



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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10 October 2025

Dear Councillor

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

MA064/2526 To receive and approve apologies for absence

MA065/2526 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

MA066/2526 To approve the minutes of the Maintenance Committee Meeting held on 27 August 2025

MA067/2526 To approve the minutes of the Maintenance Committee Meeting held on 19 June 2025 due to no resolution at previous meeting.

MA068/2526 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)

MA069/2526 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.

MA070/2526 Conservation Matters:

- a) To receive the EA Monthly situation report for August & September 2025.
- b) To receive any other updates and consider actions.

MA071/2526 Stockbridge Meadows:

- a) To receive update on issues at Stockbridge Meadows.
- b) To note update from Conservation Warden about designating Stockbridge Meadows as a Local Nature Reserve.
- c) To consider selection of up to 9 heritage trees for replacement on Stockbridge Meadows.
- d) To receive any other updates and consider actions.

MA072/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.
- b) To note issue with anti-social behaviour and consider impact on allotment agreement etc.
- c) To receive any other updates and consider actions.

MA073/2526 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 review Maintenance Committee Terms of Reference and consider including The Hub maintenance to be included under delegated authority to the Maintenance Committee, reporting to full council as required.
- d) To receive any other updates and consider actions.

MA074/2526 Correspondence:

- a) To consider request for help with works to fence bordering Orchard Road Cemetery.
- b) To consider request for help with works to vegetation along fence bordering Primary School from property on Orchard Road.
- c) To receive any other updates and consider actions.

MA075/2526 Biodiversity:

- a) To consider which option to select for the six free trees offer from South Cambridgeshire District Council.
- b) To receive any updates and consider actions.

MA076/2526 Cemetery Matters:

- a) To consider request to install memorial bench and scatter ashes at New Road Cemetery.
- b) To note works carried out by Wardens to tree affecting garden on Orchard Road.
- c) To consider quote to install new cremated remains bases.
- d) To receive any other updates and consider actions.

MA077/2526 Village Maintenance Matters:

- a) To consider quote for works to Orchard Road hedge line.
- b) To consider quote for works to access roadway / pathway to New Road Cemetery off Water Lane.
- c) To consider quote for works to Water Lane hedging.
- d) To update on All Saints Wall project and consider further actions.
- e) To receive any other updates and consider actions.

MA078/2526 Pavilion/New Rec Matters:

- a) To discuss possible use by MACS and Food Bank.
- b) To receive any other updates and consider actions.

MA079/2526 Little Hands Matters:

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

MA080/2526 Policies and Risk Assessments:

- a) To note updates to cemeteries paperwork to reflect updates to non-resident costs and clerk details.
- b) To receive any updates and consider actions.

MA081/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA082/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA083/2526 To note date of next planned meeting: Wednesday 19 November 2025 at 19:30.