



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

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### **MINUTES OF THE MEETING OF THE COMMUNITY, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE HELD AT ANGMERING LIBRARY ON WEDNESDAY 27 SEPTEMBER 2017**

**Present:** Councillors Paul Bicknell; Bill Evans; Susan Francis; Norma Harris; Mike Hill-Smith (from 19:40); Mike Jones; David Marsh (Vice-Chairman); Roger Phelon

**In attendance:** Paul Barley, Deputy Clerk; Mrs Julia Phelon on behalf of Angmering in Bloom

#### **17/090 APOLOGIES FOR ABSENCE**

Received from the Chairman (personal business). The Deputy Clerk regretted that the Committee Clerk was absent through illness.

The Vice-Chairman conducted the meeting in the absence of the Chairman.

#### **17/091 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA**

There were no declarations made.

#### **17/092 APPROVAL OF MINUTES**

The Minutes of the Committee's meeting held on Wednesday 30 August 2017 were agreed as a correct record of the proceedings and were signed by the Vice-Chairman.

#### **17/093 FREQUENCY OF MEETINGS AND CONFIRMATION OF SUB-COMMITTEES**

The Deputy Clerk noted that in view of the way in which the Committee's work had evolved, it was suggested that its activities be rearranged in accordance with the matters listed in the agenda.

The recommendations listed in the agenda were put to a vote, as follows:

1. On a proposal by Councillor Francis, seconded by Councillor Jones: That the Committee should henceforth meet once a month – unanimously **AGREED**.
2. On a proposal by Councillor Francis, seconded by Councillor Jones: That the Community Facilities Sub-committee should cease to exist and its functions should revert to the main committee – unanimously **AGREED**.

It was agreed with Mrs Phelon that a report would be received from the Angmering in Bloom Association every other month.

#### **17/094 PUBLIC CONSULTATION**

Mrs Phelon was present on behalf of Angmering in Bloom and presented a brief report on the Association's activities.

There was discussion regarding the possibility planting of primroses on the bank opposite the village hall and undertaking groundworks to improve the appearance of the bank. It was noted that the bank would need to be properly surveyed before any works could be carried out, due to the presence of a WW2-era air raid shelter.

Questions were asked with regard to twitten maintenance and the reinstatement of the Angmering in Bloom sign at Station Road roundabout. It was noted that these matters were in hand.

Councillor Francis noted that she had spoken to local businesses with regard to sponsorship of the village gateways that were due to be installed as part of the proposed Traffic Management Scheme.

**17/095 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA**

The Deputy Clerk noted that WSCC's mowing contractors had been engaged as a one-off in order to clear the backlog of grass-cutting in the village. The results of the contractors' efforts had been generally satisfactory. Consideration would now be given to whether, and to what extent, contractors might be employed alongside the Parish Council's own staff to assist in keeping mowing schedules up to date and to free up time for other tasks.

Councillor Bicknell noted that he had raised this on numerous occasions in the past, to no avail. He wanted particular attention to be given to winter maintenance.

The Deputy Clerk ran through the Committee's action list. It was noted that the Ferring Nurseries quote for maintenance of the Twinning Association's commemorative planter had been approved and needed to be put in hand.

**17/096 HEALTH AND WELLBEING**

*Report from Cllr. Hill-Smith on the Angmering Disability Group:*

The Group had held its first meeting, which had been attended by two people, at the Angmering Social Club. The Group had been made very welcome and the Club's facilities were ideal. Only 2 people attended. Thanks to the office for sorting the hedge by the chippy. Report form about the pavement by the level crossing. Office to take to WSCC.

*Report from Cllr. Evans on the Dementia Friendly Community meeting:*

There was not much to report over and above what had already been circulated. More than 10 hours per week would be required for our own group in the village. Cllr Evans will continue to attend the Arun District meetings and watch how this will progress. Awareness training for local businesses was being considered. More would be known after the next meeting.

**17/097 CCTV PROVISION**

The Deputy Clerk referred to the concerns raised by residents about anti-social behaviour at Mayflower Park and noted that the Chief Constable and Rt Hon Nick Herbert MP had been informed of these.

In view of these concerns it was appropriate to consider the possible installation of CCTV at Mayflower Park and the Community Centre open space. The Committee directed the Deputy Clerk to make enquiries and obtain indicative quotations for the necessary works.

