

MELBOURN PARISH COUNCIL

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

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16 September 2021

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Wednesday, 22 September 2021** at 09:30 in The Austin 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 **Wednesday, 22 September 2021** at 09:30 in The Austin 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 **Wednesday, 22 September 2021** at 09:30 in The Austin 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

MAINTENANCE COMMITTEE : AGENDA

MA071/21 To receive and approve apologies for absence

MA072/21 To receive any Declarations of Interest and Dispensations

MA073/21 To approve the minutes of the Maintenance Committee Meeting held on 19 August 2021

MA074/21 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)

MA075/21 Finance Matters:

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

MA076/21 Conservation Matters:

- a) To receive the EA Monthly situation report for August 2021
- b) To consider a report from Argenta Trees
- c) To receive a report from River Mel Restoration Group
- d) To receive an update with regard to donated trees
- e) To receive any other updates and consider actions

MA077/21 Stockbridge Meadows

- a) To consider a quotation for signage at the entrance to Stockbridge Meadows
- b) To consider a request for tools for the River Mel Restoration Group
- c) To receive any other updates and consider actions

MA078/21 Stockbridge Meadows Boardwalk Project

- a) To receive an update on the boardwalk project
- b) To consider approving draft tender documentation

MA079/21 Allotment Matters:

- a) To discuss inspections and monitoring of plots
- b) To receive any updates and consider actions

MA080/21 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 approving a quotation for relocation of the Kohima Stone
- d) To note repairs to the Parish clock
- e) To receive any other updates and consider actions

MA081/21 Cemetery Matters:

- a) To receive any other updates and consider actions

MA082/21 Village Maintenance Matters:

- a) To consider a quotation for repairs to play equipment on play parks
- b) To discuss and consider options for pest control on the New Rec
- c) To receive any other updates and consider actions

MA083/21 Pavilion Matters:

- a) To consider quotations for external redecoration of the pavilion
- b) To consider a quotation for maintenance of the heating system
- c) To consider a quotation for repairs to manhole cover behind the pavilion
- d) To receive any other updates and consider actions

MA084/21 Littlehands Matters:

- a) To receive any updates and consider actions

MA085/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

MA086/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA087/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA088/21 To note date of next meeting: 21 October 2021