

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

A meeting of the Maintenance Committee held on Thursday 19 October at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

Absent:

In attendance: Alexandra Coxall and Abigail Williams (Parish Clerks), Steve Pitman (Warden), Maureen Brierley & Les Brierley (RMRG), & Chris Selway (Allotment Association)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09.30

MA057/23 To receive and approve apologies for absence

None received

MA058/23 To receive any Declarations of Interest and Dispensations

None received

MA059/23 To approve the minutes of the Maintenance Committee Meeting held on 14 September 2023

It was RESOLVED that the minutes of the Maintenance Committee Meeting held on 14 September 2023 were an accurate record.

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

- a) To discuss comments on minutes from 14 September 2023

None received

MA060/23 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

MA061/23 Finance Matters:

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

It was noted

MA062/23 Conservation Matters:

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

It was noted

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

River Mel Restoration Group updated committee on meetings with Environment Agency and works carried out by Rob Mungoven and the volunteers. It was noted that previously agreed grass cutting by access point is needed. ACTION: Parish Office to find out if the access point can be added to grass cutting contracts.

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

The front on MVC identified as a possible location for planting. ACTION: Parish Office to contact MVC.

- d) Update from County Cllr Susan van de Ven on the prospective restoration of the Old Pond at Back Lane/High St junction for the purpose of capturing silt runoff

County Cllr Susan van de Ven was unable to attend the meeting, a brief update was received. There may be an opportunity for County funding for the project to reinstate the pond. It was noted that the liability for maintenance costs should be established. Feasibility discussions continue.

- e) To receive any other updates and consider actions

None received

MA063/23 Allotment Matters:

- a) To receive any updates and consider actions

Allotment Association confirmed that inspections have taken place and that the majority of the plots are being worked. There are five new tenants. Asbestos collection scheduled for next week. Delivery

of soil improver in August was well used by holders, AJ Grab Hire invoiced MPC for this delivery, which should have been paid for out of the Allotment Grant. ACTION: Parish Office to invoice Allotment Association for the amount.

Skip hire to still be arranged later in the year, to be paid for by the grant.

Plot 46b there are low hanging ash tree branches. ACTION: Parish Office to arrange for a survey of all the trees at the allotments.

Chris Selway (Allotment Association) left the meeting 09.55

MA064/23 Stockbridge Meadows:

- a) To discuss the application next steps for Nature Reserve status

Full Parish Council gave full support to move forward, meeting to be arranged with Maureen & Les Brierley & Keith Rudge to look over the management plan and calculate costs for year ahead.

Updated maps and images have been identified for use in the application, ready to finalise and send to Natural England for comment.

- b) To receive any other updates and consider actions

It was noted that the wild flower meadow has now been raked over, but will need cutting again. Depth measurements at the possible pond location trench show 10 – 12 inches of water, and it was suggested that options to protect wildlife from getting trapped be put in place. Measurements and observations to continue through the winter period.

It was noted that the dog fouling is a major issue, it was suggested to invest in new, bigger signs, and to push the social media campaign on dog fouling again. ACTION: Parish Office to investigate new signs and update social media channels.

Maureen Brierley & Les Brierley (RMRG) left the meeting 10.11

MA065/23 Governance Matters:

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

It was noted

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

Noted.

Parish office to investigate suitability for a horse chestnut tree at Millenium Copse after suggestion to replace Guides Millenium Copse tree with one of the horse chestnuts that need planting. ACTION: Parish Office to contact Guides to discuss as we should follow their choice of tree type.

ACTION: Parish Office to investigate fire padlocks for the Moor access gates – and potentially other gates around the village.

ACTION: Wardens to make broken sluice valve markers safe.

ACTION: Parish Office to investigate who is maintaining the WonderPass between Melbourn & Meldreth.

- c) To receive any other updates and consider actions

None received

MA066/23 Cemetery Matters:

- a) To consider quotations for Saxon Burial memorial

Quotes and requirements considered.

ACTION: Parish Office to obtain updated quotes for buff sandstone, with same lettering and a visual of completed product.

- b) To consider options for cycle parking at New Road Cemetery

Options noted.

ACTION: Office to obtain quotes for installation of 4 soft ground hoops on grass area indicated.

- c) To receive any other updates and consider actions

It was noted that parking at the gate of New Road Cemetery is still an issue. ACTION: Cllrs and Office to investigate solutions.

MA067/23 Village Maintenance Matters:

- a) To consider clarified quotation for Worcester Way tree line works
It was RESOLVED to recommend the full tree line quote be accepted by full council.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.
- b) To receive an update regarding the fencing works between Worcester Way and the private farm land
Awaiting confirmation from County Farms as to next steps.
ACTION: Wardens to make the fence safe
- c) To consider quotations for cutting the Bowls Club hedge
It was RESOLVED to accept the quote from Greenland
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in Favour.
- d) To consider updates to bin proposal
It was RESOLVED to accept the bin replacement proposal. ACTION: Office to confirm bin type via email to Cllrs.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in Favour.
- e) To consider quotations for safety improvements to Clear Crescent play park, following ROSPA report
Quotes were received from Wicksteed. One for parts, one for parts & labour and a further quote for the eco tumble matting.
ACTION: Parish office to obtain further quotes for the eco tumble matting.
It was RESOLVED to recommend approval of parts & labour quote from Wicksteed by full council.
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.
- f) To receive an update and consider a watering plan for planting trees along Cambridge Road
Deferred
- g) To consider offer of removal of rocks from Clear Crescent play park
Relocation considered. Further thought required. ACTION: Office to contact Shires to discuss
- h) To receive update on the street lighting along the access road to The Moor car park
It was noted that switches are being investigated by the Wardens. ACTION: It was noted that a flood light attached to Little Hands was strobing – investigate.
- i) To consider actions from road inspections report
It was noted
ACTION: Office to reinstate letter for residents that can be delivered by Wardens as and when needed.
- j) To receive any other updates and consider actions
None received

MA068/23 Pavilion Matters:

- a) To consider actions from the legionella report from 4i Water
Deferred – ACTION: Parish office to obtain quotes for suggested works
- b) To receive any other updaters and consider actions
It was noted that the porch lights are continually on. ACTION: Parish office to obtain quotes for the sensor controlling the lights to be moved.

MA069/23 Little Hands Matters:

- a) Update on RAAC inspection at Little Hands
Unable to contact Little Hands to carry out inspection ACTION: Cllr Clark to speak directly to Little Hands.
- b) To receive any updates and consider actions
None received

MA070/23 Policies and Risk Assessments

- a) To consider impact of new fire safety guidance in force from 1st October on Parish buildings
It was noted
- b) To consider any updates and consider actions
None received

MA071/23 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions
Resident wants to join the SPWP, which will reconvene in the new year.

MA072/23 Outstanding Maintenance Issues: To consider the status of the job spreadsheet
It was noted

MA073/23 New Maintenance Issues: To consider Maintenance issues arising since last meeting

- a) To consider the purchase of equipment for Wardens
Deferred – ACTION: Parish Office to put equipment list together

MA074/23 To note date of next meeting: Thursday 23 November 2023

The date of the next meeting was noted as Thursday 23 November 2023.

Meeting closed at 11.25

DRAFT