

# MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 17 November 2022 at 09:30 in the Dickens Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

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

## **MA106/22 To receive and approve apologies for absence**

Apologies were received from Cllr Barley with acceptable reasons given.

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

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

## **MA107/22 To receive any Declarations of Interest and Dispensations**

None received.

## **MA108/22 To approve the minutes of the Maintenance Committee Meeting held on 20 October 2022**

It was RESOLVED to approve the minutes of the Maintenance Committee meeting held on 20 October 2022 as an accurate record.

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

## **MA109/22 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)**

There were no members of the public in attendance.

## **MA110/22 Finance Matters:**

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

It was noted that 7 months into the current year, maintenance spend currently stands at £22,983 from a budget of £46,135.

## **MA111/22 Conservation Matters:**

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

The report was received.

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

New 'No littering' signs are being displayed at various locations. Noted that the sign under the A10 bridge has been removed and should be retrieved and re-fixed in place. Thanks were noted to Cllr Barnes for her work designing the sign.

Outstanding work on the bank of the River Mel by the new picket fence will be carried out next week. It is too early to measure the success of the project and a survey for water voles could be undertaken in the spring. The work along the river bank has been well received by members of the public.

RMRG attended recent zoom meet with Anglian Water. Work to measure bacterial content in the River Mel ongoing.

Also seeking a progress on supply of water to the River from The Bury. Future meeting to be arranged with attendance from RMRG and Cam Valley representatives.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

## **MA112/22 Allotment Matters:**

- a) To receive the asbestos survey

The asbestos survey report has been received. Overall risk is identified as very low. Annual inspection of the allotments is recommended.

### **ACTIONS:**

- Assistant Clerk to request NSUK to carry out a soil sample to check for loose fibres in the soil.

..... Dated

- Assistant Clerk to revisit Asbestos Management Plan to set out a procedure for dealing with fragments and to discuss further with Allotment Association.

- b) To receive any updates and consider actions

Monthly allotment inspection was carried out on 16 November. Plots are generally in good order.

[09:50 Chris Selway, Allotment Association left the meeting.]

**MA113/22 Stockbridge Meadows:**

- a) To receive an update on management plan

No progress to report at this time. **ACTIONS:** Clerk to discuss with RMRG and wardens.

- b) To receive an update on FWAG pond project

Representative from FWAG visited Stockbridge Meadows and indicated that the site appears suitable for reinstating the pond. Preliminary work includes digging a 1 metre test pit to check that the ground will hold water. May require lining with clay as artificial liners are not permitted. FWAG suggested speaking to local developers to see if they have surplus clay they could provide. FWAG will re-inspect next year to assess. **ACTION:** Clerk to seek quotes for preliminary trench digging work.

[Cllr Travis left the room briefly]

- c) To receive any other updates and consider actions

There was nothing further to discuss.

**MA114/22 Stockbridge Meadows Boardwalk Project**

- a) To receive an update on project progress

Installation of the new boardwalk is complete. A suggestion was made that a bench be fixed in place on the viewing platform. **ACTION:** Clerk to seek quotes for a suitable recycled plastic bench. Noted that the application for Amey grant funding was unsuccessful. Official opening event to be organised in the spring.

- b) To receive any updates and consider actions

There was nothing further to discuss.

**MA115/22 Governance Matters:**

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

The inspection reports were received. There was discussion regarding mould in the home changing room at the pavilion. This is most likely due to poor ventilation. **ACTION:** Assistant to Clerk to have the roof inspected for leaks and also seek advice and quotes for improved ventilation.

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

The updated vandalism sheet was considered. It was noted that Coffee with a Cop event on 15 November appeared to be well attended.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

**MA116/22 Cemetery Matters:**

- a) To consider quotations for tree work in Orchard Road Cemetery

Two quotes were considered.

It was RESOLVED to approve the quotation number 2027 from Shelford Trees in the sum of £400 + VAT.

