

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10/09/2018	11	18/088	Chandlers Site Redevelopment	Confirm layout of parish office	Confirm layout with working group	Plans talked through and information given to the architect in regards to ideas put forward from the previous staff/cllrs Chandlers meeting. Architect will come back with new drawings. New drawings received - shown to all Cllrs 11/03/19. On the agenda for 02/04/19	Katie
10/09/2018	11	18/088	Chandlers Site Redevelopment	Confirm solicitors and contract supplied	Solicitors approached Initial contract received	Draft conditional contract should be with our solicitor this by w/c 4th February 2019. Contracts being reviewed 02/04/19	Katie
11/02/2019	5	18/183	Public Consultation	Concerns over cars potentially mounting the pavement while trying to park on the south side of the Square	Contact Ben Whiffin from Highways for advice		TL
11/02/2019	12	18/189	Toilet Twinning	To confirm we wish to go ahead and confirm we want to twin the Parsih office toilet	Contact Cherry to confirm	Cherry contacted via email and response received back. Waiting to hear the next steps. Emailed to see where we are with this initiative 29/03/19. Certificate sent to incorrect address. Email received from Cherry 29/03/19	TL /KH
11/03/2019	4	18/198	Public Consultation	Rugby Club Fence	Contact the Rugby Club	Cllr. Mountain will meet with the Rugby Club and report back. Photos taken and site visited.	Cllr. Mountain

11/03/2019	11	18/205	Kick Cancer	Contact Kick Cancer to advise it's a no to the proposed December event but a yes to something in the summer of 2020		KH emailed 15/03/19. John to meet with Tony from Kick Cancer 02/04/19	KH & TL
11/03/2019	13	18/207	GDPR Update	To confirm we wish to go ahead and confirm the work to make us GDPR compliant	Report back to full council when the update has been completed		KH & TL
11/03/2019	13	18/207	GDPR Update	Obtain a Project Plan			KH & TL
11/03/2019	13	18/207	GDPR Update	Obtain a quote for a new server			KH & TL

Task has been started
Task to remian on the list
Completed
Task not yet started

**Completed Actions have been moved to another tab**

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Who	Complete Date
10/09/2018	17	18/094	Urgent repairs and improvements to the parish council front office	Window installation	Builders appointed Framework and plastering now completed	Fully completed	Tracy	16-Nov
08/10/2018	10	18/106	Purchase of flat above Parish office	Appoint Solicitors Green, Wright, Chalton and Annis	Completed paper work and returned to solicitors	Fully completed	Katie	24-Oct
08/10/2018	10	18/106	Purchase of flat above Parish office	Complete and send off application for borrowing to NALC	Paperwork completed and sent	Application sent to PWLB for loan. 04/12/18 Chased 19/12/18. All approved - make phonecall to confirm money 02/01/18. Money in account 11/01/19.	Katie	11-Jan
08/10/2018	11	18/107	Payroll	Outsource payroll function to WSCC	Arrange for payroll to be outsourced.	Change of provider from Capita to Sussex Payroll Services happened w/c 26-11 - Payroll should be ready for Decembers pay run. £4,000 saving from previous supplier. Complete. All paid in December 2018	Tracy	20/12/2018

08/10/2018	13	18/109	Budget & Precept 2019/2020	Bring 2019/2020 budget and precept papers to next Governance	New meeting to be set.	Draft budget shown to Governannce 15/11/18. Precept numbers in. 04/12/18. Final budget and precept to be advised during January 2019 meeting.	Katie	Agreed - 14/01/19
08/10/2018	15	18/111	Garage storage for maintenance staff	Go ahead with lease on a monthly basis	Lease to be signed. Items moved in on an agreed date	Lease agreed and signed - Roy has completed the move The untis we have vacated have been let out - no rent payable to us but both on one months notice should we need to take them back - all notes in the Storage Unit folder in the Outlook under Office	Tracy	15-Nov
12/11/2018	10	18/127	Arun Community Transport	Ask for more information regarding stainability and useage by Angmering residents	Confirm information	Sent grant application letter - await response 03/12/18. Grant letter received. Take to Full Parish in Jan 2019	Katie	Grant agreed - 14/01/19

