



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN ANGMERING VILLAGE HALL ON MONDAY 13 JANUARY 2020

Present: Councillors John Oldfield (Chairman), Alan Evans, Mike Jones; Sylvia Verrinder, Alison Reigate, Sharlan Woodason, Frank Carr, Rhys Evans, Paul Bicknell and Norma Harris

In Attendance: Katie Herr, Clerk; Tracy Lees, Committee Clerk and District Cllr. Andy Cooper
No members of the public were present

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC;
Arun District Council – ADC; Public Space Protection Order - PSPO; Form Entry - FE; Angmering Community Land Trust - CLT

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	19/156	APOLOGIES FOR ABSENCE Apologies were received from Cllrs. N Hamilton-Street, L Hamilton-Street and David Marsh; West Sussex County Councillor Deborah Urquhart and District Cllr. Mike Clayden.	
2	19/157	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. No declarations of Pecuniary or Non-Pecuniary interests were received.	
3	19/158	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 9 December 2019 were agreed by all and subsequently signed by the Chairman.	
4	19/159	PUBLIC CONSULTATION No members of the public were present.	
5	19/160	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. For the Action List see Appendix 1. b) Any subsequent matters that have arisen since the agenda was set. None.	

The Clerk reported the following:

The APC Office is continuing to monitor level of HGVs that come through the village and have emailed 9 different companies with a polite request that they no-longer use the village as a cut through. The next step is to contact WSCC regarding the possibility of installing signage advising that the route was not suitable for HGVs.

Cllr. Bicknell asked if an HGV weight limit was in place. The Clerk commented that this was unknown and would enquire.

Action: Contact WSCC to start the conversation re signage.

Action: To check if a weight limit has ever been in place.

KH
TG

The Christmas cards designed by local primary schools went down really well and will definitely be something the APC Office will be looking to do again for 2020.

The Love West Sussex website and App is being actively promoted by the APC office and seems to be being used more and more by the general public.

Update received regarding the Angmering Flood Elevation Scheme, advised that the Environment Agency will be meeting with WSCC at the end of January and an update has been promised early February.

The Clerk asked if there were any questions, none were asked.

6 19/161 CHAIRMAN'S REPORT

Cllr. Oldfield reported that he had had the pleasure of attending two events since the last meeting. The Carol Service arranged by the Angmering WI which he attended with Cllr. Reigate and the opening of the new teaching block at Angmering School, which he attended with Cllr Nikki Hamilton-Street. Both events were very well delivered and enjoyable to attend.

7 19/162 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart was unable to attend the meeting.

8 19/163 REPORT FROM THE ARUN DISTRICT COUNCILLOR

Cllr. Cooper updated the committee on the possible retraction of the PSPO which looks at the excessive use of alcohol in public spaces. The intention is to only use this in Town Centres rather than all over the district. Cllr. Cooper is fighting hard to keep with the current PSPO and also to include Angmering which it does not at the moment. He will report back at next months meeting with an update. A discussion then took place including the best way to deal with certain situations including calling 999, 101 or reporting on-line. The Clerk commented that Chief Inspector Jon Carter, District Commander for Chichester and Arun from Sussex Police will be attending the next committee meeting on Monday 10 February 2020.

Cllr. Cooper advised that on Wednesday 15 January there will be a major debate on whether to go to a Cabinet System from a Committee System. Cllr. Cooper gave an overview of the two different systems and will report back on the outcome.

Live webcasts were discussed and Cllr. Cooper explained that due to technical issues these would no longer take place for Development Control Meetings. All meetings would still be recorded and would be available to view the following day.

The situation with the developer's encroachment on Cow Lane was discussed as Cllr. Cooper had received reports from the public. He reported that he was working hard to obtain a positive solution/resolution.

Finally Cllr. Cooper reported that he followed a large HGV through the village which it was clearly using as a cut through. The APC Office will contact the company concerned.

Action: Contact company concerned and monitor the situation.

APC

9 19/164 POTENTIAL LAND SWAP WITH WSCC

Cllr. Oldfield gave an overview of the situation with regards to the proposed new Primary School and the issues facing APC over the current proposed land swap. A lengthy discussion then took place. APC are deeply concerned about the length of time this is taking and are committed to providing land for a 2FE expandable to a 3FE school in Angmering.

Cllr. Cooper suggested that APC need to receive a clear answer on what WSCC are asking for and that a special meeting should be arranged between himself, ADC Officers and WSCC.

Action: A special meeting to be requested ASAP.

KH

Cllr. Cooper left the meeting

10 19/165 CORRESPONDENCE RECEIVED – DALCOUR MACLAREN

All present noted the correspondence.

Cllr. R Evans explained his thoughts on the telephone mast at Mayflower park and his thoughts regarding rent. Cllr. R Evans commented that he had found a company that would be able to advise the APC on the potential income that could be expected. A discussion took place.

The Clerk reported that she had sought advice from APC solicitors. She went on to say that she would liaise with other Clerks and ask if anyone had experience with this issue.

Action: Contact Clerks group and report back.

KH

After discussion it was agreed by all that the company Cllr. R Evans had mentioned should be approached for an estimate so its potential worth could be ascertained.

RESOLUTION: Cllr. R Evans **PROPOSED** that the company should be approached, Cllr. Woodason **SECONDED** and **ALL AGREED**.

Action: Contact company for an estimate and report back.

KH

11 19/166 NEIGHBOURHOOD PLAN

The Clerk gave an update on the planned Drop-in Session for all Angmering residents which is taking place on **Thursday 23 January 2020** at **St Margarets Church Hall**. She also confirmed that the Angmering CLT would be in attendance.

All Councillors were requested to attend and asked to confirm this with the Clerk. They were also asked to spread the word that this meeting is taking place and encourage attendance.

The Clerk went on to advise that the 'Call for Sites' which is the next step after the Drop-in Session had taken place and was in the process of being organised.

12 19/167 ARUN DISTRICT COUNCIL DRAFT GRANT AGREEMENT

A conversation took place regarding the agreement. The Clerk advised that the agreement needed to be signed today and would require two witness signatures.

After discussion the Clerk asked if all were happy to approve the draft agreement, all agreed they were.

RESOLUTION: Cllr. A Evans **PROPOSED** that the committee were happy to approve the draft agreement, Cllr. Jones **SECONDED** and **ALL AGREED**.

13 19/168 STORM DRAIN – MAYFLOWER PARK

The supporting paper was discussed with a background being given as to why the bolts had to be welded on which was due to Health and Safety reasons in the past.

Cllr. Bicknell requested that a quote be sourced for a CCTV survey of the herringbone drainage system at the same time the debris is removed. This was thought to be a good idea if cost effective.

