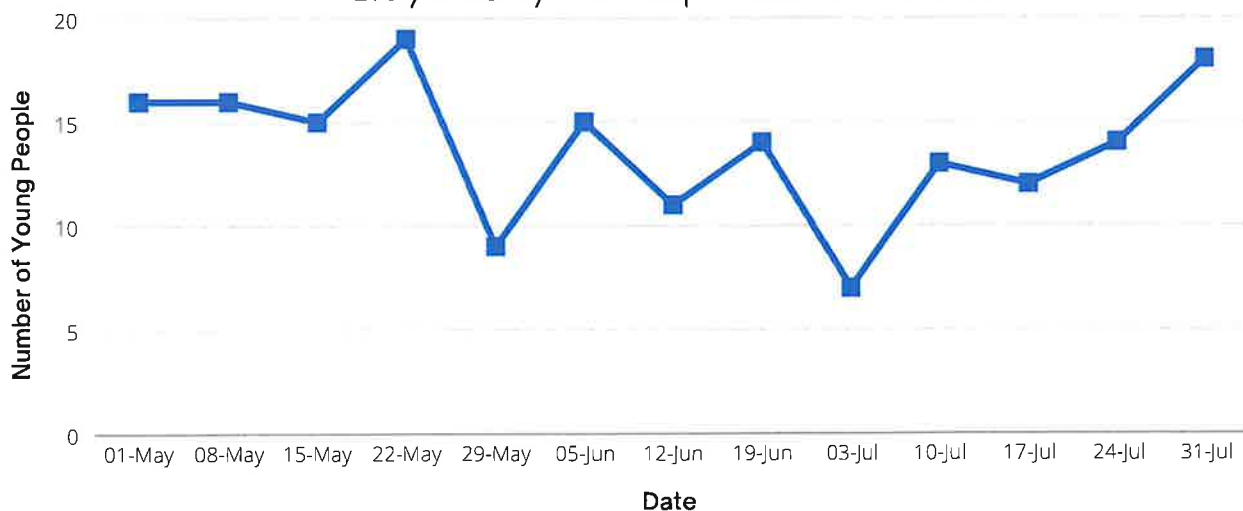
Introduction

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 2025.

During this period we have tried to ensure that all meals cooked are done by young people, giving them more opportunities to learn new skills and cook meals from scratch for their peers.

Attendance Data

Every Thursday 6:30–8:30pm – School Years 7–13



The average attendance of young people during this reporting period (May to July 2025) was 14, with the highest attended session seeing 19 young people on 22nd May. Of the 13 sessions delivered, 9 sessions recorded 10 or more young people in attendance.

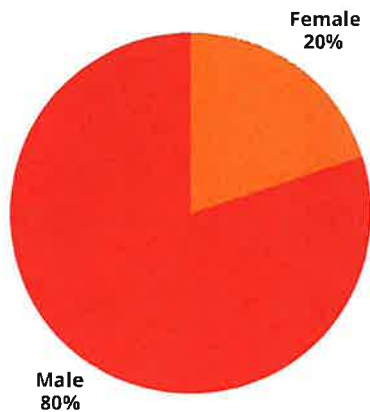
When compared with the previous quarter (February to April 2025), attendance has remained strong and consistent:

- The average attendance has only slightly decreased from 15 to 14, reflecting continued engagement across the summer.
- Sessions with 10 or more attendees remained high (9 sessions this quarter, consistent with last quarter).
- The lowest attended session was 7 young people on 3rd July, with one closure reported during this period.

Overall, engagement levels continue to demonstrate strong youth participation. With summer now in full swing, we will maintain this momentum by promoting sessions through social media, peer-to-peer engagement, and continued presence in key local spaces.

