

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
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11 June 2021

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on Thursday, 17 June 2021 at 09:30 at The Pavilion on the New Rec, The Moor, Melbourn, SG8 6ED for the purpose of transacting the following business:

Dear Non-Cllr Committee Member

You are hereby invited to attend a meeting of the **Maintenance Committee** to be held on Thursday, 17 June 2021 at 09:30 at The Pavilion on the New Rec, The Moor, Melbourn, SG8 6ED for the purpose of transacting the following business:

To Members of the Public and Press

You are hereby invited to attend a meeting of the **Maintenance Committee** to be held on Thursday, 17 June 2021 at 09:30 at The Pavilion on the New Rec, The Moor, Melbourn, SG8 6ED for the purpose of transacting the following business: **Due to Covid-19 restrictions and the limited space available, members of the public are requested to inform the Parish Clerk in advance if they wish to attend this meet. Alternative, members of the public are requested to submit their views, comments or questions in writing to the parish office in advance of the meeting:**

Claire Littlewood
Clerk to the Parish Council

AGENDA

MA019/21 To receive and approve apologies for absence

MA020/21 To receive any Declarations of Interest and Dispensations

MA021/21 To approve the minutes of the Maintenance Committee Meeting held on 20 May 2021

MA022/21 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)

MA023/21 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.

MA024/21 Conservation Matters:

- a) To receive the EA Monthly situation report for May 2021
- b) To receive a report from River Mel Restoration Group
- c) To consider a request for Terracycle recycling points
- d) To consider reviewing frequency of grass cutting in some areas
- e) To receive any other updates and consider actions

MA025/21 Stockbridge Meadows

- a) To receive an update on the boardwalk project
- b) To consider approving quotations for engineering drawings and calculations relating to the boardwalk project
- c) To consider quotations for installation of a memorial seat in Stockbridge Meadows
- d) To receive any other updates and consider actions

MA026/21 Allotment Matters:

- a) To receive any updates and consider actions

MA027/21 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 updates to the weekly inspection sheet
- d) To receive any other updates and consider actions

MA028/21 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

MA029/21 Village Maintenance Matters:

- a) To consider painting yellow lines in front of the emergency gate to the New Rec
- b) To receive an update and consider actions on repairs to play equipment on play parks
- c) To receive any other updates and consider actions

MA030/21 Pavilion Matters:

- a) To consider Legionella monitoring regime
- b) To consider quotations for repairs to flood lights
- c) To consider quotations for repairs to damaged step
- d) To consider quotations for repairs to guttering
- e) To receive any other updates and consider actions

MA031/21 Littlehands Matters:

- a) To consider a quote for Legionella testing
- b) To receive any updates and consider actions

MA032/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

MA033/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA034/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA035/21 To note date of next meeting: 22 July 2021