

# MELBOURN PARISH COUNCIL

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Parish Clerks: Alex Coxall & Abi Williams  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

parishclerk@melbournparishcouncil.gov.uk

Telephone: 01763 263303

melbournparishcouncil.gov.uk

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9 August 2024

## Dear Councillor

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

**MA040/24 To receive and approve apologies for absence**

**MA041/24 To receive any Declarations of Interest and Dispensations**

**MA042/24 To approve the minutes of the Maintenance Committee Meeting held on 18 July 2024**

**MA043/24 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)**

**MA044/24 Finance Matters:**

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

**MA045/24 Conservation Matters:**

- a) To receive the EA Monthly situation report for July 2024.
- b) To discuss the need for a drainage pipe across the woodland walk by the river – wardens to report.
- c) To receive a report from River Mel Restoration Group (RMRG).
- d) To receive any other updates and consider actions.

**MA046/24 Stockbridge Meadows:**

- a) To note proposed meeting to be held on 29 August with CCC with regard to Local Nature Reserve designation. MB, LB, KR, JT and PC to attend. Time to be confirmed.
- b) To receive an update and consider actions.

**MA047/24 Allotment Matters:**

- a) To note Parish Council membership to The National Allotment Society at a cost of £56 + VAT.
- b) To note volunteers are reviewing the Community Plot agreement and are excited to get started.
- c) To note we were successful in applying for the £500 Growing Grant from SCDC and will use the funds for the community plot.
- d) To receive any updates and consider actions.

**MA048/24 Biodiversity:**

- a) To note advice from CAPALC to include biodiversity as a standing item agenda and to discuss current actions.
- b) To consider recommendation to full council of alterations to Environmental Protection Policy to encompass NALC model Biodiversity policy.

**MA049/24 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.

**MA050/24 Cemetery Matters:**

- a) To note agreed proposal for biodiversity area within All Saints grounds, as agreed with Revd and Contractor. To be reviewed after the first season.
- b) To consider quote for filling dead beds at New Road with lavender.
- c) To note that the clearance stage at 77 Victoria Way has now been completed
- d) To receive any other updates and consider actions.

**MA051/24 Village Maintenance Matters:**

- a) To note approved spend of £300 to add rolling to the maintenance and improvement of the Old Recreation ground pitch.
- b) To consider the purchase of dog waste bin for installation at Hopkins homes after the SGB has been cut in September.
- c) To consider the purchase of grit bin for Victoria Way, as resolved under item MA035/24b).
- d) To note Majestic are reviewing costs and plan of action for maintaining SGB area at Hopkins. Costs to be presented to committee when received.
- e) To note response from CAPALC re overgrown bushes and claiming back costs and to note that CCC have inspected the area and are arranging works.
- f) To note request for quote to remove and replace shrubs from land at Brooksbank / High Street.
- g) To receive any other updates and consider actions.

**MA052/24 Pavilion Matters:**

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

**MA053/24 Little Hands Matters:**

- a) To receive any updates and consider actions.

**MA054/24 The Moor Car Park Matters:**

- a) To review the key holder agreements for recommendation to full council.

**MA055/24 Correspondence:**

- a) To note response to resident re maintenance of sycamores on Orchard Rd and consider request to carry out works on trees at residents' expense.

**MA056/24 Policies and Risk Assessments:**

- a) To consider any updates and consider actions.

**MA057/24 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

**MA058/24 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

**MA059/24 To note date of next meeting:** Thursday 19 September 2024 – note change from original date of 12 September 2024.