



Established 1894

Angmering Parish Council

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MINUTES OF THE OF ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 10 AUGUST 2020

Present: Councillors Nikki Hamilton-Street (Chair), Mike Jones; Sylvia Verrinder, Alison Reigate (Vicechair), Rhys Evans, John Oldfield, Lee Hamilton-Street and Sharleen Woodason – Cllr. Marsh joined the meeting at 14:10

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), West Sussex County Cllr. Deborah Urquhart and one member of the public

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – CLT, Housing, Transport & Planning Committee – HTP, Community, Leisure, Environment & Wellbeing Committee – CLEW, Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	20/065	APOLOGIES FOR ABSENCE Apologies were received and approved from District Cllrs. Andy Cooper and Mike Clayden, Cllr. Paul Bicknell, Norma Harris and Alan Evans.	
2	20/066	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. Declarations of non-pecuniary interest were received from Cllr. Jones, Evans, L Hamilton-Street, N Hamilton-Street and Oldfield are all shareholders of the ACLT. Cllr. N Hamilton-Street regarding item 12 as she is a Governor of Angmering School.	
3	20/067	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 13 July 2020 were agreed by all and will subsequently be signed by the Chair.	
4	20/068	PUBLIC CONSULTATION The Clerk read out a question from the member of the public that was present regarding the Operation Watershed grant for Cow Lane. The Clerk advised the funding for this has now been confirmed. At this point the member of the public asked about the type of re-surfacing that will be used after the drainage issues have been dealt with and if APC will be consulting the community. The Clerk advised that APC will be in contact with WSCC about the resurfacing options next week and would be very happy to share this information with the community.	

Action: Report back on road surfacing options.

KH

A question regarding dangerous parking in Nursery Road was addressed next. An email has been sent to Matt Southern (WSSC) and APC is awaiting a reply. The Clerk also confirmed that the photos the member of the public had provided have been sent to WSSC. The member of the public asked about yellow lines and who would be putting these down, the Clerk advised this was unknown at the moment but was investigating.

Action: Chase response from WSSC and ask who would be putting down yellow lines if applicable.

KH

A tree replacement policy was the next question to be raised. The Clerk explained that APC wanted a policy in the neighborhood plan regarding tree planting but also there is an opportunity to have a policy in house, e.g. if APC remove a tree APC would replace it/or two. The tree replacement policy in the neighborhood plan will be consulted on. The Clerk asked the member of the public if her response answered his question, he confirmed it did. Cllr. N Hamilton-Street said the in house policy could be taken to the CLEW committee, the Clerk agreed.

Action: Produce and propose an in house tree policy.

AR

The member of the public's final questions related to the slippery cycle path in Rowan Way. The Clerk commented that the last update received from WSSC back in October 2019 was that it could take up to 18 months from the date of the last correspondence. The Clerk asked if Cllr. Urquhart had any updates but unfortunately, she had not. The Clerk said she would chase for an update and report back. The member of the public then informed the committee that since his original report back in October 2019 he had been advised that a pedestrian had also slipped over in this area and was concerned that the situation may only get worse as we enter the winter months. He asked if APC should be looking to get the area pressure washed rather than wait for WSSC to take action. Cllr. N Hamilton-Street commented APC was not aware of the pedestrian slipping over, the Clerk confirmed that this had not been reported into the APC office. Cllr. N Hamilton-Street stressed the importance of APC being advised of any incidences as this will help provide evidence that this area needs to be looked at. She went on to state that it was APCs understanding that it was the surface that was the issue and that simply pressure washing would have no effect. APC need WSSC to act as its their responsibility as it forms part of the highway.

Action: Chase a response from WSSC and report back.

KH

The member of the public thanked the Clerk and the committee for addressing his questions.

An email that had been sent in was then addressed, it asked about the changes to the planning system. The Clerk commented that she had sent all councillors and email today outlining these new changes and that there would be three consultations running between September and October 2020 and has asked for volunteers to create a working group to go through these documents and then submit suggestions on behalf of APC. She also asked if individual councillors could make their own representations

regarding these three papers and that APC will advise the public on how to do this as well.

Action: Put out information on how the public can have their say.

KH
Cllrs.

Action: Cllrs. to advise the Clerk if they would like to be part of the working group via email and make their own representation.

The second part of the email asked about how the new proposals impacted the ongoing work of Angmering's revised neighborhood plan. The Clerk advised that a meeting was planned for 12.08.20 with ADC and AiRS to discuss this issue.

5 20/069 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 action list.
For the Action List see **Supporting Papers**
- b) Any subsequent matters that have arisen since the agenda was set.
None.

