

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Thursday, 23 July 2020 at 09:30 via Zoom link
<https://zoom.us/j/92914861566>

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Kilmurray, Cllr Baker
In attendance: S Crocker, Parish Clerk, C Littlewood, Assistant Clerk, K Rudge, T Stebbing, M Sherwen, L Brierley
Absent: Cllr Barnes, Cllr Cowley

MA001/20 To receive nominations and to elect the Chair of the Maintenance Committee

Cllr Travis was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Travis as Chair of the Maintenance Committee.

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

MA002/20 To receive nominations and to elect the Vice Chair of the Maintenance Committee

Cllr Clark was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Clark as Vice Chair of the Maintenance Committee.

Proposed by Cllr Travis, seconded by Cllr Baker. All in favour.

MA003/20 To receive and approve apologies for absence

Apologies were received from D Bartle, M Brierley, B Deville.

MA004/20 To receive any Declarations of Interest and Dispensations

None received

MA005/20 To approve the minutes of the Maintenance Committee Meeting held on 8 June 2020

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting on 8 June 2020.

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

MA006/20 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)

No members of the public in attendance.

MA007/20 Finance Matters:

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

The finance report was noted.

MA008/20 Conservation Matters:

- a) **To receive updates and reports on Stockbridge Meadows**

Discussion as to discouraging use of unofficial footpaths in Stockbridge Meadow. **ACTION:** Assistant Clerk to obtain quotes for signage.

Noted that wardens are keeping on top of thistle growth.

- b) **To receive a the EA Monthly situation reports for May and June 2020**

The reports were noted. Levels are low but rainfall has been lower than average. A member suggested requesting the EA to start pumping into the river. Noted that there had been no response from The Bury to the request to move the pipe. **ACTIONS:** Cllr Travis to write again to The Bury.

- c) **To consider reports and updates on various trees**

Discussion re ownership of woodland area on Royston Road. Noted that a number of trees in the woodland are in poor condition and require attention. **ACTION:** K Rudge to make enquiries as to the identity of the owner.

Trees on the New Rec to be monitored.

Noted dead wood on trees and also canopy needs lifting. **ACTION:** Assistant Clerk to seek quotes for tree work.

d) To receive an update on works along the River Mel

The report from Rob Mungovan was received. Committee noted appreciation at the work that had been carried out. RMRG hope to recommence activities when circumstances allow.

e) To consider quotation for Stockbridge Meadows boardwalk project

Quote from 1731 Ltd including planning and design of the boardwalk and project management was considered. Discussion as to seeking grant funding to match s106 monies available for the project.

It was:

RESOLVED to accept the quote from 1731 Ltd for £1,500 to carry out project management and preparation of drawings, schedule of works and manage tender process for replacement of the boardwalk at Stockbridge Meadows.

Proposed by Cllr Kilmurray, seconded by Cllr Baker. All in favour.

f) To receive any other updates and consider actions

No updates or actions

MA009/20 Allotment Matters:

a) To receive any other updates and consider actions

No updates or actions.

MA010/20 Governance Matters:

a) To note the email decision to re-open the The Moor and Clear Crescent play areas

Chair thanked the wardens for their efforts in cleaning the play areas. The email decision as noted.

b) To note the email decision to give permission to Melbourn Dynamos to resume training on the Old Rec

The email decision was noted.

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

The weekly inspection reports were received.

d) To consider any updates on vandalism in the Parish

The update was noted. A member reported that the police have been carrying out patrols in the area.

e) To receive any other updates and consider actions

No updates or actions

MA011/20 Cemetery Matters:

a) To retrospectively approve the installation of new cremated remains memorial bases

This item was deferred

b) To review the Rules & Regulations for New Road Cemetery

Suggested revision of the Rules & Regulations were discussed. A member suggested the following wording be added at the end of paragraph 2a '*This does not constitute a right of way.*'

It was:

RESOLVED to approve the amended Rules & Regulations for New Road Cemetery with the addition of the wording as discussed.

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

- c) To receive any other updates and consider actions

A member queried progress with regard to interpretation board for the Saxon burial mound.

ACTION: Assistant Clerk to progress.

MA012/20 Village Maintenance Matters:

- a) **To approve expenditure on an additional sign for The Moor car park**

It was:

RESOLVED to purchase an additional sign for The Moor car park at a cost of £65 + VAT.

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

- b) **To receive an update on repairs to play equipment highlighted in the RoSPA Play Safety report**

Wardens to report back – work ongoing.

- c) **To consider an update on the proposed refurbishment of The Moor play area**

A member reported back on a recent meeting to discuss refurbishment of The Moor play area.

Project to include public consultation including young people. **ACTION:** Assistant Clerk to identify three companies to approach for quotes / designs.

- d) **To note expenditure with regard to repairs to the gate at the bottom of Ash Grove**

As this was a safety issue, repairs to the gate had been carried out. Noted that contractor is to replace the spring closing. Also that the paint finish is not drying and needs attention before this job is signed off.

- e) **To consider request from Cambridgeshire County Council re light in Clear Crescent**

Discussion as to who will be responsible for cost of light if it is retained. **ACTION:** K Rudge to check if light is working.

- f) **To consider replacing various bins**

Noted that two dog bins require replacement. The damaged grit bin should be replaced by Highways Department.

It was:

RESOLVED to purchase two replacement dog bins at a cost of £189 + VAT each – wardens to install.

Proposed by Cllr Kilmurray, seconded by Cllr Baker. All in favour.

- g) **To receive any other updates and consider actions**

A member asked if there had been any progress on clearance of the gulleys. Concern was noted with regard to possible flooding. Clerk suggested this could be raised at Parish Council Meeting on 27 July 2020. **ACTION:** Assistant Clerk to follow up with Highways.

A member queried if inner baskets could be purchased for concrete bins. **ACTION:** Assistant Clerk to try to source.

MA013/20 Pavilion Matters:

- a) **To consider re-opening the pavilion to the public**

Pavilion to remain closed but to be monitored and reviewed at August Maintenance Committee meeting.

[10:52 M Sherwen left the meeting]

b) **To consider a proposal for block booking of the pavilion from September 2020**

It was:

RESOLVED to recommend the block booking to full Council at the meeting on 27 July.

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

c) **To receive any updates and consider actions**

Noted that fire safety inspection had recently been carried out.

MA014/20 Littlehands Matters: To receive any updates and consider actionsa) **To note a report from Barley Maintenance following inspection of the flat roof**

The report was noted.

b) **To receive any updates and consider actions**

Noted that maintenance works required to be carried out by Parish Council have now been completed.

MA015/20 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. 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. Discussed under MA106/19B). Waiting to hear from Tom Upcraft. Discussed at MA008/20e)	JT
2	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. Noted bench opposite Sheepshead Row requires repair. ACTIONS: 1) Wardens to clean bench. 2) Look at s106 - is there money for plastic replacements? - Ongoing	KR / DB
3	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. Slide repaired. Zip wire repairs to be carried out in 4-6 weeks. Repairs carried out. Seat to be re-installed and adjusted. Check issues in ROSPA report - is zip wire included? ACTION: CL to investigate	CL
4	Two trees on green lane between Armingford and Hale Close	Resident	Reported to County Farms - 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 - follow up	CL
5	Flooded layby on Cambridge Road (opposite Solway Farm entrance)	Resident	Reported to SCDC - part of ongoing gully problem. Discussed at MA012/20g)	CL

6	Traffic along High Street	Resident	Concern re volume and speed of traffic and request for information on how to apply for traffic calming. Referred to Futures WP. Futures WP to discuss. SvdV to attend to discuss Greenways project. Also consider 20mph limit throughout village.	CL
7	26 Palmers Way - overgrown hedge	Resident	Reported to Carly Freed, SCDC 12/3/20. CL spoke to Carly on 24/3/20 to explain location of hedges - Carly will follow up with contractor. CL to follow up with Carly Freed. Email from Carly Freed - awaiting date for works to be carried out 12/6/20 - CL to follow up	CL
8	Dog bins - rims need replacing / concrete bins - inner basket needs replacing	SCDC operative	SCDC operative reported that rim on dog bins need replacing as bag is current falling into the bin and making emptying difficult. Also, wire basket in concrete bins need replacing - same reason. He will let us know which bins this relates to. Replacement rims have been fitted. Two dog bins require full replacement - outside Esse and on Vicarage Close. ACTION: CL to get costs. Discussed at MA012/20f)	CL
9	Clear Crescent Play area	HCGM	Weeds on paths - HCGM to send quote for spraying. Quote received but hold back until after school holidays	CL
10	Salt bin on Vicarage Close	DB	Lid broken. ACTION: CL to request replacement from Highways	CL
11	A10 milestones	Resident	Missing stones? Where are they? Follow up with Peter Simmonett and History Group. Have written to SvdV. She is following up with Highways. No further update available at this time	CL
12	Haggers Close parking area	Resident	Piles of leaves against fences of properties on Orchard Road. Email to Carly Freed - leaves to be cleared w/c 3 August	CL
13	6 Bramley Avenue	Resident	Trees / shrubs overgrown - obstructing footpath. Letter sent to occupier 16/6/20. Email from tenant to say letter has been forwarded to property owner. ACTION: Wardens to check if done	CL
14	Scythe mower	KR	Needs replacement tyres. Delegated authority to Parish Office to purchase tyres. KR to order from Wrights (approx £40 each).	KR
15	Plot E29 Orchard Road Ext	Resident	Ground dipped under memorial stone. KR has inspected and will top up. Stone is stable.	KR
16	83 High Street	SAH	Garden overgrown - needs tending. KR has spoken to GS - he is still doing it	GS? KR/DB
17	Rupert Neve / Back Lane cnr	Resident	Hedge needs cutting on the cnr of Rupert Neve / Back Lane	KR / DB
18	New Road Cemetery	JW	Damage to brickwork around a drain(?) - wardens to fix	KR / DB
19	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update.	CL
20	Picnic bench by River Mel (nr pavilion)	CS	Damage to bench and a slat missing. KR inspected. Unable to fix. Does not appear to be a danger. ACTION: Check if there is money in the budget for replacement bench.	DB / KR
21	Pavilion	KR	Boot scrapper to be repaired	DB / KR
22	Worcester Way green	SC	A member suggested including the area as a walking route. ACTION: Discuss fence and access gate with farmer.	SC
23	Grinnell Hill	SC	Noted that the boundary is very overgrown and boundary line not visible. It was RESOLVED to observe the natural boundary and not install further fencing at this time. Proposed Cllr Baker, seconded Cllr Clark. All in favour.	SC

MA016/20 New Maintenance Issues: To consider Maintenance issues arising since last meeting

A member noted an tree on Grays Allotments overhanging property on Thatcher Stanfords. Will be addressed as part of road inspections.

MA017/20 To note date of next meeting: 20 August 2020

The meeting closed at 11:25

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 8 June 2020 via Zoom link
<https://zoom.us/j/96679553111>

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Barnes
In attendance: C Littlewood, Assistant Clerk, D Bartle, T Stebbing, Cllr Baker, Cllr Kilmurray, M Sherwen, L Brierley, M Brierley
Absent: Barry Deville

MA116/19 To receive and approve apologies for absence
 None received

MA117/19 To invite Cllrs Kilmurray, Baker and Cowley to join the Maintenance Committee
 Cllrs Kilmurray and Baker were in attendance. Cllr Cowley was unable to attend the meeting.

It was:
 RESOLVED that Cllrs Kilmurray, Baker and Cowley would join the Maintenance Committee.
 Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

The Chair welcomed Cllrs Baker and Kilmurray and they joined the meeting.

MA118/19 To receive any Declarations of Interest and Dispensations
 None received

MA119/19 To approve the minutes of the Maintenance Committee Meeting held on 20 February 2020

It was:
 RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 20 February 2020 as written.
 Proposed by Cllr Clark, seconded by Cllr Barnes. Abstain - Cllrs Baker and Kilmurray due to non-attendance at the meeting on 20 February 2020.

MA120/19 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)
 None in attendance

MA121/19 Finance Matters:

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

MA122/19 Conservation Matters:

- a) To consider a quote for work to Ash trees opposite Science Park from Shire Trees
 It was:
 RESOLVED to accept the quote from Shire Trees in the sum of £1,044 (£870 + VAT) with regard to tree works to trees opposite the Science Park.
 Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

ACTIONS:

- Assistant Clerk to follow up with Shire Trees with regard to informal inspections around the village.

- Assistant Clerk to establish who is responsible for the trees at the bottom of London Way. Very overgrown with ivy and may need attention.

- b) To note updates from the Wild Trout Trust relating to works adjacent to the River Mel

Noted that the work has been completed. Final report from Wild Trout Trust to follow. RMRG to look at further work to nettles and dead hedging.

- c) To receive updates and reports on Stockbridge Meadows:

Noted increased footfall during lockdown period resulting in some informal footpaths being created. Discussed opportunities to engage with people with regard to protecting habitat – suggestions included leaflets, articles in Melbourn Magazine, information via schools. 'Dogs on Leads' sign has been re-attached to the entrance gate.

Noted a local resident had requested permission to feed badgers in Stockbridge Meadows. **ACTION:** Assistant Clerk to respond thanking the resident for their offer but declining at this time.

- d) To receive any other updates and consider actions

MA123/19 Allotment Matters:

- a) To consider a quotation for signage for the asbestos bin

It was:

RESOLVED to accept the quote from Unlimited Logos in the sum of £40 + VAT for an 'Asbestos Only' sign for the allotments.

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

- b) To receive any other updates and consider actions

Noted that the allotments are very busy due to lockdown and warm weather. Water usage to be monitored. There is currently a long waiting list for allotments – unworked plots also to be monitored.

MA124/19 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 vandalism reported was noted.

MA125/19 Cemetery Matters:

- a) To consider the installation of new cremated remains memorial bases

Awaiting quote for new cremated remains plots from HCGM. **ACTION:** DB, MS and JW to liaise and arrange to meet at New Road Cemetery to identify location for new plots.

- b) To receive any other updates and consider actions

Discussion with regard to review of R&Rs for New Road Cemetery. Noted an increase in dog walkers. Also cars parking in the cemetery. Discussion with regard to footpath from Victoria Way to Water Lane. A member noted that with so many people using local footpaths at this time, it would be a good opportunity to identify local network of footpaths.

ACTIONS:

- Review of the R&Rs for New Road Cemetery to be included on Agenda for next Maintenance Committee meeting for fuller discussion.
- Consider how to improve network of footpaths around the village.

MA126/19 Village Maintenance Matters:

- a) To consider the ROSPA Play Safety Annual Inspection Reports for The Moor and Clear Crescent
A summary of the works highlighted by the inspector was circulated. A member noted that there is some s106 money available for improvements to the play area at The Moor. Noted that this would benefit from public consultation.

ACTIONS:

- Assistant Clerk to speak to Wardens about issues highlighted in ROSPA inspection reports.
 - Assistant Clerk to arrange a site visit to The Moor for members of the Maintenance Committee.
- b) To consider and agree resumption of Councillor street inspections
It was:
RESOLVED that councillor street inspections should recommence and that this item should be referred to full council for approval.
Proposed by Cllr Clark, seconded by Cllr Baker. All in favour.
- c) To consider costing for upgrade to the car park CCTV.
Noted that the CCTV on the village car park was unreliable. The parish office had been unable to respond to recent requests for footage from the police as the system was not working properly. Quotes for upgrade and ongoing support had been obtained but these were very costly. A member had obtained quotes for replacement DVRs which he could be install. Ongoing maintenance of the cameras could be carried out by wardens. This would be a far more cost effective solution.

It was:
RESOLVED to purchase the required DVR equipment up to a cost of £300 to be installed by Cllr Kilmurray.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- d) To receive any other updates and consider actions
A member noted that the ongoing issue of blocked gulleys in the village was not resolved. Concern was raised with regard to potential for flooding. **ACTION:** Assistant Clerk to speak to District and County Cllrs in an attempt to progress.

MA127/19 Pavilion Matters: To receive any updates and consider actions

Noted that the Pavilion remains closed to the public at this time.

MA128/19 Littlehands Matters: To receive any updates and consider actions

Noted that Barley Maintenance will be carrying out scheduled works to the roof this week. Date has been approved by Littlehands manager.

ACTION: Assistant Clerk to report security light to an electrician as it won't turn off.

MA129/19 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. 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. Discussed under MA106/19B). Waiting to hear from Tom Upcraft. ACTION: JT to follow up.	JT
2	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. Noted bench opposite Sheepshead Row requires repair. ACTIONS: 1) Wardens to clean bench. 2) Look at s106 - is there money for plastic replacements?	KR / DB
3	Ash Grove / Orchard Road	TS	Wooden post on gate at bottom of Ash Grove cut through is rotten and requires replacement. Dennis has removed the gate. CL requested quotes from HCGM and Barley Maintenance 27/5/20. ACTION: CL to chase quote from HCGM. GC to chase quote from Barley Maintenance.	CL
4	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. Slide repaired. Zip wire repairs to be carried out in 4-6 weeks. Repairs carried out. Seat to be re-installed and adjusted. Check issues in ROSPA report - is zip wire included?	CL
5	Two trees on green lane between Armingford and Hale Close	Resident	Reported to County Farms - 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	CL
6	Flooded layby on Cambridge Road (opposite Solway Farm entrance)	Resident	Reported to SCDC - part of ongoing gully problem	CL
7	Traffic along High Street	Resident	Concern re volume and speed of traffic and request for information on how to apply for traffic calming. Referred to Futures WP.	CL
8	26 Palmers Way - overgrown hedge	Resident	Reported to Carly Freed, SCDC 12/3/20. CL spoke to Carly on 24/3/20 to explain location of hedges - Carly will follow up with contractor. ACTION: CL to follow up with Carly Freed	CL

9	Dog bins - rims need replacing / concrete bins - inner basket needs replacing	SCDC operative	SCDC operative reported that rim on dog bins need replacing as bag is current falling into the bin and making emptying difficult. Also, wire basket in concrete bins need replacing - same reason. He will let us know which bins this relates to. Replacement rims have been fitted. Two dog bins require full replacement - outside Esse and on Vicarage Close. ACTION: CL to get costs.	CL
10	Clear Crescent Play area	HCGM	Weeds on paths - HCGM to send quote for spraying. Awaiting quote	CL
11	Salt bin on Vicarage Close	DB	Lid broken. ACTION: CL get cost for replacement	CL

MA130/19 New Maintenance Issues: To consider Maintenance issues arising since last meeting

Noted that play equipment on parks would need to be cleaned before opening up. Suggested that wardens could do this with pressure washer.

MA131/19 To note date of next meeting: 23 July 2020 at 09:30

Monthly water situation report

East Anglia

Summary – June 2020

East Anglia received a normal amount of rainfall in June with an average total rainfall of 59 mm (116% of the Long Term Average (LTA)). The groundwater levels continues to decrease in majority of the key sites with the soil moisture deficit (SMD) remaining above normal. The monthly mean river flows in majority of the sites are classified as below normal or lower with the River Cam reporting an exceptionally low flow. Reservoirs levels at all the sites remain below their normal operating curves and some of the support schemes have been operating to support river flows.

Rainfall

East Anglia received a total averaged rainfall of 59 mm in the month of June resulting in 116% of the Long Term Average (LTA). The amount of rainfall was fairly consistent with a normal category across all sub-catchments with the exception of Upper Bedford Ouse, Central area Fenland and South Essex which received an above normal rainfall (relative to the monthly LTA). The 12 months rainfall surplus has decreased to 629 mm.

Soil Moisture Deficit/Recharge

Soil Moisture Deficit (SMD) across East Anglia start reducing during the first three weeks of June but eventually increased by the end of the month and falls within the above normal category. The SMD is fairly consistent across the area and ended the month with an averaged SMD of 111 mm.

River Flows

Monthly mean river flows has decreased at majority of the indicator sites in June. Out of the 20 indicator sites 8 sites are reporting normal flows and 12 sites are reporting below normal or lower flows. The flow in the River Cam is exceptionally low at 41% of the LTA, while the flows in the River Colne and Waveny are notably low.

Groundwater Levels

Groundwater levels at majority of the indicator sites continues to decrease in June with 56% of the indicator sites classified in the normal category. The groundwater levels in the Cam chalk of Redlands Hall, Linton and Stapleford and levels in the Snail chalk of Newmarket are classified as below normal.

Reservoir Storage/Water Resource Zone Stocks

Reservoir levels has decreased at majority of the indicator sites reporting normal levels at all the key sites with the exception of Abberton. Reservoir levels in all the sites remain below their normal operating curves.

Environmental Impact

The Lodes-Granta groundwater support scheme has 4 out of 6 pumps operating. The Rhee groundwater support scheme has 2 out of 8 pumps operating with 1 of these operating 24 hours a day. There are no pumps operating on the Hiz, the Thet and the Little Ouse.

Forward Look

Probabilistic ensemble projections for river flows at key sites

September 2020: There is a reduced probability of notably low flows in majority of the sites and an increased probability of below normal flows in the Ely Ouse and Stiffkey rivers.

December 2020: There is an increase probability of below normal or lower flows at all sites next December.

Probabilistic ensemble projections for groundwater levels in key aquifers

September 2020: There is an increased probability of normal groundwater levels at all the key sites except at Redlands Hall where there is an increased probability of below normal level in September.

March 2021: There is an increased probability of below normal or lower groundwater levels in majority of the key sites with the exception of Therfield Rectory and Washpit Farm where there is an increased probability of normal or higher levels.

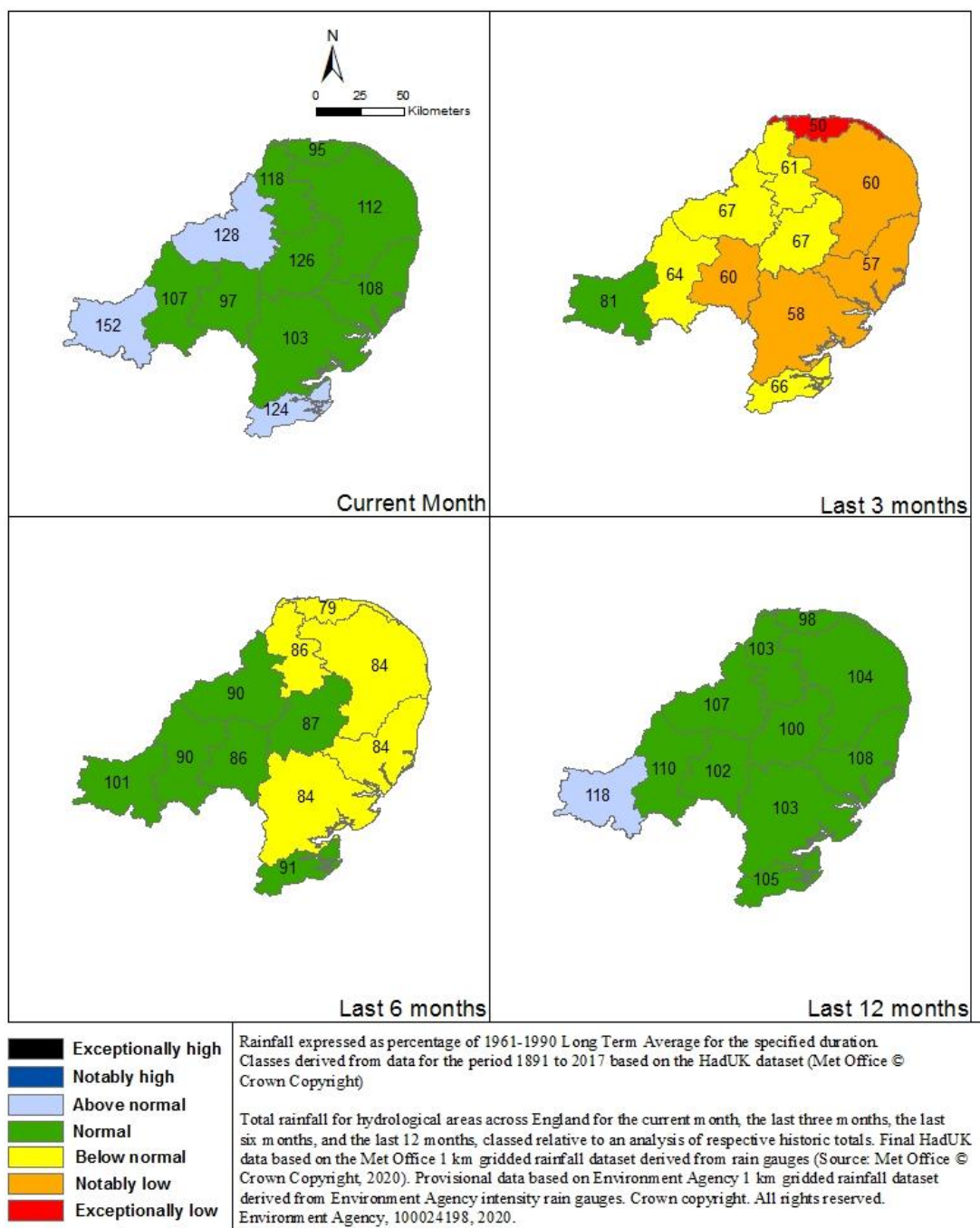
Author:

[Hydrology & Operations](#)

