

MINUTES

HERSTMONCEUX PARISH COUNCIL AMENITIES (AME) COMMITTEE
Monday 22nd November 2021, 7.30 p.m.

Councillors in Attendance – Cllrs Jenny Alder; Jo Angear, Graham Lee; Peter Watson; David Harding; Kit Game; Heather Kenward; Emma Goodsell

Co-opted FTP(WG) Member – none

Members of the public- None

No	Agenda Item	Action
1. AME_21.11.01	APOLOGIES FOR ABSENCE The meeting opened at 7.30pm Cllr Game took the Chair for this meeting and welcomed all. Apologies had been received from Cllrs: Emma Goodsell; Bryan Naish; Ian Stewart; Co-opted member (Footpaths Working Group) Steve Burke. Apologies accepted.	Record apologies
2. AME_21.11.02	DECLARATIONS OF MEMBERS' INTERESTS Declarations of Member's re-declared their interests as declared at beginning of this administration term. There were no further declarations that were specific to this agenda.	
3. AME_21.11.03	MEMBERS' DISPENSATION REQUESTS There were none.	
4. AME_21.0.114	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA No members of the public were present.	
5. AME_21.11.05	ALLOTMENTS WORKING GROUP i. Receive Allotments Reports Written reports from Allotments Management and the Allotments Working Group had been circulated prior to the meeting. Please see Appendix 1 An update had also been received from the Allotments Association who stated that nothing much had happened since last meeting, but that there a path at the site had become uneven and therefore presented a potential health and safety issue. HPC will follow this up with the Allotments Association to see what action they will be taking to rectify this. No further increase in tenancy fees was proposed for 2023. The Committee requested that this be reviewed again in November 2023 for 2024 tenancy fee setting.	Cllr Watson to re-visit the site/ propose to meet with AA Chair in the new year.

- ii. Agree threshold number of plots per household- referred from last Amenities

The Council carefully considered this matter that had been deferred since last Amenities, noting the need to ensure that this local amenity remain accessible to as many households in the parish as possible.

iii. To **Agree** any recommendations for FCL attention
The Amenities Committee **Recommend to Full Council** that the maximum number of allotment plots per parish household be set at a **threshold of 2 in number.**

Recommend to FCL

Council highlighted the need to now get the licence between the AA and HPC signed and that there was now no reason for any further delay from the AA as a new Committee was in situ.

Proposed by Cllr Angear seconded Cllr Kenward . **All in favour**

6.
AME_21.11.06

FOOTPATHS WORKING GROUP

- i Receive report from Footpaths WG to include Community Routes update

A written report had been circulated prior to the meeting. Please see Appendix 2.

Cllr Game mentioned a stile that has disintegrated up at the Lime Cross Sports field. (The one located down the hill from the cricket club into Lime Cross football field). Cllr Angear stated that this may not be an official footpaths stile but one put there for footballers ease of access from changing up at the Cricket Pavilion and onto the pitch. Cllr Game reflected that the stile is now used by many more people and should be attended to. Clerk to inform Steve Burke and ask to take a look.

- ii To **Agree** any recommendations for FCL attention
None.

7.
AME_21.11.07

GROUNDS WORKING GROUP

- i Receive report from Grounds WG

A written report had been circulated prior to the meeting. Please see Appendix 3.

Cllr Game explained that MAS were not satisfied with the manufacturing style of the bollards (the PIR was deemed not to be vandal proof as the PIR mechanism was not embedded in the post). An alternative solution is being sought. Works are still to go ahead as planned.

CCTV notices will need to be ordered. Council agreed for the need for 6 in total.

Office staff to obtain

Recommendations to Full Council:

- ii ROSPA report – update on recommended actions
Please see Grounds WG report. Await Skate Park site visit report for information prior to decision making.

- iii To **Agree** any amendments to dog-poo bag dispenser choice
A reminder as to previous Amenities Discussions is below:

- *The Committee chose the Dog Waste bag dispenser, in green, x5, from Glasdon, as per the previous decision for location of the dispensers*

FCL_2021.06.14 - for the recreation ground.

One for each bin (3) plus Denefield and Ridgeway. 5 in total.

Recommend to Full Council.

