

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

A meeting of the Maintenance Committee held on Thursday, 21 July 2022 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Travis (Chair), Alexander, Barley, Clark, Kilmurray

In attendance: Claire Littlewood (Parish Clerk), Keith Rudge (Warden), Maureen and Les Brierley (RMRG),
Graham Place (Allotment Association)

MA045/22 To receive and approve apologies for absence

Apologies received from Cllr Barnes with acceptable reasons.

It was RESOLVED to approve Cllr Barnes apologies for absence.

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

MA046/22 To receive any Declarations of Interest and Dispensations

None received.

MA047/22 To approve the minutes of the Maintenance Committee Meeting held on 16 June 2022

It was RESOLVED to approve the minutes of the Maintenance Committee meeting held on 16 June 2022 as an accurate record.

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

MA048/22 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)

None in attendance.

MA049/22 Finance Matters:

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

The report was noted.

MA050/22 Conservation Matters:

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

Noted that River Mel levels are low due to lack of rainfall.

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

Work to access points on the river bank have been completed. Grass seed to be put down in the autumn. RMRG noted that Meldreth Plant had worked well with them in completing the project. Noted that the rubber matting has been disturbed but will be secured in place. Chair noted thanks to the RMRG for their hard work.

Also noted that the third round of water quality samples will be taken from the Mel for testing in August. A report on water quality will be available at the end of the project and will be submitted to Melbourn Magazine and the Environment Agency.

- c) To receive an update regarding the 'no littering' signs to be displayed along the River Mel

Waiting to hear back from Meldreth Parish Council whether they wish their contact details to be included. **ACTION:** Clerk to follow up.

- d) To receive any other updates and consider actions

A member noted that many people and dogs are using the access point on the New Rec by the youth shelter. Discussion as to whether the area should be protected. RMRG noted that it is important to allow access to the river.

RMRG noted that Rob Mungovan is submitting a grant application to fund more works along the river. Ongoing discussion with landowner on the other side of the river.

MA051/22 Allotment Matters:

- a) To welcome the Chair of the Allotment Association

Chair welcomed a representative from the Allotment Association. Noted that the Chair of the AA, was unable to attend but would like to attend Maintenance Committee meetings regularly in future.

..... Dated

b) To consider the DRAFT Asbestos Management Plan

Discussion with regard to the ongoing problem with fragments of asbestos-type material on the allotments. Noted that the table at Appendix 1 should be removed as this assumes some knowledge of the material under consideration. Agreed that it would be inappropriate to ask allotment holders to handle fragments of the material. Discussion with regard to calling in an expert to identify the material. Noted that this is difficult because of the quantity of small fragments that would need to be individually tested. Noted that whilst risk is very low, advice to allotment holders should be not to handle materials but to alert Allotment Association and parish office. A suggestion was made that allotment holders should mark the area where fragments are found to assist contractor on collection. Suggested that it may be possible to negotiate an annual fee for inspection/collection by a licensed contractor.

ACTIONS:

- Assistant Clerk to email all allotment holders to advise as above.
- Assistant Clerk to seek a quote from two licensed contractors for quarterly sweeps of the allotments in an attempt to clear the area.

c) To consider the purchase of items to facilitate the Asbestos Management Plan

Not considered in light of the discussion at MA051/22b)

d) To consider approving a quotation for further asbestos removal

A quote has been obtained from Cambridge Asbestos to collect a quantity of tiles. **ACTION:** Assistant Clerk to email allotment holders requesting that they check plots for asbestos type material to be collected at the same time.

It was RESOLVED to approve the quote from Cambridge Asbestos in the sum of £220 + VAT. Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

e) To consider quotations to remove brambles

It was RESOLVED to approve the quote from Herts & Cambs Ground Maintenance for £580 + VAT for removal of the brambles. Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

f) To receive any updates and consider actions

Discussion with regard to 8-10 water butts to be purchased by the Allotment Association from community benefit grant and how to maximize water collection. Suggested that water butts be offered to holders of plots with sheds or structures where rain run-off from a roof can be collected. **ACTION:** Assistant Clerk to write to allotment holders to offer a water butt to plots with sheds or structures for collection of rain water.

MA052/22 Stockbridge Meadows:

a) To received and consider the Local Nature Reserve Guidance provided by Natural England

To be deferred until the next Maintenance Committee meeting as there had been insufficient time to consider the information.

b) To consider a quotation for widening the paths

Quotes not yet received. Warden to discuss with RMRG. **ACTION:** Clerk to arrange for contractor to meet warden on site to discuss.

c) To receive any other updates and consider actions

Warden to arrange for new wheelbarrow to be made available to the RMRG.

Location of proposed pond to be marked on a photo for submitting to FWAG. RMRG to provide other information to support our application. **ACTION:** Clerk to look at Ecological Survey to see if reference was made to a pond.

MA053/22 Stockbridge Meadows Boardwalk Project

a) To receive an update on award of the tender of grant application

Noted that full Council has approved to appoint Maydencroft as the contractor for this project. Awaiting update costings for the boardwalk using recycled plastic. Contractor has confirmed that their prices will hold good until end of August. Grant application will be submitted to Amey Community Fund for £30,000 – funding to be matched by the Parish Council.

b) To receive any updates and consider actions

Representative of the RMRG reported that tools for removing ragwort were very effective.

