



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 30 JUNE 2021.

- Present:** Councillors Alison Reigate (Chairman), David Marsh (Vice Chair), Lee Hamilton-Street, Norma Harris and Nikki Hamilton-Street
- In attendance:** Tracy Lees, Committee Clerk; Julia Phelon and Judith Cross, representatives of Angmering In Bloom
- 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

This meeting was held as an informal meeting therefore no decisions could be made that have not already been heard or agreed.

Decision will formally be proposed and heard at the next full Parish Council Meeting which will take place on Monday 19 July at 19:30 in Angmering Village Hall.

AGENDA ITEM	MINUTE NO.		ACTION FOR
1.		<b>ELECTION OF CHAIRMAN</b> This item was deferred to the next CLEW meeting on Wednesday 28 July 2021.	
2.		<b>ELECTION OF VICE CHAIRMAN</b> This item was deferred to the next CLEW meeting on Wednesday 28 July 2021.	
3.	21/001	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for Cllrs. Jones, A Evans and R Evans. No apology was received from Cllr. Bicknell. Cllr. Harris joined the meeting late at 14.33 and gave her apologies which were accepted.	
4.	21/002	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	

5. **21/003 APPROVAL OF MINUTES**  
Approval of the minutes of the meeting of the committee from **Wednesday 28 April 2021** were agreed and will subsequently be signed by the Chair.
6. **21/004 ANGMERING IN BLOOM (AIB)**  
The representatives from AIB did not present a report this month however they did give a brief update on what they had been working on around the village. A full report will be given at the next CLEW meeting in July.
7. **21/005 PUBLIC CONSULTATION**  
No members of the public were present, no questions were submitted.
8. **21/006 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA**  
The Action List was received. A request to allocate the outstanding action regarding the Village Flower and Produce Show to Cllr. Reigate was requested and will be updated to reflect this. It was also confirmed that the action relating to the QE2 flower bed was still outstanding but should be completed before the next meeting took place.

There was nothing new to report.

9. **21/007 COMMUNITY EVENTS**  
**Flicks on the Pitch, Saturday 24 July**  
A lengthy discussion took place questioning if the event should go ahead or if sponsorship should be given for an alternative event.

Concerns over recent noise, complaints from residents located close to the Ruby Club and the reported lack of communication from the club were talked through as well concerns over using public funds.

Cllr. Marsh commented that we could still advertise events on the Rugby Clubs behalf to which all agreed.

Cllr. N Hamilton-Street commented that the planning for Flicks on the Pitch 2022 in conjunction with the Ruby Club should commence, and a date agreed as soon as possible. Again all agreed.

**RECOMMENDATION:** Cllr. Reigate **PROPOSED** that the Flicks on the Pitch event or sponsorship of an alternative event would NOT take place/be offered in 2021. All agreed and therefore the Resolution will be presented at the next full Parish Council Meeting for consideration.

Action: Recommendation to be added to the next full Parish Council agenda.

Action: Flicks on the Pitch 2022, date to be decided if agreed at the next full Parish Council meeting. If agreed add to next CLEW agenda.

**KH**  
**TL**

**Angmering Revealed & Angmering Art Project, Saturday 25 September**  
The Committee Clerk talked through the supporting paper including an overview of the new potential costs for a marquee, tables and chairs etc. now the Angmering Community Centre can no longer be used.

A discussion took place over what could be achieved, and it was agreed that APC should still go ahead with this event which will also support the Angmering Art Project sculpture reveal on the same date. Due to events no longer taking place a suggested budget increase to £2,500.00 was put forward and all agreed.

**RECOMMENDATION:** All present **PROPOSED** that Angmering Revealed should still go ahead with an increased budget of £2,500.00. All agreed and therefore the Resolution will be presented at the next full Parish Council Meeting for consideration.

**Sundowners, Friday 3 September**

The supporting papers and presentation supplied by the event organiser were talked through. Several concerns were raised and discussed, and the Committee Clerk explained what information would be required from the event organiser e.g. the appropriate licenses to trade. Concerns were also raised over the requested financial help for generators as it was felt that APC should not have to provide this.

The discussion ended with all in agreement that the event organiser should be invited to speak at the next meeting were the councillors would have the opportunity to ask questions. Cllr. N Hamilton-Street asked councillors to prepare the questions they wished to ask and send them to the Committee Clerk so they could be sent to the event organiser in advance, all agreed.

