

**MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of this Committee was held on Thursday, 20 February 2020 at  
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

**Present:** Cllrs Travis (Chair), Cllr Clark, Cllr Barnes, B Deville, M Sherwen, L Brierley, M Brierley  
**In attendance:** S Crocker, Parish Clerk, C Littlewood, Assistant Clerk, K Rudge, D Bartle  
**Absent:** Cllr Wilson

Chair opened the meeting and noted the sad news of the passing of Rosemary Gatward, a longstanding supporter of the Parish Council, both as a councillor and member of various committees. Her contribution to conservation matters in the village in particular was noted.

**MA101/19 To receive and approve apologies for absence**

It was noted that due to work commitments, Cllr Wilson had been unable to attend Maintenance Committee meetings for the preceding 6 months and would be standing down from the Committee. In view of the high workload and need for quoracy, it was noted the need to recruit more members to the committee. An invitation to join the committee would be emailed out to councillors.

*Post meeting note: Tim Stebbings had advised the office of his absence in advance of the meeting.*

**MA102/19 To receive any Declarations of Interest and Dispensations**

None received

**MA103/19 To approve the minutes of the Maintenance Committee Meeting held on 23 January 2020**

It was:

RESOLVED to approve the minutes as written.

Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

*[Cllr Barnes noted that she would need to leave the meeting at 10.45am]*

**MA104/19 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

**MA105/19 Finance Matters:**

- a) To consider a finance report on expenditure within the committee's remit.

Noted that maintenance spend is generally on track. However, necessary tree work has resulted in over spend. Noted that budget for next year will be higher.

**MA106/19 Conservation Matters:**

- a) To consider the latest hydrology report

Noted that River Mel is flowing again but area is generally drier than previously. Letter to Bury has been sent. Waiting to hear back from EA re extension of pipe.

- b) To receive an update on Stockbridge Meadows Boardwalk

Preliminary design has been prepared. Clerk and Chair to meet with possible contractor to discuss. Once design is agreed, funding opportunities to be explored with a view to progressing project during the summer.

**ACTIONS:**

- Clerk to arrange meeting with boardwalk designer.
- Public exhibition/consultation to be arranged prior to commencement of work.

Noted willow in the field across the river overhanging boardwalk may require attention.

**ACTIONS:**

- Need to establish who is responsible for the tree / owner of the land.
- CL to arrange for Shires to inspect the tree to identify any safety issues.

- c) To consider a quotation for rolling wildflower area and adjacent meadow

It was:

RESOLVED to accept the quote for £170 plus VAT from Herts & Cambs Ground Maintenance to roll wild flower and small meadow areas at Stockbridge Meadows with a request that the work be carried out as soon as possible.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- d) To receive the Parish Council's newly adopted environmental policy

The policy was received.

- e) To receive any other updates and consider actions

Replacement trees for Stockbridge Meadows awaiting planting. Only apple trees (x 10) as plum trees not currently available. Volunteers for planting to be arranged.

**ACTIONS:**

- Wardens to purchase tree protection materials.
- Assistant Clerk to set up account with Phillimore Nurseries and adjacent fencing supplier.

**MA107/19 Governance Matters:**

- a) To receive the weekly inspection reports and consider any necessary actions

The reports were received.

- b) To consider any updates on vandalism in the Parish

The updated list was considered.

- c) To consider implementing this year's programme of road inspections

Fault reporting criteria to be reviewed and considered at next full Council meeting with a view to arranging inspections at March Maintenance meeting.

**ACTION:** Assistant Clerk to review and update fault reporting criteria.

**MA108/19 Cemetery Matters:**

- a) To consider the installation of new memorial bases

Quote for supply of memorial bases was considered. Budget for supply and installation is sufficient.

It was:

RESOLVED to give prospective approval up to a total cost of £1,000 plus VAT to include purchase and delivery of 28 memorial bases from JKH Ltd (£477 plus VAT) and installation of bases.

Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

**ACTION:** Clerk to discuss installation with HCGM

- b) To consider a quotation for the control of moss

It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance to clear moss from the pathways in both Orchard Road and New Road Cemeteries at a cost of £390 plus VAT per site.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- c) To consider an update on tree watering

Noted that All Saints Community Hall have given permission for the wardens to access the outside tap for the purpose of watering the new trees in the churchyard. It was agreed that the Wardens should use discretion with the frequency of watering depending on the weather.

