



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 June 2025, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Members: Cllr Michelle Harbord (Chair of Committee), Cllr Richard Rickard, Cllr Denise Ramshaw, Cllr Tom Blaylock & Cllr George Stapley-Jones.

Clerk to Parish Council – Miss Marie Singleton

124 Agenda item 1 - Apologies for absence

None required all in attendance.

Cllr Harbord advised that Adrian Taylor had resigned from the committee due to work commitments but would help on an ad hoc basis if any work were required.

125 Agenda item 2 - Declarations of Interest

Cllr Tom Blaylock declared an interest as an allotment holder, agenda item 9.

126 Agenda item 3 - Public Participation

There were no members of the public in attendance.

127 Agenda item 4 - Approval of minutes of previous Street Scene meeting 6 March 2025

The minutes of the Street Scene Committee meeting dated 6 March 2025 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Harbord, seconded Cllr Stapley-Jones. Cllr Harbord signed the minutes.

128 Agenda item 5 – matters arising from the previous meeting 6 March 2025

Nothing that is not on the agenda.

129 Agenda time 6 - Project Updates

- Sculpture Tourist Sign – It was agreed to go ahead with this project and commission a tourist sign for the sculpture which would be installed on the same post as the ACSC signage. Cllr Ramshaw volunteered to take this forward and the cost of £600 - £700

was approved for the application and signage. Proposed Cllr Stapley-Jones, seconded Cllr Ramshaw and approved by all. To consider taking from CIL funding.

- Planting – Cllr Harbord suggested the possibility of planting flower beds in two locations, one near the war memorial and the other near Belle Meade Close. It would however need maintaining and Cllr Harbord suggested asking residents if they would be willing to help before applying for a planting license. This was agreed by all councillors and the clerk will provide a draft letter for posting through resident's doors asking them to contact the parish council if they were able to help.
- Aldingbourne in Bloom – the competition had been launched in April with a deadline of 27 June 2025, however the clerk advised that no applications had been received. Cllr Harbord advised that notes had now been put through residents' doors letting them know about the competition and this would be boosted on social media.
- Parish Noticeboards – Cllr's Harbord and Stapley-Jones will meet and measure the space on one of the new bus shelters for a noticeboard to be ordered. A spare set of keys had been cut and given to Cllr Rickard,
- Bus Shelters
 - a) To discuss any maintenance requirements – Adrian Taylor had provided details of maintenance that was required, and this had been circulated to councillors. Work is needed on the Westergate shelter and Cllr's Harbord and Stapley-Jones will meet and look at the recommendations. Smart Exteriors will be approached to look and quote for any works.
 - b) To agree size and type of hanging baskets to be purchased – the clerk provided details of the previous hanging baskets purchased and was asked to order some more for the new bus shelters. Costings had already been approved.
 - c) To agree requirements for any noticeboards – see parish noticeboards above.
- Speed Indicator Displays (SID's) – Cllr Rickard had provided data analysis, and this had been circulated to councillors. There is an issue with the battery and Westcotec has been advised within the 12-month warranty period. They have asked for further details and Wilbar Associates will investigate this and provide any information required. The data shows that vehicles that consistently exceed the speed limit hour on hour is at the School House location. It was suggested that Sussex Safer Roads should be involved, and Cllr Rickard agreed to contact them and ask for their help/support and their thoughts on this matter. Cllr's Rickard and Stapley-Jones advised that they had attended the WSCC Highways briefing where the different types of TRO's were discussed. A community TRO must be non-complex, not contentious and cost less than £5k. A Community Highway Scheme which is a topic that a resident raised at the Annual Parish Assembly for the A29 to have some calming measures put in place, takes up to 2 years to implement and is up to £25k in costs. The A29 already has a 30mph limit and as a main trunk road, it is unlikely that any measures would be considered. Additional SID locations were discussed, and Cllr Rickard will research and contact Mike Dare to see if WSCC will consider anything further.

130 Agenda item 7 – Limmer Pond

Cllr Ramshaw advised that she had met Louise and Kate from The Western Sussex Rivers Trust and advised that whilst attending the pond was empty of water. WSCC created Operation Watershed to investigate environmental matters and Cllr Ramshaw advised that she will contact them for advice. The condition of the pond is not good and with no water which is likely being drained by the willows there is no wildlife in evidence. There is silt at the bottom but is not as deep as previously feared. Cllr Ramshaw had looked into the Law of Adverse Possession, and this stated that that where there is no clear ownership, the pond would need evidence to show that it had been looked after and maintained for at least 10 years before any ownership by the parish council would be approved. It was suggested that a letter drop to nearby houses take place asking residents if they had any historical/background information on the pond that may identify who the owners may be. The clerk will draft a letter. West Sussex Rivers Trust also provided details of other contractors that could be approached in the future.

131 Agenda item 8 – Tote Copse

- Deed of Release had been provided to Mr Gillbard however proof of ownership/inheritance was required, and this was in the hands of his solicitors. The clerk advised she would chase.
- New fencing had previously been approved, and the clerk had contacted Historic England who had advised that Scheduled Monument Consent would be required before any work took place. A copy of the correspondence had been provided to councillors. The clerk will look at the application form and ask for drawings from Smart Exteriors.

132 Agenda item 9 – Allotments

- It was noted that all paperwork had been sent to holders 22.04.25.
- All plots have been taken, with 6 still on the waiting list.
- The overgrown allotment issue had been resolved and the plot holder promised to clear the allotment.
- An area of dumped rubbish that had been encroaching on another plot holder had been cleared.

133 Agenda item 10 – Playground

- To note that the new bin had been installed.
- To note that the ADC inspection report had been received 06.05.25 with only one notification relating to the basketball hoop post which has no cap. The clerk will contact Fosters Landscape who installed the equipment.
- To note that Zurich Insurance had completed their annual inspection 23.05.25. Only one thing to note relating to the stepping stones showing they were loose. The clerk to raise with Fosters Landscapes.
- Some of the new grass had not survived the recent weather and the grounds contractor would be asked to re-seed the area when appropriate.

134 Agenda item 11 – Footpaths & Litter

To note that Cllr Blaylock had cleared vegetation from some of the footpaths.

135 Agenda item 12 – Fingerposts (black & white)

To note that all the fingerposts had been ordered 19.05.25. Awaiting licenses from WSCC.

136 Agenda item 13 – Grounds maintenance throughout the parish

To wait until Limmer Pond and Tote Copse have been sorted regarding any ongoing maintenance commitments.

137 Agenda item 14 - Correspondence

To note that the village gateway sign that had been damaged had been re-done and would be installed shortly. Cllr Harbord has requested a date from Wilbar Associates.

138 Agenda item 15 - Any other business for information: – Items for inclusion on the next agenda

Nothing to note.

139 Agenda item 16 - 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.

140 Agenda item 17 – To note the date of the next meeting 4 September 2025

Noted.

The meeting closed at 8.30 pm.

SIGNEDChair

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 4 SEPTEMBER 2025