Action: Invite the Sundowner event organiser to the next meeting.

Action: Cllrs to send in their questions ahead of the meeting, questions to be sent to the Committee Clerk.

TL  
Cllrs

**10. 21/008 RESILIENCE**

The Committee Clerk reported that the yearly Work Place Assessment (Office & Lock-up) had taken place the previous month by Cllr. Haag with no major issues.

Cllr. L Hamilton-Street advised that when the office was fully open again a review of the Resilience Plan could commence.

**11. 21/009 PLAY PARK STRATEGY AND PRIORITY MATRIX**

Cllr. Reigate advised there was no change from last report but hoped things would start up again after the COVID restrictions had been lifted, i.e. public consultations.

Cllr. N Hamilton-Street advised she would be sending round an email asking who would be able to support the planned consultations and also advised that the developer North of Water Lane had been asked if they wish to consult along side APC regarding the play parks they will be installing.

**12. 21/010 MAYFLOWER PARK WORKING GROUP**

Cllr. N Hamilton-Street advised there was no change from last report but hoped things would start up again after the COVID restrictions had been lifted.

13. **21/011 STAFF VOLUNTEERING**  
 Cllr. L Hamilton-Street asked why this item was not on the Governance agenda as he felt it was not a CLEW issue. Cllr. Reigate explained why. After a short discussion all agreed it should be heard at the next Governance meeting taking place on Wednesday 4 August.  
Action: Add Staff Volunteering to the next Governance meeting agenda. **KH**
14. **21/012 COMMUNITY VERGES**  
 Cllr. Reigate explained what she had learnt about the WSCC scheme for wild verges and tree planting by local residents. She went through the basics of what would happen before, during and after the scheme. A discussion took place which included locations as well as the pros and cons of a scheme like this.  
Action: To be discussed on a future agenda, date to be decided. **AR**
15. **21/013 LOCAL LOTTERY**  
 Cllr. Reigate drew the committees attention to the supporting paper and a discussion took place.  
 Cllr. N Hamilton-Street had concerns about other parishes taking part as well as the time it would take for the office to administer. Cllr. Marsh had concerns about taking away possible donations to charities already set up.  
 The councillors then stated if they felt if it was a good idea, 4 councillors thought it was not a good idea and 1 councillor thought that it was a good idea. Due to this it was agreed that APC would not move ahead with a local lottery at this point in time.
16. **21/014 ARUN DC TREE PLANTING STRATEGY**  
 The survey was briefly discussed and how it should be approached. Cllr. N Hamilton-Street suggested that it go to all councillors with a short time frame to respond direct to the APC office. The office staff will then pull the survey report together in order to send the results back to ADC by the given deadline of Saturday 1 August 2021.  
Action: APC Office to send survey to all councillors to complete and send their responses back to the office. **Office**  
Action: Once responses received and collated results to be sent to ADC before the given deadline. **Office**
17. **21/015 WATER FOUNTAIN**  
 The Committee Clerk talked through the supporting paper and gave the back ground on why this was requested. The next steps were explained and would be reported back on when known. All councillors we happy for this to move on to the next stage.  
 As an amount for a water fountain had already been agreed at a previous meeting and was now budgeted for a further decision is not required.  
**MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:**  
 1) This Committee. None.  
 2) Full Council – All recommendations refereed in these minutes.

**DATE OF NEXT MEETING**

The Committee’s next meeting will be held on **Wednesday 28 July 2021** at **19:30** to be held at the Angmering Baptist Church.

**The meeting concluded at 15:11.**

.....  
Chairman

Date.....

*Please note: The supporting papers referred to in these minutes can be found on the Angmering Parish Council website, along with the meeting agenda or copies can be requested from the Clerk.*