Contact details: 03708506506

Rainfall

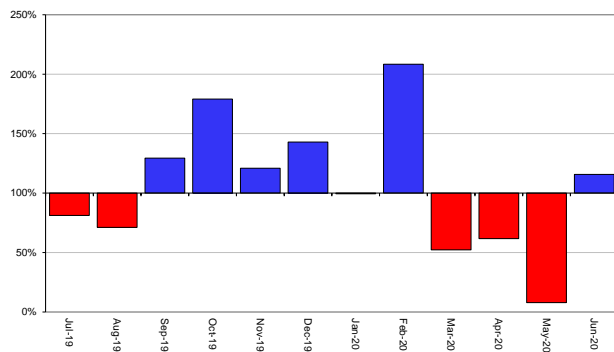
June 2020



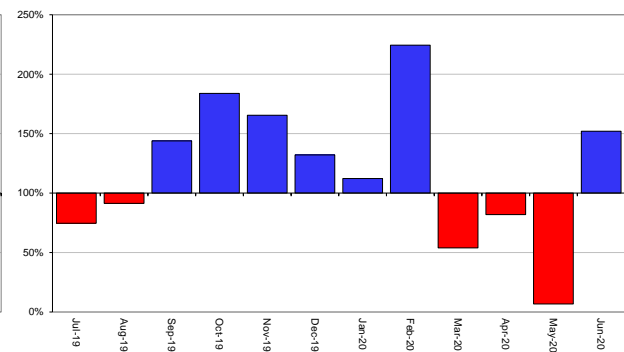
Above average rainfall

Below average rainfall

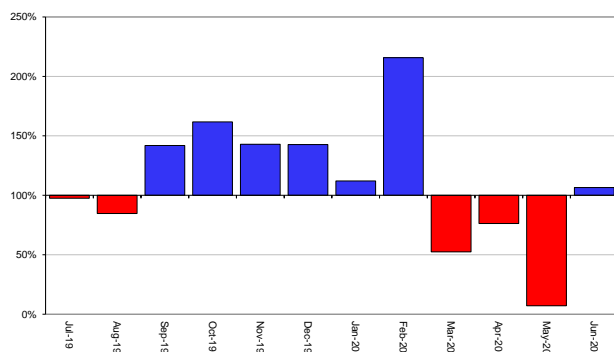
1-Month Period for East Anglia



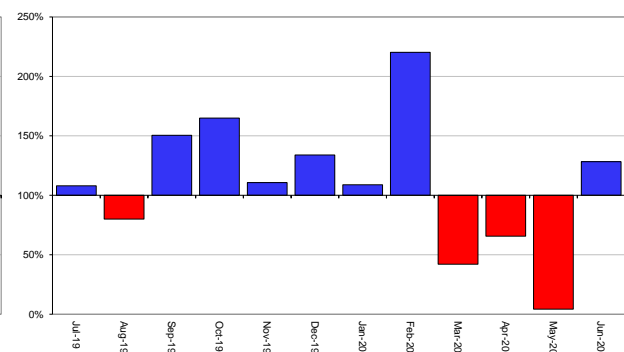
1-Month Period for Upper Bedford Ouse



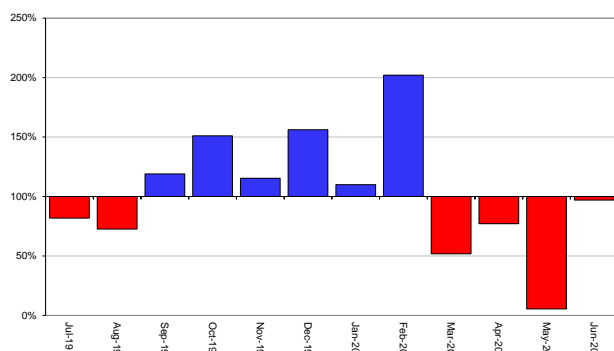
1-Month Period for Lower Bedford Ouse



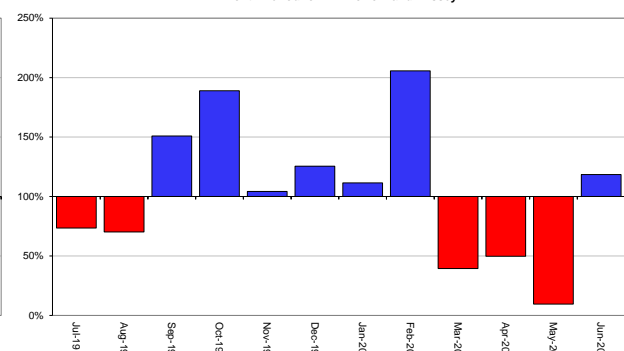
1-Month Period for Central Area Fenland



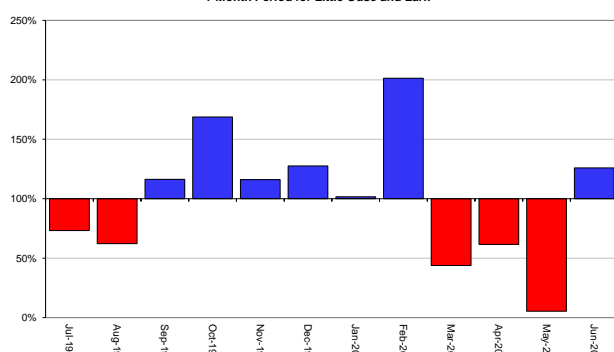
1-Month Period for Cam



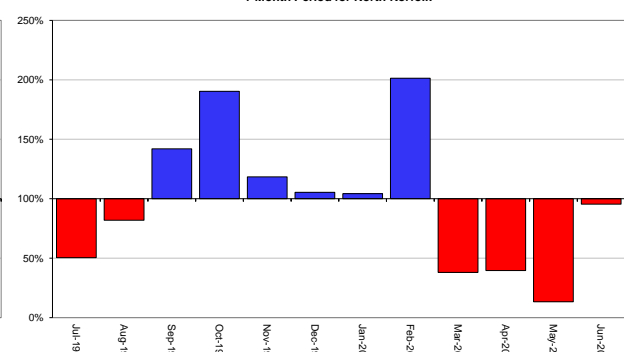
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark



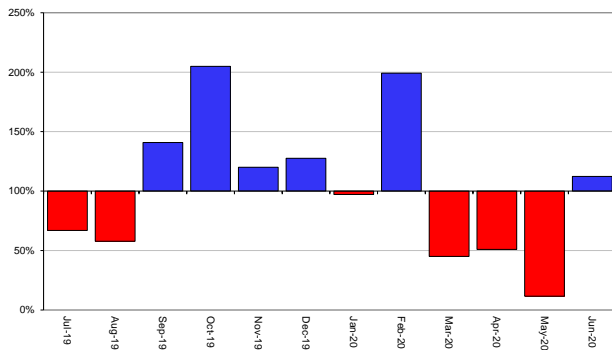
1-Month Period for North Norfolk



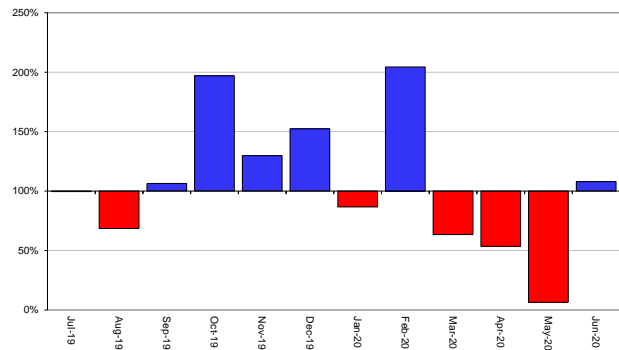
Above average rainfall

Below average rainfall

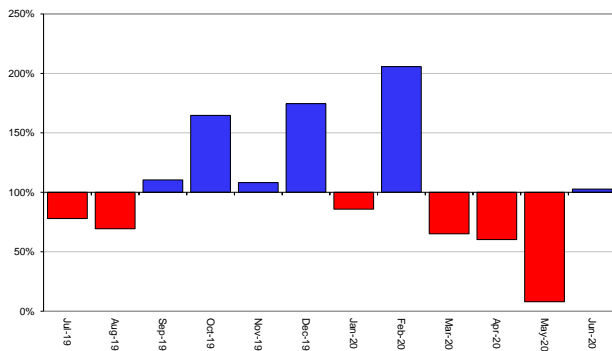
1-Month Period for Broadland Rivers



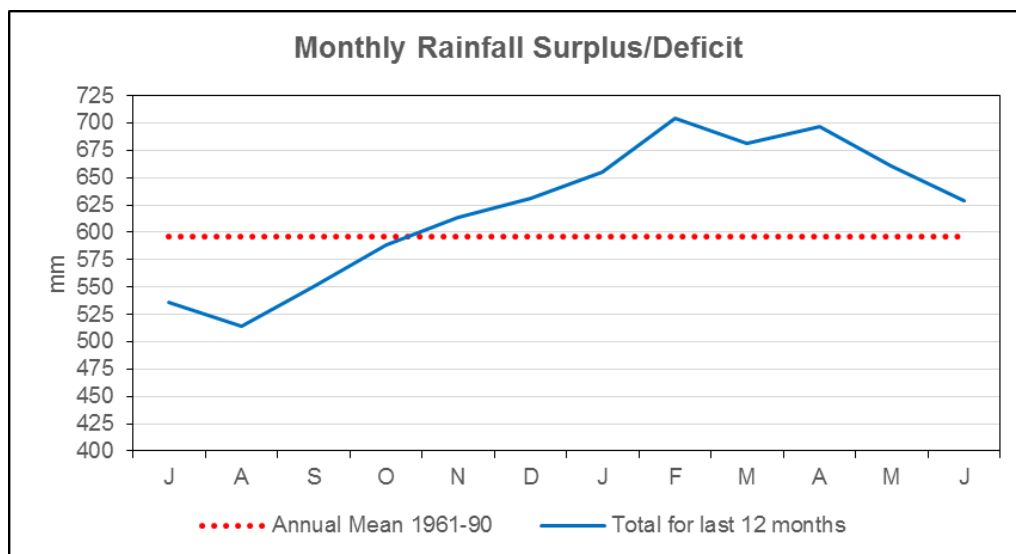
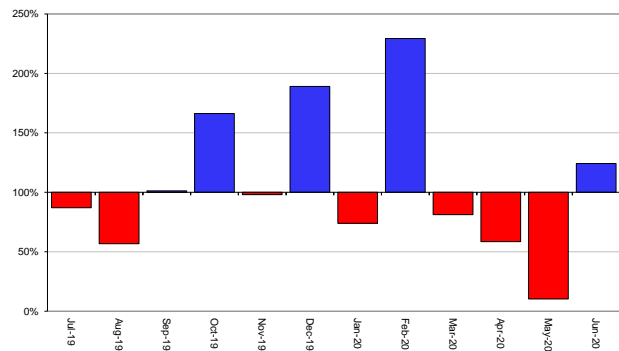
1-Month Period for East Suffolk



1-Month Period for North Essex

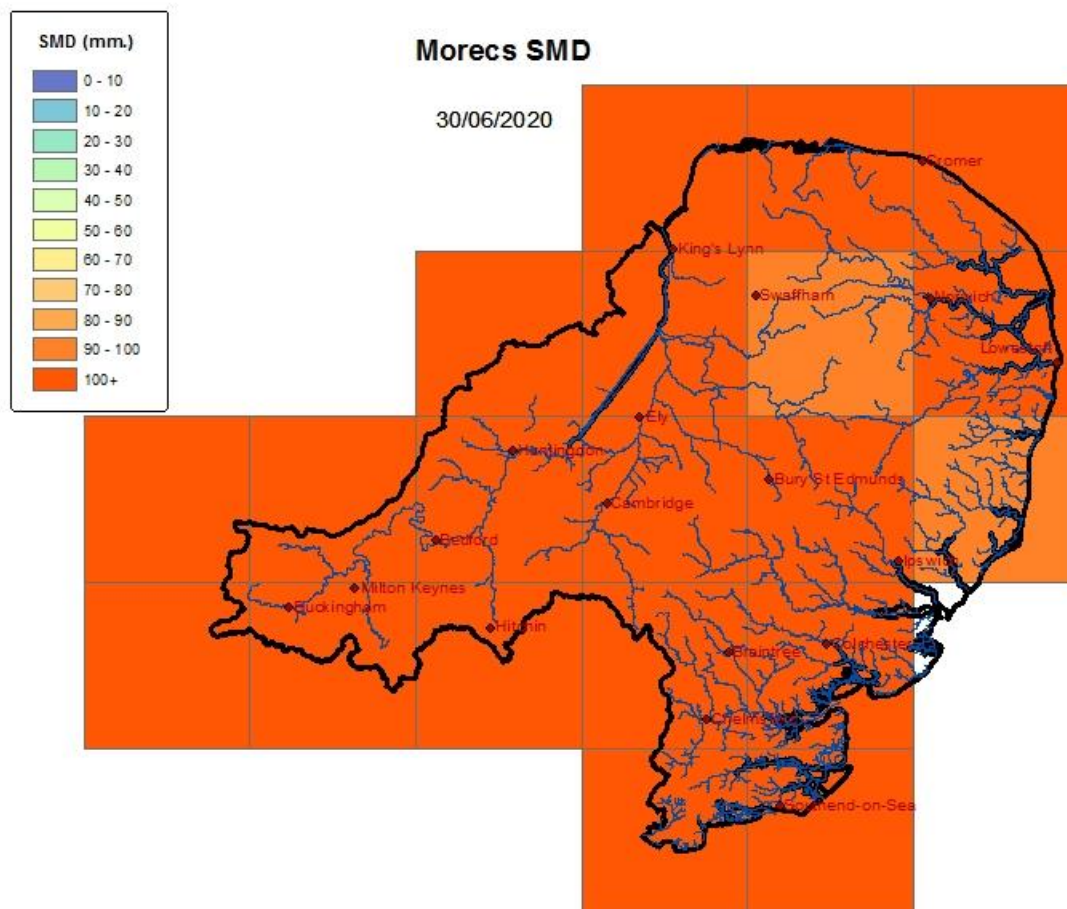


1-Month Period for South Essex

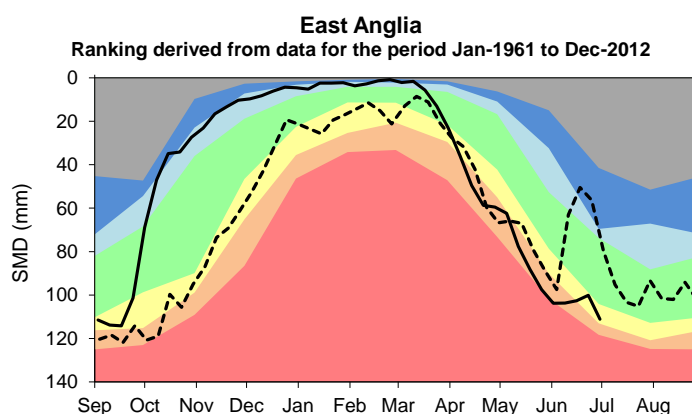


Soil Moisture Deficit

Data based on MORECS dataset (Met Office © Crown Copyright)

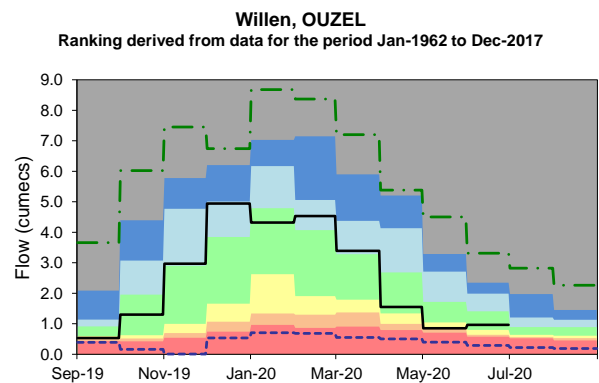
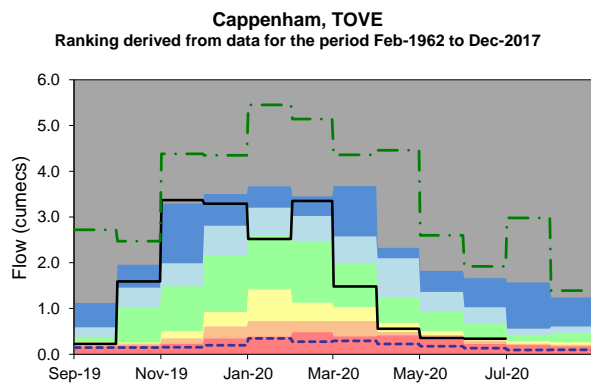
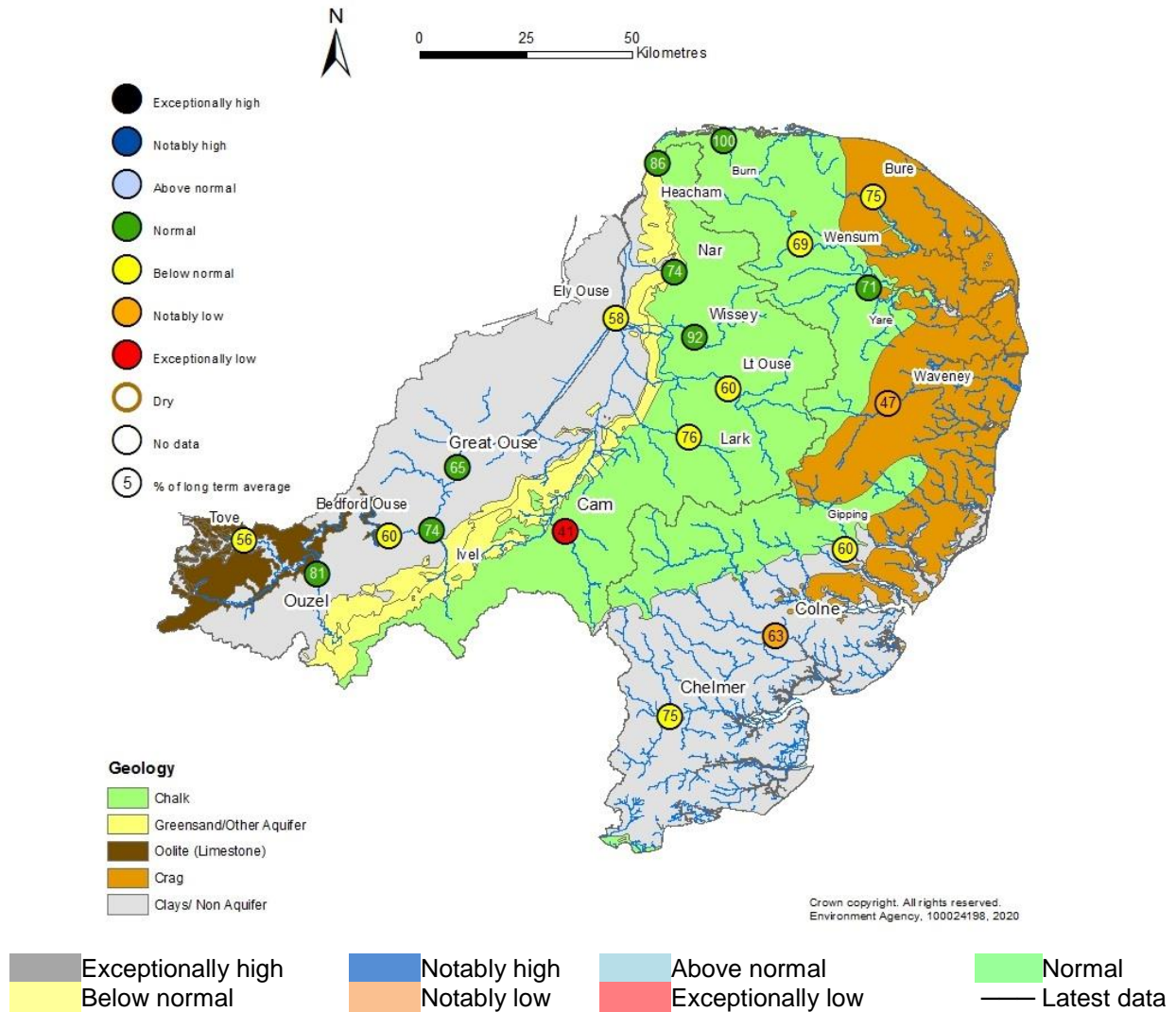


