

RE&A Meeting Notes 24th April 2025
7.30 Hartlebury Parish Hall Committee Room.

1. Apologies. AE and EH

attending, JH, CA plus RK as chair of Finance to link with Asset Register risk assessment, budget review, AGAR return and JC as chair of Speed and Crime to link to VAS findings from Lengthsman report.

2. Matters Arising

3. Update from JH.

Pickle ball court. Ongoing.

Footpath matters.

Notice Board. Ongoing *maintenance man needs to install posts and fit notice board.*

Tennis Courts, tree root damage. Large trees surrounding tennis courts pollarding to reduce leaf litter. Ongoing. *Proposal to be submitted for inspection to be arranged. Hedge surrounding courts cut Pollard of trees by courts requires investigating. JH to submit proposal.*

Update on bench picnic tables Only 2 remaining benches on green to be

done. *GM has sanded down ready for preserving, needs to purchase additional preservative, will complete as soon as weather allows.*

Fields in trust deed of dedication and land registry. Copy of Deed of Dedication sent to REA&AG members.

Recommend to council that Clerk places relevant paperwork on website, original copies given to Clerk for safekeeping, stored on HIVE

Football pitch use by junior team enquiry, awaiting outcome of Clerks contact.,

Update reply received 22nd April discuss correspondence.

Recommendations to council for clerk to contact the team manager, outline their responsibilities in organising the use of the pitch.

4. Annual Asset Check report from GM completed review his report.

Recommendations for full council consideration.

Bus Stops *two glass sided ones prioritise for new coat of preservative, remaining Bus stops to be placed on maintenance rota in priority order. No 4,5 & 6.*

Brick Planters *No 5 opposite school suggest dismantle and rewild. No 3 end Charlton lane need loose bricks re-bedding (original repair contractor offered to undertake repair). Planter 2 entrance to village off A449 Kidderminster north bound loose bricks need re-bedding put on maintenance list.*

Bench junction *Station road requires preservative coat 2025/26*

Notice Boards *All require preservative coat, order of priority No 3,2,1*

VAS pass onto Speed AG *consideration new batteries (approximate coat £86.00p) and replacing with solar powered units in future, (approximate costs £4,150.00p per unit plus street furniture & fitting).*

5 Updated Asset register review maintenance schedule. Recommendation for full council consideration.

Recommendations to clerk, clarify if HPC had adopted the VAS donated by CClr T Miller, if so add to Asset register.

Defibrillator requires new battery 2025 request RK take to finance meeting.

6 ROSPA Report distributed to all Councillors.

Recommendation for full council consideration.

Adult Gym Equipment. No recommendations made by RoSPA report.

MUGA/Tennis courts No recommendations made by RoSPA report.

Play Area 1.

1) *Swing - Mixed 4 bay 1 basket 4 junior 2 toddler,*

Observation Chain covers on basket swing prevent thorough inspection of all chain links, Task remove chain covers to inspect according to manufacturer's instructions.

2) *Gates pedestrian, Observation open outwards, Parental monitoring of children using the space reduces the risk.*

3) *Seating - benches metal various positions around the green. Observations same as previous years, gaps between the slats exceed 30mm, no reasonable practicable action is identified.*

Play Area 2 -

1) *Swing Cantilever - Observation 1- The supporting components, Dismantle and inspect according to manufacturer's instructions.*

Observation 2 - worn shackle requires replacing on basket of swing.

2) *Carousel Observation - Observation 1 - The supporting components, Dismantle and inspect according to manufacturer's instructions.*

Observation 2 - Chain covers prevent thorough inspection of all chain links, Task remove chain covers to inspect according to manufacturer's instructions.

7 New Grounds maintenance Contractors. *Copy of Schedule of cutting distributed to Group. The spraying to Tennis Courts and MUGA and surrounds of Parish Hall completed.*

8 Bus Stop repair, Clerk has confirmed that Insurance company have agreed to GM to carry out repair (most cost effective) JH Glass ordered delivery after 23rd April. GM to source silicone and replace. *JH to send payment invoice to clerk for reimbursement. GM will invoice HPC for Hours taken and materials used.*

Business Liaison Section ED not available to attend requested report back all items ongoing for next meeting June agenda.

9. Co-pilot draft letter to local businesses **Ongoing**

10. List of possible projects to be developed and completed ready for CC3 (list not projects) **Ongoing**

11. Car charging points -still investigating Grant funding **Ongoing**

12. Football pitch. AE to update group. Discuss report *.Ongoing AE not at meeting*

Events Section update CA and AE

13 To be added on the evening

CA will submit a proposal to form a separate Events group to enable Councillors who do not wish to sit on Recreation or Business to serve on the Events group only.

Date of Scarecrow, Children's Runner Bean and Sunflower growing competition week end 9th and 10th August.

Parish Hall not available on the 10th an alternative venue for the results to be announced, suggestion the Allotments.

CA has planted the bean and sunflower seeds Cost of 20p per child for plants and entry to competition.

AOB

Lengthsman training fees.

As there is no immanent training available from WCC till 3rd quarter of the year- Clerk investigated cost of alternative provider, Cost £432.00 + VAT.

Recommendation. That once lengthsman appointed to prevent delay in any work being undertaken, HPC fund the training by an alternative provider.

Suggest that this cost could be transferred from the Grounds Maintenance Budget, as HPC secured a saving of £129 per month when awarding the new 3year Grounds Maintenance contract so there would still be an under spend of £1,116

Lengthsman tools and equipment.

GM services returned the lengthsman tools and equipment to Cllr JH, List of equipment issued by Cllr CA and returned to Cllr JH presented at the meeting and forwarded to the Clerk.

Most of the equipment is being stored in an alarmed garage.

Consideration - The equipment is now several years old and the replacement lengthsman is expected to provide all of their own equipment.

Recommendation, HPC discuss what happens to it next , put on pre-loved resale website, send to auction, donate to local charity , any other suggestions welcome. To be an agenda item for consideration at June HPC meeting.

Defibrillator covered in AI 4 Asset register passed to Finance for consideration.

Date of next meeting.

22nd May 2025 7.30 pm HPH Committee Room