

ALDINGBOURNE PARISH COUNCIL

Clerk Mrs Joanne Brown ACIS
Red House, 100 Middleton Road
Middleton on Sea PO22 6DL
Tel 01243 582667

NOTICE OF MEETING AND AGENDA

Your attendance is requested at the Meeting of the Parish Council to be held in the Community Centre, Olivers Meadow commencing at 7.00 p.m. on Tuesday 6th February 2018 .

A G E N D A

1. Apologies for absence.
2. Other items for discussion (not on Agenda but considered by the Chairman to be of an urgent nature)
3. Declarations under the Code of Conduct – *Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest.*
4. Public Session – The public may address the Council on any matter relevant to the business of the Council.
5. Confirmation of Minutes (*Copies available at www.aldingbourne.arun.gov.uk*)
 - i) Planning Committee meeting held on – 9th January 2018
 - ii) Council Meeting held on – 9th January 2018
6. Reports from County and District Councillors.
7. Community Litter Pick/ Spring Clean 3rd/4th March 2018
8. Quotes for installation of Noticeboards – to approve
9. Oak tree – Play area – to note Arboriculturalists report and action
10. Wings Nursery AL/115/17/OUT – To note further detailed objection
11. AL/8/16/OUT – Further Planning appeal – to note comments and approve Counsels advice
12. BEW Cluster – To note meeting on 8/2/28 cancelled and agree further meetings
13. Consultation on the Main Modifications to the Arun Local Plan (2011-2031 – Consultation period Friday 12 January until 5pm on Friday 23 February.
14. Business Plan 2018 - to approve attached report
15. Mowing 2018 – to approve quote attached
16. Reports and Recommendations from Working Parties:

- i) Footpaths Working Group –
 - ii) Communication/Newsletter Working Group-
 - iii) Village signs Working Group
 - iv) Allotments Working Group
 - v) ACSC Development Working Group
17. .Correspondence received for action or comment including items circulated for information only. (Items of correspondence must be received by the Clerk for inclusion at least 1 week before the meeting).- None
18. Finance –
- i) Approval of accounts for payment as listed below;

Payee	Detail	£
Mrs J Brown	Clerks salary	815.00
ACSC	Room hire	23.00
CBA Trees	Report on oak tree	300.00
Process matters	Web site	120.00
MH Kennedy	Litter	77.10
TOTAL		1,335.10

Mrs. J. Brown, Clerk 31st January 2018

Reminder

Affordable housing for local people – invitation to local meeting
**20TH FEBRUARY 2018 7.pm AT THE METHODIST CHURCH
 HALL, WESTERGATE - ALL WELCOME**



M. H. KENNEDY & SON Ltd.
Agricultural and Horticultural Contractors

PENDEAN

WESTERGATE STREET,

WESTERGATE,
CHICHESTER,
WEST SUSSEX. PO20 3QX
TEL: 01243 543530
MOB: 07831 440886
MOB: 07785 935604
Email: info@mhkennedy.co.uk

24th January 2018

Quotation

Dear Mrs Brown,

Re:- Grass Maintenance at Aldingbourne Children's Play Area - 2018 Season

I have pleasure in quoting for the Grass maintenance at the Children's Play Area and Litter picking for the 2018 season.

Grass - Children's Play Area £79.00 per cut,

Litter picking £66.00 per month

Prices shown are excluding VAT.

We trust this is to your satisfaction.

Yours sincerely,

Mick Kennedy

ALDINGBOURNE PARISH COUNCIL BUSINESS PLAN DELIVERY 2018-19

1. Purpose of Report

To advise the Parish Council of the key elements of its proposed draft work programme / business Plan for 2018 -2019 with outline budgets.

2. Background

a) Community Land Trust

A meeting has been arranged for the 20th of February in the Methodist Hall to discuss the development of a Community Land Trust within the Parish. Whilst the Parish Council can promote the idea, the question of its development is something that the community must decide on and take forward. The Parish Council can provide some initial assistance but the trust must ultimately be legally independent.

Action in Rural Sussex have been asked to speak at the meeting to introduce the concept of the Community Land Trust and we have asked them, if there is sufficient interest, to outline the next few steps after the meeting to provide the group with some momentum and support.

Cllr Kahn has provisionally offered to assist and might be appointed the PC representative on this group.

Refreshments will be provided and the clerk will make a note of those persons interested in developing/contributing further.

