

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 1 June 2026

PRESENT: Councillors J Ceiriog-Hughes, Mrs A Cooper, A Cooper, G Lee, Mrs P Gregory, Mrs Partridge, D Rogers, Mrs C Stevens and J Street

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

20/26 ELECTION OF CHAIRMAN

It was proposed that Councillor Mrs Cooper be elected as Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Mrs Cooper be elected Chairman for the ensuing year.

21/26 ELECTION OF VICE-CHAIRMAN

It was proposed that Councillor Street be elected as Vice-Chairman for the ensuing year.

The Committee RESOLVED that Councillor Street be elected as Vice-Chairman for the ensuing year.

22/26 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Bennett (Personal).

23/26 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

24/26 MINUTES

The Minutes of the Meeting held on 2 March 2026 were signed by the Chairman as a correct record.

25/26 APPOINTMENT OF REPRESENTATIVES ON THE SPORTS FACILITIES SUB-COMMITTEE

The Deputy Clerk advised that Representatives should now be appointed on the Sports Facilities Sub-Committee and the Committee AGREED as follows:-

Councillors Bennett, Mrs Cooper, Cooper, Lee and Street

26/26 WOODLANDS RECREATION GROUND

(a) Rustington Football Club

The Deputy Clerk explained that the following update had been received, regarding matters relating to the Club:-

Adult Football:-

- *First Team finished runners-up in the league and won the Division 2 Cup*
- *Reserves gained promotion and also won the Chichester Charity Cup.*

Youth Football:-

- *U15 - League and Cup double*
- *U13 - Promotion secured*
- *U12 - Finished runners-up*
- *U11, U10, U9 - Development football, but collectively have already won three tournaments.*

The Deputy Clerk then confirmed that the Adult First Team would be returning to the Woodlands Recreation Ground for the 2026/27 Season after a successful year based at Wick Football Club as its “Home ground”. She explained that the move back had been driven by a combination of the following practical, financial and footballing factors:-

- Despite finishing runners-up, the Club were not allocated a promotion place. The League rules required a team to play at a ground for a full season before being eligible at all. As the Club narrowly missed out, remaining at Wick FC for another year was not a favourable option
- The cost of staying at Wick was significant. With rising costs across the board, football clubs were under real pressure. Continuing as tenants while planning for promotion required careful financial management
- Being tenants is always a difficult position. The general feedback from players and supporters had been made clear in that Rustington deserved its own ground and identity.

She stated that having taken into consideration the aforementioned factors Rustington FC had decided that returning to the Woodlands Recreation Ground would be the most sustainable and sensible option for the Club.

The Committee NOTED this information.

(b) Holiday Active Play Sessions

The Deputy Clerk reported that the Active Communities Team, at Freedom Leisure, had approached the Parish Council with the offer of the provision of a session during the May Half-Term at no cost. She explained that Freedom Leisure was working in partnership with Arun District Council to offer some additional Active Play events across the Arun District and that the Woodlands Recreation Ground had been put forward as a suitable venue, as the Parish Council was considered as a positive partner to work with. She added that the session had taken place during the height of the hot weather and that 17 children and families had been in attendance.

The Deputy Clerk referred to Minute 56/25(c) and confirmed that the Active Communities Team would be returning to the Woodlands Recreation Ground on a weekly basis throughout the School Summer Holiday period.

The Committee was pleased to NOTE this information.

(c) Rustington Cricket Club - Expansion of Wicket Square

The Deputy Clerk reported that Richard Hobbs had made contact with the Parish Council to discuss the possible extension of the Wicket Square by two more tracks. She explained that following another successful Season and promotion to Division 3 the need for additional tracks had become greater. She added that the Club now had its very first overseas player. She explained that the Wicket Square currently comprised 9 tracks, plus an artificial track, but with 9 home games per Season the current arrangement was very limiting in terms of facilities for training and Colts matches. The Deputy Clerk confirmed that the Club was still considering potential options for a reconfiguration of the Wicket Square and that further information would be shared with the Committee at its next Meeting in August.

The Committee NOTED this information.

