

# MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of the Maintenance Committee** held on Thursday, 17 June 2021 at 09:30 at The Pavilion on the New Rec, The Moor, Melbourn, SG8 6ED

**Present:** Cllrs Travis (Chair), Clark, Kilmurray

**In attendance:** Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk), K Rudge, M and L Brierley, B Deville, T Stebbing

**Absent:** Cllr Cowley

**MA019/21 To receive and approve apologies for absence**

Apologies received from Cllrs Baker and Barnes. Acceptable reasons were given.

It was:

RESOLVED to approve the apologies for absence from Cllrs Baker and Barnes.

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

Apologies also received from M Sherwen.

**MA020/21 To receive any Declarations of Interest and Dispensations**

None received.

**MA021/21 To approve the minutes of the Maintenance Committee Meeting held on 20 May 2021**

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 20 May 2021 as an accurate record.

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

**MA022/21 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)**

Tim Stebbing was in attendance and advised the Committee that he would be leaving the area at the end of the month. Chair noted Tim's significant contribution to the village with thanks. Tim has worked tirelessly to keep the village clean and tidy and he will be sadly missed.

**MA023/21 Finance Matters:**

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

The report was received.

**MA024/21 Conservation Matters:**

- a) To receive the EA Monthly situation report for May 2021

The report was noted. River levels have reduced but remain good. **ACTION:** Clerk to follow up with Environment Agency to see when they intend to visit The Bury and to request that representatives of the RMRG may attend as well.

- b) To receive a report from River Mel Restoration Group

Noted that nettles need to be cut back. **ACTION:** Clerk to report to HCGM.

Noted that Rob Mungovan has received grant funding to support RMRG in clearing areas along the River Mel.

- c) To consider a request for Terracycle recycling points

Noted that MVC were supportive of a Terracycle box being located on college grounds. Deferred for further discussion at July Maintenance meeting. **ACTION:** Clerk to follow up to identify the type of box that would be most suitable.

- d) To consider reviewing frequency of grass cutting in some areas

Discussion as to difficulties in managing areas with low maintenance and re-assuring public that areas are not being neglected. No further action at this time.

- e) To receive any other updates and consider actions

Noted that discussions had taken place with Highways Officer and tree inspector with regard to suitable location for new trees following donation by a member of the public. **ACTION:** Clerk to follow up with resident and to make formal request to Highways for planting.

**MA025/21 Stockbridge Meadows**

- a) To receive an update on the boardwalk project

Noted that engineering drawings were requested in order to formulate an accurate budget for this project. See item b).

- b) To consider approving quotations for engineering drawings and calculations relating to the boardwalk project

Two quotes considered.

It was:

RESOLVED to recommend to full Council to accept the quotation from Structural Engineers Cambridge up to a maximum of £3,000 (to include £2,250 + VAT for design and detail of sub-structure plus attendance at meetings and site visits at a cost of £115 + VAT per hour) to be funded out of s106 monies.

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

- c) To consider quotations for installation of a memorial seat in Stockbridge Meadows

It was:

RESOLVED to recommend to full Council to accept the quote from Herts & Cambs Ground Maintenance for preparing the area for installation of the bench in the sum of £480 + VAT, up to £770 + VAT for purchase of a Cyan teak half tree bench with £200 + VAT for associated fixings to be funded from s106 monies.

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

- d) To receive any other updates and consider actions

Noted that the amenity area in Stockbridge Meadows is in urgent need of cutting. Also noted that ragwort is growing in the area.

Noted that Ian Lorman has inspected the ash trees in Stockbridge Meadow and noted early signs of Ash die back. No action required for c.10 years. Report to follow.

**MA026/21 Allotment Matters:**

- a) To receive any updates and consider actions

Noted that track has been partially repaired. **ACTION:** Assistant to the Clerk to follow up with Highways to request that remaining potholes are filled.

Noted that lot 10a has become very overgrown and requires strimming. **ACTION:** Assistant to the Clerk to follow up with the wardens.

**MA027/21 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

A member noted that young people had been asked to leave the bowls club grounds in the evening. The updated report was received.

- c) To consider updates to the weekly inspection sheet

It was:

RESOLVED to recommend to full Council that the updated inspection report be approved.

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

- d) To receive any other updates and consider actions

Nothing further to discuss.

**MA028/21 Cemetery Matters:**

- a) To consider a request to install a memorial bench in New Road Cemetery

Discussion with regard to location of the bench to ensure it would not obstruct access to the soil store.

It was:

RESOLVED to approve the request to install the bench as requested on the south side of New Road Cemetery.

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

- b) To receive any other updates and consider actions

Noted that Orchard Road Cemetery entrance needs tidying up. **ACTION:** Clerk to request HCGM to attend.

#### **MA029/21 Village Maintenance Matters:**

- a) To consider painting yellow lines in front of the emergency gate to the New Rec

**ACTION:** Assistant to Clerk to seek quotes for painting yellow 'keep out' box in front of the emergency access gate.

- b) To receive an update and consider actions on repairs to play equipment on play parks

Wardens provided an update of work that they could carry out. Quotes to be obtained for other repairs.

##### **ACTIONS:**

- Assistant to Clerk to collate list of works at Clear Crescent play area requiring repair and obtain quotes from Wicksteed.
- Assistant to Clerk to obtain quotes for signage at The Moor play area
- Assistant to Clerk to find details of RoSPA training courses for wardens

- c) To receive any other updates and consider actions

Nothing further to report.

#### **MA030/21 Pavilion Matters:**

- a) To consider Legionella monitoring regime

Noted that some monitoring items will need to be contracted out. **ACTION:** Clerk to identify monitoring to be contracted out and update inspection sheet to show who is responsible for actions. It was further noted that Wardens will require clear instructions for the regular testing scheme and that a dedicated thermometer will need to be acquired to do this.

- b) To consider quotations for repairs to flood lights

It was:

RESOLVED to approve the quote for repairs to the flood lights from JHE Electrical in the sum of £215 + VAT.

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

- c) To consider quotations for repairs to damaged step

It was:

RESOLVED to approve the quote for repair of the step at the side of the pavilion in the sum of £145.

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

- d) To consider quotations for repairs to guttering

No quotes available for consideration - to be carried over to July Maintenance meeting..

- e) To receive any other updates and consider actions

Wardens observed that damage to the roof and guttering may be a result of footballs as the goal is located in front of the pavilion.

**ACTION:** Clerk to obtain quotes for external decoration of the pavilion.

#### **MA031/21 Littlehands Matters:**

- a) To consider a quote for Legionella testing

It was:

RESOLVED to accept the quote from 4i Water Services for Legionella testing at Littlehands in the sum of £298 + VAT.

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

- b) To receive any updates and consider actions

Noted that there has been no response from Littlehands with regard to repairs/replacement of windows.

**MA032/21 Melbourn Play Parks Working Party:**

- a) To receive any updates and consider actions.

Update report was received. Preparation of play equipment spec required in order to go out for tender.

**MA033/21 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 17 June 2021				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Email from Arnie Leader - cost for installation of new bin £350 approx. Can we use round bins intended for New Road Cemetery? Wardens to look at whether round bin can be installed - CL emailed 8/4/21. <b>Wardens to installing bin on concrete base and secure the inner basket.</b>	CL
2	Ash tree at entrance to green lane behind Armingford Crescent	Resident	Reported that the Ash tree is heavy with ivy and swaying in high winds. Wardens inspected and severed ivy on trunk. Office to write to County Farms to see if this tree is their responsibility. Reported to County Highways. Tree has been inspected. Does not require immediate work but will be reviewed in new financial year. <b>ACTION: Clerk to follow up with Highways. Report from Resident requesting action within 14 days (20/5/21) - tree has been re-reported to County Highways (24/5/21) and resident advised.</b>	CL
3	Car park	Wardens	Damage to lamp post - requires repair. Appears to have been hit by a car. TS to see if he has the key for the control plate. <b>Clerk to arrange for a key for the wardens from CPC.</b>	Wardens
4	Container on New Rec	Wardens	Graffiti - anti climb paint to be applied. <b>ACTION: SM to order paint. Paint received. Branches on adjacent tree have been removed. Monitor.</b>	Wardens
5	Cnr Chalkhill Barrow / Back Lane	Resident	Highways have removed unstable tree. Resident has requested verge be cleared of brambles and roots. John Obrien has indicated Highways will not carry out the works as there is no danger. <b>Work has not been completed. To be follow up with Highways. SM followed up with resident. Highways have agreed to complete the work within the next 12 weeks</b>	SM
6	Greengage Rise Play Area	Resident	Resident reported that area is overgrown. SM highlighted area to contractor - area to be cut soon. <b>Contractor noted access to the area was blocked by parked cars. SM has made notices asking residents not to park</b>	SM
7	Cnr of Elm Way and Beechwood	Resident	Resident reported that verge has not been cut. SM highlighted area to contractor - area is not cut when daffodils are out, area to be cut soon .	SM
8	Footpath from car park to Beeton Close	CL	Weeds overgrown and obstructing footpath - wardens to trim	Wardens
9	Footpath from Water Lane to Greenbanks	Wardens	Needs strimming - wardens to do	Wardens
10	Little Lane (rear of 2 Mortlock Street)	Resident	Overgrown bushes restricting access to Little Lane - wardens to see if they can cut back. Letter also sent to owner but property is currently for sale.	Wardens

11	Stockbridge Meadow	Wardens	Amenity area to be cut - CL has requested HCGM	CL
12	Millennium Copse and Jubilee Orchard	Wardens	Cut back nettles - CL has requested HCGM	CL
13	Stockbridge Meadow - car park bin	Wardens	Bin ordered - wardens to install	Wardens
14	New Road Cemetery	Wardens	Selective weed treatment - quotes requested but not yet received	CL
15	Ivy from New Rec growing over fence in Thatcher Stanfords	Resident	Residents have cut it back - wardens to remove from Rec	Wardens
16	Verge adjacent to parking area on Worcester Way	Resident	Grass very overgrown - office to check responsibility and follow up	SM
17	New Road Cemetery	Resident	Faulty tap - pressure very high and tap difficult to turn off	Wardens
18	Orchard Road Cemetery	Resident	Tree cuttings to be removed from churchyard	Wardens
19	Woodland path along the River Mel	MB	Fallen branch. Wardens to clear	Wardens

**MA034/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

Noted that wardens workload is very high at this time and new jobs will need to be prioritised. M Brierley kindly offered assistance in Stockbridge Meadows if required.

**MA035/21 To note date of next meeting:** 22 July 2021

The meeting closed at 11:13

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

**A meeting of the Maintenance Committee** held on Thursday, 20 May 2021 at 09:30 at **All Saints Community Hall, Station Road, Melbourn SG8 6DX**

**Present:** Cllrs Travis (Chair), Barnes, Clark, Kilmurray, Baker

**In attendance:** Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk), K Rudge, M Brierley

**Absent:**

**MA001/21 To receive nominations to elect a Chair of the Maintenance Committee**

Cllr Clark nominated Cllr Travis as Chair of the Maintenance Committee. Cllr Barnes seconded the nomination. There were no further nominations.

It was:

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

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

Cllr Travis was duly elected Chair of the Maintenance Committee

**MA002/21 To receive nominations to elect a Vice Chair of the Maintenance Committee**

Cllr Travis nominated Cllr Clark as Vice Chair of the Maintenance Committee. Cllr Barnes seconded the nomination. There were no further nominations.

It was:

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

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

Cllr Clark was duly elected Vice Chair of the Maintenance Committee

**MA003/21 To receive and approve apologies for absence**

Apologies were received from Cllr Cowley – acceptable reasons were given.

It was:

RESOLVED to accept Cllr Cowley's apologies for absence.

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

Apologies were received from Les Brierley, Tim Stebbing, Barry Deville and Mike Sherwen.

*Post meeting note: Cllr Kilmurray had emailed the Clerk in advance of the meeting to say that he may be delayed.*

**MA004/21 To receive any Declarations of Interest and Dispensations**

None received.

**MA005/21 To approve the minutes of the Maintenance Committee Meeting held on 22 April 2021**

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 22 April 2021 as an accurate record.

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

**MA006/21 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 were in attendance.

**MA007/21 Finance Matters:**

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

A member noted that the electricity charges for the pavilion still appeared to be excessive. Cllr Cowley is monitoring. The report was received.

**MA008/21 Conservation Matters:**

- a) To receive the EA Monthly situation report for April 2021

Noted that river levels are good. The report was received.

- b) To receive a report on Stockbridge Meadows

Members noted a pictorial video compiled by a resident. It was suggested that this should be shared more widely through social media. The possibility of adding photographs was discussed. Noted that more information on how many people visit Stockbridge Meadows would be helpful for the Amey Cespa grant application. **ACTION:** Clerk to engage with local residents via social media for feedback and to attempt to gauge visitor numbers.

- c) To consider a request for an additional bin in Stockbridge Meadows car park

It was:

RESOLVED to approve expenditure up to £100 for installation of a bin in Stockbridge Meadows car park.

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

**ACTION:** Clerk to order bin and check required post fixings.

- d) To receive an update on the Stockbridge Meadows boardwalk project

Discussions with grant provider ongoing. Detail with regard to visitor numbers and other projects would be useful to support the application. Noted that RMRG is in discussion with Rob Mungovan re support in managing the River Mel as it flows through Stockbridge Meadows.

**ACTIONS:**

- Clerk to forward copies of Small Mammal Survey and Ecological Report to Cllr Travis.
- Maureen Brierley to discuss with Rob Mungovan and volunteers for further information in support of the grant.

- e) To receive a report from River Mel Restoration Group

Noted that the RMRG working party is resuming activities within Covid guidelines.

- f) To consider a memorial seat in Stockbridge Meadow

Three designs were considered. Noted that the area will need preparation prior to a seat being installed. Decision on bench deferred to next meeting **ACTION:** Assistant to the Clerk to seek quotes for preparing the site and marking a path to the tree prior to installation of the seat.

- g) To consider locations for new trees

**ACTION:** Clerk to request John Obrien to inspect the area to advise on suitability for planting trees on Cambridge road and all other approach roads into the village. Also seek advice from Ian Lorman on locations and species when he carries out tree inspections in June.

Noted that 5 heritage fruit trees will be planted in Stockbridge Meadows in the autumn.

- h) To consider a request for additional recycling points in the village

Discussed request from resident for Terracycling boxes. Noted that specific materials must be recycled in boxes and delivered to collection points in Royston or Steeple Morden.

**ACTION:** Clerk to contact MVC and MPS to enquire if boxes (provided by the Parish Council) could be located on site for collection of crisp packets. Clerk to contact resident to discuss delivery of boxes to collection points.

- i) To receive any other updates and consider actions

There was nothing further to report.

**MA009/21 Allotment Matters:**

- a) To receive any updates and consider actions

Noted that potholes on the track behind the allotments have been filled.

[10:25 - Cllr Kilmurray joined the meeting]

**MA010/21 Governance Matters:**

- a) To receive the weekly inspection reports and consider any necessary actions  
The weekly inspection reports were received. It was noted that Dennis Bartle has left the Parish Council. We welcome Steve Pitman as part-time warden on 25 May 2021.
- b) To consider any updates on vandalism in the Parish  
Recent incidents of offensive graffiti and posters were noted. These have been reported to the police.
- c) To consider the annual RoSPA reports for Clear Crescent and The Moor play areas  
**ACTION:** Wardens to review works identified in the RoSPA reports and to report back.
- d) To consider approving a revised Litter Picking Risk Assessment for Volunteers  
It was noted that additional Covid specific guidance on sharing equipment was required. The Risk Assessment would be shared with all volunteer litter pickings in future.  
It was:  
RESOLVED that subject to the addition of Covid specific guidance, the revised Litter Picking Risk Assessment for Volunteers was recommended to full Council for approval.  
Proposed by Cllr Clark seconded by Cllr Barnes. All in favour.
- e) To receive any other updates and consider actions  
There was nothing further to report.

**MA011/21 Cemetery Matters:**

- a) To consider a request to install a memorial bench in New Road Cemetery  
A request has been received to install a memorial bench. **ACTION:** Keith Rudge and a member of the Maintenance Committee to meet at New Road to consider a suitable location. Item deferred until the June meeting.
- b) To receive any other updates and consider actions  
Discussion with regard to weeds and wild flowers in the grass. To be discussed further.  
**ACTION:** Clerk to seek quotes for weed spraying partial areas in the cemetery.

