



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN ANGMERING VILLAGE HALL ON MONDAY 14 OCTOBER 2019

**Present:** Councillors John Oldfield (Chairman); Norma Harris; Alan Evans; Nikki Hamilton-Street (Vice Chairman); Lee Hamilton-Street; Mike Jones; Sylvia Verrinder, Alison Reigate and Sharlan Woodason.

**In Attendance:** Katie Herr, Clerk; Tracy Lees, Committee Clerk; District Cllr. Andy Cooper; West Sussex County Councillor Deborah Urquhart and 12 member of the Public

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	19/101	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved from Cllrs. David Marsh; Rhys Evans; Paul Bicknell; Frank Carr and District Cllr. Mike Clayden.	
2	19/102	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> The following Councillors commented that they had non-pecuniary interests as follows: Cllr. Jones has an interest regarding agenda item 14, tree work in Rowan Way; Cllr. Verrinder on anything relating to the Community Centre and Conservation Areas and Cllr Woodason regarding agenda item 17, Peggy's Walk.	
3	19/103	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 5 September 2019</b> were agreed by all and subsequently signed by the Chairman.	
4	19/104	<b>PUBLIC CONSULTATION</b> Traffic Calming Issues: A member of the public spoke on behalf of a group of residents regarding traffic calming issues that have been affecting them. Some of the items of concern were around traffic flow, traffic noise, vibrations from large vehicles, air pollution and pedestrian safety – see <b>Appendix 1</b> for the full report that was read out. A lengthy discussion took place between all present.  Cllr. Oldfield gave an overview on why the traffic calming measures that are presently in place were decided on and subsequently put in place.  Cllr. Urquhart commented that traffic flow through the village had always been an issue since she had been elected. She also commented that to make any changes good quality data would need to be collected. Once the data was collected Cllr. Urquhart would like to receive the report.  Cllr. Oldfield thanked everyone for their comments, and it was agreed that Cllr, Oldfield and Cllr. Verrinder would meet representatives the following day to experience the issues raised at the meeting. From this further conversation could then take place.	

W

Cycle Path, Rowan Way:

The conversation then moved to the condition of the cycle path in Rowan Way. Angmering Parish Council (APC) commented that they were aware there were issues with the surface and had already contact West Sussex County Council (WSCC) as they are concerned that it is only a matter of time before a serious accident takes place. APC confirmed that they will be monitoring the situation carefully.

Angmering Neighbourhood Plan:

A member of the public asked a question regarding the Neighborhood Plan target end date. Cllr. Verrinder commented that the aim was for it to be completed by the end of 2020 and explained the process that needed to be undertaken to get there. One of the ways in which the public can help will be to come along to Consultation Days and give their points of view, there will also be an opportunity to join the working groups.

Cllr. Cooper spoke about all Neighbourhood Plans across the district and the discussions taking place at District level. He commented that the 5 year land supply hasn't been an issue yet. He stated that the Angmering Neighbourhood Plan will stay in force and its more about updating it to make it current. Cllr. Cooper also said that Arun District Council (ADC) along with the APC want to ensure we do the best we can but its sometimes not what we all want.

The Angmering Neighbourhood Plan has been found sound and will stay in force and continue to be adopted by ADC. It has been under examination and won't be changing, just updated were required. Cllr. Cooper finished by thanking the Chairman for letting him speak regarding this point.

Lighting along Mayflower Park:

The subject of the lack of lighting along the pathway from the A259 entrance coming out at Rowan Way and Parsons Close was raised. Cllr. Oldfield confirmed that the APC was fully aware of the situation. It is anticipated that lighting will be installed at the time that the proposed new primary school is built in Mayflower Park however the APC will seek opportunities for earlier funding.

Cllr. N Hamilton-Street commented that this issue has been raised as part of the A259 development and the crossings that would be put in place. Cllr. N Hamilton-Street also mentioned the potential developments around Mayflower Park and that APC hope to combine all the schemes at the same time to achieve some lighting for this area.

