



Established 1894

Angmering Parish Council

The Corner House
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Angmering
West Sussex, BN16 4EA

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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 26 AUGUST 2020

- Present:** Councillors Nikki Hamilton-Street; Lee Hamilton-Street; Mike Jones; Alison Reigate (Chairman); Norma Harris; Sharlan Woodason; Rhys Evans; David Marsh and Paul Bicknell
- In attendance:** Tracy Lees, Committee Clerk; Julia Phelon and Judith Cross, representatives of Angmering In Bloom and 3 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	20/020	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. Alan Evans.	
2	20/021	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. Cllr. Reigate made a non-pecuniary interest in item 12 as she is a plot holder.	
3	20/022	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 29 July 2020 were agreed and will subsequently be signed by the Chair.	
4	20/023	ANGMERING IN BLOOM (AIB) The Representatives from AIB explained that there was no report this month. They commented that they are still going out into the village on a Wednesday, but the recent bad weather had hindered their work. Cllr. Reigate thanked them for their continued work and support.	
5	20/024	PUBLIC CONSULTATION A member of the public had sent in an email asking about a schedule or works regarding overgrown areas, such as hedges and trees, around the village. Cllr. N Hamilton-Street read the email out to the committee.	

After a short discussion it was agreed by all that Cllr. Reigate would contact the member of the public to arrange a walk around of the areas of concern in order to find a suitable way forward.

Action: Cllr. Reigate to contact the member of the public and arrange a village walk round.

AR

6 20/025 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.

7 20/026 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 originally planned.

A conversation took place around recruiting volunteers for litter picking and other activities in Angmering. Tracy Lees commented that a volunteer policy was in the process of being written. Cllr. Marsh explained his idea for a Keep Angmering Tidy group.

Cllr. Bicknell confirmed that he was still hoping to secure funding for hi-vis jackets and would report back as soon as he could. A short discussion took place regarding branding of the jackets, but it was agreed that this would be too expensive and that badges would be a better option.

Tracy Lees stated that the APC office would like to hold a virtual **Pumpkin Carving Competition** with entrants sending in photos of their carved pumpkins, all present agreed that this was a good idea and should go ahead. Cllr. N Hamilton-Street commented that she had already enquired with Angmering School about their Virtual Art Exhibition as this could be something APC could use for this competition. All agreed.

Action: Find out how the Virtual Art Exhibition works and if this can be used for this competition.

NHS

AIB representatives asked if APC would like them to donate pumpkins again this year, Tracy Lees said yes please. It was agreed that AIB and Cllr. Reigate would discuss the best way to make this happen.

Action: Report back on what pumpkins can be donated.

AR/AIB

Remembrance Sunday was discussed, and it was agreed that while it is still unknown if this event can take place as planned or in a scaled back version APC would apply for the road closure license. It is better to have it in place and not used than be too late to apply if the event can take place.

Action: Apply for road closure license.

TL

8 20/027 RESILIENCE

Nothing to report.

9 20/028 PLAY PARK STRATEGY AND PRIORITY MATRIX

Cllr. Reigate explained what she had been looking at, in particular two play parks – Pippin and Braeburn. Cllr. Reigate then asked for an update on what others had been looking at.

The next point raised was around consultations with residents close to Pippin and Braeburn which had to take place in order to be able to prioritise and decide what actions needed to be taken as this will impact on next years budget. APC need to know what, if anything, is required by November 2020.

Cllr. L Hamilton-Street suggested a pop-up event in these areas to get residents feedback, Cllr. Marsh agreed that this is a good time for a pop-up event especially due to the fact that the Blenheim Play Park re-vamp had been featured in the recently delivered All About Angmering magazine. A short discussion then took place regarding previous surveys and budget constraints.

After discussion it was agreed to move forward with a pop-up in the Pippin and Braeburn area. An email will be sent out with a selection of dates to ask for volunteers to man the stand. Once date and volunteers are agreed a communication via the APC website, Facebook page and noticeboards will be sent out, so residents are aware this is happening.

