



Established 1894

Angmering Parish Council

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MINUTES OF THE ANNUAL GENERAL MEETING OF ANGMERING PARISH COUNCIL HELD IN THE KING SUITE OF THE ANGMERING VILLAGE HALL ON MONDAY 9 MAY 2016

Present: Councillors Paul Bicknell; Bill Evans; Susan Francis (Chairman); Lee Hamilton-Street; Nikki Hamilton-Street; Norma Harris; Mike Hill-Smith; Mike Jones; Steven Mountain; John Oldfield; Roger Phelon; Sylvia Verrinder.

In Attendance: Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk; County Councillor Deborah Urquhart; 12 members of the public.

Action

16/001

ELECTION OF CHAIRMAN

Councillor Francis was proposed as Chairman for the coming year by Councillor Harris, seconded by Councillor Mountain.

No other candidates were proposed.

The election was carried out by a show of hands and Councillor Francis was unanimously **ELECTED** as Chairman of the Parish Council.

16/002

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

The declaration was signed by the Chairman and the Clerk.

16/003

ELECTION OF VICE-CHAIRMAN

Councillor Verrinder was proposed as Vice-Chairman for the coming year by Councillor Bicknell, seconded by Councillor Jones.

No other candidates were proposed.

The election was carried out by a show of hands and Councillor Verrinder was unanimously **ELECTED** as Vice-Chairman of the Parish Council.

16/004

APOLOGIES FOR ABSENCE

Received from Councillor Peter Thompson (personal business).

Apologies for absence had also been received from District Councillor Dudley Wensley, and from PCSO Rebecca Bernier, who was not on shift.

16/005

DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

None.

16/006

APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11 APRIL 2016

The Deputy Clerk noted that a correction had been made to minute 15/242 at the request of District Councillor Wensley, who had asked for it to be clarified that the conversation he had had with ADC officers regarding Palmer Road Recreation Ground had been at the request of Councillor Bicknell.

This correction having been noted, the minutes of the meeting held on 11 April 2016 were **AGREED** as a correct record and signed by the Chairman.

16/007

THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA

The Clerk's report, circulated prior to the meeting, was taken as read.

The Clerk noted in addition that Wilson Design Associates were due to visit the Parish Office on 18 May to provide a brief training session on use and maintenance of the new website, in preparation for it going live.

16/008

CHAIRMAN'S REPORT

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

"We have come to the end of another year for the Parish Council, one that has been busy and I believe has achieved a lot. As I went into detail at the Annual Parish Meeting I do not propose to revisit them just to mention the St Nicholas Garden dig, reinstatement of the Annual Fair, building the BMX Track, memory tree and carols, Christmas Day lunch. Not to mention enabling the setup of the Community Land Trust (CLT), obtaining funds from Operation Watershed which included work on Dappers Lane drainage.

"In addition, new member of staff, Claire Edwards, in the office to meet and greet members of the public and assist the other office staff. The consultation on the traffic management scheme and A259. The expansion of the volunteer's library to Wednesday evenings with the recruitment of more volunteers, Tree work on Bramley Green, the community centre car park, new bed in Water Lane commemorating the Queen's 90th birthday, progressing the new website, reintroduction of the newsletter, progressing the resilience plan, the progression of the community and business action plan. Finally, a full complement of thirteen councillors. Apart from that not a lot has happened!

"Before anyone says I have forgotten, there are of course the houses that the parish has had foisted on us and the ongoing battle with developers trying to take over every blade of grass and agricultural field not in the National Park.

"In the last month I have represented the parish at the Littlehampton Civic Service held in Littlehampton Academy. A very lively and enjoyable event.

"The Queen's 90th birthday celebration and lighting of the beacon on Littlehampton beach.

"In our own parish I had the honour of attending the Angmering Mother's Union special service of celebration of 90 years since formation, held in St Margaret's Church. We even had birthday cake.

"The forthcoming year is going to give us as many challenges, if not more

SWK

but I believe we are ready and able to meet these challenges.”

