

ARUNDEL TOWN COUNCIL

The Mayor's Diary

October 8th	<p><u>Cycling & Walking working group</u>: James Stewart will begin to outline the document on the Arundel-Ford cycle path and footpath. Agree with Cllr. Gary Markwell that we would work with him to develop his petition on this subject., subject to it being non-party political.</p> <p><u>Bee Project meeting</u>. Walk to the two A27 roundabouts, and to Arundel Station with Nick Field, and Sue Furlong, Steve Hill, Jessica Macey (all WSCC), Simon King and Tom Astbury (Grasstex). Overall plan is that Grasstex will prepare, plant and maintain the Causeway and Ford Road A27 roundabouts, verges and curtilage, including the land outside Warwick Court, and both the pedestrian path and area outside the taxi rank at Arundel Station. Grasstex will produce a proposal for planting lists and designs for both roundabouts, and a timeline for the work. I will write a proposal for ATC Council to apply for a licence to adopt the Ford roundabout from Highways England, and to apply for planning permission from WSCC (planters) and ADC (hanging baskets) when these plans are completed.</p>
October 9th	<p><u>Town Manager working group</u>. Agree that as a result of the financial situation, and the difficulty of relocating the Town Manager in the ADC Economy Team, post Covid-19, we should put this project on ice <i>pro tem</i>, but propose to the Council that an Events Manager is appointed on a temporary, 'contractor' basis from now until end-2020.</p> <p><u>Community Awards working group</u>. Agree that we would adapt the format to reflect the fact that 2020 had been different through Covid-19, and try to make the event special within public health guidelines, i.e. not having a big gathering. If we found that Covid permitted we could look at having a gathering in early 2021. A proposal will be put to the Council</p>
October 12th	<p><u>Planning Advisory Committee</u>: with Cllr. Wood and Town Clerk interview a potential candidate for the voluntary Planning Advisor role agreed at the last PAC meeting. Good discussion on the government 'Planning for the Future' White Paper which was the arranged pre-set interview topic.</p>
October 13th	<p><u>Town Clerk</u>: Review papers for the Council meeting and identify matters needing council approval. Agree that the Arun Transport project needs some more investigation.</p> <p><u>Campervans</u>: write to WSCC, enclosing the complaint received from The Norfolk Estate re waste being thrown into the ditch watercourse that supplies drinking water for the livestock.</p> <p><u>A27</u>: Advise Councillors advice that A27 announcement is expected at 9.00am tomorrow morning.</p>
October 15 th	<p><u>HR working group</u>. Meet with Carolyn and HR consultant, Linda Evans, on developing an HR project to review workloads, responsibilities, job descriptions, objectives and 90-day reviews, which could be 'officer-driven' going forward.</p>

	<p><u>A27</u>: draft statement on Highways England for Council Meeting in response to a public question. Discuss the situation with Andrew Griffith's office.</p> <p style="text-align: center;">COUNCIL MEETING</p> <p><u>A27</u>: post-meeting, discuss wording of statement with Town Clerk, and with Cllrs. Standing and Tu, who had previously agreed to review the text given its sensitivity.</p> <p>Request copies of supporting documents from Highways England.</p>
October 16th	<p><u>A27</u>: agree final wording with Town Clerk, and distribution to ADC and WSCC Councillors, Andrew Griffith MP, and posting to website, and social media. Produce copies of statement and HE document for Farmers Market Stall, and send notes to Cllrs. Phillips and Lovell who are manning the stall. At Cllr. Phillips suggestion copy these notes to Full Council. Forward the press statements from ADC and Andrew Griffiths to Full Council.</p>
October 17th	<p><u>Farmers Market</u>: plentiful interaction with residents whilst manning the sanitization station. Agree to chase up WSCC on the dangerous potholes in Tarrant Street. General feedback from residents is that the market is well-organised and feels safe.</p> <p><u>Campervans</u>: Paul Money , Arundel Post Office, describes the problem that campervan long-term overnight parking cause by making it difficult to find parking space on Mill Road even early in the morning before the Post Office opens. I agree to forward his comments to WSCC.</p>
October 18th	<p><u>Flood Defences</u>: as agreed at Council, write an open letter to thank Derek Waller for his great work in monitoring watercourses and ditches and nudging and encouraging statutory authorities and landowners to maintain programme that helps to keep Arundel safe from flooding.</p> <p><u>Farmers Market</u>: send feedback to the working group. In general the market was a great success and feedback from shoppers and traders had been very positive. We were congratulated on the organisation and the atmosphere. However we can learn lessons-about diversion signs, bus route inquiries and the marshalling of the buskers. We will need to consider whether we should encourage face masks in November & December.</p> <p><u>'Shop Safely'</u>: agree with Sharon Blaikie (Chair of Chamber of Commerce) to submit the 'Arundel is Christmas' video to ADC for possible funding from the government 'Re-opening High Streets Safely' fund.</p>
October 19th	<p><u>Town Clerk</u>: discuss the safety issues presented by stall on the High Street opposite Pizza Express and the need to raise this with WSCC. Agree next steps on Events Manager and Community Awards. Note that the promised installation of the bollards has now not been carried out on two consecutive weekends.</p> <p><u>Community Awards</u>: send letters of invitation to His Grace, the Duke of Norfolk and to Andrew Griffith MP .</p> <p><u>Holmes Chamber</u>: view the Holmes Chamber with Cllr. Wood and the Town Clerk. Agreed that we would (1) discuss with the Town Hall and electrician the</p>

