



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 019. Attendance and Apologies

Chairman: Cllr Tim Cross

Cllr Russell Francis

Cllr Sue Flynn

Cllr Sarah Stock

Sarah Gyde

Mark Yoxon

Richard Dyball

Stewart Clark

- *Mark Yoxon pre-planned unavailability*
- *Cllr Sue Flynn pre-planned unavailability*
- *Stewart Clark*



ITEM 020. 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 021. 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 councilors*

ITEM 022. 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*
- *Monthly checks to be done once all defibs are installed*

- *Cllr Stock has applied for planning permission to change the glass logo from Telephone to Defibrillator*



- *All parts for the refurb have been ordered, circa £1800*

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*
- *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*

PTO

- *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*
- *The committee has again requested the DDC minutes from Mark.Y to be distributed to the chairman, the committee members and the EO asap*
- *Add the tree policy to the website once it has been signed off by the committee and by Althorp*

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 E&M meeting*

PENDING

Actions brought over from the Safety and Protection Committee

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*

- *Trainings planned for 14.Nov and 09.Jan*
- *7pm to 9pm at the Harlestone Village Institute*
- *Professional trainings with certificates*
- *Training is FREE*
- *Please email the Clerk to book your place*

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.

PTO

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*
- *Mark Yoxon and other local residents to monitor and feed back to the committee*

CLOSE

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*

CLOSE

June Actions

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

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*

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*
- *A formal letter from Cllr Cross sent by the Clerk to Ian Smith at Highways*

PENDING



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*
- *Ownership could be with Althorp*
- *All trees have been removed by Cllr Cross, Clive Skinner and Cllr Francis 16.October*

COMPLETE

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 Sep/Oct until a quote has come through*
- *Please see agenda item 024.*

CLOSE

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*
- *Plots available, please email the Clerk*

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*
- *Althorp has confirmed that this area needs to be kept cleared by the cows as the steep banks cannot be mowed, only a few cows now use this area and there have been no complaints, no gate is planned at present.*

CLOSE

DISCUSSION ITEMS

ITEM 023. General Maintenance Actions

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

- *Nursery Corner: need for signage for parked vehicles owners to respect the verges, consider the safety aspects. This area is a mess from tyre tracks.*

Richard.D

- *There are still too many cars parked along this area of verge*
- *Photo evidence produced showing 12 cars parked in this area*



- *Consider signage to ask users to respect the verges and park in the village car parks*
- *When this area was cordoned off for seeding, there were no problems with the village car parks filling up*
- *We will find that the verges could become used more frequently with the increase of the local developments*
- *This is a dangerous area for pedestrians, children and dogs*

- *Would an option be to have a nylon mesh set into the verge?*
- *Committee to consider a sign to ask visitors to use the village car parks, this will be a polite notice with no enforcement*
- *This will be a 2 month trial and be reviewed in December*

ITEM. 24 Clearance of the Church Footpath – Quote AA Landscapes

Carrying out an initial clearance of the footpath starting from the entrance to Harlestone House/car park steps up to the kissing gate which leads to the golf course.

- *Work will include clearing all leaf debris and excess soil, clearing weeds, trimming back ivy from the walls and lifting any low hanging branches to above head height. Once cleared, apply weed-killer to the area.*
- *The cost of this work will be £240.00. This price is inclusive of VAT at 20%. As discussed, any debris to be left on site.*
- *Carrying out this work on a regular basis. I have based the following cost for monthly visits throughout the year. The cost per visit will be £90.00 including VAT.*
- *Proposal to approve the above quotes and move to the full council for final approval*

- *All committee members agree to this proposal/quote*
- *Refer this agenda item to the HPC November meeting for payment authorisation and to be formerly approved*

ITEM. 25 Neighbourhood Watch Strategy

Review of the delivery of the National Neighbourhood Watch Strategy

- *At national level there is a three-year transformation strategy in place, and we would like to seek your views on whether or not this is working for you.*
- *One of the ambitions of the strategy is to learn and improve, and we would like your help with this. We want to know if you understand these outputs, have used them and if you found them useful.*
- *This is a 10 minute short survey? Just 5 main questions that all relate to the delivery of some parts of the strategy. We will be assessing all of the results at a national Board meeting; so please complete this survey as soon as possible. It will close on 20th October 2019.*
- *To complete the survey please visit www.ourwatchmember.org.uk/strategysurvey*



- *No further action required re the above, however committee members and members of the public are encouraged to complete the survey*
- *Select a member of the E&S Committee to become the NHW Liaison Officer*
- *The new NHW Liaison Officer to form part of the new councillor's role*

Communications, Updates

Wild Flowers Project - Russell Francis

- *Highways have informally agreed 6 wild flower areas in the village*
- *Areas include Work House Bank, New Road, A428, Nobottle Road*
- *Seeds to be sourced through an Althorp supplier*
- *These areas will be sown with Hedgerow Mix and will need to be maintained and managed*
- *Project supported by the E&S Committee*

Flooding

- *Flooding has occurred near Ten Cottages, Fixmystreet to be contacted by RD*

Fireworks

- *The parish needs to be mindful of **FIREWORKS** as we have thatched rooves and livestock throughout the village, policy to be shared on Mail Chimp*

Althorp

- *Althorp needs to be aware that shot has rained over certain roof tops in Upper Harlestone during the recent shoots, could attendees be asked to shoot away from the village and supervised at all times!*
- *Glebe Lane Bridleway – EO Update*
- *Highways Replacement Signs A428 – EO Update*
- *Farm muck heap bonfire reported on Port Road*

Potential Actions to be Delegated

- *Dog Bins on Harlestone Manor*
- *Salt Bin 2012 has not been filled; job numbers 960048 961935*

Meeting Duration: 1hrs 47mins

Allocated Committee Member Roles

*Road/Village Signs
Dog Bins*

*Chairman
Tim*



Grass mowing/verge maintenance/hedgerows	Russell
Footpaths/bridalways	Sarah.S (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.G
Althorp	Executive Officer
Golf Club	Russell
Street Lighting	Chairman
Harlestone Manor Neighbourhood Watch	TBC
Fly Tipping	TBC
Neighbourhood Watch for Harlestone Village	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

18.Dec

2020

19.Feb

15.Apr

19:00 at the Harlestone Village Institute

Environment and Safety meetings take place every other month.

Paul Thomas – Executive Officer

Dated: 26th October 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*