Proposed by Cllr Stewart, seconded by Councillor Game. **All in favour.**

Further to the above, a minimal cost, hand made dog poo bag dispenser had been spotted on social media and was an opportunity to involve the community in getting behind this local project.

Clerk to order dispensers and fixings as per detail supplied by Cllr Harding

Pros and Cons were identified as:

Pros -

promotes community involvement and potentially ownership of the solution

low/no cost solution

could have more of them around dog-walk areas

less implications from vandalism

Cons

They are a bit unsightly

potential health and safety risk - cut plastic has sharp edges

vandalism - toxic vapour if they are attempted to be burnt

The Committee agreed to carry on with purchase as agreed at Full Council

One dog bin move is to be carried out by Kit and Jamie (to a more suitable location at the Rec).

iv Any updates from ecologist request for Bats environmental impact survey

All relevant documents sent. Awaiting response.

v To Agree any recommendations for FCL attention

None.

8.
AME_21.11.08

HIGHWAYS WORKING GROUP

- i Receive report from Highways WG

A written report had been circulated prior to the meeting. Please see Appendix 4.

Council heard that the hedge along the footway opposite the Garage had now been cut. It remains that the path needs siding.

**Clerk and
Jamie to
schedule**

Main thoroughfares to be sided by Jamie to ensure service centre accessibility as far as the 30mph reaches in areas that have an outer verge.

- ii Discuss and agree removed Bus Shelter next steps – relocation temporary and permanent

Report circulated.

The Amenities Committee **Proposed to Recommend to Full Council** to further explore the Second Option (as per the report in the appendix) for the solution to the raised kerb issue - The cage could be moved backwards so the front of the bus stops at the existing raised kerbs. It would mean losing two parking spaces opposite the Sundial gates but would gain the same at the front. The back of the bus can tuck into the kerb which angles out slightly but the bus is only there for a short time. There would still be room for one vehicle coming the opposite way to pass. The developers may pay for this as a gesture of goodwill, although they are not obliged to. **Proposed** Cllr Game, seconded Cllr Watson, one abstention, one objection. Motion carried. **Recommend to Full Council.**

**Recommend
Gardner
Street Bus
Shelter
actions to
FCL**

Proposed by Cllr Game to re-instate the removed Gardner Street Bus Shelter and dismantle and move 'new' bus shelter to alternative location at Cricketing Lane, seconded Cllr Watson. All in favour. Motion carried. **Recommend to Full Council.**

Cllr Game added that the dismantled 'new' Gardner Street Bus Shelter could be stored on his property until it's relocation to Cricketing Lane, before which, ES Highways will need to be liaised with.

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

9.
AME_21.11.09

STREET LIGHTING WORKING GROUP

- i Receive report from Street Lighting WG

A written report had been circulated prior to the meeting. Please see Appendix 5.

Light in Church Road, opposite new pumping station is not working. Cllr Game will report.

Cllr Game

- ii To Agree any further recommendations for FCL attention
None.

10.
AME_21.11.10

TREES AND LANDSCAPING WORKING GROUP

- i Receive report from Trees and Landscaping WG – a verbal update was provided at the meeting.
- ii Agree Tree Planting Locations –

Following feedback from social media consultation, tree planting will take place on Saturday morning at 9am to which any willing member of the public is invited. Trees will be planted in the following locations:

Windmill Hill – parishioner suggested location as:
Vacant triangle of grass between High Veiw Close , Hurst Lane and Nursery Lane
Council agreed to wait to plant on Posey Green until ownership has been passed to the Parish.
Denefield Green – 1 tree
Recreation Ground – 4 trees

Admin Assistant to promote tree planting activities on Social Media to encourage public participation.

i To **Agree** any recommendations for FCL attention
None.

11.
AME_21.11.11

PROJECTS

i Consider any other AME WG projects for Queens Jubilee Bank Holiday Weekend.

January meeting planned.

Jubilee Sign – Cllr Watson suggested a replica of the Golden Jubilee sign but with Platinum Jubilee written on it. This could be located at the Windmill Hill entrance of the service centre. Cllr Watson has a blacksmith contact who he is meeting to show the Golden Jubilee sign. Cllr Watson will request an estimated cost for a replica. Cllr Watson to progress this project idea.

