

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 2 March 2026

PRESENT: Councillors Mrs A Cooper (Chairman), A Cooper, G Lee, Mrs S Partridge, D Rogers and Mrs C Stevens

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)

1/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Work Commitment) and Warren (Personal). These apologies were accepted by the Committee.

2/26 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

3/26 MINUTES

The Minutes of the Meeting held on 20 October 2025 were signed by the Chairman as a correct record.

4/26 WOODLANDS RECREATION GROUND

(a) Rustington Football Club

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

- *It's been a very tough Season managing the weather with the relentless rain and trying to play games on tricky surfaces. If ever the area is crying out for 3G surface for kids to play on this year's winter weather has proved that*
- *It's been good Season for the 1st Team so far - currently sitting 4th in the League with a couple of games in hand. The League is tight this year with 4 teams still in the chance of winning the title with results against each other being key. We also have a League Cup Semi-Final due to be played March 17th at Shoreham FC, therefore the first team still have a chance of League and Cup double*
- *The U15s boys have had a great Season so far reaching the Quarter Final of the Sussex County Cup and narrowly losing. They are currently 6 from 6 in the League and will go top if they win their games in hand, but they have like all the youth teams have fallen victim to the bad weather and have hardly played since December. They did however win the ACYFL U15 League Cup on Sunday 22nd February, this was a huge achievement, and the boys first trophy and hopefully they follow this up by winning the league too*
- *U14 boys have had a great Season too and are currently poised for promotion from ACYFL Division B to division A, so fingers crossed once they start playing again, they can get the wins needed to achieve this*
- *U12 boys are currently in Division A and have a real chance of winning the League, it's been a really good 1st Season for the team in competitive fixtures*
- *All of our Development teams U9, 2 x U10s and U11s have had great Seasons so far and the boys are really enjoying their football. Despite the fixtures being classed as development fixtures the League still structure them in a Champions League Group format so to make sure the teams of the same ability play each other. The U11 team have a semi-final game this weekend and if they win will participate in the ACYFL Cup Final Day later in March*

- *U15 Girls teams have had a challenging Season. There has been no real consistency with fixtures due to the weather and large portions of each teams' squads deciding to stop playing for various reasons. Next Season we will only run one girls' team and combine the players from both of the original teams*
- *The Men's Reserves Team have a Cup Quarter Final this weekend (28 Feb) at Jubilee Avenue and have a real chance of making the Semi-final. This is their last adult game, as it stands, to played at Jubilee as we have played all home games and only have away League games to play. There is still an outside chance of promotion to Div1 in the West Sussex League but will find it tough to achieve with 6 away games to play.*

The Deputy Clerk referred to Minute 24/25(a) and confirmed that the Club had recently issued an invoice for £1,000.00 in respect of the grant agreed by the Parish Council to cover the cost of pitch hiring fees, for youth matches, at alternative sites. She added that the Club had stated that the grant had helped to ease the pressure on the rising costs of football. She confirmed that the funding had been shared across five teams, totalling approximately 60 children aged 8-13 years and that it had assisted greatly in keeping football affordable for local families.

The Deputy Clerk also reported that Kevin Short would be stepping away, after several years of dedicated service, from the Football Club at the end of the Season to concentrate on his new role as the Chairman of the Rustington Sports and Social Club.

The Committee was pleased to NOTE this information and expressed their congratulations to the Club for the Season's success.

(b) Rustington Cricket Club - Practice Nets Temporary Flood Lighting

The Deputy Clerk referred to an email, previously circulated to Members, received from Richard Hobbs, Honorary Secretary of the Cricket Club. She explained that the Club was seeking permission to use temporary lighting within their Net Practice Facility in order that the length of training sessions could be extended. She added that the Club had stated multiple reassurances regarding the temporary nature of the proposed Flood Lighting.

Members reflected upon the previous stance of the Council, to not permit the use of temporary flood lighting in relation to separate requests from both the Football Club and Arun Youth Projects.

Bearing this in mind and following a detailed discussion, the Committee RECOMMENDED that the request for the use of temporary flood lighting within the Practice Nets area be declined.

(c) Rustington Sports and Social Club - Request for Street Food Vans

The Deputy Clerk referred a letter received from Kevin Short, Chairman of the Rustington Sports and Social Club, and previously circulated to Members. She explained that the Club were seeking permission for the potential future siting of a Street Food Van within the Council's Car Park adjacent to the Social Club. She added that since Mr Short's letter had been received it had been confirmed that a new catering franchise had been established and that it was very much hoped that this would be a success. She clarified that the Club were still seeking permission from the Council in the event that the new franchise did not prove to be successful.

The Deputy Clerk then reminded Members the Terms and Conditions of Use of the Woodlands Recreation Ground stated that any commercial ventures wishing to use the Ground would be subject to a Hire Charge. She also confirmed that any Catering Business entering into an Agreement with the Parish Council for a temporary pitch at the Recreation Ground would be required to provide the Council with a detailed risk assessment, a copy of their Public Liability Insurance as well as evidence of the Food Hygiene Rating alongside training certificates and qualifications in respect of catering.

Members then voiced their concerns regarding the potential impact of external catering units on surrounding properties, in terms of noise and smells, the inconsistency of the purpose of the Recreation Ground itself, as well as the possible increase in traffic by additional customers travelling along an already congested Jubilee Avenue. The Committee also expressed its preference that the recently refurbished Club kitchen should be utilised and that, if required, one of the proposed external Street Food Caterers could prepare food from inside the building itself. The Committee stated that it was pleased that a new kitchen franchise had been secured.

Following a detailed discussion, the Committee RECOMMENDED that the request for the potential siting of Street Food Vans at the Recreation Ground be declined.

5/26 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 January 2026 was currently above the 2025/2026 Revised Estimate of £65,000.00 by 2.99%.

She said that the total income to the aforementioned date was £55,785.56, which represented 85.82% of the Budget.

The Committee was pleased to NOTE this information.

(b) Rustington Short Mat Bowls Club - Hall Hire Charges 2026/2027

The Deputy Clerk referred to Minute 7/25(b) and reminded the Committee that the Rustington Short Mat Bowls Club had been a regular Hirer of the Village Memorial Hall for over twenty years and that the Club continued to meet three times per week. She confirmed that the Club also booked additional hirings for League Matches.

She stated that despite the many challenges presented by the cost-of-living crisis, the Club had always been very committed to its continuation and total membership currently stands at 50. She said that for many of the members the Club this was the only opportunity to overcome social isolation on a regular basis.

She added that income received from the Club in 2024/2025 totalled £7,968.50 and that income for 2025/2026, to 31 January 2026, currently stood at £6,780.00. She also confirmed that a discount of 25% was currently in place for one evening session per week only.

Following a brief discussion, the Committee RECOMMENDED that the Concessionary Rate for Hall Hire by the Rustington Short Mat Bowls Club should be continued at the existing rate of 25% (£61.50 per session), for one evening session only, for a further year, with effect from 1 April 2026.

(c) Woodlands Table Tennis Club - Hall Hire Charges 2026/2027

The Deputy Clerk stated that the Table Tennis Club had been a regular Hirer for nearly 20 years, doubling their sessions from one to two evenings from 2018. She referred to Minute 7/25(c) and explained that the Club currently received a concession of 12.5% per Hiring. She added that income received from the Club in 2024/2025 totalled £6,074.25 and that income for 2025/2026, to 31 January 2026, currently stood at £5,460.00.

