

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 21st November 2016 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.

Present: Cllrs Norman (Chair), Siva (Vice Chair), Cross, Hart, Kilmurray, Porter, Shepherd, Sherwen and Travis

In attendance: The Clerk, 11 members of the public.

PC174/16 To receive apologies for absence

Cllrs Gatward, Harrington and Regan for personal reasons and Cllrs Hales, Stead and District Cllr Barrett for work commitments.

PC175/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllr Sherwen noted a pecuniary interest on PC152/16: his daughter is Acacia Tree Surgery Ltd.

PC176/16 Public Participation (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).

At 7.18pm The Chair Suspended Standing Orders

Mrs Howard stated she was not responsible for placing an article in the Royston Crow about the Friday 11th November Armistice Day service held on The Cross. There were discussions amongst the public about how the article was incorrect and that it is down to the individual if they choose to attend the service or not.

Mrs Howard also suggested asking for SCDC Tree Officer's advice on the very large horse chestnut tree on The Cross. **ACTION: THE CLERK**

At 7.30pm The Chair reinstated Standing Orders

PC177/16 To approve the Minutes of the Parish Council Meeting on 7th November 2016

PC154/16: b) change to read:

Mr Forbes said that he understood why councillors previously involved with the car park needed to be on the working party in respect of Phase 1. However, he thinks it is more appropriate that only current councillor's with no previous involvement to be involved in Phase 2. Mr Forbes queried why no contact was made with the Co Op to find out what their position was. Why was the letter from the Co Op hidden?

**IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR SHEPHERD
THE MINUTES OF 7TH NOVEMBER 2016 ARE ACCEPTED WITH THE AMENDMENT**

ABOVE. 7 WERE IN FAVOUR AND 2 ABSTAINED. THIS WAS CARRIED.

PC178/16 To report back on the minutes of the Parish Council Meeting on 7th November 2016 2016.

PC146/16: Relating to “Requested that relationships to Council Members be declared if speaking as a member of the public”. The Clerk confirmed having spoken with CAPALC it is the responsibility of the Cllr to declare their relationship to the member of the public not the member of the public to declare.

PC148/16: The Clerk confirmed a list of Field’s in Trust and Deeds of Dedication has been sent to SCDC. SCDC have confirmed all information required has been received and accepted.

PC149/16: The Clerk confirmed a statement from Melbourn Parish Council has been sent to Cambridge Independent Newspaper regarding Boundary Changes.

PC153/16: The Clerk confirmed a letter of thanks has been sent to Melbourn Village Fete Committee.

PC179/16 Acknowledgement from the ICO that the complaint from a resident has been accepted.

The Chair presented **Appendix A**. This is to Note Only.

PC180/16 To discuss Car Park Working Party Update

Mr Roland Potter, the independent Chair of the Car Park Working Parking attended the meeting to give an update. Mr Potter explained the Working Party is still in the information gathering stage. The final report will consist of what has gone on, where it has broken down and most importantly put structures in place to prevent this happening again. The Working Party is monitoring and reviewing the contract of Interserve and its final account to ensure that the final settlement is to the benefit of the Parish Council.

The Clerk confirmed the Working Party consists of Mr Roland Potter, Cllr Regan, Cllr Hales, Cllr Kilmurray, Duncan Baker, Mike Swann and John Goodricke. Mr John Goodricke was appointed onto the Car Park working party bringing his expertise as a Civil Engineer. The Assistant Clerk is acting as Secretary to the Work Party.

Mr Potter stated Melbourn Parish Council employed Currie and Brown (Sweetts) to Contract Manage the project and Interserve were appointed as the Contractor. Melbourn Parish Council has met with Currie and Brown and both the Council and Currie and Brown have analysed the costing that Interserve submitted and what the quantity surveyor submitted and have reviewed where the differences are. Mr Potter stated that as a result of this he has requested that Melbourn Parish Council provides details of all correspondence and communication relating to this project. Therefore at this moment in time the minutes from the meetings are unable to be released to the public as this is due to a contractual issue. Melbourn Parish Council has appointed a solicitor to look at other parties’ liabilities

and this information is sensitive to the contract and potential litigation. Mr Potter stated that previous Councillors at the time will also have to be interviewed.

