

## MINUTES

**HERSTMONCEUX PARISH COUNCIL AMENITIES (AME) COMMITTEE**  
**Monday 25<sup>th</sup> September 2017, 7.30 p.m.**  
**Lounge, Herstmonceux Village Hall**

**Councillors in attendance:** Jenny Alder, Jo Angear, Malcolm Bradshaw, Mick Goodsell, Heather Kenward, , Bryan Naish, Ian Stewart, Catherine Stirling-Reed.

**Clerk in attendance:** Clare Harrison

**Members of the Public:** None

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
1. AME17.09.01	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>The meeting was held in the Lounge at the Herstmonceux Village Hall. The change in venue was last minute and due to the inaccessibility of the publicised meeting venue, the Village Information Centre.</p> <p><b>The meeting opened at 7.38pm.</b></p> <p><b>Councillor Goodsell (Vice Chair of the AME(Com) took the chair in the absence of Cllr Nash.</b></p> <p>Cllr Goodsell reminded all present that the meeting was being recorded.</p> <p><b>Apologies had been received from the following Councillors:</b> Graham Lee Stephen Nash (Ch)</p>	<p><b>Apologies and absences to be recorded</b></p>
2. AME17.09.02	<p><b>DECLARATIONS OF MEMBERS' INTERESTS</b></p> <p>Cllr Goodsell declared his usual interests in matters of local small contracts which may occur in agenda items 6 and 8, plus a specific declaration of interest in Agenda Item 12</p>	<p><b>Declarations recorded</b></p>
3. AME17.09.03	<p><b>MEMBERS DISPENSATION REQUESTS</b></p> <p>No dispensation requests had been received</p>	
4. AME17.09.04	<p><b>OUTSTANDING ACTIONS AND UPDATES FROM LAST AME MINUTES, MEETING 24.07.17</b></p> <p>AME17.07.06 - In response to information supplied by Cllr Goodsell, it was <b>PROPOSED</b>, seconded and agreed by all that the AME(Com) <b>RECOMMEND to FCL</b>, the purchase of a solar battery for the allotment electric fence, up to the cost of £50.</p> <p>AME17.07.08 - Cllrs Nash and Goodsell to arrange joint visit to play areas to review ROSPA report; Cllr Nash to obtain and circulate EBC toxocarisis posters.</p> <p>AME17.07.09 – No response had been received by Victoria Road residents.</p>	<p><b>FCL</b></p> <p><b>Cllrs Nash and Goodsell</b></p>

AME17.07.10 – Cllr Bradshaw to follow up Fiennes Road and old sodium light storage HPC queries to ESCC.

**Cllr Bradshaw**

AME17.0714 – Cllr Alder to pass Friends of Chair contact details for HPC records, although it was acknowledged that the school parking situation had seen improvement since a Sussex Police letter had been issued.

**Cllr Alder**

5. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS**

AME17.09.05

**AGENDA**

No members of the public were present

6. **ALLOTMENTS WORKING GROUP**

AME17.09.06

- i. Receive written or verbal report from Allotments WG

Cllr Bradshaw concluded that due to verbal information he had received, there may be 4 plot vacancies in the foreseeable future.

Cllr Bradshaw advised that he would speak to the tenants of the unkempt plots.

**Cllr Bradshaw**

- ii. Receive Allotments Administration Report (RFO)

**Waiting List:**

AME(Com) AGREED that current plot holders could be allocated a second full or half a plot and authorised the RFO to accept applications for such.

**RFO**

**Shed Applications:**

AME(Com) AGREED that the sheds on Plot 20B and Plot 27B could be taken over by the new tenants and authorised the RFO to accept the 2 current applications.

**RFO**

- iii. To agree any recommendations for FCL attention

**FCL**

**Polythene Sheets:** It was **PROPOSED**, seconded and agreed by all to **RECOMMEND to FCL** that HPC purchase 2 rolls of polythene sheeting for plot covering purposes for the winter months.

7. **FOOTPATHS WORKING GROUP**

AME17.09.07

- iv. Receive written or verbal report from Footpaths WG

Nothing to report.

- v. To agree any recommendations for FCL attention

No recommendations.

- vi. BOAT 59 correspondence

Latest correspondence regarding short term closure of this BOAT due to a private function. The Committee discussed their dissatisfaction to this unacceptable action by the land owner. The Committee have requested a formal letter be sent by the Clerk to ESCC Rights of Way (ROW) due to the number of issues that have occurred with regards this BOAT; requesting of an update on the supposed diversion consultation and delayed / non-contact by ROW officers to previous complainants.

**Clerk**

A meeting is being arranged between the ESCC ROW officer and HPC to further discuss BOAT 59 issues.