Following a detailed discussion, the Committee RECOMMENDED that the Concessionary Rate for Hall Hire by the Woodlands Table Tennis Club should be continued at the existing rate of 12.5% (£71.75 per session) for each of the two weekly hirings, for a further year, with effect from 1 April 2026.

6/26

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 January 2026 was currently above the 2025/2026 Revised Estimate of £15,500.00 by 7.85%.

She said that the total income to the aforementioned date was £13,930.71, which represented 89.87% of the Budget.

The Committee was pleased to NOTE this information.

7/26

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 January 2026 was currently below the 2025/2026 Revised Estimate of £13,500.00 by 4.13%.

She said that the total income to the aforementioned date was £10,784.32, which represented 79.88% of the Budget.

The Committee NOTED this information.

(b) Review of Youth Provision

The Deputy Clerk referred to Minutes 41/26 (a) and (b) (Monthly Council Meeting - 23 February 2026 refers) and confirmed that the Littlehampton Army Cadets were still using the Centre for one session per week and stated that this hiring would increase to two evenings per week with effect from 1 April 2026. She also confirmed that the Junior Table Tennis Club would be providing a Table Tennis Taster afternoon on Saturday 28 March 2026 and that the new weekly term-time sessions would commence on Tuesday 14 April 2026.

The Committee was very pleased to NOTE this information.

Councillor Mrs Stevens then reported on the progress of the joint Parishes Youth Service Review Group which had met on 26 February 2026. Councillor Mrs Stevens explained that she had undertaken extensive research and had created a prototype web page, which she then demonstrated to the Committee, to illustrate the potential format of an information resource for families, children and young people living in the BN16 area.

The Deputy Clerk explained that the three Parishes concerned, namely Angmering, East Preston and Rustington would undertake the administration of the new website and take responsibility for the uploading of information relating to activities for 0- to 18-year-olds in their respective Parishes. She confirmed that it was anticipated that the new website would be launched at the beginning of the 2026 Autumn School Term.

She clarified that in order to establish the new project, including Domain Name, Plug-In, Web-hosting arrangements, banner advertising and flyers, each Parish Council would be required to contribute £500.00.

The Committee thanked Councillor Mrs Stevens for her 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.

Following a detailed discussion, the Committee RECOMMENDED that £500.00 be allocated to the three Parishes combined web-based information project.

8/26

RUSTINGTON MUSEUM

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

She explained that a new Assistant Manager, Beth Gisbey, had been appointed following a very competitive recruitment process. She confirmed that Beth had commenced in post on 17 February 2026 and had already proved to be an enthusiastic and hard-working addition to the Museum Team.

She stated that there had been a noticeable uplift in the number of visitors to the Museum in comparison to the previous 12 months and that the recent February Half-Term Family Craft Session had attracted 95 children and parents. She added that feedback responses had been incredibly positive which was most pleasing for the newly established Museum Team.

She then referred to Minute 44/25 and explained that following a further review of the Maps held within the Collection approval was being sought for the disposal of 20 Maps which had either been identified as not relevant to Rustington, a reproduction copy or in poor condition.

Following a detailed discussion, the Committee RECOMMENDED that the maps should be disposed of subject to further consultation with the Chair of the Committee, Councillor Mrs Cooper.

The Committee NOTED the remainder of the Report.

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

9/26

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:-

- *Things at the Club are very positive*
- *We have two Girls Teams, Under 11/12 & 13, we still have about 20 girls of mixed ages in the training group too*
- *Mixed teams are going well, we've been able to play most weekends other than a couple due to the weather*
- *Under 7s are going strong with so many children we will form a 2nd team next Season*
- *Under 6s & 5s also going well with enough for next Season.*
- *We predict 18 teams next Season with 3 training only squads.*

The Deputy Clerk added that drainage of the pitches, as a result of the extremely wet weather, had been very poor throughout the Season. She confirmed that a deep slit tining treatment would be undertaken, by the Council's Grounds Maintenance Contractors Barcombe Landscapes Ltd, before the end of April in an effort to eliminate the drainage issue.

The Committee NOTED this information.

(b) Extension of Lease

The Clerk referred to Minute 61/25(b) and said that, unfortunately, the new Lease and Underlease had still not been completed, as some small minor points had been raised by the Council's Solicitors with the County Council in December 2025, and the County Council's Property Team had recently advised that they were currently waiting for further instructions in this matter.

The Committee was concerned to NOTE this information.

10/26 PUBLIC CONVENIENCES - LOO OF THE YEAR AWARDS RESULTS

The Deputy Clerk referred to Minute 62/25(b) and confirmed that the Loo of the Years Results had been most pleasing with three Platinum Plus Awards and one Platinum Award in the 2025 Competition being awarded in the search to find the best 'away from home' toilets in the UK. She added that the Rustington entries were in the Public Toilets (Non-Attended) Category.

The Committee was pleased to NOTE this information.

11/26 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 or Broadmark Lane - Donor request currently on hold

The Committee NOTED this information.

12/26 MAINTENANCE OF BEACH SHELTER AND BUS SHELTERS

The Clerk referred to Minute 64/25 and reported that she had recently approached the West Sussex County Council to enquire whether there was any likelihood of funding being available to assist the Council in purchasing a new Shelter to replace the one in Sea Road, opposite its junction with Harsfold Road. She reminded the Committee that this was the oldest Shelter in the Village, and that it had not been replaced for in excess of 30 years, to her knowledge.

She also referred to the Beach Shelter and advised the Council that the repaired roof appeared to be wearing very well, so she was suggesting that no further action should be taken in respect of considering the replacement of the roof, until such time as any major repairs were required.

The Committee NOTED the above information and AGREED to wait until any further major repairs were required, prior to considering making any provision for the replacement of the roof in its entirety.

The Committee NOTED this information.

13/26 2026 GARDENS COMPETITION

The Committee considered arrangements for the 2026 Gardens' Competition and RECOMMENDED that:-

- (i) The Competition should be divided into six Classes:-
 - Class 1 - Window boxes, balconies, patio tubs etc. (residential)*
 - Class 2 - Window boxes, balconies, patio tubs etc. (commercial)*
 - Class 3 - Front Gardens of any size (including paved Gardens with Patio Tubs) (residential)*
 - Class 4 - Front Gardens of any size (commercial)*
 - *(All entries to be clearly visible from the road)
 - Class 6 - Community Gardens
- (ii) Entries should be invited from members of the public, with nomination forms being available from local shops, the Parish Council Offices, the Samuel Wickens Centre, plus the Council's Website and Facebook Page
- (iii) It is anticipated that the Judging Panel would, as in 2025, comprise of three individuals namely the Chairman and Vice-Chairman of the Parish Council and a representative from Ferring Nurseries

(iv) The prizes should be:-

Class 1 Winner	£ 50.00 plus The Brand Trophy
Class 1 Runner Up	£ 25.00
Class 2 Winner	£ 50.00 plus The Taylor Trophy
Class 2 Runner Up	£ 25.00
Class 3 Winner	£100.00 plus The Championship Cup
Class 3 Runner Up	£ 25.00
Class 4 Winner	£ 50.00 plus The Menage Trophy
Class 4 Runner Up	£ 25.00
Class 6 Winner	£ 50.00 plus The Rustington Resident's Association Trophy
Class 6 Runner Up	£ 25.00

In addition, each prize winner to receive a small shield for retention

- (v) The closing date for nominations to be set as 26 June 2026, with the judging taking place during week commencing 6 July 2026 (subject to the availability of judges)
- (vi) The Cups and Trophies to be awarded on an annual basis and returned each year to the Council for the next Competition. The Presentations of the Awards to be made at the Reception following the Annual Civic Thanksgiving Service, in the Autumn.

