



Harlestone Parish Council

www.harlestonepc.org

Executive Officer/Clerk to the Council : Paul Thomas
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Environment and Management Committee Meeting

19:00 on Wednesday 15th August 2018
Harlestone Village Institute NN7 4EH

MINUTES 001

REMIT: *This committee will be responsible for the management of the Parish environment to ensure that it is tidy, presentable, free of litter and a place where we are proud to live.*

DELGATED POWERS: *Decision making for low level items, with an expenditure limit of £150 per item subject to an annual cap of £1000.*

DESCISION MAKING: *At the sole discretion of the chairman, this committee can make decisions on low level items but on more important issues the committee will make recommendations to the full council.*

STANDING ORDERS: *Relaxed on public debate to encourage participation from members of the Parish.*

ITEM 11. ATTENDANCE AND APOLOGIES

Chairman: Cllr Tim Cross

Cllr Russell Francis

Stella Westal

Mark Yoxon

Richard Dyball

Louise Mills

Stewart Clark

Sarah Gyde

- *Apologies from Richard Dyball - pre-planned unavailability*
- *The committee agree to accept the above apologies*



ITEM 12. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

- *The committee agree that the minutes are a true and accurate account*
- *The Chairman signs the minutes*

ITEM 13. DECLARATION OF INTERESTS

- *No declarations of interest were offered by the members*

ITEM 14. ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

<p><i>4.1 Consider what action to take in respect of the untidy/potholed parking area close to the entrance to Ivor’s field and The Green.</i></p> <p><i>EO to seek permission from Althorp/Highways</i> <i>MOP: 5 cars parked here at the weekend, parking here is very dangerous for other road users with doors opening into the road. We have 2 very good car parking areas in the village.</i> <i>Louise: the Church Lane car park is not suitable for general parking on a school day.</i> <i>EO: this area belongs to Althorp not Highways. It is a verge not a carpark</i> <i>Russell: to mention this area with Ian Boyes (Highways) on Monday 20th Aug</i></p>	PENDING
<p><i>4.1 Road up to Manor Farm is potholed and crumbling</i></p> <p><i>EO to notify Althorp and consider options</i> <i>EO: the road to Manor Farm is adopted by Highways</i> <i>*Chairman and Russell will meet with Ian Boyes from Highways on Monday to discuss Highways issues and to view areas of the village.</i></p>	PENDING
<p><i>4.4 Assemble a small working group of volunteers to clear the footpath adjacent to 6 The Green from cherry tree suckers which have grown quite large.</i></p> <p><i>Chairman to seek permission from neighbours adjoining this pathway</i> <i>Chairman: this area was cleared, also the lane along the side of the church was cleared.</i> <i>Louise: I would like to continue the clearing around to the memorial</i></p>	CLOSE
<p><i>4.4 EO to contact Althorp to ask about any schedules for clearing/spraying the Midshires Way (CU9)</i></p> <p><i>EO to request an update from Althorp on when this footpath will be sprayed/cleared</i> <i>Stewart: we should make a full list of all the areas to be cleared and maintained, we can then put together an annual list to work to.</i> <i>Louise: we should just keep all the small areas for volunteers.</i> <i>EO: we must be clear from a H&S view that when volunteers are working around the village that no trimmers, chainsaws or mechanical machinery is used, as this will not be covered by our parish insurance</i></p>	PENDING



