



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE COMMUNITY, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE HELD VIA A VIRTUAL MEETING DUE TO COVID-19 ON WEDNESDAY 29 JULY 2020

- Present:** Councillors Nikki Hamilton-Street; Lee Hamilton-Street; Mike Jones; Alison Reigate; Norma Harris; Sharlan Woodason; Rhys Evans; David Marsh and Paul Bicknell
- In attendance:** Katie Herr, Clerk, Tracy Lees, Committee Clerk; Julia Phelon and Judith Cross, representatives of Angmering In Bloom and 2 members of the public
- Acronym:** Angmering In Bloom: AIB, Angmering Parish Office: APC, Anti-Social Behavior : ASB, West Sussex County Council: WSCC, South Down National Park: SNDP, PCSO: Police Community Support Officers

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	20/001	ELECTION OF CHAIRMAN Cllr. L Hamilton-Street nominated Cllr. Reigate to be Chairman. This was seconded by Cllr. R Evans and unanimously agreed.	
2	20/002	ELECTION OF VICE CHAIRMAN Cllr. Reigate nominated Cllr. Marsh to be Vice Chairman. This was seconded by Cllr. Harris and unanimously agreed.	
3	20/003	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. Alan Evans.	
4	20/004	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. Cllr. N Hamilton-Street made a non-pecuniary interest in anything relating to Angmering School as she is a Governor. Cllr. Reigate made a non-pecuniary interest in item 14 as she is a plot holder.	
5	20/005	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 26 February 2020 were agreed and will subsequently be signed by the Chair.	
6	20/006	ANGMERING IN BLOOM (AIB) The Representatives from AIB drew the committees attention to the two areas for the wild flower project mentioned in their report and explained why these areas had been proposed. AIB confirmed that they will be paying for these areas. They also confirmed that they were able to do their regular Wednesday sessions.	

Cllr. Reigate thanked AIB for all their efforts, especially for keeping the verges in a good state.

The Clerk mentioned the area at the Community Centre where a new bed has been proposed. The Clerk requested that AIB confirm the exact spot for the proposed new bed so any necessary checks can be carried out.

Action: AIB to send over location of new bed and the Clerk to check this is possible.

AIB/KH

7 20/007 PUBLIC CONSULTATION

The Deputy Head Teacher Matt Whatford of Angmering School presented to the committee on behalf of the school regarding their Small Holding project. He talked the committee through a presentation that explained how the project had come about, who they would be working with (Arun Youth Project), what needed to be built or re-designed and how they saw it being run in the future – they have a three year model. Their wish is to engage as many young people as possible.

He also explained that he had had conversations with East Preston and Rustington Parish Councils as they have young people that attend the school. Conversations have also taken place with local businesses with the view to them providing much needed support such as building materials.

APC were being asked to contribute to the cost of a Youth Working for three hours a week for a period of a year which would cost in the region of £3,300.00. This is also being asked of East Preston and Rustington Parish Councils so a Youth Worker could be engaged for 15 hours a week, every week for a year.

Questions were then invited from the committee and a discussion took place. After discussion it was agreed that this should be brought to the next full council meeting where a decision could be made on any future funding.

Action: Add to next full council agenda and extend an invitation to the Deputy Head attend.

KH

The Representatives from AIB raised the subject of overgrown trees, shrubs, hedges and verges around the village and asked if there was a program of works to make sure these areas were properly maintained. The Clerk explained what was already in place including the regular daily rounds that APCs grounds man undertakes and that he will bring anything that needs attention to the APC office. Particular mention was given to the trees in Bramley Green and the program already in place to look after them. APC will be looking to implement a schedule throughout the year to make sure any required work, especially regarding trees, is produced and adhered to. This should address any issues in good time before they become a potential problem.

Action: Work with local tree surgeon on a plan and implement.

KH/RS

Weed spraying around the village was also raised and the Clerk confirmed that the APC grounds man did undertake this type of work. After discussion it was agreed that a meeting with AIB would be set up to identify the exact areas AIB feel need to be sprayed and a plan made.

Action: Meeting to be set up at an agreeable time.

KH/TL

8 **20/008 TERMS OF REFERENCE**

Cllr. Reigate drew the committees attention to the Terms of Reference and asked for comments.

