

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of the Highways and Rural Footpaths Committee held on Monday 8<sup>th</sup> February 2016 in the upstairs meeting room of the Community Hub, High Street, Melbourn commencing at 7.15pm.**

**Present: Cllrs J. Hales (Chair), C. Stead (Vice Chair), M. Linnette, J.Norman, J.Regan, I.Bloomfield, U.Cleminson, R.Tulloch, and M.Townsend**

**In attendance: The Clerk and Bookkeeper**

**HWY38/15 Apologies for Absence:**

Cllr Crosby due to ill health and Cllr Mulcock due to work commitments.

**HWY39/15 Declarations of Interest:**

Cllr Bloomfield declared a non-pecuniary interest in HWY46/15 (a) as an employee of Melbourn Village College

**HWY40/15 Minutes of the meeting held on Monday, 14<sup>th</sup> December 2015**

It was proposed by Cllr Norman and seconded by Cllr Linnette that the minutes be signed as a true record.

**HWY41/15 To receive a report on the meeting 14<sup>th</sup> December 2015**

HWY32/15

The Clerk was asked to ask Keith to look at the gate between Ash Grove and Orchard Road

Morley Manufacturing has been asked to look at the gate and repair as two black springs have been taken. The Clerk contacted Morley Manufacturing and they have the springs and will be replacing them shortly

HWY34/15

To finalise items for next year's Precept

The committee considered items arising from work submitted last time. Cllr Mulcock expressed an opinion that drainage issues down Back Lane and on to the High Street be addressed and included in the Precept, and suggested a survey. Cllr Hales explained that drainage was an issue for the Highways Department of the County Council and it should be approached to carry out a survey. **The Clerk to write to Highways.**

The Clerk wrote to Cambridge County Highways in January 2016

HYW35/15

- (a) Letter from Cambridgeshire County Council re: Crossing Patrols *[At this point, Cllr Stead left the meeting]*: Cllr Hales read out the letter and the committee discussed the various options and the end of which, **IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR REGAN THAT THE COMMITTEE SUPPORTS OPTION 1 IN RELATION TO CROSSING PATROLS AND THAT THE COUNTY COUNCIL SHOULD REPAIR THE WARNING LIGHTS AND MARK THE ROAD. This was CARRIED.**

The Clerk replied to Cambridge County Council with MPC decision.

HWY35/15

(b)

Letter from Melbourn Primary School re: traffic hazards, danger to pupils and the need to reduce the speed limit to 20 m.p.h. This was recognised as a hazard by the committee. Cllr Regan pointed out that the issue of 20 m.p.h. will be addressed in the traffic survey. However, the committee stated that the problem was one of illegal parking and the chaos caused by the dropping-off of pupils which may be partially mitigated by the re-opening of the car park and the provision of the Safer Route to School in the new term.  
**The Clerk to reply to the school but also write a letter to parents and include an article in the next issue of the magazine**

The Clerk has replied and wrote a letter to the school and this is mentioned in The Clerks magazine article

HWY36/15

Cllr Linnette raised the issue of the footpath on the car park which needs to be safeguarded by the new fence. **The Clerk to talk to Cambridge Fencing**

Cambridge Fencing has now erected a new fence

**HWY42/15 Income and Expenditure Report (See Appendix 1)**

The committee received and accepted the report.

**HWY43/15 Drainage**

A letter was presented to the committee which was written by The Clerk to Emma Murden, Head of Highways, Cambridgeshire County Council regarding Drainage Survey in Melbourn (See Appendix 2). The Clerk confirmed MPC had received a response from CCC stating an inspection of the surface water system will be carried out shortly.

Cllr Cleminson stated the drain at the bottom of Back Lane is located in the wrong place as the excess water never even reaches the drain. Annual gullying and road sweeping is in place, but it was felt that if this was completed every 6 months the job would be completed easier and with speed.

**HWY44/15 A10 Traffic Statistics Survey**

A letter from The Clerk to Ray Manning, Leader SCDC was presented to the Committee (Appendix 3).

Cllr Hales explained how many local Parishes have shown an interest in the accumulative impact on the A10, and how they would be willing to contribute to the cost of the Traffic Survey. A letter to Road Data Services will confirm the roads that will be included from each Parish. The cost of the survey is £145 + VAT for each unit. **IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR REGAN MELBOURN PARISH COUNCIL AGREES TO PAY FOR UP TO £1000 OF TRAFFIC SURVEY UNITS. THE COMMITTEE WERE ALL IN FAVOUR.**

**HWY45/15 Skanska High Street Survey**

The committee discussed the following documents from Skanska Ltd.

