



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 13 JUNE 2022 AT THE ANGMERING VILLAGE HALL, KING SUITE

**Present:** Councillors Nikki Hamilton-Street (Chair), Alison Reigate (Vice Chair), Lee Hamilton-Street, Norma Harris, Alan Evans, Sylvia Verrinder, David Marsh and Rhys Evans

**In Attendance:** Katie Herr (Clerk)

**Acronym:** Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & infrastructure Committee (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	21/214	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for WSCC Cllr. Deborah Urquhart, ADC Cllr Andy Cooper, Cllr Matthew Want, Cllr John Oldfield. Apologies were note received from Cllr. Mike Clayden and Cllr. Paul Bicknell.	
2	21/215	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> No declarations were made.	
3	21/216	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 9 May 2022</b> were agreed by all and signed by the Chair.	
4	21/217	<b>PUBLIC CONSULTATION</b> 3 members of the public were present at the meeting. A member of the public reminded the Council that, ten years ago, in June 2012, there was dreadful flooding in Angmering following a similarly bad event in March 2002. Consulting engineers for the Parish Council reported on similar flooding forty years ago. He said that, over time, the causes had become increasingly clear and comprised the inadequate capacity of the highway culvert system under Water Lane, the uncontrolled surface water run-off down Dappers Lane and	

local highway drainage problems while consequences were distressing flooding of residential and commercial premises and disruption to transport links.

He said these causes are highway authority matters and he had hoped that, when the same authority, West Sussex County Council, took over responsibility for delivering the Angmering flood alleviation scheme, a flood alleviation scheme would quickly deliver a solution to Angmering's problems once and for all.

He felt that the developer funded embankment carrying the access road to the new south of Water Lane development along with the culvert and wing walls was a good start.

He said he had come to the meeting hoping the local County Councillor would be present and able to provide an update on progress.

Cllr N Hamilton-Street assured the member of the public that APC were continually requesting updates on the scheme and took these concerns very seriously.

No other questions were asked.

**5      21/218    THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

- a) The attached report
- b) Any subsequent matters that have arisen since the agenda was set.

No questions were asked, just thanks for the concise information provided.

**6      21/219    CHAIRMANS REPORT**

This was given as a verbal report.

An overall review was given regarding the Parish Assembly – numbers were not as high as hoped and lessons have been learnt about the advertising and what would draw more people in. Thanks go to the office team for organising the event.

The Queens Platinum Jubilee Grant Fund was a success and helped to fund lots of smaller events around the village. Great feedback was received and the events funded were well attended. A full write up is in All About Angmering magazine.

Chandlers development appeal – Cllr. N Hamilton-Street attended the first day, along with Cllr. Bicknell. A statement was given by Cllr N Hamilton-Street and information gathered. The appeal finished on Friday 10 June 2022 and a decision is expected soon. It was confirmed that the Co-op were in contact with the developers regarding the new convenient store, funding for affordable housing will be funded offsite and the conservation officer stated that he was still not convinced that the build would not have a negative impact on the conservation area. The inspector attended the site.

**7      21/220    REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

No report received. Cllr. A Evans updated the committee around information he had received from Cllr. Urquhart regarding travellers.

**8      21/221    REPORT FROM THE ARUN DISTRICT COUNCILLORS**

No report had been received but Cllr. Andy Cooper advised that he was pushing for both an Advisory Group Meeting and information regarding the Angmering Flood Alleviation Scheme.

Cllr. Alan Evans was still requesting information regarding the climate change contact at ADC.

**9 21/222 NEIGHBOURHOOD PLAN**

Cllr. N Hamilton-Street advised that she was attending a webinar on the updating of NHP's and will report back with any updates.

We are still not moving forward with our review as the government white paper is still yet to be confirmed and the Arun Local Plan is still under review and time line not known.

**10 21/223 INVESTMENT POLICY 2022**

This item was deferred from Full Parish in May 2022. The question asked during this meeting had been answered by WSALC and the answer shared. Councillors were all then happy to adopt the updated policy.

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**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** to adopt the Investment Policy for use by APC. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

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**11 21/224 VIREMENTS TO BE MADE TO ACCOUNTS 2022/2023**

The report was talked through and questions were welcomed, but none were asked. Clarification was given on the movements required.

