



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124
E-mail: admin@angmering-pc.gov.uk
Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE MEETING OF THE COMMUNITY, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE HELD AT ANGMERING LIBRARY ON WEDNESDAY 22 FEBRUARY 2017

Present: Councillors Mike Hill-Smith; Bill Evans; Mike Jones; Norma Harris; Susan Francis; David Marsh; Nikki Hamilton-Street

In attendance: Claire Fullman, Committee Clerk.

16/054 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Paul Bicknell and Roger Phelon.

16/055 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

There were no declarations made.

16/056 APPROVAL OF MINUTES

The Minutes of the Committee's meeting held on 14 December 2016 were agreed as a correct record of the proceedings and were signed by the Vice Chairman, Cllr Nikki Hamilton – Street.

16/057 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA

4.1 The Action List was received with the following comments:

Minute no 16/019d, Tree Planting on A259 cycleway. Committee Clerk to contact Ben Whiffin stating that we anticipate planting next winter and to ask if we are able to check the area to be planted, to also request an update on the marestail problem.

CF

Minute no 16/038, Events, Cllr Hamilton-Street said to send a reminder email and ask BTN BMX if they would like to hold an event so the Parish Council can decide if to hold an event, pursue elsewhere or if to leave the event for a year. Cllr Francis added that the previous events did not count as points on the National Circuit on a professional scale. It was suggested to possibly hold a two day event with professionals on one day and amateur the next. Cllr Hamilton-Street said that it should be for the Parish Council to facilitate and for someone else to deliver it and suggested that the company used for the first event in 2015 to be contacted.

CF

16/058 PUBLIC CONSULTATION

No matters were brought up by the public.

16/059 QUESTIONS ARISING FROM THE ALREADY CIRCULATED MINUTES OF THE SUB-COMMITTEE

1. Community Facilities Sub-committee – Cllr Jones said that Cala Homes have just installed a footpath and have removed the bus stop sign and asked if they would provide a bus shelter like Barratt Homes have on Roundstone Lane. Committee Clerk to check and see if Section 106 had provision for bus shelters.

CF

2. Resilience Sub-committee – Cllr Hamilton-Street briefed all members present of the previous Resilience Sub-committee meeting.

16/060 ANGMERING SPORTS AND RECREATION ASSOCIATION

The Pitch Maintenance Program report supplied by the Angmering Sports and Recreation Association was considered by all members present. Cllr Francis stated that the pitches were in bad condition and a lot of games were not played on them last year. Cllr Hamilton-Street said she was concerned that the budget had already been set. Cllr Francis said that the work could be broken down and any funding from the Parish Council could be given when the work was required. Cllr Evans questioned the ongoing situation of maintenance.

CF

It was noted by all members present that the Angmering Sports and Recreation Association said they would be prepared to contribute up to £2,000 in addition to undertaking the goal mouth restorations.

CF

It was **PROPOSED** by Cllr Harris, **SECONDED** by Cllr Hill-Smith and **AGREED** by **ALL** to request from Full Council a maximum of £10,000 for ongoing maintenance to be monitored by the Community, Leisure, Environment & Wellbeing Committee.

16/061 SCHOOL WORKING PARTY

Cllr Hamilton-Street informed all members present that as education comes under this committee it was thought a working party should be made, ready for when the need comes. Cllrs Marsh; Hill-Smith; Harris and Hamilton-Street agreed to be on the working party with all other councillors to be asked if they would like to join.

CF

16/062 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1) This Committee – Cllr Hill-Smith said that the post box in Arundel Road has had the ridge tiles removed. Committee Clerk to look into.
- 2) Full Council – Angmering Sports and Recreation Association Maintenance
- 3) Resilience Sub-committee – None
- 4) Community Facilities Sub-committee – None

CF

16/063 DATE OF NEXT MEETING

The date of the next meeting on Wednesday 26th April 2017 was noted by all members

The meeting concluded at 20:27

.....
Chairman

Date.....

