

# MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of this Committee was held on Thursday, 28 February 2019 at  
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

**Present:** Cllrs Travis (Chair), Cllr Clark, Cllr Barnes, B Deville, R Gatward

**In attendance:** S Crocker - Parish Clerk, C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle

**Absent:** None

**MA043/18 To receive and approve apologies for absence**

Apologies received from Cllr Wilson and T Stebbing.

**MA044/18 To receive any Declarations of Interest and Dispensations**

There were no declarations of interest and no requests for dispensation

**MA045/18 To approve the minutes of the Maintenance Committee Meeting held on 17 January 2019**

It was:

**RESOLVED** that the minutes of the Maintenance Committee meeting held on 17 January 2019 be approved as a correct record and duly signed by the Chair.

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

**MA046/18 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

There were no members of the public in attendance

**MA047/18 Allotment matters:**

**c) To receive any other updates and considerations:**

Report of the Allotment Association was received. The following matters were discussed:

- The Allotment Association requested permission to lay hardcore at their expense to improve the central path at the main allotment. This was agreed.
- A plot holder had requested permission to keep bees on the plot. Agreed that Cllr Kilmurray would be asked for his input before next meeting and a draft policy would be considered.
- Allotment Rental Agreement has been updated to include reference to removal of asbestos. **ACTION:** Bdv will carry out a comprehensive survey of the entire allotment grounds and list all items/locations where asbestos is present. Bdv and CL to arrange for Cambridge Asbestos to provide a quote for removal of all suspect material.
- Allotment Association proposed purchasing signs discouraging excessive watering and unattended bonfires. This was agreed.

**MA049/18 Pavilion matters: To receive updates and consider actions.**

**a) To consider Pavilion heating issues.**

David Humm of Shelford Heating was in attendance and provided an update following his inspection of the ASHP system.

It was:

**RESOLVED** to accept the recommendations of Shelford Heating contained in their report dated 4 February 2019 and to carry out the works detailed in the report. Work would be carried out in the basis that most obvious issues would be addresses first, minimising the potential costs.

Proposed by **Cllr Clark**, seconded by **Cllr Barnes** – all in favour.

**MA047/19 Allotment matters:**

**a) To consider quotations on works to trees.**

It was:

**RESOLVED** to accept the quote from Shire Trees to lift the crown of the tree at the entrance to the allotments in the sum of £175 plus VAT

Proposed **Cllr Barnes**, seconded **Cllr Clark** – All in favour.

- b) To consider quotations for hedgerow maintenance

It was:

**RESOLVED** to accept the quote from Herts & Cambs Ground Maintenance to cut the front hedge at the allotments in the sum of £170 plus VAT

Proposed **Cllr Clark**, seconded **Cllr Barnes** – All in favour.

**MA048/18 Cemetery matters:**

- a) To consider a quote to reshape and tidy New Road Soil store

Discussion as to a more permanent structure/boundary for the soil store. **ACTION:** Clerk to obtain quotes to build a structure to enclose the soil store. Wardens to be in attendance when contractors visit to quote.

Further consideration to be given as to future use of old soil store. **ACTION:** Clerk to arrange site visit to the cemetery.

It was noted that the site of the Saxon remains is not marked. To be discussed further following the site visit to be arranged.

**MA049/18 Pavilion matters:** To receive updates and consider actions

- b) To consider the siting of a storage container for youth club purposes

Noted that Groundwork are applying for grant funding. Unable to consider the size of the storage container until size of grant is known. Discussion as to possible location of container.

- c) To receive any other updates and consider actions

It was noted that the boiler cupboard was very full and concern was expressed as to possible damage to heating and water valves. Agreed that cleaning materials would be relocated to the refs room.

**MA050/18 Littlehands matters:**

- a) To consider quotations for upgrade to roof lights

It was:

**PROPOSED** to accept the quote from Coton Electrical in the sum of £495 to upgrade the roof lights.

Proposed by **Cllr Barnes**, seconded by **Cllr Clark** – all in favour.

- b) To consider quotations for a condition report

It was noted that PJ Robinson Electricians were on site carrying out a condition report – to be discussed at a future meeting.

- c) To receive any other updates and consider actions

It was reported that damage had been caused to the downpipe which had recently been repaired by people attempting to access the roof of the building. Also reported that play equipment in the rear garden of the nursery had been vandalised. Tenant to be encouraged to report the event to the police. Discussion as to application of anti-climb paint to the pipework to discourage further trespass. Also further quotes to be requested from General Maintenance Barley to effect new repairs.

There followed a discussion as to recent events of vandalism in the village. Clerk reported that he has contacted police who will increase patrols.

It was:

**RESOLVED** that events of vandalism and damage to parish property and that of Littlehands should be reported to the police and an incident number requested.

