



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](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

### MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 8 SEPTEMBER 2025 AT THE ANGMERING VILLAGE HALL, KING SUITE

**Present:** Councillors Nikki Hamilton-Street (Chair), Sylvia Verrinder, Alan Evans (Vice Chair), and Paul Bicknell

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk), 2 members of the public and Joe Russell-Wells who was speaking at tonight's meeting.

**Acronym:** Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & infrastructure Committee – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS; Tree Protection Order - TPO

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	F25/089	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for Cllrs David Marsh, Carey Benett, John Oldfield, Alison Reigate, ADC Cllr. Andy Copper and WSCC Cllr. Deborah Urquhart. Apologies were not received and therefore not agreed for Cllr. Norma Harris and ADC Cllr. Amelia Worne.	
2	F25/090	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
3	F25/091	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the Council on <b>Monday 11 August 2025</b> were agreed and signed by the Chair.  Approval of the minutes of the extraordinary meeting of the Council on <b>Monday 18 August 2025</b> were agreed and signed by the Chair.	
4	F25/092	<b>PARISH COUNCILLOR VACANCY – CO-OPTION</b> James Thompson was introduced by the Chair and thanked for his interest in the parish council. Councillors were reminded that they had been sent his paperwork and asked if they had any questions. A brief discussion took place.  The Chair asked who was in favour of James Thompson being co-opted onto the council, all were in favour and therefore James Thompson was co-opted.	

He was then invited by the Chair to sign his Acceptance of Office and join the rest of the councillors.

The Clerk advised that she see him at the end of the meeting to hand over his induction pack and that his iPad would be available in a few days.

**5 F25/093 SPEAKER – JOE RUSSELL-WELLS GROUP HEAD OF ENVIRONMENT AND CLIMATE CHANGE (ADC) WITH AN UPDATE ON THE ANGMERING SPORTS HUB**

The Chair welcomed and thanked Joe for taking the time to attend tonight's meeting. Copies of the original plans were laid out for viewing and copies of his presentation had been sent to all councillors prior to the meeting in the supporting papers. The presentation was talked through, and councillors were brought up to speed with the current situation. This included benefits and hoped for results for the project.

Joe confirmed that the surveys that led to the original planning application being withdrawn had now been completed and he explained what needed to now be done to move the project forward. ADC are hoping for the planning application to be submitted this autumn.

The Chair then asked councillors if they had any questions. Cllr. Evans asked about sustainability and what was planned e.g. solar panels, shower to toilet systems. Joe advised that this will be looked at in detail when this stage of the planning was reached. Cllr. Evans expressed an interest in being involved with this if possible.

Comments were also made about the games areas not being too proscriptive i.e. just laid out for one sport, they should be able to host multiple sporting activities in the same area.

Accessibility was also discussed and Joe commented that the Football Foundation was very keen to make sure this happened, and it was their wish to make sure everything was as accessible as possible.

Cllr. Verrinder then asked about the funding and what would happen if full funding could not be achieved. Joe said that ADC were confident that this would not happen but if it did something would still be delivered.

Cllr. Bicknell asked about the possibility of an entrance from the Industrial Estate. Joe said this was not going to be part of the planning application, but this was still being looked into as this would be the preferred option. Cllr. Bicknell also asked about storage for ground maintenance equipment, it was confirmed this would be a separate area away from the main building.

Cllr. Thompson asked about a bar area for the club house. Joe explained that Freedom Leisure do not offer this so therefore this was not an option. Cllr. Thompson also said that you should bid for what you want with regards to the Football Foundation, he was making reference to the amount of funding needed and also said that he felt it was a very good scheme.

The Chair ended the presentation by thanking Joe for coming to tonight's meeting and he left the meeting at 8pm.

**6 F25/094 PUBLIC CONSULTATION**

No questions were asked or sent in.

**7 F25/095 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

The Clerk asked if there were any questions regarding her report, none were asked. She then went on to advise that the new speed indicator device had been delivered and would hopefully be installed next week. Locations were mentioned as well as confirming the speed you were travelling at would not be displayed. Data can be collected from the device, and a company has been engaged to move the device around the village and maintain it. It was also reported that a location for a new bus shelter had been identified in Arundel Road opposite the junction with Bewley Road. Hopefully this will be installed early next year but this cannot be guaranteed.

The Committee Clerk updated the committee on the following:

- Angmering Revealed will be taking place on Saturday 20 September at Angmering Community Centre between 11:30 – 15:00. Councillors were asked to let the Committee Clerk know if they could help on the day.
- The dates of the following events were advised:
  - Halloween Spectacular – Sunday 26 October
  - Remembrance Sunday – Sunday 9 November
  - Angmering @ Christmas – Friday 5 December
- The last CPR/De-Fib training course of the year will be taking place on Saturday 22 November. This is a free course and will be held at St Margaret's Church Hall between 10:00 – 11:30.

