



🏠 **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 15 July 2026 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

Absent: Cllr Davey

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

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA043/2627 To receive and approve apologies for absence

Apologies received from Cllr Kyprianou with acceptable reasons given.

It was **RESOLVED** to accept those apologies.

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

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

None received.

MA045/2627 To approve the minutes of the Maintenance Committee Meeting held on 17 June 2026.

Noting correction to month on item MA030/2627a).

It was **RESOLVED** to approve the minutes of the Maintenance Committee Meeting held on 17 June 2026, noting the correction as listed above, as an accurate record.

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

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)

No members of the public present.

MA047/2627 Finance Matters:

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

The report was noted.

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

It was **RESOLVED** to purchase one litter bin to replace concrete bin at High Street car park at a cost of £257.75+VAT.

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

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).

It was **RESOLVED** to renew Airway preventative maintenance agreement at a cost of £330+VAT.
Proposed by Cllr Clark, seconded by Cllr Laight. All in favour.

d) To receive any other updates and consider actions.

None received.

MA048/2627 Conservation Matters:

a) To receive the EA Monthly situation report for June 2026.

Report was noted. Thanks were passed to EA for explanation of report.

Signed Date.....

- b) To receive a report from the River Mel Restoration Group (RMRG).

RMRG representative was not available for the meeting.

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

None received.

MA049/2627 Stockbridge Meadows:

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

Conservation Warden gave a verbal report. It was noted that after previous years of abundant ragwort, the plant has lower numbers this year and it is providing important habitats for the cinnabar moth. It was noted the water bowser had been installed and filled by a kind neighbour. The Conservation Warden requested that he hold a meeting with Shire Trees to arrange a quote for works to trees suffering from ash dieback.

- b) To consider approval of costs for trees to address the loss of coverage from ash dieback.

Conservation Warden requested larger tree specimens than previously stipulated. ACTION: Office to provide quote for larger saplings to committee for consideration. Planting to take place in the autumn / winter.

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

It was noted that Cambridgeshire County Council had been in contact to confirm they are looking at a more straightforward approach to delegating powers of designation for Stockbridge Meadows.

Keith Rudge left the meeting 19:44

MA050/2627 Allotment Matters:

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

The Allotment Association (AA) gave a verbal report. Inspections carried out with six plots requiring work and four on a watch list – Deputy Clerk to contact any plots that need work. Tenant on a plot that requires clearing has relinquished the plot. ACTION: Deputy Clerk to investigate if Timebank or local volunteer groups would be interested in clearing plot. ACTION: Deputy Clerk to investigate 'worker and van' hire to clear debris and further skip hire quotes. ACTION: Deputy Clerk to provide alternative quotes for path levelling.

- b) To receive an update on planned grant funded improvement projects at St Georges.

Planning application 26/02084/FUL currently awaiting decision.

- c) To note renewal of NSALG membership at a cost of £70+VAT.

NSALG membership costs noted.

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

AA returned the signed Method of Works agreement. It was confirmed that land growing food was exempt from the recent hose pipe ban. Those tending to flowers and non-food plants can continue to water using a watering can.

Chris Selway left the meeting 19:55

MA051/2627 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.

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

None received.

MA052/2627 Correspondence:

- a) To consider actions in relation to a request for double yellow lines on the corners.

Report to parking enforcement officers and respond to resident asking them to do the same.

- b) To consider actions in relation to complaint around vehicles striking building on Little Lane.

Committee considered the response from the Public Right of Way (PROW) Officer and agree that a letter should be sent reminding residents of the part they can play in controlling the number of larger vehicles that use the lane. It was highlighted that precedence for the use of bollards to protect buildings has been set on Little Lane and it was decided to push back to the PROW Officer and request that they re-visit a preventative bollard as an option.

- c) To receive any updates and consider actions.

None received.

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.

Question over responsibility of Council for this work. Tree specialists to advise. Awaiting quote for report and quote for works to trees.

- 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.

ACTION: Office to contact legal representative that is working on transferring land to Melbourn Parish Council. Question over responsibility of Council for this work. Awaiting quote for report and quote for works to trees.

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

All outstanding maintenance issues were discussed.

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

None received.

MA056/2627 Biodiversity:

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

Item deferred.

- b) To receive Councillor Briefing from Friends of the Earth on Environmental Data for Melbourn.

Report received and discussed.

- c) To receive any updates and consider actions.

None received.

MA057/2627 Cemetery Matters:

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

None received.

MA058/2627 Village Maintenance Matters:

- a) To consider purchase of long arm hedge cutter for use by the Wardens.

It was RESOLVED to purchase Stihl HLA 66 with battery and charger at a cost of £573 from Wrights Mowers.

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

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

None received.

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)**

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

- 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.

Communication received. It was RESOLVED to recommend to Full Council to accept the commuted sum as stated by Hopkins Homes for the maintenance of the LEAP, LAP and incidental parcels as laid out on the plans provided. It was agreed that a site walkthrough would be requested with Hopkins

Homes to ensure all previous concerns had been addressed.
Proposed by Cllr Clark, seconded by Cllr Laight. All in favour.

c) **Motion to reopen meeting to the Public and Press.**

It was RESOLVED to reopen the meeting to Public and Press.
Proposed by Cllr Alexander, seconded by Cllr Laight. All in favour.

MA060/2627 Melbourn Community Hub Matters:

- a) To note requests for guttering, upgraded WiFi and air conditioning for the atrium and kitchen areas.
Requests noted.
- b) To receive any updates and consider actions.
None received.

MA061/2627 Pavilion Matters:

- a) To receive any other updates and consider actions.
It was noted that a PHS collection should be arranged for directly after any large event.

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.
It was RESOLVED to recommend to Full Council to approve the Heads of Terms to allow the RFCA to complete upgrades to the current cadet hut on the Old Rec.
Proposed by Cllr Clark, seconded by Cllr Laight. All in favour.
- b) Consideration of replacing memorial bench on New Rec with metal bench.
Item deferred.

MA063/2627 Little Hands Matters:

- a) To receive any updates and consider actions.
It was noted that the bollards for the fire escape improvements had been purchased and would be available for fitting soon. Request to proceed with 'sticky paint' to fascia to discourage climbing.

MA064/2627 Policies:

- a) To consider approval of updates to Doc 4.05 – Equal opportunities for public access policy.
It was RESOLVED to approve the updates to Doc 4.05 – Equal opportunities for public access policy.
Proposed by Cllr Clark, seconded by Cllr Laight. All in favour.

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

The date of the next Maintenance Committee meeting was noted as 19 August 2026.

Meeting closed 20:34