



ALDINGBOURNE PARISH COUNCIL

MINUTES of the Ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 3 February 2026 at 7.00 pm at the Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA

Members: Cllr Sue Foott, Chair of the parish council, Cllr Michelle Harbord, Vice-Chair of the parish council, Cllr Denise Ramshaw, Cllr Anita Lawrence, Cllr Charles Brown, Cllr Richard Rickard, Cllr Tom Blaylock & Cllr Katherine Jarman.

Clerk to the Parish Council – Marie Singleton.

Also, present – there were 4 members of the public in attendance, Jonathan Leahy, Chair of the ACSC, Tamryn Buys, Centre Manager of the ACSC, Michael Warden, Secretary of the ACSC, Dennis Leonard and Mike Burton from the Aldingbourne Village Hall Trust (AVHT).

1649 Agenda item 1 - Apologies for absence

Cllr Ron Flitter, Cllr George Stapley-Jones ([personal), West Sussex County Councillor Trevor Bence & PCSO Caroline Wilson.

1650 Agenda item 2 – Declarations of Interest

Nothing to declare.

1651 Agenda item 3 – Public Participation

Members of the public raised the following topics:-

Footpath 299 flooding and maintenance work – Cllr Blaylock is dealing with this matter and has registered the concerns with WSCC PROW.

Will there be a wheel clean in place for the Meadow Way development – Cllr Foott advised that this was likely and would be in their construction management plan when appropriate.

The closure of the A29 – it is hoped that this will be opened by 04.02.26.

1652 Agenda item 4 - Minutes of the Previous Full Council Meeting held 2 December 2025 for approval

The minutes of the Full Council meeting dated 2 December 2025 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Jarman seconded Cllr Harbord. Cllr Foott signed the minutes as Chair of the parish council.

1653 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 2 December 2025

Item 1618 – Biffa Truck refuse lorry damage Ivy Lane – Clerk has now received an unsatisfactory reply advising that nothing had been logged on the ADC system and it was not their responsibility. The Clerk had responded advising that it had been logged and gave the reference number and whilst the highways and verge was the responsibility of WSCC, it was their bin lorry that had caused the damage. Cllr Lawrence will ask an ADC Councillor colleague that oversees the cleansing department to investigate.

1654 Agenda item 6 – Chair’s report

- To discuss anti-social behaviour in the parish and to agree next steps – Cllr Foott advised that she had now had several conversations with Police Sergeant Harri Kay (it was noted that the PCSO Caroline Wilson is currently on sick leave, and her duties are being covered by colleagues from Bognor Neighbourhood Police Team) regarding drug dealing, e-scooters and shoplifting at the new Co-op. She will investigate the incidences (particularly as we know they have been logged previously by the PCSO) and report back, in the meantime arrangements had been made for an increased police presence in the area to target these concerns directly and provide an opportunity for residents to speak with Sussex Police about the issues. It was also agreed that a letter should be sent to SHG who oversee the Wings development to outline concerns and ask for their advice on next steps and possibly a meeting, Cllr’s Foott and Rickard agreed to participate, the Clerk was asked to include ADC councillor Sue Wallsgrove and Mike Link from the ABE CLT in the correspondence.
- To discuss June 2026 Full Council meeting – it was agreed to move the date to before the planning meeting on 09.06.26.
- To look at invitees for the Annual Parish Assembly – it was agreed to invite Police Sargeant Harri Kay for a question-and-answer session, Andrew Griffith MP, the Aldingbourne Trust and the ACSC to give presentations.

1655 Agenda item 7 – To note the Planning Committee minutes of meeting held 9 December 2025 and 13 January 2026

The minutes of the meetings 9 December 2025 and 13 January 2026 were noted.

1656 Agenda item 8 – To note the Street Scene Committee minutes of meeting held 4 December 2025

- To note that the Community Sculpture sign has now been installed Cllr Jarman congratulated Cllr’s Ramshaw and Harbord for getting this project approved and installed.
- To note that SID data has been sent to WSCC by Cllr Rickard who has now attended a meeting with WSCC 22.01.26 to discuss information. Report of the meeting provided by Cllr Rickard was circulated prior to the meeting.

Salient points discussed with Charlotte Weller, WSCC Highway Operations Manager (Western) and Gary Jannaway, WSCC Asst. Area Highways Manager (Arun & Lavant) are below:-

- Councillors will be familiar with residents’ concerns about the traffic conditions on the A29 through our Parish – safety, the speed and volume of traffic, the number of HGVs, and delays at the Woodgate rail crossing.

