



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE COMMUNITY FACILITIES SUB-COMMITTEE HELD AT ANGMERING LIBRARY ON WEDNESDAY 25TH JANUARY 2016

Present: Councillors Norma Harris; Mike Hill-Smith; Nikki Hamilton Street; Mike Jones; Roger Phelon; Paul Bicknell

In attendance: Claire Fullman, Committee Clerk, Representative of Angmering in Bloom

16/030 APOLOGIES FOR ABSENCE

There were apologies of absence from Susan Francis.

16/031 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

Cllr Phelon declared a non-pecuniary interest in item 6, Angmering in Bloom.

Cllr Hamilton-Street declared a possible non-pecuniary interest in item 10, Community Facility Provision, depending on what was discussed.

16/032 APPROVAL OF MINUTES

The minutes of the last meeting of this Committee, held on 30th November 2016, were **AGREED** as a correct record of the proceedings, and then signed by the Chairman.

16/033 THE CLERKS REPORT ON ANY MATTERS OUTSTANDING FROM THE PREVIOUS FULL COMMITTEE MEETING, BUT NOT INCLUDED ON THIS AGENDA

The Action Lists were taken as read with the following points. Cllr Hamilton-Street mentioned that the trees after the overgrown mound on the A259 verge have lots of growth in-between them which will prevent them from growing and asked if this could be dealt with.

CF

It was agreed by all that the area at Station Road should be cleared as soon as possible. Angmering in Bloom said they could assist with this as long as they were given prior notice and it preferably being on a Wednesday morning.

CF

16/034 PUBLIC CONSULTATION

Julia Phelon asked if the area that has been landscaped at the Community Centre car park would be remaining as it was or if the area at the top going towards the open space would be seeded or turfed. The Committee Clerk responded saying that the area would be seeded.

CF

16/035 ANGMERING IN BLOOM

Julia Phelon reported to members that Angmering in Bloom (AIB) had sold all 300 of their calendars and expressed thanks to those who had purchased one. She also reported that AIB have now started their Wednesday morning maintenance and that bulbs planted in various areas were now starting to appear. She also informed that unfortunately, due to lack of support the Table Top sale that was due to be held on Saturday 28th January was now cancelled.

The members then discussed the report that was provided by AIB and circulated to all members as part of the supporting documents, with regards to the reinstatement of the Angmering Village Map. It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Bicknell and **AGREED** by **ALL** for Angmering in Bloom to continue their investigations into the re-

instatement of the Angmering Village Map.

16/036 LIBRARY

Cllr Hamilton-Street reiterated that WSCC were relooking at their budgets and asked if we were being proactive in looking into alternative ways to keep the library. Cllr Bicknell asked if we should be looking at purchasing the library as an Angmering asset and said that the precept was increased some years ago with this as a consideration. Cllr Bicknell also raised an issue with the pavement on the library side going down towards the Village Green being too narrow and suggested approaching WSCC about widening it. Cllr Jones said that we should be looking first and foremost into looking at securing the library first.

Cllr Bicknell also raised the issue of the lighting outside the library. Action for the office to raise the Health & Safety issue of outside lights to WSCC.

CF

16/037 MAINTENANCE OF COMMUNITY ASSETS

8.3 Allotments

Cllr Bicknell said that there were some allotments in Arundel Road, which were run by Arun District Council and asked if these were something the Parish Council would be able to adopt and administer.

8.4 Play Areas

Cllr Hill-Smith said that he had reviewed a quote for the play areas and he was quite happy to dismantle and save the parts that could be re-used. Cllr Bicknell said that as not employed by the Parish Council, relevant courses etc not taken that jobs could not be undertaken in this way. Cllr Jones added that there are insurance issues all the time and that fatigue in any saved parts could not be guaranteed. Cllr Bicknell asked if we needed all the equipment and would it depend on who is living in the area where a play park is. Cllr Hamilton-Street said that Cllr Thompson had done an Asset Register as part of the local plan and suggested about putting this on hold and to include in the Sports Hub Masterplan. Cllr Jones added with the Task & Finish Group to include Mayflower Park and look at tennis courts provisions.

CF

16/038 LITTER AND DOG BINS

The circulated report was taken as read. Cllr Jones said that the skate park had 3 litter bins which are seldom used. He suggested moving one litter bin down to the end of Mayflower Way. It was noted that to provide and service these requests could be £1000 a year. Cllr Jones suggested if looking at buying one the Bewley Road location should be priority with a dog bin provided at Mayflower Way. It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Bicknell and **AGREED** by **ALL** to relocate one litter bin from the skate park to the end of Mayflower Way and to purchase a dog bin to be located at the end of Bewley Road to service footpath number 2176.