**Clerk, Cllr SR**

8. **GROUNDS WORKING GROUP**

AME17.09.08 vii. Receive written or verbal report from Grounds WG

A written report had been received and circulated.

**Recreation Ground Trees:**

The Grounds Committee proposed to the AME(Com) that following conversations with Grounds WG members and grass cutting contractors, the height of the hedge at the rear of the Recreation Ground be increased over the next 2/3 years to a total height of 15/16 ft, with the option to plant additional varied specimens in close proximity to the hedge (lower maintenance costs) if necessary or desirable.

**Recreation Ground Access Road:**

This item was provided as part of the report therefore Agenda Item 12 was brought forward at this point.

It was confirmed that a site meeting would take place between Grounds WG members and WDC Planning Officer. The potential need for Planning Permissions may be due to the the recent nitrogen deposition monitoring concerns that has been taking place regarding the Ashdown Forest, plus new planning requirements for Habitats Regulations Assessments.

**Cllrs Nash, Goodsell  
and Clerk**

HPC agreed that options for the road widening exercise were available, such as passing bays. It is anticipated that the car park project would not increase road useage but ease traffic flow (and therefore emissions) in congested areas in the village and promote safer parking practice. The need for the project to include clearance of the sightlines was primarily a road safety one, due to the safety of children using the road to access the recreation ground.

viii. To agree any recommendations for FCL attention

It was **PROPOSED** and **RECOMMENDED** to Full Council to grow the hedge at the rear of the Recreation Ground over the next 2/3 years to a total height of 15/16 ft and to agree to an option to plant additional varied tree specimens as part of the hedgerow.

**FCL**

9. **HIGHWAYS WORKING GROUP**

AME17.09.09 ix. Receive written or verbal report from Highways WG

A written Highways WG report had been received.

- The Finger Post from the top of Victoria Road has been removed and is being refurbished.
- There is approximately £1k left in the finger post budget which will be used to bring further refurbishment work forwards. Quotes for repairs on 2 further finger posts are being sought in readiness for the next AME(Com) meeting.
- Notice Board reports – a discussion about the notice board at the allotments took place. It was suggested that the notice board could be donated to the Allotments Association. However, comments as to use of the board and current ownership concluded towards HPC retaining ownership. It was **PROPOSED**, seconded and **AGREED** by all that a quote for the repairs and

**Cllr Kenward to  
request quote**

refurbishment, mainly treatment of the wood, of the notice board at the allotments be sought.

- There is £175 left in original budget of £200. A total of £440 is needed for the quoted works on the wooden notice boards at Herstmonceux Village Centre and Cowbeech.
- Benches – there are six composite benches in the parish. A quote for cleaning by Extreme Clean has been received. An initial clean for the two benches at Church Road and Cowbeech Hill would cost £15. All other benches, and annual clean thereafter for all six benches, would amount to £10 p/bench.
- There is £500 left in the benches budget. A quote for the refurbishment and cleaning of the wooden bench at the triangle at Cowbeech has been received for £175, leaving a potential £325 underspend. A formal virement request will be made to FGP(Com) to transfer the bench £325 underspend to the noticeboard budget.
- Enquiries are to be made to ascertain ownership of the two benches outside Touchwood.
- Clerk to contact MAS systems to ascertain next steps with the Defibrillator installation; and possibility of the redundant phone kiosk for this purpose.
- The lack of hedge cutting in Chilsham Lane, Church Road, Lower and Under Road was highlighted as a traffic safety issue due to reduced sightlines.
- It was noted that local farmers have cut the hedgerow out of necessity but that this did not excuse ESCC contractors from their contractual obligations.
- It was noted that HPC had suggested that ESCC officers who have responsibility for hedge cutting contracts attend the next SLR meeting.
- The Committee were informed that the footpath in WestEnd was now permanently repaired.

**CLlr Kenward / Clerk**

**Clerk**

x. To agree any recommendations for FCL attention  
It was **PROPOSED** and **RECOMMENDED** to Full Council that the refurbishment and repairs to Parish Council notice boards in Herstmonceux Village Centre (quote of £225) and Cowbeech (quote of £215) be authorised.

**FCL**

It was **PROPOSED** and **RECOMMENDED** to Full Council that the refurbishment and repairs on the wooden notice board at the allotments be authorised once a quote has been received, should the quote for its repair not exceed £250.

**FCL**

It was **PROPOSED** and **RECOMMENDED** to Full Council to authorise the initial clean of the benches at Church Road and Cowbeech Hill at a cost of £15, plus the clean of the other four composite benches at a cost of £10, and annual clean charge thereafter of £10.

**FCL**

It was **PROPOSED** and **RECOMMENDED** to Full Council that the said cleaning of the benches be scheduled for spring and therefore come under the budget for 2018/2019.

