



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex, BN16 4EA

Telephone/Answerphone 01903 772124

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

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

### MINUTES OF THE OF ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 10 AUGUST 2020

**Present:** Councillors Nikki Hamilton-Street (Chair), Mike Jones; Sylvia Verrinder, Alison Reigate (Vicechair), Rhys Evans, John Oldfield, Lee Hamilton-Street and Sharleen Woodason – Cllr. Marsh joined the meeting at 14:10

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk), West Sussex County Cllr. Deborah Urquhart and one member of the public

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

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	20/065	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved from District Cllrs. Andy Cooper and Mike Clayden, Cllr. Paul Bicknell, Norma Harris and Alan Evans.	
2	20/066	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> Declarations of non-pecuniary interest were received from Cllr. Jones, Evans, L Hamilton-Street, N Hamilton-Street and Oldfield are all shareholders of the ACLT. Cllr. N Hamilton-Street regarding item 12 as she is a Governor of Angmering School.	
3	20/067	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 13 July 2020</b> were agreed by all and will subsequently be signed by the Chair.	
4	20/068	<b>PUBLIC CONSULTATION</b> The Clerk read out a question from the member of the public that was present regarding the Operation Watershed grant for Cow Lane. The Clerk advised the funding for this has now been confirmed. At this point the member of the public asked about the type of re-surfacing that will be used after the drainage issues have been dealt with and if APC will be consulting the community. The Clerk advised that APC will be in contact with WSCC about the resurfacing options next week and would be very happy to share this information with the community.	

Action: Report back on road surfacing options.

**KH**

A question regarding dangerous parking in Nursery Road was addressed next. An email has been sent to Matt Southern (WSCC) and APC is awaiting a reply. The Clerk also confirmed that the photos the member of the public had provided have been sent to WSCC. The member of the public asked about yellow lines and who would be putting these down, the Clerk advised this was unknown at the moment but was investigating.

Action: Chase response from WSCC and ask who would be putting down yellow lines if applicable.

**KH**

A tree replacement policy was the next question to be raised. The Clerk explained that APC wanted a policy in the neighborhood plan regarding tree planting but also there is an opportunity to have a policy in house, e.g. if APC remove a tree APC would replace it/or two. The tree replacement policy in the neighborhood plan will be consulted on. The Clerk asked the member of the public if her response answered his question, he confirmed it did. Cllr. N Hamilton-Street said the in house policy could be taken to the CLEW committee, the Clerk agreed.

Action: Produce and propose an in house tree policy.

**AR**

The member of the public's final questions related to the slippery cycle path in Rowan Way. The Clerk commented that the last update received from WSCC back in October 2019 was that it could take up to 18 months from the date of the last correspondence. The Clerk asked if Cllr. Urquhart had any updates but unfortunately, she had not. The Clerk said she would chase for an update and report back. The member of the public then informed the committee that since his original report back in October 2019 he had been advised that a pedestrian had also slipped over in this area and was concerned that the situation may only get worse as we enter the winter months. He asked if APC should be looking to get the area pressure washed rather than wait for WSCC to take action. Cllr. N Hamilton-Street commented APC was not aware of the pedestrian slipping over, the Clerk confirmed that this had not been reported into the APC office. Cllr. N Hamilton-Street stressed the importance of APC being advised of any incidences as this will help provide evidence that this area needs to be looked at. She went on to state that it was APCs understanding that it was the surface that was the issue and that simply pressure washing would have no effect. APC need WSCC to act as its their responsibility as it forms part of the highway.

Action: Chase a response from WSCC and report back.

**KH**

The member of the public thanked the Clerk and the committee for addressing his questions.

An email that had been sent in was then addressed, it asked about the changes to the planning system. The Clerk commented that she had sent all councillors and email today outlining these new changes and that there would be three consultations running between September and October 2020 and has asked for volunteers to create a working group to go through these documents and then submit suggestions on behalf of APC. She also asked if individual councillors could make their own representations

regarding these three papers and that APC will advise the public on how to do this as well.

Action: Put out information on how the public can have their say.

**KH**  
**Cllrs.**

Action: Cllrs. to advise the Clerk if they would like to be part of the working group via email and make their own representation.

The second part of the email asked about how the new proposals impacted the ongoing work of Angmering's revised neighborhood plan. The Clerk advised that a meeting was planned for 12.08.20 with ADC and AiRS to discuss this issue.

**5      20/069    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 action list.  
For the Action List see **Supporting Papers**
- b) Any subsequent matters that have arisen since the agenda was set.  
None.

The Clerk talked through her report, no questions were asked. She then went on to advised that the new tenants of the flat above the APC office moved in today.

A meeting was scheduled for this week regarding the Lloyd Goring Close allotments with ADC.

The map promoting the Shop Local scheme in Angmering was now ready to go to the printers and will be distributed along with the All About Angmering magazine before the end of August to all residents.

Action: Copy of the map to be sent to all councillors.

