

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

A meeting of the Maintenance Committee held on Wednesday, 22 September 2021 at 09:30 in The Austen Room, The Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ

Present: Cllrs Travis (Chair), Barnes, Clark, Cowley, Kilmurray
In attendance: Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Clerk), Steve Pitman (Warden), Maureen and Les Brierley, Barry Deville

Absent:

MA071/21 To receive and approve apologies for absence

Apologies were received from Keith Rudge and Mike Sherwen. Cllr Barnes was absent at the beginning of the meeting.

MA072/21 To receive any Declarations of Interest and Dispensations

None received

MA073/21 To approve the minutes of the Maintenance Committee Meeting held on 19 August 2021

It was:

RESOLVED to approve the minutes of the Maintenance Committee meeting held on 19 August 2021 as an accurate record.

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

MA074/21 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)

There were no members of the public in attendance.

MA075/21 Finance Matters:

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

The report was noted.

MA076/21 Conservation Matters:

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

The report was received.

- b) To consider a report from Argenta Trees

The report was considered. Noted that various trees works were highlighted as required over the course of the next 12 months. A member suggested that the Poplars to be felled on Royston Road be replaced from trees donated to the parish council. A query was raised with regard to removal of ivy on trees around the village.

ACTIONS:

- Clerk to obtain quotes for required tree works for consideration by Committee.
- Clerk to investigate if Poplars are available from free tree schemes as replacements on Royston Road.
- Wardens to identify trees where ivy needs to be removed.

The Chair altered the order of the agenda.

MA079/21 Allotment Matters:

- a) To discuss inspections and monitoring of plots

Noted that Barry Deville and Assistant to the Clerk will meet to discuss regular ongoing inspections to monitor neglected plots.

Noted that a plot holder had recently cleared a large quantity of debris left on the plot when he took it over with a significant cost saving to the Parish Council.

It was:

RESOLVED to defer the rental charge for plot 43A for 2022/23 in thanks to the tenant for clearing the plot.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

09:50 Barry Deville left the meeting

The order of the agenda was resumed

MA076/21 Conservation Matters:

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

Thanks were noted to SDC for their help with a delivery of chalk to build up the bank of the River Mel.

Discussions with EA ongoing with regard to pipe from The Bury and possible funding for a feasibility study. RMRG to monitor in the hope that a meeting can be arranged for next year. Noted that a land drain has been installed near the new 4G pitch with run off to the River. Members noted concern with regard to micro plastics from the 4G pitch and any solutions used to clean the pitch being deposited in the River Mel. A member checked the planning portal and noted that conditions as to drainage appeared to have been discharged. Further investigations to be carried out.

ACTIONS:

- Clerk to check the planning portal for further information as to any environmental assessments carried out.
- Clerk to write to MVC to query the use of cleaning solutions.

- d) To receive an update with regard to donated trees

Awaiting information with regard to cost of trees. To be deferred to the next Maintenance Committee meeting.

- c) To receive any other updates and consider actions

There was nothing further to report.

MA077/21 Stockbridge Meadows

- a) To consider a quotation for signage at the entrance to Stockbridge Meadows

Noted that the access road to the nature reserve is a private road. **ACTION:** Clerk to contact Stockbridge Meadows Residents Association to seek permission to install the sign directing visitors to the nature reserve.

It was:

RESOLVED subject to consent being given by the Stockbridge Meadows Residents Associations, to approve the quotation from Unlimited Logos in the sum of £205 + VAT to supply and install the sign directing visitors to Stockbridge Meadows.

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

- b) To consider a request for tools for the River Mel Restoration Group

It was:

RESOLVED to purchase the Adze and muck rakes requested by the River Mel Restoration Group.

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

- c) To receive any other updates and consider actions

Noted that the RMRG are hopeful of arranging for Johnson Matthew volunteers to attend on Friday, 24 September to carry out works including raking the wild flower meadow and possibly replanting in the orchard. A request was made for the orchard to be strimmed if possible.

MA078/21 Stockbridge Meadows Boardwalk Project

- a) To receive an update on the boardwalk project

Draft tender document had been prepared. Specification to be posted on Contracts Finder. Currently £20,000 available from s106 to fund the project. More accurate costings will be available on receipt of tenders.

- b) To consider approving draft tender documentation

It was:

RESOLVED to approve the tender document to be posted on Contracts Finder. Proposed by Cllr Cowley, seconded by Cllr Clark. All in favour.

ACTION: Clerk to discuss posting tender documents on Contracts Finder with Tom Upcraft, project manager.

MA080/21 Governance Matters:

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

The reports were received. Noted that the bin outside the old post office on the High Street is often full to overflowing. **ACTION:** Wardens to monitor.

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

The updated sheet was considered. Noted that there had been reports of motor scooters being driven around Orchard Road Cemetery. Also noted a number of reports of reckless driving in the village. To be reported to the police.

- c) To consider approving a quotation for relocation of the Kohima Stone

It was:

RESOLVED to approve the quotation from Hibbitts in the sum of £3,709 + VAT to relocate the Kohima Stone from 83 High Street to New Road Cemetery and to install it in the area marked B as suggested by Hibbitts.

