



Established 1894

Angmering Parish Council  
The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

**TO: ALL MEMBERS OF THE COUNCIL**

YOU ARE SUMMONED TO ATTEND A MEETING OF

**ANGMERING PARISH COUNCIL  
TO BE HELD IN THE KING SUITE, ANGMERING VILLAGE HALL  
ON MONDAY 11 JUNE 2018 AT 7.30 PM  
FOR THE PURPOSES OF TRANSACTING THE FOLLOWING BUSINESS:**

**AGENDA**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**
- 3. APPROVE THE MINUTES OF THE PARISH COUNCIL ANNUAL MEETING HELD ON 14 MAY 2018**
- 4. THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**
  - a) Update on matters not on the agenda.
  - b) Matters that have arisen since the agenda was set.
- 5. CHAIRMAN'S REPORT**

To hear the report of the activities of the Chairman since the last meeting.
- 6. PUBLIC CONSULTATION**

An opportunity for parishioners to seek information or question the Council and its members on any matter in respect of the Parish.
- 7. REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**
- 8. REPORTS FROM THE ARUN DISTRICT COUNCILLORS**
- 9. HONEY LANE**
  - a) Following Parish Council resolution 17/209 on 12 March 2018, the Clerk wrote to the Allotment Landowner about the possible purchase of the Allotment site (copy attached). The attached copy email from the landowner of Honey Lane indicates that

he wanted the Parish Council to 'tempt' him with an offer for the land. Council's guidance is sought on what is best now.

- b) In addition, the Honey Lane Residents' Association has been in correspondence with both ADC and WSCC about the lack of clarity in relation to the Section 106 sums available to undertake PROW work, in particular that for Honey Lane. The Parish council is asked to support this action and ensure clarity in this respect.

**10. COMMUNICATIONS STRATEGY**

To consider the attached Draft Communications Strategy.

**11. COMMUNITY GRANT APPLICATIONS**

No applications have been received since the last meeting.

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

- a) JEAAC; ADALC; ASRA; JEAAC H&T; Twinning Association; Angmering Village Hall Committees & Littlehampton Health Services Advisory Group (ADALC dates: 20 June; 19 September; 12 December 2018)

**13. QUESTIONS 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 Housing, Transport & Planning Committee meeting held on 15<sup>th</sup> May & 5<sup>th</sup> June 2018.
- b) CLEW meeting on 30<sup>th</sup> May 2018.

**14. 2017/2018 FINANCIAL REPORT**

- a) Statements of the Bank Account Balances and Loans Outstanding as at 31<sup>st</sup> May 2018 (attached).
- b) Income and Expenditure compared with the Budget, for the period to 31<sup>st</sup> May 2018 (attached).
- c) Lists of cheques and other payments for May 2018 (attached).

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

**16. DATE OF NEXT MEETING**

The next meeting of the parish council is scheduled to take place on 16<sup>th</sup> July 2018.  
**(Please note not 9<sup>th</sup> July as advertised)**

**17. CONFIDENTIAL MATTERS**

The Parish Council is asked to decide whether, in accordance with Standing Order 1(c), the public and press should be excluded from the meeting for the next agenda items because their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The reasons for considering these matters as confidential are:

Item 22 is in negotiation and the information is commercially sensitive.

**19. CHANDLERS SITE DEVELOPMENT**

To consider the attached report on the current position on the former Chandlers site and to commit to taking action.

RIMSE

.....  
Rob Martin – Clerk to the Council

Date 4/6/18 .....



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## Angmering Parish Council

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West Sussex BN16 4EA

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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 14 MAY 2018**

**Present:** Councillors John Oldfield (Chairman); Rhys Evans; Lee Hamilton-Street; Nikki Hamilton-Street; Mike Hill-Smith; Norma Harris; Steven Mountain; Paul Bicknell; David Marsh

**In Attendance:** Rob Martin, Parish Clerk; David Hussey, Assistant Clerk; Andy Cooper, District Councillor; three members of the public

**Action**

- 18/001 ELECTION OF CHAIRMAN**  
Councillor Mountain nominated Councillor Oldfield to be Chairman. This was seconded by Councillor Bicknell and unanimously agreed.
- 18/002 SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN**  
Councillor Oldfield signed his acceptance of the nomination.
- 18/003 ELECTION OF VICE-CHAIRMAN**  
Councillor Harris nominated Councillor Marsh to be Vice-Chairman. This was seconded by Councillor Evans and unanimously agreed. Councillor Marsh accepted the nomination.
- 18/004 APOLOGIES FOR ABSENCE**  
Apologies for absence had been received from Councillors Mike Jones and Roger Phelon; County Councillor Deborah Urquhart; District Councillor Dudley Wensley who was attending the Findon Parish Council meeting.
- 18/005 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**  
No declarations were made.



**18/006 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9 APRIL 2018**

The minutes of the Parish Council Meeting held on 9 April 2018 were agreed as a correct record and signed by the Chairman.

**18/007 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**

A Staffing Working Group meeting would be held on 17 May to discuss the present staffing structure and future staffing beyond 31 August, when the incumbent Parish Clerk would be retiring.

Work on plans for the former Chandler's site was progressing; and more information would be made available in the very near future. The rapid pace of progress may necessitate the calling of an Extraordinary Meeting.

**18/008 CHAIRMAN'S REPORT**

The Chairman had attended the twentieth anniversary of Kingston Parish Council and the opening of the new community centre in Rustington.

*The Chairman adjourned the meeting for public consultation.*

**18/009 PUBLIC CONSULTATION**

Two members of the public, who were seeking updates on specific planning applications, were advised to attend the meeting of the Housing Transport and Planning Committee, to be held on 15 May.

**Communications Strategy**

Mr Cross asked when the draft Strategy document he had provided in April would be considered and when he would receive a response. The Chairman and Clerk offered apologies for not acknowledging Mr Cross's efforts in drafting the document. The Clerk thanked Mr Cross and assured him of a proper acknowledgement and response. Mr Cross felt that the current level of engagement from the Council with the website and the Facebook events page were inadequate.

Clerk

**Community Land Trust**

Mr Cross expressed his continued interest in being a member and being involved in contributing. He wondered why there had not been a meeting for many months. The Clerk reassured Mr Cross that meetings were infrequent, but that work was in hand and meetings would be organised when necessary.

