

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Wednesday, 22 September 2021 at 09:30 in The Austen Room, The Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ

Present: Cllrs Travis (Chair), Barnes, Clark, Cowley, Kilmurray

In attendance: Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Clerk), Steve Pitman (Warden), Maureen and Les Brierley, Barry Deville

Absent:

MA071/21 To receive and approve apologies for absence

Apologies were received from Keith Rudge and Mike Sherwen. Cllr Barnes was absent at the beginning of the meeting.

MA072/21 To receive any Declarations of Interest and Dispensations

None received

MA073/21 To approve the minutes of the Maintenance Committee Meeting held on 19 August 2021

It was:

RESOLVED to approve the minutes of the Maintenance Committee meeting held on 19 August 2021 as an accurate record.

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

MA074/21 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)

There were no members of the public in attendance.

MA075/21 Finance Matters:

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

The report was noted.

MA076/21 Conservation Matters:

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

The report was received.

- b) To consider a report from Argenta Trees

The report was considered. Noted that various trees works were highlighted as required over the course of the next 12 months. A member suggested that the Poplars to be felled on Royston Road be replaced from trees donated to the parish council. A query was raised with regard to removal of ivy on trees around the village.

ACTIONS:

- Clerk to obtain quotes for required tree works for consideration by Committee.
- Clerk to investigate if Poplars are available from free tree schemes as replacements on Royston Road.
- Wardens to identify trees where ivy needs to be removed.

The Chair altered the order of the agenda.

MA079/21 Allotment Matters:

- a) To discuss inspections and monitoring of plots

Noted that Barry Deville and Assistant to the Clerk will meet to discuss regular ongoing inspections to monitor neglected plots.

Noted that a plot holder had recently cleared a large quantity of debris left on the plot when he took it over with a significant cost saving to the Parish Council.

It was:

RESOLVED to defer the rental charge for plot 43A for 2022/23 in thanks to the tenant for clearing the plot.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

09:50 Barry Deville left the meeting

The order of the agenda was resumed

MA076/21 Conservation Matters:

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

Thanks were noted to SDC for their help with a delivery of chalk to build up the bank of the River Mel.

Discussions with EA ongoing with regard to pipe from The Bury and possible funding for a feasibility study. RMRG to monitor in the hope that a meeting can be arranged for next year. Noted that a land drain has been installed near the new 4G pitch with run off to the River. Members noted concern with regard to micro plastics from the 4G pitch and any solutions used to clean the pitch being deposited in the River Mel. A member checked the planning portal and noted that conditions as to drainage appeared to have been discharged. Further investigations to be carried out.

ACTIONS:

- Clerk to check the planning portal for further information as to any environmental assessments carried out.
- Clerk to write to MVC to query the use of cleaning solutions.

- d) To receive an update with regard to donated trees

Awaiting information with regard to cost of trees. To be deferred to the next Maintenance Committee meeting.

- c) To receive any other updates and consider actions

There was nothing further to report.

MA077/21 Stockbridge Meadows

- a) To consider a quotation for signage at the entrance to Stockbridge Meadows

Noted that the access road to the nature reserve is a private road. **ACTION:** Clerk to contact Stockbridge Meadows Residents Association to seek permission to install the sign directing visitors to the nature reserve.

It was:

RESOLVED subject to consent being given by the Stockbridge Meadows Residents Associations, to approve the quotation from Unlimited Logos in the sum of £205 + VAT to supply and install the sign directing visitors to Stockbridge Meadows.

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

- b) To consider a request for tools for the River Mel Restoration Group

It was:

RESOLVED to purchase the Adze and muck rakes requested by the River Mel Restoration Group.

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

- c) To receive any other updates and consider actions

Noted that the RMRG are hopeful of arranging for Johnson Matthew volunteers to attend on Friday, 24 September to carry out works including raking the wild flower meadow and possibly replanting in the orchard. A request was made for the orchard to be strimmed if possible.

MA078/21 Stockbridge Meadows Boardwalk Project

- a) To receive an update on the boardwalk project

Draft tender document had been prepared. Specification to be posted on Contracts Finder. Currently £20,000 available from s106 to fund the project. More accurate costings will be available on receipt of tenders.

- b) To consider approving draft tender documentation

It was:

RESOLVED to approve the tender document to be posted on Contracts Finder.

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

ACTION: Clerk to discuss posting tender documents on Contracts Finder with Tom Upcraft, project manager.

MA080/21 Governance Matters:

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

The reports were received. Noted that the bin outside the old post office on the High Street is often full to overflowing. **ACTION:** Wardens to monitor.

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

The updated sheet was considered. Noted that there had been reports of motor scooters being driven around Orchard Road Cemetery. Also noted a number of reports of reckless driving in the village. To be reported to the police.

- c) To consider approving a quotation for relocation of the Kohima Stone

It was:

RESOLVED to approve the quotation from Hibbitts in the sum of £3,709 + VAT to relocate the Kohima Stone from 83 High Street to New Road Cemetery and to install it in the area marked B as suggested by Hibbitts.

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

- d) To note repairs to the Parish clock

Noted that repairs have been carried out to the Parish clock. Thanks were noted to Janet Eva Estates for their kind donation. Any reports of time loss to be reported to Cllr Cowley.

ACTION: Clerk to write to Janet Eva Estates with an update and thanks.

- e) To receive any other updates and consider actions

There was nothing to discuss.

MA081/21 Cemetery Matters:

- a) To receive any other updates and consider actions

There was nothing to discuss.

MA082/21 Village Maintenance Matters:

- a) To consider a quotation for repairs to play equipment on play parks

It was:

RESOLVED to accept the quotation from Wicksteed in the sum of £729.35 + VAT for repairs to the agility trail.

Proposed by Cllr Clark. Seconded by Cllr Cowley. All in favour.

A further quotation in the sum of £4,985 + VAT for repairs and re-surfacing of the embankment under the slide was discussed. **ACTION:** Wardens to inspect with a view to building up the area and turfing to prevent further erosion of the embankment. To be deferred pending further investigations.

- b) To discuss and consider options for pest control on the New Rec

Noted that the area has been inspected by pest control company who report a large number of rabbit warrens (60+). Various options considered. **ACTION:** Clerk to investigate pest control with use of ferrets.

- c) To receive any other updates and consider actions

A member suggested that the area round the rotating seat on Clear Crescent play area should have more bark chippings. **ACTION:** Assistant to the Clerk to order 1 tonne bag of bark chippings.

10:52 Cllr Cowley left the meeting

MA083/21 Pavilion Matters:

- a) To consider quotations for external redecoration of the pavilion

Three quotations were considered. Noted that the quotation from Darren Harward is for £1,400 for painting the buildings with £800 for repainting the metal grill.

It was:

RESOLVED to accept the quotation from Darren Harward in the sum of £1,400 for external decoration to the pavilion.

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

It was:

FURTHER RESOLVED to recommend to full Council to approve the sum of £800 in Darren Harward's quotation for painting the metal grill on the pavilion.

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

11:00 Cllr Barnes joined the meeting

- b) To consider a quotation for maintenance of the heating system

A quotation from Shelford Heating was considered. Noted that item 2 on the quotation is not required.

It was:

RESOLVED to recommend to full Council to accept the quotation from Shelford Heating for items 1, 3, 4 and 5 in the sum of £574.26 + VAT.

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

ACTION: Wardens to check faulty flush on urinal.

- c) To consider a quotation for repairs to manhole cover behind the pavilion

It was:

RESOLVED to accept the quotation from Barley Property Maintenance in the sum of £122.50 + VAT to secure the manhole cover to the pavilion septic tank.

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

- d) To receive any other updates and consider actions

There was nothing further to discuss.

MA084/21 Littlehands Matters:

- a) To receive any updates and consider actions

There was nothing further to discuss.

MA085/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

Assistant to the Clerk reported back on recent meeting. Tender document is being drafted for discussion.

MA086/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 22 September 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. 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. Buchans instructed to carry out works. ACTION: Assistant to Clerk to follow up for a date for scheduled works	CL
6	Ivy from New Rec growing over fence in Thatcher Stanfords	Resident	Residents have cut it back - wardens to remove from Rec.	Wardens
7	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 have attached interim spring. Wardens to advise parish office on spring size for ordering as soon as possible.	Wardens
8	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
9	Flower tubs around cross	Resident	Need a volunteer to take this on. ACTION: Clerk to speak to KR re advertising for volunteer	
10	Station Road verge (cnr Dolphin Lane)	Resident	Overgrown needs cutting back. CL req'd quote from HCGM. Need another quote ... still awaiting second quote. Noted difficulties in obtaining further quote. Clerk to instruct HCGM to carry out the work.	CL
11	Clear Crescent play area	Resident	Zip wire platform to be modified following injury to small child. Office requesting Wicksteed to quote for work. Constantly chasing up. ACTION: Assistant to Clerk	CL

			to seek advice and quotations from other companies.	
12	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
13	Removable tap head for pavilion	Wardens	Wardens to purchase removable tap head for pavilion tap so residents can water trees. Tap head on order.	Wardens
14	Greengage Rise	Resident	Tree on open spaces overhanging their property and brushing against roof. Also needs ivy cutting back / removing. Will send photos. ACTION: Clerk to seek quotes for cutting back tree.	Wardens / CL
15	Shrubs on Beechwood Avenue green to rear of 7 Cedar Close	Letting Agent	Shrubs are growing over fence. Wardens to inspect to see if they can cut back. ACTION: Wardens to cut back overgrown shrubs taking care not to damage fence	Wardens
16	Bottom of Back Lane / cnr Rupert Neve	SK	Shrubs overgrown and obstructing footpath and vehicles. Needs to be cut back. Wardens to inspect	Wardens

MA087/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting
There was nothing further to discuss.

MA088/21 To note date of next meeting: 21 October 2021

The next meeting of the Maintenance Committee is scheduled for Thursday, 21 October 2021 at 09:30.

The meeting closed at 11:16

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 Expenditure Tracking 2021/22
(Actuals based on paid invoices)

EDGE Code		Budget 2021/22	Actual to date (31/08/21)	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		220	280	Cut banks & hedge
1150	Stockbridge Meadows - path cutting and rolling	300			300	
1150	Stockbridge Meadows - unplanned	500	79		421	Bin for car park
		15,200	916	220	14,064	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	105	48		57	
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	578	78	2,895	
	<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	62	9	114	
3200	Recreation Ground - pest treatment	600	180		420	
3200	Recreation Ground - unplanned	500			500	
3400	Pavilion - cleaning	1,500	102	17	1,381	
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	150	158	Sanitary disposal £292/ septic tank
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	147		253	Fire alarm service, security alarm service
3400	Pavilion - unplanned repairs & renewals	1,000	966	18	16	Heating repairs/ flood light repairs/step repair/guttering repair
3400	Pavilion - external redecoration (b/fwd from 2020/21 budget)	2,000			2,000	
		11,520	2,739	307	8,474	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	350	220	48	82	
4300/3	Wardens' equipment	500	59		441	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,350	673	88	589	
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	900	93	1,807	Electric bike £400
7100	Car park workshop - water	175	29		146	
7100	Car park workshop - utilities	1,085	563		522	Meter now read - account in credit
7100	Car park workshop - PAT testing	100			100	
7100	Car park - unplanned	490			490	
		8,917	2,443	229	6,245	
	<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	7,581	834	35,422	
	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc	7,470	3,113		4,358	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	2,300		3,220	
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	2,029		3,841	
2100	Cemeteries - extra cuts x 3	630			630	
3200	Recreation Grounds (currently £755 per month but may change)	9,060	3,775		5,285	
3200	Recreation Grounds - extra cuts x 4	520			520	
		32,170	11,217	-	20,953	

Monthly water situation report

East of England

Summary – August 2021

August had below normal rainfall in East Anglia with 33mm on average across the area, although with significant local variation. Soil Moisture Deficit (SMD) continued to increase but remains normal for the time of year. As expected river flows reduced throughout August at almost all indicator sites, although rivers in the North Norfolk catchments retained flows above normal or higher. Groundwater levels also continued to reduce, but all indicator sites in East Anglia remain normal or higher for the time of year and reflecting this, environmental support remained similar to July. All reservoir levels in the area remain above the normal operating curve.

Rainfall

East Anglia had an average of 33mm of rainfall in August which is classified as below normal for the time of year with 64% of the Long Term Average (LTA). The majority of the rainfall fell at two points within the month around the 5th-9th and 21st-22nd. The rainfall distribution was quite varied with the North Norfolk catchment receiving 46mm (77% LTA; normal) and North and South Essex catchments receiving 40 and 38mm respectively (83% and 82% LTA; normal), whilst the Little Ouse and Lark catchment had only 28mm and was classified as notably low (52% LTA). Totals over the previous 12 months across the area remain above normal with 122% of LTA recorded.

Soil Moisture Deficit/Recharge

SMD continued to increase throughout the month of August, albeit with a slight decrease in the second week in response to the rainfall. By the end of the month the SMD value reached 106mm, which is still classified as normal for the time of year. A similar spatial pattern to the previous month remains with slightly lower values to the south west and higher values to the north and around the coast.

River Flows

River flows throughout East Anglia continued to decrease during August at all indicator sites, as expected for the time of year, with the exception of the river Bure in North Norfolk. Across the area 86% of flows at indicator sites remain normal or higher, with 29% above normal and the river Burn in North Norfolk sustaining notably high flows for the time of year. The rivers Cam, Waveney and Tove all recorded below normal flows in August.

Groundwater Levels

Groundwater levels at all reported indicator sites continued to reduce in August, again as expected for the time of year. However, all sites in East Anglia remain normal or higher for the time of year with 50% of recorded sites having above normal levels. 17% of sites still retain notably high levels for the time of year – Bircham Newton in the North West Norfolk Chalk, Biggleswade in the Ivel Sandstone and Fringford in the Great Oolite.

Reservoir Storage/Water Resource Zone Stocks

Reservoir levels have remained steady at two of the five reservoirs in the area (Grafham and Hanningfield) and have slightly reduced at three of the five reservoirs (Ardleigh, Abberton and Alton). All reservoirs end the month above their normal operating curve and, with the exception of Abberton which is classified as normal, all have levels classified as above normal or higher for the time of year.

Environmental Impact

Groundwater support scheme operations have largely remained the same in August, with a slight increase in pumping hours for pumps already in operation. 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. The Hiz and Thet-Little Ouse schemes both remained with no pumping.

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.

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 Ivel, and of notably high flows in the Bedford Ouse and Ouse in September. There is a significantly 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 in December, and an increased probability of above normal flows in the Upper 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 above normal at all key sites in September.

March 2022: There is a reduced probability of exceptionally low groundwater levels at Bircham Newton and Washpit Farm, Rougham in the North West Norfolk Chalk in March 2022. There is a slightly increased probability of groundwater levels below normal or lower at Newmarket (Snail Chalk) and Kenninghall (Little Ouse Chalk).

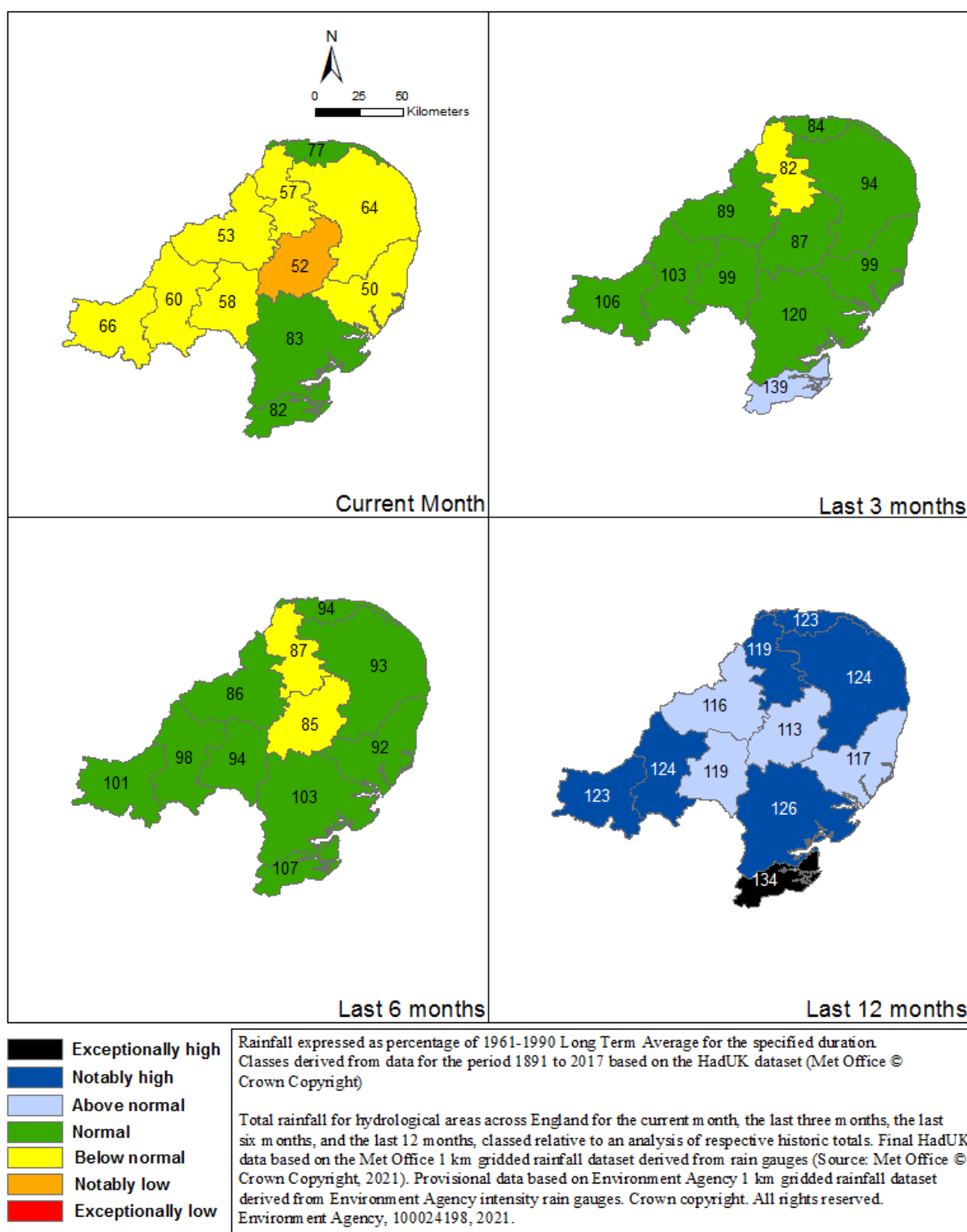
Author:

[ANG-Hydrology](#)

