

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>

14 October 2022

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Thursday, 20 October 2022** at 09:30 in the Pavilion, The Moor, 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, 20 October 2022** at 09:30 in the Pavilion, The Moor, 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, 20 October 2022** at 09:30 in the Pavilion, The Moor, Melbourn for the purpose of transacting the following business:

Claire Littlewood

Clerk to the Parish Council

MAINTENANCE COMMITTEE : AGENDA

MA086/22 To receive and approve apologies for absence

MA087/22 To receive any Declarations of Interest and Dispensations

MA088/22 To approve the minutes of the Maintenance Committee Meeting held on 18 August 2022

MA089/22 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)

MA090/22 Finance Matters:

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

MA091/22 Conservation Matters:

- a) To receive the EA Monthly situation report for August and September 2022
- b) To receive a report from River Mel Restoration Group
- c) To receive any other updates and consider actions

MA092/22 Allotment Matters:

- a) To receive an update on advice from NALC
- b) To consider quotations for an asbestos survey
- c) To receive any updates and consider actions

MA093/22 Stockbridge Meadows:

- a) To receive an update on nature reserve registration
- b) To receive any other updates and consider actions

MA094/22 Stockbridge Meadows Boardwalk Project

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

MA095/22 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 note correspondence relating to new Fen reservoir
- d) To receive any other updates and consider actions

MA096/22 Cemetery Matters:

- a) To receive an Arboricultural report
- b) To consider quotations for tree work
- c) To receive any other updates and consider actions

MA097/22 Village Maintenance Matters:

- a) To consider quotations for cleaning the War Memorial on The Cross
- b) To consider quotations for works to The Moor play park entrance
- c) To consider retrospectively approving expenditure with regard to pitch maintenance
- d) To consider quotations for repairs to fencing at Worcester Way
- e) To consider quotations for tree work at Thatcher Stanfords Close
- f) To consider quotation for play bark for Clear Crescent play area
- g) To consider quotations for clearance of Water Lane verge
- h) To receive any other updates and consider actions

MA098/22 Pavilion Matters:

- a) To receive an update with regard to installation of wi-fi
- b) To consider quotations for TMV servicing
- c) To consider quotations for supply and installation of clock restart motor
- d) To receive any other updates and consider actions

MA099/22 Littlehands Matters:

- a) To receive any updates and consider actions

MA100/22 Policies and Risk Assessments

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

MA101/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions

MA102/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA103/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA104/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA105/22 To note date of next meeting: Thursday, 17 November 2022