Attendance Data

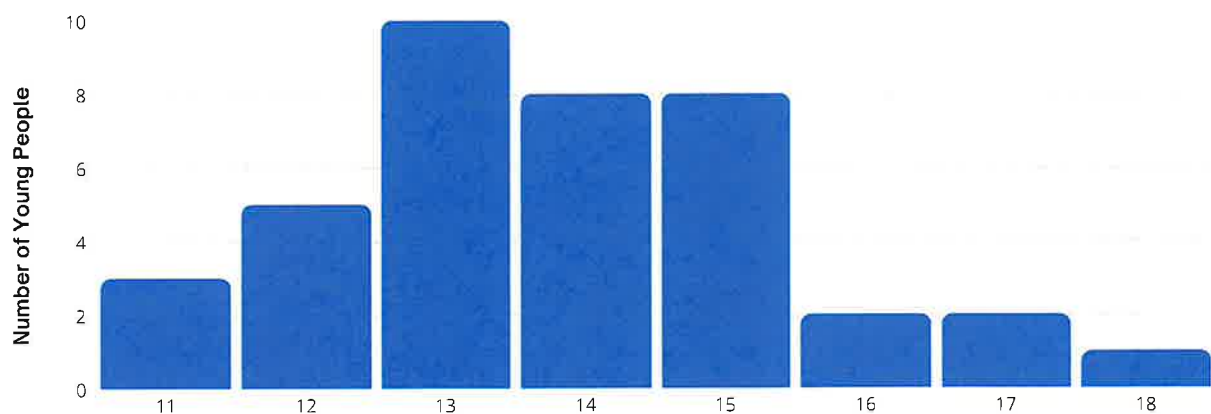
Gender



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 RYC identifying as male (32).

8 young people who identify as female attended sessions in this reporting period. This represents a slight increase from previous quarters.

Age



The graph shows the age breakdown of young people attending our sessions. The highest engagement comes from 13-year-olds (10 attendees) and 14 and 15-year-olds (8 attendees each). There is also strong participation from 12-year-olds (5 attendees).

There is a smaller but consistent presence from 16- and 17-year-olds (2 attendees each), with 18-year-olds (1 attendee) showing occasional engagement.

During this reporting period:

- 179 different engagements over 13 sessions.
- 4 new young people joined a session.
- 40 unique young people.
- 10 Young People attended 9 or more sessions.

YOUTH CLUBS - WHATS ON



Day	Location	Time	Age Group (School Year)
Monday	Angmering Community Centre	5-6:30pm	Year 7-13
Tuesday	Southfields Jubilee Centre	7-9pm	Year 7-9
Wednesday	K2 Youth & Community Centre	4-5:30pm	Year 4-6
Wednesday	K2 Youth & Community Centre	7-9pm	Year 10+
Thursday	Rustington Youth Centre	6:30-8:30pm	Year 7-13
Friday	K2 Youth & Community Centre	6-8pm	Year 7-9
Tues-Fri	AYP Connect, Littlehampton High Street	3-5:30pm	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
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 – Aug 2025

Documentation

MODES: New Assistant Manager Holly Parsons (HP) has met with both myself and Sheila Marsden(SM) re introduction to the current Museum/Rustington Heritage Association MODES system. There are amendments and accessions to be carried out. HP is being supported by two existing Collections Volunteers, and has met them both. We (MT – Museum Team) have agreed for HP to manage an on-going audit and update of our Collections. HP has found anomalies such as artefacts not in accurate locations. SM has met with HP to work through the back-log of non-accessioned artefacts and those being continually collected. This will be ongoing with reference to the Collection Policy.

Disposals

Museum Team (MT) request a further Disposal of:

- RUSPC: 148 2017 'Plastic box with assorted seashells'

These are decorative and do not pertain to Rustington directly, we would prefer to use natural (non-polished/varnished) shells for families or schools' activities.

MT have reviewed the Map collection, some of which are accessioned and some not – and have decided to re-home the following maps.

- 7 x non-accessioned maps given to us from West Sussex Library Service. These are of Toddington, East Preston & Angmering, Littlehampton & Ferring, Littlehampton & Wick

We ask the Committee for approval of disposal of the following maps which are accessioned but either not pertinent to Rustington or our immediate collections:

- 02.39.1 Copy of Ordnance Survey map 1879
- 00.17.01 Before Norman Conquest
- 00.17.4 Littlehampton 1882

HP has come across a Loan of two Coronation Souvenirs 1937 & 1953 from a Margaret Clark in 2023. SM is in contact with Roger (son) re returning these.