DRAFT

Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
16.12.20	8	20/084	Resilience Plan	Plan a date for a Resilience Plan review in the spring of 2021.	Date to be decided	Cllr. L Hamilton-Street to advise the date - upon discussion it was agreed to plan in a date once lockdown was over. The action will stay on this list until it is possible to plan a date.	LHS	
31.03.21	4	20/122	AIB	QE2 bed in Water Lane to be looked at to understand if the Groundsman can assist AIB.		Awaiting a date for Roy to meet up with Judith from AIB it was confirmed on 30.06.21 that this was still outstanding	RS & AIB	
31.03.21	15	20/123	Village Flower and Produce Show	Contact the group and introductions made to start the conversation with a view to taking over the running of this event	Advertised in the July/August All About Angmering Magazine for volunteers	RE contacted the group re taking over this event but nothing heard back as of 21.06.19. Action delegated to AR on 30.06.21	AR	
31.03.21	12	20/131	BMX Track Repairs	Communication to be put on Facebook advising of repair costs		Waiting for the repair start date before this is to be posted on Facebook  Post due to go out in the week - 21.06.21 as all the work is now done.	KH	
31.03.21	13	20/132	The Fred Awards	Put on agenda later in the year to continue discussions and identify a date, exact month to be decided		To stay on this list until time to put on the relevant agenda	TL	
30.06.21	13	21/011	Staff Volunteering	Add Staff Volunteering to the next Governance meeting agenda	Add to agenda		KH	
30.06.21	14	21/012	Community Verges	To be discussed on a future agenda, date to be decided.			AR	
30.06.21	16	21/014	ADC Tree Planting Strategy	APC Office to send survey to all councillors to complete and send their responses back to the office.			Office	
30.06.21	16	21/014	ADC Tree Planting Strategy	Once responses received and collated results to be sent to ADC before the given deadline.			Office	

## KEY

Task has been started

Task not yet started

Deferred Task: Remain on the deferred list as future work required (see separate sheet)

# ANGMERING IN BLOOM ASSOCIATION

## REPORT FOR PC CLEW MEETING 28th JULY 2021

We are pleased to say we have two new volunteers, Sue Crawford and Jane Lewis who have quickly and easily fitted into our Team.

### **Recent activities**

Over the last few months we have completed our Summer planting which includes –:

- The High Street bed
- The Beehive bed, once the poppies had finished
- The Nursery Road bed
- Pooks Cottage front wall bed
- St Wilfrid's front soldier bed
- The Community Centre moon bed
- Planters and trugs at the Community Centre and on the Village Green next to the stone seats

Our Wednesday morning maintenance sessions have included –:

- Providing St Wilfrid's school with planting suggestions for their Entrance bed and also weeding it
- Planting additional primroses on the bank opposite the Village Hall
- Maintaining the planters outside APC
- Tidying and weeding St Nicholas garden middle bed and bindweed amongst the shrub border
- Cutting back and weeding the QE2 bed at Water Lane
- Weeding around the High Street Hill poppies
- Weeding and planting shrubs on the CALA homes roundabout

### **Future activities**

We have finalised the Information board for St Nicholas garden and an unveiling event is scheduled to take place there on Wednesday 11<sup>th</sup> August.

## Annual Business Plan 2021/22

Area of focus	Aim	Objective	Action	Budget	Precept or Grant	Who is responsible	Completion Date	Updates	RAG	Priority
<b>CLEW</b>										
New Residents/Promoting what Angmering has to offer	To increase the knowledge people have to being part of Angmering Parish.	To ensure that all residents are aware of which parish they reside in.	To request all Estate Agents market propeties correctly. Discussion with ADC regarding postcode/electoral role.	Nil	NA	Alison Reigate	2021/22			
New Residents/Promoting what Angmering has to offer	To let people know what Angmering has to offer. Highlight areas of interest, promote what Angmering has to offer, visibility of local charities, sevrices and events in the area. Highlight sports etc	To ensure new residents are made aware of what Angmering has to offer.	To produce a Welcome Pack for all new residents paper & electronic. For new residents and developments	£300.00	Precept	Tray Lees/Kev Haag	2021/22	Maybe adjusted to £1,000		
Residents Voice	To ensure that all residents are encouraged to have a voice in the village	To increase the number of under 25's particpating in changes to the village	Hold forums to gain children & young peoples views	£200.00	Precept	Nikki Hamilton-Street	2021/22			
Residents Voice		To host regular "Meet the Councillor" events	Establish online and face to face around the Parish	Nil	NA	Rhys Evans	Annually			
Residents Voice		To create residents workshops	Offer workshops on various aspects of Council business for people to learn more about what we do and what we are responsible for.	£200.00	Precept	Sylvia Verrinder	As required			
Residents Voice		To hold an annual survey to gain residents opinions and aspirations for the village	Create survey to go out in November each year	Nil	NA	Nikki Hamilton-Street	Annually			
Volunteer Opportunities and Community Schemes		To develop an overarching "Friends of Angmering" to include all voluntray sector orgainsiations	To share ideas, resources and develop a coordinated approach	Arrange meet ups 2-3 times per year.	£200.00	Precept	Sam Fraser/David Marsh	Annually		
Volunteer Opportunities and Community Schemes	To support the Community Allotment	To develop a self supporting Community Allotment Group, to develop the project	To develop a plan Continue to recruit volunteers	£100.00	Precept	Alison Reigate	Annually			



