

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	
29.06.22	12	22/028	Play Parks	Tracy Lees to look for external funding for the re-development of the play parks and then work on the tender process to be put in place.		This will be an ongoing item - will report back when information is available Tender process now in place for russet and will be put out on 9 Jan 2023 - add to February agenda for an update	TL	
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	11	22/072	Potential Village Sculpture	Contact to be made with the Sculptor to fully understand the costs involved and then approach the roundabout sponsors to gauge their interest.		Once information known bring back to this committee for further discussion. Deferred to February 2023 agenda	AR	
28.09.22	4	22/065	AIB	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	10	22/071	AIB Tree Donation - Blue Star Roundabout	Apply for the raised flower bed and bench license.	Obtain quotes for the work to be carried out	Contact WSCC when all information has been collected and apply for the license after the meeting on 02.11.22 - Waiting on ADC to grant licenses before any work can be done - agreed in principle, 28 day consultation now taking place after which if no objections the license will be granted on the 5th Jan 2023. License has now been agreed APC are waiting for the signed copy to be sent to the office, once this is received work can then commence on the site.	TL	
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	
30.11.22	9	22/098	Kissing Gate	Quotes to be obtained for ground work to be done prior to installation of the wooden kissing gate at Mayflower Park		Add to Decembers agenda for consideration - done 3 x quotes to be obtained for the ground work - still working on this as of 05.01.23 as proving difficult to find a other contractors to quote Kissing Gate now installed and good feedback received	APC Office	
26.10.22	8	22/083	Coronation	Speak with the Community Centre re activities for the Coronation and report back.		As the Community Survey is still open opinions are still being gathered but from the responses so far it looks like people want to hold their own events. Further discussion was had when this subject was discussed in Item 8 for the November agenda	NHS	30.11.22
31.08.22	11	22/056	ADC Tree Donation Offer	Order three Oak trees, collect and arrange for them to be planted in the autumn of 2022	Once ready for collection to be planted in Mayflower Park	Trees have now been ordered, awaiting collection date from ADC - still outstanding as at 17.11.22 Advised now ready for collection, which has been arranged with Grasstex, exact location to be decided - will be ready to plant from 02.12.22 onwards Trees will be collected on 01.12.22 and planted in Mayflower Park south of the BMX track	TL	30.11.22
28.09.22	10	22/071	AIB Tree Donation - Blue Star Roundabout	Ask Grasstex to plan to clear the area ready for this time frame.		Contact Grasstex contact has been made and a date to be set Meeting taking place on 02.11.22 Waiting on ADC to grant licenses before any work can be done - license now granted	TL	30.11.22
28.09.22	9	22/070	Fred Rowley Name Board	Investigate the costs involved and secure a location.	Speak to the Community Centre to see if this is possible and investigate the costs of boards Board options to be investigated and taken to the next CLEW meeting for consideration	Email sent to the Community Centre to ask if this is possible - this will be brought up on Tuesday 8 November at the next Trustees Meeting - The committee centre have agreed to have a modern board located in the hallway This item was discussed and an outcome agreed	TL	30.11.22
26.10.22	9	22/084	Sundowners Event	Brief to be written and sent out to the Event Organiser.		NHS commented at the November meeting that this action still needed to be done, she will aim to have an update at the December meeting - brief now written and will be decided on at the January meeting.	NHS	16.01.23

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

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 30 NOVEMBER 2022.

- Present:** Alison Reigate (Chair) Alan Evans (Vice Chair), Norma Harris, Rhys Evans, Paul Bicknell and Nikki Hamilton-Street
- In attendance:** Tracy Lees (Committee Clerk), two representatives from AIB
- 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.	22/090	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. Lee Hamilton-Street.	
2.	22/091	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3.	22/092	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 26 October 2022 were agreed and signed by the Chair.	
4.	22/093	ANGMERING IN BLOOM (AIB) The representatives from AIB advised that there was nothing to add to their report (the report can be found within the supporting papers for this meeting). No questions were asked. Cllr. Reigate thanked AIB for their report and also their continued support. Cllr. A Evans commented on the wildflower area and how good it was looking.	
5.	22/094	PUBLIC CONSULTATION No members of the public were present, no questions were asked.	
6.	22/095	THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA The Committee Clerk talked through the action list as updates had come in since the report had been circulated.	

Regarding the donation of three oak trees from ADC – the trees are now ready for collection. A discussion took place on where to plant them and it was decided that they should go south of the BMX track in Mayflower Park.

The quote was expected in for Pookes Cottage any day now. AIB said they were not keen on the spraying option.

Cllr. A Evans advised that the item relating to collecting old money for the Royal British Legion could now be removed from the Action List.

An update was given on the area by the Blue Star Roundabout. The tree planting license has been granted and a 28 day consultation will now start regarding the placement of benches and planters.

