



🏠 **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

10 September 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Wednesday 16 September 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 16 September 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 16 September 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

MA086/2627 To receive and approve apologies for absence

MA087/2627 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

MA088/2627 To approve the minutes of the Maintenance Committee Meeting held on 19 August 2026.

MA089/2627 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)

MA090/2627 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- b) To note spend of £18.33+VAT on yellow rattle seed for Stockbridge Meadows.
- c) To note refund of £14.99 for pest control gloves due to no delivery.
- d) To note refund of £28.87 for pest control boots due to no delivery and to note purchase of replacement at a cost of £32.95 from Workwear Express.
- e) To consider approving costs of £100 for replacement rabbit traps.
- f) To note incorrect defibrillator pads purchased – incorrect item refunded and balance of £47.05+VAT for correct unit paid.
- g) To receive any other updates and consider actions.

MA091/2627 Conservation Matters:

- a) To receive the EA Monthly situation report for August 2026.
- b) To consider application to SCDC 'Six Free Trees' <https://www.scams.gov.uk/grants-and-funding/six-free-trees-open>
- c) To receive a report from the River Mel Restoration Group (RMRG).
- d) To receive any other updates and consider actions.

MA092/2627 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.
- b) To receive any other updates and consider actions.

MA093/2627 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 Temporary Hosepipe Ban currently in place <https://www.cambridge-water.co.uk/household/temporary-hosepipe-ban> - supporting tenants with information.
- d) To consider quote from Herts and Cambs for the clearance of plot 26a.
- e) To consider quote from Herts and Cambs for the clearance of bindweed from plot 38a back.
- f) To receive any other updates and consider actions.

MA094/2627 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.

MA095/2627 Trees:

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

MA096/2627 Correspondence:

- a) To consider action regarding dogs on leads at Hopkins Homes estate.
- b) To consider action regarding request for double yellow lines at High Street end of Meeting Lane.
- c) To receive any updates and consider actions.

MA097/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA098/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA099/2627 Biodiversity:

- a) To consider a proposal to request local neighbouring Parish, District and County support for a screening of National Emergency Briefing film <https://www.nebriefing.org/the-film>.
- b) To receive any updates and consider actions.

MA100/2627 Cemetery Matters:

- a) To receive a report from ICCM Memorials Safety course completed by 3 members of staff.
- b) To receive any other updates and consider actions.

MA101/2627 Village Maintenance Matters:

- a) Update on TRO in village car park.
- b) To consider providing temporary small electrical recycling collection.
- c) To receive any other updates and consider actions.

MA102/2627 Melbourn Community Hub Matters:

- a) To note spend of £104.35+VAT on emergency call out for leaking aircon unit in Parish Office.
- b) To consider approval of quotation for fix to upstairs emergency lighting.
- c) To receive any updates and consider actions.

MA103/2627 Pavilion/New Rec Matters:

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

MA104/2627 Little Hands Matters:

- a) To receive any updates and consider actions.

MA105/2627 Policies:

- a) To consider approving update to Document 4.23 Melbourn Parish Council Parish Estate Safety Inspections.

MA106/2627 To note the date of next planned meeting as **21 October 2026.**