The Clerk raised the question regarding this committees spending power and suggested a value of £7.5k was introduced. This would allow the CLEW committee to approve anything up to this value, anything above this amount would go to full council. All agreed.

RESOLUTION: Cllr. Marsh **PROPOSED** that the committee except the Terms of Reference with the addition of a spending power up to a value of £7.5k, Cllr. Jones **SECONDED** and **ALL AGREED**.

Action: Spending power capped at £7.5k to be added to the Terms of Reference.

KH

9 **20/009 THE COMMITTEE CLERK’S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA**

The Action List was received; an update on current actions was given. No questions were asked.

10 **20/010 COMMUNITY EVENTS**

The Committee Clerk gave an update and explained that due to COVID-19 none of the events would be able to take place as planned.

There is an idea of running the **Pumpkin Competition** as an on-line competition with entrants sending in photos, but no decision has been made as yet. **Remembrance Sunday**, more should be known in the Autumn regarding plans for this event.

The Clerk talked through the idea of Volunteer Litter Pickers and explained the background behind it. She also commented that APC already have two volunteers that want to litter pick at Dappers Lane and have already started to do so. Cllr. Bicknell commented on the layout of the volunteer form which was taken on board. The Clerk advised that APCs insurance covered volunteers but would double check if they have to be named.

Action: Check insurance policy regarding the naming of volunteers and if this is required.

KH

The Committee Clerk commented that APC was seeking funding for an additional 30 – 50 sets of litter pickers, hoops and high vis jackets. Cllr. Bicknell commented that he may be able to help with sourcing high vis jackets.

11 **20/011 RESILIENCE**

Nothing to report.

12 **20/012 PLAY PARK STRATEGY AND PRIORITY MATRIX**

Cllr. N Hamilton-Street commented that this had been approved at the last full council meeting and was now this committees responsibility to implement the strategy and ensure the play park matrix for deciding what is a priority and how that it is completed and presented to full council.

- 13 19/013 **DOG WASTE BINS (INCLUDING A NEW BIN AT LLOYD GORING CLOSE)**
The Clerk talked through the supporting papers and the leaflet that would be delivered to all properties within the surrounding area.
She also confirmed that there would be no cost to APC i.e. the bin, its installation and the emptying of it will be paid for by ADC.
After discussion it was agreed by all that this bin should be installed.

RESOLUTION: Cllr. L Hamilton-Street **PROPOSED** that the bin is installed in Lloyd Goring Close, Cllr. Jones **SECONDED** and **ALL AGREED**.

- 14 20/014 **ALLOTMENT**
Cllr. Reigate updated the committee on the conversations she had being having regarding the possibility of a Community Plot. She drew the committees attention to her report and explained that there had been a lot of changes to the Allotment committee which along with COVID-19 had not helped in moving this forward.

Cllr. Reigate confirmed that APC could have a Community Plot but were presently number six on the waiting list. Nothing can be confirmed but hopefully we should hear something around November time when the plots come up for renewal. Cllr. Reigate will give an update when more is known.

- 15 20/015 **TREE PLANTING A259 – CYCLE PATH**
The Committee Clerk advised the committee that it would still be possible to plant trees in this area at a cost of £150.00 each, however a decision is needed soon as the trees should be planted in the winter months. It is thought that between eight to nine trees would be needed for this area.

A possible adopt a tree scheme through WSCC was brought up, at a cost of £150 per tree.

The Clerk commented that more information needed to be sought and would report back once APC had more information regarding the options open to them.

Action: Further investigation to be undertaken.

KH/TL

- 16 20/016 **SHRUBS CORNER OF ROWAN WAY/OAKWOOD DRIVE**
Cllr. Reigate referred the committee to the supporting paper submitted by AIB and invited questions. Various questions were asked and subsequently discussed regarding re-wilding, putting in new bushes and local home owners mowing the verges outside their properties. The Clerk advised that the APC grounds man would be able to mow this area if it were agreed that it should be turfed. AIB confirmed that a bush could be planted but would need more work and looking after than if the area were turfed. After discussion it was decided to turf the area later in the year.

RESOLUTION: Cllr. Marsh **PROPOSED** that the area be cleared and turfed, Cllr. R Evans **SECONDED** and **ALL AGREED**.

