



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 19 JULY 2021 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Mike Jones, Alison Reigate (Vice Chair), Rhys Evans, Lee Hamilton-Street, Norma Harris, David Marsh, Sylvia Verrinder and John Oldfield.

In Attendance: Katie Herr (Clerk), Cllr. Mike Clayden, Cllr. Deborah Urquhart and 2 members of the public

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – CLT; Planning & infrastructure Committee (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC; Traffic Regulation Order – TRO.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	21/026	APOLOGIES FOR ABSENCE Apologies were received and approved for District Cllr. Andy Cooper. Apologies were also received and approved from Cllr. Alan Evans, Cllr. Paul Bicknell. Apologies were not received from Cllr. Kevin Haag.	
2	21/027	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. The following councillors declared a non-pecuniary interest in item 14. Cllr. N Hamilton Street and Cllr. L Hamilton Street – Lavinia Norfolk Centre, Angmering School. Cllr. A Reigate – Angmering Village Preschool Cllr. R Evans – St Barnabas Hospices No other declarations were made.	
3	21/028	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 5 May 2021 were agreed by all and will subsequently be signed by the Chair.	

4 21/029 PUBLIC CONSULTATION

A member of the public asked about extra benches in Bramley Green, particularly in the western area. The Chair stated that the office team would look into grants for this and would look at the specified locations. The chair also stated that the sculpture due to be put on the green by the Community Centre was also a bench.

5 21/030 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.

The Clerk advised there were not any updates to her report and invited questions.

No questions were asked but it was noted that Councillors had discussed or were working on the items included in the report.

Cllr. Reigate would like it noted that she was impressed with the effort and the amount of work that goes into all the planning applications with regards to comments.

Item 10: Cllr. Verrinder also mentioned that a leaflet had been put through houses around Dappers Lane referring to saving the lane. The leaflet asked people to contact the group for more information.

Cllr. Jones commented that there was some overgrown vegetation on the walkway from Rowan Way into Mayflower Park. The Chair advised Cllr. Jones to report this via the Love West Sussex App as it is WSCC land. A brief conversation about the app was had and information given. It was suggested that all councillors have the app on their iPads. Cllrs. can bring their iPads into the office to have this installed

**KH/All
Cllrs.**

6 21/031 CHAIRMANS REPORT

The Chair invited questions.

Cllr. Marsh noted that it was good to have had such a positive meeting between the Clerk, Chair and Andrew Griffith MP.

7 21/032 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart talked through her report including a new online safety tool, solar panels on the roof of the records building and gave an update on her meeting on Dappers Lane. See appendix 2.

8 **21/033** **REPORT FROM THE ARUN DISTRICT COUNCILLORS**
Cllr Andy Cooper sent in a report – see appendix 1.
Cllr Mike Clayden advised more information about the CEO Nigel Lynn’s resignation. He also advised that due to the new committee system, this would result in delays in anything going through ADC.
He was asked a question regarding the high cost and the twice weekly collection schedule. It is one of the highest charges in the country. Adur and Worthing are charged less money for a weekly collection. After a lengthy conversation it was agreed that he would take the issue to ADC and ask for justification.
Regarding the new committee system, Cllr. Clayden also said that the current make up of the Council means that there is not an overall majority and therefore the balance of power will stop things happening.

9 **21/034** **NEIGHBOURHOOD PLAN**
There are no updates regarding the Neighbourhood Plan

10 **21/035** **TREE MAINTENANCE PLAN**
The Chair introduced the document and thanked the Office Manager, Tracy Lees for a well prepared, comprehensive document.
Questions were then asked. Cllr. L Hamilton-Street requested confirmation that the areas in the plan were all the areas we are responsible for – it was confirmed that it was.
Cllr. Verrinder commented that it’s a shame that other areas of the parish were not so well maintained. It was explained that this was either the responsibility of ADC or WSCC. The Clerk reiterated that if any issues were raised they could either be reported directly or via the parish office. Health and safety issues will always be investigated by the Groundsman regardless of who is responsible.

