



MINUTES 002

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.*

DECISION 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.*

CRITERIA FOR THE E&M COMMITTEE: *Must be in line with the Conservation Management Plan and Harlestone Manor Parks and Open Spaces management company Green Belt.
Cohesive with the future Neighbourhood Plan.
Village rural nature preserved but not sanitised.
Consult with landowners, farmers and parishioners about our actions.*

ITEM 41. ATTENDANCE AND APOLOGIES

Chairman: Cllr Tim Cross

Cllr Russell Francis

Stella Westal

Mark Yoxon

Richard Dyball

Louise Mills

Stewart Clark

Sarah Gyde

- *Cllr Russell Francis pre-planned unavailability*
- *Sarah Gyde pre-planned unavailability*
- *Stewart Clark work commitments*
- *Mark Yoxon work commitments*



ITEM 42. APPROVAL OF MINUTES FROM THE PREVIOUS MEET

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

ITEM 43. DECLARATION OF INTERESTS

Members are requested to make any declarations of personal or prejudicial interests, in line with the code of conduct, relating to items on this agenda.

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

ACTIONS

4.1 July 2018

Consider what action to take in respect of the untidy/potholed parking area close to the entrance to Ivor's field and The Green. Nursery Corner.

- *Will need 10-15 tonnes of top soil*
- *Circa £160 + VAT per 10 tonnes delivered*
- *Will need a team of volunteers to help*
- *Cone off area to prevent cars parking the day before*
- *Seeding to be done in March*
- *Project to happen in the Spring*



- *The committee do not plan to advertise or direct traffic from this area towards the HVI or the Church Lane car park*
- *We are currently not planning to restrict the parking at Nursery Corner*
- *No earth banks or posts will be erected*
- *In the spring we will look to tidy this area and maybe resurface with top soil and seed*

Executive Officer

- *The Church Lane car park sign that we removed said private as this area is for the whole parish to use and for the stakeholders. We spent a huge amount of money on this area to make it fit for purpose including a large donation from the Estate. Putting up a sign would advertise this area. The car park is vital for the church and the school.*

Richard

- *For the record I disagree that we should have parking at Nursery Corner due to H&S, this is a busy road and an untidy area, I would like to see posts and no parking signs.*

Louise

- *The verge along the front of the quarry is very damaged from parked cars*

EO

- *I will close this item, but will move it to the E&M review spreadsheet*

CLOSE (REVIEW SHEET)

5.1 July 2018

EO to action 3 suitable external heated boxes to be purchased. Estimated cost of installation is circa £120 per box inc materials. Spend already agreed in the budget.

EO spoke with Becky from the Fox and Hounds, happy to have installation on the front of the pub and understand, that that there will be a small electricity cost. The HVI installation will be on the rear of the building next to the car park.

EO to contact R.Booth to check that this complies with the DDC rules/regs.

EO: looking for a suitable electrician, the Estate have agreed, conservation permission has been sought. The HVI location has been agreed by the committee, the pub location has been agreed by the pub manager.

EO

- *A competent electrician has been sourced and a quote for £311.26 has been submitted*
- *Committee agree that the EO should get a second quote and proceed if the cost is similar or less than the first quote asap*
- ***New Action*** *EO to update EMAS on the defib locations and availability and complete new declarations if needed*

PENDING

August 2018

Stella: Dog Bin overflowing at the entrance to the Firs, is this facility adequate?

Stella: To ask the DDC again if they service the bins and ask for a larger bin.

Action: Stella to research the cost of a new bin and confirm the emptying costs.



- *Stella to get a quote for a large Kingfisher litter bin, for the emptying costs and for a concrete plinth*
- *Althorp will need to give permission for the above*

PENDING

August 2018

EO: Althorp are fully aware that the HPC would like to take on the allotments.

- *Althorp to draw up a contract*
- *The legal documents will go to the HPC for signing*
- *Need to consider the condition of the location*
- *Could the location be cleared by the Estate?*
- *Site visit to take place with the EO and Katie.W*

EO

- *This will now be a full council agenda item*
- *Althorp have kindly agreed to clear the overgrown plots ready for renting*

CLOSE

SEPTEMBER ACTIONS

Action 1

Mark: The DDC Tree Policy is 8 years old, I will make contact to arrange a meeting to discuss the trees in the village.

