



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE COMMUNITY, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE HELD AT ANGMERING BAPTIST CHURCH ON WEDNESDAY 26 FEBRUARY 2020

- Present:** Councillors Nikki Hamilton-Street; Lee Hamilton-Street; Mike Jones; Alan Evans; Alison Reigate; Norma Harris; Sharlan Woodason and Paul Bicknell
- In attendance:** Tracy Lees, Committee Clerk; Julia Phelon and Judith Cross, representatives of Angmering In Bloom and 7 members of the public
- Acronym:** Angmering In Bloom: AIB, Angmering Parish Office: APC, Anti-Social Behavior :ASB, West Sussex County Council: WSCC, South Down National Park: SNDP

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	19/134	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllrs. John Oldfield and Rhys Evans.	
2	19/135	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. There were no declarations of pecuniary or non-pecuniary interests made.	
3	19/136	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 29 January 2020 were agreed and subsequently signed by the Chair.	
4	19/137	ANGMERING IN BLOOM (AIB) The Representatives from AIB reported they were still on their winter break but have been out and about in the village centre to make sure the area was as tidy as possible.	

AIB updated the committee that the grant they had applied for regarding the board/lectern in St Nicholas Garden to show the archaeological dig which took place a few years ago and the Church under the ground had been declined. Unfortunately WSCC said they did not meet certain criteria. They would now be looking for funding elsewhere and would need in the region of £2k in total to complete the project.

A discussion then took place including the possible positioning. No decision could be made at this point.

It was also reported that the daffodils are now out on the CALA roundabout. Judith Cross will send in a photo so APC can share on their Facebook page.

5 19/138 PUBLIC CONSULTATION

Cllr. N Hamilton-Street introduced Samuel Pallant, a young boy who had come along to tonight's meeting to receive a certificate in recognition of his dedication, passion and hard work towards keeping the village of Angmering clean and tidy and reporting on accessibility.

Cllr. A Evans had been working with Samuel and his family and explained to the committee what Samuel had been doing and about the book he had written. One of the areas that Samuel had written about was the problems faced when using a wheelchair in the Village.

Cllr. A Evans also reported that action had already been taken on some of the issues raised by Samuel and APC would refer back to the book as this would help with the revision of Angmering's Neighbourhood Plan. The book will remain in the APC office for future reference and was available for all Councillors to review.

Cllr. N Hamilton-Street then presented the certificate to Samuel and commented that he was the first person to get this award. Photos were taken of Samuel receiving his award and with permission granted by his parents the photos will be published on the APC Facebook page.

It was reported that a fundraising event would be taking place at the Community Centre on Monday 2 March from 18:15 in aid of Toilet Twinning. A challenge had been given to see who could do the longest squat.

Cllr. Bicknell asked if the APC Office had received any reports regarding wastewater problems in Downsway. The Committee Clerk advised that the Office had not received any reports. Cllr. Reigate reported that ADC had been looking at the drains in this area, but no action seemed to be taking place.

6 19/139 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA

The Action List was received; an update on current actions was given.

Cllr. Bicknell asked about street lighting. Cllr. N Hamilton-Street gave an overview of what had been identified and that APC had been speaking with WSCC and that they were unable to change the times that the lights go on or off. A discussion then took place and it was requested that the timing of the lights in Station Road be clarified.

Action: Report back on what time the lights go on and off in Station Road.

APC

A question was also raised regarding the Bramley Green lights to the A259 and what agenda they should sit on.

Action: Clerk to clarify which agenda this should be on.

Clerk

A discussion then took place with comments being made on light pollution and the SDNP campaign for Dark Sky status.

The Committee Clerk raised the request from various residence in Lloyd Goring Close regarding the installation of a dog poo bin. The Clerk reported the costs involved and a discussion took place.

Cllr. Bicknell asked if the dog poo bin at the Woodman's pub belonged to APC, Cllr. N Hamilton-Street asked the APC Office if they could clarify this this and if it was ours could we move this bin to the Lloyd Goring Close location.

Action: Ascertain who pays for the bin at the Woodman's Pub location and if it can be moved.

