

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

**A meeting of this Committee was held on Thursday, 20 February 2020 at  
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

**Present:** Cllrs Travis (Chair), Cllr Clark, Cllr Barnes, B Deville, M Sherwen, L Brierley, M Brierley  
**In attendance:** S Crocker, Parish Clerk, C Littlewood, Assistant Clerk, K Rudge, D Bartle  
**Absent:** Cllr Wilson

Chair opened the meeting and noted the sad news of the passing of Rosemary Gatward, a longstanding supporter of the Parish Council, both as a councillor and member of various committees. Her contribution to conservation matters in the village in particular was noted.

**MA101/19 To receive and approve apologies for absence**

It was noted that due to work commitments, Cllr Wilson had been unable to attend Maintenance Committee meetings for the preceding 6 months and would be standing down from the Committee. In view of the high workload and need for quoracy, it was noted the need to recruit more members to the committee. An invitation to join the committee would be emailed out to councillors.

*Post meeting note: Tim Stebbings had advised the office of his absence in advance of the meeting.*

**MA102/19 To receive any Declarations of Interest and Dispensations**

None received

**MA103/19 To approve the minutes of the Maintenance Committee Meeting held on 23 January 2020**

It was:

RESOLVED to approve the minutes as written.

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

*[Cllr Barnes noted that she would need to leave the meeting at 10.45am]*

**MA104/19 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)**

**MA105/19 Finance Matters:**

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

Noted that maintenance spend is generally on track. However, necessary tree work has resulted in over spend. Noted that budget for next year will be higher.

**MA106/19 Conservation Matters:**

- a) To consider the latest hydrology report

Noted that River Mel is flowing again but area is generally drier than previously. Letter to Bury has been sent. Waiting to hear back from EA re extension of pipe.

- b) To receive an update on Stockbridge Meadows Boardwalk

Preliminary design has been prepared. Clerk and Chair to meet with possible contractor to discuss. Once design is agreed, funding opportunities to be explored with a view to progressing project during the summer.

**ACTIONS:**

- Clerk to arrange meeting with boardwalk designer.
- Public exhibition/consultation to be arranged prior to commencement of work.

Noted willow in the field across the river overhanging boardwalk may require attention.

**ACTIONS:**

- Need to establish who is responsible for the tree / owner of the land.
- CL to arrange for Shires to inspect the tree to identify any safety issues.

- c) To consider a quotation for rolling wildflower area and adjacent meadow

It was:

RESOLVED to accept the quote for £170 plus VAT from Herts & Cambs Ground Maintenance to roll wild flower and small meadow areas at Stockbridge Meadows with a request that the work be carried out as soon as possible.

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

- d) To receive the Parish Council's newly adopted environmental policy

The policy was received.

- e) To receive any other updates and consider actions

Replacement trees for Stockbridge Meadows awaiting planting. Only apple trees (x 10) as plum trees not currently available. Volunteers for planting to be arranged.

**ACTIONS:**

- Wardens to purchase tree protection materials.
- Assistant Clerk to set up account with Phillimore Nurseries and adjacent fencing supplier.

**MA107/19 Governance Matters:**

- a) To receive the weekly inspection reports and consider any necessary actions

The reports were received.

- b) To consider any updates on vandalism in the Parish

The updated list was considered.

- c) To consider implementing this year's programme of road inspections

Fault reporting criteria to be reviewed and considered at next full Council meeting with a view to arranging inspections at March Maintenance meeting.

**ACTION:** Assistant Clerk to review and update fault reporting criteria.

**MA108/19 Cemetery Matters:**

- a) To consider the installation of new memorial bases

Quote for supply of memorial bases was considered. Budget for supply and installation is sufficient.

It was:

RESOLVED to give prospective approval up to a total cost of £1,000 plus VAT to include purchase and delivery of 28 memorial bases from JKH Ltd (£477 plus VAT) and installation of bases.

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

**ACTION:** Clerk to discuss installation with HCGM

- b) To consider a quotation for the control of moss

It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance to clear moss from the pathways in both Orchard Road and New Road Cemeteries at a cost of £390 plus VAT per site.

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

- c) To consider an update on tree watering

Noted that All Saints Community Hall have given permission for the wardens to access the outside tap for the purpose of watering the new trees in the churchyard. It was agreed that the Wardens should use discretion with the frequency of watering depending on the weather.

- d) To consider a quote for works to a tree in Orchard Road Cemetery

Noted that work exceeds current budget for tree work. To be considered by full council bearing in mind nesting season.

It was:

RESOLVED to recommend to full Council that the work is carried out as per quote received from Shire Trees.

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

- e) To consider a quotation for the removal of soil

It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance in the sum of £490 plus VAT for removing the soil from the new soil store.

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

**ACTION:** Clerk to discuss with HCGM to request that quote includes emptying current soil store.

- f) To receive any other updates and consider actions

Artwork for interpretation board at New Road Cemetery was considered. Cllr Barnes was thanked for her work on the design.

It was:

RESOLVED to make application for grant funding for two interpretation boards (New Road Cemetery and Millennium Orchard)

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

It was reported that the wardens had arranged for repairs to the wooden gates at the entrance to Orchard Road Cemetery which had been damaged in the high winds.

**MA109/19 Village Maintenance Matters:**

- a) To consider a report on maintenance contract reviews  
Clerk reported back on a meeting with contractor.
- b) To consider a report on pest control  
Report from Pest Control Company was noted. No further work required.
- c) To consider quotations for streetlight energy  
To be discussed later.
- d) To consider quotations for a CCTV upgrade and maintenance contract  
Discussion with regard to recent difficulties in resolving technical issues with CCTV in the car park.  
**ACTION:** Assistant Clerk to monitor system regularly to ensure it is operating.
- e) To consider a quotation for repair to equipment in Clear Crescent playground  
It was:  
  
RESOLVED to accept the quote from Wicksteed for £586.84 plus VAT for repairs to the motorbike springer.  
  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- f) To consider quotations for repair to a fence adjacent to Melbourn Bowls club  
It was:  
  
RESOLVED to accept the quote from Herts & Cambs Ground Maintenance in the sum of £540 plus VAT to replace the damage fence and remove the elder tree at the Bowls Club.  
  
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.  
  
**ACTION:** Clerk to check with HCGM if root needs to be poisoned.
- g) To consider a quotation for works to a tree in Clear Crescent Playground  
Noted that work exceeds current budget for tree work. To be considered by full council bearing in mind nesting season.

**MA110/19 Allotment Matters:**

- a) To consider a report on the handling of asbestos fragments  
Asbestos bags and storage box now in situ.  
  
**ACTIONS:**
  - Barry Deville to construct wooden frame to house box.
  - Assistant Clerk to get quote from Unlimited Logos for 'Asbestos Only' sign.
- b) To consider a request from Littlehands Nursery to have an allotment plot  
Noted that no plots are currently available. Concern expressed with regard to safety. Possibility of accessing the community allotment under supervision.  
  
**ACTION:** Assistant Clerk to discuss with Littlehands.
- c) To receive a report from the Parish Clerk on insurance  
Query had been raised with regard to insurance at local events. Allotment insurance does not provide this cover.

**ACTION:** Barry Deville to update allotment holder.

- d) To receive any other updates and consider actions

Allotment Association AGM considered quote for rat clearance but decided the work was unnecessary. Plot holders may set traps provided they are covered but must not use poison.

**MA111/19 Pavilion Matters:**

- a) To consider an update on Pavilion Cleaning

Noted difficulty in cancelling cleaning if football matches are cancelled at the last minute.

- b) To receive any other updates and consider actions

Noted that the heating system appears to be working well.

Chair updated the meeting on plans to upgrade the pavilion, particularly noise reducing acoustic panels and kitchen upgrade. To be funded from s106 monies.

**ACTION:** Clerk to arrange for quotes for clock to be repaired.

**MA112/19 Littlehands Matters:** To receive any updates and consider actions

Meeting with Littlehands to be held in March. Discussion to be had with regard to replacement windows. Work to roof scheduled for early April.

*[10:25 Cllr Barnes left the meeting]*

**MA113/19 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet**

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 February 2020				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Stockbridge Meadows - boardwalk railings	June 2018 emails	Offer of help accepted from volunteers. Quotes for timber obtained - 14/11/18. Cllr Travis has discussed with M Brierley. M Brierley to arrange meeting with Johnson Matthey. RB contacted Wildlife Trust. Advice is railing required where there is a potential hazard. It was: RESOLVED to repair the boardwalk and install railings and to investigate grant funding opportunities to fund this. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour. ACTION: Parish Office to obtain several quotes for different boardwalk designs and railings for future consideration. No update available. Awaiting response from boardwalk supplier. Clerk and Cllr Wilson to discuss further. <b>Discussed under MA106/19B)</b>	SC
2	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. Action: Assistant to Clerk to arrange for utility company to remove box once cabling sorted. In progress - discussed at MA102/18. CL to arrange for UK Power Networks to remove cable. Box to be demolished. UKPN carried out survey. Quote circulated for consideration. Discussed at MA032/19a) RESOLVED to accept UK Power Networks quote for £492 + VAT (£590.40). Discussed at MA048/19. Work complete and refund for approx £185 received. Work completed. Wardens to demolish electricity box. Wardens noted difficulty with disposing of rubble - local tips only accept rubble from domestic sites. <b>JT discussed with AJ Grab Hire. They have offered to clear</b>	CL

			<b>rubble. They will advise were rubble should be left for collection.</b>	
3	Overgrown trees opposite entrance to science park	JT	CL inspected. Trees are outside garden fencing - appear to be responsibility of PC <b>ACTION:</b> Trees to be included in inspection to be arrange by Clerk. Tree report received - not priority. Tree near bus stop needs to be felled. <b>Ash free felled. Rest of trees need ivy removing in new fin year.</b>	SC
4	Benches on Cambridge Road (x 3)	MS	Require cleaning and maintenance - DB has inspected. Bus stop bench has been cleaned. Noted that wooden benches difficult to keep clean - plastic would be easier to maintain. Benches have been cleaned by hand. Need pressure washing. Consider replacing with plastic. <b>Noted bench opposite Sheephead Row requires repair.</b>	KR / DB
5	Ash Grove / Orchard Road	TS	Wooden post on gate at bottom of Ash Grove cut through is rotten and requires replacement. <b>ACTION: Wardens to repair</b>	Wardens
6	Field adjacent to Elbourn orchard off London Way / Grinnell Hill	Resident	Field has been cleared and appears to have been prepared with hardstanding -Clerk has discussed with owner of the land. <b>Land owner has indicated he wishes to build stables. No planning application received yet. To be monitored by Planning Committee.</b>	SC
7	Clear Crescent Play area	DB	Faulty equipment (zip wire and slide) and damage to spring train. Wicksteed have inspected - awaiting report for zip wire and slide. Spring train quote provided. <b>Slide repaired. Zip wire repairs to be carried out in 4-6 weeks</b>	DB
8	Royston Road - hedge opposite entrance to Back Lane	Resident	Email received advising that hedge will present obstruction once it is in leaf. Response that we will follow up with landowner if this becomes an issue <b>ACTION: Assistant to Clerk to write to property owners to cut back before nesting season.</b>	CL
9	Two trees on green lane between Armingford and Hale Close	Resident	Reported to County Farms - <b>Two trees felled. ACTION: Assistant Clerk to check if street light is repaired. Concern was noted over other trees along the green lane. ACTION: Clerk to write to County Farms to request they inspect</b>	CL
10	Fallen tree - Burltons Farm across the river to field behind MVC	Irene Bloomfield	Responsibility of Burltons Farm. <b>Wardens inspected - tree is partially in the water.</b>	SC
11	Dog poo - Orchard Gate / Orchard Road	Resident	Reported to Tim - away on holiday at the moment	CL
12	Lights on footpath to pavilion	JT/LT	Lights not working after dark. DB has inspected and timers all appear to be correct. Sensor tested and working. <b>Wardens inspected again - lights appear to be working</b>	DB/KR

**MA114/19 New Maintenance Issues: To consider Maintenance issues arising since last meeting**

Clerk noted that due to proactive tree inspections, recent poor weather had not resulted in extensive damage to trees in the village.

Noted that the zip wire in The Moor play area require attention. **ACTION:** Wardens to inspect.

**MA115/19 To note date of next meeting: 19 March 2020**

**The meeting closed at 10:40**

Signed: ..... Dated ...../...../.....

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

**A meeting of this Committee was held on Thursday, 23 January 2020 at  
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

**Present:** Cllrs Travis (Chair), Cllr Clark, Cllr Barnes, B Deville, M Sherwen, T Stebbings, L Brierley, M Brierley

**In attendance:** S Crocker, Parish Clerk, C Littlewood, Assistant Clerk, D Bartle

**Absent:** Cllr Wilson

**MA085/19 To receive and approve apologies for absence**

Apologies received from R Gatward and K Rudge.

**MA086/19 To receive any Declarations of Interest and Dispensations**

None received

**MA087/19 To approve the minutes of the Maintenance Committee Meeting held on 21 November 2019**

It was:

RESOLVED to accept the minutes as written.

Proposed by Cllr Clark, seconded by Cllr Barnes - All in favour.

**MA088/19 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)**

**MA089/19 Finance Matters:**

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

It was Noted that spending was under budget and in-line with expectations.

**MA090/19 Conservation Matters:**

- a) To consider the latest hydrology report

The report was discussed. **ACTION:** Cllr Travis to try to arrange a meeting between representatives of the RMRG and the owner of the Bury

- b) To receive any other updates and consider actions

Report on free trees from the Woodland Trust was considered. Application to be made by March 2020 (delivery in November 2020). We can apply for up to 405 trees/hedges – need to recruit volunteers to help with planting. Also need to identify safe storage for plants on delivery. **ACTIONS:** Committee members invited to make suggestions of what packs to apply for.

Noted that an Environmental Protection Policy was adopted at the Parish Council meeting on 13 January. **ACTION:** Clerk to circulate policy at February Maintenance Committee meeting.

**MA091/19 Governance Matters:**

- a) To receive the weekly inspection reports and consider any necessary actions

The inspection reports were received.

- b) To consider any updates on vandalism in the Parish

The updated spreadsheet was considered.

**MA092/19 Cemetery Matters:**

Signed: ..... Dated ...../...../.....

- a) To consider a report on parking at New Road Cemetery  
The report was considered. No recent reports of parking received - to be monitored.
- b) To consider a quotation for remedial works to a tree at Orchard Rd Cemetery  
It was:  
  
RESOLVED to accept the quotation number 1362 from Shire Trees Limited in the sum of £510 for works to the tree in Orchard Road Cemetery.  
  
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- c) To consider the location within New Rd Cemetery for the memorial stone at 83 High St  
Area for re-location of memorial stone has been identified. **ACTION:** Clerk to liaise with Cllr Wilson to arrange for the stone to be moved.
- d) To receive any other updates and consider actions  
It was reported that a number of graves in New Road cemetery have sunk leaving the ground uneven. **ACTION:** Wardens to inspect and top up to level the ground.  
  
Noted that there had been 3 interments so far in January. **ACTION:** Parish Office to monitor availability of plots and memorial bases.  
  
Soil store. **ACTION:** Parish Office to arrange for HCGM to clear new soil store and revert to old soil store.

#### **MA093/19 Village Maintenance Matters:**

- a) To consider a report on maintenance contract reviews  
Meeting on 22 January to review all 4 maintenance contracts.  
  
**ACTIONS:**
- Clerk to arrange meeting with contractor in early February to discuss invoicing.
  - Monthly meetings to be arranged with contractor to discuss maintenance requirements.
  - Assistant Clerk to circulate notes from meeting on 22 January to Maintenance Committee.
- b) To consider the purchase of a battery-operated angle grinder  
It was:  
  
RESOLVED to purchase a battery operated angle grinder up to a cost not exceeding £100.  
  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- c) To consider a report on car park drains  
Noted that large quantity of debris had been cleared from the drain in the car park. The drains are the responsibility of the Parish Council. **ACTION:** Assistant Clerk to obtain a quote from Dynorod for drain clearance for autumn/winter 2020.
- d) To consider a report on CCTV at the Village Car Park  
Noted that the Parish Office had received a number of requests for footage from the CCTV in the car park. System not working – Britannia called out to re-set. Quote for new DVR received.

#### **ACTIONS:**



- Assistant Clerk to obtain further quote for new DVR and support contract.
- Respond to request from resident with regard to CCTV on workshop.

- e) To consider a quotation for remedial works to a tree at 83 High St

It was:

RESOLVED to accept quote number 1289 from Shire Trees Limited to reduce the cherry tree at 83 High Street in the sum of £354.

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

- f) To consider the purchase of rubble bags

**ACTION:** Cllr Travis to contact AJ Grab Hire. If they are unable to assist in disposing of the rubble, then Assistant Clerk to purchase a rubble bag.

It was:

RESOLVED that if AJ Grab Hire are unable to assist as noted above, delivery of a rubble bag should be arranged.

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

- g) To consider an update on Clear Crescent Playground

Noted that Wicksteed had attended at Clear Crescent. The zip wire is under warranty. Wicksteed have indicated that repairs to the zip wire will be carried out without cost. Noted that zip wire seat has been removed to prevent the equipment being used. Wicksteed have provided a quote for repairs to spring motorbike and removal of posts. To be considered further. Skate park options to be discussed further.

#### **MA094/19 Allotment Matters:**

- a) To consider a quotation for the control of rats

The quote was considered. No further complaints received since before Christmas. **ACTION:** B Deville to raise matter at Allotment Association AGM.

- b) To receive any other updates and consider actions

Noted that approval for purchase of an asbestos bin had been given by full council.