**KH**

The Clerk commented that the Land Ownership document mentioned on the task list was now being dealt with by the committee clerk who had received some really useful information regarding areas in the village that ADC are responsible for.

**6      20/070    CHAIRMAN'S REPORT**

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

**7      20/071    REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart commented on the surfacing options for Cow Lane and explained that there were standard types depending on the area to be re-surfaced so there may be choice but there would only be a few options.

The A259 scheme was about to start, cutting back the vegetation was the first step and would hopefully happen smoothly and to time.

At WSCC the Climate Change strategy has now been approved and they have now moved to looking at the action plan with a view to become net zero by 2030.

She reported that the main item that had been occupying all of their time and resource was the COVID-19 pandemic and this was still continuing, although most of the services were now beginning to open up. Now looking at future ways to work and that all the virtual meetings had proved that you do not need to go into the office as much, but it is also important that teams do still meet up from time to time.

Cllr. Urquhart asked if anyone had any questions, none were asked. She finished by saying that if anyone did have a question to please feel free to email her.

Cllr. Urquhart left the meeting at 14.21.

**8 20/072 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllrs. Andy Cooper and Mike Clayden were unable to take part in the meeting.

No reports received or questions asked to be forwarded.

**9 20/073 MAYFLOWER WAY EASEMENT – ANGMERING COMMUNITY LAND TRUST**

Cllr. N Hamilton-Street mentioned the email received from the ACLT and invited discussion on it and how APC move forward with it. The member of the public who was representing the ACLT was invited to comment when he felt it was appropriate.

Cllr. Jones asked about the route the drainage system would take through the park onto Rowan Way and where it would link up. The member of the ACLT commented that he did not know as ACLT had not seen any detailed drainage drawings. He went on to say that the ACLT will explore the options available and will be guided by the engineers as to where the most appropriate connection would be. A discussion then took place on various routes.

Cllr. N Hamilton-Street asked that in principle this is about APC giving the ACLT access to put drainage along Mayflower Way and potentially Mayflower Park. The ACLT representative said yes and stressed that without a drainage plan they cannot progress the building of the proposed homes.

Cllr. L Hamilton-Street commented that APC had been a great supporter of the ACLT and as long as the following two provisos were met, he had no issues with the ACLT looking into moving forward with a drainage plan which APC would support.

Proviso one: once the work had been completed everything was restored to the same, if not better, condition. Proviso two: the drainage laid will not interfere with any current or future developments.

Cllr. N Hamilton-Street asked if Cllr. L Hamilton-Street was proposing that APC continue to support the ACLT with the two provisos mentioned above, he confirmed this.

Cllr. N Hamilton-Street asked if there were any other proposals, there were none.

**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** that APC continue to support the ACLT and agree to the easement suggestion, with the above two provisos, Cllr. Jones **SECONDED** and **ALL AGREED**.

The ACLT representative thanked APC for their continued support and commented that this was an indication that the scheme still remains viable.

The ACLT representative (member of the public) left the meeting.

**10 20/074 NEIGHBOURHOOD PLAN**

Cllr. N Hamilton-Street commented that a meeting was planned with ADC for Wednesday 12 August to discuss housing numbers, current planning changes and how this effected their local plan and therefore how this will affect APC. There are lots of other questions and uncertainties that will be discussed. The Clerk commented that Angmering's housing number will be discussed and that she will email all councillors with an update once the meeting has taken place.

Action: Email update to all councillors once meeting has taken place.

**NHS**

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

**11 20/075 ANGMERING PARISH COUNCIL – ANNUAL PLAN 2020-2021**

Cllr. N Hamilton-Street explained the plan will ensure that the Parish Council, Councillors and Angmering residents will know what APC are doing during the 4-year period that this council has been elected for and also on an annual basis. The document shows what APC is currently focusing on against the current budget. The document is a live document and therefore things will change. It will also help to identify APC priorities for the next financial year and beyond to 2023 when the next elections will take place. Cllr. N Hamilton-Street also commented that this plan will help set the precept.

Cllr. Evans asked if a column could be added for grants awarded to APC.

Cllr. N Hamilton-Street said yes and that this could be put into the budgeted column stating if it was from precept or from a grant.

Cllr. Evans also said if calculus of anticipated homes being built could be added. The Clerk commented that this could be added although it would not be an accurate figure.

Action: Add grants and numbers of anticipated homes to the plan

**KH**

Cllr. N Hamilton-Street commented that the aim was to make the document as transparent for the public as possible.

Cllr. Verrinder commented regarding the entry on page 7 and asked if Planning Policy Sub Committee could be added. This was agreed.

Action: Add Planning Policy Sub Committee wording.

**KH**

Cllr. N Hamilton-Street asked if the committee were happy to adopt the plan. All agreed. Cllr. Reigate commented that it was a great piece of work and a very clear document.

**RESOLUTION:** Cllr. Reigate **PROPOSED** that the Annual Plan was adopted, Cllr. Oldfield **SECONDED** and **ALL AGREED**.

