

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

A meeting of this Committee was held on Thursday, 22 October 2020 at 09:30 via Zoom link  
<https://zoom.us/j/94237769473>

**Present:** Cllrs Travis (Chair), Clark, Barnes,  
**In attendance:** Claire Littlewood – Parish Clerk, K Rudge, D Bartle, M and L Brierley, T Stebbing,  
**Absent:** Cllr Kilmurray, Cllr Cowley

**MA048/20 To receive and approve apologies for absence**

Apologies received from Cllr Baker – acceptable reasons for absence were provided.

It was:

RESOLVED to accept the Cllr Baker's apologies for absence.

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

*[Post meeting note: M Sherwen emailed with apologies for absence]*

**MA049/20 To receive any Declarations of Interest and Dispensations**

None received

**MA050/20 To approve the minutes of the Maintenance Committee Meeting held on 14 September 2020**

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting of 14 September 2020 as an accurate record.

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

**MA051/20 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)**

There were no members of the public in attendance

**MA052/20 Finance Matters:**

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

The report was noted.

**MA053/20 Conservation Matters:**

- a) To receive the EA Monthly situation report for September 2020

The report was noted. **ACTION:** Cllr Travis to follow up correspondence with The Bury.

- b) To receive a report on Stockbridge Meadows

L and M Brierley reported back on another successful day with volunteers from Johnson Matthey. They have indicated they would be keen to carry out more work. Discussion with regard to cattle damage to riverbank. At this stage riverbank repairs are considered possible without recourse to parish council support.

- c) To receive an update on the Stockbridge Meadows boardwalk project

Update received and discussed. The project is temporarily suspended pending further investigation into sources of funding.

- d) To receive and consider a report on tree planting at Millennium Copse

The report was received and discussed. Request to plant English Oak in Millennium Copse was considered. Tree will be approximately 4 meters in height. Will be delivered and planted by supplier. Wardens to identify suitable location. Resident to be responsible for watering. Need to install lockable outside tap at the pavilion for this purpose.

**ACTIONS:**

- Clerk to contact resident to confirm that consent is given for planting the tree and to advise location.
- Wardens to install lockable tap.

Resident has indicated he would like to install a hardwood 5-sided bench once the tree is established – to be discussed at a later date.

Wardens are preparing a reference map of trees planted in the Millennium Copse.

- e) To receive a report from River Mel Restoration Group

The good works carried out by Rob Mungovan were noted. Possibility for further works in the spring.

- f) To receive any other updates and consider actions

**MA054/20 Allotment Matters:**

- a) To receive any updates and consider actions

Allotment renewals underway. Vacant plots are being re-allocated.

**MA055/20 Governance Matters:**

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

The inspection reports were received. **ACTION:** Clerk to write to The Bury again requesting the hedge on the bend of Royston Road is cut back.

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

Discussion as to increase in fly tipping in the village. **ACTION:** Clerk to write to the farmer to request gates on A10 are secured to prevent access.

- c) To receive any other updates and consider actions

**MA056/20 Cemetery Matters:**

- a) To consider approving an amendment to the cemetery Rules and Regulations

It was:

RESOLVED to approve the amendment to sections 6.s and 6.t of the Cemetery Rules & Regulations with regard to scattering ashes.

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

- b) To receive any other updates and consider actions

A query was noted with regard to the interpretation board for New Road Cemetery. This is to be discussed by full Council on 26 October 2020.

Noted that the hedge in Orchard Road Cemetery is within General Maintenance Contract and the contractor has been requested to cut the hedge.

**MA057/20 Village Maintenance Matters:**

- a) To receive an update on repairs to play equipment highlighted in the RoSPA Play Safety report  
Awaiting a date for repairs by Wicksteed. **ACTION:** Wardens to decommission zip wire until repairs are carried out.
- b) To consider draft Terms of Reference for the Play Parks Working Party  
It was:  
RESOLVED to recommend the draft Terms of Reference, as amended in clause 3.3, to full council for approval.  
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- c) To receive an update on the proposed refurbishment of The Moor play area  
Three companies have been invited to submit designs and costings. **ACTION:** Clerk to chase for consideration at November Maintenance Committee meeting.
- d) To consider a quote for spraying the footpaths in Clear Crescent play area  
It was:  
RESOLVED to accept the quotation from Herts & Cambs Ground Maintenance to spray footpaths at a cost of £70 + VAT and cut back edges at a cost of £290 + VAT.  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- e) To consider responses from residents to proposed reduction of the hedge in Clear Crescent play area  
Responses to the letter to residents was considered. Of the responses received, all objected to the hedge along the footpath adjacent to their property being reduced to a height of 4 feet. No objections to reduction in the height of the hedge bordering the road were received.
- f) To consider quotations for reducing the hedge in Clear Crescent play area (two options for consideration)  
Following discussion at e) above, two quotations were considered to reduce the two hedges bordering Clear Crescent to a height of 4 feet and to trim top and sides of the hedges adjacent to footpath. **ACTION:** Clerk to write to residents advising of the work to be carried out.  
  
It was:  
RESOLVED to accept Shire Trees' quotation number 2138 in the sum of £1,595 + VAT.  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.  
  
Noted that the hedge on the footpath side is encroaching on to the footpath and requires cutting back. **ACTION:** Clerk to speak to HCGM about this.
- g) To receive an update on trees on the Beechwood green  
The update was received. No further action at this time.
- h) To consider a request from Melbourn Dynamos for flood lights on the Old Rec  
Noted that power supply is available on the Old Rec. Further information required as to the flood lighting equipment to be used. Also risk assessments to be provided. **ACTION:** Clerk to discuss further with Melbourn Dynamos and report back to Maintenance Committee.
- i) To receive any other updates and consider actions  
Noted that some inspections following road allocations are outstanding.