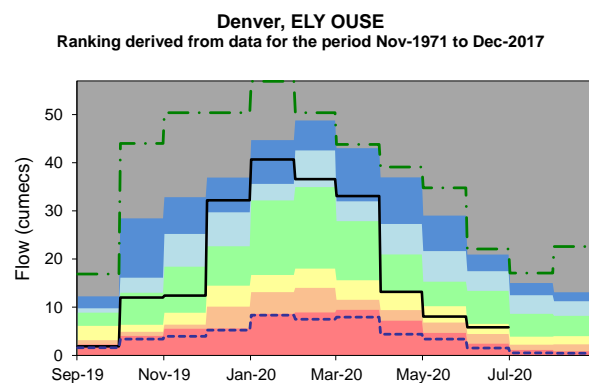
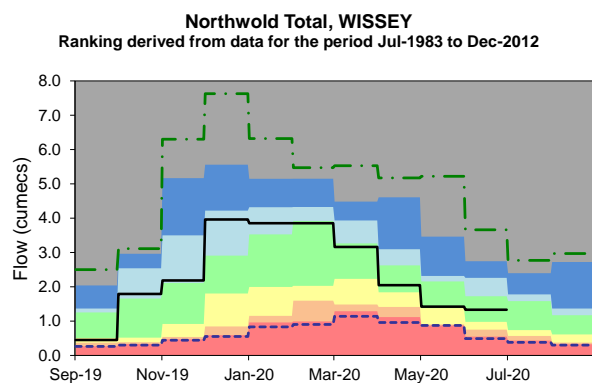
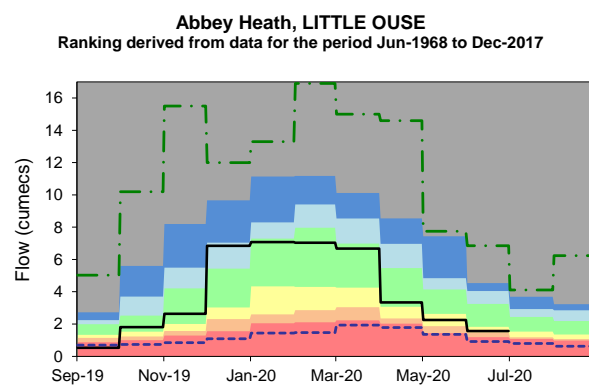
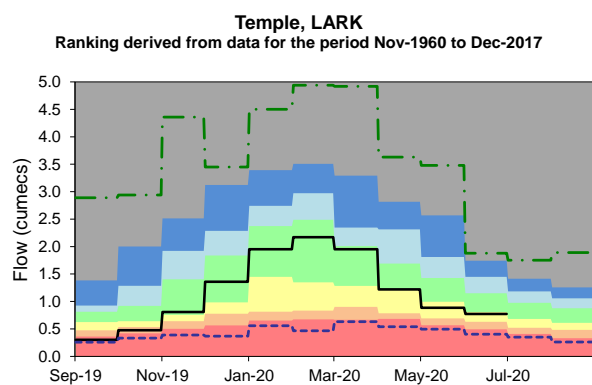
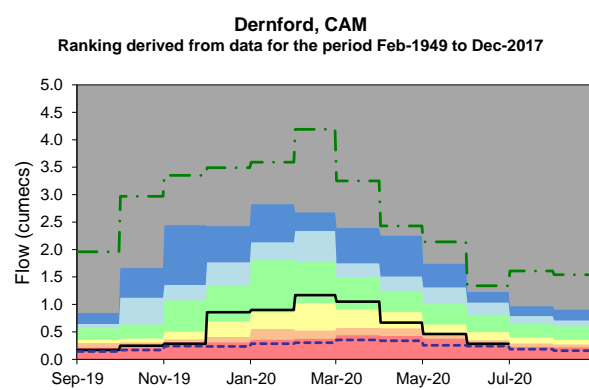
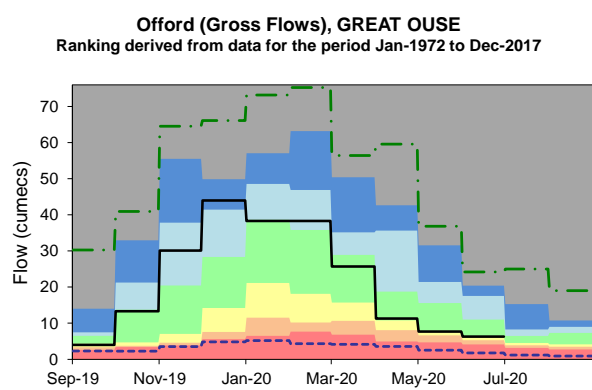
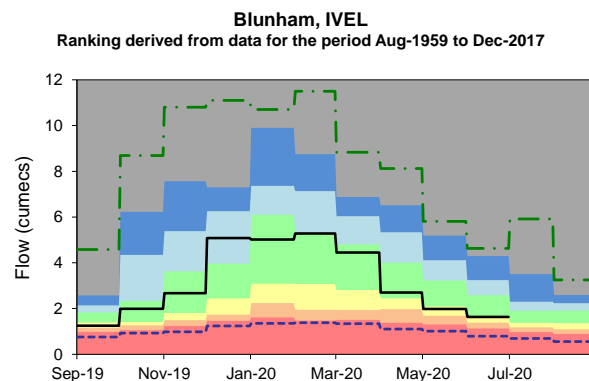
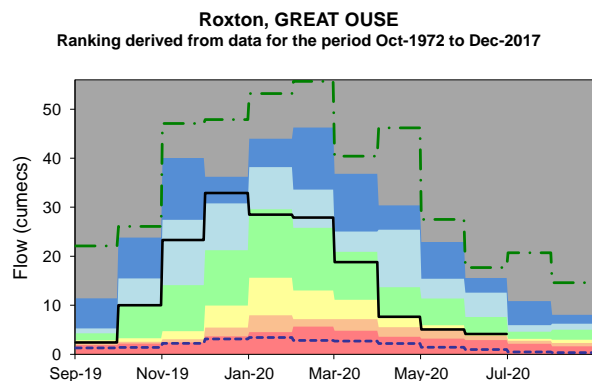
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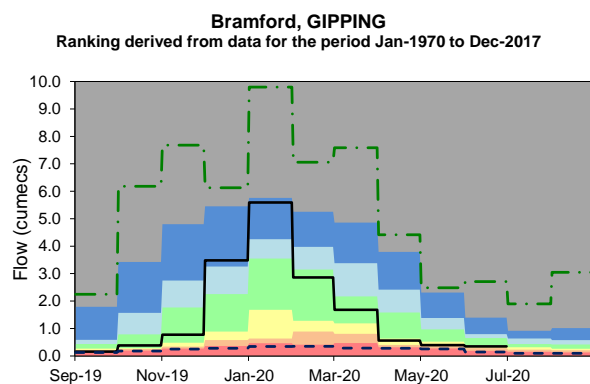
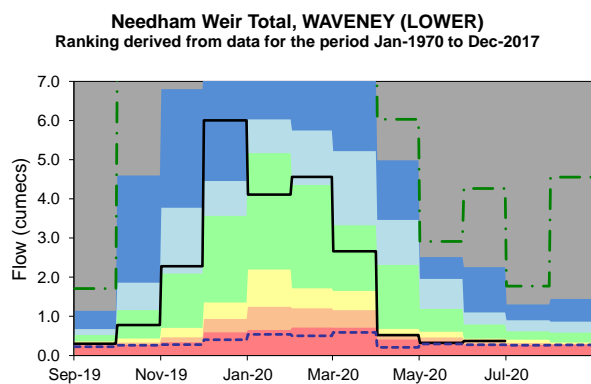
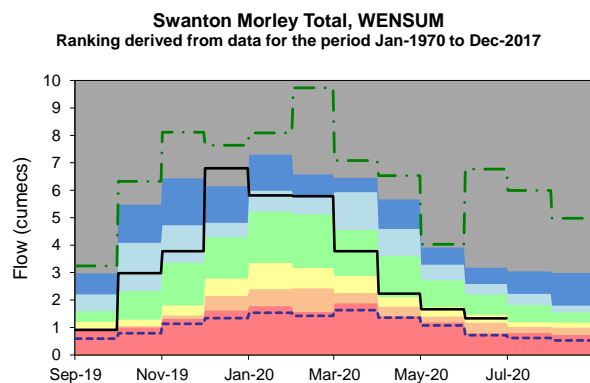
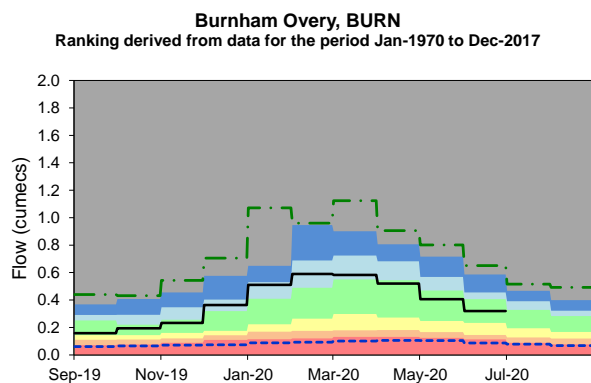
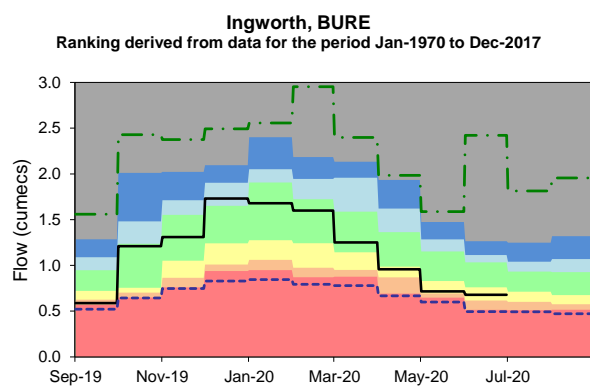
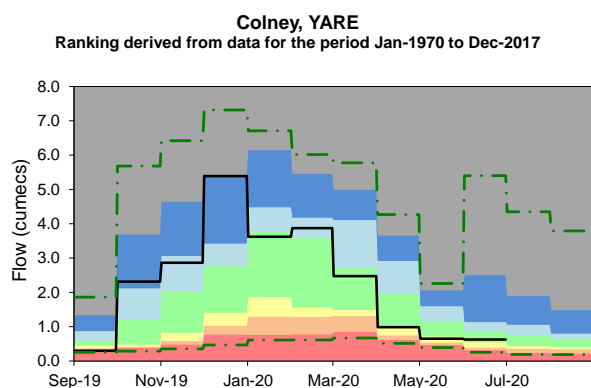
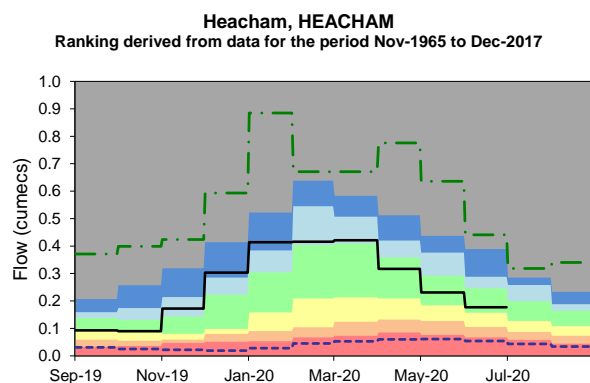
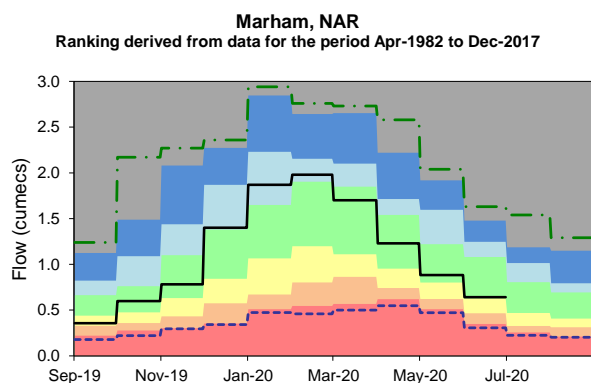


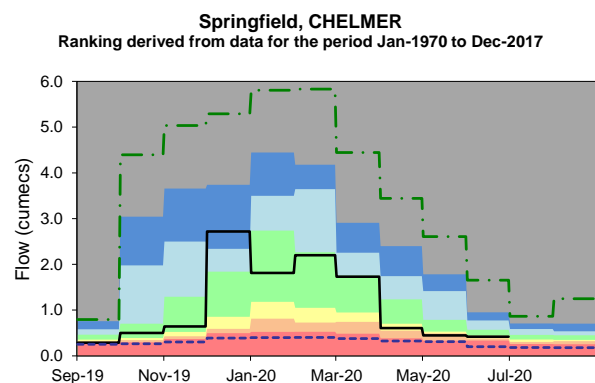
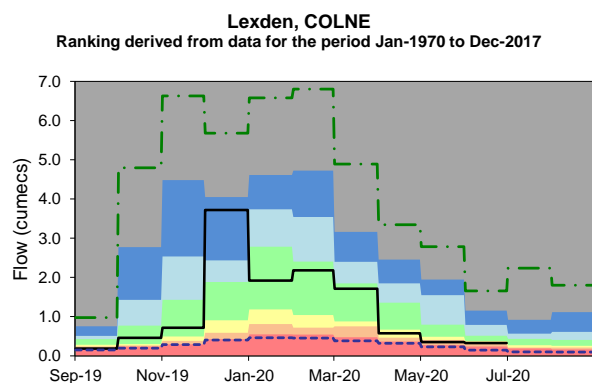
River Flow

June 2020



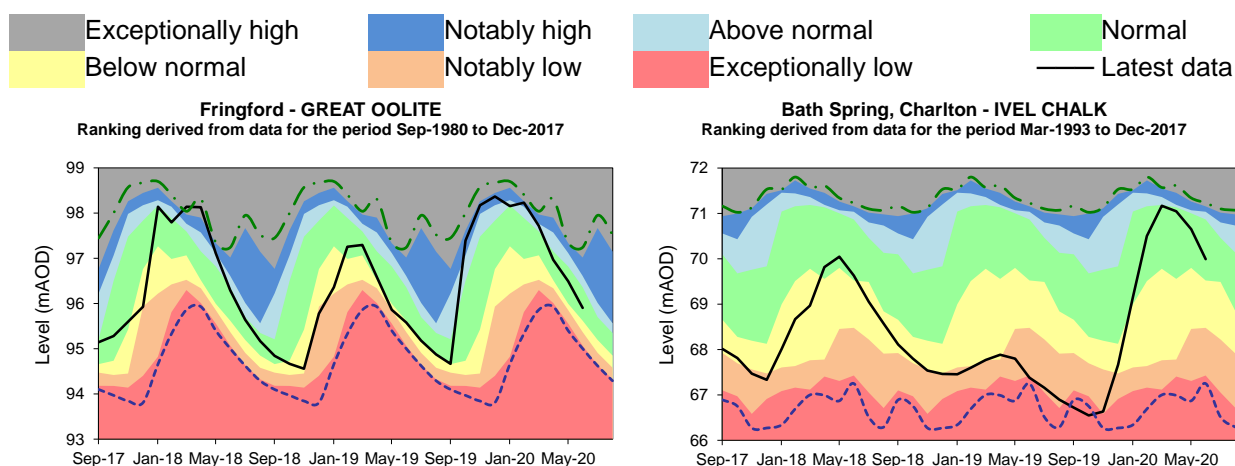
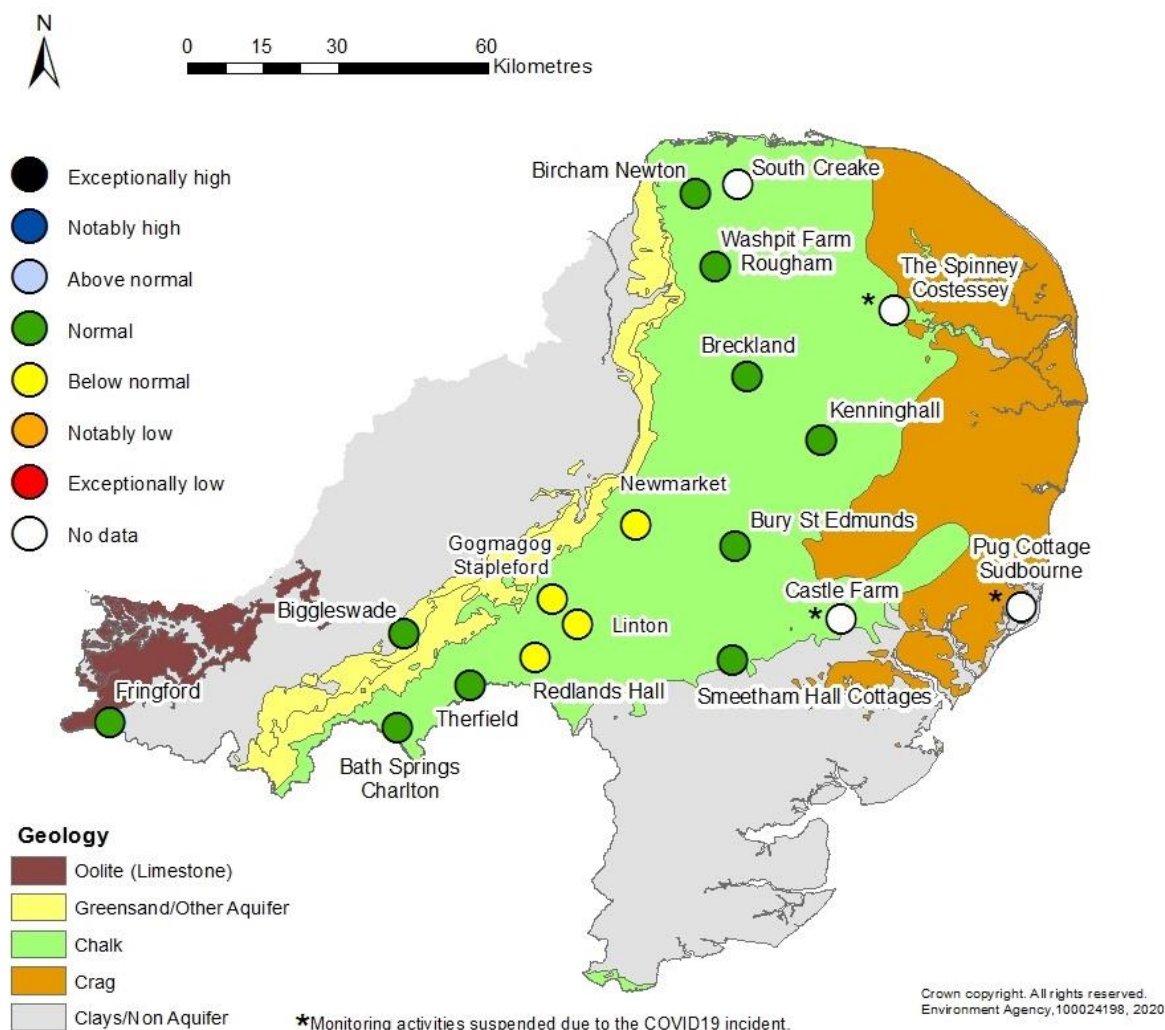






Groundwater Levels

June 2020



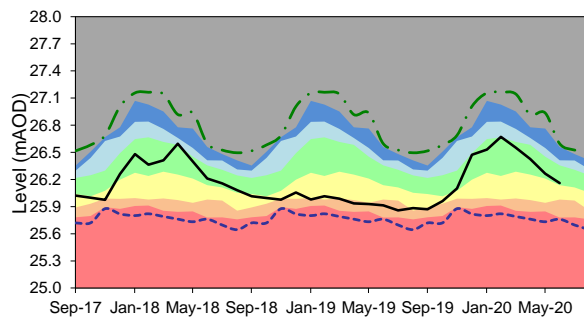
Exceptionally high
Below normal

Notably high
Notably low

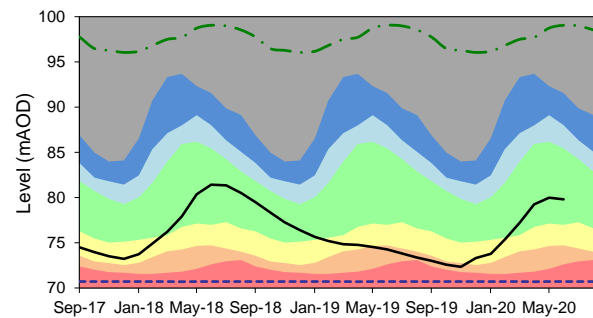
Above normal
Exceptionally low

Normal
— Latest data

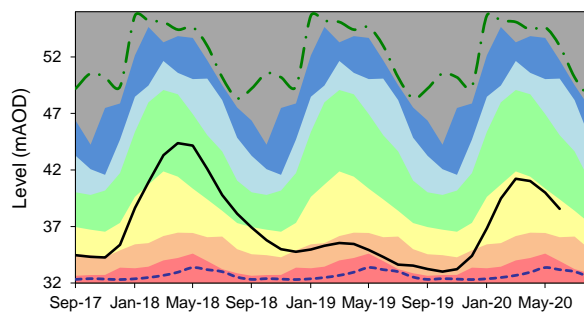
Biggleswade - IVEL SANDSTONE
Ranking derived from data for the period Mar-1968 to Dec-2017



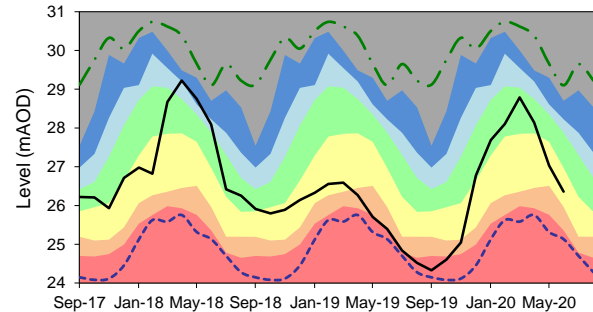
Therfield Rectory - N HERTS CHALK
Ranking derived from data for the period Jan-1883 to Dec-2017



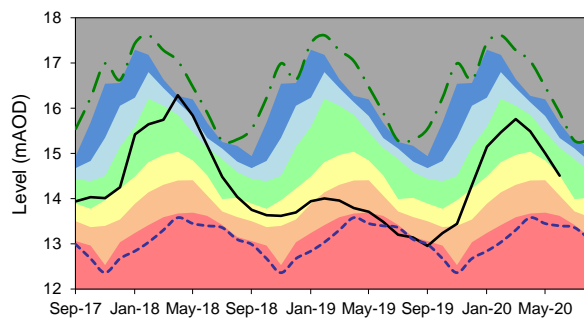
Redlands Hall, Ickleton - CAM CHALK
Ranking derived from data for the period Aug-1963 to Dec-2017



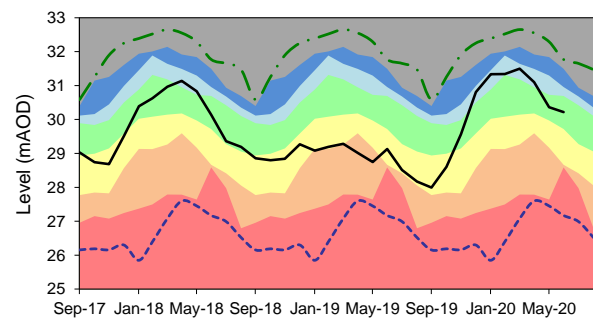
Linton - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



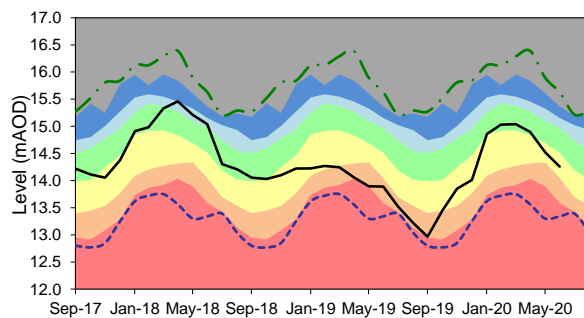
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



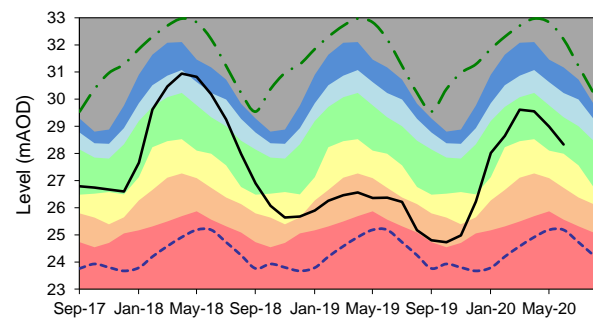
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017

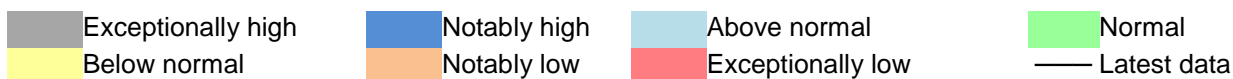


Newmarket - SNAIL CHALK
Ranking derived from data for the period Feb-1983 to Dec-2017

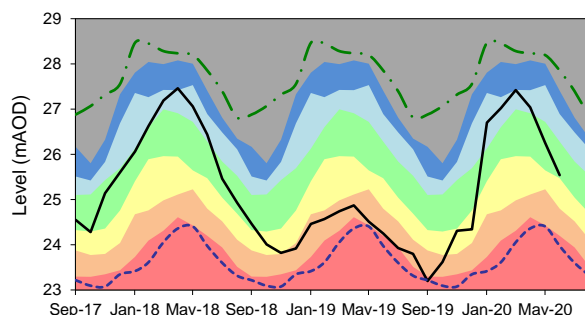


Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017

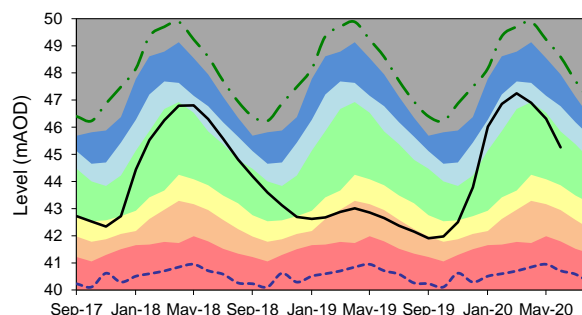




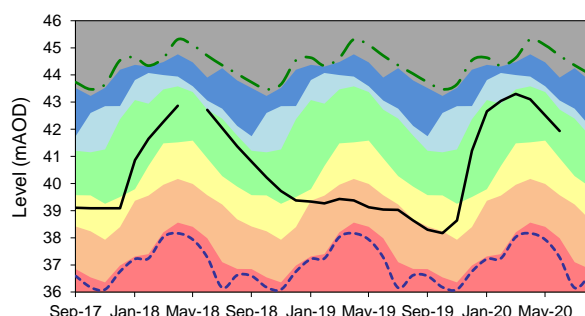
Breckland - WISSEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



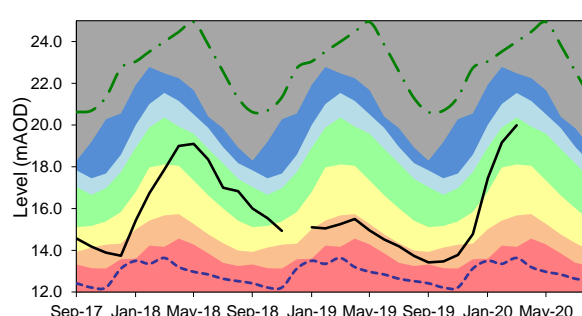
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



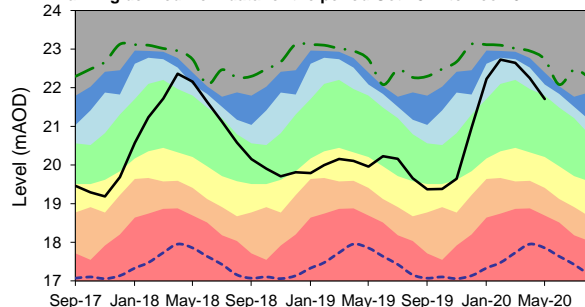
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



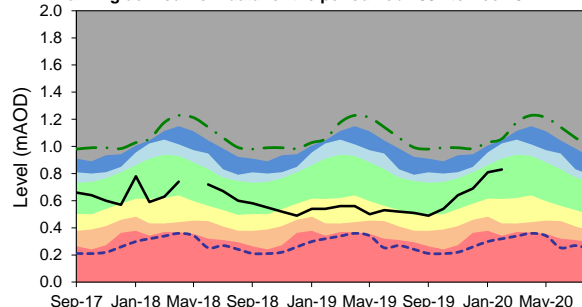
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



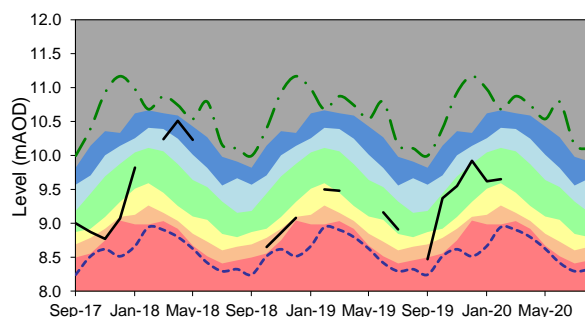
Old Primary School, South Creak
NW NORFOLK CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017



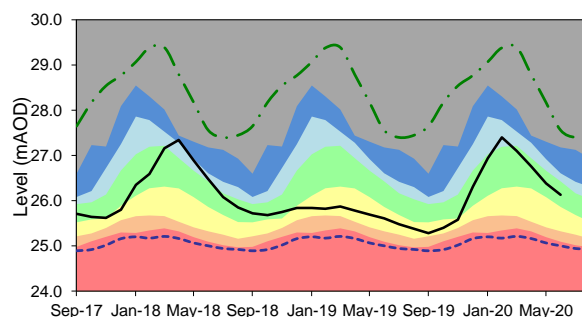
Pug Cottage, Sudbourne
SUFFOLK SHALLOW AQUIFER
Ranking derived from data for the period Feb-1991 to Dec-2017



