



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

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MINUTES OF THE MEETING OF THE COMMUNITY, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE HELD AT THE ANGMERING BAPTIST CHURCH ON WEDNESDAY 26 OCTOBER 2022.

- 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), 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.	22/076	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. Rhys Evans. Cllr. Bicknell arrived late at 19:32 after the meeting had started.	
2.	22/077	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3.	22/078	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 28 September 2022 were agreed and signed by the Chair.	
4.	22/079	ANGMERING IN BLOOM (AIB) The representatives from AIB wanted to thank APC and especially the groundsman, Roy Squires, for the help given to clear the QE2 bed. They explained the work that had been carried out and the difference it had made. On the 5 th November AIB are planning to plant three trees at the Community Centre with daffodil bulbs around them. There will also be a Queens Canopy plaque placed there at a later date. A request to help with the planting was received and an email will be sent to all councillors to ask for assistance. <u>Action:</u> Send an email requesting help to plant the trees etc, on Saturday 5 November from 10:00 at the Community Centre.	TL

Finally they reported that bulb planting into pots had started ready to plant into the ground at spring time.

5. **22/080 PUBLIC CONSULTATION**

No members of the public were present, no questions were asked.

6. **22/081 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA**

The Committee Clerk advised that there were no updates and asked if there were any questions regarding the action list, which there weren't.

Cllr. Reigate updated the committee on her action relating to the proposed potential Village Sculpture and that she had met with a contractor to obtain a quote for the area of green space outside Pooks Cottage. Once the information on the various options has been received they will be brought back to this committee to be considered.

Cllr. N Hamilton-Street advised the Clerk will attend an Arts Council England workshop which will provide information on funding opportunities.

7. **22/082 COMMUNITY EVENTS**

Carved Pumpkin Competition – Saturday 29 October

The event will take place at the Angmering Community Centre between 15:30 – 17:30. There will be a Family Halloween Orienteering session during the day between 10:00 – 13:00 at Mayflower Park, no need to book you just turn up.

Angmering @ Christmas – Friday 2 December

The Committee Clerk along with Cllr. A Evans gave an update on the arrangements so far. All licenses have now been granted including the road closure. Final arrangements are now being made.

Remembrance Day – Sunday 13 November

The road closure license has now been granted and volunteers are all confirmed for the road closure points. Wreaths are now being ordered.

Christmas First Aid & CPR Course – Wednesday 7 December

This event will now start to be advertised and Cllr. Harris volunteered her help on the day.

8. **22/083 CORONATION – Saturday 6 May 2023**

Cllr. N Hamilton-Street reported that she had had a conversation with Roger Miles re the flag pole at the Village Hall and the lack of space to allow people to congregate around it. Therefore it had been suggested that an additional flag pole be erected at the Community Centre where there was plenty of space for people to congregate safely. The cost of this would be approximately £300 - £600 however it was suggested to budget for more than this as prices had not been checked.

Cllr. Bicknell suggested Fletcher's Field as an alternative choice and Cllr. Evans had concerns over what it would be made of. Cllr. Evans also commented that Angmering Village Hall were thinking of live screening the event in their main hall.

The conversation then turned to the costs of flags and future use other than the coronation. Cllr. N Hamilton-Street advised flags were not an issue as Roger Miles had enough for both flag poles however an APC flag may need to be purchased.

One of the members of AIB had concerns over possible noise the pole might make but this can be overcome by purchasing the correct type of pole.

Cllr. N Hamilton-Street will speak with the Community Centre to see what plans they may have for the Coronation and will suggest if a picnic on the grass could be considered.

Action: Speak with the Community Centre re activities for the Coronation and report back.

NHS

The possibility of medals for all school children were also considered as well as providing funding opportunities for residents, groups, businesses etc. to allow them to put on their own events – this would be delivered in the same way funding was given for the Queens Platinum Jubilee celebrations around the village in 2022.

The conversation concluded in that a firm decision on what APC would put on/provide needed to be made at the next meeting which will take place on Wednesday 30 November.

