



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 28 JUNE 2017

Present: Councillors Mike Hill-Smith; Bill Evans; Mike Jones; Norma Harris; Nikki Hamilton-Street; Paul Bicknell; David Marsh; John Oldfield

In attendance: Cllr Peter Thompson; Claire Fullman, Committee Clerk

17/001 ELECTION OF CHAIRMAN

On a proposal by Cllr. Harris, seconded by Cllr. Jones and agreed by all, Nikki Hamilton-Street was elected as Chairman of the committee for the coming year.

17/002 ELECTION OF VICE CHAIRMAN

On a proposal by Cllr. Jones, seconded by Cllr. Hill-Smith and agreed by all, David Marsh was elected Vice Chairman of the committee for the coming year.

17/003 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Roger Phelon and Susan Francis.

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

There were no declarations made.

17/005 APPROVAL OF MINUTES

The Minutes of the Committee's meeting held on Wednesday 26 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

6.1 The Action List was received with the following comments:

Minute No 16/019d – Tree planting on the A259 cycleway – confirm funding arrangements with WSCC – Leave until September 2017 and enquire with WSCC if there will be any work done on the marestail the following Spring.

CF

6.2 The Committee informed all of Cllr. Harris request to have volunteers to weed the Community Centre Car Park bed. Cllr. Bicknell suggested the payback scheme, Cllr. Hamilton-Street said it would take too long to organise and the weeds would have already reseeded. It was agreed for the office to contact HM Prison Ford to see if they would be able to take the task on. If there wasn't anything forthcoming the office to contact Cllrs. Jones and Evans to let them know.

CF

It was also requested for the groundstaff to remove the logs and wood that was stacked up at the corner of Station Road as there has now been a new fence erected.

CF

Cllr. Evans requested that an up to date Councillor contact list was distributed to all councillors.

CF

17/007 PUBLIC CONSULTATION

There were no members of public present who wanted to consult members of the committee

17/008 QUESTIONS ARISING FROM THE ALREADY CIRCULATED MINUTES OF THE SUB-COMMITTEE

1. Community Facilities Sub-committee – There were no questions asked.
2. Resilience Sub-committee – There were no questions asked. Cllr. Jones stated that the Resilience Training received on 24 June 2017 was a worthwhile exercise. Cllr. Hamilton-Street added that other training opportunities provided by the RET team at WSCC were being looked into.

CF

17/009 HEALTH AND WELLBEING REPORT

The Committee Clerk went through the report that was written and included as supporting paperwork, in response to the Health and Wellbeing Report that was commissioned by West Sussex Association of Local Councils. In connection with the wellbeing hubs and Arun Wellbeing, Cllr. Marsh said that for the Wellbeing MOT's, Arun Wellbeing can conduct home visits and that Wellbeing MOT's could be held as a session in the Village Hall. Cllr. Bicknell added that the meeting room at the Library would also be a good venue.

CF

As conversations need to be had with Angmering Medical Centre, Cllr. Hamilton-Street suggested having a Task & Finish Group or for Health and Wellbeing to be an ongoing agenda item on the Community, Leisure, Environment and Wellbeing Committee and to invite Arun Wellbeing to the next meeting on 30 August 2017 to give a presentation on how the Parish Council can help them. Cllr. Hamilton-Street added that a Wellbeing Market place could be considered after this presentation. It was agreed to have Health and Wellbeing as an ongoing agenda item.

CF

17/010 ASSET RENEWAL MANAGEMENT

The report submitted by the Clerk to the Council was taken as read. Cllr. Bicknell requested a complete list of assets that were all numbered. Cllr. Thompson who was present at the meeting and had completed significant work on the topic assisted members of the committee with understanding the year on year financial plan. Cllr Evans said that the committee need to have a more overall understanding and requested a presentation from the Clerk to the Council to clarify.

CF

Cllr. Hamilton-Street suggested that the current spreadsheet needed to be translated into a business plan and it was agreed for Cllr Hamilton-Street and the Committee Clerk to work together to create and format the current spreadsheet into a more readable and user friendly format.

NHS/
CF

17/011 ANGMERING TWINNING ASSOCIATION PLANTER

The report submitted as supporting paperwork was taken as read. It was proposed by Cllr. Bicknell, seconded by Cllr. Jones and with Cllr. Evans abstaining, agreed by all to adopt, own and maintain the planter and have it added to the existing maintenance contract.

Cllr. Bicknell suggested a policy for donators of items such as memorial benches to maintain the item for a number of years so the Parish Council know the situation for every donated item.

CF

17/012 RFID FRAUD (Wireless Identity Fraud), 3D PRINTER AND FLIGHT SIMULATOR

Cllr. Hill-Smith gave an overview of the items to all members present stating that it would be a way to raise funds for the Community fund for grants. The Committee Clerk informed all that there may be a potential VAT implication with receiving money and that as a Parish Council we should not be fundraising as the council tax collected can not be avoided and that the Parish Council are not traders.

Discussion were had between members with suggestions of the office contacting the school and making enquiries. Cllr. Hamilton-Street asked members where these items fit in with the Committee with regards to using the office resources. Cllr. Marsh mentioned that the Community Land Trust may consider.