#### **ACTIONS:**

- Assistant Clerk to purchase a bin to be located at the end of the allotment drive.
- B Deville to advise allotment holders and request that only small quantities of asbestos-type material should be deposited.

#### **MA095/19 Stockbridge Meadows Matters:** To receive any other updates and consider actions

Noted that River Mel is flowing again. Rabbits very active in the area – particularly wild flower meadow. Litter continues to be an issue. Awaiting update from Wardens on replacement trees for orchard. Further small mammal survey to be carried out. Discussed possibility of involving schools and members of public.

#### **ACTIONS:**

- Clerk to liaise with Cllr Wilson to discuss design of boardwalk and cost out replacement.
- Clerk to seek grant funding for boardwalk replacement to supplement s106 money already allocated.
- Clerk to provide details of small mammal survey to L and M Brierley.

**MA096/19 Pavilion Matters:**

- a) To consider a pest control update  
Report considered. Noted further mole activity on the New Rec.  
**ACTION:** Assistant Clerk to check cost of a further visit by The Pest Company.
- b) To consider an update on the use of S106 monies  
Item to be deferred.
- c) To consider an update on Pavilion Cleaning  
Report considered. **ACTION:** Assistant Clerk to investigate options.
- d) To receive any other updates and consider actions  
Noted that heating was not working. **ACTION:** Assistant Clerk to call Shelford Heating out to investigate.

**MA097/19 Littlehands Matters:** To receive any updates and consider actions

- a) To consider a quotation for anti-vandalism measures  
It was:  
RESOLVED to accept General Maintenance Barley's quote number QT1159 in the sum of £644.96 for works to roof.  
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.  
Mosquito Alarm to be discussed by full Council. **ACTION:** Cllr Clark to meet with tenant on 24 February to discuss replacement windows.

**MA098/19 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet**

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Stockbridge Meadows - boardwalk railings	June 2018 emails	Offer of help accepted from volunteers. Quotes for timber obtained - 14/11/18. Cllr Travis has discussed with M Brierley. M Brierley to arrange meeting with Johnson Matthey. RB contacted Wildlife Trust. Advice is railing required where there is a potential hazard. It was: RESOLVED to repair the boardwalk and install railings and to investigate grant funding opportunities to fund this. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour. <b>ACTION:</b> Parish Office to obtain several quotes for different boardwalk designs and railings for future consideration. No update available. Awaiting response from boardwalk supplier. Clerk and Cllr Wilson to discuss further. <b>Discussed under MA095/19</b>	SC
2	Tidying New rd cemetery soil store	DB	Quote received 29 Jan 2019 with update for grass seeding. Discussed - <b>ACTION:</b> Parish Office to obtain additional quote. <b>Discussed at MA092/19d)</b>	SC

3	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. Action: Assistant to Clerk to arrange for utility company to remove box once cabling sorted. In progress - discussed at MA102/18. CL to arrange for UK Power Networks to remove cable. Box to be demolished. UKPN carried out survey. Quote circulated for consideration. Discussed at MA032/19a) RESOLVED to accept UK Power Networks quote for £492 + VAT (£590.40). Discussed at MA048/19. Work complete and refund for approx £185 received. Work completed. Wardens to demolish electricity box. Wardens noted difficulty with disposing of rubble - local tips only accept rubble from domestic sites. ACTION: Assistant Clerk to obtain quotes for mini skip to dispose of rubble. Cost within Clerk's discretion. <b>Discussed at MA093/19f)</b>	CL
4	Medcalfe Way / Palmers Way	RW	RW suggested a bin be installed by the bench on the corner of Medcalfe and Palmers Way. Response from SCDC. They will consider installation a bin but concern raised over previous incidents of vandalism. Resident has reported again 12/6/19. Resident has suggested removing bench rather than installing bin. Still awaiting decision by SCDC. ONGOING - no decision yet on installation of bin. ACTION: CL to chase SCDC. No response received yet. <b>Assistant Clerk to chase again.</b>	CL
5	Overgrown trees opposite entrance to science park	JT	CL inspected. Trees are outside garden fencing - appear to be responsibility of PC ACTION: Trees to be included in inspection to be arrange by Clerk. Tree report received - not priority. Tree near bus stop needs to be felled. ACTION: Clerk to obtain quote for felling. <b>Ash tree felled.</b>	SC
6	Overhanging trees on High Street	JH	CL to write to residents on the High Street where trees/bushes are overhanging/obstructing the footpath. Properties to be identified and letters sent. Letters sent 11/9/19. <b>Remove from list</b>	CL
7	Beechwood Avenue	Resident	Complaint of construction traffic using Beechwood as a cut-through. Advised resident to contact CCC Highways. Also copied SvdV on emails - she is in contact with resident. A number of reports of heavy construction vehicles, including crane for Hopkins developed, witnessed accessing Beechwood Avenue / Back Lane. ACTION: Email to be sent to County Cllr van de Ven, Robert Eburn at Hopkins, Director of Planning at McGoff, Aaron Sands at SCDC Planning and District Cllr Hales setting out concerns. <b>Susan van deVen taking the lead. Take off list</b>	CL
8	littlehands - refurb of 2 x double doors	RW	CL has requested quotes from Barley Maintenance and Handylamb - quotes in. Discussed at MA064/19a) Discussed at MA081/19b). Barley Maintenance to carry out works early April. <b>Take off list</b>	CL
9	35 High Street	SC	Willow tree requires cutting back - too low over footpath. Letter sent - tree has been cut back. Request made to resident to cut back bushes along the side of property. Already discussed. Tree and bushes have been cut back - continue to monitor. <b>Take off list</b>	CL
10	Benches on Cambridge Road (x 3)	MS	Require cleaning and maintenance - DB has inspected. Bus stop bench has been cleaned. Noted bench opposite Sheepshead Row requires repair. Noted that wooden benches difficult to keep clean - plastic would be easier to maintain. <b>Benches have been cleaned by hand. Need pressure washing. Consider replacing with plastic.</b>	KR / DB

11	Opposite 2&3 Hale Close	MS	Overhanging Leylandii branches - need to check house number. CL to write requesting trees cut back. ACTION: Assistant to Clerk to write to resident to cut back trees. Letter sent ACTION: Wardens to re-inspect. <b>Trees cut back - take off list</b>	KR / DB
12	New Road Cemetery	MS	Pathway need cutting back, branch removed and hedges along rear footpath require cutting. Hedge adjacent to new development cut back but not along the top. ACTION: - Parish office to speak to contractor to cut hedge and tidy up hedge along back of cemetery - this to be done separately to any works relating to new soil store. ACTION: Assistant clerk to check if clearing edges of paths is within contract. ACTION: M Sherwen to inspect area and report back. <b>a) Hedge to be discussed as part of maintenance contracts review. b) Footpaths to be monitored and also part of contract review. c) JM Sherwen has inspected. Take off list.</b>	SC
13	Fence to the rear of Bowls Club storage shed	Bowls Club	Clerk discussed with Bowls Club - celebrating centenary in 2022. Damaged fence to be repaired. ACTION: Parish office to obtain quotes from HCGM and Cambridge Fencing for repair. - Is this still necessary - some repairs have been carried out. <b>Take off list</b>	CL
14	Bramble overhanging footpath nr Clear Crescent park	KR	Needs cutting back - too big for wardens - poss SCDC. Work scheduled for w/c 2 December - SCDC to carry out. Worked completed. <b>Take off list.</b>	CL
15	Drain in car park (rear nr school entrance) blocked	SK	Asked KR to take a look. ACTION: Wardens to clear drain - Done. <b>Discussed at MA093/19d) - take off list</b>	KR
16	Overnight parking in New Road Cemetery	KR	Sign put up at entrance warning gates may be locked. POST MEETING NOTE: Assistant Clerk to write to residents of access road requesting that they do not block entrance to cemetery. <b>Discussed at MA092/19a) - take off list</b>	CL
17	Road sign unstable - Cambridge Road opposite Russet Way	JT	Reported to CCC.	CL
18	Tree in OR Cemetery overhanging and dropping debris	Resident	For discussion on Agenda Discussed at MA076/19b) <b>Discussed at MA092/19b) - take off list</b>	CL
19	Ash Grove / Orchard Road	TS	Wooden post on gate at bottom of Ash Grove cut through is rotten and requires replacement. <b>ACTION: Wardens to see if it is repairable</b>	Wardens
20	Fallen leaves along High Street (bottom of Water Lane) slippery and causing a hazard	RG	Leaves need to be cleared <b>Done - take off list</b>	Wardens
21	Allotments	Resident	Rats on the allotments - CL arranging for Pest Company to inspect and quote for pest control. Inspected - quote received £600. See report. <b>Discussed at MA094/19a)</b>	Wardens / Barry
22	Field adjacent to Elbourn orchard off London Way / Grinnell Hill	Resident	Field has been cleared and appears to have been prepared with hardstanding - <b>Clerk has discussed with owner of the land</b>	SC
23	Fly tipping - A10 footpath to the Bury	MS	Reported to SCDC - reported again 8/1/20	CL
24	Worcester Way	SC	Street light #SC33 on permanently - reported to SCDC	
25	CCTV in car park	CL	Date and time have re-set. Engineer has inspected and will attend again on 20/1/20. Resident in adjacent property has complained about litter/noise from car park <b>Discussed at MA093/19e)</b>	SC
26	Palmers Way	CL	Street light SC21 on permanently - reported (Liam Flatters)	SC

27	Clear Crescent Play area	DB	Faulty equipment (zip wire and slide) and damage to spring train. Wicksteed have inspected - awaiting report for zip wire and slide. Spring train quote provided. <b>Discussed at MA093/19g)</b>	DB
28	New Rec - bin on riverbank	GC	Hawthorne bush overgrown and obstructing bin. SCDC contractors have requested that we cut the bush back.	DB

**MA099/19 New Maintenance Issues: To consider Maintenance issues arising since last meeting**

- Noted that the hedge along Royston Road (near the 30mph sign) was damaged by a car. **ACTION:** Clerk to determine who is responsible for replacing the hedge.
- Field off Grinnell Hill – no planning application received yet.
- Noted that external lights on Old Telephone Exchange on the A10 were distracting for motorists. This is a matter for the Highways Authority.

**MA100/19 To note date of next meeting:** 20 February 2020

The meeting closed at 10:50.

**Melbourn Parish Council**  
**Maintenance Expenditure Tracking 2019/20**  
(Based on Paid Invoices)

EDGE Code		Budget 2019/20	Actual to date (31/01/20)	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	
	<u>Conservation:</u>				
1000	Allotments - plot clearance/maintenance	500	-	500	May be some pest control costs
1000	Allotments - unplanned e.g. asbestos removal	240	2,110	(1,870)	Asbestos removal - unbudgeted. Hazardous waste bin/bags to be purchased (£32 - Feb).
1100	Conservation - tree work,hedge cutting, tree inspections, Christmas tree, plants for tubs	5,000	3,039	1,961	Tree survey £534 + £1,300 pollarding willows + £700 other tree work + £255 fee to diocese re work in church yard + £240 christmas Tree (£120 recharged to Hub). <b>Note £2,500 to come for trees in churchyard plus £295 re tree at 83 High St.</b>
1100	Conservation - unplanned	500	-	500	
1150	Stockbridge Meadows - boardwalk repair/replacement	1,500	-	1,500	Not needed - now to be funded from S106 monies
1150	Stockbridge Meadows - unplanned	500	80	420	Path cutting x 2. <b>Tree purchases planned</b>
		8,240	5,229	3,011	
	<u>Cemeteries</u>				
2000	Cemeteries - maintenance, tree work, soil store	1,535	40	1,495	Tree work and soil store unlikely to exceed £1,000 this year. <b>Note £425 to come re tree work Orchard Rd</b>
2000	Cemeteries - headstone bases	2,600	-	2,600	Burial numbers picking up but unlikely to be needed until next financial year
		4,135	40	4,095	
	<u>Play Areas and Recreation Grounds</u>				
3000	Playground - wild play area Armingford Crescent	1,000		1,000	Not needed - grant funding may be available
3000	Playground - auto closing gate at The Moor	1,650		1,650	No longer needed
3000	Playground - play area maintenance, equipment repair/renewals	1,500	648	852	Repairs to cradle swing plus new sign for Clear Crescent.
3200	Recreation Ground - pest treatment	200	150	50	Rabbit and mole treatment - max £400 ( <b>note £250 invoiced Feb</b> )
3200	Recreation Ground - unplanned	570		570	
3400	Pavilion - maintenance (sanitary disposal, septic tank)	500	242	258	Sanitary disposal £242
3400	Pavilion - maintenance (PAT testing, boiler service, fire alarm service)	370	80	290	£80 security alarms service. £112 to come re boiler call out and service
3400	Pavilion - unplanned	300	1,109	(809)	£848 heating repairs, £136 boot brushes + £125 steam cleaner. <b>£213 to come for legionella testing</b>
		6,090	2,228	3,862	
	<u>Finance &amp; General Purpose</u>				
4300/2	Wardens' materials	500	152	348	
4300/3	Wardens' equipment	500	135	365	<b>Angle Grinder to be purchased £100</b>
4300/4	Parish Van expenses	1,400	1,084	316	
4900	Parish Clock	200	187	13	
7100	Car park - path to RHS of bus shelter including planting	1,010	-	1,010	Not needed - done 2018/19
7100	Car park - PAT testing	200	-	200	Unlikley to cost more than £100
7100	Car park - unplanned	200	-	200	Possible drain clearance costs to come
		4,010	1,558	2,452	
	<u>Highways</u>				
8100	Street lighting maintenance contract	500	-	500	Not needed but <b>£200 to be spent on brown Stockbridge Meadows highways signs</b>
	Streetlight lantern LED upgrade - 12 per year @ £240	2,900	-	2,900	Not needed - SCDC will carry out upgrades (reserve contribution)
		3,400	-	3,400	
	<u>Rental Property</u>				
9000	Rental Property - Littlehands annual drain cleaning	300	450	(150)	
9000	Rental Property - Littlehands move electricity cabinet/repair outside lights	685	515	170	
9000	Rental Property - Littlehands electrical works	5,000	4,391	609	£405 charge from e.on/UK power networks re store disconnection
9000	Rental Property - unplanned	190	637	(447)	Drain blockage/padlock & keys for gate/£375 drainage patch
		6,175	5,993	182	Also anti-vandalism expenditure
	<b>Total Maintenance (excluding grounds maintenance contracts)</b>	<b>32,050</b>	<b>15,048</b>	<b>17,002</b>	

	<b><u>Grounds Maintenance Contracts</u></b>				
1200	Grass cutting contract - verges/Hub etc	6,420	7,805	(1,385)	£2,720 MD Landscapes. H&CGM £790 initial cut then £622.50 p/m** Also £560 extra cuts
1300	Public Open Space - maintenance (£460 per month +£1,500 for extra works)	7,000	5,720	1,280	£600 for extra cuts. Of the £1,500 for extra works £520 spent to date plus £600 for extra cuts
2100	Cemeteries (£405.83 x 12)	4,870	4,418	452	2 x extra cuts done (£360)
3200	Recreation Grounds (currently £755 per month but may change)	9,360	7,940	1,420	3 x extra cuts done (£390)
		27,650	25,883	1,767	
	<b><u>Community Benefit</u></b>				
9600	Community Benefit Donations - Cemetery Tree Planting (New Rd)	1,000		1,000	These items are ring-fenced within Community Benefit monies -
9600	Community Benefit Donations - Pavilion pool table (still needed?)	230		230	may not still be needed?
		1,230	-	1,230	

potential cost savings

\*\* Total verges contract expected to be £9,673 (MD Landscapes £2,720; H&CGM £6,393 plus £560 extra cuts). This is £3,253 over budget. The other grounds maintenance contracts will also exceed budget due to the extra cuts carried out. It is also anticipated that the PC may be asked to approve further additional cuts before the year end.

At the ten month stage maintenance spend, in total, looks reasonable and is expected to stay within budget overall.  
Items highlighted in yellow are where potential cost savings could be made (c£11,000) and there are also several other areas where provision has been made for expenditure that may not be needed. Additionally there should be savings on staff and contract worker costs in the region of £4,500. However, there are large budget overspends on the allotment asbestos removal, tree works, the verges grass cutting contract and the Pavilion heating repairs. In addition it is expected that further grass cutting may be agreed due to the mild weather and there might be an overspend on Littlehands. These overspends should be much lower than the potential savings and it should be possible to move funds from one budget heading to another (subject to Parish Council approval)

# Monthly water situation report

## East Anglia

### Summary – January 2020

East Anglia received a normal amount of rainfall in the month of January with an average total rainfall of 50mm (99% of the Long Term Average (LTA)). The groundwater level continues to recharge with a decreased soil moisture deficit (SMD) in the area. The river flows in all the indicator sites are classified as normal or higher category. Some of the groundwater support schemes have been able to reduce operation and reservoir storage level has decreased at majority of the sites.

### Rainfall

East Anglia received a total averaged rainfall of 50 mm in the month of January resulting in 99% of the Long Term Average (LTA). The rainfall totals throughout the catchments were normal (relative to the monthly LTA); with the lowest rainfall amount in South Essex recording a total rainfall of 34 mm (74% of LTA).

### Soil Moisture Deficit/Recharge

Soil Moisture Deficit (SMD) across East Anglia has slightly decreased and remains below normal in January. The SMD were consistent across East Anglia with an average SMD of 2 mm.

### River Flows

The river flows has decreased in 13 out of 20 indicator sites with all the site reporting normal category or higher for the time of the year. An above normal or higher flow was reported at 35% of the indicator sites. Notably high flows were reported in the Eastern chalk of the river Gipping with 201% LTA and in the Northern chalk of the river Heacham with 167% of LTA.