APC

AIB commented that they had concerns re the clearing away of hedges around the Community Centre and at Mayflower Park. Cllr. N Hamilton-Street explained why the clearance had been done. Most of the foliage cleared from the Community Centre was in fact Brambles and one of the main reasons for the hedge being removed from the Mayflower Park area was due to antisocial behavior concerns. A discussion then took place and it was agreed that in the future if a hedge row was being considered for removal AIB would be consulted.

7 19/140 COMMUNITY EVENTS

The Committee Clerk gave an update on the following events:

Parish Assembly – it was reported that 12 groups had already confirmed they will be attending the event. This year there will be an information area with representatives from various organisation like the Fire Service.

VE Day – Cllr. Reigate reported on the bunting that was being made by local schools. Donations had been received from Angmering Framing and Stiches, but more material was needed. The WI will be getting involved and also the Made with Love group. There will be a Sewing Bee session to make the bunting in the Village Hall, all are welcome to attend.

Action: Put out a request for fabric donations and advertise the Sewing Bee event.

APC

The Window competition was also discussed, all businesses in the village square with a window will be invited to dress their window with a VE Day inspired theme. A prize will be given for the window considered to the best, potentially a donation to a charity of their choice.

Action: Confirm if prize is possible and what amount.

Clerk

Fun Dog Show – it was requested that the date be moved from Saturday 11 July to Saturday 18 July. This was due to a large event taking place in the Chichester area. All present agreed, the event will take place on Saturday 18 July 2020.

Screen on the Green – Saturday 22 August was the suggested date for this event. All present agreed that this date would work well. APC Office to move forward with arrangements, quotes etc. so final sign-off can be given.

Remembrance Sunday – Cllr. N Hamilton-Street talked through the supporting paper. All present were pleased with the new plans and the

majority were happy to man the roads closure barriers now the timings had changed.

8 19/141 RESILIENCE

Cllr. L Hamilton-Street updated the committee on the next steps which will include some training exercises and discussions on the steps to take if required regarding the recent Corona Virus outbreak, bad weather and APCs Business Continuity Plan.

9 19/142 PLAY PARK TASK & FINISH GROUP

Cllr. A Evans confirmed that a meeting was planned for Tuesday 4 March at 12:00. The meeting will be to decide a plan of what to do and the costings involved. An update will be given at the next CLEW meeting.

10 19/143 FRED ROWLEY AWARD

Cllr. N Hamilton-Street presented the supporting paper and asked for comments. Cllr. Reigate asked what 'over a sustained period of time' actually meant i.e. how long, weeks, months etc.

Cllr. L Hamilton-Street commented that APC can also send letters of recognition and give out certificates.

Cllr. Woodason asked how the award will be announced. Cllr. N Hamilton-Street advised that the APC website, Facebook page, office window, noticeboards could all be used as well as the newsletter in All About Angmering magazine.

A discussion then took place and it was agreed that the wording was correct and should be adopted as the criteria for the award.

RESOLUTION: Cllr. Alan Evans **PROPOSED** that the criteria be adopted for the Fred Rowley Award, Cllr. Woodason **SECONDED** and **ALL AGREED**.

11 19/144 ALLOTMENT

Cllr. Reigate updated the committee on the conversations she had been having regarding the possibility of a Community Plot. The Allotment Association were very keen for APC to take a plot when one became available and would let them know. The possible plot is next to the hard standing area at the end of the lane. APC would pay for the plot which is currently £25 per year.

As this plot will be run as a Community Plot the actual running of it will be discussed when the plot becomes available.

A discussion took place, all agreed that this is a good idea and will be a great community project.

12 19/145 TREE PLANTING A259 – CYCLE PATH

Cllr. Bicknell gave an overview of the area he was concerned about and the number of trees that he considered would be needed. He explained that a local business had approached him regarding offering a donation to go towards the supply and planting of trees within Angmering Village.

Cllr. N Hamilton-Street commented that WSCC would have to be consulted before anything could be planted in this area.

Action: Contact WSCC and ask about costs, licenses and if the trees needed to be provided by WSCC.

APC

A discussion took place and it was agreed that APC should work with AIB to identify suitable planting places. There could also be the opportunity for people to sponsor/buy a tree in memory of someone.

Action: Contact Cllr. Bicknell's contact re his kind donation offer.

APC

13 19/146 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1) This Committee – None.
- 2) Full Council – None.