RESOLUTION: Cllr. Bicknell **PROPOSED** that the quote for the removal of the plastic was approved and a quote be sourced for a CCTV survey, Cllr. Jones **SECONDED** and **ALL AGREED**.

Action: Quote to be sourced and report back.

APC

14 19/169 BUDGET 2020/2021

Cllr Oldfield confirmed that all Councillors had been given the opportunity to review and ask questions on the proposed budget but asked whether there were any further questions. Cllr. Bicknell asked a question re last years figures. The Clerk explained that due to the new system that had recently been installed these figures would not show on this report but going forward they would. All previous years figures are available on line.

The Clerk reported that Grasstex had confirmed that their prices for 2020 would remain the same as 2019.

Cllr. Oldfield asked if the committee were happy to agree the budget, all agreed.

RESOLUTION: Cllr. Reigate **PROPOSED** that the budget was approved, Cllr. R Evans **SECONDED** and **ALL AGREED**.

15 19/170 PRECEPT 2020/2021

The precept was discussed, and all was agreed by all present. Rise 3.95% from £103.78 per band D property to £107.87.

RESOLUTION: Cllr. Jones **PROPOSED** that the precept was agreed, Cllr. A Evans **SECONDED** and **ALL AGREED**.

- 16 **19/171 ANGMERING PARISH COUNCIL BRANDING POLICY**
The policy was discussed and examples of business cards, compliment slips and tent cards shown. The office staff were thanked and complimented on compiling this excellent policy.

After discussion all agreed to adopt the policy.

RESOLUTION: Cllr. Oldfield **PROPOSED** that the policy was adopted, Cllr. Jones **SECONDED** and **ALL AGREED**.

A question was raised regarding the new road signs presently being considered. Could the APC logo be included on the signage?

Action: Raise the question and report back.

APC

- 17 **19/172 COMMUNITY GRANT APPLICATIONS**
No requests for grants have been received.

The 2019/2020 budget for Community Grants is £3,500.00. The total grant pot available for the remainder of the year is £1,650.00.

- 18 **19/173 2019/2020 FINANCIAL REPORT**
Statements of the Bank Account Balances and Loans Outstanding as at 31 December 2019 were presented.
- Income and Expenditure compared with the Revised Budget, for the period to 31 December 2019.
 - Lists of cheques and other payments for December 2019.
 - Bank reconciliation for December 2019.

Cllr. Oldfield asked if there were any questions. None were asked.

Cllr. Reigate signed the bank reconciliation for December 2019.

- 19 **19/174 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**
No questions were asked.

- 20 **19/175 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**
- The Housing, Transport & Planning Committee meeting held on Tuesday 3 December 2019 – None.
 - CLEW Committee meeting held on Wednesday 11 December 2019 – None.
 - Governance & Oversight Committee held on Wednesday 6 November 2019 – None.

- 21 **19/176 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 held in the Kings Suite, Angmering Village Hall on Monday 10 February 2020 at 19:30.

The meeting concluded at 21:03.

.....
Chairman

Date.....

DRAFT

1. BACKGROUND

1.1 Since the Angmering Neighbourhood Plan (ANDP) came into force in March 2015 Arun District Council adopted a new Local Plan July 2018. The Arun Local Plan proposes significant further “strategic” housing and employment growth for Angmering from now until 2031, as well as a requirement for the Parish to find land for additional non-strategic housing. A new South Downs Local Plan was also adopted in July 2019. Whilst it does not require Angmering to identify land for development, 60% of the Parish lies within the national park and is therefore governed by that Plan.

1.2 The Parish Council set up a NP Review Group to report back on the potential changes and effort required to update the ANDP to comply with the changes brought about by both aforementioned Local Plans.

1.3 It was agreed that the Group would:

- a) Investigate and present the case for updating the ANDP and produce a draft timeline for the review and update.
- b) Review and document an initial draft of proposed changes to ANDP Policies to ensure compliance with the new Arun and South Downs Local Plans and updated NPPF (2019)
- c) Identify changes required to strengthen and make Policies and the Plan more robust against becoming “out-of-date” in the event of failure by Arun to maintain a 5-year Land Supply.
- d) Seek land to accommodate an additional 117 dwellings on non-strategic sites in accordance with the Arun Development Plan Document (DPD) through a “Call for Sites” to be assessed via the ANDP update process
- e) Investigate the availability of professional help to produce the ANDP where necessary
- f) Investigate sources of Funding / Grants

1.4 Following consultation with the Group, Angmering Parish Council has determined that it should review and update its Neighbourhood Plan in pursuance of the Government’s Localism Act 2011. In order to produce this, Plan the Parish Council has established a Neighbourhood Plan Steering Group to prepare a draft Neighbourhood Plan which will be submitted to Arun District Council and South Down National Park Authority for independent examination and finally put to a public referendum.

1.5 The Parish Council has advised Arun District Council and South Down National Park Authority of the intent of the residents of Angmering in consultation with other stakeholders to produce a Neighbourhood Plan for submission.

2. THE PARISH COUNCIL

2.1 The plan-making process remains in the control of Angmering Parish Council as local authority and qualifying body. The Parish Council will actively support the preparation and update of the ANDP and provide assistance and resources to make sure the ANDP can be produced within the allocated budget and timescale, as well as promote and communicate the updating of the ANDP.

Roles and Responsibilities

2.2 The Parish Council will liaise with the Steering Group to:

- a) Agree a project timetable and endeavour to secure compliance
- b) Identify and secure sources of funding
- c) Agree a project communication, consultation and engagement strategy
- d) Agree the initial scope of the ANDP prior to early public engagement
- e) Determine the overall scope and objectives of the ANDP based on the evidence and feedback received
- f) Approve all background and evidence-based reports prior to publication
- g) Approve all consultation documents prior to publication
- h) Following the preparation of the draft plan and with the agreement of the Group, submit the plan to the Local Planning Authority for inspection and independent examination.

Communication

2.3 All publications, consultation and community engagement exercises will be undertaken by (or on behalf of) Angmering Parish Council with recognition of the Parish Council's position given in all Communications associated with the project.

2.4 The Parish Council will facilitate contact with statutory bodies throughout the neighbourhood plan process. Including engaging with Arun District Council and the South Down National Park Authority during the referendum process of the Plan for which the aforementioned principle authorities are responsible

2.5 Following the preparation of the draft plan and with the agreement of the group, submit the plan to the Local Planning Authorities for inspection and independent examination.

