



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex, BN16 4EA

Telephone/Answerphone 01903 772124

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

Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 13 FEBRUARY 2023 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Norma Harris, Alan Evans, Rhys Evans, Sylvia Verrinder, John Oldfield, Matthew Want, Paul Bicknell, Lee Hamilton-Street, David Marsh, Alison Reigate and Renée Hobson.

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), WSCC Cllr. Deborah Urquhart, ADC Cllr. Andy Cooper and 1 member of the public

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; 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. Angmering Flood Alleviation Scheme – AFAS.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	22/121	APOLOGIES FOR ABSENCE None.	
2	22/122	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. No declarations were made.	
3	22/123	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 9 January 2023 were agreed by all and signed by the Chair.	
4	22/124	PUBLIC CONSULTATION No questions were asked and no questions had been sent in.	
5	22/125	THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON: The Clerk talked through her report and no questions were asked.	

The report can be found within the supporting papers for this meeting on the APC website.

The Clerk wanted to highlight that the Kissing Gate at Mayflower Park was now fully installed and APC had already received some very positive comments.

6 22/126 CHAIRS REPORT

Cllr. N Hamilton-Street gave a verbal report.

She wanted to thank those councillors in advance who had volunteered for the Planning Information Drop In Session which is taking place on Monday 20 February between 10:00 – 18:00 in the King Suite at Angmering Village Hall.

The state of Dappers Lane was discussed as an email had been received from the Compliance Department at ADC. They are saying that there are no compliance issues which APC feel is not true. APC have reported many recurring issues to both ADC and WSCC but neither seem to want to take responsibility.

Cllr. Cooper said that if pictures of the issues could be sent this would help as for compliance to work it needed to be attributed to a certain site. He also said that he would do what he could to help.

Cllr. N Hamilton-Street said the road was in a bad state and the issues had to be resolved. She will write to the ADC Planning Department to try and resolve these issues.

Cllr. R Evans also suggested writing to National House Building Council, Cllr. N Hamilton-Street to do.

7 22/127 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart commented on the following points:

There will be a Full meeting on Friday 17 February where they hope to approve the budget.

Adult social care statistics are starting to be reported and so far it is showing that the over 65s have gone up by 30% in the area. This is being put down to the new developments attracting older people.

£4.5m has been put aside in the revenue budget for highway works, i.e. pot holes repairs etc.

A new speed limit policy is now in place and can be viewed on the WSCC website.

The A27 Worthing consultation is now live.

Finally Cllr. Urquhart commented that she thought APCs climate action plan was very good but suggested including flood alleviation. She also reported there were now two new team members in the Climate Team at WSCC.

Cllr. L Hamilton-Street asked for a realistic end date for the A259. A short discussion took place with delays being blamed mainly on the bad weather

that has been experienced recently. He also asked if there was a completion clause but Cllr. Urquhart did not know. Cllr. N Hamilton-Street commented that it was a challenge to get anywhere due to these works and gave some examples of how long it can take to get from one point to another or time spent at a standstill. People are fed up and frustrated with the whole situation and this needs to come to an end now.

No other questions were asked or comments made.

8 22/128 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper reported the following:

Fletchers Field play area is progressing, and he is keeping an eye on it as things move forward.

Drawdown of funds for Angmering Palmer Road Sports Hub was agreed at last week's policy and finance meeting, this is planned to be delivered in two stages. He was pleased that ADC are now moving forward with this project and looking at completion in summer 2025. However further funding still needs to be found. It was communicated that the preferred entrance is through the light commercial area.

All ADC committees have agreed their individual budgets for the coming year which will feed into the budget meeting on Wednesday 1 March. The meeting has the potential to be a very interesting one.

Regarding the budget, ADC needs to find £4 million of savings or draw down from reserves, the plan is currently to draw that amount down from reserves and look to make savings elsewhere.

Cllr. Cooper has received emails from residents asking him to support objections relating to Ham Manor and Chandlers sites, he confirmed that he had replied to those emails saying that he supported those objections and will be submitting his own. Cllr. Urquhart commented that she had also objected to the Ham Manor application and asked that the Flood Department look at the flood works proposed by the Contractor.

Cllr. Marsh commented that it was good to see Cllr. Coopers responses on Facebook i.e. what is going on and how to respond.

Cllr. N Hamilton-Street voiced her concerns re drawing down money for ASRA as it was no further forward on where the remaining money needed was coming from. She requested a meeting so this could move forward.

Finally, Cllr. Cooper asked that he continued to be copied in to any issues APC needed to raise and he will support where he can.

Questions were then invited but none were asked.

Cllr. Urquhart, Cllr. Cooper and 1 member of the public left the meeting at 19:57.

