

Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
27.04.22	7	21/161	Community Events	Meeting sustainability to be reported on at a future meeting, Cllr. A Evans to advise when to add to an agenda.		Cllr. Evans reported on what information he was waiting for so he could move this forward. Cllr. NHS gave him a new contact - 27.07.22	AE	
31.08.22	14	22/059	Mayflower Park Working Group	Remove this item from the agenda and put back on for the March 2023 agenda.		Deferred until March 2023	TL	
28.09.22	4	22/065	AIB - Pooks Cottage	Various options will be investigated and will be reported back.		It was also reported that the grass area outside Pooks Cottage is now overrun with weeds and not much grass is left if any. The area is owned by WSCC and various options such as re-turfing were discussed. Quote now received and a decision now needs to be made on what quote to go for	AR	
28.09.22	13	22/074	Annual Business Plan	Form an Angmering Group		Once information known bring back to this committee for further discussion.	AR	
25.01.23	8	22/112	Sundowners Brief	Brief to be sent to the event organiser and once a response received report back to the committee.	Brief to be emailed over to event organiser with a return date	Brief sent to event organiser on 26.01.23 @ 14:00, response requested by 27.02.23, as of yet no response received	TL	
25.01.23	9	22/113	Kings Coronation	Contact Roger Miles to discuss the appropriate flag pole for the area.	Email Roger Miles and ask for advice	Email sent to Roger on 26.01.23 @ 13.36 After discussion with Roger the correct flag pole was identified and an order put on hold with the supplier while planning permission is applied for - this will take at least 8 weeks. Planning permission was applied for on 10.02.23	TL	09.02.23

KEY

Task has been started
Task not yet started
Task has been completed and will be removed to completed action list
Deferred Task: Remain on the deferred list as future work required (see separate sheet)



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE COMMUNITY, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE HELD AT THE ANGMERING BAPTIST CHURCH ON WEDNESDAY 25 JANUARY 2022.

Present: Alan Evans (Vice Chair), Norma Harris, Paul Bicknell, Lee Hamilton-Street and Nikki Hamilton-Street

In attendance: Tracy Lees (Committee Clerk)

Acronym: Angmering In Bloom: AIB, Angmering Parish Office: APC, West Sussex County Council: WSCC, Arun District Council: ADC

AGENDA ITEM	MINUTE NO.		ACTION FOR
1.	22/105	APOLOGIES FOR ABSENCE Apologies were received and agreed for Cllrs. Alison Reigate and Rhys Evans.	
2.	22/106	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3.	22/107	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 30 November 2022 were agreed and signed by the Vice Chair. No meeting was held in December 2022.	
4.	22/108	ANGMERING IN BLOOM (AIB) No representatives were present and no report had been sent in.	
5.	22/109	PUBLIC CONSULTATION No members of the public were present, no questions were asked.	
6.	22/110	THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA The Committee Clerk talked through the action list and updated the committee that all licenses had now been granted for the work opposite the Blue Star Roundabout. Quotes were now being sort and will be brought back to the committee once received.	

No question were asked.

7. 22/111 COMMUNITY EVENTS

Angmering @ Christmas – Friday 2 December 2022

The Committee Clerk went through the feedback received and areas were identified where the event could be improved but all agreed it had been a great success.

It was agreed that the event should take place again in 2023 and the date proposed is Friday 1 December as long as the Traders were all in agreement. An email will be sent to ask and if all agree the event will be confirmed.

Christmas First Aid & CPR Course – Wednesday 7 December 2022

This event was well attended with approx. 14 people learning how to do CPR. Cllr. Harris volunteered on the day.

Courses for 2023 are planned for Monday 20 March, Monday 5 June and Wednesday 6 December. All will be advertised in the All About Angmering magazine plus the APC noticeboards, website and Facebook page. All courses are free to attend.

Angmering Amble – Saturday 1 April

The Committee Clerk advised that this event would now start to be advertised. The event was postponed from last year due to the sad passing of the Queen.

8. 22/112 SUNDOWNERS BRIEF

The supporting paper was discussed and all agreed with the wording. A response date will be included and a request for a reason why a response could not be given in time, if this is the case, will be asked for.

Comments were made that it was very disappointing that planned events for 2022 were cancelled at short notice and it was hoped that this was not a sign of no commitment from the event organiser.

Action: Brief to be sent to the event organiser and once a response received report back to the committee.

TL

9. 22/113 CORONATION – Saturday 6 May 2023

Discussions around the amount of grant money available took place and also what had been awarded for the Queens Platinum Jubilee. It was agreed that a grant pot of £5k would be set aside with a maximum of £500 per grant. Any grant requests received for over the £500 maximum would need to be taken to the Full Parish committee meeting for consideration.

Cllr. Bicknell asked if a grant could be given for an event which took place outside of the scheduled three day celebrations and it was agreed that this would not be possible. All grants given would have to take place on the 6th, 7th or 8th May 2023.

The conversation then went on to how to promote volunteering on the Monday. APC will advertise events taking place.

The **Flag Pole** at the Community Centre was then discussed.

Cllr. N Hamilton-Street went over the background of how this idea had come about and that if this goes ahead this will become the main flag pole for Angmering. A discussion then took place.

The location for the pole to be sited on the green space around the Community Centre was talked through as well as the correct height.

Cllr. L Hamilton-Street suggested that the green space around the Community Centre could be re-named to the King Charles III park.

It was agreed by all present that this was a good idea but before the pole was purchased a conversation should be had with the village Flag Master, Roger Miles, to understand what the appropriate size etc. should be ordered.

Action: Contact Roger Miles to discuss the appropriate flag pole for the area.

TL

10. 22/114 KISSING GATE – MAYFLOWER PARK

Before discussing this item Cllr. N Hamilton-Street explained that councillors should be looking at visions and wants for the community and not crossing over into what the APC office actions should be. She quoted the Financial Regulations/Standing Orders which state that a spend up to £2.5k could be agreed with the Clerk and the Chair and therefore did not need to come to committee for agreement. Anything over this amount would still need to go to committee.

Cllr. L Hamilton-Street explained that the Governance committee were looking at the Procurement Process/Policy and that decisions were sometimes made on cost rather than what was right. He went on to say that if the specification was 100% correct i.e. signed off by the relevant committee before quotes were sourced this should make the process easier. A discussion took place and all agreed this was the correct way forward.

To clarify the relevant committee would decide on the exact specification and if the cost fell below £2.5k the decision on who to appoint to supply the goods or do the work would be decided on by the APC office and signed off by the Clerk and the Chair. Anything over £2.5k needs to come back to the relevant committee for agreement and sign off.

It was then decided by all in attendance that items 10 and 12 on this agreed would be handed over to the office to decide which quote to go for.

11. 22/115 THE GREAT LITTLE FARMERS MARKET UPDATE

The supporting paper was discussed along with comments sent in by absent councillors. Cllr. L Hamilton-Street commented that it was still a good idea and should carry on if at all possible but it was not something that APC could become involved in. Cllr. Bicknell felt that themed markets worked well and maybe this was the way forward.

APC will promote the market as much as possible and keep in touch with the market organiser for updates on how things are progressing.

12. 22/116 STORAGE RACKING FOR THE LOCK UP

This item was dealt with under item 10.

13. 22/117 CHRISTMAS TREE RECYCLING

Cllr. Evans explained that he had seen this taking place in other areas and felt this would be a good initiative for Angmering. After discussion Cllr. Bicknell suggested contacting Worthing Rugby Club and ask if they would be prepared to identify a weekend after Christmas to do this, APC to hire a chipper and to help cover the costs ask for donations. All the chippings could then be used by the Rugby Club. Cllr. A Evans will contact the Rugby Club to start the conversation and will report back.

14. 22/118 PLAY PARK STRATEGY AND PRIORITY MATRIX

The Committee Clerk gave an update on the Russet Play Park refurbishment. No other updates were given.

15. 22/119 ANNUAL BUSINESS PLAN

No updates were given.

16. 22/120 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

1) This Committee

None.

2) Full Council.

None.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 22 February 2022** at **19:30** to be held at Angmering Baptist Church.

The meeting concluded at 20:47.

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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.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, EMPLOYMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 22 FEBRUARY 2023

AGENDA ITEM 8 – BLUE STAR ROUNDABOUT PROJECT

The project to transform the piece of land opposite the Blue Star Roundabout is now at a stage where quotes can be obtained to undertake the work required.