	<p>extent to which the alarms, fuse box, air conditioning and wiring above the panelling could be tidied up or replaced with smaller equipment; (2) find someone with expertise in treating wood who could look at the panelling; (3) discuss with Stephen Manion whether the castle had any stored artwork, not on display, that would work in the context of the panelling. Noted that the lights in the Holmes Chamber needed cleaning at some stage.</p> <p><u>Arun District Council</u>: send 'Arundel: Mission, Objectives and Initiatives' and the new Chamber of Commerce film to ADC. ADC confirm film may be eligible for 'Reopening the High Street Safely' funding.</p>
October 20th	<p><u>Arun District Council</u>: Liaison meeting with Deputy Mayor, Cllr. Tu and Town Clerk, Cllr. James Walsh (Leader ADC) and Nigel Lynne (CEO ADC). Clarify the ADC Approved Project List for CIL funding. Arundel has no projects yet, but nor does any other parish, the list is a new initiative and, so we need to submit our proposals (which will include the Ford cycle path and footpath). ADC has received a £75,000 government grant for Covid-19 'enforcement' (marshalling) and we may be able to get support for the November-December Farmers Markets. Submissions for the Reopening of High Streets Safely could include any costs we incur for road closures for the Farmer Markets and a public consultation on the future of the public realm in Arundel. Nigel Lynne offered to pre-review any bids which we planned to submit for grants for the Town Hall roof and commended the consultant we had engaged to work with on finding funding.</p>
October 21st	<p><u>Community Awards</u>: finalize and sign letter going to 1,500 households inviting nominations.</p> <p><u>Community Infrastructure Levy</u>: advise CLT via Cllr. Bradly and Cycling & Working Group of the need to propose projects for the Arun District Council Approved Lit for CIL funding via Town Clerk.</p> <p><u>Town Hall Roof Working Group</u>: advise working group of Nigel Lynn's offer to review drafts of bid applications.</p> <p><u>Lime Tree sponsorship</u>: source lime tree watermark for the certificates and suggest design guidelines to Cllr. Phillips. We need to make a success of this project because there may be other opportunities for inviting residents to sponsor planting in Arundel.</p> <p><u>'Safe Re-opening of High Streets grant'</u>: agree with ADC the projects that are eligible for funding from the grant, including sanitizers, signage, Farmers Market road closures and 'shop safely' films. Ask Sue Roderick and Sharon Blaikie to confirm all costs by end of week.</p> <p><u>Holmes Chamber</u>: contact Beatrice Holland (at Victoria Holland) for suggestions of who can give advice on the panelling in the Holmes Chamber. Communicate outcome to Cllrs. Phillips and Wood.</p>
October 22nd	<p><u>Lime Tree sponsorship</u>: liaise with designer and arrange for design work for certificates to be done free of charge.</p>