Proposed by **Cllr Clark**, seconded by **Cllr Barnes** – all in favour.

**MA051/18 Village maintenance matters**

- a) To consider quotations for repairs to the zip wire at The Moor Play Park

Noted that previous quote from Fenland Leisure had been increased to include travel to site.

**ACTION:** Clerk to request a quote from HCGM (ROSPA certified) for the repair.

- d) To consider the provision of extra grit bins

Noted that there was no grit bin near the development on New Road.

It was:

**RESOLVED** to give Clerk delegated authority to obtain additional grit bins (quantity and timing at his discretion).

Proposed by **Cllr Clark**, seconded by **Cllr Barnes** – all in favour.

- b) To consider quote for additional crossing route adjacent to the Bus stop and shrub planting at the village car park

It was:

**RESOLVED** to accept the quote from Herts & Cambs Ground Maintenance in the sum of £1,290 plus VAT.

Proposed by **Cllr Barnes**, seconded by **Cllr Clark** – all in favour.

- c) To consider a quotation for tree works at Melbourn Bowls club

It was:

**RESOLVED** to accept the quotation to remove all lower limbs from Herts & Cambs Ground Maintenance in the sum of £230 plus VAT

Proposed by **Cllr Barnes**, seconded by **Cllr Clark** – all in favour.

**MA052/18 To consider an update from Cambs County Council Rights of Way Officer**

This item was deferred as the Rights of Way Officer was not in attendance.

**MA053/18 To receive a progress update on Worcester Way Pocket Park**

Tim Stebbings report was received in his absence. The Committee thanks Tim for his efforts.

**MA054/18 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	KR / JT
2	Dividing Hedge in Orchard Road Cemetery - Leave or remove?	Resident	Hedge removed revealing two large tree stumps. Contractors instructed to remove stumps by SC. Work has been completed	SC
3	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work	KR/DB

4	Trees overhanging in Chalkhill Barrow/Back Lane	Resident	Awaiting report from CCC inspection. Still awaiting a response	CL
5	Ivy choking poplar trees on Royston Road	RG	Ivy to be removed - ongoing work as filler job	KR
6	Bushes on Orchard Road (opp Orchard Gate)	Resident	Contractor instructed. Work has been done. RG noted this is responsibility of CCC - CL to investigate.	CL
7	Tidying New rd cemetery soil store	DB	Quote received 29 Jan 2019. Discussed at MA048/18b)	SC
8	New Rd Cemetery site visit re tree planting	SC	Arrange field trip for committee - ongoing	SC
9	Littlehands Roof safety issue	GC	Anti-Climb paint available from ESPO. 5L = approx £40, covers around 2m <sup>2</sup>	GC
10	Littlehands drainage investigation	JT	Work completed 04/02/19	GC/CL
11	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved	SC
12	Stockbridge Meadows wire fencing	SC / KR	Wire removed. Awaiting contractor to liaise with local farmer to dispose. CL chased HCGM for this.	SC
13	CLlr Road Inspections	JT	Implemented 22 October 2018. Inspection sheets sent out 14/12/18. 3 reports still outstanding as of 28/02/19 - CL to chase	CL
14	Car Park Shrub bed planting	JN	HCGM quote accepted	CL
15	Blocked Gullies in village	TS	report from TS obtained and logged on CCC highway fault reporting service - monitor	
16	Vandalism issues	All	separate log of incidents created / to be standing agenda item for maint committee	SC/CL
17	Utility supply consolidation	SC	Make contact with LSI before end of financial year	SC/RFO
18	Review of grass cutting contracts	SC/CL	SC to prepare and agenda review process for March 2019. RG suggested arranging additional cut for woodland along Royston Road	SC
19	Maintenance contract invoices not sent in timely manner	SC	Contractors to be requested to supply monthly invoices. To be monitored. Contracted to be reviewed annually	SC
20	Presence of asbestos or asbestos type material at allotments	various	Allotment rental agreement to contain hazardous material clause. Details of testing kits to be obtained. Discussed at MA047/18c)	CL/RW
21	Zip wire at Moor playpark loose	DB	Quote doubled in size. Committee to consider	All
22	Street lighting energy charges	SC	Audit of ownership of street lighting columns that PC pay energy bills for is needed with a view to clarification on ownership of land - Clerk investigating	SC

23	Pavilion compressor switches	DB	In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed.	DB
24	Review of Littlehands Lease	SC	Lease to be reviewed by Cllrs - noted that lease is ambiguous. Consider seeking legal advice on clarifying responsibilities	GC/RB
25	Asset verification	RFO	Cllr Wilson has agreed to carry out inspections. List of assets has been prepared	SC/RW
26	Melbourn / Meldreth footpath # 9 upgrade	SC	Approx £168k earmarked for project (identified in 2 s106 docs). SvdV reporting to PC on 25/2/19. CCC to coordinate. We are liaising with Meldreth PC via SvdV. Query disabled access	SC
27	Hopkins home planting scheme	SC	Planting scheme obtained. RG has agreed to review the planting scheme.	RG

**MA055/18 New maintenance issues: To consider maintenance issues arising since the last meeting**

It was noted that due to the mild weather, maintenance contracts would commence sooner than usual.

