



Established 1894

Angmering Parish Council

The Corner House
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Angmering
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MINUTES OF THE MEETING OF THE COMMUNITY, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE HELD AT THE ANGMERING BAPTIST CHURCH ON WEDNESDAY 24 NOVEMBER 2021.

- Present:** Alison Reigate (Chair) Alan Evans (Vice Chair), Rhys Evans, Lee Hamilton-Street, Paul Bicknell and Mike Jones.
- In attendance:** Julia Phelan and Judith Cross representatives of Angmering In Bloom.
- 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.	21/079	APOLOGIES FOR ABSENCE Cllr. Norma Harris and Cllr. Nikki Hamilton-Street were received and accepted.	
2.	21/080	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3.	21/081	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 27 October 2021 were agreed and subsequently signed by the Chair after the location of the meeting was amended.	
4.	21/082	ANGMERING IN BLOOM (AIB) Working with the Rotary Club, the crocuses (500) will be planted on the CALA Homes roundabout. Look out in the spring for when they bloom. Each side will look different.	

Members also advised that they will be around next week and then likely to finish up. Thanks were given for their continued hard work.

A discussion took place regarding the planting and subsequent watering of the plants in the new sculpture by the Angmering Community Centre. Final details will be confirmed with the office. Cllr. R Evans suggested perhaps the school would like to be involved in the maintenance of the planters.

Action: Make a clear plan of who is going maintain the planters attached to the sculpture and share. **TL/KH**

5. 21/083 PUBLIC CONSULTATION

A member of the public asked about the S106 money from Crayfern Homes towards Mayflower Park improvements. Cllr. A Reigate confirmed that the agreement had been checked and that 20 of the homes needed to be occupied before payment was transferred.

6. 21/084 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA

Cllr. A Reigate went through the action list and gave updates. No questions were asked.

7. 21/085 COMMUNITY EVENTS

Remembrance Day – How it Went

Feedback was given from the office, including suggestions received from Councillors and members of the public.

Suggestions included more order of services, names of groups/organisation being read out when the wreaths are laid, extending the list of those contacted to order/how to order a wreath and ordering the wreaths direct to the organisation/group and not to the office.

Cllr. L Hamilton-Street suggested putting information in All About Angmering about how to go about ordering a wreath, perhaps in September

Action: Include information about how to order a wreath in All About Angmering in September 2022 **TL**

Other suggestions included the purchase of the plastic poppies for lampposts as well as the crosses for around the memorial, if more wreaths are laid we may need to extend the road closure times and engaging a volunteer to increase the amount of poppy sellers/locations where they are available to buy in the village. The change of timing of the event was seen as a positive

Action: Try to engage a volunteer to organise the sale of the poppies in the village and assist with the run up to the event. **TL**

Action: Add all the suggestions to the event plan for consideration when planning next years event. **TL**

CPR and Defib Course – How it Went

Cllr. Alison Reigate gave an overview of how the course ran. Participation was excellent and 22 out of 24 who signed up attended the free course.

More signage is needed if the course is held at St Margaret's Church Hall again. General feedback was very positive and more courses will be booked for 2022.

Memory Tree and Christmas Carols – Friday 3 December 2022

Updates were given by Cllr. Alison Reigate including thanking the councillors who had already agreed to volunteer at the event, timings of the event, advised that tags were available at the office and that footfall into the office

had increased, advertising schedule and that Cancer United will be singing at the event.

Cllrs also stated that this years tags were a lot better than in previous years.

8. 21/086 HEDGEHOG HIGHWAYS

Cllr. A Reigate talked through the supporting paper. And a discussion then took place regarding the proposal.

Cllr. L Hamilton-Street suggested increasing the use of the highways by encouraging neighbours to create longer highways. Cllr. Bicknell suggested giving out more information regarding caring for hedgehogs at the same time.

A member of the public was invited to speak at this point and suggested inviting WADARS to speak at an “event” and give out the highways to those who attended.

It was also mentioned that we could engage with local junior schools.

The suggestion of holding an event to give out the highways was agreed to in February/March 2022.

