



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 4 July 2023 at 7.00 pm at the Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA

Members: Cllr Michael Warden (C), Cllr Michelle Harbord, Cllr Katherine Jarman, Cllr Richard Rickard, Cllr Mario Trabucco, Cllr's Ron Flitter, Cllr Sue Foott & Cllr Tom Blaylock

Clerk to the Parish Council – Marie Singleton.

Also present – West Sussex County Councillor Trevor Bence, Arun District Councillor Anita Lawrence, Community Warden Sean Harvey, John Wakeman, Facilities Manager BRMRC & Denise Ramshaw from the Ford to Hunston Canal Society.

1193 **Agenda item 1 – Apologies for absence**

Arun District Councillor Carol Birch and Community Warden Christine Holyoak.

1194 **Agenda item 2 – Declarations of Interest**

Cllr Warden declared an interest as a Trustee of ACSC (agenda item 10). Cllr Blaylock declared an interest as an allotment holder (agenda item 12c)

1195 **Agenda item 3 – Public Participation**

Denise Ramshaw from the Ford to Hunston Canal Society had been invited to attend by Cllr Trabucco and provided the following information to the Parish Council:-

- The old canal route and its towpath run for approximately 1 mile through the Aldingbourne parish, from the Lidsey sewerage plant westwards to just before Aldingbourne Rife to the boundary with Bersted Parish.
- The Canal route passes Crouchers Plumbers, A29, Lidsey Bridge Cottages, New Barn Farm, and along the southern boundary of the old Lidsey landfill site.

Until May 2023 there were two charities, Burndell Bridge Society and Friends of the Ford to Hunston Canal, however, because the aims of both were very similar it was decided to merge the two charities together and that is now the Ford to Hunston Canal Society.

The Society has 4 aims:-

- To record information relating to the Ford to Hunston section of the Portsmouth and Arundel Navigation (the canal) and associated waterways.
- To maintain access to the canal footpaths and restored remains.
- To preserve, restore and maintain the line of the canal and features along it. This is so the public can continue to enjoy the benefits of walking and recognise the heritage in this area. Work parties are arranged to ensure that the route is not too overgrown. The local parishes are being encouraged to join in preserving the access to this historic route for all to enjoy.
- To support the establishment of a Greenway along the route of the Ford to Hunston Canal if it preserves the line of the canal and the features along it.

The Canal is mentioned in the Aldingbourne Neighbourhood Development Plan 2019- 2031, and to raise awareness with residents the society would be happy to hold an exhibition. They are asking the Parish Council's support in helping to preserve the line of the canal and, at the same time, help to create opportunities for leisure activities e.g., walkers and for wildlife, and advised when the planned new A29 bypass is being considered this will go right through the canal route. The society would really value the Parish Council's support in retaining the remains of the canal in its recognisable state next to the old landfill.

The Parish Council advised it would be more than happy to support the Society and offered the following:-

- Consideration to be given to an exhibition to raise awareness.
- Details of the Society to go on the Parish Council website and Facebook Pages.
- To consider any grant applications that may be made.
- To promote any planned walks that the Society undertakes.
- To provide a link to the WSCC website on the Public Rights of Way so the Society can discuss clearing the canal footpaths.

1196 Agenda item 4 – Community Warden Briefing to the Parish Council – Sean Harvey & Christine Holyoake

Christine sent her apologies that she was unable to attend. Sean provided a background on the positions of the Community Wardens within Arun District Council. This is overseen by Dax O'Connor who is known to the Parish Council and came about after a successful trial in Littlehampton.

The Community Wardens can help the Parish Council on any of the following initiatives:-

- Notifying WSCC regarding potholes.
- Dealing with any anti-social behaviour within the parish and liaising with the police on any issues and offer patrols of any known areas of concern.
- Any cleansing of graffiti and dealing with litter which they can report to ADC.
- They will look at prosecuting in a situation where they see any areas suffering criminal damage and will liaise with schools to identify any individuals.
- They will liaise and network with other organisations for any co-ordinated responses.
- Can investigate street lighting faults.