The Deputy Clerk confirmed the necessary arrangements for notices to be placed in the participating shops, advertising the fact that a Gardens' Competition would be being held later in the year to encourage participation had been completed in February.

The Committee further RECOMMENDED the following:-

- (a) Each Member of the Council be again asked to nominate an entry for the 2026 Competition, to ensure a good response in respect of nominations received
- (b) All nominated entries received, should be notified that their garden has been entered into the 2026 Competition and that Judging would take place during the week commencing 6 July 2026
- (c) Following the conclusion of Competition Judging in July, a review of Class Categories to be promptly instigated, with particular focus being given to the classification of commercial entries.

14/26 FESTIVE LIGHTING

The Deputy Clerk reported that the Bay Tree illuminations adjacent to the Village Clock had, over the Festive period, been subject to repeated light failure, with multiple power sockets being tampered with on an almost nightly basis. She explained that the Council's electrical contractors Barkers Electrical (Rustington) Ltd had overseen this aspect of the Village Festive Lighting Scheme and had worked tirelessly to re-set and repair the lights. She confirmed that the existing lighting strings were now several years old and would benefit from replacement and that she had asked Barkers to consider the installation of a robust tamper proof solution to replace the existing set-up of multiple electrical sockets.

She confirmed that a quotation of £1,500.92 plus VAT had been received which included 20 metres of new lighting, time clock and secure sockets.

Following a brief discussion, the Committee RECOMMENDED that the Quotation of £1,500.92 be accepted with works to be progressed in the new Financial Year, incorporating a white bright light option.

SHOWTIME AMUSEMENTS - FAMILY FUN FAIR VISIT APRIL 2026

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

Friday 17 or 24 April	6.00 pm - 10.00 pm
Saturday 18 or 25 April	2.00 pm - 10.00 pm
Sunday 20 or 26 April	2.00 pm - 6.00 pm

Following a further discussion, the Committee RECOMMENDED that:-

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

Friday 17 or 24 April	6.00 pm - 10.00 pm
Saturday 18 or 25 April	2.00 pm - 10.00 pm
Sunday 20 or 26 April	2.00 pm - 6.00 pm

- (b) The hiring charges should be:-

£300.00 per operational day
 £100.00 per non-operational day, from date of arrival
 (excluding the arrival and departure days which would be Free of Charge)
 £200.00 refundable deposit

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

CIRCUS WONDERLAND - FAMILY CIRCUS VISIT 28 JUNE-5 JULY 2026

The Deputy Clerk reported that the Parish Council had received a request from Circus Wonderland, a small Family led circus, regarding the hire of North Field. She explained that the Leisure and Amenities Officer, and herself, had undertaken a site visit with the owners of the circus to explore the opportunity to host Circus Wonderland at the Woodlands Recreation Ground. She confirmed that the visit had been very positive.

Following a brief discussion, the Committee RECOMMENDED that:

- (a) The request received from Circus Wonderland to use the North Field, during the period Sunday 28 June until Sunday 5 July 2026, be AGREED in principle, subject to the Council's current Terms and Conditions, and all required documentation being received, in respect of such an event.

(b) The hiring charges should be:-

£300.00 per operational day

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

(excluding the arrival and departure days which would be Free of Charge)

£200.00 refundable deposit

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

17/26 REQUEST FOR ADDITIONAL LITTER BIN - MILL LANE

The Clerk referred to correspondence, previously circulated, from a Mill Lane resident regarding a request for a Litter Bin to be sited to the front of their boundary fence.

She explained that since the Stagecoach Buses timetable and routes had been altered, an increasing number of passengers were now utilising the bus stop located the front of the resident's property and rubbish had been accumulating on a daily basis. She then referred to the stream of correspondence between the resident with a variety of stakeholders including Stagecoach, Arun District Council and West Sussex County Council which had been previously circulated.

She then advised the Committee that she had contacted Daniel Cox, Arun District Council Cleansing Operations Manager, in this connection and he had confirmed that a colleague had already been out and the area was now being monitored carefully, as Mill Lane had not been a location known for being heavily littered, which is why a litter bin had not previously been installed. He had also advised that the pavement width would be being measured, as it appeared to be particularly narrow and might not be able to accommodate a bin at the requested location.

She concluded by stating that she had, earlier in the day, had further contact with the Cleansing Operations Manager, who had advised that following daily monitoring over the past few weeks, the District Council was in agreement that the area was in need of a litter bin, and would be installing a narrow design bin and would be funding the purchase and ongoing servicing of this.

Following a brief discussion, the Committee NOTED the above information and asked the Clerk to write to the author of the request to confirm the District Council's decision in this regard.

18/26 REQUEST FOR ADDITIONAL LITTER BIN - HOLMES LANE

The Clerk referred to correspondence, previously circulated from a resident requesting the installation of a litter/dog waste bin in Holmes Lane, opposite Harsfold Road.

Following a detailed discussion, the Committee RECOMMENDED that in view of the fact that the Council would not only have to fund the cost of the litter bins, but also commit to annual expenditure of in the region of £400.00 for each bin, no further action should be taken in this regard at the present time, particularly taking account of the financial constraints continuing to be faced by the Council.

The Clerk said that she would, however, make contact with the District Council again, given the fact that there appeared to a lack of litter bins in Holmes Lane and Sea Lane en-route to the Village Centre, to request that they assess whether there was, indeed, the need for a litter bin at this location.

19/26 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:-

- 1 June 2026
- 3 August 2026
- 19 October 2026

There being no further business the Meeting concluded at 7.19 pm.

Chairman: **Date:**

Museum Report – Leisure & Amenities Committee – February 2025

Staffing

Interviews for the Museum Assistant Manager post took place on 5 February. There was a pleasing response with 19 applicants and a strong field of interview candidates. Beth Gisbey has been appointed and took up the post on 17 February. Beth is already proving to be a great asset to the museum helping with the very popular Half-term family craft sessions, and starting to get used to the systems we have in place.

Documentation

I have continued to work on Modes records, tidying errors and adding photographs of the objects to the records that assist with identification when looking for the items and considering them for display.

Disposals

I have revisited the collection of maps which were suggested for disposal previously (Minute 44/25). I have accessioned 43 maps and suggesting 20 others for disposal. These maps are either not of Rustington, or Rustington is featured on such a small portion of the map it does not feel worth keeping it as we have other maps which demonstrate Rustington better than these. Members are asked for approval of disposal of the maps detailed in Appendix A.

Collection Care and Storage

The Store, located at the Woodlands Centre, has remained tidy, and I have continued to work on improving it. The Novium in Chichester kindly donated some museum archive foam which I have used to line the shelves which have objects on open storage. This means they are no longer in direct contact with the shelves, as they can get damaged like this.

An open crate of archive documents has been put into boxes to be better stored. A crate of non-accessioned old newspapers was also identified and in consultation with Shelia Marsden, from the RHA, they were determined as not relevant to the Collection and have been disposed of.

The store at SWC is also being maintained and once there is a pedestal drawer unit available from the office this will be moved in there to make the most of the available storage space.

Acquisitions

Just after Christmas we took a new box of photographs which were found in a local loft. They are images of Belgium, but the family they are of took holidays in Rustington. This is a slightly loose link but could lead to a Holidaying in Rustington exhibition at some point in the future.

