

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 18 August 2022 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

In attendance: Claire Littlewood (Parish Clerk), Keith Rudge and Steve Pitman (Wardens), Les Brierley (RMRG), Chris Selway (Allotment Association)

MA065/22 To receive and approve apologies for absence

Apologies received from Cllr Kilmurray with acceptable reasons given.

It was RESOLVED to approve Cllr Kilmurray's apologies for absence.

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

MA066/22 To receive any Declarations of Interest and Dispensations

None received.

MA067/22 To approve the minutes of the Maintenance Committee Meeting held on 21 July 2022

It was RESOLVED to approve the minutes of the Maintenance Committee meeting held on 21 July 2022 as an accurate record.

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

MA068/22 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.

MA069/22 Finance Matters:

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

The report was noted

MA070/22 Conservation Matters:

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

The report and rainfall chart were received.

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

Noted that current very low levels on the River Mel highlight's inadequacies in the EA support system which should now be in operation. Difficulties in making contact with the appropriate person due to restructuring at the EA were noted. **ACTION:** Clerk to write to the EA requesting an update on what they are doing to support river levels and plans for piping water to the Mel.

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

Meldreth Parish Council have indicated that they wish their details to be included on the sign. Cllr Barnes to finalise artwork. Signs to be ordered from Unlimited Logos as per June meeting (MA029/22c)).

- d) To receive any other updates and consider actions

There was nothing further to report.

MA071/22 Allotment Matters:

- a) To consider the revised draft Asbestos Management Plan

Chair welcomed Chris Selway, Chair of the Allotment Association. DRAFT Asbestos Management Plan was considered. Advice has been requested from NALC as to the Council's obligations for removing the material. Deferred pending advice. **ACTION:** Assistant to Clerk to order markers for plot holders to use to identify asbestos material for clearance.

- b) To consider quotations for routine asbestos inspections and removal

Deferred pending receipt of second quote.

- c) To receive any updates and consider actions

..... Dated

CS is carrying out monthly inspections with the Assistant to the Clerk and noted that plots are being well worked. Water butts to be purchased and distributed to plot holders.

[CS left the meeting]

MA072/22 Stockbridge Meadows:

- a) To receive and consider the Local Nature Reserve Guidance provided by Natural England
- Noted that we are already undertaking most of the activities highlighted by Natural England in preparation for our application to register Stockbridge Meadows. Initial contact has been made with Ecology Officer at SCDC – awaiting a response. **ACTION:** Clerk to circulate example management plan for information.
- b) To receive any other updates and consider actions
- ACTION:** Clerk to ensure all information has been forwarded to FWAG to progress the grant for establishing a pond on Stockbridge Meadows.
- ACTION:** Warden to cut back bushes in car park.

MA073/22 Stockbridge Meadows Boardwalk Project

- a) To receive an update on project progress
- An update was provided following a meeting with the contractor to finalise materials and design specification. Boardwalk will be constructed using recycled plastic which will provide longer lifespan. Handrails only to be installed at passing point and viewing area. There will be a ramp at the entrance to the boardwalk. Updated project cost £64,030 + VAT. Grant application has been made to Amey – awaiting outcome. Contractor to set up compound and welfare unit on Friday, 26 August 2022. Letters have been sent to local residents to advise. Works to commence beginning of September. Expected that the project will last 6 weeks.
- Discussion with regard to large branch overhanging the boardwalk from The Bury. To be removed prior to boardwalk replacement.
- ACTIONS:**
- Assistant to Clerk to make posters advising public of upcoming works
 - Clerk to discuss overhanging willow with contractor.
 - Clerk to write to The Bury requesting them to carry out works to make the willow safe
- b) To receive any updates and consider actions
- There was nothing further to discuss.

MA074/22 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 report was noted. Local police continuing with patrols. Request for further Coffee with a Cop.
- c) To receive any other updates and consider actions
- There was nothing further to discuss.

MA075/22 Cemetery Matters:

- a) To consider a quotation for tree inspection in Orchard Road Cemetery
- It was RESOLVED to accept the quote for a tree survey of Orchard Road Cemetery from Argenta Tree Surveys in the sum of £404.90 + VAT.
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.

MA076/22 Village Maintenance Matters:

- a) To receive an update on replacement bins
- Noted that recycling collected from street bins is not currently recycled. SCDC are hoping to pilot a scheme to start recycling and may involve Melbourn in this. Further discussions with SCDC needed to establish the best type of recycling street bins to replace what is currently in place. Noted that the broken bin at the bottom of Maple Way will be replaced in the meantime with a wooden bin that had

been purchased previously.

ACTIONS:

- Assistant to Clerk to contact SCDC for input on replacement bin designs
- Warden to replace bin at the bottom of Maple Way
- Assistant to Clerk to seeks costs for replacement of existing bins (removal and installation) to be included in budget setting for next year.

- b) To consider quotations for work to the open space at Elm Way

It was RESOLVED to approve the quotation from Shire Trees Limited in the sum of £335 + VAT. Proposed by Cllr Clark, seconded by Cllr Barley. All in favour.

- c) To consider quotations for tree work at Beechwood Avenue / Ash Grove

It was RESOLVED to approve the quotation from Shelford Tree Service Ltd in the sum of £850 + VAT.

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

- d) To consider quotation for maintenance to football pitches

It was RESOLVED to retrospectively approve the quotation from Herts & Cambs Ground Maintenance for relocating the goal posts (£390 + VAT) and regular watering of re-seeded areas (£50 + VAT per visit).

