

# MELBOURN PARISH COUNCIL

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15 July 2022

## Dear Councillor

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

**MA045/22 To receive and approve apologies for absence**

**MA046/22 To receive any Declarations of Interest and Dispensations**

**MA047/22 To approve the minutes of the Maintenance Committee Meeting held on 16 June 2022**

**MA048/22 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)**

**MA049/22 Finance Matters:**

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

**MA050/22 Conservation Matters:**

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

**MA051/22 Allotment Matters:**

- a) To welcome the Chair of the Allotment Association
- b) To consider the DRAFT Asbestos Management Plan
- c) To consider the purchase of items to facilitate the Asbestos Management Plan
- d) To consider approving a quotation for further asbestos removal
- e) To consider quotations to remove brambles
- f) To receive any updates and consider actions

**MA052/22 Stockbridge Meadows:**

- a) To received and consider the Local Nature Reserve Guidance provided by Natural England
- b) To consider a quotation for widening the paths
- c) To receive any other updates and consider actions

**MA053/22 Stockbridge Meadows Boardwalk Project**

- a) To receive an update on award of the tender of grant application

- b) To receive any updates and consider actions

**MA054/22 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 and consider quotes for concrete base
- d) To receive any other updates and consider actions

**MA055/22 Cemetery Matters:**

- a) To consider a request for tree work in Orchard Road Cemetery
- b) To receive any other updates and consider actions

**MA056/22 Village Maintenance Matters:**

- a) To consider quotations for replacement bins
- b) To receive an update on football pitch maintenance
- c) To receive any other updates and consider actions

**MA057/22 Pavilion Matters:**

- a) To receive an update and consider quotation with regard to installation of wi-fi at the pavilion
- b) To consider quotes to repair the sensor on the lights along the footpath
- c) To consider quotations for remedial works following the legionella risk assessment
- d) To receive any other updates and consider actions

**MA058/22 Littlehands Matters:**

- a) To receive an update with regard to Legionella testing
- b) To consider quotations for the replacement windows
- c) To receive any updates and consider actions

**MA059/22 Policies and Risk Assessments**

- a) To consider approving the Weedkiller Spraying (Village Wardens) - Risk Assessment
- b) To consider approving the Policy and Procedure for Appointment of Contractors
- c) To consider approving the Policy and Procedure for Parish Safety Inspections
- d) To consider approving the Terms of Reference for the Skate Park Working Party
- e) To consider any updates and consider actions

**MA060/22 Melbourn Play Parks Working Party (MPPWP)**

- a) To receive an update on the project following the pre-start meeting
- b) To receive any other updates and consider actions

**MA061/22 Skate Park Working Party (SPWP)**

- a) To receive any updates and consider actions

**MA062/22 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

**MA063/22 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

**MA064/22 To note date of next meeting: Thursday, 18 August 2022**