- d) To consider a quote for works to a tree in Orchard Road Cemetery

Noted that work exceeds current budget for tree work. To be considered by full council bearing in mind nesting season.

It was:

RESOLVED to recommend to full Council that the work is carried out as per quote received from Shire Trees.

Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

- e) To consider a quotation for the removal of soil

It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance in the sum of £490 plus VAT for removing the soil from the new soil store.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

**ACTION:** Clerk to discuss with HCGM to request that quote includes emptying current soil store.

- f) To receive any other updates and consider actions

Artwork for interpretation board at New Road Cemetery was considered. Cllr Barnes was thanked for her work on the design.

It was:

RESOLVED to make application for grant funding for two interpretation boards (New Road Cemetery and Millennium Orchard)

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

It was reported that the wardens had arranged for repairs to the wooden gates at the entrance to Orchard Road Cemetery which had been damaged in the high winds.

**MA109/19 Village Maintenance Matters:**

- a) To consider a report on maintenance contract reviews  
Clerk reported back on a meeting with contractor.
- b) To consider a report on pest control  
Report from Pest Control Company was noted. No further work required.
- c) To consider quotations for streetlight energy  
To be discussed later.
- d) To consider quotations for a CCTV upgrade and maintenance contract  
Discussion with regard to recent difficulties in resolving technical issues with CCTV in the car park.  
**ACTION:** Assistant Clerk to monitor system regularly to ensure it is operating.
- e) To consider a quotation for repair to equipment in Clear Crescent playground  
It was:  
  
RESOLVED to accept the quote from Wicksteed for £586.84 plus VAT for repairs to the motorbike springer.  
  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- f) To consider quotations for repair to a fence adjacent to Melbourn Bowls club  
It was:  
  
RESOLVED to accept the quote from Herts & Cambs Ground Maintenance in the sum of £540 plus VAT to replace the damage fence and remove the elder tree at the Bowls Club.  
  
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.  
  
**ACTION:** Clerk to check with HCGM if root needs to be poisoned.
- g) To consider a quotation for works to a tree in Clear Crescent Playground  
Noted that work exceeds current budget for tree work. To be considered by full council bearing in mind nesting season.

**MA110/19 Allotment Matters:**

- a) To consider a report on the handling of asbestos fragments  
Asbestos bags and storage box now in situ.  
  
**ACTIONS:**
- Barry Deville to construct wooden frame to house box.
  - Assistant Clerk to get quote from Unlimited Logos for 'Asbestos Only' sign.
- b) To consider a request from Littlehands Nursery to have an allotment plot  
Noted that no plots are currently available. Concern expressed with regard to safety. Possibility of accessing the community allotment under supervision.  
  
**ACTION:** Assistant Clerk to discuss with Littlehands.
- c) To receive a report from the Parish Clerk on insurance  
Query had been raised with regard to insurance at local events. Allotment insurance does not provide this cover.

**ACTION:** Barry Deville to update allotment holder.

- d) To receive any other updates and consider actions

Allotment Association AGM considered quote for rat clearance but decided the work was unnecessary. Plot holders may set traps provided they are covered but must not use poison.

**MA111/19 Pavilion Matters:**

- a) To consider an update on Pavilion Cleaning

Noted difficulty in cancelling cleaning if football matches are cancelled at the last minute.

- b) To receive any other updates and consider actions

Noted that the heating system appears to be working well.

Chair updated the meeting on plans to upgrade the pavilion, particularly noise reducing acoustic panels and kitchen upgrade. To be funded from s106 monies.

**ACTION:** Clerk to arrange for quotes for clock to be repaired.

**MA112/19 Littlehands Matters:** To receive any updates and consider actions

Meeting with Littlehands to be held in March. Discussion to be had with regard to replacement windows. Work to roof scheduled for early April.

