

Clerks Report – Agenda item 5 (Together with Action List)

- 1) A/40/18/OUT was decided at DCC on Thursday 27th June 2019. Despite several emails detailing issues with flooding and the provision of the Primary School and Cllr John Oldfield expressing the issues at the meeting, the application was approved by Arun District Council. We will continue to work with both ADC and WSCC and I will update when any news is received.
- 2) Parish Assembly – work is underway to secure a bigger venue.
- 3) Land South of A259 – meeting attended with Henry Adams and ACLT. We advised them that we were in the process of updating our neighbourhood plan (NHP) and would be conducting a call for sites soon. Any potential sites would need to be put to the public as part of the NHP process, this potential site would be one of them.
- 4) Planning Training – only one councillor has come forward to attend the training course on Thursday 9th August 2019 at Bersted. All office based staff will attend this session. It will be a 2 hour session, which mainly focuses on planning applications and appeals, but also gives a brief overview on local and neighbourhood plans.
- 5) Extra Office Activity
 - a) Amazing work by all in the office to help an ill gentleman and his wife. Amazing response on Facebook with very positive comments.
 - b) Positive comments received from a resident re the grass cutting on Bramley Green and other areas maintained by the Parish
 - c) Spirit FM have confirmed their attendance at the Fun Dog Show on 20th July. This is a great addition to the event that is rapidly coming together. Raffle prizes from local shops and businesses are coming in too. Well done Sam and Cllr Mike Jones.
 - d) The quote for the sale of the Shaboura has been accepted and it will be collected ASAP after the money has been received in our account.
 - e) Tracy is booked on an Event Management, Health and Safety course run through SSALC on 12th July 2019. She is attending this course with Alison from EP Parish Council.
 - f) SDNP/19/00215/OPDEV – The Ranch. Stop Notice. Information was fed back to the SDNP that work was believed to have been carried out. The Enforcement Officer checked and confirmed that he believed that nothing was continuing, but the officer and his colleagues would continue to check on the building in question.
 - g) A successful meeting was held with our ASB contact from Arun, Matt Rookes. Several pieces of information were given to him regarding ASB at the Pavilion - Palmer Road and Bramley Green. Cllr Woodason also attended the meeting and Matt explained that a Youth Outreach Worker would be attending Mayflower Bowl and St Nicholas's Gardens to engage with the young people at these locations. Matt's contact details have also been passed over to several local businesses so that they can contact him direct if required.

- h) Issues with residents cutting trees down along Peggys Walk. We have been advised that this is criminal damage and we have urged all residents to report this online or dial 999 if in progress. Two separate incidents have been advised to us and we have assessed the damage and are in the process of contacting WSCC.
- i) Created a volunteers form, which will be available to complete at the dog show and at the office.



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone: 01903 772124

E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2019 - 2020

In order to be eligible for a Parish Council Grant you or your organisation must fulfil at least one of the criteria in Section A and the application must fulfil at least one of the criteria in Section B. In addition, all applications must be supported by the information in Section C, and have regard to the exclusions in Section D. The details of the application must be completed in Section E.

NAME OF ORGANISATION	Home-Start Arun, Worthing & Adur
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Section A

	<u>What type of organisation are you?</u>	Tick relevant box(es)
A1	A Charity providing services available to residents of Angmering	x
A2	An existing local group or organisation providing services available to residents of Angmering	
A3	A new group or organisation, wishing to provide services for the residents of Angmering	

Section B

	<u>Which criteria will your application fulfil?</u>	Tick relevant box(es)
	Reaching new people	
B1	Increasing group membership and/or widening participation	x
B2	Starting up new activities and/or expanding existing services for residents of Angmering	x
B3	Organising community events and activities	
B4	Bringing the community together	x
	Developing Services and supporting the local economy	
B5	Organising one-off events to increase visitors to Angmering	
B6	Activities aimed at developing skills for local unemployed	x

	people and assisting them to gain employment	
B7	Raising the profile of the village and its community	
B8	Improvements for the Angmering community infrastructure and developing community held assets	
	Encouraging community growth and self-reliance	
B9	Helping groups and organisations to develop their initial or starting assets and/or resources to support future financial independence	
B10	Helping the community to influence the planning and delivery of local services.	
B11	Protecting the environment and promoting sustainable local development	

