

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

**A meeting of the Maintenance Committee** held on Wednesday, 19 January 2022 at 09:30  
at The Pavilion, The Moor, Melbourn, Cambridgeshire

**Present:** Cllrs Travis (Chair), Barnes, Clark, Cowley  
**In attendance:** Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Clerk), Steve Pitman (Warden), Maureen and Les Brierley (RMRG)  
**Absent:** Mike Sherwen

**MA128/21 To receive and approve apologies for absence**

Apologies were received from Cllr Kilmurray – acceptable reasons were provided.

It was:

RESOLVED to accept the apologies of Cllr Kilmurray.

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

Apologies also received from Keith Rudge.

**MA129/21 To receive any Declarations of Interest and Dispensations**

None received.

**MA130/21 To approve the minutes of the Maintenance Committee Meeting held on 24 November 2021**

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 24 November 2021 as an accurate record.

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

**MA131/21 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.

**MA132/21 Finance Matters:**

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

The finance report was noted. It was noted that works have been ordered and associated spend committed on some budget lines which currently appear to be underspent.

**MA133/21 Conservation Matters:**

- a) To receive the EA Monthly situation report for November and December 2021

The report was received. Noted that November was a dry month whereas December was average. River Mel levels are good.

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

It was reported that working parties have recommenced and RMRG hope that to be able to undertake more work over the year.

- c) To discuss and consider approving expenditure on suggested plan of works along the River Mel bank

Suggested plan of works from Rob Mungovan (Wild Trout Trust) was received and considered. Most of the works to be carried out by HCGM falls within their contract – lifting the Ash tree will be done at no additional cost. The cost of the materials and Rob Mungovan's time for the planned works is in the region of £800.

It was:

RESOLVED to approve expenditure of up to £800 to cover the cost of materials and labour

to carry out the works contained in Rob Mungovan's plan.  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- d) To receive an update on replacement trees

Report received from Shire Trees on 4 trees they have planted to replace one conifer felled behind resident's property. Replacement trees provided at the cost of the resident.

**ACTION:** Clerk to check with Shires who will be responsible for watering the new trees.

- e) To discuss hedgerow planting along New Road

Discussion with regard to hedgerow saplings from Woodland Trust. The saplings will be received in early March and will be used to fill gaps in the hedgerow along New Road. Noted that the original hedgerow planting was done by volunteers as a very successful community project.

**ACTIONS:**

- M and L Brierley and Cllr Travis to inspect the existing hedgerow to determine what preparation work is required.
- Clerk and RMRG to look into recruiting volunteers to help with the planting – including Eco Melbourn facebook group.

- f) To discuss a plan for tree planting in the village

Discussion with regard to planting trees on the verge along Cambridge Road. Suggestion is to plant limes to create an attractive avenue of trees on the approach to the village. Two options would be on the road-side verge or in the hedge bordering the field.

**ACTIONS:**

- Clerk to invite Highways Officer out to inspect the area and confirm where planting would be most appropriate and permitted.
- Clerk to investigate who farms the field adjacent to the cycle path to discuss possibility of planting in the existing hedgerow.
- Clerk to arrange meeting with Cllr Travis and James Cantle to discuss

- g) To receive any other updates and consider actions

There was nothing further to discuss.

**MA134/21 Stockbridge Meadows**

- a) To discuss and consider alternative locations for additional signage

Noted that local residents association were unhappy with the wording and locations suggested for signage. Alternative options including signage on Dolphin Lane or the High Street were discussed.

**ACTION:**

- Clerk to investigate cost and procedure for obtaining brown tourist sign to be located on the High Street and at the entrance to Dolphin Lane.
- Clerk to request regular piece with information on the nature reserve to go in Melbourn Magazine.
- Cllr Barnes to create a map of the centre of the village highlighting location of the nature reserve.

