



## 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. The committee will also be responsible for the safety and protection of the Parish, to address issues which compromise the security of parishioners and their homes, to promote policies which protects public property and generates a feeling of security for all residents, visitors and organisations in the Harlestone Parish. It seeks to do this by working with local policing strategies, supporting the goals of the PCSO and by engaging positively with stakeholders to ensure Harlestone is a safe and protected place to live, visit and work.*

**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&S 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, Police, farmers and parishioners about our actions.*

### **ITEM 011. Attendance and Apologies**

*Chairman: Cllr Tim Cross*

*Cllr Russell Francis*

*Cllr Sue Flynn*

*Cllr Sarah Stock*

*Sarah Gyde*

*Mark Yoxon*

*Richard Dyball*

*Stewart Clark*

- *Louise Mills has resigned from the committee*
- *Neil Mitchell has resigned from the committee*
- *Stella Westal has resigned from the committee*
- *Richard Dyball pre-planned unavailability*
- *Sarah Gyde pre-planned unavailability*



- *Stewart Clark no-apologies given*
- *The Chairman thanks the 3 leaving committee members for their time and commitment to helping with this committee*

#### **ITEM 012. 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 013. 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.*

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

#### **ITEM 014. 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*
  
- *EO has checked the Defibs in the Pub and at the HVI, the pub is fully behind the relocation of the unit to the LH phone box*

**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 has given permission for a larger bin in the same location
- Tim (Ken.W) to get quotes for a concrete base to be installed
- Tim to ask the authorities if having a combined bin would mean that the contents could still be recycled
- Would Althorp be able to contribute to this bin or the laying of the small concrete base?

#### 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 31<sup>st</sup> October.

EO: a large population of trees in the village belong to the estate, all fall within the conservation area, you cannot remove them 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/EO/Mark
- Committee to recommend that Mark puts together a guideline document for parishioners who are wanting to remove trees in a conservation area, a second document could be produced outlining the various trees in the parish and their location
- The next Harlestone Hound to have a feature regarding conservation rules and regulations regarding trees
- 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 the information previously requested this information
- The committee has again requested the DDC minutes from Mark.Y to be distributed to the chairman, the clerk and the public.

#### 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
- 1<sup>st</sup> quote from LGG Services
- 2<sup>nd</sup> quote from AA Landscapes to be sourced
- 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



**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 20<sup>th</sup> July*
  
- *The bins have been installed and are in use*

**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*

**MOVE TO THE HPC AGENDA**

**Actions brought over from the Safety and Protection Committee**

**Action 01 October 2018**

*Stewart Clark: to speak with C.Healey and alternative providers for CCTV and to source quotes*

*Stewart: both ADT and G4S would only be able to offer a stand-alone service, the server would need to be installed at HM, but would not be monitored, this system would also be very costly*

*EO: to contact the Police control room and find out the options for a Police monitored camera*

- *There are no options to have police monitored CCTV*
- *A voluntary system of registering personal CCTV with the police is being considered*

**CLOSE**



*Action 01 December 2018 Item. 10*

*Sarah to write a fireworks policy for the HPC so the public are aware of the guidelines that we expect all parishioners to adhere to. To consider pets, horses, livestock and thatched buildings (see appendix A)*

**CLOSE**

*Action 2 December 2018 Item. 10*

*Sue to email the police communications officer and source the Neighbourhood Alert leaflet for distribution with the Harlestone Newsletter.*

*Sue to contact Emily Evans*

*Neil to get NHW leaflets to deliver to the whole parish*

**CLOSE**

*Action 4 December 2018 Item. 15*

*Committee agree to arrange CPR trainings for parish friends and families  
EO to arrange dates through the Rotary Club and to find out the minimum age for participants.*

*EO: emails have been sent, dates to be scheduled, minimum age to be confirmed*

- *No minimum age has been confirmed by any source so far*
- *Get an update from A.Wilson regarding any future trainings*

**PENDING**

*Action 6 December 2018 Item. 17*

*Parking in Church Lane, residents are struggling with random parking and being blocked in by cars abandoned during school rush hours*

*Risk assessments and H&S guidance*

*A Code of Conduct and a H&S Policy needs to be implemented that the users sign up for.*

*I would like our SPOC to contact our PCSO to view and monitor the traffic and speak with the head in January 2019*

*Write to the head to ask for greater co-operation.*

*Consider a rolling drop off point,*

*We need to consider the signage at the top of the Church Lane to advise large vehicles of restrictions with weight and lack of turning space.*

*Sue: The PCSO has visited the school, please see the PCSO update Item 168. In the HPC February Minutes*

- *It has been noted that some parents are still parking in the street*
- *Sue to ask the PCSO for the school risk assessments for parking, the school has a duty of care*

**PENDING**

*Action Item 23 Out of Control Dogs*



- *Over Christmas and New Year, a dog attacked some chickens in the village*
- *The dog got through a hole in the fence*
- *One chicken was killed*
- *The dog was OFF the LEAD*
- *Notifications went out on Facebook*
- *Signage to keep dogs on leads are on the footpaths, but these are just very small discs and hard to see*
- *Public Spaces Protection Orders are now in place*
- *Harlestone is increasingly becoming a dog walking destination*
- *Contact the DDC to arrange the dog warden to patrol the village and offer advice and information, we may need some enforcement*
- *The Harlestone Hound to offer information and have an article from a local dog handler/trainer for advice and help*
  
- *EO to ask the wardens to make their presence know throughout the village, a uniform/Hi-Viz may deter offenders*