[10:25 Cllr Barnes left the meeting]

**MA113/19 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet**

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 February 2020				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Stockbridge Meadows - boardwalk railings	June 2018 emails	Offer of help accepted from volunteers. Quotes for timber obtained - 14/11/18. Cllr Travis has discussed with M Brierley. M Brierley to arrange meeting with Johnson Matthey. RB contacted Wildlife Trust. Advice is railing required where there is a potential hazard. It was: RESOLVED to repair the boardwalk and install railings and to investigate grant funding opportunities to fund this. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour. ACTION: Parish Office to obtain several quotes for different boardwalk designs and railings for future consideration. No update available. Awaiting response from boardwalk supplier. Clerk and Cllr Wilson to discuss further. <b>Discussed under MA106/19B)</b>	SC
2	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. Action: Assistant to Clerk to arrange for utility company to remove box once cabling sorted. In progress - discussed at MA102/18. CL to arrange for UK Power Networks to remove cable. Box to be demolished. UKPN carried out survey. Quote circulated for consideration. Discussed at MA032/19a) RESOLVED to accept UK Power Networks quote for £492 + VAT (£590.40). Discussed at MA048/19. Work complete and refund for approx £185 received. Work completed. Wardens to demolish electricity box. Wardens noted difficulty with disposing of rubble - local tips only accept rubble from domestic sites. <b>JT discussed with AJ Grab Hire. They have offered to clear</b>	CL

			<b>rubble. They will advise were rubble should be left for collection.</b>	
3	Overgrown trees opposite entrance to science park	JT	CL inspected. Trees are outside garden fencing - appear to be responsibility of PC <b>ACTION:</b> Trees to be included in inspection to be arrange by Clerk. Tree report received - not priority. Tree near bus stop needs to be felled. <b>Ash free felled. Rest of trees need ivy removing in new fin year.</b>	SC
4	Benches on Cambridge Road (x 3)	MS	Require cleaning and maintenance - DB has inspected. Bus stop bench has been cleaned. Noted that wooden benches difficult to keep clean - plastic would be easier to maintain. Benches have been cleaned by hand. Need pressure washing. Consider replacing with plastic. <b>Noted bench opposite Sheephead Row requires repair.</b>	KR / DB
5	Ash Grove / Orchard Road	TS	Wooden post on gate at bottom of Ash Grove cut through is rotten and requires replacement. <b>ACTION: Wardens to repair</b>	Wardens
6	Field adjacent to Elbourn orchard off London Way / Grinnell Hill	Resident	Field has been cleared and appears to have been prepared with hardstanding - Clerk has discussed with owner of the land. <b>Land owner has indicated he wishes to build stables. No planning application received yet. To be monitored by Planning Committee.</b>	SC
7	Clear Crescent Play area	DB	Faulty equipment (zip wire and slide) and damage to spring train. Wicksteed have inspected - awaiting report for zip wire and slide. Spring train quote provided. <b>Slide repaired. Zip wire repairs to be carried out in 4-6 weeks</b>	DB
8	Royston Road - hedge opposite entrance to Back Lane	Resident	Email received advising that hedge will present obstruction once it is in leaf. Response that we will follow up with landowner if this becomes an issue <b>ACTION: Assistant to Clerk to write to property owners to cut back before nesting season.</b>	CL
9	Two trees on green lane between Armingford and Hale Close	Resident	Reported to County Farms - <b>Two trees felled. ACTION: Assistant Clerk to check if street light is repaired. Concern was noted over other trees along the green lane. ACTION: Clerk to write to County Farms to request they inspect</b>	CL
10	Fallen tree - Burltons Farm across the river to field behind MVC	Irene Bloomfield	Responsibility of Burltons Farm. <b>Wardens inspected - tree is partially in the water.</b>	SC
11	Dog poo - Orchard Gate / Orchard Road	Resident	Reported to Tim - away on holiday at the moment	CL
12	Lights on footpath to pavilion	JT/LT	Lights not working after dark. DB has inspected and timers all appear to be correct. Sensor tested and working. <b>Wardens inspected again - lights appear to be working</b>	DB/KR

**MA114/19 New Maintenance Issues: To consider Maintenance issues arising since last meeting**

Clerk noted that due to proactive tree inspections, recent poor weather had not resulted in extensive damage to trees in the village.

Noted that the zip wire in The Moor play area require attention. **ACTION:** Wardens to inspect.

**MA115/19 To note date of next meeting: 19 March 2020**

**The meeting closed at 10:40**

Signed: ..... Dated ...../...../.....