



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 13 DECEMBER 2017

Present: Councillors Susan Francis; Norma Harris; Mike Hill-Smith; Roger Phelon;
Nikki Hamilton-Street (Chair)

In attendance: Claire Fullman, Committee Clerk

17/109 APOLOGIES FOR ABSENCE

Apologies of absence were received from Cllrs. Paul Bicknell and Mike Jones. It was noted that Cllr. Marsh had exchanged his membership of the CLEWC for membership of the Governance and Oversight Committee.

17/110 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

There were no declarations made.

17/111 APPROVAL OF MINUTES

The Minutes of the Committee's meeting held on Wednesday 25 November 2017 were approved as a correct record and subsequently signed by the Chairman.

17/112 PUBLIC CONSULTATION

Julia Phelon, representative for Angmering In Bloom (AIB), sent the following report:

Recent activities

We have completed our Autumn planting by adding primroses to the daffodil bulbs that are already in the troughs near the stone seats on the Village Green. The Nursery Road bed that AIB are responsible for has been planted with pansies to complement the daffodils that will appear in early spring.

Following approval from the PC CLEW Committee, we have planted primroses around the Village Hall sign at the bottom of the bank opposite the Village Hall. WSCC have been informed by the PC Office.

We have been weeding and tidying the beds and trugs around the Community Centre and have continued to weed the newly landscaped bed adjacent to the car park extension. Unfortunately, we had to redo these trugs this week after they were vandalised last weekend.

We continued to spend time on general tidying, sweeping and weeding around the village, however now we are in mid-December this is likely to stop until the early Spring.

Future activities

We are going to plant the area behind and above the retaining wall at Water Lane with natural plants which are similar to those already in situ. A membrane has been purchased to protect the wall, however all of this work will now be left until the Spring.

Future Projects

As the PC are aware, Cooper Adams had expressed an interest in creating their own flower bed in the village. They approached the PC with a proposal for a bed on the corner of Greenwood Drive, but this was rejected by WSCC due to the underground services in that area and the possibility of affecting sight lines for motorists pulling out of this junction.

After a discussion with WSCC regarding an alternative area on the corner of Station Road and the A259, it was suggested that the PC could apply for a licence for a flowerbed in this area instead. Julia Phelon (AIB) and Roger Phelon (Parish Councillor) met with the Manager of Cooper Adams to update him with the change of plan. He was very pleased with this suggestion, which would give them the opportunity to visibly transform the entrance to the village. They will discuss options and ideas with Ferring Nurseries.

We are investigating the possibility of putting up some additional floral baskets on some of the lampposts in the conservation area to complement the existing ones. An email request has been sent to the PC Office asking if the PC would be agreeable to this idea and who should be approached to gain permission to do this.

17/113 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA

There was nothing to report.

17/114 LAND AT THE CORNER OF A259 AND STATION ROAD

The Committee Clerk informed all members present that a response was received from West Sussex County Council (WSCC), Highways Department on 13 December 2017, stating that they would be happy to issue a licence here for planting for whatever the Parish Council would like in terms of plants, as the land is way off of the main carriageway and not interfering with visibility etc. Cllr. Francis asked about the Angmering and Twinning Association sign at this location. Cllr. Hamilton-Street said that the licence will probably relate to planting only and that there was a crackdown on signs on the highway and would be too close to the junction to locate there.

Cllr. Phelon explained that Cooper Adams would work with AIB and discuss with Ferring Nurseries the best options for that particular area. Some funding would be gained through grants and would be self-funding through a phased approach within keeping of the area. Cllr. Phelon added that there may be a need for some preparation work of the land by the Parish Council. Cllr. Hamilton-Street said the next step was for the office to apply for the licence and to contact the Tree Warden, Mark Warwick, with regards to obtaining appropriate trees for the area. Split Trunked Silver Birches were suggested due to their ease of maintenance.

CF

Cooper Adams and AIB to gather information to present to the Parish Council.