- Given that Highways policy rests with WSCC, it is sensible to encourage a robust working relationship between APC and the WSCC Officers who have authority to decide priorities, direct action, and hopefully align our strategies.
- Our speed indicator SID produces comprehensive traffic data for Westergate and Woodgate and the summary for 2025 was circulated last month (02.12.25). The parish council sent this information to its contact at WSCC, Gary Jannaway, Assistant Area Highways Manager. He offered to meet Cllr Rickard at WSCC (Drayton) to explore potential options to address our mutual traffic problems.
- Current position, many of the traffic problems could be expected to be resolved with construction of the projected A29 re-alignment between Fontwell and Shripney. The WSCC team are keen to respond specifically to problems highlighted by a Lidsey resident and help address the Woodgate/Westergate SID data that was presented.
- At Lidsey the encroachment of trees/foliage, particularly at the Lidsey Bends is being addressed by WSCC, and one overhanging tree on private property has been identified and WSCC will contact the owner.
- WSCC indicated that, as a best first step, an application by APC for a Community Traffic Regulation Order (TRO) for a reduction of the current speed limit through Lidsey, matching the existing 40mph through Shripney, would meet their present 'scoring' process, and be below the cost 'cap' of £5,000 .
- This emphasis on Lidsey was not something expected going into the meeting, but it does have merit as a first step likely to be approval by WSCC. They have offered to carry out a pre-application SPACE (Safety, People, Access, Cost, Environment) Assessment for the parish council and have indicated a contribution to the costs - capped at £5,000 – from the parish council would help and be welcomed by WSCC, it is acknowledged that is not obligatory, nor a guarantee of approval, but certainly viewed positively with the 'scoring' process.
- SPACE benefits:-
 - Establish a consistent 40mph/30mph A29 controlled zone from Shripney through to Westergate, and onward to Fontwell.
 - Low infrastructure cost, enabling assessment of potential 'knock on' effect on speeds through Westergate.
 - Visible and positive evidence that something is being done for residents.
 - Project delivery is 6-9 months following scheme assessment.
- More specifically addressing the Westergate SID speed data, options are unfortunately more complex.
 - A general speed limit reduction from 30mph to 20mph would require a full Road Safety Order, public consultation, entail infrastructure changes – road humps, constrictions, signage, and would exceed any Community Highways Scheme £25,000 cap, with a 3-year project timescale. It is also, not on a WSCC list to be considered due to the A29 being a major A road.
 - Smaller scale speed restrictions – say 20mph in vicinity of Aldingbourne Primary School – may get below the £25,000 cap, but wider experience suggests the problem gets dispersed – drivers speed up either side, and speeders tend to ignore if no police enforcement.
 - Parking restrictions, other than say outside schools, etc. risk a similar effect – drivers park in nearest alternative side road option if no dedicated parking areas can be provided.
 - HGV restrictions/bans on the A29 will not be considered.
 - The A29 is considered a major, if secondary, access route between the A27 (National Highways Strategic Road Network) and the A259 (WSCC Transport

Plan 2022-2036) and as we know from recent closures, alternative routes are lengthy and not popular with time critical business.

- One measure that WSCC will consider which the parish council had previously discounted due to its complexity and lack of volunteers and that is a Community Speed watch scheme which is a national initiative where proactive members of local communities join with the support and supervision of their local police to record details of speeding vehicles using approved detection devices.

Given the options and preferences offered and supported by WSCC, the parish council agreed to look into a Community TRO to reduce the 50 mph speed limit on the A29 between Lidsey (Shripney boundary) and Woodgate (Wings) to 40 mph including the possibility of a pedestrian crossing at this location, to take up WSCC offer to carry out a pre-application SPACE assessment and to look at the data around the school specifically the timings 8.30 – 9.15 am and 2.45 – 3.30 pm to show the level of speeding near the school, it was noted that a fixed camera is the responsibility of the police. Once the SPACE assessment is completed then this will provide options and then funding can be considered. The Clerk agreed to visit the Community Speed Watch scheme once again (Cllr Harbord had previously provided information) and see what costings and training would be involved.

Cllr Foott thanked Cllr Rickard for all his work in forging a positive relationship with WSCC Highways and for organising the meeting to discuss options.

1657 Agenda item 9 - Aldingbourne Community Sports Centre

- Dennis Leonard was in attendance from the Aldingbourne Village Hall Trust Fund (AVHTF). The original village hall was sold and the funds invested with the income being used for the repair and maintenance of the ACSC. Seven trustees are required to manage the trust and recruitment following resignations has recently been a problem, two nominations are required from the parish council and following a discussion it was agreed to nominate Mike Burton (a current trustee) and Cllr Stapley-Jones (who had volunteered) to be the parish council representatives. This will alleviate the issue for 12 months, but the AVHTF are looking at the possibility of dissolving the Charity and will need to decide on the options of what to do with the current investments as it can only be used for capital projects. They will continue to keep the parish council and ACSC updated.
- To note ACSC Trustee minutes of meeting 23.07.25 and 30.10.25 – noted.
- To note that a new lease is a requirement of the ACSC undertaking the CIO Status – original lease between the parish council and the ACSC dated 21.05.1979 with a supplementary lease dated 06.12.1982. To agree and approve for the Clerk to consult with the parish council solicitor and obtain advice regarding this matter. This matter is on hold until the future of the ACSC is decided by its trustees as the parish council is unwilling to agree to a new lease and the associated costs involved until this matter is resolved.
- To note a funding request has been received from the ACSC – details circulated 27.01.26 along with a list of outstanding paperwork that is required from the ACSC as agreed at the APC/ACSC Development Working Party meeting 11.12.25.

