



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 22 FEBRUARY 2023.

- Present:** Alison Reigate (Chair), Alan Evans (Vice Chair), Norma Harris, Rhys Evans and Nikki Hamilton-Street
- In attendance:** Tracy Lees (Committee Clerk) plus one member of the public
- 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.	22/121	APOLOGIES FOR ABSENCE Apologies were received and agreed for Cllrs. Bicknell and L Hamilton-Street.	
2.	22/122	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3.	22/123	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 25 January 2022 were agreed and signed by the Chair.	
4.	22/124	ANGMERING IN BLOOM (AIB) No representatives were able to be present and had sent their apologies, no report had been sent in.	
5.	22/125	PUBLIC CONSULTATION The member of the public wanted to ask about possible volunteering opportunities within Angmering on Monday 8 May for the Kings Coronation volunteering day. The group would be made up of 4 – 12 years olds therefore the activity would need to be age appropriate. Cllr. Reigate advised she was arranging to host a meeting on Friday 3 March between 11:00 – 12:30 at Angmering Village Hall where local groups, clubs etc. were coming together to look at what could be achieved together to hold some community focused events and opportunities. She said she would ask about possible volunteering opportunities for this group during this meeting and report back.	

A discussion took place with suggestions being made such as approaching AIB and the Library with regards to doing some work in their garden or may come up with some other volunteering options.

6. 22/126 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA

The Committee Clerk and Cllr. Reigate talked through the action list. It was agreed that Cllr. A Evans action re Community Events could now be removed as this will now come under the Climate Action Plan. It was also agreed that the Mayflower Working Group would be deferred to the April agenda.

With regards to Pooks Cottage a short discussion took place regarding the quotes received to make this area look better. All agreed that Cllr. N Hamilton-Street will ask the Clerk to find an underspend in this years budget to get this area re-turfed. Cllr. A Evans also suggested APC ask WSCC if APC can adopt this piece of land free of charge, all agreed.

Action: Clerk to look for monies to cover the cost of re-turfing this area.

Action: Contact WSCC to ask if this work can be done and also if APC can adopted this piece of land free of charge.

**KH
TL**

7. 22/127 COMMUNITY EVENTS

CPR & De-Fib Course – Monday 20 March 2023

This free course is now actively being advertised and 10 members of the public have already signed up.

Angmering Amble – Saturday 1 April 2023

The Committee Clerk advised that this event was now starting to be advertised and all arrangements were in place.

Skate Jam – Saturday 22 April 2023

APC are re-running this popular event for a second year running and are this year partnering with Board AF. The event will take place between 12:00 and 16:00 at the Skate Bowl in Mayflower Park.

Kings Coronation – Saturday 6, Sunday 7 and Monday 8 May 2023

Grants can be applied to hold an event from Wednesday 1 March.

Sundowners – Friday 19 May 2023

Still waiting for a response from the event organiser to see if this event will be taking place. If this event does not go ahead Cllr. N Hamilton-Street will explore other options.

Parish Assembly – Thursday 25 May 2023

This event will now take place at St Margaret's Church Hall

Angmering @ Christmas – Friday 1 December 2023

The Committee Clerk gave a brief overview of what had been arranged so far and confirmed the event date.

8. 22/128 BLUE STAR ROUNDABOUT PROJECT

Cllr. Reigate introduced the supporting paper and how this project had come about. A discussion took place mostly concentrating on the large variations in costs to undertake the work.

After discussion the following was agreed:

RESOLUTION: Cllr. N Hamilton-Street **PROPOSED** to accept Quote 1 using the grey dust. Cllr. A Evans **SECONDED** and **ALL AGREED**.

A request had been received from AIB that once the site was cleared a site visit would take place to make sure all items were placed in the correct positions.

Action: Arrange a site visit prior to installation of items with the contractor.

TL

9 22/129 RUSSET PLAY PARK UPDATE

The Committee Clerk advised that all tenders had been submitted on time and out of a possible 8, 6 suppliers wished to tender.

The tenders and scoring packs were given out to those councillors taking part in scoring the tenders and instructions given on how to undertake the scoring process. Once all scores have been analysed the information will be brought to the next Full Parish meeting on Monday 13 March to be considered be all.

Cllr. Reigate wanted to thank all involved, especially the Committee Clerk.

10. 22/130 POTENTIAL VILLAGE SCULPTURE

Cllr. Reigate reported that no progress had been made and gave an update on the Sculptor in that they were extremely busy with other work commitments and could not currently take on any more commissions.

It was agreed by all this item should be left on the action list to act as a reminder for a possible future project. It was also suggested that re-purposed sculptures may be a way forward.

11. 22/131 PLAY PARK STRATEGY AND PRIORITY MATRIX

Cllr. N Hamilton-Street proposed that after Russet Play Park had been completed she would update this document with what needed to be done in other areas so the document could be brought up to date.

It was also agreed by all that this item be taken off the agenda going forward but added to the Action List to act as a reminder.

Action: Remove the Play Park Strategy and Priority Matrix from future agendas and add to the Action List.

TL

Cllr. R Evans asked about Fletchers Field and what progress had been made. Cllr. N Hamilton-Street advised that WSCC has now put this out to tender.

12. 22/132 ANNUAL BUSINESS PLAN

No updates were given by the Chair.

Cllr. R Evans reported the Terracycle box at Angmering village Hall had now been removed and relocated to the APC office as it was no longer being used. He also reported that the Rugby Club were interested in looking at recycling Christmas trees after the Christmas period.

13. 22/133 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 29 March 2023** at **19:30** to be held at Angmering Baptist Church.

The meeting concluded at 20:25.

..... 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.