No questions were asked of the Committee Clerk.

**8 F25/096 CHAIR'S REPORT**

The Chair asked if there were any questions regarding her report, none were asked. She went on to say that the feedback and suggestions for Mayflower Park would be looked into at the November meeting.

She advised that two applications had been received for the Groundsman position and interviews would be held as soon as possible.

The Chair and The Clerk then gave an update on their meeting with East Preston and Rustington Parish Councils re the provision of youth services across the parishes and where this could be improved and funding not duplicated. A short discussion took place.

**9 F25/097 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart was not able to attend the meeting, no report was submitted.

**10 F25/098 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Copper was not able to attend the meeting, no report was submitted.

**11 F25/099 DEVOLUTION UPDATE & LOCAL GOVERNMENT REORGANISATION UPDATE**

No other updates have been received from ADC/WSCC but will be shared once received.

**12 F25/100 COMMUNITY HUB/NEW OFFICES**

The Clerk reported that APC were still in the same position as last month. However, it has now been established that all utilities can be accessed without the need to connect via the community centre in anyway. Sadly, the issue with the car park is yet to be resolved.

Since the meeting re youth services mentioned in the Chairs Report questions now need to be raised if there is still a need for a youth club in the new hub. We also have to be mindful of a lot of unforeseen expenditure that is now on the horizon

such as the Bewley Road appeal, Mayflower improvements, unknown expenditure due to Devolution, work needed to the flat above the office all of which were unknown when this project started. Due to holidays the next update will be given at the November meeting. A short discussion took place with Cllr. Verrinder commenting that she felt APC should focus on the Bewley Road appeal at this time.

**13 F25/101 BEWLEY ROAD APPEAL UPDATE**

The Clerk gave an update and stated that the working group was doing really well with lots going on in the background.

There is a meeting scheduled for Tuesday 9 September at Angmering Community Centre between 7.30pm and 8.30pm - this will be covering items such as the appeals process and fund raising also a representative for Beccy Cooper MP would be in attendance to read a statement on her behalf.

Cllr. Verrinder commented that she was elated by the amount of effort that has been put into this appeal by everyone involved and that everyone is grateful to APC for being part of this and could not have got this far without them.

**14 F25/102 CONFIRMATION OF EVENTS FOR 2026**

The Chair drew the committee's attention to the proposed list of events and invited questions. After a short discussion all events were agreed.

Cllr. Evans <b>PROPOSED</b> that all events proposed for 2026 were approved. Cllr. Verrinder <b>SECONDED</b> and <b>ALL AGREED</b>
--

A list of all the events proposed can be found in the supporting papers.

**15 F25/103 COMMUNITY GRANT APPLICATIONS**

The 2025/2026 budget for Community Grants is £5,000.

One grant request has been submitted for consideration this month.

- Arun Community Transport – £250

After discussion, the following decision was made:

Cllr. Verrinder <b>PROPOSED</b> that a sum of £300 was granted to Arun Community Transport. Cllr. Bicknell <b>SECONDED</b> and <b>ALL AGREED</b>
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Eleven grants, including tonight's, have been awarded so far this year, leaving an available budget of £1,435.00.

The Chair continues to encourage all councillors to make it known that APC grants are available.

**16 F25/104 2025/26 FINANCIAL REPORT**

The reports were presented, no questions were asked.

Cllr. Evans will sign the reconciliations for August 2025. This has been done.

**17 F25/105 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

Cllr. Harris had submitted a report on behalf of the Twinning Association regarding the visit to Angmering between Friday 29 August and Sunday 31 August. This report had been sent to all councillors prior to tonight's meeting and can also be found in **Appendix 1** at the end of these minutes.

Cllr. Evans commented that he thought it was a really good event, as did Cllr. Verrinder and all thanked Cllr. Harris for her report.

The Clerk finished by reading out the below email to Cllr. Evans:

Alan,

Thank you to you and the Parish Councillors who came to the welcome tea in the Church Hall. It was good for our visitors to see that the local government here is interested as they are in France.

We have been very grateful this year for the support of the Parish Council, both for the French visit and the VE Day celebration and booklet. Please could you convey our thanks at a Council meeting?

I hope you may be able to join us next year for our visit to Ouistreham.

With best wishes,

Gill

President

Angmering Twinning Association

**18 F25/106 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

The Planning and Infrastructure Committee – None.

Governance & Oversight Committee – None.

