

## **Clerks Report – Agenda item 7 (Together with Action List)**

- 1) **A/45/19/PL Chandlers** – See item 9.
- 2) **A/99/17/OUT South of Water Lane** – Reserved matters will be discussed at the next Angmering Advisory Group on 30 July 2020.
- 3) **A/76/20/PL – 84 dwellings Dappers Lane** – Decision due by 30 September 2020 – likely to go to Development Control Committee where we can make a representation.
- 4) **Operation Watershed.**
  - Cow Lane** – This application is in and we are waiting for the response.
  - Honey Lane** – We have the road owner’s permission to go ahead with the application. We are in receipt of the drawings provided by Honey Lane Residents Association and these are being sent on to WSCC flooding expert who is part of the Operation Watershed team.
  - Mayflower** – A piece of plastic was found in the storm drain and after it had been recovered and a CCTV survey done, it appears that work needs to be done as there is damage to the catchment pit. A quote has been received and Tracy will liaise with WSCC to get another request completed.
- 5) **Corner House Flat** – Sadly we have been advised that our tenants have handed their notice in and their agreement will end of the 2 August 2020. Cooper-Adams are advertising the flat again and will deal with any viewings.
- 6) **PCSO letter drop** – PCSO B Fidling has been contacted several times regarding updates to antisocial behaviour (ASB) in and around the skate bowl. She hand delivered letters to properties in the area and spoke to residents regarding their concerns. Many had concerns regarding motorbikes congregating in the area. Posters were put up and she will continue to monitor the area. She did reiterate that if anyone witnessed any ASB to report it so that when it comes to extra patrols – they can clearly see that x amount of reports had been raised and police will patrol. The office will post the relevant information containing contact details on FB in the coming week.
- 7) **Graffiti in Mayflower park and other sites** – This has been reported to our PCSO and also to WSCC as some has been added to the back of road signs in Angmering. Our groundsman has removed as much as possible.
- 8) **CLEW & Governance** – please note that the CLEW and Governance Committee will recommence on the following dates.
  - CLEW – 29 July 2020.
  - Governance – 5 August 2020.

9) **Community Centre Dips** – We have had a grounds work company out to view the dips and advise what is needed to rectify this for the long term. We are still awaiting the quote.

10) **ADC Reopening High Streets Safely Fund** – We have applied for funding as per below

Hand sanitiser stations x 4 and all fixings

Advertising for Angmering shops in publications

3 x gazebo for use as pop up stalls for Angmering businesses

A map to be produced of Angmering Village and Downsway shops together with lots of space for advertising for both shops in these locations and other Angmering businesses either from home addresses or locations other than in the village or at Downsway.

Funding for our volunteer litter campaign around the shopping locations and further afield – to include litter pickers, hoops, bags, gloves and sanitiser.

I have been advised in writing that we can now proceed with purchasing the sanitiser stations, advertising and the map – the gazebo and litter campaign items are still to be confirmed.

Invoices will then need to be produced in order to claim the costs of these items.

11) **COVID – 19** – All play parks are now open. No cleaning program has been initiated and this has been clearly stated on the posters. We are now looking into more permanent signs as I do not know how long the laminated ones will last.

The amount of prescriptions we are picking up has reduced to approximately 1-4 per day. We are advising residents that the service will be coming to an end in August – in line with government guidelines for shielded people. We also need to make a decisions regarding the food parcels which are still being delivered to 11 residents in Angmering.

Tracy is still working from home full time and the rest of the office staff take it in turns to work from home on a 3 week rota. This maintains social distance rules and makes sure everyone is safe. The office has also had a move around and this has created more space and moved the desks away from the door. Hand sanitiser and temperature checks are still in place for staff and visitors.

12) APC Team have been working on

**Assets of Community Value** – These are now all with ADC. No comments back yet.

**Giant Hogweed** – WSCC have been informed of this potentially harmful plant growing on their land. Chased again and action promised.

**WSCC** – Matt Southern from WSCC attended some overgrowing trees down Lloyd Goring Close. We have also had confirmation that overgrown bushes behind the rugby club have also been sorted. The hedge down Landsdowne is also due to be addressed in the coming weeks by the occupant.

**ASRA Lease** – dealing with ADC and solicitors to confirm leases.

**Tap on the green** – Work continue regarding the possibility of putting tap on the green to assist Roy and AIB with the upkeep of the flowers/grass in the village.

**Lockup** – Racking has been ordered to make use of all the space and to get items off the floor. First aid kit, fire extinguishers and a chair have all been located at the lockup to make sure that it is a safe place to use.

**Signage** – signs for the playparks have been created on laminated paper – quotes being sought for a more substantial solution.

Roy has completed the play area monthly checks and COVID-19 risk assessment on all play parks on Bramley Green (with Tara). He has completed the mowing for this month and also trimmed up several hedges around the play parks. Extra litter picking has been done in areas reported to us. He is keen to remove weeds from the village square and also keep up with prescription runs and food parcels as necessary.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
10/09/2019	4	19/029	Public Consultation	Obtain list of land ownership and maintenance responsibilities	Locate the list if possible	Ongoing	Tara	
10/02/2020	4	19/180	Public Consultation	APC office to approach developer and ask the question regarding parking along Roundstone Drive, outside Quiet Waters	Send the email	Email sent March 2020 - awaiting response. Chased - 02/06/2020	KH	
09.03.20	4	19/199	Dangerous Parking	Pass dangerous parking issues on to JEAAC Highways	Ask if a TRO was required	Update needed from next JEAAC meeting.	KH	
11.05.20	10	20/010	Mayflower Gullies	Gully clearance to be budgeted for at Mayflower	Put into budget	Invoice received - awaiting payment. 03/06/2020	KH	
11.05.20	10	20/010	Mayflower Gullies	Investigate all legal obligations		Ongoing	KH	
08.06.20	7	20/026	Clerks Report	Contact company re Communtiy Centre dips for next steps	Emailed CADMAP regarding their report and next steps. 12/06/2020	Met a grounds work company on site - awaiting quote 06/07/2020	KH	

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



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# **ANGMERING PARISH COUNCIL IT POLICY 2020**

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**ANGMERING PARISH COUNCIL  
Authored by: Tracy Lees  
Date Updated: July 2020  
Version: 1**

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## Overview

Angmering Parish Council (APC) provides employees with access to various computer facilities for work and communication purposes. In order to ensure compliance with all applicable laws in relation to data protection, information security and compliance monitoring, APC has adopted an **IT Communications and Monitoring** policy which should be read in conjunction with its **Data Protection** policy.

## Breach of the policy

Breach of this policy will be regarded as a disciplinary offence and will be dealt with under the Council’s formal disciplinary process.

Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council’s formal grievance procedure.

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# IT, Communications and Monitoring

APC makes use of IT systems, for data storage, communications and as a source of information. We have adopted an IT, communications and monitoring policy in order to:

- prevent inappropriate use of computer equipment (such as extended personal use or for accessing and circulating pornographic, racist, sexist or defamatory material);
- protect confidential, personal or commercially sensitive data;
- prevent the introduction of viruses;
- prevent the use of unlicensed software;
- ensure that Council property is properly looked after; and
- monitor the use of computer facilities to ensure compliance with internal policies and rules and to detect abuse.

## IT, communication and monitoring policy (“the policy”) Introduction

1. APC provides you with access to various computing, telephone and postage facilities (“the Facilities”) to allow you to undertake the responsibilities of your position and to improve internal and external communication.
2. This policy sets out the Council’s position on your use of the Facilities and it includes:
  - your responsibilities and potential liability when using the Facilities
  - the monitoring policies adopted by the Council; and
  - guidance on how to use the Facilities.
3. This policy has been created to:
  - ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring
  - protect the Council from the risk of financial loss, loss of reputation or libel; and
  - ensure that the Facilities are not used so as to cause harm or damage to any person or organisation.

