



Established 1894

## Angmering Parish Council

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

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

**In Attendance:** Tracy Lees (Committee Clerk), ADC Cllr. Andy Cooper

**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	22/140	<b>APOLOGIES FOR ABSENCE</b> Apologies were given and approved for Cllrs. Rhys Evans, Matthew Want, Renée Hobson, WSCC Cllr Deborah Urquhart and Katie Herr (Clerk). Apologies were not received from Cllr. John Oldfield.	
2	22/141	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> No declarations were made.	
3	22/142	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 13 February 2023</b> were agreed by all and signed by the Chair.	
4	22/143	<b>PUBLIC CONSULTATION</b> No questions were asked, and no questions had been sent in.	

Cllr. Bicknell commented that a few members of the public had asked him about trees in Station Road as they had some concerns. Cllr. N Hamilton-Street advised that all queries should be directed to WSCC Highways, this can be done on their website. She also mentioned the fallen tree outside The Angmering School on Station Road. This has now been marked as a priority to be cleared as it came down on 31<sup>st</sup> December 2022.

**5 22/144 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

In the Clerks absence it was asked if there were any questions on her report.

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

A quick update was given on the progress of Honey Lane. Due to the recent weather a slight delay had been incurred but hopefully all work will be complete by the end of the week.

**6 22/145 CHAIRS REPORT**

Cllr. N Hamilton-Street asked if there where any questions, there were none.

Cllr. Bicknell asked about the pathway around Angmering Grange. Cllr. N Hamilton-Street explained that this was a question for planning and was not for this group to comment on.

**7 22/146 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart was unable to attend the meeting and no report had been submitted.

**8 22/147 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Cooper reported the following:

At the budget meeting held on 1<sup>st</sup> March the budget had not been able to be balanced so another meeting was held on 9<sup>th</sup> March where the budget was passed.

He reported that an extra £100k had been put aside for the most vulnerable plus another £100k for green issues.

Cllr. Reigate asked about the funds for the vulnerable and how ADC would get the message out there that this money was available. Cllr. Cooper explained how this would work including widely advertising what was available. He also commented that the Reception at ADC was now fully open for people to walk in to ask questions and be directed to the right department for their issue.

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. Cooper left the meeting at 19:47.

**9 22/148 NEIGHBOURHOOD PLAN**

The Chair confirmed that the review of the current plan was still on hold therefore there were no updates. She also reported that the Clerk had had a positive conversation with Steve Tilbury and will report back.

**10 22/149 BUDGET CHANGES – 2023/2024**

Cllr. N Hamilton-Street talked through the supporting paper and invited any questions. A short discussion took place.

After discussion the following was agreed:

**RESOLUTION:** Cllr. Reigate **PROPOSED** to confirm the advised amendments to the content of the budget for 2023/24, not the bottom line. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

**11 22/150 ANNUAL PLAN – 2022/2023**

Cllr. N Hamilton-Street explained why this item was on the agenda and asked for any comments.

Cllr. Reigate said that the Friends of Angmering action was now nearly complete.

Cllr. A Evans commented that he felt a lot of the actions had gone very well this year and gave some examples.

Cllr. Verrinder asked if the next version would look the same, Cllr. N Hamilton-Street said a new version would take its place.

Cllr. Bicknell asked about the speed indicator devices and Cllr. N Hamilton-Street advised that a meeting was scheduled to move this forward however what was eventually installed would be based on WSCC Highways and the Police's recommendation i.e. position and type of device.

**12 22/151 RUSSET PLAY AREA REFURBISHMENT**

Cllr. N Hamilton-Street introduced the winning proposal and explained the process that was followed to get to this point. This included public consultation at various community events and surveys of what was wanted in this area especially as this is the most used park in the village.

Cllr. N Hamilton-Street then referred all to the supporting paper to make sure all were aware of the process involved and how the winning tender was decided on. A short discussion took place.

After discussion the following was agreed:

**RESOLUTION:** Cllr. Marsh **PROPOSED** to confirm the supplier and release the budgeted amount for this project. Cllr. Harris **SECONDED** and **ALL AGREED**.

After the resolution was made Cllr. A Evans thanked the Committee Clerk for the way all the documents were put together in order for the decision to be made on the winning tender and all the work done to get to this point.

**13 22/152 HEALTH AND SAFETY POLICY 2023**

Cllr. N Hamilton-Street explained why this was on the agenda and asked if there were any questions, which there weren't therefore the following was agreed.

**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** to readopt the Health and Safety Policy Cllr. Verrinder **SECONDED** and **ALL AGREED**.

**14 22/153 COMMUNITY GRANT APPLICATIONS**

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

10 grants have been awarded so far this year, leaving an available budget of £390.00.

No requests for grants were received this month and as this is the end of the financial year the remaining £390.00 will be put back into general reserves.

Cllr. A Evans commented that APC had not heard back from Worthing Hockey Club on what their grant was spent on therefore he will follow up on this and report back.

The Community Grant budget for 2023/2024 will be available from the 1<sup>st</sup> of April 2023.

**15 22/154 2022/2023 FINANCIAL REPORT**

The reports were presented, no questions were asked.

Cllr. Marsh signed the reconciliations for February 2023.

**16 22/155 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

Cllr. N Hamilton-Street reported on the 1<sup>st</sup> ADALC meeting that she, the Clerk and the Committee Clerk had attended the week before. She said it was a very positive meeting where ways of working better together were discussed. However later that evening the CEO of ADC who played a large part in this meeting resigned from his post.

It was agreed that there would be three of these meetings a year and they would not be focused on planning issues! Cllr. N Hamilton-Street will circulate the minutes of the meeting when they are received.

Cllr. Bicknell asked about traveller encampments and if this was discussed at the meeting. Cllr. N Hamilton-Street said it was not but asked him to look at the email that the Clerk had recently sent on this matter as it contained a lot of up to date information on what can and can't be done.