The Chair suspended standing orders

Mr Forbes again raised his concern about the Coop and Mr Potter explained the Coop has been discussed and will be presented in the Working Party's report.

Mr Mulcock read from past Parish Council minutes on his computer, highlighting the three costing's previously given of 56K, 30K and 33K to the Parish Council. In response to questions from Mr Potter, The Chair of the current Car Park Working Party asked when this was – The 14th January 2015 was mentioned by Mr Mulcock. Mr Mulcock also replied that this was for resurfacing and lighting.

Mr Potter stated in addition there is an enquiry running within the legal side by NALC's solicitor, which will run in parallel.

The Chair reinstated Standing Orders.

Drop kerbs had been raised at the last meeting. The Chair presented an email which had been written to the old Council making it clear that responsibility lies with the County Council. **CLERK – TO BRING TO SUSAN VAN DE VEN's ATTENTION. APPENDIX B**

Speed bumps had been raised at the last meeting – The Chair presented an email relating to the existing speedbumps demonstrating that the police architect had been consulted as to their specification. The Parish Council will need to seek feedback from users of the car park to confirm what percentages are having problems and to see if quotes for new speed bumps are required. **ACTION: COUNCILLORS TO SEEK USERS VIEWS. APPENDIX C**

Location of Kebab Van – This will remain where it is. The Clerk is awaiting a quote for a small pathway on the other side of the bus stop as suggested at a previous meeting.

PC181/16 To decide on the content set out in the Flood Awareness and Preparedness Questionnaire.

The Chair presented Flood Awareness and Preparedness Questionnaire. The Chair asked members for their comments relating to flood issues in Melbourn and would the Council want support from Cambridge County Council to understand and deal with the current issues. **APPENDIX D**

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR CROSS TO APPOINT A FLOOD AWARENESS WORKING PARTY AND TO ACCEPT THE SUPPORT FROM CAMBRIDGE COUNCTY COUNCIL. ALL WERE IN FAVOUR AND THIS WAS CARRIED.

THE WORKING PARTY WILL BE FORMED IN THE NEW YEAR.

PC182/16 To discuss North Hertfordshire Local Plan 2011 - 2031

The Chair stated that the Parish Council needs to be aware of what is proposed for Royston and be prepared to raise with South Cambridgeshire any possible conflicts with its plan. She suggested that the Planning Committee takes this within its remit.

PC183/16 To discuss the consolidated definitive map and statement of Public Rights of Way in Cambridgeshire for Melbourn. APPENDIX E

Public Rights of Way maps and statement were presented to members from Cambridge County Council. This is a long term proposal as the Council has until 2026 to clarify which Public Rights of Way belong to Melbourn. Members agreed a Walking Working Party should be appointed in the New Year.

ACTION: THE CLERK TO PLACE AN ARTICLE IN MELBOURN MAGAZINE AND CONTACT U3A WALKING GROUP AND RAMBLERS ASSOCIATION FOR THEIR SUPPORT ON A WORKING PARTY. CLERK TO PLACE MAPS IN HUB.

PC184/16 To discuss the background and potential projects for 2017/2018 relating to Cemeteries.

Cllr Sherwen presented **APPENDIX F** to members and explained in more detail the background and potential projects for 2017/2018.

PC185/16 To receive any notifications or planning consultation documents

- (a) Erect a PVCU Conservatory to rear of property at Munceys Farm, London Way, Melbourn Royston, Cambridgeshire SG8 6DJ. S/2556/16/FL. Approved. Was noted.
- (b) Certificate of lawfulness for demolition of existing rear conservatory and replace single storey rear extension at 10 Armingford Crescent, Melbourn, Royston, Herts, SG8 6NG. S/2343/16/LD. Approved. Was noted.
- (c) Front single storey extension at 5 Rupert Neve Close, Melbourn, Royston, Cambridgeshire, SG8 6FB. S/1713/16/FL. Approved. Was noted.
- (d) Any other notifications at the time of meeting
Single storey extension at rear and new dormer windows to the front & rear at 25 Hale Close, Melbourn, Royston, Cambridgeshire, SG8 6ET. S/2536/16/FL. Approved. Was noted.

