

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn, SG8 6DZ

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12 August 2021

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on Thursday, 19 August 2021 at 09:30 in The Austen Room, The Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ 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, 19 August 2021 at 09:30 in The Austen Room, The Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ 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, 19 August 2021 at 09:30 in The Austen Room, The Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ for the purpose of transacting the following business:

Claire Littlewood
Clerk to the Parish Council

AGENDA

MA054/21 To receive and approve apologies for absence

MA055/21 To receive any Declarations of Interest and Dispensations

MA056/21 To approve the minutes of the Maintenance Committee Meeting held on 22 July 2021

MA057/21 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)

MA058/21 Finance Matters:

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

MA059/21 Conservation Matters:

- a) To receive the EA Monthly situation report for July 2021
- b) To receive a report from River Mel Restoration Group
- c) To consider locations for donated trees
- d) To consider a request for tree work on the New Rec
- e) To consider and discuss information relating to the Queens Canopy Project
- f) To receive any other updates and consider actions

MA060/21 Stockbridge Meadows

- a) To receive an update on the boardwalk project
- b) To consider a request for additional signage for Stockbridge Meadows
- c) To receive any other updates and consider actions

MA061/21 Allotment Matters:

- a) To receive any updates and consider actions

MA062/21 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 a request to install a defibrillator
- d) To receive any other updates and consider actions

MA063/21 Cemetery Matters:

- a) To receive any other updates and consider actions

MA064/21 Village Maintenance Matters:

- a) To receive an update and consider actions on repairs to play equipment on play parks
- b) To consider a request for a wild flower verge
- c) To discuss and consider work to trees bordering the Hub
- d) To receive any other updates and consider actions

MA065/21 Pavilion Matters:

- a) To consider quotations for external redecoration of the pavilion
- b) To consider quotations for repairs to damaged window at the pavilion
- c) To consider approving a quotation to empty the septic tank
- d) To consider and discuss options for wifi connection at the pavilion
- e) To receive any other updates and consider actions

MA066/21 Littlehands Matters:

- a) To receive any updates and consider actions

MA067/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

MA068/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA069/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA070/21 To note date of next meeting: 23 September 2021