

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

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

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

Absent:

In attendance: Sophie Marriage (Parish Clerk), Steve Pitman and Keith Rudge (Wardens), Chris Selway (Allotment Chair), Mike Sherwen, Alexandra Coxall and Abigail Williams (Assistants to the Parish Clerk).

MA021/23 To receive and approve apologies for absence

None received.

MA022/23 To receive any Declarations of Interest and Dispensations

None received.

MA023/23 To approve the minutes of the Maintenance Committee Meeting held on 15 June 2023

It was RESOLVED that the minutes of the Maintenance Committee Meeting held on 15 June 2023 were an accurate record.

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

MA024/23 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.

MA030/23 f) To consider a request for a space to be reserved for a bench for a resident

Item brought forward on agenda to allow Mike Sherwen to comment.

Mike and his wife have requested a spot to be held under the walnut tree at New Road Cemetery for a memorial bench. Council commented on the dedication and effort put in by Mr Sherwen during his many years as a Parish Councillor to establish the cemetery and thought it was a reasonable request.

It was RESOLVED to accept the request for a space to be reserved under the walnut tree at New Road Cemetery for a bench.

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

ACTION: Office to note this request and reserve the future bench site as agreed.

Mike Sherwen left the meeting at 09:36

MA025/23 Finance Matters:

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

It was noted.

MA026/23 Conservation Matters:

- a) To receive the EA Monthly situation reports for June and July 2023

They were noted.

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

River Mel Restoration Group sent apologies for the meeting and provided a short report that can be found in the supporting documents.

- c) To consider quotations for work to a hawthorn tree along the riverside walk

It was RESOLVED to undertake the coppice work on the hawthorn tree along riverside walk at a cost of £200+VAT.

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

- d) To receive any other updates and consider actions

None received.

MA027/23 Allotment Matters:

- a) To receive an update about the community allotment

Meridian PCN are working towards securing a grant to help with the management of the community allotment.

Volunteers continue to tend to the site but will not be doing so indefinitely. It was decided to

Signed:.....

Date:.....

continue with the Meridian PCN plan unless it becomes clear they cannot tend to the plot.
Suggested to review by February 2024.

- b) To consider quotations for asbestos collection at St Georges allotment

Office have not received a response from EAS UK re asbestos collection as decided by email decision 19 July 2023. It was suggested to instruct Cambridge Asbestos, being the next best value quote previously received.

It was RESOLVED to instruct Cambridge Asbestos to complete the asbestos removal from St Georges Allotments at a cost of £195+VAT.

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

- c) To receive any updates and consider actions

A verbal report was received:

- 3 plots are being reallocated due to relinquishing rights or taking back by the council.
- Other plots have been marked to watch after the recent inspections – ACTION: Office to contact holders.
- Delivery of soil improver should be in the next couple of weeks, a skip will be onsite sometime in September.
- Reminder that half plots can be offered to those on the waiting list as a few plots are only being worked half way.

Chris Selway left the meeting at 09:49

MA028/23 Stockbridge Meadows:

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

Cllr Travis updated the committee on the progress that has been made on the Stockbridge Meadows Management Plan. Some calendarisation of information is required before publish.

- b) To consider the proposal to install a storage container in Stockbridge Meadows

Options for storage at Stockbridge Meadows were noted. ACTION: KR to work with MB and LB to confirm the best solution in size, placement and suitability and report back to the office to obtain quotes.

- c) To receive any other updates and consider actions

It was noted that the wildflower meadow will need cutting in September. ACTION: KR to manage the cutting of the wildflower meadow. KR requested help from Village Wardens for clearance etc.

MA029/23 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.

Concerns re vandalism to Worcester Way fence – discussed on agenda point MA031 23c).

- c) To note report on targeted graffiti around the village

The report was received.

- d) To receive any other updates and consider actions

None received.

MA030/23 Cemetery Matters:

- a) To consider quotes to replace the dead lavender and Hebe shrubs in New Road

Awaiting advice.

- b) To consider quotes for Saxon Burial memorial

Consideration should be given to the type of memorial to be put in place. ACTION: Office to look at costs for floor mounted memorial tablet with engraving/embossing with the suggested words 'Here lies the remains of a Saxon Family (date of re-burial)'.