Section C

	<u>Supporting information required</u>	Tick relevant box(es)
C1	The last year's certified accounts or, for new organisations, the current business plan, or equivalent.	x
C2	Information on the membership, or proposed membership of your organisation. How many current members, in total, and how many live in the village.	In 2018: Staff: 11 Volunteers: 45 Families: 178 In Angmering: Staff: 1 Volunteers: 9 Families: 8
C3	A project plan, if applicable, showing total costs and other sources of income already secured.	
C4	Charity Number, if applicable	1132416

Section D

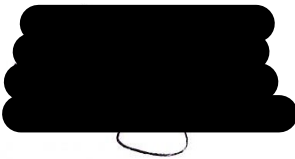
	<u>Conditions and Exclusions</u>
D1	Typically, awards will not be given for general running/administration costs
D2	Awards must be seen to be for the benefit of a significant number of Angmering residents
D3	Awards will not generally be given to individuals
D4	Awards must be used for or towards the specific project or item applied for.

D5	Awards will not be given retrospectively.
D6	Upon completion of the project, evidence must be provided that the award was used appropriately

Section E

Name of contact for grant purposes	[REDACTED]
Position of contact	Fundraiser
Full contact postal address, including postcode.	5C Park Farm Chichester Road Arundel BN18 0AG
Email address and website (if applicable)	[REDACTED] www.home-startarun.org.uk
Telephone number of contact	[REDACTED]
Total Project Cost	£500
Amount of grant applied for	£500
Where is the remainder to be financed from?	If unsuccessful we will apply to another Trust or Foundation who will recognise Angmering in their criteria
Cheque to be made payable to	Home-Start Arun, Worthing & Adur
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	Funding will be used towards the recruitment and training of a further 2 volunteers. This will go towards the cost of providing initial training in the form of our 'prep course'. The course will cover safeguarding, the foundation of Home-Start and the role of a Home-Start volunteer. Volunteer will then meet with families on a 1-2-1 basis, providing support for a number of needs: building confidence and parenting skills, managing household routines, getting school ready, reducing isolation and connect them into the community.
How many Angmering residents in organisation?	We currently have 9 volunteers who are residents in Angmering.
How many Angmering residents will benefit from the grant?	2 new volunteers will benefit from training and support. In turn, they will support 2 families each per year.

If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent	
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Signature	
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Date	04.06.2019
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Prepared by: Katie Herr
Subject: Neighbourhood plan update
Date: 01/07/19

Update

1. Meeting held with Neighbourhood Plan (NHP) working party on 25th June 2019. Copy of minutes attached.
2. It was decided at this meeting to investigate the support on offer by AiRS (Action in Rural Sussex) and Locality. A telephone meeting has been organised for 2nd July 2019 with AiRS.
3. Enquiries were made with Maureen Chaffe from Process Matters 2 as she also offers a service for NHP's but she is fully booked at the moment.
4. Continued dialogue with ADC regarding the process.
5. All councillors will need to be involved in the rewriting of the Neighbourhood plan. It is important that we all "own" the plan and understand its uses. The process will be made a lot easier if we are all involved and committed. With the uncertainty of the Arun Local Plan, it is imperative that all councillors are inputting into our NHP.
6. All councillors will be kept updated with the work of the working party and assigned roles in the coming months.

Minutes – 25/06/19 10am – Neighbourhood Plan

In attendance – Katie Herr, John Oldfield, Lee Hamilton-Street, Sylvia Verrinder, Rita Williams.