<p>4.4 EO to write to the GC and explain the situation with the coffee cups, they may need to put a litter notice up at the GC and invest in new bins. Could users bring their own cups?</p> <p>EO: spoke with Stephanie at the Golf Club re the coffee cups, I was informed that they have a problem with birds emptying the bins, they will look into new bins or new lids. The groundsmen will perform checks of the bins. Russell: the GC have agreed to clear the gravel/silt in the dip of Golf Lane (frequency to be determined)</p> <p style="text-align: right;">PENDING</p>
<p>4.4 Chairman to look into costs for repeater signs/installation and visit the site to view the build-up of silt with a view to an annual removal plan. Chairman: Nordis cost for 6 repeater signs is £188.82 Not: a budget of £120 had already been set and agreed by the HPC council, this committee agrees to purchasing the full 6 signs with the extra cost of up to the full £188.82, chairman to order asap. This is inline with the committees £150 max spend per item guidelines.</p> <p style="text-align: right;">PENDING</p>
<p>5.1 An inventory (Asset List) has already been done as part of the EO's business as usual/audit requirements</p> <p>EO to print this list to the committee and publish on the HPC website</p> <p style="text-align: right;">COMPLETE – CLOSE</p>
<p>5.2 EO to contact the Heart Foundation/EMAS to find 3 suitable external heated boxes to purchase asap</p> <p>EO: I have ordered and paid for these boxes, delivery date is tomorrow EO: we now need to consider locations, permissions and installations Stewart: we need to consider a maintenance schedule/check schedule</p> <p style="text-align: right;">PENDING</p>
<p>5.3 Chairman to visit existing bins to check for condition and quantity of salt, to consider if we need any more?</p> <p>Chairman: all of the bins have salt apart from Crosshill which is only ¼ full and are in good condition, we have an email requesting a grit bin to be placed on Golf Lane. The bins cost £80 MOP: the public and the GC would both benefit from this bin Mark: I believe that the GC should pay towards this MOP: there are no grit bins on Harlestone Manor Stewart: we need a bin on HM near the park as this road is steep, this could be a problem with Green Belt EO: any new grit bins placed on Althorp land will need written permission Louise: please consider a new bin near the telephone box on the A428</p> <p style="text-align: right;">PENDING</p>
<p>5.4 EO to contact the NCC to find out if they will fund new bins and will continue to fill the current ones.</p> <p style="text-align: right;">PENDING</p>
<p>5.5 EO to chase the noticeboard quote</p> <p>EO: the cost of the noticeboards is £900, one for UH on posts and one in LH on the wall next to the telephone box, installation permission will be needed. We need to buy 2 x pin boards. MOP: can get cheaper pin boards, EO to email the dimensions</p> <p style="text-align: right;">PENDING</p>



5.6 EO to contact S.Clark to join the E&M Committee	COMPLETE – CLOSE
5.7 EO to forward Dog Bin contact details to SW to action the below	COMPLETE - CLOSE
5.8 S.Westall to action the dog bin relocation and new installation and bring information/costs back to the committee Stella: no movement on this so far, the DDC have new contractors and the person I need to speak to is on holiday	PENDING
6.0 Cross Hill EO to ask Althorp if this would be a suitable location for the WW1 commemorative Oak Tree EO: to double check with Althorp that this location is suitable? Chairman/Russell: the Highways will pay to take the tree down, will raise this at the Monday meeting, the tree is full of disease. MOP: perhaps a slice of the tree could be engraved and mounted somewhere?	PENDING
6.0 Cross Hill RF to look into costs for a plaque and for railings. Russell: the plaque costs are circs £150	PENDING
6.1 Yew Tree Tim to speak with a tree specialist for information only EO: Althorp do not consent to anyone obtaining information from a specialist.	CLOSE
6.1 Yew Tree EO to ask Althorp for their advice and possible help with maintenance and rabbit fencing EO: the location needs to be identified to the estate and they will ask their qualified head forrester to look at it	PENDING
6.2 EO to contact Althorp to ask about spraying or whether a team of volunteers could have permission to clear and tidy these areas EO: Althorp do not give consent to anyone spraying or clearing on their land. Please let the estate know where and approved contractors will be used or staff will do this.	CLOSE
6.2 Chairman to email/copy maps of the village to all committee members	COMPLETE - CLOSE
7.0 RF to contact Highways for possible solutions for verge wear and tear *Note the Monday meeting	PENDING
10.2 Chairman to email the next 12 dates for consideration	COMPLETE - CLOSE



DISCUSSION ITEMS

ITEM 15. CRITERIA FOR E&M COMMITTEE TO BE AGREED

1. *Must be in line with the Conservation Management Plan and Harlestone Manor Parks and Open Spaces management company Green Belt*
 2. *Cohesive with any future Neighbourhood Plan*
 3. *Village rural nature preserved but not sanitised*
 4. *Consult with landowners, farmers and parishioners about our actions*
- *The Chairman outlines the above criteria*
 - **Note: the Blackthorn East NHP is a useful document to view*
 - *Mark: are there any guidelines of what we can/can't do regarding Green Belt?*
 - *Stewart: our plans with Green Belt need to be bigger, we need to take back this land and manage it through the HPC, adoption is the way forward. I will look in to getting a map of what GB cover and the adoption process.*
 - *EO: the previous council successfully negotiated POS for Loxton Fields*
 - *Simon: would the council please start proceedings to take this over?*
 - *Chairman: please email the EO outside of this meeting, an agenda item can then be raised with the full council*
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- *The committee agree to work with the above criteria, however this can be fluid and updated in future meetings*

