

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi Williams
Melbourn Parish Council
Melbourn Community Hub
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17th November 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 23 November 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 23 November 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 23 November 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

MA075/23 To receive and approve apologies for absence

MA076/23 To receive any Declarations of Interest and Dispensations

MA077/23 To approve the minutes of the Maintenance Committee Meeting held on 14 October 2023

- a) To discuss comments on minutes from 14 October 2023

MA078/23 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)

MA079/23 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- b) To note invoices for extra cuts and village maintenance.

MA080/23 Conservation Matters:

- a) To receive the EA Monthly situation report for October 2023.
- b) To receive a report from River Mel Restoration Group.
- c) Update from County Cllr Susan van de Ven on the prospective restoration of the Old Pond at Back Lane/High St junction for the purpose of capturing silt runoff.
- d) To start discussion of updates/changes to village maintenance contracts in preparation for tender to take place in 2024.
- e) To receive any other updates and consider actions.

MA081/23 Allotment Matters:

- a) To receive any updates and consider actions.

MA082/23 Stockbridge Meadows:

- a) To consider sending current version of the Stockbridge Management report to Natural England for review.

- b) To receive any other updates and consider actions.

MA083/23 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 an update on the padlocks used in public areas from the Fire Service and to consider the installation of code padlocks in public areas – including The Moor car park, New Rec wooden gate and Stockbridge Meadows.
- d) To receive an update on the seating dome on The Moor.
- e) To receive an update on the Moor Play park multigenerational swing.
- f) To receive any other updates and consider actions.

MA084/23 Cemetery Matters:

- a) To consider quotations for Saxon Burial memorial.
- b) To receive any other updates and consider actions.

MA085/23 Village Maintenance Matters:

- a) To note Moor Play Park inspection report.
- b) To note request for meeting re the bushes outside New Road Cemetery – ongoing issue re ownership of land / maintenance of area.
- c) To receive update on the street lighting along the access road to The Moor car park.
- d) Ongoing maintenance of the Wonderpass.
- e) To receive any other updates and consider actions.

MA086/23 Pavilion Matters:

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

MA087/23 Little Hands Matters:

- a) Update on RAAC inspection at Little Hands.
- b) To consider approval of increased total cost for Little Hands drainage work – estimate for asbestos removal and additional works was £1,145.56 short due to additional weight of asbestos in tonnes being measured at weighbridge after collection.
Previously approved total £17,475.89 - total costs £18,621.45
- c) To receive any updates and consider actions.

MA088/23 Policies and Risk Assessments

- a) To consider any updates and consider actions.

MA089/23 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions.

MA090/23 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA091/23 New Maintenance Issues: To consider Maintenance issues arising since last meeting

- a) To consider the purchase of equipment for Wardens.

MA092/23 To note date of next meeting: Thursday 14 December 2023