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

- b) To receive any other updates and consider actions

A request to place a bench in New Road Cemetery has been received. **ACTION:** Wardens to check if the location is suitable. Resident has indicated that he has a bench and if necessary will arrange for a base to be installed.

Noted that cars are still parking in the cemetery overnight. **ACTION:** Parish office to write to residents on the cemetery access road requesting that they should not park in the cemetery and that the gates may be locked at any time.

Noted reports had been received that levels on a number of plots had dropped and needed topping up. To be monitored.

**MA117/22 Village Maintenance Matters:**

- a) To consider quotations for alternative surfacing under the Rocket Chair in Clear Crescent  
Various quotes offering different solutions were considered. A further quote is outstanding. To be deferred for consideration by full Council on 28 November 2022.
- b) To consider quotations for repairs to fencing in Worcester Way  
Two quotes were considered.  
It was RESOLVED to recommend to full Council the quote from Huntree Fencing for Palisade security fencing in the sum of £925 + VAT.  
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- c) To receive an update regarding rabbit control on the rec  
Noted that ferreting to address the problem with rabbits on the recs is ongoing. **ACTION:** Assistant Clerk to request ferreting to be carried out on Stockbridge Meadow as well.
- d) To consider actions to keep dogs out of the Moor Play Area  
There is an ongoing problem with people disregarding 'no dog' signs on The Moor play park. It was noted that this is a health and safety matter that needs to be addressed.  
**ACTIONS:**
  - Assistant to Clerk to get quotes for signage that provides more information about the dangers of dog faeces in play areas
  - Cllr Barnes to design a more eye-catching sign for the play areas.
- e) To consider quotation for tree inspection  
It was RESOLVED to approve the quotation from Argenta Trees for 2023 tree inspections in the sum of £809.80 + VAT to be included in the 2023/24 precept.  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- f) To receive any other updates and consider actions  
There was nothing further to discuss.

**MA118/22 Pavilion Matters:**

- a) To receive an update regarding installation of wi-fi  
Options regarding connecting the pavilion to the internet were discussed. Costs likely to be in the region of £1,000 – further information required.  
**ACTIONS:**
  - Clerk to follow up with Littlehands to address concerns over security of data.
  - Cllr Kilmurray to seek more detail regarding costs.
- b) To receive an update regarding remedial works from legionella risk assessment.  
TMV servicing has been booked – date to be advised. Seeking quotes for thermometer to carry out water testing.
- c) To consider quotations for supply and installation of clock restart motor  
One quote for installation of a re-start motor has been received.  
It was RESOLVED that the quote from Smith of Derby for supply of the motor and electricians quote for installation to be referred to full Council for consideration.  
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- d) To consider quotations for Fire Alarm and emergency lighting inspections  
It was RESOLVED to accept the quotation number 121823 from Prestige in the sum of £255 + VAT for twice yearly servicing of fire alarm and emergency lighting and fire extinguishers at the pavilion.  
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- e) To consider quotations for Fire Extinguisher Maintenance  
See MA118/22d) above
- f) To receive any other updates and consider actions

Wardens reported that heating controls require re-setting. **ACTION:** Assistant Clerk to arrange for Shelford Heating to attend on site to re-set the controls with wardens in attendance.

**MA119/22 Littlehands Matters:**

- a) To receive the flat roof inspection report

The report was received. **ACTION:** Assistant Clerk to request contractor to inspect damp area on the exterior of the building (front, right hand side).

- b) To consider retrospective approval for drainage works

It was RESOLVED to approve the quotation from Drain Doctor for investigation of the drains at Littlehands and The Moor play park in the sum of £107 + VAT. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

- c) To receive any updates and consider actions

There was nothing further to discuss.

**MA120/22 Policies and Risk Assessments**

- a) To consider any updates and consider actions

There were no policies or risk assessments for discussion.