3. THE STEERING GROUP

3.1 The objective of the Steering Group is to oversee the preparation of a sound Neighbourhood Plan for Angmering that is truly representative of the ambitions of the community, taking into account all representations made during the plan-making process and having regard to the new Arun and South Downs Local Plans. All decisions made shall be fully evidenced and supported through consultation with the local community.

3.2 The Steering Group will be established for the life of the project which is intended to run for (18) months to (2) years

3.3 The Steering Group will be made up of members of the NP Review Group and the Chairs of each Working Group.

3.4 Membership of the Steering Group will total (X) and represent all aspects of the Community.

Decision Making

3.5 Angmering Parish Council has given the Steering Group full delegated authority in the drafting of the updated Neighbourhood Plan and to make key decisions in the neighbourhood planning process on their behalf, up to and including publication of any Preferred Options Consultation on potential development sites and a Draft Neighbourhood Development Plan.

3.6 The Steering Group will be involved in all aspects of the development of the Neighbourhood Plan. However, major financial decisions and process decisions will continue to be overseen by the Parish Council via recommendations made by the Steering Group and taken forward by the Chair of the Steering Group (who will be a Parish Councillor) to the Full Council meeting for approval.

3.7 The Steering Group will:

- a) Confirm, subject to consultation with the Parish Council, the scope of the ANDP following analysis of early and ongoing engagement
- b) Produce with the Parish Council an engagement strategy, showing how the public will be involved throughout the process
- c) Produce appropriate timescales and delivery mechanisms for the Neighbourhood Plan
- d) Manage and co-ordinate the review and update of the ANDP in an open, transparent and accessible way
- e) Undertake analysis and evidence gathering to support the plan production process
- f) Identify specific sites, to accommodate development to meet identified local need
- g) Review and update the objectives and vision of the current Plan against the latest evidence on the needs and aspirations of the community

Angmering Parish Neighbourhood Plan Review 2020

Terms of Reference (DRAFT FOR INTERNAL DISCUSSION)



Established 1894

- h) Produce a robust evidence base that considers growth that is suitable for the Parish with the objective of maintaining a balanced and sustainable community
- i) Produce the draft Policies with input from the Working Groups
- j) Undertake and produce supporting material such as consultation reports and Sustainability Assessments
- k) Produce an updated draft ANDP for consultation at the various Regulation stages
- l) Deliver the updated Plan working with external consultants if deemed appropriate

3.8 The Group will report monthly to the Parish Council (at the Full Council Meeting) setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

3.9 Decisions made by the Group should be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of [x] members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chair shall have one casting vote.

Meetings

3.10 The Steering Group will elect a Chair (Parish Councillor), Deputy Chair (Resident), and Secretary (Councillor or Resident) from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.

3.11 The Steering Group will aim to meet monthly, although there may be a need to meet more frequently as is necessary. Meetings will be attended by the Parish Clerk and where possible, will be held within the Parish.

3.12 The Secretary shall keep a record of meetings and circulate minutes to Steering Group committee members and the Parish Council. Minutes shall be made publicly available on the Parish Council website.

3.13 Notices, agendas, minutes and associated papers will be emailed where possible. At least three clear days' notice of meetings shall be sent by email to all Steering Group members at least 3 (three) working days prior to the meeting.

3.14 Non-Steering Group attendees such as Consultants, community representatives and other persons attending Steering Group meetings will NOT have the right to vote. Their participation in the meeting will be regulated by the Chair or Deputy Chair.

4. WORKING GROUPS

4.1 Working Groups will be made up of volunteers from the community to aid the Steering Group in any Neighbourhood Plan related work.

4.2 Members of the community will be encouraged to participate in the process at all stages. Each Group will consist of up to [x] members of the Parish and must include 2 Parish Councillors. Each Group will nominate a Chair who will become a member of the STEERING GROUP and report back on progress, along with any problems and findings. The Group will also need to appoint a Secretary

4.3 If working groups are over-subscribed, members will be selected by the Steering Group according to their ability to contribute in that topic area.

4.4 Each Working Group will:

- a) Elect a Chair (Non-Parish Councillor), Vice Chair and Administrator/Secretary
- b) Liaise with the Steering Group to review the current evidence base and decide what additional or new information or evidence is needed

- c) Host drop-ins/Consultations, communication events etc to garner feedback to compare against previous Survey results and how/if views differ to those in the current Plan
- d) Maintain a logical, recorded system of evidence gathered to support their findings, each piece of evidence to be numbered in sequence and dated.
- e) Feed evidence back to the Steering Group for consultation with Stakeholders and the wider community

4.5 Each Working Group is to be self-administered by producing their own meeting minutes, agendas and reports and will make written reports to the Steering Group on their activities as requested but will not have to publish minutes of meetings. The Steering Group will consider and approve the reports from the Working Groups and oversee their activities.

4.6 Each Working Group will liaise if necessary, with the Parish Council to organise a venue for the meeting, however.

4.7 Using expertise within each Group, contact is to be made with community representatives and organisations, to discuss the current situation and any possible future changes that may affect Angmering and the ANDP.

5. MONITORING & REVIEW

5.1 Monitoring of the Plan will be ongoing by the Parish Council, with regular reports to the Parish Council at Full Parish Council Meetings.

6. CONDUCT

6.1 Any member of the Steering Group or Working Groups who has a personal interest that may be perceived as being relevant to any decisions or recommendations made by the Group must declare that interest at the beginning of the meeting, and where there is a pecuniary interest of any prejudicial conflict of interest affecting a member, that member shall withdraw from the meeting while that agenda item is discussed and shall not participate in any vote on that matter.

6.2 This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work undertaken by the group.

6.3 A register of all members of the Steering Group and any Working Groups' pecuniary and other relevant interests will be kept and will be held by the Parish Clerk for the duration of the plan process and must be updated where necessary. These will be available for inspection by any resident of the parish on request.

6.4 The Chair of any meeting of the Steering Group or Working Group will enforce the Terms of Reference, if necessary, by requiring a member to leave the meeting. If any member repeatedly does not adhere to the Terms of Reference, the Steering Group may vote for them to be removed from the Steering Group committee or Working Group.

7. CHANGES TO THE TERMS OF REFERENCE

This constitution may be amended with the support of at least two-thirds of the current membership at a Steering Group Meeting and with the approval of the Parish Council

Prepared by Parish Clerk:

Approved by Angmering Parish Council on xx



Prepared by: Katie Herr

Subject: Cow Lane – Operation Watershed

Date: 31/01/2020

Information

Cow Lane in Angmering is subject to flooding and photos below show the extent of this issue.



S106 funds from a nearby development have been secured to repair the lane, but first the flooding issue must be addressed first.