RESOLUTION: Cllr. Reigate PROPOSED that the plan be adopted, Cllr. Marsh SECONDED and ALL AGREED .
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11 **21/036** **GENERAL RISKS REGISTER & FINANCIAL RISK REGISTER – UPDATED APRIL 27 2021**
The Chair asked the Clerk to go through the changes in the registers. These were explained and no questions were asked.

Everyone was accepting of the risks and these will be discussed at the next Governance Meeting in August to see if there are any amendments needed.

The below 2 items were discussed at the recent CLEW meeting but due to current restrictions these must be formally agreed at Full Parish.

12 21/037 FLICKS ON THE PITCH/SPONSORSHIP OF ALTERNATIVE EVENT

The Chair explained the discussions that were had at CLEW regarding the potential events. New information has come to light regarding the event planned for 2021 with regards to COVID-19 guidelines.

It is proposed that we do not hold/take part in either event and set a date at the next CLEW meeting for a Flicks on the Pitch in 2022.

RESOLUTION: Cllr. Jones **PROPOSED** that we do not hold/take part in either event and set a date at the next CLEW meeting for a Flicks on the Pitch in 2022. Cllr. Harris **SECONDED** and **ALL AGREED**.

13 21/038 ANGMERING REVEALED

The Chair explained the discussions that were had at CLEW regarding the new event. She stated that it was also an event to reveal the sculpture that was designed by The Angmering School and the Artswork project.

It is suggested that a budget of £2,500 (from events budget) be used for this event. The Chair stated that grants had been applied for to cover the spending on this event and this budget was in place as a contingency incase of the grants not coming through.

Cllr. R Evans suggested the Chair nominate a charity for the event so that they can take the opportunity to collect donations.

TL

RESOLUTION: Cllr. Oldfield **PROPOSED** that the budget of £2,500 be used for this event. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

14 21/039 COMMUNITY GRANT APPLCATIONS

Grant application forms have been received from the below organisations

- 1) Lavinia Norfolk Centre, Angmering School - £750. The full grant was proposed by Cllr. Reigate and seconded by Cllr. Jones.
7 agreed. 2 Abstentions due to non-pecuniary interest in the item.
Grant awarded.
- 2) St Barnabas Hospices, St Barnabas House - £250 The full grant was proposed by Cllr. Jones and seconded by Cllr. Oldfield
8 agreed. 1 Abstentions due to non-pecuniary interest in the item.
Grant awarded.
- 3) Angmering Village Preschool - £500-£750. £500 was proposed by Cllr. R Evans and seconded by Cllr. Marsh
8 agreed. 1 abstention due to non-pecuniary interest in the item.
Grant awarded.

The 2021/2022 budget for Community Grants is £3,800.00. The total grant pot available for the remainder of the year is £1,940.00

15 21/040 2021/2022 FINANCIAL REPORT

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

Cllr. Verrinder signed the reconciliations for May 2021 and June 2021.

- 16 21/041 **QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**
 Cllr. Reigate stated that she had attended a WSALC Chairs meeting on behalf of Cllr. N Hamilton- Street. See appendix 3.
 Cllr. Verrinder stated that she will be attending a WSCC Travel Plan meeting in July and will report back to all councillors.
- 17 21/042 **QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**
- The Planning and Infrastructure Committee. The Conservation Area contact at ADC has given dates for the next meeting but not all can make it. Another date will be sought.
 - CLEW Committee – None.
 - Governance & Oversight Committee – None.
- 18 21/043 **TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**
 The councillors briefly discussed the planning application for Rustington Golf Centre. It was suggested that a post be put on Facebook regarding the new application and details on the website explaining how to put in a comment on the application and what can be considered as valid planning reasons.

DATE OF NEXT MEETING

The Committee’s next meeting will be on **Monday 9 August 2021.**

The meeting concluded at 20:32.

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 Chairman

Date.....



Clerks Report August 2021

Agenda Item 5

1) **Planning Applications.**

South of Water lane – APC are currently trying to resolve an issue regarding S106 contributions for the Angmering Flood Alleviation Scheme.

