

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

A meeting of the Maintenance Committee held on Thursday, 24 March 2022 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

In attendance: Sophie Marriage (Assistant to the Parish Clerk), Keith Rudge (Warden), Steve Pitman (Warden), Maureen and Les Brierley (RMRG)

MA168/21 To receive and approve apologies for absence

Apologies received from Cllr Cowley. Acceptable reasons were given.

It was:

RESOLVED to approve the apologies for absence of Cllr Cowley.

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

Mike Sherwen had also noted apologies.

MA169/21 To receive any Declarations of Interest and Dispensations

None received

MA170/21 To approve the minutes of the Maintenance Committee Meeting held on 24 February 2022

Following the meeting, the typo in Agenda corrected from 2021 to 2022

It was:

RESOLVED to accepted the minutes of the Maintenance Committee Meeting held on 24 February 2022 as an accurate record

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

MA171/21 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)

No members of the public were in attendance.

MA172/21 Finance Matters:

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

The report was noted. It was noted that the budget is underspent and works such as painting the outside of the pavilion will be carried over to the next financial year.

MA173/21 Conservation Matters:

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

The report was noted.

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

The RMRG reported that they will be applying for a grant to make repairs along the river.

MB and LB accompanied the EA on a visit to investigate how best to support the river. The EA have suggested installing an additional pipe, possibly running to the perennial head of the river, near station road, rather than running an extension pipe nearer to the spring at the Bury. The additional pipe would not support the river running through Stockbridge Meadows. Some members expressed concerns about the river in Stockbridge running dry during periods of drought, which could become more common with climate change. A member queried how this would be funded, but this will depend on the recommendations from the EA. MB and LB expressed to the EA that the Parish Council has always been supportive of works to improve the river. Members agreed it would be beneficial for the

Parish Council to contact the EA to express interest in their investigation. The EA will make recommendations and share findings of the investigation.

ACTIONS:

- MB to share contact details of the EA representative with Assistant to the Parish Clerk.

- Assistant to the Parish Clerk to write to EA expressing the Parish Council's gratitude for their investigation and anticipation to see the recommendations. As well as to express the Council's support to maintain the river in Stockbridge Meadows.

- c) To receive any other updates and consider actions

A member noted the amount of rubbish near the river. Signs may deter littering. A member recommended looking at "Keep Britain Tidy" to source signs.

ACTIONS:

- MB to advise Assistant to Parish Clerk on possible signage options
- Assistant to the Parish Clerk to source quotes for no littering signs.

A volunteer group from the Baptist Church to help plant fruit trees in Stockbridge Meadows on 26/03/22.

An update received regarding hedge planting along New Road. A Group from the Baptist Church have volunteered to help plant the saplings. The Baptist Church can provide safe transport to the planting site for volunteers. A possible date for the planting is 09/04/22 or 07/05/22, but this is to be confirmed with the volunteer group. It was noted that it is not suitable to have refreshments at the planting site, so refreshments will be provided for the volunteers back at the Hub. Parish Council can fund refreshments.

ACTIONS: MB to confirm date for planting with the volunteer group and to advise Parish Office. MB and LB to collect saplings from KR.

MA174/21 Stockbridge Meadows

- a) To receive an update and consider quotations for additional signage

Residents are happy for a sign to be installed, but are not keen on the current design. Committee agreed that the design needs improvement. Representative from Residents association to send preferred design options to Parish Office.

ACTION: Assistant to the Parish Clerk to obtain alternative design options.

- b) To receive any other updates and consider actions

The Parish Office have made contact with Natural England about making Stockbridge Meadows an official nature reserve.

ACTION: The Parish Office to complete application and bring back to committee in April.

MA175/21 Stockbridge Meadows Boardwalk Project

- a) To receive an update on Invitations to Tender

Two companies have expressed interest in the project. Three responses needed in accordance with Standing Orders.

ACTIONS: Assistant to the Parish Clerk to ask Fowlmere RSPB nature reserve who did their boardwalk, and to contact the company who was originally interested in the project.

- b) To receive any updates and consider actions

None were received.