Contact details: 03708506506

Rainfall

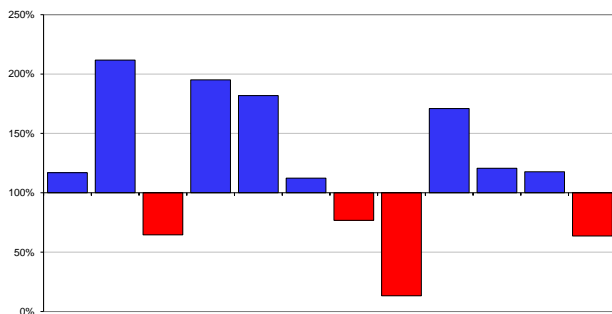
August 2021



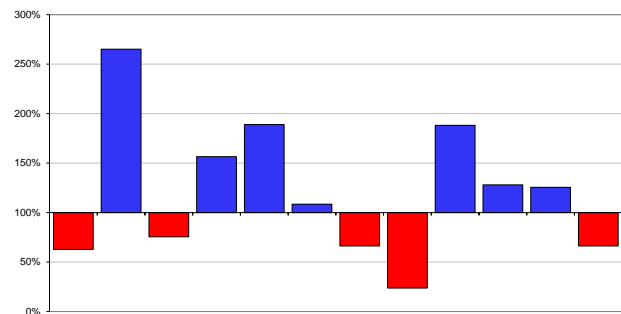
Above average rainfall

Below average rainfall

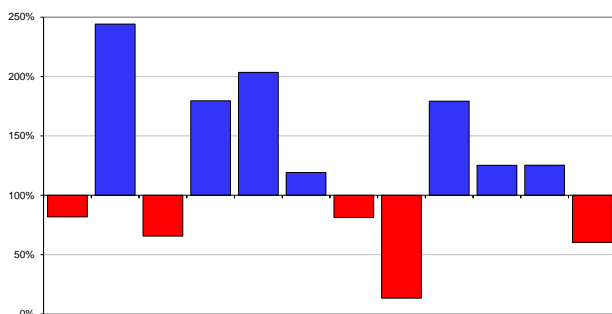
1-Month Period for East Anglia



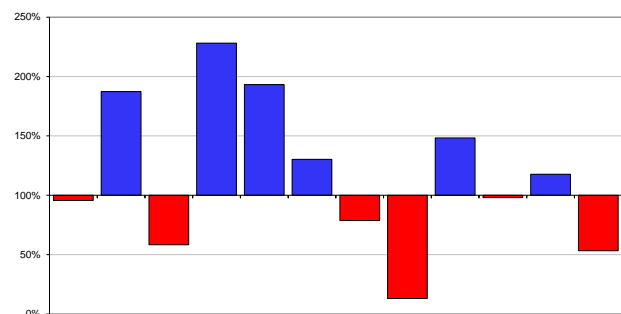
1-Month Period for Upper Bedford Ouse



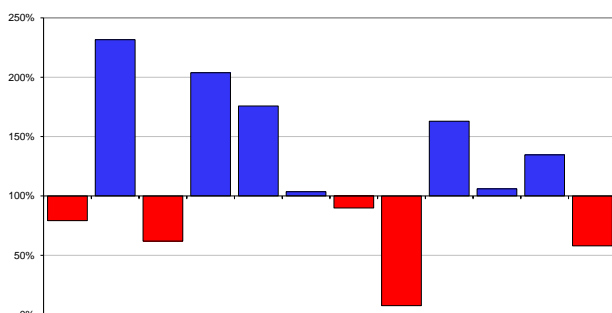
1-Month Period for Lower Bedford Ouse



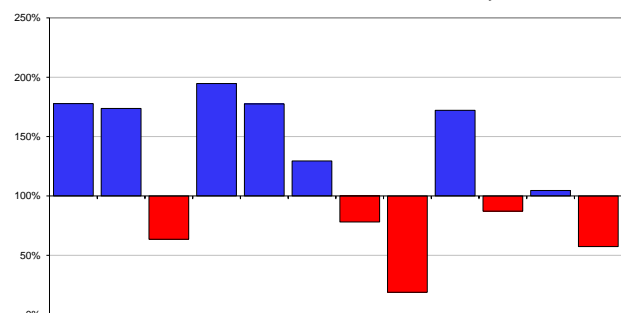
1-Month Period for Central Area Fenland



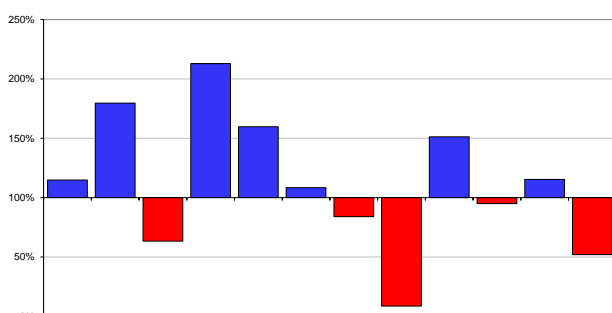
1-Month Period for Cam



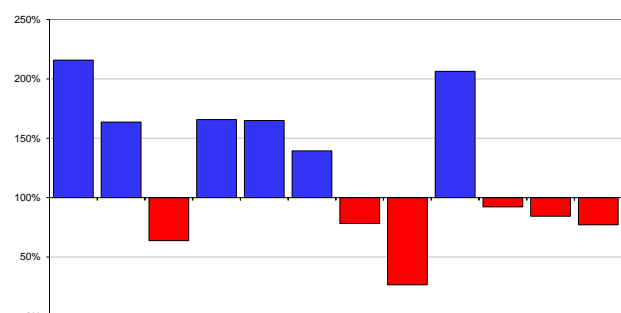
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark



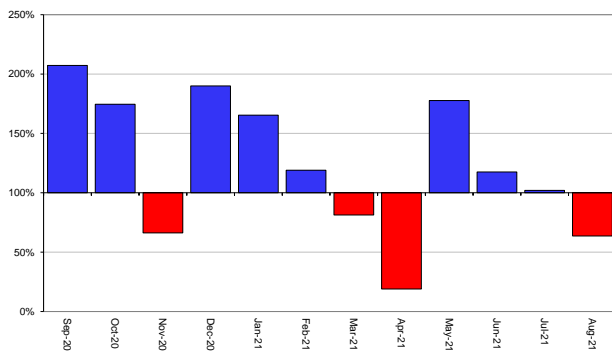
1-Month Period for North Norfolk



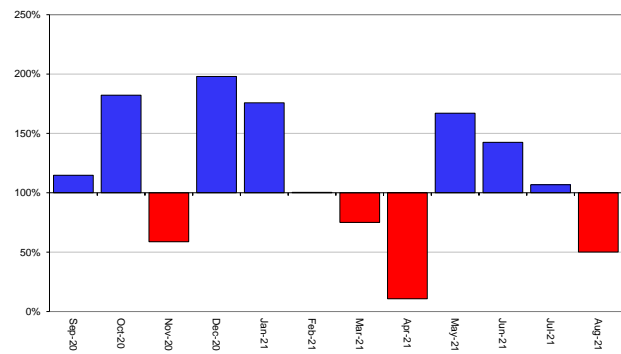
Above average rainfall

Below average rainfall

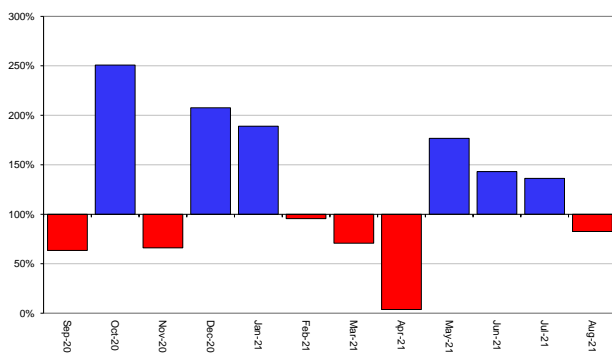
1-Month Period for Broadland Rivers



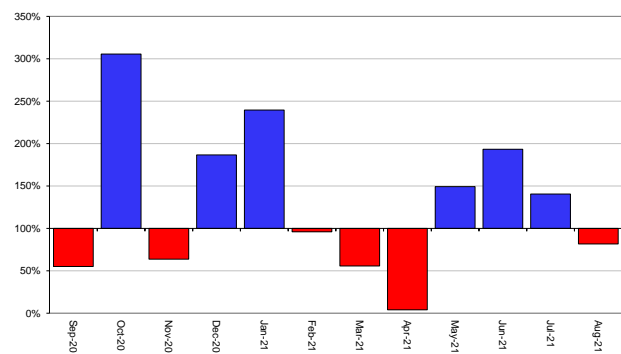
1-Month Period for East Suffolk



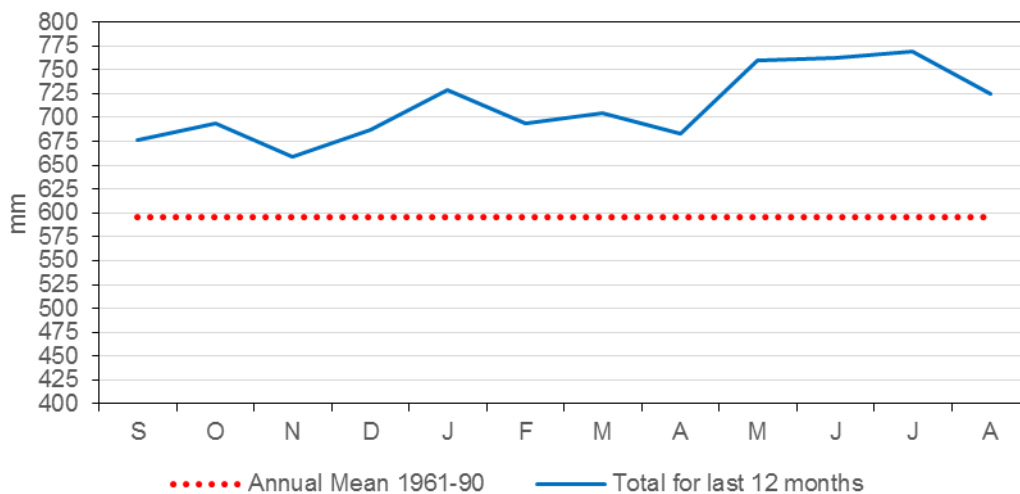
1-Month Period for North Essex



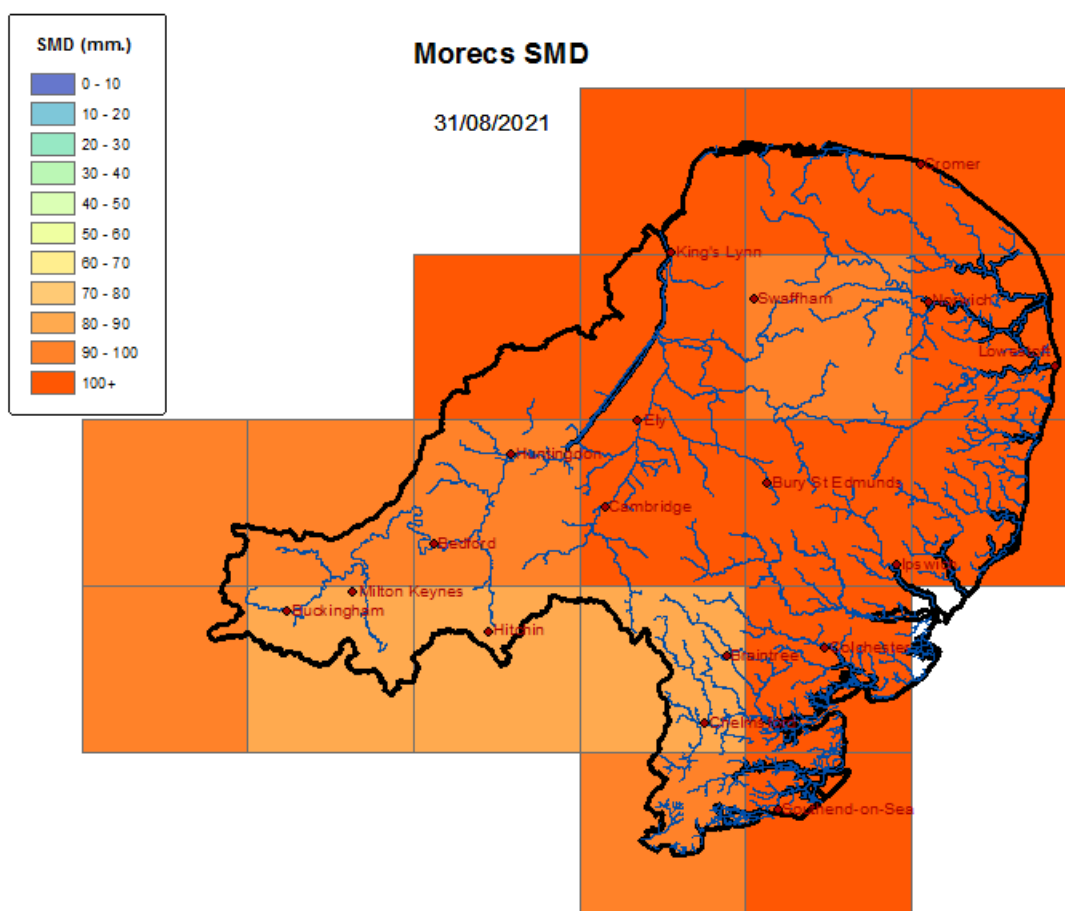
1-Month Period for South Essex



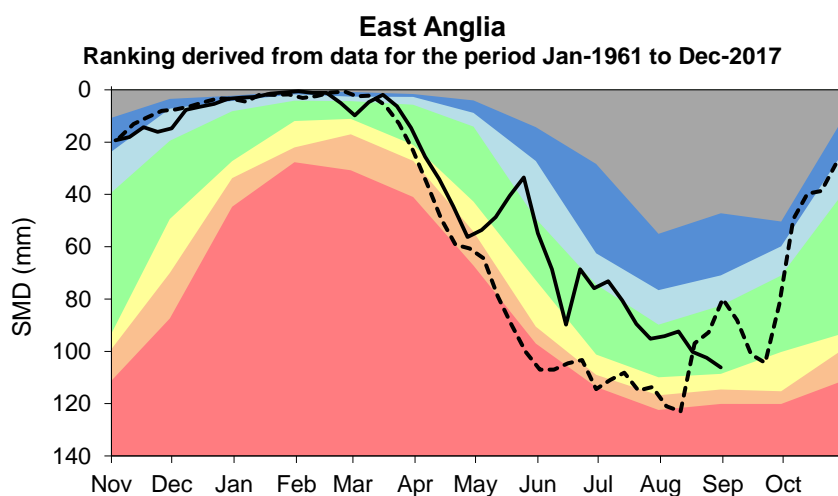
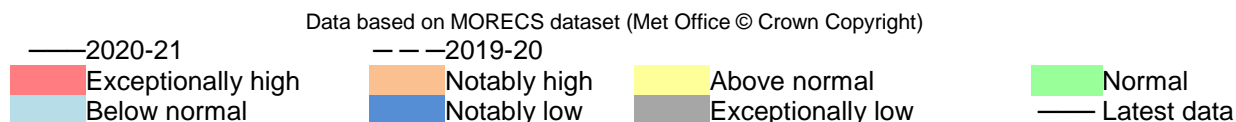
Monthly Rainfall Surplus/Deficit



Soil Moisture Deficit

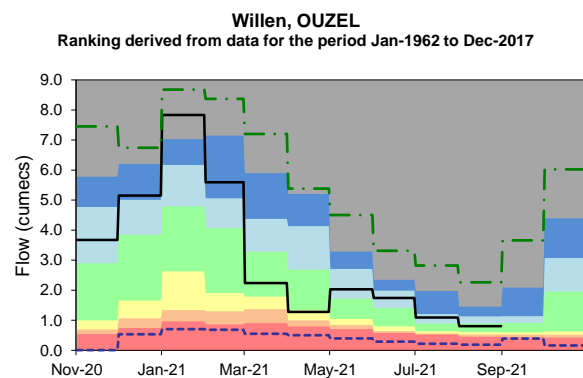
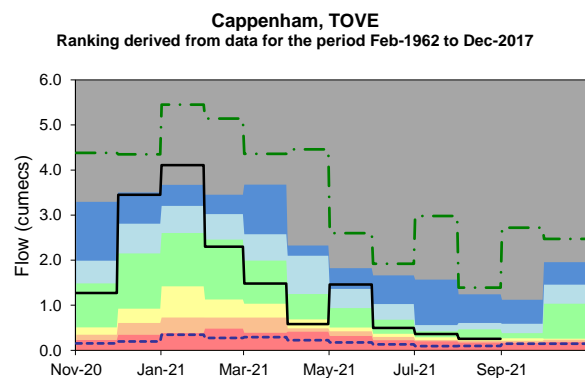
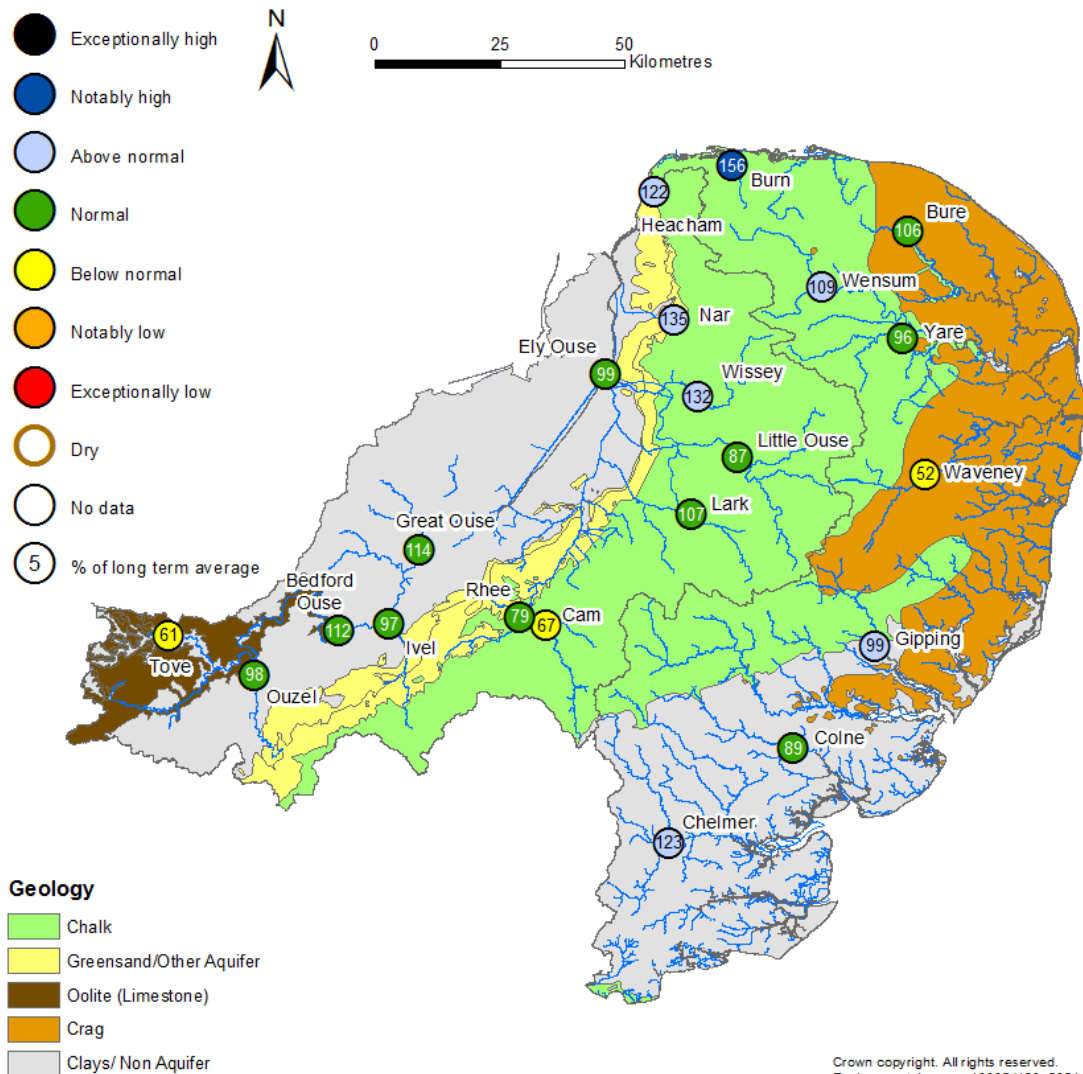