**Community Speedwatch**

Councillor Marsh thanked Mr Cross for his recent training of volunteers. Mr Cross explained that he was still awaiting police approval for some suggested sites. The Chairman suggested having 'Speedwatch Area' signs erected.

**Speed Cushions**

There was general debate about the recently introduced speed cushions and tables in Station Road. Councillor Harris questioned the height of the first (when heading south on Station Road, out of the village centre) speed cushion. Councillor Harris felt it may be too high. The Chairman offered to investigate.

Chairman

*The meeting reconvened.*

**18/010**

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

There was no report given, due to County Councillor Urquhart's absence.

**18/011**

**REPORTS FROM THE ARUN DISTRICT COUNCILLORS**

District Councillor Cooper gave an update:

Work on the new Arun Leisure Centre remained on schedule for completion in Autumn 2018 and is scheduled to open in early 2019.

Arun District Council is strengthening its tough stance on littering and dog fouling. Enforcement Officers will be given additional powers to enforce dog controls. Fines for littering, dog fouling and other dog-related offences will increase.

New District Chairman Councillor Alan Gammon and new District Vice-Chairman Councillor Pat Dillon will take up their posts on 16 May. Highways England have announced their preferred route for the Arundel Bypass. Councillor Mountain mentioned the very high number of road closures in the area.

District Councillor Cooper is happy for the Parish Council, Councillors or residents to contact him with any questions, relating to District matters, through the usual channels. Information can also be sought on the Arun District Council website: [www.arun.gov.uk](http://www.arun.gov.uk)

There was a general discussion regarding the level of fines for littering, dog fouling, and fly tipping. District Councillor Cooper would investigate the current annual level of revenue received from fines. Mr Cross requested information on dog fouling fines and statistics from District Councillor Cooper.

District Councillor Cooper said he would be prepared to work with Headteachers in an effort to change littering behaviours among some young people. Councillor Nikki Hamilton-Street mentioned a recent well-received initiative in Chichester which she suggested might be equally effective in Angmering. Councillor Nikki Hamilton-Street would raise the matter at the next Community, Leisure, Environment and Wellbeing Committee. District Councillor Cooper would also pursue the matter.

**Councillor  
Nikki  
Hamilton-  
Street**

**18/012**

**APPOINTMENTS TO PARISH COUNCIL COMMITTEES**

**Governance & Oversight Committee**

Councillor Lee Hamilton-Street volunteered to join this committee.

The Chairman said he would be happy to continue as a committee member.

**Housing, Transport & Planning Committee**

Councillor Bicknell volunteered to join this committee. Councillor Harris expressed a wish to stand down if the committee had the requisite number of members.

**Community, Leisure, Environment & Well-Being Committee**

Councillors Nikki Hamilton-Street, Bicknell, Evans, and Phelon were current members. Councillor Jones has since resigned as a councillor.

**18/013**

**APPOINTMENTS TO REPRESENT THE PARISH COUNCIL ON OTHER ORGANISATIONS**

**Joint Eastern Arun Area Committee**

The Chairman expressed a wish to be the representative.

**Arun District Association of Local Councils**

The Chairman expressed a wish to be the representative.

**Angmering Sports and Recreation Association**

Councillor Phelon was Parish Council representative.

**JEAAC Highways and Transport Working Group**

Councillors Mountain and Phelon would represent the Parish Council.

**Angmering Village Hall Management Committee**

Councillor Hill-Smith would represent the Parish Council.

**Littlehampton Health Services Advisory Group**

The Chairman expressed a wish to continue as representative.

**Angmering Twinning Association**

Councillor Harris expressed a wish to be the representative; with the Chairman attending as necessary.

**South Downs National Park Authority**

Councillor Lee Hamilton-Street volunteered to be representative.

**Arun District Council Emergency Advisory Group**

Councillor Lee Hamilton-Street used to be the representative; but had not been invited to any meetings; so wondered if the Group was still in existence. The Assistant Clerk would investigate.

**Assistant  
Clerk**

**Arun District Council Planning and Development Advisory Group**

The Clerk, the Chairman, and Councillor Mountain would continue as representatives for the time being. Councillor Bicknell expressed a wish to join.

**18/014**

**FINAL ACCOUNTS AND ANNUAL RETURN 2017/2018**

- a) All members present were content with the final accounts for the financial year ending 31 March 2018.
- b) Section 1 of the Annual Return was approved.
- c) Following the approval of Section 1 of the Annual Return, section 2 was also approved.

The Clerk and Councillor Nikki Hamilton-Street discussed the Palmer Road lease. The Clerk had discussed an extension of the lease with Arun District Council. Security of tenure was needed.

**18/015**

**INTERNAL AUDIT**

All members present were content with the Internal Audit Report.

**18/016 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

**JEAAC**

Councillor Mountain said that he was anticipating imminent clarification of the route of the Arundel Bypass, and, specifically how it would affect traffic in the Angmering area. He felt it may considerably reduce traffic and it looked potentially very positive news for Angmering.

**18/017 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**  
There were no questions from members present.

**18/018 2017/2018 FINANCIAL REPORT**  
At this relatively early stage in the new financial year, there were no issues to be discussed.

**18/019 URGENT MATTERS ARISING SINCE THE PREPARATION OF THE AGENDA**  
There were no issues discussed.

**18/020 DATE OF NEXT MEETING**  
The next meeting of the Parish Council would be held on 11 June 2018. A suitable date for the Annual Parish Meeting was discussed and would be confirmed as soon as possible.

**The meeting closed at 20:35.**

Chairman..... Date.....

## Rob Martin

---

**From:** Clement Somerset <clementsomerset@icloud.com>  
**Sent:** 23 April 2018 10:27  
**To:** Angmering Parish Council  
**Subject:** Sales Invoice(s) from Castle Goring Farm  
**Attachments:** SalesInvoiceSI1152.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Angmering Council

In response to your letter of the 14<sup>th</sup> March, please find attached invoice, with my bank details on it should you wish to pay electronically.

I did notice that Honey Lane has got bad again, and I believe that you have the right to repair it and certainly please go ahead!

I have no particular desire to sell the Allotment site at the moment, and have no idea of its value! Perhaps you would like to tempt me?