- b) To receive an update on installation of memorial bench

Noted that Herts & Cambs Ground Maintenance have offered to help the wardens with installation – to be arranged as soon as possible. **ACTION:** Assistant to Clerk to liaise with HCGM and wardens.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

**MA135/21 Stockbridge Meadows Boardwalk Project**

- a) To discuss and consider the project costing prepared by Sheriff Tiplady

The project costing was considered. Noted that estimated costs are higher than originally anticipated. A member queried how to gauge the accuracy of the costing for such a bespoke project and it was suggested that inviting tenders would provide this information.

**ACTION:**

- Clerk to identify how much s106 money is available for this project
- Cllr Travis to investigate possible sources of grants for match funding
- Clerk to post details of Contract Finder to invite tenders as this will provide an indication of likely costs

- b) To receive any updates and consider actions

There was nothing further to discuss.

**MA136/21 Allotment Matters:**

- a) To receive any updates and consider actions

There was nothing to report.

**MA137/21 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

Noted that the PCSO had responded very quickly to a request from the parish office with a visit to a local resident.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

**MA138/21 Cemetery Matters:**

- a) To consider installing additional bench bases in New Road Cemetery

Noted that the parish office had received requests from families to install memorial benches in New Road Cemetery. Suggested that we install more bases in preparation. Cost of previous bench base was £300.

It was:

RESOLVED to approve expenditure up to £1,200 to install bases for memorial benches in New Road Cemetery.

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

- b) To receive any other updates and consider actions

There was nothing further to discuss.

**MA139/21 Village Maintenance Matters:**

- a) To consider an update with regard to installation of defibrillators

Noted that the Bowls Club would retain the defibrillator they were due to receive from a local developer in their club house. Melbourn Saturdays FC were awaiting receipt of the defibrillator and cabinet from the FA. The doctors' surgery had indicated that they would be happy for a defibrillator to be attached to the outside of the surgery building.

**ACTIONS:**

- Assistant to Clerk to identify appropriate outside cabinet for the defibrillator for doctors' surgery.
- Assistant to Clerk to arrange for quotes for installation on Orchard Surgery building and also on the Pavilion.

- b) To receive an update on repairs to play equipment

Noted that repairs to agility trail were not yet completed. **ACTION:** Assistant to Clerk to chase up.

Noted that full Council had approved funding from reserves for repairs to equipment.  
**ACTION:** Assistant to Clerk to schedule repairs.

- c) To consider approving quotations for 'no dogs' signage at play parks

It was:

RESOLVED to approve the quotation from Unlimited Logos and to order 3 signs at a cost of £105 + VAT

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

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

Noted that a local pest control operator had offered to address the rabbit problem on the New Rec without charge. The work is ongoing.

- e) To consider a request to relocate a dog waste bin

A request had been received to relocate a dog waste bin from the Victoria Way side of New Road and to place it near the Kingley Grove estate. **ACTION:** Clerk to look at the most suitable location for the dog waste bin and arrange for it to be moved and advise SCDC waste team.

- f) To consider quotations for fencing at Worcester Way

The wooden fencing installed in 2021 has been badly damaged. The fence is the responsibility of the Parish Council. The matter had been discussed with County Farms but they are unable to help financially but did suggest they would look at other ways of restricting access to the farmland. Quotes for various types of fencing were considered.

It was:

RESOLVED to approve the quote from Huntree Fencing for a metal Palisade fence at a cost of £1,578 + VAT.

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

- g) To consider quotation for repairs to Parish clock motor

An update was received with regard to investigations into the hour chime motor. Heasell attended on site to inspect the clock, including existing outdated wiring and removed the motor for more thorough inspection.

It was:

RESOLVED to recommend to full Council that the repairs to the parish clock in the sum of £1,603.40 + VAT as set out under Option 2 of Heasell's quote should be funded out of solar farm community benefit monies.

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

- h) To receive any other updates and consider actions

There was nothing further to discuss.

#### **MA140/21 Pavilion Matters:**

- a) To receive and consider an update with regard to repairs to the ASHP at the Pavilion

Discussion with regard to the ASHP as this was still not working well following significant expenditure on remedial works. Noted that the current system is not effective when producing hot water.

