



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
✉️ parishclerk@melbournparishcouncil.gov.uk
☎️ **01763 263303, ext 3**
🌐 melbournparishcouncil.gov.uk

22 January 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Wednesday 28 January 2026** 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 28 January 2026** 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 28 January 2026** 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

MA103/2526 To receive and approve apologies for absence

MA104/2526 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

MA105/2526 To approve the minutes of the Maintenance Committee Meeting held on 19 November 2025

MA106/2526 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)

MA107/2526 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- b) To note purchase of replacement electrode pads for defibrillator at Pavilion at a cost of £77.94.
- c) To note spend of £151.96 at Toolstation on replacement work trousers and handheld pruning saw coded under wardens equipment.

MA108/2526 Conservation Matters:

- a) To receive the EA Monthly situation report for November & December 2025.
- b) To receive a report from the River Mel Restoration Group (RMRG).
- c) To receive and consider actions from the biennial parish tree inspection from Argenta Tree Surveys.
- d) To consider approval of payment of invoice from Argenta Tree Surveys for completing Parish tree survey and report at a cost of £1,487.49+VAT. (Quoted as £1,486.67+VAT November 2024).
- e) To receive any other updates and consider actions.

MA109/2526 Stockbridge Meadows:

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

MA110/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.
- b) To congratulate Allotment Association on successful grant applications and consider actions for progressing with planning application for works to St Georges allotment site funded through grants (new gates, fencing, toilet).

- c) To consider changes to Allotment Rental Agreement (to be implemented October 2026).
- d) To note possible reinstatement of Shepreth allotments on Cambridge Road.
- e) To receive any other updates and consider actions.

MA111/2526 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 receive any other updates and consider actions.

MA112/2526 Correspondence:

- a) To consider request for permission to undertake metal detecting on Parish land.
- b) To consider offer of 'Volunteer Day' from Groundwork East.
- c) To receive any other updates and consider actions.

MA113/2526 Biodiversity:

- a) To consider the location of the Covid-19 commemorative tree donated by SCDC.
- b) To consider if we make an application for Woodland Trust tree packs
<https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>
- c) To receive any updates and consider actions.

MA114/2526 Cemetery Matters:

- a) To consider quotation for exceptional hard cut back of Orchard Road Cemetery hedges.
- b) To update on project to install memorial garden around Kohima Stone in New Road Cemetery.
- c) To review proposal for Memorial Garden at New Road Cemetery.
- d) To receive any other updates and consider actions.

MA115/2526 Village Maintenance Matters:

- a) To note correspondence and consider actions in relation to Hopkins Homes transfer of land.
- b) To receive any other updates and consider actions.

MA116/2526 Melbourn Community Hub Matters:

- a) To consider costs for replacement / fix of internal emergency lighting.
- b) To approve invoices 7397 and 7399 from H2O Gas Heating and Plumbing Services Ltd totalling £246+VAT to replace hot water valve and supply and fit replacement toilet tap cartridge.
- c) To receive any other updates and consider actions.

MA117/2526 Pavilion/New Rec Matters:

- a) To note quote for from HAGS for fence / gate replacement at The Moor play park – awaiting further quotes for consideration.
- b) To consider accepting quote for installation and fitting of replacement of cableway part (as recommended in RoSPA report) at a cost of £590+VAT.
- c) To receive any other updates and consider actions.

MA118/2526 Little Hands Matters:

- a) To consider budget of up to £300 for purchase of surface mounted barriers to be installed at Little Hands fire escape.
- b) To receive any other updates and consider actions.

MA119/2526 Policies and Risk Assessments:

- a) To receive any updates and consider actions.

MA120/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA121/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA122/2526 To note date of next planned meeting: Wednesday 18 February 2026 at 19:30.