



## ALDINGBOURNE PARISH COUNCIL

### MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 5 September 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 Ron Flitter, & Cllr Tom Blaylock.

Clerk to the Parish Council – Marie Singleton.

**Also present** – West Sussex County Councillor Trevor Bence, Arun District Councillor Anita Lawrence, West Sussex Fire & Rescue Service Ben Applin, Denise Ramshaw from the Ford to Hunston Canal Society, 5 members of the public.

**The Parish Council observed a minute's silence for Rev Tony Brant, formally vicar of Aldingbourne Parish Church.**

**1212 Agenda item 1 – Apologies for absence**

Cllr Sue Foott (personal).

**1213 Agenda item 2 – Declarations of Interest**

Cllr Warden declared an interest as a Trustee of ACSC (agenda item 10).

**1214 Agenda item 3 – Public Participation**

Denise James-Crook gave a presentation on the possibility of obtaining a Traffic Regulation Order to reduce the speed from 60mph to 30mph on Hook Lane.

- The lane is being used as a cut through from Westergate Street to the A27 bypass and vice-versa and it is clear, that due to the number of new developments in the area that the usage of the lane from a “quiet lane” has grown exponentially. The increase in traffic is a major cause of concern for such a small rural lane on health & safety grounds.
- The lane is narrow, overgrown in places causing motorists to use the middle of the lane, floods in places which has caused the surface/tarmac to deteriorate, and has serious issues with deep ditches which are carved out in vulnerable areas. Motorists are not aware of the number of sharp dangerous bends and because of this they are often caught out, causing them to veer onto the other side of the road and this has caused several near misses. The lane is used by walkers, cyclists, horse riders, children walking to school and is exacerbated by the lack of pedestrian footpaths and lighting, making walking on the side of the road incredibly dangerous and hazardous for users. The verges do not have kerbs are continuously being eroded as vehicles struggle to pass each other and more so now there is an excess of development on Hook Lane.
- The Traffic Regulation Order is being submitted to ask West Sussex County Council to consider the cumulative effect that has been created by developments on a road that is deemed a country lane and was never intended to cope with an ever-increasing volume of

traffic, a route that is simply unfit for purpose. To note that a petition has gained over 100 signatures. Residents are asking West Sussex County Council Highways Officers to seriously consider this request and that the lane in its entirety is designated to 30 mph to ensure the safety of all. The residents believe the extent of the health and safety issues raised, is a major factor in this request and is the primary reason for the application.

- This application also has the support of West Sussex County Councillor Trevor Bence.

The Parish Council agreed by all councillors in attendance at the meeting to give you their full support on the submission of a request for a Traffic Regulation Order to reduce the speed limit along the stretch of Hook Lane that is presently subject to the National Speed Limit of 60 mph to 30 mph.

A member of the public raised issues over footpath 299, as there appears to be a change in its usage following a recent planning application. The Parish Council confirmed it had objected to this application and was awaiting the outcome of an appeal decision.

**1215 Agenda item 4 – Safe & Well Promotion by West Sussex Fire & Rescue Services – Ben Applin**

Ben Applin from the West Sussex Fire & Rescue Service outlined an initiative that is promoting safety within the community for both householders and businesses. They are providing free safe and well visits to offer advice on how to make homes safer and where appropriate fit smoke alarms or other fire detection equipment free of charge. The Clerk confirmed that this promotion had already been put on the website and included on our Facebook Page, flyers were provided, and they would be put on the parish council noticeboards to promote the initiative. Councillors were also asked if they knew anybody that could do with an inspection to contact the fire service either online or via the QR code that is on the flyers.

**1216 Agenda item 5 - Minutes of the Previous Full Council Meeting held 4 July 2023 for approval**

The minutes of the Full Council meeting dated 4 July 2023 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Trabucco, seconded Cllr Flitter. Cllr Warden signed the minutes.

**1217 Agenda item 6 - Matters to be noted from the minutes of the Council meeting held on 4 July 2023**

The action list was updated, 1189 Parish Booklet is on this agenda and the meetings between the Parish Council and Fandango 1204 (g) had taken place 04.09.23. Item 1209 (2) Flashing Speed restriction signs are also on this agenda. Item 1209 (7), possible Infrastructure letter to ADC still outstanding. All other actions had been resolved.

**1218 Agenda item 7 – The following Chair’s actions were noted**

It was noted formally that tree works to be undertaken at the ACSC playground due to health & safety concerns had been commissioned by the Chair to take place 06.09.23 by IPS Tree Surgeons at a cost of £390. The work was agreed by all councillors in attendance.

**1219 Agenda item 8 – To note minutes of the Planning Committee meeting held 11 July & 8 August 2023**

The minutes of the meetings 11 July and 8 August 2023 were noted.

**1220 Agenda item 9 – To note the Street Scene Committee meeting held 25 July 2023**

The minutes of the meeting 25 July 2023 were noted. The terms of reference for this new committee were presented to councillors and approved by all in attendance. The Clerk will include them in the Scheme of Delegation Policy.

**1221 Agenda item 10 - Aldingbourne Community Sports Centre**

The report on the ACSC AGM 31.08.23 from Cllr Flitter was circulated prior to the meeting and noted. It was confirmed that Louise Beaton had been commissioned and agreed to undertake a Business Plan for the ACSC and this would be circulated in due course.