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4. This policy applies to the use of:

- local, inter-office, national and international, private or public networks and all systems and services accessed through those networks;
- desktop, portable and mobile computers and applications;
- social media; and
- electronic mail and messaging services.

## **Computer Facilities: Use of computer systems**

5. Subject to anything to the contrary in this policy the Facilities must be used for Council business purposes only. I.e. The use for online banking, retail, gambling cash back sites (this list is not exclusive) where the risk of data capture is very high is strictly forbidden.

6. In order to maintain the confidentiality of information held on or transferred via the Council's Facilities, security measures are in place and must be followed at all times. A log-on ID and password is required for access to the Council's network. This will be changed regularly and must be kept secure and not shared with anyone.

7. You are expressly prohibited from using the Facilities for the Angmering, receiving, printing or otherwise disseminating information which is the confidential information of the Council or its clients other than in the normal and proper course of carrying out your duties for the Council.

8. In order to ensure proper use of Council computers, you must adhere to the following practices:

- anti-virus software must be kept running at all times;
- media storage such as USB drives, CD's or portable hard drives will not be permitted unless they have been provided by the IT supplier;
- obvious passwords such as birthdays and spouse names, etc., must be avoided (the most secure passwords are random combinations of letters and numbers);
- all files must be stored on the network drive which is backed up regularly to avoid loss of information; and



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- always log off the network before leaving your computer for long periods of time or overnight.

## Software

9. Software piracy could expose both the Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licenses to which the Council is a contracting party. This means, in particular, that:

- software must not be installed onto any of the Council's computers unless this has been approved in advance by our IT Contractors. They will be responsible for establishing that the appropriate license has been obtained, that the software is virus free and compatible with the computer Facilities; and
- software should not be removed from any computer nor should it be copied or loaded on to any computer without prior consent.

## Laptop computers, PC's, tablets and smart phones

10. Laptop computers, PC's, tablets and smart phones belonging to the Council along with related equipment and software are subject to all of the Council's policies and guidelines governing non-portable computers and software). All laptops, PC's and tablets will be encrypted. When using such equipment:

- you are responsible for all equipment and software until you return it. It must be kept secure at all times;
- ensure you have appropriate car and house insurance to be able to transport/use the laptop on Angmering Parish Council business.
- take appropriate steps to protect the laptop from theft:
  - a. Laptops should not be left in an unattended office without closing and locking the door.
  - b. Laptops should not be left out overnight in offices and should always be locked away.

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- c. laptops, where possible, should not be left unattended in a parked car. On those occasions where there is no alternative, they should be locked in the boot.
  - d. laptops should be carried and stored in a padded laptop computer bag or strong briefcase to reduce the chance of accidental damage.
- you are the only person authorised to use the equipment and software issued to you;
  - you must work within the SharePoint environment when carrying out Council business to ensure that all data is backed up and accessible by the Clerk;
  - if you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention;
  - upon the request of the Council at any time, for any reason, you will immediately return any equipment and all software to the Council; and
  - if you are using your own laptop or PC to connect with the Council's network or to transfer data between the laptop or PC and any of the Council's computers you must ensure that you have obtained prior consent, comply with instructions and ensure that any data downloaded or uploaded is free from viruses.
  - Laptops must not be used on a public Wi-Fi system. They should only be used at home or in the office (using home routers that provide the necessary security).

## **Health and Safety aspects of using laptops**

- Laptops normally have smaller keyboards, displays and pointing devices that are less comfortable to use than desktop systems, increasing the chance of repetitive strain injury. Where possible, place the laptop on a conventional desk or table.
- If you tend to use the laptop in an office most of the time, request a normal keyboard, mouse and screen.
- If you experience symptoms such as wrist pain, eye strain or headaches that you think may be caused or exacerbated by your use of the laptop, stop using the laptop and consult with the Clerk at the earliest convenient time.
- A risk assessment must be done on the workspace.

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## Email (internal or external use)

11. All staff will be issued a Council email account which should be used when transacting on behalf of the PC. Staff are not permitted to divert their PC emails to their home or other email accounts.
12. Internet email is not a secure medium of communication; it can be intercepted and read. Do not use it to say anything you would not wish to be made public. If you are sharing confidential information by email this should be sent using password protected attachments.
13. Email should be treated as any other documentation. If you would normally retain a certain document in hard copy you should retain the email.
14. Do not forward email messages unless the original Angmering er is aware that the message may be forwarded. If you would not have forwarded a copy of a paper memo with the same information do not forward the email.
15. Your email inbox should be checked on a regular basis.
16. As with many other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that
17. might be misinterpreted by a reader.
18. Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of the Facilities is strictly prohibited. The legal focus in a harassment case is the impact of the allegedly harassing material on the person viewing it, not how the material is viewed by the person Angmering or displaying it.
19. Staff will be required to surrender their email account and all of its contents to the Clerk if they decide to leave the Council.

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# Internet

20. Posting information on the internet, whether on a newsgroup, via a chat room or via email is no different from publishing information in the newspaper. Staff should confirm the posting with the Clerk prior to issue.
21. Using the internet for the purpose of trading or carrying out any business activity other than Council business is strictly prohibited.
22. For the avoidance of doubt the matters set out above include use of wireless facilities.

# Monitoring policy

23. The policy of the Council is that we may monitor your use of the Facilities.
24. The Council recognises the importance of an individual's privacy but needs to balance this against the requirement to protect others and preserve the integrity and functionality of the Facilities.
25. The Council may from time to time monitor the Facilities. Principal reasons for this are to:
  - detect any harassment or inappropriate behaviour by employees, ensuring compliance with contracts of employment and relevant policies including the health and safety, ethical and sex discrimination policies;
  - ensure compliance of this policy;
  - detect and enforce the integrity of the Facilities and any sensitive or confidential information belonging to or under the control of the Council;
  - ensure compliance by users of the Facilities with all applicable laws (including data protection), regulations and guidelines published and in force from time to time; and
  - monitor and protect the wellbeing of employees.
26. The Council may adopt at any time a number of methods to monitor use of the Facilities. These may include:
  - recording and logging of internal, inter-office and external telephone calls

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made or received by employees using its telephone network (including where possible mobile telephones). Such recording may include details of length, date and content;

- recording and logging the activities by individual users of the Facilities. This may include opening emails and their attachments, monitoring Internet usage including time spent on the internet and websites visited;
- physical inspections of individual users computers, software and telephone messaging services;
- periodic monitoring of the Facilities through third party software including real time inspections;
- physical inspection of an individual's post; and
- archiving of any information obtained from the above including emails, telephone call logs and Internet downloads.

27. The Council will not (unless required by law):

- allow third parties to monitor the Facilities (with the exception of our appointed IT supplier); or
- disclose information obtained by such monitoring of the Facilities to third parties unless the law permits.

28. The Council may be prohibited by law from notifying employees using the Facilities of a disclosure to third parties.

## **Social Media**

29. The Council may use social media to communicate messages to residents and will only be used:

- by the Clerk and persons nominated by the Clerk;
- to transmit factual information and news, not personal opinion;
- to respond to comments and requests submitted via the account.

30. Staff using their own social media accounts must ensure that any comment made is clearly identified as their own and not representative of the Council.

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## General Guidance

31. Never leave any equipment or data (including client files, laptops, computer equipment and mobile phones) unattended on public transport or in an unattended vehicle.

