



Established 1894

Angmering Parish Council  
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**TO: ALL MEMBERS OF THE COUNCIL**

**The Meeting of the Full Council (8 June 2020)** will be held remotely (via Zoom) and is to be delivered within 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021. For further information see The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 <http://www.legislation.gov.uk/uksi/2020/392/contents/made>

**YOU ARE SUMMONED TO ATTEND A MEETING OF  
ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING  
ON MONDAY 8 JUNE 2020 2PM  
FOR THE PURPOSES OF TRANSACTING THE FOLLOWING BUSINESS:**

**AGENDA**

**1 ELECTION OF CHAIRMAN**

To elect the Chairman of the Parish Council for the coming Council Year. The signing of the Acceptance of Office will be completed in the presence of the Clerk by end of day Tuesday 9 June 2020.

**2 ELECTION OF VICE CHAIRMAN**

**3 APOLOGIES FOR ABSENCE**

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

**5 APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11 MAY 2020**

**6 PUBLIC CONSULTATION**

Members of the Public are invited to submit questions, for consideration at the meeting, to the Council by no later than Friday 5 June 2020 at 4.00pm, either in writing delivered to the Parish Council Offices, via email to: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk) or by telephone: 01903 772124.

You can also request to join the live Zoom meeting by emailing [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk) and requesting the meeting number and password. If you have any questions regarding the app used, please do not hesitate to contact the Clerk.

- 7 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**
  - a) The attached action list
  - b) Any subsequent matters that have arisen since the agenda was set.
- 8 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**
- 9 REPORTS FROM THE ARUN DISTRICT COUNCILLORS**
- 10 APPOINTMENTS TO PARISH COUNCIL COMMITTEES**
  - a) Governance & Oversight Committee
  - b) Housing, Transport & Planning Committee
  - c) Community, Leisure, Environment & Well-Being Committee
- 11 APPOINTMENTS TO REPRESENT THE PARISH COUNCIL ON OTHER ORGANISATIONS**
  - a) Joint Eastern Arun Area Committee (JEAAC)
  - b) Eastern Arun Parishes Group
  - c) Arun District Association of Local Councils (ADALC)
  - d) Angmering Sports and Recreation Association (ASRA)
  - e) JEAAC Highways and Transport Working Group
  - f) Angmering Village Hall Management Committee
  - g) Littlehampton Health Services Advisory Group
  - h) Angmering Twinning Association
  - i) South Downs National Park Authority
  - j) Arun District Council Planning & Development Advisory Group
- 12 FINAL ACCOUNTS 2019/2020**
  - a) To receive and agree the final accounts for the financial year ended 31<sup>st</sup> March 2020.
  - b) Sign 31<sup>st</sup> March 2020 Balance Sheet
- 13 AUDIT REPORT 2019/2020**

To receive the Audit Report for 2019/2020 which was conducted remotely on Thursday 28 May 2020
- 14 ANNUAL RETURN 2019/2020**

To approve Section 1 of the Annual Governance and Accountability Return 2019/2020
- 15 ANNUAL RETURN 2019/2020**

To approve Section 2 of the Annual Governance and Accountability Return 2019/2020
- 16 NEIGHBOURHOOD PLAN**

Receive an update regarding the plan and how it is progressing.
- 17 ANGMERING COMMUNITY CENTRE FLOOR REPAIR/REFURBISHMENT**

To receive the report and agree on a supplier to complete the work needed on the main hall at the Angmering Community Centre

**18 ASSETS OF COMMUNITY VALUE**

To receive a report on the current status and decide which will remain on the list.

**Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of agenda Item 19.**

**19 CONFIDENTIAL ITEM - CHANDLERS UPDATE**

To receive a report regarding the current status of the Chandlers development A/45/19/PL including loan arrangement and next steps.

**20 COMMUNITY GRANT APPLICATIONS**

1 request for a grant has been received this month. The Poppy Club have applied for a grant of £360 for flowers on the memorial in the Village Square.

The 2020/2021 budget for Community Grants is £3,500. It currently stands at £3,500.

**21 2019/2020 FINANCIAL REPORTS**

- a) Income and Expenditure compared with the Budget, for the following periods March, April and May 2020
- b) Lists payments for March, April and May 2020
- c) Bank reconciliation for March, April and May 2020. Signed by a member of the committee who is not a signatory for the council's bank account.

