

Agenda Item 6.1.

ANGMERING PARISH CLEW COMMITTEE MEETING

ACTION LIST

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. 16/071 26.04.2017 – Committee Clerk to find out what BTN BMX and SN Jenks could do for an event. Conversation with SN Jenks he will send quotation for an event day. S N Jenks stated	
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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	16/026	Budgetary requirements	Rob to unravel the budget to show the budgets potentially available to the committee			

ANGMERING PARISH CLEW COMMITTEE MEETING ACTION LIST

				that the track was not suitable for National and Regional races as it is a pump track and will write to confirm reasons.		
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. 10.05.2017 – Drawing received from contractors. Sent to East Preston Parish Council for comments. Lead	

ACTION LIST

date for
installation is 20th
July 2017.



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE RESILIENCE SUB-COMMITTEE HELD AT ANGMERING LIBRARY ON WEDNESDAY 24 MAY 2017

Present: Councillors Bill Evans; Lee Hamilton-Street (Chairman); Nikki Hamilton-Street; Mike Hill-Smith

In attendance: Claire Fullman, Committee Clerk

17/001 ELECTION OF CHAIRMAN

On a proposal by Cllr. Evans, seconded by Cllr. Hill-Smith and AGREED by ALL, Cllr. Lee Hamilton-Street was elected as Chairman of the Resilience Sub-committee for the coming year.

17/002 ELECTION OF VICE CHAIRMAN

On a proposal by Cllr. Hill-Smith, seconded by Cllr. Nikki Hamilton-Street and AGREED by ALL, Cllr. Bill Evans was elected as Vice Chairman of the Resilience Sub-committee for the coming year.

17/003 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Susan Francis and Norma Harris.

17/004 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

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

17/005 APPROVAL OF THE MINUTES

The Minutes of the Sub-committee's meeting held on 12 April 2017 were agreed as a correct record of the proceedings and were signed by the Chairman.

17/006 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA.

The Committee Clerk informed all of the delay of the project work on the Black Ditch, funded by Operation Watershed. A permit for the work to be carried out is required by the Environment Agency and an Environmental Risk Assessment by Contractors is currently being arranged.

17/007 PUBLIC CONSULTATION

There were no members of the public present.

17/008 ROAD CLOSURE CALL OUT EXERCISE

Cllr. Lee Hamilton-Street said that the Call Out Exercise was a success and went through the notes of Objectives, Outcomes and Actions taken by Cllr. Nikki Hamilton-Street during the exercise, as follows:

CF

Objective 1 – Test the callout tree

Outcomes

1. Who will have the emergency phone if Cllr. Francis is not available.
2. Need to decide whether people are tasked straight to road closure or an assembly point.
3. Consider text with initial information.
4. Use cascade model for phoning around.

Outcome Actions

1. Office to research an alternative phone.
2. Add into plan, whether to bring teams to central place for briefing or go straight out to road closure sites.
3. Consider along with phone 4
4. Change callout tree to reflect cascade model.

CF

Objective 2 – Test coordination and tasking

Outcomes

1. A3 laminated map needed at coordination centre.
2. Emergency box with resources.
3. Suitable storage at the library.
4. Decision Log.

Outcome Actions

1. Office to investigate best map option.
2. Leave emergency box at Library.
3. Agree storage with new Library Manager.
4. Office to produce Decision Log and add to emergency box.

CF

Objective 3 – Test availability & suitability of equipment

Outcomes

1. Need to have spare batteries for torches
2. Road closure signs need a stand and something to weigh them down.
3. Should volunteers be issued with PPE.

Outcome Actions

1. Office to purchase spare batteries for torches.
2. Office to investigate sign stands etc.
3. Consider issue of PPE to volunteers.

CF

Objective 4 – Test Location of road closures

Outcomes

1. Arundel Road – Appropriate, need to be aware of badly parked vehicles.
2. Station Road – Need to adapt, dependent on where closure is, particularly with The Thatchway.
3. Weaver Hill/High Street – Good sight line and ability for vehicles to slow.
4. Water Lane/Weavers Hill – Not manned.

Outcome Actions

No actions.

Objective 5 – Test communication between coordinating centre and road closures

Outcomes

1. Need to have information about volunteers at coordination centre.
2. Need form to capture where the volunteers are, what time they arrived and departed.
3. Need volunteers to call in at designated times.

Outcome Actions

1. Office to add volunteer information to the plan and emergency box.
2. Office to produce form to capture information.
3. Change procedure in the plan and advise volunteers to call in at designated times.

CF

In connection with Objective 3, Cllr. Lee Hamilton-Street said that when volunteers are called on, they are classed as employees of the Parish Council and covered by the Parish Council insurance. He then recommended that all Personal Protective Equipment (PPE) to be issued to each volunteer and PPE not to be kept in an emergency box. This was AGREED by ALL.

CF

Cllr. Lee Hamilton-Street expressed thanks to Cllr. Evans for his work on the road closures and for running the road closure exercise. It was agreed to arrange another road closure exercise when the amendments had been made, aiming to hold the exercise in the autumn.

Cllr. Evans and Committee Clerk, Claire Fullman, to go through the road closure plan and amendments.

CF

17/009 RESILIENCE PLAN

The Committee Clerk informed all that The Angmering School and St Wilfrid's School have agreed for their premises to be used as a rest centre for the Resilience Plan. Action for the Committee Clerk to conduct a walk through and plan where things would be placed in the rest centres for in the event of an emergency. Cllr. Nikki Hamilton-Street added that there would be a need to have a location plan for all locations.

Cllr. Evans stated that a phone issue for if Cllr. Francis is not available should be considered for the Resilience Plan. Cllr. Nikki Hamilton-Street suggested that a second phone may be required. Cllr. Lee Hamilton – Street agreed that one contact was not sufficient and it was suggested that Angmering Parish Council's Vice Chairman should have the second.

Cllr. Evans and Committee Clerk to go through the Road Closure Plan and make the necessary amendments and additions.

17/010 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

This Committee – Review of the plan when amendments complete. Reviewing the rest centres. Inventory and Maintenance Checks.
Community, Leisure, Environment and Wellbeing Committee - Update
Full Council – None

17/011 DATE OF THE NEXT MEETING

Due to holidays and commitments, the date for the next meeting was changed and agreed for Wednesday 9th August 2017 at 7:30pm at Angmering Library.

CF

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Chairman

Date.....



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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.

CF

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.

CF

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.

RP

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.

CF

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

CF

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.

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

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Chairman

Date.....