

**HAMPTON IN ARDEN PARISH COUNCIL**  
**MAINTENANCE COMMITTEE MEETING MINUTES**

Held at the Recreational Ground and Sports Club

**7:00 pm on Wednesday 7 June 2017**

**PRESENT**

**Councillor T Beresford (Chairman)**  
**Councillor M Blomer**  
**Councillor D Sandells**  
**Councillor V Woodall**  
**Mr M James**  
**Mr D Colman**  
**Mr G Hollway**  
**Mrs J Barnes (Clerk)**

The Chairman welcomed everyone to the meeting.

The committee began by undertaking a walkabout where the following was noted:

**ACTION**

1. A sign attached to the railway fencing on Old Station Road "CR Roofing" would need to be removed. Councillor Sandells confirmed he would do this. **DS**
2. Road signs "High Street" and "Station Road" are covered in weeds and nettles. The Chair asked that the clerk make contact with SMBC Connect to rectify. **CLERK**
3. A tree branch was broken and overhanging on Shadowbrook Lane. The Chair asked that the clerk request Graham Dawson to deal with this urgently. **CLERK**
4. The street sign on the corner of Shadowbrook Lane is unsafe. The bottom of the lamppost has been taped to show a defect but no further work appears to have been undertaken. The Chair requested the clerk notify SMBC Connect. **CLERK**
5. The sports club bins look untidy. Mr James requested that an extra space be made available for the further bin that is now in use. The door on the gas metre housing is also showing signs of rot and therefore needs replacing. The Chair confirmed that he would ask Graham Dawson to look at it. **TB**
6. The table tennis (located by the Sports Club) is sunken on one side. The Chair confirmed he would ask Graham Dawson to deal with it, preferably in advance of the Festival. **TB**
7. Under 7s play area: Councillor Sandells requested that the clerk remind Graham Dawson to be careful when strimming the grass around the equipment to avoid causing damage to the wood and subsequent rotting. **CLERK**

The Committee completed the walkabout and went to the Sports Club to continue the meeting:-

- 17/01 APOLOGIES**  
None received.
- 17/02 MINUTES OF THE MEETING OF 8 FEBRUARY 2017**  
These have already been adopted by a full Parish Council meeting.
- 17/03 MATTERS ARISING FROM THE ABOVE MEETING**
- M16/03 *Recreation Ground Car Park Drainage*  
Councillor Blomer confirmed that he has now received a response from Oliver Monk confirming that the Parish Council will be liable for the cost of the survey. **MB**  
Councillor Blomer confirmed the work would be done on an hour by hour chargeable basis and that a map of the survey would hopefully be available at the next Parish Council meeting.
- M16/03 *Tree Maintenance*  
Councillor Blomer confirmed that the work to the Scots Pine on the Village Green and the Black Cyprus near the telephone exchange had taken place. Councillor Blomer also confirmed that the work to the Horse Chestnut had been paid for and was due to take place shortly.
- M16/06 *Scout and Guide Lease*  
The Chair confirmed that a further meeting is scheduled for approximately 2 to 3 weeks time when further information will be made available.
- M16/07 *School Play Area*  
Councillor Sandells confirmed that he has now received the quote from Rory Bayliss to repair the play equipment. The Chair had approved that quote and Councillor Sandells would provide the go ahead for the work to be undertaken. **DS**  
The clerk requested a copy of the quote and confirmed that she would also await a copy of the invoice in due course.
- 17/04 The Common and The Dell, Catherine de Barnes**  
The Dell, shared access: The Chair confirmed that we are now in receipt of the Deed of Easement. Councillor Blomer stated that he would be speaking with SMBC Highways team in order to agree with them what was acceptable to them for future maintenance. **MB**
- 17/05 Churchyard**  
Mr Colman provided a brief update stating that the Vicarage had undergone a paint refurbishment, that surrounding gardens continue to be maintained and that in mid-July, interviews would commence for Duncan Ballard's replacement.
- 17/06 Recreation Ground and Spinney**  
Mr Hollway discussed the possibility of signage directing visiting teams to the sports club. Councillor Blomer confirmed that Mr Hollway would need to discuss this further with SMBC. **MB**
- 17/07 School Field and Play Area**  
Dog fouling: Councillor Sandells confirmed that new signs are now in place.
- 17/08 Allotments**  
The Clerk confirmed to the Chair that all allotments are now let.

**17/09 Roads and Footpaths**

The Chair confirmed that the Parish Council are now in receipt of a list of footpaths and are aware which they are responsible for and which fall into the responsibility of SMBC.

The clerk confirmed that she is maintaining a roads, footpaths and streetlight log and that that is proving useful in following up with SMBC connect.

Councillor Blomer confirmed that the valve cover is still missing on the High Street. The clerk confirmed that she would follow this up with Phil Farrington-Lloyd. **CLERK**

Mr James noted that a drain had dropped on Eastcote Lane and requested the clerk notify SMBC. **CLERK**

The Chair enquired whether a clean of the War Memorial was scheduled. The clerk confirmed that it is and that she will confirm the date to the Chair following the meeting. **CLERK**

Councillor Woodall stated that the lamp on Meriden Road was still out. She confirmed that she had reported it. The clerk requested that Councillor Woodall send the reference details to her so that she could follow it up with SMBC. **CLERK**

**17/10 ANY OTHER BUSINESS**

*Risk Assessments*

Mr James enquired whether risk assessments were up to date. The Chair confirmed that they were.

*Festival*

Councillor Blomer provided an update with regard to the Festival. Councillor Blomer will source some tables for the Parish Council display. **MB**

**17/11 DATE OF NEXT MEETING**

The next meeting is arranged for 4 October 2017 at 7:30pm.

The meeting closed at 8:45pm.

Minutes taken and prepared by Julie Barnes, Clerk to Parish Council