

MILTON PARISH COUNCIL

Parish Council Office
Coles Road
Milton
Cambridge
CB24 6BL



Acting Clerk to the Council: Susan Wilkin
Tel: 01223 861447

Email: clerk@miltonvillage.org.uk
Web: www.miltonvillage.org.uk

11 June 2016

To: MAINTENANCE COMMITTEE

For information: TO ALL MEMBERS OF THE PARISH COUNCIL

You are summonsed to the next meeting of the Maintenance Committee of Milton Parish Council in the Bowls Pavilion on
Monday 20 June 2016 at 7.45p.m.
Members of the Public and Press are cordially invited to attend.

AGENDA

1. **Apologies for absence** -To receive and approve apologies for absence.
2. **Declarations of interest and dispensations**
 - a) To receive declarations of interest from councillors on items on the agenda.
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any).
 - c) To grant any requests for dispensation as appropriate.
3. **Public Participation – members of the public are invited to speak.**
4. **To approve the Maintenance Committee minutes of 20 March 2016 (Appendix I).**
5. **Matters arising from previous minutes - Clerks' review.**

Work which has been carried out:
Repairs to ski equipment at The Sycamores Recreation Ground
Replacement of the Leg Exerciser at The Sycamores Recreation Ground

Items still need attending to:
Old School Lane – Overgrown shrubs on length of road backing on to Shirley Close
Complaint from resident in Gunnell Close
Hedge at end of Coles Road (opposite Post Office)
Removal of plants and tidying up under Notice Board in Coles Road
Quotes still awaited for Tomkins Mead
Quotes awaited for Horse Grazing field.
6. **Allotments (Appendix 2)**

Update.
7. **Cemetery**
8. **Horse grazing field**
9. **Tomkins Mead**
10. **Play and Leisure (recreation) Areas**

To discuss work to small football goal surface.
11. **Bus Shelter, Cambridge Road**

To **CONSIDER** possible replacement of the brick shelter
To **CONSIDER** and **AGREE** a change to the cantilevered design for the Ely Road bus stop as design previously agreed is not practical.
12. **North Lodge pavilion/recreation space/ pitch**

Update.
13. **Playgrounds Working Party**

Play park committee update.
14. **Tree work to be programmed in for October**

180 The Sycamores – RW seen
37 School Lane – Norwegian maple – reduce in size – RW seen
15. **Date of next meeting: 19 September 2016**

Susan Wilkin, Acting Clerk

APPENDIX I

Minutes of the Maintenance Committee Meeting of Milton Parish Council held on Monday 21 March 2016 at 7.45pm in the Bowls Pavilion

Present: G Heaney (Chair), J E Coston (JEC), D Stirrups (DS),
R T Summerfield (RS)

In attendance: A Bradnam (AB),
S E Wilkin (SW) Acting Clerk

1. Apologies for absence
None

2. Declarations of interest and dispensations:

(a) To receive declarations of interest from councillors on items on the agenda.

G Heaney – (Item 6) Allotment holder, D Stirrups – Allotment holder (Item 6)

(b) To receive written requests for dispensations for disclosable pecuniary interests (if any). - None

(c) To grant any requests for dispensation as appropriate. – None

3. Public Participation – members of the public are invited to speak. - None

4. Approval of Minutes and Confidential minutes from the Maintenance Committee meeting on 14 December 2016:

The minutes and Confidential minutes for the meeting of the maintenance committee of the 14 December 2016 were Proposed by DS and Seconded by JEC as being a true record, and signed by the Chairman. **ALL AGREED.**

5. Matters arising from previous minutes (January-March) - Clerks' review

Work which has been carried out:

Bus Shelter cleaning in progress

Tree work in the Cemetery

Removal of lights, ornaments, chairs and floral displays in unauthorised parts of the Cemetery

Repair of play equipment at The Rowans

Repairs to ski equipment at The Sycamores Recreation Ground

Items to be considered:

Old School Lane – Overgrown shrubs on length of road backing on to Shirley Close

Complaint from resident in Gunnell Close

It was Proposed by GH that he would speak to the contractor to discuss the possibilities of what could be done and feedback to the Committee his recommendations. **ALL AGREED.**

6. Allotments

GH reported that the mound outside allotment F5 had now been removed by the contractors. Letters had been sent to two allotment holders, one to put back a boundary fence that had been moved and one to tidy up rubbish on their plot.

