



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

👤 Abi Williams, Clerk  
👤 Alex Coxall, Deputy Clerk  
✉️ parishclerk@melbournparishcouncil.gov.uk  
☎️ 01763 263303, ext 3  
🌐 melbournparishcouncil.gov.uk

17 January 2025

**Dear Councillor**

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 23 January 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 23 January 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 23 January 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**

**MA119/25 To receive and approve apologies for absence**

**MA120/25 To receive any Declarations of Interest and Dispensations**

**MA121/25 To approve the minutes of the Maintenance Committee Meeting held on 21 November 2024**

**MA122/25 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)**

**MA123/25 Finance Matters:**

- a) To note approval for spend from maintenance budget of £187.50(ex VAT) on parish van repair under delegated authority to the Clerk.
- b) To note the email approval for spend from maintenance budget of £318.49 on parish van MOT and service (PC159/25b)).
- c) To note retrospective approval for spend from maintenance budget for annual tax of the parish van (PC160/25e)).
- d) To consider retrospective approval costs for asbestos removal by Cambridge Asbestos from St Georges at a cost of £185.00(+VAT).
- e) To consider a finance report on expenditure within the committee's remit.

**MA124/25 Conservation Matters:**

- a) To receive the EA Monthly situation report for November & December 2024.
- b) To receive a report from River Mel Restoration Group (RMRG).
- c) To consider request to plant a specific type of tree in the Millenium Copse as a memorial ([Magnolia 'Alex'](#)).
- d) To note damage to trees in Jubilee Wood – maintenance plan being developed with specialist arborist and local supplier.
- e) To receive any other updates and consider actions.

**MA125/25 Stockbridge Meadows:**

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
- b) To receive an update on the designation of Stockbridge Meadows as a Local Nature Reserve.
- c) To receive an update and consider actions.

**MA126/25 Allotment Matters:**

- a) To note payment of £345.00 has been made to Allotment Association for insurance fees – to be invoiced annually going forward.
- b) To receive a report about plot holder insurances.
- c) To note damage to the allotment hedging that runs along The Moor – Wardens to assess and advise on works needed.
- d) To receive a report and consider actions in regard to a potential rat issue at St Georges.
- e) To receive a report from the Allotment Association.
- f) To receive any updates and consider actions.

**MA127/25 Correspondence:**

- a) To note correspondence from South Cambridgeshire District Council re dog foul bin on The Rec Purchase of bin approved MA091/24 – awaiting order due to issues with delayed dispatch.
- b) To receive communication about 'rewilding' along the path to Meldreth station and consider actions.

**MA128/25 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.

**MA129/25 Biodiversity:**

- a) To consider actions with regard to the South Cambridgeshire District Council [Net Zero Village Grant](#) (Deadline 2<sup>nd</sup> February 2025).
- b) To receive any updates and consider actions

**MA130/25 Cemetery Matters:**

- a) To consider costs for works to Orchard Road Cemetery hedging (bordering Haggars Close).
- b) To consider costs for planting flower beds in New Road Cemetery with lavender.
- c) To consider costs for topping up graves in Orchard Road Cemetery as advised by Wardens.
- d) To receive any updates and consider actions.

**MA131/25 Village Maintenance Matters:**

- a) To update on lighting proposal for The Moor car park as agreed under MA111/24d) and consider actions. Verbal report from Cllr Clark.
- b) To consider actions for tidy up of hedges / ground cover at the parking area on Maple Way.
- c) To consider installation of paving slabs at the foot of dog foul bins situated on soft ground.
- d) To retrospectively note works by Anglian Water to the pumping station and wet well located on the Old Rec that are booked for Monday 20 January 2025.
- e) To explore the sourcing and costs of replacement flowers tubs for The Cross.
- f) To note Wonderpass floor project is to be completed with the painting of anti-slip green paint (wc 20/01).
- g) To receive any other updates and consider actions.

**MA132/25 Pavilion Matters:**

- a) To consider request for review of security measures at the Pavilion.
- b) To consider request from Mix Music to hold a copy of the Moor car park key.
- c) To receive any updates and consider actions.

**MA133/25 Littlehands Matters:**

- a) To note gathering of quotes for works to doors to be carried out as asset management project.
- b) To receive any updates and consider actions.

**MA134/25 Car Park Matters:**

- a) To note the damage to lighting bollard and consider actions.

**MA135/25 Policies and Risk Assessments:**

- a) To consider any updates and consider actions.

**MA136/25 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

**MA137/25 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

**MA138/25 To note date of next meeting:** Thursday 13 February 2025