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

- e) To consider measures to prevent access to the roof of the container on the New Rec

Agreed that wardens would apply anti-climb paint to the container to prevent people accessing the roof. **ACTION:** Assistant to Clerk to order warning signs.

- f) To consider quotations for repairs to bench

Wardens to investigate works further. To be deferred.

- g) To consider quotation for anti-graffiti paint

Noted that the anti-graffiti paint is very expensive. Defer purchase and monitor bus shelter.

- h) To receive any other updates and consider actions

Noted that the chain link fence bordering Worcester Way woodland and Solway farm has been breached again. **ACTION:** Clerk to seek quotes for repair.

Noted that the hedge to the rear of Rupert Neve Close has not been cut back as previously reported. **ACTION:** Clerk to seek quotes for the work.

Noted that the seats on the Giffen bench on the New Rec have become very warped and require attention. **ACTION:** Clerk to seek quotes for repairs.

MA077/22 To receive an update on installation of defibrillators

Defibrillators have now been installed and details registered with the Circuit. Enquiries have been received with regard to placement of the defibrillator on the pavilion wall. Noted that this was the most appropriate place for installation bearing in mind the need for electricity supply.

MA078/22 Pavilion Matters:

- a) To consider quotations for remedial works following the legionella risk assessment

Quotes considered for works highlighted in legionella report. Priority works were replacement of expansion vessel and TMVs. Remaining works to be carried out later in the year when budgets allow.

It was RESOLVED to approve the quote from H20 in the sum of £310 + VAT for replacement expansion vessel and TMVs.

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

Action: Clerk to note the need to propose a budget for de-stratification works to the F&GG committee.

- b) To receive any other updates and consider actions

There was nothing further to discuss.

MA079/22 Littlehands Matters:

- a) To receive any updates and consider actions

Date for installation of windows has been arranged.

MA080/22 Policies and Risk Assessments

- a) To consider approving the Policy and Procedure for Appointment of Contractors
To be deferred.
- b) To consider any updates and consider actions
There was nothing further to discuss.

MA081/22 Melbourn Play Parks Working Party (MPPWP)

- a) To consider quotation for tree work to the car park entrance
It was RESOLVED to approve the quotation from Shire Trees in the sum of £200 + VAT. Proposed by Cllr Barley, seconded by Cllr Barnes. All in favour.
- b) To receive any other updates and consider actions
Works to replace the play park scheduled for mid-September. Noted that further no-dogs signs have been installed following further complaints.

MA082/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions
An update was received. Cost of the project will exceed funds currently available. Investigation into sources of grant funding to be made. Noted that grant funding will require good public consultation. Suggestion that a user group could be established to illustrate engagement and also to carry out some fund raising. Online questionnaire to be formulated for circulation. Ongoing discussions as to alternative locations for the skate park.

MA083/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	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. ACTION: Clerk to follow up with contractor	CL
2	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. ACTION: Clerk to follow up with Sheene Mill	CL
3	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/SM
4	New Road	Resident	Give Way sign at chicane has been knocked down. CL reported to Highways. ACTION: Parish Office to follow up. Highways have confirmed that the sign will be replaced. Parish Office to chase	CL
5	The Moor (opposite Moorlands)	Resident	Damaged 'duck' sign. Has been reported to Highways. Reported again 3/8/22. Follow up	CL
6	Norgetts lane	Resident	Bench along Norgetts need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred	SM
7	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 - chased 17/8/22	CL/ contractor
8	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCDC
9	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. Reported to Highways. Highways Officer will come out and inspect. ACTION: Clerk to see quotes	CL/SM

10	Trade bin at Littlehands	KR	Not emptied for a couple of weeks. CL to write to SCDC - re-reported 9/8/22. Clerk to chase SCDC again	CL
11	Orchard Road Cemetery	Police	Security light to be repaired. Warden to action	KR
12	Stockbridge Meadows	Resident	Self-set Ash trees near greengages and elderberry trees. Should be removed. Keith to meet with resident to discuss. Wardens to action	KR
13	Stockbridge Meadows	Litterpicker	Broken chair and damaged bench. KR to remove broken chair. Bench needs work. NOTED that broken chair was donated by History Group. Plaque to be removed and reused on another bench	KR
14	3 Orchard Road	JT	Water leak. CL reported to Cambridge Water. Leak is on SCDC property so their responsibility. Has been reported to them. Hedge needs to be replaced before leak is repaired. Hedge removed - awaiting repair.	CL
15	Parish notice boards	CL	Doors to board on The Cross need lifting. Both boards need oiling	KR
16	Replacement footpath at The Cross	JT	CL to seek advice from Highways Officer on repairing/replacing the footpath	CL
17	Bench on The Cross under tree	GC	Requires cleaning. Wardens to action	KR
18	War memorial	GC	Requires cleaning. CL to obtain quotes. Work to be done prior to Remembrance Parade	CL
19	Dolphin Lane / Station Road verge	KR	Requires cutting back. CL to seek quotes	CL
20	Allotment taps (middle of access drive)	MB	Loose - requires repair. Wardens to action.	KR

MA084/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

A member requested that the bench under the tree on The Cross should be cleaned. **ACTION:** Wardens to action.

Also noted that the memorial should be cleaned prior to Remembrance Day. **ACTION:** Clerk to seek quotes.

The verge on Dolphin Lane / Station Road is overgrown and requires cutting back for safety. **ACTION:** Clerk to seek quotes.

Allotment taps (middle) appear to be loose and require attention. **ACTION:** Wardens to action.

MA085/22 To note date of next meeting: Thursday, 15 September 2022

The date of the next meeting is Thursday, 15 September 2022.

The meeting ended at 11:07