- c) To consider applying for access protection markings outside Orchard Road Cemetery
 ACTION: Office to work with the Wardens re placement.
 It was RESOLVED to apply for access protection markings outside Orchard Road Cemetery at a cost of £120.
 Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- d) To consider appropriate action for shrubs outside of New Road Cemetery
 It was noted that further discussion will take place re the land in question with the home owners.
 ACTION: Office to check current contract and confirm works needed.
- e) To consider the draft garden of remembrance plan and rules and regulations
 Deferred.
- f) To consider a request for a space to be reserved for a bench for a resident
Brought forward on agenda – see point MA030/23f) above.
- g) To consider a request to install a bench in New Road Cemetery
 It was RESOLVED to allow request to install a bench in New Road Cemetery noting the need for a professionally installed concrete base as with other benches in the area.
 Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- h) To consider a request for work to trees in Orchard Road Cemetery
 Requests for works discussed and decided to add Orchard Road Cemetery to the upcoming tree inspection to seek advice re works. ACTION: Office to add Orchard Road Cemetery to inspection and report back to resident and Council with suggested works.
- i) To consider the installation of “no cycling” signs in New Road Cemetery
 Concern raised about people cycling through the cemetery. Suggestion made to install cycle parking in the car park and then sign that no bicycles to be ridden in the cemetery. ACTION: Office to provide quotes for bike rack installation and arrange for signage.
- j) To receive any other updates and consider actions
 None received.

MA031/23 Village Maintenance Matters:

- a) To note actions from the ROSPA reports
 Actions were noted.
- b) To consider quotations to cut back to trees along the Worcester Way fence boundary
 Quote for the works was discussed. ACTION: Office to confirm/clarify the work stated on the quote and report back to committee.
- c) To receive an update regarding the fencing works between Worcester Way and the private farm land
 Repeated vandalism to boundary fence. ACTION: Office to report damage to the Police.
 ACTION: Office to talk to County Farms re possible installation of a boulder deterrent etc.
- d) To consider quotations to repair the notice board and review alternative options
 Awaiting further quotes.
- e) To receive and update about tree work in the churchyard
 Awaiting further quotes.
- f) To receive an update on a recycling bin project and to receive quotations for a replacement bin
 Clerk informed the committee about a trial of recycling bins with South Cambridgeshire District Council waste which will see additional bins added to trial a recycling initiative. ACTION: Office to provide a report about bins that are to included in the trial and any new bins the Council need to replace.
- g) To note emergency call out for fallen tree at Cadet Hut on Old Rec
 It was noted.

- h) To consider quote for replacement of grit bin that was destroyed near Doctors off New Road
It was RESOLVED to purchase and install a replacement grit bin on the Doctors road at a cost of £140+VAT.
Proposed by Cllr Alexander, seconded by Cllr Kilmurray. All in favour.
- i) To receive an update on the replacement Library sign
Office confirmed that a sign will be reinstated on the lamppost outside The Hub. ACTION: Office to liaise with District Cllr Jose Hales re replacing the sign.
- j) To consider request for dog on lead and no fouling signage to be added to Clover Way
Land is currently not owned by the Parish Council. ACTION: Office to advise resident to contact Hopkins Homes and request action.
- k) To consider quotations to remove and prevent graffiti
Office to look at the implications of using the anti-graffiti paint on the ability to re-paint the areas and report back to committee.
It was RESOLVED to accept the quote from Suffolk Brick and Stone to remove the graffiti from the bus stop stone at a cost of £300+VAT.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- l) To consider quotations to cut back the old rec trees and nettles
After advice from two contractors it has been decided not to go ahead with the trimming of the trees around the boundary of the Old Rec. Action: Office to confirm that nettles are on the current contract and will be reviewed with the contractor.
- m) To consider quotations to cut the bowls club hedge
Further quotes to be obtained.
- n) To consider quotations to clear Greenbanks footpath
It was RESOLVED to accept the quote for works to cut back the walkway from Greenbanks to Water Lane from Majestic at a cost of £160+VAT.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- o) To consider taking part in the Hedgehog Highways Project
It was decided that the Hedgehog Highway Project is not an initiative that the Council could effectively support. Action: Office to advise applicant.
- p) To consider quotations for matting to assist access to the war memorial on Remembrance Day
ACTION: Office to obtain quotes for slot together style matting to cover 5m x 2.5m and report back to committee.
- q) To receive any other updates and consider actions
Cllr reported overgrown weeds creating a blockage on the path opposite Meeting Lane – Wardens to inspect and remove if possible.
Wardens noted overgrown tree on the corner of Dolphin Lane and the High Street obstructing views of traffic. Office have sent resident a letter requesting works. ACTION: Office to report to Highways re the obstruction and reach out to resident if needed.

