



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

👤 Abi Williams, Clerk
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18 July 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 24 July 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 24 July 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 24 July 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

- MA022/2526 To receive nominations and elect a Chair of the Maintenance Committee**
- MA023/2526 To receive nominations and elect a Vice Chair of the Maintenance Committee**
- MA024/2526 To receive and approve apologies for absence**
- MA025/2526 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
- MA026/2526 To approve the minutes of the Maintenance Committee Meeting held on 19 June 2025**
- MA027/2526 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)**
- MA028/2526 Finance Matters:**
- a) To consider a finance report on expenditure within the committee's remit.
- MA029/2526 Conservation Matters:**
- a) To receive the EA Monthly situation report for June 2025.
 - b) To note the disturbance of wasp nest by the river and report on actions.
 - c) To consider quotes for removal of fallen tree on river walk and orchard behind the pavilion.
 - d) To receive a report from River Mel Restoration Group (RMRG).
 - e) To note article to be submitted to Melbourn Magazine.
 - f) To receive any other updates and consider actions.
- MA030/2526 Stockbridge Meadows:**
- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
 - b) To receive any other updates and consider actions.
- MA031/2526 Allotment Matters:**
- a) To receive a report from the Allotment Association.
 - b) To note renewal of membership to National Allotment Society at a cost of £84.00.
 - c) To reconsider quotes for works to hedges at St Georges Allotment resolved under item MA010 2526b) after further consideration.

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

MA032/2526 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 discuss proposal to present to Council for day and time changes for future Maintenance Committee meetings.
- d) To receive any other updates and consider actions.

MA033/2526 Correspondence:

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

MA034/2526 Biodiversity:

- a) To receive any updates and consider actions.

MA035/2526 Cemetery Matters:

- a) To note Wardens to replace fencing around bins in Orchard Road Cemetery.
- b) To consider recommending to Full Council a budget for memorials safety training / outsourcing.
- c) To receive any other updates and consider actions.

MA036/2526 Village Maintenance Matters:

- a) To consider actions over complaint from Victoria Way around sight lines to highway due to vegetation in front garden.
- b) To consider next bin upgrades.
- c) To consider quote for fix to Moor play park IAE gate.
- d) To consider quote for works to Water Lane verge as agreed on item MA012 2526b).
- e) To receive any other updates and consider actions.

MA037/2526 Pavilion/New Rec Matters:

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

MA038/2526 Little Hands Matters:

- a) To consider request for additional car park key to be held by Little Hands and to add manager to key holders WhatsApp group.
- b) To note completed works by Trulight to replace outer doors, to consider recommendation of balance to be paid at £2,892.00. Spend approved under item PC231/25b).
- c) To note completed works by Shelford Heating to replace oil tank, to consider recommendation of balance to be paid at £4,374.17 (taking into account overpayment of deposit). Spend approved under item PC231/25a).
- d) To receive any other updates and consider actions.

MA039/2526 Policies and Risk Assessments:

- a) To receive any updates and consider actions.

MA040/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA041/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA042/2526 To note date of next planned meeting: Thursday 21 August 2025.