



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 001. Attendance and Apologies

Chairman: Cllr Tim Cross

Cllr Russell Francis

Stella Westal

Mark Yoxon

Richard Dyball

Louise Mills

Stewart Clark

Sarah Gyde

- *Stella Westal pre-planned unavailability*
- *Richard Dyball pre-planned unavailability*
- *Stewart Clark*

ITEM 002. 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 003. 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 councillors*

ITEM 004. 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*

- *EO to check the defibs in the pub and the garden centre*

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*

- *Althorp has given permission for a larger bin in the same location*
- *Tim to get quotes for a concrete base 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*

- *Mark to circulate to all committee members the meeting notes/minutes from the meeting in October with Martin Wilson and Jane Parry of the DDC regarding tree policy, Althorp previously requested this information*

PENDING

Action 3

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

- We have a £3k budget to do this work allocated from CIL money
- Cllr Waller believes that we should not use the POS budget pot for this work
- Tim to contact Highways to enquire whether this work can be done by the Highways budget

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

- A team can then be put to action and wash the signs around the village

- Tim's sign survey sheet handed out to committee members, any work to be allocated and actioned at the next meeting

Action: EO to order 2 new dog bins (Green with spikes), specific locations are being managed by Tim

- EO has ordered the new bins, the HPC has paid for them
- Due for delivery tomorrow 20th July

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?

- 1 quote received circa £2k
- 2 more quotes being sourced
- This project can be paid for by CIL money

PENDING



DISCUSSION ITEMS

ITEM 005. General Maintenance Actions

(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*
- *Acco drains were cleared of leaves and stones, but are full again*
- *Consider a new drain being fitted, this must be more substantial*
- *Tim and Russell to view the drain and report back to the committee*

- *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*
- *Tim to dig out the land registry folder*
- *K.Warden to check Althorp 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, Tim to check*
- *Leave the signs as they are until further notice*

- *Put together a team of volunteers to move 10 tonnes of gravel on the Church Lane car park, decide on a date*
- *Action in the summer*
- *EO to book the gravel from Raybell for Sat 13th or 20th July*
- *Check with G.Mortimer re-church events*
- *Grid in the stream is blocked with debris and foliage*
- *Tim to email the neighbours regarding clearing this area*
- *Grid is clear*

- *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*
- *Tim to follow this up with the school*
- *EO to ask the PCSO to get a copy of the school's risk assessment*

- *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*
- *Cover replaced*



- *Drains on the A428 blocked, caused a small flood*
- *EO to email Highways again to try and get these drains cleared vertically and horizontally*
- *EO contacted environmental health and the DDC, reported to fix my street, DDC to action asap after arranging the traffic lights*

Village walls update

- *20m section being repaired between the Park and edge of Golf course, which fell down.*
- *We are clearing ivy off Church Lane wall during the next month.*
- *We have repairs to do on the road near Mill Farm.*
- *Russell would like the Estate to consider the maintenance and clearance of walls on New Road, Church Lane and near the Pheasantry*

ITEM 006. Pathways Maintenance

The pathway running from Golf Lane towards the Old Bakehouse is in desperate need for the same intervention due to over grown vegetation resulting in the extreme narrowing of the footpath.

In addition, if one turns left towards West Hadden from Golf Lane the same can be said for this footpath which is used by ramblers, horse riders, parents taking children to school and pedestrian access to the bus stop etc.

Footpath on the A428, Glebe Lane towards Althorp needs Edging and mowing.

- *Tim has contacted Highways, this will be actioned asap*

ITEM 007. 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*
- *Council to consider cutting the verges around the village, the place looks a mess and it is very dangerous around junctions and corners for visibility*
- *Committee agree to this project being progressed, consider mowing: Church Lane, New Road, Work House Bank, Harlestone Road and Rugby Road*
- *Use this document to increase the POS mowing being done by the HPC*

ITEM 008. A428 Sewer Pipe

The smell from the sewer pipe that comes from the garden centre has got worse, council to meet with the new owners and sort this problem out?



- *Anglian Water came out initially to fit smell detectors*
- *The garden centre's sewage and waste water runs directly down the Harlestone Road pipework*
- *Anglian Water met with the garden centre and recommended that a water scrubber/douser was fitted to dilute the waste before exit*
- *Ask Cllr Holland to relay this information back to the garden centre*
- *The sewer vent that smells is located opposite the speed camera on the A428*

ITEM 009. Cutting back trees opposite Virginia Cottage

Trees are overgrown on the bank, need to establish ownership and abide by the conservation regulations

- *The overgrown trees are a walnut and 3 conifers*
- *Tim to ask Cllr Stock to seek permission from the DDC to remove these trees*

ITEM 010. Clearing of the Church Pathways

Proposal to get the church pathway cleared on a regular basis from the car park to the kissing gate and round the corner

- *EO to get a quote from AA Landscapes to clear this pathway monthly of leaves and debris*

Extra Discussion Points:

- *Tim to visit the allotments and consider a sign to instruct vehicles that there is no through route*
- *Manor Farm: would the Estate consider a gate at the top of the lane to stop the cows walking down to the footpath gate. This has been mentioned before, but extra fencing has now been put in along the top boundary of the Farm and has increased the length of the walkway before open space.*

Communications, Updates and Potential Actions to be Delegated

- *Dog Bins on Harlestone Manor*
- *Salt Bin 2012 has not been filled; job numbers 960048 961935*
- *Salt Bin 305 in Church Lane is cracked and damaged*
- *Free litter picking equipment collected from the DDC*
- *CU8 Footpath unlevel, trip hazard*



- The Golf Club have removed excess silt/gravel build-up from the Golf Lane

Meeting Duration: **2 hrs 50 mins**

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

Health & Safety

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
21.Aug, 16.Oct, 18.Dec
19:00 at the Harlestone Village Institute**

**Paul Thomas – Executive Officer
Dated: 5th July 2019**



Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Tim Cross