The Chairman also noted that she had attended the Twinning Association boules match on 8 May 2016.

Councillor Verrinder noted that she had attended the Zachary Merton AGM in her capacity as Vice-Chairman.

The Chairman adjourned the meeting for public consultation.

16/009

PUBLIC CONSULTATION

David Butt (Chairman, Angmering Traders’ Association) made representations on behalf of the Traders’ Association in relation to the proposed Traffic Management Scheme, in respect of which an informal consultation exercise had been carried out on 20 April 2016.

[The text of these representations can be found at the Appendix to these Minutes.]

In response to the comment that the consultation exhibition had only been available until 5 pm, the Chairman clarified that the displays had additionally been made available to those attending the Annual Parish Meeting on the same day and had in fact been available until 21:30. It was clearly to be regretted that some residents had not had the opportunity to view the displays.

Mr Turner queried the need for the scheme, noting that there were no such schemes in either East Preston or Rustington.

Ms Richards commented that whilst there was a need to do something to deter rat-running through the village, the proposed scheme was excessive. It was undesirable to deter potential trade.

Mr Newbon noted that, on the basis of his usual daily travel pattern, he had estimated that over a 12-month period he would pass over the speed cushions some 25,000 times.

In relation to a query about Speed Indicator Devices (SIDs), the Chairman noted that Councillor Lee Hamilton-Street had managed to make progress with getting a Community Speedwatch scheme set up.

Councillor Evans noted that he lived in Station Road and could personally attest to the speed of the traffic there.

Mr Newbon noted that the upgrading of the A259 to dual carriageway would resolve all the perceived issues by itself.

Councillor Mountain noted that he had sat on the Highways & Transport working group of WSCC’s Joint Eastern Arun Area Committee for some number of years and therefore was able to provide some background to the current position.

Councillor Mountain explained that, on the basis of survey data, 50% of the vehicles passing into Angmering village passed straight through. Since the construction of the A280 Angmering Bypass in 2003, significant residential development in this part of Arun had contributed to a massive increase in traffic levels.

Councillor Mountain noted that the overwhelming message that had come from the community as part of the Neighbourhood Plan surveys was that the build-outs were unpopular and should be removed. However, it was

sub

not possible for the build-outs to be removed without some other form of traffic calming to replace them. The scheme as proposed was designed to slow traffic down.

Councillor Mountain said that it was important to note that the consultation carried out on 20 April was an informal consultation, and that the formal consultation required under the Highways Act 1980 would follow further down the line.

Councillor Mountain noted that it had taken some 18 months to get the scheme onto WSCC's books, with assistance from County Councillor Urquhart.

Mrs Turner thanked Councillor Mountain for his explanation, which had been helpful. The traders association and the wider public had known nothing about it. More information had been needed.

Councillor Mountain noted that the public consultation would be from this point forward.

Mrs Turner asked what input the Parish Council had had into the process and what meetings Councillors had had with WSCC Highways about the scheme.

Councillor Mountain noted that there was little other than chasing for updates on progress by WSCC. Councillors had only seen the completed plans for the first time on 20 April. The Parish Council had had little input into them.

Mr Rogers-Davis asked when the first plans had been produced.

The Clerk noted that a complete set of plans had been sent to the Parish Office on 18 April, which had been wrong and missed out certain key parts of the scheme (High Street and Weavers Hill). The version exhibited to the public had only appeared on the day of the exhibition.

Mrs Turner also expressed disappointment over the lack of a community committee. This idea had been agreed upon over a year previously and no action had been taken to move it forward.

The meeting reconvened.

16/010

REPORT FROM SUSSEX POLICE

PCSO Bernier's report, circulated prior to the meeting, was taken as read.

Councillor Nikki Hamilton-Street noted that the reports had gone very light on detail again, which was not helpful.

Councillor Mountain agreed that the reports needed much more detail. The current report had referred to a "theft of golf clubs" but without making it clear which of the two golf courses in the area had been targeted.