North of Water Lane – Plans seen and comments given to developer (via comms team). Concerns raised regarding highways, paths/cycleways, location of play areas, entrance/exits, traffic. Meeting this week with the developer to see if they have addressed any of our concerns.

Land at Rustington Golf Centre, A/129/21/PL – Application has been submitted for 191 houses on the golf course land. APC, along with other local parishes will be discussing plans further and putting in a robust response.

Chandlers Site A/110/21/PL – Application is now in and comments being welcomed. This application will be discussed at Planning and Infrastructure on 3 August 2021.

2) **ASRA Lease** –Work still ongoing.

3) **Bramley Green Cycle Path** – The site has been measured up and quotes requested by WSCC. The office continue to request updates and push for the work to be completed urgently.

4) **CLT Deed of Variation** – Updated deed now with CLT solicitor for confirmation.

5) **Mayflower Park Lighting** – Quotes received and grant applied for. We should know this month as to the outcome of the grant application.

6) **Conservation Area** – Another meeting with the ADC officer has been provisionally booked. Details to follow.

7) **Traffic Survey** – Meeting held between councillors and questions/comments posed to WSCC. Awaiting response. This will then be shared with you all.

8) **Dappers Lane** – We are in contact with the bus company to amend their route so they do not use Dappers Lane – updated given once information has been confirmed. The Dappers Lane Working Group has now disbanded but members are still working on concerns regarding the lane with Cllr. Deborah Urquhart and APC are supporting where possible.

9) **Friday 30 July 2021** – Meeting with Andrew Griffith MP onsite on WSCC education land in Angmering. A meeting was set up by Cllr. Nikki Hamilton-Street in order to discuss the need for a new primary school in Angmering. Andrew Griffith MP along with Cllr. Andy Cooper, Cllr. John Oldfield, Cllr. Nikki Hamilton-Street, Cllr. Paul Bicknell and the Clerk met to discuss the need, the process and next steps. Cllr. Nikki Hamilton-Street explained the S106 funding had already been secured to build a 2 form entry school and all present walked around the land. The meeting was very positive and another meeting with the Head of The Angmering School will be organised, along with a meeting with WSCC.

- 10) **Angmering Revealed** – Work continues on this event which will bring together clubs and associations and allow residents to see what Angmering has to offer. This event will see the unveiling of the piece of art created by The Angmering School students.
- 11) **Lloyd Goring Close Allotments** – Talks continue with ADC over this land and making use of it for the community. A proposal has been sent to ADC and we await further news.
- 12) **Angmering Village Market** – An item on the annual plan that has been being worked on by Tracy. We now need to secure 2 volunteers per month to take on the role of “Market Supervisor” and also one volunteer to man the APC Pop up table. An email explaining everything will be sent to you after this meeting.
- 13) **Cow Lane Resurfacing** – The resurfacing continues and I have requested an update as to when the work will be completed.
- 14) **ADC Tree Planting Strategy** - You would have all received an email regarding your comments on the ADC Tree Planting Strategy and I hope that you have informed the office of your observations.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10.08.20	4	20/068	Pulic Consultation: Cow Lane	Report back on what surface options are available from WSCC		Work is underway - update requested 02/08/2021	KH
12.10.20	15	20/114	Bore Holes at Community	Instruct the company to go ahead and drill the bore holes, share report once received.		Latest update being sought 13/07/21	TL
14.12.20	10	20/149	Operation Watershed	Chase information on the Honey Lane project and report back.		Suggestion received from Deborah Urquhart of using Chandlers Site CIL money to repair the lane. Update - we are not entitled to CIL money from Chandlers Site - as per Michael Eastham email 05/08/2021	KH
14.12.20	10	20/149	Operation Watershed	The Clerk to check that Swillage Lane Pond would not affect the Honey Lane project and report back.		Information received from WSCC and ADC. Waiting further info from both organisations direct to Operation Watershed to justify the grant.	TL
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Clerk would like to put this item on hold until works on Water Lane width have been completed as it may result in moving the signs.	KH
12.07.2021	5	21/030	Clerks Report	Put LoveWestSussex app on all iPads			KH

Task has been started
Task to remain on the list
Task not yet started



Chair's report August 2021

Whilst it has not quite been a full month since our last meeting, lots has been happening. Congratulations must go to the team for keeping the Parish Office running efficiently despite the need for self isolating and the "pingdemic".

