



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 COMMITTEE
YOU ARE SUMMONED TO A MEETING
OF THE COMMUNITY, LEISURE, ENVIRONMENT & WELL-BEING COMMITTEE
ON WEDNESDAY 29 MAY 2019 AT 7.30 PM IN ANGMERING LIBRARY**

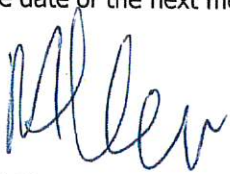
Agenda

- 1. ELECTION OF CHAIRMAN**
To elect the Chairman of the Community, Leisure, Environment & Well-Being Committee for the coming Council Year.
- 2. ELECTION OF VICE CHAIRMAN**
- 3. ADOPTION OF THE TERMS OF REFERENCE**
- 4. APOLOGIES FOR ABSENCE**
- 5. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA**
- 6. APPROVAL OF MINUTES**
Approval of the minutes of the meeting of the committee on **Wednesday 24 April 2019**.
- 7. ANGMERING IN BLOOM (AIB)**
To receive the report from AIB.
- 8. PUBLIC CONSULTATION**
An opportunity for parishioners to seek information or question the Committee and its members on any matter in respect of the Committee's activities.
- 9. THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA**
To receive the Committee Clerk's report and overview of the Action List.
- 10. COMMUNITY EVENTS**
To receive an update on:
 - Parish Assembly (30 May 2019)
 - Respect and Remember Event (6 June 2019)
 - Fun Dog Show (20 July 2019)
 - BMX Fun Day (1 September 2019)
- 11. RESILIENCE**
To receive the Committee Clerk's report.
- 12. COMMUNITY CENTRE GREENSPACE HOLES**
To consider the work required to fill in the holes that are appearing on the greenspace around the Community Centre.
- 13. FUTURE COMMUNITY EVENTS**
To discuss future possible events for 2019/2020.

- 14. POSSIBLE RE-LOCATION OF LITTER BIN FROM OUTSIDE FLORIST** – requested by Cllr. Paul Bicknell
- 15. NOTICEBOARDS**
To discuss the up-keep, content and ownership – requested by Cllr. Alan Evan
- 16. PLAY AREA CONSULTATION**
To receive the feedback on the questionnaire on Blenheim Children’s Play Area and decide on next steps
- 17. MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:**
- 1) This Committee
 - 2) Full Council

DATE OF NEXT MEETING

The date of the next meeting is **Wednesday 26 June** 2019 at Angmering Library.



Katie Herr – Clerk to the Council

Date. 20/05/19.



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

TERMS OF REFERENCE 2019/2020

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 month - 12 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.

Parish Policy No.	Objective	Neighbourhood Plan Policy
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.	
	1.2 Encourage community engagement projects.	
	1.3 Improve community and sports facilities.	
	1.4 Maintain a Library Service in the community.	
	1.5 Ensure adequate schooling provision.	
	1.6 Encourage art & culture.	
	1.7 Ensure that the Parish Council remains 'fit for purpose'.	
CLEW 2	<u>Green Spaces</u> 2.1 Continue to maintain the village to a high standard.	CLW1, CLW2 & CLW3
	2.2 Protect the character and amenity value and look to expand the provision of green spaces, including allotments.	
	2.3 Improve access to the South Downs.	
CLEW 3	<u>Health</u> 3.1 Protect and provide adequate health facilities in the village.	CLW4
	3.2 Assist and encourage healthy life-styles across the parish.	
CLEW 4	<u>Public protection</u> 4.1 Protection of vulnerable people and improve public safety.	EH3
	4.2 Address flooding and drainage issues.	



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 29 May 2019

Agenda Item 12, COMMUNITY CENTRE GREENSPACE HOLES

The Angmering Parish Office has been made aware that large holes are appearing in the greenspace around the Community Centre. This is something we believe needs to be addressed as soon as possible.