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

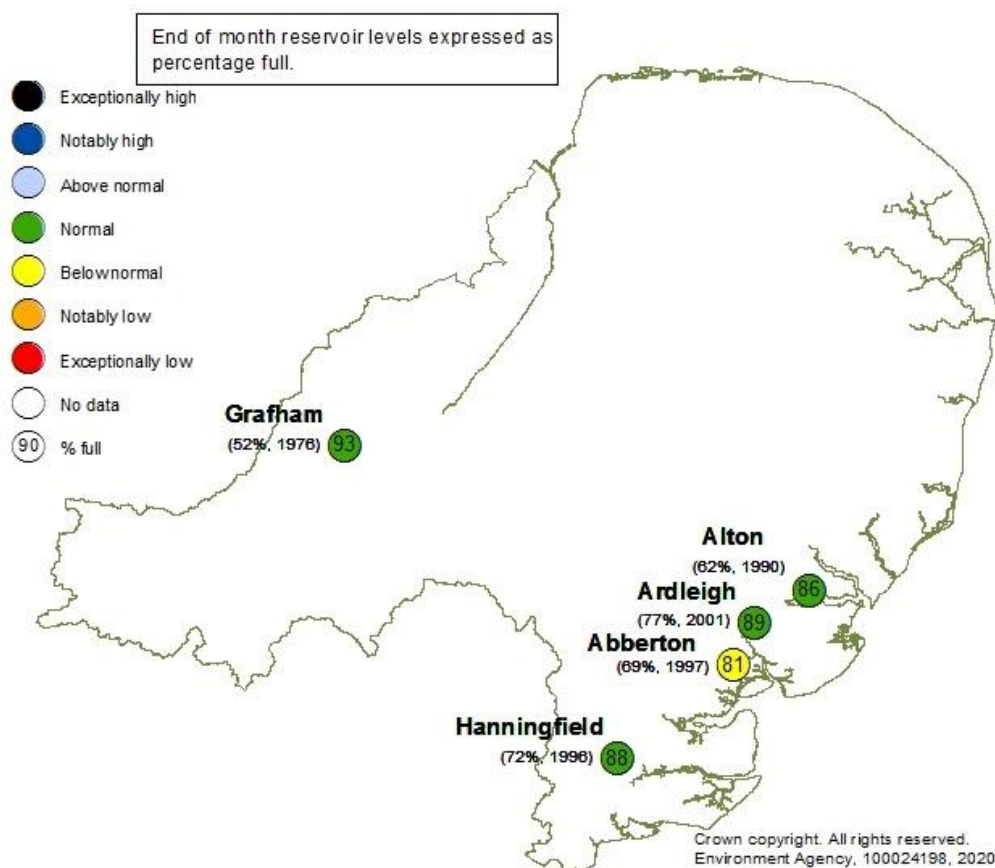


Smeetham Hall Cottages, Bulmer - ESSEX CHALK
Ranking derived from data for the period Jan-1964 to Dec-2017

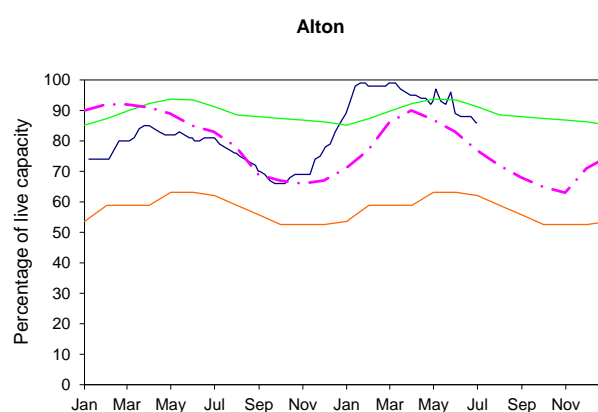
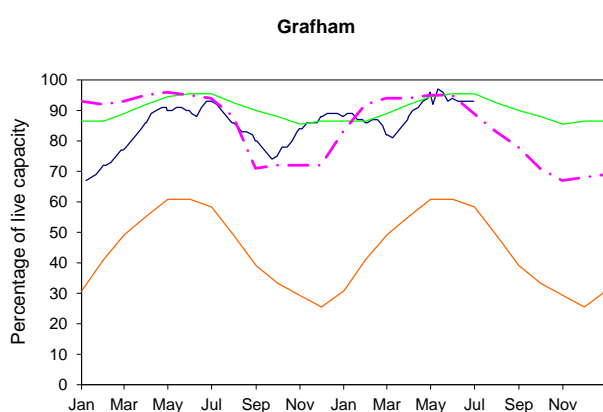


Reservoir Stocks

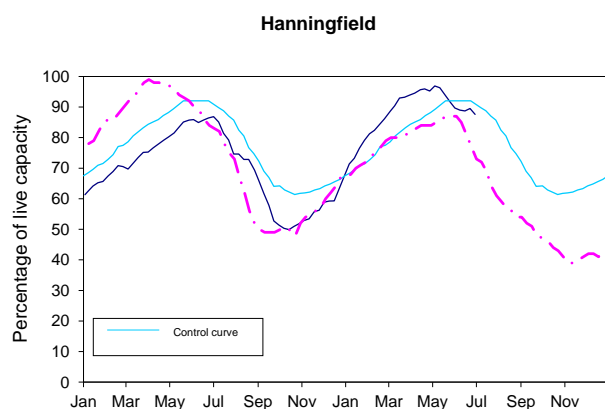
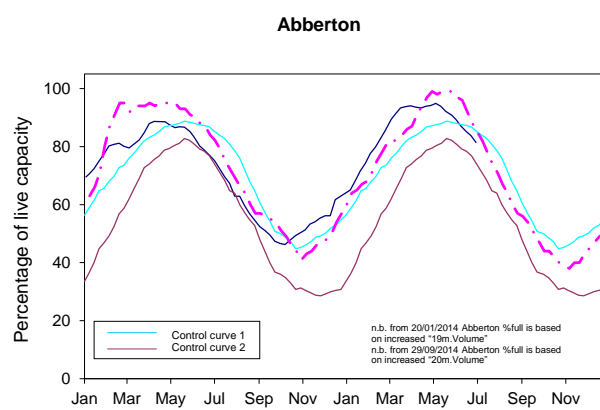
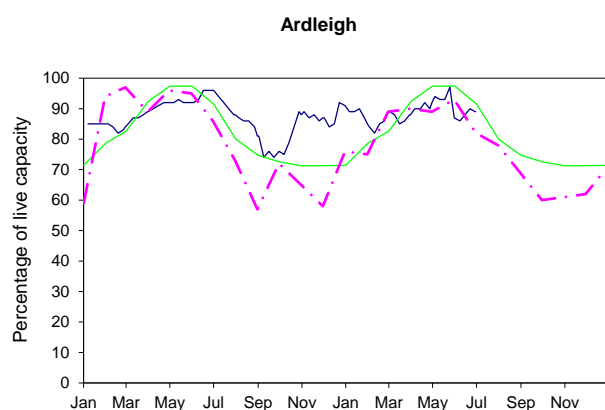
June 2020



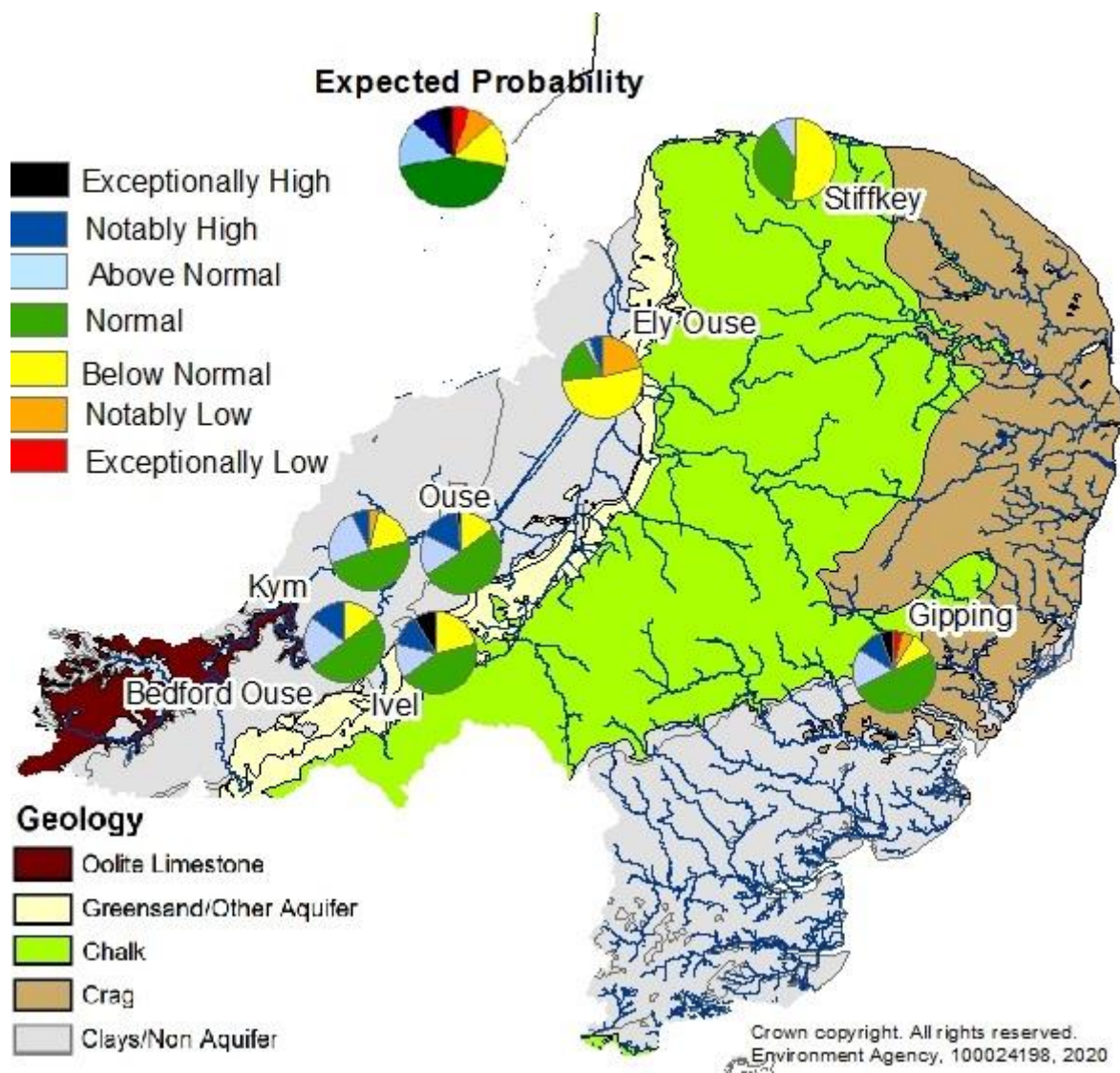
— 2019-2020 — Normal Operating Curve — Drought Alert Curve — 1995-1996



— 2019-2020 — Normal Operating Curve — Drought Alert Curve — 1995-1996



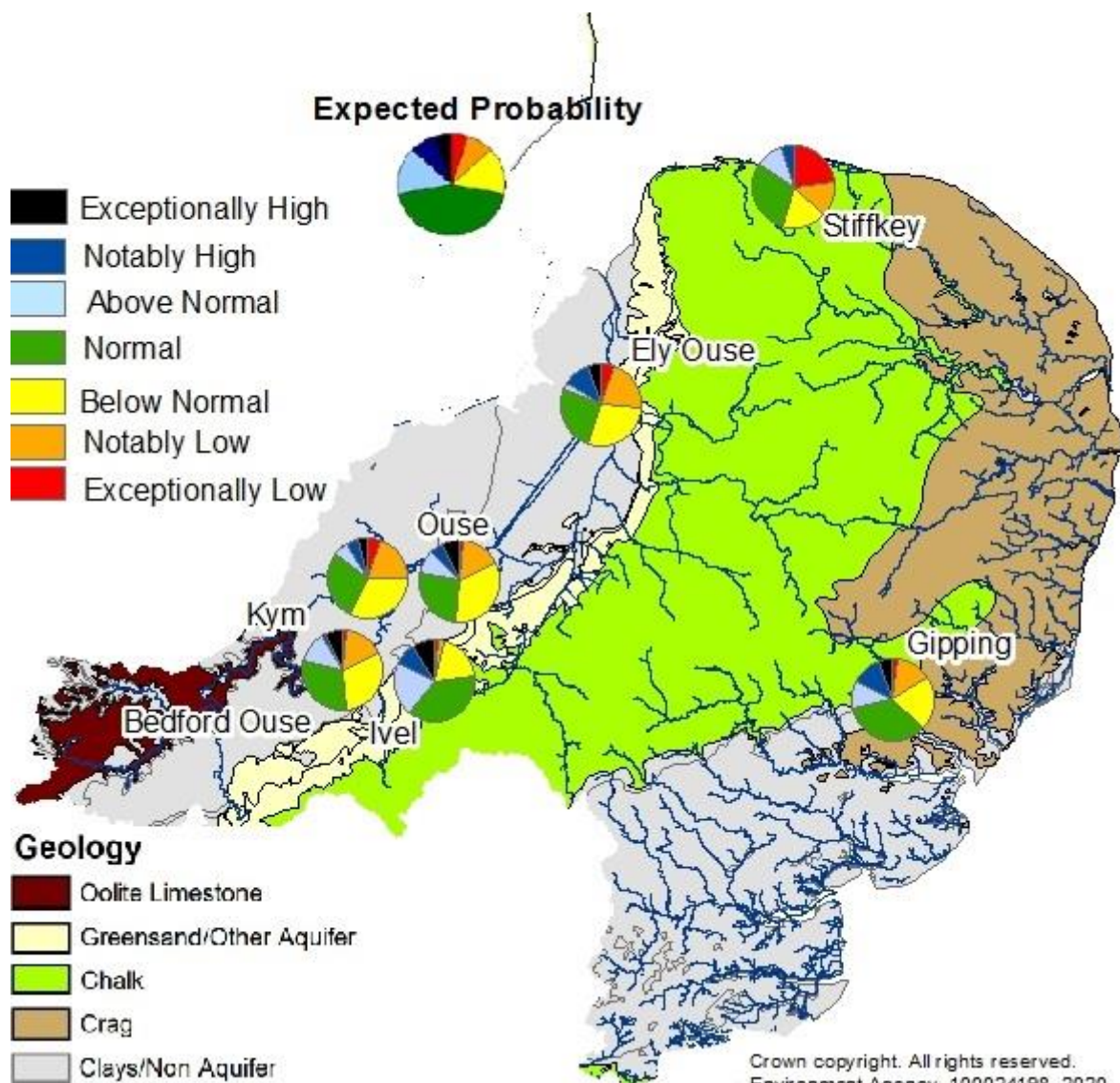
Forward Look – River Flows



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 September 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, 100026380, 2020.

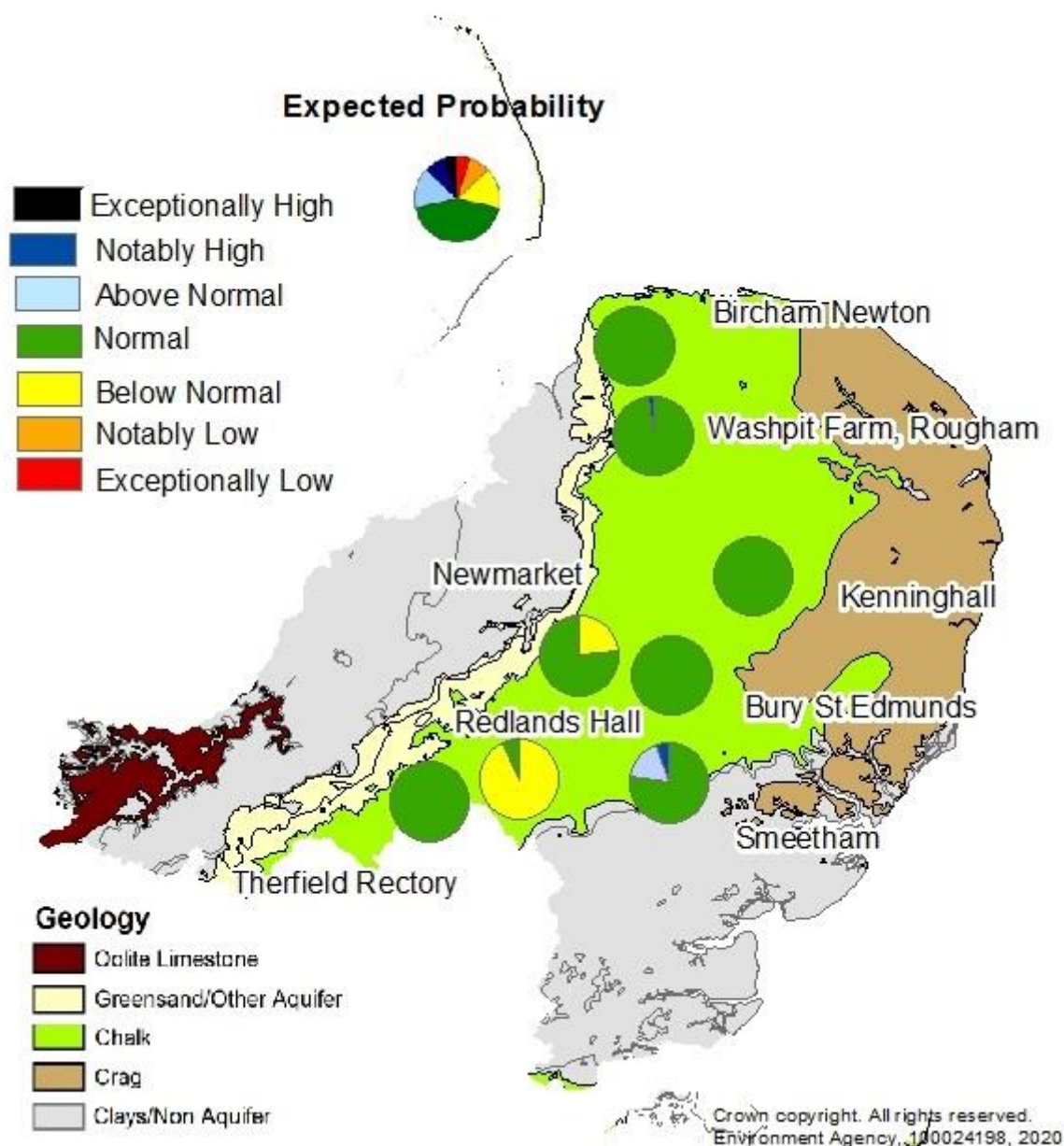
[^] "Naturalised" flows are projected for these sites'



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.

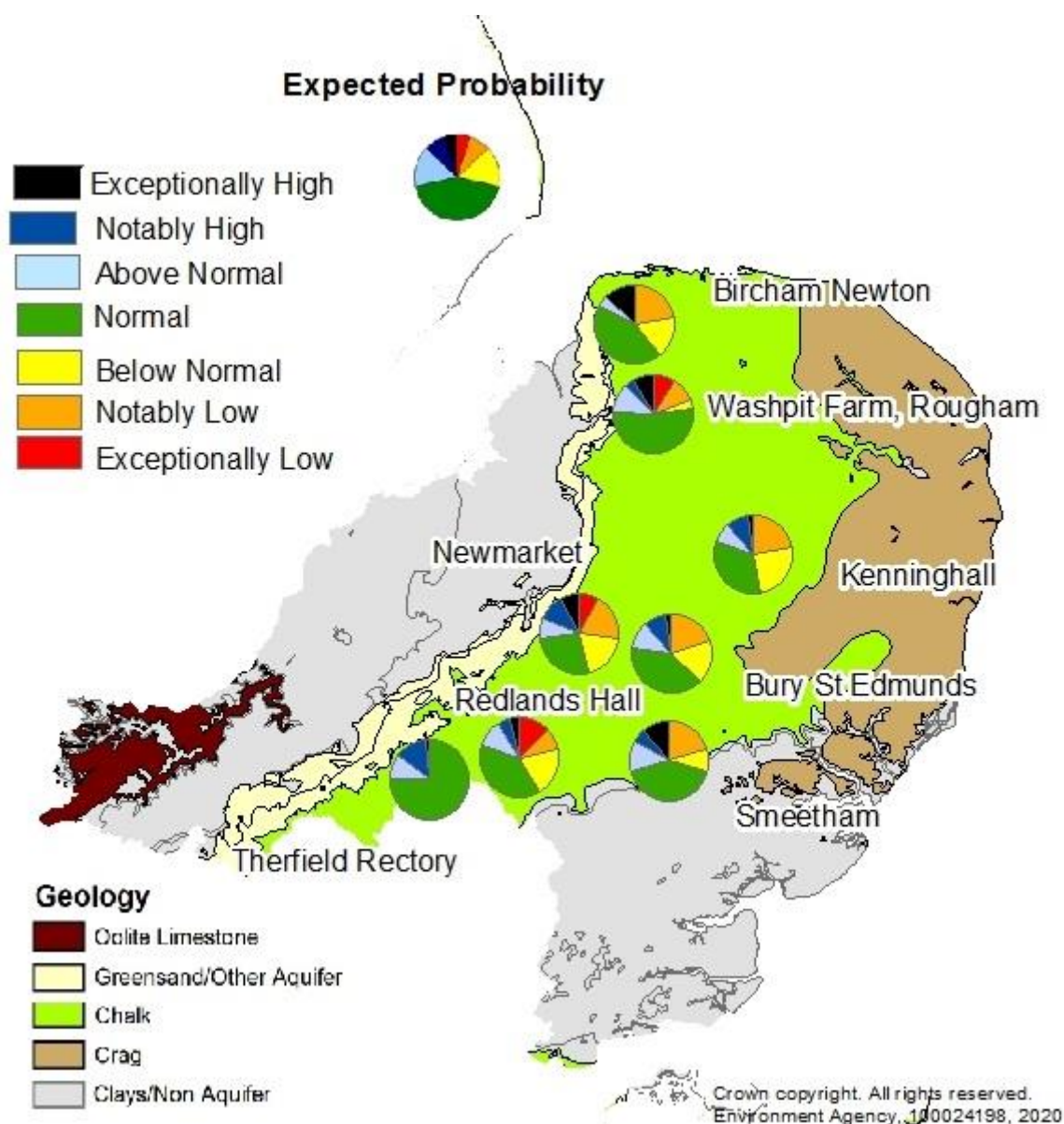
Probabilistic ensemble projections of river flows at key indicator sites in December 2020. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 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 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, 100026380, 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 March 2021. 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, 100026380, 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 ³ s ⁻¹)
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

Monthly water situation report

East Anglia

Summary – May 2020

East Anglia had a very dry month in May receiving only 4mm of rainfall resulting in 8% of the Long Term Average (LTA); and this makes it the driest month of May since the year 1891. Soil Moisture Deficit (SMD) continues to increase across the area with an exceptionally low SMD of 98 mm and river flows has decreased in all the indicator sites. Groundwater recharge has stop in majority of the key sites and reservoir levels in majority of the indicator sites falls below the normal operating curve.

Rainfall

East Anglia received a total averaged rainfall of 4 mm in the month of May resulting in 8% of the Long Term Average (LTA). The amount of rainfall was fairly consistent with an exceptionally low category across all sub-catchments. The accumulated rainfall totals for this May has been the driest for East Anglia as a whole since records began in 1891. Similarly the last 3 months rainfall accumulation is the 5th driest on the record. The 12 month rainfall surplus has decrease to 660mm.

Soil Moisture Deficit/Recharge

Soil Moisture Deficit (SMD) across East Anglia continues to increase during May and ended the month at exceptionally high category with an averaged SMD of 98 mm.

River Flows

Monthly mean river flows for May has decreased at all the 20 indicator sites in the area; with 80% of the indicator sites classified as below normal or lower category. The River Tove at Cappenham, Chelmer at Springfield and Colne at Lexden has fall in the notably low category while flow in the River Waveny at Needham is classified as exceptionally low.

Groundwater Levels

The low rainfall and high SMD during May has stopped the groundwater recharge at majority of sites with the exception of Therfield Rectory in the North Herts Chalk which shows a small recharge. Groundwater levels are receding and levels at 15% of the key sites (Linton and Redlands Hall in the Cam chalk, and Newmarket in the Snail Chalk) are now classified as below normal. However, groundwater levels at majority of the key sites remains in the normal category.

Reservoir Storage/Water Resource Zone Stocks

Reservoir levels has decreased at all the indicator sites during May with 60% of the indicator sites reporting normal levels and 40% of the indicator sites reporting below normal levels. Reservoir levels in all the sites except Abberton has gone down below their normal operating curves.

Environmental Impact

The Lodes-Granta groundwater support scheme had 3 out of 6 pumps operating during the month of May. There are no pumps operating at the Rhee, the Hiz, the Thet and Little Ouse for this time of the year.

Forward Look

Probabilistic ensemble projections for river flows at key sites

June 2020: There is an increased probability of normal flows in the Eastern Rivers and an increased probability of below normal or lower flows in the Great Ouse catchment with the exception of the Ivel.

September 2020: There is a reduced probability of exceptionally low flow at majority of the key sites with the exception of Gipping in September.

Probabilistic ensemble projections for groundwater levels in key aquifers

September 2020: There is an increased probability groundwater levels to be in the normal category at all the key sites in September.

March 2021: There is an increased probability groundwater levels to be notably low or lower at majority of the key sites.