	<p><u>Public Realm</u>: contact Historic England re Public Realm consultation specialists who had been identified during the 2019 Arundel High Street: Heritage Action Zone bid. Reply promised in 21 days.</p> <p><u>Town Clerk</u>: meet with Town Clerk to review current projects. Discussion re how to make the Town Hall look less forbidding when the gates are closed, and how to make more of the heritage.</p> <p><u>Lime Tree sponsorship</u>: draft copy and create mock-up and circulate to Cllrs. Phillips and Tu, and Town Clerk. Cllr. Phillips notes that we will need a variant for those dedicating a tree to the memory of someone who has passed.</p> <p><u>Meeting Preparation</u>: Read papers for the Planning Advisory Committee and Traffic and Access working group. Study planning applications on ADC website.</p> <p><u>Community Awards</u>: Speak to Sharon Blaikie re a harpist and filming for the Community Awards.</p> <p style="text-align: center;">PLANNING ADVISORY COMMITTEE MEETING</p> <p><u>Traffic & Access Working Group</u>: suggestion from Cllr. Wood that if we make no progress with WSCC we should consider placing our own sign on Mill Road and delivering notes under campervan windscreens suggesting that campervans relocate to the Mill Road car park. It might be that the Norfolk Estate would develop more campervan facilities to encourage this migration.</p>
23 rd October	<p><u>Campervans</u>: agreed with Town Clerk that we should alert our PCSO to the presence of a caravan that is both clamped and not attached to a car on Mill Road and see if the police can arrange for it to be moved.</p> <p><u>HR working group</u>: agreement of terms and objectives for the Events Manager, with a broad division of her 20 hours per week: 1/3 each for The Bee Project, Sharon Blaikie's projects (Festival 2021 and 'Arundel is Christmas') and the projects being arranged through the office (e.g. Remembrance Day, Lime Tree Sponsorship, Community Awards).</p> <p><u>Events Manager</u>: HR working group meeting with Sadie Rockliffe to agree terms and conditions, and time allocations. Town Clerk to write letter confirming the terms.</p> <p><u>Remembrance Day</u>: Events Manger reports that Remembrance Day road closure has been turned down because we are not supposed to hold events. Agree that we are not holding an event but keeping safe (from traffic and COVID-19) those who will come to the War Memorial whatever they are advised to do. Nigel Lynn not available but helpfully, Shirley Quinlan speaks to internal departments and provided that we submit a detailed risk assessment and are not staging an event, it appears we are likely to be granted a short road closure.</p> <p><u>The Bee Project</u>: speak to Nick Field and arrange initial meeting with Sadie for 10.00am Tuesday 27th October. Send date/timing to Sadie. Also confirmed the Council's approval to The Bee Project proposals regarding roundabouts,</p>

	<p>curtilage, verges and the land in front of the Baptist Church, and the agreement that Council would apply for planning permission for the planters and for the hanging baskets when the designs/locations are finalized.</p>
26 th October	<p><u>Communications</u>: draft copy for <i>The Bell</i>. Agree copy dates with Gill Farquharson. Discuss assembling visuals for feature with Lesley, and agree how to change the banners to reflect new information on the ATC website.</p> <p><u>Lime Tree sponsorship</u>: circulate certificates to Cllr. Mark Phillips, Bob Tanner and Town Clerk. Note suggested amends.</p> <p><u>Flood Defences</u>: discuss latest agreement draft with (Gordon Wilson) Environment Agency, and agree to defer decision until Town Clerk returns from leave. EA and ATC would both like to see the £64,000 reserve paid to the EA.</p> <p><u>Town Hall Roof grant</u>: initial note of possible funders from Katie Rabone. Meeting required to evaluate probability of obtaining a grant.</p>
27 th October	<p><u>Sanitizers</u>: discuss order with Lesley, and ask her to check waterproofing of the equipment.</p> <p><u>Residents</u>: reply by mail to Mrs Gibbs from Surrey Wharf (no email or telephone number given), and as requested put her in touch with Andrew Griffith's office.</p> <p><u>Bee Project</u>: meet with Nick Field and Sadie Rockliffe, and review the Bee Project. Agree that the various strands of the project need to be translated into specific actions and responsibilities, with a time-line, which are allocated to individuals or groups (e.g. Arundel Scouts). Sadie Rockliffe will begin work on this.</p> <p><u>Camper Vans</u>: receive a response from Cllr. Elkins, Cabinet Member for Highways and Infrastructure at WSCC regarding my recent letters on camper vans on Mill Road. Cllr. Elkins says that even without a TRO, West Sussex County Council has officers who can intervene when people are living on the public highway-though we know that people have been living on Mill Road for months without anyone addressing the issue even after my previous letters to WSCC. Cllr. Elkins tells me that if WSCC do not prioritise the need, a community-led TRO could be possible at a cost of £10,000.</p> <p><u>Bee Project</u>: Sue Furlong (WSCC) sends a summary of the work and process that has been agreed with Grasstex and advises that Steve Hill and Jessica Macey (WSCC) will be taking over responsibility of the project within WSCC since she is moving to wider responsibilities for local Parishes and Councils. I write and thank her for the energy and enthusiasm which she has put into the project.</p>
28 th October	<p><u>Communication</u>: send text and visuals for The Bell to Roc Design for Artwork to be prepared.</p> <p><u>Lime Trees</u>: agree with Tree Warden that Garden Society should establish an ongoing Arundel Tree Fund.</p>