The above is not a definitive list and any they would be happy to look into any requests from Parish Councils. The Clerk suggested that councillors provide a list to the Clerk who would forward to the Community Wardens to save on multiple e-mail requests. Community Wardens will be in the area based on need and will report to the Full Council on any work they do within the parish. An issue was raised on children vandalising greenhouses at the allotments in Ivy Lane, the PCSO has already been advised and has stepped up controls within the area, Sean advised he would liaise with them to see if anything more can be done and will also keep an eye on the Aldingbourne Community Centre complex. Mention was made on cars racing in Hook Lane, if registration numbers can be taken, he will liaise with the police on identifying any culprits.

The Community Wardens had previously provided a survey for residents asking what they would want to see from them, this had already been put on the website and Facebook Page, the response had been negligible, and the Parish Council agreed to re-post.

1197 Agenda item 5 - Minutes of the Previous Full Council Meeting held 6 June 2023 for approval.

The minutes of the Full Council meeting dated 6 June 2023 were presented to members,

where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Trabucco, seconded Cllr Harbord. Cllr Warden signed the minutes.

1198 Agenda item 6 - Matters to be noted from the minutes of the Council meeting held on 6 June 2023.

The action list was updated, and it was noted that items 1106 (e) SSWP Licence to Plan agreement, and 1189 Parish Booklet, Cllr Warden is liaising with Cllr Rickard to progress was outstanding. All other actions had been resolved.

1199 Agenda item 7 – The following Chair’s actions were noted.

The pollution monitors have now been put up, locations and copies of photos are all available in TEAMS.

1200 Agenda item 8 – To note minutes of the Planning Committee meeting held 13 June 2023

The minutes of the meeting of 13 June 2023 were noted.

1201 Agenda item 9 – To note the Governance & Staffing Committee meeting held 15 June 2023

The minutes of the meeting 15 June 2023 were noted.

1202 Agenda item 10 - Aldingbourne Community Sports Centre

- The update on the ACSC meeting dated June 23, from Cllr Flitter was circulated prior to the meeting and noted. Observations from Cllr Warden were also circulated on the proposal from Barnham Trojans to look at new changing facilities. It was agreed to invite Matt Terry to the next APC/ACSC Development Working Party meeting in September with a request for details on the full proposal. It was noted that ACSC had requested to jointly share the Parish Council office, it was agreed that ACSC would be asked to put a proposal to the Parish Council for consideration.
- A presentation by John Wakeman, Facilities Manager, Bognor Regis Model Railway Club (BRMRC) took place with details of the extension proposal of the BRMRC previously circulated. Approval for these plans to be progressed had been given unanimously from the ACSC, and permission was now needed from the Parish Council as landlords. A previous briefing had been provided to councillors at the Annual Parish Assembly in May 23 which stated that membership was almost at capacity, Cllr Trabucco asked if the extension proposal would allow for increased membership and for assurances that if permission was given that they would not be looking to move out of the area. Assurances were provided that this would not be the case and they were more than happy for the ACSC to continue being their preferred site as it provided an excellent community club.

It was proposed by Cllr Warden, seconded Cllr Flitter that the proposal to extend the compound be approved. All councillors agreed and a planning application to ADC would now be prepared. It was noted that a new addendum to the lease would be required along with the inclusion of any new conditions that had been agreed.

- Cllr’s Jarman & Harbord advised they had attended the ASCC meeting in June to discuss opportunities for community engagement and it had been incredibly positive. ACSC are looking at the possibility of putting in a kitchenette in the social club area and would be appointing Louise Beaton for help in providing a business plan for

community engagement activities. This will be reported back in due course on any recommendations.

1203 Agenda item 11 - County, District Councillor's, & PCSO Reports:

West Sussex County Councillor Trevor Bence updated on the following:-

The A29 northern section is currently on hold. There is an issue with one landowner and concern on education places for which WSCC has an objection in place. The land in Church Lane has been bequeathed by the Church Commissioners for this purpose but it would need the education department to build the school. The project needs to go back to Homes England for additional funding, but the north and south sections need to be resolved at the same time before an application can be submitted. The developers are responsible for the southern section and there is no further update on this.

PCSO – nothing new to report.

Arun District Councillor Anita Lawrence advised that all councillors had just been appointed to their committees and would report back in due course.