Social Media

I have been talking to David O'Connor about the website, with the idea of improving the Exhibitions page so that we can show the current exhibition and previous as thumb nails and these can be clicked through to show more information. This would give exhibitions a legacy and a nice way of people seeing what the Museum has done before. He has also suggested doing a similar page for events including talks and family crafts. Members may recall that David was the original Designer of the Museum Website as part of the HLF funded project in 2019.

The Museum Facebook page continues to grow, from 750 (last Report) to 805 followers.

Beth has suggested setting up an Instagram account to run alongside the Facebook page, to encompass younger demographic. It would have other benefits as there is a local page (Mama Told You So) who posts local based things to do and could be a way of advertising our family events in the future.

Events

Talks have been going well.

Chocolate Cream Killer and A Christmas Carol were slightly different as they didn't use a PowerPoint, but it was nice to do something a bit different.

2025	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
May 10 th	60	Sussex Wildlife Trust Opening Event
June 18 th	53	Chris Hare - Folklore
July 16 th	15	Sussex Wildlife Trust
August 20 th	Cancelled	How to Run a Museum with Tamlyn
September 17 th	32	Worthing Philharmonic Orchestra
October 15 th	28	West Sussex & Local Blue Plaques – Bognor Regis Heritage & Arts Partnerships
November 19 th	40	The Chocolate Cream Killer
December 3 rd	30	Jonathan Jones- A Christmas Carol- A dramatised reading of Charles Dickens "A Christmas Carol",

This year I have tried to do a range different types of speakers, and some months with topical talks. Beth and I are currently deciding a Christmas related topic for December.

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		Holly Parsons- Suffrage in Surrey and beyond
15th April		David Slade- The Raid on Zeebrugge, St George's Day 1918
20th May		Dominic Grier- Hubert Parry
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		TBC

Managers Update

I attended the Sussex Museums Group (SMG) meeting in Chichester. The topics for the talks were Disability Awareness and included a talk on the Novium's current exhibition on Shippam's and a talk on Deaf Awareness. This prompted me to review how the Museum can work more closely with local groups, such as Blind Veterans UK, and so we plan to invite representatives from the Centre in to assist with disability test the Museum soon.

InfoAktiv who installed the Interactive table in the centre of the gallery have been in and given me a lesson on how to use and update it so in time we can start adding new material to it. They came in a second time to diagnose what the issue with the learning post/oral history interactive was as it had not been working for some time. Remarkably, the issue was the power cables, we were able to find some spares at the museum and both sides are now working. Beth and I are going to try to find or type up transcripts of the recordings as some people may not be able to hear them or prefer to read the information at the same time, hopefully this will make them more accessible.

Visitor figures

October 2025	145	October 2024	155
November 2025	137	November 2024	100
December 2025	116	December 2024	51
January 2026	124	January 2025	93
February 2026 (current)	161	February 2025	177
March 2026		March 2025	77

Families

In October half term we hosted Halloween crafts for families where children came and decorated wooden ornaments. We had 20 children and 14 adults in and feedback was positive.

In December we hosted Christmas Craft session on the same Saturday as the Littlehampton Lions Club Father Christmas event in the Village. 16 children and 19 adults attended. This was low compared to previous years, but it could have been impacted by the fact that Father Christmas wasn't stationed in the SWC hall as he had been in 2024.

In February Half-term we hosted Peter Pan themed crafts focusing on pirates and fairies. Children decorated wooden ships, swords or wands and make pirate hats. It was very busy and we had 54 children and 41 adults attend. This included families who were return visitors.

Exhibitions

The Chocolate Exhibition went well, it was returned to the company at the end of January, and they are happy to hire to us again in the future.

I did a Valentines Day display for early February with examples of different types of love from the Collection in one of the cases in the centre of the gallery. Next week we plan to change this to objects relating to local women for Women's History Month.

Exhibition Programme

Monday 25 th January – End of April	JM Barrie – Peter Pan Exhibition Curated by museum.
May – June	Sussex Wildlife Trust
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 Christmas and February half term family events.


Shelia Marsden has been working on tidying and improving the reference library.

Office renovations

In preparation for the new Assistant Manager starting, I have overhauled the office. This has included reducing the number of filing cabinets so that we could fit a second desk into the office. The material which has come out of the cabinets is being typed or scanned to retain that information, but a lot of it has been old/out of date and a second desk is more useful in the office so we can accommodate a second member of staff comfortably.

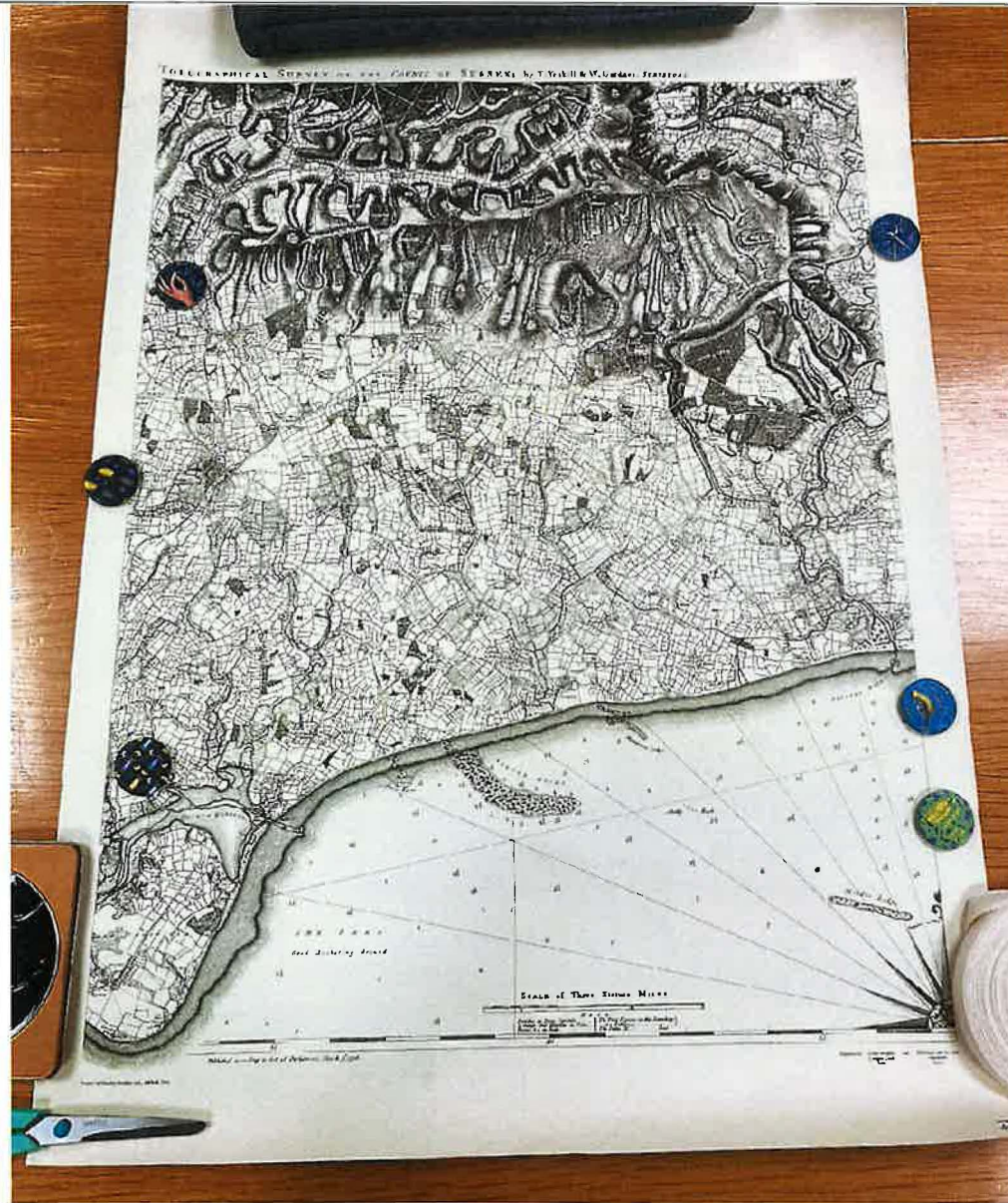
Holly Parsons
Museum Manager
20th February 2026

Maps suggested for disposal

Title	Collection number	Picture	Reason
Britain before the Norman Conquest	00.17.1		Rustington is not marked on the map.