- ANDP Overview – a brief update was given to Sylvia Verrinder to bring her up to speed. Our position was agreed as to where we are currently and what the next steps are. A time line, see attached, was briefly discussed and copies were given to all.
- High level review of draft documents
 - Call for sites – re-emailed ADC for information regarding sites and who to contact. [REDACTED]
Rita showed a copy of the letter that ADC send out, with some amendments for APC.
Email to be sent to Action In Rural Sussex to arrange a meeting. She will get back to me with possible dates. Talked through what they did before and what we would like them to do this time. **Action KH**
 - NDP policies vs ALP – Rita showed her work and copies were given to all present. Will also be emailed to all. **Action RW**
It was also mentioned that we will need to alert ADC, WSCC, SDNP, water electricity and gas providers etc.
 - ANDP Plan changes – part of the above.

Agreed to add Neighbourhood Plan to agenda for Full Parish on 8th July 2019 and update all on where we are and what we expect from the councillors going forward.

SV advised how they attracted members of the public for the creation of the last plan. They used the Village Hall for the presentation, advised in All About Angmering.

- Discuss ANP Steering Group organisation – to be agreed at a later date once all participants are known.

Next meeting set for 16th July 2019 at 10am. Review the list provided by Rita and add your comments before this meeting. Also look at the Arun Local Plan on line – links given in the meeting request.

Timescales and success of the Project will depend on:

- Having a clear idea of direction and objective of revised Plan at the outset
- Buy-in and time and energy Cllrs and volunteers are prepared/able to put in
- Skills available, budget constraints, consultation lead times, holidays etc.
- Broad, open, effective community engagement across all ages and backgrounds
- Robust policies & evidence base
- Managing expectations

Draft Timeline
2019

2020

May June July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June July Aug Sept Oct Nov

Preparation Planning (Steering Group) part of NDP Review

- Review the scope and objective of plan and the reasons changes are required
- Take a view on the benefit of buying in consultancy based on revised scope and objectives
- Create high level timetable of tasks, dependencies and owners
- Create high level spreadsheet of anticipated source of funding and costs.
- Identify and produce a list of key stakeholders in the Parish
- Decide on Working Groups and what their role and make-up will be
- Confirm what elements need to be approved at Parish Council meetings

Communication & Feedback (Ongoing)

- Advertise APC's Intention to update the Plan and reasons why
- APC to contract help (AiRs, Locality or similar) to conduct parish survey?
- Invite volunteers from residents plus community and business groups
- Instigate a call for sites (housing and employment)
- Schedule events, drop-ins etc at strategic points in the Plans preparation
- Communicate regulatory NDP consultation process/dates, progress etc

Plan Update

- Analyse public consultation feedback
- Confirm development site (housing & employment) allocations
- Review and update Vision Statement and Objectives against feedback & Arun LP
- Review and update Policies and map against feedback & Arun LP
- Review existing evidence and additional work needed to meet revised scope
- Create Sustainability Appraisal (SA Report) 5-week legal requirement to consult on scoping with Statutory bodies
- Upload meeting minutes, evidence etc to APC database

Plan Adoption Process

- Create final draft pre-submission Plan for review by APC & Arun (Donna)
- Update Plan with APC & ADC review comments (document on spreadsheet)
- Draft of Plan issued for SEA review (Arun decision)
- Pre-submission Plan **consultation** publicity and online-access in place
- Reg 14:** Pre-submission Plan consultation (6 weeks)
 - Review and document feedback & comments and update plan (4 weeks)
- Reg 19:** Submit Plan to Examiner via Arun (Donna) and Referendum decision
- Review Examiners comments and update Plan (Prepare for Referendum?)

Worthing Local Plan - Timeline they are working to

- Reg 18: Pre-submission responses being reviewed and updated
- Reg 19 consultation (Spring 2020)
- Examination (Winter 2020 / Spring 2021)

May June July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June July Aug Sept Oct Nov





Prepared by: Katie Herr
Subject: Freedom of Information Policy
Date: 01/07/19

Adoption of updated policy.

1. The original policy was brought to the Governance Committee and amendments were suggested.
2. The updated policy was then sent round to all Councillors on the Governance Committee.
3. Amendments/questions were requested by 4pm Thursday 27th June, none were received.
4. Please see the policy attached.

Decision.

