

MELBOURN PARISH COUNCIL
Parish Council Meeting : 22 November 2021

Item: PC111/21d) Email decision with regard to Stockbridge Meadows Boardwalk project

From: Parish Clerk

Sent: 27 October 2021

To: 'MPC Councillors All Councillors' <councillors@melbournparishcouncil.co.uk>; RFO <RFO@melbournpc.co.uk>

Cc: Assistant Clerk <assistantclerk@melbournpc.co.uk>

Subject: FW: FW: Stockbridge Meadows boardwalk EMAIL DECISION REQUIRED

Dear all

Thanks for responding to this email decision. There is a clear majority in favour of the proposal:

Proposal

To approve Sheriff Tiplady's quote of £750 + VAT for project costing the boardwalk replacement project prior to putting the project out to tender to be paid out of s106 monies.

In favour: Cllrs Cowley, Hart, Travis, Davey, Kilmurray, Clark

Against:

Abstain:

From: Parish Clerk

Sent: 26 October 2021 12:16

To: 'MPC Councillors All Councillors' <councillors@melbournparishcouncil.co.uk>; RFO <RFO@melbournpc.co.uk>

Cc: Assistant Clerk <assistantclerk@melbournpc.co.uk>

Subject: FW: FW: Stockbridge Meadows boardwalk EMAIL DECISION REQUIRED

Dear all

Apologies for circulating this email decision but unfortunately the overlap between Maintenance Committee and full Council meetings meant that this item did not make it on to the full Council agenda in time.

Background

The boardwalk project in Stockbridge Meadows needs to be costed prior to tender. Sheriff Tiplady (cost consultants) have quoted £750 + VAT to undertake this piece of work. At a meeting on 21 October, Maintenance Committee considered and approved this quote but as the expenditure will come from s106 monies allocated to the boardwalk replacement, it is for full Council to approve the expenditure.

Can I please ask councillors to vote on the following:

Proposal

To approve Sheriff Tiplady's quote of £750 + VAT for project costing the boardwalk replacement project prior to putting the project out to tender to be paid out of s106 monies.

In favour: Cllrs Cowley, Hart, Travis, Davey, Kilmurray, Clark, Barnes, Baker

Against:

Abstain:

Supporting documents:

- Quotation from Sheriff Tiplady
- DRAFT minutes of Maintenance Committee meeting 21 October 2021 (see item MA096/21a))

Many thanks
Claire

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

A meeting of the Maintenance Committee held on Thursday, 21 October 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), Keith Rudge and Steve Pitman (Wardens), Maureen and Les Brierley, Barry Deville
Absent: Mike Sherwen

MA089/21 To receive and approve apologies for absence

None received.

MA090/21 To receive any Declarations of Interest and Dispensations

None received.

MA091/21 To approve the minutes of the Maintenance Committee Meeting held on 22 September 2021

It was:

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

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

MA092/21 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.

MA093/21 Finance Matters:

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

The finance report was received. Noted that, after six months of the financial year, non-contracted spend is at c25% of precepted total. Contracted spend is at c42% of precepted total.

MA094/21 Conservation Matters:

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

The report was received.

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

Noted that RMRG working parties will be working in Melbourn in November.

- c) To consider quotations for tree work in Beechwood Avenue

Tree work requested by a resident. Discussion as to what work is required. Suggested that work to the tree on the corner of Beechwood Avenue / Ash Grove should be scheduled.

ACTION: Clerk to obtain a further quote for this work.

- d) To consider a request for tree work to the rear of Stockbridge Meadows

Noted that this item should refer to tree work to remove a conifer at the bottom of the field behind the pavilion. Resident has requested and will pay for works and replace with another tree.

It was:

RESOLVED to give approval for removal of the conifer identified on the plan provided by Shire Trees (cost to be met by the resident) subject to agreement of the species of tree to be planted in replacement.

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

- e) To receive an update with regard to drainage from the 4G pitch
The updated was received.

- f) To consider a request to install owl boxes

Request from a resident to install owl boxes was discussed.

ACTIONS:

- Clerk to contact local expert for advice on where to install owl boxes.
- Clerk to thank the resident and let them know that we are seeking advice as to best location for the owl boxes.

- g) To note an offer of trees from ASCH

Noted that ASCH have applied for free trees and will make any surplus available to the Parish Council for planting.

- h) To receive any other updates and consider actions

There was nothing further to discuss.