**19 F25/107 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

**DATE OF NEXT MEETING**

The Committee's next meeting will be on **Monday 13 October 2025** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20.44.**

.....  
Chairman

Date.....

## Appendix 1



Twinning

Angmering

Jumelage

Ouistreham-Riva-  
Bella



#### VISIT TO ENGLAND ON 29TH AUGUST TO 31ST AUGUST 2025

Report to Angmering Parish Council by Councillor Norma Harris (Parish Representative to the Twinning Association)

Our Twinning weekend was very enjoyable, successful and very busy.

Once the Party from Ouistreham arrived at about 3.30pm on the Friday, accompanied by our Councillor David Marsh who had rescued them from the nightmare that is Water Lane, we all went to St Margaret's Church Hall for a welcoming tea. On display was a beautiful cake commissioned by one of the members and a document which was presented to the Parish Council by the French on the centenary of the Parish Council, this was in French and Sylvia translated it into English, and both stood either side of the cake.



It was so good to have our Councillors Alan, David and Carrey supporting the Parish Council. Alan on behalf of the Council gave a very warm welcome although in English, it was translated for him by a member of the Association. After cream teas we dispersed to our own homes with guest in tow to prepare for the evening entertainment. My two guests were made very welcome at the Lamb at Angmering for the weekend to the extent that they were given a room for their electric bikes – don't ask, they cycled from Angmering to Portsmouth to return home on Sunday. The French really are as mad as the English.

Sylvia and I entertained our guests at the Spotted Cow to a fish and chips supper. We had a very enjoyable evening together.

At nine am on Saturday we departed the Angmering School in the guests coach for Tangmere and the museum. The weather could have been better, but the spirits were high. At the Museum we were separated into four groups two for the French with a French speaker and the other two for the English with a very knowledgeable guide, one of the many volunteers at Tangmere.



After the walk around we were taken to the Tangmere Village Hall for a very delicious picnic lunch provided by the hosts (us). After the lunch we were given a talk by Sheryl Green, in French and English, about the women who played a tremendous roll in the war effort for SOE, the special duties squadron and French resistance who passed through Tangmere.

Having arrived back in Angmering we then prepared for the evening meal at the Avisford Park Hotel. We had to provide the transport, but the weather was awful. Sylvia did the driving. We were welcomed inside to a glass of champagne and the evening entertainment was by the Sussex Shantymen – everyone enjoyed this which could be seen by the way they were joining in with the choruses and clapping in time to the music.



The meal itself was delicious and after a speech by both Twinning Presidents and presentation to our President we departed the hotel, but the weather had not stopped raining. As we would not see my guests, Michel and Joelle in the morning we said our farewells to them and wished them bon voyage on their bikes to Portsmouth without the English Breakfast they were hoping for.

Sunday morning was with our guests before their departure at 1200, with either a walk around Angmering, a visit to the beach at Rustington or a visit to the Littlehampton RNLI Station where they were introduced to some of the crew – one of the guests is a Lifeboat man in Ouistreham. Sylvia took her guest Laure and Pip along Dappers Lane.

We now look forward to next year when we will be celebrating our 50<sup>th</sup> Anniversary in Ouistreham Riva Bella, we were assured by their President that they have something special planned for us.

The Angmering Twinning Association thanks the Parish Council for the grant which helped to make this weekend such a success.

Norma Harris  
APC Representative  
4<sup>th</sup> September 2025





# Clerks Report October 2025

## Agenda Item 7

September seems to have been a full month.

Another successful Councillor Drop In with Cllr Urquhart and Cllr Bicknell, thank you to the Library for accommodating us. Concerns were raised about traffic and highways issues, the timeline for the Angmering Flood Alleviation Scheme, SEND support and appropriate school places and the Bewley Road Appeal. The next joint drop in will be in February.

Angmering Community Alliance - thank you to everyone who has been working tirelessly behind the schemes with our legal team and experts. We feel that we will be presenting a number of issues, that the Inspector will be able to consider and understand the strong feeling in the Village.

I attended the WSALC Chairs forum. The discussions were around Local Government Reorganisation, and concerns around the impact on communities and Town and Parish Councils. There are no answers currently, and a request was made that SSALC makes representation via NALC.

Councillor conduct was raised as a concern by some councils. Lack of support from the Monitoring Officer and District Councils were cited. Whilst it didn't affect many, we all agreed that the Civil Pledge, Code of Conduct and expectations at induction helped.

Angmering Revealed - an enormous success again with lots of networking and residents finding out about activities and services available to them. Thank you Tracy, Rachael and Roy and all Councillors who were able to support this year.