**PENDING**

### **June Actions**

*A: French Drains are blocked at the Church Lane Car Park*

- *Tim and Russell to view the drain and report back to the committee*
  
- *A contractor has been booked to check the drainage*

**PENDING**

*B: South wall of the church has been repaired by the church. Check the part of the wall that still needs to be repaired for ownership*

- *Tim to dig out the land registry folder*
- *K.Warden to check Althorp ownership*

**PENDING**

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

- *EO to book the gravel from Raybell for Sat 20<sup>th</sup> July*
- *Grid in the stream is blocked with debris and foliage*
- *Tim to assemble a team of volunteers*
- *Complete*

**CLOSE**

*C: 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*
  
- *Mark: these lorries are smaller than 40tonne, I will take some photos*

**PENDING**

*D: Tim to look at the damaged GPO cover near the LH phone box*

**CLOSE**





**E: 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
- Highways have confirmed that this is on their priority list

**PENDING**

**F: Village walls update**

- Russell would like the Estate to consider the maintenance and clearance of walls on New Road, Church Lane and near the Pheasantry
- This has been escalated to full council, an application to list these walls has been completed, a letter has been sent to the Estate

**CLOSE**

**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

**PENDING**

**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
- Strimming should be done up to walls
- Areas include: opposite the Fox, New Road and pathways

**MOVE TO THE HPC AGENDA**

**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*

**PENDING**

*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*
- *Cllr Stock to check permission with the DDC to remove these trees*

**PENDING**

*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*

- *EO to clear this area FOC in September until a quote has come through*

**PENDING**

*G: Tim to visit the allotments and consider a sign to instruct vehicles that there is no through route*

- *Look at this after the Allotments Lease has been signed*
- *3 plots are overgrown, areas need rotavating*

**PENDING**

*H: 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.*





- *EO to discuss this with Althorp*

**PENDING**

## **DISCUSSION ITEMS**

### **ITEM 015. General Maintenance Actions**

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

- *No new items presented*

### **ITEM. 16 NEIGHBOURHOOD WATCH**

*Update from Neil Mitchell (Co-ordinator)*

- *Although Neil has resigned, he has said that in the short time he will manage the NHW, however the committee should look to take this over asap*
- *Alert Neighbourhood alerts should be sent from specific areas of the village and local areas, too many alerts are being received from a wider area. The EO brought this up at the PCSO review meeting*
- *Recently we had a serious issue that needed to be sent out to warn the public, we need to make sure that incidents are sent out on alerts, Mail Chimp, Facebook and that the Police/PCSO are aware*

### **ITEM. 17 CHURCH LANE CAR PARK SECURITY**

*Church Lane Car Park Security: In response to concerns raised about unwanted activity at Church Lane Car Park the committee is asked to initiate a consultation involving local residents, PCSO Paul Miller, St Andrews' PCC representatives and Althorp. The purpose of the consultation is to make a plan that will improve security at Church Lane Car Park. There will be a particular focus on evening/night time security. Following the consultation, a small working group will make a recommendation to full council and request funds accordingly.*

- *The PCSO has been patrolling this area*
- *The area has been quiet*
- *No litter or and drug paraphernalia has been seen*
- *Consider PIR lighting: Mark to consult with the local residents*

### **ITEM. 18 COMMUNITY EMERGENCY & FLOOD PLAN FOR HARLESTONE**

*An initiative from the Northamptonshire County Council and the Environment Agency*

- *This is an initiative from the NCC and NCALC  
Copies of the guideline document sent to S&P members*
- *Committee agree to not progress*



### **Members of the Public**

*Helen.D, Stella.W*

- *We are worried about having the WW1 metal benches moved to the HVI as this may cause anti-social behaviour. This area may be missed used as a smoking area, people attending parties and events may congregate and cause noise. People become louder with alcohol, the area could suffer with more litter, bottles and cigarette butts. Residents living in close proximity of the HVI do not want the benches here.*
- *Item to be put back to the HPC for further discussion*

### **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 (Now Replaced)*
- *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 45 mins*

### **Allocated Committee Member Roles**

<i>Road/Village Signs</i>	<i>Chairman</i>
<i>Dog Bins</i>	<i>Tim</i>
<i>Grass mowing/verge maintenance/hedgerows</i>	<i>Russell</i>
<i>Footpaths/bridalways</i>	<i>Sarah.S (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>
<i>Harlestone as a visitor attraction/management</i>	<i>TBC</i>
<i>Litter Picks</i>	<i>Sarah.G</i>
<i>Althorp</i>	<i>Executive Officer</i>



Golf Club  
Street Lighting  
*Harlestone Manor Neighbourhood Watch*  
*CCTV, ANPR*  
*Fly Tipping*  
Neighbourhood Watch for Harlestone Village

Russell  
Chairman  
*TBC*  
*Stewart*  
*TBC*  
*Neil Mitchell*

### **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
- *TBC* 306 308 309 1710 *Tim to check locations*
- 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



**Next Meeting Dates:**  
**2019**  
**16.Oct, 16.Dec**  
**19:00 at the Harlestone Village Institute**  
*Environment and Safety meetings take place every other month.*

**Paul Thomas – Executive Officer**  
Dated: 9<sup>th</sup> September 2019

Signature: .....

Executive Officer/Clerk: Paul OR Thomas

Signature: .....

Chairman: Cllr Tim Cross



**CITIZENS ADVICE**

*Whoever you are, whatever the problem. Free, confidential, impartial and independent advice.  
Advice Line: 03444 889 629 [www.daventrycab.org.uk](http://www.daventrycab.org.uk)*