

MINUTES

**HERSTMONCEUX PARISH COUNCIL AMENITIES (AME) COMMITTEE
Monday 26th November 2018, 7.30 p.m.
Village Information Centre**

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

Clerk in attendance: Clare Harrison

Members of the Public: None

1. **APOLOGIES FOR ABSENCE**

AME18.11.01

The Chair opened the meeting at 7.32pm, welcomed all and reminded all that the meeting was being recorded.

Apologies and attendances to be recorded

Apologies were received from the following Councillors:

Jenny Alder

Ian Stewart

Kit Game;

2. **DECLARATIONS OF MEMBERS' INTERESTS**

AME18.11.02

- 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 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.

Interests recorded as at start of Councillors Term of office

Declarations of Interest Specific to this Agenda:

- i. There were none

3. **MEMBERS' DISPENSATION REQUESTS**

AME18.11.03

None were reported

4. **OUTSTANDING ACTIONS AND UPDATES FROM LAST AME MINUTES, MEETING 24.07.18**
AME18.11.04 No outstanding matters were declared although the following items are ongoing.
- AME18.09.06.ii** 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. **RFO**
- AME18.09.08.vii** – any further perusal of the purchase of a pick up your dog poo banner? **GRDs WG**
- AME18.09.08.viii** – research by officers of the council regarding employment options for bin emptying – officers to meet **RFO and Clerk**
- AME18.09.14** - 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. **Councillors**
- Updates:**
AME18.09.09 **The Committee were told that** WDC would not be taking on any new bins for emptying until their contract for dog waste services is renewed in May / June 2019. This item has been deferred until July 2019 AME(Com) agenda.
- The request for a public waste bin at Cowbeech is to be actioned. Cllr Kenward is to research bin costs for HW(WG) budget. Clerk to enquire about Wealden bin emptying services for that area, to confirm licence, area coverage and emptying costs. **Clerk and Cllr Kenward**
- The provision of a public waste bin in the village of Cowbeech was Agreed in principle at a cost of up to £400 for purchase, to include a fixing kit** **RFO to note for budget purposes**
5. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**
AME18.11.05 There were no members of the public present.
6. **UPDATES FROM THE WORKING GROUPS OF THE AMENITIES COMMITTEE: ALLOTMENTS WORKING GROUP ALL(WG)** **RFO and ALL(WG)**
AME18.11.06
- i. Receive written or verbal report from Allotments WG
A verbal update was provided. It was reported that the Allotment Committee are becoming more confident and active.
- ii. Receive Allotments Administration Report (RFO) **RFO and Allotment WG to consider**
The Parish Council had received one notice of termination of tenancy and one application from a current tenant who wished to take on a further plot. No cap on number of allotments taken. **Future Consideration for T&C's.**
- iii. To **Agree** any recommendations for FCL attention
There were no new recommendations in addition to that at 18.11.04, a continuation of progress of **AME18.09.06.ii.** **RFO**
7. **FOOTPATHS WORKING GROUP - FTP(WG)**
AME18.11.07 iv. Receive written or verbal report from Footpaths WG

A written report had been received. It was reported that the footpaths working group are very active in clearance and applying for external funding to replace inaccessible stiles with kissing gates. All matters needing attention are referred to ESCC Rights of Way Team.

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

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

AME18.11.08 vi. Receive written or verbal report from GRD(WG)

Clerk

A verbal update was provided. The Council were advised of the plan to draw up a maintenance plan for 2019, which would need to include provision for the watering of the 2 newly planted saplings, repainting of assets, ROSPA actions, maintenance of the undergrowth in the Recreation Ground twitten. The Clerk was asked to issue a letter to the owners of Bazaar House to request overhanging bramble cut back from their boundary.

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

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

AME18.11.09 viii. Receive written or verbal report from Highways WG

**ESCC, Clerk and
RFO**

A written report had been circulated.

A revised Grass Cutting verge map from East Sussex County Council is due. This will need to be issued to chosen Tender applicant for the potential tweaking of their quote, once the map is confirmed as finalised.

