



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 13 JULY 2026 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Sylvia Verrinder, Norma Harris, Sally Taylor, James Thompson, Jack Gocher, David Marsh, Carey Bennett and John Oldfield.

In Attendance: Tracy Lees (Committee Clerk), WSCC Cllr. Deborah Urquhart, ADC Cllr Andy Cooper and two members of the public

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & infrastructure Committee – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS; Tree Protection Order - TPO

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	F26/048	APOLOGIES OF ABSENCE Apologies were received and approved for Cllr. Evans (Vice Chair), Cllr. Bicknell, Cllr. King and Katie Herr (Clerk). Apologies were not received and therefore not approved for ADC Cllr. Amelia Warne.	
2	F26/049	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. Cllr. Marsh declared a non-pecuniary interest in Item 12 relating to the St Margaret's School grant application.	
3	F26/050	APPROVAL OF MINUTES Approval of the minutes of the meeting of the Council on Monday 8 June 2026 were agreed and signed by the Chair.	
4	F26/051	PUBLIC CONSULTATION One member of the public wanted to speak about her new business Nature Makers, what this provided and the background of how she became involved. She explained it was not just about learning but encouraging a lifelong interest in nature and the connections it could bring. She is currently working with Findon Parish Council to connect the community with Nature.	

A discussion took place with councillors offering suggestions on who she could connect with such as Angmering's Schools, Care Homes, the Guides and Scouts plus Cllr. Verrinder suggested that this could help with Angmering's Neighbourhood Plan review if it were to go ahead.

Cllr. Urquhart mentioned 'Will to Ways' who create wildlife corridors.

The Chair requested that the member of the public send in a one page summary of Nature Makers explaining what was needed etc. to the APC Office. Once received this will be sent to all councillors who will then be able to respond directly.

Two events, Angmering Revealed and the Wellbeing Event were thought to be good to attend in the future - an invite to attend Angmering Revealed will be extended as this is taking place on Saturday 19 September 2026.

The member of the public thanked everyone for listening and left the meeting at 19:48.

5 F26/052 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA.

The Clerk was unable to attend the meeting, no questions were asked regarding her report.

The Chair advised that the Head of History at the Angmering School was interested in the recent Blue Plaques that are being put up in Angmering and wanted to look into the history behind them.

The Committee Clerk then spoke about the upcoming events over the summer months:

August & September Events

Saturday 1 August – Fire Ride Local Cycle Event and Stunt Show

Saturday 15 August – Summer Skate Jam, delayed from June

Saturday 19 September – Angmering Revealed

The Chair asked that all councillors let the office know which events they can support.

Freedom Leisure

Free Play Sessions are back for another year

23 July to the 28 August

Decoy Drive, Palmer Road Rec – Mondays, 10am – 12noon

Mayflower Park – Wednesdays, 10am – 12 noon

An Ice cream van and coffee van has been requested to be at all sessions if possible

Board AF

New for this year

Free Skateboard Lessons on Tuesdays 9:30 – 11:30 at Mayflower Park throughout July & August – lessons aimed at 6yrs+ boards and pads will be available

6 F26/053 CHAIR'S REPORT

The Chair talked through her report, no questions were asked. She also mentioned that Angmering Grange Care Home were keen to work with the community and have started to offer free meeting spaces during the day.

7 F26/054 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart reported that they was not much to report as the new council was still finding their way.

The proposed crossing outside St Margaret's School was briefly discussed but reported that there was not much Highways can do as this was really a Planning issue.

No questions were asked.

8 F26/055 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper gave the following report:

Angmering Sports Hub £2 million agreed from the Football Foundation - next plan is to go out to tender for design and building to start in 1 year. Access still not ideal but will not hold up process, I mentioned communication and was informed that will be worked on in future.

New NPPF awaiting approval, which will change Parish and District objections, for the parish to keep an eye on.

Housing meeting heard that processes had been not acted upon correctly. Any council tenants with issues need to contact their Cllr if issues not resolved to them to escalate

Similarly Biffa contract, councillors not being advised of issues. Council need to ensure residents don't suffer in silence as collection issues may bed in and then be difficult to fix, I have been dealing with issues within Angmering.

Planning policy in September will most likely hear the results of a Strategic Gap analysis done for Arun by consultants. This will look to shape policy on how and if gaps will be maintained in local plan.

Cllr. Cooper then invited questions; Cllr Verrinder asked for his support when Angmering start to update their Neighbourhood Plan. Cllr. Cooper explained what he would be able to do and would do his best to prioritise this.

Both Cllrs. Cooper and Urquhart left the meeting at 20:10.

9 F26/056 DEVOLUTION UPDATE & LOCAL GOVERNMENT REORGANISATION UPDATE

The Chair reported that there was no further update but they were rumours that something might be communicated in the next week or two.

10 F26/057 CITIZENS ADVICE DROP-IN SESSIONS – SURVEY RESULTS

The Chair explained the background to these sessions, what would be involved and the costs. She also advised that the recent survey that was sent out to see if this was something Angmering residents would use only had 32 responses, the population is currently sitting at around 10,000. Out of the 32 responses 31 wanted the sessions to take place. The Full results of the survey can be found in the Supporting Papers.

A discussion then took place re the location of the session, suggestions of the Library and possibly the Vestry were put forward as the King Suite was not seen as a good location to host these sessions. Good accessibility was a must wherever the sessions are held.

It was felt that it was better to promote these sessions and have a 6 month trial rather than go by a very limited response to the survey therefore the following was agreed:

Cllr. Marsh PROPOSED that APC will fund a six-month trial of monthly Citizens Advice outreach sessions at an estimated cost of £1,830 . Cllr. Taylor SECONDED and ALL AGREED .
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The Citizens Advice Outreach Service will also be invited to attend Angmering Revealed where they can advertise these session, dates, times and location and offer advice were possible.

11 F26/058 CCTV CAMERA IN MAYFLOWER PARK – UPDATE

The Chair talked through the supporting paper on the Clerks behalf and a discussion took place. This ended with all Councillors happy to proceed with all the recommendations.

12 F26/059 ANGMERING NEIGHBOURHOOD PLAN (ANP) REVIEW

The Chair started by talking through the Supporting Paper making it clear that tonight's discussion was not about the detail of the Plan but if this is the right time for APC to review the Plan as well as everyone understanding the impact this would have on Councillors, Staff and Council finances. There would be limited resources available from the office and the need to engage Volunteers and or external support which would come at a cost was a real possibility.

A lengthy discussion then took place.

Cllr. Verrinder explained how she had taken part in the current plan when it was being made and how she would go about it this time. She also said it needs updating, not re-writing.

A member of the public spoke about her experience with writing Neighbourhood Plans and would be happy to work alongside Cllr. Verrinder. She also said she believed there was still the opportunity to secure funding as well as knowing a few people that would volunteer to help with the Plan.

An over arching steering group was mentioned and the amount of commitment that would be needed was discussed.

All Councillors were then given the opportunity to speak and give their views, which they all did.

At the end of the discussion all Councillors agreed to move forward and commence a review of the Angmering Neighbourhood Plan.

The Chair outlined the next steps and Cllr. Verrinder along with the member of the public will produce a Project Plan in time to share it at the next meeting Full Council meeting in August.

13 F26/060 COMMUNITY GRANT APPLICATIONS

The 2026/2027 budget for Community Grants is £6,000.

One grant was awarded last month therefore the remaining budget is now £5,250.

APC received 2 grant applications this month, they are as follows:

Air Ambulance Chairty Kent Surrey Sussex - £250

A discussion took place, and the following decision was made:

Cllr. Harris PROPOSED that the sum of £250 was granted to Air Ambulance Chairty Kent Surrey Sussex. Cllr. Gocher SECONDED and ALL AGREED .

St Margaret's Church of England School - £500

A discussion took place, and the following decision was made:

Cllr. Thompson **PROPOSED** that the sum of £500 was granted to St Margaret's Church of England School. Cllr. Taylor **SECONDED** and **8 AGREED**. Cllr. Marsh did not vote as he had declared a non-pecuniary interest at the start of this meeting.

14 F26/061 2026/27 FINANCIAL REPORT

The reports were presented, no questions were asked.

Cllr. Harris will sign the reconciliations ahead of the next meeting.

15 F26/062 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

None.

16 F26/064 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

The Planning and Infrastructure Committee: None.

Governance & Oversight Committee: None.

17 F26/064 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 on **Monday 10 August 2026** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 21.01

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Chair

Date.....



