



Established 1894

Angmering Parish Council

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MINUTES OF THE ANNUAL MEETING OF THE ANGMERING PARISH COUNCIL HELD VIRTUALLY ON MONDAY 5 MAY 2021

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

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), and 1 member of the public

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

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	21/001	ELECTION OF CHAIRMAN Cllr. Jones nominated Cllr. N Hamilton-Street to be Chairman. This was seconded by Cllr. Bicknell and unanimously agreed. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN Cllr. N Hamilton-Street will attend the APC Offices to sign the Declaration the following day as this is a virtual meeting.	
2	21/002	ELECTION OF VICE CHAIRMAN Cllr. L Hamilton-Street nominated Cllr. Reigate to be Vice Chairman. This was seconded by Cllr. Haag and unanimously agreed.	
3	21/003	APOLOGIES FOR ABSENCE Apologies were received and approved for District Cllrs. Andy Cooper and Mike Clayden, West Sussex County Cllr. Deborah Urquhart	
4	21/004	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. Cllr. Verrinder declared a non-pecuniary interest regarding Item 13 on the Action List. No other declarations were made.	
5	21/005	APPROVAL OF MINUTES	

Approval of the minutes of the meeting of the committee from **Monday 12 April 2021** were agreed by all and will subsequently be signed by the Chair.

6 21/006 PUBLIC CONSULTATION

The member of the public commented that APCs communications strategy had moved on leaps and bounds over the last year and that he was disappointed that no other members of the public were present and what could be done differently to change this.

The member of the public then went on to ask if APC would or had ever considered running a Local Lottery. Cllr. N Hamilton-Street believed this had never been considered but would add this to the next CLEW agenda for discussion.

Action: Add Local Lottery to the next CLEW agenda for discussion.

TL

7 21/007 REVIEW OF 2020/2021

Cllr. N Hamilton-Street gave a presentation reviewing 2020/2021. The presentation can be found at the end of these minutes.

8 21/008 FRED ROWLEY AWARDS

Cllr. N Hamilton-Street explained the Fred Rowley Award recognises the achievements of people who voluntarily and selflessly work to improve and enhance the lives of local people.

APC asked the community for nominations, and we are delighted with the number we received and the multiples for an individual.

The last year has been exceptional, we are delighted that we will be awarding 4 awards this year.

Cllr. N Hamilton-Street read out the citations:

- Angmering Medical Centre, Community Centre and Volunteers
- Amanda 'Sparkles' Phillips
- Geoff Gibbs
- Rita Williams

All award winners were congratulated by the committee and APC will be contacting the recipients to arrange how they would like to be presented with their certificate.

9 21/009 FINAL ACCOUNTS 2020/2021

The Clerk presented the information and asked if there were any questions. None were asked.

Cllr. N Hamilton-Street asked if all present were happy for her to sign the Final Accounts, all present agreed.

Cllr. N Hamilton-Street will attend the APC Offices to sign the Final Accounts the following day as this is a virtual meeting.

10 21/010 AUDIT REPORT 2020/2021

Cllr. Haag commented that this was great work and congratulated all involved.

The Clerk advised that the report would now go to the External Auditor. The Clerk then asked if there were any questions. None were asked.

11 21/011 ANNUAL RETURN 2020/2021

Cllr. N Hamilton-Street gave an overview of what this is and asked if there were any questions regarding Section 1, which relates to internal controls.

The Clerk then explained that everyone needed to agree with all the statements made and then Cllr. N Hamilton-Street read all the statements in turn and confirmed that all present confirmed that they agreed with the statements made.

Cllr. N Hamilton-Street asked if everyone was in favour of approving Section 1 and for the Clerk and Cllr. N Hamilton-Street to sign. All agreed.

RESOLUTION: Cllr. Reigate **PROPOSED** that Section 1 of the Annual Return was approved and should be signed, Cllr. A Evans **SECONDED** and **ALL AGREED**.

Cllr. N Hamilton-Street will attend the APC Offices to sign the Annual Return (Section 1) along with the Clerk the following day as this is a virtual meeting.

12 21/012 ANNUAL RETURN 2020/2021

Cllr. N Hamilton-Street then went on to cover Section 2 of the Annual Return which is the Accounting Statement and explained what this was. She asked if there were any questions, none were asked.

Cllr. N Hamilton-Street asked if everyone was in favour of approving Section 2 and for the Clerk and Cllr. N Hamilton-Street to sign. All agreed.