### Groundwater Levels

Groundwater levels have increased at most of the indicator sites in January with 82% of the indicator sites classified as normal or higher category. Therfield Rectory in the Northern Herts chalk and Redlands Hall in the Cam chalk have shown below normal groundwater levels.

### Reservoir Storage/Water Resource Zone Stocks

The reservoir storage levels have increased in 2 out of the 5 indicator sites with 80% of the Indicator sites having normal storage level. Level at Alton is notably high for this time of the year.

### Environmental Impact

The Rhee groundwater support scheme had 2 out of 8 pumps operating and the Lodes-Granta groundwater support scheme has 4 out of 6 pumps operating. The support schemes at the Hiz have now been turned off as flows have recovered. There are no pumps operating on Thet and Little Ouse.



## Forward Look

### Probabilistic ensemble projections for river flows at key sites

**March 2020:** There is a reduced probability of exceptionally low flow across all the key sites with an increased probability of normal or higher flows in most of the key sites this March.

**June 2020:** There is a reduced probability of exceptionally low flows across the area with an increased probability of normal flow at Kym.

### Probabilistic ensemble projections for groundwater levels in key aquifers

**March 2020:** There is an increased probability of the groundwater levels being normal or higher at all the sites with a high probability of above normal or higher groundwater level at Bury St. Edmunds.

**September 2020:** There is a reduced probability of notably low or lower groundwater levels with an increased probability of normal or higher levels at all the key aquifers in September.

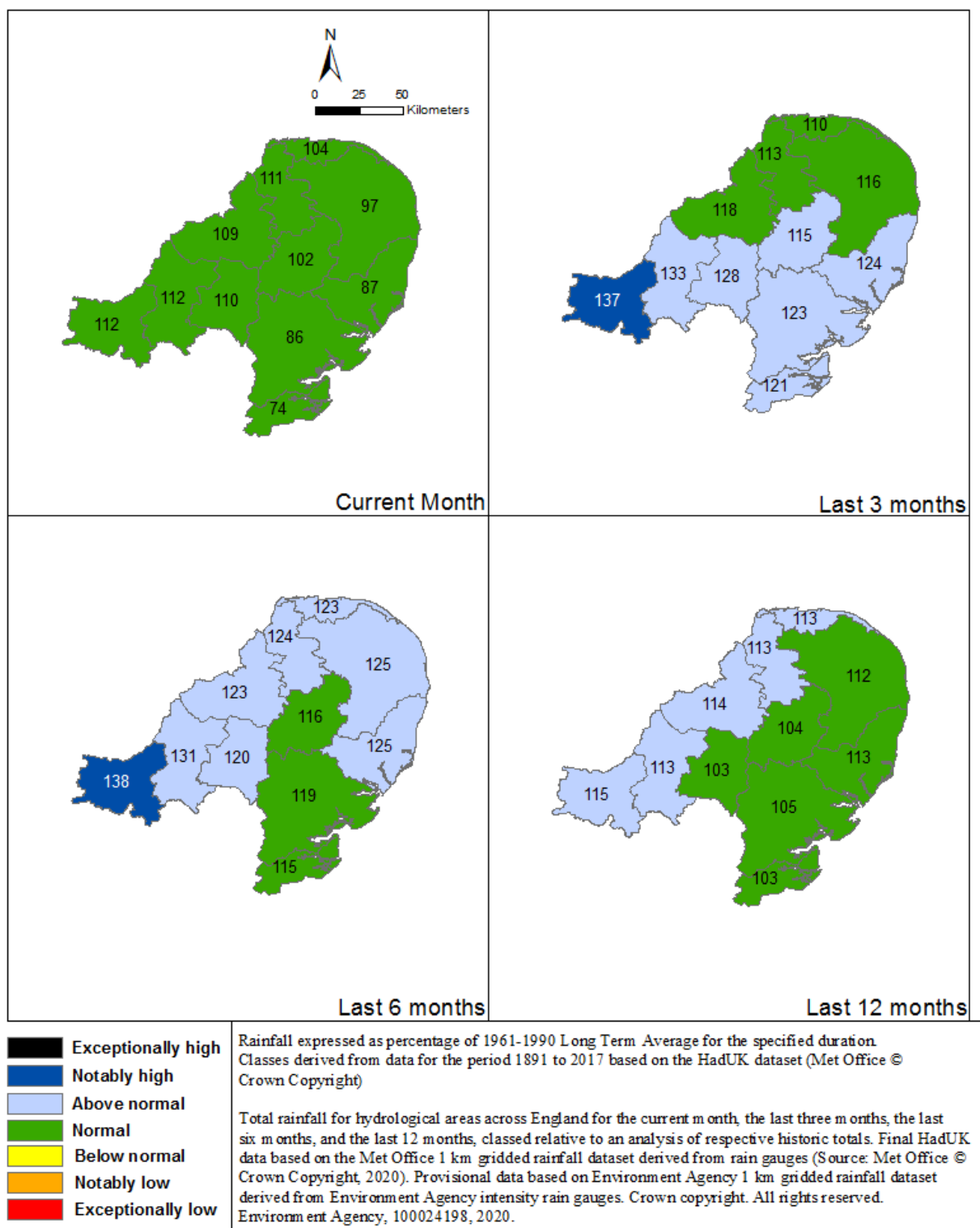
Author:

[Hydrology & Operations](#)

Contact details: 03708506506

# Rainfall

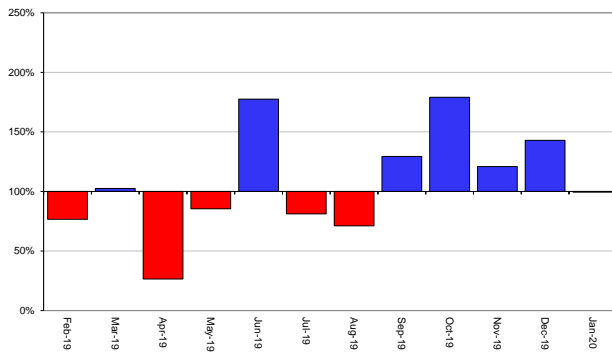
January 2020



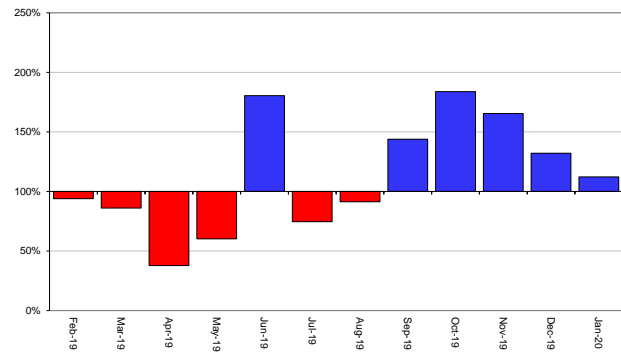
**Above average rainfall**

**Below average rainfall**

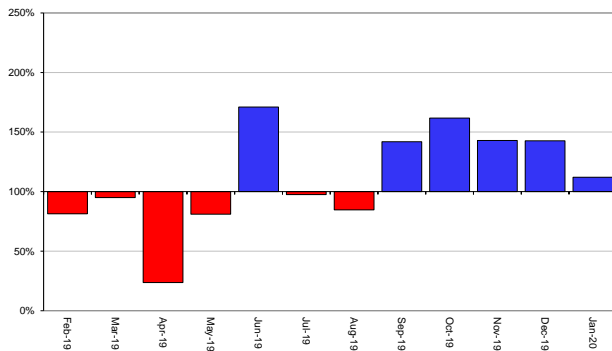
1-Month Period for East Anglia



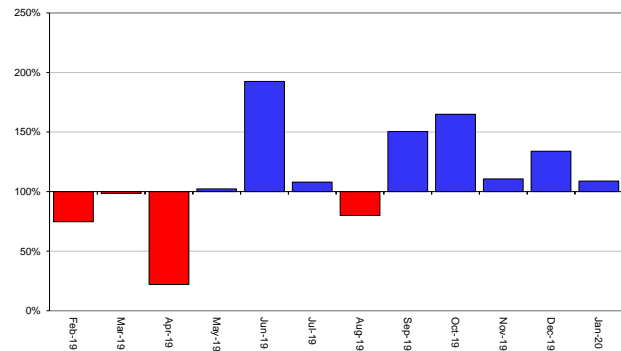
1-Month Period for Upper Bedford Ouse



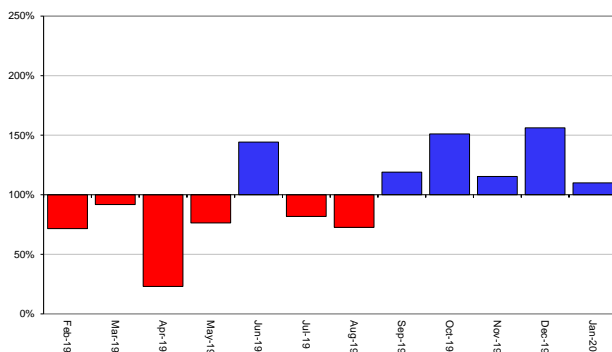
1-Month Period for Lower Bedford Ouse



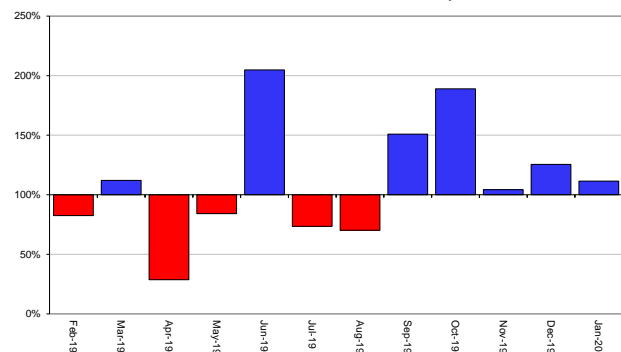
1-Month Period for Central Area Fenland



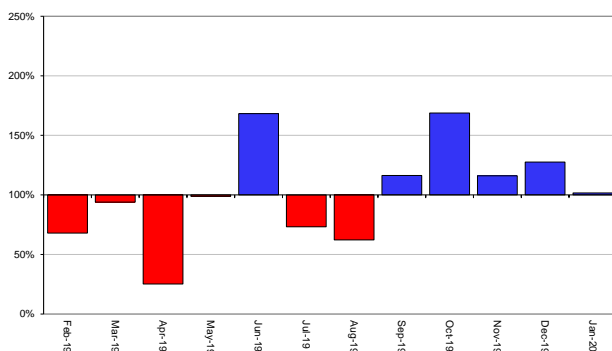
1-Month Period for Cam



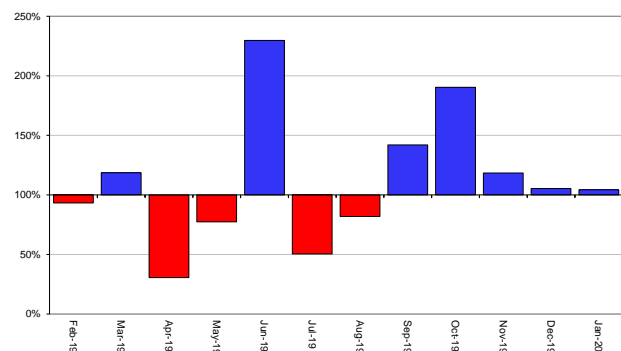
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark



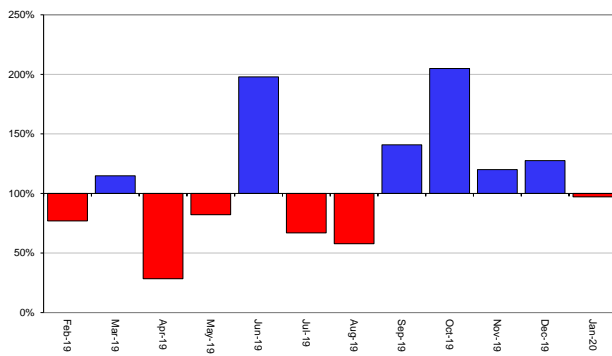
1-Month Period for North Norfolk



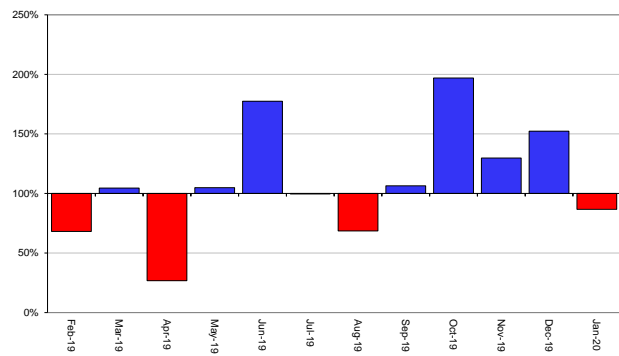
**Above average rainfall**

**Below average rainfall**

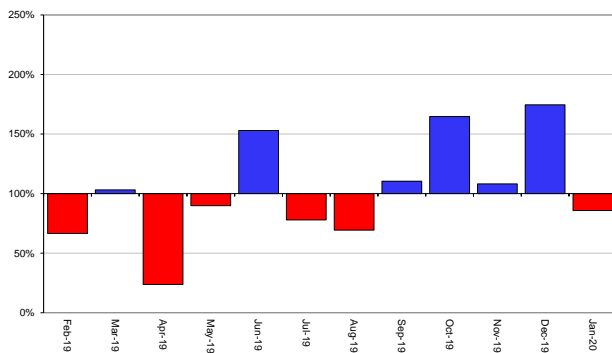
1-Month Period for Broadland Rivers



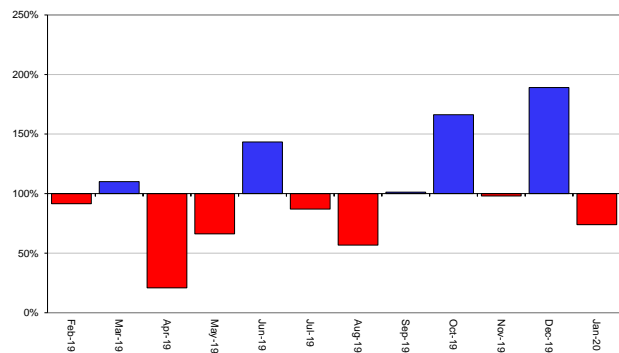
1-Month Period for East Suffolk



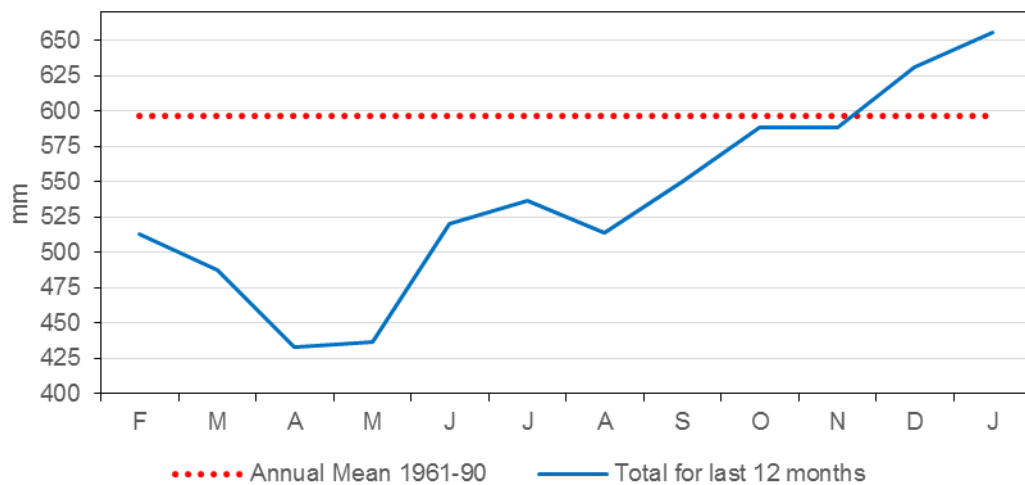
1-Month Period for North Essex



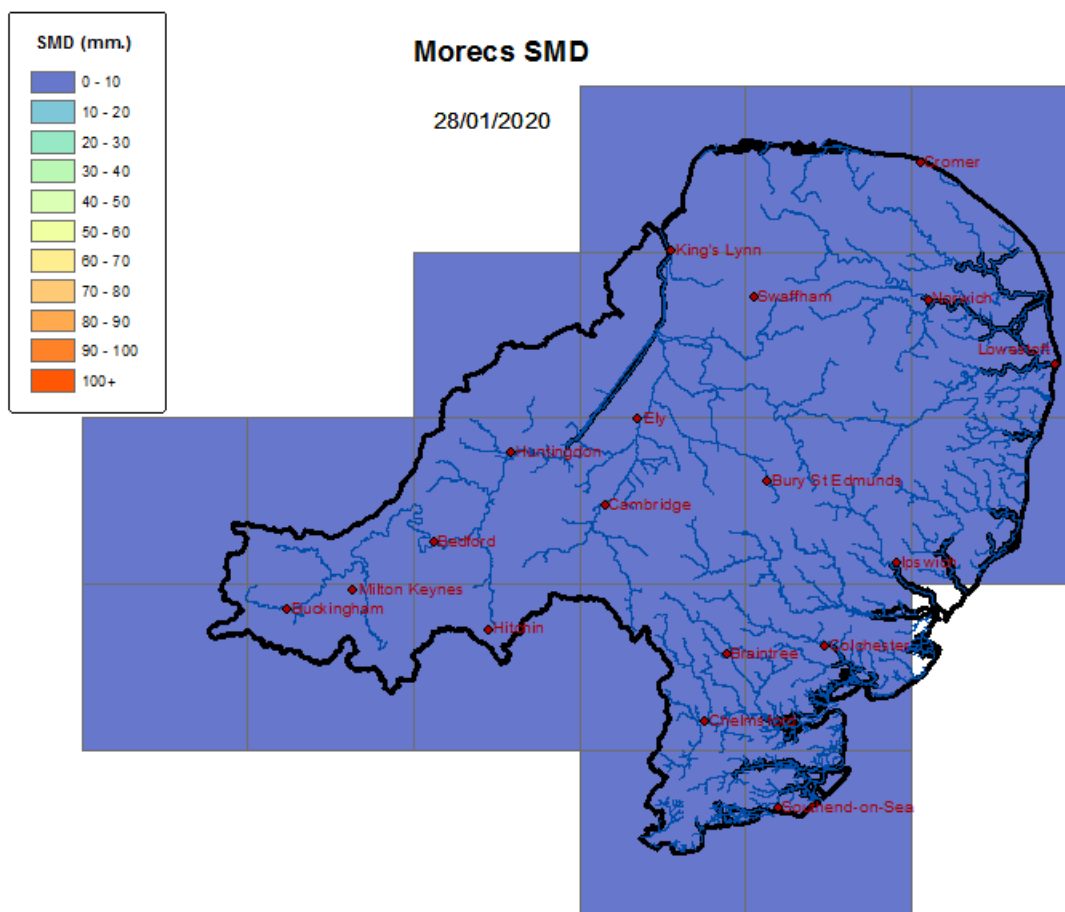
1-Month Period for South Essex



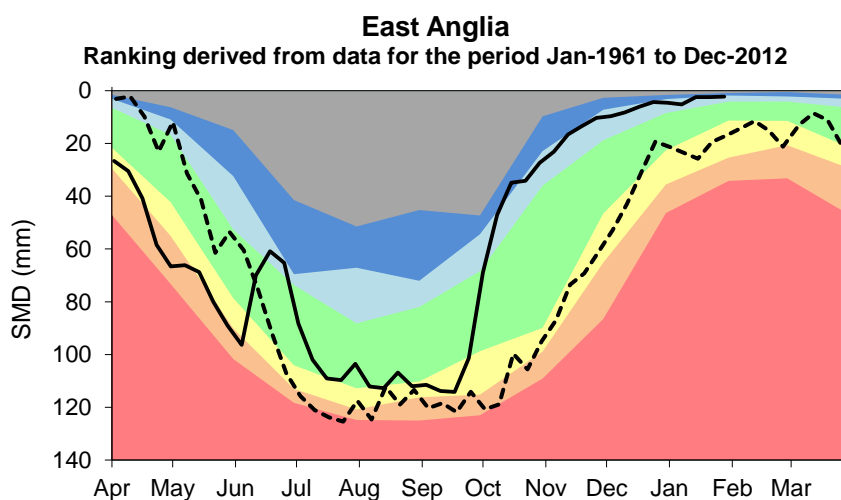
### Monthly Rainfall Surplus/Deficit



# Soil Moisture Deficit

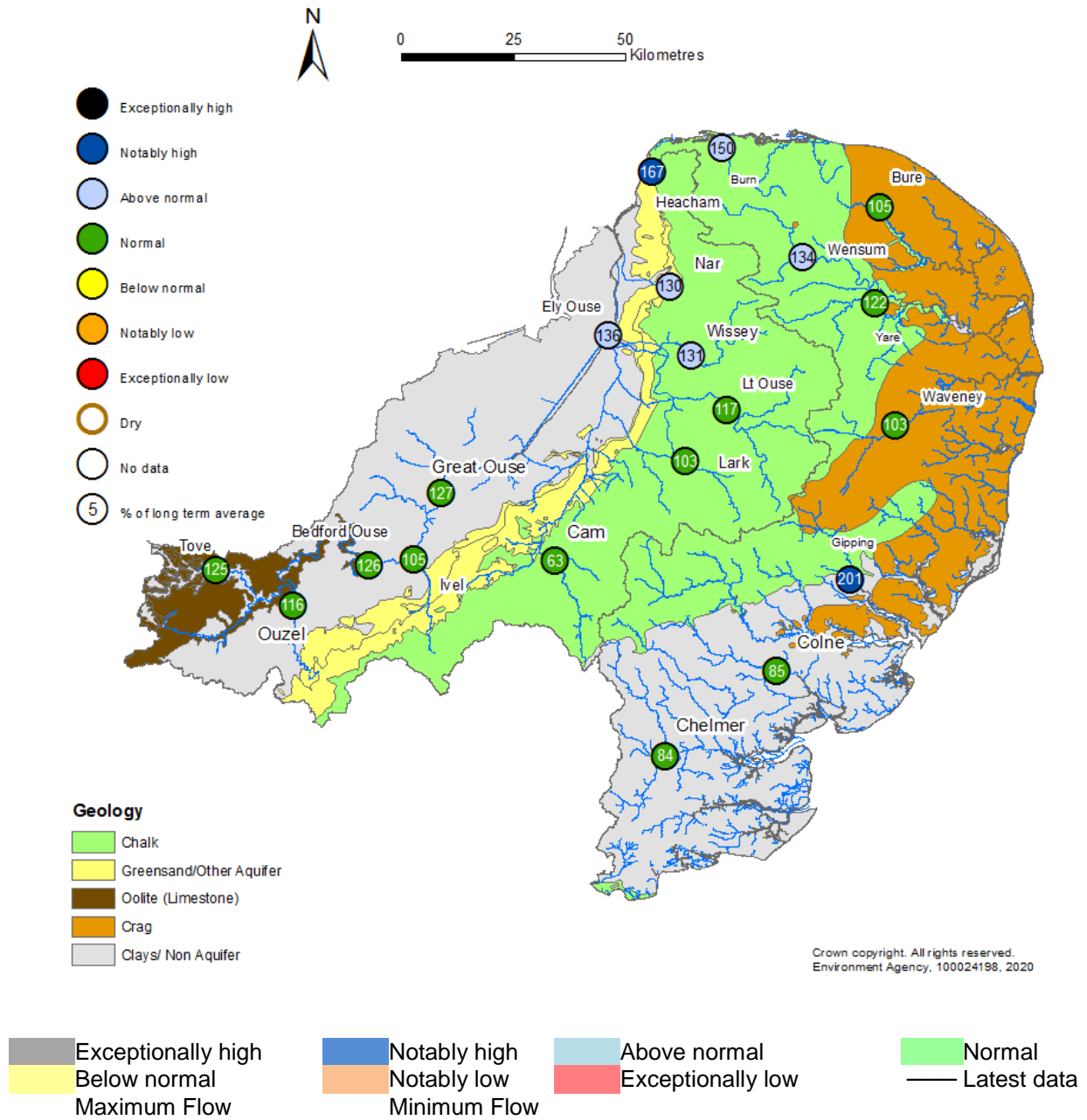


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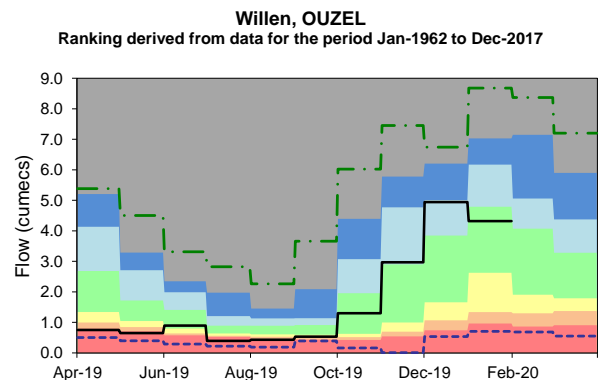
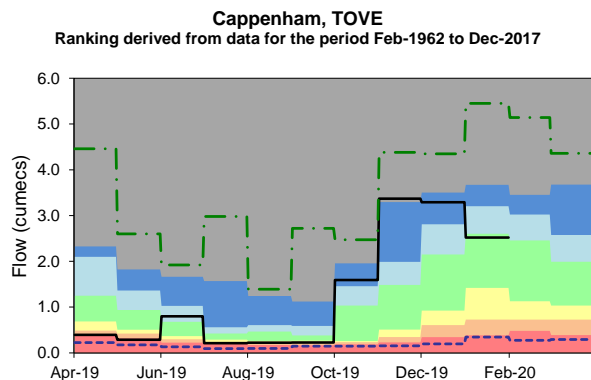


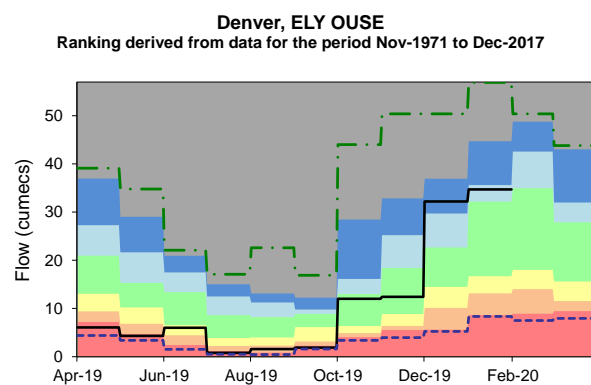
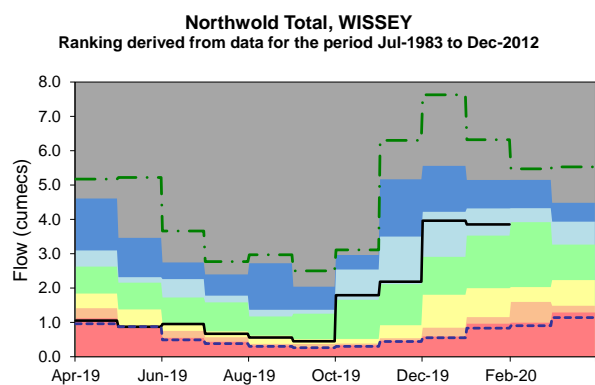
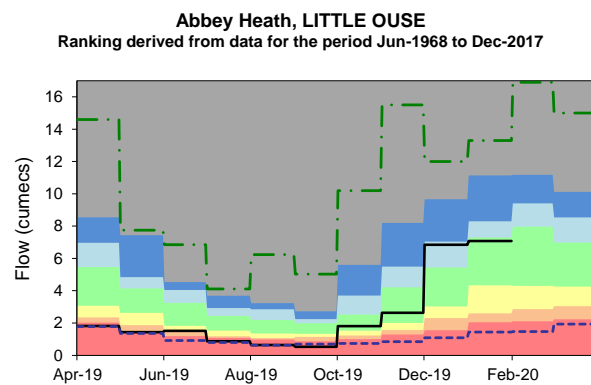
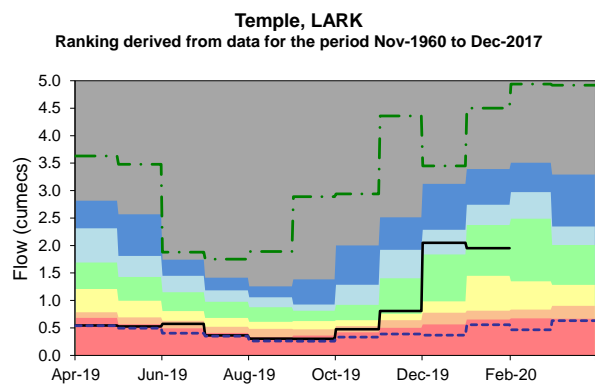
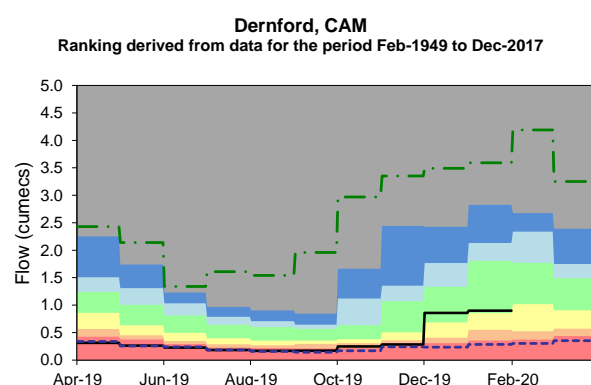
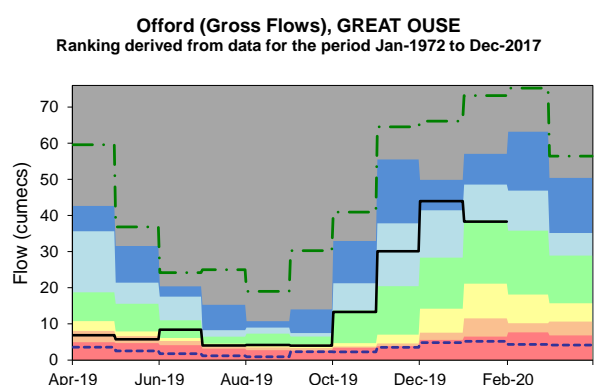
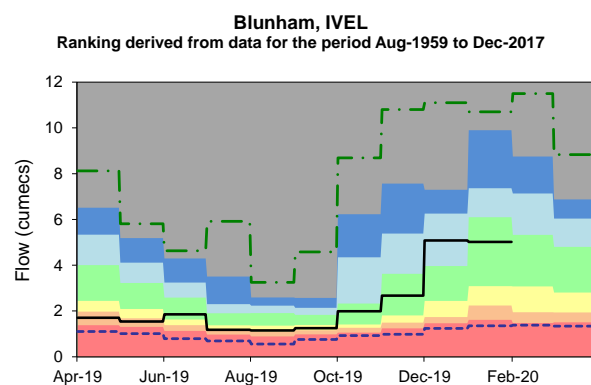
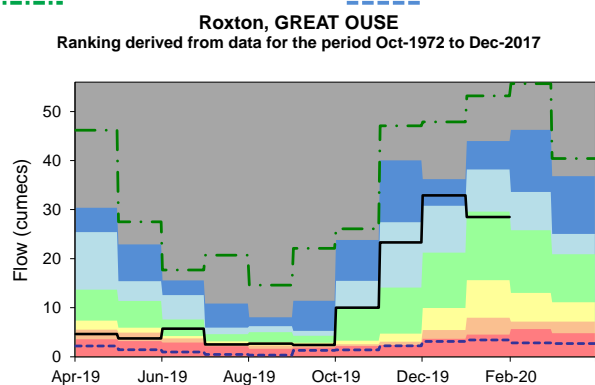
# River Flow