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

**23 QUESTIONS RESULTING FROM COMMITTEES HELD SINCE THE LAST MEETING**

An opportunity to ask questions resulting from the already circulated minutes of the meetings of the following committees:-

- a) The Housing Transport & Planning Committee meetings held on 19 May 2020
- b) CLEW and Governance are being covered in Full Parish until further notice.

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

**25 DATE OF NEXT MEETING**

- a) Revised meetings schedule, as attached.

The next scheduled Meeting of the Parish Council is on Monday 13 July 2020, at 7.30pm in the Village Hall.

.....  
Katie Herr – Clerk to the Council

Date.....



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### MINUTES OF THE OF ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 11 MAY 2020

**Present:** Councillors John Oldfield (Chair), Alan Evans, Mike Jones; Sylvia Verrinder, Alison Reigate, Rhys Evans, Nicki Hamilton-Street (Vicechair), David Marsh, Lee Hamilton-Street and Norma Harris

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk), District Cllrs. Andy Cooper and Mike Clayden

**Acronym:** Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – CLT, Housing, Transport & Planning Committee – HTP, Community, Leisure, Environment & Wellbeing Committee – CLEW, Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	20/001	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved from Cllrs. Sharlan Woodason, Frank Carr, Paul Bicknell and West Sussex County Cllr. Deborah Urquhart.	
2	20/002	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> No declarations of Pecuniary or Non-Pecuniary interests were received.	
3	20/003	<b>APPROVAL OF MINUTES</b> Cllr. Oldfield commented that there was an error with a date within the minutes which he would amend prior to signing. Approval of the minutes of the meeting of the committee from <b>Monday 9 March 2020</b> were agreed by all and subsequently signed by the Chairman.	
4	20/004	<b>PUBLIC CONSULTATION</b> No members of the public were present, or questions sent in to address.	
5	20/005	<b>THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:</b> a) The attached action list. For the Action List see <b>Appendix 1.</b> b) Any subsequent matters that have arisen since the agenda was set. None.	

The Clerk reported that APC were experiencing a lot of visitors from outside Angmering to the Skate Park. The Police have been informed by APC and local residents. The Police have subsequently visited the site and fines have been issued. APC are doing everything they can to prevent this situation continuing. The Clerk also confirmed that all parks remain closed and that APC will continue to monitor the situation and follow the Government guidelines.

Cllr. Verrinder asked about the Neighborhood Plan and that this had previously been discussed and agreed that this would be an agenda item. She asked if this could be added to future agendas, this was agreed. Due to COVID-19 and wanting to keep the residents of Angmering safe and focused on getting themselves through the current crisis, the Neighbourhood Plan Review Group decided to halt the survey going to every house in the village. We will now have to factor in changes which have come into effect because of COVID-19 and rework the survey before it is sent out. This will now have a serious delay on our timescale for completion of the update to our Neighbourhood Plan.

The Clerk also reported that APC have been asked by Sue Furlong at WSCC for assistance in other parishes.

**6 20/006 CHAIRMAN'S REPORT**

Cllr. Oldfield started his report by sending his and APC condolences regarding the very sad news of Cllr. Chris Blanchard-Cooper passing away on 30 April 2020.

Cllr. Oldfield reported that he had received a letter from the Mayor of Ouistreham Riva-Bella sending their best wishes and support. Cllr. Oldfield said he would write back and also post the letter onto the APC Facebook and website; all present agreed this was a good idea and should be done.

Due to the current situation no meetings or events had taken place so nothing more to report.

**7 20/007 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Deborah Urquhart was unable to take part in the meeting but sent in the following report. See **Appendix 2**.

**8 20/008 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Cooper thanked Cllr. Oldfield for his and APCs condolences regarding Cllr. Chris Blanchard-Cooper and that his family would be very heartened to hear this.

He reported that he had had a lot of representations from businesses and has been pushing for the business grants to come out as quickly as possible, ADC are now on top of this – this includes businesses in Angmering as well as the wider area. If APC are approached by a local business Cllr. Cooper asked that they are put in touch with him directly.

Cllr. Cooper mentioned that a virtual Planning Meeting will be taking place on the 26 and 27 May 2020. The meeting will be available in audio only via the ADC website.