Councillor Verrinder stated that residents needed to be made aware of properties in the village being rented to groups of young males, usually immigrants. There had been a gang-rape of a young woman in Greenacres Ring two weeks ago at a house rented by four Romanians, and sub-let to eight others. All sorts of illegal behaviour was going on at the property. This had not found its way onto the report.

Councillor Bicknell noted that he had been made aware of an increase in

incidences of tradesmen cold-calling on vulnerable residents and obtaining large payments in cash for repair works to properties, which works were almost certainly unnecessary. Residents needed to be vigilant.

16/011

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart noted that since 2006 there had been numerous meetings with the Parish Council and others about traffic management. She had some sympathy with concerns raised by the Traders Association. Obviously it would not be possible to please everyone with a traffic management scheme on this scale and accordingly WSCC would go with the majority view.

County Councillor Urquhart noted that the original scope for the scheme was to cover The Square only – however, following discussions with the Parish Council, it had become clear that a wider scheme was wanted. Once that had been established, much work had had to be done on arranging funding.

Turning to other matters, County Councillor Urquhart noted that there was not a huge amount to add to her last report. WSCC had now streamlined the procedure for applying for new Traffic Regulation Orders, and had put in hand various infrastructure projects. In particular, around £2 million per annum was to be invested in improving pavements across the county.

County Councillor Urquhart noted that if the Traders Association had concerns, they should talk to WSCC.

Mr Newbon wished to clarify County Councillor Urquhart's comments regarding the original scope envisaged for the scheme, this being the centre of the village only.

The Clerk confirmed that this was so, and that there were two strands – that and the removal of the buildouts.

16/012

REPORTS FROM THE ARUN DISTRICT COUNCILLORS

District Councillor Wensley had presented apologies for the meeting. District Councillor Cooper was not present.

16/013

NEW COMMITTEE TERMS OF REFERENCE

The Chairman noted that the matter for consideration by the Parish Council was the adoption of the attached draft terms of reference for the

- a) Governance & Oversight Committee
- b) Housing, Transport & Planning Committee
- c) Community, Leisure, Environment & Well-Being Committee

Councillor Bicknell queried the absence of a power to co-opt members to the Governance & Oversight Committee, when one existed for the other two Committees.

The Clerk confirmed that this was a matter for the Committees themselves to decide. This was an inconsistency, but there was nothing to prevent the Governance & Oversight Committee from doing this.

Matters then proceeded to a vote. On a proposal by the Chairman, seconded by Councillor Lee Hamilton-Street: That the the proposed Terms of Reference for the Parish Council's Committees be adopted as working documents and to be reviewed by each Committee at its first/next meeting – unanimously **AGREED**.

16/014

APPOINTMENTS TO PARISH COUNCIL COMMITTEES

These were confirmed as follows. It was noted that, in accordance with previous Parish Council practice, the Chairman was a de facto member of all Committees:

- a) Governance & Oversight Committee: Councillors Oldfield, Lee Hamilton-Street, Verrinder, and Thompson.
- b) Housing, Transport & Planning Committee: Councillors Mountain, Harris, Oldfield, Thompson, Hill-Smith, and Phelon.
- c) Community, Leisure, Environment & Well-Being Committee: Councillors Nikki Hamilton-Street, Phelon, Bicknell, Evans, Jone, Harris, Hill-Smith.