Clerks Report August 2026

Agenda Item 5

1. Work continues on the "What's On BN16" project with Rustington and East Preston Parish Councils. The website has been created and we are populating it. Efforts continue to promote the platform, encourage community groups to register, and increase local content and event listings. If councillors are involved with/know of any youth groups within any of the parishes – please do let them know.
2. Significant work has been undertaken in relation to the proposed Mayflower Park Café. This has included reviewing feedback received during the recent public engagement event at the Cycle Event and Freestyle Show, collating survey responses, and analysing comments from residents. Initial feedback has been overwhelmingly positive, particularly regarding the indicative drawings and the potential benefits the facility could bring to the park and wider community.
3. The Council successfully hosted the Cycle Event and Freestyle Show event, numbers were slightly down on last year, but responses to the event were positive. The office will be looking at if this event will be held next year, due to cost and attendance figures. It did however provide a valuable opportunity to engage with residents on a range of Council initiatives, including the Mayflower Park Café proposal. The event generated positive feedback and useful survey data that will help inform future decisions.
4. Meetings and discussions have continued with Gary Jannaway, West Sussex County Council, regarding a number of highways initiatives including the proposed 20mph speed limit, village gateway features, and other traffic management and highway improvement opportunities within the parish. We visited the 4 suggested sites for the gates, and once boundary information has been received from Gary – we could move forward, once agreed at Full Council.
5. Arrangements are being made for a further meeting with Gary Jannaway to review and progress the Angmering Highways Safety Action List 2026, following the work already undertaken with councillors to identify priority locations and concerns across the village.
6. I am currently working with the Council's insurers and specialist valuers to revalue the Parish Office/Flat and Angmering Community Centre to ensure that insurance cover remains accurate and reflects current reinstatement costs.
7. Following continued incidents of anti-social behaviour associated with the lighting system at the Mayflower Park Skate Bowl, arrangements have been made for the removal of all floodlights. The works commenced on 4 August 2026 and are intended to reduce misuse and damage of the facility.
8. Progress has continued on the implementation of CCTV at Mayflower Park, including the preparation of the supporting Data Protection Impact Assessment, CCTV Policy, Privacy Notice and Code of Practice for Council consideration.
9. The Grounds Maintenance Team continue to undertake routine inspections of play areas, street furniture and open spaces, alongside seasonal grounds maintenance works throughout the parish. They completed several litter picks in areas highlighted by both residents and team members. As there are 2 days a week of the Active Summer Play Session hosted by Freedom Leisure, along with a weekly skate session, the team are insuring access to site for providers, whilst keeping sites secure from unwanted incursions.
10. The office continues to respond to resident enquiries, support councillors, prepare agendas and reports, implement Council decisions and manage the day-to-day administration of Council services and facilities.



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL COMMITTEE MEETING

MONDAY 10 AUGUST 2026

Agenda Item 10 – Mayflower Park Café Project - Procurement Approval

1. Purpose of Report

To seek Council approval to commence an Open Tender process for the design, manufacture, supply, installation and commissioning of a new Café and Community Facility at Mayflower Park and to approve the procurement arrangements required to deliver the project.

2. Background

Mayflower Park is one of Angmering Parish Council's key recreational assets and is used by a wide range of residents, families, young people and visitors throughout the year.

The Council has an ongoing commitment to improving the facilities available within the park and ensuring it remains an attractive, accessible and well-used community space.

As part of this commitment, the Mayflower Park Improvements Task and Finish Group (T&F) has considered opportunities to enhance the park environment, encourage increased use of the park and improve the facilities available to residents and visitors. Discussions have included improvements to entrances, pathways, seating, youth provision, public conveniences, environmental enhancements and the introduction of a café facility.

The T&F Group has explored a range of potential options and received concept proposals to assist in considering the scale, appearance and functionality of a potential café facility.

The proposed development supports the Council's ambition for Mayflower Park as a key community destination serving residents of all ages whilst enhancing the overall visitor experience.

The proposed café facility would provide:

- A café serving refreshments to park users and visitors with indoor and outdoor seating.
- Public (including disabled) toilet facilities.
- Flexible indoor community space.
- Opportunities for youth provision and outreach activities.
- Space for community wellbeing and support services.
- Facilities capable of supporting wider park activities and events.

The project seeks to respond to increasing demand on local facilities as the parish continues to grow. The proposed facility would provide accessible community space, public amenities and opportunities for partnership working, helping to ensure that community infrastructure develops alongside the needs of current and future residents.

The café facility is intended to:

- Enhance the visitor experience within Mayflower Park.
- Provide refreshments and welfare facilities for park users.
- Support increased use of the park throughout the year.
- Improve accessibility through the provision of public conveniences.
- Create a sustainable community asset.
- Provide flexible space for youth provision and community activities.
- Accommodate wellbeing, support and outreach services.
- Support partnership working with local organisations.
- Contribute to the long-term development and enhancement of Mayflower Park.

As the project progresses, the Council must ensure that any future contract is procured through a fair, transparent and competitive process that demonstrates value for money and meets the Council's governance obligations.

3. Community Engagement, Surveys and Evidence Gathering

The development of proposals for Mayflower Park has been informed by engagement, site visits, discussions with residents, observations of park usage and information gathered by the Mayflower Park Improvements T&F Group.

Evidence supporting the development of the project has been gathered from a range of sources, including the Angmering Community Surveys undertaken in 2023 and 2024, feedback collected through the Mayflower Park Improvements T&F Group, informal engagement with park users and residents, site visits, observations of park usage, engagement with local primary schools, feedback from secondary-aged young people, and consultation activities undertaken with Angmering Guides and other community groups. We are also taking concept boards to our events in order to gain further views on the whole concept.

The 2023 and 2024 Community Surveys identified strong support for improved facilities within Mayflower Park, including a café, public toilets, community facilities, youth provision and wellbeing initiatives.

Residents highlighted demand for:

- Community meeting facilities.
- Activities that reduce loneliness and social isolation.
- Greater provision for teenagers and young people.
- Opportunities for community participation and volunteering.
- Health and wellbeing initiatives.
- Advice and support services.
- Improved public facilities.

Residents also identified concerns relating to anti-social behaviour, the lack of facilities and activities available for young people. Feedback indicated a desire for youth clubs, youth engagement opportunities and safe places for young people to meet and participate in organised activities.

The Council has also undertaken engagement with local young people through local schools and youth organisations, including St Margaret's CE Primary School, The Angmering School and Angmering Guides.

Common themes emerging from this engagement included:

- A desire for a café and social space suitable for children and teenagers. Possibly with a "grab and go" hatch for before and after school.
- Safe places for young people to meet.
- More organised youth activities.
- Additional facilities for older children and teenagers.
- Creative, sporting and recreational opportunities.
- Volunteering opportunities.
- Activities that bring together different generations.

Young people identified a range of activities they would like to see available locally, including:

- Arts and crafts activities.
- Cookery clubs.
- Music and performance opportunities.
- Youth clubs and pre-teen activities.
- Sports activities.
- Community events.
- Volunteering opportunities.
- Informal café and social spaces.

The engagement also highlighted the importance of:

- Safe and welcoming places to meet.
- Improved lighting and accessibility.
- Better facilities for older children and teenagers.
- Affordable and inclusive opportunities for social interaction and recreation.

The findings from residents, schools and youth organisations consistently demonstrate demand for facilities that support wellbeing, community participation, positive youth engagement and opportunities for residents of all ages to come together.

The proposed Mayflower Park Café Project provides an opportunity to address a number of these identified priorities through a single integrated project.

The Council has also undertaken:

- Site visits.
- Initial utility investigations.
- Concept design discussions.
- Location assessments.
- Informal resident engagement.

To support further engagement, concept proposals will be displayed and discussed at:

- Cycle and Freestyle Show – 1 August 2026.
- Angmering Summer Jam – 15 August 2026.

These events will provide residents with opportunities to view the proposals, ask questions and provide feedback regarding the future development of Mayflower Park.

3.1 Previous Consultation and Engagement

The Council has previously considered consultation findings relating to the future of Mayflower Park through community surveys, Task and Finish Group discussions and previous reports presented to members.

Detailed survey results and consultation findings have been shared with councillors during earlier stages of project development and have informed the progression of the proposals set out within this report.

This report summarises the key findings to support the current decision relating to procurement arrangements and does not seek to reproduce all previously reported consultation data.

4. Current Position

The T&F Group has undertaken initial investigations into potential solutions and site requirements, including utility connections, possible locations within the park, indicative layouts and concept designs.

Advice has been sought from officers at Arun District Council regarding the process of installing the recently introduced café units along Littlehampton seafront. Discussions have covered the leasing and rental arrangements for the units, rental values, lessons learned, potential challenges, and the overall process from inception through to delivery.

In addition, consultation has taken place with café owners to gain insight into effective layouts, operational requirements, features that work particularly well, and what they would have incorporated had they been involved from the outset. These conversations have provided valuable practical feedback and ideas to help inform the development of the project and maximise its long-term success. The Mayflower Park Improvements T&F Group has considered a range of construction methods and building types. Based on investigations undertaken to date, including discussions with suppliers and site assessments, the Council's preferred solution is a high-quality container or modular container-style building. This preference reflects considerations including buildability, programme, sustainability, whole-life maintenance, operational efficiency and value for money.

Whilst the Council has identified a container-based solution as its preferred option, the proposed procurement process will remain open and competitive. Tenderers may submit alternative compliant proposals where they can demonstrate that the proposed solution meets or exceeds the Council's requirements and objectives.

The next stage of the project is to prepare and publish an Open Tender seeking proposals for the design, manufacture, supply, installation and commissioning of a Café and Community Facility at Mayflower Park, including associated external works, utility connections and site infrastructure as required. Ideally proposals will be sought for a turnkey solution, including applying for planning permission as part of the process.

At this stage:

- No contractor has been selected.
- No commitment has been made to any supplier.
- No construction contract has been awarded.

The purpose of the tender process is to:

- Test the market.
- Obtain competitive pricing.
- Invite alternative design solutions.
- Demonstrate value for money.
- Provide a fair opportunity for suppliers to compete.
- Ensure transparency and accountability.

- Enable the Council to identify the proposal that best meets its objectives.

Any concept drawings included within the tender documentation will be provided for illustrative purposes only and tenderers will be permitted to submit alternative compliant proposals.

4.1 Engagement with Local Businesses

The Council has previously engaged with existing local café operators during earlier consideration of café proposals for Mayflower Park.

Discussions have provided useful insight into operational requirements, customer demand and factors that contribute to the successful operation of a café facility.