Regards,

Clem Somerset

Please find attached Sales Invoice(s)

Reference	Date	Amount	Our Ref	Attachment
SI1152	20/03/2018	£825.00	38412	SalesInvoiceSI1152.pdf

From:-

Castle Goring Farm Tudor Barn, The Street, Clapham, Worthing, West Sussex, BN13 3UU

Tel: 07766103698

VAT No: GB193078347





Established 1894

14<sup>th</sup> March 2018

Mr. C. Somerset  
Tudor Barn  
The Street  
Clapham  
West Sussex.  
BN13 3UU

Clement,

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

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Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

**COPY** 

### Honey Lane and the Allotments at Angmering

As you are aware the current Allotment site in Angmering is leased by you to Angmering Parish Council, with a rent currently set at £825 per annum. The first matter is that you stopped invoicing the parish council for this rent payment and it would like the invoicing to resume, I will ensure a payment is made for this year in March.

I have been approached by Brian Fuller, the Chairman of the Honey Lane Residents Association, who wants to arrange for a refurbishment of the Honey Lane surface, given that it has, once again, deteriorated to the position that it is dangerous to walk on. As the highway services the allotments site and is in any case a right of way, the parish council was quite reasonably asked if it would contribute to the surfacing Honey Lane.

In the light of this, I have been tasked with asking you consider the sale of the land, both of Honey Lane and the Allotments, to Angmering Parish Council, for the purpose of preserving and improving the Allotments, and to give the residents of Honey Lane certainty for the future.

It is possible that you might have considered the potential for this site to be considered for housing, but I have to say that this would meet with fierce opposition locally, particularly on the basis that both the Angmering Neighbourhood Plan and the emerging Arun District Council Local Plan have policies that prevent such development from happening.

The Angmering Neighbourhood Plan policy states:

***“CLW3: Provision of Allotments***

*There will be a presumption in principle against the loss of existing allotments as a consequence of alternative use or redevelopment, unless it can be shown that the land concerned is no longer required for allotment use in the context of need and demand for allotments”*

The emerging Arun Local Plan 2011-2031 policy states:

***“OSR SP1: Allotments***

 **COPY**

*The Council will encourage the development of sites as allotments subject to all of the following criteria:*

- a. The land shall be situated within or immediately adjacent to the built-up area boundary or adjacent to community facilities or on appropriate sites close to residential areas;*
- b. The land shall be suitable (ie having regard to flooding and gradient) and be easily accessible;*
- c. Adequate water supply and parking facilities shall be provided on site;*
- d. Located so that natural surveillance can be maximised; and*
- e. Secure boundaries should surround the area of the allotment.*

*The loss of allotment sites to development shall only be permitted where a site of a similar scale can be provided that is as, if not more, conveniently located to the local community as the existing allotment site, subject to the above criteria."*

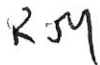
With these planning policies forming the 'Local Development Plan' for the area on this subject it seems extremely unlikely that permission would be granted for a move away from allotments for the site.

The cost of the purchase would have to be on an existing use basis, rather than an assumed commercial development value, but I am sure we can come to a satisfactory arrangement about what that might be.

On the basis of this, it would seem to be appropriate that the community should take complete responsibility for both Honey Lane and the allotments, with the parish council ensuring that the highway access remains available to householders, the public right of way is satisfactorily maintained for all, a safer route to schools is maintained and the allotments are secured in perpetuity.

Hoping that you will consider this proposal sympathetically.

Yours sincerely



Rob Martin,  
Clerk to Angmering Parish Council

cc. Brian Fuller, Honey Lane Residents' Association



## HONEY LANE RESIDENTS ASSOCIATION

**Please reply to:** Brian Fuller CBE QFSM, Honey Cottage, Honey Lane, Angmering, BN16 AB  
Tel: - 01903 339776 e-mail brilin1957@aol.com

19<sup>th</sup> February 2018

Mr Nigel Lynn  
Chief Executive  
Arun District Council  
Arun Civic Centre  
Maltravers Road  
LITTLEHAMPTON  
BN17 5LF

Dear Sir

### **Freedom of Information Act 2000 – Planning Applications A/82/12; A/135/12 And A/144/15**

The District Council's planning website records that consent was granted to the above applications and that Legal Deeds were agreed between the District Council, the West Sussex County Council and three separate developers. Within the deeds are references to s.106 monies being required as contributions from the developers towards the cost of "Local Highway Improvements".

A/82/12 refers to £57,916 for the enhancement of Cow Lane; £34,750 for traffic calming in the village of Angmering and £3,475 for increased cycle parking at Angmering railway station, a total of £96,141.

A/135/12 refers to £15,000 for the enhancement of Cow Lane; £9,000 for traffic calming in the village of Angmering and £900 for increased cycle parking at Angmering railway station, a total of £24,900.

A/144/15 refers to a traffic calming scheme for the village of Angmering and improvements to Footpath 2146 Honey Lane for a total contribution of £178,148

The total contribution required for all four Local Highway Improvements is therefore £299,189. We request answers to the following questions: -

#### ***Question 1***

***Apart from adjustments made to the totals because of inflation clauses, were any amendments made to the Legal Deeds in respect of the s.106 provisions?***

### **Question 2**

***Were the amounts specified collected and passed to the County Council as stipulated in the Legal Deeds and if not, why not?***

In each of the Legal Deeds the County Council covenants with each of the developers to complete the Local Highway Improvements specified. Local councillors have been given a report informing them that the £178,148 contribution from A/144/15 and intended for Traffic Calming in Angmering Village and improvements to Footpath 2146 Honey Lane was to be allocated as follows :-

Enhancement of Cow Lane -	£102,498
Village Enhancement (Traffic Management) -	£61,500
Cycle racks etc at Angmering station -	£6,150
Honey Lane -	£8,000

This appears to be in conflict with the provisions contained within the A/144/15 Legal Deed and also ignores the contributions totalling £121,041 listed in the Legal Deeds made under the consents given for A/82/12 and A/135/12 and which refer specifically to the three Local Highway Improvements other than Honey Lane.

