



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 2 April 2024 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 Sue Foott (VC), Cllr Denise Ramshaw, Cllr Mario Trabucco & Cllr Tom Blaylock.

Clerk to the Parish Council – Marie Singleton.

Also, present – Jonathan Leahy Chair of the ACSC, Simon Kennedy Vice-Chair of the ACSC and West Sussex County Councillor Trevor Bence.

1327 Agenda item 1 – Apologies for absence

Cllr Anita Lawrence (personal).

1328 Agenda item 2 – Declarations of Interest

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

1329 Agenda item 3 – Public Participation

No members of the public in attendance.

1330 Agenda item 4 – To note resignation of Councillor Flitter 31.03.24

It was noted that Cllr Flitter had resigned from the parish council effective 31.03.24 and councillors had received an e-mail confirming this decision from Cllr Flitter. The Clerk was asked to write to Cllr Flitter to thank him for all his hard work and that he will be very much missed.

1331 Agenda item 5 - Minutes of the Previous Full Council Meeting held 5 March 2024 for approval

The minutes of the Full Council meeting dated 5 March 2024 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Trabucco, seconded Cllr Jarman. Cllr Warden signed the minutes.

1332 Agenda item 6 - Matters to be noted from the minutes of the Council meeting held on 5 March 2024

- Item 1247, 1255, 1293 & 1313 – Flashing Traffic Speed Indicators – The Clerk provided an update to councillors following consultation with other parishes and after a discussion it was agreed to go ahead with this project. A copy of the proposed design to be circulated to councillors ahead of any order placed to ensure that the design includes, the speed of travel, red and green faces in the image and a thank you notice. Cllr Rickard was thanked for all his hard work in bringing this project together. The Clerk confirmed that she will now start the process of applying for all the necessary licenses etc. Cllr Trabucco asked for his objection to once again be noted.
- Item 1227, 1245 & 1255 – Parish Booklet – a draft copy was circulated prior to the meeting for discussion. Cllr Warden advised that the booklet would be broken up with images of the parish, the front sheet will include the new logo design with a collage of photos. Details of all the users of the ACSC will be included along with contact details. A discussion took place on sponsorship/advertisement as Cllr Warden had received an offer of sponsorship. It was agreed

at this stage not to include this due to timings and contacting local organisations to see if they were interested would be a protracted process. 1 councillor disagreed. Cllr Warden asked councillors to send any comment/suggestions/changes along with any photos to both him and Cllr Rickard. Cllr Lawrence will be approached to co-ordinate and design the booklet in time for the May meeting.

- Item 1320 – Limmer Pond – the response received from WSCC to advise that following a Land Registry search it appears that Limmer Pond is unregistered was noted. Cllr Foott advised that land owned before 1986 did not need to be registered so it could still be under private ownership. Cllr Trabucco advised that it was showing on the Tithe Map of 1848. The parish council had in the past maintained the pond and it is included in the Aldingbourne Neighbourhood Plan. It was agreed by all councillors that it was unlikely that any owner would take exception to the pond being maintained and that it should once again be undertaken by the parish council. A report had been received from Martin Beaton on the work that would now be required as it had been several years since it had been looked after. Cllr Ramshaw kindly volunteered to look at the report and to get quotes on how much it would cost.
- WSALC – Sussex Local Nature Recovery Strategies – Cllr Ramshaw reported back on the Parish & Town Council briefing that she had attended, and webinar notes were circulated 04.03.24. A brief outline of the meeting was provided with the main points to note are, that this is a new statutory process that has come out of the Environment Act and is about agreeing at local level what priorities and actions are needed to drive nature recovery across Sussex. It is looking to collaboratively produce a local strategy for wildlife to be developed from local organisations and parish councils are being asked to undertake a detailed survey to help with this process. Cllr Foott has volunteered to do this on behalf of the parish council and Cllr Ramshaw provided the website address for this to be completed.
- Meeting with Arun Ecologist – Cllrs Jarman & Ramshaw reported back on their meeting and advised that the meeting with the ecologist had been extremely helpful and informative. Biodiversity net gain, there is new legislation that has recently been introduced requiring developments to demonstrate a minimum of 10% 'biodiversity net gain' (BNG). The new rules are being introduced in two stages:-
 - For developments **greater than** nine dwellings, the new requirement came into force on 12 February.
 - For developments of **fewer than** nine dwellings or less than 0.5ha, the new rules come into effect on 2 April.

Regarding degradation of sites, it was advised that developers should not be able to degrade a site and clear it deliberately before submitting an application. The new rules are now set *January 2020* as the baseline for applicants to calculate the amount of biodiversity they will add.

An action for the parish council is to identify areas of the parish that could be deemed at biodiversity net gain sites and to possibly investigate whether the parish council can nominate any sites that do not appear to be in private ownership including the possibility of Limmer Pond.