**17/098 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:**

- 1) This Committee: the Vice-Chairman noted that he would like to know what oral histories of the village had been obtained from older residents. It was noted that this was a matter on which the village historian would be able to assist.
- 2) Full Council – reports as per this meeting.
- 3) Resilience Sub-committee

**17/099      DATE OF NEXT MEETING**

The Committee's next meeting would take place on Wednesday 25 October 2017 in the Community Room of Angmering Library.

**The meeting concluded at 20:23.**

.....  
Chairman

Date.....



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### **Communities, Leisure, Environment and Wellbeing Committee Meeting. Wednesday 25 October 2017**

#### **Agenda Item 5, THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA.**

##### **5.1 Ground Maintenance**

Along with staffing issues and unprecedented climate conditions, the schedule for ground maintenance work has not been adhered to. The office recognise that there was not a sufficient mechanism in place to cater for the circumstances that were within our control. The office are now reviewing all possibilities ahead of the next cutting season.

Grass Cutting generally ends with the last cut being made at the end of September to the first week of October. This year, depending on the weather, we now expect to be cutting up to November, where the growth and situation will then be assessed. Hedge cutting and other tasks for the winter schedule will be scheduled accordingly.

##### **5.2 Actions Taken**

The office are awaiting final responses from West Sussex County Council in connection with the following:

- Licence for new bed on Land near Greenwood Drive. To be discussed as part of agenda item 9.
- Update requested in connection with the cycle path and the treatment of Mares Tail.
- Possibility of the Parish Council acquiring the land on the corner of the A259 and Station Road as WSCC will not maintain the area and maintenance is currently being carried out by the Parish Council.
- Replacement of the Angmering / Twinning sign on A259.

**Disabled WC Facilities** A response has been sent to the sender of an email in connection with disabled WC facilities within the village as per minute number 17/081 8.3 on 30 August 2017.

**Play Area Annual Inspections** Following receipt of the annual inspections, the Committee Clerk and Deputy Clerk visited the play areas. A number of replacement items and maintenance needs have been purchased and will be fitted by Ground Staff in the coming days. Contractors will be contacted in connection with other items. Work is still in progress.

**Lime Trees in the Square** An application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area form has been sent to Arun District Council for the proposed work to the Lime Trees in the Square.

Claire Fullman  
Committee Clerk  
17.10.2017



## **ANGMERING IN BLOOM ASSOCIATION**

### **REPORT FOR PC CLEW MEETING 25 OCTOBER 2017**

#### **Recent activities**

Last Spring, we made notes and took pictures of some areas in the Village that we thought could be enhanced with additional spring bulbs. We noticed that two of the trees on the Village Green did not have any daffodils around them, also the area around the Twinning planter was very sparsely planted. We have therefore planted bulbs around these areas which will give a good display in spring.

A member of the public donated a bag of miniature daffodil bulbs to AIB, which we have planted around the trees in Arundel Road near the post box. At the Community Centre we have planted the trugs next to the Pram Shelter with pansies for Winter/Spring colour and additional bulbs near the notice board.

The troughs at the side of the PC Office have been planted for Winter/Spring as will the troughs by the stone seats on the Village Green, once the summer geraniums have finished.

We continue to spend time on general tidying and weeding around the village, including the corner of Lansdowne Road, which has also been planted up with wallflowers. The Queen Elisabeth 2 raised bed has also been tidied and autumn pruning undertaken.

#### **Future activities**

The Nursery Road bed that AIB are responsible for also has daffodils planted in it so we plan to just plant Winter/Spring bedding.

AIB would like to plant primroses, around the Village Hall sign at the bottom of the bank opposite the Village Hall but need to ensure they are not strimmed when in flower.