We have had the site looked at and the following action needs to be taken:

- To import approx. 12 tons of soil and transport to holes, fill holes and consolidate.
- Prepare soil and level.
- Supply and lay turf to the 2 largest holes.
- Supply and spread grass seed to remaining area.
- Place barrier tape over filled areas until turf takes and seed germinates.
- Price does not include for watering of turf (weather will dictate optimum timings).

Cost for the above work will be: **£1,585.00** plus VAT.

The funding of this project is not in the 2019/2020 budget.

Decision Needed: To decide if the above quote is acceptable and if agreed to schedule the work.

Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
28.11.18	10	18/084	Parish Council Grant Criteria	WSCC Crowdfunding	Promote the WSCC Crowdfund Funding on the website and publish the criteria Office to obtain details from WSCC as to how the Parish Council can add funding/projects	Look at over Councils grant criteria and application forms TL drafted a new application form which is with Katie for review	Tracy/Katie	
28.11.18	12	18/086 12.1	Green Dog Walkers and Stickers for the dog bins/dispensers	Office to investigate further	Find out how to sign up - approach Chichester: https://www.chichester.gov.uk/greendogwalkers Then sign up if possible	Contacted Chichester Public Relations dept by email on 10.12.18 to ask about having a scheme of own own. Advised to contact Falkirk Council - 10.12.18 which was done. Terri advised you are paying for a licence to use the art work etc. £500 - can potentially adapt art work etc. with their permission Information received from Ian at Falkirk Council, suggesting approaching Arun DC to see if they would take part which in turn would mean we can take part but without the £500 fee. TL contacted the Cleansing Team at Arun DC to ask if they will take up the scheme - email sent to Margo at ADC and they are keen to do this. They will look into and report back. ADC would like us to pilot the scheme, waiting to hear the next steps - Sam to chase and report back	Tracy	
19.12.18	6	18/098	The committee clerk's report on any matters not included on this agenda	Stickers for Rubbish Bins	Investigate putting stickers on bins and the associated costs	Spoke with Margo at ADC and this is possible we just need to come up with some slogans. They will then approve and advise how we go about printing them etc. Consider contacting Box-Direct and Wizzi Print for options and cost CLEW members asked for slogan ideas - 'Love where you live' was agreed.	Tracy	
19.12.18	7	18/099	Community Events To Consider	Office to take part in the 2019 World's Biggest Coffee Morning	Speak to other local traders to understand what they will be doing with a view to possibly joining forces	Alan & Rhys to meet up to discuss next steps	Alan & Rhys	
27.02.19	6	18/125	Missing fencing on the corner of the A259	Contact the owner to advise that this area has been cleared and the is a large opening onto their land	Tara to contact owner	Contact has been made with landowner and awaiting response. Chased several times now but no response - final chased done 20.05.19	Tara	
27.02.19	6	18/125	Possible funding from Carla Homes	Investigate the possibility of funding for the proposed raised flower bed at the corner of the A259	Contact CALA Homes	CALA homes contacted on 08.03.19 via email - awaiting response. Form sent off 18/03/19	TL & KH	
27.02.19	11	18/130	Blenheim Play Area	Survey the residents to see what they would like in this area	Office to draw up a survey and send out	Sam and Tara to discuss survey for local residents to deter what needs to go their 20.03.19. Survey went to CLEW on 27th March 2019 Survey's now agreed and needs to be sent out Survey's have been sent out and replies are slowly coming in.	Sam & Tara	
27.03.19	6	18/138	Thank you letters for outstanding citizens	Letter to be drafted and agreed	Nikki to draft a letter, the office to add their suggestions and then send round to all councillors via supporting papers for comments at next meeting		Nikki	
27.03.19	9	18/141	Respect and Remember	Register our interest to take part	Office to register our interest with WSALC to hold an event on Thursday 6 June 2019, needs to be submitted by 26 April 2019.	Office registered there interest (Sam) Need to decide what will happen on the day - to be discussed at the next meeting on April 24th Event to be advertised - will commence at 11.00 at the War Memorial.	Tracy & Sam	
24.04.19	7	18/152	Community Litter Pick	Sponsorship for Litter Pickers	Contact CO-OP Community Fund	Office had approached Cooper Adams and Graham Butt for Sponsorship but both declined.	Nikki & Sam	
24.04.19	12	18/157	Play Park in Beech Way	Knee Rail Fencing	It was agreed to replace all the fencing - a supplier has been agreed	Need to get a date for the work to start - waiting to hear from the supplier Work will start w/c 14th May	Tracy	