Action: Send email to confirm date and names of volunteers.

TL

10 20/029 BLENHEIM PLAY PARK RE-DESIGN

Cllr. Reigate talked about her poster idea which had previously been shared via email and asked if there were any other ideas. Tracy Lees suggested dropping a flyer to all houses surrounding Blenheim Play Park advising what was going to happen and giving a time line. All agreed this was a good idea.

Action: Design flyer and distribute to the local residents.

TL

Cllr. Evans suggested a pop up at the opening for residents to come and see what to expect when work is considered for other play parks.

Tracy Lees explained that the contractor would be able to help with the opening as this is a service that they offer. It was agreed that APC would find out what options were available and report back via email ready for the September meeting for a decision.

Action: Find out what options were available and report back via email.

TL

A member of the public referred back to the poster idea and asked if the contractor could help with this. Cllr. N Hamilton-Street asked if the contractor could be asked what promotional material they could supply.

Action: Obtain examples of promotional materials and send round via email to the committee.

TL

Cllr. Marsh suggested that all information needed to be received prior to the September meeting so a firm decision could be made about the opening at the September meeting. All agreed.

Cllr. Marsh then suggested that himself, Cllrs. Reigate and Woodason looked at putting the poster campaign together, put together a proposal and share with the rest of the committee. All agreed.

**Cllrs.
DM, AR
& SW**

Action: Work on the poster campaign and pull together a proposal.

11 20/030 WILDFLOWERS AT COMMUNITY CENTRE

Cllr. Reigate referred the committee to the supporting paper and asked for comments.

AIB explained what they wanted to achieve and their rationale for choosing this area.

After a short discussion it was agreed that the wildflower garden should be planted at the community center in the suggested area.

RESOLUTION: Cllr. Marsh **PROPOSED** that the wildflower garden should be planted at the community center, Cllr. Jones **SECONDED** and **ALL AGREED**.

12 20/031 APC ALLOTMENT

Cllr. Reigate gave an overview of the plot APC have been given and the initial works involved in preparing the area i.e. clearance of the overgrown areas. She then went onto say that a first draft of a risk assessment had been drawn up and asked for Cllr. L Hamilton-Streets input, he agreed.

Regarding a budget, Cllr. Reigate advised that she had put together a list of items that she felt were needed and costs were being obtained. She then went on to ask for different funding/sponsorship ideas and a discussion took place on various avenues to try. Cllr. Reigate confirmed the cost of the plot for the year was £25.00 and would be paid for by APC.

From the initial message put out to ask for volunteers six members for the public have already expressed an interested in getting involved. Cllr. Reigate went on to explain she was looking to put leaflets in various public places, such as doctors surgeries, to gain as much interest as possible.

Before moving on to the next agenda item Cllr. N Hamilton-Street updated the committee on her conversations with ADC regarding the Lloyd Goring Close allotments. She explained the background around this area and that it comes under ADCs Housing Revenue Account Land i.e. ADCs Housing department. They are keen to potential allow APC to use it as community orchard / community piece of land and have gone away to do some research at their end. APC have also contacted ADCs Parks and Garden department to see if APC can team up to have a joint community orchard. Cllr. N Hamilton-Street will report back when more is known.

13 20/032 MENTAL HEALTH & WELLBEING RISK ASSESSMENT

Cllr. Reigate advised that this item was on the agenda after a resident raised concerns at the last HTP meeting regarding the development at Dappers Lane would be damaging to her health and wellbeing.

Cllr. Oldfield, acting as a member of the public, left the meeting.

Cllr. Reigate said that it was suggested at the HTP meeting that APC ask ADC to carry out a Mental Health & Wellbeing Risk Assessment. Cllr. N Hamilton-Street agreed and gave a bit more background on the conversation that had taken place.

Cllr. Reigate then stated that the proposal was to ask ADC to undertake this risk assessment on Dappers Lane and would anyone like to propose it.