CF

Cllr Phelon suggested for the office to investigate who is responsible for each of the litter bins in the village and asked what the maintenance charge covered, ie how many times do they get emptied in each year of the annual service charge.

CF

16/039 COMMUNITY FACILITY PROVISION

Cllr Bicknell suggested activities like a concert in the park during the summer at St Nicholas Gardens as well as Play Schools being open during the school holidays.

16/040 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1) This Committee – Review of grass verges.
- 2) Community, Leisure, Environment & Wellbeing – Working Party for a school
- 3) Resilience Sub-Committee - None
- 4) Full Council – Litter Bins and Fingerpost sign at East Preston Rail Crossing

CF

16/041 DATE OF NEXT MEETING

The date of the next meeting was set for Wednesday 29th March 2017 and was noted by all members present.

The meeting concluded at 21:28

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Chairman

Date.....

ANGMERING PARISH COMMUNITY FACILITIES SUB-COMMITTEE MEETING ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
29 September 2016	16/007	Angmering In Bloom	Piece of land at the bottom of Station Road where the new cycle/footpath has been built. WSSC contractors had left a large amount of rubbish and rubble. It was agreed this needs to be cleared/.	Reports made to Love West Sussex and the Highways Dept at WSSC. Contractors Landbuild contacted on 30.09.2016	Email sent again to both Ben Whiffin at Highways Dept WSSC and to Landbuild on 13.10.2016. Refer CLEW minute 16/048 14.12.2016. APC to clear Cllrs Jones and Evans offered to assist in the clearance. Skip has been booked for 15.03.2017. Work completed 15.03.2017 future maintenance to be decided.	
29 September 2016	16/008	Sports Hub Development Plan	A representative from ADC to be invited to the Task & Finish Group meeting on 13 th October 2016	Emailed and response received, representative unable to attend but will send a briefing note.	Report from Task & Finish Group to CLEW 26.10.2016 Minute No 16/039. 22.03.2017 – On hold	
29 September 2016	16/009	Library	Write to WSSC asking what the future is for Angmering Library		Article in newsletter to all residents to use or lose the library.	
29 September 2016	16/010	Schooling	Arrange to see the CEO of The Schoolsworks Trust who have put	Meeting arranged for 13 October	Report and letter resulting from	

ANGMERING PARISH COMMUNITY FACILITIES SUB-COMMITTEE MEETING

ACTION LIST

			an application to DfE for a primary school in Angmering	2016 @ 3pm in Library.	meeting provided. Consultation for the expansion of The Angmering School and St Wilfrid's School sent to all councillors on 02.12.2016 requesting their views. 22.03.2017 – Schoolsworks Trust application rejected.	
30 November 2016	16/023	Maintenance of Community Assets	Next newsletter to consider requesting people to put their names on the allotments waiting list to make a strong argument against them being developed as per the HELAA			
30 November 2016	16/024	Vandalism	Lighting of Mayflower Park to be included at the Task & Finish Group looking at Mayflower Park as a sports area.		22.03.2017 – On hold	
30 November 2016	16/025	Community Facility Provision	Agreed to site a memory bench in memory of Leslie Baker at St Nicholas Gardens, siting not to be near the church foundations. Future maintenance of bench to be agreed with the Baker family.	Email sent to Robin Baker 02.12.2016 informing him of the decision, awaiting response. Emailed		

ANGMERING PARISH COMMUNITY FACILITIES SUB-COMMITTEE MEETING

ACTION LIST

				03.01.2017. Mr Baker sent through information of the bench they would like. Members who have responded agree the type, concern with regards to future maintenance. Concerns sent to Mr Baker		
30 November 2016	16/025	Community Facility Provision	As per Cllr Thompson's report, 9 sites to be considered for providing a shelter. Funding could be obtained by developer contributions, contact email for expression of interest provided to CF. Office to investigate further.	Upon further investigation email received from Cllr Urquhart stating that there is nothing to stop us applying however we would not get enough points awarded to the application to get anywhere near being approved. Further investigations required for funding options.	Refer CLEW Minute Number 16/051 14.12.2016 – Cllr M Hill-Smith Action for the office to investigate relocating the two unused bus shelters currently on the A259. – 17.01.2017 – Bus shelters at the stated location not on site.	