RESOLUTION: Cllr. Verrinder **PROPOSED** that Section 2 of the Annual Return was approved and should be signed, Cllr. Harris **SECONDED** and **ALL AGREED**.

Cllr. N Hamilton-Street will attend the APC Offices to sign the Annual Return (Section 2) along with the Clerk the following day as this is a virtual meeting.

13 21/013 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:

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

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

Before moving on the Clerk commented that 113 Traffic Survey's had been returned with all being completed in full. Details of the outcome would be shared and next steps agreed. The Clerk also advised that a meeting date had been set for a discussion to be held regarding extending the conservation area which would take place on Tuesday 25th May 2021.

- 14 21/014 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**
Cllr. Urquhart was unable to attend the meeting. No report had been provided due to Purdah (the period leading up to an election).
- 15 21/015 REPORT FROM THE ARUN DISTRICT COUNCILLORS**
Cllrs. Cooper and Clayden were unable to attend the meeting. No reports had been provided due to Purdah (the period leading up to an election).
- Cllr. Bicknell commented that all ADC councillors would be moving into a committee structure which would present its own challenges and the next full council meeting will determine who sits on which committee, but this would depend on the outcome of the voting on Thursday 6 May 2021.
- 16 21/016 APPOINTMENTS TO PARISH COUNCIL COMMITTEES**
The following councillors have volunteered or asked to remain as members of the following committees:
- Governance & Oversight Committee**
Cllr. L Hamilton-Street, Cllr N Hamilton-Street, Cllr. Verrinder, Cllr. Reigate, Cllr. Oldfield and Cllr. R Evans.
- Planning and Infrastructure Committee (Formerly Housing, Planning and Transport)**
Cllr. N Hamilton-Street, Cllr. Verrinder, Cllr. Oldfield, Cllr. Marsh, Cllr. Harris, Cllr. Bicknell and Cllr. Haag
- Community, Leisure, Employment & Well-Being Committee (Formerly Community, Leisure, Environment and Well-Being)**
Cllr. N Hamilton-Street, Cllr. A Evans, Cllr. Jones, Cllr. Harris, Cllr. Reigate, Cllr. L Hamilton-Street, Cllr. R Evans, Cllr. Bicknell and Cllr. Marsh.
- The Chair and Vice-Chair for each committee will be decided at the relevant meeting and not at this meeting as well as agreeing to the Terms of Reference.
- 17 21/017 APPOINTMENTS TO REPRESENT THE PARISH COUNCIL ON OTHER ORGANISATIONS**
The following councillors have volunteered or asked to remain as members of the following committees:
- Joint Eastern Arun Area Committee (JEAAC)**
Cllr. N Hamilton-Street plus the Chair for the PI when appointed
- Eastern Arun Parishes Group**
Cllr. N Hamilton-Street plus the Chair for the PI when appointed
- Arun District Association of Local Councils (ADALC)**
Cllr. N Hamilton-Street
- West Sussex Association of Local Councils (WSALC)**
Cllr. N Hamilton-Street and Cllr. Reigate
- Angmering Sports and Recreation Association (ASRA)**
Cllr. Jones

JEAAC Highways and Transport Working Group

Cllr. Oldfield

Angmering Village Hall Management Committee

Cllr. A Evans

Littlehampton Health Services Advisory Group

Cllr. Reigate

Angmering Twinning Association

Cllr. Harris and Cllr. R Evans

South Downs National Park Authority

Cllr. Verrinder

Arun District Council Planning & Development Advisory Group

Cllr. N Hamilton-Street plus the Chair for the PI when appointed

Angmering Community Land Trust

Cllr. N Hamilton-Street

18 21/018 CODE OF CONDUCT 2021

The Clerk explained that the document had been amended to work for APC and that one item still needed to be changed but this would be done as soon as possible. Comments and or questions were requested but none were asked. Therefore the following resolution was agreed.

RESOLUTION: Cllr. Marsh **PROPOSED** that APC adopt the Code of Conduct for use by APC (with the changed mentioned above made), Cllr. Bicknell **SECONDED** and **ALL AGREED**.

The Clerk advised that copies will be distributed to all councillors along with a sheet to sign stating that each councillor had read the Code of Conduct and will abide by it.

Action: Distribute copies of the Code of Conduct and agreement sheet.

