

Maintenance Committee Jobs Spreadsheet -
LISTING DATE: Meeting 19 November 2020

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. Bench has been cleaned. Suggestion with regard to bus shelter to protect the bench ACTION: Discuss at s106 meeting	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. SM has emailed Carly Freed for an update 20/10/20. Work scheduled for early December.	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. Dog bins installed. ACTION: Assistant Clerk to source supplier of inner baskets.	CL
4	Salt bin on Vicarage Close	DB	Lid broken. CL requested replacement from Highways - monitor	CL
5	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Ongoing	CL
6	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. Various options discussed. ACTION: Assistant to the Clerk to seek quote from engineer for straightening metal work. Wardens to source hardwood to make repairs	Wardens
7	Pavilion	KR	Boot scrapper to be repaired. ACTION: Wardens to repair	Wardens
8	Overgrown hedges -	Resident	5 Rupert Neve Close and 26 Water Lane - wardens to inspect and advise. CL has written to residents. Monitor	Wardens
9	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. UK Power Networks suggested a free standing bin. ACTION: Assistant to the Clerk to respond requesting a fixed bin.	SM
10	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. ACTION: Clerk to obtain quotes for work to precepting in 2021/22. Clerk to meet with Ian Lorman 16/11/20 to discuss tree inspection including Ash die back	SM
11	Clear Crescent junction - request for give way markings	Resident	Resident requested lines to be painted. Response from Highways - "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". JT to advise resident. Clerk to forward email from Highways to JT	JT
12	Water Lane	TS	BT cable down - unstable tree. Reported to Highways. Area marked as hazard. BT cable secured. Highways have indicated no works to be carried out to tree. TS noted that the tree is looking precarious. Wardens have inspected. Tree is stable. CL has advised resident. Monitor.	CL
13	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 - will monitor	KR
14	Dickasons	Resident	Footpath overgrown (16 Dickasons and Moat Lane) - Wardens have cleared	Wardens
15	Salt bin on car park	JH	Contents thrown around the car park. Should we install a padlock on the bin?	CL
16	Orchard Road (children and baby clinic)	Resident	Road sign completely obscured by ivy. Wardens to cut back.	Wardens
17	New bus shelter cnr Vicarage Close	Resident	Roof is leaking and requires repair. CL making enquiries as to who is responsible. S106 bus shelter - we did not install. Roof is not damaged but there are gaps (by design) at the sides.	CL
18	Pavilion	DB	Drain downpipe broken at the bottom. Wardens to repair	CL
19	Clear Crescent junction - parked cars	Resident	Request for parking restrictions on Clear Crescent entrance from New Road. Referred to Futures WP for follow up	Futures
20	Overgrown hedge 68 Clear Crescent	Wardens	SM to write requesting hedge is cut back and street sign is revealed. Hedge has been cut back	SM
21	Zip wire on Clear Crescent	CL	Wicksteed have confirmed that repairs will be carried out by Fawn w/c 30/11/20	CL
22	Melbourn Dynamos floodlights	CL	CL discussed with Dynamos. They are not planning to proceed with this as the cost of flood lights is prohibitive. Not proceeding	CL
23	Silver birches on The Moor play area	GC	Wardens have inspected. CL will ask Ian Lorman to take look	CL
24	Fence behind allotments	CS	Fence appears to have been damaged by allotment rubbish being dumped. Wardens have inspected. This is not our fence but wardens have secured wire fencing	Wardens
25	Gutters on Hub	GC	Leaves to be cleared. CL to obtain quotes	Wardens
26	Flooding at the bottom of London Way	Resident	Water flowing down London Way. Resident has queried previous discussion to install a soak away. Road surface is degrading due to heavy traffic on London Way	CL
27	Allotments	Wardens	Bonfire pile to rear of allotments to be cleared. CL to obtain quote.	CL
28	2 Rose Lane	SM	Overgrown hedge cut back after letter sent	SM
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