Noted that a request has been received from Henry Harris Fun Fair to use the Old Rec from 28 May to 1 June.

It was:

**RESOLVED** to grant permission for Henry Harris Fun Fair to use the Old Rec on the dates requested subject to them signing the necessary agreement with the Parish Council.  
Proposed by **Cllr Barnes**, seconded by **Cllr Clark** – all in favour.

**MA056/18 Next meeting scheduled for Thursday, 21 March 2019 at 09:00**

The meeting closed at 10:50.

## MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of this Committee was held on Thursday, 17 January 2019 at  
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

**Present:** Cllrs Travis (Chair), Cllr Norman, Cllr Clark, Cllr Barnes, Cllr Wilson, B Deville  
**In attendance:** S Crocker - Parish Clerk, C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle, T Stebbing  
**Absent:** None

**MA042/18 To consider dates of future meetings**

The Chair varied the order of the Agenda to consider dates for meetings of the Maintenance Committee. Future meetings to be held at 09:00 on the third Thursday of the month at the Pavilion. Agenda to note disabled access to the Pavilion

**MA028/18 To receive and approve apologies for absence**

Apologies were received from Cllr Stead and R Gatward

**MA029/18 To receive any Declarations of Interest and Dispensations**

There were no declarations of interest and no requests for dispensation

**MA030/18 To approve the minutes of the Maintenance Committee Meeting held on 14 November 2018**

It was:

**RESOLVED** that the minutes of the Maintenance Committee meeting held on 14 November 2018 be approved as a correct record and duly signed by the Chair.

*Proposed by Cllr Clark, seconded by Cllr Norman – All in favour.*

**MA031/18 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

There were no members of the public in attendance

**MA032/18 Finance Matters:** To receive a monthly finance report on expenditure within the Committee's remit.

The monthly finance report was considered and noted that expenditure was currently below expected levels.

The report was **Noted**.

It was noted that the Grass Cutting Contract is to be reviewed at the end of the first year. Current contractor to be requested to provide regular invoices in a format to be provided by the Parish Office.

**ACTION** – Parish Office to provide template to contractor with a request for monthly invoicing

**MA033/18 Allotment Matters:** To receive updates and consider actions.

**a)** To consider a report on water usage.

Noted that recent water bill was 10 x higher than previous bills. Allotment Association to address this at AGM on 19 February. Allotment holders to be made aware of the increase with a request to avoid excessive water usage. Future high water costs may have to be passed on to allotment holders.

- b) To consider removal of waste material

Reports of flying tipping at the allotments and also the adjacent orchard (although the owner of this land is unknown). Wardens and BD will dispose of fly tipping on the allotments. Allotment Association to supply a sign requesting gate to the allotments is kept closed.

Discussion as to how to deal with remaining asbestos-type material on various plots.

**ACTIONS:**

- Assistant to the Clerk to revisit Allotment Rental Agreement to clarify that hazardous materials will be removed from the area.
- Cllr Wilson to provide details of testing kits for suspect material

It was:

**RESOLVED** to obtain quotes for large scale removal of asbestos and also to obtain kits to test the material.

*Proposed Cllr Barnes, seconded Cllr Clark – All in favour.*

- c) To receive any other updates and consider actions

**ACTION** Assistant to the Clerk to obtain 2 quotes for cutting back the tree at the entrance to the allotments.

**MA034/18 Cemetery Matters:**

- a) To consider a quote to remove the dividing hedge in Orchard Road Cemetery.

Noted that no comments had been received from members of the public in response to the posters displayed in the cemetery. Noted that the hedge is of poor quality and roots would need to be removed if the ground is to be used for additional burial space. The wildlife impact was considered but the vegetation in this formal cemetery setting was considered best removed.

**ACTION** Assistant to Clerk to obtain a further quote to remove the hedge.

It was:

**RESOLVED** to obtain a second quote for removal of the hedge in Orchard Road Cemetery with delegated authority to the Parish Clerk to make a decision on awarding the work to ensure the work is carried out before the nesting season.

*Proposed by Cllr Norman, seconded by Cllr Clark – All in favour*

- b) To receive any other updates and consider actions

**ACTION** the Clerk to arrange a visit to New Road Cemetery

It was noted that there is no litter bin in New Road Cemetery.