9 22/129 NEIGHBOURHOOD PLAN

The Chair confirmed that the review of the current plan was still on hold therefore there were no updates.

10 22/130 BMX TRACK & SKATE BOWL REPAIRS

Cllr. Hamilton-Street introduced the supporting paper and the Clerk talked through the detail and how the quote was achieved. She also explained that the quote for the repair at the Skate Bowl did not need to be approved at this meeting as under £2.5k and therefore the APC Office and Chair would make this decision. It was also confirmed that the last time any monies had been spent in this area i.e. the BMX track was in 2021.

After discussion the following was agreed:

RESOLUTION: Cllr. Bicknell PROPOSED to accept Quote 3 for £3,150.00 + VAT. Cllr. Marsh SECONDED and ALL AGREED .
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11 22/131 CLIMATE ACTION PLAN

Cllr. N Hamilton-Street thanked Cllr. A Evans for looking into this. Cllr. Evans then went on to explain what research he had done and why he had produced the plan. He gave some very interesting background information on how things relating to climate change had taken place over the years and also events that had never happened again due to these changes.

Cllr. A Evans explained he had taken the headings for this plan from ADCs Climate and Biodiversity Action Plan and that he felt APC need to have a working document.

Cllr. Verrinder advised that she had been invited to attend a NALC meeting the following day regarding Climate Change and would report back.

A discussion then took place.

Cllr. R Evans asked if APC should challenge the community to save a certain amount of carbon, for example. Cllr. A Evans gave examples for what other challenges could be done. Cllr. Want suggested trying to get some influencers on board. Cllr. Marsh asked what we, APC, could do as a council. Cllr. A Evans commented that East Preston were taking part in a Spatial Survey which was to do with supplying solar panels and that he had attended several meetings to discuss the possibilities.

Cllr. N Hamilton-Street suggested that Cllr. A Evans worked with the Clerk and Committee Clerk and look at what could be put in the Annual Plan for 2023/2024. APC could also look at the current plan to see if anything could be tied in.

Finally Cllr. A Evans asked if the headings were OK, which all agreed they were and that he had received some very positive feedback from WSCC.

12 22/132 CODE OF CONDUCT 2023

Cllr. N Hamilton-Street asked if the committee were happy to adopt the Code of Conduct 2023, all agreed.

13 22/133 HEALTH AND SAFETY POLICY 2023

This item needed to be deferred to the March agenda.

14 22/134 A/11/23/PL AND TOILETS PROPOSAL

Cllr. N Hamilton-Street gave the background on this project back to 2014 when she joined the council. She explained that the original plan to develop this site did include space for toilets but not in the location allocated in this latest proposal. Since 2018 when the current Clerk joined the council all other possible sites have been looked at and discounted for various reasons. These locations included Angmering Village Hall, Fletchers Field and outside the Angmering Library.

The conversation then moved on to the costs to build the toilets which also did not seem viable for this site. However the day to day maintenance, cleaning etc. would be viable.

The Clerk reported that a lot of comments on the planning portal had come from residents close to the site raising their objections on the location of the proposed toilets.

The possibility of another survey to ask if residents did still want toilets in the village was discussed, Cllr. R Evans commented that if this did happen the right questions needed to be asked – this would include the actual cost to APC to build, where had been discounted as a site and also what else could be done with the approximate amount of £150,000 for the toilets.

After a long discussion the following was agreed:

A letter should be composed and sent to McCarthy Stone stating that APC would have to reject their offer as the location they are proposing is too far away from the village centre i.e. the shopping area. It was also felt that the position was too close to the residential area surrounding the site. Finally their offer of £25k towards the cost of building said toilets was no where near the amount needed. Cllr. N Hamilton-Street and the Clerk will draft a letter and send round to all councillors for their comments/approval before sending.

APC will continue to explore any other options including talking to Southern Water again and looking for funding opportunities but as already mentioned APC feel they have explored all possible options at this time.

Finally the content and the tone of the letter sent by McCarthy Stone to APC was discussed.

15 22/135 COMMUNITY GRANT APPLICATIONS

The 2022/2023 budget for Community Grants is £4,000.

9 grants have been awarded so far this year, leaving an available budget of £640.00.

1st Angmering Scout Group had applied for a £500 grant – after discussion the following was agreed.

RESOLUTION: Cllr. Harris **PROPOSED** that a sum of £250.00 was granted to 1st Angmering Scout Group, Cllr. Reigate **SECONDED**; **6 AGREED, 3 OBJECTED, 1 ABSTAINED** therefore the resolution was **AGREED**.

16 22/136 2022/2023 FINANCIAL REPORT

The reports were presented, no questions were asked.

Cllr. Verrinder signed the reconciliations for January 2023.

17 22/137 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

None.

