

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

A meeting of the Maintenance Committee held on Thursday, 20 April at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

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

MA200/22 To receive and approve apologies for absence

Apologies were received from Cllr Barley. Acceptable reasons were given.

It was RESOLVED to accept Cllr Barley's apologies.

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

MA201/22 To receive any Declarations of Interest and Dispensations

None received.

MA202/22 To approve the minutes of the Maintenance Committee Meeting held on 16 March 2023

It was RESOLVED to accept the minutes of the Maintenance Committee Meeting held on 16 March 2023 as an accurate record.

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

MA203/22 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)

No members of the public were in attendance.

MA204/22 Finance Matters:

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

The report was received and it was noted that general expenditure was £1,052 under budget for 2022/23. The expenditure for maintenance contracts was under spent due to fewer extra cuts being required.

MA205/22 Conservation Matters:

- a) To receive the EA Monthly situation report for March 2023

The report was received and noted high levels of rainfall.

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

The group have received the report from the EA regarding the re-routing of the support pipe. At first reading some discrepancies have been highlighted and the group plans to meet with the EA to discuss the report.

- c) To discuss and consider the planting of two horse chestnut trees

Possible locations were discussed. It was noted that Shire Trees had suggested a location between the New Rec and school field in the past. ACTION: Clerk to contact Shire Trees to discuss location and planting.

- d) To receive an update and discuss the electro-fishing survey

It was noted that the survey will identify the number and types of fish in the river.

It was RESOLVED to permit the electro-fishing survey on the parish council's land.

Proposed by Cllr Clark, second Cllr Kilmurray. All in favour. ACTION: Clerk to notify Rob Mungovan.

- e) To receive any other updates and consider actions

None were received.

MA206/22 Allotment Matters:

- a) To receive any updates and consider actions

The chair of the allotment association reported that the AGM has taken place and he has been re-elected as chair. The association will be applying for a community grant for 2 skip hires a year. 8 plots appear to be un-worked. ACTION: Clerk to contact holders. Grass in the central walk way requires cutting ACTION: Clerk to obtain quotes. It was noted that the waiting list is currently quite long and residents from Meldreth have been enquiring about plots. A delivery of wood chips would be appreciated. ACTION: Clerk to contact contractor. It was noted that holders would like soil conditioner to be delivered from Waterbeach recycling centre. ACTION: Chair of Allotment Association to contact the recycling centre and delivery

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companies to find an idea of cost. Any added costs to be included with the upcoming Allotments community benefit grant application. *CS left the meeting at 9:52*

MA207/22 Stockbridge Meadows:

- a) To receive an update on the progress of the management plan
Cllr Travis has met with MB and LB to continue the creation of a draft plan. The Clerk has answered queries to assist with plan. Input from Natural England and Rob Mungovan will be sought when the draft has reached a more complete stage.
- b) To receive an update on the bench for the boardwalk
The plan to install a bench on the boardwalk, as per agreed by full council, were noted. The exact location will be determined on receipt of the bench based on advice from Maydencroft.
- c) To receive any other updates and consider actions
None were received. *LB left the meeting at 9:56*

MA208/22 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions
The reports were received and it was noted that cars parking in front of the Orchard Road Cemetery gates are causing an issue. ACTION: Clerk to contact the highways officer to discuss options.
- b) To consider any updates on vandalism in the Parish
The report was received. It was noted that the lock needs replacing on the appliance bin ACTION: Clerk to source. The vandalism to the fence and to the lock on the gates at the New Road Cemetery should be reported to the police. ACTION: Clerk to report.
- c) To receive any other updates and consider actions
None were received.

MA209/22 Cemetery Matters:

- a) To consider quotations to replace the dead lavender and hebe shrubs in New Road
It was noted that hebe may no longer be appropriate due to the changing weather condition. ACTION: Clerk to contact local nurseries for advice.
- b) To consider a request from a resident regarding burial of ashes
It was noted that the suggestion of the ashes being interred under a tree was sympathetic to the aesthetic of the cemetery. It was suggested that a garden of remembrance where interments without a headstone could take place could be a nice addition and give people an alternative option. It was agreed this idea will be deliberately developed because of this specific request and in the same location.
It was RESOLVED to approve the request from the resident to have ashes interred under a tree with a memorial bench and that the area around will become a garden of remembrance for interments without a headstone.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.
- c) To receive any other updates and consider actions
It was noted that following reports of night-time activity in the car park the situation will be monitored.