**MA012/21 Village Maintenance Matters:**

- a) To consider quotations for tree work in Beechwood Avenue  
It was:  
RESOLVED to accept the quote from Shires in the sum of £150 + VAT for tree work.  
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- b) To receive any other updates and consider actions  
There was nothing further to discuss.

**MA013/21 Pavilion Matters:**

- a) To receive any other updates and consider actions  
Noted that there is damage to the guttering. This may have been caused by footballs.  
**ACTIONS:** Assistant to Clerk to obtain quotes for repair to guttering.  
  
Noted that money has been carried over from the previous year for external decoration of the building. **ACTION:** Assistant to Clerk to seek quotes for external decoration of the pavilion.

**MA014/21 Littlehands Matters:**

- a) To consider quotations for survey of the drains  
Quotes were considered. Noted that Trimble survey will identify the fall on the pipe.



It was:

RESOLVED to accept the quote from Drain Doctor in the sum of £425 + VAT for Trimble survey with high pressure water jetting if required at an additional cost of £80 + VAT per hour. Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

- b) To consider and discuss arrangements for Legionella testing and monitoring

**ACTION:**

- Clerk to obtain quote for Legionella testing
- Clerk to contact Littlehands to advise that we intend to arrange for Legionella testing

- c) To receive any updates and consider actions

Noted that windows have not yet been replaced. **ACTION:** Clerk to write to Littlehands to enquire when this will be done.

**MA015/21 Melbourn Play Parks Working Party:**

- a) To receive any updates and consider actions.

Next meeting to be arranged.

**MA016/21 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 May 2021				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Email from Arnie Leader - cost for installation of new bin £350 approx. Can we use round bins intended for New Road Cemetery? Wardens to look at whether round bin can be installed - CL emailed 8/4/21. <b>Wardens to installing bin on concrete base and secure the inner basket.</b>	CL
2	Clear Crescent junction - request for give way markings	Resident	Resident requested lines to be painted. Response from Highways - " <i>At an unmarked crossroads no one has priority. If there are no road signs or markings do not assume that you have priority. Remember that other drivers may assume they have the right to go. No type of vehicle has priority but it's courteous to give way to large vehicles</i> ". JT to advise resident. Clerk to forward email from Highways to JT Outside remit of Futures WP. Discuss appropriate wording and seek quotes for sign. <b>ACTION:</b> Assistant to the Clerk to chase quote for sign. Sign has been ordered from Unlimited Logos - awaiting delivery. <b>Sign received. Application to install sign on lamp post made to Balfour Beatty - awaiting response.</b>	SM
3	Cambridge Road	TS	Increase of litter from Hot Numbers - Parish Office to write raising the issue of litter. HN responded positively to our request with a litter pick. <b>ACTION:</b> Assistant to Clerk to write suggesting that they may wish to sponsor an additional bin. To be monitored - issue may be resolved when HN's customer are able to eat/drink in the garden. <b>Monitor</b>	SM
4	Ash tree at entrance to green lane behind Armingford Crescent	Resident	Reported that the Ash tree is heavy with ivy and swaying in high winds. Wardens inspected and severed ivy on trunk. Office to write to County Farms to see if this tree is their responsibility. Reported to County Highways. Tree has been inspected. Does not require immediate work but	CL

			will be reviewed in new financial year. <b>ACTION: Clerk to follow up with Highways</b>	
5	Car park	Wardens	Damage to lamp post - requires repair. Appears to have been hit by a car. <b>TS to see if he has the key for the control plate. Clerk to arrange for a key for the wardens from CPC.</b>	Wardens
6	Container on New Rec	Wardens	Graffiti - anti climb paint to be applied. ACTION: SM to order paint. <b>Paint received. Branches on adjacent tree have been removed. Monitor.</b>	Wardens
7	Step at side of pavilion	Wardens	Slab is broken. <b>ACTION: Assistant to Clerk to obtain quotes for repair</b>	SM
8	Cnr Chalkhill Barrow / Back Lane	Resident	Highways have removed unstable tree. Resident has requested verge be cleared of brambles and roots. John Obrien has indicated Highways will not carry out the works as there is no danger. <b>Work has not been completed. To be follow up with Highways.</b>	SM
9	Goal fixing on New Rec	Dynamos	Old goal fixing removed from the pitch. <b>To be collected from site.</b>	Wardens
10	Greengage Rise Play Area	Resident	Resident reported that area is overgrown. SM highlighted area to contractor - area to be cut soon.	SM
11	Cnr of Elm Way and Beechwood	Resident	Resident reported that verge has not been cut. SM highlighted area to contractor - area is not cut when daffodils are out, area to be cut soon .	SM
12	Wasps in Pavilion	School	Wasps in pavilion, possible wasp nest - Wardens checked area could not see evidence of nest	Wardens
13	Guttering Pavilion	Wardens	Guttering damaged on Pavilion, <b>SM to obtain quotes for repair</b>	SM
14	Grass near Gray's Allotment	CL	Grass near Gray's Allotments overgrown - SM to highlight area to contractor	SM

**MA017/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting  
Nothing to report.

**MA018/21 To note date of next meeting: 18 June 2021**

**The meeting closed at 11:20**

Melbourn Parish Council  
Maintenance Expenditure Tracking 2021/22  
(Actuals based on paid invoices)

EDGE Code		Budget 2021/22	Actual to date (31/05/21)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<u>Conservation:</u>		<u>Paid</u>	<u>Unpaid</u>		
1000	Allotments - water (2 meters)	600		387	213	
1000	Allotments - plot clearance/maintenance	500			500	
1000	Allotments - unplanned e.g. asbestos removal	500	450		50	Remove bonfire rubbish
1100	<b>Conservation - donation to fund tree planting</b>	<b>500</b>			500	Donation - Not in precept but included as a reminder for spending on trees in 2021/22
1100	Conservation - Christmas tree and plants for tubs	300			300	
1100	Conservation - tree survey	650			650	
1100	Conservation - tree works	3,850			3,850	
1100	Conservaion - emergency tree works	3,000			3,000	
1100	Conservation - move Kohima Stone to New Road Cemetery	4,000			4,000	
1100	Conservation - unplanned	500			500	
1150	Stockbridge Meadows - path cutting and rolling	300			300	
1150	Stockbridge Meadows - unplanned	500		79	421	Bin for car park
		15,200	450	466	14,284	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	105	12	12	81	
2000/1	Orchard Road - water	95	46		49	
2000/1	Orchard Road - unplanned	100			100	
2000/2	New Road - water	100		78	22	
2000/2	New Road - tree & hedge work, soil store, path edging	1,000	420		580	£420 empty soil store
2000/2	New Road - pest control	400			400	
2000/2	New Road - unplanned	500	50	14	437	Turf
2000/2	New Road - headstone bases and installation	1,250			1,250	
		3,550	528	103	2,918	
	<u>Play Areas, Recreation Grounds &amp; Pavilion</u>					
3000	Playground - ROSPA	220	214		6	
3000	Playground - play area maintenance, equipment repair/renewals	1,500		46	1,454	
3000	Playground - tree work/edging	1,000			1,000	
3000	Playground - unplanned	195	105		90	Sign
3200	Recreation Ground - electricity	185	10		175	
3200	Recreation Ground - pest treatment	600	180		420	
3200	Recreation Ground - unplanned	500			500	
3400	Pavilion - cleaning	1,500	51		1,449	
3400	Pavilion - electricity	1,200	212	186	801	
3400	Pavilion - water	100		55	45	
3400	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	600		292	308	Sanitary disposal £292
3400	Pavilion - drain clean	300			300	
3400	Pavilion - legionella assessment	220			220	
3400	Pavilion - maintenance (PAT testing, boiler service, fire alarm service)	400			400	
3400	Pavilion - unplanned repairs & renewals	1,000	513		487	Heating repairs
3400	Pavilion - external redecoration (b/fwd from 2020/21 budget)	2,000			2,000	
		11,520	1,285	579	9,656	
	<u>Finance &amp; General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	350	211		139	
4300/3	Wardens' equipment	500			500	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,350	542	36	773	
4900	Parish Clock - service	150			150	
4900	Parish Clock - repair and training costs	1,200			1,200	
4900	<b>Parish Clock - donation for repair</b>	<b>717</b>			717	Donation - Not in precept but included as a reminder for spending in 2021/22

5000/9	Litter picking	2,800			2,800	
7100	Car park workshop - water	175	12		163	
7100	Car park workshop - utilities	1,085	233	143	709	
7100	Car park workshop - PAT testing	100			100	
7100	Car park - unplanned	490			490	
		8,917	998	179	7,740	
	<u>Highways</u>					
8000	Highways - gully cleaning	3,000			3,000	Will this be needed? Cleaning done by CCC Highways.
8000	Highways - brown tourist info signs re Stockbridge Meadows (b/fwd from 2020/21 budget)	200			200	
		3,200	-	-	3,200	
	<u>Rental Property</u>					
9000	Rental Property - Littlehands annual drain cleaning	450			450	
9000	Rental Property - unplanned	1,000			1,000	
		1,450	-	-	1,450	
	Total Maintenance (excluding grounds maintenance contracts)	43,837	3,261	1,327	39,249	
	<b><u>Grounds Maintenance Contracts</u></b>					
1200	Grass cutting contract - verges/Hub etc	7,470	1,245		6,225	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	920		4,600	
1300	Public Open Space - extra cuts x 3	900			900	
1300	Public Open Space - additional work (leaf/hedge works etc)	1,000			1,000	
2100	Cemeteries (£405.83 x 12) + £1,000 for extra hedge work in new contract	5,870	812		5,058	
2100	Cemeteries - extra cuts x 3	630			630	
3200	Recreation Grounds (currently £755 per month but may change)	9,060	1,510		7,550	
3200	Recreation Grounds - extra cuts x 4	520			520	
		32,170	4,487	-	27,683	

# Monthly water situation report

## East Anglia

### Summary – May 2021

May was wetter than average with East Anglia receiving an average of 80 mm (171% of the Long Term Average (LTA)); the 10<sup>th</sup> wettest May since 1891. Rainfall accumulations for the past 6 and 12 months are classified notably high for East Anglia as a whole. The Soil Moisture Deficit (SMD) was 55 mm by the end of the month. Flows increased at around half the indicator sites in the area in response to the unsettled weather and flows at all sites were classified normal or higher. Groundwater levels fell or remained level at all sites except the Great Oolite at Fringford where levels rose, and levels at all groundwater sites were classified normal or above.

### Rainfall

Following an exceptionally dry April, May was wetter than average, with an average of 80 mm (171% of LTA) across East Anglia as a whole. There were slight variations across the catchments – the wettest were the Upper Bedford Ouse (102 mm; notably high) and North Norfolk (102 mm; exceptionally high) – South Essex received slightly less at 65 mm (classified above normal). For the area as a whole, the accumulated rainfall totals for the last 3 months are classified normal, but the totals for the past 6 and 12 months are classified notably high. The 6 months to May 2021 were the 8<sup>th</sup> wettest December to May period for East Anglia since 1891 (the 5<sup>th</sup> wettest in Central Area Fenland).

### Soil Moisture Deficit/Recharge

The generally unsettled weather in May caused the SMD to decrease to 34 mm (below normal), although by the end of the month the SMD had risen again to an average of 55 mm across East Anglia as a whole (just into the normal category). By the end of the month, SMD was generally lower in Norfolk and the Upper Bedford Ouse; higher in Essex.

### River Flows

River flows were classified as normal or above across East Anglia in May. Half of sites saw an increase in monthly average river flows in comparison with April (predominantly those in the Bedford Ouse, and also the Wissey, Yare, Bure, Wensum, Waveney and Chelmer); flows decreased or remained steady at the rest of the sites. Rivers in the Chalk catchments of the Ely Ouse were generally classified as normal, sustained by a significant recovery in groundwater levels over the winter period. Flows in the Wissey, where groundwater levels are exceptionally high, were classified exceptionally high. Flows in the predominantly clay catchments of the Bedford Ouse were classified above normal in response to the unsettled weather during May. Flows in the Norfolk catchments were classified above normal or notably high.

### Groundwater Levels

Groundwater levels were classified as normal or above across East Anglia at the end of May. Levels fell or remained level at all sites except Fringford, where levels rose to exceptionally high. Out of 18 sites for which data were available, 3 were classified normal; 3 above normal; 9 notably high; and 3 exceptionally high (Fringford in the Great Oolite, Bircham Newton in the NW Norfolk Chalk, and Breckland in the Wissey Chalk).

### Reservoir Storage/Water Resource Zone Stocks

The reservoir storage level generally increased or remained stable at all sites except Abberton. The majority of sites ended the month above their normal operating curve and recorded a normal or higher storage level, with the exception of Abberton and Grafham which recorded below normal levels by the end of May.

*All data are provisional and may be subject to revision. The views expressed in this document are not necessarily those of the Environment Agency. Its officers, servants or agents accept no liability for any loss or damage arising from the interpretation or use of the information, or reliance upon views contained herein.*

## Environmental Impact

Groundwater support scheme operations remained minimal in May. The Lodes-Granta groundwater support scheme had 1 of the 6 pumps operating, with no pumping taking place in the Rhee, Hiz, and Thet-Little Ouse schemes.

## Forward Look

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

**June 2021:** There is an increased probability of flows normal or higher in the Ely Ouse, Ouse and Ivel. There is an increased probability of flows below normal or lower in the Bedford Ouse and the Kym. There is a reduced probability of exceptionally low flows at all the key sites with the exception of the Kym.

**September 2021:** There is a reduced probability of exceptionally low flows at all the key sites except the Gipping. There is an increased probability of flows normal or higher in the Bedford Ouse, Ouse, Ivel and Kym. There is an increased probability of below normal flows in the Ely Ouse.

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

**September 2021:** It is highly likely that groundwater levels will be normal or higher at all key sites in September. At Kenninghall in the Little Ouse Chalk, it is highly likely that groundwater levels will be notably high in September.

**March 2022:** There is an increased probability of groundwater levels being normal or higher at Washpit Farm (NW Norfolk Chalk) and Therfield Rectory (North Herts Chalk) in March 2022. There is a reduced probability of exceptionally low groundwater levels at the majority of the key sites with the exception of Redlands Hall (Cam Chalk) and Smeetham (Essex Chalk).