**ACTIONS:**

- Clerk to identify what monies are available from s106 to upgrade the ASHP system.
- Clerk to seek quotes for replacement ASHP system.

- b) To receive any other updates and consider actions

There was nothing further to discuss.

#### **MA141/21 Littlehands Matters:**

- a) To receive any updates and consider actions

Noted that one of the trade bins has a hole in the bottom. **ACTION:** Cllr Clark to request Littlehands to stop using the bin and to request a replacement.

**MA142/21 Policies and Risk Assessments**

- a) To consider any updates and consider actions

There was nothing to discuss.

**MA143/21 Melbourn Play Parks Working Party:**

- a) To receive an update with regard to invitations to tender

Deadline for receipt of tenders is 4pm on 26 January. Noted that a number of enquiries had been received and suppliers had visited the site. Further update following opening of tenders.

- b) To receive any other updates and consider actions

There was nothing further to discuss.

**MA144/21 Skate Park Working Party**

- a) To receive any updates and consider actions

First meeting of the Skate Park Working Party is scheduled for 7pm on Monday, 31 January. Noted that there are now two members of the public on the working party.

**MA145/21 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 19 January 2022				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	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. <b>ACTION:</b> 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. Follow up.</b>	CL
2	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 to investigate other options to resolve this issue. <b>Wardens have been unable to source a larger spring. Looking into options into replacing the gate.</b>	Wardens
3	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. Some now filled - large pothole on bend still to be done. CL re-reported - Highways advised work will be done within 12 weeks (5/1/22)</b>	CL
4	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	
5	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 replaced the bench before Christmas. Has been moved again. Wardens have advised that it is	Wardens

			not possible to fix the bench in position. <b>Bench had been moved again. Wardens to chain the bench to a tree. Monitor.</b>	
6	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? <b>Check this has been removed.</b>	CL
7	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> Difficulties making contact with new officer at County. Resolved under MA139/21f)	CL
8	Lights on footpath to pavilion	GC	Not coming on at night. Timer to be reset. <b>ACTION: Assistant to Clerk to arrange for electrician to inspect</b>	Wardens
9	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
10	Cedar Close	Resident	Street sign for Cedar Close is damaged. CL reported to Highways. <b>Follow up</b>	CL
11	Brambles Fordham Way nr Clear Cres play area	Resident	Carly Freed from SCDC called. They plan to remove the brambles and a failing tree that is growing inside the brambles. They will clear the area and remove all arisings. Will then seek quotes for planting another suitable tree. <b>Work scheduled for 18 Feb 2022.</b>	CL
12	Clear Crescent play area	KR	Covering on wire netting has worn. Wire is becoming exposed. Ask contractor to look when they visit to make repairs to the slide. <b>ACTION: Assistant to Clerk to check if Wicksteed inspected.</b>	SM
13	Medcalfe Way / Palmers Way	Resident	Resident emailed - two large trees overhanging garden and dropping leaves. SCDC officer has confirmed trees will be cut back Jan 2022. Resident advised. <b>Work has been started 17/1/22</b>	CL
14	Wardens workshop	Wardens	Light on the side of the building no working - needs electrician to fix (to be arranged at the same time as pavilion footpath lights if required). <b>ACTION: Assistant to Clerk to arrange for electrician to inspect</b>	CL/SM
15	Leaves on footpaths	Resident	Requested clearance of leaves outside Cambridge BS, Dolphin Pub. CL has requested wardens to do what the can. Also reported to SCDC (also req'd New Road to be cleared) - response received that street sweeping is scheduled at the end of January. Will be done sooner if possible. CL looking into costs of using local contractor	Wardens/SCDC

**MA146/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting  
There was nothing further to discuss.

**MA147/21 To note date of next meeting: Thursday, 24 February 2022**

The date of the next meeting is Thursday, 24 February 2022.

The meeting closed at 11:10