**ACTIONS:**

- Assistant to the Clerk to follow up outstanding reports.
- Assistant to the Clerk to check if previously reported works are still required.

**MA058/20 Pavilion Matters:**

- a) To note resumption of youth club after October half term  
Noted that a date for re-start of youth club not yet available.
- b) To receive any other updates and consider actions  
Wardens noted difficulties in accessing pavilion during the day to carry out weekly inspections. They will try to access the building after 3.30pm.

**MA059/20 Littlehands Matters: To receive any updates and consider actions**

- a) To note Dynorod annual drain clean on 1 October 2020  
This was noted.
- b) To receive any updates and consider actions  
Noted that the green trade bin outside Littlehands has been damaged by fire. Assistant to the Clerk has reported this to SCDC and requested a replacement. Also enquiring if the bin can be locked and if SCDC operatives will be able to unlock for emptying.

**MA060/20 Outstanding Maintenance Issues: To consider the status of the job spreadsheet**

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	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. Noted bench opposite Sheepshead Row requires repair. <b>Bench has been cleaned. Suggestion with regard to bus shelter to protect the bench ACTION: To be discussed at s106 meeting</b>	Wardens
2	26 Palmers Way - overgrown hedge	Resident	Reported to Carly Freed, SCDC 12/3/20. CL spoke to Carly on 24/3/20 to explain location of hedges - Carly will follow up with contractor. CL to follow up with Carly Freed. Email from Carly Freed - awaiting date for works to be carried out 12/6/20 - CL to follow up. <b>SM has emailed Carly Freed for an update 20/10/20</b>	CL
3	Dog bins - rims need replacing / concrete bins - inner basket needs replacing	SCDC operative	SCDC operative reported that rim on dog bins need replacing as bag is current falling into the bin and making emptying difficult. Also, wire basket in concrete bins need replacing - same reason. He will let us know which bins this relates to. Replacement rims have been fitted. Two dog bins require full replacement - outside Esse and on Vicarage Close. <b>Dog bins installed. ACTION: SM to source supplier of inner baskets.</b>	CL
4	Salt bin on Vicarage Close	DB	Lid broken. <b>CL requested replacement from Highways - monitor</b>	CL
5	6 Bramley Avenue	Resident	Trees / shrubs overgrown - obstructing footpath. Letter sent to occupier 16/6/20. Email from tenant to say letter has been forwarded to property owner. <b>Works now completed</b>	CL
6	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. <b>ACTION: SM to chase</b>	CL
7	Picnic bench by River Mel (nr pavilion)	CS	Damage to bench and a slat missing. KR inspected. Unable to fix. Does not appear to be a danger. ACTION: Check if there is money in the budget for replacement bench. NOTE - dedication plaque on bench which needs to be preserved. <b>Various options discussed. ACTION: SM to seek quote from engineer for</b>	Wardens

			<b>straightening metal work. Wardens to source hardwood to make repairs</b>	
8	Pavilion	KR	Boot scrapper to be repaired. <b>ACTION: Wardens to repair</b>	Wardens
9	Overgrown hedges -	Resident	5 Rupert Neve Close and 26 Water Lane - wardens to inspect and advise. CL has written to residents. <b>Monitor</b>	Wardens
10	Rose Lane	KR	Concrete bin has been removed by UK Power Networks during the course of works. CL has written requesting replacement 17/9/20. <b>UK Power Networks suggested a free standing bin. ACTION: SM to respond requesting a fixed bin.</b>	SM
11	Tree line separating New Rec and MVC field	JW	Justin reported a row of very large trees separating New Rec from college grounds - very low hanging branches. <b>ACTION: CL to obtain quotes for work to precepting in 2021/22. CL to follow up with Ian Lorman re wider tree inspection. Also request advice on Ash die back</b>	SM
12	Clear Crescent junction - request for give way markings	Resident	Resident requested lines to be painted. Response from Highways - <i>"At an unmarked crossroads no one has priority. If there are no road signs or markings do not assume that you have priority. Remember that other drivers may assume they have the right to go. No type of vehicle has priority but it's courteous to give way to large vehicles"</i> . <b>JT to advise resident. CL to forward email from Highways to JT</b>	JT
13	Water Lane	TS	BT cable down - unstable tree. Reported to Highways. Area marked as hazard. BT cable secured. <b>Highways have indicated no works to be carried out to tree. TS noted that the tree is looking precarious. Monitor</b>	CL
14	Bolts on Clear Cres climbing frame to be tightened	IC	Keith has inspected and has tightened the bolts. Thinks this may be a recurring problem - <b>Monitor</b>	KR
15	Dickasons	Resident	Footpath overgrown (16 Dickasons and Moat Lane) - <b>Wardens to clear</b>	Wardens
16	Salt bin on car park	JH	Contents thrown around the car park. Should we install a padlock on the bin?	CL
17	Orchard Road (children and baby clinic)	Resident	Road sign completely obscured by ivy. <b>Wardens to see if they can clear</b>	Wardens

**MA061/20 New Maintenance Issues:** To consider Maintenance issues arising since last meeting Discussion with regard to gullies. **ACTION:** Clerk to gather information on employing a contractor to clear gullies in the worst affected areas of the village.

Wardens noted that car park gullies need clearance.

Noted that Silver Birches bordering the driveway to Littlehands car park are overhanging properties in Cooks Garden. **ACTION:** Wardens to inspect and report back.

**MA062/20 To note date of next meeting:** 17 December 2020

The meeting closed at 11:03

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