



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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15 October 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Wednesday 21 October 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 21 October 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 21 October 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

MA107/2627 To receive and approve apologies for absence

MA108/2627 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

MA109/2627 To approve the minutes of the Maintenance Committee Meeting held on 16 September 2026.

MA110/2627 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)

MA111/2627 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- b) To note completion of annual clock service at All Saints and approve invoice at a cost of £274.00+VAT.
- c) To note spend of £35.51(incVAT) on protective clothing for pest control on parish land.
- d) To consider purchase of COSHH cabinet for workshop at a cost of £250+VAT.
- e) To receive any other updates and consider actions.

MA112/2627 Conservation Matters:

- a) To receive the EA Monthly situation report for September 2026.
- b) To receive a report from the River Mel Restoration Group (RMRG).
- c) To receive winter preparedness information from South Cambridgeshire District Council.
- d) To receive any other updates and consider actions.

MA113/2627 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.
- b) To receive correspondence and consider actions in relation to fire risk on open spaces.
- c) To note meeting with South Cambridgeshire District Council to discuss actions to progress on delegating powers for designation.
- d) To consider approval of spend up to £500 for Wych Elm to be planted at Stockbridge to help mitigate ash die back.

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

MA114/2627 Allotment Matters:

- a) To receive a report from the Allotment Association.
- b) To note annual lease renewal is underway, any relinquished plots are being reallocated to people on the waiting list.
- c) To receive an update on planned grant funded improvement projects at St Georges.
- d) To receive any other updates and consider actions.

MA115/2627 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 consider interest in moving Maintenance Committee meetings back to a daytime meeting.
- d) To receive any other updates and consider actions.

MA116/2627 Correspondence:

- a) To receive any updates and consider actions.

MA117/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA118/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA119/2627 Biodiversity:

- a) To receive any updates and consider actions.

MA120/2627 Cemetery Matters:

- a) To note concern from stone mason about floats under plots E1 – 7 and F1 – 10 – office to investigate.
- b) To receive any other updates and consider actions.

MA121/2627 Village Maintenance Matters:

- a) To receive report from Greater Cambridge Shared Planning confirming works required to issue certificate of completion for land at Piggott Close and consider actions.
- b) To receive snagging report from inspection of LEAP, LAP and incidental parcels at Hopkins Homes.
- c) To note road inspection allocations to be shared at October Full Council meeting and to consider any changes going forward.
- d) To receive any other updates and consider actions.

MA122/2627 Melbourn Community Hub Matters:

- a) To note spend on emergency call out for leaking aircon unit in Hub kitchen.
- b) To receive any updates and consider actions.

MA123/2627 Pavilion / New Rec Matters:

- a) To note request and consider actions for floodlight at Bowls Club to be reinstated.
- b) To update on the request to add barrier hedging to the fenceline of the Bowls Club.
- c) To receive and consider actions on the Legionella Risk Assessment from 4i Water Services.
- d) To receive any other updates and consider actions.

MA124/2627 Little Hands Matters:

- a) To receive any updates and consider actions.

MA125/2627 To note the date of next planned meeting as **18 November 2026.**