

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
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12 May 2022

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Wednesday, 18 May 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 **Wednesday, 18 May 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 **Wednesday, 18 May 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

- MA001/22 To receive nominations to elect a Chair of the Maintenance Committee**
- MA002/22 To receive nominations to elect a Vice Chair of the Maintenance Committee**
- MA003/22 To receive and approve apologies for absence**
- MA004/22 To receive any Declarations of Interest and Dispensations**
- MA005/22 To approve the minutes of the Maintenance Committee Meeting held on 21 April 2022**
- MA006/22 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)**
- MA007/22 Finance Matters:**
 - a) To consider a finance report on expenditure within the committee's remit.
- MA008/22 Conservation Matters:**
 - a) To welcome representatives from RSPB and to receive an update on current projects
 - b) To receive the EA Monthly situation report for April 2022
 - c) To receive a report from River Mel Restoration Group
 - d) To consider approving design of a no littering sign to be displayed along the River Mel
 - e) To receive any other updates and consider actions
- MA009/22 Stockbridge Meadows**
 - a) To consider various maintenance issues reported
 - b) To receive any other updates and consider actions
- MA010/22 Stockbridge Meadows Boardwalk Project**
 - a) To receive an update on tender responses
 - b) To receive any updates and consider actions
- MA011/22 Allotment Matters:**
 - a) To receive any updates and consider actions
- MA012/22 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 consider a request to place a skip on Rose Lane
- d) To consider suggested locations for a small appliance bin
- e) To receive an update with regard to the Daily Mile
- f) To receive any other updates and consider actions

MA013/22 Cemetery Matters:

- a) To receive an update on maintenance required at New Road Cemetery
- b) To receive any other updates and consider actions

MA014/22 Village Maintenance Matters:

- a) To consider and discuss the RoSPA inspector's report for play equipment
- b) To consider approving additional 'no dogs' signs at various locations
- c) To consider a request from District Council for tree watering volunteers
- d) To receive an update with regard to emergency entrance at the New Rec
- e) To receive any other updates and consider actions

MA015/22 Worcester Way

- a) To consider and discuss a request with regard to the open space
- b) To receive an update on damage to the fence at Worcester Way
- c) To consider a quotation to clear debris from woodland behind Worcester Way

MA016/22 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 receive an update with regard to Legionella testing
- e) To consider quotations for replacement water boiler
- f) To receive any other updates and consider actions

MA017/22 Littlehands Matters:

- a) To receive an update with regard to Legionella testing
- b) To consider a request for additional warning signage for uneven surfaces in the car park
- c) To receive any updates and consider actions

MA018/22 Policies and Risk Assessments

- a) To consider any updates and consider actions

MA019/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions

MA020/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA021/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA022/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA023/22 To note date of next meeting: Thursday, 16 June 2022