

# **MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE**

(District of South Cambridgeshire)

**A meeting of the Maintenance Committee** held on Thursday, 24 February 2022 at 10:00  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

**Present:** Cllrs Travis (Chair), Clark, Kilmurray

**In attendance:** Claire Littlewood (Parish Clerk), Keith Rudge (Warden), Maureen and Les Brierley (RMRG)

**Absent:**

**MA148/21 To receive and approve apologies for absence**

Apologies received from Cllrs Barnes and Cowley. Acceptable reasons were given.

It was:

RESOLVED to approve the apologies for absence of Cllrs Barnes and Cowley.

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

Assistant to the Clerk, Steve Pitman and Mike Sherwen had also noted apologies.

**MA149/21 To receive any Declarations of Interest and Dispensations**

None received.

**MA150/21 To approve the minutes of the Maintenance Committee Meeting held on 19 January 2022**

It was:

RESOLVED to approve the minutes of the Maintenance Committee meeting held on 19 January 2022 as an accurate record.

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

**MA151/21 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.

**MA152/21 Finance Matters:**

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

The finance report was noted. It was noted that expenditure was tracking well against budget.

**MA153/21 Conservation Matters:**

- a) To receive the EA Monthly situation report for January 2022

The report was received. Noted that January was the 5<sup>th</sup> driest month on record.

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

Representatives from the RMRG reported that the temporary repair to the access point to the river close to the pavilion was eroding. The area requires properly digging out and installation of an oak beam would make a good repair. Cost estimate in the region of £2,000. RMRG may make an application for community grant funding for this work.

Noted that working parties have resumed now that most restrictions have been removed.

RMRG reported back on recent works to the river bank and river access points. The work has been very successful and there has been positive feedback from local people.

RMRG currently involved in a project with Cam Valley Forum to monitor water quality. Regular samples are taken at various points along the river to check for contamination.

RMRG reported that Environment Agency Mitigation Team will visit Stockbridge Meadows on 15 March to conduct an initial feasibility study for installation of the pipe from The Bury. Need to quantify cost of supporting this project.

Chair thanked the RMRG for their ongoing work and support. It was noted that the River Mel is one of very few chalk streams in the country and the RMRG work is invaluable.

- c) To receive an update on tree planting

An update was received. A local tree company, Shires have kindly offered to carry out planned planting around the village in consultation with the Maintenance Committee.

**ACTION:** Clerk to write to resident who made a donation for trees with an update on current planting plans and plans for planting along Cambridge Road when tree stock is available.

- d) To receive any other updates and consider actions

There was nothing further to discuss.

#### **MA154/21 Stockbridge Meadows**

- a) To discuss and consider options for additional signage

An update with regard to brown tourist signs was received. A member suggested a 'finger sign' on the High Street with a small sign on the access road to the nature reserve.

**ACTIONS:**

- Clerk to investigate planning requirements for signage on the High Street.
- Clerk to write to Chair of Stockbridge Meadows Residents Association to follow up earlier discussions.
- Clerk to obtain updated quote for sign.

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

Noted that the bench has been installed – thanks were noted to Justin Wilmott for his help with this. Noted that the grass around the bench would require regular maintenance in future. Rosemary Gatward's family have been notified and asked for their thanks to be passed on.

**ACTIONS:**

- Clerk to write an article with a picture for the Melbourn Magazine.
- Assistant to the Clerk to order two further ground anchors
- Wardens to monitor grass and maintain

- c) To receive any other updates and consider actions

Trees to be collected for planting in Stockbridge Meadows. Noted that Stuart Clark, Baptist Minister was organising a volunteer group to help with hedge planting and may be able to help with tree planting as well. Work to be carried out on a Saturday morning – date tbc. A query was raised as to whether Stockbridge Meadows is a registered nature reserve. **ACTION:** Clerk to investigate.

#### **MA155/21 Stockbridge Meadows Boardwalk Project**

- a) To receive an update on the Early Opportunity published on Contracts Finder

An update was provided on the Early Opportunity published on Contracts Finder. A company had contacted the parish office to query the proposed design for the boardwalk in the tender document. It was felt that the tender document prepared by the previous project manager was very prescriptive and the design prohibitively expensive. Discussion as to benefits of inviting companies to tender with their own designs subject to meeting some basic criteria. Tenders could be put to public consultation prior to being awarded (electronic versions of designs to be submitted for this purpose).

- b) To consider a draft Invitation to Tender

A draft invitation to tender was considered. Upper budget for the purposes of Contracts Finder should be £50,000. Noted that the tender document should state that tenders would be considered taking into account meeting criteria, design, value for money and cost. Timescale for completion of the project is end of October 2022.

It was:

RESOLVED to approve the Invitation to Tender as amended above.  
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

- c) To receive any updates and consider actions

There was nothing to discuss.

#### **MA156/21 Allotment Matters:**

- a) To receive any updates and consider actions

Noted that there is problem with outgoing tenants not clearing plots. This could lead to significant cost to the Parish Council. Also noted that some tenants have erected glass greenhouses.

