



Established 1894

## Angmering Parish Council

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### MINUTES OF THE OF ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 12 OCTOBER 2020

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

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk), West Sussex County Cllr. Deborah Urquhart, District Cllrs. Andy Cooper and Mike Clayden and two members of the public

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

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	20/100	<b>APOLOGIES FOR ABSENCE</b> None.	
2	20/101	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
3	20/102	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 14 September 2020</b> were agreed by all and will subsequently be signed by the Chair.	
4	20/103	<b>PUBLIC CONSULTATION</b> A member of the public raised questions around the cycle paths and routes within Angmering as they had concerns regarding disconnected routes, giving examples of various road names. After a short discussion they suggested that a working group could be set up to look more closely at the issue and improve the network.	

Cllr. N Hamilton-Street thanked them and stated that this is already an item on the Neighbourhood Plan and the Mayflower Park Working Group.

Cllr. N Hamilton-Street then asked the representatives from WSCC and ADC if they had anything to add. Cllr. Urquhart commented on the WSCC position and strategy. Cllr. Cooper gave ADC views and explained that they had to be mindful of where money needed to be spent. He also explained that he gave this issue his full support. Cllr. Clayden also commented.

Further discussion took place including Cllr. Verrinder expressing her concerns over cyclists using footpaths and Cllr. Bicknell thanking the member of the public for raising this issue.

The Clerk then read out a question sent in from a member of the public regarding the Dragons Teeth around the Community Centre:

1. What research does the council plan to undertake?
2. How do the parish council plan to consult with residents?

The Clerk explained the research that was being undertaken, Cllr. N Hamilton-Street advised that residents would be consulted in the same way that they were regarding the play parks as would anything in an open area. Once all the information has been gathered, including spending, recommendations would be proposed, and views sought.

**5      20/104    THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

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

Cllr. L Hamilton-Street asked about how the investment meeting had gone with Cllr. R Evans. The Clerk advised that she was attending a virtual conference which has a session, specifically on investments. Once this has been attended the Clerk and Cllr. R Evans will reconvene and will report back.

**6      20/105    CHAIRMAN'S REPORT**

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

Cllr. N Hamilton-Street wanted to highlight that at the start of her report she had made reference to two parishioners that had emailed her directly to pass on their sincere thanks to the APC office staff and volunteers for all the support they have given them during the Covid-19 pandemic.

**7      20/106    REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart reported on various things including:

- Preparations for winter had started with 8 thousand tons of grit ready to go, more information can be found on the WSCC website.
- 93% of West Sussex pupils were now back in school where the national average is 89%, Cllr, N Hamilton-Street commented that Angmering School had a 97.8% rate.
- Work on the bridge over the A280 had started costing in the region of £120k.

- Gave a warning regarding dangerous baby dummy holders being sold online that had come to the attention WSCC Trading Standards officers and for people to be aware and only buy from known UK sellers.
- Promoted the 'Improving local places and spaces' initiative, information can be found online and urged APC to sign up to the initiative.

Action: APC to look into joining the 'Improving local places and spaces' initiative

NHS

No questions were asked.

Cllr. Urquhart finished by adding her thanks to the work that the APC office staff and volunteers had done during the Covid-19 pandemic.

**8 20/107 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllrs. Andy Cooper and Mike Clayden added their thanks to the work that the APC office staff and volunteers had done during the Covid-19 pandemic.

Cllr. Cooper reported that from ADCs perspective they now have the constitution working party and as they move forward to a potential committee system which will go on until the early part of next year at least, but a lot of items still need to be put into place.

There was not much else to report around the district, but he was happy to take questions as always.

Cllr. N Hamilton-Street asked about the papers going into the Cabinet meeting next week regarding council boundaries. Cllr. Cooper commented that ADC were always mindful of the boundaries and would be asking questions. Cllr. Clayden commented that he thought it was more about reducing councillor numbers rather than boundaries.

Cllr. Clayden finished by mentioning that a piece had been written in the Arun Times regarding the work done by APC office staff and volunteers and was definitely worth reading.

Cllrs. Urquhart, Cooper and Clayden left the meeting.

**9 20/108 COUNCILLOR CO-OPTION**

Cllr. N Hamilton-Street introduced Suzanne Howland to the committee and thanked her for putting herself forward. The Clerk had previously shared the interview notes and questions were invited from the committee.

