

Village Maintenance Advisory Group – Notes and Actions
18 July 2023 12 noon

No	Agenda Item	Who	Action /Status/Update
Present: Sue Ashwell, Chair, Cllrs Anne Howell-Jones and Madeline Fraser Village Volunteer Group Member Betty Millard. Clerk R Mimiene Apologies received from Cllrs Caroline Underwood and Aidan Joy, and Village Volunteer Group Member Vikki Browning			
1	Village Maintenance AG Terms of Reference	ALL	Discussed and ratified. Any further comments must be made by 26 th July. After that ToR will be sent to Cllr CU as chair of Compliance AG.
2	Bins Contracting-out	ALL Clerk Clerk, handymen	Confirmation of process re price tenders and shortlisting criteria (information circulated to the members prior to the meeting) were discussed in detail. Finance Regulations are met. Two applications received, one withdrawn. This left BPC with one contractor. It was agreed: 1) To mark Assets – provide each bin a number. This will enable a clear reporting process if any bin is missed or damaged, for example. Clerk to instruct handymen. 2) To seek Handymen to check/monitor and report back in the initial period. Clerk to instruct. 3) HDC take the waste away, Clerk to seek confirmation of this. BPC to keep both 1100L Eurobins, located at the allotments for now. 4) To seek references if possible from 2 councils whose similar waste bins HDC are emptying. Action to the Clerk. 5) Handymen empty the bins till the contractor is in place. Leave in handyman job description. 6) Used Euro bins could possibly be used for litter at the allotments, to be agreed. SA to discuss with CU 7) To check how much notice HDC need before they start. Action to the Clerk. 8) To check if BPC needed extra litter pick/ bins emptying e.g. after events, would HDC empty the bins outside weekly collection contract. If not, BPC handymen will do it. Action to the Clerk. Weekly emptying by HDC will cost £8,968.40 pa ex VAT. At Sep BPC meeting to formally note this decision if all responses are received and arrangements meet criteria agreed by VMAG members. BPC to explain HDC emptying of the bins and make clear the litter will be separated at the Recycling Centre and reused where possible. All news on waste for Communications group to share with the village, manage communication on this change as well as green bin decision made by HDC. Information from Hunts DC event on Waste Minimisation will be looked at in Sep VMAG meeting ref Climate Mitigation impact.

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3	Climate Mitigation Champion	MF	To designate a member of VMAG Cllr MF agreed to champion this in VMAG activities where possible. Noted MF is already a CCM rep on the Green Infrastructure Group.
4	Update on storage/ workspace for BPC handymen	RM/ SA ALL	Outcomes of enquiries re Buckden Gardeners Association (BGA) shed as a potential interim solution. Confirmation shared with VMAG that Church commissioners will be happy to have a shed on allotments once land it is on is taken over by developers. Church Commissioners' letter to BGA refer to moving the current shed at their cost and if the current BGA shed is not suitable for moving, funds will be provided for a replacement with equivalent. Cllr SA, the Clerk and two members of gardeners' club are meeting 19 July to discuss the way forward: to check what is inside, and confirm if electricity supply which needs reconnecting. The clerk to start the process before holidays, Cllr SA will take over when required to keep process moving if Clerk on holiday. To copy Assistant Clerk in all correspondence, for information. Notes will be written following meeting. Church Commissioners letter will be shared. Group will oversee and agree expenditure against VMAG budget through a project plan. Handymen will be included in the initial discussions and attend the site meeting with BGA reps. Post meeting note: SA to share info with full Council re BPC taking on "Gardeners Shed" and then discuss at September meeting.
5	Cemetery	ALL SA JT	Policy on Safety Testing and Management Final draft noted, final amendments will be made by Cllr SA. Noted that Handymen have been instructed not to touch memorials in St Mary's churchyard. Template letter to families re unsafe memorials needs to be drafted and shared with group members for comment. View on this to be sought from the Church too. The Clerk and Assistant Clerk are meeting with Fr David and Church Warden week beginning 24 July. Action to ask them to write up their expectations from BPC for Assistant Clerk and VMAG to consider and prioritise.
6	Defib signage	 JT	Report to confirm locations and date signs displayed in the village. Done, and up in all the locations suggested. A short report for Sep meeting – after feedback has been collated.
7	Minutes of VMAG 27 th June	ALL	Matters of accuracy • Date at top of Notes (June not July) • Missing words - added Agreed notes will then be shared with Council and the public as agenda item on the next BPC meeting.
8	Actions arising from 27 th June		Actions listed for future dates. Noted.
9	Date of next meeting	All	To consider whether an August meeting of VMAG is required. Proposal: meetings moved to Wed lunch time (noon start) , agreed. Next meeting a week before Sep BPC – Wed 6th September as there are a number of VMAG actions to take to Council

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10	Christmas Lights Update	RM RM/AHJ JT/RM JT/RM	Latest invoice and refund update provided. Credit note received, and BPC will be refunded. Previous Christmas market committee informed BPC that they are not going to carry on this year. It was agreed to explore alternative options available and if needed to form a sub-committee for this event under BPC Standing Orders. It was agreed to approach Cllr PC to see if he would be able to be involved as part of his role leading for BPC on other 'events'. Agreed to ask via previous Christmas Market committee (CMC) Chairman whether they would be willing to share their comprehensive Risk Assessments etc, as a starter-for-10 for BPC if Council agrees the suggested way forward It was noted that HDC grant funding for events is available and may stretch to supporting the Christmas Fair. Previous chairman of CMC has offered to make application for TTRO. RM to notify her about date agreed <u>Date proposed for lights switch on Sunday 26th November 2023.</u> VMAG members present agreed for reasons set out below: - Holding our lights switch-on one week before the first Sunday in Advent will reduce competition for stall holders, as many other market events are held annually on the first Sunday in December - The lights will be on display longer St Mary's church will be advised of this change by Clerk at the meeting week following VMAG Note all other matters relating to Christmas lights to be reported on in September
Action to Clerk and assistant clerk.		SA RM CU JT	Bloors site management, Cllr SA is monitoring and following up at least monthly with Managing Agents' contacts for the Lucks Lane site as that is still only partially handed over from developer Bloor Homes to Trinity, managing agents "Management Process for Handymen" to be updated to reflect new arrangements and clarify lines of accountability for staffing matters outside scope of VMAG, particularly process for appointments and for disciplinary matters (each of these only if/when required) Beacon currently at the Towers and needs a new location It was agreed to store in the shed for now, with responsibility for use being between Comms AG and events sub-group. Handymen collect. Clerk to instruct handymen. Post meeting note: - CU to advise Towers of proposed arrangement for removal and storage of the Beacon - VMAG to consider new potential location(s) for the Beacon – Agenda item for September VMAG meeting

Meeting finished at 1.08pm