

| 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 Crowd Funding on the website and publicise 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 Investigating putting stickers on bins and the associated costs | 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. Clr. NHS to find out further information on where ADC is with this project - also minuted at the CLEW meeting on 29.05.19 (19/009) | Tracy / Sam / Clr. NHS | 10.12.18 |
| 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 Contact Macmillan Cancer Support to find out how to set up | Alan & Rhys to meet up to discuss next steps Registered on line - kits being sent out in the Summer - look to advertise once the kits arrive | Alan & Rhys | |
| 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 determine what needs to go there 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. All forms have been received and taken to CLEW. Clrs. to agree on the best action to take at the next CLEW meeting on June 26. | Sam & Tara & Tracy | |
| 29.05.19 | | 19/016 | | CLEW Committee to come back with a proposal at the next meeting | Email to Clrs. To remind them of the action | Email reminder sent on 13.06.19 | | |
| 26.06.19 | 9 | 19/027 | | Letter to be sent to all 100 homes advising what will be done | Draft letter, hand deliver to each house for response by Monday 22 July is any major objection | Will be delivered on Monday 15 July - letters delivered. Responses have been received and will be discussed at the next CLEW meeting on 31.07.19 | | |
| 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. More potential sponsors to be sourced - also minuted at the CLEW meeting on 29.05.19 (19/009) | Nikki & Sam | |
| 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 Meeting taking place on June 18. | Katie / Sam | |

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| 29.05.19 | 12 | 19/012 | Community Centre Greenspace Holes | Office to locate the St. Nicholas folder to help find further information. | Locate file Contact Chichester records office | Email sent to Records office by Tracy on 13.06.19 Clerk to contact local surveyor | Katie | |
| 26.06.19 | 6 | 19/024 | Parish Assembly 2020 | Letter to be written and sent to the Community Centre re holding next years event there | Nikki Hamilton Street to draft the letter and send | The next is on the 23rd of July along with the AGM Letter sent and awaiting reply | Nikki | |
| 26.09.19 | 10 | 19/028 | Meet Your Councillor Event | Contact local groups etc. to build a list of what is on | Bring list to the next CLEW meeting | | Sam | |
| 26.06.19 | 10 | 19/028 | Meet Your Councillor Event | Contact local traders for their views on how to bring the community together | John Oldfield to draft letter/email and send out | | John | |
| 26.06.19 | 10 | 19/028 | Meet Your Councillor Event | Local Traders to consider producing a leaflet to advertise themselves and the village | Lee Hamilton-Street to contact the local traders to gauge interest | | Alan | |
| 26.06.19 | 10 | 19/028 | Meet Your Councillor Event | Dates to be decided by September 2019 | | | Office | |
| 26.06.19 | 11 | 19/029 | VE Day Celebration 2020 | Advise Twinning Association we are considering doing an event and ask for ideas | Contact the Twinning Association | Obtain ideas and report back | Sam | |
| 26.06.19 | 11 | 19/029 | VE Day Celebration 2020 | Ask for ideas on Facebook on what type of events the Village would like to see | Create a report on ideas received | Obtain ideas and report back | Sam | |
| 26.06.19 | 12 | 19/030 | CLEW Community Action plan | Update plan and contact other Councils | Nikki Hamilton-Street to update plan and contact other Councils | Report back at next meeting | Nikki | |
| 26.06.19 | 13 | 19/031 | Play Area Solution | Letter to be drafted, agreed and sent out | send out to 100 houses with response date before next CLEW meeting on 31 July. | Letter drafted and sent to NHS for approval | Tracy | |
| 26.06.19 | 13 | 19/031 | Play Area Solution | Contact Arun and Crawley BC to see how they have approached areas re wild meadow planting and suitable seating | Need to get some suggestions ready for next CLEW meeting | | Sam | |
| 26.06.19 | 15 | 19/034 | Meeting Venue Change | Contact the Baptist Church re availability | Contact the church re dates, space available and cost | Church contacted, dates OK just waiting costs Report back at the next CLEW meeting | Sam & Tracy | |

Key

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| Task has been started |
| Task to remain on the list - placed on differed tab |
| Task not yet started |