12/11/2018	15	18/132	Angmering Community Centre - Extra Camera	Request a 3 year plan of potential works/refurbishment needs.	Complete 3 year works programme	Meeting with Val 27/11/18 with Tracy to discuss. Present letter on 10th Dec PC Meeting. Meeting with Val and A.Evans 09/01/19. Close action as repeated below. 02/01/19	Katie	02/01/2018
12/11/2018	17	18/134	Dragons teeth and fencing	Look at long term options for replacements. Obtain quotes for several different materials and report back.	Quotes being obtained.	Collate quotes and present to next CLEW meeting. This action will now move over to CLEW.	Danni	19-Dec
10/12/2018	1	18/139	Apologies For Absence	Liaise with Findon Parish Council re meeting dates	Contact Findon PC	Contact made and dates sent round to all Councillors. Now also contacted Patching and Clapham - awaiting reply 10/01/19	Katie	No matches for Clapam or Patching either. 25/01/19
10/12/2018	4	18/142	Letter from RPC re crime rate.	Circulate letter from Rustington PC	Send letter to all APCCouncillors	Email sent. Completed 18/12/18	Katie	18/12/2018

10/12/2018	4	18/142	Letter from RPC re crime rate.	Request for a meeting with the Chief Constable and the Police Crime Commissioner	Clerk to inform Rustington	Confirmation of council decision to add our names to the letter and meeting to align objectives. Completed 19/12/18	Katie	19/12/2018
10/12/2018	7	18/145	Chairman's Report	Calculate how much Band D properties would need to go up by in Angmering if Downs Way was passed to East Preston	Calculate figure and report back	For this years proposed precept raise, if we had lost the houses South of the A259 we would have had to put up the precept for the rest of Angmering by 21.47%. £0.41 per week on band D houses. £21.29 increase per year.	Katie	Reported back 14/0119
10/12/2018	10	18/148	Angmering Community Centre	Arranged a meeting between Angmering Community Centre, the Clerk and Cllr. A Evans	Find a suitable date for all and send an invitation to attend	Meeting set for 09/01/19 with Alan Evans at the ACC with Val. Cllr Evans and KH to meet before this date to discuss. Report prepared for 14/01/19	Katie	14/01/2019

10/12/2018	11	18/149	Community Grant Applications	Letters and cheques to be sent to all that applied	Two grants approved	Rasie cheques Write letters - TL Send out - Office Team	Katie	03/01/2019
10/12/2018	12	18/150	Asset Register – option To Upgrade	Can this package be used on IPADs	Contact supplier to find out	This can not be added. Information confirmed back to Cllr N Hamilton-Street 14/12/18	Katie	14/12/2018
10/12/2018	15	18/153	Chandlers Working Group	Arrange a date for the next meeting	Find a suitable date for all and send an invitation to attend	Meeting set for 08/01/19	Katie	02/01/2019
14/01/2019	9	18/167	Community Grant Applications	Letter and cheque to be sent out to Arun Community Transport for £105.00	Prepare and send out	Letter prepared by Tracy and given to Katie to be signed and for cheque to be written	Office Team	Completed 21/01/19
14/01/2019	10	18/168	Angmering Community Centre	Check if CCTV signage is in place or is required	Contact Community Centre to ask	Tracy emailed Val on Val responded to confirm that there was signage	Office Team	17-Jan
14/01/2019	16	18/174	Questions On The Already Circulated Notes Of Meetings	Promote Twinning Association	The Parish office to advertise in the office window		Danni	

14/01/2019	10	18/168	Angmering Community Centre	Is a Parish Liaison required?	Contact Val at the Community Centre to ask	Also report back on any issues as and when they come up. Alan emailed Val to say that he would be that person	Katie	06/02/2019
14/01/2019	14	18/172	CPR And Defibrillator Familiarisation Sessions	Contact local clubs and the Community Centre, advise about the sessions and ask them to publicise them to their members	Make contact	Tracy has gone into each Trader and advertised the event Has also sent the information to Val and Lucy at the Community Centre. Both sessions are now full 06/02/19	Tracy	06/02/2019
14/01/2019	13	18/171	Flat Update – Quotes For Work To Be Completed	Obtain 3rd quote	Once obtained email all 3 quotes to the Councilors	Parish Office should make a recommendation for their preferred supplier when sending the quotes. 2 quotes sent out by email and councillors went for the office recommended builder.	Tracy	14/02/2019