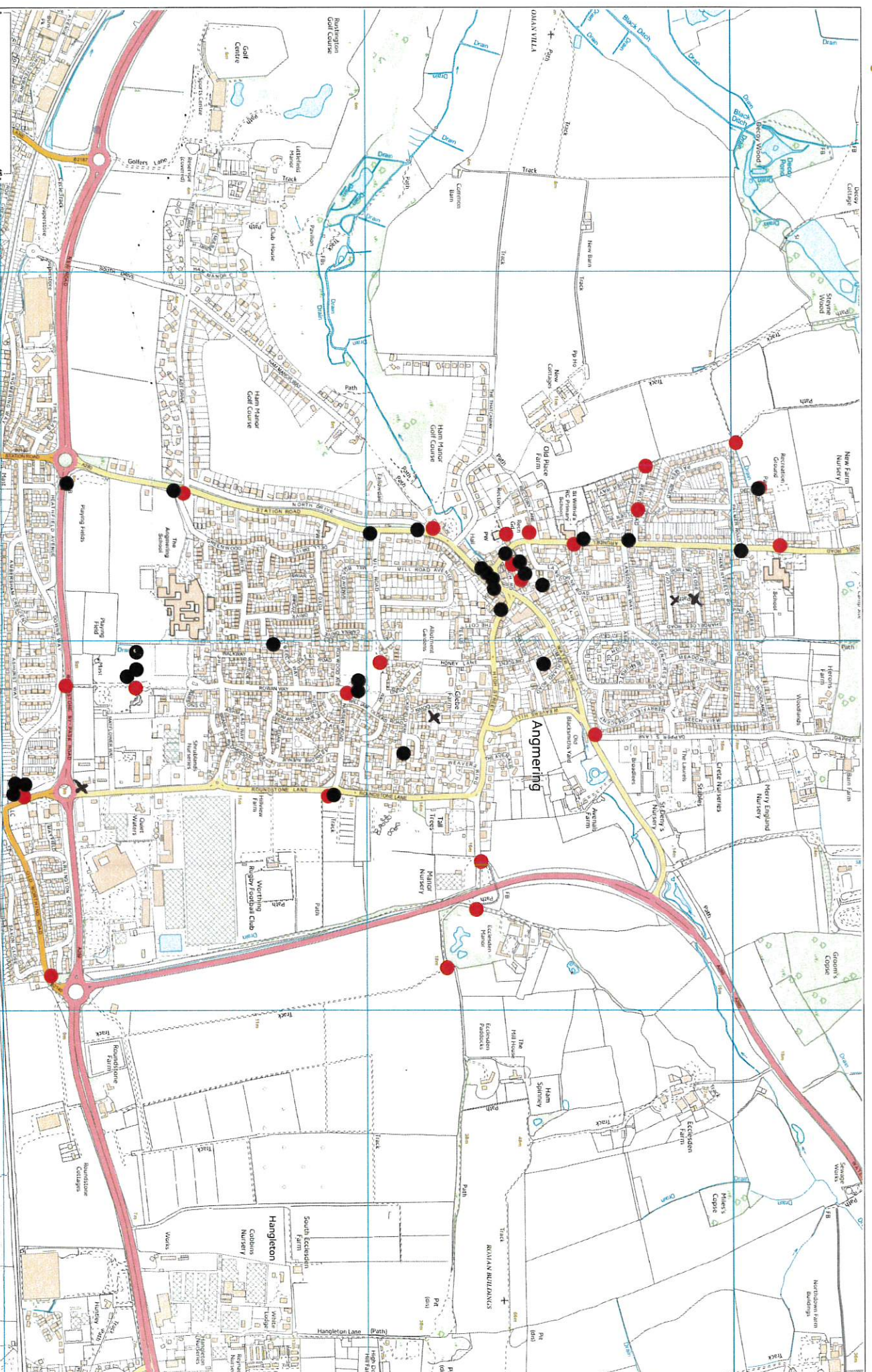
We plan to plant the area behind and above the retaining wall at Water Lane with natural plants similar to those already in situ. The PC were consulted on this last year and suggested they would need to place a membrane behind the wall prior to infilling with soil in order to protect it from any damp ingress. As time has passed and this is still outstanding, AIB are happy to fund and undertake this in order to complete the planting.

We plan to do a final weed and tidy of the beds around the Community Centre car park for the winter which should also minimise some of the weeds self-seeding and re-growing in the spring.

## **Future Projects**

We approached Cooper Adams regarding them sponsoring AIB and they expressed an interest in creating their own flower bed. We originally put forward the idea of the existing bed on the corner of Lansdowne Road, however Cooper Adams also suggested the possibility of either doing something to enhance the entrance to the village at the corner of Station Road, if the ownership of the land could be resolved, or creating a new bed at the corner of Greenwood Drive. Cooper Adams are happy to progress this themselves and I understand they have already been in contact with the PC.

