



Established 1894

## Angmering Parish Council

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### MINUTES OF THE OF ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 14 SEPTEMBER 2020

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

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk), and one member of the public

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

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	20/083	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved from West Sussex County Cllr. Deborah Urquhart, District Cllrs. Andy Cooper and Mike Clayden, Cllr. John Oldfield.	
2	20/084	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
3	20/084	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 10 August 2020</b> were agreed by all and will subsequently be signed by the Chair.	
4	20/085	<b>PUBLIC CONSULTATION</b> The member of the public present asked 3 questions.	

Question 1 related to the resurfacing options for Cow Lane. The Clerk advised that options would not be available until the work relating to the flooding issues had been carried out. While there is no start date as yet APC is hoping the work will commence shortly.

Question 2 related to the cycle path in Rowan Way. APC have been liaising with WSCC as this path is their responsibility to maintain/repair. WSCC have visited the site and feel that no repairs are required at this time

however they will be putting up signage to warn of possible slippery surfaces. Members of the public are encouraged to contact WSCC via the Love West Sussex app or online reporting facility: <https://love.westsussex.gov.uk/reports/home> to report any issues or incidents.

Question 3 related to the CLEW minutes regarding Mayflower Park Improvements Ideas. The member of the public wanted to make sure the committee had taken into account the gravel area as this had been nominated as part of the call for sites in the Neighborhood plan. Cllr. N Hamilton-Street advised that she was aware of this. She also advised that this project was in the very first stages and was presently just gathering ideas for this area. Cllr. N Hamilton-Street will be keeping everyone updated and will be reporting back at future CLEW committee meetings.

**5 20/086 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

- a) The action list.  
For the Action List see **Supporting Papers**
- b) Any subsequent matters that have arisen since the agenda was set.  
None.

Cllr. Bicknell commented that a lot of the signage on Water Lane was still covered by overgrown foliage. The Clerk advised that this area had been nominated for the 'road clearing' scheme and APC were awaiting a response. APC had raised several requests with WSCC regarding this, but they are saying that this area does not need action, hence applying to the road clearing scheme.

Action: Chase for a response.

KH

**6 20/087 CHAIRMAN'S REPORT**

Cllr. N Hamilton-Street asked if there were any questions or comments regarding her report.  
None were asked.

Cllr. Jones asked if there was an update regarding the porta cabin by Angmering School. Cllr. N Hamilton-Street advised she was meeting with the school tomorrow and would report back via email.

**7 20/088 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart was unable to attend the meeting but did email to say to let her know if there was anything we wished her to follow up on.

**8 20/089 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllrs. Andy Cooper and Mike Clayden were unable to take part in the meeting.

Cllr. Cooper sent in the following report:

*As we move forward with CV19 there seems to be no date set for our officers to return in full to the civic centre though you should be able to email or ring without any problems, the date for councillors to return to face to face meetings maybe next May but that will be confirmed at another date.*

*There are some meetings planned and a site visit relating to Cow Lane this week, I hope that we can get things moving on this matter after a very long delay. I will keep you all posted.*

*Full ADC council meeting is set for this coming Wednesday 16th and can be view via Zoom from the council website.*

*As we are all aware CV19 cases are on the increase and I would ask everyone to stay safe and follow the guidance as fully as possible. As always, I welcome contact from the council and residents relating to any issues you feel I can assist with as one of the District Councillors*

The member of the public that was present at this meeting confirmed that he would be attending the Cow Lane meeting mentioned above.

Cllr. N Hamilton-Street asked the Clerk if an update from the Cow Lane meeting could be obtained from Cllr. Cooper so it could be circulated.

Action: Ask for an update after the meeting has taken place and circulate.

**KH**

**9 20/090 NEIGHBOURHOOD PLAN**

The Clerk confirmed that the Neighbourhood Plan was still currently on hold.

The Clerk went on to advise the committee that training would soon be available on how to use and quote the Neighbourhood Plan when dealing with planning applications etc. which will enable APC to respond more factually. When dates and times are available these will be shared with the committee.

**10 20/091 INSURANCE RENEWAL 2020-2021**

Cllr. N Hamilton-Street asked if there were any questions regarding the renewal.

Cllr. Bicknell asked about 3<sup>rd</sup> party liability and who was covered. The Clerk answered his question and confirmed that all were covered to the same value. A short discussion followed.

Cllr. N Hamilton-Street asked if the committee were in agreement with the insurance renewal quote, which they were.

**RESOLUTION:** Cllr. Bicknell **PROPOSED** that the Insurance Renewal 2020-2021 quote was agreed, Cllr. Reigate **SECONDED** and **ALL AGREED**.

**11 20/092 BUDGET CHANGES – 2020/2021**

Cllr. N Hamilton-Street explained the background and that she and the Clerk had met to look at the impact Covid-19 had had on the budget. They had looked at things that will not now be taking place and were seeking the committee's approval for moving items around within the budget coding. Cllr. N Hamilton-Street asked if there were any questions.

Cllr. Bicknell asked about the earmarked reserves and if they were actually ring fenced. The Clerk confirmed they were reserves. No further questions were asked.

Cllr. N Hamilton-Street stated that confirmation was required to allow the Clerk to move the budget and the earmarked reserves around as per the recommendations.

**RESOLUTION:** Cllr. Jones **PROPOSED** that the Clerk be allowed to move the budget and earmarked reserves as per the recommendations, Cllr. Marsh **SECONDED** and **ALL AGREED**.