DATE OF NEXT MEETING

The Committee's next meeting will be held at The Baptist Church Hall in Angmering on Wednesday 25 March 2020 at 19:30.

The meeting concluded at 20:48.

.....
Chairman

Date.....

ANGMERING IN BLOOM ASSOCIATION

REPORT FOR PC CLEW MEETING 29 JULY 2020

Recent activities

Since the lockdown was eased, we have been able to meet up on Wednesday mornings, while still socially distancing and completed our Summer planting.

This has included:

- Around the Village
 - Additional planting in the High Street bed
 - Planting the coloured trugs and the planters at the Community Centre
- In the Village Centre
 - Planting the four planters at the sides of the stone seats
 - Additional planting in the planters at the side of the Parish Council offices

We have also tidied up around the Community Centre, the Beehive, High Street and QE2 beds as well as sweeping various areas in the Village Centre.

We were incredibly grateful to Ferring Nurseries that, despite the difficult situation, they had been able to plant up the flower beds, planters, lamppost baskets and hanging baskets around the Village.

Future activities

We have been looking at identifying a couple of areas in the Village which could be planted with wildflowers. Judith has been in contact with the Tivoli Group, which East Preston PC use for an area they have given over to wildflowers. Tivoli Group would undertake the whole process, which would be funded by us, they seem very professional with plenty of experience of wildflower planting. We thought one area could possibly be where the existing Beehive bed is and another could be at the Community Centre near the Car Park Entrance. We are looking into progressing this ready for next Spring.

One of our main problems we have been having in this extremely hot weather is keeping floral areas and planters watered. We are fortunate that Ferring Nurseries water their floral displays but the ones we plant need to be watered by us, so the suggestion by APC of an outside tap would be particularly useful.

Unfortunately, all the Village Events we would normally attend have been cancelled.



COMMUNITY, LEISURE, ENVIRONMENT AND WELL-BEING COMMITTEE (CLEWC)

TERMS OF REFERENCE 2019/2020

Objectives

1. The committee is to ensure that the agreed policies for the parish council contained in the list attached to these terms of reference are pursued.
2. The aim is to bring forward and test potential projects in order to fulfil the stated policies.
3. In defining a satisfactory conclusion, the projects will be worked on to the point where they can be presented to the Parish Council, together with methods of funding in as far as they can be determined by the CLEWC.

Membership

4. The membership of the committee is to be set at the Annual Parish Council Meeting in May of each year.
5. The minimum number of councillors will be 6 and the maximum 8, with a quorum of 3 at each meeting.
6. Co-opted members may not exceed councillors at any committee or sub-committee meeting.

Meetings

7. The **CLEWC** is to meet every month - 12 times per year.
8. Sub-committees may be set up by the committee in order to conduct the business relating to the agreed policies and the meetings for these will be agreed when they are set up.

Detailed Role

9. To drive, on an ongoing basis, the Parish's project needs in respect of required additional infrastructure, assets, facilities, amenities, services provided & environmental.
10. To ensure the maintenance of the Parish Council assets is carried out appropriately.
11. To identify requirements for provision of additional projects by the Parish Clerk, subject to authorisation of associated expenditure by the Full Council, unless such authority has been delegated by the Full Council to the CLEWC.
12. The CLEWC might refer ideas to a specific Sub-Committee for further evaluation and recommendations, before considering them as a committee.
13. In accordance with Standing Orders, the committee may co-opt members of the public to attend its meetings, but with the usual restrictions on voting and only after a declaration that they would adhere to the normal Code of Conduct for councillors.

Scheme of Delegation

14. The Full Council delegates the above roles to the CLEWC on the basis that the resultant work is being undertaken for the Parish Council as a whole.
15. Funds may be made available to carry out agreed projects of Parish Council assets, infrastructure, facilities, amenities, services and environmental issues to be managed by the CLEWC, in conjunction with the Parish Clerk.
16. Where funds are required for projects, a request will be made to the Full Council to provide funds from the General or, if appropriate, Earmarked Reserves.

