

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 21 April 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: Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk), Keith Rudge (Warden), Steve Pitman (Warden), Maureen and Les Brierley (RMRG)

MA191/21 To receive and approve apologies for absence

Apologies received from Cllr Cowley with acceptable reasons given.

It was:

RESOLVED to accept Cllr Cowley's apologies for absence.

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

Apologies also received from Mike Sherwen.

MA192/21 To receive any Declarations of Interest and Dispensations

None received

MA193/21 To approve the minutes of the Maintenance Committee Meeting held on 24 March 2022

The following addition was suggested:

PC174/21b) KR noted that additional groundwork is needed around the memorial bench for Rosemary Gatward to ensure the nettles do not grow up around the bench.

ACTION: KR to meet HCGM to look at the work and to provide a quote.

It was:

RESOLVED that subject to the amendment noted above the minutes of the Maintenance Committee meeting held on 24 March 2022 be approved as an accurate record.

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

MA194/21 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.

MA195/21 Finance Matters:

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

There was no finance report for March due to year end.

MA196/21 Conservation Matters:

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

The report was received.

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

River levels reported to be good. Fish had been observed in the River through Melwood. RMRG reported that monthly volunteer groups have resumed with some new members. The group would welcome more new members. **ACTION:** Clerk and MB to discuss advertising for new members via social media.

Noted that no response has yet been received from the EA following their visit to the Bury.

- c) To consider an email from the Farming & Wildlife Advisory Group re village ponds

A potential site for a pond was identified in Stockbridge Meadow. Another site at the junction of Back Lane and Royston Road was suggested. **ACTION:** Clerk to contact FWAG for more information on grant scheme.

- d) To consider no littering signage for footpath along the River Mel

Options for 'No Littering' signage were considered.

ACTIONS:

..... Dated

- MB to seek advice on copyright if adapting a poster already in use in another area.
- Cllr Barnes to design a character for use on posters within the village and local area.

- e) To receive any other updates and consider actions

Cllr Travis reported that the volunteer group involved in hedge planting on New Road had done a very good job and that it had been an enjoyable day. Thanks were expressed to Maureen and Les Brierley for their help in organising this.

MA197/21 Stockbridge Meadows

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

It was:

RESOLVED to approve the quotation from Unlimited Logos in the sum of £185.00 + VAT for a sign with posts and fixings.

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

ACTION: Clerk to advise residents that the sign will be installed.

- b) To receive any other updates and consider actions

Noted that HCGM will spray the area around the memorial bench with weed killer. Wardens to mow the area regularly to prevent nettle growth.

MA198/21 Stockbridge Meadows Boardwalk Project

- a) To receive an update on tender responses

Reported that insufficient tenders were received by the original deadline. Deadline has been extended until 20 May 2022. Noted that a request has been made to F&GG Committee to review tender process to address this. Noted possibility of rising prices which is unavoidable and will be addressed if necessary.

- b) To receive any updates and consider actions

There was nothing further to discuss.

MA199/21 Allotment Matters:

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

It was:

RESOLVED to accept the quotation from Shire Trees in the sum of £150 + VAT.

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

- b) To receive any updates and consider actions

Noted that the Allotment Association was sending out a communication to all members highlighting the need to use water sparingly.

There is a new Chair of the Allotment Association. **ACTION:** Assistant to Clerk to extend an invitation to the Chair to attend future Maintenance Committee meetings.

Following a recent update to the Allotment Tenancy Agreement, a cllr had noted that the document would benefit from a review to improve readability. **ACTION:** Cllr Barley to be requested to undertake the review.

MA200/21 Governance Matters:

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

The reports were received.

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

The updated report was noted. Report of groups gathering in New Road Cemetery has been made to the PCSO with a request for additional patrols in the area.

- c) To receive any other updates and consider actions

A cllr noted that an increasing number of people with dogs had been asked to leave The Moor play park. There is 'No Dog' signage on the park. To be monitored.

