



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 8 NOVEMBER 2021 AT THE ANGMERING VILLAGE HALL, KING SUITE

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

In Attendance: Katie Herr (Clerk), Tracy Lees, (Committee Clerk), District Cllr. Andy Cooper, and 5 members of the public.

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

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	21/098	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. Alison Reigate, Cllr. Sylvia Verrinder, Cllr. Paul Bicknell, District Cllr. Mike Clayden, WSCC Cllr. Deborah Urquhart and District Cllr. Mike Clayden.	
2	21/099	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. No declarations were made.	
3	21/100	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 11 October 2021 were agreed by all and signed by the Chair.	
4	21/101	PUBLIC CONSULTATION The members of the public were in attendance to mainly talk about the level of development and infrastructure to match it in Angmering and their concerns. Cllr. N Hamilton-Street agreed that APC also had great concerns and talked through the three strategic sites i.e. location and what had been proposed as well as the land at the Rugby Club.	

Concerns were raised over all the green space/agricultural land being used and the environmental impact this would have. They wanted to know who made the decisions about what land could be used. Cllr. N Hamilton-Street

explained that the landowners are permitted to put forward their land for consideration and went onto explain the process involved. This included how everyone, not just APC, can object to a proposed development and that APC while having thirteen Councillors only had one say in these matters so stressed the importance of everyone in the village having their say and making their objections and comments known to the Planners at ADC.

Cllr. Oldfield gave an example that the proposed development at Rustington Golf Course had 300 objections and had therefore been refused whereas larger developments in Angmering had only received 14 objections. The members of the public were shocked to hear these figures.

While APC will do all they can from writing to ADC, objecting on the ADC portal, hiring a professional Planning consultant and calling on experts that currently live in the village the only way to stop or try and stop these developments is for the public to act and register their objections. APC do not want any future developments but need the public's help to achieve this.

Cllr. Cooper was asked to comment and stated that Angmering was blessed to have such a pro-active Parish Council as others were not so pro-active. He also explained the type of things to put into an objection rather than just not agreeing with it. He concluded by asking the members of the public present to talk to their neighbours and explain their help is needed if everyone really wants the development to stop.

The conversation then moved on to the A259 development and the lack of activity on site. Cllr. N Hamilton-Street again echoed their concerns and explained about the meeting that had been arranged with WSCC Highways Department and their lack preparation for the meeting resulting in it being postponed. It will be re-scheduled, and the results of this meeting will be reported on at the next PI meeting.

Cllr. N Hamilton-Street finished by making sure the members of the public were aware of the next PI meeting (Tuesday 16 November at 7.30pm in the King Suite, Angmering Village Hall) and invited them to attend. She also advised that the meeting will be advertised along with the agenda on the APC Website, APC Facebook page and the APC Office window.

The members of the public were thanked for their contribution to the meeting – 3 members of the public left at 20.12.

- 5 21/102 **THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**
- a) The attached report
 - b) Any subsequent matters that have arisen since the agenda was set.

The Clerk talked through her report and invited questions.
No questions were asked.

- 6 21/103 **CHAIRMANS REPORT**
The Chair invited questions on her report.

No questions were asked.

Cllr. Nikki Hamilton-Street advised that unfortunately Cllr Kevin Haag has handed in his resignation and as of today will no longer be a councillor. Cllr. Nikki Hamilton-Street would like to thank Kevin for his time on the council and wish him every success in the future.

7 21/104 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

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

8 21/105 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Andy Cooper commented that it was not all bad news, and it was great to see Parishes working together regarding the proposed development at Rustington Golf Course.

He reported that the new interim Chief Executive had now started and a strong shake up was expected. He also reported that the next meeting of the council was on Wednesday, and he expected it to be lively!

He finished by saying ADC had won funding for Littlehampton and Bognor under the Leveling Up Fund and hopefully this could spread into Angmering.

Cllr. R Evans commented that he felt ADC Councillors needed to be more visual and also suggested pop up shops in vacant units should be promoted. Cllr. Cooper said that ADC were already doing this, and he would see if there were any funds for Angmering.

Cllr. A Evans brought up parking issues in the village and what he had found out re making a complaint, which was WSCC said report it to the Police and the Police said report it to WSCC. As this is a WSCC matter it was agreed that the question would be directed to Cllr. Deborah Urquhart.

Action: Ask Cllr. Deborah Urquhart what the correct procedure should be regarding parking complaints/Issues.

KH

Cllr. Cooper commented that he would ask Parking Enforcement to come to Angmering to enforce the current parking restrictions.

Cllrs. Cooper left the meeting at 20:20.

9 21/106 NEIGHBOURHOOD PLAN

There are no updates regarding the Neighbourhood Plan.

10 21/107 FREEDOM OF INFORMATION POLICY 2021

Following approval from Governance and Oversight Committee this policy was being put forward for adoption.

After discussion the following was agreed.

RESOLUTION: Cllr. Oldfield **PROPOSED** that the policy should be adopted. Cllr. Jones **SECONDED** and **ALL AGREED**.

- 11 21/108 **COMPLAINTS PROCEDURE 2021**
Following approval from Governance and Oversight Committee this policy was being put forward for adoption.

After discussion the following was agreed.

RESOLUTION: Cllr. A Evans **PROPOSED** that the policy should be adopted. Cllr. Harris **SECONDED** and **ALL AGREED**.

- 12 21/109 **VOLUNTEERING POLICY 2021**
This item was removed from the agenda.

- 13 21/110 **LAP TOP SECURITY POLICY 2021**
Following approval from Governance and Oversight Committee this policy was being put forward for adoption.

After discussion the following was agreed.

RESOLUTION: Cllr. R Evans **PROPOSED** that the policy should be adopted. Cllr. Jones **SECONDED** and **ALL AGREED**.

- 14 21/111 **LIGHTING COLUMNS THROUGH MAYFLOWER PARK**
The Clerk talked through the supporting paper and said that this item had been ongoing since 2008. Now funding had been approved 3 quotes had been sourced to undertake the installation as well as the type of lighting. The quotes needed to be discussed and a winning quote agreed. A discussion then took place.

After discussion the following was agreed.

RESOLUTION: Cllr. Lee Hamilton-Street **PROPOSED** that quote 3 should be accepted. Cllr. Jones **SECONDED** and **ALL AGREED**.

Then the following was also agreed.

RESOLUTION: Cllr. Lee Hamilton-Street **PROPOSED** that APC are happy for the APC Office to apply for planning permission on behalf of APC from ADC. Cllr. R Evans **SECONDED** and **ALL AGREED**.

The Clerk confirmed information about the lights will be made available to all should it be needed/requested.

Cllr. L Hamilton-Street gave his congratulations to the Clerk for finally getting this project off the ground resulting in it soon to be completed. All agreed.

- 15 21/112 **EXTERNAL "MAYFLOWER WORKING GROUP" IDEA**
Cllr. R Evans wanted to discuss the possibility of creating an external Mayflower Working Group/Friends of Mayflower Park Group in order to progress ideas and apply for grants.

He gave an overview of his thoughts and reasons why and also explained a bit more of the background to the members of the public that were still present.

Cllr. N Hamilton-Street explained that agreement was needed by the APC to set this working group up so they could provide a costed and coherent way forward to ensure that a good community based asset is achieved. The working group would report back into the CLEW committee with their findings.

RESOLUTION: Cllr. Marsh **PROPOSED** that a Mayflower Working Group was formed. Cllr. L Hamilton-Street **SECONDED** and **ALL AGREED**.

16 21/113 COMMUNITY GRANT APPLICATIONS

The 2021/2022 budget for Community Grants is £3,800.

No grant forms have been received this month.

Five grants have been awarded in 2021/2022 and this totals £2,610

The remaining balance is £1,190

No grants have been requested this month.

Cllr. N Hamilton-Street commented that the Community Survey which is due to be sent out in a few weeks will also raise grant awareness.

17 21/114 2021/2022 FINANCIAL REPORT

The report was presented, no questions were asked regarding the report. The Clerk reported on a question that Cllr. R Evans had prior to this meeting.

Cllr. Harris signed the reconciliations for October 2021.

18 21/115 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

No questions were asked.

19 21/116 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

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

20 21/117 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None however, Cllr. A Evans updated the committee on his conversations with the care home Angmering Grange on Roundstone Lane and that Councillors had been invited to view the building once it was open.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 13 December 2021** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20:48.

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Chairman

Date.....

DRAFT

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
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 selected company to complete work. 30/09/2021 & 06/10/2021 & chased 05/11/2021 & 08/12/2021	KH
14.12.20	10	20/149	Operation Watershed	Chase information on the Honey Lane project and report back.		Update - we are not entitled to CIL money from Chandlers Site - as per Michael Eastham email 05/08/2021	KH
14.12.20	10	20/149	Operation Watershed	The Clerk to check that Swillage Lane Pond would not affect the Honey Lane project and report back.		Chased WSCC - awaiting reply 01/10/2021 Chased again 13.10.21 by KH. Email received - will be reviewed in 2022	TL
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Clerk would like to put this item on hold until works on Water Lane width have been completed as it may result in moving the signs.	KH
12.07.21	5	21/030	Clerks Report	Put LoveWestSussex app on all iPads		Completed 2 councillors - 04/10/2021	KH
09.08.21	10	21/053	Annual Business Plan 2021/2022	IT questionnaire to be sent to all councillors.		Will be completed in Jan 2022	LHS/KH

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



Clerks Report December 2021

Agenda Item 5

1) **Planning Applications.**

South of Water lane – Compliance issue raised regarding breach of Construction Management Plan.

North of Water Lane – Updated plan seen during Angmering Advisory Group Meeting. Plans now coming through regarding a variation of a condition and approval of details regarding the design code master plan.

Land at Rustington Golf Centre, A/129/21/PL – This application has been refused.

Chandlers Site A/110/21/PL – Application has been refused. No further updates have been

Land South of Littlehampton Road A/168/21/PL – This application has been refused

2) **Mayflower Park Lighting** – Planning application A/250/21/PL has been confirmed with Arun District Council. Funding has been received

3) **Community Survey** – Results are included in this agenda.

4) **Dappers Lane** – Compass bus now uses an alternative route and a TRO is being discussed with WSCC regarding the signage changes needed to make the under pass no entry for all vehicles from the North.

5) **Lloyd Goring Close Allotments** – Proposal for the area has been accepted – just waiting for final confirmation of potential commencement date and lease details. Positive feedback received from the community survey.

6) **Water Fountain** – Fountain should be fitted before the end of the year. Tracy liaising with Coastal Drains. No further update from Coastal Drains but now likely to be 2022.

7) **Mayflower Park** – Work has been completed by Parsons Close and we are liaising with the contractors to ensure the current finish is improved and the area put back to its previous state.

8) **Memory Tree Event** – Update being taken to CLEW on 15 December 2021 – the event went very well and lots of positive comments were made.

9) **Christmas Cards** – They have been sent out.

10) **Honey Lane** – I have been liaising with a resident regarding the current state of the lane. We discussed CIL funding from South Downs National Park and also a recent meeting with Joy Dennis the WSCC member for Highways and Transport. He is also sourcing quotes for repairs to other parts of the lane.

11) **Welcome Guide** – Work continues on the welcome guide and the final pictures from the Memory Tree are being added. This should be ready early 2022.

- 12) **Sports Hub** – A meeting was held with the consultants working on the sports hub off Arundel Road. Progress has been slow and representatives from APC are not happy that the entrance to the sports hub has been put forward to be moved to Decoy Drive and not off Arundel Road as previously advised. An email has been written to officers/councillors at ADC.
- 13) **Rainbow Bench** – the bench was successfully installed and officially “opened”. Positive feedback has been received and Roy is continuing to keep an eye on it.
- 14) **Yarn Bombers** – The village looks amazing and our thanks have been passed to the group. We are also featuring them in All About Angmering in December and are requesting donations of wool to be bought to the office and volunteers to get in contact too.



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Our Ref: MARK/ANG001

Mrs K Herr
Angmering Parish Council
The Corner House
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West Sussex
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1 December 2021

Dear Katie

Re: Angmering Parish Council
Internal Audit Year Ended 31 March 2022

Executive summary

Following completion of our interim internal audit on 1 December 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Angmering Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.



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SUPPORTING PAPER **ANGMERING PARISH COUNCIL COMMITTEE MEETING** **MONDAY 13 DECEMBER 2021**

Agenda Item 10 – COMMUNITY LAND TRUST LEGAL FEES FOR DEED OF VARIATION

Angmering Community Land Trust (ACLT) first came to the Angmering Parish Council in November 2020 to request a deed of variation to the current deed in place.

A paper was taken to Full Council in November 2020 as is detailed below.

SUPPORTING PAPER **ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING** **MONDAY 9 NOVEMBER 2020**

Agenda Item 10, Community Land Trust – Deed of Variation

On the 5th October 2020 and 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?

The minutes of the meeting were recorded as below

MINUTES OF THE OF ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 9 NOVEMBER 2020

COMMUNITY LAND TRUST – DEED OF VARIATION

Cllr. N Hamilton-Street introduced this item and welcomed two members of the public from the CLT that had joined this meeting to discuss this item. She advised the committee had all been sent a large number of documents by the Clerk which should have been read prior to this meeting. She then went on to advise how this item would be conducted:

- The two members of the CLT would be invited to highlight the key points from their perspective to the committee.
- If there were then questions for the CLT or the Clerk, the opportunity would then be given to ask them.
- A debate could then take place on how this item was moved forward on the decisions that needed to be made.

The CLT representative started by thanking the committee for giving them an opportunity to provide a status report and advised that Crayfern Homes had started clearance work on their land on the north side of Mayflower Way today and should be seen as an encouraging sign. A time scale is being sought for Crayfern Homes pre-commencement works.

The CLT representatives then went onto to give their status report. A long discussion then took place.

During the discussion Cllr. Oldfield experienced technical difficulties resulting in him having to leave and re-join the meeting at several points.