PC186/16 To consider the following Planning Applications:

- a) Notification of application to carry out tree works subject to a tree preservation order at 133 High Street, Melbourn, Royston, Cambridgeshire, SG8 6AP. Silver Birch – As tree is a large specimen in a small garden – remove. S/2979/16/TC
IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR KIMURRAY TO MAKE THE FOLLOWING COMMENT: CAN THE TREE BE TRIMMED RATHER THAN REMOVED? THE GARDEN DOES NOT SEEM THAT SMALL. CLLR SHERWEN DID NOT PARTICIPATE IN THIS DISCUSSION
- b) Replace two of the concrete rendered elevations with a traditional lime render (fibre chalk) at 101 High Street, Melbourn, Royston, SG8 6AP. S/2957/16/LB

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR CROSS TO APPROVE THIS APPLICATION WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

- c) Removal of existing stable/storage and mobile home and erection of dwelling and detached garaging with associated drive hardstanding and security gate at Westfield Orchard, Ashwell Street, Kneesworth, Cambs, SG8 0RS. S/2972/16/FL

IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR SHEPHERD TO APPROVE THIS APPLICATION WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

- d) Single storey extension at first floor level, to administration building adjacent to main industrial unit at Workshop, Saxon Way, Melbourn, Royston, Cambridgeshire, SG8 6DN. S/2926/16/FL

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR SHERWEN TO APPROVE THIS APPLICATION WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC187/16 Correspondence

- a) Any correspondence received by the time of the meeting.
Nothing to report.

PC188/16 To accept notices and matters for the future agendas

a) Suggestions from Councillors

- Local Bus Service – only hourly service until 6pm and no weekend service.
ACTION: THE CLERK TO ASK COUNTY CLLR VAN DE VEN TO RAISE THIS IN HER NEXT REPORT.

At 9.03pm Standing Orders were suspended.

b) Suggestions from Members of the Public

- Nothing to report

At 9.04pm The Chair reinstated Standing Orders.

At 9.04pm The Chair closed the meeting

APPENDIX A

15th November 2016

Case Reference Number FS50652431

Dear Ms Adam

Freedom of Information Act 2000 (FOIA)

Information request made 07/09/16

The Information Commissioner has received a complaint about the handling of the above request.

We have carried out an initial assessment of this case and consider it eligible for formal consideration under s50 of the FOIA.

The case will be allocated to a case officer who will contact you with further details of the complaint.

We emphasise that although we have assessed the complaint as being eligible for the Information Commissioner to decide whether a public authority has dealt with a request for information in accordance with Part I of the FOIA, no specific decision has been made as to the individual merits of the complaint at this time.

What actions may be required at this stage

There information has been withheld because you (the public authority) have applied one of the exemptions in Part 2 of the FOIA, the case officer will need to have a copy of the information to judge whether or not any exemptions have been properly applied. We would also appreciate, where you are able, for you to be specific about which exemptions apply to each part of the information. At this stage we only ask that you prepare this information: please do not send it to us until it is requested by the case officer.

Providing information to the ICO

Finally, you should be aware that the Information Commissioner often receives requests for copies of the letters we send and receive when dealing with casework. Not only are we obliged to deal with these in accordance with the access provisions of the Data Protection Act 1998 (DPA) and the Freedom of Information Act 2000 (FOIA), it is in the public

interest that we are open, transparent and accountable for the work that we do.

However, whilst we want to disclose as much information as we reasonably can, there will be occasions where full disclosure would be wrong. It is also important that the disclosures we make do not undermine the confidence and trust in the Commissioner of those who correspond with him. ? ?

I would be grateful if, at the appropriate time, you would indicate whether any of the information you provide in connection with this matter is confidential, or for any other reason should not be disclosed to anyone who requests it. I should make clear that simply preferring that the information is withheld may not be enough to prevent disclosure. You should have a good reason why this information should not be disclosed to anyone else and explain this to us clearly and fully.

If you need to contact us about any aspect of this complaint please call our helpline on 0303 123 1113, or 01625 545745 if you would prefer not to call an '03' number, being sure to quote the reference number at the top of this letter.