After a short question and answer session Cllr. N Hamilton-Street advised the committee that it was now time to take a vote to decide if Suzanne Howland should be co-opted. The question was asked, all raised their hands in agreement and Suzanne Howland was officially co-opted.

The Clerk then advised that there would be an induction plan and invited Suzanne to come into the office the next day to go over this and sign some papers.

Suzanne will join the HTP committee.

10 20/109 NEIGHBOURHOOD PLAN  
The Clerk confirmed that the Neighbourhood Plan was still currently on hold.

11 20/110 CHRISTMAS TREE – VILLAGE SQUARE  
The Clerk talked through the supporting paper, giving a rationale to why two heights of tree were being proposed.

Cllr. N Hamilton-Street advised that a decision was needed on what size tree to go for this year – a discussion took place.

After discussion and a vote, it was agreed that a 16ft tree should be ordered rather than an 18ft tree. 6 councillors voted in favour of a 16ft tree with 5 in favour of an 18ft tree.

**RESOLUTION:** Cllr. Bicknell **PROPOSED** that a 16ft Christmas tree was ordered, Cllr. Jones **SECONDED** and **4 AGREED** and **5 AGAINST**

Action: Place order for 16ft tree with supplier.

TL

12 20/111 TREE POLICY  
Cllr. N Hamilton-Street explained the background and that the policy needed to be reviewed and adopted. She then asked for comments.

Cllr. Verrinder asked if under partnership working, 2<sup>nd</sup> bullet point on page 3 could the following be added: together with respecting the statutory purposes and duties of the South Downs National Parks.

Action: Wording to be added.

KH

Cllr. Bicknell asked about it being a fluid document – Cllr. N Hamilton-Street explained the document review process and that this document would be reviewed in 5 years.

**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** that the tree policy should be adopted after the above comment had been incorporated, Cllr. Reigate **SECONDED** and **ALL AGREED**.

13 20/112 REPAIR OF PLAY PARK EQUIPMENT AT DISCOVERY PLAY AREA  
Cllr. N Hamilton-Street explained where this piece of equipment was located, and the Clerk gave an update on the state of the equipment as there had been further damage.

After a short discussion and no further questions, it was agreed to undertake a full repair.

**RESOLUTION:** Cllr. Bicknell **PROPOSED** that a full repair was to be carried out, Cllr. Jones **SECONDED** and **10 AGREED** with **1 AGAINST**.

Action: Instruct the company to undertake a full repair.

KH



14 20/113 REPAIR OF WALKWAY - MAYFLOWER POND

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

Cllr. A Evans asked about using recycled materials. The Clerk explained that this had been investigated but costs were extremely high and not feasible at this time.

Cllr. R Evans suggested sponsorship boards and Suzanne Howland suggested the use of recycled tyres. Cllr. N Hamilton-Street said that both of these ideas should be taken to the Mayflower Park Working Group, both agreed.

Action: Add these items to the Mayflower Park Working Group document.

NHS

After discussion it was agreed to go with quote 1.

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**RESOLUTION:** Cllr. Bicknell **PROPOSED** that quote 1 should be accepted, Cllr. Harris **SECONDED** and **10 AGREED** with **1 ABSTAINING**.

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Action: Inform supplier of quote 1 that their quote had been successful and book a date for the repair to take place.

TL

15 20/114 BORE HOLES – COMMUNITY CENTRE GREEN SPACE

Cllr. N Hamilton-Street explained that this had originally been presented at the last CLEW meeting, the Clerk then talked through the supporting paper.

Cllr. Bicknell gave his views on why he thought bore holes should be done first and the background on previous situations that he was aware of.

Cllr. L Hamilton-Street stated that we are ultimately responsible for this area and although history of the area was known, we have to make sure we undertake a full and thorough investigation before a solution is put forward.

A discussion took place and after much debate the following voting took place:

- Leave the holes as they are – 2 for and 9 against
- Fill in the holes only – 5 for and 6 against
- Drill bore holes first – 7 for and 4 against

Looking at the number of votes it was agreed to go ahead with drilling the bore holes first and report back with the findings.

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**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** that bore holes should be drilled, Cllr. Bicknell **SECONDED** and **5 AGREED** with **4 AGAINST**.

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Action: Instruct the company to go ahead and drill the bore holes, share report once received.