**12 20/093 COMMUNITY CENTRE GREEN SPACE – DIPS**

Cllr. N Hamilton-Street referred the committee to the supporting paper and talked through the options/quotes received. She finished by commenting that there was no guarantee that the dips would not appear in the future as it was simply not possible to make this kind of guarantee.

A lengthy discussion then took place with all councillors expressing their concerns and the course of action they would take, however all agreed that the dips should be turfed rather than seeded and action did need to be taken as soon as possible. The discussion ended with the agreement of all, except Cllr. A Evans, that the APC Office should investigate the costs for boreholes in two places to find out what was under the ground before the filing in of the dips should take place.

Action: Find companies and obtain quotes for boreholes and report back at next meeting.

TL

During the above discussion Cllr. A Evans mentioned the condition of the Dragons Teeth and the effect strimming of the grass was having on them around the community centre. Cllr. N Hamilton-Street asked if this issue could be brought to the next CLEW committee meeting.

Action: Add to the CLEW agenda for September.

AR / TL

Cllr. L Hamilton-Street was very concerned about one of the dips and asked if the Groundsman would be able to fill this with soil in the interim, this was agreed.

Action: Speak with the Groundsman to arrange this.

Cllr. LHS

**13 20/094 MAYFLOWER PARK DRAIN**

Cllr. N Hamilton-Street and the Clerk talked through the supporting paper, explaining the background on why this needed to be fixed and the difference in the quotes. A discussion then took place.

After discussion it was agreed that a repair to the area affected should be done rather than replacing the whole lining. It was agreed by all present that the repair work should be awarded to contractor 2. The Clerk advised that this work would be carried out next year as it was not currently budgeted for and was not an urgent issue.

**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** that contractor 2 be appointed to undertake a repair to the affected area, Cllr. Marsh **SECONDED** and **ALL AGREED**.

Action: Inform contractor 2 that they had been successful with their quote and book a date for the repair to take place in 2021.

TL

**14 20/095 COMMUNITY GRANT APPLICATIONS**

One grant application had been received in time to be heard at this meeting.

An application for a grant has been received from **4SIGHT** for the sum of £250.00. A discussion then took place regarding the application.

After discussion it was agreed by all that a grant of £250.00 should be given.

**RESOLUTION:** Cllr. Jones **PROPOSED** that a sum of £250.00 was granted to 4SIGHT, Cllr. L Hamilton-Street **SECONDED** and **ALL AGREED**.

The 2020/2021 budget for Community Grants is £3,500.00. The total grant pot available for the remainder of the year is £2,140.00 once the above grant has been issued.

**15 20/096 2020/2021 FINANCIAL REPORT**

The Clerk presented the report, no questions were asked regarding the report.

Cllr. A Evans agreed to sign the bank reconciliation for August 2020 and will attend the APC Offices to sign the reconciliation as this is a virtual meeting.

**16 20/097 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

None.

**17 20/098 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Housing, Transport & Planning Committee meeting held on Tuesday 1 September 2020 via Zoom – None.
- CLEW Committee – held on Wednesday 26 August 2020 via Zoom – None.
- Governance & Oversight Committee – held on Wednesday 5 August 2020 via Zoom – None.

**20/099 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

The Clerk mentioned that APC had received a very nice message from the Vice Chair from Barnham Parish Council congratulating APC on the installation of the hand sanitiser units around the village and also for the shopping map.

Before the meeting closed it was confirmed that Sharlan Woodason had resigned from her position of Councillor. All Councillors wanted to thank and acknowledge the work that Sharlan had done during her time as a Councillor with APC.

The following message was posted earlier on the APC Facebook page:  
On behalf of all staff and councillors - thank you Sharlan for everything you have done in your time on the council and we wish you every success in the future.

**DATE OF NEXT MEETING**

The Committee's next meeting will be virtual meeting on **Monday 12 October** at 19:00 via Zoom.

**The meeting concluded at 19:57.**

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

DRAFT

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

- 1) **A/99/17/OUT A/109/20/RES and A/110/20/RES South of Water Lane** – further submissions have been made on both these applications regarding flood risk to Angmering. Decision date extended to 27 November 2020.
- 2) **A/76/20/PL – 84 dwellings Dappers Lane** – Extended Decision date - now due by 27 November 2020. New plans to review at 13 October 2020 HTP meeting.
- 3) **The Dappers Lane Working Group** – The group reported to HTP
- 4) **Operation Watershed.**  
**Cow Lane** – Application Approved, funds are in and paperwork has been signed and returned. OK given to contractor and start date waiting to be received.  
**Honey Lane** – No update.
- 5) **ADC Reopening High Streets Safely Fund** –  
Hand sanitiser stations installed and being used. No reported damage or misuse – Roy is attending to these and filling as needed.
- 6) **ASRA Lease** – dealing with ADC and solicitors to confirm leases.
- 7) **Bore Holes, Community Centre Green** – Tracy is currently liaising with Dominic at Wilson Bailey regarding the issue. He has advised estimated figures and is currently undertaking some investigation into historical records to try to ascertain possible issues before commencing with the bore hole.
- 8) **Tap on the green** – Tara received an update on this and also the opportunity to put a bottle filling station on the green too. This will be bought to a future meeting.
- 9) **Grounds Maintenance** – Roy has completed all hedge work at Blenheim in time for the park completion date. General rounds and litter picking along with further hedge work. Dealt with a lot of branches and flooding issues on Friday 2<sup>nd</sup> October.
- 10) **Mayflower Skatepark Lights** - Repair work has been completed to the lights around the skate park due to vandalism. The lights will go on when the clocks change. Roy is able to do this.
- 11) **Bramley Green Cycle Path** – signs have been put along the cycle path by WSCC.