Regarding ADC meetings Cllrs. Cooper and Clayden and other members of the council have been pushing for scrutiny as lots of things are being done under emergency powers, and rightly so, but clarity as to what's been happening has been missing so they are pushing to be better informed.

Cllr. Cooper reported that a tree had come down in Cow Lane today and he had made representation to get this cleared away as soon as possible.

To conclude Cllr. Cooper commented that as always, he was very happy to take anyone's questions so please contact him.

Cllr. Oldfield asked a question regarding the development South of Water Lane. APC are very concerned regarding the developer's proposal to use the entrance near the Spotted Cow for their construction work. Cllr. Cooper commented that he had already asked for clarification regarding this but had not yet received a reply – he will push again for a response and report back. Cllr. Oldfield also requested that the Angmering Advisory Group discuss this issue prior to the application being submitted to ADC.

Cllr. Clayden reiterated that one of their main tasks was to keep the scrutiny going and how important it is. He also commented on the good news re the business grants and that they are now being paid out.

Cllr. Clayden had nothing else to report.

**9 20/009 ZOOM MEETING FORMAT AND PROCEDURE**

Cllr. Oldfield advised that APC needed to adopt the format and procedure for future Zoom meetings. After a short discussion this was agreed.

**RESOLUTION:** Cllr. Oldfield **PROPOSED** that the Format and Procedure were adopted, Cllr. Verrinder **SECONDED** and **ALL AGREED**.

**10 20/010 MAYFLOWER GULLIES**

Cllr. Oldfield gave an overview of the situation and a short discussion took place. It was agreed that APC will pay for the cleaning of the gullies.

**RESOLUTION:** Cllr. Jones **PROPOSED** that APC will pay for the cleaning of the gullies, Cllr. Reigate **SECONDED** and **ALL AGREED**.

Cllr. N Hamilton-Street commented that going forward this needed to be budgeted for and any legal obligations investigated. Cllr. Oldfield agreed.

Action: Gully clearance to be budgeted for at Mayflower.

Action: Investigate all legal obligations.

Clerk  
Clerk

**11 20/011 NEW COMPUTERS – OFFICE**

The Clerk gave an overview of why they were needed and how the current situation and the need to work from home had exacerbated the urgency. Currently APC have only one laptop. The Clerk also commented that the cost for this new equipment was already budgeted for and it would be good for future proofing should this type of situation happen again.

Cllr. R Evans had sent in an alternative quote that he had received but as it came with no IT support was not a viable option.

Cllr. L Hamilton-Street commented that this matter had already been addressed as a need under the Business Continuity Plan.

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**RESOLUTION:** Cllr. Marsh **PROPOSED** the purchase of the new computers, Cllr. Harris **SECONDED** and **ALL AGREED**.

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Action: To confirm and place the order

Clerk

**12 20/012 YOUNG PEOPLES PUBLIC ART PROJECT – ANGMERING SCHOOL**

Cllr. N Hamilton-Street gave an overview of the project and that this had first been discussed at a CLEW meeting in January/February time. The decision that the committee is being asked to make today is regarding the sighting/location and not what it will look like.

A long discussion then took place with various locations being suggested around the village. All areas suggested had already been investigated and the reasons why it was not possible to place the art piece on these areas was reported to the committee.

The Blue Star roundabout was suggested, it was confirmed that the cost of this alone would be £3750 + VAT per year. This was ruled out along with several other pieces of land owned by WSCC due to various reasons including sight lines etc.

The art piece will be designed as an interactive piece and needs to be located where people can easily and safely reach it. There are set requirements within the S106 agreement which need to be adhered to.

Once all options had been discussed a vote was taken to agree to place the art piece near the Community Centre.

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**RESOLUTION:** Cllr. N Hamilton-Street **PROPOSED** the art piece will be located near the Community Centre, Cllr. Reigate **SECONDED** and **6 AGREED**, 3 Against and 1 abstained.

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Action: Confirm the location of the art piece and ask about expected timelines.

TL

Cllrs. Cooper and Clayden left the meeting.

**13 20/013 BLENHEIM PLAY AREA – QUOTES AND DESIGNS**

Cllr. N Hamilton-Street proposed that this item was deferred to the June meeting. She explained that Cllrs. R Evans and A Evans had offered some

other suggestions and the APC Office needed time to investigate. All present agreed.

It was also agreed that a Zoom meeting will be scheduled prior to the June meeting for all those Councillors wishing to attend to be updated with the findings.