TL

**16 20/115 ANNUAL PLAN**

Cllr. N Hamilton-Street introduced the plan and explained that the plan showed what had been completed and what still needed work on. She commented that only two items were outstanding and not started, the Parish Assembly due to Covid-19 and public toilets proposed at the Chandlers' site which was now not possible.

It was then asked if there were any questions or comments.

Cllr. Reigate commented on page 2 and asked if All About Angmering magazine should be included in this section, Cllr. N Hamilton-Street explained why this was not in that section as it was aimed at social media. No other comments were made.

Cllr. N Hamilton-Street said that APC would need to start putting their aspirations and plans together for next year so the budget can be set. The Clerk was looking at holding a session with all the councillors to discuss further – more information to come. In the meantime, Cllr. N Hamilton-Street asked everyone to start thinking in preparation for this meeting, including consulting the community, which was going to be done over three sessions.

**At this point the member of the public left the meeting.**

**17 20/116 COMMUNITY GRANT APPLICATIONS**

No grant applications had been received.

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

**18 20/117 2020/2021 FINANCIAL REPORT**

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

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

**19 20/118 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

None.

**20 20/119 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Housing, Transport & Planning Committee meeting held on Tuesday 22 September 2020 via Zoom – None.
- CLEW Committee – held on Wednesday 30 September 2020 via Zoom – None.
- Governance & Oversight Committee – held on Wednesday 5 August 2020 via Zoom – None.

**20/120 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

Cllr. Marsh asked if there had been any developments regarding the Chandlers site and Suzanne Howland commented on the Facebook posts she had seen. The Clerk explained that the site was still owned by Chandlers therefore APC were not able to comment or make any decisions regarding its use. The Clerk would pass on the relevant contact details if the original person who posted the suggestion was to get in touch.

**DATE OF NEXT MEETING**

The Committee's next meeting will be virtual meeting on **Monday 9 November** at 19:00 via Zoom.

**The meeting concluded at 20:35.**

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Chairman

Date.....

DRAFT

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

- 1) **A/99/17/OUT A/109/20/RES and A/110/20/RES South of Water Lane** – further submissions have been made on both these applications and an embankment application is going to come forward to replace the one for a bridge. now due to be taken to committee on 02 December 2020.
- 2) **A/76/20/PL – 84 dwellings Dappers Lane** – Extended Decision date - now due to be taken to committee on 25 November 2020.
- 3) **The Dappers Lane Working Group** – The group reported to HTP
- 4) **Operation Watershed.**  
**Cow Lane** – Work will commence on 9<sup>th</sup> November 2020 – see link <https://one.network/?119194747>  
**Honey Lane** – No update.
- 5) **ASRA Lease** – Chasing solicitor regarding lease.
- 6) **COVID-19 Office Response to lockdown 2.0** – The office team are poised with all the relevant information to be able to assist people in need. Several of our volunteers have advised that they are available to assist.
- 7) **Tap on the green** – Tara received an update on this and also the opportunity to put a bottle filling station on the green too. This will be bought to a future meeting.
- 8) **Active Travel** – I attended an Active Travel workshop along with several other local Clerks and councillors. We were given a presentation and have since been supplied with the presentation, notes and information regarding the survey. This will be advertised on our Facebook Page and information sent to all councillors. <https://www.smartsurvey.co.uk/s/arunactivetravel/>
- 9) **Grounds Maintenance** – Roy has completed all mowing for the rest of the year and is now concentrating on leaf blowing in public areas and general maintenance.
- 10) **Bramley Green Cycle Path** – signs have been put along the cycle path by WSCC and Matt Southern popped into the office to explain investigation is ongoing.
- 11) **Planning for the future** – Several councillors met to discuss a white paper and put forward comments. The sessions were successful and the document was sent off.
- 12) **ASRA Pavilion** – Quotes being sought for both the carpark and veranda. Stacy and Russel will report back.



