

MELBOURN PARISH COUNCIL

Parish Clerk: Sophie Marriage
Melbourn Parish Council
Melbourn Community Hub
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9th March 2023

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Thursday, 16 March 2023** at 09:30 in the Dickens 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, 16 March 2023** at 09:30 in the Dickens 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, 16 March 2023** at 09:30 in the Dickens Room, The Hub, Melbourn SG8 6DZ for the purpose of transacting the following business:

Sophie Marriage

Parish Clerk to the Parish Council

MAINTENANCE COMMITTEE : AGENDA

MA182/22 To receive and approve apologies for absence

MA183/22 To receive any Declarations of Interest and Dispensations

MA184/22 To approve the minutes of the Maintenance Committee Meeting held on 16 February 2023

MA185/22 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)

MA186/22 Finance Matters:

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

MA187/22 Conservation Matters:

- a) To receive the EA Monthly situation report for February 2023
- b) To receive a report from River Mel Restoration Group
- c) To receive any other updates and consider actions

MA188/22 Allotment Matters:

- a) To receive an update of the possibility of installing dummy cameras and signs
- b) To receive any updates and consider actions

MA189/22 Stockbridge Meadows:

- a) To receive an update on the progress of the management plan
- b) To receive an update regarding the toe-rail on the boardwalk
- c) To receive any other updates and consider actions

MA190/22 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

MA191/22 Cemetery Matters:

- a) To consider quotations for a "Visitors only" sign in the car park
- b) To receive an update on the unpermitted cut through from the New Road Cemetery

- c) To receive the Electrical installation condition report for the Orchard Road Cemetery Shed
- d) To consider quotations for the remedial works in the Orchard Road Cemetery Shed
- e) To receive any other updates and consider actions

MA192/22 Village Maintenance Matters:

- a) To consider a request from the Melbourn Fete Committee to use the New Rec, Old Rec and Pavilion
- b) To consider quotations to install of cycle racks
- c) To receive and update and consider the plan to plant trees along Cambridge Road
- d) To consider quotations to repair the Worcester way fence
- e) To consider quotations for tree work in the churchyard
- f) To consider quotations for war memorial path
- g) To receive an update on the request to collect fallen branches from Parish Land
- h) To consider quotations to install highways chevrons to the parish van
- i) To receive any other updates and consider actions

MA193/22 Pavilion Matters:

- a) To receive an update on fire safety
- b) To consider revised quotations to install an extractor fan in the changing room
- c) To receive any other updaters and consider actions

MA194/22 Littlehands Matters:

- a) To consider quotations to repair the floodlight
- b) To consider a quotation to survey the external flood lighting and report findings
- c) To consider quotations to lay hard core in the carpark
- d) To receive an update on the drains
- e) To receive any updates and consider actions

MA195/22 Policies and Risk Assessments

- a) To consider the approval of the fire safety policy
- b) To consider any updates and consider actions

MA196/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA197/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA198/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA199/22 To note date of next meeting: Thursday, 20 April 2023