RESOLUTION: Cllr. Jones **PROPOSED** that APC will buy 1 box and hold an event to give information/guidance on hedgehogs as well as giving the Hedgehog Highways out. Cllr. A Evans **SECONDED** and **All AGREED**.

9. 21/087 THE ANGMERING AMBLE

Cllr. Reigate invited Cllr. R Evans to give an update on the work done so far. The information given included information on other events of this type, insurance, risk assessments and possible route. He stated that it wasn't a race and would start and finish at Worthing Rugby Club. This is still in the early days of organising but talks had already taken place with potential sponsors.

The length of the amble was also discussed and there could be a 5k and a 10k route and the inclusion of a landmark/interesting facts sheet for the route.

RESOLUTION: Cllr. R Evans **PROPOSED** that APC, if the results of the survey show support for the event, aim to hold this event in September 2022. Cllr. Jones **SECONDED** and **All AGREED**.

10. 21/088 PLAY PARK STRATEGY AND PRIORITY MATRIX

Cllr. Reigate gave a brief overview regarding the play park.

Concerns were then raised about the closure of Discovery Play Park while work was completed on the entrance to Mayflower Park. Comments were made regarding lack of work being done at times and how long it has taken. It was advised that the park was closed due to health and safety concerns and that it would remain closed until the fence had been fully replaced and the area secured.

11. 21/089 MAYFLOWER PARK WORKING GROUP

An update was given by Cllr. R Evans including how he had been speaking to 5 people who were interested in being part of the group as per agreement at Full Council in November 2021.

The community focus of this group was confirmed and all present agreed that if it was designed by the community then it would be cared for by the community.

Cllr. R Evans advised that he had also spoken to Brinsbury College regarding being involved as a case study for some of their students – this was positively received.

Cllr. R Evans will now move forward with the group, with 2 councillors being included group, but not chairing the meetings. The councillors selected were Cllr. R Evans and Cllr. A Reigate.

12. 21/090 ANNUAL BUSINESS PLAN

Cllr. Reigate advised that APC were given an extra plot by the Allotment Association and that the band of volunteers were working very hard and enjoying their time. A green house will be erected over the winter.

Excess produce is being taken to the community fridge when it is held at the Angmering Community Centre. Cllr. L Hamilton-Street asked if she needed more volunteers, Cllr. Reigate advised that more volunteers will be needed next year as the weather warms up and she will also be speaking to Dr's regarding social prescribing.

Cllr. Reigate advised that she had come to a full stop on getting the electoral role changed to state Angmering instead of East Preston as incorrect candidate information was received at the last election.

Cllr Bicknell suggested advising the local estate agents to advertise houses in the South Angmering ward as Angmering and not East Preston and sell from the relevant offices.

An update from was given regarding the upgrading of the basketball court at Mayflower Park by Cllr. Jones. This will now be included within the Mayflower Park Working Group.

13. 21/091 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1) This Committee.
- 2) Full Council - Arundel Road path to ASRA ground was bought up by Cllr. Bicknell. He was advised to bring this up direct with the ADC councillors at Full Parish to discuss a way forward.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 15 December 2021 at 19:30** to be held at Angmering Baptist Church.

The meeting concluded at 21:04

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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.

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	
28.07.21	13	21/028	Mayflower Park Working Group	Send meeting invitation to working group.		Sessions now starting to be booked in	NHS	
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	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	
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.	APC Office	
29.09.21	9	21/055	Fred Rowley Name board	Add Fred Rowley Name Board to the January CLEW meeting.	Add to Jan 22 agenda	Reminder added to Outlook	TL	
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		SF	
27.10.21	11	21/072	Parish Assembly	Committee Clerk to work on setting up the event based on these ideas.			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 will be arriving in March 2022. To be added to Feb CLEW agenda to decide way forward.	SF / TL	
27.10.21	17	21/078	Consideration at future meetings - CLEW	Put on next CLEW agenda - consideration be given to installing a bus shelter at Arundel Road	Need more information before it is added to the agenda. Would require usage levels and how many people are asking for it to be considered.	Awaiting further information from Cllr Bicknell before this item can be put on the agenda	TL / PB	
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 / KH	
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	
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	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)