**ACTIONS:**

- Clerk to update Allotment Tenancy Agreement to prohibit greenhouses on allotment gardens.

- Clerk to write to tenants where plots require clearance giving 2 weeks' notice to clear the plots or we will clear and recharge the cost to them.

Chair took the opportunity to note the sad passing of Barry Deville who had been an active member of the Allotment Association and also of the Maintenance Committee. Barry's contribution to maintenance matters was noted with thanks.

**MA157/21 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 updates were noted.
- c) To receive any other updates and consider actions  
A member noted that the light on the back of the bus shelter is damaged. **ACTION:** Wardens to see if they can fix.

**MA158/21 Cemetery Matters:**

- a) To receive a report regarding cremated remains interments  
An update was received. The cremated remains have been re-interred.
- b) To consider an update to the Terms and Conditions for New Road Cemetery  
It was:  
RESOLVED to update the Terms and Conditions for New Road Cemetery as amended.  
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.
- c) To receive any other updates and consider actions  
There was nothing further to report.

**MA159/21 Village Maintenance Matters:**

- a) To consider quotations for installation of defibrillators  
This item was deferred pending receipt of a second quotation.
- b) To consider quotations for external cabinet for defibrillator  
It was:  
RESOLVED to accept the quotation for a AED Armor Polycarbonate Outdoor Locked cabinet with heating from defibshop.co.uk at a cost of £495 + VAT.  
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- c) To receive an update on repairs to play equipment  
Noted that Kettering Playsafe had scheduled the works for 21 February. **ACTION:** Wardens to check if the work has been carried out.
- d) To consider revised wording for the Jubilee Orchard interpretation board  
A resident had queried the wording on the interpretation board. On review, the wording was not accurate.  
It was:  
RESOLVED to update the wording on the interpretation board to say 'This orchard was planted to celebrate the Queen's Golden Jubilee'.  
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.  
**ACTION:** Clerk to discuss amendments to the graphics with Cllr Barnes.
- e) To consider approving a quotation for supply and installation of new artwork for interpretation board  
It was:  
RESOLVED to approve the quote from Landmark in the sum of £335 + VAT for supply and installation of a replacement panel for the interpretation board.  
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- f) To consider a quotation for oak gravel boards for the green outside Leeches  
It was:  
RESOLVED to recommend to full Council that the quote from Universal Fencing for replacement oak

gravel boards in the sum of £570 + VAT should be accepted. This cost to be funded from s106 monies.

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

- g) To consider a quotation for a tripod safety ladder

It was:

RESOLVED to approve purchase of an 8' tripod safety ladder at a cost of £370 + VAT.

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

- h) To consider quotations for pitch drainage works on the New Rec

Two quotes had been received for drainage works to the pitches on the New Rec. Noted that the two quotes recommended different options and costs. **ACTION:** Clerk to discuss options with grounds maintenance contractor and report back.

- i) To consider quotations for electrical works to the wardens' workshop

This item was deferred pending receipt of a second quote.

- j) To consider a request for tree work on Beechwood Avenue / Maple Way

**ACTION:** Clerk to obtain quotes for the work.

- k) To consider correspondence regarding the Meridian Marker

The warden noted that he was disappointed that a member appeared to be suggesting that not enough care was taken to select the correct position when originally installing the meridian marker. The position for the marker had been chosen with care and after much discussion, using the available technology of the time. It was agreed that the condition of the stone was not so bad as to merit spending money on remedial works. **ACTION:** Clerk to write to the resident who raised the concern with regard to the condition of the meridian marker to advise that no action to replace it would be taken at this time.

- l) To receive an update on repairs to the Parish Clock

Noted that the repaired motor has been re-fitted and the parish clock has been rewired.

- m) To discuss and consider adaptations to fencing at the rear of Worcester Way

Noted that a resident has cut a gate through the fence to access the woodland to the rear of their property. Concern was noted that this would weaken the fence and that other residents might create similar access gates to the woodland.

**ACTIONS:**

- Clerk to write to the resident advising that the damage to the fence should be made good at their expense.
- Clerk to write to all residents of properties backing on to the woodland advising that the fence is parish council property and should not be altered to provide access. Also to note that fly tipping in the area is prohibited and will be reported to the District Council with a request that action is taken to prosecute offenders.

- n) To receive any other updates and consider actions

There was nothing further to report.

**MA160/21 Pavilion Matters:**

- a) To consider quotations for descaling the showers

It was:

RESOLVED to accept the quote from 4i at a cost of £296.50 + VAT for descaling the showers to comply with Legionella Risk Assessment.

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

- b) To receive any other updates and consider actions

It was noted that the pavilion veranda is often left in a poor state with mud from footballer boots.

**ACTIONS:**

- Assistant to Clerk to write to football teams asking them to sweep the mud away after using the pavilion.
- Assistant to Clerk to request cleaning company to ensure the veranda is swept.

**MA161/21 Littlehands Matters:**

- a) To receive any updates and consider actions

There was nothing to discuss.