Parish Policy No.	Objective	Neighbourhood Plan Policy
CLEW 1	<u>Community</u> 1.1 Encourage the development of comprehensive youth facilities across the parish for use by young people of all ages.	
	1.2 Encourage community engagement projects.	
	1.3 Improve community and sports facilities.	
	1.4 Maintain a Library Service in the community.	
	1.5 Ensure adequate schooling provision.	
	1.6 Encourage art & culture.	
	1.7 Ensure that the Parish Council remains 'fit for purpose'.	
CLEW 2	<u>Green Spaces</u> 2.1 Continue to maintain the village to a high standard.	CLW1, CLW2 & CLW3
	2.2 Protect the character and amenity value and look to expand the provision of green spaces, including allotments.	
	2.3 Improve access to the South Downs.	
CLEW 3	<u>Health</u> 3.1 Protect and provide adequate health facilities in the village.	CLW4
	3.2 Assist and encourage healthy life-styles across the parish.	
CLEW 4	<u>Public protection</u> 4.1 Protection of vulnerable people and improve public safety.	EH3
	4.2 Address flooding and drainage issues.	

Angmering Parish Council Litter Pick Guidelines.

First of all we would like to take this opportunity of thanking you very much for supporting our village and really making a difference #lovewhereyoulive.

- The aim of this litter pick is to clean up our local environment, to stay safe and have fun.
- Please attempt what is within your personal capabilities and to be sure to take regular rest breaks and drink plenty of water.
- Please wear suitable clothing/shoes and do consider sun cream/hats.
- All children should be accompanied by a responsible adult and to be taught if they were to come across any potentially dangerous items that they should tell a grown up and not pick it up.
- If syringes are spotted , do NOT attempt to move them, make a note of their location and inform us as soon as possible, this also applies if you see someone fly tipping or come across hazardous waste.
- Please follow limits set by the Government and make sure social distancing is adhered to.
- Wash hands after touching shared surfaces and do not share equipment.
- Should you be showing any symptoms of COVID 19 please follow Government Guidelines as per current isolation rules.
- Please keep to main paths and grassed areas.
- Social distancing must be adhered to at all times.

Please avoid:

- Potentially hazardous objects such as unidentified cans or canisters, oil drums and chemical containers.
- Sharp objects such as broken glass and disposable BBQ's- these should be collected in separate containers and not litter bags.
- Clinical waste such as needles/syringes.
- Hazardous area such as deep or fast flowing water, steep, slippery or unstable banks, sharp rocks, derelict buildings, busy roads and electric fences.
- Please keep to main paths and grassed areas.
- Working alone – try to stay in sight and earshot of others.
- Heavy items.

Please inform APC where we can help with the removal.

If possible please separate the litter collected in to

1. Plastic.
2. Aluminium cans.
3. General waste.

Once collected please dispose of the rubbish yourselves in the appropriate bins or advise the APC Office if this is not possible.

You will be given litter pickers, hoops and a hi-vis tabard that will need to be returned when you cease being a volunteer, you will also be provided with gloves and sacks. We can also advise you of a route that is convenient and names of roads etc. if required? On arrival back to your home you will need to wash your arms and hands thoroughly and use hand sanitizer. Any minor cuts should be reported and bathed, along with any stings or bites .

STAY SAFE – KEEP ANGMERING TIDY





ANGMERING PARISH COUNCIL VOLUNTEER APPLICATION FORM FOR LITTER PICK

Thank you for your interest in volunteering with Angmering Parish Council to help with the clean-up of our village.

Volunteers play a vital role in our community and we are extremely grateful for your support.

Your completed form will be held securely and confidentiality. Only authorised staff will have access to your information.

PERSONAL DETAILS

Title: _____

First Name: _____

Surname Name: _____

Address _____

_____ Postcode: _____

Mobile and / or Telephone Number: _____

Email: _____

Equipment borrowed*

Areas to be covered*

Signed _____ Date _____

How the information you provide will be used - General Data Protection Regulations - Any personal information such as name, postal address, telephone number, and email address given via this form will only

be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

*All equipment remains the property of Angmering Parish Council and must be returned.

* All equipment will be sanitised prior to collection and again on return.



COME AND VOLUNTEER TO KEEP ANGMERING TIDY



We are looking to set up a group of local volunteers to pick up litter on a regular basis. #lovewhereyoulive

*All equipment will be supplied by us.
Please contact Angmering Parish Council on
01903-772124 or email admin@angmering-pc.gov.uk
for more information.*



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SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 25 MARCH 2020

Agenda Item 13, DOG WASTE BINS

The Angmering Parish Council (APC) Office has received various requests from residents in Lloyd Goring Close. To move this forward the costs of putting in a new dog waste bin in this area were investigated.