Local operators have expressed an interest in receiving details of the procurement opportunity should the Council approve progression to tender. The proposed procurement process will be open, transparent and competitive, allowing all interested parties an equal opportunity to participate.

5. Community Benefits

Whilst centred around a new café facility, the Council's vision extends beyond the provision of refreshments.

Subject to the final design and operational arrangements, the facility may provide flexible space capable of accommodating:

- Youth club activities.
- Youth outreach programmes.
- Community wellbeing sessions.
- Health promotion initiatives.
- Stop Smoking services.
- Healthy Living programmes.
- Citizens Advice outreach sessions.
- Arun District Council outreach and support initiatives.
- Advice and information services.
- Training sessions and workshops.
- Community outreach activities.
- Meetings for local community groups.
- Use by eligible not-for-profit organisations where approved by the Council.

Feedback gathered through surveys, schools and youth organisations demonstrated particular demand for youth social space, youth activities, volunteering opportunities and facilities designed for older children and teenagers. The proposed facility has the potential to help address these needs whilst

creating positive opportunities for engagement and helping to reduce low-level anti-social behaviour through increased activity and community presence within the park.

The facility aims to:

- Provide safe, supervised and constructive opportunities for young people.
- Support positive youth engagement and outreach services.
- Help reduce social isolation across all age groups.
- Encourage positive social interaction and stronger community cohesion.
- Contribute towards reducing low-level anti-social behaviour.
- Improve access to local services and support networks.
- Support resident wellbeing and healthier lifestyles.

The facility has the potential to become a focal point within Mayflower Park, bringing together recreation, community activity, support services and wellbeing initiatives within a single accessible location.

As with many community assets owned by local councils, the value of the facility should be considered in terms of both financial sustainability and the social, health and community benefits delivered to residents.

6. Procurement Approach

It is proposed that the Council undertakes an Open Tender process.

The tender opportunity will be publicly advertised and interested suppliers will be invited to submit proposals for:

The design, manufacture, supply, installation and commissioning of a container-based Café and Community Facility, or alternative compliant solution, at Mayflower Park, Angmering, including all necessary utility infrastructure, service connections, drainage works, and associated external works required to make the facility fully operational.

The procurement process will be administered by:

- The Clerk.
- The Office Manager.

All tender submissions will be evaluated against published criteria and will involve the Mayflower Park Improvements T&F Group.

7. Tender Documentation

The following documents will be prepared and issued to tenderers:

- Invitation to Tender.
- Project Specification.
- Site Information Pack.
- Pricing Schedule.
- Tender Return Forms.
- Evaluation Criteria.

Tenderers will be permitted to submit alternative compliant solutions provided they meet the Council's requirements and objectives.

8. Advertising the Opportunity

The tender opportunity will be advertised through:

Public Advertisement

- Contracts Finder.
- Angmering Parish Council website.

Direct Supplier Notification

The Council may additionally notify known suppliers operating within the modular building, commercial building and container conversion sectors.

All suppliers will receive identical information and be subject to the same tender requirements.

9. Evaluation Method

Tenders will be evaluated using published criteria, with the objective of identifying the proposal that provides the best overall value to the Council, residents and future users of the facility.

The Council is seeking a high-quality, sustainable and efficient development that will act as a long-term asset for Angmering. Evaluation will therefore consider not only initial construction costs but also long-term performance, maintenance requirements and operational efficiency.

Proposed Evaluation Criteria (For example)

- Quality and Design – 35%
- Sustainability and Environmental Performance – 15%
- Delivery Programme – 10%
- Operational Efficiency and Whole Life Value – 10%

- Price – 30%

Quality and Design

This criterion will assess:

- Quality of the proposed design.
- Suitability for Mayflower Park.
- Accessibility and inclusivity.
- Functionality of café and community spaces.
- Flexibility for future use.
- Durability and maintenance requirements.
- Quality of materials and finishes.

Sustainability and Environmental Performance

The Council is committed to delivering a facility that minimises environmental impact, supports biodiversity and reduces future operating costs.

Tenderers will be invited to demonstrate:

- Energy-efficient building design.
- Low-carbon construction methods.
- Use of sustainable and recycled materials.
- Opportunities for renewable energy generation.
- Water efficiency measures.
- Waste reduction during construction.
- Sustainable drainage solutions.
- Biodiversity enhancements.
- Measures to reduce long-term maintenance requirements.
- Contribution towards the Council's environmental objectives and climate ambitions.

The Council recognises that Mayflower Park is a valuable green space and seeks proposals that enhance and protect the local environment wherever possible.

Delivery Programme

This criterion will assess:

- Realism of the proposed programme.
- Delivery timescales.
- Site management arrangements.
- Risk management.

- Ability to minimise disruption during construction.

Operational Efficiency and Whole Life Value

The Council wishes to ensure that the facility remains affordable and efficient to operate throughout its lifespan.

Tenderers will be invited to demonstrate:

- Low running costs.
- Energy efficiency.
- Ease of maintenance.
- Durability of components and materials.
- Expected lifecycle of key elements.
- Warranty provisions.
- Cleaning and maintenance requirements.
- Operational flexibility.
- Adaptability of the building.
- Whole-life cost considerations.

Price

This criterion will assess:

- Overall project cost.
- Value for money.
- Affordability within the approved project budget.

The Council reserves the right to amend the final evaluation criteria prior to publication of the tender documentation.

10. Continuing Community Engagement

The Mayflower Park T&F Group continues to develop wider proposals for improvements within the park including:

- Access and signage improvements.
- Pathway improvements.
- Seating provision.
- Youth facilities.
- Environmental enhancements.
- Public facilities.

The display of concept proposals at community events and future consultation activities will provide valuable opportunities for resident engagement and feedback.

The intention is to gather sufficient information regarding design options, feasibility, community needs and project costs to enable informed decision-making.

Feedback obtained through engagement activities will assist the Council in refining proposals and informing future decisions relating to the development of Mayflower Park.

11. Indicative Procurement Timetable

- **Council Approval – 10 August 2026**
- **Tender Documentation Finalised – August 2026**
- **Tender Published – 17 August 2026 (For 4 weeks)**
- **Tender Clarification Period – August/September 2026**
- **Site Visits – August/September 2026**
- **Tender Return Deadline – 14 September 2026**
- **Evaluation – September 2026**
- **Council Award Decision – 12 October 2026**
 - **Apply for planning permission – October 2026**

12. Funding

The estimated project budget is currently approximately **£750,000**.

The Council currently holds funding that could be allocated towards the delivery of the Mayflower Park Café Project through a combination of Earmarked Reserves (EMRs), Community Infrastructure Levy (CIL) receipts and Section 106 funding.

Potential funding sources available include:

- Reallocation of EMR – Office Development: **£100,000**
- EMR – Improvements to Mayflower Park: **£100,000**
- CIL Receipts: **£563,000**
- Section 106 (Crayfern for Mayflower Park Improvements): **£33,350.52**

This provides a potential funding total of **£796,350.52**, which is sufficient to meet the current estimated project budget.

Should these funds be utilised for the project, the Council would retain approximately **£434,672.68** in remaining earmarked reserves and restricted funds for other Council priorities and commitments.

The purpose of the proposed facility is not solely to generate income, but to provide a valued community asset that responds directly to needs and aspirations identified through resident surveys,

engagement activities, discussions with local schools, youth organisations and wider community consultation.

The Council recognises that community facilities are often provided to deliver wider benefits to residents and should not be assessed solely on their ability to generate a financial surplus. The success of the facility will therefore be measured not only through financial performance, but also through the community benefits it provides.

These benefits may include:

- Improved facilities for Mayflower Park users.
- Access to public toilet provision.
- Opportunities for youth activities and engagement.
- Support for health and wellbeing initiatives.
- Community meeting and activity space.
- Access to advice, support and outreach services.
- Reduced social isolation.
- Increased community participation.
- Positive opportunities for young people.
- Support for local voluntary and not-for-profit organisations.
- Enhancement of Mayflower Park as a community destination.

Whilst the café operation is expected to contribute towards the ongoing operation of the facility, the wider value of the project lies in providing facilities and services that residents have consistently identified as priorities and which may not otherwise be available locally.

In parallel with the procurement process, further work will be undertaken to refine the future operational and financial model for the facility. This will include consideration of operating arrangements, projected income and expenditure, maintenance costs, lifecycle costs, occupancy assumptions for the community space and a cash flow forecast to demonstrate the long-term financial sustainability of the facility.

The final funding allocation and business case will be presented to Council following receipt and evaluation of tender submissions and confirmation of project costs.

12.1 Future Business Case and Operating Arrangements

The purpose of the current report is to seek approval to undertake a competitive procurement exercise and obtain detailed market information on design solutions, delivery options and project costs.

The Council is not being asked at this stage to approve a final scheme, enter into any lease arrangements, appoint an operator or award a construction contract.

Following receipt and evaluation of tender submissions, a further report will be presented to Council setting out:

- Tender outcomes and recommended procurement option.
- Refined project costs.
- Proposed operating arrangements.
- Draft lease principles or Heads of Terms, where applicable.
- Detailed income and expenditure forecasts.
- Cash flow projections.
- Long-term financial sustainability assessment.
- Updated project business case.

No contract award or commitment to proceed with construction would take place without further Council consideration and approval.

13. Risk Assessment

An Open Tender process will:

- Promote transparency.
- Demonstrate value for money.
- Encourage competition.
- Ensure fairness.
- Create a clear audit trail.
- Minimise procurement risk.
- Provide evidence to support future decision-making.