Topographical Survey of the County of Sussex (Number 14)

00.17.2



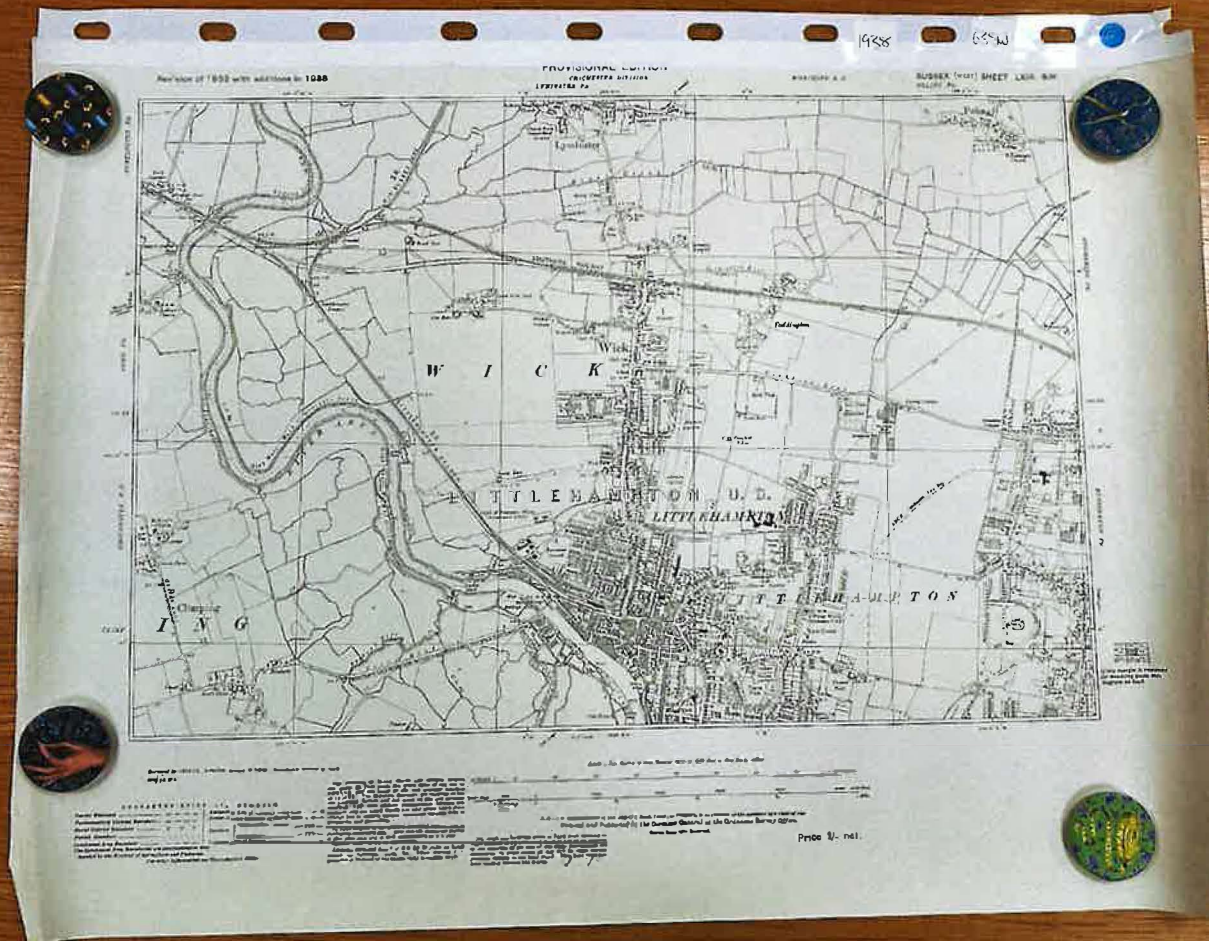
Reproduction. Shows Sussex along the coast from Selsea to Littlehampton. – not Rustington.

Ordnance
Survey map
TQ0401 to
TQ0501



Has key added of
local pubs and
licenced hotels
but is copy of
map already
accessioned
RUSPC:2025.4.8

Map of
Littlehampton
n 1938



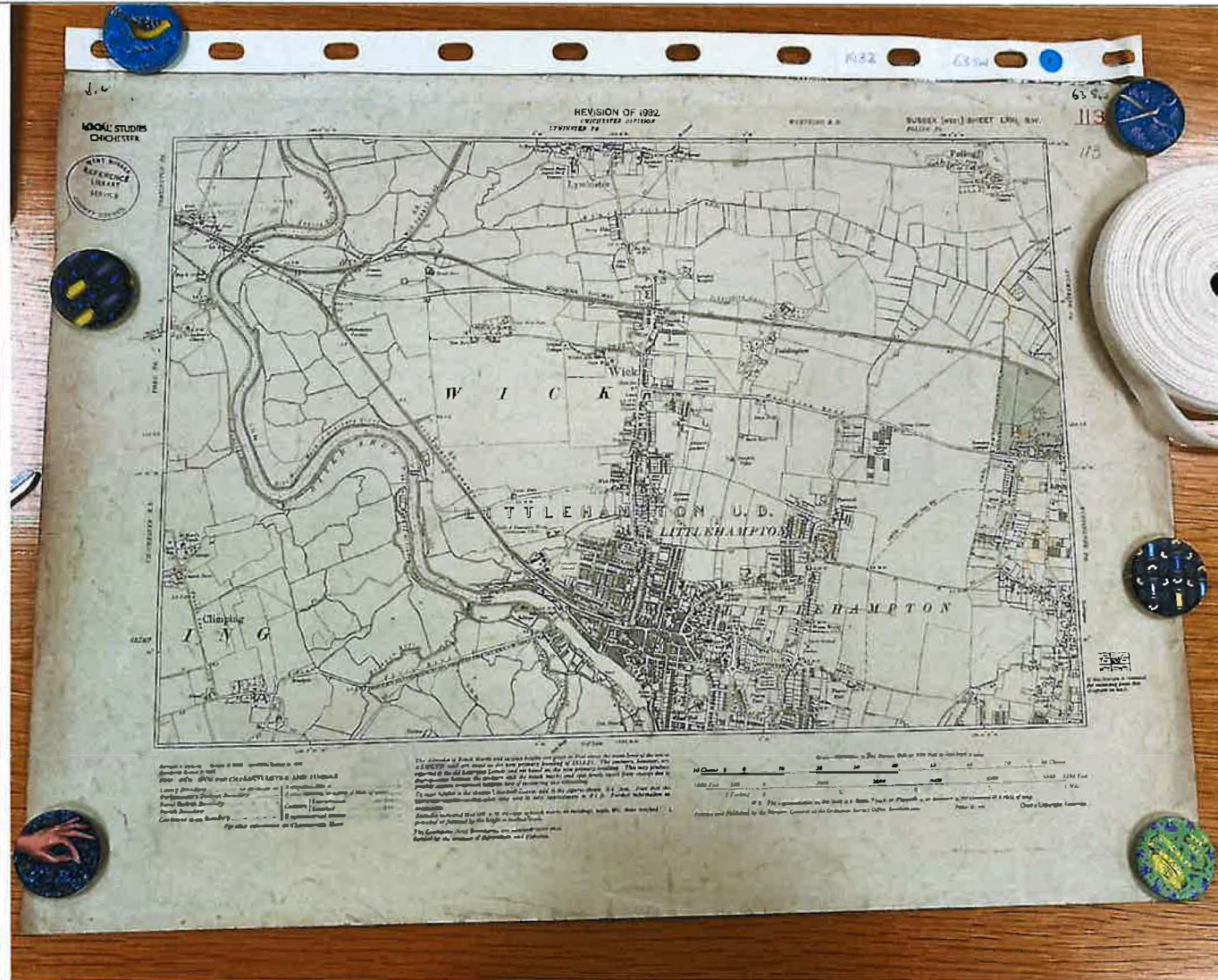
Map of
Littlehampton
and Wick.
Rustington is not
marked on the
map but is on the
very edge.