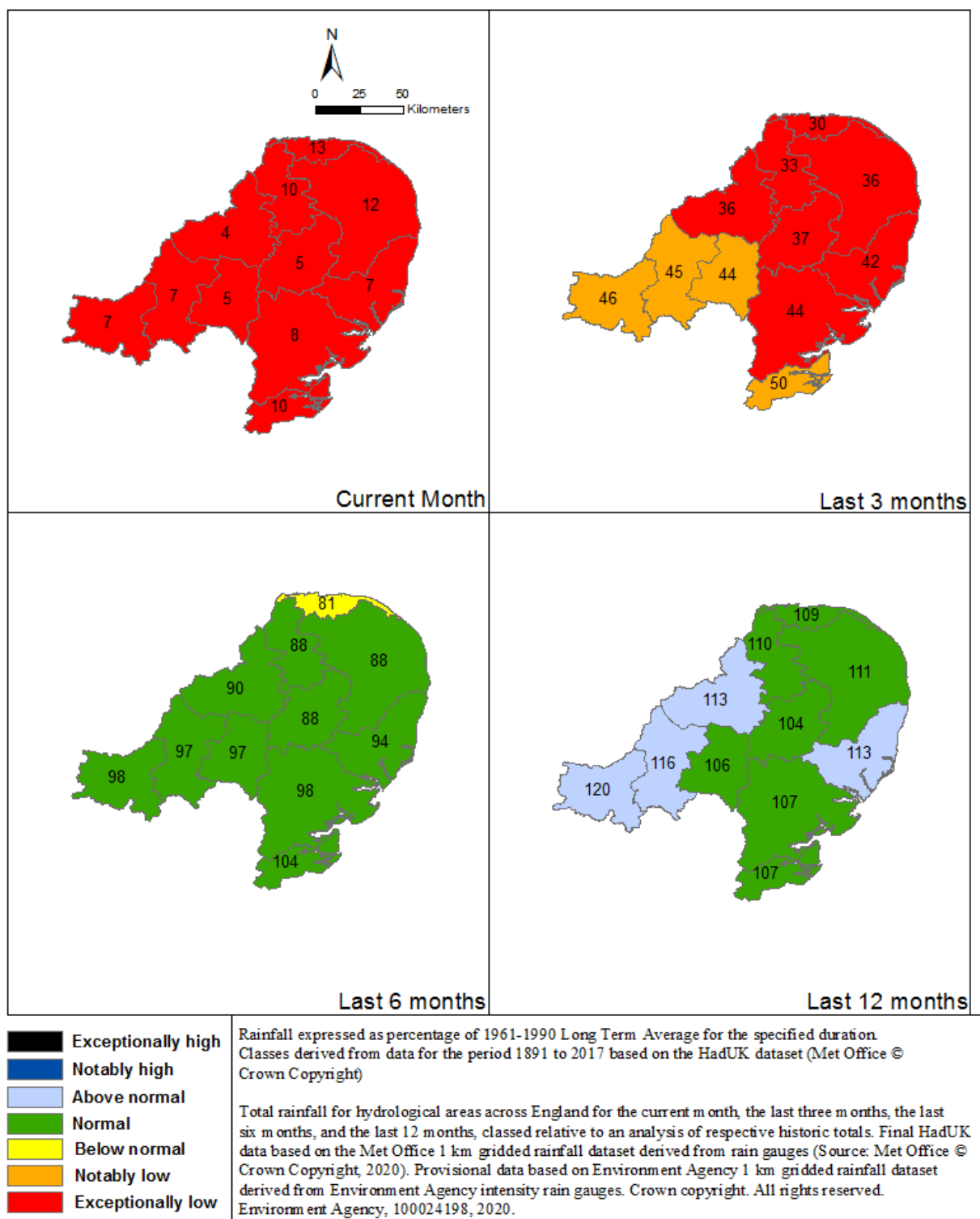
Author:

[Hydrology & Operations](#)

Contact details: 03708506506

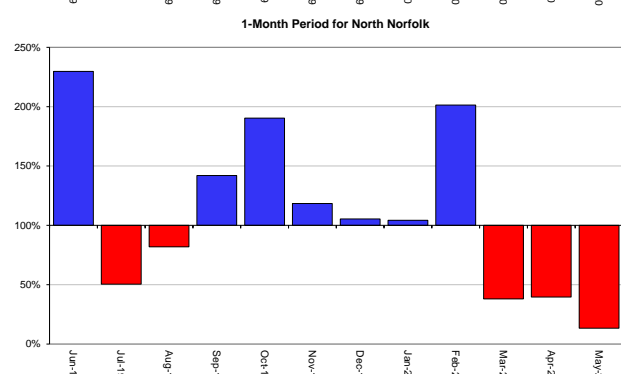
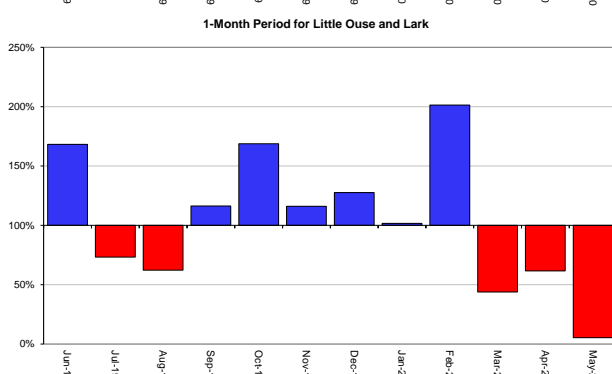
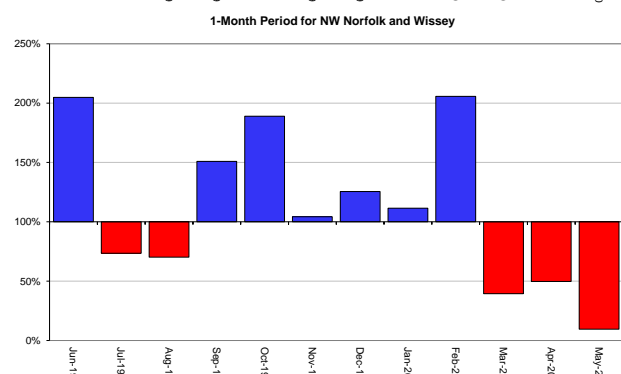
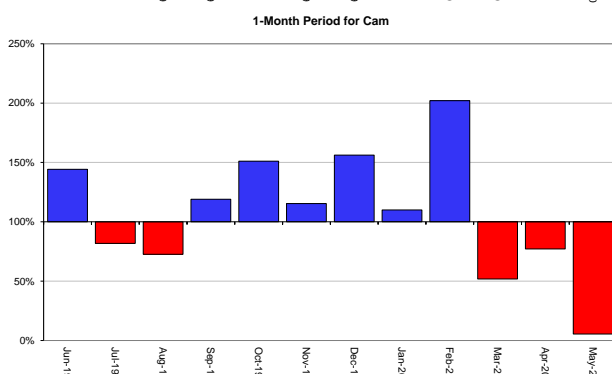
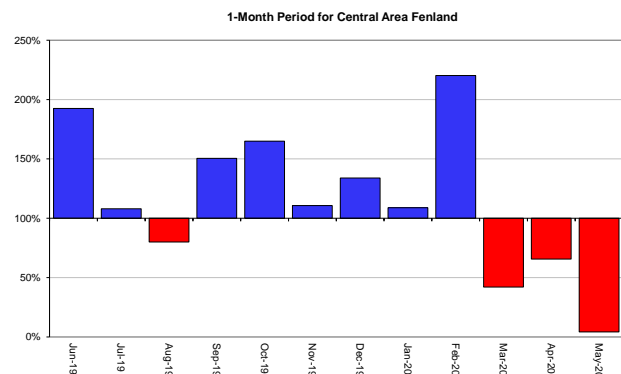
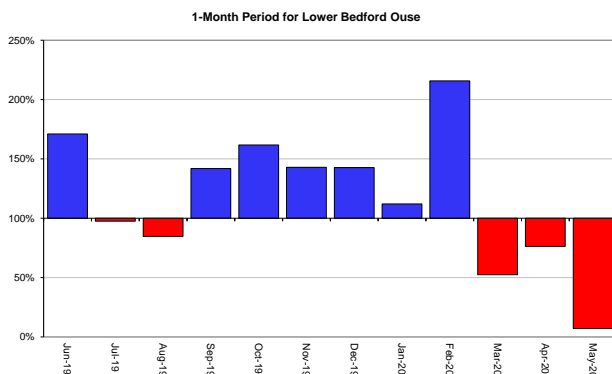
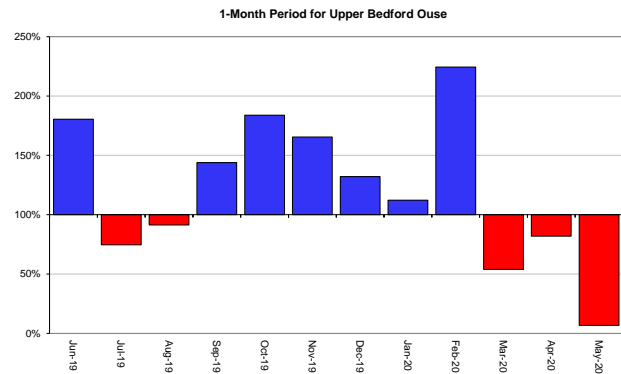
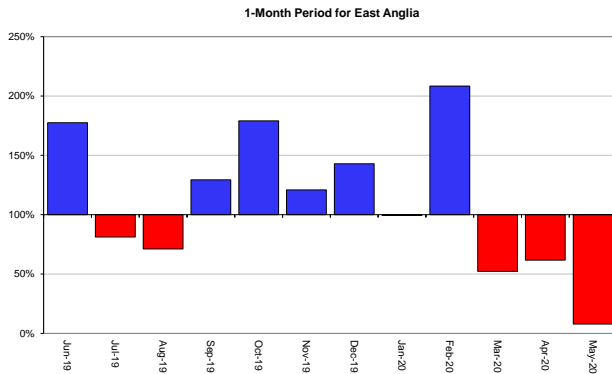
Rainfall

May 2020



Above average rainfall

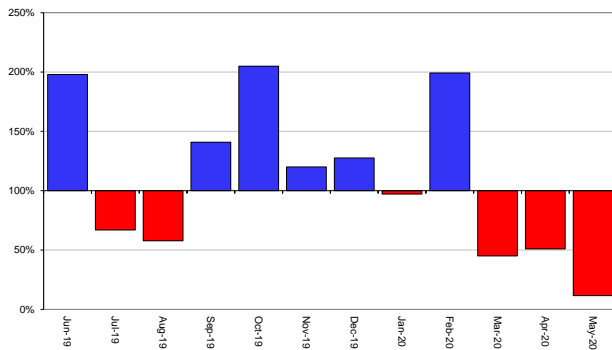
Below average rainfall



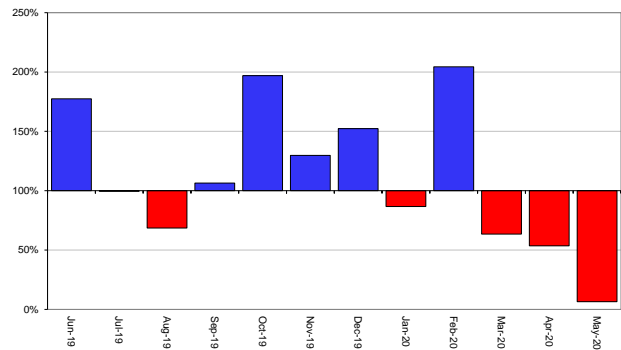
Above average rainfall

Below average rainfall

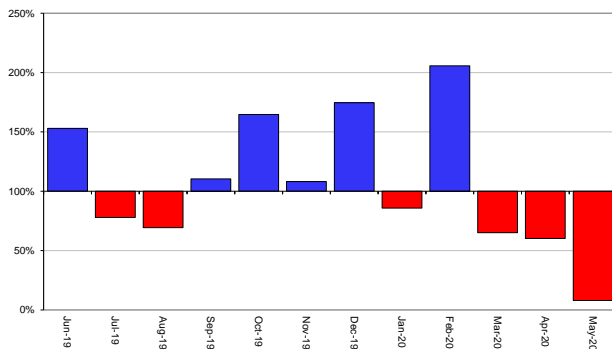
1-Month Period for Broadland Rivers



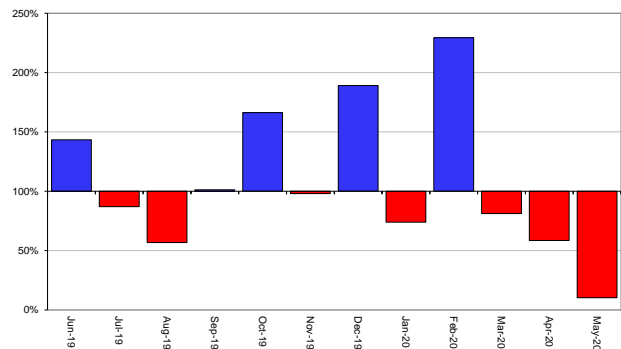
1-Month Period for East Suffolk



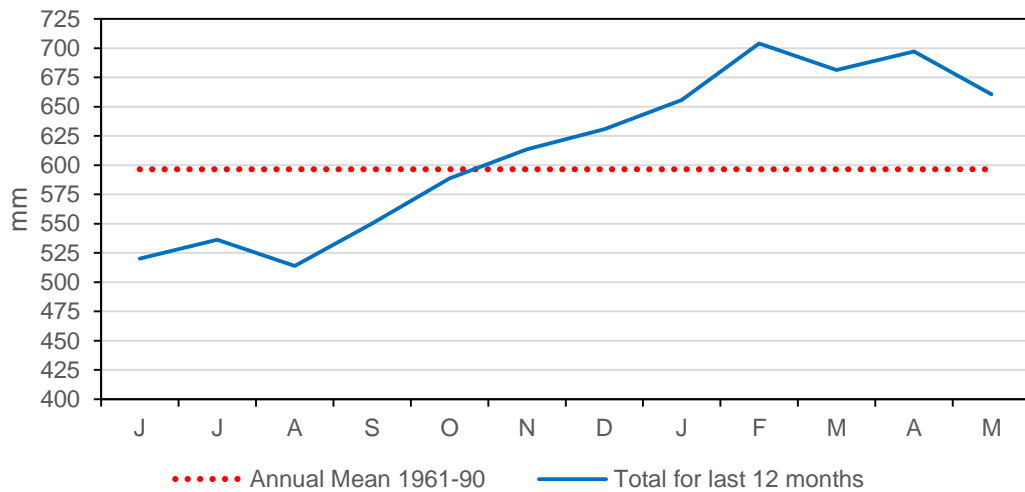
1-Month Period for North Essex



1-Month Period for South Essex

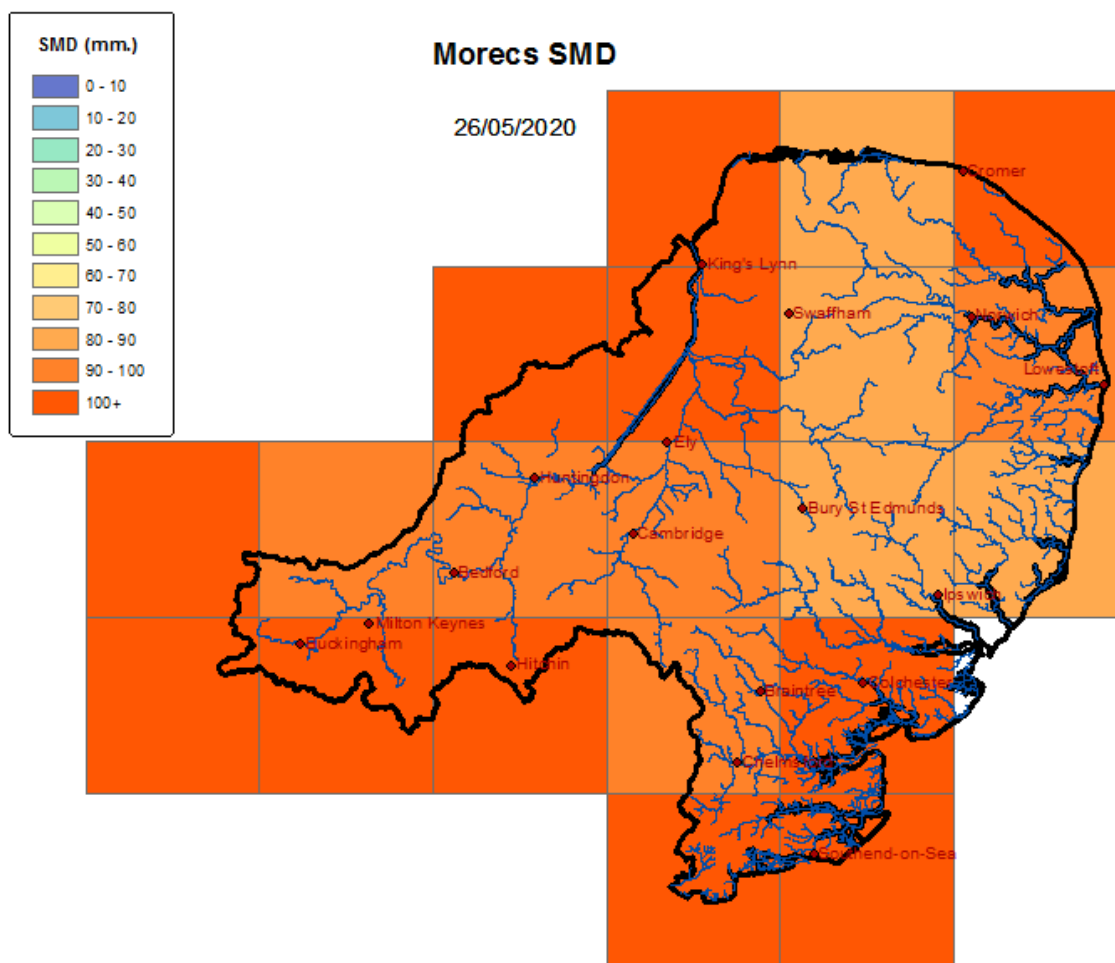


Monthly Rainfall Surplus/Deficit

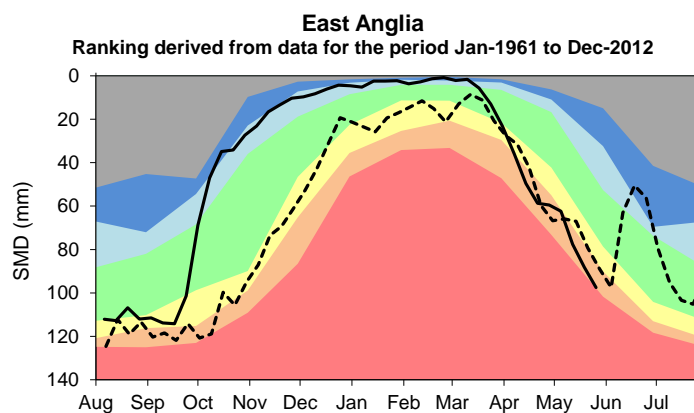


Soil Moisture Deficit

Data based on MORECS dataset (Met Office © Crown Copyright)

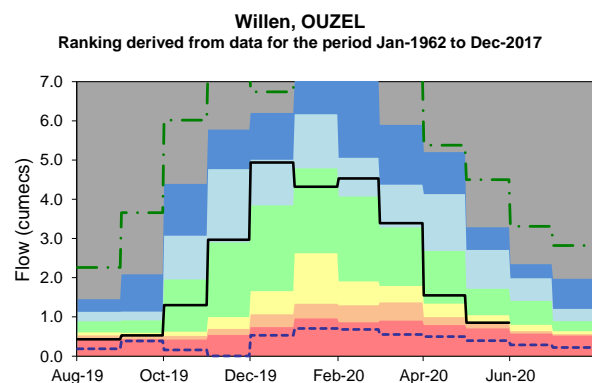
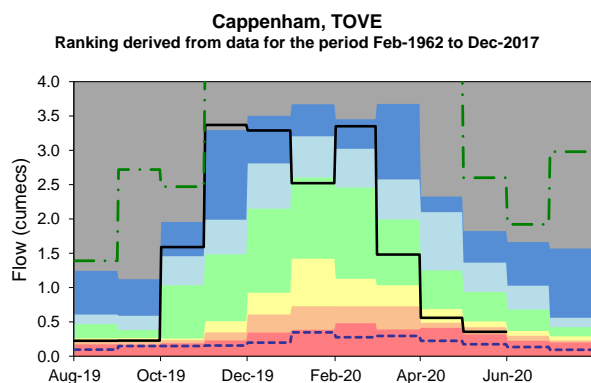
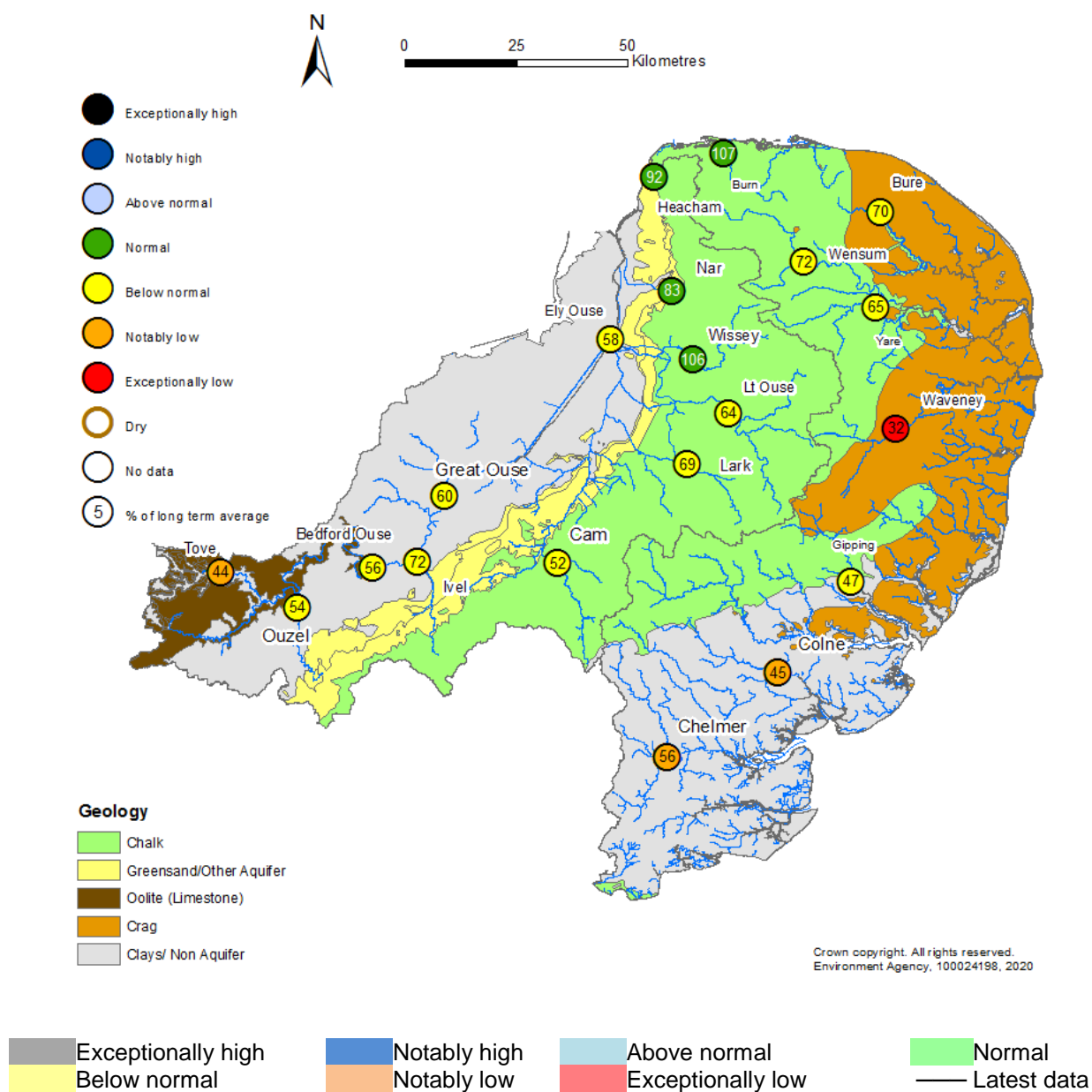