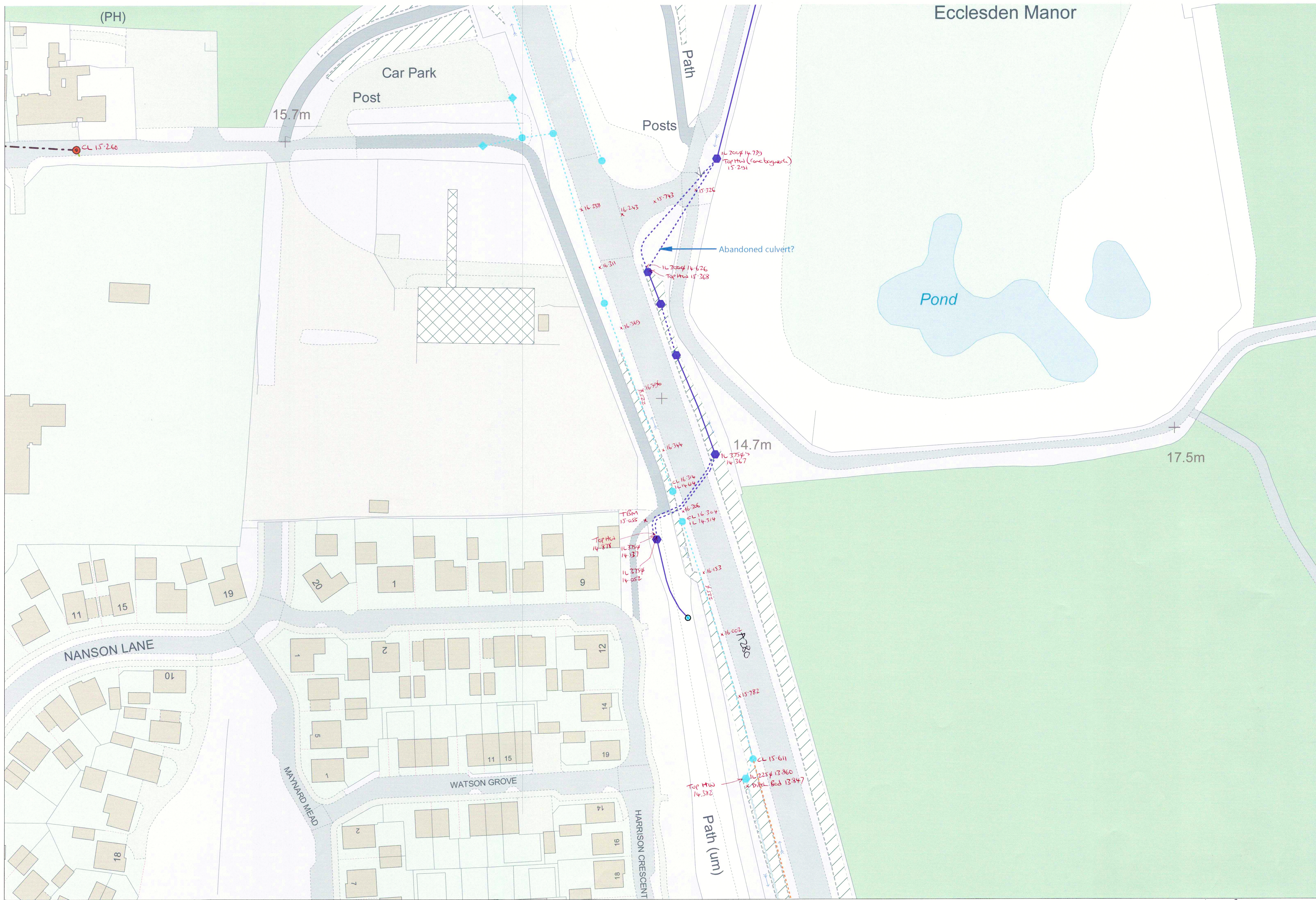
We have been approached by West Sussex County Council (WSSCC) with a suggestion to apply for Operation Watershed funding to resolve the issue.

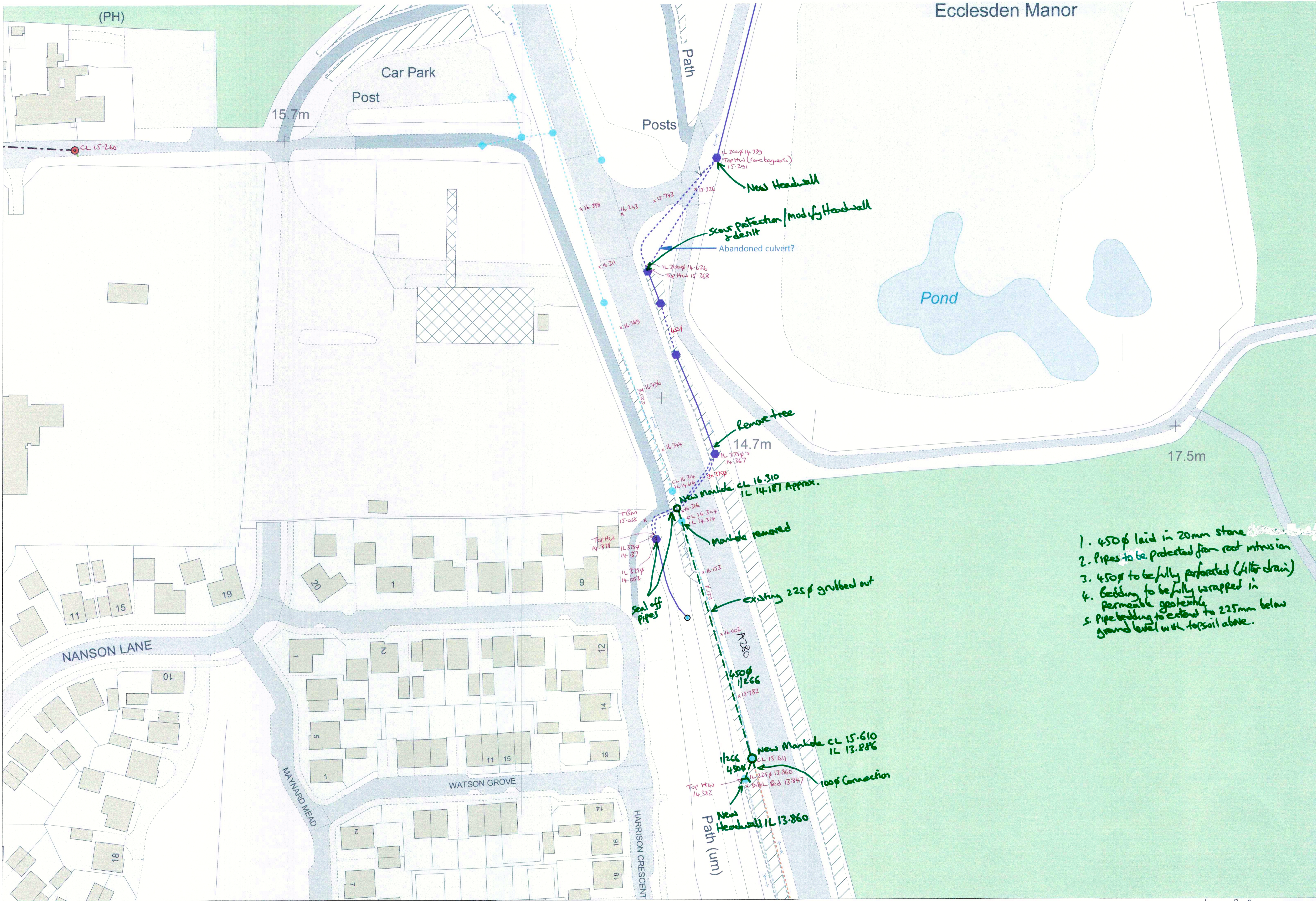
Agenda Item 11.

