

# MELBOURN PARISH COUNCIL

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Melbourn Parish Council  
Melbourn Community Hub  
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13<sup>th</sup> April 2023

## Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Thursday, 20 April 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, 20 April 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, 20 April 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

**MA200/22** To receive and approve apologies for absence

**MA201/22** To receive any Declarations of Interest and Dispensations

**MA202/22** To approve the minutes of the Maintenance Committee Meeting held on 16 March 2023

**MA203/22** 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)

### **MA204/22** Finance Matters:

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

### **MA205/22** Conservation Matters:

- a) To receive the EA Monthly situation report for March 2023
- b) To receive a report from River Mel Restoration Group
- c) To discuss and consider the planting of two horse chestnut trees
- d) To receive an update and discuss the electro-fishing survey
- e) To receive any other updates and consider actions

### **MA206/22** Allotment Matters:

- a) To receive any updates and consider actions

### **MA207/22** Stockbridge Meadows:

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

### **MA208/22** 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

### **MA209/22** Cemetery Matters:

- a) To consider quotations to replace the dead lavender and hebe shrubs in New Road

- b) To consider a request from a resident regarding burial of ashes
- c) To receive any other updates and consider actions

**MA210/22 Village Maintenance Matters:**

- a) To consider quotations to repair the fence at Worcester Way
- b) To consider quotations to cut back to trees along the Worcester Way fence boundary
- c) To receive an update and consider the plan to plant trees along Cambridge Road
- d) To receive an update regarding crocheted poppies near the war memorial
- 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 receive any other updates and consider actions

**MA212/22 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 updates and consider actions

**MA213/22 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 receive an update on the drains
- d) To receive any updates and consider actions

**MA214/22 Policies and Risk Assessments**

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

**MA215/22 Skate Park Working Party (SPWP)**

- a) To receive any updates and consider actions

**MA216/22 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

**MA217/22 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

**MA218/22 To note date of next meeting: Thursday, 18 May 2023**