

**R&AAG Report 26th March 2026**  
**7.30 pm Hartlebury Parish Hall Committee Room.**

**1). Apologies** C Neale

**Attending** J Hipkins, J Cosham, E Hancocks, , C Atkinson, S Fox

**2). Report from SF.**

Simon Fox has been invited to the meeting to update the group on maintenance work completed, outstanding work and Condition of Assets for future planning.

a) Hedge, undergrowth , footpath siding out work in Old Worcester Road. **Completed by SF**

**Observations** Some of the trees and condition of bank may need further assessment by WCC this year.

Question raised is the resident who raised concerns regarding fallen tree damaging their fence now satisfied with solution?

**Action point, Clerk to contact resident for feedback and to inform WCC of HPC concerns regarding state of remaining trees.**

b) Public right of way Footpath between Inn Lane and Groves way overgrown. **Completed by SF**

**Observations Public right of way between Inn Lane and Quarry Bank requires attention.**

**Action Point, Member of the group will meet with SF report back to Full Council and schedule in any necessary work.**

b) HPH car park maintenance. **Completed 26th March SF to update meeting.** The repaired area now requires 7 to 10 days to cure.

**Action Point, Clerk to liaise with HPHMC secretary, expected opening date 7th April.**

c) Grass verge under Pollard Trees at March meeting HPC agreed maintenance work to be carried out in April by **SF ongoing.**

**Action Point, Clerk to purchase grass seed.**

d) Leaf litter pavement clearing Quarry Bank **SF to update meeting.** Partially completed, Parked cars on pavement hindered progress, will revisit site to complete.

**Additional emergency work completed.**

e) Repair to vandalised benches on Green. Maintenance role. **Completed**

f) Several call outs to fallen trees blocking pavements during winter storms Lengthsman role.

**Observations** Inn Lane pavement has been cleared and sided out, Some of the trees in the bank may need attention / assessment by WCC this year.

**Action point, Clerk to inform WCC of concerns.**

g) Inspection of damaged assets. **Bus Shelter Southbound Summerfield ( Mare and Colt) reported to HPC 19th March .** SF visited site to clear away broken boards and assessed materials required. JC and SF visited Worcester Timber on Hartlebury trading estate to get a quote for the replacement boards. Worcester Timber gifted the boards FOC to HPC. Thank you Worcester Timber. SF has enough Preservative and screws in stock to complete the task.

**Action Point, Clerk to action the repair.**

**Action Point, JH to seek approval from full council for Clerk to recognise the support of Worcester Timber by including a 'thank you' in her report for the May Parish Magazine.**

**3) Condition of Assets inspection. SF report to the group.**

a) Instillation / repair of Additional HPC notice board to be situated at Mare and Colt, Summerfield Bus Shelter. **Ongoing**

**Action Point,** to be included in 2026/27 maintenance scheduled in ASAP.

b) Notice boards maintenance, preservative treatment to the 3 notice boards in Village is now required.

**Action Point,** to be included in 2026/27 maintenance schedule.

c) All Brown bus shelters on A449 and the one on Old Worcester Road Inside and outside repaired and painted. Some minor roof repairs required on Bus stops situated Waterlaid Road South bound and A449 Manor Lane southbound.

**Action Point,** to be included in 2026/27 maintenance schedule. when weather permits.

d) Bus Shelters Glass sided Old Worcester Road. **Require completely sanding back to bare wood and new preservative treatment applied. R&AAG suggest Dark Brown colour to match the other Bus shelters.**

**Action Point,** to be included in 2026/27 maintenance schedule when weather permits.

e) Brick Planters situated various positions in village. **SF reported planter by School mortar has failed, safe to plant for summer flowers. Will require dismantling and rebuilding. R&AAG suggest this is worthwhile as it welcomes visitors and highlights the start of the 30MPH entry into the Village.**

**Action Point Investigate costs of repair**, schedule into 2026/27 maintenance program for the Autumn after flowers have bloomed.

f) Benches and Picnic tables. Ongoing preservative and maintenance. **SF reported that some of the furniture requires additional preservative treatment. ( Benches on Green additional Benches round the Village) Action Point**, to be included in 2026/27 maintenance schedule when weather permits.

Play Areas, MUGA, Tennis Court, Table Tennis Table.

Area surrounding Village Hall.

g) **Area well maintained by Glebe under Grounds Maintenance Contract.**

h) Moss bloom on Tennis Court and MUGA very noticeable reported to clerk beginning March, **Clerk emailed Glebe to request for the scheduled Spring Moss treatment spraying be carried ASAP .**

i) SF observed that some of the trees surrounding the green may require a crown lift.

**Action Point Group to investigate report back to full council.**

#### **Review of Maintenance List from July 2025 meeting.**

Reduce height of hedge surrounding Tennis Courts. **Completed**

PC Notice Boards in village Preservative Treatment + Benches situated in Village. **See 3f This years schedule.**

Bus Shelters 1,2 5,6, **Completed**

Bus Shelter 4 Junction Station Road Northbound Old Worcester Road .Preservative Treatment .**Ongoing see 3d**

Bus Shelter 3 South end Old Worcester Road, opposite Morgan Mews. Preservative Treatment .**Ongoing see 3d**

Planter 2 Entrance to Village A449 North end Old Worcester Road , Blocks require re-bedding. **Completed**

Planter opposite School Dismantle and rebuild in the Autumn.2026 **Ongoing see3f**

Notice Board by Mare and Colt Bus Stop. **Ongoing see 3a**

***It must be noted that although the maintenance list was compiled in July the completion rate of work has been affected by the backlog resulting from HPC not having a maintenance / lengthsman in post for some months. In addition emergency repairs have taken priority.***

#### **Public Rights of Way Maintenance in Parish.**

SF reported that he and JD ( PROW footpath warden) are meeting to asses work required. They will report back to the Clerk, it is hoped that work can be approved at May HPC full meeting and commenced end of May and June.

**Action Point Group to investigate report back to full council.**

#### **4) Matters Arising**

**Cllr weekly inspection of Play facilities -**

a) Tarmac on Tennis court surface may require attention small patches deteriorating. **SF has inspected update group. See 3h**

b) Moss bloom on Tennis Courts and MUGA, Clerk has contacted Glebe GM contractor requested application of moss control to be carried out as soon as weather allows. **Ongoing see 3h**

**Urgent, Bus shelter Mare and Colt vandalised reported 19th March. SF to update group**

**Bus Shelter Southbound Summerfield ( Mare and Colt) reported to HPC 19th March . See 2f**

#### **5) AOB**

a) **ROSPA Inspection**

ROSPA safety inspection carried out 17th March 2026, R&AAG chairperson received report on 24th March.

No urgent actions, Agenda item for April meeting report back to full Council in May.

b) **Defibrillator Update.**

Received under correspondence from Clerk sent to R&AAG for discussion.

The defibrillator was donated by the Hartlebury WI in February 2018, HPC have received a communication that the 8 year warranty has now expired. It states " Although it could continue to be serviceable for several more years. it MAY be worth considering budgeting to replace it at some time before its next Pads and Battery replacement are due.

**Recommendation** The battery was replaced last year and the pads are still in date, HPC agrees to Clerk , Councillors and any local residents or groups, investigating or highlighting cost effective opportunities for replacement, utilising existing outdoor cabinet.

**Date of next meeting 23rd April 2026**