Action: Add this item to the November agenda.

TL

9. 22/084 DISCUSS THE 2023 EVENT GUIDE

Councillors talked through all events listed on the guide.

A discussion took place regarding the Sundowner events as it had previously been cancelled a few times. It was agreed that Cllr. N Hamilton-Street would write a brief for the Event Organiser regarding what APC would want to see offered as well as providing good advertising.

Action: Brief to be written and sent out to the Event Organiser.

NHS

Cllr. Reigate talked about the Village Produce Show and her idea to have a Dog Show running at the same time however this would be delivered by someone else such as a dog charity. She will investigate and report back.

Carved Pumpkin Competition – the date on when to hold this event was commented on and it was agreed that APC would see how many attended this years competition and if it would be better on a week day evening next year.

Angmering @ Christmas will be reviewed after this years event has taken place.

10. 22/085 SHELTER AT MAYFLOWER PARK

This item was deferred to the November agenda as it was not possible to obtain all the relevant quotes in time for this meeting.

11. 22/086 BLUE STAR ROUNDABOUT

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

Cllr. N Hamilton-Street made reference to an email she had sent round prior to the start of the meeting which gave a suggestion of an alternative plan. She then talked through the plan which all agreed was a good idea and this is what APC should go with.

The decision needed for **point 1** was proposed and agreed as follows:

RESOLUTION: Cllr. L Hamilton-Street **PROPOSED** that the new plan was adopted. Cllr. Bicknell **SECONDED** and **ALL AGREED**.

The conversation then turned to what type of ground cover was needed. Cllr. L Hamilton-Street suggest what had been used on Cow lane, all agreed. Therefore the decision needed for **point 2** was proposed and agreed as follows:

RESOLUTION: Cllr. N Hamilton-Street **PROPOSED** that the ground covering should be the same that was used on Cow Lane. Cllr. Bicknell **SECONDED** and **ALL AGREED**.

A decision needed for **point 3** could not be made as it was felt that more investigation was needed on size etc. now that a new design for the area had been agreed. A meeting at the site will be arranged and the information will be brought back to the next meeting in November so it can be formally agreed.

Action: Meeting to be arranged.

TL

12. 22/087 PLAY PARK STRATEGY AND PRIORITY MATRIX

The committee clerk gave an update on the process to tender for Russet play park. The tender documents have now been competed and are ready to send out to suppliers that are wanted to bid for this work. However it has been agreed to delay the process until January 2023. Four site visits have already taken place plus 8 out of a possible 12 suppliers have expressed an interest in bidding for this project.

Cllr. N Hamilton-Street reported that ADC have put together a questionnaire regarding the re-furnishment for the Fletchers Field Play Park with some suggestions from the Clerk. Once the final document has been seen and approved by APC this will be shared with the residents of Angmering and the local schools. A consultation will then take place followed by putting the works out to tender. The aim is to have the park ready for the summer of 2023.

13. 22/088 ANNUAL BUSINESS PLAN

Cllr. A Evans advised that he would be going into The Angmering School to collect 3 bags for Terracycling that they had collected.

No other updates were given.

14. 22/089 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 30 November 2022** at **19:30** to be held at Angmering Baptist Church.

The meeting concluded at 20:53.

..... 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

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 in Jan 2023 - add to January 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	
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 Msayflower 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	TL	
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.	AR	
28.09.22	7	22/068	Community Events	Collection of old money for the Royal British Legion		Information to be given to the Clerk to decide if this is possible to do in the APC Office The Clerk has given her thoughts and concerns - other options need to be looked into	AE	
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	TL	
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	TL	
28.09.22	10	22/071	AIB Tree Donation - Blue Star Roundabout	Apply for the raised flower bed and bench license.		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	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.	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	
26.10.22	8	22/083	Coronation	Speak with the Community Centre re activities for the Coronation and report back.			NHS	
26.10.22	9	22/084	Sundowners Event	Brief to be written and sent out to the Event Organiser.			NHS	
26.10.22	8	22/083	Coronation	Add to the November agenda			TL	27.10.22
26.10.22	11	22/086	Blue Star Roundabout	Meeting to be arranged.		Meeting arranged for 02.11.22	TL	27.10.22
26.10.22	4	22/079	AIB	Send an email requesting help to plant the trees etc, on Saturday 5 November from 10:00 at the Community Centre.			TL	01.11.22
29.06.22	6	22/023	Community Clerks Report - Xmas Traders Event	Letters to be written nearer the time regarding the event i.e. what will be taking place.		Deferred until end of October - all updates have now been given and event is confirmed	TL	01.11.22