- Melbourn Infrastructure Improvements Letter from Richard Bensley,

- Skanska.
- Project Commissioning Brief
- The Construction Design and Management Regulations 2015 (HSE)

Cllr Hales confirmed the Project Commission Brief is to inform MPC of the plan and design of what Skanska can offer.

Cllr Hales confirmed the "Service Manager Contact" should be "The Clerk" and not Melbourn PC (Jose Hales). This will be reported back to Skanska

The total amount for this briefing was agreed at the last Highways committee on 14 December 2016, Cllr Hales asked the Clerk to confirm in writing to Skanska that Melbourn Parish Council is to proceed with this order of £4194.39 + VAT and make payment. **ACTION: THE CLERK**

**HWY46/15 To consider any matters concerning Rural Footpaths:**

- Repositioning of Footpath on MVC Grounds  
The Clerk presented an email from John Barnes, Assistant Principal of Melbourn Village College. (Appendix 4). Due to the number of dog owners allowing their dogs to foul across the Melbourn Village College grounds and the Parish footpath, John Barnes asked the question would it be possible to move the existing Parish footpath that leads from the entrance to Vicarage Close directly across to the gap in the entrance to the Parish land The Committee felt The Assistant Principal should attend the next Highways Committee meeting, so Mr Barnes can suggest an alternative route. **ACTION: THE CLERK TO INVITE REPRESENTATIVE TO THE NEXT HIGHWAYS MEETING.**

**HWY47/15 Removal of Street Name Sign**

The "London Way" sign had appeared to have been stolen.  
**ACTION: THE CLERK TO CONTACT SCDC TO REQUEST A REPLACEMENT.**

**HWY48/15 Correspondence:**

- Any correspondence received up to the time of the meeting**  
The Clerk presented two pictures of overgrown trees which were reported by our Litter Picker. The trees are located within the woodland area between Armingford Crescent and Hale Close. Cllr Hales confirmed these are the property of Cambridgeshire County Council.  
**ACTION: THE CLERK TO CONTACT SHIRE TREE SURGERY TO RECOMMEND HIS ADVICE OF BOTH TREES AND QUOTE FOR WORK. THE CLERK TO INFORM CONSERVATION AND CAMBRIDGE COUNTY COUNCIL OF SHIRE TREES ADVICE.**
- Cllr Stead reported the school crossing patrol lighting has not been working for the past 6 month to a year. **ACTION THE CLERK TO CONTACT SCDC TO REQUEST REPAIRS ARE COMPLETED WITHIN THE NEXT 7 DAYS.**

**HWY49/15 To Accept Notices & Matters for the next Agenda**

- Repositioning of Footpath on MVC Grounds
- A10 Traffic Statistics Survey
- Skanska High Street Survey
- School Crossing Patrol lighting

The Chairman closed the meeting at 8.25 p.m.

## APPENDIX 1

*Carried forward:-*

Start of year 01/04/15

### Budget Headings Transaction Details

#### Highways Income

800 Highways & Rural Footpaths

#### Highways Income Total

#### Highways Expenditure

8000 Highways and Footpaths

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
29/04/15	14/04/15	30	BACS	Morley Manufacturing - New gate in Church	1,250.00	0.00	1,250.00 ✓
29/07/15	24/06/15	169	BACS	Morley Manufacturing - gate between Ash Rd & Church Rd	600.00	0.00	600.00 ✓
30/09/15	14/09/15	312	BACS	Herts And Cambs Ground Maintenance	180.00	36.00	216.00 ✓
28/10/15	26/10/15	411	BACS	Herts And Cambs Ground Maintenance	55.00	11.00	66.00 ✓
25/11/15	10/11/15	420	BACS	Cambridgeshire County Council -	588.63	0.00	588.63 ✓
8000 Highways and Footpaths Total					2,673.63	47.00	2,720.63

8100 Street Lighting

#### Highways Expenditure Total

2,673.63 47.00 2,720.63

\* Cambs County Council will bill in March '16  
for street lighting @ approx £1050.00

Budget remaining: £276.37

312 = Footpath Station Rd to Vicarage  
411 = Vicarage Rd to Station Rd spray footpath  
420 = moving bus stop

## APPENDIX 2

### MELBOURN PARISH COUNCIL

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Clerk: Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

Opening Hours – Monday – Friday 9.00am – 1.00pm and 2.00pm - 4.00pm

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4 January 2016

Emma Murden  
Head of Highways  
Cambridgeshire County Council  
Station Road  
Whittlesford  
Cambs  
CB22 4NL

Dear Ms Murden

#### **Drainage Survey – Melbourn**

For many years now Melbourn Parish Council has received complaints from residents relating to severe flooding issues within the village. The drainage infrastructure of Melbourn is at the upper end of its capacity and whenever it rains, however little, the drains overflow and the resultant surface water causes damage to the roads of the village.

