

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

**A meeting of the Maintenance Committee** held on Thursday, 16 February at 09:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

**In attendance:** Sophie Marriage (Acting Parish Clerk), Steve Pitman (Warden), Les Brierley (RMRG), Chris Selway (Allotment Association)

**MA164/22 To receive and approve apologies for absence**

None received

**MA165/22 To receive any Declarations of Interest and Dispensations**

None received

**MA166/22 To approve the minutes of the Maintenance Committee Meeting held on 19 January 2023**

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting Held on 19 January 2023 as an accurate record.

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

**MA167/22 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 was one member of the public in attendance to discuss item MA174/22a).

**MA168/22 Finance Matters:**

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

**MA174/22 Village Maintenance Matters:**

- a) To consider a request to install a memorial bench on the New Rec  
The chair rearranged the order of the meeting to bring forward item MA174 22a) to discuss with the member of the public.  
The Committee support the idea of the installation of the memorial bench. It was noted that it would be preferred if the bench was fixed in place to reduce the chance of vandalism. The Member of the public will consider the different design and material options and will fundraise for the bench. A site visit to be arranged once design specified.

*(Member of the public left the meeting)*

**MA169/22 Conservation Matters:**

- a) To receive the EA Monthly situation report for January 2023  
Report was noted.

*(The meeting was moved to the Dickens room)*

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

*(LB joined the meeting)*

It was noted that the EA should be publicising their report on the support pipe for the river Mel by the w/c 20 Feb. It is hoped that any cost will be outlined in this report.

- c) To receive an update on the works carried out by the Wild Trout Trust

The Wild Trout Trust has completed their clearance of the river Mel. The committee expressed thanks to the Wild Trout Trust.

ACTION: Acting Clerk to write to the Wild Trout Trust to express thanks for the work.

- d) To receive any other updates and consider actions  
None received.

**MA170/22 Allotment Matters:**

- a) To consider a request to consider having CCTV at the allotments

Signed:..... Date:.....

The request was raised following accidents of fly tipping and reported drug dealing. It was noted that there is no electricity or Wi-Fi at the allotments.

ACTION: Acting Clerk to investigate the possibilities of installing dummy cameras and signs.

- b) To receive any updates and consider actions

Chair of the Allotment Association reported that an inspection has been carried out recently and all plots look worked. An issue with a tap was raised. ACTION: Wardens to investigate.

8 water butts funded from a Parish Council grant have been successfully installed. ACTION: SM to include Water butts in the next edition of the Melbourn Magazine.

*(CS left the meeting)*

**MA171/22 Stockbridge Meadows:**

- a) To receive an update on management plan

*(Cllr Barnes joined the meeting)*

Cllr Travis and Maureen and Les Brierley have a date to meet to discuss the plan.

- b) To receive any other updates and consider actions

The preliminary trench dug to investigate pond feasibility is not deep enough. ACTION: Acting Clerk to request that HCGM dig the trench deeper to 1.5 metres.

**MA172/22 Governance Matters:**

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

The report was noted.

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

The report was noted. A member has raised the issue of drug dealing a local inspector so the police are aware of problem areas.

- c) To receive any other updates and consider actions

It was noted that some items were left near the small appliance bin. The items could fit in the bin so Cllrs Barnes and Alexander dispose of them appropriately.

**MA173/22 Cemetery Matters:**

- a) To receive any other updates and consider actions

It was noted that dog walkers who are not using the cemetery are using the car park. The car park is for visitors to the cemetery only to ensure that there are access issue during interments. It was also noted that walkers seem to be using a cut through which is damaging new trees. The wardens have put up chicken wire to block the cut through.

ACTION: Wardens to monitor the cut through and reinforce if needed. Acting Clerk to obtain quotations for "Visitors only" signs for the car park.

**MA174/22 Village Maintenance Matters:**

- b) To consider quotations to maintain the Hopkins Homes SGB

A query was raised linked to item 3 on the quotation from Majestic.

ACTION: Acting Clerk to check the cost of item 3 with Majestic and to confirm the terms of contract.

It was RESOLVED that, subject to the cost of item 3 being correct and agreement to a 3 year contract with a 1 year break clause, to recommend Majestic quote of £3,650+VAT per year to maintain the Hopkins Home SGB to full council for consideration.

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

- c) To receive an update on the installation of cycle racks

It was agreed that quotes would be obtained for this work. ACTION: Acting Clerk to obtain quotes.

- d) To consider and review the tree planting plan

It was noted that the donation of £500 from a resident is to be used to plant trees along Cambridge Road, as agreed last year. The contractor is currently sourcing Lime Trees as they were unable to purchase them last year. The Highways Officer from Cambridgeshire County Council has agreed that the maintenance of the trees will be their responsibility. The contractor who will be planting the trees has noted that the council will have to work out a watering plan. It was noted that compost should be used and included in the contractor's costing.

ACTION: Acting Clerk to obtain quotations for watering and to confirm cost for sourcing and planting of trees.

- e) To receive an update on the Worcester way fence

Following a meeting with the resident, the issue with the fence was evident from the resident's garden. The section of fencing requires replacing and the soil on the woodland side needs clearing.

ACTION: Acting Clerk to obtain quotations to replace fence and clear the soil.

- f) To consider quotations for tree work in the churchyard

Deferred awaiting quotations.

- g) To consider quotations for war memorial path

Deferred awaiting quotations.

- h) To consider a request to collect fallen branches from Parish Land

The request was discussed and it was noted that there are many aspects to consider. It was agreed that the resident who issued the request should meet with the committee so that specifics can be discussed.

ACTION: Acting Clerk to invite resident to meet with the committee.

