



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

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
✉ [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
☎ **01763 263303, ext 3**  
🌐 [melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)

13 August 2026

**Dear Councillor**

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Wednesday 19 August 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 19 August 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 19 August 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**

**MA066/2627 To receive and approve apologies for absence**

**MA067/2627 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

**MA068/2627 To approve the minutes of the Maintenance Committee Meeting held on 15 July 2026.**

**MA069/2627 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)**

**MA070/2627 Finance Matters:**

- a) To consider a finance report on expenditure within the committee's remit.
- b) To note invoice from 4i Water Services for £695.30 + VAT for the Pavilion water Risk Assessment and Legionella sampling.
- c) To note invoice from Cambridge Asbestos for £750.00 +VAT for the allotments Asbestos Survey.
- d) To note costs of £56.46+VAT for pest control materials / equipment.
- e) To note purchase of replacement electrode pads for defibrillator at Orchard Surgery at a cost of £77.94.
- f) To receive any other updates and consider actions.

**MA071/2627 Conservation Matters:**

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

**MA072/2627 Stockbridge Meadows:**

- a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.
- b) To consider quote from Shire Trees LTD for £1650.00 for tree works.
- c) To receive any other updates and consider actions.

**MA073/2627 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 receive the Asbestos surveys and consider actions.
- d) To consider levelling quotes from Majestic Grounds Maintenance and Herts & Cambs.
- e) To receive correspondence from plot holder about hose pipe damage and theft of connectors.
- f) To receive any other updates and consider actions.

**MA074/2627 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.

**MA075/2627 Trees:**

- a) To receive update and consider costs of £300 for tree inspection at Cambridge Road / Hale Close.
- b) To receive update and consider costs of £300 for tree inspection at Greengage Rise / Taylor Wimpy land.
- c) To receive any updates and consider actions.

**MA076/2627 Correspondence:**

- a) To receive any updates and consider actions.

**MA077/2627 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

**MA078/2627 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

**MA079/2627 Biodiversity:**

- a) To receive any updates and consider actions.

**MA080/2627 Cemetery Matters:**

- a) To note concern over cremated remains memorial bases and consider actions.
- b) To receive any other updates and consider actions.

**MA081/2627 Village Maintenance Matters:**

- a) To note concern over land between 2-8 Clover Way during dry weather and extreme heat.
- b) To receive any other updates and consider actions.

**MA082/2627 Melbourn Community Hub Matters:**

- a) To consider quote from Expert Access Solutions for £518.17+ VAT for the renewal of the automatic door maintenance contract. *(2025 renewal price £518.00 + VAT)*
- b) To receive any updates and consider actions.

**MA083/2627 Pavilion/New Rec Matters:**

- a) To receive the water Risk Assessment and Legionella sampling report from 4i Water Services.
- b) To consider quote from New Flame for £29.50 + VAT plus £4.25 + VAT per item for PAT testing at the pavilion and workshop.
- c) To consider quote from New Flame for £435 +VAT to carry out Fire Risk Assessments at the Pavilion and workshop.
- d) To note project to improve path across grass at car park – quotes required.
- e) To receive any other updates and consider actions.

**MA084/2627 Little Hands Matters:**

- a) To receive any updates and consider actions.

**MA085/2627** To note the date of next planned meeting as **16 September 2026.**