



ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. PO21 4JF
Tel and FAX: 01243 263330 E-mail: office@aldwickparishcouncil.gov.uk
Chairman: Cllr Guy Purser Clerk: Heather Knight

Dear Sir/Madam,

You are duly summoned to an Ordinary Meeting (482) of Aldwick Parish Council that will be held on **Tuesday 21st April 2026 at 7.00pm** at the Parish Council Offices, and all members of the Council are hereby summoned to attend.

H.V. Knight

Heather Knight (Mrs)
Clerk to the Parish council

Dated: 14th April 2026

Attention is drawn to the requirement for all Councillors to make a declaration of prejudicial or other interest that they may have in relation to items on this agenda. They are reminded to make a declaration at any stage through the meeting if they have not done so beforehand and, if necessary, leave the meeting as required by the Local Government Act 2000.

Members of the public may speak at the discretion of the Chairman. Contributions are normally limited to no more than three minutes.

AGENDA

1. Apologies for Absence.
2. Declarations of Interest and any changes to Registers of Interest.
3. To approve as a correct record the minutes of the Council Meeting held on 24th March 2026 (attached). To receive Clerk's Report and Actions (for information only).
4. Any such matters as the Chairman may wish to bring to the attention of the Council (for information only).
5. **Adjournment for public speaking:** To receive representations from members of the public relating to items on the agenda.
6. **To receive reports from the District Councillors and County Councillors representing Aldwick.**
7. **Committee meetings:** To Receive and Consider Minutes, Reports and Recommendations of Committees (other than any specific items on this Agenda) as follows:
 - 7.1 To receive minutes of the Planning Committee meeting held on 7th April 2026 (attached).
8. **Amenities**
 - 8.1 Grounds Maintenance Contract
 - a) 2026-27 Contract: Verbal briefing by Clerk.
 - b) Grounds Maintenance Contract 2025-26: To note and ratify settlement of final invoices for outgoing Grounds Maintenance contract.
 - 8.2 Youth Activities
 - a) Summer Skateboard Sessions: To consider provision of free to user skateboard coaching sessions during the school summer break, at cost of £226.00 per 2hr session (exc.VAT), to be funded from budget 4415 and potential Safer Communities Partnership grant application.
 - b) Summer Play Scheme: To note arrangements made to date for South Coast Sports provision of summer activities, as agreed at March meeting;
To consider whether the Council wishes to purchase any other youth activities identified in the report to March meeting, from available budget.
 - 8.3 Allotments

To receive Notes from informal 'Meet & Greet' evening with plot holders held 30th March 2026 – Cllr Huntley to report; To consider requests from plot holders and items arising from the meeting:

 - a) Approval for biannual meeting with plot holders in spring and autumn, and consideration of any costs to council;

- b) Consideration of skip provision – to be a future agenda item, with costs;
- c) Approval for communal composting area to be established, built by plot holders;
- d) Approval for tree mulching service to be established (no cost to council);
- e) Approval for purchase of water tap two-way hose connector between plots 4 and 6 – approximate cost range £10 to £50.00 (inc. VAT);
- f) Approval of costs for painting/weatherproofing of two sheds, approximate cost up to £100.00 (inc. VAT).

8.4 Tree Planting Scheme

To approve order for 10 trees from the WSCC tree donation scheme for Aldwick locations, as budgeted for at £257 per tree (no VAT), funded from Open Spaces & Improvements budget 4410 – Cllr Gotheridge to report

9. Finance

9.1 To receive bank reconciliations for Cashbooks 1, 2, 3, 4 and 5 to month end 31st March 2026 (to follow); and to agree bank reconciliations with bank statements, and that these be duly signed;

9.2 To receive Income & Expenditure summary report for 31st March 2026 (to follow);

9.3 To receive Earmarked Reserves report to month end 31st March 2026 (to follow);

9.4 To note receipt of precept 1st instalment, £67,674.50.

10. New Bus Shelters, Route 600: To note County Council invitation to Route 600 Bus Shelter Working Group investigating new bus shelter locations; To consider whether the council wishes to participate (attached).

11. Councillor Vacancies: To note formal Public Notice advertising recent casual vacancy; To consider ways of encouraging applications for co-option to fill any casual vacancies.

12. Councillor Training: To consider any attendance at Planning/NPPF Changes training sessions, delivered by Steve Tilbury Planning Consultant (attached). To consider any other training opportunities for Members.

13. Annual Parish Assembly: To approve final agenda and Chairman's Report (attached).

14. Representatives to External Bodies: To receive brief reports of Council representation at external meetings.

15. Correspondence: To note any correspondence the Clerk wishes to bring to Members' attention.

16. Payments: To approve List of Payments for authorisation (to be circulated).

17. Date and time of next Council Meeting: Annual Council Meeting, Tuesday 19th May 2026 at 7pm, immediately following the Annual Parish Assembly.

Members of the press and public should be aware that being present at a meeting of the Council will be deemed as the person having consented to being recorded (photograph, film or audio recording) at the meeting or video conference by any person present.



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Tel: 01243 263330 E-mail: office@aldwickparishcouncil.gov.uk

Chairman: Cllr Guy Purser Clerk: Heather Knight

Minutes of the **MEETING (481) OF THE PARISH COUNCIL**
Held on **Tuesday 24th March 2026 at 7.00pm** in the Council Chamber

Present: Cllrs Purser (Chair), Bence, Buckley, Huntley, Patel, Rufey, Thas and West

In attendance: H Knight (Clerk)

The meeting opened at 7.00pm.

The Chairman welcomed all, and explained the fire/emergency evacuation procedure in the event of the alarm sounding.

200. Apologies for absence

Apologies were received, and absence and reasons approved, from Cllrs: Pinnelli (work commitment), and Gotheridge (personal reason).

201. Declarations of Interest

No declarations were made.

202 Minutes of the Council Meetings of 17th February 2026

It was **RESOLVED** to approve that the minutes of the ordinary Council Meeting held on 17th February 2026 were a correct record, and that the Chair sign them.

Clerk's Report and Actions

Lt Prior Rededication Service: The Naval Veterans Association of the RNA were arranging an annual rededication service, but moving it from the December anniversary to take place each year in May instead. This year's 15 minute service was scheduled for Saturday 30th May at 11.30am at Dark Lane beach, and they have invited the Chair, if available, to participate again on behalf of the Parish Council. The Chair confirmed he was available to give the closing words.