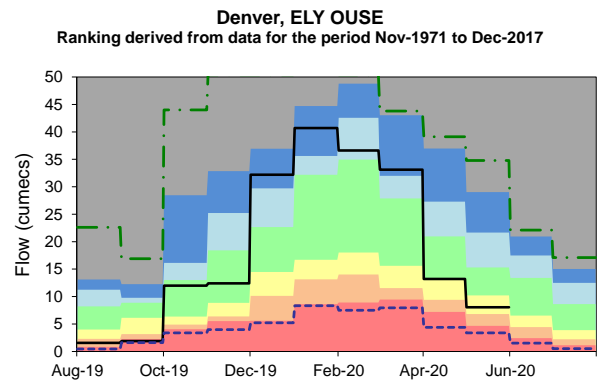
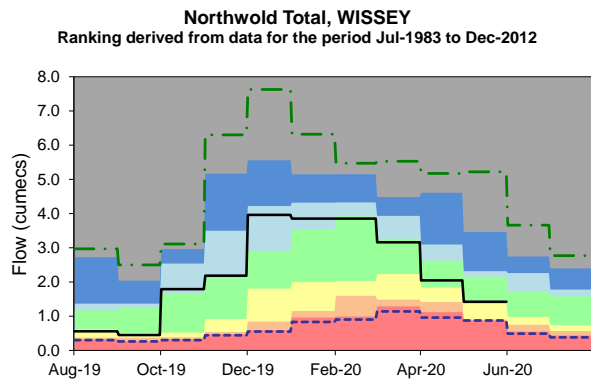
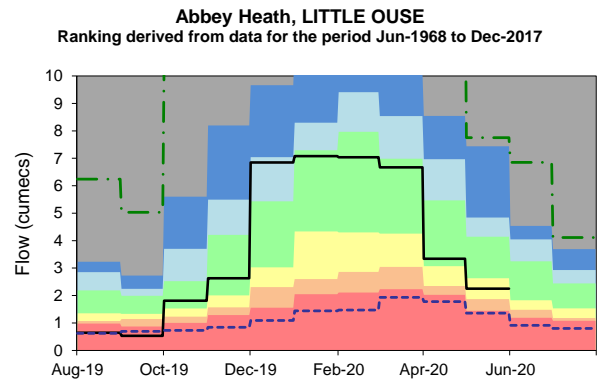
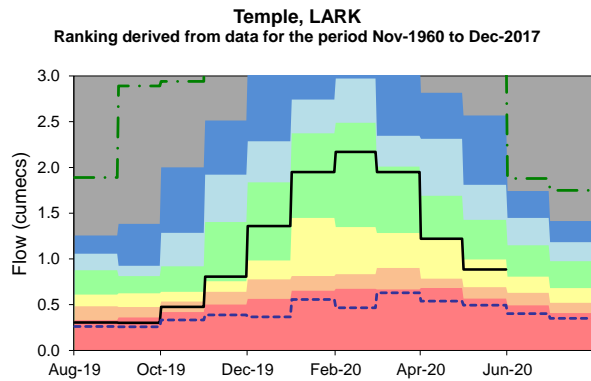
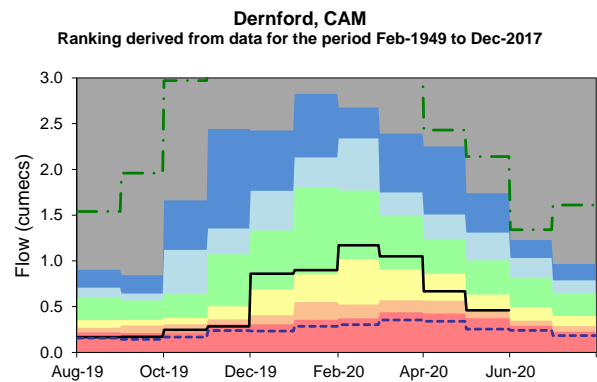
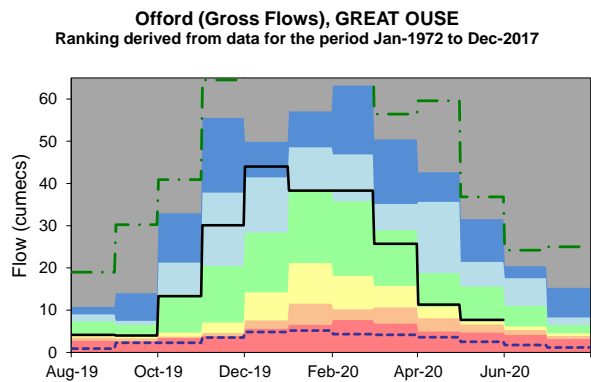
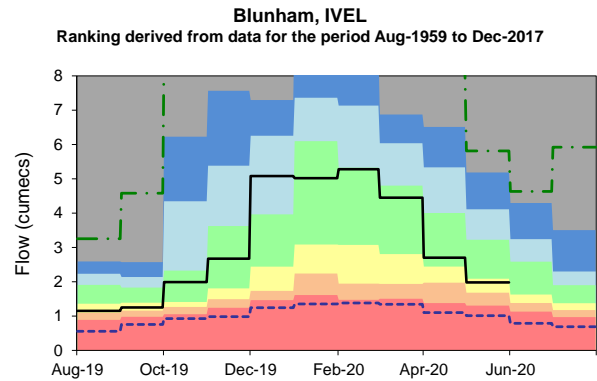
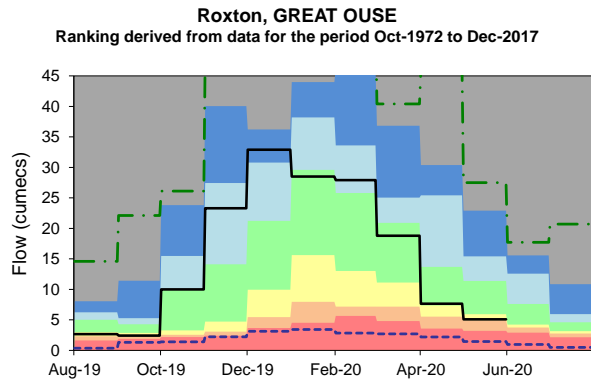
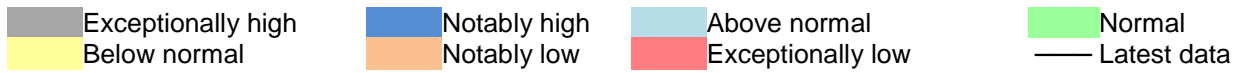
Data based on MORECS (Met Office © Crown Copyright)

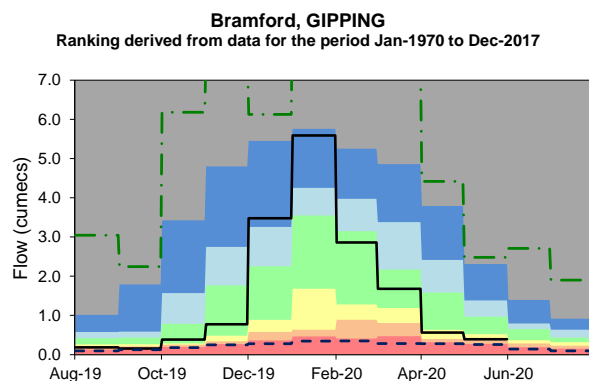
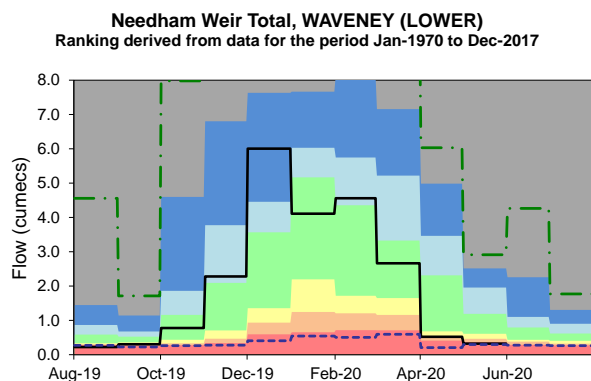
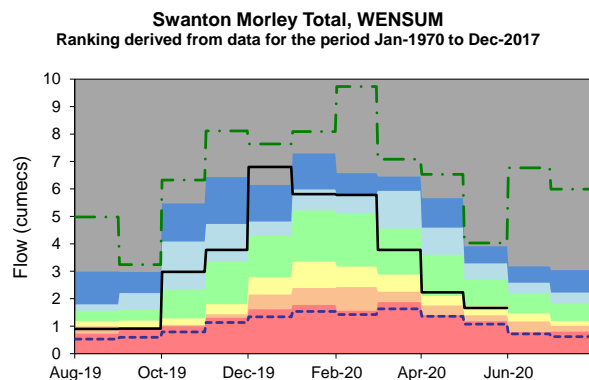
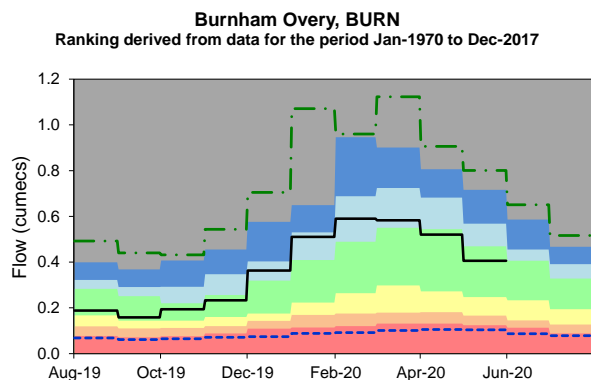
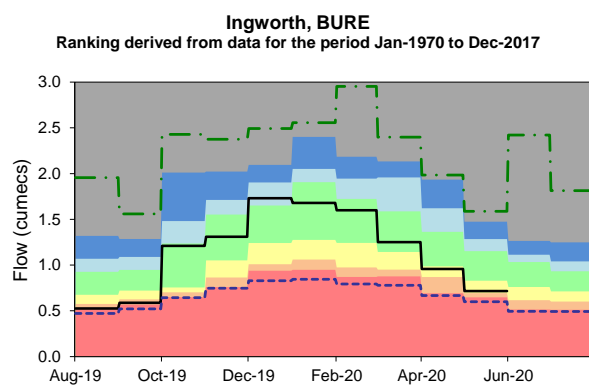
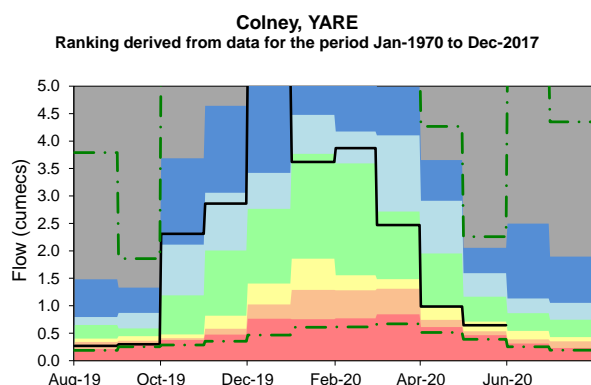
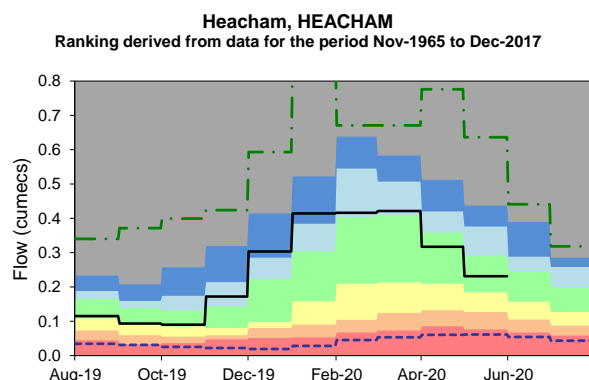
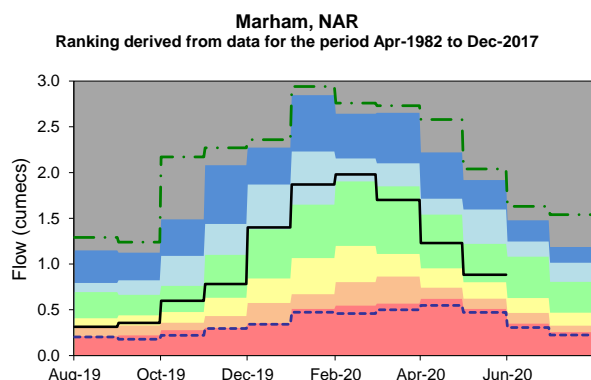
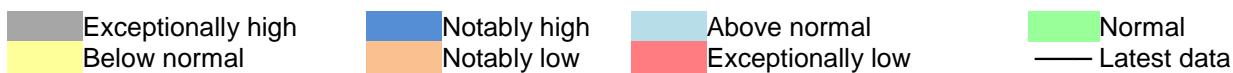


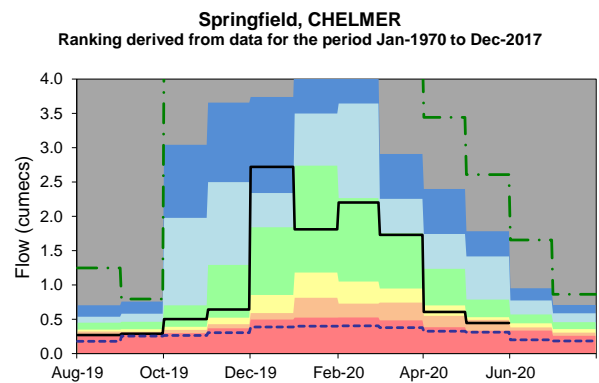
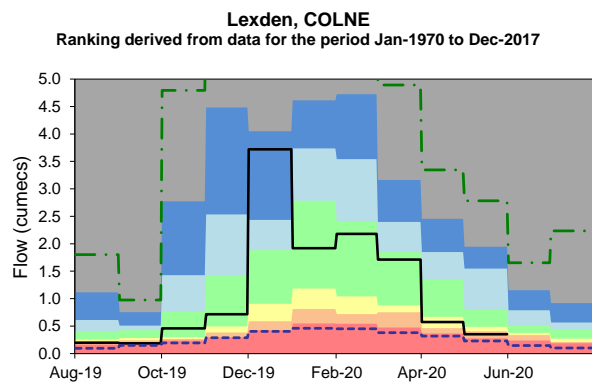
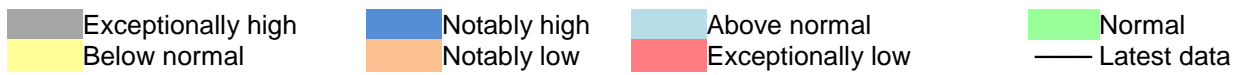
River Flow

May 2020









Groundwater Levels

May 2020



0 15 30 60 Kilometres

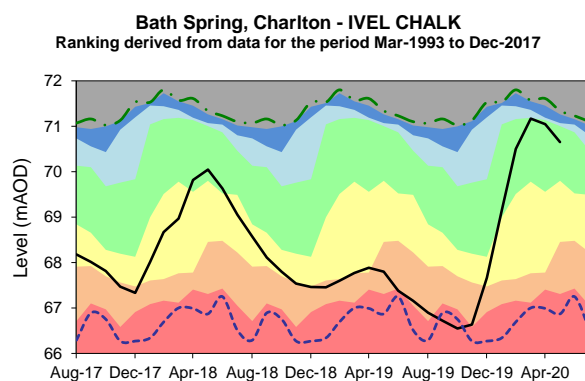
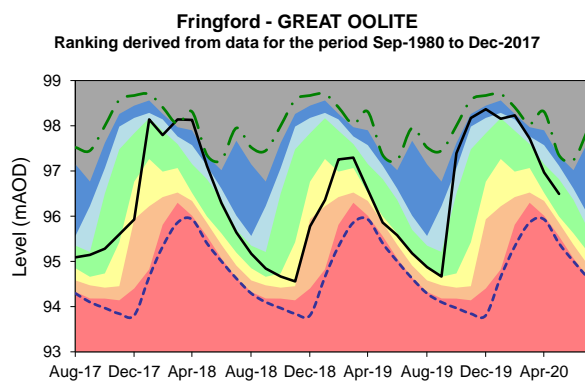
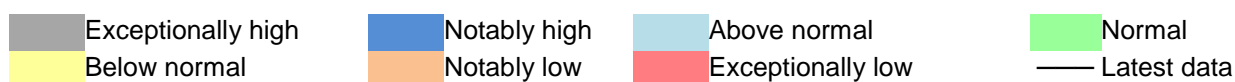
- Exceptionally high
- Notably high
- Above normal
- Normal
- Below normal
- Notably low
- Exceptionally low
- No data

Geology

- Oolite (Limestone)
- Greensand/Other Aquifer
- Chalk
- Crag
- Clays/N on Aquifer

*Monitoring activities suspended due to the COVID19 incident.

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Environment Agency, 100024198, 2020



customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
0845 988 1188

www.gov.uk/environment-agency

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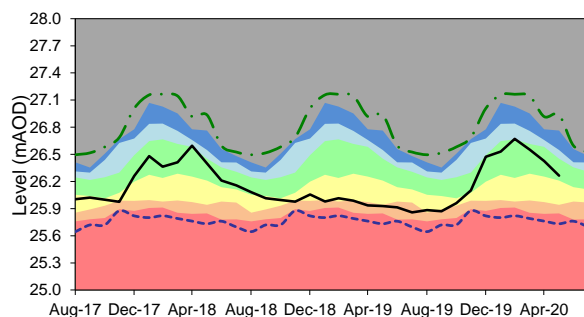
Exceptionally high
Below normal

Notably high
Notably low

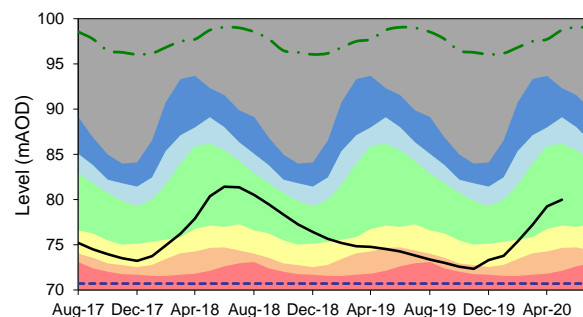
Above normal
Exceptionally low

Normal
Latest data

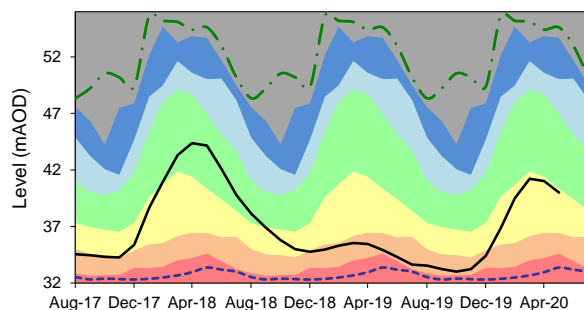
Biggleswade - IVEL SANDSTONE
Ranking derived from data for the period Mar-1968 to Dec-2017



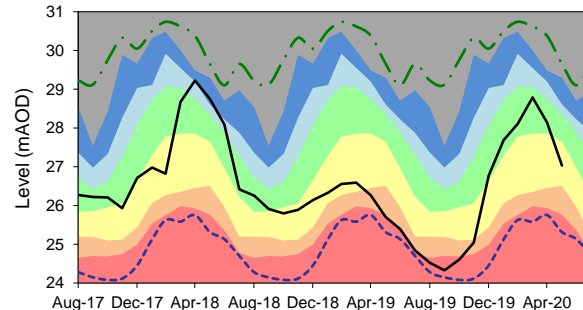
Therfield Rectory - N HERTS CHALK
Ranking derived from data for the period Jan-1883 to Dec-2017



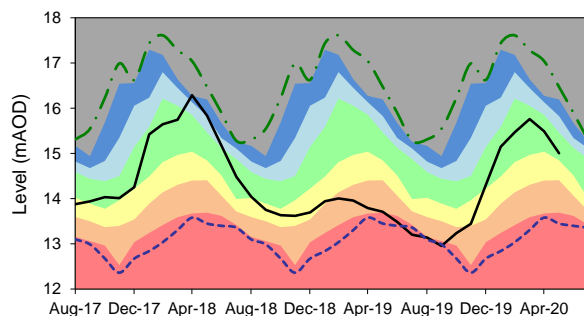
Redlands Hall, Ickleton - CAM CHALK
Ranking derived from data for the period Aug-1963 to Dec-2017



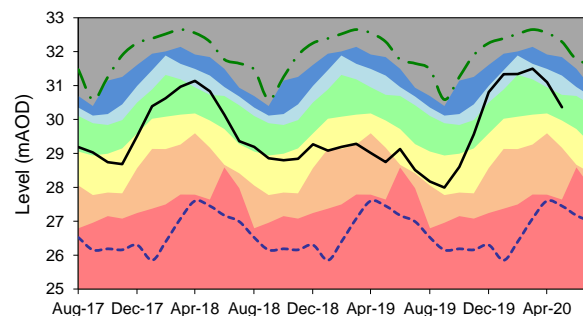
Linton - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



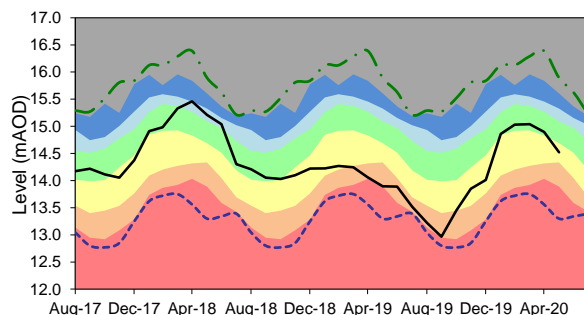
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



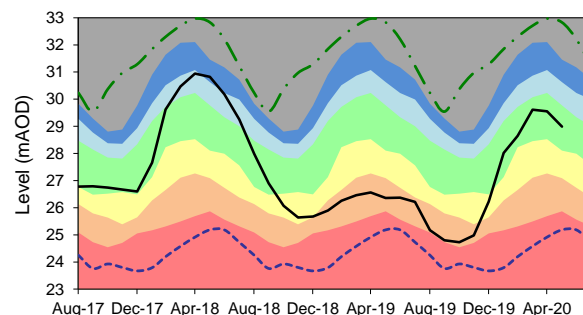
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017

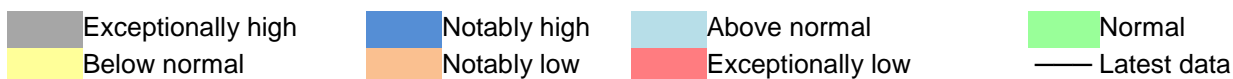


Newmarket - SNAIL CHALK
Ranking derived from data for the period Feb-1983 to Dec-2017

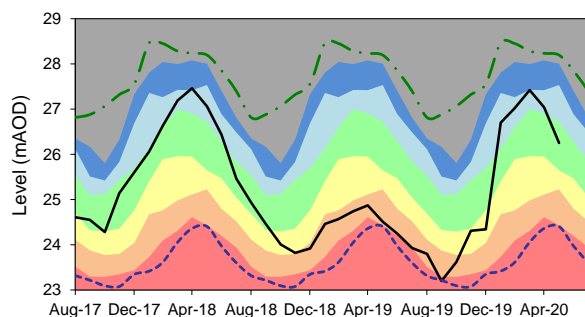


Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017

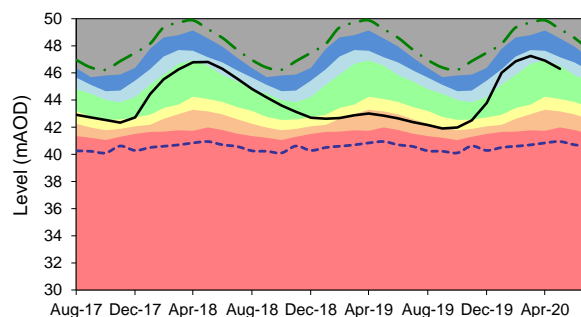




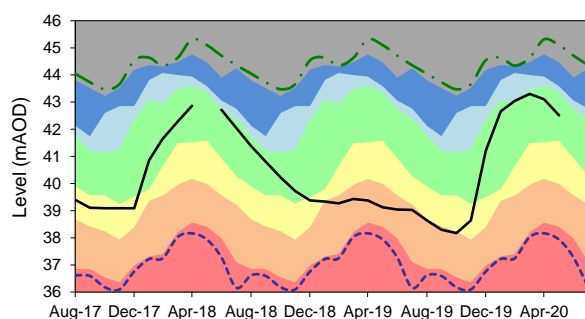
Breckland - WISSEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



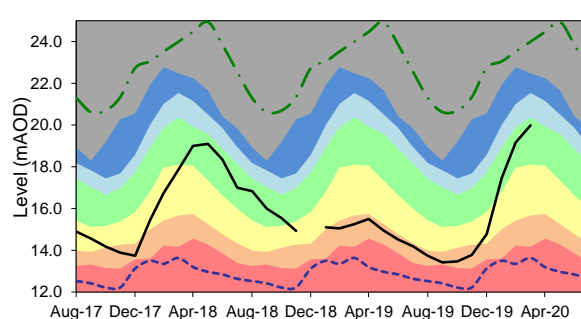
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



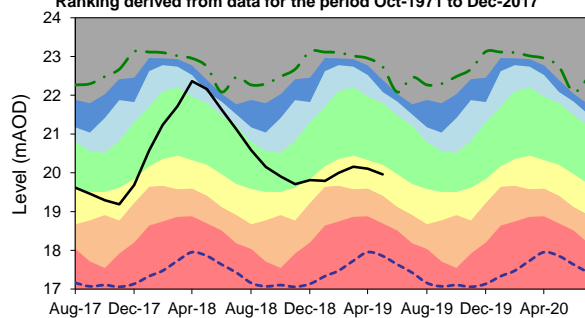
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



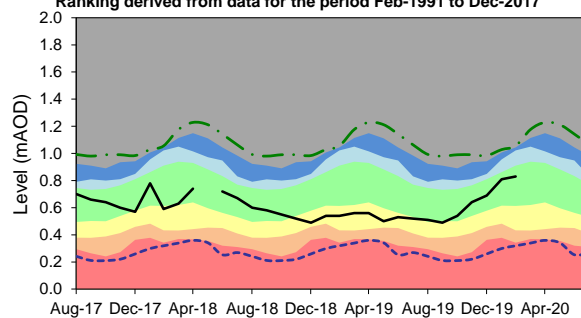
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



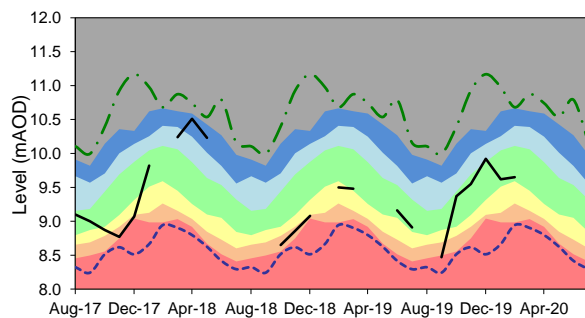
Old Primary School, South Creak
NW NORFOLK CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017



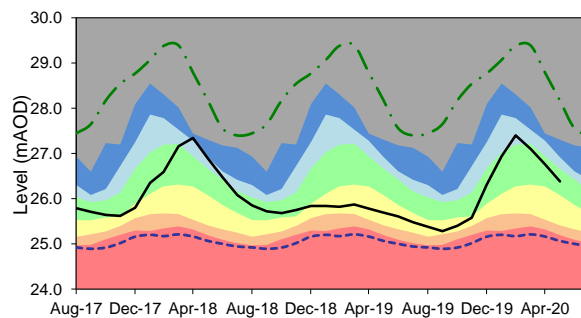
Pug Cottage, Sudbourne
SUFFOLK SHALLOW AQUIFER
Ranking derived from data for the period Feb-1991 to Dec-2017



