

MINUTES

HERSTMONCEUX PARISH COUNCIL AMENITIES (AME) COMMITTEE

Monday 24th September 2018, 7.30 p.m.

Councillors in attendance - Cllrs Jenny Alder, Jo Angear, , Mick Goodsell, Heather Kenward, Graham Lee, Bryan Naish, Ian Stewart, Catherine Stirling-Reed.

Clerk in attendance: Clare Harrison

RFO in attendance: Karen Crowhurst

Members of the Public: One

No	Items	Action
1.	APOLOGIES FOR ABSENCE AME18.09.01 The Chair opened the meeting at 7.30pm and reminded all that the meeting was being recorded. Apologies were received from the following Councillors: Ketill Game Emma Goodsell Stephen Nash (Ch) Bryan Naish	Apologies and attendances to be recorded
2.	DECLARATIONS OF MEMBERS' INTERESTS AME18.09.02 <ul style="list-style-type: none">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. Declarations of Interest Specific to this Agenda: <ul style="list-style-type: none">i. There were none	Interests to be recorded
3.	MEMBERS' DISPENSATION REQUESTS AME18.09.03 None were reported	
4.	OUTSTANDING ACTIONS AND UPDATES FROM LAST AME MINUTES, MEETING 24.07.18 AME18.09.04 No outstanding matters were declared although some items are ongoing.	
5.	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA AME18.09.05 This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes. Standing orders closed at 7.31 to allow a member of the public (MOP) to speak.	

A representative from Hailsham Active discussed schemes for health and wellbeing through changes for communities via the provision of general fitness and improved mental health opportunities, both which have been highlighted through the provision of local data as being issues in this locality, in particular for the over 50's.

Hailsham Active shared a once a week, one hour low-level exercise scheme idea, which can be delivered in public spaces to groups of approx. 20 persons at £4.99pp/pcm cost. A local co-ordinator would be sought but the exercises would be led by a qualified professional. A query was raised as to whether this person would have public liability insurance, this would need confirming (more information can be gained at 'OurParks' website. No provision of equipment is necessary.

The Council thanked the MOP for his input. The MOP left the meeting.

Standing Orders resumed at 7.49pm

6. **UPDATES FROM THE WORKING GROUPS OF THE AMENITIES COMMITTEE:** RFO and ALL(WG)
AME18.09.06 **ALLOTMENTS WORKING GROUP ALL(WG)**

i. Receive written or verbal report from Allotments WG
A report had been circulated.

ii. Receive Allotments Administration Report (RFO)
The RFO explained that, at the request of the Allotments Working Group, a review of the guidelines between the Parish Council and the Allotments Association had been undertaken. The aim of this review is to produce a clear Terms of Reference document for the two organisations, confirming the responsibilities of both towards each other.

It was agreed that the tenancy agreements that are in place, and were reviewed in 2017, are still fit for purpose.

The RFO will finalise a draft Terms of Reference for the perusal and amendment of the Allotment Working Group, prior to their recommendation to FCL.

iii. To **Agree** any recommendations for FCL attention
Recommend final agreed draft Terms of Reference for FCL approval

7. **FOOTPATHS WORKING GROUP - FTP(WG)** This item is to be deferred for future scheduling for the revision of HPC current byelaws (possibly post May 2019).
AME18.09.07 iv. Receive written or verbal report from Footpaths WG
A Ministry of Housing, Communities and Local Government letter had been received regarding the Modernisation of Model Byelaws. Those byelaws that have been superseded by nations legislation have now been removed. There is no requirement for councils to updated existing byelaws, however should the council decide to review, amend or put in place new byelaws then it will be necessary to use the updated model byelaws.

Information of communication between ESCC Rights of Way Officer and a parishioner was shared regarding the appearance of notices, bearing an ESCC logo, at BOAT 59. The email exchange had verified that the use of the ESCC logo had been permitted and the signs were a polite request rather than legal requirement warning. Those land owners that were present, and who also have public footpaths running through their land, are interested in approaching ESCC for the provision of similar notices.

v. To **Agree** any recommendations for FCL attention
There were none

8. **GROUNDS WORKING GROUP – GRD(WG)**

AME18.09.08

vi. Receive written or verbal report from GRD(WG)
A report had been circulated. Please see the report for further detail in the matters addressed:
Bin replacement
Access Road update
Minor vandalism
Replaced Lock
Week Killer
ROSPA repairs

A reminder will be sent to the GRD(WG) regards the quotes that had been obtained for the 'pick up your dog's mess' banner.

GRD(WG)

vii. Dog Waste Bins provision
It was agreed that the Dog Waste Bins were a key feature in promoting the message to clear up your dogs' mess.

viii. Bin Emptying at the Recreation Ground

Clerk and RFO

Discussions regarding a role for the small contracts, to include the emptying of recreation bins and cleaning of the public toilets was held. The previous calculations for cleaning of the toilets and from small contracts will be reviewed to form an estimates submission for 2019 / 2020 budgets.

The Officers of the Council will undertake research into employment options for this type of job role and responsibilities and provide a report for the attention of the Personnel Sub Committee to peruse and make a recommendation to FCL.

ix. To **Agree** any recommendations for FCL attention
There were none

9. **HIGHWAYS WORKING GROUP – HWY(WG)**

AME18.09.09

x. Receive written or verbal report from Highways WG
A written report had been circulated.

