

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 19 August 2021 at 09:30 in The Austen Room, The Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ

Present: Cllrs Travis (Chair), Clark, Kilmurray

In attendance: Claire Littlewood, Parish Clerk, S Pitman, L Brierley, B Deville

Absent:

MA054/21 To receive and approve apologies for absence

Apologies received from Cllrs Cowley and Barnes. Acceptable reasons were given. Apologies also received from K Rudge, M Brierley and M Sherwen.

It was:

RESOLVED to accept the apologies for Cllrs Cowley and Barnes.

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

MA055/21 To receive any Declarations of Interest and Dispensations

None received

MA056/21 To approve the minutes of the Maintenance Committee Meeting held on 22 July 2021

It was:

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

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

MA057/21 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.

MA058/21 Finance Matters:

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

The finance report was received.

MA059/21 Conservation Matters:

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

The reported was received.

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

Noted that Rob Mungovan has received grant funding to provide 3 days support to the RMRG. Two days completed so far including clearing river at footpath to Meldreth and work on the scrapes in Stockbridge Meadow. **ACTION:** Clerk to write to Rob Mungovan with thanks for his help.

RMRG hope to resume volunteer groups starting on 7/9. Requested use of pavilion. Noted that a quantity of chalk is required for work on the bank. **ACTION:** Clerk to contact SDC to see if they can assist.

Wildflower meadow in Stockbridge requires a cut. Cuttings will need to be raked after a week – hopefully with help from JM volunteers.

Work on the scrapes in Stockbridge – a request was made for some tools. Replacement bat boxes also required. **ACTION:** LB to provide more information on both.

EA have asked if they can arrange an open day to showcase the River Mel. **ACTION:** Clerk to follow up directly with Amanda Mumford.

- c) To consider locations for donated trees

Awaiting details of cost of trees (small early flowering hawthorn). **ACTION:** Clerk to write to Highways Officer indicating likely planting areas on the verge adjacent to cycle path on Cambridge Road. Heritage fruit trees to be planted in Stockbridge Meadow.

- d) To consider a request for tree work on the New Rec

It was:

RESOLVED to give permission for the resident to remove the elder tree and ivy and plant a suitable

replacement.

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

- e) To consider and discuss information relating to the Queens Canopy Project

Discussion with regard to type, number and location for free trees and hedge plants. Possibly to discuss with local farmers. Hedging would be useful to fill gaps on New Road.

ACTIONS:

- Clerk to order 4 x packs of 30 hedge plants.
- Futures WP to discuss other areas for planting.

- f) To receive any other updates and consider actions

Request received to make the gap in the tree line between New Rec and college field slightly larger to allow for contractors to access during 4G pitch building works. **ACTION:** Clerk to contact HCGM to confirm that the work may be carried out.

MA060/21 Stockbridge Meadows

- a) To receive an update on the boardwalk project

Engineering report has been received. Project manager to provide further information in order to put out for tender.

- b) To consider a request for additional signage for Stockbridge Meadows

Discussion with regard to existing signage which appears to say that Stockbridge Meadows Nature Reserve is not accessible via the private road. **ACTION:** Clerk to seek quotes for additional sign directing visitors to the Nature Reserve.

- c) To receive any other updates and consider actions

General update on Stockbridge Meadows. Ragwort is a problem as it needs to be cut and burned. Options discussed including approaching JM volunteers to help. **ACTION:** Clerk to discuss one off clearance of the area with HCGM.

MA061/21 Allotment Matters:

- a) To receive any updates and consider actions

Update received. Inspections to be carried out and reported back for follow up. Noted concern that some plots appear to be left fallow. Allotment agreement specifies that plots must be cultivated.

MA062/21 Governance Matters:

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

The inspection reports were received. Update with regard to replacement bark and matting under swings/slide at Clear Crescent play area was provided.

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

Concern was noted as to late evening activity in Littlehands car park. Gate to be locked at specified time and cars still in the car park will be locked in. **ACTION:** Clerk to request increased police patrols in the area.

- c) To consider a request to install a defibrillator

Discussion with regard to defibrillator obtained by Melbourn Saturdays FC. Suggestion is to attach the equipment to the outside of the pavilion. Further details required to obtain quotes for installation.

- d) To receive any other updates and consider actions

Nothing further to discuss.

MA063/21 Cemetery Matters:

- a) To receive any other updates and consider actions

Dead tree near Walnut tree and the mound on New Road Cemetery to be replaced. **ACTION:** Wardens to inspect and report back.

Five bar gate at rear access to New Road Cemetery has been damaged and requires replacement. **ACTION:** Clerk to seek quotes as soon as possible. Request that HCGM secure the entrance with metal heras fencing in the meantime.

MA064/21 Village Maintenance Matters:

- a) To receive an update and consider actions on repairs to play equipment on play parks
An incident on the zip wire platform on Clear Crescent play area was reported. Noted that RoSPA inspector has confirmed that the equipment is in good order. However, discussions underway with Wicksteed to see if the equipment can be modified to make it even safer.
- b) To consider a request for a wild flower verge
Noted that the verge is part of the grass cutting contract and therefore should be cut. **ACTION:** Clerk to write to resident advising.
- c) To discuss and consider work to trees bordering the Hub
Update with regard to line of trees on Kays Close bordering the Hub. Trees have become very large and debris falls on the Hub roof/guttering. As the trees are on Kays Close, they would be the responsibility of the residents. Further information required. **ACTION:** Clerk to seek quotes for cutting back and reducing height of trees.
- d) To receive any other updates and consider actions
There was nothing further to discuss.

MA065/21 Pavilion Matters:

- a) To consider quotations for external redecoration of the pavilion
Three quotes had been received but further information was required. To be deferred. **ACTION:** Clerk to seek clarification on quotes.
- b) To consider quotations for repairs to damaged window at the pavilion
ACTION: Clerk to accept quote from 1st Glass Services for window repairs in the sum of £75.
- c) To consider approving a quotation to empty the septic tank
It was:
RESOLVED to approve the quotation from Mitchell & Mayle Ltd to empty the septic tank (£150 per 1,000 gallons)
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- d) To consider and discuss options for wifi connection at the pavilion
Three options were considered:
- installation of telephone line
- broadband dongle
- radio link between pavilion and Hub.
Further information to be obtained with a recommendation to be made to full Council for radio link between pavilion and Hub.
- e) To receive any other updates and consider actions
ACTION: Clerk to check when guttering work is to be carried out.

MA066/21 Littlehands Matters:

- a) To receive any updates and consider actions
Awaiting quotes for installation of septic tank. To be deferred.

MA067/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.
Thanks was noted to the Assistant to the Clerk for her work on this. Further meeting to be arranged to discuss report.

MA068/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

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	CL

			can be installed - CL emailed 8/4/21. Wardens to installing bin on concrete base and secure the inner basket.	
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. 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. ACTION: Clerk to follow up with Highways before autumn.	CL
3	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 to inspect current situation. ACTION: Wardens to inspect and see if overhanging branches have been cut back.	Wardens
4	Stockbridge Meadow	Wardens	Bin ordered - wardens to install. Bin out of stock - to be installed on receipt	Wardens
5	New Road Cemetery	Wardens	Selective weed treatment - quotes received. Clerk to obtain information on type of weed killer used by Buchans.	CL
6	Ivy from New Rec growing over fence in Thatcher Stanfords	Resident	Residents have cut it back - wardens to remove from Rec. Quote for ivy removal requested.	Wardens
7	Overgrown public green Bramley Ave/Medcalfe Way	Resident	Public green between Bramley Avenue and Medcalfe Way is overgrown and shrubs and trees are currently blocking access to the public path leading to 28 Bramley Avenue. SCDC responsibility SM to contact Carly Freed at SCDC. Carly Freed has ordered work and will keep let us know when it is scheduled for. Wardens to check if this has been done. Spoke to JH and to Sean Gentle who confirmed that the tree is SCDC responsibility and the work has been ordered. Resident advised.	SM
8	Ash Grove	TS	Spring on gate broken - wardens to inspect and advise if they can fix. Spring to be purchased and fitted by wardens. Wardens to attach interim spring and source correct size as soon as possible.	Wardens
9	Pavilion - electrical lights	Wardens	Further damage to lights. CL to request JHE to carry out repairs urgently. Work completed by JHE. KR to fix cable to wall at back of the pavilion. Sensor and timers re-set. Bulbs appear to be LEDs. Monitor	CL
10	Manhole cover to septic tank behind pavilion	Wardens	Cover had been removed. Replaced - to be monitored. Lockable manhole cover sourced. Quote requested from Barley Maintenance - Clerk to chase	Wardens
11	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. Clerk to chase.	CL
12	Flower tubs around cross	Resident	Need a volunteer to take this on.	
13	Station Road verge (cnr Dolphin Lane)	Resident	Overgrown needs cutting back. CL req'd quote from HCGM. Need another quote ...	CL
14	Orchard Road Cemetery	Resident	Hedge adjacent to Hagers Close to be cut back when nesting season is over	CL

15	New Rec	JW	Poison hemlock on New Rec. CL has requested plan of action and quote for dealing with this. Awaiting	CL
16	Clear Crescent play area	Resident	Zip wire platform to be modified following injury to small child. Office requesting Wicksteed to quote for work.	CL
17	Clear Crescent play area	Wardens	Matting under swings removed and placed at end of slide. New matting ordered and to be installed. Wardens to update.	
18	Orchard Road Cemetery	Resident	Bench moved to rear of cemetery to prevent gatherings. Resident has requested it be returned to front of cemetery. Possibly to be secured in place. Wardens to check.	Wardens

MA069/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

Old lawn mower currently being stored in Cemetery shed. No longer used. **ACTION:** Clerk to look at options for disposing.

MA070/21 To note date of next meeting: 23 September 2021

The next meeting of the Maintenance Committee is scheduled for 23 September 2021.

The meeting closed at 11:26

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 22 July 2021 at 09:30 at The Pavilion on the New Rec, The Moor, Melbourn, SG8 6ED

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

In attendance: Sophie Marriage (Assistant to the Parish Clerk), K Rudge

Absent: Cllr Cowley

MA036/21 To receive and approve apologies for absence

Apologies received from Cllr Kilmurray. Acceptable reasons were given,

It was:

RESOLVED to approve the apologies for absence from Cllr Kilmurray.

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

Apologies also received from M Sherwen, M and L Brierley.

MA037/21 To note Cllr Baker standing down from the Maintenance Committee

Chair noted thanks to Cllr Baker for his work on the committee.

MA038/21 To receive any Declarations of Interest and Dispensations

None received.

MA039/21 To approve the minutes of the Maintenance Committee Meeting held on 17 June 2021

It was:

Resolved to approve the minutes of the Maintenance Committee Meeting held on 17 June 2021 as an accurate record.

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

MA040/21 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)

None in attendance.

MA041/21 Finance Matters:

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

The report was received.

Noted that expenditure to buy plant tubs near cross may need to be part of next year's budget.

Noted that the Willards are unable to update their quote to replace the oak knee rail fencing, because they are not taking on any new work currently due unforeseen circumstances resulting in staff shortages. Noted that Hibbitt have carried out a site visit to assess the new location of the Kohima Stone.

MA042/21 Conservation Matters:

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

The report was noted.

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

Update report not received.

- c) To receive an update from Melbourn Village College Eco Group

Noted that Melbourn Village College Eco Group are already carrying out terracycling with normal boxes. Discussion as to the logistics and need for volunteers if terracycling points were to be organised in the village. Committee member noted that the Coop are also carrying out a recycling scheme.

ACTION: Clerk to reply to resident with an update on the current situation.

- d) To receive any other updates and consider actions

The volunteer who maintains 83 High Street is stepping down.

ACTION: Cllr Travis to speak with someone who may wish to volunteer for this role.

A member of the Futures Working Party has a contact for the Queen's Green Canopy Project.

ACTION: Contact information to be shared with the Parish Office to investigate project further.

MA043/21 Stockbridge Meadows

- a) To receive an update on the boardwalk project

Noted that the project is currently awaiting the completion of drawings.

- b) To receive any other updates and consider actions

Noted that ragwort is growing in the area and the ragwort will spread if it goes to seed. Wardens have been pulling some of the ragwort plants out by hand to not disrupt caterpillar.

MA044/21 Allotment Matters:

- a) To receive any updates and consider actions

Noted that the work to repair remaining potholes has been ordered by Highways.

MA045/21 Governance Matters:

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

The reports were received.

Noted that one week inspections were not carried out due to wardens' annual leave.

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

Update report considered.

A member noted that the manhole cover was removed from the septic tank. The assistant to clerk updated the committee that this matter is with the Parish Office and a lockable manhole cover is being sourced.

A member noted that there is a loose wire at the back of the pavilion.

ACTION: Wardens to fix cable to wall.

Noted that no more offensive posters or graffiti have been reported.

- c) To receive any other updates and consider actions

A member noted that a resident had attempted to expand their boundary on to a verge. The highways officer stopped the expansion and the matter is being dealt with.

MA046/21 Cemetery Matters:

- a) To consider quotations for weed treatment at New Road Cemetery

Two quotes considered.

Noted that Buchans' quote was significantly lower. Noted that Herts and Cambs' quote clarified the weed killer is safe to use in public places.

ACTION: Clerk to request details about the weed killer used by Buchans.

Due to the quotes being below £500, it was agreed that once the relevant information had been received the parish office could make the decision.

- b) To receive any other updates and consider actions

None received.

MA047/21 Village Maintenance Matters:

- a) To consider quotations for no parking lines on Littlehands car park

Three quotes considered.

Noted that the hatched box should come out just pass Littlehands building.

It was:

RESOLVED to accept the quotation from Landmark Road Lining for £550.00 + VAT. The measurements quoted for will be double checked before ordering the work.

- b) To receive an update and consider actions on repairs to play equipment on play parks
Updated received.
Noted that the wardens have carried out some repairs and identified repairs that need to be carried out by Wickstead.
- ACTION:** Assistant Clerk to order play bark and request quote from Wickstead to carry out repairs.
- c) To consider quotations for hedge cutting on the High Street
One quotation considered.
It was:
RESOLVED to accept the quote from Herts and Cambs for £80+ vat.
Proposed by Cllr Clark, seconded by Cllr Baker. All in favour.
- d) To consider quotations for clearance of footpath (Water Lane to Greenbanks)
One quotation considered.
It was:
RESOLVED to accept the quote from Herts and Cambs for £140 + vat.
Proposed by Cllr Clark, seconded by Cllr Baker. All in favour.
- e) To consider a request for a wild flower verge
Noted that the committee would need to see the wild flower verge before considering request.
ACTION: Wardens to look at the verge and photograph.
- f) To consider approving a quotation for signage at The Moor play area
Two quotations considered.
It was:
RESOLVED to accept the quote from L&S Signs for £45 +vat including fittings
Proposed Cllr Baker, seconded Cllr Barnes. All in favour.
- g) To consider details for ROSPA accredited course
Committee agreed the course would be beneficial for the wardens as the course is aimed at those who are responsible for daily/weekly routine inspections.
It was:
RESOLVED to approve spend of £520 + vat and expenses for the wardens to attend the Routine Playground Inspection Course One-Day in Huntingdon.
Proposed Cllr Clark, seconded Cllr Barnes. All in favour.
ACTION: Assistant to Clerk to obtain dates for the course.
- h) To receive any other updates and consider actions
None received.