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)

ANGMERING IN BLOOM ASSOCIATION

REPORT FOR APC CLEW MEETING 30th NOVEMBER 2022

Recent activities

During the Summer months we have done our usual Wednesday morning maintenance sessions including –:

- The High Street hill and bed near The Spotted Cow
- The Beehive bed
- Pooks Cottage front wall beds
- St Nicholas garden
- St Wilfrid's front WW1 soldier bed
- The QE2 bed
- CALA roundabout
- The Community Centre moon bed and wildflower area
- The Rainbow planter, the new planter, pots and trugs at the Community Centre and on the Village Green next to the stone seats.

Over the past month, we have been involved in tree planting, including –:

- 3 Cherry trees planted at the Community Centre in conjunction with the Community Centre Trustees and grants from the Parish Council as part of the Queens Platinum Jubilee Celebrations
- 4 Cherry trees planted by WSCC on the corner of Roundstone Lane and Nursery Road funded by Hallmark, Angmering Grange, using the WSCC Donate a Tree scheme.

Over the past month, we have also completed our Autumn planting, including –:

- 500 February Gold daffodil bulbs on the corner of Merryfield Crescent and Ferndale Walk
- Assisting the Swanbourne Park Management Company volunteers to plant 100 February Gold daffodil bulbs and numerous tree whips at Swanbourne Park
- 100 February Gold daffodil bulbs have been planted into pots to be used for filling in any gaps in next Springs display

- 300 February Gold daffodil bulbs around the four new trees on the corner of Roundstone Lane and Nursery Road
- 300 February Gold daffodil bulbs around the three new trees at the Community Centre
- Replanting the 6 trugs at the Community Centre and the 4 planters on the Village Green to provide colour through to until next Summer

Our Tallest Sunflower Competition was well received with the Winner from St Margaret's School growing one 2.75 metres tall. Certificates and Vouchers were presented to each of the Winners at St Margaret's School Assembly and presented for a Group entry to the Lavinia Norfolk Centre.

Future activities

We are now finished for Winter but will continue to keep an eye on the Village and its floral displays until we start again in the early Spring.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, EMPLOYMENT AND WELLBEING COMMITTEE MEETING WEDNESDAY 30 NOVEMBER 2022

AGENDA ITEM 9 – KISSING GATE AT MAYFLOWER PARK

The following information has been collated regarding the installation of the proposed Kissing Gate between Mayflower Park and the WSCC field next to the Otters Field.

Quotations to supply and installation a Kissing Gate at Mayflower Park

QUOTE ONE

To supply and install a Large galvanised Mobility kissing gate at the confirmed location. Gate to be positioned in field margins at top of slope, to supply and install 6m of stock fencing either side of gate into hedge.

To supply and lay an MOT type 1 base and footpath approx. 8m x 1.2m to link the kissing gate to the tarmac pathway in the adjoining field. Terram geotextile to be installed through the bottom section.

Cost to undertake the above £1979.80 +VAT

OR

To supply and install a Medium galvanised Mobility kissing gate at the confirmed location. Gate to be positioned in field margins at top of slope, to supply and install 6m of stock fencing either side of gate into hedge.

To supply and lay an MOT type 1 base and footpath approx. 8m x 1.2m to link the kissing gate to the tarmac pathway in the adjoining field. Terram geotextile to be installed through the bottom section.