It is proposed that Parish Council will provisionally set aside £2,500K to support the development of the CLT in 2018/19.

b) Aldingbourne Community Sports Centre

Discussion of the future development of ACSC and the possibility of constructing a New Centre based around the need for additional community capacity have been raised between the Parish Council and The Trustees of ACSC. The parish Council and the Trustees need to consider how best to take forward this initiative were money to be available through section 106 agreements linked to housing developments that are proposed within the Parish.

Cllr Chown, who was the Parish Council representative to ACSC, has left the Council and ACSC, which means the Council needs to consider a new representative.

In order to enable the Parish Council and Trustees to move forward together on this initiative, the Chairman proposes that Jonathan Leahy, the current Chair of the ACSC Trustees, be asked to act as the Parish Council's representative. Jonathan has ably Chaired ACSC and is respected by all parties and it is felt that this joint role would help the Trustees and Parish Council work more closely on this key community initiative.

However, for this initiative to work it needs to be supported by a project officer or someone to assist in moving the idea of building a new centre forward, (eg organise a planning meeting with Trustees, and the public, coordinating action with an architect etc) to work with Jonathan. The project officer is seen here as a very part time role but one that will potentially run on for a number of years to provide continuity. (NB At the point of any building work, a different role would be likely to be required, that of a professional project manager, given the scale / cost of the build).

Overall progress would continue be coordinated by the joint PC/ACSC working group which Cllr Kathy Turner already chairs and again would be supported by the project officer. In

this way we can progress the project in a way that empowers the trustees, keeps the PC in the loop but keeps the Council focused on the bigger picture.

It is proposed that we establish a provisional budget of £5,000 to move this project forward in 2018/19.

d) Planning

Planning is potentially one of the most significant elements of our future work, but we cannot plan the scale of work with any certainty. However, we need to ensure that the Planning Committee has the capacity to respond effectively to future Planning Applications and have access to professional advice to ensure that it can effectively represent the interests of the community.

It is proposed that the Planning Committee is provided with a provisional budget of £10,000 to ensure that it can access professional advice and assistance in 2018/19.

e) Parish Council Website

Arun District Council will cease to offer a website platform in the summer of 2018. The Clerk has sought competitive quotes for a replacement web site which should focus on community engagement. Up to £5k may be needed for set up.

3. Parish Working Groups

a) Parish News / Newsletter

The Council needs to share community information and news as well as advise the community about the work the Parish Council is undertaking on their behalf. The more effectively the Council communicates a sense of moving forward on key projects the more likely it is to attract people as volunteers to become involved in community initiatives and to become future councillors.

It is proposed that we appoint a coordinator and editor on a paid basis pulling things in order to assist the Council in providing regular Parish News via a Newsletter, the Parochial News Letter and the Website. A provisional budget of £5,000 is proposed for both co-ordinator and printing of newsletter for 2018/19.

The co-ordinator will work with Cllrs Turner and Harbord and other volunteers to provide 2 newsletters a year, additional content will be added to the Parochial Parish News under a Parish Council heading and the group will make additional use of the website.

b) Allotments

This year we can conclude the refurbishment of the Allotments with the installation of a storage container and completing the fencing of the site. The project is in hand but £2,500 needs to be set aside to complete the project.

c) Village signage

Village signage is part of a wider and longer term project to improve the public space within the parish and its villages. If we are to move this forward, then the work of individual councillors will need to be supported so that once the design of village signs can be agreed a project officer / manager will be required to take forward the practical implementation. A budget will need to be allocated at a future date when timescales and costs are more clearly understood.

d) Appointment of new Clerk

The Clerk has indicated that she wishes to retire on 32/3/2019. To organise a smooth transition the Clerk will organise a Job Description, Job specification, along with terms and conditions and a timescale for advertising and recruitment, training and handover.

This work will be passed to the Governance Committee for approval with the objective of advertising the post in October 2018. There will be additional staffing costs for handover.

e) Data Protection

New arrangements will come into force in May 2018. The Council will need to change its current working practices to comply. It will need a lap top and mobile phone. Consultancy advice will be available from SSALC and Process Matters but a sum of up to £4k may be needed.