Xmas tree 2026: The Clerk was investigating contractors able to survey the tree site to ascertain viability and costs of installing permanent recessed hooks.

Aldwick Duck Pond and surrounds: Following an enquiry, the Clerk had been advised by Aldwick Preservation Society that a neighbouring landowner had installed temporary fencing on their land boundary for safety reasons prior to commencing imminent building work: A public seat on the private land was being moved into the public part of the land.

Staff Professional Development & Training: The Clerk briefly updated the Council on her attendance at the mandatory training and preparatory sessions for the CiLCA qualification, and that she had commenced the Unit 1 modules.

Premises and Assets:

A longstanding ceiling water leak on the ground floor entrance lobby and 1st floor landing, previously only occurring during heavy rain/wind storms, had become more persistent over the past few weeks, with a slow drip continuing during dry periods. It was proving difficult to ascertain the root cause. The Clerk was seeking quotes and advice from roofing contractors and also investigating plumbing advice in case the loft space cold water tank was the issue. Further report and any remedial costs would be brought to council as soon as possible.

Min. 192, Community Bathing Water Group: The stakeholder meeting will take place on 31st March as planned; Cllrs Purser and Rufey were attending with the Clerk, any other Members wishing to attend should let the Clerk know as soon as possible.

203. Any such matters as the Chairman may wish to bring to attention

The Chair reported that he had received Cllr Basford's written resignation. There was potentially a further resignation but this had not been confirmed in writing as yet.

The Chair had, as suggested during the March meeting, opened informal dialogue with Arun DC regarding any potential for community asset transfer of the sports pavilion at Avisford Park. Officers had confirmed that Arun DC is looking to monetise its assets and another party had already registered interest in this asset. Arun DC would, however, note that the Parish Council might wish to register an expression of interest. This will be subject to proper consideration by the Parish Council regarding how the pavilion would be used and how such a project might be funded.

204. Public Session

There were no public present.

205. To receive reports from the District Councillors and County Councillors representing Aldwick

D.Cllr Purser briefly reported on resident enquiries he had been dealing with, such as surface water drainage issues and traffic/parking problems in Barrack Lane.: An email had been circulated today by the Clerk detailing WSCC plans for an uncontrolled crossing in Barrack Lane.

C.Cllr Bence reported on county matters: The Government's decision regarding LGR for West Sussex was anticipated imminently. The pre-election period of sensitivity, ahead of county council elections on 7th May, would begin on 30th March; He is pressing for urgent road surfacing of Grosvenor Gardens;

206. Committee Meetings

The Minutes, reports and recommendations of committee meetings were received and noted, as detailed below:

206.1 Planning Committee

The Minutes of the Planning Committee Meeting held on 3rd March 2026 were received and noted.

207. Amenities**207.1 Grounds Maintenance Contract**

Members noted that the Clerk had confirmed the formal appointment of Westons Group Ltd commencing 1st April 2026, and was liaising with the administrative manager regarding logistics.

207.2 Outgoing grounds maintenance contract 2025-26

Members discussed some outstanding contracted works that the exiting contractor had unfortunately not completed. Having followed up for several months by the Clerk, it had now been established that these would not be fulfilled. It was **RESOLVED** by Members that a reduction on the February invoice (already received) and final invoice would be sought from the contractor, inviting them to submit reasonably adjusted invoicing. It was further **RESOLVED** that delegated authority be given to the Clerk, in liaison with the Chair, to agree on an acceptable settlement with the contractor.

207.3 Youth Activities/Play Scheme 2026/27 – Skateboard Coaching, Avisford Park

Members noted final arrangements for free skateboard coaching sessions, from 7th-10th April 2026, twice daily.

207.4 Youth Activities/Play Scheme 2026/27 – Freedom Leisure, West Meads

The Clerk reported that Freedom Leisure would be providing free to user children's sports activities in Aldwick on 28th May (half term), as part of several Arun DC funded active play sessions. The intention had been to use West Park but the organiser had agreed to the Clerk's suggestion of moving this to Queens Field West, at West Meads, from 10am-12 noon. The Clerk had received confirmation that the Parish Council was still on Freedom Leisure's waiting list for purchased summer activities. It seemed improbable that any slots would become available though.

207.5 Youth Activities/Play Scheme 2026/27 – Summer Activities

Cllr Thas spoke about her written report, circulated. As agreed previously, she had researched some options, service providers and costs, and had also contacted the local infant school and junior school

regarding interest in a talent show. A talent show was not likely to be viable for the schools this year but there was potential interest from the infant school for 2027-28. It was therefore **AGREED** to reconsider this during the 2027-28 budget discussions in early autumn, when the infant school would give this further thought. A community event, not restricted to school entries, may be possible, if enough Members got involved in organising. A working group would most likely be needed to co-ordinate arrangements.

Members discussed the service providers and options covered in the report. The Clerk confirmed that there were sufficient funds in earmarked reserves and budget allocation to cover provision for several weeks of the summer school break, and probably skateboard coaching sessions in addition.

It was **RESOLVED** to appoint South Coast Sports to provide 8 days of 4 hour sessions, twice weekly, at the base rate of £580 (ex VAT) daily (covering two senior coaches and one senior sports coach) over 4 weeks of the summer school break, total cost £4,860.00 (ex VAT). This would ideally be on Mondays and Fridays at Avisford Park and either West Park or Queens Field West, from late July through the first three weeks of August. The Clerk would make the provisional booking and liaise with South Coast Sports regarding logistics, such as managing age ranges and numbers, undertake due diligence checks, produce an event management plan and apply for the required event licence from Arun District Council.

207.6 Allotments – tap repair

The Clerk reported that the burst tap had been repaired and lagged, kindly undertaken by a competent plot holder at no cost to the council.

207.7 Allotments – Meet and greet evening

It was **RESOLVED** to ratify arrangements made by Cllr Huntley and the Assistant Clerk for an informal 'meet and greet' evening for all plot holders on Monday 30th March 2026. Light refreshments would be available. There were no costs to the council. Notes and any items requiring council decision will be reported back to Council. Cllr Huntley hoped to arrange this informal social annually or biannually to facilitate communications between the council and plot holders.