EVENT GUIDE

THE FOLLOWING IS A LIST OF SUGGESTED EVENTS FOR 2022

Item #	EVENT NAME	MONTH
1	CPR & De-Fib Course (Venue TBC) 6-7.30pm	16 March
2	Community Clean Day or Community Litter Pick (Village Wide)	5 April
3	Parish Assembly (Community Centre) set up from 4/4.30pm tbc	26 May
4	Queens Jubilee (Not holding an event, advertising on others behalf)	2 – 5 June
5	Summer First Aid Course (Venue TBC)	6 June
6	Sundowners (Mayflower Park)	10 June
7	Fun Dog Show (Mayflower Park)	18 June
8	Sundowners (Mayflower Park)	22 July
9	Village Produce and Flower Show (set up night before from 4.30pm)	23 July
10	Screen on the Green (Rugby Club, date provisionally booked)	30 July
11	BMX Fun Day (Mayflower Park)	3 September
12	Angmering Amble (Rugby Club, date provisionally booked)	10 September
13	Macmillan Coffee Morning (Village Square/Office)	24 September
14	Angmering Revealed	24 September

15	Carved Pumpkin Competition (Community Centre)	31 October
16	Remembrance Day (Village Square)	13 November
17	Memory Tree & Christmas Carols (Village Square)	2 December
18	Christmas First Aid Course for Everyone (Venue TBC)	7 December

In addition to the above there will hopefully be a monthly Community Market
Events in black text are confirmed venues, events in red text are ideas for discussion.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, EMPLOYMENT AND WELLBEING COMMITTEE

MEETING WEDNESDAY 15 DECEMBER 2021

- **AGENDA ITEM 9: FLICKS ON THE PITCH**

The event has been suggested for 30 July 2022 and 3 quotes have been obtained, two sadly (quote 2 & 3) are just not suitable for the event that we want to hold, i.e. a day and a night film.

Please see below for the information/quotes from 2 companies and the attached PDF quote, Quote 1 which will cover the requirements of our specific event.

Information regarding Quote 2

This information/quote was deemed not suitable due to not being able to confirm the layout of the area (at this time) and concerns over screen size (4mx4m).

Hi Katie,

The screen will cover 1500 people depending on the layout of the people
The screen only takes around half an hour to set up it is already assembled on the trailer
You get the screen for 10 hours there is no overnight stay as we are local
The screen comes with sound and Crew and delivery we stay with it throughout the event.
The screen comes with a basic sound system. But depending on your budget everything is upgradable but it does depend on budget your expectation

thanks

Subject: RE: Quote Please

Hi,

Will this work for night time too? We would be looking for an afternoon film and an evening one. Would this be big enough for 1,500 people?

Can it be put up and taken down in the same evening or will someone have to stay over and we will be charged for expenses.

Does the screen cost come with everything like sound, crew, delivery etc?

Kind Regards

Katie

Katie Herr
Clerk to Angmering Parish Council

From:
Sent: 11 November 2021 12:11
To: Katie Herr <katie.herr@angmering-pc.gov.uk>
Subject: Re: Quote Please

Hi Katie,

Hope this helps

For daytime, we have a 16sqm LED Trailer Screen the screen come with sound and generator. A technician stays with the screens. This screen you get for the day for 10 hours



[LED screens hire on a Trailer proscreens Screen hire Uk](#)

Proscreens offers an outdoor screen that runs throughout the day. The 16sqm LED screen is happy to get wet and to show anything during the day in daylight hours the screen can be hired for films and festivals

The cost of the above screen is £1950 + vat

thank you
Neville

From: Katie Herr <katie.herr@angmering-pc.gov.uk>
Sent: 11 November 2021 11:50
Subject: Quote Please

Hi,

Please can we have a quote for a screen 7.5m x 4m, suitable for 1,500 people – suitable for day and night time, with set up, sound etc and everything associated with it.

The date requested is 30 July 2022 if that date is free.

