

Bourton-on-the-Water Parish Council
Village Maintenance Committee

Minutes of Meeting Wednesday 12th December at 7:00pm
George Moore Community Centre

	Subject	Discussion Topic	Details
1.0	CHAIRMAN	Attendees: Cllrs J Jowitt, R Hadley, N Randall, B Rodgers, The Committee noted the resignation of Cllr Jowitt as Chair: Appointment of a new Chair was deferred until Council's new committee structure is defined in January 2019.	
2.0	DECLARATION OF INTEREST IN ITEMS ON THE AGENDA: NONE.		
3.0	MINUTES OF PREVIOUS MEETING	Minutes of the meeting held on 29 th October 2018 were unanimously approved, subject to one amendment re Item 4.2. Proposed RH, seconded BR.	
4.0	VILLAGE MAINTENANCE ITEMS		
4.1	Jubilee Orchard	Boundary wall – receive update re installation of toppers on shrub bed wall	For information only: The Committee signed off the completed works.
4.2	Village Green (general info)	Jubilee Bench treatment – receive update Installation of new Duck Feeding information sign	For information only: Bench has been removed for treatment – to be returned to the Green in circa 6 weeks To be reconsidered in Spring 2019.
4.3	War Memorial	War Memorial boundary wall – discuss and approve way forward re replacement of boundary wall. Approve project budget for 2019-20.	For immediate action: Council authorised the Committee to investigate grants available to complete the replacement of the boundary wall in 2019-20, subject to grant funding up to 80% of project costs (circa £10k). Clerk to draft application to War Memorial Trust and submit prior to 31 st December, and also ascertain level of funding available from Ward Cllr Keeling. Committee ratified Council's contribution of £2k towards total project cost of above.
4.4	General Maintenance	Riverbank wall damage – receive update Annual maintenance of assets – receive update	For approval of funds: Cost estimate = £60 + VAT – Chair/Office have already instructed the low value works. Works complete. The Committee noted P. Pulham has completed works on the annual maintenance schedule. Committee agreed to seek advice (e.g. from War Memorial Trust) as to how best to clean the War Memorial, with a temporary halt on all memorial cleaning until then.
4.5	Village Trees Update(s)	Annual Tree Survey – receive update	For Council approval of policy: Treetech instructed to survey all trees and establish a database to include zoned areas, inspection frequencies and insurance risk, as well as works required. Clerk is chasing for soonest survey date. NB: Items on hold for discussion at time of survey eg

		<p>Consider draft Tree Management Strategy</p> <p>Consider business proposal for trees at the western end of the Green to be pruned – business has offered to finance all costs</p> <p>Request for adjustment to plaque</p>	<p>pruning of Jubilee Orchard Tree 143 & replacement of Holm Oak, Tree Warden report of concerns re Tree No 75 on Rissington Rd. VMC agreed survey can be unaccompanied, but with Tree Warden, if available.</p> <p>Draft approved and adopted.</p> <p>Proposal was discussed but declined. Myriad of reasons for this decision (e.g. works are done at tree surgeon's recommendation, not public or Council; Tree Management Strategy is to maintain the "status quo"; trees to be pruned only where necessary for tree health, to address a public danger or when diseased etc.)</p> <p>VMC have a moratorium on additional plaques for fear of the green becoming a quasi "memorial garden". As a plaque is in existence, the only approved option - in this case - is to remove the current plaque and re-word, adding the new name, whilst retaining the current plaque dimensions.</p>
4.6	Maintenance Contract	<p>Receive update re turfing on Village Green</p> <p>Gardener contract – review arrangement prior to Spring 2019</p>	<p>For information only: Reluctantly, this re-turfing work has been signed off. New turf being laid on top of the existing ground level does not seem to achieve the best finish. This has undone much of last winter's work to remove puddling on Riverside Walk. Committee to liaise with contractor to seek alternative method for future year's turfing.</p> <p>Boundary fencing around the Green should stay in place until May 1st (ie after Easter, but before the May Bank Holiday)</p> <p>Committee to defer discussion, pending the advertisement of other gardening work for other committees.</p>
5.0	CHRISTMAS DISPLAY	<p>Receive update</p>	<p>For information only: Following another delivery of a sub-standard tree initially (which required replacement) the Committee will liaise with Carol Teece to source a new supplier, where trees can be inspected prior to purchase. The Committee discussed the possibility that it may be asked to take on full responsibility for arrangements for future displays – deferred, pending further discussion.</p> <p>Council approved a budget of £2k for the display in 2019 which represents 50% of costs. The Committee has raised the remaining 50% of costs for 2019.</p>
6.0	A.O.B	<p>For information only: Hanging baskets: Supply, install and water throughout the summer will cost circa £3,800 (estimate to follow). Council approved a budget of £2k (i.e. 50% of costs) for summer 2019 to finance this floral display. A Bourton business has raised the remaining 50% of the costs. All works to be planned by installer.</p> <p>VMC needs to agree a programme of fund-raising from the business community to finance this display in future years.</p>	
7.0	NEXT MEETING	<p>Wednesday 23rd January, @ 7pm</p>	