MA048/21 Pavilion Matters:

- a) To consider quotations for repairs to guttering
Noted that it was difficult to obtain quotations and the guttering has been damaged for several months.
One quote considered.
It was:
RESOLVED to accept the quotation from Barley Maintenance for £76.14 + vat.
Proposed by Cllr Barnes, seconded Cllr Clark. All in favour.
- b) To consider quotations for external redecoration of the pavilion
Noted that 3 quotations have been requested but only one has been received. To be deferred to next meeting.
- c) To consider approving expenditure for replacement handle for Asgard shed

Noted that the handle is designed to shear off in an attempted break in or if it has been tampered with in any way. Noted that the handle is thought to have been broken by someone attempting to break in. As the break in was not successful, it was agreed that another handle should be purchased by the Parish Office.

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ACTION: Clerk to purchase new handle.

- d) To consider and discuss options for wifi connection at the pavilion

Noted that wifi connection at the pavilion would allow to CCTV and make the pavilion more attractive to hirers.

ACTION: Assistant to Clerk to obtain more technical information for further discussion at the next meeting.

- e) To receive any other updates and consider actions

Noted that the picnic bench has been moved from the patio behind the pavilion outside the fence.

ACTION: Assistant to Clerk to request assistance in helping the wardens move the bench back

MA049/21 Littlehands Matters:

- a) To consider drain survey report from Drain Doctor

Noted that a detailed report was received from Drain Doctor which highlighted the problem areas. The committee needs further information for carrying out remedial works, carrying out routine maintenance, and installing a septic tank, to consider the most appropriate resolution.

ACTION: Assistant to Clerk to obtain quotations and details for installing a septic tank, carrying out routine maintenance on existing drains, and carrying out remedial works which may include replacing sections of drains.

- b) To receive any updates and consider actions

Noted that the windows have not yet been replaced.

MA050/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

Update report was received. Noted that the play equipment specification is being prepared following feedback on initial discussions.

MA051/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

ITEM	Details of work required	Reported by	Update Notes / Action	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. Wardens to installing bin on concrete base and secure the inner basket.	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. 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.	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. Clerk to arrange for a key for the wardens from CPC. Wardens to see if they can buy the key from screwfix.	Wardens
4	Footpath from Water Lane to Greenbanks	Wardens	Needs strimming. HCGM awarded the work.	Wardens
5	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 to inspect current situation.	Wardens
6	Stockbridge Meadow - car park bin	Wardens	Bin ordered - wardens to install	Wardens
7	New Road Cemetery	Wardens	Selective weed treatment – quotes received. Clerk to obtain information on type of weed killer used by Buchans.	CL
8	Ivy from New Rec growing over fence in Thatcher Stanfords	Resident	Residents have cut it back - wardens to remove from Rec	Wardens
9	Stockbridge Meadows - informal path	CL	Look at informal pathway that has appeared to see if it can be blocked off.	Wardens
10	Overgrown public green Bramley Ave/Medcalfe Way	Resident	Public green between Bramley Avenue and Medcalfe Way is overgrown and shrubs and trees are currently blocking access to the public path leading to 28 Bramley Avenue. SCDC responsibility SM to contact Carly Freed at SCDC. Carly Freed has ordered work and will keep let us know when it is scheduled for.	SM
11	Little Hands - discarded equipment	Wardens	Discarded equipment outside the boundary of Littlehands, including sand box with potentially dangerous wooden poles sticking out. CL phoned and left another message (12/7/21) requesting that items are not put over the fence. Monitor	CL
12	Ash Grove	TS	Spring on gate broken - wardens to inspect and advise if they can fix. Spring to be purchased and fitted by wardens.	Wardens

13	Pavilion - electrical lights	Wardens	Further damage to lights. CL to request JHE to carry out repairs urgently. Work completed by JHE. KR to fix cable to wall at back of the pavilion.	CL
14	Manhole cover to septic tank behind pavilion	Wardens	Cover had been removed. Replaced - to be monitored. Lockable manhole cover sourced.	SM/CL
15	Pavilion - rear window	Wardens	Broken outer pane on rear window - requires replacement. Requesting quotes for repair.	SM
16	Pavilion asgard shed	Wardens	Handle broken. Not covered by warranty. £21 to replace. Parish Office to order replacement.	CL
17	Pavilion - footpath lights	Wardens	Identify where lights are metered. Also check timings - should not be on during the day. Wardens confirmed lights are fed from electricity in pavilion.	Wardens
18	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. They will repair.	CL
19	Rear of Rupert Neve properties - High Street	Resident	Hedges overgrown and obstructing footpath. HCGM awarded the work.	CL
20	New Road Cemetery	Resident	Large weeds, such as thistles and brambles, have grown through the hedge at the end of the footways leading to the graves (adjacent to the main footpath). To be reported to HCGM.	Wardens/ Contractor

MA052/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting
None received

MA053/21 To note date of next meeting: 19 August 2021

The meeting closed at 11:07

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

EDGE Code		Budget 2021/22	Actual to date (31/07/21)	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	Conservation - donation to fund tree planting	500			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	916	-	14,284	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	105	36		69	
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	63		437	Turf
2000/2	New Road - headstone bases and installation	1,250			1,250	
		3,550	566	78	2,906	
	<u>Play Areas, Recreation Grounds & Pavilion</u>					
3000	Playground - ROSPA	220	214		6	
3000	Playground - play area maintenance, equipment repair/renewals	1,500	46	113	1,341	
3000	Playground - tree work/edging	1,000			1,000	
3000	Playground - unplanned	195	105		90	Sign
3200	Recreation Ground - electricity	185	10	46	128	
3200	Recreation Ground - pest treatment	600	180		420	
3200	Recreation Ground - unplanned	500			500	
3400	Pavilion - cleaning	1,500	68	34	1,398	
3400	Pavilion - electricity	1,200	570		630	Meter reading submitted 09/08 - revised bills expected
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, security alarm)	400	49	99	253	Fire alarm service, security alarm service
3400	Pavilion - unplanned repairs & renewals	1,000	728	18	255	Heating repairs/ flood light repairs
3400	Pavilion - external redecoration (b/fwd from 2020/21 budget)	2,000			2,000	
		11,520	2,316	310	8,894	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	350	220	43	87	
4300/3	Wardens' equipment	500			500	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,350	648	36	666	
4900	Parish Clock - service	150			150	
4900	Parish Clock - repair and training costs	1,200			1,200	
4900	Parish Clock - donation for repair	717			717	Donation - Not in precept but included as a reminder for spending in 2021/22

5000/9	Litter picking	2,800		500	2,300	
7100	Car park workshop - water	175	24		152	
7100	Car park workshop - utilities	1,085	563		522	Meter now read - account in credit Aug 2021
7100	Car park workshop - PAT testing	100			100	
7100	Car park - unplanned	490			490	
		8,917	1,455	579	6,884	
	<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	905		95	Drain survey plus additional jetting
		1,450	905	-	545	
	Total Maintenance (excluding grounds maintenance contracts)	43,837	6,158	966	36,713	
	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc	7,470	2,490		4,980	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	1,840		3,680	
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	1,623		4,247	
2100	Cemeteries - extra cuts x 3	630			630	
3200	Recreation Grounds (currently £755 per month but may change)	9,060	3,020		6,040	
3200	Recreation Grounds - extra cuts x 4	520			520	
		32,170	8,973	-	23,197	

Monthly water situation report

East Anglia

Summary – July 2021

East Anglia received a normal amount of rainfall during July, an average of 59 mm across the area. Rainfall fell in a series of storms at the beginning and at the end of the month. The catchment that registered the higher record was the Cam, with 60mm of rain on the 20th and 36mm on the 25th. Soil Moisture Deficit (SMD) increased during July ending the month at 95 mm. River flows decreased at all indicator sites with the exception of the river Colne in North Essex, but retained at least normal flows. Groundwater levels also reduced at the majority of sites, only Linton in the Cam Chalk shows a recharge as response of the heavy rainfall. All groundwater levels remain at normal or above. As such, environmental support increased during July with 6 of the 34 pumps operating.

Rainfall

East Anglia had an average of 59 mm of rainfall in July equating to 117% of the Long Term Average (LTA) and classified as normal for the time of year. The rainfall varied across catchments with South Essex receiving the highest total of 64 mm, 139% of LTA, and North Norfolk the lowest total of 44 mm, 79% of LTA. The higher summer storm event was recorded in the Cam catchment, Linton area, with 60mm of rainfall in a single day on the 20 July and 130mm total for the month registered at Ashdon raingauge. Accumulated rainfall over the past 3 and 12 months across East Anglia is classified notably high or above. The 3 months to July were the 14th wettest recorded since 1891 for East Anglia as a whole, and the 6th wettest 3 months to July in South Essex.

Soil Moisture Deficit/Recharge

SMD decrease slightly at the beginning of July in response to the rainfall. After that, rapidly increased during the rest of the month to reach a value of 95 mm at the end of July. SMD varied across East Anglia with lower values to the South west and higher values to the north around the coast.

River Flows

River flows in East Anglia decreased at all indicator sites during July, as expected for the time of year with the exception of the river Colne in North Essex. River flows classified normal or above at all sites during July and remain in the same category than last month with exception of the river Wissey that drop from notably high to above normal and the river Colne that increase from above normal to notably high.

Groundwater Levels

Groundwater levels at all sites across East Anglia continue to decreased as expected at this time of year, the exception is the Linton borehole in the Cam Chalk that has a small recharge during July, as a response of the localise rainfall event. Groundwater levels classified normal or above at all sites with sites in the notably high category to the Norfolk Chalk with exception of Hindolveston borehole. The Ivel Chalk is now in the exceptionally high category with a slow water level recession.

Reservoir Storage/Water Resource Zone Stocks

All reservoirs are above the normal operating curve at the end of the month. Their level classify as above normal or above, with the exception of Abberton that classified as Normal.

Environmental Impact

Groundwater support scheme operations has increased during July. The Lodes-Granta groundwater support scheme had 4 of the 6 pumps operating, while the Rhee groundwater support scheme had 2 of the 8 pumps operating, and no pumping taking place in the Hiz, and Thet-Little Ouse schemes.

Forward Look

Probabilistic ensemble projections for river flows at key sites

September 2021: There is an increased probability of flows above normal or higher in the Ouse and its tributaries (Kym, Ivel, Bedford Ouse) in September. There is an increased probability of below normal flows in the Ely Ouse. All sites (except the Gipping) have a reduced probability of notably or exceptionally low flows in September.

December 2021: there is a reduced probability of exceptionally low flows this December and an increased probability of above normal flows in the Ouse catchment

Probabilistic ensemble projections for groundwater levels in key aquifers

September 2021: There is a significantly increased probability that groundwater levels will be normal or higher at all key sites in September.

March 2022: There is an increased probability of groundwater levels being above normal or higher at 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).

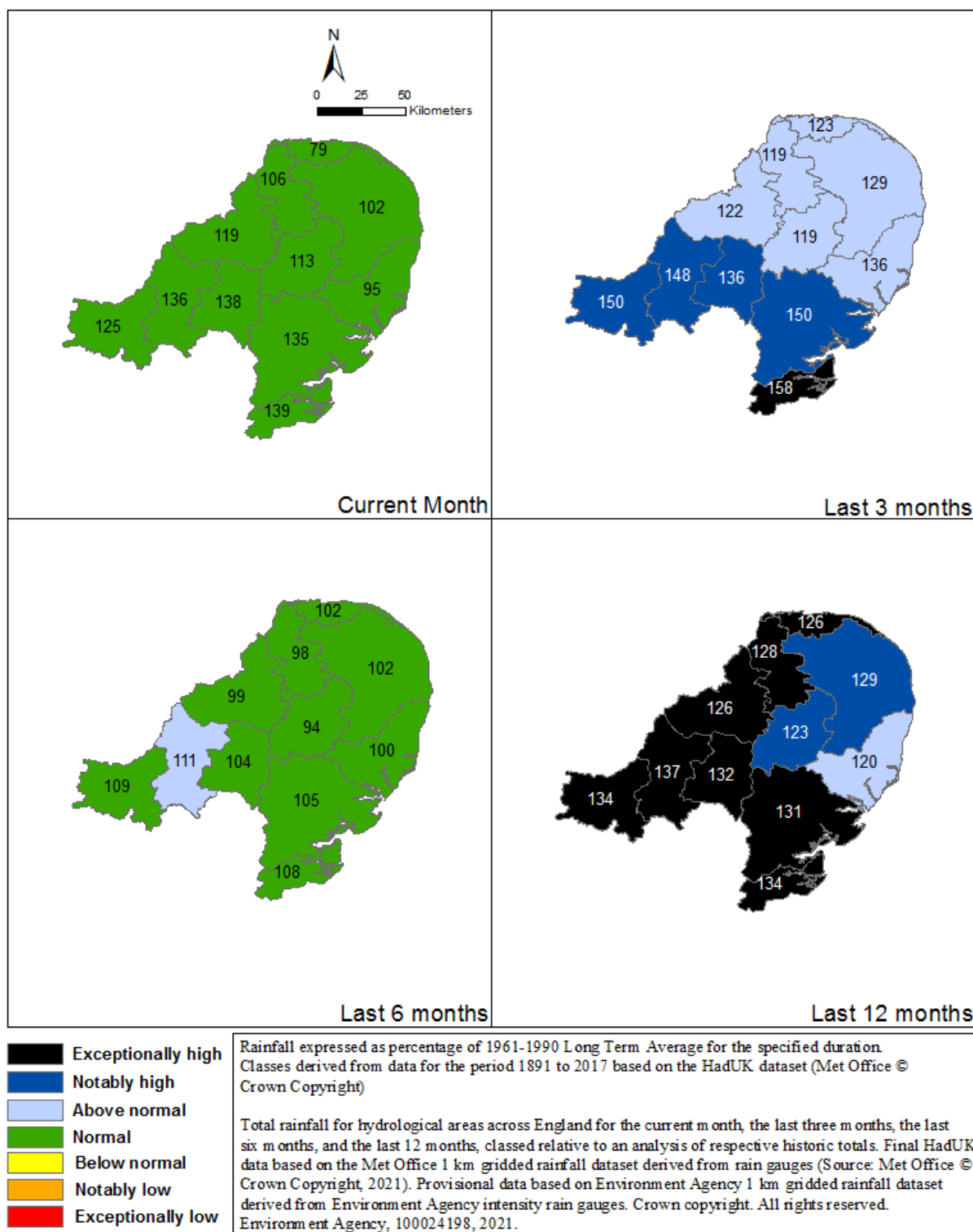
Author:

[ANG-Hydrology](#)

Contact details: 03708506506

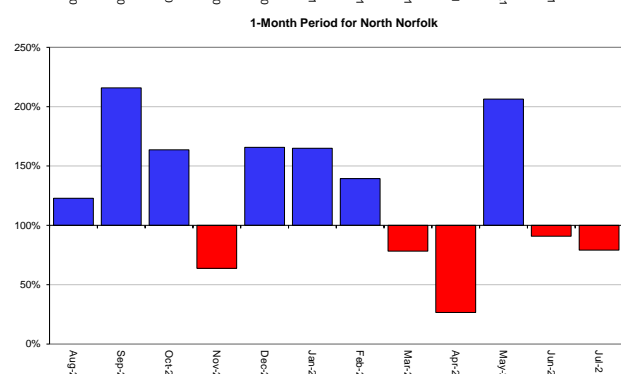
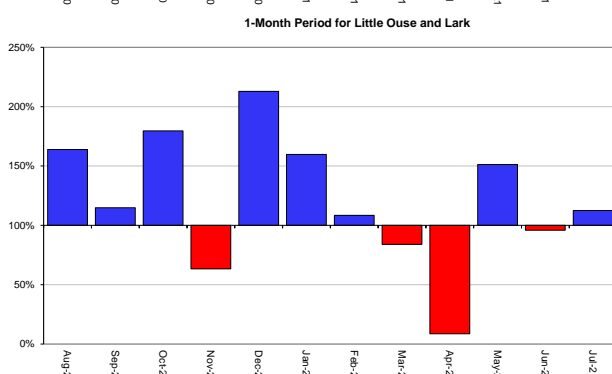
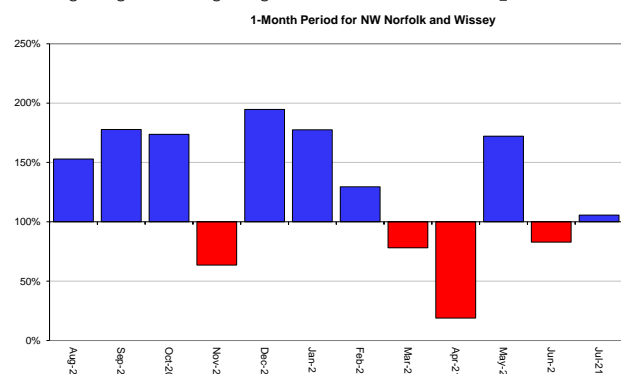
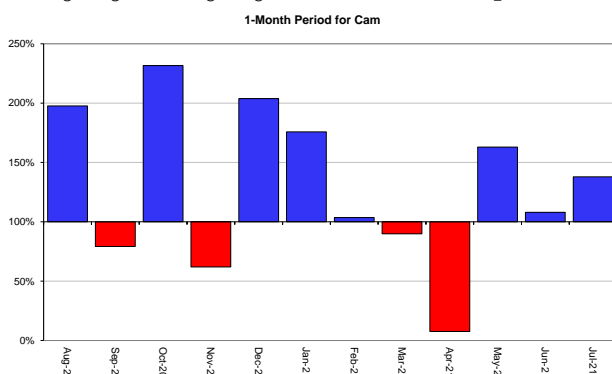
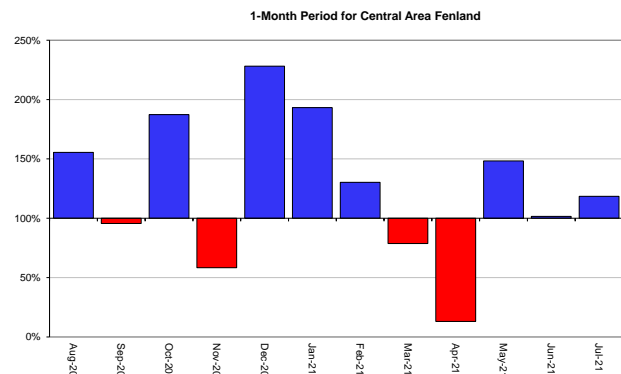
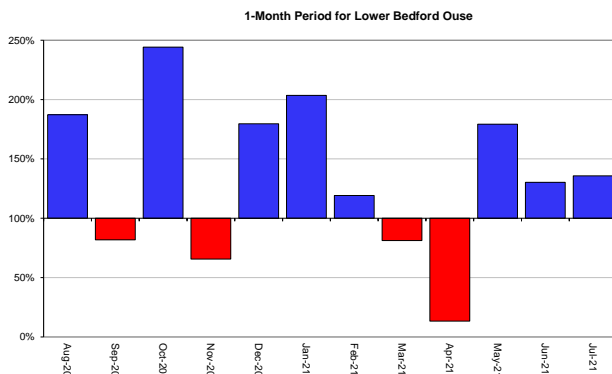
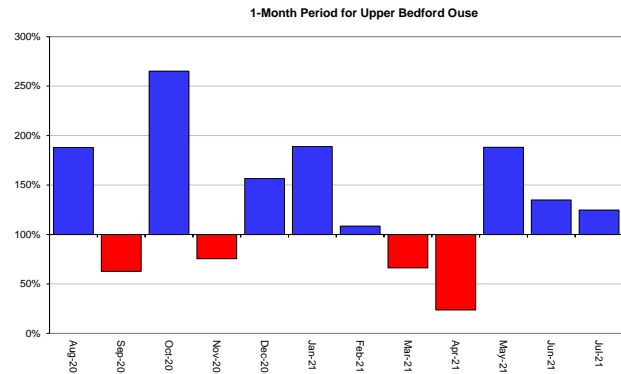
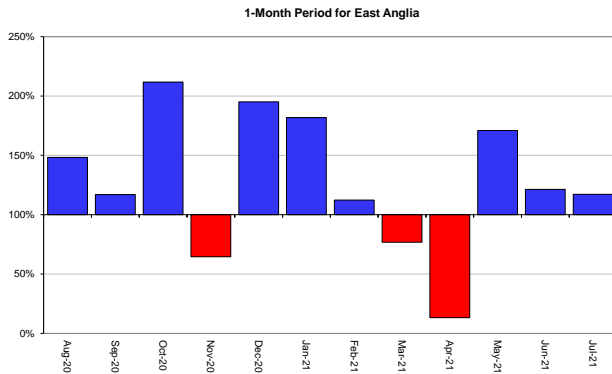
Rainfall

July 2021



Above average rainfall

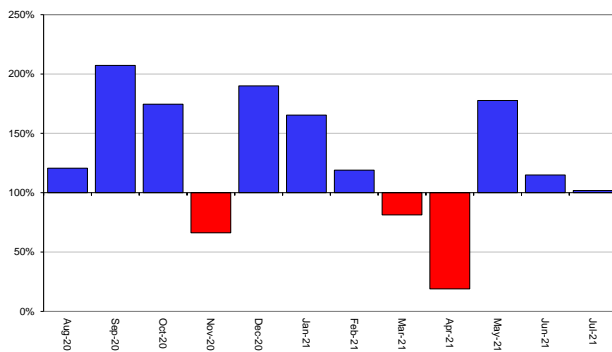
Below average rainfall



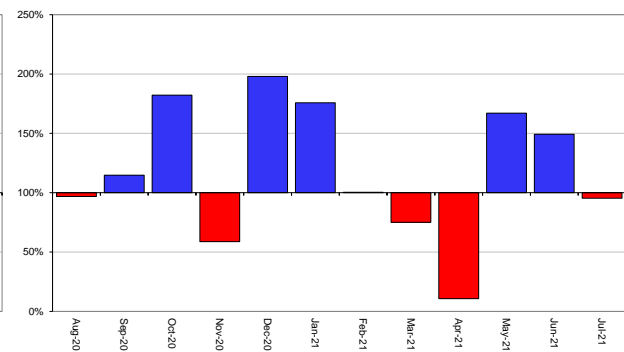
Above average rainfall

Below average rainfall

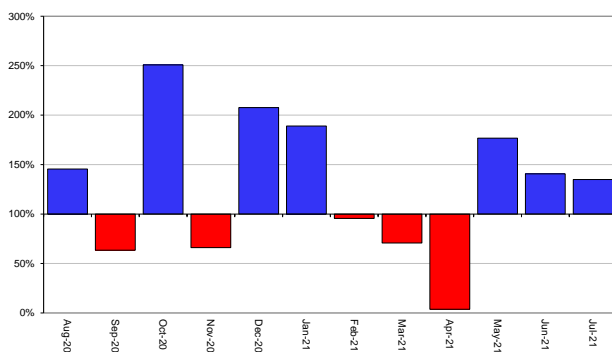
1-Month Period for Broadland Rivers



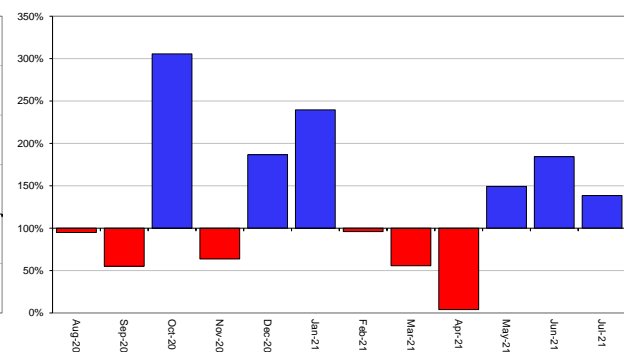
1-Month Period for East Suffolk



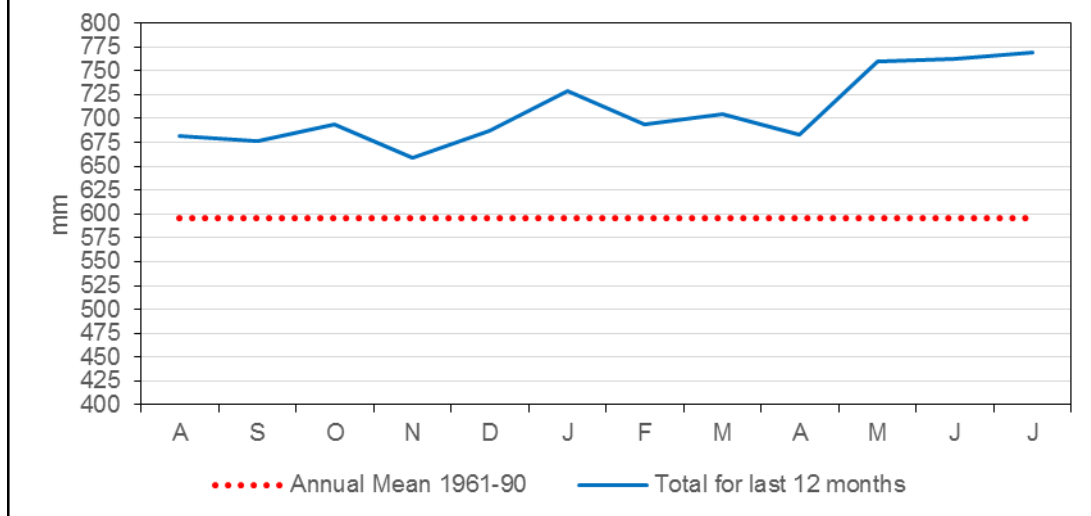
1-Month Period for North Essex



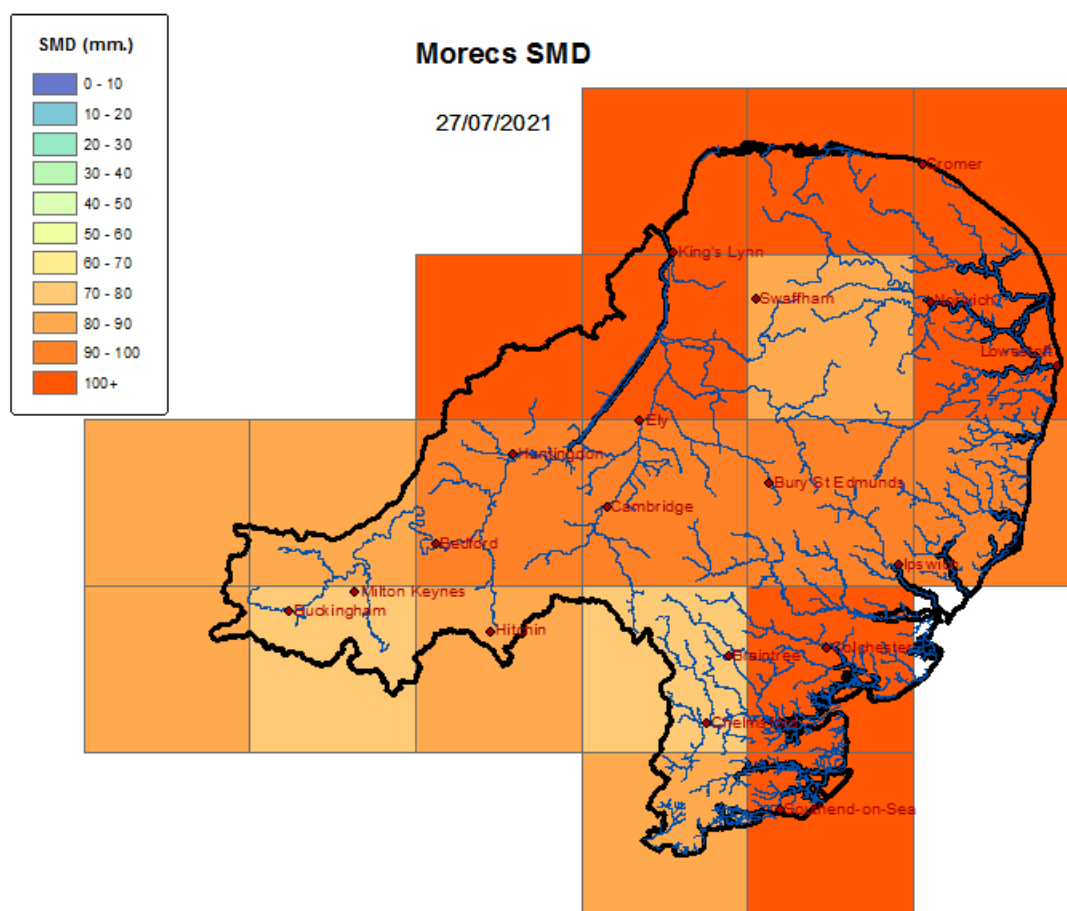
1-Month Period for South Essex



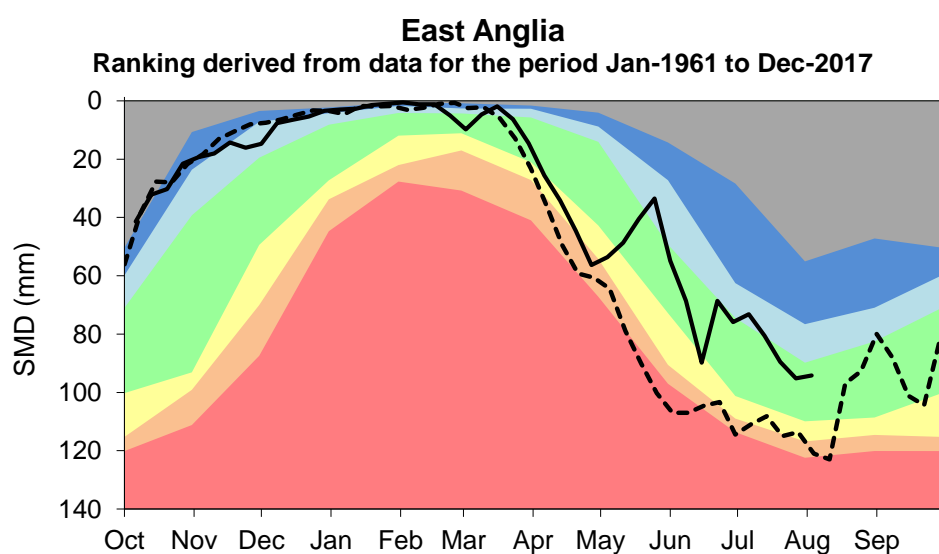
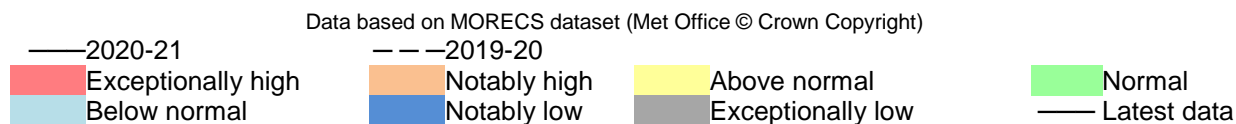
Monthly Rainfall Surplus/Deficit