ITEM 16a. COMMITTEE FOCUS

Execution, Allocation of Tasks, Individuals or Groups, Areas

- | | |
|--|--------------------------|
| • <i>Dog Bins</i> | <i>Stella</i> |
| • <i>Grass mowing/verge maintenance/hedgerows</i> | <i>Russell</i> |
| • <i>Footpaths/bridalways</i> | <i>Louise (Althorp)</i> |
| • <i>Inventory of Parish fixtures and fittings</i> | <i>Executive Officer</i> |
| • <i>Grit Bins</i> | <i>Chairman</i> |
| • <i>Noticeboards</i> | <i>Executive Officer</i> |
| • <i>Litter Bins (HM)</i> | <i>Chairman</i> |
| • <i>Trees</i> | <i>Mark</i> |
| • <i>Walls</i> | <i>Russell</i> |
| • <i>Traveller Risk (HM)</i> | <i>Stewart</i> |
| • <i>Harlestone as a visitor attraction/management</i> | <i>TBC</i> |
| • <i>Litter Picks</i> | <i>Sarah</i> |
| • <i>Golf Club</i> | <i>Russell</i> |



ITEM 16b. PROTOCOL/CONTACTS/ALTHORP/BUDGET/FOLLOW-UP

Establish ground rules

- *Note: Footpaths/bridleways in Harlestone are public rights of way, but are nearly all on land belonging to the Estate.*
- *Chairman: I wanted to allocate individuals with roles in 16a so that all the emails don't have to go solely through the chairman.*
- *Stewart: I have knowledge of travellers and locations due to my job.*
- *Simon: travellers will be very hard to get rid of if they move into the parish.*
- *EO: the area of noman's land identified at HM is an agenda item for the full council*
- *Stewart: fly-tipping is a huge problem in the county that will only get worse.*
- *Chairman: it's very important that we use the role of Paul (EO) as our Althorp Liason Officer, please do not contact Althorp directly as the Estate use the Clerks as their point of contact in all their connected parishes.*
- *EO: please be very careful that we don't send photos of litter and fly-tipping around, especially on social media. This could have an adverse affect on the Estate and our vilage.*
- *MOP: we don't want to advertise the fact that we have areas in the village suitable for fly-tipping.*
- *Sarah: fly-tipping and litter can be cleared quickly using social media and twitter by sending photos and locations to the Daventry District Council.*
- *Mark: would Althorp be prepared to attend our meeting?*

ITEM 17. VILLAGE WALK

- *Consider a village fact finding walk, include the whole parish.*
- *Assess areas requiring attention and divide into projects and general maintenance*
- *Stewart: great idea, I would welcome the committee to visit Harlestone Manor and I would like to visit the old village. We should choose 3 dates and have 3 seperate walks.*
- *Note: Chairman to propose dates for the 3 walks so all members can attend.*
- *Louise: could we include a 4th walk around the Firs?*

ITEM 18. GENERAL MAINTENANCE

(Grass cutting of verges, open spaces, maintenance of hedgerows, footpaths/bridleways, litter collection, dog fouling)

Litter

- *A428 around the Wyvale parking layby*
- *Port Road – two gateways towards Whites Lane*



- *Litter Bins - Entrance road into Harlestone Manor and at the bus stops either side of the A428*
- *Sarah to organise litter picks and feed-back ideas to the Chairman (consent will be needed on Estate land)*
- *Note: Port Road and gateways belong to the Estate, they will arrange any work needed. No consent is given to anyone doing anything in this area!*

Dog Bin

- *Overflowing at the entrance to the Firs, is this facility adequate?*
- *Stella to look in to this as part of her role*

Wall

- *Rear of Virginia Cottage*
- *Russell: spoken to the owner, they are happy for volunteers to clear this wall, I will look for a suitable date.*
- *EO: please get written/email permission before working on any privately owned property/land.*

Footpath

- *Entrance gate next to Old Butchers House, ground eroded and muddy in the winter*
- *EO: this is Estate land. Katie Evans has already emailed ROW (rights of way) to deal with this.*

HVI Green and Verge

- *Replacement posts*
- *Stella: will get a quote for the wooden posts needed*

- *Note: volunteers working in the village on behalf of the HPC MUST NOT use mechanical/machinery including mowers, strimmers and chainsaws*

- *MOP: we are keen to keep the UH allotments and would like the council to take this on.*
- *EO: the council voted to progress this and are working with Althorp to action this.*

- *MOP: we are concerned about the 3000 bulbs planted throughout UH along the verges as Gigaclear are digging this area up. Could the cable gully be dug nearer to the road rather than the wall where the bulbs are?*
- *EO: to contact Gigaclear asap*