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

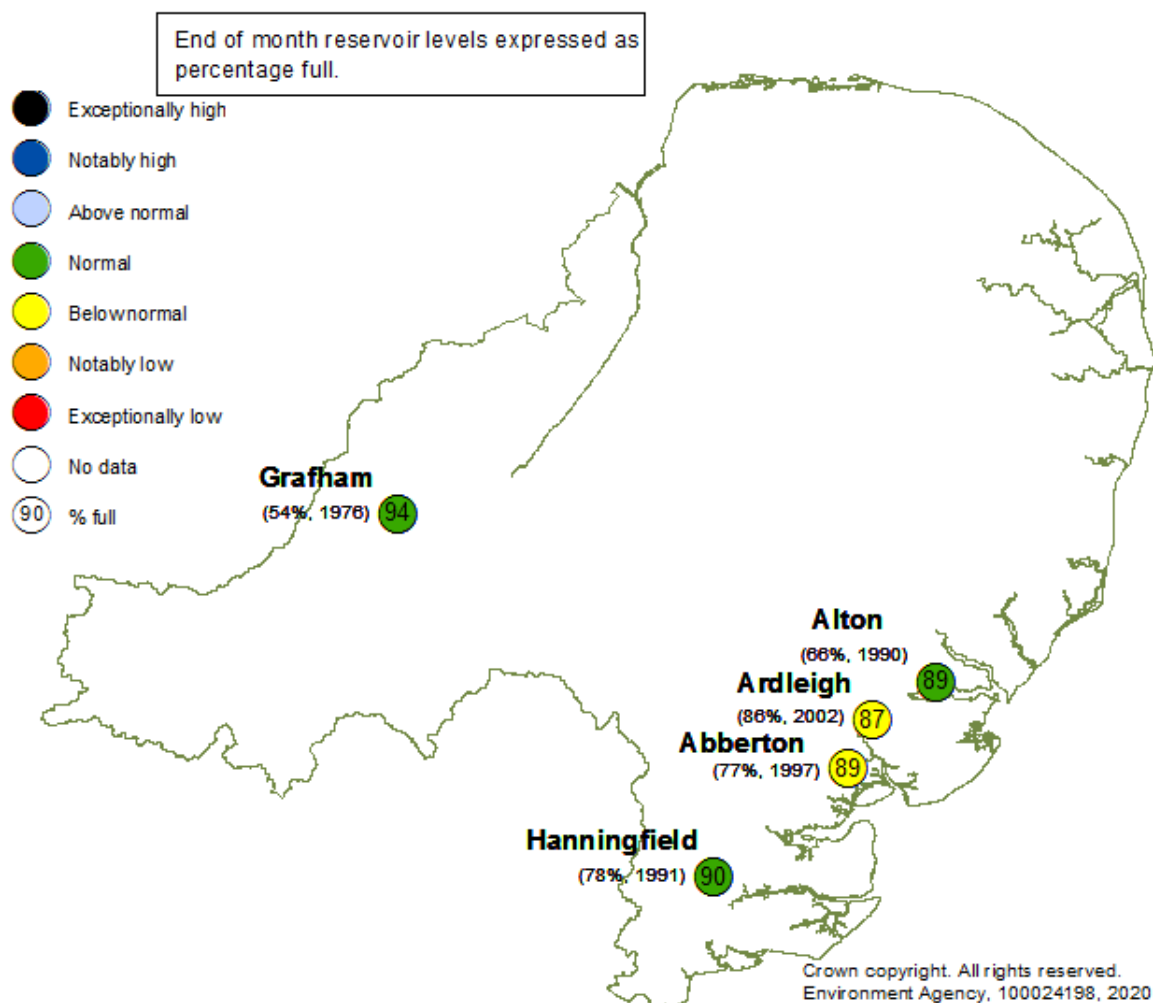


Smeetham Hall Cottages, Bulmer - ESSEX CHALK
Ranking derived from data for the period Jan-1964 to Dec-2017

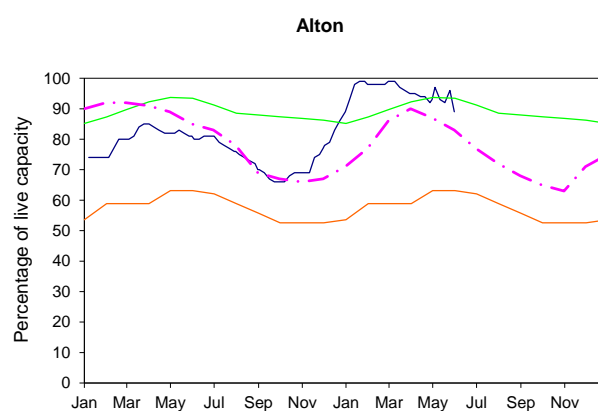
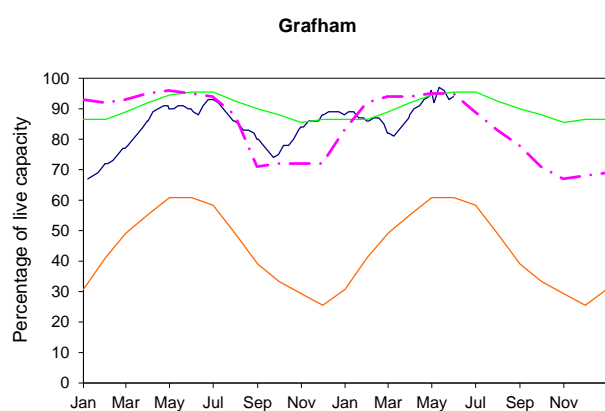


Reservoir Stocks

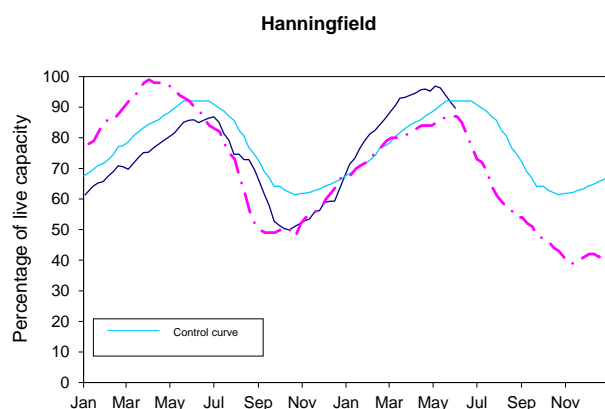
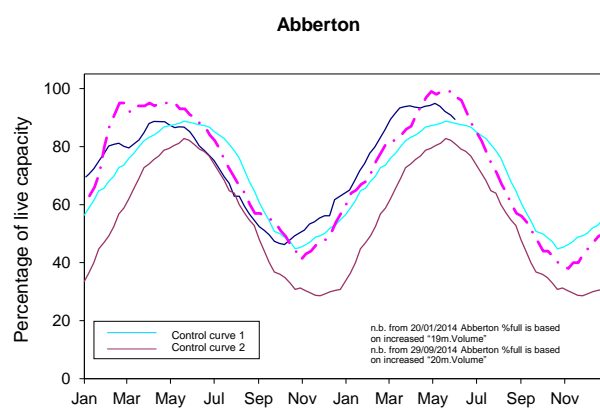
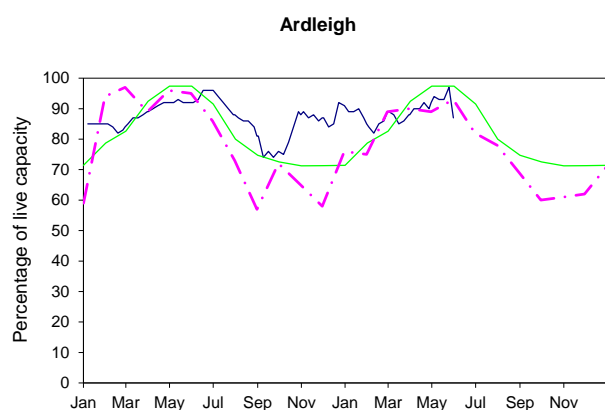
May 2020



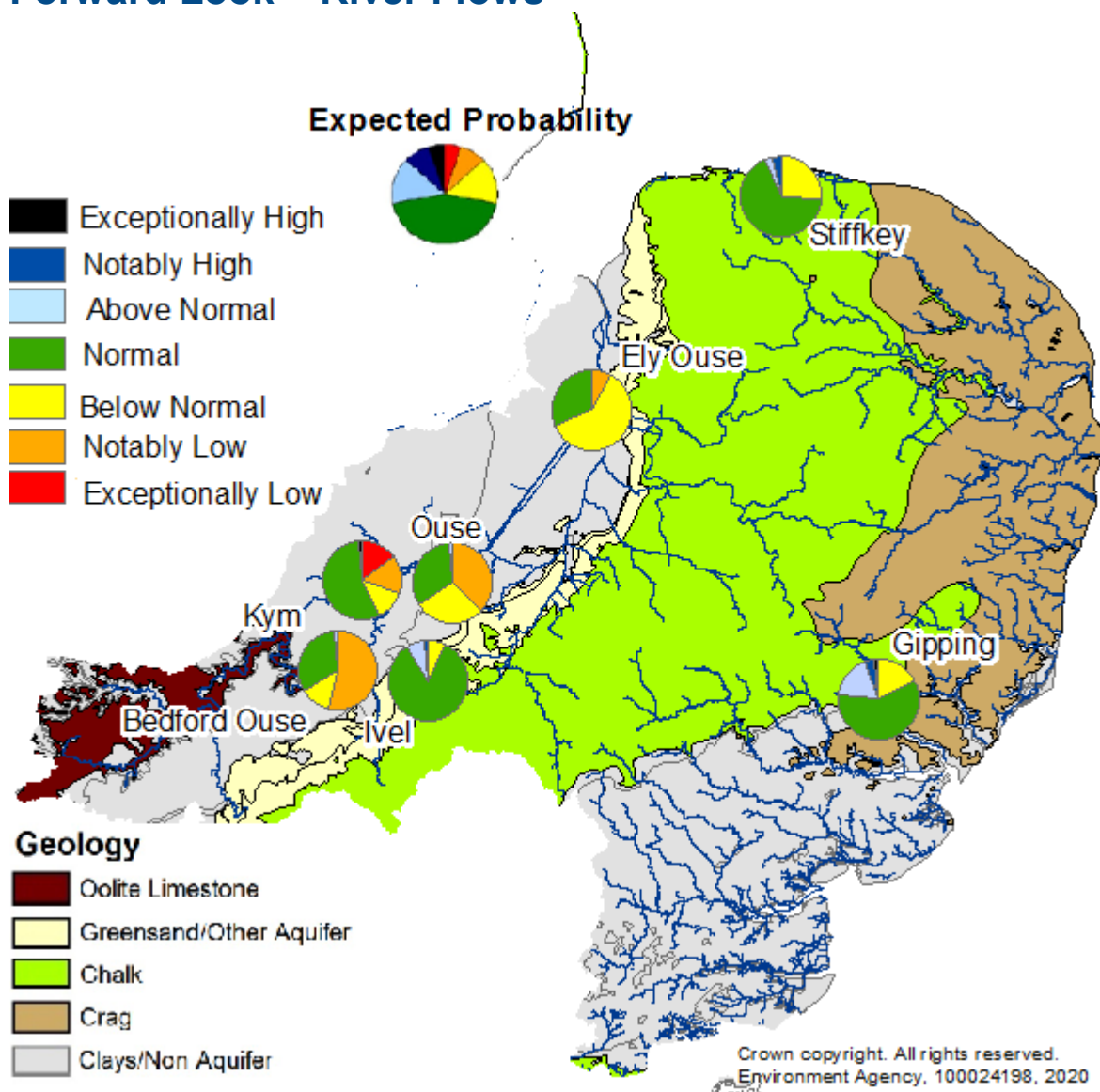
— 2019-2020 — Normal Operating Curve — Drought Alert Curve — 1995-1996



— 2019-2020
 — Normal Operating Curve
 — Drought Alert Curve
 - - - 1995-1996



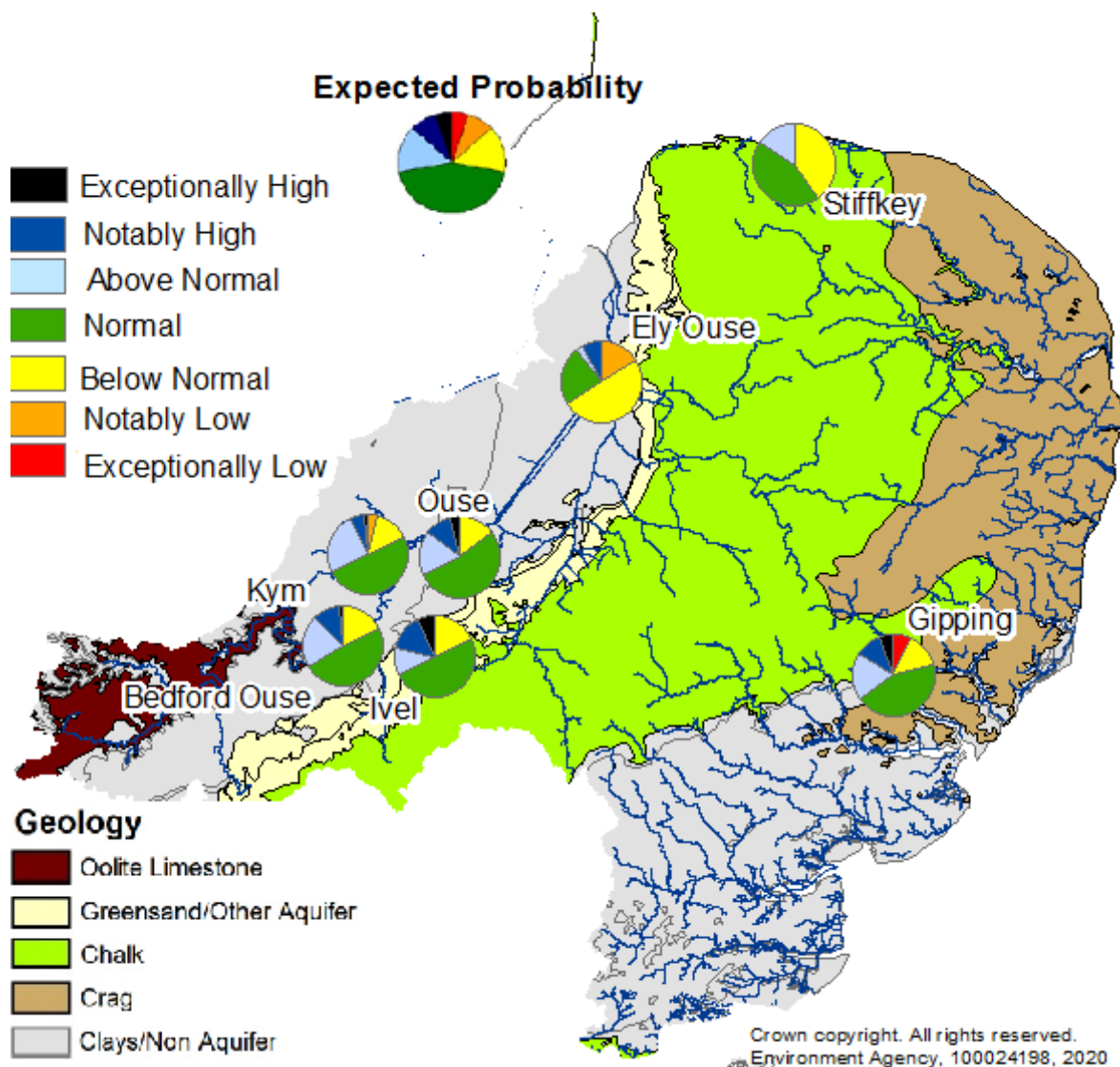
Forward Look – River Flows



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 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, 100026380, 2020.

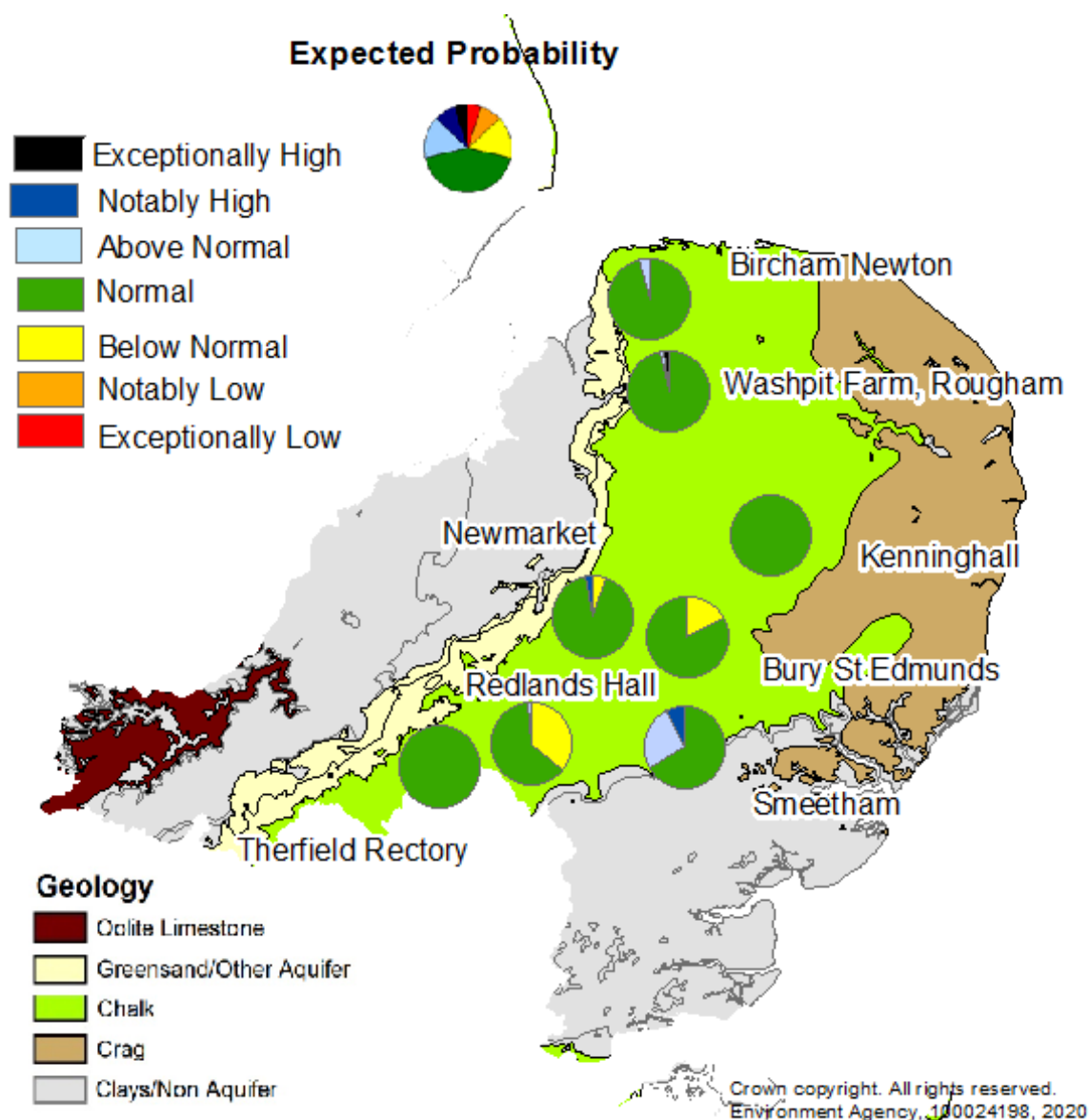
[^] "Naturalised" flows are projected for these sites



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.

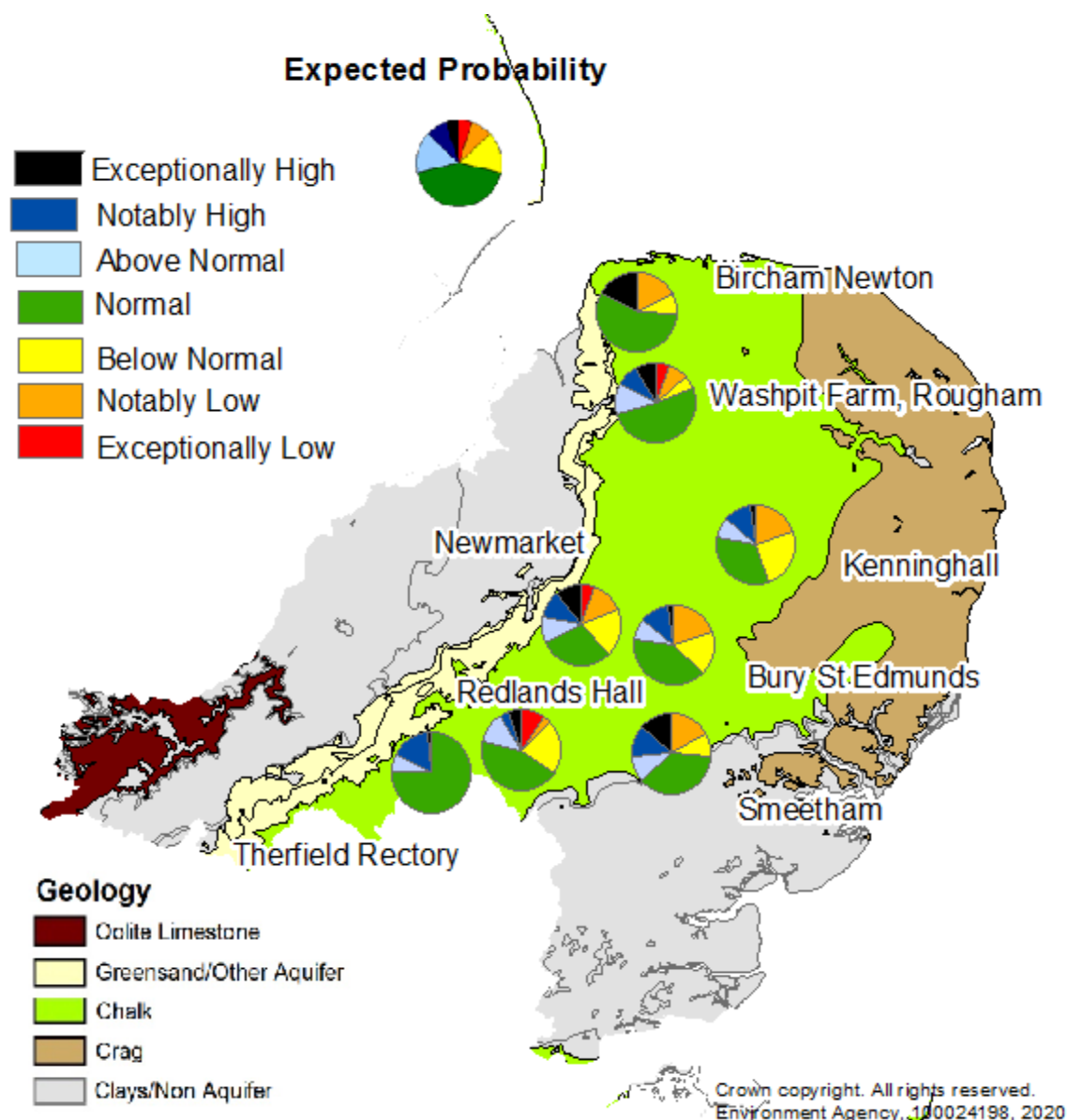
Probabilistic ensemble projections of river flows at key indicator sites in September 2020. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 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 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, 100026380, 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 March 2021. 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, 100026380, 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 ³ s ⁻¹)
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

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 23 July 2020 (Maintenance Committee)

Date of Report: 16 July 2020

Agenda Item: MA008/20e) Stockbridge Meadows project management quote

Please find attached a breakdown of the pre onsite works cost estimate for the boardwalk project.

Please feel free to correct my thinking on this, I am approaching this project as if it has the potential to be the first in a multi phase project opening up access to the public wetlands around Melbourn. As such at this stage I think it's worth generally discussing all possibilities, at least conceptually, so that this process is coherent with any subsequent ideas. It is from that position that I have outlined the PM process, so some time is taken to establish a overarching strategy that incorporates this initial work, various options are outlined and costed, if required, and you have the materials required to undertake a public consultation of some form.

Based on the outcome of both the PC and public processes I'm then suggesting drawing up a set of plans, gathering information regarding engineering and ecology and producing a schedule of works and set of Rams for the project. The rest of the project would then follow a fairly standard tender process and then onsite project management process similar to the hub. Obviously I could estimate these costs as part of the budgeting process once the project generally has been decided on.

As a first step I've suggested a meet at the existing boardwalk with myself and the Parish council so that options can be discussed and I can do a site survey from which to produce plans and design concepts.

I've not mentioned it specifically, but if there is a desire to incorporate an element of community involvement in this project then that to is something that I could incorporate into the schedule of works and RAMs, it is after all a "nice" project and an interesting one that if properly managed could allow for the heavy works to be separated out from the more lightweight manageable tasks that members of the community could complete if this was a desirable idea?