Action: Arrange for area to be cleared and turfed later in the year when the area would not need watering by hand.

TL

17 20/017 BLENHEIM PLAY PARK RE-DESIGN

The Clerk confirmed that the PO had now been sent over to the supplier which in turn would start the project. APC will work closely with the supplier to bring the project in on time and take advice on the best way to celebrate the opening and keep the residents informed re the works needed. Councillors were asked to send in their suggestions and this item will be brought up again on the next agenda for further discussion/action.

Action: Councils to send in suggestions to the APC office for best ways to inform the residents and opening celebration suggestions.

Action: Add to the next CLEW agenda.

Cllrs.

TL

18 20/018 MAYFLOWER PARK, ANGMERING

Cllr. N Hamilton-Street updated the committee on the meeting she had had with the Operations Manager for Arun Youth who advised that two Outreach Workers had been funded through ADC and had been going to the Skate Bowl every Thursday evening to engage with the young people, it had been a very positive engagement. Due to the time of their visits it seems that any anti-social behaviour much later in the evening.

The Clerk commented that it had been identified that an extra litter bin would be of benefit in this area. After checking with ADC they have agreed to supply and fit one free of charge. The bin will be emptied by the APC grounds man during his usual rounds. In general littering seems to be getting better in this area but the APC office and grounds man will keep a close eye on this.

The Clerk confirmed that no more reports on antisocial have been received from the PSCO and that she continues to patrol the area. The Clerk did make the point that residents need to report anything they see in this area to the police as without this no records are kept which suggests there aren't any issues.

Cllr. Reigate commented that engaging the community was key to keeping this area safe and litter free. The suggestion of forming a 'Friends of Mayflower Park' group was mentioned and was received positively by the committee. The Clerk commented that this would be something to look into for the future.

Cllr. R Evans commented that he felt it was people coming into the area rather than local residents that had been causing issues in the past, Cllr. Bicknell agreed with this. Cllr. N Hamilton-Street commented that she felt that most incidents seem to take place past 9pm and before the last train leaves Angmering station. APC will feed this back to the PSCO in case anything can be done during this time.

Action: Post to be put out on Facebook ready for the coming weekend due to the good weather expected to encourage visitors to make sure they take their litter with them.

TL

19 20/019 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1) This Committee – Community Events & A259 Tree Planting.
- 2) Full Council – Angmering School Small Holding Project.

DATE OF NEXT MEETING

The Committee's next meeting will be held via Zoom on **Wednesday 26 August 2020** at **19:30**, time to be confirmed after discussion with Cllrs. N Hamilton-Street, Reigate, Marsh and the Clerk.

The meeting concluded at 15:45.

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Chairman

Date.....

DRAFT

Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
11.12.19	7	19/113	Community Events - Memory Tree	The APC Office to source better tags for next year	Contact other suppliers with new ideas - Chased on 15.04.20 for an update, awaiting response.	Boxx- Direct investigating new design ideas - a credit has been given	APC Office	
26.02.20	12	19/145	A259 Tree Planting	Contact WSCC and ask about costs, licenses and if trees need to be provided by WSCC	Make contact Review email sent by NHS re past history - TL forwarded to TG	Contact made with Matt Southern on 12.03.20 - Trees will cost £150 each from WSCC.	Tara	
29.07.20	15	20/015			Further investigation to be undertaken	Ongoing	KH/TL	
29.07.20	6	20/006	AIB	AIB to send over location of new bed and the Clerk to check this is possible.		1 area been given OK - other area to be discussed at August meeting.	KH	
29.07.20	7	20/007	Public Consultation - AIB	Regarding the overgrown trees, shrubs, hedges and verges around the village, asked if there was a program of works to make sure these areas were properly maintained.	Work with local tree surgeon on a plan and implement.	Contact tree surgeon and work on a plan. Waiting quote on 17/08/2020	KH/RS	
29.07.20	7	20/007	Public Consultation - AIB	Weed spraying around the village	Meeting to be set up at an agreeable time to identify the exact areas AIB feel need to be sprayed and a plan made.	Still to arrange a meeting - emailed 17/08/2020. Community Centre spraying done as requested.	KH	
29.07.20	16	20/016	Shrubs corner of Rowan Way and Oakwood Drive	Remove shrubs	Arrange for area to be cleared and turfed later in the year when the area would not need watering by hand.	Reminder set for beginning of September to get this work booked in	TL	
29.07.20	17	20/017	Blenheim Play Park Re-Design	Councils to send in suggestions to the APC office for best ways to inform the residents and opening celebration suggestions.			Cllrs.	

