



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 3 September 2026, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

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

Clerk to Parish Council – Miss Marie Singleton

206 Agenda item 1 - Apologies for absence

Cllr Tom Blaylock (personal).

207 Agenda item 2 - Declarations of Interest

Nothing to declare.

208 Agenda item 3 - Public Participation

None in attendance.

209 Agenda item 4 - Approval of minutes of previous Street Scene meeting 4 June 2026

The minutes of the Street Scene Committee meeting dated 4 June 2026 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Harbord, seconded Cllr Rickard. Cllr Harbord signed the minutes.

210. Agenda item 5 – matters arising from the previous meeting 4 June 2026

Nothing new to report that is not on the agenda.

211. Agenda time 6 - Project Updates

- Planting – It was agreed that planting will take place on Sunday 15.11.26 at 10.00 am, Cllr Ramshaw agreed to buy the bulbs and a cost of £100 was approved, it was also decided following a discussion on allotment fencing (see agenda item 9 below) that moving the Heras fencing at the allotments could take place on the same date. Any volunteers to meet at Cllr Harbord's home.
- Aldingbourne in Bloom – it was suggested by the Clerk a possibility of moving this competition to every other year the next one to be in 2028, to tie in with other events that the parish council were involved in, but it was agreed a final decision will be made at the March 27 meeting.

- Parish Noticeboards – it was noted that a couple of seals may need to be looked at, and the Clerk will ask Cllr Blaylock to have a look and action if possible.
- Bus Shelters – an e-mail had been received from a resident regarding the bus stop outside Lidsey Park Caravan Park - circulated 18.08.26, Cllr Rickard had spoken with the resident and had a look at the site and agreed for safety a better hard standing and possible bench (it is not a big enough area for a bus shelter) with a RTI could be installed. As this is the responsibility of WSCC Highways it was agreed to revisit the letter previously sent regarding bus routes to Gary Jannaway and David Crockford and to also ask Steve Hill as part of the bus shelter working group which has a meeting in September to also support. Cllr Rickard will provide a draft letter for the Clerk to send to WSCC and Cllr Rickard will also contact Adam Edwards at Compass to discuss.
- Speed Indicator Displays (SID's) – Cllr Rickard had provided data analysis which was noted.
- To agree picnic tables and seating benches following approval of this project by ACSC, Smart Exteriors advised 20.08.26 and have responded to say they will provide a date in the next couple of weeks which is likely to be in October 2026 for work to start on the area behind the Barnham Trojan shed. Cllr Harbord will have a look at sourcing two benches and two picnic tables and the Clerk advised she would send a copy of the invoice from Marmax for details. A cost of £2,500 was agreed by all councillors and funding will come from CIL. Planting the area will be agreed once the area has been constructed.

212. Agenda item 7 – Limmer Pond

All work on pollarding the trees has now taken place. The area will need to be mowed, and the Clerk advised she will contact West Sussex Mowing for a quote, Cllr Ramshaw agreed to attend with the contractor to provide details of what is required.

It has also previously been agreed to provide a hardstanding area and bench at the pond, Cllr Harbord will source the bench, and the Clerk will contact Smart Exteriors for a quote, again Cllr Ramshaw agreed to attend with the contractor to look at a suitable site. Cost is likely to be £1k and this was approved by all councillors.

Interpretation Board has also been previously agreed, A1 size was deemed to be sufficient and the idea is to have pictures and text highlighting the history of the pond, Cllr Ramshaw will see if there is a contact she can approach from the Canal Society, and Cllr Harbord will research the history. The Clerk will forward to councillors the information that has been previously provided on the pond's history.

213. Agenda item 8 – Tote Copse

Deed of release regarding boundary responsibilities. The matter regarding the correct land registry details has now been sorted and is in the hands of HMLR for approval, this can take up to 12-18 months, and once this is in place the Deed of Release can be finalised. Smart Exterior will be reminded about their quarterly clearance.

214 Agenda item 9 – Allotments

- It was noted that the plot 10 holder had still not paid or responded to any e-mails or messages left by the Clerk. It appears that the plot is not being tended to, and it was therefore agreed to send a formal letter and give the plot holder notice that the parish council will be taking back the plot in line with the conditions in the lease.

- Cllr Stapley-Jones advised that it appears there are several plots not being kept in line with leases, and the Clerk advised she would forward the site plan so plot holders could be identified and a letter sent as necessary.
- Following on from some damage and encroachment into the allotments it was agreed to investigate the need for new fencing. Cllr Stapley-Jones had approached several contractors but only one has responded with a quote (the contractor who installed the original fencing) and this is for £11,014.43 (excluding VAT). It was agreed that this was not the best use of public funds and the cost could not be justified. If further incidents occur, then this can be re-visited. There is Heras fencing at the allotments not being used and it was agreed this could be moved to where there are gaps in the fencing as an interim measure and see how things go. This will be done on the same day as the bulb planning on Sunday 15.11.26.

215. Agenda item 10 – Playground

- It was noted that repairs to Jungle Climber were discussed at Full Council meeting 01.09.26 and approval was given to the repairs on health and safety grounds and under the Clerk's delegated powers.
- It was noted that an e-mail had been sent to Fosters Landscape 20.08.26 regarding the basketball equipment asking if they can do a site visit, they have responded to say it should be done in the next couple of weeks.

216 Agenda item 11 – Footpaths & Litter

- To note response received from ADC on missing bin numbers 11.06.26 – Cllr Rickard will check to see if these have been actioned.
- The next litter picking event was agreed for Saturday 17.10.26 at 10.00 am at the ACSC. Cllr Harbord will once again approach RRT to provide refreshments and to ask for volunteers to help. It was discussed that a donation should be made annually for £250 as they are a charitable organisation. The Clerk will book the ACSC.

217 Agenda item 13 – Grounds maintenance throughout the parish

West Sussex Mowing have been asked to include the removal of brambles and cutting back of hedgerow at the playground to be included in their maintenance contract and will be approached to undertake the grass cutting at Limmer pond.

218 Agenda item 14 - Correspondence

E-mail received from Gary Jannaway at WSCC 06.08.26 regarding a Highways Rangers pilot project asking parish councils for details of areas and locations to be identified for the highways team to undertake a maintenance programme, this was also on Full Council agenda 01.09.26.

A list will be compiled including:-

Graffiti on bins and signs.

Gully and dead tree clearance.

Hook Lane signs to be cleaned or replaced.

Clearance of the debris in Limmer Pond.

Cleaning of the Village Gateway signs.

Clearance of the overgrown bus shelter by the school.

Clearance of vegetation on footpath 299 and others as required.

Cllr Harbord agreed to compile a list, with specific details, photos and locations using what3words. The Clerk will then send to WSCC for consideration.

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

Nothing to note.

220 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.

221. Agenda item 17 – To note the date of the next meeting 3 December 2026, apologies already received from Cllr Ramshaw.

The meeting closed at 8.40pm.

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 3 DECEMBER 2026.