



## ALDINGBOURNE PARISH COUNCIL

### MINUTES of the Ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 7 April 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 Richard Rickard, Cllr Tom Blaylock, Cllr Katherine Jarman, Cllr Ron Flitter & Cllr George Stapley-Jones.

Clerk to the Parish Council – Marie Singleton.

**Also, present – 1 member of the public and Jonathan Leahy, Chair of the ACSC.**

**1683 Agenda item 1 - Apologies for absence**

Cllr Charles Brown (personal), West Sussex County Councillor Trevor Bence & PCSO Caroline Wilson.

**1684 Agenda item 2 – Declarations of Interest**

Nothing to declare.

**1685 Agenda item 3 – Public Participation**

A resident queried the playground refurbishment and thought one of the climbing frames was being removed and if so, could the wood be used as “stools” around the ACSC, Cllr Harbord confirmed that this was not the case and it was staying, but 3 new pieces of equipment were being added.

The resident had also attended the warm hub held at the ACSC and had met the PCSO, he advised councillors he had spoken to her about potential issues on the amount of traffic that would be coming out of Lamorna Gardens because of the new development.

Jonathan Leahy advised that he had reported the following potholes in Ivy Lane/Elm Road to WSCC:-

Case reference: 934591 - side of road and pavement showing signs of sinking.

Case reference: 934592 - large wide crack in the centre of the junction.

He will keep the parish council informed with any updates.

Cllr Rickard also advised he had noted the above and mentioned that there are in fact 2 holes about 2 metres apart, linked by what looks like a 'fault line' in the road surface. This has also been reported to WSCC case reference 934422, Elm Road, Nyton, Aldingbourne.

**1686 Agenda item 4 - Minutes of the Previous Full Council Meeting held 3 March 2026 for approval**

The minutes of the Full Council meeting dated 3 March 2026 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Lawrence seconded Cllr Stapley-Jones. Cllr Foott signed the minutes as Chair of the parish council.

**1687 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 3 March 2026**

Nothing to note.

**1688 Agenda item 6 – Chair’s report**

- Chair to provide update on Co-op – Cllr Foott advised that there had been several more incidents of theft, one of which had been five times in one day by the same person. Cllr Foott is working with the PCSO, the ADC Community Protection Officers and Arun District Councillor Sue Wallsgrove on this and the allotments (see below). The PCSO has been into the shop, and they have now identified two families who they will be dealing with. The Manager is also attending the Annual Parish Assembly to talk about ways in which the Co-op can support the community.

It was reiterated that all incidents of any anti-social behaviour must be reported to the police and ADC, and Cllr Jarman agreed to resend the police link to councillors.

- Chair to update on damage at the allotments – following an e-mail received from an allotment holder, advising that several greenhouses/sheds had been damaged, Cllr Foott is working with the PCSO on this matter, it looks like teenagers are accessing the allotments from the south side where there is a gap in the fencing. Students from Ormiston Academy have been identified and the PCSO is talking to the school, a member of staff has visited the allotments having been made aware of the incident. Cllr Foott asked Cllr Harbord to investigate the fencing issue as apart of the Street Scene Committee.
- To see if any changes are required for the Annual Parish Assembly agenda – the Manager at the Co-op and Arun District Councillor Sue Wallsgrove have now confirmed their attendance at the meeting, the Clerk will send out invitations and a copy of the agenda in due course. Cllr Jarman once again kindly agreed to purchase refreshments for the evening.

There have also been complaints of anti-social behaviour on Grender Way, the parish council does know the management company that is responsible for this area, and Cllr Foott will draft a letter to them regarding ongoing issues and disturbances.

**1689 Agenda item 7 – To note the Planning Committee minutes of meeting held 3 March 2026**

The minutes of the meeting 3 March 2026 were noted.

**1690 Agenda item 8 - To note the Street Scene Committee minutes for meeting held on 5 March 2026**

- To note the Aldingbourne in Bloom competition launches 01.04.26, with the ceremony taking place Saturday 11 July 2026 at 10.00am following judging on Monday 6 July 2026, councillors were delighted that the competition was going ahead for a second year and Cllr Harbord had already created a poster for councillors to take and display.

- Cllr Harbord to provide an update on the Artswork Project – the Shooting Club have agreed in principle for their building to be used for a mural created by students from Ormiston Academy. The theme is supporting biodiversity and Cllr Harbord showed councillors the draft design. Preparation work is still to be done, but the timescale for the project is to be completed following the Easter holidays break. Cllr Harbord will obtain a design to be shown at the Annual Parish Assembly.

**1691 Agenda item 9 - Aldingbourne Community Sports Centre**

The notes of a meeting held between the parish council and the ACSC 23.03.26 were noted. Jonathan Leahy, Chair of the ACSC also advised that a Aldingbourne Together festival would be taking place on Saturday 4.07.26 and details would follow. A decision will be made later if the parish council would like/is able to participate.

**1692 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 there was nothing new that had not already been circulated and this mostly referred to the Local Government Review on devolution. Cllr Lawrence will find out about the consultation process and if parish councils will be asked to participate.
- c) To receive a report from the PCSO – a report had been circulated that evening that covered the following points:-

05/03 – Series of breaks to cars in Baggerley Close. Unlocked cars targeted.

17/03 – Damage to garage door of unoccupied house – Meadow Way.

25/03 – Damage to number of sheds in allotments – Ivy Lane.