Collection Care and Storage

The Museum Team has undertaken substantial tidying of the Museum Stores and HP is further organising the storage spaces with box labelling, location & monitoring. This will be an on-going task with the support of the Collections volunteers.

Storage from herein categorised as:

Museum Storage with 3 areas:

1. Exhibition equipment for home & away use
2. Temporary – current, upcoming or recent loans, storage from other sites
3. Permanent display use

Plus separate Stores at:

- Woodlands Centre mid-range of general artefacts – wardrobe rail to be added
- Fishbourne Roman Palace ‘deep’ storage for specific artefacts

Acquisitions

The museum received a collection of family diaries, photos and news clippings from a Wendy Ryan on Tuesday 10th June. This collection pertains to family life in Rustington with house staff connections to eminent historic characters the Parry family. This will require research time spent on developing the story and significance of these artefacts. Wendy’s husband, a retired gardener also enabled the Museum to acquire a brick keystone, decorated with what is thought to be a Sussex Martlet crest.

Social Media

HP is undertaking Collections & Digital Content in-house development.

HP had her practice updated on Wordpress training Weds 23rd July.

The Museum Facebook page continues to grow, from 725 (last Report) to 742 followers.

As alumni, I have a History of Art blog on Brighton University’s website re my role.

Events

We are pleased to have hosted a Sussex Geological Society Day on Saturday 26th July. This event appealed to all ages and saw the public bring in rocks, fossils and minerals for identification. We welcomed 84 adults and 16 children.

The Talk Series is scheduled for 2pm on the 3rd Weds of every month, and we are now pleased to be able to have increased our offer from 10 talks per annum to 12.

For Christmas I have approached PEP Printers to sponsor a Winter Wish Tree whereby families can decorate a tree spiral with a wish then install this as a community installation

DATE	No of attendees	Talk Title
Feb 19 th	48	Sussex Coast Smuggling by Chris Hare
March 5 th (rearranged)	10	Rustington Players by Colin Bolton
April 16 th	23	Rachel Poulton Photography
May 7 th	60	Graeme Taylor VE Day
Sat May 10 th 1pm	60	Sussex Wildlife Trust Opening Event
June 18 th	53	Chris Hare - Folklore

July 16th	15	Sussex Wildlife Trust
August 20th		How to Run a Museum with Tamlyn
September 17th		Worthing Philharmonic Orchestra
October 15th		West Sussex & Local Blue Plaques – Bognor Regis Heritage & Arts Partnerships
November 16th		<i>Tbc – Sussex Artists</i>
December 17th		Holly Parsons: Suffrage In Surrey - March of The Women

New for 2025 – The Collections Surgery, referred to in my June Report, will be post-poned until we apply for an On Display Grant via Museums Development South East to include display space for this initiative.

We have displayed a 'New Acquisition' (of the aforementioned Keystone) in the mini-display cabinet in the Information Centre entrance.

Bookshop: We have reorganised for the Museum bookshop to be displayed in the area occupied by the old Clerk's desk exhibit where people are already invited to complete a Feedback form.

Both members of the Museum team attended Sussex Museum Group 'Security in Heritage' session Friday 20th June

Visitor figures

May 2025	220	May 2024	211
June 2025	152	June 2024	251
July 2025	284	July 2024	187

Outreach

Booking	Talk
Blind Veterans UK Tues 1 st July	Tamlyn – How to Run a Museum

Feedback:

Only 2 Veterans attended re heatwave:

Feedback from Tammy Fleming, Community Engagement Co-ordinator (Rustington)

"I have just been and spoken with Wyn & Brian. They had a lovely afternoon."