During a recent meeting with a WSCC officer – plans were provided of the required work – see attached. It would then be down to Angmering Parish Council to obtain at least 3 quotes for the work and apply for the Operation Watershed grant – as per the attached form.

Decision

To decide if Angmering Parish Council give authority for the Clerk (and office team) to apply for the Operation Watershed grant with regards to Cow Lane. Approximate grant needed £60,000.





1. 450φ laid in 20mm stone bedding
2. Pipes to be protected from root intrusion
3. 450φ to be fully perforated (filter drain)
4. Bedding to be fully wrapped in permeable geotextile
5. Pipe bedding to extend to 225mm below ground level with topsoil above.



Active Community Fund 2019 - 2020 GRANT APPLICATION FORM

Section A: You and your community group		
Community Group Name and charity/company number (if applicable)		
Parish name		
Postal address		
Postcode		
Your name		
Position		
Daytime phone number		
Email address		
Section B: Payment information		
<i>The information in this section will be used only if your application is successful. Please complete</i>		
Payment by cheque <i>Successful applications for funding will usually be paid by cheque. Unless this will cause a problem for your organisation, please give the following information.</i>		
Cheque payee name <i>(account in the name of the applicant)</i>		
Address to which cheque should be posted (if different from the address in Section A)		
Section C: Authorisation		
If this application for funding is successful, this group undertakes to: Complete an evaluation sheet 6 months after funding is awarded, if required, outlining how the grant was spent and the value of the project to the local community Participate in promotional activities Declaration: I have read and understood the terms and conditions and declare that, to the best of my knowledge, the information provided on this form is true and accurate		
Signature of Applicant	Date	



Section D: Your funding application

Community Group		
Project Title		
Description of issues, needs and/or initiatives		
Brief description of proposed works or activity		
How long has the community been aware of the issue or needs you aim to address?		
What are the Operation Watershed objectives this work will achieve? <i>(please tick)</i>	Protects homes, properties, businesses and access from flooding	
	Improves and or develops 'Community Commitment' to deliver the project including all and any future maintenance	
	Makes material change improvements to existing infrastructure	
	Improves local understanding of maintenance, obligations and responsibilities	
	Improves maintenance and or increases capacity of drainage and watercourse	
	Supports development of joint working with other groups addressing flood issues	



Section D: Your funding application			
What will the scheme protect? <i>(please tick)</i>	Residential properties	<i>Number</i>	
	Commercial Premises	<i>Number</i>	
	Public Highway		
	Private Access		
Has the project identified any vulnerable people who will benefit from this work/activity?	Yes/No (details provided)		
Does the project align with any existing emergency plan or is this something that will be looked at as part of the project?	Yes/No (details provided)		
Who is going to do the work for you?	Nominated Contractor Community Volunteers		
For contracted works what is the estimated cost of the proposed project? <i>(Please provide competitive quotes from 3 contractors):</i>			
Total amount of grant funding you are applying for:			
Identify any match funding for project			



Community Commitment Statement: *Please provide a statement detailing;*

What the Group is contributing to the delivery of this project in terms of management, funding, volunteers;

What the Group will contribute to further outcomes after completion of this project;

What commitment the Group will make to ongoing maintenance where appropriate;

How this project will bring your community closer together.

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Name of WSCC County Councillor:

[Click here](#) to find your councillor

Member Signature:



Project Title:	
County Councillor signature	
C&ED Officer Name	
C&ED Contact Details	

FOR OFFICIAL USE ONLY

Reference Number:		Date	By
Application received and logged			
Member supported?			
Cabinet member approved			
Certified for payment OW programme manager)			
Certified for payment (H of H&T?)			

SAP code	Amount		VAT Marker	CODE check
	£	P		
TOTAL				

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see: westsussex.gov.uk/watershed

Please note – Communities receiving funding will be listed on the WSCC [website](#). All personal and financial details will be redacted.

Evaluation Element	Description	REVISED Max Score
Property Protected		
<i>Select most appropriate</i>	Residential 51+	10
<i>Built-in weighted value</i>	Residential 21-50	9
	Residential 11-20	8
	Residential 6-10	7
	Residential 1-5	6
	Public Highways	5
	Public Amenities	4
	Commercial Premises	2
	Private Access	1
Community Factor		
Community Group - project contribution	<i>Volunteer working</i>	5
	<i>Match Funding</i>	3
	<i>Provision of services to community</i>	2
	Developing a Stronger Community	5
	Evidence 'Community Commitment' to deliver the project including all and any future maintenance	10
Value of Application		
<i>Select most appropriate</i>	<£5k	10
	£5k - £7.5k	9
	£7.5k - £10k	8
	£10k - £20k	7
	£20k - £30k	6
	£30k - £40k	5
	£40k - £50k	4
	£50k - £60k	3
	£61k +	2
Previous Flood Funding in Parish		
<i>Funds already granted from WSCC</i>	< £2k	10
<i>Select most appropriate</i>	£2k - £5k	9
	£5k - £7.5k	8
	£7.5k - £10k	7
	£10k - £20k	6
	£20k - £30k	5
	£30k - £40k	4
	£40k - £50k	3
	£50k - £60k	2
	£61k +	1
Technical Evaluation		
<i>Drainage Strategy & Maintenance</i>	Project likely to deliver <i>local</i> benefit	5
	Project addresses recognised surface or ground water flood risk	5
<i>Meet at least one of the following elements in its technical scope</i>	Project scope proportional to desired outcomes	5
	Project costs represent accepted Value for Money	5
	Project unlikely to cause domino issues	5
	Provide new infrastructure installations or build	5
	Make material change improvements to existing infrastructure	5
	Increase the drainage capacity of existing infrastructure	5
	Provision of assets for community groups usage to protect their local area	5
Maximum Score Available		100

Frequently Asked Questions



Operation Watershed Active Communities Fund 2019/20

Q: What is the Operation Watershed Active Communities Fund?