“There were several shoplifting offences reported over the month from the Co-op. One of the main offenders has been identified, and as well as criminal proceedings, this female will also be served with a Community Protection Warning (CPW) which is the first stage of a series of orders which, if not complied with, will ultimately lead to an enforceable Criminal Behaviour Order which has the power of arrest when breached. Should this initial CPW be breached, all reports to Sussex Police will be used as evidence to go to the next level, therefore all ASB needs to be reported to meet the next threshold, and for action to be taken. The CPW will also include anti-social behaviour restrictions for the female, so this covers behaviour within the village as well as locational restrictions.

Please report any addresses where e-bikes frequent as we are building intelligence around the use of these, and the addresses they visit. This has resulted in one seizure, but I am aware there a few more, so keep the intelligence coming in.”

If you are aware of anyone who may have fallen victim to any scam, or if you would like to speak with me in confidence, please contact me on [caroline.wilson@sussex.police.uk](mailto:caroline.wilson@sussex.police.uk)

**1693 Agenda item 11 - To receive reports from the following Working Groups/Societies/Clubs/External Bodies**

- a) Arun District Association of Local Councils (ADALC) – next meeting 12.05.26, the Clerk will provide the parish councils apologies as this is also the same date as a planning committee meeting.
- b) APC/ACSC Development Working Party – it was noted that the next meeting is 11.06.26.
- c) West Sussex Association of Local Councils (WSALC) – nothing new to report.
- d) Media & Communication Working Party
  - i. Social media – the social media reports February and March 26 were noted.
  - ii. Newsletter articles – the next newsletter will be 31.05.26, any articles to be sent to Cllr's Jarman and Harbord, but will include information on the Annual Parish Assembly, the Aldingbourne in Bloom competition, an update on what is happening at the BEW, how to report anti-social behaviour, and an article on the local railway line. The newsletter report was noted.
  - iii. The notes of the working party meeting 09.03.26 were noted.

**1694 Agenda item 12 – Correspondence/Consultations**

**The following correspondence was noted.**

- WSALC Highways , transport, and planning newsletter – circulated 05.03.26 and put on our website and social media platforms.
- WSCC extreme weather alert – circulated 05.03.26 and put on our website and social media platforms.
- WSCC Residents eNewsletters – Waste prevention circulated 19.03.26 and put on our website and social media platforms.
- WSCC notification of removal of temporary structure at Sack Lane – circulated 23.03.26 and out on our website and social media platforms.
- WSCC Community Risk Management Plan 2026-2030 – circulated 23.03.26 and put on our website and social media platforms.
- WSCC Residents' eNewsletter – circulated 26.03.26 and put on our website and social media platforms.
- Andrew Griffith MP – Working for you in Westminster – March and April 26 – circulated 03.03.26 and 30.03.26.
- Arun Newsletters February and March 26 – circulated 02.03.26 and 30.03.26 and put on our website and social media platforms.
- ADC New Monitoring Officer details – circulated 26.03.26.
- ADC Update on Local Government Reorganisation – circulated 26.03.26 and put on our website and social media platforms.
- ADC news release – ADC agrees 2026/2027 budget – circulated 26.02.26.
- ADC Cleansing Contract – New Services update – circulated 09.03.26 and put on our website and social media platforms.
- Transport for the Southeast Strategic Investment Plan – circulated 22.03.26.
- SDNPA March News – circulated 19.03.26.
- CT Sussex – Subsidised transport to the Wave Littlehampton – circulated 26.03.26 and put on our website and social media platforms.
- WSALC Clerks Networking Day Presentations – circulated 24.03.26.
- WSALC Newsletter – Spring 26 – circulated 09.03.26.
- RRT Great British Clean Newsletter – circulated 23.03.26.

- Bradshaw Lodge Business Breakfast Meeting invite for 24.04.26 – circulated 24.03.26, councillors to advise if interested in attending – councillors unable to attend.
- Bognor Regis Foodbank – thank you e-mail received for the grant that the parish council approved, along with an invitation to visit if councillors are interested in their work – circulated 23.03.26.

**1695 Agenda item 13 – Finance & Personnel**

- a. Payments – the payments list for March 26 was approved and signed by the Chair Cllr Sue Foott.
- b. It was noted that the Chair will sign the management accounts for March 2026.
- c. To approve new playground equipment as per recommendations from the Street Scene Committee – details of quote attached. Cllr Harbord provided an update on new equipment that was being considered at the playground, a new slide for the embankment, a seesaw, and a rocker with a back for inclusivity. The cost is £22,538.78 (following a discount of £3,3977.80 being applied). Proposed Cllr Harbord, seconded Cllr Ramshaw and approved by all Councillors in attendance that the new equipment should be ordered. Cllr Harbord will inform Playdale Playgrounds and hopefully the installation will take place at the end of May 2026.

As this is the same contractor as the existing playground including the refurbishment in 2022, it was agreed in this instance, to suspend the Financial Regulations in having to provide three quotes. The parish council agreed that it wanted all the equipment from the same source, so everything was inspected at the same time, and the warranties were all with the same contractor.

**1696 Agenda item 14 - Policies & Council Documents**

Nothing to note.

**1697 Agenda item 15 - any other business for information for the next agenda**

Nothing requested.

**1698 Agenda item 16 - Exempt Business**

Nothing to report.

**1699 Agenda item 17 - To note the next Full Council meeting will be on Tuesday 5 May 2026**

The meeting closed at 7.40 pm.

SIGNED .....

Chair

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 5 MAY 2026**