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**RESOLUTION:** Cllr. Reigate **PROPOSED** that the virements contained in the report were made for 2022/2023. Cllr. A Evans **SECONDED** and **ALL AGREED**.

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**12 21/225 MAYFLOWER PARK – BUND OPTION**

The paper was talked through by the Chair regarding the protection of green space at Mayflower Park. Concerns over knee rail fencing and its longevity were raised as well as concerns regarding possible issues with trees being taken/vandalised.

Two proposals were put forward and voted on as per the below

Bund only option was proposed by Cllr. Marsh and seconded by Cllr R Evans and agreed by 6 councillors.

Bund and trees option was proposed by Cllr. Reigate and seconded by Cllr. N Hamilton-Street and agreed by 2 councillors.

As a result of the above two proposals, the following resolution was passed.

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**RESOLUTION:** Cllr. Marsh **PROPOSED** that the bund option was implemented and funded, Cllr. R Evans **SECONDED** and 6 Councillors agreed, 2 were against.

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**13 21/226 MAYFLOWER PARK IMPROVEMENTS**

Cllr. N Hamilton-Street talked through the paper and explained what the plans were currently and that we needed funding for an architect to design the area and include all of the ideas put forward. This was needed as some of the concepts will be realised in stages and we need an overall layout so that pieces do not require moving to accommodate other equipment.

**RESOLUTION:** Cllr. Reigate **PROPOSED** that £5,000 be made available from the Mayflower Park Improvements budget line to fund the creation of plans by an architect. Cllr. R Evans **SECONDED** and **ALL AGREED**.

**14 21/227 COMMUNITY GRANT APPLICATIONS**

The 2022/2023 budget for Community Grants is £4,000.  
No grants were applied for this month.  
4 grants have been awarded so far this year, leaving an available budget of £2,390.00.

**15 21/228 2022/2023 FINANCIAL REPORT**

The reports were presented, no questions were asked regarding the reports given.

Cllr. Sylvia Verrinder signed the reconciliations for May 2022.

**16 21/229 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

Cllr. Reigate and Tracy Lees (Office Manager) attended a focus group set up by the Sussex PCC. It was well attended by other parishes and the main topic was antisocial behaviour, drugs and graffiti. Feedback will be given to the organisers to say how valued these meetings are and that they should continue.

Action: Email Sussex PCC and confirm our interest in these sessions remaining in place as they are deemed very useful.

**KH**

Cllr. L Hamilton-Street spoke about the importance of these meetings and hoped that the Arun Joint Action Group would be restarting soon. There is a slide show being given on 16 June 2022 for the Arun Joint Action Group. A copy of these slides will be requested by the Clerk.

The Clerk confirmed that Chief Inspector Neil Durkin has been invited to a future meeting and that she was waiting to hear back.

**17 21/230 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Planning and Infrastructure Committee – None.
- CLEW Committee – None.
- Governance & Oversight Committee – None.

**18 21/231 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None

**DATE OF NEXT MEETING**

The Committee's next meeting will be on **Monday 11 July 2022** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20.18.**

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Chairman

Date.....

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegate To
14.12.20	10	20/149	Operation Watershed	Chase information on the Honey Lane project and report back.		Grant application submitted Feb 2022 to SDNP. Finding out in Oct 2022	KH
14.12.20	10	20/149	Operation Watershed	The Clerk to check that Swillage Lane Pond would not affect the Honey Lane project and report back.		Emails received from owner and WSCC. Ecology Report received from resident and forwarded over to WSCC for comment and next steps.	TL
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Clerk would like to put this item on hold until works on Water Lane width have been completed as it may result in moving the signs.	KH
10.01.2022	4	21/142	Public Consultation	Clarify the path use through Mayflower Park and the signage. Report back to Councillors and the member of public		Info received back that it is not shared use, footpath only from the start of our land. The path needs to be a certain width and in its current state it is too narrow. Finding out more information 24/06/2022	KH
11.04.22	11	21/207	Fletchers Field Play Park	Email to be written requesting the ADC councillors to look into this matter urgently and to receive the latest play park inspection document.		Awaiting response to email explaining our current commitments to the parks in Angmering.	KH
11.04.22	12	21/208	Climate Change	Look into ideas on supporting climate change and report back at a future meeting.		ADC have information in their recent magazine. Alan to investigate.	MW/AE
09.05.22	7	22/007	Clerks Report	Add Climate Change as an item to this agenda on a quarterly basis.		Add in February, May, August and November	KH
09.05.22	10	22/010	Review of 2021/2022	Add a possible QR code to the next APC Newsletter re the Welcome Guide			TL/KH