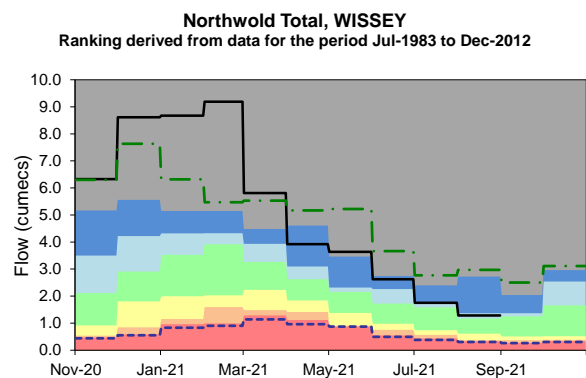
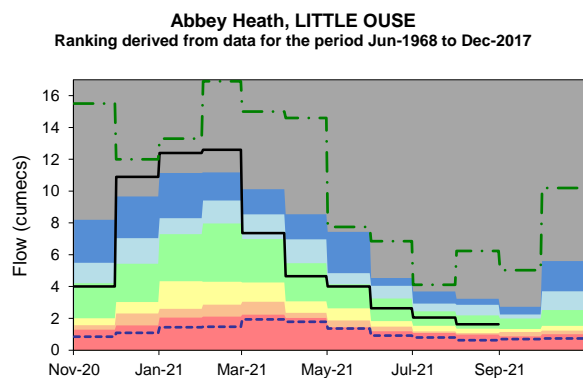
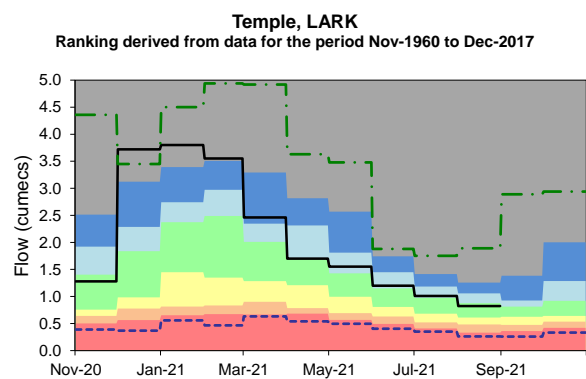
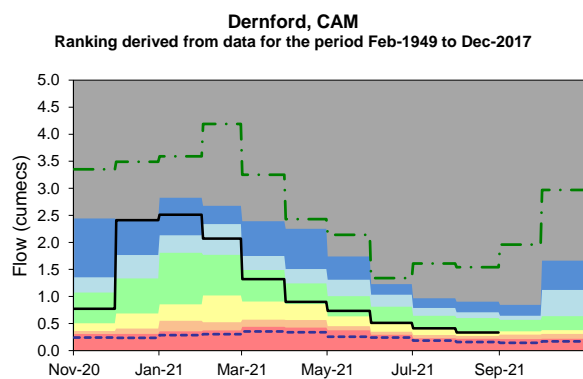
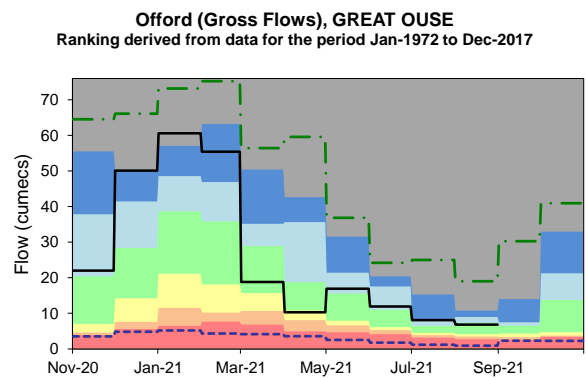
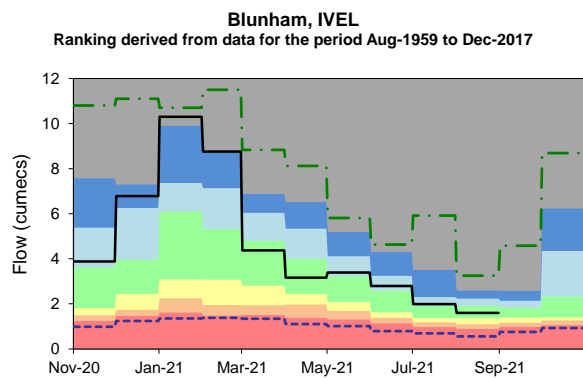
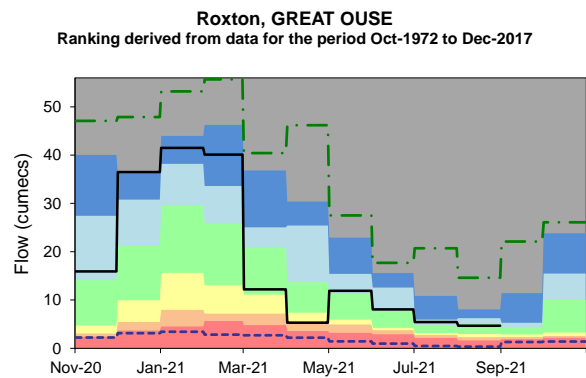
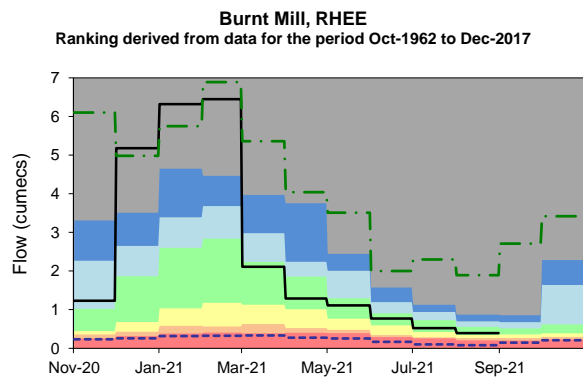
Data based on MORECS (Met Office © Crown Copyright)

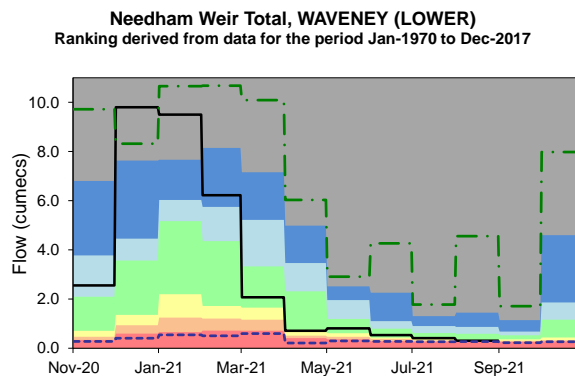
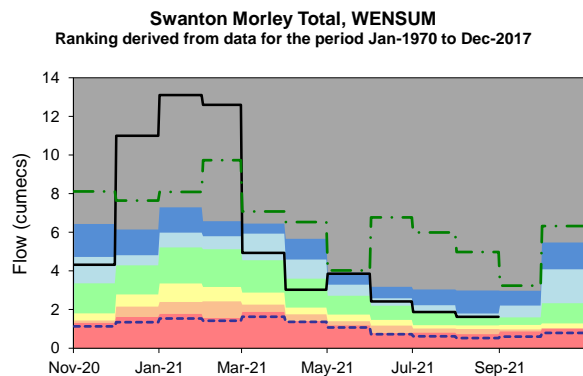
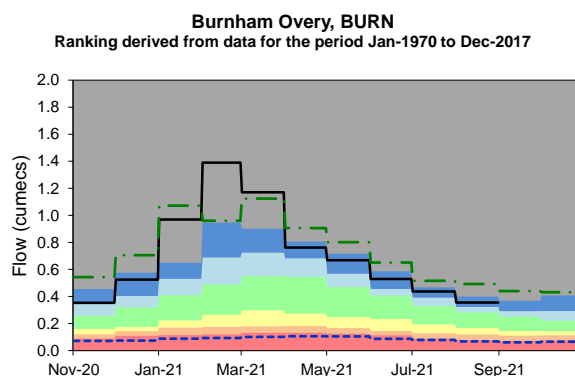
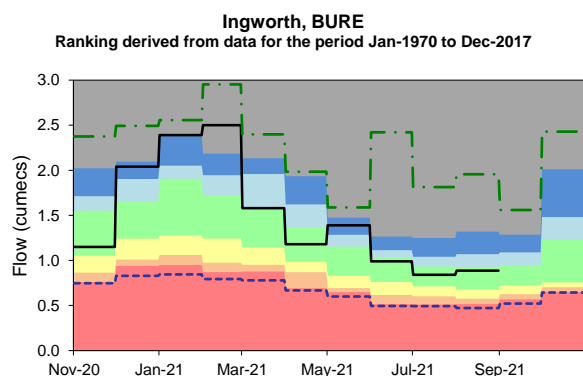
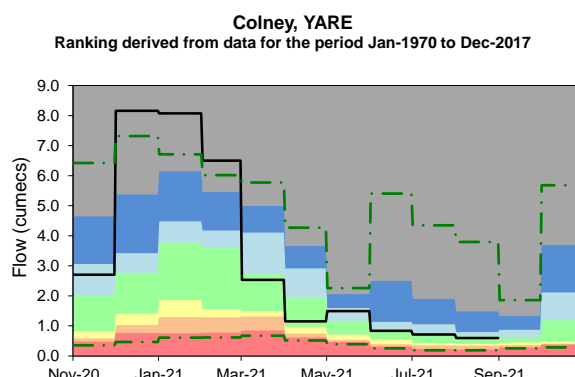
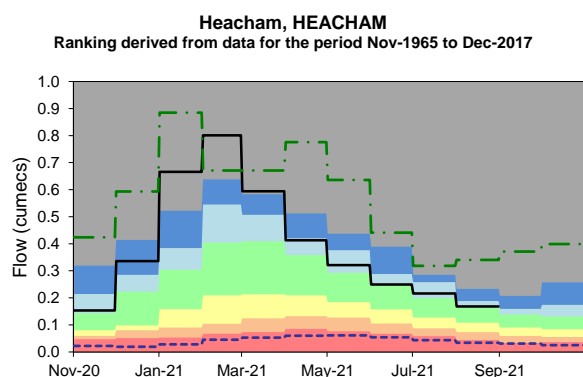
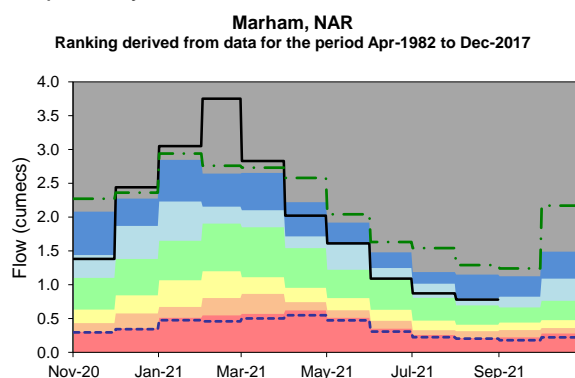
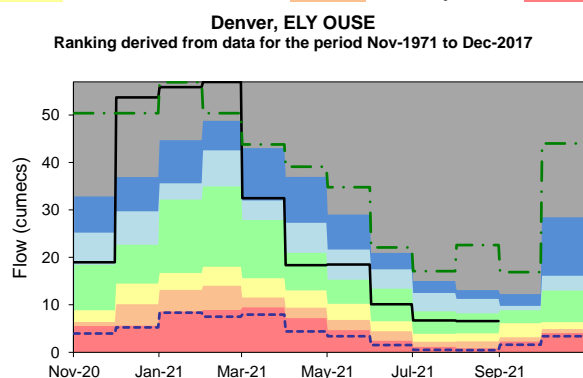


River Flow

August 2021



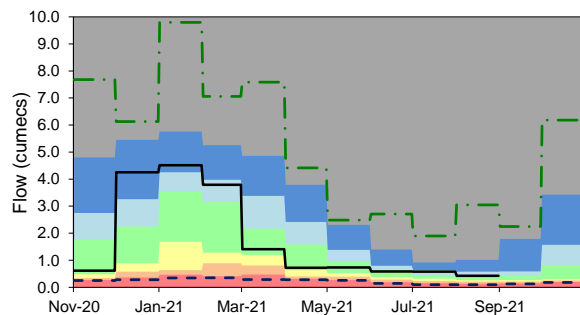






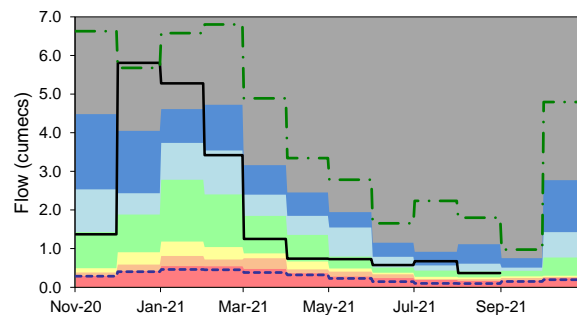
Bramford, GIPPING

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



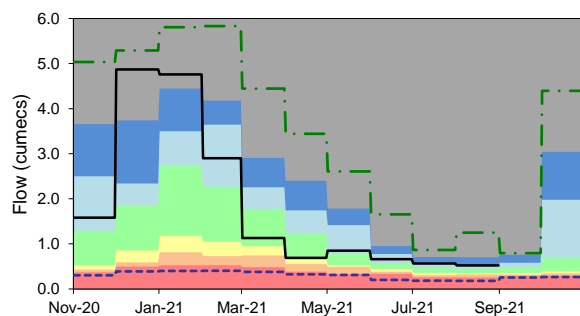
Lexden, COLNE

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

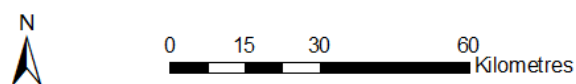


Springfield, CHELMER

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



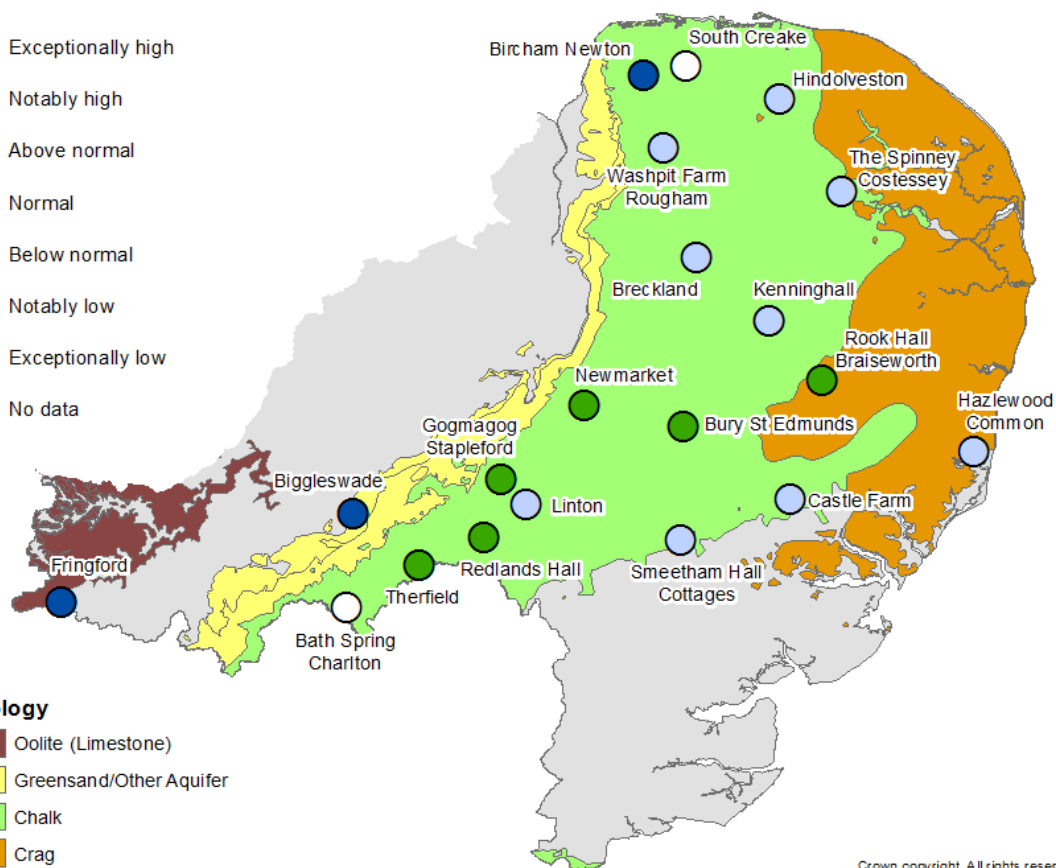
Groundwater Levels August 2021



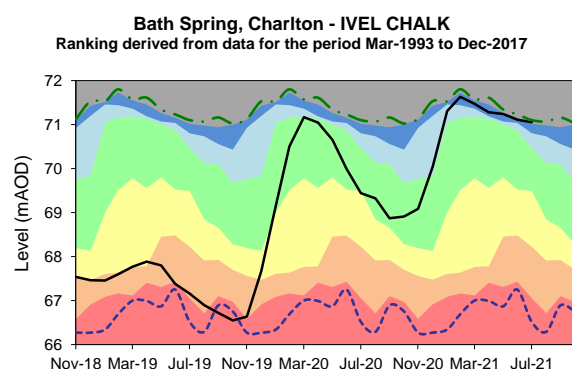
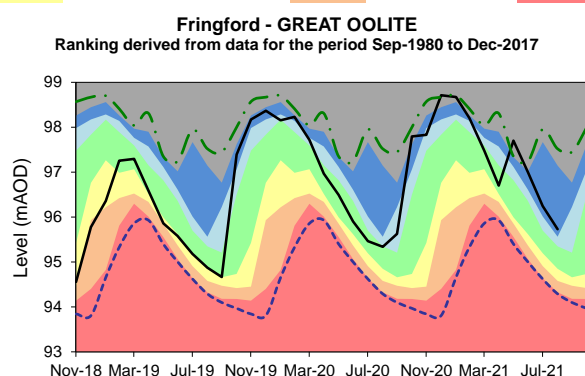
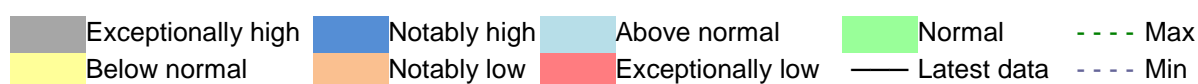
- Exceptionally high
- Notably high
- Above normal
- Normal
- Below normal
- Notably low
- Exceptionally low
- No data

Geology

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

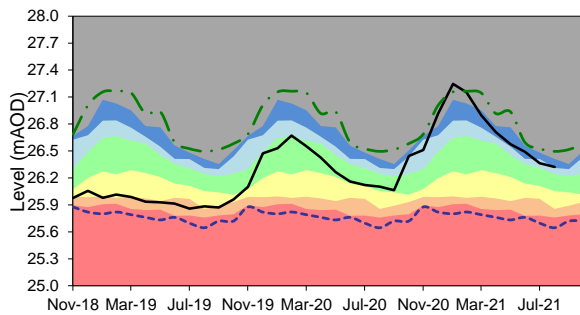


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Environment Agency, 100024198, 2021

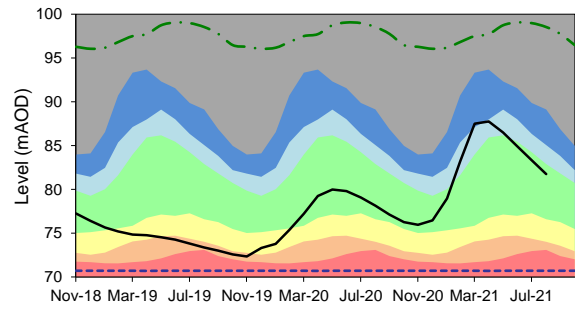




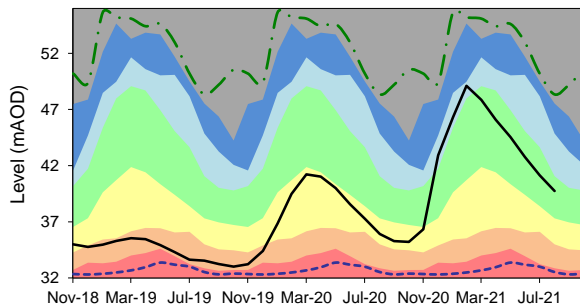
Biggleswade - IVEL SANDSTONE
Ranking derived from data for the period Mar-1968 to Dec-2017



