

Burwash Parish Council

Car Park Working Party

Minutes of the Car Park Working Party held on Tuesday 7th February 2023 at 19.00.

The meeting was conducted at the Parish Rooms in Burwash.

Present: Cllr. R. Franklin (Chair), Cllr. Keith Lloyd, David Cowell, Graham Bird, Peter Pope, Sylvie Franklin, Greg Meares and Stephen Dixon.

Apologies: There were none.

The meeting opened at 19.00.

1. Apologies.

As above.

2. Disclosures of Interest.

None to note.

3. Minutes of the Last Meeting.

It was noted that the minutes of the previous meeting were adopted by Full Council.

The members thanked the Clerk for her very comprehensive Report on the Car Park Maintenance.

4. Car Park Maintenance. (Note: Clerk's Report attached as Appendix 1.)

a. Tree & Hedge Maintenance.

The members agreed that the unhealthy trees should be removed, and the remaining should be reduced in height. Wherever possible, trees should be pollarded/coppiced. The tree/hedge cutting should commence in September 2023 after the nesting season.

RESOLUTION: Full Council is requested to delegate the decision on removing/cutting back the trees and agreeing the final cost to the Clerk.

b. Lighting.

The members noted that the work is being conducted at Rother's expense.

c. Lining.

The members agreed that the cleaning/sweeping of the car park should be by machine – although costly, it would be more effective than manually.

It was agreed that there should be 5 disabled parking bays in the car park.

The preparation and relining will take place in two phases.

RESOLUTION: Full Council is requested to delegate the cost of the works to the Clerk.

d. CCTV cameras.

It was agreed that CCTV is required.

ACTION: Clerk to present a full CCTV policy to Full Council for adoption.

RESOLUTION. Full Council is requested to authorise the expenditure of approximately £2,000 for CCTV.

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e. Bins / flytipping / removal.

It was noted that there is still a 'Recycling' Sign at the entrance to the car park, it was agreed that this should be removed. The Rother sign indicating the nearest Recycling Site only indicates the Rother sites, the nearest site is at Heathfield in Wealden area; this should be publicised.

There has already been some fly tipping and it is anticipated that the CCTV will help prevent this.

f. Toilets.

The decision has been taken to leave the toilets open 24 hours, and this has not presented a problem to date.

The members wished to express their thanks to Greg Meares for all his work in maintaining the toilets.

g. Signs.

It was agreed that the main sign at the car park should be replaced as soon as possible with a sign stating Burwash Parish Council is now owner. The sign should still indicate overnight parking is not allowed, with 9 hour parking bays and 2 hour parking bays. The restriction on overnight parking is aimed at overnight camping.

h. Safety Barriers.

Awaiting Report.

Clerk's Report – it will be necessary to purchase Safety Barriers to isolate part of the car park during the works.

5. Electric Charging Points.

The Chair advised he had had a meeting with a representative from Rother and had booked 22 charging points as part of the Rother initiative. He anticipated there would initially be 8 in the car park, 4 in the Eastern car park, and the remainder in the High Street. It is understood that this bid would go before Rother District Full Council shortly. *(Appendix 2 – map of the Car Park. The Chair has indicated on the map the proposed siting of the disabled parking bays, the EV charging bays and the position of the 9 hour and 2 hour bays.)*

6. Grit Bins.

It was agreed that 2 more bins should be purchased for the car park. It was also agreed that a sign should be put on the bins indicating that the grit is only for use in the car park, not for private areas.

RESOLUTION: Full Council to resolve to purchase and fill 2 grit bins.

7. Car Identification.

It was agreed that the Council should have a GDPR compliant list of residents' vehicles parked regularly/occasionally overnight, with owners details, to ensure cars parked longer term belong to Parish residents, and in the event of the car park requiring to be closed.

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8. **Information for Noting and Including on a Future Agenda.**
Path to Scout Hut.
9. **Proposed date of next meeting:**
To be confirmed.

The meeting closed at 20.15.

X

Cllr. Robert. Franklin
Chair Car Park Working Party