18 22/138 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

The Planning and Infrastructure Committee – None.

CLEW Committee – None.

Governance & Oversight Committee – None.

19 22/139 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 on **Monday 13 March 2023** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 21.04.

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Chairman

Date.....

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegate To
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
10.01.2022	4	21/142	Public Consultation	Clarify the path use through Mayflower Park and the signage. Report back to Councillors and the member of public		Costs received for making it wide enough for cycles to use. Need comments from councillors re next steps.	KH
12.12.22	11	22/096	Asset of Community Value	Renew the listing for the Spotted Cow, Angmering, as an asset of community value.		Application submitted January 2023. Awaiting feedback.	TL
12.12.22	11	22/096	Asset of Community Value	Cllr Bicknell would like the list of Community Assets looked at and others possibly added		List of current ACV's sent to Paul Bicknell for comment/next steps 01/02/2023	TL

KEY

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



Clerks Report March 2023

Agenda Item 5

1) **Planning Applications.**

South of Water lane – Work continues on the site. Outstanding issues with the footpath and flint wall have all been chased.

North of Water Lane – Ongoing Discharge of condition applications coming through.

Land at Rustington Golf Centre, A/45/22/PL - A/29/21/PL – Archaeology work is underway on the site.

Ham Manor - [A/2/23/PL](#) – Application in for 133 dwellings. APC comments now in. Some interesting comments back in response to ours and residents comments are now on the portal.

Chandlers Site [A/11/23/PL](#) – APC comments now in. Letter sent regarding toilets, no response yet.

A/270/21/OUT – Land off Arundel Road – Applications still coming through DOC/RES.

- 2) **Planning event** – as noted in the Chairs Report – the event was well attended and will be repeated.
- 3) **Angmering Amble** – Scheduled for 1st April 2023. Advertising, posters, venue, route, first aid and marshals have been confirmed.
- 4) **CPR and Defib Session** – First session being advertised in the next edition of All About Angmering – 20 March 2023. We still have a few spaces remaining.
- 5) **How can ADALC, ADC & WSCC work better together to benefit our communities** – This session was attended by Nikki, Tracy and myself and was deemed very worthwhile.
- 6) **Honey Lane** – At the time of writing this the road works had just started to resurface Honey Lane.
- 7) **10,000 tins** – We are looking into accepting donated tins for the More Radio 10,000 tins appeal.
- 8) **Mayflower Way** – Work has been completed to land ownership down Mayflower Way. This has been an extensive piece of work and will be used in our discussions about the road.
- 9) **Kings Coronation** – Wild seed packets that benefit butterflies and bees will be given to each student attending St Wilfrid's and St Margaret's Primary School, years 7&8 of The Angmering School and some for the students working on the small holding.

See Chairs Report for more meetings attended.



Chair's report March 2023

This month has seen a number of meetings;

I met with the staff team to look at roles and responsibilities, particularly in relation our aspirations as a Council and the annual plan and long term business plan. It was a really positive productive meeting, and our Clerk is pulling together a provisional role profile and recruitment plan.

I attended the community drop in by Southern Water, to better understand the planned works for the new sewer in Water Lane. The residents I spoke with were appreciative of the information in advance.

Monday 20th saw our first "Want to know more about planning & developments in Angmering" event, thank you to all the staff and councillors that supported the day, including Cllr Cooper, Cllr Urquhart and Cllr Gunner Leader of the Council. We were able to work with colleagues from Arun and the Medical Centre, to answer many questions, allowing residents to go away better informed. With good attendance we will look to add into the calendar on a six monthly basis.

It was my turn to complete the Workplace Risk Assessment, I can report that both the lockup and the office were compliant.

As part of our tendering process for the new play park, I along with 3 Cllrs and the office team, undertook the review of the 6 tenders. 2 particularly met the brief, and a robust discussion led to a moderation of scoring. I am sure that you agree the proposal before you to approve the spend will be welcomed by children and families.

I met with the new staff team at The Angmering Grange, and saw the amazing facilities that the new residents will have access to. The team continue to look at how they can have a positive impact in the community, and this includes continuing with the weekly Community Cuppa when they open for residents in May. I would recommend arranging a visit if you haven't already.

The first in person ADALC meeting was attended by myself, the Clerk and Office Manager, the theme was "How can ADALC, ADC & WSCC work better together to benefit our communities". The event was a great success, with a number of suggestions being taken away to further develop. Notes of the meeting will be circulated when received.

The Clerk and I met with the Chair and Treasurer of the ACLT, to receive an update and possible ways forward. They plan to bring an update to Full Council in the coming months.

The Clerk and I met with the Chair of , Treasurer and Centre Manager for the Community Centre, to discuss maintenance needs, and planning for future needs. We also. Began discussions about future developments.