**5 19/105 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 **Appendix 2.**
- b) Any subsequent matters that have arisen since the agenda was set  
None.

The Clerk thanked all those that attended the Macmillan coffee morning and that APC had raised at total of £280.00.

The Clerk then asked if there were any questions.

Cllr. Verrinder asked about item 7 regarding the Community Litter Picking day and the location of where people will be asked to litter pick. Cllr. N Hamilton-Street confirmed that this will take place all over the Village and not just around Bramley Green. The Community Centre located in Bramley Green is the meeting place.

Cllr. N Hamilton-Street then presented the Clerk, Katie Herr, on behalf of all the APC Councillors with flowers and a bottle of wine for passing her CiLCA qualification. All present congratulated her.

The Clerk then thanked everyone for their kind words and gift.

**6 19/106 CHAIRMAN'S REPORT**

Cllr. Oldfield reported that he had attended the West Sussex Association of Local Councils Conference where the main item had been the announcement of an increase in Policing, 100 PCSOs, 250 Police Officers and 50 Specialist Police Officers.

The APC Office had sent round an article that afternoon with full details for the proposed plan.

**7 19/107 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart reported that WSCC was getting ready for Brexit and what issues they were facing re waste disposal.

Cllr. Urquhart talked about the free tree planting packs that were being offered by the Woodland Trust to local Schools and communities and urged everyone that wanted to register to use register as soon as possible – this is the link to register: <https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>

The A27 consultation is now taking place and everyone is urged to register their views as soon as possible.

WSCC are looking for volunteers for the Befriending scheme for youngsters between the age of 8 and 18. All details can be found on the WSCC website.

There is no update on the issue of small Libraries.

Regarding the location of the new primary school Cllr. Urquhart received information today from WSCC that they are waiting for some information from 106 monies from ADC. Once this is received APC will be informed of the next steps.

Cllr N Hamilton-Street asked Cllr. Urquhart about the suggestion that you now need to show ID from Sunday 1 December regarding the use of the Recycling Centre. Cllr. Urquhart advised that yes, all West Sussex residents would need to show proof that they live in the area and therefore entitled to use the Recycling Centre. This is due to a 30%+ increase in usage from outside the West Sussex area. ID can be either a Driving License, Passport, Council Tax Bill or Utility Bill.

The question of access to the site was also brought up and Cllr. Urquhart commented that access in and out of the site was being looked at as they were aware this was a problem and needed to be rectified.

A member of the public asked about the possibility of having a webcam to monitor the amount of traffic coming in and out of the site and to look for excessive users which could point to commercial use which this site does not allow. Cllr. Urquhart commented that this was thought about in the past, but it could be something that they could re-visit.

**8 19/108 REPORT FROM THE ARUN DISTRICT COUNCILLOR**

Cllr. Cooper commented that he had attended a Special ADC meeting on Thursday 10 October re the A27 consultation and that ADC had chosen the Magenta route as in their preferred opinion as this route would have least impact on the South Downs National Park (SDNP).

Cllr. Oldfield commented that at the last Housing, Transport & Planning Committee meeting (HTP) held on Tuesday 22 October had also resolved to support the Magenta Route.

Cllr. Cooper wanted to remind all Cllrs and the public that he was happy to answer any questions that they may have at any time.

**9 19/109 NEIGHBOURHOOD PLAN**

Cllr Oldfield commented that Cllr Verrinder had covered most points in Agenda Item 4, Public Consultation

Cllr. Verrinder commented on CIL, Community and Infrastructure Levy, and what this could mean for funding opportunities. Cllr. Verrinder thanked the Clerk for her note regarding the AirS meeting. All commented that the meeting went very well and looked forward to the next meeting. A short discussion took place and Cllr. N Hamilton-Street proposed that APC go ahead with the review of the Neighbourhood Plan.

**RESOLUTION:** Cllr. N Hamilton-Street **PROPOSED** that APC go ahead with the review of the Neighbourhood Plan, Cllr. Woodason **SECONDED** and **ALL AGREED**.

