

MELBOURN PARISH COUNCIL MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of this Committee was held on Friday, 12 October 2018 at
the Pavilion, The Moor, Melbourn at 09:00**

Present: Cllrs Clark, Norman and Travis, T Stebbing

In attendance: Simon Crocker, Parish Clerk, Claire Littlewood, Assistant to Clerk, K Rudge, D Bartle

Absent: Cllr Stead

Apologies: Barry Deville, Rosemary Gatward

MA001/18 To receive nominations and elect the Chair of the Maintenance Committee

Cllr Travis was nominated as Chair by Cllr Norman, seconded by Cllr Clark. All in favour-
CARRIED.

MA002/18 To receive nominations and elect the Vice Chair of the Maintenance Committee

Cllr Clark was nominated as Vice Chair by Cllr Norman, seconded by Cllr Travis. All in favour –
CARRIED.

MA003/18 To receive and approve apologies for absence

Apologies were received from Barry Deville and Rosemary Gatward. Cllr Stead was not in
attendance.

MA004/18 To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda
None received.
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
None received
- c) To grant any requests for dispensation as appropriate
None granted

**MA005/18 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)**

There were no members of the public present.

**MA006/18 To approve the notes of the Maintenance Working Party Meeting held on 14 September
2018 – APPENDIX 1**

RESOLVED to accept the notes of the meeting on 14 September without amendment.
Proposed by Cllr Norman, seconded by Cllr Clark. All in favour – CARRIED.

**MA007/18 To report back on Actions identified at the Maintenance Working Party Meeting held on 14
September 2018**

The Clerk suggested that this item be removed from the Agenda in future as reports on actions
will be made when the job sheet is reviewed.

MA008/18 Finance & Governance Matters:

- a) To note the Terms of Reference for the Committee – **APPENDIX 2**
Noted that Terms of Reference for the Maintenance Committee were approved at a meeting of
the Parish Council on 24 September 2018. The Clerk clarified that only parish councillors would
have voting rights.
- b) To receive a monthly finance report on expenditure within the Committee's remit – **APPENDIX 3**

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Cllr Norman queried £500 spend for remedial works to the Old Rec.

ACTION: Assistant to the Clerk to establish what remedial works were carried by our maintenance contractor.

- c) To receive a report on the Asset Management Reserve – **APPENDIX 4**

Report to be presented to Finance & Good Governance Committee on 5 November 2018.

- d) To consider items for funding in Financial Year 2019/2020

Each item was discussed and updated with action and category:

ITEM	CATEGORY	ESTIMATED COST	COMMENTS
ASSETS MAINTENANCE/ENHANCEMENT			
Projects			
Prevention of vandalism programme			<i>Not necessary this year</i>
Development of 'wild' play area at Worcester Way/Armingford Cr	A		TS draft report to be discussed further.
Littlehands			
Littlehands Drains	A	3570 + VAT	Work complete
Link drainpipe to drain	A		Discussed re-routing flow from this downpipe into other downpipes properly installed or removing downpipe and replacing with guttering. GC spoke to someone – rough estimate for works £200 labour + £100 parts. ACTION Obtain quotes for work.
Pavilion and recs			
Install more powerful floodlights at Pavilion	A	£1516 + VAT	Quotes circulated – JHE to be awarded the work. ACTION Assistant to Clerk to contact JHE.
Repair/replacement of plumbing in Away side	A		<i>Discussed in meeting</i>
Replacement of chairs at Pavilion and trolley to move them	C		No further requests from pavilion users to move chairs / tables. No action at this time.
Work in response to the strategy developed for development of MAYD			
Car park			

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<i>Nothing at present</i>			
New Road Cemetery			
GPS marking of graves			No action at this time.
			<i>Previously tied in with development of Green Burial site</i>
Replacement trees	A	£1000 ish	ACTION obtain updated quote from Barchams and also request quote from Phillimores. Work to be carried out this year.
The Cross			
Replace fencing at both sides of the Cross	A	Circa £4000	Dennis has painted the fence and reports that it is possible to repair. Replacement to be deferred.
The Hub			
Noted that decisions relating to works at the Hub are not to be taken by Maintenance Committee and will be referred to F&GG meeting in November.			
Work following Hub Fire Inspection	A	To be notified	Work to be done this year.
	A		Changes to steps to Hub from Brooksbank in response to Fire Audit. - to be done this year.
Air conditioning in upstairs (meeting room and Parish Office)			<i>Linked to possible extension project</i>
Need maintenance/replacement plan for Hub			
Change access to extraction duct in Parish Office			
Renew IT equipment in Hub			
Additional work station in Parish Office	A		PC plus furniture
Repaint all wood at the front of the Hub	A	Quotes needed	Back is in an acceptable state as it does not get the sun. Get cost
Playparks			
Skateboard paark			Potential s106 project –