- 13) **Litter Pickers** – 20 litter pickers were donated to APC by ADC. Thanks have been given.
- 14) **Volunteer Litter Pickers** – the programme has been put on hold due to COVID-19 and closing the office. All volunteers have been contacted to advise we will be in touch as soon as possible.
- 15) **Christmas** – no memory tree event this year. Bauble to be sent out with All About Angmering to enable residents to still take part either by hanging the tag on their own Christmas tree or by hanging it on the village tree at a convenient and safe time to them.
- 16) **Christmas Trees** – This year our village tree will be going up on 19 November 2020. The village shops trees will also be going up the same day.
- 17) **Office** – The office will remain closed to the public until 2<sup>nd</sup> December 2020. All office staff will be working from home and available on the usual telephone number – 01903 772124 or via email.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10.09.19	4	19/029	Public Consultation	Obtain list of land ownership and maintenance responsibilities	Locate the list if possible	Renamed "Book of Knowledge" - great progress being made 05/10/2020	TL
11.05.20	10	20/010	Mayflower Gullies	Investigate all legal obligations		Information gained from deeds down Mayflower Way and work completed by solicitor - work needed to collate - ongoing	KH
10.08.20	4	20/068	Public Consultation: Cow Lane	Report back on what surface options are available from WSCC		Emailed WSCC E Delicata - no decision yet - will keep us updated 04/09/2020	KH
12.10.20	7	20/106	Improving local places and spaces	Look at joining this initiative			NHS
12.10.20	12	20/111	Tree Policy	Add the following wording to the policy: together with respecting the statutory purposes and duties of the South Downs National Parks.			KH
12.10.20	13	20/112	Play park repair at Discovery park	Instruct the company to undertake a full repair of the piece of equipment		Company instructed 15/10/2020. Approx 10-12 week lead time.	KH
12.10.20	14	20/113	Repair of walkway - Mayflower Pond/Sud	Sponsorship boards and use of recycled tyres - add to Working Group document			NHS

12.10.20	14	20/113	Repair of walkway - Mayflower Pond/Sud	Inform supplier of quote 1 that their quote had been successful and book a date for the repair to take place	Email sent to company to start the process	Awaiting start date	TL
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.	Email sent to company to start the process	Await to see what budget is available and when we can give the go ahead for the work to start	TL

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



# Chair's report November 2020

A small number of Councillors worked with the Clerk to compile our Community Survey, that will be advertised in All About Angmering and circulated via social media, our website and emailed during November, to assist with the planning for the coming year and beyond.

We completed the Parish Councils response to the Governments White Paper: Planning for the Future and associated documents, and have submitted these to the Secretary of State for Housing, Communities and Local Government.

I attended along with Cllr Rhys Evans a webinar through Nesta on Parks of the Future. Over 300 people attended with lots of input, that will support some of our thinking for Mayflower Park and other open spaces in the village.

The Mayflower Park Working Group from CLEW, have had their second meeting via zoom. Cllr Rhys Evans presented a concept presentation, that he has worked on with an Architect and Landscape Designer. We are grateful for the pro bona work that has been done to date by Paul Zara. A positive discussion was had about engaging the residents with the design and support of the park.

I met virtually with Cllr Andy Cooper, to discuss how we can work together to be more proactive in addressing issues for Angmering. We have asked for clarifications about the proposed Sports Hub at Palmer Road. We explored how we can work through the Angmering Advisory Group more effectively to address concerns about developments in the village.

We held a meeting with WSCC Area Highways Manager, to understand their work plans and restraints, and put forward ideas that had been discussed, including addressing traffic and speed in Weavers Hill and The High Street. We are now clear how we put forward ideas and proposals, and the work needed to be done prior. We also raised the concerns of the cycle path through Bramley Green, which WSCC will look at more closely.

We have continued to work on information required for our objections to A/110/20/RES. This will now go to HTP on 3<sup>rd</sup> November, prior to submission deadline of the 20<sup>th</sup>.

Congratulations to Tara, for coordinating the Virtual Pumpkin Competition, we had the following entries;

Class 1 age 7 & under - 9 entries 394 Votes

Class 2 age 8 – 13 – 14 entries 357 votes

Class 3 age 13 and over 3 entries 55 votes

And gained a total of 86 more followers to our Facebook page in October.

Nikki Hamilton-Street



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# **SUPPORTING PAPER**

## **ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING**

### **MONDAY 9 NOVEMBER 2020**

#### **Agenda Item 10, Community Land Trust – Deed of Variation**

On the 5<sup>th</sup> October 2020 an email was received into the office from Tony Cross, Chair of ACLT. Several documents were attached and they explained the request for a Deed of Variation.

The attached documents advise of some background information as well as what is the request is from the Angmering Community Land Trust regarding the current project for houses on land along Mayflower Way.

Advice has been sought from the solicitor involved throughout the whole process and his comments are within the supporting papers.

