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

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

A meeting of the Maintenance Committee held on Wednesday 19 August 2026 at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Barnes, Clark, Davey, Kyprianou (Chair)
Absent:
In attendance: Alex Coxall (Deputy Clerk), Chris Selway (Allotment Association), Steve Pitman (Warden), Keith Rudge (Conservation Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:31

MA066/2627 To receive and approve apologies for absence

Apologies received from Cllrs Alexander, Laight and McMahon with acceptable reasons given.
It was RESOLVED to accept those apologies.
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.

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

None received.

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

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 15 July 2026 as an accurate record.
Proposed by Cllr Barnes, seconded Cllr Clerk.

In favour: Cllr Kyprianou
Against:
Abstain: Cllr Davey

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)

There were no members of the public present.

MA070/2627 Finance Matters:

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

The report was noted.

b) To note invoice from 4i Water Services for £695.30 + VAT for the Pavilion water Risk Assessment and Legionella sampling.

The invoice was noted.

c) To note invoice from Cambridge Asbestos for £750.00 +VAT for the allotments Asbestos Survey.

The invoice was noted.

d) To note costs of £56.46+VAT for pest control materials / equipment.

The costs were noted.

e) To note purchase of replacement electrode pads for defibrillator at Orchard Surgery at a cost of £77.94.

The purchase was noted.

f) To receive any other updates and consider actions.

Signed …… Date……

None received.

MA071/2627 Conservation Matters:

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

The report was noted.

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.

MA072/2627 Stockbridge Meadows:

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

Conservation Warden gave verbal report. It was noted that the area is extremely dry, and had had its first fire, by the boardwalk, which thankfully put itself out, and the Wardens put it out completely once at a smoulder. It was also reported that the fruit trees are failing due to damage from rabbits. The plastic netting has failed to protect the trees from the rabbits. Conservation Warden reported the potential for the loss of trees, with replacements being needed with more robust protective barriers.

b) To consider quote from Shire Trees LTD for £1650.00 for tree works.

It was RESOLVED to accept the quote from Shire Trees LTD for £1650.00 for tree works.

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

c) To receive any other updates and consider actions.

Conservation Warden explained about the Oak Processionary Moth (OPM) and its risks and noted that the species can be found in Stockbridge Meadows.

Keith Rudge left the meeting 19:52

MA073/2627 Allotment Matters:

a) To receive a report from the Allotment Association.

The Allotment Association (AA) gave a verbal report. Inspections carried out with seven plots under review and two tenants for the Deputy Clerk to write to. Plots are very dry, and with the hosepipe ban many elderly plot holders are struggling to maintain their plots.

38a is now split and awaiting new tenants to begin work, however neighbouring plots have complained about bindweed. ACTION: Deputy Clerk to obtain quotes for clearance of the bindweed.

The vandalism to three hose pipes, and thefts of tap connectors and a hose reel were reported. A skip was obtained and filled, funded by the Community Grant.

The grass entryway to access Gray's allotments has not been cut. ACTION: Deputy Clerk to chase up maintenance of Gray's allotment access with Herts & Cambs.

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

Planning application 26/02084/FUL has been approved for the installation of the fencing, security gates and composting toilet. Planning permission is valid for three years, and works must follow approved plans and materials, there is a condition that the security gates must open inwards. New quotes for fencing are being obtained, with costs likely having increased, costs for the composting toilet have remained the same, and quotes for the installation of the toilet need to be obtained. Building control application will be needed for the composting toilet, which attracts a fee of £321, it was discussed that, in line with the planning application, the applicant for the building control should be MPC.

It was RESOLVED to recommend to full council that MPC cover the building control application cost of £321.

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

c) To receive the Asbestos surveys and consider actions.

The surveys were noted. The frequency of ongoing surveys, checks and collections was raised. ACTION: Deputy Clerk to review the Asbestos Management plan, and update according to professional advice. ACTION: Deputy Clerk to send information on asbestos identification and appropriate actions to plot holders. ACTION: The Allotment Association (AA) to bring asbestos management as an item on their AGM agenda.

d) To consider levelling quotes from Majestic Grounds Maintenance and Herts & Cambs.

It was RESOLVED to accept the quote from Herts and Cambs.

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

e) To receive correspondence from plot holder about hose pipe damage and theft of connectors.

The correspondence was noted. ACTION: Deputy Clerk to ask plot holders affected to reports all thefts and damage to the police.

f) To receive any other updates and consider actions.

The progress of the clearance of plot 26a was queried, and confirmed that no further progress had been made.

ACTION: Deputy Clerk to bring the clearance quote for 26a back to the Maintenance Committee on 16 September meeting.

Chris Selway left the meeting 20:29

MA074/2627 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.

MA075/2627 Trees:

a) To receive update and consider costs of £300 for tree inspection at Cambridge Road / Hale Close.

The update and costs were noted, however further information was requested before approval. ACTION: Parish Office to bring this item to 16 September meeting with further details.

b) To receive update and consider costs of £300 for tree inspection at Greengage Rise / Taylor Wimpy land.

The update and costs were noted, however further information was requested before approval.

ACTION: Parish Office to bring this item to 16 September meeting with further details.

c) To receive any updates and consider actions.

None received.

MA076/2627 Correspondence:

a) To receive any updates and consider actions.

None received.

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

Outstanding maintenance issues were noted.

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

None received.

MA079/2627 Biodiversity:

a) To receive any updates and consider actions.

None received.

MA080/2627 Cemetery Matters:

a) To note concern over cremated remains memorial bases and consider actions.

The concern was noted.

b) To receive any other updates and consider actions.

None received.

MA081/2627 Village Maintenance Matters:

a) To note concern over land between 2-8 Clover Way during dry weather and extreme heat.

The concern was noted.

b) To receive any other updates and consider actions.

None received.

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)*

It was RESOLVED to accept quote from Expert Access Solutions for £518.17+ VAT.

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

b) To receive any updates and consider actions.

None received.

MA083/2627 Pavilion/New Rec Matters:

a) To receive the water Risk Assessment and Legionella sampling report from 4i Water Services.

The sampling report was noted. The full water Risk Assessment is due to be received 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.
It was RESOLVED to accept quote from New Flame for £29.50+ VAT plus £4.25 + VAT per item.

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

c) To consider quote from New Flame for £435 +VAT to carry out Fire Risk Assessments at the Pavilion and workshop.
It was RESOLVED to accept quote from New Flame for £435+ VAT.

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

d) To note project to improve path across grass at car park – quotes required.

Cllr Clark described the project to include honeycomb matting and gravelling. ACTION: Deputy Clerk to obtain quotes.

e) To receive any other updates and consider actions.

None received.

MA084/2627 Little Hands Matters:

a) To receive any updates and consider actions.

Permanent fire exit barriers have now been installed. Paintwork to be carried out at a later date.

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

The date of the next Maintenance Committee meeting was noted as 16 September 2026.

Meeting closed 21:03