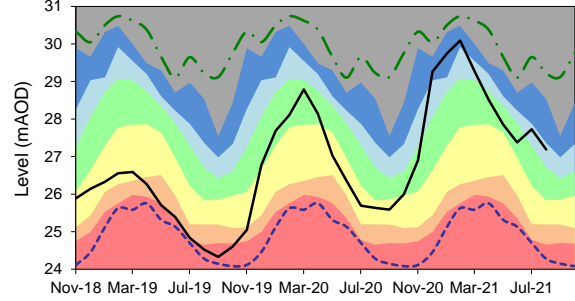
Therfield Rectory - N HERTS CHALK
Ranking derived from data for the period Jan-1883 to Dec-2017



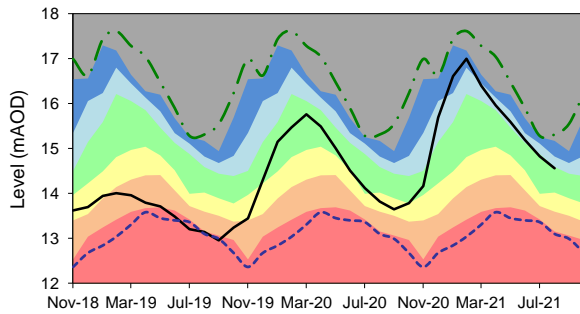
Redlands Hall, Ickleton - CAM CHALK
Ranking derived from data for the period Aug-1963 to Dec-2017



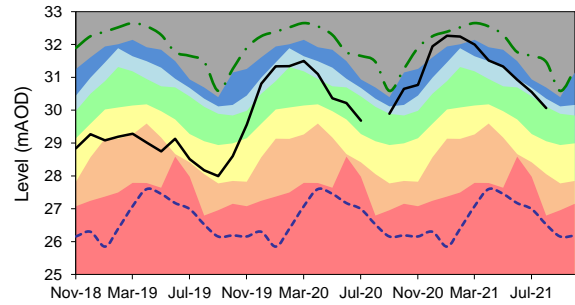
Linton - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



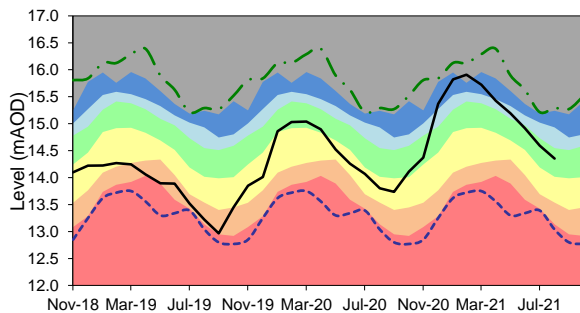
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



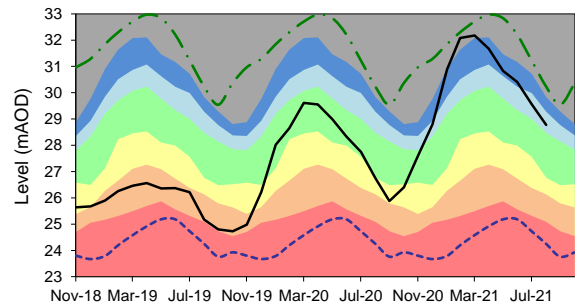
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017



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

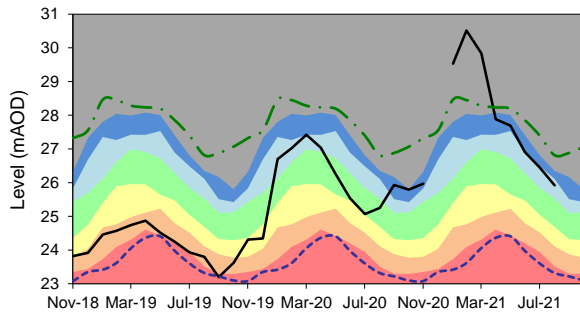


Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017

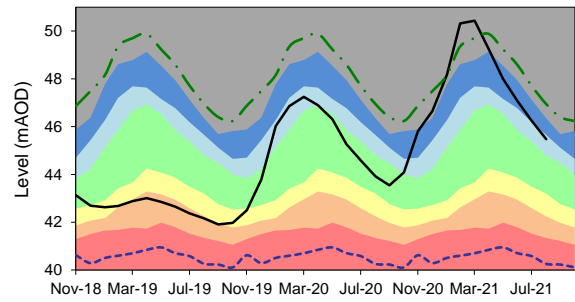




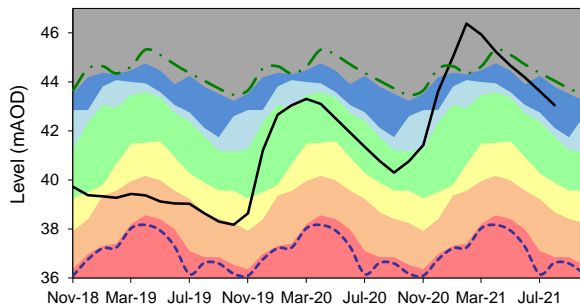
Breckland - WISEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



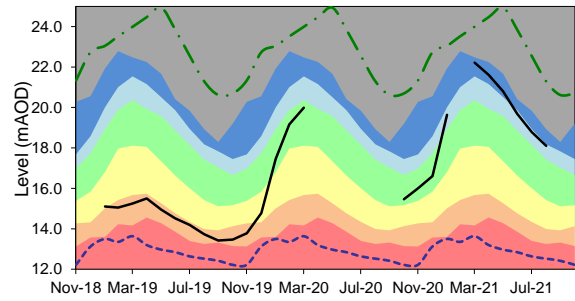
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



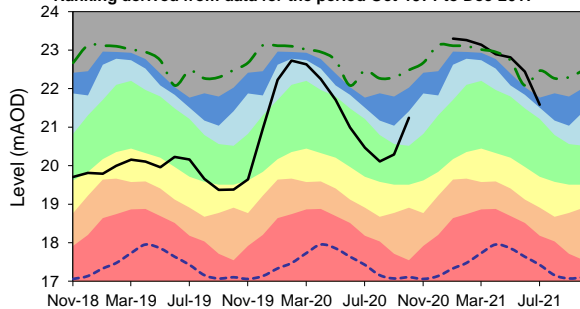
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



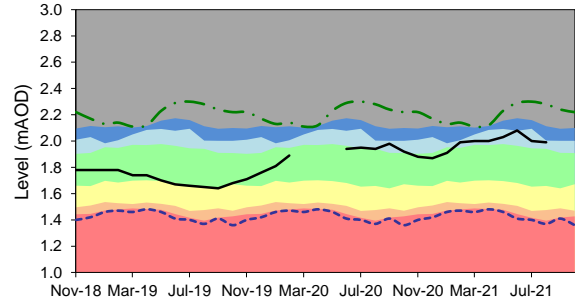
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



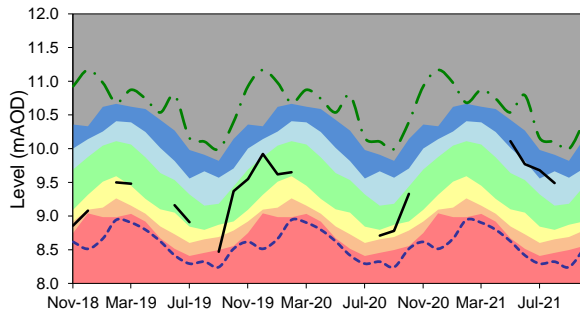
**Old Primary School, South Creake
NW NORFOLK CHALK**
Ranking derived from data for the period Oct-1971 to Dec-2017



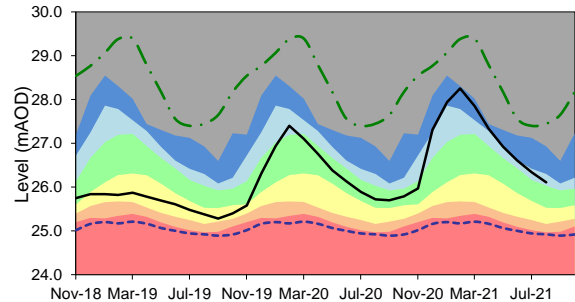
Hazlewood Common - SUFFOLK CRAG
Ranking derived from data for the period Oct-1988 to Feb-2020



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

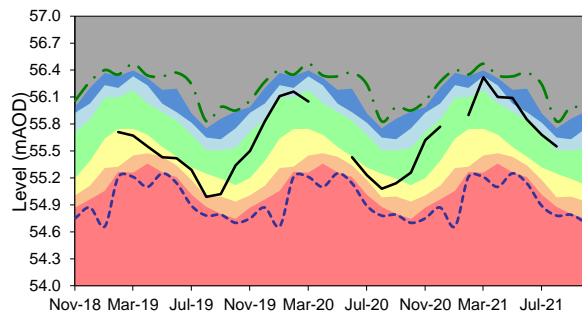


Smeetham Hall Cottages, Bulmer - ESSEX CHALK
Ranking derived from data for the period Jan-1964 to Dec-2017

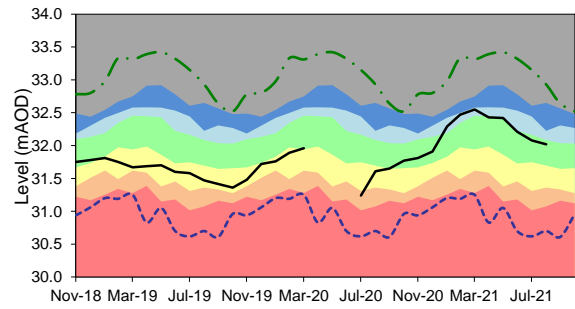




Hindolveston - NORFOLK CHALK
Ranking derived from data for the period Sep-1984 to Nov-2017

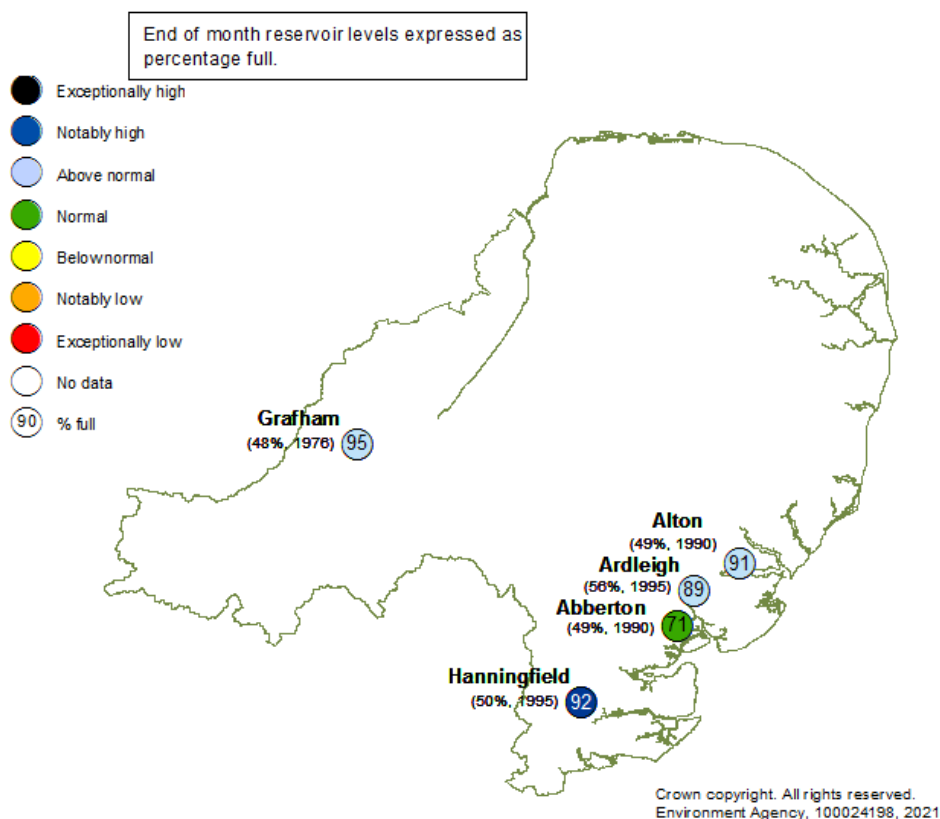


Rook Hall, Braiseworth - SUFFOLK CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017

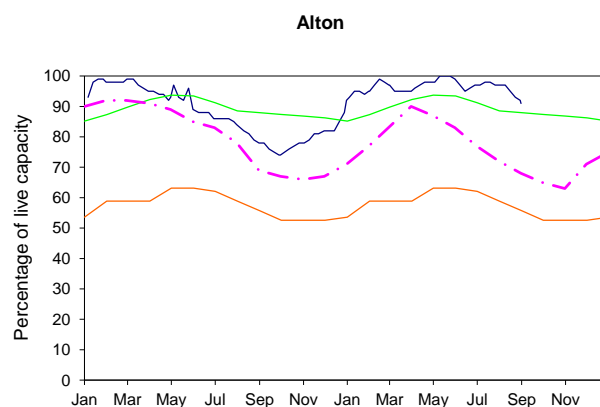
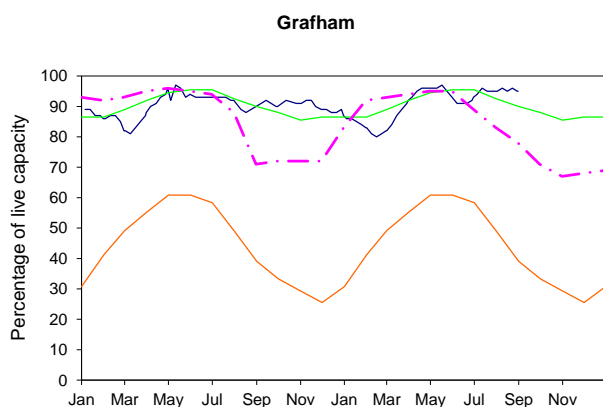


Reservoir Stocks

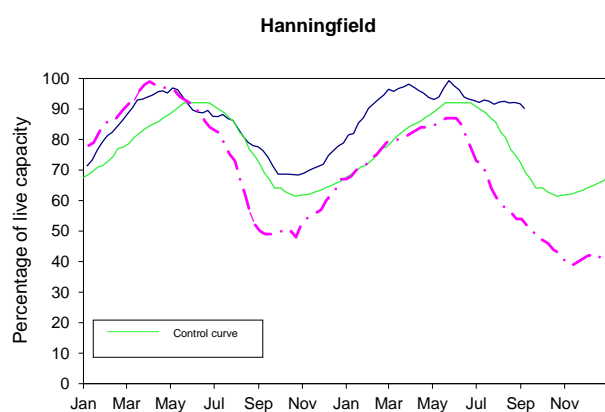
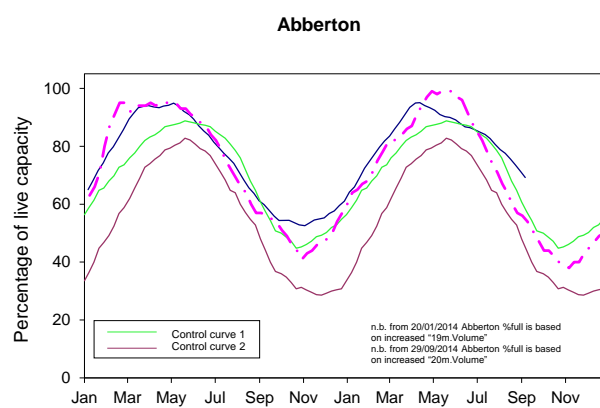
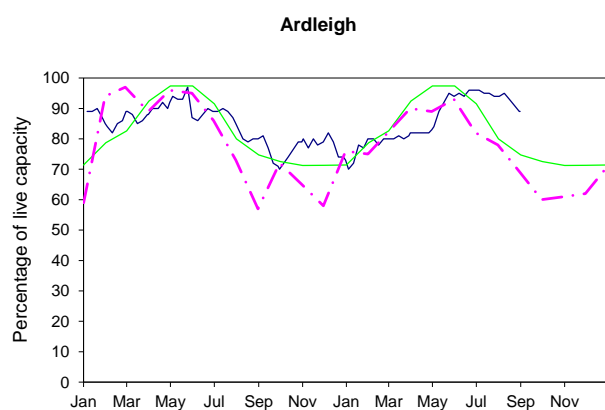
August 2021



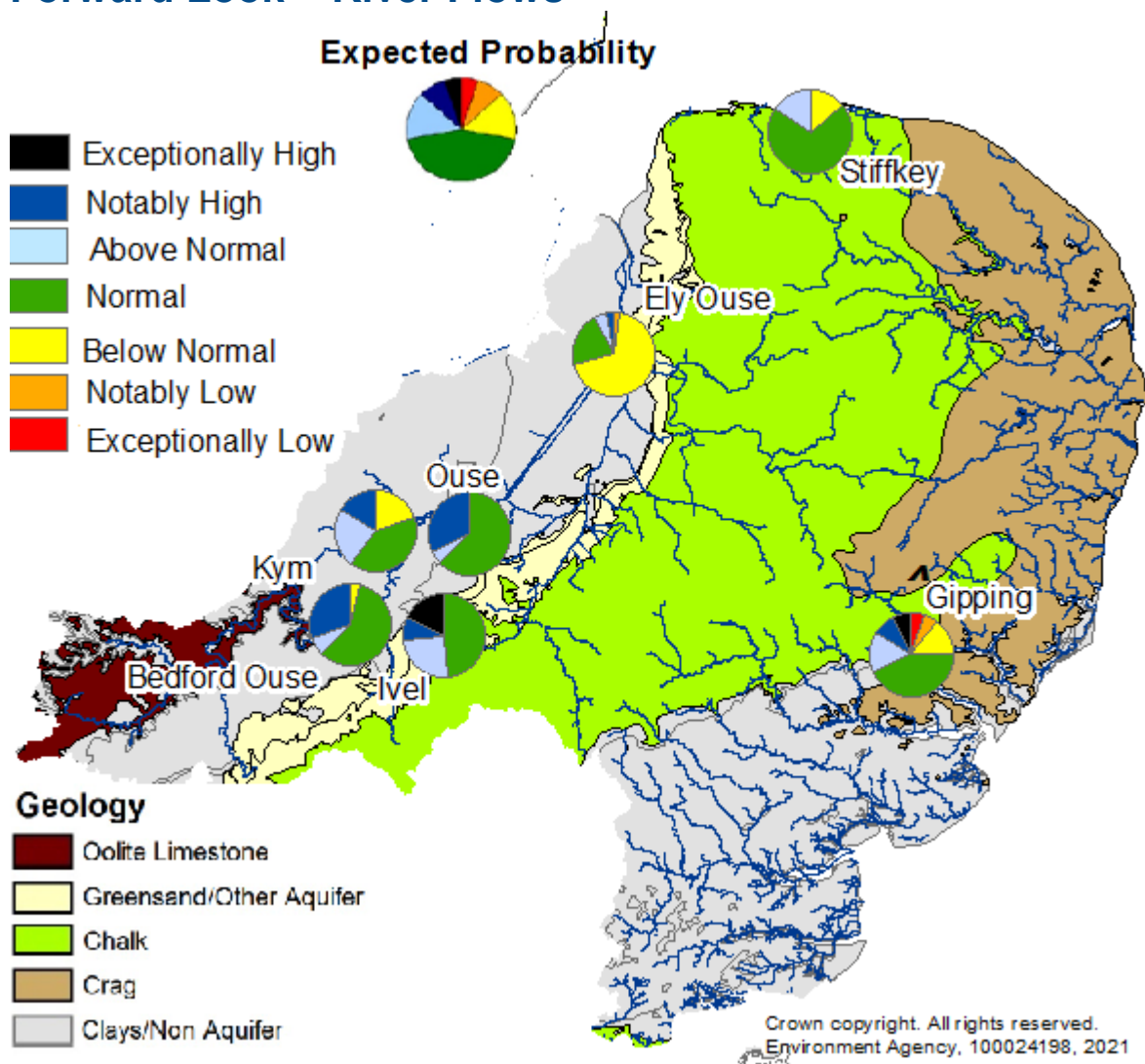
— 2020-2021 — Normal Operating Curve — Drought Alert Curve — 1995-1996