MA176/21 Allotment Matters:

- a) To consider a request to cut down a holly tree

Committee agreed that this tree needs removing and is beyond the scope of the allotment holder. Awaiting quotes

It was:

DEFERRED until the next meeting.

- b) To receive an update on plot clearances

There were two plots which needed clearing. One plot has been cleared and the other plot will be cleared by 28/03/22.

None further action required by the Parish Council.

- c) To consider approving plot clearance costs if required

Clearance no longer required.

- d) To receive any updates and consider actions

None were received.

MA177/21 Governance Matters:

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

The report was received. Wardens have repaired damaged post.

- b) To note an email decision with regard to tree work on Maple Way

Decision noted, and it was noted that the work has been scheduled for August, once the nesting season has ended.

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

The updates were notes.

- d) To note a request from the Fair to visit in May 2022

The request was noted.

- e) To receive any other updates and consider actions

None were received.

MA178/21 To consider a request for installation of cycle racks

Cambridgeshire County Council have requested to install cycle racks in the village and have proposed 5 sites. The cycle racks will be installed at the cost of the County Council.

Site one is the motor-cycle area in the car park. It was noted that this area is not frequently used by motor cycles, so the area would be better used as a space to park bikes.

It was:

RESOLVED to accept the request to install cycle racks at site one.

Proposed Cllr Kilmurray, seconded Cllr Barnes, All in favour

It should be noted that ground markings for motor-cycles may require pre-adjustment to accommodate the installation of the bicycle racks.

Site two is outside the Coop and Pharmacy. The Committee are in favour of this site, but do not own the land so the final decision is up to the landowner.

Site three is inside Clear Crescent Play Park, near the entrance gate. A member noted that many families cycle to the park and two cycle racks may not be enough.

It was:

RESOLVED to accept the request to install cycle racks at site three and to suggest installing more than two cycle racks if possible.

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

Site four is outside Little Hands Nursery. The proposed area limits access to the RMRG storage room and does not leave a lot of room to lock up a bike. Cycle racks near Little Hands Nursery would be good, but the proposed location is not suitable.

ACTION: Assistant to the Parish Clerk to ask CCC if they wish to propose an alternative location, otherwise this proposal is rejected.

Site five is inside The Moor Play Park, once refurbishment is complete. The Committee agreed this is a good idea, but having more than two cycle racks if possible would be preferred. Exact location to be decided once refurbishment is complete.

ACTION: Assistant to the Parish Clerk to respond to Cambridgeshire County Council's requests covering the above-noted Parish Council position on the five proposed sites.

MA179/21 To consider a request to establish a daily mile route on the New Rec

Living Sport would like to establish a Daily Mile circuit on the New Rec for families to use. Living Sport would pay for the signage and the Parish Council would need to assist with the installation.

The Committee agreed that it seems like a good initiative and would like to support it.

It was:

RESOLVED to support the installation of signage for the Daily Mile route on the New Rec. Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

ACTION: Assistant to the Parish Clerk to respond to Living Sport and agree timing and other support arrangements in order that signage is properly installed.

MA180/21 To consider a request for a charity clothing collection point in the village

It was noted that there are other clothing collection points in the village. The proposed container is very large and would take up valuable space in the car park. Alternatively, it could be located on the grass which would impact the Christmas tree collection, and may encourage drivers to stop in the entrance to the car park when dropping off clothing, creating a hazard. The committee decided not to support this request.

Proposed by Cllr Kilmurray to accept the request, no second. Request DECLINED.

MA181/21 Cemetery Matters:

- a) To consider a request to install a new memorial bench in New Road

The new memorial bench will be replacing an existing memorial bench, and there will be no additional cost to the council. The committee agreed to accept this request.

- b) To receive any other updates and consider actions

The tap connected to the development at Victoria Heights has now been disconnected as work has ended.

MA182/21 Village Maintenance Matters:

- a) To consider an update on damage to the fence at Worcester Way

Following a letter from the Parish Office, the resident has replied saying that they believe their work has not damaged the fence and that the fence is rotten and requires replacement.

