

MINUTES

HERSTMONCEUX PARISH COUNCIL AMENITIES (AME) COMMITTEE
Monday 27th November 2017, 7.30 p.m.
Village Information Centre

Councillors in attendance - Cllrs Jenny Alder, Jo Angear, Malcolm Bradshaw, Mick Goodsell, Stephen Nash (Ch), Ian Stewart, Catherine Stirling-Reed.

Clerk in attendance: Clare Harrison

Members of the Public: None

Item	Minutes	Action
1. AME.17.11.01	APOLOGIES FOR ABSENCE The meeting opened at 7.31 Apologies had been received from Cllr: Bryan Naish Graham Lee Heather Kenward	Apologies to be recorded
2. AME.17.11.02	DECLARATIONS OF MEMBERS' INTERESTS i. Cllr Goodsell declared his regular interests in matters of private tenders and contract works on trees / hedgerow cutting and other general maintenance issues / works needed in the parish. ii. Cllr Angear declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee. iii. Cllr Naish declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee. iv. Cllr Stewart declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.	Declarations of Interest to be recorded

Specific Declarations of Interest on items listed for this agenda were identified as follows:

Cllr Goodsell:-

Item 6 - Allotment Working Group – pecuniary interest in any small maintenance or contracts works

Item 7 vi – prejudiciary interest BOAT 59

Item 8 - Grounds Working Group – pecuniary interest in any small maintenance or contracts works

Item 9 Highways - pecuniary interest in any small maintenance or contracts works

Item 11 - Trees and Landscaping – pecuniary interest in any small maintenance or contracts works

Item 12 - Rec access Rd - pecuniary interest in any small maintenance or contracts works

Item 13 - BOAT 59 – prejudicial interest

3. **MEMBERS DISPENSATION REQUESTS**

AME.17.11.03 No new dispensation requests had been received.

4. **OUTSTANDING ACTIONS AND UPDATES FROM LAST AME MINUTES, MEETING 25.09.17**

AME.17.11.04

Solar lights and plastic sheeting for allotments are being purchased by Cllr Goodsell
Toxacaric posters will be obtained and circulated by Cllr Nash
Cllr Bradshaw is in touch with ES Highways about whereabouts of old sodium lamps and dual lamp for Fiennes Rd
Plot holders of unkempt allotments are being spoken to as and when necessary

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

AME.17.11.05

No members of the public were present

6. **ALLOTMENTS WORKING GROUP**

AME.17.11.06

i. Receive written or verbal report from Allotments WG
No verbal updates

ii. Receive Allotments Administration Report (RFO)

The report from the RFO had been circulated.

There is interest from a member of the public in the vacant plot.

2018 invoices have been issued.

Suggestion that T&C's for 2019 onwards could be revised to include an option on the annual invoice to turn down rental renewal if the tenant wishes to give up the allotment; deposit system of one-year rent in advance for costs to allotment society of any necessary end of tenancy clearance and unkempt plot costs. For discussion later in the year. C/F to July AME(Com).

iii. To agree any recommendations for FCL attention

None at present

**Clerk to CF to July
AME(Com) Agenda**

7. **FOOTPATHS WORKING GROUP**

AME.17.11.07

iv. Receive written or verbal report from Footpaths WG

- The report from the Footpaths Meeting 29.08.17 had been circulated.
- Referencing the previously raised concerns regarding the exits to footpaths 38a and 38b – The Footpaths Meeting group have suggested a road warning sign at the exit of footpath 38a and 38b (as ESCC are unable to officially close the path). It was noted that many of the Parish footpaths exit in a non-ideal place and that

**Cllr CSR to take
suggestions back to
Footpaths Meeting**

this could set a precedent, plus permissions from the land owner would be needed. A solution was raised that 'Beware Road' laminated notices on the stiles or a warning icon on the local walks leaflets would be more appropriate.

- Replacement of stiles in disrepair with self-closing gates or metal kissing gates – HPC were asked if they support the idea in principle of replacing stiles with kissing gates. The following points were raised - ESCC will remove any furniture if it causes a hazard. Landowners are responsible and should be notified as permission is needed, considerations for landowner are the impact on space used with gate opening area. With regards in keeping with surroundings - metal kissing gate not as 'rural' as wooden but longer lasting however wooden are preferable. Previous arrangements were PC and farmer brought the kits and the groups installed them.
- MB suggestion that 1066 walking group may have funding
- May 2018 National Walking Month – would PC like to be involved and if so can we advertise in the newsletter for volunteers. Need to be tied up with VV walking group who access health funding.
- Can the walking group use the PC magazine and website for advertising?

v. To agree any recommendations for FCL attention
None at present.

vi. Expected Application for diversion of BOAT 59
Please see Agenda Item 13.

