



🏠 **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

14 May 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Wednesday 20 May 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 20 May 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 20 May 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

MA001/2627 To receive nominations and elect a Chair of the Maintenance Committee

MA002/2627 To receive nominations and elect a Vice Chair of the Maintenance Committee

MA003/2627 To receive and approve apologies for absence

MA004/2627 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

MA005/2627 To approve the minutes of the Maintenance Committee Meeting held on 15 April 2026.

MA006/2627 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)

MA007/2627 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- b) To consider approval of invoice from ROSPA Play Safety for annual inspection of Clear Crescent and The Moor at a cost of £262.00+VAT.
- c) To consider approval of invoice from Shelford Heating for £475+VAT for heat pump service (MA160/2627b – approved estimate of £300+VAT).
- d) To note credit of £85.45 for pest control equipment that did not arrive, re-purchase at alternative supplier at a cost of £114.46.
- e) To consider approval to replace one litter bin at Vicarage Close and one dog waste bin at Stockbridge Meadows at a cost of £474.43+VAT.
- f) To receive any other updates and consider actions.

MA008/2627 Conservation Matters:

- a) To receive the EA Monthly situation report for April 2026.
- b) To note successful relocation of 25 trout ranging from 15 to 28cm on 11 May 2026.
- c) To receive a report from the River Mel Restoration Group (RMRG).
- d) To receive any other updates and consider actions.

MA009/2627 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.

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

MA010/2627 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 consider recommendation of approval of Method of Works Agreement for Allotment project.
- d) To receive any other updates and consider actions.

MA011/2627 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions.
- b) To consider any updates on damage, vandalism and ASB in the Parish.
- c) To receive any other updates and consider actions.

MA012/2627 Correspondence:

- a) To receive any updates and consider actions.

MA013/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA014/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA015/2627 Biodiversity:

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

MA016/2627 Cemetery Matters:

- a) To consider approval of quote to tidy path edges at New Road Cemetery.
- b) To receive any other updates and consider actions.

MA017/2627 Village Maintenance Matters:

- a) To note planting of tubs completed – with additional tub added to Vicarage Close bus stop.
- b) To receive ROSPA report for Clear Crescent playpark.
- c) To receive ROSPA report for The Moor playpark.
- d) To receive any other updates and consider actions.

MA018/2627 Melbourn Community Hub Matters:

- a) To receive any updates and consider actions.

MA019/2627 Pavilion/New Rec Matters:

- a) To review report from Shelford Heating following annual service and consider proposal for works to Pavilion heating system.
- b) To note New Flame to complete fire extinguisher servicing at the Pavilion at a cost of £55.25+VAT.
- c) To consider purchase and installation of appropriate ground anchors for memorial bench on New Rec at a cost of £83.22+VAT.
- d) To receive any other updates and consider actions.

MA020/2627 Little Hands Matters:

- a) To receive any updates and consider actions.

MA021/2627 To note the date of next planned meeting as **17 June 2026**.