Developments

As mentioned last month we currently have 7 major developments somewhere in the planning stage, in the Parish, and the impact that this is having on individuals time, both in the office and Councillors. We have undertaken some work to look at the engagement of a planning consultant, and present a paper to you at the meeting. We hope that you will see the benefit of this both to best use of time, but also the quality and detail of the overview given on applications.

S106/CiL

I am determined that Angmering receives all the monies promised through S106.

We have raised our concerns with the Director of Place Karl Roberts, with reference the Deed of Variation for monies previously allocated to moving the BMX track to ADC Leisure facilities and not the Angmering Flood Alleviation Scheme. We await a response.

Eastern Arun Parish meeting – a meeting is arranged for early August to discuss the Rusting Golf Centre application.

Andrew Griffith MP. – a meeting was held with Andrew and our District Councillors, to particularly discuss how we can move the proposed primary school in south Angmering forward.

Whilst there is no easy solution, all parties are keen to ensure that all options are explored. A further meeting is planned for September.

Allotments at Lloyd Goring Close

A proposal has been put forward to the Head of Housing at ADC to develop a community allotment and orchard. This was favourably received and we are awaiting the next steps.

Angmering Community Land Trust

The Clerk and I met with the Chair of ACLT, with reference their development on Mayflower Way. We are awaiting further information from them, to circulate to all Councillors consideration prior to September Full Council.

Nikki Hamilton-Street

Annual Business Plan 2021/22

Area of focus	Aim	Objective	Action	Budget	Precept or Grant	Who is responsible	Completion Date	Updates	RAG	Priority
CLEW										
New Residents/Promoting what Angmering has to offer	To increase the knowledge people have to being part of Angmering Parish.	To ensure that all residents are aware of which parish they reside in.	To request all Estate Agents market propeties correctly. Discussion with ADC regarding postcode/electoral role.	Nil	NA	Alison Reigate	2021/22			
New Residents/Promoting what Angmering has to offer	To let people know what Angmering has to offer. Highlight areas of interest, promote what Angmering has to offer, visibility of local charities, sevrices and events in the area. Highlight sports etc	To ensure new residents are made aware of what Angmering has to offer.	To produce a Welcome Pack for all new residents paper & electronic. For new residents and developments	£300.00	Precept	Tray Lees/Kev Haag	2021/22	Maybe adjusted to £1,000		
Residents Voice	To ensure that all residents are encouraged to have a voice in the village	To increase the number of under 25's particpating in changes to the village	Hold forums to gain children & young peoples views	£200.00	Precept	Nikki Hamilton-Street	2021/22			
Residents Voice		To host regular "Meet the Councillor" events	Establish online and face to face around the Parish	Nil	NA	Rhys Evans	Annually			
Residents Voice		To create residents workshops	Offer workshops on various aspects of Council business for people to learn more about what we do and what we are responsible for.	£200.00	Precept	Sylvia Verrinder	As required			
Residents Voice		To hold an annual survey to gain residents opinions and aspirations for the village	Create survey to go out in November each year	Nil	NA	Nikki Hamilton-Street	Annually			
Volunteer Opportunities and Community Schemes		To develop an overarching "Friends of Angmering" to include all voluntray sector orgainsiations	To share ideas, resources and develop a coordinated approach	Arrange meet ups 2-3 times per year.	£200.00	Precept	Sam Fraser/David Marsh	Annually		