MA095/21 Stockbridge Meadows

- a) To receive any other updates and consider actions

Successful working party with JM volunteers was noted. Discussion with regard to future management of ragwort.

Noted that the area for Rosemary Gatward's memorial bench has been prepared. Noted that the grass around the bench will need to be cut in future. **ACTION:** Clerk to write to the family to advise when the bench will be installed.

MA096/21 Stockbridge Meadows Boardwalk Project

- a) To consider approving a quotation for project costing

Noted that project needs to be costed in order to prepare tender documents for Contracts Finder website.

It was:

RESOLVED to accept the quote from Sherriff Tiplady in the sum of £750 + VAT for project costing.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

MA097/21 Allotment Matters:

- a) To receive any updates and consider actions

Noted that the pothole on the track behind the allotments has been reported to County Highways.

A query had been raised by a member of the public as to reports of 30 new properties on The Moor. Noted this is in the draft Local Plan – not yet finalised. Councillors re-assured the Committee that allotment land would not be used for development.

ACTION: Assistant to the Clerk to request contractors to deposit any spare wood chippings at the allotment.

MA098/21 Governance Matters:

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

The inspection reports were received.

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

The updated report was discussed. PCSO's have recently visited the Parish Office and a request was made for regular drop-ins at the Hub. Recent incidents at the bowls club have been followed up with a visit to MVC.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

MA099/21 Cemetery Matters:

- a) To consider quotations for installation of benches in New Road Cemetery

Awaiting a further quote for consideration. To be deferred.

- b) To receive any other updates and consider actions

A member noted that the interpretation board in New Road cemetery was receiving a great deal of interest and receiving many compliments.

MA100/21 Village Maintenance Matters:

- a) To consider quotations for knee rail fencing

Noted difficulties in obtaining quotes for hardwood fencing. Only one received – this was similar to previous quotes from earlier this year. Suggested that the quote received should be recommended to full Council with copies of previous quotes as these are comparable in value.

- b) To receive a report on repairs required to play equipment

An update was provided as to necessary repairs: Noted that additional play bark has been delivered for rocker chair.

ACTIONS:

- Assistant to Clerk to seek like for like quotes for the work required particularly with regard to materials (query if rubber mulch is bonded).
- Clerk to look at options for financing the works

- c) To receive an update with regard to pest control on the New Rec

Awaiting details as to when the work will be carried out.

- d) To discuss and consider recruiting community gritting volunteers

Discussion as to liability for work carried out by volunteers. Noted that grits bins are located around the village for use by the public on footpaths and roads.

ACTION:

- Clerk to register with CCC for the Community Gritting Scheme.
- Clerk to advertise for Community gritting volunteers.

- e) To consider a request from the Kebab Van to paint parking bays

Noted that there are already signs requesting that the parking bays be kept clear after 3pm.

It was:

RESOLVED to overturn resolution PL133/15 dated 15 February 2016 with regard to painting yellow bays in the car park.

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

Clerk to advise Kebab Van proprietor of this decision.

- f) To receive any other updates and consider actions

Noted that the flower tubs on The Cross require some repair. **ACTION:** Wardens to deliver empty tubs to Cllr Travis for restoration.

Noted that the hour chimes on the Parish clock are not working. Discussion as to options. Replacement updated electronic chimes system would cost iro £4,500. It was agreed to explore repair or replace options for the chimes motor rather than adopt this expensive route.

ACTION:

- Clerk to liaise with KR with the objective of having a local engineer assess the motor repair before progressing the more expensive solution.

[10:47 Cllr Cowley left the meeting]

MA101/21 Pavilion Matters:

- a) To consider approving a quote for annual drain clean

It was:

RESOLVED to approve the quote from Dynorod in the sum of £275 + VAT. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

- b) To consider a quotation for window repairs at the pavilion

It was:

RESOLVED to approve the quote from 1st Glass Services in the sum of £77.50 + VAT for window repairs.

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

- c) To receive any other updates and consider actions

Noted that routine testing of water temperature during the week is problematic as the water is only heated when the pavilion is in use. **ACTION:** Clerk to write to 4i for advice on how routine water testing should be carried out bearing in mind the water is only heated over the weekend when the pavilion is in use. Also to ask 4i if the present cycling of temperature during the week constitutes a Legionella hazard.

MA102/21 Littlehands Matters:

- a) To receive an update with regard to drainage at Littlehands

Noted that advice has been received that permission for a septic tank is unlikely to be given as there is access to mains drainage. **ACTION:** Assistant to the Clerk to obtain further quotes for repairs to drains as detailed in drain survey.