RESOLUTION: Cllr. Woodason **PROPOSED** that the ADC were asked to undertake a Mental Health & Wellbeing Risk Assessment on Dapper Lane, Cllr. Jones **SECONDED** and **ALL AGREED**.

Action: Contact ADC to ask for the assessment to be carried out.

KH

14 20/033 ANGMERING PARISH COUNCIL INTERNAL TREE POLICY

Due to technical issues the policy was only shared with councillors on the morning of this meeting.

Cllr. Reigate explained that this was just a first draft and invited any comments for an initial discussion.

Cllr. Jones suggested that to give people to time to read and digest the policy properly that it be deferred to the next meeting of this committee. Cllr. N Hamilton-Street stated that it needed to go to the next full council meeting and asked that feedback should be received in the next week so the policy could be adopted at this meeting on Monday 14 September. All agreed.

Action: Cllrs. to review and send in any feedback by Friday 4 September 2020.

Cllrs.

Action: Add potential policy adoption to next full council agenda.

KH

15 20/034 MAYFLOWER PARK IMPROVEMENT IDEAS

Cllr. N Hamilton-Street suggested setting up a working group to look at what would work in the space, what could be considered etc. Agreement was expressed by all present.

Cllr. Reigate asked who would like to be on this working group, the following expressed an interest: Cllrs. N Hamilton-Street, R Evans, Bicknell, Jones and Harris. One member of the public and AIB expressed an interest in taking part.

Action: Email to be sent out to arrange first meeting.

**Cllr.
NHS**

16 20/035 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1) This Committee – None.
- 2) Full Council – None.

DATE OF NEXT MEETING

The Committee's next meeting will be held via Zoom on **Wednesday 30 September 2020 at 19:00.**

The meeting concluded at 15:15.

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Chairman

Date.....

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	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. Roy arranged 2 further tree surgeons 22/09/2020	KH/RS	
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	
26.08.20	5	20/024	Public Consultation - AIB	Schedule or works regarding overgrown areas was requested	Clr. Reigate to contact the member of the public and arrange a village walk round.		AR	
26.08.20	7	20/026	Community Events - Pumpkin Carving Comp	Find out how the Virtual Art Exhibition works and if this can be used for this competition.			NHS	
26.08.20	7	20/026	Community Events - Pumpkin Carving Comp	Donation of pumpkins from AIB	Report back on what pumpkins can be donated		AIB / AR	
26.08.20	9	20/028	Play Park Strategy and Priority Matrix	Move forward with a pop-up in the Pippin and Braeburn area	Send email to confirm date and names of volunteers.	No action taken yet due to Covid-19	TL	
26.08.20	15	20/034	Mayflower Park Improvement Ideas	Email to be sent out to arrange first meeting			NHS	

KEY

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

ANGMERING IN BLOOM ASSOCIATION

REPORT FOR PC CLEW MEETING 30th SEPTEMBER 2020

Recent activities

Since the lockdown has continued to be eased, we have been able to meet up on Wednesday mornings, while still socially distancing and keep the many areas and planters around the Village and the Community Centre tidy.

Several of the Committee members met with Dave O'Hare of Tivoli Group to discuss the proposed sites for wildflowers. He felt that the Community Centre area near the Car Park Entrance was a good spot as it is a reasonable size and has naturalistic surroundings. He did however think the Beehive bed was a bit small and was also in more formal surroundings. The wildflowers are usually only in flower for about two months of the year the rest of the time the area would be grass/scrub. We discussed this at our next Committee meeting and agreed to go ahead with the Community Centre area but that the Beehive bed should be planted by us with wildlife friendly plants instead of wildflowers as this should give more year round interest.

We have put together our annual schedule of Autumn planting, including identifying new areas for planting Spring flowering bulbs.

We have been in touch with St Wilfrid's school to suggest a joint project to plant up and maintain their front raised bed, which has the WW2 soldier in it. Several of us are due to meet Vicky Foster-Lewis on 30th September to discuss it.