**FCL**

10. **STREET LIGHTING WORKING GROUP**  
AME17.09.10 xi. Receive written or verbal report from Street Lighting WG **Cllr Bradshaw**  
Please also see Agenda Item 4, AME17.07.10  
Cllr Bradshaw to follow up with ESCC Highways contact and request a second header, no- LED lamp fitting. This would offer both Fiennes Road and North Lodge the required light.
- New ESCC guidelines for a 5-year lighting plan includes the change to LED and associated costs to local councils. Cllr Bradshaw is investigating ways to reduce HPC costs, hence old lamp supply being sought. The committee acknowledged however, that LED running costs are lower.
- xii. To agree any recommendations for FCL attention  
No recommendations.
11. **TREES AND LANDSCAPING WORKING GROUP**  
AME17.09.11 xiii. Receive written or verbal report from Trees and Landscaping WG **Cllr Goodsell**  
Please refer to Agenda Item 8.  
Information regarding a trust scheme for trees in semi-urban districts had been circulated. It was suggested that the trust could be considered, to be applied to, for low growing shrubs and hedging for the bank opposite the village hall. Cllr Goodsell will provide an estimate costing for this.
- Also consider the planting of trees along the strip of road between the main and slip road at Lime Roughs although residents would have to be consulted with and implications on mowing costs would need consideration.
- xiv. To agree any recommendations for FCL attention  
No recommendations.
12. **RECREATION GROUND ACCESS ROAD**  
AME17.09.12 i Any further available updates  
See Agenda Item 8
13. **DOGS ON PARISH COUNCIL LAND**  
AME17.09.13 i Discussion – Dogs fouling in the Parish  
Confirmation that WDC Full Council are to consider results of current consultation at their next cabinet meeting (18<sup>th</sup> October) and recommend, if appropriate, that a Public Spaces Protection Order under the Anti-Social Behaviour, Crime and Policing (ASBCP) Act 2014 be adopted relating to dog fouling.
- HPC wish to support this and strengthen penalties but acknowledge that fouling and future policing the ASBCP is an issue. On the plus side, local prosecution has happened recently (in Herstmonceux Parish) so dog warden is out and about in local communities.

HPC request to the clerk to research Dog – Fouling prosecution fine signage availability and cost with WDC dog warden.

**Clerk to contact Dog Warden**

14. **SLR AGENDA ITEMS**

- AME17.09.14 i Confirmation of any items to go forward to SLR meeting  
Items for the SLR agenda were agreed by the AME(Com)

15. **ROAD SAFETY DISCUSSION POINTS**

- AME17.09.15 i Community Speed Watch – Clerk has met with local NHW co-ordinator who had posted on the NHW facebook page to start letting communities know of the interest in this scheme for the parish, and to initiate volunteer interest. Initial response is positive with 8 potential volunteers interest.  
Highways WG are to complete an Estimates Form for the RFO quoting the cost of potential purchase of equipment necessary to run the Community Speed Watch scheme. Highways(WG) to include budget costings in their estimates provisions to the RFO. ESFRS to be re-contacted with latest actions and to request formal assessment.
- ii Dangerous/Illegal parking – Uckfield notices. Information had been circulated with the Agenda.
- iii Dangerous Parking – The AME(Com) were informed that an Operation Crackdown letter had been issued via the school and improvements to school drop off and pick up time parking issues had been noticeable.
- iv Dropped kerb opposite Lime Cross Nursery – This item is to be carried forward to the SLR agenda. Cllr Alder will also speak to the Nursery owners about re-positioning of their sign which limits sight lines for vehicles exiting from the Nursery carpark.

**Cllrs JAL and HK**

**Clerk**

**Cllr Alder**

16. **TO RECEIVE ANY CORRESPONDENCE**

- AME17.09.16 i. Any correspondence pertinent to work of the AME Committee and it's Working Groups, that may be received after posting of this agenda.

The following correspondence was communicated:

- Dangerous Driving incident received parishioner information (referred to ESCC and for discussion at SLR).
- Fiennes Road parking safety incident – Clerk to respond to parishioner and advise Operation Crackdown reporting needed with photographic evidence if possible. And consistency in reporting to Operation Crackdown so that a picture can build.
- Facebook thread regarding Fiennes Rd parking – Clerk to comment and mention Operation Crackdown reporting, information as above bullet point.
- Young Farmers bonfire event – information supplied by local YF contact and passed on to AME(Com) and FCL for general information.
- SALC biannual meeting with Sussex Police – clerk to circulate email to Councillors for their comments for topic discussions.

**Clerk**

**Clerk**

**Clerk**

**Clerk**

**Cllr Bradshaw**

