

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

**A meeting of this Committee was held on Thursday, 16 May 2019 at  
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

**Present:** Cllrs Travis (Chair), Cllr Barnes, Cllr Clark, B Deville, M Sherwen  
**In attendance:** C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle  
**Absent:** R Gatward, T Stebbings

**MA090/18 To receive and approve apologies for absence**

Apologies received from Cllr Wilson

**MA091/18 Co-option:** To consider co-opting a member of the public to the Committee

Chair introduced Mike Sherwen to the committee.

It was:

**RESOLVED** to co-opt Mike Sherwen to the Maintenance Committee.

Proposed by Cllr Barnes, seconded by Cllr Clark – all in favour.

**MA092/18 To receive any Declarations of Interest and Dispensations**

There were no declarations of interest and no requests for dispensation

**MA093/18 To approve the minutes of the Maintenance Committee Meeting held on 18 April 2019**

It was:

**RESOLVED** that the minutes of the Maintenance Committee meeting held on 18 April 2019 be approved as a correct record and duly signed by the Chair.

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

**MA094/18 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

**MA095/18 Grass Cutting Contract:** To consider an update from the Parish Clerk

Noted that the Parish Office had received many complaints about frequency and quality of grass cutting in the village. Letter has been sent to the contractor giving 21 days to remedy situation and also to provide further clarity when invoicing. A further inspection of the areas will be carried out on 31 May 2019.

Noted that, at the end of the financial year, the budget relating to maintenance was positive.

**MA096/18 Vandalism issues:** To consider any updates on vandalism in the Parish

The updated sheet was noted.

**MA097/18 ROSPA reports:** To consider the 2019 annual safety reports for play areas.

The reports were circulated.

**ACTIONS:**

- Wardens to review works required and carry out remedial works where possible. Contractors to be instructed if necessary.
- Assistant to Clerk to order replacement cradle swing parts from Wicksteed

**MA098/18 Allotment Matters:**

- a) To consider a revised allotment rental agreement

It was:

**RESOLVED** to adopt the reviewed allotment rental agreement.  
Proposed by Cllr Clark, seconded by Cllr Barnes – all in favour.

- b) To receive any other updates and consider actions  
Noted that Fleet Insulations will attend to remove all asbestos materials on 22 May 2019

**MA099/18 Stockbridge Meadows Matters:**

- a) To consider reports on the Boardwalk Railings

Noted that following discussions, JM volunteers had carried out work at Stockbridge Meadows but this did not include work to the boardwalk railings.

A member reported that an email had been sent to Wildlife Trust. They indicated that there is no requirement to have railings unless there is presence of a specific risk. Discussion as to further investigation into grants which may be available (Amey Cespa) and identifying works upon which to apply for a grant. Discussion as to potential to increase the public profile of Stockbridge Meadows.

**ACTIONS:**

- Cllr Wilson and K Rudge to discuss further including options re boardwalk
- Wardens to repair damaged 'dog' signs.

**MA100/18 Cemetery Matters:**

- a) To consider actions regarding the unauthorised removal of a section of Orchard Road cemetery hedge

Noted that a portion of the wire fence appears to have been removed to allow for the fence to be removed.

It was:

**RESOLVED** to write to the residents to advise that we intend to restore the boundary and request that they repair the wire fence before we re-plant the hedge.  
Proposed by Cllr Barnes, seconded by Cllr Clark – all in favour.

**ACTIONS:**

- Parish office to write to the resident requesting that they repair the fence and we will replant the hedge in September.
- Parish office to establish precisely where the boundary is.

- b) To receive any other updates and consider actions

Discussion as to Saxon burial information board.

**ACTIONS:**

- Cllr Barnes and M Sherwen to share information.
- Cllr Barnes and Clerk to discuss budget and design.

**MA101/18 Pavilion Matters:** To receive updates and consider actions

- a) Chair suggested that provision be made in next year's budget to repaint the exterior of the building. Also noted rear patio requires attention.

Annual PAT and fire alarm testing re-instated with Newflame.

**MA102/18 Littlehands Matters:** To receive any other updates and consider actions

Meeting updated on electrical works. Upgrade to roof lights has been carried out. Internal works to be completed 8/9 June.

**ACTION:**

- Cllr Clark to reiterate that wipes must not be flushed away during next meeting with Jane Marshall.
- Assistant to Clerk to follow up with Dynorod re annual drain inspection.

**MA103/18 Village maintenance matters**

- a) To consider a report on the siting of the football container on the Old Rec.

Clerk updated the meeting on the request from a resident following an incident of indecent exposure. Noted that anti-climb paint had been applied to the container. Also noted that the container had been in its current location for c[10] years and this is the first incident of this kind. Current location was chosen as there is reduced visibility from the road. Discussed that moving the container to a more visible location may prompt more complaints.

It was:

**RESOLVED** that the Parish Office should write to the resident advising that the container will remain in situ and that anti-climb paint has been applied.

Proposed by Cllr Clark, seconded by Cllr Barnes - all in favour.

**ACTIONS:**

- Assistant to Clerk to write to resident as above.
- Assistant to Clerk to check with David Atkins when container was first installed.

*[10:00 K Rudge and M Sherwen left the meeting.]*

- b) To consider updates on Councillor road inspections. Discussion as to various trees to be inspected in the village. Next inspections to be carried out in September 2019.

**ACTIONS:**

- Assistant to Clerk to establish who is responsible for tree opposite entrance to Science Park. If PC responsibility, tree to be inspected.
- Clerk to arrange for silver birches on The Moor play area to be inspected.