208. Finance:

208.1 Financial Reports, Cashbook reconciliations

Members received cashbook reconciliations for cashbooks 1, 2, 3, 4 and 5 to month ending 28th February 2026, and confirmed that these agreed to bank statements. It was **AGREED** that Cllrs Huntley and West (non bank signatory) would sign these. The Clerk reported that following recent revaluation exercises by the Government and Arun DC, the Parish Council premises continued to qualify for zero business rates.

208.2 Income & Expenditure report

Members received and considered the Income and Expenditure report compared to budget to month ending 28th February 2026.

208.3 Earmarked Reserves (EMRs)

Members received and noted the Earmarked Reserves report to month ending 28th February 2026. Noting the Clerk's written report and recommendations, and following consideration of unspent budget codes, it was **RESOLVED** to transfer the following unspent balances from 2025-26 budget to Earmarked Reserves:

4080 Councillor Briefing Sessions, £270 or remaining unspent to EMR 323 Councillor training
 4100 Elections & Polls, £1,000 or remaining unspent to EMR 322 Elections
 4115 Legal Services, £1,000 or remaining unspent to EMR 322 Elections
 4150 Grants/S137, £1,320 or remaining unspent to EMR 327 Open Spaces & Improvements
 4410 Open Public Spaces Imps., £1,580 or remaining unspent to EMR 327 Open Spaces & Improvements
 4415 Youth Activities, £3,709 or remaining unspent to EMR 328 Youth Activities
 4430 Public Toilet Repair Costs £2,000 or remaining unspent to EMR 330 Public Toilets Repairs

Any remaining unspent balances would return to general reserves at year end.

209. Insurance Annual Renewal

Members noted the annual renewal premium of £3,353.03, including IPT and admin fee, for the third year of the Long Term Agreement for cover with Hiscox Insurance via Gallagher from 1st April 2026. It was **RESOLVED** to approve the renewal.

210. Cyber Security Insurance

Members noted the annual premium of £369.20, including IPT and admin fee, for cyber security insurance renewal with Coalition Risk Solutions Ltd, via Gallagher, from 1st April 2026. It was **RESOLVED** to approve the renewal (invoice awaited).

211. Honours Board

The Clerk asked Members to consider whether they wished to have the honours board of council chairmen updated, which had not been carried out for several years. It was **RESOLVED** to approve updating the board with the names and years of office for the missing dates and years past and present. Three quotations for the self-adhesive letters/numbers were considered. It was **RESOLVED** to accept the quotation from Signet Signs, at the cost of £66.50 + VAT, to be funded from budget code 4070 Chairman Allowance.

212. Public Toilets Contribution

The Clerk sought Members' approval for payment of the budgeted annual contribution to Arun DC towards operational costs of the public toilets at Avisford Park and Queens Field, West Meads. It was **RESOLVED** to approve the financial contribution towards these, as invoiced, at £8,000.00 (ex VAT).

213. Annual Parish Meeting

The Clerk sought confirmation from Members that the Council would facilitate the annual parish assembly for residents, as usual, to be called by the Chairman, and scheduled for 5th May prior to the Planning Committee meeting. During discussion, it transpired that the Chair and several members were not available for 5th May, however, Members did wish to host the meeting. It was **RESOLVED** to move the date of the Annual Parish Assembly to 19th May, at 6.30pm, immediately prior to the Annual Council Meeting. No specific topics were proposed and the Clerk would look into potential speakers about the Greenprint project or County Records Office.

214. Councillor Training

It was **RESOLVED** to approve attendance and costs for the Chair, Cllr Guy Purser, to attend the NALC Annual Conference on 24th June 2026, at the cost of £85.00 (ex VAT), to be funded from Cllr Briefing Sessions budget code 4080, plus £86.20 rail travel costs.

It was **RESOLVED** to approve registration and costs of Cllrs West and Pinnelli on online new councillor training by WSALC (no cost) or by Mulberry (£45.00 + VAT), funded from budget code 4080 Cllr Briefing Sessions.

215. Traffic Regulation Order (TRO) – Marine Drive West and Silverston Avenue

Members noted receipt of the public petition that had taken place with some 30 signatures supporting the implementation of parking restrictions to control the increasing numbers of motorhomes, campervans or caravans in these roads. The Council wished to also address issues of some campers pouring wastewater into drains/gullies, which impacted bathing water quality. Members considered the draft TRO form prepared by the Clerk.

It was **AGREED** that the application should be reworded as an urgent Temporary TRO (TTRO) for follow up as a Community Highways Scheme request: It was confirmed that the submission should remain on the TRO version. It was **AGREED** that the Clerk seek written support from Arun DC, which had indicated support for resolution of bathing water quality issues. Members agreed the final wording of the submission for 365 day parking restrictions for all vehicles at Marine Drive West, and for prohibition of motorhomes, campervans and caravans parking at any time in Silverston Avenue.

It was **RESOLVED** to submit the amended application before 30th March 2026 to meet WSCC timeframes for consideration within the current year.

216. Arun Flood Forum

Arun DC had notified details of the next meeting in April and invited questions the council may wish to submit. None were raised.

217. Policies for review and adoption

Members considered and reviewed the circulated policies, following which it was **RESOLVED** to adopt the following :-

- Vexatious Complaints Policy
- Health & Safety Policy

218. Representatives to External Bodies

There were no reports made.

219. Correspondence

The Clerk highlighted some items of note in correspondence, as follows:

WSCC

- Email 24.03.26 from Senior Engineer: Small scale pedestrian improvements – Barrack Lane, Aldwick (forwarded to Cllrs)
- Email 23.03.26 from Senior Engineer: Upcoming WSCC Bus Stop Improvement Programme (BSIP) (forwarded to Cllrs)
- Email 24.03.26 from Causeway One.network – roadworks and traffic restrictions alert, Aldwick (forwarded to Cllrs)
- WSFR Email 23.03.26 from Chief Fire Officer Gary Ball: launch of new Community Risk Management Plan 2026-2030

ADC

- Email 06.03.26 from Community Safety Manager: Fraud prevention leaflet and details for circulation (forwarded to Cllrs)
- Email 06.03.26 from Group Head, Environment & Climate Change: Update on cleansing contract new services (food waste collections)
- Email 19.02.26 from Senior Planning Officer: East Preston PC Neighbourhood Plan Review, Reg 16 Consultation 19 Feb-2nd April
- Email 26.02.26 from Comms team: Pres Release ADC 2026-27 budget

WSALC

- Newsletter Spring 2026

WSCC ward member

- Email from Cllr Sarah Sharp in response to Cllr Gotheridge's enquiries about roadworks affecting B2166 (copied to Cllrs)

Residents

- Email 23.03.26 concerned about number of motorhomes/camper vans parked in West Meads car park and asking if there are any restrictions on this (Clerk to respond)

Publications

- Clerks & Councils Direct March 2026, issue 164

220. Date and time of next Council Meeting

Tuesday 21st April 2026, at 7.00pm

The meeting closed at 9.17pm.

