

ALDINGBOURNE PARISH COUNCIL

Clerk Mrs Joanne Brown ACIS
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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 5th February 2019

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 – 15th January 2019
 - ii) Council Meeting held on – 4th December 2018
6. Reports from County and District Councillors.
7. Wings Nursery site – Update on NP review and current status of Wings site – report attached for decision
8. Play equipment – Update on progress
9. Community Land Trust Steering Group – **Open Meeting 11th February 2019 8pm Eastergate Village Hall** and update
10. ACSC – update on Fire Risk Assessment and Fire alarm
11. S106 Strategic Allocation Submission- Update
12. Reports and Recommendations from Working Parties:
 - i) Footpaths Working Group
 - ii) Newsletter Working Group- Update on Communication strategy see attached report
 - iii) Allotments Working Group
 - iv) Village Signs Working Group
 - v) ACSC Development Working Group –

**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).

- vi) AVHC – Appointment of Trustee – Cllr Turner
- vii) A29 WSCC Consultation

13. Finance

- i) Approval of accounts for payment since last meeting

Mrs J Brown	Clerks Salary	834.34
Wordsmith and Paper	Feasibility study	130.00

- ii) Approval of quote for grasscutting 2019/20

- iii) Approval of accounts for payment as listed below

Payee	Detail	£
MH Kennedy	Mowing and litter	174.00
Viking	Minute book and diary	18.07
Mrs J Brown	Clerks salary and expenses	827.04
Moore Stephens	External audit fee	450.00
WSCC	Pension transfer fee	900.00
Process Matters	Web site	120.00
Viking	It consumables	28.09
TOTAL		2517.20

Mrs. J. Brown, Clerk, 30th January 2019

Decision paper regarding Wings site and NP Review

Martin Beaton Chairman APC January 2019

Members will note the position is that APC has objected to applications on this site for reasons of consistency with the current NP policies. The latest application for the site was refused.

The owners are considering their position regarding an Appeal. MB, Kt and the Clerk met with NC at ADC and ADC have indicated they may not object subject to the emerging NP update and their position regarding a 5 year HLS.

The Council also supports the creation of the ABE CLT and the provision of affordable housing for local need delivered by the CLT.

So the Parish Council has 2 options;

1. Do nothing and wait.
2. Be proactive and start talking to the developers

We will know by the next PC meeting if Wings will appeal to preserve their position, in which case Arun/Planning Inspectorate will write to us as Neil Crowther has indicated below;

“If you were to submit an appeal, we would ask the Parish Council to confirm their position and consider that and what our case might or might not be at that time”.

So we will be forced to comment one way or the other on the current application on which we have had little input re design / affordable housing / 106 etc. In such circumstances I would propose that our stated position would be amended slightly from our original objection as follows:

'APC can re-confirm that, this is a site which we are including in our future Neighbourhood Development Plan review and that, subject to the developers discussing their detailed proposals including design, affordable housing for local people and section 106 in advance of a new application with the Parish Council, and that there is a clear local public benefit, the council would support the principle of the proposed development'.

I think that this means that we invite Wings to an informal meeting along with the CLT and NDP Teams to allow input into the design / sec 106 / affordable housing and push for a package that we think we might collectively support. This has been put in motion this week on the basis that the Council is permitted to be pre disposed to a development as opposed to pre determining its position which is contrary to the Code of Conduct.

Then invite Wings to put their proposals to the PC at a public meeting to establish public support and opposition. That would then put the PC in a proactive but transparent position, with the developers being incentivised to agree a deliverable package and invest in public benefit rather than legal fees.

This would of course mean that the council may predetermine its position in advance of the application, but this is inevitable if we are seeking to get the best deal. It is legal to be predisposed and the Council can demonstrate it is trying to get the best deal for the community and not just more market housing.

I ask the Council to consider which option it favours at its meeting on 5th February 2019.

Communication and Newsletter WG - February 2019

Brief for improving communication strategy

The WG met with Hannah Wales of Fandango Digital who are based in Chichester. Hannah Wales background is in digital marketing and she lives in Woodgate. She is an active member of the community and has had an initial briefing meeting with the Chairman before meeting the WG to discuss requirements

<https://www.fandangodigital.co.uk/>

The group agreed to ask Hannah to prepare some costs for the Council to consider as follows;

- **Advice on a brand for the Council - logo designs and suggestions for font colour etc also for web site letterheads and newsletter to ensure continuity**
- **Web site - improvements to design, brand, ability to use polls, news feed electronic newsletter**
- **Social media, management of and training and costs if you manage this for the Council**
- **Newsletter - content design and costs of printing a newsletter "in between" the 2 samples discussed**
- **An engagement strategy for those "hard to reach" in the community i.e. rising 18's which may include social media**

The costs will be available for the Council to consider at the meeting.

