

# MELBOURN PARISH COUNCIL

---

Parish Clerks: Alex Coxall & Abi Williams  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

parishclerk@melbournparishcouncil.gov.uk

Telephone: 01763 263303

melbournparishcouncil.gov.uk

---

8<sup>th</sup> September 2023

## Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 14 September 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 14 September 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 on **Thursday 14 September 2023 at 09:30** in the **Austen Room, The Hub**, Melbourn SG8 6DZ for the purpose of transacting the following business:

*Alex Coxall & Abi Williams*

Clerks to the Parish Council

## MAINTENANCE COMMITTEE: AGENDA

**MA039/23 To receive and approve apologies for absence**

**MA040/23 To receive any Declarations of Interest and Dispensations**

**MA041/23 To approve the minutes of the Maintenance Committee Meeting held on 17 August 2023**

- a) To discuss comments on minutes from 17 August 2023

**MA042/23 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)**

**MA043/23 Finance Matters:**

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

**MA044/23 Conservation Matters:**

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

**MA045/23 Allotment Matters:**

- a) To receive any updates and consider actions

**MA046/23 Stockbridge Meadows:**

- a) To receive an update on the progress of the management plan
- b) To consider proposed location of storage container.
- c) To receive any other updates and consider actions

**MA047/23 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 receive any other updates and consider actions

**MA048/23 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 receive any other updates and consider actions

**MA049/23 Village Maintenance Matters:**

- a) To note any updates on the actions from the ROSPA reports
- b) To consider actions and implications of potential Reinforced Autoclaved Aerated Concrete (RAAC) use in Parish buildings  
*Please see <https://www.local.gov.uk/topics/housing-and-planning/information-reinforced-autoclaved-aerated-concrete-raac> for information on RAAC*
- c) To consider clarification of works of the quotation to cut back to trees along the Worcester Way fence boundary
- d) To receive an update regarding the fencing works between Worcester Way and the private farm land
- e) To consider quotations to repair the notice boards
- f) To consider updates to bin proposal
- g) To consider quotations for access matting to be used at War Memorial and across the Parish
- h) To consider quotations to cut Bowls Club hedge
- i) To consider request to carry out works to Bowls Club boundary fence
- j) To discuss current weedkilling policy from the County Council
- k) To receive any other updates and consider actions

**MA050/23 Pavilion Matters:**

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

**MA051/23 Little Hands Matters:**

- a) To consider options for work to improve car park for recommendation to full council
- b) To receive any updates and consider actions

**MA052/23 Policies and Risk Assessments**

- a) To consider any updates and consider actions

**MA053/23 Skate Park Working Party (SPWP)**

- a) To receive any updates and consider actions

**MA054/23 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

**MA055/23 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

**MA056/23 To note date of next meeting:** Thursday 19 October 2023