The wardens have investigated the resident's reports and can confirm that the fence is in good condition, but it has been weakened where the gate has been created. It is noted that there is a large mound of turf dumped outside the gate and that the resident is landscaping the garden.

ACTION: Assistant to the Parish Clerk to write to the resident advising them that their reports have been investigated and no issue has been found with the fence but the newly cut gate is weakening the structure. The resident is also to be reminded that the Parish Council owns the fence. The resident must remove the gate and reinstate the fence within 28 days or the Parish Council will carry out the work and it will be recharged to the resident. Also the resident is to remove the turf or it will be reported as fly tipping to SCDC.

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

Repairs to embankment slide and zip wire platform complete. Repair to Agility Trail has not yet been carried out by Wicksteed

ACTION: Assistant to the Parish Clerk to chase Wicksteed in relation to repair of the agility trail.

- c) To receive an update on amendments to the Jubilee Orchard interpretation board

Cllr Barnes has corrected the design, which will now be sent to the company to amend the display.

- d) To consider and discuss a report of root damage to drains

The committee considered the matter and at this time will advise the resident to take it up with their insurers.

ACTION: Assistant to the Parish Clerk to write to resident and advise.

- e) To consider remedial works to the emergency access to the New Rec

Awaiting quotes.

It was:

DEFERRED

- f) To consider a request to maintain the Bowls Club hedge fronting The Moor

The Bowls Club and hedge is on Parish Council land, so the Parish Council will fund the work.

Awaiting quotes.

It was:

DEFERRED

- g) To consider repair options for Ash Grove gate

It was:

RESOLVED to accept the quote from Barley Maintenance to supply and fit new spring to gate for £42.24 including VAT. This expenditure is within the remit of the Parish Office's authority to spend.

- h) To receive any other updates and consider actions

An update regarding Cambridge County Council's "No Mow May" campaign was received. Cambridgeshire Highways will not be cutting any highways verges during the month of May.

ACTION: Assistant to the Parish Clerk to put details of the campaign on the Parish Council Website.

MA183/21 Pavilion Matters:

- a) To consider a quotation for Legionella testing

The Legionella Testing and Risk assessment is a health and safety requirement.

It was:

RESOLVED to accept the quote of £323 +VAT to carry out legionella risk assessment and testing from 4iwater.

Proposed Cllr Kilmurray, seconded Cllr Barnes. All in favour.

- b) To receive any other updates and consider actions

The current cleaner of the pavilion will stop cleaning the pavilion in early April. They have decided to stop cleaning due to the state the pavilion has been left in after football matches. The Parish Office has reminded the football teams on how the pavilion should be left after matches and is now looking for a new cleaner.

ACTION: Assistant to the Parish Clerk to liaise with the HR Panel for approval of interim cleaning services.

MA184/21 Littlehands Matters:

- a) To receive any updates and consider actions

The Parish Office will contact Little Hands to progress the work to the windows and legionella risk assessment.

ACTION: Assistant to the Parish Clerk to contact Little Hands.

MA185/21 Policies and Risk Assessments

- a) To consider approving the revised Allotment Rental Agreement

The agreement has been amended following an incident involving a glass greenhouse and plots being left in a poor condition.

It was:

RESOLVED to accept the revised Allotment Rental Agreement.

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

- b) To consider approving the revised Community Facilities and Services Equal Opportunity for Access Policy.

It was noted that enquiries were being made regarding hearing loops in the Hub. Hearing Loops are currently recommended as part of this Policy.

It was: RESOLVED to accept the revised Community Facilities and Services Equal Opportunity for Access Policy.

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

- c) To consider any updates and consider actions

None were received.

MA186/21 Melbourn Play Parks Working Party (MPPWP)

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

Notes were received.

- b) To receive any other updates and consider actions

None were received.