JB Feb 2019

ARUN DISTRICT COUNCIL
DISTRICT & TOWN/PARISH ELECTIONS – 2 MAY 2019

[Shaded boxes are part of the statutory timetable]

Date	Note/Deadline	Electoral Event
Tuesday 26 February 2019		Candidate and Election Agent Briefing ✓ Start time – 4pm for Trevor Leggo (ADALC) Presentation (for Parish Clerks only) ✓ Venue – Council Chamber, Arun Civic Centre, Littlehampton ✓ Start time – 6pm for ADC Presentation ✓ Venue – Council Chamber, Arun Civic Centre
Wednesday 27 February 2019		Candidate and Election Agent Briefing ✓ Start time – 4pm ✓ Venue – Bognor Regis Library, London Road ✓ Start time – 6pm ✓ Venue – Council Chamber, Bognor Regis Town Hall
Monday 18 March 2019	<i>Extended nomination period within Arun</i>	Publication of Notice of Election
Tuesday 19 March 2019	Nominations must be delivered by hand within normal office hours	1 st date to deliver nomination papers to the Returning Officer at Arun District Council
Monday 18 March – Wednesday 3 April 2019		Poll Card hand delivery
Wednesday 3 April 2019	<i>Not later than 4pm</i>	Deadline for the delivery of nomination papers to the Returning Officer at Arun District Council
	<i>Not later than 4pm</i>	Deadline for withdrawals of nomination
	<i>Not later than 4pm</i>	Deadline for Appointment of Election Agents Publication of Notice of Election Agents
		Publication of 1 st interim Notice of Alteration to Register of Electors
Thursday 4 April 2019	<i>Not later than 4pm</i>	Publication of Statement of Persons Nominated In an uncontested election, Returning Officer to: Declare elected the person remaining validly nominated Give public notice of the name of the person elected
Friday 12 April 2019	- 12	Deadline for registration applications to vote in the election
Monday 15 April 2019	<i>Not later than 5pm</i> - 11	Deadline for requests for new postal votes or to change or cancel an existing postal vote or proxy appointment
Tuesday 16 April 2019		Post out of postal vote packs – 1 st issue
Tuesday 16 April 2019	<i>Publish between -18 and -6 days</i>	Publication of 2 nd interim Notice of Alteration to Register of Electors
Thursday 18 April 2019		Post out of postal vote packs – 2 nd issue
Friday 19 April – Monday 22 April 2019		Easter bank holiday weekend
Tuesday	2.30pm	Postal vote opening starts (1)

23 April 2019		
Wednesday 24 April 2019	- 6	Publication of Notice of Poll and Notice of Polling Stations
	<i>Not later than 5pm</i> - 6	Deadline for new applications to vote by proxy (except for emergencies)
Wednesday 24 April 2019	2.30pm	Postal vote opening (2)
Thursday 25 April 2019	2.30pm	Postal vote opening (3)
Thursday 25 April 2019	- 5	Publication of final Notice of Alteration of Register for late applications
	- 5	Deadline for appointment of Counting and Polling Agents
Friday 26 April 2019	2.30pm	Postal vote opening (4)
Friday 26 April 2019	- 4	First day to issue replacement postal ballot papers where lost
Monday 29 April 2019	2.30pm	Postal vote opening (6)
Tuesday 30 April 2019	2.30pm	Postal vote opening (7)
Wednesday 1 May 2019	2.30pm	Postal vote opening (8)
Thursday 2 May 2019	<i>Hrs of Poll -7am to 10pm</i> <i>Not later than 5pm</i> <i>Not later than 5pm</i> <i>Not later than 9pm</i>	POLLING DAY Deadline for new applications to vote by proxy on grounds of emergency Deadline to issue replacement postal ballot papers where lost or spoilt Deadline to make alterations to the Register due to clerical error
Thursday 2 May 2019	11.00am 9.00pm – final session	Postal vote opening (9), Civic Centre Postal Vote Opening (Final) (10), Arun Leisure Centre
Friday 3 May 2019	9am start	VERIFICATION AND COUNT <ul style="list-style-type: none"> • Verification and count for all ballot boxes at Arun Leisure Centre
Monday 6 May 2019		Bank holiday Monday
Tuesday 7 May 2019		Existing councillors retire from office and new councillors take up office as District/Parish Councillor
Monday 27 May 2019		Bank holiday Monday
Thursday 30 May 2019	28 calendar days after polling day	Town/Parish - Deadline for Returns of Election Expenses to Returning Officer of Arun District Council
Friday 7 June 2019	35 calendar days after result declared	District - Deadline for Returns of Election Expenses to Returning Officer of Arun District Council
Thursday 1 August 2019	Within 3 months beginning with the date of poll	Last day to send postal vote identifier rejection notices

ADALC Report 18th December 2018, held at BRTC Chamber.