Author:

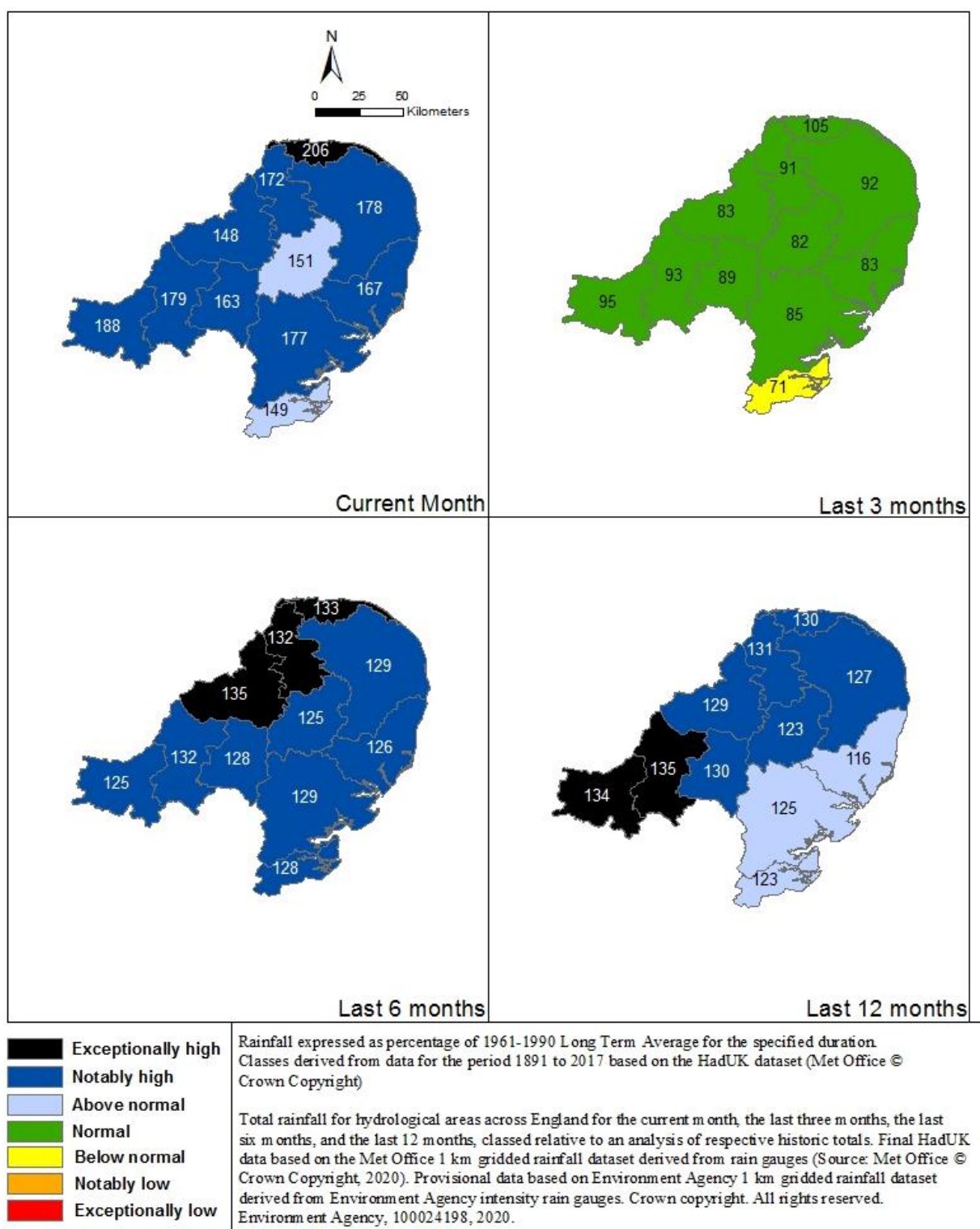
[ANG-Hydrology](#)

Contact details: 03708506506



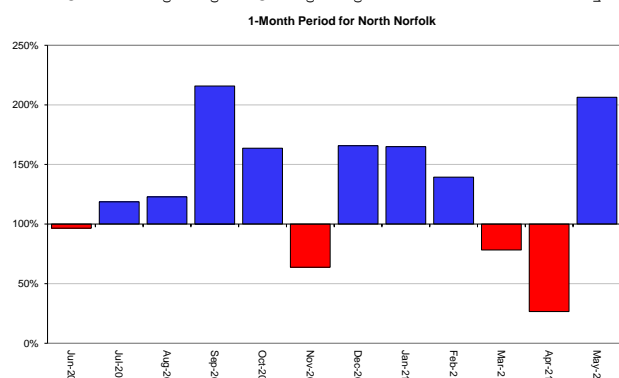
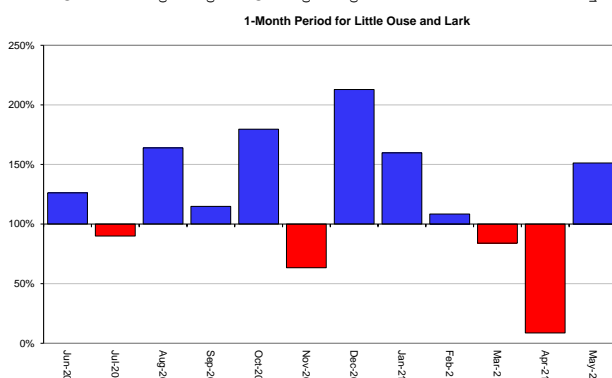
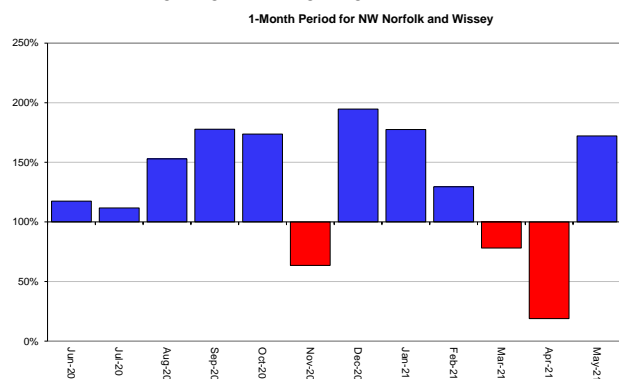
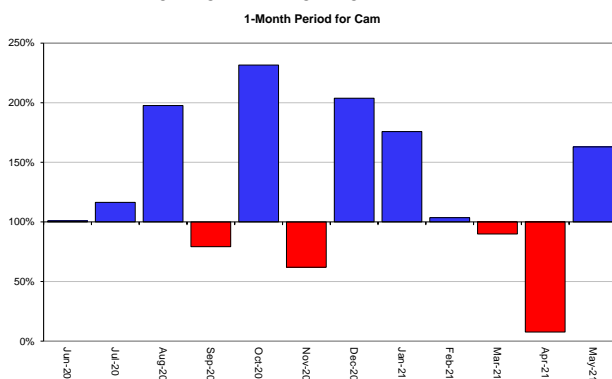
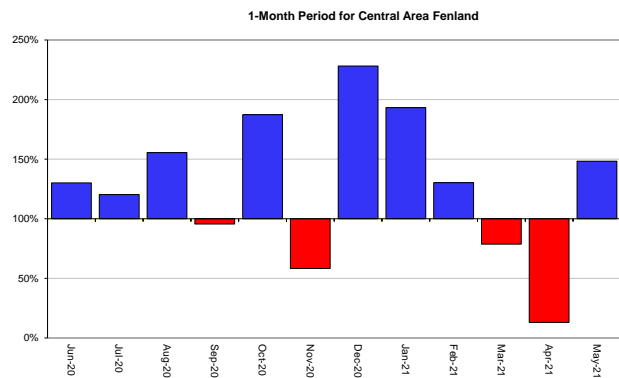
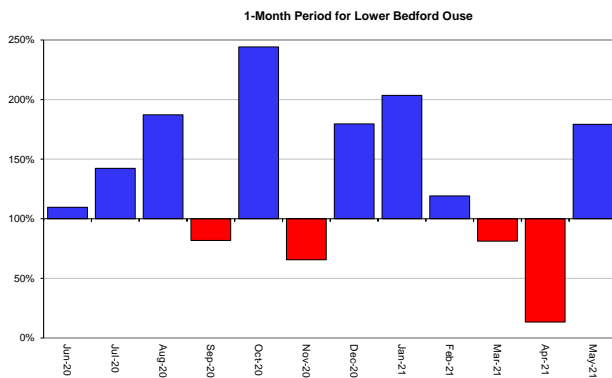
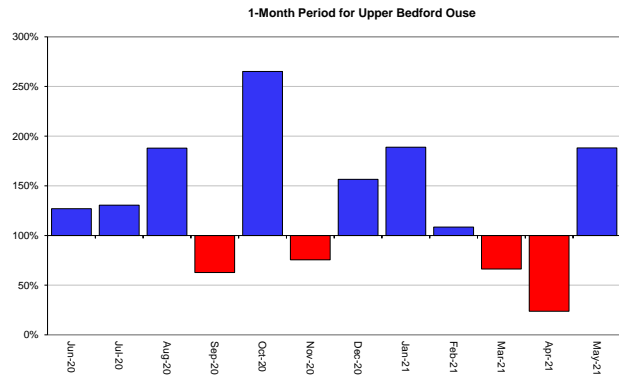
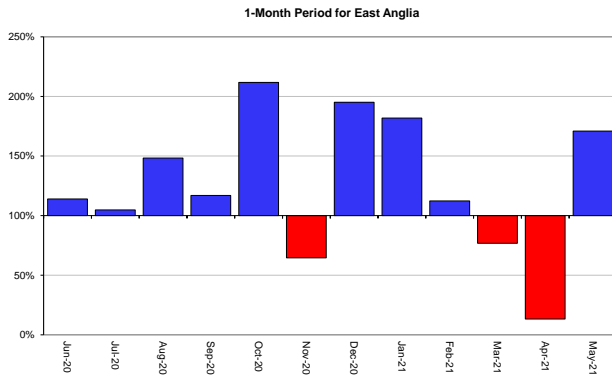
# Rainfall

May 2021



**Above average rainfall**

**Below average rainfall**

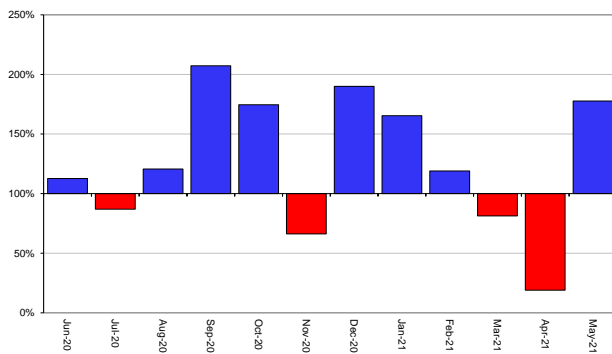




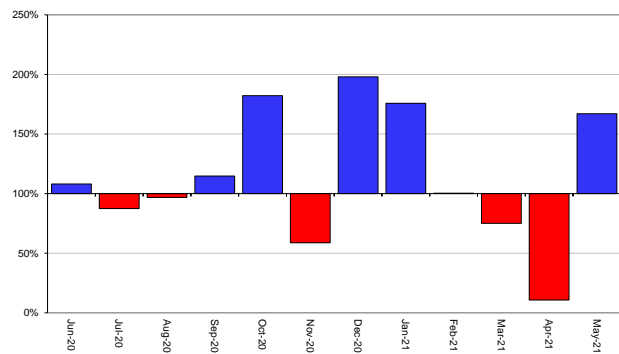
**Above average rainfall**

**Below average rainfall**

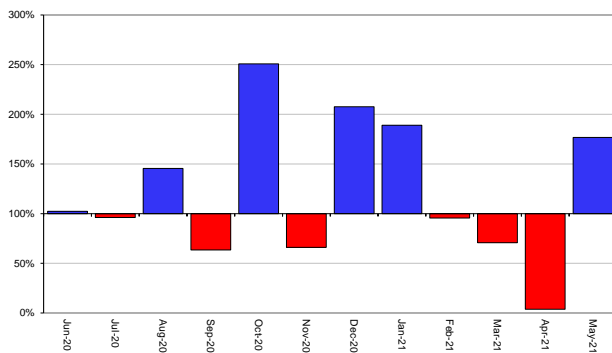
1-Month Period for Broadland Rivers



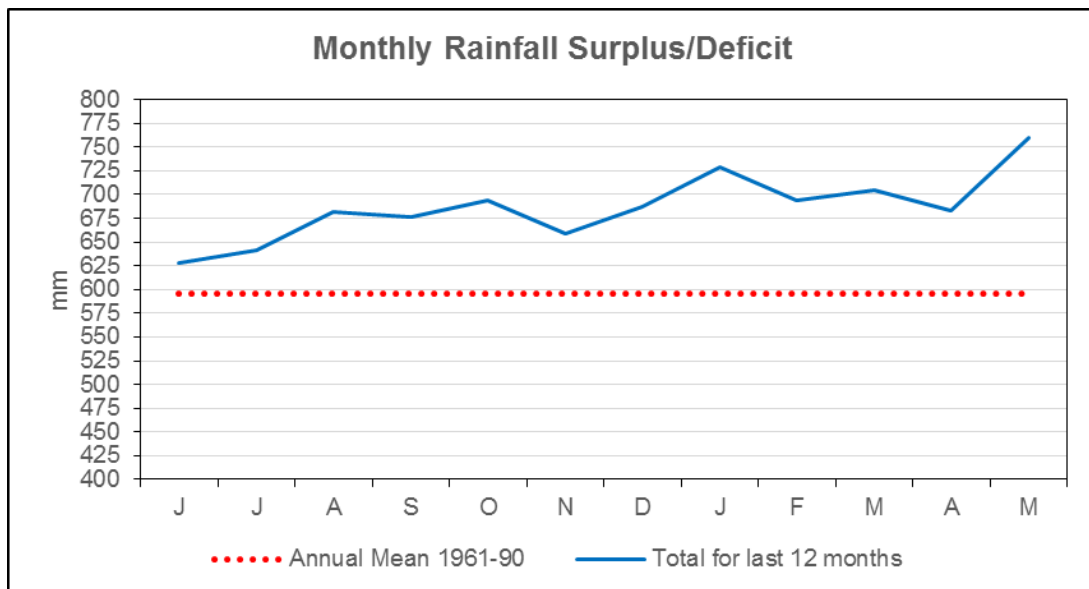
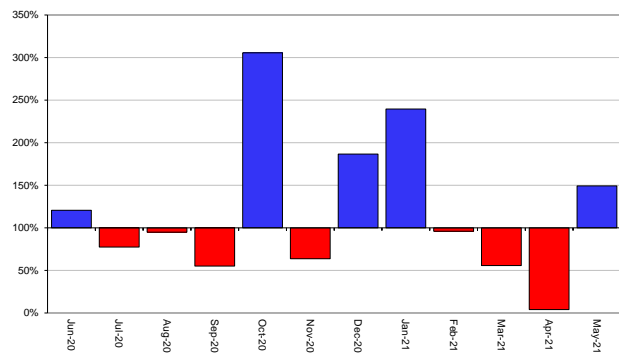
1-Month Period for East Suffolk



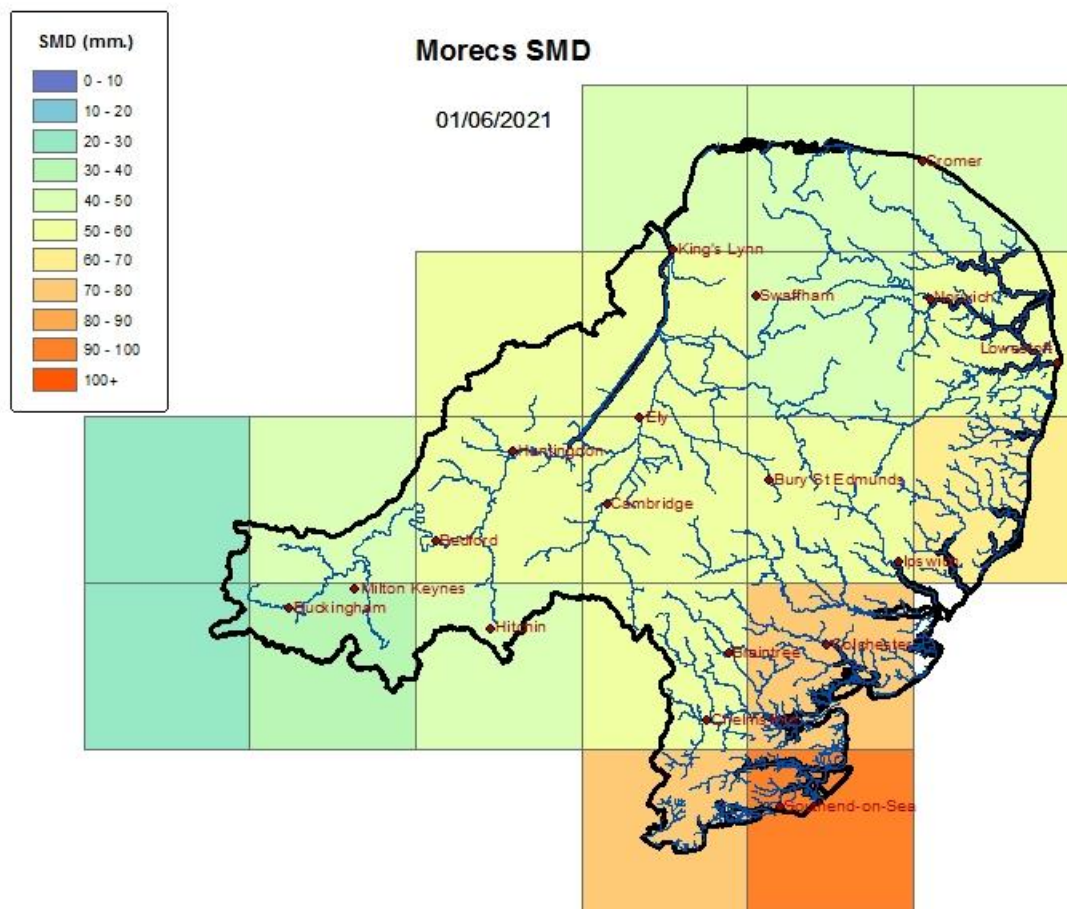
1-Month Period for North Essex



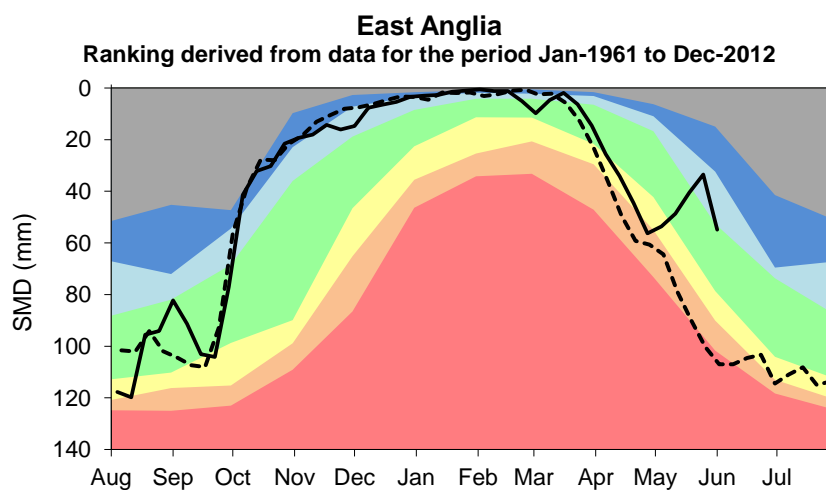
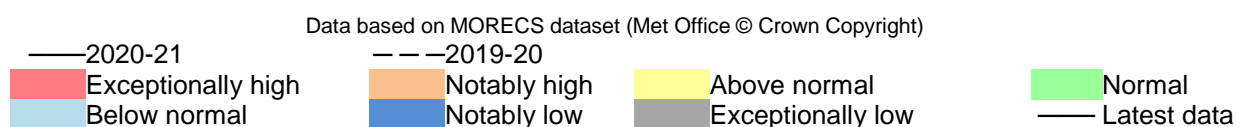
1-Month Period for South Essex



