

**East Donyland Parish Council**  
Maintenance Committee Meeting – 14<sup>th</sup> August 2019  
RCRC Hut, Lion Quay  
**MINUTES**

**Present:** Cllrs P George, R Helliwell, D Myers, P Case, N Crouchman, Clerk N Matthews, Asst. Clerk E Nelson-Hayes, Water Bailiff J Brett & 2 members of the public.

- 021/19 To receive and accept apologies and to note absences:** Apologies received & accepted for Cllr Guy; Cllr Clay absent.
- 022/19 To minute disclosable pecuniary & non-pecuniary interest of members:** DM PI 030/19
- 023/19 To approve the minutes of the meeting held on 19<sup>th</sup> June 2019:** RH proposed, PG 2<sup>nd</sup> – all agreed.
- 024/19 Public forum - to receive information or queries from members of the public relevant to Maintenance Committee business:** A resident expressed an interest in item 028/19 & would the committee consider installing the bench so it's back isn't to the village as all the other benches are. Facing down Lion Quay so you have views of the quay, village & the river.
- 025/19 To receive a report from the water bailiff Julian Brett.** A comprehensive report, received with thanks. (1.7) Can Lion quay subsidence be added to the quote request for an engineer to survey Pearsons Quay if there is no extra cost involved.  
(2.5) RH proposed the purchase of the anchor chain at the price quoted in the report £44.25 + £9.95 shipping) for the ferry hard – all agreed.  
(3.1) RH proposed to approve expenditure up to £100 for Julian to research, purchase & install mooring signs for the quays. DM 2<sup>nd</sup> – all agreed. These signs will show sailors where vessels can moor as it currently isn't clear. – *Action JB*  
(3.2) QR code payments would be ideal for overnight stays on the quays, unsure of the legalities on this, NM to investigate & report back. – *Action NM*  
(3.4) Julian to put a proposal together to purchase an EDPC boat. Working with DM who might have a suitable vessel available. – *Action JB & DM*  
Not on the report, it was noted that there is a lot of debris in the river, would the council pay for a skip to put the waste into, working alongside the moorings association & Rowhedge Going Greener. To report this back to full council. – *Action JB & RH*
- 026/19 To receive a report from the Footpath rep Julian Brett.** Again; Thanks were conveyed for an excellent report. It was noted that ECC have been to the village to cut back a lot of paths. Julian has cleared the granny steps as a lot of shoots were growing.
- 027/19 Cllr Helliwell to update the committee on the meeting with Friends of St Lawrence about churchyard maintenance.** Noticed that there was a line where half the churchyard is left wild and half neatly groomed. The Cllrs will help keep that line defined. Looking to have a volunteer day in September/October. The broken headstone; RH proposed that the expenditure decided on previously to fix the headstone is now used to purchase a new footstone to be installed with the original wording added. – *Action ENH* To speak to Hilary who has records of what was written on the stone. Cllr Myers has offered to fix the broken parts together using resin and relaying following advice from a stonemason-free of charge.
- 028/19 To confirm the new location for the Alistair Taylor bench on Lion Quay;** PG met with the Chair of the RHT Lucy Bannatyne prior to the meeting, both thought facing the river would be a good idea and subject to Sally Taylor's approval wishes to fix the bench next to another memorial bench on Lion Quay to the left of the floating pontoon-facing the river. It was noted that a resident had visited the office and suggested it faced down the quay instead of the river for a different perspective – the same direction it previously faced. Prices to be presented at Full council for installation once obtained. – *Action ENH*

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**029/19 To discuss ongoing maintenance & inspection regime issues with the play area in light of the Clerk's recent inspection training & any work to be ordered.** NM explained for background the need for weekly, monthly & annual inspections for the play area, muuga, kick wall and outdoor gym. NM is checking with CBC if the staff we pay to inspect the play area are qualified, awaiting a reply. Records of all inspections need to be kept for 21 years (3 years after any child's 18<sup>th</sup> birthday). A question was posed of how long you need to keep accident reports for in light of new gdpr rules, need to investigate – *Action NM*. Need to decide if "Sunrise" & the sun dial are play equipment or ornamental – as same inspection rules apply. The new play equipment needs to be inspected every 5 years – which is fast approaching. All universal joints need replacing every 5 years as they can't be opened and inspected. The zip wire needs to be annually dismantled and inspected. Software has been researched, a company will hold all inspection data for the legally required amount of time for a charge of £3 per inspection. PG proposed we agree the expenditure of this service, RH 2<sup>nd</sup> – all agreed. NM to liaise with RH about data cuts with the software company – *Action NM & RH*. Signage is needed on the outdoor gym warning children not to play on it. Circulate prices – *Action NM*

**030/19 To discuss the repairs needed to the burial ground fence and any progress on this project.** DM left the room, prices received were briefly discussed, this will be decided at Full Council. DM returned. Noted that the gate posts are not the original from the commemorative gate, the originals were ornately carved and one is now a Rowhedge residents mantelpiece.

**031/19 To review the updated Action List pertinent to the Maintenance Committee:-** *Action ENH*

- Delete completed items
- Confirm the location of the pallets

**032/19 To note time and date of next meeting as 16 October 2019, 7pm RCRC Hut;** Noted.

The meeting closed at 7.50pm. Agreed as a true record.

Signed:.....

Date:.....