- i) To consider quotations to carry out verti-draining on the new rec

It was noted that the New Rec has been very wet recently and that the verti-draining has been recommended. The need to verti-drain this area has been on the Parish Office's radar and spring is an appropriate time to carry it out.

It was RESOLVED that the quotation from Herts & Cambs in the amount £720+VAT to verti-drain the New Rec is recommended to Full Council for consideration.

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

- j) To receive any other updates and consider actions

It was noted that the precept for next year has a slightly increased budget for pitch maintenance.

#### **MA175/22 Pavilion Matters:**

- a) To receive an update with regard to installation of Wi-Fi

*(Cllr Barley joined the meeting)*

It was noted that mobile broadband is the most suitable option for the pavilion Wi-Fi. Under the contract with Three, the council can opt out after 30 days. Cllr Alexander offered to test the speed of the network at the pavilion. It was noted Littlehands have agreed that the original proposal would be acceptable.

ACTION: Cllr Alexander to test network speed at the pavilion.

Acting Clerk to respond to Littlehands to thank them for their cooperation but to advise for the moment the committee are looking at a different route.

It was RESOLVED to approve the 24-month contract offered by Three at a cost of £14.17 per month, subject to the first 30 days.

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

- b) To receive an update on fire safety

It was noted that the fire extinguisher services has been carried out and that the extinguishers will require replacing in August 2024. Also it was noted that documents relating to fire safety will come to the committee for consideration at the next meeting.

ACTION: Acting Clerk to include new extinguishers in the 2024/25 budget. Acting Clerk to draft the relevant fire safety documents.

- c) To consider quotations to refurbish the ceiling in the changing room

It was noted that quotations are no longer required as the wardens are able to clear the mould from the ceiling.

- d) To receive any other updates and consider actions

It was requested that the outside key box is moved to a more accessible position.

ACTION: Wardens to identify a more suitable position and move the box.

**MA176/22 Littlehands Matters:**

- a) To consider quotations to repair the floodlight  
Deferred. Awaiting quotations.
- b) To consider quotations to lay hard core in the car park  
Deferred. Awaiting quotations.
- c) To receive an update on the drains

It was noted that the drains at Littlehands were blocked and required unblocking. This work was carried out and the drains are now working. The council are seeking quotations to resolve the long-term issues with the drain and these will be considered by Full Council.

ACTION: Acting Clerk to chase second quotation.

- d) To receive any updates and consider actions  
ACTION: Acting Clerk to chase Barley Maintenance.

**MA177/22 Policies and Risk Assessments**

- a) To consider any updates and consider actions  
None received.

**MA178/22 Skate Park Working Party (SPWP)**

- a) To receive any updates and consider actions

It was noted that there has been a good response to the consultation and that it would be useful for the Working Party to meet to look at the responses.

ACTION: Acting Clerk to arrange a Skate Park Working Party Meeting.

**MA179/22 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

**Maintenance Committee Jobs Spreadsheet: 16 February 2023**

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	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. Response received. Land owners willing to do necessary work.</b>	CL
2	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. Highways have scheduled the work to be carried out soon.</b>	CL/SM
3	Norgetts lane	Resident	Bench along Norgettes need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred. <b>Being consider for inclusion in the 2023/24 maintenance budget.</b>	SM
4	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	SCDC
5	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. John Obrien has confirmed work will be financed by Highways. Highways to order work. Waiting to receive confirmation from Highways' Finance department</b>	CL/SM

7	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
8	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
10	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. Work to be carried out soon. Chased again</b>	SM
11	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. <b>SM to Chase</b>	SM
12	Bottom of The Moor (High Street end)	Resident	Damaged signs. Lamp post damaged. MVC sign to be replaced. Office to report to Highways. Library sign to be relocated to High Street. Office to seek permission. Signs on the corner of The Moor replaced. Awaiting information regarding relocation of library sign. <b>Chase</b>	SM
13	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA. Reported to EA. <b>Chase</b>	SM
14	Pavilion	SM/Fire Service	Small hole in ceiling of boiler room. Fire service advise that hole is sealed up with fire retardant foam to reduce risk of fire service through the loft. <b>ACTION:</b> Wardens to fill hole, once contractor has identified the cause. <b>Ongoing</b>	wardens
15	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report. Reported.	SCDC
16	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo	SCDC
17	The Moor, near allotments	wardens	large pothole. <b>ACTION :</b> SM to report to CCC. CCC to repair in next 12 weeks.	CCC
18	Hinkins Close	Resident	Tree dropping leaves and causing path to be slippery. Branches are also low. <b>ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.</b>	SCDC
19	New Road outside Pryors Orchard	Litter Picker	Drain is breaking up and sinking causing a dip in the road. <b>ACTION:</b> SM reported to CCC. CCC confirmed works with the next 12 weeks	CCC
20	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign. SM reported to SCDC	SCDC
21	Worcester Way	Resident	Street lamps not working. SM requested that resident shares ID number. No numbers on lampposts. SM contacted Metropolitan	Metropolitan
23	Notice boards	GC	Poor repair - <b>Wardens to look at</b>	Wardens
24	Littlehands	GC	Flood light not working. SM to obtain quotes to repair	SM
25	Littlehands	GC	Wooden paneling on emergency entrance side of littlehands requires maintenance. <b>Wardens to re-paint.</b>	Wardens
26	New Road Cemetery	Litterpicker	Protective box around tap in cemetery has rotted away. On going repair.	Wardens

**MA180/22 New Maintenance Issues:** To consider Maintenance issues arising since last meeting  
None received

**MA181/22 To note date of next meeting: Thursday, 16 March 2023**

It was noted that the date of the next meeting is Thursday 16 March 2023.

Meeting closed at 11:04

Signed:..... Date:.....