

Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
28.08.19	10	19/061	Full Council	Overgrown Twitlens in Angmering South	To be reported once Office has been made aware	Awaiting response Roy working his way through them	Clr P Bicknell	
26.09.19	6	19/067	Sponsorship	Contact local companies with a view to gain sponsorship			Clr. Woodason	
26.09.19	7	19/068	VE Day Celebration 2020	Contact the local Pubs to see if they want to be involved			Clr. A Evans & Clr. R Evans	
27.11.19	4	19/094	AIB	AIB to arrange with Katie Herr, Clerk regarding the tree planting			Katie	
27.11.19	11	19/101	VE Day Event Proposal Options	APC to contact the local schools and Women Institute groups and ask if they would like to get involved with making Bunting to go on the trees in the village square and to dress the village in knitted wear and crafts	To contact local groups asap		Sam	
27.11.19	11	19/101	VE Day Event Proposal Options	APC to Advertise the best dressed VE Day window competition	To be started nearer the event date		APC	
27.11.19	11	19/101	VE Day Event Proposal Options	Contact the Twinning Association to encourage them to get involved and offer suggestions on what else could be done			Clr. Harris	
27.11.19	12	19/102	Remembrance Day	APC to follow up on arrangements for the 2020 event	Meeting to be set up in early January - waiting for a date from the church		Tracy / Katie	
27.11.19	13	19/103	Fred Rowley Award	Councillors to propose and agree the criteria	To be done for the February 2020 meeting		Clrs & KH	
11.12.19	4	19/110	Angmering In bloom	1,000 daffodil bulbs have been planted on the Cala Homes roundabout and due to flower Feb/March	Tracy Lees suggested that the APC Office take photos when the flowers are out to put on Social Media to thank A.I.B for all their help.		Tracy	
11.12.19	7	19/113	Community Events - Memory Tree	The APC Office to source better tags for next year	Contact other suppliers with new ideas	Boxx- Direct investigating new design ideas - a credit has been given	APC Office	
11.12.19	9	19/115	Clew Community Action Plan	To discuss the overgrown allotments and how to promote them within the community	The APC Office to contact the Allotment Association	Clerk to enquire and report back	APC Office	
11.12.19	10	19/116	Play Park Task & Finish Group	To discuss the green area at Blenheim to create a proposed plan	To get quotes in January and arrange for an update		Task Group	
11.12.19	11	19/117	WSSC Improving local places & Spaces	To support our community with training to benefit our village with numerous ideas	To think about a campaign with Top Tips		APC Office	
11.12.19	12	19/118	Volunteers	To encourage people to set up groups of volunteers to assist at events	To agree on a date to elect a Champion Councillor and to develop a strategy	To be launched at the Parish Assembly in May 2020	APC Office	

KEY

Task has been started

Task not yet started



ARUN INSPIRES: Young People's Public Art Project - Introduction

The VISION

Arun Inspires is a new programme of cultural investment transforming the life chances of children and young people across the District of Arun. It seeks to invest in new high quality cultural opportunities for Arun's children and young people (CYP); build the local infrastructure for CYP culture; empower local organisations and schools; and improve access to Arts Award and Artsmark. It combines projects with impact for wider groups of children with those that explore and test new ways of working.

The Young People's Public Art Project will pilot the integration of CYP creativity within the public realm in Angmering. It will explore a model of collaboration between a professional artist and students across multiple departments at a local secondary school and between the disciplines of art and science, following a STEAM approach. STEAM projects put the arts and creativity at the heart of STEM (Science, Technology, Engineering & Maths) learning. The STEAM approach underpinning this project will share inspiring new skills in engineering, design and material science in the design of a new piece of public art. You can read more about successful STEAM projects and processes previously supported by Artswork in our STEAM Toolkit [here](#).

The CONTEXT

Arun Inspires is run by national children's charity Artswork and is underpinned by the belief that experience of and participation in the arts and culture changes lives. Artswork works strategically to increase opportunities for children and young people to lead, participate, work in and enjoy the arts and culture.

Arun Inspires is a partnership project with Arun District Council. The Young People's Public Art Project will use Section 106 money alongside direct investment from the programme and partnership support through STEM Sussex and a local engineering firm. The development of the work will explore a new model of community engagement through collaboration with students at the school. Ultimately this process will inform the development of a Public Art Strategy that aims to increase



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Registered in England No. 2150619

the involvement of local young people's perspectives and ideas in public realm planning by Arun District Council.

The project will also support the secondary school to improve its OFSTED grading through an ambitious cross curricular offer and through evidencing Artsmark achievement.