Cllr. Reigate gave an update on the potential village sculpture and it was agreed to defer this action until the February 2023 agenda.

Cllr. Reigate also reported that she hoped to have the first Angmering Group meeting before Christmas. She will report back.

7. 22/096 COMMUNITY EVENTS

Carved Pumpkin Competition – Saturday 29 October

The event was well received with over 50 pumpkins being entered. £44 was raised for the charity Home Start and lots took advantage of the free activities that took place during the event. The event will definitely take place next year.

Angmering @ Christmas – Friday 2 December

The Committee Clerk gave an update on the arrangements for the event which was due to take place in 2 days' time. She also commented on the very generous raffle prizes that had been donated to raise money for Cancer United, the chosen charity for this event.

Christmas Frist Aid & CPR Course – Wednesday 7 December

This event now advertised with more people registering to attend every day. Cllr. Harris has volunteered her help on the day.

8. 22/097 CORONATION – Saturday 6 May 2023

Cllr. N Hamilton-Street commented that as the Community Survey is still open opinions are still being gathered but from the responses so far it looks like people want to hold their own events.

Cllr. Bicknell commented that he would like to see something taking place in St Nicholas Gardens for younger children and also not to forget the residents in Downsway.

A conversation took place around supporting groups with grants so they can host their own events like APC did for the Queens Platinum Jubilee celebrations, all agreed this was a good idea.

Cllr. Reigate advised that she would bring this up at the first Angmering Group meeting as a point of discussion.

9. 22/098 **KISSING GATE – MAYFLOWER PARK**

Councillors talked through the options on the supporting paper and after discussion a decision was made to go with quote 3 which is a wooden gate as it was felt this would be more in keeping with the area.

Prior to the vote a conversation took place re asking permission from WSCC but Cllr. N Hamilton-Street said that permission was not needed.

RESOLUTION: Cllr. N Hamilton-Street **PROPOSED** that Quote 3 was accepted. Cllr. Harris **SECONDED** and **ALL AGREED**.

A quote will now need to be found for the ground work to be done, information will need to be brought to the December meeting.

Action: Quotes to be obtained for ground work to be done prior to installation of the kissing gate, add to Decembers agenda.

**APC
Office**

10. 22/099 **SHELTER AT MAYFLOWER PARK**

Cllr. Reigate advised that a decision needed to be made tonight due to the state of the shelter. A short discussion took place and after hearing that The Angmering School police liaison officer had also advised that it should be taken down the decision was made to remove the shelter.

RESOLUTION: Cllr. A Evans **PROPOSED** that the quote to remove the shelter was approved. Cllr. N Hamilton-Street **SECONDED** and **ALL AGREED**.

11. 22/100 **FLOWER BED OPPOSITE BIG FRY**

Cllr. Reigate talked through the supporting paper and explained that a decision had to be made tonight.

A conversation took place about possibly moving the bed, parking spaces etc. but it was reported that a conversation around this had taken place a few years ago and it would simply not be possible due to the amount of work that would need to be done, for example moving utilities, which would make it from a cost point of view unachievable.

Therefore it was agreed that quote 1 would be approved.

RESOLUTION: Cllr. Reigate **PROPOSED** that quote 1 be approved. Cllr. Harris **SECONDED** and **5 AGREED, 1 ABSTAINED**.

12. 22/101 **FRED ROWLEY NAME BOARD OPTIONS**

The Committee Clerk advised that some additional quotes had come in the day before this meeting therefore this information was not on the supporting, the new information was explained and talked through.

A discussion took place which included the suggestion from Cllr. R Evans to put a QR code on the board explaining what the Fred Rowley Award was, all thought this was a very good idea.

A vote was then taken and it was agreed to go with an A3 sized flat panel Perspex clear acrylic honors board.

RESOLUTION: Cllr. N Hamilton-Street **PROPOSED** that the quote for an A3 size board be approved. Cllr. A Evans **SECONDED** and **ALL AGREED.**

13. 22/102 PLAY PARK STRATEGY AND PRIORITY MATRIX

No updates were given.

14. 22/103 ANNUAL BUSINESS PLAN

No updates were given.

15. 22/104 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

1) This Committee

ADC may be able to provide a decision for the Fletchers Field play park.

2) Full Council.

None.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 21 December 2022** at **19:30** to be held at Angmering Baptist Church.

The meeting concluded at 20:44.

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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 25 JANUARY 2023

AGENDA ITEM 8 – SUNDOWNERS BRIEF

Below is an draft template to adapt, discuss and agree. This will then be sent to the event organiser to agree to. The brief could then be used as a template for other future events of this kind.

Brief

The events will happen between May and August annually with the aim to celebrate, support and promote local live music, food and drink businesses within Mayflower Park.