Nikki Hamilton-Street



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

MONDAY 13 FEBRUARY 2023

AGENDA ITEM 10 - Budget Changes 2023/2024

Changes to budget since agreeing

- 1) Councillor Basic Allowances – Was £3000. Governance agreed to keep the allowance at £585 per year for each councillor. Due to this being an election year they agreed to up the budget to £7605 to cover the possibility of all 13 councillors taking their allowance. Extra budget taken from Improvements – Mayflower Park. This budget line now stands at £11,003.00
- 2) Increase from £47,000 £48,000 – Salary, Clerks to allow for untaken pay increases (due to successful appraisals) since 2018.
- 3) Reduction from £5,000 to £4,000 - Office Improvements
- 4) Reduction from £200 to £150 - Books and Publications
- 5) Reduction from £2000 to £1800 – Audit Fees
- 6) Increase from £800 to £1161 - Skate Jam event (split below)
- 7) Reduction from £11003 to £10892 - Mayflower Improvements

Code	Centre	Description	£ Previous	£ Now
4230	120	Office Improvements	£5,000.00	£4,000.00
4000	120	Salary - Clerk	£47,000.00	£48,000.00
4285	120	Books and Publications	£200.00	£150.00
4350	120	Audit Fees	£2,000.00	£1,800.00
4240	700	Skate Jam - Stationery and Consumables	£25.00	£50.00
4325	700	Skate Jam - Advertising	£25.00	£16.00
4755	700	Skat Jam - Event Equipment Hire	£0.00	£345.00
4805	700	Skate Jam - Leisure Providers	£750.00	£750.00
4400	140	Councillors Basic Allowance	£3,000.00	£7,605.00
4775	360	Improvements (Mayflower)	£15,608.00	£11,003.00
4775	360	Improvements (Mayflower)	£11,003.00	£10,892.00

Decision Needed To confirm the advised amendments to the content of the budget for 2023/24, not the bottom line.

Angmering Parish Council - Annual Plan 2022/23										
Area of focus	Aim	Objective	Action	Budget	Precept or Grant	Who is responsible	Completion Date	Updates	RAG	
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 properties correctly. Discussion with ADC regarding postcode/electoral role.	Nil	NA	Alison Reigate	2022/23	Complete		
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, services 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	£1,000.00	Precept/Grant	Tracy Lees/Katie Herr	2022/23	Complete		
Residents Voice	To ensure that all residents are encouraged to have a voice in the village	To increase the number of under 25's participating in changes to the village	Hold forums to gain children & young peoples views	£200.00	Precept	Nikki Hamilton-Street/Matt Want/Alison Reigate	2022/23	Write to heads and speak to the children on their councils in the new school year. NHS awaiting update.		
Residents Voice		To host regular "Meet the Councillor" events	Establish online and face to face around the Parish	Nil	NA	Rhys Evans/Matt Want	2022/23	Proved a popular event in the recent community survey. Set up several throughout 2022 and very poorly attended.		
Volunteer Opportunities and Community Schemes	To develop an overarching "Friends of Angmering" to include all voluntary sector organisations	To share ideas, resources and develop a coordinated approach	Arrange meet ups 2-3 times per year.	£200.00	Precept	Alison Reigate	2022/2023	AR to go round at Angmering Revealed to see who is interested in and arrange Angmering Groups Networking. 1st meeting arranged for 3 March 2023	Included in 2023/24 Annual Plan	
Volunteer Opportunities and Community Schemes	To establish Community Garden in Angmering	Turn Lloyd Goring Close Allotments into a Happiness Garden.	Liaise with ADC about leasing and clearing the land. Then councillors/volunteers to create the garden.	£5,200.00	Precept	Katie Herr/Nikki Hamilton-Street/Alison Reigate	2022/2023	Clearance of the land has been completed. Final ease still to be received.	Included in 2023/24 Annual Plan	
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	2022/2023	Talks are ongoing with ACC and contact is being made with East Preston PC.		
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	Nil	Precept/Sponsorship	Tracy Lees	2022/2023	Complete		
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	2022/2023	Complete		
Wellbeing	To assist Honey Lane Residents Association repair Honey Lane	To improve the state of Honey Lane	Work with WSCC and SDNP to secure funding for the repairs. Funding from APC maybe needed	Nil	Reserves	Katie Herr/ Nikki Hamilton-Street	2022/2023	APC have earmarked £10,000 to be spent on Honey Lane. Looks like plans to complete in March 2023		
Wellbeing	To provide mental health services not currently available in the village	To aim this service at the youth in the village.	Liaise with service providers and fund the creation of a Listening Service	£4,000.00	Precept/Grant	Katie Herr/Nikki Hamilton-Street	2022/2023	1st meeting held with Arun Churches, full proposal is on hold.		
Wellbeing	To bring people together and reduce loneliness	To improve the wellbeing of Angmering residents by increasing their interaction	Investigate coffee mornings in the village with the aim of creating a monthly event	£1,300.00	Precept	Tracy Lees/Norma Harris	2022/2023	Investigation completed into coffee mornings in the area. Will be realised fully in 2023	Included in 2023/24 Annual Plan	
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	2022/2023	Will be reinstated once information is available to share.		
Mayflower Park		To make travelling through Mayflower Park a safer experience for all	To secure funding for providing lighting on the north/south path	£12,584.00	Grant	Katie Herr/Nikki Hamilton-Street/John Oldfield	2022/2023	Complete		
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	2022/23	Complete	
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	2022/23		Included in 2023/24 Annual Plan