**12      20/076    THE ANGMERING SCHOOL AND ARUN YOUTH PROJECTS SMALLHOLDING BUSINESS PROPSAL**

Cllr. N Hamilton-Street gave an overview and the background to this and explained that a presentation had been made at the last CLEW committee meeting and was received very well. The presentation and other supporting documents have been sent to councillors to help support the project proposal.

Cllr. N Hamilton-Street explained that APC are being asked to contribute to the start-up of the project, this will help to support it in its first year.

Cllr. N Hamilton-Street asked if there were any comments or questions. Cllr. Woodason commented that she thought the project was really good and should be supported. Cllr. N Hamilton-Street asked if Cllr. Woodason was proposing that APC support the project with the £3,000 donation that was being requested, she agreed.

**RESOLUTION:** Cllr. Woodason **PROPOSED** that APC grant the sum requested for the project, Cllr. Marsh **SECONDED** and **ALL AGREED**.

Cllr. Jones asked a question regarding the land by the footpath into Mayflower park as this is looking very messy. He also commented he was aware that the project was looking for a portacabin and there is one on this piece of land. He believes that this portacabin is available to be used. Cllr. N Hamilton-Street will look into both issues and report back.

Action: Speak to Angmering School and report back.

**NHS**

**13      20/077    RISK REGISTER UPDATE**

The Clerk confirmed that this had been taken to the Governance meeting that took place 5<sup>th</sup> August and no further updates were needed. She confirmed that this is now a procedure and will go to the Governance meeting every quarter and this meeting every month so all councillors will be able to view and have full knowledge of what is in place.

Cllr. Evans asked about the measures in place if the COVID-19 situation became worse. The Clerk confirmed that all the processes were in place. The Clerk also commented that the Littlehampton Fridge was now coming to Angmering which came about due to the recent COVID-19 pandemic, positive feedback has already been received.

**14      20/078    COMMUNITY GRANT APPLICATIONS**

One grant application had been received in time to be heard at this meeting.

An application for a grant has been received from **St Barnabas Hospices (Sussex) Ltd** for the sum of £250.00. A discussion then took place regarding the application.

After discussion it was agreed by all that a grant of £250.00 should be given.

**RESOLUTION:** Cllr. Evans **PROPOSED** that a sum of £250.00 was granted to St Barnabas Hospices (Sussex) Ltd, Cllr. Jones **SECONDED** and **ALL AGREED**.

The 2020/2021 budget for Community Grants is £3,500.00. The total grant pot available for the remainder of the year is £2,390.00 once the above grant has been issued.

**15 20/079 2020/2021 FINANCIAL REPORT**

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

Cllr. Evans then raised a question regarding maintenance issues. A discussion then took place. Cllr. N Hamilton-Street stated that from next month maintenance items would be moved into different areas which would hopefully make things easier to understand.

Cllr. L Hamilton-Street agreed to sign the bank reconciliation for July 2020 and will attend the APC Offices to sign the reconciliation the following day as this is a virtual meeting.

**16 20/080 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

None.

**17 20/081 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Housing, Transport & Planning Committee meeting held on Tuesday 31 July 2020 via Zoom – None.
- CLEW Committee – held on Wednesday 29 July 2020 via Zoom – None.
- Governance & Oversight Committee – held on Wednesday 5 August 2020 via Zoom – None.

**20/082 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

**DATE OF NEXT MEETING**

The Committee's next meeting will be virtual meeting on Monday 14 September at 19:00 via Zoom.

**The meeting concluded at 14:56.**

.....  
Chairman

Date.....

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

- 1) **A/99/17/OUT A/109/20/RES and A/110/20/RES South of Water Lane** – HTP confirmed the objection to the application and this has been loaded on the portal. A Facebook post was also written with a link to the objection on our website. Decision by 29 October 2020.
- 2) **A/76/20/PL – 84 dwellings Dappers Lane** – Extended Decision date - now due by 30 October 2020.
- 3) **The Dappers Lane Working Group** – The group has been formed and is being headed up by Cllr. Sylvia Verrinder. They will be feeding back in to the Housing, Transport and Planning Committee with their findings.
- 4) **Operation Watershed.**  
**Cow Lane** – Application Approved, funds are in and paperwork has been received.  
**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.
- 5) **Co-option** – see Chairs Report – Co-option of the potential new councillor will be added to October 2020 Full Parish Agenda. A copy of the report from the interview will be made available before the meeting.
- 6) **Library Options** – Chased Deborah Urquhart and she is due to confirm in the next few weeks.
- 7) **Allotment** – Work is ongoing regarding the community allotment – this is now on the Community, Leisure, Environment and Wellbeing committee.
- 8) **ADC Reopening High Streets Safely Fund** –  
Map has been delivered to every property in Angmering – spare copies will be given to local shops and suggestions have been given to put them in schools etc  
Hand sanitiser stations x 4 and all fixings – will be put up within the next 7 days
- 9) **COVID – 19** – We are no longer collecting prescriptions.  
Food parcels are continuing to the small amount of people in Angmering who still require them.
- 10) **ASRA Lease** – dealing with ADC and solicitors to confirm leases.