			requires public consultation
Auto-closing gate at The Moor	A		Not a legal requirement but good practice and should meet safety expectations of park users – ACTION Assistant to Clerk to obtain quote for self-closing gate
Maintenance (Hard)			
Repairs to Boardwalk at Stockbridge Meadows	A		Waiting for reed and other growth to die back in winter for full inspection for works
Maintenance (green)			
Unforeseen tree work			
Other identified spend			
Tools for Wardens			Still money in Wardens' budget so should be funded current FY. Wardens to prepare list of tools.
Shredder (for green waste)	A	1187.50 (excl VAT)	Wardens to try and repair shredder over winter
Protective equipment for weed spraying	A		Wardens have backpack sprayer which is fit for purpose. RESOLVED to arrange for appropriate training for wardens and protective equipment. Proposed by Cllr Clark, seconded by Cllr Norman. All in favour – CARRIED.
Suggestions Previously deemed Low Priority			
Toilet signs for Hub	C		To help users of Hub locate toilets
Replace extractor fans in Home and Away Changing Rooms	C		Dennis has descaled the showers and removed the mould. Area may require repainting.
Redesign/move electricity cabinet by Littlehands	B		Young people are using it to climb onto Littlehands' roof. ACTION Assistant to Clerk to obtain quote for removal of electricity cabinet and installation of wall mounted box. Also check on status of quote for making safe lighting

			on roof of Littlehands (Sheplee quote?)
Path to RHS bus stop	C	750 (previous quote)	Agreed in principle by PC. Need up to date quote for path; quote for replacement shrubs and plan for maintenance and protecting new planting. Area to be replanted and fence installed to stop people walking across the flower bed to the kebab van. ACTION Obtain quotes for planting and fencing.

MA009/18 Allotment Matters:

- a) To consider a charging regime for the rototaving untended plots.

RESOLVED that the Parish Council would pay for plots to be rotovated for new tenants but that the cost would be passed on if the plot was unworked and required further clearing. Proposed by Cllr Norman, seconded by Cllr Clark. All in favour – CARRIED.

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

The wardens reported that allotment rubbish was being dumped along the access strip at the rear of the allotments and they were unable to clear the area of weeds / nettles.

RESOLVED that wardens would discuss with Barry Deville appropriate wording for a sign to be displayed in the area to deter further dumping of allotment waste. Proposed by Cllr Norman, seconded by Cllr Clark. All in favour – CARRIED.

MA010/18 Cemetery Matters: To receive updates and consider actions.

- a) Progress on War Memorial refurbishments

Clerk reported that refurbishment was underway. Some making good of grassed area to be undertaken by MD Landscapes.

ACTION Assistant to Clerk to contact MD Landscapes to discuss.

- b) Progress on 83 High St Memorial installation

Wardens reported that Hibbitts had inspected the area and indicated that driveway adjacent to 83 High Street was not suitable for unloading. Hibbitts will park on the High Street. Wardens to assist with traffic management. Works scheduled for 29 and 30 October.

- c) To receive any other updates and consider actions

Reported that soil stores in both cemeteries had been emptied.

Keith Rudge suggested that old memorial bases could be used as they only differed slightly in size.

Dennis Bartle noted that soil store at New Road was becoming spread out and not properly piled up. **ACTION** Clerk and wardens to inspect the area.

Noted that SCDC have indicated a second green bin will be provided with annual charge of £31.20 for emptying. **RESOLVED** to approve expenditure for emptying bins. **PROPOSED** by Cllr Clark, seconded by Cllr Norman. All in favour – CARRIED.

MA011/18 Stockbridge Meadows Matters:

- a) To consider moving Maintenance of the Amenity area into a maintenance contract

RESOLVED that the area should be included in General Maintenance Contact. **PROPOSED** by

Cllr Norman, seconded by Cllr Clark. All in favour – CARRIED.