Next step is a meeting to talk through the options on how APC progress and how to instruct AirS. A discussion took place.

Action: Arrange a meeting to discuss instructing AirS and agreeing call for sites paperwork.

KH

Cllr. Cooper and Cllr. Urquhart left the meeting.

**10 19/110 COMMUNICATION STRATEGY**

The Clerk commented that the Communication Strategy had been presented at the last Governance meeting held on Wednesday 7 August where it was decided that the next step was to present it to this committee. The Clerk mentioned that the only change that may take place was the look i.e. the branding as this still needed to be decided.

Cllr. N Hamilton-Street asked if a version/issue number and date could be added to the front of the document, this was agreed as a good idea by all and will be added.

**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** that the Communications Strategy was adopted, Cllr. A Evans **SECONDED** and **ALL AGREED**.

Action: Add version number and date to the front cover.

TL

**11 19/111 COMMUNITY GRANT FORM**

The Clerk invited comments on the updated grant form.

Cllr. N Hamilton-Street thanked Tracy Lees, Committee Clerk for all her work in putting this document together.

**RESOLUTION:** Cllr. Verrinder **PROPOSED** that the updated Community Grant Form was adopted, Cllr. Jones **SECONDED** and **ALL AGREED**.

**12 19/112 TRAFFIC MEETING UPDATE – CLLR D MARSH**

As Cllr. Marsh was unable to attend tonight's meeting Cllr. Oldfield explained what the group (Councillors and members of the Public) had been set up to do and gave an overview of what had been discussed at that meeting which was a proposal to look at a one-way system in the centre of the village. However, in the end it was decided this was not actually a practical solution and went on to consider what other traffic measures could be considered for this area. See **Appendix 3** for the full report.

One of the main points that came out of the meeting was that a traffic count in the village was needed particularly in this area and APC will approach WSCC to see if this is possible. Nothing can be done without any official evidence covering different areas and at different times.

Action: Contact WSCC to see if a traffic count can be done.

KH

A member of the public asked if one of the developers could be approached to see if they would be prepared to pay for a traffic count. Cllr. N Hamilton-Street explained that each development would need to do its own safety assessment on the surrounding roads, and this needed to be done as part of their planning application.

Wb

Cllr. Cooper commented that section 106 contributions may be able to help but it has to follow strict guidelines.

**13 19/113 CHRISTMAS TREE IN THE SQUARE**

The Clerk talked through the options available and that it was hoped that attendance numbers could be improved for this year.

The use of re-usable baubles rather than paper tags was brought up and it was agreed that this question should be discussed at the next Community, Leisure, Environment & Well-Being Committee (CLEW) meeting being held on Tuesday 29 October at the Baptist Church from 7.30pm.

Action: Put on the next CLEW agenda.

TL

**RESOLUTION:** Cllr. N Hamilton-Street **PROPOSED** the 16ft tree option, Cllr. Jones **SECONDED** and **ALL AGREED**.

**14 19/114 TREE WORK NEEDED WITHIN ANGMERING**

The Clerk talked through the supporting paper and confirmed that out of a £4k budget for this type of work, £950 had been used so far.

Cllr. N Hamilton-Street wanted it noted that the level of detail provided and the layout of the report was well put together and worked well for the Committee to review.

Cllr. L Hamilton-Street commented that he was surprised that there was nothing reported for South Angmering and could it be confirmed if this area was managed for WSCC. A discussion took place.

Action: To confirm who manages South Angmering.

KH

Cllr. Verrinder raised the point around overgrown private hedges that and could the APC Office make it known that it was encouraged that residents take ownership of their hedges and make sure they are not causing an obstruction to pathways etc.

Action: Advertise this on Facebook and the APC Website.

Office

Cllr. Jones asked about time frames, this was clarified.

A discussion then followed on which areas should be concentrated on.

