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 Thursday 6 June 2024, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

**Members:**  Cllr Michelle Harbord (Chair of Committee and Vice-Chair of the Parish Council), Cllr Richard Rickard, Cllr Denise Ramshaw, Cllr Tom Blaylock & Adrian Taylor (committee member).

Clerk to Parish Council – Miss Marie Singleton

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

Apologies for absence received from Laura Neilson (committee member – personal).

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

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

1. **Agenda item 3 - Public Participation**

There were no members of the public in attendance.

1. **Agenda item 4 - Approval of minutes of previous Street Scene meeting 21 March 2024**

# The minutes of the Street Scene Committee meeting dated 21 March 2024 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Ramshaw, seconded Cllr Rickard. Cllr Harbord signed the minutes.

1. **Agenda item 5 – matters arising from the previous meeting 21 March 2024**

The action items listing was updated:-

Tote Copse – Mr Taylor has now arranged for a new frame for the Tote Copse sign, and this will be completed in the next few weeks.

WSCC Wants & Needs Survey (Steve Hill) – meeting has yet to take place as WSCC has postponed several times due to extenuating circumstances but feel that this has probably been superseded by other initiatives that the parish council is involved in with the same outcomes.

All other action items are included on this agenda or have RESOLVED – see action items listing.

1. **Agenda time 6 - Project Updates**
* Sculpture Tourist Sign – Nothing new to report, this is still being investigated by Steve Hill at WSCC and the Clerk will send a reminder e-mail.
* Benches – pleased to see that this project is almost completed, all licenses had been received from WSCC and installation of benches will shortly take place with two additional benches already installed at the ACSC playground.
* Planting – Cllr Harbord suggested the possibility of an Aldingbourne in Bloom competition which would be part of the Villages in Bloom initiative organised by the RHS, Cllr Ramshaw volunteered to research for 2025 and the Clerk will ask Bersted Parish Council for information at the next Clerks Forum. All agreed that the parish council should participate. The parish council has a small oak tree that needs to be planted in a prominent spot in the parish. It is a very important oak tree as it comes from an Acorn taken from the only tree to survive the destruction of Delville Wood at Longueval in the Somme area of France during the First World War. Members of the community served and died at the Somme so it would be a fitting way to remember them. It was suggested that an appropriate place would be the new graveyard at the church and the Clerk was asked to contact them and see if they were willing to take the oak tree and Cllr Rickard agreed to facilitate.
* Parish Noticeboards – Cllr Rickard advised that he had cleaned up the noticeboards but suggested a couple of updated posters now that the new logo has been approved. A new Welcome to Aldingbourne poster which should include all the social media platforms and an advert for new councillor vacancies. Cllr Harbord agreed to undertake and laminate new copies for all noticeboards.
* Bus Shelters – the parish council is in the process of adopting the 2 bus shelters outside the Wings development but are still waiting for licenses from WSCC who have confirmed we are now at the top of their list. As these are imminent, they have already been included on the new insurance policy so they can be adopt immediately. Steve Hill from WSCC Highways has set up a new Bus Shelter “500” route working group and Cllr’s Rickard and Ramshaw will be attending, they will also take this opportunity to chase him on the outstanding decision on the Peckham Chase Bus Shelter as this falls on the boundaries between Aldingbourne and Barnham & Eastergate, to ask about bus shelters on the Nyton Road and to ask if Real Time Indicator Displays can be arranged by WSCC or the bus companies without the need for the parish council to take on this responsibility. Mr Taylor agreed to walk the parish, check out the bus shelters at the Wings Nursery and see whether hanging baskets could be put up and if a parish council noticeboard would be appropriate depending on the space available.
* Tote Copse Monument – see above item 65. Mr Taylor also agreed to report any missing or damaged signposts at this location to WSCC.
* Street name signs – Cllr Rickard had noticed several street name signs that were damaged and needed replacing. This is under the remit of ADC, and it was agreed to put out a request on social media for residents to report any damaged signs to the Clerk along with a photo so a list could be compiled and sent to ADC. Cllr Harbord agreed to organise the post on the parish council social media platforms.
1. **Agenda item 7 - Village Signs**