Cllr. A Evans reported on the meeting he had attended at East Preston Parish Council re cheaper energy and the next steps. He will continue to report back when more is known.

Cllr. Verrinder reported on the meeting she had attended that day (Summer Road Safety Virtual Briefing hosted by the Police). She gave an overview of what was discussed and the aim which is to reduced fatalities. The A259 will

be monitored throughout the summer months and a request to highlight Operation Crackdown to get the public reporting things was encouraged.

**17      22/156    QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

The Planning and Infrastructure Committee – None.  
CLEW Committee – None.  
Governance & Oversight Committee – None.

**18      22/157    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 **Tuesday 11 April 2023** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20.22.**

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Chairman

Date.....

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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. Waiting on response from Spotted Cow.	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.

**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. Waiting for decision.

**Chandlers Site [A/11/23/PL](#)** – Waiting for decision.

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

- 2) **Angmering Amble** – Sadly this event had to be postponed. On carrying out a risk assessment on the 31 March 2023, it was clear that the recent bad weather had made underfoot very slippery. There were patches on the route that were extremely slippery and no alternative route was possible at short notice. The Amble will be rescheduled.
- 3) **CPR and Defib Session** – Carried out on 20 March 2023 and was very well received. 22 residents were in attendance and thanks go to Sally Holmes for running these valuable sessions.
- 4) **Honey Lane** – The resurfacing has now been completed.
- 5) **Mayflower Way** – Information has been given to relevant parties in order to look into options relating to retaining the road.
- 6) **Russet Play Area** – Design has been signed off and PO will be raised.
- 7) **Office** – APC staff attended fire warden training along with members of Angmering Community Centre staff.
- 8) **Traffic Meeting WSCC** – Tracy, Nikki, Sylvia and John attended a meeting with WSCC Councillor Deborah Urquhart as well as officers from WSCC. The meeting was reported during PI and minutes available.
- 9) **Men in Sheds** – Initial conversation had with East Preston Clerk Simon Cross about combining forces with their group. Things are looking positive.
- 10) **Elections** – Thanks go to Tracy for helping councillors in my absence with their paperwork.
- 11) **Thanks** – Thanks go to Tracy, Roy and Christine for carrying on with the great work in my absence due to a family bereavement. I really appreciate the support given by staff and councillors.
- 12) **Aubrey Play Area, Fletchers Field** – Designs have been received and a meeting set for Nikki and I to go through them before attending a scoring session with ADC officers.

- 13) **Dappers Lane** – A verbal update will be given of the meeting scheduled for 6 April 2023 with members of the Save Dappers Lane group.
  
- 14) **Elections** – Confirmation has been received that this years election for Angmering Parish Council councillors is uncontested. Current councillors will cease being councillors on 10 May 2023 and those “elected” will then take office on 10 May 2023. Thanks go to David Marsh and Rhys Evans who decided not to stand for election this year. They have both given many, many hours to work on projects, attend meetings and work with office staff to bring about positive change for the village.





# Chair's report April 2023

The first thing I attended this month was ADC Planning Committee, to represent our views on the houses proposed off Downs Way. I feel that I am a permanent fixture at the meeting, the Councillors all know who I am ! I was pleased that the Committee resolved to defer it, to allow a site visit to establish whether the objections of overdevelopment and loss of green space has any bearing on the decision to approve.

I represented the Parish Council at the ADALC Management Meeting, which we hosted. A review of the recent conference, concluded that it had been beneficial and therefore two meetings a year would be this round table style, working to address issues with ADC and WSCC. A survey will out to all Towns and Parishes to identify the top 3 issues that could be worked on to be addressed, excluding planning.

I was delighted to attend the site meeting on the piece of land at the end of Station Road. For over 6 years there has been a wish to ensure that this is enhanced to welcome visitors to the village. Work has begun to clear the area by contractors, 3 multi stemmed silver birches will be planted, this have been donated by Quercus Nursery, Ferring. 2 benches donated by Angmering in Bloom and the Angmering Heritage Society will sit alongside the 2 planters from APC, a truly collaborative project.

I chaired the long awaited meeting to look at highways issues across the parish. There was a comprehensive agenda, however due to the prior preparation from the WSCC Highways representative, many items have been taken away to progress.

Our MP received correspondence from an Angmering resident, questioning the proposals for Woodlands Park Station Road, where the Rustington Otters play. Thank you to Cllr Deborah Urquhart for including me in a meeting with Rustington Parish Council who lease the land, from WSCC. All parties now understand their position and concerns, and further discussions will continue. I was pleased to see the information of the number of children from Angmering that play in the teams on that site weekly.

The contract to deliver the new play park adjacent to the Community Centre, was awarded to Proludic, after a rigorous tender process. I was pleased to attend a meeting with the Office Team and their representative to iron out some equipment concerns. A pre commencement meeting has been scheduled, and we should see an amazing new play park in situ later this summer.

A positive piece of work by APC for the community.

I would like to thank all our Parish Councillors for the hard work that they have put in during the last year, and the previous four years of this Council. Each year we have built on the success' of the previous one, ensuring that we hold partners to account in their work in the parish, as well as listening to the community to deliver projects that they truly want to see.

I look forward to what the next four years holds.