11/02/2019	4	18/181	Guest Speaker - Matt Rookes	To access records as a data protection release request from Sussex police	The Clerk to contact Matt Rookes for more information on how to do this	Emailed Matt Rookes 12/02/19 - Chased 18/02/19. Matts boss has said that this information is not possible to get.	Katie	06/03/2019
11/03/2019	12	18/206	UK Power Network	Obtain a Scheme of Works	Report back to full council		TL	14.03.19
12/02/2019	13	18/190	Office Safe	Removal of the large safe within the office	Arrange removal	Waiting for removal date to be decided	Cllr. Bicknell	14.03.19
08/10/2018	12	18/108	Accountancy & Bookkeeping	Outsource end of year accounts	Investigate possible accountants Talk to other parishes	KH going on year end finance training on 28th February 2019. Great training. Possibility to get Andy Beams in to assist. Emailed 06/03/19. Assistance given 27/03/19	Katie	27/03/2019

10/12/2018		18/155	Questions On The Already Circulated Notes Of Meetings Of Parish Council Working Parties And Representatives On Other Organisations	Obtain contact details of WSCC re the A259 project to ensure communication regarding work to the road	Find a suitable contact	Gain as much information as possible and share with the Parish via social media (the APC website & Facebook) and office window. Contact obtained 18/12/18	Office Team	18/12/2018
10/12/2018	4	18/142	Update from Andrea Oakley	Angmering Parish Office to update their website with tips on what to look out for	Put information onto the APC website and in the office.	APC Office to contact Andrea for information. Matt Rookes will attend the next parish meeting to discuss the moped issue and general ASB. Matt providing more literature. 06/03/19. Email sent to confirm date when we will receive the information 29/03/19. Information being sent to us by Sussex Police. KH emailed.	Tracy	02/04/2019

11/03/2019	15	18/209	Questions On The Already Circulated Notes Of Meetings Of Parish Council Working Parties And Representatives On Other Organisations	A259 Road Works	To obtain upto date drawings and share with all Councillors	Emailed Cllr. Mountain 29/03/19	Cllr. Mountain	02/04/2019
------------	----	--------	--	-----------------	---	---------------------------------	----------------	------------

## ANGMERING PARISH COUNCIL

Balances Outstanding as at: 31-Mar-19

	£	£
<b>Long Term Investments</b>		
Consolidated Stock		96.00
 <b>Bank Accounts</b>		
Lloyds Bank Business Account	9,162.47	
Lloyds Bank Current Account	19,489.66	
CCLA Local Authorities' Property Fund	120,000.00	
CCLA Public Sector Deposit Account	25,000.00	
Hampshire Trust Bank	70,000.00	
United Trust Bank	80,000.00	
	323,652.13	
 <b>Petty Cash Imprest Account</b>	18.03	
 <b>TOTAL BANK BALANCES AVAILABLE</b>		<b>323,670.16</b>
 <b>Public Works Loan Board</b>		
Outstanding Debt - Office		<b>150,000.00</b>

**2017/2018 Budget Monitor**

01 March 2018

Comments

Income	Revised Budget		Actual to Date		Known Commitments		Budget Left		Proportion of Total	
	£	£	£	£	£	£	£	£	£	£
Precept	(335,500)	(335,500)								100%
Grants & Donations	-	(24,399)								0%
Section 106 & CIL Income	-	-								0%
Interest & Investment Income	(10,600)	(1,025)								10%
Other Income	(1,330)	(151,288)								11375%
Moved from CCLA Account		(80,000)								
<b>Total Income</b>	<b>(347,430)</b>	<b>(592,211)</b>								<b>170%</b>
<b>Expenditure</b>										
<b>Employees Direct</b>										
Salaries, NI & Pensions	182,900	164,529								90%
<b>Employees Indirect</b>										
Staff Travel, Subsistence & Training	1,300	3,397								261%
<b>Supplies &amp; Services</b>										
Office Building Running Costs	2,970	2,676								90%
Office Maintenance, Improvements & Equipment	1,050	16,813								1601%
Office Running Costs	8,220	7,893								96%
Newsletter	5,000	141								3%
Books Publications & Subscriptions	3,100	3,041								98%
Protective Clothing, Tools & Equipment	1,200	834								70%
Bank Charges	20	165								825%
Room Hire	900	1,040								116%
Event Costs	4,500	7,241								161%
Advertising	25	752								3006%
IT Support, Software and Equipment	5,100	6,125								120%
Insurance	12,900	14,410								112%
Audit Fees	1,800	1,872								104%
Professional & Legal	1,000	23,886								2389%
<b>Councillors</b>										
Allowances	4,100	2,710								66%
Chairman's Allowance	300	300								100%
Courses/Conferences	1,000	240								24%
Official Hospitality	700	-								0%
<b>Other Expenditure</b>										
Election Costs	-	-								0%
Community Grants	3,300	8,419								255%
Allotment Rent Paid	825	-								0%
Christmas Day Event	-	-								0%
<b>Maintenance Committee</b>										