(d) South Coast Skate Club - Introductory Skateboard Sessions

The Deputy Clerk referred to an email, previously circulated to Members, from Dale Lay of the South Coast Skate Club. She explained that the Skate Club had been recommended by Dax O'Connor, Community Safety Manager at the District Council, as a possible additional activity for inclusion as part of the Parish Council's Youth Offer.

The Deputy Clerk stated that since the publication of the Leisure and Amenities Committee Meeting Agenda funding to cover the entire cost of the proposed Summer Holiday sessions, namely £1,860.00, had been secured following a successful Grant Application made to the Safer Arun Partnership.

She confirmed that the "Woodlands Drop and Roll" sessions would run one each Friday of the School Summer Holidays from 10.00 am to 1.00 pm in the Multi-Use Games Area/Basketball Court.

The Committee was pleased to NOTE this information

27/26 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 2026 to 30 April 2026 was currently above the 2026/2027 Estimate of £60,000.00 at 14.19%.

She said that the total income to the aforementioned date was £5,709.56 which represented 9.52% of the Budget.

She also reported that the final income figure in respect of The Woodlands Centre hirings for 2025/2026 had been £69,957.83, some £4,957.00 over Budget.

The Committee was pleased to NOTE this information.

28/26 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 2026 to 30 April 2026 was currently above the 2026/27 Estimate of £15,500.00 by approximately 13%.

She said that the total income to the aforementioned date was £1,459.83 which represented 9.42% of the Budget.

She also reported that the final income figure in respect of the Samuel Wickens Centre hirings for 2025/2026 had been £17,251.05, some £1,751.00 over Budget.

The Committee NOTED this information.

29/26 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 2026 to 30 April 2026 was currently below the 2026/2027 Estimate of £35,000.00 by approximately 9%.

She said that the total income to the aforementioned date was £2,645.50 which represented 7.56% of the Budget.

She also reported that the final income figure in respect of the Youth Centre hirings for 2025/2026 had been £15,191.00, some £1,691.00 over Budget.

The Committee NOTED this information.

(b) Worthing Table Tennis Club (WTTC)

The Deputy Clerk referred to an email, previously circulated to Members, from Sally Hughes of the Worthing Table Tennis Club (WTTC). She also referred to Minute 7/26 (b) and confirmed that the Junior Table Tennis Club, which began on 14 April 2026, had proven to be a great success and was already full.

She explained that the upper age limit for the Junior Club was thirteen and that following the Taster Session in March there had subsequently been significant interest in providing a weekly session for young people aged 14-19 years.

She added that should the Committee approve funding for the additional “Senior Youth” session, it would run on a Tuesday evening immediately following the end of the Junior session.

She then referred to Full Council Minute 41/26(b) and explained that the Council’s funding for the Junior Club would expire at the end of the Summer Term and, therefore, further financial support was being sought for the continuation of the Club in the Autumn Term.

Following a brief discussion the Committee RECOMMENDED that the proposal received from Worthing Table Tennis Club for a Weekly Autumn Term-Time Junior Table Tennis Club and Weekly Autumn Term-Time Senior Youth Table Tennis Club in the total sum of £700.00 be accepted.

(c) “What’s On BN16” Information Project for Children and Young People

The Deputy Clerk referred to Minute 7/26(b) and confirmed that the background work in regard to the development of the “What’s On BN16” Information had begun.

Councillor Mrs Stevens confirmed that the Domain Name, Plug-In and Web-hosting arrangements had been secured and that she continued to build and develop the Web Page in readiness for the upload of information by the three Parishes.

The Deputy Clerk confirmed that an initial Advertising Campaign, co-ordinated by the three Parishes had begun and that an advert had been published in the All About Community Magazine and Business Directory, June Edition. She added that a joint Facebook campaign would commence shortly which would focus on inviting community groups and organisations to submit details of their activities for children and young people aged 0-18 years. She explained that Angmering Parish Council had been instrumental in developing an online form to assist in the collation of information. She then reminded Members that the official launch of the Project would coincide with the start of the Autumn School Term.

The Committee thanked Councillor Mrs Stevens, and the wider Project Team representing the three Parishes, for their hard work and commitment in bringing this Project, which had been identified as a need by children and young people in the BN16 area, to fruition.

The Committee was pleased to NOTE this information.

30/26 RUSTINGTON MUSEUM

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

She explained that the new Management Team had settled in well and were enthusiastically working towards increasing the profile of the Museum through networking and community engagement.