Cllr Harbord advised that the public notices had been displayed which required 28 days’ notice, this expires on 15.06.24 and if there are no complaints then WSCC will issue the licenses. Letters had also been put through several letterboxes closest to the new signs, so residents were aware. An updated quote will be needed now that the parish council new logo has been agreed. Following a discussion on sign LO3 it was agreed that the background should be grey, this one sign will be manufactured by Wilbar Associates with all other signs produced by Glasdons. Cllr Harbord will contact the companies to provide final quotes. Approved by all in attendance. The Full Council has already approved costs of between £17-20k so depending on the new quotes, it may not be necessary to wait until a Full Council meeting before orders can be placed.

1. **Agenda item 8 – Allotments**

It was noted that for the 2024/2025 season that there are 5 plots available following the clearing work undertaken at the allotments. 3 x full size plots and 2 x half plots. One has already been taken and others on the waiting list have been approached.

It was noted that there should be allotments plots available at the new Wings development, but Cllr Harbord advised that after having a look, the strip allocated is incredibly small and is unlikely to allow for more than a couple of new plots. Cllr Trabucco has arranged a meeting with Wings as new Chair of the parish council and the Clerk has e-mailed Cllr Trabucco to ask if this can be raised at this meeting.

1. **Agenda item 9 – Playground**
* It was noted that work has been completed on the installation of the new equipment.
* It was noted that 2 new benches have been installed along with the bronze bench.
* New signs were discussed now the new parish council logo has been approved, it will also take into consideration the request from the insurance company that it includes the following wording and to highlight that CCTV is in operation in the playground:-
	1. Owners name and contact information
	2. Name of the playground
	3. Contact details to report accidents or damage
	4. Age restrictions
	5. Prohibition of Dogs
	6. Prohibition of Wheeled Play Equipment
* It was noted that additional work is required at the playground, and a copy of the specification was provided with Fosters Landscapes asked to quote. The Clerk will chase them in respect of the H&S issues raised following the installation of the new equipment.
* It was noted that the insurance inspection of the equipment took place 13.05.24.

Cllr Harbord agreed to approach Wilbar Associates regarding the new signs and ask them for a quote.

1. **Agenda item 10 - Footpaths**

It was noted that the parish council had received a Facebook post regarding clearance of footpaths, residents were advised not to take matters into their own hands and the parish council would reply as such due to health & safety concerns. The Clerk had provided a link for residents to report any concerns on footpaths to WSCC.

1. **Agenda item 11 - Correspondence**

The following correspondence was noted:-

* Email received from resident regarding additional dog bins – response sent 23.05.24 and copy circulated to Cllr Harbord advising the resident that normal bins could be used. ADC would not be providing any new bins.
* It was noted that an invitation had been received from Steve Hill WSCC to participate in a Bus Shelter 500 route Working Group, Cllr’s Rickard and Ramshaw attending 27.06.24. Cllr Rickard also advised that he thought that the £2 cap would be finishing at the end of the year, and he will ask it this is to be extended or what the new price would be.
* Cllr Harbord advised that a complaint had been raised at the Annual Parish Assembly on overflowing bins in the parish and Cllr Harbord will respond directly to the resident.
1. **Agenda item 12- Any other business for information: – Items for inclusion on the next agenda**

Mr Taylor raised concerns at the ACSC and the fact that there is no pathway from the entrance of the complex to the front. There are many times when the car park is overflowing with cars, and it is felt that expecting people including children attending the football training sessions and all the other events, to walk across the carpark is incredibly dangerous and there are concerns that an accident is possible. It was felt a small footpath close to the barrier that is already in place would be beneficial. The Clerk advised that there was a meeting of the APC/ACSC Development Working Party 13.06.24 and this will be included on the agenda.

1. **Agenda item 13 - 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.

1. **Agenda item 14 – To note the date of the next meeting 5 September 2024**

Noted.

The meeting closed at 8.15pm.

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 5 SEPTEMBER 2024**