All procurement documentation, correspondence, tender submissions and evaluation records will be retained within the Council's procurement file.

14. Recommendations (Decisions needed)

Council is requested to RESOLVE:

1. To approve the commencement of an Open Tender process for the Mayflower Park Café Project.
2. To approve the preparation and publication of tender documentation for the design, manufacture, supply, installation and commissioning of a Café and Community Facility at Mayflower Park.

3. To authorise the Clerk and Office Manager to administer the tender process on behalf of the Council.
4. To advertise the opportunity through Contracts Finder, the Angmering Parish Council website and other appropriate channels.
5. Confirm members of the Mayflower Park Improvements Task and Finish Group who will be responsible for evaluating tenders received.
6. To receive a further report following evaluation of submitted tenders before any contract award is made.

ANNUAL PLAN 2026/2027

No.	Area of Focus	Ambition	Responsible	Plan of Action	Time Scale	Budget £	Funding Source	Committee / Meeting	Progress as of 04/08/2026	WWW/ Lessons Learnt
COMMUNITY										
Objective: Work with the community to ensure that the village of Angmering has a positive image and a welcoming feel										
1	Volunteer Opportunities and Community Schemes	Reduce litter across the parish; ensure coverage by volunteer community litter pickers	Rachael Wilkes	Recruit and encourage volunteers; organise litterpicks and promote resident participation	Year Round	£100.00	Precept	FC	RW doing a clear up of details kept. Guides conducted a litter pick. Several new pickers signed up	
2	Residents Voice	Construct an engaging survey to inform annual plan and budget setting	Nikki Hamilton-Street / Katie Herr	Encourage survey completion via multiple media channels, simplify questions, and consider incentives	Yearly – November	NA	NA	FC		
3	Community Centre	Ensure the centre is accessible and maintained to a high standard	Office	Budget annually for maintenance and improvements	Year Round	£8,100.00	Precept	FC		
4	Community Events	Commemorate Remembrance Sunday safely and inclusively	Sylvia Verrinder / Tracy Lees	Organise an event involving local churches and groups to honour those who served	Once per year	£620.00	Precept	FC		
5	Community Events	Host an inclusive Christmas event showcasing local traders	Tracy Lees / Rachael Wilkes / Jack Gocher	“Angmering @ Christmas”: festive, well-attended, free-of-charge event with new elements each year	Once per year	£8,875.00	Precept / Donations / EMR	FC		
6	Community Events	Promote local clubs, groups, and associations	Tracy Lees / Rachael Wilkes / Jack Gocher	“Angmering Revealed”: host a networking and fundraising event for local groups	Once per year	£6,475.00	Precept	FC		
7	Community Events	Engage local children with fun activities	Tracy Lees / Rachael Wilkes / Jack Gocher	“Halloween Spectacular”: free, well-attended crafts and pumpkin carving	Once per year	£1,550.00	Precept	FC		
8	Community Events	Encourage use of skate bowl and BMX track	Tracy Lees / Rachael Wilkes / Jack Gocher	“Skate Jam”: event promoting Mayflower Park facilities and new activities	Once per year	£5,345.00	Precept	FC	Cancelled 06/06/26 Redate - 15/08/2026	
9	Community Events	Promote cycling facilities at Mayflower Park	Tracy Lees / Rachael Wilkes / Jack Gocher	“Fireride Event”: showcase park facilities and encourage safe cycling	Once per year	£6,320.00	Precept	FC	Completed	Fewer people than last time but better stalls/food etc
10	*Community Events	Hold an annual event for the village, to include a dog show.	Tracy Lees / Rachael Wilkes / Jack Gocher/WADARS	Host WADARS Dog Show to attract attendees and raise funds, alongside the Angmering Village Fayre	Once per year	£4,000.00	Precept	FC	Completed	Classes were full, lots of stalls and money raised.

11	Community Events	Showcase wellness options in and around Angmering	Tracy Lees / Rachael Wilkes / Jack Gocher	“Angmering Wellness Event”: ensure attendees leave informed about local wellness opportunities	Once per year	£350.00	Precept	FC	Completed	Well attended event, with happy stall holders
12	Community Grants	Increase awareness and uptake of community grants	Office / Norma Harris/ Jack Gocher	Promote the grant scheme, encourage new applications, and use “Angmering Revealed”	Year Round	£6,000.00	Precept	FC	Several new applicants already	
13	New Residents / Councillors	Engage new residents and encourage participation	Office / Norma Harris	Summer councillor pop-ups, leafleting new estates, liaising with estate agents, distributing welcome guides	Ongoing	NA	NA	FC		
14	Crime	Reduce fear of crime, increase reporting, and community pride	Nikki Hamilton-Street / Katie Herr	Attend Arun Focus Group and Sussex Police meetings; explore solar CCTV at Mayflower Park	Ongoing	NA	NA	FC	CCTV approved for Mayflower Park - just confirming documentation etc	
15	Resilience Plan	Ensure resilience plan addresses parish risks	Office / David Marsh	Review and update plan twice yearly	Twice yearly	NA	NA	FC		
16	History of Angmering	Preserve local history for future generations	Office / Alan Evans	Install blue plaques; liaise with local historians and maintain records	Ongoing	£1,500.00	Precept	FC	Purchased blue plaque for St Margarets, planning app approved. Arrange installation.	
17	Communication	Ensure residents are informed about news and updates	Office/Jack Gocher	Increase reach via social media, newsletters, and events	Ongoing	NA	NA	FC	JG - website amendments being sought by office to allow sign up. Set new meeting with JG	
18	*Local Government Changes	Ensure residents and councillors are prepared for what Local Government Reorganisation and Devolution could bring and stay abreast of the continually changing situation.	Office / Nikki Hamilton-Street	Share literature, highlight mayoral candidates, and invite engagement opportunities. Investigate services/land which APC may want/need to take over.	Ongoing	NA	NA	FC	Posts are shared with all re updates	
19	*Local Charities	Increase the awareness of local charities who are in need of support.	James Thompson / Carey Bennett	Create a booklet of charities in the local area and distribute to residents. Work with the local Rotary Club	Jan-27	NA	NA	FC		
20	*Village Businesses	Support businesses within Angmering to access support and understand how they can reduce crime affecting them.	Office/Henry King	Liaise with ADC and Police. Offer assistance with advertising etc.	Ongoing	NA	NA	FC		
HEALTHIER & HAPPIER										
Objective: Promote the health and wellbeing of residents by working with local partners.										
No.	Area of Focus	Ambition	Responsible	Plan of Action	Time Scale	Budget £	Funding Source	Committee / Meeting	Progress as of 04/08/2026	WWW/ Lessons Learnt
21	Loneliness	Bring people together and reduce isolation	Rachael Wilkes / David Marsh	Set up warm spaces for all; liaise with Ayton House for cuppa sessions	Ongoing	£0.00	Precept / Grants / Associations	FC		

22	Dementia Awareness	Promote dementia issues to make Angmering more accessible	Office/David Marsh	Engage with service providers and promote awareness opportunities	Ongoing	NA	Precept	FC	DM attending meetins, feeding back information for promotion within Angmering	
23	Getting Kids Active	Promote healthy lifestyle and outdoor activity	Office/Jack Gocher	Twice weekly summer activity sessions at Mayflower Park and Palmer Road Rec; free cinema sessions	Ongoing	£3,000.00	Precept	FC	Sessions booked in for July/August 2026. Also intriduced skate sessions once per week.	
24	Defibrillators	Ensure safety and wellbeing of residents	Rachael Wilkes	Increase accessible defibrillators in Angmering	Ongoing	£1,000.00	EMR	FC	Continue to look into more locations and liaise with new developments	
25	Defibrillator & CPR Training	Raise awareness and confidence in first aid	Office / Norma Harris	Deliver sessions 3 times per year to teach CPR and defibrillator use	2 sessions/year	£100.00	Precept	FC	1st Session in Septmember 2026	
26	Community Wellbeing	Support the Community Allotment Group	David Marsh / Rachael Wilkes	Maintain well-supported scheme and liaise with Arun and Chichester Food Partnership	Year Round	NA	Precept	FC		
27	Mental Health / Youth Work	Provide mental health services not currently available	Office / Nikki Hamilton-Street/Jack Gocher	Offer support and advice for adults and children trough outreach workers	Year Round	£10,000.00	Precept	FC	Potential for AYP to provide a youth bus to visit Mayflower Park. Meeting being held 05/08/2026 with AYP NHS KH and JG	

THE VILLAGE & ITS FACILITIES

Objective: Maintain, expand, and improve Angmering's facilities and greenspaces.