Cllr. Hamilton-Street said that these were all great ideas however they could not be taken forward by the Parish Council due to potential financial implications. It was suggested that Cllr Hill-Smith contact Cllr. Steven Mountain in connection with the flight simulator and the Air Cadets.

17/013 EVENTS

The report submitted as supporting paperwork was taken as read with the Committee Clerk providing further updates, with regards to the St Peter & St Paul Annual Fair on Saturday 1st July 2017 unfortunately the food supplier of the fair have had to pull out due to unforeseen circumstances and that the office were trying hard to find a replacement at very short notice. Cllrs. Bicknell and Jones provided the Committee Clerk with a couple of leads to follow.

CF

In connection with the BMX/Skatebowl Event for 2017, it was agreed by all members present to not hold an event this year but to hold one in 2018 with arrangements being made after the St Peter & St Paul Fair 2017.

Cllr. Evans suggested the need to set up a Sub-Committee/Working Party to arrange the events for 2018 which was agreed by all.

16/072 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1)** This Committee – Oral History, Noticeboards
- 2)** Full Council – None
- 3)** Resilience Sub-committee – None
- 4)** Community Facilities Sub-committee – Dog Bins, Downs Way Maintenance, Railway discussion with Southern Rail/Network Rail with regards to improving car park access at Angmering Station.

CF

CF

16/073 DATE OF NEXT MEETING

The date of the next meeting on Wednesday 30 August 2017 was noted by all members

The meeting concluded at 21:13

.....
Chairman

Date.....

Agenda Item 4-1.

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 maretail. 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. Leave until 09/17 then enquire with WSCC if any work will be done in Spring 2018.

ANGMERING PARISH CLEW COMMITTEE MEETING ACTION LIST

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. 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 that the track was not suitable for National and Regional races as it is a pump track and will write to confirm reasons.	28 June 2017 17/013 Agreed not to hold BMX event this year but to hold one in 2018. Sub-committee / Working Party to be set up to organise.
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

ANGMERING PARISH CLEW COMMITTEE MEETING ACTION LIST

28 June 2017	17/006 6.2	Community Centre Car Park Weeding	Request for volunteers to weed Community Centre Car Park	HM Prison Ford contacted to see if able to take the task on. Unable to do so.	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 date for installation is 20th July 2017. Fingerpost replaced on 28th July 2017. 2 x Groundstaff completed the work 27 August 2017.	Completed
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ANGMERING PARISH CLEW COMMITTEE MEETING ACTION LIST

28 June 2017	17/006	Ground Staff to remove logs at Station Road Corner			Ground Staff reported unable to locate logs that are not required in the area.	Completed
28 June 2017	17/009	Health & Wellbeing Report	Arun Wellbeing	Presentation from Arun Wellbeing to be made at CLEW meeting on 30 August 2017		Completed
28 June 2017	17/010	Asset Renewal Management	More overall understanding of the Asset Renewal Management and request for Clerk to give members a presentation.			
28 June 2017	17/010	Asset Renewal Management	Current spreadsheet to be translated into a business plan			
28 June 2017	17/011	Angmering Twinning Association Planter	PC to adopt and add to existing maintenance contract			Completed
28 June 2017	17/011	Angmering Twinning Association Planter	Maintenance policy for donors of items such as memorial benches so the Parish Council know the situation for each item.			



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MINUTES OF THE MEETING OF THE RESILIENCE SUB-COMMITTEE HELD AT ANGMERING LIBRARY ON WEDNESDAY 16 AUGUST 2017

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

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

17/012 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Norma Harris.

17/013 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

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

17/014 APPROVAL OF THE MINUTES

Cllr Mike Jones said that he attended the last meeting but was not minuted as present. A written addition was made and signed by the Chairman. The Minutes of the Sub-committee's meeting held on 24 May 2017 were then agreed as a correct record of the proceedings and were signed by the Chairman.

17/015 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA.

There was nothing to report.

17/016 PUBLIC CONSULTATION

There were no members of the public present.

17/017 RESILIENCE EQUIPMENT SUPPLIED BY WSFRS

The equipment was supplied by the Resilience and Emergency Team and thanks was expressed by all members. The Committee Clerk informed all members present that an equipment inventory had been included in the Angmering Resilience Plan. After discussion the Committee Clerk suggested to add 2 further columns to the inventory to show where each item is stored and the plan it was most relevant to. It was noted that the equipment was currently being stored in the Chairman of the Council's garage and a check list of the equipment needed to be conducted to ensure all pieces were there. Committee Clerk and the Administrator to arrange moving the equipment to storage more permanent and assessable. Cllr Francis mentioned about a store cupboard in the library, which had been agreed by WSCC in principle. A cupboard could not be hung on the wall, however a free standing cupboard would be considered. Cllr Francis also said that The Twinning Association were looking at display cabinets and that this could possibly be fitted to the top of a freestanding cupboard for the Resilience Committee. Committee Clerk to investigate a free standing, lockable cupboard.