We were grateful to Katie Herr for arranging for Roy to weed spray areas we had identified that needed attention and are pleased he will continue to do this as requested.

Future activities

We have offered to supply some pumpkins for this year's APC Pumpkin competition, however we are waiting to hear if this is going to go ahead in the same way as it did last year.

We are in the process of looking for funding for the Information board for St Nicholas garden. We submitted a request to the Angmering Heritage Trust for the cost of the board and installation at their last meeting. They have however come back and asked if we are planning to approach APC for some grant funds. We had informally mentioned this at a previous CLEW meeting but will now need to look into this more formally. We would be looking at the possibility of a grant to cover the production of the actual Artwork that would appear on the Information board.

We have been extremely fortunate that many of our Sponsors have continued to Sponsor us for the coming year despite these difficult times. This is currently our only means of raising the funds necessary for the planting and projects we would like to undertake as we cannot hold or attend any fundraising events for the foreseeable future.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING WEDNESDAY 30 SEPTEMBER 2020

- **AGENDA ITEM 7: COMMUNITY EVENTS, BLENHEIM PLAY PARK OPENING**

FOR INFORMATION

After the recent Covid-19 updates we have decided not to hold an opening ceremony and will take the following steps:

An information leaflet will be produced and posted through the doors of the houses surrounding the play park advising that the planned opening can not go ahead and the reasons why.

The leaflet ideally to be delivered by Councillors so they can engage with the public and answer any questions they may have.

The above to be done on the day that the park is released to Angmering Parish Council i.e. is ready to be used.

The Opening Ceremony will go ahead but not until it is safe to do so, which may not be until next year.

We will also post on our Facebook page when the park is now open along with some pictures of the new improved look.

Decision Needed: No decision required.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING WEDNESDAY 30 SEPTEMBER 2020

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

DECISION NEEDED

After liaising with Littlehampton Town Council, Rustington Parish Council and being advised the Royal British Legion have no plans to hold any parades this year due to Covid-19, below is an outline of what will be taking place in the surrounding areas and a proposal for Angmering:

We understand that **Littlehampton Town Council** will be doing the following:

- Will not be applying for a road closure license and will not be holding a parade
- A Church service will be held but it will be a virtual service
- Limited wreath laying will take place and shown via a Facebook live stream
- They are actively going to encourage people not to attend but stand outside their front doors at 11:00 to observe the two minutes silence.
- A donation will be made to the Poppy Appeal
- All of the above will be reviewed at a meeting in mid-October but they do not expect much to change.

We understand that **Rustington Parish Council** will be doing something very similar.

Therefore, the proposal for **Angmering** is:

- Not to have any road closures or parade
- After speaking with St Margaret's Church, they are still planning to hold a Church service
- Limited wreath laying which can be streamed live on Facebook
- Actively encourage people to stand outside their front doors at 11:00 to observe the two minutes silence
- Donation to be given to the Poppy Appeal

Please note: Due to the current Covid-19 situation any of the above could change at any time.

Decision Needed: To consider the proposal for Angmering and agree or amend.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING WEDNESDAY 30 SEPTEMBER 2020

- **AGENDA ITEM 12: REPAIR OF PLAY PARK EQUIPMENT AT DISCOVERY PLAY AREA**

DECISION NEEDED

The play equipment shown below has been damaged, this piece of equipment is currently unusable and taped off to ensure the safety of residents.



We have received the following two quotes from Playdale the company that we use for repairs:

- Full Repair Quote: £1,743.97
- Part Repair Quote: £1,085.33

A detailed quote for both full and part repair can be found on separate papers.

On discussion with Roy our Groundsman it transpires that he would not be able to complete the replacement of the advised items from either quote.

Contact was made with the equipment company and the below information was given

- The price for us to deliver and install on the full repair would be £395 + VAT
- The price for us to deliver and install on the part repair would be £395 + VAT

This now makes the following:

Full Repair Quote and Fitting £1,988.97

Part Repair Quote and Fitting £1,382.33

Budget for 2020/2021 – Play Area Maintenance - £7,500

Used up until 1 September 2020 - £797.00

Discussion Needed: To decide on a full or part repair and fitting.