At the end of the discussion the following 2 decisions needed to be agreed:

1. APC need to agree to the Deed of Variation to allow the building of part ownership properties as well as affordable rent. Presently there are 12 affordable rents, and the proposal is to reduce this to 8 affordable rents and 4 affordable shared ownerships.

Cllr. Bicknell **PROPOSED** that no shared ownership was to be allowed, i.e. he disagrees to the Deed of Variation to allow the building of part ownership properties as well as

affordable properties. This was **SECONDED** by Cllr, L Hamilton-Street, **2** in **FAVOUR** (Cllr. Bicknell, proposer and Cllr. L Hamilton-Street, seconder), **7 AGAINST** and **2 ABSTAINING**.

During the voting Cllr. N Hamilton-Street and Cllr. L Hamilton-Street experienced technical difficulties resulting in them having to leave and re-join the meeting.

Cllr. Marsh **PROPOSED** to agree to the variance to allow the CLT to build part ownership properties as well as affordable rents. This was **SECONDED** by Cllr. R Evans, **7** in **FAVOUR** (including Cllrs. Marsh and Evans), **1 AGAINST, 2 ABSTAINING** and **1 NO VOTE**.

RESOLUTION: Cllr. Marsh **PROPOSED** to agree to the Deed of Variation, Cllr. R Evans **SECONDED, 7 AGREED, 1 AGAINST, 2 ABSTAINING** and **1 NO VOTE**.

2. Cllr. N Hamilton-Street advised that there would be an additional charge from Solicitors to draw up and change the Deed of Variation and that a decision needed to be made if this cost should be passed to the CLT or if APC are prepared to pay some or all of the costs.

Before the decision was made the CLT representative spoke on this matter and stated they had no idea how much the legal costs may be but if they were too much then they would probably not be able to finance them. A short discussion took place. After discussion, the Clerk proposed that more information should be sought on the final costs involved and suggested that the vote be postponed until further information was available.

RESOLUTION: Cllr. A Evans **PROPOSED** that further information should be sought on costs before a decision could be made on who should cover the cost and therefore postpone the decision, Cllr. Jones **SECONDED** and **ALL AGREED**.

Cllr. N Hamilton-Street thanked the two CLT representatives and said she hoped we could all find a way of getting through this together so this project could progress.

The two CLT representatives left the meeting.

In February 2021 the below paper was brought to Full Council in order to confirm the costs relating to APC's solicitor for completing the deed of variation.

SUPPORTING PAPER
ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING
MONDAY 8 FEBRUARY 2021

Agenda Item 12 Angmering Community Land Trust – Deed of Variation – Funding

The Angmering Community Land Trust (ACLT) proposed a Deed of Variation to us and this was discussed during Full Council on 9 November 2020. The two resolutions are listed below

Cllr. Marsh **PROPOSED** to agree to the variance to allow the CLT to build part ownership properties as well as affordable rents. This was **SECONDED** by Cllr. R Evans, **7 in FAVOUR** (including Cllrs. Marsh and Evans), **1 AGAINST, 2 ABSTAINING** and **1 NO VOTE**.

RESOLUTION: Cllr. Marsh **PROPOSED** to agree to the Deed of Variation, Cllr. R Evans **SECONDED, 7 AGREED, 1 AGAINST, 2 ABSTAINING** and **1 NO VOTE**.

2. Cllr. N Hamilton-Street advised that there would be an additional charge from Solicitors to draw up and change the Deed of Variation and that a decision needed to be made if this cost should be passed to the CLT or if APC are prepared to pay some or all of the costs.

Before the decision was made the CLT representative spoke on this matter and stated they had no idea how much the legal costs may be but if they were too much then they would probably not be able to finance them. A short discussion took place. After discussion, the Clerk proposed that more information should be sought on the final costs involved and suggested that the vote be postponed until further information was available.

RESOLUTION: Cllr. A Evans **PROPOSED** that further information should be sought on costs before a decision could be made on who should cover the cost and therefore postpone the decision, Cllr. Jones **SECONDED** and **ALL AGREED**.

Since the meeting in November 2020 the below estimate has been received from our solicitors (they have been involved since the inception of the ACLT)

"I estimate that the work will be £750-£1000 plus VAT and disbursements chiefly Land Registry fees. (You have already paid out some money on fees)."

During and email exchange with Tony Cross in January 2021, it was agreed that the ACLT would be willing to pay 50% of the fee to amend the deed.

Decision needed

Councillors need to decide if they are willing to pay 50% of the total cost to vary the deed to allow ACLT to build part ownership properties as well as affordable rent properties.

Current Budget for 2020/2021 Legal Fees - £700 remains from £2,000 budget.

The minutes from the meeting in February 2021 regarding the funding for the deed of variation are below

ANGMERING COMMUNITY LAND TRUST – DEED OF VARIATION – FUNDING

Cllr. N Hamilton-Street advised that a decision needed to be made at tonight's meeting and referred all committee members to the supporting paper which outlined the amounts to be decided upon. She also confirmed that the CLT were happy to contribute 50%.

The amount given by the solicitor had been between £750-£1,000 (plus VAT)

The member of the public representing the CLT gave an overview of the current situation. During the discussion, a question was asked about Angmering residents being given first option on applying for this housing, the representative confirmed this was still the case.

It was requested by Cllr. Bicknell that the minutes should state the amount for the Council to pay, £375 - £500 (plus VAT).

After discussion it was agreed that APC would pay 50% of the total cost to the deed to allow CLT to build part ownership properties as well as affordable rents.

RESOLUTION: Cllr. Oldfield PROPOSED APC would pay 50% of the total cost of the deed, Cllr. Marsh SECONDED, and ALL AGREED.

Two members of the public left the meeting at 19.59.

Since this has been agreed there has been extensive work on the deed and the initial changes needed have been added to. The deed is now ready to go but the costs have risen sharply to £4,950. After a short meeting with Nikki Hamilton-Street and the Clerk the representative from the ACLT sent the below email to the Clerk.

"In respect of the DoV, below are the changes required that I sent to our solicitor on 23rd February 2021.

This is two weeks after the parish meeting and it is reasonable to assume that she engaged with the APC solicitor on these points at an early stage. I would have thought at that point the APC solicitor should have flagged up any dramatic increase of costs to be incurred. I would also add that at the time of our application for APC support, we had about £2000 in unrestricted funds in the bank account and would have discontinued any further work on Mayflower Way as we could not have afforded the changes reflected in the current assessment.

“Our aim is to build 12 houses at Mayflower Way. Of these 8 will be affordable rental properties and 4 will be offered for Shared Ownership. In addition as part of our planning permission and contained within the Section 106 agreement, ADC has made certain stipulations regarding eligible households which are at slight variance with the Title Transfer document.

I would draw your attention to the following:

12 – Affordable Housing. - ADC have agreed that the rents should not exceed 80% of open market rents. We cannot provide housing at social rent levels. A form of words needs to replace this para to include Shared Ownership.

12.4.5 – does this prevent the vehicles of occupied properties from parking on the land?

12.6.3.1 – the shared ownership houses will not be by way of an assured tenancy.

12.6.3.3 & 12.6.3.4 – The occupation criteria is specified in Annex 2 of our S106 Agreement. Perhaps these clauses need to be deleted or refer to that?

12.6.4 – In the event of the dissolution of ACLT, the terms of any disposal of assets is stipulated in our Rules of Governance as registered with the Financial Conduct Authority. I am not sure of the relevance of the HCA in this respect.”

After the meeting and having received the above email, the Clerk contacted APC’s solicitor and explained the current situation regarding costs. The below email was then received from APC’s solicitor.

“It would have been obvious to the other side that all of the additional work which I and the Council had to put in because of their changing requirements could not have been accommodated within an original £750- £1000. My estimate given in November 2020 would have been correct for a simple deed of variation but at that stage we did not anticipate just how large the matter has proven to be. I append a time statement showing what has been done and the costs of that since the matter started off in October 2020. You can see that work which has been on the deed of variation directly and other advisory work arising from the other side’s changes plus the other issues thrown up: the planning permission, the alternative parking arrangements, the additional easements, issues with the s 106 agreement, staircasing and shared ownership, the restructuring of the ACLT. £1000 took us up to the delivery of the first draft DOV and the costs figure considered by Members in February 2021 was right for that moment in time.”

Confirmation/advice was sought from the CEO of WSALC and ESALC (West and East Sussex Association of Local Councils) and this is displayed below.

“It is clear to me that when APC considered the situation it believed costs would be at the level reported and entered into the 50% arrangement in good faith.

Now that costs have escalated all you can do is take it back to Council for instruction.”

With all the information received and all that has gone before, it is clear that this has to go back to Full Council for a decision.

Below are a proposed list of suggestion on how to proceed.

- 1) Pay £375-£500 as previously agreed in the minutes of February 2021 Full Parish Meeting
- 2) Pay £1,000 towards the final bill
- 3) Pay £2,475 towards the final bill (half of what is owing)

Decisions Needed

- 1) To confirm how much Angmering Parish Council are willing to pay towards the deed of variation requested by Angmering Community Land Trust.**
- 2) APC continues to support the ACLT development of Mayflower Way, but agrees that this is the last financial support.**

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 11 years specialising in local government.

Engagement Letter

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

At the interim audit date, it is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review. A final audit will be conducted after the year-end of 31 March 2022.

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A. BOOKS OF ACCOUNT (INTERIM AUDIT)**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Recommended minimum testing:

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

Interim audit

The council continues to use the Rialtas Business Solution (RBS) software package for recording the day-to-day financial transactions of the council. This is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly to record transactions and to provide management information reports for council.

The interim audit was conducted on site and the Clerk had prepared the requested information for review. Other information was reviewed on the council website and through discussion with the Clerk.

Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. I make no recommendation to change this system.

The council is not VAT registered and completes reclaims via a VAT 126 claim form on a quarterly basis. The last VAT reclaim was for the period 1 August to 31 October 2021 inclusive and showed a refund position of £3,697.51. I confirmed this amount was received to the council's bank account on 22 November 2021. The council is up to date with its postings.

Section conclusion

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Recommended minimum testing:

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

Interim audit

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The external auditor's report for 2020/21 was not qualified and has been published on the council website along with the Notice of Conclusion of Audit form. This was reported to the council meeting on 11 October 2021.

At the Annual Meeting on 5 May 2021, the council were presented with the internal auditor's report, and this is recorded in the minutes.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides a summary of the Register of Members' Interests for each councillor.

Confirm that the council is compliant with the relevant transparency code

The council's income and expenditure are between £25,000 and £200,000 per annum, and it is therefore not required by law to follow the Local Government Transparency Code, although it is recommended to do so. A review of the council website shows that the council is publishing the information contained within the code.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice on the home page of its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Community, Leisure, Employment & Wellbeing, Planning & Infrastructure, Governance & Oversight. There are regular scheduled meetings during the year, and a diary of future meetings is available on the website.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly marked as draft. These are subsequently replaced with final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the current NALC model and were last reviewed and approved by council at the meeting held on 13 September 2021 (minute ref 21/072).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the current NALC model and were last reviewed and approved by council at the meeting held on 5 May 2021 (minute ref 21/019). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained (Financial Regulation 4.1) as below: -

- The Council for all items over £5,000
- A duly delegated committee of the council – CLEW – up to £7,500 per project
- The Clerk, in conjunction with the Chairman of Council or Chairman of the appropriate committee, for any items below £1,000

These thresholds appear inconsistent, and lead to ambiguity with amounts that either fall between £1,000 and £5,000, or for CLEW amounts between £5,000 and £7,500. I discussed this with the Clerk and suggest that the thresholds are reviewed to make clearer for all to follow.

I discussed with the Clerk the invoice payments processes, and there is a clear system in place, with dual entry required for payment of online amounts.

There is evidence of regular presentation of financial reports to council and it is clear that councillors are provided with sufficient information to make informed decisions.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.

The council has the General Power of Competence (GPC) and the thresholds do not apply.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

Section conclusion

At the interim audit date, I am of the opinion that the control assertion “This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for” has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Recommended minimum testing:

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers’ and hirers’ (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim audit

The council has a risk assessment process in place and completes individual assessments for events. I reviewed the financial risk assessment, which is updated quarterly and was last approved by council at the meeting held in October 2021. The financial risk assessment includes identification of risk types, an assessment of the severity and likelihood of the risk occurring and mitigating measures in place. This is entirely suitable for a council of this size.

I confirmed that the council has a valid insurance policy in place with Hiscox, brokered through Came & Co, in a long-term agreement expiring on 30 September 2024. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fidelity Guarantee level of £500,000. **I recommend the level of Fidelity Guarantee is reviewed based on the balances currently held by the council.**

Section conclusion

At the interim audit date, I am of the opinion that the control objective of “This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these” has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)**Internal audit requirement**

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Recommended minimum testing:

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim audit

The Clerk confirmed that the budget setting process for 2022/23 is underway, and a meeting is taking place with the Chairman later today. A survey has been circulated to residents, and the results of this will support the council’s decisions over spending priorities for the following year. The final sign off of the budget and precept will be completed at the council meeting scheduled for January 2022.

A review of the council’s performance against budget year to date shows income recorded as 109.8% and expenditure as 50.8% of budget. The Clerk confirmed that income was higher than budgeted due to grant income received, and expenditure was below expected levels due to a number of events being reduced or cancelled during the pandemic restrictions. This indicates that the budget was accurately set and carefully monitored throughout the year.

At the interim audit date, the council held circa £203,000 in earmarked reserves, spread across a number of projects. The council also holds circa £359,000 in general reserves. This is higher than the recommended level of circa six months of precept and will be reviewed again at the year-end audit.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate” has been met.

E. INCOME (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Recommended minimum testing:

- Review “aged debtor” listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim audit

Apart from the precept, the council receives income from flat rental and other amounts from grants, VAT refunds and bank interest. I reviewed the nominal ledger and confirmed that amounts appear to have been allocated to the correct codes.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for” has been met.