CF

CF

CF

CF

17/018 ROAD CLOSURE PLAN

All members looked through the Road Closure Plan with amendments to the call out tree agreed. Cllr. Evans said that barriers and an additional mobile phone needed to be looked into. Councillor Francis stated that when she recently needed to temporarily control traffic for

the movement of a bus, 5 traffic cones were required to block the road. The Committee Clerk to investigate barriers and storage for the barriers and to discuss with the Deputy Clerk about a new mobile phone and an additional mobile phone adequate to serve the purpose of fulfilling the Resilience Plan. Another run through exercise was discussed with the Committee Clerk suggesting not informing anyone of when the exercise would happen to create a more real life scenario. It was agreed to carry out another exercise prior to the Full Council meeting being held on Monday 9th October 2017.

It was agreed that 5 more volunteers were required for the Road Closure Plan and for this to be advertised on the Parish Council website, the next newsletter, all of the noticeboards and to contact the people who have volunteered for the Speed Watch Team to see if they would also like to volunteer for the Road Closure Resilience Plan.

CF

17/019 REST CENTRE PLAN

The latest Rest Centre Plan was looked at with some minor amendments agreed. It was also discussed about contacting the WI groups in the village again and ask if any Branch, Community First Responders would like to be included as volunteers. The Committee Clerk to continue working on the plan.

CF

17/020 RESILIENCE PLAN

Work to be completed on the Evacuation Plan. As the Road Closure and Rest Centre Plans were looked at in detail this covered the Resilience Plan agenda item.

CF

17/021 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

This Committee – Review of the plan when amendments complete.
Community, Leisure, Environment and Wellbeing Committee - Update
Full Council – None

CF

CF

17/022 DATE OF THE NEXT MEETING

Due to holidays and commitments, the date for the next meeting was changed and agreed for Wednesday 20th September 2017 at 7:30pm at Angmering Library.

CF

.....
Chairman

Date.....

Agenda Item
8-1.

REPORT ON MEETING OF
THE COASTAL WEST SUSSEX CLINICAL COMMISSIONING GROUP:
Littlehampton Health Services Advisory Group
held on 28th July 2017

1. I attended representing the APC
2. The meeting was chaired by Marie Dodd, Chief Operating Officer. Mr Neil Cook who was the Chief Finance Officer and Chair no longer works at CWSCCG
3. The main issue discussed at the Meeting was the collapse of the proposal to open a new GP Surgery at Morrison's. This has widely been reported in the press. Morrison's have sold to someone else, mainly blaming the lack of meaningful engagement with the NHS. It would seem that the various stakeholders in the NHS ie GPs, NHS England and CWSCCG could not agree amongst themselves who should be responsible for the 25 year lease. It would also seem that the Commissioning Group had failed to produce a Business Plan or up to date design for the proposal. New sites are now being investigated.
4. The Commissioning Group remains in special measures due to being massively overspent on their Budget. A financial recovery plan and Sustainability and Transformation Plan (STP) are being devised. No details were available and members of the Advisory Group expressed concern that any plan would be likely to result in cuts in NHS services in the area.
5. A positive step is that the CCG is now working with the ADC Planning Team . They are meeting six weekly to review s106 opportunities
6. Sarah Henley who heads up Primary Care matters again reported on the difficulty in recruiting GPs. Brighton University is to step up training but it is clear that this is a serious national problem

For Information

John Oldfield

Agenda Item 8-3

Claire Fullman

From: Deborah Wood <debwood999@yahoo.com>
Sent: 10 August 2017 15:16
To: Angmering Parish Council
Subject: Shared from BBC News/from E.Preston resident

Categories: Claire

<http://www.bbc.co.uk/news/disability-40849702> (Yahoo News online)

August 2017

Please read the attached link which is relevant nationally for anyone who has similar toilet needs.

FYI. Congratulations to Worthing Borough Council for identifying the need and helping Worthing mother of child with cerebral palsy who personally crowd-funded approx. 6K for a Changing Places toilet in Worthing.

Worthing's first Changing Places toilet is situated opposite The Dome Cinema. It is on the foreshore, behind the male and female public toilets. Initially it was radar-key accessible - however, homeless people started using it for somewhere to sleep in bad weather so it is now accessible via a phone call to the beach office on the number provided on the door. When the beach office is closed the call goes to an on-duty NCP car park attendant who then ensures the door opens. This brilliant system means the toilet is available to all who really need it when they need it.

Now non-weight bearing disabled people (and weight-bearing disabled people) can now have access to any social and beach activities, safe in the knowledge there is a fit for purpose toilet available for their use, in accordance with the current Disability Act. More similar toilets in the shopping precinct, and maybe elsewhere, are in the pipeline.

The impact on health through having to exclude drinking, leading to dehydration is absolutely clear.

As the link above highlights, regular cleaning is a must to avoid infection for people whose immune systems are often more likely to be at risk.

Angmering has a disabled toilet near the church. Can the Parish Council upgrade this toilet or provide an additional Changing Places-style toilet for rate-paying disabled residents (ALL AGES) and for tourists, The article shows how miserable and dangerous it currently is, I hope this highlights the terrible impact it has on NOT being able to join in social events when the right type of toilet is not available for all.

I have met Councillor Mike Hill-Smith on a few occasions - * please can he be forwarded this email. I could not find his email address online to send it myself.