Tim: Remember that Althorp do an outstanding job of managing trees in the parish.

Mark: meeting with the DDC on 31st October.

EO: a large population of trees in the village belong to the estate, all fall within the conservation area, you cannot cut down trees that have a diameter of 75mm at a height of 1.5m tall without prior consent from DDC and Althorp. This applies to all members of the council including volunteers and the public.

- *Mark: I met with Martin Wilson and Jane Parry of DDC, we had a good meeting.*
- *I want to put a tree policy together for the website to answer frequently asked questions*



- *How do we manage trees?*
- *Highways/trees*
- *Advice on how Harlestone residents could prune/fell trees and information regarding conservation*
- *Arrange a meeting with the Estate/EO/Mark to discuss the aims of the policy*
- *Action: Mark to email the meeting notes to the Clerk to forward to Katie.W*
- *Put together a guide of the trees in the village for walkers and visitors*

EO

- *Due to the village being in a conservation area, the management of trees in the parish will be with the Estate and DDC*
- *Committee to recommend that Mark puts together a guideline document for parishioners who are wanting to know what they can and can't do regarding tree preservation in a conservation area, a second document could be produced outlining the various trees in the parish and their locations with regards to a guide for walkers and visitors*

PENDING

Action 3

EO was asked to get quotes for the following areas to be strimmed and blown:

East Lodge to opposite the Fox and Hounds

Quote: £180 Russell proposes that this work is done, Mark seconds. Costs to come out of the POS budget.

- *Pending dryer weather*

Opposite the Old Bakehouse to the Bramptons (inc path cleared)

- *Quote: £180 committee agree*
- *This area is complete*

From the LH bus stop to the Firs path clearance only

From the Firs to Harlestone Manor path clearance only

- *Tim: this is a very busy footpath and road; this clearance is well worth doing.*
- *Sarah: the overgrowth is very dangerous for walkers, runners and too narrow for pushchairs.*
- *EO: this work will be funded from the POS budget pot.*
- *Committee agree that this work should be done*

- *1st quote from LGG Services £1950*
- *2nd quote from AA Landscapes to be sourced*

PENDING

Action Item.37

Stella: I will get a quote for a gravel with wooden edging to be laid from Nursery Corner to the kissing gate.

- *Mud free footpaths will encourage more visitors and more traffic to UH*

CLOSE



Action Item.39

Tim: signs around the village are looking tired and dirty, I would like to check all signs and report back to the committee.

PENDING

Action

E&M to purchase a wheel distance marker to help identify the size of areas and justify maintenance quotes.

- *Committee agree to the EO purchasing a measuring wheel to a max cost of £50*
- *Store at the council office and add to the asset list*

PENDING

Action

E&M members agree to fund the clearing of leaves in the Church Lane car park at the cost of £150 from the POS budget pot.

- *Work completed by LGG Services*

CLOSE

Action

EO: I would like to remind the committee that some posts need replacing on the Green, the committee agree to this being done, Tim to communicate with Richard regarding the installation

REVIEW SHEET

Action

EO to contact Gigaclear and the Post Office to make sure that the post box is put back in use again.

- *Complete*

CLOSE

**Note: Consider a team of volunteers/schedule to keep the church path clear of leaves (Review Sheet)*

DISCUSSION ITEMS

ITEM 44. Residents on The Green have asked if the committee can purchase a new road sign for The Green.

The current sign is old and is suffering from weather wear.

- **Action:** *Tim to check the sign and report back to the committee*

ITEM 45. Residents on The Green have asked if the committee would consider a hedge line running in front of The Green.

The hedge would run along the posts



- **Action:** EO to email the residents of the Green to find out the type of hedge wanted, the reason and the height required

ITEM 46. General Maintenance

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

- **Althorp update**
- *Multiple amounts of fly-tipping have been cleared, perpetrators will be prosecuted as this is a criminal offence*
- *The WW1 commemorative oak tree was planted on NYE morning with coffee and mince pies. The tree measured 386cms and is 6 years old. We are hoping to measure the tree each year and keep a log for future generations*
- *An Oak tree near to the HVI has dropped a large limb, EO to report to Althorp for inspection*
- *FYI: verges are mainly managed by Highways and have important wildlife implications*
- *FYI: hedgerows are maintained by the occupiers of the land and have strict times for this work to be completed on a recommended 2 year cycle*

Committee discuss and agree the following action

- **Action:** EO to order 2 new dog bins (Green with spikes), specific locations are being managed by Tim who will gain permission from Highways

ITEM 47. A Resident has contacted Cllr Sue Flynn to raise the issue of verges along New Road.