**MA121/22 Melbourn Play Parks Working Party (MPPWP)**

- a) To receive any other updates and consider actions

The official opening of the play park had taken place on 5 November. There was a good turnout and the park is being well used. Noted that the project had been well managed with a successful outcome. Painting of the horse is still to be completed. **ACTION:** Assistant Clerk to seek quotes for building up edges around manhole on the play park to create a level surface and avoid trip hazards.

**MA122/22 Skate Park Working Party (SPWP)**

- a) To receive any updates and consider actions

The online survey is now live and will remain open until 31 December. Approximately 50 responses received to date. **ACTION:** Parish office to continue to promote the survey.

**MA123/22 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 17 November 2022				
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. Work now complete. <b>ACTION:</b> Follow up with HCGM to cut back tall hedge to the rear of play park. <b>Work is being scheduled by contractor</b>	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. <b>ACTION: Clerk to follow up with Sheene Mill</b>	CL
3	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. <b>ACTION: Parish Office to follow up</b>	CL/SM
4	New Road	Resident	Give Way sign at chicane has been knocked down. CL reported to Highways. <b>ACTION:</b> Parish Office to follow up. Highways have confirmed that the sign will be replaced. <b>Wardens to check if the sign has been repaired</b>	CL
5	Norgetts lane	Resident	Bench along Norgetts Lane need repairing. Further investigations required - deferred	SM

			To be included in review of all benches in the village.	
6	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCDC
7	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. <b>CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work</b>	CL/SM
8	Replacement footpath at The Cross	JT	CL to seek advice from Highways Officer on repairing/replacing the footpath. <b>ACTION:</b> Clerk to meet with contractors to discuss scope and costs of work. Footpath to be re-tarmaced. Additional block paving to be installed from rear of war memorial to footpath.	CL
9	Dolphin Lane / Station Road verge	KR	Requires cutting back. Quotes received. <b>Work to be ordered</b>	CL
10	Telephone box on The Cross	Resident	In very poor condition. Is it used? Can it be removed? Listed telephone box - BT requested to repair and tidy up. BT has confirmed they will carry out necessary repairs	Maintenance Committee
11	Road markings Little Lane and High Street (outside Strands)	SAH	SAH has been in contact with John Obrien. CL to discuss repainting zebra crossing with JH and using surplus paint for road markings. Road outside Strands is in a very poor condition.	JH
12	pavilion	Wardens	Post behind pavilion needs repair	Wardens
13	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. <b>Reported. CCC confirm sign to be replaced 2023/24</b>	SM
14	Littlehands	GC	Wooden paneling on cricket store side of littlehands requires maintenance. <b>Wardens to re-paint</b>	Wardens
15	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. <b>Office to chase</b>	CL
16	Gullies - various	Various	Overflowing with recent heavy rains. District Cllrs met with Highways Officer. County is aware. Clearance will not take place until leaf fall is finished.	CL
17	Vicarage Close	Residents	Reports that road sweeper attended w/c 17/10 but did not sweep the road properly. Road is currently covered with leaves. SM has reported to SCDC. Next Zone 3 visit between 21/11 - 4/12.	SM
18	Wardens Workshop	Wardens	Heater is not working. SM to report to electrician that carried out the installation. Reinspection to be arranged with wardens in attendance.	SM
19	Tree Back Lane	Resident	Tree reported to look at risk of falling. SK to inspect. SK identified that tree is on PBH Engineering land. SK spoke to them and they will sort.	SK
20	Graffiti on brick work - l/h side of pavilion	Resident	Wardens to clean off	Wardens
21	rear of 65 Orchard Road, Maple Way/ Orchard Road Pavement	GA	considerable leaf fall which is making pavements slippery. SCDC to be in the village 21/11-4/12. Request to be made for leaf clearance	SCDC

**MA124/22 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

Noted various road works including closure of the A10 at Foxton level crossing. **ACTION:** Clerk to share details via social media.

**MA125/22 To note date of next meeting: Thursday, 17 November 2022**

It was noted that the agenda item incorrectly refers to the date of the November meeting. The date of the next meeting is **15 December 2022**.

The meeting ended at 11:20