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 in the new trees if possible.	£500.00	Precept & Grants	David Marsh	2022/23	Queens Green Canopy Trees all planted in Mayflower Park. Most have been vandalised.	
Mayflower Park		To support increased participation in positive activities for young people	To gain quotes for multi use court, and work with interested young people to deliver	Earmarked Reserves	Precept & Grants	Tracy Lees/Rhys Evans	2022/23	Summer Activities Sessions in August and the Skate Jam - Complete	
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	2022/23	Quotes received for maintenance. Grant applied for. Still waiting to hear.	Included in 2023/24 Annual Plan
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	Alan Evans/Lee Hamilton-Street	2022/23	LHS met with Angmering Cycling Club and they were unable to assist with anything relating to the BMX Track	
Palmer Road Recreation Ground	To support the development of the area	To ensure that the new Sports Hub is delivered and offers high quality facilities for Angmering	To work with ADC to ensure that the project is delivered	NA	S106 funding	Katie Herr/Matt Want	2022/23	Funding drawn down. Awaiting plans.	Added to "Ongoing" for 2023/24
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	Grant Funding	David Marsh/Paul Bicknell	2022/23	Complete	
Village Centre	To increase the amount of time residents/visitors spend in the village.	Provide a much needed facility for the comfort of all who visit the village	Investigate options of where the toilets could be sited.	NA	S106/Grant Funding	Tracy Lees	2022/23	Already ruled out several locations. Currently working on the possibility of having them outside the village hall or on piece of land offered by McCarthy Stone.	Added to "Ongoing" for 2023/24
Art/Working with local schools	Create a joint art project with The Angmering School	To visually enhance and improve areas of Angmering and show the art skills of students currently at The Angmering School	Set up a project to create art to run the length of the path from Parson Close into Mayflower Park	NA	Grant Funding	Nikki Hamilton-Street	2022/23	No longer taking forward	
Russet Play Area	To enhance the play options for users of play parks in Angmering	To have a fully accessible play area for use by all ages and abilities.	Consultation and ultimately refurbishment of Russett Play Area.	NA	Precept/Reserves /Grant Funding	CLEW Committee/Katie Herr/Tracy Lees	2023/2024	Tender out as of 09/01/2023	Included in 2023/24 Annual Plan
Planning and Infrastructure									
Traffic	To address the traffic issues in Weavers Hill/High Street/Water Lane and other locations as identified on the Community Survey 2021	To make these roads safer for all users.	After survey results pursue the installation of Speed Indicator Devices that can be moved between locations	£6,000.00	Precept	PI Committee/Katie Herr	2022/23	£6,000 in EMR and another £4,000 in 2023/24 budget.	Included in 2023/24 Annual Plan
Dappers Lane	Maintain the rural charm of the lane whilst improving users safety	Make the lane safe to use for all by working with West Sussex County Council.	Work to reroute the Compass Bus and make the land NO ENTRY for any vehicle from the north - subject to community agreement.	NA	NA	Sylvia Verrinder/Paul Bicknell/DLWG	2022/23	Complete	
Dappers Lane	Maintain the rural charm of the lane whilst improving users safety	Make the lane safe to use for all by working with West Sussex County Council and local developers	Liaise with WSCC and local developers to add in an ANPR camera to stop illegal use of the north entrance onto Dappers Lane	NA	S106 funding/developer funding	PI Committee/Katie Herr	2022/23	Complete	
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	John Oldfield / PI Committee	2022/23	All information now gathered regarding path into Mayflower Park. Next steps unknown	
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	2022/23	Complete	
Highways	To improve the safety of pedestrians in Angmering	Work with ADC/WSCC to ensure the Chandlers development includes work on crossing at the bottom of High Street	Ensure the following action is achieved by ADC/WSCC as part of the Chandlers development. Two formalised crossings are proposed, one on Water Lane outside Eachways and one on High Street. Both can be seen on drawing no: 034.0125.013 and 034.0125.012. As well as the widening of the footway and extension of the footway leading round on to High Street.	NA	NA	PI Committee	Unknown as yet	New McCarthy Stone plans in - PI "No Objection" but stated comments. Plans are in place for this work.	
Conservation Area	To ensure the conservation area in Angmering is maintained and expanded.	To identify possible areas for expansion that fit with the criteria.	Create a group of councillors and residents and explore the possibility of expanding the area.	NA	NA	Sylvia Verrinder	2022/2023	Draft update given to ADC. Questions to be added to a survey in early 2023. Drawings received.	Included in 2023/24 Annual Plan
Office									
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	£2,000.00	Precept	Katie Herr/Lee Hamilton-Street	2022/23	Complete	
Parish Office		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	Assests &	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23	Work ongoing regarding the ACC building.	Included in 2023/24 Annual Plan

