

# MELBOURN PARISH COUNCIL

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Parish Clerks: Alex Coxall & Abi Williams  
Melbourn Parish Council  
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7 December 2023

## Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 14 December 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 December 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 December 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

**MA093/23 To receive and approve apologies for absence**

**MA094/23 To receive any Declarations of Interest and Dispensations**

**MA095/23 To approve the minutes of the Maintenance Committee Meeting held on 23 November 2023**

- a) To discuss comments on minutes from 23 November 2023

**MA096/23 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)**

**MA097/23 Finance Matters:**

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

**MA098/23 Conservation Matters:**

- a) To receive the EA Monthly situation report for November 2023.
- b) To receive a report from River Mel Restoration Group (RMRG).
- c) To consider quotation for works as highlighted in annual tree survey.
- d) To receive any other updates and consider actions.

**MA099/23 Allotment Matters:**

- a) To receive any updates and consider actions.
- b) To note emergency tree work carried out on fallen tree in St Georges at £195.00
- c) To consider quotation for works to identified problem trees.

**MA100/23 Stockbridge Meadows:**

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

**MA101/23 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 Moor Play park multigenerational swing.
- d) To note correspondence and consider actions re grit bins at Hopkins Homes development.
- e) To receive any other updates and consider actions.

**MA102/23 Cemetery Matters:**

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

**MA103/23 Village Maintenance Matters:**

- a) To consider action for missing Lordship Drive road sign.
- d) Ongoing maintenance of the Wonderpass.
- e) To consider correspondence and possible actions re the goal storage on the New Rec.
- f) To note update on 83 High Street and consider request to purchase obelisk and mulch.
- g) To receive any other updates and consider actions.

**MA104/23 Pavilion Matters:**

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

**MA105/23 Little Hands Matters:**

- b) To receive any updates and consider actions.

**MA106/23 Policies and Risk Assessments**

- a) To consider any updates and consider actions.

**MA107/23 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

**MA108/23 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

**MA109/23 To note date of next meeting:** Thursday 18 January 2024