Jonathan Leahy Chair of the ACSC read out a statement regarding their request for funding, the salient points are below:-

- Over the last year, the trustees and our new centre manager submitted initial proposals relating to redevelopment planning. In response, the parish council quite reasonably requested longer-term documentation, including a five-year business plan and multi-year financial projections. Separately, an additional interim request was submitted for urgent operational support, due to rising running costs. That request was not progressed because the wider documentation was still outstanding.
- The financial reality – why operational support is needed - to put our financial reality into context, in 1980 the Centre’s annual running costs were under £7,000, largely covered by investment income of the Aldingbourne Village Hall Fund and the Westergate Recreational Ground Fund. In 2025, the same categories of cost exceed £50,000 — energy, water, waste, insurance, compliance, and maintenance have risen at rates far beyond our ability to absorb through modest rent increases.
- We have already done what the parish council has asked of us; user group rents have been increased; maintenance charges have risen; private hire rates have increased; and we have absorbed major repairs — including a £4,080 boiler replacement and significant roof works — from reserves. Even with these actions, the Centre is no longer structurally able to meet core operating costs without external support.
- Joint Working Party context and workload balance. When the APC/ACSC Development Working Party was established, the intention — as set out in its terms of reference — was a shared endeavour, with officers and councillors working alongside trustees to explore solutions together. In practice, a significant proportion of the research, documentation, professional liaison, and follow-up actions have fallen to the charity trustees and Centre Manager, all of whom are either volunteers or funded on a tightly defined role.
- The financial reality – why operational support is needed. To put this into context, in 1980 the centre’s annual running costs were under £7,000, largely covered by investment income. In 2025, the same categories of cost exceed £50,000 — energy, water, waste, insurance, compliance, and maintenance have risen at rates far beyond our ability to absorb through modest rent increases. Even with these actions, the Centre is no longer structurally able to meet core operating costs without external support.
- The CIO transition is actively being progressed, but it is complex and takes time. Supporting the Centre through this interim period reduces risk not just to the charity, but to the parish council as landlord and partner. We are asking for modest, lawful, revenue-based operational support — as a proposed minimum of £10,000 per year — to help meet unavoidable running costs so the Centre can remain open, warm, safe, and accessible to the whole community. This is a form of support that parish councils are legally permitted to give subject to conditions, reporting and reviewing and it is far preferable to the alternatives. We are therefore asking the parish council to help us preserve the Centre as a genuine community asset.

Following a lengthy discussion the parish council reiterated its position advising that the parish council has always supported the ACSC regarding funding requests, including grants, the Centre Manager position and in the achievement of the CIO Status, but before further decisions could be made on additional financial support all outstanding paperwork that had been requested on the ACSC’s financial position did need to be provided, including reports from their finance system. The parish council were prepared in principle to cover the cost incurred of a new boiler being installed at a cost of £4,080 but only upon receipt of an invoice and again confirmation of whether this support was required. To clarify this position as several councillors were asking questions regarding the financial position, it was agreed at this point

to wait for the ACSC financial information, five councillors agreed that this was required, two councillors were against this proposal. A grant application for £1k would also be considered for community events if an application were submitted to the finance committee ahead of its meeting 24.02.26. Approved by all councillors.

- To note quotes received from the ACSC on the proposed new access height barrier and a trim trail – copies of paperwork attached. A decision on the trim trail was deferred, as in order for the S106 funding to be re-purposed from the agreed MUGA to a trim trail ADC have advised that permission is required from the developers which will also mean that a deed of variation is required between all three parties, the cost is possibly £6k for legal fees, proposed Cllr Jarman, seconded Cllr Ramshaw. and agreed by all councillors to pursue this. Funding for a new height barrier was also deferred until full financial paperwork was provided by the ACSC.

1658 Agenda item 10 - County, District Councillor's, & PCSO Reports:

- a) To receive a report from the County Councillor – West Sussex County Councillor Trevor Bence had provided his apologies and confirmed there was nothing new to report.
- b) To receive a report from District Councillor(s) – Arun District Councillor Anita Lawrence advised that ADC were still working thought the NPFF relating to implications for the ADC Local Plan. Cllr Jarman asked whether any housing targets had been received from the government, and Cllr Lawrence agreed to investigate this.
- c) To receive a report from the PCSO – please see Chair's report above.

