



🏠 **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

9 July 2026

Dear Councillor

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

MA043/2627 To receive and approve apologies for absence

MA044/2627 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

MA045/2627 To approve the minutes of the Maintenance Committee Meeting held on 17 June 2026.
Noting correction to month on item MA030/2627a).

MA046/2627 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)

MA047/2627 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 consider renewal and payment of Airway paid preventative maintenance of air conditioning at Community Hub contract at a cost of £330+VAT (2025 £330+VAT).
- d) To receive any other updates and consider actions.

MA048/2627 Conservation Matters:

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

MA049/2627 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.
- b) To consider approval of costs for trees to address the loss of coverage from ash dieback.
- c) To receive any other updates and consider actions.

MA050/2627 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 note renewal of NSALG membership at a cost of £70+VAT.
- d) To receive any other updates and consider actions.

MA051/2627 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.

MA052/2627 Correspondence:

- a) To consider actions in relation to a request for double yellow lines on the corners.
- b) To consider actions in relation to complaint around vehicles striking building on Little Lane.
- c) To receive any updates and consider actions.

MA053/2627 Trees:

- a) To report on and consider actions in relation to resident concern over trees on Cambridge Road / Hale Close verge touching their house.
- b) To report on and consider actions in relation to resident concern over damage to fence and foundations from trees on open space off Greengage Rise.

MA054/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA055/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA056/2627 Biodiversity:

- a) To update plans to propose a memorial sensory garden at New Road Cemetery.
- b) To receive Councillor Briefing from Friends of the Earth on Environmental Data for Melbourn.
- c) To receive any updates and consider actions.

MA057/2627 Cemetery Matters:

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

MA058/2627 Village Maintenance Matters:

- a) To consider purchase of long arm hedge cutter for use by the Wardens.
- b) To receive any other updates and consider actions.

MA059/2627 Hopkins Homes

- a) **Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – MA059/2627b)**
- b) To receive correspondence from GCSP and Hopkins Homes and consider offer regarding the commuted sum agreement for the transfer of LEAP, LAP and incidental parcels at Hopkins Homes.
- c) **Motion to reopen meeting to the Public and Press.**

MA060/2627 Melbourn Community Hub Matters:

- a) To note requests for guttering, upgraded WiFi and air conditioning for the atrium and kitchen areas.
- b) To receive any updates and consider actions.

MA061/2627 Pavilion Matters:

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

MA062/2627 Recreation Ground Matters:

- a) To receive and consider recommendation to Council to approve Heads of Terms from Reserve Forces' and Cadets' Association (RFCA) in relation to proposed upgrade of facilities at the Old Rec.
- b) Consideration of replacing memorial bench on New Rec with metal bench.

MA063/2627 Little Hands Matters:

- a) To receive any updates and consider actions.

MA064/2627 Policies:

- a) To consider approval of updates to Doc 4.05 – Equal opportunities for public access policy.

MA065/2627 To note the date of next planned meeting as **19 August 2026.**