Cost to undertake the above £1810.80 +VAT

QUOTE TWO

The company approached was not able to undertake a site visit for at least 5 weeks and then the installation, if of course they could do the work, would not be until the new year – no idea of possible in stall date could be given.

QUOTE THREE

To supply & fit a 4'x3' 5 bar wooden field gate hung on a 5"x5" post, using 24" galvanised adjustable hinges.

Also to create a 3 sided fence / walk through (to allow the gate to act as a 'kissing gate'), using 5"x5" wooden posts & 4"x2" rails.

This quote does not include any ground work as this company are unable to do this kind of work.

Cost to undertake the above £970.00 +VAT

Decision Needed: To decide what quote to go for.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, EMPLOYMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 30 NOVEMBER 2022

AGENDA ITEM 10 – SHELTER AT MAYFLOWER PARK

To help decide what action to take the following quotes have been obtained, also the pictures below show the state of the shelter as of Monday 17 October 2022.





Quote to remove the shelter

Shelter to be cut into sections and removed from site, where the shelter legs are within the ground, these will be broken out of the concrete footing and removed, the footing will then be reinstalled with fresh concrete to the same height of the surrounding surface to ensure there are no trip hazards

Cost to undertake the above £880.00+VAT

Quote to repair the shelter

Product Code	Product Name	Quantity	Unit Price	Total
TE03	1600mm 100mm Horizontal Pole	3.00	131.33	394.00
TE11/LG	Long Seat CGL (GL)	2.00	228.46	456.92
TE12/LG	Small Seat CGL (GL)	2.00	58.29	116.57
KIT5	Sml Adventure Trail Pole Fixings Kit	3.00	25.96	77.88
DEL004	Spares Delivery & Installation	1.00	545.00	545.00
		NET		GBP 1,590.37
		VAT		GBP 318.07
		TOTAL		GBP 1,908.44

Decision Needed: To decide if to remove it, replace it or repair the shelter.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, EMPLOYMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 30 NOVEMBER 2022

AGENDA ITEM 11 – FLOWER BED BY BIG FRY

The following information has been collated regarding the repair work needed to the flower bed opposite Big Fry in the Village Square. The wall of the flower bed has collapsed and needs to be rebuilt and the iron work re-attached (see picture below)

Quotations to repair the area (please see full quotes detailing the work to be carried out below)

Quote One

Cost to undertake the above £987.00 inc. VAT

Quote Two

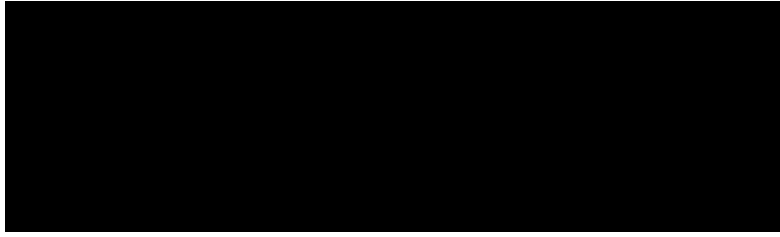
Cost to undertake the above £930.00 inc. VAT

Quote Three

Cost to undertake the above £1779.60 inc. VAT



Decision Needed: To decide which quote to go for.



Quotation 1

Angmering Parish Council

31st October 2022

Ref:- Brickwork Planter Repairs outside The Big Fry

To repair the curved planter outside The Big Fry, including removal of the ironwork which needs slightly reshaping, supply all necessary bricks and mortar, re-fit the ironwork and clear all waste.

The cost will be £978.00 inc vat on materials only.

We look forward to your further valued instructions.