KH

19 21/019 FINANCIAL REGULATIONS

The Clerk advised that this had been taken to the Governance and Oversight Committee and explained that changes that had been made.

Comments and or questions were requested but none were asked. Therefore the following resolution was agreed.

RESOLUTION: Cllr. Verrinder **PROPOSED** that APC adopt the Financial Regulations for use by APC, Cllr. Jones **SECONDED** and **ALL AGREED**.

20 21/020 ANNUAL BUSINESS PLAN 2021-2022 PRIORITIES AND UPDATES

It was advised that this had already been approved and Cllr. N Hamilton-Street and the Clerk had been looking at when things should be started.

The councillors were advised that everyone had been linked to an action within the plan and should now be contacting the APC Office Team member they had been paired with (if relevant). If a councillor was

interested on working on additional item/s then they should make the Clerk or Cllr. N Hamilton-Street aware.

The plan will be looked at quarterly and a link to the plan will be sent out w/c 10th May with any relevant updates.

21 21/021 COMMUNITY GRANT APPLICATIONS

No grant requests had been received.

The 2021/2022 budget for Community Grants is £3,800.00. The total grant pot available for the remainder of the year is £3,440.00.

22 21/022 2020/2021 FINANCIAL REPORT

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

Cllr. Haag agreed to sign the bank reconciliation for April 2021 and will attend the APC Offices to sign the reconciliation as this is a virtual meeting.

23 21/023 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

No meetings had been attended.

24 21/024 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- The Housing, Transport & Planning Committee meeting held on Tuesday 20 April 2021 via Zoom – None.
- CLEW Committee – held on Wednesday 28 April 2021 via Zoom – None.
- Governance & Oversight Committee – held on Wednesday 27 April 2021 via Zoom – None.

25 22/025 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None.

Before the meeting ended Cllr. A Evans updated the committee on his unsuccessful attempts to engage with Nigel Lynn, Chief Executive Officer of Arun District Council regarding vaccinations and Cllr. Verrinder requested that the latest notes regarding Dappers Lane could be updated on the APC website, the Clerk advised that this had already been done earlier that day.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 14 June 2021**.

The meeting concluded at 20:04.

.....
Chairman

Date.....



Clerks Report July 2021

Agenda Item 5

1) **Planning Applications.**

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

North of Water Lane – Plans seen and comments given to developer (via comms team). Concerns raised regarding highways, paths/cycleways, location of play areas, entrance/exits, traffic.

South of A259 – Issues talked through with other parishes and meeting set. All parishes concerns put across and issues raised regarding gap between settlements, location of play area, entrance/exit to the site, cycle paths etc.

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

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

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

3) **COVID-19 Office** – The office will reopen on 19 July 2021, in accordance with government guidelines.

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

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

6) **Mayflower Park Lighting** – Quotes received and grant applied for.

7) **Village Gates** – After reviewing plans for housing down Water Lane, road width changes are likely to affect the positioning of the signs. The Clerk would like to place this request on hold until work has been completed.

8) **Conservation Area** – Initial meeting held with ADC officer. Thoughts put to him and update due.

9) **Traffic Survey** – 113 responses were collected regarding the traffic survey for residents living in and around Water Lane, Weavers Hill and High Street. A group has been set up of councillors who will go through the responses and meet to discuss. Thoughts collated and put to WSCC engineers. We also have to keep in mind the road changes happening around this area.

10) **Dappers Lane** – Cllr. Verrinder and Cllr. Oldfield met with WSCC Cllr. Deborah Urquhart, a resident of the lane and a WSCC engineer on site at the north end of Dappers Lane to discuss traffic issues in the lane and the possibility of working with the SDNP.