Legal Costs on Defamation advice; Radio Mast; Mayflower Way plus Communications Adviser

Office and window refurbishment

Training for new staff

BACS for payroll

Extra meetings/ chang of venues

Skate event and extra costs at Christmas

Mayflower Easement Advert

New starter computer issues

CLT Grant + Community Grants

**2017/2018 Budget Monitor**

01 March 2018

	Revised Budget	Actual to Date	Known Commitments	Budget Left	Proportion of Total	Comments
	£	£	£	£	£	
Play Areas	6,900	3,021	-	3,879	44%	
Buildings	5,500	30,619	-	(25,119)	557%	
Christmas Tree & Lights	500	5,731	-	(5,231)	1146%	Community Centre heating repairs
Street Lighting	6,000	583	-	5,417	10%	
Dog Fouling & Waste Bins	500	461	-	39	92%	
Village Maintenance	19,900	59,092	-	(39,192)	297%	
Vehicles & Equipment	4,050	7,751	-	(3,701)	191%	
Property Purchase	-	220,000	-	-	0%	
Loan Charges	-	-	-	-	0%	
Transfers to Reserves	49,570	-	-	49,570	0%	Some of village maintenance costs (football pitch drainage work to be financed from reserves)
Capital Improvements	-	-	-	-	0%	
<b>Total Expenditure</b>	<b>335,130</b>	<b>593,741</b>	<b>-</b>	<b>(38,611)</b>	<b>177%</b>	
<b>Total Net Expenditure/(Income)</b>	<b>(12,300)</b>	<b>1,530</b>	<b>-</b>	<b>126,170</b>	<b>-12%</b>	

<b>General Reserve</b>						
Balance b/f	(92,492)	(92,492)				
Less: Net Expenditure/(Income)	(12,300)	1,530				
Balance c/f	(104,792)	(90,962)				

RECEIPTS AND PAYMENTS SCHEDULE

Mar-19

Receipts

Date	Payee Name	Reference	Total £	VAT £	Net £
05/03/2019	GIFFGAFF	CREDIT	10.00		10.00 REFUND FOR CANCELLED MOBILE
04/03/2019	CCLA	BGC	15.16		15.16 INTEREST
11/03/2019	LLOYDS	LLOYDS	2.34		2.34 INTEREST
TOTAL RECEIPTS			27.50	-	27.50

