



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE COMMUNITY, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE HELD AT THE ANGMERING BAPTIST CHURCH ON WEDNESDAY 28 JULY 2021.

- Present:** Alison Reigate (Chair)
Rhys Evans, Paul Bicknell, Alan Evans, Norma Harris and Nikki Hamilton-Street
- In attendance:** Tracy Lees, Committee Clerk, Judith Cross, representative of Angmering In Bloom and Jon Nulty from 4Below CIC
- 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.	21/016	ELECTION OF CHAIRMAN Cllr. Bicknell nominated Cllr. Reigate to be Chairman. This was seconded by Cllr. R Evans and unanimously agreed.	
2.	21/017	ELECTION OF VICE CHAIRMAN Cllr. Reigate nominated Cllr. A Evans to be Vice Chairman. This was seconded by Cllr. Bicknell and unanimously agreed.	
3.	21/018	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllrs. Jones and L Hamilton-Street. The committee were also advised that Cllr. Marsh had stepped down from this committee.	
4.	21/019	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
5.	21/020	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 30 June 2021 were agreed and will subsequently be signed by the Chair.	
6.	21/021	SUNDOWNERS – GUEST SPEAKER Sundowners , Friday 3 September Mr Jon Nulty, the event organiser, addressed the committee and gave an overview on how the event had started back in 2014 in Worthing, what it	

involved and what they hoped to achieve this year and beyond. Mr Nulty is looking for a partnership relationship with APC.

Mr Nulty explained the event celebrates local talent and is a not for profit event. It is very much about supporting local people and businesses. There will be a selection of local food vendors (Street Food) and a covered stage where local artists will be invited to perform. It will run between 5pm – 9pm, with set up from 3pm and an aim to be completely cleared up by 10pm. The venue location will be Mayflower Park and it is hoped that between 300 – 400 people will attend. It is anticipated that most people will walk to the event however there will be limited free parking available on site. All food vendors need to prove they have achieved the highest food standards before they will be permitted to trade. The organiser is checking with ADC on what they might require to allow the event to take place and will take the necessary steps to provide this.

Councillors raised concerns over the supply of generators and toilets, these concerns were talked through and put to rest.

A discussion then took place regarding what support APC would be expected to provide which mainly came down to promoting the event and possibly contributing to the costs for the generators and toilets.

The risks regarding the selling of alcohol was also discussed and it was agreed for this year that alcohol would not be offered for sale but could be a possibility if the event was to go ahead next year.

Mr Nulty was asked about the weather and at what point the event would be cancelled. He advised that as the stage area was covered the event could continue if it rained but it would take very heavy rain for it to be cancelled.

Cllr. A Evans asked how often the event organiser would want to run the event in 2022 if this one proved to be successful, the answer was monthly.

A short discussion regarding funding took place, costs for a generator and toilets were estimated at £500 each, therefore the following was agreed.

RESOLUTION: Cllr. Bicknell **PROPOSED** that a budget of £1,000.00 be allocated to this event, Cllr. R Evans **SECONDED** and **ALL AGREED**.

Next the committee needed to decide if the event should be allowed to go ahead, the following was agreed.

RESOLUTION: Cllr. Hamilton-Street **PROPOSED** that the event should go ahead with a clause that the event is reviewed to decide if it could continue in 2022, Cllr. Harris **SECONDED** and **ALL AGREED**.

Cllr. Reigate thanked Mr Nulty for attending the meeting and all the information he had given.

Mr Nulty left the meeting at 20:04.

7. **21/022 ANGMERING IN BLOOM (AIB)**
A report was submitted and can be found in the supporting papers, nothing more was added.
8. **21/023 PUBLIC CONSULTATION**
No members of the public were present, no questions were submitted.
9. **21/024 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA**
The Action List was received.

It was confirmed that the action relating to the QE2 flower bed was still outstanding but would be completed between now and the autumn. Cllr. Reigate commented that the 1st meeting of the Village Flower and Produce Show was in the process of being arranged.

There was nothing new to report.

10. **21/025 COMMUNITY EVENTS**
Angmering Revealed & Angmering Art Project, Saturday 25 September
The Committee Clerk talked through the arrangements and what had been achieved so far including confirmation that 13 groups had already confirmed their attendance.
11. **21/026 RESILIENCE**
Cllr. Hamilton-Street advised that a meeting would be scheduled for some time in September between Cllr. Marsh and the Committee Clerk.

