

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
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10 June 2022

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Thursday, 16 June 2022** at 09:30 in the Dickens 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, 16 June 2022** at 09:30 in the Dickens 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 **Thursday, 16 June 2022** at 09:30 in the Dickens 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

MA024/22 To receive and approve apologies for absence

MA025/22 To receive any Declarations of Interest and Dispensations

MA026/22 To approve the minutes of the Maintenance Committee Meeting held on 18 May 2022

MA027/22 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)

MA028/22 Finance Matters:

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

MA029/22 Conservation Matters:

- a) To receive the EA Monthly situation report for May 2022
- b) To receive a report from River Mel Restoration Group
- c) To consider a quotation for 'no littering' signs to be displayed along the River Mel
- d) To receive any other updates and consider actions

MA030/22 Allotment Matters:

- a) To welcome the Chair of the Allotment Association
- b) To consider quotations for removal of asbestos
- c) To consider quotations to remove brambles
- d) To receive any updates and consider actions

MA031/22 Stockbridge Meadows:

- a) To receive any other updates and consider actions

MA032/22 Stockbridge Meadows Boardwalk Project

- a) Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – MA031/22b
- b) To discuss and consider tenders received – **TO BE HELD IN CAMERA**
- c) Motion to re-open the meeting to Public and Press

- d) To receive any updates and consider actions

MA033/22 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 receive an update on the small electrical appliance bin
- d) To receive an update with regard to the Daily Mile
- e) To receive any other updates and consider actions

MA034/22 Cemetery Matters:

- a) To consider a quotation for emptying the soil store
- b) To receive any other updates and consider actions

MA035/22 Village Maintenance Matters:

- a) To note expenditure on remedial works to pitches on the New Rec
- b) To consider quotations for work at 83 High Street
- c) To receive any other updates and consider actions

MA036/22 Worcester Way

- a) To receive an update on repairs to the fence at Worcester Way
- b) To receive an update with regard to clearance of debris from woodland behind Worcester Way
- c) To receive any other updates and consider actions

MA037/22 Pavilion Matters:

- a) To receive an update with regard to installation of wi-fi at the pavilion
- b) To receive an update with regard to Legionella testing
- c) To receive any other updates and consider actions

MA038/22 Littlehands Matters:

- a) To receive an update with regard to Legionella testing
- b) To receive an update with regard to the replacement windows
- c) To consider quotes for repair to gate post in car park
- d) To consider quotes for re-routing down pipe
- e) To receive any updates and consider actions

MA039/22 Policies and Risk Assessments

- a) To consider any updates and consider actions

MA040/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions

MA041/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA042/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA043/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA044/22 To note date of next meeting: Thursday, 21 July 2022