

Village Maintenance Advisory Group – Notes and Actions
27th June 2023 15.00

No	Agenda Item	Who	Action /Status/Update
1.1	Appointment of chairman of VMAG	ALL	Cllr Sue Ashwell will be chair: nominated by Anne, seconded by Betty and agreed by all group members.
1.2	Arrangement for managing workload associated with VMAG	JT	Agendas, Minutes and Action list preparation and monitoring delivery to be the responsibility of JT, supported by RM with oversight by VMAG members on behalf of Council
		ALL	The role of the Village Maintenance AG members will move from being directly responsible for a number of operational tasks/delivery to advising and helping Clerk and/or Assistant Clerk to set priorities for activities related to Village Maintenance. Noted that working arrangements have been shifting incrementally over the period since JT was first appointed and changed working arrangements from this meeting onwards will build on that to improve BPC system resilience.
		RM	RM to consider priorities for other AGs alongside those of VMAG
		SA/ CU	The arrangements for VMAG are to be documented in the new group's Terms of Reference which will be ratified by AG members in July 2023.
1.3	BPC Bins Contract	RM	Following the reduction of the handymen hours, the decision has been made to outsource the BPC waste Bins being emptied (see Finance paper). Currently 35 bins that need emptying weekly, the contractor must follow all legal standards of waste disposal and H & S. An advert has been put out in the Hunts Post newspaper and the Roundabout.
		VB	This will be shared on Facebook One potential contractor's quotation has already been received and further details will be sought on this.
		RM/SA	BPC will use a short-listing document against which potential contractors will be assessed by VMAG members.
		ALL	Further, it has been decided to replace the 7 dog waste bins around the village with mixed waste bins – this means there are more bins for normal waste and it also means that legal requirements for management of dog waste becomes less onerous. If collected separately it can be more complicated to deal with.
		RM	
1.4	Handymen hours and schedule update	RM	BPC has agreed to requests for handymen to reduce their hours by a combined total of 10.4hours pw, as previously reported to all Councillors. It was agreed, before creation of VMAG, that the impact of this change would be managed in part by contracting-out the weekly emptying of BPC's 35+ bins (as summarised above) to ensure a reliable and consistent service for residents and visitors in Buckden.
		ALL	All work for handymen, must be raised with Ramune (not direct to handymen etc.) and she will allocate and keep a track of tasks, seeking advice from VMAG members on priorities and, where necessary, on options for delivery – see also AOB – responsibilities of other AGs for maintenance of some assets and facilities. RM directly manages the handymen and this will facilitate effective and efficient working arrangements across all BPC's activities. All work for the Cemetery will be managed by JT ref 1.2 above.

Village Maintenance Advisory Group – Notes and Actions
27th June 2023 15.00

No	Agenda Item	Who	Action /Status/Update
No	Agenda Item	Who	Action /Status/Update
1.5	Storage / Allotment Shed / Heater	RM	There is potential that we can use the Gardener Club shed as that is now no longer in use. It is adjacent to the allotments. This will be investigated further as it is on Church Commissioner's land. There is an electricity supply in the shed so this would be advantageous
1.6	Ride-on Mower	RM	Use of this has been reviewed by RM. No changes required
1.7	Work Experience Student Update	RM	This has been successful and the protocols put in place for action before and during this placement have worked well. Thanks to Martin, Ramune and the student for their contributions
1.8	War Graves Signage	JT	Jess to follow up, agree with the War Graves Commission where signs should be placed and also ask them whether there needs to be any signs at St Mary's churchyard
1.9	Energy Supply	SA	VMAG oversees maintenance and replacement for those streetlights which are the responsibility of BPC. The energy supplier for this has notified increased charges from September 2023. Cllr AJJ is leading on the search for an alternative and this will be dealt with by Council.
1.10	Grass cutting	RM	Ramune will as far as possible by the end of September have reviewed who is doing what areas and report to VMAG. An action plan will then be discussed and prioritised by VMAG to help BPC deal with issues arising from RM's review.
1.11	Defib Bloor Estate	JT	To ask Bloor's managing Agents (Trinity) about whether there is one available to be donated to BPC, as previously suggested
1.12	Xmas Lights Commercial	JT & SA	Blachere have now offered BPC Credit Notes to our satisfaction – Jess to follow up discussions with SA who can then report to Finance AG
1.13	AOB		
1.13.1	Village Maintenance Group to meet usually 3 rd Wednesday of every month	ALL	Meetings will be at lunchtimes. Start time: noon Meetings will be cancelled if one week in advance the VMAG chairman agrees with RM and JT that a meeting is not needed. Where appropriate VMAG members' view will be sought by email. JT will be on leave in July, so Ramune will pick up the Agenda
1.13.2	Defib signage	JT ALL	Signs to be made to be put around the village, JT to make signs All AG members to suggest areas to put the location information signs.
1.13.3	Tree Lights for Christmas 2023	RM	Ramune to get local electrician to safety test lights on Tree opposite NISA – these should be checked annually for safety (e.g. following tree growth and/or the effect of wind etc) and that switch remains functional
1.13.4	Christmas Light Switch On	JT	Jess to plan by September lights switch on – Liaise with Church / local electrician and Blachere.
1.13.5	Clarification on maintenance responsibilities of other BPC Advisory Groups outside the remit of VMAG		
	Allotments AG – plot remediation	Cllr CU	CU to advise AG chairman that there are funds available for Allotments AG to do this if required
	Green Infrastructure and Biodiversity AG	Cllr CU	CU as AG chairman outlined that this group makes sure footpaths are accessible and kept clear, trees have a three-year review for maintenance, in addition to general maintenance. HDC is now assessing the work required on those trees in the Village which are the responsibility of BPC. The group are also promoting biodiversity e.g. more wildflower areas to support pollinators & other insects etc.
	Highways and Sustainable Transport AG	Cllr GS	If a path with an asphalt surface is found to be in disrepair this needs to be reported to Chairman of H&STAG as that group liaises with HDC and CCC on maintenance of most such facilities However, asphalt path in Cemetery remains the responsibility of VMAG.