



## 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 19 September 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

#### **16. 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).

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

Cllr Blaylock declared an interest as an allotment holder – agenda item 8, allotments.

#### **18. Agenda item 3 - Public Participation**

There were no members of the public in attendance.

#### **19. Agenda item 4 - Approval of minutes of previous Street Scene meeting 25.07.23**

The minutes of the Street Scene Committee meeting dated 25 July 2023 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Warden, seconded Cllr Jarman. Cllr Harbord signed the minutes.

#### **20. Agenda item 5 – matters arising from the previous meeting 25.07.23**

The action items listing was updated, item 8 – lighting for the sculpture, Cllr Warden confirmed that a verbal in principle agreement had been given by the ACSC. Item 8 – Tourist sign for the Sculpture, Cllr Jarman reported that following a discussion with WSCC an indicative cost would be £600 for an application, there would also be additional costs for design, the actual sign itself and installation, further investigation would be needed, and Cllr Jarman will report at the next meeting. Item 8 Bench for the playground, still awaiting a quote from MH Kennedy & Son. All other outstanding items were on the agenda.

#### **21. Agenda item 6 - Project Updates**

- Sculpture – as above Cllr Jarman will continue researching association costs for a possible Tourist Sign.
- Benches – To note as previously agreed at the last meeting a commemorative bench to mark QE11 has been ordered to be installed at the corner of Ivy Lane. A verbal

quote had been received via Adrian Taylor and it was agreed that a written quote was required. Cllr Rickard had provided a comprehensive report on possible bench locations. It was agreed that 3 should be purchased, one near the Co-op, one opposite the Basmati restaurant and one near the Hedgerow development. Proposed Cllr Rickard, seconded Adrain Taylor, Cllr Harbord agreed to complete the licences that would be needed with WSCC, look at the installation costs and research the type of benches that would be appropriate.

Cllr Warden agreed to look at a specification for a grounds maintenance contract so that a preferred list of contractors could be identified, and rates agreed in advance for any work that the Parish Council may need. A list of proposed works to be identified and provided for the next meeting.

- Planting License – Cllr Harbord advised that this was still outstanding. Agreement was given for Cllr Jarman to buy some bags of daffodils for replanting near the school and around the sculpture. £50 was approved. Proposed Cllr Jarman, seconded Cllr Harbord. Cllr Jarman agreed to look at the landscaping plans of the developers of the new Co-op to see if anything has been proposed and will send an e-mail requesting this information.
- Parish Noticeboards – Cllr Blaylock advised several noticeboards needed replacement seals and he has agreed to do the repairs as required.
- Bus Shelters – It was noted that buses were now stopping at the Wings development and the signs showing timings were up and running. SHG advised that the legal paperwork was still outstanding before the Parish Council could adopt the bus shelters. The hanging baskets on the Westergate bus shelter has been well received by residents and it was agreed to ask Andrew McKellar to do a winter basket.
- Tote Copse Monument – Mr Taylor reported that he had retrieved the Tote Copse sign, but the frame would need replacing. It was agreed to arrange for a quote. He also advised that the stile leading to the monument needs repair as it was part of the Public Right of Way and he would report this on the WSCC portal.

## **22. Agenda item 7 - Village Signs**

- An update on the specification for Village Gateway Signs was circulated and Cllr Harbord advised that she had contacted Glasdons and a quote of £475 per sign was initially provided. They will provide a full quotation once details were agreed. After a discussion it was decided that 7 new village signs were required, with 3 being double sided to identify all villages and hamlets. The wording was agreed, “Welcome To, then the name of hamlet and underneath “in the Parish of Aldingbourne”. It was proposed by Cllr Warden, seconded Cllr Harbord to go ahead with this project. A design and full quotes would be provided along with installation costs. WSCC Highways would also need to provide permission and a license. Full details to go to the Finance Committee.

### **23. Agenda item 8 - Allotments**

- Mr Taylor was still awaiting a written quote as discussed at the last meeting for clearance work to be undertaken at the allotments.
- The Clerk advised that information had been received from Land Registry regarding the owners of the fields, and it was agreed that the Clerk should write to the landowners advising them of the issue the Parish Council is having with overhanging trees and the effect on the allotments.
- The Clerk advised that copies of the original lease had now been sent to Surrey Hills Solicitor so that the lease can be registered with land registry as per clause 18 as dated 2017.
- Cllr Blaylock advised that the Allotment Association account had now been closed and all proceeds transferred to the Parish Council account. The Clerk will provide a report at the next meeting on what expenditure was agreed in the original grant request to ensure that the conditions of the grant are met.

### **24. Agenda item 9 - Playground**

Three quotes for new play equipment have been received and were being assessed with full details and recommendations to be provided to the Finance Committee.

Repairs were also needed as outlined in the ADC inspection reports and an initial quote from Playdale had been received. It was agreed as per financial regulations to try and get at least one more quote and it was proposed that Foster Landscapes would be approached.

Signage for the playground is being researched by Cllr Flitter.

### **25. Agenda item 10 - Footpaths**

The Clerk advised that a risk assessment would be put in place now that a list of equipment used by Cllr Blaylock had been provided.

Cllr Harbord advised that the Autumn Litter Pick will take place on Saturday 21 October 2023 11.00 am – 1.00 pm. A poster will be designed, Cllr Karman will put the date in the Parish magazine and the Clerk confirmed the hall at the ACSC had been booked.

### **26. Agenda item 11 - Dog Bins**

Nothing new to report.

### **27. Agenda item 12 - Correspondence**

The following correspondence was noted:-

- ADC email Coronation Living Heritage Fund – tree planning projects – circulated 29.08.23 – a possible location could be the Ivy Lane roundabout, but it was not known who owned the land.

- WSCC - Wants and Needs Survey – Clerk has completed, and a copy sent to Cllr’s Harbord and Warden 15.08.23. Cllr Harbord will have a look and amend as necessary.
- E-mail received from resident regarding route 500 and a request for a bus shelter on Fontwell Avenue – clerk responded 14.08.23 (on this agenda) – already on the agenda.

**28. Agenda item 13- Any other business for information: – Items for inclusion on the next agenda**

Nothing to note.

**29. Agenda item 14 - 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.**

**30. Agenda item 15 – To note the date of the next meeting 07.12.23**

It was agreed that meetings in 2024 would be held quarterly.

The meeting closed at 9.20pm.

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 7 DECEMBER 2023**