Mar-19

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
04/03/2019	CXS	DD1201	42.00	7.00	35.00 WEB HOSTING
05/03/2019	DVLA	DD1202	250.00	0.00	250.00 CAR TAX
06/03/2019	ALLSTAR	DD1203	44.32	7.39	36.93 VEHICLE FUEL
06/03/2019	ALLSTAR	DD1203	5.00	0.83	4.17 VEHICLE MAINTENANCE
06/03/2019	ALLSTAR	DD1203	2.39	0.39	2.00 SUBSCRIPTION
11/03/2019	SAFE CUSTODY FEES	SO1201	7.50	0.00	7.50 SAFE FEES
15/03/2019	FARROWFIELD ESTATE	SO1202	500.00	0.00	500.00 STORAGE
18/03/2019	SAGE	DD1204	86.70	14.45	72.25 ACCOUNTS PACKAGE
18/03/2019	JPRESS ADVERT	DEB1201	577.92	96.32	481.60 ADVERT RE CLT
19/03/2019	ALPHA TRAINING	OL110319	594.00	99.00	495.00 FIRST AID TRAINING
19/03/2019	ANGMERING VILLAGE HALL	OL110319	35.00	0.00	35.00 ROOM HIRE
19/03/2019	ADC	OL110319	153.54	25.59	127.95 DOG POO BINS
19/03/2019	ADC	OL110319	399.95	66.66	333.29 DOG POO BINS
19/03/2019	ARUN MOWERS	OL110319	54.72	9.12	45.60 MOWER MAINTENANCE
19/03/2019	BIFFA	OL110319	24.84	4.14	20.70 REFUSE COLLECTION
19/03/2019	BIFFA	OL110319	93.46	15.58	77.88 REFUSE COLLECTION
19/03/2019	BIFFA	OL110319	187.24	31.21	156.03 REFUSE COLLECTION
19/03/2019	BOXX-DIRECT	OL110319	30.00	5.00	25.00 OFFICE SUPPLIES
19/03/2019	BOXX-DIRECT	OL110319	57.19	9.53	47.66 OFFICE SUPPLIES
19/03/2019	A SCOTTISH WATER COMPANY	OL110319	457.72	0.00	457.72 WATER COOLER
19/03/2019	DAISEPC	OL110319	80.00	0.00	80.00 FLAT EPC
19/03/2019	EDEN	OL110319	4.44	0.74	3.70 WATER COOLER
19/03/2019	FERRING NURSERIES	OL110319	9707.02	1617.84	8089.18 FLOWERS ANGMERING VILLAGE
19/03/2019	GRASSTEX	OL110319	720.00	120.00	600.00 GROUND MAINTENANCE
19/03/2019	GRASSTEX	OL110319	2268.00	378.00	1890.00 GROUND MAINTENANCE
19/03/2019	GRASSTEX	OL110319	648.00	108.00	540.00 GROUND MAINTENANCE
19/03/2019	SAM FRASER	OL110319	23.40	0.00	23.40 TRAVEL EXPENSES
19/03/2019	SHREDDER WASTE PAPER	OL110319	30.00	5.00	25.00 SHREDDING
19/03/2019	SSALC	OL110319	78.00	13.00	65.00 TRAINING
19/03/2019	SSALC	OL110319	640.00	0.00	640.00 TRAINING
19/03/2019	SSALC	OL110319	96.00	16.00	80.00 TRAINING
19/03/2019	SSE ENTERPRISE	OL110319	394.57	65.76	328.81 MAYFLOWER BOWL LIGHT REPAIR
19/03/2019	STUBBS COPSE WOODYARD	OL110319	107.90	18.00	89.90 REFUSE COLLECTION
19/03/2019	SUSSEX FENCING	OL110319	2180.00	0.00	2180.00 DRAGONS TEETH BRAMLEY GREEN
19/03/2019	SUSSEX PAYROLL SERVICES	OL110319	66.00	11.00	55.00 PAYROLL
19/03/2019	WILSON DESIGN ASSOCIATES	OL110319	384.00	64.00	320.00 WEBSITE CHANGES
19/03/2019	TRACY LEES	OL110319	15.30	0.00	15.30 TRAVEL EXPENSES
19/03/2019	SURREY HILLS SOLICITOR	OL110319	207.60	34.60	173.00 LEGAL FEES
19/03/2019	SURREY HILLS SOLICITOR	OL110319	1263.60	210.60	1053.00 LEGAL FEES
19/03/2019	WIRE WIZARDS	OL110319	90.00	15.00	75.00 PHONE SYSTEM
19/03/2019	WIRE WIZARDS	OL110319	216.00	36.00	180.00 PHONE SYSTEM
20/03/2019	VODAFONE	DD1206	67.54	11.25	56.29 MOBILE
20/03/2019	PENSION CONTRIBUTIONS	BACS PENSION	3105.86	0.00	3105.86 PENSION CONTRIBUTIONS
20/03/2019	SALARIES	BACS SALARY	9168.69	0.00	9168.69 SALARIES
20/03/2019	SCREWFIX	DEB1202	10.00	0.00	10.00 WORKWEAR
21/03/2019	CAMPAIGN TO PROTECT	DD1206	36.00	0.00	36.00 MEMBERSHIP
21/03/2019	SCS	DD1207	120.41	20.07	100.34 INTERNET
22/03/2019	TAX & NI	BACS NI & TAX	2597.51	0.00	2597.51 HMRC
26/03/2019	FOCUS IT	DD1207	361.42	60.24	301.18 IT SUPPORT
26/03/2019	FM CONSTRUCTION	OL220319	7664.62	1277.43	6387.19 OFFICE REFURBISHMENT
27/03/2019	ALLSTAR	DD1208	27.60	4.60	23.00 VEHICLE FUEL
29/03/2019	UTILITY WAREHOUSE	DD1209	206.75	10.12	196.63 UTILITIES
20/03/2019	ALLSTAR	TRANS	44.19	7.36	36.83 VEHICLE FUEL
20/03/2019	ALLSTAR	TRANS	2.40	0.40	2.00 MEMBERSHIP

## Agenda Item 11.



Prepared by: Katie Herr  
Subject: New Pay Scales  
Date: 08/04/19

### Introduction

- Communication has been received from SSALC regarding National Salary Awards.
- The National Joint Council for Local Government Services (NJC) have agreed the new pay scales for 2019-2020.

