

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

8th June 2023

Dear Councillor

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

- MA001/23 To receive nominations and elect the Chair of the Maintenance Committee**
- MA002/23 To receive nominations and elect the Vice Chair of the Maintenance Committee**
- MA003/23 To receive and approve apologies for absence**
- MA004/23 To receive any Declarations of Interest and Dispensations**
- MA005/23 To approve the minutes of the Maintenance Committee Meeting held on 18 May 2023**
- MA006/23 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)**
- MA007/23 Finance Matters:**
 - a) To consider a finance report on expenditure within the committee's remit.
- MA008/23 Conservation Matters:**
 - a) To receive the EA Monthly situation report for May 2023
 - b) To receive a report from River Mel Restoration Group
 - c) To receive an update regarding plans for a drainage pond
 - d) To receive any other updates and consider actions
- MA009/23 Allotment Matters:**
 - a) To receive an update about the community allotment
 - b) To receive a report on collected asbestos
 - c) To receive any updates and consider actions
- MA010/23 Stockbridge Meadows:**
 - a) To receive an update on the progress of the management plan
 - b) To receive any other updates and consider actions
- MA011/23 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 note co-approval of a phs invoice under delegated authority

- d) To receive any other updates and consider actions

MA012/23 Cemetery Matters:

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

MA013/23 Village Maintenance Matters:

- a) To consider actions from the ROSPA reports
- b) To consider quotations to cut back to trees along the Worcester Way fence boundary
- c) To receive an update regarding the fencing works between Worcester Way and the private farm land
- d) To consider quotations to repair the notice board and review alternative options
- e) To receive and update about tree work in the churchyard
- f) To consider quotations for additional picnic benches in the Moor Play Park
- g) To consider quotations for replacement materials to repair benches
- h) To note the email decision regarding the location of a memorial bench
- i) To receive any other updates and consider actions

MA014/23 Pavilion Matters:

- a) To receive an update on fire safety
- b) To consider quotations to replace the TMVS on the showers
- c) To consider quotation for a deep clean of the pavilion
- d) To receive any other updates and consider actions

MA015/23 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

MA016/23 Policies and Risk Assessments

- a) To consider the approval of the fire safety policy
- b) To consider updates to the Community Facilities and Services Equal Opportunities for Access policy
- c) To receive an update regarding the Melbourn Play Parks Working Party Terms of Reference
- d) To consider any updates and consider actions

MA017/23 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA018/23 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA019/23 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA020/23 To note date of next meeting: Thursday, 20 July 2023