



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 THE ANGMERING BAPTIST CHURCH ON WEDNESDAY 15 DECEMBER 2021.

- Present:** Alison Reigate (Chair) Alan Evans (Vice Chair), Norma Harris, Lee Hamilton-Street, Paul Bicknell and Nikki Hamilton-Street
- In attendance:** Tracy Lees (Committee Clerk)
- 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.	21/092	APOLOGIES FOR ABSENCE Apologies were received and accepted for Cllr. Rhys Evans and Cllr. Mike Jones.	
2.	21/093	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3.	21/094	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 24 November 2021 were agreed and subsequently signed by the Chair. Cllr. A Evans wanted to share his thoughts regarding APC exploring the possibility of selling items such as pin badges for Remembrance Day 2022.	
4.	21/095	ANGMERING IN BLOOM (AIB) The AIB representatives were not in attendance and no report had been submitted this month. However they requested that Christmas wishes were given to the committee which they were.	
5.	21/096	PUBLIC CONSULTATION No members of the public were present, or questions sent in.	
6.	21/097	THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA Cllr. A Reigate went through the action list, the Committee Clerk advised there were no updates.	

Cllr. Bicknell advised that his action should be removed from the list regarding the bus stop on the corner of Arundel Road and Bewley Road. This has now been removed.

7. 21/098 COMMUNITY EVENTS

Memory Tree and Christmas Carols – How it Went

Feedback was given from the APC Office regarding suggestions received from members of the public which included the size of the tree on the village square and the amount of traffic at the time of the event.

Cllr. Reigate read out Cllr. R Evans feedback as he was unable to attend the meeting.

A short discussion around future choirs and carol choices took place as well as advertising just giving links to the charity the event was supporting so people could still donate if they did not have money to donate at the event. This point has been added to the event template for next year, so it does not get forgotten.

Cllr. L Hamilton-Street suggested that if road closures were not arranged next year then the event should perhaps start at 6.30pm as there is less traffic at this time. This has also been added to the event template for next year.

Cllr. N Hamilton-Street requested that thank you letters be sent to all the local businesses that donated items for this event, all agreed.

Action: Letters to be written and sent ASAP.

SF

Cllr. Bicknell then requested that a letter of thanks for also sent to AIB for their hard work throughout the year, all agreed.

Action: Letter to be written and sent ASAP.

SF

8. 21/099 EVENT PLANNER FOR 2022

A long discussion took place regarding what events should take place next year, COVID rules permitting. The event planner was presented, and each event talked through. It was also mentioned that APC wanted to hold more events in Mayflower Park.

Cllr. Bicknell requested that a column be added to say who was responsible for running each event. This will be added when the document is re-written, it is also for internal use only.

Events that will not take place in 2022 are as follows:

- Community Clean Up Day as we now have a team of volunteer litter pickers who are active all year.
- Fun Dog Show
- BMX Fun Day – see note in item 15 regarding Cllr. L Hamilton-Streets action.

Angmering Revealed will also host a Macmillan Coffee Morning event.

The carved Pumpkin Competition will take place on Saturday 29 October 2022 commencing at 16:30 (venue to be advised).

Cllr. N Hamilton-Street requested that the Memory Tree event was put on the CLEW agenda for January so the committee could discuss how APC could work with the local traders to enhance the event for 2022 and beyond. Suggestions were put forward for a more traditional looking event.

Action: Add to January's CLEW agenda.

TL

9. 21/100 FLICKS ON THE PITCH

Cllr. N Hamilton-Street wanted it clarified why we had to obtain quotes. The Committee Clerk advised this was due to the audience size, this was now expected to be larger than first thought and therefore costs had risen.

After discussion it was agreed that this quote was acceptable and should be confirmed, however a question was raised regarding paying the VAT.

RESOLUTION: Cllr. N Hamilton-Street **PROPOSED** that Quote 1 for £4,984.00 excl VAT should be accepted. Cllr. A Evans **SECONDED** and **All AGREED**.

10. 21/101 UPDATE ON ANGMERING AMBLE 2022

Cllr. N Hamilton-Street proposed that as Cllr. R Evans was not in attendance this item was deferred to the January CLEW agenda, all agreed.