F. PETTY CASH (INTERIM AUDIT)**Internal audit requirement**

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “not applicable” response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings

Interim audit

The council has a small petty cash float for incidental expenses. The amount is inconsequential to the council’s overall position.

The petty cash is reconciled monthly and is recorded on the RBS system.

Section conclusion

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for" is not applicable as the council has no petty cash.

G. PAYROLL (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Recommended minimum testing:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim audit

The council uses an external company to provide payroll services. The external provider completes all the PAYE and NI calculations and operates as the BACS provider for the council, making the salary, HMRC and pension payments.

All employees have a signed contract of employment, based on the NALC model, and the council is registered with the West Sussex County Council (LGPS) Pension scheme. There are councillor allowances paid half yearly through payroll.

Section conclusion

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Recommended minimum testing:Tangible fixed assets

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current

- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim audit

The council has a fixed asset register which is maintained in an Excel format. The register provides all of the required details and assets are correctly recorded at cost/proxy cost value. I discussed with the Clerk the suggestion of introducing a threshold below which amounts will not be added to the register, and this will be considered by council.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of “Asset and investments registers were complete and accurate and properly maintained” has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Recommended minimum testing:

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

Interim audit

Bank reconciliations are reviewed and signed off at meetings. The Clerk was able to show me versions which had been independently verified and included signatures of councillors on the reconciliation statement and the original bank statement, as per Financial Regulations.

I reviewed the most recent reconciliations and found no errors and was able to confirm balances to the bank statements.

Section conclusion

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of “Periodic and year-end bank account reconciliations were properly carried out” has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Recommended minimum testing:

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

Section conclusion

To be reviewed at the year-end audit.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)**Internal audit requirement**

If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority's website and noticeboard

Section conclusion

To be reviewed at the year-end audit.

L: TRANSPARENCY (INTERIM AUDIT)**Internal audit requirement**

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Section conclusion

I am of the opinion that the control assertion of "If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities" is not applicable due to the council turnover exceeding £25,000.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

Internal audit requirement

The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Section conclusion

To be reviewed at the year-end audit.

N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)

Internal audit requirement

The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4*
- *Section 2 - Accounting Statements 2020/21, approved and signed, page 5*

Not later than 30 September 2021 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Interim audit

I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

Section conclusion

I am of the opinion that the control assertion of “the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage” has been met.

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner’s report

Interim audit

The council has no trusts.

Section conclusion

I am of the opinion that the control assertion of “Trust funds (including charitable) – The council met its responsibilities as a trustee” is not applicable as the council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams
For Mulberry & Co

Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
RISK MANAGEMENT AND INSURANCE	I recommend the level of Fidelity Guarantee is reviewed based on the balances currently held by the council.	



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 13 DECEMBER 2021

Agenda Item 12 – Financial Regulations – Update Needed.

As a result of the recent audit it was suggested that the below changes are made to Financial Regulations which were adopted in May 2021.

Budgetary control and authority to spend

4.1. Expenditure on revenue items may be ~~authorised~~ up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- full council for all items over ~~£5,000;~~ £2,500*
- ~~a duly delegated committee of the council – CLEW – up to £7,500 per project~~
- the Clerk, in conjunction with Chairman of Council for any items below £2,500

*An exception to the above would be CLEW Committee, which have authority to spend up to £7,500 per event, without approval from Full Council.

The above changes have been sent to Andy Beams the auditor and he advised that they were suitable and a lot clearer than the previous version.

Decision Needed – to adopt the amended Financial Regulations as per the above.



**ANGMERING PARISH
COUNCIL
VOLUNTEER POLICY
2021**

ANGMERING PARISH COUNCIL
Authored by: Tracy Lees

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Introduction

Angmering Parish Council (APC) recognises that volunteers can add value and offer support to achieving the current aims of the Angmering Parish Council.

Our vision is that there is a strong, community focused and hard working group of volunteers that are able to make a positive difference to people's lives in Angmering.

What Volunteers can expect:

- To have clear information about what is and is not expected of them.
- To be insured and to volunteer in a safe environment.
- To be treated with respect and in a non-discriminatory manner.
- To be recognised and appreciated.

-
- To be able to say 'no' to anything which they consider to be unrealistic or unreasonable.
 - Volunteer roles are on a temporary basis and the continuation of the role is not guaranteed.

Angmering Parish Council expects volunteers:

- To be reliable, open and honest.
- Encourage volunteers to make the most of opportunities given, e.g. for training.
- To contribute positively to the Parish Council and avoid bringing the Parish Council into disrepute.
- To carry out tasks within agreed guidelines.

Recruitment of Volunteers

Recruitment will involve a standard application form. Some roles may require further checks such as DBS checks which will be undertaken in accordance with the latest guidance.

Volunteer opportunities will be advertised on our website, via our noticeboards and via social media. All enquiries will be responded to within 7 days.

Any new roles for volunteers must be agreed with the Clerk and Chairman before they are advertised.

Equity of Opportunities

APC recognises that the activity of volunteering can provide a volunteer with experiences and opportunities for self and career development. All volunteer opportunities will be open to individuals irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Diversity

All volunteers will be expected to have an understanding and commitment to equal opportunities and diversity.

APC aims to adhere to best practice and will respect everyone for their individuality.

APC is sensitive to different cultures, lifestyles, backgrounds and languages and strives to ensure equality of opportunity to ensure that individuals are given equal access to information, services etc. and requires all staff and volunteers to follow these principles. We will strive to provide extra support and make reasonable adjustments, if needed, for volunteers with additional needs including disability, language or mental health.

Recognition

Volunteers will be given the opportunity to share their views and opinions of their experiences of volunteering with APC. APC will also recognise their contribution through social media and through the use of certificates, newsletters and by saying thank you.

Health and Safety

APC appreciates that all volunteers have the right to work in a safe environment. Therefore, all volunteers must carry out their duties in line with APC's Health and Safety Policy whilst engaged in their work/volunteering activity. Risk assessments will have been provided with your initial paperwork, task dependent.

Volunteers are covered by APC's Public Liability Insurance but if they wish to use their car to carry out any aspect of their volunteering role, the onus is on the volunteer to notify their insurance company to ensure that they are covered on their vehicle insurance.

What to Do If A Volunteer Needs to Raise a Concern

A volunteer may raise a concern about another volunteer, a member of staff or the organisation itself. A volunteer's performance may have declined, or someone may have made a complaint about a volunteer's work, attitude or conduct. This procedure is intended to make the process much easier to manage. It ensures consistency, provides a means of identifying a solution and demonstrates APC's commitment to volunteering good practice. It will also help to demonstrate the steps it has taken in the event that the relationship with a volunteer has to be ended.

Stage 1 - Verbal Concern

Initial concerns, regarding a member of staff, the organisation or another volunteer, should first be discussed informally. Many issues can be solved this way. Complaints should be raised with a member of staff from the office as soon as it is practicable to do so. If the complaint concerns this person, the volunteer should talk to the Clerk.

Stage 2 - Written Complaint

If the volunteer is not satisfied with the outcome of the verbal concern, they should make a formal complaint in writing to the Clerk. The written complaint should be made within 14 working days of the oral complaint and APC will respond to the written complaint within 10 working days.

Stage 3 - Opportunity to Appeal

If the volunteer is still not satisfied with the outcome, then he/she can appeal to the Chairman of APC. The volunteer may be invited to meet with the Chairman and may be accompanied to the meeting by a person of their choice. The Chairman will respond within 10 days, in writing, following the meeting and their decision will be final.

What Should Happen If Someone Complains About A Volunteer

Stage 1 - Verbal Discussion

The first step should be an informal discussion about the concern with the staff member who usually supports the volunteer. This is an opportunity for the volunteer to hear about the concern and offer their side of the story. It may also seek to identify some solutions, if required and appropriate. Concerns should not be made anonymously; volunteers have the right to know what the concern is and who it has been raised by so that they are able to offer their side of the story. Volunteers have the option to be accompanied to the meeting by a person of their choice.

Stage 2 - Written Warning

If the issue has not been or cannot be resolved by the discussion, the volunteer may be issued with a written warning outlining the reason for the complaint. The volunteer will be given the opportunity to state their case formally to the Clerk and may be allowed to be accompanied to any meetings by a person of their choice. Depending on the nature of the concern, further help could offered. However, if APC decides to ask the volunteer to leave, they should be given the opportunity to appeal.

Stage 3 - Opportunity to Appeal

If the volunteer has been asked to leave, they may appeal in writing to the Chairman of APC. The volunteer may be accompanied to the meeting by a person of their choice. The Chairman will respond within 5 working days, and their decision will be final.

Exceptions

In some cases volunteers may need to be asked to stop volunteering immediately while the matter is explored. For example, if a volunteer is accused of harassment,

theft, or angry or violent behaviour. The decision to ask a volunteer to stop volunteering will be confirmed in writing by the Clerk.

Some Points to Remember

- All complaints must be treated confidentially and should only be discussed amongst those who are directly involved in trying to resolve the issue.
- APC will keep records of what happens and who is involved.
- Meetings will take place in a confidential place.
- The volunteer will be kept informed at every step of the procedure.

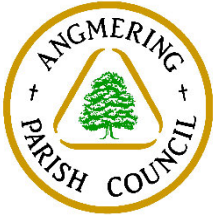
RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	Medium
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **3 years**.

Meeting policy was approved at:

Date:

Date of next review: December 2024



Angmering Parish Council

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SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 13 DECEMBER 2021

Agenda Item 14 – Arun District Association Of Local Councils

An email was received on 3 December 2021 with regards to the reforming of the Arun District Association of Local Councils.

“The District Associations across Sussex have a vital role to play in enabling collective engagement between the towns and parishes with the District / County Councils and other agencies. This is particularly important in the context of planning and infrastructure issues where Horsham DALC Chairman, Cllr Malcolm Eastwood is engaging very effectively with the CEO of Horsham DC. Since April, Horsham, Chichester and Mid Sussex DALCs have moved forward successfully but Arun is lagging behind with no activity or meetings arranged, to the disadvantage of local councils. Chairmen are in place within the three DALCs and Anna Beams has been appointed Secretary / Treasurer for each of them; this means we do not have to find a willing Clerk to take on the role. In order to gauge support for the resurrection of Arun DALC we have arranged a meeting to take place by zoom on Wednesday 19th January starting at 7.00pm. This meeting will be chaired by Dr. John Godfrey DL, of Arundel and one of WSALC’s Joint Presidents. An agenda will be circulated shortly after Christmas but in the meantime it would be most helpful if the attached document could be completed and sent back by return of this email. “

Meetings will be held quarterly.

The council will also need to decide on a representative. Currently, as agreed in May 2021, Cllr. Nikki Hamilton-Street is the nominated representative.

Arun District Associations of Local Councils

_____ Council **supports / does not support** the reforming of Arun DALC

We **will / will not** be able to attend the Meeting on 19^h January 2022

Our representative will be _____



EXTENSION TO THE ANGMERING CONSERVATION AREA 2021

Report to Full Council on Monday 13th December 2021

1) **What is the purpose of a Conservation Area and why does Angmering need one?**

- Conservation areas exist to manage and protect the special architectural and historic buildings, landscape, street scenes, environment and ecology that represent the history of an area from unwarranted development and destruction and to preserve them for future generation's interest, enjoyment, and well-being.
- Conservation area designation introduces some additional controls over the way owners can alter or develop their properties. However, owners of residential properties generally consider these controls to be beneficial because they also sustain, and/or enhance, the value of property within it.
- Angmering is an ancient pre-roman village which has expanded considerably to what we see today. During previous developments, many of the historical buildings and areas were lost – it was as a result in 1973 of the proposed destruction of Pidgeon House, that the villagers voice was heard. The building was subsequently saved and in 1974 became part of the new Angmering Conservation Area. There are approx 90 Grade II Listed buildings within the Parish, three of which are Grade II* Listed.
- That is why people remark on what a beautiful village it is and want to live here.

2) **SUMMARY**

The Planning & Infrastructure Committee set up a working group consisting of Councillors and Residents to look at and report back to P&I with suggestions of areas close to the Angmering Conservation Area (CA) that should be included in the CA.

4th June 2021 - First meeting of the Group brainstormed the area surrounding the CA and made suggestions to put to the ADC Conservation Officer on the Assessment walk.

20th August 2021 – (Appendix 1) The Group which also consisted of the ADC Conservation Area Officer Martyn White viewed and assessed the CA including two areas which it was considered should be included in the Conservation Area. Whilst on the assessment it was also discovered that for some unknown reason, some of the gardens of dwellings within the CA were half in and half out of the CA and the Group proposed that these areas of Gardens should be extended into the CA (**Appendix 3**).

7th October 2021 – (Appendix 2) Mr Brian Bannister a professional member of the Arun District Conservation Area Advisory Panel (ADCAAP), accompanied members of the Group to view two areas of interest for more technical guidance and advise which would aid in the decision as to which should be included.

There are other areas within Angmering that were considered but at this time did not warrant being part of the CA due mainly to insufficient age and historical interest and should perhaps be assessed in 10 years' time, however, other areas do qualify as Areas/Buildings of Significant/Historical Character and should be added to the "ADC/APC Areas of Character Lists" and may be discussed further at a future date by the Group.

3) **RECOMMENDATIONS**

Reports of the assessments were made to P&I who on that basis hereby recommends to Full Council that the proposed areas be approved to be included in the Angmering CA. (See Reports at Annexes 1, 2 & 3)

that APC Full Council Approve and Agree with: -

RECOMMENDATION 1 that: -

- a) **Weavers Hill**, its cottages and listed building namely Weavers Cottage as described in the report by Mr Brian Bannister (**Appendix 2**), be included in the Conservation Area.
- b) **The land of the Gardens** of the properties situated on the High Street and listed below, that were previously omitted from the CA map, be included in the Conservation Area. (As indicated on the CA map – **appendix 3**).