4. Recommendations;

- 1. Community Land Trust. That the Parish Council approves an outline budget of £2,500 to support the development of a Community Land Trust.**

- 2. Aldingbourne Community Sports Centre. That the Parish Council approves the appointment of Mr Jonathan Leahy as the Parish Councils representative on the ACSC.**

- 3. The Parish Council approves a provisional budget of £5,000 to support the initial work of pulling together ideas / plans to meet new community needs at ACSC.**

- 4. Planning Committee. That the Parish Council approves the provisional sum of £10,000 as the 2018-19 Planning Committee Budget.**

- 5. Parish Council Web Site. That the Parish Council approves an outline budget of £5,000 to support the development of a Parish Council Web Site.**

- 6. Allotments. That the Parish Council approves an outline budget of £5,000 to conclude the refurbishment / development of the allotments.**

- 7. Parish Signage That the Parish Council approves the principle of using a coordinator / project officer on a paid basis to progress Parish Signage once a provisional design is agreed.**

- 8. Parish News / News Letter. The Parish Council approves the provisional sum of £5,000 to progress the development of the Parish New / News Letter and approves the use of a coordinator and editor on a paid basis.**

- 9. Appointment of new Parish Clerk. The parish Council requests the Clerk to prepare Job Description, Job specification for consideration by the Governance Committee and approves a provisional budget of £2,500 to cover advertising and recruitment.**

- 10. That the Parish Council request the Clerk to implement the above recommendations.**

Report by Chairman February 2018

ALDINGBOURNE PARISH COUNCIL
SPECIFICATION FOR REPLACEMENT NOTICEBOARDS

1. 1X NEW DOUBLE NOTICEBOARD TO BE PLACED AT WOODGATE CROSSING - TO REPLACE EXISTING
2. 1 X DOUBLE NOTICEBOARD AT END OF IVY LANE WESTERGATE - TO REPLACE SINGLE NOTICEBOARD
3. SINGLE WALL MOUNTED NOTICEBOARD ON FRONT OF ALDINGBOURNE COMMUNITY SPORTS CENTRE, OLIVERS MEADOW WESTERGATE
4. 1X SINGLE NOTICEBOARD AT END OF DUKES ROAD FONTWELL TO REPLACE EXISTING
5. 1X SINGLE NOTICEBOARD AT END OF FOOTPATH - LAMORNA GDNS WESTERGATE - TO REPLACE EXISTING
6. 1X SINGLE NOTICEBOARD AT NORTON TBA - NEW NOTICEBOARD -NO EXISTING IN PLACE

THE EXISTING DOUBLE NOTICEBOARD FROM WOODGATE TO BE DELIVERED TO VICE CHAIR MRS KATHY TURNER (FOR ALLOTMENT SITE)

THE EXISTING WALL MOUNTED NOTICEBOARD TO BE LEFT AT ACSC TO DONATE TO USER GROUPS

ALL KIT IS CURRENTLY IN STORAGE AT Mr M KENNEDY, PENDEAN, WESTERGATE STREET, PO 20 3QX- CONTACT ON 01243 543530 OR 07831440886

SITES TO BE LEFT TIDY AND KEYS RETURNED TO MRS TURNER AT 49 IVY LANE WESTERGATE CONTACT 07931260360

FOR SITE VISIT PLEASE CONTACT COUNCILLOR TOM BLAYLOCK ON 01243 542480

PLEASE RETURN YOUR QUOTE TO THE CLERK BY NO LATER THAN 1ST FEBRUARY 2018

Mrs J Brown Clerk
01243 582667
100 MIDDLETON ROAD
MIDDLETON ON SEA
PO22 6DL

Dear Resident,

Affordable housing for local people – invitation to local meeting

Arun's Local Plan proposes significant housing for the District including a large scale strategic development between Westergate, Eastergate and Barnham.

Arun's Local Plan and Aldingbourne's Neighbourhood Development Plan propose around 30% affordable housing being built as part of any new housing development. The Parish Council believes that affordable housing i.e. housing for rent, or share equity housing (i.e. owning up to 49% of the house) should be available in the first instance for local families, or those working for local businesses, and managed locally.

To achieve this local control the Parish Council is promoting the idea of creating a Community Land Trust which would hold the housing stock on behalf of the local community and prioritise access for local people.

Community Land Trusts are charitable trusts with a local membership. The Parish Council cannot manage such a trust, so it would need to be established as a separate legal entity.

The Parish Council will hold an open meeting on **Tuesday 20th February in the Methodist Hall in Westergate at 7pm** in order to provide more information about local housing and Community Land Trusts and find out the level of support among local people and local businesses for this idea.

The meeting is open to all residents including those in Eastergate and Barnham as it is equally applicable to the three Parishes and it is important we work together for local benefit. This is your opportunity to find out more about this important community initiative, especially if you are in need of housing locally or know someone who is.

Whilst the Parish Councils remain opposed to large scale housing development because of the lack of infrastructure and the environmental impact it is inevitable that some additional housing will come forward. Whatever housing development finally impacts on the Parish, the Parish Council intends to ensure that there are clear benefits to the local community.

Yours Sincerely

Martin Beaton
Chairman
Aldingbourne Parish Council