Tony Cross will be available to answer any questions and provide more information regarding the request on the night.

If any further information comes to light I will forward this to all Councillors ahead of the meeting.

#### **Decisions Needed:**

1. To agree to the Deed of Variation to allow the building of part ownership properties as well as affordable rent properties.
2. Costs for the changes – who is responsible for these costs?





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# SUPPORTING PAPER

## ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

### MONDAY 9 NOVEMBER 2020

#### Agenda Item 11, Deed of Variation – A/99/17/OUT

Whilst preparing the S106 for the South of Water Lane development it was put forward to obtain funding to move the skate bowl and BMX track from Mayflower Park to a new position, due to the potential land swap with WSCC. This was subsequently confirmed and added to the S106 agreement.

Below extracts from signed Planning Obligation Agreement relating to Land South of Water Lane, Angmering, West Sussex - A/99/17/OUT

		Government by the 1990 Act.
2.1.60	Skateboard Contribution	means a financial contribution of one hundred and twenty thousand pounds (£120,000.00) to re-locate the existing Skate park on the parcel of land owned by Angmering Parish Council immediately west of Mayflower Park.

2.1.9	BMX Contribution	means a financial contribution of Seventy Thousand Pounds (£70,000) to re-locate the existing BMX track on the parcel of land owned by Angmering Parish Council immediately west of
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As you are all aware, there is no longer the need to go ahead with the suggested land swap and hence funding is no longer required.

On talking with the officer in charge of the application, Michael Eastham, at Arun District Council, he confirmed that we would need to put in a Deed of Variation to amend the requirements for funding.

As councillors, you will need to decide what the potential £190,000 be put towards.

After discussions following a call with Michael it was suggested that the funds could potentially go towards

- i) Funding towards replacing/upgrading the play park located at the Community Centre



- ii) Funding towards MUGA (Multi Use Games Area) located at either Mayflower Park or Community Centre Green Space



The Russet Play Park is the largest and one of Angmering's most used areas. It has also been identified as needing repair/renewal in our Play Park Matrix document completed by the CLEW Committee.

The introduction of a MUGA, either at Mayflower Park or by the Community Centre would be something new to the village and enable children/adults to stay active in a safe environment.

We are in the process of finalising a survey to be completed by Angmering residents regarding outdoor activity spaces and their use of both Mayflower Park and green space by the Community Centre.

This will assist us with knowing where the MUGA would most likely be located for the most gain to the village and gather views on both areas when it comes to leisure facilities and potential improvements.

I am in touch with Jessica Sparkes from BDW Homes regarding the proposed amendments and she is looking into the finer detail to see if there is a way to ease the process.

**Decisions Needed:**

1. Decide to go ahead with the Deed of Variation for the S106 funding.
2. Decide on what projects will be put forward for further investigation and funding.



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# SUPPORTING PAPER

## ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

### MONDAY 9 NOVEMBER 2020

#### **Agenda Item 12, St Nicholas Gardens - Vegetation Reduction Works**

In order to facilitate the creation of a village wide tree maintenance schedule it was requested that the contractor advise us of what level of maintenance this area would require after it was cut back this year (last done in 2018).

Option 1 or 2 needs to be completed this year/early 2021.

Option 3 is a possibility for ongoing maintenance and will replace the need to do one large cut every 2 years.

#### Option 1

- To reduce in height all shrub vegetation along the southern and northern boundary of St Nicholas field to a height of 2.4m all waste to be removed from site and disposed off
- To reduce in height the shrubbery island in the middle of the field to a height of 2.4m and remove waste from site and dispose of
- To cut back/side up the vegetation along the western boundary of the field and remove waste from site and dispose of

**Cost to undertake the above £2,466.88 + VAT**

#### Option 2

- To reduce in height all shrub vegetation along the southern and northern boundary of St Nicholas field to a height of 2.4m all waste to be chipped onsite and spread within the shrub beds
- To reduce in height the shrubbery island in the middle of the field to a height of 2.4m all waste to be chipped onsite and spread within the shrub beds
- To cut back/side up the vegetation along the western boundary of the field all waste to be chipped onsite and spread within the shrub beds

**Cost to undertake the above £2,247.65 + VAT**

## For 2021 and onwards

### Option 3

To undertake the cyclic maintenance of the shrubs and hedges within the field on a twice annual basis either side of bird nesting season, to cut back to the previous cut points from the initial reductions

1. **Cost to undertake the above with waste removal £430.00 +VAT per visit**
2. **Cost to undertake the above with waste left on site, chopped and spread within bases £410.00 +VAT per visit**

### **Tree Stump**

The following work also needs to be considered, however this would be a one off job:

To fell to ground level the decayed tree stump and move to a suitable location within the field to create an ecological feature, to back fill the hole from where the tree was sited with top soil and spread amenity mix grass seed. Please note no provision for irrigation is allowed for within our quote. Every effort will be made to match the seed with the existing grass species however we cannot guarantee an exact match .



