



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN THE KING SUITE OF THE ANGMERING VILLAGE HALL ON MONDAY 8 FEBRUARY 2016

**Present:** Councillors Bill Evans; Susan Francis (Chairman); Norma Harris; Mike Hill-Smith; Steven Mountain; John Oldfield; Roger Phelon; Peter Thompson; Sylvia Verrinder.

**In Attendance:** Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk; Trevor Leggo (Chief Executive, SSALC); two members of the public.

#### Action

**15/190 APOLOGIES FOR ABSENCE**  
Received from Councillor Paul Bicknell (illness), District Councillors Andy Cooper and Dudley Wensley, and County Councillor Deborah Urquhart.

Apologies for absence had also been received from PCSO Rebecca Bernier, who was not on shift.

**15/191 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA**  
The Chairman, the Clerk, and Councillors Mountain, Oldfield, and Verrinder all declared a non-pecuniary interest in agenda item 11 (minute 15/201 below) by virtue of their involvement in the Angmering Community Land Trust.

**15/192 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11 JANUARY 2016**  
On a proposal by Councillor Harris, seconded by Councillor Oldfield: That the minutes of the meeting held on 11 January 2016 be agreed as a correct record and signed by the Chairman – unanimously **AGREED**.

The minutes were duly signed by the Chairman.

**15/193 COPTION OF NEW PARISH COUNCILLOR**  
The Chairman noted that the consideration of co-option of candidates for the remaining vacant seat had been deferred to the 14 March meeting.

**15/194 REPORT FROM SUSSEX POLICE**  
PCSO Bernier's report, circulated prior to the meeting, was taken as read.

**15/195 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**  
The Clerk reported as follows:

- a) **Governance Framework** – this long-awaited document was in an advanced state of preparation and would be presented to the next Governance and Oversight Committee meeting. Following

that, the expectation was that it would be presented to the Parish Council for adoption at its meeting in March.

- b) Newsletters** – distribution of the latest edition was almost complete. Pleasingly, 8 completed expression of interest forms for the Community Land Trust had already been received by the time of the meeting.

**15/196**

**CHAIRMAN'S REPORT**

The Chairman referred to her report, circulated prior to the meeting, and reproduced below:

"It has been another wet and windy four weeks and we have been lucky that the Black Ditch and ditching system, with the improved drainage, the village and Hammerpot have remained fairly dry.

"Apart from weather watch it has been a fairly quiet month for attendances. I attended the Village Hall Trustees committee meeting on 19 January, notes the meeting have already been circulated.

"The Community Land Trust continues to progress and the Clerk has worked hard on producing the required paperwork but I am sure he will update the council in more detail.

"The ADALC on 26 January was interesting but there is still a long way before the finer details of what and how we move forward is agreed. The minutes of the meeting will be circulated shortly but one important matter to note, Nigel Croad from Arun talked about the outcome of the councillor workshops and the areas they will be concentrating on. This was complicated; a copy of his notes were issued and will be circulated by the office shortly.

"Councillors Sylvia Verrinder, John Oldfield and I all attended a workshop run by Action in Rural Sussex on Saturday 30 January. The objective is to draw up a Policy on housing in rural areas. It was an interesting afternoon and I think we helped!"

**15/197**

**TREVOR LEGGO PRESENTATION ON COMMUNITY WARDENS**

The Chairman welcomed Trevor Leggo, Chief Executive of the Sussex Associations of Local Councils, to the meeting. Mr Leggo gave a short presentation on a pilot scheme for the employment of Community Wardens, for which an amount of grant funding had been made available by the Police and Crime Commissioner for Sussex.

Mr Leggo noted that the Police Target Operating Model was now in operation and the District Commander for Arun and Chichester, Ch Insp Justin Burtenshaw, had fewer officers and PCSOs at his disposal than henceforth.

Mr Leggo advised that there was funding available from the Police and Crime Commissioner to assist with a pilot scheme for community wardens, who might assume some of the duties previously carried out by PCSOs, and would be assigned to a particular parish or cluster of parishes. Costs would be in the order of £28,000 pa, including employment costs. Grant contribution would be 50% for the first year and 25% for the second year.

If the pilot scheme was found to be worthwhile, then the expectation would be that the costs of employing the warden would be borne by the taxpayers for the area they served.

Warden schemes had already been established in Horsham District

(although limited in terms of geographical coverage to Steyning, Ashurst and Ashington), and in Chichester District. The Chichester scheme had been running for some years.

Councillor Nikki Hamilton-Street asked whether any feedback was available for the schemes already in operation elsewhere in the county.

Mr Leggo advised that the Horsham District scheme had not been as widely taken up as desired, due to concerns over costs. As regarded the Chichester District scheme, the wardens in Chichester district were concentrated around the Manhood Peninsula.

Councillor Lee Hamilton-Street noted that this was not the case. He was a member of the steering group for the Chichester District scheme. Three of the wardens employed under that scheme were in fact based in Chichester city.

