

PARISH MAINTENANCE WORKING PARTY

MONDAY 16 APRIL 2018

Present: Barry Deville, Dennis Bartle, Cllrs Buxton, Clark, Norman, Sherwen and Travis (Chair), and Simon Crocker (Clerk)

1. Apologies for absence: Keith Rudge, Tim Stebbing and Cllr Gatward.

JT welcomed Simon Crocker as the new Clerk.

2. Agreement to the last Meeting Note: The note was agreed as drafted. **Action: JT to pass to the AC for publication.**

3. Invitations to Quote.

Three contractors have submitted quotes for the General Maintenance and Grass Cutting contracts, and 2 for the Cemeteries contract. JT presented assessments of the quotes against the agreed criteria. The main difference between quotes for all 3 contracts was the price. Members agreed recommendations to the Full PC meeting on 23 April. **Action: JT to e-mail spreadsheet to SC.**

4. Current Issues.

- Car park Insurance Advice. It was agreed that the correct response is for the Council to carry out a Risk Assessment and a copy to be placed on the appropriate files to demonstrate due diligence. **Action: JT and JN to carry out an RA and report to the next WP meeting.**
- Oak fencing at The Cross. **Action: JT to draft a specification unless the previous one can be found. SC to obtain 2 quotes.**
- Community Chest Grant. Awaiting quotes but needs to be submitted as soon as possible as the fund is now open for bids.
- Registration of Land. (a) Maple Way – work in progress. (b) Worcester Way – the land backing on to Worcester Way was transferred to the PC in 2013. **Action: SC to establish ownership of that backing onto Armingford Crescent.**

5. Cemeteries.

- Revised R&Rs. JT and MS have clarified the explanatory notes. The charges remain as agreed at the PC meeting. **Action: SC to ask PC to note revised wording on 23 April.**
- Memorial Bases. To be agreed at the PC meeting on 23 April.
- NRC Replacement Trees. MS is obtaining a second quote but work will not now be completed until the autumn.
- Soil Store Signage. Sign in place. Soil needs to be removed from the old soil store. **Action: Quote to be obtained.**
- NRC Signage. In place.

6. Allotments.

There are now 3 people on the waiting list for an allotment as a result of the article in Melbourn Magazine.

- Asbestos. Some asbestos was left behind and the AC is confirming whether another quote will be needed to remove that.

7. List of Outstanding Jobs.

- 6. Boardwalk railings. Railings repaired but problems with the structure of the boardwalk uncovered. KR does not consider it to be an immediate H&S issue. **Action: Wardens to assess before quotes for work sought.**
- 7. Repairs to play parks. Will be completed 17/4. ROSPA to complete this year's annual inspection but consider looking for a cheaper option next year.
- 12. Ivy at Gray's allotments. **Action: GC to ask H&CGM to action cutting back of ivy if not already done.**
- 14. Drains at Littlehands. **Action: JN to ask RFO to include a contingency in the estimate before taking to full PC. Dyno-rod wish to inspect again before confirming price.**
- 20. Graves at NRC. Noted that other graves are beginning to be planted. **Action: AC to write to remind people that it is a grassed cemetery.**
- 31. Hedge work at Orchard Road. Confirmed that the PC erected a fence in the wrong place so the hedge is the PC's responsibility. **Action: JT to check whether cutting this hedge can be included in the new General Maintenance contract in tandem with work in Orchard Road cemetery. Action: Clerk to confirm to the resident that PC will keep the hedge in order.**

8. AOB

- Orchard Road Cemetery. Noted that the hedge between the parts of ORC does not meet with universal approval. MS said it divides areas with two styles of graves. Consideration to be given to removing hedge to reduce maintenance costs.
- Church Clock. Not striking properly. Discussion with firm who carried out annual maintenance as to whether this issue arose during maintenance.
- Orchard Gate. Construction traffic trying to use Orchard Gate. Not a Parish Council Issue.
- Littlehands. There is damp inside the building, apparently as a result of a hole in the wall. **Action: DB to fill hole.**
- Damage to Rose Lane/Dolphin Lane. SCDC is now using smaller dustcarts so there should be room for them to manoeuvre without damaging the banks.

- Non-open Footpath. The footpath from opposite Cherry Park Farm which goes diagonally across the field to the American Golf business has not been re-opened yet. **Action: SC to contact farmer to ask him to do it.**

9. Date of Next Meeting: Monday 14 May 2018 at 2pm