



AGENDA 003

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 49. ATTENDANCE AND APOLOGIES

Chairman: Cllr Tim Cross

Cllr Russell Francis

Stella Westal

Mark Yoxon

Richard Dyball

Louise Mills

Stewart Clark

Sarah Gyde

ITEM 50. APPROVAL OF MINUTES FROM THE PREVIOUS MEET



ITEM 51. 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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ACTIONS

5.1 July 2018

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

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 trimmed 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.

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.*
- *Committee agree that this work should be done*
- *1st quote from LGG Services*
- *2nd quote from AA Landscapes to be sourced*

PENDING

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



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

PENDING

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

All residents need to be on board for this to be considered

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

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

DISCUSSION ITEMS

ITEM 52. General Maintenance

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

- *French Drains are blocked at the Church Lane Car Park*
- *South wall of the church has been repaired by the church*
- *Golf Lane signs positioned too near to the hedgerows for the machinery to be used for cutting and mowing*
- *Put together a team of volunteers to move 10 tonnes of gravel on the Church Lane car park, decide on a date*



- *Grid in the stream is blocked with debris and foliage*
- *Installing litter bins in the village*
- *Church Lane car park entrance sign and a direction sign at the Church Lane entrance*
- *Loxton Fields stone wall damage and removal*
- *Harlestone Manor: damage from civic works*
- *Broken GPO pit cover near the Fox and Hounds on the A428, one by the phone box*
- *Drains on the A428 blocked, caused a small flood*

ITEM 53. CPRE Northants Litter Heroes & Keep Britain Tidy Spring Clean

Consider another litter pick for the village and the purchasing of our own equipment

ITEM 54. Street Lighting Workshop, consider an LED upgrade

Could be energy savings for the parish

ITEM 55. Dog Fouling

Neil Mitchell contacting the DDC and NCC regarding dog fouling, find out about dog warden's powers, dog bins, penalty notices (Item moved from the S&P committee)

- *Red spray dog stencils*
- *Dog bins including Harlestone Manor*

ITEM 56. Mowing Verges in the Village

Consider the areas to be mowed, use maps to identify who owns which areas

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*
- *Dark Nights Fight Back, Keep Britain Tidy signs*
- *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
- Ordnance Survey – Parish & Town Council

Meeting Duration: **0hrs 0mins**

Allocated Committee Member Roles

Road/Village Signs	Chairman
Dog Bins	Stella
Grass mowing/verge maintenance/hedgerows	Russell
Footpaths/bridleways	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
19.Jun
19:00 at the Harlestone Village Institute

Paul Thomas – Executive Officer



Dated: 11th March 2019

Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Tim Cross