With Children and Young People a focus in our annual plan, in partnership with Rustington and East Preston Parish Councils, we will be undertaking some focus groups in the locality schools, with Years 5,6,7 and 8 (10-13 yr olds) after half term.

I met with the recently appointed Head at St Margaret's George Lumley. He is keen for their pupils to be involved in the wider community, we looked at our key focuses and possible projects. A really exciting development to get children engaged in Angmering.

The Angmering Community Network was relaunched on the 2nd October. 15 organisations attended and there were some good discussions. Future meetings will have guest speakers to support their development. A key need for many is volunteer recruitment, we will look to support with publicity and articles in All About magazine. The next meeting will be in February.

We move into our cycle of looking forward whilst still delivering this year's Annual Plan. It's very important that we continually look at what is needed by our residents and the community. Please spend some time talking to the wider community and thinking about what Angmering needs in 2026 and beyond.

**Nikki Hamilton-Street**





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# **SUPPORTING PAPER**

## **ANGMERING PARISH COUNCIL MEETING**

### **MONDAY 13 SEPTEMBER 2025**

#### **AGENDA ITEM 12 – DISCOVERY PLAY AREA**

As you are all aware Discovery Play Area is currently closed and cordoned off to the public. This is due to a recent external play inspection which indicated items were failing and unsafe.

The below is a list of suppliers that have quoted for the removal of the equipment, taking them away and disposal, and making good the holes – either with wet pour or tarmac.

<b>Quote Number</b>	<b>Quote to remove items, fill holes with wet pour. Excluding VAT</b>	<b>Quote to remove items, remove wetpour and replace with tarmac. Excluding VAT</b>	<b>Notes</b>
1	<p>Option 1 – Removal of equipment and reinstate rubber surfacing</p> <p>1. Cut into existing rubber and tarmac surfacing at all foundation points</p> <p>Dismantle and remove all equipment at a minimum level below surface of 100mm</p> <p>Prepare and reinstate foundation points with black wet pour rubber ( swing foundations to be reinstated with tarmac )</p> <p><b>£6,530</b></p>	<p>Option 2 – Removal of equipment replacing rubber surfacing with tarmac</p> <p>2. Uplift all rubber surfacing</p> <p>Dismantle, break out and remove all equipment at a minimum level below surface of 100mm ( timber foundations being removed completely )</p> <p>Prepare subbase and lay tarmac surface to all areas of existing wet pour</p> <p>Reinstate swing foundation points with tarmac</p> <p><b>£14,035.21</b></p>	
2	<p>Option 1:- Removal of equipment and reinstate rubber surface</p> <p><b>£1,620.00</b></p>	<p>Unable to quote for tarmac laying</p>	<p>Remover of Russett Play Area Equipment</p>

3	<p>Option 1</p> <p>Remove all play equipment, cutting off below ground level and dispose of all arisings</p> <p>Make good holes in wetpour and tarmac</p> <p><b>£3160.00</b></p>	<p>Option 2</p> <p>Remove all play equipment, cutting off below ground level and dispose of all arisings</p> <p>Remove all wetpour surfacing and dispose of it</p> <p>Supply and lay tarmac to all wetpour areas</p> <p><b>£8130.14</b></p>	Remover of play equipment for ADC
4	<p>Option 1 – Removal of equipment and reinstate rubber surfacing</p> <p>Cut into existing rubber and tarmac surfacing at all foundation points</p> <p>Dismantle and remove all equipment at a minimum level below surface of 100mm</p> <p>Prepare and reinstate foundation points with black wet pour rubber ( swing foundations to be reinstated with tarmac )</p> <p><b>Option 1 - Quotation total = £6,785.00 + VAT</b></p>	<p>Option 2 – Removal of equipment replacing rubber surfacing with tarmac</p> <p>Uplift all rubber surfacing</p> <p>Dismantle, break out and remove all equipment at a minimum level below surface of 100mm ( timber foundations being removed completely )</p> <p>Prepare sub base and lay tarmac surface to all areas of existing wet pour</p> <p>Reinstate swing foundation points with tarmac</p> <p><b>Option 2 - Quotation total = £12,744.00 + VAT</b></p>	

The photos below show the square areas of wet pour around the items which will either remain in place or be taken away and replaced with tarmac. What councillors need to note is that as yet, the plans for the area are unknown – until we have confirmed plans for Mayflower Park as a whole. Benches and bin will remain in place.





Some of the equipment will be given to a local campsite to add to their play equipment (they had lots of pieces from Russett). They would give a donation to our charity of the year.

Budget – There is £5000 in the budget for Play Area Maintenance and within an EMR for Play Area Refurbishment there is £5606.60

### Decision needed

Councillors need to decide which supplier to move forward with and if they want the wet pour removed and replaced with tarmac (like the rest of the flooring) or fill the holes with wet pour.