Action: Add to January agenda.

TL

13. 21/102 PLAY PARK STRATEGY AND PRIORITY MATRIX

Cllr. Reigate gave a brief overview regarding the play parks and reported that repairs to the slide in Russet had been completed today.

Cllr. N Hamilton-Street requested that an item be put on the January CLEW agenda to discuss the replacement of the play parks next to the Community Centre.

Action: Add to January agenda.

TL

14. 21/103 MAYFLOWER PARK WORKING GROUP

An update was read out by Cllr. Reigate as Cllr. R Evans was not present. A discussion then took place regarding the amounts requested and the mention of retainers.

Cllr. N Hamilton-Street explained what was required to move this forward regarding Cllr. R Evans requests and for extra clarity will ask for a meeting between herself, Cllr. R Evans and the Clerk.

Action: Meeting to be arranged.

KH

A request to see a business plan and projected spend for this project was also requested.

15. 21/104 ANNUAL BUSINESS PLAN

Cllr. Reigate advised that there were no updates other than the meeting that will be taking place in the new year between Cllr. L Hamilton-Street and Mike Watson from the Angmering Cycling Club to look at what events could be put on in the future, hopefully including/using the BMX track.

Cllr. Reigate asked the committee if she could take over Cllr. Marsh's action relating to the Friends of Angmering as he no longer sat on the CLEW committee, all agreed. She also said that Cllr. Verrinder's action would be moved into 2022.

She finished by advising that the planning leaflet (information on how to search for an application etc.) will go into the February edition of All About Angmering magazine.

A concern was voiced that using the name Friends of Angmering and Friends of Mayflower Park could be seen as divisive within the village when we are looking for cohesion. Cllr Reigate stated that the name Friends of Angmering had been plucked out of the air and it could be called anything and suggested Angmering Volunteer Group. This was agreed and will be used in the future for this group.

16. 21/105 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1) This Committee.
None.

- 2) Full Council.
None.

Cllr. Reigate wished everyone Happy Christmas.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 26 January 2022** at **19:30** to be held at Angmering Baptist Church.

The meeting concluded at 20:38

..... Date.....
 Chairman

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
31.03.21	13	20/132	The Fred Awards	Put on agenda later in the year to continue discussions and identify a date, exact month to be decided		To stay on this list until time to put on the relevant agenda	TL	
25.08.21	8	21/038	Community Events	Set up and maintain a log detailing what events are being held to celebrate the Queens Jubilee 2022.	Update from the meeting on 29.09.21: Start to ask questions regarding what the pubs etc. have got planned and on what dates.	This is a working progress As of 10.01.22 no events have been advised	AE	
25.08.21	8	21/038	Community Events	Look into a design for a leaflet for the Queens Jubilee village events		Action to be started when information becomes available	TL	
24.11.21	7	21/085	Remembrance Day – How it Went	Include information about how to order a wreath in All About Angmering in September 2022		Deferred until end of August 2022	TL	
24.11.21	7	21/085	Remembrance Day – How it Went	Try to engage a volunteer to organise the sale of the poppies in the village and assist with the run up to the event.		Deferred until end of August 2023	TL	
29.09.21	8	21/054	Queens Jubilee 2022	Contact ADC to ask how they will be managing requests for street parties.	Sent email to ask	Email sent 05.10.21, awaiting reply. Follow up email sent 12.01.22	APC Office	
27.10.21	7	21/068	Community Events	Contact the West Downs Task Force to see where they could help with this event or future events etc.	Try and make contact	Contact has been made but no reply has been received TL tried to contact again on 12.01.22 and a telephone meeting is planned for 20.01.22	SF	
27.10.21	11	21/072	Parish Assembly	Committee Clerk to work on setting up the event based on these ideas.	Aim to have a plan ready for the February agenda		TL	
27.10.21	12	21/073	Plant a tree for the Jubilee	Apply to the scheme with the planting area agreed by this committee	Applied for on 18.11.21. May take 8-10 weeks to hear from them due to high demand Trees arriving between 28 Feb and 18 March. See email for full details of what to expect etc..	To be added to Feb CLEW agenda to decide way forward. Have been strongly advised to organise the planting event after the end of the delivery period	SF / TL	
24.11.21	4	21/082	New sculpture by the Angmering Community Centre	Make a clear plan of who is going maintain the planters attached to the sculpture and share.		TL contacted AIB to see if they would be able to take this on, awaiting response from the committee	TL / KH	
24.11.21	7	21/085	Hedgehog Highways	Consider holding an event to give out the highways was agreed to in February/March 2022.	Purchase one box of Hedgehog Highways - the order has been placed and they have now been delivered	Working with WADARS with regards to setting up an event Feb/March	TG	

