

Wheathampstead Parish Council

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Clerk to the Council: Julia Warren

8 June 2015

To Members of the Committee **Cllrs G Clark, A Dante, L Halford, S Haynes, D Johnston, T Reason, J Shardlow, P Woodhams**

Other councillors for information
Notice of Meeting

You are hereby summoned to a **Meeting of the Maintenance Committee** to be held in the **Hewitt Room** on **Monday at 15 June 2015 at 7.30pm.**

A handwritten signature in blue ink, appearing to read 'Julia Warren'.

Julia Warren
Clerk to the Council

Agenda

- 1 Apologies**
- 2 Public Speaking**
- 3 Specific Declarations of Interest and Dispensations**
- 4 Minutes of Maintenance Committee meeting of 13 April 2015**
- 5 Report from Maintenance Contractor**
Works undertaken
- 6 Maintenance contractor programme of works**
The Maintenance contractor is contracted for general maintenance tasks including general groundwork (hedge/trees/scrub), open space and buildings maintenance, play area inspections and minor maintenance, 3G pitch maintenance, bench and bus shelter clean/maintenance. Other items to be separately quoted for (compare agricultural contractor).
To agree programme of works: basic contract and specified works- attached for discussion and prioritisation.
- 7 Work of rangers, open spaces management**
Ranger reports and working groups including programme of volunteer works
Meads Ranger report attached.
- 8 HMWT projects**
Update on HMWT projects in the Parish and consideration of any recommendations for WPC – see attached report from river warden. His recommendation is that WPC grant fund £100 towards a project adjacent to East Lane Car Park. This would then be match funded by HMWT

- 9 Subscription to HMWT**
Recommendation by Meads Warden that WPC take out our annual subscription to HMWT (£40) <http://www.hertswildlifetrust.org.uk/who-we-are/our-supporters>
- 10 Treework and vegetation management**
Recommendation from CI to prune horse chestnuts to accommodate the WEB marquee. Councillors to consider in light of policy.
Update on other tree and vegetation works.
- 11 Rectory Copse**
To note donation towards ferns and planting/ tree work planned
- 12 Overgrown footway Station Road**
To note that complaints have been received regarding overgrown hedging limiting the width of the footway. HCC are responsible for the roadside hedge, Kingfisher Close residents for the west side of the hedge. The west hedge is most overgrown. Recommendation to contact those responsible asking that they prune back the hedge
- 13 Butterfield Play Area**
Progress report.
- 14 Dog mess**
A number of complaints about dog mess which dog owners have not cleared up have been received. Consideration to public information of health risks through Pump, notices, Website etc &/or provision of additional bins (cost of bin plus weekly emptying charge of £2.10 per bin, bins to be near road access)
- 15 Memorial Hall**
Update on maintenance works
- 16 Memorial Hall refurbishment- AV, lighting & acoustic survey**
To approve cost of plan, schedule and specification of £1,700
- 17 Memorial Hall – annual deep clean**
Recommendation to deep clean the hall interior – see attached
- 18 Memorial Hall car park**
Recommendation that the Maintenance contractor resign the disabled parking bays in the Memorial Hall car park when undertaking hatching at East Lane car park.
- 19 East Lane Car Park extension**
Work to the extension of East Lane Car Park has been completed.
Recommendation that entrance to overflow is hatched in yellow to emphasise the need to keep it clear, and signs be purchased indicating the availability of overflow parking.
- 20 Storage Facilities**
To consider additional storage facilities
- 21 Open Spaces Signage**
Awaiting report from Cllr Shardlow