

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
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14 April 2022

Dear Councillor

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

MA191/21 To receive and approve apologies for absence

MA192/21 To receive any Declarations of Interest and Dispensations

MA193/21 To approve the minutes of the Maintenance Committee Meeting held on 24 March 2022

MA194/21 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)

MA195/21 Finance Matters:

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

MA196/21 Conservation Matters:

- a) To receive the EA Monthly situation report for March 2022
- b) To receive a report from River Mel Restoration Group
- c) To consider an email from the Farming & Wildlife Advisory Group re village ponds
- d) To consider no littering signage for footpath along the River Mel
- e) To receive any other updates and consider actions

MA197/21 Stockbridge Meadows

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

MA198/21 Stockbridge Meadows Boardwalk Project

- a) To receive an update on tender responses
- b) To receive any updates and consider actions

MA199/21 Allotment Matters:

- a) To consider quotations to cut down a holly tree
- b) To receive any updates and consider actions

MA200/21 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

MA201/21 Cemetery Matters:

- a) To receive any other updates and consider actions

MA202/21 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 at Clear Crescent
- c) To receive an update on rabbits on New Rec
- d) To consider quotes for trapping rabbits on New Rec
- e) To consider a request to maintain the Bowls Club hedge fronting The Moor
- f) To consider quote for electrical works to the wardens workshop
- g) To consider repairs to the emergency entrance at the New Rec
- h) To receive any other updates and consider actions

MA203/21 Pavilion Matters:

- a) To receive an update on cleaning arrangements
- b) To receive an update with regard to external decoration of the pavilion
- c) To receive an update with regard to installation of wi-fi at the pavilion
- d) To consider quotation for electrical works
- e) To consider a quotation for repairs to the water boiler
- f) To receive any other updates and consider actions

MA204/21 Littlehands Matters:

- a) To receive an update with regard to Legionella testing
- b) To discuss and consider requirements for replacement windows
- c) To consider uneven surfaces in the car park
- d) To receive any updates and consider actions

MA205/21 To consider quotes for installation of defibrillators

MA206/21 Policies and Risk Assessments

- a) To consider any updates and consider actions

MA207/21 Melbourn Play Parks Working Party (MPPWP)

- a) To receive the notes of the MPPWP meeting on 5 April 2022
- b) To receive any other updates and consider actions

MA208/21 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA209/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA210/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA211/21 To note date of next meeting: Thursday, 19 May 2022