5. Confirm that the Freedom of Information Policy will be adopted.



ANGMERING PARISH COUNCIL

FREEDOM OF INFORMATION

1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The council will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently
- Ensure that any fees charged are calculated appropriately and consistently

2. How to make a request

2.1 A large amount of information is freely available on the council's website, which can be found at **www.angmeringparishcouncil.gov.uk**

2.2 If you are unable to find the information you are looking for, you can request the information directly from the council.

2.3 The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to:

Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex
BN16 4EA
Or via email **admin@angmering-pc.gov.uk**

2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3. Complaints

3.1 The council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.

3.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office
 Wycliffe House, Water Lane
 Wilmslow, Cheshire
 SK9 5AF

Website: www.ico.gov.uk

Telephone: 0303 123 1113

4. Persistent Requesters

4.1 If you believe the request to be from a persistent requester, seek advice from the Monitoring Officer at Arun District Council.

5. Charges

5.1 Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.

5.2 Information which is published and accessed on the council's website is provided free of charge.

5.3 Charges will be made for actual disbursements incurred as detailed below:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet -black & white	Actual cost incurred
Photocopying @ 12p per A3 sheet -black & white	Actual cost incurred
Postage	Cost of Royal Mail standard 2 nd class postage

Updated: June 2019

Review: June 2021



Prepared by: Katie Herr
Subject: Complaints Procedure
Date: 01/07/19

Adoption of updated procedure.

1. The original procedure was brought to the Governance Committee and amendments were suggested.
2. The updated procedure was then sent round to all Councillors on the Governance Committee.
3. Amendments/questions were requested by 4pm Thursday 27th June, none were received.
4. Please see the procedure attached.

Decision.

5. Confirm that Complaints Procedure will be adopted.



ANGMERING PARISH COUNCIL

COMPLAINTS PROCEDURE

1. Angmering Parish Council believes a complaints procedure demonstrates that the Council:
 - wishes to provide a good service
 - values feedback
 - undertakes its business in an open and honest manner
 - wishes to deal with complaints fairly
2. The Council believes that complaints and suggestions provide a valuable opportunity for improving its services and performance.

What is a complaint?

3. For the purposes of this procedure, a complaint is defined as:

An expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Council or its staff affecting an individual, group or organisation.

4. This definition covers most complaints – such as:
 - dissatisfaction with the administration of policy and decisions
 - delays in responding to service requests
 - failure to achieve standards of service
 - failure to fulfil statutory responsibilities
 - employees' behaviour or attitude

How we deal with complaints

5. Most complaints will be reviewed by the Clerk whose responsibility it is to investigate, as necessary, and respond as quickly as possible. In normal circumstances a response should be sent within 10 working days.
6. Where this is not possible an interim response should be sent giving an indication of when a full reply can be expected.

7. If a complainant is dissatisfied with the full response, this fact should be drawn to the attention of the Chairman of the Council. In consultation with other Members, as necessary, and after obtaining any further relevant information, the Chairman will issue a further response, within 3 weeks.

Dealing with Unreasonably Persistent Complainants

For the purposes of this procedure, complainants may be deemed unreasonably persistent if they demonstrate one or more of the following behaviours:

8. Persistence in pursuing a complaint where Angmering Parish Councils complaints procedure has been fully and properly implemented and exhausted, or where the substance of the complaint has been fully aired in another forum (including complaints panels). This includes seeking an unrealistic outcome to the complaint.

Submitting repeat complaints, after complaints processes have been completed, essentially about the same issues, with additions/variations which the complainant insists make these 'new' complaints which should be put through the full complaints procedure.

Refusing to accept the decision – repeatedly arguing the point and complaining about the decision.

Refusing to specify the grounds of a complaint, despite offers of assistance with this from the authority's staff.

Refusing to co-operate with the complaints investigation process while still wishing their complaint to be resolved.

Insisting on the complaint being dealt with in ways that are incompatible with the adopted complaints procedure or with good practice.

Making what appear to be groundless complaints about the staff dealing with the complaints, and seeking to have them replaced.