East Preston & Kingston Parish Council are working together with Disability Action Group (East Preston) and SENCAT (East Preston) who are both raising money to provide a Changing Places style toilet within the East Preston Village Hall Car park. It will be situated beside a newly-designed Male and Female Public toilet which is in the design stage at present. I hope Angmering Parish Council recognise the need and start similar plans Exclusion is discriminatory for disabled rate-payers and their family members.

Imagine the problems of having a disabled child or adult to look after and able-bodied children to take out during the summer holidays. Currently the only safe place

locally is Worthing now. I have seen and heard of reports of people having to be changed in the boot of family cars and seen a child being changed on a toilet floor

From: 

Ex-Rustington and current East Preston resident



Other useful links online:

Laura Moore - Changing Places Toilets

Arun Access Group (Littlehampton). Dove Lodge, Littlehampton

Independent Lives (Worthing and surrounding areas)

East Preston Parish Council - Clerk Simon Cross

Health and Wellbeing Update



Dementia Friends is an Alzheimer's Society initiative, aimed at raising awareness of dementia amongst individuals and providing information on how to support people living with dementia in your community. A Dementia Friend learns a little bit more about what it's like to live with dementia and then turns that understanding into action. Anyone of any age can be a Dementia Friend. Whether you attend a 45-60 minute face-to-face Dementia Friends Information Session or watch the online video, Dementia Friends is about learning more about dementia and the small ways you can help.

There are currently 2 million Dementia Friends in the UK. The Alzheimer's Society has a target of creating 4 million Dementia Friends by 2020.

How could Town and Parish Councils Support this?

- Staff and councillors could become Dementia Friends;
- Councils may decide to join their local Dementia Action Alliance (DAA) to help shape how dementia is regarded in their local area;
- Councils could facilitate the Dementia Friends Information Sessions by offering rooms and providing advertising to support Dementia Champions in running sessions.

Putting Dementia Friends Information Sessions into Practice: North Horsham Parish Council

"Had a great training session with Joy Hearn [Dementia Action Alliance co-ordinator for the Horsham District] last night and we have already been able to put into practice being a Dementia Friend when we had a lady in the office who had forgotten where she lived. We used the techniques learned at the first session and she managed to remember her post code so we walked her home"

Some local councils are already members of their local DAA, or have run Dementia Friends Information Sessions for staff, councillors or the public. **More information can be found at:**

Dementia Action Alliances: http://www.dementiaaction.org.uk/local_alliances

Dementia Friends: <https://www.dementiafriends.org.uk/>

Please contact Liz Leggo at SSALC with any further queries, who can put you in touch with local Dementia Champions to run Dementia Friends Information Sessions, or direct you to your local Dementia Action Alliance.



Your Wellbeing hub

Arun Wellbeing Report
2013 - 2016

[Cook & Eat](#)

[Facebook - Arun Wellbeing](#)

[Family Wellbeing](#)

[FREE Wellbeing MOT's](#)

[Newsletters](#)

[Pre-Diabetes](#)

[Twitter @ArunWellbeing](#)

[Wellbeing Active](#)

[Wellbeing Home](#)

[Wellbeing Workplace](#)

[WISE \(Arun Weight Management\)](#)

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Dementia Friends Open Meeting

Dementia Friends Open Meeting

From: **Tuesday 12 September 2017**

At: **10am**

Where: **Darlington Court Care Home, The Leas, Off Station Road, Rustington BN16 3SE**

Phone: **07553360964**

Email: Julie.batholomew@careuk.com

Dementia Friends Open Meeting

Date: Tuesday 12 September 2017

Time: 10am

Where: Darlington Court Care Home, The Leas, Off Station Road, Rustington, West Sussex, BN16 3SE

Dementia Friends aim is to build a Dementia Friendly Community across the Arun District.

- Are You affected by dementia?
- Do you have a diagnosis, or are you a carer of someone with dementia or a professional in the local area
- Want to know the benefits of Arun District become more dementia friendly

If you answered YES to any of the above or want to find out more please come to the open meeting.

Please RSVP to Julie Bartholomew, Customer Relations Manager, Care UK on 07553360964 or email Julie.batholomew@careuk.com

We aim to provide up-to-date and accurate information, but we will not accept liability for the accuracy or currency of the information provided by third parties. Listings of events on our website should not necessarily be taken as an endorsement of that event. See our [disclaimer statement](#) for further information.

Wellbeing self assessment

Can we help?

Use our online tool to find the right information and advice for your wellbeing.

Looking for

Information on this site

Keyword(s)...

Search

Organisations, groups and services near you

Topic?

e.g. Stop Smoking

Location?

e.g. Town or Postcode (required)

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COMMUNITY, LEISURE, ENVIRONMENT AND WELL-BEING COMMITTEE (CLEWC)

TERMS OF REFERENCE

Objectives

1. The committee is to ensure that the agreed policies for the parish council contained in the list attached to these terms of reference are pursued.
2. The aim is to bring forward and test potential projects in order to fulfil the stated policies.
3. In defining a satisfactory conclusion, the projects will be worked on to the point where they can be presented to the Parish Council, together with methods of funding in as far as they can be determined by the CLEWC.