A: The "Active Communities Fund" was created so that groups can apply for funding to support projects that are important to their communities, to help prepare and protect against flooding and flood issues.

Q: What is Operation Watershed trying to achieve?

A: The "Active Communities Fund" initiative aspires to provide communities with funding to address local issues that adversely affect the community relating to flooding that either sit outside the remit of the County Council or would not be prioritised by WSCC in the near future. It aims to help parishes and community groups engage in managing or carrying out works in their local area for the benefit of the community.

Q: How much money is available from Operation Watershed this year?

A: West Sussex County Council has allocated £300k capital funding to Operation Watershed Active Communities Fund for the financial year 2019/20.

Q: Operation Watershed is now capital funding, is this a change?

A: Yes. Given the significant challenges to reduce public spending, but recognising the aspiration of community groups to actively address flood risk issues themselves West Sussex County Councils has made available Capital funding of £300k via Operation Watershed Active Communities Fund for the financial year 2019/20

Q: Does capital funding change the type of application that could be funded?

A: There are some changes in terms of the types of activity that could qualify for funding. Referring to the guidance on the website and the 'evaluation scorecard' will help you to identify appropriate projects.

Q: How long will Operation Watershed run for?

A: The Operation Watershed the Active Communities Fund started in 2013/14. Current funding is available for the year from April 2019. The fund is limited to £300k

Q: Who can apply for an Operation Watershed “Active Communities Fund” grant?

A: The Active Communities Fund is open to applications from properly constituted groups such as; a Flood Action Group, Residents Association, Parish Council or otherwise established community group.

Although it is preferred that applicants should have developed a formalised management committee, applications by newly founded organisations which are seeking assistance will be considered.

Q: What organisations are not eligible for grants?

Commercial organisations, businesses and most forms of limited companies are not eligible for funding.

Applications from limited companies established for residents’ management companies may be considered.

The offer of funding remains at the discretion of Operation Watershed.

Q: Operation Watershed Active Communities Fund - How much money can a community apply for?

A: There is no set value cap for applications. All applications will be evaluated and scored in line with the criteria shown in the ‘Evaluation Scorecard’.

Q: What can we get funding for?

A: Works that are related to flooding or flood management.

Projects must address recognised issues relating to flooding which affects a community, whether it affects properties, public highways, widely used public access, improving or implementing flood defence measures or activities to raise awareness within the community.

Required demonstrable criteria for applications to be successful include:

- Tackle a recognised surface or ground water flood risk
- Meet at least one of the following elements in its technical scope:-
 - Provide new infrastructure installations or build
 - Make material change improvements to existing infrastructure
 - Increase the drainage capacity of existing infrastructure
 - Provide for equipment, tools or protective work wear to community groups
- Evidence ‘Community Commitment’ to delivering the project and future maintenance

The criteria shown in the ‘Evaluation Scorecard’ may assist you in recognising what is considered as positive activity.

Any project proposal must have a measurable benefit to the wider community.

Q: Can we use it to get highways work done

A: Yes. Where flooding of public highway is a significant local issue, but may not be a priority action for WSCC in county wide planning, Operation Watershed may grant funds for the community to manage such works.

Q: Can we use it for getting private work done

A: Applications for grants to carry out work on private property, including private estates, will only be considered where a demonstrable benefit to the wider community is clear. Property owners who are liable for the works anyway will be expected to contribute as deemed appropriate by WSCC.

Q: Will I need to take out specific insurance for any works undertaken?

A: The insurance position is clear. Where a community group undertakes work itself it must ensure it has appropriate insurances. You will need to check that your group or Parish Council carries the relevant insurance for public liability. Please ask the Operation Watershed team for further advice if you are not sure.

Where others are engaged to provide works or services the contractors must have appropriate levels and types of insurance in place for any works undertaken. The Community Group is responsible for checking these are in place.

Similarly, the risks involved will need to have a risk assessment undertaken through your Parish Council or your group.

Q: How do we find contractors to help us?

A: Local civils contractors, civils engineers, highways engineers and specialist service providers can readily be sourced via business directories and the internet. While WSCC cannot recommend contractors for carrying out works, previous applicants have engaged a range of contractors and delivered their projects successfully, and Operation Watershed can facilitate meetings or contact with other groups.

Q: Does it have to be for flooding

A: Operation Watershed was specifically established to address flood related issues. Applications will only be considered where projects target; flooding and flood mitigation, reduction of the risk of flooding, drainage maintenance and improvement benefitting the wider community, raising awareness of flood risk and mitigation, planning and equipment for response to emergency including flood.

Q: What else might be needed to support an application?

A: The information required includes;

- *A completed and signed Active Communities Fund application form*
- *Documented breakdown of expected total costs. With 3 competitive contractor quotes if appropriate*
- *A statement outlining the community groups commitment to on-going support after project completion; monitoring, maintenance, training etc.*
- *Sponsorship signature from their local County Councillor*

Q: Operation Watershed Active Communities Fund – will the fund cover all the costs of our community project?

A: Each application will be considered on a case-by-case basis. In most cases it is hoped that the fund will cover all costs of a community project.

Operation Watershed may ask that for some applications a level of community match-funding or other community input to the project is provided.

Q: Operation Watershed Active Communities Fund – is the fund available to communities in the event of a new flood event?

A: Yes. Applications will be considered for any projects addressing issues related to flooding, flood resilience and flood prevention.

Q: What are the criteria for Operation Watershed Active Communities Fund?

A: A copy of the 'Evaluation Scorecard' can be found on the Operation Watershed Active Communities Fund web page. www.westsussex.gov.uk/watershed

Each application will need to meet a benchmark score of 65 or over to be recommended for approval.

Q: How quickly can communities receive funding if their application is successful?

A: Operation Watershed will work to process applications through to payment in 8 weeks.

Q: Where will the money be paid if my community is successful in their bid for funding?

A: Cheques will be made payable to the applicant group. Where a group considering an application for funding is recognised but does not have banking facilities it should work in cooperation with another group or Parish Council.

Q: Who will manage the money if the community is successful in their bid for funding?

A: The responsibility for the management of the funds rests with the group applying for the money. Audit trails and evidence for the spending of the grant must be their responsibility.