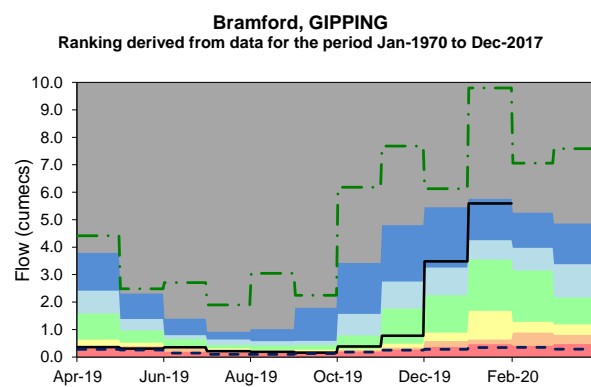
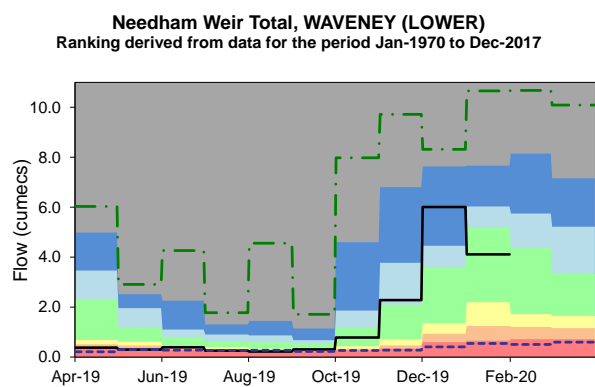
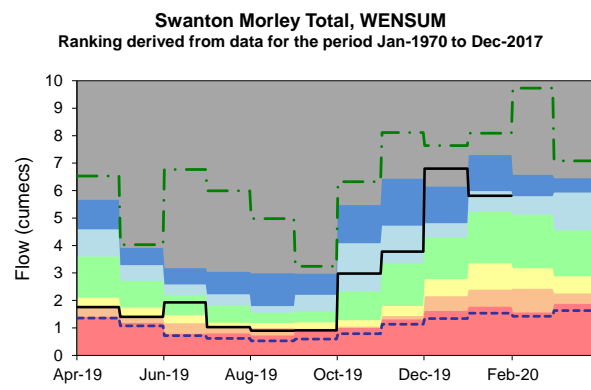
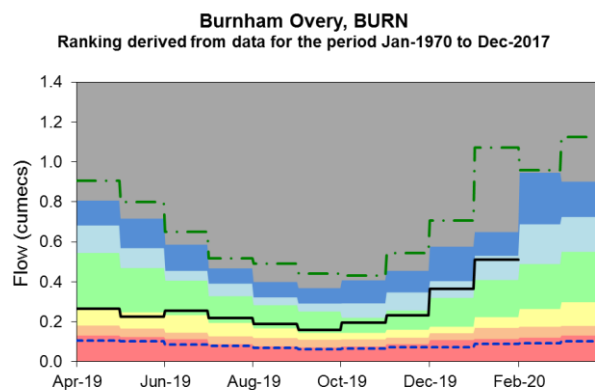
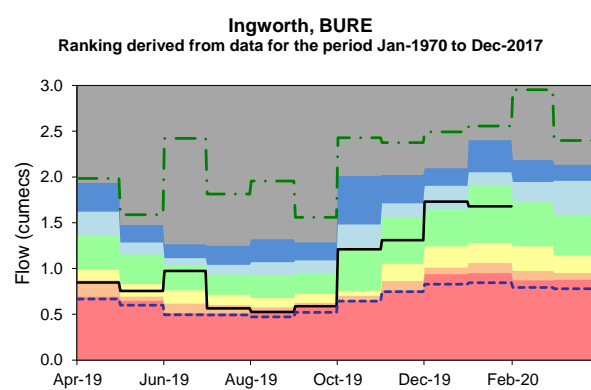
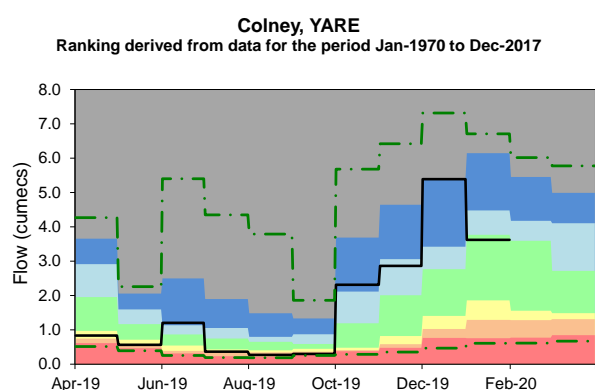
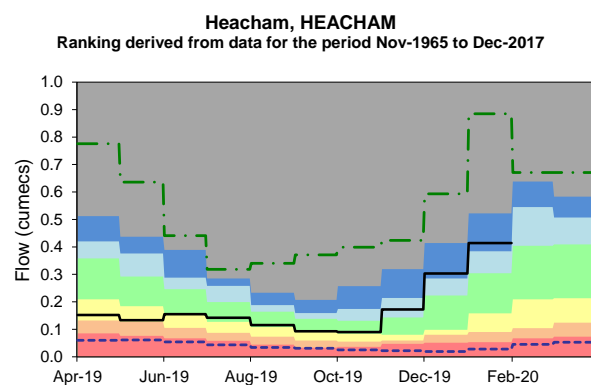
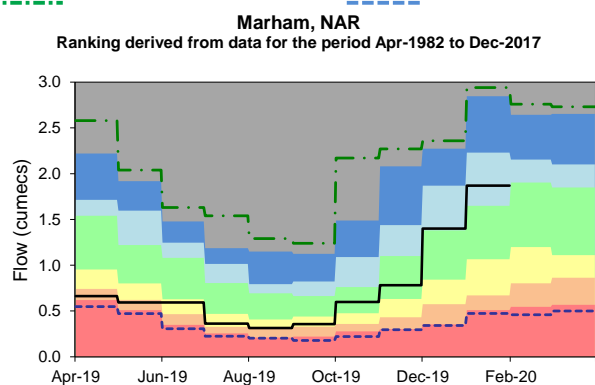
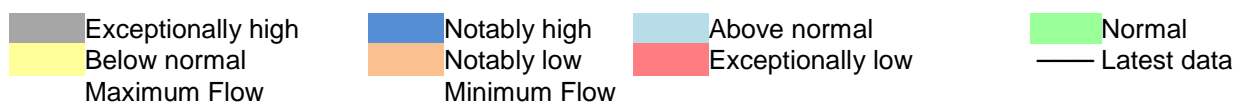
January 2020



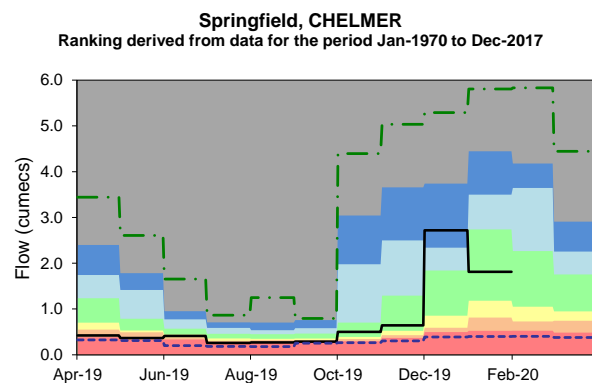
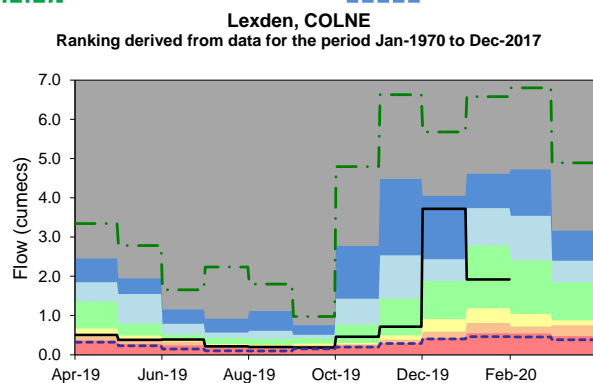
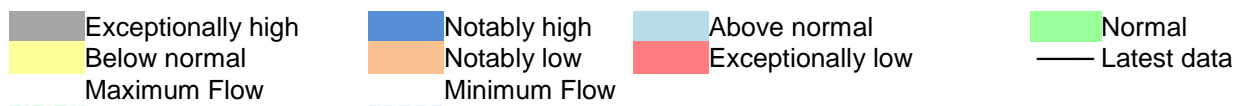
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Environment Agency, 100024198, 2020





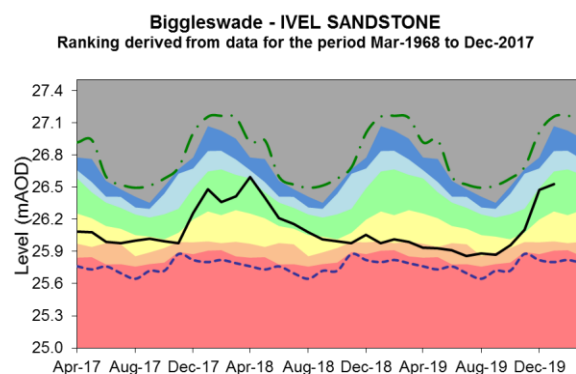
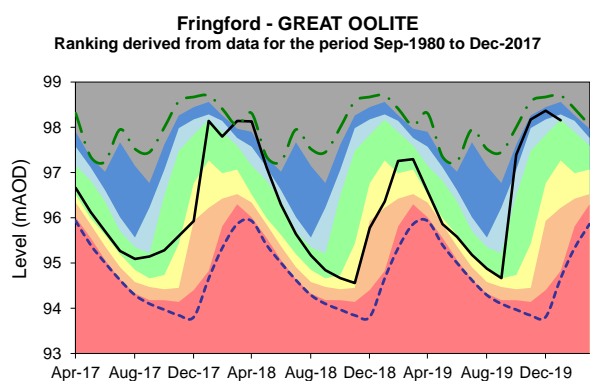
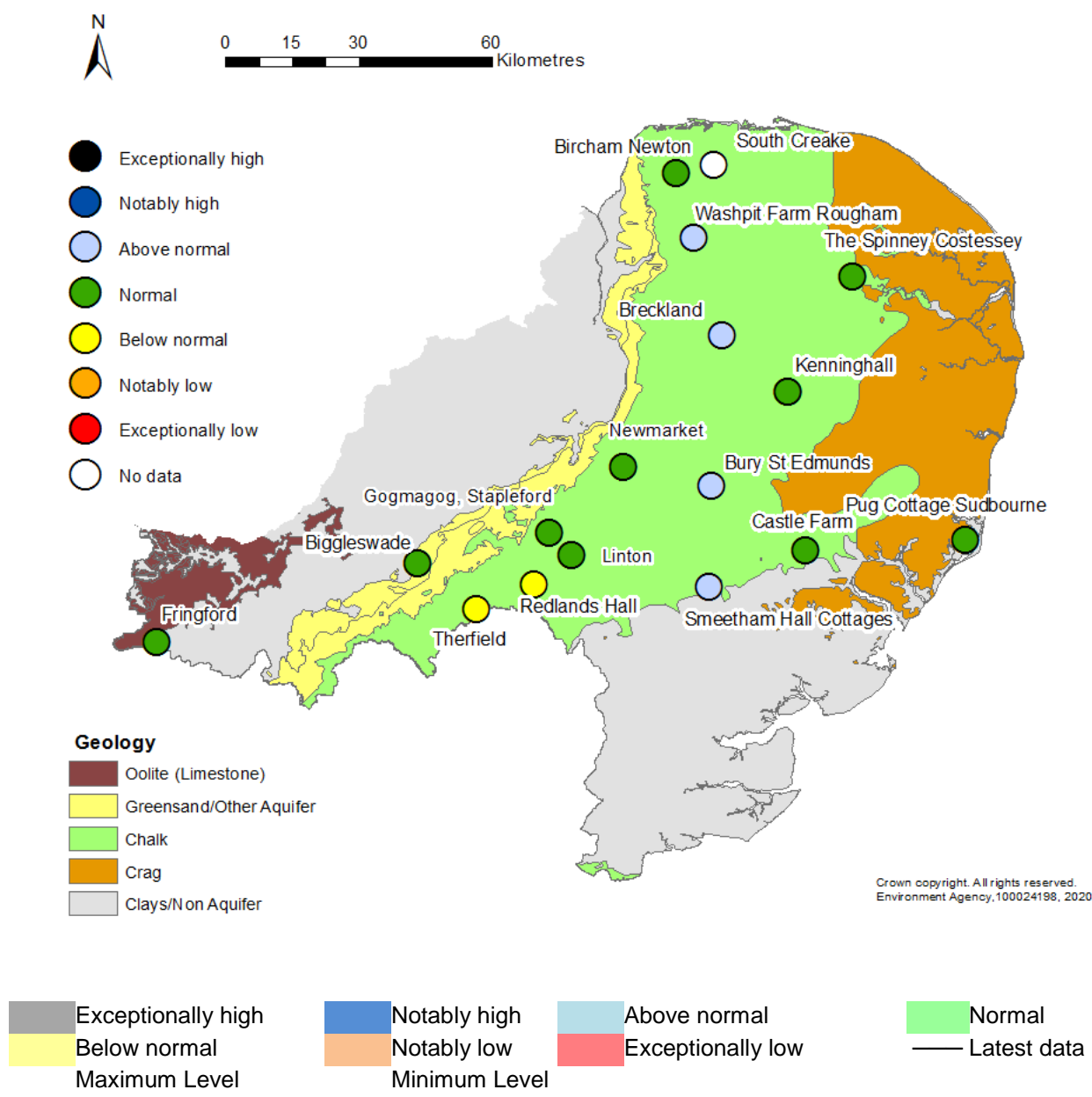






# Groundwater Levels

January 2020



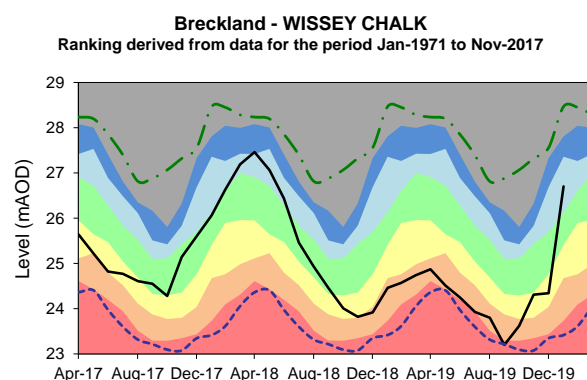
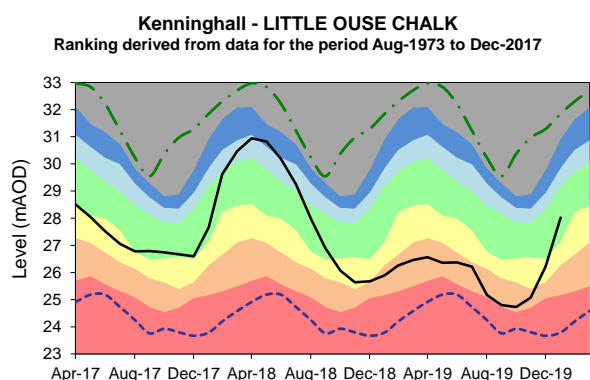
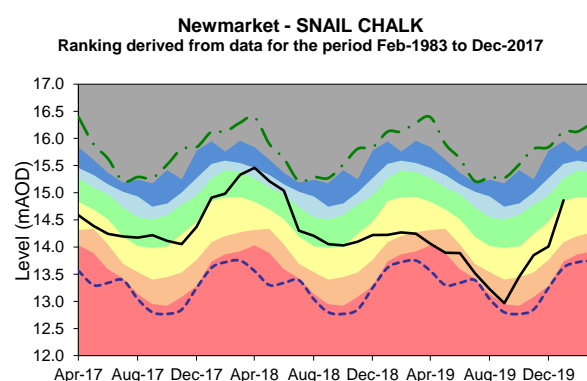
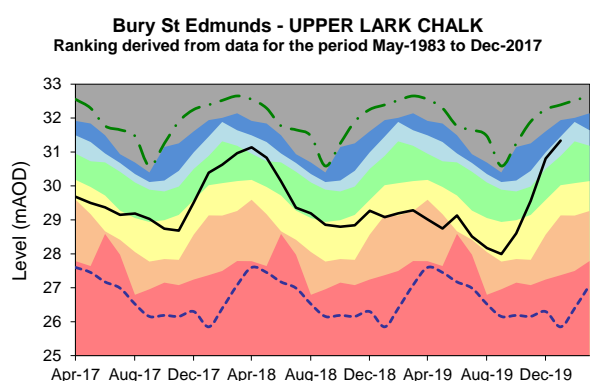
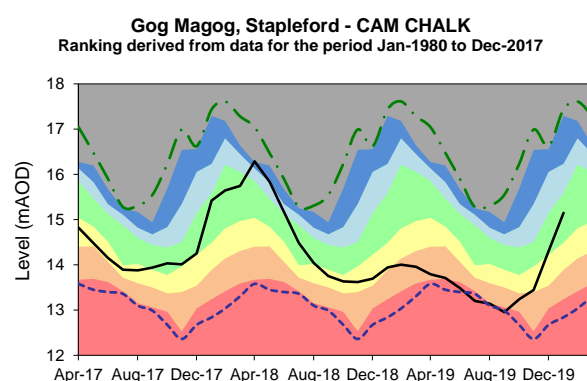
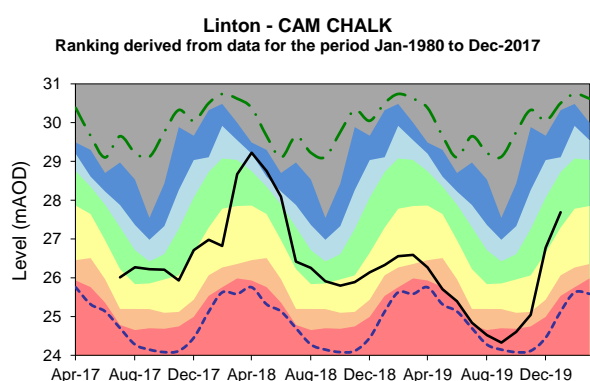
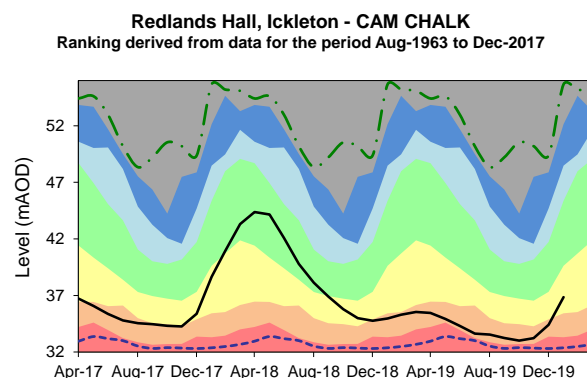
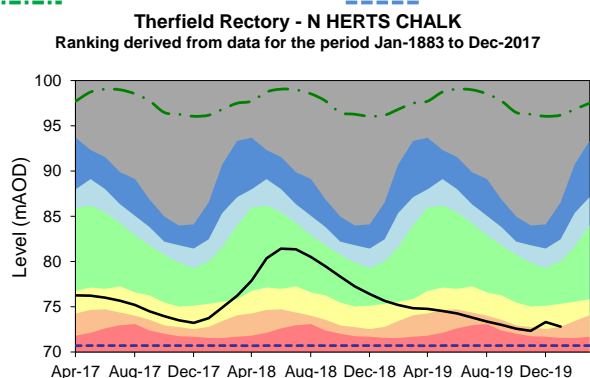
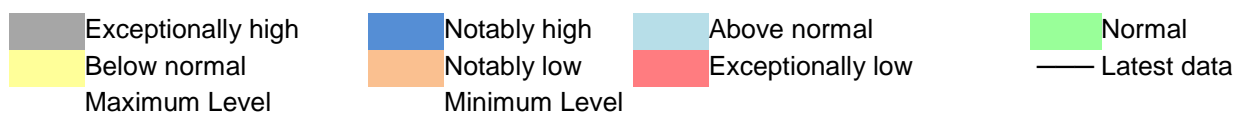
customer service line  
03708 506 506

