

# MELBOURN PARISH COUNCIL

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Clerk: Simon Crocker  
Melbourn Parish Council  
Melbourn Community Hub  
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Parish Office opening hours:

**Monday: 10.00-1.00, Wednesday: 10.00-1.00, Friday: 10.00-12.00**

Alternatively, please call to arrange an appointment.

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14 August 2018

**To: Councillors / Working Party Members / Staff**

You are hereby invited to attend a meeting of the Maintenance Working Party to be held on Friday, 17 August 2018 at 10.00 in the large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

*Simon Crocker*

Simon Crocker, Parish Clerk to the Parish Council

## AGENDA

- 1 To note apologies for absence**
- 2 Agreement to last meeting notes – 13 July 2018**
- 3 Melbourn War Memorial:** to consider a report on progress so far and review samples of stone
- 4 Maintenance Plan:**
  - a) To consider the mechanism for producing a maintenance plan based on the updated asset register
  - b) To review items for funding in Financial Year 2018/2019
- 5 Melbourn Funfair:** To consider a draft agreement.
- 6 Stockbridge Meadows:** To consider signage wording.
- 7 Trees:** To consider reports on Tree Maintenance in Melbourn.
- 8 Cemeteries:** To receive updates and consider actions.
  - a) To consider the location of new memorial bases
- 9 Allotments:** To receive updates and consider actions.
  - a) To consider a rent review
- 10 Councillor Road inspections:** To consider the strategy going forward.
- 11 Outstanding Maintenance Issues:** To consider the status of the jobs spreadsheet.
- 12 New Maintenance issues:** To consider reports and correspondence on maintenance issues arising since last meeting.
  - a) To consider correspondence on playground safety
- 13 AOB**