Action: Set up Zoom meeting.

Clerk

**14 20/014 OPERATION WATERSHED GRANT – COW LANE**

The Clerk updated the committee on the APC application and explained APC were now ready to submit the application for this grant.

The Clerk asked if there were any questions. Honey Lane was mentioned, the Clerk confirmed that she was in contact with Sue Furlong at WSCC regarding funding for this area and that the Honey Lane Residence Association were also aware of the Cow Lane application.

The Clerk then asked if the committee were happy that the APC Office submit the application. All agreed.

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**RESOLUTION:** Cllr. Jones **PROPOSED** the application be submitted, Cllr. Verrinder **SECONDED** and **ALL AGREED.**

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Action: Amended a couple of spelling errors and submit application.

TL

**15 20/015 COMMUNITY GRANT APPLICATIONS**

No applications have been received.

**16 20/016 2019/2020 FINANCIAL REPORT**

The Clerk reported that this year APC have a new accounting system in place and have instructed the provider to assist with the year end shut down. Due to year end shut down not being completed until 28th May 2020 the yearend accounts will not be reported on until Full Parish in June 2020.

Normally the provider would come into the APC office but due to the current situation this will be done remotely this year.

Once reports are available, they will be shared with all Councillors and uploaded to the APC website for all to view.

**17 20/017 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

None

**18 20/018 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Housing, Transport & Planning Committee meeting held on Tuesday 28 April 2020 – None.
- CLEW Committee – Cancelled until further notice.
- Governance & Oversight Committee – Cancelled until further notice.



19      20/019    **TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

**DATE OF NEXT MEETING**

The Committee's next meeting will be virtual meeting on Monday 8 June at 14:00.

**The meeting concluded at 14:53.**

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

DRAFT

## Clerks Report – Agenda item 7 (Together with Action List)

- 1) **A/45/19/PL Chandlers** – Refused, see item 19
- 2) **A/99/17/OUT South of Water Lane** – During a recent meeting great concern was stated regarding ridge heights and initial access point to the site for the bridge building. All concerns echoed by ADC. The developers are now looking at this. Flooding was also discussed with both the EA and WSCC.
- 3) **COVID – 19** – We are still being assisted by volunteers to complete residents shopping and collect prescriptions. As the need for our help diminishes, we will make sure that everyone we have helped gets the correct information regarding ongoing assistance from local voluntary groups and associations, as well as other services that may now be available to them. We are keen to maintain contact with these residents regarding future ideas for coffee mornings and get togethers so that we can stay in touch.

As of 3 June 2020, we have

200 people registered as needing help

41 Volunteers

394 individual bits of help given since 17 March 2020

Issues regarding the Skate Bowl and BMX Track have been received and reported to the Police using the below link

<https://www.sussex.police.uk/tua/tell-us-about/c19/tell-us-about-possible-breach-coronavirus-measures/>

The team have worked so hard coordinating the efforts and are continuing to do an amazing job. We regularly check on both members of the public and the volunteers supporting them.

The office have an infrared forehead thermometer to check all staff in the office on a daily basis, hand sanitiser (wall mounted unit) by the door for use when entering/exiting and during the day, disinfectant wipes and social distancing rules in place for staff and essential visitors to the office.

- 4) APC Team have been working on

**Assets of Community Value** – working through these and brought to this meeting

**IT** – New computers have now been installed. This will aid the staff who are currently working from home. It will allow us to share documents efficiently and help to assist us to work quicker as the speed of our old computers was at times painful.

**Streamlined online folders and emails** – now easier to find and access items

**Blenheim Play Park** – meeting set for 15 June to discuss options further. Document being put together that will help focus on the larger project of replacing all play parks.

**Operation Watershed grant for Cow Lane** – This application is now in the hands of West Sussex County Council. Any updates will be forwarded to all.

**Giant Hogweed** – WSCC have been informed of this potentially harmful plant growing on their land. A site visit took place and actions taken.

**ASRA Lease** – dealing with ADC and solicitors to confirm leases.

**Coastal Drains** – Mayflower Park drains. After a recent CCTV survey we are meeting with Coastal Drains to discuss maintenance work and possible issues.

**Dappers Lane** – Complaints from residents regarding conditions around the housing sites have been referred onto ADC and information fed back to local residents.