1204 Agenda item 12 - To receive reports from the following Working Groups/Societies/Clubs

- a) Arun District Association of Local Councils (ADALC) – Notes on the meeting 19.06.23 previously circulated and noted.
- b) APC/ACSC Development Working Party – A list of agenda items for the September meeting need to be agreed. Councillors asked to submit topics to the Clerk. Cllr Jarman also expressed an interest in being a member, and it was agreed that Cllr Jarman would be called upon in the absence of one of the members.
- c) Street Scene Working Party (SSWP) – Cllr Harbord proposed that due to the increase in remit for this working party that it should be moved to full committee status, with terms of reference approved by the Full Council, the Clerk would minute the meeting and all details would be included on the website as per other committees. The Clerk confirmed that current residents as members of the working party could still participate but they would have no voting rights. Proposed Cllr Harbord, seconded Cllr Warden and agreed by all councillors to change to a committee. First meeting would be Tuesday 25 July 2023 at 7.30 pm. Cllr Harbord to request permission from residents that as members that their e-mail addresses could be used for circulation of agendas and minutes. Cllr Harbord also advised that a litter bin would be placed next to the bus shelter in Westergate, and that compliments had been received on the hanging baskets and upkeep of the bus shelter.
- d) West Sussex Association of Local Councils (WSALC) – Nothing new to report.
- e) Arun Joint Action Group (AJAG) – Nothing new to report.
- f) Elected Representatives Forum (ERF) – Nothing new to report, awaiting a date for the next meeting.
- g) Media & Communication Working Party – Cllr Jarman agreed to organise a meeting with Processmatters2 and Fandango to discuss the Parish Council website and Facebook page.

1205 Agenda item 13 – Correspondence/Consultations

To note the receipt of the any correspondence.

- Fandango Facebook report to 31.05.23 - circulated 12.06.23.
- E-mail from ADC on changes to personnel – circulated 05.06.23.
- A27 Arundel Bypass- email on scheme update June 23 – circulated 08.06.23.
- The Rural Services Network – circulated 08.06.23, 16.06.23 & 20.06.23.
- South Down News June 23 - circulated 12.06.23.
- E-mail from ADC on Yapton Neighbourhood Plan 2011-2031 Decision Statement – circulated 15.06.23.

1206 Agenda item 14 – Finance & Personnel

- a) It was noted that the management accounts for April & May 23 were signed by the Chair Cllr Warden.
- b) The payments list for June 2023 was approved and signed by Cllr Warden.

1207 Agenda item 15 - Policies & Council Documents

- It was noted that Register of Interest Forms were completed, signed by Cllr's Warden, Foott, Flitter, Harbord, Trabucco, Jarman, Blaylock & Rickard and submitted to the Monitoring Officer at ADC 19.06.23.
- It was noted that the Code of Conduct Forms Members Declarations were completed, signed by Cllr's Warden, Foott, Flitter, Harbord, Trabucco, Jarman, Blaylock & Rickard and submitted to the Monitoring Officer at ADC 08.06.23.
- It was noted that all councillors have signed their confirmation to say that they have read all Data Protection and IT policies for GDPR purposes.

1208 Agenda item 16 - To receive an update on the proposal for bat walks from Cllr Katherine Jarman.

Cllr Jarman had previously provided an update on the bat walks that had been arranged for September and these had been circulated to councillors.

Numbers limited to 20 per day.

Dates - Thursday 7th and Friday 8th September

Timings for both days:

18.30 - meet at parish church.

18.45 - illustrated talk on bats and their behaviour inside church by Michael Blencowe; bat detectors distributed.

19. 15 - walks begin, in churchyard and around mill pond (along Park Lane rather than the Oving Road for safety, residents in the cottages to be advised out of courtesy).

20.15 - walks end

It was agreed that payment would be taken on the night just in case of having to cancel, any money taken would be looked after by the Church Warden and picked up later for security reasons. Cllr Foott requested a copy of the council's insurance policy to ensure the event is covered under our public liability insurance. The Clerk advised that this question had been raised with the insurance company when the litter picking initiative was introduced and the insurance company confirmed we were covered for off-site activities on the proviso a risk assessment was in place and participants were aware. The Clerk agreed to take any bookings. A date would be put in the local church parish newsletter and details would be available on our website and Facebook Page, Cllr Harbord volunteered to create a poster for the event.

1209 Agenda item 17 - To discuss the topics raised by residents at the Annual Parish Assembly 25 May 2023 to agree which proposals the Parish Council can consider (previously circulated).