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 26 JANUARY 2022

AGENDA ITEM 7 - TEAM RUBICON EVENT

After investigation into providing more outdoor activities especially looking at how we can maximise the use of the skatepark contact was made with Team Rubicon who run Talent Pathway Programme Days.

Team Rubicon are the UK's leading provider of Skate Park coaching and taught 51842 children and young people in 2019 with 46 percent being female. They have also worked with 480 Schools and believe that in our current climate it is really important for young people of all abilities to have opportunities to get active outside.

An event has been planned for **Monday 21 February 2022** (first day of half term) and will provide professional coaching in the morning and a fun competition which will be held in the afternoon. The event timings are 10:00 until 15:00 and is inclusive of all ages.

Below is an outline of what the nationwide **Talent Pathway Programme** looks like in their own words and the costs involved. The event will co-inside with skateboarding making its debut as an official Olympic sport this year.

Skateboarding is in the Olympics! And we need your help to find our next Olympic skateboard champions. We are looking for 100 skateparks to join us in a nationwide Talent Pathway programme.

The results of the programme will be:

- increased participation in sport for young people.
- raised awareness and ability to safely access local sports facilities.
- involvement in a Talent Pathway as we approach the Olympics, both Tokyo 2021 and Paris 2024.

How will we achieve these goals:

- introductory skateboard lessons free to young people, including girls only, BAME and SEN lessons.
- an informal competition will be held on the day for young people to showcase their passion and talent, (prizes included.)
- And importantly to support the Talent Pathway element, ongoing include and long term support from professional skateboarders, coaches and a former Director from England's Skateboard Governing Body.

We would love to be invited to provide this day and ongoing support to your community.

With the focus really on supporting young people in communities all over the UK, we have costed this to make it affordable as possible.

The full day at the skatepark, will include:

- a morning of tuition, (DBS checked and insured coaches, plus free kit for young people to borrow so that it is accessible to all.)

- an afternoon event, including a gazebo, sound equipment, an event manager and prizes

...and these will run at £920 for modern concrete skatepark facilities, and a reduced rate of £800 for smaller dated or rural skateparks.

There will be lots of consideration around how the current health crisis develops, as we will only run sessions where we can meet and work to central and local government rules and guidance. To protect everyone's finances, we will not have any cancellation charges, or hidden costs for events that have to be postponed, be it the health crisis or the weather.

Costs

Team Rubicon - £800

First aid – 2 x staff - £150

2 x toilets delivered and collected the same day - £190

Chair hire – TBC

Board AF involvement - £600 – this would involve local their riders attending the event and taking part in the competition, doing a demonstration, advertising and social media content leading up to the event and on the day. They have quite a large following and will be able to draw more people to the event. They are great guys and encourage those new to the sport as well as those more experienced. They held sessions down at the LA bowl and the numbers attending and the clapping and encouragement was lovely to hear/see. They have worked with Team Rubicon before and will liaising with them before and during the event. [BOARD AF | Facebook](#) [BOARD AF \(@r u board af\) • Instagram photos and videos](#) Exact details are still to be confirmed.

Advertising - £50 max for large poster in the window and posters around.

We will put up several gazebos. 1 for us to complete some youth engagement in, get ideas on improving the area etc from the kids and parents. The other gazebo can be used for shelter or for the seating.

Barrister Bros will be there with refreshments to purchase and we may enquire about a burger van too.

Funding for this event will be covered by the ADC funding – Welcome Back Fund /European Regional Development Fund.