Properties: Carlton Cottage
 Littleworth House
 Littleworth Cottage
 Spotted Cow Public House (including land currently used as a Car Park)
 Pound House

- c) **Tall Trees** – the original house and part of the land around the property is currently included in the CA. The original house has since been demolished and recently replaced by the large mansion type property we see today, which due to its size, is both in and out of the CA designated site.

The recommendation is:

- i. that the entire property, building, and land known as Tall Trees **should be included** in the CA, or
- ii. that the current designated area **should be removed** from the CA.

RECOMMENDATION 2 that: -

On approval by Full Council, the residents involved at recommendation 1 should be notified by letter of the intention to include their property and area, in the Angmering Conservation Area, and that a wider community notification be made via the APC communication network.

Sylvia Verrinder

Cllr Sylvia Verrinder TD
Lead APC Conservation Area Working Group
December 2021.

ANGMERING PARISH COUNCIL
CHANGES TO THE CONSERVATION AREA WORKING GROUP
 Meeting held at 1000 hours on Friday 20th August 2021

Those Present: - Councillor David Marsh
 Councillor Sylvia Verrinder
 Mr Neil Rogers-Davis (Resident)
 Mr Martyn White (ADC Conservation Officer)

The group set off from the Lamb at Angmering to walk the conservation area, to assess the area and to view those areas as listed on the report of 4th June 2021 and previously at the HTP meeting on 30th March 2021.

1 Water Lane, Weavers Hill.

Water Lane the first proposed area to be viewed. This meant a walk from the Lamb along Water Lane and past the now derelict former Chandler's car showrooms and workshop. It was agreed that the area was an attractive entry into the village and conservation area, all the properties being of early to late 20th Century build, except for "**Gladstone Cottages**" (circa 1898). To mitigate the problems of flooding from the Black Ditch some dwellings had been attractively modified to prevent the buildings being constantly flooded.

The group therefore agreed that now was not the time to expand the CA along Water Lane, however, with regard to Gladstone Cottages, it was considered that they should be afforded the protection of an "Area of Significant Interest" and listed as such, especially in the Neighbourhood Plan.

Recommendation: That Water Lane should be viewed for inclusion in approx. 10 years' time and that Gladstone Cottages be listed as part of the Areas of Significant Character and Interest in Angmering (the correct definition is to be investigated) and included in the Neighbourhood Plan.

Weavers Hill is an ancient thoroughfare which extends from the Conservation Area at Cresswell Cottage to Water Lane and includes the 18th Century Weavers Cottage at the Junction with Water Lane, this is a listed building. There is a date stone of 1724 hidden beneath the porch. The Group compared the 10 terraced cottages, the Flint Wall, and the narrow lane with a picture of the area taken about 100+ years ago.

Weavers Cottage is currently undergoing some building work which is sympathetically being done to match the materials and design of the cottage and will have no harmful effect on a conservation area. Over the years, the 10 cottages have been slightly modified with a change of porch and window style, yet they remain in keeping with the design and materials of the original build. However, there are two additional houses built during the 20th century close to Weavers Cottage, their build does not detract from the overall effect.

Opposite the cottages is an ancient flint wall. This wall is now fully covered in foliage and believed to be in various states of deterioration and possibly stability. This wall was once maintained by the landowner of the land that the wall sits on. This wall extends to the CA but unfortunately due to the large development close to the CA and approved by ADC on the other side of the wall, the developer has demolished 10 metres of the wall to enable access to their sales site. This was approved by ADC on the understanding that the wall is re-fashioned professionally and to the same specifications when the sales site is no longer needed. It is anticipated that the site next to the new development and on the junction with Water Lane is yet to be applied for and approved by ADC. By making Weavers Hill part of the Conservation Area, it will carry much weight in determining the design and materials of the proposed development to ensure there is no harmful effect on the listed buildings and historical lane.

Recommendation: The Group agreed that Weavers Hill should be included in the Conservation Area.

2 Highfield Close, Hillside Crescent and Spotted Cow and Cow Lane

The group moved on to view the cottages in Highfield Close, and Hillside Crescent. There are some attractive terraced cottages in this area which were built about the 1930's to 1940's. The access road into Hillside Crescent is private and in need of much attention, again there appeared to be no build older than the 30/40's. However, the Crescent does lead onto the High Street which is part of the CA with the buildings, such as Somerset House at the junction.

Recommendation: It was considered by the group that this area was still too young to be included in the CA and should be reviewed in 10 years' time.

The walk then continued through the CA to the Spotted Cow public House, the current end of the CA. The Conservation Officer pointed out that the rear gardens of some of the cottages were half in and half out of the CA, and needed to be considered, these are between Carlton Cottage and the Spotted Cow. It was also pointed out that the rear garden of Pound House opposite was also in and out of the CA.

Recommendation: That these gardens are to be considered for inclusion in the Conservation Area.

Attention was then drawn to the area opposite the Spotted Cow. The former Manor Nurseries are currently being developed and not included in the CA, likewise Tall Trees a multi bedroom dwelling built early 21st century with access onto the CA and between this new development and Pound House.

Tall Trees is built on the land of the former dwelling owned by Lord & Lady Delfont. The question is should these two areas (Manor Nurseries and Tall Trees) be considered for inclusion in the CA. It is noted that access onto the High Street will be affected by the additional vehicle use from the new development.

Recommendation: That neither site should be included in the CA. (on further investigation, part of the Tall Trees property and land is currently included in the Conservation Area – see Angmering CA Map)

Cow Lane is an ancient by-way dating back hundreds of years as a route from the east, the sea, the village and what is now the South Downs National Park and is much used by the residents of Angmering as a "quiet" Lane for them to enjoy without the presence of motor vehicles. It has just undergone resurfacing thanks to "Operation Watershed". This lane goes from The Spotted Cow to the roundabout at the junction with the A280 and A259. This Lane should be preserved as a sunken quiet lane for the benefit of the community and therefore listed as an area of historical interest.

Recommendation: That Cow Lane be listed as an area of historical and significant interest and included in the Neighbourhood Plan.

3 Honey Lane, The Allotments and The Cotterells

Part of Honey Lane is within the Conservation Area, but the Allotments are not, neither is the very large garden that abuts the footpath into Bramley Green. It is understood that when BG was built the developers made provision for a road to continue into the garden should it ever be sold.

Recommendation: that as the allotments are already protected by the (Amenity, Green Open Space policy – tis needs checking) nothing further would be achieved by extending the CA here. As for the garden it's a wait and see situation – apart from the allotments and designated open areas such as Fletchers Field and Palmers Field this garden is the only very large open space still remaining in the village centre.

The Cotterells is part in and part out of the CA. The part outside the CA contains over 25 terraced cottages built as workman's cottages 1912-1914 by Edwin Harris. Very little appears to have been done to alter the façade of the buildings and they remain very much as when they were first built. However, the building at the entrance to this part of the Cotterells has been modified under building regs and its style is modernistic and detracts from the overall beauty of the area.

Recommendation: that this part is included in the CA but needs further technical/architectural investigation and advice from a member of the Arun District Conservation Area Advisory Panel (ADCAAP) to assess whether the modern changes will have a harmful effect on the area and therefore set a precedence for other areas of the CA to follow.

4 Other Areas

After the walk around, the group discussed what they had seen, and it was decided that should all the other areas as previously discussed be included, then the CA would become too large and keep expanding as time goes on.

Recommendation 1: that the areas as listed be classed as "Areas of Character/Significant/Historical Interest" and be included in the Neighbourhood Plan. These are: -

- *The Old Mill House and The Old Cottage on Station Road, The Baptist Church and Ham Manor Lodge*
- *Gladstone Cottages*
- *The historical buildings on Ham Manor*
- *The Ecclesden's and the Old Windmill – As this area is within the SDNP the Conservation Team at the Authority must be consulted as it is outside the remit of ADC. The Conservation Team have been e-mailed to ask for their advice and guidance and if necessary to assess the area on foot.*

Recommendation 2: that the following areas should be reviewed in 10 years' time and noted in the Neighbourhood Plan: -

- *The Lansdowne's – Road, Way and Close.*
- *Water Lane*
- *Highfield Close and Hillside Crescent*

5 The Next Step(s)

- After presentation of the initial assessment to committee, to await comments from Planning & Infrastructure, and Full Council,
- if he agrees, assess the Cotterells with Mr Brian Bannister of ADCAAP.
- If the Conservation Officer at SDNP agrees, assess the Ecclesden's Area on foot.
- Consider placing an advert/newsletter in the "All About Angmering" Magazine to invite members of the public to help form an Angmering Conservation Group.

6 Future Assessments

- Assess the not yet reviewed historical area of Ham Manor for inclusion as an Area of Character
- Assess the area known as the Vinneries (Yarmer Cottage?) on the A27 for inclusion as an Area of Character

7 Listed Buildings

At this meeting it was considered that some of the buildings within Angmering were of such significant architectural interest that they should be Listed, buildings such as Vine Cottage, Winchester House, and Cottrell House all on the High Street. Before action is taken the process of Listing is to be investigated with the Conservation Officer and English Heritage.

Councillor Sylvia Verrinder
2nd September 2021

ASSESSMENT OF THE AREAS KNOWN AS “THE COTTERELLS” AND “WEAVERS HILL!

On 7th October 2021

Present: Cllr David Marsh
 Mr Neil Rogers-Davis (Resident)
 Mr Brian Bannister (Representative from the Arun District Conservation Area Advisory Panel)

Apologies were given by Cllr Sylvia Verrinder

Background

There are two areas suggested as extensions to the Angmering Conservation Area, namely

- The Cottrells and
- Weavers Hill.

The national criteria given for the designation of conservation areas is given in Section 69(1) of the Listed Building Act 1990 and that is that they should be areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

I am sure that it is appreciated that the designation of areas which do not clearly fall within this definition will dilute the importance and purpose of historic area conservation.

1 - The Cottrells

The terraces date to just prior to the First World War and have a distinctive formality of layout in contrast to the general informality of layout in the remainder of the conservation area, reflective of a planned rather than organic growth of the village. They are of some interest in being a local example of (what was then) low-cost housing provided by private rather than public initiative (Neil’s research shows that Edwin Harris was certainly a force for the good in this regard!) The development predates the general provision by local authorities of such housing which principally commenced after the First World War. However, this type of housing is not really rare in the district and similar examples from this very early 20th century period may be found particularly in Bognor Regis and Littlehampton.

The terraces are not unattractive with some interesting detailing such as the dentilled string courses and the brackets to the cills of the first-floor windows.

- Numbers 18, 19 and 21 are the least altered and illustrative of the original appearance of the terraces. The owners of these have obviously taken considerable care over the historic appearance of their houses and should be congratulated!
- However, there have been unfortunate alterations throughout the remainder with a proliferation of pvcu windows which lack the subtlety of the originals, and inappropriate door designs.
- Original slate roofing has been removed from the roofs of nos 1, 3, 7, 9-14, and replaced with inappropriate interlocking concrete tiles which, together with the above alterations and addition of porches, detract from the visual cohesiveness of the group of terraces.

Historic England and Government planning advice states that certain types of 20th Century development should not be ruled out, and indeed welcomed, as possible contenders for designation as conservation areas. It is clear though that such areas should have some importance at a national level. For instance, the 20th Century Society have recently produced a publication (available on-line) where certain areas have been suggested for designation and these include, as examples,

- the centres of some of the early New Towns,
- the bedZED scheme, and
- housing schemes influenced by nationally/internationally recognised architects.

I would suggest from this that, notwithstanding the fact that with some effort the attractive original appearance of the group of terraces could be restored, there would still be a need for the original development to have had some innovation or distinctiveness in design and layout or to have been influenced by a renowned architect or town planner to be considered for designation as a conservation area.

The road also lacks a listed building that might have given a strong historical context for the group as a whole.

As such my view would be that **The Cottrells DO NOT fall within the criteria for designation as an extension to the existing conservation area.** It is rather debatable, but the Parish Council may wish to consider putting forward

- the street as a possible **Area of Character** and
- the relatively unaltered terrace comprising nos 15-22 as **Local List buildings** when Arun DC conducts a review of these lists. Obviously, there would be the need for supporting historical and other information in order to argue that the relevant criteria are met.

2 - Weavers Hill

North of the junction with Cumberland Road there is a distinctive sense of place with the regular built form of the terraced housing on the west side staggered down to the lower level, contrasted with the open field on the east side, reflective of the agricultural origins of the settlement, and the street scene terminated with the modest but interesting historic form of Weaver(s?) Cottage, Listed Grade 2.

Very substantial chimneys stacks dominate the skyline and the original natural slates and plain clay roofing tiles to the circa 1900 terrace are still intact. Neil and David's research shows that the terrace was constructed by George Boore and, in my view, it has better detailing and is more visually interesting than the terraces in The Cottrells.

The terrace seems to have been built in a phased manner and includes subtle differences in appearance between nos 1-5, 6-7 and 8-10.

- Nos 1-5 have ground floor angled bay windows in brick and timber and
- 6-7 have brick angled bays connected with a plain clay tiled hood which lies over attractively detailed semi-circular arches to the thresholds.
- Nos 6-7 have a plain clay tiled roof;
- the roofs to the remainder of the terrace being of natural slate.
- Nos 1-7 also have attractive facades in a combination of brownish bricks laid in a Flemish bond with contrasting red brick dressings. The use of canted bricks to provide a chamfered edge to the reveals of windows and doorways is a fine and attractive detail.

There have been some unfortunate alterations to the terrace, including

- the replacement of some of the vertically sliding painted timber sash windows with inappropriate top hung pvcu 'false sashes.
- No1 has been particularly badly altered with the latter, made even worse by being in brown!
- Original four panelled front doors have largely been replaced with ones of different design.

