

HERSTMONCEUX PARISH COUNCIL

Minutes of the Amenities Committee Meeting

Herstmonceux Parish Council
Thursday 26th May 2016, 7.30pm
HerstmonceuxVillageInformationCentre.

Present: Councillors MrsJ.Alder(JAL), MrsJ.Angear(JAN), MrM.Bradshaw(MB), MrS.Nash(SN),

Clerk Clare Harrison and Responsible Finance Officer Simon Goacher were in attendance.

0 Member of the public attended

No questions or statements were offered by the public prior to the meeting.

AGENDA

Item No.	Minutes	Action by
AME16.05.01	Apologies and reasons for absence Apologies received from Cllrs: MrsH.Kenward(HK), Mr.I.Stewart(IS), MrsC.Stirling-Reed(CSR), MrM.von Barnholt Krag (MvBK), MrM.Goodsell(MG)	
AME16.05.02	Apologies accepted Agreement of Working Groups, Members and any specialism roles Amenities Working groups were clarified. Members of groups are as per the Parish Council Committee and Working Group documentation. Co-opted members and other organisation representation and liaison roles are also included in the records. i. The Committee proposed that all members of working groups would automatically sit on the AME committee and that at least one representative of each working group would become the Lead Member (nominated person) of that working group to report to the committee at each meeting. ii. A substitute member may present the report in the absence of the Working Group Lead Member. iii. Apologies would need to be submitted by each AME Councillor Member who would not be attending any AME Committee meeting.	Clerk – agenda item for June FCL for ratification. Clerk – June agenda item for ratification. Proposals to be stated in TOR.
AME16.05.03	To approve future meeting dates as diarised Proposed Amenities Committee Meetings schedule for 2016/2017 was officially presented. Approved by all present.	
AME16.05.04	Receive recommendation request detail from Highways	

- i. Reports presented detailed a request for action by the Parish Council to deter parking on the grass verges of Queens Road / Buckwell Rise, citing residents complaints that the grassed areas now used for parking was formerly used by resident children as play areas. The Committee supported in principal the proposed action of installation of wooden bollards to stop the parking on the verges, however no records of complaints had been sourced by the Highways Working Group or the Clerk. There was also a query about how the proposal to install wooden posts in the area may affect the contracted maintenance work.
- ii. It was **proposed** by SN, seconded by JAL that the board **defer** the proposal and **recommend** that:
- iii. Residents in the Queens Road and Buckwell Rise area are canvassed for their views.
- iv. The maintenance contractor is approached to ask if the insertion of wooden posts on these grass verges would hamper the cutting of the grass.
- v. Quotes for the work will need to be sought should the canvassing show a need to continue with this proposal.
- vi. The second report that was presented detailed a request for action by the Parish Council to deter parking at the bus stop in Gardner Street by installation of railings, and on the pavements also in Gardner Street, additionally in Victoria Road, and on the A271 around the Floral Cottage Area. The board acknowledged that parking on the road on the A271 would not be a safe solution yet that parking on the pavement causes an obstruction for wheelchair bound residents or pushchairs and agreed that the offer of the landlord of The Horseshoe Inn for residents to park their vans in the pub car park was a generous one and could provide the solution to the problem if residents were to take this offer up. As per previous discussions, no records of complaints had been able to be sourced by the Highways Working Group or the Clerk.
- vii. It was **proposed** by SN, seconded by JAL that the board **defer** the proposal for railings as the bus stop markings are due to be repainted and this may well act as the needed deterrent, and it was **recommend** that:
- viii. Residents in the Victoria Road area are canvassed for their views.
- ix. That a Parish Council Polite Notice be drawn up for leaving on windscreens of habitual offenders of parking on the pavement to highlight the accessibility issues they may be causing.

16.05.05

To receive any other outstanding working group reports

Allotments:

The following decisions were **proposed** by SN, seconded by MB and JAL:

- i. That the contract for allotment Plot 18A with Mr W Gleeson was terminated due to a breach of contract as the allotment falling into a state of 'unkempt' and due to non-payment of fees.
- ii. It was **agreed** that the tenants of plots 09B and 26B would be written to as both allotments had fallen into a state of 'unkempt'. The drafted letters were **approved**.
- iii. It was **agreed** that Cllr SN would meet with new tenants Mr and Mrs Morphy and offer them the newly available plot of 18A.
- iv. It was **agreed** that the tenants of plots 03A and 05A would be written to as both tenants were in breach of contract of the tenancy agreement. The drafted letters were **approved in principle** but the board **proposed** an addition to the letters, stating that both parties would be offered continued lease on plots until 31.12.16, whereon both cases would be reviewed.
- v. It was **agreed** that the plot offered to Mrs Naylor until the review date of 31.12.16 would continue to be plot 05A.
- vi. It was **agreed** that should Mr and Mrs Morphy agree to take on Plot 18A, that Mrs Warren could continue to work plot 03A until the review date of 31.12.16.
- vii. It was stipulated that both Mrs Naylor and Mrs Warren complete all necessary paperwork as required to be accepted onto the allotment waiting list.

The decisions were **ratified**, all councilors in agreement.

16.05.06

To receive any other working group verbal updates

- i. An update on the latest actions regarding the Finger Post was given.
- ii. It was **proposed** by JAL, seconded by SN, that a meeting was needed between the Parish Council Highways representatives and ESCC Highways management.
- iii. The committee **agreed** that despite advice offered by the contractor that for the interim period, the post would still need removing and putting in temporary storage until a risk assessment or final agreement of where to locate had been reached

Clerk – to engage with ESCC Highways Manager

Clerk – to finalise temporary removal of post with Jakk

- 16.05.07 **Identification of outstanding work needing to be prioritised for attention** **Clerk / RFO** – to circulate document to all ALT WG for their perusal and suggested amendments
- It was **agreed** that the Allotment Working Group (ALT WG) would prioritise a full revision of the following allotment documentation:
- i. Agreements and guidelines
- 16.05.08 **Committee and Working Groups Terms of Reference**
- This discussion was brought forward to Agenda Item 2.
- Committee and Working Group Terms of Reference (ORs) drafted by Cllr MB and the RFO, plus legal terms drafted by the clerk were tabled.
- i. The board **agreed** that the RFO and clerk would work together to amalgamate the work undertaken so far to produce draft TORs for all Committees and Working Groups for presentation and adoption to Full Council. TORs will include continuity of format, generic legal points plus t&c's and timescales specific to individual groups for reporting back to parent committee. The documents will be produced as a set, referencing Standing Orders and other Committees and Working Groups where relevant.
 - ii. That the TOR for the AME (Com) and the ALT (WG) state their delegated administration powers for management of the allotments on behalf of the Allotments Association.
- 16.05.09 **Items for next Agenda**
- i. TORs for WG
 - ii. Allotment agreement and guidelines revision
 - iii. Fingerpost updates
 - iv. HWY (WG) actions update report

Date of next meeting: 25.07.16