Arun District Association of Local Councils
Notes of the meeting of December 19th, 2018
Bognor Regis Town Hall

Present

Aldingbourne Parish Council Michael Warden (MW)
Aldwick Parish Council Lilian Richardson, Alan Smith (LR, AS)
Bersted Parish Council Brian Knight (for Jonathan Spencer), Gill Yates (BK, GY)
Bognor Regis Town Council Tony Gardiner (TG)
Clymping Parish Council - Henry Burrell (HB)
Ford Parish Council Trevor Ford, Dawn Smith (TF, DS)

In attendance

Mike Beal – Vice Chair WSALC, Selsey Town Council (MB)

Apologies

Angmering Parish Council John Oldfield
East Preston Parish Council Steve Toney
Kingston Parish Council Val Knight

NB Note mis-numbering of items on agenda

1. Appointment of Chairman and Minute-taker for the meeting

LR agreed to take notes for the meeting.

TG agreed to take the Chair for the meeting.

2. Apologies

As shown.

3.

4. Notes of meeting of 19th September and Matters Arising

Agreed.

Matters Arising dealt with elsewhere on the agenda.

5. Treasurer's Report

GY reported that she was making headway with the accounts but had so far been unable to meet with the previous Treasurer. A meeting was imminent, but in the mean-time, an appointment with the bank was necessary to update the address of the secretary and to provide another signatory in order to operate the bank account effectively. **Trevor Ford volunteered to become the new signatory along with Gill Yates and the existing signatory Michael Warden. This proposal was put to the meeting, seconded and unanimously agreed.**

GY also reported that two bank statements were missing and had been presumably sent to the former secretary as addresses had not yet been changed. However, funds stand at £225, with a cheque of £91.25 (from WSALC) to be paid in. In future, bank statements will be brought to meetings to be verified.

It was agreed that any honorariums would be discussed at the next meeting.

6. Appointment of: -

a) Chairman 2018/19

In order to provide some continuity TG offered to continue to Chair until the end of the year when his domiciliary circumstances will change. This was agreed.

b) Secretary 2018/19

It was agreed that a note taker will be appointed at each future meeting and that TG will arrange for the circulation of the notes.

7. ADALC - Direction of the Association

Two responses had been received following the circulation of the notes of September: - Kingston PC favoured reconstituting the Association with a more strategic approach being adopted, and Walberton PC favoured a "hibernation" option, i.e. only calling a meeting when a need was identified.

Two meaningful dates were identified as May 2nd - elections, and June 2019 -AGM. As the elections could feasibly change the membership of ADALC, further discussion with those present identified a consensus for an option that supported a task and finish group to take responsibility for identifying potential common issues, organising meetings arising out of these and identifying a venue. The positions of Chair and note taker would continue to be allocated on an ad hoc basis. The group was agreed as being MW, LR, DS and Jonathan Spencer (Bersted Parish Council).

It was suggested that a meeting could be called in March if necessary, with a possible date of 13th. Further, information had been received by some parishes/towns of a meeting with all parishes/towns being arranged by Arun District Council to take place in June. This was seen as an important meeting and would require all towns/parishes to attend if any meaningful

dialogue was to be achieved. It was also envisaged that this meeting could be a precursor to a more formal reconstituting of the Association.

8. WSALC - Report of last Meeting

MG reported on the last meeting. Of note, the Health and Well Being Project had received national recognition and examples of how Selsey was using the findings to support the town were given.

9. Members' Questions and Comments

There were none.

10. Date and Place of Next Meeting

Suggested date to be diarised - 13th March 2019.

As you can see from the meeting notes there were only six Parishes that attended the latest meeting, although the numbers of attendee's was ten, which is allowable under the Constitution.

Item 7 although summarised in the notes as a short piece was discussed in at great length and the decision was to form a Task and Finish group to try to determine the direction ADALC should take and how it should operate to become a more effective unit within the District, before any definitive motion to disband the Association. I believe if ADALC could entice all Parish's within the District to become active members then it would be better equipped to assist and support each other, especially in the light of the outcome of the Local Plan.

At the March meeting and the report to be compiled by the T & F Group the outcome will be decided as to the future of the Association. Obviously the District and Parish Elections in May, could have some bearing on the way forward for the Association or it's demise.

Originator: Cllr Michael Warden.

Date: 23rd January 2018.