	<p><u>HR:</u> meet Linda Evans and review the shape and sequence of the HR project. Linda will prepare a time-plan/sequence of actions for the project to be reviewed by the working group. Initial starting point is the existing job descriptions compared with the work that people are actually doing, and the roles that require to be filled. Linda Evans reiterated her previous suggestion that the Town Clerk keeps a diary so that councillors better understand the workload that she is juggling.</p> <p><u>Holmes Chamber:</u> discuss the panelling with Simon Macintyre, an Arundel resident who specialises in renovation of antique wooden furniture. Agree to meet in the chamber at 5.30pm on 2nd November. Advise Cllrs. Phillips and Wood, and Town Clerk.</p> <p><u>Remembrance Day:</u> sign off announcement of this year’s plan and respond to the request to provide a “quote” for it. It occurs to me that remembering the sacrifices and hardship endured by previous generations may be helpful to us this year in facing the Covid-19 challenges, and that becomes the basis for my quote.</p> <p><u>Budget:</u> Discuss budget process and preparation with Cllr. Tu. Working group meeting needed early next week. Key issues for the discussion with Full Council will be the precept, the assumptions we make about income from the undercroft, weddings and events, and how we provide support for events after 1st January 2021.</p>
29th October	<p><u>Chamber of Commerce:</u> meet with Sharon Blaikie to discuss how the CoC programme in November-December can be made Covid-safe. With the prevailing uncertainty about how the public health restrictions will apply over the coming weeks, retailers’ Christmas programmes will begin earlier this year, with Ash Kent delivering trees to businesses from the 9th November. The Tree on the cobbles will be physically sited on the 24th November, with the date for switching on the lights set sometime in the following week. Review the possible claim for funding from the Reopening High Street Safely grant. Agree to judge the Window Display competition in December.</p>
30th October	<p><u>Full Council Minutes:</u> Review the first version of draft minutes of the October Council prepared by the Town Clerk.</p> <p><u>Community Awards:</u> create checklist and circulate to the Working Group. Ask Deputy Mayor for help in preparing citation for the lifetime award. Agree with Jane Mote BeechtoBeach to have a Zoom meeting to discuss filming the Community Events on 10th November when she returns from holiday. Noted that the Community Award cup is not held by the recipient or displayed in the Town Hall but locked away in the safe. Agreed that in the context of the 2020 awards we should give some coverage to previous winners.</p> <p><u>Flood Defences:</u> read the Environmental Agency Contribution Agreement and discuss with Town Clerk, who needs to sign on behalf of the Council. Of the £64,000 contribution which ATC will pay to the EA, 5% (£3,200) will be held as a commuted sum and utilised towards future costs (maintenance, repairs etc.). Any part of this not spent by 2040 will be returned to ATC with interest. The £64,000 was the trigger for the huge EA investment in the town (£7m+?), excellent investment by a previous council.</p>

