



## 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 28 November 2023, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

**Members:** Cllr Michelle Harbord (Chair of Committee), Cllr Richard Rickard, Cllr Katherine Jarman, Cllr Tom Blaylock & Adrian Taylor.

Clerk to Parish Council – Miss Marie Singleton

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

Apologies for absence received from Cllr Flitter (illness), Laura Neilson (committee member – personal).

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

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

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

There were no members of the public in attendance.

#### **34. Agenda item 4 - Approval of minutes of previous Street Scene meeting 19.09.23**

The minutes of the Street Scene Committee meeting dated 19 September 2023 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Jarman, seconded Cllr Blaylock. Cllr Harbord signed the minutes.

#### **35. Agenda item 5 – matters arising from the previous meeting 19.09.23**

The action items listing was updated:-

- Tourist Sign for Sculpture – see agenda item 6 below.
- Bench for the playground, the Clerk to contact Smart Exteriors with Ben for a quote.
- Planting Licenses – WSCC have confirmed that licenses are not required.
- Bus Shelters – Cllr Harbord had applied for a bus shelter in Fontwell Avenue through Taylor Wimpey's community grant website and is awaiting a decision, however having relooked at the WSCC Highways map the location appears to be on the boundary of both Aldingbourne and Barnham & Eastergate Parishes and may not be our responsibility. We will await the outcome of the application before a final decision is made.
- Allotments – see agenda item 8 below.
- Playground – see agenda item 9 below.
- Benches – see agenda item 6 below.
- Trades contracts – advert and schedule of works put on the Parish Council website and Facebook Page; the Clerk was asked to forward the details to Smart Exteriors with Ben.

- Tote Copse – see agenda item 6 below.
- Village Signs – see agenda item 7 below.

All other action items have been RESOLVED.

### **36. Agenda time 6 - Project Updates**

- Sculpture Tourist Sign – Cllr Jarman has previously reported that WSCC had advised that the sculpture tourist sign was unlikely to meet the criteria and the application was particularly complicated and unwieldy and had in fact previously been turned down. Cllr Harbord advised she would contact Steve Hill at WSCC who is currently advising the Parish Council on several projects to see if there were any changes in criteria and would have a look once again at the application form.
- Benches – Public notices had been up at the Co-op and across from the old Basmati restaurant for the proposed purchase and installation of new benches. Residents have 28 days if they intend to object and this notice period finishes 15.12.23, if no objections are received WSCC will then issue the licenses. Following a discussion, it was also agreed to replace the bench outside the Methodist Church as part of this project, Cllr Harbord will include this on a list of WSCC projects to see if all the benches can be funded both for purchase and installation. Cllr Jarman agreed to measure the areas approved so that the information is available when needed.
- Planting – Cllr Harbord advised that planting throughout the parish had been authorised by WSCC and that licenses would not be necessary, but the Parish Council would need to be mindful of the grounds contractors that were responsible for public spaces. 200 bulbs have been planted around the sculpture, at the Primary School and across from the old Basmati restaurant. Cllr Harbord had also contacted the estates management company at the Hedgerows development regarding planting and they were happy for us to take on this work. Beccy East the Artswork Co-ordinator had also been in contact regarding a possibly Community Youth Garden Project, Cllr Harbord advised that as the Hedgerows was the only land available, she would pass on the estate management companies details to Beccy so they could discuss between themselves.
- Parish Noticeboards – Cllr Blaylock advised he was waiting for the weather to improve to see if any repairs are required.
- Bus Shelters – see note 35 above regarding a possible bus shelter at Fontwell Avenue, a grant application has been submitted to Taylor Wimpey.
- Tote Copse Monument – Mr Taylor agreed to organise a quote for a new frame as it was only materials that would be needed. It was agreed that up to £150 could be approved and to go ahead with a new frame if the costing were up to that figure. Approved by all 4 councillors in attendance. Cllr Harbord also agreed to see if there was an online version of the map available. Mr Taylor will also have a look on the WSCC PROW website and report that the stile leading to the monument needs repairing.

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

- An updated report was provided along with details of locations and different specifications and colour options for Village Gateway Signs. Cllr Harbord advised a meeting had been held with Wilbur Associates, the consultants who had also been involved with Barnham & Eastergate Parish Council, they had visited all locations and measured up as required. After consulting with them, an additional location was proposed in Westergate with Woodgate on the reverse side to be located opposite the Primary School, a discussion took place on this location, and it was agreed that it should be nearer to Bellmead. The total number of signs required would therefore be 8 and this was agreed by all councillors in attendance. It was agreed that all signs would be made of re-cycled plastic and out of 3 colour options, option 2 with light brown frames was approved. Now this has been agreed and once the new Parish Council logo has been approved, Wilbur Associates will then liaise with WSCC and will then be able to provide a full quote.

### **38. 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 and will liaise with Cllr Blaylock regarding site access for Smart Exteriors with Ben to be able to provide a quote.
- Cllr Blaylock advised that a meeting had been held with the landowner 18.10.23 who had agreed to works on the overhanging trees at the allotments, he was currently away and would provide a date for the work to be undertaken as soon as possible.
- The Clerk advised that the lease has now been registered with land registry as per clause 18 as dated 2017 and Surrey Hills Solicitors were awaiting final confirmation and would provide a copy in due course.
- Grant Application - The Clerk had provided a breakdown of the original grant application dated 2017, along with details of the criteria of the grant. Cllr Blaylock agreed to revisit the application and see what was still required at the allotments and would report back.

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

Cllr Warden had provided a written report summarising the 3 quotes that had been received. Cllr Harbord answered questions on the report advising that it included a zip wire, a roundabout for wheelchair users and a small fort for children under 5. After a discussion it was agreed by all councillors in attendance to recommend to the Full Council that Option 2 from Quote C should be accepted at a cost of £42,731.64 from Playdale, which is the contractor that installed the current equipment in the playground. The Open Spaces Grant would be used along with CIL funding. Cllr Harbord asked that Cllr Warden be formally thanked for all the work he had undertaken in meeting with contractors and collating all the quotes.

It was noted that repair costs had been authorised by Full Council and Playdale had been advised along with a 50% deposit paid. A date for the work to be undertaken was still to be advised.

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

It was noted that a consultation had been received from WSCC 22.11.23 advising that public path diversion applications from landowners were now being taken by WSCC following their previous suspension whilst new processes were being looked at. As the consultation

specifically says that a pre-application consultation must be undertaken with all local and national user groups as well as Parish Councils and an application without this evidence would not be accepted the Parish Council felt there was nothing further to add.

Mention was made of overgrown footpaths (possibly 300), Cllr Blaylock will have a look and cut back where necessary.

It was noted that several finger posts had either been moved or pushed over and had all been reported by Cllr Harbord.

**41. Agenda item 11 - Dog Bins**

Nothing new to report.

**42. Agenda item 12 - Correspondence**

The following correspondence was noted:-

- WSCC - Wants and Needs Survey – Cllr Harbord had provided updated responses and had received an e-mail asking for dates for a meeting with WSCC and contractors to progress several projects. Cllr’s Harbord and Jarman will attend any meetings and will liaise with WSCC regarding dates.

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

Nothing to note.

**44. 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.**

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

To be advised.

The meeting closed at 9.10pm.

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 IN MARCH 2024**