

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>

8th December 2022

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Thursday, 15 December 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, 15 December 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, 15 December 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

MA126/22 To receive and approve apologies for absence

MA127/22 To receive any Declarations of Interest and Dispensations

MA128/22 To approve the minutes of the Maintenance Committee Meeting held on 17 November 2022

MA129/22 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)

MA130/22 Finance Matters:

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

MA131/22 Conservation Matters:

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

MA132/22 Allotment Matters:

- a) To consider approving the Asbestos Management Plan
- b) To receive any updates and consider actions

MA133/22 Stockbridge Meadows:

- a) To receive an update on management plan
- b) To consider quotations for preliminary trench digging
- c) To receive an update on pest control
- d) To receive any other updates and consider actions

MA134/22 Stockbridge Meadows Boardwalk Project

- a) To receive any updates and consider actions

MA135/22 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

MA136/22 Cemetery Matters:

- a) To consider quotation to build up two sunken graves in New Road
- b) To consider quotation to install more cremated remains plots in New Road
- c) To note the approval for a memorial bench to be installed
- d) To receive any other updates and consider actions

MA137/22 Village Maintenance Matters:

- a) To consider quotations for alternative surfacing under the Rocket Chair in Clear Crescent
- b) To consider quotations for the installation of cycle racks
- c) To receive an update on the parish van
- d) To consider quotations for no dog signs
- e) To note the cause of the blockage in the Moor Play Park
- f) To consider quotations to reinstate manhole
- g) To receive any other updates and consider actions

MA138/22 Pavilion Matters:

- a) To receive an update with regard to installation of wi-fi
- b) To consider quotations to install a new extractor fan in changing rooms
- c) To receive any other updates and consider actions

MA139/22 Littlehands Matters:

- a) To consider quotations to supply and fit a new hood over the security door and guttering
- b) To consider quotations make good interior wall
- c) To receive any updates and consider actions

MA140/22 Policies and Risk Assessments

- a) To consider any updates and consider actions

MA141/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions

MA142/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA143/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA144/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA145/22 To note date of next meeting: Thursday, 19 January 2023