24.04.19	13	18/158	Highdown Close	Knee Rail Fencing & Letter to residents	It was agreed to replace all the fencing - a supplier has been agreed Letter to be drafted	Need to get a date for the work to start - waiting to hear from the supplier for a date to start the work. Letter sent to all residents advising that the work will be taking place.	Tracy & Katie	
24.04.20	15	18/160	ASRA	To identify rentable options for changing rooms	ASRA to investigate costs and sponsorship opportunities and report back	Office to advise ASAR of next steps so they are clear	Katie	

Key

Task has been started
Task to remain on the list
Task not yet started

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
31.10.18	4	18/060	Public Consultation	Overgrown Vegetation at the Chandlers Site	Contact BMW and asked for the area to be cleared	Contracts being signed to hand over the site so no clearing can take place by Chandlers	Tracy	30-Nov
31.10.18	5	18/061	The Committee Clerk's Report On Any Matters Not Included On This Agenda	Re-instate Action List	Action List created		Tracy	01-Nov
31.10.18	6	18/062	Angmering In Bloom (AIB)	Heritage Map to become a Parish Council Asset for insurance purposes	Add to Asset Register	On the list to be added - a note has been made to add when this piece of work is updated	Katie	Nov
31.10.18	7.2	18/063	BMX Fun Day 2019	Need to decide on date for 2019 event	To put item back on the agenda for January/February meeting	Tracy has set up a reminder to email Steve Jenks in January to see if dates are out yet See action below	Tracy	21-Dec
31.10.18	7.2	18/063	BMX Fun Day 2018	Request for sight of the cost of the 2018 event and office hours used	Present a copy of the budget at the next meeting along with a best guess on hours used	Out of a budget of £5.5k, £338.42 remained Not possible to work out the hours spent on this event	Tracy	06-Dec
31.10.18	7.3	18/063	Dementia Awareness	Possible session for the local Traders after working hours	Approach Alzheimer's Society to see if possible and report back	Danni attending a meeting on the 13.12.18 Mandie Kane agreed to hold a session for the Traders, Danni will look for a date between Jan - Feb 2019 - once date agreed a venue will be found, hopefully the Library Rhys contacted traders and there is interest, Danni to contact Mandie for possible dates Moved to line 38 / Mgt 19th Dec / 18/098	Rhys	19.12.18
31.10.18	7.4	18/063	Memory Tree	Send volunteer list to councillors, sort out possible mic stand and lectern, check mic connection and produce large font poems for easy reading	Send volunteer list to councillors, sort out possible mic stand and lectern, check mic connection and produce large font poems for easy reading		Tracy	30-Nov
31.10.18	7.5	18/063	Christmas Lunch	Donation towards event	APC Office to make a donation of £150.00 to help support this event	Donation made	Tracy	05-Nov
31.10.18	8	18/064	Resilience	Possibility to continue the project into the village further & funding	Contact Enviro Agency, check if any funds left over and explore the possibility for further grants	Enviro Agency will clear the black ditch behind the Medical Centre for free, no permit needed	Tracy	09-Nov
31.10.18	9	18/065	Winter Resilience	Obtain template for completion	Contact Sue Furlong to obtain correct payment work to be completed	Sue has no template but is happy with what we have submitted	Claire	12-Dec
31.10.18	9	18/065	Winter Resilience	Winter Fuel Grant	Clfr. Investigated and provided papers re qualifying for this grant	Bring to next committee meeting	Paul	Nov
31.10.18	10	18/066	Play Area Public Consultation	Review next stages of the plan & Funding opportunities	Contact the schools/PTAs re setting up focus groups Approach ADC re possible funding for the scheme	To discuss plans going forward for this project at our meeting in Jan - put on January agenda	Tracy	16.01.19
31.10.18	11	18/067	Parish Council Grant Criteria	Look into crowd funding		See action below - Line 26	Katie	
31.10.18	12	18/068	Noticeboards	Obtain like for like quotes & enquire possible new location	Approached supplier 1 & 3 for mirror quotes Have Network rail been approached re locating a new sign outside the Train Station if not approach them	Network Rail were approached on 18 October 2018 - Reference - G20181018 - 5965332. Awaiting contact from Station Manager. Chased 18.11.2018	Claire	30.11
31.10.18	13.1	18/069	Litter	When is the Spring Litter Picking Day	March 21st is National Litter Picking Day		Tracy	10-Dec
31.10.18	13.1	18/069	Litter	Over flowing Bins	liaise with ADC and report back at next meeting		Paul	28-Nov
31.10.18	13.2	18/069	Recycling Facilities in the Village Centre provided by fundraising by St. Wilfrid's School	Location of bins	Response needed to Alex Street	Response sent to Alex Street 13NOV18. Office to report any issues in connection with the parking sign	Claire	13-Nov
31.10.18	14	18/070	Angmering Twinning Association Sign	Undecided item / Village Gates	Put on agenda for next meeting		Tracy	28-Nov
28.11.18	8	18/082	Resilience	Send letters to the 6 Riparian owners that have been identified	Letters have been drafted but need to be sent to them all	Send out in January 2019	Tracy	07.01.19

