



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

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

Dear Councillor

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

MA158/25 To receive and approve apologies for absence

MA159/25 To receive any Declarations of Interest and Dispensations

MA160/25 To approve the minutes of the Maintenance Committee Meeting held on 13 February 2025

MA161/25 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)

MA162/25 Finance Matters:

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

MA163/25 Conservation Matters:

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

MA164/25 Stockbridge Meadows:

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
- b) To note meeting with surveyor from UA-5 on behalf of UK Power Networks with regard to trees in the power lines.
- c) To receive any other updates and consider actions.

MA165/25 Allotment Matters:

- a) To consider quotes for pathway clearance at St Georges allotment.
- b) To receive a report from the Allotment Association.
- c) To receive any other updates and consider actions.

MA166/25 Correspondence:

- a) To note request for works to lighting on Piggott Close.
- b) To receive any other updates and consider actions.

MA167/25 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.

MA168/25 Biodiversity:

- a) To receive verbal update on the creation of a new working group for the Melbourn / Meldreth station path.
- b) To receive any updates and consider actions

MA169/25 Cemetery Matters:

- a) To receive an update on works to property outside of New Road Cemetery as agreed.
- b) To note response from contractor re planting flower beds in New Road Cemetery with lavender and confirm works to proceed.
- c) To note response to a request for correction to placement of memorials on plots CL1 and CL3.
- d) To receive any other updates and consider actions.

MA170/25 Village Maintenance Matters:

- a) To note approval from Clerk of works to remove self-seeded sapling from verge on Rose Lane due to damage to fence line (est costs £150).
- b) To consider proposals to replace the flower tubs at The Cross.
- c) To note issues in Clear Crescent park to be covered in RoSPA inspections (baby swings, rubber under spinner and swings, path edges).
- d) To note works to gate at rear of Moor play park to be reviewed by Wardens.
- e) To note invoice for £90.80 for mulch delivered to 83 High Street memorial garden.
- f) To receive any other updates and consider actions.

MA171/25 Pavilion/New Rec Matters:

- a) To consider acceptance of the quote for intruder alarm maintenance agreement for the period 1 April 2025 to 31 March 2026 from Briar Security Systems at a cost of £90.00+VAT.
- b) To receive any other updates and consider actions.

MA172/25 Little Hands Matters:

- a) To note completion of the works to instal lighting on driveway to car park.
- b) To receive report and consider quotes for works to outer main doors of building.
- c) To receive any other updates and consider actions.

MA174/25 Policies and Risk Assessments:

- a) To receive any updates and consider actions.

MA175/25 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA176/25 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA177/25 To note date of next meeting: Thursday 17 April 2025