

# MELBOURN PARISH COUNCIL

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9 February 2024

## Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 15 February 2024** 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 February 2024** 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 15 February 2024** 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

**MA131/24 To receive and approve apologies for absence**

**MA132/24 To receive any Declarations of Interest and Dispensations**

**MA133/24 To approve the minutes of the Maintenance Committee Meeting held on 18 January 2024**

- a) To discuss comments on minutes from 18 January 2024

**MA134/24 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)**

**MA135/24 Finance Matters:**

- a) To consider a finance report on expenditure within the committee's remit.
- b) To note £146+VAT invoice from Shelford Heating for attending and fixing the Pavilion heating system.
- c) To note £150+VAT for fly-tipped asbestos removal.

**MA136/24 Conservation Matters:**

- a) To receive the EA Monthly situation report for January 2024.
- b) To receive a report from River Mel Restoration Group (RMRG).
- c) To receive any other updates and consider actions.

**MA137/24 Allotment Matters:**

- a) To receive any updates and consider actions.
- b) To receive update on Meridian PCN and the community plot.

**MA138/24 Stockbridge Meadows:**

- a) To consider the request to alter car park times at Stockbridge Meadows.
- b) To consider quotes for suitable storage container to be installed on Stockbridge Meadows.
- c) To receive update from Conservation Warden.
- d) To consider purchasing equipment for Stockbridge Meadows maintenance.

**MA139/24 Governance Matters:**

- a) To receive the weekly inspection reports and consider any necessary actions.
- b) To consider any updates on damage or vandalism in the Parish.
- c) To receive any other updates and consider actions.

**MA140/24 Cemetery Matters:**

- a) To consider suggestion of works to the hedge along the far side of New Road Cemetery.
- b) To consider quote for works to dead shrubs at New Road Cemetery.
- c) To receive any other updates and consider actions.

**MA141/24 Memorial Garden, High Street**

- a) To consider proposal for actions in the upkeep of area and neighbouring properties.
- b) To note costs associated with the upkeep of the garden, including purchase of compost (£95) and an obelisk for sweet peas (£9.49).

**MA142/24 Village Maintenance Matters:**

- a) Consider cost of £970+VAT for Herts & Cambs to vertidrain the old and new rec. Both are in need of this doing ASAP.
- b) Note the overgrown hedges on the entry to the village along New Road.
- c) To receive update on Clear Crescent play park improvements / maintenance.
- d) To note the HAGS play park inspection. All findings low risk or very low risk.
- e) To consider quotes for proposal of works to area outside of New Road Cemetery. Recommendation from office to present proposal to resident and set a cost limit by council for works then present to committee once agreed by resident.
- f) To consider updates to Village Maintenance tender documents.
- g) To receive any other updates and consider actions.

**MA143/24 Pavilion Matters:**

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

**MA144/24 Little Hands Matters:**

- a) To provide update on exterior lighting issues at Little Hands access road.
- b) To note change of management at Little Hands.
- c) To receive any updates and consider actions.

**MA145/24 Correspondence:**

- a) To consider request to cut back trees that are affecting solar panels on property.
- b) To note correspondence from South Cambridgeshire District Council with regard to footballers' muddy boots effecting paths at Vicarage Close and to consider the installation of a boot cleaner on the rec.
- c) To note agreement with Orchard Surgery to reinstate the grit bin on Surgery land rather than the verge opposite.
- d) To note request from resident and consider actions in regard to low street light levels at sheltered accommodation in Palmers Way.

**MA146/24 Policies and Risk Assessments:**

- a) To consider any updates and consider actions.

**MA147/24 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

**MA148/24 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

**MA149/24 To note date of next meeting:** Thursday 14 March 2024.