28.11.18	12	18/086 12.1	Litter	Sponsoring additional litter bins with slogan on i.e. Company names Chichester District Council becoming a Green District	Find out potential costs for slogan bins Investigate how to become a Green Council	Contact/look at Chichester website Email Terri Foster in Public Relations for the name of a possible contact 11.12.18 @ 16.13 Would need planning permission Look into stickers being made to stick on bins to advertise the Community Litter Picking Day - see new action below	Tracy	20-Dec
28.11.18	12	18/086 12.2	Community Litter Picking Day	Join in with the next Great Britain Spring Clean. The dates for the Great Britain Spring Clean were discussed for the next Community Litter Picking day, with the dates of 24 March 2019, 7 April 2019 and 14 April 2019	The suggested dates to be circulated to Staff, Councillors and volunteers from the most recent litter pick to gain the most popular date.	To confirm date at the next committee meeting 10.12.18: Email sent to all Councillors, Staff and the Scouts - awaiting a response - Sally Holmes will also help chase this. Date confirmed as Sunday 7 April 2019	Tracy	Dec
28.11.18	13	18/087	Outstanding Citizen Award	Present Roger Miles with the Outstanding Citizen Award at the Memory Tree event	Roger Miles presented with award on the 30 November 2018 Publicise the award - see action below		Tracy	30-Nov
28.11.18	16		Clothing Donation Banks	Consider publicising the nearest banks in and around Angmering on the website and social media	Investigate and update the website Contact Fiona Moppet from LNC at Angmering School for info on their clothing bin	Link uploaded onto our website: https://www.recyclenow.com - done 12.12.18 Fiona contacted 03.01.19 - Poster now in and uploaded onto the website	Tracy	25.01.19
19.12.18	7	18/099	Community Events To Consider	Add a link on our website to the Love West Sussex website	Ask Andy to add a tab at the top of the page	Email sent to Andy 03.01.18 to request the tab to be added	Tracy	11.01.19
19.12.18	9	18/101	Resilience	Send letters out along with accompanying information on Riparian Ownership in January 2019	Draw up letters, prepare accompanying docs and hand deliver		Tracy / Danni	07.01.19
19.12.18	10	18/102	Potential Replacement Of Outdoor Fitness Equipment	Obtain quote to remove all damaged/broken equipment	Compare quote with quote to repair	Email quotes to CLEW committee to decide which option to take - Quotes emailed over 02.01.19 Waiting for responses Still need second quote from Street Scape Work being carried out on Feb 4th by Freshair fitness	Tracy	14.01.19
19.12.18	13	18/105	Young Persons Award	Put on January CLEW agenda	Add to agenda	Added to agenda template 03.01.19	Tracy	03.01.18
19.12.18	13	18/105	Kick Cancer	Request a full proposal after their meeting on 30 January	Contact Kick Cancer to request this	Email sent to Tony Brennan 03.01.19 re sending in a full proposal after his Jan meeting Proposal sent to all Put on agenda for Feb meeting	Tracy	30.01.19
30.01.19	6	18/112	Noticeboards	Choose the font for the boards	Choose the font for the boards	Confirmed to noticeboardonline the colour and font to be used on the new signs - gold letters and the 'Trajan' font in an upper case style TL visited the site to understand the area Quotes requested on the 06.12.18 asking for a return on 14.12.18 at the latest SEE ABOVE - Line 22 Grasstex were awarded the job - ask if they can do a combined price for the A259 job (planting not needed) Grasstex instructed for both jobs - 11.01.19 Ben confirmed no permit needed to clear this area so will advise Grasstex to start the work Job started 28.01.19 - finishing touches to be agreed at next meeting	Tracy	01.02.19
28.11.18	6	18/080	Angmering in Bloom Report	Clearance of the corner of the A259 and Station Road. The office should pursue obtaining quotations for the clearance of the area	Contact contractors - names as follows for quotes: 1. Grasstex - SEE ABOVE 2. Dave Austin Hogg - SEE ABOVE		Tracy	08.02.19
31.10.18	7.1	18/063	St Peter & St Paul Annual Fair 2019 NOW the Traders Fair	To give advice/guidance at next Traders Association	Contact Traders Association, explain our proposed involvement and obtain meeting dates - report back	Rhys to find out the date of the next meeting so he and TL can attend Chased Rhys 09.01.19 This has now taken the form of a Fun Dog Show to be held on Saturday 20 July 2019	Rhys	08.02.19