CHAIRMAN

DATED



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Tel: 01243 263330 E-mail: office@aldwickparishcouncil.gov.uk
Chair: Cllr Guy Purser Clerk: Heather Knight Ass. Clerk: Alison Colban

Minutes of the **PLANNING COMMITTEE MEETING OF THE PARISH COUNCIL**
Held on **7th April 2026 at 7.00 pm** in the Aldwick Parish Council Chamber.

Those present: Cllr J Rufey (Chair), M Buckley, F Huntley, G Purser, D Thas & M Warden

In attendance: Ms A Colban (Assistant Clerk)

The meeting opened at 7.00pm.

79. Apologies for Absence

There were no apologies.

80. Declarations of Interest – There were no declarations made.

81. Approval of Minutes

It was **RESOLVED** to approve that the Minutes of the meeting held on the 3rd March 2026 were a correct record and that the Committee Chair signed them. Cllr Purser proposed & Cllr Thas seconded, and all agreed.

82. Any such matters as the Chairman may wish to bring to the attention of the Committee for information only. None

83. Correspondence - None

84. Adjournment for Public questions – None

85. Planning Application BR/21/26/BL – 54 Richmond Avenue Bognor Regis PO21 2YF. It was resolved to object to the application on the grounds of over-intensification, as the proposal is not in keeping with the character of the locality. Insufficient on-site parking would result in unsustainable parking demand and potential highway safety issues, with additional concerns regarding inadequate access for emergency service vehicles.

86. Planning Applications

The Committee, having considered the planning applications, **RESOLVED** that its representations be forwarded to Arun District Council, attached to these Minutes as Appendix 1.

87. Date and time of next Planning Committee Meeting

5th May 2026.

The meeting closed at 7.22 pm.

.....
CHAIRMAN

.....
DATED

Appendix 1

Planning Applications considered at the meeting held 7th April 2026, and Parish Council's recommendations to Arun District Council

AW/28/26/T – 9 Willowhale Avenue Aldwick PO21 4AU

Crown reduction to 1 No. Macrocarpa (T1) to leave a South-Westerly spread of 6m, crown thinning by 30%. **No Objection**

AW/29/26/CLE 45 Cr5aigweil Lane Aldwick PO21 4AN

Lawful development certificate for the existing conversion of the rear section of the integral garage to form a utility room. **No Objection**

AW/30/26/HH – 3 Inglewood Drive Aldwick PO21 4JX

Proposed ground floor rear extension. **No Objection**

AW/31/26/HH – Bayswater 50 Kingsway Aldwick PO21 4DN

Side facing first floor extension. (This application may affect the character and appearance of the Craigweil House, Aldwick Conservation Area). **No Objection**

AW/37/26/T – 211 Aldwick Road Aldwick PO21 3QG

Crown reduction to 1 No. Ash Tree (T1) to leave a height of 8m and spread of 8m. **No Objection**

AW/38/26/T – 1 West Drive Aldwick PO21 4LZ

Crown lift to 1 No. Red Oak Tree to 5m from ground level, crown reduction to leave a height of 15m and spread of 8-10m. Removal of 1 lowest Southerly branch, 2 lowest Northerly branches, and limbs overhanging neighbour's driveway. **No Objection**

AW/39/26/HH – 5 Cheveley Gardens Aldwick PO21 4NF

Single storey garden room with skylight and amend and recover existing garage roof & fit new skylight. **No Objection**

AW/40/26/T – 45 The Drive Aldwick PO21 4DS

Fell 1 No. Yew Dome (T3) and Leylandi Hedge (G1). **No Objection**

AW/41/26/T – 25 Wychwood Close Aldwick PO21 4DW

Fell 1 No. English Oak (T3), fell 1 No. Silver Birch, fell 7 No. Sycamore Trees (G7). As Councillors were unable to determine the application and agreed to refer this matter to Arun Arboriculturist for consideration and a decision.

AW/42/26/PL – Rowland Rank Centre Aldwick Road Aldwick PO21 3QQ

Refurbishment of the existing community facility and a new single storey extension along the length of the existing courtyard space to provide specialist rooms with 16 No solar panels on roof. This application is in CIL Zone 4 (Zero Rated) as other development. The Councillors were pleased to see that the Centre had been taken over and being renovated. **No Objection**

AW/46/26/T – 21 The Fairway Aldwick PO21 4ES

Fell 1 No. Crab Apple (T1). Councillors did not agree with the proposed felling and agreed to refer the matter to Arun Arboriculturist for a decision.

AW/47/26/CLP – 31 St Richards Way Aldwick PO21 3BB

Lawful development certificate for a proposed first floor side dormer. **No Objection**

AW/50/26/T – 2 Heghbrok Way Aldwick PO21 2RF

Crown reduction to 1 No. Oak (T1) to leave a height of 7m and spread of 5m. **No Objection**

FL-21/4/26 8a)
Feedback & evaluation.

Clerk (Aldwick Parish Council)

From: Dale Lay <Dalesouthcoastskateclub@outlook.com>
Sent: 13 April 2026 17:36
To: Clerk (Aldwick Parish Council)
Subject: Feedback

Clerk spoke with local attending adults/careers who are very supportive & enthusiastic about these sessions.

Hi Heather,

It was great coming along to Aldwick again to run some sessions we really enjoyed it, here is some feedback, numbers and pictures for you to use.

Tuesday 10.30 session

4 girls
3 boys
1 adult skated

Tuesday 2pm session

5 girls
2 boys
2 woman skated

Wednesday 10.30 session

8 girls
4 boys

Wednesday 2pm session

4 girls
12 boys

Thursday 10.30 session

11 girls
14 boys

Thursday 2pm session

6 girls
1 boy
1 adult (nearly 80!!)