Proposed by Cllr Watson, seconded Cllr Alder. All in favour.

The Amenities Committee agreed to the idea of a Jubilee Beacon in principle – further exploration needed regarding type, suitable location and costs.

12.
AME_21.11.12

OTHER ITEMS

i. Those brought to attention of Clerk following publication of this agenda

Cllr Game expressed that the football field extension and move needed bringing back onto the agenda. It was reported that the Bowls Club may have sponsorship. It was suggested that Key Stakeholders be reconvened in February 2022.

Cllr Alder stated that the Public Toilets project also needed furthering and that this item needs to be raised at FGP for discussion in the New Year.

13.
AME_21.11.13

TO RECEIVE ANY CORRESPONDENCE

i Items received after publication of this agenda

None

14.
AME_21.11.14

ITEMS FOR REFERRAL TO NEXT MEETING

Jubilee Beacon and sign.
Football pitch move.

The meeting closed at 20:50. Date of next meeting – 24th January 22

Appendix 1 – Allotments Working Group

REPORT TO AMENITIES COMMITTEE

Report Title – Allotments Management Report

Report Written by: Admin Assistant – Maxine Hoad

Date of report: For AME Committee 22.11.2021

Items

Fencing

A fencing quote has been approved by Full Council for phase one of the fence maintenance programme. We await a diary date for the works.

Accessible Plot

Plot 2B is being vacated. The AA have taken a decision to keep this allotment back for any tenant application from a person who has accessibility challenges. HPC will need to advise the HAA that the HAA will need to take responsibility for the cultivation and weed control on the plot until a tenant comes forwards.

Maximum plot per household rule

The Council are due to set a maximum number of allotment plots per household, in addition to a maximum number of pots per tenant. Many tenants / households are interested in more than one plot but this obviously reduces capacity for wider accessibility of this popular amenity for other families in the parish. As previously agreed by the Council, priority is always given to new tenants rather than individuals or households looking for a further plot.

Waiting List

There are currently no new tenants on the waiting list but 3 on the list who are all current tenants wanting a second plot, some have requested specific neighbouring plots should they become vacant.

Grass Cutting

The Allotment Grass Cutting is due for 3 year contract renewal and is included in the Tender Process.

2022-2023 Invoicing

The next FY's invoices are due for distribution next month from HPC office. It is expected they will again include the AA subs requested as this worked well last year. AA to confirm with HPC. Council made a decision last December to increase tenant fees to £35.00 per full size plot. Invoices will be issued accordingly.

All tenants were advised of the increase in December 2021 via their Tenancy Agreements which were all renewed and issued with their invoices.

Tenancy Agreements issued in December 2021 stated as per bullet point 5:

5. The tenant shall pay, in advance, to the Council:
 - a. a yearly rent per allotment on 1 January each year or pro-rata from the date of the commencement of the tenancy. From January 2021, the rent is £25 per full sized plot and may be reviewed by the Council in accordance with the Allotments Act 1907-1950. Payment is due from 1st January 2021 being the commencement of this updated tenancy agreement.
 - b. From January 2022 the rent will be £35.00 per full sized plot and may be reviewed by the Council in accordance with the Allotments Act 1907-1950.
 - c. Thereafter the rent as determined by the Council shall be the amount for a full calendar year as notified on the notice board at the allotment site, due on 1st January in advance
 - d. The Herstmonceux Allotment Association membership fee (which supports the cost of the public liability insurance for the allotment site). The membership fee may be reviewed by the Allotments Association from time to time.

Appendix 1 ctnd

Allotments Working Group report

After two visits I managed to locate the allotment site behind the Fruit Farm in Stunts Green! It appears to be tidy and well managed and the replacement boundary fencing along the track should be in place early in the new year.

In the Spring, when the ground is drier, I will walk around the remaining allotment boundary and report to the PC on whether any further new fencing is required. Meanwhile I suggest we retain the existing budget figure in case any additional capital expenditure is required.

The Clerk is in the process of sending out the annual invoices. Allotment holders are being notified of an uplift in the rent and that there will be a maximum of two plots rented by the same household.