2 nd November	<p><u>Holmes Chamber</u>: contact wood specialist and explain that we appreciate that it may be necessary for some discrete 'scraping' may need to take place so that a proper assessment of the panelling is possible.</p> <p><u>Communication</u>: send the final text of the Council Pages for the next edition of The Bell to Gill Farquharson. Thank Paul Buckle of Roc Design for producing this on a pro bono basis, for the second time this year.</p> <p><u>Flood Defences</u>: share with council Tree Warden Bob Tanner's note about the importance of Derek Waller's work in ensuring that ditches and watercourses are well-maintained. Bob Tanner refers to the time when this was not done and 12 trees on Mill Road 'drowned' as a result.</p> <p><u>Lockdown</u>: fix a meeting for 4th November for HR working group to consider implications of the new lockdown for staff arrangements and for forthcoming events. Check with Sue Roderick: there are no weddings scheduled for November, but further disruption to registrar arrangements may prevent any weddings being booked for December and January.</p> <p><u>Camper vans</u>: meet Paul Money to receive his written complaint on camper vans, and agree to forward his complaint to West Sussex County Council.</p> <p><u>Holmes Chamber</u>: Meet with Simon Macintyre, Arundel resident and expert on restoring antique wood and Cllrs. Phillips, Tue and Wood to discuss panelling. Simon believe that the apparent 'scuffing' is caused by the varnish on the panelling becoming brittle with age. The panelling cannot be revarnished or painted without sanding down the wood, which he estimated to be likely to take 8-10 man weeks. After that, an annual coat of beeswax would be enough to maintain the surface. Other than the surface the panelling was in good condition, with no sign of worm. He offered to obtain an estimate for doing the work from an Arundel company.</p> <p>As Cllr. Wood identified, the Holmes Chamber suffers from a complete lack of decoration or pictures, which would match its traditional character. I inquire of Stephen Manion (Castle Manager) whether there are any paintings that were not on display in the castle that could be borrowed for The Holmes Chamber. Stephen suggests that it would be best to address this query to his Grace the Duke of Norfolk.</p> <p><u>Heritage</u>: discuss with Cllr. Phillips ways of making the heritage of Arundel Town Council more visible in the parts of the building most used by the public. Currently the Mayoral and Mace Bearer's robes are out of site in the Mayor's Parlour and other artefacts such as the Arundel Community Award Cup is locked away in a safe, and it would be good to get these items on display in a safe way.</p> <p><u>Finance Working Group</u>: first budget discussion, attended by the Deputy Mayor. The key issue in the income line is whether the number of weddings already booked for 2021/22 can take place, taking account of the possible need</p>

	to close the Atherley Chamber for a period of months for roof repairs and the uncertainty over the public health situation. The working group would table a cautious budget for discussion by the Full Council in November.
3 rd November	<p><u>Walking & Cycling working group</u>: meeting limited to 6-people, including County Cllr. Gary Markwell.</p> <p><i>Ford-Arundel pathway and cycle path</i>: James Stewart’s initial draft of the Ford-Arundel pathway proposal is commended. It is agreed that Julie Fynn, Arundel resident who has joined the group will re-write the document to sharpen the justification for the pathway being prioritised by WSCC and Highway England. We need to ensure that the proposal takes account of WSCC’s own published walking and cycling strategy. I remind the meeting that Andrew Griffith MP has agreed to review our draft proposal when we have it at an advanced stage and to champion this project for us. It is agreed that we should add some practical considerations to the document by getting a highways consultant to walk the route. Cost is estimated at £2-2.5k, and I agree to propose this expenditure to the November Council Meeting.</p> <p><i>Walking & Cycling forum</i>: Julie Fynn is now leader and co-ordinator for the Walking and Cycling forum has 44 members, equally split between walkers and cyclists.</p> <p><i>Local Cycling and Walking Infrastructure Plan</i>: Kay Wagland reports that WSCC had asked for input to a new LCWIP by end-November. Last time ADC had not made any submission to the county’s LCWIP. I will try to find out who in the ADC team is responsible for cycling and walking.</p> <p><u>FMT Meeting</u>: attended by Mayor, Town Clerk, Sue Roderick, Cllrs Tu and (on Teams, part-time) Scott.</p> <p><i>Weddings and events</i>: Sue Roderick reviews the wedding situation-with the current backlog, a 4-week closure and the need to give 6-weeks’ notice to registrars (which has to be done physically, not remotely), we are unlikely to get any additional bookings until February 2021. Currently wedding and event income for the financial year stands at £31,932 vs. the budget of £76,000 and the Full Year Estimate of £37,000. Booking for next year stand at £57,637, which is almost double the figure last year, but how many will be cancelled?</p> <p><i>Holmes Chamber</i>: we agree to obtain costs for recarpeting the Holmes Chamber and for doing the work on the panelling suggested by Simon Macintyre, and then produce a business plan showing whether there will be a payback on the investment. The alternative would be to extend the white drapes around the room and create a ‘marquee’ effect.</p> <p><u>Licences</u>: Agree to raise with ADC whether we are eligible for a refund for our wedding licence and our Farmers Market licence for the months when we could not hold weddings or markets.</p> <p><u>Roof</u>: Noted that we have not yet seen the ‘pilot tender’ that Michael Fountain (Saville) was obtaining for the roof work. Need for the Roof working group to meet. New leaks occurring.</p> <p><u>Community Awards</u>: Town Clerk suggests that the number of nominations received may be a record.</p> <p><u>November Agenda</u>: review and agree the agenda for next week’s council meeting. Discuss the proposal for funding a survey of the potential route of an Arundel-Ford footpath cycle path with Town Clerk and Deputy Mayor and</p>

