

## MINUTES

### HERSTMONCEUX PARISH COUNCIL AMENITIES (AME) COMMITTEE Monday 26<sup>th</sup> March 2018, 7.30 p.m

Committee Members - Cllrs Jenny Alder; Emma Goodsell, Mick Goodsell, Heather Kenward, Graham Lee; Stephen Nash (Ch), Ian Stewart, Catherine Stirling-Reed.

**Clerk in attendance:** Clare Harrison

**Members of the Public:** Two

No	Agenda Item	Action
1.	<b>APOLOGIES FOR ABSENCE</b>	<b>Apologies to be recorded</b>
AME18.03.01	The meeting opened at 7.30pm The Chair of the Amenities Committee reminded those present that the meeting was being recorded.  Apologies were received from Cllrs: Catherine Stirling Reed Jo Angear	
2.	<b>DECLARATIONS OF MEMBERS' INTERESTS</b>	<b>Declarations of Interest to be recorded</b>
AME18.03.02	i. Cllr M 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 Stewart declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee. <b>Specific Declarations of Interest on items listed for this agenda were declared as follows:</b> iii. Cllr M Goodsell declared an interest in Agenda Item 18	
3.	<b>MEMBERS DISPENSATION REQUESTS</b>	
AME18.03.03	There were no Dispensation Requests	
4.	<b>OUTSTANDING ACTIONS AND UPDATES FROM LAST AME MINUTES, MEETING 22.01.18</b>	
AME18.03.04	There were none reported	
5.	<b>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b>	
AME18.03.05	<b>The Chair closed Standing Orders at 7.31pm to allow both members of the public (MOP) to speak regarding Agenda Item 18 – ESCC refused diversion of BOAT59</b>	

**Cllr M Goodsell left the meeting 7.31pm**

A letter written by the MOP had been received into the Parish Office and circulated to all members of the Amenities Committee prior to the meeting.

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The MOP were not in agreement with comments submitted by Herstmonceux Parish Council to ESCC.

The MOP voiced their arguments against the refused diversion.

Councillor questions followed.

**The Chair thanked the MOP for their contribution and re-opened Standing Orders at 8.40pm**

The Committee discussed the comments made by the MOP and contents of the letter but reminded the MOP that HPC are a consultee and ESCC are the decision makers.

In an attempt to offer a practical solution to some of the opposing opinions raised, Councillors suggested that as ESCC are responsible for condition of track, they can be asked to improve the surface which may help to alleviate the reported issues with the use of the byway by 4x4 users as the track would become less exciting.

A second action suggested was to enquire of ESCC about any existing controls of unsociable hours vehicle useage.

**Standing Orders were again closed at 8.47.**

A MOP spoke in response to some of the comments raised by the AME(Com) members regarding the fruit farm operations and equipment.

**Standing order resumed 7.51pm**

The Chair assured the MOP that their comments had been taken on board and requested that any future issues raised by themselves to the Police or ESCC would also be made known to the Parish Council as they could not help if they were not aware.

**Standing Orders were suspended at 7.51pm** to allow one MOP to make a final comment about one of the byway closures.

The MOP will endeavour to record video footage of future incidents as evidence

**MOP left the meeting 7.54**

**Cllr M Goodsell re-joined the meeting at 7.54pm**

**Standing Orders were re-opened 7.58**

The clerk was asked to send a letter to ESCC ROW team to request re-surfacing of BOAT59 (as per surfacing at squirrel track) with an aim to facilitate more reasonable useage of this byway.

**Clerks letter to  
ESCC ROW officer**

6. **ALLOTMENTS WORKING GROUP**

AME18.03.06 i. Receive written or verbal report from Allotments WG

It was reported that an Allotments Association (AA) meeting was being held that night and that HPC would await their report as to the AA decision on more than one building per allotment site

ii. Receive Allotments Administration Report (RFO)

The report had been received and read. There were no comments to be considered for decision making

iii. Discuss and Agree any suggested changes to Allotment T&C's, 2019 onwards

Item reference AME.17.11.06 – Discuss any suggested changes to Allotment T&C's, 2019 onwards. Options to include statement on 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.

The AME(Com) AGREED that requesting a deposit was impractical from an administration point of view and that **no further action** would be requested with this earlier suggestion.

Item reference FCL.18.02.275 -

The AME(Com) AGREED that if two names were on the tenancy agreement and in the case of one of the plot holders ceasing to be a tenant, then a 'survivorship' clause would allow the second plot holder to continue to keep the plot. However, this would not be the case where two persons had shared a plot but only one had been named on the tenancy agreement and this person withdrew from the contract with HPC.

