

MELBOURN PARISH COUNCIL

Parish Clerk: Sophie Marriage
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn, SG8 6DZ

E-mail: parishclerk@melbournparishcouncil.gov.uk

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

13th 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
- d) 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

MA209/22 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
- i) To receive any other updates and consider actions

MA210/22 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

MA211/22 Littlehands Matters:

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

MA212/22 Policies and Risk Assessments

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

MA213/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA214/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA215/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA216/22 To note date of next meeting: Thursday, 18 May 2023