There are other outstanding actions, and these will be moved to the next meeting.

1333 Agenda item 7 – The following Chair’s actions were noted/approved

Nothing to note.

1334 Agenda item 8 – To note minutes of the Planning Committee meeting held 12 March 2024

The minutes of the meeting 12 March 2024 were noted.

1335 Agenda item 9 – To note minutes of the Street Scene Committee meeting held 21 March 2024

The minutes of the meeting 21 March 2024 were noted. The recommendations from this committee are outlined under agenda item 14 Finance & Personnel.

1336 Agenda item 10 - Aldingbourne Community Sports Centre

Cllr Warden advised that no Trustee meeting had been held. Jonathan Leahy Chair of the ACSC provided the following information:-

- The facias on the ACSC are being replaced.
- Repairs to some walls and areas of the roof had taken place.
- The guttering had been replaced. The total cost of these 3 projects was £15k.
- The revised rent and maintenance charges have been implemented and meetings would take place with users to clarify the maintenance charges as some have disputed the costs.
- Leases with the users are being investigated by a solicitor including the lease the ACSC has with the parish council.
- Following closure of the leisure facilities at the Ormiston Six Villages Academy the ACSC confirmed they were happy to look at what they could offer for the local community.

1337 Agenda item 11 - County, District Councillor’s, & PCSO Reports:

West Sussex County Councillor Trevor Bence was in attendance and provided the following information:-

- The parish council was congratulated on its submission to Arun District Council on its objection to the Cala Homes application. Cllr Bence reiterated that the site was of course a strategic site, and that any objection would need to be on a technical basis and again he was pleased to see that the parish council had based their objection on this information.
- Cllr Bence advised that he would be going onto the Arun District Council planning committee.
- He was aware of all the allowed discharges that had taken place by Southern Water that had polluted the local Rifes, and he was in contact with Southern Water at the highest level on all the flooding issues in the area. Cllr Foott asked about the open sewer that is in Nyton Road, Cllr Bence advised he was aware of this and that a pumping tank was in Nyton Road, and it could be in place for at least another month due to the high ground water. The Clerk was asked to contact John Penicud at Southern Water to ask how long this situation would be going on for.

No District councillors or PCSO was in attendance, The Clerk was asked to e-mail the PCSO to see if she could be available for the next meeting.

1338 Agenda item 12 - To receive reports from the following Working Groups/Societies/Clubs

- a) Arun District Association of Local Councils (ADALC) – It was noted that the meeting scheduled for 09.04.24 had been postponed.

- b) APC/ACSC Development Working Party – It was noted that the meeting due to take place 14.03.24 had been cancelled.
- c) West Sussex Association of Local Councils (WSALC) – Nothing new to report.
- d) Arun Police Forum – Nothing new to report.
- e) Elected Representatives Forum (ERF) – Nothing new to report.
- f) Media & Communication Working Party
 - i. Social media - nothing new to report.
 - ii. Update on new logo design – Cllr Harbord circulated 2 revised designs on the logo adding that option 2 was the preferred design. However following a discussion, it was agreed that a monochrome version would be required and that it was preferred rather than the current green/white corporate id, that colour should be incorporated into the design. Cllr Harbord agreed to revisit.
 - iii. Parish Council 130th Anniversary Lunch, a provisional date had been booked in June 2024 on the possibility of holding a lunch, however following a discussion it was agreed that it would probably not be that well attended, and it should be cancelled. Agreed by all councillors in attendance.
 - iv. The Annual Parish Assembly has been booked for Wednesday 22.05.24, a draft agenda was circulated and apart from a couple of minor wording amendments, the agenda was approved. Banners will be put up in the Parish with a live date of 22.04.24 to start publicising the event.

1339 Agenda item 13 – Correspondence/Consultations

The following correspondence was noted.

- The Rural Services Network – circulated 05.03.24, 19.03.24 & 26.03.24.
- South Down National Park - Email with video recording of Parish Meeting 13.03.24 – circulated 25.03.24.
- WSCC Communities, Highways and Environment Scrutiny – circulated 25.03.24.
- WSCC – Notice to parish councils of high volume of Highway enquiries and extension of customer enquiry response times – circulated 18.03.24.
- Andrew Griffith MP – Working for you in Westminster March 24 newsletter – circulated 29.02.24.
- ADC Community Wardens – Reporting Crime new campaign on behalf of Safer Arun Partnership – circulated 21.03.24 and put on website and social media platforms.
- ADC Community Wardens – Health Information sessions on behalf of the ADC Wellbeing Team – circulated 21.03.24 and put on website and social media platforms.
- Cancerwise – letter received 15.03.24 thanking the parish council for their grant.
- 4Sight Vision Support - letter received 15.03.24 thanking the parish council for their grant.
- E-mail received from resident on closure of the Freedom Leisure Centre at Ormiston Academy – circulated 18.03.24.

