



MEDSTEAD PARISH COUNCIL

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

28th June 2023

Present:

Cllr's Mike Smith (Chair), Ken Kercher & Graham Bennell.

Also present: Cllr Deborah Jackson & Mr Peter Baston (Clerk).

ACTION

23.21 ELECTION OF CHAIR

Cllr Smith was proposed by Cllr Kercher and seconded by Cllr Bennell to be Chair and agreed by the Committee.

23.22 OPEN SESSION

- i. **Cllr Smith** updated the position over the Roe Downs Rd path and crossing point where HCC Cllr Kemp-Gee had reported that HCC Hampshire Engineering Services had stated that the funding for both schemes has been approved and the designs are currently being developed by Havant Borough Council's design team. The designs are almost complete and once they are signed off, they will be looking to tender the works to a contractor.

If all progresses well, works on both schemes should commence in the coming months.

- ii. **Cllr Bennell** asked about the numerous "pot holes" in the parish and how many times they had been repaired on more than one occasion. It was agreed that the Clerk would contact HCC with a Freedom of Information (FOI) requesting the detail including the cost of any compensation claims made within Medstead Parish. **Clerk**
- iii. **Cllr Jackson** had been in contact with St. Andrews PCC regarding possible issues with gravestones in the churchyard. The Clerk was asked to contact the PCC to ascertain what the issue was and what action was being sought at no cost to Medstead Parish Council. **Clerk**
- iv. **Cllr Smith** asked about the reinstatement of the chestnut fencing at Five Ash Pond and whilst the Clerk had asked the contractor to do this work, this was still outstanding and the Clerk was asked to chase again. **Clerk**

23.23 APOLOGIES FOR ABSENCE

None

23.24 MINUTES

- i. The minutes of the meeting held on 22nd March 2023 having been previously circulated, were agreed as a true record and were signed by the Chairman.

ii. Matters arising.

Minute #	Maintenance Meeting Date	Action	Assigned to	Status	Comments
22.14	23 March 2022	Clerk to source a further four trees (in Autumn 2022)	Clerk	Pending	To await agreement from Council about new trees to be planted
22.29	25 May 2022	Clerk to obtain quotations for memorial repairs	Clerk	Outstanding	Clerk to revisit the memorials in the Cemetery
22.52	26 October 2022	Clerk to apply for EHDC Councillor grant in April 2023 for tree planting	Clerk	Pending	Will now be after the local elections in May 2023
22.54		Clerk to contact grave owners who have laid scalping / chippings etc on graves	Clerk	Outstanding	Clerk to revisit the memorials in the Cemetery
23.09 (iii)	25 January 2023	F&GP to consider the possibility of including wooden play area equipment in 20224/25 reserve allocation	F&GP Committee	Pending	To be considered at Oct budget meeting
23.16	22 March 2023	Clerk to contact Green contractor regarding badegr damage treatment	Clerk	Completed	
23.18(ii)		Full Council to approve play area repair estimate	Full Council	Completed	
23.19		Cllr Mike(Jo)Smith to source quote for Cemetery water supply	Cllr Mike (Jo) Smith	Completed	

23.25 DECLARATIONS OF INTEREST

None.

23.26 TERMS OF REFERENCE.

These were reviewed and would be taken to Full Council for approval. It was also felt that there needed to be a further member on the Committee and the Clerk would ask a further councillor to join the Committee. **Full Council Clerk**

23.27 CONTRACTS

The operation of the contracts in respect of the **Cemetery / Churchyard Maintenance, Village Green Mowing and the Wildflower Meadow** were reviewed by the Committee. The Clerk reported that maintenance is being carried out in accordance with the contract specification.

He further reported that he had been advised by a member of the public that they had experienced difficulty in accessing graves under the beech tree in the Cemetery due to low hanging branches. The Clerk had instructed the contractor to carry out the necessary lopping work to address the matter.

Cllr Smith reported that the directional sign recently installed to the Wildflower Meadow had been turned around and he would re-fix it shortly

23.28 DAY WORK CONTRACT.

The Clerk had instructed the day work contractor to undertake a task on the Green by the play area to make safe the ground area.

23.29 ROSPA PLAY SAFETY REPORT

The annual RPII safety report was reviewed by the Committee. Certain issues were felt could be dealt with by the day work contractor and the Clerk was asked to take this forward. For more specialist repairs, the Clerk was asked to seek quotations from suitably qualified contractors. **Clerk**

The Clerk was also asked to seek clarification as to whether there was a legal requirement to have a self-closing gate installed or whether the existing gates could be removed. **Clerk**

23.30 MEDSTEAD VILLAGE GREEN

- i. Cllr Kercher reported that due to work pressures, the previous Chair of the Medstead Cricket Club had resigned and therefore was not in a position to take the lead on the future Green restoration. This would now fall to the Maintenance Committee and the Clerk was asked to contact Swansea University regarding a future supply of nematodes to be implanted and also to arrange for a specification to be circulated to interested companies for the task to include further fertilisation and aeration. Cllr Kercher would source the previous specification and let the Clerk have the detail. It is hoped that further S106 funding be used to fund the work and the Clerk would seek confirmation from EHDC.

Clerk

Cllr Kercher

Clerk

23.31 ST ANDREWS CHURCH GATE

One quotation had been received for a new gate through a member of St Andrews Church but at this stage, this had not been seen or approved by the PCC. Also, a further two quotes would be required to allow a competitive transparent tender. The Clerk was asked to contact the PCC to arrange for this to be taken forward.

Clerk

23.32 MEDSTEAD CEMETERY.

- i. **Water Supply.** Cllr Smith would chase the company who need to undertake a site visit.
- ii. **Tree (Branch) Lopping.** This was discussed under minute ref. 23.26 above

Cllr Smith

The Chairman closed the meeting at 7.25pm

Chairman Date.....