

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi Williams
Melbourn Parish Council
Melbourn Community Hub
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11 October 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 17 October 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 17 October 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 17 October 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

MA080/24 To receive and approve apologies for absence

MA081/24 To receive any Declarations of Interest and Dispensations

MA082/24 To approve the minutes of the Maintenance Committee Meeting held on 19 September 2024

MA083/24 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)

MA084/24 Finance Matters:

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

MA085/24 Conservation Matters:

- a) To receive the EA Monthly situation report for September 2024.
- b) To receive a report from River Mel Restoration Group (RMRG).
- c) To consider including additional areas to be covered by the parish tree survey (precept planning).
- d) To consider developing maintenance schedule for Jubilee Wood area of the new rec (precept planning).
- e) To receive any other updates and consider actions.

MA086/24 Stockbridge Meadows:

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
- b) To receive an update and consider actions.

MA087/24 Allotment Matters:

- a) To note Allotment renewals have been issued and are being processed. Plots that are relinquished are being offered to the waiting list.
- b) To receive a report from the Allotment Association.
- c) To consider approval of the amended Allotment Lease.
- d) To consider the approval of the amended Bee Keeping policy.
- e) To receive any updates and consider actions.

MA088/24 Biodiversity:

- a) To consider the possibility of funding Christmas tree recycling at a cost up to £500.
- b) To receive any updated and consider actions.

MA089/24 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 incident of fly tipping reported to PCSO.
- d) To receive any other updates and consider actions.

MA090/24 Cemetery Matters:

- a) To note request for lowering works to Orchard Road Cemetery hedging (bordering Haggars Close) and consider actions.
- b) To note email approval by Clerk and Chair under delegated authority to add canopy lifting works to previous quote for tree works at All Saints resolved under item MA070/24b) at a cost of £400+VAT to allow for application of works to the Diocese of Ely and Planning to proceed.
- c) To consider actions for tree uprooting path in Orchard Road Cemetery.
- d) To receive and consider quotes for works to border outside 77 Victoria Way/New Road Cemetery.
- e) To receive any other updates and consider actions.

MA091/24 Village Maintenance Matters:

- a) To note progression of issues with property in Beechwood Ave.
- b) To note request for works to be carried out to reduce canopy of tree on Beechwood Ave recreation area due to it almost touching the house and to consider quotations for work to be carried out.
- c) To note reinstatement and renovation of sheltered seating area on the New Rec (PC048/24a).
- d) To consider purchase of replacement dog waste bin for The Moor at a cost of £320.44 (delivery ~ £26)
- e) To receive any other updates and consider actions.

MA092/24 Pavilion Matters:

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

MA093/24 Little Hands Matters:

- a) As noted in item MA089/24b) repeated damage to the drains outside of Littlehands. Works underway to secure the inspection covers. Costs to be noted when accumulated – currently under Clerks discretion spend.
- b) To receive any updates and consider actions.

MA094/24 Car Park Matters:

- a) Electricity in the car park: Report back to committee on meeting with electrician being held on Monday 14 October.

MA095/24 Correspondence:

- a) To note request from residents about transfer of Cemetery Road on Victoria Way to a residents group – reviewed by the Planning Committee under item PL057/24a) and concluded there were no objections to the transfer assuming all restrictive covenants for access to New Road Cemetery were to remain in place.

MA096/24 Policies and Risk Assessments:

- a) To consider any updates and consider actions.

MA097/24 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA098/24 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA099/24 To note date of next meeting: Thursday 21 November 2024.