Membership

4. The membership of the committee is to be set at the Annual Parish Council Meeting in May of each year.
5. The minimum number of councillors will be 6 and the maximum 8, with a quorum of 3 at each meeting.
6. Co-opted members may not exceed councillors at any committee or sub-committee meeting.

Meetings

7. The **CLEWC** is to meet every two months - 6 times per year.
8. Sub-committees may be set up by the committee in order to conduct the business relating to the agreed policies and the meetings for these will be agreed when they are set up.

Detailed Role

9. To drive, on an ongoing basis, the Parish's project needs in respect of required additional infrastructure, assets, facilities, amenities, services provided & environmental.
10. To ensure the maintenance of the Parish Council assets is carried out appropriately.
11. To identify requirements for provision of additional projects by the Parish Clerk, subject to authorisation of associated expenditure by the Full Council, unless such authority has been delegated by the Full Council to the CLEWC.
12. The CLEWC might refer ideas to a specific Sub-Committee for further evaluation and recommendations, before considering them as a committee.
13. In accordance with Standing Orders, the committee may co-opt members of the public to attend its meetings, but with the usual restrictions on voting and only after a declaration that they would adhere to the normal Code of Conduct for councillors.

Scheme of Delegation

14. The Full Council delegates the above roles to the CLEWC on the basis that the resultant work is being undertaken for the Parish Council as a whole.
15. Funds may be made available to carry out agreed projects of Parish Council assets, infrastructure, facilities, amenities, services and environmental issues to be managed by the CLEWC, in conjunction with the Parish Clerk.
16. Where funds are required for projects, a request will be made to the Full Council to provide funds from the General or, if appropriate, Earmarked Reserves.

DRAFT

Parish Policy No.	Objective	N P Policy	Committee/ Sub-committee (CLEW or CSC)
CLEW 1	<u>Community</u>		CSC
	1.1 Encourage the development of comprehensive youth facilities across the parish for use by young people of all ages.		CSC – Priority: St P&P, BMX 09/18, Christmas Lunch, Memory Tree
	1.2 Encourage community engagement projects.		CSC
	1.3 Improve community and sports facilities		CSC – Standing item
	1.4 Maintain a Library Service in the community		CSC
	1.5 Ensure adequate schooling provision		CSC – Priority (Refer 1.2)
	1.6 Encourage art & culture		CLEW & CSC
CLEW 2	<u>Green Spaces</u>	CLW1, CLW2 & CLW3	
	2.1 Continue to maintain the village to a high standard.		CLEW – Clerk’s Report
	2.2 Protect the character and amenity value and look to expand the provision of green spaces, including allotments		CLEW – Clerk’s Report
	2.3 Improve access to the South Downs		
CLEW 3	<u>Health</u>	CLW4	CLEW - Priority
	3.1 Protect and provide adequate health facilities in the village.		CLEW – Priority
	3.2 Assist and encourage healthy life-styles across the parish.		

CLEW 4	<u>Public Protection</u>	EH3	Resilience – Priority
	4.1 Protection of vulnerable people and improve public safety		
	4.2 Address flooding and drainage issues		Resilience – Priority
	4.3 Community Resilience Plan		Resilience - Priority
CLEW 5	<u>Budget and Assets</u>		
	5.1 Ensure that the maintenance of the Parish Council's assets is carried out appropriately.		CLEW – Priority
	5.2 To identify replacement of Parish Council assets.		CLEW – Priority
	5.3 To identify additional assets for the Parish Council		CLEW – Priority



COMMUNITY SUB-COMMITTEE (CSC)

TERMS OF REFERENCE

Objectives

1. The sub-committee is to ensure that the agreed policies for the parish council contained in the list attached to these terms of reference are pursued.
2. The aim is to bring forward and test potential projects in order to fulfil the stated policies.
3. In defining a satisfactory conclusion, the projects will be worked on to the point where they can be presented to the Parish Council, together with methods of funding in as far as they can be determined by the CSC & CLEWC.

Membership

4. The membership of the sub-committee is to be set at the first meeting of the CLEWC in May of each year.
5. The minimum number of councillors will be 6 and the maximum 8, with a quorum of 3 at each meeting.
6. Co-opted members may not exceed councillors at any committee or sub-committee meeting.

Meetings

7. The **CSC** is to meet every two months - 6 times per year.

Detailed Role

8. To drive, on an ongoing basis, the Parish's project needs in respect of required community projects, community engagement, youth facilities for young people of all ages, improve community and sports facilities, schooling, library services and ensuring the sub-committee remains fit for purpose.
9. The CLEWC might refer ideas to the Sub-Committee for further evaluation and recommendations, before considering them as a committee.
10. In accordance with Standing Orders, the sub-committee may co-opt members of the public to attend its meetings, but with the usual restrictions on voting and only after a declaration that they would adhere to the normal Code of Conduct for councillors.

Scheme of Delegation

11. The CLEWC delegates the above roles to the CSC on the basis that the resultant work is being undertaken for the Parish Council as a whole.
12. Funds may be made available to carry out agreed projects of Parish Council assets, infrastructure, facilities, amenities, services and environmental issues to be managed by the CLEWC, in conjunction with the Parish Clerk.
13. Where funds are required for projects, a request will be made to the Full Council to provide funds from the General or, if appropriate, Earmarked Reserves.