The organiser must:

- Ensure all insurance and licences are in place 6 weeks prior to each event (add specific info)
- Provide Risk Assessments and method statements if required 6 weeks prior to each event (supply templates)
- Liaise with Angmering Parish Council to jointly promote the events
- Ensure that there is a variety of vendors plus any food and drink available is suitable for families and all ages
- Ensure that there are a variety of music acts
- Provide suitable individuals to manage vehicles on and off the site throughout the event
- Provide temporary toilets during the event (only onsite for the duration of the event)
- Provide suitable stage area and PA system
- Provide rubbish receptacles and remove rubbish after the event

Angmering Parish Council will

- Check and agree all insurances, licences and audit risk assessments
- Support the promotion of the events

A £300 deposit is required for each event to Angmering Parish Council - 4 weeks prior.
Should the organiser not deliver the agreed event, the deposit will be retained, otherwise it will be returned to the organiser.

Decision Needed: To agree a finished template.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, EMPLOYMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 25 JANUARY 2023

AGENDA ITEM 9 – KINGS CORONATION

Part 1 – Kings Coronation Grant

The propose of this paper is to agree the grant budget for the Kings Coronation which will be taking place on Saturday 6 May 2023.

It was suggested that the best way to support the coronation would be to provide funding for local groups, residents etc. to hold their own events as they did for the Queens Platinum Jubilee in 2022 which worked very well for all concerned.

With this in mind a budget of £5k has been suggested. As before a limit of £500 will be the most that can be applied for and will be allocated on a first come first served basis.

We will approach Angmering Community Centre, Angmering Village Hall, St. Margaret's Church and Angmering Sports and Recreation Association (ASRA) to find out their plans and consider any funding we may be able to offer in addition to the £5k budget mentioned above.

Decision Needed: To agree if this is the best way to proceed and also to agree the amount of the grant budget.

Part 2 – Flag Pole

To provide and install a 6 metre flagpole at the Angmering Community Centre. All quotes include internal halyard for both security and noise reduction and installation.

Quote	Cost including installation	Cost for flag (not included in quotes)
Quote 1	£2,145.00	152 x 90 cm Union flag provided FOC
Quote 2	£1,461.00	180 x 90 cm hand sewn on woven polyester = £65.00+VAT 180 x 90 cm printed on knitted polyester = £21.15+VAT
Quote 3	£2,614.40	6ft x 3ft (1.8m x 914cm) Union flag = £75.00 + VAT

Decision Needed: To decide if this is something the committee would like to move forward with.



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WEDNESDAY 25 JANUARY 2023

AGENDA ITEM 10 – KISSING GATE MAYFLOWER PARK

The Kissing Gate at Mayflower Park has now been installed but the groundwork still needs to be done. Quotes for this work have been very difficult to obtain due to contractors not responding.

Three contractors have been approached but only one has responded with a quote.

Quote 1

Cost to undertake the ground works will be £1,182.00+VAT

- Scrape out area approx. 8m x 1.2m from field to gate, widening at gate to accommodate wider landing area to create base area of pathway
- Install 150x30mm timber edge along both sides and ends incorporating gate landing
- Install geo textile to base area
- Install in 150mm MOT type 1 limestone, in 50mm layers each layer to be compacted with vibrating plate
- Limestone surfacing to follow contour of existing ground levels

Quote 2

Correspondence received to say they were interested but so far no quote received.

Quote 3

No response received to our enquiry.

Decision Needed: To decide if to accept quote 1 or if not how to move forward.



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SUPPORTING PAPER

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WEDNESDAY 25 JANUARY 2023

AGENDA ITEM 12 – STORAGE RACKING FOR THE LOCK UP

Additional racking is required in the lock up facility, primarily to keep things off the floor (the lock up has in the past been prone to flooding) but also to keep items readily accessible and the floor area clear. Three quotations have been received for two additional racking systems to stand along the walls of the lock up. All quotations include steel shelving which will work well within the often-damp environment.

Quote	Total (ex VAT)	Size (WxDxH)/(weight bearing capacity)	Installation cost	Total cost ex VAT
1	£1,212.00	2300 x 600 x 2000 (400kg) 3 shelves per racking unit	£1,705.00	£2,917.00
2	£1,150.48	2012 x 600 x 2000 (500kg) 3 shelves per racking unit	Min charge 1 day labour between £350 and £550+vat	£1,700.48
3	£2,663.70	2440 x 610 x 1980 (400kg) 2 shelves per racking unit	N/A as not offered	£2,663.70

Other options for installation:

Employ an outside contractor to assist Groundsman in installation of flagpole £120
Two or three Councillors to assist Roy £0

Decision needed: To decide what quote to go with and what route to take with the installation.