



## MEDSTEAD PARISH COUNCIL

### MINUTES OF THE MAINTENANCE COMMITTEE MEETING

27<sup>th</sup> January 2021 (Zoom platform)

**Present:**

Cllr's Ken Kercher, Georgy Fuzzard & Andrew Jackson.

**Also present:**

Mr Peter Baston (Clerk).

**ACTION**

**21.01 OPEN SESSION**

- i. None.

**21.02 APOLOGIES FOR ABSENCE**

Cllr Mike(Jo) Smith gave apologies for his absence after the meeting.

**21.03 MINUTES**

- i. The minutes of the meeting held on 25<sup>th</sup> November 2020 having been previously circulated, were agreed as a true record and will be signed by the Chairman.

**Cllr Kercher**

ii. Matters arising.

Minute #	Maintenance Meeting Date	Action	Assigned to	Status	Comments
19.32(v)	23 October 2019	Laurel bush in Foul Lane to be cut back	Clerk	Completed	
20.08(iv)	22 January 2020	CWGC Sign to be displayed at Cemetery. Clerk to contact CWGC	Clerk	Outstanding	Details to be given to CWGC.
20.27(i)	22 July 2020	Footpath 18/19 signage	Clerk	Outstanding	Clerk to arrange for new permissive bridleway signs to be installed following the unauthorised removal of the previously installed waymarkers
20.29(i) c		Clerk to contact Footpath Officer to ascertain whether any grants are available from the British Horse Society	Clerk	Completed	
20.33	28 October 2020	Dragons tooth near to Pavilion.	Clerk	Outstanding	This will now be installed by the Day Work Contractor when the lockable post is also installed.
20.38		Clerk to get quote for identified work following playground inspection	Clerk	Completed	
20.40(iii)		Trees / shrubs on Green	Maintenance Committee	Completed	
20.40(iv)		Clerk to source signage	Clerk	Completed	
20.40(v)		Foul Lane bollards	Clerk	Outstanding	
20.43(i)		Cllr Fuzzard to report a broken Finger post	Cllr Fuzzard	Outstanding	
20.43(iii)	25 November 2020	Cllr Smith to obtain quotes for pedestrian in road signage	Cllr Mike (Jo) Smith	Completed	
20.43(iv)		Clerk to respond to play equipment cleaning company	Clerk	Completed	
20.43(v)		Clerk to arrange for a tree on the Green to be felled	Clerk	Completed	
20.47(i)		Clerk to contact contractor for a revised hedging quote	Clerk	Completed	
20.48(i)		Closed churchyard policy to be considered further by F&GP Committee	F&GP	Completed	
20.48(ii)		Illegal & Unauthorised Encampment Policy to be laid before Full Council	Full Council	Completed	
20.50		Clerk to contact Sawscapes to get repairs undertaken and	Clerk	Completed	
		Clerk to contact Sawscapes to ascertain whether an alternative solution to the uneven matting is possible.	Clerk	Outstanding	
20.51(iii)		Clerk to purchase four no parking signs	Clerk	Completed	
20.51(iii)		Cllr Smith to obtain quotes for low level lighting bollards for MVH car park	Cllr Smith	Outstanding	
20.51(iv) a	Clerk to purchase shrub plants for MVH car park extension	Clerk	Completed		
20.51(iv) b	Clerk to obtain quotes for seven trees for Green & Cemetery extension	Clerk	Completed		
20.52	Clerk to contact EHDC regarding an additional waste bin	Clerk	Completed		

#### 21.04 DECLARATIONS OF INTEREST

None.

#### 21.05 CONTRACT(S) UPDATE

- i. **Cemetery / Churchyard Maintenance (incl. wildflower meadow/Cemetery extension).**
  - a. All work has been carried out in accordance with the contract. On the wildflower meadow, P J Grace has also undertaken the planting of the hedging on one boundary and carried out the planting of the trees in the Cemetery extension and on the Green.
  - b. The third year of the contract was reviewed by Committee. This would be taken to Full Council for approval. **Full Council**
- ii. **Village Green Mowing.**
  - a. All work has been carried out in accordance with the contract.
  - b. The third year of the contract was reviewed by Committee. Given that there are two changes to the specification, the Clerk was asked to contact the contractor to ascertain what the additional cost would be. This would be taken to Full Council for approval. **Full Council**
- iii. **Day Work Contract.** The Day Work Contractor has carried out a number of tasks as requested.

#### 21.06 MEDSTEAD PARISH COUNCIL POLICY.

- i. **Drone Policy.** **Full Council**  
This was reviewed and would be taken to Full Council for approval.
- ii. **Memorial Inspection Policy.** **Full Council**  
This was reviewed and would be taken to Full Council for approval.

#### 21.07 CORRESPONDENCE

- i. Wildflower Meadow, The Stables, Trinity Hill. The Clerk was asked to respond to the writer, outlining the plans for the wildflower meadow **Clerk**

#### 21.08 TREE SURVEY

The four tree survey reports were reviewed by Committee. It was noted that the reports for the Village Green and the Cemetery would be revisited by Alderwood Consulting as there were a few issues which require further investigation, with some trees possibly been missed from the report along with other inaccuracies which had been amplified following two trees having fallen in recent weeks, which had not been identified as requiring attention in the report(s). The Clerk had met with Alderwood Consulting and it has been agreed that they will return in the Spring (when leaves are on the trees) at no charge to undertake a further review and to address these anomalies. At this visit, Alderwood will also review all the ash trees at all Medstead PC sites, to establish their condition insofar as ash die back is concerned.

It was further agreed that the Clerk would source three quotes for the identified tree work from the reports and would prepare a specification which would be agreed by the Maintenance Committee.

**Clerk /  
Maintenance  
Committee**

**21.09 MEDSTEAD PARISH COUNCIL NOTICE BOARDS**

- i. **Lymington Barns.** The board at this location is in a poor state of repair and requires replacing. The Clerk had written to the owner of the premises whose wall the existing board is attached, to seek permission to replace the board. This board is shared with Four Marks PC who have agreed to fund 50% of the replacement costs.
- ii. **Greenstile.** The Committee reviewed the quotations which the Clerk had sourced but given that uncertainty as to what was included, the Clerk was asked to contact each company for clarification. This would be considered further at the next Maintenance Committee meeting.

**Clerk /  
Maintenance  
Committee**

**21.10 WILDFLOWER MEADOW**

- i. **Ground renovation.** It was agreed that the Clerk would source quotations for the work as identified in the recent Hampshire & IOW Wildlife Trust report and taken to Full Council for approval.
- ii. **Signage.** This would be put on hold pending the work to the wildflower meadow.

**Clerk**

**21.11 MEDSTEAD VILLAGE GREEN**

- i. **Grass Renovation.** Cllr Kercher would ask Medstead Cricket Club to take the lead and liaise with the contractor(s) regarding what additional work is required in 2021.

**Cllr Kercher**

**21.12 CEMETERY / CHURCHYARD ISSUES**

- i. **Working Group for Cemetery Maintenance.** This would be considered further at the next Maintenance meeting

**Maintenance  
Committee**

**21.13 CURRENT AND FUTURE PROJECTS.** These were reviewed by the Committee.

The Chairman closed the meeting at 7.05pm.

Chairman ..... Date.....