



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

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

Dear Councillor

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

MA084/2526 To receive and approve apologies for absence

MA085/2526 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

MA086/2526 To approve the minutes of the Maintenance Committee Meeting held on 15 October 2025

MA087/2526 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)

MA088/2526 Finance Matters:

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

MA089/2526 Conservation Matters:

- a) To receive the EA Monthly situation report for October 2025.
- b) To receive a report from the River Mel Restoration Group (RMRG).
- c) To receive any other updates and consider actions.

MA090/2526 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.
- b) To receive any other updates and consider actions.

MA091/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.
- b) To receive any other updates and consider actions.

MA092/2526 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 note van booked in for MOT on 11 December 2025 (due 5 January 2026).
- d) To receive any other updates and consider actions.

MA093/2526 Correspondence:

- a) To note correspondence regarding a fallen tree near the Vicarage, and report actions.
- b) To receive any other updates and consider actions.

MA094/2526 Biodiversity:

- a) To receive any updates and consider actions.

MA095/2526 Cemetery Matters:

- a) To consider quotation for the installation of new cremated remains bases at New Road Cemetery.
- b) To consider proposal to landscape area around Kohima stone at New Road Cemetery.
- c) To receive any other updates and consider actions.

MA096/2526 Village Maintenance Matters:

- a) To note invoice from Herts & Cambs for £290 for 3 tons of topsoil at the New Rec and Old Rec
- b) To update on All Saints Wall project and consider further actions.
- c) To consider quotes for Hopkins Homes maintenance in relation to sum offered by Hopkins Homes for 10 year maintenance.
- d) To note need for 'extra' cuts of verges in November – costs to be confirmed.
- e) To consider works to trees on Old Rec in response to deadwood falling.
- f) To receive any other updates and consider actions.

MA097/2526 Pavilion/New Rec Matters:

- a) To discuss actions for proposal for development of Pavilion / New Rec area.
- b) To note issue with clock timing and consider actions.
- c) To note successful move of the Food Bank to the Pavilion, with engagement from other users.
- d) To receive any other updates and consider actions.

MA098/2526 Little Hands Matters:

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

MA099/2526 Policies and Risk Assessments:

- a) To receive any updates and consider actions.

MA100/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA101/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA102/2526 To note date of next planned meeting: Wednesday 28 January 2025 at 19:30.