MA201/21 Cemetery Matters:

- a) To receive any other updates and consider actions

Report from Mike Sherwen was considered.

ACTIONS:

- Wardens to identify species and number of trees requiring replacement. New trees to be planted in the autumn.
- Tree ties to be inspected and loosened where necessary.

Wardens reported that water supply available for developer has now been disconnected. Wardens are currently pressure washing all benches. Quote for emptying soil store has been requested.

MA202/21 Village Maintenance Matters:

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

Wardens have inspected and reported that fence is generally in fair condition although the section where a resident has installed a gate has weakened the structure. Also noted that garden waste appears to have been dumped in the woodland to the rear of the property. Noted that another resident has requested a meeting to discuss the fence.

ACTIONS:

- Clerk to seek quote for repair to the fence where the gate has been installed and to write to resident requesting that they either make good the damage or we will arrange for repairs and pass the cost on to them.
- Assistant to Clerk to seek quotes for clearing the area of other debris/branches.
- Clerk to arrange to meet with resident to discuss fence concerns.

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

Awaiting a date from Wicksteed for repairs to agility trail (they have advised that materials have now been received). Also noted that Kettering Playsafe will supply new matting for the bottom of the slide.

- c) To receive an update on rabbits on New Rec

Report was considered at length. **ACTION:** Assistant to Clerk to write to residents advising that ferreting will resume in the winter. No further action will be taken at this time.

- d) To consider quotes for trapping rabbits on New Rec

See c) above.

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

A quote has been obtained. **ACTION:** Clerk to discuss incorporating this work in the General Maintenance Contract with HCGM for two cuts per year to a specified height.

- f) To consider quote for electrical works to the wardens workshop

Noted that several companies had been approach for quotes but only one quote received.

It was:

RESOLVED to approve the quotation from JHE in the sum of £465 + VAT for electrical works at the workshop.

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

- g) To consider repairs to the emergency entrance at the New Rec

Discussion with regard to remedial works required. Noted that there is an existing soakaway to the rear of the building. Noted that pipework would need to be reconfigured to ensure it cannot be used to gain access to the roof of the building.

ACTIONS:

- Location of existing soakaway to be identified.
- Assistant to Clerk to seek quotations for re-routing downpipe to discharge into soakaway.
- Assistant to Clerk to seek quote for rubble to fill deep grooves at entrance.

- h) To receive any other updates and consider actions

Suggestion made for an outside water tap to be installed at the wardens' workshop. **ACTION:** Assistant to Clerk to seek quotation for installation of a lockable tap.

Discussion with regard to location of Jubilee bench. Noted there is limited space at The Cross. A member suggested moving the bench from 83 High Street to one of the cemeteries and installing the Jubilee bench in its place. A suggestion was made that 83 High Street could be renamed as Jubilee Garden. **ACTION:** Parish office to publicise installation of the bench and renaming of the area.

MA203/21 Pavilion Matters:

- a) To receive an update on cleaning arrangements

Noted that prices from cleaning contractors were very high. Currently advertising for a cleaner via notice boards and social media.

Noted that there are currently two boot brushes outside the pavilion. A yard brush is also available for sweeping the veranda.

- b) To receive an update with regard to external decoration of the pavilion

Awaiting date for the work. **ACTION:** Assistant to Clerk to chase.

- c) To receive an update with regard to installation of wi-fi at the pavilion

To be progressed with an update to be available for the next MAYD meeting on 25 May 2022.

- d) To consider quotation for electrical works

Noted that several companies had been approach for quotes but only one quote received.

It was:

RESOLVED to approve the quotation from JHE in the sum of £145 + VAT.

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

- e) To consider a quotation for repairs to the water boiler

Noted that water boiler is not currently working and has not been serviced for many years. **ACTION:** Clerk to seek quotes for replacement (this could be funded from s106).

- f) To receive any other updates and consider actions

Cllr Clark reported back on initial inspection with Cllr Wilson of assets to inform policy on Asset Management Reserve. Noted that HIPS on the pavilion appear to require repair. Further information to be provided with a view to obtaining quotes.