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



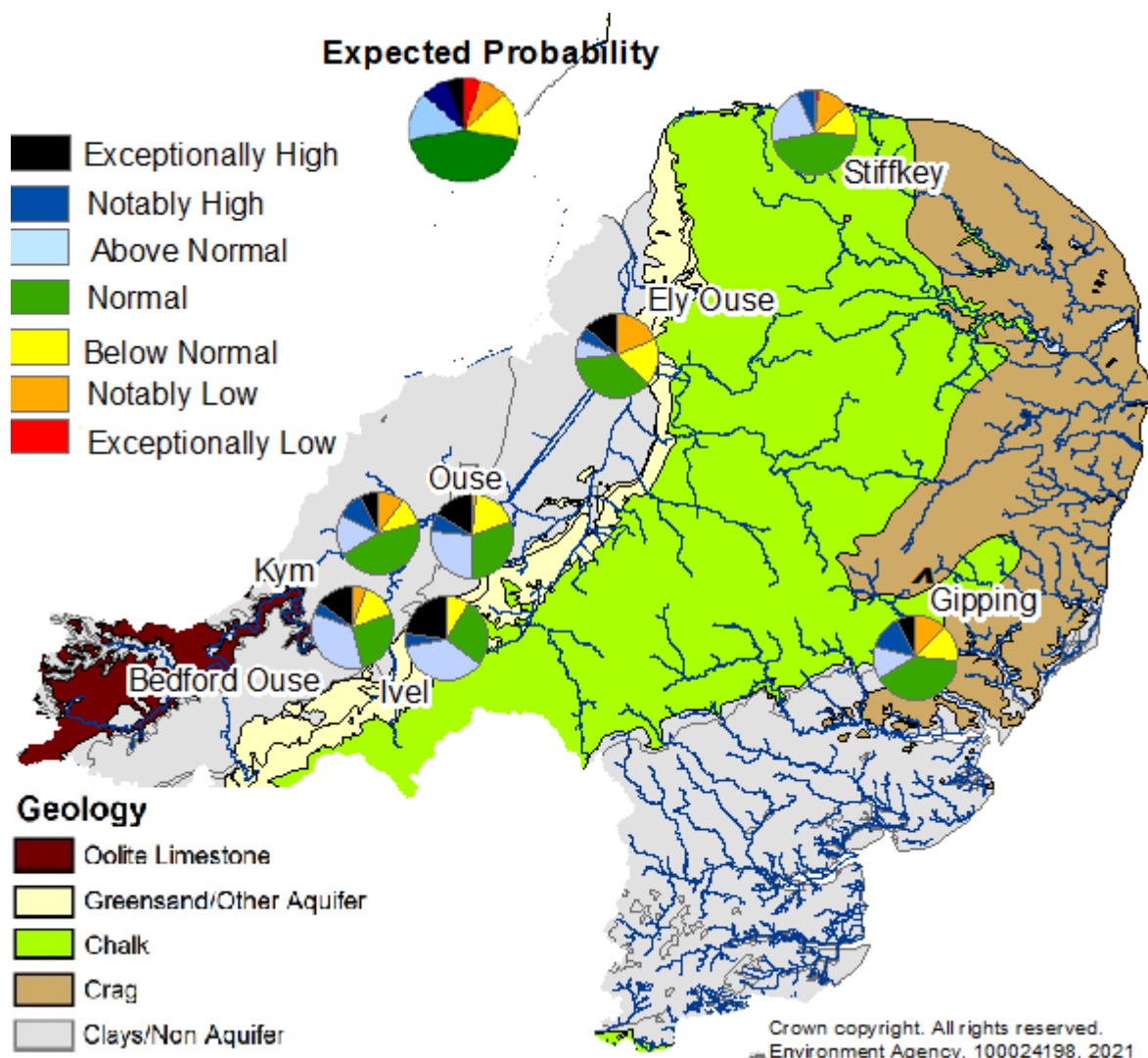
Forward Look – River Flows



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 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.

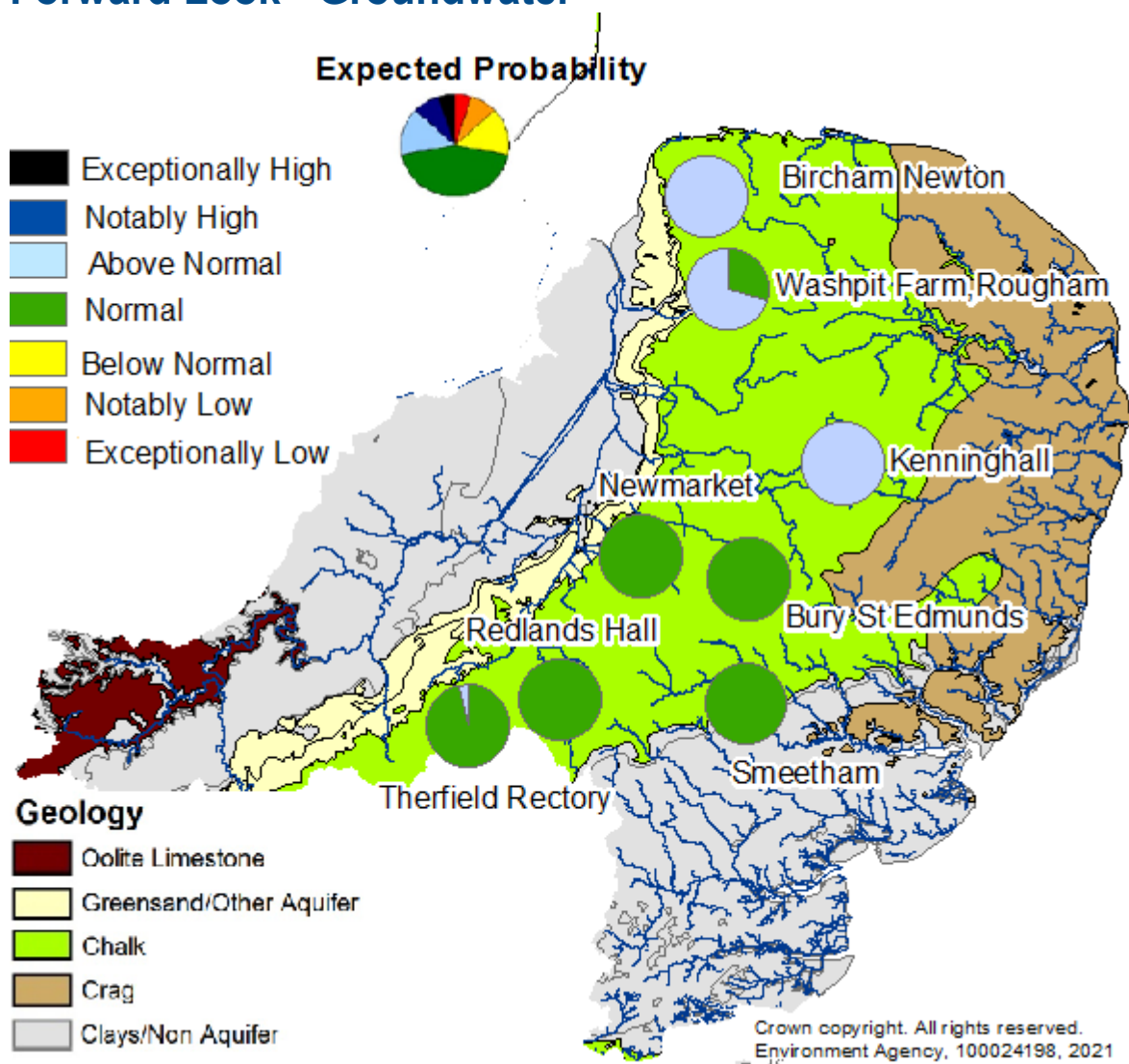
[^] "Naturalised" flows are projected for these sites'



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.

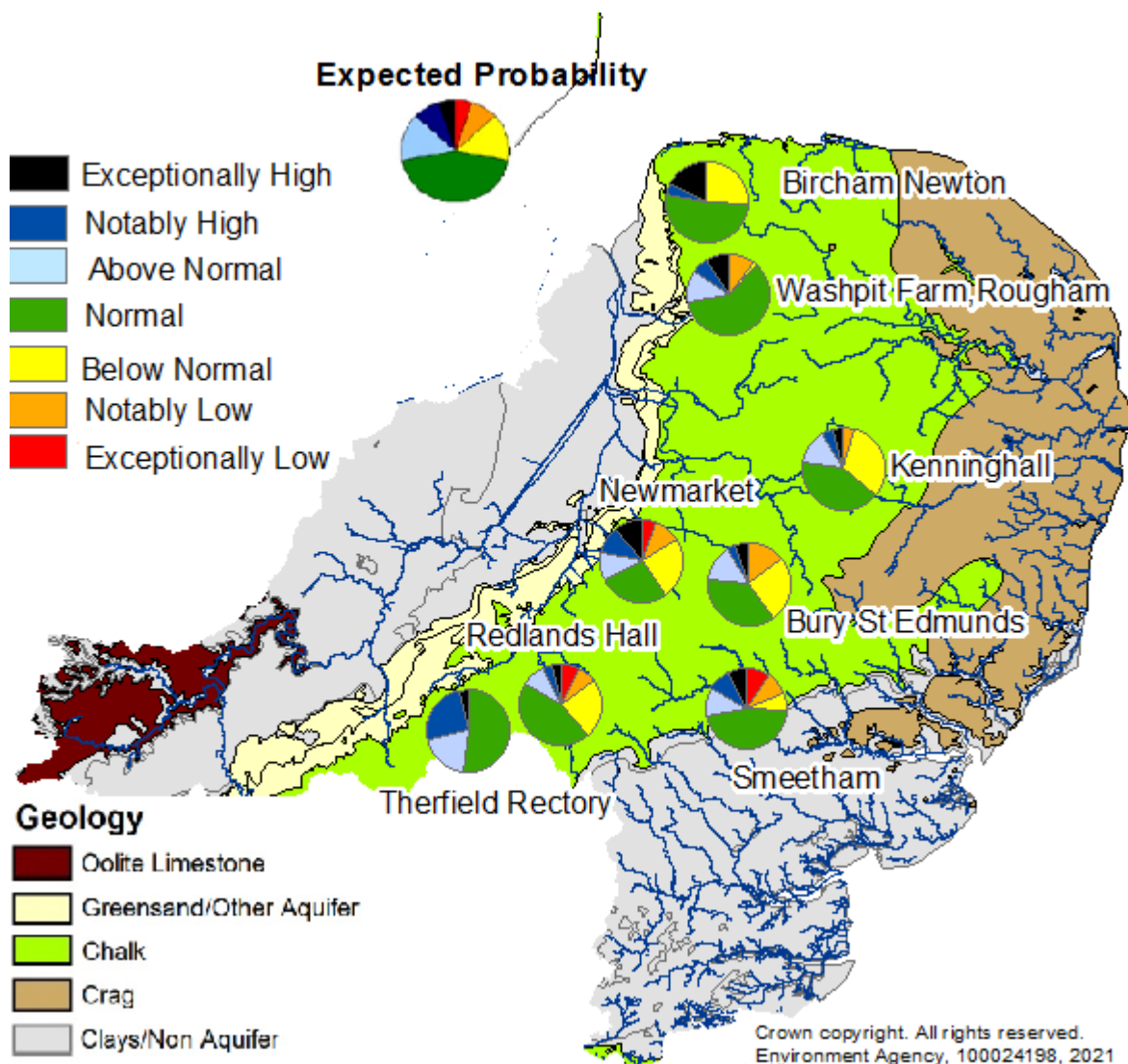
Probabilistic ensemble projections of river flows at key indicator sites in December 2021. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency)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



ARGENTA

T R E E S U R V E Y S

TREE HEALTH & SAFETY SURVEY & ARBORICULTURAL REPORT

Sites at:
Several locations
The Parish of Melbourn
South Cambridgeshire

Job ref	Report Version	Author	Checked	Date
ATS0451	V1	IL	IL	September 2021





Ian Lorman

Relevant Qualifications

Professional Diploma in Arboriculture (Royal Forestry Society)

National Diploma in Arboriculture

National Certificate in Horticulture (Arboriculture Module)

Professional Membership

I have been a Fellow Member of the Arboricultural Association since 2013

Membership number FE1030



Arboricultural
ASSOCIATION

Fellow Member

Experience

My industry experience extends to nearly 30 years from craft level in arboriculture and closely related industries to working as an Arboricultural / Trees Officer in five local authorities. I have been practicing arboricultural consultancy for several years.





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4	Tree survey methodology	10
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6	Site: Recreation Ground - Observations	15
7	Site: Stockbridge Meadows - Observations	16
8	Site: Royston Road - Observations	17
9	Normative references	18

Included with this report

Reference map of tree survey / resurvey scope adapted from material of Parish Clerk

Tree location plans x 4 for each part of village covered

Tree survey schedule for Royston Road





1 Limitations

1.1 The content of this report is valid for a period of between one and three years from the date shown on the title page.

- i. Trees in Zone 1: One year (**red** on plans)
- ii. Trees in Zone 2: Two years (**amber** / **orange** on plans)
- iii. Trees in Zone 3: Three years (**green** on plans)
 - Note: Trees are living organisms whose health and condition can change rapidly. Condition and health and safety should be checked on a regular basis and after an extreme weather event.

1.2 Trees

1.2.1 The tree survey has been undertaken from ground level using non-invasive methods. The presence of obstructions, Ivy, hedges, epicormic shoots or other climbing plants on tree trunks and branches obscures any defects that might be present that could otherwise be identified. In the presence of climbing plants and hedges etc assumptions are made based upon the general health and appearance of trees, which may differ fundamentally if ivy etc were not present. For example, a tree that has the overall appearance of good health and vigour may have a serious structural defect hidden by climbing plants or a hedge. Where Ivy severance / removal is recommended, this is usually to facilitate a tree inspection at a later date.

1.3 Tree Law

1.3.1 This report does not consider the presence of, or implications of statutory controls upon trees, such as Tree Preservation Orders (TPO) or Conservation Areas. It shall be the responsibility of the landowner or their agent, to ensure that statutory requirements are met. At the time of writing, South Cambridgeshire District Council's online mapping service provides details of TPOs and Conservation Areas.

1.4 Wildlife

1.4.1 Before carrying out tree works, it is necessary to observe laws in respect of protected species and habitats. Various habitats and species of animal in the UK are protected by the following Statutory Instruments:



- Wildlife and Countryside Act 1981(as amended)
- Natural Environment and Rural Communities Act 2006 (NERC Act)
- Conservation of Habitats and Species Regulations 2010 (as amended)
- Protection of Badgers Act 1992
- The Hedgerows Regulations 1997
- Countryside and Rights of Way Act 2000

All tree work operations must comply with The Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000, which provide statutory protection to birds, bats, and other species, all of which could inhabit trees. Where works may constitute an offence, advice will be acquired from a suitably qualified person before works are able to proceed. For example, it may be necessary to programme tree work outside of the bird nesting period, typically March through to August inclusive.

1.5 Non-disclosure Notice

- 1.5.1 The content and layout of this report are owned by the author. This report may not be copied or used without the author's agreement for any purpose other than the purpose indicated in this report.

1.6 Third Party Disclaimer

- 1.6.1 The report was prepared by the author at the instruction of and for the use by Melbourn Parish Council. The author provides this advice without prejudice and bases his opinions on knowledge, experience, qualifications, and published research and cannot be held responsible for the consequences of a difference of opinion held by third parties, for example the Local Planning Authority or Planning Inspector. The author does not accept liability for any loss or damage arising from reliance on the content of this report.



1.7 Status

- 1.7.1 This is a tree safety report. It has been prepared in compliance with a landowner's duty of care obligations in regard to the health and safety of the public and property such that may be presented by the partial or whole structural FAILURE of a tree or trees. The report makes recommendations for tree surgery works to address defects identified during the tree survey. The tree surgery works are given a priority weighting.
- 1.7.2 This document does not;
- i. address the matter of the current or future potential for damage to buildings or other structures and surfaces from tree roots, directly or indirectly,
 - ii. address any hazards presented by low-hanging tree branches that have the potential to cause injury to pedestrians (e.g. eye injury) or damage to vehicles.



2 Brief

- 2.1 This report was requested by Melbourn Parish Council on 22nd April 2021. The tree survey was conducted on 14th June 2021 (all sites except Royston Road) and 31st August 2021 (Royston Road only). I am instructed to undertake a health & safety tree survey at several sites across the Parish to identify structural defects in trees and to make recommendations for tree surgery operations to eliminate a risk, or mitigate a risk to an acceptable level, proportionate to the nature and the location of the trees. Trees have been plotted on an Ordnance Survey base map using Geographical Positioning System (GPS) to a level of accuracy that is sufficient to identify the location of the trees, typically +/- 2 metres.
- 2.2 The previous arboricultural report of Argenta Tree Surveys Ltd of August 2019 captured trees numbered from 1 to 61. This current report adds to those numbers in respect of the Royston Road site, which was not surveyed in 2019. Trees in the Royston Road site (surveyed August 2021) are numbered from 62 to 92.



3 Summary of findings and recommendations

- 3.1 The trees are located at four sites across the Parish and their locations are shown on four separate maps.
- 3.2 Overall, the health and condition of trees is good and there are no emergency works required. Nine trees have been identified for remedial safety works (to be undertaken within twelve months of receipt of this report).

- Below: Table – Summary of tree surgery recommendations

Tree number	Map number / name	Species	Site	Tree surgery	Priority
9	INSET 2 The Moor play area	Birch	The Moor play area	Shorten over extended limbs on north side of crown (growing towards houses) by approximately 4 metres	2
11	INSET 2 The Moor play area	Birch	The Moor play area	Shorten over extended limbs on north side of crown (growing towards houses) by approximately 4 metres	2
64	Royston Road	Lombardy Poplar	Royston Road	Remove dead wood	2



80	Royston Road	Lombardy Poplar	Royston Road	Fell to ground level	2
81	Royston Road	Lombardy Poplar	Royston Road	Fell to ground level	2
82	Royston Road	Lombardy Poplar	Royston Road	Remove dead wood	2
85	Royston Road	Lombardy Poplar	Royston Road	Fell to ground level	2
86	Royston Road	Lombardy Poplar	Royston Road	Fell to ground level	2
90	Royston Road	Lombardy Poplar	Royston Road	Fell to ground level	2

- 3.3 Recommendations for cyclical expert re-inspection after this initial survey will not require that all the trees be re-inspected unless it is time to look at them again. For example, 12 months after the date of this report it may only be necessary to inspect the 'Zone 1' trees.
- 3.4 Subsequent inspections will require renewal of the Ordnance Survey map Licence.
- 3.5 Photographs are shown below with their tree number which can be cross-referred with the tree survey schedule.



