

MINUTES

HERSTMONCEUX PARISH COUNCIL
EXTRAORDINARY meeting of Herstmonceux Parish Full Council
Monday 26th February, 2018, 7.30 p.m.

Councillors: Jenny Alder; Jo Angear; Malcolm Bradshaw; Emma Goodsell; Mick Goodsell; Heather Kenward; Graham Lee; Stephen Nash; Ian Stewart - **Ch**; Catherine Stirling-Reed.

Clerk – Clare Harrison

RFO – Simon Goacher

Members of the Public - None

No	Agenda Item	Action
1. 18.02.290	<p>APOLOGIES FOR ABSENCE</p> <p>The Chair opened the meeting at 19.30hrs, welcoming new Councillor Emma Goodsell and reminding all present that, as always, the meeting was being recorded.</p> <p>Apologies had been received from Cllr Bryan Naish.</p>	Attendances and apologies to be recorded
2. 18.02.291	<p>DECLARATIONS OF MEMBERS' INTERESTS</p> <ul style="list-style-type: none"> i. Cllr Goodsell declared his regular pecuniary 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. iii. Cllr Angear declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee. A later declaration was also recorded in connection with Lime Cross planning application WD/2015/0186/MAJ 	Declarations of Interest to be recorded
3. 18.02.292	<p>MEMBERS DISPENSATION REQUESTS</p> <p>There were no dispensation requests</p>	
4. 18.02.293	<p>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</p> <p>There were no members of the public present</p>	
5. 18.02.294	<p>ALLOTMENTS BUILDING PROVISION</p> <p>To consider and AGREE specifications/criteria for each type of building/fruit cage</p> <p>Opposing points of view were offered: restricting tenants to one full size building or allowing the plot holder to include other growing space buildings, such as fruit cages and green houses as long as these were not detrimental to neighbouring plot holders by creating excess shade.</p> <p>Council concluded that this was not their decision to take alone. The matter is to be referred to the Allotments Association for their input and a response will be requested, if possible, prior to the next FCL meeting to allow a decision to be finalised in March. Decision DEFERRED.</p>	<p>RFO to contact Allotment Association Treasurer</p> <p>Clerk to March 18 FCL agenda</p>

<p>6. 18.02.295</p>	<p>ESCC NOTIFICATION TO PARISH AND TOWN COUNCILS OF REDUCTION TO GRASS / VERGE CUTTING SERVICES</p> <p>i To consider implications of this news and AGREE any immediate action needing to be taken. The reduction to grass/ verge cutting services relates to the ESCC urban grass cutting policy only. Rural grass cutting will remain as two 1m swathe, plus visibility splay, cuts per season.</p> <p>Herstmonceux Parish Council (HPC) has already awarded Honeysett Groundcare the grass cutting contract for 2018/19 .</p> <ul style="list-style-type: none"> Herstmonceux Parish Council currently receives a £ 2164.39 contribution from ESCC to undertake their own urban grass cutting services. This will become less in the near future although financial details have not yet been confirmed. The change will mean means HPC will receive a contribution equivalent to two urban grass cuts, based on contract rates at the start of that new financial year, reducing ESCC contribution by approx. £700. <p>HPC considerations:</p> <ul style="list-style-type: none"> HPC had kept the current contribution rate in this year’s estimates, catering for a small reduction for financial year 19/20. It is anticipated that it will cost HPC £700 extra to maintain this current contract. HPC would like to query if Parish Councils will be allowed to take on more rural cutting or in the future, all of the grass cutting in the Parish. HPC wish to continue with the current number of cuts p/a for visibility lines and aesthetic purposes. HPC wish the matter to be referred to the attention of the Annual Parish Meeting. The reduction in support from ESCC will increase costs to the Parish Precept. The Parish can expect the ESCC contribution to eventually dwindle to zero. The WDC annual support grant has also been reduced to all Town and Parish Councils. It was suggested, that those verges in the parish that had been ruined through vehicles parking on them, could be dropped from future verge cutting contracts to help reduce costs post FY 2018/19. It was suggested that Tim Honeysett be asked to report back to HPC as to any verges that were not fit for cutting, to enable HPC to make further decisions regarding this. <p>ii REFERAL to any HPC Committee for further / ongoing action It was agreed that the subject be referred back to AME(Com) to plan for FY 19/20 and beyond.</p>	<p>HPC to Cllr Bentley</p> <p>Clerk / RFO / FCL Chair / Chair of FGP</p> <p>RFO to TH</p> <p>Clerk</p>
<p>7. 18.02.296</p>	<p>GRANT OF EASEMENT</p> <p>i Latest correspondence to and from legal teams. The Grant of Easement was AGREED by all. This was in principle as the official copies had not been received in the post in time for engrossment at this meeting. Following HPC’s agreement to finance half of the cost of the yellow ‘No parking box junction’ markings for the access road (outside the Chemist), the clerk was asked to</p>	<p>Clerk and RFO</p>