1659 Agenda item 11 - To receive reports from the following Working Groups/Societies/Clubs/External Bodies

- a) Arun District Association of Local Councils (ADALC) – noted that the next meeting is this evening 03.02.26, minutes will be circulated in due course.
- b) APC/ACSC Development Working Party – the notes of meeting 11.12.25 were noted.
- c) West Sussex Association of Local Councils (WSALC) – nothing new to report
- d) Media & Communication Working Party
 - i. Social media – the social media reports November and December 25 were noted, along with the flooding posts the parish council received on Facebook.
 - ii. Newsletter articles – the next newsletter will be 31.03.26 and will include articles on, the sculpture at the ACSC following installation of the tourist sign, a report on arrival of Tamryn Buys the new ACSC Centre Manager and what she is trying to achieve, a piece on the level crossing and the pollarding of the trees at Limmer Pond.
 - iii. Google searches report October 25 – circulated 04.11.25 - noted.
 - iv. To discuss Twitter/X account – see report from Processmatters2 – circulated 15.01.26, it was agreed as recommended by Porcessmatters2 that this was not an appropriate platform for the parish council and the account should be closed immediately.
 - v. A report on the ICO ruling on the use of WhatsApp as a means of communication between parish councillors had been provided by Processmatters2 and circulated 12.01.26. It was agreed to note in these minutes that Aldingbourne does not have a WhatsApp group set up or uses

this platform as a mean of communication on parish council matters, and that councillors have also not set up such a group between themselves.

1660 Agenda item 12 – Correspondence/Consultations

The following correspondence was noted.

- WSALC Digital and AI special edition – circulated 04.12.25 and put on our website and social media platforms.
- WSCC Government’s consultation on proposals for local government reorganisation in West Sussex – circulated 15.12.25.
- WSCC Residents eNewsletters - circulated 16.12.25 and 19.01.26 and put on our website and social media platforms.
- WSCC Library Services – update on the Aldingbourne Library – circulated 06.01.26.
- WSCC Waste collections on West Sussex shoreline operations circulated 12.01.26 and 22.01.26 and put on our website and social media platforms.
- WSCC Healthy New Year 2026 newsletter – circulated 12.01.26 and put on our website and social media platforms.
- WSCC Police – Arun and all parishes meeting notes – circulated 16.12.25.
- Andrew Griffith MP – Working for you in Westminster – December 25 – circulated 01.12.25.
- ADC Changes to Arun’s Waste Collection Services – circulated 05.01.26 and put on our website and social media platforms.
- Arun Newsletters November/December 25 – circulated 28.11.25 & 22.12.25 and put on our website and social media platforms.
- ADC West Sussex LGR -Town and Parish updates – circulated 05.01.26 and 13.01.26.
- ADC Town and Parish climate change group meeting 05.02.26 – circulated 26.01.26.
- ADC Local Cycling and Walking Infrastructure Plan – briefing notes of meeting 22.01.26 with details of consultation starting 26.01.26 – circulated 26.01.26 – Cllr Jarman agreed to provide comments on this consultation and circulate to councillors for approval.
- ADC – To note-mail sent to Dawn Hudd CEO of ADC and response received from Karl Roberts on the flooding on the A29 – circulated 19.01.26.
- NALC Chief Executive’s Bulletins – circulated 04.12.25 & 05.01.26.
- Transport for the south east updates – circulated 20.01.26.

1661 Agenda item 13 – Finance & Personnel

- a. Payments – the payment lists for December 25 and January 26 was approved and signed by the Chair Cllr Foott.
- b. It was noted that the management accounts for December 2025 and January 2026 will be signed by the Chair.
- c. It was noted that the Clerk has submitted request to ADC of precept following receipt of tax base for 2026/2027. Tax Base 2020 x £81.25 (as agreed at Full Council 04.11.25) a total of £164,125. Sent to ADC and circulated to councillors 11.12.25.
- d. The quote for playground maintenance received from West Sussex Mowing for 2026, had increased by £187 per annum. All councillors approved the SLA.
- e. It was noted that the CCLA Investment has been made and contract note received 16.01.26.
- f. It was noted that the interim internal audit will take place 12.02.26.

1662 Agenda item 14 - Policies & Council Documents

Nothing new to note.

1663 **Agenda item 15 - any other business for information for the next agenda**
Nothing requested.

1664 **Agenda item 16 - Exempt Business**
Nothing to report.

1665 **Agenda item 17 - To note the next Full Council meeting will be on Tuesday 3 March 2026 – IT WAS NOTED THAT THIS WILL BE FOLLOWED BY THE PLANNING COMMITTEE MEETING.**

The meeting closed at 9.15 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 3 MARCH 2026