

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

10 August 2023

Dear Councillor

You are hereby summoned to attend a meeting of the **Maintenance Committee** to be held on **Thursday, 17 August 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, 17 August 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, 17 August 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

MA021/23 To receive and approve apologies for absence

MA022/23 To receive any Declarations of Interest and Dispensations

MA023/23 To approve the minutes of the Maintenance Committee Meeting held on 15 June 2023

MA024/23 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)

MA025/23 Finance Matters:

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

MA026/23 Conservation Matters:

- a) To receive the EA Monthly situation report for June and July 2023
- b) To receive a report from River Mel Restoration Group
- c) To consider quotations for work to a hawthorn tree along the riverside walk
- d) To receive any other updates and consider actions

MA027/23 Allotment Matters:

- a) To receive an update about the community allotment
- b) To consider quotations for asbestos collection at St Georges allotment
- c) To receive any updates and consider actions

MA028/23 Stockbridge Meadows:

- a) To receive an update on the progress of the management plan
- b) To consider the proposal to install a storage container in Stockbridge Meadows
- c) To receive any other updates and consider actions

MA029/23 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 report on targeted graffiti around the village
- d) To receive any other updates and consider actions

MA030/23 Cemetery Matters:

- a) To consider quotes to replace the dead lavender and hebe shrubs in New Road
- b) To consider quotes for Saxon Burial memorial
- c) To consider applying for access protection markings outside Orchard Road Cemetery
- d) To consider appropriate action for shrubs outside of New Road Cemetery
- e) To consider the draft garden of remembrance plan and rules and regulations
- f) To consider a request for a space to be reserved for a bench for a resident
- g) To consider a request to install a bench in New Road Cemetery
- h) To consider a request for work to trees in Orchard Road Cemetery
- i) To consider the installation of "no cycling" signs in New Road Cemetery
- j) To receive any other updates and consider actions

MA031/23 Village Maintenance Matters:

- a) To note 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 receive an update on a recycling bin project and to receive quotations for a replacement bin
- g) To note emergency call out for fallen tree at Cadet Hut on Old Rec
- h) To consider quote for replacement of grit bin that was destroyed near Doctors off New Road
- i) To receive an update on the replacement Library sign
- j) To consider request for dog on lead and no fouling signage to be added to Clover Way
- k) To consider quotations to remove and prevent graffiti
- l) To consider quotations to cut back the old rec trees and nettles
- m) To consider quotations to cut the bowls club hedge
- n) To consider quotations to clear Greenbanks footpath
- o) To consider taking part in the Hedgehog Highways Project
- p) To consider quotations for matting to assist access to the war memorial on Remembrance Day
- q) To receive any other updates and consider actions

MA032/23 Pavilion Matters:

- a) To receive the legionella report from 4i Water
- b) To receive any other updaters and consider actions

MA033/23 Little Hands Matters:

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- b) To receive any updates and consider actions

MA034/23 Policies and Risk Assessments

- a) To consider any updates and consider actions

MA035/23 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

MA036/23 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA037/23 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA038/23 To note date of next meeting: Thursday 14 September 2023