Soil Moisture Deficit

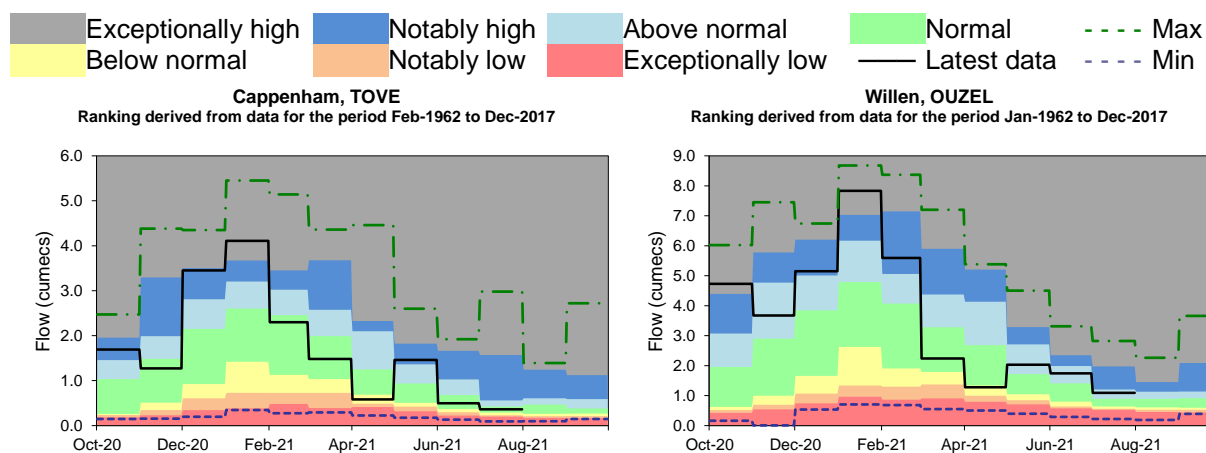
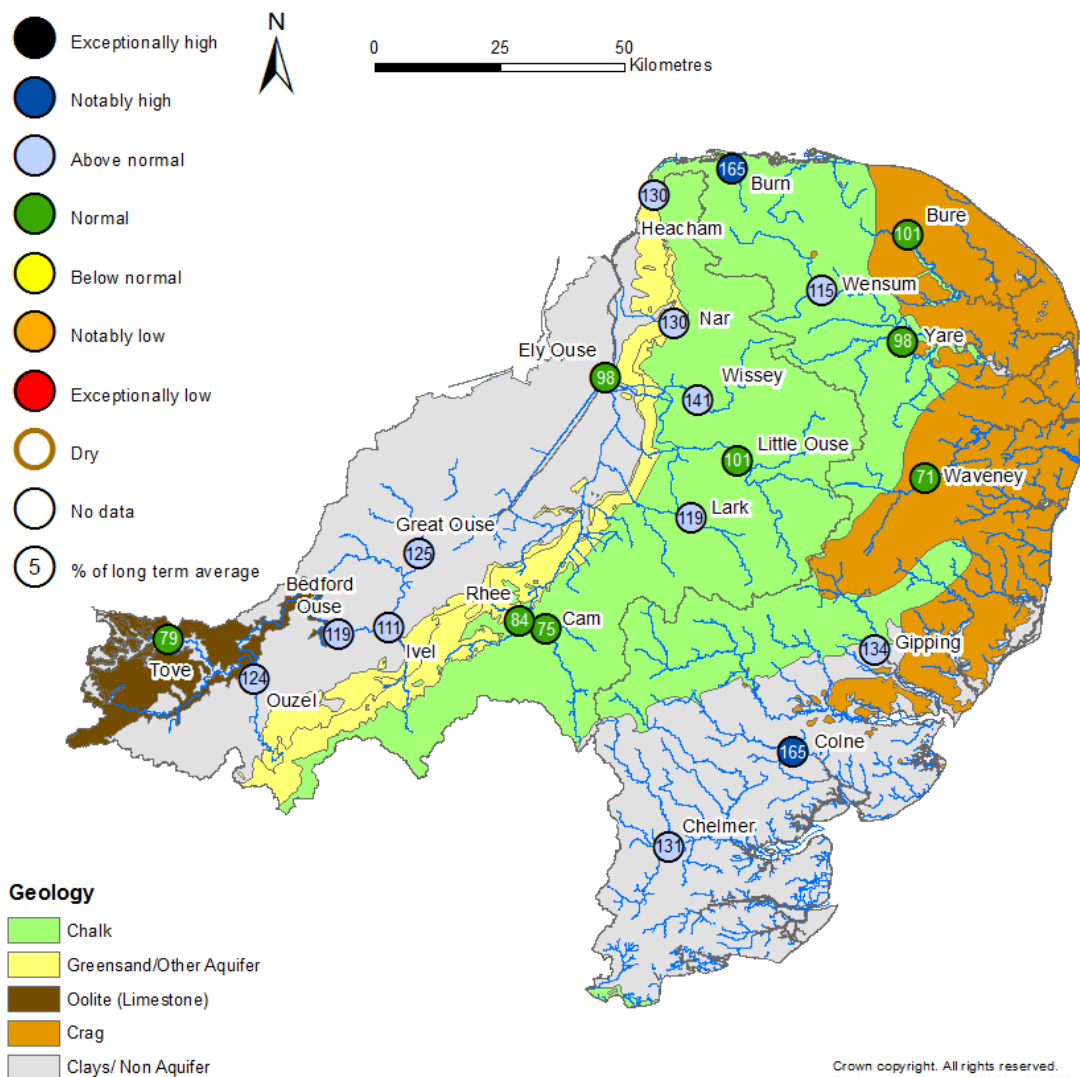


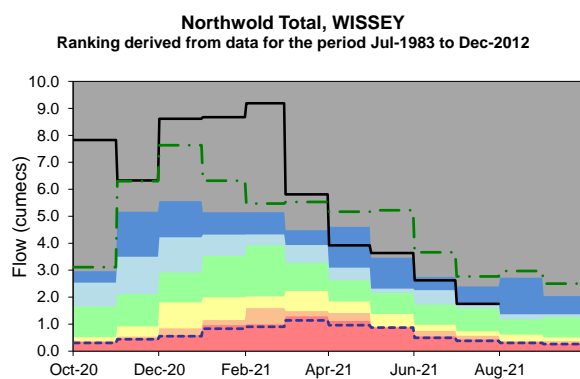
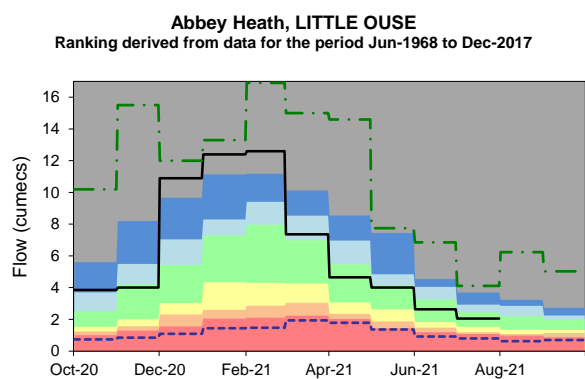
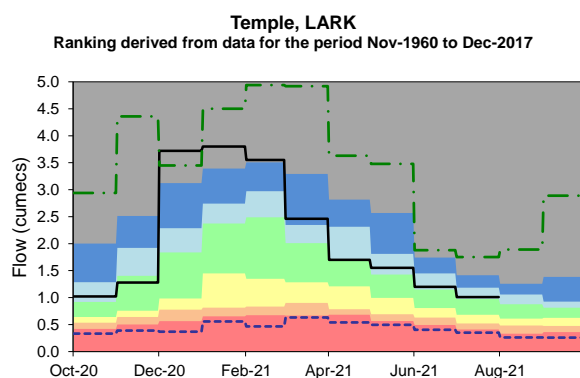
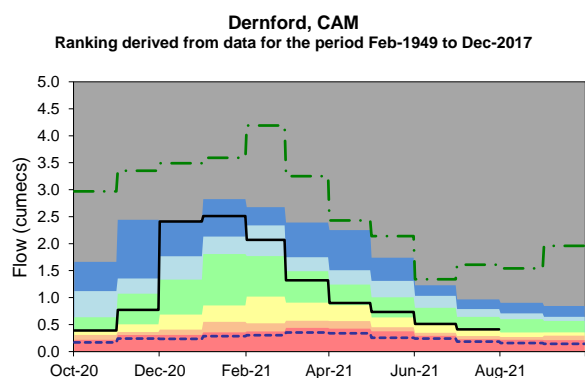
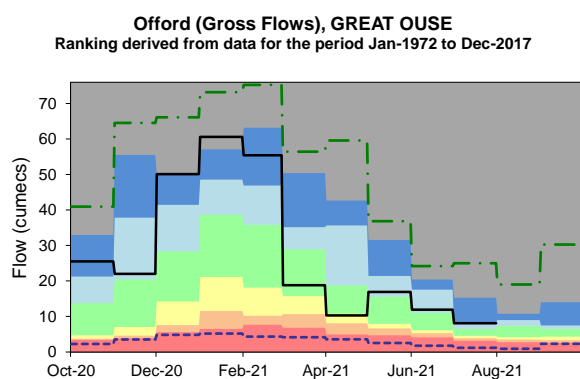
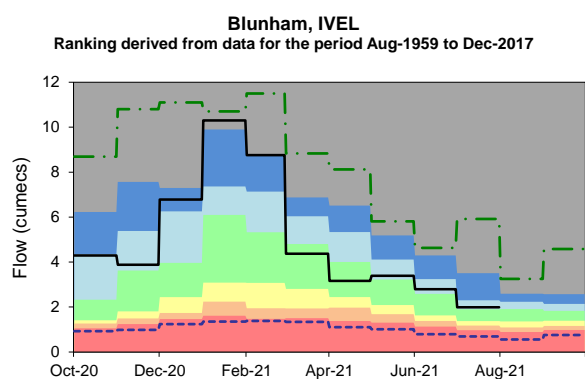
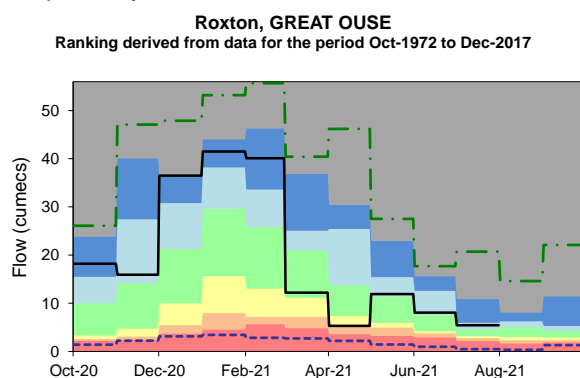
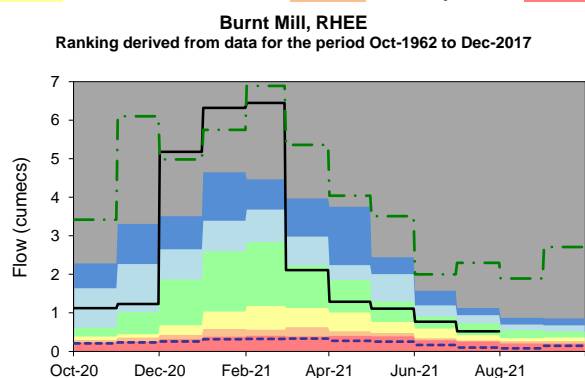
Data based on MORECS (Met Office © Crown Copyright)