No.	Area of Focus	Ambition	Responsible	Plan of Action	Time Scale	Budget £	Funding Source	Committee / Meeting	Progress as of 04/08/2026	WWW/ Lessons Learnt
28	Mayflower Park	Create a welcoming, multifunctional park	Katie Herr / Tracy Lees / Nikki Hamilton-Street / Alan Evans/Jack Gocher	Safe, fun areas for all ages; improve play areas, skate/BMX track; add café & toilets. Enhance animal habitats and learning opportunities.	Long term	NA	Precept / Grants / Reserves	FC	BMX track and skate bowl maintenance for 2026 completed. Flood lights beng removed due to 2 snapped and one damaged 04/08/2026	
29	Temporary Youth Facility	Increase provision for dedicated youth facilities (ages 11–16)	Nikki Hamilton-Street / Office/ Jack Gocher	Provide dedicated youth drop in centre/space. Look into ways of improving what is on offer. Work with Arun Youth Projects	Year Round	£15,000.00	Precept / Grants / EMR / CIL	FC	We are meeting with AYP on 5 August 2026 to discuss service and potential enhancements	

30	Youth Centre/facility	Provide a fit-for-purpose youth centre	Katie Herr / Tracy Lees / Nikki Hamilton-Street / Alan Evans/Jack Gocher/Sally Taylor	Look into creating a vibrant youth space. Consult with young people in the local area as to exactly what they are looking for, also liaise with ADC ASB team. Link with the above task.	Long term	NA	Grant / Precept / Contributions	FC	Part of the Mayflower Park Café Project. Going to full council 10/08/2026	
31	APC-owned Play Parks	Ensure high-quality, safe, imaginative play	Office / Groundsman	Maintain all play areas; review failing equipment via consultation	Year Round	£5,000.00	Precept / Grants	FC	Annual inspections completed with only very low issues reported	
32	ADC-owned Play Park	Ensure Palmer Road Rec is safe and usable	Office	Maintain play area with no defects	Year Round	NA	ADC responsibility	FC		
33	St Nicholas Gardens	Increase resident usage and knowledge of history	Office / Groundsman	Maintain area; promote for public enjoyment. Enhance animal habitats and learning opportunities. Consider asset transfer as part of devolution	Year Round	£2,500.00	Precept	FC		
34	*Flower Bed Improvement	Enhance village flower beds and planted areas	James Thompson / Carey Bennett	Improve Queen Elizabeth II bed; work with Angmering in Bloom & volunteers	2027	£1,200.00	Precept / Grants	FC		
35	Palmer Road Recreation Ground	Maintain and support continued use	Office	Ensure well-maintained, functional sports/recreation area	Year Round	£4,500.00	Precept	FC		
36	Palmer Road Sports Hub	Support development of new sports hub	Nikki Hamilton-Street / Katie Herr	Ensure hub delivers high-quality facilities	Year Round	NA	S106 ADC	FC	Regular updates being shared with councillors and via socials	
37	Village-wide Planters	Install planters across the village	Office	Add new planters and maintain flowers/greenery year-round	Ongoing/26	£1,500.00	Precept / Grants	FC		
38	Village Maintenance	Maintain land/verges to high standard	Groundsman / Office	Ensure well-maintained areas enjoyed by residents/visitors	Ongoing	£12,000.00	Precept	FC		
39	Village Planting	Enhance village feel with planting/hanging baskets	Office	Colourful, attractive planting all year	Ongoing	£13,000.00	Precept	FC		
40	Tree/Hedge Maintenance	Maintain trees and hedges	Office / Groundsman	Ensure safety, longevity, and visual appeal	Year Round	£12,500.00	Precept	FC	Work needed in Mayflower Park	
CLEANER AND GREENER										
Objective: Work with the community to make Angmering cleaner and greener.										
No.	Area of Focus	Ambition	Responsible	Plan of Action	Time Scale	Budget £	Funding Source	Committee / Meeting	Progress as of 04/08/2026	WWW/ Lessons Learnt
41	Climate Action Plan	Reduce landfill and encourage repair/reuse	Rachael Wilkes	Increase recycling and implement new initiatives	Ongoing	£650.00	Precept	FC	Hot waterbottle recycling added. New bin for My Sisters House	
42	Climate Action Plan	Reduce waste to landfill	Alan Evans	Increase awareness of recycling options locally	Ongoing	£300.00	NA	FC		
43	Recycle / Refuse / Dog Waste Bins	Encourage responsible disposal	Alan Evans / Office	Reduce litter, increase recycling through appropriate bins	2026/27	£2,000.00	Precept	FC		
44	Solar Lighting	Improve safety via lighting	Office / PI	Install solar lights on paths/areas across Angmering	2026	NA	Grant	PI		
45	*Verges in Angmering	To have well maintained, attractive verges throughout the village	James Thompson / Carey Bennett	To investigate the possibility of an "adopt a verge" idea. Work with AIB with the possibility of an annual competition.	2026	NA	NA	FC	WSCC say this is not possible re verges. Still to talk to AIB.	

46	Council Vehicle	Reduce emissions and costs	Tracy Lees	Purchase fit-for-purpose electric van	Long Term	£3,000.00	Precept / EMR (£15,000 total from 2021–2026)	FC		
TRAFFIC & OUR ROADS										
Objective: Maintain and improve traffic measures in Angmering.										
No.	Area of Focus	Ambition	Responsible	Plan of Action	Time Scale	Budget £	Funding Source	Committee / Meeting	Progress as of 04/08/2026	WWW/ Lessons Learnt
52	Bus Shelters	Engage residents regarding shelter/bench locations	Katie Herr/ Paul Bicknell/Rachael Wilkes	Ensure bus stops are well-equipped. Liaising with residents regarding shelter on Arundel Road.	2026/27	£8,000.00	Precept / Grants	PI	Bus shelter installed on Arundel Road 04/06/26 Enquiries ongoing regarding updated signage on all stops.	
53	Cycling	Improve cycle path conditions	Alan Evans	Ensure accessible, safe, and usable cycle paths	Ongoing	NA	NA	PI		
PLANNING IN ANGMERING										
Objective: Increase awareness of planning developments and protect green spaces.										
No.	Area of Focus	Ambition	Responsible	Plan of Action	Time Scale	Budget £	Funding Source	Committee / Meeting	Progress as of 04/08/2026	WWW/ Lessons Learnt
54	Conservation Area (CA)	Maintain and expand conservation area	Sylvia Verrinder	Implement approved extension, Historical/Listings aspects of the Conservation area and stay up to date with changes affecting CA's.	2027	NA	NA	PI	Awaiting consultation by ADC	
55	Neighbourhood Plan	To have a fully effective Neighbourhood Plan which is fit for purpose.	Katie Herr / Nikki Hamilton-Street / Sylvia Verrinder/James Thompson	Stay abreast of the continual changes/updates regarding these plans. Push for answers and updates within council organisation/planning experts. Fully understand any implications linked with making changes.	NA	NA	EMR	FC / PI	Awaiting project paper to go to Full Council	
56	*Affordable Homes in Angmering	Ensure whatever is delivered is truly affordable housing for local people.	Office	Continue to liaise with the CLT and assist where possible. Continue to liaise with ADC regarding allocations on planning applications within the village and work to get affordable houses built.	Ongoing	NA	NA	FP	No further updates	
57	*South Downs National Park	To educate residents about the SDNP	Sylvia Verrinder/Office	Stay abreast of the law and changes affecting the National Park as a whole and Angmering, ensure that events and opportunities are relayed to all the residents of the parish.	Ongoing	NA	NA	PI		

* = NEW Added as a result of survey/council suggestion



ANGMERING PARISH COUNCIL INTERNAL TREE POLICY

ANGMERING PARISH COUNCIL

Authored by: Tracy Lees

Date Updated: July 2026

Version: 2

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Introduction

Angmering Parish Council is keen to preserve and enhance the trees in the Parish as they are a key feature of our beautiful village and to maintain our ecological environment and biodiversity.

Why are Trees important

The Woodland Trust states “Trees are important features in the landscape; offering food and shelter for wildlife, providing historical and cultural links, and providing landscape-scale connectivity.”

As well as being central to the visual character of the Parish, trees create a diverse habitat and wildlife corridors for a variety of wildflowers, bugs, birds and mammals. They are also useful in flood prevention and absorbing noise and particulate pollution.

Climate and Environmental Benefits of Trees

The Parish Council recognises the important role that trees play in addressing climate change and supporting environmental resilience. Trees contribute to carbon storage,

provide shade and cooling, support flood mitigation and improve air quality.

The Council will therefore support the retention and planting of suitable native tree species that are resilient to changing climate conditions, where appropriate, and that enhance the local environment.

Partnerships working

The Parish Council will endeavor to preserve and enhance the number and quality of trees in the Parish, both as an owner and manager of land and also influencing others. The Parish Council will work with residents, other authorities, charities and landowners. For instance:

- Residents – whether it is in gardens or larger landowners are the key partners in protecting and enhancing trees and hedgerows.
- We are fortunate to have the South Downs National Park within the parish of Angmering and we will actively promote their work and initiatives.
- Respecting the statutory purposes and duties of the South Downs National Parks.
- We will engage with partners such as Woodland Trust and CRPE Sussex and others as we see fit to protect trees.

Council as a land owner

The Parish Council will, for land that it owns or manages, undertake a tree survey to ascertain the number, variety and health of the stock; and identify areas with the potential for new planting.

If a tree falls and causes injury or damage, the relevant landowner could be held negligent if they have failed to take sufficient care of the tree. Therefore, as a landowner, the Parish Council has a duty of care to ensure that all trees on Parish Council-owned land are kept in an acceptable condition and do not put people or property at unreasonable risk.

Maintenance

The Parish Council has adopted a proactive approach to tree maintenance. However, only essential/minimal works will be undertaken in order to manage a tree because the Parish Council supports a policy of tree preservation. The type of works undertaken will

depend on the tree's location, the species of tree and its state of health at that time.

Regular inspections will be carried out to identify issues at the earliest juncture, so that preventative action can be taken where possible. Areas close to roads, buildings and with high public usage will be prioritised.

Inspection regime will be as follows:

- Professionally Qualified Arboriculturist – initial inspection to register, survey recommend maintenance actions and risk assessment – plus map the trees.
- Based on risk assessment repeat inspections by a qualified Arboriculturist.
- Regular visual inspections which are documented and carried out by our Grounds man. He will continue to alert the office to any issues.

