

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi Williams
Melbourn Parish Council
Melbourn Community Hub
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07 June 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 13 June 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 13 June 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 13 June 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

- MA001/24 To receive nominations and elect a Chair of the Maintenance Committee**
- MA002/24 To receive nominations and elect a Vice Chair of the Maintenance Committee**
- MA003/24 To receive and approve apologies for absence**
- MA004/24 To receive any Declarations of Interest and Dispensations**
- MA005/24 To approve the minutes of the Maintenance Committee Meeting held on 16 May 2024**
- MA006/24 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)**
- MA007/24 Finance Matters:**
 - a) To consider a finance report on expenditure within the committee's remit.
- MA008/24 Conservation Matters:**
 - a) To receive the EA Monthly situation report for May 2024.
 - b) To receive a report from River Mel Restoration Group (RMRG).
 - c) To receive an update from the Wild Trout Trust
 - d) To note minutes from recent meeting with Anglian Water, local Cllrs and SCDC.
 - e) To receive any other updates and consider actions.
- MA009/24 Allotment Matters:**
 - a) To note thefts reported from allotments.
 - b) To receive any updates and consider actions.
- MA010/24 Stockbridge Meadows:**
 - a) To note a request to provide brief of works has been submitted at a cost of £200+VAT (to include initial searches).
 - b) To receive an update and consider actions.
- MA011/24 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 note road inspection allocations to be sent to Cllrs for completion over the next few weeks.
- d) To receive any other updates and consider actions.

MA012/24 Cemetery Matters:

- a) To note meeting with homeowners about Victoria Way to be confirmed.
- b) To note that the Saxon Memorial has now been installed.
- c) To receive any other updates and consider actions.

MA013/24 Village Maintenance Matters:

- a) To consider quote from Wicksteed for £641.65 + VAT for the repair of the self-closing gate at Clear Crescent play park.
- b) Update on request for Wardens to cover Meldreth works.
- c) To discuss complaint about quality of grass cutting at Ash Grove and to receive associated invoice.
- d) To note email about the maintenance of the Millenium Orchard behind the pavilion.
- e) To note works carried out to trees in village car park at a cost of £150+VAT.
- f) To note request for works to trees in All Saints churchyard,
- g) To note plans for a wild/biodiverse area within the All Saints churchyard and discuss the implications on the current maintenance contract.
- h) To note a request from Herts & Cambs to lift trees in the All Saints Churchyard to allow for grass mowing and maintenance.
- i) To receive any other updates and consider actions.

MA014/24 Pavilion Matters:

- a) To consider quotes for the repair of broken windows.
- b) To note that a deep clean has been arranged pre the Fete and The Fete Committee will be completing a deep clean after the event.
- c) To consider continuing cleans throughout the summer due to increased use of the pavilion.
- d) To receive any other updates and consider actions.

MA015/24 Little Hands Matters:

- a) To receive any updates and consider actions.

MA016/24 The Moor Car Park Matters:

- a) To discuss deferred item MA202/24c) to provide Mix Music with a key to the Little Hands car park.
- b) Receive an update on options for Car Park area.
- c) To note quotation and suggestion from Herts & Cambs to add gabion cages to grassed area to protect area from being parked on.

MA017/24 Policies and Risk Assessments:

- a) To consider further update to the Parish Estate Safety Inspections Policy to include defib inspections – as suggested during internal audit.
- b) To consider any updates and consider actions.

MA018/24 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA019/24 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA020/24 To note date of next meeting: Thursday 18 July 2024.