### **Question 3**

***Will you be kind enough to explain these apparent anomalies?***

### **Question 4**

***From which statutory provision does the Council derive a right to use money specified by a Legal Deed for certain prescribed works, then expend that money on other projects not referred to in the Legal Deed?***

The officer's report with reference to A/82/12 said:-

"A review of access to local facilities and services indicates that there would be benefit in improving Footpath 2146 along Honey Lane to bring it up to a similar standard to that seen through the Bramley Green estate. This route would be the most direct non-vehicular route from the site to the village centre. **In its current form, Honey Lane does not provide a route of sufficient standard for use by mobility impaired residents or those with pushchairs.** The applicant is required to enhance the surfacing of Honey Lane and this should be secured as a works scheme to be completed prior to first occupation of the proposed development."

Subsequent to that report in an e-mail dated 15 April 2014 Dominic Smith/ Peter Cleveland the following was written: -

"...It is our view that a contribution would be better so the works can be delivered by WSCC as I don't think the developers would be able to do the works on a private road. After our discussion over Cow Lane I was thinking along similar lines. PROW have the rights to undertake the work and I have spoken to them about bringing it up to a tarmacked surface. Looking at about £75,000 to do this."

**Question 5**

***Given that the pedestrian and cycle traffic has increased significantly with the growth of the estates to the East of Roundstone Lane, it is now six years since the original officer's report and with the general duty of care for the disabled under equalities legislation, why has this work not been completed?***

**Note**

Last week, after moderately heavy rain, the Lane was almost impassable. One young woman with a pushchair nearly fell and had she done so her baby would almost certainly have tumbled into three to four inches of water. A pedestrian fell and slightly hurt his wrist and cars that were other than 4x4's or SUV's were grounding on the humps between the potholes. As a result the members of this Association dipped into their own pockets for the third time and paid a contractor to fill the potholes. The work is only a temporary remedy so that the Lane is now passable, but could hardly be said to be satisfactory.

I apologise for the length of this letter, but I thought I should set out our concerns in detail in the hope that after nearly ten years of discussion about the need for Honey Lane to be upgraded, something might finally be done!

Yours faithfully

Chairman

cc.Cty Cllr. Mrs Deborah Urquhart, Cllrs. Dudley Wensley, Paul Bicknell and Andy Cooper.  
Clerk, Angmering Parish Council.





RECEIVED JUN 2018

RECEIVED JUN 2018

## HONEY LANE RESIDENTS ASSOCIATION

**Please reply to:** - Brian Fuller CBE QFSM, Honey Cottage, Honey Lane, Angmering, BN16 4AB  
01903 339776 [brilin1957@aol.com](mailto:brilin1957@aol.com)

27<sup>th</sup> May 2018

Mr Nathan Elvery  
Chief Executive  
West Sussex County Council  
County Hall  
West Street  
CHICHESTER PO19 1RQ

Dear Sir

**Freedom of Information Act 2000 – Arun District Council Planning Applications  
A/82/12; A/135/12 (superseded by A/167/14PL) and A/144/15. Ref: - 327136/1047566**

I refer to my letter dated 2<sup>nd</sup> April 2018 and your subsequent e-mailed response, which I reported to the members of this Association. Following discussion they have asked me to make further enquiries as follows: -

In your response you have indicated that the current estimated cost of the traffic calming measures in Angmering is £294,491. We are aware that s.106 monies provided by legal agreements made under the provisions of planning applications A/82/12 and A/144/15 for that work total £212,750, which leaves a shortfall of £82,749.

### ***Question 1***

***Is the shortfall being funded from other s.106 monies, if so which; or from other funds?***

You indicate your ability to spend s.106 monies provided by the A/82/12 legal agreement as listed, which we do not question. Our concern is that the agreement required the developer to upgrade footpath 2146 by a works scheme. Subsequent to that agreement officers of the district and county councils agreed the work would be better undertaken by the county council. Presumably further funds were required from the developer in lieu of the works scheme in order for the work specified in the legal agreement to be completed.

### ***Question 2***

***Were such further funds sought and if so, why has the work not been completed and if not, why not?***

You confirm that all £178,000 from the A/144/15 legal agreement has been allocated to the traffic calming scheme.

### ***Question 3***

***Since the agreement clearly states that the £178,000 is for traffic calming and the upgrading of footpath 2146 is your decision to allocate the funds to only one of those projects lawful?***

You have not answered question 4. You say that the county council has regard to achieving the Section 149 Equality Act objectives, but the section actually requires the council “to have regard **to the need** to achieve those objectives, which implies taking action. The report leading to the legal agreement made under the provisions of planning application A/82/12 said “In its current form Honey Lane does not provide a route of sufficient standard for use by mobility impaired residents or those with pushchairs.” That report was made six years ago and the lane is still in the same condition. District council planning officers have made provision for that work to be carried out in two s.106 legal agreements, which the county council appears to have ignored. So to be more specific: -

### ***Question 4***

***Is the county council satisfied that it is complying with the requirements of Section 149(1)b of the Equalities Act insofar as access for the disabled on Footpath 2146 Honey Lane is concerned.***

In your response to our earlier letter you say “The traffic calming in Angmering had previously been identified locally as a priority within the Neighbourhood Plan. Maintenance of the footpath had not been so identified.” That is simply not the case.

There are two references in the Plan for the need to reduce speed in the village and to reduce the volume of traffic. However, on pages 28 and 51 the Plan lists the core objectives for “Traffic and Movement”; traffic calming is not one of them! Throughout the document far more emphasis is placed on the need to improve footpaths and cycle routes to encourage less dependency on cars and thus reduce traffic. On page 38 of The Visioning Brief prepared by the Arun District Council, which helped to inform the Neighbourhood Plan, reference is made specifically to the need “to upgrade the link from Bramley Green past the allotments and on to the High Street” and Appendix D of the draft district council plan lists “Highway works to improve Footpath 2146, Honey Lane to include resurfacing.” All this in addition to the repeated comments in officers’ reports regarding the need to upgrade Honey Lane to which I have referred in earlier correspondence, does make your comment that “Maintenance of the footpath had not been so identified” as wholly wrong.

Question 5 of my earlier letter asked why, given the matters listed, the work to upgrade Footpath 2146 had not been completed? You replied that “Works to improve the surface of Public Footpath 2127 (2146?) have not yet been designed or implemented”. Once again you have failed to answer the question.

