

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 19 August 2021 at 09:30 in The Austen Room, The Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ

Present: Cllrs Travis (Chair), Clark, Kilmurray

In attendance: Claire Littlewood, Parish Clerk, S Pitman, L Brierley, B Deville

Absent:

MA054/21 To receive and approve apologies for absence

Apologies received from Cllrs Cowley and Barnes. Acceptable reasons were given. Apologies also received from K Rudge, M Brierley and M Sherwen.

It was:

RESOLVED to accept the apologies for Cllrs Cowley and Barnes.

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

MA055/21 To receive any Declarations of Interest and Dispensations

None received

MA056/21 To approve the minutes of the Maintenance Committee Meeting held on 22 July 2021

It was:

RESOLVED to approve the minutes of the Maintenance Committee meeting held on 22 July 2021 as an accurate record.

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

MA057/21 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)

No members of the public were in attendance.

MA058/21 Finance Matters:

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

The finance report was received.

MA059/21 Conservation Matters:

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

The reported was received.

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

Noted that Rob Mungovan has received grant funding to provide 3 days support to the RMRG. Two days completed so far including clearing river at footpath to Meldreth and work on the scrapes in Stockbridge Meadow. **ACTION:** Clerk to write to Rob Mungovan with thanks for his help.

RMRG hope to resume volunteer groups starting on 7/9. Requested use of pavilion. Noted that a quantity of chalk is required for work on the bank. **ACTION:** Clerk to contact SDC to see if they can assist.

Wildflower meadow in Stockbridge requires a cut. Cuttings will need to be raked after a week – hopefully with help from JM volunteers.

Work on the scrapes in Stockbridge – a request was made for some tools. Replacement bat boxes also required. **ACTION:** LB to provide more information on both.

EA have asked if they can arrange an open day to showcase the River Mel. **ACTION:** Clerk to follow up directly with Amanda Mumford.

- c) To consider locations for donated trees

Awaiting details of cost of trees (small early flowering hawthorn). **ACTION:** Clerk to write to Highways Officer indicating likely planting areas on the verge adjacent to cycle path on Cambridge Road. Heritage fruit trees to be planted in Stockbridge Meadow.

- d) To consider a request for tree work on the New Rec

It was:

RESOLVED to give permission for the resident to remove the elder tree and ivy and plant a suitable

replacement.

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

- e) To consider and discuss information relating to the Queens Canopy Project

Discussion with regard to type, number and location for free trees and hedge plants. Possibly to discuss with local farmers. Hedging would be useful to fill gaps on New Road.

ACTIONS:

- Clerk to order 4 x packs of 30 hedge plants.
- Futures WP to discuss other areas for planting.

- f) To receive any other updates and consider actions

Request received to make the gap in the tree line between New Rec and college field slightly larger to allow for contractors to access during 4G pitch building works. **ACTION:** Clerk to contact HCGM to confirm that the work may be carried out.

MA060/21 Stockbridge Meadows

- a) To receive an update on the boardwalk project

Engineering report has been received. Project manager to provide further information in order to put out for tender.

- b) To consider a request for additional signage for Stockbridge Meadows

Discussion with regard to existing signage which appears to say that Stockbridge Meadows Nature Reserve is not accessible via the private road. **ACTION:** Clerk to seek quotes for additional sign directing visitors to the Nature Reserve.

- c) To receive any other updates and consider actions

General update on Stockbridge Meadows. Ragwort is a problem as it needs to be cut and burned. Options discussed including approaching JM volunteers to help. **ACTION:** Clerk to discuss one off clearance of the area with HCGM.

MA061/21 Allotment Matters:

- a) To receive any updates and consider actions

Update received. Inspections to be carried out and reported back for follow up. Noted concern that some plots appear to be left fallow. Allotment agreement specifies that plots must be cultivated.

MA062/21 Governance Matters:

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

The inspection reports were received. Update with regard to replacement bark and matting under swings/slide at Clear Crescent play area was provided.

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

Concern was noted as to late evening activity in Littlehands car park. Gate to be locked at specified time and cars still in the car park will be locked in. **ACTION:** Clerk to request increased police patrols in the area.

- c) To consider a request to install a defibrillator

Discussion with regard to defibrillator obtained by Melbourn Saturdays FC. Suggestion is to attach the equipment to the outside of the pavilion. Further details required to obtain quotes for installation.

- d) To receive any other updates and consider actions

Nothing further to discuss.

MA063/21 Cemetery Matters:

- a) To receive any other updates and consider actions

Dead tree near Walnut tree and the mound on New Road Cemetery to be replaced. **ACTION:** Wardens to inspect and report back.

Five bar gate at rear access to New Road Cemetery has been damaged and requires replacement. **ACTION:** Clerk to seek quotes as soon as possible. Request that HCGM secure the entrance with metal heras fencing in the meantime.

