



## ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

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### **Minutes of the Street Scene Committee held on Tuesday 25 July 2023, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

**Members:** Cllr Michelle Harbord, Cllr Richard Rickard, Cllr Katherine Jarman, Cllr Tom Blaylock & Adrian Taylor.

Cllr Michael Warden in attendance as a de facto member of the committee.

Clerk to Parish Council – Miss Marie Singleton

**1. Agenda item 1 - Apologies for absence**

Apologies for absence received from Cllr Flitter (prior engagement on behalf of the Parish Council), Laura Neilson (committee member – personal).

**2. Agenda item 2 - Declarations of Interest**

Cllr Blaylock declared an interest as an allotment holder – agenda item 10, allotments.

**3. Agenda item 3 – To elect Chair of Street Scene Committee for 2023/2024**

A nomination had been received from Cllr Michelle Harbord volunteering to be elected Chair of the Street Scene Committee, proposed Cllr Jarman, seconded Cllr Warden to accept the nomination. Agreed by all councillors in attendance.

**4. Agenda item 4 - Public Participation**

There were no members of the public in attendance.

**5. Agenda item 5 - To agree Terms of Reference 2023/2024 for Full Council approval**

The Terms of Reference were approved by all councillors with only minor changes. To be included on the next Full Council agenda for approval.

**6. Agenda item 6 - Approval of minutes of previous Street Scene meeting**

Not applicable – this is the first meeting.

**7. Agenda item 7 – matters arising from the previous meeting**

Not applicable – this is the first meeting.

**8. Agenda item 8 - Project Updates**

- Sculpture – a discussion took place on the possible merits of lighting for the sculpture, permission would be needed from the ACSC, and the electricity supply would need to be investigated. Cllr Warden agreed to ask the ACSC if permission was likely to be

agreed. The possibility of sourcing a Tourist Sign (Brown Sign) was discussed with WSCC by Cllr Harbord. WSCC have provided a set of links to the process, Cllr Jarman agreed to investigate.

- Benches – two new benches were proposed by Cllr Harbord, one came free with the sculpture and Simon Kennedy from M H Kennedy & Son has been asked for a quote to cement this in place in the playground. A commemorative bench to mark QE11 has already been approved and a suggestion has been made to put this on the corner of Ivy Lane where there is already an existing bench (needs removing) and as it is a replacement (guidance already sought from ADC) no Highways permission is required. Mr Taylor agreed to look into costings. Cllr Rickard also volunteered to survey the parish for any other suitable locations.
- Planting License – Cllr Harbord had sought advice from WSCC on planting in the parish and had been advised that if there was planting on highway verges already in evidence then adding more would not be a problem, if new locations were being considered then a planting license would be required, and the parish council would then be responsible for the ongoing maintenance of that verge. Several locations were discussed, the verge opposite the Basmati restaurant with the possibility of creating a flower bed only, Cllr Harbord will discuss this with WSCC regarding maintenance of the rest of the verge. Wings Nursery sites near the new bus shelters were also identified and Cllr Warden agreed to approach SHG if they would be prepared to plant on our behalf. Barnet's Close to be looked at in the spring to see what is already in place, and Cllr Jarman agreed to look at the landscaping plans of the developers of the new Co-op to see if anything has been proposed.
- Parish Noticeboards – Cllr Blaylock advised several noticeboards needed replacement seals and he would discuss the cost with the original company Signscope and report back. Cleaning of the noticeboards takes place periodically, but they quickly become dirty/green again because of the moisture. New ones were discussed near Sack Lane south of the railway line and possibly at Wings Nursery where the new bus shelters have been installed.
- Bus Shelters – Cllr Rickard asked the parish council to consider a new one at Fontwell Avenue, Cllr Harbord agreed to contact the developer to see if this were something they would consider doing, the parish council would then adopt and take responsibility for any maintenance. It was noted that a waste bin had been placed alongside the bus shelter in Westergate Street. The Parish Council has already agreed to adopt two new bus shelters being provided by SHG near the Wings Nursery developments and Cllr Harbord advised that the legal work is still ongoing. The hanging baskets on the Westergate bus shelter has been well received by residents and they will be looked into again next year.
- Tote Copse Monument – Cllr Flitter had taken down the “interpretation sign” as the frame needed replacing, Mr Taylor agreed to have a look at it and Cllr Flitter will be asked to leave the board in the parish office.

