

# MELBOURN PARISH COUNCIL

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10 May 2024

## Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 16 May 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 16 May 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 16 May 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

**MA187/24 To receive and approve apologies for absence**

**MA188/24 To receive any Declarations of Interest and Dispensations**

**MA189/24 To approve the minutes of the Maintenance Committee Meeting held on 18 April 2024**

- a) To discuss comments on minutes from 18 April 2024.

**MA190/24 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)**

**MA191/24 Finance Matters:**

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

**MA192/24 Conservation Matters:**

- a) To receive the EA Monthly situation report for April 2024.  
b) To receive a report from River Mel Restoration Group (RMRG).  
c) To receive correspondence from the Wild Trout Trust.  
d) Wardens to advise on planting of memorial tree in the Millenium Orchard and offer advice to resident.  
e) To receive any other updates and consider actions.

**MA193/24 Allotment Matters:**

- a) To consider quotes for additional cut to allotment grass walkways.  
b) To receive any updates and consider actions.

**MA194/24 Stockbridge Meadows:**

- a) To note installation of container on Tuesday 7 May 2024.  
b) To note and consider actions regarding report from the Historic Environment Team and FWAG.  
c) To receive an update and consider actions.

**MA195/24 Governance Matters:**

- a) To consider the request to alter work patterns for Conservation Warden to allow for the seasons – to be managed through the office.

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

**MA196/24 Cemetery Matters:**

- a) To note correspondence from Victoria Way residents and confirm meeting date to discuss.
- b) To note ICCM membership renewal notice.
- c) To note damage to memorial in Orchard Road – office to investigate possible cause.
- d) To receive any other updates and consider actions.

**MA197/24 Village Maintenance Matters:**

- a) To note a request for clearing the Vicarage Close / Church Walk path to allow surface works to take place.
- b) Update on request for Wardens to cover Meldreth works.
- c) To receive any other updates and consider actions.

**MA198/24 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – MA199/24)**

**MA199/24** To consider the quotes received to tender for the Village Maintenance Contracts and make recommendation to Full Council.

**MA200/24 Motion to re-open meeting to Public and Press**

**MA201/24 Pavilion Matters:**

- a) To consider the increased costs for pavilion cleaning from £14.00 per hour to £17.50 per hour.
- b) To consider request for use of a barbeque when hiring the pavilion.
- c) To receive any other updates and consider actions.

**MA202/24 Little Hands Matters:**

- a) To consider estimate from Prince Property Improvements Ltd for £1015.00 + VAT for works to Little Hands – including preventing mould and external decoration.
- b) To re-consider confirmed quote for works to trees in Little Hands car park.
- c) To consider giving MixMusic a key to the Little Hands car park to allow limited access on Monday evenings.
- d) To receive any updates and consider actions.

**MA203/24 The Moor Car Park Matters:**

- a) Receive an update on options for Car Park area.

**MA204/24 Policies and Risk Assessments:**

- a) To consider approving updated Parish Estate Safety Inspections Policy (Doc 4.23)
- b) To consider any updates and consider actions.

**MA205/24 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

**MA206/24 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

**MA207/24 To note date of next meeting:** Thursday 13 June 2024.