12. **21/027 PLAY PARK STRATEGY AND PRIORITY MATRIX**
Cllr. Reigate advised there was no change from the last report.

Cllr. Hamilton-Street advised she was going to do some more research into how the consultation should be delivered and commented that WSCC had suggested that the consultation should not be started until the end of September after the school summer holidays and continue up to the October half term. Cllr. Hamilton-Street will write up a proposal on how the consultation will be run.

13. **21/028 MAYFLOWER PARK WORKING GROUP**
Cllr. N Hamilton-Street advised that this group could now start to meet. Cllr. Hamilton-Street will send out an invitation for the first meeting.
Action: Send meeting invitation to working group.

NHS

14. **21/029 ANNUAL BUSINESS PLAN**
Cllr. Reigate went through the plan focusing on the items that were due for completion this summer – an update was given for each of the items discussed including the next actions.
Dates for 'Meet Your Councillor' sessions will be looked at and added to the plan.
It was reported that the Community Allotment action was well on the way to being completed and therefore it was agreed that this action could now be marked completed. The representative from AIB commented that an incredible job had been done on the allotment and the great community spirit that it had generated.

Cllr. A Evans talked about Terracycle and what had been taking place over the last few months plus some future opportunities. He hoped the collection boxes would be able to go back out in September.

Action: Update the Annual Business Plan.

AR

15. 21/030 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1) This Committee.
Cllr. Hamilton-Street requested that all committee members look at the Annual Business Plan and report back at the next meeting on items that could not be achieved in the timescale given. This will then be taken to full council in September.

- 2) Full Council.
None.

DATE OF NEXT MEETING

The Committee’s next meeting will be held on **Wednesday 25 August 2021** at **19:30** to be held at the Angmering Baptist Church.

The meeting concluded at 21:01.

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

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.



COMMUNITY, LEISURE, EMPLOYMENT & WELLBEING (CLEW) TERMS OF REFERENCE

Role

The role of the Community, Leisure, Employment and Wellbeing committee is to oversee, all aspects of projects and engagement with the community, community assets, promotion of employment and retail, and community wellbeing.

Objectives

The purpose of this committee is to;

- Coordinate APC response to consultations relating to CLEW
- Contribute to APC Development & CiL project plan
- Support annual community survey & engagement events
- Coordinate Councillor Engagement activities
- Deliver areas of the APC Annual Business Plan
- Development and maintenance of community assets
- Liaise with community groups to promote a sustainable, resilient, active community
- To promote, network with and encourage businesses within the parish
- To promote and encourage community wellbeing both physically and mentally, through access to support, activities, events and volunteering opportunities.
- To promote and encourage the ecology and sustainability of the village

Membership

At the AGM in May a new committee will form with a minimum of 6 and maximum of 8 Councillors, with a quorum of 3 at each meeting.

Members of the community can be co-opted onto the committee but cannot vote. Co-opted members cannot exceed Councillors at any committee or working group meeting.

Meetings

The committee will meet once a month.

The committee can form a Working Group to undertake a specific project, with clear objectives and end date. They will report non-binding recommendations back to CLEW for discussion, agreement and actions.

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.		Work to be carried out between August and the Autumn	RS & AIB	
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	14	21/012	Community Verges	To be discussed on a future agenda, date to be decided.		Look at putting on the September agenda	AR	
28.07.21	13	21/028	Mayflower Park Working Group	Send meeting invitation to working group.			NHS	
28.07.21	14	21/029	Annual Business Plan	Update the Annual Business Plan.			AR/KH	

KEY

Task has been started

Task not yet started

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



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SUPPORTING PAPER

COMMUNITIES, LEISURE, EMPLOYMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 25 AUGUST 2021

- **AGENDA ITEM 10: SCULPTURE PATHWAY**

As requested, please find below 3 quotes for the proposed pathway to the new sculpture which will be located at the Community Centre.

All contractors were given the same brief.

Quote 1

This is an estimate

Skip £350.00

Mot's £500.00

Sand / Cement £500.00

Block Paviors £900.00 (based on 35p per block)

Labour £2500.00

Total £4,750.00 plus VAT.