1. Traffic health & safety throughout the parish including Fontwell West Roundabout traffic lights. Cllr Jarman had advised that at a recent event attended with Cllr Harbord several residents had raised major concerns on the new traffic light system on Fontwell West Roundabout. After this, the Parish Council had also been copied into correspondence from a resident to National Highways and the response that had been received had been circulated to councillors. In essence National Highways only monitor and assess for capacity and safety, and they are currently undertaking a further audit w/c 10 July. They explained that the new arrangements are because of the Dandara Homes development and are part of the planning process with WSCC Highways and ADC Planning Department. They confirmed that they did not propose, design recommend or construct the works and were not part of the decision-making process in the location of the lights but will continue to monitor them as above. After a lengthy discussion it was agreed by councillors that the Parish Council would write to both WSCC Highways and ADC Planning Department outlining the concerns of residents and request responses from them on how the perceived dangerous situation is going to be resolved. The Clerk was asked to draft the letters in conjunction with Cllr's Trabucco, Jarman and Warden, to Matt Davey Director of Highways & Transport at West Sussex and Karl Roberts and Philippa Dart Interim Chief Executives at Arun District Council. Also, to be copied in should be all Arun District Councillors, West Sussex County Councillor Trevor Bence and Joy Dennis, Cabinet Member for Highways at West Sussex.
2. Speeding on key roads. The possibility of applying for Traffic Regulation Orders (TRO) to be considered by WSCC was discussed. A previous application to reduce the speed limit to 20 mph in Hook Lane had been rejected as it did not meet the current criteria. The Parish Council was also aware of concerns from residents in Nyton and Oving Roads regarding speeding. West Sussex County Councillor Trevor Bence briefly went through the process.
 - a. Traffic Regulation Orders are to be applied for by individual residents with a clear indication of what they were trying to achieve.
 - b. It is imperative that the resident applying has the support and involvement of as many residents as possible.
 - c. Once signatures have been obtained, the application needs to be completed and submitted to the appropriate West Sussex County Councillor along with a supporting statement from the Parish Council.
 - d. The application needs to be independently completed and cannot be done by the Parish Council.
 - e. Speeding bands will need to be put down to gain an average speed in the area in question, and 20mph speed limits are unlikely to be considered unless outside a school.

WSCC will then look at budgets alongside all other requests and applications will be considered alongside the need for such a proposal. Any applications should be sent to WSCC by September/October to be eligible for this year's funding round. The decision is then down to safety, levels of funding required for individual TRO's and are based on evidence submissions from the highways officer.

It was agreed that all residents who had approached the Parish Council regarding concerns on speeding via e-mail, in attendance at meetings and the Annual Parish Assembly would be contacted and the details of the procedure in applying for a TRO to be provided along with the link to the WSCC website.

Flashing speed restriction signs was also considered, after a discussion this was approved by 7 councillors and 1 councillor opposed this initiative on the grounds of this having limited impact and was deemed therefore not cost effective. Proposed Cllr Foott, seconded Cllr Jarman. Cllr Warden agreed to consult with Barnham Parish Council regarding a supplier and the costs involved.

3. Traffic camera installation in Westergate – agreed that this was outside the remit of the Parish Council.
4. Concern on speed restrictions around the school – advised by Cllr Harbord that this was being raised with the school by a parent.
5. Village Signs – to be moved to Street Scene committee for consideration.
6. Provision of dog bins – to be moved to Street Scene committee for consideration.
7. Consideration of a committee to be set up for Infrastructure issues within the parish – it was agreed that a committee was not felt to be necessary as all infrastructure issues were looked at alongside all planning applications that were considered by the parish at its planning committee meetings. The lack of services was a deep concern, and the Clerk confirmed that the Parish Council ensures that all infrastructure requests from Arun are completed as requested, and a full document had recently been submitted on the BEW Strategic site which indicated all areas that Aldingbourne felt needed to be addressed. It was suggested a letter to be sent to Arun on this matter, but some councillors felt that to be effective it needed to be evidenced based with key performance indicators outlined. Cllrs Jarman & Foott agreed to look at local databases, to use the information from the Arun Plan to help inform and provide details that may be included in such a letter.

1210 Agenda item 18 - any other business for information for the next agenda

Nothing to note.

1211 Agenda item 19 - Exempt Business

Nothing to report.

The meeting closed at 9.25 pm.

SIGNEDChair

Date.....

THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE NEXT MEETING OF THE FULL COUNCIL TO BE HELD ON TUESDAY 5 SEPTEMBER 2023