Cllr Peter Watson

Appendix 2 – Footpaths Working Group

Community Routes Programme Report to HPC Amenities Sub-Committee – 22/11/21

A brief update on the state of activities:

- 1. Footpath Clearance** The Truggers footpath clearance group continues to meet Thursday mornings. The ground is now getting more difficult to work on. The group will continue its work into the beginning of December and then suspended for the winter.
- 2. CR 16 near All Saints Church** Stile S0464 on footpath Herstmonceux 43c at the boundary between Moieties farm and Courtland Place farm was replaced with a metal pedestrian gate purchased by HPC from section 106 funds. Negotiations with E.S.C.C. R.o.W. team continue over the creation of a permissive footpath avoiding two very difficult stiles continue.
- 3. CR 21 adjacent to Foul Mile, Cowbeech** Stile S0144 on footpath Herstmonceux 11a was replaced with a metal pedestrian gate purchased by HPC from section 106 funds.
- 4. Future Work** A number of possibilities for footpath improvement have been identified and landowners will be approached in the near future.

Steve Burke
20/11/21

Appendix 3 – Grounds Working Group

Recreation Ground – Car Park & Footpath

Pedestrian gate, Rec Car Park: Emma aware and is looking at alternative closer.

MAS Systems have been given the contract to supply and instal the CCTV and lighting for the car park and footpath to back of school. A further meeting with them was held along with one of the residents whose property backs onto the Rec. The meeting was to understand how the lighting was going to be controlled and to what extent it would impact on the local environment such as Bats etc. The lighting will be LED and the type being used will not effect the issues of dark sky. These units have a flat downward spread of light rather than all round. An environmental impact assessment is being sought, to ensure our obligations are covered. Lights will not only be on a timer, but also PIR. The installation is due to start next week, but the very latest update received today (19/11), is that there is a shortage of PIR's and none expected until around Christmas.

This could mean that half of the lighting bollards will not be switched on, if installed, because MAS have only half the number in stock.

Dog fouling continues to be an issue, and we are awaiting installation of dog poo bag dispensers, along with another dog bin at junction of West End and the Ridgeway.

The grounds working group, along with Parish Clerk, recently held a very informative discussion with a skatepark contractor with views to carry out essential repairs and at some stage start rejuvenating the area with new structures on a gradual basis, at the same time taking out those units that are no longer required. Further details will be submitted once we have them from the contractor,

The MUGA pitch still requires repairs to the fence by the access, as does the Tennis Court net. Both sites need a good clean up of moss and Verdigris, but this would be better done in the early spring.

Lime Cross Football Field

Thankfully there have been no issues to report, since my last report.

Playground

A contractor has been given the job to carry out netting the top area of fencing and hopefully we can get them to sort out the restraining wire on the central part of chainlink fence, which is starting to come away from the fence, having been installed incorrectly.

Appendix 4 – Highways Working Group

Footway Lime Roughs to Hmx – Awaiting monies from WDC to enable work to be carried out. ESCC and WDC ongoing discussions. HPC awaiting communication from both.

Flooding on triangle at Chilsham Lane junction – Following repair works this is to be monitored to see if problem with flooding has finally been resolved.

James Avenue/Monceaux Road – Quality of resurfacing – this was raised at the SLR meeting and is ongoing.

Housing Developers Signs on Road Furniture – as discussed at SLR we still need to advise ESCC where those signs that contravene regs re miles from site are located. All councillors to contact highways of where these are an issue on an ongoing basis.

Condition of Chilsham Lane – a section of this is scheduled for repair shortly and notice of diversion route map has been posted on Facebook.

Broken barriers at Lower Road, – reported again to ESCC Highways at SLR following which photos were sent as requested. Confirmation received that they are looking to schedule for repair.

Bent railings at bottom of Twitten to Rec – the response back from ESCC was that Steward had deemed no action necessary. This was discussed at SLR as the damage encroaches on the already narrow footway and they will revisit. **We will need to chase.**

Enhancing Service centre – In the discussions regarding planters for jubilee, it was mentioned that those used previously for 'Village in bloom' may still be available. Volunteers to plat up and requests to shop keepers to get involved in watering. Surridges will also be approached regarding supplying the jubilee coloured plants. After the celebration we could ask if these or some of these could remain in situ. **Ideas for other enhancements appreciated.**

Overgrown bus stop at Cricketing Lane - This was reported and the response was that there after inspection it was deemed that as there was is no safety issue no action would be taken. We may need to look at taking this on unless Council feels we should continue to pursue ESCC.