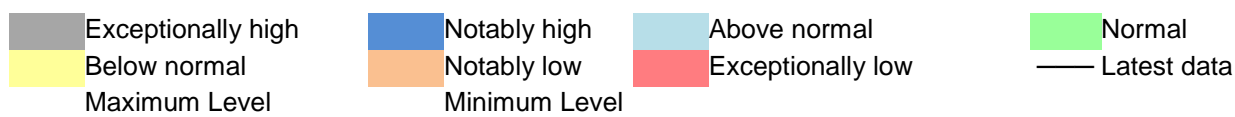
incident hotline  
0800 80 70 60

floodline  
0845 988 1188

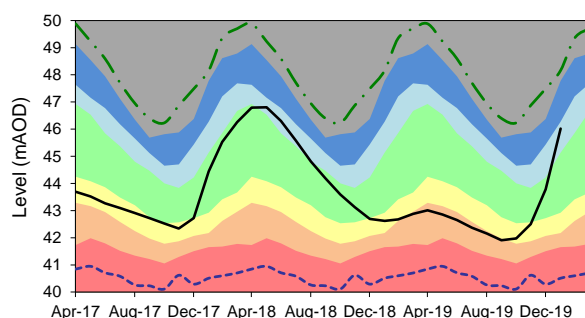
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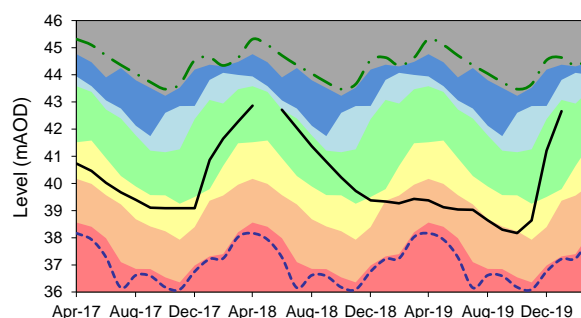




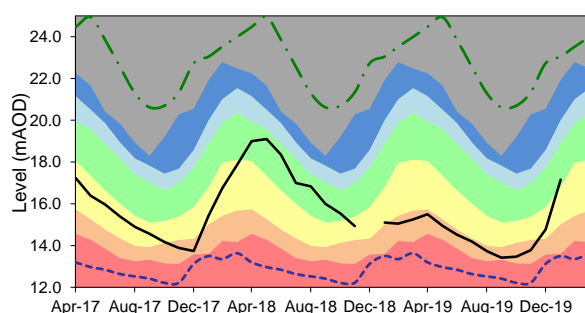
**Washpit Farm, Rougham - NW NORFOLK CHALK**  
Ranking derived from data for the period May-1950 to Dec-2017



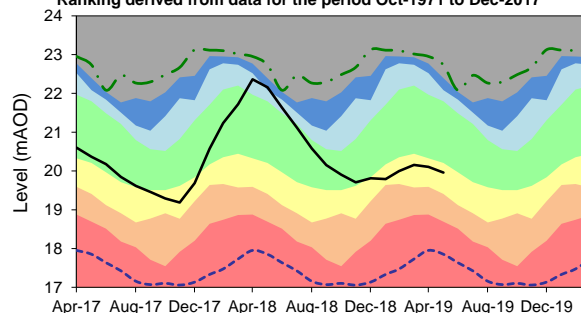
**Bircham Newton - NW NORFOLK CHALK**  
Ranking derived from data for the period Mar-1995 to Sep-2017



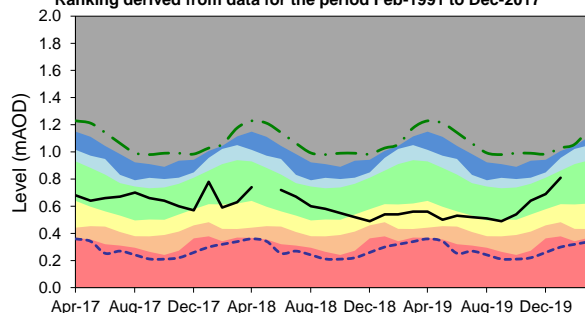
**Castle Farm, Offton - MID SUFFOLK CHALK**  
Ranking derived from data for the period Mar-1967 to Dec-2017



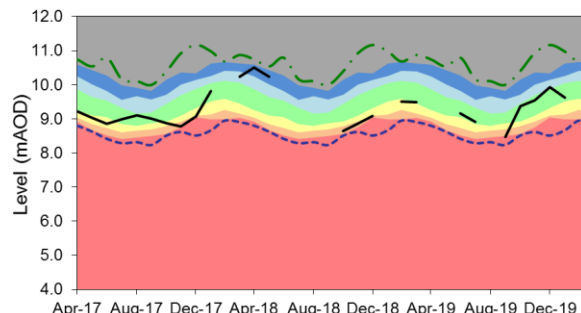
**Old Primary School, South Creake  
NW NORFOLK CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017



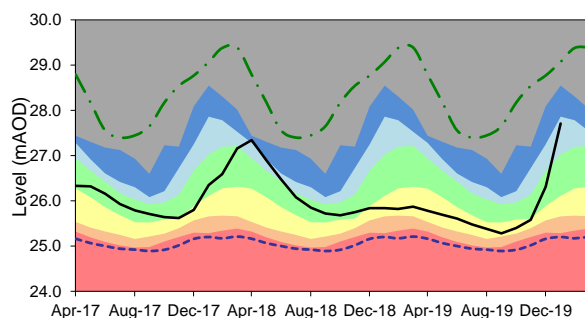
**Pug Cottage, Sudbourne  
SUFFOLK SHALLOW AQUIFER**  
Ranking derived from data for the period Feb-1991 to Dec-2017



**The Spinney, Costessey - WENSUM CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017

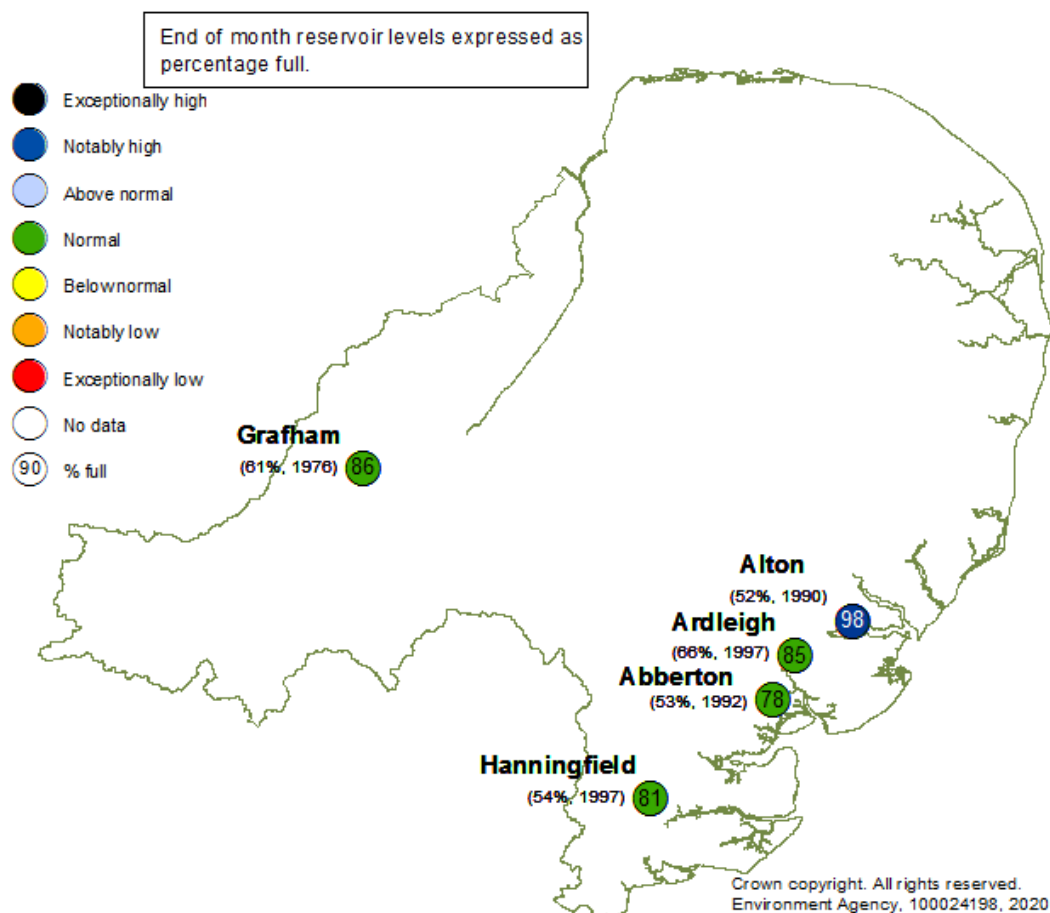


**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
Ranking derived from data for the period Jan-1964 to Dec-2017

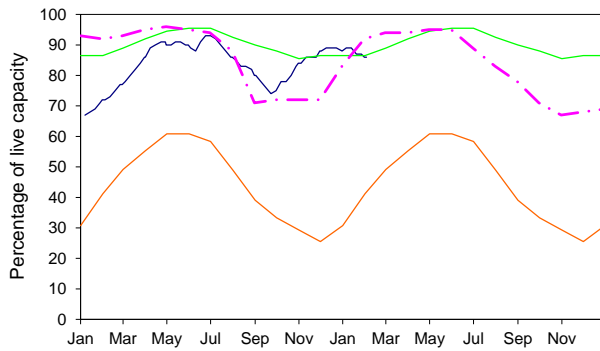


# Reservoir Stocks

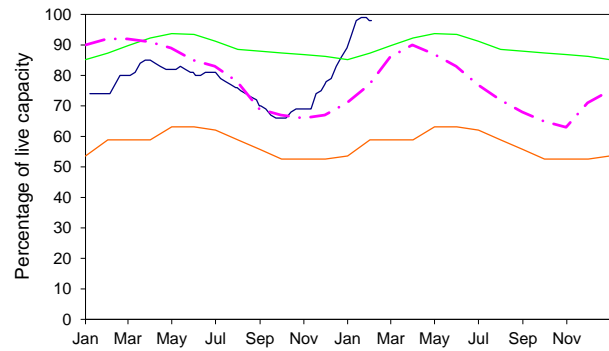
January 2020



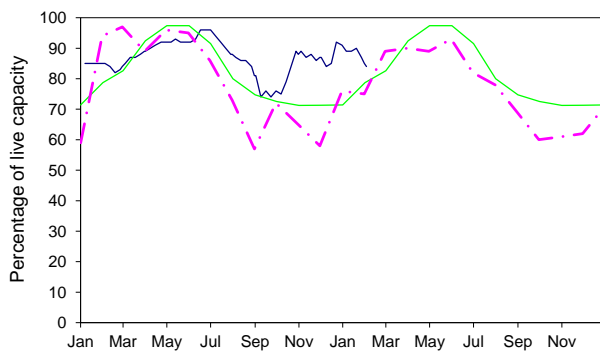
— 2019-2020      — Normal Operating Curve  
**Grafham**



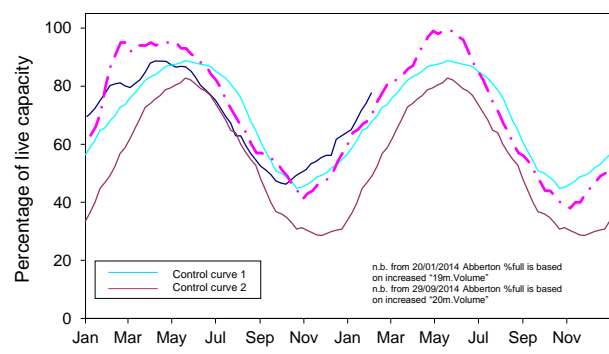
— Drought Alert Curve      — 1995-1996  
**Alton**



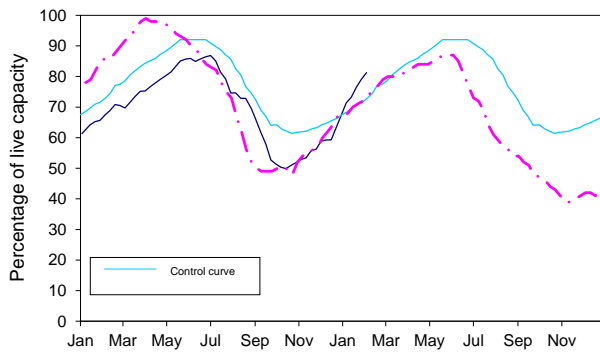
**Ardleigh**



**Abberton**

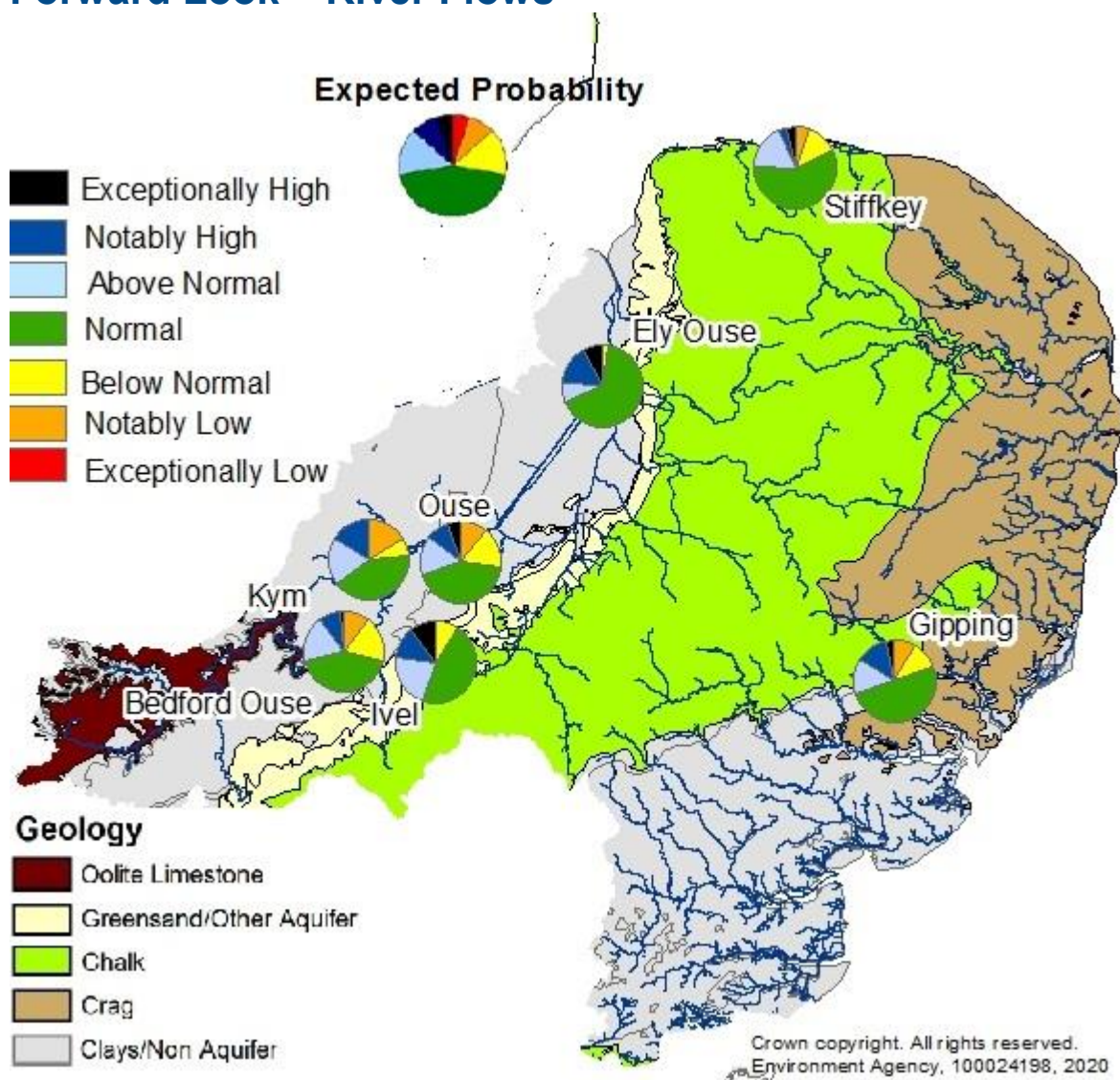


**Hanningfield**





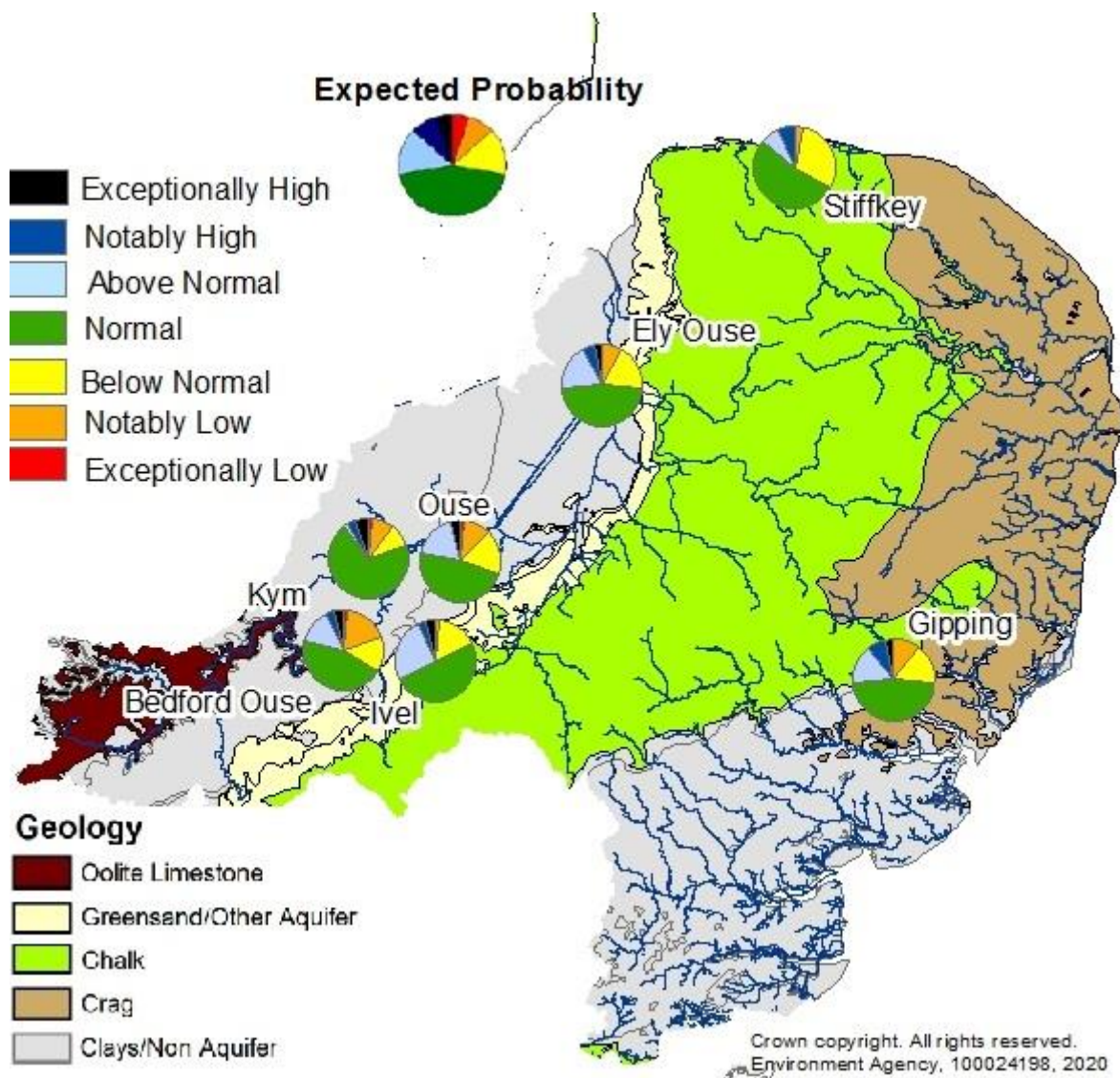
## Forward Look – River Flows



Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.

