

## Minutes

**HERSTMONCEUX PARISH COUNCIL AMENITIES (AME) COMMITTEE  
Amenities Committee meeting held on:  
Monday 25th July 2016, 7.30 p.m.**

**In attendance:** Cllr Stephen Nash (Chairman), Cllr Jenny Alder, Cllr Malcolm Bradshaw, Cllr Heather Kenward, and Cllr Bryan Naish

**Also in attendance:** Karen Crowhurst – Locum Clerk

Members of the Public - Nil

<b>Item</b>	<b>Minutes</b>	<b>Action By</b>
<b>1. APOLOGIES FOR ABSENCE</b>		
1.1	Apologies were received from Cllr Jo Angear, Cllr Ian Stewart and Cllr Catherine Stirling – Reed.	
<b>2. DECLARATIONS OF MEMBERS' INTERESTS</b>		
2.1	There were no declarations of Members' interests.	
<b>3. MEMBERS DISPENSATION REQUESTS</b>		
3.1	There were no dispensation requests.	
<b>4. OUTSTANDING ACTIONS</b>		
	From AME(COM) meeting 26.05.16	
4.1	Issues regarding grass verges were discussed. No decisions were made. There were no other outstanding actions discussed.	
<b>5. PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b>		
	This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.	
5.1	There were no questions or comments.	
<b>6. ALLOTMENTS WORKING GROUP</b>		
6.1	i. Receive report from Allotments WG	
6.2	Members noted the report received from the Allotments Working Group.	
6.3	ii. Receive any Verbal updates from Allotments WG	
6.4		

[www.herstmonceuxparish.org.uk](http://www.herstmonceuxparish.org.uk)  
[finance@herstmonceuxparish.org.uk](mailto:finance@herstmonceuxparish.org.uk)

Clerk: [clerk@herstmonceuxparish.org.uk](mailto:clerk@herstmonceuxparish.org.uk)  
Finance Officer:

6.5 Cllr Bradshaw reported that there has been an infestation of wild rabbits at the allotments; Cllr Bradshaw informed Members that the Allotment Association is considering this matter.

6.6 iii. To agree any recommendations for FCL attention

6.7 There were no recommendations.

iv. Allotment agreement and guidelines revision

## 7. FOOTPATHS WORKING GROUP

7.1 i. Receive report from Footpaths WG

7.2 Members noted the report from the Footpaths Working Group.

7.3 ii. Receive any Verbal updates from Footpaths WG

7.4 The general state of footpaths was discussed. No decisions were made.

7.5 iii. To agree any recommendations for FCL attention

7.6 There were no recommendations for Full Council.

## 8. GROUNDS WORKING GROUP

8.1 **It was agreed to discuss item 12 on the agenda at this point of the meeting.**

8.2 i. Receive report from Grounds WG

8.3 Members agreed with most of the content of the ROSPA report.

8.4 ii. Receive any Verbal updates from Grounds WG

8.5 It was agreed that all Members of the Grounds Working visit the play areas to look at matters highlighted in the ROSPA report. **GWG**

8.6 iii. To agree any recommendations for FCL attention

8.7 There were no recommendations for Full Council.

## 9. HIGHWAYS WORKING GROUP

9.1 i. Receive report from Highways WG

9.2 Cllr Kenward apprised Members about the content of the report and drew Members attention to some of its content. The main issue discussed was the matter of parking on verges in two areas of the Parish. The matter is causing significant rutting of the verge which the Parish Council is responsible to maintain. Various methods of how to address this issue was discussed. It was agreed that a