Quote 2

To excavate the area to a depth of approx. 150mm, supply and install timber edging, supply and install MOT type 1 subbase to a depth of 100mm and compact, to then supply and install a 50mm thick Breedon Golden amber gravel pathway, compacting as required. Breedon Gravel is a self-binding aggregate that self scarifies as it is used, the aggregate is non frost susceptible so will not lift or become slippery

Total overall cost £4,396.53 plus VAT.



example of how Breedon Gravel looks once installed.

Quote 3

To excavate area to a depth of 200mm and dispose of all arisings.

To supply and lay new 150mm x 50mm tanalised timber edging board with 450mm x 50mm x 50mm wooden pegs.

To supply and lay 2no. concrete pads 1000mm x 800mm x 200mm.

To supply and lay a geotextile membrane.

To supply and lay 125mm depth of type 1 granular sub base.

To supply and lay 50mm depth of AC 20 dense binder 100/150 asphalt.

To supply and lay 25mm depth of AC 6 close surf 100/150 asphalt.

Approx. Total Area 25m²

Cost of Works £4,487.00 plus VAT.

The Heritage Society have kindly given us a grant of £500.00 towards the pathway.

The pathway will need to be installed week commencing Monday 20 September 2021 to coincide with the installation of the sculpture.

Action: To decide on the way forward.



SUPPORTING PAPER

COMMUNITIES, LEISURE, EMPLOYMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 25 AUGUST 2021

- AGENDA ITEM 15: REPAIR TO RUSSET PLAY PARK, COMMUNITY CENTRE**

Work is needed on the slide at the above park – this was reported within the annual external inspection.

Finding 7

The weld(s) on the slide run-out support have failed and there are sharp edges present - Repair item

12 - Moderate Risk

Item: Multi Play (Junior)
Manufacturer: Playdale Playgrounds Ltd
Surface Type:
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Russet Play Area – Community Centre

Work is needed to the swings within the above park – this was reported within the annual external inspection.

Finding 2

Two of the posts have rotted and the remaining timber is showing signs of rot - Replace all rotted timber

15 - Moderate Risk

Item: 1 Bay 2 Seat (Flat)
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Finding: Two of the posts have rotted and the remaining timber is showing signs of rot
Action: Replace all rotted timber

Project for: Product Code	Product Name	Quantity	Unit Price	Total
EL02	2000mm 120mm Horizontal Pole	2.00	152.44	304.88
F048	M12 X 205mm HT Hex Head Bolt	2.00	5.63	11.26
F115	M12 Washer 24mm O/D	12.00	0.12	1.44
F133	M12 Nut Over Size	2.00	0.40	0.80
F600A	Plastic Counterbore Housing Washer	12.00	0.67	8.04
F600B	Plastic Counterbore Plug	12.00	0.31	3.72
F511	Climb Wall Grip(Red) single hole	1.00	10.08	10.08
F481	M10 X 55mm Security Bolt	1.00	2.84	2.84
F137	M10 Nylock Nut BZP	5.00	0.24	1.20
WT007	1100mm 100mm Horizontal Pole	1.00	99.41	99.41
F110	M10 Washer 21mm O/D	5.00	0.06	0.30
F601A	Plastic Dome Cap Washer	4.00	0.40	1.60
F601B	Plastic Dome Cap	4.00	0.38	1.52
F047	M12 X 160mm HT Hex Head Bolt	2.00	2.50	5.00
F138	M12 Nylock Nut BZP	6.00	0.21	1.26
F112	M12 Washer 32mm O/D	12.00	0.23	2.76
AT17	600mm 200mm Vertical Pole	1.00	52.27	52.27
WP0050	Black Wet Pour Repair Kit (per m2@ 20mm deep)	2.00	175.00	350.00
JS002	3100mm 140mm Vertical Pole	2.00	286.72	573.44
F087	M12 X 100mm HT Hex Head Bolt	4.00	1.73	6.92
F138	M12 Nylock Nut BZP	4.00	0.21	0.84
AT22	M12 Shackle Assembly	4.00	12.08	48.32
F400	Bush(Current Size) DNO	4.00	4.62	18.48
DEL004	Spares Delivery & Installation - This is to include the re-weld of the slide.	1.00	1,600.00	1,600.00
NET			GBP 3,106.38	
VAT			GBP 621.28	
TOTAL			GBP 3,727.66	

Budget for Play Area Maintenance 2021/2022 - £5,000

Remaining budget for Play Area Maintenance 2021/2022 - £4,268

Action: To agree the above expenditure.