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 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	Reserves	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23		Included in 2023/24 Annual Plan
Parish Office		To look to move to a new site by 2023/2024	Investigate options, including extending community centre.	£4,750.00	Precept	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23	£4750 from 2021/2022 earmarked for future funding	Included in 2023/24 Annual Plan
Parish Office		Look at increasing the offices appeal to the public. Include refreshment facilities, IT, public toilets etc	Investigate options	NA	Assests & Reserves	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23		Included in 2023/24 Annual Plan
Parish Office	To continue to raise the standards of the Parish Council and strive for improvement	To go for Local Council Award Scheme status	Create a spreadsheet with what needs to be achieved, what is already being achieved and what there is to do to reach the first milestone.	£500.00	Precept	Tracy Lees	2022/23	Awarded December 2022.	
Council Vehicle	Reduce emmissions and potentially cost	Have an electric van for use around the village	Look into funding for electric vehicles	£3,000.00	Precept	Tracy Lees	2022/23	£3,000 from 2021/22 budget to be earmarked/ringfenced for this project. Same in this years budget.	Included in 2023/24 Annual Plan

KEY			
RAG	Started	On Hold	Completed
Priority	By Summer	By Autumn	By Winter



Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

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

Website: www.angmeringparishcouncil.gov.uk

SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

MONDAY 13 FEBRUARY 2023

AGENDA ITEM 12 – RUSSET PLAY AREA REFURBISHMENT

See attached Appendix A (Invitation to Tender, part A) for your information. This document was sent to all perspective suppliers to complete, it also shows the scoring of the various sections.

Out of a possible 12 suppliers that were eligible to tender 8 suppliers responded with 6 completed tenders being received by the closing date. This process was completed through ESPO – Procurement Services for the Public Sector.

The Office Manager met with all 6 suppliers on site to discuss APCs and the Communities vision (extensive consultation was carried out with the community at various events) for this site. The information given was the same to each supplier, so everyone received the same message/vision. Things discussed were appropriate, engaging and interesting equipment for all age ranges, items that could not be found in nearby play parks, flooring and to make sure the area is as inclusive as possible for everyone.

Some suppliers had additional questions after their site visits which were answered as well as granting an extension to the return date for the tender as it was felt that more time was needed to give us the best possible tender options.

Once all tenders were received all the submissions were collated and put in tender packs. Instructions on how to review/mark the tenders were drawn up for those undertaking the review/marketing process.

The tenders' packs were then sent to 3 councillors (in paper format), the office team also had a copy to review.

A timeline was given to councillors to review the information submitted by the suppliers and a meeting date to discuss all 6 tenders was set.

1 councillor submitted their comments and scores via email and 2 attended the meeting in person, along with the Clerk and Office Manager.

All tenders were discussed at length. This included reviewing the visuals, plans and the information included in appendix A. This was then compared to our initial briefing document and the data collected from both the survey and the mood boards (this information came from the consultation with the community).

The scoring from each councillor was then collated and added to a spreadsheet with pre applied formulas (provided by ESPO). This then showed the successful tender.

Total Method Statement Points Score (converted to score out of 80%)	53.33	53.33	53.33	71.79	41.03	55.38
SOLCIAL VALUE	5	8	8	8	6	9
PRICE	10	10	10	10	10	10
TOTAL OUT OF 100	68.33	71.33	71.33	89.79	57.03	74.38
RANK	5	3	3	1	6	2

Funds – Current Ear Marked Reserve for Play Park Refurbishment £77,771.32. As per the accounts at the end of February 2023. £137,643 remains unspent for 2022/23. We have 1 month left of this financial year. The below calculations show where the remaining funds will be taken from.

The line below stating “Less funds to be allocated to current EMR” is where there is a current underspend on the budget line and the remaining funds are to be allocated to the EMR for that line – and not into general reserves.