- 12) **Planning for the future** – Several councillors met to discuss a white paper and put forward comments. The session was very successful and the second half of the document will be discussed in 2 weeks before being submitted.
- 13) **ASRA Pavilion** – Quotes being sought for both the carpark and veranda. Stacy and Russel will report back.
- 14) **Investments** – Cllr Rhys Evans are to schedule another meeting to finalise investments.
- 15) **WSCC Highways** - A meeting has been set with Chris Stark from WSCC to discuss Weavers Hill and the possible link road onto the A280. A report will be circulated after the meeting.
- 16) **Training** – Contact made with AiRS regarding training on the use of Neighbourhood Plans and also general planning. Once a date has been finalised I will send out the invite to the morning long training session via Zoom. This will include using relevant planning applications that affect Angmering. You should of all received an invite for this.
- 17) **ILCA Training** - Tracy, Tara and Sam have all started on their ILCA qualification and are progressing well.
- 18) **Litter Pickers** – Working with Julie Hoggart at ADC to obtain litter pickers for our volunteers. I will keep you updated.
- 19) **Christmas** - Idea are progressing for Christmas and what we can do in place of the memory tree event. Our thoughts at the moment are that we include a bauble of types in the All About Angmering magazine for residents to write their memory message or wish on and hang it on their own tree – rather than the one in the village. Watch this space.



Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10.09.19	4	19/029	Public Consultation	Obtain list of land ownership and maintenance responsibilities	Locate the list if possible	Renamed "Book of Knowledge" - great progress being made 05/10/2020	TL
10.02.20	4	19/180	Public Consultation	APC office to approach developer and ask the question regarding parking along Roundstone Drive, outside Quiet Waters	Send the email	Email sent March 2020 - awaiting response. Chased - 05/10/2020 - May need Councillor assistance	KH
11.05.20	10	20/010	Mayflower Gullies	Investigate all legal obligations		Information gained from deeds down Mayflower Way and work completed by solicitor - work needed to collate - ongoing	KH
10.08.20	4	20/068	Public Consultation: Cow Lane	Report back on what surface options are available from WSCC		Emailed WSCC E Delicata - no decision yet - will keep us updated 04/09/2020	KH
14.09.20	8	20/089	Cow Lane mgt with Cllr. Cooper	Ask for an update after the meeting has taken place and circulate		Confidential email received. 05/10/2020	KH
14.09.20	12	20/093	Community Centre Green Space - Dips	Find companies and obtain quotes for boreholes and report back at next meeting.	Identify companies that can undertake this type of work	On October 2020 agenda	TL
14.09.20	13	20/094	Mayflower Park Drain	Inform contractor 2 that they had been successful with their quote and book a date for the repair to take place in 2021.	Email sent to contractor to confirm their quote was accepted	Awaiting response and a date for the work to be carried out from April 2021	TL



# Chair's report October 2020

I wanted to start this month's report with an email that I had pleasure receiving from 2 Parishioners; "May I request, through you during your next Meeting, to give our sincere thanks to all the staff at the Council Office in The Square. During the Covid crisis they have all been most friendly and helpful, and have given us every support, including collecting our medications during our inability to do so due to our age"

I am sure that you will all agree that it is good to know that the team are so well thought of in the community.

I joined fellow Councillors from HTP for a walk around the High Street and Weavers Hill to look at the issues that have been raised. A number of solutions have been identified and these will be presented to WSCC Highways for discussion later in October.

A number of zoom meetings have been held to compile the Parish Councils response to the Governments White Paper: Planning for the Future and associated documents. Whilst I am sure the Secretary of State for Housing, Communities and Local Government won't hear our specific views, hopefully our voice will join other parishes concerns about the affect planning decisions has on our communities.

The Mayflower Park Working Group from CLEW, have had their first walk round to gather people's ideas on how we can enhance the area, and encourage all age groups to better utilise it. The plan is to create a phased approach so that we begin to see changes as soon as possible.

We have been working closely with 2 experts resident in the village to compile our objections to A/110/20/RES. Whilst a strategic site, we hope that we will be able to influence the look and feel, to ensure that it can provide a development that is good as it can be.

The completion of Blenheim play park, has delivered the long awaited update to area that had fallen into disrepair. I'm sure the children and families in that area of the village will enjoy the equipment.

Nikki Hamilton-Street



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# SUPPORTING PAPER

## ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

### MONDAY 12 OCTOBER 2020

#### Agenda Item 11 Christmas Tree - 2020

Please see the below 2 quotes for our village square Christmas Tree and the tree outside the office (same as last year).

There are two options again this year for a 16ft or 18ft tree complete with lights. Outside our office there will be a smaller tree with lights, affixed to the wall.