	<p>contact the surgery to request the contact details for the quoting company of the marked junction box so that the RFO could issue a works order and specification to have the markings painted at a mutually agreeable time. Effort by the Surgery and Pharmacy</p> <p>ii APPROVAL and ENGROSSMENT of Deed of Grant The official documents will engrossed at the FCL meeting in March, once HPC are in receipt of them.</p>	<p>Clerk to March FCL agenda</p>
<p>8. 18.02.297</p>	<p>TRANSFER OF STRIP OF LAND AT LIME CROSS Update on transfer of strip of land</p> <p>Signed and witnessed TP1 hand delivered to solicitor's office. Confirmation has been received into HPC office that all is in order for the land to be transferred to the Parish Council. Anticipated transfer date is 28th February 2018.</p>	
<p>9. 18.02.298</p>	<p>PLANNING APPLICATION WD/2015/0186/MAJ</p> <p>A late declaration of interest was declared by Cllr Angear. Standing Orders were suspended at 8.01pm to Cllr Angear to speak. Cllr Angear chose not to speak as a member of the public due to the information she had being third hand. Cllr Angear left the meeting at 8.02pm to allow Council proceedings to continue. Standing Orders were reinstated at 8.02pm</p> <p>i Receive information from WDC Planning Office To discuss 2015 submitted application for the Sports Pavilion.</p> <p>ii DISCUSS and AGREE options open to HPC New application and plans, including transport statement re Ashdown Forest etc All partners would need to be contacted as to current commitment to the project. Application timings, 3 years run out end of May. Condition 8 needing to be met prior to any works above or below ground. Clerk investigating if new boundary line for fencing arising from land transfer Costs for resubmission would be £2310 (50% reduction to Parish Council) + £700 professional fees for Ashdown Forest Transport Statement. If current application for full building renewed then varied to half the size would this come under same application or require a brand new one.</p> <p>Do what we can to start the project with minimal cost as sports pavilion committed to in the NHP so steps must be taken to move this forwards. Although eventual build will in all probability be different to original plan. Best way of preserving what we have although unclear as yet is where finance will come from. Concerns raised with low level of reserves for this project, which will need to come from reserves and available external funding streams. Current precept does not include any finance for this project however the £3,000 for resubmission is a quantifiable cost from current reserves. Query if Ashdown Forest Transport assessment needed by a professional as pavilion would be used by current clubs, not additional users. Clerk to arrange meeting with planning officer to discuss options.</p>	