It was agreed that the discussion of the suggestion for bollards in Victoria Road stay off the agenda for the immediate future. Works by water companies are due in the summer of 2019 and the road / pavement will be dug up during this period. The Amenities Committee are not yet in agreement that there is enough of an issue, in that area, to warrant any action, or that bollards would be the best solution if action were agreed as being needed. Alternative solutions could be researched in the interim period for bringing to Amenities Committee in the Autumn 2019 for Committee to decide if full and meaningful consultation is needed with the residents in Victoria Road regarding the perceived issues.

The Council are still awaiting a response from Highways to their request for siding around the recreation ground and into Chapel Road.

ix. To **Agree** any further recommendations for FCL attention
It was **Proposed**, seconded and **Approved by all** for the following quoted work and costs on the parish fingerposts to be accepted. The following works and quoted costs are **Recommended to Full Council for ratification**.

**Recommendation
- fingerposts to
Full Council**

1. Junc Church Road/Lower Road - any crack will be remedied f.o.c.
2. Lower Road/Butlers Lane - new small finger-post and single finger c£750

3. Junc Magham Down/Under Road - refurbish in workshop c£400
4. West End/Chilsham Lane - refurbish in workshop c£400
5. Stunts Green/Cowbeech Hill basic maintenance £75

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

AME18.11.10 x. Receive written or verbal report from Street Lighting WG
This working group are liaising with East Sussex County Council to ascertain information needed for 2019 projects and budget setting.

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

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

AME18.11.11 xii. Receive written or verbal report from Trees and Landscaping WG
It was **Proposed**, seconded and **Approved by all** to remove the falling down fence that is set in the, now self -supporting, hedge surrounding the roadside of the Lime Cross Sports Field. Removal of the old fencing is **Recommended to Full Council for ratification.**

**Recommendation
to Full Council**

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

12. **HERSTMONCEUX PARISH NEIGHBOURHOOD PLAN POLICY UPDATES**

AME18.11.12 It was reported that work on the public WC's have started.

13. **AMENITIES AIMS AND OBJECTIVES**

AME18.11.13 Procedures pertaining to this Committees Aims and Objectives were discussed.

All to note

It was clarified that if proposed and agreed works are already provided for in the council's budget estimates, then approval of Amenities Committee recommendations may be taken straight to Full Council.

It was clarified that should proposed works not already be provided for in the council's budget estimates, then approval can be given in principal by the Amenities Committee, but that the proposal must then also go through the Finance and General Purposes Committee for recommendations to Full Council.

It was agreed that if an agenda item had been discussed and concluded at Amenities and or Finance and General Purposes, then the matter should not also be raised at Full Council.

14. **EVENTS BUDGET**

AME18.11.14 It was **Proposed**, seconded and **Approved by all** that an Events Budget be introduced for the next Financial Year and onwards. The aim of the budget would be to support community events and potential Insurance premiums increases incurred as a result of holding parish events.

**RFO to note for
provision of new
budget heading,
pending Full
Council Approval**

www.herstmonceuxparish.org.uk

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

A proposal of £5k for a contingency budget to be ringfenced for 5 years was received but not seconded.

A counter proposal of a ringfenced £2.5k p/a to be set aside was **Proposed**, seconded and **Approved by all. Recommended to Full Council for ratification.**

15. **TO RECEIVE ANY CORRESPONDENCE**

AME18.11.16

i Consideration of the maintenance requests for the Old Surgery Clerk to highlight requests to Wealden as these relate to WDC responsible areas.

ii Wealden Street Scene
The information had been circulated

iii Items received after publication of this agenda- Highways WG Terms of Reference changes
A revised Highways Working Group TOR had been received by the Clerk. The revised version was not accepted by the Committee and the Highways Working Group TOR stands as formerly agreed in June 2016.

iv Items received after publication of this agenda
No correspondence of specific relevance to the Amenities Committee had been received after publication of this agenda

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

AME18.11.17

A wish to thank the residents who continue to Litter Pick Up in the parish was raised. This is to be mentioned in the next Parish Council newsletter.

Cllr Kenward

The clerk was asked to write to the site manager at Lime Roughts to highlight an issue of lunch rubbish being thrown out of contractor vans windows.

Clerk

The meeting closed at 9.30pm

Next Amenities Committee meeting - 28th January 2019, Village Information Centre