#### 16ft

Description	Quantity	Unit Price	Amount
External Norway Spruce 16ft Christmas tree; installed and recycled	1	650.00	650.00
Lighting Services; supply and fitting of warm-white low voltage LED string lights	1	250.00	250.00
Sussex External Tree 5-6ft; fully lit, installed and recycled	1	90.00	90.00
		Subtotal	990.00
		<b>Total GBP</b>	<b>990.00</b>

#### 18ft

Description	Quantity	Unit Price	Amount
External Norway Spruce 18ft Christmas tree; installed and recycled	1	775.00	775.00
Lighting Services; supply and fitting of warm-white low voltage LED string lights	1	325.00	325.00
Sussex External Tree 5-6ft; fully lit, installed and recycled	1	90.00	90.00
		Subtotal	1,190.00
		<b>Total GBP</b>	<b>1,190.00</b>

Budget 2020/2021 for Christmas

		<u>Last Year</u>		<u>Current Year</u>			
		Budget	Actual	Total	Actual YTD	Projected	C
<b>310</b>	<b><u>Christmas Memory Event</u></b>						
4240	Stationery & Consumables	200	272	600	0	0	
4325	Advertising	300	13	100	0	0	
4700	Christmas Tree	1,000	1,065	1,500	0	0	
4755	Event Equipment Hire	0	220	300	0	0	
	<b>Overhead Expenditure</b>	<b>1,500</b>	<b>1,570</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	
	<b>Movement to/(from) Gen Reserve</b>	<b>(1,500)</b>	<b>(1,570)</b>	<b>(2,500)</b>	<b>0</b>	<b>0</b>	

Prices include delivery, installation of tree and lights and then recycling of the trees.

**Decision Needed:** Agree which sized tree to display in the village square.



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**ANGMERING PARISH  
COUNCIL  
INTERNAL TREE POLICY  
2020**

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**ANGMERING PARISH COUNCIL  
Authored by: Tracy Lees  
Date Updated: August 2020  
Version: 1**

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## Introduction

Angmering Parish Council is keen to preserve and enhance the trees in the Parish as they are a key feature of our beautiful village and to maintain our ecological environment and biodiversity.

## Why are Trees important

The Woodland Trust states “Trees are important features in the landscape; offering food and shelter for wildlife, providing historical and cultural links, and providing landscape-scale connectivity.”

As well as being central to the visual character of the Parish, trees create a diverse habitat and wildlife corridors for a variety of wildflowers, bugs, birds and mammals. They are also useful in flood prevention and absorbing noise and particulate pollution.

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## Partnerships working

The Parish Council will endeavor to preserve and enhance the number and quality of trees in the Parish, both as an owner and manager of land and also influencing others.

The Parish Council will work with residents, other authorities, charities and landowners. For instance:

- Residents – whether it is in gardens or larger landowners are the key partners in protecting and enhancing trees and hedgerows.
- We are fortunate to have the South Downs National Park within the parish of Angmering and we will actively promote their work and initiatives.
- We will engage with partners such as Woodland Trust and CRPE Sussex and others as we see fit to protect trees.

## Council as a land owner

The Parish Council will, for land that it owns or manages, undertake a tree survey to ascertain the number, variety and health of the stock; and identify areas with the potential for new planting.

If a tree falls and causes injury or damage, the relevant landowner could be held negligent if they have failed to take sufficient care of the tree. Therefore, as a landowner, the Parish Council has a duty of care to ensure that all trees on Parish Council-owned land are kept in an acceptable condition and do not put people or property at unreasonable risk.

## Maintenance

The Parish Council has adopted a proactive approach to tree maintenance. However, only essential/minimal works will be undertaken in order to manage a tree because the Parish Council supports a policy of tree preservation. The type of works undertaken will depend on the tree's location, the species of tree and its state of health at that time.

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Regular inspections will be carried out to identify issues at the earliest juncture, so that preventative action can be taken where possible. Areas close to roads, buildings and with high public usage will be prioritised.

Inspection regime will be as follows:

- Professionally Qualified Arboriculturalist – initial inspection to register, survey recommend maintenance actions and risk assessment – plus map the trees.
- Based on risk assessment repeat inspections by a qualified Arboriculturalist.
- Regular visual inspections which are documented and carried out by our Grounds man. He will continue to alert the office to any issues.

As a guide, tree works will be undertaken in the following circumstances;

- Where an inspection has identified the tree as potentially hazardous or an immediate danger.
- If the works are vital to the tree's long-term survival. Dead, dying or diseased trees will only be fully removed when there is no other option.
- To abate an actionable nuisance where branches are touching buildings e.g. physical contact with walls, windows, gutters.
- When previous maintenance regimes have determined future works are of the same specification for that specimen e.g. pollarding, crown reduction.

The impact on local wildlife of all tree works, specifically felling and pruning, will always be thoroughly considered, with the impact minimised where possible.

All tree work will be carried out by a qualified tree surgeon appointed by the Parish Council and in accordance with BS/3998/2010 Recommendations for Tree Work 2010 (and any subsequent revisions). All works must have Parish Council approval and must be carried out by the Parish Council's appointed Tree Surgeon based on their professional advice.

## **Trees in the Planning process**

Trees are part of the parishes character, from time to time planning applications include the removal of trees.



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The Parish Council is against the removal of trees on principle, however if the removal of a tree is required then a section 106 request is that for every tree that is removed two trees are planted; either on site or off site.

The Parish Council, as a formal planning consultee, will use its influence in the planning process to object to the removal of trees, or development that will damage them. However, where a development is approved, we will press for planting trees on or near the development site. If that is not possible then we will press for this to be done elsewhere in the Parish.

