

# MELBOURN PARISH COUNCIL

---

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

E-mail: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

---

15 October 2021

## Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Thursday, 21 October 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 **Thursday, 21 October 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 **Thursday, 21 October 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

**MA089/21 To receive and approve apologies for absence**

**MA090/21 To receive any Declarations of Interest and Dispensations**

**MA091/21 To approve the minutes of the Maintenance Committee Meeting held on 22 September 2021**

**MA092/21 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)**

**MA093/21 Finance Matters:**

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

**MA094/21 Conservation Matters:**

- a) To receive the EA Monthly situation report for September 2021
- b) To receive a report from River Mel Restoration Group
- c) To consider quotations for tree work in Beechwood Avenue
- d) To consider a request for tree work to the rear of Stockbridge Meadows
- e) To receive an update with regard to drainage from the 4G pitch
- f) To consider a request to install owl boxes
- g) To note an offer of trees from ASCH
- h) To receive any other updates and consider actions

**MA095/21 Stockbridge Meadows**

- a) To receive any other updates and consider actions

**MA096/21 Stockbridge Meadows Boardwalk Project**

- a) To consider approving a quotation for project costing
- b) To receive any updates and consider actions

**MA097/21 Allotment Matters:**

- a) To receive any updates and consider actions

**MA098/21 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 receive any other updates and consider actions

**MA099/21 Cemetery Matters:**

- a) To consider quotations for installation of benches in New Road Cemetery
- b) To receive any other updates and consider actions

**MA100/21 Village Maintenance Matters:**

- a) To consider quotations for knee rail fencing
- b) To receive a report on repairs required to play equipment
- c) To receive an update with regard to pest control on the New Rec
- d) To discuss and consider recruiting community gritting volunteers
- e) To consider a request from the Kebab Van to paint parking bays
- e) To receive any other updates and consider actions

**MA101/21 Pavilion Matters:**

- a) To consider approving a quote for annual drain clean
- b) To consider a quotation for window repairs at the pavilion
- c) To receive any other updates and consider actions

**MA102/21 Littlehands Matters:**

- a) To receive an update with regard to drainage at Littlehands
- b) To receive any updates and consider actions

**MA103/21 Policies and Risk Assessments**

- a) To consider a draft Risk Assessment for installation of the MVAS unit

**MA104/21 Melbourn Play Parks Working Party:**

- a) To receive any updates and consider actions.

**MA105/21 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

**MA106/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

**MA107/21 To note date of next meeting: Wednesday, 24 November 2021**