

Wheathampstead Parish Council

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Clerk to the Council: Julia Warren

8 April 2015

To Members of the Committee **Cllrs A Brewster, G Clark, N Clements, 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 13 April 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 3 March 2015**
- 5 Report from Maintenance Contractor**
Works undertaken. Feedback on meeting with chairmen & clerks re prioritisation
- 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 – attached.
- 7 Work of rangers, open spaces management**
Ranger reports and working groups including programme of volunteer works
- 8 HMWT projects**
Update on HMWT projects in the Parish and consideration of any recommendations for WPC – see attached report from river warden
- 9 Treework and vegetation management**
Update.
- 10 Marshalls Heath**
Thanks have been received for the work done to the west side of Marshalls

- Heath. Recommendation to clear east side of brambles within next few weeks, cost in region of £xxx
- 11 WOSV calendar**
To thank the volunteers for all their assistance in maintaining and improving the Council owned open spaces. The Maintenance Contractor compiles a monthly schedule, draft attached.
Recommendation to agree calendar of works
- 12 Station sidings**
To consider additional dead hedging planting a fast-growing, tall grass (arundo donax) to screen number 37 at station sidings following site visit by council chairman and discussion with local residents
- 13 Bench maintenance**
Approval of maintenance programme of parish benches
- 14 East Lane Car Park extension**
Work to the extension of ELCP began on 7 April 2015, estimated time to completion 2 weeks. It has been agreed that green waste will be removed from site rather than burnt on site – cost £400. Also to note that the drain will connect to the north east corner of the car park, not north west.
The contractor recommends additional type 1 to extend surface depth and longevity of car park. The 100 tonnes of Type 1 specified will not give 200mm depth after compaction. Also it will give a good steady base, less likely to thin especially at the entrance point and also act more as a soak away.
If undertaken now this is an additional cost of materials only. This would still be within initially budgeted figure.
Recommendation: to note variations on initial specification and approve an additional 2 loads (40 tonnes) of Type 1 at a cost of £900.
- 15 Planting up of bund – ELCP extension**
Recommendation- to plant, in the autumn, rowan/field maple/ silver birch or poplar on the bund between carpark and homes in Meads Lane as screening
- 16 Rose bushes**
Resident John Burgess, having obtained permission from land and asset owners, has tidied the wall adjacent to the public toilets and Bull/East Lane car park. He wishes to plant some roses to climb the wall which he undertakes to maintain
Recommendation WPC sponsor the purchase of a rose or two (cost £30 each)
- 17 Butterfield Play Area**
Progress report.
- 18 CVS use of Memorial Hall**
For many years the Council for Voluntary Services (CVS) has trained wheel chair users and delivered seminars and one-to-one workshops on grant applications for local charities, groups and individuals. No charge is made for this service.
Recommendation : to permit a one of free of charge 3 hour hire of the Hewitt Room as WPC's contribution to the CVS.
(For comparison annual Christmas Singalong for Wheathampstead Community Group, CAB weekly use of Green Room)
- 19 Memorial Hall**
Update on maintenance works including cleaning associated with graffiti.
- 20 Forge**
Consideration of usage.
Recommendation that users are required to leave the facility as found with tools and equipment returned tidily. Any mishaps to be reported to the office.
- 21 Open Spaces Signage**
Awaiting report from Cllr Shardlow