



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.*

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

- *Mark Yoxon pre-planned unavailability*
- *Stewart Clark work commitments*



ITEM 50. 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 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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- *No declarations of interest were offered by the committee*

ACTIONS

5.1 July 2018

New Action *EO to update EMAS on the defib locations and availability and then complete new declarations if needed*

- *EO to do a monthly check on the HVI installed Defib*
- *Consider a check sheet*

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*
- *Dog waste and litter now go in the same bin*
- *Bin will be emptied each week*
- *Need a sign to show that the bin is mixed waste*
- *The bin is large 154ltrs*
- *H 927, W 914*



- *Glass fibre bin made by Kingfisher Direct, cost £550*
- *Concrete base needs a quote for installation*
- *Would Althorp consider contributing to the bin?*
- *Althorp will need to give permission for the above bin to be installed*

PENDING

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*
- *The next Harlestone Hound to have a feature regarding conservation rules and regulations regarding trees, pruning and felling*
- *Mark to lead this project as a general public information service only*

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*

- *EO to email Sue and Ken to arrange a meeting with the quarry and possibly the NCC*
- *We encourage the public to take photos of the A428 when muddy, please email these to the clerk*

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*

COMPLETED/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

- *26 tanalised timber posts*
- *Quote £80*
- *Committee agrees to this purchase*
- *To be installed within 2 weeks*

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*

- *Tim to look at refurbishing the old sign as it is in keeping with the village*

PENDING

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



- *After discussion and due consideration it is agreed by the committee that a hedge is not appropriate on this Historic Open Space, however the final decision will be put to the HPC*
- *The 2 small sapplings on the Green need to be moved, this area is for the enjoyment and use of the whole village*
- *Decision moved to the HPC to remove or relocate these sapplings*

PENDING

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

PENDING

DISCUSSION ITEMS

**Note: from the review list:*

- *Nursery corner needs 5 tonnes of top soil and seed*
- *Guide date of action aprox early April*

- *Look to do the gravel in May for the car park*

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*
- *EO has agreed to clear these drains FOC*

- *South wall of the church has been repaired by the church*
- *Ask C.Clayson to check the part of the wall that needs to be maintained regarding his ownership*
- *Golf Lane signs positioned too near to the hedgerows for the machinery to be used for cutting and mowing*
- *Difficult to move these signs as they have been concreted in*

- *Put together a team of volunteers to move 10 tonnes of gravel on the Church Lane car park, decide on a date*
- *Action in May*

- *Grid in the stream is blocked with debris and foliage*
- *Tim to email the neighbours regarding clearing this area*

- *Installing litter bins in the village*
- *Committee agree that users and visitors should be encouraged to take their litter home with them*



- *Church Lane car park entrance sign and a direction sign at the Church Lane entrance*
- *The school does not manage visitors on event days, use a 40tonne lorry to collect paper, Tim to contact MB and speak with GM regarding the church events*
- *Would Althorp be ok with a new sign for the car park on the pillar, do we need an Estate style sign?*

- *Loxton Fields stone wall damage and removal*
- *Area looks neat and tidy*

- *Harlestone Manor: damage from civic works*

- *Broken GPO pit cover near the Fox and Hounds on the A428, one by the phone box*
- *Tim: excellent response within 4hrs, should be complete within a week*
- *Tim to look at the damaged GPO cover near the LH phone box*

- *Drains on the A428 blocked, caused a small flood*
- *EO to email Highways again to try and get these drains cleared vertically and horizontally*

- *Church Lane car park. Residence asked for lights to be put on PIR. Committee did not agree because of risk of operation by wild animals during the night.*

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

- *Next Village litter pick Sunday 12th May*
- *Tea and coffee at the HVI*
- *Purchase our own equipment: Sarah to send the Amazon details to the EO*
- *EO to look into grants for free equipment*

ITEM 54. Street Lighting Workshop, consider an LED upgrade

Could be energy savings for the parish

- *Sodium lights are being phased out*
- *LEDs will save money as they are more efficient*
- *Harlestone has 8 pavement lights*
- *New LED bulbs fit into the old lamps*
- *Less maintenance charges*
- *LED upgrades cost £250 per lamp*
- **Action:** *EO to ask whether this could be paid for by CIL money?*

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*
- *Tim to spray these red signs out with grey spray paint*
- *Continue with the yellow spray paint project*

- *Dog bins including Harlestone Manor*
- *No new update from Green Belt*

ITEM 56. Mowing Verges in the Village

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

- *Russell to start this project by mapping out the village*
- *Identified areas can then be considered for the HPC POS annual management schedule*

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: 2hrs 10mins

Allocated Committee Member Roles

<i>Road/Village Signs</i>	<i>Chairman</i>
<i>Dog Bins</i>	<i>Stella</i>
<i>Grass mowing/verge maintenance/hedgerows</i>	<i>Russell</i>
<i>Footpaths/bridalways</i>	<i>Louise (Reporting Role)</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>



Harlestone as a visitor attraction/management
Litter Picks
Althorp
Golf Club
Street Lighting

TBC
Sarah
Executive Officer
Russell
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, 21.Aug, 16.Oct, 18.Dec
19:00 at the Harlestone Village Institute**

**Paul Thomas – Executive Officer
Dated: 30th March 2019**

Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Tim Cross