Friday 10.30 session

10 girls
9 boys

Friday 2pm session

8 girls
9 boys

"To the Council Members,

I am writing to express my strong support for the recent skate lessons held at avisford park and to

urge the council to ensure continued funding for this program.

My children recently participated in these sessions, and the impact has been fantastic. They thoroughly enjoyed the experience, but more importantly, the quality of instruction was exceptional. The coaches were incredibly professional, patient, and created a truly inclusive environment where children of all abilities felt welcome and encouraged.

Programs like this provide vital physical activity and community engagement for our youth. Seeing how much the kids loved it and how well the teachers managed the group, it is clear that this is a highly worthwhile investment for our local area.

I hope the council will prioritize funding to keep these lessons running so that more children can benefit from this excellent initiative "

Thanks

Dale

Clerk (Aldwick Parish Council)

From: Dale Lay <Dalesouthcoastskateclub@outlook.com>
Sent: 15 April 2026 09:10
To: Clerk (Aldwick Parish Council)
Subject: Re: Feedback
Attachments: 20260407_111504 (1) (1).jpg; 20260407_115935 (1) (1).jpg; 20260407_121653 (1) (1).jpg; 20260407_141229 (1) (1).jpg

Hi Heather,

I would say that at least 50% of attendees came from the Aldwick area, as many mentioned that they are very local.

I can message the person that shared the note to the council to see if they are happy to have their contact details passed onto you.

I've added some pictures, hopefully they come through this time.

I have these dates free at the moment-

July 24th, 31st
August 7th, 14th, 21st and 28th

12 sessions @ £226 each
= £2,712.00 (no VAT)
+ potential 50% grant
from Community Safety
Partnership Grant Fund

I may also be able to do extra dates if I can get other staff to cover for me running other projects

From: Clerk (Aldwick Parish Council) <clerk@aldwickparishcouncil.gov.uk>
Sent: 13 April 2026 18:15
To: Dale Lay <Dalesouthcoastskateclub@outlook.com>
Subject: RE: Feedback

Hi Dale

Thank you for that, great to get the feedback and some data – there were no pictures though, did you mean to attach some? It all seemed to go well and be popular both from your stats and what we saw there when passing, thank you very much to you and the team.

Do you know how many of the participants are Aldwick, or nearby area residents? Of course we recognise that some people will travel from another area, or happen to be visiting, or have to come here if they haven't got skatepark near them, but it might be useful to know where people come from for the sessions.

Is it possible to have the actual email or letter you received with that note "To Council Members", ideally with their contact details please? As it seems to be addressed to the council that shouldn't be a problem but you might prefer to check with them about passing on personal details.

I'm about to ask council about plans for summer activities.

Would you let me know what availability you have for last week July through August? I think council will probably want to book at least one day per week (of 2 sessions am and pm) so we're looking at 5 or 6 weeks, and possibly would consider a second day per week, depending on your availability and costs. Ideally could you get back to me before Wednesday?

4 hour day for 2 x Senior Coaches and 1 Senior Sports Leader it would be:

£65.00 per hour per Coach x 2 Coaches = £520.00 per day

£15.00 per hour for Senior Sports Leader = £60.00 per day

Total cost: £580.00 per day

- There would be no VAT as this would run through their Community Interest Company arm
- No charge for travel costs or equipment costs
- Potential days for summer holidays would be on Mondays and Fridays. No sessions from 24th August.

So only 6 weeks (1 July, 3 August) in August. = £4680.00

Questions:

- * - What is the age group we are looking to provide the sessions for?
- Shall we limit the age banding per session or facilitate all children?

Froggle Parties – Michael

** For ADP mtg.*

- All staff DBS checked – can provide with copies.
- Public liability insurance up to £5,000,000 and can provide with a copy of the insurance.
- Each themed session for 1 hr is £215. So 4 x 1 hr sessions would be £860.
- Each game and dancing session for 1 hr is £205. So 4 x 1 hr sessions would be £820.
- Each entertainer/ magician session for 1 hr is £205. So 4 x 1 hr sessions would be £820.
- Can cater for up to 55 children however minimum of 4 other adults (parents/ carers) must be present.

*Outdoor or in hall?
Tables for number
or just
bring up
the same
tables*

Total for 12 sessions would be: £2500. This price is for up to 35 kids per session. *+ discount = £205*

- For 36-45 kids per session you'd be looking at £15 more per session. So £180 extra if all 12 sessions had 36-45 kids. So a total of £2680. *+ discount = £2300*
- * For 46 -55 kids you'd be looking at £25 extra per session. So £300 extra if all 12 sessions had 46-55 kids. So a total of £2800. *+ discount = £2450*

Discounts: if booking all 12 sessions together, spread over a 6 week period, there will be a discount of £450.

VAT?

2 x sessions = 11 x 205 = £2260 for 6 weeks = 12 x 11 = £2460

*1440
2500
7140
camb? the
budget and
11 x 205 = 2260*

9.25) Additional
discussion paper
from Mr. Thak

Option A

Pathway coaching. Football.

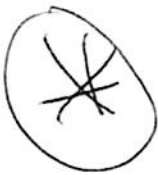
Separate session for girls and boys or a separate session for 2 different age groups.

South Coast Sports

Football

Basketball

SEND sessions



The Creation Station

Art & craft sessions outside

Sessions at the APC premises for children with SEND

Modelling with clay (need to find a provider)

Fitjoy

Dance session – pop music dance

DreamTeam

Ballroom and Latin classes

Froggle Parties. Plenty of choices:

- Entertainers & magicians
- Magic show
- Games and dancing, etc.

Nick Clark Children's Magician & Entertainer

Entertaining show for children

JC Sports Dodgeball Club

Clerk (Aldwick Parish Council)

From: Darren Wilkinson <Darren.Wilkinson@westsussex.gov.uk>
Sent: 19 March 2026 14:10
To: Richard Gotheridge
Cc: Clerk (Aldwick Parish Council)
Subject: RE: New tree locations in Aldwick, 2026/27 season.
Attachments: Aldwick tree planting 26-27.pdf

Good afternoon Richard,

Please see the attached document with this years tree planting sites for Aldwick. I recommend visiting the sites in Princess Avenue and Aldwick street to ensure the local residents are happy to have trees outside their property. We have had issues previously of residents removing newly planted trees within a few weeks of planting. I'm more than happy to change the location and species if needed.