- 11) **Tap on the green** – Tracy met with Coastal Drains and rep from Southern Water – awaiting update from them.
- 12) **Grounds Maintenance** – Roy has been hard at work on the twitten's in Angmering as well as the grass cutting. He has completed some weed spraying both in Angmering village, Community Centre and along the wall in Fletchers Field.  
He continues to check the Black Ditch and all the parks on a daily basis. Monthly playground inspections are due w/c 14 September 2020.
- 13) **WSCC Highways Maintenance** – Received an email from Deborah Urquhart regarding nominating one road to “benefit from sign cleaning and localised vegetation cut back”. Water Lane from the A280 into the village was put forward as a potential.
- 14) **Mayflower Skatepark Lights** - Repair work is needed to these lights as they were vandalized. We are awaiting a quote but they are all taped up and secure.
- 15) **Bramley Green Cycle Path** – update received from WSCC – they are going to look into putting signs up to state “slippery when wet”. We are awaiting confirmation of the date.
- 16) **Downs Way Shops** – drug use behind the shops was reported to the office. A report was filed and contact was made with our PCSO. She visited the area and spoke to 2 young adults and took their details. She will continue to monitor and report back. Several suggestions have been put forward on how to reduce the risk in this area and these have been fed back to the shop owners.
- 17) **ASRA Pavilion** – I attended the site along with Cllr. Mike Jones. We were shown around the outside of the building and alerted to concerns regarding the current state of the building. Quotes are being sought for work to handrails and uprights.
- 18) **Investments** – Cllr Rhys Evans and myself met and discussed our investment policy and what areas we were going to look into. The information gathered and a way forward will be brought to Governance Committee in November 2020.
- 19) **Annual Pay Increments** – the 2020-2021 NJC Salary Scales were published on 27 August 2020 and pay increments will be backdated to 1 April 2020. This raise was included in the 2020-2021 budget.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10/09/2019	4	19/029	Public Consultation	Obtain list of land ownership and maintenance responsibilities	Locate the list if possible	Renamed "Book of Knowledge" - great progress being made 07/09/2020	TL
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 - 07/09/2020	KH
11.05.20	10	20/010	Mayflower Gullies	Investigate all legal obligations		Information gained from deeds down Mayflower Way and work completed by solicitor - work needed to collate 07/09/2020	KH
08.06.20	7	20/026	Clerks Report	Contact company re Community Centre dips for next steps	Emailed CADMAP regarding their report and next steps. 12/06/2020	On September 2020 agenda 07/09/2020	TL
13.07.20	18	20/062	Questions from last HTP mgt.	Maps/plans to be produced in A3 size for Cllr walk round of Weavers Hill/High Street	Produce A3 maps for each Cllr, 3 needed in total	Produced and in the office awaiting collection.	KH
10.08.20	4	20/068	Public Consultation: Cow Lane	Report back on what surface options are available from WSCC		Emailed WSCC E Delicata - no decision yet - will keep us updated 04/09/2020	KH

10.08.20	4	20/068	Pulic Consultation: Dangerous parking in Nursery Road	Chase response from WSCC and ask who would be putting down yellow lines if applicable.		Tony Cross & John Oldfield met with WSCC onsite.	KH
10.08.20	4	20/068	Pulic Consultation: Changes to the planning system	Put out information on how the public can have their say		Public post still to do	KH
10.08.20	11	20/075	Annual Plan 2020-2021	Add grants and numbers of anticipated homes to the plan			KH
10.08.20	11	20/075	Annual Plan 2020-2021	Add Planning Policy Sub Committee wording to page 7			KH
10.08.20	12	20/076	Angmering School Smallholding Project	Speak to Angmering School and report back re the land by the footpath into Mayflower park			NHS

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



# Chair's report September 2020

Traditionally August was a quiet month, due to school holidays and people on annual leave. It feels that this tradition has now been lost, probably due to instant access to emails, and now the ability to join a meeting virtually from anywhere !

The month started with a productive catch up with the Clerk, reviewing the current budget position, particularly in light of events that are unable to take place. This has allowed us to analysis projects that were on hold or in the background, and put forward a proposal to Full Council in September.

We held a virtual meeting with Arun Planners to discuss S106 contributions, and clarify what infrastructure projects are in place. I will continue to monitor these to ensure that Angmering receives the projects that have been identified to support the developments.

We met with AiRS and Arun District Council virtually to understand the numbers of houses Angmering is expected to deliver against our Neighbourhood Plan. They explained where they are with the Local Plan review, this is due to go to Members later in the year for sign off, and is expected to be finalised in late 2023.

The current HEELA (Housing & Economic Land available Assessment) is being updated, the Parish Council will be consulted towards the end of the year.