#### **MA162/21 Policies and Risk Assessments**

- a) To consider an updated Allotment Bee Keeping Policy

It was:

RESOLVED to recommend the reviewed policy to full Council for approval.  
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

- b) To consider an updated Risk Management Document for Play Parks

It was:

RESOLVED to recommend the amended Risk Management Document for Play Parks to full Council for approval.

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

- c) To consider an updated Risk Management Document for Cemeteries

Noted that the action referring to Green Burials should be deleted.

It was:

RESOLVED that subject to the amendment noted above, the revised Risk Management Document for Cemeteries should be recommended to full Council for approval.

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

- d) To consider an updated Risk Management Document for Allotments

Noted that under 'Control Measures' the wording should be amended to read '*An inspection should be carried out at least annually by 1 Councillor from the Maintenance Committee. A member of the Allotment Association will be invited to attend the inspection. A report of the inspection will be recorded in a file.*'

It was:

RESOLVED that subject to the amendment noted above, the revised Risk Management Document for Allotments should be recommended to full Council for approval.

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

- e) To consider an updated Risk Assessment for the Pavilion

It was:

RESOLVED that the revised Risk Assessment for the Pavilion should be recommended to full Council for approval.

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

- f) To consider a Risk Assessment for Hedge Planting on New Road

Noted that Stuart Clark, the Baptist Minister will organise the volunteer group and has offered to transport volunteers in his minibus. Awaiting delivery date for the hedging plants from the Woodland Trust. A member suggested that the Hub would be able to provide some refreshments on the day. Noted that the Risk Assessment makes reference to a volunteer leader. This person will need to be identified on the day.

It was:

RESOLVED that the Risk Assessment for Hedge Planting on New Road should be recommended to full Council for approval.

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

- g) To consider any updates and consider actions

There was nothing further to discuss.

#### **MA163/21 Melbourn Play Parks Working Party (MPPWP)**

- a) To receive the notes of the MPPWP meeting on 7 February 2022

The notes were received. Noted that the ongoing public consultation will run until 1 March 2022. Outcomes to be collated but there appears to have been a good response.

- b) To receive any other updates and consider actions

There was nothing further to discuss.

#### **MA164/21 Skate Park Working Party (SPWP)**

- a) To receive the notes of the SPWP meeting on 31 January 2022

The notes were received. Noted that the next meeting has been scheduled for 7 March but will need to rescheduled as it clashes with the MPPWP meeting. **ACTION:** Clerk to reschedule.

- b) To receive any updates and consider actions

There was nothing further to discuss.

**MA165/21 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 24 March 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:</b> Clerk has reported this again to Highways for action. Follow up. <b>Clerk reported trees to County Farms following a report from neighbouring resident. County Farms advised that they would send Clerk of Works to inspect and report back</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. ACTION: Assistant to Clerk to investigate replacing with self closing safety gate.</b>	SM
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	Worcester Way	Litter picker	Fly tipping at the back of worcester way - CL to report to SCDC. Follow up - has this been attended to? <b>ACTION: Check this has been removed. Letter to be sent to residents</b>	CL
6	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 to award work for palisade fencing to Huntree under MA139/21f) (19/1/22)	CL
7	Lights on footpath to pavilion	GC	Not coming on at night. Timer to be reset. <b>ACTION:</b> Assistant to Clerk to arrange for electrician to inspect. Timer re-set. Appear to be working properly. <b>KR noted sensor may require replacement. ACTION: Assistant to Clerk to ask electrician to quote</b>	SM
8	Cedar Close	Resident	Street sign for Cedar Close is damaged. CL reported to District again (22/2/22).	CL

9	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. Check if this has been done.</b>	CL
10	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
11	Jubilee Orchard	Wardens	First tree behind pavilion dead. SP has removed. Needs to be replaced. Victoria Plum <b>ACTION: KR to plant replacement tree in autumn</b>	Wardens
12	Damaged fencing between Bramley Avenue and Hale Close	Resident	Fencing damaged by wind. Appears to be responsibility of residents. Is not Parish. Residents advised	CL
13	Moss on footpaths in Bramley Avenue	Resident	Reported to SCDC street sweeping team with request that this is cleared when they visit zone 3. Resident reported some moss has been removed but SCDC vehicle too big to access area properly	CL
14	Cycle path Cambridge Road	SvdV	Debris from hedge cutting on the cycle path. CL to find out who the farmer is and write requesting that they advise in advance when hedge cutting is planned. SvdV has arranged for cycle path to be cleared by SCDC street sweeper. Need to look at how this should be cleared in future. <b>CL has written to farmer. Awaiting response.</b>	CL
15	Cambridge Road cycle path	CL	Raised manhole cover - dangerous. Reported to Highways. Highways advise that utility company are responsible. CL to find out who carried out works. <b>Original manholes have been replaced</b>	CL

**MA166/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

The warden reported that the wooden bollards at the cross roads on Mortlock Street have been replaced but one has already been damaged.

A member noted damage to the light at the back of the bus shelter on the High Street car park.

**MA167/21 To note date of next meeting: Thursday, 24 March 2022**

The meeting closed at 12:09