Quote 2

[Redacted]

ADDRESS
Katie Herr Angmering Parish Council 13 Toftwood Close Crawley West Sussex RH10 7GR

QUOTE NO.	DATE
1732	14/11/2022

P.O. NUMBER
Brick Planter

ACTIVITY	QTY	RATE	VAT	AMOUNT
Quote for repair to brick planter in Village centre.				
Groundwork Remove metal railing and damaged brickwork. Dig out planter to expose existing concrete footing and prepare for new brickwork.	1	350.00	S	350.00
Repairs Supply and install new brickwork to match and tie in with existing. Re-attached metal railing once new brickwork is complete.	1	425.00	S	425.00

SUBTOTAL 775.00
 VAT TOTAL 155.00
TOTAL £930.00

TAX SUMMARY

RATE	TAX	NET
VAT @ 20%	155.00	775.00

Accepted By

Accepted Date

QUOTE 3

18th October 2022

C/o Tracey

Angmering Parish Council

Estimate , Re :- Repairs to brick planter , village center , opposite The Big Fry chip shop

To:

Provide necessary barriers and cones.

Expose foundation/ sound brickwork and rebuild missing walling in matching brick.

Re fix existing railing to brickwork.

Remove surplus materials and rubble from site.

Works to be carried out using our existing £5 million public liability.

£1483-00

+ VAT. £296-60

Total. £1779-60

If additional £5 million public liability insurance required,

Additional cost. £415-00



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SUPPORTING PAPER

COMMUNITIES, LEISURE, EMPLOYMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 30 NOVEMBER 2022


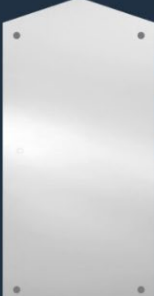

AGENDA ITEM 12 – FRED ROWLEY NAME BOARD

The following information relates to the proposed Honours Board. The Community Centre have agreed to have agreed to have the board as long as it looks modern in design. It will be located in the hall way between the between the meeting rooms.

The following is an example plus potential costs to start the conversation.

Example

MENS CLUB CHAMPION		LADIES CLUB CHAMPION		SENIOR CLUB CHAMPION		JUNIOR CLUB CHAMPION	
YEAR	NAME	YEAR	NAME	YEAR	NAME	YEAR	NAME
1995	G. Houston						
1996	D. Tanner						
1997	F.W. Reeve						
1998	T. Finclay						
1999	S. Hollamby						
2000	S. Hollamby						
2001	T. Finclay						
2002	A. Horn						
2003	T. Finclay						
2004	A. Parsons						
2005	A. Piggott						
2006	B. Lane						
2007	B. Hall						
2008	A. Collyer						
2009	A. Collyer						
2010	A. Parsons						
2011	B. Hall						
2012	B. Hall						
2013	M. Clifford						
2014	B. Hall						
2015	D. Smith						
2016	B. Lane						
2017	J. Morris						
2018	M. Clifford						

Acrylic Honours boards			Gable Top			Curved Top		
	Flat Top			Gable Top			Curved Top	
	SIZE (mm)	Price		SIZE (mm)	Price		SIZE (mm)	Price
	600 x 600	£250		600 x 600	£250		600 x 600	£250
	600 x 1200	£315		600 x 1200	£315		600 x 1200	£315
	1200 x 1200	£435		1200 x 1200	£435		1200 x 1200	£435
1500 x 1200	£622	1500 x 1200	£622	1500 x 1200	£622			
1800 x 1200	£735	1800 x 1200	£735	1800 x 1200	£735			

Prices exclude VAT but include unlimited pvc text & dividing lines & logos & competition headers
 Delivery of your honours board is £60 + vat to mainland UK.
 Bespoke sizes are available, please contact us for more details.

Frequently asked questions (FAQ) - part 2

Part two of our helpful guide

How do I update my boards in the future?

The ordering process is very simple.

You email us the names & years you want, and we'll mail them out to you at a small cost.

If for example you need 10 new names and dates, then you'd send us an e mail with your requirements.

We then send a proof back showing the board with the new information on it.

If you're happy then let us know and we'll mail the lettering out for you to apply to your existing honours boards.

It's not hard to do and we'll send a video of how to do it too. There is a small cost for this.

Can we have our club logo on the board?

Absolutely. We're a sign making company so are very well set up to print logos

Decision Needed: To decide what quote to go for.