Map of
Littlehampton
n 1913



Map of
Littlehampton
and Wick.
Rustington is not
marked on the
map but is on the
very edge.

Map of
Littlehampton
n 1932



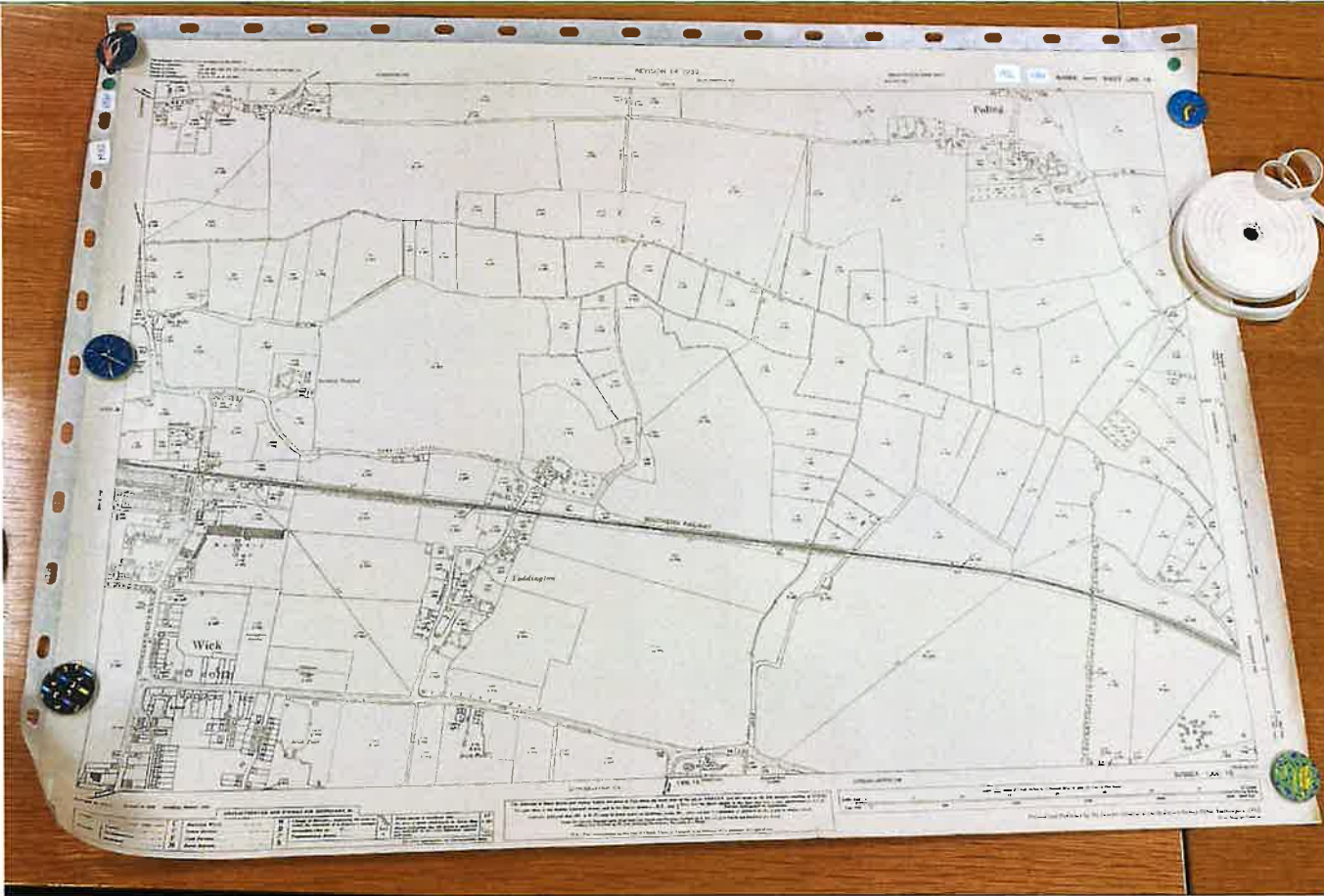
Map of
Littlehampton
and Wick.
Rustington is not
marked on the
map but is on the
very edge.

Map
Littlehampton
1913



Map of
Littlehampton
and Wick.
Rustington is not
marked on the
map but is on the
map.

Toddington
and Wick
Map 1932



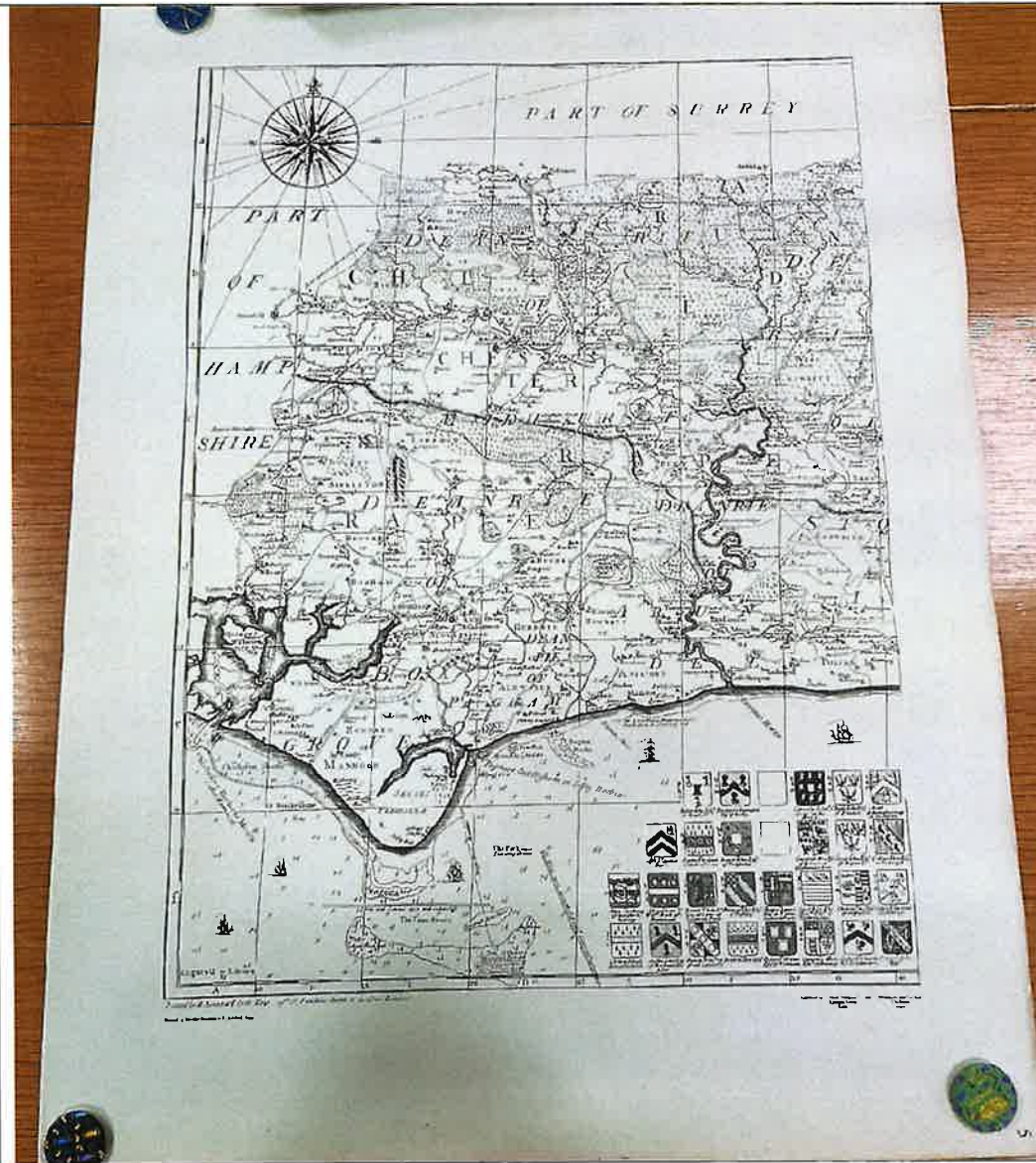
Map of
Toddington and
Wick. Rustington
is not marked on
the map.

