

## PARISH MAINTENANCE WORKING PARTY

### NOTE OF THE MEETING HELD ON MONDAY 17 JULY AT 12PM

**Present:** Cllrs Gatward (RG), Hales (JH), Siva (SS), Travis (JT) (Chair) and Tim Stebbings (TS) (Litter Picker)

**Apologies for Absence:** Keith Rudge (Village Warden), Cllrs Norman and Sherwen

**1. Agreement to last Meeting Notes.** These were accepted with the following amendments:

- Cllr Gatward asked that the words ‘ and not at 83 High Street’ be added to Item 4 under “Kohima Stone’
- Cllr Hales asked for the word ‘wondered’ to be substituted for ‘asked’ under Item 7. These changes were agreed. Acceptance of notes proposed by JH and seconded by SS. Approved unanimously.

**Action: JT to ask Clerks to publish amended notes on website.**

**2. Matters arising.**

- No further interest had been shown following the advert for the public to join the Working Party. It was suggested that an approach be made to the Allotment Society for representation on the WP.  
**Action: JT to contact Allotment Society to determine any interest.**
- Approval of copy for Melbourn Magazine. All were in agreement with the final amended copy, circulated by Cllr Norman email 13 July 2017.  
**Action: JT to offer this copy to Melbourn Magazine for next edition.**
- Fire Safes will not be moved until the workshop flooring has been repaired.
- Price and tracking of unscheduled jobs now adopted by Clerks.
- Play Park safety report actions – with Clerks to divide between Wicksteed and PC Staff.  
**Action: JT to ask Clerks for the cost of the RoSPA report and compare to locally offered services via H&CGM.**
- WP Terms of Reference – for approval at the July PC Meeting

**3. Other issues arising.**

- **Question of Wardens carrying out spraying** – Investigations are in progress on possible training, hazards and practicality of Wardens carrying out this work. Item deferred to next meeting.
- **Tree Surgery and Maintenance** – It had been confirmed that details of trees covered by TPO’s was available as required, by a postcode reference. All trees in conservation areas were covered by default. Following discussion on the exact process to follow on notification of tree problems it was agreed a flow chart would be helpful.  
**Action: SS to draft a flow chart and circulate for comment.**  
**Action: Clerk to clarify insurers cover on pending tree works.**

- **Pavilion remedial works** – it was agreed to progress this through (a) the purchase of a corner carcass unit for the kitchen, to be installed by Warden or local labour (b) take up the offer of free re-flooring from local supplier. **Action: Clerk.**

#### 4. Councillors Road Allocations - General Maintenance

Some minor improvements were agreed to the street record paperwork. JH had completed the grouped councillor street allocations, also agreed.

**Action: JT to send updated versions to the Clerk to offer for approval/implementation at the PC July meeting.**

#### 5. Cemeteries

- A meeting with a local funeral director had revealed some gaps in our Cemetery Regulations and very desirable but currently missing paperwork. Another meeting to finalise the changes is planned this week so that the revised documents can be offered for approval at the July PC meeting.
- The Granary estates trees need to be marked to show in the longer term those that will be maintained by others under the planning consent agreements. **Action: Clerk to allocate to Wardens Jobs list.**
- Some shrubs require replacement in the lower part of the cemetery site. **Action: RG to advise in writing on remedial work required.**
- A service to open and close the gates has been lost, as the previous site agent has now left. **Action: JH to contact Granary Estates.**
- Green Burials – **Action: JH/SS/JT to make a site visit to assess the best future strategy for tree planting.**

#### 6. Allotments

- The insurance status seems to be clarified, with the PC having global liability cover for everything except the worked plots, work activities by allotment holders and items owned by allotment holders that might be lost or stolen.
- Investigations are in progress on the cost of Teram covering and spraying of un-worked plots and other PC's allotment charges. It was noted that the PC have an obligation not to profit from the relationship with Allotment holders. **Action: The Clerks to tabulate costs data from other PC's and provide an insight into the balance of income and costs to the PC of the allotment provision. It was noted that an estimate would be needed of the proportion of insurance costs allocated.**

## 7. List of Outstanding Jobs

The spreadsheet was reviewed. See updated sheet attached. Significant issues discussed and agreed were: -

- Mrs SP Ames – Trees at Clear Crescent. **Action: Clerk to advise resident that the trees are not regarded as a hazard and are not currently being considered for tree surgery**
- Any items concerning allotments will be consolidated into an independent agenda item and not progressed via the job sheet.
- Stockbridge Meadows **Action: TS to survey and report back to the next WP, on (a) damaged deer fencing in need of removal (b) Fence Posts and tree Guards requiring attention (c) repairs to broken picnic tables and seats.**
- It was agreed that a village-wide survey is needed of (a) gullies (blocked and broken) (b) Hedges (as these require attention or cutting back), **Action: TS to report back in two months.**
- Cambridge Road Grass-cutting; **Action: JT to chase up SCDC with Susan van de Ven**
- Capping Stones (wall at All Saints Church). It was agreed that this work lay within the scope of the PC. **Action: Clerk to obtain quotes and implement repairs. This is a safety issue and should be carried out soon.**
- Trees on the Moor (Eileen Taylor) **Action: This matter has been referred to the Tree Officer. Clerk to advise resident of action taken.**
- Overgrown hedging in Back Lane. Images of this show it to be a safety hazard to traffic. **Action: JH to refer matter to Highways for correction.**
- Broken fencing etc., at Littlehands **Action: Clerk to determine if the oil tank is still in use and report back before costing replacement fencing and other work.**
- Tree on Moor with possibly hazardous dead branches; exact tree position to be identified and ownership agreed. **Action: if PC owns this and it carries TPO to then be assessed by Trees Officer.**
- Hedge Cutting at Clear Crescent. **Action: Clerk to request this be done via quote from H&CGM. Clerk to also review contracts to check if this should be covered as a regular recurring job.**
- Grounds Maintenance of the Hub site: **Action; Clerk to advise on the best way to incorporate into repetitive contracts as one-off costs look out of line with reality.**
- Pavilion Issues: **Action: Clerk to purchase a replacement corner carcass unit to repair water-damaged cupboard run. Clerk to request the free option of re-flooring already offered. Clerk to have Warden check the access safety of the septic tank serving this building**

## **8. Vandalism Survey**

Clerks report in progress. Deferred to next meeting. **Action; Clerks to provide the draft report to TS for review prior to issue.**

## **9. Development of a master Maintenance Schedule**

A draft schedule is attached. **Action: All WP members to add items to this outline schedule for review at the next meeting.**

## **10. Any Other Business**

- RG raised the issue of moving one of the installation artwork pieces in Stockbridge Meadows to a better position. **Action: Clerk to obtain quote to carry out this work. RG to advise what is required.**
- RG raised the issue of safety with the state of disrepair of the Stockbridge Meadows boardwalk. **Action: TS to include in the survey of this area described in Section 7 above.**

**11. Date of the next meeting:** Monday 14 August 2017, 12.00 noon  
**(Venue to be advised)**