Established 1894

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MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 12 OCTOBER 2026 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: **Councillors Nikki Hamilton-Street (Chair), Alan Evans (Vice Chair), Sylvia Verrinder, David Marsh, Paul Bicknell and Sally Taylor**

In Attendance: **Katie Herr (Clerk), Tracy Lees (Committee Clerk) and WSCC Cllr. Deborah Urquhart**

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	F26/104	**APOLOGIES OF ABSENCE** Apologies were received and approved for Cllr. Harris, Cllr. Gocher, Cllr. Bennett, Cllr. Thompson and Cllr. Oldfield. Apologies were not received and therefore not approved for Cllr. King, ADC Cllr Andy Cooper and ADC Cllr. Amelia Warne.	
2	F26/105	**DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.** None.	
3	F26/106	**APPROVAL OF MINUTES** Approval of the minutes of the meeting of the Council on **Monday 14 September 2026** were agreed and signed by the Chair.	
4	F26/107	**PUBLIC CONSULTATION** No members of the public were present, and no questions were asked or had been sent in.	
5	F26/108	**THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA.** The Clerk asked if there were any questions regarding her report – none were asked. She then updated the councillors on the interim audit that took place today and that it went very well. A couple of updates on Data Protection, cyber crime and a document that needed to be put on the APC website were amongst the few things that needed to be addressed. The full report will be bought to the next Full Council meeting on 9 November 2026.	

An update on the unstable drain cover on the Village Green was given in that who is responsible has now been established and that remedial works would hopefully start soon. The area has been made safe in the meantime and WSCC have advised work will be completed before Remembrance Day.

The Committee Clerk then spoke about the upcoming events for the rest of the calendar year.

The **Halloween Spectacular** will be taking place on Saturday 31 October, **Remembrance Sunday** on Sunday 8 November and the very popular **Angmering@Christmas** will be on Friday 4 December.
Cllrs were once again requested to let the Committee Clerk know if they were able to help at each event and thanks was given to those that had already volunteered their help.

The Committee Clerk also reported that the Angmering Community Network, which was a project started by the late councillor Alison Reigate was unfortunately no longer viable and was being brought to a close. The group is made up of at least 23 different groups but interaction was very limited and at the last meeting only 3 groups turned up. APC have been providing the venue and sourcing guest speakers as well as asking the groups what subjects they would like to see on the agenda but are getting very little back, therefore the network will be closed down. All group members will be advised of the networking group that Angmering Grange hold as this might be a better option / fit for them.
All present agreed that this was the right decision and Cllr. Evans commented that in principle it was a great idea but no longer working.

6 F26/109 CHAIR'S REPORT

The Chair reported that she had not produced a report for this meeting and invited any questions, none were asked.

7 F26/110 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart started by saying that another announcement was expected soon regarding Local Government Reorganisation – an exact date had not been provided. She did, however, comment on the large amount of money that had already been spent on this by WSCC.

She advised that a chair had been appointed for the Strategic Authority and that she was now part of the Governance, Regulatory and Audit Committee.

The recent burst water main at Long Furlong and now Titnore Lane was discussed and while WSCC Highways were quick to act and do what they could, it was down to the Water Companies to resolve and they need to bring in specialist contractors, who are in demand and this has caused the delays. However, WSCC Highways will keep putting pressure on the Water Companies to resolve these issues as soon as possible.

Cllr. Verrinder asked a question re S106 monies for West Sussex, and that there was a large amount that had not yet been paid out. Cllr. Urquhart explained the process and as it comes in to the council in tranches, they held onto it until the full amount was in and ready to be passed on/spent. Councillors did not have any more questions for Cllr. Urquhart and she left the meeting at 19:49.

8 F26/111 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper did not attend the meeting, and no report was submitted.
Councillors did not have any questions to pass onto Cllr. Cooper.

9 **F26/112 DEVOLUTION UPDATE & LOCAL GOVERNMENT REORGANISATION UPDATE**

The Chair reported that there was no further update.

10 **F26/113 EXTERNAL AUDIT 2025/26 – NOTICE OF CONCLUSION OF AUDIT**

The Clerk reported that the external audit for the year ended 31 March 2026 had been completed and the Notice of Conclusion of Audit had been published in accordance with statutory requirements. Members noted the External Auditor's Report and were pleased that no matters requiring attention had been identified. No further action was required.