### Details

- New pay spines have been bought in and will apply from 1<sup>st</sup> April 2019.
- The pay rises were factored in to the 2019-2020 budget.
- These are standard cost of living rises which vary between 1.9% and 4.54% across the whole range of salaries, not just the ones that are applicable to APC.
- These are not performance related raises and are within each employees pay bracket.

### Decision

- To decide on the implementation of the cost of living rise for each employee.



## Agenda Item 12.



Prepared by: Katie Herr  
Subject: Chandlers Update  
Date: 08/04/19

For information only.

### **Background**

- The Parish Council fed back to Landspeed regarding the use of certain materials in the construction of the parish office. We have to keep in mind the conservation area, durability, suitability together with ongoing maintenance costs and upkeep.
- Landspeed are keen to put a planning application in this week but we want to make sure that the details we need clarification on and items identified as needing to be changed are looked into first.
- A meeting conducted on 2<sup>nd</sup> April 2019 has brought forward some answers and for the drawings to be looked at.
- As per the action list – the solicitors have been provided with the relevant papers/contracts and are due to come back to us early next week.

### **Details**

- Changes to the shape of the building have impacted on the meeting rooms upstairs and also the open area downstairs. It was stated that the meeting room space (without the extra section at the front) will be the same size as when the building was not offset.
- The porch downstairs was going to be removed and the architect and heritage consultant were going to work together to add a shelter/canopy of some sort and incorporate the signage. It was also discussed as to the need for 2 toilets upstairs and one maybe removed in future drawings.
- The amended drawings will be sent back to the office. Copies will be sent out to all councillors when they have been received.
- Issues such as the materials used in the construction were talked about and these have not been specified in the initial planning application so can be reviewed and assessed at a later date. The type of cladding for example could be replaced by brick in future amendments.
- The rationale behind the offsetting of the parish office was explained by the heritage consultant and understood by all. It all relates to the current setting, the historical setting and also the look up and down the High Street once the work has been completed.

### **Time line**

- Contracts are being reviewed by our solicitors and they are coming back to us within the week.
- Landspeed will aim to have the revised drawings back to us within 1 week.

## Agenda Item 13.



Prepared by: Katie Herr  
Subject: Fletchers Field Play Park  
Date: 08/04/19

### Background

- The office have been contacted by Oliver Handson who is the Environmental Services and Strategy Manager at Arun District Council with regards to asking the Parish to consider the future provision of Aubrey Fletcher Play Area and their involvement in this provision.
- The prompt for this review is that the play area is once more in need of significant refurbishment, estimated at £20-25,000 as a minimum - if refurbishing in line with the current layout/design.
- Oliver Stated that "In the early 2000's it is our understanding that Angmering Parish Council funded the refurbishment of this play area, on the basis that ADC took on day to day responsibility for its management, inspection and repair. The project was procured and delivered by ADC."
- Oliver also stated "From the District Council's perspective as the play area is not on our land, it is difficult to justify ADC taking responsibility for this refurbishment and the future management of this site. However, we accept that locally this is a well-used, popular and important amenity and therefore are looking to work with the Parish Council to identify a positive and sustainable solution. As discussed at our recent meeting, I believe that both parties contributing equally towards the refurbishment, with Angmering Parish Council taking future responsibility for management/inspection/repair would be a positive way forward.

If it helps, it is possible that ADC could offer some flexibility to the Parish from a financial perspective – i.e. ADC initially funding the full refurb, with the Parish providing their contribution in a future financial year as finances allow. This would be subject to our internal procedures for approval."