It was noted that one of the allotment holders was no longer a resident of Milton and therefore was not eligible to hold an allotment. SW was requested to give the allotment holder six months' notice to leave the allotment.

7. Cemetery

Permission was being sought for two burial plots. It was Proposed by DS and Seconded by DS that due to exceptional circumstances and a change in the boundary many years ago that the two plots could be reserved. **ALL AGREED.**

The Cemetery Policy was discussed and it was proposed that the total height of the memorials (including the concrete base) should not exceed 76cm from ground level. The Cemetery Policy to be put on the next Parish Council agenda for approval.

It was **AGREED** that all grave owners who have placed solar lights on the graves should be asked to remove them in line with the Cemetery Policy.

8. Horse grazing field

GH reported that the field was not in a good condition.

It was Proposed by GH that he would speak to the contractor to discuss the possibilities of what could be done with the field and feedback to the Committee his recommendations. **ALL AGREED.**

In the meantime, SW was requested to get three quotes for the removal of the stable shed on the field.

9. Tomkins Mead

SW to obtain three quotes for the work for the work on the bridge and boardwalk.

10. Play and Leisure (recreation) Areas

Football Goal Surface - It was Proposed by GH that he would speak to the contractor to discuss the possibilities of what could be done and feedback to the Committee his recommendations. **ALL AGREED.**

11. Bus Shelter, Cambridge Road

It was Proposed by JEC and Seconded by DS that the bus shelter be removed and replaced. SW was asked to get quotes for the removal and the supply and installation of a new one.

12. Hedges at end of Coles Road (opposite Post Office)

It was Proposed by GH that he would speak to the contractor to discuss the hedge and feedback to the Committee his recommendations. **ALL AGREED.**

13. Playgrounds Working Party

Many meetings had been held and a lot of work had been done. The Maintenance Committee wished to thank the Working Party for all the work they had done to date.

The playground at the Community Centre was the one which was the most expensive to replace. The Working Party will work up a specification to enable 3-4 play companies to draw up plans and quote and seek grant funding.

14. Miscellaneous

None.

15. Date of next meeting: 20 June 2016 at 7.45p.m.

The meeting closed at 9.25p.m.

Signed:

Date:

APPENDIX 2

Allotment Report June 2016

In general, the state of the allotments is good with many being tended extremely well. Concerns are few and as follows:

A2 and F3: both are slightly overgrown although the tenant for each has given these plots up; Action: look to rent out at reduced rate due to state.

F16: overgrown. Action: clerk looking to let out this week.

D11 and F11 are somewhat overgrown; Action: clerk has already e-mailed tenants.

APPENDIX 3

Milton Parish Council,
Coles Road,
Milton,
Cambridge,
CB24 6BL

Quote ref: 4384/DJB
Date: 8th June 2016

Att: Jane Conston

Re: Milton Pavilion - flooring

Dear Madam,

Further to your recent enquiry, our quotation is as follows;

Main hall and toilet lobby

To apply a coat of latex smoothing compound to the entire area, then supply and lay wood effect commercial grade vinyl flooring in adhesive. Supply and fit Heckmondwike Hippo matting to exit door in main hall.

Altro Wood safety	£1,955.13
Polyflor Forest FX – smooth vinyl	£1,776.22
Polyflor Expona Commercial luxury vinyl tiles	£2,006.00

Option

Due to the gap you currently have between the skirting and floor we spoke of the options. We could use a white mastic to cover the gap but that might look quite untidy. The other option that I thought of this morning is to use a PVC skirting.

To supply and fit Gradus SO75 (sit on 75mm high) PVC skirting in adhesive to the existing timber skirting face.

For the sum of	£199.48
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Price is to have VAT added to it

Payment terms are strictly net 28 days from date of invoice.

If you require any further assistance please do not hesitate to contact me

Kind regards,

For and on behalf of Superior Finish (Contracts) Ltd

David Bufton - Director