KEY

Area of focus	Aim	Objective	Action	Budget	Precept or Grant	Who is responsible	Completion Date	Updates	RAG	PRIORITY	
<b>CLEW</b>											
New Residents/Promoting what Angmering has to offer	To increase the knowledge people have to being part of Angmering Parish.	To ensure that all residents are aware of which parish they reside in.	To request all Estate Agents market properties correctly. Discussion with ADC regarding postcode/electoral role.	Nil	NA	Alison Reigate	2022/23	Emailed ADC regarding changes to the electoral roll			
New Residents/Promoting what Angmering has to offer	To let people know what Angmering has to offer. Highlight areas of interest, promote what Angmering has to offer, visibility of local charities, services and events in the area. Highlight sports etc	To ensure new residents are made aware of what Angmering has to offer.	To produce a Welcome Pack for all new residents paper & electronic. For new residents and developments	£1,000.00	Precept/Grant	Matt Want/Tracy Lees/Katie Herr	2022/23	Grant funding for £2,500 from ADC. Just waiting for a few more photos			
Residents Voice	To ensure that all residents are encouraged to have a voice in the village	To increase the number of under 25's participating in changes to the village	Hold forums to gain children & young peoples views	£200.00	Precept	Nikki Hamilton-Street/Matt Want	2022/23				
Residents Voice		To host regular "Meet the Councillor" events	Establish online and face to face around the Parish	Nil	NA	Rhys Evans/Matt Want	2022/23	Proved a popular event in the recent community survey			
Volunteer Opportunities and Community Schemes	To develop an overarching "Friends of Angmering" to include all voluntary sector organisations	To share ideas, resources and develop a coordinated approach	Arrange meet ups 2-3 times per year.	£200.00	Precept	Sam Fraser/Alison Reigate	2022/2023				
Volunteer Opportunities and Community Schemes	To establish Community Garden in Angmering	Turn Lloyd Goring Close Allotments into a Happiness Garden.	Liaise with ADC about leasing and clearing the land. Then councillors/volunteers to create the garden.	£5,200.00	Precept	Katie Herr/Nikki Hamilton-Street/Alison Reigate	2022/2023	Waiting for lease to be confirmed from ADC. Clearance of the land has been completed.			
Volunteer Opportunities and Community Schemes	To establish Men in Sheds and investigate the potential of a "Repair Café"	To explore potential to support a project within Angmering	To plan project. To recruit interested residents. To identify a site. To identify funding	Nil	Grant	Alan Evans	2022/2023	Talks are ongoing with ACC			
Wellbeing	To ensure that residents & dogs have access to water whist out exercising	To provide Water Fountains in the Village Square and or Mayflower Park	To work with partners and known businesses to provide	Nil	Precept/Sponsorship	Tracy Lees	2022/2023	Purchased by APC, installed FOC by Southcoast Drains.			
Wellbeing	Maintain vegetation/flower beds/troughs etc in the village	Add a tap on the green to aid with watering of village flowers etc	To work with partners and known businesses to provide	Nil	Grants/Sponsorship	Tracy Lees	2022/2023	Purchased by APC, installed FOC by Southcoast Drains.			
Wellbeing	To assist Honey Lane Residents Association repair Honey Lane	To improve the state of Honey Lane	Work with WSCC and SDNP to secure funding for the repairs. Funding from APC maybe needed	Nil	Reserves	Katie Herr/ Nikki Hamilton-Street	2022/2023	KH working with HLRA and SDNP regarding funding. Waiting on WSCC email from Cllr for Highways.			
Wellbeing	To provide mental health services not currently available in the village	To aim this service at the youth in the village.	Liaise with service providers and fund the creation of a Listening Service	£4,000.00	Precept/Grant	Katie Herr/Nikki Hamilton-Street/Tara Gambling	2022/2023	1st meeting held with Arun Churches, full proposal is on hold.			
Wellbeing	To bring people together and reduce loneliness	To improve the wellbeing of Angmering residents by increasing their interaction	Investigate coffee mornings in the village with the aim of creating a monthly event	£1,300.00	Precept	Sam Fraser/Tracy Lees/Norma Harris	2022/2023	Investigation completed into coffee mornings in the area.			
Mayflower Park	To establish Mayflower Park as a go to destination in Angmering	To redevelop Mayflower Park in partnership with the community and partners	To establish a Working Group and develop a deliverable plan	N/A	Precept & Grants	Working Group of councillors and residents	2022/2023				
Mayflower Park		To make travelling through Mayflower Park a safer experience for all	To secure funding for providing lighting on the north/south path	£12,584.00	Grant	Katie Herr/Nikki Hamilton-Street/John Oldfield	2022/2023	Grant funding awarded from Safer Streets. Due to be fitted end of June 2022			
Mayflower Park		To undertake work on trees & shrubs on boundaries to create a safer environment	To work with Parish Volunteers to raise the bases of trees & shrubs		N/A	Precept & Grants	Roy Squires/Alan Evans	2022/23			
Mayflower Park		To create a café & community space	To create a business plan to seek additional funding to deliver the concept	Earmarked Reserves	Precept/Grants/Earmarked Reserves/Sponsorship	Office/Rhys Evans	2022/23				
Mayflower Park		To ensure Mayflower Park is attractive to and home of wildlife by putting in place an environment that attracts wildlife	Create planting to attract wildlife. Establish bat & bird boxes in the new trees if possible.	£500.00	Precept & Grants	Sam Fraser/David Marsh	2022/23	Queens Green Canopy Trees all planted in Mayflower Park. Most have been vandalised.			
Mayflower Park		To support increased participation in positive activities for young people	To gain quotes for multi use court, and work with interested young people to deliver	Earmarked Reserves	Precept & Grants	Tracy Lees/Rhys Evans	2022/23				
Mayflower Park		To develop the area around the SUD to create a pond for wildlife	To look into what can be done but also maintain the function of the SUD	N/A	Precept & Grants	Tracy Lees/David Marsh	2022/23	Quotes received for maintenance.			