Honey Lane is now a major pedestrian route from the Bramley Green estate and the new estates to the East of Roundstone Lane; it is also a route for children going to and from the

schools in Angmering and is certainly one of the "Safer Routes to Schools" referred to on several occasions in the Neighbourhood Plan. Let me once again be more specific: -

**Question 5**

***Since Footpath 2146 Honey Lane cannot possibly comply with the requirements of the Equalities Act, does not conform with the recommendations of the Safer Routes to Schools programme and has been recommended to be upgraded to the same standard as the Bramley Green estate for the benefit of pedestrians, cyclists, the disabled and pushchair users on numerous occasions and in numerous reports, has the County Council any intention whatsoever of completing the work and if so, when.***

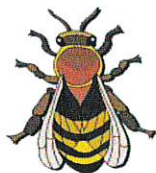
Your response made no reference to the items I mentioned in the note at the end of my last letter and I am afraid the members of this Association thought your response somewhat unsatisfactory.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'D. W.' or similar, written in a cursive style.

Chairman

cc. Cty Cllr. Mrs Deborah Urquhart, Cllrs Dudley Wensley, Paul Bicknell and Andy Cooper,  
Chief Executive Arun District Council, Clerk Angmering Parish Council



## HONEY LANE RESIDENTS ASSOCIATION

**Please reply to:** - Brian Fuller CBE QFSM, Honey Cottage, Honey Lane, Angmering, BN16 4AB  
01903 339776 [brilin1957@aol.com](mailto:brilin1957@aol.com)

27<sup>th</sup> May 2018

Cty. Cllr. Mrs Deborah Urquhart  
County Hall  
West Street  
CHICHESTER  
PO19 1RQ

### **FOOTPATH 2146 HONEY LANE**

I have sent you copies of my letters to the Chief Executives of the district and county councils regarding the above. From those you will have gathered that the residents of Honey Lane have now formed this Association with a view to achieving resolution to the twenty year problem of the re-surfacing of footpath 2146 which runs through the lane. I attach a copy of my latest letter to the County Council and just in case you were not copied into their reply to my last letter, I also attach a copy of that reply.

At our last meeting I was asked whether or not we had the support of our county councillor and I replied that you had been to see me to discuss the issue and sent me an e-mail indicating how you had been told £178,000 of s.106 money would be spent, but that we had not had any further communication.

Dudley Wensley has asked his officers for a report on the possible future use of s.106 monies to complete the necessary work and I understand a report about the lane and its history is to go to the Parish Council meeting in June.

The residents have, once again, paid for the potholes to be filled and the surface of the lane to be improved, but it can only be a temporary measure. I have set out our concerns in my latest letter so I won't repeat them here. Suffice it to say the County Council appears to show no interest in Footpath 2146 despite numerous reports regarding the increased pedestrian use, the poor access for the disabled, the Neighbourhood Plan's objective to improve footpaths and thus reduce traffic within the village, and the "Safer Routes to Schools" programme. I know when we met you mentioned that the County Council was no longer an education authority, but that really does not matter with regard to "Safer Routes to Schools" which is a highways matter.

I have to say the residents are angry about the lack of progress as are many of the people who use the lane on a daily basis; all your constituents of course! So, to return to the question I was asked, referred to in paragraph two, can we count on the support of our county councillor? It will be much appreciated rest assured. I look forward to your reply.

Chairman





RECEIVED 22 MAY 2018

## HONEY LANE RESIDENTS ASSOCIATION

**Please reply to:** - Brian Fuller CBE QFSM, Honey Cottage, Honey Lane, Angmering, BN16 4AB  
01903 339776 [brilin1957@aol.com](mailto:brilin1957@aol.com)

22<sup>nd</sup> May 2018

Mr. R Martin  
Angmering Parish Council  
The Square  
Angmering BN16 4EA

*Dem Rob,*

### HONEY LANE

I reported our conversations to the members of the Association on Sunday last and they were pleased to learn of the possible purchase of Honey Lane and the allotments site by the parish council. They also noted your intention to put a formal report to the council members at their June meeting and resolved to attend that meeting to support your efforts.

To that end they discussed the many recommendations made by various district council officers regarding the upgrading of Honey Lane and particularly noted the Neighbourhood Plan's many references for the need to upgrade and maintain footpaths and cycle ways in order to reduce the use of cars in the village.

With the growth of the estates to the east of Roundstone Lane adding to the foot traffic from the Bramley Green estate, Honey Lane must be the busiest lane in the village and its upgrade is long overdue. The members are also of the opinion that the Lane does not meet the requirements of the Safer Routes to School programme, neither does it comply with equalities legislation in respect of the disabled.

I have been in touch with Cllr. Dudley Wensley, a local district council member and deputy leader of the council and he has asked for a report from his officers regarding future s.106 monies and their use for the upgrading of Honey Lane.

The meeting also noted the County Council's response to my Freedom of Information request, of which you have copies, and expressed considerable dissatisfaction with that response. I will now seek further clarification from County Hall!

*Sincerely*  
*Brian Fuller*

**From:** CI Group FOI <ci.group.foi@westsussex.gov.uk>

**To:** brilin1957 <brilin1957@aol.com>

**Subject:** FW: FOI from Honey Lane Residents Association ( Mr B Fuller)

**Date:** Fri, 4 May 2018 17:00

**Attachments:** 2018.04.04 FOI from Honey Lane Residents Association re Arun DC Planning Applications.pdf (3176K)

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Reference: 327136/1047566

Dear Mr Fuller

I refer to your request dated 5<sup>th</sup> April 2018, which has been dealt with under the Freedom of Information Act.

Your request related to Arun District Council Planning Applications A/82/12; A/135/12 (superseded by A/167/14PL) and A/144/15.

We have now completed a search for the information which you requested and confirm that this Authority holds some data relevant to your request.

I am now able to respond to you with the following:

Q1: the Angmering traffic calming scheme is currently under construction and final costs are therefore not yet resolved. However the current estimated cost of the scheme is £295,491.01.