Parish Policy No.	Objective	N P Policy	Committee/ Sub-committee (CLEW or CSC)
CLEW 1	<u>Community</u>		
	1.1 Encourage the development of comprehensive youth facilities across the parish for use by young people of all ages.		CSC
	1.2 Encourage community engagement projects.		CSC – Priority: St P&P, BMX 09/18, Christmas Lunch, Memory Tree
	1.3 Improve community and sports facilities		CSC
	1.4 Maintain a Library Service in the community		CSC – Standing item
	1.5 Ensure adequate schooling provision		CSC
	1.6 Encourage art & culture		CSC – Priority (Refer 1.2)
	1.7 Ensure that the CLEW Committee and the Community Sub-Committee remain “fit for purpose”		CLEW & CSC
CLEW 2	<u>Green Spaces</u>	CLW1, CLW2 & CLW3	
	2.1 Continue to maintain the village to a high standard.		CLEW – Clerk’s Report
	2.2 Protect the character and amenity value and look to expand the provision of green spaces, including allotments		CLEW – Clerk’s Report
	2.3 Improve access to the South Downs		
CLEW 3	<u>Health</u>	CLW4	
	3.1 Protect and provide adequate health facilities in the village.		CLEW - Priority
	3.2 Assist and encourage healthy life-styles across the parish.		CLEW – Priority

CLEW 4	<u>Public Protection</u>	EH3	
	4.1 Protection of vulnerable people and improve public safety		Resilience – Priority
	4.2 Address flooding and drainage issues		Resilience – Priority
	4.3 Community Resilience Plan		Resilience - Priority
CLEW 5	<u>Budget and Assets</u>		
	5.1 Ensure that the maintenance of the Parish Council's assets is carried out appropriately.		CLEW – Priority
	5.2 To identify replacement of Parish Council assets.		CLEW – Priority
	5.3 To identify additional assets for the Parish Council		CLEW – Priority

Angmering Parish Council

Report on possible sites for additional bus shelters.

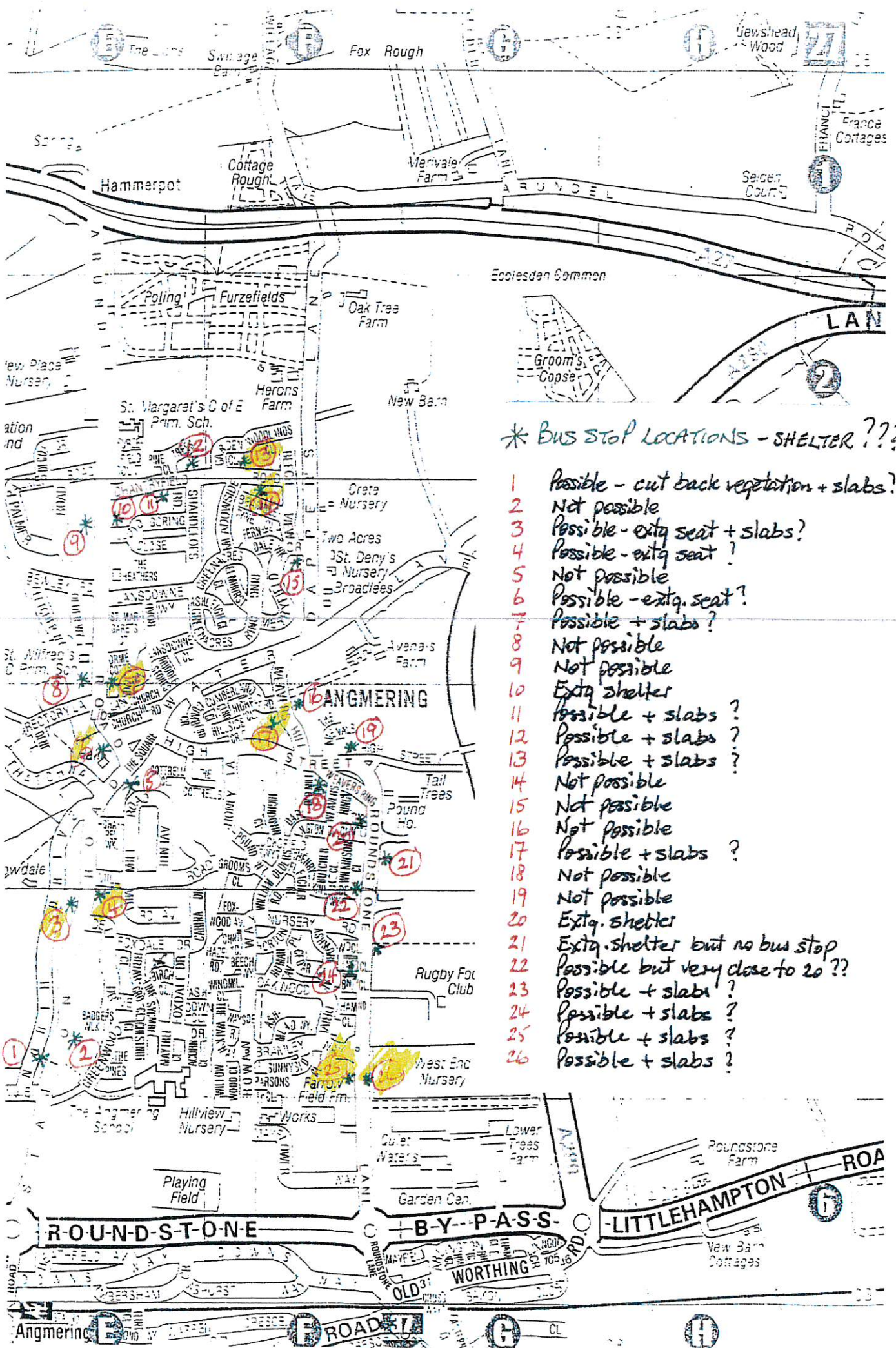
Having walked the route for the No.9 bus I can advise that there are 14 locations where a small shelter could be sited, subject to the approval of both WSCC and Stagecoach. Some of the locations the shelter would need to be positioned in the grass verge adjacent to the kerb facing towards the footpath eg.13 &14. See map attached.