## Protected Trees

A Tree Preservation Order (TPO) prevents cutting down, uprooting, topping, lopping, willful damage or destruction of trees (including cutting roots) without permission.

It is an offence to cut down, lop, top, uproot or willfully damage or destroy a tree in a Conservation Area without giving prior written notice to Arun District Council.

Additional approval will be obtained from the Tree Officer at Arun District Council for trees on which there is a TPO or from the Conservation Officer, if located in the conservation area.

Note: Residents can also submit TPO requests to Arun District Council.

## Requests for Tree Work

Whilst the Parish Council will consider the impact of trees in each case on individual merit, the Parish Council will not fell or prune trees on Parish Council-owned land if it is for any of the following non-arboricultural reasons:

- Solely to alleviate problems caused by natural and/or seasonal phenomena e.g. falling leaves, fruit, seeds/berries, bird droppings, pollen etc.
- Solely for reasons of increasing sunlight/views to properties and gardens.
- Solely for the reason that the tree(s) is causing interference with television or satellite reception. In most cases the problem can be resolved by relocating the

aerial or satellite dish. Residents are advised to contact their satellite or TV provider for specialist advice. Removal or pruning to enable clear television reception would only be considered in exceptional circumstances.

- Adjacent landowners have a common law right to prune back tree branches to their boundary, providing that would not lead to tree death and providing the tree in question is not protected by a TPO or situated within a Conservation Area.
- Tree roots in gardens are a natural occurrence and root presence is unlikely to be affected by tree pruning or removal. Tree felling and branch pruning in response to root invasion in gardens would not normally be appropriate as such works are likely to worsen the problem. The encroachment of roots into adjoining land is not considered to amount to actionable nuisance. Adjacent landowners have a common law right to prune back tree roots to their boundary, providing that this would not lead to tree death and providing that the tree in question is not protected by a TPO or situated within a Conservation Area.
- Landowners are reminded that if access to Council-owned land is required to carry out pruning you will require written permission from the Parish Council before carrying out such works.
- The Parish Council will consider formal applications for tree works on its land, but these must be in writing, either by letter or email to:  
The Clerk, Angmering Parish Council, The Corner House, The Square, Angmering, West Sussex, BN16 4EA  
[admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)  
For an informal conversation regarding tree works, please call the Parish Office on 01903 772 124.

## Policy Risk Assessment and Review

RISK	LEVEL OF RISK
What is the possibility of change	Very low
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	No

Based on the above assessment the overall risk is classed as **low priority** and should be assigned a review period of **5 years**.



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## SUPPORTING PAPER

### COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING MONDAY 12 OCTOBER 2020

- **AGENDA ITEM 13: REPAIR OF PLAY PARK EQUIPMENT AT DISCOVERY PLAY AREA**

The play equipment shown below has been damaged, this piece of equipment is currently unusable and taped off to ensure the safety of residents.

The two parts shown below in picture 2 with tape on are known as the timber infills and the flatter wider sections are the hexa floor in the quotes. The pull up ramp and rope are shown in picture 3 which also needs replacing as in both quote.



We have received the following two quotes from Playdale the company that we currently use for repairs:

- Full Repair Quote: £1,743.97
- Part Repair Quote: £1,085.33

A detailed quote for both full and part repair can be found on separate papers.

On discussion with Roy our Groundsman it transpires that he would not be able to complete the replacement of the advised items from either quote.

Contact was made with the equipment company and the below information was given

- The price for us to deliver and install on the full repair would be £395 + VAT
- The price for us to deliver and install on the part repair would be £395 + VAT

This now makes the following:

Full Repair Quote and Fitting £1,988.97

Part Repair Quote and Fitting £1,382.33

Removal (unable to make good, would need a separate contractor) £5,532.00

Budget for 2020/2021 – Play Area Maintenance - £7,500

Used up until 1 September 2020 - £797.00

**Decision Needed:** To decide on a full, part repair and fitting or complete removal.



## Angmering Parish Council

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E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

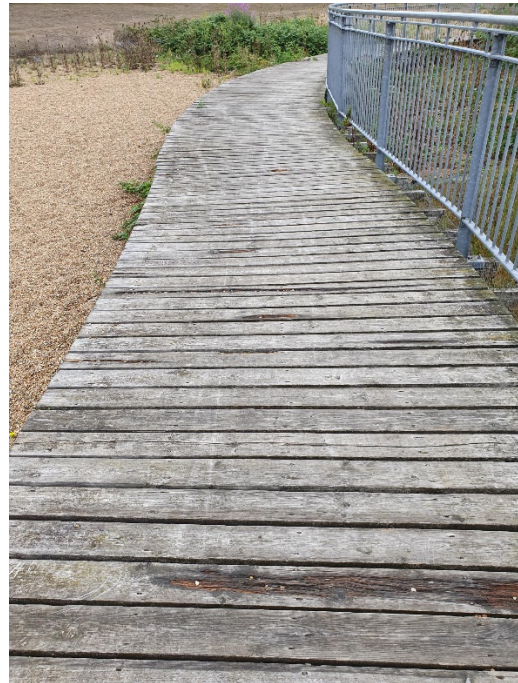
Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

## SUPPORTING PAPER

### COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING MONDAY 12 OCTOBER 2020

- **AGENDA ITEM 14: REPAIR OF WALKWAY – MAYFLOWER POND**

Following a report from our Groundsman Roy after a monthly check on the play areas and Mayflower Pond we were advised to look at the state of the walkway around the pond area – highlighted in red below.