# Soil Moisture Deficit

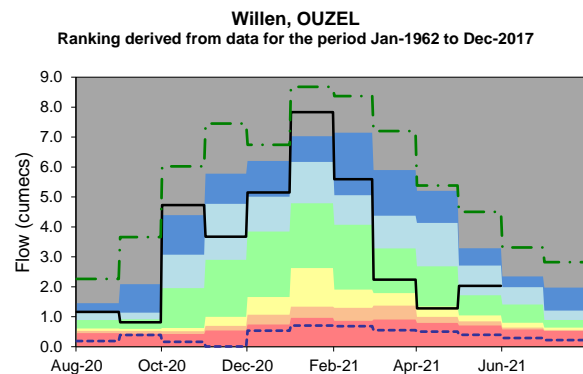
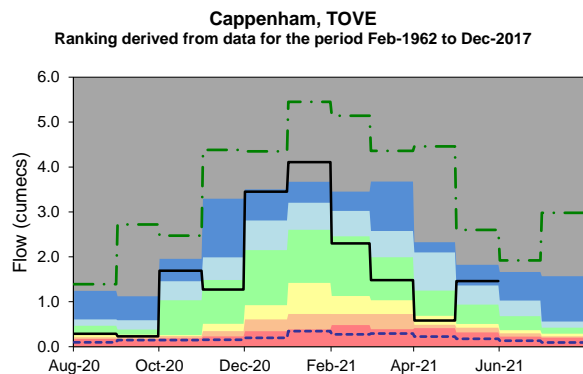
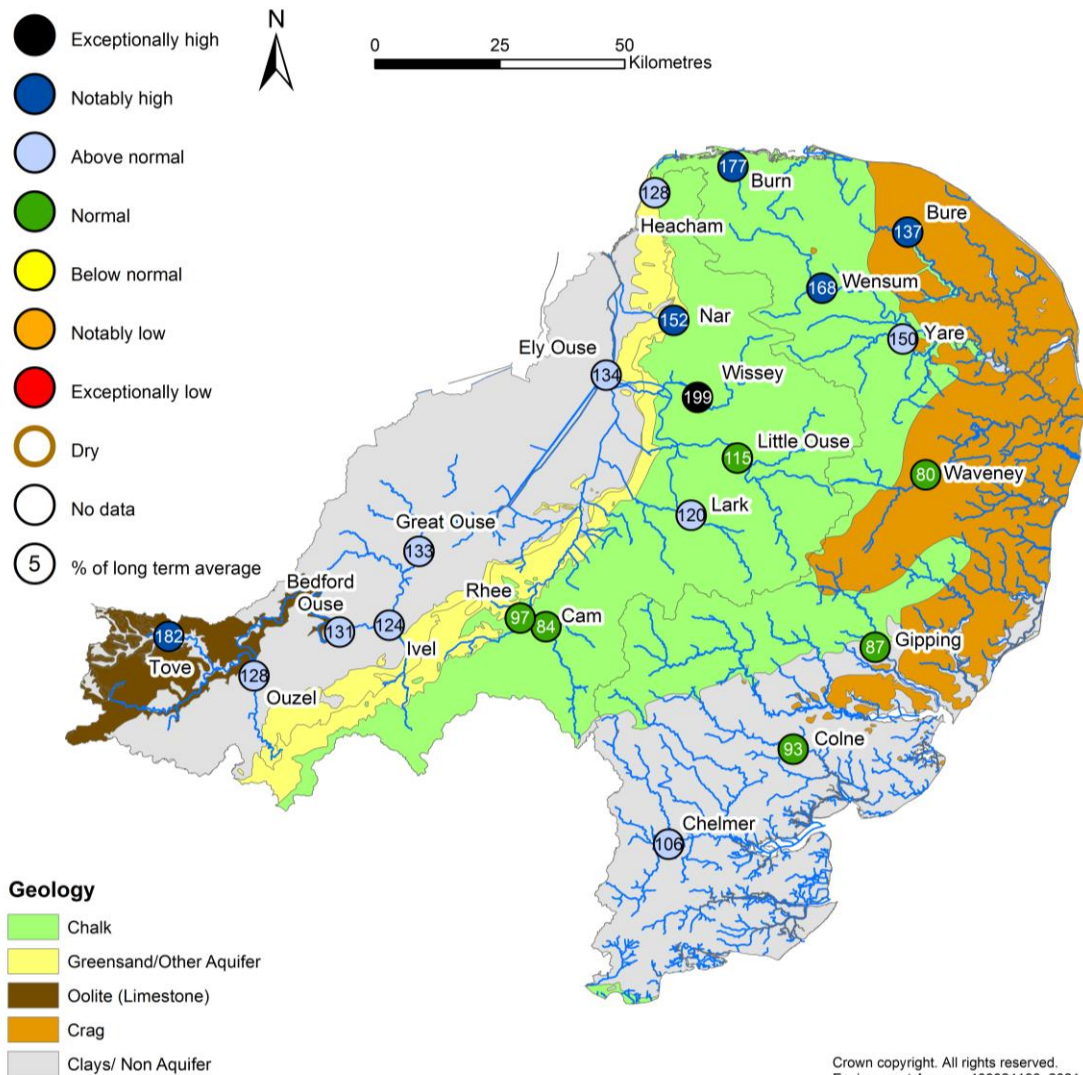


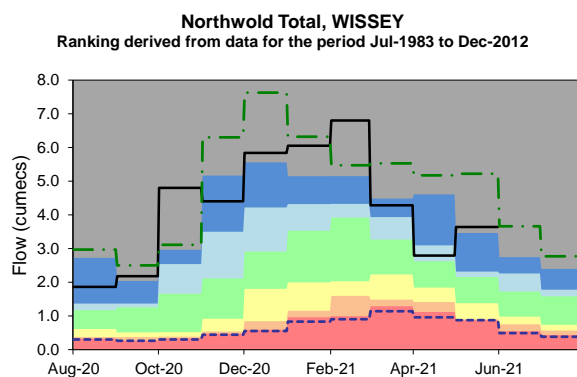
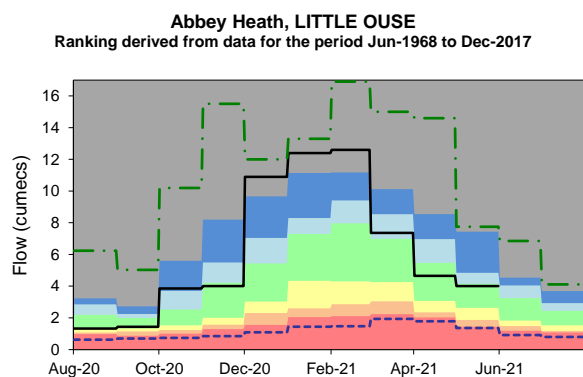
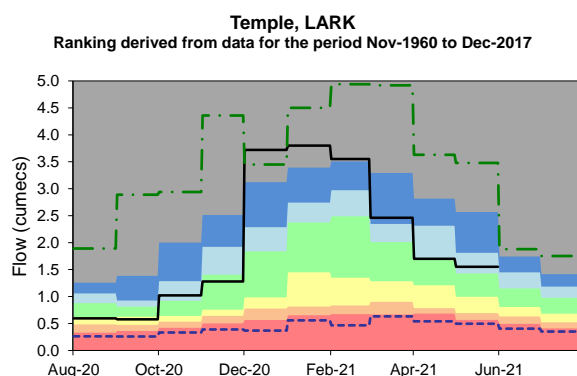
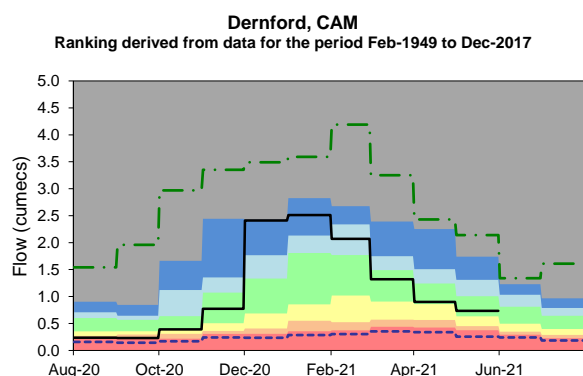
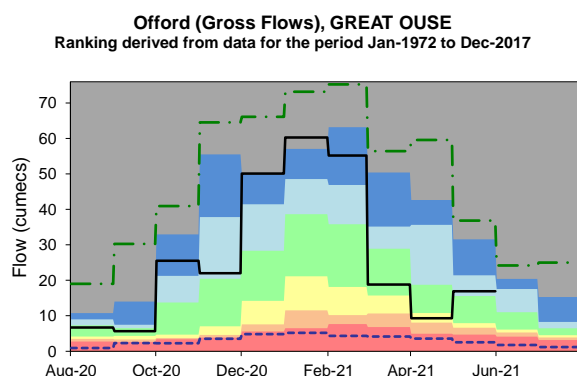
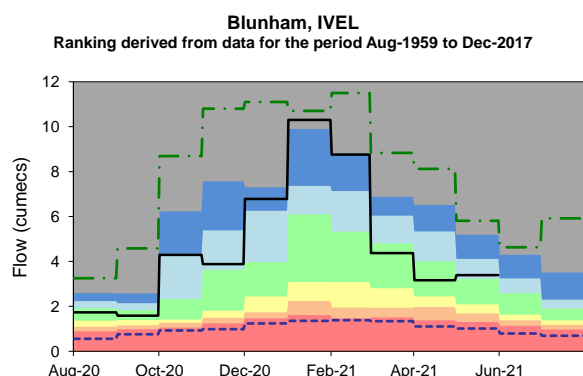
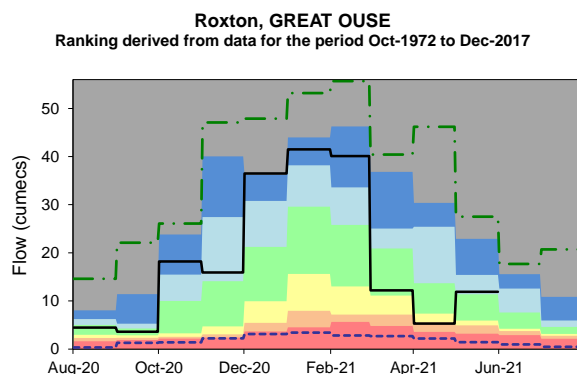
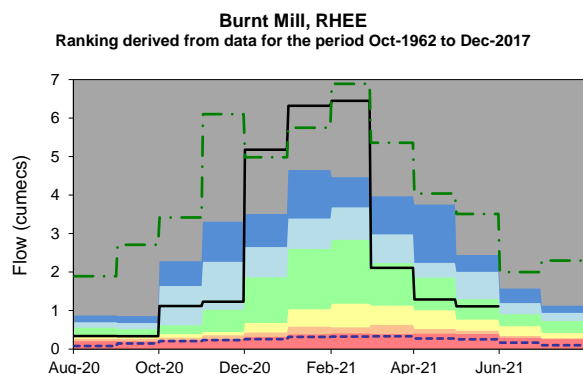
Data based on MORECS (Met Office © Crown Copyright)

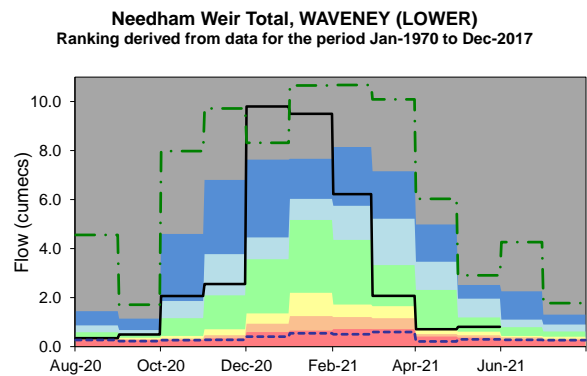
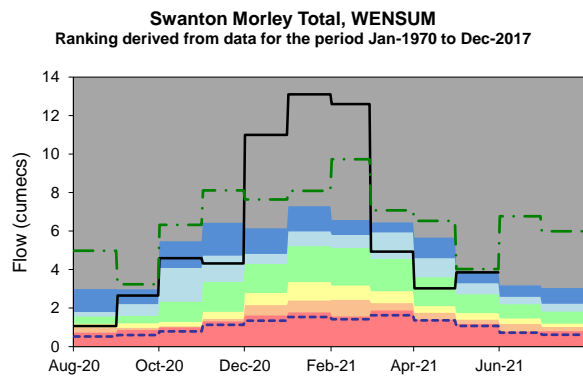
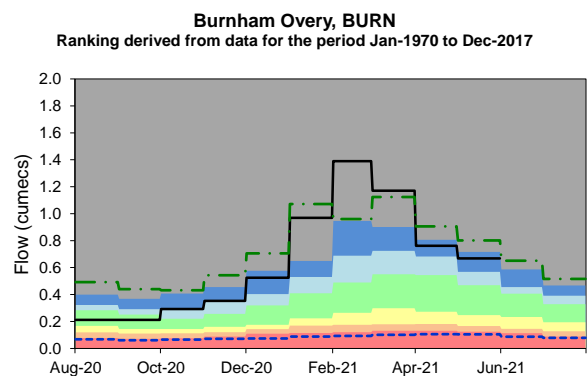
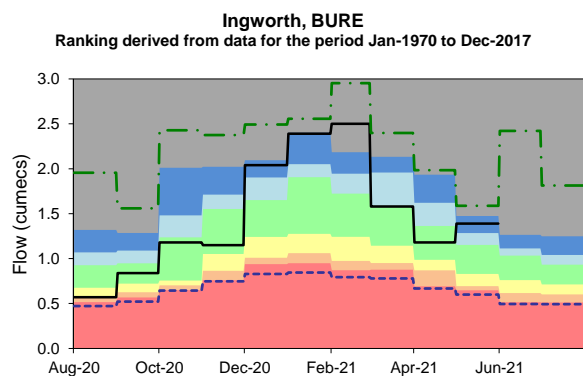
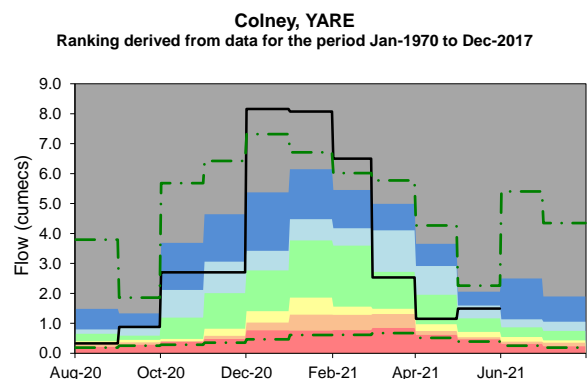
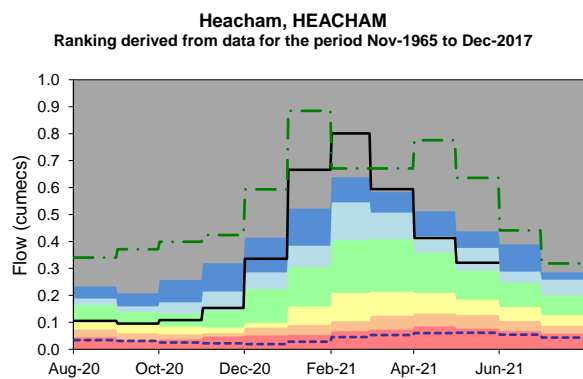
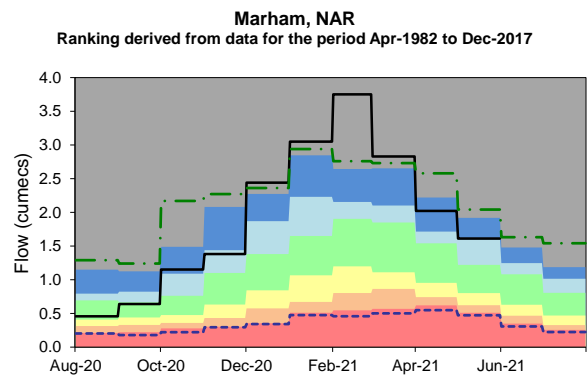
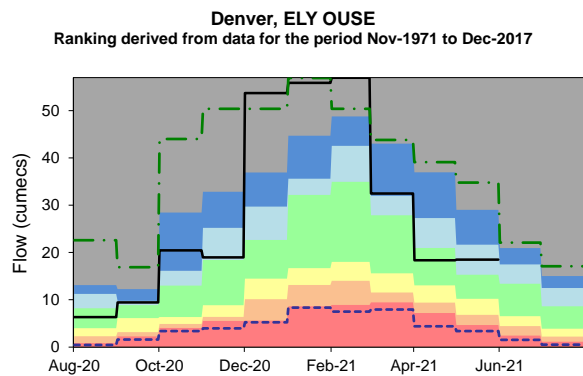