Yours sincerely

Sent on behalf of
Andrew White
Group Manager
Information Commissioner's Office

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If you'd like us to communicate with you in a particular way please do let us know, or for more information about things to consider when communicating with us by email, visit ico.org.uk/email

APPENDIX B

From: John Regan [<mailto:john@ajregan.co.uk>]
Sent: 17 November 2016 13:52
To: Parish Clerk
Cc: Julie Norman; jose; Roland Potter
Subject: Fwd: DDA Access Adjacent to Car Park

Hi Sarah

This is the response I sent to the previous chair regarding the drop kerbs. To the best of my knowledge the situation remains as is.

Regards

John

----- Forwarded message -----

From: "John Regan" <john@ajregan.co.uk>
Date: 14 Dec 2015 9:46 am
Subject: DDA Access Adjacent to Car Park
To: "Bob Tulloch" <r.tulloch@btconnect.com>, "M.Linnette@btinternet.com" <M.Linnette@btinternet.com>, "jose" <josehales@gmail.com>, <parishclerk@melbournpc.co.uk>
Cc:

Following concerns expressed by some disabled members of the public regarding DDA access to the bus stop adjacent to the new car park entrance the Chairman of the Parish Council has sought reasons for their omission. I would comment as follows:

The Parish Clerk and Councillor Linnette have copies of all of the latest drawings and specifications so I am not sure why others are being asked to supply them? From memory a cursory glance at the Car Park drawings and specification by anyone will show that there are no drop kerbs in, or around, the car park entrance. This is because such work would be on a public footpath and therefore the responsibility of the County Highways Authority and not the Parish Council, notwithstanding the possible need to divert the CATV cable in the footpath due to its proximity to any drop kerb construction.

However it has to be recognised that the Car Park Design Team were pro active in trying to improve DDA access to the bus stop during the design process. An informal meeting was held with the Car Park Design Team and the County Highways Authority to establish what could be achieved and to try and synchronise any County Highways Authority work undertaken with the completion of the car park construction. At the meeting the County Highways Authority representative made it very clear that there were no funds available to undertake any such DDA work at that time due to other priorities and to the best of my knowledge this remains the case today. The other major issue, although not a direct Parish Council responsibility, was the tree root damage to the footpath adjacent to the bus stop which had created undulations in the footpath of such a scale that precluded any DDA access to the bus stop from the existing car park bellmouth. The outcome of the meeting was that the Design Team and Parish Council would arrange for the large tree adjacent to the bus stop to be removed and its roots stabilised in order to repair the

footpath as part of the car park contract. This was on the implicit understanding that the County Highways Authority would arrange for drop kerbs project at the car park entrance to be considered as high priority as, when, or if funds became available.

In summary this is a County Highways Authority issue and the Design Team were pro active in trying to address the situation early on without success. The Parish Council now needs to demonstrate that it has applied more pressure to the County Highways Authority to complete this work as result of the latest complaints, recognising that there remains an underfunded major backlog of such work in the county.

John

APPENDIX C

From: [Monica & John Regan](#)

Sent: Thursday, November 17, 2016 8:44 PM

To: [Parish Clerk](#)

Cc: annthony.regan2603@gmail.com ; [Jose Hales](#) ; [Julie Norman](#)

Subject: Fw: Melbourn High Street Car Park ~[NOT PROTECTIVELY MARKED]~

Good Evening All

With regards to the problem with the speed bumps in the car park.

You will note the consultation with the Police Architect and I can only assume that he provided the necessary specification from the e mail below.

Regards

John

From: Northwood, David

Sent: Wednesday, July 30, 2014 10:17 AM

To: Monica & John Regan

Cc: Jose Hales

Subject: FW: Melbourn High Street Car Park ~[NOT PROTECTIVELY MARKED]~

John / Jose

For your information, please see response from Ted Hawkins (PALO). I have gone back to him for any recommendations to improve Option 2 from an 'anti-social driving' aspect.

Regards,

David

From: Ted Hawkins [mailto:Ted.Hawkins@cambs.pnn.police.uk]

Sent: 30 July 2014 09:33

To: Northwood, David

Subject: RE: Melbourn High Street Car Park ~[NOT PROTECTIVELY MARKED]~

Good morning David,

I have viewed the three sets of drawings. If the issue still remains with cars speeding around the car park wheel spinning and causing general nuisance then option 1 is quite clearly the best. However I do have reservations with that option as it will be difficult to manoeuvre into the spaces to the south western edge of the car park. I think it's always difficult manoeuvring in or out of such spaces tight against a fence.

