

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

**A meeting of the Maintenance Committee** held on Thursday, 17 June 2021 at 09:30 at The Pavilion on the New Rec, The Moor, Melbourn, SG8 6ED

**Present:** Cllrs Travis (Chair), Clark, Kilmurray

**In attendance:** Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk), K Rudge, M and L Brierley, B Deville, T Stebbing

**Absent:** Cllr Cowley

**MA019/21 To receive and approve apologies for absence**

Apologies received from Cllrs Baker and Barnes. Acceptable reasons were given.

It was:

RESOLVED to approve the apologies for absence from Cllrs Baker and Barnes.

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

Apologies also received from M Sherwen.

**MA020/21 To receive any Declarations of Interest and Dispensations**

None received.

**MA021/21 To approve the minutes of the Maintenance Committee Meeting held on 20 May 2021**

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 20 May 2021 as an accurate record.

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

**MA022/21 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)**

Tim Stebbing was in attendance and advised the Committee that he would be leaving the area at the end of the month. Chair noted Tim's significant contribution to the village with thanks. Tim has worked tirelessly to keep the village clean and tidy and he will be sadly missed.

**MA023/21 Finance Matters:**

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

The report was received.

**MA024/21 Conservation Matters:**

- a) To receive the EA Monthly situation report for May 2021

The report was noted. River levels have reduced but remain good. **ACTION:** Clerk to follow up with Environment Agency to see when they intend to visit The Bury and to request that representatives of the RMRG may attend as well.

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

Noted that nettles need to be cut back. **ACTION:** Clerk to report to HCGM.

Noted that Rob Mungovan has received grant funding to support RMRG in clearing areas along the River Mel.

- c) To consider a request for Terracycle recycling points

Noted that MVC were supportive of a Terracycle box being located on college grounds. Deferred for further discussion at July Maintenance meeting. **ACTION:** Clerk to follow up to identify the type of box that would be most suitable.

- d) To consider reviewing frequency of grass cutting in some areas

Discussion as to difficulties in managing areas with low maintenance and re-assuring public that areas are not being neglected. No further action at this time.

- e) To receive any other updates and consider actions

Noted that discussions had taken place with Highways Officer and tree inspector with regard to suitable location for new trees following donation by a member of the public. **ACTION:** Clerk to follow up with resident and to make formal request to Highways for planting.

**MA025/21 Stockbridge Meadows**

- a) To receive an update on the boardwalk project

Noted that engineering drawings were requested in order to formulate an accurate budget for this project. See item b).

- b) To consider approving quotations for engineering drawings and calculations relating to the boardwalk project

Two quotes considered.

It was:

RESOLVED to recommend to full Council to accept the quotation from Structural Engineers Cambridge up to a maximum of £3,000 (to include £2,250 + VAT for design and detail of sub-structure plus attendance at meetings and site visits at a cost of £115 + VAT per hour) to be funded out of s106 monies.

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

- c) To consider quotations for installation of a memorial seat in Stockbridge Meadows

It was:

RESOLVED to recommend to full Council to accept the quote from Herts & Cambs Ground Maintenance for preparing the area for installation of the bench in the sum of £480 + VAT, up to £770 + VAT for purchase of a Cyan teak half tree bench with £200 + VAT for associated fixings to be funded from s106 monies.

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

- d) To receive any other updates and consider actions

Noted that the amenity area in Stockbridge Meadows is in urgent need of cutting. Also noted that ragwort is growing in the area.

Noted that Ian Lorman has inspected the ash trees in Stockbridge Meadow and noted early signs of Ash die back. No action required for c.10 years. Report to follow.

**MA026/21 Allotment Matters:**

- a) To receive any updates and consider actions

Noted that track has been partially repaired. **ACTION:** Assistant to the Clerk to follow up with Highways to request that remaining potholes are filled.

Noted that lot 10a has become very overgrown and requires strimming. **ACTION:** Assistant to the Clerk to follow up with the wardens.

**MA027/21 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

A member noted that young people had been asked to leave the bowls club grounds in the evening. The updated report was received.

- c) To consider updates to the weekly inspection sheet

It was:

RESOLVED to recommend to full Council that the updated inspection report be approved.

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

- d) To receive any other updates and consider actions

Nothing further to discuss.

**MA028/21 Cemetery Matters:**

- a) To consider a request to install a memorial bench in New Road Cemetery

Discussion with regard to location of the bench to ensure it would not obstruct access to the soil store.

It was:

RESOLVED to approve the request to install the bench as requested on the south side of New Road Cemetery.

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

- b) To receive any other updates and consider actions

Noted that Orchard Road Cemetery entrance needs tidying up. **ACTION:** Clerk to request HCGM to attend.

**MA029/21 Village Maintenance Matters:**

- a) To consider painting yellow lines in front of the emergency gate to the New Rec

**ACTION:** Assistant to Clerk to seek quotes for painting yellow 'keep out' box in front of the emergency access gate.

- b) To receive an update and consider actions on repairs to play equipment on play parks

Wardens provided an update of work that they could carry out. Quotes to be obtained for other repairs.

**ACTIONS:**

- Assistant to Clerk to collate list of works at Clear Crescent play area requiring repair and obtain quotes from Wicksteed.

- Assistant to Clerk to obtain quotes for signage at The Moor play area

- Assistant to Clerk to find details of RoSPA training courses for wardens

- c) To receive any other updates and consider actions

Nothing further to report.