# River Flow

May 2021



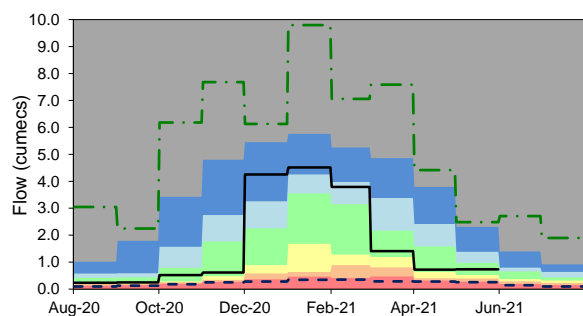






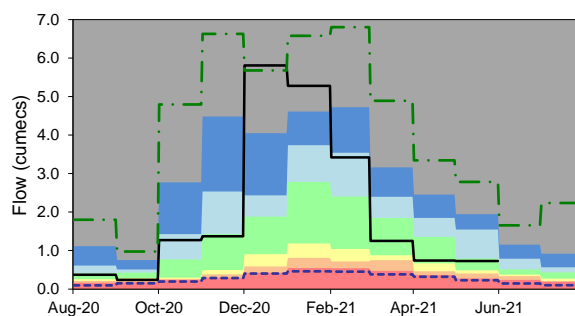
**Bramford, GIPPING**

Ranking derived from data for the period Jan-1970 to Dec-2017



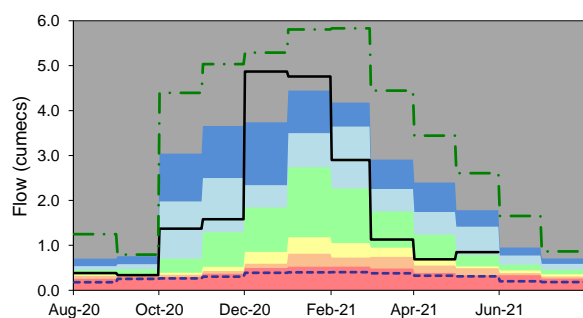
**Lexden, COLNE**

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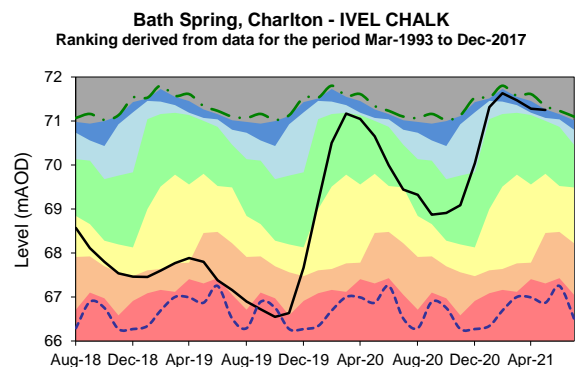
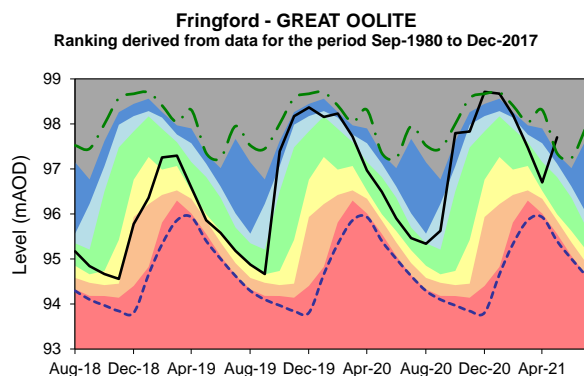
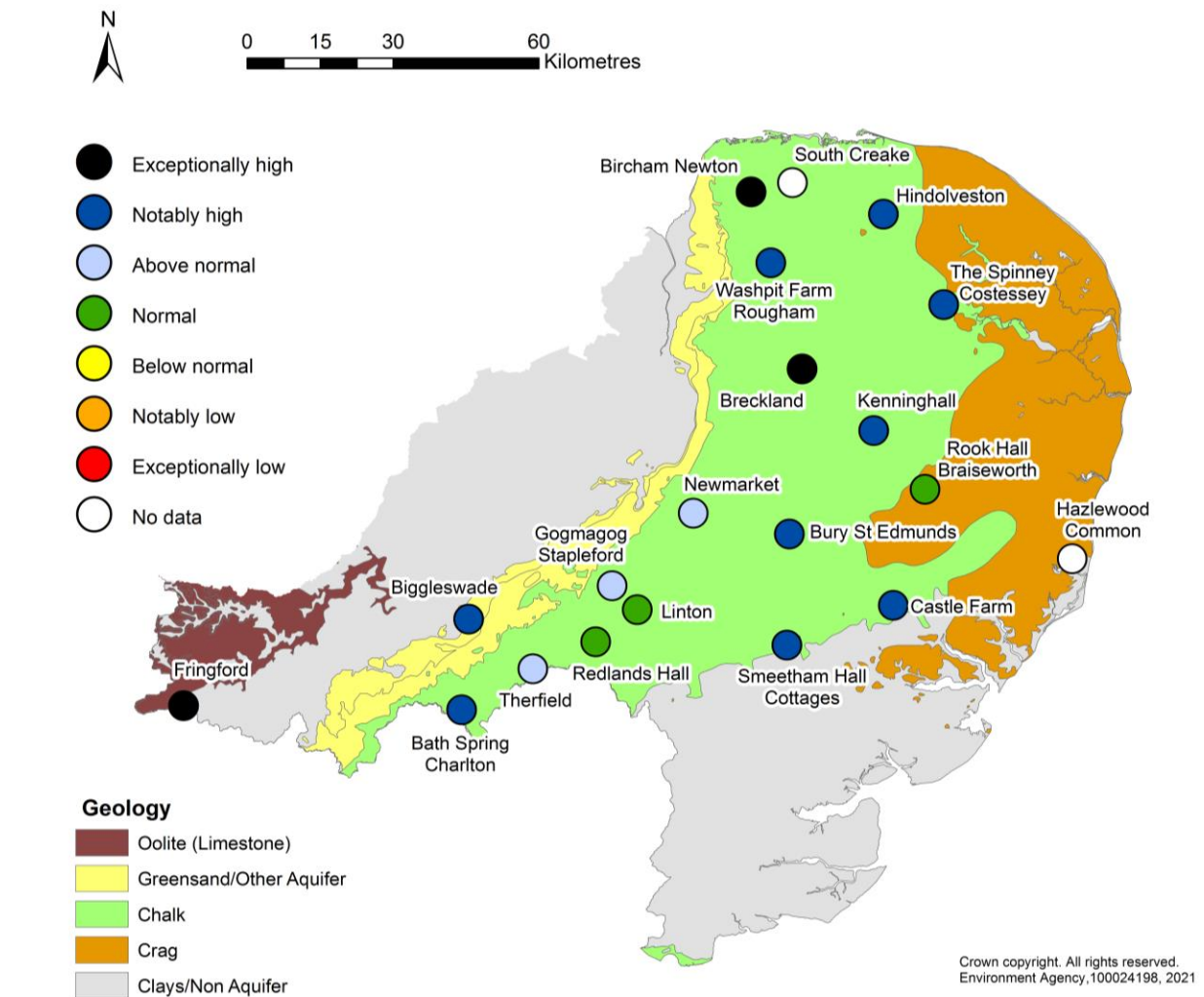
**Springfield, CHELMER**

Ranking derived from data for the period Jan-1970 to Dec-2017



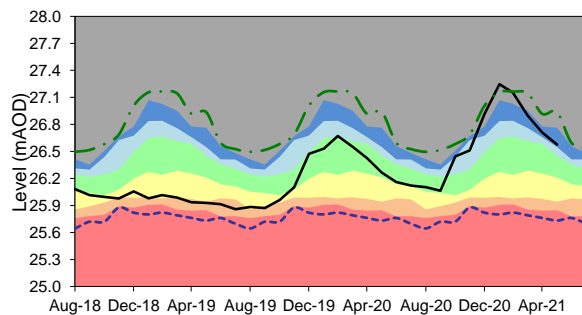


# Groundwater Levels May 2021

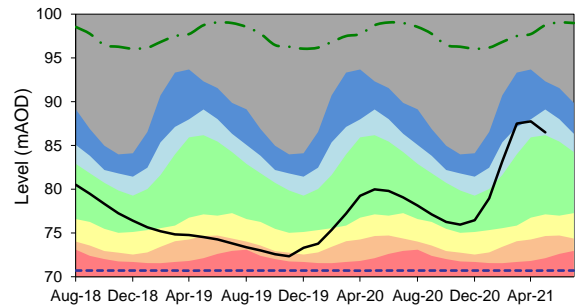




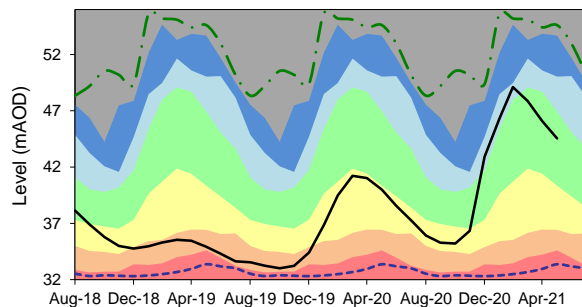
**Biggleswade - IVEL SANDSTONE**  
Ranking derived from data for the period Mar-1968 to Dec-2017



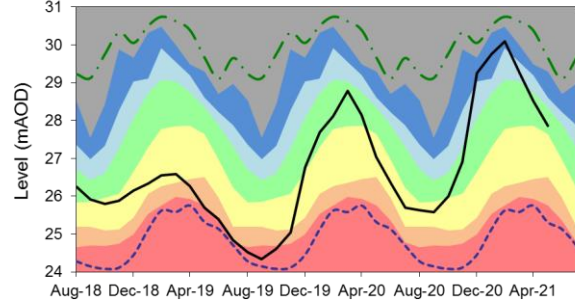
**Therfield Rectory - N HERTS CHALK**  
Ranking derived from data for the period Jan-1883 to Dec-2017



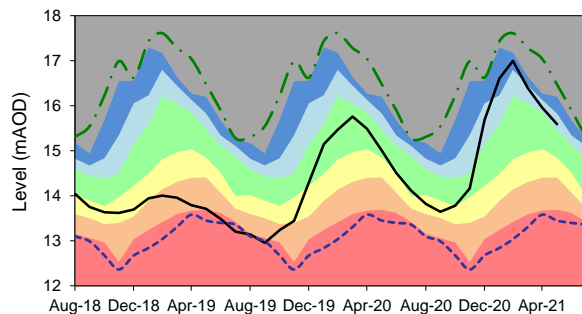
**Redlands Hall, Ickleton - CAM CHALK**  
Ranking derived from data for the period Aug-1963 to Dec-2017



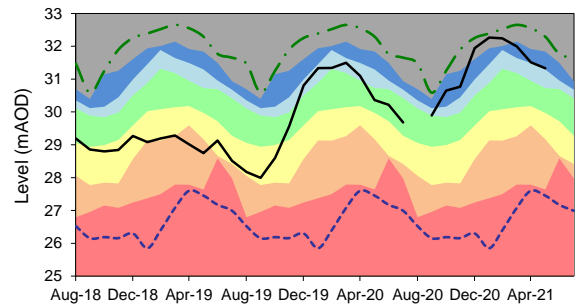
**Linton - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



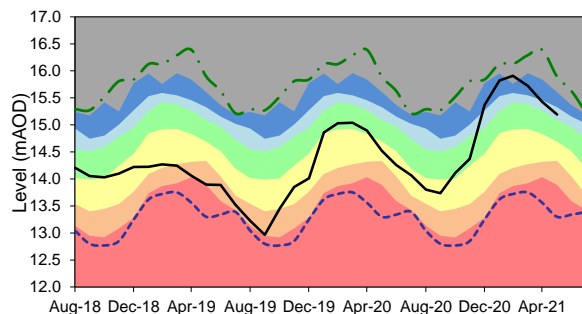
**Gog Magog, Stapleford - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



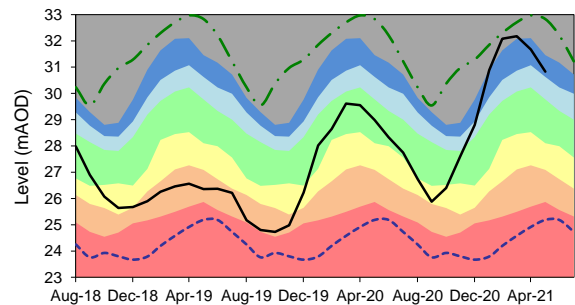
**Bury St Edmunds - UPPER LARK CHALK**  
Ranking derived from data for the period May-1983 to Dec-2017



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



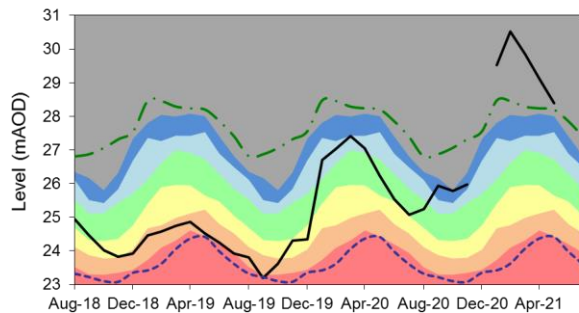
**Kenninghall - LITTLE OUSE CHALK**  
Ranking derived from data for the period Aug-1973 to Dec-2017



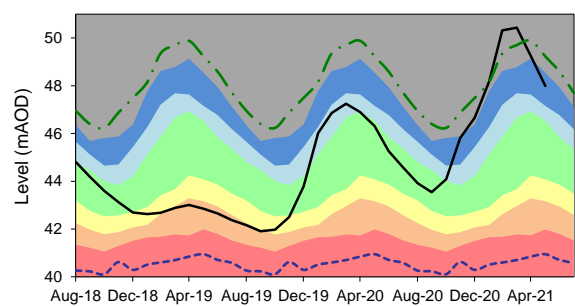




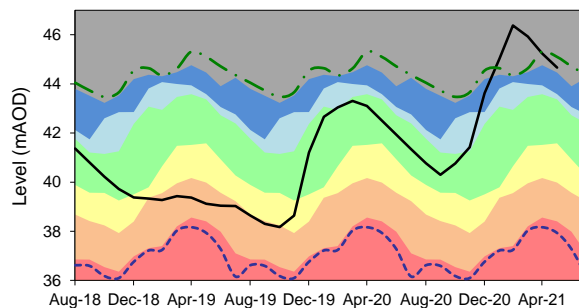
**Breckland - WISSEY CHALK**  
Ranking derived from data for the period Jan-1971 to Nov-2017



