

# MELBOURN PARISH COUNCIL

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12 July 2024

## Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 18 July 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 18 July 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 18 July 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

**MA021/24 To receive and approve apologies for absence**

**MA022/24 To receive any Declarations of Interest and Dispensations**

**MA023/24 To approve the minutes of the Maintenance Committee Meeting held on 13 June 2024**

**MA024/24 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)**

### **MA025/24 Finance Matters:**

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

### **MA026/24 Conservation Matters:**

- a) To receive the EA Monthly situation report for June 2024.
- b) To note planting of memorial tree at Millenium Orchard booked for 12 August 2024 with Conservation Warden.
- c) To note spend of £189.94(inc VAT) under Clerks discretion for materials needed for pest control.
- d) To receive a report from River Mel Restoration Group (RMRG).
- e) To receive any other updates and consider actions.

### **MA027/24 Stockbridge Meadows:**

- a) To note brief of works and invoice received from Cambridgeshire County Council for works on the ghost pond in Stockbridge. Requested potential suppliers to gather quotes.
- b) Chased CCC re LNR designation of Stockbridge repeatedly. No response – contacted SCDC to try and progress with them.
- c) To note padlock on the container was cut off, then new one tampered with – locks replaced and container remains secure.
- d) To receive an update and consider actions.

### **MA028/24 Allotment Matters:**

- a) To note resolution to increase allotment fees at renewals in October 2024.
- b) To receive any updates and consider actions.

**MA029/24 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.

**MA030/24 Cemetery Matters:**

- a) To discuss suggestion for wildflowers to be grown around the mound at New Road cemetery.
- b) To consider option to return unsuccessful beds at New Road Cemetery to grass.
- c) To note Wardens intention to maintain grass areas at New Road Cemetery – review need for equipment to complete this.
- d) To note request for quote for taking back paths to defined edge around New Road Cemetery.
- e) To note the approval of Herts & Cambs quote (£590 + VAT) under Clerks and Maintenance Chair discretion, to commence the clearance of land outside 77 Victoria Way.
- f) To receive any other updates and consider actions.

**MA031/24 Village Maintenance Matters:**

- a) To consider actions for complaint about Hale Close pathways.
- b) To consider actions for complaint about overgrown area at Poppy Crescent.
- c) To consider works requested to sycamore trees on Orchard Road – consider possible actions.
- d) To approve addition of 'Love your village' notice to Melbourn Magazine and social media.
- e) To consider quote for works to Old Rec at a cost of £890+VAT – to be taken into consideration with item MA035/24c).
- f) To receive any other updates and consider actions.

**MA032/24 Pavilion Matters:**

- a) To consider quotation from New Flame to service fire extinguishers and protection equipment at the pavilion – at a cost of £390.48.
- b) To receive any other updates and consider actions.

**MA033/24 Little Hands Matters:**

- a) To note that works approved by Prince Properties have been completed.
- b) To discuss action to be taken over cars blocking fire exit from building.
- c) To receive any updates and consider actions.

**MA034/24 The Moor Car Park Matters:**

- a) To note deposit of £1,260.00 paid for works to moor car park as approved PC042/24b) and report start date if confirmed.
- b) To review the key holder agreement for recommendation to full council.

**MA035/24 Correspondence:**

- a) To discuss response to ongoing request for electricity provision for the kebab van.
- b) To consider request for grit bin to be installed at Victoria Way.
- c) To consider request for bowls event parking on the Old Rec and impact on works to maintain ground.

**MA036/24 Policies and Risk Assessments:**

- a) To consider any updates and consider actions.

**MA037/24 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

**MA038/24 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

**MA039/24 To note date of next meeting:** Thursday 15 August 2024.