Q2: we have allocated money from A/82/12 to the enhancements at Cow Lane and cycle racks at the railway station, and the terms of this Agreement do allow us to allocate money this way. This is the relevant extract from A/82/12, along with the breakdown:

**"Local Highway Improvements"**

means the following works:

- (a) the enhancement of Cow Lane
- (b) a traffic calming scheme for the village of Angmering
- (c) increasing cycle parking capacity at Angmering Railway Station;

**"Local Highway Improvements Contribution"**

means the sum of £96,141 (ninety six thousand one hundred and forty one pounds) being a financial contribution towards the cost of providing the Local Highway Improvements which is comprised of the following sums:

- (a) £57,916 (fifty seven thousand nine hundred and sixteen pounds) towards the enhancement of Cow Lane
- (b) £34,750 (thirty four thousand seven hundred and fifty pounds) towards a traffic calming scheme for the village of Angmering
- (c) £3,475 (three thousand four hundred and seventy five pounds) towards increasing cycle parking capacity at Angmering Railway Station;

Q3: we have allocated all the funding from the application A/144/15 towards the traffic calming scheme referred to in Q1.



Q4: In managing the public rights of way network, which includes the footpath recorded along Honey Lane, the Council has regard to achieving the Section 149 Equality Act objectives and is satisfied it meets its duty under the Highways Act 1980 Section 41.

Q5: Works to improve the surface of Public Footpath 2127 along Honey Lane have not yet been designed or implemented. *The traffic calming in Angmering had previously been identified locally as a priority within the Neighbourhood Plan. Maintenance of the footpath had not been so identified. The use of the s106 funding was therefore prioritised to the traffic calming with the full support of the local county member and also the Parish Council.*

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If you have any queries about any of this information, please contact me.  
If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision via the 'FOI inbox'.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:


The Information Commissioner's Office,  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Please remember to quote the reference number above in any future communications.

Elaine  
CI Group FOI  
WSCC

**Elaine Dickinson**  
**Customer Service Officer**

Communities Directorate  
West Sussex County Council

 CALL  EMAIL

**Location:** Highways Customer Service Hub, Durban House, Durban Road, Bognor Regis, West Sussex, PO22 9RE

**Contact: External:** 01243 642105 | **E-mail:** [ci.group.foi@westsussex.gov.uk](mailto:ci.group.foi@westsussex.gov.uk)

 Did you know you can follow West Sussex Highways on Twitter?

[@WSHighways](https://twitter.com/WSHighways)

We've launched our new website: [www.westsussex.gov.uk](http://www.westsussex.gov.uk)



## HONEY LANE RESIDENTS ASSOCIATION

**Please reply to:** - Brian Fuller CBE QFSM, Honey Cottage, Honey Lane, Angmering, BN16 4AB  
01903 339776 [brilin1957@aol.com](mailto:brilin1957@aol.com)

2<sup>nd</sup> April 2018

Mr Nathan Elvery  
Chief Executive  
West Sussex County Council  
County Hall  
West Street  
CHICHESTER PO19 1RQ

Dear Sir

**Freedom Of Information Act 2000 – Arun District Council Planning Applications  
A/82/12; A/135/12 (superseded by A/167/14PL) and A/144/15.**

On 19<sup>th</sup> February 2018 I wrote to the Chief Executive of Arun District Council regarding s.106 contributions for “Local Highway Improvements” made consequent upon approvals given for the above planning applications. I copied that letter to you, receipt of which was acknowledged by your Corporate Leadership Team in a letter to me dated 22<sup>nd</sup> February 2018. The letter assures me that “this matter is receiving attention”, although I have heard nothing further from the County Council. For ease of reference I attach a copy of my original letter to Arun District Council together with a copy of an e-mail sent to me by County Councillor Mrs Deborah Urquhart to which I will refer later in this Freedom of Information request.

Arun District Council have now confirmed to me that the County Council has received the following s.106 contributions for “Local Highway Improvements” on the dates shown: -

19/8/2016 – A/144/15PL – ref: A traffic calming scheme for the village of Angmering and improvements to footpath 2146 Honey Lane to include resurfacing - £178,148,

01/10/2016 – A/167/14PL – ref: A traffic calming scheme for the village of Angmering; the enhancement of Cow Lane and increased cycle parking at Angmering railway station - £31,294 and

26/06/2017 – A/82/12 – ref; A traffic calming scheme for the village of Angmering; the enhancement of Cow Lane and increased cycle parking at Angmering railway station - £97,258;

a grand total of £306,700.

The District Council have also confirmed that the only deed of variation on any of the above legal deeds has been in respect of affordable housing, that s.106 contributions must be spent only in accordance with the completed agreement and that highway works are the responsibility of the County Council.

May I now request answers to the following questions: -

***Question 1***

***What is the total estimated final cost of the traffic calming work in Angmering village?***

***Question 2***

***Are the figures given to County Councillor Mrs Urquhart, listed in the attached e-mail, correct? If so the contributions to the enhancement of Cow Lane and to cycle racks at Angmering railway station, if implemented, would appear to be unlawful given that contributions may only be spent on the schemes listed in the legal deed.***

***Question 3***

***Please confirm the proposed use of the £178,148 s106 contribution provided by the A/144/15PL legal deed.***

An officer's report regarding A/82/12 recommended that Honey Lane should be upgraded to a similar standard to that seen through the Bramley Green estate and went on to say **"In its current form, Honey Lane does not provide a route of sufficient standard for use by mobility impaired residents or those with pushchairs."** Since that report was accepted by the District Council six years ago, and with the growth of the estates to the east of Roundstone Lane, pedestrian and cycle traffic has increased significantly, whilst the condition of the lane has worsened. I attach a photograph of the lane one hour after moderately heavy rain. Had the photo been taken one hour earlier it would have shown the lane to be completely covered by water. As indicated in my letter to the District Council we have paid a contractor to fill the potholes, but the improvement will only be temporary.