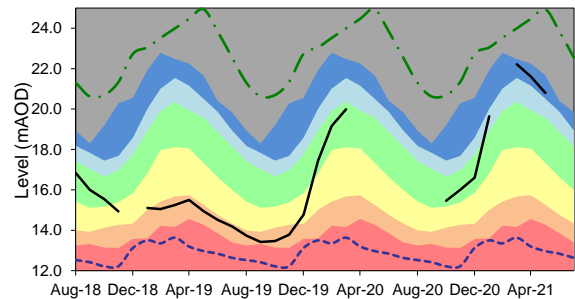
**Washpit Farm, Rougham - NW NORFOLK CHALK**  
Ranking derived from data for the period May-1950 to Dec-2017



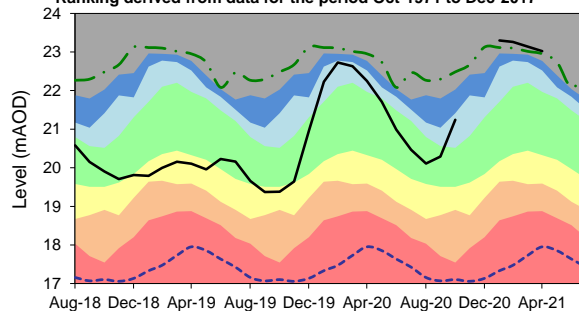
**Bircham Newton - NW NORFOLK CHALK**  
Ranking derived from data for the period Mar-1995 to Sep-2017



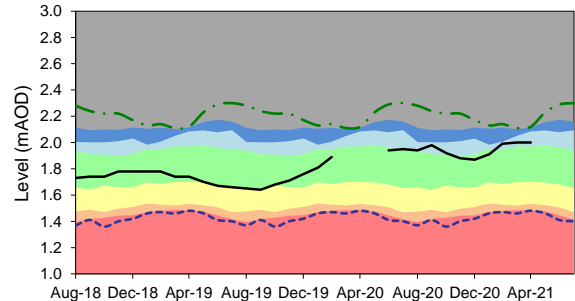
**Castle Farm, Offton - MID SUFFOLK CHALK**  
Ranking derived from data for the period Mar-1967 to Dec-2017



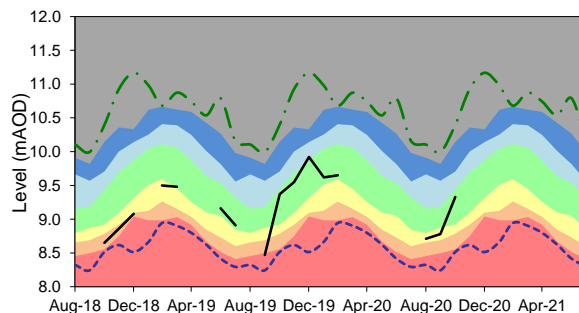
**Old Primary School, South Creake  
NW NORFOLK CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017



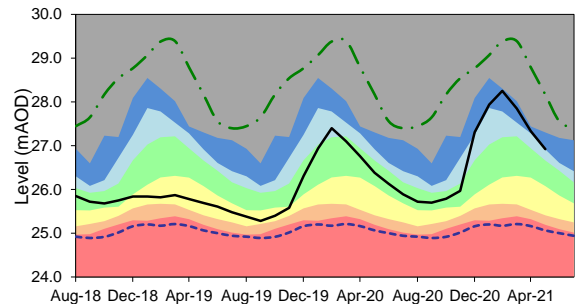
**Hazlewood Common - SUFFOLK CRAG**  
Ranking derived from data for the period Oct-1988 to Feb-2020



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

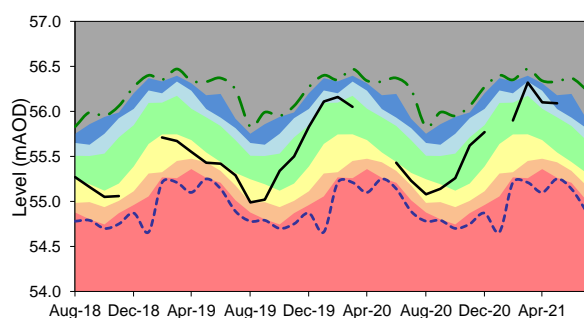


**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
Ranking derived from data for the period Jan-1964 to Dec-2017

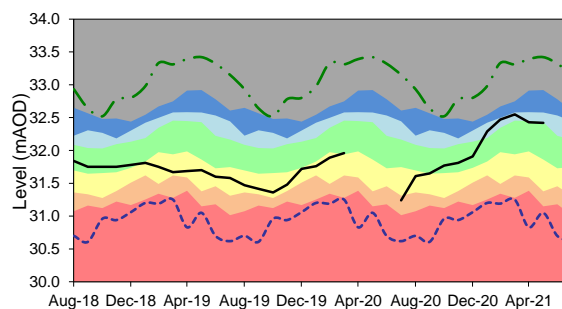




**Hindolveston - NORFOLK CHALK**  
Ranking derived from data for the period Sep-1984 to Nov-2017

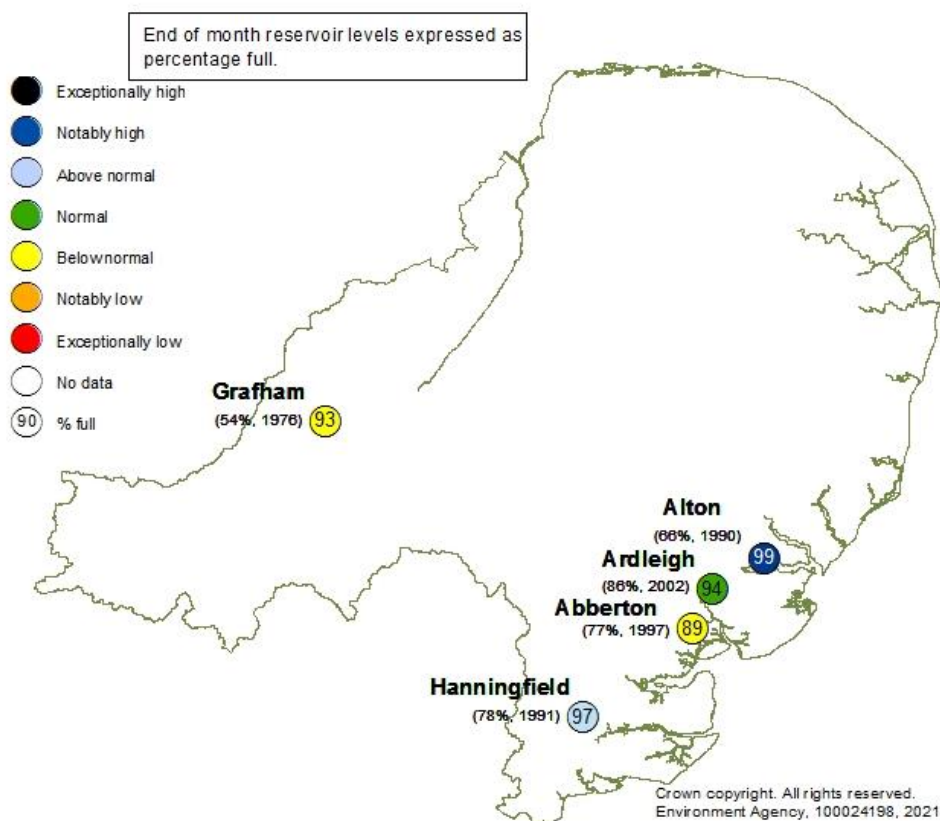


**Rook Hall, Braiseworth - SUFFOLK CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017

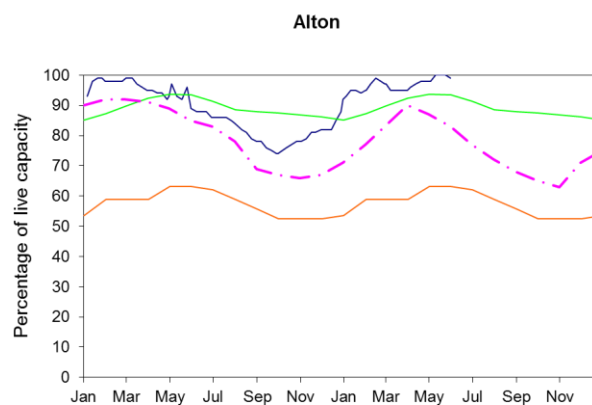
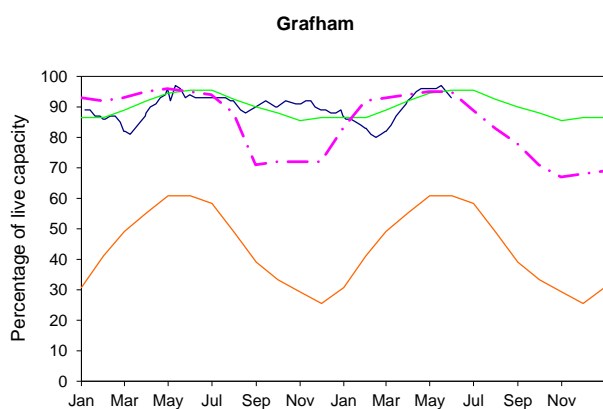


# Reservoir Stocks

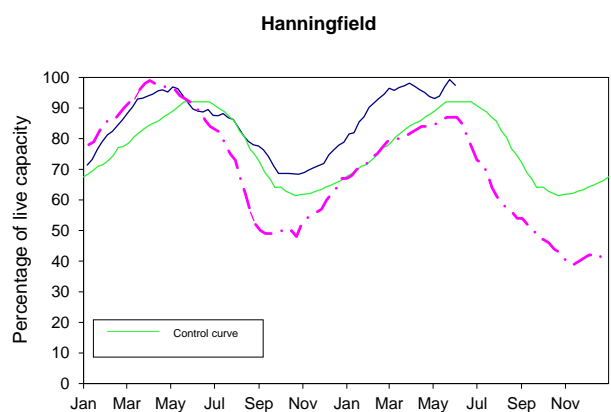
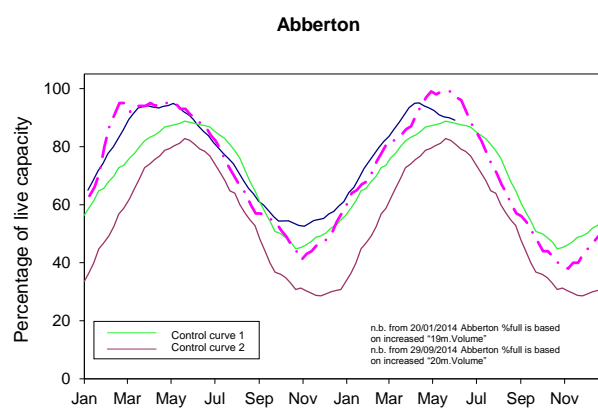
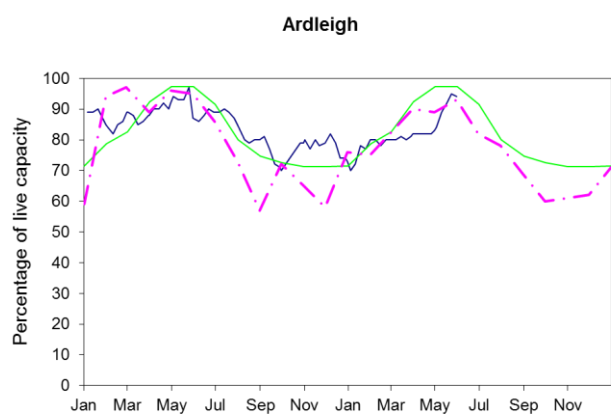
May 2021



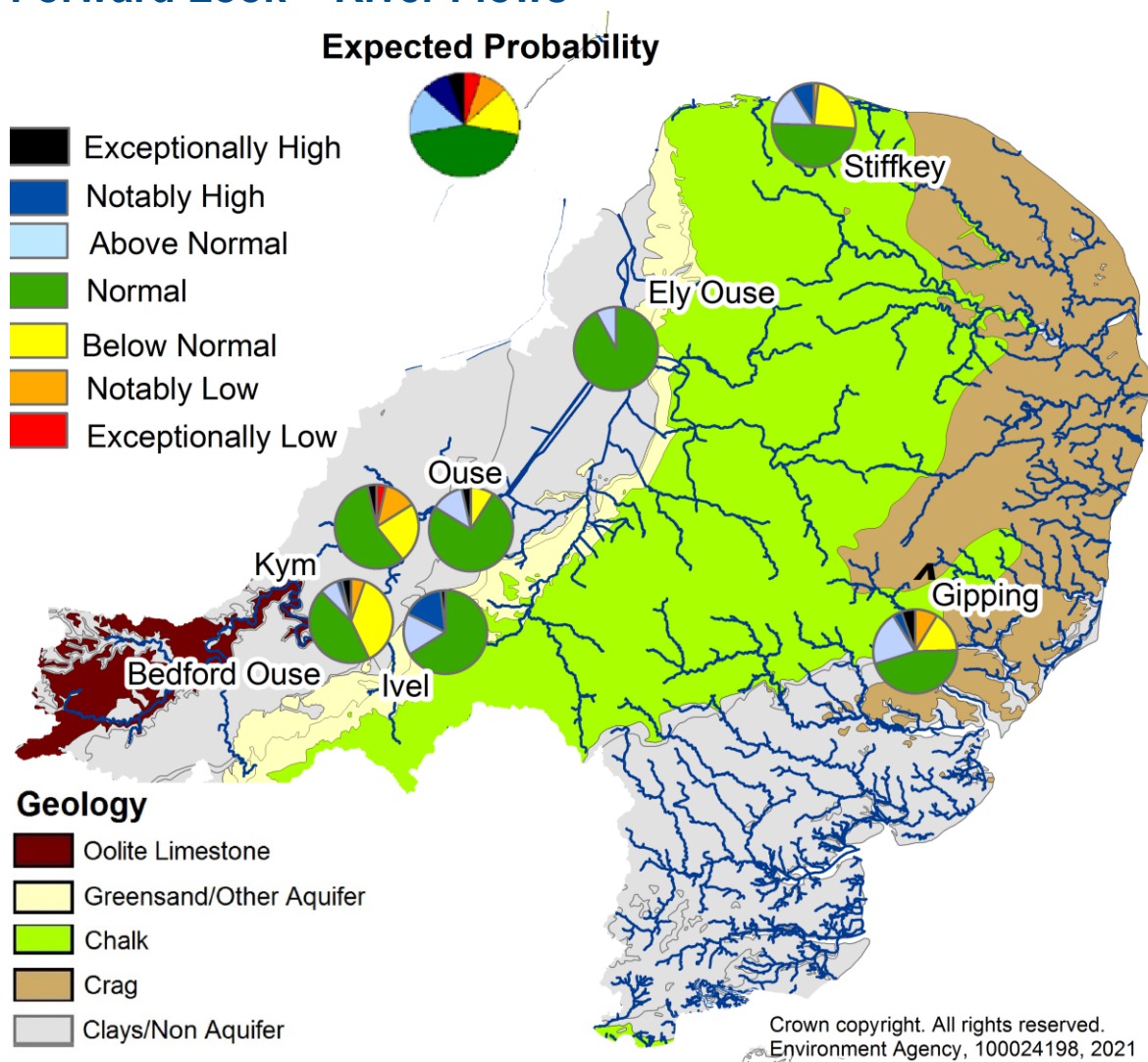
— 2020-2021      — Normal Operating Curve      — Drought Alert Curve      — 1995-1996



— 2020-2021      — Normal Operating Curve      — Drought Alert Curve      — 1995-1996