**Probabilistic ensemble projections of river flows at key indicator sites in March 2020.** Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2020.

^ "Naturalised" flows are projected for these sites'

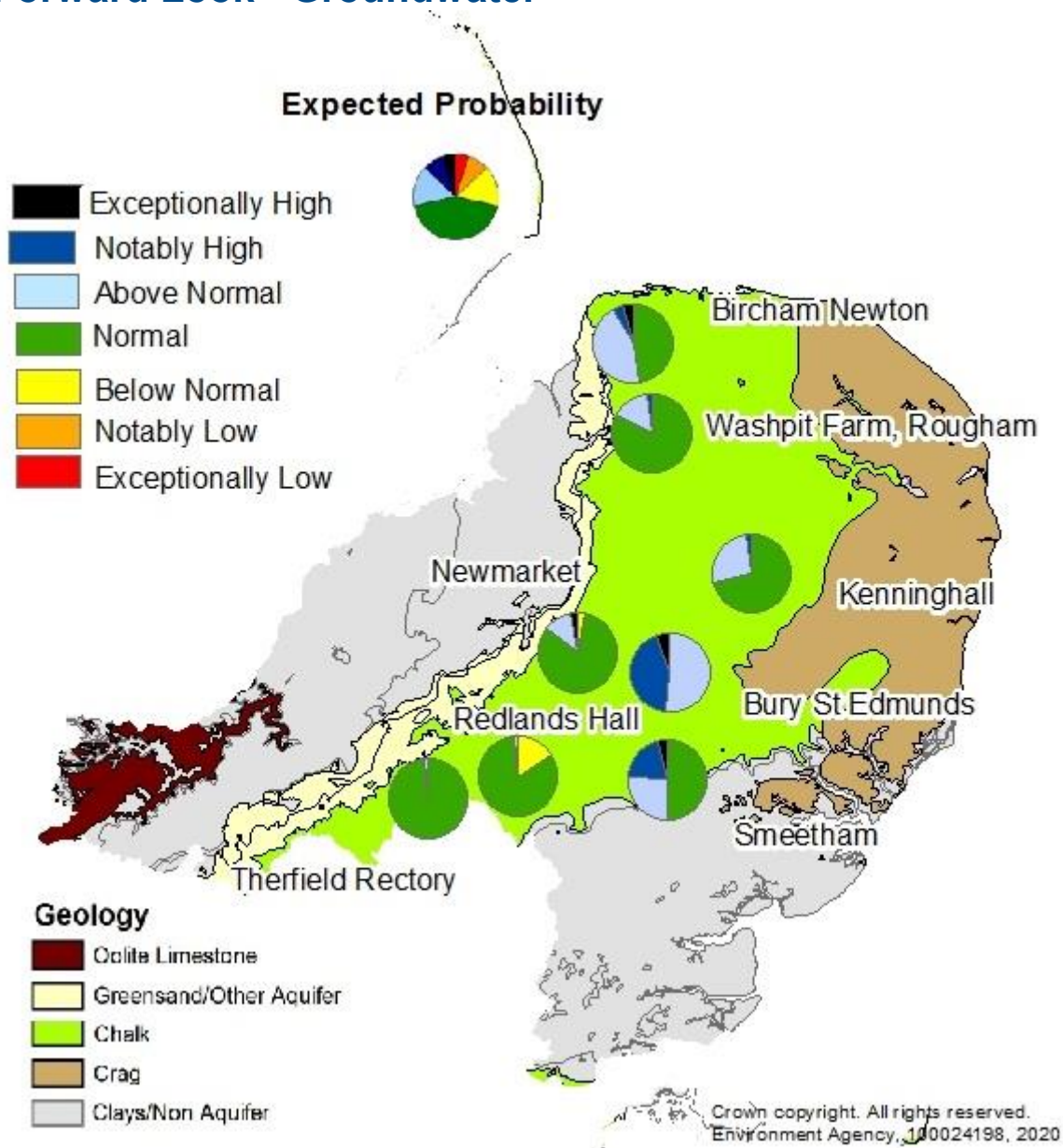


Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.

**Probabilistic ensemble projections of river flows at key indicator sites in June 2020.** Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2020.

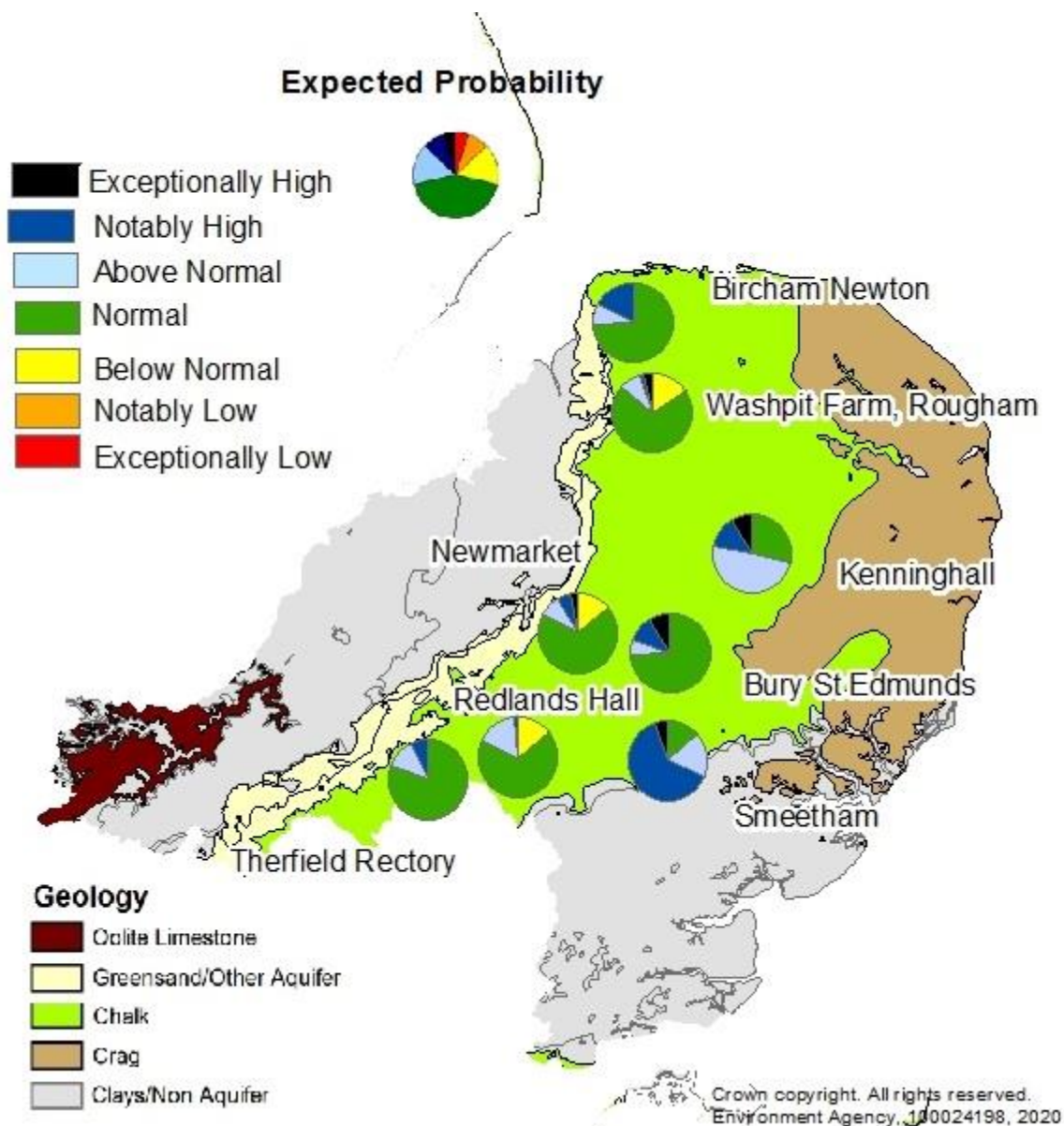


## Forward Look - Groundwater



*Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.*

**Probabilistic ensemble projections of groundwater levels at key indicator sites for end of March 2020.** Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2020.



Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.

**Probabilistic ensemble projections of groundwater levels at key indicator sites for end of September 2020.** Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2020.

## Glossary

### Term

### Definition

Aquifer	A geological formation able to store and transmit water.
Areal average rainfall	The estimated average depth of rainfall over a defined area. Expressed in depth of water (mm).
Artesian	The condition where the groundwater level is above ground surface but is prevented from rising to this level by an overlying continuous low permeability layer, such as clay.
Artesian borehole	Borehole where the level of groundwater is above the top of the borehole and groundwater flows out of the borehole when unsealed.
Cumecs	Cubic metres per second (m <sup>3</sup> s <sup>-1</sup> )
Effective rainfall	The rainfall available to percolate into the soil or produce river flow. Expressed in depth of water (mm).
Flood Alert/Flood Warning	Three levels of warnings may be issued by the Environment Agency. Flood Alerts indicate flooding is possible. Flood Warnings indicate flooding is expected. Severe Flood Warnings indicate severe flooding.
Groundwater	The water found in an aquifer.
Long term average (LTA)	The arithmetic mean calculated from the historic record, usually based on the period 1961-1990. However, the period used may vary by parameter being reported on (see figure captions for details).
mAOD	Metres Above Ordnance Datum (mean sea level at Newlyn Cornwall).
MORECS	Met Office Rainfall and Evaporation Calculation System. Met Office service providing real time calculation of evapotranspiration, soil moisture deficit and effective rainfall on a 40 x 40 km grid.
Naturalised flow	River flow with the impacts of artificial influences removed. Artificial influences may include abstractions, discharges, transfers, augmentation and impoundments.
NCIC	National Climate Information Centre. NCIC area monthly rainfall totals are derived using the Met Office 5 km gridded dataset, which uses rain gauge observations.
Recharge	The process of increasing the water stored in the saturated zone of an aquifer. Expressed in depth of water (mm).
Reservoir gross capacity	The total capacity of a reservoir.
Reservoir live capacity	The capacity of the reservoir that is normally usable for storage to meet established reservoir operating requirements. This excludes any capacity not available for use (e.g. storage held back for emergency services, operating agreements or physical restrictions). May also be referred to as 'net' or 'deployable' capacity.
Soil moisture deficit (SMD)	The difference between the amount of water actually in the soil and the amount of water the soil can hold. Expressed in depth of water (mm).

### Categories

Exceptionally high	Value likely to fall within this band 5% of the time
Notably high	Value likely to fall within this band 8% of the time
Above normal	Value likely to fall within this band 15% of the time
Normal	Value likely to fall within this band 44% of the time
Below normal	Value likely to fall within this band 15% of the time
Notably low	Value likely to fall within this band 8% of the time
Exceptionally low	Value likely to fall within this band 5% of the time



## Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

5<sup>th</sup> Feb 2020

Melbourn Parish Council  
High Street  
Melbourn  
Royston  
Herts

Dear Simon

Here are some further quotes we discussed yesterday

1/ Remove large pile of soil from back of from New Rd Cemetery, **Total £490.00 x Vat**

2/ Roll wild flower area of Stockbridge Meadow, roll twice two different angles to try & penetrate soil **£110.00 x Vat**

Roll wild flower area & small meadow area next to it as discussed in the office this is as bad & is where people walk **£170.00 x Vat**

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott (Director)

**Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL**

**Tel:** 01763 261 999 **Email:** Justin@hcgmltd.co.uk

VAT Reg: 987421972 Company number: 6936328

**[www.hcgmltd.co.uk](http://www.hcgmltd.co.uk)**

**POLICY: ENVIRONMENTAL PROTECTION**

**PURPOSE:** Melbourn Parish Council recognises that it has a responsibility to the environment beyond the meeting of legal and regulatory requirements. We are committed to actively reducing our environmental impact and carbon footprint, by continually improving our environmental performance. This should become an integral part of our operating strategy and methods, with the objective of improving the quality of life in Melbourn and the surrounding area. We will encourage residents, employees, suppliers, service providers and other stakeholders to support this goal.

**SCOPE:** This Policy applies to the operations of Melbourn Parish Council

**POLICY:****1. General.** We will –

- 1.1 Comply with or exceed all relevant regulatory requirements
- 1.2 Implement a mechanism to track and report on environmental performance
- 1.3 Adopt strategies to improve/reduce environmental impact of Council operations
- 1.4 Incorporate environmental factors and impact into Council decisions
- 1.5 Actively promote awareness of environmental dangers and protection with residents, employees, suppliers, service providers and other stakeholders
- 1.6 Ensure that proper financial support is made available to support environmental protection goals by taking these needs into account when setting the annual precept or the use of other local authority funds

**2. Energy & Water.** We will –

- 2.1 Use low-energy lighting and other appliances/equipment
- 2.2 Adjust heating and air-conditioning to minimise usage
- 2.3 Include energy efficiency as an important factor with new projects, new equipment, events and any other area over which the Council has control or influence
- 2.4 Include into contracts with service providers the expectation that environmental efficiency is an important factor in the proper execution of the work, especially where groundwork requires the use of water

**3. Transportation. We will –**

- 3.1 Minimise the need for fossil fuels in the way the Council carries out or contracts its work, through the use of local services as far as is practicable
- 3.2 Encourage and promote non-motorised forms of travel, such as the use of bicycles and dedicated bicycle routes and public transport
- 3.3 Look for opportunities to facilitate 'greener' travel, such as recharge points for electric vehicles

**4. Consumables Recycling. We will –**

- 4.1 Minimise the use of paper, plastic and other packaging as part of the Council business by encouraging use of electronic alternatives (paper) and avoidable plastic (bottled water)
- 4.2 Install and promote recycling points, both within direct Council operations and also where this is possible in the case of refuse collected on behalf of the general public
- 4.3 Use recycled paper or other materials wherever possible

**5. Maintenance, Cleaning and Groundworks. We will –**

- 5.1 Research and select chemicals chosen for cleaning, weed/pest control or for any other purpose on the basis of doing minimum harm and, where these are found to be unnecessary, avoided altogether.
- 5.2 Plan Council projects in a way that considers the environmental impact, minimising any consequential problems where possible
- 5.3 Set out contracts, job descriptions and service agreements in a way that puts best management of the environment at the centre of considerations

**6. Culture and Future Council Strategy. We will –**

- 6.1 Involve staff in the implementation of this policy, to underpin commitment and improved performance
- 6.2 Provide councillors and staff with relevant environmental training
- 6.3 Use development funds (section 106) when available to plan better ways of improving the environment of Melbourn and the surrounding area.