Cllr Flitter advised that he needed to step down from his position as Parish Council representative and from the APC/ACSC Development Working Party, this was accepted and agreed. Cllr Warden is a Trustee of ACSC and would continue to update the Parish Council as appropriate. Councillors were asked to advise the Clerk if they were interested in taking over these responsibilities.

**1222 Agenda item 11 - County, District Councillor's, & PCSO Reports:**

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

- WSCC Education department had put a block on all strategic and non-strategic sites and will object to all planning applications until lack of education places and new schools are resolved. An extension to Eastergate school will now be going ahead.
- All landowners are now on board, so the new A29 can now be built, but this agreement has yet to be ratified.

PCSO – nothing new to report.

Arun District Councillor Anita Lawrence advised that the Arun Local Plan was being reviewed and there is a possibility that new housing allocations would be agreed as the annual “call for land” by the government has been received. Arun will be looking at places where they are able to build additional homes.

**1223 Agenda item 12 - To receive reports from the following Working Groups/Societies/Clubs**

- a) Arun District Association of Local Councils (ADALC) – Nothing new to note, the ADALC conference scheduled for October 2023 had been cancelled.
- b) APC/ACSC Development Working Party – Meeting to take place 14.09.23.
- c) West Sussex Association of Local Councils (WSALC) – Nothing new to report.
- d) Arun Joint Action Group (AJAG) – Nothing new to report, to remove this from the agenda and change to Arun Police Forum.
- e) Elected Representatives Forum (ERF) – Nothing new to report, awaiting a date for the next meeting.
- f) Media & Communication Working Party – Cllr Jarman confirmed a meeting had taken place with Fandango Digital 04.09.23 regarding social media platforms and a report will follow with a list of recommendations. The Bat Walks are taking place 7/8 September 2023 and a press release will follow, pleased to say that both evening walks were full. A

Litter Picking date was agreed 21.10.23 11.00 am – 1.00 pm and will be put in the Parish magazine.

**1224 Agenda item 13 – Correspondence/Consultations**

**The following correspondence was noted.**

- Fandango Facebook report to 14.08.23 - circulated 15.08.23.
- E-mail from ADC on SMT Structure Chart - circulated 11.07.23.
- WSCC Residents eNewsletter - circulated 29.08.23.
- WSCC highways, transport, and planning July 23 newsletter – circulated 24.07.23.
- WSCC flyer – accommodation for Ukrainian Guests – circulated 04.08.23 and put on website and Facebook page.
- WSCC Busit Special – circulated 14.08.23 and put on website and Facebook page.
- ADC Newsletter 36 – July 23 – circulated 27.07.23.
- The Rural Services Network – circulated 04.07.23, 03.07.23, 11.07.23, 18.07.23, 25.07.23, 03.08.23, 08.08.23, 15.08.23, 29.08.23.
- South Down News August 23 - circulated 10.08.23.
- \* SDNPA Sustainable Communities Fund – circulated 10.08.23 asking for projects that could be considered – Cllr Rickard advised he had passed this information onto the Ford & Hunston Canal Society to see if they were interested in applying.
- Air Ambulance Charity Hikes – circulated 29.08.23 and put on website and Facebook page.
- \* WSCC Winter Offer Plan 2023/2024 – circulated 29.08.23 asking for comments – nothing to note.
- NALC Chief Executives Bulletin – circulated 20.07.23, 27.07.23 & 29.08.23.
- NALC Events – circulated 03.07.23 & 25.07.23.
- NALC Newsletter – circulated 20.07.23.
- To note response received from ADC regarding the letter the Parish Council sent on the Fontwell West Roundabout and Traffic Light system – circulated 24.07.23.
- \* To note information provided by Andrew Saunders, Chair, The Ford to Hunston Canal Society on a possible exhibition – circulated 29.08.23 – information was noted, and it was agreed to add to the APC/ACSC Development Working Party to consider a joint exhibition.

**1225 Agenda item 14 – Finance & Personnel**

- a) It was noted that the management accounts for June, July and August 23 were signed by the Chair Cllr Warden.
- b) The payments list for July and August 2023 was approved and signed by Cllr Warden.
- c) April Skies Accounting had provided a Terms of Engagement letter for Internal Audit services for 2023/2024. It was agreed by all councillors in attendance to continue using their services and Cllr Warden signed the letter.

**1226 Agenda item 15 - Policies & Council Documents**

Nothing new to note.

**1227 Agenda item 16 - To receive an update on the proposal for a Parish Booklet from Cllr Michel Warden.**

Cllr's Warden & Rickard held a meeting to discuss moving this initiative forward and a copy of the notes was circulated. Costings had been requested for printing and distribution and an update on this and a recommendation on content would be available for the next meeting.

**1228 Agenda item 17 - To receive an update on Speed Indicator signs from Cllr Warden**

Cllr Warden advised he had received information from Barnham & Eastergate Parish Council and would now provide costings and options. A list of locations to be considered would then be discussed at the next meeting.

**1229 Agenda item 18 - any other business for information for the next agenda**

Nothing to note.

**1230 Agenda item 19 - Exempt Business**

Nothing to report.

The meeting closed at 8.25 pm, Cllr Trabucco gave his apologies for the meeting 03.10.23.

SIGNED .....Chair

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 3 OCTOBER 2023**