

## MINUTES

**HERSTMONCEUX PARISH COUNCIL AMENITIES (AME) COMMITTEE  
Monday 22nd January 2018, 7.30 p.m.  
Village Information Centre**

Councillors in attendance - Jenny Alder, Jo Angear, Malcolm Bradshaw, Mick Goodsell, Heather Kenward, Graham Lee; Stephen Nash (Ch), Ian Stewart.

**Clerk in attendance:** Clare Harrison

**Members of the Public:** Two

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
1. AME18.01.01	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllrs: Catherine Stirling-Reed	<b>Apologies to be recorded</b>
2. AME18.01.02	<b>DECLARATIONS OF MEMBERS' INTERESTS</b> 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.	<b>Declarations of Interest to be recorded</b>
	<b>Specific Declarations of Interest on items listed for this agenda were identified as follows:</b>  Cllr Goodsell:- Item 12 – Review of Maintenance Contracts Item 19 – Planning Application WD/2017/2858/F	
3. AME18.01.03	<b>MEMBERS DISPENSATION REQUESTS</b> No new dispensation requests had been received.	
4. AME18.01.04	<b>OUTSTANDING ACTIONS AND UPDATES FROM LAST AME MINUTES, MEETING 24.07.17</b>  There were no outstanding actions highlighted	
5. AME18.01.05	<b>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b> Agenda Item 19 was brought forwards to this point on the agenda for the convenience of the attending members of the public.  <b>Cllr Goodsell left the meeting at 19.35</b>	<b>Comments and observations to be submitted to WDC Planning Dept</b>

**Standing Orders were suspended at 19.36** to allow the member of the public, who was the planning applicant, to speak and be asked questions by the Councillors.

The applicant explained the back ground to his application as necessary following a spate of burglaries on his business premises, including the theft of CCTV cameras, which had cost him £26k to date and, if to continue, would leave this otherwise successful local business uninsurable and untenable.

Councillors asked various questions and also highlighted that theft is not a planning regulation consideration, however, Councillors considered the information provided. This included confirmation of a reduction in diesel usage over the last 18 months due to a change in business operations and the plans of the proposed conversion of farm building to residential use being of a smaller footprint than the original building.

**Standing Orders resumed at 19.43**

#### **Comments and Observations**

Herstmonceux Parish Council support this application but request that a Section 106 agreement is implemented for the land and business to remain as one entity.

**Councillor Goodsell re-joined the meeting at 19.45**

#### 6. **ALLOTMENTS WORKING GROUP**

- AME18.01.05
- i. Receive written or verbal report from Allotments WG
  - ii. Receive Allotments Administration Report (RFO)
  - iii. To agree any recommendations for FCL attention

AME.17.11.06 – Discuss any suggested changes to Allotment T&C's, 2019 onwards. Such as 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.

**Changes to Allotment T&C's were not discussed at this meeting**

**C/F to March  
AME(Com)**

Remedial action had been taken out on the allotment path to make it safer, following the recent bout of bad weather. It was AGREED that a more permanent arrangement for the path should include solutions to increase accessibility to the allotment site for disabled persons, including a more accessible gate.

**AME(Com) &  
Allotment Assoc**

**Cllr Bradshaw declared a late prejudicial interest in the reported Shed Application in the RFO Allotment Administration Report and took no part in the discussion appertaining to the application.**

The application for a shed on plot 23A was **Approved**

**RFO to process**

The application for transfer of a plot between a husband and wife highlighted the need for an amendment to the Allotment Hire Agreement which currently states no transfer. It was **AGREED** that HPC Allotment Hire Agreement paperwork should be altered to read that transfer between partners who live together should be allowable, if only one partner is registered as the plot holder.

**RFO to amend for approval and future use**

The application from the allotment plot holder who wished to transfer her tenancy to her husband was **APPROVED**.

**RFO to process**

It was **PROPOSED** and **AGREED BY ALL** that a short report be produced for the feasibility, including installation and maintenance costs and any potential available grants, of installing a compostable toilet at the allotment site. It was highlighted that this provision would have no impact on the drainage at the site and would improve facilities for women and disabled resident use.

**Cllr Bradshaw and Clerk**

7. **FOOTPATHS WORKING GROUP**

AME18.01.07 iv. Receive written or verbal report from Footpaths WG  
Verbal update given regarding receipt of Public Path Diversion Order for Herstmonceux 1A, 1B (part) and 24 (part)

v. Deregulation Act information  
Information cascaded to all.

vi. To agree any recommendations for FCL attention  
There were no recommendations

8. **GROUNDS WORKING GROUP**

AME18.01.08 vii. Receive written or verbal report from Grounds WG

- Recreation Ground Play Area – any further updates  
The play area is to be spray cleaned soon
- Access Road to Recreation Ground and carpark project – update

An update was provided regards the recent Surveyor / planning consultancy site visits. Initial feedback suggests that, as per the previous advice of the WDC Planning Officer, that planning permission would likely have to be sought for the level of works needed on the widening of the access road. Formal feedback from both companies are awaited prior to information submission to FGP for proposal of spend and choice of tender to FCL. It was noted that the Cricket Club were experiencing some delays with the new net installation, due to the recent weather conditions.

