



🏠 **Melbourn Parish Council**
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MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday 19 June 2025 at 09:30am
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Barnes, Alexander, Clark (Chair)

Absent:

In attendance: Abigail Williams (Clerk), Alex Coxall (Deputy Clerk), Maureen Brierley (RMRG), Chris Selway (Allotment Association), Steve Pitman (Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09:30

In accordance with the Terms of Reference for the Planning Committee (3a) and the Melbourn Parish Council Standing Orders (3q) due to the Chair and Vice Chair not attending the meeting it was proposed that Cllr Clark chair the meeting.

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

MA001/2526 To receive nominations and elect a Chair of the Maintenance Committee

No nominations were received. It was noted that as some members of committee were not in attendance and new members were needed it would be appropriate to defer the item until the next meeting.

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

MA002/2526 To receive nominations and elect a Vice Chair of the Maintenance Committee

No nominations were received. It was noted that as some members of committee were not in attendance and new members were needed it would be appropriate to defer the item until the next meeting.

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

MA003/2526 To receive and approve apologies for absence

Apologies received from Cllr Kilmurray with acceptable reasons given.

It was omitted to resolve this item – no vote was taken.

MA004/2526 To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

None received.

MA005/2526 To approve the minutes of the Maintenance Committee Meeting held on 15 May 2025

It was RESOLVED to accept the minutes from the Maintenance Committee Meeting held on 15 May 2025 as an accurate record.

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

MA006/2526 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 present.

MA007/2526 Finance Matters:

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

MA008/2526 Conservation Matters:

- a) To receive the EA Monthly situation report for May 2025.

Signed..... Date.....

The report was noted.

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

A verbal report was given by RMRG. It was noted that the river levels were down but not concerning. An update from Cam Catchment Partnership (Rivers Matter) was shared (Information can be found here: <https://www.rivercam.org.uk/>). Concern was raised about an individual living on The Moor. ACTION: Office will continue to reach out to agencies that can aid the individual.

- c) To note concern from resident and consider actions about historical e.coli levels in the River Mel.

A representative from RMRG gave an update on the situation. It is stated that the group should receive any alerts about potential rises in e.coli levels etc, none have been received. It was noted that users should use caution when entering the river, knowing where the discharge points are etc. ACTION: Office to work with RMRG to produce an article about considerations that should be taken when people or animals are entering the river.

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

None received.

MA009/2526 Stockbridge Meadows:

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.

Attempts to encourage volunteers through the magazine and fete were noted. It was noted that up to ~~none~~ nine of the heritage fruit trees should be replaced in the near future. ACTION: Work with Conservation Warden to plan replacements and bring proposal to Committee. This could be addressed by offering memorial tree planting in the area. The care and maintenance of memorial benches in the area was addressed. ACTION: Office to confirm rules and regulations around bench maintenance.

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

None received.

Maureen Brierley left the meeting 09:57

MA010/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.

A verbal report was given by the Allotment Association. It was noted that inspections had taken place and most plots were being worked sufficiently. ACTION: Office to contact non-compliant plot holders and take appropriate action. Two issues with trees were raised with the Grays plots. ACTION: Office to gather quotes for cut back of large tree at entrance and work with plot owners to decide the fate of a tree on plot 5. It was requested that a gate on plot 25b be moved for easier access. ACTION: Wardens to review and move if appropriate.

- b) To consider quotes for works to hedge / walkway at St Georges Allotment.

Quotes for works were considered – quotes were not comparable. ACTION: Office to request comparable quotes. If works were comparable it was RESOLVED to proceed with the quote from Majestic. If quotes are not comparable issue will be brought back to Committee.

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

- c) To discuss actions for Allotment Association application for Allotment Improvement Grant from South Cambridgeshire District Council. <https://www.scambs.gov.uk/community-and-people/community-action/allotment-improvement-grant>

Chris Selway presented information on the grant applications and requested assistance with Environment and Safeguarding Policies. ACTION: Office to work with Allotment Association to support the grant applications and report back to Committee where necessary.