- b) To consider correspondence regarding the annual ‘Sausage Picnic’.

Suggested that event could be held in the orchard behind the pavilion as Stockbridge Meadows is a nature reserve and BBQs are prohibited. Gillian Morland to organise the event and manage numbers (30 max) and people must register if they wish to attend. Residents of Thatcher Stanfords Close should be notified.

- c) To receive any other updates and consider actions

Nothing further to report

MA012/18 Pavilion Matters:

- a) To consider quotations for installation of extra flood lighting

RESOLVED to accept quote from JHE Electrical. **PROPOSED** by Cllr Clark, seconded by Cllr Norman. All in favour – CARRIED.

- b) To consider quotations for drainage investigation

RESOLVED to delegate responsibility to the Clerk to get Dynorod out to inspect the drains. **PROPOSED** by Cllr Clark, seconded by Cllr Norman. All in favour – CARRIED.

- c) To consider quotations for servicing of the heat pump

RESOLVED to ask Shelford Heating to investigate status of ASHP. **PROPOSED** by Cllr Norman, seconded by Cllr Clark. All in favour – CARRIED.

- d) To receive any other updates and consider actions

Noted that there was some damage to away team door after a recent match. **ACTION** Assistant to Clerk to check which team played on 6/10/18.

MA013/18 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet

ITEM	Details of work required	Action Notes
1	Stockbridge Meadows - boardwalk railings	Wait for area to die back in winter
2	KR report that flagstones are flaking and loose, creating trip hazard. Possible repairs or relay area. War memorial. JT to provide spec to CL.	Work in progress - remove from list
3	New Road - Grave reinstatement and turfing	Wardens to return
4	Dividing Hedge in Orchard Road Cemetery - Leave or remove?	ACTION Assistant to Clerk to prepare sign to be placed by the hedge alerting public of the intention to remove
5	Trees overhanging in Chalkhill Barrow/Back Lane	Awaiting report from CCC inspection
6	Ivy choking poplar trees on Royston Road	Keith to remove ivy
7	Bushes on Orchard Road (opp Orchard Gate)	ACTION Assistant to Clerk to chase quote from Ashtons

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8	Moving soil stores in New Road and Orchard Road Cemeteries	Complete - remove from list
9	Pavilion toilets - problems during fete 2018	ACTION Arrange for Dynorod to carry out CCTV inspection of drains.
10	Gate from Moor playarea to the rec broken off hinges	Gate is broken off at hinges. Wardens to repair
11	Littlehands drainage investigation	ACTION obtain quotes for corrective work to downpipe
12	Stockbridge Meadows wire fencing	ACTION chase quotes for removal of wire
13	New Rd Cemetery bins	Complete - remove from list
14	Trees at the bottom of Maple Way (Orchard Road)	HCGM to be asked to carry out work (MA014/18a))
15	Cupboard in Pavilion - door fallen off	Complete - remove from list
16	Cllr Road Inspections	To be discussed at Parish Council meeting on 22 October 2018
17	Orchard Rd Cemetery Yellow Lines	Wardens to repaint yellow line
18	Pavilion - ink splattered on door after youth club	ACTION Assistant to Clerk to identify user at the time of damage
19	Pavilion ASHP	ACTION Assistant to Clerk to ask Shelford Heating to carry out work
20	Tree at entrance to allotments	Allotment holder has requested that large Ash tree overhanging her plot (46A) is cut back as it's cutting out light - CL to check who is responsible for tree 11/10/18. ACTION Assistant to Clerk to identify who is responsible for tree
21	Bus stop - guttering has been damaged by vandals	Wardens to re-attach guttering to fascia with screws to make more secure
22	Pavilion clock not working	ACTION Obtain quote for repair

MA014/18 New Maintenance Issues: To consider reports and correspondence on Maintenance issues arising since last meetings

- a) To consider a quote for works to trees at junction of Maple Way / Orchard Rd
RESOLVED to accept quote from Herts & Cambs Ground Maintenance for £480 + VAT.
PROPOSED by Cllr Clark, seconded by Cllr Norman. All in favour – **CARRIED**.
- b) To consider reports of Rabbit Damage to sports pitches
To monitored by Wardens.
To note the date of next meeting on 9 November 2018.
The meeting closed at 11:30.

Signed:..... Dated:...../...../.....