Volunteer Opportunities and Community Schemes		To ensure that excess produce is shared in the community	To establish links with Community Fridge	Nil	NA	Sam Fraser/Alison Reigate	2021/22			
Volunteer Opportunities and Community Schemes	To reduce the impact of litter on the parish and ensure all of Angmering is covered by Volunteer Community Litter Pickers	To develop the Volunteer Community Litter Pickers. Increase numbers volunteering and ensure all have all the appropriate equipment needed	To advertise regularly. To host volunteer meet ups To host Community Action Days in specific areas	£300.00	Precept	Sam Fraser	2021/22			
Volunteer Opportunities and Community Schemes	To reduce the the impact of dog fouling in the parish	To increase the number of Green Walkers and promote dog owners to be more thoughtful	Liaise with ADC and promote the scheme and address any issues	Nil	NA	Tara Gambling/Mike Jones	2021/22			
Volunteer Opportunities and Community Schemes	To establish Community Orchards in Angmering	To explore Lloyd Goring Close allotments as a potential site	To discuss with ADC. To identify funding	Nil	Grant	Katie Herr/Nikki Hamilton-Street/Alison Reigate	2021/22			
Volunteer Opportunities and Community Schemes	To establish Men in Sheds and investigate the potential of a "Repair Café"	To explore potential to support a project within Angmering	To plan project. To recruit interested residents. To identify a site. To identify funding	Nil	Grant	Alan Evans	2021/22			
Community Centre	To work with Community Centre Trust to ensure that the centre is accessible to all & maintained to a high standard	To provide support for maintenance	Continue with yearly servicing and maintenance checks.	£11,000.00	Precept	Katie Herr	2021/22			
Play Parks	To ensure all play parks are maintained to a high standard to offer quality imaginative play	To prioritise parks in line with startegy	To prioritise Pippin & Braeburn pocket parks, with a community survey & programme of work	Unknown	Ear Marked Reserves / Grants	Tracy Lees/Lee Hamilton-Street/Alison Reigate	2021/22			
Play Parks	To esnure these areas are maintained to a high level	To work with ADC to ensure that Fletchers Field & Palmer Road Rec are maintained to a high standard	Continue to liaise with Parks Team	Nil	NA	Katie Herr	2021/22			
Allotments	To provide allotments in the Parish	To ensure the continual use of Honey Lane Allotments	To update lease and work with Allotment Association to ensure best use of facilities	Nil	NA	Katie Herr	2021/22			

Wellbeing	To establish support within the community for those experiencing dementia either themselves or within their family	To explore the potential of a Dementia café.	To identify a suitable venue. To seek professional advice and support	£100.00	Precept/Grant	Sam Fraser/Tara Gambling	2021/22			
Wellbeing	To ensure that residents & dogs have access to water whist out exercising	To provide Water Fountains in the Village Square and or Mayflower Park	To work with partners and known businesses to provide	£1,500.00	Precept/Sponsorship	Tara Gambling/Paul Bicknell	2021/22			
Wellbeing	Maintain vegetation/flower beds/troughs etc in the village	Add a tap on the green to aid with watering of village flowers etc	To work with partners and known businesses to provide	Nil	Grants/Sponsorship	Tara Gambling/Paul Bicknell	2021/22			
Events	To deliver a Parish Assembly annually	To ensure that all organisations within the village can promote themselves to the community	To identify a suitable venue and date. To promote to all residents	£400.00	Precept	Tracy Lees	Annually			
Events	To commemorate Remembrance Sunday and provide Angmering the opportunity to participate	To deliver in partnership with local churches and community organisations a service and parade	To review previous year and ensure plan in place in plenty of time	N/A	Precept	Tracy Lees/Sylvia Verrinder	Annually			
Events	To host a Memory Tree event on the last Friday in November to remember lost loved ones. Provide a suitable Christmas tree with lights and other decorations for the village.	To deliver in partnership with local businesses an event to start Christmas	To review previous year and ensure plan in place in plenty of time. Identify ways of advertising the event and encouraging it to grow	£4,200.00	Precept	Office	Annually			
Events	To provide equipment to allow markets to be held in the village and/or elsewhere in Angmering	To increase footfall to the village shops and assist with businesses run from home	Purchase gazebos to allow outside trading for shops and home businesses	£3,500.00	Precept	Tracy Lees	2021/22			
Events	TBC after COVID	TBC after COVID	TBC after COVID	£11,000.00	Precept/Sponsorship	Office/Councillors	Annually			
Mayflower Park		To redevelop Mayflower Park in partnership with the community and partners	To establish a Working Group and develop a deliverable plan	N/A	Precept & Grants	Working Group of councillors and residents	2021/22			
Mayflower Park		To make travelling through Mayflower Park a safer experience for all	To secure funding for providing lighting on the north/south path	£30,000.00	Grants/CIL funding	Katie Herr/Nikki Hamilton-Street/John Oldfield	2021/22			