MA032/23 Pavilion Matters:

- a) To receive the legionella report from 4i Water
The report was noted. ACTION: Office to advise on actions required.
- b) To receive any other updaters and consider actions
None received.

MA033/23 Little Hands Matters:

- a) [REDACTED]
[REDACTED]

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

MA034/23 Policies and Risk Assessments

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

MA035/23 Skate Park Working Party (SPWP)

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

MA036/23 Outstanding Maintenance Issues: To consider the status of the job spreadsheet
Actions were reviewed and noted.

ITEM	Location	Reported by	Notes	Actions	WHO?
1	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. Being consider for inclusion in the 2023/24 maintenance budget. Office to obtain quotes.	SM
2	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.	Clerk to follow up	JH
3	Bowls club hedge	Wardens	Conifer needs cutting back	Obtain quotes - awaiting approval	SM
4	New Rec bench	Wardens	Although the bench is heavy keeps being moved around the new rec.	Wardens and clerk to identify possible location to fix bench. Bench not been moved recently. UPDATE - bench broken when recently moved - currently dismantled and stored in lock up	Wardens
5	The moor	wardens	Sign faded. New sign needed (12 and under).	Obtain quotes - ROSPA report states new guidelines.	SM
6	Worcester Way	Resident	Branches over hanging residents garden.	Discussed 20/04/23 - obtaining quotes - awaiting approval	Wardens
7	Various	Wardens	Orchard, verge opposite sheeps row, and grass near telephone box requires cutting	SM to inform contractor. Meeting to be arranged to discuss problem areas	Contractor
8	All roads	All	Councillors to inspect roads for potholes.	Creation of map to identify the worst areas. ONGOING	ALL
9	Outside Orchard Surgery	Wardens	Salt bin on Orchard Surgery road - destroyed	Contacted SCDC about replacement - awaiting approval of costs	ATC
10	Tree - Cedar Close	Resident	Tree in need of cut, leaving sticky residue on paths etc.	ATC to obtain quotes for pruning - along with advice as to when best to cut.	ATC

ITEM	Details of work required	Reported by	Notes	Actions	WHO?
1	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo.	Parish Office to follow up. Highways have scheduled the work to be carried out soon.	Highways
2	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	Update: sign now demolished, reported again to Highways 24/05/23 Re-reported 13/07/23 as sign missing.	SCDC
3	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. Highways confirmed that they will pay for the work, however quote is out of date. Re-quote required.	SM / Highways
4	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways.	CCC confirm sign to be replaced 2023/24. Monitor.	SCDC
5	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 - Highways confirmed replace of Library sign on lampost outside of Hub and possible alternative locations on A10 etc.	CCC
6	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA.	Reported to EA.	EA
7	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report.	Reported to SCDC with photo.	SCDC
8	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign.	SM reported to SCDC	SCDC

MA037/23 New Maintenance Issues: To consider Maintenance issues arising since last meeting

The Chair noted that a feasibility study will be completed by County and South Cambs District Council into the reinstating of a pond at the corner of Back Lane and High Street. Hopefully addressing flooding issues on the High Street and adding ecological interest to this area.

The Chair noted his, and the committees, thanks to Sophie Marriage for Clerking the committee and wished her well in the future.

MA038/23 To note date of next meeting: Thursday 14 September 2023

The date of the next meeting was noted as Thursday 14 September 2023.

Meeting closed at 11.26

Signed:.....

Date:.....