It was:

**RESOLVED** for Clerk to use his discretion to purchase a bin for installation at New Road Cemetery.

*Proposed by Cllr Clark, Seconded by Cllr Wilson – All in favour.*

**MA035/18 Pavilion Matters: To receive updates and consider actions**

It was noted that comments had been received that the building is difficult to locate. Suggestion made as to a sign directing users to the building be placed at the bottom of the drive from The Moor.

**ACTION:** Parish Office to purchase a sign under delegated authority to the Clerk.

- a) To consider implementing protective measures for external compressor switches  
**ACTION** wardens to secure the external switches.
- b) To receive a progress update on quotations for pavilion drainage work.  
 The quote from Dynorod was considered.

It was:

**RESOLVED** to accept the single quotation from Dynorod for £2,591 plus VAT on the basis of Dynorod's service supply history and the urgency of the work required and to request that the works are carried out as soon as possible.

*Proposed by Cllr Clark, seconded by Cllr Stead – All in favour.*

**MA036/18 Littlehands matters:** To receive updates and consider actions

- a) To receive an update on water usage.  
 Update on investigations into recent very high water bill. Wardens have located the meter. Water Company to carry out investigation into possible leak. To be monitored.
- b) To consider a quotation to upgrade the roof lights  
 Only one quote received.  
**ACTION** Assistant to the Clerk to obtain a further quote for consideration.
- c) To receive and consider a quotation for a condition report.  
 Lease to be reviewed to establish who is responsible for obtaining a condition report. Only one quote received so far.  
**ACTIONS:**
- Cllr Clark to review the Lease
  - Assistant to Clerk to obtain a further quote for a condition report

**MA037/18 Village Maintenance Matters:**

- a) To consider quotations for repairs to the zip wire at The Moor Play Park  
 It was:  
**RESOLVED** to accept the quote from Fenland Leisure for £300 plus VAT to re-tension the zip wire.  
*Proposed by Cllr Norman, Seconded by Cllr Clark – All in favour.*
- b) To consider quotations for maintenance to hedgerow on Orchard Road  
 It was:  
**RESOLVED** to accept the quotation from Herts & Cambs Ground Maintenance for £280 plus VAT.  
*Proposed by Cllr Norman, Seconded by Cllr Clark - All in favour.*
- c) To consider a quote for shrub planting at the village car park  
 Further discussion to be had with Herts & Cambs Ground Maintenance with regard to their quote. Noted the need for prickly shrubs to discourage members of the public walking across the bed.  
**ACTION:** The Clerk to make contact with HCGM.  
 It was noted that the mobile fishmonger is parking in this area and customers standing on the flower bed.  
**ACTION:** Assistant to the Clerk to speak to him to ask him to park further back to avoid this.
- d) To consider an update on proposals to provide seating on open space behind Melbourn Village College



Suggested that grant funding be applied for to supply a bench.

**ACTION:** Assistant to Clerk to attempt to contact the member of the public who made the original request.

e) To consider consolidating utility supplies

Clerk requested and received delegated authority to approach LSI to obtain a quote.

**ACTION:** Clerk and RFO to request a quote to be taken to F&GG for consideration on 3 March.

**MA038/18 To consider implementing a programme of fixed asset verification**

Random sample of fixed assets to be inspected every 6-12 months to ensure that asset list is current and correct. Cllrs, Wilson, Clark and Barnes volunteered to undertake periodic reviews. Cllr Wilson to carry out first inspection.

**MA039/18 To receive progress updates on Cllr road inspections**

Outstanding reports to be followed up. Noted areas where footpaths / roads are in poor state - to be reported to County Highways. Residents to be encouraged to report as well.

**ACTION:** Clerk to include something in his article for Melbourn Magazine.

**MA040/18 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet**

ITEM	Details of work required	Actions
1	Stockbridge Meadows - boardwalk railings	Offer of help accepted from volunteers. Quotes to be obtained for timber - 14/11/18 <b>ACTION</b> Cllr Travis to follow up with Maureen Brierley. Discussion as to handrails
2	Dividing Hedge in Orchard Road Cemetery - Leave or remove?	Discussed at MA034/18a)
3	Trees overhanging in Chalkhill Barrow/Back Lane	Awaiting report from CCC inspection <b>ACTION</b> CL to chase CCC for report
4	Ivy choking poplar trees on Royston Road	Ivy to be removed - ongoing work as filler job
5	Tidying new rd soil store	Quote from H&CGM requested. <b>ACTION</b> CL to chase quote. Area to be clearly marked out
6	Pavilion toilets - problems during fete 2018	inspection conducted. Quote from Dyno rod received. <b>RESOLVED</b> to award the work to Dynorod MA035/18b)
7	Littlehands Roof safety issue	Liaise with LH, ascertain method of entry and discuss prevention options. Possibility of applying anti-climb paint. Discuss further with tenant. <b>ACTION</b> Clerk to investigate options for anti climb paint.
8	Littlehands roof lights	Discussed - further quote to be obtained.
9	Littlehands Electrical issues	Contractor reports electrical infrastructure as sub-standard. Condition report obtained. Supply cabinet can only be removed by utility supplier. Discussed - further quote to be obtained
10	Littlehands drainage investigation	Informal meeting with contractor held. Quote received £344. <b>RESOLVED</b> to accept quote from General Maintenance Barley. Proposed <b>Cllr Wilson</b> , Seconded <b>Cllr Clark</b> - All in favour.