32. When using email or any form of written correspondence:

- be careful what you write; never forget that email and written correspondence are not the same as conversation: they are a written record and can be duplicated at will;
- use normal capitalisation and punctuation; typing a message all in capital letters is the equivalent of shouting at the reader;
- check your grammar and spelling; and
- do not forget that emails and other forms of correspondence should maintain the high standards expected by the Council.

Observation of this policy is mandatory and forms part of the terms and conditions of employment of staff and the terms of access to Angmering Parish Council's systems and offices. Misuse of the Facilities will be treated as gross misconduct and may lead to dismissal.



## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

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

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# SUPPORTING PAPER

## ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

### MONDAY 13 JULY 2020

#### **Agenda Item 12, Blenheim Play Area - Quotes & Designs**

This item was deferred from the 11 May Full Council meeting.

We have now had 3 quotes and designs in regarding the re-development of this area. Two other providers were also contacted but due to the Coronavirus situation were unable to quote.

Tracy met with all three providers on site and gave them exactly the same brief – the designs attached to this Supporting Paper is their interpretation of this brief.

All designs can be changed/modified if we feel something needs to be changed.

Point to note: Without moving the fencing space is limited so each provider has fitted what it can in given the space available – some pieces of equipment have to have a certain amount of space around it to comply with Health & Safety regulations so you may not see exactly what you wanted to achieve.

#### **ADDITIONAL INFORMATION**

**Surface:** The surface under the play equipment would be Grass matt, a rubber surface that allows the grass to grow through it. The path to the picnic table will be a self-binding gravel with a timber edge. The rest of the area will be grass as it is now.

**Timescale:** To understand what kind of timescale we were looking at one of the suppliers gave the following answer: *With regards to timescales, our manufacturing plant is open in France so we should be able to have equipment in approx. 6 weeks from order, we are currently waiting on our contractors to update us as to when and how they can look to return to work in a safe manner when the restrictions are eased. My thoughts are this should be within the next 6-8 weeks.*

What else is included in the quotes: Each supplier has quoted to remove the existing equipment, the ground to be made good and ready for the installation of the new equipment. Re positioning of the gate.

Welfare facilities (Toilet): This will be required on site and is included in each quote.

Container on site for storage: This will be required on site and is included in each quote.

Hopscotch area: This area cannot be re-furbished due to its present state and the materials used to build it originally.

Bench: Each supplier was asked to quote for a recycled plastic wheelchair accessible picnic table with game top. We have also contacted Marmax, a recycled product manufacture but so far have not heard back from them so are unable to include a quote from them.

### **COSTS**

Below is a breakdown of the total cost for each provider based on the submitted designs:

*All figures are excluding vat*

Quote 1: £15,872.50

Quote 2: £14,666.90

Quote 3: £18,000.00

*Please remember:* *These costs could go up or down depending on what, if any, changes are made.*

**Decision Needed:** To agree which provider we should move forward with and next steps.



# QUOTE 1








## Sales - Quote

Ms. Tracy Lees  
Angmering Parish Council  
Corner House  
The Square, Angmering  
BN16 4EA

Quote No. SQ253141-1  
Sell-to Contact No. 630188  
Quote Date 20-03-2020  
Expiration Date 19-04-2020



Project Name EN21448 Blenheim Play Park

No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
<b>Products &amp; Installation</b>						
<a href="#">KSW901-CUSTOM</a>	Pine Flat Seat Swing 20078383	1	Pieces	1,010.00	10.00	909.00
						
INSTALLATION	Installation	1	Pieces	754.00		754.00
<a href="#">KPL101201-CUSTOM</a>	Play Tower with Plastic Slide & Pine Posts 20078384	1	Pieces	1,890.00	10.00	1,701.00
						
INSTALLATION	Installation	1	Pieces	425.00		425.00
<a href="#">ELE400024-3717F</a>	Spinner Bowl, Yellow	1	Pieces	590.00	10.00	531.00
						
INSTALLATION	Installation	1	Pieces	350.00		350.00
<a href="#">PAR4070-0001</a>	Agora Picnic Bench & Table Set, Surface Mounted	1	Pieces	1,630.00	10.00	1,467.00
						
EN-INSTALLATION	Installation	1	Pieces	172.00		172.00
<a href="#">KPL204-0001</a>	Pine Picnic Table, Surface Mounted	1	Pieces	640.00	10.00	576.00
						



No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
INSTALLATION	Installation	1	Pieces	172.00		172.00
<b>Removals</b>						
EN-DIG POST	Dig Out Per Post Incl. DSP Remove and dispose of 1 No. Bin, 1 No. Bench and 1 No. Springer	5	Pieces	96.60		483.00
EN-DIG FENCE 1 2M	Dig Out & Remove Fencing <1.2m Incl. DSP Carefully remove fencing for re-installation	2	Metre	15.77		31.54
EN-CUT GATE SINGLE	Cut Off & Remove Single Gate Incl. DSP Carefully remove gate for re-installation	1	Pieces	110.00		110.00
EN-IGATE SINGLE	Install Single Gate	1	Pieces	180.00		180.00
EN-IFENCE 120	Install Fencing	2	Metre	21.16		42.32
<b>Pathway</b>						
EN-PATH SBG	Supply & Install Self-Bind Gravel 50mm (0-49) Excl. Geotextile Liner	40	Squ. Metre	42.33		1,693.20
EN-EXC150 INC DISP	Excavate 150mm Including Disposal	40	Squ. Metre	20.55		822.00
EN-MOT100	Supply & Lay Type 1 Mot Stone 100mm	40	Squ. Metre	16.93		677.20
EN-EDGE PCC 050	Supply & Install Precast Concrete Edge	60	Metre	21.16		1,269.60
<b>Prelims</b>						
EN-SECUR1	Storage Container (6mx2.4m)-4wks Min Charge	1	Pieces	843.32		843.32
EN-SKIP	Skip Hire 8 Cy Mixed Waste (Not Rubber)	1	Pieces	434.11		434.11
EN-SITEWEL U4WK	Site Welfare Under 4 Weeks	1	Pieces	352.74		352.74
EN-HERAS	Heras Fencing Unload, Erect & Dismantle	72	Metre	6.55		471.60
EN-HERASMIN	Heras Fencing Delivery & Collection Rate	1	Pieces	133.47		133.47
EN-HERASWK	Heras Fencing Hire Per Week	144	Metre	1.33		191.52
EN-TELEHANDLER	Telehandler Hire for 1 Week	1	Pieces	705.48		705.48
FREIGHT	Delivery	1	Pieces	374.40		374.40
<b>Total GBP Excl. VAT</b>						<b>15,872.50</b>
20% VAT						3,174.50
<b>Total GBP Incl. VAT</b>						<b>19,047.00</b>

**Payment Terms** Net 30 days



# Blenheim Playground - Angmering Parish Council



Creating healthier & happier communities!