	<p>iii APPROVE any virement requests from Reserves None proposed at this meeting. Above quoted costs for resubmission of £2310 (50% reduction to Parish Council) + £700 professional fees for Ashdown Forest Transport Statement should be considered for approval so current application is not lost.</p> <p>iv AGREE communication to third parties Letter to Scouts, Bowls and Football Clubs to be written to request meeting to ascertain commitment and available funding for the project and business plans once transfer of land confirmed. Mandate from HPC NHP to go ahead with the project whether or not these organisations still committed to the project.</p> <p>v AGREE any other next actions to be taken and timescales Clerk to contact Stacey Robins and request meeting, may be a fee charged of £290 for a pre-app meeting. £8,000 spent on the project already which must not be wasted. FCL meeting can be called at short notice to authorise this spend if necessary.</p> <p>Cllr Angear re-joined the meeting at 8.10pm</p> <p>*8.32pm Cllr M Goodsell left the meeting due to an pecuniary interest in this discussion. Follow up discussion from former discussions for boundary fencing installation to be actioned once transfer confirmed. £4k in budget for the work. It was PROPOSED, seconded and AGREED by all that a works order be issued, as quoted by Cllr Goodsell, for the measure and installation of (single run)stock proof fence (fence and wire) either side of a planted hedgerow to mark the new boundary. Cllr M Goodsell re-joined the meeting at 8.34pm</p>	<p>Clerk</p> <p>Clerk</p> <p>RFO</p>
<p>10. 18.02.299</p>	<p>PLANNING APPLICATION WD/805/CM Change of use of land to extend the area of operational land at Windmill Hill Wastewater Treatment Works and installation of a Motor Control Centre Kiosk. Windmill Hill Water Treatment Works, Victoria Road, Windmill Hill, HERSTMONCEUX, BN27 4TQ</p> <p>Application summary is a completely new unit at the works to replace existing for the discharged water to cater for predicted (housing development) growth and be compliant with EU regulations, not any change to pipe network. Water Management Board to employ and officer to work with ESCC on planning matters in the future – will act as a contact for HPC to express any concerns in the future. Upgrade on treatment works is welcomed, will ensure water pumped back into the river and then on to the levels is cleaner, compliant with new discharge consent standards by the Environment Agency and ensure compliance with legislation to improve water quality in Pevensey Levels.</p> <p>Comments and Observations: Traffic management plan for the building process has been drawn up. HPC request that no deliveries on a Saturday or Sunday and that the weekday stated delivery times are adhered to.</p>	<p>Clerk to submit comments to ESCC</p>

	The plans for adequate noise barrier provision must be adhered to.	
11. 18.02.300	<p>HERSTMONCEUX PARISH NEIGHBOURHOOD PLAN</p> <p>i Published decision by WDC Planning and Development Portfolio Holder The deadline for the 5 days for Councillor call in is Thursday 1st March.</p> <p>ii Herstmonceux Parish Council Neighbourhood Plan Referendum HPC suspect the referendum will be targeted for the 3rd May to tie in with Local Elections. Further information will be available for sharing at the Annual Parish Meeting.</p> <p>A leaflet drop to Herstmonceux Parish was AGREED. Purpose is refresh parishioners of the HPNP policy outline. It was noted that wording in the flyer must be objective. This process would follow HPC communication format for other key stages of the HPNP. Usual social media awareness raising also. Leaflet drop planned for week prior to the referendum once date known.</p>	
12. 18.02.301	<p>COMMITTEE MEMBERSHIP CHANGES</p> <p>i PROPOSE and AGREE any changes to committee membership following co-option of new Councillor and any other special requests. Cllr E Goodsell to join Highways WG, Footpaths WG and Emergency Plan WG. Cllr G Lee to join Communication WG and Street Lighting WG New WG for Recreation Access road PROPOSED, seconded and AGREED Access Road WG agreed as Cllrs SN, MG, MB and IS. Matthew Ford also to be invited for involvement. Cllr Angear to join Trees and Landscapes WG. Trees and Landscaping WG to contact Castle whose students have been fundraising to purchase maple trees for the parish.</p> <p>ii Consider and AGREE minimum Councillor numbers for Working Groups AGREED that minimum number of 3 Cllrs per WG as from May onwards with regular meetings with written reports.</p> <p>*See item 9</p>	Clerk to review TORs for any necessary updates
13. 18.02.302	<p>LITTER PICK UP</p> <p>HPC wished to acknowledge and thank all those who are already involved in litter pick ups in the Parish. With permission from the individuals concerned, Cllrs Naish and Angear to forward individuals names to the Clerk for a letter of thanks to be issued.</p> <p>A further thanks will be issued from the Chair at the Annual Parish Meeting.</p> <p>Cllr M Goodsell offered to organise a pick up for Sunday 22nd April, this will be promoted at the APM. AGREED by all.</p> <p>The meeting closed at 8.40pm</p>	

Next Full Council Meeting:

Monday 19th March 2018; Herstmonceux Village Hall, 7.00 – 8.00pm