11	Orchard Rd Cemetery Yellow Lines	Wardens to repaint yellow line once weather improves
12	Pavilion ASHP	Service carried out on 15 January. <b>ACTION</b> Parish Office to arrange annual service.
13	Tree at entrance to allotments	Wardens to inspect <b>ACTION</b> Parish Office to obtain quote for tree work
14	Hub railings on pavement o/s front entrance	Determine planning related issues and options. Clerk requested permission from CCC - refused.
15	Car Park Shrub bed planting	Quote from H&CGM obtained. <b>ACTION</b> Clerk to discuss with HCGM - request prickly shrubs.
16	Drain by Army Hut Old Rec	Photos obtained. Contact Cadets for supporting info <b>ACTION</b> Parish Office to follow up with Army Cadets
17	Removal of Electricity box at the side of Littlehands.	<b>ACTION</b> Parish Office to contact utility company to carry out the work.

#### MA041/18 New Maintenance Issues: To consider Maintenance issues arising since last meetings

A member suggested the following future agenda items:

- HCGM contract for maintaining recreation areas expires end of March - to be reviewed at next Maintenance Committee meeting
- List of approved / trusted companies to be compiled for future maintenance work. Invitation to be made to local contractors to be considered for future work. Noted the need to ensure this complies with Financial Regulations.
- **ACTION:** Parish Office to prepare a report for consideration.

TS reported that some road gullies in the village are blocked and causing flooding.

**ACTION:** TS to prepare a list of affected road gullies for reporting to CCC.

A member noted that bushes along the track at the top of Water Lane had been cut right back. Noted that this was most likely carried out by CCC as this track is their responsibility.

A member noted very poor lighting along the footpath from Station Road to the London bound platform.

- **ACTION:** Cllr Norman to review s106 Agreement for 199 Development to see if there is provision for improvements to footpath.

Clerk noted that the planting scheme for the 199 Development is now available.

- **ACTION:** Clerk to contact Rosemary Gatward with a request to review and comment on the planting scheme.

KR suggested putting up a sign in the Jubilee Orchard with identifying various heritage fruit trees and inviting members of the public to help themselves to fruit.

- **ACTIONS:**
- Parish Office to obtain quotation for sign
- Cllr Barnes to help with design.

The meeting closed at 10:50.

Next meeting scheduled for Thursday, 21 February 2019 at 09:00

MELBOURN PARISH COUNCIL  
THE PAVILLON  
THE MOOR  
MELBOURN  
HERTFORDSHIRE

SG8-6ED

04/02/2019

**Account No.:** 32603

**Quotation No.:** Q02144-A

**Quote Type:**

**Property:** THE PAVILLON, THE MOOR, MELBOURN, HERTFORDSHIRE, SG8-6ED

Dear Simon Crocker

Following our recent visit, we would like to advise you of the potential costs associated with the remedial works that are required and as detailed on our Engineers visit. We highlight below the intended works which we trust has been interpreted correctly. If you require further clarity or advice please do not hesitate to call us on 01223 833426 or email your query to [sales@shelfordheating.co.uk](mailto:sales@shelfordheating.co.uk) and we will do all that we can to assist you further.

The Budget cost as follows will be fully calculated by the time expended on site by our Representatives and the Associated Parts purchased or utilised from our Stock holding which may decrease as we generally are cautious in presentation of our time and material allowances, however it can also have the negative effect especially if a situation arises that was not evident at the initial survey stage.

On completion you will be requested to confirm the time taken whilst on the job, and also for the materials used, this report will be forwarded with the invoice. In some circumstances additional time may need to be added to the physical time on the job to reflect returning and disposing of waste contaminants – an example of this would be the transfer of waste oil to a holding container for collection by our contractors.