# Your Quote

## QUOTE 2

Quotation Number: 0000064467

Product Code	Product Name	Quantity	Unit Price	Total
LTH/TOT/A1	Tottlebank Plus (Blue/Yellow) Plastic Slide SGF*	1.00	2,958.00	2,958.00
CMOR	Mini Orbiter	1.00	1,099.00	1,099.00
GT/D1	Outdoor Games Table - Mini Beast Trail - TGF*	1.00	651.00	651.00
GT/D4	Outdoor Games Table - Snakes & Ladders - TGF*	1.00	651.00	651.00
PBRM01	INSERT COLOUR Bonded Rubber Mulch 1.6cfh (sqm installed). Including removal of clumps and filling in of voids on an existing fully compacted area.	17.00	90.00	1,530.00
TSW/S	Timber Toddler Swing - SGF*	1.00	702.00	702.00
STEE0001	Uplift and reinstall 8m of Galvanised Bow top Fencing 1m High with additional 7m of new 1m High Galvanised Bow top Fencing	1.00	2,366.00	2,366.00
GRSL011	Black Grasslok Surfacing (30-150m2) Del & Ins	37.00	43.00	1,591.00
DEL015	Uplift and Removal of Existing springer and springer base	1.00	662.00	662.00
DEL008	Removal of foundation spoil, pallets, packaging and general rubbish.	1.00	338.00	338.00
DEL010	Container for on-site storage	1.00	422.00	422.00
DEL011	Welfare Facilities	1.00	218.00	218.00
DEL0002M	Delivery & Installation	1.00	2,085.00	2,085.00
	NB. Equipment positioning is subject to receiving service plans (gas/electric/water/phone etc) - Please visit <a href="http://www.linesearchbeforeudig.co.uk">www.linesearchbeforeudig.co.uk</a> or consult your Playdale Area Sales Manager for further details.	0.00		0.00
			<b>Less Discount</b>	<b>GBP 606.10</b>
			<b>NET</b>	<b>GBP 14,666.90</b>

All the above prices are subject to VAT and are valid for a period of one month.





Toddler Swing



Games Table  
Mini Beast Trail



Games Table  
Snakes&Ladders



Our steel in the ground fixing system offers superior guarantees. Ask your Area Manager for more information.



Mini Orbiter



Little Hamlets Plus  
Tottlebank Plus

# Angmering Parish Council - Blenheim Park Play Area

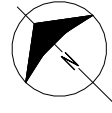
Scheme No: 21580rev1/WSU Date: 3/4/20 Drawn by: MH/MB

All plans are to scale unless otherwise stated. Artists impressions are provided as a visual only and may not accurately represent the layout of the finished site. All plans, quotations and correspondence between Playdale and the addressee are to remain strictly confidential between those parties only. Playdale reserve the right to make modification in design and specification.



**CLIENT APPROVAL**

NAME	
SIGNATURE	
DATE	

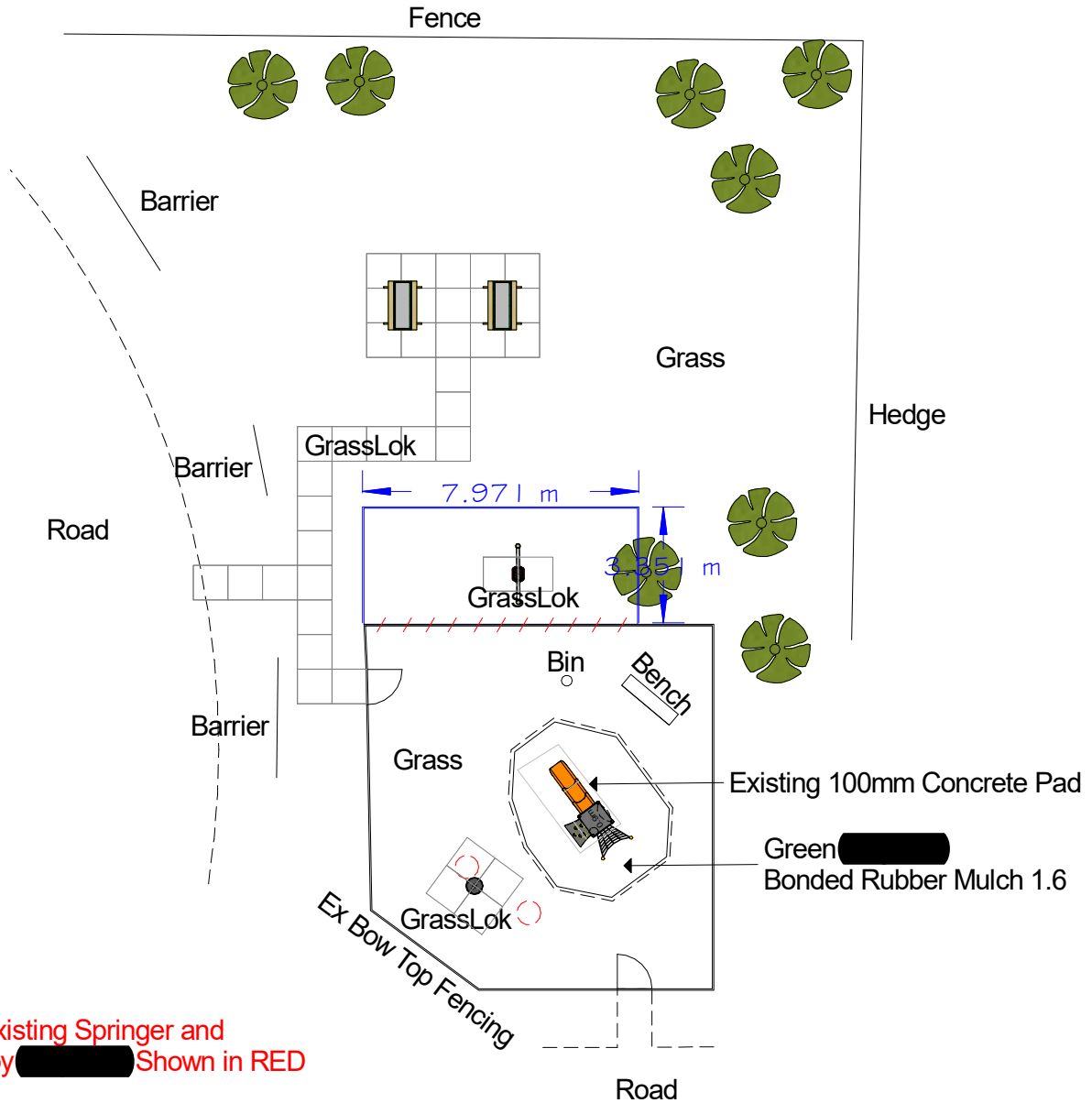


Our new steel in the ground fixing system offers superior guarantees

Ask your Area Manager for more information



**MADE IN THE UK**



Removal of Existing Springer and Spring Base by [REDACTED] Shown in RED

Extension of Fence, [REDACTED] Shown in BLUE

**Important note:**

Equipment positioning is subject to receiving service plans (gas/electric/water/phone, etc).

**Angmering Parish Council - Blenheim Park Play Area**



Scheme No: 21580rev1/WSU Date: 2/4/20 Drawn by: MH/MB Scale: 1:200@A4

All plans are to scale unless otherwise stated. Artists impressions are provided as a visual only and may not accurately represent the layout of the finished site. All plans, quotations and correspondence between Playdale and the addressee are to remain strictly confidential between those parties only. Playdale reserve the right to make modification in design and specification.