	<p>agree to propose it to Full Council. Discuss the contribution that Council might make via the Arundel schools to ensure that no child goes hungry during school holidays.</p> <p>Confirm 2nd draft of the minutes can go to Full Council.</p> <p><u>A27</u>: draft reply to Highways England (attached).</p>
4 th November	<p><u>HR working group</u>: meeting attended by Town Clerk, Mayor, Deputy Mayor (on Teams) and Cllr. Tu.</p> <p>Agreed:</p> <p><i>Remembrance Day (8th November)</i>: under government guidelines event can go ahead in a much reduced format.</p> <p><i>Farmers Market (21st November)</i>: working group are meeting on 5th November and Mayor will attend. Working group are currently floating the possibility that market could operate as an 'open air supermarket' with only food being sold. Working group proposal will be on the agenda for Council Meeting on 12th November.</p> <p><i>Community Awards</i>: (3rd December). This date is now the day after the lockdown finishes. Decide to postpone the event until the 9th December so that we have time to accommodate any new rules that come into effect when the lockdown ends.</p> <p><i>Christmas Tree</i>: no change to existing plan-site tree on 24th November and turn on lights at the earliest opportunity.</p> <p><i>Busking on the cobbles</i>: suspended until further notice.</p> <p><i>Weddings</i>: we have no weddings booked for November, but we anticipate queries, cancellations and rearrangements of dates.</p> <p><i>Staff</i>: As in previous lockdown, some staff will be placed on furlough or part-time furlough. Town Clerk and Administrator will work from home possibly meeting one day each work from the office. Both have the right equipment at home to make remote working possible.</p> <p><i>Terms of Reference</i>: terms of reference for HR consultant would be drafted, since the role was becoming more proactive.</p> <p><i>Remuneration</i>: HR working group would review in December, and any changes would take place in April 2021. By that time the HR Review Project would be completed.</p> <p><u>Walking & Cycling</u>: contact Joe Russell-Welles and ask who our contact for walking and cycling would be in ADC.</p>
5 th November	<p><u>Farmers Market working group</u>: consider implications of lockdown and public health guidelines. The rationale for continuing the market would be that (1) the lockdown rules allow food markets to go ahead; (2) if only stalls selling essentials (primarily food and drink) are present, the market could be regarded as safer than a supermarket. The contra argument is that the market may bring other people from outside Arundel into the town which may present a risk to the health of residents, and that it may be seen as an event rather than a chance to shop for essentials. Agreed that working group would produce a proposal for the Council on 12th November, and in the meantime would solicit views from the residents website and the 20+ volunteers who have marshalled the market. The proposal would include all the additional safety measures that</p>

	the working group have discussed. The final decision would be made by the council on 12 th November.
	<u>FORTHCOMING EVENTS (all meetings are on Zoom or Teams)</u>
6 th November	<u>Town Hall Roof</u> : meeting with Katie Rabone re grants (tbc)
9 th November	AGM of NSPCC
12 th November	Interim Planning Advisory Meeting Full Council Meeting
13 th November	<u>HR working group</u> : Events Manager fortnightly review

Tony Hunt

Arundel Town Council Mayor's Diary November 2020

5th November 2020