**RFO to update  
Allotment  
Tenancy  
Agreement Clause**

It was AGREED that the RFO be asked to update the tenancy agreement to reflect the above decision

iv. To agree any recommendations for FCL attention  
As the above point for updating of the tenancy agreement.

v. Notice Board move

The Allotments Association would like to relocate the Allotments notice board. It was AGREED that permission be given for the move and that members of the HW(WG) will liaise with the Allotments Association to suggest their taking on of the notice board and any general maintenance needed ie re-varnishing.

7. **FOOTPATHS WORKING GROUP**

AME18.03.07 vi. Receive written or verbal report from Footpaths WG

A report from the Footpaths meeting group, written by Cllr SR, dated January 2018, had been circulated. Cllr M Goodsell offered to speak to the landowner at Cowden Farm with reference to the point discussed about their gate needing some minor attention. Other, non-urgent, issues were deferred until Cllr SR was present.

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vii. To agree any recommendations for FCL attention  
There were none.

8. **GROUNDS WORKING GROUP**

AME18.03.08 viii. Receive written or verbal report from Grounds WG

The Tree Warden advised that three trees had been purchased and were ready for planting at Recreation Ground. The meeting confirmed that the former agreed positioning of the trees, close to hedge for mowing purposes, was still the most appropriate and convenient placement for planting. An update on hedge cutting was provided, plans include for the cutting to improve density of hedge and trees that acts as border to development land.

It was noted that comments on the Community Facebook page highlighted that the Tennis Courts need clearing of leaves and possible cleaning. Cllr Nash suggested floating the idea of a working group to undertake this on work via the Community Facebook page. Cllr E Goodsell offered her help.

Cllr M Goodsell informed all that the hedges had not yet been cut due to the inclement weather. A cut around tennis court is due and the leaves can be dealt with at the same time with a blower.

It was also reported that the latch on tennis court gate needs replacing. Cllr M Goodsell will inspect and ascertain the need for any work.

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

9. **HIGHWAYS WORKING GROUP**

AME18.03.09 x. Receive written report from Highways WG and Asset Review  
Information

It was requested that in addition to formerly agreed one year contract for Extreme Clean to clean the finger posts and composite benches (AME18.01.09) from 1<sup>st</sup> April to the 31<sup>st</sup> May, that a 3 year contract be awarded to replicate the required cleaning times. PROPOSED, seconded. ALL IN FAVOUR.

It was requested that with reference to AME18.01.09, Annual Contract for the maintenance of the bank opposite the Village Hall that the contract be awarded for the next financial year, for two strims per year to Mick Goodsell. PROPOSED, seconded. ALL IN FAVOUR. **Cllr M Goodsell refrained from voting or taking any part in this discussion.**

With reference to AME18.01.09, 'Bus Shelters Annual Clean - this activity fall within the agreed hours of the new Small Works Contractor, once this contract had been issued' it was PROPOSED and seconded that the cleaning should take place in February / March time. ALL IN FAVOUR.

The HW(WG) reminded all that repairs on the North Lodge and Denefield bus shelters are planned for this coming year.

A further quote was requested, in addition to the one received, for the refurbishment of the village sign. Councillor Kenward to contact local contractor.

**Cllr Kenward**

xi. To agree any recommendations for FCL attention  
Recommendations for FCL are as above

10. **STREET LIGHTING WORKING GROUP**

**Clerk and Cllr Lee**

AME18.03.10 xii. Receive written or verbal report from Street Lighting WG  
A UKPN newsletter was circulated to all. AME(Com) were informed of the UKPN mapping site at which they could view UKPN jobs in hand. The Clerk was requested to liaise with Cllr Lee as to current HPC Street Lighting projects.

xiii. To agree any recommendations for FCL attention  
None

11. **TREES AND LANDSCAPING WORKING GROUP**

AME18.03.11 xiv. Receive written or verbal report from Trees and Landscaping WG  
Tree updates had been given in the Grounds(WG) reporting section.

AME(Com) were informed of contact from Herstmonceux Castle who are undertaking a poppy planting project (in connection with WW1 Commemoration Events) and asked HPC if and where they would like some poppies planted. Cllr Nash was asked to ascertain what ground preparation was needed for the planting as this would be key in deciding where the planting could take place.

**Cllr Nash**

At this stage it was suggested that a bank of poppies could be planted at the Village Hall on the side of the entrance road, the Village Hall would retain control of the mowing of the bank. The land alongside the entrance to the recreation ground access road was also suggested.

xv. To agree any recommendations for FCL attention  
There were none.

12. **HERSTMONCEUX PFTA REQUESTS**

AME18.03.12 i Happy Circus Event at Recreation or Sports Ground  
AME(Com) were asked to consider the request from the school PFTA to hold an event, run by 'Happy Circus' on Parish Council land – the Recreation Ground or Lime Cross Sports Ground.