# QUOTE 3

Prepared for: Angmering Parish Council  
Our Reference: 2004.26014  
Date: 23 April 2020

## Quotation for Blenheim Play Area - Angmering

Qty	Code	Product Name	Unit Price	Total Line Price
01.				
1	J38126A	 Diabolo Multiplay Unit	7,992.00	7,992.00
1	PJ38126A	Installation of J38126A	1,455.52	1,455.52
1	J2411A	 Spinning Bowl	1,421.00	1,421.00
1	PJ2411A	Installation of J2411	301.60	301.60
Total:				£11,170.12
<b>08. Installation Costs</b>				
1	UKINSTALL	Installation of recycled plastic wheelchair accessible picnic table with game top (TBC)	250.00	250.00
Total:				£250.00
<b>09. Safer Surfacing</b>				
44	UKS1016	EnviroSMART Grass mat 3m CFH (per m <sup>2</sup> )	28.00	1,232.00
Total:				£1,232.00
<b>10. Groundwork and Landscaping</b>				
2	UKPQ1020	Topsoil & Turf m <sup>2</sup>	18.00	36.00







Designer of play and sports areas

29	UKQ1055	Self Binding Gravel Path inc. all groundworks & timber edge per m <sup>2</sup> >100m <sup>2</sup>	65.00	1,885.00
			<b>Total:</b>	<b>£1,921.00</b>

**11. Miscellaneous Items**

1	UKA1002	Prelims	950.00	950.00
1	UKANC	Recycled plastic wheelchair accessible picnic table with game top (TBC)	1,500.00	1,500.00
1	UKREM	Removal of 4m2 existing concrete	100.00	100.00
1	UKREM	Removal of 1x existing springer, 2x existing springer bases	200.00	200.00
1	UKREM	Removal and reinstall of fencing for new position of gate	100.00	100.00
1	UKREM	Removal and re installation of existing bin & bench	630.00	630.00
1	UKREM	Removal and reinstall existing gate	500.00	500.00
			<b>Total:</b>	<b>£3,980.00</b>

Delivery Charge: £705.98

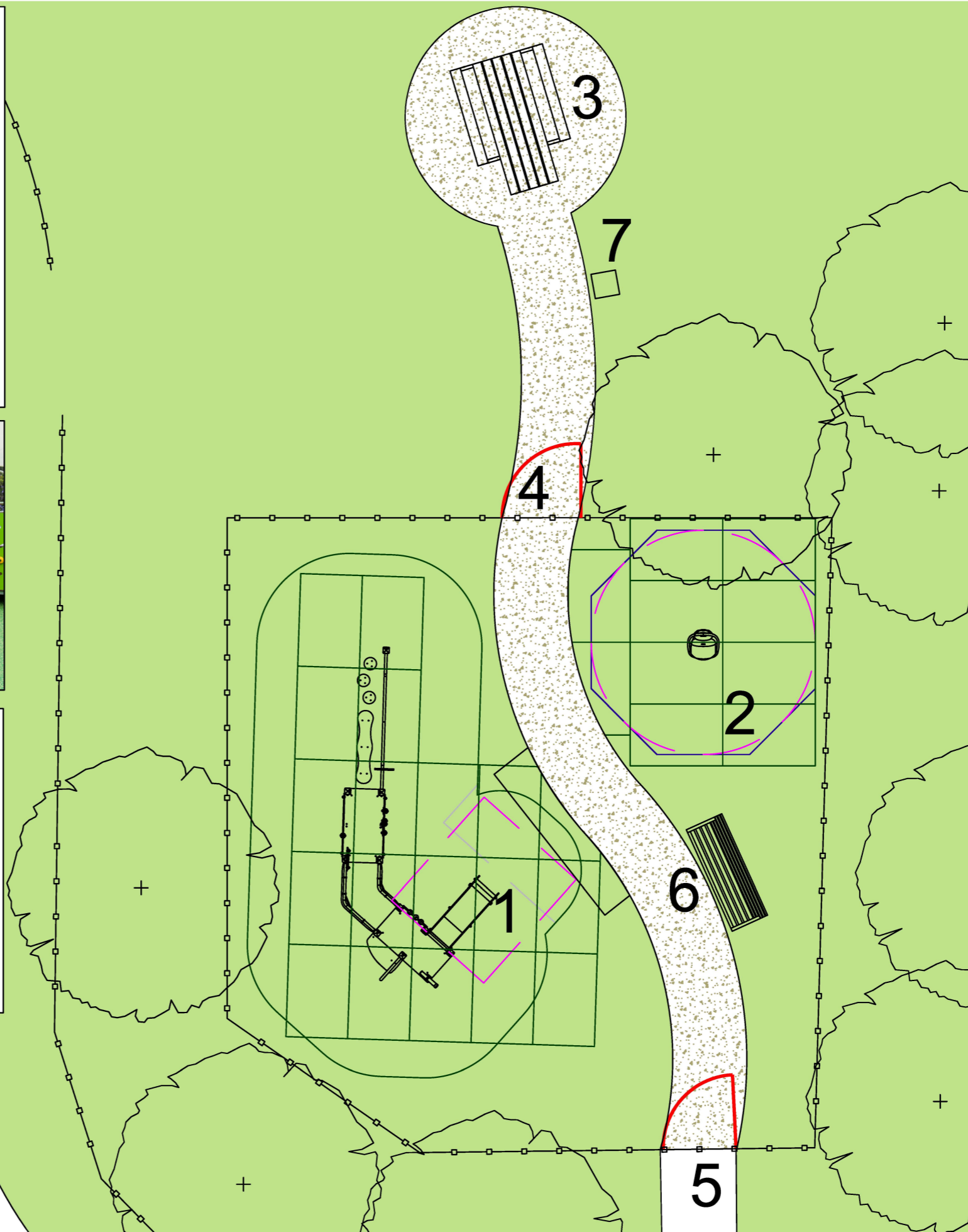
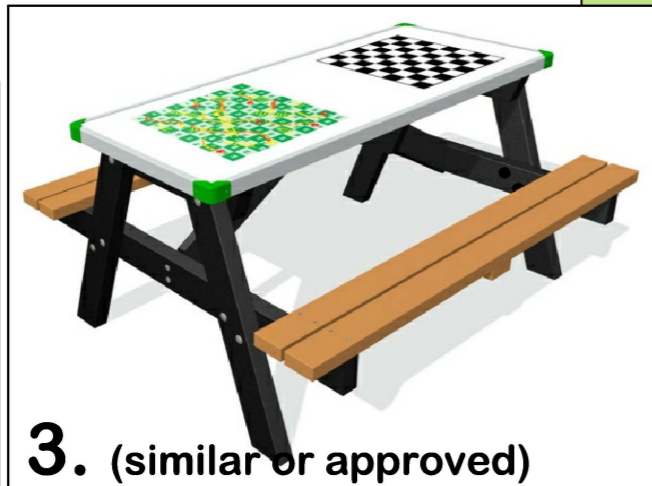
Discount: £759.10

**Total Quote Amount: £18,500.00**

**Optional Extras**

<b>Qty</b>	<b>Code</b>	<b>Product Name</b>	<b>Unit Price</b>	<b>Total Line Price</b>
1	UKA1100	Post Installation Inspection	450.00	450.00
			<b>Total:</b>	<b>£450.00</b>





## ITEMS LIST

Equipment	
1. Diabolo Multiplay Unit	Ref:J38126A
2. Spinning Bowl	Ref:J2411A

Ancillaries	
3. Recycled Plastic Picnic Table with Games Top (TBC)	
4. Existing Gate (To Be Relocated)	
5. Existing Gate	
6. Existing Bench (To Be Relocated)	
7. Existing Bin (To Be Relocated)	

**Safety Surfacing**  
Area to be surfaced with 44m<sup>2</sup> of EnviroSMART Grassmat

2m<sup>2</sup> of topsoil & turf to be laid where existing concrete pad has been removed.

29m<sup>2</sup> Self Binding Gravel Path inc. all groundworks & timber edge.