Copy of map
of Rustington
and East
Preston 1876



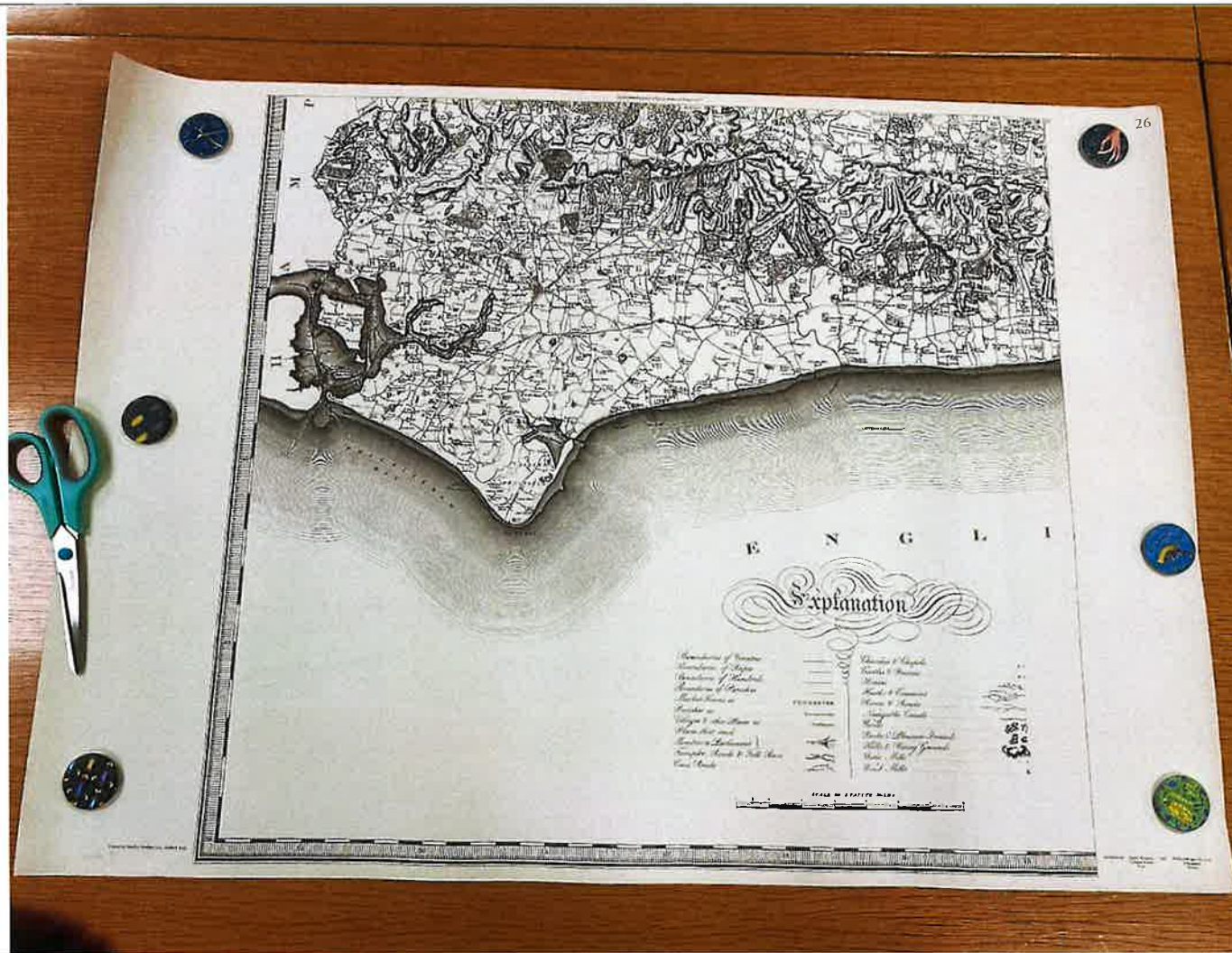
Copy of
RUSPC:2025.4.31
and
RUSPC:2025.4.38

No title.
Reproduction
map of
Sussex
(Number 5)



Doesn't show
anything new, to
much of wide
area map.
Reproduction.

No title.
Reproduction
map of
Sussex
(Number 26)



Doesn't show
anything new, too
much of wide
area map.
Reproduction.

Map of
Toddington
and Wick
1932



Rustington does
not appear on
map. Out of our
collecting area.

Map of
Toddington
and Wick
1911



Rustington does
not appear on
map. Out of our
collecting area.

Generic map
of Sussex

00.17.3



Doesn't show
anything new, too
much of wide
area map.
Reproduction.

Map of
Sussex

94.254.1



Map shows
Rustington, but
doesn't show
anything new.
Very bad
condition.