**Summary of Quoted Works:**

- We Have Provisionally Booked a Date of Thursday 7th February - access will be required throughout the building for a Minimum of 8 Hours. If possible, we would also like to get our Vehicles access closer than the car park to reduce time. Please also note we have attempted to highlight all of our concerns and anticipated costs to provide a realistic worst-case scenario, it is very much hoped and anticipated that we will not need to undertake all of the described and bill according to our time and materials expended. 26hrs of Labour is Included in this costing, we fully anticipate only spending a Maximum of 16 Hours (1 Day/Team)
- We have included within our costs to undertake elements as described below in relation to the site set up, supervision and management, waste removal, disconnection and removal of redundant plant and equipment.
- The Existing Heat Pump Operation is only partially operating, which is very much suspected to be due to
  - 1) Air Lock within the Pipework
  - 2) Circulating Pump Failure on No2 Heat Pump

The Pipework within the Roof Space is Inadequately Installed - Plastic Pipe that is sagging, Uninsulated in Parts, Not Supported through it's length, and generally poorly installed. We have therefore put

together some worst-case scenario costings that could be omitted if not required and we may need to consider the best solution whilst on site in curing the flow and distribution of Heat, with added functionality installed to help improve diagnosis.

- The Works will require two people to complete due to the nature of work - confined Space Loft Work. We will be using a Heat Free Installation method using Copper Tube and Hydraulic Press Fittings.
- To transport from site all waste, and return to our yard skip for safe disposal due to site restriction and skip location availability. 1 Trip
- Our Technician will ensure we collect from Storage Compound some Boarding that can be used within the Loft Area for creating a Safe Platform in which to work from
- At the Heat Pump disconnect the plastic service, and replace with a 28mm Copper Flow and Return Service passing vertically up the wall into the roof void (Including New Insulation) and within the roof void remove the plastic pipework and replace with 28mm service up to the Buffer Vessel Unit, ensuring that all pipework rises and can be ventilated with air release devices. the pipework will incorporate a Flow Meter into each Heat Pump Circuit to verify that the integral pumps of the Heat pump are operating. A Larger Hole will need to be cut into the soffit board to allow pipes and insulation to Pass.
- To Supply and install Copper pipe and Fittings to enable Installations,
- To Supply and Install Wilo Yonos 6Mtr Head Circulating Pump, these units are A Rated low energy consumption circulating pumps and fully modulate to match the system demands, they can also be selected to operate at a fixed speed - this unit will be installed in place of the existing UPS Pump that serves the Radiators from the Buffer Store Unit.
- To Supply and Install New/Replacement 28mm Circulating Pump Valves.
- We have real concerns as to the Physical Power of the Heat Pump inbuilt Circulating Pumps, (Heat Pumps have very high resistance and additional pumps at design may/may not be required) if during our initial testing the flow rates from the Heat Pumps is low as measured by the new Flow Setter Units, the additional installation of an In-Line Pump may be required and therefore we include a provisional cost of £307.21 Plus Vat to supply and Install and Electrically Interlock this unit.
- To supply and install Spirovent on main heating Flow pipework, these units disperse micro air bubbles creating longevity and improved system performance. 20 Year Industry leading Guarantee. this unit will be installed on the rising pie to the buffer store so both Heat Pumps can be auto vented.
- Supply and Insert Fernox HP15C Antifreeze and Purge System of Air using our Fill and Flush Pump Unit
- To Supply and Install Yorkshire Xpress Copper for Hot, Cold and Heating Services pipework using a Heat Free Jointing system utilising Hydraulic Press Gun tooling which provide a High Pressure and Temperature rating Installation.
- To Supply and Install 28mm Lever Ball Valves to Each Heat Pump Flow and Return, 2 each x 2 and 2no on the Cylinder Flow within roof space prior to the non-return valve connections.
- To Install 28mm Flow Setter into Service Pipework, this unit will allow us to establish the system Flow within the pipework of each Heat Pump.
- To supply and install Rubber Lined Pipe Clips, Heavy duty slotted Channel Support, M10 Threaded rod to enable the pipework within the roof void and on surface be adequately supported to prevent low points within the pipework.
- To supply and install 28mm x 25mm x 2000mm (black rubber type) closed cell foam insulation Class O rated -40c-105c (for external use) to all our new pipework installed.

Unit 20 South Cambridge Business Park,  
Sawston, Cambridge CB22 3JH  
Telephone: 01223 833426 Fax: 01223 835097  
sales@shelfordheating.co.uk  
[www.shelfordheating.co.uk](http://www.shelfordheating.co.uk)



*More than just a service*

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The BUDGET cost of the installation as per our schedule is **£2,870.08** (Excluding VAT) and including all parts and labour.

VAT is calculated at 20% and this amount is **£574.02**

The Total Works including VAT is **£3,444.09**

We very much hope that you will wish to proceed with the proposed alterations and, if should you wish to proceed, simply refer to the information provided on the accompanying form entitled 'Payment Options and Acceptance Details' which is at the end of this letter.