ANGMERING PARISH COMMUNITY FACILITIES SUB-COMMITTEE MEETING ACTION LIST

25 January 2017	16/034	Community Centre Car Park Landscaping	AIB ask if there was anything happening to the top of the area that has been landscaped.	22.03.20017 Quotations for seeding and turfing currently being sourced.		
25 January 2017	16/036	Library	Lighting outside of the Library	Issue of outside lighting of the library raised with contact at WSCC		
25 January 2017	16/038	Litter and Dog Bins	Agreed to relocate one litter bin from the skate park to the Roundstone Lane end of Mayflower Way. Purchase one dog bin to be located at the end of Bewley Road to service footpath number 2176.			
25 January 2017	16/038	Litter and Dog Bins	Requested for the office to investigate who is responsible for each of the litter bins in the village and a request to investigate the maintenance charges and what the charges cover ie How many times they get serviced with each annual service charge.			



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2016 St Peter & St Paul Annual Medieval Fair

Planning for the fair in 2016 was proved more complicated with the more people involved, communication and lack of communication complicated many issues that would normally have been easily dealt with.

The actual event in 2016 ran without any major problems. There were a number of changes made from the 2015 fair which included a Birds of Prey flying display, which proved a success. Tug of War, between the Angmering Social Club and The Lamb, which was equally a big success. Other entertainment in the centre arena created with hay bales were also very successful.

Some considerations from previous fairs, as follows;

- Advertising to be better and to include in the local paper
- Parking has previously been for stall holders in the Medical Centre and the Baptist church upon their approval. Stall holders expressed that parking was too far away from the event.
- Competitions – Competitions were held at the 2015 and 2016 fairs and were not terribly successful with lack of participants and general lack of interest with winners not staying to collect prizes. There are still prizes waiting for collection from the first fair in 2015. Organising the competitions, advertising and arranging prizes is labour intensive with a poor outcome.
- Concerns for the welfare of key volunteers due to the lack of rest breaks to rehydrate and eat.

Tug of War

Tug of War teams could potentially be –

The Lamb
The Social Club
The Cow
The Rugby Club
The Football Club
The Hockey Club

These need to be contacted earlier rather than later in order to have a team commitment from them. It was found to be beneficial to have a contact telephone number of each team captain before and for on the day.

- Tug of War trophy to be considered i.e. a trophy that would be held by the reigning champions, engraved with the team name and year of win to be returned for the next years Tug of War Competition.
- Tug of War risk assessments to be considered as well as forms highlighting the danger to be signed by each team member prior to the competition.
- Tug of War rope was previously hired from Bounce Mania.
- Worth noting that East Preston have a Tug of War during their Festival, could contact for advice.

Children Entertainment

2015 fair had a Jester entertaining children throughout the duration of the fair, 2016 there was entertainment especially for children by Rockabubz. Rockabubz are no longer in the village and consideration needs to be given to Children's Entertainment. The Jester at the 2015 event cost £360.00, the office hold contact details.

Other Entertainment

Sompting Morris Dancers have already been secured and will be performing at 11.30am. Huxley's Birds of Prey have also confirmed with a static and a flying display. Huxley's performance later in the day was not beneficial with attendees, their performance would benefit from being earlier in the day.

Bookings

The following bookings are to be considered:

Bouncy Castle – Previously used Bounce Mania.

Face Painter – Previously used Shuna Baggaley, emailed 14.03.2017. Booked 16.03.2017

PA System – Previously used Event PA Hire.

First Aid – Previously used British Red Cross.

Arena

The "stage" in 2015 was created by rods and bunting along the flint wall in Fletcher's Field. In 2016 a centre arena was created with hay bales, kindly provided, delivered and collected by John Ayre from Ecclesden Farm. The 2016 centre arena worked better than the area created in 2015 and the hay bales created a more medieval feel to the event.

Programmes

Programmes for previous events have been designed by Curtis Fullman. Programmes have previously included a list of stall holders, a timetable of entertainment and have been used as posters for advertising the event. Consideration needs to be given on the way forward for this year's programmes and what they should include.

Risk Assessments

A risk assessment will need to be completed before the event.

Booking Forms

Pitch booking forms have already been emailed to all stall holders who have participated in previous years.

Generators

The Parish Council have 2 generators, Piglets Pantry will require the use of one.

Music

Suitable music is in the office from last year's fair, however a PRS Licence is required to play the music.

Claire Fullman
22.03.2017