### Details

- Oliver provided the below when asked to comment on current maintenance costs. "Grounds maintenance costs (litter collection and grass cutting) are approx. £125 per year, based on rates tendered as part of the wider greenspace contract. NB these are not necessarily reflective of the 'real' costs incurred.  
Maintenance of the equipment/surfacing/fencing etc is delivered through our play area contract which is based on hourly rates of pay & material costs. Cost for all works at Aubrey Fletcher over the last couple of years have been as follows;      2018 £753.78    2017 £384.97"
- Please also see the attached which is the last play park inspection report provided to Arun.
- I have advised Oliver that we have not allocated any money for the refurbishment of this play park in our 2019/2020 budget as it not currently being maintained by APC.

### Next Steps

## **Agenda Item 13.**

Councillors need to decide on how to move forward bearing in mind the above information.

**ARUN DISTRICT COUNCIL PLAYGROUNDS (EAST) OPERATIONAL INSPECTIONS, WEEK COMMENCING 25th MARCH 2019**

**OPERATIONAL INSPECTION SHEET**

Site Name/Address **Aubrey Fletcher, Rectory Lane - Angmering**  
 Date of Inspection **26/03 Time 11:55** No. of Units on Site **5** Inspected by: **[REDACTED]**

Piece/type of Equipment	Item	Paint Condition		Super-structure		Chute		Attachments		Around the Unit		General comments
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
Multi-activity unit - Toddler	1	✓		✓		✓		✓		✓		Safer surface shrinking back from edging. Edge of platform rotting - monitor. Cap missing and casing burnt.
Playdale Little Hamlets 'Tortlebank' - Timber Frame, Square Tower, Steps, Chute s/s, Scramble Net, Table/seat.												
Rocker - Horse	2	✓		✓				✓		✓		Spring rusty. Seat delaminating.
Rocker - 2-way rider												Unit removed.
Swings - Flat 2 seats	3	✓		✓				✓		✓		Filler missing from crack in timber frame leg - Finger trap. Shackle bolt bushes wearing. Seats splitting.
Swings - Cradle 2 seats	4	✓		✓				✓		✓		Safer surface gap repair gapping and lifting.
Climber - Climbing net	5			✓				✓		✓		Black caps missing. Part vertical net fraying.

Ancillary site items - Timber post 2 rail wire mesh fencing, 2 x Timber Gate, 2 x Swing Safety Barrier, 2 x Bench, ADC Litter bin, Play area sign.

Other Comments (i.e. condition of site, other equipment/furniture). **IF IMMEDIATE ACTION IS REQUIRED, MARK ACCORDINGLY**

- Site - Litter bin removed.
- Top rail on east fence rotten, sharp splinters.

## Agenda Item 14.



Prepared by: Cllr. John Oldfield  
Subject: Neighbourhood Plan  
Date: 08/04/19

For Information

### **Angmering Neighbourhood Plan – Review Update**

1. A small group of volunteer councillors and a resident met on 28<sup>th</sup> March 2019 to conduct a fact finding exercise on the review of the Angmering Neighbourhood Plan 2014-2029. The plan was formerly adopted by the Parish Council on 9<sup>th</sup> February 2015 and made by Arun District Council on 11<sup>th</sup> March 2015.

2. The Group comprised:-

The Clerk Katie Herr

Councillors John Oldfield, Steven Mountain and Lee Hamilton-Street

Resident Rita Williams

3. The Arun Local Plan 2011 -2031 was adopted on 18<sup>th</sup> July 2018. Whilst the Plan sets out the strategic pattern of growth and demonstrates that Arun's OAN (Objectively Assessed housing Need) are met together with a 5 year land supply, it also recognised that further development was required to be identified. The Plan included a commitment to provide at least 1250 dwellings in a separate Development Plan Document (DPD) with an input and contribution from revised Neighbourhood Plans. In the apportionment of the 1250 dwellings Angmering is required to identify sites for a minimum of 120.

4. The group was concerned that, due to the "Duty to Co-operate" rule, Arun District Council could face increased house building pressure if neighbouring Worthing is allowed to fall significantly short on its new homes target. At the present time they are proposing 9000 homes less than their OAN target. The decision on how many (if any) of the shortfall Arun needs to accommodate will be made by the government inspector at the examination of Worthing's Local Plan. There was also concern at the apparent decline in the rate of build by developers.

Both these factors could put Arun's approved plan under threat as their OAN may increase and their 5-year Land Supply reduce.

## Agenda Item 14.

It is noted that the HELAA (Housing and Economic Land Availability Assessments) published in February 2019 indicates the availability in Angmering of *deliverable* sites for 271 dwellings and for 582 on *developable* sites. We are aware that, because of the declining build rate, at least one developer has already stated that they could foresee the need for Arun to bring some of these sites forward.