It was **PROPOSED** by Cllr. Phelon, **SECONDED** by Cllr. Francis and **AGREED** by **ALL** to go forward with the area at A259, with AIB working with Cooper Adams in planning and presenting their proposal to the Parish Council for approval.

17/115 EVENTS WORKING GROUP

Cllr. Hamilton-Street asked members present if they agreed with the Terms of Reference for the Working Group. It was **PROPOSED** by Cllr. Francis, **SECONDED** by Cllr. Harris and **AGREED** by **ALL** to adopt the Terms of Reference.

In respect of the requirement of having 2 councillors on the Working Group, Cllr. Hill-Smith volunteered to be part of the Events Working Group along with Cllr Mike Jones who had already volunteered.

Cllr. Hamilton-Street asked members what the CLEWC's expectations of minutes from the Working Group would be, suggesting bullet points. Cllr. Francis suggested a report to the CLEWC. It was agreed for a template to be created for the group to work with and report to the CLEWC.

Cllr. Phelon said that this should be a standing monthly item on the CLEWC agenda. It was then agreed that Wednesday 31 January 2018 would be the date for the first Events Working Group meeting and to move the Resilience Committee meeting to Tuesday 13 February 2018. Action for the office to email all volunteers so far and send them a copy of the Terms of Reference.

CF

The members present then reviewed the opening of the office on Traders Evening. Cllrs. Hill-Smith and Harris informed all that 5 people completed volunteer forms. Cllr Harris said that it would be good for the office to be open on future Trader's Evenings and for the Parish Council to be represented.

17/116 DEMENTIA ACTION ALLIANCE AND ALZHEIMER'S SOCIETY

Cllr. Hill-Smith informed all that he attended the first meeting at Darlington Court and that a Steering Group was set up with Julie Bartholomew running the Steering Group. Cllr. Hamilton-Street said that we need to know when the next meeting is well in advance so an additional Councillor can attend.

The Committee Clerk informed all that 3 members of staff and 2 Councillors attended an Alzheimer's Society initiative, Dementia Friends, information session. The Committee Clerk said that the session was very informative, educational and very well presented and gave an overview. Cllr. Hamilton-Street said that over the next year the Parish Council should commit to putting on Dementia Awareness Sessions from a Dementia Champion. Cllr. Hill-Smith said that Julie Bartholomew was a Dementia Champion.

It was agreed to have this item as a standing monthly agenda item.

17/117 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1) This Committee: Land at the Corner of A259 and Station Road and standing monthly items as detailed in these minutes.
- 2) Full Council: None
- 3) Resilience Sub-committee: Inform all that the next meeting has been changed to Tuesday 13 February 2018.

17/118 DATE OF NEXT MEETING

The Committee's next meeting would take place on Wednesday 24 January 2018 at 7:30pm in the Community Room of Angmering Library.

The meeting concluded at 20:40

.....
Chairman

Date.....



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

Communities, Leisure, Environment and Wellbeing Committee Meeting. Wednesday 24 January 2018

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

5.1 Land at the Corner of A259 and Station Road

Please see the Angmering In Bloom (AIB) Report on this under agenda item 6. West Sussex County Council have confirmed that a Tree Warden will be visiting the area and will send through his recommendations in the meantime.

5.2 Skatebowl

The contractors were on site on Monday 8 January and have re-joined the tarmac surround to the concrete of the skatebowl, this is at a gradient to eliminate the trip hazard that had been caused by the tarmac sinking.

5.3 Drug Litter Survey

The Community Safety Officer for Arun District Council (ADC) is looking to work with Parishes with drug litter and is looking to build up a comprehensive picture within the Arun District. Ground staff are completing a form on a daily basis and handing to the office once a week. An email was sent to all councillors on 3rd January 2018 requesting that if drug litter is found it is reported on the attached form and sent to the office. The office will be sending the results to ADC on a quarterly basis.