She added that a key project for the Summer would be assessing and planning for the Collection's temporary move out of the main Store at the Woodlands Centre whilst the refurbishment works were taking place.

She added that the Museum website had benefitted from some redesign, co-ordinated by David O'Connor, and that the new layout enabled forthcoming events and past exhibitions to be better accessed.

The Committee was pleased to NOTE the Report.

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

Councillor Ceiriog-Hughes left the Meeting at this juncture.

31/26 WOODLAND PARK SPORTSFIELD

(a) Rustington Otters Youth Football Club

The Deputy Clerk explained that the following update, had been received, regarding matters relating to the Club:-

- *U12 Girls had a brilliant result picking up and retaining their League trophy - it has been superb to see so many girls playing football with us*
- *It is confirmed that our U11 girls will start playing games next Season taking us to 3 girls teams. We are working with the training squad to see if we can potentially start an U10s*
- *If all goes well there will be between 17-19 teams with 3 training only squads, U5-6, girls and mixed*
- *The Club had a fantastic end of season event with around 350 kids and parents throughout the day, a lot of fun was had by all*
- *There has been a big clear up and removed a skip load of unused equipment, broken equipment and general junk that people leave around the site*
- *The Club continues to walk the site once a week, a couple of the players earn pocket money keeping it as litter free as we can*
- *There has been great success in introducing new young referees and lines people, gives them some experience and pocket money. We estimate 10 young people currently help us out*
- *The Club are supporting the SEN Year 12 students with their business studies by giving them space to sell drinks and cakes during our tournaments*
- *There are 2 tournaments 6th and 13th June, these were a great success last Season, so we are looking forwards to seeing all the kids playing*
- *Flood lights, security lighting and CCTV working very well*
- *With thanks to you all from all of us at Otters, we really do value your support.*

The Committee NOTED this information.

(b) Extension of Lease

The Clerk referred to Minute 9/26(b) and reported that the new Lease and Underlease had still not been completed. She said that the Council's Solicitors were continuing to chase the County Council's Property and Legal Teams on a regular basis, the last time being earlier in the day, and the response was as follows:-

'My instructing officer is currently on maternity leave and so another colleague has now taken this over. They have had to familiarise themselves with the file and the history to date. I have a Meeting this week with my client on this matter so hope to be able to respond next week.'

The Committee continued to be concerned to NOTE this information.

Councillor Mrs Gregory joined the Meeting at this juncture.

32/26 PUBLIC CONVENIENCES - MAINTENANCE UPDATE

The Deputy Clerk reported that works had been undertaken by the Leisure and Amenities Officer at the Broadmark Lane Unit, in respect of a leaking toilet system plus repairs to the external cladding, and the Changing Places Unit in respect of a broken lock.

She explained that the Churchill Car Park toilet facilities had also undergone a significant drainage clearance, following repetitive blockages, which had been undertaken by the Council's Contractors, Ace Drainage.

The Committee was pleased to NOTE this information.

33/26 PUBLIC SEATS - PROGRESS REPORT

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

- 6 x Seats - Greensward - Donor requests currently on hold
- 1 x Seat - Greensward or Broadmark Lane - Donor request currently on hold
- 1 x Seat - North side of Merton Avenue/Junction with Amberley Road - Replacement Seat - Currently progressing with new Donor

The Deputy Clerk said that the general maintenance, including repairs and repainting, of the Council's seat stock would continue during the Summer months, as in previous years.

The Committee NOTED this information.

34/26 MAINTENANCE OF BEACH SHELTER AND BUS SHELTERS

The Clerk referred to Minute 12/26 and said that she had nothing further to report in respect of any funding opportunities for a new Bus Shelter in Sea Road, opposite its junction with Harsfold Road at the present time, but she was still pursuing this with the West Sussex County Council.

She then suggested that, if there were still no opportunities available for funding from the County Council, the Committee might wish to consider purchasing a new Shelter in the next financial year. Following a brief discussion, the Committee AGREED that the estimated cost of a new Shelter at this location should be obtained for consideration at the next Meeting, with a view to making provision for this in the Committee's 2027/2028 Budget, when the Estimates were set in October 2026.