The PROJECT

The Young People's Public Art Project will work with approximately 40 students at Angmering Secondary school in Arun. Over two terms the artist will work alongside students and staff in Art, Science and Maths lessons (up to 5 x 4 hour teaching blocks) during spring 2020 to research, develop and design a collaborative new public art sculpture to be sited in the village of Angmering.

The projects' theme is STRUCTURE and the artist will work alongside teachers and visiting engineers to deliver sessions, approaching the idea and design process from a variety of angles. We would like the piece to propose an active, even interactive, relationship with those encountering it.

Students will work in teams to develop their own creative design responses supported by guidance from the artist and engineer/s. They will complete Arts Award certification through the project. The process and work should have a clear relationship to Angmering and reflect young people's relationship to their local area.

The artist will draw from the winning students' design in their final response to the brief which is to be created for installation in autumn 2020. This final piece should integrate the artist's creative vision with the perspective of local young people and the winning design. It could incorporate aspects of the young people's design, be inspired by it, develop it, or be entirely collaborative.

The process will look to develop wider local ownership of the piece through a community consultation workshop sharing developing ideas.

REQUIREMENTS

- The sculpture must have a minimum lifespan of 12 years
- The sculpture must be low maintenance
- The artist must provide full details of any ongoing maintenance required
- Materials should be vandal-resistant and cleanable as far as is practical
- Approval of the final designs will be dependent on the artist's ability to demonstrate that the works meets all health and safety, maintenance, technical and durability considerations

THE SITE

We are looking to secure a site where the finished artwork can be placed in the village.

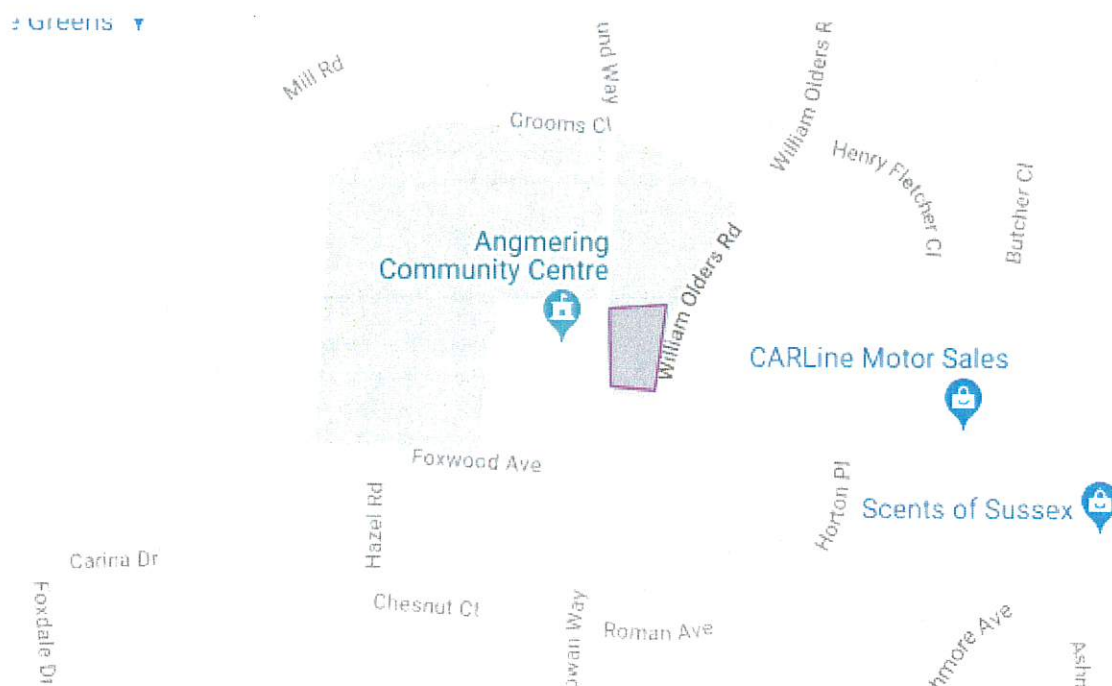
Due to the nature of the S106 investment which forms part of the project's funding, the site needs to be ideally within 1.5km of the Roundstone Lane developments and to be publically accessible.

A site with good footfall, where people may see and interact with the finished piece is desirable. We had originally hoped to place it within the immediate vicinity of the school on the corner of Greenwood Drive and Station Road, but this was not acceptable to West Sussex County Council who won that site.

We expect the artwork to last for at least 12 years and maintenance will be the responsibility for Arun District Council. A maintenance budget has been secured and ring-fenced and the artist will write a detailed maintenance plan as part of their Brief.