MA054/22 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions
The inspection reports were noted.
- b) To consider any updates on vandalism in the Parish
Bus shelter on the High Street has been repainted. Some new graffiti has been noted and will be painted over. **ACTION:** Assistant Clerk to get prices for anti-graffiti paint.
- c) To receive an update on the small electrical appliance bin and consider quotes for concrete base
It was RESOLVED to accept the quote from Barley Maintenance in the sum of £450.95 + VAT for a concrete base.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.
ACTIONS:
 - Assistant Clerk to request contract to ensure base is set on a slight slope to allow run-off of water.
 - Assistant Clerk to check with SCDC that the bin will be secured in place.
- d) To receive any other updates and consider actions
Noted that the daily miles project would not be proceeding.

MA055/22 Cemetery Matters:

- a) To consider a request for tree work in Orchard Road Cemetery
ACTION: Clerk to request tree inspector to carry out inspection.
- b) To receive any other updates and consider actions
There was nothing further to discuss.

MA056/22 Village Maintenance Matters:

- a) To consider quotations for replacement bins
Discussion with regard to replacing litter bins. Parish Office to look at options for dual litter/recycling bins with lids.
ACTIONS:
 - Assistant Clerk to forward list of bin locations to warden. Warden to take photos of bins currently installed.
 - Assistant Clerk to check process for recycling from bins in public spaces
 - Assistant Clerk to check with Highways what permission is required to replace concrete bins.
- b) To receive an update on football pitch maintenance
Update with regard to remedial works done to goalmouths. Contractor has advised that it is too late to return. Grass seed requires regularly watering. **ACTION:** Clerk to arrange meeting with Cllr Travis and contractor to discuss.
- c) To receive any other updates and consider actions
A request was made for wardens to trim back trees at the entrance to the car park at Littlehands.

MA057/22 Pavilion Matters:

- a) To receive an update and consider quotation with regard to installation of wi-fi at the pavilion
Ongoing discussions with contractors. Concern has been raised regarding distance from pavilion to the Hub.
- b) To consider quotes to repair the sensor on the lights along the footpath
ACTION: Clerk to approve quote from Graham's Electricks for £68.28 + VAT.
- c) To consider quotations for remedial works following the legionella risk assessment
To be deferred pending receipt of quotes.
- d) To receive any other updates and consider actions
There was nothing further to discuss.

MA058/22 Littlehands Matters:

- a) To receive an update with regard to Legionella testing
To be progressed by Littlehands.

- b) To consider quotations for the replacement windows

It was RESOLVED to recommend the quote from MG Exterior Home Improvements in the sum of £3,625 + VAT to full Council.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

- c) To receive any updates and consider actions
There was nothing further to discuss.

MA059/22 Policies and Risk Assessments

- a) To consider approving the Weedkiller Spraying (Village Wardens) - Risk Assessment

It was RESOLVED to recommend the Weedkiller Spraying (Village Wardens) Risk Assessment to full Council for approval.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

- b) To consider approving the Policy and Procedure for Appointment of Contractors
This item was deferred.

- c) To consider approving the Policy and Procedure for Parish Safety Inspections
Noted that the monitoring sheet for contractor works should be appended to the inspection sheets.
It was RESOLVED subject to the update noted above, to recommend the Policy and Procedure for Parish Safety Inspections to full Council for approval.
Proposed by Cllr Kilmurray, seconded by Cllr Barley. All in favour.

- d) To consider approving the Terms of Reference for the Skate Park Working Party
It was RESOLVED to recommend the Terms of Reference for the Skate Park Working Party to full Council for approval.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

- e) To consider any updates and consider actions
There was nothing further to discuss.

MA060/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive an update on the project following the pre-start meeting

HAGS have indicated that the refit should start mid-September (date tbc). Project will take approx. 4 weeks to complete. HAGS will work with the PC to promote the project. Noted that a section of the car park will be cordoned off as a welfare area for contractors. Local residents and businesses will be kept informed of progress.

- b) To receive any other updates and consider actions
There was nothing further to discuss.

MA061/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

Outline design and costings received from one contractor but indications are that the cost of this project will exceed funds available. Ongoing.

MA062/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 21 July 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). Pothole filled in. Noted that repair is poor quality and unlikely to last.	CL

2	Clear Cres hedge	JW	Suggested more regular cutting required to maintain at 4'. CL has requested JW to cut side of the hedge now. Height to be reduced after nesting season	CL
3	Station Road - tree leaning over road	Resident	Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. Argenta inspected on 17/6. CL to write to Sheene Mill with Argenta advice that the trees are reduced before autumn storms.	CL
4	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. ACTION: Parish Office to follow up	CL/S M
5	New Road	Resident	Give Way sign at chicane has been knocked down. CL reported to Highways. ACTION: Parish Office to follow up.	CL
6	The Moor (opposite Moorlands)	Resident	Damaged 'duck' sign. Has been reported to Highways	CL
7	Elm Way	JH	Three protected trees need ivy removing. Also hedge/elders around green area need cutting back. CL has requested quotes. To be considered Maintenance Committee meeting in August	CL
8	Norgetts lane	Resident	Bench along Norgettes need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair.	SM
9	Footpath from Water Lane to Greenbanks	Resident	Contract wardens have inspected and will carry out work. Waste to be left in a tonne bag and collected	IC/TC
10	All Saints Churchyard	Resident	Ride on mower has left oil on path through churchyard following grass cutting w/c 4 July. CL has written to contractor.	CL/ contr actor
11	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCD C
12	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. ACTION: Parish Office to establish where bamboo is coming from	CL/S M

MA063/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA064/22 To note date of next meeting: Thursday, 18 August 2022

The date of the next meeting is Thursday, 18 August 2022.

The meeting ended at 11:24