



🏠 **Melbourn Parish Council**
Melbourn Community Hub
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Melbourn
SG8 6DZ

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MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE (District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Wednesday 17 June 2026 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Clark, Davey, Laight, Kyprianou (Chair)

Absent:

In attendance: Abigail Williams (Clerk), Lucy Capper (Assistant), Maureen Brierley (RMRG), Chris Selway (Allotment Association), Steve Pitman (Warden), Keith Rudge (Conservation Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

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

Cllr Kyprianou was nominated. There were no other nominations.

It was **RESOLVED** to elect Cllr Kyprianou as Chair of the Maintenance Committee for the civic year 2026/2027.

Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.

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

Cllr Barnes was nominated. There were no other nominations.

It was **RESOLVED** to elect Cllr Barnes as Vice Chair of the Maintenance Committee for the civic year 2026/2027.

Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.

MA024/2627 To receive and approve apologies for absence

None received.

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

None received.

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

It was **RESOLVED** to approve the minutes of the Maintenance Committee Meeting held on 20 May 2026 as an accurate record.

Proposed by Cllr Clark, seconded Cllr Barnes. All in favour.

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)

No members of the public present.

MA028/2627 Finance Matters:

a) To consider a finance report on expenditure within the committee's remit.

The report was noted. **ACTION:** Request clarification from RFO as to how 4605 (refuse and dog bin collection) is spread across the budget.

b) To consider approval to replace one litter bin at High Street car park at a cost of £257.75+VAT.

Item deferred. Cllr Davey identified a cheaper quote. **ACTION:** Office to compare and report back to committee.

c) To note spend on MVAS battery charger –noting return arranged and replacements being sourced.

Noted.

Signed..... Date.....

- d) To consider approval of invoice for annual PHS services at the pavilion at a cost of £473.84+VAT.
It was RESOLVED to approve invoice for annual PHS services at the pavilion at a cost of £473.84+VAT.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- e) To approve payment of £100 contribution to repair costs as previously agreed under MA153/2526a).
It was RESOLVED to approve payment of £100 contribution to repair costs.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- f) To receive any other updates and consider actions.
None received.

MA029/2627 Conservation Matters:

- a) To receive the EA Monthly situation report for May 2026.
Report was noted. Request for 'crib sheet' has been sent to the Environment Agency – awaiting reply.
- b) To receive a report from the River Mel Restoration Group (RMRG).
RMRG gave a verbal report. Monthly working parties continue. Concern raised over reported pollution of the river – could be due to overflow pipe from the astro pitch – monitor for further incidents. Reports could also be due to the number of dogs entering and exiting the river from the bank.
- c) To receive any other updates and consider actions.
None received.

MA030/2627 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers (SMV) and Conservation Warden (CW).
Stockbridge Meadows Volunteers and Conservation Warden gave a verbal report. CW noted large number of thistles this year. It was noted that a bowser is being installed to facilitate watering of young trees. SMV noted 15 different wildflowers in bloom and 3 species of butterfly noted. ACTION: Office to request wildflower meadow cut from 22nd July August onwards. Area to be cut and left for one week, then raked and scarified. It was noted that there are no updates on the application to be designated a Local Nature Reserve or on the restoration of the ancient pond. Local Government Reorganisation is making it hard to pinpoint who can help us proceed. It was noted that pest control for rabbits will need action in the coming months.
- b) To consider Woodland Trust application for trees to combat ash dieback.
Application for free Woodland Trust tree packs discussed and dismissed due to the type of trees and quantity restrictions not being suitable for Stockbridge Meadows. It was decided to request a wish list of suitable trees from CW and SMV for consideration by committee.
- c) To consider installation of an information board for the end of the boardwalk.
It was RESOLVED to proceed with the project to install a River Mel information board at the end of the boardwalk. ACTION: Application for Community Chest Biodiversity Grant to be pursued. ACTION: Ensure information includes 'spring fed chalk stream' – Cllr Barnes to work with RMRG to confirm wording.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- d) To receive any other updates and consider actions.
None received.

Maureen Brierley and Keith Rudge left the meeting 20:06

MA031/2627 Allotment Matters:

- a) To receive a report from the Allotment Association.
The Allotment Association (AA) gave a verbal report. Inspections carried out – Deputy Clerk to contact any plots that need work. AA reported a successful stall at the Melbourn Fete.
- b) To receive an update on planned grant funded improvement projects at St Georges.
Planning application fee paid and validated. Application to be considered when it comes to Planning Committee.
- c) To consider recommendation of approval of Method of Works Agreement for Allotment project.

Updated Method of Works presented. ACTION: Change name to St Georges Allotment & Leisure Gardening Association. ACTION: Confirmation required that under section 4.6 'Remove waste materials...' means that any soil can remain and be used onsite.
It was RESOLVED to approve recommendation to Full Council of the Method of Works Agreement for the AA projects with changes as stated above.
Proposed by Cllr Laight, seconded by Cllr Clark. All in favour.

- d) To consider quote from Cambridge Asbestos for the annual asbestos survey.