Mr Leggo noted that it was important to remember that the adoption of a warden scheme was in no way compulsory; whether or not the Parish Council chose to go ahead with a pilot scheme would be entirely down to the judgement of individual Councillors.

The Clerk noted that he had experience of the Chichester District warden scheme from the Parish side, having held office as Clerk to Boxgrove and Pagham Parish Councils at various points in the past. The issue that had arisen in the past was that the wardens, being funded by the District Council, were therefore at the District Council's behest in terms of their deployment. This meant, in practical terms, that parishes might end up contributing reasonably significant sums to their operational costs, whilst seeing no direct benefit from that contribution.

Councillor Nikki Hamilton-Street asked whether the wardens would be uniformed.

Mr Leggo noted that that was at the discretion of the operators of the scheme. Uniforms had been provided in other schemes, however.

The Clerk asked whether the on-cost figure mentioned previously included pension contributions, given the auto-enrolment regulations shortly to come into force.

Mr Leggo advised that it did not. The annual cost figure was now working out at about £30,000 – this consisted of a salary of £21,000, similar to that earned by a PCSO, plus the usual employment costs. A scheme in East Sussex had also managed to obtain sponsored transport in connection with a motor dealer local to that scheme.

Councillor Mountain asked whether any feedback had been obtained from the public, or whether the schemes were too new for that.

Mr Leggo advised that the Horsham District scheme was too limited in scope, due to cost – in the region of £80,000 for two wardens.

Councillor Oldfield asked who would interview prospective wardens, and whether the Police would be involved in training.

Mr Leggo confirmed that the employing entity, in this case the Parish Council, would carry out interviews. Training would, however, be provided by the Police.

The Clerk asked whether the employment of a warden would lead to the

loss of the local PCSO.

Mr Leggo noted that that was a question better directed to the District Commander.

The Chairman noted that, given the cuts to be made to the Sussex Police budget over the next few years, it was fairly certain that the Parish would lose its PCSO at some point.

Following further discussion, Mr Leggo concluded by noting that he had secured funding, if the parish wanted it, until mid-March 2016. It was for the Parish Council to decide whether it wished to take up the offer of funding.

*The Chairman adjourned the meeting for public consultation.*

**15/198**

**PUBLIC CONSULTATION**

The two members of the public present had no questions.

*The meeting reconvened.*

**15/199**

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Urquhart had presented her apologies for the meeting.

The Clerk noted that WSCC was due to set its precept in the two weeks following the meeting.

**15/200**

**REPORTS FROM THE ARUN DISTRICT COUNCILLORS**

District Councillors Cooper and Wensley had presented their apologies for the meeting.

**15/201**

**ANGMERING COMMUNITY LAND TRUST UPDATE**

The report prepared by the Clerk and circulated prior to the meeting was noted. The Clerk advised that it was now a good point to update the Parish Council on what had been achieved so far.

The Clerk noted that, given the current intentions of HM Government with regard to housing policy, the CLT had a key role to play in providing housing in the local area. As matters stood, CLT-provided housing would not be subject to the extension of Right to Buy which was currently giving rise to concern on the part of larger registered providers and local housing authorities.

Councillor Hill-Smith expressed concern about possible conflicts of interest arising from the involvement of the Parish Council and various Councillors and officers in the CLT.

The Clerk noted that once the CLT was fully up and running, with paid members, the members would be asked to elect a Board, which would then be accountable to the members under the rules and legislation governing Community Benefit Societies. The Parish Council's role in all this was to provide administrative support to get the project going, which also accorded with the Angmering Neighbourhood Plan.

The Deputy Clerk noted that the previous attempt to set up a CLT, involving external parties, had not been successful as those involved had, in the event, not been able to devote an appropriate amount of time to the project.

Councillor Hill-Smith also expressed concern with regard to the possible data protection implications of the recent exercise in identifying need.

The Clerk noted that all data would be handled in accordance with the Data Protection Acts and that the forms completed by those expressing an interest in housing provided by the CLT were being stored securely until they were no longer needed, at which point they would be destroyed.

The Clerk noted that Councillors were requested to consider whether to resolve to allocate the sum of £2,000 earmarked in the draft budget for 2016/17 for incidental expenditure for the CLT. The CLT would become self-financing once funds had been raised for construction and working capital requirements.

On a proposal by Councillor Lee Hamilton-Street, seconded by Councillor Thompson: That the sum of £2,000 be earmarked for CLT purposes as per the Clerk's report – **AGREED** by 9 votes in favour, with the abstention of the Chairman and Councillor Verrinder.

**15/202**

**ANGMERING PARISH COUNCIL COMMUNITY ACTION AND BUSINESS PLAN**

The Chairman referred to the report prepared by the Clerk on this and invited comments.

Councillor Thompson noted that the documents prepared by the Clerk were very well written, and asked whether there was to be a steering committee for the purposes of implementing the Plan.

Councillor Lee Hamilton-Street noted that this needed proper discussion by the entire Council, to ensure that everything in the NDP was being picked up and that the draft policies would be effective, particularly in view of the likely further withdrawals of service by ADC and WSCC.