Q: Do we have to do the work ourselves?

A: While Operation Watershed encourages the development of volunteering many projects will require appropriately trained and equipped professionals and contractors. The community group will be responsible for the management of the project where other services are contracted.

Q: Why should we do work on the highway?

A: The responsibility for the maintenance and management of the public highway infrastructure rests with WSCC, who prioritise maintenance activity across the county based upon a wide range of factors. While local issues will, of course, be of high importance to a community, those issues may not have the level of priority to be addressed in the near future through the budget and resource attributed to the Authority. Operation Watershed aspires to empower local communities to take on management and delivery of such works if they are happy to do so.

Q: Are we liable for work carried out?

A: The responsibility for the project management will rest with the community group and they should ensure they have clear scopes, working methods and financial arrangements in place, whether it is for volunteer working or contractors.

Ensuring any works are complete and meet the agreed scope is part of closing out the project.

Q: If the works undertaken by my community fail after a short time, what redress do I have?

A: Any contractors employed by the applicant(s) are liable if the failure of the works is due to negligence or sub-standard goods.

Q: Who will maintain anything we have done in the future?

A: There are a number of different scenarios which should be considered when answering the question of responsibility for future maintenance;

1. *The responsibility for future maintenance following any works on public highways infrastructure will pass back to WSCC*
2. *The responsibility for future maintenance following any works on private land and/or riparian ditch networks will revert to the landowner – unless the community group have provided an undertaking to continue maintenance in the future.*

Q: What will Operation Watershed do to confirm the project has been delivered?

A: Each group delivering a project will be required to submit a Project Completion Certificate once works have been completed. Operation Watershed will be carrying out audits and inspections on a selection of projects throughout the lifespan of the fund.

Q: How do I find out who my local member is?

A: You can find your local WSCC member by [clicking here](#)

Q: What does “riparian” mean?

A: Watercourses (ditches), other than main rivers, are the responsibility of riparian owners. You are a riparian owner if your property or land is on, or very near, a watercourse.

Riparian owners have a duty to keep the watercourse clear of any obstruction to flow and the County Council can serve legal notices on riparian owners to deal with obstructions. Certain "strategic" watercourses, that are known to pose a high risk of property flooding if they become blocked, are checked and maintained by our contractor on a regular basis.

For further information click here: www.westsussex.gov.uk/ditchtheproblem



Prepared by: Katie Herr
Subject: Unsuitable for HGV Signs in Angmering
Date: 03/02/2020

Information

For several months now the Angmering Parish Office have been monitoring HGVs through Angmering. This was instigated by several residents from Water Lane/Station Road stating the amount of noise and vibration received in their properties was a serious issue.

In response to this we have been contacting all companies whose HGVs have been seen passing through Angmering Village. We are aware that some of these need to access the village, but some have just been using it to cut through.

We have explained what we are trying to do and have provided them with a copy of the West Sussex County Council (WSSCC) preferred lorry route map. We are aware this map is only advisory.

We have also instigated a survey of routes into the village where "Unsuitable for HGVs" signs could be positioned to help reduce the amount of HGV's using Angmering as a cut through.

Please see the below information and attached pictures/maps and pricing.

*I have visited the area and propose a mixture of new signs and additions to existing signs. I have attached design proposals and below is a brief description of the proposed works. I would be happy to come to Angmering and discuss in more detail if that would help. Our quotation for the supply and installation of signs L01 to L07 (incl) is **£2,960.14 + VAT** valid for 30 days. Should the PC wish to proceed with signs L01 to L07 we would need to seek specific authorisation of the proposals from WSSCC before any works could be undertaken. (WSSCC were contacted in advance of the quote for signs and have so far not put up any objections)*

Locations L08 and L09 are on the trunk road where Highways England approval would be required. We have estimated the cost of providing signs L08 and L09 around £1,000 but any conditions imposed by HE would require a firm quotation to be supplied.

WSSCC ROADS

L01 - Drill and rivet plate P01 below existing 'Angmering' legend.

L02 - Erect sign S01 above 'Motor Sports' sign on existing offside 76mm post.

L03 - Erect sign S02 on rear of No Entry sign on existing 76mm post.

Agenda Item 13.

L04 - Erect sign S03 below 'Angmering village' sign 2.3m mt hgt. Post 160 x 80mm.

L05 - Drill and rivet plate P02 below existing 'Angmering village' legend. NOTE: clean existing sign face as appropriate.

L06 - Move existing 'Rugby Club' sign up to below 'Community Centre' sign (re attached temp yellow sign if still there). Erect sign S04 below 'Rugby Club' sign on existing nearside 76mm post.

L07 - Drill and rivet plate P03 below existing 'Angmering village' legend. NOTE: Adjust up slipped bottom plank of existing sign.

TRUNK ROAD

L08 - Drill out and remove existing plates from sign. Drill and rivet new plate P04 below existing 'Angmering' legend.

L09 - Erect sign S05 on rear of No Entry sign on existing 76mm post.

APC Budget – This cost has not been budgeted into 2019/2020 or 2020/2021 figures.

2019/2020 Budget – Funds are still available in the Councillor Allowance Budget of £4096 for 2019/2020, should the council wish to pay for the signs in this financial year. A virement will then be made into a new budget heading of “Road Signs”.

2020/2021 Budget - Although the budget for 2020/2021 has been agreed, there is scope to move £4,000 from maintenance (play area and Community Centre) to cover this. Amendments can still be made to the budget – they just need to be agreed by all.

Decision

- 1) To confirm if the council would like to go ahead with the scheme and instruct the office to make the necessary arrangements including contacting WSCC.**
- 2) If the above is agreed, council will also need to agree to move the necessary amount to fund the HGV sign scheme be it from 2019/2020 or 2020/2021 budget.**



Scheme Ref. J1266	
Sign Ref. S01	x-height 75
Letter colour WHITE	SIGN FACE
Background BLUE	Width 880mm
Border WHITE	Height 1025mm
Material RA2 (12899-1:2007)	Area 0.90sq.m

Single sided sign.
 Top / bottom channel 75mm from top / bottom edge.
 Wind loading 1.0 KN/m2

**unsuitable
for HGVs**

Panel P01 - black on white RA2 on alluminium sheet to be drilled and riveted to existing sign face.

100 x hgt 1000 x 400mm

**unsuitable
for HGVs**

Panel P02 - black on white RA2 on alluminium sheet to be drilled and riveted to existing sign face.

75 x hgt 755 x 300mm

**unsuitable
for HGVs**

Panel P03 - black on white RA2 on alluminium sheet to be drilled and riveted to existing sign face.