MA064/21 Village Maintenance Matters:

- a) To receive an update and consider actions on repairs to play equipment on play parks
An incident on the zip wire platform on Clear Crescent play area was reported. Noted that RoSPA inspector has confirmed that the equipment is in good order. However, discussions underway with Wicksteed to see if the equipment can be modified to make it even safer.
- b) To consider a request for a wild flower verge
Noted that the verge is part of the grass cutting contract and therefore should be cut. **ACTION:** Clerk to write to resident advising.
- c) To discuss and consider work to trees bordering the Hub
Update with regard to line of trees on Kays Close bordering the Hub. Trees have become very large and debris falls on the Hub roof/guttering. As the trees are on Kays Close, they would be the responsibility of the residents. Further information required. **ACTION:** Clerk to seek quotes for cutting back and reducing height of trees.
- d) To receive any other updates and consider actions
There was nothing further to discuss.

MA065/21 Pavilion Matters:

- a) To consider quotations for external redecoration of the pavilion
Three quotes had been received but further information was required. To be deferred. **ACTION:** Clerk to seek clarification on quotes.
- b) To consider quotations for repairs to damaged window at the pavilion
ACTION: Clerk to accept quote from 1st Glass Services for window repairs in the sum of £75.
- c) To consider approving a quotation to empty the septic tank
It was:
RESOLVED to approve the quotation from Mitchell & Mayle Ltd to empty the septic tank (£150 per 1,000 gallons)
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- d) To consider and discuss options for wifi connection at the pavilion
Three options were considered:
- installation of telephone line
- broadband dongle
- radio link between pavilion and Hub.
Further information to be obtained with a recommendation to be made to full Council for radio link between pavilion and Hub.
- e) To receive any other updates and consider actions
ACTION: Clerk to check when guttering work is to be carried out.

MA066/21 Littlehands Matters:

- a) To receive any updates and consider actions
Awaiting quotes for installation of septic tank. To be deferred.

MA067/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.
Thanks was noted to the Assistant to the Clerk for her work on this. Further meeting to be arranged to discuss report.

MA068/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

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	CL

			can be installed - CL emailed 8/4/21. Wardens to installing bin on concrete base and secure the inner basket.	
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. ACTION: Clerk to follow up with Highways before autumn.	CL
3	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. ACTION: Wardens to inspect and see if overhanging branches have been cut back.	Wardens
4	Stockbridge Meadow	Wardens	Bin ordered - wardens to install. Bin out of stock - to be installed on receipt	Wardens
5	New Road Cemetery	Wardens	Selective weed treatment - quotes received. Clerk to obtain information on type of weed killer used by Buchans.	CL
6	Ivy from New Rec growing over fence in Thatcher Stanfords	Resident	Residents have cut it back - wardens to remove from Rec. Quote for ivy removal requested.	Wardens
7	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. Wardens to check if this has been done. Spoke to JH and to Sean Gentle who confirmed that the tree is SCDC responsibility and the work has been ordered. Resident advised.	SM
8	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 to attach interim spring and source correct size as soon as possible.	Wardens
9	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. Sensor and timers re-set. Bulbs appear to be LEDs. Monitor	CL
10	Manhole cover to septic tank behind pavilion	Wardens	Cover had been removed. Replaced - to be monitored. Lockable manhole cover sourced. Quote requested from Barley Maintenance - Clerk to chase	Wardens
11	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. Clerk to chase.	CL
12	Flower tubs around cross	Resident	Need a volunteer to take this on.	
13	Station Road verge (cnr Dolphin Lane)	Resident	Overgrown needs cutting back. CL req'd quote from HCGM. Need another quote ...	CL
14	Orchard Road Cemetery	Resident	Hedge adjacent to Hagers Close to be cut back when nesting season is over	CL

15	New Rec	JW	Poison hemlock on New Rec. CL has requested plan of action and quote for dealing with this. Awaiting	CL
16	Clear Crescent play area	Resident	Zip wire platform to be modified following injury to small child. Office requesting Wicksteed to quote for work.	CL
17	Clear Crescent play area	Wardens	Matting under swings removed and placed at end of slide. New matting ordered and to be installed. Wardens to update.	
18	Orchard Road Cemetery	Resident	Bench moved to rear of cemetery to prevent gatherings. Resident has requested it be returned to front of cemetery. Possibly to be secured in place. Wardens to check.	Wardens

MA069/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

Old lawn mower currently being stored in Cemetery shed. No longer used. **ACTION:** Clerk to look at options for disposing.

MA070/21 To note date of next meeting: 23 September 2021

The next meeting of the Maintenance Committee is scheduled for 23 September 2021.

The meeting closed at 11:26