**Recommendations
to Full Council**

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Clerk: clerk@herstmonceuxparish.org.uk
Finance Officer: finance@herstmonceuxparish.org.uk

A request from the Horseshoe Inn had been received for the placement of a dog waste bin in their vicinity. The placement of the bin was considered. The Horseshoe Inn will be re-approached regards the bin positioning which will determine licence and costs. A recommendation will be submitted to FGP once the above are established.

3 quotes had been received for the provision of the bollards for outside Quicken Trust. The quote received from G.Simes of £525+VAT was **PROPOSED**, seconded and **AGREED** for recommendation to FCL. In addition, ESCC installation and licence costs amount to £1,110

Virements had been proposed by the HWY(WG) to cover budget variance. The requested virements were **PROPOSED**, seconded and **AGREED** by all for recommendation to FCL.

Signage – signs needing replacement were considered. It was **AGREED** by all to accept the advice of ES.Highways with regards the replacement roadside Recreation Ground (and Car Park) sign by Herstmonceux Fire Station. Further consideration to the suggestion of bollards in Victoria Road are deferred until the works by Southern Water are completed.

Improvements and refurbishment of the signs on the post by the mini roundabout are to be considered in a timeframe consistent with the Thakeham improvements to the Recreation Ground pathway.

xi. Update on actions regards the missing bench and Bus Request Stop at Coopers Croft (FGP18.06.09; AME18.07.23)
The Coopers Croft bus stop replacement bench is ready for installation.

xii. To **Agree** any further recommendations for FCL attention
As above

10. **STREET LIGHTING WORKING GROUP – STL(WG)** **STL(WG)**

AME18.09.10 xiii. Receive written or verbal report from Street Lighting WG
The column opposite the Village Hall Access Road has been erected but the lamp is not connected (the electricity is to come from the electronic speed sign). The surrounding trees need cutting.

ESCC contact to be written to requesting an update on works undertaken, works outstanding and for clarification of responsibilities for next actions.

xiv. To **AGREE** any recommendations for FCL attention
None at present.

11. **TREES AND LANDSCAPING WORKING GROUP – TRL(WG)** **Clerk to forward**

AME18.09.11 xv. Receive written or verbal report from Trees and Landscaping WG
The report from the Tree Surgeon regarding his assessment for the Access Road to the Recreation Ground will be emailed to Clerk. **to all upon receipt**

The Canadian Maple is still waiting to be planted on the Rec, the ground is now suitable. The HPC contact at the Castle contact is to be approached to arrange a date for students to attend and a photo taken.

**Clerk to contract
BH**

xvi. To **AGREE** any recommendations for FCL attention
None at present

12. **HERSTMONCEUX PARISH NEIGHBOURHOOD PLAN POLICY 8 - RECREATION
AME18.09.12 GROUND ACCESS ROAD IMPROVEMENTS**

**Clerk to notify
relevant contacts**

Any available updates – following the latest meeting with the Project Manager the scrub had been cut in readiness for the survey.

Quotes for the surveying work had been provided from JMLA approved surveyors.

After some consideration, it was agreed that the quote from SESurveying should be approved to undertake the necessary surveying works.

PROPOSED by Cllr Alder, seconded by Cllr Angear and **AGREED** by all. It was **RESOLVED** to **RECOMMEND** for FCL engaging the services of SESurveying to undertake the Topographical Survey for the Access Road improvement project, Herstmonceux Parish Neighbourhood Plan, Policy 8.

**Clerk to liaise with
all. Retrospective
approval to FCL
agenda.**

13. **OTHER RECREATION GROUND MATTERS**

AME18.09.13

- i Hailsham Active
Please see notes at AME18.09.05
- ii Cricket Club latest draft proposals for improvements
No updates received.
- iii Cricket Club correspondence with Dura Sport
Ongoing communication with regards after sales customer care dispute.
Clerk to contact club to assure of Parish Council's support, HPC being the contract holder.

Clerks email

14. **RISK MANAGEMENT**

AME18.09.14

- i Review of current procedures
It was **AGREED** that good practice would include an Asset Review each year by all working groups. To be undertaken in the Autumn to inform estimates calculations for following years budgets.

**All working groups
of the Amenities
Committee**

- ii Recommendations for any changes
As above

15. **CHRISTMAS FESTIVITIES**

AME18.09.15

(IAN AND STEPHEN – TREES AND LIGHTS ETC)
General updates were provided by Cllr Stewart

16. **TO RECEIVE ANY CORRESPONDENCE**

AME18.09.16

- i A CPRE membership card had been received

**ii.Clerk to
ascertain**

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Finance Officer: finance@herstmonceuxparish.org.uk

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|-----|---|--------------------------------------|
| ii | A textiles recycling company enquired about a locally based textiles recycling point. Council approved of the idea in principle. | necessary permissions |
| iii | The Committee approved of the school's choice of blue railings to replace the rotten fence. | iii.Clerk to notify school BM |
| iv | ESCC communication grass cutting – the Amenities Committee recommended to the Finance and General Purposes Committee that the Parish Council continue the arrangements as per this year | iv.to FGP agenda |

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

AME18.09.17

The meeting closed at 9.23 pm

Date of Next Amenities Committee Meeting: Monday 26th November, Village Information Centre