The wooden walkway planks are rotting in places and causing gaps. We have approached several companies to quote on this area and achieved 2 quotes.



It has been confirmed to us that the supports are in a good condition and do not need replacing at this time.

120 planks need to be replaced as a matter of urgency. Both quotes have been given to supply 150 planks as these pieces are bespoke and can be used either for future repair or if on commencement of work others are deemed to be in need of replacement.

### **Quote 1.**

As per our telephone discussion and our site visit on Thursday.

Cost including material and labour 150 pieces of UC4 Treated Softwood cut to size. 120 to replace. 30 Spare.

UC4 wood - 15yr desired service life - timber treated to last when used in ground contact.

**£1,558.00 plus VAT**

### **Quote 2.**

Barrier off walkway

Remove damaged boards and take off site

Install new treated board to match existing, as near as possible

Leave site clean and tidy

**£3958.00 plus VAT**

### **Quote 3.**

2 further companies contacted and chased – not quote received.

### **Budget report**

Buildings – Contractor General. Current Budget £5000 – Remaining £2892.00

**Decision Needed:** To decide on a contractor to replace/repair Mayflower Pond walkway



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## SUPPORTING PAPER

### COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING MONDAY 12 OCTOBER 2020

#### AGENDA ITEM 15: BORE HOLES – COMMUNITY CENTRE GREEN SPACE

During the Full Parish Council meeting on 14 September 2020 a report was put forward regarding the dips on the Community Centre green. Information was given in the form of 3 quotes for filling and turfing the dips. The minute for the item read:

#### 12      20/093      **COMMUNITY CENTRE GREEN SPACE – DIPS**

Cllr. N Hamilton-Street referred the committee to the supporting paper and talked through the options/quotes received. She finished by commenting that there was no guarantee that the dips would not appear in the future as it was simply not possible to make this kind of guarantee.

A lengthy discussion then took place with all councillors expressing their concerns and the course of action they would take, however all agreed that the dips should be turfed rather than seeded and action did need to be taken as soon as possible. The discussion ended with the agreement of all, except Cllr. A Evans, that the APC Office should investigate the costs for boreholes in two places to find out what was under the ground before the filing in of the dips should take place.

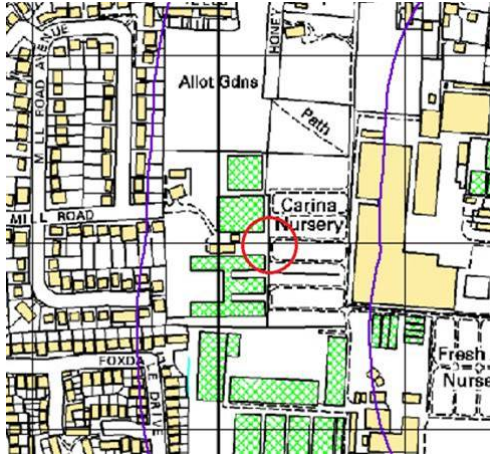
Action: Find companies and obtain quotes for boreholes and report back at next meeting.

Further information on this issue can be seen on February 2020 Full Parish minutes (agenda item 15) and September 2020 Full Parish minutes (agenda item 12)

Tracy Lees contacted Wilson Bailey Partnership and they have advised the below. 2 other contractors were also contacted but have failed to reply to initial emails and further chasers.

*Screen shot of the 2000 map with the approximate area of the ground movement in your open space indicated by the red circle.*

*Whilst unusual, it is a possibility that the OS map might be slightly mis-aligned and the two small yellow coloured building shown to the west of the open space area, could actually have been in the open space area, and could have included basement levels that might not have been backfilled properly?*



*The area of the apparent ground disturbance is shown to have been part of the Carina Nursery in the late 1990s through to the early 2000's. there are some structures shown in close proximity, but they look to be glass houses rather than anything more substantial. Glasshouses can often have heating systems with underground ducts etc, such that this could be the cause of the ground movement if these underground structures have been poorly backfilled.*

*We can drill into them with a mini-rig and this will tell us what they are backfilled with and how deep they are. We should be able to drill 8-10 boreholes in a day – possibly more if they are shallow and the ground is soft.*

*On this basis a decision can then be made as to whether you can simply backfill and level, or whether it will be necessary to dig out the existing ground and build it back in engineered and compacted layers to prevent significant ongoing movement. Some future movement may be unavoidable, but it is important that this is manageable and gradual so as to mitigate health and safety issues.*

*Costs for the proposed works are in accordance with email below;*

*Mini rig*

*(incl crew, equipment, mobilisation and fuel)*

*1 day at £1,200 excl VAT*

*Chartered Geologist supervision and recording of site works*

*1 day £950 excl VAT*

*Provision of logs, site plan and letter report.*

*Sum £800 excl VAT*

*Estimated Cost*

*£2,950.00*



*It is however important to note this work will NOT tell us is whether there are any more areas that are likely to collapse / settle / sag over the coming years. To do this would require geophysics and might cost perhaps £4,000 to £6,000 for this size area (I can speak with some specialists and get back to you if this is of interest)*

Budget – There is no set budget allowance for this item. Work could be carried out after April 2021 and factored into the 2021/2022 budget. If this is the chosen option, our groundsman will continue to make regular visits to the area and keep an eye out for new cracks or worsening of the current ones. He will fill as best he can when cracks appear.