Budget for Play Area Refurbishment	Funds
Unspent Budget 2022/23	£137,643.00
Less average monthly spend	£29,000.00
Less funds to be allocated to current EMR	£53,416.00
Remaining budget	£55,227.00
Amount needed to fund Russet Play Area, less £77,771.32	£52,228.68
Amount remaining	£2,998.32

Decision Needed To confirm the release of the budget (and any movements of funds, as per the above) of £130,000 in order to proceed with the refurbishment of Russet Play Area, by the company selected by the Task and Finish Group at their meeting on Monday 27 February 2023.



ANGMERING PARISH COUNCIL

Health and Safety Policy

ANGMERING PARISH COUNCIL

Authored by: Katie Herr

Version: 2

Date Updated:

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Overview

This Statement has been prepared as a requirement under Section 2 of the Health and Safety at Work Etc. Act 1974. It sets out the Council's general policy for safeguarding the health and safety at work of employees. So far as is reasonably practicable, the Council will ensure that persons not in its employment, who may be affected by its activities, are not exposed to risks to their health and safety.

1. Statement of Safety Policy

- 1.1 Angmering Parish Council recognises and accepts its duty as an employer to provide a safe and healthy workplace and working environment for all employees.
- 1.2 The Council will ensure the health, safety and welfare at work of all employees as far as is reasonably practicable by:-
 - (a) providing and maintaining plant, equipment and systems of work that are safe and without risks to health;
 - (b) ensuring that the use, handling, storage and transport of articles and substances is done in a safe manner without risks to health;
 - (c) providing such information, instruction, training and supervision as may be required to ensure the health and safety of its employees whilst at work;

-
- (d) maintaining all places of work for which it is responsible in a safe condition and without risks to health, and by providing and maintaining access to and egress from all such places in a safe condition;
 - (e) providing and maintaining a working environment for its employees which is safe without risk to health and adequate as regards facilities and arrangements for their welfare at work, including appropriate provision of protective clothing and equipment;
 - (f) undertaking and revising from time to time as appropriate, a risk assessment relating to each work area, which encompasses all matters relating to occupational health as it affects employees.
- 1.3 So far as is reasonably practicable, the Council will ensure that persons not in its employment who may be affected by its activities are not exposed to risks to their health and safety.
- 1.4 The Council will provide competent technical advice on safety and health matters when this is necessary.
- 1.5 The Council reminds employees of their own duties and responsibilities under Sections 7 and 8 of the Health and Safety at Work Act 1974,
- (a) to take reasonable care for the Health and Safety of themselves and of other persons (including non-employees) who may be affected by their acts or omissions at work;
 - (b) to co-operate with the Council in meeting its statutory obligations and contribute positively to the safety and health at work by:-
 - i) complying with all statutory regulations and any relevant code of practice;
 - ii) maintaining working areas in a tidy condition;

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- iii) ensuring any guards provided are maintained in position when any machine or equipment is in use;
 - iv) wearing appropriate protective clothing;
 - v) operating in accordance with any safe system of working laid down by the Council;
- (c) not intentionally or recklessly to interfere with or misuse anything provided in the interests of Health, Safety or Welfare or in pursuance of any statutory requirements;
- (d) report to the Clerk, any accident, however trivial, or dangerous occurrence or defective protective equipment they have experienced, witnessed or which may have been made known to them and any other matters which may be relevant in assessing the risk of an accident or dangerous occurrence at the place of work, in accordance with Regulation 12, Management of Health and Safety at Work Regulations, 1992.

2. Organisation

- 2.1 The Clerk will be responsible to the Council for the overall implementation of the Council's Safety Policy.
- 2.2 The Clerk will advise the Council on all matters relating to Health, Safety and Welfare.
- 2.3 The Clerk will carry out the practical day-to-day functions of a Safety Officer.
- 2.4 The Clerk will report to the Council, any matter relating to Health and Safety or Welfare which is unsatisfactory and/or requires remedial action.
- 2.5 The Clerk will be responsible for:-
 - (a) collating accident reports;

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- (b) organising training in safety matters for existing staff and all new entrants;
 - (c) arranging risk assessments where necessary.