100 x hgt 1000 x 400mm

**unsuitable
for HGVs**

Panel P04 - white on green RA2 on alluminium sheet to be drilled and riveted to existing sign face.

White on green

100 x hgt 1000 x 400mm



2 signs required

Scheme Ref. J1266	
Sign Ref. S02 and S05	x-height 75
Letter colour WHITE	SIGN FACE
Background BLUE	Width 880mm
Border WHITE	Height 1025mm
Material RA2 (12899-1:2007)	Area 0.90sq.m

Single sided sign.
 Top / bottom channel 75mm from top / bottom edge.
 Wind loading 1.0 KN/m2



2 signs required

Scheme Ref. J1266	
Sign Ref. S03 and S04	x-height 75
Letter colour WHITE	SIGN FACE
Background S03	Width 880mm
Border WHITE	Height 810mm
Material RA2 (12899-1:2007)	Area 0.71sq.m

Single sided sign.
 Top / bottom channel 75mm from top / bottom edge.
 Wind loading 1.0 KN/m2

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Drawing produced by
 HB2 Design, Brighton

Client:-

**Angmering
Parish Council**

This drawing has been specifically prepared to meet the requirements of the named client and may contain design and innovative features which differ from conventional design standards.

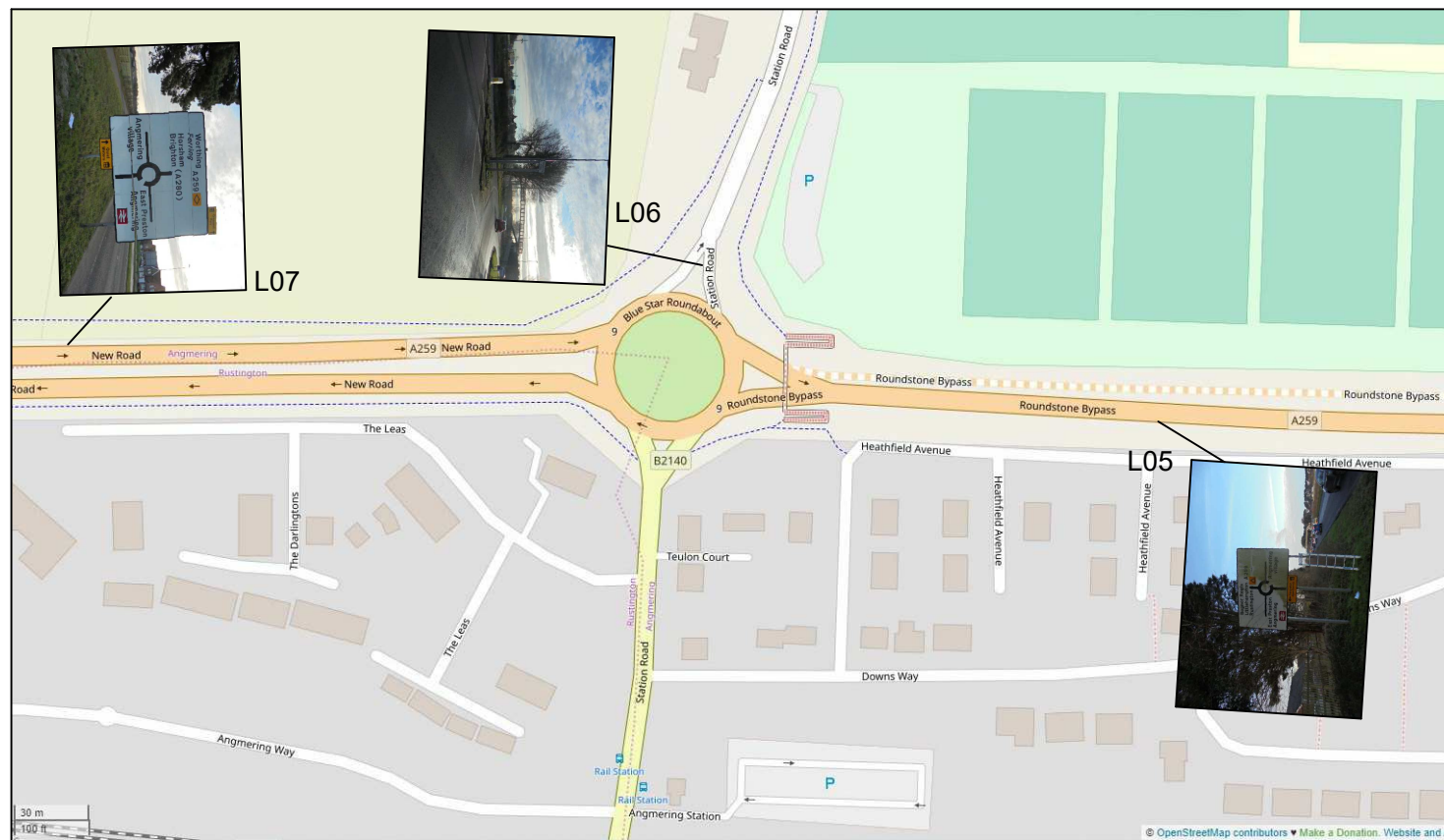
Drawing Title:

HGV Signs

A259 / A280 and A27 Angmering

Drawn: PJH	Scale NTS
Chkd: RD	Print at A3
	As constructed
Drawing No. J1266-01	

	Original release	PJH	RD	21 01 2020
Rev	Revision details	Chkd	Appd	Date



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Drawing Title:

HGV Signs

A259 / A280 and A27 Angmering

Drawn: PJH	Scale NTS
Chkd: RD	Print at A3
	As constructed
Drawing No. J1266-02	

Rev	Original release	PJH	RD	21 01 2020
	Revision details	Chkd	Appd	Date



Prepared by: Katie Herr

Subject: Community Centre Green Space – Repair Dips

Date: 04/02/2020

Information

We have been keeping an eye on the dips on the green space for quite a while now and have noticed changes in the size and depth of them. As you can see from the below 2 pictures, this particular dip has got worse in just a few months.



Agenda Item 14.



We have approached a company to supply a quote for the work. Please see the below

To supply and import approx. 12 tonnes of soil and transport to holes, fill holes and consolidate.

Prepare soil and level. Leave for 1 week for settlement.

Supply and lay turf to all holes. We will leave the turf sitting slightly proud to allow for some further settlement of the soil.

Place barrier tape over filled areas until the turf takes.

Price does not include any watering.

£1585.00 plus Vat

Decision

- 1) To confirm if the council would like to go ahead with the work and the quote above. The 2020/2021 budget will be able accommodate this work under "Maintenance – Contractor General".**