- Removals**
- Removal of 4m<sup>2</sup> existing concrete
  - Removal of 1x existing springer, 2x existing springer bases
  - Removal and reinstall of fencing for new position of gate

**Optional Extras**  
Post Installation Inspection has been included as optional extra.

*Proposed Grassmat Safer surfacing is based on a fully established grass site (including a minimum of 150mm of good quality soil and turf).*

*Preliminaries have been included within your quotation, these equate to site setup, site storage, delivery, unloading of equipment, site welfare, heras fencing & signage and skips (this can also include supervision where necessary).*

*Topsoil & Turf watering is the responsibility of others and has not been costed for.*

*Some images shown are for illustrative purposes only. The quote and items list will show the exact equipment used.*

PRODUCT KEY	
	Grassmat
	Existing Fencing
	Free Fall
	Free Space

# Blenheim Play Area

Angmering Parish Council

DATE: 23/04/2020 REF: 2004.26014(BlenheimPA\_AngmeringPC)

REV: - DB: JPS/AL CB: DB/PP

SCALE: NTS @ A3





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# **ANGMERING PARISH COUNCIL PLAY PARK STRATEGY 2020**

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**ANGMERING PARISH COUNCIL**  
**Authored by: Nikki Hamilton-Street**  
**Date Updated: June 2020**  
**Version: 1**

# Contents

SECTION IN PLAN	PAGE
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Play Park Map	7 – 13
Arun District Council Strategy <i>(see separate document)</i>	
Play Park Priority Matrix <i>(see separate document)</i>	

## Introduction & General Responsibilities

Angmering Parish Council has responsibility for the maintenance of 7 play parks that sit within the Bramley Green area of the village, and Mayflower Park, see Play Park map on page 7. Play parks are monitored by Parish Council Staff on a weekly basis and an annual external inspection is undertaken

We work closely with Arun District Council both with the 2 parks they are responsible for (Fletchers Field and Palmer Road Rec) and on Developer Planning Applications.

Angmering Parish Council recognises the work that Arun District Council has completed in producing its Play Area Strategy 2018 – 2028, and adopts: Section 2 Understanding Play, see page 7 of separate document.

Angmering Parish Council will ensure that equipment is kept in a safe state and will replace items if financially viable. Equipment is designed to last 10-15 years, and the priority matrix, see pages 15-16, will identify parks and support a plan for replacement/refurbishment, in conjunction with consultation with the community.

Replacement/refurbishment will be financed through both the Earmarked Reserves and external grants and sponsorship.

The overarching aim of this strategy is;

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**‘To ensure that Angmering Parish Council can offer a high quality of experience for all children/careers’ using our play facilities’**

Delivered by following **Objectives**;

- Ensure resources are directed towards areas of need & priority
- Create a sustainable stock of good quality play areas which add something to their local environment
- Ensure play areas are accessible to all, including those with impaired or limited mobility, and provide value to those using them

# Action Plan

OBJECTIVE	RECOMMENDATION	ACTION/DELIVERY	TIMEFRAME
Ensure available resources are directed towards areas of need and priority	Prioritise investment in those sites identified as a priority sites in the priority matrix	Focus revenue & capital funding	Ongoing
	Maximise external funding opportunities	Seek sponsorship opportunities & grant funding	Ongoing

OBJECTIVE	RECOMMENDATION	ACTION/DELIVERY	TIMEFRAME
Create a sustainable stock of good quality play areas which add something to their local environment.	Remove all equipment from future non priority play areas once significant investment or repair is required. Return area back to open space	Monitor sites designated as future non priority. Consult locally at appropriate point on open space design	Ongoing
	Equipment should be made of sustainable materials, be bio friendly and recycled where available.	Work with suppliers that are able to meet this brief	Ongoing
	Provide a 'destination' skate park	Plan a delivery strategy for skate park provision through public consultation & attract external funding to support delivery	Ongoing



	<p>Procurement to provide innovation/best value</p> <p>Consult locally on all planned improvements</p> <p>Utilise all opportunities for natural play within play areas</p>	<p>Procure multiple refurbishments to achieve best value &amp; encourage innovative design in tender brief</p> <p>Utilise social media and on site consultation opportunities</p> <p>Encourage natural play elements within design process where appropriate</p>	Ongoing
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OBJECTIVE	RECOMMENDATION	ACTION/DELIVERY	TIMEFRAME
<p>Ensure play areas are accessible to all and provide play value to those using them</p> <p>Ensure that all play areas include sensory or enhanced perception play.</p>	<p>Design to cater for wide range of abilities and ages, including those with impaired mobility and disabilities, and those impaired visually</p>	<p>Ensure this recommendation is the backbone of any refurbishment brief</p> <p>Consult with various advisory groups where appropriate</p>	<p>Ongoing</p> <p>Ongoing</p>

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# Criteria for consideration in planning

## **Pocket Parks** (within small community setting)

- Designed for under 11's and family use
- Have a quiet game area for inclusive use
- Equipment for pre school age
- Equipment to encourage active play
- Equipment in fenced area
- Flooring bright and appropriate
- Seating for parents/carers
- Rubbish & recycling bins
- Planting – trees and hedging

## **Larger Play Areas**

- Area designed for under 11's and family use
- Have a quiet game area for inclusive use
- Equipment for pre school age
- Equipment to encourage active play
- Equipment in fenced area
- Flooring bright and appropriate
  
- Area designed for 11+
  
- Outdoor fitness machines
  
- Multi Use Play Area
  
- Rubbish and recycling bins
- Seating for parents/carers
- Planting – trees and hedges