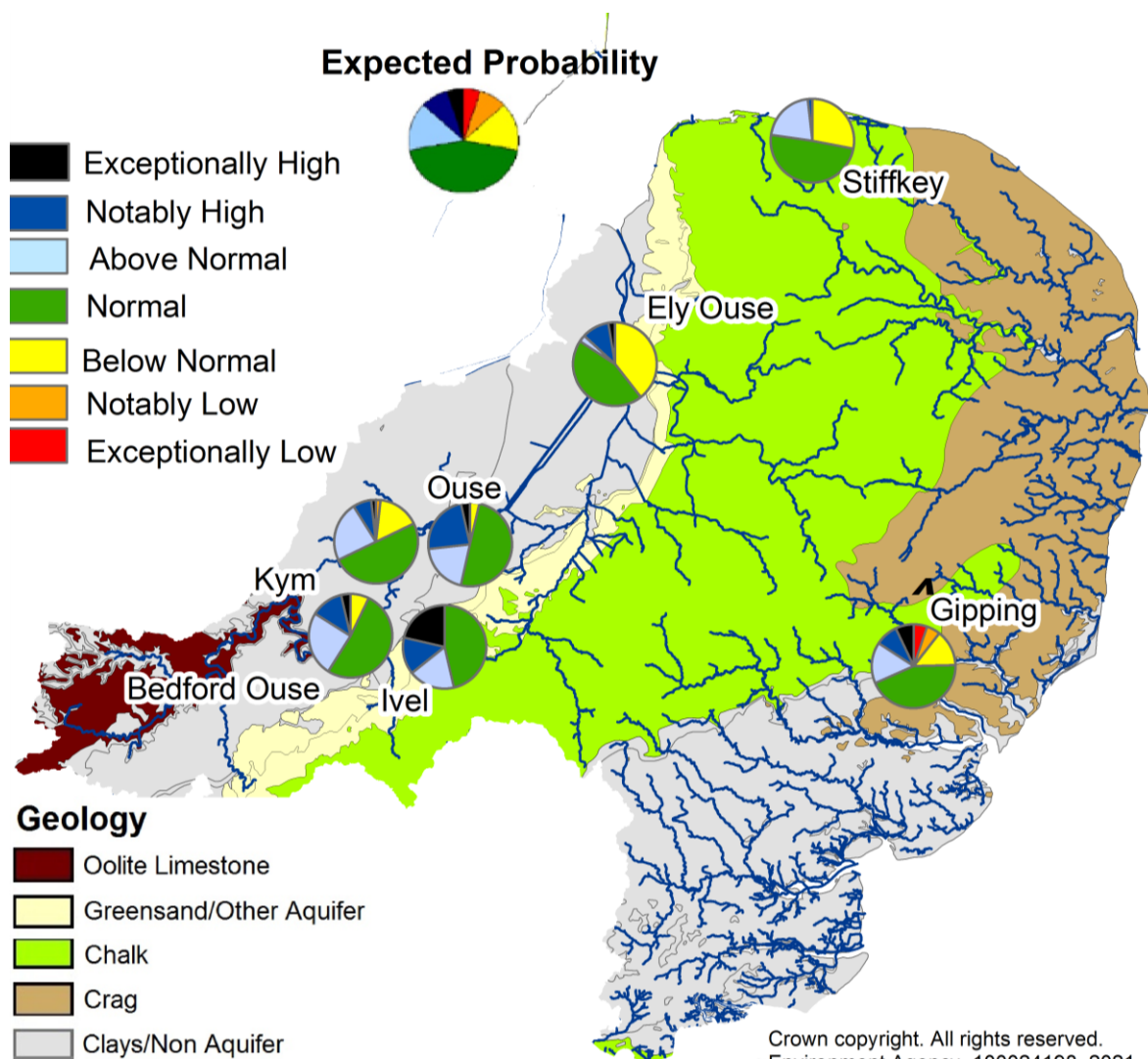
## Forward Look – River Flows



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 2021.** 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, 2021.

<sup>^</sup> "Naturalised" flows are projected for these sites'

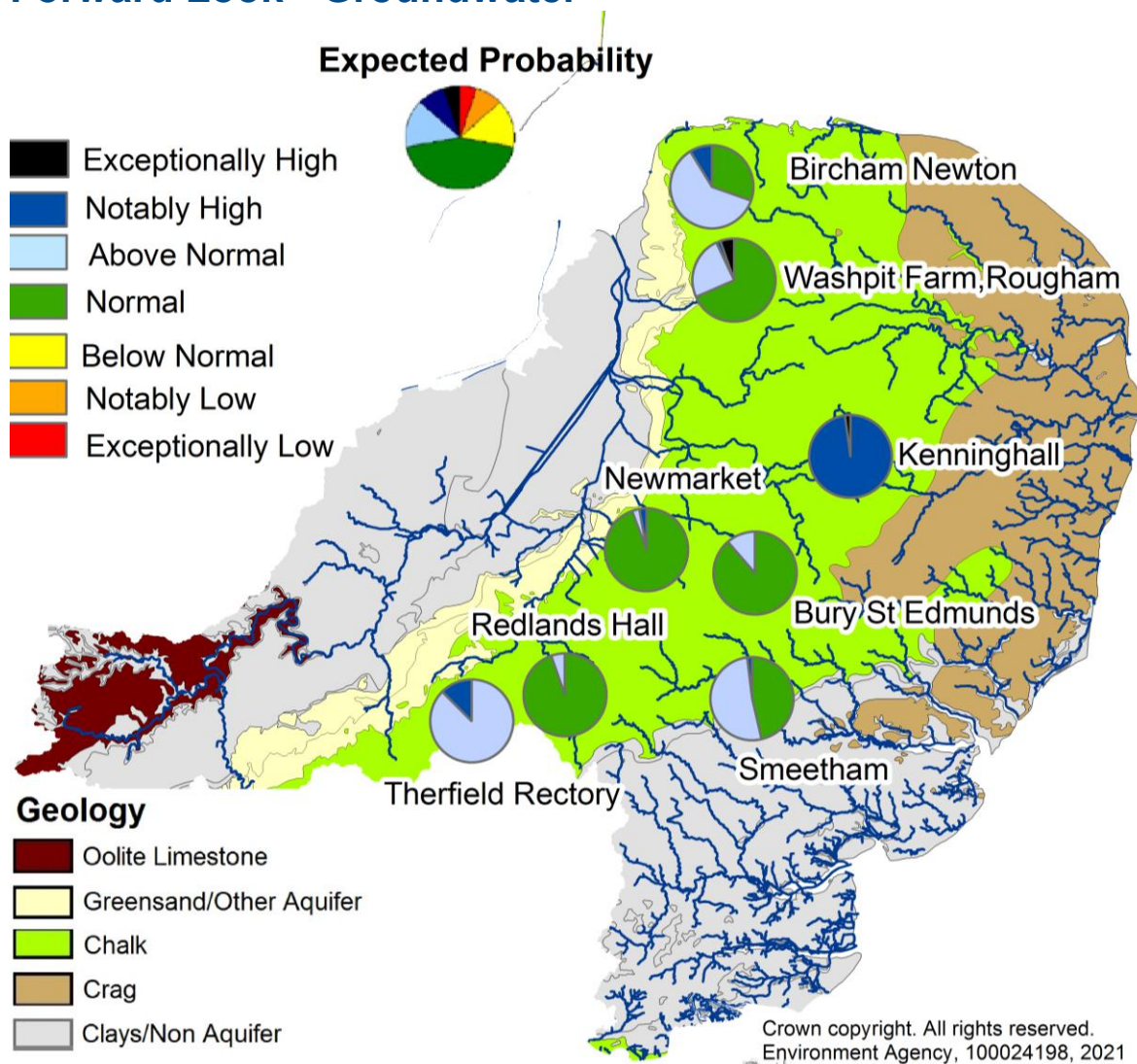


Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are 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 2021.** 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, 2021

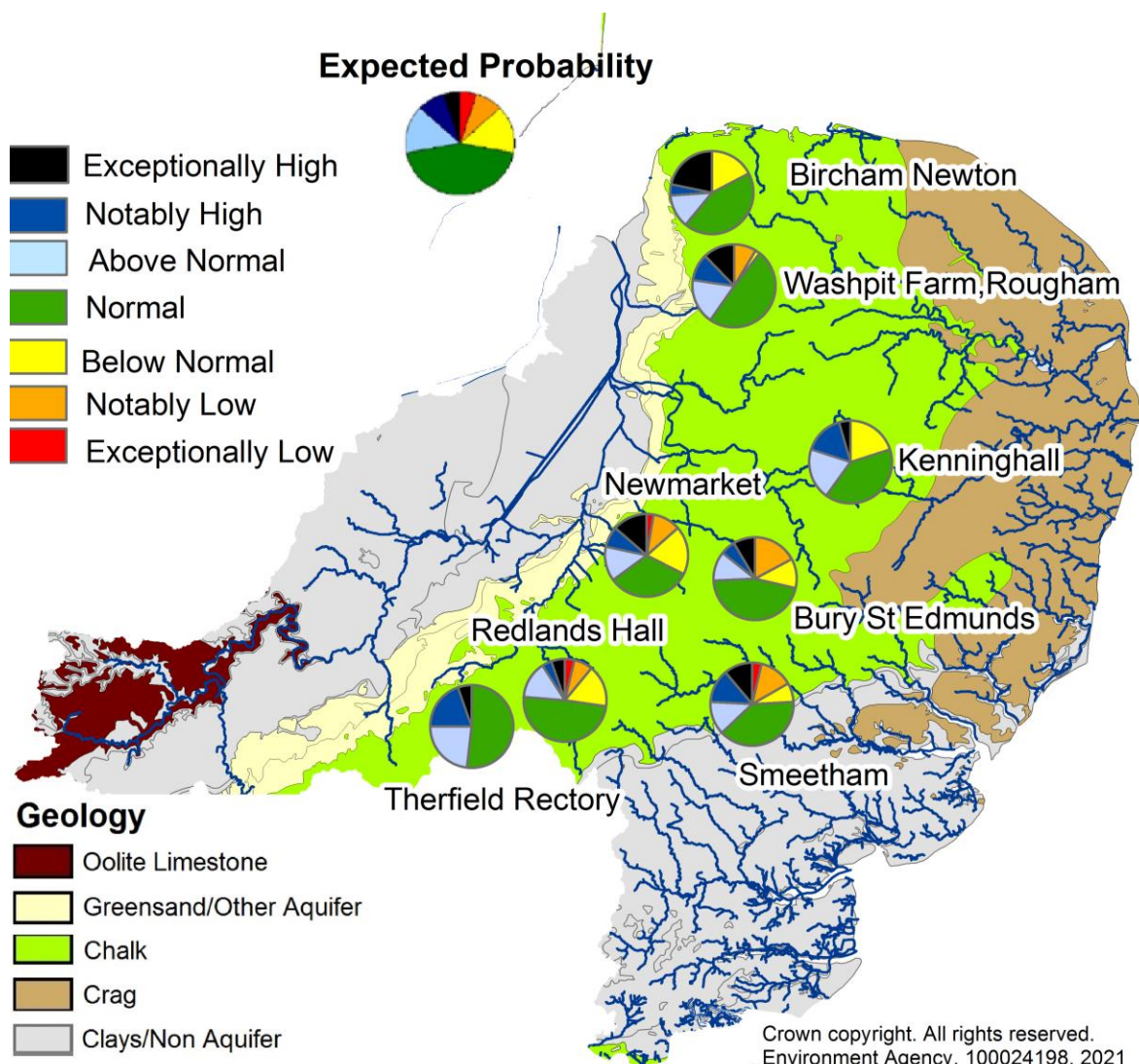


## Forward Look - Groundwater



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 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, 2021.



*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 2022.** 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, 2021.



## Glossary

### Term

### Definition

Aquifer	A geological formation able to store and transmit water.
Areal average rainfall	The estimated average depth of rainfall over a defined area. Expressed in depth of water (mm).
Artesian	The condition where the groundwater level is above ground surface but is prevented from rising to this level by an overlying continuous low permeability layer, such as clay.
Artesian borehole	Borehole where the level of groundwater is above the top of the borehole and groundwater flows out of the borehole when unsealed.
Cumecs	Cubic metres per second (m <sup>3</sup> s <sup>-1</sup> )
Effective rainfall	The rainfall available to percolate into the soil or produce river flow. Expressed in depth of water (mm).
Flood Alert/Flood Warning	Three levels of warnings may be issued by the Environment Agency. Flood Alerts indicate flooding is possible. Flood Warnings indicate flooding is expected. Severe Flood Warnings indicate severe flooding.
Groundwater	The water found in an aquifer.
Groundwater level	The water level measured in the aquifer at a borehole, which may include the impacts of artificial influences.
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.
River Flow	The flow in the river measured at a gauging station which includes the upstream impact of artificial influences.
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 within the historic record.
Notably high	Value likely to fall within this band 8% of the time within the historic record.
Above normal	Value likely to fall within this band 15% of the time within the historic record.
Normal	Value likely to fall within this band 44% of the time within the historic record.
Below normal	Value likely to fall within this band 15% of the time within the historic record.
Notably low	Value likely to fall within this band 8% of the time within the historic record.
Exceptionally low	Value likely to fall within this band 5% of the time within the historic record.

**Maintenance Committee 17<sup>th</sup> June 2021**  
**MA025/21 Stockbridge Meadows (b) Engineering Quotes – Boardwalk**

**Quote 1**

Begin forwarded message:

**From:** tom upcraft <upcrafttom@gmail.com>  
**Subject:** Stockbridge meadows  
**Date:** 14 June 2021 at 06:03:04 BST  
**To:** John Travis <johntravis895@gmail.com>

Tom

Thank you for your email. Hamid has asked me to undertake a preliminary structural assessment of the proposed boardwalk scheme.

I assume that the construction is to be formed over marshland and therefore this may present issues for establishing a platform for the support of plant required for the installation of piled foundations. Holical piles would in our view not be ideal in this respect. They have limited lateral deformation characteristics and head attachments would be difficult to form with sufficient rigidity to counter torsional distortion of the walkway.

I suggest that the piles should be of a cased type using the grundomat system (nominally 150mm in diameter) of installation.

These require lightweight installation equipment and can be designed for a welded top collar and transverse head rail (which will afford attachments to the walkway deck).

I anticipate that the 'dog-leg' bends in the plan alignment of the boardwalk will require composite groups of piles to counter the torsional forces transmitted by the walkway panels. The latter will need to be designed to be torsionally stiff and will therefore need to be designed as a series of framed panels. Paired piles may need to be introduced at intervals to justify the lateral stability of the construction..

Our costs to design and detail the sub-structure in conjunction with the proposed deck panels will be **£2250 + VAT**. We will need to time charge our costs for any involvement in management

meetings and site attendances during construction (ie at **£115 + Vat / per hour**).

In essence Building Regulations are concerned with health and safety issues. This boardwalk structure provides a low footway route without handrail protection i.e. only elevated just above the general site ground levels. It would not appear to constitute a potential health & safety risk and would therefore be of no interest to Building Control.

Regards

Graham Fletcher

Structural Engineers Cambridge Ltd,  
The White Horse, London Road, Pampisford, Cambridge CB22 3EF  
Tel: (44) +1223 833555

Email: [engineering@secambridge.co.uk](mailto:engineering@secambridge.co.uk)

Web: <http://www.structuralengineerscambridge.co.uk/>

This email is intended solely for the recipient and should not be forwarded, copied or used without the consent of Structural Engineers Cambridge Ltd. If this was received in error, please notify the sender. All emails are scanned by anti-virus software. "

## **Quote 2**

**From:** tom upcraft <upcrafttom@gmail.com>  
**Subject:** Kirkwood structures  
**Date:** 14 June 2021 at 17:25:04 BST  
**To:** John Travis <johntravis895@gmail.com>

Hi Tom,

Thank you for the e-mail. Given the time frame I can only give you an outline budget quote as follows.

Quote Phase 1 – reviewing the information and preparing a tender package for the scheme has presented allowing for the following –

- Site visit
- Design of the timber elements
- Production of a plan showing the loads on steel screw piles for a specialist to design and detail
- Specification of the structural elements.
- No allowance for meetings with tenders is included, however e-mail and phone queries are expected.

Please allow for £1200 for the above phase 1 items.

Phase 2 – contractor design support and sign off

- Prestart meeting
- 3x site visits with Photos and comments sent on e-mail

Please allow £1000 for the above phase 2 items.

This assumes that setting out and other non structural items are by others.

If the above is of interest I can prepare a formal quote.

Best Regards

Roger





## Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Claire Littlewood  
Melbourn Parish Council  
High Street  
Melbourn  
Royston  
Herts

7<sup>th</sup> June 2021

Dear Claire

As promised, were quoting for works in memory of Rosemary Gatward around the proposed Oak Tree at stockbridge meadows. I visited the site with Keith as you know & we have a plan.  
Spray a circle around the tree as far out that it merges with the pathway already there. This will kill the nettles as we do not want those there. We would then level the ground with a small digger, this will level out the holes/ruts etc there. Once the ground is level we would then prep & seed the area ready for the seat installation.