The Clerk talked through her report, no questions were asked. She then went on to advised that the new tenants of the flat above the APC office moved in today.

A meeting was scheduled for this week regarding the Lloyd Goring Close allotments with ADC.

The map promoting the Shop Local scheme in Angmering was now ready to go to the printers and will be distributed along with the All About Angmering magazine before the end of August to all residents.

Action: Copy of the map to be sent to all councillors.

KH

The Clerk commented that the Land Ownership document mentioned on the task list was now being dealt with by the committee clerk who had received some really useful information regarding areas in the village that ADC are responsible for.

6 20/070 CHAIRMAN'S REPORT

Cllr. N Hamilton-Street asked if there were any questions or comments regarding her report.

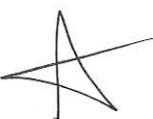
None were asked.

7 20/071 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart commented on the surfacing options for Cow Lane and explained that there were standard types depending on the area to be re-surfaced so there may be choice but there would only be a few options.

The A259 scheme was about to start, cutting back the vegetation was the first step and would hopefully happen smoothly and to time.

At WSCC the Climate Change strategy has now been approved and they have now moved to looking at the action plan with a view to become net zero by 2030.



She reported that the main item that had been occupying all of their time and resource was the COVID-19 pandemic and this was still continuing, although most of the services were now beginning to open up. Now looking at future ways to work and that all the virtual meetings had proved that you do not need to go into the office as much, but it is also important that teams do still meet up from time to time.

Cllr. Urquhart asked if anyone had any questions, none were asked. She finished by saying that if anyone did have a question to please feel free to email her.

Cllr. Urquhart left the meeting at 14.21.

8 20/072 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllrs. Andy Cooper and Mike Clayden were unable to take part in the meeting.

No reports received or questions asked to be forwarded.

9 20/073 MAYFLOWER WAY EASEMENT – ANGMERING COMMUNITY LAND TRUST

Cllr. N Hamilton-Street mentioned the email received from the ACLT and invited discussion on it and how APC move forward with it. The member of the public who was representing the ACLT was invited to comment when he felt it was appropriate.

Cllr. Jones asked about the route the drainage system would take through the park onto Rowan Way and where it would link up. The member of the ACLT commented that he did not know as ACLT had not seen any detailed drainage drawings. He went on to say that the ACLT will explore the options available and will be guided by the engineers as to where the most appropriate connection would be. A discussion then took place on various routes.

Cllr. N Hamilton-Street asked that in principle this is about APC giving the ACLT access to put drainage along Mayflower Way and potentially Mayflower Park. The ACLT representative said yes and stressed that without a drainage plan they cannot progress the building of the proposed homes.

Cllr. L Hamilton-Street commented that APC had been a great supporter of the ACLT and as long as the following two provisos were met, he had no issues with the ACLT looking into moving forward with a drainage plan which APC would support.

Proviso one: once the work had been completed everything was restored to the same, if not better, condition. Proviso two: the drainage laid will not interfere with any current or future developments.

Cllr. N Hamilton-Street asked if Cllr. L Hamilton-Street was proposing that APC continue to support the ACLT with the two provisos mentioned above, he confirmed this.

Cllr. N Hamilton-Street asked if there were any other proposals, there were none.



RESOLUTION: Cllr. L Hamilton-Street **PROPOSED** that APC continue to support the ACLT and agree to the easement suggestion, with the above two provisos, Cllr. Jones **SECONDED** and **ALL AGREED**.

The ACLT representative thanked APC for their continued support and commented that this was an indication that the scheme still remains viable.

The ACLT representative (member of the public) left the meeting.

10 20/074 NEIGHBOURHOOD PLAN

Cllr. N Hamilton-Street commented that a meeting was planned with ADC for Wednesday 12 August to discuss housing numbers, current planning changes and how this effected their local plan and therefore how this will affect APC. There are lots of other questions and uncertainties that will be discussed. The Clerk commented that Angmering's housing number will be discussed and that she will email all councillors with an update once the meeting has taken place.

Action: Email update to all councillors once meeting has taken place.

NHS

Cllr. N Hamilton-Street asked if there were any questions, none were asked.

11 20/075 ANGMERING PARISH COUNCIL – ANNUAL PLAN 2020-2021

Cllr. N Hamilton-Street explained the plan will ensure that the Parish Council, Councillors and Angmering residents will know what APC are doing during the 4-year period that this council has been elected for and also on an annual basis. The document shows what APC is currently focusing on against the current budget. The document is a live document and therefore things will change. It will also help to identify APC priorities for the next financial year and beyond to 2023 when the next elections will take place. Cllr. N Hamilton-Street also commented that this plan will help set the precept.