- 6.4 Actively involve and consult the general public about the environment and how it could be improved; if development funding is available, to consult with the public in how this can best be used, such as tree planting schemes



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 13 January 2020**

*Review Policy: Every 12 months*



## MELBOURN PARISH COUNCIL

## APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	13/1/20 DB M	20/1/20 DB	27/1/20 DB	3/2/20 DB M	
Village Car Park	13/1/20 DB M	20/1/20 DB	27/1/20 DB	3/2/20 DB M	
War Memorial	14/1/20 DB M	20/1/20 DB	27/1/20 DB	3/2/20 DB M	
Littlehands and Access Way	13/1/20 DB M	20/1/20 DB	27/1/20 DB	3/2/20 DB M	
New Rec. Ground	14/1/20 DB M	20/1/20 DB	27/1/20 DB	3/2/20 DB M	
Clear Cres. Play Park	13/1/20 DB M	20/1/20 DB	27/1/20 DB	3/2/20 DB M	
Orchard Road Cemetery	14/1/20 DB M	20/1/20 DB	27/1/20 DB	3/2/20 DB M	
New Road C/metry	14/1/20 DB M	20/1/20 DB	27/1/20 DB	3/2/20 DB M	
Old Recreation Ground	13/1/20 DB M		27/1/20 DB		
Pavilion	14/1/20 DB M		27/1/20 DB		
Stockbridge M.	14/1/20 DB M		28/1/20 DB		
Worcester Way	14/1/20 DB M		27/1/20 DB		
BMX Site (Summer & only if open)	N/A		N/A		



## MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	13/1/20 TB JAC		27/1/20 TB	
All Saints' C/Yard	14/1 JAC		27/1/20 TB	
Jubilee Orchard	14/1 JAC		27/1/20 TB	
Fire Engine Shed				28/3/2
Armingford Cres.				28/7/2
Beechwood Avenue		20/1/20 TB		
Chalkhill Barrow		20/1/20 TB		
Elm Way		20/1/20 TB		
Millennium Copse		20/1/20 TB		

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
27/01/2019	Stockbridge Meadows	Damage to double bench	TS			
27/01/2019	Various	Drugs paraphernalia - Stockbridge Meadow, Church Walk, village carpark (by school gate), pig farm behind allotments, bottom of London Way	TS	Yes		TS removed - no cost
27/01/2019	New Road track to Black Peak	Empty alcohol bottles	TS			TS removed - no cost
10/02/2019	Orchard Road cemetery	Moving benches - meeting place	KR			Wardens repaired - no cost
06/02/2019	Bench on Medcalfe Way	Bench set on fire	Resident	Yes		Resident reported to police - incident # 472
11/02/2019	Clear Crescent play area	Damage to wooden train	DB			Wardens repaired - no cost
Mar-19	Littlehands Nursery	Damage to downpipe - used to access roof of the building	GC			Barley Maintenance quote to repair and paint with anti climb pain - cost £382.47. Plus cost of paint c£80
Mar-19	Littlehands Nursery	Outside play equipment damaged and removed from play area	GC / Jayne Marshall			
06/03/2019	Bus shelter on car park	Damage to wooden slats to the rear of the shelter	JT	No		Wardens repaired - no cost
08/03/2019	Car park	Young people playing football in the car park and attempting to recover ball from their garden without permission	Resident	No		Resident has requested 'no ball games' sign. CL responded to email and suggested police be alerted wrt unauthorised access to property.
Mar-19	Pavilion	Windows broken to rear of building	Wardens	No		Broken units replaced - cost of 117.64
Mar-19	Bus shelter on car park	Graffiti on walls	Wardens	No		
18/03/2019	Allotments	Fly tipping - wooden fence panels and concrete supports	Wardens / BD	No		Wardens to remove
18/03/2019	Track to the rear of allotments	Fly tipping - washine machine etc	CL	No		Report to police. Farmer also aware. Now removed.
23/03/2019	Container by Army Cadet hut	Young people climbing on the container - exposing themselves and urinating in view of local residents	Resident	Yes		Reported to the police
23/03/2019	70 High Street	Boundary wall damaged	TS	?		Private property - not PC responsibility. TS recorded with photos
23/03/2019	London Way (botton nr Back Lane)	Fly tipping of turf - piled up on the bank	TS			TS has recorded with photos - no action required.
15/04/2019	Royston Road	Fly tipping - oil cans etc	TS	No		TS has moved to a pick up point for SCDC collection
unknown	Car park	Damage to soak away cover and loose concrete slab	Resident	No		Wardens to attend and remove debris
01/05/2019	Vicarage Close	Report of increase in cold callers/hawkers - concern they will approach vulnerable residents in sheltered housing	Resident	Yes (101 online and PCSO)		Reported online to 101 and PCSO. Jeanie Seers also to make warden in residence aware.
02/05/2019	London Way (nr Grinnell Hill BMX)	3 x white goods fly tipped on side of track	Resident	No		Reported to SCDC
20/05/2019	London Way behind the woods	Various fly tipping	TS	Yes (101 online and PCSO)		Also on 101 - INT/35/0ZNX/2252019. Also reported to SCDC - HMCPVGRK
22/05/2019	Tree to the left of Pavilion	Fire	GC	Yes (101 online and PCSO)		Fire service called. Also logged online - # INT/35/WW2R/2252019. Police called (23/5/19) to take details and gave another crime number 35/35535/19
23/05/2019	Shelter on New Rec	Graffiti	MVC	Yes		Wardens to remove graffiti. CL reported to 101 online.
19/03/2019	OR cemetery	Youths gathering and smoking cannabis	Resident	Yes (101 online and PCSO)		Logged on 101 - ref INT/35/1ENQ/2452019
28/05/2019	Bowls club	Youths playing football on bowling green and throwing rubbish over the hedge	Bowls Club	Yes (101 online)		Logged on 101 - ref INT/35/X1UV/3052019. Also Bowls Club reported under incident number CRI/35/KX9Z/2952019
17/06/2019	Farm building at the back of the allotments	Tree cuttings dump	TS	Reported to SCDC fly tipping and 101 with vehicle details		Logged on 101 - ref INT/35/7UCN/1962019. Also reported to James Lynch PCSO
20/06/2019	Medcalf Way	Possible stolen property found - electronic notebook	Resident	Reported to PCSO James Lynch		James collected the item
30/06/2019	Moor Play Area	Damage and rubbish left on play area - likely to be after prom. Fire set on tables, broken bottles, lots of rubbish	Resident	Reported to 101 and letter sent to MVC		Logged on 101 - ref INT/35/18X8/472019 - crime no 35/47251/19 - advised no further action will be taken unless new evidence comes to light. <b>Letter sent to MVC</b>
03/07/2019	Bowls club, play area and New Rec	Abusive language and sticks etcs being thrown over the fence on to the bowls green whilst people are playiing.	Resident	Email sent to Bowls Club asking them to report		
03/07/2019	Littlehands Nursery	Report of someone trying to access the nursery through a window left open	Resident	GC to speak to Littlehands		
05/07/2019	London Way - north of A10	Chair fly tipped	IC	CL reported to SCDC		
11/07/2019	New Rec and The Moor play area	Resident reported noise from after Prom and also concern as to signage which indicates that the field behind MVC belongs to the school	Resident	CL advised that a letter was sent to MVC re after prom		
12/07/2019	The Moor play area	Resident reported group of 10/11 yr olds throwing large rocks at the play equipment. Also damage to her garden fence (property backs on to New Rec)	Resident	Report to 101		Logged on 101 - ref INT/35/KIFU/1272019. Also asked resident to report. Email from police. CL called on 26/7/19. Allocated Crime # 35/49672/19. Resident has reported and police are dealing.
16/07/2019	Bowls club sheds	Break in - damage to shed and mower and strimmer stolen	Bowls Club			They have reported to police
12/07/2019	1 The Moor	Resident reported by email - groups of 11/12/13 year olds broke in to her property via side gate and attempted to take building supplies. She confronted them and has photos	Resident			Resident has reported to police and has crime number.

17/07/2019	pavilion	Broken boot scraper and young people climbing on container	Cath			Wardens to remove
17/07/2019	London Way	Fly tipping - various items including TV, broken kitchen units	TS	Reported to SCDC fly tipping		
17/07/2019	London Way, Back Lane	Fly tipping - various items Toilet Cistern lid Garden waste and hedge roots Screenwash drum Two bags of litter including lots of alcohol containers One flywheel One industrial oxygen cylinder Bolt cutters A coil of BT multi core cable	TS	Reported to SCDC fly tipping and 101 online reporting		Logged on 101 - ref INT/35/3MNO/1772019
26/06/2019	Haggers Way parking bay	pile of wood oofcuts and flattened packing case	TS			Items bagged up and moved to waste pick up point
30/06/2019	London way	privet hedge roots strewn around	TS			Logged with SCDC fly tipping
06/07/2019	London Way	Yale domestic safe	TS	Reported to 101 and letter sent to MVC		Incident No 287. Police aware following report of burglary
24/07/2019	Moor play area	Dope bags and broken glass by picnic table	TS			
25/07/2019	Allotments	Theft of chairs and equipment from 26B	BD			
07/08/2019	Allotments	Theft of chairs and equipment from 41a and b	BD			
09/08/2019	Bus shelter on car park	Graffiti on walls	DB			Wardens to clear
09/08/2019	Littlehands Nursery	Windows sprayed with cream, accessing roof from front of building and removing 'spikes', attempting to remove toys from garden	GC			
09/08/2019	The Moor play area	Group of yr 6 children throwing rocks at the slide	GC	Bowls club reported to police		Police attended
14/08/2019	Pavilion	Boot scraper frame removed from side of pavilion and thrown into nettles	DB			DB has repaired and reinstalled.
20/08/2019	Stockbridge Meadows	Quantities of Nitrous Oxide cannisters left near picnic area	TS	Reported to 101		Reported online to 101 - INT/35/Y6PG/2282019
22/08/2019	High Street - outside new barbers shop	Offensive language directed at residents and also witnessed directed at other young women	Resident	Reported to 101		Reported online to 101 - INT/35/ZC5W/2282019 and put a call in to PCSO James Lynch (awaiting call back). Advised resident to report to police
20/08/2019	London Way	Fly tipping (TV stand)	TS	Reported to 101		Reported online to 101 - INT/35/J4L4/2282019 - TS has moved the item to a pick up point
25/08/2019	Farm track near Armingford Crescent	Drug paraphernalia discarded on track	Resident	Report to PCSO		Resident has written to Parish Office and contacted PCSO to report the find. PO also reported via 101 - INT/35/Q12U/3082019. <b>SCDC refuse attended 26/9/19</b>
11/09/2019	Property adjacent to car park	Report from resident of children climbing over wall. Requested that we check CCTV	Resident			CL checked CCTV - nothing to report. Resident will report to police.
11/09/2019	Track to the rear of allotments	Fly tipping	Resident			Now cleared - (probably by the farmer)
15/09/2019	Orchard Road cemetery	Benches moved, drink/beer cans littered around, watering cans punctured	Resident			Advised resident to report to police
03/10/2019	Clear Crescent and Moor playareas	Broken glass on both play areas	KR			Wardens to clear
18/10/2019	Littlehands Nursery car park	Individuals reportedly sitting in a car smoking weed at 3pm	Resident	Reported to 101		Reported to 101 online - INT/35/NB3K/30102019
31/10/2019	property on The Moor	Resident reported graffiti on side of house, damage to car in opposite property and possible trespass and damage to bowls club	Resident	Reported to 101		Reported to 101 online - 35/77954/19
12/12/2019	Fly tipping	Entrance to public footpath from the A10 to the Bury	MS	Reported to SCDC		Reported again 8/1/20
Dec-19	Bus shelter on car park	Litter and damage to shrubs	TS			
Dec-19	Clear Crescent play area	Damage to spring train	DB			Wicksteed have inspected and provided quote for repair
Dec-19	pavilion	Damage to glass front of clock and also boot scrapper	DB			Wardens to repair boot scrapper if possible
14/01/2020	Block garages - rear Palmers Way	Fly tipping - sofa and bike	RW	Reported to SCDC		
Dec/Jan	Empty charity box discarded in hedge		TS			
Jan	Littlehands	Garden toys thrown on to roof	GC			

# MELBOURN PARISH COUNCIL

District of South Cambridgeshire

**Meeting: 20<sup>th</sup> Feb (Maintenance)**

**Agenda Item: MA108 19 a)**

**Date of Report: 17/02/20**

Hi Simon

The memorial bases are £14 each and there are 14 to a pallet. So, 2 pallets plus delivery £477 + VAT.

Many thanks  
Claire

Claire Littlewood  
Assistant Clerk

---

**From:** Luke Ciantar [<mailto:luke@jkhld.co.uk>]  
**Sent:** 05 February 2020 11:53  
**To:** Assistant Clerk <[assistantclerk@melbournpc.co.uk](mailto:assistantclerk@melbournpc.co.uk)>  
**Subject:** RE: Memorial bases

Hi Claire,

You previously had B2 foundations 36" x 18" x 3" with 3 vase holes at 18" centres. These are currently £14.00 each, and there are 14 no. to a pallet. Deliveries are a flat rate of £75.00 per order delivered to your premises, or £85 to site. If you would like a quote for a specific quantity please email us back as our phone lines are down at the moment. Please find a copy of our brochure attached.

Kind Regards,

**Luke Ciantar**  
Sales

---

JKH LTD • Hampstead Avenue • Mildenhall • Suffolk • IP28 7AS



# Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

4<sup>th</sup> Feb 2020

Melbourn Parish Council  
High Street  
Melbourn  
Royston  
Herts

Dear Simon

As discussed this morning, here are some quotes we discussed

1/ Water trees in churchyard regularly depending on weather will deter how often they need doing  
**Total £10.00 per visit**

2/ Bowls club fence

**Option 1**

Remove old fencing & cut back elder etc accordingly enough to install new fencing, install new fencing in the section damaged.

**Total £420.00 x Vat**

**Option 2**

Remove old fencing, totally remove the elder etc to ground level, install new fencing in the section damaged

**Total £540.00 x Vat**

I personally think the second option for the sake of an extra £120.00 is the better option for value & the finished result, let me know what you think

3/ Two cemeteries suffering with moss all over the paths, we would use a special piece of equipment to brush the moss off the surface, once we had done this we would clear all the debris up. We could then spray the path with a chemical free product to try & reduce the moss coming back.

Orchard Rd **Total £390.00 x vat**

New Rd **Total £390.00 x Vat**

I hope this all makes sense, I will see you in the morning at 9am as discussed

Kind Regards

Justin Willmott (Director)

**Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL**

**Tel: 01763 261 999**

**Email: Justin@hcgmltd.co.uk**

**VAT Reg: 987421972 Company number: 6936328**

**[www.hcgmltd.co.uk](http://www.hcgmltd.co.uk)**

# SHIRE TREES LIMITED



Melbourn Parish Council  
30 High Street, Melbourn  
Royston  
SG8 6DZ

Date Sent: 06/02/2020

## Quote information

Account No: 143  
Quote No: 1450  
Surveyor: James Cantle  
Site Ref No: 202  
Order No:

## Quotation

**Site Address** Orchard Road Cemetery Orchard Road Melbourn

Item No	Item	Description Of Work	Value
11 Hagers close	Conifer	Fell to ground level and remove all arisings	£495.00

Total Value: £495.00  
VAT(20%): £99.00  
Total Inc VAT: £594.00

1A TRIGG WAY, MELBOURN, ROYSTON, SG8 6HX

01763 220880 / 07725808887 shiretreesltd@gmail.com

Company housing no. 10546603



## Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

5<sup>th</sup> Feb 2020

Melbourn Parish Council  
High Street  
Melbourn  
Royston  
Herts

Dear Simon

Here are some further quotes we discussed yesterday

**1/ Remove large pile of soil from back of from New Rd Cemetery, Total £490.00 x Vat**

**2/ Roll wild flower area of Stockbridge Meadow, roll twice two different angles to try & penetrate soil £110.00 x Vat**

Roll wild flower area & small meadow area next to it as discussed in the office this is as bad & is where people walk **£170.00 x Vat**

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott (Director)

**Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL**

**Tel:** 01763 261 999 **Email:** Justin@hcgmltd.co.uk

VAT Reg: 987421972 Company number: 6936328

**[www.hcgmltd.co.uk](http://www.hcgmltd.co.uk)**

# MELBOURN PARISH COUNCIL

District of South Cambridgeshire

**Meeting: 20<sup>th</sup> Feb (Maintenance)**

**Agenda Item: MA109/19 e)**

**Date of Report: 17/02/20**

Good Morning Claire,

Thank you very much for your email.

The quotation below was for our installation team to carry out the works as the timber logs needed to be removed. As this is now not the case, our engineer team would be able to carry out the repairs instead.

Please see the revised quotation below:

5112-053 spring assy 1 off @ £369.00

2171-228 M12 x 40 socket cap head screw 4 off @ £9.92

2215-509 M12 washer 12 off @ £5.40

2171-225 M12 x 50 socket cap head screw 4 off @ £9.92

2191-011 M12 binx nut 4 off @ £3.60

2372-023 M12 allen key (drilled) 1 off @ £9.00

Total of parts for Motorbike Springer @ £406.84

To fit the above parts @ £180.00

Total - £586.84 exclu. VAT.

If you would like to place an order, please can you confirm the full invoice address and a name and number to contact in case of any queries

Many Thanks

**Jodie Midlane**

Area Sales Manager





# Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

4<sup>th</sup> Feb 2020

Melbourn Parish Council  
High Street  
Melbourn  
Royston  
Herts

Dear Simon

As discussed this morning, here are some quotes we discussed

1/ Water trees in churchyard regularly depending on weather will deter how often they need doing  
**Total £10.00 per visit**

2/ Bowls club fence

**Option 1**

Remove old fencing & cut back elder etc accordingly enough to install new fencing, install new fencing in the section damaged.

**Total £420.00 x Vat**

**Option 2**

Remove old fencing, totally remove the elder etc to ground level, install new fencing in the section damaged

**Total £540.00 x Vat**

I personally think the second option for the sake of an extra £120.00 is the better option for value & the finished result, let me know what you think

3/ Two cemeteries suffering with moss all over the paths, we would use a special piece of equipment to brush the moss off the surface, once we had done this we would clear all the debris up. We could then spray the path with a chemical free product to try & reduce the moss coming back.

Orchard Rd **Total £390.00 x vat**

New Rd **Total £390.00 x Vat**

I hope this all makes sense, I will see you in the morning at 9am as discussed

Kind Regards

Justin Willmott (Director)

**Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL**

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