

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 22 July 2021 at 09:30 at The Pavilion on the New Rec, The Moor, Melbourn, SG8 6ED

Present: Cllrs Travis (Chair), Clark, Barnes, Baker

In attendance: Sophie Marriage (Assistant to the Parish Clerk), K Rudge

Absent: Cllr Cowley

MA036/21 To receive and approve apologies for absence

Apologies received from Cllr Kilmurray. Acceptable reasons were given,

It was:

RESOLVED to approve the apologies for absence from Cllr Kilmurray.

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

Apologies also received from M Sherwen, M and L Brierley.

MA037/21 To note Cllr Baker standing down from the Maintenance Committee

Chair noted thanks to Cllr Baker for his work on the committee.

MA038/21 To receive any Declarations of Interest and Dispensations

None received.

MA039/21 To approve the minutes of the Maintenance Committee Meeting held on 17 June 2021

It was:

Resolved to approve the minutes of the Maintenance Committee Meeting held on 17 June 2021 as an accurate record.

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

MA040/21 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)

None in attendance.

MA041/21 Finance Matters:

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

The report was received.

Noted that expenditure to buy plant tubs near cross may need to be part of next year's budget.

Noted that the Willards are unable to update their quote to replace the oak knee rail fencing, because they are not taking on any new work currently due unforeseen circumstances resulting in staff shortages. Noted that Hibbitt have carried out a site visit to assess the new location of the Kohima Stone.

MA042/21 Conservation Matters:

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

The report was noted.

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

Update report not received.

- c) To receive an update from Melbourn Village College Eco Group

Noted that Melbourn Village College Eco Group are already carrying out terracycling with normal boxes. Discussion as to the logistics and need for volunteers if terracycling points were to be organised in the village. Committee member noted that the Coop are also carrying out a recycling scheme.

ACTION: Clerk to reply to resident with an update on the current situation.

- d) To receive any other updates and consider actions

The volunteer who maintains 83 High Street is stepping down.

ACTION: Cllr Travis to speak with someone who may wish to volunteer for this role.

A member of the Futures Working Party has a contact for the Queen's Green Canopy Project.

ACTION: Contact information to be shared with the Parish Office to investigate project further.

MA043/21 Stockbridge Meadows

- a) To receive an update on the boardwalk project

Noted that the project is currently awaiting the completion of drawings.

- b) To receive any other updates and consider actions

Noted that ragwort is growing in the area and the ragwort will spread if it goes to seed. Wardens have been pulling some of the ragwort plants out by hand to not disrupt caterpillar.

MA044/21 Allotment Matters:

- a) To receive any updates and consider actions

Noted that the work to repair remaining potholes has been ordered by Highways.

MA045/21 Governance Matters:

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

The reports were received.

Noted that one week inspections were not carried out due to wardens' annual leave.

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

Update report considered.

A member noted that the manhole cover was removed from the septic tank. The assistant to clerk updated the committee that this matter is with the Parish Office and a lockable manhole cover is being sourced.

A member noted that there is a loose wire at the back of the pavilion.

ACTION: Wardens to fix cable to wall.

Noted that no more offensive posters or graffiti have been reported.

- c) To receive any other updates and consider actions

A member noted that a resident had attempted to expand their boundary on to a verge. The highways officer stopped the expansion and the matter is being dealt with.

MA046/21 Cemetery Matters:

- a) To consider quotations for weed treatment at New Road Cemetery

Two quotes considered.

Noted that Buchans' quote was significantly lower. Noted that Herts and Cambs' quote clarified the weed killer is safe to use in public places.

ACTION: Clerk to request details about the weed killer used by Buchans.

Due to the quotes being below £500, it was agreed that once the relevant information had been received the parish office could make the decision.

- b) To receive any other updates and consider actions

None received.

MA047/21 Village Maintenance Matters:

- a) To consider quotations for no parking lines on Littlehands car park

Three quotes considered.

Noted that the hatched box should come out just pass Littlehands building.

It was:

RESOLVED to accept the quotation from Landmark Road Lining for £550.00 + VAT. The measurements quoted for will be double checked before ordering the work.

- b) To receive an update and consider actions on repairs to play equipment on play parks
Updated received.
Noted that the wardens have carried out some repairs and identified repairs that need to be carried out by Wickstead.
ACTION: Assistant Clerk to order play bark and request quote from Wickstead to carry out repairs.
- c) To consider quotations for hedge cutting on the High Street
One quotation considered.
It was:
RESOLVED to accept the quote from Herts and Cambs for £80+ vat.
Proposed by Cllr Clark, seconded by Cllr Baker. All in favour.
- d) To consider quotations for clearance of footpath (Water Lane to Greenbanks)
One quotation considered.
It was:
RESOLVED to accept the quote from Herts and Cambs for £140 + vat.
Proposed by Cllr Clark, seconded by Cllr Baker. All in favour.
- e) To consider a request for a wild flower verge
Noted that the committee would need to see the wild flower verge before considering request.
ACTION: Wardens to look at the verge and photograph.
- f) To consider approving a quotation for signage at The Moor play area
Two quotations considered.
It was:
RESOLVED to accept the quote from L&S Signs for £45 +vat including fittings
Proposed Cllr Baker, seconded Cllr Barnes. All in favour.
- g) To consider details for ROSPA accredited course
Committee agreed the course would be beneficial for the wardens as the course is aimed at those who are responsible for daily/weekly routine inspections.
It was:
RESOLVED to approve spend of £520 + vat and expenses for the wardens to attend the Routine Playground Inspection Course One-Day in Huntingdon.
Proposed Cllr Clark, seconded Cllr Barnes. All in favour.
ACTION: Assistant to Clerk to obtain dates for the course.
- h) To receive any other updates and consider actions
None received.