- b) To receive any updates and consider actions

There was nothing further to discuss.

MA103/21 Policies and Risk Assessments

- a) To consider a draft Risk Assessment for installation of the MVAS unit

To be deferred for further discussion.

MA104/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

Draft tender document to be reviewed and circulated for discussion prior to posting the project on Contracts Finder.

MA105/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 21 October 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 has reported this again to Highways for action.	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. If not, further letter to be sent.	Wardens
4	Stockbridge Meadow	Wardens	Bin ordered - wardens to install. Bin now received. Wardens to install.	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. Work has now been carried out.	CL
6	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 advised that they are unable to source a larger spring. In the interim, wardens to install a second spring.	Wardens
7	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. Clerk has chased.	CL
8	Flower tubs around cross	Resident	Need a volunteer to take this on. JT to refurbish tubs this year. Will need a volunteer to take this on in the future.	
9	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. Second quote now received.	CL
10	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 to seek advice and quotations from other companies. Already discussed.	CL
11	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 if they can do - may require contractor	Wardens
12	Removable tap head for pavilion	Wardens	Wardens to purchase removable tap head for pavilion tap so residents can water trees. Spare tap heads now in the office for use by members of the public for watering trees	Wardens
13	Greengage Rise	Resident	Tree on open spaces overhanging their property and brushing against roof. Also needs ivy cutting back / removing. Will send photos. Clerk to seek quotes for cutting back tree. ACTION: One quote received. Second quote to be obtained.	Wardens / CL
14	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	Wardens

			overgrown shrubs taking care not to damage fence ACTION: HCGM to remove cuttings - Clerk to chase	
15	Bottom of Back Lane / cnr Rupert Neve	SK	Shrubs overgrown and obstructing footpath and vehicles. Needs to be cut back. Wardens to check if they can do the work - may require contractor. Wardens have cut back.	Wardens
16	Beechwood Avenue trees	Resident	Cnrs Water Lane, Ash Grove, bottom of Maple Way - requested trees be cut back. Discussed at MA094/21c)	CL
17	Worcester Way	Litter picker	Fly tipping at the back of worcester way - CL to report to SCDC	CL
18	Worcester Way	Litter picker	Damage to fence. Clerk to obtain quotes for repair. Request that slats are screwed in place	CL
19	Clear Crescent play area	Resident	Damage to climbing frame. Wardens have inspected. Part to be ordered and fitted. Awaiting parts for repair	Wardens /SM

MA106/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

A member noted the tree outside 69 Beechwood Avenue is encroaching on to the footpath.

ACTION: Parish Office to write requesting the tree is cut back.

A member queried when the interpretation board would be installed at the Jubilee Orchard.
Noted this is on the wardens' job list.

MA107/21 To note date of next meeting: Wednesday, 24 November 2021

The date of the next meeting is Wednesday, 24 November 2021.

The meeting closed at 11:10

MELBOURN PARISH COUNCIL
Maintenance Committee Meeting : 21 October 2021

Item: MA096/21a) Boardwalk project costing quote

Dear Claire

Apologies for the delay in replying to your enquiry.

For preparing an estimate of the works required we would charge £750.00 + VAT.

Currently we would not be able to undertake the estimate until late in October.

Please let me know if you require anything further.

Regards

JEREMY CRAM
For Sherriff Tiplady Associates
Tel: 01954 212299
Fax: 01954 214581
E-mail: j.cram@sta-cambs.co.uk
Website: www.sta-cambs.co.uk

From: Admin <admin@sta-cambs.co.uk>
Sent: 23 September 2021 17:42
To: Jeremy Cram <j.cram@sta-cambs.co.uk>
Subject: FW: Stockbridge Meadows boardwalk - Att: Jeremy Cram

From: Parish Clerk
Sent: Thursday, September 23, 2021 3:59 PM
To: Admin
Subject: Stockbridge Meadows boardwalk - Att: Jeremy Cram

Good afternoon Jeremy

Thanks for your time on the phone earlier. As discussed, Melbourn Parish Council is planning to replace the boardwalk in a local nature reserve. Attached is a report prepared by Structural Engineers Cambridge setting out the specification for the work. What we need now is to cost the project so that we can put it out to tender.

If this is something that you believe you can help with, perhaps you could let me have an indication of your fees.

If you need any further information, please let me know.

Kind regards
Claire
Claire Littlewood
Parish Clerk
Melbourn Parish Council
Melbourn Community Hub