We appreciate any help the Parish Council can offer in identifying an appropriate site for what we hope will be a beautiful and inspiring piece of art.

Ideal location indicated on the map below in violet





Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING WEDNESDAY 29 JANUARY 2020

Agenda Item 11, SCREEN ON THE GREEN

The following is an overview of information and costs that have been collated to form the basis for this event.

SCREEN

There are two options inflatable or LED.

To be able to screen a film in the daylight we will need to use an LED screen as the other option does not work until after dark. In August this would mean we could not start the film until around 8.45pm if we went for the inflatable option.

VENUE

Considering the potential size of the event, required parking space and the surrounding areas Mayflower Park (present location for the Fun Dog Show) would be the suggested venue. Alternatives to consider could be the Rugby club.

LICENCES & INSURANCE

We need to consider up to 3 licences.

Film Licence: We can go direct to Film Bank www.filmbank.co.uk or this could be arranged through the provider of the screen.

Things to consider: Film Bank take 40% of the box office take. If we are including food & drink in the ticket price, or a VIP ticket we will need to declare how much the film element is or advertise them as separate options.

If the event is FREE i.e., we are not charging to watch the film the license will be a flat rate based on expected audience size. This varies slightly from film to film but as a ballpark figure we are looking at:

- Up to 300 people £180 Ex Vat

- Up to 500 people £320 Ex Vat
- Up to 1000 people £490 Ex Vat
- Up to 1500 people £625 Ex Vat

Event Licence: We can apply for a temporary event notice at a cost of £21.00 via Arun's website however this is limited to 499 people. The supplier of the Screen will also have the correct licences and the cost will form part of their fee.

Alcohol Licence: Only needed if we are selling our own alcohol. This will be the responsibility of the bar vendor which we will ask to see proof of prior to the event.

Insurance: We are already covered but once the event is finalised and the contractor who provides the screen and equipment will have insurance but we will check their liability insurance and who is responsible for the equipment (screen etc) especially if it is left on site overnight.

ACCESS & SEATING

For safety reasons we need to make sure there is a clear aisle down the centre and at the front of the screen, this can be cordoned off using cones. This will aid emergency access if required. We have two options for seating, provide and layout your own seating or invite people to bring camping chairs or blankets. The advantage of providing seating is that we can get people in a much smaller space, the downside is the cost to hire in chairs. Alternatively, I've been advised that most people are happy to bring a camping chair or blanket.

THE FILM

We should only consider films with a PG or U rating.

The following are a selection of the films Littlehampton Town Council (LTC) have shown over the last few years, they have said that musicals work well.

- The Greatest Showman
- Grease
- Mama Mia
- Dirty Dancing
- Goonies
- Hairspray
- Jumanji

To decide on what film to show LTC ask for suggestions, 3 are then chosen and put to the public vote. The film with the most votes is then shown.

The age of the film has no bearing on the cost i.e. a film that is 10 years old would cost the same as a recent release.

As LTC show their film after dark the film does not start until 20:45 so they have pre-film entertainment such as a live band. The audience can sit down from 16:00.

***Points to note:** LTC are looking at holding their Screen on the Green event on Saturday 15 August 2020 so we should avoid this date.*

*LTC do not ticket their event and have said they prefer this option and it works well.
LTC audience size started at 1,500 and is now 7,000.*

THINGS TO CONSIDER

Parking – we will need to consider lighting for the car parking area if after dark or make a point of asking the audience to bring torches. Need to consider the route between parking and the screening.

We will need stewards wearing hi vis vest and torches (if event takes place after dark) to manage the parking layout as the bays will not be marked.

If we work on an average of 3 people per car, a 300-person event would need 100 spaces.

We need to make sure the parking is clearly signed from the road.

Stewards/Security:

- The roles can include:
- Gate entry
- Managing parking
- Checking tickets
- Seating the audience
- Answering questions
- Directing people to toilets
- Ushering people back to cars at the end

Toilets – we will need to provide these. Porta loos will be the most cost effective way to do this.

Power – we will need to hire a generator as the two we own are not powerful enough.

Weather – we only need to worry if the wind gets above a certain speed (25 knots for an inflatable screen) as it will need to be taken down. Wind chill and rain is also a worry but as the event is due to take place in late summer hopefully this will not be an issue.

Food and Drink – I have been advised that the following are the most requested food and drink items: hot dogs, burgers milkshakes, ice cream and popcorn. We should also consider a bar.

We already have a lot of vendors on our list that we can approach. A pitch fee will need to be considered.