This area is dangerous for pedestrians due to a large build up of mud, potholes are not visible due to water, accidents could happen. Would the committee please consider an action plan?

Tim

- *If we make this area pedestrian safe, we will need footpaths and kerbs and this will cost thousands*

Committee Discussion Points

- *Our roads are rural and has constant mud through the winter*
- *The bridal track runs parallel to New Road and is a much safer route*
- *New Road is 60mph and very dangerous*
- *Cllr Flynn to report the potholes to Highways through Street Doctor*



- *We recommend that all pedestrians use the bridle paths and footpaths for safety*

**Note: add Manor Lane resurfacing to the review sheet*

ITEM 48. Introduce a Policy in respect of Fly Posting.

Cllr Russell Francis would like the committee to consider the above and take into consideration the following points:

- *Does permission need to be given for fly posting across the parish?*
- *Should posters relevant to the parish be placed in the noticeboards?*
- *Posters are nailed with sturdy nails which could not be removed*
- *When posters are removed, the torn corners are left on display*
- *Could the persons responsible be asked to remove the remains?*

Tim

- *It will be difficult to give permission to people who want to put flyers up and even harder to manage*
- *Notice boards are the best place for flyers, however they must relate to our parish*
- *All committee members agree to remove any non-village fly posters on poles and gate posts including the notice boards*
- *The agendas/minutes legally have to be shown, I think we can work together to make sure that the council notices, village posters and flyers can all be visible*

Richard

- *Many posters are put up with staples and galvanised nails which are very difficult to remove*

**Note:*

- *Tyres have been seen in the brook*
- *Salt Bin 2012 has not been filled, job numbers 960048 961935*
- *Salt Bin 305 in Church Lane is cracked and damaged*

Communications, Updates and Potential Actions to be Delegated

- *Dog Bins on Harlestone Manor*
- *Badgers in the quarry*
- *School play tyres in the brook, reported by the public*
- *Damaged concrete covers reported on the A428*
- *20mph signs on Golf Lane installed*
- *Dark Nights Fight Back, Keep Britain Tidy signs*
- *The Yew Tree on Midshires Way, to be left as a Wildlife Haven*

Meeting Duration: 2hrs 37mins



Allocated Committee Member Roles

Road/Village Signs	Chairman
Dog Bins	Stella
Grass mowing/verge maintenance/hedgerows	Russell
Footpaths/bridalways	Louise (Reporting Role)
Inventory of Parish fixtures and fittings	Executive Officer
Grit Bins	Chairman
Noticeboards	Executive Officer
Litter Bins (HM)	Chairman
Trees	Mark
Walls	Russell
Traveller Risk (HM)	Stewart
Harlestone as a visitor attraction/management	TBC
Litter Picks	Sarah
Althorp	Executive Officer
Golf Club	Russell
Street Lighting	Chairman

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

Salt Bin Wardens

- Mark 303 305
- Stella 306 308 309 1710
- Russell 307 2012
- Barry (TBC) Park Farm

- 303/305 Church Lane
- 306 Work House Bank
- 308 near UH telephone box
- 1710 Church Farm
- 307 Rock Farm 3.Dec Full RF
- 2012 Cross Hill
- 309 TBC



Salt Bin Policy/Management

- *Wardens to contact Street Doctor to fill a specific bin*
- *Please email the Clerk with Ref No and date*
- *Park Farm bin and the extra UH bin will be an email to the Clerk to fill*
- *Clerk to collate and record the amount of salt used, details to be used for reference and for budgeting.*

Litter Picking

Upper Harlestone Champion – Sarah Gyde

Lower Harlestone Champion – Paul Thomas Executive Officer

Harlestone Manor Champion – Stewart Clark

**Note: Environment and Management meetings will now take place every other month, alternating with the Safety and Protection meetings.*

Next Meeting Dates:

2019

20.Mar

19.Jun

19:00 at the Harlestone Village Institute

Paul Thomas – Executive Officer

Dated: 5th February 2019

Signature:



Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Tim Cross