# AGENDA ITEM 7 - EXISTING DOGWASTE AND LITTER BINS - REQUESTS SHOWN AS X





# Agenda Item 7

## Claire Fullman

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**From:** Margo Bennett <Margo.Bennett@arun.gov.uk>  
**Sent:** 18 October 2017 15:16  
**To:** Angmering Parish Council  
**Subject:** FW:  
**Attachments:** IMG\_0304.JPG; ATT00001.txt; IMG\_0306.JPG; ATT00002.txt; IMG\_0307.JPG; ATT00003.txt; IMG\_0309.JPG; ATT00004.txt; AGREEMENT FOR THE COLLECTION OF DOG BINS.doc

Hi Claire

I have visited Cow Lane this morning with a representative from Biffa. It would be possible to install a dog bin there, however, in order to service the bin, the driver would have to pull into the adjacent Nursery or park on the grass verge. Not an ideal access situation, regarding Health and Safety. I attach some photographs taken today.

With regard to the 2 x dog bin requests for Lloyd Goring Close: I have been advised this land is owned by ADC Housing, therefore, you would need to discuss with them regarding permission. Contact name I have been given is Samantha Thompson on 01903 737408.

Please find attached dog bin contract.

Also;

Since the New Contract with Biffa, and since dog waste is classed as hazardous waste; The local MBT Plant cannot take large amounts of this substance. The odd bag or two is acceptable, but not large amounts.

Hope this helps

Kind regards

Margo

Margo Bennett | Street Scene Customer Liaison Officer, Cleansing Department, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF  
Internal: 37577 | External: +44 (0) 1903 737577 | E-mail: margo.bennett@arun.gov.uk

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Important Notice





## AGREEMENT FOR THE PURCHASE AND COLLECTION OF DOG BINS

|             | Invoice Name and Address | Dog bin location |
|-------------|--------------------------|------------------|
| I/We        | .....                    | .....            |
| Parish/Town | .....                    | .....            |
| Address     | .....                    | .....            |
|             | .....                    | .....            |
| Postcode    | .....                    | .....            |
| Tel. No.    | .....                    | .....            |
| E-Mail      | .....                    | .....            |

Hereby make an application to Arun District Council to have a dog bin provided and emptied from the above location and agree to pay the appropriate charges as follows:

**£246.55p** - to supply a dog bin (One off)

**£50.00p** - to pay for fitting of said bin (One off, unless moved)

**£290.22p** – annual service charge incl future maintenance (Yearly fee) of bins fitted subject to this agreement.

I / We have read and understood the conditions set out in this agreement.

I confirm that I am authorised to enter into this agreement on behalf of:

.....

Authorised Signature .....

Name in Block Capitals .....

Position in Council .....

Dated .....

## CONDITIONS OF AGREEMENT

1. This agreement will remain in force and the applicant shall continue to remain liable for all charges, until such time as the applicant informs Arun District Council of the intention to terminate this agreement in writing upon giving one months notice.
2. Application for the collection of dog bins must be made on this form, which must be completed in full in duplicate and dated and signed by an authorised person.
3. The billing year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.
4. All charges are subject to VAT and will increase on 1<sup>st</sup> April each year. This is increased by inflation as measured by the increase in the RPI (all items excluding mortgage interest).
5. Accounts are due on receipt of invoice.
6. The Council undertakes that £20.43p per bin shall be placed into a separate reserve account to use for future maintenance costs for this bin and this contribution is included in the annual service charge.
7. Arun District Council will empty the bins on an as required basis, this would normally average around twice per week, but maintain the right to decrease or increase frequency of emptying as required.
8. The Parish/Town Council will be responsible for arranging **permission** for all bin fittings and **providing** a location **map** to Arun District Council and proof or permission as required.
9. Any issues the Parish/Town Council have with this bin must be reported to the Council either by phone using the Councils Call Centre, Arun Direct on 01903 737754 or by emailing [cleansing@arun.gov.uk](mailto:cleansing@arun.gov.uk)

## Agenda Item 9.

### Claire Fullman

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**From:** angmering@cooper-adams.com  
**Sent:** 09 October 2017 14:57  
**To:** Angmering Parish Council  
**Subject:** Angmering in Bloom - FAO Rob Martin  
**Attachments:** flowers (1).jpg

Good afternoon Rob,

I hope you're well?

You may or may not know that Cooper Adams is looking to assist Angmering in Bloom with one or possibly two new beds soon.

Whilst we are keen on the corner of Lansdowne Road which has been suggested, Shaun has identified a further location (See the attached image), however the suitability is questionable and it was suggested that I raise the question with you.

Could I please ask for your thoughts, and also how best we might pursue this option if, indeed, it is viable.

Thank you Rob,

Kindest regards

Chris

Cooper Adams estate agents Angmering - sales & lettings

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and Rustington: 7 Broadmark Parade, Broadmark Lane, BN16 2NE rustington@cooper-adams.com 01903 680768

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