Have measured site for old bus shelter and it will fit against the wall. It is a 3 bay. We will ask at SLR if we need a licence. **Just need Councils' confirmation to continue with this once a decision is reached regarding the Gardner St bus shelter.**

Overgrown footway opposite old Collins Garage - ESCC reported that there was not an issue and is not scheduled for any work. Continue to monitor this and report if it becomes a H&S issue.

Siding of Footways – We enquired at SLR whether they have a schedule for doing this work but as yet we are not on it. Clare is sorting out a schedule where Jamie can carry out this in some areas particularly the main thoroughfares from WH to HX, HX to Stunts Green and areas along the main road.

West End – The resurfacing work has been carried out but, after a couple of downpours, flooding occurred at the Vicarage. Work on this has now been done but we need to monitor this area for the time being.

Fingerposts – Following the annual fingerpost review, a couple of posts need repainting and another replacing. We will obtain quotes to carry out this work and upon receipt will bring them to the next appropriate meeting.

Blocked drains on A271 creating running water which eventually leads to the reoccurrence of the Bingham Pothole. This was brought up at SLR as whilst the top of the drains had been cleared presumably by WDC, the under grill drain had not. Therefore, once the blocked drains were full of water, they overflowed down the road. **We need to check to see if these have been cleared.**

Blocked drain outside Power Garage – It was reported to us that this drain again had been cleared of leaves etc above grill but below seems blocked. It has been reported to ESCC who advise that there is no immediate concern and that the drains in this area are next schedule to be cleared in June 2022. We await the next downpour!!!

Speed limits – Following the Traffic and Speeding public meeting headed by Huw Merriman where the speeding in Herstmonceux was discussed, it was agreed to support the residents but paying for three traffic surveys to ascertain data. A request for these has now been to ESCC transport monitoring team 01273 482248 to actioning.

Bus stop in Gardner Street – Following SLR meeting, Peter Wilson and Heather Kenward met with Derek Ireland of ESCC to discuss the problems in this location and the report has been sent out to all Councillors. A further copy is attached with minor amendments. We are hoping to get more costings regarding the shelter but a decision could be made as to where the cage should be situated.

Recommendations

A first discussion re the Bus Stop in Gardener Street.

There are three options available to us as per the separate report attached to this report.

Cllrs Jenny Alder & Heather Kenward
17 November 2021

Additional Report - Notes from meeting held on 27th Oct 2021 at the Gardner St. bus shelter attended by Derek Ireland from ESCC, Cllr Heather Kenward and Cllr Peter Watson.

The works specified in the 106 agreement were apparently agreed with the Parish Council. This must have been when the 106 agreement was being drawn up sometime shortly after May 2015. Not sure whether anyone can recall this discussion. Until it was signed the PC had opportunity to amend it but the Council were probably not aware that this could be done as it was assumed, I believe, that WDC and developers had come up with the 106 details.

It was reiterated by ESCC that the scheme was later drawn up in detail and agreed by PC and Thakeham at a meeting and passed on to Clarion.

Raised kerbs

At the moment these are not lined up with the front of the bus when it stops therefore not allowing easy access by pushchairs, wheelchairs, disabled people etc.

Possible solutions.

First option

The whole bus shelter cage could be brought forward and new raised kerbs put in place. This would be a whole new project, with ESCC having to start from scratch and developers unlikely to cover **the cost** as they have followed the agreed plan.

Second option

The cage could be moved backwards so the front of the bus stops at the existing raised kerbs. It would mean we lose two parking spaces opposite the Sundial gates but would gain the same at the front. The back of the bus can tuck into the kerb which angles out slightly but the bus is only there for a short time. There would still be room for one vehicle coming the opposite way to pass. Derek thinks **the developers would pay for this although not obliged to.**

Appendix 5

A discussion has been held with Eric Ware from ESCC. There is a delay as ESCC are instigating new mitigation procedures. Light splay mitigation has previously been covered verbally by ES Officers attending council meetings and local council's recording their liability acceptance in minutes, ESCC are now drawing up some paperwork for parish / town councils to sign.

We await further correspondence from ESCC.