

# MELBOURN PARISH COUNCIL

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18 March 2022

## Dear Councillor

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

**MA168/21 To receive and approve apologies for absence**

**MA169/21 To receive any Declarations of Interest and Dispensations**

**MA170/21 To approve the minutes of the Maintenance Committee Meeting held on 24 February 2021**

**MA171/21 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)**

**MA172/21 Finance Matters:**

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

**MA173/21 Conservation Matters:**

- a) To receive the EA Monthly situation report for February 2022
- b) To receive a report from River Mel Restoration Group
- c) To receive any other updates and consider actions

**MA174/21 Stockbridge Meadows**

- a) To receive an update and consider quotations for additional signage
- b) To receive any other updates and consider actions

**MA175/21 Stockbridge Meadows Boardwalk Project**

- a) To receive an update on Invitations to Tender
- b) To receive any updates and consider actions

**MA176/21 Allotment Matters:**

- a) To consider a request to cut down a holly tree
- b) To receive an update on plot clearances
- c) To consider approving plot clearance costs if required
- d) To receive any updates and consider actions

**MA177/21 Governance Matters:**

- a) To receive the weekly inspection reports and consider any necessary actions
- b) To note an email decision with regard to tree work on Maple Way

- c) To consider any updates on vandalism in the Parish
- d) To note a request from the Fair to visit in May 2022
- e) To receive any other updates and consider actions

**MA178/21 To consider a request for installation of cycle racks**

**MA179/21 To consider a request to establish a daily mile route on the New Rec**

**MA180/21 To consider a request for a charity clothing collection point in the village**

**MA181/21 Cemetery Matters:**

- a) To consider a request to install a new memorial bench in New Road
- b) To receive any other updates and consider actions

**MA182/21 Village Maintenance Matters:**

- a) To consider an update on damage to the fence at Worcester Way
- b) To receive an update on repairs to play equipment
- c) To receive an update on amendments to the Jubilee Orchard interpretation board
- d) To consider and discuss a report of root damage to drains
- e) To consider remedial works to the emergency access to the New Rec
- f) To consider a request to maintain the Bowls Club hedge fronting The Moor
- g) To consider repair options for Ash Grove gate
- h) To receive any other updates and consider actions

**MA183/21 Pavilion Matters:**

- a) To consider a quotation for Legionella testing
- b) To receive any other updates and consider actions

**MA184/21 Littlehands Matters:**

- a) To receive any updates and consider actions

**MA185/21 Policies and Risk Assessments**

- a) To consider approving the revised Allotment Rental Agreement
- b) To consider approving the revised Community Facilities and Services Equal Opportunity for Access Policy
- c) To consider any updates and consider actions

**MA186/21 Melbourn Play Parks Working Party (MPPWP)**

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

**MA187/21 Skate Park Working Party (SPWP)**

- a) To receive the notes of the SPWP meeting on 16 March 2022
- b) To receive any updates and consider actions

**MA188/21 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

**MA189/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

**MA190/21 To note date of next meeting: Thursday, 21 April 2022**