***Question 4***

***Bearing in mind the officer's report referred to above, is the County Council satisfied that its duty of care under the general provisions of equalities legislation with regard to the disabled is being met in Honey Lane, which is a public right of way?***

***Question 5***

***We note that on page 41 of the legal deed made in respect of A/144/15PL Clause 7.1 says: - "The County Council covenants that upon receipt of the Local Highways Contribution as paid to the County Council.....(will) apply the same towards, commence and (once commenced) diligently proceed to complete the Local Highway Improvements as soon as reasonably practicable...."***

***The County Council have now held that contribution for 20 months and no work on Honey Lane has been implemented nor insofar as we are able to determine from our local councillors, even programmed. When will the work to upgrade Honey Lane be started?***

May I say that the members of this Association are not unmindful of the financial pressures being faced by the County Council at the present time and we have no wish to add to those difficulties, but our records show that the upgrading of Honey Lane was first mooted nearly



twenty years ago. Given the markedly increased use of Honey Lane by residents of the new estates going to and from the village, the village hall and the village community centre, children going to and from school and the fact that monies have now been contributed under s.106 we hope the County Council will consider it timely to implement the necessary work expeditiously. We are not simply holding out a "begging bowl". Residents of the lane have on three occasions now paid for remedial work out of their own pockets and have recently paid for a full engineering survey of the Lane from the High Street to the start of the allotment fencing, which we are happy to make available to County Council engineers as a contribution towards costs. I look forward to your prompt reply.

Yours faithfully

Chairman

cc. Cty Cllr. Mrs Deborah Urquhart, Cllrs Dudley Wensley, Paul Bicknell and Andy Cooper, Chief Executive Arun District Council, Clerk Angmering Parish Council.





13 March 2018

Please ask for:  
Information Management

Mr Brian Fuller CBE QFSM  
Chairman  
Honey Lane Residents Association  
Honey Cottage  
Honey Lane  
Angmering  
West Sussex  
BN16 4AB

Dear Mr Fuller,

**Information Request – Ref: Feb18 60**

Thank you for your information request dated 19 February 2018 addressed to Nigel Lynn, Chief Executive, received on 21 February 2018.

Please find below details of your request and the Council's response:-

**REQUEST:**

Questions concerning Planning Applications A/82/12, A/135/12 and A/144/15 as contained within your letter of 19 February 2018.

**RESPONSE:**

Reference is made to planning permissions and agreements relating to A/82/12; A/135/12 & A/144/15. Please note that the planning application and agreement under A/135/12 has been superseded by another permission and agreement A/167/14/PL and has been implemented.

1. The only deed of variation received on any of the above sites is in relation to affordable housing and not highway works or contributions.
2. Please see the 2 spreadsheets attached - these reports are based on the above applications; one for the current status of the financial obligations, insofar as they relate to highway contributions; the other for the current status of non-financial highways obligations. You can see which amounts have been received and what works complied with.

Continued/.....



# **ANGMERING PARISH COUNCIL**

## **COMMUNICATIONS STRATEGY**



## 1. Introduction

Angmering Parish Council has developed this communication strategy with the aim of enhancing engagement with its community.

Angmering Parish Council has a duty to 'communicate, consult and engage'.

The purpose of this strategy is to set out how the Council intends to achieve this and develop and improve its communications in the future.

The aim of this strategy is to define the way in which the Council engages with its residents, partners and community on local issues by:

- Informing, consulting, involving and being inclusive.
- Ensuring views are listened to and used to influence, develop and enhance services, the environment and the quality of life where practicable to do so.

The overall purpose is to make the Council's communications a two-way process: firstly to give people the information to understand accurately what we do and pass on third party information we understand to be beneficial to the parishioners and secondly to enable the council to make informed decisions using information received from residents and partners.

The Parish Council will ensure that it communicates with its community in a timely and effective manner, and to inform and consult them about matters which affect them and that can be influenced.

## 2. Communication

### 2.1 Why is communication important?

The Parish Council, through good communication, will understand and better meet the needs of the community, whilst also raising the profile of the village and the parish council

Good communications will enable the council to:-

- better understand the needs of the community and develop appropriate strategies and priorities.
- increase resident satisfaction, trust and confidence by communicating about services provided by the Council.



- raise the profile of Angmering as a destination.
- attract businesses/employment to the village.
- make best use of technology to innovate and engage with hard-to-reach groups such as young people.
- proactively challenge inaccuracies and misrepresentations that might undermine the image or integrity of the council.

## **2.2 What should we be communicating?**

There are two methods of communication:

- Proactive – telling people information to influence and change attitudes and behaviours
- Reactive – giving residents information they have requested

## **2.3 Who should we be communicating with?**

The council's audiences are wide and varied but will typically include:

- Residents
- Parish councillors
- Arun District councillors and staff
- West Sussex councillors and staff
- Local schools
- Youth groups
- Hard-to-reach groups, including young people and the vulnerable
- The media
- Voluntary groups and organisations
- The local business community
- Members of Parliament
- Other public sector organisations (police, health, fire)
- Visitors and those who work in the area

## **2.4 How should we be communicating?**

The council will ensure that information is easily accessible, relevant and timely, recognises the importance of communication and commits to meet the expectations of the community it serves. It is imperative that:





- all communication from the council is courteous, timely, professional, appropriate and reflects the decisions and policies of the council
- all individuals communicating on behalf of the council are aware that every piece of communication reflects on the reputation of the council in the community.

The Parish Clerk has overall responsibility for overseeing all communication with members of the community and outside bodies.

### **3. The Parish Council, both staff and councilors, will;**

#### **3.1 Be transparent and truthful**

To avoid unsupported opinions or conclusions based on guess work. Don't make false, misleading, unfair or unsubstantiated claims about the Council, our employees, our Councillors, service users, stakeholders or partner organisations. Upon discovering incorrect communications, the errors should be corrected and the correction communicated.

#### **3.2 Show respect**

Communications must not contain anything contrary to the Council's equality and diversity policies. Matters that might be considered racist, sexist, homophobic, sexually explicit, threatening, abusive, disrespectful or unlawful comments must not be published.

In particular, communications should not;

- contain inappropriate comments about colleagues, councillors or service users.
- Bully or intimidate colleagues, councillors or anyone else. Everyone should be treated with respect both in the physical workplace and online.
- Pursue personal relationships with colleagues, councillors or service users.
- Discuss or raise workplace concerns.
- Post sexually explicit material or material that is unlawfully discriminatory.



- Engage in unlawful activity.

### **3.3 Don't return fire**

Always be polite, thoughtful and respectful. Do not engage in online disputes or get defensive. If a particular comment warrants a response from the Council, please bring it to the attention of the Parish Clerk.

### **3.4 Be a good ambassador**

Councillors and staff are ambassadors for the Council and be cordial at all times. Respect the law (copyright laws in particular) and when referencing other information, always link back to the source where possible.