28.11.18	15	18/072	Nursery Road And Other Areas Verges	Clearance of Verges – Nursery Road Corner, Bramley Green	Obtain quotes re either to turf or to seed and report back Contact contractors - names as follows for quotes: 1. Grasstex - Lukas to do site visit 11.12.18 with Roy 2. Dave Austin Hogg - Dave has assessed all areas and will supply a quote by 14.12.18	TL visited the site to understand the area Quotes requested on the 06.12.18 asking for a return on 14.12.18 at the latest Estimates received and will be taken to CLEW on 19 December for discussion Grasstex were awarded the job - ask if they can do a combined price for the A259 job (membrane not needed) Grasstex instructed for both jobs - 11.01.19 Job completed 23.01.19 CLEW agreed to turf either end of the area to finish it off. Job confirmed with Grasstex 08.02.19 against PO 0178. Date job completed: 00.02.19	Tracy	08.02.19
30.01.19	10	18/116	Neighbourhood Watch	Contact Community Centre re a possible venue for a meeting	Once meeting date agreed for with David Leightley on agenda etc.	Email sent 01.02.19 to ask about available dates Meeting postponed will go to Parish Assembly first	Tracy	08.02.19
28.11.18	12	18/086 12.2	Community Litter Picking Day	Join in with the next Great Britain Spring Clean. The dates for the Great Britain Spring Clean were discussed for the next Community Litter Picking day, with the dates of 24 March 2019, 7 April 2019 and 14 April 2019	The suggested dates to be circulated to Staff, Councillors and volunteers from the most recent litter pick to gain the most popular date.	To confirm date at the next committee meeting 10.12.18: Email sent to all Councillors, Staff and the Scouts - awaiting a response - Sally Holmes will also help chase this. Date confirmed as Sunday 7 April 2019	Tracy	Dec
06.02.19	3	18/123	Clearance of the corner of the A259 and Station Road	Instruct Grasstex Rasie PO	Grasstex instructed PO 0178 raised and sent to Grasstex		Tracy	21.02.19
28.11.18	17	18/134	Dragons teeth and fencing around the Community Centre	Look at long term options for replacements. Obtain quotes for several different materials and report back.	Quotes being obtained from: 1. Dave Austin Hogg 2. Grasstex (Lukas) 3. Sussex Fencing (Alex)	Collate quotes and present to next CLEW meeting. This action will now move over to CLEW. Quotes requested on 10.12.18 Quote back from Grasstex on 11.12.18 Can't decide way forward so asked to investigate a bund around the Community Centre instead Obtain quote for the damaged Dragon Teeth only Sent Nikki email 02.01.19 as a lot of work involved putting in a bund and things to consider such as flooding! Outcome - office to recommend if to proceed, Office recommended not to proceed. Take quotes to replace 84 dragons teeth to CLEW Work awarded to Sussex Fencing at a cost of £2,100.00 - work will start at the end of February	Tracy	22.02.19
30.01.19	7	18/113	First Aid Course	Arrange a course for 12 pax	Contact Alpha Training to arrange the course	Confirm the date and invite the delegates Course booked for 27.02.19	Tracy	22.02.19
19.12.18	6	18/098	The committee clerk's report on any matters not included on this agenda	Contact Steve Jenks re dates for 2019 BMX event	Email Steve Jenks to see if dates have been released and report back at next meeting	Email sent to Steve Jenks re date for 2019 - response was: waiting for the Regional event dates to be published can then put a definite date for the Angmering event. Should have them by 18th January Email from Steve 25.02.19 - No regional dates published yet. Has the National dates and they don't effect Sept which means there should only be one date in Sept for their regional meet. Still waiting for them to release those dates. Date now agreed - Sunday 1 September and work will start on producing this event.	Tracy	06.03.19
19.12.18	7	18/099	Community Events To Consider	Start work on the Parish Assembly	Danni to contact local groups etc Tracy to contact Ticehurst Council for ideas	Danni contacting local groups w/c 21.01.19 Tracy sent email to Ticehurst and awaiting a reply Work has now started on producing this event	Tracy	07.03.19