After Cllr Verrinder identified the poor state the allotments at Lloyd Goring Close were, Cllr Reigate, the Clerk and I had a useful virtual meeting with the Housing Strategy Manager at ADC. We talked about the possibilities of it being a community garden and orchard. We will continue to work with ADC to see how this can once again be an asset for the community.

I attended the Angmering Community Land Trust AGM, the first face to face public meeting for over 5 months ! It was good to hear that despite the setbacks due to Covid and slowdown in developments, that there are a number of possibilities still available in Angmering to provide must needed, realistically affordable housing for local people.

I met with the Clerk to review her previous appraisal, and set new targets. We recognised the impact that Covid has had on this important part of performance management, and I have given my commitment to ensure that all staff have clear SMART targets, that are monitored regularly.

We have had one applicant to be considered for the Co-opted Councillor post. We have held an interview last week, as per our Co-option Policy, and their application and a report will be circulated for ratification at October's Full Council.

Finally I was saddened to hear of the increase in unacceptable behaviour of a few residents to the Office Team when they are raising an issue. Thank you to the Clerk for acting swiftly in putting up posters and posting on social media, it was encouraging the number of positive posts in support of the Office, hopefully those who have taken their frustrations out if the team, will now think twice about how they conduct themselves in the Parish Office.

Nikki Hamilton-Street



## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

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

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

# **SUPPORTING PAPER**

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

### **MONDAY 14 SEPTEMBER 2020**

#### **Agenda Item 10, Insurance Renewal 2020/2021**

This is our final year of the long term agreement with Came & Co and the renewal date for this year is 1<sup>st</sup> October 2020.

Attached are the documents provided by Came & Co. This includes the invoice and schedule.

Insurance budget for 2020/2021 is currently £8200

**Decision Needed:** To grant the Clerk approval to go forward with the proposed policy from Came & Co.



A Gallagher Company

Mrs Katie Herr  
Angmering Parish Council  
The Comer House  
The Square  
Angmering  
Sussex  
BN16 4EA

# INVOICE

Date: 14th August 2020

Client Reference: 2079334

Type of Policy	Insurer	Insurer Pol No.	Policy Term	Premium(£)
Local Council Scheme	Ecclesiastical	SL0119736	01/10/2020 to 30/09/2021	£7,083.51
Sub Total				£7,083.51
Administration Fee				£75.00
IPT at the prevailing rate				£850.02
<b>TOTAL</b>				<b>£8,008.53</b>

Payment Options	Notes
BACS Payment	If you'd like to pay by bank transfer, please send your payment to : [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] Reference: Please quote 2079334
Cheque	Please make your cheque payable to Came & Company with 2079334 noted on the reverse



A Gallagher Company

Came & Company Local Council Insurance  
Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY  
T: 01483 462860  
E: local.councils@cameandcompany.co.uk  
www.parishinsurance.co.uk



## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

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

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

# SUPPORTING PAPER

## ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

### MONDAY 14 SEPTEMBER 2020

#### Agenda Item 11, Budget Changes 2020/2021

With several events cancelled this year due to the COVID-19 pandemic, there is room to move budget funds around and complete much needed works within Angmering.

Cllr Nikki Hamilton-Street and myself met on 6 August 2020 and discussed the budget in great length along with the earmarked reserves.

Below are the recommendations for the budget and earmarked reserves.

#### 1 - Move the agreed budget from the following areas:

Budget Heading	Original Budget (£)	Amount to move (£)	Reason	New Budget Amount	Left for the year
Screen on the Green	£7,530.00	£7,530.00	Event Cancelled	£0.00	£0.00
Angmering Dog Show	£4,700.00	£4,700.00	Event Cancelled	£0.00	£0.00
Palmer Road – Contractor Grass	£10,000.00	£8,000.00	Grant Funding	£2,000.00	£2,000.00
Community Centre – Maintenance	£6,000.00	£2,000.00	Centre Contribution	£4,000.00	£1,389.00
Chandlers – Legal Fees	£12,000.00	£8,500.00	No longer required	£3,500.00	£405.00
Street Lighting	£7,800.00	£300.00	Less than expected	£7,500.00	£496.00
Van insurance	£1,700.00	£700.00	Cheaper Quote Received	£1,000.00	£2.00
<b>Total to move</b>	<b>£49,730.00</b>	<b>£31,730.00</b>			
<b>Paid/complete for 2020/2021</b>					

#### To the agreed budget areas as follows:

Budget Heading	Original Budget (£)	Amount to receipt (£)	Reason	New Budget Amount	Left for the year
Volunteer Checks	-£9.00	£200.00	COVID-19/Volunteer Schemes	£200.00	£191.00
Blenheim Play Park Refurbishment	£0.00	£20,000.00	Pay outright - not touch EMR	£20,000.00	£20,000.00
Angmering School Community Project	£0.00	£3,000.00	Request for funding help	£3,000.00	£3,000.00
Palmer Road Pavilion	£3,000.00	£2,000.00	H&S repairs needed	£5,000.00	£5,000.00
Contractor – Trees & Hedges	£3,500.00	£5,530.00	Tree work needed	£9,030.00	£8,705.00
Skate bowl – Contractor General (cover vandalism of lighting)	£500.00	£1,000.00	Vandalism	£1,500.00	£1,500.00
<b>Total to receipt</b>		<b>£31,730.00</b>			