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### **SUPPORTING PAPER** **ANGMERING PARISH COUNCIL MEETING** **MONDAY 13 OCTOBER 2025**

#### **AGENDA ITEM 14 – VIREMENTS REQUIRED FOR 2025/26 BUDGET**

The below virements are being suggested with regards to the 2025/26 budget.

<b>From Budget Heading</b>	<b>Original Budget (£)</b>	<b>Amount to move (£)</b>	<b>Reason</b>	<b>New Budget Amount</b>
4200/250 Electricity/Street Lighting	£5,500.00	£1,812.77	Unspent - invoice for 2025/26 received and paid	£3,687.23
<b>To Budget Heading</b>	<b>Original Budget (£)</b>	<b>Amount to receipt in (£)</b>	<b>Reason</b>	<b>New Budget Amount</b>
4310/120 Bank Charges	£105.00	£110.00	Bank charges now applicable for our Lloyds Acc	£215.00
4345/120 Insurance	£9,500.00	£1,702.77	Due to claim, cost has risen	£11,202.77

**Bank Charges** – this is a recent change by Lloyds Bank, hence why we were unsure of what amount to budget for.

**Insurance** – Due to the water damage suffered by the office, a claim was put in and as a result the insurance premium has increased.

#### Decision needed

Decide if the suggested virements are to be enacted.



Established 1894

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# APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2025 – 2026

## GUIDELINES FOR APPLICATIONS

A grant is any payment made by the Parish Council, to be used by an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose in the furtherance of the well-being of the local community.

The contribution made by the numerous organisations to the well-being of the local community is highly valued. In support of such voluntary efforts the Parish Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of the grant is to support voluntary and community initiatives which enhance the quality of life for residents in Angmering.

Funding is available, throughout the year, subject to budgetary constraints, and in line with the Parish Council's specified application deadlines (see page 9). Organisations wishing to apply for a grant from the Parish Council are advised to read the following Grant Criteria to ensure their application is eligible for a grant. It is also encouraged that applicants contact the Parish Council to discuss their project prior to applying for a grant.

## GRANT CRITERIA

Applications will be considered from voluntary, community groups and organisations. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules, which include the aims and objectives for the group.

In order to help ensure a fair distribution of funds, only one application, per financial year, per organisation may be submitted to the Parish Council.

Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised signatories. Any monies awarded shall be the responsibility of the recipient organisation.

Applicants may apply for start-up funding, running costs, and / or the purchase of one-off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

PURPOSE OF GRANT	Up to a maximum of:
Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment)	£750
Running costs	£250
One off cost (e.g. purchase of equipment)	£500
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750

CONDITIONS AND EXCLUSIONS
Typically, awards will not be given for administration costs
Awards must be seen to be for the benefit of a significant number of Angmering residents
Awards will not generally be given to individuals
Awards must be used for or towards the specific project or item applied for
Once project completed, evidence must be provided that the award was used appropriately

#### THINGS TO NOTE

1. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
2. Applicants must provide an answer to all the questions on the application form.
3. Applicants must be able to demonstrate how a grant would benefit the community of Angmering.
4. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
5. On-going commitments to award grants in future years will not be made by the Parish Council.
6. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Parish Council may decide to defer the application to a future meeting whilst further information is sought from the group.
7. In the event the grant is not used in part or in full, the group must notify the Parish Council with a full explanation. If the grant is not used for the purpose intended, the Parish Council reserves the right to request its return.
8. Please note: The Parish Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Full Parish Councils decision.



# APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

## SECTION A: ORGANISATION DETAILS

### NAME OF ORGANISATION/GROUP

Worthing Table Tennis Club

### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name:

Position within the organisation: Operations Director

Address:

Postcode:

Telephone Number:

Email: s

Website: [www.worthingttc.com](http://www.worthingttc.com)



## WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering	
An existing local group or organisation providing services available to residents of Angmering	
A new group or organisation, wishing to provide services for the residents of Angmering	

## BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

Worthing Table Tennis Club offer inclusive and accessible table tennis in the local community.  
We aim to encourage anyone who would like to play to be a little bit more active than last week, to develop their playing skills but also to build friendships and social skills with other like minded people.

## WHEN WAS YOUR ORGANISATION / GROUP FORMED?

2021

## HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adult	100
Junior (under 16)	50

## WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?

10% - specific area we would like to grow

## IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

Yes		If yes, please provide the registered charity number below
No	X	We are a CIC 13406047 .....

## PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months ☐

Information from the organisation's latest accounts ☐

X

### Account Year Ending

Total Income for the year £ 99000

Total expenditure for the year £97600

Surplus or deficit £1400

Total savings or bank reserves at year end £1400

## SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

### 1. Please give a description of the purpose for which you are seeking a grant

Worthing TTC would like support to run 2 independent but linked activities for young people in Angmering.

Firstly an October Half Term table tennis afternoon led by a qualified, DBS checked and licenced coach.

2hours on an afternoon to introduce school aged children from 6 to 16 to table tennis. We will provided the equipment and lead a structured, engaging and sociable session.

Following this we hope that the children will have enjoyed playing with us and that we can continue a regular weekly table tennis club for them to continue playing. Again this would be led by a qualified, DBS checked and licenced coach.

This would run for 10 weeks in term time – 5 weeks before and 5 weeks after Christmas.

The aim is to create a long term and sustainable opportunity for the children of Angmering to participate in table tennis, meet new friends and develop new skills.

Whilst offering a pathway for further play and development with the work of Worthing Table Tennis Club in the wider area

**2. How will / does your project or activity benefit the residents of Angmering?**

This group will specifically be hosted in Angmering for children of the local area. Eligible by either by residency or school attendance.

**3. Who will benefit from this activity? How many people and how often?**

Each session can host 12 children each. Initially of the half term activity but then also each week following this launch event

**4. How will you know that your activity was successful? How will you record its success?**

This grant application focuses on the start up funds required to enable the offering. We will look to create a sustainable and long term programme in the local community by charging a small reduced rate in the first term and save this surplus to enable a 2<sup>nd</sup> term to run. The goal is to create a sustainable session for residents of Angmering

**5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.**

Children who were in school year 4 or under when the Covid Pandemic struck have been particularly disadvantaged in terms of access to sports, swimming and fundamental Screen activity continues to rise whether this be use of smart phones including social media, games consoles or televisions. All of which have strong links to mental illness, lower levels of social interaction and increased chances of isolation in adult life.

Sports can provide a wide range of well known physical benefits but also the often forgotten mental benefits of being part of a community, friendship and teamwork, resilience and sportsmanship.

Worthing TTC strongly believe that table tennis can be used to combat this and improve childrens access to fitness and wellbeing.

## SECTION C: AMOUNT OF GRANT REQUESTED

### 1. What is the amount of the Grant you are seeking from Angmering Parish Council?

Half Term Holiday Table Tennis = £60 hall hire + £60 wages + £10 balls = Total of £130

10 Term Time weekly TT Sessions = £250 hall hire + £200 wages + £20 Balls + £20 social media advertising = Total £490

**Grand Total = £620**

### 2. Please indicate in which category you feel your request for funding falls into:

#### Please tick the relevant box

Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	
One off cost (e.g. purchase of equipment)	£500*	X
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	

(\*Figures shown indicate the maximum grant allowance for this category. Angmering Parish Council may increase the grant amount beyond the standard guidelines if deemed appropriate)

### 3. What is the total cost of the project or activity?

Worthing TTC will also contribute funds towards advertising, producing digital flyers and circulation of local press to promote the sessions.  
We will also attend Angmering Revealed (or similar event) free of charge every year it runs and provide equipment/staffing as appropriate.

Total Costs for the described events = £700  
Plus staffing and attendance for Angmering Revealed.

### 4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

<b>Yes</b>	<b>X</b>
<b>No</b>	

--	--

Have you applied for financial assistance elsewhere?

Tick relevant box

<b>Yes</b>	
<b>No</b>	<b>X</b>

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

n/a
-----

**5. Please give details of your own fund-raising efforts:**

<p>We have recently run a raffle at our birthday celebration event to raise funds to enable new sessions for local children. This raised £170 and we are currently arranging a day of fundraising with The Factory Shop in Rustington – date TBC.</p>
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**6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.**

n/a
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**7. Has your organisation received a grant from Angmering Parish Council before?**

Tick relevant box

<b>Yes</b>		If <b>yes</b> , please state when and how much awarded?
<b>No</b>	<b>X</b>	Amount £                      Year awarded:

How did you hear about this grant scheme?

After meeting the parish council team at the Angmering School Summer Fayre!

**SECTION D: BANK DETAILS**

**Please provide your organisation's bank details below:**

Account name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sort code: XXXXXX

Account number: XXXXXXXXXXXX

Bank/Building Society Name: XXXXXXXXXX

Address: 27 South St, Worthing

Post Code: BN11 3AR

If your organisation is VAT registered, please supply your VAT number

A **Cheque** can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to: .....Worthing Table Tennis Club CIC.

THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS  
BEEN MADE IF A GRANT IS AWARDED

## SECTION E: DECLARATION

### Declaration



Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council



3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities.

<b>Chairman</b> (signature) 	<b>Treasurer</b> (signature)	<b>Secretary</b> (signature)
<b>Date:</b> 18/08/25	<b>Date:</b>	<b>Date:</b>
<b>Please print full name</b> 	<b>Please print full name</b>	<b>Please print full name</b>

<b>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</b>	<b>APPLICATION DEADLINE:</b>
<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></p> <p>Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square Angmering West Sussex BN16 4EA</p> <p>Tele: 01903 772124</p>	<p>The application form should be submitted on or before the 1<sup>st</sup> Monday of every month</p>

## SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box the box to confirm your understanding of Data Protection ☐ X



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone: 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

# APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2025 – 2026

## GUIDELINES FOR APPLICATIONS

A grant is any payment made by the Parish Council, to be used by an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose in the furtherance of the well-being of the local community.

The contribution made by the numerous organisations to the well-being of the local community is highly valued. In support of such voluntary efforts the Parish Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of the grant is to support voluntary and community initiatives which enhance the quality of life for residents in Angmering.

Funding is available, throughout the year, subject to budgetary constraints, and in line with the Parish Council's specified application deadlines (see page 9). Organisations wishing to apply for a grant from the Parish Council are advised to read the following Grant Criteria to ensure their application is eligible for a grant. It is also encouraged that applicants contact the Parish Council to discuss their project prior to applying for a grant.

## GRANT CRITERIA

Applications will be considered from voluntary, community groups and organisations. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules, which include the aims and objectives for the group.

In order to help ensure a fair distribution of funds, only one application, per financial year, per organisation may be submitted to the Parish Council.

Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised signatories. Any monies awarded shall be the responsibility of the recipient organisation.

Applicants may apply for start-up funding, running costs, and / or the purchase of one-off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

PURPOSE OF GRANT	Up to a maximum of:
Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment)	£750
Running costs	£250
One off cost (e.g. purchase of equipment)	£500
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750

CONDITIONS AND EXCLUSIONS
Typically, awards will not be given for administration costs
Awards must be seen to be for the benefit of a significant number of Angmering residents
Awards will not generally be given to individuals
Awards must be used for or towards the specific project or item applied for
Once project completed, evidence must be provided that the award was used appropriately

#### THINGS TO NOTE

1. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
2. Applicants must provide an answer to all the questions on the application form.
3. Applicants must be able to demonstrate how a grant would benefit the community of Angmering.
4. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
5. On-going commitments to award grants in future years will not be made by the Parish Council.
6. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Parish Council may decide to defer the application to a future meeting whilst further information is sought from the group.
7. In the event the grant is not used in part or in full, the group must notify the Parish Council with a full explanation. If the grant is not used for the purpose intended, the Parish Council reserves the right to request its return.
8. Please note: The Parish Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Full Parish Councils decision.

# APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

## SECTION A: ORGANISATION DETAILS

### NAME OF ORGANISATION/GROUP

4Sight Vision Support

### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: Michelle Searle

Position within the organisation: Fundraising Manager

Address: 36 Victoria Drive, Bognor Regis, West Sussex

Postcode: PO21 2TE

Telephone Number: 01243 828555

Email: michelle.searle@4sight.org.uk

Website: <https://www.4sight.org.uk/>

## WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering	yes
An existing local group or organisation providing services available to residents of Angmering	
A new group or organisation, wishing to provide services for the residents of Angmering	

## BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

4Sight Vision Support is a registered charity, that has been supporting people across West Sussex who are blind or partially sighted for over 100 years. We are there for people at what can be a devastating and life-changing moment, helping them come to terms with and adapt to living with sight loss. Our vision is SEE – Support, Enable and Evolve. We want to support and engage with visually impaired people, as well as their family and carers, empowering them by providing tailored support, building confidence, and promoting inclusivity.

## WHEN WAS YOUR ORGANISATION / GROUP FORMED?

1921

## HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adult	3531
Junior (under 16)	72

## WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?

1%

## IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

Yes		If yes, please provide the registered charity number below
No		Charity Number: .....1075447.....

## PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months ☐

Information from the organisation's latest accounts yes

Account Year Ending

Total Income for the year £488,349

Total expenditure for the year £398,531

Surplus or deficit £89,818\*

Total savings or bank reserves at year end £303,461

\* During this financial year we were fortunate to receive £100,000 in an endowment - this is included in the above income figure, but is not available to use for 5 years (from January 2024).

## SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

### 1. Please give a description of the purpose for which you are seeking a grant

We are requesting funding so that we can continue to support people in your Parish of Angmering who are blind or partially sighted. We do not charge our clients for our services, as we don't want there to be a financial barrier to anyone receiving the help that they need. Our specialist team provides individually tailored support offering everything from advice on eye health, emotional support, guidance on daily living aids, assistance with accessible technology, to help with applying for benefits and concessions. There are currently 37 clients living in your Parish of Angmering who would benefit directly from any funding that we receive. With your help we can provide support, enabling them to retain their independence, feel less isolated and remain active members of the community. Please see the attached letter for more details about the services that we provide.

### 2. How will / does your project or activity benefit the residents of Angmering?

With your help we can be there for anyone in the parish of Angmering who is blind or partially sighted and needs our support, to enable them to maintain their independence, feel less isolated, and remain active members of the community. Please see attached letter for more details about the services that we provide.

### 3. Who will benefit from this activity? How many people and how often?

There are currently 37 clients living in your Parish of Angmering, who would benefit directly from any funding that we receive.



**4. How will you know that your activity was successful? How will you record its success?**

Success is measured through informal feedback that is received in person, over the phone and by post. This is recorded on our client database and used to inform decisions around the development and improvement of our services.

**5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.**

N/A

## **SECTION C: AMOUNT OF GRANT REQUESTED**

**1. What is the amount of the Grant you are seeking from Angmering Parish Council?**

£250 to fund the cost of supporting 3 clients for a period of 12 months.

**2. Please indicate in which category you feel your request for funding falls into:**

Please tick the relevant box		
Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	√
One off cost (e.g. purchase of equipment)	£500*	
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	

(\*Figures shown indicate the maximum grant allowance for this category. Angmering Parish Council may increase the grant amount beyond the standard guidelines if deemed appropriate)

**3. What is the total cost of the project or activity?**

£3,145 is the total cost for the 37 clients living in your parish of Angmering (£85 per person)

**4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?**

Tick relevant box

<b>Yes</b>	√
<b>No</b>	

Have you applied for financial assistance elsewhere?

Tick relevant box

<b>Yes</b>	√
<b>No</b>	

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

<b>Source of income</b>	<b>2025/26 Budget</b>	<b>Confirmed to 31/8/25</b>	<b>2025/26 Comments</b>	<b>2026/27 Projection</b>	<b>2027/2028 Projection</b>
Contracted services	£95,293	£37,270	Contracts with local hospitals to provide low vision clinics and Sight Care Advisor services. £50,000 invoice outstanding.	£104,822	£115,305
Trusts and Foundations	£219,148	£38,222	Taking a more strategic approach and looking to secure more large, multi-year funding. £50,000 pledged from a funder, which will be paid in monthly instalments starting November 2025.	£225,000	£230,000
Local Authorities	£20,000	£11,840	This is applications to parish, town, city, district and borough councils to support our	£25,000	£30,000



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How did you hear about this grant scheme?  
We have close ties with the clerks and councillors of the parish who encourage us to apply annually.

## SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Building Society Name: [REDACTED]

Address: 25 Kings Hill Avenue, Kings Hill, West Malling, Kent  
Post Code: ME19 4JQ

If your organisation is VAT registered, please supply your VAT number N/A

A **Cheque** can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to: .....N/A.....

THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS  
BEEN MADE IF A GRANT IS AWARDED

## SECTION E: DECLARATION

### Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities.

<b>Chairman (signature)</b>  <div style="background-color: black; width: 200px; height: 60px; margin: 10px auto;"></div>	<b>Secretary (signature)</b>  <div style="background-color: black; width: 200px; height: 60px; margin: 10px auto;"></div>
<b>Date:</b> 18 <sup>th</sup> September 2025	<b>Date:</b> 18 <sup>th</sup> September 2025
<b>Please print full name</b> <div style="background-color: black; width: 150px; height: 30px; margin: 5px 0;"></div> <div style="background-color: black; width: 150px; height: 30px; margin: 5px 0;"></div>	<b>Please print full name</b> <div style="background-color: black; width: 150px; height: 30px; margin: 5px 0;"></div> <div style="background-color: black; width: 150px; height: 30px; margin: 5px 0;"></div>

<b>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</b>	<b>APPLICATION DEADLINE:</b>
<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></p> <p>Post: Katie Herr – Clerk            Angmering Parish Council            The Corner House            The Square            Angmering            West Sussex            BN16 4EA</p> <p>Tele: 01903 772124</p>	<p style="text-align: center; font-size: 1.2em;">The application form should be submitted on or before the 1<sup>st</sup> Monday of every month</p>

## SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

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- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box the box to confirm your understanding of Data Protection ✓