Roy is also keeping up with mowing (Bramley Green), tree and hedge work, litter picking (Mayflower Park area is a particular concern) and delivering food parcels to the shielded/isolated.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10/09/2019	4	19/029	Public Consultation	Obtain list of land ownership and maintenance responsibilities	Locate the list if possible	Ongoing	Tara
10/02/2020	4	19/180	Public Consultation	APC office to approach developer and ask the question regarding parking along Roundstone Drive, outside Quiet Waters	Send the email	Email sent March 2020 - awaiting response. Chased - 02/06/2020	KH
10/02/2020	14	19/190	Community Centre Green Space - Repair Dips	Arrange for a geo-thermal survey to be done as soon as possible	Send email to book	Survey carried out - awaiting report. Report received - action to be decided. Further action needed. Advice to be taken 03/06/2020	TG
09.03.20	4	19/199	Dangerous Parking	Pass dangerous parking issues on to JEAAC Highways	Ask if a TRO was required	Update needed from next JEAAC meeting.	KH
11.05.20	10	20/010	Mayflower Gullies	Gully clearance to be budgeted for at Mayflower	Put into budget	Invoice received - awaiting payment. 03/06/2020	KH
11.05.20	10	20/010	Mayflower Gullies	Investigate all legal obligations		Ongoing	KH
11.05.20	13	20/013	Blenheim Play Area	Set up Zoom meeting	Set up meeting	Meeting took place and additional meeting due on 15.06	KH

Task has been started
Task to remain on the list
Task not yet started



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# SUPPORTING PAPER

## ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

### MONDAY 8 JUNE 2020

#### **Agenda Item 16, Angmering Community Centre floor repair/refurbishment**

The main hall floor at the Community Centre needs repair and refurbishment. This will be the first time this has taken place since the centre was built.

Several quotes had been collated by the previous Centre Manager and these have been checked and several more companies approached for quotes.

Included in this report are all the quotes that were received. Due to the delay in confirming, I have checked with all suppliers and the quotes still stand since they were given last year.

I approached the Community Centre Trustees, via Bryan Mccansh and suggested a 50:50 split on the cost. I received email confirmation that this was approved.

**Decision Needed:** To discuss and agree which supplier we are going to instruct to complete the work on the centre floor.

Quote	Description	Price	VAT	Total
1	Sand and seal 266m2 Hardwood Floor. Starting with a harsh abrasive and working through to a fine abrasive. 1 x coat of Junckers Prelack Primer. 3 x coats of Junckers HP Commercial Grade lacquer (Matt/Satin Sheen)	<b>£6,600.00</b>	<b>£1,650.00</b>	<b>£8,250.00</b>
2	<ul style="list-style-type: none"> <li>• Heavy sand to remove all the previous sanding marks/patches, as discussed at site visit.</li> <li>• Sand to a fine finish using various grades of papers.</li> <li>• Fill the large gaps, where required (using sawdust and resin mix), as discussed.</li> <li>• Finishing coats comprising: <ul style="list-style-type: none"> <li>• 1 coat Bona Bonatech prime.</li> <li>• 2 coats Bona Bonatech Traffic matt seal, which are polished between coats.</li> </ul> </li> </ul>	<b>£8,950.00</b>	<b>£1,790.00</b>	<b>£10,740.00</b>
3	To sand back to the bare wood then seal with 4 x coats of commercial floor varnish. Does not have a waste license - will have to remove own waste	<b>£5,440.00</b>	<b>£0.00</b>	<b>£5,440.00</b>
4	To remove skirting along far wall and set aside for reuse, after uplift flooring approx. 2m off far wall until previously repaired boards are removed. Replace two rows of boards with new and then relay back existing flooring. Refit skirting. To sand 264M2 of hardwood flooring to a fine finish using 36, 60 & 100 grit papers and apply 1 coat of Junckers Base prime followed by 1 coat of Junckers HP Sport silk matt lacquer. On completion buff floor using a 150-grit screening mesh and apply a further 2 coats of Junckers HP Sport silk matt lacquer.	<b>£4,752.00</b>	<b>£950.40</b>	<b>£5,702.40</b>
5	Sand the floor to a fine finish going through a minimum of three different grades of paper to achieve a high quality finish, both on the edging machine and the main floor sander. Scrape out the corners and around the radiator pipes etc. by hand. When the floors have been sanded but prior to applying the finish, screen the floor with a mesh pad on our floor buffer to achieve grain uniformity	<b>£4,991.00</b>	<b>£998.20</b>	<b>£5,989.20</b>

in order to absorb the lacquer/stain evenly. This is especially important on patterned parquet flooring to ensure any cross grain marks are removed. Vacuum, and apply one coat of primer lacquer. When this has dried, apply first top coat and buff the floor to remove any raised grain. Vacuum, and apply a further coat of lacquer, giving a total of 3 coats.