Please let me know your thoughts, I'd be available to meet on site from Monday 27th onwards, usually Mon-Thursday



ESTIMATE

1731 Ltd
2 Trust Court
Histon, CB24 9PW
United Kingdom

BILL TO
Melbourn Parish Council
John Travis
30 High St,
Melbourn,
Royston, SG8 6DZ

Estimate Number: 184

Estimate Date: July 16, 2020

Expires On: July 16, 2020

Grand Total (GBP): £1,500.00

Items	Quantity	Price	Amount
Project Managment Initial planning: Onsite meeting with relevant members of PC to discuss general ideas Distill down ideas into either 1-3 options or phases of development Draw up conceptual plans for options/phases, outline process & produce broad costings for options/phases Produce these into PC &/or public consultation document/display	28	£25.00	£700.00
Project Managment Proceeding with chosen option: Set of working drawings for 1st option/phase Establish engineering, RAMs & ecological constraints Produce schedule of works Produce tender document Manage tender process	32	£25.00	£800.00

Total: £1,500.00

Grand Total (GBP): £1,500.00

Melbourn Parish Council

Rules and Regulations : New Road Cemetery, Melbourn

The Parish Council must be informed about who the undertakers and the suppliers of the headstone items will be and that they (the undertakers and suppliers) are aware and guarantee to comply with the New Road Cemetery rules and regulations. There must be a signed agreement by the undertakers and suppliers received by the Clerk to the Parish Council before commencement of any further activity. The Clerk will also require a copy signed by a family member of the bereaved. These are available from either the Clerk or the undertakers.

1. General

- a. A person will be eligible for burial in New Road Cemetery provided they are a resident of Melbourn immediately before his/her death or was a resident for a period of at least **3** consecutive years during their lifetime. Exception may be made where the deceased was resident for a period of less than 3 years prior to death but was relocated for the purpose of hospitalisation, nursing or recuperative care. Any exceptions will be at the discretion of the Clerk to the Burial Board, and if accepted, all fees will be doubled.
- b. Administration of the New Road Cemetery is conducted by Melbourn Parish Council at 30 High Street, Melbourn Community Hub, Cambridgeshire, SG8 6DZ, who shall be solely responsible for the management and upkeep of the cemetery.
- c. The Clerk to Melbourn Parish Council shall be responsible for the day to day management and administration of the cemetery. All queries or communications should be addressed to the Clerk.
- d. The Clerk to the Council shall be solely responsible for the allocation of the plot for either burial or interment. (See 1.j. below)
- e. A plan of the Cemetery showing the position and number of each grave or interment plot is retained by the Clerk to the Council and may be inspected by appointment during Parish Office opening hours.
- f. No grave or interment plot may be reserved or pre-purchased.
- g. Melbourn Parish Council shall be responsible for the upkeep and maintenance of all grassed areas within the cemetery and shall maintain all trees, hedges, fences, flowers, shrubs, roadways, pathways, entrances, gates, watering provisions and disposal facilities within the cemetery boundaries.

- h. No person or persons shall plant, fell or otherwise alter any trees, shrubs, plants or flowers in any area of the cemetery including the grave areas. (Refer to 7.i).
- i. The Council reserve the right to prune, cut down or remove any tree, shrub, plant or flower planted in contravention of Regulation 1.g.
- j. The Council reserve the right to remove untidy, dead, damaged, dangerous or inappropriate items from anywhere in the cemetery.
- k. New Road Cemetery is laid out as a 'lawned cemetery'. The sections are set out with headstones allowed only at the head of each grave. The area is grassed for ease of maintenance and mown at the Council's expense. No planting shall be allowed either within the grave space or any other area of the cemetery without the written permission of the Clerk to Melbourn Parish Council. Items such as granite flowerpots etc, are permitted but must be positioned at the head of the grave on the provided base area. The Council reserves the right to relocate or remove the same if not in the correct position. The Council will not undertake to keep clean or maintain memorials; this shall be the responsibility of the owner. No headstone base to be longer than the cemetery bases and must be positioned so no overhang occurs. This also applies to cremation bases. See 7.b and 7.c for dimensions.
- l. Grave spaces are laid out with the headstones facing generally east or west, the owner of the Exclusive Right to Burial may choose either if they have a preference.
- m. The scattering or burial of cremated remains without the consent of the Melbourn Parish Council is strictly forbidden and liable to prosecution.
- n. Any floral tributes, messages, tags or similar items laid on the grave at the time of the burial should be removed within 30 days of the burial, they are the sole responsibility of the deceased relatives or their representatives and Melbourn Parish Council cannot be held responsible for the loss or removal of these items. In the event that items have not been removed prior to seeding/turfing the area, these will be moved by the Parish Council. This paragraph to be read in conjunction with 1i.
- o. Melbourn Parish Council will inspect graves after approximately 12 months to ensure that the soil mound has settled to allow for the area to be seeded/turfed. The soil mound shall only be added to or removed by Parish Council employees
- p. Please be aware that the cemetery is an open area and subject to the elements and wild life which the Parish Council have no control over.

2 Right of Access

- a. The cemetery is open to visiting public from sunrise to sunset. Members of the public are requested to stay on the paths when walking through the Cemetery. The seating on the mound can also be accessed via the footpath. Members of the public are reminded that access to the Cemetery is permitted in accordance with section 3. **Conduct** below. This does not constitute a right of way.
- b. Vehicles allowed:- Cars, motorcycles and cycles for the purpose of attending a funeral or visiting graves or memorials, disabled and electrical/mechanical wheelchairs, cemetery maintenance and associated vehicles (with prior permission), contractors vehicles used in connection with the digging of graves or erection of headstones/memorials. All vehicles must use the official car park provided other than funeral cars executing funeral requirements.

No skateboards, scooters or similar are permitted to be used in the Cemetery.

- c. Contractors' vehicles must not be driven over the grassed area except for the purpose of mowing or other landscaping activities other than for grave digging/filling.
- d. Any person, persons or company causing damage shall be responsible for the full cost of repairing any damage so caused.

3 Conduct

- a. All visitors shall conduct themselves in an orderly and quiet manner at all times.
- b. No person showing signs of alcohol or drug excess will be allowed in the cemetery.
- c. Melbourn Parish Council reserves the right to eject or have ejected any person or persons considered by the Council or the Clerk to the Council to be acting or behaving in an improper or offensive manner.
- d. Under the provisions of the Local Authorities Cemeteries Order 1977 it is an offence for a person to wilfully:-
 - i. Create any disturbance in a cemetery.
 - ii. Commit any nuisance in a cemetery.
 - iii. Interfere with any grave, tombstone or cremated remains base or other memorial or any flowers or plants in any such manner.
 - iv. Play any game or sport in a cemetery.

- v. Enter or remain in the cemetery when it is closed to the public unless authorised by the Council to do so.

Persons who contravene these provisions shall be liable, upon conviction, to a fine not exceeding £100.

- e. Dogs must be kept under control and on leads at all times when walking through the Cemetery
- f. No alcohol may be consumed within the Cemetery.
- g. No smoking allowed within the Cemetery.
- h. No religious services or demonstrations of any kind other than the service previously authorised for the burial or interment at the time, may be held without the prior permission of the Clerk to the Council.
- i. Authorised vehicles may only use the correct roadways and must park in car park area. 10mph is the maximum permitted speed within the Cemetery.

4 Arrangements for a Burial

- a. Will funeral directors please ensure the rules specified under paragraph 1.General have been complied with before commencement of any burial arrangements.
- b. Except in cases where religious beliefs require otherwise or in cases of death from epidemic or epidemic disease upon medical certification, three clear days notification, excluding Saturdays, Sundays and Bank holidays, must be given to the Clerk to Melbourn Parish Council for an interment in an earthen grave or the burial of cremation ashes within the New Road Cemetery.
- c. Reservations for burial services may be made by telephone during office hours, in writing or by email, the reservation applicant must be a relative of the deceased or an authorised funeral director. Reservations will be regarded as provisional until the formal notice required by paragraphs 4.c or 4.d has been received.
- d. Notice of burial is given when all forms and certificates required to fulfil statutory requirements and those required by Melbourn Parish Council, are received by the Clerk to the Council no later than three full PC working days before the proposed date of the funeral.
- e. For the burial of a stillborn child a Certificate in accordance with the Births & Deaths Registration Act 1953 must be delivered to the Clerk to the Council.

- f. Multiple burials in the same grave may be pre-purchased at the time of the first burial and must be made at the time of 4.b. and 4.c.
- g. In the case of a multiple burial requested per 4.b, the person(s) or Funeral Director responsible for making the request must ensure the allocated plot is appropriate.
- h. Melbourn Parish Council shall not accept responsibility for any delay or misunderstanding which may occur if instructions are given verbally, electronically or by telephone. Neither shall the Council accept responsibility for any documents lost or delayed by the Post Office, Royal Mail or similar delivery agency.
- i. Documents sent by fax or e-mail will only be accepted as temporary notifications and must be confirmed by the submission of the originals at the soonest opportunity.
- j. If the Registrar's Certificate for Disposal or the Coroner's Order is mislaid or lost, a declaration to the satisfaction of the Clerk must be made by the person procuring the disposal of the body. The original certificate or a duplicate copy issued by the Registrar of Births and Deaths or the Coroner must be submitted as soon as possible after the signing the declaration.
- k. Responsibility for making the necessary arrangements for the attendance of priests, ministers or other persons to officiate at a service rests with the Funeral Director or the person or persons arranging the funeral.
- l. The Funeral Director or person(s) arranging the funeral is fully responsible for arranging the excavation of the allocated grave or plot for the interment of ashes. They shall also be responsible for ensuring the correct alignment and dimensions are complied with, (see 5.i and 5.j)
- m. The Funeral Director or person(s) arranging the funeral shall be responsible for ensuring there are sufficient bearers to convey the coffin with due reverence from the hearse to the plot.
- n. Any person acting as a bearer during an interment does so at their own risk and Melbourn Parish Council accept no responsibility for any accident or injury to a bearer howsoever incurred.
- o. Only one funeral or interment will be allowed in the Cemetery at any one time unless prior permission has been obtained from the Clerk to the Council.
- p. No coffin or ash container shall be opened in the Cemetery for any reason whatsoever.
- q. All fees and charges due must be paid to the Clerk to Melbourn Parish council within three days of the interment and upon application in the case of headstones and memorials.

- r. The fees charged by Melbourn Parish Council include everything connected with the allocation and maintenance of said plot but exclude headstones, memorials or other items provided by other parties. No person employed by or on behalf of Melbourn Parish Council is allowed to receive any form of gratuity.
- s. Melbourn Parish Council reserve the right to refuse, delay or cancel any interment or burial where, in its' opinion, ownership of the Exclusive Right of Burial is disputed.
- t. The location of any non-private grave shall be determined by the Clerk to the Council

5. **Grant of Exclusive Right of Burial**

- a. The current policy of Melbourn Parish Council is that a plot in New Road Cemetery may not be pre-purchased and therefore an Exclusive Right of Burial cannot exist initially. An Exclusive Right of Burial will be created on the application for the first burial. An application for multiple burials, if required, must be made at this time.
- b. Whilst ownership of an Exclusive Right of Burial for a grave does not give any ownership whatsoever in respect of actual land it does give the owner of the Deed the right to:-
 - i. be buried in that grave.
 - ii. authorise further burial(s) in that grave where space is available. (see 6.h and 6.i)
 - iii. erect or place a headstone and memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to such items.(see I j I)
 - iv. have inscriptions/additional inscriptions placed on a memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to this matter.
- c. On the purchase of the Exclusive Right of Burial in a grave a Deed of Grant shall be issued to the purchaser whose name shall be registered (to be known as the Owner).
- d. Possession of a Deed does not necessarily give the person in possession ownership of Exclusive Right of Burial. Where the owner is deceased, subsequent ownership depends on whether or not the deceased left a valid Will. The law concerning this matter is very complex and it is strongly advised that a solicitor be consulted to establish the new ownership. Ownership of a Deed may also be transferred or assigned by use of a form (Declaration, Indemnity and Application in respect of the transfer or Assignment of an Exclusive Right of Burial obtainable from the Clerk to the Council).

- e. The Deed of Exclusive Right of Burial is an important document like any other Deed and should be kept in a safe place.
- f. The Exclusive Right of Burial shall extend for 75 years from the date of purchase. Rights may be extended for a further period of 75 years on payment of the fee when applicable.
- g. The transfer or assignment of an Exclusive Right of Burial in a grave must be notified to the Clerk to the Council who will enter the transfer in the Register of Grants maintained by the Council upon production of the Deed.
- h. Notice for the interment of cremated remains must be accompanied by the Certificate issued by the Crematorium where the cremation took place.
- i. This is to be recorded by The Clerk to Melbourn Parish Council / Burial Officer.

6 Burials and Interments

- a. The **plot size for a grave** shall be a maximum of : 2440mm (8ft) x 760mm (2ft 6in), depths to comply with sections 6.i. and/or 6.j. (This excludes the headstone base dimensions). The pre-laid concrete base size for the headstone base and headstone is 915mm (3ft) wide x 460mm (1ft 6in) deep. In the case of the burial of a stillborn infant, a half plot will be allocated. If, in the future, other family members are to be interred in the same plot, a full plot will be allocated for the initial interment.
- b. Interments may take place at the Cemetery upon payment of the ordinary fees to the Funeral Director who shall be responsible for notifying the Clerk to Melbourn Parish Council.
- c. No funeral or interment shall take place after noon on Saturdays or at any time on Sundays or Bank Holidays except in the case where religious beliefs require it, or upon receipt of a certificate from a Coroner or registered medical practitioner stating that an immediate burial or interment is necessary.
- d. All graves or interment plots are to be excavated by persons appointed by the officiating Undertakers or persons appointed by them.
- e. Any person or persons excavating or filling grave or interment plots or carrying out any other work within the cemetery shall use such means as Melbourn Parish Council may direct for the preservation of the grass and pathways during the progress of the works.
- f. Any person(s) carrying out excavation work within the cemetery shall deposit surplus soil in a tidy manner in the area specifically allocated for such material.

- g. With the exception of the work carried out in regulation 6.g. any person(s) carrying out work within the Cemetery shall, upon completion of the work, remove from the Cemetery all materials not used and/or any waste materials and shall be responsible for the cost of repairing any damaged caused during the execution of those works.
- h. No body shall be buried in a grave in such manner that any part of the coffin is less than 1000mm (3ft 3in) below the level of the ground adjoining the grave except at the discretion of the Clerk to the Council.
- i. No body shall be buried in a grave unless the coffin is effectively separated from any coffin previously interred in the grave by means of a compact layer of earth not less than 150mm (6in) in thickness.
- j. All confined burials must take place in coffins of a material and design approved by the Clerk to the Council. Metal caskets, caskets which contain glass or cardboard coffins are permitted at the discretion of the Clerk to the Council.
- k. Coffins manufactured abroad may be accepted for interment at the discretion of the Clerk.
- l. Un-coffined burials may take place provided a body is properly shrouded, death has not been due to a notifiable or infectious disease and it is for a single interment or as a last interment in a multiple grave.
- m. Shrouded bodies will only be accepted for direct to grave burials.
- n. Interment in a grave with the coffin lid removed shall not be permitted.
- o. No coffin or part of a coffin shall be removed from the Cemetery without the prior and express permission of Melbourn Parish Council.
- p.
 - i All coffins and shrouds must be marked with a non-perishable plaque or nameplate or by other means as shall be approved by Melbourn Parish Council, showing the name, age and date of death of the deceased.
 - ii In the case of a stillborn child, no age shall be recorded.
 - iii Where two bodies are interred in one coffin then both names shall be marked.
- q. No body shall be removed from the Cemetery for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction or a Chief Constable.

- r. No body or cremated remains shall be exhumed without the consent of the Secretary of State for Home Affairs and/or the Faculty of the Bishop of the Diocese.
- s. Only the remains of persons buried or interred in New Road Cemetery shall be allowed to be scattered in the cemetery. The scattering of ashes will be permitted in specific areas of the cemetery following written permission from the Clerk to Melbourn Parish Council. The areas are specified and may be seen at the Parish Office.

7 Memorials (Also refer to: 8 Definitions)

- a. No headstone, memorial or tablet of any kind shall be allowed in any part of the cemetery without the prior consent of Melbourn Parish Council
- b. The **grave headstone base** may be between 75mm – 100mm (3"-4") thick but must not exceed 915mm (3ft) wide and 460mm (1ft 6in) deep. The total height of the headstone base and headstone together must not to exceed 940mm (3ft 1in) measured from the concrete base. (see also 1j-i)
- c. The **headstone base size for cremated remains** shall be a maximum of : 560mm (1ft 10in) wide x 460mm (1ft 6in) deep and the total height from the concrete base shall not exceed 760mm (2ft 6in). Applications for memorials measuring up to 585mm (1ft 11in) wide will be considered at the discretion of the Clerk.
- d. No vaults, railings, kerbstones or other enclosures shall be permitted.
- e. No headstone, memorial, tablet or photographic representation on any grave shall be allowed unless Exclusive Right of Burial has been granted and it has received the prior approval of Melbourn Parish Council. This must be at least 14 days before installation.
- f. Melbourn Parish Council shall accept no responsibility for making good any damage caused to any headstone or memorial through natural wear and tear, severe weather conditions or any other cause or circumstance over which it has no control.
- g. No headstone or memorial shall be erected until at least six calendar months from the burial or interment date have passed.
- h. At least 14 days prior to the erection of any headstone or tablet for placement on either grave or cremation plot, a drawing with the proposed inscription must be submitted to the Clerk to the Council for the approval of Melbourn Parish Council. The type of material(s) to be used shall be stated together with exact dimensions and other details relevant to its appearance.

- i. Any monument, memorial, tablet, photographic representation, container, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these regulations may be removed by Melbourn Parish Council at any time without prior notice.
- j. All headstones shall be inscribed with the plot row and number to which they relate.
- k. The removal or re-fixing of headstones, headstone bases and any other work connected therewith shall only be carried out with the authority of Melbourn Parish Council.
- l. Any person carrying out such work shall use such means as directed by the Clerk to the Council in order to protect the grass and pathways during the process of the work. No work allowed to be carried out on the roadways, pathways or grassed areas.
- m. All dressing or working of stone or other materials to be used on any plot shall be undertaken outside the Cemetery except where such work cannot be carried out elsewhere.
- n. All persons shall, upon completion of the work, clear away any unused materials and rubbish left on the site of the works to the satisfaction of Melbourn Parish Council and shall be responsible for the cost of repair of any damage done in the process of carrying out the work.
- o. The owner of a headstone, tablet or memorial shall, after erection, be responsible for upkeep, repair and maintenance of it.
- p. No headstone, tablet or memorial shall be altered or interfered with after it has been erected in the Cemetery in accordance with the designs submitted to and approved by Melbourn Parish Council.
- q. No inscription may be cut, alteration made nor work of any kind undertaken to any headstone or memorial within the Cemetery without the prior written permission of the Clerk to the Council from an official request by the owner.
- r. No headstone, tablet or memorial shall be removed from the Cemetery for the purpose of cutting, adding or altering the inscription until written approval from Melbourn Parish Council has been obtained.
- s. The name of the stonemason must be discreetly inscribed in an appropriate place on the memorial, no contact details are permissible.
- t. **Hardwood crosses of timber** obtained from sustainable forest sources may be erected in place of a headstone or tablet. A cross may not exceed 750mm (2ft 6in) in height, 500mm (1ft 8in) in width and 100mm (4in) in thickness. They must be set in a stone or similar material slab anchored to and covering the provided base.

- u. A memorial removed for the purpose of further interment must be removed from the Cemetery. Any memorial left may be disposed of by the Council.
- v. Every grave in respect of which an Exclusive Right of Burial has been granted and any memorial thereon must be kept in good repair by the owner. Notice to have repairs executed will be sent to the owner where contact details are known. In cases where the name and/or address of the owner is not known, a notice shall be deemed to be properly served if placed upon the grave space, headstone or memorial for a period of eight weeks.
- w. If the necessary repairs as described in 7.v are not carried out within six months of the date of the Notice, then the memorial may be removed and disposed of by the Council.
- x. No lights or lamps of any description, no ornaments, photos or images (See also: 8), souvenirs, flags, toys or mementos are permitted. Melbourn Parish Council reserve the right to remove any item deemed to be contrary to this regulation without prior notice.
- y. Memorials in the form of donated seats, trees and shrubs will only be permitted at the discretion of the Clerk to the Council. Such permitted items become the responsibility and property of the Parish Council. The Parish Council shall retain the right to determine the location of these items.
- z. Melbourn Parish Council shall remain responsible for Health and Safety within the Cemetery. Regular inspections will be carried out by qualified personnel, any memorial or headstone found to be unsafe shall be made safe temporarily in order to prevent possible injury. Where possible the owner of the memorial deemed unsafe shall be contacted and requested to appoint a qualified person to carry out the repair. Therefore it is important that owners of memorials inform the Clerk to the Council of any change of address.

8 Definitions

Any permitted item other than the headstone must not be positioned as to overlap the size of the base to which the headstone is fastened, i.e. must not overlap onto any grassed area.

Concrete base. Parish Council supplied and installed base for the fastening of memorial or headstone components to.

Headstone base - The horizontal base stone covering the concrete base for fixing the headstone, Memorial or tablet to.

Headstone -The main vertical engraved component fastened to the headstone base

Memorial / tablet. - To be of stone, marble or similar material, bearing a commemorative design or inscription. This is to be securely fastened to the headstone base.

Vases / flower containers - Can be of china, porcelain, pottery or similar non plastic material.

Photographic Representation. - Only ceramic photo plaques of maximum size 125mmx180mm, contained within a metal frame and fixed by metal fastening and adhesive to the headstone or tablet will be permitted following approval of a written submission of the design to the Clerk. No other form of photographic memorial is permitted.

9 **General**

- a. All new and re-opened graves will be inspected at 3, 6 and 12 month after an interment. If ground subsidence has occurred the grave will be topped up by the Council or their authorised representative, at no cost to the Grant holder.
- b. After final settlement and inspection the grave will be either turfed or seeded dependant on the season. (Any items or plantings on the lawned area must be removed prior to this, the Parish Council will issue a request for their removal and proceed to remove any items should this is not done within 2 weeks).

A signed agreement of acceptance of these rules and regulations by the owners of the grave or internment plot must be submitted to the Clerk to Melbourn Parish Council or the officiating funeral director before the event can be authorised.

By Order of the Clerk to Melbourn Parish Council

Tel: 01763 263303 option 3 for Parish Office

I confirm that I accept the Rules & Regulations relating to New Road Cemetery as set out above

[please sign and print your name]

DATED

20.....

OPTION 1

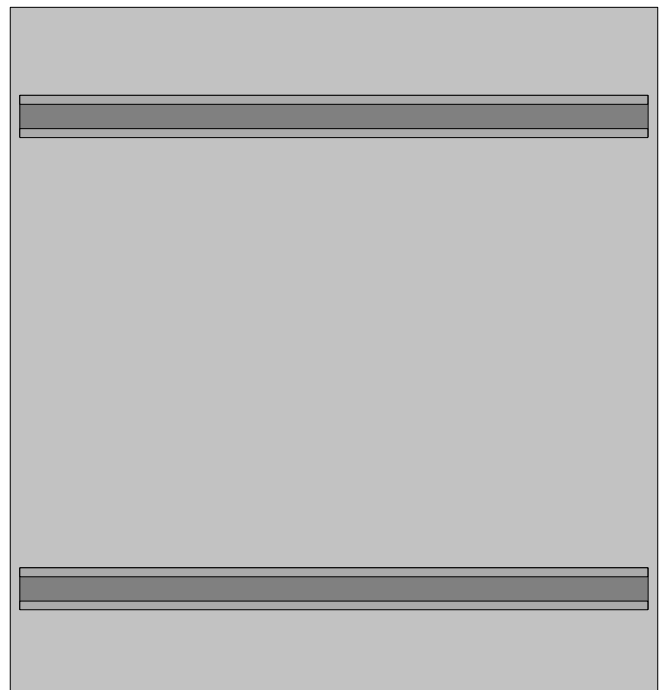
x1 - 3mm White Rigid **Compoiste** Sign Panel
Size: 640mm high x 600mm wide
Gloss Colours: Yellow AS10 & Black
Finish: Panel Sign-written to face / **Blank to Rear**



OPTION 2

x1 - 3mm White Rigid **Aluminium** Sign Panel
Size: 640mm high x 600mm wide
Gloss Colours: Yellow AS10 & Black
Finish: Panel Sign-written to face / **Channeling to rear**

C/w: x2 fence fixing plates



FRONT

BACK

JOB DETAILS & QUOTATION – 14/07/2020

TITLE: Our Ref: JN 180315 / Your Ref: Melbourn Parish Council - Sign

MATERIAL: IP 5700 Self Adhesive Vinyl onto **3mm White Rigid Composite Panelling**
or
Option 2 ONLY - 3mm Rigid Aluminium Panelling with channelling to rear
and fence fixing plates

QTY/SIZE: x1 – 640mm high x 600mm wide

COLOURS: Gloss – AS10 Sunflower Yellow Bg, Black & Flame Red

FINISH: Panel Sign-written to face as per attached visual PDF

NOTES: Panel to be collected from Unlimited Logos upon completion

SUB TTLS: Option 1 - x1 Composite Sign/plain to rear: £65.00+VAT
or
Option 2 - x1 Aluminium Sign with Channel to rear
+ FF-Plates: £100.00+VAT

On Account – Please be aware that payment is required 30 days from order

DISCLAIMER

Before proceeding, please make sure you have proof read the proposed artwork, making sure spelling, grammar and details are correct (especially contact numbers) and that you understand the job details as specified.

If you are satisfied with the attached and wish to proceed with this order, please email your confirmation to us,
in order to acknowledge approval.

This quotation is based on information received and is subject to final sight of artwork.
This quotation is valid for 28 days.

All new design artworks remain the property of Unlimited Logos unless paid for in full.

**MAKE PAYMENT BY BACS TO: BARCLAYS BANK, SORT CODE: 20-17-20, ACCOUNT NUMBER: 63840964
ACCOUNT NAME: MR T R FULTON T/A UNLIMITED LOGOS LTD**

=== ALL MAJOR CREDIT CARDS ACCEPTED ===