



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

👤 Abi Williams, Clerk
👤 Alex Coxall, Deputy Clerk
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7 February 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 13 February 2025 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 February 2025 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 February 2025 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

MA138/25 To receive and approve apologies for absence

MA139/25 To receive any Declarations of Interest and Dispensations

MA140/25 To approve the minutes of the Maintenance Committee Meeting held on 23 January 2025

- a) To note additional information for item MA132/25b. To be noted that permission is granted on the basis that the terms of the signed key agreement are adhered to at all times. This requires the key holder to ensure that, subject to official closing times, the gate remains closed for the duration that mixed music are on sight. The gate is not to be left open at any time and must be manned whilst unlocked.

MA141/25 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)

MA142/25 Finance Matters:

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

MA143/25 Conservation Matters:

- a) To receive the EA Monthly situation report for January 2025.
b) To receive a report from River Mel Restoration Group (RMRG).
c) To receive any other updates and consider actions.

MA144/25 Stockbridge Meadows:

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
b) To consider actions to tackle dog waste around the site.
c) To receive any other updates and consider actions.

MA145/25 Allotment Matters:

- a) To note completion of waste removal evidenced with green waste note.
b) To consider actions and review quotes to tackle rodent issue at St Georges allotments.
c) To receive a report from the Allotment Association.
d) To receive any other updates and consider actions.

MA146/25 Correspondence:

- a) To note request for tree works at Elm Way from resident as considered at Planning Committee meeting on 10 February.

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

MA147/25 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.

MA148/25 Biodiversity:

- a) To receive verbal update on rewilding of station path.
- b) To receive any updates and consider actions

MA149/25 Cemetery Matters:

- a) To receive an update on works to property outside of New Road Cemetery as agreed.
- b) To consider costs for planting flower beds in New Road Cemetery with lavender.
- c) To receive any other updates and consider actions.

MA150/25 Village Maintenance Matters:

- a) To note concern and consider actions around the willow next to the Pavilion.
- b) To note request and consider actions for dog waste bin on Moat Lane from Bruntwood.
- c) To note planting of 'free tree' awarded by South Cambridgeshire District Council at Piggott Close.
- d) To consider actions to 'tidy up' the meridian stone on the A10.
- e) To note request for mulch for 83 High Street and to restart waste collection by wardens for the season.
- f) To receive any other updates and consider actions.

MA151/25 Pavilion/New Rec Matters:

- a) To discuss findings and consider action in relation to the ARU for the clock at the Pavilion.
- b) To consider enquiry for holding rugby events on the new rec and hiring the Pavilion.
- c) To consider enquiry for holding archery events on the new rec.
- d) To receive any other updates and consider actions.

MA152/25 Little Hands Matters:

- a) To note issue with drains backing up was dealt with by Wardens – issue to be monitored.
- b) To receive report and consider quotes for works to outer main doors of building.
- c) To receive any other updates and consider actions.

MA153/25 Car Park Matters:

- a) To consider accepting a quote for the creation and installation of a sign for the Moor car park as approved on item MA108/24b).

MA154/25 Policies and Risk Assessments:

- a) To consider recommending to Full Council the review (date only) of Doc 4.22 Appointment of Contractors.
- b) To consider recommending to Full Council the review of Doc 8.05 Asbestos Management Plan.

MA155/25 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA156/25 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA157/25 To note date of next meeting: Thursday 13 March 2025