

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>

10 November 2022

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Thursday, 17 November 2022** at 09:30 in the Austen Room, The Hub, Melbourn SG8 6DZ 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, 17 November 2022** at 09:30 in the Austen Room, The Hub, Melbourn SG8 6DZ 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, 17 November 2022** at 09:30 in the Austen Room, The Hub, Melbourn SG8 6DZ for the purpose of transacting the following business:

Claire Littlewood

Clerk to the Parish Council

MAINTENANCE COMMITTEE : AGENDA

MA106/22 To receive and approve apologies for absence

MA107/22 To receive any Declarations of Interest and Dispensations

MA108/22 To approve the minutes of the Maintenance Committee Meeting held on 20 October 2022

MA109/22 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)

MA110/22 Finance Matters:

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

MA111/22 Conservation Matters:

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

MA112/22 Allotment Matters:

- a) To receive the asbestos survey
- b) To receive any updates and consider actions

MA113/22 Stockbridge Meadows:

- a) To receive an update on management plan
- b) To receive an update on FWAG pond project
- c) To receive any other updates and consider actions

MA114/22 Stockbridge Meadows Boardwalk Project

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

MA115/22 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

MA116/22 Cemetery Matters:

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

MA117/22 Village Maintenance Matters:

- a) To consider quotations for alternative surfacing under the Rocket Chair in Clear Crescent
- b) To consider quotations for repairs to fencing in Worcester Way
- c) To receive an update regarding rabbit control on the rec
- d) To consider actions to keep dogs out of the Moor Play Area
- e) To consider quotation for tree inspection
- f) To receive any other updates and consider actions

MA118/22 Pavilion Matters:

- a) To receive an update with regard to installation of wi-fi
- b) To receive an update regarding remedial works from legionella risk assessment.
- c) To consider quotations for supply and installation of clock restart motor
- d) To consider quotations for Fire Alarm and emergency lighting inspections
- e) To consider quotations for Fire Extinguisher Maintenance
- f) To receive any other updates and consider actions

MA119/22 Littlehands Matters:

- a) To receive the flat roof inspection report
- b) To consider retrospective approval for drainage works
- c) To receive any updates and consider actions

MA120/22 Policies and Risk Assessments

- a) To consider any updates and consider actions

MA121/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions

MA122/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA123/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA124/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA125/22 To note date of next meeting: Thursday, 17 November 2022