

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn, SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

11 August 2022

Dear Councillor

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

MA065/22 To receive and approve apologies for absence

MA066/22 To receive any Declarations of Interest and Dispensations

MA067/22 To approve the minutes of the Maintenance Committee Meeting held on 21 July 2022

MA068/22 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)

MA069/22 Finance Matters:

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

MA070/22 Conservation Matters:

- a) To receive the EA Monthly situation report for July 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

MA071/22 Allotment Matters:

- a) To consider the revised draft Asbestos Management Plan
- b) To consider quotations for routine asbestos inspections and removal
- c) To receive any updates and consider actions

MA072/22 Stockbridge Meadows:

- a) To receive and consider the Local Nature Reserve Guidance provided by Natural England
- b) To receive any other updates and consider actions

MA073/22 Stockbridge Meadows Boardwalk Project

- a) To receive an update on project progress
- b) To receive any updates and consider actions

MA074/22 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 any other updates and consider actions

MA075/22 Cemetery Matters:

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

MA076/22 Village Maintenance Matters:

- a) To receive an update on replacement bins
- b) To consider quotations for work to the open space at Elm Way
- c) To consider quotations for tree work at Beechwood Avenue / Ash Grove
- d) To consider quotation for maintenance to football pitches
- e) To consider measures to prevent access to the roof of the container on the New Rec
- f) To consider quotations for repairs to bench
- g) To receive any other updates and consider actions

MA077/22 To receive an update on installation of defibrillators

MA078/22 Pavilion Matters:

- a) To consider quotations for remedial works following the legionella risk assessment
- b) To receive any other updates and consider actions

MA079/22 Littlehands Matters:

- a) To receive any updates and consider actions

MA080/22 Policies and Risk Assessments

- a) To consider approving the Policy and Procedure for Appointment of Contractors
- b) To consider any updates and consider actions

MA081/22 Melbourn Play Parks Working Party (MPPWP)

- a) To consider quotation for tree work to the car park entrance
- b) To receive any other updates and consider actions

MA082/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA083/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA084/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA085/22 To note date of next meeting: Thursday, 15 September 2022