

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

A meeting of the Maintenance Committee held on Thursday 23 November at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

Absent:

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

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09.30

MA075/23 To receive and approve apologies for absence

None received.

Apologies received from Maureen Brierley but Clerk omitted to mention.

MA076/23 To receive any Declarations of Interest and Dispensations

None received.

MA077/23 To approve the minutes of the Maintenance Committee Meeting held on ~~14 October 2023~~ 19 October 2023

NOTE: correction to item MA077/23 – should read ‘To approve the minutes of the Maintenance Committee Meeting held on 19 October 2023’.

It was RESOLVED that the minutes of the Maintenance Committee Meeting held on 19 October 2023 were an accurate record.

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

- a) To discuss comments on minutes from ~~14 October 2023~~ 19 October 2023

None received.

MA078/23 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.

MA079/23 Finance Matters:

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

It was noted.

- b) To note invoices for extra cuts and village maintenance.

They were noted.

MA080/23 Conservation Matters:

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

It was noted.

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

RMRG updated committee on gravel works to River Mel being delayed until the spring. It was noted that the Environment Agency (EA) were still interested in measuring flow between Stockbridge Meadows and the Sheene Mill. ACTION: RMRG were tasked with finding out if readings gathered by volunteers would be accepted as data with a view to obtaining a flow gauge and taking the readings on EA behalf.

- c) 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.

Update provided by Cllr Travis. RG Carter have agreed to survey the site in order to determine if the reinstatement of a pond in the area is a viable project.

- d) To start discussion of updates/changes to village maintenance contracts in preparation for tender to take place in 2024.

Signed..... Date:

Office presented a list of additional activities to consider adding to the tender for village maintenance. Committee to review and send any additional activities to the office. ACTION: Office to compile the list and review with Wardens / Committee.

- e) To receive any other updates and consider actions.

None received.

MA081/23 Allotment Matters:

- a) To receive any updates and consider actions.

Allotment Association confirmed inspections have taken place and all plots are either being worked or plan to be worked. All plots are now allocated. Most agreements have been signed for year 23/24.

It was noted that the PCN are still working towards taking on the community plot.

It was noted that a tree has fallen near plot 46a. Office have arranged tree removal. Other trees around site have been highlighted as in need of attention. Quote to be reviewed for works.

It was noted that bushes on the walkway to Grays are overgrown. ACTION: Office to contact resident to request trimming.

Chris Selway (Allotment Association) left the meeting 09.57

MA082/23 Stockbridge Meadows:

- a) To consider sending current version of the Stockbridge Management report to Natural England for review.

Cllr Barnes offered to review document prior to sending.

It was RESOLVED to send the Stockbridge Management report to Natural England for review.

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

- b) To receive any other updates and consider actions.

It was noted that there has been a request to undertake some Duke of Edinburgh Award activities at Stockbridge Meadows. Individuals to work with Stockbridge Meadows volunteers.

Les Brierley left the meeting 10.04

MA083/23 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.

- c) To receive an update on the padlocks used in public areas from the Fire Service and to consider the installation of code padlocks in public areas – including The Moor car park, New Rec wooden gate and Stockbridge Meadows.

Office have confirmed there is no requirement to have a numerical padlock shared with local emergency services. New padlock has been installed at Little Hands. Agreed to keep locks as there are at the moment and monitor.

- d) To receive an update on the seating dome on The Moor.

ACTION: Office to contact schools to ascertain if there is any interest in taking the structure on before refurbishment is carried out.

- e) To receive an update on the Moor Play park multigenerational swing.

It was noted that the multigenerational swing has been replaced (via Hags), on installation the swing was once again destroyed by the fire brigade to release a youth who had attempted to fit in the swing.

ACTION: Office to research alternative suppliers for a multigenerational swing and alternatives if this is not a viable solution.

ACTION: Office to write to Melbourn Village College to inform them of the two incidents and encourage respectful behaviour towards the facilities from students.

- f) To receive any other updates and consider actions.

None received.

MA084/23 Cemetery Matters:

Signed..... Date:

- a) To consider quotations for Saxon Burial memorial.

It was RESOLVED to accept the quote from AC Stoneworks for saxon memorial at New Road Cemetery at a cost of £1378.50.

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

- b) To receive any other updates and consider actions.

None received.

MA085/23 Village Maintenance Matters:

- a) To note Moor Play Park inspection report.

The report was noted.

ACTION: Office to look at costs of replacing rec side gate with a self-closing option.

- b) To note request for meeting re the bushes outside New Road Cemetery – ongoing issue re ownership of land / maintenance of area.

ACTION: Office to confirm availability to meet on 30th December.

ACTION: Item to be added to full council meeting on 4 December to consider actions.

- c) To receive update on the street lighting along the access road to The Moor car park.

Awaiting quotes for repair. Deferred.

- d) Ongoing maintenance of the Wonderpass.

ACTION: Office to confirm actions agreed by Melbourn Practical Solutions Group re the maintenance of the Wonderpass.

- e) To receive any other updates and consider actions.

None received.

MA086/23 Pavilion Matters:

- a) To consider actions from the legionella report from 4i Water.

Awaiting quotes. Deferred.

It was noted that Wardens now have the sole use of water testing equipment.

- b) To receive any other updaters and consider actions.

None received.

MA087/23 Little Hands Matters:

- a) Update on RAAC inspection at Little Hands.

It was noted that the office is finding it hard to find a suitable surveyor. ACTION: Office to remind Cllr Wilson of request for advice.

- b) To consider approval of increased total cost for Little Hands drainage work – estimate for asbestos removal and additional works was £1,145.56 short due to additional weight of asbestos in tonnes being measured at weighbridge after collection.

Previously approved total £17,475.89 - total costs £18,621.45

It was RESOLVED to recommend for approval to full council the increased costs of £18,621.45 for Little Hands drainage works associated with additional weight in tonnes of the collected asbestos.

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

- c) To receive any updates and consider actions.

None received.

MA088/23 Policies and Risk Assessments

- a) To consider any updates and consider actions.

None received.

MA089/23 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions.

Signed..... Date:

It was noted that SPWP was reconvene in the new year.

MA090/23 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

It was noted.

It was noted that public thanks had been received for the work the Wardens have been carrying out.

MA091/23 New Maintenance Issues: To consider Maintenance issues arising since last meeting

a) To consider the purchase of equipment for Wardens.

It was RESOLVED to purchase strimmer, pruning saw, grinder and drill.

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

On review of items on list it was RESOLVED to also purchase hacksaw, telescopic handle shears and telescopic handle loppers.

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

MA092/23 To note date of next meeting: Thursday 14 December 2023

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

Meeting closed 11.03