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

- d) To note repairs to the Parish clock

Noted that repairs have been carried out to the Parish clock. Thanks were noted to Janet Eva Estates for their kind donation. Any reports of time loss to be reported to Cllr Cowley.

ACTION: Clerk to write to Janet Eva Estates with an update and thanks.

- e) To receive any other updates and consider actions

There was nothing to discuss.

MA081/21 Cemetery Matters:

- a) To receive any other updates and consider actions

There was nothing to discuss.

MA082/21 Village Maintenance Matters:

- a) To consider a quotation for repairs to play equipment on play parks

It was:

RESOLVED to accept the quotation from Wicksteed in the sum of £729.35 + VAT for repairs to the agility trail.

Proposed by Cllr Clark. Seconded by Cllr Cowley. All in favour.

A further quotation in the sum of £4,985 + VAT for repairs and re-surfacing of the embankment under the slide was discussed. **ACTION:** Wardens to inspect with a view to building up the area and turfing to prevent further erosion of the embankment. To be deferred pending further investigations.

- b) To discuss and consider options for pest control on the New Rec

Noted that the area has been inspected by pest control company who report a large number of rabbit warrens (60+). Various options considered. **ACTION:** Clerk to investigate pest control with use of ferrets.

- c) To receive any other updates and consider actions

A member suggested that the area round the rotating seat on Clear Crescent play area should have more bark chippings. **ACTION:** Assistant to the Clerk to order 1 tonne bag of bark chippings.

10:52 Cllr Cowley left the meeting

MA083/21 Pavilion Matters:

- a) To consider quotations for external redecoration of the pavilion

Three quotations were considered. Noted that the quotation from Darren Harward is for £1,400 for painting the buildings with £800 for repainting the metal grill.

It was:

RESOLVED to accept the quotation from Darren Harward in the sum of £1,400 for external decoration to the pavilion.

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

It was:

FURTHER RESOLVED to recommend to full Council to approve the sum of £800 in Darren Harward's quotation for painting the metal grill on the pavilion.

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

11:00 Cllr Barnes joined the meeting

- b) To consider a quotation for maintenance of the heating system

A quotation from Shelford Heating was considered. Noted that item 2 on the quotation is not required.

It was:

RESOLVED to recommend to full Council to accept the quotation from Shelford Heating for items 1, 3, 4 and 5 in the sum of £574.26 + VAT.

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

ACTION: Wardens to check faulty flush on urinal.

- c) To consider a quotation for repairs to manhole cover behind the pavilion

It was:

RESOLVED to accept the quotation from Barley Property Maintenance in the sum of £122.50 + VAT to secure the manhole cover to the pavilion septic tank.

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

- d) To receive any other updates and consider actions

There was nothing further to discuss.

MA084/21 Littlehands Matters:

- a) To receive any updates and consider actions

There was nothing further to discuss.

MA085/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

Assistant to the Clerk reported back on recent meeting. Tender document is being drafted for discussion.

MA086/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

| Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 22 September 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. 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. 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. Buchans instructed to carry out works. ACTION: Assistant to Clerk to follow up for a date for scheduled works | CL |
| 6 | Ivy from New Rec growing over fence in Thatcher Stanfords | Resident | Residents have cut it back - wardens to remove from Rec. | Wardens |
| 7 | 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 have attached interim spring. Wardens to advise parish office on spring size for ordering as soon as possible. | Wardens |
| 8 | 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 |
| 9 | Flower tubs around cross | Resident | Need a volunteer to take this on. ACTION: Clerk to speak to KR re advertising for volunteer | |
| 10 | Station Road verge (cnr Dolphin Lane) | Resident | Overgrown needs cutting back. CL req'd quote from HCGM. Need another quote ... still awaiting second quote. Noted difficulties in obtaining further quote. Clerk to instruct HCGM to carry out the work. | CL |
| 11 | Clear Crescent play area | Resident | Zip wire platform to be modified following injury to small child. Office requesting Wicksteed to quote for work. Constantly chasing up. ACTION: Assistant to Clerk | CL |

| | | | to seek advice and quotations from other companies. | |
|-----------|---|---------------|--|--------------|
| 12 | 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 |
| 13 | Removable tap head for pavilion | Wardens | Wardens to purchase removable tap head for pavilion tap so residents can water trees. Tap head on order. | Wardens |
| 14 | Greengage Rise | Resident | Tree on open spaces overhanging their property and brushing against roof. Also needs ivy cutting back / removing. Will send photos. ACTION: Clerk to seek quotes for cutting back tree. | Wardens / CL |
| 15 | Shrubs on Beechwood Avenue green to rear of 7 Cedar Close | Letting Agent | Shrubs are growing over fence. Wardens to inspect to see if they can cut back. ACTION: Wardens to cut back overgrown shrubs taking care not to damage fence | Wardens |
| 16 | Bottom of Back Lane / cnr Rupert Neve | SK | Shrubs overgrown and obstructing footpath and vehicles. Needs to be cut back. Wardens to inspect | Wardens |

MA087/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

There was nothing further to discuss.

MA088/21 To note date of next meeting: 21 October 2021

The next meeting of the Maintenance Committee is scheduled for Thursday, 21 October 2021 at 09:30.

The meeting closed at 11:16