

R&AAG Meeting Notes 21st August 2025
7.30 pm Hartlebury Parish Hall Committee Room.

1. Apologies. None

2. Matters Arising

- a) Clerk to follow up on RoSPA report. *Ongoing*
- b) **Lengthsman/ Maintenance Contractor SF.** JH report back on meeting with SF on 11/08/25.

Lengthsman

Congratulations to SF passed LANTRA 1 and 2, starting date 1st September.

JH handed over Lengthsman sundry items, Broom, Spade, Shovel Magnetic reflective Lengthsman sign. Temporary traffic management signs.

Handover paperwork signed by JH and SF.

VAS items JC to meet with SF in September to instruct and handover keys, batteries and chargers. 2nd section of Handover paperwork to be completed and given to the Clerk.

Maintenance

Supplied SF with Asset register check list for annual inspection.

Discussed priority HPC maintenance schedule fro 2025/26.

Supplied a copy of the monthly Play Area/Recreational Facilities Check list and Sunshine Gym Equipment check list.

SF confirmed that his Public Liability Insurance was in place from 1st September.

SF confirmed his willingness to undertake additional work when instructed by the Clerk to assist with footpath clearance. There is £850 in budget for footpath support, discussion with footpath warden JD to identify priorities.

c) JH to look at Brick Planter No 5 Opposite school lay bye - JH to meet with SF in September to discuss possible rebuild . *Ongoing*

d))**Footpath matters.** *There is £850 in budget for footpath support, discussion with footpath warden JD to identify priorities. Discus Footpath review, Worcestershire Public Rights of Way Improvement plan.*

e)**Tennis Court tree roots,** Full Council requested Clerk to obtain further quotes for root barrier as preferred to keep trees. *Full council decision September meeting.*

f) Recreational Facilities

Junior Play area user signage damaged requires repair. *JH to investigate costs report back to Clerk, there is sufficient money in R&AAG budget to cover replacement.*

Area behind Table Tennis Table Bin, grass verge encroaching. *add to SF list*

Gravel on MUGA car park requires raking back and re levelling. *add to SF list*

CN presented a template of Spreadsheet that could be used to track maintenance jobs progress and completion. To be sent to the Clerk.

g) Conservation Area not highlighted in the Village, suggestion that appropriate signage costing and positioning investigated. *EH to investigate.*

3. Update from JH.

Lengthsman completed both stages of LANTRA training, Clerk has requested for WCC to add him to their accreditation list. Starting date for Maintenance and Lengthsman roles 1st September. *See Matters arising.*

4. VE Commemorative Tree, Update from CN investigate costing and suitability of tree selection. *Ongoing investigating 3 quotes/ suppliers.*

5. Handover of sundry Lengthsman equipment. Update JH, copy of information discussed attached with agenda. *See matters arising.*

JC to meet and instruct SF on VAS . Handover equipment form to be completed and given to Clerk at September HPC meeting.

6. Budget for 2025/2026 discussion and suggestions.

Events Group is now separate from R&AAG.

Business to is now separate from R&AAG moved to STAG

Adjustments made to budget request JH to complete.

AOB

Agenda Item September meeting.

Worcestershire Public Rights of Way Improvement Plan

Footpath Review.

Parish Council Survey closes 26th October 2025 , discussion recommendations at October PC meeting.

Date of next meeting.

25th September 2025