### **3.5 Use common sense**

Anything communicated, but particularly when posted online can be copied and redistributed beyond our control and may have unforeseen consequences. Content, when shared, will be in the public domain and information intended for a select few could be passed on.

### **3.6 Confidentiality**

Council confidentiality and information highlighted as confidential should never be disclosed. Only information about the Council that is already in the public domain may be shared.

### **3.7 Accountability**

Everyone is personally responsible for communications, comments and behaviour, including online. If individuals are found to be communicating content that breaches these guidelines, they will be required to remove them and it could result in disciplinary action or a reference to the Standards Board.

## **4. Forms of Communication**

4.1 Different forms of communication will appeal to different ages, social groups and demographics so it is important to ensure that within reason, all options for increasing communication and participation are considered in order to communicate effectively with everyone.

4.2 Currently communication is achieved through:





- Written communication
- Verbal communication
- Press releases
- The Council's website
- Council agenda papers/correspondence
- Councillor interaction
- Issue specific consultation
- Social Media

#### 4.2.1 **Written communication**

All Councillors and the Parish Staff will be provided with a council email address which is to be used solely for the purpose of conducting council business. No council business should be conducted on any other email addresses.

The staff and councillors are required to include a 'signature' as part of all email communication so that their name, position and contact information is provided.

All communication received into the office or by councillors, will be acknowledged upon receipt, and the sender will be kept up to date on the progress of their enquiry in a timely manner.

When in doubt about how to respond to an enquiry, the guidance of the parish clerk will be sought.

#### 4.2.2 **Verbal communication**

Councillors and staff will be required to communicate on a regular basis with the community as part of their duties. It is imperative that all such communication is handled with courtesy and professionalism at all times.

Any such verbal communication that is of a threatening or offensive nature, will not be tolerated and will be investigated appropriately by the Clerk and/or Chair, prior to any further action.

#### 4.2.3 **Press - manage the media more effectively**

The media plays a strong role in shaping perceptions of local government, so informed reporting is vital. The Clerk



All communication to the media should be by the Clerk, or by the Chairman. The media should be considered to be newspapers, television and radio.

Key points for effective management of media relations:

- Notify the press of Parish Council meetings
- Respond to journalists in full within a reasonable time
- Be helpful, polite and positive
- Never say "no comment"
- Ensure all statements or responses to hostile enquiries are cleared by the Parish Clerk or the Chairman
- Evaluate media coverage
- Issue timely and relevant press releases
- Pre-empt potential stories arising from council agendas/minutes by issuing proactive PR (where possible)
- Ensure all media contact is with the Parish Clerk or Chairman.

#### 4.2.4 **Councils website – Improving and maintaining online presence**

The council's website is to be regularly updated and is as much as possible kept up to date.

The full potential and functionality of the website must be utilised, to make it a credible and reliable source of information for residents.

#### 4.2.5 **Council agenda, papers and correspondence**

Council agendas for all public meetings of committees must be emailed to councillors at least 3 clear days prior to the meeting. Wider publication should normally be at the same time or within 24 hours thereafter.

Publication will be on the council website, social media and available on request from the Parish Office.

#### 4.2.6 **Councillor Interaction**

Elected members will be regularly approached by members of the community as this is part of their role. How enquiries from the public are dealt with by councillors will reflect on the council.



Enquiries may be in person, by telephone, letter or email or on other Social Media.

At no time should councillors make any promises to the public about any matter raised with them other than to promise to investigate the matter. All manner of issues may be raised, many of which may not be relevant to the parish council. Depending on the issue raised it may be appropriate to deal with the matter in the following ways:

- refer the matter to the parish clerk who will then deal with it as appropriate
- request an item on a relevant agenda
- investigate the matter personally, having sought the guidance of the parish clerk

All communication *must* be responded to and the correspondent kept apprised of progress.

Councillors must ensure that any all communication with the public on council related matters reflects the decisions and policies of the council regardless of the councillors own views on any subject.

Any and all enquires by the media should be referred immediately to the parish clerk who will then inform the chairman of the council.

All dates of Full Council and Committees will be publicised on the council website for members of the public to attend and engage with Councillors.

Councillor email addresses will be available on the council website.

Opportunities will be publicised on the council website for opportunities outside of the meeting structures to meet councillors.

#### 4.2.7 **Issue specific consultation**





Consultation on services and facilities for residents, may be undertaken by the council, through questionnaires and public meetings for example.

#### 4.2.8 **Social media**

Angmering Parish Council will use social media including Facebook, Instagram and Twitter to foster relationships and understanding with the public, our service users, stakeholders and the wider world, to promote the Councils activities. Thus, allowing public users to interact with each other – by sharing information, opinions, knowledge and interests.

#### 4.2.9 **Councillor Social Media usage**

Social media can blur the boundaries between a person's private and professional life. It is important to be aware that information staff or councillors present online is in the public domain. You must always be mindful that inappropriate use could damage your personal and professional reputation as well as that of the Council and its employees.

Councillors should never try to represent the Parish Council online, but are able to present or correct matters in their own right. It is not helpful for councillors to prolong discussions involving their own opinions, instead they should refer issues to the Clerk.

Opportunities for communication with all sections of the community will include:

- Parish Council and Sub-Committee meetings that are open to the public with an opportunity for members of the public to engage with Councillors.
- Agendas for all meetings to be publicised in advance and sent to Parish, District and County Councillors and other stakeholders and also posted on appropriate village notice boards.
- Contact details for all Councillors and the Clerk will be available on the Parish Council website.
- The Parish Council website will be regularly updated and contain local information relevant to the community and the workings of the Parish Council.



- Village Notice Boards will continue to be regularly updated to provide information about the activities of the Parish Council.
- The Parish Council will utilise social networking to provide updates and links to new information on the Parish Council website.
- A newsletter will be produced half yearly and delivered widely throughout Angmering. Use will be made of community group distribution networks including Churches, Libraries, Schools and selected local businesses.
- Local newspaper journalists will be invited to forthcoming Parish Council meetings and sent details of newsworthy and other relevant information.

Use will be made of local radio stations to publicise special meetings, consultations and community events

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This Strategy was approved at a meeting of the Parish Council.

Clerk of the council.....

Date.....

Date of next review .....