Following general discussion, the Chairman noted that the matter required further consideration after the forthcoming Resilience Meeting, which would hopefully give some indication of where matters ought to be concentrated. It was agreed that Wednesday 13 April 2016 was a mutually convenient date for this.

**15/203**

**COMMUNITY WARDEN PILOT PROJECT**

The Chairman noted that, following Trevor Leggo's presentation earlier in the meeting, further information was required on the matter of Community Wardens before the Parish Council could take a view on whether or not to go ahead with a pilot scheme. Consideration of the matter might best be deferred until after the Resilience Meeting.

Councillor Nikki Hamilton-Street noted that it might be an idea to speak to the parishes in the Witterings about the scheme in operation there.

Councillor Lee Hamilton-Street suggested that the office might wish to make contact with Pam Bushby at Chichester District Council, who oversaw the running of that District's scheme.

**15/204**

**COMMUNITY CENTRE CAR PARK**

The report circulated by the Clerk was noted. The Clerk explained that the principal, and unexpected, difficulty encountered in this matter had been in getting contractors to provide a quote for this work.

Councillor Thompson asked whether the Parish Council had any knowledge about PSM Building Services.

Councillor Mountain noted that the Ham Manor Residents Association had



used them on previous occasions, with good results.

With regard to the matter of the grass bund, it was noted that, whilst it would be cheaper to relocate the bund rather than to remove it altogether, it would be entirely a matter for ADC's Planning Department as to whether this would be possible.

Matters then proceeded to a vote, as follows:

On a proposal by Councillor Thompson, seconded by Councillor Nikki Hamilton-Street: To award the contract for the works to PSM Building Services Limited – unanimously **AGREED**.

On a proposal by Councillor Lee Hamilton Street, seconded by Councillor Oldfield: To relocate the bund, if permitted to do so by ADC Planning Department – unanimously **AGREED**.

**15/205**

#### **WATER LANE GARDENS**

The Chairman noted that the Parish Council was asked to confirm the recommendation of the Maintenance Committee that, following completion of the landscaping works at Water Lane Garden, the Garden to be renamed the **Queen Elizabeth II Gardens** in commemoration of HM Queen's 90<sup>th</sup> Birthday, and to install a plaque to this effect.

On a proposal by Councillor Mountain, seconded by Councillor Lee Hamilton-Street: That the Maintenance Committee's recommendation be adopted – **AGREED** by 11 votes in favour, with the abstention of Councillor Thompson.

**15/206**

#### **COMMUNITY GRANT APPLICATIONS**

No further community grant applications had been received since the previous Parish Council meeting.

The 2015/2016 budget for Community Grants was £3,000 and grants totalling £1,573 had been allocated to date, leaving a fund available of £1,427 for the remainder of the year.

Office

**15/207**

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

- a) The ASRA Joint; Library; Major Development; and St Nicholas' Working Parties; and
- b) JDAC; JEAAC; ADALC; ASRA; JEAAC H&T and Angmering Village Hall Committees

**ASRA** – it was noted that Paul Broggi of ADC had been in contact with the Parish Office, from which it had become apparent that the matter of the lease on the Palmer Road Recreation Ground was no further advanced than before. General dissatisfaction was expressed at this. The Clerk noted that he would revert to Paul Broggi, copying in the District Councillors for this ward, conveying this dissatisfaction and requesting that progress be made as a matter of priority. A meeting would also be held with representatives of ASRA in early course.

**JEAAC Highways** – Councillor Mountain referred to discussions regarding the proposed A259 widening scheme and noted that left-turn lanes at the A280 and Station Road roundabouts had been considered, but ruled out for technical reasons.

**ADALC** – the Deputy Clerk noted that he had, as agreed, clerked the Association's most recent meeting on 26 January 2016, which had been

convened at the insistence of the Vice-Chairman of the Association, in Councillor Verrinder's absence. The meeting had achieved little of any consequence, and scarcely any of the items on the agenda that had required decisions from the Association's members had been dealt with. As a result, it was not clear whether and in what form the Association would continue to operate.

**15/208**

**QUESTIONS RESULTING FROM COMMITTEES HELD SINCE THE LAST MEETING**

An opportunity to ask questions resulting from the already circulated minutes of the meetings of the following committees:-

- a) The Planning & Conservation Committee meeting held on 1 February 2016.

There were no questions.

**15/209**

**2015/2016 FINANCIAL REPORTS**

The reports were taken as read.

Councillor Mountain asked whether there was any progress to report on the new website. The Deputy Clerk noted that the designers were now engaged in building the substantive website, the visual appearance having been agreed upon, and were due to provide an update on progress shortly.

**15/210**

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

None.

**15/211**

**DATE OF NEXT MEETING**

The next scheduled Meeting of the Parish Council would be held on Monday 14 March 2016 at 7.30 pm in the Village Hall.

**The meeting finished at 21:17.**

  
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Chairman

Date..... *14th March 2016* .....