- Below: Tree 9 (Birch) – Over-extended limbs growing towards houses

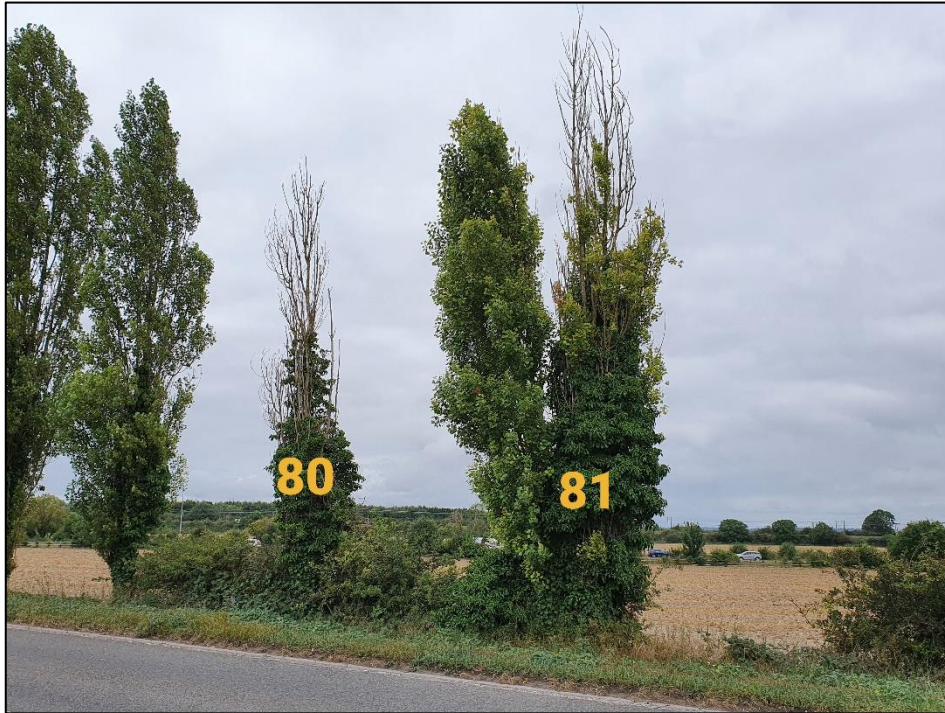


- Below: Tree 11 (Birch) – Over-extended limbs growing towards houses





- Below: Trees 80 & 81 (Poplar) – Tree 80 is dead. Tree 81 is partially dead and has a precarious ‘subsiding’ stem leaning over the road



- Below: Tree 82 (Poplar) – Dieback in upper crown





- Below: Tree 90 (Poplar) – Dying back and large ‘subsiding’ stem leaning over the road





4 Tree survey methodology

- 4.1 The trees have been assessed at ground level, using no ancillary equipment in accordance with the principles of Visual Tree Assessment (VTA) *C. Mattheck, K, Bethge, K, Weber (1994)*. The trees are numbered in sequence starting at '1' and are identified on the tree location plans.
- 4.2 Trees with a stem diameter less than, or equal to 75 millimetres diameter at 1.5 metres above ground level may not have been recorded. Trees that, at the time of writing and due to their size and location that could not conceivably present a health and safety risk have not been recorded. Such trees may be recorded in later years once they have attained greater size.
- 4.3 Common tree names are given.
- 4.4 Tree height is estimated in metres.
- 4.5 Stem diameter is estimated in millimetres at 1.5 metres above ground level (or nearest practical height). Where multiple dimensions are given, this reflects the multi-stemmed nature of the tree. Where the number of stems exceeds six, the software used records only a single figure which represents the estimated average trunk diameter across the stem range.
- 4.6 Crown spread is estimated in metres as a radius from the trunk. This is not intended to give the impression that the tree crowns are symmetrical.
- 4.7 A priority rating has been provided where remedial tree surgery operations have been recommended. This provides a guide to assist with scheduling work and states the maximum period that should elapse from inspection date to the tree surgery operations. The following scale is used:
- 0 – No tree surgery work
 - **1** – Urgent works that should be undertaken within six weeks of the tree inspection (if the urgency is deemed higher than this, the entire survey entry



row will be highlighted in **RED** in the tree survey schedule, in which case it should be undertaken as soon as practicable – ie. straight away).

- 2 – Works that should be undertaken within 12 months of the tree inspection.
- 3 – Works that should be undertaken within 18 months of the tree inspection, or prior to the next scheduled tree inspection, whichever is sooner.

4.8 Life stage is estimated in accordance with the typical lifespan of the particular species.

Young: Young trees

Early-mature: Early-mature, trees less than 1/3 life expectancy.

Mature: Mature trees up to 2/3 life expectancy.

Over mature: Over-mature, declining or moribund trees of low vigour.

Veteran: Veteran trees

4.9 The condition of the tree has been referred in respect of three parts on each tree; crown, stem and basal area. To each area, a rating is given; good, fair, poor or dead.

4.10 Observations are expanded where necessary. The assessment for tree condition includes inspection of the following defects:

- The presence of fungal fruiting bodies around the base of the tree or on the stem, as they could possibly indicate the presence of possible internal decay.
- Soil cracks and any heaving of the soil around the base indicating possible root plate movement.
- Any abrupt bends in branches and limbs resulting from past pruning, as it may be an indication of internal weakness and decay.
- Tight or weak 'V' shaped forks and co-dominant stems
- Hazard beam formations and other such biomechanical related defects (as described by Claus Mattheck, Body Language of Trees HMSO Research for Amenity Trees No. 4 1994).
- Cavities as a result of limb losses or past pruning.



- Broken branches
- Storm damage
- Canker formations
- Loose bark
- Damage to roots
- Basal, stem or branch / limb cavities
- Die-back in the crown
- Abnormal foliage size and colour
- Any changes to the timing of normal leaf flush and leaf fall patterns
- Other pathological diseases affecting any part of the tree

4.11 Each tree is given a 'Zone value' for inspection frequency which refers to a combination of factors including tree height and location and frequency and value of 'targets'. Targets can be defined as person and property or other asset to which a tree presents a risk. It is important to consider risks posed by trees in respect of their location because it allows common sense decisions to be made regarding the frequency of tree inspection regime and remedial tree surgery works. This has environmental and economic benefits. The Zone value given to the tree informs the priority rating for remedial tree surgery operations. The following scale is used for the sites within this tree survey:

- 1 – High frequency of high value targets / large tree / medium tree (red trees on the tree locations plans) – One-year (annual) inspection frequency.
- 2 – Low frequency of high value targets / large tree / medium tree (amber trees on the tree location plans) – Two-year inspection frequency.
- 3 – Very low frequency of high value targets / large tree (green trees on the tree location plans) – Three-year inspection frequency.



- 4.12 The above inspection frequencies are recommended in the absence of extreme weather events. It is strongly recommended that a 'walkover' inspection be undertaken following an extreme weather event where it is likely that trees will have been subjected to damaging forces and where branches can be expected to have been shed. A walkover survey is a basic visual assessment that may be carried out by a person with basic knowledge of tree safety and keen eyesight. The walkover survey should record any items that require immediate attention to ensure safety. Works identified should be undertaken as soon as practicable and the area affected should be cordoned off where possible, until the works have been undertaken. Zone 1 trees should be inspected as a priority.



5 Site: The Moor play area - Observations

- 5.1 All trees were inspected. They are generally in excellent health and condition.
- 5.2 Side branches of Birch trees numbered 9 and 11 are over-extending to the north, towards the houses. Over-extended branches can begin to subside (droop excessively), which can lead to failure. Remedial tree surgery is recommended at Chapter 3.



6 Site: Recreation Ground - Observations

- 6.1 The map shows the area of trees inspected along the boundary of the Recreation Ground (orange polygon). These are predominantly mature Ash trees. Many are host to dense Ivy. Overall crown health suggests early stages of Ash dieback disease caused by the fungus *Hymenoscyphus fraxineus*. This is a fatal disease of Ash (the genus *Fraxinus*). It is thought that up to 5% of trees will survive. The current advice is to retain and observe infected trees in case they are resistant.
- 6.2 No tree surgery work is currently required.



7 Site: Stockbridge Meadows - Observations

- 7.1 I met Ms Maureen Brierley and other members of The River Mel Restoration Group, who showed me to the area of Stockbridge Meadows of particular concern. It comprises a group of mature Ash trees approximately 30 to 40 years old.
- 7.2 Overall crown health suggests early stages of Ash dieback disease caused by the fungus *Hymenoscyphus fraxineus*. This is a fatal disease of Ash (the genus *Fraxinus*). It is thought that up to 5% of trees will survive. The current advice is to retain and observe infected trees in case they are resistant.
- 7.3 No tree surgery is currently recommended.



8 Site: Royston Road - Observations

- 8.1 A long row of thirty-two Poplar trees is located along the north side of Royston Road, adjacent to the footpath. They appear to be 20 to 30 years old and would likely have been planted concurrently.
- 8.2 Ivy has colonised most of the trees, making it impossible to inspect the lower trunks. In later years, when the trees are larger, and when they are reaching the point they are potentially dangerous, it is recommended that Ivy be removed to facilitate inspection.
- 8.3 Most trees are healthy, but a few are dead, have developed dieback in their tops, or co-dominant stems are beginning to subside away from the vertical quite considerably. Whilst trees with subsided stems can be 'topped' (greatly reduced in height) to make them safe for the time being, this is a short-term solution and would look unsightly, hence why felling is recommended in some cases.



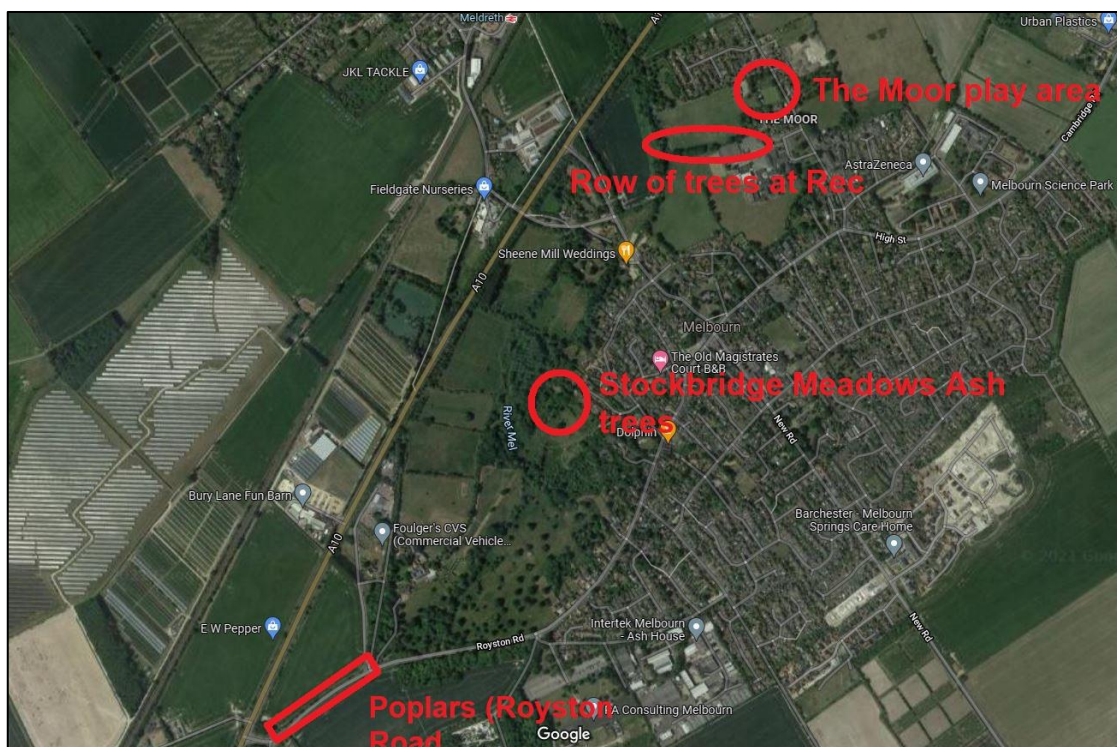
9 Normative references

9.1 The following documents are indispensable in the application of the recommendations in this report:

- R.G. Strouts, T.G. Winter (1994). Diagnosis of Ill-Health in Trees. DoE
- D. Lonsdale (1999). Principles of Tree Hazard Assessment and Management. ODPM
- C. Mattheck, K. Bethge, K. Weber (1994). The Body Language of Trees. DoE
- C. Mattheck (2007). Updated Field Guide for Visual Tree Assessment. Forschungszentrum Karlsruhe GmbH
- F.W.M.R. Schwarze, J. Engels, C. Mattheck (1999). Fungal Strategies of Wood Decay in Trees. Springer
- Common Sense Risk Management of Trees (2011). National Tree Safety Group / Forestry Commission
- Tree Surveys: A Guide to Good Practice – Guidance Note 7 (2015). The Arboricultural Association
- British Standard BS3998: 2010 Tree Work – Recommendations. BSI



- Below: Reference map of tree survey / resurvey scope adapted from material of Parish Clerk





ARGENTA

T R E E S U R V E Y S

www.argentatreesurveys.co.uk

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Mobile: 07766 379251

Copyright Argenta Tree Surveys Limited

Company no: 10697882

VAT no: 335731700

Registered Company address

11 East Road

Isleham

Ely

Cambridgeshire

CB7 5SN

Signed:

Ian Lorman

Director

September 2021



Melbourn Parish Council
INSET 2 The Moor play area

SCALE :
1 : 500 @ A3

DATE :
08/08/2019

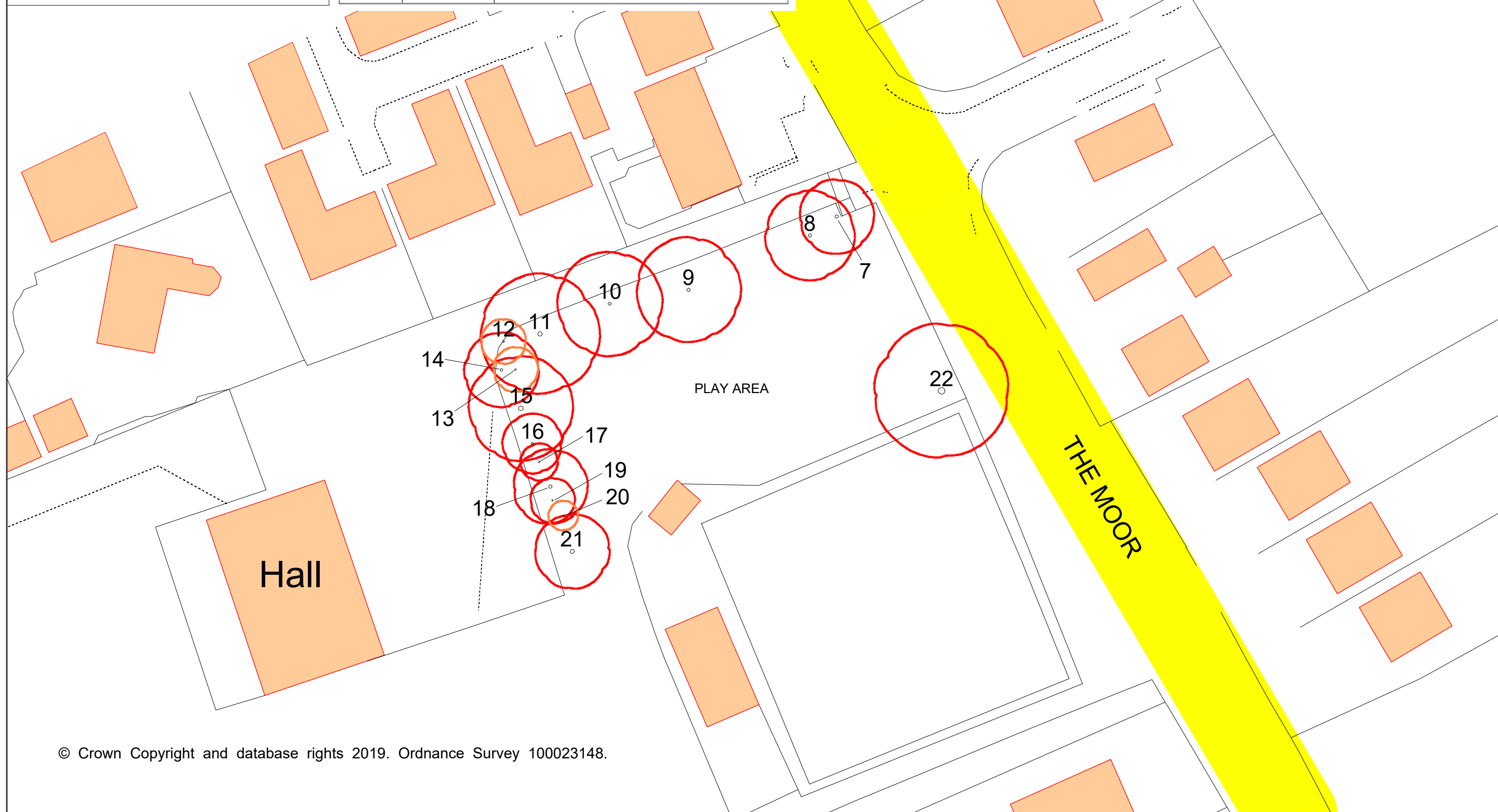


MAP FILENAME :

The original of this plan was produced in colour
Monochrome copies cannot be relied upon

INSPECTION FREQUENCY

Name & Tree colour	Minimum recommended frequency	
Zone 1 (Red)	1 Year (annual)	Plus additional 'walkover' survey after storm event
Zone 2 (Amber)	2 Years	Plus additional 'walkover' survey after storm event
Zone 3 (Green)	3 Years	Plus additional 'walkover' survey after storm event



**Melbourn Parish Council
Recreation Ground**

SCALE :
1 : 750

@ A3

DATE :
07/09/2021



MAP FILENAME :

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Monochrome copies cannot be relied upon

Pav

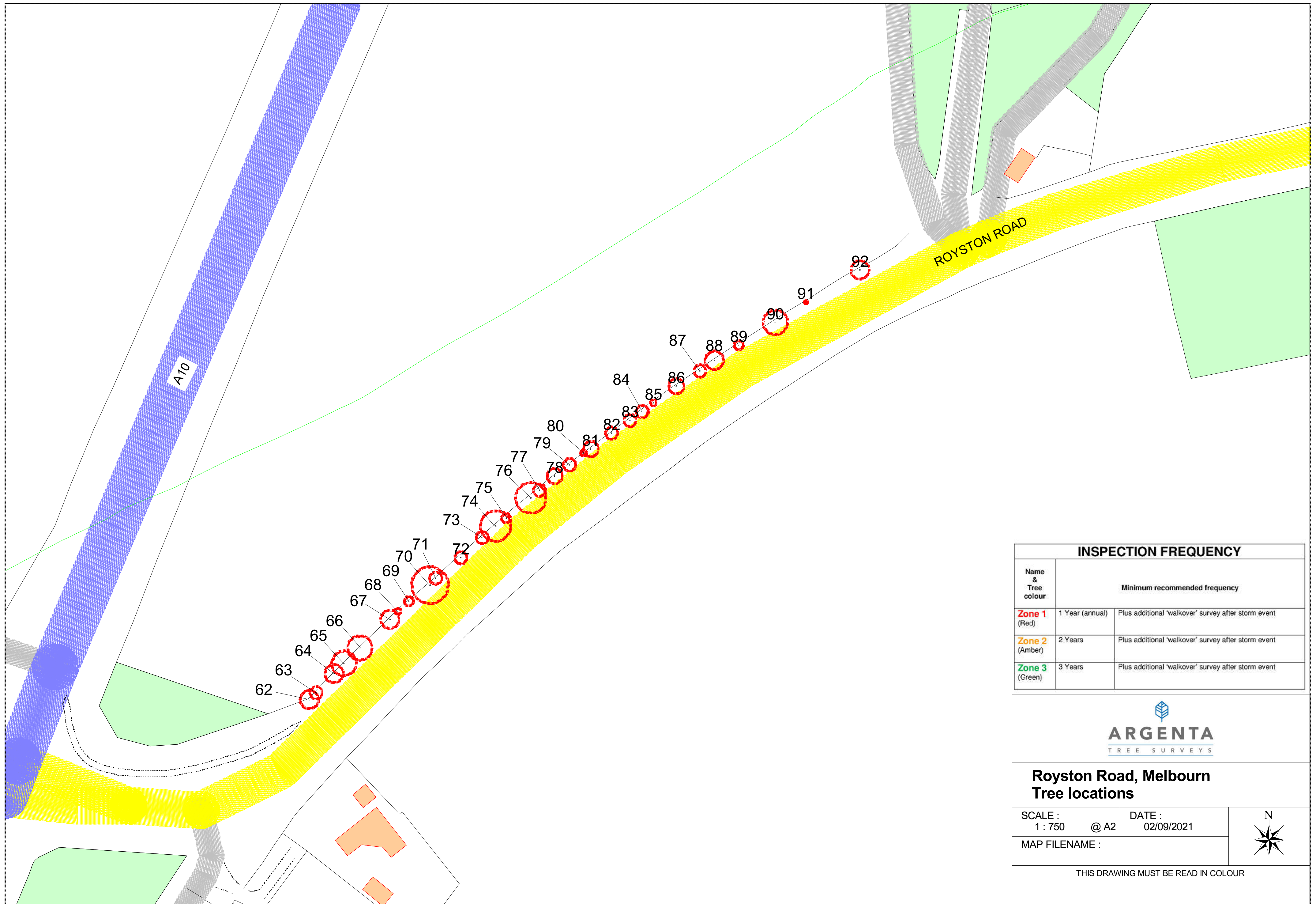
Hall

Recreation
Ground


AREA OF TREES INSPECTED

Melbourn Parish Council 2021 – Tree location map – Stockbridge Meadows (Ash trees) NOT TO SCALE