As a guide, tree works will be undertaken in the following circumstances;

- Where an inspection has identified the tree as potentially hazardous or an immediate danger.
- If the works are vital to the tree's long-term survival. Dead, dying or diseased trees will only be fully removed when there is no other option.
- To abate an actionable nuisance where branches are touching buildings e.g. physical contact with walls, windows, gutters.
- When previous maintenance regimes have determined future works are of the same specification for that specimen e.g. pollarding, crown reduction.

The impact on local wildlife of all tree works, specifically felling and pruning, will always be thoroughly considered, with the impact minimised where possible.

All tree work will be carried out by a qualified tree surgeon appointed by the Parish Council and in accordance with BS/3998/2010 Recommendations for Tree Work 2010 (and any subsequent revisions). All works must have Parish Council approval and must be carried out by the Parish Council's appointed Tree Surgeon based on their professional advice.

Trees in the Planning process

Trees are an important part of the Parish's character, and from time to time planning applications include proposals affecting trees.

The Parish Council seeks to resist the unnecessary removal of trees and will, as a statutory consultee, use its influence in the planning process to object to the loss of trees or to development that would harm them.

Where tree removal is unavoidable, the Parish Council will encourage appropriate replacement planting, with a preference for more than one tree being planted for each tree lost, where suitable. Replacement planting should take place on site wherever possible, or elsewhere within the Parish if this cannot be achieved.

The Parish Council will encourage development proposals to:

- Retain existing mature and high-quality trees wherever possible;
- Demonstrate that any loss of trees is clearly justified and minimised;
- Provide appropriate replacement planting where tree removal is unavoidable;
- Contribute to the enhancement of biodiversity within the Parish.

The Parish Council will support the use of recognised standards and good practice, including British Standard BS5837 (Trees in Relation to Design, Demolition and Construction), where relevant to planning applications.

The Parish Council recognises that decisions on planning applications are made by the Local Planning Authority and that any requirements relating to tree retention, protection or replacement are secured through planning conditions or, where appropriate, planning obligations.

Planning Context and Role of the Parish Council

Angmering Parish Council is a formal planning consultee in the planning process and

does not determine planning applications. However, the Council will provide informed comments to the Local Planning Authority to support the protection, retention and enhancement of trees within the Parish.

In doing so, the Parish Council will have regard to relevant national and local planning policies and guidance, including those relating to tree protection, biodiversity and sustainable development.

The Parish Council will seek to ensure that development proposals give appropriate consideration to the value of existing trees and the contribution they make to the character, amenity and biodiversity of Angmering.

The Parish Council supports the principle of biodiversity enhancement within the Parish. Where development proposals are submitted, the Council will encourage measures that contribute to meaningful biodiversity gains, including appropriate tree planting, habitat creation and the retention of existing natural features.

Protected Trees

A Tree Preservation Order (TPO) prevents cutting down, uprooting, topping, lopping, willful damage or destruction of trees (including cutting roots) without permission.

It is an offence to cut down, lop, top, uproot or willfully damage or destroy a tree in a Conservation Area without giving prior written notice to the Local Planning Authority.

Additional approval will be obtained from the Tree Officer at the Local Planning Authority for trees on which there is a TPO or from the Conservation Officer, if located in the conservation area.

Note: Residents can also submit TPO requests to the Local Planning Authority.

Requests for Tree Work

Whilst the Parish Council will consider the impact of trees in each case on individual merit, the Parish Council will not fell or prune trees on Parish Council-owned land if it is for any of the following non-arboricultural reasons:

- Solely to alleviate problems caused by natural and/or seasonal phenomena e.g.

falling leaves, fruit, seeds/berries, bird droppings, pollen etc.

- Solely for reasons of increasing sunlight/views to properties and gardens.
- Solely for the reason that the tree(s) is causing interference with television or satellite reception. In most cases the problem can be resolved by relocating the aerial or satellite dish. Residents are advised to contact their satellite or TV provider for specialist advice. Removal or pruning to enable clear television reception would only be considered in exceptional circumstances.
- Adjacent landowners have a common law right to prune back tree branches to their boundary, providing that would not lead to tree death and providing the tree in question is not protected by a TPO or situated within a Conservation Area.
- Tree roots in gardens are a natural occurrence and root presence is unlikely to be affected by tree pruning or removal. Tree felling and branch pruning in response to root invasion in gardens would not normally be appropriate as such works are likely to worsen the problem. The encroachment of roots into adjoining land is not considered to amount to actionable nuisance. Adjacent landowners have a common law right to prune back tree roots to their boundary, providing that this would not lead to tree death and providing that the tree in question is not protected by a TPO or situated within a Conservation Area.
- Landowners are reminded that if access to Council-owned land is required to carry out pruning you will require written permission from the Parish Council before carrying out such works.
- The Parish Council will consider formal applications for tree works on its land, but these must be in writing, either by letter or email to:

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

admin@angmering-pc.gov.uk

For an informal conversation regarding tree works, please call the Parish Office on 01903 772 124.

Policy Risk Assessment and Review

RISK	LEVEL OF RISK
What is the possibility of change	Very low
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	No

Based on the above assessment the overall risk is classed as **low priority** and should be assigned a review period of **5 years**.



ANGMERING PARISH COUNCIL

CCTV PROCEDURE AND POLICIES 2026

ANGMERING PARISH COUNCIL

Authored by: Process2/Katie Herr

Date Updated: July 2026

Version: 1

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1. Introduction

The Parish Council plans to install a CCTV camera at Mayflower Park to:

- Prevent and detect crime.
- Reduce anti-social behaviour.
- Protect Parish Council property and assets.
- Improve public safety.
- Assist the police and other authorised agencies in investigating incidents.

The Council recognises that CCTV involves the processing of personal data and is committed to ensuring that its use complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Human Rights Act 1998 and the Information Commissioner's Office (ICO) CCTV Code of Practice.

2. Legal Framework

The use of CCTV is covered by the Data Protection Act 2018 and the General Data Protection Regulations.

The Information Commissioners Office (ICO) has published a Code of Practice which sets out guidelines for the use of CCTV.

The starting point for consideration is whether it is necessary and proportionate to use the system by undertaking a Privacy Impact Assessment.

If it is decided that the use should continue it is then important to establish who is responsible for the system, what is recorded, how it can be used, to whom it may be disclosed and how long it is retained. An audit trail of the handling and use of the data should be maintained.

If a request is received the system should be capable of securing the relevant section of footage and where necessary obscuring any section that identifies a third party.

3. Process

A review has been undertaken and recommendations made to ensure that the system is fit for purpose and meets the legal requirements.

4. Recommendation

1. The findings of the Privacy Impact Assessment (Appendix 1) are agreed
2. A CCTV Policy is adopted (Appendix 2)
3. A CCTV Procedural Notice (Appendix 3) is agreed and displayed on the Parish Council website.
4. A CCTV Code of Practice (Appendix 4) is adopted

Appendix 1

Data Protection Impact Assessment (DPIA)

Project Title

Deployment of Solar-Powered CCTV Camera

Data Controller

Angmering Parish Council

Project Description

The Parish Council proposes to install a self-contained, solar-powered CCTV camera to assist in the prevention and detection of crime, anti-social behaviour, vandalism, and fly-tipping within the parish.

The system comprises:

- Self-contained CCTV camera.
- 80W solar panel.
- Lithium battery storage.
- 4G communications module (SIM card).
- Onboard secure storage for recorded footage.
- Remote access via secure web browser, Hikvision management software and authorised mobile applications.

The unit does not require mains electricity or wired network infrastructure.

Purpose of Processing

The CCTV system will process personal data for the following lawful purposes:

- Prevention and detection of crime.
- Protection of Parish Council assets.
- Public safety.
- Investigation of incidents occurring within the monitored area.
- Assisting law enforcement where appropriate.

The camera will not be used for employee monitoring.

Personal Data Collected

The system may capture:

- Images of individuals.
- Images of vehicles.
- Vehicle registration numbers.
- Date and time of recordings.
- Location information associated with recorded events.

Audio recording will not be enabled unless specifically authorised and justified.

The Council recognises that children and young people may be present within monitored recreational facilities. CCTV is not intended to monitor specific individuals and will only be used for the stated purposes of crime prevention, public safety and protection of Council property.

Lawful Basis

Article 6(1)(e) UK GDPR

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Parish Council.

The Parish Council also relies upon its statutory powers to protect public property and promote community safety.

Necessity and Proportionality

The Council has considered alternative methods of reducing crime and anti-social behaviour.

The CCTV camera is considered proportionate because:

- It covers only areas where incidents have occurred or are likely to occur.
- Recording is limited to what is necessary.
- Appropriate signage will inform members of the public.
- Access to footage is restricted to authorised users.
- Footage will only be reviewed where necessary.

The Council has considered alternative measures including signage, routine inspections, engagement with park users and reports to Sussex Police. Whilst these measures have assisted, incidents of anti-social behaviour and vandalism have continued. CCTV is therefore considered a proportionate measure to assist in the

protection of Council assets, support public safety and aid investigations where incidents occur.

System Description

The CCTV unit includes:

- Solar-powered operation.
- Internal lithium battery.
- 4G communications using a data SIM.
- Secure onboard recording.
- Remote viewing through secure web browser, Hikvision software and authorised mobile devices.

The system does not require continuous connection to a local network.

Storage of Data

Recorded footage is stored securely within the camera's onboard storage.

If required in future, recordings may be transferred to a secure Parish Council network location.

No footage is stored by the supplier unless expressly authorised by the Parish Council.

Remote Access

Authorised Parish Council personnel may access:

- Live video.
- Recorded footage.
- System health information.