Volunteer Opportunities and Community Schemes	To support the Community Allotment	To develop a self supporting Community Allotment Group, to develop the project	To develop a plan Continue to recruit volunteers	£100.00	Precept	Alison Reigate	Annually	Group put together and allotments producing		
Volunteer Opportunities and Community Schemes		To ensure that excess produce is shared in the community	To establish links with Community Fridge	Nil	NA	Sam Fraser/Alison Reigate	2021/22			
Volunteer Opportunities and Community Schemes	To reduce the impact of litter on the parish and ensure all of Angmering is covered by Volunteer Community Litter Pickers	To develop the Volunteer Community Litter Pickers. Increase numbers volunteering and ensure all have all the appropriate equipment needed	To advertise regularly. To host volunteer meet ups To host Community Action Days in specific areas	£300.00	Precept	Sam Fraser	2021/22	47 volunteers signed up		
Volunteer Opportunities and Community Schemes	To reduce the the impact of dog fouling in the parish	To increase the number of Green Walkers and promote dog owners to be more thoughtful	Liaise with ADC and promote the scheme and address any issues	Nil	NA	Tara Gambling/Mike Jones	2021/22	Pooper Snooper App advertised and populated		
Volunteer Opportunities and Community Schemes	To establish Community Orchards in Angmering	To explore Lloyd Goring Close allotments as a potential site	To discuss with ADC. To identify funding	Nil	Grant	Katie Herr/Nikki Hamilton-Street/Alison Reigate	2021/22	Proposal in - awaiting update		
Volunteer Opportunities and Community Schemes	To establish Men in Sheds and investigate the potential of a "Repair Café"	To explore potential to support a project within Angmering	To plan project. To recruit interested residents. To identify a site. To identify funding	Nil	Grant	Alan Evans	2021/22			
Community Centre	To work with Community Centre Trust to ensure that the centre is accessible to all & maintained to a high standard	To provide support for maintenance	Continue with yearly servicing and maintenance checks.	£11,000.00	Precept	Katie Herr	2021/22			
Play Parks	To ensure all play parks are maintained to a high standard to offer quality imaginative play	To prioritise parks in line with startegy	To prioritise Pippin & Braeburn pocket parks, with a community survey & programme of work	Unknown	Ear Marked Reserves / Grants	Tracy Lees/Lee Hamilton-Street/Alison Reigate	2021/22	Annual external inspection completed and remedy work in progress		

Play Parks	To ensure these areas are maintained to a high level	To work with ADC to ensure that Fletchers Field & Palmer Road Rec are maintained to a high standard	Continue to liaise with Parks Team	Nil	NA	Katie Herr	2021/22			
Allotments	To provide allotments in the Parish	To ensure the continual use of Honey Lane Allotments	To update lease and work with Allotment Association to ensure best use of facilities	Nil	NA	Katie Herr	2021/22			
Wellbeing	To establish support within the community for those experiencing dementia either themselves or within their family	To explore the potential of a Dementia café.	To identify a suitable venue. To seek professional advice and support	£100.00	Precept/Grant	Sam Fraser/Tara Gambling	2021/22			
Wellbeing	To ensure that residents & dogs have access to water whilst out exercising	To provide Water Fountains in the Village Square and or Mayflower Park	To work with partners and known businesses to provide	£1,500.00	Precept/Sponsorship	Tracy Lees/Paul Bicknell	2021/22	Waiting for Coastal Drains update to produce a map		
Wellbeing	Maintain vegetation/flower beds/troughs etc in the village	Add a tap on the green to aid with watering of village flowers etc	To work with partners and known businesses to provide	Nil	Grants/Sponsorship	Tracy Lees/Paul Bicknell	2021/22	Grant funding confirmed.		
Events	To deliver a Parish Assembly annually	To ensure that all organisations within the village can promote themselves to the community	To identify a suitable venue and date. To promote to all residents	£400.00	Precept	Tracy Lees	Annually			
Events	To commemorate Remembrance Sunday and provide Angmering the opportunity to participate	To deliver in partnership with local churches and community organisations a service and parade	To review previous year and ensure plan in place in plenty of time	N/A	Precept	Tracy Lees/Sylvia Verrinder	Annually			
Events	To host a Memory Tree event on the last Friday in November to remember lost loved ones. Provide a suitable Christmas tree with lights and other decorations for the village.	To deliver in partnership with local businesses an event to start Christmas	To review previous year and ensure plan in place in plenty of time. Identify ways of advertising the event and encouraging it to grow	£4,200.00	Precept	Office	Annually			