- c) To consider a quotation for the pollarding of trees on the New Rec

Shire Trees quotation was considered. Work to be deferred until next year unless the trees present a danger.

**ACTION:** Willows to be included in the inspection of other trees (see b) above).

**MA104/18 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. <b>Action:</b> Assistant to Clerk to contact RSPB to seek opinion on need for railings. Cllr Barnes to make similar enquiry of Wildlife Trust. <b>DISCUSSED AT MA099/18</b>	CL / RB
2	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work - <b>ONGOING</b>	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. <b>CL TO CHASE AGAIN</b>	CL
4	Tidying New rd cemetery soil store	DB	Quote received 29 Jan 2019 with update for grass seeding. <b>Awaiting updated quote from HCGM</b>	SC
5	New Rd Cemetery site visit re tree planting	SC	Arrange field trip for committee before April Maintenance Committee meeting - <b>Awaiting quote from HCGM</b>	SC
6	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. <b>Action:</b> Assistant to Clerk to arrange for utility company to remove box once cabling sorted. <b>In progress - discussed at MA102/18</b>	CL
7	Car Park Shrub bed planting	JN	HCGM quote accepted. Work completed. <b>Clerk noted that shrubs replanted from hub to car park have failed. New planting required.</b>	CL
8	Blocked Gullies in village	TS	report from TS obtained and logged on CCC highway fault reporting service. Some work has been undertaken - ongoing / monitor. Noted ongoing problems. <b>SvdV arranging drainage tour.</b>	
9	Vandalism issues	All	separate log of incidents created / to be standing agenda item for maint committee. Updated log attached to agenda. <b>DISCUSSED AT MA096/18 - ONGOING</b>	SC/CL
10	Utility supply consolidation	SC	Make contact with LSI before end of financial year - <b>ONGOING</b>	SC/RF O

11	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 MA047/18c). Discussed at MA064/18b). Quotes now in. <b>DISCUSSED AT MA098/18b) - Fleet Insulation carrying out works 22 May 2019.</b>	CL/BD
12	Street lighting energy charges	SC	Audit of ownership of streetlighting columns that PC pay energy bills for is needed with a view to clarification on ownership of land - Clerk investigating - <b>Clerk noted that CCC may be ending agreement with energy provider. Possible that responsibility will fall to parish.</b>	SC
13	Pavilion compressor switches	DB	In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed. <b>Awaiting date from Shelford Heating for repairs.</b>	DB
14	Asset verification	RFO	Cllr Wilson has the asset list and will undertake inspections - <b>ONGOING. ACTION: Clerk to progress registration of land at 83 High Street and Maple Way</b>	RW
15	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. <b>Clerk reported that cost of work is calculated using a formula - we have no influence</b>	SC
16	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. <b>Clerk reported that some highways verges, open areas and buffer will be adopted. Money to be made available to PC for maintenance (10 years). Highways should adopt roads but not confirmed.</b>	RG
17	69 Beechwood Avenue	JH	Tree overgrown and causing possible obstruction for pedestrians. Wardens to inspect. CL sent letter requesting resident to cut back <b>ACTION: Wardens to check if tree has been cut back.</b>	KR/DB
18	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. <b>John Obrien indicated he would visit to inspect the work. TO BE MONITORED.</b>	SC
19	Village car park	Resident	Resident has requested 'no ball games' sign to be installed in the car park. It was <b>RESOLVED</b> to defer installation of 'No Ball Games' sign and to re-visit decision if further incidents occur. Proposed by Cllr Barnes, seconded by Cllr Clark - all in favour.	SC

20	Retaining wall in All Saints churchyard	David Farr, church warden	Rob Barratt has damaged the wall. CL spoke to Val - no issues over liability. They will obtain quote for MPC and Ely Diocese to consider. <b>QUOTE SENT TO DAVID FARR FOR ELY DIOSESE - AWAIT RESPONSE OR FOLLOW UP WITH ROGER MELLOR / DAVID FARR</b>	
21	Trees in Orchard Road bordering 12 Pryors Orchard	Resident	Resident emailed concerned that the trees appear to need cutting back - queried if they are TPO'd. CL checked CCC map and responded to resident that they are not. <b>ACTION: Trees to be included in tree reported (MA103/18b) and c)</b>	CL
22	Medcalfe Way / Palmers Way	RW	RW suggested a bin be installed by the bench on the corner of Medcalfe and Palmers Way. <b>Response from SDC. They will consider installation a bin but concern raised over previous incidents of vandalism.</b>	SC
23	New Rec Youth Shelter	JH	Reported that Solar panels and wif-fi no longer working. <b>ACTION: Clerk to obtain quote for repairs</b>	SC
24	High St Bus Stop	JH	Reported that Wifi regularly used by residents. Possible link to car park CCTV. If so, data protection implications. <b>ACTION: Clerk to investigate further</b>	SC

**MA105/18 New maintenance issues: To consider maintenance issues arising since the last meeting**

Agreed to replace the padlock on the gate from The Moor to Littlehands' carpark and provide keys to approved users.

**ACTION:** Assistant to Clerk to purchase new padlock and keys.

Discussion as to funeral bier currently stored in Fire Engine shed. Noted that the item is in poor condition. Is of historical interest but uncertainty as to where to display it.

**ACTION:** Assistant to Clerk to investigate grants for renovation. [*Post meeting note: Cllr Travis and Cllr Clark to carry out further inspection of funeral bier.*]

**MA106/18** Next meeting scheduled for Thursday, 20 June 2019 at 09:00

The meeting closed at 10:42.