8. **GROUNDS WORKING GROUP**

AME.17.11.08

- vii. Receive written or verbal report from Grounds WG
- Recreation Ground Play Area – closure and instructed works order for surfacing clean. Works now completed and play area re-assessed and re-opened.
 - Recreation Ground Play Area – Visit from Redlynch Leisure and estimated costs for resurfacing received. Safety Surfacing - Take up tiles and cart to tip, Supply and install 77m² x black wet pour safety surfacing, £4929.00. Alternatively, cleaning chemicals are available for £180, although gaps in tiles would need addressing. Queries raised through discussions for longer term consideration were the as yet unknown future of the Bowls Club venue and potential move to Lime Cross may allow for extension and age expansion. Future Section 106 and CIL monies could be ringfenced wider improvements. HPC to regard refurbishment of children's play area as longer-term project.
 - Recreation Ground Play Area – discussion on points raised through Community Facebook

Cllr CSR to enquire with ESCC as to what replacement policy is.

Footpaths group to research costs

**Footpaths group to research available funding
Parish Council Newsletter can include a slot about Walking Group activities**

Cllr Nash to facilitate chemical cleaning of tiles and any further necessary safety measures with the tiles.

Clerk to obtain cost for respray of Swings

- Additional equipment such as springs and number / alpha snake as longer-term project. Grounds WG to meet and discuss ideas further. **GRD(WG) to meet**
- History of past PC actions to be outlined for community info. **Cllr Nash to collate**
- Article to be prepared for next Parish Council newsletter to outline past actions and pathway ideas for future. **Cllrs Nash and Kenward**
- HPC keen to engage enthusiastic parishioners and channel willingness to help and lead projects for funding streams **Clerk to speak further with interested parties**

viii. To agree any recommendations for FCL attention **FCL**
It was **PROPOSED** that HPC purchase and apply the available cleaning chemicals to halt the regrowth of moss. It was **PROPOSED** that HPC take any further necessary measures with regards gaps in the tiles that are needed to ensure the safety of the equipment. **Agreed by all. RECOMMENDED to FCL for approval.**

9. **HIGHWAYS WORKING GROUP**

AME.17.11.09

ix. Receive written or verbal report from Highways WG
The report from the Highways Working Group had been circulated.

Christmas trees obtained for the main high street, additional lights will be needed. Working Party to help put up trees and dress with the lights, dates and times arranged for this coming Sunday morning. **IS to purchase additional lights. Cllr Nash to check batteries.**

Verge cutting maps now all obtained. HW WG to peruse and ensure all verges are noted. **HK and JAL**

Assets review report to follow suit as per fingerpost report to include pictures. **HK and JAL**

Specific Parking issues discussed, operation crackdown and Wealden reports submitted. Parking on pavement residents to be spoken to. **All Cllrs**

Quicken Trust update. Permissions needed in writing from trust and neighbours. Letter from Clerk will also be needed to submit with the application. **Clerks letter. Cllr MB to forward quicken trust email details to clerk for forwarding of letter and map placing of bollards**

Lime Cross - Pedestrian access from road to footpath – No further proposals were brought forward at this time.

x. To agree any recommendations for FCL attention.

Cllr Goodsell left the meeting at 8.42pm

It was **PROPOSED**, seconded and **AGREED by all** to accept the received quote for bank opposite village hall. Costs as follows:
Clear the top section of brambles etc and take away - £350

RFO to issue works order

22yds of wire and post fencing @ £8.25 per yard - £185

Purchase of Hedging- £172

Cost of planting hedging - £70

Total - £777

It was **PROPOSED and AGREED** by all that the RFO release budget from HWY(WG) and any additional needed from reserves. **RECOMMENDED to FCL for approval.** **FCL**

Cllr Goodsell re-joined the meeting at 8.44pm

10. **STREET LIGHTING WORKING GROUP**

- AME.17.11.10 xi. Receive written or verbal report from Street Lighting WG
- The report / proposal from the Street Lighting Working Group had been circulated

Other Cllrs have now walked reported dark spots. Concerns raised regarding the approach for walking to evening surgery and Village Halls. It was requested that the Clerk issue a letter to the properties where lights would be placed although no houses would be directly affected as they were all on the opposite side of the road.

Clerks letter to houses in the vicinity to let them know

Village Hall light discussions:

Village Hall Tree on grass verge needs cutting as light is blocked.

HWY(WG) to take up with ES HWY.

Further lights to be installed by the Village Hall Committee on outside of hall to illuminate the carpark.

Village Hall Committee

PIR light to be adjusted to work in both directions and possible timer to be looked at.