Cllr. Evans asked if a column could be added for grants awarded to APC. Cllr. N Hamilton-Street said yes and that this could be put into the budgeted column stating if it was from precept or from a grant.

Cllr. Evans also said if calculus of anticipated homes being built could be added. The Clerk commented that this could be added although it would not be an accurate figure.

Action: Add grants and numbers of anticipated homes to the plan

KH

Cllr. N Hamilton-Street commented that the aim was to make the document as transparent for the public as possible.

Cllr. Verrinder commented regarding the entry on page 7 and asked if Planning Policy Sub Committee could be added. This was agreed.

Action: Add Planning Policy Sub Committee wording.

KH

Cllr. N Hamilton-Street asked if the committee were happy to adopt the plan. All agreed. Cllr. Reigate commented that it was a great piece of work and a very clear document.

RESOLUTION: Cllr. Reigate **PROPOSED** that the Annual Plan was adopted, Cllr. Oldfield **SECONDED** and **ALL AGREED**.

12 20/076 THE ANGMERING SCHOOL AND ARUN YOUTH PROJECTS SMALLHOLDING BUSINESS PROPSAL

Cllr. N Hamilton-Street gave an overview and the background to this and explained that a presentation had been made at the last CLEW committee meeting and was received very well. The presentation and other supporting documents have been sent to councillors to help support the project proposal.

Cllr. N Hamilton-Street explained that APC are being asked to contribute to the start-up of the project, this will help to support it in its first year.

Cllr. N Hamilton-Street asked if there were any comments or questions. Cllr. Woodason commented that she thought the project was really good and should be supported. Cllr. N Hamilton-Street asked if Cllr. Woodason was proposing that APC support the project with the £3,000 donation that was being requested, she agreed.

RESOLUTION: Cllr. Woodason **PROPOSED** that APC grant the sum requested for the project, Cllr. Marsh **SECONDED** and **ALL AGREED**.

Cllr. Jones asked a question regarding the land by the footpath into Mayflower park as this is looking very messy. He also commented he was aware that the project was looking for a portacabin and there is one on this piece of land. He believes that this portacabin is available to be used. Cllr. N Hamilton-Street will look into both issues and report back.

Action: Speak to Angmering School and report back.

NHS

13 20/077 RISK REGISTER UPDATE

The Clerk confirmed that this had been taken to the Governance meeting that took place 5th August and no further updates were needed. She confirmed that this is now a procedure and will go to the Governance meeting every quarter and this meeting every month so all councillors will be able to view and have full knowledge of what is in place.

Cllr. Evans asked about the measures in place if the COVID-19 situation became worse. The Clerk confirmed that all the processes were in place. The Clerk also commented that the Littlehampton Fridge was now coming to Angmering which came about due to the recent COVID-19 pandemic, positive feedback has already been received.

14 20/078 COMMUNITY GRANT APPLICATIONS

One grant application had been received in time to be heard at this meeting.

An application for a grant has been received from **St Barnabas Hospices (Sussex) Ltd** for the sum of £250.00. A discussion then took place regarding the application.



After discussion it was agreed by all that a grant of £250.00 should be given.

RESOLUTION: Cllr. Evans **PROPOSED** that a sum of £250.00 was granted to St Barnabas Hospices (Sussex) Ltd, Cllr. Jones **SECONDED** and **ALL AGREED**.

The 2020/2021 budget for Community Grants is £3,500.00. The total grant pot available for the remainder of the year is £2,390.00 once the above grant has been issued.

15 20/079 2020/2021 FINANCIAL REPORT

The Clerk presented the report, no questions were asked regarding the report.

Cllr. Evans then raised a question regarding maintenance issues. A discussion then took place. Cllr. N Hamilton-Street stated that from next month maintenance items would be moved into different areas which would hopefully make things easier to understand.

Cllr. L Hamilton-Street agreed to sign the bank reconciliation for July 2020 and will attend the APC Offices to sign the reconciliation the following day as this is a virtual meeting.

16 20/080 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS

None.

17 20/081 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- The Housing, Transport & Planning Committee meeting held on Tuesday 31 July 2020 via Zoom – None.
- CLEW Committee – held on Wednesday 29 July 2020 via Zoom – None.
- Governance & Oversight Committee – held on Wednesday 5 August 2020 via Zoom – None.

20/082 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 virtual meeting on Monday 14 September at 19:00 via Zoom.

The meeting concluded at 14:56.


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Chairman

Date.....15/09/2020