5. There is no requirement to review or update a neighbourhood plan. However, policies in a neighbourhood plan may become out of date, for example if they conflict with policies in a Local Plan that is adopted after the making of the neighbourhood plan. In such cases, the more recent plan policy takes precedence. In addition, where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base for the plan policy becomes less robust. To reduce the likelihood of a neighbourhood plan becoming out of date once a new Local Plan is adopted, communities preparing a plan should take account of latest and up-to-date evidence of housing need.

It seemed to the group, however, that revised Neighbourhood Plans could lose weight, limiting their ability to resist unwanted planning applications, if it was determined that Arun could no longer meet its OAN or demonstrate that it still had 5 year housing land supply.

Angmering's Neighbourhood Plan was "made" part of the Angmering Development Plan in March 2015, after nearly 4 years of time and effort from the community. On 2<sup>nd</sup> November 2016: only 18 months later; the Plan's Policy preventing development outside the Built-up-Area-Boundary was declared "out of date" by Arun's lawyers because of Arun's lack of a 5-year Land Supply.

6. During a government debate on the Neighbourhood Planning Bill in 2016, our MP, Nick Herbert, and others, expressed concern over the vulnerability of made Neighbourhood Plans from developers where the planning authority did not have a plan in place. In order to give some protection in such cases a Ministerial Statement was made on 13<sup>th</sup> December 2016 to the effect that –

*Neighbourhood Plans were protected when the main planning authority could demonstrate at least a 3 -year (rather than 5) housing land supply. In these circumstances, made Neighbourhood Plans were not to be considered out of date for 2 years (from their made date) and should be given full weight in determining planning applications.*

It is unclear whether this statement would still apply if Arun now finds that it has less than a 5-year housing land supply but more than 3.

7. The revision of the Neighbourhood Plan would take a considerable time, (possibly 6 to 9 months or longer if it involved a number of material changes to the original) and there would be need to call for a large number of volunteers from the village to help. The group were concerned that all this time and work could be wasted if, in the meantime, the viability of Arun's adopted plan became questionable, which, taking into account facts in this report, could be a possibility.

8. The group therefore determined, that before proceeding further and calling for village volunteers, to write to Arun District Council seeking clarification on the matters raised in this report and to ask :-

## **Agenda Item 14.**

- **Whether Arun has any plans to test its OAN and, if so, when.**
- **How healthy their 5-year housing land supply figures are.**
- **Their view on the status of the Ministerial Statement of 13<sup>th</sup> December 2016**
- **Their view on the status of a made revised Neighbourhood Plan if viability of their own plan became questionable.**

## Agenda Item 15.



Prepared by: Cllr. John Oldfield

Subject: Silent Soldier

Date: 08/04/19

### Background

The silent soldier was moved from its base at the village hall due to them needing the space to commence the summer planting. It was carefully removed and stored in the APC storage facility.

APC would like to have the silent soldier as a permanent feature and it was suggested to Cllr. John Oldfield that he work with Roger Miles to come up with some suggestions.

### Details

The future of our Silent Soldier has been discussed with Roger Miles.

Our various ideas have included:-

- Asking other Parishes if they would be willing to “pool” theirs and to have them all placed on the slopes of the hill to the North of Swanbourne Lake in Arundel
- Asking St Wilfred’s School whether they would agree to him being installed on their forecourt
- Roger also said he would be prepared to take care of his future himself.

**Option 1,** I approached the manager of the Norfolk Estates Unfortunately he thought the threat of vandalism and future maintenance problems were too great and he felt unable to support the proposal.

**Option 2.** Father John Price, the Priest who was the incumbent of the presbytery prior to St Wilfred’s becoming a school, was a much loved and admired person in the village. In addition he had had a distinguished and gallant military career in World War 2. It seemed, therefore, a fitting resting place for our silent soldier.

**Option3.** Roger has a well-used footpath at the rear of his property with an open view of his garden. His idea was that this could be the permanent home for our silent soldier and that he would be willing to answer any questions on the background that passer-by’s may have, even perhaps offering a cuppa!

We are all aware of the role Roger took in honouring our villagers who fell in WW1 and this would also be a fitting final resting place.

### For Decision

Councillors are to decide if they wish to proceed with either option 2 or 3.