Having an excessive number of contacts with Angmering Parish Council staff while a complaint is being looked into – placing unreasonable demands on staff, such as repeated or lengthy phone calls, requests for personal interviews or lengthy correspondence every few days and expecting immediate responses.

Changing the substance of a complaint or continually raising new issues whilst the complaint is being investigated, or raising large numbers of detailed but unimportant questions and insisting they are all fully answered.

Raising an excessive number of complaints, which upon investigation cannot be substantiated.

Adopting a 'scattergun' approach: pursuing a complaint or complaints with all or some of the Office Staff/Clerk/ Angmering Parish Councillor/District

Councillor/Chief Executive of ADC/ Council Leader, at the same time, and possibly also with a Members of Parliament/ independent auditor/the Standards Board/local police/solicitors/the Ombudsman.

Denying receiving an adequate response in spite of correspondence specifically responding to their complaint.

9. It is emphasised that this approach should be used only in exceptional circumstances after all reasonable measures have been taken to try to resolve a complaint by following the Angmering Parish Council complaints procedure. A complainant may be identified as unreasonably persistent at any stage of the complaints procedure and levels of action should be determined by the seriousness of the conduct **not** the stage it has reached in the complaints procedure.
10. Where officers identify that they may be dealing with an unreasonably persistent complainant in accordance with the above criteria, the case should be referred as soon as possible to the Monitoring Officer at Arun District Council (ADC) for advice and assistance in bringing the case to a close.

Complaints about Members of Angmering Parish Council

11. All Councillors have signed an undertaking that they will observe the Council's Code of Conduct. The Code – which is the Model Code of Conduct for Members approved by Parliament – specifies a Councillor's obligations.
12. Alleged breach of the Code must be reported in writing to the Monitoring Officer at Arun District Council.

Complaints about services provided by other public organisations

13. Given that some public services in Angmering are provided by either Arun District Council or West Sussex County Council – and that the division of responsibilities between public bodies can often be confusing.
14. Angmering Parish Council will advise and, if appropriate, assist those wishing to pursue complaints against other organisations providing services in the village.

Contacts

**The Clerk, or the Chairman
Angmering Parish Council,
The Corner House,
The Square,
Angmering,**

West Sussex. BN16 4EA

**The Monitoring Officer,
Arun District Council,
Arun Civic Centre,
Maltravers Road,
Littlehampton,
West Sussex. BN17 5LF**

Updated: June 2019

Review: June 2021



Prepared by: Katie Herr
Subject: Update on Co-option
Date: 01/07/19

Update

1. Advice was sought from Arun District Council regarding the time after an election we could co-opt and then the ongoing process. The below was confirmed.
"For transparency I would advertise the vacancies for co-option as soon as the deadline is up for a by-election request. The deadline is 3 July and we will email you in the morning on 4 July"
2. On 4th July a poster will be distributed and on our website giving a 2 week window for potential councillors to come forward.
3. We have received 5 co-option forms from members of the public and they are following our policy (adopted at Full Council 10th June 2019) to attend each of the council committee meetings and an informal discussion.
4. Once all potential councillors have completed the above, co-option will take place at the next Full Parish Council meeting.



Prepared by: Katie Herr
Subject: Chandlers Update
Date: 01/07/19

Update

1. Approval has been received from Ministry of Housing, Communities and Local Government to borrow up to £1.5m.
2. The solicitors have asked us to confirm a number of things and this information will be sent to them ASAP.
3. A few amendments/suggestions regarding the plans were talked through by myself and Cllr. Bicknell. These suggestions were put to Nick Cronk of Landspeed and an email sent to Cllr. Bicknell on 21st June 2019 with the answers. Before a response was received from Landspeed these questions were also put to the planning officer at Arun and logged on the planning portal at Arun.
4. There is meeting at Arun District Council on 4th July at 12pm with between the Conservation Officer, the Heritage Consultant, Architect and Planning Consultant. The Conservation Area Advisory Committee have raised objections concerning the design and the Engineers have objected as they require further information concerning attenuation. A full report of this meeting will be received by APC and we will send it round once received.