The Clerk then reported that during the Winter months, perspex windows had been replaced in the Beach Shelter, a number of the Bus Shelters, and a Bus Shelter in Station Road had been the subject of major graffiti and had been repainted. She said there had been some issues with the cleanliness of some of the Beach Shelters and these had been addressed promptly by Biffa. She reminded the Committee that the Council employed a contractor to deep clean the Beach Shelter on a six-weekly basis, but the cleaning schedule had recently been changed to a monthly basis, following the receipt of a number of representations.

She concluded by saying that it was anticipated that the programme of repainting the Beach Shelters would commence during the Summer months, with general repairs and maintenance ongoing throughout the current financial year.

The Committee NOTED this information.

35/26 SHOWTIME AMUSEMENTS - FAMILY FUN FAIR VISIT APRIL 2026

The Deputy Clerk referred to Minute 15/26 and confirmed that the Showtime Amusements Family Fun Fair visit had progressed as planned but that due to a double booking at its next destination the Fun Fair had remained on site for a further week and had operated for an additional three days. She explained that there had been three representations from surrounding properties regarding the unexpected extension of the Fair's visit but otherwise this year's event had been a success.

The Committee was pleased to NOTE this information.

36/26 CIRCUS WONDERLAND - FAMILY CIRCUS VISIT

The Deputy Clerk referred to Minute 16/26 and advised that the date for the Circus Wonderland Visit had changed and that the Circus would now be arriving on Sunday 5 July and departing on Sunday 12 July. She confirmed that all other arrangements would remain the same.

The Committee NOTED this information.

37/26 DATES OF FUTURE MEETINGS

The Chairman reminded the Committee that the dates for future Meetings had been agreed at Full Council (Minute 265/25 refers) and were as follows:-

3 August 2026
19 October 2026

There being no further business the Meeting concluded at 7.15 pm.

Chairman: Date:

Museum Report – Leisure & Amenities Committee – May 2026

Staffing

Beth Gisbey took up the position of Assistant Museum Manager in February, and I am pleased to report that the Team works well and compliments one another in terms of skills and interests. Beth has begun work on the development of the Museum's handling boxes, which will be utilised for outreach sessions in the schools and care homes.

Documentation

I have continued to work on Modes records, tidying errors and adding photographs of the objects to the records as this helps with identification when looking for the items and considering them for display. The number of complete and checked records stands at 4,597.

Collection Care and Storage

Beth, Rosie, Sheila Marsden (Rustington Heritage Association) and I are starting to plan the temporary move of the Collection in readiness for the building refurbishment works at the Woodlands Centre. We are researching options for the temporary accommodation for boxes, framed works and large objects. The Museum Store at the Samuel Wickens Centre can be reorganised to accommodate some of these items. Members are reminded that the Museum currently rents a storage bay at Fishbourne Roman Palace which still has further capacity. I have spoken to two companies, whilst at the Museum and Heritage Show on 12 May, which specialise in museum off site storage from whom we can seek quotes. We will also seek a quote from a local self-store facility once we have established the exact cubic metreage of space required for items that cannot be accommodated in existing facilities.

Acquisitions

We have acquired a box of photographs from the Parish Council depicting Village Events. We have also acquired a donation of carrier bags from local Village shops.

We are awaiting a shirt and scarf from Rustington Otters Youth Football Club. These objects will link perfectly to a World Otter Day (May 27) display in the front case within the foyer of the Information Centre for a couple of weeks.

Social Media

David O'Connor and I have completed the update work on the website. We now have event pages which we can make for upcoming talks and family activities. We also have a new exhibitions page which shows the current exhibition as well as old exhibitions. This ensures that exhibitions have a bit of a legacy and website visitors will still be able to enjoy them. Please do visit the revamped website to take a look: www.rustingtonmuseum.org

The Museum Facebook page continues to grow, from 805 (last Report) to 840 followers.

As well as posts promoting our talks and events, we have started doing more general posts about the Collection. This has included “on this day” posts focusing on an event on a specific day and National or International days where we try to link a related object from our Collection.

Events

Talks have been going well. The December slot remains to be filled and I am researching Christmas themed options.