Option 2 (your favoured option) would be the next best option however it would still be possible for the boy racers to speed around the car park but with a little more difficulty than option 3 which should be discounted. Option 3 still offers the boy racers a good opportunity to speed around the car park and I don't see any difference with the current situation.

Kind regards

Ted Hawkins,

Architectural Liaison Officer

Cambridgeshire Constabulary

Crime Prevention Design Team (Estates)

Headquarters

HINCHINGBROOKE PARK

HUNTINGDON PE29 6NP

The Telephone Number For the Crime Prevention Design Team is:-

Direct Line - 01480-422 432

From: Northwood, David [<mailto:david.northwood@sweettgroup.com>]

Sent: 29 July 2014 14:45

To: Ted Hawkins

Cc: McCreith, Nigel

Subject: Melbourn High Street Car Park

Dear Mr Hawkins,

I am the agent acting on behalf of Melbourn Parish Council who are looking to refurbish the existing car park on the High Street in Melbourn.

Would it be possible for you to review the attached proposed designs and advise which one would be most suitable for preventing anti-social driving? We believe that Option 2 is most likely to be the

best solution however this will incur the greatest costs so your comments on the best solution will greatly assist us in supporting our proposal to the Parish Council. If it will help I can meet you on site to discuss our proposals.

If you have any queries or need any further information please do not hesitate to get in contact.

Thanking you in advance.

Regards,

David

David Northwood

Cost Consultant

<image001.gif>

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APPENDIX D

From: Flood and Water [<mailto:Flood.andWater@cambridgeshire.gov.uk>]

Sent: 06 September 2016 11:13

Subject: Flood Awareness and Preparedness Questionnaire

Dear Parish Council,

The Cambridgeshire County Council Flood and Water Team are working with the Environment Agency to develop an understanding of the flood risk awareness in communities across Cambridgeshire.

As the Parish Council are representatives of the community, we thought it best to contact you in order to scope these details. We are interested in this information in order to help us implement a scheme to develop community resilience. This could include, creating Community Flood Action Groups and delivering other such measures with interested parishes. The involvement of the Parish Council is very important to us and your localised knowledge is vital in the development of community resilience to flood risk. With this in mind, it would be very much appreciated if you would take the time to complete the attached questionnaire, perhaps it could be an item for discussion at an upcoming Parish meeting.

There are many parishes within Cambridgeshire that have experienced flooding in the recent past and many of you will recognise the importance of being aware of flood risk within the community. Flood risk awareness is the first step to being prepared for a flooding event, however there are other precautions that can be put in place to increase the preparedness and resilience of the community; Community Flood Action Groups are one such way.

A Community Flood Action Group is a group of local volunteers who focus on improving flood resilience and minimising the effects of flooding within their communities by implementing preparedness measures and sharing information. They represent the community and work in partnership with other authorities (e.g. Councils, Environment Agency, water companies) to highlight issues and work together to resolve them. There are many examples of these groups across the country, and you may already have a group in your community (please share your experiences if so). The National Flood Forum website (nationalfloodforum.org.uk) has many examples of these groups and offers advice on how to develop one. Our aim is to support you in the creation of these groups and working together in the future.

It is important to highlight that this is currently an interest scoping exercise and following submission of questionnaires from Parish Councils, we will be in contact with further details based on your responses. We look forward to hearing your thoughts and are happy to answer any questions that you have.

Once you have completed the questionnaire please kindly send it to back to this email address **by the 10th October 2016**. If you require a questionnaire in a different format (e.g. paper copy) please don't hesitate to ask.

Kind regards,

Rebecca Roberts

Flood and Water Team

Team Email: FloodandWater@cambridgeshire.gov.uk

Growth and Economy, Cambridgeshire County Council, Box No SH1315, Shire Hall, Cambridge, CB3 0AP

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Flood Awareness Scoping

The following questions have been assembled to scope the Parish Council's awareness of flood risk within the community. We would be extremely grateful if you could please answer the questions below as fully as possible. This data will be used solely for Cambridgeshire County Council, your relevant District Council and the Environment Agency to understand the requirements of each Parish Council.