Events	To provide equipment to allow markets to be held in the village and/or elsewhere in Angmering	To increase footfall to the village shops and assist with businesses run from home	Purchase gazebos to allow outside trading for shops and home businesses	£3,500.00	Precept	Tracy Lees	2021/22	Worked started on risk assessments/procedures		
Events	TBC after COVID	TBC after COVID	TBC after COVID	£11,000.00	Precept/Sponsorship	Office/Councillors	Annually			
Mayflower Park	To establish Mayflower Park as a go to destination in Angmering	To redevelop Mayflower Park in partnership with the community and partners	To establish a Working Group and develop a deliverable plan	N/A	Precept & Grants	Working Group of councillors and residents	2021/22			
Mayflower Park		To make travelling through Mayflower Park a safer experience for all	To secure funding for providing lighting on the north/south path	£30,000.00	Grants/CIL funding	Katie Herr/Nikki Hamilton-Street/John Oldfield	2021/22	Grant form in to Safer Streets		
Mayflower Park		To undertake work on trees & shrubs on boundaries to create a safer environment	To work with Parish Volunteers to raise the bases of trees & shrubs	N/A	Precept & Grants	Roy Squires/Alan Evans	2021/22			
Mayflower Park		To create a café & community space	To create a business plan to seek additional funding to deliver the concept	Earmarked Reserves	Precept/Grants/Earmarked Reserves/Sponsorship	Office/Rhys Evans	2021/22			
Mayflower Park		To ensure Mayflower Park is attractive to and home of wildlife by putting in place an environment that attracts wildlife	Create planting to attract wildlife. Establish bat & bird boxes	£500.00	Precept & Grants	Sam Fraser/David Marsh	2021/22			
Mayflower Park		To support increased participation in basketball and positive activities for young people	To gain quotes for a basketball court, and work with interested young people to deliver	Earmarked Reserves	Precept & Grants	Tracy Lees/Mike Jones	2021/22			
Mayflower Park		To develop the area around the SUD to create a pond for wildlife	To look into what can be done but also maintain the function of the SUD	N/A	Precept & Grants	Tracy Lees/David Marsh	2021/22			
Mayflower Park		To increase the number of residents taking part in cycling	To maintain BMX Track and increase use	Develop links with Angmering Cycle Club	£1,500.00	Precept	Tara Gambling/Alan Evans	2021/22	BMX track work completed	
Mayflower Park	Investigate the possibility of having a park run around the park	Increase the use of Mayflower and create events	Look into regulations etc regarding facilitating park runs	NA	NA	Tara Gambling/Alan Evans	2021/22			