On the whole, though, enough of the original fabric and detailing remains which in tandem with its bold form and massing means that the visual integrity of the terrace is left intact.

- Further inappropriate changes though would be very unfortunate, particularly given that some of the owners clearly take a pride in retaining the original appearance of their property (nos 5/6).

- It is refreshing to see that in respect of nos 8-10 the side hung sashes have been replaced predominantly 'like for like' and that obvious care was taken to ensure that all the new window frame heads line up - something that is not always seen in modern replacements where, commonly, the fixed light has a visually discordant larger glazed area.

My view is that the terrace is a very good example of traditional domestic design for its period of construction, not overly altered, and warrants consideration for **inclusion in the Council's Local List (Buildings of Character)** when the time comes for a review.

It is also my view that there is a case for the designation of this section of Weavers Hill as a conservation area given the interesting historical and visual grouping of the very early 19th century terrace with the early 18th Listed Building, Weaver Cottage. In the absence of the latter, I would have had doubts that the terrace on its own would have warranted designation as a conservation area.

The field to the east is critical to the rural setting and historical context of this group of buildings. However, my reading of the Arun DC Local Plan Proposals Map seems to show that the field now lies within the defined built-up area of Angmering where residential development would be acceptable in principle; there being no alternative designation such as protected open space, for instance.

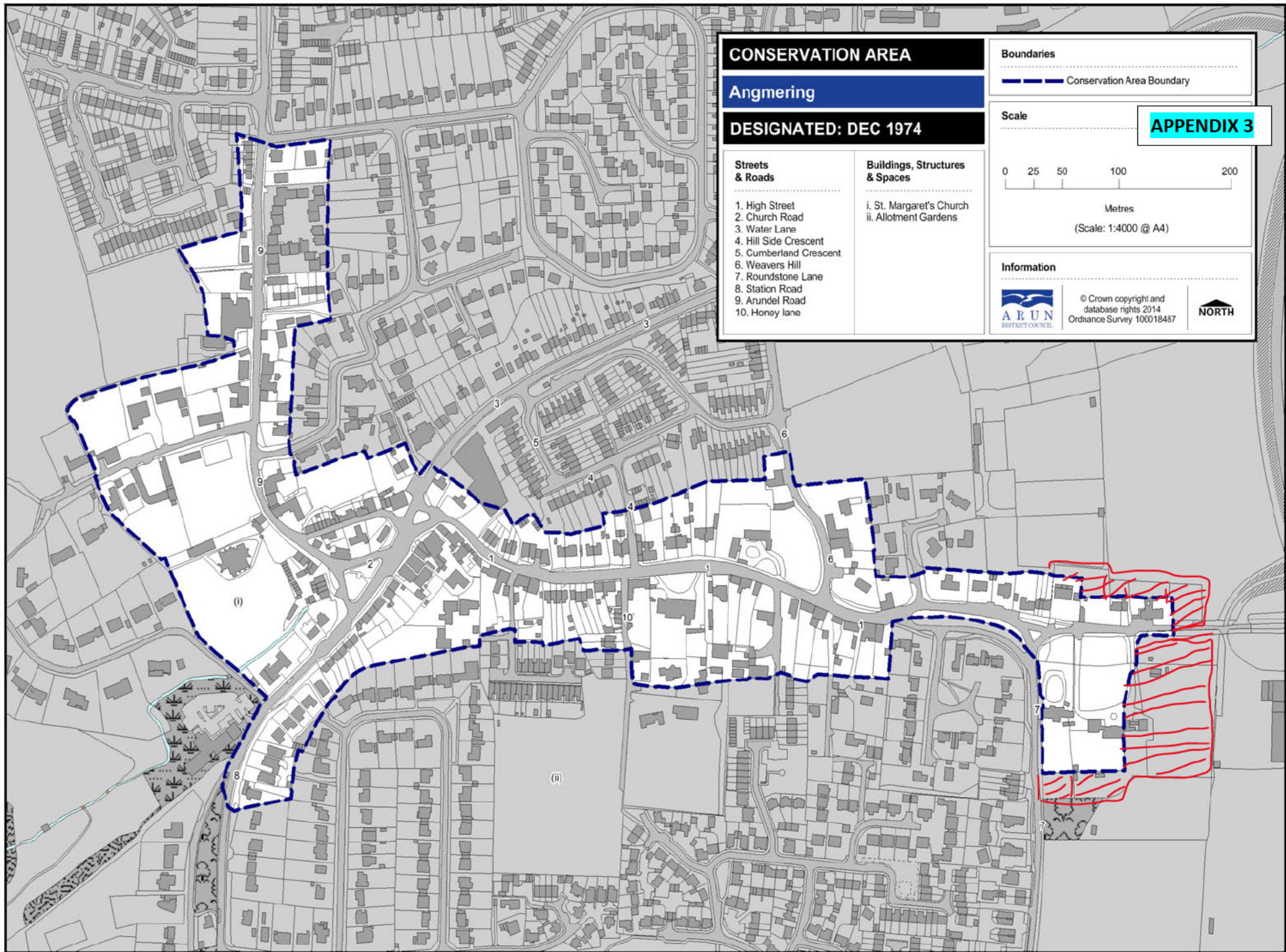
I think that the Parish Council would need to take a view from Martyn as to whether Arun DC would countenance the field being included within any new conservation area. [In any event even if the field were not included, any new development would need to respect the setting of the Listed Building and of the new conservation area if it were to be designated by then.](#) Even without designation there is such a distinctive sense of place in this section of Weavers Hill that surely the emphasis on good design and the protection of local distinctiveness and character afforded by the latest NPPF and policies contained in the ADLP should lead to a satisfactory development. A development comprising of mass housing builder standard, subtopian, 'anywhere', mediocre designs, materials, finishes and layout would be totally inappropriate in this location. Even avoiding this, my own view would be that in the vicinity of Weavers Hill there could be two possible alternative solutions:

- (1) a substantial area of woodland tree planting abutting the east side of the road (say minimum of 25 metres in width) which in the long term would retain the semblance of a rural ambience to Weavers Hill, or
- (2) accept the possibility that a new, exciting, enclosed streetscape could be formed with the provision of an exceptionally well designed (award winning quality?) new terrace of houses on the east side of the road, perhaps of contemporary design, which would complement the older terrace opposite and the historic listed building at the far end.

As an aside, Neil mentioned the interesting geological features in the field and surely these need to be satisfactorily assimilated into any new residential scheme.

Conclusion that: -

- The Cotterells as assessed do not qualify to be included with the other Conservation Area part of the Cotterells but should be considered for inclusion as an Area of Character with some dwellings as described above be included in ADCs Locally Listed Buildings
- Weavers Hill be recommended for Conservation Area Status.



CONSERVATION AREA

Angmering

DESIGNATED: DEC 1974

Streets & Roads

- 1. High Street
- 2. Church Road
- 3. Water Lane
- 4. Hill Side Crescent
- 5. Cumberland Crescent
- 6. Weavers Hill
- 7. Roundstone Lane
- 8. Station Road
- 9. Arundel Road
- 10. Honey lane

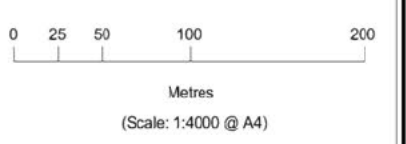
Buildings, Structures & Spaces

- i. St. Margaret's Church
- ii. Allotment Gardens

Boundaries



— Conservation Area Boundary

Scale



APPENDIX 3

Information

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Ordnance Survey 100018487 



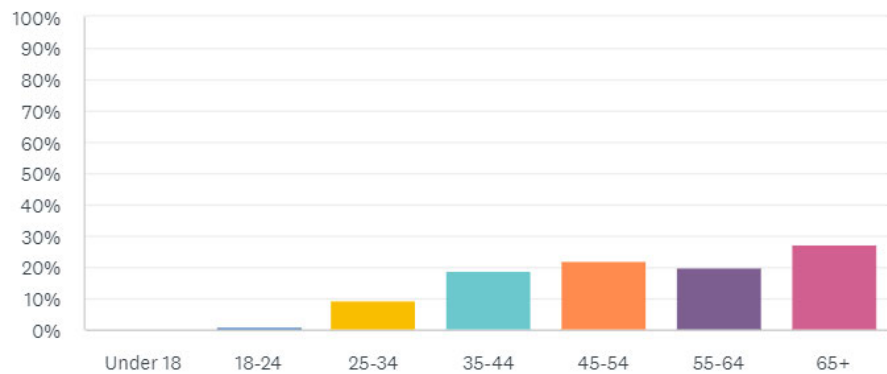
APC Community Survey Results – Conclusions and Next Steps

Below are the questions from the survey laid out with actions and where they sit on our annual plan. Numbers from last year are down but the feedback received has been heavily either one way or the other and conclusions are clear.

QUESTION 1

Please advise your age brackett

Answered: 175 Skipped: 5



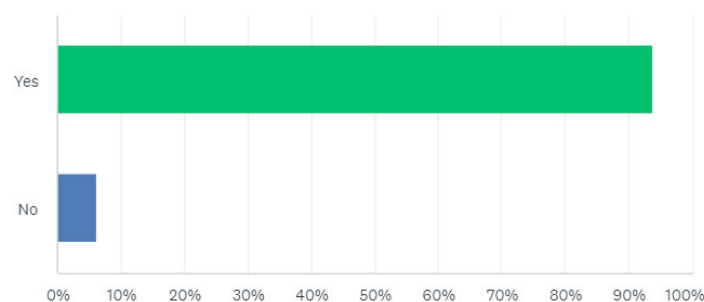
Again the uptake on the survey for under 18 through to age 34 is low. We have conducted separate youth engagement sessions and found some very valuable information this way.

Action – Keep on the annual plan for us to carry out separate youth engagement sessions and explore other ways of getting information from the under 34 year olds.

QUESTION 2

Angmering Parish Council (APC) are currently liaising with Arun District Council (ADC) regarding overgrown allotments at Lloyd Goring Close. We are looking to take over the area and create a "Happiness Nature Garden" to include bug hotels, raised beds, planting to encourage butterflies etc. The use of this area could also be offered to local schools and groups. Do you think this is a good use of the space?

Answered: 179 Skipped: 1



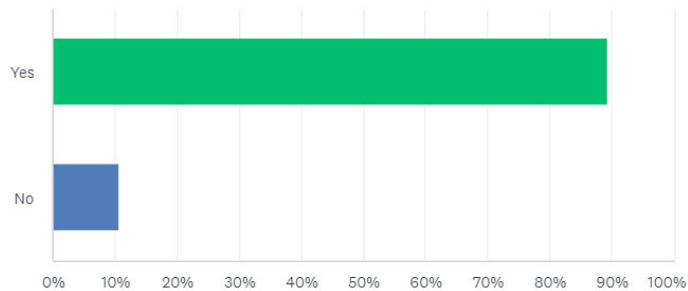
The idea went down well with comments regarding more nature ideas and usage of the area.

Action – Keep on the annual plan and update with new suggestions made from the survey.

QUESTION 3

Fletchers Field Play Area, Arundel Road is owned and maintained by ADC. APC are asking if this area can be refurbished using developer contributions. Would you support this request.

Answered: 178 Skipped: 2



ANSWER CHOICES	RESPONSES
Yes	89.33% 159
No	10.67% 19
TOTAL	178

High percentage of people wanted us to push for the equipment to be replaced by ADC using funds from local developers that are already held by ADC. There was some confusion as “Developer Contributions” was mentioned. Upgrades on this play park will not result in further development.

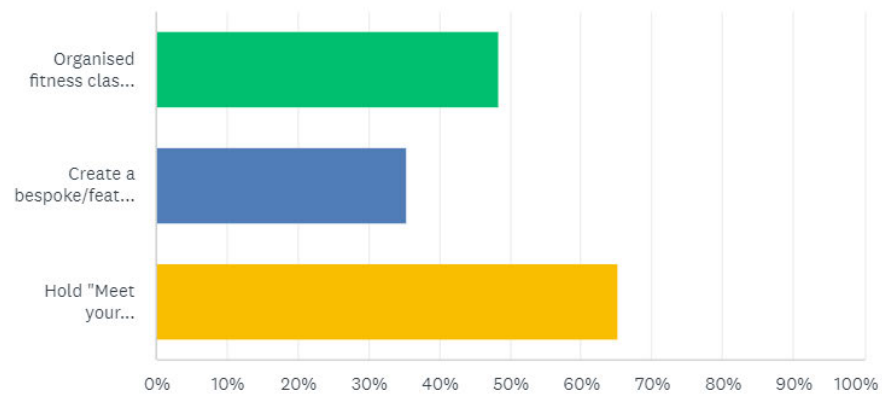
Suggestions included more seating, better fencing, more varied play equipment for a bigger range of ages and accessible for all.

Action – Keep on the annual plan for 2022/2023 and continue to liaise with ADC and push for these improvements. Share the ideas given in the comments section.

QUESTION 4

Which of the below ideas would you be in favour of

Answered: 167 Skipped: 13



ANSWER CHOICES	RESPONSES
▼ Organised fitness classes using the gym equipment in Mayflower Park	48.50% 81
▼ Create a bespoke/feature metal sculpture to hold and encourage recycling	35.33% 59
▼ Hold "Meet your councillor" sessions so residents can ask questions and find out more information about what the council does	65.27% 109
Total Respondents: 167	

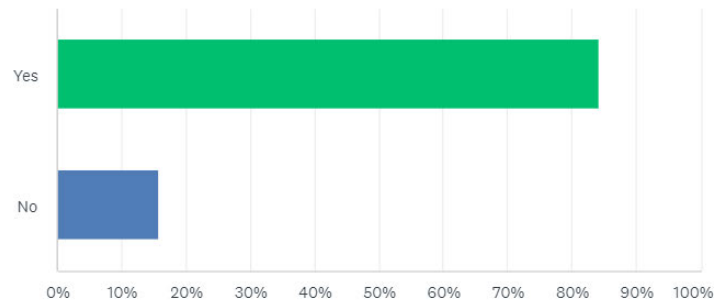
Out of the 3 ideas put forward it is clear that meet your councillor sessions are popular and will be increased in the plan for next year. With COVID restrictions changing we will make use of the gazebos where possible and see where else we could hold sessions to engage with the public more.