Please also see below some important additional information relating to this Budget Costing.

If you would like any further information or assistance, please contact us and we will assist your enquiry.

Yours sincerely

**David Humm - Managing Director**  
**david.humm@shelfordheating.co.uk**

#### Our Standard Terms of Contract

- Our Full Terms and Conditions are available on request, or alternatively on our web site which can be viewed at [shelfordheating.co.uk](http://shelfordheating.co.uk)
- The components we install are fully guaranteed for a Minimum 12 months from installation.
- Failure of components within warranty as a result of issues associated with Water Contamination/Sign of Damage after installation is not covered. All faulty goods are returned to our suppliers for confirmation.
- We remove all existing redundant waste materials from site and dispose using registered waste carrier, in the case of waste Fuel/ Contaminated Fuel/ Fuel Hoses and Filters these are disposed environmentally. Electrical components and faulty parts outside of warranty are not removed from site, this can be undertaken following a successful 14-day period of fault free operation.
- If any asbestos product is found either before or during the installation works, we will advise you of such, but as we are not licensed to remove this product, we will not be held responsible for the removal or associated costs.
- We Supply and Install appropriate copper pipe-work (or similar) and solder type fittings including all necessary adaptations when Installing Heating, Plumbing and Gas Services.
- In difficult access areas and roof voids we will only use pipe and fittings which negate the need for naked flame and heat, subject to Risk assessment completed during the work.
- We endeavour to include for all works envisaged, however there are times when unforeseen items need rectifying to ensure compliance and were not evident at survey stage. We therefore reserve the right to charge accordingly any additional works.
- Please note that we cannot be held responsible for existing radiators; controls; hot water cylinders/tanks that we have not taken to replace within the scope of works. Any works necessary will be charged in addition to the contract.
- Our costs are based upon today's date, Parts are continually changing on a daily basis, and as such it is very difficult to fix our costs for small works issues, if the works are completed, we will charge based on Materials and Labour expended on that visit.
- Our Quotations are Inclusive of VAT @ 20% for works at standard VAT, all works relating to renewable energy will be VAT rated at 5%. (HMRC rules will always be applied)

Unit 20 South Cambridge Business Park,  
Sawston, Cambridge CB22 3JH  
Telephone: 01223 833426 Fax: 01223 835097  
sales@shelfordheating.co.uk  
[www.shelfordheating.co.uk](http://www.shelfordheating.co.uk)



*More than just a service*

heating plumbing renewables electrical

- You Must Notify us in writing of any concerns associated with our Work or Billing within 14-days,
- We reserve the right to charge for late payments as per our Full Terms and Conditions of Sale.
- All Powerflushing works will require a disclaimer document to be completed.
- **The above does not affect your statutory rights.**

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heating plumbing renewables electrical

#### Payment Options and Acceptance Details

On receipt of your completed acceptance (and deposit if stated below), we will assign an installation team/ service technician to carry out your alterations and then contact you with a date of commencement. If necessary, we may also arrange an interim visit to confirm our work schedule.

Deposits are taken generally when special items are ordered that entail restocking charges if the works are to be cancelled by you or when the value of the programmed works exceed £1000.00.

Your deposit may be paid by cheque and returned to us with your acceptance slip, or you may prefer to telephone us and make your deposit payment using your debit card

Payment of the balance can then be made either by cheque/debit card/or direct to our Bank Account within 14 days.

<b>25% Deposit If Applicable</b>	<b>£861.02</b>
<b>Balance payable within 14 days of invoice</b>	<b>£2,583.07</b>
<b>Total payable</b>	<b>£3,444.09</b>

#### Check list

Complete the acceptance slip  
Enclose the deposit payment made payable to **Shelford Heating Ltd** or Transfer Payment by direct Bank Transfer to Account No.: 26654060 Sort Code: 30-64-79  
*Or telephone 01223 833426 with your Debit card details, Quotation number and Customer account number. The Maximum value taken on any payment for a single invoice is £250.00 which has been limited due to the high charges associated with credit card payments.*



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*More than just a service*

heating plumbing renewables electrical

### Acceptance

**Account No.:** 32603

**Quotation No.:** Q02144-A

**Property:** THE PAVILLON, THE MOOR, MELBOURN, HERTFORDSHIRE, , SG8-6ED

MELBOURN PARISH COUNCIL  
THE PAVILLON  
THE MOOR  
MELBOURN  
HERTFORDSHIRE

SG8-6ED

Deposit of £861.02

Cheque

Debit/Credit Card

Bank Transfer

- ☐ I enclose my Cheque Payment  
☐ I will contact you to make payment by Card  
☐ I have transferred Payment Direct to your Bank Account

Sign..... Date:.....