- 11) **Tuesday 29 June 2021** – The Clerk invited councillors from East Preston, Kingston, Ferring and Rustington to join councillors from Angmering Parish Council in discussing known issues relating to 2 potential developments in Angmering. All councillors expressed their concerns and agreed to a united front with regards to objections if the applications came forward. Further meetings are to be scheduled to discuss these issues in detail with representatives of the potential developments.
- 12) **Friday 2 July 2021** – The Clerk and Cllr. Nikki Hamilton-Street met with Angmering’s MP Andrew Griffiths to discuss the long awaited new primary school in Angmering as well as the level of development and how he can assist us. A follow up meeting has been set with Andrew to discuss the school site in more depth and an update will follow. The creation of the new primary school has Andrew’s full support.
- 13) **Wednesday 7 July 2021** – The Clerk and Cllr. John Oldfield met with representatives who are bringing forward the North of Water Lane site for a reserved matters application after planning permission was granted for this strategic site in 2019. Angmering Parish Council put forward their concerns regarding flooding, highways, entrances/exits to the site, footpaths/cycleways, resident safety, location and content of play areas and potential traffic issues.
- 14) **Angmering Revealed** – Work continues on this event which will bring together clubs and associations and allow residents to see what Angmering has to offer. This event will see the unveiling of the piece of art created by The Angmering School students.
- 15) **Annual Plan** – The office are working on items from the annual plan including the possibility of village monthly markets, water fountain, Mayflower Park improvements (including lighting), supporting the litter pick/allotment volunteers, play park maintenance and improving communications through posters/Facebook/All About Angmering Newsletter.
- 16) **Drainage – Mayflower Park** – Work has been completed on the drainage pipe which included a fibreglass patch repair.
- 17) **BMX Track** – repair work has been completed on the BMX track and the final “dusting” has now been completed. Repairs were needed due to subsidence and issues caused by scooters/moped/ being used on the area. FB post will be put out reminding people that only push bikes should be used on this area and even remote controlled cars cause damage.
- 18) **Annual External Play Park Inspection** – This was completed in June 2021 and brought no major issues to our attention. 2 swing seats, some climbing wall holds and benches were alerted to us and these issues have been rectified. The monthly internal inspections continue to monitor the areas.
- 19) **Lloyd Goring Close Allotments** – Talks continue with ADC over this land and making use of it for the community. Fencing around the area has been repaired as part of our ongoing work and we hope to have a proposal for council in the next few months, subject to agreement from ADC.
- 20) **Mayflower Park Lighting** – Work continues to secure funding for this project.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10.08.20	4	20/068	Pulic Consultation: Cow Lane	Report back on what surface options are available from WSCC		Work is underway - possibly for the next 2-3 weeks.	KH
12.10.20	15	20/114	Bore Holes at Community Centre	Instruct the company to go ahead and drill the bore holes, share report once received.		Latest update being sought 13/07/21	TL
14.12.20	10	20/149	Operation Watershed	Chase information on the Honey Lane project and report back.		Suggestion received from Deborah Urquhart of using Chandlers Site CIL money to repair the lane.	KH
14.12.20	10	20/149	Operation Watershed	The Clerk to check that Swillage Lane Pond would not affect the Honey Lane project and report back.		Project passed onto Tracy to investigate 09/07/2021	TL
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Clerk would like to put this item on hold until works on Water Lane width have been completed as it may result in moving the signs.	KH

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



Chair's report July 2021

We last met as a Full Council for our AGM, at the beginning of May. The last couple of months, whilst work has continued, it has perhaps led to the most disconnect of the whole pandemic. The change of the law to allow virtual or hybrid meetings has frustratingly still not been passed. We hope that after the summer recess there may be some advances which will allow us to decide what works best for our Parish Council.

But you're all be pleased to know that I have been busy on behalf of the Parish Council, below is an update in no particular order.

Developments

We currently have 7 major developments somewhere in the planning stage, in the Parish. I am acutely aware of the impact that this is having on individuals time, and therefore am beginning to look with the Clerk at how this workload can be distributed both with the office team, and amongst Councillors.

South of Water Lane (Ecclesden Park)– whilst there has been a number of applications and discharge of conditions that P&I Committee have scrutinised, there have been a couple of contentious issues that we have met with BDW directly. These face to face meetings, have taken away the ambiguity of emails, and led to as positive outcomes as is possible.

- A flint wall will be built leading into the temporary sales office site on Weavers Hill, which will eventually be a foot and cycle entrance.
- Landscaping around the main entrance on Water Lane, will retain existing hedgerows and have additional planting to help screen the view from the road to the development.

Whilst these are small gains, they are important in how the development sits within the area.

North of Water Lane – this surprisingly is coming forward and will be developed jointly by Rydon & Gleeson. The agents are working up the plans to go to Reserved Matters in August/September after Outline Planning was granted in 2016. Whilst we have seen some of the detail, we have expressed our disappointment that suggestions on highway matters, safe routes to the village are being rejected without careful consideration. We will continue to raise these concerns at every opportunity.