Action – Keep meet your councillor session on the plan for 2022/2023 and increase the amount and vary where they are. We will also advise the Mayflower Park Working Group (once formally formed) that organised fitness classes also appealed to just under 50% of those surveyed.

QUESTION 5

Would you support an "Angmering Amble". A charity 10k walk around Angmering taking in many local pubs/establishments.

Answered: 177 Skipped: 3



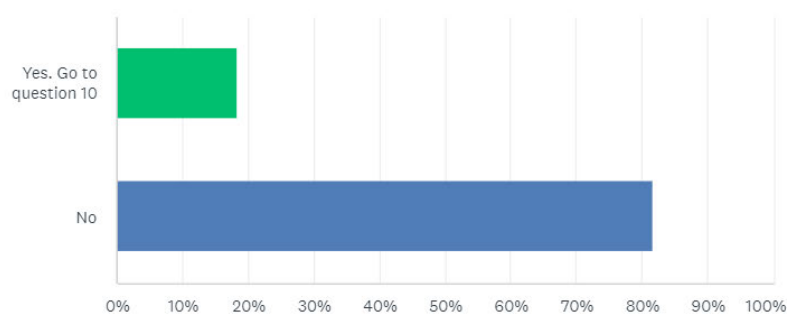
There was a lot of support shown for the Angmering Amble. Many suggestions included making a 10k and 5k course, taking in other sites in the village and not just pubs and concerns raised over the safety of walkers due to traffic.

Action – Add the event to the Annual Plan and Event Diary – a date has already been suggested for the Amble and updates will be brought to CLEW Committee meetings monthly.

QUESTION 6

APC supported the "Sundowners" event on Mayflower Park in September this year. It was a family event with local food stalls and live music. Did you attend this event?

Answered: 180 Skipped: 0



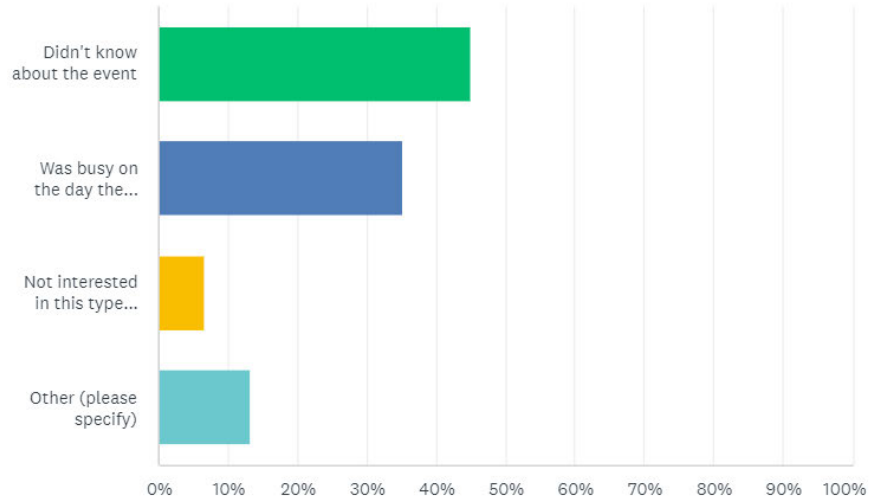
This shows that the vast majority did not attend the event and later questions find out why. This was the first time we supported the event at Mayflower Park and general feedback from the event was good but we have received feedback and potential improvements.

Action – None

QUESTION 7

If you didn't attend the event, why was this?

Answered: 151 Skipped: 29



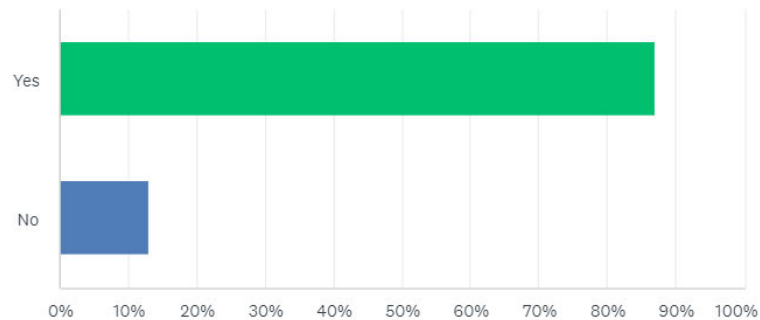
Its clear to see that the majority either didn't know about the event or they were busy. Its good to see that only a small amount of people weren't interested in an event of this type. Those reasons given under "other" include that it was too short notice, they were intending to attend but were ill, disabled access, repetitiveness of stalls at this type of event and that they didn't like the location of the event and would of preferred something of this type in the village centre/Fletchers Field.

Action – If results show that this would be a well attended event in the future then lessons need to be learned about advertising and giving people enough notice. If the event is to grow next year then Fletchers Field would not be a suitable venue.

QUESTION 8

We are looking to hold two more of this type of event but with drink vendors (including alcohol) and more food stalls and local bands/musicians/singers playing. Would you attend an event of this type in Mayflower Park in 2022.

Answered: 176 Skipped: 4



Over 85% said they would attend the event if it was to be repeated next year which is very encouraging.

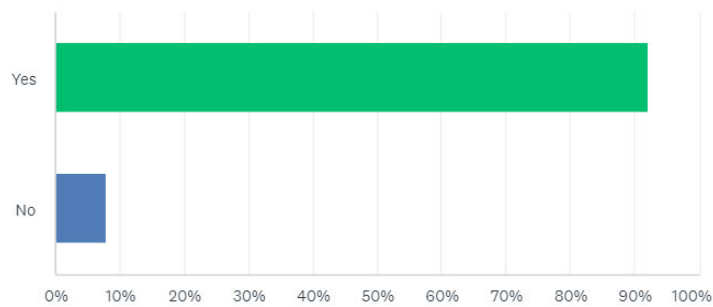
Suggestions for the next event included having toilets (there were toilets at the event but due to the length of time they had to remain on the field before they were picked up they were on the hard standing and not sign posted very well), more varied food stalls including food appropriate for children, advertise it better and entertainment/stalls for children.

Action – Add to the annual plan and event plan for 2022/2023 and feed back the comments from the survey to the Sundowners event organiser. Lessons will be learnt from the first event of this type held in Angmering.

QUESTION 9

During recent Youth Engagement Events, many positive comments/suggestions were received, including places to meet and support for youth mental health. APC are keen to enable local youth workers to create a Youth Support Hub, to include drop ins to support young people to improve their mental health. Do you think there is a need for this initiative?

Answered: 177 Skipped: 3



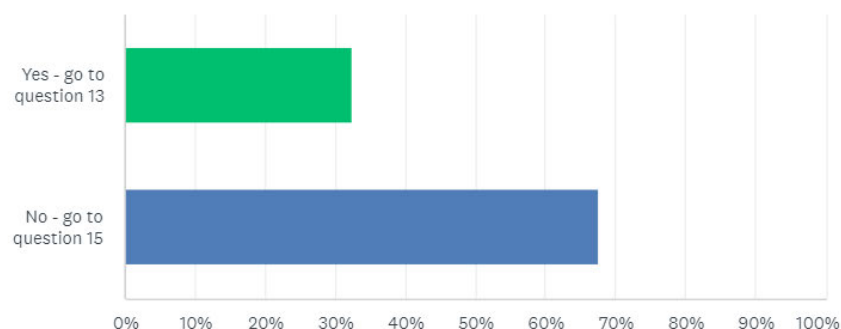
Over 90% in favour of creating a youth support hub which is fantastic news. Comments included how essential this is due to the pandemic, youth club/sporting activities may help, there is a real need for this sort of service and why limit it to youth.

Action – Add to the annual plan for 2022/2023 and liaise with the relevant associations/charities in order to progress this. Also continue to progress the items contained on the 2021/2022 annual plan regarding dementia café, coffee mornings for lonely/isolated in Angmering and reach out and promote organisations that can help both young and old.

QUESTION 10

Did you hear about the event Angmering Revealed?

Answered: 179 Skipped: 1



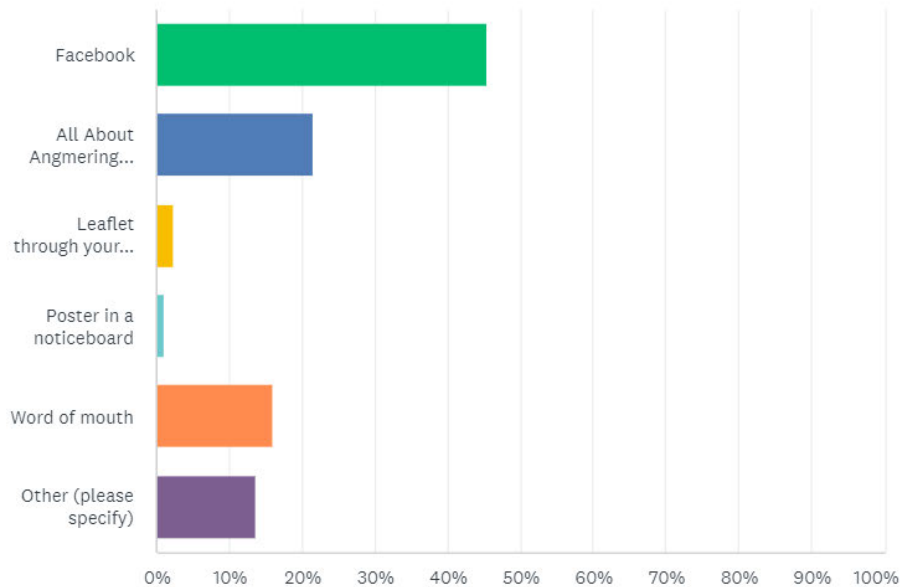
Again, this shows that our advertising isn't getting to everyone and things need to change to make sure people are informed of such events.

Action – Improve advertising of events – this may include leafletting, attendance at other events to promote what we do etc This is also covered in question 24 regarding communication.

QUESTION 11

Please advise where you heard about the event.

Answered: 88 Skipped: 92



The results show that Facebook and All About Angmering were the most effective way of advertising this event. This will help future advertising of events. Most of the comments under “other” stated they didn’t hear about it and a few heard direct from organisations that were attending the event.

Action – Continue to use both Facebook and All About Angmering and look at new ways to promote events to ensure more of the community know about them and increase attendance.

QUESTION 12

If you attended the event, please advise your thoughts/comments/suggestions for next time.

Answered: 46 Skipped: 134

Of those who attended see below for some of their positive comments as well as some constructive feedback on how the event could be improved. All of the comments made will be taken into account, not just those few listed below.

Brilliant idea. Perhaps more organisations could get involved next time. Lovely to meet fellow villagers

Fabulous ! Got me involved in the yarnbombing, and came home with a bottle of local gin :)

More stalls needed, some vendors didn't turn up. More things for younger children to do.
More food and drink stalls and bigger marquee

more engagement to entice younger families to attend

Great to see local organisations and businesses and find out about them

Action – record all feedback and discuss when preparing for Angmering Revealed in 2022.

QUESTION 13

What events would you like to see in Angmering - such as the Angmering Fun Dog Show, BMX Fun Day etc

Summer fete together village fete music community Christmas fayre
Family litter picking festival summer fair BMX fete craft fun day
Christmas Farmers market village family fun days local
Summer events evening Dog show support day
bring community together fair music events Market art
community events Bmx FUN day stalls Christmas evening show
Food festivals Fun dog show regular Christmas fair Food businesses

The word cloud above shows the words most used in bigger and bigger writing, with “Event” being the most used. So from the above Dog Show, Christmas Fair, BMX, Family, Festival, Market were featured heavily.

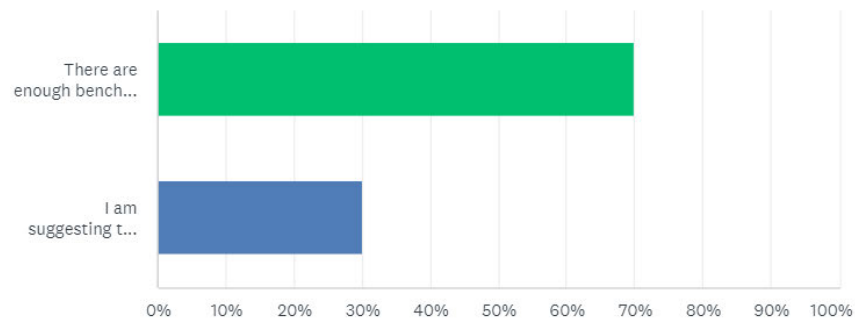
Action – Keep in mind when discussing the Events Calendar for 2022/2023. APC staff worked with a NFP company to organise a Christmas market in the village hall this year as a result of previous feedback. Markets will hopefully continue through next year as a result – will need to be heavily advertised.

All the information from this question has been made available to CLEW Committee members.

QUESTION 14

Benches - Angmering Parish Council are interested to know if you think there are enough benches in Angmering and if not, where you would suggest a new bench/benches could be locate.

Answered: 150 Skipped: 30



70% of those surveyed stated that they thought there were enough benches in Angmering. The suggestions given on where to site benches, if they were deemed to be needed are below.

walk ^{field} need ^{green} Fletchers field ^{used} area Angmering
park ^{village} benches ^{picnic} benches
Mayflower Park ^{end} Bramley Green ^{Road}
bus stops ^{always} community centre

Action – Advise ADC of the results regarding Fletchers Field as they are responsible for this area. There are 5 in this area at present and all are on the eastern boundary in two groups.