1340 Agenda item 14 – Finance & Personnel

- a. It was noted that the management accounts for March 24 were signed by the Chair Cllr Warden.

- b. The payment list for March 24 was noted and approved by all councillors in attendance and signed by Cllr Warden, Chair of the Parish Council.
- c. The costs associated with the provision and installation of new Village Signs, between £17-20k with CIL funding to be used was approved, proposed Cllr Harbord, seconded Cllr Warden and agreed by all councillors in attendance.
- d. It was noted that the Members Allowance Scheme for 2024/2025 has been approved by ADC, new allowance effective 01.04.24 £663.80 per annum.
- e. The requirement for a new bank mandate was discussed and it was agreed to add Cllrs Rickard and Ramshaw to the mandate.
- f. The banners for the Annual Parish Assembly were discussed, a quote from SRP had been received £125 for 2 new ones £60 for amending the existing ones, it was agreed to have the banners amended at £60 and see what they looked like.
- g. A cost of £100 for a wildlife speaker to attend the Annual Parish Assembly was discussed and agreed by all councillors in attendance.

1341 Agenda item 15 - Policies & Council Documents

Nothing new to report.

1342 Agenda Item 16 - To discuss a motion received regarding the closure of the leisure facilities at the Ormiston Six Villages Academy – Cllr Jarman as below

In light of the forthcoming closure of the sports and exercise facilities at Ormiston Six Villages Academy, the Parish Council to look at options for locating community facilities elsewhere, including at ACSC – briefing paper attached.

Cllr Jarman advised the following:-

- The ACSC has a management meeting 04.04.24 to discuss possibilities on what they may be able to offer.
- Cllr Foott advised that several village halls had volunteered to take the classes however they are not able to deliver based on clashes with timetables already in place at the locations. Arun District Council has been asked to provide a minibus for residents not able to drive to the other Freedom Leisure locations in Bognor Regis and Littlehampton, but Arun District Councillor Sue Wallsgrove has not received a response on this request. Instructors are also trying to find venues.
- It was agreed that a meeting should take place with Ormiston Six Villages Academy to try and clarify the situation with what facilities in the evenings would still be available along with timings. The Clerk was asked to contact Laura White, Assistant Principal asking for a meeting.
- Cllr Jarman also advised that she would be happy to speak to the Head at St Philip Howard Catholic School in Barnham to see if they were able to offer any provision as they are open in the evenings from 4.30 – 10.30 pm and have a booking Manager in place, Cllr Jarman will report back.

1343 Agenda item 17 to discuss a motion that the decision taken at the last Full Council to discuss all matters related to the infrastructural aspects of the BEW strategic allocation site in full council as opposed to the planning committee meetings be reversed and that anything to do with planning matters remain the sole and exclusive scope of the planning committee as per the current standing orders – Cllr Trabucco – briefing paper attached.

Cllr Trabucco had provided a full briefing paper on this motion to reverse a previous Full Council motion taken in December 2023 as above, with the backing of Cllrs Warden & Rickard as it requires 3 councillors to agree for a motion to be reversed before a six-month period. Cllr Trabucco outlined the reasons, it is believed that it confuses residents on where this matter sits, and it is felt that all

planning related matters should all be in one place and not split. The motion is to have this topic once again in one location under the planning committee. Proposed by Cllr Trabucco, seconded by Cllr Warden, 5 councillors agreed, 2 councillors abstained, and 1 councillor objected. The motion was carried and will be added to the planning agenda.

1344 Agenda item 18 - Management of the Strategic Allocation Process

Please see above item no 1343, this agenda item will now be removed from the Full Council agenda.

1345 Agenda item 19 - any other business for information for the next agenda

Cllr Warden advised that he would be standing down as Chair and as a councillor at the AGM in May 2024 for personal reasons. He was giving notice so that councillors had an opportunity to consider the positions available and to provide the Clerk with nominations in writing on the positions they would like to be considered for. He requested that he would like to continue with the projects he had started, the installation of the new play equipment due April 24, the parish booklet, and the pollution monitoring for the last couple of months. Cllr Warden was given a vote of thanks for all his work on the parish council.

Cllr Trabucco advised he may submit a motion regarding the timings of the publication of agendas from 7 days to 3 days but would provide further information.

1346 Agenda item 20 - Exempt Business

Nothing to report.

1347 Agenda item 21 - To note the next Full Council meeting will be the AGM on 7 May 2024. This will be followed by a meeting of the Westergate Recreation Ground Fund

The meeting closed at 9.35 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 7 MAY 2024