Once completed please submit the questionnaire back to the Cambridgeshire County Council Flood and Water Team via FloodandWater@cambridgeshire.gov.uk by the 10th October 2016.

Parish Council name:

1. Does your Parish have any flood risk that you are aware of?

- ☐ Yes – please specify:
☐ No
☐ Don't know

2. Have there been any incidents of flooding in the Parish within the last 20 years? (This can be from any source).

- ☐ Yes – please specify:
☐ No
☐ Don't know

3. Would your Parish Council be interested in setting up a Community Flood Action Group? (Please see the covering email or visit the nationalfloodforum.org.uk website for details)

- ☐ Yes
☐ No
☐ Already have one
☐ Don't know

4. Would you be interested in organising a meeting to discuss the potential of Community Flood Action Groups?

- ☐ Yes
☐ No

5. What support would help you to increase your flood awareness and preparedness? (Examples include: providing flood kits, sharing data and relevant contacts, information on flood plans, flood warning training, and general flood related updates).

6. Does the Parish have an Emergency Plan?

- ☐ Yes – Please go to question 7
☐ No – Please go to question 8
☐ Don't know

7. Does the Parish Emergency Plan include details of what to do in the event of a flood?

- ☐ Yes
☐ No
☐ Don't know

8. Do you find it useful to receive annual updates from the Cambridgeshire County Council Flood and Water Team (for example including riparian owner information)?

- ☐ Yes
☐ No

9. Who is the best person to contact regarding matters within this questionnaire?

Name:
Position:
Email Address:
Telephone number:

10. Please provide any additional comments you wish to add in the box below:

Many thanks for completing this questionnaire; your comments are highly valued.

Definitive Statement for the Parish of Melbourne

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
1	FP	Starts at the Cambridge Road near The Bulls Head PH at earth cartbridge; proceeds over arable field to gap in hedge at corner of orchard; continues along grass track at side of the orchard to its exit at stile and into the Fowlmere Road near the mill.			Awarded as a public footway 4ft wide

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
2	BOAT	The Moor from the end of the metalled section of the road to the end of the roadway.			1957 Definitive Statement includes a width of 30ft

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
3	FP	Starts at Moor Road; proceeds as a grass path 5 ft wide between hedges of orchards to its exit at footbridge at the Meldreth parish boundary.			

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
4	FP	Starts at the corner of Moor Road at squeeze stile; proceeds along edge of arable field to its exit at open ditch at the Meldreth parish boundary. Path stopped up between the boundaries of the A10 Melbourne bypass.			

Definitive Statement of Public Rights of Way for Cambridgeshire

To be read in conjunction with the Definitive Map

Relevant Date 11th May 2016

Melbourn

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
5	FP	Starts at High Street; proceeds as a grass path 5 feet wide between garden fences of police houses to a dead end; recommencing 57m further south-westerly on High Street and proceeding north-westerly along Vicarage Close then westerly for approximately 123 m then with a width of 2 m proceeding in a north-westerly direction to join with a point on Public Footpath No. 8 approximately 67 m north-east of Station Road.	Between Ordnance Survey grid ref TL3814 4492 and TL3810 4495 width 2m		

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
6	FP	Starts at High Street at the Green; proceeds along lane 12 ft wide at side of churchyard wall to stile at the end of the lane; continues over meadow to another stile and footbridge in corner of field; bears right and then left along edge of another meadow to stile and then right again over meadow to its exit at iron rails in hedge and into Moor Road.			Awarded as a public footpath 4ft wide

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
7	FP	Starts at Public Footpath No. 6 at stile; proceeds over meadow to another stile in fence near river bank; continues through trees along the bank as a grass path to its			

Definitive Statement of Public Rights of Way for Cambridgeshire

To be read in conjunction with the Definitive Map

Relevant Date 11th May 2016

Melbourn

		exit at the Meldreth parish boundary			
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Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
8	FP	Starts at the Meldreth Road at side of telephone exchange near the Mill; proceeds up concrete steps and between hedges and buildings as a grass path 5 ft wide to squeeze stile; bears left over small paddock to stile and over meadow to its exit into Public Footpath No. 6 at footbridge.			

