

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

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

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

Absent: Cllrs Barley and Barnes,

In attendance: Sophie Marriage (Parish Clerk), Steve Pitman and Keith Rudge (Wardens), Maureen Brierley (RMRG), and Alexandra Coxall and Abigail Williams (Assistants to the Parish Clerk).

MA218/22 To receive and approve apologies for absence

None received.

MA219/22 To receive any Declarations of Interest and Dispensations

None received.

MA220/22 To approve the minutes of the Maintenance Committee Meeting held on 20 April 2023

It was RESOLVED that the minutes of the Maintenance Committee Meeting held on 20 April 2023 were an accurate record.

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

MA222/22 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.

MA223/22 Finance Matters:

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

It was noted.

MA224/22 Conservation Matters:

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

It was noted.

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

A verbal report was received.

- EA and RMRG to meet to discuss anomalies in the report relating to the support pipe. Members are welcome to join the meeting. RMRG to advise meeting date to MPC.
- The river is flowing well, but unfortunately no "significant" species of fish, such as brown trout, were identified from the survey. Rob Mungovan will be commencing work to add gravel to the river on Monday 22 May.
- RMRG require more space for storing equipment because they have new members.
ACTION: Look at possible spaces or reworking current area.

- c) To receive any other updates and consider actions

None received.

MA225/22 Allotment Matters:

- a) To consider quotations to cut the grass along the main walkway of St George's allotments

Deferred awaiting quotation.

- b) To receive any updates and consider actions

It was noted that inspections will take place next week.

MA226/22 Stockbridge Meadows:

- a) To receive an update on the progress of the management plan

MB and JT to meet with KR and possibly Rob Mungovan to discuss the document in its current form. Thanks were noted to MB for creating the current document and gathering information.

- b) To receive any other updates and consider actions

It was noted that there are a lot of nettles at Stockbridge Meadows and MB has been taking photos to record the water in the FWAG pond trench. ACTION: LB to investigate how best to deal with nettles.

There are reeds growing through the boardwalk that will require cutting back. ACTION: Wardens to cut back when necessary. The dog management signs have been removed from entrance. ACTION: Assistant to the parish Clerk to obtain quotes for replacement. It was noted with thanks that a resident has offered to water young trees again this year.

MA227/22 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions
The reports were noted.
- b) To consider any updates on vandalism in the Parish
The report was noted.
- c) To receive any other updates and consider actions
None received

MA228/22 Cemetery Matters:

- a) To consider advice to replace the dead lavender and hebe shrubs in New Road
Deferred. Awaiting advice.
- b) To consider a request from a resident regarding land at New Road Cemetery
It was agreed that to properly understand the proposal that a meeting should be arranged with the resident. ACTION: Clerk to arrange.
- c) To receive any other updates and consider actions
None received.

MA229/22 Village Maintenance Matters:

- a) To consider the ROSPA reports
The reports were noted. ACTION: Parish Office to identify areas requiring action and who should carry them out.
- b) To consider quotations to cut back to trees along the Worcester Way fence boundary
Deferred. Awaiting quotations.
- c) To consider quotations to clear soil from along the fence line at Worcester Way
Deferred. Awaiting quotations.
- d) To receive an update and regarding tree planting
It was noted with thanks that Shire Trees have offered to carry out the planting free of charge. ACTION: Clerk to inform resident and wardens to carry out watering of trees
- e) To consider quotations to repair the notice board
Deferred. Awaiting quotations.
- f) To consider quotations for tree work in the churchyard
One quotation was obtained. It was noted that the work may need to wait until the end of nesting season. Item deferred to obtain second quotation. ACTION: Parish Office to obtain second quotation and to contact Church authorities for permission to carry out the work.
- g) To note the plans for the funfair and an email decision regarding charges
It was noted.
- h) To receive an update regarding the path behind the war memorial
It was noted that a proposal had been received from the Greenways initiative that the path might be within their project scope and they may carry out the work to widen the path. ACTION: Clerk to follow up.
- i) To receive any other updates and consider actions
Goal mouth maintenance may be required. ACTION: Clerk to check all teams have stopped playing and to instruct contractor.

MA230/22 Pavilion Matters:

- a) To receive an update on fire safety
It was noted that this is in progress.
- b) To consider quotations to empty the septic tank
It was RESOLVED to accept the quote from Mitchell and Mayle for £170.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- c) To consider quotations for Legionella Risk Assessment
It was RESOLVED to accept the quote from 4i water for £355+VAT,
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.
- d) To consider quotations to replace the TMVS on the showers
Deferred. Awaiting additional quotations.
- e) To consider quotations for drain jetting
It was RESOLVED to accept the quote from Mitchell and Mayle for £160 + VAT,
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- f) To receive any other updaters and consider actions
None received.

MA231/22 Littlehands Matters:

- a) To consider quotations to repair the floodlight
Deferred. Awaiting quotations.
- b) To consider a quotation to survey the external flood lighting and report findings
Deferred. Awaiting quotations.
- c) To receive an update on the drains
It was noted that quotations are being obtained for the works on the drains and to subsequently repair the car park.
- d) To receive any updates and consider actions
None received.

MA232/22 Policies and Risk Assessments

- a) To consider the approval of the fire safety policy
In progress.
- b) To consider any updates and consider actions
None received.

MA233/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions
Actions need to be completed from previous meetings to progress the project.

MA234/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 May 2023

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
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

3	Norgetts lane	Resident	Bench along Norgetts Lane needs 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 June 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
8	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
9	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
10	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA. Reported to EA.	CL
11	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report. Reported.	SCDC
12	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo.	SCDC
13	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
15	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign. SM reported to SCDC	SCDC
17	Notice boards	GC	Poor repair - Wardens to look at. The repair project will require planning with the parish office. Action: Clerk to obtain quotes	Clerk
18	Littlehands	GC	Flood light not working. SM to obtain quotes to repair	SM
19	Littlehands	GC	Wooden paneling on emergency entrance side of littlehands requires maintenance. Wardens to re-paint.	Wardens
20	Palmers way	SAH	Tree of concern. Reported to SCDC. SCDC to investigate and raise with the appropriate parties.	SCDC
21	Pavilion	FC	Showers are very hot. Wardens investigating. SM to seek quotes	SM
22	Bowls club hedge	Wardens	Conifer needs cutting back/ Obtain quotes	SM

23	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. Bench not been moved recently.	Wardens
24	The moor	wardens	Sign faded. New sign needed (12 and under). ACTION Obtain quotes - ROSPA report states new guidelines.	SM
25	Worcester Way	Resident	Branches over hanging residents garden. Discussed 20/04/23	Wardens
26	Various	Wardens	Orchard, verge opposite sheeps row, and grass near telephone box requires cutting. SM to inform contractor	Contractor
27	Cross Lane	South Cambs	Bin blocked so unable to empty on the junction of Rose Lane and Cross Lane - car consistently blocking bin shed. ACTION: Note to be left of car.	Wardens

It was noted that the job list will be split into jobs for the Parish Council and jobs for other organisations.

MA235/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

It was noted that quotes to replace bins will be obtained from the Parish Office.

MA236/22 To note date of next meeting: Thursday, 15 June 2023

The date of the next meeting was noted at Thursday, 15 June 2023.

Meeting closed at 10:38