- letter be drafted to the main offenders and sent to Ian Johnson at East Sussex Highways for approval of content. It was also agreed to establish whether polite letters from the park are acceptable to use in these types of incidents. One suggestion made was to install planters on the verges which would alleviate the parking problem. It was agreed that Cllr Alder and Cllr Kenward look into the feasibility of doing this.
- 9.3 ii. Receive any Verbal updates from Highways WG **Cllr Alder & Cllr Kenward**
- 9.4 Issues with branches overhanging paths and highways were discussed. It was agreed that Cllr Alder and Cllr Kenward investigate the areas mentioned and consider any action needed to be taken. I.e.: report to Highways. Further parking matters were discussed as well as dangerous junctions as there has been a recent complaint. It was agreed to draft a response to the complainant and seek approval at the next Full Council meeting. Cllr Naish drew attention to parking at Gardiner Street where the junction is becoming dangerous is now a blind junction. **Cllr Alder & Cllr Kenward**
- 9.5 iii. To agree any recommendations for FCL attention **Cllr Alder**
- 9.6 Cllr Alder proposed a policy be drawn up regarding parking on verges and the Parish Council considers the policy for acceptance.
- 9.7 iv. Finger Post updates
- 9.8 This item will be discussed at Full Council.
10. **STREET LIGHTING WORKING GROUP**
- 10.1 i. Receive report from Street Lighting WG
- 10.2 There was no report for noting.
- 10.3 ii. Receive any Verbal updates from Street Lighting WG
- 10.4 Cllr Bradshaw informed Members about the change in contractors for street lighting which has led to additional charges for lighting columns in one way or another. It was agreed to request the RFO and the Working Group look into this to ensure any additional charges are incorporated into the budget for the next financial year. Once additional costs have been established it was agreed to refer this item for full consideration at Finance and General Purposes Committee meeting. **RFO & Cllr Bradshaw**
- 10.5 Cllr Bradshaw informed Members that he and Cllr Von Barnhold Krag will be undertaking an inventory of all the street lights in the Parish. Cllr Naish informed Members that there is somewhere a photographic inventory, which may be helpful. **Cllr Bradshaw & Cllr Von Barnholt Krag**
- 10.6 iii. To agree any recommendations for FCL attention
- 10.7 All covered in the above minutes.

[www.herstmonceuxparish.org.uk](http://www.herstmonceuxparish.org.uk)  
[finance@herstmonceuxparish.org.uk](mailto:finance@herstmonceuxparish.org.uk)

Clerk: [clerk@herstmonceuxparish.org.uk](mailto:clerk@herstmonceuxparish.org.uk)  
Finance Officer:

**11. TREES AND LANDSCAPING WORKING GROUP**

- 11.1
  - i. Receive report from Trees and Landscaping WG
  - ii. Receive any Verbal updates from Trees and Landscaping WG
  - iii. To agree any recommendations for FCL attention

11.2 Nothing was discussed nor any decisions made.

**12. ROSPA PLAY AREA SAFETY INSPECTION REPORT**

12.1 This item was discussed at item 8 on the agenda.

- 12.2
  - iv. Recreation Ground
  - v. Skate Park

12.3 Members considered the reports for the recreation ground and skate park together. It was agreed to highlight the areas of high risk and address these first. Members were concerned that some of the risks identified were not correct and agreed that this be looked at by the RFO in light of the inaccuracies recorded. It was further agreed that a letter be sent to ROSPA on behalf of the Parish Council. Cllr Nash will liaise with the RFO regarding this.

**RFO &  
Cllr Nash**

12.4 The need for a better skate ramp was considered but no decisions were made.

12.5 Members reiterated the need to undertake a site visit to compare the findings raised in the report.

**13. WORKING GROUP TORs**

This requested c/f Agenda Item will be actioned by the Standing Orders Review Working Group (as agreed at FCL, 18.06.16)

13.1 This item is ongoing.

**14. TO RECEIVE ANY OTHER CORRESPONDENCE**

There was no other correspondence for consideration.

**15. ITEMS FOR REFERRAL TO NEXT MEETING**

- 15.2
  - i. Highway Verges
  - ii. Parking at Junctions

There being no further business, the meeting closed at 8.34pm.

Date of Next Amenities Committee Meeting: Monday 26<sup>th</sup>September, 2016

Small Hall, Herstmonceux Village Hall