MA204/21 Littlehands Matters:

- a) To receive an update with regard to Legionella testing

It was:

RESOLVED to approve the quotation from 4i for Legionella testing at Littlehands in the sum of £323 + VAT.

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

- b) To discuss and consider requirements for replacement windows

Noted that £4,000 has been precepted for this work. **ACTION:** Clerk to arrange for window companies to meet Cllr Clark on site with a view to seeking quotation for replacement windows.

- c) To consider uneven surfaces in the car park

Noted that a report has been received that someone has fallen on uneven ground in the car park. Wardens have inspected the area and note that there are uneven surfaces in the car park but that there is signage warning of this. It was not considered that the area used for contractor parking has caused the ground to drop further. Further investigations into repairs to the car park surface to be made – this is likely to be a long term maintenance project **ACTION:** Clerk to respond to the report to advise as above.

- d) To receive any updates and consider actions

There was nothing further to discuss.

MA205/21 To consider quotes for installation of defibrillators

Noted that several companies had been approach for quotes but only one quote received.

It was:

RESOLVED to accept the quotation from JHE to install two defibrillators at a cost of £620 + VAT.

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

ACTION: Clerk to report expenditure on installation to Orchard Surgery to full council for retrospective approval as this is outside of Maintenance budget.

MA206/21 Policies and Risk Assessments

- a) To consider any updates and consider actions

There were none to consider.

MA207/21 Melbourn Play Parks Working Party (MPPWP)

- a) To receive the notes of the MPPWP meeting on 5 April 2022

Recommendation to full Council to award the tender to be considered by full Council on 25 April 2022.

- b) To receive any other updates and consider actions

There was nothing further to discuss.

MA208/21 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

Difficulties in identifying suitable location for a skate park were discussed. Various options being considered. Ongoing.

[11:15 Cllr Barnes left the meeting]

MA209/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 21 April 2022				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	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). ACTION: Clerk to chase	CL
2	Flower tubs around cross	Resident	Need a volunteer to take this on. JT has ordered materials to refurbish tubs. JT is discussing with volunteers .	JT
3	Lights on footpath to pavilion	GC	Not coming on at night. Timer to be reset. ACTION: Assistant to Clerk to arrange for electrician to inspect. Timer re-set. ACTION: Assistant to Clerk to ask electrician to quote to fix sensors.	Wardens
4	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
5	Damaged fencing between Bramley Avenue and Hale Close	Resident	Fencing damaged by wind. Appears to be responsibility of residents. Is not Parish. Residents advised. Fence has been repaired.	CL
6	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. Take off list - no further action.	CL
7	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. No response received. CL to monitor when hedge cutting is due in autumn.	CL
8	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. Resident contacted the office after the meeting. SM to arrange for tree company to inspect and advise.	CL
9	Beechwood Avenue (New Road end)	Resident	Street signs need attention. CL reported to District	Wardens ? CL
10	Pavilion	Cleaner	Urinals not flushing properly. Wardens aware and will fix. Ongoing	SP
11	Long Wood - Royston Road	SAH	Large branch fallen across the public footpath. CL has reported to Highways. Rights of Way officer will inspect and report back. Quote received.	CL
12	Pavilion - fencing on rear patio	Wardens	Wooden posts damaged - Ongoing wardens to repair	SP

13	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. Check if this has been done	CL
14	Pillar wobbly - gate to Little Hands Car park	GC	The pillar that supports the gate to Little Hands Car park is wobbly. Wardens to investigate ACTION: Parish Office to seek quotes for replacement post	CL/SM
15	Pavilion	SM	Possible wasp nest - wardens to investigate Wardens have inspected - no wasps were observed.	Wardens

MA210/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting
 Ther was nothing to discuss.

MA211/21 To note date of next meeting: Thursday, 19 May 2022
 The date of the next meeting is Thursday, 19 May 2022.

End of Meeting: 11:28