



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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13 June 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 19 June 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 19 June 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 19 June 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

- MA001/2526 To receive nominations and elect a Chair of the Maintenance Committee**
- MA002/2526 To receive nominations and elect a Vice Chair of the Maintenance Committee**
- MA003/2526 To receive and approve apologies for absence**
- MA004/2526 To receive any Declarations of Interest and Dispensations**
 - a) To receive declarations of interest from councillors on items on the agenda
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c) To grant any requests for dispensation as appropriate
- MA005/2526 To approve the minutes of the Maintenance Committee Meeting held on 15 May 2025**
- MA006/2526 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)**
- MA007/2526 Finance Matters:**
 - a) To consider a finance report on expenditure within the committee's remit.
- MA008/2526 Conservation Matters:**
 - a) To receive the EA Monthly situation report for May 2025.
 - b) To receive a report from River Mel Restoration Group (RMRG).
 - c) To note concern from resident and consider actions about historical e.coli levels in the River Mel.
 - d) To receive any other updates and consider actions.
- MA009/2526 Stockbridge Meadows:**
 - a) To receive a report from Stockbridge Meadows Volunteers and Warden.
 - b) To receive any other updates and consider actions.
- MA010/2526 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 discuss actions for Allotment Association application for Allotment Improvement Grant from South Cambridgeshire District Council. <https://www.scambs.gov.uk/community-and-people/community-action/allotment-improvement-grant>
 - d) To receive any other updates and consider actions.

MA011/2526 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 consider approval of memorial bench style (new rec).
- d) To consider days and times for future Maintenance Committee meetings.
- e) To receive any other updates and consider actions.

MA012/2526 Correspondence:

- a) To receive complaint and consider actions about verge in Fordham Way.
- b) To receive complaint and consider actions about high verge on Water Lane.
- c) To note correspondence about tree on Beechwood amenity area and note response from Wardens.
- d) To receive any other updates and consider actions.

MA013/2526 Biodiversity:

- a) To receive any updates and consider actions

MA014/2526 Cemetery Matters:

- a) To receive report on tree in Orchard Road Cemetery and consider actions.
- b) To consider cleaning works to New Road car park.
- c) To receive any other updates and consider actions.

MA015/2526 Village Maintenance Matters:

- a) To report on metal work in ground at Clear Crescent park.
- b) To receive response and consider actions from driver in relation to the damage to lighting bollard in High Street car park.
- c) To receive and consider ROSPA maintenance tracking reports for Clear Crescent and The Moor Play Parks.
- d) To receive any other updates and consider actions.

MA016/2526 Pavilion/New Rec Matters:

- a) To receive a report and consider actions with regard to the heat pump fix / replacement at the Pavilion.
- b) To receive any other updates and consider actions.

MA017/2526 Little Hands Matters:

- a) To update on oil tank immersion issue.
- b) To consider budget of £25 to sow wildflower seeds in the car park verge in September.
- c) To receive any other updates and consider actions.

MA018/2526 Policies and Risk Assessments:

- a) To review and consider wording changes to Document 4.12 Allotment Lease.

MA019/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA020/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA021/2526 To note date of next meeting: Thursday 17 July 2025.