Angmering Advisory Group – there have been 2 meetings. ADC Planners and Developers are robustly being held to account and challenged on proposals, particularly around the use of S106 monies allocated against South of Water Lane. The Clerk and I are working closely with the Chair of this group Cllr Andy Cooper, to ensure that we are being heard.

Eastern Arun Parish meeting – due to the proposed developments at Rustington Golf Centre and South of the A259, we organised a meeting with representatives from Rustington, East Preston, Kingston and Ferring along with a representative ADC Councillor from each Parish. All were in agreement of the impact of these developments on the surrounding area, particularly highways, infrastructure and the demise of gap between settlements. Representatives agreed to talk to their Councils, and MP's. A joint meeting has been agreed for the developers to present their plans to all.

Andrew Griffith MP. – a report has been circulated previously to Councillors. The key areas for discussion were the impact of unsustainable developments on the parish, and the lack of recognition of Aruns Local Plan and our Neighbourhood Plan by developers. We also talked about infrastructure and the particular concerns about access to health and schools within the village. Mr Griffith has agreed to support the Parish Council with objections to developments, as well as raising when appropriate in parliament. As well as

looking at how agreed S106 monies can be utilised to deliver what they are intended for. A follow up meeting has been agreed for 30th July.

Conservation Area – I attended the first meeting with Councillors, residents and the ADC Conservation Officer. A review of the current designated area, will be undertaken and ensure compliance with English Heritages framework, as well as looking at inclusion of other areas of note, including Weavers Hill, Ecclesden Lane and the Lansdowns. Thank you Cllr Verrinder for leading this piece of work.

A big thank you to Cllrs Reigate and A Evans on virtually working with The Angmering School and ArtsWork to bring forward the **Sculpture Project**. The winning entry is being fabricated ready for installation after a few meetings where we were able to ensure that it would sit well next to the Community Centre. The unveiling will happen alongside **Angmering Revealed**. This event in September will be in place of the Parish Assembly, and will allow community groups and organisations, alongside local businesses promote what they have to offer, after the last 18 months of uncertainty.

The project led to the support of The Angmering Schools, Arts Festival **Angmering Calling**, Cllrs Reigate, A Evans and I linked them with businesses around the village who were able to display works in the window creating our first eve arts trail. I also had the pleasure of attending their open school event on a Saturday to see the amazing student art work. Plans are already underway to look at including more community events in June 2022.

We continue to liaise with ADC on the abandon allotments in Lloyd Goring Close. Cllr Reigate, Roy and I visited the site and were able to see the new boundary fence that has been erected, although anything in the middle is hugely overgrown and will take many hours to take the site back to use. We will be working on a proposal to present to ADC, to ensure that this can once again become a community resource.

I recently met with the Chair of Trustees and Centre Manager of the Community Centre. We shared ideas that meet both our plans for the future, and will continue to work together on projects ideas.

We worked closely with Rustington Parish Council, Cllr Andy Cooper, The Angmering School and the District Police Commander to ensure the quick removal of the traveller incursion on Otters Field Station Road. Whilst this took longer than hoped, and left a huge amount of waste, all parties learnt a lot from the situation. I have requested a debrief to take this learning forward and have a plan in place for when this happens again.

So a busy few months! Lastly a enormous **Thank you** to Councillors and staff that continue to support the amazing vaccination clinics, that are now able to offer drop ins to any eligible people.

I would also like to take this opportunity to thank Pat & John Turner, who will be closing Angmering Framing and Stitching at the end of July after 27 years, to enjoy a much deserved retirement. They have made a big impact in the village and will be much missed. They will still be living in the village.

Nikki Hamilton-Street



ANGMERING PARISH TREE & SHRUB MAINTENANCE POLICY 2021

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: November 2020
Version: 1**

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Overview

Angmering Parish Council are looking to put a Tree & Shrub Maintenance Plan in place.

Maintenance consists of a combination of trimming, overall health care, and preventative treatments for diseases and insects to keep the landscape healthy.

The scheme includes trees, hedges and shrubs.

The Maintenance Plan covers the following areas:

- Angmering Community Centre
- Nursery Road
- Kinleside Way
- Pippin Play Park
- Parsons Close
- Discovery Play Park
- Mayflower Park
- Rowan Way (to include Angmering School entrance)
- St Nicholas Gardens
- Downsway

Aims and Objectives

The following are the short and long term aims and objectives of this Management Plan.