Mayflower Park	To increase the number of residents taking part in cycling	To maintain BMX Track and increase use	Develop links with Angmering Cycle Club	£1,500.00	Precept	Tara Gambling/Alan Evans/Lee Hamilton-Street	2022/23	LHS met with Angmering Cycling Club and they were unable to assist with anything relating to the BMX Track		
Palmer Road Recreation Ground	To support the development of the area	To ensure that the new Sports Hub is delivered and offers high quality facilities for Angmering	To work with ADC to ensure that the project is delivered	NA	S106 funding	Katie Herr/Matt Want	2022/23			
Tree Policy	To increase the number of trees in Angmering	To promote tree planting on Parish Council Land and residents & landowners	Identify land for planting Identify funding and tree planting packages. Identify partners	NA	Grant Funding	David Marsh/Paul Bicknell	2022/23	Queens Jubilee Trees applied for and planted.		
Village Centre	To increase the amount of time residents/visitors spend in the village.	Provide a much needed facility for the comfort of all who visit the village	Investigate options of where the toilets could be sited.	NA	S106/Grant Funding	Katie Herr	2022/23	Already ruled out several locations. Currently working on space outside SW building.		
Art/Working with local schools	Create a joint art project with The Angmering School	To visually enhance and improve areas of Angmering and show the art skills of students currently at The Angmering School	Set up a project to create art to run the length of the path from Parson Close into Mayflower Park	NA	Grant Funding	Nikki Hamilton-Street	2022/23			
Russet Play Area	To enhance the play options for users of play parks in Angmering	To have a fully accessible play area for use by all ages and abilities.	Consultation and ultimately refurbishment of Russett Play Area.	NA	Precept/Reserves/Grant Funding	CLEW Committee/Katie Herr/Tracy Lees	2023/2024	TL and NHS to meet to discuss tender process etc.		
<b>Planning and Infrastructure</b>										
Traffic	To address the traffic issues in Weavers Hill/High Street/Water Lane and other locations as identified on the Community Survey 2021	To make these roads safer for all users.	After survey results pursue the installation of Speed Indicator Devices that can be moved between locations	£6,000.00	Precept	PI Committee/Katie Herr	2022/23	SID's costings being investigated and contact made with officer at WSCC		
Dappers Lane	Maintain the rural charm of the lane whilst improving users safety	Make the lane safe to use for all by working with West Sussex County Council.	Work to reroute the Compass Bus and make the land NO ENTRY for any vehicle from the north - subject to community agreement.	NA	NA	Sylvia Verrinder/Paul Bicknell/DLWG	2022/23	TRO applied for and confirmed. Work to be done by August 2022.		
Dappers Lane	Maintain the rural charm of the lane whilst improving users safety	Make the lane safe to use for all by working with West Sussex County Council and local developers	Liaise with WSCC and local developers to add in an ANPR camera to stop illegal use of the north entrance onto Dappers Lane	NA	S106 funding/developer funding	PI Committee/Katie Herr	2022/23	Sadly WSCC are not pursuing this idea due to monitoring issues.		
Cycling	To ensure that there are safe cycle routes throughout the parish to encourage people out of their cars	To identify possible cycle routes & paths and create a masterplan.	Establish a working group to create plan	NA	NA	John Oldfield / PI Committee	2022/23	In talks with WSCC re the path through Mayflower Park and making it dual use. Issue with width of path		