Crowd Management and Signage

Things to think about: Queueing to get in, managing where people sit, doing a briefing before the film starts and what happens at the end i.e. rubbish!

First Aid

We need to have a first aid point set up for the duration of the event.

Pre-Film Entertainment

We could consider showing short films, adverts or if we get a sponsor showing slides to promote their business.

Music can be played prior to the screening but we will be responsible for the PRS license.

ADDING VALUE

Possible ideas to make it a bit different to a normal 'Screen on the Green'

- Invite people to come in fancy dress, especially if it is a cult classic or film with lots of fans.
- Include food and a drink in the price, ideally themed to the film.
- Bring in actors or props relating to the film.
- Add an activity before the film, for example a tennis tournament before a screening of Wimbledon the movie.
- VIP Area: We could offer a roped off VIP area to include table and chairs (or hay bales covered and made to look like sofas), arrival drink, private toilet area, priority parking and event host. A suggested fee of £10 per ticket could be charged.

DECISIONS NEEDED:

To decide if to go ahead with the event and confirm a date.

To decide the timings which in turn will decide the screen type.

To decide if the event should be ticketed.

To decide if a VIP area should be offered.

Please see the 3 separate documents for quotes for LED screens of various sizes

5m by 2.5m (up to approx. 400 people)

6m by 3m (up to approx. 800 people)

7.5m by 4m (up to approx. 1800 people)

Please note the following points:

The 7.5m by 4m is the largest screen and due to the size takes a day before the event to setup and half day after the event to take down. The price in the quote reflects the additional days setup and derig + crew.

Both the 5m by 2.5m and 6m by 3m can be setup within 2 hours on the day of the event and taken down straight after.

All quotes are based on the screen and structure being placed on grass so we can use large pegs to secure it from wind.

Power

The most economical way to provide generator power is for the supplier to source a local supplier close to our event as this keeps delivery and collection costs to a minimum. They can arrange this on our behalf and will source a number of quotes to provide the most competitive solution. From past experience this will cost between £300 and £450 Ex Vat including generator hire, delivery, collection and use of fuel.

Quotes for Inflatable Cinema Screen

The cost for our **Small Screen** will be £895 for one night, £1,300 for 2 nights and £1,900 for three nights. All prices are subject to VAT.

This includes:

- 4m x 2m screen (**Suitable for up to 250 people**)
- 6,000 Lumini projector
- PA System
- 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

The cost for our **Medium Screen** will be £1,490 for one night, £2,300 for 2 nights and £3,100 for three nights. All prices are subject to VAT.

This includes:

- 8m x 4m inflatable screen (**Suitable for 100 - 1,000 people**)
- 10,000 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

The cost for our **Big Screen** will be £1895 for one night, £3195 for 2 nights and £4000 for three nights. All prices are subject to VAT.

This includes:

- 10m x 6m inflatable screen (**Suitable for 100 - 1,500 people**)
- 10,000 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

Outdoor Cinema Package

Location: Angmering
Date: TBC (August 2020)

Service	LED Outdoor Cinema Package	2,500.00	20%	2,500.00
	Screen Size: 6m by 3m			
	Spec: Resolution: 4.8mm pixel pitch (Hi-Resolution Outdoor) Brightness: 5000 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	0.00	20%	0.00
	2x 1000 watt PA speakers 2x 1000 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
	2x Crew to setup and de-rig equipment			

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

Expense	Delivery / Collection	297.00	20%	297.00
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Worcester WR2 4GD to Angmering
165 Miles (330 Miles)

1x LWB Van at 90.p per mile

Expense	Hotel	120.00	20%	120.00
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1x Night 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	2,917.00
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VAT	583.40
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GBP Total	£3,500.40
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Other Information

Company Registration Number:

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
	Outdoor Cinema Package			
	Location: Angmering Date: TBC (August 2020)			
Service	LED Outdoor Cinema Package	4,150.00	20%	4,150.00
	Screen Size: 7.5m by 4m			
	Spec: Resolution: 4.8mm pixel pitch (Hi-Resolution Outdoor) Brightness: 5000 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 WR2 4GD 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:

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
	Outdoor Cinema Package			
	Location: Angmering Date: TBC (August 2020)			
Service	LED Outdoor Cinema Package	1,850.00	20%	1,850.00
	Screen Size: 5m by 2.5m			
	Spec: Resolution: 4.8mm pixel pitch (Hi-Resolution Outdoor) Brightness: 5000 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	0.00	20%	0.00
	2x 1000 watt PA speakers 2x 1000 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
	2x Crew to setup and de-rig equipment			