MA187/21 Skate Park Working Party (SPWP)

- a) To receive the notes of the SPWP meeting on 16 March 2022
Notes were received.
- b) To receive any updates and consider actions
None were received

MA188/21 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. 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. Clerk has reported this again to Highways for action. Follow up. ACTION: Clerk reported trees to County Farms after high winds. They advised that Clerk of Works would inspect and feedback	CL
2	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. 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)	CL
3	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. JT spoke to residents who may be interested in volunteering. Ongoing.	JT
4	Worcester Way	Litter picker	Fly tipping at the back of Worcester way - CL to report to SCDC. Follow up - has this been attended to? Check this has been removed. Letter to be sent to residents.	CL
5	Cedar Close	Resident	Street sign for Cedar Close is damaged. CL reported to District again (22/2/22).	CL
6	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. Work scheduled for 18 Feb 2022. ACTION: Wardens to check if done.	Wardens
7	Jubilee Orchard	Wardens	First tree behind pavilion dead. SP has removed. Needs to be replaced. Victoria Plum. Keith to do this in the autumn	Wardens
8	Damaged fencing between Bramley Avenue and Hale Close	Resident	Fencing damaged by wind. Appears to be responsibility of residents. Is not Parish. Residents advised. Monitor	CL

9	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. Wardens to see if they can clear	CL
10	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. CL has written to farmer. Awaiting response.	CL
11	Worcester Way	Wardens	Gate has been cut into fence to the rear of no 32. CL has written to resident asking them to repair. Reply received from resident. ACTION: Parish Office to write again	CL
12	Tree on Beechwood open space overhanging and damaging fence	Resident	Roots of the tree are damaging concrete fence posts. Fence required regular repair/replacement. CL requested residents to send photos. ACTION: Warden to provide photos. Wardens inspected and no need to take action on the tree. ACTION: The Parish Office to write to resident and advise.	CL
13	Royston Road	Wardens	Fallen tree on footpath - CL has requested wardens to clear. ACTION	CL
14	Footpath alongside bowls club	Resident	Footpath is very boggy. Resident has requested some bark chippings are put down to make it more accessible. Bark chippings have been put down	Wardens
15	Beechwood Avenue (New Road end)	Resident	Street signs need attention. CL reported to District	CL
17	All Saints Churchyard	Resident	Trees have been cut back - wood needs to be collected. Contractor quote requested. ACTION: SM to obtain quotes.	Wardens
18	New Road Cemetery	Resident	Benches near the car park are looking worn and need cleaning. ACTION: Wardens to clean up.	Wardens
19	Greengage Rise	Resident	Fallen tree - currently pushed into hedge. Needs to be cleared. Hedge also needs to be cut back. Shires to clear.	Wardens/CL
20	Bowls Club on The Moor	Resident	They have always cut the inside and outside of the hedge on the roadside. Would like us to take over cutting outside of hedge. Not currently part of our contracts - should it be added?. MA182/21f) Committee agreed to fund as on PC land. ACTION: SM to obtain quotes for next meeting.	CL
21	New Rec	Warden	Deep tyre grooves at the emergency gate entrance. Need filling once dried out. Drain downpipe to be rerouted. Does this require a soakaway? ACTION: SM to obtain quotes for next meeting	Wardens
22	Pavilion	Cleaner	Urinals not flushing properly. Wardens aware. ACTION: Wardens will fix	SP
23	New Road Cemetery	Resident	Leaking tap on footpath at the entrance. Wardens to inspect and report back. Tap not leaking, but excess water is not draining away quickly, so sometimes water sits there if used often. Monitor	Wardens
24	Long Wood - Royston Road	SAH	Large branch fallen across the public footpath. CL has reported to Highways	CL
25	Medcalfe Way	Resident	Verge outside 17-23 Medcalfe Way not cut. CL followed up with SCDC - these are not their verges. Should be done by HCGM	

MA189/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

- Supporting pillar to car park gate slightly wobbly.
ACTION: Wardens to investigate

- Position of Jubilee bench at war memorial to be decided, so Assistant to the Parish Clerk can obtain quotes for installation. .
ACTION: Wardens along with members of committee to identify the most appropriate location.

MA190/21 To note date of next meeting: Thursday, 21 April 2022

Date of next meeting noted.

End of Meeting: 11:27