Back in June Cambridgeshire County Council were carrying out a review of their Local Flood Risk Management Strategy, through a public consultation. Melbourn Parish Council forwarded their issues (listed below) onto Paula Wade, Senior Parliamentary Assistant as Heidi Allen was attending a meeting with the Environment Agency, to raise residents' concerns and see what funding may be available for local flood management projects.

To date we are still awaiting feedback from this consultation,

#### **Comments from Residents/Councillors**

- The junction of Back Lane and High Street floods both sides of Back Lane as far as PA Consulting and Rupert Neve Close. The drains are not located at the centre of the flood water and the drain work at the entrance to PA did not make any improvement. When the road is flooded the garden of 1 Rupert Neve Close has mud deposited by the numerous lorries that use this sign posted route to the industrial estate.
- There was the thought that a drain has collapsed on the High St at the junction of Greenbanks. To date we haven't been informed whether this is the case or if there has been any investigations.

- There are certain places around the village where road drainage, or lack of it, is a problem. These include Water Lane/New Road/Mortlock Street./High Street.
- One road in particular is Orchard Rd near the junction with Maple way. This area is very prone to flooding. Late last year after another flood, CCC Highways attended and ascertained that the surface water pipes were blocked and that chambers were blocked. The chambers have been fixed, however the PC hasn't been informed whether or not the pipes have been cleared of roots.
- The PC is also aware that the new drain that passes under the Melbourn village college playing fields connects to the High St Drainage system near the Zebra Crossing. This manhole needs regular clearing to maintain flows. To date it hasn't been attended to since the new drain was installed.
- Weeds are still growing out of the drains along the Cambridge Rd near Cherry Farm Industrial estate.
- The Cambridge Rd is always flooded opposite Drury Lane due to the fact the drain was blocked. This causes vehicular traffic to veer into opposite lane on a bend.
- Drains are blocked along New Rd and Mortlock Street, Back Lane and various other roads around the village.

With these ongoing issues, Melbourn Parish Council is writing to Cambridge County Highways to ask them to consider performing a full drainage survey and gully clean. This should include pipes being cleared and the survey should also give us an idea as to the overall condition of the drainage system.

Melbourn Parish Council thanks you for your time and we look forward to hearing from you.

Yours sincerely

Sarah Adam  
Melbourn Parish Clerk

## APPENDIX 3

### MELBOURN PARISH COUNCIL

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Clerk: Sarah Adam

E-mail: parishclerk@melbournpc.co.uk

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6 January 2016

Councillor Ray Manning  
Leader, South Cambridgeshire District Council  
South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

Dear Councillor Manning

I am writing to you on behalf of the Parish Councils of villages along the A10 corridor south of Cambridge. You and Councillor Turner met representatives of the Parishes of Foxton, Barrington, Gamlingay and Melbourn in April last year when they expressed concerns about substantial planning applications which will change the character of our villages and overwhelm the current infrastructure. Since then, more planning applications have been submitted and more villages have come to realise that they will be affected. We have begun to hold joint meetings as an A10 Corridor Group so that we can work together on issues which affect us such as traffic and health.

At the meeting you suggested that you and Cllr Turner would be willing to arrange a meeting between Parish Councils and officials from the County Council, Department for Transport, NHS East, etc so that we hear first-hand about their plans for dealing with the challenge to infrastructure from development in our part of South Cambridgeshire and we can tell them what we see as the most important issues. The A10 Corridor Group (which now consists of the Parish Councils of Melbourn, Meldreth, Foxton, Orwell, Harston, Hauxton, Fowlmere, Barrington and Gamlingay) would welcome such a meeting. A small group of Councillors would be happy to meet you and outline their main concerns as a prelude to organising the wider meeting.

I look forward to your response.

Sarah Adam,  
Melbourn Parish Clerk

## **APPENDIX 4**

Dear Sarah,

My main concern about the footpaths are that they run right the way through teaching areas and therefore expose students and staff to the public. This obviously has safeguarding issues attached to it. The school is a very open site not only during lessons but also at other times during the day e.g. lunch times. My other concern about the footpaths is that dog walkers allow their dogs to roam all across the playing fields allowing their dogs to foul on or near teaching areas. When asked by staff to place their dogs on a lead they can become very aggressive. Some students are very anxious about dogs and prevents them from completing the lesson.

Unfortunately I have a governors meeting booked in for this Monday. Please can you let me know when the next meeting will take place and I will place it in my schedule.

If you have feedback from this meeting that you would like to discuss, please get in touch either through email or on the school number.

Best wishes

John Barnes  
Assistant Principal MVC