

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

**A meeting of the Maintenance Committee** held on Wednesday, 24 November 2021 at 09:30 in The Austen Room, The Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ

**Present:** Cllrs Travis (Chair), Clark, Cowley, Kilmurray  
**In attendance:** Claire Littlewood (Parish Clerk), Keith Rudge and Steve Pitman (Wardens)  
**Absent:** Mike Sherwen

**MA108/21 To receive and approve apologies for absence**

Apologies received from Cllr Barnes, Maureen and Les Brierley and Barry Deville. Acceptable reasons were given.

It was:

RESOLVED to approve the apologies for absence as received.

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

**MA109/21 To receive any Declarations of Interest and Dispensations**

None received.

**MA110/21 To approve the minutes of the Maintenance Committee Meeting held on 21 October 2021**

Noted that under item MA094/21d) this should refer to tree work to the rear of the Millennium Copse not Stockbridge Meadow.

It was:

RESOLVED to approve the minutes of the Maintenance Committee meeting held on 21 October 2021 subject to the amendment noted above.

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

**MA111/21 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.

**MA112/21 Finance Matters:**

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

The report was received. It was noted that for the first 7 months of the year, monthly non- contracted spend was in the region of £2,000 leaving a monthly available spend in the region of £6,000 for the remainder of the year. Contracted spend is also tracking well inside budget.

- b) To consider reallocating monies within the Maintenance budget

Discussion with regard to virement of monies from underspend budgets.

It was:

RESOLVED to vire the following:

- £400 from pest control to unplanned works under the budget heading Cemeteries (2000/2)

- £930 from playground tree work/edging into play area maintenance, equipment repair/renewals under budget heading Play Areas, Recreation Grounds & Pavilion (3000).

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

The wardens noted that some equipment is in need of maintenance/replacement. **ACTION:** Wardens to provide details to the parish office.

**MA113/21 Conservation Matters:**

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

The report was received.

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

An emailed report was received. Noted that EA have obtained funding for a feasibility study as to the benefit of extending the support pipe from the Bury. **ACTION:** Clerk to arrange a site meeting with representatives of the Maintenance Committee and Rob Mungovan.

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

It was:

RESOLVED to accept the quote from Shelford Tree Service for the following tree work:

- Silver maple at Ash Grove : £650 + VAT.
- Crataegus opposite Ash Grove cnr Beechwood Avenue : £150 + VAT
- 2 Norway maples off Water Lane top of Beechwood Avenue : £650 + VAT

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

It was noted that a resident had kindly offered to contribute £300 towards the cost of the work to the Silver maple at Ash Grove. **ACTION:** Clerk to contact the resident to advise the work has been ordered.

- d) To consider quotations for tree work required in Argenta Tree report

**ACTIONS:**

- Clerk to check with Shelford Tree Service that their quote includes removal of all waste.
- Clerk to investigate replacing dead Poplars on Royston Road.

It was:

RESOLVED subject to confirmation that Shelford Tree Service quote includes removal of all waste, to accept their quote number 1586 in the total sum of £750 + VAT.

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

- e) To consider quotations for tree work in Greengage Rise

It was:

RESOLVED to accept Shelford Tree Services quote for £400 + VAT for tree works to the crab apple tree on the open space at Greengage Rise.

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

- f) To note Christmas tree recycling arrangements

**ACTIONS:**

- Clerk to confirm dates for Christmas tree recycling with HCGM
- Wardens to set up sign in the car with details.

- g) To receive any other updates and consider actions

A member suggested making contact with a local owl expert to investigate owl boxes in Stockbridge Meadows. **ACTION:** Clerk to make contact and report back.

**MA114/21 Stockbridge Meadows**

- a) To receive any other updates and consider actions

**ACTION:** Clerk to contact contractor to request quote for rolling and cutting wild flower and amenity area.

Request received from Melbourn Primary School to hang some natural bird feeders in Stockbridge Meadow. Clerk to confirm that this is in order.

**MA115/21 Stockbridge Meadows Boardwalk Project**

- a) To receive any updates and consider actions

Project costing not yet received. **ACTION:** Clerk to chase

**MA116/21 Allotment Matters:**

- a) To receive any updates and consider actions

A member noted that several residents had expressed concern that the allotments might be sold for development. It was noted that the Parish Council does not sell off land for development and has a duty to provide land for allotments. **ACTION:** Cllr Clark to liaise with the Clerk to include information in the next Melbourn Magazine.

**MA117/21 Governance Matters:**

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

The inspection reports were received. Wardens noted that one of the 'No Dog' signs at Clear Crescent was in poor repair.

**ACTIONS:**

- Assistant to Clerk to seek quotes for new sign at Clear Crescent.
  - Wardens to check 'No Dog' signage to the rear of The Moor play area
- b) To consider any updates on vandalism in the Parish
- The report was noted. Noted that pavilion window repairs have been carried out.
- c) To receive any other updates and consider actions
- There was nothing further to report.

**MA118/21 Cemetery Matters:**

- a) To receive any other updates and consider actions
- Wardens noted that Buchans had carried out selective weed spraying in the autumn and it was unclear how effective this had been. To be monitored.

**MA119/21 Village Maintenance Matters:**

- a) To note donation of a defibrillator and discuss a suitable location
- Discussion with regard to a pre-owned defibrillator donated to the Parish Council and where the equipment could be located. Noted the equipment has been inspected by the ambulance service and is in good condition but will require a cabinet for outside installation. Noted that there are likely to be other defibrillators installed in locations close to the New Rec and Pavilion.