**Nikki Hamilton-Street**

## ANNUAL PLAN 2023/2024

Area of focus	Aim	Objective	Action	Budget	Precept or Grant	Who is responsible	Compltn Date	Updates	RAG	PRIORITY	NEW FOR 2023-24
<b>CLEW</b>											
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				
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.	£2,100.00	Precept	Katie Herr/Nikki Hamilton-Street/Alison Reigate	2022/2023	EMR of £3,637 from 2022/23. Waiting hard copy of lease.			
Entrances to village	To create a vibrant entrance to the village, at each location	To welcome visitors and residents to the village with a well thought out and attractive display	Starting with the Blue Star Roundabout entrance to Angmering.	£15,000.00	Precept/Grant Funding	Tracy Lees/CLEW	2023/2024	Quotes being sourced for ground works and planters. Benches to be donated. License agreed - awaiting hard copy.			New for 2023-24
Mayflower Park	To create a welcoming, multifunctional park for the residents of Angmering	Improve facilities, quality of play and biodiversity of Mayflower Park	This is a large project and will be broken down into sections. The larger project is held in our long-term plan and individual tasks will be listed here.	Unknown as yet	Precept/Grants /Reserves	Katie Herr/Tracy Lees/Nikki Hamilton-Street	Long-term	Source project manager to create plans. £7855.00 from 2022/23 budget added to EMR.			
Kings Coronation	To create village wide celebrations	Assist with grants to groups/clubs/organisations throughout the village in order to provide a wide range of activities in all corners of the parish	Create a grant form to allow for the application of funds. Promote all the events via our noticeboards, window and via social media. Grant the Angmering Community Centre, Angmering Sports and Recreation Association and Angmering Village Hall funding to put on events.	£8,000.00	Precept	Office/CLEW	2023	Plans to go to CLEW Jan 2023			New for 2023-24

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/weekly event	£500.00	Precept/grants / Working with other associations	Katie Herr/Christine Jones	Ongoing	Created Community Cuppa event at Angmering Community Centre and promote Angmering Grange and St Margaret's Church sessions also.			
Wellbeing	To promote the issues surrounding dementia in order to make Angmering more accessible to those who have the illness	To encourage the businesses in Angmering to join with APC in working towards making Angmering Village "Dementia Friendly"	Work with members of the Alzheimer's Society in order to address any issues and encourage traders to be Dementia Friendly.	£100.00	Precept	Office	2024				New for 2023-24
Wellbeing	To promote a healthy lifestyle, the outdoors, how to have fun and make new friends	Fund free to attend Summer Holiday Activity Sessions for children to attend - 2 locations	Hold twice weekly summer activity sessions at both Mayflower Park and Palmer Road Rec	£3,000.00	Precept	Office	Ongoing	Locations confirmed, awaiting confirmation of dates.			New for 2023-24
Wellbeing	To encourage a healthy lifestyle for the residents of Angmering	Facilitate FOC sessions for the residents of Angmering to attend in order to encourage a healthy lifestyle	Work with ADC Wellbeing team to create these sessions.	£200.00	Precept	Office	2023	Sessions set for January 2023 at Community Centre and Village Hall. 3 CPR and Defib sessions for 2023			New for 2023-24
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 Russet Play Area.	£130,000.00	Precept/Reserves/Grant Funding	CLEW Committee/Tracy Lees	2023/2024	Design selected. PO to be raised and start date confirmed.			
Climate Change	To address what APC can do to promote and positively affect climate change	Create a plan of initiatives and promote those of other organisations	Propose a plan to committee with what APC can affect.	NA	NA	Office/Alan Evans/Matt Want	Ongoing	Plan to come to FP in February 2023.			New for 2023-24
Defibrillators	To ensure the safety and wellbeing of residents	To ensure that all areas of the village have quick and easy access to a defibrillator	To create a map of where the current defibs are and to work out where they are needed	NA	Grant/contributions from other organisations	Office	2023				New for 2023-24

Dog Fouling	To continue to make Angmering a lovely place to live	Reduce the amount of dog fouling in the village	Create a campaign to highlight the issue and work with ADC to improve the current situation	NA	NA	Office/PI	2024				New for 2023-24
Climate Change	To work on initiatives in order to reduce landfill and encourage the repair/reuse of items	Create Make do and Mend and/or a Clothes Swap within the village	Advertise the creation of these sessions in order to reach residents with the relevant skills. Locate the sessions at accessible locations. Advertise their creation to encourage attendance	£200.00	Precept	Office/CLEW	2024				New for 2023-24
<b>Planning and Infrastructure</b>											
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	£4,000.00	Precept	PI Committee/Katie Herr	2022/23	SID's costings being investigated and contact made with officer at WSCC. EMR of £6,000 from 2022/23 budget			
Cycling	To address the current cycle paths in Angmering.	To ensure that there are safe and useable cycle routes throughout the parish to encourage people out of their cars	Complete regular walk arounds of the village and ensure that all paths are useable. Report any issues.	NA	NA	Alan Evans	Ongoing	Several areas cut back by APC and others reported to WSCC. Work down Water Lane has been completed.			New for 2023-24
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	2023/2024	Draft update given to ADC. Questions to be added to a survey in early 2023. New drawings in.			
Solar Lighting	Create well lit paths and areas in Angmering	To position solar lighting columns in Angmering in order to enhance lighting and increase the safety of residents during darkness	Investigate the suggested sites for extra lighting and apply for planning permission if required.	£26,925.00	Grant	Office/PI	2024	Use information from 2022 survey.			New for 2023-24

The Planning System	To increase residents knowledge and encourage information sharing	To facilitate sessions where people can learn about the planning process and organisations can come together to share information for the benefit of Angmering	To hold twice yearly planning information sessions. Bring together officers from ADC and WSCC, as well as councillors and other organisations so that residents can ask questions and take home information	NA	NA	PI/Katie Herr	Ongoing	An evening session to be scheduled for the Autumn.			New for 2023-24
<b>Office</b>											
APC Office	Find alternative office for APC	To have a fit for purpose, future proof office, capable of servicing the needs of Angmering Residents.	This is a large project and will be broken down into sections. The larger project is held in our long-term plan and individual tasks will be listed here.	Unknown as yet	Grant/contributions from other organisations	Katie Herr/Tracy Lees/Nikki Hamilton-Street	Long-term	Source project manager to create plans.			
Council Vehicle	Reduce emissions and potentially cost	Have an electric van for use around the village	Look into funding for electric vehicles	£3,000.00	Precept	Tracy Lees	Long Term	Total EMR of £6,000 from 2021/22 and 2022/23			

<b>KEY</b>			
<b>RAG</b>	<b>Started</b>	<b>On Hold</b>	<b>Completed</b>
<b>Priority</b>	<b>By Summer</b>	<b>By Autumn</b>	<b>By Winter</b>
<b>New</b>	<b>New for 2023-24</b>		



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# SUPPORTING PAPER

## ANGMERING PARISH COUNCIL MEETING

### TUESDAY 11 APRIL 2023

#### **AGENDA ITEM 11 – BAQUS, what services they can provide**

A meeting was held on Monday 3 April which all councillors were invited to attend to meet Richard Allin, Director, from BAQUS to ask questions and understand what they can offer us.