The following shows the costs involved to install a new within the Parish of Angmering.

- **£246.55** - to supply a dog bin (one off charge)
- **£50.00** - to fit dog bin (one off charge, unless moved)
- **£290.22** – annual service charge to include future maintenance (yearly fee)

We presently have 27 dog waste bins within the Parish of Angmering and our total yearly bill for them is £553.49. The way this figure is worked out is unknown as it seems there were many different arrangements in the past for each bin that was installed. Going forward each new bin installed will incur the above costs, costs could of course increase over time as they are set by Arun District Council. If a bin is installed in Lloyd Goring Close the totally yearly bill would increase to £843.71.

The proposed location for this new bin is marked on the picture with a red cross.



This area was chosen as it is the furthest distance from any of the properties in the area.

A leaflet drop will be done to all residents in the area to advise that this new bin will be installed.

Decision Needed: To decide if to go ahead and install a dog waste bin in Lloyd Goring Close.



PUBLIC NOTICE

NEW DOG WASTE BIN

Dear Resident

We have received many requests for a Dog Waste Bin in your area and we are pleased to advise that we have been given approval for a bin to be placed in the area marked below with a red cross.



The bin will be emptied every week on a Monday.

Please do not hesitate to contact us if you have any questions regarding this.

Angmering Parish Council

Tel: 01903 772124 Email: admin@angmering-pc.gov.uk

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SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 29 JULY 2020

- **AGENDA ITEM 14: ALLOTMENT**

Report by Cllr Alison Reigate dated 15.7.20

After the discussion about the possibility of the APC taking on a plot at Honey Lane to develop as a community allotment, I had several emails and discussions with the chairman Colin Trott who bought it before their committee in March. The waiting list had dropped at that point from an average of 10 to a list of 6.

He telephoned me to say that it had been agreed as a good idea by them and in fact they thought they might have a suitable plot for us and they were trying to contact the owner as he had not been up keeping the plot in order to relinquish it.

A number of questions were written into the neighbourhood plan questionnaire to find out whether residents want a community allotment, but this has been delayed in sending out to the residents due to COVID-19. However, since the lockdown the waiting list has shot up to 20 and a number of comments on the local social media sites have been asking about community allotments and plots so it seems our thinking is going on the right direction.

The allotment association committee has also had a big turnaround following resignations of the chairman and letting officer.

I have been trying to have a meeting since June with someone who has taken over as to where we now stand and was informed that once a new letting officer and chairman had been decided they would contact. I was informed of contact details for the new chairman, Trevor Bowles, and had a chat with him about how to proceed and he told me he would let me know once he had attended a meeting on site with the other committee member and would be in touch.

I have not heard anything further to date and have emailed but not had a response.

I will keep trying to build more of a rapport with the new chairman and once I have gained some more knowledge on where things stand, I will report again. As I have previously stated November is when the fees are paid and that is usually when they have plots lot reallocate.

Forward action: Confirm the committee are still in agreement with our request and if so, await availability of a suitable plot.

Keep looking for alternative location - The Lloyd Goring" plots". Whose land etc still to be ascertained.

Decision needed: No decision needed. Update and discuss on forward action.



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SUPPORTING PAPER

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

- **AGENDA ITEM 16: SHRUBS, CORNER OF ROWAN WAY/OAKWOOD DRIVE**

Angmering In Bloom (AIB) would like the committee to consider having this area cleared and replacing with turf.

Information received from AIB

The area, corner of Rowan Way junction with Oakwood Drive was planted by the landscapers at the time Bramley Green was built. Photograph (1) clearly showing a well-maintained healthy shrub was taken probably about 2009, going on the growth etc.

Photo 1



Photograph (2 & 3) is the current “shrubbery”. The area currently is in exceptionally poor condition which no amount of maintenance can rejuvenate to an attractive or even healthy shrubbery.

I would suggest the area be cleared, including roots and be replaced with grass. I recognise this is not the appropriate time of year for a successful laying of turf but would suggest it be cleared ready for it to be turfed in the autumn.

Photos 2 & 3



Decision Needed: To decide if this area should be cleared and re-turfed or agree an alternative option.