ACTION: To investigate suitable timeframe for inspections and adapt the asbestos policy to suit.
It was RESOLVED to accept the quote for an annual asbestos survey to be completed at St Geroge's & Grays Allotments at a cost of £750+VAT.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

- e) To consider levelling quote from Herts & Cambs.

Item deferred as one quote not sufficient to proceed with decision. ACTION: Deputy Clerk to gather further quotes.

- f) To consider quote from Herts & Cambs for clearance of plot 26a.

Item deferred as one quote not sufficient to proceed with decision. ACTION: Deputy Clerk to gather further quotes and gather alternative quotes for skip hire only.

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

None received.

Chris Selway left the meeting 20:21

MA032/2627 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions.

Inspection sheets were noted.

- b) To consider any updates on damage, vandalism and ASB in the Parish.

Incidents of damage, vandalism and ASB were noted. ACTION: Office to enquire if Fire Service could undertake safety talk at Melbourn Village College. Report of fire at property on The Moor cause concern over parking issues making it impossible for fire truck to access. Parking since the incident has improved. Warden reported graffiti on the seating shelter and play equipment.

- c) To consider approving and recommending to Full Council Doc 4.43 Metal Detecting Policy in response to continued requests for access to Parish land.

It was RESOLVED to recommend the approval and adoption of Doc 4.43 Metal Detecting Policy in response to continued requests for access to Parish land.
Proposed by Cllr Davey, seconded by Cllr Clark. All in favour.

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

None received.

MA033/2627 Correspondence:

- a) To consider response to Cambridge Water draft Drought Plan 2027 (considered by Panning Committee 10/06/26).

It was RESOLVED to proceed with suggested response noting concerns as recorded to Full Council.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- b) To receive any updates and consider actions.

None received.

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

All outstanding maintenance issues were discussed.

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

It was noted that damage to the New Road Cemetery fence had been fixed. Cllr Davey requested action on an overgrown byway at the end of The Moor. ACTION: Office to report to PROW Officer at Highways. ACTION: A dead tree had been noted on the New Rec and will be removed.

MA036/2627 Biodiversity:

- a) To update plans to propose a memorial sensory garden at New Road Cemetery.

A verbal update was provided by Cllr Kyprianou. It was decided to proceed with identifying possible grants and building a project plan for the works.

- b) To receive any updates and consider actions.

None received.

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.

Lucy Capper presented the working draft of the proposal. It was noted that works should reflect the connections with the Saxon burial mound and would be beneficial in extending the life of the cemetery and offering the community an alternative for memorialising loved ones. ACTION: Lucy to continue building proposal to include possible costs, identify sources of funding and produce final proposal for consideration.

- b) To consider recommendation to full council of memorials safety training for Wardens and Assistant at a cost of £185+VAT each.

It was RESOLVED to recommend memorials safety training for three members of staff at a cost of £555+VAT.

Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.

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

None received.

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.

Reports were received. It was noted that no areas required emergency attention. It was agreed to work with the Wardens to confirm any works that can be completed in house and present any costs of works by a third party at future meetings.

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

None received.

MA039/2627 Melbourn Community Hub Matters:

- a) To consider quote for replacement of strip light in café.

Item deferred as quote not received in time for meeting.

- b) To consider action for air conditioning in kitchen and benet room – both seem to be unreliable or unfit for purpose.

Further investigation to be carried out before report provided to Committee.

- c) To receive any updates and consider actions.

It was noted that the Wardens had fixed a section of guttering – further fixes required. ACTION: Office to follow up on replacement of no vaping / smoking signs.

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.

It was RESOLVED to approve the quote from 4iWater Services for the annual legionella risk assessment and water survey at a cost of £695.30+VAT.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- b) To consider recommending to Full Council the proposed Emergency Evacuation Agreement to be provided to Melbourn Village College for consideration.

It was RESOLVED to recommend to Full Council the proposed Emergency Evacuation Agreement to be provided to Melbourn Village College.

Proposed by Cllr Alexander, seconded by Cllr Barnes. All in favour.

- c) To receive correspondence about rabbit issue on The Moor and consider actions.

It was noted that there is a considerable issue with rabbits across the New Rec and the MVC field – this is encroaching on private property. Pest controls are actively addressing the issue and required humane traps to assist in the reduction of the rabbit population. It was noted that evidence of

myxomatosis has been recorded and may help control the population. ACTION: Communicate with Little Hands.

It was RESOLVED to approve the contribution towards the purchase of humane traps at a cost of £200 to enable pest control works to continue.

Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.

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

It was noted that the escaped snake had been found alive and returned home.

ACTION: Comment was passed around prevalence of hemlock – committee concluded it is a natural occurrence and no action to be taken. Office to enquire about relevant actions advised by South Cambridgeshire environmental team.

MA041/2627 Little Hands Matters:

- a) To receive any updates and consider actions.

None received.

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

The date of the next planned Maintenance Committee Meeting was noted as 15 July 2026.

Meeting closed 21:09