## 2 – Earmarked Reserves (EMR)

The recommendation is

EMR 321 – “Chandlers Dev/Legal Fees” will now be called “Office Development”  
Sum of £30,000 be moved from “Office Development” to “Play Park Refurbishment”

This would then make

EMR 321 – Office Development - £41,923.07  
EMR 320 – Play Park Refurbishment - £56,243.32

**Please note that external grants will be applied for to help fund the Play Park Refurbishment as well as using EMR.**

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Play Park Refurbishment	26,243.32		26,243.32
321 EMR - Chandlers Dev/Legal Fees	71,923.07		71,923.07
322 EMR - Asset Renewal Programme	3,033.28		3,033.28
323 EMR - NHP Grant - Locality	160.00		160.00
324 EMR - NHP Grant - ADC	715.00		715.00
325 EMR - Elections	2,470.11		2,470.11
	<u>104,544.78</u>	<u>0.00</u>	<u>104,544.78</u>

**Decision Needed:** To confirm the recommendations made and allow the Clerk to amend the budget and EMR.





## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

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

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

# **SUPPORTING PAPER**

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

### **MONDAY 14 SEPTEMBER 2020**

#### **Agenda Item 12, Community Centre Green Space – Dips**

Angmering Parish Council are aware of several dips that are located in the green space around Angmering Community Centre.

The following are quotes from 3 different contractors to fill in these dips. There is also 1 quote to undertake exploratory work prior to filling in the dips.

All contractors were given the same brief and their quote is their reflection of the brief.

#### **CONTRACTOR 1**

##### Exploration of area

Barrier off working area, excavate trial hole to area agreed 1.5long x 1.5 wide x 1mtr deep investigate sunken area, backfill with excavated materials.

£650.00 + VAT

##### Fill holes and turf

Max area 60 m2 supply and install topsoil to various sunken areas in grassed park areas compacting in layers, lay turf to affected areas.

£3,570.00 +VAT

#### **CONTRACTOR 2**

##### Fill holes and turf or seed

Fill holes and grass seed      £1664.49 + VAT

Fill holes and turf              £1888.97 + VAT

### **CONTRACTOR 3**

#### Fill holes and turf

To supply and import approx. 12 tonnes of soil and transport to holes, fill holes and consolidate. Prepare soil and level. Leave for 1 week for settlement.

Supply and lay turf to all holes. We will leave the turf sitting slightly proud to allow for some further settlement of the soil.

Place barrier tape over filled areas until the turf takes.

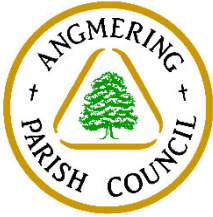
Price does not include any watering.

£1585.00 + Vat - *If this could be left until the end of October a 10% discount will be given.*

**Budget available - Contractor General £2108.00**

#### **DECISION NEEDED:**

1. To decide if the work needs to be undertaken, if yes
2. To decide if exploratory work should be carried out first.
3. To decide which contractor Angmering Parish Council would like to appoint if applicable.



## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

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

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

# **SUPPORTING PAPER**

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

### **MONDAY 14 SEPTEMBER 2020**

#### **Agenda Item 13, Mayflower Park Drain**

Angmering Parish Council have become aware that part of the drainage system located underground at Mayflower park is in need of repair. While this issue poses no immediate issue, action will need to be taken in the next year or so. It is intended that the quote be agreed and scheduled for inclusion in 2021/2022 budget.

The following are quotes from 2 different contractors to repair the area. Please note: Contractor 1 is offering 2 courses of action.

All contractors were given the same brief and their quote is their reflection of the brief.

#### **CONTRACTOR 1**

##### **Option 1 – Specific Area Repair**

To set up Heras Fencing to make site secure.

The catchment pit will be emptied with the use of a pumped tanker and a ventilation system will be set up with the use of specialist confined space equipment to allow a safe working environment.

The catchment pit will be accessed to prepare the defected area.

Once this has been prepared a fibreglass patch will be installed to cover the defected area making this water tight.

The heras fencing will be removed and the site left clean and tidy.

Pictures will be taken whilst the works are being carried out which will include site set up, ventilation of catchment pit, defected area, the repair of the defected area and the site after being cleared and tidied.

Cost of repair = £5500.00 + VAT.

## Option 2 – Full Repair

To set up Heras Fencing to make site secure.

To excavate with mechanical digger to locate damage fibre glass on catchment pitch. This will enable the severity of the damage to be assessed.

The catchment pit will be emptied with the use of a tank and a ventilation system will be set up with the use of specialist equipment to allow a safe working environment.

A specialist company will carry out the repair to the damaged catchment pit with the use of specialist materials and equipment.

To lay concrete to 150-200mm in depth over the repair from the excavation, this is to support the surrounding area.