ANGMERING PARISH CLEW COMMITTEE MEETING ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
31 August 2016	16/019a	Clerk's Report	Noticeboards – investigate grant sources			
31 August 2016	16/019d	Clerk's Report	Tree Planting on A259 cycleway – confirm funding arrangements with WSCC	Left voicemail for Mark Warwick, Tree Warden 09.11.2016 – Awaiting call back.	02.12.2016 Mark Warwick going to speak with Ben Whiffin requesting his views. 13.01.2017 – Email chaser sent to Mark Warwick	CLEW Meeting 14.12.2016 - Concerns expressed by members about tree planting if they will be treating the area for marestail. Office to liaise with WSCC. Email from Ben Whiffin received 17.01.2017 informing problems with Mare Tail on new cycle way, hopes to provide an update in next couple of weeks. 29.03.2017 – Mares tail will be treated, killer effective once weed has started to grow and is a long term treatment plan. Tree planting postponed.
31 August 2016	16/025	Play Area Refurbishment	Organise the items that will be done – Braeburn Swings (RSS) and Russet Trailblazer Cargo Nets (Playdale)	Quotes sourced, contractor informed 06.10.2016 - 5-	Cargo nets at Russet Trailblazer now replaced – 17.11.2016.	

ANGMERING PARISH CLEW COMMITTEE MEETING

ACTION LIST

				6 week for supply and fit.	Braeburn swings due to be replaced mid December. Swings now due to be replaced February 2017. 29.03.2017 – Swings have now been replaced.	
31 August 2016	16/026	Budgetary requirements	Rob to unravel the budget to show the budgets potentially available to the committee			
26 October 2016	16/038	Events	Talk with BTN BMX Co about them putting on future BMX events	Email sent to BTN BMX Co on 09.11.2016 – Awaiting response. Conversation with BTN BMX Co, National and Regional league racing requires a track to cater for 6-8 racers at a time. BTN BMX Co interested in holding an event. To contact them w/c 24.04.2017.		

ANGMERING PARISH CLEW COMMITTEE MEETING

ACTION LIST

14 December 2016	16/048 4.2	Fingerpost	Recommend to full council to go ahead with the quote of £1670.50 to replace the fingerpost at the East Preston rail gates		No requirement to go to full council. Office have asked East Preston Parish Council if they would contribute towards the costs. East Preston Parish Council agreed to contribute £582.50 to the cost of replacement fingerpost. Order has been sent.	
14 December 2016	16/051	Bus Shelters	Office to investigate relocating the two unused bus shelters currently on the A259.	The location where the bus shelters were said to be was looked at and there were no bus shelters present. A search of past years on google maps there were not any in place. 16.02.2017. Bus shelter relocated to		

ANGMERING PARISH CLEW COMMITTEE MEETING **ACTION LIST**

				Arundel Road in 2007, 2 nd bus shelter scrapped due to damage. 28.03.2017 – Cala Homes Sec 106 does not state any provision of bus shelters.		
22.02.2017	16/060	Angmering Sports and Recreation Association	Agreed by all to request from Full Council a maximum of £10,000 for ongoing maintenance to be monitored by the Community, Leisure, Environment & Wellbeing Committee			
22.02.2017	16/061	School Working Party	Cllrs Marsh; Hill-Smith and Hamilton-Street agreed to be on the Schools Working Party. All other Councillors to be asked if they would like to join.			



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124
E-mail: admin@angmering-pc.gov.uk
Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE MEETING OF THE COMMUNITY FACILITIES SUB-COMMITTEE HELD AT ANGMERING LIBRARY ON WEDNESDAY 29TH MARCH 2017

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

In attendance: Claire Fullman, Committee Clerk

16/042 APOLOGIES FOR ABSENCE

There were apologies of absence from Susan Francis.

16/043 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

There were no declarations made

16/044 APPROVAL OF MINUTES

The minutes of the last meeting of this Committee, held on 25th January 2017, were **AGREED** as a correct record of the proceedings, and then signed by the Chairman.

16/045 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:

16/008 Sports Hub Masterplan – Councillor Hamilton-Street said that this needs to sit alongside the Parish Council response about housing. It was noted that ASRA has 2-3 years remaining on the lease. Cllr Bicknell asked for a firm date that the lease expires before the next meeting and added that plans need to be drawn up and the space allocated.

16/009 Library – Cllr Bicknell said that the Parish Council should consider purchasing the library building and that money was put aside some time ago to do this. Action for the office to write to West Sussex County Council asking what the future is for the library and to ask Cllr Francis about what goes on at the Library and ask if the Library has a diary of events.

16/010 Schooling – Councillor Phelon said that he would email all councillor about the proposed Schooling Working Party and ask if they would like membership.