Mayflower Park	To establish Mayflower Park as a go to destination in Angmering	To undertake work on trees & shrubs on boundaries to create a safer environment	To work with Parish Volunteers to raise the bases of trees & shrubs	N/A	Precept & Grants	Roy Squires/Alan Evans	2021/22			
Mayflower Park		To create a café & community space	To create a business plan to seek additional funding to deliver the concept	Earmarked Reserves	Precept/Grants/Earmarked Reserves/Sponsorship	Office/Rhys Evans	2021/22			
Mayflower Park		To ensure Mayflower Park is attractive to and home of wildlife by putting in place an environment that attracts wildlife	Create planting to attract wildlife. Establish bat & bird boxes	£500.00	Precept & Grants	Sam Fraser/David Marsh	2021/22			
Mayflower Park		To support increased participation in basketball and positive activities for young people	To gain quotes for a basketball court, and work with interested young people to deliver	Earmarked Reserves	Precept & Grants	Tracy Lees/Mike Jones	2021/22			
Mayflower Park		To develop the area around the SUD to create a pond for wildlife	To look into what can be done but also maintain the function of the SUD	N/A	Precept & Grants	Tracy Lees/David Marsh	2021/22			
Mayflower Park	To increase the number of residents taking part in cycling	To maintain BMX Track and increase use	Develop links with Angmering Cycle Club	£1,500.00	Precept	Tara Gambling/Alan Evans	2021/22			
Mayflower Park	Investigate the possibility of having a park run around the park	Increase the use of Mayflower and create events	Look into regulations etc regarding facilitating park runs	NA	NA	Tara Gambling/Alan Evans	2021/22			
St Nicholas Gardens	To increase residents use of the area & their knowledge of its history	To put in place a regular maintenance programme	Maintain the area to a high standard and encourage use	See tree/hedge maintenance plan	NA	Tracy Lees/Roy Squires	2021/22			
Palmer Road Recreation Ground	To support the development of the area	To maintain the facilities to a safe standard for their current use	To work with ASRA to maintain the pavillion and surrounding area	£10,000.00	Precept	Katie Herr/Mike Jones	2021/22			
		To ensure that the new Sports Hub is delivered and offers high quaity facilities for Angmering	To work with ADC to ensure that the project is delivered	NA	S106 funding	Katie Herr/Mike Jones	2021/22			
Tree/hedge Maintenance	To have a tree/hedge maintenance policy to ensure the healthy upkeep of the trees/hedges that we are responsible for and to have funds available	To maintain the trees and hedges we are responsible for in the best way possible.	Create the policy and arrange appropriate funding and EMR.	£12,500.00	Precept	Tracy Lees/Mike Jones/Roy Squires	2021/22			