5.4 Lime Trees in Village Centre

The Lime Trees in the Village Square are due for crown reductions to previous reduction points with work planned to start on Monday 22nd January and is expected to take around 3 days to complete. All councillors have been informed of this work by email, all traders have been informed and notices have been placed on the trees in the Village Square. Reasons for this work as follows:

- 1) Increases the tree's core strength. As it's not putting so much into growing its canopy.
- 2) Increases the tree's life span.
- 3) Will reduce the number of dead branches being dropped on the Green.
- 4) Will help Driver visibility around the Centre.
- 5) Will increase visibility of the Road signs.

5.5 Local Health Services

Contact has been made with NHS Coastal West Sussex CCG in connection with health services within the village. At the moment the CCG have informed us that they are working with Angmering Medical Centre and that there are plans in place to utilise the s.106 funds that were worked on before the CCG were involved. This will be reported on in more detail when more information is available.

5.6 Dappers Lane Flood Issues

In the New Year a pool of ground water had accumulated on the corner of the entrance of Dappers Lane, along with a backflow of water out of the drain with a constant stream down Water Lane. After investigation, West Sussex County Council have jetted through the drains, which are believed to have been blocked and the water has now subsided. The office are currently waiting on confirmation from West Sussex County Council of the cause.

5.7 Station Road Flood Issues

Flood/Drainage issues in Station Road near the cottages located east are still ongoing. In 2014 the drains in the area were jetted through. The office are currently liaising with West Sussex County Council and Arun District Council with regards to a long term solution to the problem.

5.8 Black Ditch

The EA application for the permit for regrading work of the bed of The Black Ditch where it exits at Amber Cottage has been submitted to the EA. Soil sampling has now been arranged and is due to be done on 23 January 2018 to check for any contamination of the waste to be removed. Updates will be provided as this progresses.

Claire Fullman
Committee Clerk
17.01.2018

ANGMERING IN BLOOM ASSOCIATION

REPORT FOR PC CLEW MEETING 24 JANUARY 2018

Agenda Item 6

Future Projects

Following the Christmas and New Year holidays, AIB contacted Cooper Adams to find out if anything had been discussed with Ferring Nurseries regarding the area at the end of Station Road. Unfortunately, due to the holidays and a busy New Year period they have not had the opportunity to progress this further. It was explained to them that a plan for the area would be required in order for the PC to apply to WSCC for a licence. Cooper Adams will let AIB know when they have a proposal, AIB will then assist the PC Office with completing the necessary paperwork.

We have been making progress on the Village map project and have contacted a local art group who are interested in painting some of the buildings and illustrations for it. We have also arranged a meeting with Arun District Councils Art/Printing department to discuss producing the Village Map for us and the costs associated with it. We are planning to approach the Angmering Heritage Trust for a grant towards this.

We are investigating the possibility of putting up some additional floral baskets on some of the lampposts in the conservation area to complement the existing ones. The PC Office have asked us to identify where the new ones might be, so they can assess the impact on each particular lampposts prior to giving permission to do this.



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

**TO MEMBERS OF THE EVENTS WORKING GROUP
THERE WILL BE A MEETING
ON WEDNESDAY 31 JANUARY 2017 AT 7.30 PM IN ANGMERING LIBRARY**

Agenda

- 1. INTRODUCTION OF MEMBERS PRESENT AND APOLOGIES RECEIVED**
- 2. TERMS OF REFERENCE**
 1. To go through the already circulate Terms of Reference.
 2. To elect a Chairman.
 3. To elect a Vice Chairman
 4. To decide if a nominated person will write the meeting report to the Community, Leisure, Environment and Wellbeing Committee.
- 3. ST PETER & ST PAUL ANNUAL FAIR 2018**

To receive and consider the report.
- 4. BMX DAY 2018**

To receive and consider the report.
- 5. WORLD WAR ONE CENTENARY EVENTS**

To receive and consider the report.
- 6. MEMORY TREE AND CAROLS**

To consider and receive the report
- 7. CHRISTMAS LUNCH**

To consider and receive the report.
- 8. OTHER EVENTS THE EVENTS WORKING GROUP THINK MAY BENEFIT THE COMMUNITY.**

To consider any other events.
- 9. DATE OF NEXT MEETING**

Taking into consideration the next Community, Leisure, Environment and Wellbeing Committee Meetings are 21 February 2018 and 28 March 2018. To set the date, time and preferred location of the next Events Working Group Meeting. Other Parish Council meetings may also need to be considered for room booking purposes.