DRAFT

ANGMERING IN BLOOM ASSOCIATION

REPORT FOR PC CLEW MEETING 29th MARCH 2023

Recent activities

In the last month we have been very fortunate with the weather on Wednesday mornings which has enabled us to carry out some regular maintenance sessions and plant some additional spring colour.

We have tidied up and planted at St Wilfrid's school bed, the two new planters at St Nicholas garden, outside Pooks Cottage and also at the Community Centre the moon bed, the new planter, the rainbow planters and the trugs.

The bulbs we planted last Autumn around the three new trees at the Community Centre and on the corner of Nursery Road and Roundstone Lane are all beginning to appear as is the large area of daffodils near Ferndale Walk.

We have been working with APC to create a new entrance to the Village on the corner of Station Road and the A259. We are donating two benches, like the one on Weavers Hill, for the project, one of the benches from our own funds and the other from a grant from Angmering Heritage Trust. Quercus, the local Nursery, have offered to donate three large multi stemmed Silver Birches to be planted in a central bed.

Future activities

The Cala homes roundabout will need some work as many of the shrubs have suffered from the wet and frost so will need pruning or replacing.

As part of our fundraising activities, we will be holding a Plant Sale and Coffee morning in the Village Hall on Saturday 10th June from 10-12.

As part of the Kings Coronation Volunteers day activities, we have offered the Beehive bed to the Guides to plant up for the Summer and have offered the Brownies the Community Centre trugs also to plant up for Summer, we are currently waiting to hear back from the Brownie and Guide Leader Rachel Thornley if they wish to take advantage of this offer..

Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
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 gage their interest.		Once infrmation known bring back to this committee for further discussion.	AR	
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 April 2023	TL	
22.02.23	11	22/131	Play Park Strategy and Priority Matrix	Add to the Action List		To stay on the Action List as a reference	NHS	
22.02.23	6	22/126	Pooks Cottage	Clerk to find monies to fund the re-turfing of this site Committee Clerk to Contact WSCC to ask if this work can be done and also if APC can adopted this piece of land free of charge.	Contact to be made with Simon Neville from WSCC	Contact made and awaiting a response Clerk has found the money to re-turf this site Update: Contractor undertaking the work is applying for the license to carry out this work - this was done on 17.03.23 - awaiting the outcome The works have now been approved and will take place w/c 27.03.23	KH / TL	22.03.23
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 repsonse received No response received	TL	28.02.23
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	20.03.23
22.02.23	8	22/128	Blue Star Roundabout	Arrange a site visit prior to installation of any items with the contractor.	When date known invite Nikki, Lee, Julia and Roger to the site	Contact the contractor to start the project and set a site visit date Site visit arranged for 21.03.23 @ 10am	TL	17.03.23

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)



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SUPPORTING PAPER

COMMUNITIES, LEISURE, EMPLOYMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 29 MARCH 2023

AGENDA ITEM 9 – CHARITY CAR BOOT SALES

The purpose of this paper is to provide information so a decision can be made if Angmering Parish Council wish to run charity car boot sales on Mayflower Park during the summer months.

As car boot sales are no longer taking place at Roundstone Farm there is no longer anything within our area or within walking distance for Angmering residents, the closest boot sales are either Worthing way or at Ford Airfield.

The idea would be to hold a car boot sale in early summer and then possibly two more if the first one goes well. The reason for holding during the summer is you would expect harder ground conditions so vehicles would be able to drive over the grass without getting stuck or damage the grass.

All monies taken for pitch fess will go towards APCs chosen charity for the year, or a percentage could go towards the running cost of the event with the rest going direct to the charity. As there is no way to know how popular this event will be we propose not to charge the catering vans a pitch for the first car boot sale and then review if we decide to do more. We will of course ask for a donation.

We have spoken with ADC and ADUR in order to find out as much as possible about running a car boot sale.

ADC have said the following:

After speaking with licensing and if on private land you don't need license/consent. Do be sure you look at what's on sale though for safety and dangerous goods etc and ensure Environmental Health has notification of any food traders.

ADUR have said the following:

- Public Liability Insurance minimum £5,000,000

- Minimum of 10 marshals on site to ensure the safety and control of participants and members of the general public.
- Provide First Aid cover in the form of a qualified first aider or by a medical contractor.

Budget wise based on the above advice we would need to pay for 10 x Stewards/Marshals (to also look after parking all vehicles) and 1 x First Aid support.

- Stewards/Marshals are £14.50 per hour
- First Aid support is £15 per hour

Based on a hire period of 5 hours (08:00 – 13:00) the approximate costs for this would be **£800**.

Extras

Catering vans would be invited to sell food and drink, plus we could also look at hiring in small inflatables for children to play on – either free of charge or chargeable.

We have enquired about provision of toilets but this is something companies do not wish to supply for this type of event.

Suggested Day & Timings

Sunday would be the preferred day but could also be done on a Saturday.

Sellers can set up from 8:30am - Buyers can buy from 9am HOWEVER as this is an open site this could not be 100% enforced.

Last seller entry 9.00am if there is space and safe to do so, once the last seller is in there will be NO vehicle movement until 12.30.

Pitch Fees (suggested)

Cars £10 – 3 metres frontage

Vans or (Car with Trailer) £20 – 6 metres frontage

Long wheelbase / Medium wheelbase / Luton vans £30 - 9 metres frontage

As the weather will play a large part as to if the event can go ahead we will make sure all advertising states clearly that the event may have to be cancelled at the last minute.

Suggested plan of the area



The red area would be parking for buyers, the blue area parking for sellers. The yellow line represents the position of the food trucks.

Having taken advice we feel that with the contacts we have to provide help with marshalling, first aid and our dedicated band of volunteers this proposed event would be able to take place.

Decision Needed: To decide if to go ahead and run an initial charity car boot sale in the summer of 2023.