Tree Policy	To increase the number of trees in Angmering	To promote tree planting on Parish Council Land and residents & landowners	Identify land for planting Identify funding and tree planting packages. Identify partners	NA	Precept & Grant	David Marsh/Paul Bicknell	2021/22			
Resilience Plan	Ensure that the Parish Council Resilience Plan continues to address the risks to Angmering Parish	To review annually or after use	To supply training to Councillors, Staff & Volunteers after use or review	NA	NA	Tracy Lees/Lee Hamilton-Street	2021/22			
		To review annually or after use	To implement outcomes of any review or update	NA	NA	Tracy Lees/Lee Hamilton-Street	2021/22			
Promotion	Promote Terracycle within Angmering	To increase awareness and drop off points	Promote and advertise established drop of points and encourage more	NA	NA	Alan Evans	2021/22			
<b>Planning and Infrastructure</b>										
Traffic	To address the traffic issues in Weavers Hill/High Street/Water Lane	To make these roads safer for all users.	Undertake a community survey & complete a plan to present to WSCC Highways	NA	NA	PI Committee/Katie Herr	2021/22			
Traffic	Install speed signs to reduce traffic speed and incidents	To investigate sites for Speed Indication Devices	Present plan to WSCC Highways & seek funding	NA	NA	PI Committee	2021/22			
Dappers Lane	Maintain the rural charm of Dappers Lane	Make the lane safe to use for all by working with West Sussrx County Council.	To work with the Dappers Lane Working Group and WSCC to try to reduce the negative effects of the additional housing	NA	NA	Sylvia Verrinder/Paul Bicknell/DLWG	2021/22			
Dappers Lane	Maintain the rural charm of Dappers Lane	Biodiversity Impact Assessment north end of Dappers Lane	To support the Working Group to seek assistance in producing this and delivering recommendations	NA	NA	Sylvia Verrinder/Paul Bicknell/DLWG	2021/23			
Cycling	To ensure that there are safe cycle routes throughout the parish to encourage people out of their cars	To identify possible cycle routes & paths and create a masterplan.	Establish a working group to create plan	NA	NA	PI Committee	2021/22			

Bramely Green Cycle Lane	To ensure cyclists are safe and accidents on the lane are reduced	Make the cycle lane safe for use	Work with WSCC (owners) to address the state of the path and ensure a resolution is achieved	NA	WSCC funding	PI Committee/Office	2021/2022			
Cow Lane	To have the lane restored to a suitable level that is in keeping with its stature	To ensure that suitable surfacing is provided in Cow Lane	To work with WSCC PROW Team	NA	S106 Funding	Katie Herr/PI Committee/Resident	2021/22			
Funding	To ensure that CiL/S106 is used for projects that enhance the village & reduce the impact of developments	To have a framework for gaining CiL for projects within the Parish	To work with ADC	NA	NA	Katie Herr/John Oldfield/Nikki Hamilton-Street	2021/22			
Neighbourhood Plan	To review existing Neighbourhood Plan to ensure it is fit for purpose	To work with AiRS & ADC to understand what needs to be achieved	To establish a Working Group and develop a deliverable plan	NA	Reserves	NHP Review Group	2021/22			
<b>Office</b>										
Review	To ensure that Angmering Parish Council is adequately staffed to deliver a high quality service to residents	Complete a review of staff against current work and future delivery	Create a business plan with recommendations	NA	NA	Katie Herr/Nikki Hamilton-Street	2021/22			
Promotion	To ensure that the Parish Council is effectively using social media to communicate with residents	To increase regular presence on all social platforms and updates on website	To have monthly plan for postings	NA	NA	Katie Herr/Tara Gambling	2021/22			
Promotion	To increase the awareness of Community Grants	To get a broader range of associations coming forward for grants	Promote grants within Angmering	£3,800.00	Precept	Tracy Lees/Sylvia Verrinder	Annually			
Councillors	To support Councillors to deliver the best possible service to residents	To undertake a review of Councillor IT	To produce a business plan with recommendations and add to earmarked reserves yearly	£1,000.00	Precept	Katie Herr/Lee Hamilton-Street	2021/22			
Councillors	To support Councillors to deliver the best possible service to residents	To continue to equip Councillors with knowledge & skills	Undertake Skills Audit & deliver training programme	NA	NA	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		To seek to identify possible sites for the APC Office and undertake feasibility studies	To produce a Business Plan of possibilities for Councillors to consider	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			

Parish Office	To have a Parish Office that is fit for purpose, and puts the Council in a strong position for 15/20+ years	To consider any new Parish Office as a Community Hub to enable residents to seek advice and information from other partners	To undertake work to add to Business Plan	NA	Assests & Reserves	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		To look to move to a new site by 2022/2023	Investigate options	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		Look at increasing the offices appeal to the public. Include refreshment facilities, IT, public toilets etc	Investigate options	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		To ensure that the sustainable heating is strongly considered	Look at funding, including through the Rampion Windfarm	NA	Grant	Rhys Evans	2021/22			

Key			
RAG	Started	On Hold	Completed
Priority	By Summer	By Autumn	By Winter