To back fill, reinstate and remove Heras fencing and leave site clean and tidy.

Our charges to carry out the above works would be £13000.00 plus VAT.

## **CONTRACTOR 2**

### Option 1 – Specific Area Repair

#### **Resources Necessary:**

High Volume Jet/Vac Unit and crew

Confined space entry crew

Confined space equipment

Generator and air blower

Fibre Glass/GRP materials

Support vehicle, barriers and signage etc

#### **Description of Works:**

1. Set up a safe working area consisting of gate barriers and signage for the duration of works
2. Undertake confined space entry
3. Use a jet/vac unit to vacuum empty and wash down the subject culvert section prior to works
4. Trim the edges around the missing section of Fibre Glass/GRP
5. Prepare existing GRP surfaces to facilitate adhesion
6. Install a new Fibre Glass/GRP section
7. Take prior and post still photographs of the repaired section and provide to client

**Our costs for the above works - £ 5,460.00 + VAT.**

**Expected duration of works – 1 Day shift**

#### **DECISION NEEDED:**

1. To decide if the work needs to be undertaken.
2. To decide if a full or partial repair should be done.
3. To decide which contractor Angmering Parish Council would like to appoint if applicable.



Ms Katie Herr, The Parish Clerk  
Angmering Parish Council  
The Corner House  
The Square  
Angmering  
West Sussex  
BN16 4EA

Bognor Regis Vision Support Centre  
36 Victoria Drive,  
Bognor Regis,  
West Sussex  
PO21 2TE

4 September 2020

Dear Katie Herr

I would like to ask if the members of Angmering Parish Council would consider supporting us with a grant. As a small charity, any donation is always greatly received and makes an immediate impact on our members' lives.

*"I had been self-isolating for 15 years until 4Sight Vision Support came along" Brenda, 4SVS Member*

Very few of us have lived through a situation of this magnitude. At this time of uncertainty our visually impaired members need our support more than ever before. **With your support we can be there, for the people of West Sussex living with sight loss, at the time when it matters most.** A donation, however great or small, will have an immediate and beneficial impact to the health and well-being of our members.

#### The impact of Covid-19:

The Covid-19 pandemic has caused us to shut down our 36 social/activity clubs, drop-in clinics, Support Centres and Sight Care Advisor Service in the local hospitals. Our Outreach Team can no longer offer face-to-face support or Low Vision Assessments in members' homes and other community settings.

**The 1,947 visually impaired people we support, who are already very socially isolated because of sight loss, have now been facing even more severe isolation. In addition, 80% of our members are elderly and in the 'vulnerable' category at this time.**

Without the support and equipment to help members manage and make best use of their remaining sight, they may find it even more challenging to undertake daily tasks, which may put them at greater risk of falls. Members may be unable to enjoy things that may otherwise occupy their time in isolation, such as reading, sewing, puzzles and games, putting them at greater risk of developing associated mental health problems, such as anxiety and depression. **Without our support this could place greater strain on an already overburdened NHS.**

#### How we have adapted our services in the face of adversity:

We have adapted our existing services and introduced new ones, to ensure people with sight loss can continue to access the specialist support they need to live as independently and as well as possible, as follows:

**Telephone & Email Support** – Members may continue to contact one of our 4 Outreach Workers for advice, information, guidance and signposting, including specific Low Vision advice to help members maximise their remaining vision and in turn maintain some independence.

**Talk & Support** – We have introduced this service for those people who may feel especially anxious and lonely at this time, offering them regular chats with one of our team.



Telephone: 01243 828555  
Email: [enquiries@4sight.org.uk](mailto:enquiries@4sight.org.uk)  
[www.4sight.org.uk](http://www.4sight.org.uk)



**Registered Office:** 4Sight Vision Support,  
36 Victoria Drive, Bognor Regis,  
West Sussex PO21 2TE

**Registered Company No.** 3740647  
**Registered Charity No.** 1075447

**Daily Living Aids** – Members may still purchase a variety of daily living aids such as large button phones, talking watches and large print materials, to help them remain safe and independent in their own homes.

**Accessible Technology Advice** – To help members keep in touch with friends, family and the wider community, we are providing telephone support to answer any queries and questions regarding accessible technology devices (smartphones, iPads and tablets, Alexa, Amazon Echo, laptops, etc). For most of our members using these devices is unfamiliar, therefore support with this is crucial in helping them to feel connected with the outside world.

**Can you help us be there for vulnerable visually impaired people at this time of crisis?**

We rely solely on voluntary donations to enable us to deliver our services **free of charge** to members. Funds we had hoped to raise through events, from businesses and street collections has been severely impacted, putting our services at risk.

It costs just £49 to provide Outreach Support to one member for a whole year. There are 16 4Sight Vision Support members living in your Parish of Angmering and I am writing to ask if you would consider supporting us with a donation of £250 towards delivering front-line Outreach Support to 5 of these members at this time of crisis.

