



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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11 June 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Wednesday 17 June 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 17 June 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 17 June 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

MA022/2627 To receive nominations and elect a Chair of the Maintenance Committee

MA023/2627 To receive nominations and elect a Vice Chair of the Maintenance Committee

MA024/2627 To receive and approve apologies for absence

MA025/2627 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

MA026/2627 To approve the minutes of the Maintenance Committee Meeting held on 20 May 2026.

MA027/2627 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)

MA028/2627 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- b) To consider approval to replace one litter bin at High Street car park at a cost of £257.75+VAT.
- c) To note spend on MVAS battery charger –noting return arranged and replacements being sourced.
- d) To consider approval of invoice for annual PHS services at the pavilion at a cost of £473.84+VAT.
- e) To approve payment of £100 contribution to repair costs as previously agreed under MA153/2526a).
- f) To receive any other updates and consider actions.

MA029/2627 Conservation Matters:

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

MA030/2627 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.
- b) To consider Woodland Trust application for trees to combat ash dieback.
- c) To consider installation of an information board for the end of the boardwalk.
- d) To receive any other updates and consider actions.

MA031/2627 Allotment Matters:

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

- b) To receive an update on planned grant funded improvement projects at St Georges.
- c) To consider recommendation of approval of Method of Works Agreement for Allotment project.
- d) To consider quote from Cambridge Asbestos for the annual asbestos survey.
- e) To consider levelling quote from Herts & Cambs.
- f) To consider quote from Herts & Cambs for clearance of plot 26a.
- g) To receive any other updates and consider actions.

MA032/2627 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 consider approving and recommending to Full Council Doc4.43 Metal Detecting Policy in response to continued requests for access to Parish land.
- d) To receive any other updates and consider actions.

MA033/2627 Correspondence:

- a) To consider response to Cambridge Water draft Drought Plan 2027 (considered by Panning Committee 10/06/26).
- b) To receive any updates and consider actions.

MA034/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA035/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA036/2627 Biodiversity:

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

MA037/2627 Cemetery Matters:

- a) To consider proposal for moongate to be installed at New Road Cemetery to denote ashes scattering area and provide potential memorial options.
- b) To consider recommendation to full council of memorials safety training for Wardens and Assistant at a cost of £185+VAT each.
- c) To receive any other updates and consider actions.

MA038/2627 Village Maintenance Matters:

- a) To receive a report of actions relating to the recent RoSPA reports for Clear Crescent and The Moor play parks.
- b) To receive any other updates and consider actions.

MA039/2627 Melbourn Community Hub Matters:

- a) To consider quote for replacement of strip light in café.
- b) To consider action for air conditioning in kitchen and bennet room – both seem to be unreliable or unfit for purpose.
- c) To receive any updates and consider actions.

MA040/2627 Pavilion/New Rec Matters:

- a) To consider quote from 4iWater Services for the annual legionella risk assessment and water survey at a cost of £695.30+VAT.
- b) To consider recommending to Full Council the proposed Emergency Evacuation Agreement to be provided to Melbourn Village College for consideration.
- c) To receive correspondence about rabbit issue on The Moor and consider actions.
- d) To receive any other updates and consider actions.

MA041/2627 Little Hands Matters:

- a) To receive any updates and consider actions.

MA042/2627 To note the date of next planned meeting as **15 July 2026.**