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

Expense	Delivery / Collection	297.00	20%	297.00
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Worcester WR2 4GD to Angmering
165 Miles (330 Miles)

1x LWB Van at 90.p per mile

Expense	Hotel	120.00	20%	120.00
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1x Night 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	2,267.00
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VAT	453.40
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GBP Total	£2,720.40
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Other Information

Company Registration Number:



Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

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Website: www.angmeringparishcouncil.gov.uk

SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING WEDNESDAY 29 JANUARY 2020

Agenda Item 12, SIGNAGE FOR BMX TRACK & SKATE BOWL LOCATED AT MAYFLOWER PARK

The Angmering Parish Council Office has been made aware that the sign located in Mayflower Park next to the BMX Track & Skate Bowl is in urgent need of updating and repair.

Presently the sign is one-sided, and we would like to propose this becomes a two-sided sign so a code of conduct can be displayed.

Please below for the suggested wording:

DISCLAIMER SIGN (Side 1)

WELCOME TO THE ANGMERING VILLAGE BMX TRACK AND SKATE BOWL

CONDITIONS IF USE

1. ALL PERSONS USE THESE FACILITY AT THEIR OWN RISK
2. THESE FACILITIES MUST BE USED FOR THEIR INTENDED PURPOSE ONLY
3. USERS ARE ADVISED TO WEAR PROTECTIVE ARM/LEG PADS, GLOVES AND HELMETS AT ALL TIMES
4. IN THE INTEREST OF SAFETY PLEASE DO NOT BRING DOGS, GLASS OR ALCOHOL INTO THE AREA
5. THIS IS A FACILITY, PLEASE HELP US TO KEEP THIS SITE IN GOOD CONDITION

INFORMATION

EQUIPMENT IS INSPECTED FOR SAFETY ON A REGULAR BASIS, PLEASE REPORT ANY MAINTENANCE ISSUES TO THE COUNCIL OFFICES.

CONTACT DETAILS: 01903 772124 OR EMAIL admin@angmering-pc.gov.uk

ANGMERING PARISH COUNCIL AND ITS EMPLOYEES CANNOT ACCEPT RESPONSIBILITY OR LIABILITY FOR AN CLAIM, LOSS OR DAMAGE WHATSOEVER WHICH MAY ARISE RESULTING IN THE MISUSE OF THIS FACILITY. EXCEPT SO FAR AS PROVIDED BY STATUTE.

CODE OF CONDUCT SIGN (Side 2)

WELCOME TO ANGMERING BMX TRACK AND SKATE BOWL

CODE OF CONDUCT FOR USING THESE FACILITIES

I UNDERSTAND THAT THE SAFETY AND ENJOYMENT OF EVERYONE IS IMPORTANT AND I WILL MAKE SURE I SUPPORT THIS

I AGREE NOT TO USE OFFENSIVE LANGUAGE OR GESTURE OR DO ANYTHING THAT MAY BE OFFENSIVE

I AGREE TO RESPECT ALL PARK USERS AND LOCAL RESIDENTS

I AGREE NOT TO CAUSE DELIBERATE DAMAGE OR VANDALISM

I AGREE ONLY BMX RIDERS ARE ALLOWED ON THE TRACK AND START RAMP

I AGREE I WILL NOT USE THE TRACK DURING THE HOURS OF DARKNESS

I UNDERSTAND AND AGREE THAT GLASS, ALCOHOL AND DRUGS CANNOT BE BROUGHT ONTO THIS FACILITY AND THE SURROUNDING AREA

I AGREE I WILL PUT ALL MY LITTER IN THE BINS PROVIDED TO KEEP THE AREA TIDY

I AGREE FOR THE SAFETY OF EVERYONE THAT THERE IS ONLY ONE WAY AROUND THE BMX TRACK

I UNDERSTAND THAT APPROPRIATE PROTECTIVE CLOTHING MUST BE WORN AND MY BIKE/SKATEBOARD WILL BE IN GOOD ORDER AND SAFE TO USE

I UNDERSTAND THAT BMX AND SKATEBOARD RIDING CAN BE DANGEROUS AND I AGREE THAT I USE THE FACILITY AT MY OWN RISK

IF I BREAK ANY CODE OF CONDUCT I UNDERSTAND I MAY BE ASKED TO LEAVE OR BE BANNED FROM USING THIS FACILITY

The cost for producing a double-sided sign will be: **£75.00** plus VAT. (single sided will be £54 plus VAT.)

DECISION NEEDED: To decide (1) if a double-sided sign is required and (2) to agree the wording to go onto the sign.