



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF THE COMMUNITY, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE HELD VIA A VIRTUAL MEETING DUE TO COVID-19 ON WEDNESDAY 27 JANUARY 2021.

- Present:** Councillors Nikki Hamilton-Street; Lee Hamilton-Street; Mike Jones; Alison Reigate (Chairman); Rhys Evans; Norma Harris, Paul Bicknell and Alan Evans
- In attendance:** Tracy Lees, Committee Clerk; Sam Fraser, Administrator; Julia Phelon and Judith Cross, representatives of Angmering In Bloom and one member of the public
- Acronym:** Angmering In Bloom: AIB, Angmering Parish Office: APC, Anti-Social Behavior :ASB, West Sussex County Council: WSCC, South Down National Park: SNDP, PCSO: Police Community Support Officers

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	20/090	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted for Cllr. David Marsh.	
2	20/091	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
3	20/092	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Wednesday 16 December 2020</b> were agreed and will subsequently be signed by the Chair.	
4	20/093	<b>ANGMERING IN BLOOM (AIB)</b> The Representatives from AIB advised that they had no report as they had stopped work for the winter break.  They had however observed that there was a lot of dead foliage on the flowerbed between Big Fry and the pumping station and could this be looked at by the APC Groundsman. A photo will be sent to the office by AIB.  Cllr. N Hamilton-Street suggested that in the first instance the house owner where the dead foliage has come from should be contacted. <u>Action:</u> Note to be drawn up and delivered to the home owner before any action is taken by APC.	<b>KH</b>
5	20/094	<b>PUBLIC CONSULTATION</b> One member of the public was present, no questions were asked.	

6      **20/095 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA**

The Action List was received, no questions were asked.

At this point Cllr. Norma Harris joined the meeting; IT issue were to blame for her late attendance.

7      **20/096 COMMUNITY EVENTS**

Nothing to report.

Cllr. A Evans asked if there was a copy of Country File TV program which included a piece on Angmering. The Committee Clerk advised that APC did not have this but would look into obtaining it. Cllr. Bicknell said he would like to see the footage loaded onto the APC website if it could be obtained.  
Action: Try to obtain the footage and upload to the website if possible.

KH

Cllr. Bicknell asked about the St Peter and St Paul's fair, it was explained that this event no longer took place. Cllr. Bicknell commented that it would be good for the village if an event could take place in July/August. Cllr. N Hamilton-Street drew the Councillors attention to the Business Plan that had been put together for this coming year which detailed the budget available for future events. No events can be arranged due to the current COVID-19 pandemic.

8      **20/097 RESILIENCE**

There was nothing new to report however Cllr. Reigate referred to the two outstanding actions for Cllrs. L Hamilton-Street and Jones.

Action: Outstanding actions to be started with a view to completion before the next meeting in February.

LHS &  
MJ

9      **20/098 PLAY PARK STRATEGY AND PRIORITY MATRIX**

Cllr. Reigate made reference to her supporting paper and the recent surveys that had taken place. She reported on the responses received for **Pippin Play Park** which were less than expected. Cllr. Bicknell commented that the response rate was approximately 20%. The main feedback received was that the park is not often used, run down and needed a face lift. A discussion then took place with the survey results being discussed.

After discussion Cllr. N Hamilton-Street suggested that the area was tidied up e.g. hedge work, and when equipment needed major repairs at this point various options could then be looked at.

Cllr. A Evans suggested barriers to stop bikes coming through be installed at both park entrances.

The discussion then moved on to the **Braeburn Play Park**. At the close of the survey only 9 responses had been received with the main feedback being that the play park was not used, and it would be better suited as a parking area. Cllr. Jones had been to the site and reported that parking was a big issue in this area. Cllr. L Hamilton-Street commented he suspected children were using the play parks at the Community Centre as it is so close to this area.

Cllr. Reigate commented that for any changes to be made to either play park funding would need to be obtained but, in the meantime, APC will be keeping the play parks safe for all to use while options were explored.

**10 20/099 MAYFLOWER PARK WORKING GROUP**

Nothing to report.

**11 20/100 FRED ROWLEY AWARD**

The Committee Clerk advised that the award had been advertised in the January edition of All About Angmering magazine and via the APC Facebook page. Sam Fraser, APC Administrator, gave an overview of the nominations received. The APC Office team will continue to promote this award via the APC Facebook page to encourage as many nominations as possible before the deadline on Wednesday 31 March 2021.

A discussion then took place regarding the amount of awards that should be awarded. Normally only one award is given but some Councillors felt that during these unprecedented times maybe APC should consider giving additional or other types of awards. Cllr. Harris suggested one award for an outstanding individual and one award for a group or organisation. It was agreed that any decision would be made once all nominations had been received by the deadline.

