



🏠 **Melbourn Parish Council**  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

👤 Abi Williams, Clerk  
👤 Alex Coxall, Deputy Clerk  
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15 November 2024

**Dear Councillor**

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 21 November 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 21 November 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 21 November 2024** at **09:30** in the **Austen Room, The Hub**, Melbourn SG8 6DZ for the purpose of transacting the following business:

*Abi Williams*

Clerk to the Parish Council

**MAINTENANCE COMMITTEE: AGENDA**

**MA100/24 To receive and approve apologies for absence**

**MA101/24 To receive any Declarations of Interest and Dispensations**

**MA102/24 To approve the minutes of the Maintenance Committee Meeting held on 17 October 2024**

**MA103/24 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)**

**MA104/24 Finance Matters:**

- a) To consider a finance report on expenditure within the committee's remit.
- b) To note any projects under the authority of the Maintenance Committee to be taken into consideration for the precept.

**MA105/24 Conservation Matters:**

- a) To receive the EA Monthly situation report for October 2024.
- b) To receive a report from River Mel Restoration Group (RMRG).
- c) To consider recommending to Full Council to approve the increase in costs for the additional coverage of bi-annual tree survey (to be carried out October 2025).
- d) To note meeting to confirm area to be tended on new rec by River Mel.
- e) To consider applying for 'Six Free Trees 2024' through South Cambs District Council – propose to apply for one large tree as a replacement for those needed at Piggot Close. 2023 six free trees are currently in a nursery bed waiting for transplant when ready.
- f) To receive any other updates and consider actions.

**MA106/24 Stockbridge Meadows:**

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
- b) To note approval of spend of £144.98 for materials associated with pest control at Stockbridge Meadows – approved by Chair of committee.
- c) To consider action to address muntjak numbers at Stockbridge Meadows and surrounding area.
- d) To receive an update and consider actions.

**MA107/24 Allotment Matters:**

- a) To consider recommending to Full Council the updated Allotment Rental Agreement.
- b) To note late payment to Allotment Association of insurance funds. Office to request a formal annual invoice stating numbers in order to pay the fees.
- c) To receive a report from the Allotment Association.
- d) To receive any updates and consider actions.

**MA108/24 Correspondence:**

- a) To receive complaint from a resident and consider actions about the potential planning compliance issues at Hopkins Homes estate off New Road.
- b) To consider request to add Melbourn Football Club signage to The Moor car park.
- c) To consider actions for request to add dog foul bin to New Road Cemetery.

**MA109/24 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 the van is booked in for MOT on Thursday 12 December 2024 (due 5 January 2025).
- d) To consider cancelling December Maintenance Committee Meeting to be held on 12 December 2024. Next meeting to be held on Thursday 23 January 2025.
- e) To receive any other updates and consider actions.

**MA110/24 Cemetery Matters:**

- a) To consider costs for works to Orchard Road Cemetery hedging (bordering Hagers Close).
- b) To note acceptance from the Diocese of Ely to carry out tree works at All Saints along with decision 'not to object to works' from South Cambridgeshire District Council.
- c) To receive and consider quotes for works to border outside 77 Victoria Way/New Road Cemetery.
- d) To consider advice about tree in Orchard Road Cemetery damaging the pathway.
- e) To receive any updates and consider actions.

**MA111/24 Village Maintenance Matters:**

- a) To consider the purchase and installation of a dash-cam into the wardens van.
- b) To consider approving costs for three extra grass cutting costs due to weather conditions of up to £3,780.
- c) To consider costs for removing fallen tree at River Mel (behind the sheltered seating).
- d) To consider proposal and actions for lighting work to moor car park.
- e) To consider costs for replacing lost van key at Motor Parts Direct – estimated costs to be £155.93+VAT
- f) To consider quotes for annual maintenance of green area at Rosemary Place.
- g) To note CCC request to update records of grass verges that we maintain.
- h) To receive any other updates and consider actions.

**MA112/24 Pavilion Matters:**

- a) To note replacing of shower chair and grab rails in changing rooms at a cost of £109.20.
- b) To receive any updates and consider actions.

**MA113/24 Littlehands Matters:**

- a) To receive a report on the costs associated with the blocked drains at Littlehands and consider retrospective approval of costs amounting to £367.32.
- b) To receive any updates and consider actions.

**MA114/24 Car Park Matters:**

- a) To note that vendor has purchased a supplementary battery for running the food van and will report back on progress.

**MA115/24 Policies and Risk Assessments:**

- a) To consider any updates and consider actions.

**MA116/24 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

**MA117/24 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

**MA118/24 To note date of next meeting:** Thursday 12 December 2024 or if resolved under MA109/24d) to cancel the December meeting Thursday 23 January 2025.