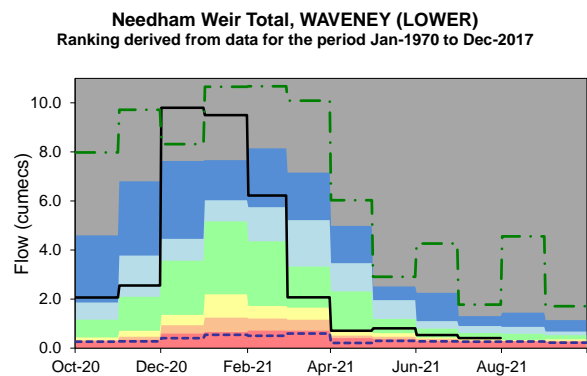
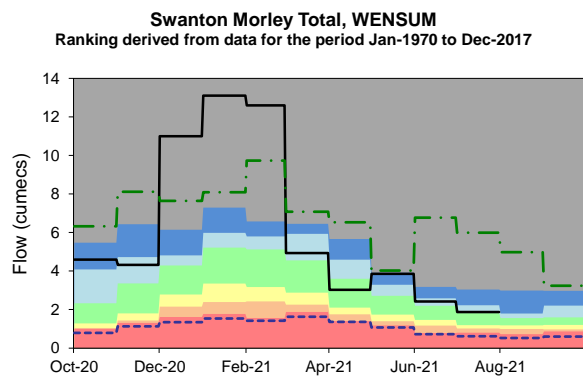
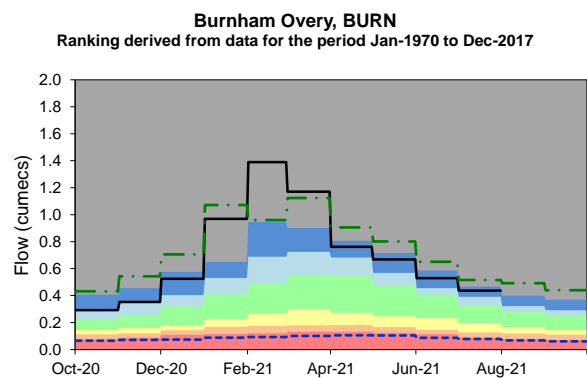
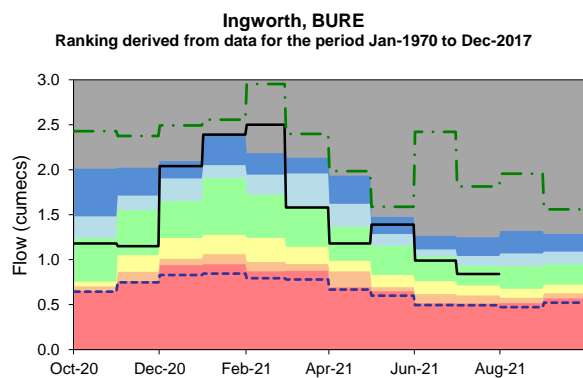
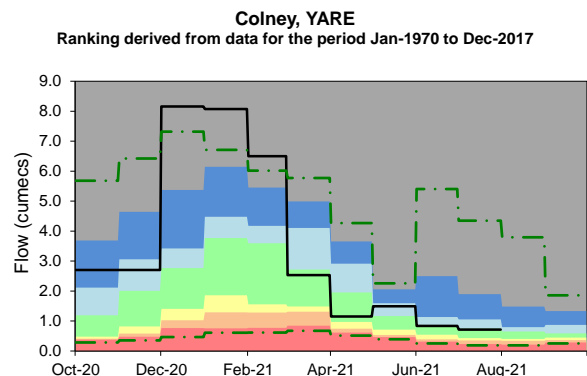
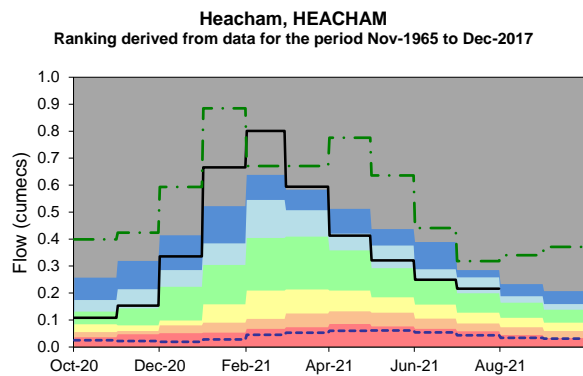
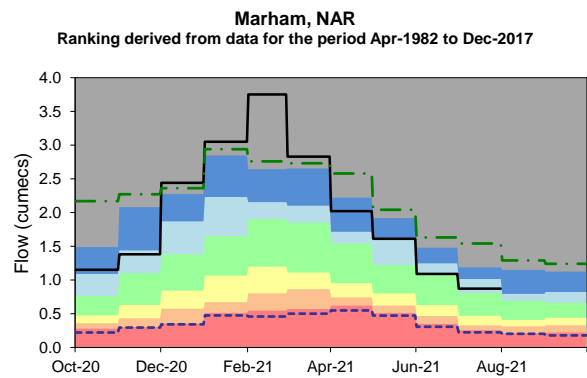
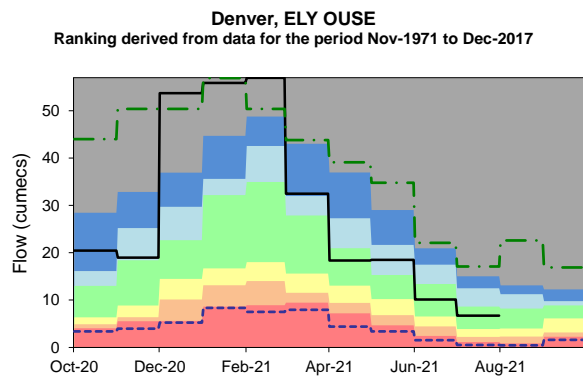


River Flow

July 2021



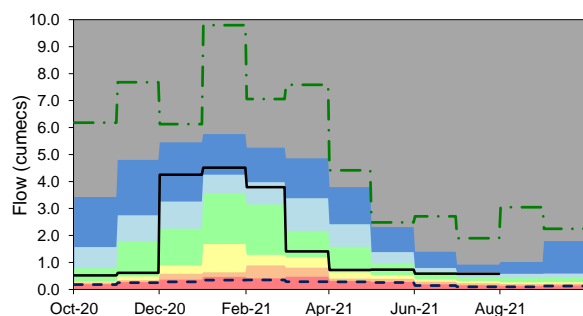






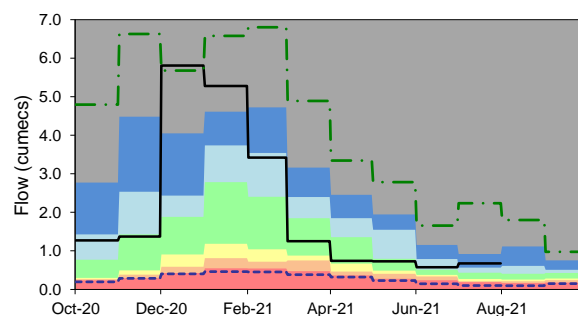
Bramford, GIPPING

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



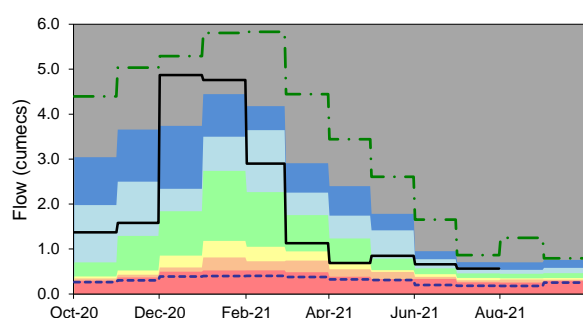
Lexden, COLNE

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

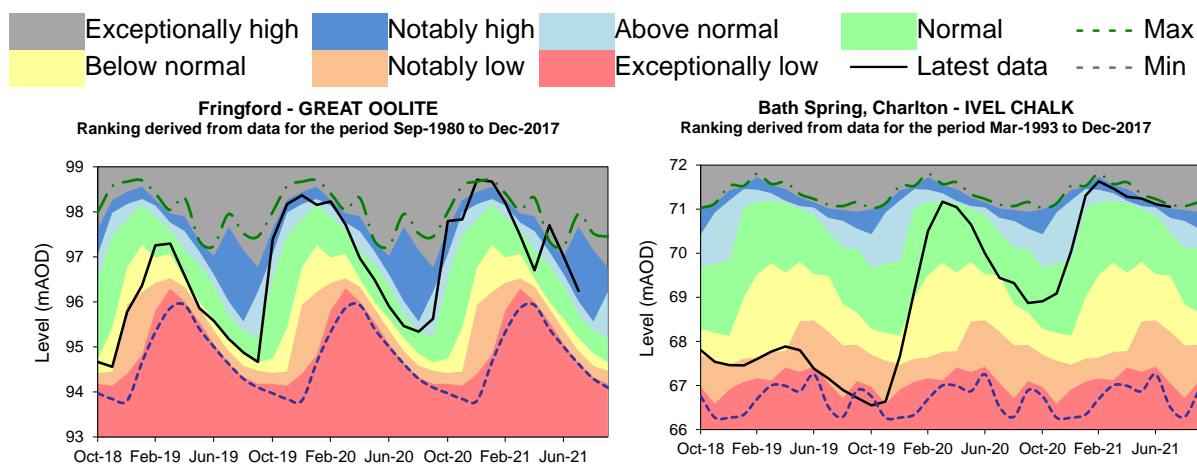
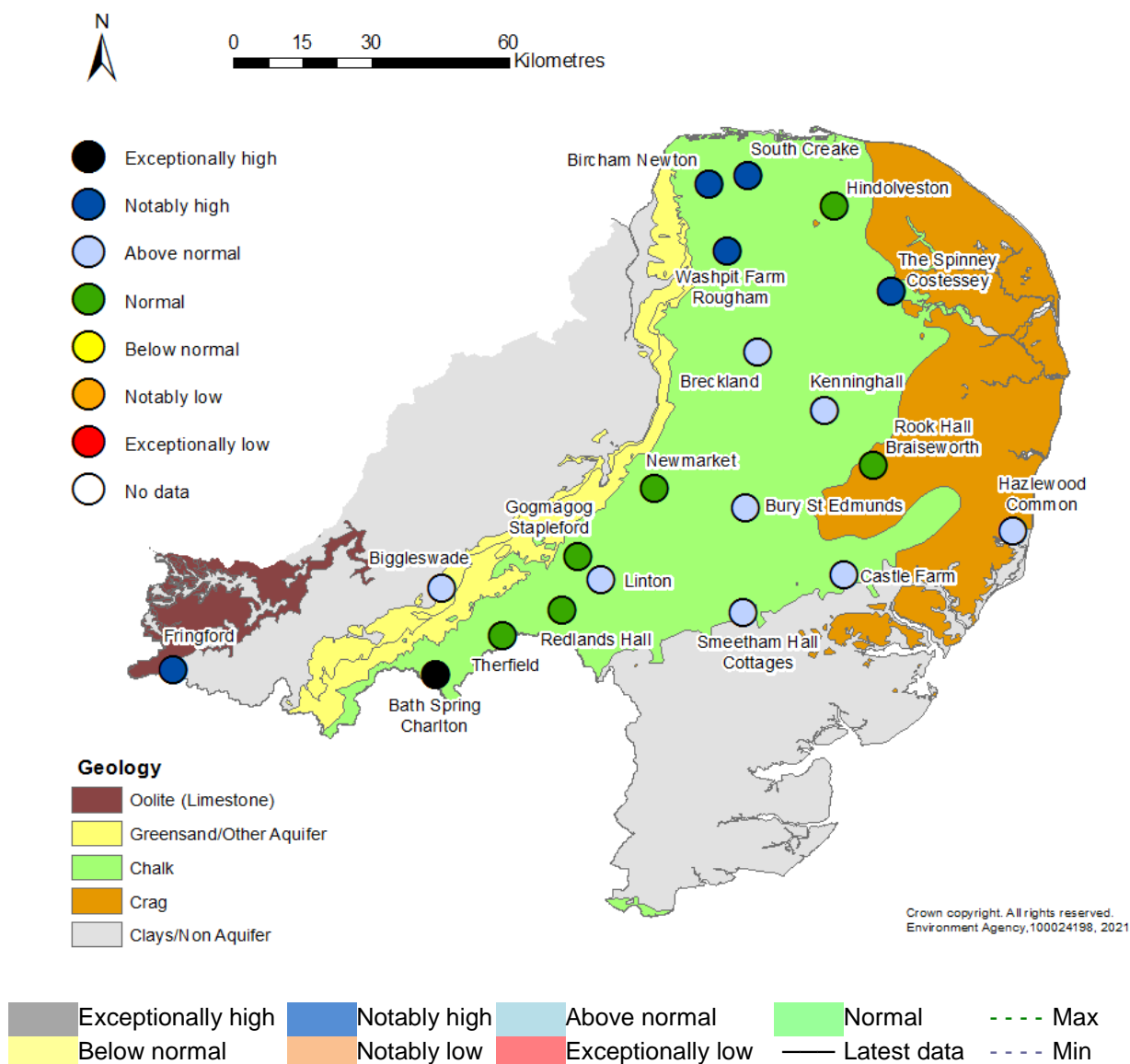


Springfield, CHELMER

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

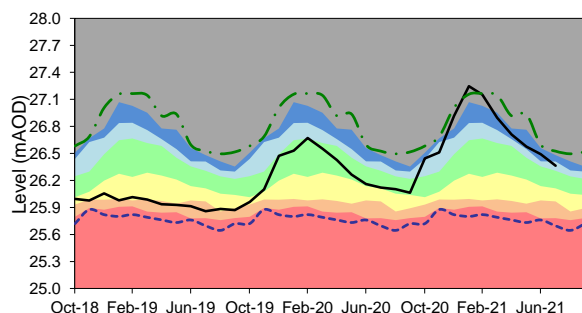


Groundwater Levels July 2021

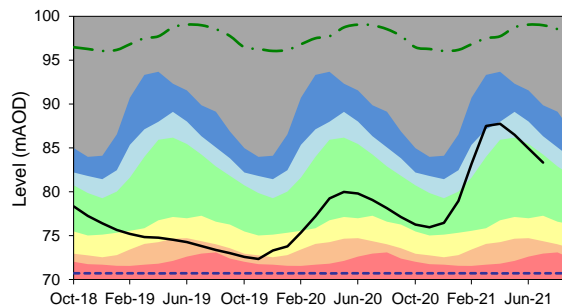




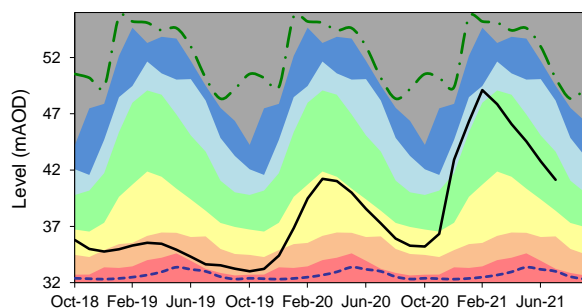
Biggleswade - IVEL SANDSTONE
Ranking derived from data for the period Mar-1968 to Dec-2017



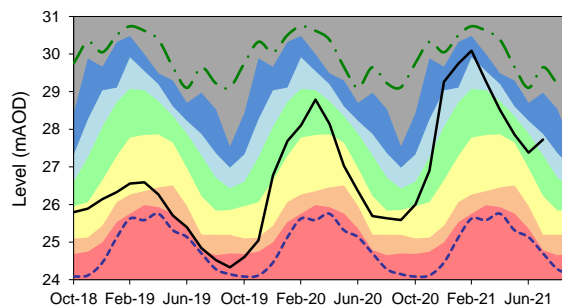
Therfield Rectory - N HERTS CHALK
Ranking derived from data for the period Jan-1883 to Dec-2017