The following information gives an indication of what services BAQUS can provide Angmering Parish Council with regard to building new parish offices and a café in Mayflower Park.

#### They can:

- Provide initial advice on delivery and costings for both projects.
- Their initial involvement would be to establish a brief, involve an Architect, obtain some outline designs and put together an order of cost estimate.

They have a specialist knowledge of working with other local councils and a local office in Chichester.

#### Costs Involved:

In terms of a fee for carrying out the above services, it is very difficult to put a firm price on the work as the actual extent, value and programme required to deliver the scheme will be unknown at this stage. BAQUS understand that our funds are not unlimited, and therefore propose to carry out this first stage of the work on an hourly rate basis. In this way their fee would not need to contain any contingency time which may or may not be required.

They estimate that this first stage of work could take up to 50 hours which using a charge out rate of £100 per hour (excluding VAT) would equate to £5,000. They would not exceed the sum of £5,000 without seeking further direction from us.

Also attached to the supporting paper are further details on BAQUS as an organisation, an outline of their experience and some detail on the initial Team that would be involved in the project.

**Decision Needed** To decide whether to engage BAQUS to undertake a feasibility study regarding a potential new parish office in addition to a café in Mayflower Park at a cost of up to £5,000.00.



# RIBA Plan of Work 2020

The RIBA Plan of Work organises the process of briefing, designing, delivering, maintaining, operating and using a building into eight stages. It is a framework for all disciplines on construction projects and should be used solely as guidance for the preparation of detailed professional services and building contracts.