16/023 Maintenance of Community Assets – Due to the amount of content in the last newsletter the allotments and request for people to put their names on the waiting list was not included. To be included in the next newsletter.

16/025 Community Facility Provision – Cllr Bicknell said that a list of items to enhance the village should be created ready for Section 106 agreements or to obtain from other funding, Cllr Hamilton-Street said that at the moment we have nothing ready to plan for. Cllr Bicknell added that improvements to existing pavements could be an item on the list of requirements for Section 106 money

16/046 PUBLIC CONSULTATION

There were no members of the public present.

16/047 ANGMERING IN BLOOM

The report submitted by Angmering in Bloom was taken as read.

CF

CF

RP

CF

CF

16/048 LIBRARY

As discussed in minute number 16/045 above.

16/049 STATION ROAD LAND NORTH OF NEW ROAD AT A259 ROUNDABOUT

Cllr Hill-Smith said he knew someone who would be able to dispose of the tree trunks that were left there. Cllr Jones responded saying that the trunks are forming a physical barrier. It was agreed for the ground staff to stay on top of the work while ongoing investigations were being made by the office to West Sussex County Council about the future maintenance of the area.

CF

16/050 ST PETER & ST PAUL ANNUAL FAIR

Cllr Hamilton-Street proposed not to run the fair and that the Parish Council should enable the fair to run but not run the fair. Upon further discussion between members Cllr Hamilton-Street asked Cllr Hill-Smith if he was prepared to set up a committee to run the fair. It was agreed for Cllr Hill-Smith to liaise with the Committee Clerk with regards to the organisation of the fair and for the office to advise as necessary.

Post meeting note: Email sent to all members of the Community Facilities Sub Committee as follows:

Further to the Community Facilities Sub Committee meeting last week and in connection with the St Peter & St Paul Annual Fair, please see the below minute from the Parish Council Meeting held on 13th June 2016. The Community Facilities Sub-Committee, is a sub committee that makes recommendations to the Community, Leisure, Environment and Wellbeing Committee, who would then recommend to Full Council if need be. The Full Council had already made a decision with regards to events as per the extract below.

16/041 ANNUAL EVENTS

The Chairman noted that the Parish Council needed to consider whether various community events were to be held annually in the future, which would allow the office to make appropriate arrangements in good time during the periods leading up to the respective dates.

- ***St Peter & St Paul Annual Fair (to be held on the weekend next following 29 June each year);***
- ***Christmas Tree Purchase and installation (by end November each year);***
- ***Memory Tree and Carols (first Friday in December each year);***
- ***Christmas Day Meal***

It was noted that it was important also to agree that the Council formally determine the precise date of each event (with the obvious exception of the Christmas Day meal), following the previous year's event taking place.

On a proposal by Councillor Hill-Smith, seconded by Councillor Harris: That the community events listed above be held annually, with dates for the following year's events to be set as soon as possible following the current year's events – unanimously AGREED.

The St Peter & St Paul Annual Fair will be held annually as agreed by all at this Parish Council meeting.

CF

16/051 MAINTENANCE OF COMMUNITY ASSETS

Cllr Hamilton-Street mentioned Water Lane Garden and that it was an entrance to the village that distracts from the village looking nice. Cllr Bicknell said that about a year and half ago the groundstaff wanted to maintain the ends as wildlife gardens and that he would like to extend the grassed area with turf. Cllr Phelon said the area was not suitable for turf due to the weeds and suggested to strim it all and keep it all down, which was agreed by all.

CF

16/052 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1) This Committee – None
- 2) Community, Leisure, Environment & Wellbeing - None
- 3) Resilience Sub-Committee - None
- 4) Full Council – None

16/053 DATE OF NEXT MEETING

The date of the next meeting was set for Wednesday 31st May 2017 and was noted by all members present.

The meeting concluded at 21:45

.....
Chairman

Date.....



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124
E-mail: admin@angmering-pc.gov.uk
Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE MEETING OF THE RESILIENCE SUB-COMMITTEE HELD AT ANGMERING LIBRARY ON WEDNESDAY 12 APRIL 2017

Present: Councillors Bill Evans; Lee Hamilton-Street (Chairman); Norma Harris; Susan Francis

In attendance: Claire Fullman, Committee Clerk; Councillor Mike Jones

16/016 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mike Hill Smith and Nikki Hamilton-Street.