- To manage the existing vegetation within the various sites so as to maintain or improve its long term viability and contribution to the character of these parts of Angmering.
- To manage the site in a beneficial way for wildlife and so as to encourage wildlife to the site
- To manage the site in such as way that it will provide an attractive setting for those using the site and for those with views into the site.
- To ensure that trees, hedges and shrubs are sustainable and can be augmented and improved over time.
- To monitor newly planted and retained trees and hedges and remove any vegetation which presents a potential risk to users of the site or adjacent land.

Some works may potentially affect species protected under the Wildlife and Countryside Act (and amendments) or other legislation. These works shall be undertaken at a suitable time of year - for instance to avoid nesting season - or by suitably skilled, qualified and certified or licensed personnel.

Undertake weed control to ensure good growth and survival of plants. The necessity for weeding should reduce as plants become established.

Prune species where required to maintain vigor and form. All pruning to be undertaken according to species type. Losses will be replaced where required to fill gaps in the canopy.

Trees (existing)

Existing trees shall be maintained in a safe and healthy condition. Due to their position adjacent to a busy/main road trees or adjacent properties they shall be visually inspected annually and after any significant bad weather such as storm events.

This inspection shall be undertaken by a suitably qualified person and will check for damage within the crown, instability caused by root damage or other hazards which may present a health and safety concern to pedestrians or vehicles.

Any work subsequently required to existing trees shall be undertaken in accordance with recommendations set out in BS3998 - 'Tree Works - Recommendations'.

Newly Planted Trees

Maintenance For a period of five years from the date of planting the following maintenance procedures should be followed.

- Establishment watering and regular pruning should be carried out in accordance with best practice and BS 8545.
- Formal assessment of health and development of the new trees should be carried out annually. This assessment should include foliar appearance, leaf size and density, extension growth and incremental girth development in accordance with BS 8545.
- All stakes and ties should be checked at regularly, at least twice a year, to ensure that the root system remains stable and firm in the ground, and that ties are still effective and not causing any damage to the tree. Any stakes and ties that are found to be not fit for purpose should be adjusted or replaced.
- Undertake weed control during the first three years after planting to ensure good growth and survival of trees.

Replacement

Within a period of five years from its date of planting, if any of the new trees are removed, uprooted or destroyed, dies, or becomes seriously damaged or defective it shall be replaced with a tree of the same species and size as that was originally planted.

Description of work to be undertaken

LOCATION	DESCRIPTION OF AREA	WORK TO BE DONE & TIME SCALE	ALLOCATED TO
Community Centre	5 Cheery Trees located at the front of the car park	Needs to be cut back every 2 years as they are prone to overhanging the pavement	Contractor
	To the left of the car park if facing the centre – long row of trees	No work presently being done, need to inspect every year	Contractor
	Trees around the edge of the green space surrounding the centre	No work presently being done, need to inspect every year	Contractor
	Tree close to the path on the right side of the centre if facing the centre	Cut back as and when required	Groundsman
Nursery Road	Selection of mixed trees	Need to be Pollarded every 5 years	Contractor
Kinleside Way	1 Ash Tree	No work presently being done, need to inspect every year	Contractor
	Selection of trees and hedges however NOT the Birch Tree as this is not APCs	To be cut back to 6ft as and when required	Contractor

LOCATION	DESCRIPTION OF AREA	WORK TO BE DONE & TIME SCALE	ALLOCATED TO
Pippin Play Park	<p>High Hedge row and selection of trees</p> <p>8 Apple Trees planted on the open grass by the residents</p> <p>Hedge row around the perimeter of the park</p> <p>5 Tall trees approx. 15ft</p> <p>Hedge Row - Entrance from Roman Avenue up to the edge of the garage wall before you get in to the park</p>	<p>Hedge line to be taken down to 6-8ft when needed</p> <p>These trees are very young and presently supported by stakes.</p> <p>General maintenance including width managed (Groundsman) Height to be managed every 2 years</p> <p>Height to be kept under control, cut back every 5 years</p> <p>Cut back every year</p>	<p>Contractor</p> <p>Residents & Groundman</p> <p>Groundsman & Contractor for height</p> <p>Contractor</p> <p>Groundsman</p>
Parsons Close	8 Ash Trees and hedge row	No work has ever been done here regarding the trees as they are slow growing. Hedge is maintained when required by the Groundsman	Groundsman
Discovery Play Park	Hedge row around the perimeter of the park	<p>Area needs to be cut back every year</p> <p>General ad hoc maintenance</p>	<p>Contractor</p> <p>Groundsman</p>

