



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

Abi Williams, Clerk
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21 August 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Wednesday 27 August 2025** at **19:30** 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 **Wednesday 27 August 2025** at **19:30** 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 **Wednesday 27 August 2025** at **19:30** 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

- MA043/2526 To receive nominations and elect a Chair of the Maintenance Committee**
- MA044/2526 To receive nominations and elect a Vice Chair of the Maintenance Committee**
- MA045/2526 To receive and approve apologies for absence**
- MA046/2526 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
- MA047/2526 To approve the minutes of the Maintenance Committee Meeting held on 24 July 2025**
Noting correction to draft minutes in reference to the Standing Orders.
- MA048/2526 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)**
- MA049/2526 Finance Matters:**
- a) To consider a finance report on expenditure within the committee's remit.
- MA050/2526 Conservation Matters:**
- a) To receive the EA Monthly situation report for July 2025.
 - b) To receive a report from River Mel Restoration Group (RMRG).
 - c) To receive any other updates and consider actions.
- MA051/2526 Stockbridge Meadows:**
- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
 - b) To receive any other updates and consider actions.
- MA052/2526 Allotment Matters:**
- a) To receive a report from the Allotment Association.
 - b) To receive an update on the Allotment Improvement Grant application.
 - c) To note successful application to £500 Growing Grant from SCDC to be used by the Community Plot.
 - d) To receive any other updates and consider actions.

MA053/2526 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 recommending to full council the changes to the key holder agreement and pavilion terms and conditions.
- d) To receive any other updates and consider actions.

MA054/2526 Correspondence:

- a) To receive any other updates and consider actions.
- b) To consider actions for request to works along Fowlmere Road...

MA055/2526 Biodiversity:

- a) To receive any updates and consider actions.

MA056/2526 Cemetery Matters:

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

MA057/2526 Village Maintenance Matters:

- a) To note delegated approval of spend for materials for repair of Bowls Club fence at est. £240.00
- b) To consider quote for works to tree overhanging Bowls Club at a cost of £850+VAT
- c) To consider actions for request for works to All Saints Church wall.
- d) To consider actions for request for the installation of lighting into All Saints Churchyard.
- e) To note kind offer from resident to revive old sign for High Street.
- f) To note spend of £92.97, approved under Clerks delegation, for materials associated with pest control.
- g) To receive any other updates and consider actions.

MA058/2526 Pavilion/New Rec Matters:

- a) To receive report and consider approval invoice for works to pavilion heating at £1,066.50 (within funds as approved under PC059/2526f).
- b) To consider approving changes to Pavilion hire terms and conditions to reflect emergency key use and provision.
- c) To receive any other updates and consider actions.

MA059/2526 Little Hands Matters:

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

MA060/2526 Policies and Risk Assessments:

- a) To consider recommending updates to Document 4.23 Parish Estate Safety Inspections for approval by Full Council.
- b) To consider approving changes to key holder agreement to reflect emergency key use and provision.
- c) To receive any updates and consider actions.

MA061/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA062/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA063/2526 To note date of next planned meeting: Wednesday 17 September 2025 at 19:30.