DATE	No of attendees	Talk Title
21st January	10	Duncan Jay- The Musings of a Misunderstood Man
25th February	37	Dr Janet Pennington- English Inn Signs
18th March	31	Holly Parsons- Suffrage in Surrey and beyond
15th April	24	David Slade- The Raid on Zeebrugge, St George's Day 1918
20th May		Dominic Grier and Richard Amey- Rustington's Sir Hubert Parry — His Music, Life and Times
17th June		Sussex Wildlife Trust- This year's photograph competition
15th July		Lisa Frank- St Swithin's Day (Folklore)
19th August		Beth Gisbey- Seaside tourism in the Victorian and Edwardian period
16th September		Guy Blythman- Windmills
21st October		Sarah Nathaniel- Commonwealth War Graves Commission
17th November		Gary Baines- Shoreham Fort
16th December		

Managers Update

Beth and I visited Littlehampton Museum, this was a result of meeting their team at the Sussex Museums Group Networking Event in February. It was lovely to see the Museum, hear about what they have been doing and discuss ways we could work together. No plans yet but I feel confident we could have a joint project in the future.

Beth and I attended the Sussex Museums Group (SMG) AGM in April, held at the Royal Pavilion, Brighton. The day included talks on securing external funding with case studies from Worthing Museum and Preston Manor and a visit to the Fishing Museum on the sea front.

Beth and I also attended the Museum & Heritage Show in Olympia on 13 May. This is a massive trade fair with talks from Museums and Heritage Sites on recent projects as well as stalls of museum suppliers for everything from shop stock to display cases. The day

was interesting and we have made some contacts which we may be able to use for developing the Museum in the future.

Visitor figures

January 2026	124	January 2025	93
February 2026	246	February 2025	177
March 2026	93	March 2025	77
April 2026	202	April 2025	172
May 2026 (Current)	39	May 2025	220
June 2026		June 2025	152
July 2026		July 2025	284
August 2026		August 2025	215
September 2026		September 2025	129
October 2026		October 2025	145
November 2026		November 2025	137
December 2026		December 2025	116

There are peaks in February and April as this is when we ran Half Term and Easter Crafts – attendance at these sessions has grown incredibly this year. We have Half Term crafts coming later this month so expect May's number to be similar.

Families

For Easter crafts we made animals out of paper plates and other craft materials and the Peter Pan exhibition was still open for families to enjoy the activities in there. In total we had around 80 people which was a nice number.

For May Half Term we have planned sea themed crafts making port holes and under water beasts. For this we will be using the materials left over from Easter plus some extra bits. The theme was chosen to reflect the Sussex Wildlife Trust Underwater Photography Exhibition.

I have also been thinking about the children's resources in the gallery. We have developed the dressing up with the inclusion of a children's rail, which I managed to get for free via a Facebook page. I am now reviewing the existing baskets in the cubbies in the main gallery. Two of these are currently empty, and I plan to get some Duplo or a train set to fill them as it's something children can play with while they are in the Museum and enjoying the space and environment.

Exhibitions

The Peter Pan Exhibition has come down and overall had a positive reception. I spoke to one woman on the phone who was booking for the next talk, who said she came on the Exhibitions last day and how much she enjoyed it.

Sussex Wildlife Trust Exhibition has been successfully installed. There had been an element of apprehension, on our part, as they had exhibited in the much smaller reference library space last year, so we were unsure if they would be able to fill the main Gallery space. One of the small display cases remained empty but has been carefully repurposed as a table for the handling items and some worksheets.

Exhibition Programme

Monday 25 th January – End of April	From Rustington to Neverland. Curated by Museum.
May – June	Sussex Wildlife Trust - Underwater Photography Competition
July – September	Northbrook College
October	Richard Marshall, (local artist)
November- January 2027	Shoreham Fort

Work by Volunteers

Janet has continued to work on photographing the Collection so we can get more images on Modes which helps with object identification and planning.

Janet, Shirley-Anne and Graham all helped with the crafts at Easter.

We have also had enquiries from new volunteers, seeking Museum experience, which we are following up.

Office Re-organisation

A large filing cabinet has been continued to be sorted, with most of the contents now being able to be stored digitally. This is going to free up space in the office, and we plan to utilise the filing cabinet elsewhere.

Holly Parsons
Museum Manager
15 May 2026