Research had been undertaken by Councillors prior to the meeting and a detailed discussion included points raised on the following: complexities of bad weather impact on the company semi-large vehicles on the grass and any mitigating practices that would be necessary; the need for access to toilets and running water; use of the grounds for overnight accommodation; noise pollution for the night in question; the need for the event to take place prior to the cricket and bowls club season opening and fixture diaries. These

**Recommendations  
to FCL. Clerk to  
notify PFTA**

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were measured against advantages to the community and families; income for the school.

AME(Com) AGREED that they would recommend supporting the event with specific provisos:

1. That the event may go ahead, weather permitting, and that the ground completely restored to its former state. The Recreation Ground MUST be left in the same condition as found. The Happy Circus use of the word 'almost' in their section 'Measures to look after the is not acceptable.
2. That the timing of the event is arranged following liaison with the Cricket and Bowls Clubs so as not to interrupt their start of season timing.
3. That parking of the event is managed efficiently and safely.

ii Driving School activity at School Fair

AME(Com) acknowledged that this activity had been carried out successfully before at the annual summer fete, and that, driving school insurance cover and weather permitting, AME(Com) would recommend to AGREE for this activity to be allowed.

13. **REDUCTION TO GRASS / VERGE CUTTING SERVICES**

AME18.03.13 AME(Com) had no further discussion and therefore decision making for this item.

14. **LIME ROUGHS**

AME18.03.14 i Section 106 funds

Expected 106 funds were discussed against highlighted upcoming projects and necessary updating and improvements to current Herstmonceux Parish facilities such as footways improvement, footpaths furniture replacement, cycle paths, play area refurbishment, sports pavilion match contribution, youth facilities.

It was suggested that the HW(WG) research options, timings and Section 106 spend criteria with ESCC and WDC in order for HPC to start long term planning for local consultation and subsequent use of the funds against the HPNP and business and facilities planning. The Clerk was also asked to include this discussion on the next SLR agenda.

**Cllrs HK and JAL**

**Clerk**

ii Grit Bins

The Clerk was asked to write to the Developer to request the installation of grit bins on site, as from first occupancy, and to be managed by T&C.

**Clerk**

15. **DOG FOULING**

AME18.03.15 Cllr Alder informed that she had been in contact with the Wealden DC Dog Warden about the increasing issues with dog fouling in the Parish.

Recently reported dog fouling outside the primary school had been dealt with swiftly by the Warden. Issues with owners not picking up their dog's mess had also been noted in West End, James Ave, Fiennes Rd, Dacre Road and on the stretch from the Herstmonceux Fire Station to the bench. The Dog Warden has confirmed that she will be monitoring these areas.

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Councillors recalled last year's successful prosecution in the Parish and share the Dog Warden's determination to press future charges for local offenders.

It was suggested that the Lime Cross field is a 'dog toilet' of Herstmonceux and that if this continues matters will be worse in the future, the local farming community are losing animals due to the left faeces. The Councillors are aware of individuals who do not pick up after their dogs, including those who park their car and leave their dogs to roam and defecate in the Recreation Ground whilst they sit in car. The Dog Warden has been given this information.

**Cllr Alder to speak  
to Dog Warden**

The support of the Dog Warden is to be requested in putting a scheme together for involvement of the local community, with the intention to use local social media to raise the profile of this problem.

**Residents of the  
Parish**

**16. ROAD SAFETY DISCUSSION POINTS**

AME18.03.16

i Community Speed Watch – updates and discussion  
The Clerk was asked to forward the CSW link to Cllrs JAL and GL. Cllr E Goodsell confirmed that she has completed her registration.

**Clerk to forward  
link**

ii Promoting the importance of reporting of any witnessed incidents  
AME(Com) agreed the importance of continuing promotion of this message.

**Cllr Kenward  
communications**

iii Additional Zebra Crossing for the village – BF AME 170917  
This ongoing discussion would be noted in any further planning for use of Section 106 funds.

iv Skatepark Awareness Days 2018  
AME(Com) commented that the Skate Park is outdated and needs updating and refurbishing but that any planning for improvement was linked to the wider project of sports facility development following the transfer of the 20m strip of land at Lime Cross and any due Section 106 funding. External funding streams were also thought to be an option.

**17. 2018 WW1 CENTENARY**

AME18.03.17

It was confirmed that the next meeting will be held on the 5<sup>th</sup> April.  
There were no outstanding actions for HPC at present.  
See also information regarding Herstmonceux Castle Poppy Planting Project at AME18.03.11

**18. TO RECEIVE ANY CORRESPONDENCE**

AME18.03.18

i Letter received regarding BOAT 59 decision  
Please see comments and agreed action as at agenda item 5

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

AME18.03.19

**The meeting closed 9.15pm**  
Cllr Alder offered her apologies for the next meeting