

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of this Committee was held on Thursday, 21 March 2019 at
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Barnes, B Deville, R Gatward
In attendance: C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle, T Stebbing
Absent: None

MA057/18 To receive and approve apologies for absence

Apologies received from Cllr Wilson

MA058/18 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

MA059/18 To approve the minutes of the Maintenance Committee Meeting held on 28 February 2019

It was:

RESOLVED that the minutes of the Maintenance Committee meeting held on 28 February 2019 be approved as a correct record and duly signed by the Chair.

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

MA060/18 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 in attendance

MA061/18 Finance Matters: To receive a monthly finance report on expenditure within the Committee's remit

The finance report was considered and noted.

Actions:

- Clerk to report back at next Maintenance Committee meeting on invoicing for grass cutting contractor.
- Wardens to report back on possible shredder replacement

MA062/18 Vandalism issues: To receive a report on vandalism in the Parish

The report was noted.

Actions:

- Wardens to apply sealant to plaque in bus shelter to protect it from graffiti.
- Assistant to Clerk to update report with all events of vandalism and damage in the village.
- Assistant to Clerk to speak to PCSO about reporting incidents and crime numbers.
- Assistant to Clerk to let TS know when Police Surgeries are arranged.

MA063/19 Maintenance Contracts: To review village maintenance contracts

Noted that Herts & Cambs Ground Maintenance have offered to extend their contract for a further 2 years at current rates.

Actions:

- Clerk to review contract to ensure it is fit for purpose.
- Item to be discussed further at next Maintenance Committee meeting in April.

It was:

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

RESOLVED that the Clerk should write to Herts & Cambs Ground Maintenance to request that their contract continue for a further month with a view to a decision being taken at the April Maintenance Committee meeting.

Proposed **Cllr Barnes**, seconded **Cllr Clark** – All in favour.

MA064/18 Allotment Matters:

a) To consider a draft bee keeping policy

Draft policy was circulated. Noted that only one plot has requested permission to keep bees at this time.

Actions:

- Assistant to Clerk to write to neighbouring plot holders to ask if they have any objection to bees being kept on adjacent plot.
- Assistant to Clerk to request views of Cllr Kilmurray on the policy

b) To consider progress on hazardous material removal

BD has arranged to meet Cambridge Asbestos to inspect the area and quote for removal. Further quote to be sought.

c) To receive any other updates and consider actions

Noted that there have been incidents of fly tipping in the area. Wardens will dispose of wooden fence panels. Further investigations into source of fly tipping to be made.

Noted that the ditch at the back of the allotments requires clearing.

Action: Assistant to Clerk to make investigations into who is responsible for this.

MA065/18 Cemetery Matters:

a) To consider progress on soil store renovations

Noted that a built structure was likely to be very expensive. HCGM had already provided a quote for soil bund in January - £420 + VAT. This was updated to include grass seeding the area at an additional cost of £130 + VAT. Discussion as to use of sleepers to protect the area from slippage.

Discussion of old soil store noted that it was not suitable to be adapted as a shelter. Suggested that the area is disguised by planting of laurels. To be considered further at site visit.

Actions:

- Assistant to Clerk to request updated quote from HCGM for soil store with clear boundary with soil banked up against sleepers.
- Clerk to arrange site visit to cemeteries with members of Maintenance Committee before April meeting.

b) To consider proposals for the marking of the Saxon burial site

Suggested that Mike and Ann Sherwen should be invited to attend the April meeting for their input. Cllr Barnes to assist in illustration of sign with input from others on text.

Action: Assistant to Clerk to provide information to Cllr Barnes.

c) To receive any other updates and consider actions

Wardens reported that the hedge and tree stumps in Orchard Road cemetery had been removed and they had grass seeded the area.

MA066/18 Pavilion Matters: To receive updates and consider actions

Discussed under item MA070/18 (jobs spreadsheet)

MA067/18 Littlehands Matters: To receive any other updates and consider actions

Reported that PJ Robinson had carried out a condition report. Report not available to the meeting but noted that it highlighted work was required. Quote for works received - £3,986 + VAT. Noted that works will take iro 2/3 days and must be undertaken out of hours. Quote to be taken to Parish Council meeting for decision.

It was:

RESOLVED to request that the Clerk call an Extraordinary Meeting of the Parish Council to discuss the quote from PJ Robinson for remedial works to be undertaken at Littlehands. Proposed **Cllr Clark**, seconded **Cllr Barnes** – All in favour.

MA068/18 Village maintenance matters**a)** To consider the provision of a 'no ball games' sign in the village car park

It was:

RESOLVED to attach a 'no ball games' sign to the work shop in the car park. Proposed **Cllr Barnes**, seconded **Cllr Clark** – All in favour.

b) To consider actions regarding the zip wire and swings at the village play parks

It was noted that under delegated authority, the Clerk had instructed HCGM to carry out the repair to the zip wire at The Moor. On inspection, the wooden uprights on the equipment appear to require attention.

Noted that rubber components on cradle swings are perishing. Quote has been obtained from Wicksteed to replace crotch strap only at a cost of £516.

Actions:

- Assistant to Clerk to contact PlaySafety with a request that they inspect this piece of play equipment during their annual inspection in April.
- Clerk to review insurance arrangements to check whether our insurers need to carry out their own inspection of play equipment.
Assistant to Clerk to obtain full quote for crotch straps for cradle swings including delivery costs.

