



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

👤 Abi Williams, Clerk  
👤 Alex Coxall, Deputy Clerk  
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9 April 2026

**Dear Councillor**

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

**MA144/2526 To receive and approve apologies for absence**

**MA145/2526 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

**MA146/2526 To approve the minutes of the Maintenance Committee Meeting held on 18 February 2026.**

**MA147/2526 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)**

**MA148/2526 Finance Matters:**

- a) To consider a finance report on expenditure within the committee's remit.
- b) To consider request for pest control equipment for works to be undertaken at Stockbridge Meadows.
- c) To consider acceptance of quote for renewal of Parish van insurance at a cost of £657.92 (2024/25 £640.20).

**MA149/2526 Conservation Matters:**

- a) To receive the EA Monthly situation report for February / March 2026.
- b) To receive a report from the River Mel Restoration Group (RMRG).
- c) To receive any other updates and consider actions.

**MA150/2526 Stockbridge Meadows:**

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

**MA151/2526 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.

**MA152/2526 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.

**MA153/2526 Correspondence:**

- a) To receive repeated request from Medcalfe Way resident for contribution to fence repairs.
- b) To receive any other updates and consider actions.

**MA154/2526 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

**MA155/2526 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

**MA156/2526 Biodiversity:**

- a) To note plans to propose a memorial sensory garden at New Road Cemetery.
- b) To receive any updates and consider actions.

**MA157/2526 Cemetery Matters:**

- a) To review and consider recommendation to Full Council the changes to Cemetery Rules and Regulations to officially accommodate scattering of ashes at New Road Cemetery.
- b) To consider approval of quote to tidy path edges at New Road Cemetery.
- c) To receive any other updates and consider actions.

**MA158/2526 Village Maintenance Matters:**

- a) To consider approval of spend for perennial wall flowers to be planted in pots at the cross.
- b) To note costs associated with extra cuts for verges as noted under MA096/2526d).
- c) To note spend of £83.33+VAT on mulch for 83 High Street memorial garden.
- d) To receive any other updates and consider actions.

**MA159/2526 Melbourn Community Hub Matters:**

- a) To consider approval renewing the annual service contract with Stannah to provide service and maintenance of the stair riser at a cost of £268.43+VAT (24/25 £259.35).
- b) To note request from MCHMG for works to gutters. Office to gather opinion on work needed and gather any quotes required.
- c) To receive any other updates and consider actions.

**MA160/2526 Pavilion/New Rec Matters:**

- a) To note acceptance of the quote under delegated authority for intruder alarm maintenance agreement for the period 1 April 2026 to 31 March 2027 from Briar Security Systems at a cost of £105+VAT.
- b) To consider approving estimated costs for pavilion heating service at an estimated cost of £300+VAT (not including parts).
- c) To receive any other updates and consider actions.

**MA161/2526 Little Hands Matters:**

- a) To consider approving quote for Little Hands roof inspection to be carried out at a cost of £260+VAT.
- b) To receive any other updates and consider actions.

**MA162/2526 Policies and Risk Assessments:**

- a) To consider recommendation to full council to approve the updates to Document 8.02 Risk Management Document Playparks.
- b) To consider recommendation to full council to approve the updates to Document 8.03 Risk Management Document Cemeteries.
- c) To consider recommendation to full council to approve the updates to Document 8.04 MVAS Risk Assessment.
- d) To consider recommendation to full council to approve the updates to Document 8.08 Risk Management Document Allotments.
- e) To consider recommendation to full council to approve the updates to Document 8.09 Litter Picking Risk Assessment Staff and Service Providers.

- f) To consider recommendation to full council to approve the updates to Document 8.11 Pavilion Risk Assessment.
- g) To receive any updates and consider actions.

**MA163/2526** To note the date of next planned meeting as **20 May 2026**.