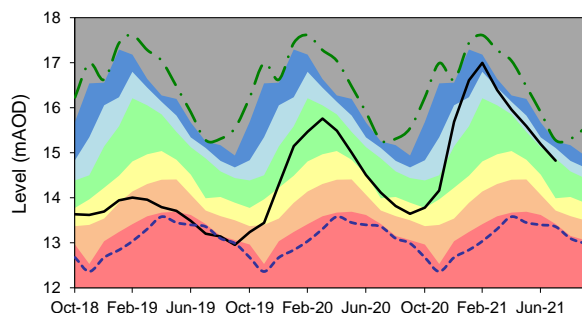
Redlands Hall, Ickleton - CAM CHALK
Ranking derived from data for the period Aug-1963 to Dec-2017



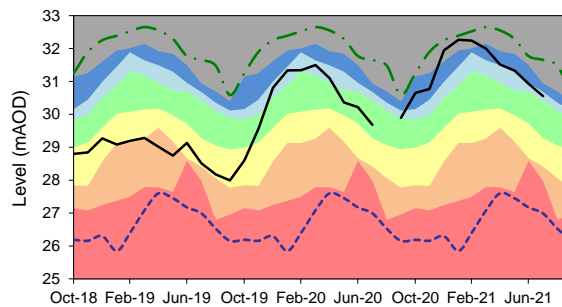
Linton - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



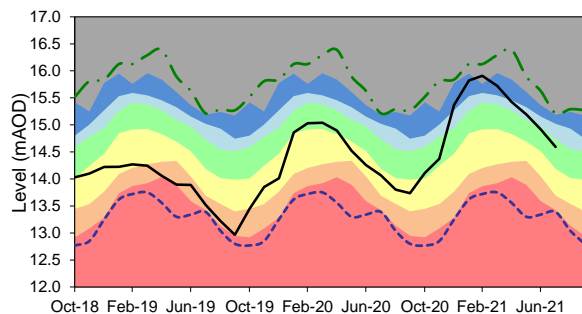
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



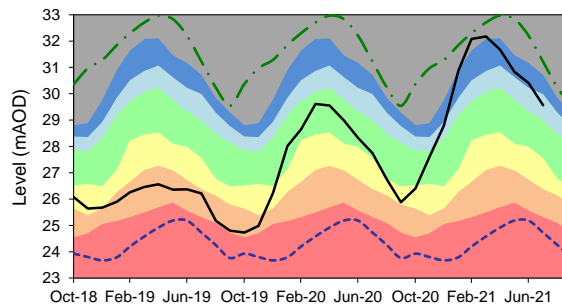
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017

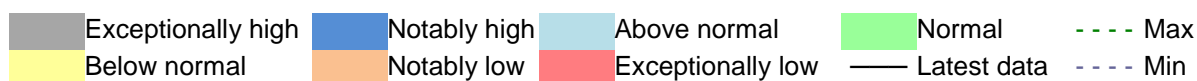


Newmarket - SNAIL CHALK
Ranking derived from data for the period Feb-1983 to Dec-2017

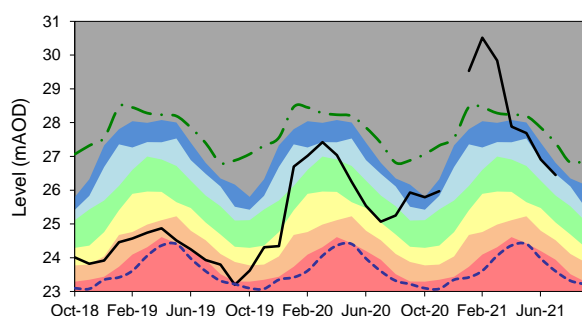


Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017

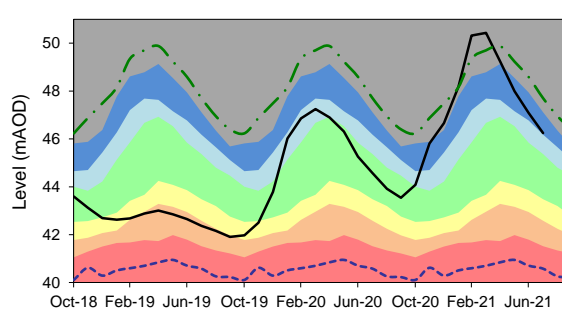




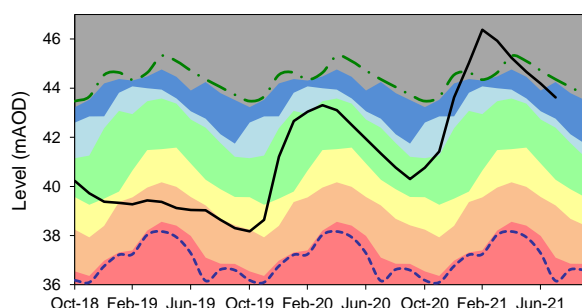
Breckland - WISEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



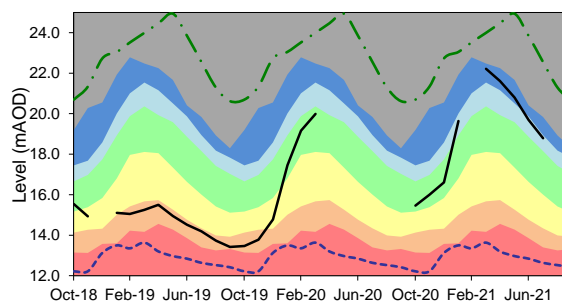
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



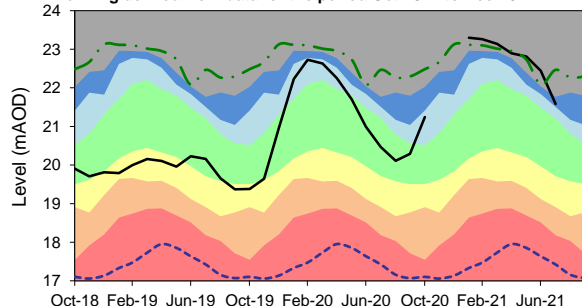
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



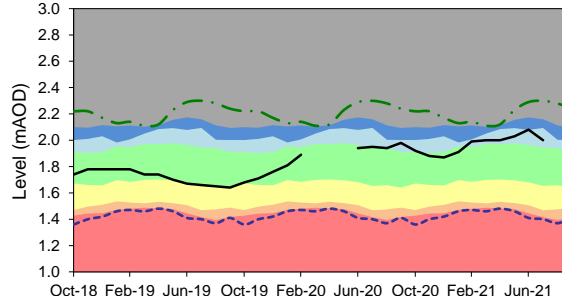
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



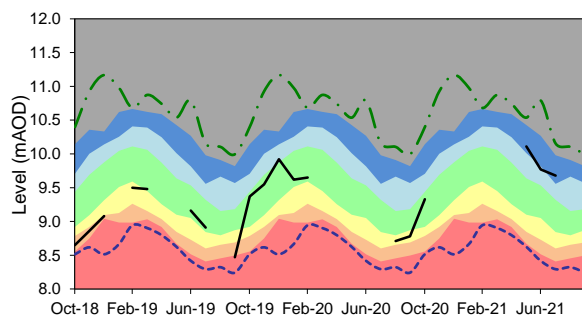
Old Primary School, South Creak
NW NORFOLK CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017



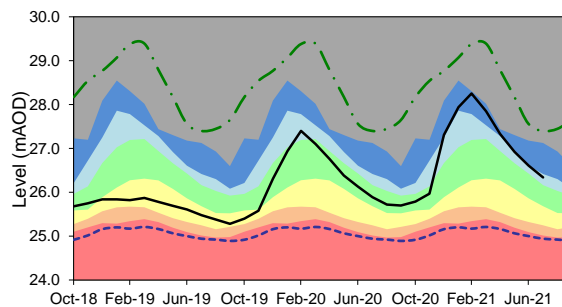
Hazlewood Common - SUFFOLK CRAG
Ranking derived from data for the period Oct-1988 to Feb-2020

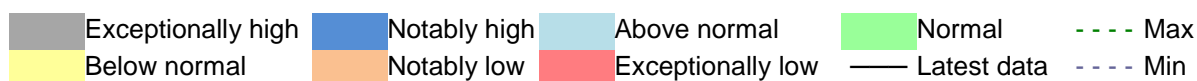


The Spinney, Costessey - WENSUM CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017

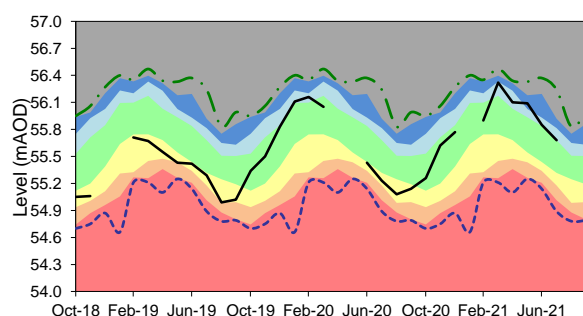


Smeetham Hall Cottages, Bulmer - ESSEX CHALK
Ranking derived from data for the period Jan-1964 to Dec-2017

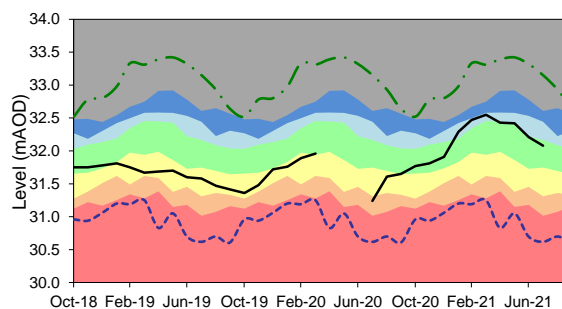




Hindolveston - NORFOLK CHALK
Ranking derived from data for the period Sep-1984 to Nov-2017

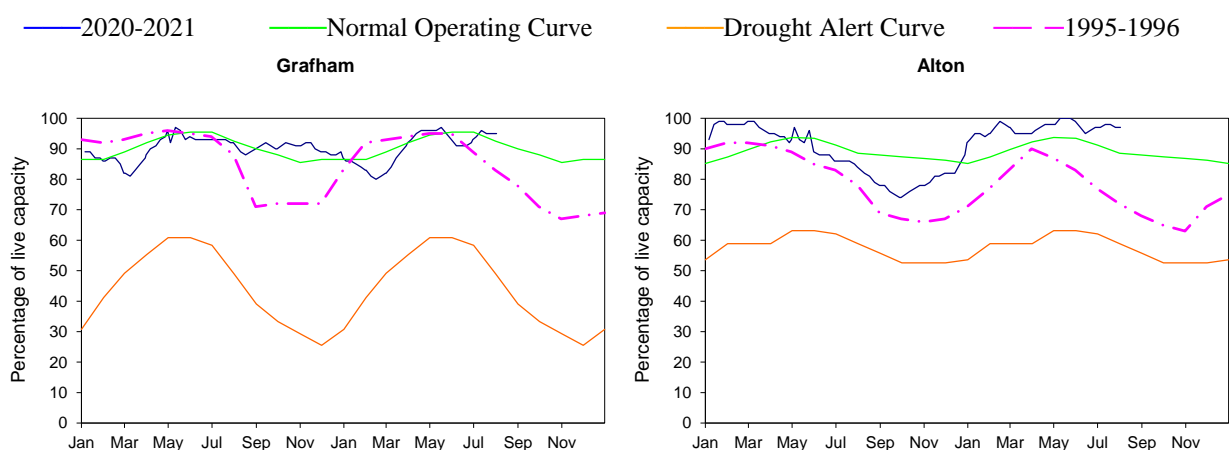
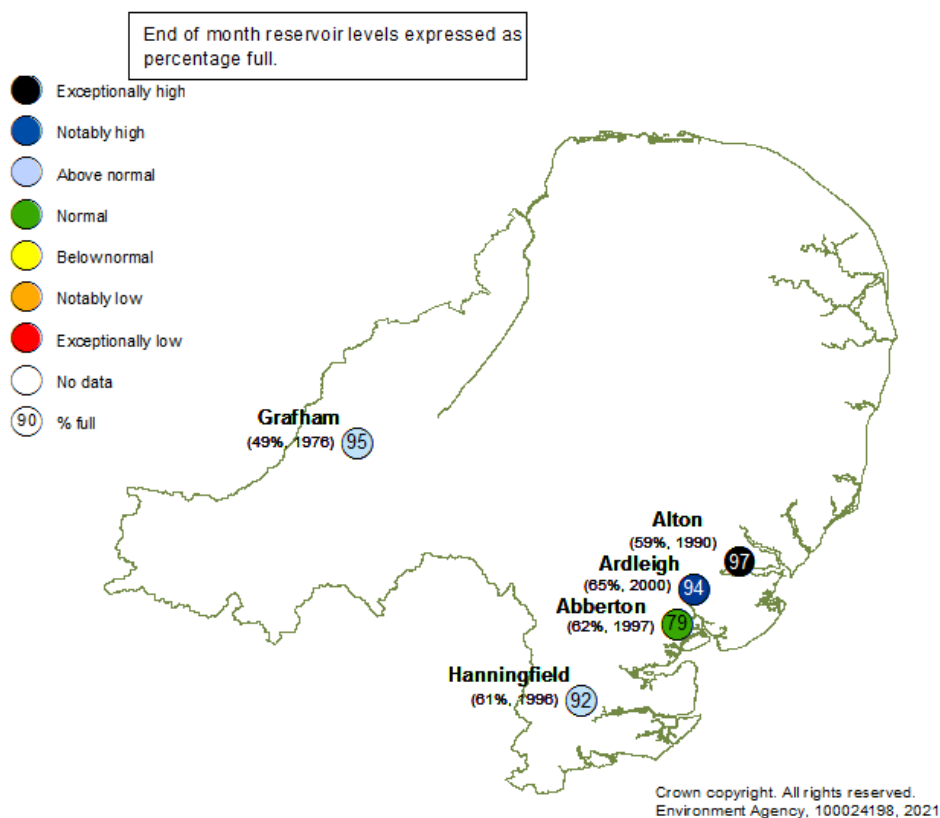


Rook Hall, Braiseworth - SUFFOLK CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017

