



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

👤 Abi Williams, Clerk
👤 Alex Coxall, Deputy Clerk
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9 May 2025

Dear Councillor

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

MA198/25 To receive and approve apologies for absence

MA199/25 To receive any Declarations of Interest and Dispensations

MA200/25 To approve the minutes of the Maintenance Committee Meeting held on 17 April 2025

MA201/25 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)

MA202/25 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- b) To note spend of £180 to Mitchell & Mayle Ltd for the empty of the septic tank at the Pavilion under delegated authority.
- c) To retrospectively consider approval of £256 to Playsafety Limited for the playpark ROSPA inspections.
- d) To note confirmation of General Maintenance Contract index linked increase as per contract.

MA203/25 Conservation Matters:

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

MA204/25 Stockbridge Meadows:

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
- b) To consider quotes for additional work to take place in Stockbridge Meadows.
- c) To receive any other updates and consider actions.

MA205/25 Allotment Matters:

- a) To receive a report from the Allotment Association.
- b) To consider quotes for works to hedge / walkway at St Georges Allotment.
- c) To receive any other updates and consider actions.

MA206/25 Correspondence:

- a) To note approval for advertising boards at The Cross for the Melbourn Fete.
- b) To receive correspondence re trees at Worcester Way and consider actions.

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

MA207/25 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 note signed contract and relevant insurance documents for J W Harris Fun Fair attendance received by the office.
- d) To receive any other updates and consider actions.

MA208/25 Biodiversity:

- a) To receive any updates and consider actions

MA209/25 Cemetery Matters:

- a) To note work completed to the border of 77 Victoria Way/ Cemetery entrance.
- b) To consider approving invoice of £2350 for agreed renovations to the land fronting 77 Victoria Way.
- c) To note concern and consider actions for tree at Orchard Road Cemetery.
- d) To note damage to memorial base and resolution with supplier.
- e) To receive any other updates and consider actions.

MA210/25 Village Maintenance Matters:

- a) To receive and consider the ROSPA report for Clear Crescent playpark
- b) To receive and consider the ROSPA report for The Moor playpark
- c) To receive any other updates and consider actions.

MA211/25 Pavilion/New Rec Matters:

- a) To note approval from Chair for spend of estimate £663.03 on remedial works to pavilion heating in addition to the approved costs for the service from under item MA191/25a).
- b) To receive any other updates and consider actions.

MA212/25 Little Hands Matters:

- a) To note request for contractors to warn setting when they are cutting near the property to allow children to be removed from the area.
- b) To receive any other updates and consider actions.

MA213/25 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA214/25 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA215/25 To note date of next meeting: Thursday 19 June 2025