# SHIRE TREES LIMITED



1 Worcester Way, Melbourn, Royston, Herts, SG8 6NH  
01763 220880 - 07976 260444 – [shiretreesltd@gmail.com](mailto:shiretreesltd@gmail.com)  
Vat No: 259613774

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

Date Sent:

## Quote Information

Client Ref: 143  
Quote No: 666  
Surveyor: James Cantle  
Site Ref: 614  
Order No:

## Quote

**Site Address** Allotments, The Moor, Melbourn

Item No	Item	Description Of Work	Value
	Ash	Crown Lift to provide 4 metres clearance from ground level	£175.00
option fell?	Ash	Fell to ground level and remove all arisings	£300.00
Total Value:			£475.00
VAT (20%):			£95.00
Total Inc VAT:			£570.00

**Tree surgery - Hedge maintenance – Stump removal - Seasoned firewood for sale**



## Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

23<sup>rd</sup> January 2019

Dear Simon

As discussed earlier, the front hedge at the allotments needs a good cut of the top & roadside as it is beginning to get very tall & overgrown again, it was cut back a few years ago but hasn't been done since. It is quite a simple job with the tractor now but if left much longer it will become a much bigger job needing chainsaws etc as previously.

This needs doing before the end of February as birds will start nesting

**Total for works £170.00 x Vat**

We really hope this is of use to you & look forward to your response

Kind Regards

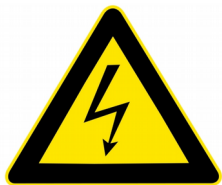
Justin Willmott (Director)

**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)**



# Coton Electrical



07749 850026

[david@cotonelectrical.co.uk](mailto:david@cotonelectrical.co.uk)

17 Flambards Close  
Meldreth  
Royston  
SG8 6JX

16 February 2019

Melbourn Parish Council  
c/o Parish Clerk

## ESTIMATE

### Work at Little Hands Nursery

1) Remove floodlight cable from external power box, move to new box on wall (no connection). Includes trenching as required. Can MPC provide temporary fencing to protect trench?

Parts	15.00
Labour	100.00
	=====
<b>Total</b>	<b>£115.00</b>

2) Replace two floodlights with 100W LED (microwave movement detectors). Fit new RCD spur and connect to supply in Lobby. Work to be carried out while Little Hands are not on site (access to switchgear in building required, also short power cuts).

Parts	275.00
Labour	100.00
	=====
<b>Total</b>	<b>£375.00</b>

3) Inspect premises and provide Electrical Installation Condition Report (EICR). Three Distribution Boards, one in boiler room and two in kitchen area.

This is too large an undertaking for Coton Electrical, it requires more than one person to complete in reasonable time and must be carried out while Little Hands are not on site. Therefore no estimate is provided.

Prices include test and certification.

Any unforeseen complications to the work listed are additional to this estimate.

Materials will be charged as used, at prices at time of purchase. Estimate is based on maximum anticipated requirements and current prices.

Estimate valid for 30 days. E&OE.

*D. Coton*



## Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

9<sup>th</sup> November 2018

Dear Simon

We have worked out a cost to install knee rail fencing along the front of the bed to the right of the bus shelter at the Village Car Park, plant prickly larger shrubs in the middle of the fence to prevent people walking through it to get to the kebab van as requested

1/ Install knee rail fence along the front, supply all materials needed

**Total for works £390.00 x Vat**

2/ Supply Pyracantha red 2.5 – 4 ft, Berberis Darwini orange 3ft, 2x larger Red Robin ( photinia ) although this is not prickly it is colorful & fills out very well, plant inside the fencing above infilling fairly close together to deter people from walking through. Supply rootgrow to encourage the development of the shrubs

Once planted we would supply woodchip to cover the whole area to keep in moisture & deter weed growth along with appearance, we would also top up the left hand bed to match

**Total for works £620.00 x Vat**

**This is fully planted not just a few here & there**

3/ Create a path through as discussed with yourself, cutting through the existing kerb to create a safe walkway

**Total £280.00 x Vat**

It is an ideal time of year to be doing this

We really hope this is of use to you & look forward to your response

Kind Regards

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## Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

23<sup>rd</sup> January 2019

Dear Simon

We are quoting to carry out works on the cherry tree hanging over the bowls club house, the tree has never been touched since it was planted & is totally out of shape. It really needs the whole canopy reducing all round by around 30 %.

**Just remove all lower limbs Total £230.00 x Vat**

**Reduce whole canopy of tree £420.00 x Vat**

**All debris would be removed from site**

We really hope this is of use to you & look forward to your response

Kind Regards

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