

MELBOURN PARISH COUNCIL

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

email: parishclerk@melbournparishcouncil.gov.uk

Telephone: 01763 263303

melbournparishcouncil.gov.uk

11th May 2023

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Thursday, 18 May 2023** 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, 18 May 2023** 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, 18 May 2023** at 09:30 in the Austen 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

MA218/22 To receive and approve apologies for absence

MA219/22 To receive any Declarations of Interest and Dispensations

MA220/22 To approve the minutes of the Maintenance Committee Meeting held on 20 April 2023

MA222/22 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)

MA223/22 Finance Matters:

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

MA224/22 Conservation Matters:

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

MA225/22 Allotment Matters:

- a) To consider quotations to cut the grass along the main walkway of St George's allotments
- b) To receive any updates and consider actions

MA226/22 Stockbridge Meadows:

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

MA227/22 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

MA228/22 Cemetery Matters:

- a) To consider advice to replace the dead lavender and hebe shrubs in New Road
- b) To consider a request from a resident regarding land at New Road Cemetery
- c) To receive any other updates and consider actions

MA229/22 Village Maintenance Matters:

- a) To consider the ROSPA reports
- b) To consider quotations to cut back to trees along the Worcester Way fence boundary
- c) To consider quotations to clear soil from along the fence line at Worcester Way
- d) To receive an update and regarding tree planting
- e) To consider quotations to repair the notice board
- f) To consider quotations for tree work in the churchyard
- g) To note the plans for the funfair and an email decision regarding charges
- h) To receive an update regarding the path behind the war memorial
- i) To receive any other updates and consider actions

MA230/22 Pavilion Matters:

- a) To receive an update on fire safety
- b) To consider quotations to empty the septic tank
- c) To consider quotations for Legionella Risk Assessment
- d) To consider quotations to replace the TMVS on the showers
- e) To consider quotations for drain jetting
- f) To receive any other updaters and consider actions

MA231/22 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

MA232/22 Policies and Risk Assessments

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

MA233/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA234/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA235/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA236/22 To note date of next meeting: Thursday, 15 June 2023