**12 20/101 COMMUNITY ARTS PROJECT**

Cllr. N Hamilton-Street reported that she had spoken with Angmering School and they were waiting for guidance from the artist and would be meeting soon to move the project forward.

**13 20/102 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:**

1) This Committee

Cllr. R Evans advised that he had been in contact with a local family and they are happy to contribute to a village project. A rationale would need to be provided.

2) Full Council – None.

**DATE OF NEXT MEETING**

The Committee's next meeting will be held via Zoom on **Wednesday 24 February 2021 at 19:00.**

**The meeting concluded at 19:53.**

.....  
Chairman

Date.....

*Please note: The supporting papers referred to in these minutes can be found on the Angmering Parish Council website, along with the meeting agenda or copies can be requested from the Clerk.*

Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
29.07.20	7	20/007	Public Consultation - AIB	Regarding the overgrown trees, shrubs, hedges and verges around the village, asked if there was a program of works to make sure these areas were properly maintained.	Work with local tree surgeon on a plan and implement.	Contact tree surgeon and work on a plan. Waiting quote on 17/08/2020. Roy arranged 2 further tree surgeons 22/09/2020  This is now the Tree Maintenance Plan - presently being drawn up ready to obtain quotes  Now ready to obtained quotes, requests will be sent out w/c 7.12.20 - quotes requested, will be submitted Jan 2021.  As at 15.02.21 - Cost have now been obtained but there are significant differences between quotes - further work needs to be done.	KH/RS  TL  TL	
28.10.20	11	20/059	Trees for Blenheim Play Park	Advertise for a Blenheim Play Park tree warden once trees are planted		On hold until trees are purchased Trees have now been purchased - 09.12.20 A volunteer Tree Warden will now be sought  Contractor has been asked to keep an eye on the trees  To be discussed further at the next meeting on 24.02.21	APC  TL  TL	
16.12.20	8	20/084	Resilience Plan	Plan a date for a Resilience Plan review in the spring of 2021.	Date to be decided	Clr. L Hamilton-Street to advise the date - upon discussion it was agreed to plan in a date once lockdown was over. The action will stay on this list until it is possible to plan a date.	LHS	
16.12.20	8	20/084	Resilience Plan	Review phone numbers for venues held in the plan.	Review numbers and confirm OK or advise new number so it can be updated.	Upon request the APC Office team will now take over this action as of 15.02.21 - this will be updated, if required, as soon as possible	APC Staff	
27.01.21	4	20/093	AIB	Note to be drawn up and delivered to the home owner before any action is taken by APC.	dead ivy needs to be cleared from the flower bed	Roy attempted to visit the property on several occasions but no answer. Letter will be written and posted through the door 15/02/2021	KH	
27.01.21	7	20/096	Community Events	Try to obtain the Country File footage and upload to the website if possible.	Contact the BBC	Emailed contact. She said the production assistant would send through a permanent link. 15/02/2021 - sadly after further investigation this is no longer the case, due to policy the BBC can not grant this request.	KH	

**KEY**

Task has been started
Task not yet started
Deferred Task: Remain on the deferred list as future work required (see separate sheet)



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# SUPPORTING PAPER

## COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING

### WEDNESDAY 24 FEBRUARY 2021

- **AGENDA ITEM 11: HERAS FENCING AT MAYFLOWER BMX TRACK & SKATE BOWL**

Arun District Council (ADC) advised APC of the following on Monday 1 February 2021.

*You may be aware that we have closed all skateparks managed by ADC following Sport England's lead in relation to the pandemic. We have a team out inspecting skate facilities in the district, amongst other areas, to ensure that the government guidance is being adhered to.*

*Below is an extract of their report which relates to the Angmering skatepark for your information. Suggest the Parish may wish to consider managing the skatepark as set out below.*

*\*Angmering Skate Bowl Mayflower Way\**

*- visited and spoke to Angmering parish council worker. He said that children use the park later at night after dark. Exercise equipment has been taped off. Photos taken and would advise taping off seating area within skate park or provision of metal fencing as seen in the skate park on Sea Road in Littlehampton. Evidence that people are using this as an area to meet and possibly take/smoke drugs.*

After discussion it was agreed that APC should source fencing for this area in order to comply with the current guidelines. APC obtained the following quotes:

#### **Quote 1**

10 weeks x £200 = £2,000 plus delivery and collection at £120 = £2,120.00

20 weeks x £200 = £4,000 plus delivery and collection at £120 = £4,120.00

#### **Quote 2**

10 weeks x £157 = £1,570 plus erect/takedown at £760 = £2,330.00

20 weeks x £157 = £3,140 plus erect/takedown at £760 = £3,900

The Clerk together with the Chair (covered by their combined spending power until it reached CLEW) decided to go with **Quote 1** on a rolling weekly basis.

