

MELBOURN PARISH COUNCIL

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

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

19 November 2021

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Wednesday, 24 November 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 **Wednesday, 24 November 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 **Wednesday, 24 November 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

MAINTENANCE COMMITTEE : AGENDA

MA108/21 To receive and approve apologies for absence

MA109/21 To receive any Declarations of Interest and Dispensations

MA110/21 To approve the minutes of the Maintenance Committee Meeting held on 21 October 2021

MA111/21 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)

MA112/21 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- b) To consider reallocating monies within the Maintenance budget

MA113/21 Conservation Matters:

- a) To receive the EA Monthly situation report for October 2021
- b) To receive a report from River Mel Restoration Group
- c) To consider quotations for tree work in Beechwood Avenue
- d) To consider quotations for tree work required in Argenta Tree report
- e) To consider quotations for tree work in Greengage Rise
- f) To note Christmas tree recycling arrangements
- g) To receive any other updates and consider actions

MA114/21 Stockbridge Meadows

- a) To receive any other updates and consider actions

MA115/21 Stockbridge Meadows Boardwalk Project

- a) To receive any updates and consider actions

MA116/21 Allotment Matters:

- a) To receive any updates and consider actions

MA117/21 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

MA118/21 Cemetery Matters:

- a) To receive any other updates and consider actions

MA119/21 Village Maintenance Matters:

- a) To note donation of a defibrillator and discuss a suitable location
- b) To consider approving quotations for repairs to play equipment
- c) To consider an update with regard to pest control on the New Rec
- d) To consider quotations for 'No Parking' stanchion signs
- e) To receive any other updates and consider actions

MA120/21 Pavilion Matters:

- a) To receive any other updates and consider actions

MA121/21 Littlehands Matters:

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

MA122/21 Policies and Risk Assessments

- a) To consider any updates and consider actions

MA123/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

MA124/21 Skate Park Working Party

- a) To note Terms of Reference for Skate Park Working Party
- b) To receive any updates and consider actions

MA125/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA126/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA127/21 To note date of next meeting: Thursday, 16 December 2021

FUTURE AGENDA

- **Pavilion wi fi connection**

- **Pavilion CCTV**

- To consider a quotation to repair fencing at Worcester Way

- To receive an update with regard to Legionella testing at Littlehands

- To consider approving the tender document (MPPWP)

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