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
9	BOAT	Along Bury Lane from the Royston Road to the Meldreth parish boundary.	Awarded public road 30 ft wide.		

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
10	BOAT	Along Ashwell Street from the Royston Road to the Bassingbourn cum Kneesworth parish boundary. Path stopped up between the boundaries of the A10 Melbourn bypass.			1957 Definitive Statement includes width of 30ft

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
11	BOAT	From the Royston Road to the end of the roadway.			

Definitive Statement of Public Rights of Way for Cambridgeshire

To be read in conjunction with the Definitive Map

Relevant Date 11th May 2016

Melbourn

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
12	BOAT	From the Royston Road to and beyond Grinnel Hill to the end of the High Street near Back Lane.			
13	FP	Starts at the Royston Road opposite Melbourn Bury Lodge at handgate; proceeds alongside trees and between bushes at edge of arable field as a grass path 6ft wide to its exit at gap in hedge and into Grinnel Hill roadway.			
14	BOAT	Starts at the Royston Road at Byway No 12 and proceeds as a cinder roadway 30 ft. wide between hedges and beyond Church Pit to its exit at a point situated on Back Lane at OS Grid Reference TL 3826 4408. Length: 461 metres.	Awarded as a private carriage road and driftway 30 ft. wide		1957 Definitive Statement has a width of 30ft
15	BOAT	Starts at the end of Water Lane and proceeds along a hardened roadway 30 ft. wide between hedges to its exit at a point at the junction with Chalkhill Barrow at OS Grid Reference TL 3832 4405. Length: 459 metres.			1957 Definitive Statement includes width of 30ft

Definitive Statement of Public Rights of Way for Cambridgeshire

To be read in conjunction with the Definitive Map

 Relevant Date 1st May 2016

Melbourn

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
16	BOAT	From Byway Open to All Traffic No. 12 near Grinnel Hill to the end of the roadway			

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
17	FP	Meeting Lane. Starts at High Street; proceeds as a metalled path 7 ft wide between walls and fences of houses and gardens to its exit at posts and into Back Street opposite the Congregational Chapel			

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
18	FP	Starts at High Street near the cross roads; proceeds as a metalled path 6 ft wide between walls and fences of houses and gardens to its exit into Back Street.			

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
19	BOAT	From New Road to the end of the roadway.			

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
20	BR	Icknield Way. Starts at the Royston-Newmarket road and proceeds along gravel track along the centre of a grass roadway 30			

Definitive Statement of Public Rights of Way for Cambridgeshire

To be read in conjunction with the Definitive Map

Relevant Date 11th May 2016

Melbourn

				ft wide to Noon's Folly Farm; continues along the grass roadway to its exit at the Little Chishill parish boundary.		
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Definitive Statement of Public Rights of Way for Cambridgeshire
 To be read in conjunction with the Definitive Map

Relevant Date 11th May 2016

Melbourn

APPENDIX F

NR Cemetery 2016-2017

Background.

Bought in early 2000's as foreseeable requirement for village as Orchard Road had c. 3-4 years worth of grave space left.

The basic design was drawn up around 2004 and the implementation began in 2007.

Objectives.

To create a lawned cemetery, non denominational, to supply burial capacity for Melbourn residents for at least 100 years.

To create a format/layout that will be continued for this length of time,

Costs.

Annual maintenance contract, currently with Herts and Cambs and due for review at the end of this term, NR costs £1380 per month and includes mowing hedge cutting, paths and mound, there are extras ie new tree watering in dry weather, repairs to tree supports, cleaning seats, repairing fences, mound weed treatment, weeding paths, filling rabbit holes etc, work we could do if labour is available but often it isn't.

A new contract (2017/18) is due for renewal at the end of this session.

We have used no S106 money to my knowledge, we have used reserves throughout.

Projects in hand and for the future

Create a Green Burial facility and provide a location system for this.

Feature the AS family burial location and provide info plaques, (for AS historical association)

Move the soil store and provide contactor entrance,

Build a Memorial wall and official ash scattering area.

Improve appearance of mound.

Provide location map for graves (GB's and std graves), cremated remains (GB's etc)

Turn existing soil store into WHY

Rabbit proof southern boundary.