MA069/18 To receive a progress update on Worcester Way Pocket Park

TS updated the meeting on progress. Noted that Shire had agreed to shred some of the fallen trees in the area. Also to request local residents to assist in clearance.

MA070/18 Outstanding maintenance issues: To consider the status of the jobs spreadsheet

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Stockbridge Meadows - boardwalk railings	June 2018 emails	Offer of help accepted from volunteers. Quotes for timber obtained - 14/11/18. Cllr Travis has discussed with M Brierley. M Brierley to arrange meeting with Johnson Matthey. Action: Assistant to Clerk to contact RSPB to seek opinion on need for railings. Cllr Barnes to make similar enquiry of Wildlife Trust.	CL / RB
2	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work	KR/DB

3	Trees overhanging in Chalkhill Barrow/Back Lane	Resident	Awaiting report from CCC inspection. Still awaiting a response. Emails sent - no response yet.	CL
4	Ivy choking poplar trees on Royston Road	RG	Ivy to be removed - ongoing work as filler job. 2 trees still to do	KR
5	Bushes on Orchard Road (opp Orchard Gate)	Resident	Contractor instructed. Work has been done. RG noted this is responsibility of CCC - CL to investigate.	CL
6	Tidying New rd cemetery soil store	DB	Quote received 29 Jan 2019 with update for grass seeding. Discussed at MA065/18a)	SC
7	New Rd Cemetery site visit re tree planting	SC	Arrange field trip for committee before April Maintenance Committee meeting	SC
8	Littlehands Roof safety issue	GC	Work undertaken by General Maintenance Barley - minor finishing off required. Anti climb paint left over - to be kept by wardens.	GC
9	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. Action: Assistant to Clerk to check with Coton Electrical if work has been carried out	CL
10	Stockbridge Meadows wire fencing	SC / KR	Wire removed. Awaiting contractor to liaise with local farmer to dispose. Action: Wardens to check that wire has been removed	SC
11	Cllr Road Inspections	JT	Implemented 22 October 2018. Inspection sheets sent out 14/12/18. All reports in now apart from CS - roads to be re-allocated.	CL
12	Car Park Shrub bed planting	JN	HCGM quote accepted. Work completed. Action: Clerk to clarify whether pathway was to be hard standing not bark chippings	CL
13	Blocked Gullies in village	TS	Report from TS obtained and logged on CCC highway fault reporting service. Some work has been undertaken - ongoing / monitor	
14	Vandalism issues	All	Separate log of incidents created / to be standing agenda item for maintenance committee. Updated log attached to agenda.	SC/CL
15	Utility supply consolidation	SC	Make contact with LSI before end of financial year - ongoing	SC/RF O

16	Review of grass cutting contracts	SC/CL	SC to prepare and agenda review process for March 2019. RG suggested arranging additional cut for woodland along Royston Road. Action: Check if area in Greengage Rise has been done.	SC
17	Maintenance contract invoices not sent in timely manner	SC	Contractors to be requested to supply monthly invoices. To be monitored. Contracted to be reviewed annually	SC
18	Presence of asbestos or asbestos type material at allotments	various	Allotment rental agreement to contain hazardous material clause - to be emailed out to tenants. Details of testing kits to be obtained. Discussed at MA064/18b)	CL/BD
19	Zip wire at Moor playpark loose	DB	Discussed at MA068/18b)	SC
20	Street lighting energy charges	SC	Audit of ownership of street lighting columns that PC pay energy bills for is needed with a view to clarification on ownership of land - Clerk investigating	SC
21	Pavilion compressor switches	DB	In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed. Action: SC to provide update on ASHP repairs.	DB
22	Asset verification	RFO	Cllr Wilson has the asset list and will undertake inspections	RW
23	Melbourn / Meldreth footpath # 9 upgrade	SC	Approx £168k earmarked for project (identified in 2 s106 docs). SvdV reporting to PC on 25/2/19. CCC to coordinate. We are liaising with Meldreth PC via SvdV. Query disabled access	SC
24	Hopkins home planting scheme	SC	Planting scheme obtained. RG has agreed to review the planting scheme. RG requires larger hardcopy. RG noted concern as to ongoing maintenance costs of planting and street furniture. Chair thanked RG for her input. Suggestion was made that grounds maintenance contractor could provide an indication of cost of ongoing maintenance. Action: Clerk to check with Hopkins Homes about contribution towards future costs under s.106 payments. Also need to check SCDC have any responsibility for maintenance.	RG
25	69 Beechwood Avenue	JH	Tree overgrown and causing possible obstruction for pedestrians. Wardens to inspect	KR/DB

26	Rupert Neve Close	Resident	Neighbour has cut boundary hedge back and resident is concerned about exposure of their property and also as to what replacement hedge will be planted. RG noted there are restrictions on cutting back this hedge. Action: Clerk to investigate further.	SC
27	Village car park	Resident	Resident has requested 'no ball games' sign to be installed in the car park. Discussed at MA068/187a)	SC
28	Station Road - near Sheene Mill	TS	Fallen branch - likely to fall into the road. Action: Wardens to inspection	SC

MA071/18 New maintenance issues: To consider maintenance issues arising since the last meeting

Noted that a request had been made as to the Funeral Bier in the Fire Engine Shed.

Action: Clerk and Cllr Travis to arrange to inspect the Funeral Bier.

Stockbridge Meadows to be included as a standing Agenda item for future meetings.

MA072/18 Next meeting scheduled for Thursday, 18 April 2019 at 09:00

The meeting closed at 11:00.