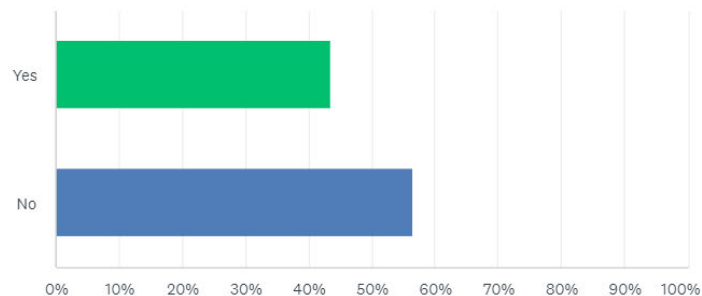
Benches have been put in Mayflower Park before and all bar one have been destroyed by vandalism. The suggestion of more benches in Mayflower Park will be passed on to the Mayflower Park Working Group.

Requests for benches will always be looked into and it is our understanding that a bench is due to be placed at the bus stop along Station Road close to the Baptist Church.

QUESTION 15

Did you know that Angmering Parish Council give out Community Grants to local charities, groups and organisations?

Answered: 179 Skipped: 1



It is clear from this that although grant opportunities are advertised regularly – we need to make more of an effort to get the information out there.

Action – Increase advertising of grants using various platforms.

QUESTION 16

At Angmering Parish Council we are always keen to support local/Angmering based charities through our events. Please can you suggest any local charities below.

Answered: 70 Skipped: 111

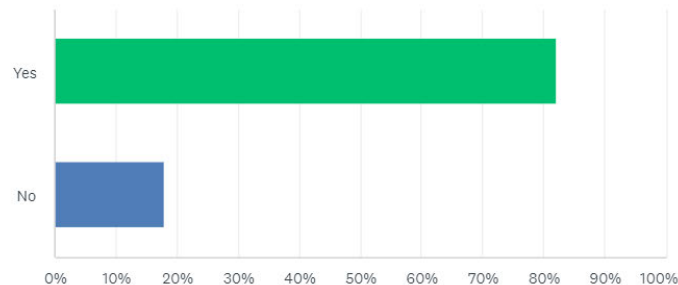
young children children etc groups charity Amanda support |
Sparkles food parcels community
Littlehampton Angmering tree house Chestnut
Cancer united sparkles nature

The above shows some of the local charities that we have helped already either by collecting money at the Memory Tree event, awarding grants or assisting by finding volunteers/premises. We will continue to support local charities and will continue to push the grant scheme where possible.

QUESTION 17

Are there enough rooms available to hire within Angmering for all your needs ie for parties, club/association bookings, events and meetings.

Answered: 156 Skipped: 25



Over 80% stated that they thought there were enough rooms available to meet their needs. Concerns were raised about the use of the Community Centre for vaccines and their rooms not being available. There was also concern raised due to the new housing and there not being enough in future. Extending the community centre was mentioned and the request for a “hot desk” facility.

Action – Add to the annual plan to investigate further the need for certain room facilities in Angmering and tie in with the possible moving of offices for the APC and when looking at developer contributions/facilities.

QUESTION 18

Speed Indicator Device (SID), Speed Limit Reminders (SLR) or Smiley Activated Message (SAM) have been suggested along Water Lane to help deal with speeding. Do you support the addition of one of these types of signs along Water Lane.

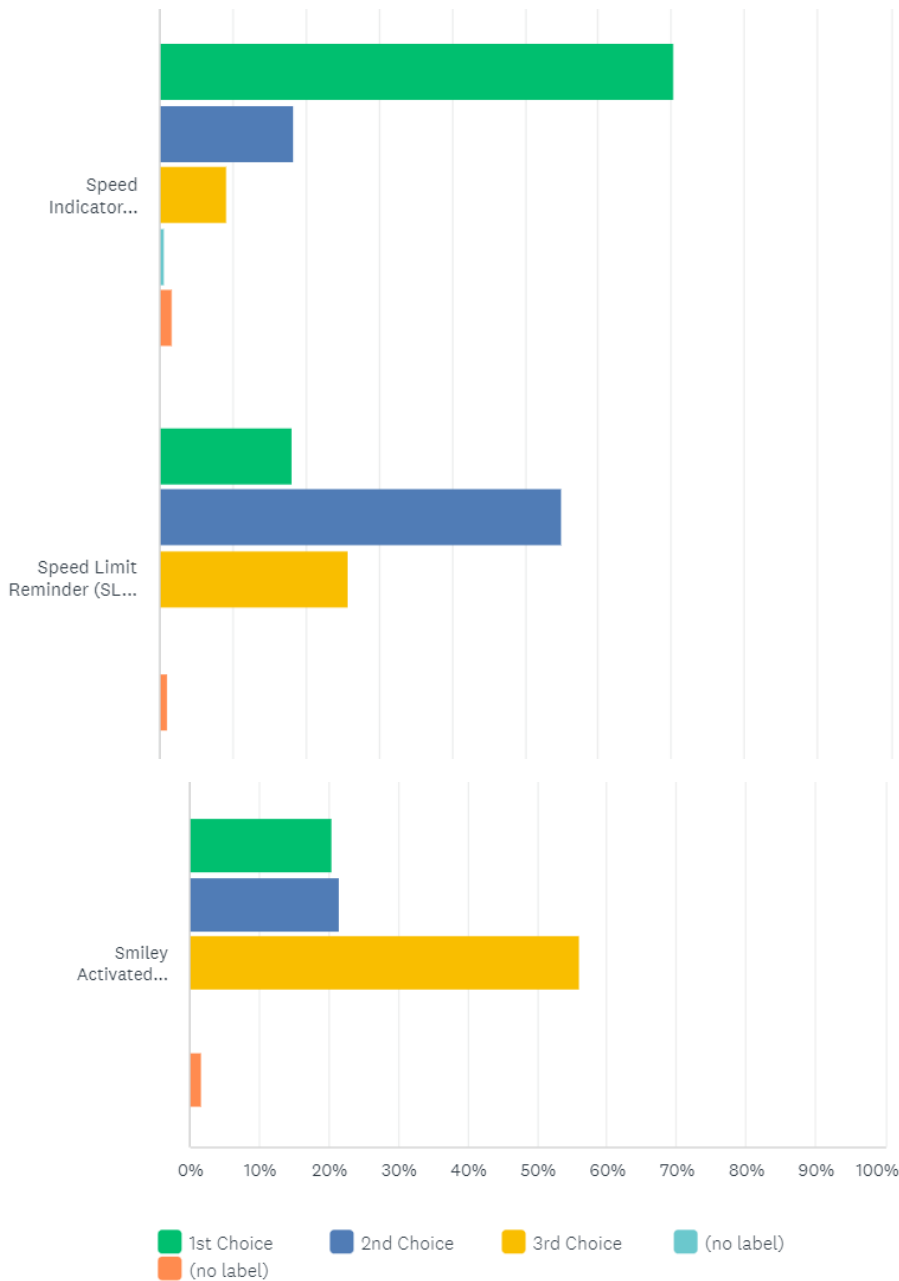
Answered: 179 Skipped: 2

Please see the graphs on the following page that support the below statement.

Voted 1st Choice - Speed Indicator Device (SID) Illuminated sign that which will show the exact speed of oncoming vehicles, along with a ‘SLOW DOWN’ message when they are travelling over the set speed limit.

Voted 2nd Choice - Speed Limit Reminder (SLR) Illuminated sign that is activated by speeding vehicles and will display the road’s speed limit, prompting the driver to check and correct their speed.

Voted 3rd Choice - Smiley Activated Message (SAM) Illuminated sign that provides visual feedback through the use of a ‘red sad face’ for speeding vehicles, and a ‘green smiley face’ for those not speeding.



Action – Add SID’s to Annual Plan and investigate costings so it can be added to the budget for 2022/2023. Investigate with WSCC as to the process.

Lots of comments regarding speed cameras, weight limits and access to village only. These suggestions will be covered in a piece of work to address issues raised within the survey and giving more information around them.

QUESTION 19

Are there any other areas of Angmering where you think such signs would also be of benefit with regards to speeding.

Answered: 134 Skipped: 47

Weavers Hill Nursery village traffic school Many High Street
round stone lane speeding near Roundstone Lane
Water Lane Arundel Road parked Station Road
cars parked road rd way much Dappers Lane cars along
Angmering

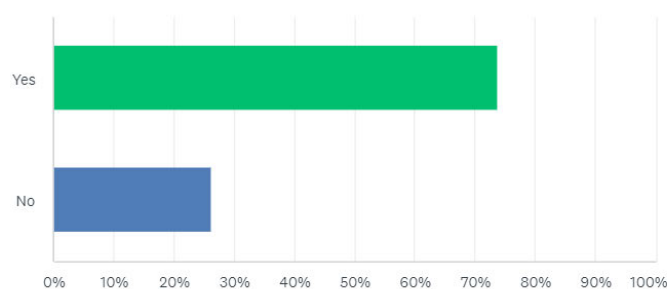
The above word cloud shows several areas where residents are concerned. High Street, Roundstone Lane, Arundel Road, Station Road and Dappers Lane.

Action – These locations will be added to the Annual Plan for further investigation, along with Water Lane.

QUESTION 20

Would you support APC investigating the addition of traffic calming measures along Downs Way, Angmering?

Answered: 176 Skipped: 5

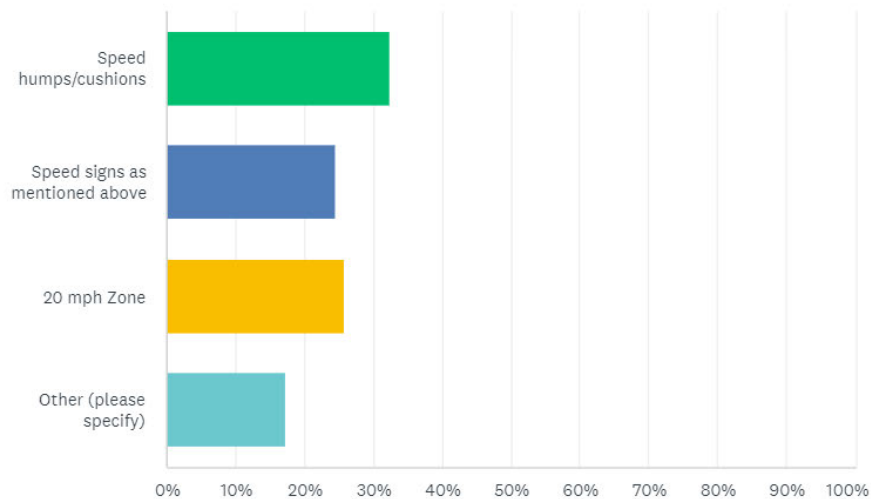


Over 70% of those surveyed said they would support traffic calming measures along Downs Way, Angmering.

QUESTION 21

If yes, in what format would you see as being most effective?

Answered: 151 Skipped: 30



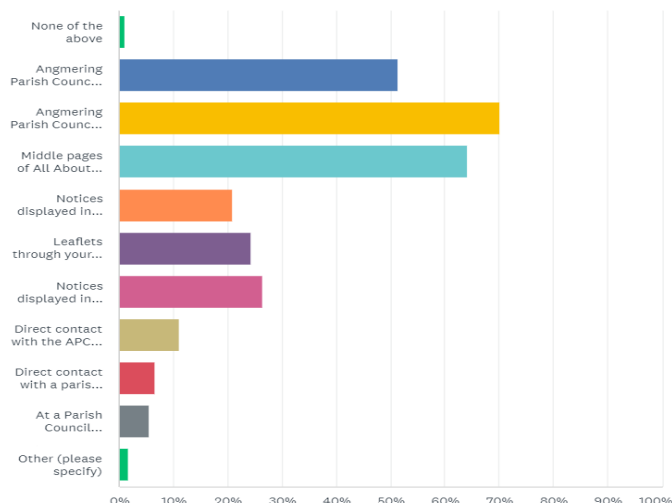
The preferred format was quite close between speed humps/cushions, speed signs and 20mph zone. For the suggestions under other the main comment was speed cameras and the fact that parked cars down the road acted as quote a good deterrent for speeding. Regular speed watch patrols are done in the area.

Action – Add to the annual plan for further investigation. WSCC will be contacted regarding the A259 and how this may affect any plans to install traffic calming.

QUESTION 22

Angmering Parish Council are keen to make sure that we are communicating to residents on a regular basis and that the information is being received by as many people as possible. Please advise which of the below mediums you have seen/received information through regarding the parish council.

Answered: 181 Skipped: 0



ANSWER CHOICES	RESPONSES
None of the above	1.10% 2
Angmering Parish Council Facebook page	51.38% 93
Angmering Parish Council Facebook post shared on Angmering Village Facebook page	70.17% 127
Middle pages of All About Angmering magazine	64.09% 116
Notices displayed in noticeboards around Angmering	20.99% 38
Leaflets through your door	24.31% 44
Notices displayed in our window	26.52% 48
Direct contact with the APC office	11.05% 20
Direct contact with a parish councillor	6.63% 12
At a Parish Council committee meeting	5.52% 10
Other (please specify)	Responses 1.66% 3
Total Respondents: 181	

So with the highest success rate is APC post shared to the Angmering Village FB page. The Angmering Village page does have a significantly higher followers than our page, which is why posts are shared to this page. We are continually trying to increase the amount of followers to our page and will continue to do so. The likes of the Virtual Pumpkin Competition and sharing of road works etc has increased our followers. The middle pages of All About Angmering Magazine is making sure that written material reaches those not on social media and this will continue.

Action – Continue to improve our FB postings and ensure they are relevant. Continue with the All About Angmering Magazine middle pages as well as trying to increase the amount of people who attend APC meetings and have direct contact with councillors. Increased councillor presence using pop ups etc will be added to the Annual Plan.

QUESTION 23

Angmering Parish Council are always keen to know how we can improve and how we can work and serve the residents of Angmering better. Please use the box below to make any comments.