19.12.18	8	18/100	Events	Community Litter Picking Day 2019 will take place on Sunday 7 April 2019	Advertise the event ASAP Sally Holmes to contact the Scouts Emailed Sally again for Scouts, Arun Valley for Brownies and Guides and Fiona for Angmering School - 29.01.19 Registered on the Keep Britain Tidy website	Emailed Arun to get litter picking packs - 28.01. Angmering School to put up posters for us - they have a newsletter going out on Friday, will add to that and repeat it a few times on their social media. Will also add it to the student bulletin they get emailed each day and to the staff one so everyone will know. Project handed over to Sam - 18.02.19 Need to advertise this event now and arrange for tea/coffee etc. to be served after the event Event now advertised and work has started on producing this event	Sam (Tracy)	07.03.19
19.12.18	12	18/104	Scout Hut Flint Wall	Remove broken bit of wall and re-use what we can to make good other parts of the wall	Wait to be 100% sure it is not listed before any work takes place Engage contractor to undertake the work	Look at Roy possibly taking the wall down Agreed by all to remove the broken wall, keeping the holly brush and tree intact as much as possible Roy to dismantel the wall on 19.02.19 Skip has been ordered for 24 hours All stone will be kept to repair Fletchers Field wall	Tracy	01.04.19
30.01.19	7	18/113	Fun Dog Show	Overall organisation of the event	General organisation of the Fair	Confirm date - Saturday 20th July and work has started on producing this event	Mike J & Tracy	08.03.19
30.01.19	7	18/113	Kick Cancer Proposal	Contact ADC to understand what they would require from an Event Organiser to use one of their areas and report back	Contact ADC and report back	Email sent 01.02.19 to ADC events team to ask for advice. Taken to full Parish Councilor Oldfield is arranging a meeting with Tony 20.03.19 Duplicated.	Tracy	
27.02.19	7	18/126	Community Events - Kick Cancer	Kick Cancer proposal to be part of the supporting papers for the next Full Council meeting	Katie to send the proposal to all concillors prior to the meeting on March 11	Proposal sent in supporting papers. Email sent to Tony about councils decision to try in 2020. He responded and aske dto speak with John regarding this. 18/03/19. Now on Full Parish Task List.	Katie	
27.02.19	10	18/129	Litter - App	Investigate the possibility of an App to show where the dog bins are in the Village		No need for an App, map going on all social medis to let residents aware that we are dealing with the situation. 20.03.19	Sam / Rhys	
27.02.19	10	18/129	Litter - A Board	A Board	Office to look into the possibility of having an A Board outside the CO-Op	Contact ADC to see if this is allowed. Sam heard back - this will not be possible due to requiring Advertisement consent from ADC. 20.03.19 Too many restrictions/regulations therefore not going to take any further	Sam	03.04.19
06.02.19	4	18/124	Clearance of the verges at Nursery Road corner and Ashmore Avenue corner	Instruct Grasstex Rasie PO	Grasstex instructed PO 0179 raised and sent to Grasstex	Nursery Road Corner completed Ashmore Avenue completed	Tracy	03.04.19
28.1.18	9	18/083	Consideration Of The Committees Priorities For The Next 6 Months	Councillors to send in suggestions on the following: Neighbourhood Plan, Play Area Consultation work - bearing in mind the forthcoming elections, the committees should be in a position of possible handover	Councillors to send in suggestions		All Councillors	
30.01.19	7	18/113	Traders Fair	Now the Fun Dog Show	Ideas for class categories		All Councillors	03.04.19