Your Quote

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

Quotation Number: 0000066081
Quotation Date: 20/08/2020
Reference: WSU/LC
Project for: Replacment parts for the Bridge and Rope Ramp

Product Code	Product Name	Quantity	Unit Price	Total
WT364	WT Arch Bridge Platform	1.00	1,125.10	1,125.10
F043	M10 X 100mm HT Hex Head Bolt	4.00	1.02	4.08
F601B	Plastic Dome Cap	8.00	0.36	2.88
F601A	Plastic Dome Cap Washer	8.00	0.38	3.04
F110	M10 Washer 21mm O/D	8.00	0.05	0.40
F137	M10 Nylock Nut BZP	4.00	0.22	0.88
SR02	WT Pull Up Rope (1.5m) Green	1.00	53.84	53.84
WT042B	WT Pull-Up Ramp (1.5m)	1.00	399.38	399.38
F601A	Plastic Dome Cap Washer	3.00	0.38	1.14
F601B	Plastic Dome Cap	3.00	0.36	1.08
F121	M10 S/S Washer 21mm OD	2.00	0.05	0.10
F120	M10 S/S Nylock Nut	2.00	0.25	0.50
F137	M10 Nylock Nut BZP	1.00	0.22	0.22
F112	M12 Washer 32mm O/D	1.00	0.21	0.21
F138	M12 Nylock Nut BZP	1.00	0.20	0.20
F600A	Plastic Counterbore Housing Washer	1.00	0.63	0.63
F600B	Plastic Counterbore Plug	1.00	0.29	0.29
DEL003	Deliver Spares Only	1.00	150.00	150.00
		NET	GBP 1,743.97	



All the above prices are subject to VAT and are valid for a period of one month.
Please refer to our standard Terms & Conditions and our Additional Information.
Finance packages are available.

Your Quote

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

Quotation Number: 0000066083
Quotation Date: 20/08/2020
Reference: WSU/LC
Project for: Replacment parts for the Bridge and Rope Ramp

Product Code	Product Name	Quantity	Unit Price	Total
WT064B	Wt Platform Timber Infill	6.00	40.84	245.04
WT064D	Wt Pltfrm Hexa Flr Mid Infill	5.00	33.40	167.00
WT064C	Arch Br P'Form Hexa End Infill	2.00	32.08	64.16
F008s	M10 X 90mm S/S Coach Bolt	12.00	1.10	13.20
F019s	M10 X 70mm S/S Coach Bolt	14.00	0.95	13.30
F601A	Plastic Dome Cap Washer	26.00	0.38	9.88
F601B	Plastic Dome Cap	26.00	0.36	9.36
F121	M10 S/S Washer 21mm OD	26.00	0.05	1.30
F120	M10 S/S Nylock Nut	26.00	0.25	6.50
SR02	WT Pull Up Rope (1.5m) Green	1.00	53.84	53.84
WT042B	WT Pull-Up Ramp (1.5m)	1.00	399.38	399.38
F601A	Plastic Dome Cap Washer	3.00	0.38	1.14
F601B	Plastic Dome Cap	3.00	0.36	1.08
F121	M10 S/S Washer 21mm OD	2.00	0.05	0.10
F120	M10 S/S Nylock Nut	2.00	0.25	0.50
F137	M10 Nylock Nut BZP	1.00	0.22	0.22
F112	M12 Washer 32mm O/D	1.00	0.21	0.21
F138	M12 Nylock Nut BZP	1.00	0.20	0.20



F600A	Plastic Counterbore Housing Washer	1.00	0.63	0.63
F600B	Plastic Counterbore Plug	1.00	0.29	0.29
DEL003	Deliver Spares Only	1.00	98.00	98.00
		NET	GBP 1,085.33	

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