Contractor Brief

The same brief below was sent out to 4 contractors, we had 3 responses.

We are working on a project to turn a small overgrown area of land into a useable space and need the following works carried out:

- Site cleared
- Ground prepared with a membrane to stop weeds coming through
- Then re-surfaced with a rolled crushed stone surface ideally limestone to allow water to pass through rather than running off plus this will look more natural
- Installation of 2 benches
- Installation of 2 planters
- Installation of 3 trees in a triangle shaped bed with an edge

We will supply the trees, benches and planters.

Attached is a basic map of the area and the layout.

The location is opposite the Blue Star Roundabout in Angmering, West Sussex.

All licenses needed have been granted therefore we are able to go ahead with the works as soon as possible.

If you would like further information and or to visit the site please don't hesitate to ask.

Many thanks in advance and I look forward to hearing from you.

Quotes Received

Quote 1

Re: Blue star verge improvement works including sponsorship

Following recent site meetings regarding the renovation works of the Blue Star Roundabout verge, we are able to offer the below quotation.

- To clear the area of all vegetation and any remaining wood chip with all waste removed from site and disposed of.
- To install a layer of geotextile membrane and supply and compact a 100mm layer of MOT type 1 limestone, to supply, install and compact a 25mm layer of 0/4mm limestone dust
- To install a 3m triangle tree pit and plant trees supplied by Angmering PC
- To install 2no 3x1m supplied raised planters and fill with compost
- To install 2no supplied benches

Cost to undertake the above £9,566.78+VAT

To undertake the above but with a top layer of Breedon Gravel rather than 0/4mm limestone dust £9,342.78+VAT

We are very pleased to be able to offer a £500.00 sponsorship of the above and also include free of charge maintenance for the first 12 months after completion of works (the £500 would be deducted from the costs detailed above)

Breedon Gravel is the finished surface at the community centre bench



0/4mm limestone dust is what we have at Cow lane and standard WSCC surface



They both the same job, it just comes down to what is more aesthetically appealing

Quote 2

This quotation comprises of the works to waste land next to the Blue Star Roundabout to convert it into a green space with trees and sitting

- 1) Remove all vegetation and roots and cart to tip off site (Green Waste)
- 2) Excavate to the required construction depth approx. 150mm and cart arsing to tip off site
- 3) Supply and lay geotextile membrane to sub soil
- 4) Supply and install 22mm timber edge to sides with pegs every 1metre
- 5) Install trees Supplied by others
- 6) Install Benches Supplied by others
- 7) Provide and compact 150mm of MOT type 1 and compact fully with a heavy duty roller
- 8) Supply Blind in 0/4mm Limestone Dust and compact.

Our price for the above works is **£16,495.00 plus VAT.**

Quote 3

ACTIVITY	QTY	RATE	VAT	AMOUNT
Quote for landscaping project at The Blue Star Roundabout, Angmering.				
Groundwork Clearance, excavation and removal of the existing surface by means of digger and grab lorry. Supply and installation of Terram geotextile weed control fabric and construction of type 1 stone sub base. approx 236m2	236	55.00	S	12,980.00
Groundwork Supply and installation of concrete path edgings to the perimeter of the area where a retaining edge is required. Supply and installation of rolled crushed limestone top dressing.	236	22.00	S	5,192.00
Groundwork Installation of 2 benches onto concrete pads.	2	450.00	S	900.00
Groundwork Installation of 2 planters onto concrete base.	2	450.00	S	900.00
Groundwork Construction of a triangular sleeper framed planter bed. Installation of trees into corners of the planter.	1	800.00	S	800.00
		SUBTOTAL		20,772.00
		VAT TOTAL		4,154.40
		TOTAL		£24,926.40

TAX SUMMARY

RATE	TAX	NET
VAT @ 20%	4,154.40	20,772.00

Quote 4

Quote requested by no response received from the contractor

Additional Information

The map of the area (see below) has been sent to all contractors and a site visit by all contractors has been carried out prior to quotes being submitted.



Budget – The budget for this project in the 2023/24 budget is £12,500. If any changes are needed to the budget, these can be taken to March 2023 Full Parish to be agreed. £2,500 has been allowed for the purchase of the benches and flowerbeds, although there was talk of the benches being donated.

Decision Needed: To agree on which quote to go with.