Consider frequency of meetings.

.....
Rob Martin – Clerk to the Council

Date.....



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

Events Working Group Agenda Item 3, St Peter and St Paul Annual Fair

Background

The granting of a Charter for a Fair/Fayre to East Angmering was given by King Richard II to his cousin, the Earl of Arundel and Surrey, on 15 January 1384. The Charter demanded that the Fair was to be held on the prescribed anniversary of the commemoration of the Apostles Peter and Paul, which was the 29th June, and held in conjunction with a vigil and feast. The vigil was probably held on 28 June.

The St Peter and St Paul Annual fair was first reinstated on Saturday 25th July 2015 by Angmering Parish Council and has now run for 3 consecutive years.

St Peter and St Paul Annual Fair Previous Dates

Saturday 25th July 2015 10:30am – 2:30pm

Saturday 2nd July 2016 10:30am – 2:30pm

Saturday 1st July 2017 10:30am – 2:30pm

It was resolved by the Parish Council that the fair should be held on the first Saturday after 28th June. However, confirmation is required from St Margaret's Church Office each year due to Church events and bookings.

Location and 2018 Date

Fletcher's Field, Angmering, West Sussex, BN16 4JS. Due to an event that has been booked for some time, the 2018 fair has been arranged with the Church to be held on Saturday 7th July 2018, 10:30am – 2:30pm.

To Include in Consideration

The St Peter & St Paul Annual fair has included a number of attractions and stalls. Please see the attached spreadsheet of previous stalls and attractions that may need booking in advance by the Parish Council office.

The Events Working Group will need to consider each and make suggestions of other activities, attractions and stalls etc that could be included to make the fair a success for 2018.

Also requiring consideration will be:

1. Advertising
2. Poster Design
3. Programme Design

Documents being provided at the meeting:

1. 2015, 2016, 2017 Posters
2. 2015, 2016, 2017 Programmes
3. Site and Location Plan

Claire Fullman
Committee Clerk
18.01.2018



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

Events Working Group Agenda Item 4, BMX Day 2018

Background

The BMX Track was built in 2015. To promote this asset to the community a Promotional Open Day was held on the 26th September 2015. This day was run by the contractors who built the BMX track as they are also professionals in BMX event days. The day included riding skills demonstrations, gate practice for all competitors, racing, dirt jumping competition, race finals, demonstration by a national team, stunt display by a professional and presentation of trophies. All BMX activities etc were organised by the professionals.

In addition to the BMX activities, there were a number of stalls and a bouncy castle for younger children who may not have been able to participate.

2016 saw a different type of event which included a Skate Bowl Jam. This was not as well received within the community and was difficult to manage by members of staff because of the expertise required to organise and run an event of this nature.

An event day was not held in 2017.

Location and 2018 Date

Mayflower Park, Mayflower Way, Angmering, West Sussex, BN16 4AY.

Date to be set in September 2018, after the school summer holidays.

To Include in Consideration

The BMX track is due for complete resurfacing which will involve 20 tonnes of dust. This will need to be considered when setting a date for the event as resurfacing will also be required for the event. It would be recommended for the CLEWC to consider having the track resurfaced when the schools return from the summer holidays which will also enable a good track surface for a BMX event in September.

Also requiring consideration will be:

1. Poster Design
2. Programme Design
3. Other activities and stalls
4. Volunteers and Marshalls
5. Welfare Facilities
6. Advertising
7. Social Media advertising (Office to provide advice)

Documents being provided at the meeting:

Previous Programmes

Previous Posters

Claire Fullman, Committee Clerk, 18 January 2018



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

Events Working Group Agenda Item 4, BMX Day 2018

Background

The BMX Track was built in 2015. To promote this asset to the community a Promotional Open Day was held on the 26th September 2015. This day was run by the contractors who built the BMX track as they are also professionals in BMX event days. The day included riding skills demonstrations, gate practice for all competitors, racing, dirt jumping competition, race finals, demonstration by a national team, stunt display by a professional and presentation of trophies. All BMX activities etc were organised by the professionals.