Councillor involvement – Councillors will be required to attend the event to man one of our gazebos. We will take the opportunity to carry out some more youth engagement and gather information and ideas from those at the event and their parents. We will need at least 6 people at 9:15am to help to put up the gazebos and then 2 councillors each taking a 2 hour slot of those available. At the end of the event we will also need help to take down the gazebos.

Decision: To confirm arrangements for the event.



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APPLICATION FOR A QUEEN'S PLATINUM JUBILEE COMMUNITY GRANT 2022

GUIDELINES FOR APPLICATIONS

Angmering Parish Council has established a new community grant pot of £5,000 for 2022 to support groups in Angmering who are planning to organise celebratory activities for The Queen's Platinum Jubilee Weekend between Thursday 2 to Sunday 5 June 2022. Activities outside these dates (in May/June) will also be considered as long as they clearly celebrate the Queen's Platinum Jubilee.

Grant applications can be made up to a maximum of **£500** and will be awarded on a first come, first served basis.

All groups, clubs, associations and businesses within Angmering are eligible to apply.

To find out more about The Queen's Platinum Jubilee Community Grant and how to apply please read on:

Applications will be assessed on their individual merits and against the criteria as below:

- The grant process will open on **?? February** 2022. The closing date for this scheme is 11 April 2022. If funds are still available, the closing date may be extended.
- Applications will be considered on their own merit as they are received by the Parish Council and applicants will be notified of the decision within 14 days of receipt.
- Awarded grants may not necessarily be the amount requested.
- All projects must demonstrate a clear link to the Queen's Platinum Jubilee Celebrations and actively benefit Angmering residents, promoting access for all and community wellbeing. For example: a community event, street decorations, themed artwork etc.
- Funding will not be granted towards firework displays.

Advice about obtaining public liability insurance, licences etc may be sought from Arun District Council.

PAYMENT OF GRANTS

If your application is approved, you will be sent an email to advise you of this and the amount that has been awarded.

You will be required to provide a short report, to include photos of your project demonstrating what has been achieved by receiving your grant.

We would appreciate it if Angmering Parish Council could be acknowledged in any publicity and promotional material associated with the award of the grant (e.g. press releases).

Please note: Angmering Parish Council reserves the right to amend, delay or withdraw this Community Fund at any stage due to Government advice relating to the Coronavirus pandemic.

BEFORE YOU START YOUR APPLICATION

Before starting your application, please make sure you have read the guidance above and have all the necessary documentation required to process your application. For assistance in completing this form please contact the Angmering Parish Council office.

You will require:

- Your Group/Organisation details
- Details of your project and how you will use your grant
- A clear budget which sets out costs identified to complete your project

You must also:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

As already stated, if at any point you need help completing your application, please do not hesitate to contact Angmering Parish Council for assistance, we can be reached as follows:

Telephone: 01903 772 124

Email: admin@angmering-pc.co.uk

Address: The Corner House, The Square, Angmering, BN16 4EA

APPLICATION FOR A QUEEN'S PLATINUM JUBILEE COMMUNITY GRANT 2022

SECTION A: ORGANISATION DETAILS

NAME OF ORGANISATION/GROUP/BUSINESS

DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: <hr/>
Position within the organisation: <hr/>
Address: <hr/>
Postcode: <hr/>
Telephone Number: <hr/>
Email: <hr/>
Website: <hr/>

WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering	<input type="checkbox"/>
An existing local group or organisation providing services available to residents of Angmering	<input type="checkbox"/>

A new group or organisation, wishing to provide services for the residents of Angmering	
Angmering Business	

BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

NUMBER OF RESIDENTS YOUR PROPOSAL WILL BE OPEN TO

ARE YOU TARGETING ANY SPECIFIC AGE GROUP WITH YOU EVENT?

SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

1. Please give a description of your proposed event

2. What will the grant applied for be spent on?

--

SECTION C: AMOUNT OF GRANT REQUESTED

1. What is the amount of the Grant you are seeking from Angmering Parish Council?

--

2. What is the total cost of the project or activity?

--

3. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	
No	

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	
No	

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

--

4. Please give details of your own fund-raising efforts:

--

SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name:

Sort code:

Account number:

Bank/Building Society Name:

Address:

Post Code:

If your organisation is VAT registered, please supply your VAT number

A **Cheque** can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to:

THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS BEEN MADE IF A GRANT IS AWARDED

SECTION E: DECLARATION

Declaration

Please ensure that this form is signed by an appropriate member of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

Signature:

Date:

Please print full name:

SUBMIT YOUR COMPLETED APPLICATION TO:

Email: admin@angmering-pc.gov.uk

Post: Katie Herr – Clerk
Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex
BN16 4EA

Tele: 01903 772124

SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.
Other organisations or groups involved in delivering the project.

Please tick the box the box to confirm your understanding of Data Protection



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SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 26 JANUARY 2022

AGENDA ITEM 8 - LOCAL ACTIVE COMMUNITIES, MAYFLOWER PARK

After investigation into providing outdoor activities in partnership with Arun District Council and Freedom Leisure. The Following Information has been provided regarding outdoor play sessions for school Summer Holiday 2022. A case study has also been provided, please see supporting papers.

Pricing

2 hours with 2 members of staff and play equipment for £75.00.

1 session per week or more provided it can be fully staffed.

Suitable ages:

Sessions are geared up for 5-12 year olds, however our sessions are really family orientated and we try to include younger ones especially, where we can. Older ones are welcome too however we ask that they lend a hand helping the younger ones rather than 'taking over' the equipment. Staff will manage this.

Supervision

Parents are required to stay. The staff are then able to focus more on delivering and engaging children with the activities. Parents/guardians are still required to sign children in and out of the session. Parents do not have to participate, most bring a picnic rug and pitch up. This is the natural course our sessions have taken over the years and we really like it as families are still spending time together but children are engaged with something a little different.

Equipment provided:

Equipment will primarily be sports and games equipment, including the following:

Balls & Bats

Rounders

Tennis

Basketballs & moveable hoops

Circus Skills

Assault courses

Athletics and Large Garden Games

Decision Needed: To decide if to go ahead with this initiative.

active communities

Date Completed: 22/09/21

Case Study: Arun Summer Provision

Programme Code: ARUN/ACP

Overview:

Our summer provision is always extremely valuable to the local community but this year it was more so than ever post the Covid pandemic. Despite the circumstances of the last year, we had a really successful summer of delivery for our team. We ran Active Play sessions in Bersted, Wick and Ferring. Our Bersted and Wick sessions are supported by Littlehampton Town Council and Bersted Parish Council, they are our two deprived wards within Arun. We also take our sessions to Ferring. Very little happens in Ferring for children and families and so the sessions are very well received and funded by the parish council. For the first time this year, with support from Arun District Council, we were able to run the sessions at the weekend too prior to the holidays starting within Wick and Bersted. This is a positive step for our active play programme and helped create a 'buzz' around the sessions prior to the summer starting. This is something we will definitely be looking to replicate next year.

Our sports camps also proved popular with 472 attendances across the 4 weeks. These were run at one of our Freedom sites, 'Six Villages' and also Arundel Primary School.

Our team have supported Littlehampton Wave and Arun Leisure Centre's holiday camp children, ensuring those who were eligible were able to receive the daily HAF meals in partnership with a local café, with 356 meals received.

Feedback:

Your Active Play sessions have also been brilliant for our family during the holiday time but even more so than ever this year. It was so nice to see my children and others, having fun, relaxing and smiling after the year we have had. Really very grateful for this provision. The staff have been brilliant too and always engage the children. - (Wick, August 21)

Outcomes:

- 1461 attendances at our Active Play sessions
- 472 attendances at our sports camps
- 365 Haf meals given out to children attending our holiday day camps
- Children supported in areas of deprivation/isolation across Arun post Covid



Themes of activity completed (tick appropriate box):

Active Sport

Active Young People

Active Ageing

Active Communities

Active Health

Active Workforce

Email:

Charlotte.simpson@freedom-leisure.co.uk

www.freedom-leisure.co.uk



freedomleisure
where you matter