16/015

APPOINTMENTS TO REPRESENT THE PARISH COUNCIL ON OTHER ORGANISATIONS

These were agreed as follows:

- a) Joint Eastern Arun Area Committee (JEAAC) – The Chairman.
- b) Joint Downland Area Committee (JDAC) – The Chairman.
- c) Arun District Association of Local Councils (ADALC) – The Chairman.
(Councillor Verrinder, as the current Chairman of ADALC, noted that there was a possibility that ADALC would cease to exist in the fairly near future.)
- d) Angmering Sports and Recreation Association (ASRA) – Councillor Phelon, with Councillor Harris as his substitute.
- e) JEAAC Highways and Transport Working Group – Councillor Mountain, with Councillor Oldfield as his substitute.
- f) Angmering Village Hall Management Committee – The Chairman, with Councillor Harris as her substitute.
- g) Littlehampton Health Services Advisory Group – Councillor Oldfield, with Councillor Verrinder as his substitute.
- h) Angmering Twinning Association – The Chairman, with Councillor Harris as her substitute.
- i) South Downs National Park Authority – Councillor Verrinder, with Councillor Bicknell as her substitute.
- j) Arun District Council Emergency Advisory Group – Councillor Verrinder, with Councillor Lee Hamilton-Street as her substitute.
- k) Arun District Council Planning & Development Advisory Group – The Chairman, with Councillor Oldfield as her substitute.

16/016

FINAL ACCOUNTS AND ANNUAL RETURN 2016/2016

The Chairman noted that the matters outlined in the Agenda required to be put to a vote.

On a proposal by Councillor Oldfield, seconded by Councillor Lee Hamilton-Street:

- a) That the final accounts for the financial year ended 31st March 2016 be received and agreed – unanimously **AGREED**.
- b) That section 2 of the Annual Return for the year ended 31 March 2016 be approved – unanimously **AGREED**.
- c) That the comparison of final income and expenditure against the budget for the year ended 31 March 2016 be noted – unanimously **AGREED**.

16/017

INTERNAL AUDIT

The Chairman referred to the Internal Audit Report for the year ended 31 March 2016, prepared by RS Hall & Co. It was noted that this was very positive and had found the Parish Council's bookkeeping and accounting procedures to be satisfactory in all respects.

16/018

ANGMERING TRAFFIC CALMING SCHEME

The Chairman expressed thanks to the Parish Office for preparing an analysis of the responses received so far, and to the Traders Association for their detailed representations, which would be considered in detail, and which would be submitted in their entirety to WSCC as part of the consultation process.

It was noted that the scheme and the public responses to it would be put on the agenda for consideration by the Housing, Transport and Planning Committee at its first meeting on 17 May 2016.

The Chairman also noted that Councillor Lee Hamilton-Street had made good progress with getting a Community Speed Watch scheme set up for the village, which was a welcome contrast with the results of previous attempts.

Councillor Lee Hamilton-Street gave a brief explanation of how the scheme would operate – teams of 3 volunteers trained to operate a radar gun would take speed readings from cars travelling in excess of the posted speed limit, and a warning letter would then be sent to the registered keeper by Operation Crackdown. If a particular vehicle was caught 3 times, this would result in a visit to the registered keeper's address by the Police, who would also be prepared to use their powers of seizure under Section 59 of the Police Reform Act 2002 in serious cases.

The road conditions for operation of the scheme were that locations for Speed Watch activity needed to have good visibility, and the checks needed to be conducted in daylight hours and at times when the traffic was light. It should also be noted that Speed Watch could not be used to enforce any speed limit lower than 30 mph.

16/019

DEFIBRILLATOR

The Chairman noted that the Parish Council was being asked to consider making the funds available to install a defibrillator, as per the report prepared by the Clerk, and resulting from the decisions of the Maintenance Committee. The defibrillator would be installed on the wall of the Parish Office, next to the notice board.

Councillor Phelon noted that this had been awaiting consideration since December 2015 and that the delay, which had not been on the part of the Maintenance Committee had been frustrating.

The Chairman noted that the Village Hall Management Committee had succeeded in obtaining grant funding to acquire a defibrillator, which was now mounted outside the King Suite on the west-facing wall. Other publicly-accessible defibrillators could currently be found at the Community Centre and Angmering School.

Councillor Lee Hamilton-Street noted that he would like to see a much wider provision of defibrillators in the Parish. Sites he envisaged were outside the Parish Office, at Palmer Road Recreation Ground and near Roundstone Level Crossing. It would also be beneficial to look at setting up a programme of training in the use of defibrillators and associated publicity.

