



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 5 September 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.

Clerk to Parish Council – Miss Marie Singleton

75 Agenda item 1 - Apologies for absence

Apologies for absence received from Adrian Taylor (committee member – personal).

76 Agenda item 2 - Declarations of Interest

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

77 Agenda item 3 - Public Participation

There were no members of the public in attendance.

78 Agenda item 4 - Approval of minutes of previous Street Scene meeting 6 June 2024

The minutes of the Street Scene Committee meeting dated 6 June 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.

79 Agenda item 5 – matters arising from the previous meeting 6 June 2024

The action items listing was updated:-

Tourist Sign at ACSC for the sculpture - Steve Hill has yet to respond with the information that is needed for the parish council to complete, the Clerk was asked to chase for the details.

Tote Copse – Mr Taylor has arranged for a new frame for the Tote Copse sign – Mr Taylor to provide update.

Village Signs – it was noted that the village signs had been despatched and will be installation by Wilbur Associates.

Street Signs – Cllr Harbord to provide a list of street signs that needed replacing that could be forward to ADC for consideration.

Footpath at ACSC – it was noted from minutes of the ACSC management meeting that they will be progressing this request that a footpath is put in that runs from the entrance to the main doors to avoid pedestrians having to go through the car park.

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

80 Agenda time 6 - Project Updates

- Sculpture Tourist Sign – see above.
- Planting – It was noted that the Church had agreed to plant the oak tree from Delville Wood, with a ceremony taking place on Sunday 10 November 2024 at 2.00 pm. The possibility of an Aldingbourne in Bloom competition was again considered, and the Clerk will contact Bersted for any information to see the extent of the work required in taking part. It was agreed that additional bulbs would be planted in the spring opposite the Prachee restaurant and other areas of the parish. A cost of £100 for bulbs was approved and will be purchased by Cllr Blaylock. Agreed by all councillors.
- Parish Noticeboards – see item below under Bus Shelters.
- Bus Shelters
 - a) Cllr Rickard gave an update on the bus shelter 500 route working group, 10-12 bus shelters have been approved and a listing had previously been circulated, concerns on the ownership at the Peckham Close location had been raised at the meeting and when WSCC survey the locations then ownership will be agreed as officially this location is under the responsibilities of BEPC. WSCC have also agreed to provide Aldingbourne with four RT displays in the next funding round at Westergate Street, Limes Avenue, Ivy Lane and Bellmead Close.
 - b) It was noted that the parish council has officially adopted the 2 bus shelters at Wings Nursery.
 - c) Adrian Taylor has volunteered to take on maintaining the bus shelters and a Risk Assessment had been provided by the Clerk 18.07.24. Agreement on what is required to be discussed at the next meeting.
 - d) The number of hanging baskets needs to be decided and purchased and Adrian Taylor previously agreed to take measurements and advise on which to buy, the cost of 4 new ones was likely to be £275 to purchase and £350 for planting all six. Costings approved by all councillors.
 - e) It was agreed that only 1 official parish council lockable noticeboard was required to be installed on the back of the bus shelter that comes from Bognor to Westergate, Cllr Blaylock was happy to add this to his list of where official notices were posted. A new one is likely to cost £1,500 and approval of this was agreed by all councillors. The specification of previous ones purchased had been provided to Cllr Harbord and Adrian Taylor 20.06.24 who will agree which one is the most appropriate.
- Tote Copse Monument – it was noted that a meeting is taking place on 4.10.24 with councillors, Mr Gillbard and Historic England to discuss a maintenance plan.

- Street name signs – see item 79 above.
- Speed Indicator Displays (SID's) – the possibility of more locations was discussed following on from an e-mail from Mike Dare WSCC. Cllr Rickard advised that the current agreement with WSCC was that the SID was only able to be in place for 2 weeks at a time per location with 3 months gap in between, i.e. that meant each location only had the SID in place 4 times a year and the rest of the time would be in storage. To utilise better use of the SID it was agreed that a further 6 locations should be considered but with this would be an additional financial cost. Wilbur Associates charge £150 per visit to move the SID and therefore the total annual cost if all 8 locations are used would be £4,800 per annum (£1,200 as already been approved). It was agreed to recommend this to the Full Council for approval.
- Grounds Maintenance – a draft specification of what was required throughout the parish had been previously provided and was agreed in principle. Once Limmer Pond and Tote Copse maintenance had been agreed, then a tender will be put together for a grounds maintenance contract for contractors to quote.

81 Agenda item 7 - Village Signs

Cllr Harbord advised that the village signs had been despatched to Wilbur Associates and should be arriving w/e 06.09.24. Cllr Harbord will be keeping an old Aldingbourne sign for posterity.

82 Agenda item 8 – Allotments

- a. It was discussed whether there should be any price increases for 2025/2026 and 2026/2027 for Full Council approval, and it was decided to leave the current charges for 2025/2026 as they had been increased over the last two years and this should be reviewed for 2026/2027.
- b. It was noted that all allotment plots at Ivy Lane have now been filled and there were still 7 people on the current waiting list
- c. The allotments plots at the New Wings Nursery will not be available until 2025, the Clerk has asked for the sizing of the plot as it is not looking as if allotments would be possible. Cllr's Blaylock and Harbord will have a look, as there are financial implications with solicitors' fees and lease agreements, and it may be that the parish council may need to change its decision on whether it wants to take this on.

83 Agenda item 9 – Playground

- New signs required – Cllr Harbord agreed to progress this with Wilbur Associates.
- It was noted that the additional work required at the playground had been approved by the Full Council and ordered 05.09.24 with Fosters Landscapes The latest ADC Inspection Report – week 34 was discussed as there were footnotes on the report regarding the scramble net, fireman's pole and graffiti on the new slide, and the swings needed to be checked as they were very noisy. Cllr's Harbord and Rickard agreed to look at all the information and that they would deal with what was needed.
- Grounds clearance work and removal of nettles and brambles within the boundary of the playground was discussed and Cllr Blaylock agreed to do the work later in the year

but would leave a natural boundary in place between the ACSC and residents' fences for their protection from users of the playground. Agreed by all councillors.

84 Agenda item 10 - Footpaths

It was noted that a risk assessment had been provided to Cllr Blaylock by the Clerk 23.07.24.

A date for litter picking was agreed 26.10.24 at 11.00 am at the ACSC, and it was agreed that the RRT volunteers from the Plymouth Brethren would be invited to take part.

85 Agenda item 11 - Correspondence

The following correspondence was noted:-

One e-mail from a resident regarding clearance work at the playground – see above agenda item 9.

86 Agenda item 12- Any other business for information: – Items for inclusion on the next agenda

Nothing to note.

87 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.

88 Agenda item 14 – To note the date of the next meeting 19 December 2024

Noted.

The meeting closed at 9.20 pm.

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 19 DECEMBER 2024