

**Wheathampstead Parish Council  
Maintenance Committee  
28 July 2014, 19.30h**

Present	Councillors	T Reason N Clements S Haynes D Johnston	Chairman
		Julia Warren	Clerk
		Press	0
		Public	2

**3687-14 Apologies & Substitutions**

Apologies were received from Councillors A Brewster, G Clark, L Halford, J Shardlow and P Woodhams (personal reasons).

**3688-14 Public Speaking**

Patrick McNeill reported his concerns about the Meads footbridge, and the overwhelming success of the Meads as a venue for picnicking leading to a litter problem and potential antisocial behaviour. Despite the contractor emptying the bins daily but the problem remained. The police had been asked to increase patrols. BBQs were creating scorch marks on the turf. He asked Wheathampstead Parish Council to look for control measures.

**3689-14 Devil's Dyke**

It had been reported that the boardwalk in Devil's Dyke had been damaged, probably through use by motor bikes or horses. The recommendation was that it be repaired and extended with sloped access to each end. Mr Edmond, a trainer carpenter and joiner, had offered to assist. The Chairman proposed, and it was agreed, that Mr Edmond's offer be gratefully accepted, and that a budget up to £800 be allocated to the works. The Maintenance contractor to liaise with Mr Edmond.

**Resolved**

- 1 To thank and accept Mr Edmond's offer of assistance.**
- 2 To repair and extend the damaged boardwalk.**
- 3 Budget provision up to £800.**

**3690-14 Specific Declarations of Interest and Dispensations**

None.

**3691-14 Minutes of Maintenance Committee meeting of 19 May 2014**

Councillor Johnston proposed, seconded by Councillor Woodhams, and it was agreed that the Minutes of the meeting held on 19 May 2014 be approved.

**Resolved To confirm the Minutes of the meeting held on 19 May 2014 to be a true and fair account and for these to be signed by the Chairman.**

**3692-14 The Meads**

Further to Minute and 3688-14 it was agreed that the extent of the litter problem on the Meads was unacceptable. Additional bins were to be sourced. Mr McNeil was thanked for his efforts to keep the area clear. At Minute 3586-14 and 3688-14 the footbridge was discussed. Maydencroft would be asked to resolve remaining issues which had ensued since the bridge had settled. It was noted that the paving slabs set in the grass as BBQ stands unused and agreed that the letters BBQ be stencilled on them and additional slabs laid to encourage barbeques only in specified locations. The chairman proposed, and it was agreed, up to £20 be spent upon paving slabs.

The request for a memorial bench on the north side of the Meads was noted and approved.

**Resolved**

- 1 To note the reports.**
- 2 To source further bins for the meads.**
- 3 To set in more paving slabs as designated BBQ points, and that these be stencilled (budget £20).**
- 4 To install a memorial bench on the north side of the Meads**

**3693-14 Terms of Reference**

The Chairman proposed, and it was agreed, that the Terms of Reference as circulated and amended be approved and adopted. Councillor Clements asked that his vote against this resolution be recorded.

**Resolved To approve and adopt the committee terms of reference as amended.**

**3694-14 Report of Maintenance Contractor**

Councillors noted that the role for a maintenance contractor was expanding, additional support maybe required.

**Resolved To note the report.**

**3695-14 Work of rangers**

Mr Murray, ranger for Marshalls Heath had asked that the 'fireweed' (rose bay willow herb) be pulled and removed prior to its seeding. Councillor Johnston volunteered to lead a working group.

Sainsbury's contractors had asked permission for access to undertake a hydrological survey of the reed bed on the former chemical works. It was agreed that the Meads ranger assist.

- Resolved**
- 1 To note the reports.**
  - 2 Councillor Johnston to lead a working group to remove rose bay willow herb particularly around the anthills at Marshalls Heath**

**3696-14 Tree work and Vegetation management**

It was reported that the opportunity to attend a Lantra basic tree survey and inspection course had been offered through Harpenden Town Council. The chairman proposed and it was agreed that this be accepted.

It was further agreed that £50 be allocated to hawthorn and spindle tree whips, plus tree guards for Butterfield Road Nature Reserve, the area to the north of the housing line.

Mr Cornell, ranger for Station Yard was to remove some scrubby vegetation in the former station area. Councillor Johnston to document the current state of the retaining wall behind the former station in the now building site, previously occupied by HRS. Advice to subsequently be sought from the land agent.