Buildings – Contractor General. Current Budget £5000 – Remaining £2892.00 (not including any work on Mayflower Pond walkway (agenda item 14, if this was included there would be £1334.00 remaining)

### **Original quotes for filling the holes from September 2020 Full Parish meeting.**

#### **CONTRACTOR 1**

##### Exploration of area

Barrier of working area, excavate trial hole to area agreed 1.5long x 1.5 wide x 1mtr deep investigate sunken area, backfill with excavated materials.

£650.00 + VAT

##### Fill holes and turf

Max area 60 m2 supply and install topsoil to various sunken areas in grassed park areas compacting in layers, lay turf to affected areas.

£3,570.00 +VAT

#### **CONTRACTOR 2**

##### Fill holes and turf or seed

Fill holes and grass seed           £1664.49 + VAT

Fill holes and turf                   £1888.97 + VAT

#### **CONTRACTOR 3**

##### Fill holes and turf

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 + Vat - *If this could be left until the end of October a 10% discount will be given.*

**Decision needed** – decide if APC should proceed with the bore holes as per the above or if APC should revert to the quotes given during September 2020 Full Parish Meeting.



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# **ANGMERING PARISH COUNCIL**

## **Annual Plan to March 2021**

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**ANGMERING PARISH COUNCIL**  
**Authored by: Nikki Hamilton-Street**  
**Date Updated: October 2020**  
**Version: 2**



AIM	OBJECTIVE	ACTIONS	BUDGET	PRECEPT OR GRANT	WHO IS RESPONSIBLE	COMPLETION DATE	UPDATES	RAG
To have sufficient office staff to meet the needs of the Parish	To ensure all procedures and legal requirements are in place	To update contracts To update staff handbook To update appraisal system To review staff training needs	£183,613.00	Precept	Katie Herr	March 2021	All contracts updated and issued  All appraisals done  Review of training undertaken & courses allocated	
To have an efficient and effective IT system	To review current and near future requirements	Consultation with staff Review of office practices Gain quotes	£8,500.00	Precept	Katie Herr Tracy Lees	December 2020	New equipment installed	
To support Councillors to deliver the best possible service to residents	To equip Councillors with knowledge and skills	Provide specialised training on; <ul style="list-style-type: none"> <li>• Councilor role</li> <li>• Finances</li> <li>• Chairing meetings</li> </ul>	£2,000.00	Precept	Katie Herr The Chair	March 2020	Councilors skills audit completed  All Councilors completed; Being an effective Councilor & Financial training Chair Training  Planning training booked	



To have effective online engagement with community	To increase regular presence on social media and updates on website	To have a monthly plan for social media  To create a system for staff overseeing social media and website			All staff members		Posts going out to promote important information	
To review existing Neighbourhood Plan	To ensure that it is fit for purpose taking into account latest policies and changes since last Plan	Establish a Steering Group  Continue with community engagement  Produce a survey to go to all Parishioners	£40,000	Grant	Review Group	March 2021	Initial Community Survey compiled  All on hold due to Covid	
<b>CLEW</b>								
To ensure that play areas in the village provide high quality experience	To develop a strategy and method for prioritising	To replace Blenheim play area and review equipment  To produce priority list and plan for refurbishing or	£28,000.00	Precept	Tracy Lees Tara Gambling CLEW Committee	March 2021	Blenheim play area completed  Strategy introduced and priority matrix	



		replacing remaining play areas  Identify funding streams						
To support the development of Palmer Road Recreation Ground	To ensure that the facilities are the best they can be currently  To ensure that the new Sports Hub offers high quality facilities for Angmering	To work with ASRA  To work with ADC with ensure the project is delivered	£13,000.00	Precept	Cllr Jones Katie Herr	March 2021	Regular meetings with ASRA  Meetings arranged with ADC Councilors to move new Sports Hub forward	
To support Angmering Community Centre	To ensure that the centre is accessible to all	To provide support for maintenance  To work with the Trustees to develop what the Centre provides	£12,000.00	Precept	Katie Herr Chair	March 2021	Support in place with new Centre Manager	
To ensure that Mayflower Park offers residents	To develop a plan for enhancing Mayflower Park	To maintain the BMX Track & Skatepark	£7,100.00	Precept	Tracy Lees Katie Herr CLEW Committee	March 2021	Identified possible S106 for lighting. SSE	



<p>access to an open space</p>		<p>To identify funding to provide footpath lighting</p> <p>To establish all covenants on area</p> <p>To develop a working group to develop a plan</p>					<p>undertaken site survey</p> <p>Working Group established and plans being developed</p>	
<p>To provide allotments in the Parish</p>	<p>To ensure that Honey Lane Allotments are legally secure</p> <p>To identify areas where community can grow fruit and vegetables</p>	<p>To update lease</p> <p>To work with Allotment Association to ensure best use of facility</p> <p>To identify need and then additional areas if required</p> <p>To investigate the Lloyd Goring Close Site</p>	<p>£25</p>	<p>Precept</p>	<p>Parish Office CLEW Committee</p>	<p>March 2021</p>	<p>Community Allotment gained at Honey Lane</p> <p>Initial meeting with ADC been had re Lloyd Goring Close</p>	