Your gift, of any size, will enable us to:

- Be there for our members with specialist Low Vision advice to help them make best use of their remaining sight.
- Advise on, and coordinate, delivery of specialist pieces of equipment to maintain independence.
- Be a listening ear and source of support to ensure members do not feel isolated and alone.
- Keep members informed of developments via communication methods accessible to them e.g. Large Print, Audio or Braille.

*“The people who run 4Sight Vision Support I feel are doing an amazing service because they will bring you back from the brink and show you that there is life after losing your sight.”* 4Sight Vision Support Member

Thank you very much for taking the time to consider our request in these unprecedented times. Please do not hesitate to contact us if you require any further information. With very best wishes to you and those closest to you.

Yours sincerely,



**Jessica Passmore**  
Marketing and Communications Officer / Community Fundraiser  
jessica.passmore@4sight.org.uk  
01243 828 555



Telephone: 01243 828555  
Email: enquiries@4sight.org.uk  
www.4sight.org.uk



Registered Office: 4Sight Vision Support,  
36 Victoria Drive, Bognor Regis,  
West Sussex PO21 2TE

Registered Company No. 3740647  
Registered Charity No. 1075447



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone: 01903 772124

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

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

# APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2020 – 2021

## GUIDELINES FOR APPLICATIONS

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

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

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

## GRANT CRITERIA

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

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

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

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

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

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

#### **THINGS TO NOTE**

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



# APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

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

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

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

## SECTION A: ORGANISATION DETAILS

### NAME OF ORGANISATION/GROUP

4Sight Vision Support

### DETAILS OF APPLICANT

To whom all correspondence should be sent

[REDACTED]

Position within the organisation: [REDACTED]

Address: [REDACTED]

Postcode: [REDACTED]

Telephone Number: [REDACTED]

Email: [REDACTED]

Website: [www.4sight.org.uk](http://www.4sight.org.uk)

**WHAT TYPE OF ORGANISATION ARE YOU?**

Tick relevant box

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

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

We are a charity supporting people in West Sussex living with sight loss, by ensuring that they have access to support, advice, advocacy and training to improve their quality of life and retain their independence after sight loss.

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

1921

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

This should include people who are involved in the activity

Adult	1929
Junior (under 16)	18

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

0.9% (16 visually impaired members)

**IS YOUR ORGANISATION A REGISTERED CHARITY?**

Tick relevant box

<b>Yes</b>	√	If yes, please provide the registered charity number below
<b>No</b>		Charity Number: ...1075447.....

**PROJECTED INCOME**

Tick relevant box

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

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

Information from the organisation's latest accounts

<u>Account Year Ending</u>	
Total Income for the year	£368,717
Total expenditure for the year	£555,107
Surplus or deficit	-£186,390
Total savings or bank reserves at year end	£903,315 (includes £466,712 in fixed assets)

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

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

To provide Outreach Support to the residents in Angmering Parish living with sight loss; ensuring that a diagnosis of sight loss is not a one-way road to loss of independence and isolation. Please see attached letter for further information about the Outreach Service.

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

It will ensure that the residents of Angmering Parish Council living with sight loss remain active members of their community and that they are fully supported, as well as their friends and family.

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

Our Outreach Support is available to anyone living with sight loss, as well as their family and carers. There are currently 16 4Sight Vision Support members residing in the Parish of Angmering, but we hope to reach out to more people affected by visual impairment, who could benefit from our services.

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

We record data for the contacts that we have with our members. We also keep a record of any written feedback and testimonials that we receive.

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

N/A

### SECTION C: AMOUNT OF GRANT REQUESTED

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

£250

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

Please tick the relevant box

Start-up grant (for new groups, can include running costs and equipment)	£750*	<input type="checkbox"/>
Revenue (running costs)	£250*	<input checked="" type="checkbox"/>
One off cost (e.g. purchase of equipment)	£500*	<input type="checkbox"/>
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	<input type="checkbox"/>

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

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

This is a scalable project that costs £49 per person for a year. The total cost is £784 for 16 members living in Angmering.

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

Tick relevant box

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

Have you applied for financial assistance elsewhere?

Tick relevant box

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

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

We have an active fundraising team that applies to various Trusts and Foundations, as well as Town and Parish Councils across West Sussex to raise funding to support our members. So far, we have not received any other funding for this specific geographical area.

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

As above.

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

We have applied to a variety of funders for our Outreach Service, in order to gain funding to support our members in their local community.

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

Tick relevant box

<b>Yes</b>	<input checked="" type="checkbox"/>	If <b>yes</b> , please state when and how much awarded?
<b>No</b>	<input type="checkbox"/>	Amount £ 400                      Year awarded: 2017 & 2018 Amount £ 250                      Year awarded: 2019

How did you hear about this grant scheme?

I applied for funding last year.

## SECTION E: DECLARATION

### Declaration

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

In signing this declaration, we agree that:

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

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

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

## SECTION F: DATA PROTECTION

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

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

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

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

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box the box to confirm your understanding of Data Protection ✓