16/017 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

There were no declarations of pecuniary or non-pecuniary interests made.

16/018 APPROVAL OF THE MINUTES

The Minutes of the Sub-committee's meeting held on 15 February 2017 were agreed as a correct record of the proceedings and were signed by the Chairman.

The Minutes of the Sub-committee's meeting held on 5th October 2016 were re-signed due to the draft version of the minutes being signed at the Sub-committee's meeting on 15 February 2017.

16/019 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA.

The report was taken as read.

16/020 PUBLIC CONSULTATION

There were no members of the public present.

16/021 ROAD CLOSURE CALL OUT EXERCISE

Upon discussion, it was agreed between members to hold the road closure exercise on 9 May 2017 at 7pm. The exercise would consist of three parts; The call out tree; Exercise the location sites and a debrief. The library would be used as the meeting point and control centre for the exercise. Cllr Francis mentioned that she had previously arranged with Jane Chilton that the library could be used as a control centre in the event of an emergency as per email dated 16 January 2017. Action for the Committee Clerk to provide all those on the call out tree with a copy of the standalone Road Closure Plan and to inform them that the exercise will be taking place.

CF

Councillor Evans asked if more road closure signs could be sought as well as hi viz and torches for those on the call out tree of the Road Closure Plan. Committee Clerk to contact Christopher Scott, Resilience and Emergencies Team Adviser at West Sussex County Council, in connection with obtaining more road closure signs.

CF

16/022 RESILIENCE PLAN

The Committee Clerk went through the updates made to the Resilience Plan. In connection with the rest centres, Cllr Hamilton-Street said that a list of jobs that would be required should be drawn up and a walk through of rest centres within the plan to be conducted.

Action for Committee Clerk to contact the Angmering Village Hall with regards to an appropriate time to do a walk through and plan the location of stations that would be required. This action to be taken with each new rest centre as they are added to the plan. Cllr Francis added that she had contacted the church in connection with the use of the Church Hall as a rest centre, Committee Clerk to chase the response.

CF

CF

In connection with the Evacuation Plan within the Resilience Plan, Cllr Hamilton-Street said that the existing start of the call out tree could be simplified. Councillor Evans said that Arun District Council could be contacted to see the availability of transport that may be able to be contacted should evacuation be required in the event of an emergency. Cllr Hamilton-Street added there was a grant from the Parish Council recently given to an organisation that deals with transport. Committee Clerk to start work on the Evacuation Plan.

CF

Cllr Francis asked if the Angmering Green WI had responded to the Memorandum of Understanding request that was sent to them in connection with providing refreshments at a rest centre in the event of an emergency. Committee Clerk to chase.

CF

Upon further discussion, it was mentioned to aim for August 2017 for the plan to be presented to full council for approval and adoption.

CF

16/023 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

This Committee – None

Community, Leisure, Environment and Wellbeing Committee - Update

Full Council – None

16/024 DATE OF THE NEXT MEETING

The date for the next meeting was agreed for Wednesday 24 May 2017 at 7:30pm at Angmering Library.

.....
Chairman

Date.....

Quantity	Details	Agenda Item 7	Unit Price	Net Amount	VAT Rate	VAT
1.00						
	Estimate to fit new high quality Bollard					
	Fit three lamps in Walkover lights					
	Replace Son fittings with LED version					
	with built in Photocell					
			0.00	0.00	20.00	0.00
3.00	PL Lamps		3.75	11.25	20.00	2.25
1.00	Bollard		257.50	257.50	20.00	51.50
2.00	LED Wall pack		106.55	213.10	20.00	42.62
1.00	Cement etc		29.17	29.17	20.00	5.83
5.00	Labour		40.00	200.00	20.00	40.00

Please note our terms are payment on completion of work.
We appreciate your co-operation and would like to thank
you in advance for your prompt payment.

Estimates are valid for 30 days E and OE

Total Net Amount	711.02
Carriage Net	0.00
Total VAT Amount	142.20
Invoice Total	853.22

Description	Quantity	Unit Price	VAT	Amount GBP
Install Steel LED Bollard (extra strong)	1.00	860.00	20%	860.00
Replace wall lights with new LED Version	2.00	175.00	20%	350.00
Replace PL Lamps	3.00	25.00	20%	75.00
Subtotal				1,285.00
TOTAL VAT 20%				257.00
TOTAL GBP				1,542.00