INSPECTION FREQUENCY		
Name & Tree colour	Minimum recommended frequency	
Zone 1 (Red)	1 Year (annual)	Plus additional 'walkover' survey after storm event
Zone 2 (Amber)	2 Years	Plus additional 'walkover' survey after storm event
Zone 3 (Green)	3 Years	Plus additional 'walkover' survey after storm event




ARGENTA
TREE SURVEYS

Royston Road, Melbourne
Tree locations

SCALE :
1 : 750 @ A2

DATE :
02/09/2021

MAP FILENAME :



N

THIS DRAWING MUST BE READ IN COLOUR

Site name: Royston Road, Melbourn, Cambs Surveyor: Ian Lorman			Date of survey: 31 August 2021 Conditions: Clear / dry / still					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency of work	Zone value
62	Lombardy Poplar	14	400	3	Mature	Crown - Fair, Stem - Fair, Basal Area - Fair No action Minor dead wood in lower crown. Dense Ivy on trunk	0	1
63	Lombardy Poplar	12	400	2	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
64	Lombardy Poplar	12	400	3	Mature	Crown - Poor, Stem - Fair, Basal Area - Fair Remove dead wood Considerable dieback in top. Dense Ivy on trunk	2	1
65	Hybrid Poplar	10	250	4	Early-mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
66	Hybrid Poplar	10	250	4	Early-mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
67	Lombardy Poplar	13	400	3	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
68	Lombardy Poplar	7	200	1	Early-mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Stunted. Dense Ivy on trunk	0	1
69	Lombardy Poplar	12	300	1.5	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1

Site name: Royston Road, Melbourn, Cambs Surveyor: Ian Lorman			Date of survey: 31 August 2021 Conditions: Clear / dry / still					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency of work	Zone value
70	Hybrid Poplar	13	400	6	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
71	Lombardy Poplar	13	300	2	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
72	Lombardy Poplar	13	300	2	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
73	Lombardy Poplar	13	400	2	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
74	Hybrid Poplar	13	400	5	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
75	Lombardy Poplar	13	300	1.5	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
76	Hybrid Poplar	13	400	5	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
77	Lombardy Poplar	13	300	2	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1

Site name: Royston Road, Melbourn, Cambs Surveyor: Ian Lorman			Date of survey: 31 August 2021 Conditions: Clear / dry / still					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency of work	Zone value
78	Lombardy Poplar	14	400	2.5	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
79	Lombardy Poplar	12	300	2	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
80	Lombardy Poplar	10	300	1	Early-mature	Dead Fell	2	1
81	Lombardy Poplar	10	300	2.5	Mature	Crown - Poor, Stem - Fair, Basal Area - Fair Fell Considerable dieback in top of crown. Subsiding co-dominant leader in southwest leaning towards road with risk of snapping out	2	1
82	Lombardy Poplar	12	300	2	Mature	Crown - Fair, Stem - Fair, Basal Area - Fair Remove dead wood Dieback in upper crown. Dense Ivy on trunk	2	1
83	Lombardy Poplar	13	300	2	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
84	Lombardy Poplar	14	400	2	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1
85	Lombardy Poplar	3	300	1	Mature	Fell Dead	2	1

Site name: Royston Road, Melbourn, Cambs Surveyor: Ian Lorman			Date of survey: 31 August 2021 Conditions: Clear / dry / still					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency of work	Zone value
86	Lombardy Poplar	13	400	2.5	Mature	Crown - Good, Stem - Fair, Basal Area - Fair Fell Subsiding co-dominant leader on east side with risk of snapping out. Dense Ivy on trunk	2	1
87	Lombardy Poplar	13	300	2	Mature	Crown - Good, Stem - Good, Basal Area - Fair No action Dense Ivy on trunk	0	1
88	Hybrid Poplar	10	200	3	Early-mature	Crown - Good, Stem - Good, Basal Area - Good No action Stake still attached. Ivy beginning to establish	0	1
89	Lombardy Poplar	9	150	1.5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	1
90	Lombardy Poplar	15	400	4	Mature	Crown - Fair, Stem - Fair, Basal Area - Fair Fell Dieback in top and moderate dead wood throughout. Dense Ivy on trunk. Large subsiding co-dominant leader on south east side leaning towards road with risk of snapping out	2	1
91	Lombardy Poplar	6	125	0.5	Mature	Crown - Poor, Stem - Fair, Basal Area - Fair No action Stunted. Dense Ivy on trunk	0	1
92	Lombardy Poplar	14	400	3	Mature	Crown - Good, Stem - Fair, Basal Area - Fair No action Dense Ivy on trunk	0	1

x1 Post mounted sign

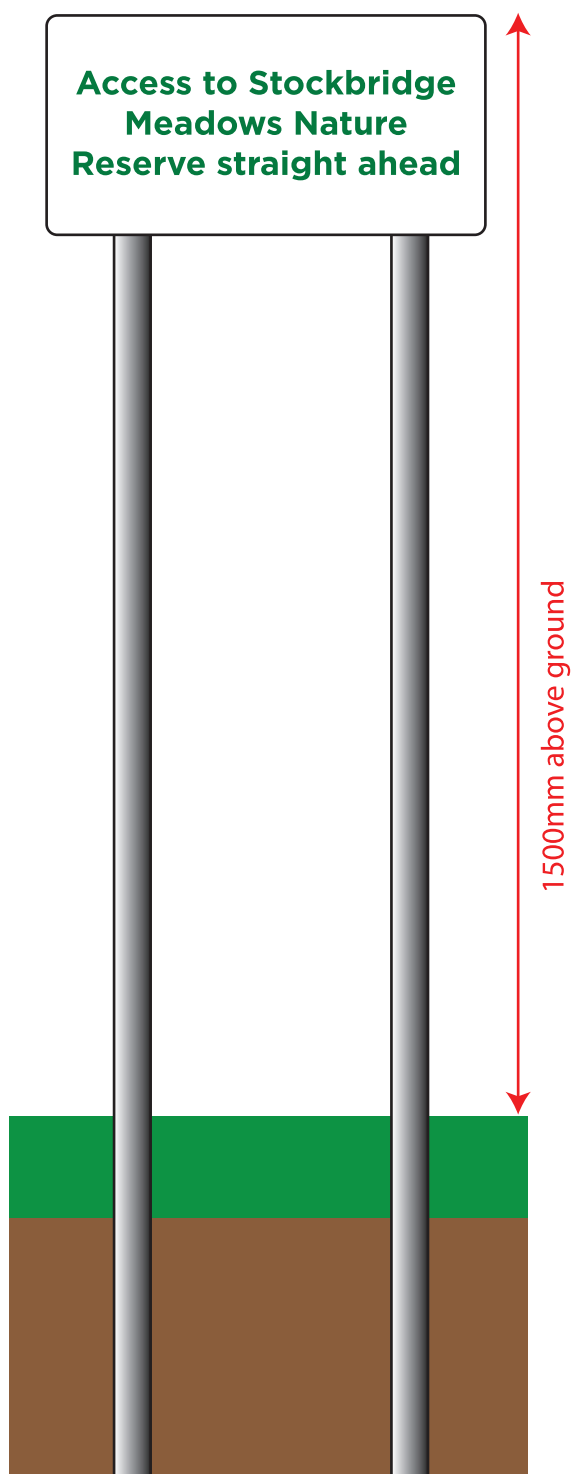
Material: Arlon Self Adhesive vinyl - airflow / 3mm rigid composite board / Silver Anodised Sign Posts

Sign Size: 600mm wide x 300mm high with rad corners

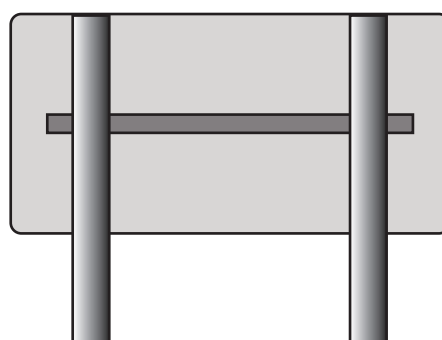
Finish: Graphics printed to face with gloss laminate seal

C/w: x2 - 50mm wide x 2000mm high Sign posts / x1 500mm wide channeling with post caps / base plates & fixings

Front of sign



Rear of sign



JOB DETAILS & QUOTATION

DATE: 20th August 2021

TITLE: Our Ref: JN 210829 / Your Ref: Melbourn Parish Council – Post Mounted Sign

MATERIAL: 3mm White Rigid Composite Sign Panels with Aluminium Posts, clips and fixings

SIZES: Panel: 300mm high x 600mm x radius corners
Post: x2 - 2000mm long x 50mm dia

COLOURS: Sign: CMYK Digital to face
Post: Silver

QUANTITY: x1 Sign with x2 Post complete with fixings, post cap & base plate

TOTALS: Opt 1 - x1 only Set - £130.00+VAT - Supply Only (to be collected)

Opt 2 - x1 only Set - £205.00+VAT - Supplied & Installed in Melbourn Community Hub, 30 High Street, Melbourn into soft ground

On Account – Strictly 30 days

DISCLAIMER

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

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

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

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

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

=== ALL MAJOR CREDIT CARDS ACCEPTED ===

Stockbridge Meadows Boardwalk Replacement

Project History

Currently the boardwalk that runs through Stockbridge meadows to the Mel is in a dangerous state of disrepair and sealed off from the public.

Over the last year we have run through the process of investigating the practicalities and costs of various methods of repair & replacement of the boardwalk, establishing where best value can be gained in trying to restore a valuable community asset.

Initial investigations established that repairing the existing structure is not viable due to the degradation of the structural elements and that any repair would be a high cost, short lifespan solution which is of course not desirable.

Knowing that a full rebuild is required we have set to work establishing the design and function criteria, seeking out initial costing and having the replacement boardwalk engineered by Structural Engineers Cambridge.

With this all in place we are now at the point where we have a well rounded design concept with sufficient engineering detail to proceed with a tender process in order to award the contract to build to a qualified contractor.

Draft tender document - Stockbridge Meadows Boardwalk Replacement

Project overview

Currently there is a boardwalk from Stockbridge Meadows running to the river Mel as shown below.. This timber structure is unsound and as a consequence has been sealed off from the public until it is replaced.

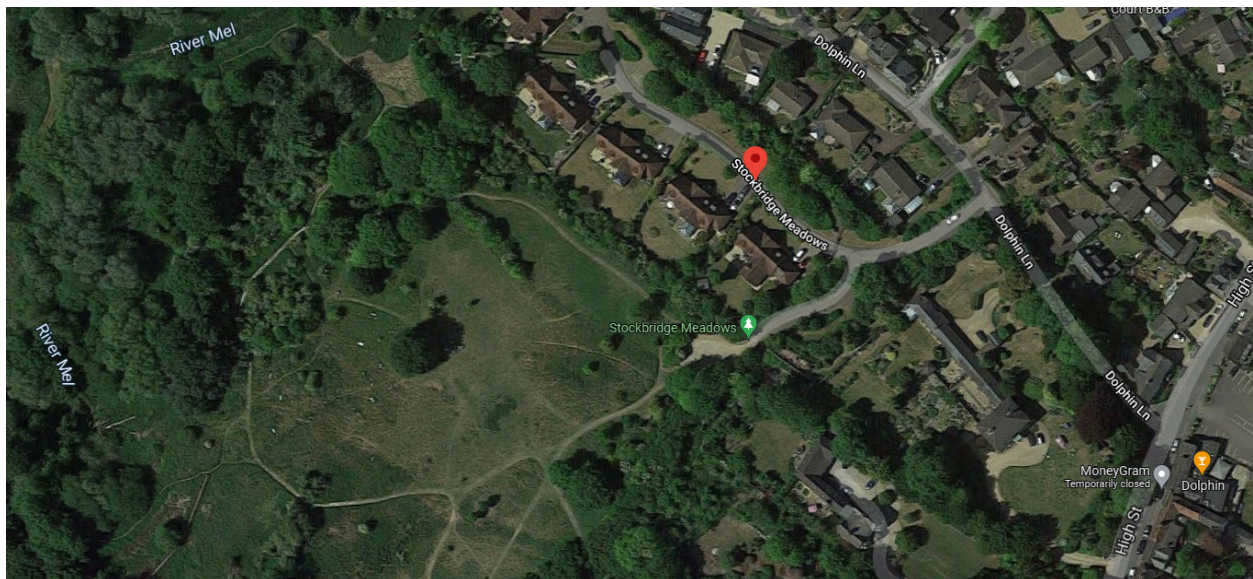
After a great deal of design and consultation we are seeking costing from relevant companies to complete the works to replace the boardwalk.

Please read this design brief and the tender requirements before submitting any pricing information.

Any quotation documents or questions should be addressed to the Parish council clerk via parishclerk@melbournpc.co.uk with the subject “boardwalk tender” or “boardwalk tender question” respectively.

Location

Stockbridge Meadows can be accessed off of the High Street via Dolphin Lane where there is a small car park to service visitors to the meadows.



Access is not restricted so those wishing to review the project are able to visit the location and view the existing boardwalk at any reasonable time.

Design Concept

Given its natural setting it is an absolute priority for the Parish council that the replacement boardwalk is in harmony with its surroundings, both in appearance and also in its effect on the environment through construction and once in use.

With this commitment to the environment in mind and having done the relevant ecological consultations, we have specified that the boardwalk should sit only slightly above ground level and be without handrails meaning that the structure has almost no visual impact on the green space as viewed from around the site.



Example of low level boardwalk without handrail.

Ensuring that the replacement boardwalk has a positive impact on the environment is most clearly seen in our choices for materials; opting for Grundomat piles for the foundation rather than a simple concrete pad foundation will limit both the short term disruption to habitats and the longer term dangers of concrete leaching. The use of recycled plastic for the boardwalk surface itself limits both the short term carbon footprint as well as the embedded carbon of the whole project given the longer serviceable period of recycled plastic when compared to timber or other materials.

Tender requirements

The parish council would welcome tenders from all qualified businesses who are prepared to provide pricing for, and can complete **all the project elements**. Unfortunately we will not be able to accept tenders from companies wishing to provide prices for only a selection of the requirements.

Prices should be based only on the design pack attached from Structural Engineers Cambridge, clarification on any details can be sought through the parish council. Companies who tender should be capable of providing both the practical and administrative elements of the project as they will be required to provide a plan to “self manage” under the guidance of the project engineer.

Tender should include pricing for all the below administrative elements:

- Provision to provide a project plan and specification that the appointed contractor will be held accountable to, the plan will be agreed with the parish council and the project engineer.
- Provision to produce a full health and safety risk assessment and anticipated costs of adhering to it must be included.
- Throughout the project the Parish council and project engineer must be able to communicate easily with the project & site managers provided by you. Anticipated costs for providing this must be included. Project management will be expected to provide budget information on a weekly or fortnightly basis and may be required to update the parish council or an appointed steering committee on a weekly or fortnightly basis on the general progress of the project.

Tender should include pricing for the below practical elements:

- All materials required for both infrastructure and H&S to complete the project, tools & equipment and materials to complete construction.
- Demolition and disposal of existing boardwalk
- Installation of Grindomat piles
- Installation of the boardwalk supporting structure
- Installation of the boardwalk surface
- Making good of the site and removal of all waste

Tenders should include the maximum amount of information possible and include a clear explanation of the various phases of the project, anticipated duration of each phase and a proposed payment structure. Any relevant industry credentials would also be appreciated.

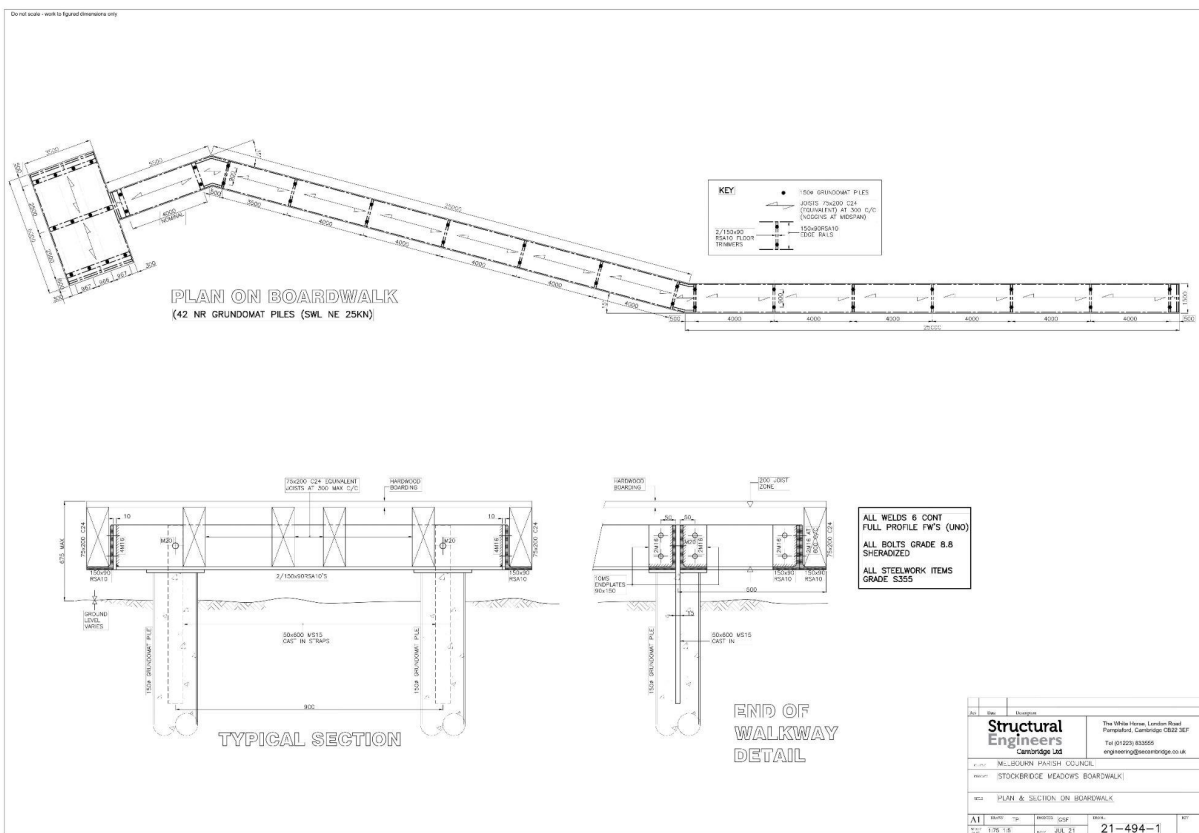
Site restrictions

The site for the boardwalk itself is not accessible via vehicle, as stated above there is a public car park which is accessible by road. This carpark could operate as a holding location for any works, but bidders must be clear that the build location itself is not accessible by vehicle. Any plans that involved vehicles going onto the meadows themselves would be very stringently reviewed for their impact on the habitat and if possible such plans should be avoided. Any plan that involved taking equipment into the reedbeds would be rejected.