# Play Park Map

Blenheim Play Park – Lucksfield Way



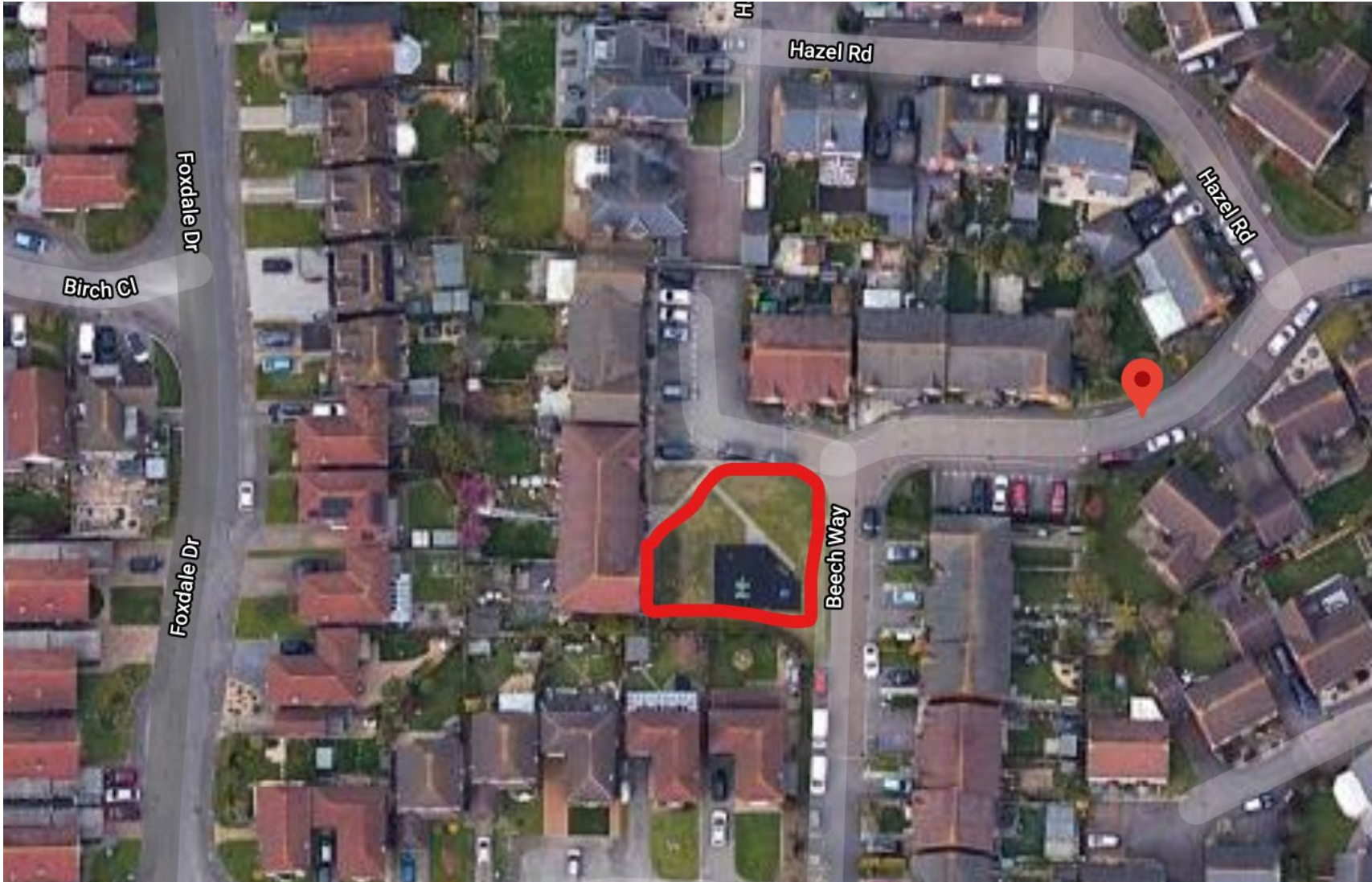


Russet & Russet Trailblazer Play Parks – Angmering Community Centre





Braeburn Play Park – Beech Way





Pippin Play Park – Roman Avenue & Ashmore Avenue





Discovery Fitness Equipment – Mayflower Park





## Discovery Skate Park – Mayflower Park





Discovery Play Park – Rowan Way/Parsons Close - Mayflower Park





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**ANGMERING PARISH  
COUNCIL  
PLAY PARK STRATEGY  
2020  
PRIORITY MATRIX**

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**ANGMERING PARISH COUNCIL  
Authored by: Nikki Hamilton-Street  
Date Updated: June 2020  
Version: 1**

# Contents

SECTION IN PLAN	PAGE
Use	3
Accessibility	3
Play Value	3
Annual external inspection identified risks	4
List of individual parks	4 - 5



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# Play Park Priority Matrix

To determine the priority of play areas and refurbishment/replacements on criteria agreed by Councillors

**Use** – based on results of use (gained through surveys and consultations)

- 1 – site rarely if ever used, use by a small number of local residents
- 2 – site used sporadically by local residents
- 3 – site generally well used, allowing for peaks/troughs
- 4 – site widely used by local residents and wider village on a regular basis

## **Accessibility**

- 1 – site hidden away, not part of wider open space, only accessible to small number of properties
- 2 – site accessible to a wider area of properties, contained within a small area of open space
- 3 – site generally accessible to local community, may be part of a larger open space, on a local school route
- 4 – site is accessible on foot and via transport, is part of a wider open space, containing other attractions

**Play value** – considers both the current and potential play value of the site

- 1 - site contains very limited range of equipment offering little in terms of user experience and play value
- 2 – site contains basic range of equipment generally for single age range, may have potential to expand/improve
- 3 – site contains reasonable range of equipment generally for more than age range, may also contain some natural play elements/opportunities. Generally, will have further potential to expand/improve
- 4 - site contains broad range of equipment for a range of ages and abilities with opportunities for or existing natural play. Potential to improve further

### Annual external inspection identified risks

- 1 – site contains a number High or Very High risks identified
- 2 – site contains a number of Moderate or High risks identified
- 3 – site contains Moderate risks
- 4 – site contains Low, Very Low or No risks

Nearest alternative play area

Time for parent and toddler to walk

Priority Designation

<b>Urgent complete ASAP</b>	
<b>Include in next budget</b>	
<b>Plan for future budgets</b>	

Site	Location	U16's	Usage 1 - 4	Accessibility 1 - 4	Current play value	Annual external inspection	Overall Score	Nearest alternative play area	Priority designation
Blenheim Play Park	Lucksfield Way								
Russet & Russet Trailblazer	Angmering Community Centre								

Braeburn Play Park	Beech Way								
Pippin Play Park	Roman Avenue & Ashmore Avenue								
Discovery Fitness Equipment	Mayflower Park								
Discovery Skate Park	Mayflower Park								
BMX Track	Mayflower Park								
Discovery Play Park	Rowan Way/Parsons Close - Mayflower Park								





## Angmering Parish Council

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

# SUPPORTING PAPER

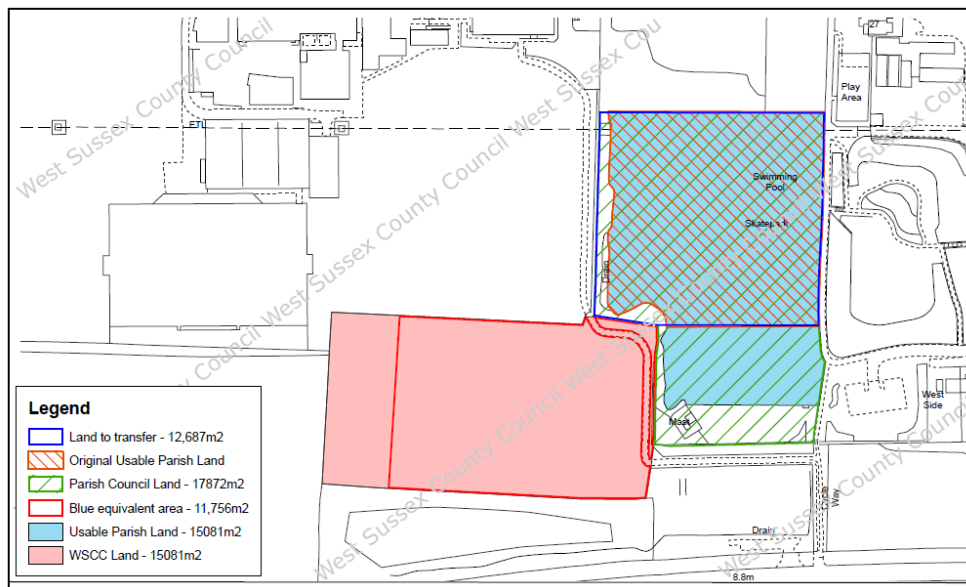
## ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

### MONDAY 13 JULY 2020

#### Agenda Item 13, Land Swap With West Sussex County Council

Angmering Parish Council (APC) have been working with West Sussex County Council (WSCC) since 2018 to agree to the land swap which would see the blue hatched area, currently owned by APC, being swapped with the pink area edged in red, currently owned by WSCC.

This would involve the relocation of the BMX track and the Skatebowl to the new site. Funding is available in S106 contributions from local developments but this amount is unlikely to cover the full amount needed.



WSCC have since stated that they would be able to supply the 2FE (expandable to 3FE) primary school using a split site on their own land – with no need for the land swap and associated legal

costs etc. APC land has several covenants on it and these could take several years to resolve, prior to any commencement of building.

I asked our District Councillor Andy Cooper for his thoughts on the proposal

*My thoughts are that the parish council have done their best to move this project forward by offering the land, it was never going to be easy.*

*WSCC have said that they can achieve the school without the need to do the land swap and this means that the Parish don't have the worry of ensuring that they can replace facilities or have added cost to the residents entering into the project.*

*I hope that we and WSCC can now move the school forward without delay.*

The fastest and smoothest way forward is to build on land already owned by WSCC and allow the features of APC land to remain in situ.

**Decision needed** – Councillors need to decide if they wish to continue with the land swap or advise WSCC that APC no longer wish to continue with the suggested swap.