The matter proceeded to a vote, as follows:

On a proposal by Councillor Nikki Hamilton-Street, seconded by Councillor Phelon: That a defibrillator be acquired in accordance with the provisions

of the Clerk's report – unanimously **AGREED**.

On a proposal by Councillor Mountain, seconded by Councillor Lee Hamilton-Street: That the defibrillator be located on the wall of the Parish Office – unanimously **AGREED**.

16/020

POST BOX

The Chairman noted that the Parish Council was being asked to make the funds available to rebuild the post box on the corner of Arundel Road and Bewley Road, in accordance with the recommendations of the Maintenance Committee.

The Deputy Clerk noted that as matters stood, the old box was not the Parish Council's property and was therefore not covered under its asset insurance. Due to the need to rebuild it like-for-like on account of its location just within the Conservation Area, and as a result of the Post Office's refusal to countenance the expenditure involved, the Parish Council was placed in the rather invidious position of having to pay to reinstate something that it did not in fact own. However, having done so, the brickwork of the new box could then be included on the Parish's asset insurance.

Matters proceeded to a vote, as follows:

On a proposal by Councillor Verrinder, seconded by Councillor Oldfield: That the post box be rebuilt as per the recommendations of the Maintenance Committee – unanimously **AGREED**.

On a proposal by Councillor Phelon, seconded by Councillor Oldfield: That the quote submitted by the Flint Wall Co be accepted as recommended by the Maintenance Committee and an order placed for the works – unanimously **AGREED**.

16/021

COMMUNITY GRANT APPLICATIONS

There were no grant applications to be considered at this meeting.

The agreed budget for Community Grants was £3,000 for the year 2016/17.

16/022

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

There were no questions.

16/023

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 26 April 2016;

There were no questions.

16/024

2016/2017 FINANCIAL REPORT

The reports prepared by the Clerk were noted.

16/025 **TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY,**
ARISING SINCE THE PREPARATION OF THIS AGENDA
None.

16/026 **DATE OF NEXT MEETING**
The next scheduled Meeting of the Parish Council was on Monday 13 June 2016, at 7.30pm in the Village Hall.

Councillors Mountain and Jones both presented their apologies for this meeting.

The meeting finished at 21:16.


.....
Chairman

Date. *13th June 2016*
.....

APPENDIX

Public Consultation (Minute 16/009)

Text of representations made by Angmering Traders Association concerning the proposed Traffic Management Scheme for Angmering:

ANGMERING TRADERS ASSOCIATION

9th May 2016

The Angmering Traders Association would like to comment on the report/monitor sheet issued for the Parish Council meeting of 9th May at agenda item 19.

They would also like to comment on the proposed traffic calming scheme 2017.

Initially the report states that only 35 written responses were received which was very low when 3500+ newsletters were distributed notifying of this presentation.

Will you please understand that the time allocated for this presentation was on one day and only during daytime hours. People who worked, especially out of the village and the majority of the shop keepers could not attend during those hours.

Those who did attend in the morning had NO response forms to complete, which meant that a large number of attendees had no means of expressing any comments (except verbally).

It perhaps also needs to be pointed out that the village hall had NO signs outside, whatsoever to inform people this event was going on, and for those attending due to the newsletter etc there were no direction signs to the Kings Suite.

You advise that the scheme has been drawn up using government guidelines. We need to say that 'guidelines' are exactly that and should not dictate.

The fourth paragraph says " a 20mph limit needs closed cushions than a 30 mph limit". It would appear that a word is missing, possibly 'more' or 'less'. Can you please clarify.

The next paragraph states "The report on this was produced in 2014, was supported by the results of the survey carried out by the neighbourhood Plan team and became part of the evidence base for the final Neighbourhood Plan. There have been significant changes made to the details of the suggestions made, but the concepts in the report form the basis of the current proposals."