LOCATION	DESCRIPTION OF AREA	WORK TO BE DONE & TIME SCALE	ALLOCATED TO
Mayflower Park	Hedge row around the perimeter of the park along with a selection of small trees 1 large very mature tree located next to corner of the BMX track.	General ad hoc maintenance Work as required however tree is old and life expectancy is around 1-2 years	Groundsman Contractor
Rowen Way	25 Mature trees planted along the roadside	Trees need to be pollarded every 5 years Lower branches taken off every 2 years as can encroach the pathway	Contractor Groundsman
Rowen Way School Entrance	3 Apple trees located on the roundabout 1 Willow tree next to house by school entrance	No work has ever been done in this area, Groundman to monitor area Needs to be cut back every 5 years	Groundsman Contractor
St Nicholas Gardens	Hedge row and shrubs within the boundary of the garden	Cyclic maintenance of shrubs and hedges twice a year (either side of bird nesting season)	Contractor
Downsway	Area of mature trees mainly maintained by WSCC	Lower branches taken off every 2 years as can encroach the pathway	Groundsman

All areas will be monitored by the Groundsman on a regular basis and reported if action needs to be taken before the scheduled maintenance is due to take place.

Contractor Schedule of Works (overview)

LOCATION	JOB	TIME SCALE
Community Centre	Cherry Tree maintenance	Every 2 years
Nursery Road	Pollarding	Every 5 years
Kinleside Way	Ash Tree Inspection Hedge Row to 6ft max	Yearly Monitor
Pippin Play Park	Hedge Row to 6ft max Pollarding	Monitor Every 5 years
Parsons Close	None	N/A
Discovery Play Park	Hedge Row	Yearly
Mayflower Park	None	N/A
Rowen Way	Pollarding Willow Tree	Every 5 years
St Nicholas Gardens	Hedge Row & Shrubs maintenance	Twice Yearly

Landscape Management and Maintenance Plan Review

Once annually in September, Angmering Parish Council in consultation with the landscape contractor and or specialist consultants required, shall assess and review the management procedures for these sites.

This shall include the condition of the trees, shrubs and hedgerows within these sites.

Any measures to ensure the continued health and vitality of these elements and their wildlife benefits will be considered and implemented as required. This may include changes to the management of these elements and replacement of dead or dying plant material where required.

Furthermore this review shall address issues of general horticultural husbandry such as the removal of stakes and ties from trees and new hedging material.

The nominated landscape contractor is **Grasstex**, and the nominated specialist consultant is **The Urban Surgeon**. Grasstex will be instructed for general day to day maintenance while The Urban Surgeon will be used for more specialist work.

This policy is agreed for a period of three years with a maximum spending budget of £12,500 per year (£10,000 for the work each year and £2,500 to be put in Ear Marked Reserves (plus whatever is left over from the £10,000 budget for the year). The EMR will then be used for the 5 yearly costs of pollarding.

Meeting policy was approved at:

Date:

Date of next review:



Financial Risk Assessment

Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	All council bank accounts are reconciled every month in accordance with the Financial Regulations Monthly reconciliations are subsequently signed off by the Chairman Bank statements accessible online to check receipt of payments
Risk of consequential loss of income	5	1	5	Insurance cover in place for insurable risks, including business interruption New asset purchases added to insurable risks at earliest opportunity Full asset registered reviewed at least annually to ensure sufficient insurance cover in place Bank account general reserves to be increased over time to approximately 50% of the precept Financial performance of all activity reviewed monthly to enable issues to be speedily addressed All electronic records backed-up every night Precept paid in two installments by the District Council
Loss of cash through theft or dishonesty	1	1	1	Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly

Risk	S	L	Level	Controls in place
Financial controls and records not in place	1	1	1	Internal audit completed twice per annum in addition to annual external audit Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon All electronic financial records are backed up off site every evening Tenders and/or quotes for works are secured in accordance with Financial Regulations All financial records stored and saved in accordance with the council's Document Retention Policy Financial Risk Assessment to be reviewed by Governance Committee
Faillure to comply with HMRC VAT Regulations	2	1	2	VAT payments and reclaims processed Advice notes from HMRC followed at all times, using external expert advice where necessary Internal auditor reviews VAT as part of the twice yearly checks VAT reconciled monthly and claimed quarterly via online HMRC RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019

Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	Previous year's budget and income and expenditure to date used to draft next year's budget Earmarked and general reserves reviewed as part of budget setting process Developing a council business plan will further inform longer term financial aspirations RFO prepares draft budget for review by Governance Committee Budget proposal discussed and agreed by Governance Committee as a recommendation to Full Council Full Council approve budget and agree precept to meet response deadlines set by District Council Expenditure against budget reported to relevant committees at every meeting

Risk	S	L	Level	Controls in place
Failure to comply with borrowing restrictions	3	1	3	Any new Public Works Loan Board (PWL) borrowing to be approved by Full Council after assessment of the business case Support with application process available through WSALC if required

Risk	S	L	Level	Controls in place
Loss of interest from investments	2	1	2	Investment Policy - reviewed annually Statements regularly reviewed

Risk Rating Guide

Severity (S)	Likelihood of harm occurring (L)	Risk rating = L x S
1 = Negligible	1 = Very low	0 – 4 = Insignificant risk
2 = Minor	2 = Very unlikely	5 – 9 = Low risk
3 = Moderate	3 = Unlikely	10 – 15 = Medium risk
4 = Major	4 = Likely	16 + = High risk
5 = Catastrophic	5 = Very likely	

Risk Assessment Completed	21-04-2021
Take to Full Council	19-07-2021
Next Review by Governance & Oversight	04-08-2021



General Council Risks

General Council Risks - Operational, Financial, Legal and Reputational.

Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Park Improvements	Public consultation, lack of uptake	3	3	9	Advertise in All About Angmering and on noticeboards. Use social media to advertise any consultation on a regular basis - perhaps a paid advert.	2	2	4
Mayflower Park Improvements	Funds	4	3	12	Ensure correct procedure followed when assigning contractors. Stick with the budget allowed. Source external funding/grants.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Neighbourhood Plan	Volunteers lose interest	3	4	12	Employ AiRS to guide and keep on track.	2	3	6
Neighbourhood Plan	Delays caused by COVID-19	4	5	20	Asses situation and gather information as to impact. Weigh up delays vs spend vs gain.	3	3	9
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
ASRA Sports Pavilion	Current State of Repair	4	4	16	Verrander and Carpark repaired. Roof now an issue - obtaining quotes	2	2	4
ASRA Sports Pavilion	Lease with ADC	3	3	9	Close relationship with solicitor to deal with lease with ADC	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Office space	COVID-19 restrictions	4	3	12	Screens to be added to desks. Masks to be worn by visitors. Staff to wear a visor when visitors are in the office. Hand sanitiser on entrance. Infrared thermometer to be used. Section of floor marked on front office floor for visitors to stand in.	4	2	8
Office space	DSE for home work stations - during office closure	4	3	12	All staff to complete DSE paperwork and actions resulting from it completed in a timely manner.	2	2	4
Office Space	Available space	3	4	12	Look into alternative accomodation for the office staff within the village- this will allow more interaction and benefit residents.	2	2	4
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Way Ownership	Responsibilites regarding the road	3	3	9	Find out responsibilities and update all	1	3	3
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Legal Updates	Legal updates that effect the council	3	3	9	All legal updates regarding the council are sent through via email from SALCC	3	1	3
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Documentation Updates/Amendments	Council documents being out of date	2	3	6	List of documents and renew dates now kept	1	2	2
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Staffing	Staff member leaves	3	3	9	Cross training across the office	2	3	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Social Media	Facebook - Councillor Use	3	3	9	Councillors are advised regarding political views on FB etc	3	2	6
Social Media	Facebook - Councillor personal posts	3	3	9	Councillors are asked to seek advice from the Clerk re posts regarding Angmering/APC on their own page.	2	2	4
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Boundary Changes	Reduction in size of parish, also incurs drop in precept	4	3	12	Increase engagement in all areas and keep abreast of any possible changes/amendments	4	2	8
Severity (S)	Likelihood of harm occurring (L)	Risk rating = L x S			Risk Assessment Completed			
1 = Negligible	1 - Very low	0 - 4 = Insignificant			21-04-21			
2 = Minor	2 = Very unlikely	5 - 9 = Low risk			Take to Full Council		19-07-21	
3 = Moderate	3 = Unlikely	10 - 15 = High risk			Next Review at Governance and Oversight		04-08-21	
4 = Major	4 = Likely	16+ = High risk						
5 = Catastrophic	5 = Very likey							