**Cost to undertake the above works £90.00 +VAT**

**Please Note:** The above costs are based on works being undertaken prior to 28<sup>th</sup> February 2021 (start of next bird nesting season)

**Budget:** Contractor – Trees & Hedges. Taking into account all other work already agreed the budget stands at £3825 left for the year. If we take the highest cost for this work at £2466.88, this will leave £1358.12 for the rest of the year.

Please note that work is still on going for a maintenance plan for all the areas APC are responsible for.

### **Decisions Needed:**

1. To decide on an option for the full reduction works
2. To decide if it should be twice annually maintained going forward.
3. To decide if the decayed tree stump should be removed.



# 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 ANGMERING IN BLOOM ASSOCIATION

### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: JOHN GOULDING

Position within the organisation: TREASURER

Address: [REDACTED]  
ANGMERING

Postcode: [REDACTED]

Telephone Number: [REDACTED]

Email: [REDACTED]

Website: [REDACTED]

**WHAT TYPE OF ORGANISATION ARE YOU?**

Tick relevant box

A Charity providing services available to residents of Angmering	
An existing local group or organisation providing services available to residents of Angmering	✓
A new group or organisation, wishing to provide services for the residents of Angmering	

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

- Complement and maintain the floral displays provided by the Parish Council
- Promote and encourage community involvement in the enhancement and maintenance of the village on a year-round basis
- Encourage horticultural, environmental and community activities within the village
- Undertake projects beneficial to the community
- Raise funds to finance additional floral displays where appropriate

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

2011
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**HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?**

This should include people who are involved in the activity

Adult	Variable, currently 10
Junior (under 16)	0

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

100
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**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

<u>Account Year Ending</u>	
Total Income for the year	£ 1945.87
Total expenditure for the year	£ 3052.83
Surplus or <u>deficit</u>	£ -1106.96
Total savings or bank reserves at year end	£ 4160.72

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

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

To create and erect an information board in St Nicholas' Garden, Angmering, explaining the purpose and findings of the 2015 excavation there and illustrating aspects of the work.

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

It is hoped the project will inform local residents about some aspects of the history of their village and contribute to APC's avowed intention 'to extend the recreational role of St Nicholas' Garden' and generally raise the profile of this little-used amenity.

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

All residents potentially, on a daily basis.

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

n/a

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.

The 2015 excavation was a major community project commissioned by APC and involving local schools and volunteers from all walks of life, and it is right that the episode should be commemorated. Residents who are aware of the Garden are invariably intrigued by the pile of stones in one corner, which are currently identified only by a small plaque.

**SECTION C: AMOUNT OF GRANT REQUESTED**

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

£453.60 - this is the expected cost of computing the artwork for the board from material supplied by us

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*	<input checked="" type="checkbox"/>
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?

£ 1711.20
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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 checked="" type="checkbox"/>
No	<input type="checkbox"/>

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

Angmering Heritage Trust - £1257.60 (This is the cost of constructing the lecture, plus carriage & erection of same)
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5. Please give details of your own fund-raising efforts:

AIB raises funds throughout the year (in normal times) and has as a result a small cash reserve which could be used to make up any funding shortfall should that prove absolutely necessary.
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6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

n/a

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

Tick relevant box

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

How did you hear about this grant scheme?

APC website

## 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> 6.10.20	<b>Date:</b> 6.10.20	<b>Date:</b>
<b>Please print full name</b> JULIA PHEON	<b>Please print full name</b> JOHN GOULDING	<b>Please print full name</b>

<b>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</b>	<b>APPLICATION DEADLINE:</b>
Email:  Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square Angmering West Sussex BN16 4EA  Tele: 01903 772124	The application form should be submitted on or before the 1 <sup>st</sup> Monday of every month

## 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 the box to confirm your understanding of Data Protection