



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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12 February 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Wednesday 18 February 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 18 February 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 18 February 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

MA123/2526 To receive and approve apologies for absence

MA124/2526 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

MA125/2526 To approve the minutes of the Maintenance Committee Meeting held on 28 January 2026.

MA126/2526 To re-approve the minutes of the Maintenance Committee Meeting held 19 November 2025 noting the correction to present councillors list.

MA127/2526 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)

MA128/2526 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- b) To note purchase of pest control equipment from Amazon at a total cost of £104.48.
- c) To note spend under delegated authority for cut back of hedges at Chalkhill Barrow at a cost of £280.00 +VAT.
- d) To note spend of £109.99 with Screwfix on combi drill and battery.

MA129/2526 Conservation Matters:

- a) To receive the EA Monthly situation report for January 2026.
- b) To consider quotations for works for priority 2 actions to tree maintenance as agreed under MA108/2526c).
- c) To consider quotations for works to Jubilee Orchard.
- d) To receive any other updates and consider actions.

MA130/2526 Stockbridge Meadows:

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

MA131/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.

- b) To receive an update on planning application associated with grant awards to Allotment Association.
- c) To receive any other updates and consider actions.

MA132/2526 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.

MA133/2526 Correspondence:

- a) To consider suggested action on dog fouling – residents have raised concern about the amount of dog fouling on the pavements. Possible action to include temporary marking of waste to draw attention to issue.
- b) To receive any other updates and consider actions.

MA134/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA135/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA136/2526 Biodiversity:

- a) To note planting of commemorative covid tree under SCDC agreement to take place on or before 8 March 2026.
- b) To receive any updates and consider actions.

MA137/2526 Cemetery Matters:

- a) To update on project to install memorial garden around Kohima Stone in New Road Cemetery.
- b) To review proposal for Memorial Garden at New Road Cemetery.
- c) To receive any other updates and consider actions.

MA138/2526 Village Maintenance Matters:

- a) To note correspondence and consider actions in relation to Hopkins Homes transfer of land.
- b) To consider acceptance of quote for replacement / fix of light on side of workshop at a cost of £85+VAT.
- c) To receive any other updates and consider actions.

MA139/2526 Melbourn Community Hub Matters:

- a) To consider accepting quote for replacement / fix of internal emergency lighting and required bulbs at a cost of £315+VAT.
- b) To note installation of 'Keep Clear' labels to rear door to ensure emergency exit is not blocked.
- c) To receive any other updates and consider actions.

MA140/2526 Pavilion/New Rec Matters:

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

MA141/2526 Little Hands Matters:

- a) To note Trulight attended site and altered faulty doors.
- b) To receive any other updates and consider actions.

MA142/2526 Policies and Risk Assessments:

- a) To consider recommending to Full Council the review (date only) of Doc 4.22 Appointment of Contractors.
- b) To receive any updates and consider actions.

MA143/2526 To consider the date of next planned meeting as 15 April 2026. Note, potentially no meeting in March.