Map of East
Preston

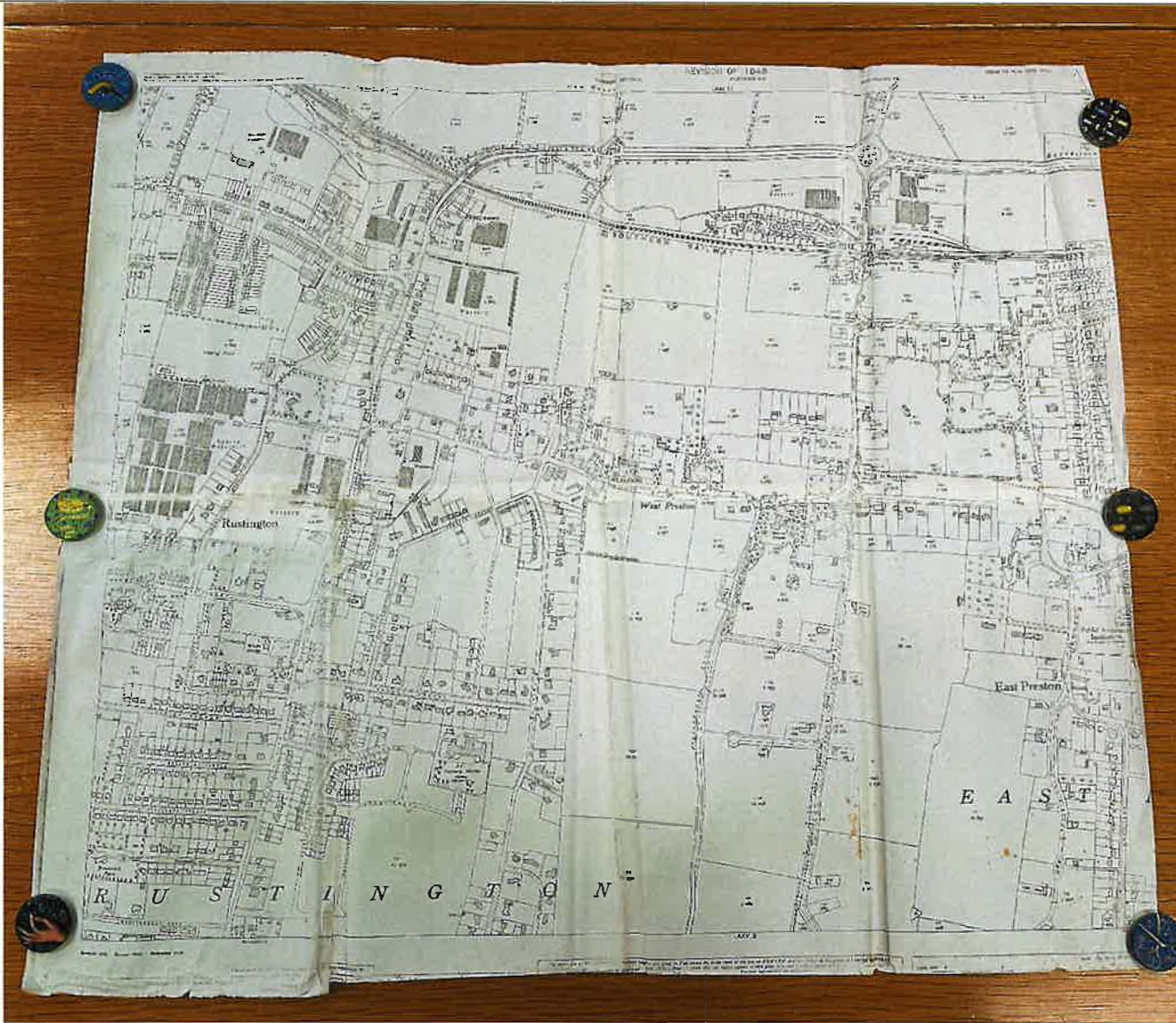
N/A



Map shows East
Preston, but it
only half of the
map.

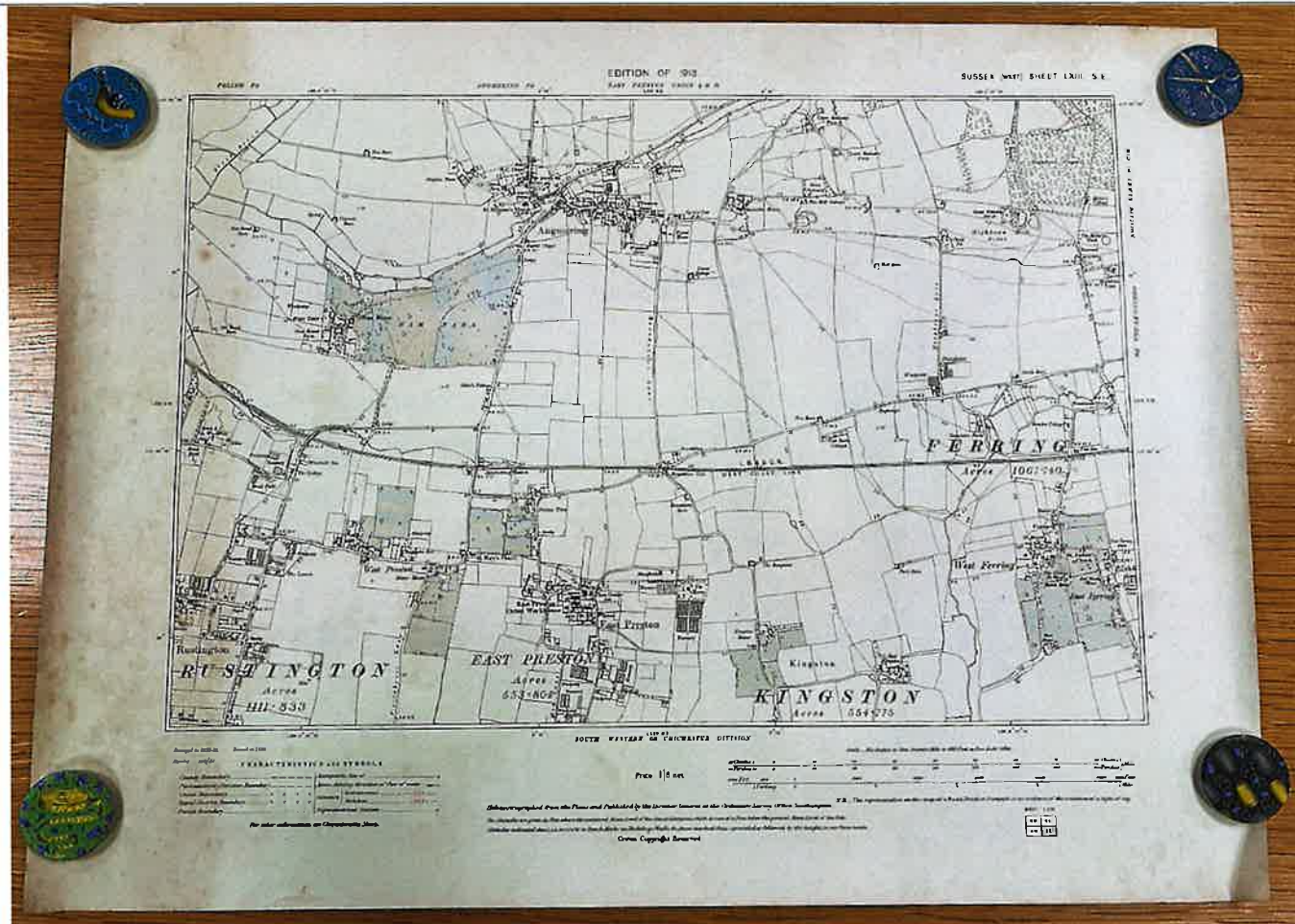
Rustington,
East and
West
Preston,
1943

N/A



Bad copy, printed
on several sheets
and stuck
together.

map, of
Rustington,
East Preston,
Kingston,
Ferring and
Angmering
1913



Copy of
RUSPC:2025.4.39
. Rustington is a
small part of the
map.

map, of
Rustington,
East Preston,
Kingston,
Ferring and
Angmering
1913



Copy of
RUSPC:2025.4.39
. Rustington is a
small part of the
map.

map, of
Rustington,
East Preston,
Kingston,
Ferring and
Angmering
1942-1943



Copy of
RUSPC:2025.4.41
. Rustington is a
small part of the
map.