My initial thoughts are that we would not wish to see a shelter at each bus stop and we could be selective, based upon the density of adjacent houses and the proximity of the next stop, and I suggest we consider the following sites. Nos. 3,4,6,9,13,14,17,25&26

I have obtained a quotation for a shelter measuring 2.0m x 1.3m and in it's basic form would cost £2,300 each installed, assuming we were to order a minimum of four shelters at any one time. There are nominal additional costs for time table cases, perch seats and flagpoles for signage. See quotation attached. I have not included for any upgrading of the existing surface into which the shelter would be installed (paving slabs or similar).

Peter Thompson

24.11.2016



* BUS STOP LOCATIONS - SHELTER ???

- 1 Possible - cut back vegetation + slabs?
- 2 Not possible
- 3 Possible - extg seat + slabs?
- 4 Possible - extg seat?
- 5 Not possible
- 6 Possible - extg. seat?
- 7 Possible + slabs?
- 8 Not possible
- 9 Not possible
- 10 Extg shelter
- 11 Possible + slabs?
- 12 Possible + slabs?
- 13 Possible + slabs?
- 14 Not possible
- 15 Not possible
- 16 Not possible
- 17 Possible + slabs?
- 18 Not possible
- 19 Not possible
- 20 Extg. shelter
- 21 Extg. shelter but no bus stop
- 22 Possible but very close to 20??
- 23 Possible + slabs?
- 24 Possible + slabs?
- 25 Possible + slabs?
- 26 Possible + slabs?

Agenda Item 12

Claire Fullman

From: Benjamin Whiffin <benjamin.whiffin@westsussex.gov.uk>
Sent: 25 July 2017 08:14
To: Angmering Parish Council
Cc: Nikki Hamilton-Street; Nikki Hamilton-Street; Susan Francis; Susan Francis
Subject: RE: Bus Shelters
Attachments: Scanned from a Xerox Multifunction Device.pdf

Good morning Claire,

I'm afraid I won't have the time to visit all of the sites listed below. I have attached the specification we apply for bus shelters to aid you in making a judgement for each site. Once you have established which sites you would like to progress, we will need to erect a public notice at each for a period of 28 days. Following that and subject to any objections, I can issue you a licence.

Thanks

Ben Whiffin

Area Highway Manager – Arun District
Economy, Infrastructure and Environment – Highways and Transport
West Sussex County Council

Location: Western Area Office, Drayton Depot, West Sussex, PO20 2AJ **Contact: Internal:** 23823 | **External:** 01243 642105/07894589434 |