The sanders we use are Hummel Lagler manufactured in Germany, and are considered to be the best floor sanders available. The sandpaper is a continuous belt, which leaves the floor much more even, unlike sanders which have a gap in the paper that can leave excessive ripple marks.

NB: Where sanding is involved in the contract, we cannot be held responsible for any subsequent dust, although our sanders do have vacuum bags, and we take every endeavour to keep dust to a minimum.

Also due to the DUST/FILLER, PLEASE ENSURE ALL NAKED FLAMES ARE EXTINGUISHED prior to our starting the contract.

Just Wood cannot be held responsible for the structural integrity of the floor and its fixings where the existing wooden floors are only being sanded and have not been originally fitted by Just Wood.

The lacquer we would use is water based, single part, hardwearing, quick drying, and gives the floor a satin appearance.

Extra over to upgrade to a lacquer called Bona-Kemi Traffic which is a 2 part product and is one of the hardest wearing lacquers available. It has very good surface scratch and abrasion resistance and gives the floor a satin-matt appearance. This would be in place of the standard lacquer.

Additional coats of lacquer (over & above the 3 coats included in the quote) could be applied to the finished floor to give extra protection and longer life, at a per coat

cost of: £924.00 extra on top of coat if needed.



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# **SUPPORTING PAPER**

## **ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING**

### **MONDAY 8 JUNE 2020**

#### **Agenda Item 17, Assets of Community Value**

After a long discussion with Dan Carman the Local Land Charges Manager from Arun District Council (ADC) further information has come to light regarding the process and the reasons behind nominating an asset to be officially listed as an Asset of Community Value.

The original list of 14 Assets that we have been asked to review was drawn up from a list that was submitted many years prior to the new guidelines that we need to follow today. Also, the reasons for listing said assets was not really understood and therefore some assets no longer need to be included.

Very little evidence was originally needed to successfully have an asset listed verses what is needed today. Also, no-one really understood why it had to be done and what it did/achieved which resulted in some assets being listed unnecessarily.

All the work/investigation we are doing will only actually give us the opportunity to get on a list to allow us to bid for a nominated asset should it ever come up for sale. No preference will be given to Angmering Parish Council (APC) even if we were the only community group bidding, the owner of the asset would have no obligation whatsoever to sell to us.

Getting on the list basically means that the sale will be stopped for a short while in order for us (APC) to get our bid together but this still means the owner would still have no obligation to sell to us nor could they be forced to. This could discourage the owner from considering selling to us as it would be holding up their sale.

With the above points in mind please consider the following suggestions:



**REMOVE** the following from our list of nominations for the following reasons:

As we own all three of these assets it makes no sense to nominate them nor are, we required to do so.

- Community Centre
- Village Square
- Mayflower Park

ADC have advised that due to the development of this area we should not do anything and remove both from our nomination. By nominating them it could cause major problems and possibly jeopardise this development.

- Palmer Road Recreation Grounds, Palmer Road
- The Pavilion, Palmer Road

Due to their response to us after we asked for relevant information to enable us to nominate this asset. They have said that the building/land would never come up for sale nor would it ever be sold to us or anyone outside of the Church.

- Baptist Church

To **REMAIN** on our list and submit for nomination:

- St. Margaret's Church Hall
- St. Margaret's Church
- The Vestry Hall
- Fletchers Field
- St. Nicholas Gardens
- Community Allotments
- Angmering Village Hall
- Scout Hut, Fletchers Field

Please note: While the deadline for nomination has officially passed ADC have said that we can submit our nominations as and when we can. However, they would like to hear as soon as possible if we will be removing anything from the list.

Angmering Library is not on this list as it is not up for renewal currently.