The cost this year is £257.00 per tree (£2,570 total)

Please let me know if you need anymore information,

Kind regards,

Darren Wilkinson

Mr Darren Wilkinson
Arboriculturalist
Economy, Infrastructure and Environment
Highways and Transport
West Sussex County Council
Drayton Depot, Drayton Lane, Chichester, PO20 2AJ

Darren.Wilkinson@westsussex.gov.uk

Report a problem with a road or pavement or raise a highways related enquiry Follow us at @WSHighways

-----Original Message-----

From: Richard Gotheridge <richard.gotheridge@aldwickparishcouncil.gov.uk>
Sent: 16 March 2026 19:12
To: Darren Wilkinson <Darren.Wilkinson@westsussex.gov.uk>
Cc: Clerk (Aldwick Parish Council) <clerk@aldwickparishcouncil.gov.uk>
Subject: Re: New tree locations in Aldwick, 2026/27 season.

****EXTERNAL****

Darren
That's perfect. Thank you.
Richard G

> On 16 Mar 2026, at 07:34, Darren Wilkinson <Darren.Wilkinson@westsussex.gov.uk> wrote:
>

> Good morning Richard,
>
> My apologise for the delayed response I have been out of the office the last few weeks on routine inspections. With all going well I hope to visit the sites on Thursday and raise the necessary jobs / costing.
>
> Kind regards,
>
> Darren Wilkinson
>
> Mr Darren Wilkinson
> Arboriculturalist
> Economy, Infrastructure and Environment Highways and Transport West
> Sussex County Council Drayton Depot, Drayton Lane, Chichester, PO20
> 2AJ
>
> Darren.Wilkinson@westsussex.gov.uk
>
> Report a problem with a road or pavement or raise a highways related
> enquiry Follow us at @WSHighways
>
>
>
> -----Original Message-----
> From: Richard Gotheridge
> <richard.gotheridge@aldwickparishcouncil.gov.uk>
> Sent: 03 March 2026 20:23
> To: Darren Wilkinson <Darren.Wilkinson@westsussex.gov.uk>; Clerk
> (Aldwick Parish Council) <clerk@aldwickparishcouncil.gov.uk>; Guy
> Purser <Guy.Purser@aldwickparishcouncil.gov.uk>
> Subject: New tree locations in Aldwick, 2026/27 season.
>
>
> **EXTERNAL**
>
>
> Darren
> I've been reviewing sites for max. 10 trees to propose to Aldwick Parish Council for planting in the 2026/27 winter planting season.
> Would it be possible for you to review and confirm species and costs for the following proposed ten trees, please? If possible I can then get this to Council in a few weeks time.
> Proposed locations for ten trees:
> 1. Four trees in the eastern verges of Princess Avenue. Lots of grass verges with space and no evidence of damage from parking. No trees currently, so would work well to start to tree-line this street.
> 2. One tree, Aldwick Road south side between Silverston Avenue and Nyewood Lane. Next to the bench by the bus stop. No parking on the verge possible, due to the bench. Will continue the tree line along Aldwick Road and provide shade for bench users in years to come.
> 3. One tree, Craigwell Lane south side, grass verge opposite numbers 22 or 24 Craigwell Lane. Will continue the new tree line further east along Craigwell Lane.
> 4. Four trees, western side only of West Meads Drive. Two at the south end of West Meads Drive, nearer to the Martletts pub. Two at the northern end, near the junction with Chalcroft Lane. To support the creation of this road as a tree lined entrance to Aldwick and join up with the existing tree line at Aldwick Road.
> Many thanks
> Cllr Richard Gotheridge
> ~~XXXXXXXXXXXX~~
>
>

Contract : Lot 1: Arboriculture (1V06)		Contractor: Volker Highways				
Job Number : 50066388	Job Start Date : 00/00/0000	Contract Area : West Sussex Trees				
Site : ALDWICK ROAD, BOGNOR REGIS, WEST SUSSEX		Area : ALDWICK				
Seq No.: 1,010,014.00	Asset Id :	Location : Outside 123				
Priority : TR: 05 High 3 Months		Asset Type : Acer campestre 'Streetwise'				
Price Factor : Tree Contract Base Rates		Action Officer : Darren Wilkinson (ARB)[BW]				
Follow Up : 19/03/2027		Classification : Main Shopping Areas				
Description : TREE PLANTING (ARB - Tree Planting)		Work location : Outside 123				
Customer : WSCC						
Item	SOR Reference	Item Description	Dimensions	Quantity UOM	Unit Rate	Value
1	TRPLNT01	Tree Planting Verge Width	1.00 l	1 M	.0000	0.00
2	TRPLNT02	Tree Planting Grass Surface		1 ITEM	.0000	0.00
Job Total:						0.00

19/03/2026

Priced Job Sheet

Page 1 of 1

Contract : Lot 1: Arboriculture (1V06)	Contractor: Volker Highways
Job Number : 50066391 Job Start Date : 00/00/0000	Contract Area : West Sussex Trees
Site : CRAIGWEIL LANE, ALDWICK, WEST SUSSEX	Area : ALDWICK
Seq No.: 1,010,016.00 Asset Id :	Location : Opposite 24
Priority : TR: 05 High 3 Months	Asset Type : Sorbus aria Lutescens
Price Factor : Tree Contract Base Rates	Action Officer : Darren Wilkinson (ARB)[BW]
Follow Up : 19/03/2027	Classification : Main Shopping Areas
Description : TREE PLANTING (ARB - Tree Planting)	Work location : Opposite 24 appears to be depression in ground where possible old tree was. Please plant roughly in this
Customer : WSCC	

Item	SOR Reference	Item Description	Dimensions	Quantity	UOM	Unit Rate	Value
1	TRPLNT01	Tree Planting Verge Width	1.00 l	1	M	.0000	0.00
2	TRPLNT02	Tree Planting Grass Surface		1	ITEM	.0000	0.00
Job Total:							0.00

Contract : Lot 1: Arboriculture (1V06)		Contractor: Volker Highways	
Job Number : 50066384	Job Start Date : 00/00/0000	Contract Area : West Sussex Trees	
Site : PRINCESS AVENUE, ALDWICK, WEST SUSSEX		Area : ALDWICK	
Seq No.: 1,010,003.00	Asset Id :	Location : Outisde Queens Court	
Priority : TR: 05 High 3 Months		Asset Type : Pyrus calleryana 'Chanticleer'	
Price Factor : Tree Contract Base Rates		Action Officer : Darren Wilkinson (ARB)[BW]	
Follow Up : 19/03/2027		Classification : Main Shopping Areas	
Description : TREE PLANTING (ARB - Tree Planting)		Work location : Outside Queens Court	
Customer : WSCC			