Answered: 77 Skipped: 104

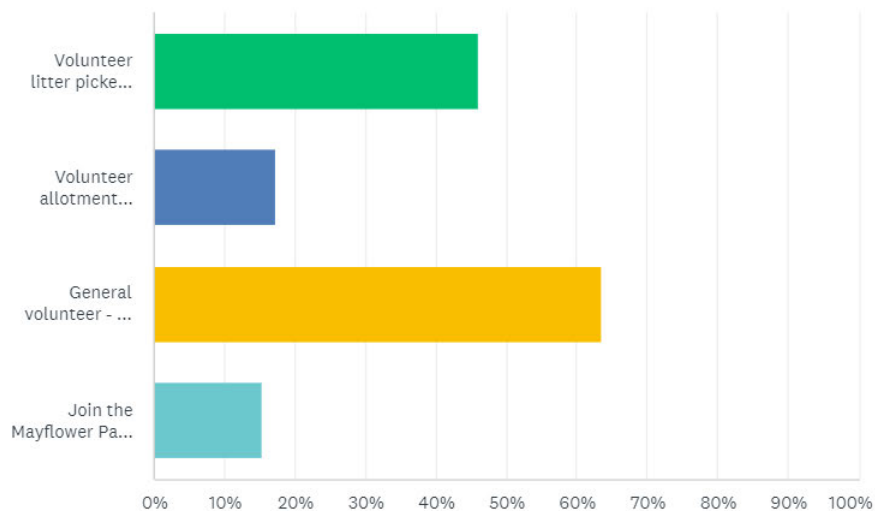
Along with a few thank you comments, the main suggestions were relating to stopping development and doing more to refuse more houses, public toilets in the village, reducing the amount of road works, doing something with the old Chandlers site and reducing dangerous driving.

Action – Answer all the concerns raised in a document and publish for residents to view. It maybe that we are already doing some of the things suggested but just not communicated it very well.

QUESTION 24

Did you know that Angmering Parish Council have lots of volunteering opportunities? Would you be interested in any of the below opportunities with regards to volunteering?

Answered: 52 Skipped: 129



ANSWER CHOICES	RESPONSES
Volunteer litter picker (all equipment provided)	46.15% 24
Volunteer allotment helper (all equipment provided)	17.31% 9
General volunteer - for assisting at events etc	63.46% 33
Join the Mayflower Park Working Group (work with others to improve and enhance the area)	15.38% 8
Total Respondents: 52	

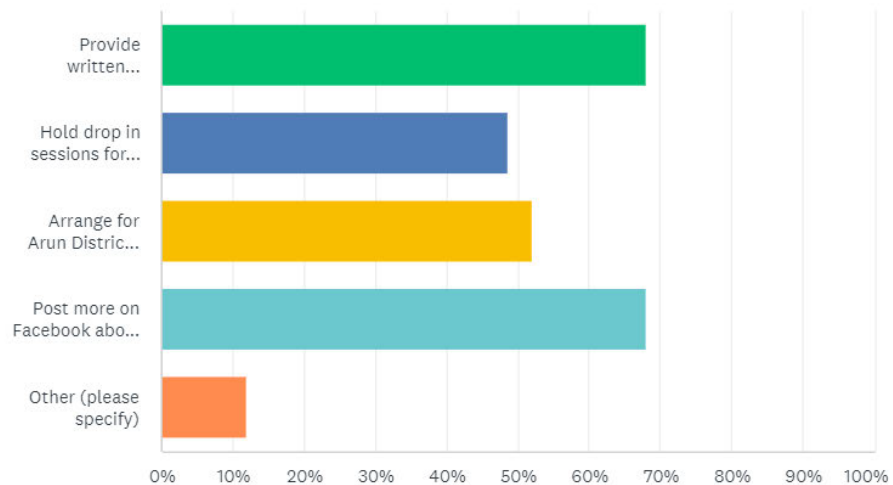
A good response was received regarding volunteering opportunities and many commenting that they are already a volunteer for either the allotment or litter picking.

Action – Email all those who left their email addresses in this section regarding the opportunities and provide necessary equipment/information to them. We will also take the opportunity to mention the Yarn Bombers details too as they are looking for more members.

QUESTION 25

Angmering is continuing to see a lot of development and APC would like to know how we can help supply information to residents and in what format.

Answered: 175 Skipped: 6



ANSWER CHOICES	RESPONSES
Provide written information on how to comment effectively on planning applications	68.00% 119
Hold drop in sessions for residents to ask questions about current/future developments	48.57% 85
Arrange for Arun District Councillors to be available to answer questions	52.00% 91
Post more on Facebook about our meeting dates/times and links to agendas	68.00% 119
Other (please specify)	Responses 12.00% 21
Total Respondents: 175	

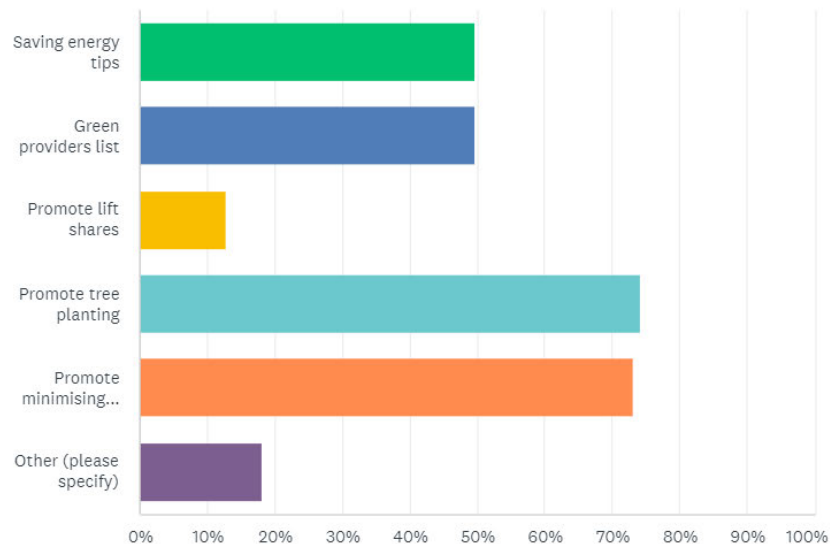
The above feedback shows there are lots of ways we can assist residents with more information regarding development. Comments contained within “Others” included its pointless doing anything, object more to planning applications, produce a document to show all potential development, not everyone has Facebook and a leaflet drop to those near potential developments.

Action – Produce a leaflet on how/what to comment on when objecting to a planning application and deliver to all. Planning meetings with links to agendas to be posted on our FB page and invite district councillors to attend when large/controversial applications are being discussed. Drop in sessions have already been added to the Annual Plan.

QUESTION 26

APC are looking to address the climate and nature emergency through their own practical actions and we want to promote practical action by residents too. What information and support can we give?

Answered: 171 Skipped: 10



ANSWER CHOICES	RESPONSES
▼ Saving energy tips	49.71% 85
▼ Green providers list	49.71% 85
▼ Promote lift shares	12.87% 22
▼ Promote tree planting	74.27% 127
▼ Promote minimising waste going to landfill	73.10% 125
▼ Other (please specify)	Responses 18.13% 31
Total Respondents: 171	

The above shows the highest amount of votes goes to promoting tree planting and promoting minimising waste going to landfill.

“Other” suggestions include encouraging people to walk/cycle more, stopping building on green fields, electrical charging points and making sure developers are doing their bit.

Action – it seems that the advertising done so far regarding the Terracycling isn’t getting to the majority of the village. Keep this action on the Annual Plan and increase advertising and awareness of the scheme. Add tree planting to the Annual Plan and advise residents of the current schemes APC are involved in regarding tree planting in the village. Promote the WSCC plant a tree scheme.

QUESTION 27

And finally ...what do you love about Angmering?

Answered: 151 Skipped: 30

great^{green} small^{everything} green spaces^{now} atmosphere^{heart}
good^{part} location^{traffic} friendly village^{years} building
currently lovely^{help keep} people^{will} s^{areas} village feel
much still^{country} love^{used} village^{village centre}
community^{surrounding} Angmering^{Also} live
shops walking^{lost} development^{house building}
Community spirit^{location sea} friendly^{shame}
community feel^{looks} housing^{nice} beautiful^{home} feel^{school}
new housing^{seem} longer^{Friendliness} moved years ago

It was lovely to read all the positive comments about what people loved about Angmering. As you can see from the above the largest words were captured the most. The section did contain a few comments stating what residents did love about the village has now been spoilt by overdevelopment but the main feel of the comments was the Angmering maintains its community spirit and village feel.

Action – This question will be asked again in the next community survey to gauge the reaction in a years time. Information gathered here maybe used for future events to see if people agree/disagree with comments made.

Complete List of actions

Q1 - Age of survey responders - Keep on the annual plan for us to carry out separate youth engagement sessions and explore other ways of getting information from the under 34 year olds

Q2 – Lloyd Goring Close - Keep on the annual plan and keep/update with new suggestions made from the survey.

Q3 – Fletchers Field Play Area - Keep on the annual plan for 2022/2023 and continue to liaise with ADC and push for these improvements. Share the ideas given in comments section.

Q4 – Suggestions - Keep meet your councillor session on the plan for 2022/2023 and increase the amount and vary where they are. We will also advise the Mayflower Park Working Group (once formally formed) that organised fitness classes also appealed to just under 50% of those surveyed.

Q5 – Angmering Amble - Add the event to the Annual Plan and Event Diary – a date has already been suggested for the Amble and updates will be brought to CLEW Committee meetings monthly.

Q7 – Did you attend Sundowners - If results show that this would be a well attended event in the future then lessons need to be learned about advertising and giving people enough notice. If the event is to grow next year then Fletchers Field would not be a suitable venue.

Q8 – Would you attend if held again - Add to the annual plan and event plan for 2022/2023 and feed back the comments from the survey to the Sundowners event organiser. Lessons will be learnt from the first event of this type held in Angmering.

Q9 – Youth mental health hub - Add to the annual plan for 2022/2023 and liaise with the relevant associations/charities in order to progress this. Also continue to progress the items contained on the 2021/2022 annual plan regarding dementia café, coffee mornings for lonely/isolated in Angmering and reach out and promote organisations that can help both young and old.

Q10 – Hear about Angmering Revealed - Improve advertising of events – this may include leafletting, attendance at other events to promote what we do etc This is also covered in question 24 regarding communication

Q11 – Where did you hear about Angmering Revealed - Continue to use both Facebook and All About Angmering and look at new ways to promote events to ensure more of the community know about them and increase attendance.

Q12 – Comments on Angmering Revealed - Record all feedback and discuss when preparing for Angmering Revealed in 2022.

Q13 – Ideas for events - Keep in mind when discussing the Events Calendar for 2022/2023. APC staff worked with a NFP company to organise a Christmas market in the village hall this year as a result of previous feedback. Markets will hopefully continue through next year as a result – will need to be heavily advertised.

All the information from this question has been made available to CLEW Committee members.

Q14 – Benches in Angmering - Advise ADC of the results regarding Fletchers Field as they are responsible for this area. There are 5 in this area at present and all are on the eastern boundary in two groups.

Benches have been put in Mayflower Park before and all but one have been destroyed by vandalism. The suggestion of more benches in Mayflower Park will be passed on to the Mayflower Park Working Group.

Requests for benches will always be looked into and it is our understanding that a bench is due to be placed at the bus stop along Station Road close to the Baptist Church.

Q15 – Aware of Community Grants - Increase advertising of grants using various platforms.

Q17 – Room availability in Angmering - Add to the annual plan to investigate further the need for certain room facilities in Angmering and tie in with the possible moving of offices for the APC and when looking at developer contributions/facilities.

Q18 – Addressing speeding in Water Lane - Add SID's to Annual Plan and investigate costings so it can be added to the budget for 2022/2023. Investigate with WSCC as to the process. Lots of comments regarding speed cameras, weight limits and access to village only. These suggestions will be covered in a piece of work to address issues raised within the survey and giving more information around them.

Q19 – Other locations for speed signs - These locations will be added to the Annual Plan for further investigation, along with Water Lane.

Q21 – Traffic calming on Downs Way - Add to the annual plan for further investigation. WSCC will be contacted regarding the A259 and how this may affect any plans to install traffic calming.

Q22 – APC Communications - Continue to improve our FB postings and ensure they are relevant. Continue with the All About Angmering Magazine middle pages as well as trying to increase the amount of people who attend APC meetings and have direct contact with councillors. Increased councillor presence using pop ups etc will be added to the Annual Plan.

Q23 – How can APC improve - Answer all the concerns raised in a document and publish for residents to view. It maybe that we are already doing some of the things suggested but just not communicated it very well.

Q24 – Volunteering opportunities - Email all those who left their email addresses in this section regarding the opportunities and provide necessary equipment/information to them. We will also take the opportunity to mention the Yarn Bombers details too as the are looking for more members.

Q25 – Development information - Produce a leaflet on how/what to comment on when objecting to a planning application and deliver to all. Planning meetings with links to agendas to be posted on our FB page and invite district councillors to attend when large/controversial applications are being discussed. Drop in sessions have already bene added to the Annual Plan.

Q26 – Climate and nature emergency - It seems that the advertising done so far regarding the Terracycling isn't getting to the majority of the village. Keep this action on the Annual Plan and increase advertising and awareness of the scheme. Add tree planting to the Annual Plan and advise residents of the current schemes APC are involved in regarding tree planting in the village. Promote the WSCC plant a tree scheme.

Q27 – What do you love about Angmering - This question will be asked again in the next community survey to gauge the reaction in a years time. Information gathered here maybe used for future events to see if people agree/disagree with comments made.

Action – Create a document that answers or gives more information regarding comments made on all the questions. This will be shared online for all to read.

Action – Update the Annual Plan for 2022/2023

Action – Update the Annual Budget for 2022/2023