- Resolved**
- 1 To note the reports.**
  - 2 To attend the basic tree survey and inspection course.**
  - 3 To purchase hawthorn and spindle tree whips, and tree guards, for Butterfield Nature Reserve (budget £50)**
  - 4 Mr Cornell to remove scrubby vegetation former former station areas.**
  - 5 Cllr Johnston to document the current state of the retaining wall between station platform area and ex HRS site prior to housing development.**
  - 6 To contact the land agent**

**3697-14 Bower Heath**

It was reported that Bower Heath was being registered with the RPA (Rural Payments Agency) to assist potential grant funding associated with the Management Plan. Forestry commission funding had been withdrawn so alternative funding streams were being explored. This included application to the Heritage Lottery Fund.

**Resolved**                      **To note the report.**

**3698-14**                      **Rectory Copse- leafmould pens**

Further to Minute 3590-14 The Chairman proposed, and it was agreed, that up to £140 be allocated to RHS design leafmould pens to be situated as approved by the SADC tree officer and conservation office

**Resolved**                      **To approve up to £140 part expenditure on RHS design leafmould pens to be situated in Rectory Copse in the location discussed and agreed with SADC tree officer and conservation officer.**

**3699-14**                      **Marford Fence & Exterior of the Memorial Hall**

It was noted that the palisade fencing around the Memorial Hall car park was rotten. The Chairman proposed, and it was agreed that this be removed and replaced by wooden bollards, budget £3,080.

It was further agreed that the Maintenance contractor re-render and paint the walls of the library steps and ramp access on the northern side of the building.

*Post meeting note, advised that the brickwork was rotten and replacement necessary*

**Resolved**                      **1 To remove the rotten palisade fence and replace with wooden bollards, budget £3,080.**  
**2 Maintenance contractor to re-render and paint brickwork walls to library steps and north door ramped access.**

**3700-14**                      **Marford Play Area**

It was noted that the new play facilities were scheduled for completion by September. The Chairman proposed and it was agreed that the arrangements for the opening of the Artificial Turf Pitch and upgraded play facilities be considered by the Community Involvement Committee.

The temporary signage regarding adult supervision of children was to be made permanent, budget each £25.

It was noted that whilst many people clearly enjoyed the new facilities, some wanted a greater proportion of toddler equipment and preferred segregation of age groups. The consultation process and subsequent provision of equipment suitable for the 8-13 age range, to complement items designed to challenge both younger and older children was noted and had been installed. A greater range of principally toddler equipment was available in other play areas within the parish.

- Resolved**
- 1 To note the reports.**
  - 2 Community Involvement Committee to agree opening programme.**
  - 3 Permanent black on white signs advising supervision of children using play facilities to be purchased.**

### **3701-14 Storage Facilities**

The limits of Parish Council storage was discussed including within the Memorial Hall, and accessibility to bulky items such as furniture used at Village Weekend in the Forge. The Chairman proposed, and it was agreed, that the caretaker's room within the Memorial Hall be reorganised for exclusive use by the Parish Council. Following the unfortunate demise of the Senior Club in December 2013 some hirers' storage space was now available in the Green Room

- Resolved**                      **To reorganise the caretaker's room as exclusive use by the Parish Council**

### **3702-14 Butterfield Road Play Area**

There had been no progress by Hertfordshire County Council / Persimmon further to Minute 3576-14. The temporary portaloos had now disappeared and not been replaced, the Clerk was in correspondence. The pavilion roof leaked, caused by vegetation damage, this to be fixed by the Maintenance contractor.

- Resolved**
- 1 To note the lack of progress by HCC/Persimmon on service provision.**
  - 2 Maintenance Contractor to repair leaking pavilion roof.**

### **3703-14 Heritage Trail**

Councillor Clements proposed, seconded by Councillor Johnston, and it was agreed, the Heritage Trail project be transferred in its entirety to the Maintenance Committee. This to include maintaining and gatekeeping the website. The gatekeeping role to be reviewed annually, initially undertaken by Ruth Jeavons (History Society) and Patrick McNeill.

- Resolved**
- 1 To transfer all aspects of the Heritage Trail project to the Maintenance Committee.**
  - 2 Gatekeeping of the website role to be reviewed annually.**
  - 3 Initial gatekeepers to be Ruth Jeavons and Patrick McNeill.**

### **3704-14 Memorial Hall – Maintenance**

Further to Minutes 3583-14 and 3585-14 it was noted that the

fridge freezer had broken and been replaced

**Resolved**                      **To note the report.**

**3705-14**                      **Memorial Hall refurbishment plans**

Further to Minute 3585-14 it was agreed that a quotation be sought to redesign the hall in its entirety, and that this redesign include a specific project plan for the main hall which could be submitted to Jarvis for their grant approval.

**Resolved**                      **To obtain a quotation to redesign the Hall.**

**3706-14**                      **Budget report**

The income and expenditure report had been circulated and was noted.

**Resolved**                      **To note the report.**

**The Chairman declared the meeting closed at 22.30h.**

**Dated this**                      **day of**                                      **2014**

**Chairman**