- *MOP: the vegetation including Budlias are hanging over the wall and across the path on the A428 opposite the Old House in LH. Weeds are overgrown in the Blacksmiths Yard. What is happening with the large cut down tree in the garden above the Blacksmiths Yard?*
- *EO: to ask for an update/work schedule for these areas from the Estate.*

Meeting Duration: 2hrs 54mins



Next Meeting Dates:
2018 26.Sep, 17.Oct, 21.Nov, 19.Dec
2019 02.Jan, 20.Feb, 20.Mar, 15.Apr
19:00 at the Harlestone Village Institute

Paul Thomas – Executive Officer
Dated: 20th August 2018

Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Tim Cross



CHAIRMAN'S REPORT

ITEM 4.4 from Minutes of 18.07.18. - requests from Barry Halliday re Golf Lane

ISSUES RAISED

1. The 20MPH limit may well be adhered to by the staff and members of the Golf Club, but a large number of vehicles do still speed along this lane, this could be visitors and people attending functions, I would like the council to invest in 6 new 20 MPH repeater signs to remind users of the speed limit, 3 on each side, this would be mandatory. The Give Way sign is also very faded.
2. The number of disposable coffee cups being discarded on the verges of Golf Lane has increased significantly from the GC machine. I will be doing a litter pick on Sunday.
3. An amount of silt, gravel and mud has built up at the bottom of Golf Lane near to Park Farm Barns. This is a danger to flooding and to vehicles being able to break, could this be cleared. The previous council had looked into this but it had slipped through the net.

ACTION REPORT

The road is not adopted and belongs to Althorp Estate.

Point 1 SPEED

There is a 20MPH sign near the bottom of the hill some 50m before the entrance to Park Farm Barns. The pole on which it is mounted also has a sign 'Children Playing' which has been turned through 90 degrees and cannot be seen. The 20MPH sign appears to be mounted very low down and is completely obscured by undergrowth.

PROPOSAL

- (i) The land falls within the Conservation Area and in line with the Conservation Area Appraisal and Management Plan, signage should be kept to a minimum and be carefully sighted.
Re-locate the existing sign to the top of the road (A428) and mount on new post, the 'Children Playing' sign could also be re-mounted on this post if desired. As the lane is very narrow it is suggested that 3 repeater posts should be located at intervals with 20MPH signs back to back (6 no. in total). The Estate would need to be advised.
The lane serves 4 properties at Park Farm Barns and the recently vacated farm buildings of Park Farm. In addition it provides access to the Northampton Golf Club, also used as a Conference and Wedding Venue operated by a separate Company, Harlestone Park. Clearly, from Mr. Halliday's observations, the need for speed reduction measures is largely due to traffic using the corporate venue.

Whilst residents have offered to help with installation, great caution is urged to check for buried cables and water pipes etc.

- (ii) The Give Way sign is sighted on land controlled by Highways and needs replacing. Ian Smith, Area Maintenance Manager at Highways, Brixworth will check this out and hopefully agree an urgent replacement, particularly as this junction was the sight of a serious RTA in the past.

Point 2 LITTER

EO dealing with Golf Club regarding this.

Point 3. COLLECTION OF SILT AND RAINWATER at bottom of lane by speed hump.

The drain by the speedhump is completely full of silt. This feeds into a stream which is piped under the farm buildings but diverted round the barn conversions.



PROPOSAL

This drain should be cleared out at regular intervals by The Golf Club together with any silt build up (GC have agreed to this).

It should be noted that if the drains on the A428 between Golf Lane and Glebe Lane get blocked, a large body of water could run off down Golf Lane making the situation much worse. However, all these drains were cleared out earlier this year when the drain problems in LH were dealt with.

ADDITIONAL OBSERVATIONS

Late Night Traffic

Event organisers, Harlestone Park advertise weddings from 9 a.m. to 12.30 a.m. This means guests may be leaving as late as 1.00 a.m. Their Hire Contracts should contain a clause referring to slow and considerate driving when guests leave the venue.

Overgrown vegetation on Footpath of Golf Lane

Since John Smith's retirement from farming, the Golf Club now keep the grass verges mown. However, the bank on the footpath side is overgrown forcing pedestrians to walk in the road. As this is quite a prestigious entrance to the Golf Club, the GC should be encouraged to keep it tidy.

TIM CROSS
CHAIRMAN
ENVIRONMENT AND MANAGEMENT COMMITTEE
26.07.18