	0	1	2	3	4	5	6	7
	<b>Strategic Definition</b>	<b>Preparation and Briefing</b>	<b>Concept Design</b>	<b>Spatial Coordination</b>	<b>Technical Design</b>	<b>Manufacturing and Construction</b>	<b>Handover</b>	<b>Use</b>
	← Projects span from Stage 1 to Stage 6; the outcome of Stage 0 may be the decision to initiate a project and Stage 7 covers the ongoing use of the building. →							
<b>Stage Outcome</b> at the end of the stage	The best means of achieving the <b>Client Requirements</b> confirmed  <small>If the outcome determines that a building is the best means of achieving the <b>Client Requirements</b>, the client proceeds to Stage 1</small>	<b>Project Brief</b> approved by the client and confirmed that it can be accommodated on the site  <small>The brief remains "live" during Stage 2 and is derogated in response to the <b>Architectural Concept</b></small>	<b>Architectural Concept</b> approved by the client and aligned to the <b>Project Brief</b>  <small>The brief remains "live" during Stage 2 and is derogated in response to the <b>Architectural Concept</b></small>	Architectural and engineering information <b>Spatially Coordinated</b>	All design information required to manufacture and construct the project completed  <small>Stage 4 will overlap with Stage 5 on most projects</small>	Manufacturing, construction and <b>Commissioning</b> completed  <small>There is no design work in Stage 5 other than responding to <b>Site Queries</b></small>	Building handed over, <b>Aftercare</b> initiated and <b>Building Contract</b> concluded	Building used, operated and maintained efficiently  <small>Stage 7 starts concurrently with Stage 6 and lasts for the life of the building</small>
<b>Core Tasks</b> during the stage	Prepare <b>Client Requirements</b>  Develop <b>Business Case</b> for feasible options including review of <b>Project Risks</b> and <b>Project Budget</b>  Ratify option that best delivers <b>Client Requirements</b>  Review <b>Feedback</b> from previous projects  Undertake <b>Site Appraisals</b>  <small>See RIBA Plan of Work 2020 Overview for detailed guidance on <b>Project Strategies</b></small>	Prepare <b>Project Brief</b> including <b>Project Outcomes</b> and <b>Sustainability Outcomes</b> , <b>Quality Aspirations</b> and <b>Spatial Requirements</b>  Undertake <b>Feasibility Studies</b>  Agree <b>Project Budget</b>  Source <b>Site Information</b> including <b>Site Surveys</b>  Prepare <b>Project Programme</b>  Prepare <b>Project Execution Plan</b>  <small>No design team required for Stages 0 and 1. Client advisers may be appointed to the client team to provide strategic advice and design thinking before Stage 2 commences.</small>	Prepare <b>Architectural Concept</b> incorporating <b>Strategic Engineering</b> requirements and aligned to <b>Cost Plan</b> , <b>Project Strategies</b> and <b>Outline Specification</b>  Agree <b>Project Brief Derogations</b>  Undertake <b>Design Reviews</b> with client and <b>Project Stakeholders</b>  Prepare stage <b>Design Programme</b>	Undertake <b>Design Studies</b> , <b>Engineering Analysis</b> and <b>Cost Exercises</b> to test <b>Architectural Concept</b> resulting in <b>Spatially Coordinated</b> design aligned to updated <b>Cost Plan</b> , <b>Project Strategies</b> and <b>Outline Specification</b>  Initiate <b>Change Control Procedures</b>  Prepare stage <b>Design Programme</b>	Develop architectural and engineering technical design  Prepare and coordinate design team <b>Building Systems</b> information  Prepare and integrate specialist subcontractor <b>Building Systems</b> information  Prepare stage <b>Design Programme</b>  <small>Specialist subcontractor designs are prepared and reviewed during Stage 4</small>	Finalise <b>Site Logistics</b>  Manufacture <b>Building Systems</b> and construct building  Monitor progress against <b>Construction Programme</b>  Inspect <b>Construction Quality</b>  Resolve <b>Site Queries</b> as required  Undertake <b>Commissioning</b> of building  Prepare <b>Building Manual</b>  <small>Building handover tasks bridge Stages 5 and 6 as set out in the <b>Plan for Use Strategy</b></small>	Hand over building in line with <b>Plan for Use Strategy</b>  Undertake review of <b>Project Performance</b>  Undertake seasonal <b>Commissioning</b>  Rectify defects  Complete initial <b>Aftercare</b> tasks including light touch <b>Post Occupancy Evaluation</b>	Implement <b>Facilities Management</b> and <b>Asset Management</b>  Undertake <b>Post Occupancy Evaluation</b> of building performance in use  Verify <b>Project Outcomes</b> including <b>Sustainability Outcomes</b>  <small>Adaptation of a building (at the end of its useful life) triggers a new Stage 0</small>
<b>Core Statutory Processes</b> during the stage:	Strategic appraisal of <b>Planning</b> considerations  Planning Building Regulations Health and Safety (CDM)	Source pre-application <b>Planning Advice</b>  Initiate collation of health and safety <b>Pre-construction Information</b>	Obtain pre-application <b>Planning Advice</b>  Agree route to <b>Building Regulations</b> compliance  Option: submit outline <b>Planning Application</b>	Review design against <b>Building Regulations</b>  Prepare and submit <b>Planning Application</b>  <small>See <b>Planning Note</b> for guidance on submitting a <b>Planning Application</b> earlier than at end of Stage 3</small>	Submit <b>Building Regulations Application</b>  Discharge pre-commencement <b>Planning Conditions</b>  Prepare <b>Construction Phase Plan</b>  Submit form F10 to HSE if applicable	Carry out <b>Construction Phase Plan</b>  Comply with <b>Planning Conditions</b> related to construction	Comply with <b>Planning Conditions</b> as required	Comply with <b>Planning Conditions</b> as required
<b>Procurement Route</b>	Traditional Design & Build 1 Stage Design & Build 2 Stage Management Contract Construction Management Contractor-led	Appoint client team  Appoint design team	ER  Appoint contractor	ER  Pre-contract services agreement  Preferred bidder	Tender Appoint contractor  ER CP Appoint contractor  CP Appoint contractor			Appoint <b>Facilities Management</b> and <b>Asset Management</b> teams, and strategic advisers as needed
<b>Information Exchanges</b> at the end of the stage	<b>Client Requirements</b> <b>Business Case</b>	<b>Project Brief</b> <b>Feasibility Studies</b> <b>Site Information</b> <b>Project Budget</b> <b>Project Programme</b> <b>Procurement Strategy</b> <b>Responsibility Matrix</b> <b>Information Requirements</b>	<b>Project Brief Derogations</b> Signed off <b>Stage Report</b> <b>Project Strategies</b> <b>Outline Specification</b> <b>Cost Plan</b>	Signed off <b>Stage Report</b> <b>Project Strategies</b> Updated <b>Outline Specification</b> Updated <b>Cost Plan</b> <b>Planning Application</b>	<b>Manufacturing Information</b> <b>Construction Information</b> <b>Final Specifications</b> Residual <b>Project Strategies</b> <b>Building Regulations Application</b>	<b>Building Manual</b> including <b>Health and Safety File</b> and <b>Fire Safety Information</b>  <b>Practical Completion</b> certificate including <b>Defects List</b>  <b>Asset Information</b>  <small>If <b>Verified Construction Information</b> is required, verification tasks must be defined</small>	<b>Feedback on Project Performance</b>  <b>Final Certificate</b>  <b>Feedback</b> from light touch <b>Post Occupancy Evaluation</b>	<b>Feedback from Post Occupancy Evaluation</b>  Updated <b>Building Manual</b> including <b>Health and Safety File</b> and <b>Fire Safety Information</b> as necessary

### Stage Boundaries:

Stages 0-4 will generally be undertaken one after the other.  
Stages 4 and 5 will overlap in the **Project Programme** for most projects.  
Stage 5 commences when the contractor takes possession of the site and finishes at **Practical Completion**.  
Stage 6 starts with the handover of the building to the client immediately after **Practical Completion** and finishes at the end of the **Defects Liability Period**.  
Stage 7 starts concurrently with Stage 6 and lasts for the life of the building.

### Planning Note:

**Planning Applications** are generally submitted at the end of Stage 3 and should only be submitted earlier when the threshold of information required has been met. If a **Planning Application** is made during Stage 3, a mid-stage gateway should be determined and it should be clear to the project team which tasks and deliverables will be required. See *Overview* guidance.

### Procurement:

The RIBA Plan of Work is procurement neutral – See *Overview* guidance for a detailed description of how each stage might be adjusted to accommodate the requirements of the **Procurement Strategy**.

- ER Employer's Requirements
- CP Contractor's Proposals



## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

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

## ANGMERING PARISH COUNCIL MEETING

### TUESDAY 11 APRIL 2023

#### AGENDA ITEM 13

The below shows the suggested movements from 2022/23 budget, as well as a move of funds from general reserves into EMR – Play Park Refurbishment to fund the Russett Play Area being refurbished.