- xii. To agree any recommendations for FCL attention

FCL

It was **PROPOSED** to install 2 new luminaires on same side of the road as the fire station, on the existing poles owned by UK power networks, @ £1779.23 plus VAT per lantern per lamp, based on using a 1mtr outreach pole bracket with a 16Led axia lantern. **AGREED** by all.

RECOMMENDED to FCL for approval.

11. **TREES AND LANDSCAPING WORKING GROUP**

- AME.17.11.11 xiii. Receive written or verbal report from Trees and Landscaping WG
- New trees have been purchased and are due to be planted. Guards will be included for the new trees to stop vandalism. This measure has been successful with past planting.

- xiv. To agree any recommendations for FCL attention
- None.

12. **RECREATION GROUND ACCESS ROAD**

- AME.17.11.12 i Short term action points and anticipated time lines to be agreed following FCL discussions

Various discussions ensued including raised concerns about the potential costs of the overall project which were seen to have increased significantly from initial anticipated costings, shown through the variance in previously sought quotes and recent planning and LLFA officer advice regarding considered needs for formal planning permissions for the works to the access road.

As project costs had evolved as the project has progressed, it was suggested that further cost benefit detail is needed to ascertain project detail. This would assist in the identification of further costs to HPC and other parties, stages and timelines of the overall project, as laid out in Policy 7 of the HPC NHP, for future recommendation and approval as for when a) appropriate and b) funds available. Cllr SN and Clerk to meet to discuss appropriate methodology and actions to produce information.

Cllr Nash and Clerk

A **PROPOSAL** was received. That HPC apply for outline permissions for improving the existing road and carpark. That a planning consultant should be recruited to submit an application on behalf of the Parish Council to WDC for said permissions. Seconded. One abstention was made. All others in agreement. Proposal **AGREED**.

FCL for approval.

A second proposal appertaining to detailed specification and costings of individual projects within the whole was received and withdrawn

It was highlighted that detail for potential drainage works as suggested by WDC and LLFA may need to form part of planning application to WDC, depending on road improvement options resulting in degree of drainage 'engineering' works.

ii Clarification of long term planning information requirements
To be ascertained by the planning consultant.

iii Action points ensuing from 12.ii
To be ascertained by the planning consultant.

13. **BOAT 59**

AME.17.11.13 i Verbal report on meeting with Rights of Way Officer
Provided.

ii Determine any necessary consultation
Local bridle ways users group to be contacted to request their feedback to proposed diversion.

Clerk and Cllr JAN

iii Set timescale to respond back to ROW
December FCL agenda. Update ROW officer of HPC actions and expect formal HPC response post Feb FCL.

**Clerk to email ROW
officer**

14. **REVIEW OF MAINTENANCE CONTRACTS**

AME.17.11.14 i Schedule review of all contracts, to include any specifications or amendments to existing contracts to cover or amend areas of

maintenance within the parish, in readiness for advertising of maintenance contracts during September / October 2018.

The HWY(WG) suggested that verge cutting, cleaning bus shelters and fingerpost cleaning should be included in future contracts.

All Cllrs

Cllrs to list all works and contracts for inclusion in readiness for Jan AME(Com) meeting. Reviews to be diarised.

Contracts list to clerk to circulate with minutes

Cllr Nash

15. **TO ACCEPT REPORTS FROM THE FOLLOWING (where available):**

- AME.17.11.15 i Update report on meeting with Sussex Police
The report from the meeting on 14.11.17 with Inspector Wakefield had been circulated.

16. **FREQUENCY OF AMENITIES MEETINGS**

- AME.17.11.16 i Do the Amenities Committee need to meet more frequently?
To be considered by all, or how to work more efficiently and effectively
Process flowchart requested

Clerk to draw up

17. **ROAD SAFETY DISCUSSION POINTS**

- AME.17.11.17 i Community Speed Watch – updates and discussion
MB speak to Kate about taking forward the traffic survey.

Cllr MB to contact

Local NHW coordinator to be contacted to ask to instigate meeting with interested volunteers to arrange training and access equipment

Clerk to liaise

- ii Additional Zebra Crossing for the village – BF AME 170917
No further recommendations were made at this time.

18. **2018 REMEMBRANCE DAY**

- AME.17.11.18 i Discussion – planning ahead for November 2018
It was **PROPOSED** that HPC lead initiate activities within the community. A committee of all interested parties would be sought and a public meeting was suggested for the new year.

FCL

RECOMMENDED to FCL for approval.

Discuss date and other organisation involvement at January AME(Com) meeting.

Clerk for AME agenda

19. **TO RECEIVE ANY CORRESPONDENCE**

- AME.17.11.19 i. Southern Water follow up meeting request
Dates to be suggested would be Tuesdays in December (and January).

Clerk to coordinate

ii. Sussex Local Policing Model
Acknowledged.

- iii. Consultation on Police Precept