MA048/21 Pavilion Matters:

- a) To consider quotations for repairs to guttering
Noted that it was difficult to obtain quotations and the guttering has been damaged for several months.
One quote considered.
It was:
RESOLVED to accept the quotation from Barley Maintenance for £76.14 + vat.
Proposed by Cllr Barnes, seconded Cllr Clark. All in favour.
- b) To consider quotations for external redecoration of the pavilion
Noted that 3 quotations have been requested but only one has been received. To be deferred to next meeting.
- c) To consider approving expenditure for replacement handle for Asgard shed

Noted that the handle is designed to shear off in an attempted break in or if it has been tampered with in any way. Noted that the handle is thought to have been broken by someone attempting to break in. As the break in was not successful, it was agreed that another handle should be purchased by the Parish Office.

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ACTION: Clerk to purchase new handle.

- d) To consider and discuss options for wifi connection at the pavilion

Noted that wifi connection at the pavilion would allow to CCTV and make the pavilion more attractive to hirers.

ACTION: Assistant to Clerk to obtain more technical information for further discussion at the next meeting.

- e) To receive any other updates and consider actions

Noted that the picnic bench has been moved from the patio behind the pavilion outside the fence.

ACTION: Assistant to Clerk to request assistance in helping the wardens move the bench back

MA049/21 Littlehands Matters:

- a) To consider drain survey report from Drain Doctor

Noted that a detailed report was received from Drain Doctor which highlighted the problem areas. The committee needs further information for carrying out remedial works, carrying out routine maintenance, and installing a septic tank, to consider the most appropriate resolution.

ACTION: Assistant to Clerk to obtain quotations and details for installing a septic tank, carrying out routine maintenance on existing drains, and carrying out remedial works which may include replacing sections of drains.

- b) To receive any updates and consider actions

Noted that the windows have not yet been replaced.

MA050/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

Update report was received. Noted that the play equipment specification is being prepared following feedback on initial discussions.

MA051/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

ITEM	Details of work required	Reported by	Update Notes / Action	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. Wardens to installing bin on concrete base and secure the inner basket.	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. 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.	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. Clerk to arrange for a key for the wardens from CPC. Wardens to see if they can buy the key from screwfix.	Wardens
4	Footpath from Water Lane to Greenbanks	Wardens	Needs strimming. HCGM awarded the work.	Wardens
5	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 to inspect current situation.	Wardens
6	Stockbridge Meadow - car park bin	Wardens	Bin ordered - wardens to install	Wardens
7	New Road Cemetery	Wardens	Selective weed treatment – quotes received. Clerk to obtain information on type of weed killer used by Buchans.	CL
8	Ivy from New Rec growing over fence in Thatcher Stanfords	Resident	Residents have cut it back - wardens to remove from Rec	Wardens
9	Stockbridge Meadows - informal path	CL	Look at informal pathway that has appeared to see if it can be blocked off.	Wardens
10	Overgrown public green Bramley Ave/Medcalfe Way	Resident	Public green between Bramley Avenue and Medcalfe Way is overgrown and shrubs and trees are currently blocking access to the public path leading to 28 Bramley Avenue. SCDC responsibility SM to contact Carly Freed at SCDC. Carly Freed has ordered work and will keep let us know when it is scheduled for.	SM
11	Little Hands - discarded equipment	Wardens	Discarded equipment outside the boundary of Littlehands, including sand box with potentially dangerous wooden poles sticking out. CL phoned and left another message (12/7/21) requesting that items are not put over the fence. Monitor	CL
12	Ash Grove	TS	Spring on gate broken - wardens to inspect and advise if they can fix. Spring to be purchased and fitted by wardens.	Wardens

13	Pavilion - electrical lights	Wardens	Further damage to lights. CL to request JHE to carry out repairs urgently. Work completed by JHE. KR to fix cable to wall at back of the pavilion.	CL
14	Manhole cover to septic tank behind pavilion	Wardens	Cover had been removed. Replaced - to be monitored. Lockable manhole cover sourced.	SM/CL
15	Pavilion - rear window	Wardens	Broken outer pane on rear window - requires replacement. Requesting quotes for repair.	SM
16	Pavilion asgard shed	Wardens	Handle broken. Not covered by warranty. £21 to replace. Parish Office to order replacement.	CL
17	Pavilion - footpath lights	Wardens	Identify where lights are metered. Also check timings - should not be on during the day. Wardens confirmed lights are fed from electricity in pavilion.	Wardens
18	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. They will repair.	CL
19	Rear of Rupert Neve properties - High Street	Resident	Hedges overgrown and obstructing footpath. HCGM awarded the work.	CL
20	New Road Cemetery	Resident	Large weeds, such as thistles and brambles, have grown through the hedge at the end of the footways leading to the graves (adjacent to the main footpath). To be reported to HCGM.	Wardens/ Contractor

MA052/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting
None received

MA053/21 To note date of next meeting: 19 August 2021

The meeting closed at 11:07