Parsons Close was felt to be the area most in need and it was requested that the hedge was removed along the footpath but to leave the trees and tidy up all the other hedges in this area. As this option was not a set option within the supporting papers a new cost would need to be obtained. All Councillors present agreed that as long as this work did not cost more than £1740.00 then the APC Office should go ahead and confirm the work without further consultation.

The other area that all agreed needed to be done is the uplift of the Lime Trees in the Village Square.

During the discussion Cllr. Jones worked out that it would cost £3020.00 to complete the work the committee felt was required which was everything on the Supporting Paper except item 5, Nursery Road & Rowan Way – as this is within the remaining budget it was agreed that this work should be done.

**RESOLUTION:** Cllr. Jones **PROPOSED** the £3020.00 spend, Cllr. Verrinder **SECONDED** and **ALL AGREED**.

Action: Work to be confirmed and price for Parsons Close to be agreed

KH

W

**15 19/116 ADOPT THE GENERAL POWER OF COMPETENCE**

The Clerk advised that now she has her CiLCA qualification and 2/3 of the Councillors have been elected the general power of competence can be formally agreed.

**RESOLUTION:** Cllr. Jones **PROPOSED** the general power of competence should be formally adopted, Cllr. Verrinder **SECONDED** and **ALL AGREED**.

**16 19/117 EXTERNAL AUDIT REPORT**

The Clerk talked through the external audit report and how it went.

The internal audit report will be going to the next Governance meeting Wednesday 6 November 2019 and will be uploaded onto the APC website.

Action: Upload the external audit report onto the website.

KH

**17 19/118 COMMUNITY GRANT APPLICATIONS**

The Clerk commented that the APC Office has been promoting community grants and actively encouraging new applications.

Two grant application had been received in time to be heard at this meeting. A discussion then took place regarding both applications.

An application for a grant has been received from **Peggy's Walk** for the sum of £200 for improving and evolving the area.

After discussion the sum of £100.00 was agreed by all councillor's present but as the APC have granted applications for Peggy's Walk in the past this would regrettably be the last time a grant could be given.

**RESOLUTION:** Cllr. N Hamilton-Street **PROPOSED** that the grant should be given, Cllr. Harris **SECONDED** and **ALL AGREED**.

An application for a grant has been received from **326 Club and Eco Garden** at St Wilfrid's Catholic School for the sum of £500 for the expansion of the vegetable beds.

After discussion the sum of £500.00 was agreed by all councillor's present.

**RESOLUTION:** Cllr. Jones **PROPOSED** that the grant should be given, Cllr. A Evans **SECONDED** and **ALL AGREED**.

The 2019/2020 budget for Community Grants is £3,500.00. Payment of the approved grants detailed above would leave £2,300.00 for the remainder of the year.

At this point Cllr. Oldfield asked all present if they were happy to continue the meeting as it was now 21:30, all agreed.

**18 19/119 2019/2020 FINANCIAL REPORT**

Statements of the Bank Account Balances and Loans Outstanding as at 31 August 2019 were presented.

- Income and Expenditure compared with the Revised Budget, for the period to 31 August 2019.
- Lists of cheques and other payments for August 2019.
- Bank reconciliation for August 2019.

The Clerk advised that while a few items had changed position within the Income and Expenditure report the bottom line would stay the same, basically it was more a case of housekeeping and tidying up.

Cllr. N Hamilton-Street commented that she will be attending Councillor Finance training.

**19 19/120 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

No questions were asked.

**20 19/121 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Housing, Transport & Planning Committee meeting held on Tuesday 20 August 2019 – Regarding the A27 the Magenta route had been resolved to be supported by this committee.
- CLEW Committee meeting held on Wednesday 28 August 2019 – Volunteers for the Litter Pick on Saturday 2 November were requested and asked to respond as soon as possible.
- Governance & Oversight Committee held on Wednesday 7 August 2019 – None.

**19/122 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 held in the Kings Suite, Angmering Village Hall on Monday 11 November 2019 at 19:30.

**The meeting concluded at 21.37**

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Chairman

Date.....11/11/19