Access is controlled using usernames, passwords and user permissions.

Connections are encrypted via Hikvision's secure remote access platform.

Data Sharing

Footage may be shared with:

- Police.
- Insurance companies where appropriate.
- Legal representatives where required by law.

Footage will not routinely be shared with third parties.

CC Solar Ltd has no access to recordings unless specifically authorised by the Parish Council and provided with temporary login credentials for maintenance or fault diagnosis.

Retention Period

Routine recordings will normally be retained for **31 days** before automatic overwriting unless:

- required for investigation,
- subject to an insurance claim,
- required for legal proceedings.

Any retained footage will be securely deleted once no longer required.

Security Measures

Security controls include:

- Password-protected user accounts.
- Role-based permissions.
- Encrypted remote communications.
- Secure onboard storage.
- Controlled access to exported footage.
- Audit logging where supported by the system.

Subject Access Requests

Individuals may request copies of footage in accordance with UK GDPR.

Where footage contains images of other individuals, appropriate redaction may be required before disclosure.

If advanced redaction (such as automatic face blurring) is required, specialist software may be used.

Data Processor

The Parish Council remains the Data Controller.

CC Solar Ltd acts solely as an installer and maintenance provider and will not process personal data except under written instruction from the Parish Council.

Ongoing Costs

Expected ongoing costs include:

- Annual 4G SIM data subscription.
- Annual maintenance visit including:
 - Visual inspection of camera and mounting.
 - Solar panel cleaning if required.
 - Battery health check.
 - Verification of 4G communications.
 - Camera operational testing.
 - Recording and storage checks.

The camera itself does not require an annual software licence for normal operation or remote viewing.

Privacy Risks

Risk	Mitigation
Unauthorised access	Strong passwords, restricted permissions, encrypted remote access
Excessive recording	Camera positioned to minimise capture of private property
Excessive retention	Automatic overwrite after agreed retention period
Data breach	Secure storage and controlled exports
Inappropriate disclosure	Procedures for handling Subject Access Requests and police requests
Supplier access	Only permitted with explicit authorisation

Consultation

The Parish Council will:

- Notify residents where appropriate.
- Install compliant CCTV signage.
- Review the effectiveness of the system annually.

Residual Risk

Following implementation of the above controls, the residual privacy risk is assessed as **Low**.

Approval

This DPIA should be reviewed and approved by the Parish Council and the External DPO prior to installation.

Review date: **12 months after installation.**

Appendix 2

CCTV Policy

Angmering Parish Council

CCTV Policy

Approval Date: July 2026

Review Date: July 2027

1. Purpose

This policy sets out how the Parish Council operates and manages its Closed-Circuit Television (CCTV) system.

The Council has installed CCTV to assist in:

- Preventing and detecting crime.
- Reducing anti-social behaviour.
- Protecting Parish Council property and assets.
- Improving public safety.
- Assisting the police and other authorised agencies in investigating incidents.

The Council recognises that CCTV involves the processing of personal data and is committed to ensuring that its use complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Human Rights Act 1998 and the Information Commissioner's Office (ICO) CCTV Code of Practice.

2. Scope

This policy applies to:

- All CCTV equipment owned by the Parish Council.
- Recorded images and associated data.
- Councillors, employees and contractors authorised to access the system.
- Any third party authorised to receive CCTV footage.

3. Data Controller

The Parish Council is the Data Controller for the CCTV system and is responsible for ensuring compliance with data protection legislation.

The Council is responsible for:

-
- Determining the purpose for which CCTV is used.
 - Ensuring appropriate security measures are in place.
 - Responding to requests for access to personal data.
 - Authorising access to recordings.

4. Description of the System

The Council operates a self-contained CCTV camera incorporating:

- Solar-powered operation.
- 80W solar panel.
- Lithium battery storage.
- Internal secure storage for recorded footage.
- 4G communications via a mobile data SIM.
- Secure remote access through a web browser, authorised software and mobile applications.

The system records video images only unless otherwise authorised by the Council.

Audio recording will not normally be enabled.

5. Lawful Basis

The Council processes CCTV images under Article 6(1)(e) of the UK GDPR.

Processing is necessary for the performance of a task carried out in the public interest and in the exercise of the Council's official functions relating to community safety and protection of public assets.

6. Location of Cameras

Cameras will only be installed where there is a justified operational need.

Where possible, cameras will be positioned to:

- Monitor public areas.
- Reduce opportunities for crime and anti-social behaviour.
- Minimise unnecessary recording of neighbouring private property.
- Avoid excessive intrusion into individuals' privacy.

The Council will periodically review camera locations to ensure they remain necessary and proportionate.

7. Signage

Clear and visible signs will be displayed wherever CCTV is in operation.

The signage will include:

- Notification that CCTV is in use.
- The purpose of the surveillance.
- The name of the Parish Council.
- Contact details for further information.

8. Access to the System

Only authorised users approved by the Council may access the CCTV system.

Access permissions will be restricted according to operational need.

Each authorised user will have their own login credentials.

Passwords must not be shared.

Access logs will be retained where supported by the system.

9. Storage and Retention

Recorded footage is stored securely within the CCTV unit.

Where necessary, footage may be transferred to a secure Council storage location.

Routine recordings will normally be retained for **31 days**, after which they will be automatically overwritten unless required for:

- A criminal investigation.
- Civil proceedings.
- Insurance claims.
- A Subject Access Request.
- Other lawful purposes.

Footage retained for investigations will be securely deleted when no longer required.

10. Disclosure of Footage

Recorded images will only be disclosed where there is a lawful basis.

Footage may be disclosed to:

- The Police.

-
- Other law enforcement agencies.
 - Courts.
 - Insurance companies.
 - Legal representatives.
 - Individuals making a valid Subject Access Request.

Requests for disclosure will be recorded.

Where footage includes images of third parties, appropriate redaction will be undertaken where required.

11. Subject Access Requests

Individuals have the right to request access to personal data held about them.

Requests should be made in writing to the Parish Clerk.

The Council will respond in accordance with the UK GDPR and Data Protection Act 2018.

Where disclosure would adversely affect the rights of other individuals, footage may be redacted before release.

12. Security

The Council will ensure that CCTV data is protected by appropriate technical and organisational measures.

These include:

- Password-protected accounts.
- Default passwords shall be changed before deployment and user access shall be reviewed whenever authorised personnel leave their role or no longer require access.
- Restricted user permissions.
- Secure encrypted remote access.
- Controlled export of footage.
- Regular software and firmware updates where applicable.
- Annual maintenance inspections.

13. Maintenance

The CCTV system will be inspected annually to ensure it remains operational.

Maintenance will include:

- Inspection of the camera and mounting.
- Cleaning of the solar panel where necessary.
- Battery health assessment.
- Verification of 4G communications.
- Testing recording and playback functionality.
- Review of storage capacity and recording status.

Any faults identified will be rectified as soon as reasonably practicable.

14. Third-Party Access

The Council retains ownership and control of all recorded footage.

The installation and maintenance contractor, CC Solar Ltd, will not have access to recorded footage unless:

- Specifically authorised by the Council.
- Temporary access is required for maintenance or fault diagnosis.
- Appropriate security controls are in place.

Any such access will be documented.

15. Data Breaches

Any suspected loss, unauthorised disclosure or compromise of CCTV footage must be reported immediately to the Parish Clerk.

The Council will investigate the incident and, where required, report the breach to the Information Commissioner's Office (ICO) and affected individuals in accordance with the UK GDPR.

16. Monitoring and Review

The Council will review:

- Whether CCTV remains necessary.
- Camera locations.
- Privacy impacts.
- Compliance with this policy.
- Any complaints received.

A formal review will take place annually.

17. Complaints

Anyone wishing to complain about the operation of the Council's CCTV system should contact the Parish Clerk in the first instance.

If the complainant remains dissatisfied, they may complain to the Information Commissioner's Office (ICO).

18. Related Documents

This policy should be read alongside the Council's:

- Data Protection Policy.
- Privacy Notice.
- Data Retention Policy.
- CCTV Data Protection Impact Assessment (DPIA).
- Information Security Policy.
- Subject Access Request Procedure.

Appendix 3

CCTV Privacy Notice

Angmering Parish Council

Privacy Notice – CCTV

The Parish Council operates Closed Circuit Television (CCTV) to help keep the local community safe.

Why we use CCTV

We process personal data for the purposes of:

- Preventing and detecting crime.
- Reducing anti-social behaviour.
- Protecting Council assets.
- Supporting public safety.
- Assisting law enforcement agencies where appropriate.

What information is collected?

The CCTV system records:

- Images of individuals.
- Images of vehicles.
- Vehicle registration numbers.
- Date and time of recordings.

Audio is not routinely recorded.

Lawful Basis

Processing is carried out under Article 6(1)(e) UK GDPR as a task carried out in the public interest.

Who has access?

Only authorised Parish Council personnel have access to the CCTV system.

Images may be disclosed where legally required to:

- Police.

-
- Courts.
 - Insurance companies.
 - Individuals exercising their data protection rights.

How long is footage kept?

Routine recordings are normally retained for **31 days**, after which they are automatically overwritten unless required for an investigation or legal proceedings.

Your Rights

You have the right to:

- Request access to images of yourself.
- Request correction of inaccurate personal information.
- Complain if you believe your data has been handled incorrectly.

Requests should be made to:

Parish Clerk

Email: admin@angmering-pc.gov.uk

Telephone: 01903 772124

Complaints

If you remain dissatisfied after contacting the Council, you may complain to the Information Commissioner's Office (ICO).