No.	Account	Current Balance	Suggested Movements from 2022/23 Budget	Transferred from	Transfer from General Reserves	Total for 2023/24
320	EMR - Play Park Refurbishment	£77,771.32	£3,858.00	Play Area Maintenance	£48,370.68	£130,000.00
321	EMR - Office Development	£41,923.07	£4,330.00	Office Maintenance		£46,253.07
322	EMR - Asset Renewal Programme	£3,033.28				£3,033.28
323	EMR - NHP Grant - Locality	£160.00				£160.00
324	EMR - NHP Grant - ADC	£715.00				£715.00
325	EMR - Elections	£12,470.11				£12,470.11
326	EMR - Operation Watershed - Co	£0.00				£0.00
327	EMR - NHP Review	£40,000.00				£40,000.00
328	EMR - BMX/Skatebowl Refurb	£3,038.00	£1,620.00	Skatebowl Maintenance		£4,658.00
329	EMR - Litter Picker Grant	£0.00				£0.00
330	EMR - New Van	£3,000.00	£3,000.00	Purchase/Vehicle		£6,000.00
331	EMR - Safer Streets Funding	£26,925.00				£26,925.00
332	EMR - Honey Lane Allotments	£0.00				£0.00
333	EMR - Festive Lights	£1,000.00	£1,000.00	Festive Lights		£2,000.00
334	EMR - Improvements to Mayflowe	£46,930.52	£7,855.00	Mayflower Park/Way		£54,785.52
335	EMR - Ongoing Tree Work	£9,325.00				£9,325.00
336	EMR - Community Centre Mainten	£10,268.00				£10,268.00
337	EMR - Queens P Jubilee Grant	£690.00				£690.00
338	EMR - Palmer Road Rec	£7,740.00	£4,960.00	Palmer Road Rec		£12,700.00
339	EMR - Angmering Amble Spnsr	£164.02				£164.02
340	EMR - Weavers Hill Bench	£0.00				£0.00
341	EMR - Rainbow Bench Maint	£6,760.84				£6,760.84
347	EMR - Honey Lane	£0.00				£0.00
348	EMR - Community Awards	£0.00	£2,000.00	Community Awards		£2,000.00
349	EMR - Angmering @ Christmas	£0.00	£3,500.00	Christmas Tree		£3,500.00
350	EMR - Speed Indicator Devices	£0.00	£6,000.00	Speed Indicator Devices		£6,000.00
351	EMR - Youth/Holiday Activities	£0.00	£6,000.00	Youth and Holiday Activities		£6,000.00
352	EMR - Skate Jam Event	£0.00	£1,579.00	Skate Jam		£1,579.00
353	EMR - Lloyd Goring Garden	£0.00	£3,637.00	Lloyd Goring Garden		£3,637.00
		£291,914.16	£49,339.00			£341,253.16

#### Decision Needed

To agree to the above movements to EMR before the close of 2022/23 accounts.



# APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

## SECTION A: ORGANISATION DETAILS

### NAME OF ORGANISATION/GROUP

THE POPPY CLUB

### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: MRS E BOOKER

Position within the organisation: CHAIR

Address:

Postcode:

Telephone Number:

Email:

Website:

**WHAT TYPE OF ORGANISATION ARE YOU?**

Tick relevant box

A Charity providing services available to residents of Angmering	<input checked="" type="checkbox"/>
An existing local group or organisation providing services available to residents of Angmering	<input checked="" type="checkbox"/>
A new group or organisation, wishing to provide services for the residents of Angmering	<input type="checkbox"/>

**BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP**

FRIENDSHIP.

**WHEN WAS YOUR ORGANISATION / GROUP FORMED?**

2016

**HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?**

This should include people who are involved in the activity

Adult	30-40
Junior (under 16)	—

**WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?**

98%

**IS YOUR ORGANISATION A REGISTERED CHARITY?**

Tick relevant box

Yes	<input type="checkbox"/>	If yes, please provide the registered charity number below
No	<input checked="" type="checkbox"/>	Charity Number: .....

**PROJECTED INCOME**

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months

Information from the organisation's latest accounts

<u>Account Year Ending</u>	
Total Income for the year	£ 686-30 Sales 696 72
Total expenditure for the year	£ 567-72
Surplus or deficit	£ 16 58
Total savings or bank reserves at year end	£ 2875-30 - from cheques to be cashed in charity donation

**SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED**

1. Please give a description of the purpose for which you are seeking a grant

FLOWERS FOR WAR MEMORIAL

2. How will / does your project or activity benefit the residents of Angmering?

CENTRE PIECE OF VILLAGE.  
APPRECIATED BY VILLAGERS AND VISITORS

3. Who will benefit from this activity? How many people and how often?

VILLAGERS / VISITORS,  
WEEKLY CHANGED FLOWERS FROM APRIL

4. How will you know that your activity was successful? How will you record its success?

VERBAL - MINUTES

5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.

/

### SECTION C: AMOUNT OF GRANT REQUESTED

1. What is the amount of the Grant you are seeking from Angmering Parish Council?

£650

2. Please indicate in which category you feel your request for funding falls into:

Please tick the relevant box		
Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	
One off cost (e.g. purchase of equipment)	£500*	
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	

(\*Figures shown indicate the maximum grant allowance for this category)

3. What is the total cost of the project or activity?

<i>£400</i>
-------------

4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

--

5. Please give details of your own fund-raising efforts:

<i>COFFEE MORNING SALES RAFFLES</i>
---

6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

--

7. Has your organisation received a grant from Angmering Parish Council before?

Tick relevant box



Yes	<input checked="" type="checkbox"/>	If yes, please state when and how much awarded?
No	<input type="checkbox"/>	Amount £ <i>600</i> Year awarded: <i>2022</i>

How did you hear about this grant scheme?