19-Dec	6	18/098	The committee clerk's report on any matters not included on this agenda	Dementia Friends session for the local Traders	Contact the Traders Association to find a suitable date for session to take place for the Traders early in 2019	Send Rhys the email received by Danni for reference Chased Rhys 09.01.19 Sessions can be a Mon or Fri evening from 11th Feb onwards - Rhys to confirm a date so venue can be booked Rhys email the Traders, 1 response back so far from Meat in the Square No other responses received so not going to take this forward	Rhys	03.04.19
19.12.18	6	18/098	The committee clerk's report on any matters not included on this agenda	Formula to be used work out hours spent on a project and how it works	Provide the formula and explain how to use it		Nikki HS	
27.02.19	10	18/129	Litter - dog bag dispensers	Councillors to be asked for their recommendations for locations for the 10 dog bag dispensers	Send email to all Councillors	Emailed all Councillors, dog walkers and local residents for advice on locations 20.03.19	Sam	03.04.19
30.01.19	6	18/112	AIB	Alternatives to 5 x hanging flower baskets	AIB to put forward suggestions	Margo the Street Scene Customer Liaison Officer from ADC Cleansing Department will move this free of charge as a one off - to be moved ASAP - Rang ADC again to chase this up, needs to be relocated further up Dappers Lane towards the Swillage Lane End.20.03.19	AIB	11.04.19
27.02.19	10	18/129	Litter - position of dog bin	Re positioning of a dog bin	Office to look into this and see if this possible	Bill from ADC explained that the bin should not be moved as its always full. The Office and Clr. N Hamilton-Street came decided it should not be moved.	Tracy	
27.03.19		18/139	Litter Picking Day	Advertise the event on Facebook	Update Facebook posts		Sam	
27.02.19	6	18/125	Heritage Map at Rounstone Lane	Look into the possibility of a map for Rounstone Lane	Size of map to be determined by Clr. Bicknell Art work to be re-sized, Mandy at ADC will re-size this for us when dimensions known	Need Paul to supply the dimensions - Roger has supplied dimensions and these have been sent to Mandy Armstrong (ADC) to re-size the map. Waiting for the map to be sent to us. On inspection of the board it appears to be in very poor condition and possibly a Health and Safety risk due to its position. See minute 18/138	Tracy / Paul / Roger	12.04.19
27.03.19		18/139	Parish Assembly	List of attendees to be sent to all Councillors	Send out list, Councillors to come back with suggestions for possible attendees if known	Sent out and awaiting responses	Sam	05.04.19
27.02.19	10	18/129	Litter - dog bag dispenser stickers	Look into stickers on dog bag dispensers to show were nearest dog bin is	Contact supplier to obtain a quote	Still ongoing - this action will now move to the Green Dog Walkers action as this now comes under this.	Tracy	12.04.19
28.1.18	11	18/085	Noticeboards	Repalce Noticeboards	Place order with Supplier 3 - Noticeboards Online	Purchase Order raised - PO 0165 Arrange removal and installation dates - emailed 07.12.18 to confirm order and find out the next steps Chased noticeboards online for a response 17.12.18 re status of our order All info sent over to supplier, now awaiting art work - once confirmed delivery will be 4 to 6 Chased 03.01 as no rely and asked for invoice First invoice to be paid now (14.01.19) installation within 4-6 weeks from this date Boards to be fitted on Tuesday 7 May	Tracy	10.05.19

