

PARISH MAINTENANCE WORKING PARTY

MONDAY 23 OCTOBER 10AM

Present: Tim Stebbing, Keith Rudge, Barry Deville, Cllrs Buxton, Clark, Gatward, Norman, Sherwen and Travis (Chair)

Apologies: Cllrs Hales and Siva

The meeting was held to discuss and categorise all items which have been put forward for consideration for funding during the next Financial Year. The WP used the Unplanned Expenditure – Decision Making Policy to guide it.

During discussion, it was agreed that:

- (a) Some items should be dealt with in the current FY (see below)
- (b) Some of the suggestions do not yet have enough detail and need to be scoped out over the coming year and considered for FY 2019/20 (see below)
- (c) The remainder are set out in the Appendix for consideration by F&GGC and then the PC.
- (d) A decision on some items is dependent on the outcome of 2 planning applications as they may depend on s106 mitigation funding.

Items for immediate progression

- Fan/portable air con unit for the Parish office. Members considered the portable air con unit impracticable on the grounds of noise, servicing, higher running costs. We do consider the Clerks' wellbeing to be high priority so suggest that the 2 fans are purchased as they fall within the Clerk's discretion.
- Warning paint on external steps to road. KR to repaint.
- Signage at NR cemetery once WP has agreed wording. Cost:£48. PC to erect
Action: next WP meeting.
- Repair leak at allotments. Quote of £545+VAT; parts in addition. November PC
- Service boiler in Pavilion. KR thinks there is a contract
- Picnic tables for Stockbridge Meadows. NB these may be covered by s106 for 23 homes at the Moor. *Check whether included in application that goes forward.* If not, go to November PC. **Action: Clerk to request quote for wavyline picnic tables as per New Rec plus installation costs.**
- KR to look at replacing slat in seat at bus stop.
- Replacement trees for Jubilee Orchard. Intent was always to keep the number of trees at 50 to commemorate the event. KR is getting cost estimate. Need to be planted soon
- Installation of floodlights around Pavilion. This is to address H&S concerns reported to MAYD on 25 October. Plan and costings awaited.

Projects for scoping out

- Green burial site development. To include: design of layout (pathways and position, numbers and types of trees), plan for GPS marking of graves, how to revamp the old soil store to provide shelter for those attending burials, proposals for a Memorial Wall. *Does this need a WP with public members?*
- Vandalism. Consider the practicalities of using portable cctv to target hot spots around the village (esp inside bus shelter and Stockbridge Meadows). Check orientation of those in car park now to look at far corner. Check data protection issues.
- Development of the Pavilion to accommodate increased numbers at Youth Club. See MAYD minutes when available.

Items for which costs can be found from EDGE

- Costs associated with the Parish Van. Two tyres will need replacing.
- Spend on play parks inspection and maintenance.
- Cost of materials for Warden
- Costs for maintenance of garden at 83 High Street. Need Council decision whether to continue to pay for this work.
- Cost of repairs following vandalism

Other issues

- **Global cost for tree work**. Members agreed that a survey of the parish trees by the SCDC Tree Officer should be budgeted for (cost unknown; to be discussed with new Tree Officer). Some tree work has been identified from the recent road inspections (planned work) and we have a cost for unplanned work from expenditure over the past year. **Action: need tree work requirements from road inspections drawn together and then quotes obtained. Spend identified from EGDE.**
- **Training**. Risk assessments need to be prepared for the Wardens' work to prioritise training needs for the new Warden. **GC to obtain examples from another PC. TS volunteered to help develop the RAs.** Members also agreed to investigate the cost of using a business to prepare the RAs.
- **Pressure washing**. KR has a domestic jet wash. **KR/JH to check whether the Hub has a suitable outside water supply and test whether the jet wash can do the job.** If not, to go on the Items list with a cost estimate (Category B).
- **Contracts**. **All three need to be reviewed over the coming year to make sure that all necessary work is covered.** *Note: grass cutting due to be renewed now.*

ITEMS FOR CONSIDERATION FOR FUNDING IN FY 2018/9

ITEM	CATEGORY	ESTIMATED COST	COMMENTS
The Hub			
Replace blown double glazed window unit	B	400-600 (est)	In lobby and Reception area. Warranty voided. Cosmetic. Ask whether True light or First Glass will give donation/reduced rate.
Wall light in reception	B	350 tbc (includes fitting)	Old one fell down. Not H&S. Must come from a particular supplier to match
Toilet signs	C	50-60	To help users of Hub
Velux window in Dickens Room	B	2500	No ventilation or natural light at present. Sunpipe suggested to address light issue. <i>Would be affected by any extension to Hub</i>
Boarding out and shelving in loft	B	900 (max)	PC uses loft for storage too. Loading for floor has been checked. <i>Would be affected by any extension to Hub</i>
Carpet cleaning/replacement on landing and stairs	B		Is it worth cleaning? Not effective in Parish Office. May be cheaper to replace affected tiles. Decision to be made
Handrail to steep steps down to Brooksbank	A		Get cost
Cut back trees to side of Hub to restore cctv view	A	250	
Repaint all wood at the front of the Hub	A/B		Back is in an acceptable state as it does not get the sun. Get cost
Clean PV panels on roof	B	120	Dirt reduces efficiency and hence revenue received.
Equipment for Wardens		200 (est)	Replacement parts for mower. No other obvious need for equipment replacement
Protective equipment for weed spraying	A		Wardens have backpack sprayer which is fit for purpose. RG requested that the PC agree to

			Wardens carrying out spraying to reduce maintenance costs.
Mole elimination	A	£50 per treatment	Estimated at twice per year max
Dividing wall in workshop	A		Already agreed by PC
Bedding plants		250	
Cut hedges on Cambridge Road		RG thinks about 300 per cut	This is the hedge on the A10 by the Telephone Exchange. 1 cut per year. Question whether it is a priority
Tidy and removal of elders at Maple Way/Orchard Road junction			Beware the glass.
Littlehands Drains	A		Agreed in principle by PC
Littlehands Car park	A		Agreed in principle. Decision to patch and so need new quotes.
Path to RHS bus stop			Agreed in principle by PC. Need up to date quote for path; quote for replacement shrubs and plan for maintenance and protecting new planting.
Replace extractor fans in Home and Away Changing Rooms	B		Mould growing. Needs to be done but not necessarily immediately.
Toilet in Ladies	A		KR to assess
Consider need for emptying of septic tank			
Servicing of pool table	B	Max 230	Have to decide what material to use for surface
Provision of a trolley for moving pool table in Pavilion			
Upgrade to lighting along path and in Littlehands car park			
Replace fencing at both sides of the Cross			Need a Council decision on whether to actually replace it. Does it make mowing difficult? Safety issues?
Dry and clean seat at Cross under tree. Replace other seat.			Other seat has been vandalised.

Move artwork at Stockbridge Meadows	C	Previous quote?	It has a 5' concrete base which will have to be broken up and a new one installed in the correct spot. General feeling that better to leave where it is and delineate a path to avoid cowslips.
Signage			
At Littlehands car park to bring in line with what happens in practice			
Sign at London Way for traffic coming into village			Is this for Highways?
NR Cemetery			
Remove dead trees			
Replace key missing trees			MS getting quote
Gravestone bases	A		12 max but may need fewer. Clerk to look at cost from before 2015ish?
Rabbit proof south boundary			Does not impact graves and area with burrows is not usually walked. MS to draw up a spec. On which to base quotes.