*WORD OF MOUTH*

**SECTION D: BANK DETAILS**

Please provide your organisation's bank details below:

Account name:	
Sort code:	
Account number:	
Bank/Building Society Name:	
Address:	
Post Code:	
If your organisation is VAT registered, please supply your VAT number	
NO	

A **Cheque** can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to: THE POPPY CLUB

THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS BEEN MADE IF A GRANT IS AWARDED

## SECTION E: DECLARATION

### Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

<b>Chairman (signature)</b> 	<b>Treasurer (signature)</b> 	<b>Secretary (signature)</b> 
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>
<b>Please print full name</b> <i>E BOOKER</i>	<b>Please print full name</b> <i>M A BAGG</i>	<b>Please print full name</b> <i>A. BRATTLE</i>

<b>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</b>	<b>APPLICATION DEADLINE:</b>
<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></p> <p>Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square Angmering West Sussex BN16 4EA</p> <p>Tele: 01903 772124</p>	<p>The application form should be submitted on or before the 1<sup>st</sup> Monday of every month</p>



## SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box to confirm your understanding of Data Protection





Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone: 01903 772124

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

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

# APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2022 – 2023

## GUIDELINES FOR APPLICATIONS

A grant is any payment made by the Parish Council, to be used by an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose in the furtherance of the well-being of the local community.

The contribution made by the numerous organisations to the well-being of the local community is highly valued. In support of such voluntary efforts the Parish Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of the grant is to support voluntary and community initiatives which enhance the quality of life for residents in Angmering.

Funding is available, throughout the year, subject to budgetary constraints, and in line with the Parish Council's specified application deadlines (see page 9). Organisations wishing to apply for a grant from the Parish Council are advised to read the following Grant Criteria to ensure their application is eligible for a grant. It is also encouraged that applicants contact the Parish Council to discuss their project prior to applying for a grant.

## GRANT CRITERIA

Applications will be considered from voluntary, community groups and organisations. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules, which include the aims and objectives for the group.

In order to help ensure a fair distribution of funds, only one application, per financial year, per organisation may be submitted to the Parish Council.

Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised signatories. Any monies awarded shall be the responsibility of the recipient organisation.

Applicants may apply for start-up funding, running costs, and / or the purchase of one-off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

<b>PURPOSE OF GRANT</b>	<b>Up to a maximum of:</b>
Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment)	£750
Running costs	£250
One off cost (e.g. purchase of equipment)	£500
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750

<b>CONDITIONS AND EXCLUSIONS</b>
Typically, awards will not be given for administration costs
Awards must be seen to be for the benefit of a significant number of Angmering residents
Awards will not generally be given to individuals
Awards must be used for or towards the specific project or item applied for
Once project completed, evidence must be provided that the award was used appropriately

### THINGS TO NOTE

1. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
2. Applicants must provide an answer to all the questions on the application form.
3. Applicants must be able to demonstrate how a grant would benefit the community of Angmering.
4. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
5. On-going commitments to award grants in future years will not be made by the Parish Council.
6. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Parish Council may decide to defer the application to a future meeting whilst further information is sought from the group.
7. In the event the grant is not used in part or in full, the group must notify the Parish Council with a full explanation. If the grant is not used for the purpose intended, the Parish Council reserves the right to request its return.
8. Please note: The Parish Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Full Parish Councils decision.

# APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

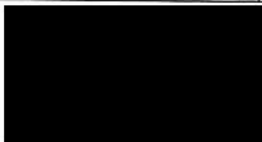
## SECTION A: ORGANISATION DETAILS

### NAME OF ORGANISATION/GROUP

Worthing and District Community First Responders

### DETAILS OF APPLICANT

To whom all correspondence should be sent



Sally.fholmes@secamb.nhs.uk

### WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering	<input checked="" type="checkbox"/>
An existing local group or organisation providing services available to residents of Angmering	<input type="checkbox"/>
A new group or organisation, wishing to provide services for the residents of Angmering	<input type="checkbox"/>

### BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

We are a group of volunteers who provide an emergency response for local residents often in advance of the ambulance arriving following a 999 call.

We provide free CPR and defibrillator familiarisation sessions for the local community, including at least 2 a year in Angmering.

**WHEN WAS YOUR ORGANISATION / GROUP FORMED?**

2007

**HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?**

This should include people who are involved in the activity

Adult	15
Junior (under 16)	

**WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?**

20%, although all of our responders respond to cases in the Angmering area.

**IS YOUR ORGANISATION A REGISTERED CHARITY?**

Tick relevant box

<b>Yes</b>		If yes, please provide the registered charity number below
<b>No</b>	✓	Charity Number: .....

**PROJECTED INCOME**

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months Information from the organisation's latest accounts  YAccount Year Ending 31 March 2022

Total Income for the year	£ 4282.03
Total expenditure for the year	£ 2950.51
Surplus or deficit	£1331.52
Total savings or bank reserves at year end	£ 4805.94 in current account

## **SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED**

### **1. Please give a description of the purpose for which you are seeking a grant**

We have 6 new responders in our team that we need to equip with defibrillators as well as other equipment. Three of these new responders will cover the Angmering area (including one who lives in Angmering), alongside the 6 that already cover it.

### **2. How will / does your project or activity benefit the residents of Angmering?**

Having CFRs in the area means that potentially life-saving treatment can be given before the ambulance arrives. For those conditions that are not life threatening a CFR on scene can provide reassurance and treatment. Eight of the Worthing Team are also "Falls" trained which means that patients can be got up from the floor more quickly which may avoid the need for a trip to hospital.

### **3. Who will benefit from this activity? How many people and how often?**

On average our responders cover 5-6 999 calls a week in the Angmering area.

### **4. How will you know that your activity was successful? How will you record its success?**

Success is measured by our CFRs being first on scene at a 999 call. To ensure patient confidentiality we do not keep records.

5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.

**SECTION C: AMOUNT OF GRANT REQUESTED**

1. What is the amount of the Grant you are seeking from Angmering Parish Council?

£500

2. Please indicate in which category you feel your request for funding falls into:

Please tick the relevant box		
Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	
One off cost (e.g. purchase of equipment)	£500*	Y
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	

(\*Figures shown indicate the maximum grant allowance for this category)

3. What is the total cost of the project or activity?

£1900 for one new responder.

4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	Y
N	

Have you applied for financial assistance elsewhere?