Location would be Worthing Rugby Club in Angmering.

Being a council we have to get 3 quotes for everything over £1,000.

Please come back to us as soon as possible.

Kind Regards

Katie

Katie Herr

Clerk to Angmering Parish Council

Information Regarding Quote 3

This quote was deemed as not appropriate as the screen needs to be LED for day and night

Hi Katie,

For night time viewing we do. Please see below;

The cost for our big screen will be £2095 for one night, £3295 for 2 nights and £4000 for three nights. All prices are subject to VAT.

This includes:

- 10 m x 6m inflatable screen (Suitable for 100 - 1,500 people)
- 16,000 Lumini projector (and back-up projector)
- 6K PA System/Drive In Equipment
- Projectionist/ Screen Technician
- Set up and pack down on day of event
- Silent Generator
- Travel and accommodation
- Advice on film choice and event management
- Risk assessments (If required)
- Open Air Cinema organisers checklist
- Third Party Public Liability Insurance up to £5M

Optional Extra's;

- TEN's License Application and Admin - £69.99
- Film License Admin - £49.99 (Please note there is a fee payable to FilmBank Media after your event, the cost depends on whether you are charging for tickets for your event or not).
- Ticketing Platform - £39.99

If you have any questions please don't hesitate to get in touch, I hope we can help.

Many thanks,

On Thu, Nov 11, 2021 at 11:39 AM Katie Herr <katie.herr@angmering-pc.gov.uk> wrote:

Hi,

Please can we have a quote for a screen 7.5m x 4m, suitable for 1,500 people – suitable for day and night time, with set up, sound etc and everything associated with it.

The date requested is 30 July 2022 if that date is free.

Location would be Worthing Rugby Club in Angmering.

Being a council we have to get 3 quotes for everything over £1,000.

Please come back to us as soon as possible.

Kind Regards

Katie

Katie Herr

Funding and Programme.

In order for funding (from the Welcome Back Fund) to be applicable we would look to produce a programme detailing information about the event and it will also hold free to place adverts for Angmering based businesses in order to promote them and shout about what Angmering has to offer, despite the pandemic.

Decision Needed – To decide to go ahead with the suitable quote and apply to the Welcome Back Fund for funding for the screen.

Quote 1

Tracy Lees
Angmering Parish Council

QUOTE 0467
10 November 2021

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
	Outdoor Cinema Package			
	Location: Angmering Date: TBC (30th July 2022)			
Service	LED Outdoor Cinema Package	4,150.00	20%	4,150.00
	Screen Size: 7.5m by 4m			
	Spec: Resolution: 3.9mm pixel pitch (Hi-Resolution Outdoor) Brightness: 4000 Nits (Suitable for daytime outdoor) Waterproof IP65			
Service	Temporary Event Structure	0.00	20%	0.00
	Goal post structure to lift screen a minimum of 1.7m off the ground for viewership			
	(Includes installation & de-rig by crew)			
Service	Speakers (Large PA system)	0.00	20%	0.00
	4x 2000 watt PA speakers 2x 2500 watt Subs 1x Digital Mixer			
Service	Playback media:	0.00	20%	0.00
	1x Laptop to play film and marketing material 1x DVD player for backup			
Service	Gazebo	0.00	20%	0.00
	2m by 2m Gazebo for equipment storage and protection			
Service	Crew / Tech	0.00	20%	0.00
	4x Crew to setup and de-rig equipment			

1 Crew will be tech trained to control screen content and audio

Expense	Delivery / Collection	594.00	20%	594.00
	Worcester to Angmering 165 Miles (330 Miles)			
	2x LWB Van at 90.p per mile			
2 Expenses	Hotel	120.00	20%	240.00
	2x Nights for crew			
	Generator Hire:			
	If suitable power is not available onsite a generator would be required. We could source this from a local supplier to your event. Estimated total cost for hire, delivery and fuel use would be £400 Ex Vat (Subject to quote obtained)			
			Net Total	4,984.00
			VAT	996.80
			GBP Total	£5,980.80

Other Information

Company Registration Number: