



## Medstead Parish Council

Clerk to the Council – Mrs Julie Russell  
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 Medstead Parish Office, Roe Downs Road, Medstead, GU34 5LG

### **Minutes of the Maintenance Committee Meeting – 27<sup>th</sup> May 2026, 6.30pm** **Held at Medstead Parish Office, Roe Downs Road, GU34 5LG**

**Present:** Cllrs. Mike Smith (Chair), Phil Quinlan, Ken Kercher, Jez Hood

**Also in attendance:** Julie Russell (Parish Clerk)

	<b>ACTION</b>
<p><b>26.31 ELECTION OF COMMITTEE CHAIRMAN</b>            Cllr Smith was nominated and seconded and Councillors <b>resolved</b> to unanimously elect him as Chair for the year.</p>	
<p><b>26.32 OPEN SESSION</b></p> <p>a. Cllr Quinlan informed the Committee of a meeting with the Vicar of St. Andrew’s Church who had raised a suggestion for changing the format of the Remembrance Day Sunday service this year, potentially involving congregants moving from the War Memorial to the Village Hall to finish the service and take refreshments. The matter was left with the Vicar to engage with relevant people before making any decision.</p> <p>b. Cllr Smith circulated proposed wording for a sign for the Medstead Parish Office. The Clerk suggestion that the telephone number was removed as it might change. Councillors suggested putting a noticeboard on the wall of the parish office, which could contain the name of the Parish Office without the need for a separate sign. The Clerk will put this on the agenda for the next Full Council meeting.</p> <p>c. Cllr Smith made a suggestion about a potential men’s shed location.</p>	<b>Clerk</b>
<p><b>26.33 APOLOGIES FOR ABSENCE</b>            There were no absences.</p>	
<p><b>26.34 DECLARATION OF INTEREST</b>            None declared.</p>	
<p><b>26.35 CONFIRMATION OF MINUTES</b>            Councillors <b>resolved</b> to confirm the minutes of the Maintenance Committee meeting on <b>25<sup>th</sup> March 2026</b>, which were signed by the Chairman.</p>	
<p><b>26.36 COMMITTEE TERMS OF REFERENCE</b>            The Committee <b>resolved</b> to approve the Terms of Reference with no changes.</p>	
<p><b>26.37 ST. ANDREWS CHURCHYARD</b>            Cllr Quinlan reported back on a meeting with the Vicar of St. Andrew’s Church which covered maintenance of the Churchyard, currently undertaken by the Council’s contractor according to their agreed contract. The Church is considering options such as removing Leylandii trees and shrubs and turning some of the grassed area into a wildflower area. They wanted to make initial contact with the Council as the proposals will affect the maintenance work and potentially impact costs. This was just the first step, and the Church will finish determining what it wants to do before engaging with the Council again. The Clerk will circulate the maintenance agreement made between the Church and Council several years ago.</p>	<b>Clerk</b>

<p><b>26.38 SPORTS PAVILION</b></p> <p>a. The final cost of the repair to broken roof tiles cost £200 (previously authorised by Full Council) and can be covered by Neighbourhood CIL as it is maintenance of infrastructure. The work included repairing an additional tile on another part of the roof, not previously spotted.</p> <p>b. The roofing contractor reported that a significant part of the cost involves buying the tiles as he has to make a journey to a supplier near Guildford. Although they cost under £3 each, the contractor’s cost involves the petrol and journey time. Therefore, the Committee <b>resolved</b> that next time tiles are needed, the Clerk will purchase them and will buy a stock to hold to cover future breakages.</p> <p>c. The Clerk presented two quotes for getting an additional electrical socket installed downstairs in the sports pavilion – one for wiring embedded within the wall and one for surface-mounted wiring at £157.50 and £112.50 respectively. The Committee <b>resolved</b> to select the option with hidden wiring as it will look better. Cllr Hood volunteered to potentially do the plaster work, or otherwise there will be a small additional cost for the finishing work. This work could be included as Neighbourhood CIL spend as it is improving the Community facility.</p>	
<p><b>26.39 DRAGON’S TEETH</b></p> <p>a. The Clerk reported that 17 out of 38 dragon’s teeth are loose on the Cemetery side of the Village Green and there are 21 loose posts out of all the others around the Green.</p> <p>b. The Committee agreed that the Clerk will only get quotes for oak posts to match those in the layby from the same supplier, as a quotation exercise was already completed recently for the layby work and comparisons will still stand. Quotations will be obtained in separate sections so that Full Council can decide which sections they want to replace at this time.</p>	<b>Clerk</b>
<p><b>26.40 PLAYGROUND CLEANING</b></p> <p>The Committee <b>resolved</b> to recommend playground cleaning to Full Council using the same contractor as used two years ago. This includes biocidal treatment to kill algae which helps extend the life of the equipment.</p>	<b>Clerk</b>
<p><b>26.41 NOTICEBOARD REPLACEMENT</b></p> <p>The Committee agreed to defer any decision on replacement of the Cemetery and Boyneswood noticeboards at this point, but will keep monitoring their condition.</p>	
<p><b>26.42 SPEED INDICATION DEVICES</b></p> <p>Cllr Smith proposed purchasing two or three additional solar-powered SIDs plus two additional solar powered units for the existing battery-powered units on Lymington Bottom Road and Five Ash Road. The unit on Roe Downs Road was fitted with a solar-powered unit in 2025.</p> <p>Potential locations are Wield Road, Trinity Hill and Abbey Road. The unit on Five Ash Road could be moved to Boyneswood Road. The quotes obtained by Cllr Smith and the Clerk are compared in the Appendix. The Elan City units are cheaper, even with the additional cost of solar powered kits from Message Maker. The Committee agreed to recommend the purchase of the solar power kits and two or three new units to Full Council, with a preference for the Messagemaker units based on Cllr Smith’s familiarity with the technology. There may be additional posts needed to mount them. The Clerk advised that HCC permission is required.</p>	
<p><b>26.43 TREES BEHIND THE VILLAGE HALL</b></p> <p>The Clerk queried whether quotes should be obtained for a surveyor to consider the trees behind the village hall as a MVH committee member had suggested they may be too close to the hall, although there has been no formal correspondence on this matter. The Committee determined that no action is needed at this time and there is no evidence</p>	

of any issues.	
<p><b>26.44 VILLAGE HALL CAR PARK</b></p> <p>The Clerk was expecting a quote for tarmac repairs to the Village Hall but the company contacted did not turn up when expected. This item will be put forward to a future Full Council meeting when received.</p>	
<p><b>26.45 NEW TREES</b></p> <p>The Clerk informed the Council of a scheme by the Hampshire Forest Partnership that is offering free trees and hedges for planting in autumn/winter 2026/27 and is requesting Expressions of Interest. It was agreed that the Council will need hedging for the cemetery extension but is not ready to proceed at this stage.</p> <p>The Clerk also informed the Committee that there is around £500 of remaining funding on an S106 project that needs to be used or returned to EHDC. Again, there are no plans for further planting at this point in time. The Clerk needs to supply photos to EHDC of the trees already planted and asked Councillors for the locations. It is believed some are on the Village Green, but the Clerk will need to search records for more information as Councillors could not remember.</p>	Clerk
<p><b>26.46 FOOTPATHS</b></p> <p>As a potential footpath on Roe Downs Road has been mentioned again frequently in the context of infrastructure requirements, the Clerk asked the Committee what specific actions are needed at this point in time to progress this further. Nothing was specifically requested, but the Clerk offered to look into legislation around compulsory purchase options.</p>	Clerk
<p><b>26.47 PLAYGROUND INSPECTION</b></p> <p>The annual playground inspection report is due imminently, but has not yet been received so findings could not be considered.</p> <p>The Clerk has inspected the roundabout previously noted with worn bearings, and it seems to have now progressed to a point where the bearings are clearly grinding, although it still spins freely and safely. The Council has previously been advised that as the bearings continue to wear it will affect performance but not cause a safety concern. The Clerk recommends that the bearings now be replaced. This has previously been costed and the Clerk will seek an updated quote from Playdale but will first wait for the due playground inspection report to see if any additional work should be included in the quote.</p>	
<p><b>26.48 MAINTENANCE TASKS</b></p> <p>The Clerk reviewed tasks that Councillors had agreed to undertake on a voluntary basis this summer, so that if commitments were no longer possible there was still time to get quotes from contractors for the summer. Cllr Smith agreed that he still intends to paint the cemetery gates and treat the old tap cupboard with wood treatment and Cllr Quinlan agreed that he still intends to paint the Cemetery and Boyneswood Road noticeboards with wood treatment.</p> <p>The Clerk has looked at benches and recommended a new 8-seater picnic bench to be provided on the village green near the children's play area to increase seating in that area. The Council agreed to take that proposal to Full Council.</p>	
<p><b>26.49 CLERK'S UPDATE ON OUTSTANDING ISSUES</b></p> <p>There were no issues that have not already been covered.</p>	
<p><b>26.29 CORRESPONDENCE</b></p> <p>Two residents had raised concerns over the footpath linking Trinity Hill and the High Street, with fencing placed on the footpath side of a hedge plus overgrown hedges seriously impeding pedestrians. The Clerk will report this to HCC.</p>	

**26.30 NEXT MEETING**

The next meeting is confirmed as 22<sup>nd</sup> July 2026.

There were no further matters to discuss and the meeting was closed at 7.40 pm.

**Signed Chairman .....**

**Date.....**

## Appendix: Quotes for Speed Indicator Devices

### MessageMaker Signs

- Speed indicator devices cost £2827.20 each.
- Solar power kits for the two existing units are £645 each.
- If the total two kits for the existing battery-powered units are bought at the same time as a new SID, they cost £500 each.
- Total cost for three new SIDs and two solar kits for existing SIDs is **£9482** ex VAT
- Existing devices are on Lymington Bottom Road, Five Ash Road and Roe Downs Road. Two have batteries and the Roe Downs Road device had a solar kit installed in 2025.



### Elan City

- Examples of these devices are in Bentworth and Bishop's Sutton
- Cost of each device is £2,250
- The solar units for the existing devices still need to be bought from MessageMaker (without multibuy discount) at £645 each.
- Total cost for three new SIDs and two MessageMaker solar power kits for existing units is **£8,040** ex VAT