Item	SOR Reference	Item Description	Dimensions	Quantity	UOM	Unit Rate	Value
1	TRPLNT01	Tree Planting Verge Width	1.00 I	1	M	.0000	0.00
2	TRPLNT02	Tree Planting Grass Surface		1	ITEM	.0000	0.00
Job Total:							0.00

Job Number : 50066385		Job Start Date : 00/00/0000		Contract Area : West Sussex Trees	
Site : PRINCESS AVENUE, ALDWICK, WEST SUSSEX		Area : ALDWICK		Location : Outside Marine Park House	
Seq No.: 1,010,004.00	Asset Id :	Asset Type : Sorbus X intermedia 'Brouwers'		Action Officer : Darren Wilkinson (ARB)[BW]	
Priority : TR: 05 High 3 Months		Classification : Main Shopping Areas		Work location : Outside Marine Park House	
Price Factor : Tree Contract Base Rates		Description : TREE PLANTING (ARB - Tree Planting)			
Follow Up : 19/03/2027		Customer : WSCC			

Item	SOR Reference	Item Description	Dimensions	Quantity	UOM	Unit Rate	Value
1	TRPLNT01	Tree Planting Verge Width	1.00 I	1	M	.0000	0.00
2	TRPLNT02	Tree Planting Grass Surface		1	ITEM	.0000	0.00
Job Total:							0.00

Job Number : 50066386		Job Start Date : 00/00/0000		Contract Area : West Sussex Trees	
Site : PRINCESS AVENUE, ALDWICK, WEST SUSSEX		Area : ALDWICK		Location : Outside 12	
Seq No.: 1,010,005.00	Asset Id :	Asset Type : Pyrus calleryana 'Chanticleer'		Action Officer : Darren Wilkinson (ARB)[BW]	
Priority : TR: 05 High 3 Months		Classification : Main Shopping Areas		Work location : Outside 12	
Price Factor : Tree Contract Base Rates		Description : TREE PLANTING (ARB - Tree Planting)			
Follow Up : 19/03/2027		Customer : WSCC			

Item	SOR Reference	Item Description	Dimensions	Quantity	UOM	Unit Rate	Value
1	TRPLNT01	Tree Planting Verge Width	1.00 I	1	M	.0000	0.00
2	TRPLNT02	Tree Planting Grass Surface		1	ITEM	.0000	0.00
Job Total:							0.00

Job Number : 50066387		Job Start Date : 00/00/0000		Contract Area : West Sussex Trees	
Site : PRINCESS AVENUE, ALDWICK, WEST SUSSEX		Area : ALDWICK		Location : Outside 16	
Seq No.: 1,010,006.00	Asset Id :	Asset Type : Sorbus X intermedia 'Brouwers'		Action Officer : Darren Wilkinson (ARB)[BW]	
Priority : TR: 05 High 3 Months		Classification : Main Shopping Areas		Work location : Outside 16	
Price Factor : Tree Contract Base Rates		Description : TREE PLANTING (ARB - Tree Planting)			
Follow Up : 19/03/2027		Customer : WSCC			

Item	SOR Reference	Item Description	Dimensions	Quantity	UOM	Unit Rate	Value
1	TRPLNT01	Tree Planting Verge Width	1.00 I	1	M	.0000	0.00
2	TRPLNT02	Tree Planting Grass Surface		1	ITEM	.0000	0.00
Job Total:							0.00

Contract : Lot 1:Arboriculture (1V06) Contractor: Volker Highways

Job Number : 50066380 Job Start Date : 00/00/0000 Contract Area : West Sussex | Trees
 Site : WEST MEADS DRIVE, BOGNOR REGIS, WEST SUSSEX Area : ALDWICK
 Seq No.: 1,010,019.00 Asset Id : Location : Rear of 23
 Priority : TR: 05 High | 3 Months Asset Type : Acer campestre 'Streetwise'
 Price Factor : Tree Contract Base Rates Action Officer : Darren Wilkinson (ARB)[BW]
 Follow Up : 19/03/2027 Classification : 4b. Local Access Roads
 Description : TREE PLANTING (ARB - Tree Planting) Work location : Rear of 23

Customer : WSCC

Item	SOR Reference	Item Description	Dimensions	Quantity	UOM	Unit Rate	Value
1	TRPLNT01	Tree Planting Verge Width	1.00 I	1	M	.0000	0.00
2	TRPLNT02	Tree Planting Grass Surface		1	ITEM	.0000	0.00
Job Total:							0.00

Job Number : 50066381 Job Start Date : 00/00/0000 Contract Area : West Sussex | Trees
 Site : WEST MEADS DRIVE, BOGNOR REGIS, WEST SUSSEX Area : ALDWICK
 Seq No.: 1,010,020.00 Asset Id : Location : North of lamp column 31
 Priority : TR: 05 High | 3 Months Asset Type : Sorbus X intermedia 'Brouwers'
 Price Factor : Tree Contract Base Rates Action Officer : Darren Wilkinson (ARB)[BW]
 Follow Up : 19/03/2027 Classification : 4b. Local Access Roads
 Description : TREE PLANTING (ARB - Tree Planting) Work location : North of lamp column 31 half way between street light and current tree

Customer : WSCC

Item	SOR Reference	Item Description	Dimensions	Quantity	UOM	Unit Rate	Value
1	TRPLNT01	Tree Planting Verge Width	1.00 I	1	M	.0000	0.00
2	TRPLNT02	Tree Planting Grass Surface		1	ITEM	.0000	0.00
Job Total:							0.00

Job Number : 50066382 Job Start Date : 00/00/0000 Contract Area : West Sussex | Trees
 Site : WEST MEADS DRIVE, BOGNOR REGIS, WEST SUSSEX Area : ALDWICK
 Seq No.: 1,010,021.00 Asset Id : Location : South of lamp column 15
 Priority : TR: 05 High | 3 Months Asset Type : Crataegus laevigata PaulsScarl
 Price Factor : Tree Contract Base Rates Action Officer : Darren Wilkinson (ARB)[BW]
 Follow Up : 19/03/2027 Classification : 4b. Local Access Roads
 Description : TREE PLANTING (ARB - Tree Planting) Work location : South of lamp column 15 half way between street light and current tree