Wyn said "It was wonderful, you were very clear and knew so much. She must have been well educated! Hehe. what a lovely lady"

Brian said “Lovely friendly lady he had a very enjoyable hour it was kind that you stayed and did the talk for just them. He found it very interesting you were very knowledgeable and clear in your presentation.”

Families – A system of feedback and review per activity or event has been implemented. This includes a 5star review metric.

The Summer Holiday Program began with the aforementioned West Sussex Geological Society’s drop-in day. We have offered a Summer Program of age-tiered activities for families.

The Museum continues to collaborate with the Church’s Pantry programme. An adult group visit is scheduled in August.

The Georgian Gardens CP School Chatterbooks Group visited on Thurs 3rd July to complete their RHA Scarecrow entry ‘Willy Wonka’ which is displayed at the Information Centre throughout the trail from August 2nd.

I have visited all three local schools 8th July ahead of the holidays, to provide and promote our Summer Program and begin to develop a relationship around a future Schools Handling Session.

Talks to Community Groups

We now have the following Outreach Talk portfolio:

- The Rustington Convalescent Home
- How To Run a Museum
- Suffrage in Surrey – March of the Women – previous work, with added information on Rustington Suffrage
- Graeme Taylor – variety of Local History subjects

Exhibitions

Community Cabinet I relocated into the Local Studies Area cabinet. This has its first exhibition by Georgian Gardens CP. This is scheduled to have a monthly changeover with an application process for the Museum Team to consider against ongoing schedules.

The Team have developed a multi-purpose Museums Enquiry doc for the public to detail our regular enquiries: Donations, Research/Local Studies Area, Community Cabinet exhibitions. The document includes a description and image details.

It is proposed that the Museum Team will curate one exhibition each per year, while managing two annual exhibitor groups.

Mon 23 rd June – Sun 21 st Sept 2025 12weeks	Northbrook Art & Design Graduate show. Selection from 15 Degree Courses.
--	---

Mon 22 nd – Thurs 25 th Sept	De-install & install
Mon 28 nd Sept – Sun 21 ^s Dec 2025 12weeks	'Fired Earth' An exploration of Rustington historic & contemporary artists and makers including local Brickfield references
Mon 22 nd – Weds 24 th Dec	Christmas 'Winter wish tree' Installation
12 th Jan – Mar 12 weeks	Sussex Artists
	JM Barrie – Peter Pan exhibition Curated by HP

The Museum hosted, for the first time, the Sussex Wildlife Trust (SWT) 2025 Marine Photography Competition entries as a mini-Exhibition. SWT have expressed gratitude & are keen to exhibit again – this could be in conjunction with Northbrook next summer. This initiative has encouraged a new audience into the Museum, and also provides a complimentary annual Talk.

Work by Museum Assistant Manager

Holly Parsons has made a positive start since June 11th, and has contributed very well.

HP has completed her induction to museum administration, procedures and policy.

I have directed HP to assist in Management of the Collections & Digital Content.

Collections:

Please see Documentation above.

Digital Content:

HP attended Wordpress training Thurs 24th July.

HP has taken over the valuable work Rosie Costan carried out around Social Media and the Museum Website. HP has taken initiative in getting the scanner to function to further update and access Collections.

Museum support:

HP has held a Chatterbooks visit, facilitated a Talk by Sussex Wildlife Trust Weds 14th July and take down of their exhibition. HP assisted with the installation of the Chatterbooks scarecrow and display in the Community Case.

Work by Volunteers

New Photographer Collections Volunteer Janet Greene has been introduced to Holly and began working with her to update the MODES collection with photographs. I have directed HP to carry this work out to update our Collections with images, to support internal access around exhibitions and research, as well as external access.

We continue to be supported by a small team (3 strong, varied availability) of dedicated volunteers who, in particular, assist with the ever-popular school holiday activity sessions.

I am meeting with the Arts Society Arun for further Volunteer recruitment around the following areas:

- Family Activities
- Exhibition Research
- Local Studies Area development – with SM/RHA agreement

Tamlyn Smithers
Museum Manager

30th July 2025