**Decision Needed:** To discuss and agree which assets will remain on the list and which assets will be removed.

# APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

## SECTION A: ORGANISATION DETAILS

### NAME OF ORGANISATION/GROUP

THE POPPY CLUB

### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name:

Position within the organisation:

Address:

Postcode:

Telephone Number:

Email:

Website:

**WHAT TYPE OF ORGANISATION ARE YOU?**

Tick relevant box

A Charity providing services available to residents of Angmering	
An existing local group or organisation providing services available to residents of Angmering	/
A new group or organisation, wishing to provide services for the residents of Angmering	

**BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP**

MEMBERS - RAISE FUNDS - RUNNING COSTS  
 DONATIONS TO SMALL CHARITIES.  
 OUTINGS FOR ELDERLY.

**WHEN WAS YOUR ORGANISATION / GROUP FORMED?**

OCTOBER 2017

**HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?**

This should include people who are involved in the activity

Adult	30 - 35 - 40
Junior (under 16)	

**WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?**

9.5%

**IS YOUR ORGANISATION A REGISTERED CHARITY?**

Tick relevant box

Yes		If yes, please provide the registered charity number below
No	/	Charity Number: ..... APPLIED

**PROJECTED INCOME**

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:  
A projection because the organisation has been running for less than 15 months   
Information from the organisation's latest accounts

<u>Account Year Ending</u>	
Total Income for the year	£ <del>2473</del> / <del>39</del> 2507 52
Total expenditure for the year	£ <del>2507</del> / <del>52</del> 2240 29
Surplus or deficit	£ 267 <del>08</del> 13
Total savings or bank reserves at year end	£

**SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED**

1. Please give a description of the purpose for which you are seeking a grant

TO PUT FLOWERS ON WAR MEMORIAL FOR PERIOD OF 36-40 WEEKS YEARLY.

2. How will / does your project or activity benefit the residents of Angmering?

COMMENTS FROM VILLAGERS ARE -  
MAKES PLEASANT AREA -  
BRIGHTENS IT UP;  
RESPECT FOR MEMORIAL NAMED PERSONS

3. Who will benefit from this activity? How many people and how often?

YEARLY - SMALL CHARITIES. (WE DONATE TO ONLY SMALL ONES.)  
MEMBER - VILLAGERS

4. How will you know that your activity was successful? How will you record its success?

MINUTES OF MEETINGS.

5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.

NOT NEW

**SECTION C: AMOUNT OF GRANT REQUESTED**

1. What is the amount of the Grant you are seeking from Angmering Parish Council?

£360.

2. Please indicate in which category you feel your request for funding falls into:

Please tick the relevant box		
Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	
One off cost (e.g. purchase of equipment)	£500*	
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	

(\*Figures shown indicate the maximum grant allowance for this category)

**3. What is the total cost of the project or activity?**

\$360.
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**4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?**

Tick relevant box

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

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**5. Please give details of your own fund-raising efforts:**

SALES - RAFFLES COFFEE MORNINGS
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6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

SALES ETC

7. Has your organisation received a grant from Angmering Parish Council before?

Tick relevant box

Yes	<input checked="" type="checkbox"/>	If yes, please state when and how much awarded?	
No	<input type="checkbox"/>	Amount £ 360	Year awarded: 2019 2018

How did you hear about this grant scheme?

VIA CLERK

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## SECTION D: BANK DETIALS

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**Please provide your organisation's bank details below:**

Account name:

Sort code:

Account number:

Bank/Building Society Name:

Address: —

Post Code:

If your organisation is VAT registered, please supply your VAT number

A **Cheque** can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to: ... ..

THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS  
BEEN MADE IF A GRANT IS AWARDED






## SECTION E: DECLARATION

### Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

<b>Chairman (signature)</b> 	<b>Treasurer (signature)</b> 	<b>Secretary (signature)</b> 
<b>Date:</b> 1/2/20	<b>Date:</b> 2/3/20	<b>Date:</b> 11-3-2020
<b>Please print full name</b> E BOOKER	<b>Please print full name</b> M.A. BAGG	<b>Please print full name</b>

<b>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</b>	<b>APPLICATION DEADLINE:</b>
<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></p> <p>Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square Angmering West Sussex BN16 4EA</p> <p>Tele: 01903 772124</p>	<p>The application form should be submitted on or before the 1<sup>st</sup> Monday of every month</p>

## SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box to confirm your understanding of Data Protection