Customer : WSCC

Item	SOR Reference	Item Description	Dimensions	Quantity	UOM	Unit Rate	Value
1	TRPLNT01	Tree Planting Verge Width	1.00 I	1	M	.0000	0.00
2	TRPLNT02	Tree Planting Grass Surface		1	ITEM	.0000	0.00
Job Total:							0.00

Job Number : 50066383 Job Start Date : 00/00/0000 Contract Area : West Sussex | Trees
 Site : WEST MEADS DRIVE, BOGNOR REGIS, WEST SUSSEX Area : ALDWICK
 Seq No.: 1,010,022.00 Asset Id : Location : North of lamp column 15
 Priority : TR: 05 High | 3 Months Asset Type : Crataegus laevigata PaulsScarl
 Price Factor : Tree Contract Base Rates Action Officer : Darren Wilkinson (ARB)[BW]
 Follow Up : 19/03/2027 Classification : 4b. Local Access Roads
 Description : TREE PLANTING (ARB - Tree Planting) Work location : North of lamp column 15 half way between street light and current tree

Customer : WSCC

Item	SOR Reference	Item Description	Dimensions	Quantity	UOM	Unit Rate	Value
1	TRPLNT01	Tree Planting Verge Width	1.00 I	1	M	.0000	0.00
2	TRPLNT02	Tree Planting Grass Surface		1	ITEM	.0000	0.00
Job Total:							0.00

Clerk (Aldwick Parish Council)

From: Steve Hill <Steve.Hill@westsussex.gov.uk>
Sent: 31 March 2026 15:12
To: Town Clerk (Bognor Regis); Clerk (Aldwick Parish Council); Parish Clerk (Pagham); Parish Clerk (North Mundham); Town Clerk (Chichester City); Carol Smith
Cc: Sam Pitwell; Neves, Rebecca; Rob Vince
Subject: route 600 bus shelter working group

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Parish Clerk

We'd like to provide some additional bus shelters on the 600 bus route, using Bus Service Improvement Plan (BSIP) funding.

To ensure that the location of new shelters meets local needs, we'd like to invite you to be part of a working group of parish councils on the route. The working group will prioritise locations of new shelters on the route and talk through any other issues that local passengers may be experiencing (good as well as bad!)

New bus shelters will need to be adopted by the parish council covering the location, so please could you ask your council if they are interested in taking on any new bus shelters as parish council assets.

Although we're calling the meeting, the group will be independent, helping us to best make use of the UK govt funding for bus shelters coming through the County's Bus Service Improvement Plan.

Please feel free to bring along or nominate whoever you need to from your parish council.

As soon as I've heard back from you, I'll confirm a date – we're currently looking at Wednesday 13 May, how does that sound? Would any parish like to host the first meeting?

Note: A couple of parish councils on this route will also be involved with the route 51 working group between Chichester and Selsey. We'll make sure that the work of each group complements the other, so please don't be alarmed - there won't be an increase in workload!

Any questions, you know where I am...

Kind regards
Steve

Steve Hill

(he/him)
 Parish Council & Community Engagement
 (Tues/Weds/Thurs only)
 West Sussex County Council
 Business Assurance Group
 Highways, Transport and Planning
 Internal: ~~01243 822222~~
 External: ~~01243 822222~~
 Mobile: ~~01243 822222~~
 Office Base: West Sussex County Hall, Chichester/at home...

Clerk (Aldwick Parish Council)

From: Steve Hill <Steve.Hill@westsussex.gov.uk>
Sent: 14 April 2026 09:05
To: Clerk (Aldwick Parish Council)
Subject: RE: route 600 bus shelter working group

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Heather

Thanks.

Yes, purchase and all installation (including additional groundworks) would be paid for. This also includes things you feel the shelter and stop need, for example seating, real time passenger information signs, etc. Then the parish council will be responsible for the shelter. You can specify the kind of shelter you require – wooden or metal.

It also includes refurbishment of existing shelters that are on the route that the parish owns.

In other working groups (500 route, 51 route in your local-ish area and 17 and 273 on the other side of the county) different ways of distributing the funding have been set up. For example on the 500, Barnham and Eastergate co-ordinated the project and in the other areas, each parish, after discussing priorities in the working group, sourced the shelters and received the funding directly. We'll all decide together at the working group the best approach for the 600 route.

What we're trying to do is look at the route in its entirety, hence forming a working group, to make sure that the facilities for passengers are good to encourage more bus journeys.

Other issues relating to the 600 route can be discussed at the working group and someone from Stagecoach will be part of the working group.

I think I've overused the phrase 'working group'! But I'm sure you catch my drift.

Would Aldwick be able to host the working group meeting?

Kind regards
Steve

Steve Hill
(he/him)
Parish Council & Community Engagement
(Tues/Weds/Thurs only)
West Sussex County Council
Business Assurance Group
Highways, Transport and Planning
Internal: ~~01243 822222~~
External: ~~01243 822222~~
Mobile: ~~07779 822222~~
Office Base: West Sussex County Hall, Chichester/at home...
...and mobile across the county

Mission: 'Continuously improve relationships'
Parishes: Trusted Partners
Actively 'sweating the small things ...'

F.C. 21/04/26


Agenda item 12

Sidlesham Parish Council

Planning Training Session with Steve Tilbury on the 25th June at 7pm at Sidlesham Memorial Recreational Ground Hall, Selsey Road, Sidlesham. The training is for 2 to 2.5 hours depending on questions raised.

Looking at planning moving forward in line with the new NPPF and changes to material considerations.

Price will be between £20 based on 25 in total attending or £25 based on 20 people attending.



Clerk (Aldwick Parish Council)

From: Emily Simpson <admin@wsalc.co.uk>
Sent: 15 April 2026 12:41
To: Emily Simpson
Subject: Reminder: Introduction to Planning Training - 22nd April

Agenda item 12

Dear Clerk

A quick reminder that Steve Tilbury will be delivering his Introduction to Planning training session on 22nd April at 6.30pm on Zoom. If you or any of your councillors have not yet attended and wish to, please let me have names and email addresses and I can get you booked in. The cost is £40+vat per person.

Many thanks.

Kind regards,
Emily
WSALC