MA210/22 Village Maintenance Matters:

- a) To consider quotations to repair the fence at Worcester Way
It was RESOLVED to approve the quotation from Universal Fencing to replace the fencing for £495.50 +VAT.
Proposed by Cllr Kilmurray, second by Cllr Clark. All in favour.
- b) To consider quotations to cut back to trees along the Worcester Way fence boundary
It was noted that the wardens have inspected the areas but clarification is required. ACTION: Clerk will contact the resident
- c) To receive an update and consider the plan to plant trees along Cambridge Road
This is ongoing and requires further investigation.
- d) To receive an update regarding crocheted poppies near the war memorial

A scheme for installing the poppies on the village sign base was noted and agreed.

- e) To consider quotations for tree work in the churchyard
Deferred. Awaiting quote.
- f) To consider quotations for war memorial path
Deferred. Awaiting response.
- g) To receive an update on the request to collect fallen branches from Parish Land
Awaiting contact from resident. It was noted that this requires further investigation if a similar request was put to the council in the future.
- h) To receive any other updates and consider actions
Nothing to receive.

MA211/22 Pavilion Matters:

- a) To receive an update on fire safety
The fire safety documents are being drafted.
- b) To consider revised quotations to install an extractor fan in the changing room
It was RESOLVED to approve the quote from Barley Property Maintenance for £531.00 +VAT.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- c) To receive any other updates and consider actions

MA212/22 Littlehands Matters:

- a) To consider quotations to repair the floodlight
Deferred. Awaiting quote.
- b) To consider a quotation to survey the external flood lighting and report findings
Deferred. Awaiting quote.
- c) To receive an update on the drains
Two quotes have now been received and will be considered by Full Council on 24 April 2023.
- d) To receive any updates and consider actions
It was noted that where the outside wire had been repositioned the area needs repainting. ACTION: Wardens to paint.

MA213/22 Policies and Risk Assessments

- a) To consider the approval of the fire safety policy
Deferred. Awaiting document.
- b) To consider any updates and consider actions
None were received.

MA214/22 Skate Park Working Party (SPWP)

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

MA215/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 April 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. ACTION: Clerk to follow up with Sheene Mill. Response received. Land owners willing to do necessary work.	CL
2	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. Highways have scheduled the work to be carried out soon.	CL/SM

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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. Being consider for inclusion in the 2023/24 maintenance budget. To be on May agenda	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. 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. Highways to finance in new financial year	CL/SM
6	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. ACTION: Clerk to follow up	JH
7	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported. CCC confirm sign to be replaced 2023/24	SM
9	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
10	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. Action Clerk to chase	CL/SM
11	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA. Reported to EA.	CL
13	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report. Reported.	SCDC
14	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo	SCDC
15	The Moor, near allotments	wardens	large pothole. ACTION : SM to report to CCC. CCC to repair in next 12 weeks. ACTION : Councillors to inspect roads for potholes. Creation of map to identify the worst areas.	CCC
16	Hinkins Close	Resident	Tree dropping leaves and causing path to be slippery. Branches are also low. ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.	SCDC
17	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign. SM reported to SCDC	SCDC
19	Worcester Way	Resident	Street lamps not working. SM requested that resident shares ID number. No numbers on lampposts. SM contacted Metropolitan	Metropolitan
20	Notice boards	GC	Poor repair - Wardens to look at. The repair project will require planning with the parish office. Action: Clerk to obtain quotes	Wardens
21	Littlehands	GC	Flood light not working. SM to obtain quotes to repair	SM
22	Littlehands	GC	Wooden paneling on emergency entrance side of littlehands requires maintenance. Wardens to re-paint.	Wardens
26	Palmers way	SAH	Tree of concern. Reported to SCDC. SCDC to investigate and raise with the appropriate parties.	SCDC
29	Pavilion	FC	Showers are very hot. Wardens investigating. SM to seek quotes	SM
30	Bowls club hedge	Wardens	Conifer needs cutting back/ Obtain quotes	SM
31	New Rec bench	Wardens	although the bench is heavy keeps being moved around the new rec. ACTION: Wardens and clerk to identify possible location to fix bench	Wardens
32	The moor	wardens	Sign faded. New sign needed (12 and under). ACTION Obtain quotes	SM
34	Worcester Way	Resident	Branches over hanging residents garden. Discussed 20/04/23	Wardens

MA216/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

None were received.

MA217/22 To note date of next meeting: Thursday, 18 May 2023

The date of the next meeting was noted at Thursday 18 May 2023

Meeting closed at 11:02

Signed: Date:.....