**Information to be circulated once**

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

9. **HIGHWAYS WORKING GROUP**

AME18.01.09 ix. Receive written report from Highways WG and Asset Review Information

A written report had been received and circulated to all.

x. To agree any recommendations for FCL attention

The following **RECOMMENDATIONS** were **PROPOSED**, seconded and **APPROVED BY ALL**:

1. A 1 year contract to be given to Extreme Clean to clean fingerposts (£10 each) once during the year and the composite benches (£10 each ) from 1<sup>st</sup> April - 31<sup>st</sup> May).  
Start and finish dates of any contact for the cleaning of fingerposts and composite benches thereafter, should mirror the given timescale / dates of other HPC contracts.
2. Bank opposite Village Hall – Maintenance of this bank should sit within the Annual Contracts under Footpaths – (Hedge-Cutting/General Maintenance; Contract HPC/Footpaths/2018-0005)

**RFO to be updated for his action**

It was **PROPOSED**, seconded and **AGREED** by all that:

3. Bus Shelters Annual Clean - this activity fall within the agreed hours of the new Small Works Contractor, once this contract had been issued.
4. Notice Board Annual Clean –this activity fall within the agreed hours of the new Small Works Contractor, once this contract had been issued.

Additional areas of work to be actioned included Cllr Bradshaw and Kenward’s offer to speak to the Quicken Trust and their neighbours regarding the installation of bollards.

**Cllrs Bradshaw and Kenward**

10. **STREET LIGHTING WORKING GROUP**

AME18.01.10 xi. Receive written or verbal report from Street Lighting WG  
Works order has been placed for two new lamps in the parish. Installation on hold due to agreeing location of new lamppost. The Village Hall entrance junction was highlighted as a dark spot needing a new post. Discussions continued about the lighting on the village hall path but would need further talks with Village Hall Committee.

Existing post outside fire station being regarded for installation of a lamp, light would be shielded and only shine on the road.

Meeting dates were being arranged with ESCC Street Lighting to further discuss options.

- xii. To agree any recommendations for FCL attention

11. **TREES AND LANDSCAPING WORKING GROUP**

AME18.01.11 xiii. Receive written or verbal report from Trees and Landscaping WG  
It was reported that planting on the bank would start once the weather conditions allow.

The Tree Warden agreed to look at a tree (Church Road to the Twitten) that had been reported as a concern. The Warden informed the Committee he would serve a notice to the land owner if the tree needed taking down and was located on private land.

- xiv. To agree any recommendations for FCL attention  
There were NO recommendations for FCL.

12. **REVIEW OF MAINTENANCE CONTRACTS**

- AME18.01.12 i Review of current contracts for accuracy and efficiency  
See Agenda Item 9, AME18.01.09 for information appertaining to Highways related issued contracts.

No other changes were suggested.

It was noted that the Old Surgery Lease review (next due 30.09.2020) would need to consider inclusion of a tenant liability for the maintenance and clearance of the garden area and hedges.

**RFO / Clerk to diarise**

13. **REVIEW OF RECREATIONAL HIRE AGREEMENTS AND CHARGES**

- AME18.01.13 i Review of Recreational Hire Agreements and Charges for 2018-19  
It was **PROPOSED**, seconded and **AGREED** by all to accept the (RFO suggested) proposed Hire Agreement Charges for 2018 - 19

14. **SECTION 106 FUNDS**

- AME18.01.14 It was suggested that future Agenda Items relating to Section 106 funds should specifically present as Lime Roughs Section 106 Funds.

**Clerk to next AME agenda**

The Chair had circulated a draft estimate of anticipated funds v associated Committee budget areas such as Highways - Footway improvement; Footpaths; Sports & Health improvement. Section 106 will get paid to Wealden, but release of funds will only occur twice p/a, we can receive the funding in October 2019 therefore the discussions and planning for project spending of the Section 106 will become an ongoing agenda item for AME Committee.

Suggested uses for any future Section 106 income would be considered at a later AME(Com) meeting. However, Councillors were asked for their initial thoughts which included the potential additional zebra crossing and the idea of creating a 'village entrance'.

15. **GRIT BINS**

- AME18.01.15 It was **AGREED** that no further action would be necessary at this time

16. **ROAD SAFETY DISCUSSION POINTS**

- AME18.01.16 i Community Speed Watch – updates and discussion.  
There is a need to confirm the date of the Community Speed Watch training in February. ESFRS have funding for 12 months and a large number of equipment sets for use. Parish Councils are being liaised with and ESFRS officers have offered to attend our Parish Meeting to support Herstmonceux.

**Clerk to contact coordinator**

ii Promoting the importance of reporting of any witnessed incidents  
Newsletter and social media inclusion.

**Clerk and Cllr Kenward**

iii Additional Zebra Crossing for the village – Clerk to explore match funding opportunities

**Clerk**

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

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

17. **2018 WW1 CENTENARY**

AME18.01.17 i HPC Councillor attendance at meeting on 31.01 to be agreed

18. **TO RECEIVE ANY CORRESPONDENCE**

- AME18.01.18
- i. Sussex Lund Grants Programme
  - ii. Skatepark Awareness Days 2018
  - iii. Household Waste Recycling Site consultation
  - iv. South East Water Hailsham update and Open Day at Arlington

All notices and information acknowledged

19. **PLANNING APPLICATIONS RECEIVED**

AME18.01.19 Consideration of Planning Applications:

**Submission of  
comments and  
observations**

**Application No. WD/2017/2858/F**

Application

Type: Full

**Expiry date for comments: 6 February 2018** Case Officer: Ralph Forder Tel:  
01892 602496

Location: MARTINS COPPICE, BEMZELLS LANE, HERSTMONCEUX, BN27 4QN  
Description: ERECTION OF CHALET BUNGALOW AND DEMOLITION OF PART  
RURAL BUILDING.

Applicant: Mr Toby Martin

Agent: Patrick Coffey

**See notes, comments and observations at Agenda Item 5**

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

AME18.01.20

Allotment T&C review

**The meeting closed at 21:24**

Date of Next Amenities Committee Meeting: Monday 26<sup>th</sup> March 2018, Village Information Centre