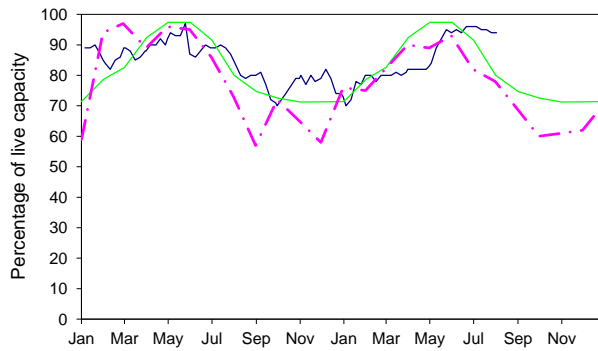


Reservoir Stocks

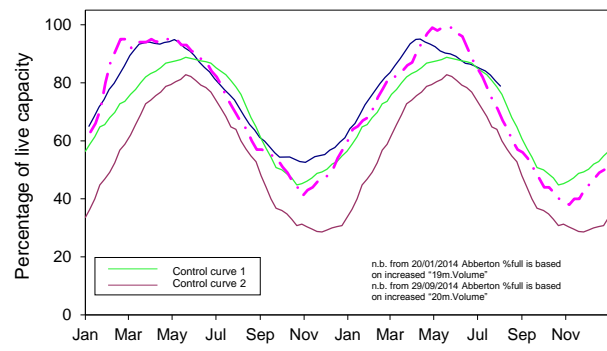
July 2021



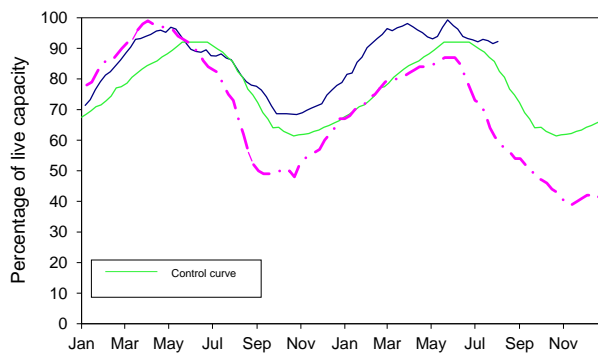
— 2020-2021 — Normal Operating Curve
Ardleigh



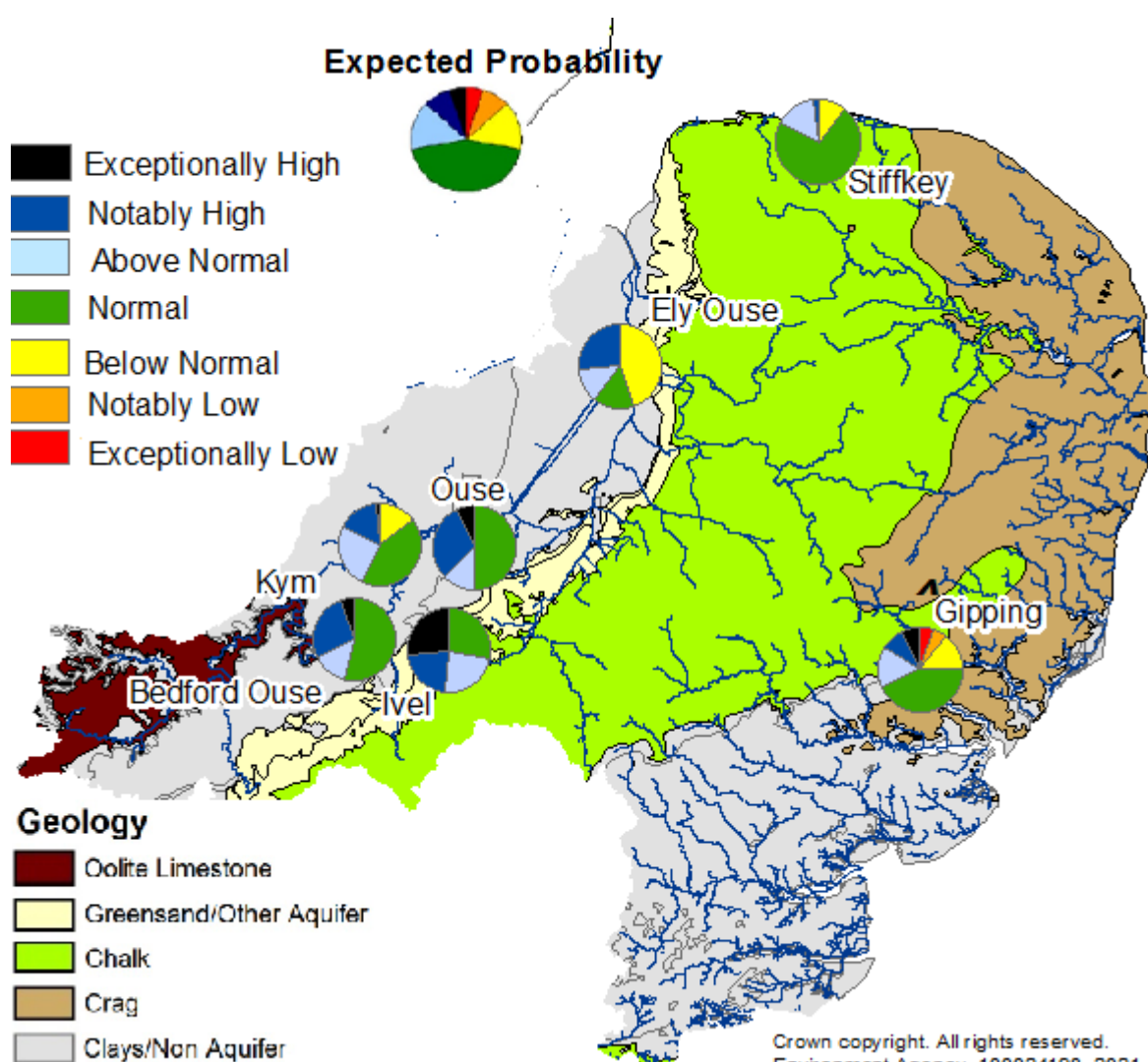
— Drought Alert Curve — 1995-1996
Abberton



Hanningfield



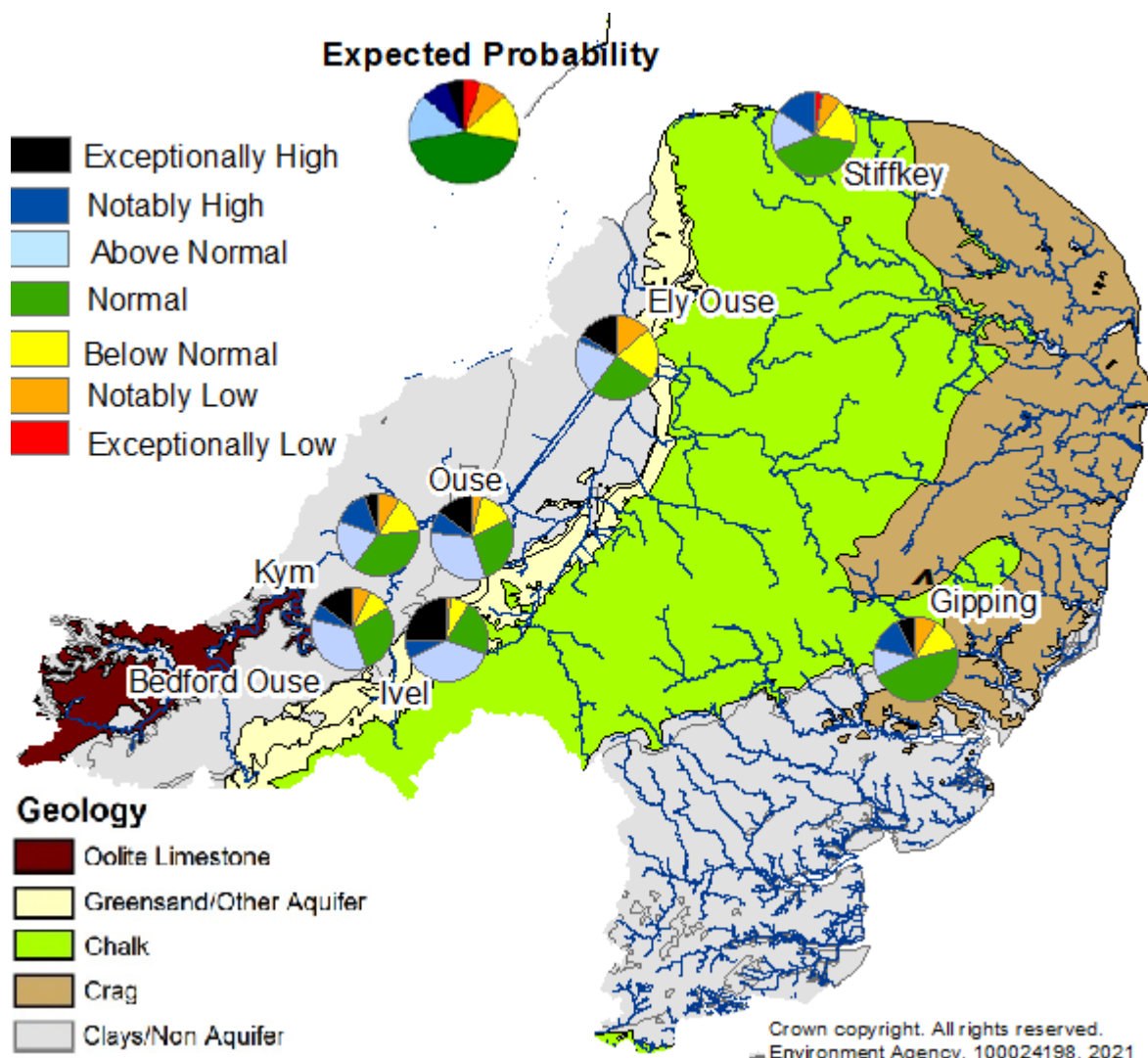
Forward Look – River Flows



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

Probabilistic ensemble projections of river flows at key indicator sites in 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.

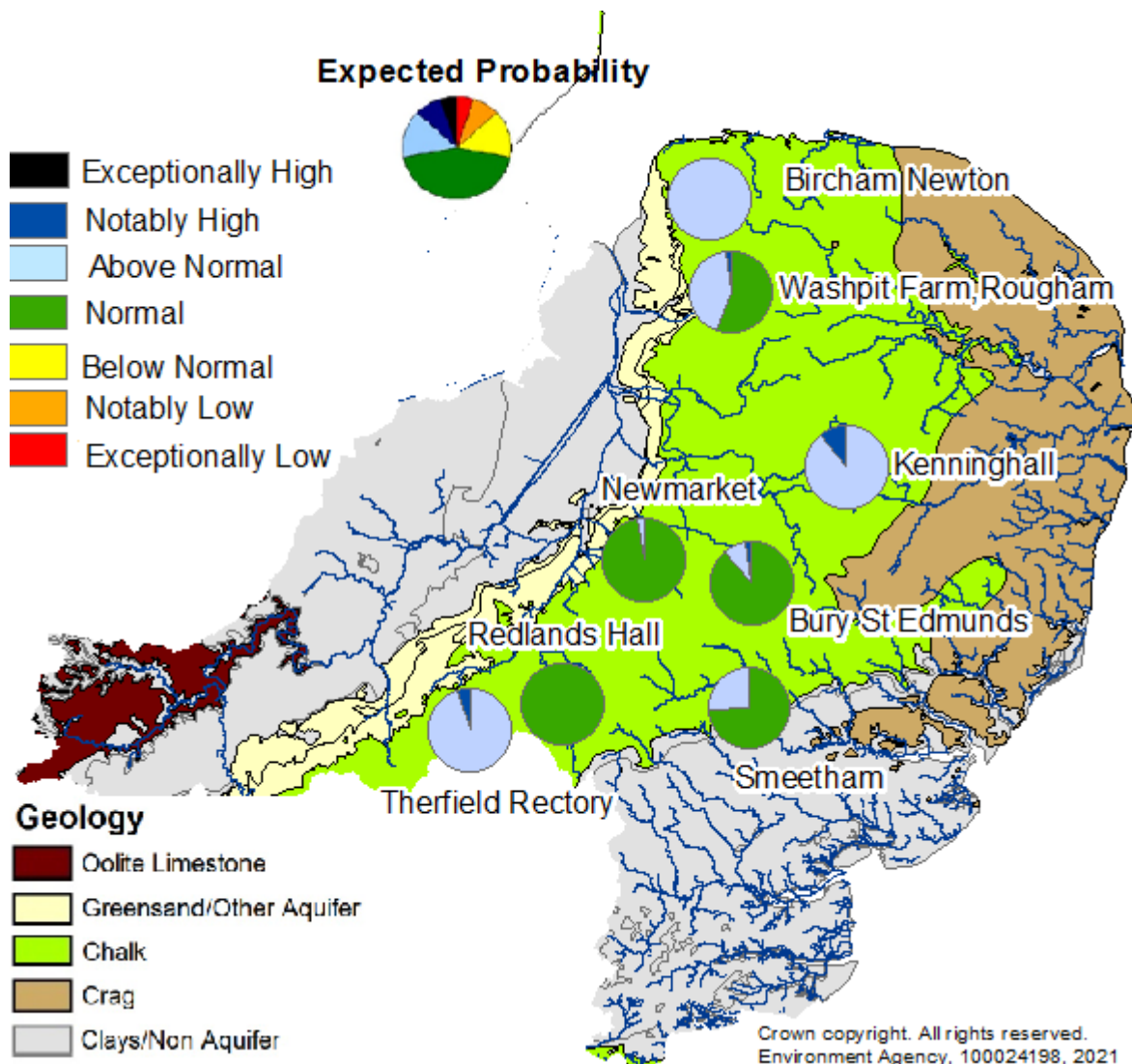
[^] "Naturalised" flows are projected for these sites'



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.