**Report to Angmering Parish Council  
on the ADC Planning Policy Sub-Committee  
webcast meeting held on Tuesday 30<sup>th</sup> June 2020 – 1800 to 2000hours**

Meeting watched by Cllr Sylvia Verrinder

**AGENDA**

**Item 5 – ARUN DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT (ADG SPD)**

This Guide went to formal public consultation between 9 Jan and 21 Feb 2020. There was a total of 29 responses to the consultation, 19 of which were in general support of the document. This meeting was to discuss and to agree the proposed modification schedule which addresses the comments made from the public consultation can progress to a Regulation 12b Public participation period in accordance with Regulation 35. **AGREED**

However, no date can be set for this Reg 12b 4-week consultation as there are issues with Regulation 35 which are being looked at.

It was confirmed that when this guide is adopted by Full Council it will be a **material consideration** in planning. Kevin Owen stated that developers are already referring to the Guide. To assist ADC with this 4-week consultation, every effort should be made to encourage a good response –

**THOUGHT** – What effort can Angmering Parish Council do to encourage its Parishioners etc to respond to this consultation.

**The Town and Country Planning (Local Planning) (England) Regulations 2012 Regulation 35.**

**AVAILABILITY OF DOCUMENTS: GENERAL**

- (1) A document is to be taken to be made available by a local planning authority when—
  - (a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and
  - (b) published on the local planning authority's website,
- (2) In relation to any document made available under these Regulations, except a local plan or supplementary planning document which has been adopted or approved, the local planning authority may cease to make the document available once the period specified in paragraph (3) has expired.
- (3) The period mentioned in paragraph (2)—
  - (a) where the document relates to a supplementary planning document or to the local planning authority's statement of community involvement, is 3 months after the day on which the supplementary planning document or statement of community involvement is adopted.
  - (b) where the document relates to a local plan, is the 6-week period referred to in section 113(4) of the Act that applies as regards the local plan concerned.
- (4) Where a local planning authority adopt, or the Secretary of State approves, a revision to a local plan or a supplementary planning document, as soon as reasonably practicable after the revision is adopted or approved, the local planning authority must incorporate the revision into the local plan or the supplementary planning document made available in accordance with this regulation.

**Item 7 – ARUN LOCAL PLAN TRANSPORT EVIDENCE UPDATE**

This report provides an update on technical work being undertaken to support the delivery of the Arun Transport Study junction mitigation measures. The report asks Planning Policy Sub-Committee to NOTE a transport apportionment paper which identifies funding contributions from strategic housing allocations towards all Arun Transport Study junction mitigation schemes; and also, a report which presents safety mitigation schemes at Comet Corner and Oystercatcher junctions on the A259 between Bognor Regis and Littlehampton.

After discussion which highlighted the need for public transport consideration and the impact the development of the ERG at Clymping would have on the A259 the S-C **NOTED** this report. What traffic impact would this have on the villages including Angmering east and west on the A259.

## **Item 8 – LOCAL LIST OF NON-DESIGNATED HERITAGE ASSETS**

*The proposal is that the existing assets contained within two Supplementary Planning Documents and the Arun Local Plan are collated to form one single Local List. This is followed by a comprehensive review of all of the non-designated heritage assets (including those proposed within ‘made’ Neighbourhood Development Plans) in conjunction with Town and Parish Councils and conservation groups such as the Conservation Area Advisory Panel.*

*To merge all the existing non-designated heritage assets into one manageable single Local List, which can easily be kept updated. Consultation has previously been undertaken with communities, stakeholders, and property owners, either as part of the production of the SPD or the individual Neighbourhood Development Plans. Further consultation will be undertaken at the appropriate time when the assets are reviewed*

Neil Crowther said that ADC is setting a framework regarding heritage assets for Neighbourhood Plans. After discussion this was **AGREED**.

In view of Angmering’s discussion regarding Lower Barpham Farm and the Medieval Site in that location, I would suggest that an investigation into all Angmering’s sites of historical importance be made and the findings placed in the Neighbourhood Plan Review.

### **Appendix 1: Criteria for identifying the Locally Listed Buildings or Structures of Character and Areas of Character.**

*Locally Listed Buildings or Structures of Character criteria:*

- a) Buildings of outstanding design, detailing, appearance, or special interest because of the use of materials.*
- b) Buildings which are extremely good examples of traditional or established style, or of unusual type.*
- c) In special cases, buildings or structures which contribute towards the local townscape or have important historical or social associations.*
- d) All buildings must be largely intact and not adversely affected by later extensions or alterations.*
- e) Preferably, although not exclusively, they should make a positive contribution to their surroundings or the street scene*

*Areas of Character criteria:*

- a) The area must have been substantially built before 1939. Only in exceptional cases will areas dating from a later period be designated.*
- b) The area must have a recognisable and distinctive special character worthy of protection.*
- c) The area must contain buildings, the majority of which are distinctive or of a high-quality design and appearance; and*
- d) The area must be of sufficient size to be identifiable and cohesive.*

## **Item 9 - ARUN LOCAL DEVELOPMENT SCHEME**

*The Council is required to produce, and keep up to date, a Local Development Scheme (LDS). The LDS provides a work programme for the production of those Development Plan Documents to be prepared over a three-year period and is monitored in the Authority Monitoring Report and used for resource planning by the Planning Inspectorate.*

*The current LDS 2018 needs to be updated to address the Council’s new priorities and strategic targets for achieving sustainable development established in November 2019; the Council’s declared ‘Climate Change Emergency’ November 2019 and Council’s decision to review and update the Local Plan 15 January 2020.*

*The revised LDS (Background paper 1) includes the updated timescales for the production of the new Local Plan review and the Gypsy & Traveller and Traveller Showmen Site Allocation DPD. The LDS consequently no longer*



*includes a Non-Strategic Sites Allocation DPD which is deleted in order to progress and prioritise the Local Plan review.*

It was generally agreed that LDS 2018 needed updating. It was not achieving the levels. The Gypsy & Traveller portion of the Plan was still being updated. It was agreed that there would probably be no consultation on the Local Plan for another 12-18 months. Cllr Ricky Bower expressed his annoyance that fault regarding land supply was constantly placed on ADC's doorstep, he said it is down to the developers. Cllr Lury added that you cannot make the Developers develop. After more discussion, the proposal that "The LDS timetable can be revised as proposed to ensure timely delivery of key DPDwork streams and the key priorities of the Council" was **APPROVED**

## **Item 10 – ARUN STATEMENT OF COMMUNITY INVOLVEMENT**

*The Statement of Community Involvement (SCI) adopted by Full Council in January 2019 sets out the Council's method and many ways which it will use to consult with residents, businesses and organisations in Arun in order to help shape plan making and decision making.*

*Government statements and Planning Practice Guidance published in May 2020 explain that the Covid-19 pandemic and restrictions introduced with social distancing, requires an immediate review of the SCI in order to identify and publicise temporary alternative compensatory arrangements because some methods of consultation cannot be undertaken legally or safely.*

*The following actions are recommended: - 1. That the Planning Policy Sub-Committee note the temporary arrangements to be put in place to publicise and compensate for commitments that the authority is unable to make on depositing documents for inspection and face to face engagement while the Covid-19 social distancing measures remain in place.*

After discussion this was **NOTED**

Does Angmering Parish Council have a Statement of Community Involvement Annual Review?

To date the minutes of this meeting are not yet publicised on the ADC site.

The next meetings of the Planning Policy Sub-Committee are on 22<sup>nd</sup> September and 15<sup>th</sup> December

Cllr Sylvia Verrinder  
7<sup>th</sup> July 2020