**Posters** have been put on the fencing stating the following:

On advice from Arun District Council, local COVID Marshalls and with reports of continued use by large groups despite the government guidelines regarding social distancing and exercise rules, we have taken the decision to close this area until lockdown restrictions are lifted, and it is deemed safe to open it again.

APC have also posted these words on Facebook and continue to re-post to stress this message.

### **Update**

Since erecting the fencing it has been pushed over constantly, mainly after dark. To combat this support posts are being installed which will hopefully address the situation. However if this continues and damage is caused this could lead to extra costs. This will be made to clear anyone caught tampering with the fencing.

The Clerk gave the following update via email to all councillors on Monday 15 February 2021:

Regarding the fence that has been put up at Mayflower Park:

I have contacted our PCSO, ASB contact at ADC and got a message to the COVID Marshals.

A Senior ASB Caseworker at ADC picked up my initial email and called me, then followed it up with an email – extract below:

*“I’ve just emailed the PCSO and suggested that if she does take names from any youths, that she passes them to us to follow up with warning letters home.*

*We can document who we’ve sent letters to and repeat offenders could be considered for a Covid fine (as they can be issued retrospectively).*

*You’ve certainly got the Covid Marshals and the detached youth outreach team checking this location too but, in all honesty, it’s more than likely you’re going to suffer with having to re-erect and repair fencing all the time it’s in situ (as I mentioned on our call earlier – that’s certainly been the case with the ADC sites where we have fencing in place too).*

*Keep in touch anyhow – we’re more than happy to help and support in any way we can.”*

The following has also been emailed to the Clerk from Neighbourhood Services:

*“I can advise that the Covid Marshalls have visited this area when patrolling this side of the District, and we will ensure it remains on their list as a hotspot.*

*I know you will be more than aware that the main issues are with ASB in this area, which I know our ASB team are aware of, along with the Police, who are working together to try and address matters.”*

*I believe we have covered every angle possible in monitoring the area and the fence is to remain where it is until government guidelines change.*

*We will continue to monitor the situation and inform you of any changes.*

**Decision Needed:** To confirm and vote that the committee are happy to go on with the funding of the fence until government guidelines say otherwise.



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# SUPPORTING PAPER

## COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING

### WEDNESDAY 24 FEBRUARY 2021

- **AGENDA ITEM 14: MAYFLOWER PATH REPAIRS**

The pictures below show the damage to the pathway and also the extent of area needing repair.



Three quotes were sourced, one was unable to quote and two have responded.

As with all requested quotes each contractor is given the exact same brief and after site visits being undertaken the following quotes were submitted.

One contractor does a lot of work for West Sussex County Council, the other is based and lives in Angmering.

**Note:** This would need to be taken out of the Mayflower Park Improvement budget for 2021/2022 (to be started and invoiced after end of March 2021).

**Decision Needed:** To decide on the action to be taken.

Please see both quotes on the following page.

## Quote 1

Ref.	Description -	Quantity	Unit	Rate	Total
	Preliminaries, Mobilisation, Insurances	1	item	incl.	<b>£1,219.90</b>
<b>1</b>	<b><u>Footway Resurfacing</u></b>				
	Remove existing tarmac surfacing to a minimum depth of 70mm, dispose of arisings	210	m2	incl.	incl.
	Regulate sub-base with MOT type 1 primary	210	m2	incl.	incl.
	Adjust ironwork to suit new levels	3	nr	incl.	incl.
	Supply and lay new tarmac surfacing - AC6 dense surface course 20mm thick over AC20 dense base course 50mm thick	210	m2	incl.	incl.
	<b>For the sum of (excluding VAT)</b>				<b>£ 7,711.44</b>
	<b>For the TOTAL sum of (excluding VAT)</b>				<b>£8,931.34</b>
	<i>Notes:</i>				
	<i>No allowance for new path edgings</i>				

## Quote 2

### Quotation for Mayflower Park Path – 70 lm / 220m2

Description	Quantity	Unit	Rate
Remove existing asphalt and dispose off-site	12	M3	£ 940
Regulate existing sub base and compact	220	M2	£ 260
Supply and install max 7t MOT Type 1	7	TON	£ 512
Supply and install 30mm of 10mm base course	220	M2	£ 2,300
Supply and install 30mm of 6mm surface course	220	M2	£ 2,002
Prelims, site set-up, barriers for duration of works	1	Item	£ 300
<b>TOTAL COST</b>			<b>£ 6,314 + VAT</b>