

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

A meeting of this Committee was held on Thursday, 19 November 2020 at 09:30 via Zoom link
<https://zoom.us/j/95156619478>

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

MA063/20 To receive and approve apologies for absence

Apologies received from Barry Deville.

MA064/20 To receive any Declarations of Interest and Dispensations

None received.

MA065/20 To approve the minutes of the Maintenance Committee Meeting held on 22 October 2020

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 22 October 2020 as an accurate record.

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

MA066/20 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)

None in attendance.

MA067/20 Finance Matters:

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

MA068/20 Conservation Matters:

- a) To receive the EA Monthly situation report for October 2020
The report was received. Noted high rainfall during October. Flow in the River Mel is good.
- b) To receive a report on Stockbridge Meadows
Erosion of the bank caused by cattle requires attention. **ACTION:** Works to be carried out by RMRG after lockdown.
- c) To receive an update on the Stockbridge Meadows boardwalk project
Zero Carbon Fund is now closed for applications. Possible grant funding available from Amey Cespa fund. Update following meeting with project manager was received. Awaiting comparative quotes for engineering reports. Also quotes for concrete or stainless steel pilings. **ACTION:** Clerk to follow up with Tom Upcraft for progress.
- d) To receive a report from River Mel Restoration Group
Further letter sent to the owners of The Bury. Awaiting response. Request to be made to Environment Agency to accompany them on a routine visit to The Bury. **ACTION:** Clerk to follow up with Maureen Brierley for EA contact.
- e) To receive an update on tree inspections

Ian Lorman to submit a quote for carrying out tree inspections. Will focus on high risk areas and also Ash trees. Need to consider tree work for budget purposes. **ACTION:** Clerk to seek some indicative costs from local contractors.

- f) To consider a request to install a wooden bench in the Millennium Copse
Oak tree has now been planted. Design for oak bench has been provided with suggested wording. Noted that wardens would assist with installation of the bench as required. **ACTION:** Clerk to contact Mr Phipps to discuss preferred wording.
- g) To receive any other updates and consider actions

MA069/20 Allotment Matters:

- a) To receive any updates and consider actions
Reports of rats at the allotments. Discussed that there is little we can do about this.
Bonfire heap to the rear of the allotments have become very large. Clerk seeking quotes for clearance.

Noted that a recently vacated plot requires clearance. **ACTION:** Assistant to the Clerk to seek quote for clearance.

MA070/20 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions
Noted that moss has grown back on the paths in Orchard Road Cemetery. **ACTION:** Clerk to obtain quotes for clearance.
- b) To consider any updates on vandalism in the Parish
The updates were noted. Two incidents of graffiti were reported – Give Way sign on High Street and bus stop cnr Vicarage Close. **ACTION:** Wardens to clear.
- c) To receive an update on Cllr street inspections
Assistant to the Clerk updated the meeting. Reports to relevant authorities being made and letter sent to residents. Wardens assisting with inspections where required.
- d) To receive any other updates and consider actions

MA071/20 Cemetery Matters:

- a) To consider options for interpretations board in New Road Cemetery
It was:
RESOLVED to purchase the Landmark (Hatfield A1 size) interpretation board at a cost of £888.00.
Proposed by Cllr Kilmurray, seconded by Cllr Baker. All in favour.
ACTIONS:
- Cllr Barnes to consider best way to transfer the art work to Landmark.
- Location of interpretation board to be confirmed and Clerk to check installation arrangements.
- Photos at unveiling of interpretation board to be sent to local press with thanks to Cllr Barnes for her work
- b) To receive any other updates and consider actions
A member queried progress with regard to relocation of Kohima Stone. Stonemasons have been invited to quote for relocating the stone. Report to be prepared for consideration at a future meeting.

MA072/20 Village Maintenance Matters:

- a) To receive an update on gulley clearance
Tim Stebbings met with two contractors – 36 gullies require clearance. One quote received. Possibility of coordinated approach with neighbouring villages may reduce cost. Also need

to explore possibility of recharging costs to Highways Authority. Noted that gullies have not been cleared for c.5 years. **ACTION:** Clerk to write to County Cllr van de Ven to explore options to proceed.

[Cllr Clark briefly left the meeting.]

- b) To consider a request from SCDC to on street lights in Vicarage Close

It was:

RESOLVED to recommend to full Council to accept the proposal from SCDC that the Parish Council take responsibility for the electricity supply to the three upgraded street lights on Vicarage Close.

Proposed by Cllr Kilmurray, seconded by Cllr Barnes. In favour: Cllrs Baker and Travis.

[Cllr Clark briefly absent from the meeting.]

- c) To receive any other updates and consider actions

[Cllr Clark returned to the meeting]

A member suggested that road gutters throughout the village require sweeping to clear them of leaves. It was noted that street sweepers are currently operating in the area.

MA073/20 Pavilion Matters:

- a) To receive any other updates and consider actions

Noted that the secure storage for the rear patio will be delivered and installed before Christmas.

MA074/20 Littlehands Matters: To receive any updates and consider actions

- a) To receive any updates and consider actions

Noted that the tenant is undertaking refurbishment of the interior of the building.

MA075/20 To receive an update from the Melbourn Play Parks Working Party

This item to be deferred until December meeting. **ACTION:** Clerk to advertise for members of the public to join MPPWP.

MA076/20 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

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. Consider moving bench from under tree. ACTION: M Sherwen to inspect the area.	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. Ongoing	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. Ongoing - wardens to progress when they can work together again	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. Assistant to the Clerk to respond requesting a fixed bin. UK Power Networks have confirmed they will supply and fit 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. 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. Awaiting quote for tree inspection.	SM
11	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> ". JT to advise resident. Clerk to forward email from Highways to JT Referred to Futures WP to progress	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	Salt bin on car park	JH	Contents thrown around the car park. Should we install a padlock on the bin? No padlock to be installed at this time. Monitor	CL
14	Orchard Road (children and baby clinic)	Resident	Road sign completely obscured by ivy. Wardens to cut back.	Wardens

15	Pavilion	DB	Drain downpipe broken at the bottom. Wardens to repair	CL
16	Zip wire on Clear Crescent	CL	Wicksteed have confirmed that repairs will be carried out by Fawn w/c 30/11/20	CL
17	Silver birches on The Moor play area	GC	Wardens have inspected. CL will ask Ian Lorman to take look	CL
18	Gutters on Hub	GC	Leaves to be cleared. CL to obtain quotes	Wardens
19	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. To be addressed as part of gulley clearance project.	CL
20	Allotments	Wardens	Bonfire pile to rear of allotments to be cleared. CL to obtain quote.	CL

MA077/20 New Maintenance Issues: To consider Maintenance issues arising since last meeting
A member noted degraded road markings on the approach to Russet Way (opposite the Science Park). **ACTION:** To be reported to Highways.

MA078/20 To note date of next meeting: 17 December 2020

The meeting closed at 11:26