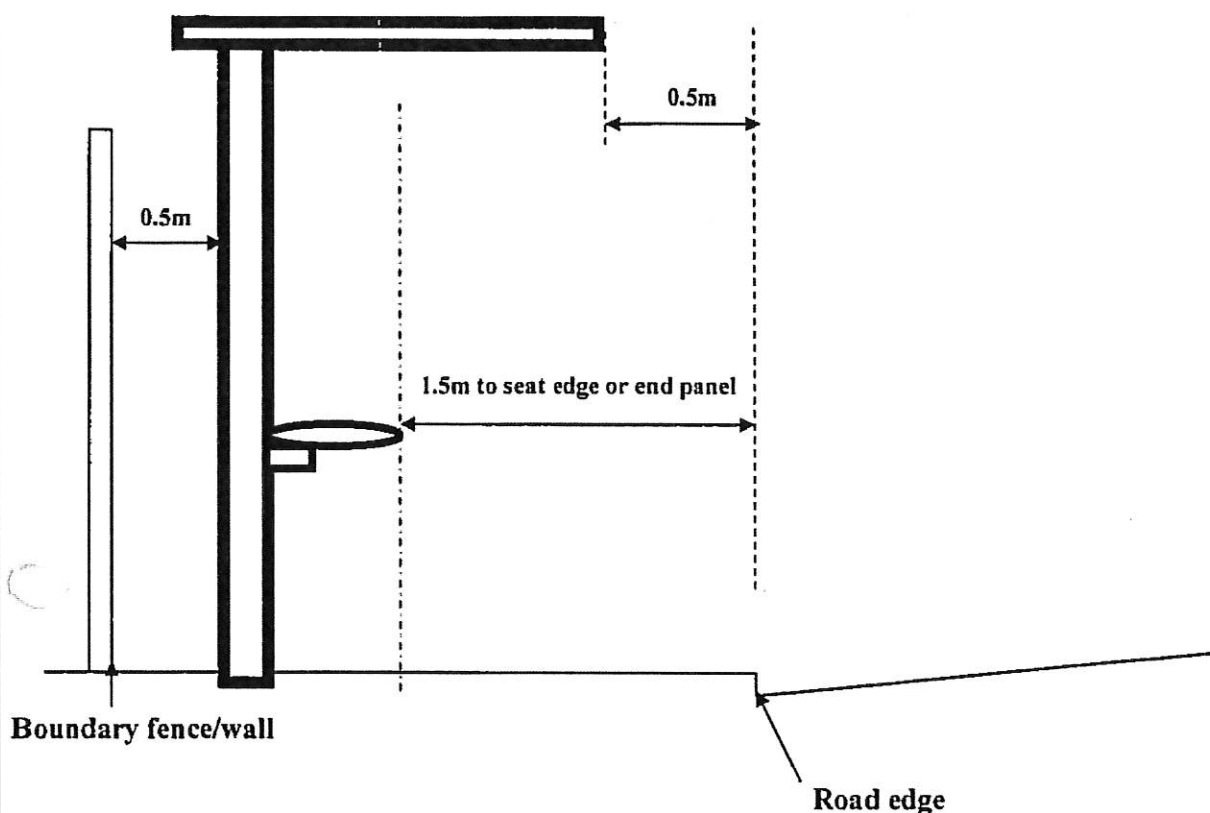
We've launched our new website www.westsussex.gov.uk

[Report a problem with a road or pavement](#) or [raise a highways related enquiry](#)

Follow us at  [@WSHighways](#)

 CALL  IM

Bus shelters – minimum requirements of Highway Authority



Notes

- the above measurements are minimum requirements.
- in exceptional circumstances a slightly reduced clearance may be approved by the Highway Manager.
- The location of other street furniture including bus stop poles must be considered when applying minimum clearance measurements.
- A mirror alternative orientation of the shelter is also applicable as long as the minimum clearance measurements are maintained to the closest part of the structure.
- It is usual to orientate the wall of the shelter to protect people from the prevailing wind, but parallel to the road.



Infrastructure
 Southern Area Office
 Clapham Common, Clapham
 Worthing
 West Sussex BN13 3UR
 Tel No. 01243 642105
 highways.southern@westsussex.gov.uk

Title: Bus shelter minimum license requirements

Drawing No: BSL/04/10/rev.A

Prepared By: BJC

Scale: NTS

Date : April 2010

Agenda Item
12.

Claire Fullman

From: Robert Vince <rob.Vince@stagecoachbus.com>
Sent: 01 August 2017 15:22
To: Angmering Parish Council; Nikki Hamilton-Street; Susan Francis; nikki.hamilton-street@westsussex.gov.uk
Subject: Bus Shelters - Angmering Village
Categories: Claire

Good afternoon,

Further to your enquiry concerning the potential provision of new bus shelters in Angmering, we have now assessed the bus stops concerned.

Operationally, we would have no objection to any of the nine sites mentioned being selected.

From a usage point of view it is very difficult for us to identify from our electronic data exactly which stops are used the most. However, based upon the feedback we have sought from our drivers, it would seem that shelters at sites 9, 25 and 26 may provide the greatest benefit. I would imagine patronage from sites 25 and 26 will grow further given the new developments nearby.

I do hope this is of some help to you. If I can provide any further assistance, please do not hesitate to contact me.

Regards

Rob Vince
Operations Manager
Stagecoach in the South Downs
Worthing Depot | 19-20 Marine Parade | Worthing | West Sussex | BN11 3PT
Tel : 01903 282901

Stagecoach South trades as:
Stagecoach in the South Downs
Registered Office: Stagecoach (South) Ltd, Daw Bank, Stockport, SK3 0DU (Registered in England & Wales No 1673542)

Attached is a link to our company's complaints procedure on the website for your reference.
www.stagecoachbus.com/codeofpractice.aspx

For our Conditions of Carriage go to:
<http://www.stagecoachbus.com/conditionsofcarriage.aspx>

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed.

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Company Name: Stagecoach Group plc
Registered Address: 10 Dunkeld Road, Perth, PH1 5TW
Registered Number: 100764 in Scotland

Agenda ITEM 13.

Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex BN16 4EA
For the attention of Danni Mariner

The Square, Angmering, BN16 4EA	Payment due upon completion
To Pollard 5 no Lime trees as per request	
To remove all related arisings to leave a clear and tidy site	
	£2750.00

Contact at SPW Tree Surgeons

Agenda Item 13

Angmering Parish council 06

Danni Mariner
Angmering Parish Council
The Corner House
The Square
Angmering

Work to five Lime trees (*Tilia x europaea*) on The Square Angmering.

Reduce Trees to previous pollard points.

Removal of all waste generated

The work will require using traffic management along Water lane and Arundel road

Total £2,980