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

None received.

Chris Selway left the meeting 10:21

MA011/2526 Governance Matters:

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

Inspection reports were noted.

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

Incidents of damage or vandalism were noted.

- c) To consider approval of memorial bench style (new rec).

It was RESOLVED to request a brown version of the suggested bench be installed due to ongoing maintenance costs of a coloured bench. It was noted that the Committee supported the need to reflect the individual in the memorial and suggested a suitable plaque should be encouraged.

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

- d) To consider days and times for future Maintenance Committee meetings.

It was decided to conduct a survey amongst current and potential attendees to decide on the most suitable time and day going forward. ACTION: Office to communicate options and report back to Committee.

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

None received.

MA012/2526 Correspondence:

- a) To receive complaint and consider actions about verge in Fordham Way.

The item was discussed. It was decided to contact residents in the area to highlight the need to keep verges clear. ACTION: Office to write to residents.

- b) To receive complaint and consider actions about high verge on Water Lane.

The item was discussed. ACTION: Office to gather quotes for one off work to strip back verge and then pass to contractors to maintain.

- c) To note correspondence about tree on Beechwood amenity area and note response from Wardens.

Item noted – already completed by Wardens.

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

None received.

MA013/2526 Biodiversity:

- a) To receive any updates and consider actions

None received.

MA014/2526 Cemetery Matters:

- a) To receive report on tree in Orchard Road Cemetery and consider actions.

Reports were received and it was decided to wait to receive the full tree survey results in September to determine action.

- b) To consider cleaning works to New Road car park.

Wardens to add jet washing of New Road Cemetery car park to their job list.

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

None received.

MA015/2526 Village Maintenance Matters:

- a) To report on metal work in ground at Clear Crescent park.

Works to remove metal spike from ground was noted. Completed by Wardens.

- b) To receive response and consider actions from driver in relation to the damage to lighting bollard in High Street car park.

In the circumstances it was RESOLVED to suggest to Full Council to proceed with a lower cost fix of capping the electric to the light and replacing with a non-lit bollard.

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

- c) To receive and consider ROSPA maintenance tracking reports for Clear Crescent and The Moor Play Parks.

The ROSPA tracker was presented. It was decided to proceed with gathering quotes for the broken Moor gate, investigating a fix for the zip wire at the Moor and investigating works to the rear gates to allow for self-closing mechanism to be fitted possibly introducing a single self-closing gate to allow for the double mower access gate to remain in situ and locked. ACTION: Office to collect quotes for works and present to committee.

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

It was noted that the double swing at the Moor had been reported as broken. Wardens to investigate a potential fix.

MA016/2526 Pavilion/New Rec Matters:

- a) To receive a report and consider actions with regard to the heat pump fix / replacement at the Pavilion.

Item deferred until a suitable solution can be presented. ACTION: Office to ensure that heating has been turned off.

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

None received.

MA017/2526 Little Hands Matters:

- a) To update on oil tank immersion issue.

No update available from Little Hands. Works to replace the oil tank to proceed late June as agreed.

- b) To consider budget of £25 to sow wildflower seeds in the car park verge in September.

It was RESOLVED to approve a budget of £25 to sow wildflowers in the car park verge. Proposed by Cllr Alexander, seconded by Cllr Barnes. All in favour.

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

Confirmation of dates of works to Little Hands were noted.

MA018/2526 Policies and Risk Assessments:

- a) To review and consider wording changes to Document 4.12 Allotment Lease.

It was RESOLVED to recommend to Full Council to accept the wording changes to Document 4.12 Allotment Lease.

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

MA019/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding items were noted.

MA020/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA021/2526 To note date of next meeting: Thursday 17 July 2025.

The date of the next meeting was noted as Thursday 17 July 2025.

Meeting closed 11:09