11 **F26/114 ANGMERING VILLAGE GATES – APPOINTMENT OF SUPPLIER**

The Chair talked through the supporting paper and the Clerk talked through the quotes that had been received which covered the costs for the gates (in different styles), installation as well as different colours and wording. A discussion then took place.

Cllr. Marsh commented that he was shocked at the costs and hadn't expected them to be so high. Both the Chair and the Clerk advised that monies were already budgeted for to cover these costs. A comment was made by the Clerk that there was evidence to show that having village gates did have a positive impact on lowering driving speeds when going through a village with gates. Cllr. Bicknell talked through all of the quotes and Cllr. Evans felt cost should be what makes the decision.

Cllr. Bicknell then proposed that supplier 3 was appointed but no one seconded his proposal. Another proposal was asked for and the following was agreed:

Cllr. Taylor **PROPOSED** that supplier 1 was appointed to fit Oxford Style Gateways and also to Install them. Cllr. Evans **SECONDED** and **ALL AGREED.**

12 **F26/115 MID-YEAR BUDGET REVIEW 2026/27 (MONTH 7)**

The Clerk explained the review and the main points. She advised that the Governance Committee had granted approval for investments held in instant-access accounts to be transferred to higher-interest accounts as and when available – this would be reflected in the upcoming review of the Investments Policy.

The Clerk also commented that some of the budgeted item did have an overspend but this was down to unexpected costs such as the window repairs to the flat and the office as well as repairs needed at the BMX track and Skate Bowl. The Clerk stated that APC are in a comfortable place with regards to this years budget, and all present noted the current financial position.

13 **F26/116 COMMUNITY GRANT APPLICATIONS**

The 2026/2027 budget for Community Grants is £6,000.
Three grants were awarded last month therefore the remaining budget is now £3,235.

No grant requests were received this month.

14 **F26/117 2026/27 FINANCIAL REPORT**

The reports were presented, no questions were asked.
Cllr. Verrinder will sign the reconciliations ahead of the next meeting.

15 **F26/118 MAYFLOWER PARK CAFÉ & COMMUNITY FACILITY – TENDER EVALUATION AND APPOINTMENT OF PREFERRED CONTRACTOR**

Council **RESOLVED** that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during consideration

of this item due to the commercially sensitive nature of the information relating to the procurement process and tender submissions.

The Chair referred Councillors to the tender evaluation report and supporting appendices circulated in advance of the meeting.

The Chair thanked Cllrs. March and Gocher for their involvement in the evaluation process.

Councillors considered the tender submissions, evaluation outcomes, project costs, community consultation feedback, future operating arrangements, project risks and long-term value considerations.

After discussion the following was agreed:

Cllr. Marsh **PROPOSED** to appoint Tenderer B as the preferred contractor for the Mayflower Park Café & Community Facility and to authorise the Clerk to progress the project, including detailed design development and refinement in consultation with the preferred contractor and future café operator, subject to the project remaining within the approved budget and any necessary approvals. Cllr. Evans **SECONDED** and **ALL AGREED.**

The Chair explained the next steps and the timeline that would be worked towards. She also mentioned that the deadline to receive tenders to run the Café was Tuesday 13 October by 5pm and once all tenders have been received, they would be reviewed and then brought to the next Full Parish meeting in November for review and discussion.

16 F26/119 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

Cllr. Verrinder gave a brief update on how the Neighbourhood Plan project was going and that a delivery report would be given at the next PI meeting on Tuesday 27 October and then again at the next Full Parish which is being held on Monday 9 November. Cllr. Verrinder also updated the committee on the National Emergency on-line meeting she attended.

Cllr. Evans spoke about the Climate Action Plan that was received from WSCC and asked if any other councillors had replied to which the Chair reposed by saying yes, she had.

He commented that the actual plan is 48 pages of mitigation against preventing the change and 42 pages of making plans for adaptation because of it.

He also said the report is written by 4 academics and generally covers most things you would expect.

He stated that he responded and urged them to be clear about the processes, have a good, co-ordinated management structure. Like a lot of these sorts of documents that are put together they are good on the ideas but less clear how they will be implemented. They do highlight three areas of West Sussex and we are not one of them.

Cllr. Marsh said the meeting with Dr. Beccy Cooper MP was a well attended and lively meeting.

17 F26/120 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

The Planning and Infrastructure Committee: None
Governance & Oversight Committee: None.

18 F26/121 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 9 November 2026** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20.48

..... Date 09/11/2026

Chair