Website: www.ico.org.uk

Telephone: 0303 123 1113

Appendix 4

CCTV Code of Practice

Angmering Parish Council

1. Purpose

This Code of Practice explains the day-to-day operation and management of the Parish Council's CCTV system. It supports the Council's CCTV Policy and ensures that CCTV is operated lawfully, fairly and transparently.

2. Objectives

The CCTV system is installed solely to:

- Prevent and detect crime.
- Reduce anti-social behaviour.
- Protect Parish Council property.
- Improve public safety.
- Assist the Police where appropriate.

The system will not be used for routine surveillance of individuals or for monitoring lawful public activities.

3. Responsibilities

The Parish Clerk is responsible for:

- Overall management of the CCTV system.
- Maintaining user access.
- Responding to information requests.
- Maintaining records of disclosures.
- Ensuring annual policy reviews.

Only authorised persons approved by the Council may access the CCTV system.

4. Operation of the System

The CCTV system consists of a self-contained solar-powered camera with:

- Onboard secure recording.
- 4G connectivity.
- Remote viewing capability.

-
- Password-protected access.
 - Default manufacturer passwords shall not be used. Passwords shall be changed whenever an authorised user leaves their role.

Remote access shall only be used where necessary for legitimate Council purposes.

5. Viewing Live Images

Live images should only be viewed:

- Following reports of incidents.
- During investigations.
- For maintenance and operational checks.

Routine or unnecessary monitoring is prohibited.

6. Exporting Footage

Footage may only be downloaded where necessary:

- For police investigations.
- For insurance purposes.
- For legal proceedings.
- To respond to Subject Access Requests.

A record shall be kept of:

- Date.
- Time.
- Reason.
- Person authorising release.
- Recipient.
- Method of transfer.

Where possible, exported footage should be encrypted.

7. Disclosure Register

A disclosure register shall record:

- Incident reference.
- Date requested.
- Requesting organisation.
- Legal basis.

-
- Footage released.
 - Officer authorising disclosure.

8. Maintenance

The CCTV system will receive an annual inspection including:

- Camera condition.
- Solar panel cleaning.
- Battery health.
- 4G communications.
- Recording functionality.
- Storage capacity.

Faults will be rectified as soon as reasonably practicable.

9. Audit

The Council shall undertake an annual review to ensure:

- Cameras remain necessary.
- Camera angles remain appropriate.
- Access permissions remain correct.
- Retention periods are appropriate.
- Policies remain up to date.

10. Complaints

Complaints relating to CCTV should be submitted to the Parish Clerk and investigated promptly. Complaints and outcomes will be reported to the Council where appropriate.

Policy Risk Assessment and Review

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

Based on the above assessment the overall risk is classed as **high priority** and should be assigned a review period of **1 year**.



Financial Risk Assessment

Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	All council bank accounts are reconciled every month in accordance with the Financial Regulations Monthly reconciliations are subsequently signed off by a different councillor each month. Bank statements accessible online to check receipt of payments Weekly checks are made on the business account and if low, money is to be transferred from the high interest account.
Risk of consequential loss of income	5	1	5	Insurance cover in place for insurable risks, including business interruption. Recently updated regarding Fidelity Guarantee New asset purchases added to insurable risks at earliest opportunity Full asset registered reviewed at least annually to ensure sufficient insurance cover in place Bank account general reserves to be increased over time to approximately 50% of the precept Financial performance of all activity reviewed monthly to enable issues to be speedily addressed All electronic records backed-up every night Precept paid in two installments by the District Council
Loss of cash through theft or dishonesty	1	1	1	Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly
Risk	S	L	Level	Controls in place
Financial controls and records not in place	1	1	1	Internal audit completed twice per annum in addition to annual external audit Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon All electronic financial records are backed up off site every evening Tenders and/or quotes for works are secured in accordance with Financial Regulations All financial records stored and saved in accordance with the council's Document Retention Policy Financial Risk Assessment to be reviewed by Governance Committee
Failure to comply with HMRC VAT Regulations	2	1	2	VAT payments and reclaims processed Advice notes from HMRC followed at all times, using external expert advice where necessary Internal auditor reviews VAT as part of the twice yearly checks VAT reconciled monthly and claimed quarterly via online HMRC RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019
Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	Previous year's budget and income and expenditure to date used to draft next year's budget Earmarked and general reserves reviewed as part of budget setting process Developing a council business plan will further inform longer term financial aspirations Full Council approve budget and agree precept to meet response deadlines set by District Council Expenditure against budget reported to relevant committees at every meeting
Risk	S	L	Level	Controls in place
Failure to comply with borrowing restrictions	3	1	3	Any new Public Works Loan Board (PWLb) borrowing to be approved by Full Council after assessment of the business case Support with application process available through WSALC if required
Risk	S	L	Level	Controls in place
Loss of interest from investments	2	1	2	Investment Policy - reviewed annually Statements regularly reviewed We are over the £430,950 (in budget) limit for FSCS guarantee. The spread of investments across accounts is still important and protects the council against losing everything if kept in just one account. While investments are with Flagstone - monthly checks are made on their progress and the money reinvested when the account matures.
Risk	S	L	Level	Controls in place
Risk from increasing prices such as utility bills, insurances etc	3	3	9	Careful consideration is taken when budgeting for the following year. Taking advice and looking at trends. Comparisons are undertaken and several (usually 3) quotes are obtained, as per our Financial Regulations Funds are available within the "General Reserves" to make virements to cover any unexpected overspend.
Risk Rating Guide				
Severity (S)	Likelihood of harm occurring (L)	Risk rating = L x S		
1 = Negligible	1 = Very low	0 - 4 = Insignificant risk		
2 = Minor	2 = Very unlikely	5 - 9 = Low risk		
3 = Moderate	3 = Unlikely	10 - 15 = Medium risk		
4 = Major	4 = Likely	16 + = High risk		
5 = Catastrophic	5 = Very likely			
Risk Assessment Completed				23-07-2026
Take to Full Council				10-08-2026
Next Review by Governance & Oversight				28-10-2026



General Council Risks

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

Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Park Improvements	Funds	4	3	12	Ensure correct procedure followed when assigning contractors. Source external funding/grants/assign CIL money.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
ASRA Sports Pavilion	Current State of Repair	4	4	16	Maintain in best condition as possible.	3	3	6
ASRA Sports Pavilion	Current State of Electrics	5	4	20	Electrics have been completed and certificate of completion given.	2	2	4
ASRA Sports Pavilion	Loss of football to Angmering based teams	5	3	15	APC are doing everything they can to make sure Angmering based football clubs have a base to play football, until the hub is built. Continue to apply pressure to ADC re the Sports Hub.	5	2	10
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Way Ownership	Responsibilities regarding the road	3	3	9	Information is on file as to what responsibilities other landowners have over the lane. Land registry information saved.	2	3	6
Mayflower Way - current state	State of the road, upkeep and maintenance costs	4	4	16	Along with the work above the Clerk is looking into the value of the road. Groundsman monitors area.	3	4	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Land Trust Housing	Change in house tenure proposed. Project currently on hold due to funds. Scheme fails to be completed.	3	5	15	Working with ACLT to find a solution. Attend a recent meeting with ACLT and AIRS - Saxon Weald are a potential partner to enable this scheme to be built. Awaiting updates.	3	4	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Staffing	Staff member leaves	3	3	9	Cross training across the office	2	3	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Centre	Management and day to day running of the centre	3	3	9	Monitoring of processes, procedures and structure.	2	2	4
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Social Media	Facebook - Councillor Use	3	3	9	Councillors are advised regarding political views on FB etc	3	2	6
Social Media	Facebook - Councillor personal posts	3	3	9	Councillors are asked to seek advice from the Clerk re posts regarding Angmering/APC on their own page.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Flood Alleviation Scheme	Project not being fully funded and completed	4	4	16	Phase one fully funded but planning application has run out. Keep pressure on WSCC to deliver on phase 1 & 2. Request regular updates.	4	3	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Losing councillors from the Parish Council	Losing skills and knowledge from the council due to councillors leaving/retiring	4	4	16	Formulate a plan to recruit councillors with the required skills such as planning and legal knowledge. Ensure new councillors receive the relevant training.	3	3	9
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Boundary Changes	Reduction in size of parish, also incurs drop in precept	4	3	12	Increase engagement in all areas and keep abreast of any possible changes/amendments	4	2	8
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Council owned land	Unwanted incursions onto Parish Council owned land	4	3	12	Mayflower Park - Boulders placed around the site and entrances to minimise areas of entry. Bund added along open side of park and kissing gate installed between the field and the WSCC owned field. The SUD is natural defence due to its steep sides. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies. Site assessment visits being arranged through the police.	4	2	8
Council owned land	Unwanted incursions onto Parish Council owned land	4	4	16	Community Centre Green Space - Dragons teeth around the green are inspected regularly and replaced when needed. Totally overlooked by houses. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies. Site assessment visits being arranged through the police.	4	2	8
Risk Rating Guide								
Severity (S)		Likelihood of harm occurring (L)				Risk rating = L x S		
1 = Negligible		1 - Very low				0 - 4 = Insignificant		
2 = Minor		2 = Very unlikely				5 - 9 = Low risk		
3 = Moderate		3 = Unlikely				10-15 = Medium risk		
4 Major		4 = Likely				16+ = High risk		
5 = Catastrophic		5 = Very likely						

Risk Assessment Completed	23-07-26
Take to Full Council	10-08-26
Next Review at Governance and Oversight Committee	28-10-26