27.02.19	4	18/123	Weeds growing through the path ways	Contact WSCC to find out the spraying timetable	Tara will contact WSCC and report back	Tara has contacted WSCC and Arun and was told that there was no schedule available at the moment. Will chase again 20.03.19 Weeds will no longer sprayed. The process is to report areas on line to WSCC and they will consider the request.	Tara	15.05.19
27.03.19	6	18/138	Roundstone Lane sign (previously known as the Heritage Sign)	Does the sign need replacing	Need to decide what needs to go in the sign	To be decided at the next meeting - the office feel that the sign needs to be removed due to its position and the state of repair it is in. Next meeting April 24th. It was agreed that this sign will be removed and not replaced - Roy to remove Sign has now been removed	Tracy	15.05.19
27.03.19	7	18/139	BMX Budget	Budget amount needs to be decided	Budget to be agreed Look back at last years budget	To be decided at the next meeting on April 24th Budget has now been agreed	Tracy	15.05.19
24.04.19	10	18/155	Bramley Way Sign	Replace sign	Contact Delta Signs to arrange replacement sign	Sign has been replaced	Sam	15.05.19
19.12.18	6	18/098	The committee clerk's report on any matters not included on this agenda	Rubbish Bin investigation	To reduce costs and also look at the possibility of having some of the bins moved to better locations	No action has been taken that the office are aware of	Paul	
27.03.19	12	18/141	British Legion Event - Sunday 9 June	Promote this event	Upload on to Facebook, Website and put in the window	Poster is in the window.	Sam	15.05.19
27.02.19	9	18/128	Flint Wall Repairs – Fletcher's Field	Ask JEACC if there is the possibility of a grant for this or future repairs	Contact JEACC / Carla Homes for a grant Book in work to be done Bring stones from lock-up to the wall so they can be used in the repair work	Work has been started and should be completed in the next few weeks Work completed 20.05.19	Tracy	20.05.19

Key

Task has been started
Task to remain on the list
Completed
Task not yet started

Completed Actions have been Hidden