**Total for these works £480.00 x Vat**

you need to discuss anything, please do not hesitate to contact me

Kind Regards

Justin Willmott (Director)

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

**Tel:** 01763 261 999

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

VAT Reg: 987421972 Company number: 6936328

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

**MELBOURN PARISH COUNCIL**  
**MAINTENANCE COMMITTEE**

**Date: 20 May 2021**

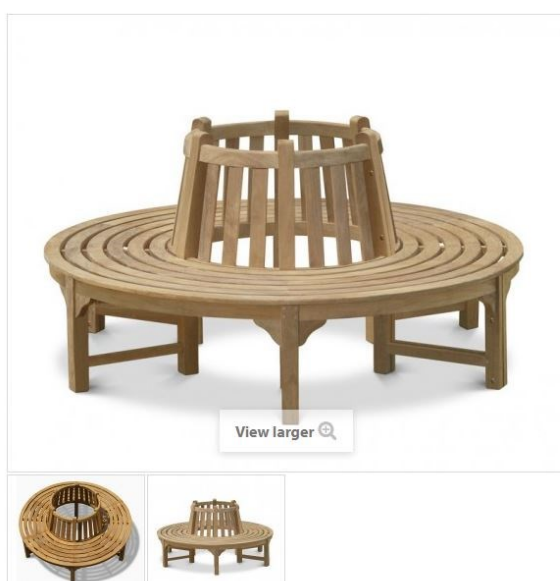
**Item: MA008/21f)**

**Memorial Seat Ideas and costs – Stockbridge Meadows**

In this document there are options for both tree seats and normal benches.

**Tree seats**

**1) CORIDO**



**Teak Circular Tree Seat - 180cm**

**£935.00**

04-LT280CD

Qty:

**Pre Order Now**

Order now for delivery from 28-07-2021

Secured by  
**sage Pay** **VISA** **mastercard** **PayPal** **AMERICAN EXPRESS**

**Dimensions:**

Internal Diameter: 64cm

External Diameter: 180cm

Height: 91cm

Manufactured in durable, sustainable grade-A teak, Tectona grandis.

All our teak furniture is audited and issued with a SVLK certificate certifying that the teak has been legally harvested and that the furniture can be sold and marketed in any EU country.

The EU Timber Regulations (EUTR) 995/2010 prohibit the placing of illegally harvested and produced timber and timber-based products onto the European Markets.

Plaque options available for around £60 and carved inscription for £60-£100. The ground anchors for soft ground £47.50 - £79.99.

**2) CYAN (1)**



**Teak Half Tree Bench, Semi-Circular Tree Seat with Arms**

This teak half tree bench with back and arms is a superb example of master craftsmanship. Ideally suited to public parks and spaces where it'll receive heavy use, it is equally at home in private gardens.

Creating an attractive, ample seating solution, this stunning semi-circular tree seat with arms adds elegance and charm to any outdoor setting.

[Read more...](#)

[View Recommended Accessories](#)

**£770.00**

Qty:

**Pre-Order Now**

Order now for delivery from 28-07-2021

Product Code: LT516 Secured by  
**sage Pay** **VISA** **mastercard** **PayPal** **AMERICAN EXPRESS**



### 3) CYAN (2)



#### Square Tree Seat, Teak Wrap-around Tree Bench – 1.8m

Enjoy the summer shade with this teak square tree seat and create a stunning, ample seating solution, sure to add elegance and charm to any outdoor setting. Not just for placing around a tree, this teak wrap-around bench is also ideal for use around a statue, sculpture or planter – the options are endless!

[Read more...](#)

[View Recommended Accessories](#)

**£910.00**

Qty:

[Pre-Order Now](#)

Order now for delivery from 28-07-2021

Product Code: LT419

Secured by  
**sage** Pay

# MELBOURN PARISH COUNCIL

Version: 3  
Review By: Jan 2020

## APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	<del>ML</del> 25/5	<del>ML</del> 1/6	<del>ML</del> 7/6	<del>ML</del> 14/6	
Village Car Park	<del>ML</del> 25/5	<del>ML</del> 1/6	<del>ML</del> 7/6	<del>ML</del> 14/6	
War Memorial	<del>ML</del> 25/5	<del>ML</del> 1/6	<del>ML</del> 7/6	<del>ML</del> 14/6	
Littlehands and Access Way	<del>ML</del> 25/5	<del>ML</del> 1/6	<del>ML</del> 7/6	<del>ML</del> 14/6	
New Rec. Ground	<del>ML</del> 25/5	<del>ML</del> 1/6	<del>ML</del> 7/6	<del>ML</del> 14/6	
Clear Cres. Play Park	<del>ML</del> 25/5	<del>ML</del> 1/6	<del>ML</del> 7/6	<del>ML</del> 14/6	
Orchard Road Cemetery	<del>ML</del> 25/5	<del>ML</del> 1/6	<del>ML</del> 7/6	<del>ML</del> 14/6	
New Road C/metry	<del>ML</del> 25/5	<del>ML</del> 1/6	<del>ML</del> 7/6	<del>ML</del> 14/6	
Old Recreation Ground	<del>ML</del> 25/5		<del>ML</del> 7/6		
Pavilion	<del>ML</del> 25/5		<del>ML</del> 7/6		
Stockbridge M.	<del>ML</del> 25/5		<del>ML</del> 7/6		
Worcester Way	<del>ML</del> 25/5		<del>ML</del> 7/6		
BMX Site (Summer & only if open)	<del>ML</del> 25/5		<del>ML</del> 7/6		

# MELBOURN PARISH COUNCIL

Version: 3  
Review By: Jan 2020

Area	Monthly Checking Record				
	Week1	Week2	Week 3	Week4	
Allotments	<i>MR 25/5</i>		<i>MR 7/6</i>		
All Saints' CYard	<i>MR 28/5</i>		<i>MR 7/6</i>		
Jubilee Orchard	<i>MR 25/5</i>		<i>MR 7/6</i>		
Fire Engine Shed				<i>MR 14/6</i>	
Armingford Cres.				<i>MR 14/6</i>	
Beechwood Avenue		<i>MR 2/6</i>			
Chalkhill Barrow		<i>MR 2/6</i>			
Elm Way		<i>MR 2/6</i>			
Millennium Copse		<i>MR 2/6</i>			

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
14/01/2020	Block garages - rear Palmers Way	Fly tipping - sofa and bike	RW	Reported to SCDC		
Dec/Jan	Empty charity box discarded in hedge		TS			
Jan	Littlehands	Garden toys thrown on to roof	GC			
27/02/2020	Royston Road, Greenlow Kennels drive	carpets fly tipped	TS	Reported to SCDC		
Feb / March	High Street - various	Reports of young people causing nuisance and danger to self and others along the High Street	Various	Reported to 101		Incident number INT/35/4WIZ/1132020
18/03/2020	Track to the rear of allotments	Young people smoking weed	BD	Reported to PCSO James Lynch		
23/03/2020	Stockbridge Meadows	Evidence of a fire	DB	Reported to PCSO James Lynch		
25/03/2020	Orchard Road cemetery	Groups of people gathering and smoking weed	Resident	Report to PCSO James Lynch and 101 online		Incident number INT/35/LUXS/2632020
18/05/2020	Stockbridge Meadows	People gathering	Various	Report to PCSO James Lynch and 101 online		
18/05/2020	Track at the top of Water Lane	Fly tipping (poss asbestos material)	TS	Reported to SCDC		
Various	New Rec and generally around the village	Litter left on open spaces due to groups gathering. Bins overflowing.	Various			
01/06/2020	Vicarage Close	Salt bin damaged - lid broken	DB			
15/07/2020	Bottom of London Way	Fly tipping - 2 x wings from car	TS			TS moved to pick up point by bin
15/07/2020	Bench by River Mel (nr pavilion	Bench damaged - one slat needs replacing	CS			KR has inspected - does not seem repairable.
Various	Illegal access to High Street from Norgetts Lane and Water Lane	Various reports by residents - increased incidents since Mortlock Street has been closed.	Various	Emailed SvdV, PCSO James Lynch.		Police have attended and observed. Sat Nav is directly people to access High Street from Norgetts. Police have emailed suggesting repainting road markings. Resident has requesting Norgetts Lane is closed off to the High Street both ways. Discussed by MC
11/08/2020	Damage to no parking sign in car park	One of the 'No parking after 3pm' signs has been damaged and removed from the fencing.	JH			Wardens have re-installed the sign. No further action.
vARIOUS	Fly tipping	Various reports of fly tipping - definitely increased over the summer.				CL to put posters on website, facebook and notice boards. Tim Stebbings reporting back whenever he finds items. Problem areas generally farm tracks, London Way / Back Lane. JH also discussing with SCDC. CL has put a call in to PCSO to share information.
09/10/20 -11/10/20	Fly tipping	Various reports of fly tipping and litter over the weekend	TS			Main areas include Greenbanks, near Pig Farm and farm tracks. Pig farm reported to SCDC. TS cleared the rest of the fly tipping collected from pick up point at Back Lane by SCDC on 14/10/20
18/10/2020	Car park	Salt from the yellow bin has been spread all around the car park.	JH / Resident			Wardens to install padlock on the bin
18/10/2020	New bus shelter	Back rest on new bus shelter broken	GC			GC returned damaged piece. Contractors to refit and re-enforce.
20/10/2020	Trade bin (green) outside Littlehands	Bin damaged by fire	GC			SM to report to SCDC. SCDC to provide replacement. Bin to be kept locked - query this with SCDC for emptying.
11/11/2020	Abandoned van on High Street	Untaxed and in poor condition	TS			CL has reported to SCDC
18/01/2021	Disused orchard behind allotments	Meeting place with signs of drug use	TS	Reported to PCSO James Lynch		SM to report to James Lynch
27/01/2021	Fly tipping	Fly tipping at the back of 30 Worcester Way	DB	Reported to SCDC		SM reported to SCDC
05/02/2021	Fly tipping	Fly tipping along London Way. Rubbish found includes addresses and evidence of substance use.	TS	Reported to SCDC		TS moved to pick up point by bin and retained items with addresses on and evidence of substance use. Photos of addresses and evidence of substance use sent to SCDC
11/02/2021	Abandoned trailer + fly tipping	Adandoned trailer Greengage Rise, not moved for at least 2 months. Sofa and other rubbish left in trailer.	DB	Reported to SCDC		SM reported to SCDC
05/03/2021	Suspicious vehicle - The Moor	"Suspicious" vehicle reported by resident behind the allotments where fly tipping has occurred. No illegal behaviour witnessed.	Resident	Reported to SCDC		SM contacted SCDC and gave description of the vehicle for their records
15/03/2021	Fire in the Old Orchard	Shed in Old Orchard destroyed by fire	DB			
16/03/2021	Graffiti on bus shelter (High Street)	Graffiti reported by neighboring resident	Resident			Reported to wardens - they will paint over
23/03/2021	Littering and noise in car park	Neighbour reported noisy gathering and litter left in car park. Requested Parish Office look at CCTV. Incidents were at night so CCTV was not clear.	Resident			
Various	Litter	Various - littering generally on the increase around the village.	Various			
13/04/2021	Car park	Young people throwing salt around and littering	Resident			CCTV images available. SM to follow up with MVC
20/04/2021	Junction at The Cross	Offensive graffiti on the road	Resident			Reported to SCDC Enviro team to clean. Reported to police with follow up email sending photos. Police incident no. CC-28042021-0461
21/04/2021	Workshop on the car park	Offensive graffiti on the wall	Resident			Wardens to paint over.
21/04/2021	Multiplay, Clear Crescent Play Park	Two burn marks inside tunnel on children play equipment	ROSPA inspector			Monitor
Various	Offensive poster	Offensive poster sellotaped to various locations around the village	Police			Copy of the poster reported to the police. No further action at this time. CRIME REFERENCE 35/28349/21
02/05/2021	Report of bullying on The Moor play area	Email reporting bullying on The Moor play area and request for PCSO contact details	Resident			CL provided contact details for PCSOs. Advised that there is a change of PCSOs in the village at this time.
20/05/2021	Smashed glass in Clear Crescent Play Area	Resident reported smashed glass in clear crescent play area need the play equipment	Resident			Glass cleared away by Cllr Barnes.
26/05/2021	Smashed glass bottle found near entrance to Clear Crescent Play Area	Wardens found smashed glass bottle around the entrance to Clear Crescent Play Area	Wardens			Wardens cleared glass away.
01/06/2021	Damaged light on outside of pavilion	Light on the side of pavilion near goal post in damaged and glass smashed	Wardens			CL to obtain quotes for repair
03/06/2021	Report of incident on car park.	Police requested CCTV footage	Police			Footage provided.



Claire Littlewood  
Melbourn Parish Council  
30 High Street  
Melbourn  
Herts SG8 6DZ

**QUOTE 28828**  
**04 June 2021**

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Melbourn Pavilion - Replace one 80W LED flood light with new - Replace one LED bulk head light fitting with new	215.00	20%	215.00
Net Total				215.00
VAT				43.00
<b>GBP Total</b>				<b>£258.00</b>

**Other Information**

**Company Registration Number:** 4944876

Quotations to repair step at side of the pavilion

**Tony –AV Handyman**

£55 in materials & £90 to replace. **TOTAL - £145.00 (not VAT registered)**

Hi Sophie,

Okies, I'm not vat registered but the price is inclusive of vat.

You too, does know soon.

Rgs Tony

> On 21 May 2021, at 2:19 pm, Assistant Clerk <[assistantclerk@melbournpc.co.uk](mailto:assistantclerk@melbournpc.co.uk)> wrote:

> Hi Tony,

>

> Thanks for going to look and that for us.

> Yes, you will be able to gain access to water. To confirm that is £145 in total and are you VAT registered? This quote will need to be considered by council and I will be in touch once a decision has been made.

> Have a lovely weekend.

>

> Many thanks

> Sophie

>

> Sophie Marriage

> Assistant to the Parish Clerk

>

> -----Original Message-----

> From: Tony Vaughan [<mailto:avhandyman@outlook.com>]

> Sent: 21 May 2021 14:11

> To: Assistant Clerk <[assistantclerk@melbournpc.co.uk](mailto:assistantclerk@melbournpc.co.uk)>

> Subject: Re: Repair damaged step at pavilion

>

> Hi Sophie,

>

> Hunkey Dorey, would I be able to gain access to water to do it ?

>

> It'll be £55 in materials & £90 to replace.

>

> Rgs Tony

>>

**Justin – Herts and Cambs Ground Maintenance**

To repair slab £160 + Vat

# QUOTE

**Billing Address**

Melbourn Parish Council,  
Melbourn Community Hub,  
30 High Street,  
Melbourn,  
SG8 6DZ

**Service Address**

Littlehands Nursery  
Littlehands Nursery School  
The Moor, Melbourn  
Hertfordshire  
SG86ED

**Quote Date**

27 May 2021

**Quote Number**

7570

**4i Water Services Ltd**

4i Water Services Ltd.  
Woolpit Business Park,  
Woolpit,  
Bury St. Edmunds,  
IP30 9UP

Tel: 01359 242000

[www.4iwaterservices.co.uk](http://www.4iwaterservices.co.uk)

**Subject**

Melbourn Parish Council - Littlehands Nursery School - LRA + Legionella Sample x 1

Product Code	Description	Quantity	Unit Sell	Amount
	<b>Melbourn Parish Council - Littlehands Nursery School - LRA + Legionella Sample x 1</b> 4i Water Services Limited propose to complete a detailed site survey and report to ensure the maintenance of hygienic conditions within the above systems and to keep them in compliance with current operational requirements, including those in Approved Code of Practice L8, BS8558:2011, C.O.S.H.H. Regulations and Water Regulations 1999. Includes time on site and office for write-up, including schematics generation.	0.00	£0.00	£0.00
	<b>Risk Assessment</b>	1.00	£250.00	£250.00
	<b>Legionella Sample x 1</b>	1.00	£48.00	£48.00
		Subtotal:		£298.00
		TAX:		£59.60
<b>TOTAL:</b>				<b>£357.60</b>

**Message**

Site to ensure rooms are accessible for works to be undertaken. Contingency works not included, for which follow-up quotation would be applicable. If applicable, sampling recommendations to follow on from interpretation of results.

**Disclaimer**

This quotation is costed for completion during normal weekday working hours. Weekend uplift of 25% for Saturdays and 50% for Sundays and Bank Holidays. The above quotation is to remain firm for 90 days. Terms are strictly 30 days from date of invoice. Prices are exclusive of V.A.T. and delivery. Please refer to our company's full terms and conditions at [www.4iwaterservices.co.uk/further-info](http://www.4iwaterservices.co.uk/further-info)