To deliver a Parish Assembly	To ensure that all organisations within the village can promote themselves to the community	To identify a suitable date and venue  To promote to all residents	£400.00	Precept	Tracy Lees	December 2020	On hold	
To reduce the impact of litter and dog fouling in the Parish	To identify workable methods to decrease the amount of litter and dog fouling  To provide bins	CLEW committee to focus on this  Create litter volunteers and provide equipment	£1,150.00	Precept	Tracy Lees Sam Fraser CLEW Committee	March 2021	Promoting Green Dog Scheme  New bin provided at Lloyd Goring Close  Volunteer Litter Picking Scheme launched	
To ensure the greenery in the village is well maintained	To work with WSCC and ADC to ensure they meet their obligations To work with Angmering in Bloom to continue to	To ensure that we have an up to date understanding of who is responsible and for where To promote to Councillors and	£22,700	Precept	Parish Office CLEW Committee	March 2021	Started	



	<p>enhance the Village</p> <p>To promote residents to “LoveWhereYou Live”</p>	<p>Residents where to report issues</p> <p>To deliver a regular campaign through social media, and newsletter</p>						
<p>To reduce potential flooding within the village</p>	<p>To support the project to provide flood alleviation above Black Ditch</p> <p>To apply to Op Watershed to fund the project for Cow Lane</p> <p>To identify funding to support the work required in Honey Lane</p>	<p>Continue to work with EA &amp; WSCC</p> <p>Complete application</p> <p>Work with WSCC to identify appropriate funding</p>	<p>£55,443.56</p>	<p>Grant</p>	<p>Parish Office CLEW Committee</p>	<p>March 2021</p>	<p>Positive discussions with WSCC, ADC linked to South of Water Lane development</p> <p>Received Op Watershed funding to alleviate flooding. S106 in place for resurfacing</p> <p>WSCC looking at possible funding streams</p>	
<p>Ensure that the Parish Resilience Plan addresses the main risks to Angmering Parish</p>	<p>To review annually or after use</p>	<p>To supply training to Councillors, staff and</p>			<p>Parish Office CLEW Committee</p>		<p>Resilience Plan used to instigate response for Covid</p>	





		residents after use or review  To implement outcomes of review						
To develop volunteering opportunities in the Parish	To develop a volunteering strategy  To identify opportunities to increase capacity through volunteers	To write strategy and implement process for recruitment and support  To develop Keep Angmering Tidy (KAT) Volunteers  To increase number of Green Dog Walkers			CLEW Committee		Recruitment of volunteers for Community Allotment and Litter Pickers started	
<b>HTP</b>								
To monitor planning applications	To influence proposals for new developments  To provide effective input	To monitor progress of planning applications, identifying impact on wider village infrastructure			Parish Office Tara Gambling Chair HTP Committee		Effective challenging taking place both with Developers at Angmering Advisory and	



		<p>To access training for staff and Councillors</p> <p>To attend and contribute to Angmering Advisory Group</p> <p>To attend and contribute when appropriate at ADC Development Control meetings</p> <p>Attend Planning Policy Sub-Committee</p>					<p>through objections</p> <p>Training arrange for use of effective objections and Neighborhood Plan</p> <p>Councillors attending all meetings</p>	
<p>To explore possible solutions to traffic flow in the village</p>	<p>To reduce the speed and volume of traffic circulating around the village</p>	<p>To look at solutions around Weavers Hill and the High Street</p> <p>To look at traffic movement</p>			<p>Parish Office Chair</p> <p>Chair of HTP</p>		<p>Initial walk round been undertaken by members of HTP</p> <p>Meeting arranged</p>	



		around north end of Dappers Lane					with WSCC Highways to talk about issues in general  Working Group set up to look at Dappers Lane	
Influence CIL/S106 contributions to the Parish Council	Ensure that monies are used to support projects that are of benefit to the village	Keep an up to date list of contributions  Monitor the implementation of the monies for specified projects  Ensure that projects are identified as part of community engagement / consultation			Katie Herr Chair		Up to date information received.  Discussions on allocated S106 being reassigned  List of projects identified for future developments	
<b>ASPIRATIONS</b>								
To work effectively with Arun District Councillors	To ensure all parties are working together for the	To agree a way of updating on meetings to			Katie Herr Chair ADC Elected Councillors		Meeting arranged	



	best outcomes for Angmering	avoid duplication  To agree priorities and responsibilities						
To promote the provision of a non-secular primary school in the south of the village	To identify ways to ensure that this is delivered through S106 received by WSCC	To confirm with WSCC that a land swap is not beneficial to the community  To work with WSCC Members and Officers to ensure they can see the need  To work with local MP to raise concerns			Katie Herr Chair		Clarified with WSCC that a land swap will not happen  Emails been sent to chase WSCC on S106 allocation  Letter sent to MP requesting support	
To promote the village shops and encourage the public to the area.	To investigate ways of increasing public awareness of the shops and businesses in Angmering	Produce "Shop Local" map Install hand sanitisers  Create events to promote the village shops	£2177.00	Grant from Opening Highstreets Safely fund	Office Staff		Handsanitisers in place at 5 locations  Leafley showing shops in village and	



							Downs Way delivered to all homes in parish Advert in All About Angmering	
To provide accessible public toilets to all within the village centre	To identify a suitable site To identify funding To ensure the toilets including "Changing Places" facilities	To work with developers and existing sites in the village centre to identify a site To work with ADC to secure funding from developments			Katie Herr Chair			