

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
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14 May 2021

Dear Councillor

You are hereby summoned to attend an online meeting of the **Maintenance Committee** to be held on Thursday, 20 May 2021 at 09:30 at **All Saints Community Hall, Station Road, Melbourn SG8 6DX** for the purpose of transacting the following business:

Dear Non-Cllr Committee Member

You are hereby invited to attend an online meeting of the **Maintenance Committee** to be held on Thursday, 20 May 2021 at 09:30 at **All Saints Community Hall, Station Road, Melbourn SG8 6DX** for the purpose of transacting the following business:

To Members of the Public and Press

You are hereby invited to attend an online meeting of the **Maintenance Committee** to be held on Thursday, 20 May 2021 at 09:30 at **All Saints Community Hall, Station Road, Melbourn SG8 6DX** for the purpose of transacting the following business:

Claire Littlewood
Clerk to the Parish Council

AGENDA

- MA001/21 To receive nominations to elect a Chair of the Maintenance Committee**
- MA002/21 To receive nominations to elect a Vice Chair of the Maintenance Committee**
- MA003/21 To receive and approve apologies for absence**
- MA004/21 To receive any Declarations of Interest and Dispensations**
- MA005/21 To approve the minutes of the Maintenance Committee Meeting held on 22 April 2021**
- MA006/21 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)**
- MA007/21 Finance Matters:**
 - a) To consider a finance report on expenditure within the committee's remit.
- MA008/21 Conservation Matters:**
 - a) To receive the EA Monthly situation report for April 2021
 - b) To receive a report on Stockbridge Meadows
 - c) To consider a request for an additional bin in Stockbridge Meadows car park
 - d) To receive an update on the Stockbridge Meadows boardwalk project
 - e) To receive a report from River Mel Restoration Group
 - f) To consider a memorial seat in Stockbridge Meadow
 - g) To consider locations for new trees
 - h) To consider a request for additional recycling points in the village
 - i) To receive any other updates and consider actions
- MA009/21 Allotment Matters:**
 - a) To receive any updates and consider actions

MA010/21 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions
- b) To consider any updates on vandalism in the Parish
- c) To consider the annual RoSPA reports for Clear Crescent and The Moor play areas
- d) To consider approving a revised Litter Picking Risk Assessment for Volunteers
- e) To receive any other updates and consider actions

MA011/21 Cemetery Matters:

- a) To consider a request to install a memorial bench in New Road Cemetery
- b) To receive any other updates and consider actions

MA012/21 Village Maintenance Matters:

- a) To consider quotations for tree work in Beechwood Avenue
- b) To receive any other updates and consider actions

MA013/21 Pavilion Matters:

- a) To receive any other updates and consider actions

MA014/21 Littlehands Matters:

- a) To consider quotations for survey of the drains
- b) To consider and discuss arrangements for Legionella testing and monitoring
- c) To receive any updates and consider actions

MA015/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

MA016/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA017/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA018/21 To note date of next meeting: 18 June 2021