This survey for the NP was a written survey delivered to 3280 households in the parish. A prepaid envelope was enclosed for people to reply, a total of 1367 responses were received either by post or electronically. This proves that people do want to have a say in many aspects of our parish. To restrict a consultation at short notice to just a daytime session, at which there were NO FEEDBACK FORMS up to at least midday, does not in any way give a true representation of the sheets you have drawn up.

The NP survey results which were carried out in July 2012 by Airs,

26. Erecting 'village access only' and 'unsuitable for heavy goods' signs on roads leading to the village would help safety and congestion.

92% of those who answered either strongly agreed or agreed. Has this been considered?

31. Which traffic calming measures should be investigated and potentially implemented on the following roads to improve safety and reduce speeding in the Parish?

Station road showed: 36% in favour of SID ; 25% in favour of speed camera :

19% in favour of reduced speed limit and just 16% in favour of raised cushions or similar.

Water Lane showed: 33% in favour of SID ; 22% in favour of speed camera ;
23% in favour of reduced speed limit and just 15% in favour of raised cushions or similar.

What you have now proposed bears absolutely no resemblance in any way to the original wishes of the public who bothered to complete this survey.

Loss of trade - there was a complaint that reducing the flow of traffic through the village would affect the shops in the centre, Your statement to that:

The scheme as presented will eventually reduce the quantity of traffic through the village, which was part of the intention , as indicated in the NP policy TM1

To recap: Policy TM1 states:

Proposals for new development shall demonstrate that adequate and satisfactory provision has been made to mitigate the impact of the traffic generated both during development and on completion. New developments which seek to provide an access road from Roundstone Lane onto the A280 by pass to reduce through traffic in the conservation area will be considered favourably.

Proposals for development that generate traffic are required to demonstrate that the level of traffic which has to travel through the village conservation area is minimised through the provision where possible of improved vehicular and pedestrian access to key location in the village, particularly schools and the railway station.

Your statement (*in italics*) is misleading and untrue. The NP plan and policy TM1 does NOT support your comments.

If you are working from the WSCC community traffic report,
It says in section 2.23 of the document thatANY NEW TRAFFIC MANAGEMENT IN WATER LANE AND THE ADJACENT ROADS WOULD REQUIRE CONSULTATION WITH RESIDENTS AND BUSINESSES does anyone recall this happening?
.....as well as the emergency services.
Have the emergency services been involved in any discussions on this.??

To quote the NP
9.11

The parish council will work with the Highways Agency, West Sussex CC and Arun DC to address the key issues identified in the Traffic and Movement document created by the working group. The document will form part of the APC community action plan.....

Attached is a copy of a report which may be of interest. The link for this is:
<http://www.bromleytransport.org.uk/Humps.htm>

We do not agree that this traffic calming or management should be implemented to reduce traffic coming to the village. Station Road and Water Lane is the main artery through the village and should not be restricted in the way proposed because it WILL be extremely detrimental to the shops and businesses in the village centre.

The Angmering Traders Association would like to encourage the action of removing the current build outs and then doing nothing further until the A259 has been duelled so that time can see how things progress.

The Angmering Traders Association would like your assurances that at least one member of our group will be invited to ALL future meetings with yourselves, West Sussex Highways and/or professional bodies concerning the traffic management proposals.

You mention making the village centre safe. Please also find attached a copy of an email from West Sussex Highways dated June 28th 2014, which states..... there is no record of injury or accidents occurring at this location,.....

Therefore, where and what, is the problem?

Thank you
Angmering Traders Association,

Represented by:

The Barbers Lounge ; Woodies Newsagents ; Seymour & Lisle: Angmering Framing & Sitches;
Butts Estate Agent ; Maverick Hair Stylists : Juna Home & Garden ; Holmes Estate agents ; Big Fry ;
Jeffreys Hairstylists ; Tea in the Square ; Meat in the Square ; Cloudberry ; Shaffiques ;
The Lamb in Angmering;