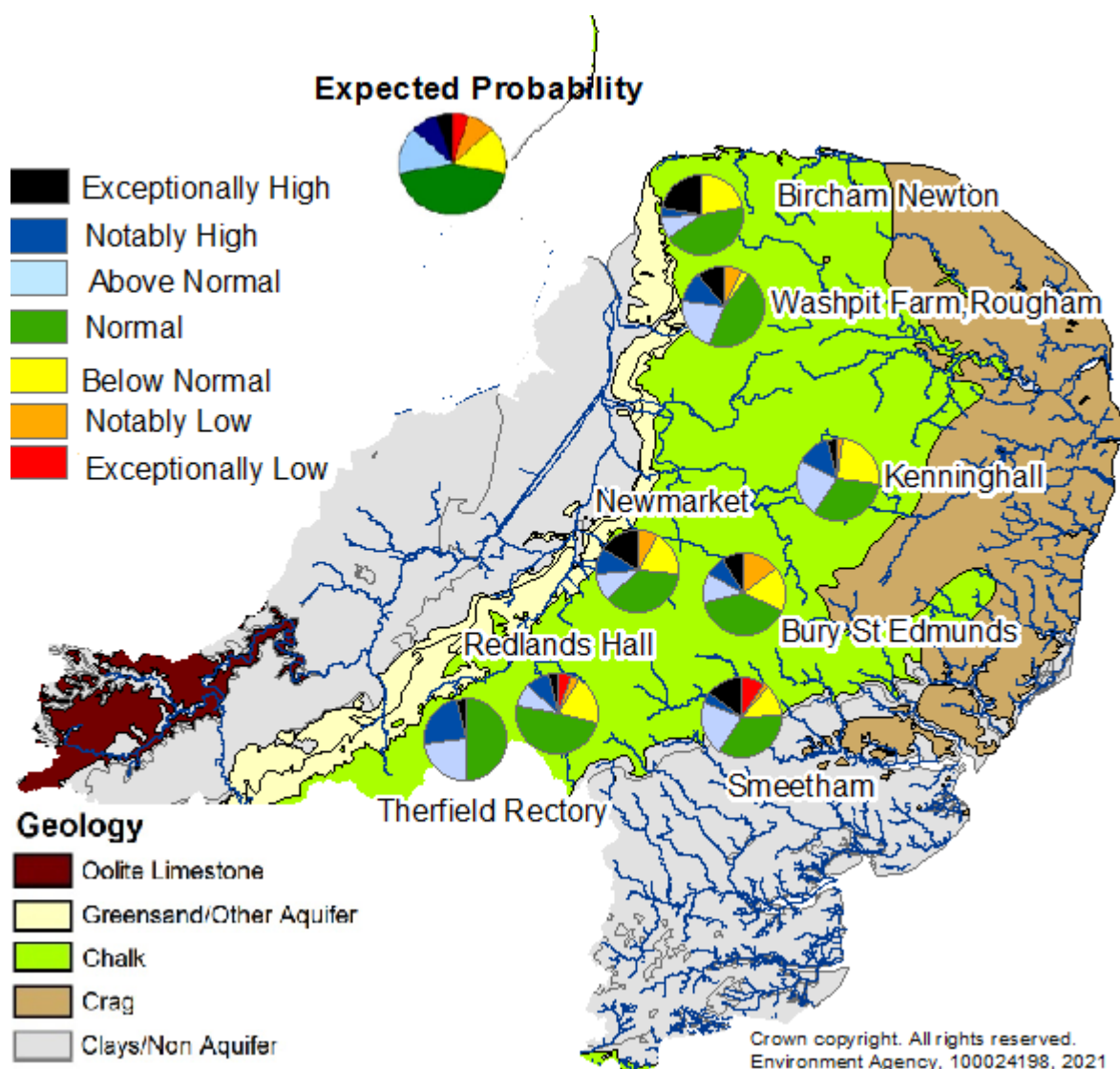
Probabilistic ensemble projections of river flows at key indicator sites in December 2021. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) 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 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.
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.

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MELBOURN PARISH COUNCIL

Document No. 4.23
Version: 4
Review By: June 2022

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	Mon 26/7	Mon 2/8	Mon 8/8	Mon 16/8	
Village Car Park	Mon 26/7	Mon 2/8	Mon 9/8	Mon 16/8	
War Memorial	Mon 26/7	Mon 2/8	Mon 9/8	Mon 16/8	
Littlehands and Access Way	Mon 26/7	Mon 2/8	Mon 9/8	Mon 16/8	
New Rec. Ground	Mon 26/7	Mon 2/8	Mon 9/8	Mon 16/8	
Clear Cres. Play Park	Mon 26/7	Mon 2/8	Mon 9/8	Mon 16/8	
Orchard Road Cemetery	Mon 26/7	Mon 2/8	Mon 9/8	Mon 16/8	
New Road C/metry	Mon 26/7	Mon 2/8	Mon 9/8	Mon 16/8	
Old Recreation Ground	Mon 26/7		Mon 4/8		
Pavilion	Mon 26/7		Mon 9/8		
Stockbridge M.	Mon 26/7		Mon 9/8		
Worcester Way	Mon 26/7		Mon 9/8		
BMX Site (Summer & only if open)	Mon 26/7		Mon 10/8		

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MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	MM 26/7		MM 9/8	
All Saints' C/Yard	MM 26/7		MM 9/8	
Jubilee Orchard	MM 26/7		MM 9/8	
Fire Engine Shed				
Armingford Cres.				
Beechwood Avenue		MM 2/8		
Chalkhill Barrow		MM 2/8		
Elm Way		MM 2/8		
Millennium Copse		MM 2/8		

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Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	MC 7 MC 7/26/17 MC 7 MC 7			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		—		
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens			—	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				2
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
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 neighoburing 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.
21/04/2021	Workshop on the car park	Offensive graffiti on the wall	Resident			Police incident no. CC-28042021-0461
21/04/2021	Multiplay, Clear Crescent Play Park	Two burn marks inside tunnel on children play equipment	ROSPA inspector			Wardens to paint over.
						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 .
28/06/2021	Orchard Road cemetery	Young people gathering in and riding scooters through the cemetery	Resident	Reported to 101 online.		Email also sent to Cambs Police requesting new PCSOs to patrol (28/6/21) - awaiting response. 101 Online incident number INT/35/FMIC/3062021
30/06/2021	Rear window - pavilion	Broken window pane (outer pane only)	Warden			SM seeking quotes for repair
08/07/2021	Royston Road	Fly tipping - commercial oven	TS			Reported to SCDC for collection
08/07/2021	Russett Way	Fly tipping - abandoned trailer	Resident			Reported to SCDC for collection.
01/08/2021	Bowls Club	Break in - number of young men found inside the changing rooms. Bowls club managed to take photos.	Resident			Bowls club to report to police.
16/08/2021	Littlehands car park	Possible drugs use in car park	GC			CL has requested additional police patrols in the area.

Cambridge Glass and Glazing

Quote to repair window at pavilion

Good Morning Sophie

Thank you for your email and your photographs, perfect!

To supply and fit 1no. Double glazed unit into your windows on a like for like basis you would be looking at **£258.00 + VAT** subject to final survey.

If you would like to proceed we will need to visit your property to measure your glass and check its specifications. If you could let me have your address then I can book a survey for you. Our current lead times are between 30 and 35 working days from point of order.

****Payment terms are strictly upon completion of works****

1st Glass Services

Hi Sophie

I have the replacement and installation of the unit priced at £75 including vat

Our lead time is currently 3-4 weeks from order

Best wishes

Jamie

1st Glass Services

Unit 3 Greenfield

Orchard Road Ind Est

Royston

Herts SG8 5HN

Tel: 01763 245588

Fax: 01763 245677

**MELBOURN PARISH COUNCIL
Maintenance Committee**

Item: MA065 21d) Pavilion septic tank

Date: 19 August 2021

Good afternoon,

The price for this will be £150 which will cover 1000 gallons to be removed.

This would be done within a week.

Kind regards,

Jake

Mitchell & Mayle Ltd
01353 687984
www.mitchellandmayle.co.uk

**We would appreciate it if you could kindly leave us a google review. Please copy and paste this link into your web browser: <https://g.page/mitchell-and-mayle/review?gm>

On Mon, 9 Aug 2021 at 13:47, Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Good afternoon

The septic tank at Melbourn pavilion was last emptied in 2018. I wonder if you can please provide a quote for emptying the tank and advise when this could be done.

Many thanks

Claire

MELBOURN PARISH COUNCIL

Maintenance Committee

Item: MA067 21a) Play Park Working Party update

Date: 19 August 2021

Project Brief:

The Moor Play Area is located between The Moor, Melbourn and the New Recreation Ground, and it is situated close the Little Hands Nursey. A budget of up to £95,000 has been set aside to refurbish the play area and provide the gym equipment in the recreation ground. The objective is to create a unique play area that is engaging and exciting for children aged from *2 to 12 years* old. The space should be visually appealing and safe, and the facilities should be capable of use all year round.

Design:

The Parish Council is not fixed on a specific design concept, however the Parish Council is keen for the overall design to be as natural as possible to reflect the rural location and include natural elements to create play spaces. *Theme?* The play park should include natural elements that encourage creative, explorative and imaginative play. Tenderers must consider the requirements of the Disability Discrimination Act 1995 should implement them, if practical.

Materials:

The material used should fit well with the design and the refurbished items of equipment, but should also be long lasting and require minimal maintenance. *Sustainable?*

Equipment to be refurbished:

The Parish Council is keen for some equipment to remain in the Play Area, however these items will need refurbishment.

Items that require refurbishment if possible:

- Rocking Horse
- Swings* – refurbishment with new surface and replace a current swing for an accessible swing.

*Currently there are four big swings and four toddler swings in the Moor Play Area. If possible, The Parish Council would like to incorporate different size swings so that toddlers and primary aged children can be pushed at the same time.

Equipment to be removed:

The majority of play equipment will be removed.

Items to be removed are:

- Zip wire
- Climbing frame
- Seesaw
- Rocking horse
- Roundabout
- Small slide
- 2 single rockers
- Slide on mound*

*There is a mound in the Moor Play Area with a slide. The slide needs removing, but the mound can stay and be reshaped if the supplier feels that it works with their design.

Play equipment:

All equipment should comply with the requirements of EN1176 and appropriate certificates should be supplied with tender. The design and choice of equipment will be up to the supplier, however the Parish Council have identify items of equipment which would be popular and may help with the suppliers design process.

Equipment Suggestions within the play area:

- An accessible Seesaw
- An accessible Roundabout
- Multi-occupancy rocker
- 2 single rockers
- Trampoline set in ground
- Vertical Play boards
- Multi-person longitudinal log swing
- Mound with slide (open steps) and the mound could be reshaped to include a tunnel
- Zip wire replacement 30 m to be situated at edge of play area
- Climbing frames. As the play area will be for a range of ages and abilities, it would be good for the climbing frames to accommodate for this.

The play area should be unique and not a replica of the other village play area, Clear Crescent. The Parish Council is keen for there to be a large “show stopping” central item, which would be a piece of equipment for a range of ages and abilities.

Outside of the play area in the recreation ground, near the basketball court, the Parish Council would like the supplier to install gym equipment for a use of teenagers and adults. The design should include 4 pieces of gym equipment for this area.

The play equipment should cater for ages from *2 to 12 years* old and for those with additional needs.

Surfacing:

Surfacing around and underneath equipment requirements of EN1177 and be tested in accordance with BS 7188. *The current play area is flat grass and in keeping with the natural design, The Parish Council would like to keep grass surfacing where Grass is acceptable under EN1177 for fall heights of up to 1000mm?*

Furniture:

The furniture in the play area should be suitable for those with limited mobility and a range of ages. Visually the furniture should fit with the design of the whole play area. Adults who are supervising children should have good visibility for the benches. See below suggestions from the Parish Council, but the supplier is free to make their own decision based on what works best with their design.

Suggestions for furniture:

- 3 picnic benches – 1 accessible
- 2 benches near equipment

Bins?

Fencing and gates:

The current play area has fencing around the perimeter. The size and dimension of the play area will not change when the refurbishment takes place. Fencing will need to remain in place as the play area is near a road. There will be access point to the play park, with measure that will prevent dogs accessing the play park. *New fencing not needed/needed?*

Entrance to Moor play area from road needs improving, but this work will not be included in tender?

DRAFT

	Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 19 August 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. Wardens to installing bin on concrete base and secure the inner basket.	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. 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.	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. Clerk to arrange for a key for the wardens from CPC. Keith ordered from Ebay	Wardens
4	Footpath from Water Lane to Greenbanks	Wardens	Needs strimming - HCGM awarded work. Work carried out 11/8/21	Wardens
5	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 to inspect current situation	Wardens
6	Stockbridge Meadow	Wardens	Bin ordered - wardens to install	Wardens
7	New Road Cemetery	Wardens	Selective weed treatment - quotes received. Clerk to obtain information on type of weed killer used by Buchans.	CL
8	Ivy from New Rec growing over fence in Thatcher Stanfords	Resident	Residents have cut it back - wardens to remove from Rec	Wardens
9	Stockbridge Meadows - informal path	CL	Look at informal pathway that has appeared to see if it can be blocked off. CL visited with MB and LB.	Wardens
10	Overgrown public green Bramley Ave/Medcalfe Way	Resident	public green between Bramley Avenue and Medcalfe Way is overgrown and shrubs and trees are currently blocking access to the public path leading to 28 Bramley Avenue. SCDC responsibility SM to contact Carly Freed at SCDC. Carly Freed has ordered work and will keep let us know when it is scheduled for. Wardens to check if this has been done. Spoke to JH and to Sean Gentle who confirmed that the tree is SCDC responsibility and the work has been ordered. Resident advised.	SM
11	Little Hands - discarded equipment	Wardens	Discarded equipment outside the boundary of Littlehands, including sand box with potentially dangerous wooden poles sticking out. CL phoned and left another message (12/7/21) requesting that items are not put over the fence. Monitor	CL
12	Ash Grove	TS	Spring on gate broken - wardens to inspect and advise if they can fix. Spring to be purchased and fitted by wardens	Wardens
13	Pavilion - electrical lights	Wardens	Further damage to lights. CL to request JHE to carry out repairs urgently. Work completed by JHE. KR to fix cable to wall at back of the pavilion. Wardens have inspected. Lights are on both timer and sensor. Time has been reset. Lights appear to be LED.	CL
14	Manhole cover to septic tank behind pavilion	Wardens	Cover had been removed. Replaced - to be monitored. Lockable manhole cover sourced. Quote requested from Barley Maintenance	Wardens
15	Pavilion - rear window	Wardens	Broken outter pane on rear window - requires replacement. Discussed on Agenda.	SM
16	Pavilion asgard shed	Wardens	Handle broken. Not covered by warranty. £21 to replace. Order replacement. Complete	Wardens
17	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. Monitor.	CL
18	New Road Cemetery	Resident	Large weeds, such as thistles and brambles, have grown through the hedge at the end of the footways leading to the graves (adjacent to the main footpath). Reported to HCGM and work complete.	Wardens/ Contractor
19	Flower tubs around cross	Resident	Need a volunteer to take this on.	
20	Station Road verge (cnr Dolphin Lane)	Resident	Overgrown needs cutting back. CL req'd quote from HCGM. Need another quote ...	CL
21	Orchard Road Cemetery	Resident	Hedge adjacent to Haggars Close to be cut back when nesting season is over	CL
22	New Rec	JW	Poison hemlock on New Rec. CL has requested plan of action and quote for dealing with this. Awaiting	CL
23	Clear Crescent play area	Resident	Zip wire platform to be modified following injury to small child. Office requesting Wicksteed to quote for work.	CL
24	Clear Crescent play area	Resident	Hedges very high and grass to be cut. CL raised with HCGM. Was cut w/c 9/8/21	CL
25	Clear Crescent play area	Wardens	Matting under swings removed and placed at end of slide. New matting ordered and to be installed. Wardens to update.	
26	Orchard Road Cemetery	Resident	Bench moved to rear of cemetery to prevent gatherings. Resident has requested it be returned to front of cemetery. Possibly to be secured in place. Wardens to check.	Wardens