St Nicholas Gardens	To increase residents use of the area & their knowledge of its history	To put in place a regular maintenance programme	Maintain the area to a high standard and encourage use	See tree/hedge maintenance plan	NA	Tracy Lees/Roy Squires	2021/22	FB post completed - lots of interest		
Palmer Road Recreation Ground	To support the development of the area	To maintain the facilities to a safe standard for their current use	To work with ASRA to maintain the pavillion and surrounding area	£10,000.00	Precept	Katie Herr/Mike Jones	2021/22	Roof repair completed.		
		To ensure that the new Sports Hub is delivered and offers high quaiy facilities for Angmering	To work with ADC to ensure that the project is delivered	NA	S106 funding	Katie Herr/Mike Jones	2021/22			
Tree/hedge Maintenance	To have a tree/hedge maintenance policy to ensure the healthy upkeep of the trees/hedges that we are responsible for and to have funds available	To maintain the trees and hedges we are responsible for in the best way possible.	Create the policy and arrange appropriate funding and EMR.	£12,500.00	Precept	Tracy Lees/Mike Jones/Roy Squires	Jul-21	Tree policy adopted July 2021		
Tree Policy	To increase the number of trees in Angmering	To promote tree planting on Parish Council Land and residents & landowners	Identify land for planting Identify funding and tree planting packages. Identify partners	NA	Precept & Grant	David Marsh/Paul Bicknell	2021/22			
Resillience Plan	Ensure that the Parish Council Resilience Plan continues to address the risks to Angmering Parish	To review annually or after use	To supply training to Councillors, Staff & Volunteers after use or review	NA	NA	Tracy Lees/Lee Hamilton-Street	2021/22			
		To review annually or after use	To implement outcomes of any review or update	NA	NA	Tracy Lees/Lee Hamilton-Street	2021/22			
Promotion	Promote Terracycle within Angmering	To increase awareness and drop off points	Promote and advertise established drop of points and encourage more	NA	NA	Alan Evans	2021/22			
Planning and Infrastructure										
Traffic	To address the traffic issues in Weavers Hill/High Street/Water Lane	To make these roads safer for all users.	Undertake a community survey & complete a plan to present to WSCC Highways	NA	NA	PI Committee/Katie Herr	2021/22	Survey information gathered. Emails sent to WSCC.		
Traffic	Install speed signs to reduce traffic speed and incidents	To investigate sites for Speed Indication Devices	Present plan to WSCC Highways & seek funding	NA	NA	PI Committee	2021/22			

Dappers Lane	Maintain the rural charm of Dappers Lane	Make the lane safe to use for all by working with West Sussex County Council.	To work with the Dappers Lane Working Group and WSCC to try to reduce the negative effects of the additional housing	NA	NA	Sylvia Verrinder/Paul Bicknell/DLWG	Jul-21	Group achieved its aims according to the TOR's Bus route to be changed.		
Dappers Lane	Maintain the rural charm of Dappers Lane	Bioersivity Impact Assessment north end of Dappers Lane	To support the Working Group to seek assistance in producing this and delivering recommendations	NA	NA	Sylvia Verrinder/Paul Bicknell	2021/23	Work with residents and WSCC		
Cycling	To ensure that there are safe cycle routes throughout the parish to encourage people out of their cars	To identify possible cycle routes & paths and create a masterplan.	Establish a working group to create plan	NA	NA	PI Committee	2021/22			
Bramely Green Cycle Lane	To ensure cyclists are safe and accidents on the lane are reduced	Make the cycle lane safe for use	Work with WSCC (owners) to address the state of the path and ensure a resolution is achieved	NA	WSCC funding	PI Committee/Office	2021/2022	Lane is in the process of being added to the 2022/2023 list of WSCC works. Not confirmed		
Cow Lane	To have the lane restored to a suitable level that is in keeping with its stature	To ensure that suitable surfacing is provided in Cow Lane	To work with WSCC PROW Team	NA	S106 Funding	Katie Herr/PI Committee/Resident	July/August 2021	Resurfacing work has started		
Funding	To ensure that CiL/S106 is used for projects that enhance the village & reduce the impact of developments	To have a framework for gaining CiL for projects within the Parish	To work with ADC	NA	NA	Katie Herr/John Oldfield/Nikki Hamilton-Street	2021/22			
Neighbourhood Plan	To review existing Neighbourhood Plan to ensure it is fit for purpose	To work with AiRS & ADC to understand what needs to be achieved	To establish a Working Group and develop a deliverable plan	NA	Reserves	NHP Review Group	2021/22			
Office										
Review	To ensure that Angmering Parish Council is adequately staffed to deliver a high quality service to residents	Complete a review of staff against current work and future delivery	Create a business plan with recommendations	NA	NA	Katie Herr/Nikki Hamilton-Street	2021/22			