Bramely Green Cycle Lane	To ensure cyclists are safe and accidents on the lane are reduced	Make the cycle lane safe for use	Work with WSCC (owners) to address the state of the path and ensure a resolution is achieved	NA	WSCC funding	PI Committee/Office	2022/23	Work has been completed		
Highways	To improve the safety of pedestrians in Angmering	Work with ADC/WSCC to ensure the Chandlers development includes work on crossing at the bottom of High Street	Ensure the following action is achieved by ADC/WSCC as part of the Chandlers development. Two formalised crossings are proposed, one on Water Lane outside Eachways and one on High Street. Both can be seen on drawing no: 034.0125.013 and 034.0125.012. As well as the widening of the footway and extension of the footway leading round on to High Street.	NA	NA	PI Committee	Unknown as yet	The application the request has been made on has been refused. Monitor and insure it is added to any subsequent applications.		
Conservation Area	To ensure the conservation area in Angmering is maintained and expanded.	To identify possible areas for expansion that fit with the criteria.	Create a group of councillors and residents and explore the possibility of expanding the area.	NA	NA	Sylvia Verrinder	2022/2023			
<b>Office</b>										
Councillors	To support Councillors to deliver the best possible service to residents	To undertake a review of Councillor IT	To produce a business plan with recommendations and add to earmarked reserves yearly	£2,000.00	Precept	Katie Herr/Lee Hamilton-Street	2022/23	New iPads purchased and supplied to councillors.		
Parish Office	To have a Parish Office that is fit for purpose, and puts the Council in a strong position for 15/20+ years	To seek to identify possible sites for the APC Office and undertake feasibility studies	To produce a Business Plan of possibilities for Councillors to consider	NA	Assests & Reserves	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23	Wprk ongoing regarding the ACC building.		
Parish Office		To consider any new Parish Office as a Community Hub to enable residents to seek advice and information from other partners	To undertake work to add to Business Plan	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23			
Parish Office		To look to move to a new site by 2023/2024	Investigate options, including extending community centre.	£4,750.00	Precept	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23	£4750 from 2021/2022 earmarked for future funding		

Parish Office		Look at increasing the offices appeal to the public. Include refreshment facilities, IT, public toilets etc	Investigate options	NA	Assests & Reserves	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23			
Parish Office	To continue to raise the standards of the Parish Council and strive for improvement	To go for Local Council Award Scheme status	Create a spreadsheet with what needs to be achieved, what is already being achieved and what there is to do to reach the first milestone.	£500.00	Precept	Tracy Lees	2022/23			
Council Vehicle	Reduce emmissions and potentially cost	Have an electric van for use around the village	Look into funding for electric vehicles	£3,000.00	Precept	Tracy Lees	2022/23	£3,000 from 2021/22 budget to be earmarked/ringfenced for this project. Same in this years budget.		

KEY			
RAG	Started	On Hold	Completed
Priority	By Summer	By Autumn	By Winter