#### **9. Agenda item 9 - Village Signs**

- To agree location of village signs – Cllr Harbord provided a report on designs and possible locations. This was fully discussed, and it was agreed that a quote should be obtained first so that a decision could be made on the numbers required depending on the price. It was however agreed that all the hamlets/villages throughout the parish should be included so that there was a community feel and identity to the whole parish, and that it should all be done at the same time. A budget for this is already in place depending on the cost involved.
- To research designs – a specifications on Village Gateway designs was circulate prior to the meeting, the wording was agreed that it should include “Welcome to .... In the Parish of Aldingbourne ” No logo would be used to speed up the process. Cllr Harbord will update this report for the next meeting.

#### **10. Agenda item 10 - Allotments**

- To discuss a list of works that may be required at the allotments – the work was discussed, two quotes had been received but there was concern as to what would happen should the clearance to make 2 new plots found that there was hardcore under the surface. Mr Taylor agreed to get a third quote and discuss with Cllr Blaylock. The work needs to be done by the end of September.
- Clerk to update on allotment holders and availability of plots – the Clerk advised that the waiting list had been updated and it would not be a problem in filling the two existing vacant plot and the two new plots. It was hopeful that all this would be in place for the new season starting April 24. Cllr Blaylock agreed to contact one of the plot holders who had requested a move of plot to see which one they wanted.
- The Clerk advised that because of tree works that are required at the allotments, ADC had been approached regarding the lease and to try and identify the landowners surrounding the allotments. They were unable to help, but it also transpires that the lease has not been registered with land registry as per clause 18 as dated 2017. The Clerk requested permission from the committee that Surrey Hills Solicitors should be appointed to do both, register the lease, and find the owners of the land surrounding the allotments. This was agreed by all councillors in attendance.
- In 2016 an Allotment Association had been set up following a successful grant application for £2,361 to ADC for ongoing maintenance. The application stipulates that at that point there was only £50 income associated with the account. The Clerk had raised concerns that as the allotments are managed by the parish council that there may be some recourse to the parish council surrounding the grant and the money currently sitting in a Barclays account. Cllr Blaylock advised he did not know who the current bank signatories were or how to access the account. Cllr Harbord advised that the situation did need to be resolved because of the parish council involvement. The Clerk agreed to investigate and report back.

#### **11. Agenda item 11 - Playground**

Cllr Harbord provided an update on the latest playground developments; two quotes had been received and another meeting was due to take place with a third contractor. The additional pieces of equipment had already been approved at a Full Council meeting and Cllr

Harbord will revisit the quotes to ensure they are like for like. Repairs on other equipment was also required and the original contractors Playdale were also providing a quote for this work. The Clerk had circulated correspondence from Southern Housing Group regarding the layout and design of the proposed playground at the new Wings Nursery development, and this was noted.

Both playgrounds allowed for children up to the age of 14 to have access and following a complaint on footballs being used in the playground, the parish council will look at the signs that are in place. Balls however are allowed as we do of course have a basketball hoop.

**12. Agenda item 12 - Footpaths**

It was noted that Cllr Blaylock did clear several footpaths on a voluntary basis and Mr Taylor also volunteered to help. It was suggested by the Clerk that a risk assessment should be put in place similar to that of other parish council activities, and this was agreed.

E-mail had been received from WSCC regarding salt bins, there was only one showing on the spreadsheet, although the parish council has 3 on its asset register. The Clerk was asked to contact Simon Kennedy to find out how this was all organised.

**13. Agenda item 13 - Dog Bins**

Costings had been previously found, £256 to supply and £290 pa to empty. It was agreed to leave this for the moments and review later.

**14. Agenda item 14 - To agree the dates for 2023/2024 for the Street Scene Committee Meetings**

Tuesday 19 September 2023 – 7.00 pm  
Thursday 7 December 2023 – 7.00 pm

**15. Agenda item 15 - Any other business for information: – Items for inclusion on the next agenda**

None.

**16. Agenda item 16 - Exempt Business: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business. Nothing to note.**

The meeting closed at 9.55pm.

SIGNED .....Chair                      Date.....

**THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE NEXT MEETING OF THE STREET SCENE COMMITTEE MEETING TO BE HELD ON TUESDAY 19 SEPTEMBER 2023**