**ACTIONS:**

- Clerk to check that all defibrillators installed in public places are registered with the ambulance service.
  - Details of locations of all defibrillators to be made available to the public.
  - Clerk to contact the practice manager at the GP surgery to enquire if the donated defibrillator could be attached to the outside of the surgery building.
- b) To consider approving quotations for repairs to play equipment
- It was:  
RESOLVED to accept the quote from Kettering Playsafe in the sum of £3,369 + VAT for repairs to the slide embankment and £652 + VAT for repairs to the zipwire at Clear Crescent play area.  
Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.
- c) To consider an update with regard to pest control on the New Rec
- Further quotes outstanding. To be deferred to the next meeting.
- d) To consider quotations for 'No Parking' stanchion signs
- Discussion with regard to inconsiderate parking along The Moor and particularly in front of the emergency entrance gate to the New Rec.
- It was:  
RESOLVED that the Parish Office should purchase 2 stanchion signs up to the value of £200.  
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- e) To receive any other updates and consider actions
- An updated on the Parish clock was provided. It is hoped that Heasells will be able to repair the hour chimes motor to retain the mechanical integrity of the clock. They will provide a quote for this work and also for necessary rewiring.

**MA120/21 Pavilion Matters:**

- a) To receive any other updates and consider actions
- Wardens noted concern that the water is not heating to sufficiently high temperature. They will raise this with Shelford Heating when they attend on site on 29 November.
- ACTION:** Assistant to Clerk to follow up with 4i to seek advice on water temperature in a building that is not regularly in use.

**MA121/21 Littlehands Matters:**

- a) To consider quotations for drainage repairs at Littlehands
- Discussion with regard to how the drainage repairs will be funded as the cost exceeds the maintenance budget available.
- It was:  
RESOLVED to make a recommendation to full Council to accept the quote from Drain Doctor in the

sum of £7,962.42 + VAT to be funded from reserves.  
Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

- b) To receive any updates and consider actions

Noted that the windows are in very poor repair and in need of refurbishment or replacement. This is the responsibility of the tenant. Also legionella testing is still to be carried out at a time to suit Littlehands.

**ACTIONS:**

- Clerk to seek updated quote for window repairs
- Clerk to liaise with Littlehands and 4i to arrange legionella testing.

**MA122/21 Policies and Risk Assessments**

- a) To consider any updates and consider actions

Nothing to consider.

**MA123/21 Melbourn Play Parks Working Party:**

- a) To receive any updates and consider actions.

Assistant to Clerk is arranging a follow up meeting.

**MA124/21 Skate Park Working Party**

- a) To note Terms of Reference for Skate Park Working Party

The Terms of Reference were noted.

**ACTIONS:**

- Clerk to arrange an initial meeting of the Skate Park Working Party
- Clerk to advertise for a second member of the public to join the Working Party.

- b) To receive any updates and consider actions

There was nothing further to discuss.

**MA125/21 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 can be installed - CL emailed 8/4/21. <b>Wardens to installing bin on concrete base and secure the inner basket.</b> Ongoing	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. <b>ACTION: Clerk has reported this again to Highways for action.</b> Follow up	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. <b>ACTION: Wardens to inspect and see if overhanging branches have been cut back. If not, further letter to be sent.</b> Also check overhanging trees / bushes on Mortlock Street	Wardens
4	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. <b>Wardens to investigate other options to resolve this issue.</b>	Wardens

5	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. <b>Update from Highways - work to be carried out within 12 weeks. Potholes have been marked for works. Monitor</b>	CL
6	Flower tubs around cross	Resident	Need a volunteer to take this on. <b>JT to refurbish tubs this year. Will need a volunteer to take this on in the future.</b> Ongoing	
7	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. <b>Wardens to check if they can do - may require contractor</b>	Wardens
8	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 <b>ACTION: HCGM to remove cuttings</b>	Wardens
9	Worcester Way	Litter picker	Fly tipping at the back of worcester way - <b>CL to report to SCDC.</b> Follow up - has this been attended to?	CL
10	Worcester Way	Litter picker	Damage to fence. Clerk to obtain quotes for repair. Request that slats are screwed in place. <b>Awaiting quote for repair. Clerk also to seek quotes for metal fencing options. Clerk to contact County Farms to discuss how to resolve this issue to avoid ongoing repair costs.</b>	CL
11	Lights on footpath to pavilion	GC	Not coming on at night. Timer to be reset. Wardens to monitor	Wardens
12	Top slab on church wall - Church Walk	JT	Wardens to see if they can replace. Wardens reported difficulties in sourcing similar sized coping stone. Ongoing	Wardens
13	New Road Cemetery bench	Resident	HCGM to install bench base and collect bench from resident	HCGM

**MA126/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

A member noted that signage from Hopkins Homes is obscuring the view along New Road for vehicles existing the development. **ACTION:** Clerk to write to Hopkins Homes advising.

A member noted damaged street signage on Mortlock Street opposite the entrance to the Primary School. Also damaged wooden bollard on the corner of Mortlock Street and Orchard Road. These have both been reported to Highways.

Request from the volunteer looking after 83 High Street for slabs to put under the bench. **ACTION:** Clerk to follow up with volunteer and get prices for slabs.

A member noted that construction and other vehicles are reversing out of the site at 59 High Street on to the main road. To be reported to Planning Department.

**MA127/21 To note date of next meeting: Thursday, 16 December 2021**

**ACTION:** Clerk to monitor maintenance workload to ascertain if a meeting on 16 December is required.

The meeting closed at 11:30