Tick relevant box

<b>Yes</b>	
<b>No</b>	<b>No</b>

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

**5. Please give details of your own fund-raising efforts:**

We collect donations when we deliver CPR and defibrillator familiarisation sessions. We also seek donations from the general public at agreed locations (eg outside supermarkets)

**6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.**

**7. Has your organisation received a grant from Angmering Parish Council before?**



Tick relevant box

<b>Yes</b>		If <b>yes</b> , please state when and how much awarded?
<b>No</b>	<b>No</b>	Amount £                      Year awarded:

How did you hear about this grant scheme?

From the Parish Office

### SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name: [REDACTED]

Sort code: [REDACTED]

Account number: [REDACTED]

Bank/Building Society Name: [REDACTED]

Address: [REDACTED]

Post Code: [REDACTED]

If your organisation is VAT registered, please supply your VAT number

A **Cheque** can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to: .....

THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS BEEN MADE IF A GRANT IS AWARDED

## SECTION E: DECLARATION

### Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

<b>Chairman (signature)</b> 	<b>Treasurer (signature)</b> 	<b>Secretary (signature)</b>  
<b>Date:</b> 24/02/23	<b>Date:</b> 24/2/23	<b>Date:</b>
<b>Please print full name</b> 	<b>Please print full name</b> 	<b>Please print full name</b>

SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:	APPLICATION DEADLINE:
<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></p> <p>Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square Angmering West Sussex BN16 4EA</p> <p>Tele: 01903 772124</p>	<p>The application form should be submitted on or before the 1<sup>st</sup> Monday of every month</p>

## SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box to confirm your understanding of Data Protection

# WORTHING AND DISTRICT COMMUNITY FIRST RESPONDERS

## INCOME & EXPENDITURE ACCOUNT FOR Y/E 31 MARCH 2022

### INCOME

Opening Cash	21.52
Opening Bank	3474.42
Collection Boxes	66.14
Donations for talks	1587.81
Other donations	2628.08
Sundry Income	

**TOTAL** 7777.97

### EXPENDITURE

Equipment	2540.51
Uniform	387.44
Stands / Fayres	
Sundry expenditure	22.56
Closing Cash in Hand	21.52
Closing Bank balance	<u>4805.94</u>

**TOTAL** 7777.97

# WORTHING & DISTRICT COMMUNITY FIRST RESPONDERS

## Constitution

### **1. Name:**

The name of the group shall be 'Worthing & District Community First Responders' (hereafter referred to as 'the group').

### **2. Aims:**

The aims of the group shall be:-

(a) To relieve sickness and injury by the provision of first aid and other medical interventions, within scope of training, to any person who has need of such treatment.

(b) To advance the education of the public in first aid in particular, but not exclusively, by the provision of training and advice in the principles and practice of first aid.

(c) To advocate the provision and installation of public access defibrillators within the groups area of operation.

### **3. Powers:**

To further the aims of the group, the committee shall have power to:-

(a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful methods towards the aims of the group.

(b) Associate local authorities, voluntary organisations, businesses and residents of the groups' area of operation in a common effort to carry out the aims of the group.

(c) Do all such lawful things as will further the aims of the group.

#### **4. Membership:**

Membership is available to anyone, over the age of eighteen (18), interested in furthering the aims and objectives of the group, irrespective of nationality, race, ethnic or national origin, sex, colour, disability, or political or religious belief. There will be two levels of membership.

All members will submit to and abide by the code of conduct as set out by South East Coast Ambulance (SECAMB) policies when operating under their control or representing Worthing & District Community First Responders.

Types of membership:

(a) Full member: Those members that are active responders or those nominated for full training courses after successfully completing South East Coast Ambulance Service (SECAMB) recruitment and background checks process.

(b) Associate member: Those members who are undergoing the SECAMB recruitment process and checks and are awaiting nomination for training courses, or, full members who no longer wish to respond, but wish to assist the group in its aims.

\* Only full members or associate committee members may vote at general meetings.

#### **5. Management:**

Although SECAMB will manage the group as an operational resource, there will be an internal group management structure in place to manage and make decisions on purchasing, use of assets and maintenance of constitution etc. The group will achieve this by means of an elected committee on the following basis:-

(a) A management committee elected annually at the annual general meeting (AGM) shall manage the group.

(b) The committee shall consist of a minimum of a chairperson/team leader, secretary and treasurer.

(c) The committee shall meet at least 4 times a year

(d) At least 3 committee members must be present at a committee meeting to be able to make decisions.

(e) A proper record of all transactions and committee meetings shall be kept.

**6. Meetings:**

Monthly training meetings will be held and may incorporate committee meetings when required. The following rules apply to committee and general meetings:-

- (a) An annual general meeting (AGM) will be held once a year.
- (b) Notice of the AGM will be published 4 weeks beforehand and a report on the group's financial position for the previous year made available to all full members. (Items for the agenda should be forwarded to the secretary during this period).
- (c) A special general meeting may called if required.
- (d) One third of the membership or six members being present, whichever is the greatest, shall enable a general meeting to take place.
- (e) Proposals to change the constitution must be given in writing or by email to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

**7. Accounts:**

The funds of the group including all donations, contributions, bequests and grants shall be paid into an account operated by the management committee.

All cheques drawn on the account must be signed by at least two members of the management committee.

The funds belonging to the group shall only be used to further the aims of the group. A current record of all income and expenditure will be kept.

**8. Dissolution:**

The group may be dissolved by a resolution passed by a simple two thirds majority of those full members present and voting at a special or annual general meeting.

Any assets remaining after the payment of any outstanding debts will be distributed by the committee to other groups or charitable organisations having aims similar to the group, or some other charitable purpose as the group may decide.

Signed by Chair/Team Leader



Date 10/06/21

Signed by Secretary.....

Date.....

Signed by Treasurer.....



Date 10/6/21