Promotion	To ensure that the Parish Council is effectively using social media to communicate with residents	To increase regular presence on all social platforms and updates on website	To have monthly plan for postings	NA	NA	Katie Herr/Tara Gambling	2021/22			
Promotion	To increase the awareness of Community Grants	To get a broader range of associations coming forward for grants	Promote grants within Angmering	£3,800.00	Precept	Tracy Lees/Sylvia Verrinder	Annually	Post being put out monthly on FB. Potential staff/councilor visits to completed projects		
Councillors	To support Councillors to deliver the best possible service to residents	To undertake a review of Councillor IT	To produce a business plan with recommendations and add to earmarked reserves yearly	£1,000.00	Precept	Katie Herr/Lee Hamilton-Street	2021/22			
Councillors	To support Councillors to deliver the best possible service to residents	To continue to equip Councillors with knowledge & skills	Undertake Skills Audit & deliver training programme	NA	NA	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office	To have a Parish Office that is fit for purpose, and puts the Council in a strong position for 15/20+ years	To seek to identify possible sites for the APC Office and undertake feasibility studies	To produce a Business Plan of possibilities for Councillors to consider	NA	Assessts & Reserves	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		To consider any new Parish Office as a Community Hub to enable residents to seek advice and information from other partners	To undertake work to add to Business Plan	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		To look to move to a new site by 2022/2023	Investigate options	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		Look at increasing the offices appeal to the public. Include refreshment facilities, IT, public toilets etc	Investigate options	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		To ensure that the sustainable heating is strongly considered	Look at funding, including through the Rampion Windfarm	NA	Grant	Rhys Evans	2021/22	Funding refused for lighting		

Key
RAG
Priority

Started	On Hold	Completed
By Summer	By Autumn	By Winter



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 09 AUGUST 2021

Agenda Item 11 Engaging The Services Of A Planning Consultant

As you are all aware, writing comments for a planning application takes a lot of time, skill and knowledge. Using all the guidelines, frameworks, plans, policies etc that are available to us.

We now find ourselves with planning applications coming forward that are not part of the local plan and we need to comment robustly on these in order to make our thoughts/concerns clear.

The proposal is to engage with a planning consultant in order for them to express our concerns, using all the available literature to make the best case.

We have taken the opportunity to contact Claire Tester from Plan4Localism to supply prices for providing this service. She works for AiRS also and has assisted us in the early stages of the Neighbourhood Plan Review and given councillors planning training. She knows the area and has recently become a councillor. She has confirmed that it would be £60 per hour and each response would take approximately 5 hours per application. We have potentially 7 sites coming forward where we could engage her services.

I am working with Carole the Clerk from Rustington Parish Council as to the comments regarding the Rustington Golf Centre application, and they have agreed to go halves on the costs for this representation. We would also engage with East Preston, Kingston and Ferring as to splitting the costs for a potential representation with regards to houses on lane South of the A259.

In order to protect the green spaces of Angmering I believe this is a necessary step.

Decision.

Councillors need to decide if they agree to a £3,000 virement being added to “Professional Services” in order to fund the creation of our comments in response to select planning applications by a professional. The funding would be taken from the events funding, currently £12,230 with no spend and only one event planned for 2021/2022.



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING MONDAY 09 AUGUST 2021

Agenda Item 12 Quarterly Review Of The Budget

Information.

On reviewing the budget, it shows that we are in a good position and only one virement at this present time is needed, along with the one proposal previous to this at agenda item 11.

The Angmering Community Centre require work to be completed on the fire doors after an inspection flagged up issues. Money for this work was included in the budget when it was finalised earlier this year.

Work is still ongoing in securing the relevant quotes for the work needed.

In order to cover these costs the sum of £5,000 is needing to be moved.

From Budget Heading	Original Budget (£)	Amount to move (£)	Reason	New Budget Amount	Left for the year
4775/360 – Mayflower Improvements	£28,800	£5,000	Money needed for ACC	£23,800	£23,800
To Budget Heading	Original Budget (£)	Amount to receipt in (£)	Reason	New Budget Amount	Left for the year
4530/280 – ACC Routine Maintenance	£4000	£5000	Funds needed for fire doors	£9,000	£8,844

Decision.

Councillors need to confirm if they agree to the moving of the above funds for the purpose explained.