**MA030/21 Pavilion Matters:**

- a) To consider Legionella monitoring regime

Noted that some monitoring items will need to be contracted out. **ACTION:** Clerk to identify monitoring to be contracted out and update inspection sheet to show who is responsible for actions. It was further noted that Wardens will require clear instructions for the regular testing scheme and that a dedicated thermometer will need to be acquired to do this.

- b) To consider quotations for repairs to flood lights

It was:

RESOLVED to approve the quote for repairs to the flood lights from JHE Electrical in the sum of £215 + VAT.

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

- c) To consider quotations for repairs to damaged step

It was:

RESOLVED to approve the quote for repair of the step at the side of the pavilion in the sum of £145.

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

- d) To consider quotations for repairs to guttering

No quotes available for consideration - to be carried over to July Maintenance meeting..

- e) To receive any other updates and consider actions

Wardens observed that damage to the roof and guttering may be a result of footballs as the goal is located in front of the pavilion.

**ACTION:** Clerk to obtain quotes for external decoration of the pavilion.

**MA031/21 Littlehands Matters:**

- a) To consider a quote for Legionella testing

It was:

RESOLVED to accept the quote from 4i Water Services for Legionella testing at Littlehands in the sum of £298 + VAT.

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

- b) To receive any updates and consider actions

Noted that there has been no response from Littlehands with regard to repairs/replacement of windows.

**MA032/21 Melbourn Play Parks Working Party:**

- a) To receive any updates and consider actions.

Update report was received. Preparation of play equipment spec required in order to go out for tender.

**MA033/21 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 17 June 2021				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Email from Arnie Leader - cost for installation of new bin £350 approx. Can we use round bins intended for New Road Cemetery? Wardens to look at whether round bin can be installed - CL emailed 8/4/21. <b>Wardens to installing bin on concrete base and secure the inner basket.</b>	CL
2	Ash tree at entrance to green lane behind Armingford Crescent	Resident	Reported that the Ash tree is heavy with ivy and swaying in high winds. Wardens inspected and severed ivy on trunk. Office to write to County Farms to see if this tree is their responsibility. Reported to County Highways. Tree has been inspected. Does not require immediate work but will be reviewed in new financial year. <b>ACTION: Clerk to follow up with Highways. Report from Resident requesting action within 14 days (20/5/21) - tree has been re-reported to County Highways (24/5/21) and resident advised.</b>	CL
3	Car park	Wardens	Damage to lamp post - requires repair. Appears to have been hit by a car. TS to see if he has the key for the control plate. <b>Clerk to arrange for a key for the wardens from CPC.</b>	Wardens
4	Container on New Rec	Wardens	Graffiti - anti climb paint to be applied. <b>ACTION: SM to order paint. Paint received. Branches on adjacent tree have been removed. Monitor.</b>	Wardens
5	Cnr Chalkhill Barrow / Back Lane	Resident	Highways have removed unstable tree. Resident has requested verge be cleared of brambles and roots. John Obrien has indicated Highways will not carry out the works as there is no danger. <b>Work has not been completed. To be follow up with Highways. SM followed up with resident. Highways have agreed to complete the work within the next 12 weeks</b>	SM
6	Greengage Rise Play Area	Resident	Resident reported that area is overgrown. SM highlighted area to contractor - area to be cut soon. <b>Contractor noted access to the area was blocked by parked cars. SM has made notices asking residents not to park</b>	SM
7	Cnr of Elm Way and Beechwood	Resident	Resident reported that verge has not been cut. SM highlighted area to contractor - area is not cut when daffodils are out, area to be cut soon .	SM
8	Footpath from car park to Beeton Close	CL	Weeds overgrown and obstructing footpath - wardens to trim	Wardens
9	Footpath from Water Lane to Greenbanks	Wardens	Needs strimming - wardens to do	Wardens
10	Little Lane (rear of 2 Mortlock Street)	Resident	Overgrown bushes restricting access to Little Lane - wardens to see if they can cut back. Letter also sent to owner but property is currently for sale.	Wardens

11	Stockbridge Meadow	Wardens	Amenity area to be cut - CL has requested HCGM	CL
12	Millennium Copse and Jubilee Orchard	Wardens	Cut back nettles - CL has requested HCGM	CL
13	Stockbridge Meadow - car park bin	Wardens	Bin ordered - wardens to install	Wardens
14	New Road Cemetery	Wardens	Selective weed treatment - quotes requested but not yet received	CL
15	Ivy from New Rec growing over fence in Thatcher Stanfords	Resident	Residents have cut it back - wardens to remove from Rec	Wardens
16	Verge adjacent to parking area on Worcester Way	Resident	Grass very overgrown - office to check responsibility and follow up	SM
17	New Road Cemetery	Resident	Faulty tap - pressure very high and tap difficult to turn off	Wardens
18	Orchard Road Cemetery	Resident	Tree cuttings to be removed from churchyard	Wardens
19	Woodland path along the River Mel	MB	Fallen branch. Wardens to clear	Wardens

**MA034/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

Noted that wardens workload is very high at this time and new jobs will need to be prioritised. M Brierley kindly offered assistance in Stockbridge Meadows if required.

**MA035/21 To note date of next meeting:** 22 July 2021

The meeting closed at 11:13