

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
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18 February 2022

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Thursday, 24 February 2022** at 09:30 in the Austen Room, Community Hub, 30 High Street, Melbourn 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, 24 February 2022** at 09:30 in the Austen Room, Community Hub, 30 High Street, Melbourn 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, 24 February 2022** at 09:30 in the Austen Room, Community Hub, 30 High Street, Melbourn for the purpose of transacting the following business:

Claire Littlewood
Clerk to the Parish Council

MAINTENANCE COMMITTEE : AGENDA

MA148/21 To receive and approve apologies for absence

MA149/21 To receive any Declarations of Interest and Dispensations

MA150/21 To approve the minutes of the Maintenance Committee Meeting held on 24 November 2021

MA151/21 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)

MA152/21 Finance Matters:

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

MA153/21 Conservation Matters:

- a) To receive the EA Monthly situation report for January 2022
- b) To receive a report from River Mel Restoration Group
- c) To receive an update on tree planting
- d) To receive any other updates and consider actions

MA154/21 Stockbridge Meadows

- a) To discuss and consider options for additional signage
- b) To receive an update on installation of memorial bench
- c) To receive any other updates and consider actions

MA155/21 Stockbridge Meadows Boardwalk Project

- a) To receive an update on the Early Opportunity published on Contracts Finder
- b) To consider a draft Invitation to Tender
- c) To receive any updates and consider actions

MA156/21 Allotment Matters:

- a) To receive any updates and consider actions

MA157/21 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

MA158/21 Cemetery Matters:

- a) To receive a report regarding cremated remains interments
- b) To consider an update to the Terms and Conditions for New Road Cemetery
- c) To receive any other updates and consider actions

MA159/21 Village Maintenance Matters:

- a) To consider quotations for installation of defibrillators
- b) To consider quotations for external cabinet for defibrillator
- c) To receive an update on repairs to play equipment
- d) To consider revised wording for the Jubilee Orchard interpretation board
- e) To consider approving a quotation for supply and installation of new artwork for interpretation board
- f) To consider a quotation for oak gravel boards for the green outside Leeches
- g) To consider a quotation for a tripod safety ladder
- h) To consider quotations for pitch drainage works on the New Rec
- i) To consider quotations for electrical works to the wardens' workshop
- j) To consider a request for tree work on Beechwood Avenue / Maple Way
- k) To consider correspondence regarding the Meridian Marker
- l) To receive an update on repairs to the Parish Clock
- m) To discuss and consider adaptations to fencing at the rear of Worcester Way
- n) To receive any other updates and consider actions

MA160/21 Pavilion Matters:

- a) To consider quotations for descaling the showers
- b) To receive any other updates and consider actions

MA161/21 Littlehands Matters:

- a) To receive any updates and consider actions

MA162/21 Policies and Risk Assessments

- a) To consider an updated Allotment Bee Keeping Policy
- b) To consider an updated Risk Management Document for Play Parks
- c) To consider an updated Risk Management Document for Cemeteries
- d) To consider an updated Risk Management Document for Allotments
- e) To consider an updated Risk Assessment for the Pavilion
- f) To consider a Risk Assessment for Hedge Planting on New Road
- g) To consider any updates and consider actions

MA163/21 Melbourn Play Parks Working Party (MPPWP)

- a) To receive the notes of the MPPWP meeting on 7 February 2022
- b) To receive any other updates and consider actions

MA164/21 Skate Park Working Party (SPWP)

- a) To receive the notes of the SPWP meeting on 31 January 2022
- b) To receive any updates and consider actions

MA165/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA166/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA167/21 To note date of next meeting: Thursday, 24 March 2022