3. Implementation of Safety Policy

- 3.1 The Council shall provide the necessary finance to comply with the requirements of safety legislation.
- 3.2 The Council will be responsible for:-
 - (a) the promotion of accident prevention measures, advice and training;
 - (b) the identification and elimination of potential hazards;
 - (c) the development of safe working methods and environments;
 - (d) regular inspection of work environments to check compliance with established regulations.
- 3.3 The Council will ensure that there is an effective system of communication with its employees on health and safety matters.
 - (a) If an employee wishes to bring to the attention of the Council any matter which in his/her opinion contravenes the Health and Safety at Work Etc. Act, 1974, Management of Health & Safety at Work Regulations 1999, he/she should do so by first discussing it with the Clerk.
 - (b) The Clerk will refer the matter to the Chairman of the Council.
 - (c) If an employee feels that the matter has still not been resolved to his/her satisfaction, he/she may approach the Chairman who will instruct that the matter be raised at the next meeting of the Council.
- 3.4 All equipment owned by the Council will be kept in good condition and the Clerk will ensure that provision is made for regular maintenance and inspection.
- 3.5 The Clerk will be responsible for inspecting and maintaining First Aid Boxes.
- 3.6 This Statement of the Council's Safety Policy will be reviewed and

added to or amended as necessary to take into account changes in legislation, methods of working, machinery or tools.

- 3.7 Detail of risks, risk assessment, risk management and Health and Safety Executive guidance will be kept in a separate file as an addendum to this Policy.
- 3.8 A Copy of this Statement and supplements will be issued to all employees.

4. Health & Safety Regulations

- 4.1 **Management of Health and Safety at Work Regulations 1999:** require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- 4.2 **Workplace (Health, Safety and Welfare) Regulations 1992:** cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- 4.3 **Health and Safety (Display Screen Equipment) Regulations 1992:** set out requirements for work with Visual Display Units (VDUs). As amended 2002
- 4.4 **Personal Protective Equipment at Work Regulations, updated 2002:** require employers to provide appropriate protective clothing and equipment for their employees.
- 4.5 **Provision and Use of Work Equipment Regulations 1998:** require that equipment provided for use at work, including machinery is safe.
- 4.6 **Manual Handling Operations Regulations 1992 (Amended 2002):** cover the moving of objects by hand or bodily force.

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- 4.7 **Health and Safety (First Aid) Regulations 1981:** Covers requirements for first aid.
 - 4.8 **Employers' Liability (Compulsory Insurance) Act 1969:** requires employers to take out insurance against accidents and ill health to their employees.
 - 4.9 **The Health and Safety Information for Employees Regulations 1989, updated 2009:** require employers to display a poster telling employees what they need to know about health and safety.
 - 4.10 **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):** require employers to notify certain occupational injuries, diseases and dangerous events.
 - 4.11 **Noise at Work Regulations 2005:** require employers to take action to protect employees from hearing damage.
 - 4.12 **Electricity at Work Regulations 1989:** require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
 - 4.13 **Control of Substances Hazardous to Health Regulations 2002 (COSHH) updated 2022:** Require employers to assess the risks from hazardous substance and take appropriate precautions.
 - 4.14 **The Health and Safety (consultation with employees) Regulations 1996:** (as amended) consultation with employees not covered by trade Union safety raps.
 - 4.15 **The Regulatory reform (Fire Safety) Order 2005:** Fire precaution measure.
 - 4.16 **The Work at Height Regulations 2005, updated 2007:** Prevent death and injury caused by a fall from height

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **2 years**.

Meeting policy was approved at: Full Council Meeting

Date: 13.03.2023

Date of next review: March 2025

Name of Group	Date Received	Applied before?	Requested Amount	Date will be considered	Was grant awarded?	Grant pot available	Advise grant awarded	Grant payment	Feedback submitted (How grant has been spent)
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New Financial Year - The 2022/2023 budget for Community Grants is £4,000.00.

						£4,000.00			
The Poppy Club	03.03.22	Yes	£400.00	11.04.22	Yes	£3,600.00	Yes	Yes	As before so no further feedback required
Worthing Hockey Club	31.03.22	No	£750.00	11.04.22	Yes	£2,850.00	Yes	Yes	NO feedback received so far
Angmering Cricket Club	31.03.22	Yes	£250.00	09.05.22	Yes	£2,600.00	Yes	Yes	
St Margarets CEP School	31.03.22	No	£210.00	09.05.22	Yes	£2,390.00	Yes	Yes	£180 was requested
St Barnabas Hospices	10.08.22	Yes	£250.00	10.10.22	Yes	£2,140.00	Yes	20.10.22	Feedback requested
4Sight Vision Support	06.09.22	Yes	£250.00	10.10.22	Yes	£1,890.00	Yes	20.10.22	Feedback requested
Arun Community Transport	11.10.22	Yes	£500.00	14.11.22	Yes	£1,390.00	Yes	20.12.22	Did not go to the November meeting - now December
Littlehampton Community Fridge	24.11.22	No	£500.00	12.12.22	Yes	£890.00	Yes	20.12.22	
Victim Support (Sussex Area)	09.12.22	Yes	£250.00	09.01.23	Yes	£640.00	Yes	10.01.23	Thank you letter received with information
Ist Angmering Scouts	30.01.23	Yes	£250.00	13.02.23	Yes	£390.00	Yes	17.02.23	£500 was requested