In addition to the BMX activities, there were a number of stalls and a bouncy castle for younger children who may not have been able to participate.

2016 saw a different type of event which included a Skate Bowl Jam. This was not as well received within the community and was difficult to manage by members of staff because of the expertise required to organise and run an event of this nature.

An event day was not held in 2017.

Location and 2018 Date

Mayflower Park, Mayflower Way, Angmering, West Sussex, BN16 4AY.

Date to be set in September 2018, after the school summer holidays.

To Include in Consideration

The BMX track is due for complete resurfacing which will involve 20 tonnes of dust. This will need to be considered when setting a date for the event as resurfacing will also be required for the event. It would be recommended for the CLEWC to consider having the track resurfaced when the schools return from the summer holidays which will also enable a good track surface for a BMX event in September.

Also requiring consideration will be:

1. Poster Design
2. Programme Design
3. Other activities and stalls
4. Volunteers and Marshalls
5. Welfare Facilities and First Aid
6. Advertising
7. Social Media advertising (Office to provide advice)

Documents being provided at the meeting:

Previous Programmes and posters.

Previous site plans, car parking plans and volunteer information pack (Office Copy).

Claire Fullman, Committee Clerk, 18 January 2018



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

Events Working Group Agenda Item 5, World War One Centenary Events

An event of this nature has not been held before and therefore background information cannot be provided.

To Include in Consideration

1. The Poppy Club for Angmering may have ideas/plans or may like to be involved
2. Email and information from Polly Bate, Community Fundraiser, West Sussex, British Legion.
3. Suggestions from the Events Working Group to be submitted to the Community, Leisure, Environment and Wellbeing Committee.

Claire Fullman
Committee Clerk
18 January 2018



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

Events Working Group Agenda Item 6, Memory Tree and Carols

Background

This event is held to remember at Christmas time those who are no longer with us. Carols are sung and poems are read, while memory tags that are provided to members of the community are hung on the Christmas Tree in the Square. This event was first held in 2015 and has run every year since. The Christmas lights in the square are also turned on at this event.

Previous Dates Held

The evening is generally held on the first Friday evening in December.

4th December 2015

2nd December 2016

1st December 2017

Location and 2018 Date

The Square, Angmering, West Sussex, BN16 4EA.

Proposed date of 30th November 2018 to enable Traders Evening having the Christmas lights switched on.

To Include in Consideration

1. Advertising
2. Poster Design
3. Order of Service
4. Poems
5. Carols
6. Memory Tag Design
7. Organ player and provider
8. PA Provision
9. Volunteers

Documents being provided at the meeting:

1. Previous Posters
2. Previous Memory Tags
3. Previous Poems and Carols

Claire Fullman
Committee Clerk
18.01.2018



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

Events Working Group Agenda Item 7, Christmas Lunch

Background

The Parish Council has run the Christmas Lunch for those who are alone at Christmas, vulnerable or for families who will not have much of a Christmas for two consecutive years, 2015 and 2016. Unfortunately the Parish Council were unable to hold this event in 2016 due to circumstances at the time.

The Catholic Parish of Our Lady Star of the Sea, East Preston kindly offered to assist our community by extending their lunch to residents in Angmering. Angmering Parish Council contributed towards to cost.

Previous Dates Held

25th December 2015

25th December 2016

Location

Angmering Village Hall, Station Road, Angmering, West Sussex, BN16 4EA.

To Include in Consideration

1. Advertising
2. Poster Design
3. Food Provision
4. Chefs
5. Kitchen Assistants
6. Volunteers
7. Previous Assistance to be considered
8. Transport
9. Activities
10. Christmas Decorations

Documents being provided at the meeting:

1. Previous Posters
2. Previous Food List
3. Previous Providers

Claire Fullman
Committee Clerk
18.01.2018