KEY

Task has been started
Task not yet started
Task to remain on the list as future work required



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SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING WEDNESDAY 26 AUGUST 2020

- **AGENDA ITEM 7: COMMUNITY EVENTS, REMEMBRANCE SUNDAY**

Angmering Parish Council (APC) have received the following information from Littlehampton Town Council regarding Remembrance Sunday 2020.

As you are aware, it is highly unlikely that any events will be able to run as normal. By this I mean large parades will be unlikely, as are church services. At present a lot of churches are livestreaming their main Sunday morning service via Facebook Live or YouTube.

I have contacted a number of our uniformed groups and representatives to discuss their plans. The general consensus is that their units are not meeting face to face and at the moment and they have not received any plans or directions from HQ regarding parades. The Sea Cadets have informed me that at present all events up to Oct 1 have been cancelled and from Oct 1 all events and activities have been frozen, as directed from HQ London.

We are wary of advertising an event, as large crowds are likely to gather and it is extremely difficult to ensure everybody adheres to social distancing measures. The District Council will want to see proof in risk assessments that crowds will not gather.

I have been informed by ADC that all road closure applications must be submitted by 21st September.

I'd appreciate it if you let me know your plans asap, so we can try to ensure that there is some sort of consistency amongst local councils.

Rustington Parish Council have received the flowing information from RBL and are planning to make a final decision, on the way forward, at the beginning of September:

With regards to the Remembrance Day services and parades, as yet we are not sure what will happen. It will be very dependent on what the government guidelines are at the time. Currently the Legion is permitting remembrance services outside only and for a gathering of no more than 30 people.

Decision Needed: To consider what type of event, if any, Angmering Parish Council can take part in. To decide if Angmering Parish Council wish to apply for a road closure license.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 26 AUGUST 2020

- **AGENDA ITEM 11: WILDFLOWERS AT COMMUNITY CENTRE**

Angmering Parish Council have received at request from Angmering In Bloom (AIB) to consider the possibility of introducing a wildflower garden at the Community Centre.

The proposed site is shown in the photo below which is to the left of the car park entrance.



AIB have commented that the area has dragons' teeth almost encircling this small area which in their opinion is perfect to protect the flowers whilst having a full view of them.

AIB have said that they intend to contact Dave O'Hare from the Tivoli group within the next few days to arrange for a site visit.

Discussion Needed: To consider this request.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING WEDNESDAY 26 AUGUST 2020

- **AGENDA ITEM 15: MAYFLOWER PARK IMPROVEMENT IDEAS**

Angmering Parish Council (APC) are looking for ideas to encourage people to the area, increase its use and ultimately make sure it is a safe and pleasant place to be for everyone.

Possible items to consider

Litter & Dog Waste

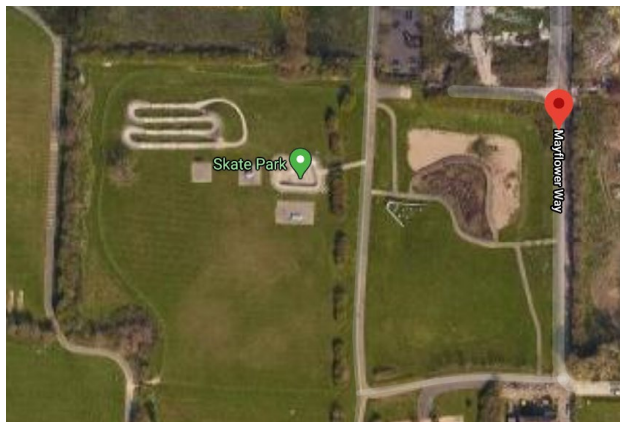
Seating

Coffee shop/cart

Car Park

Fitness Equipment / Play Equipment

APC are already looking into ways the lighting can be improved along the pathway leading to the A259



Discussion Needed: To consider areas of concern and ideas for the future.