The meadows are adjacent to a number of domestic residences and used frequently by the public so site hours would be restricted to 08:00-17:00 Mon - Fri.

Supporting Documents

Below are the supporting documents from the project engineer. Copies of these documents are available as PDFs on request.



Structural Engineers

Cambridge Ltd

**Calculations
for
STOCKBRIDGE MEADOWS
BOARDWALK
MELBOURN**

21-494

August 2021

**Structural Engineers Cambridge Ltd
The White Horse
London Road, Pampisford
Cambridge CB22 3EF**

Structural Engineers Cambridge Limited
The White Horse, Pampisford, Cambridge CB22 3EF
Tel: (01223) 833555 Fax (01223) 833575
Email: engineering@secambridge.co.uk

Ref. No.

21494

Date AUG 2021

Notes

General and Safety Notes

Building Regulations Approval

Most structural alterations will require Building Control approval and must be examined by a Building Inspector prior to concealing or covering structural members. It is the client's and contractor's responsibility to ensure that applications and inspections have been carried out.

Planning Permission

Planning permission may or may not be required in connection with the work described herein, and a suitably qualified architect or planning advisor should be consulted before commencement of work.

Party Wall Agreements

Structural alterations to a Party Wall, or excavations in the vicinity of a neighbour's property, will require the adjoining owner's consent under the Party Wall Act 1996. This will require a Party Wall Agreement to be made before commencement of the works. Advice may be obtained from the government Planning Portal www.planningportal.gov.uk or by contacting a Chartered Building Surveyor.

Safety

This information is provided in the expectation that those appointed to carry out the work are suitably qualified and experienced contractors. If there is any doubt about aspects of the specification, the engineer should be contacted before commencement of work on site. The work described should be capable of being carried out using the normal range of skills and equipment expected of a competent general contractor. If any operations are outside this norm a method statement or more detailed description of the procedure should be requested.

Excavations in excess of 1.2 metres deep or in unstable ground should not be entered by any person unless a system of shoring or ground support has been installed.

Any variation between the architect's drawings and specification and this information should be brought to the attention of the architect and engineer immediately.

Temporary Support

Installation of beams, lintels or other supporting structures should be undertaken only with the provision of suitable temporary support to the structure above. Attention should be paid to the nature of the supported loads (from the calculations) and the capacity of props, shores and needle beams as appropriate. If in doubt about the requirements, contact the engineer before commencement of work.

Dimensions etc.

The dimensions given in these documents are for design purposes only and should be checked on site for construction. Beam sizes are given for identification of the section and the span dimension is between centrelines of supports (i.e. neither the length of the beam nor the opening width).

Copyright

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N.B. Dimensions given on pages of analysis are not for fabrication purposes.
The contractor is responsible for checking all dimensions for construction.

Structural Engineers Cambridge Ltd

The White Horse, Pampisford, Cambridge CB22 3EF
Tel: (01223) 833555 Email: engineering@secambridge.co.uk

Ref. No.

21494

Address

STOCKBRIDGE
MEADOW BOARDWALK

Page

1

Date

AUG 2021

Calculation

LOADING / VENTS

Engr.

Of

Decking 0.15
Vent 0.20
LL 5.00

5.35
KN/m²

BS1640
BS6399

Vents @ 300%

BS5260

Load/m $5.35 \times 0.30 = 1.60 \text{ KN/m}$ (f)

Spanne 4.0m

$M = 1.60 \times 4.0^2 / 8 = 3.20 \text{ KN/m}$

$Z_{\text{read}} = \frac{3.20 \times 10^6}{7.5 \times 0.8 \times 1.10 \times 1.045}$

(C24)
(Eqn 1) $= 465 \times 10^3 \text{ mm}^3$

$K_7 = \left(\frac{300}{200} \right)^{1.1}$

$= 1.045$

$Z_{\text{read}} = \frac{4.34 \times 1.60 \times 4.0^3 \times 10^9}{9900 \times 0.8}$

$K_8 = 1.10$

$K_2 = 0.80$

$= 56.15 \times 10^6 \text{ mm}^4$

75 x 200 C24 @ 300% ($Z = 500 \times 10^3 \text{ mm}^3$)
($Z = 50 \times 10^6 \text{ mm}^4$)

Structural Engineers Cambridge Ltd

The White Horse, Pampisford, Cambridge CB22 3EF
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Ref. No.

21494

Address

Page

2

Date

AUG 2021

Calculation

Engr.

[Signature]

$$\begin{aligned}\text{Deflection} &= 0.003 \times 4000 \times \frac{56.15}{50} \\ &= 13.50 \text{ mm} \quad \underline{\text{Acceptable!}}\end{aligned}$$

$$\begin{aligned}\text{Shear} &= \frac{1.5 \times (1.60 \times 2) \times 10^3}{75 \times 200} \\ \frac{1.5V}{S_d} &= 0.32 \text{ N/mm}^2\end{aligned}$$

$$\begin{aligned}\text{Grade shear} &= 0.71 \times 0.9 = 0.64 \\ &\text{N/mm}^2\end{aligned}$$

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Page

3

Date

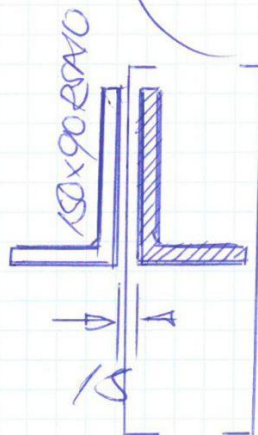
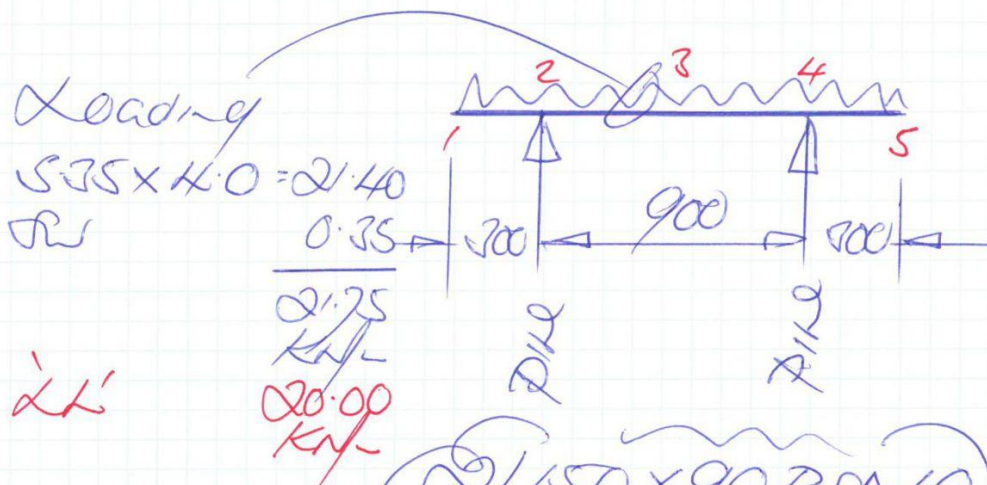
Aug 2021

Calculation

PLATFORM TRIMMERS

Engr.

(RA's)



Check for
as half
of loading
effects.

STOCKBRIDGE MEADOWS BOARDWALK

Page: *H*
Made by: GF
Date: AUG 2021
Ref No: 21494

Office: 1060 1

TABULATE DISPLACEMENTS FORCES REACTIONS
PRINT DATA RESULTS FROM 0

TYPE PLANE FRAME
METHOD ELASTIC NODES
NUMBER OF JOINTS 5
NUMBER OF MEMBERS 4
NUMBER OF SUPPORTS 2
NUMBER OF LOADINGS 1
NUMBER OF SEGMENTS 1

JOINT COORDINATES

1 0 0
2 0.30 0 S
3 0.75 0
4 1.20 0 S
5 1.50 0

JOINT RELEASES

2 MOMENT Z
4 MOMENT Z FORCE X

MEMBER INCIDENCES

1 THRU 4 CHAIN 1,2,3,4,5

CONSTANTS E 205E6 ALL G 79E6 ALL

MEMBER PROPERTIES

1 THRU 4 AX 2*23.2E-4 IZ 2*533E-8

LOADING

MEMBER LOADS

1 THRU 4 FORCE Y UNIFORM W -21.75

SOLVE

21494.DAT

2/150x9025A10

LOADING

JOINT DISPLACEMENTS

JOINT	X DISPLACEMENT	Y DISPLACEMENT	Z ROTATION
1	0.000000000	0.000020155	-0.000055985
2	0.000000000	0.000000000	-0.000100773
3	0.000000000	-0.000039679	0.000000000
4	0.000000000	0.000000000	0.000100773
5	0.000000000	0.000020155	0.000055985

LOADING

MEMBER FORCES

MEMBER	JOINT	AXIAL FORCE	SHEAR FORCE	BENDING MOMENT
1	1	0.0000	0.0000	0.0000
	2	0.0000	6.5250	-0.9787
2	2	0.0000	9.7875	0.9787
	3	0.0000	0.0000	1.2234
3	3	0.0000	0.0000	-1.2234
	4	0.0000	9.7875	-0.9787
4	4	0.0000	6.5250	0.9787
	5	0.0000	0.0000	0.0000

LOADING

SUPPORT REACTIONS

JOINT	X FORCE	Y FORCE	Z MOMENT
2	0.0000	16.3125	0.0000
4	0.0000	16.3125	0.0000

EQUILIBRIUM CHECK

SUM OF FORCES

REACTION

FORCES IN DIRECTION X	0.0000	0.0000
FORCES IN DIRECTION Y	-32.6250	32.6250
MOMENTS ABOUT AXIS Z	-24.4688	24.4688

Design picks
for the half of
composite section

$$M = \frac{2.20}{2} = 1.10 \text{ ALLOW 1.15 KNm}$$

$$P = \frac{9.00}{2} = 4.50 \text{ ALLOW 5.00 KN}$$

Apply $\gamma_f = 1.6$

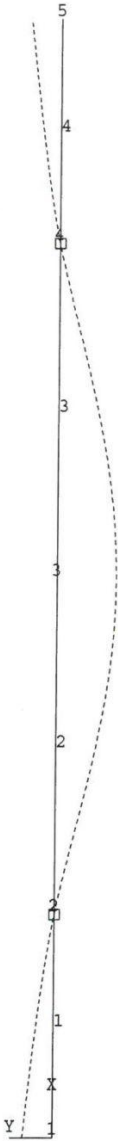
$$(M_{UD} = 1.05 \text{ KNm})$$

$$S_{UD} = 0.00 \text{ KN}$$

STOCKBRIDGE MEADOWS BOARDWALK

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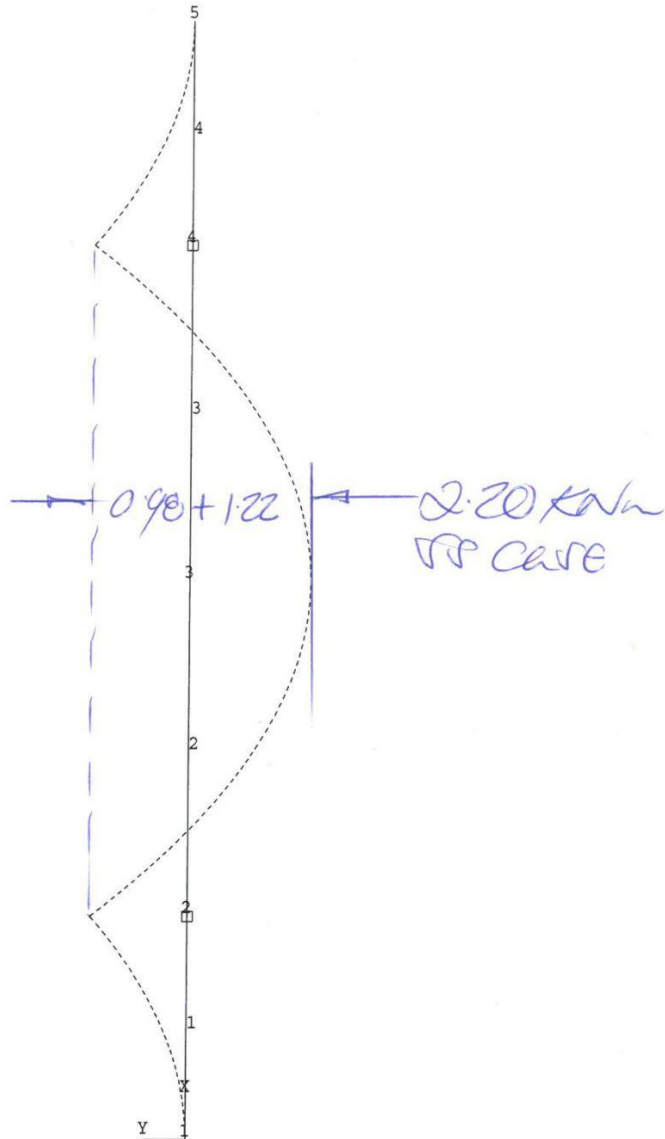
Structure scale 1 cm = 0.080 □ = supports
Deflectn scale 1 cm = 0.00004000000 1



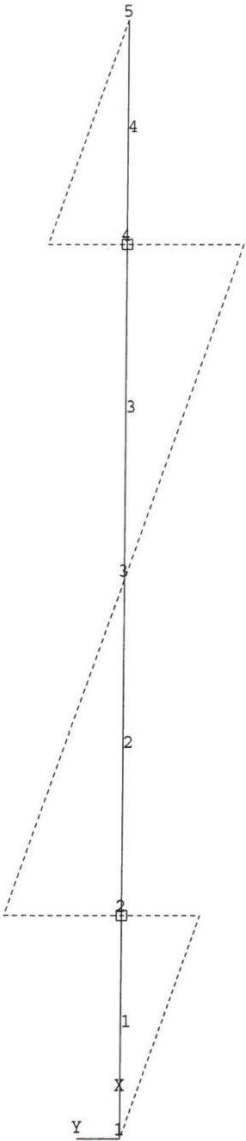
STOCKBRIDGE MEADOWS BOARDWALK

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Structure scale 1 cm = 0.080 □ = supports
 Moment Z scale 1 cm = 0.60 1



Structure scale 1 cm = 0.080 □ = supports
Force Y scale 1 cm = 5.00 1



		Project STOCKBRIDGE MEADOWS BOARDWALK		Job no. 21494	
		Calcs for RSA PLATFORM TRIMMERS		Start page no./Revision 9	
Calcs by GF	Calcs date 17/08/2021	Checked by	Checked date	Approved by	Approved date

STEEL ANGLE DESIGN (BS5950-1:2000)

TEDDS calculation version 1.0.04

Element definition

Element being designed
Section
Steel grade
Design strength (Table 9)

PLATFORM TRIMMERS
RSA 150x90x10
S355
 $p_y = 355 \text{ N/mm}^2$

Angle properties

Gross area
Radius of gyration about v axis
Minimum section modulus about x axis
Maximum section modulus about x axis
Minimum section modulus about y axis
Maximum section modulus about y axis
Inertia about major axis
Inertia about minor axis

$A_g = 23.21 \text{ cm}^2$
 $r_v = 1.96 \text{ cm}$
 $Z_{x_min} = 53.65 \text{ cm}^3$
 $Z_{x_max} = 107.21 \text{ cm}^3$
 $Z_{y_min} = 21.19 \text{ cm}^3$
 $Z_{y_max} = 72.16 \text{ cm}^3$
 $I_u = 594.6 \text{ cm}^4$
 $I_v = 89.1 \text{ cm}^4$

Design forces and moments

Shear force parallel to y-y axis
Shear force parallel to x-x axis
Axial force
Maximum moment about x-x axis
Maximum moment about y-y axis

$F_{vy} = 8.00 \text{ kN}$
 $F_{vx} = 0.00 \text{ kN}$
 $F = 0.0 \text{ kN}$
 $M_x = 1.85 \text{ kNm}$
 $M_y = 0.00 \text{ kNm}$

Section classification (Table 11)

Parameter epsilon
Ratio for leg dimension b
Ratio for leg dimension d

$\epsilon = (275 \text{ N/mm}^2 / p_y)^{0.5} = 0.880$
 $\text{ratio}_b = b/t = 9.000$
 $\text{ratio}_d = d/t = 15.000$

The section is Class 4 (slender) for bending

Reduced design strength in bending for Class 4 (slender) section (cl 3.6.5)

Maximum value of beta
Limiting value of β_3 for Class 3 section
Reduced design strength for bending

$\beta = \max(\text{ratio}_b, \text{ratio}_d) = 15.000$
 $\beta_3 = 15 \times \epsilon = 13.202$
 $p_{yr_b} = (\beta_3 / \beta)^2 \times p_y = 275.0 \text{ N/mm}^2$

Design for shear

For shear force parallel to y axis (cl. 4.2.3)

Shear area
Shear capacity
Shear capacity for 'low shear'

$A_{vy} = 0.9 \times d \times t = 1350 \text{ mm}^2$
 $P_{vy} = 0.6 \times p_y \times A_{vy} = 287.55 \text{ kN}$
 $P_{vy_low} = 0.6 \times P_{vy} = 172.53 \text{ kN}$

PASS - The angle is in low shear parallel to y axis

Design for bending

The angle is not restrained against lateral torsional buckling

Moment capacities

Min moment capacity about x-x axis
Max moment capacity about x-x axis

$M_{cx_min} = p_{yr_b} \times Z_{x_min} = 14.75 \text{ kNm}$
 $M_{cx_max} = p_{yr_b} \times Z_{x_max} = 29.48 \text{ kNm}$

PASS - The moment capacity about the x-x axis exceeds the applied moment

	Project				Job no.	
	STOCKBRIDGE MEADOWS BOARDWALK				21494	
	Calcs for				Start page no./Revision	
	RSA PLATFORM TRIMMERS				10	
	Calcs by	Calcs date	Checked by	Checked date	Approved by	Approved date
GF	17/08/2021					

Design moments about principal axes

Angle between x-x and u-u axes	$\alpha = 19.9 \text{ deg}$
Resultant major (u-u) axis moment	$M_u = M_x \times \cos(\alpha) + M_y \times \sin(\alpha) = 1.74 \text{ kNm}$
Resultant minor (v-v) axis moment	$M_v = M_x \times \sin(\alpha) + M_y \times \cos(\alpha) = 0.63 \text{ kNm}$
Max major axis mt in segm't length governing M_b	$M_{LT} = M_u = 1.74 \text{ kNm}$

Equivalent uniform moment factor

EUM factor m_{LT}	$m_{LT} = 1.000$
---------------------	------------------

Major and minor axis section moduli

Distance from u-u axis to extreme fibre 1	$u_1 = (d - c_x) \times \cos(\alpha) + c_y \times \sin(\alpha) = 101.0 \text{ mm}$
Distance from u-u axis to extreme fibre 2	$u_2 = [d \times \cos(\alpha) + b \times \sin(\alpha)] - u_1 = 70.7 \text{ mm}$
Maximum distance to extreme fibre	$u = \max(u_1, u_2) = 101.0 \text{ mm}$
Minimum major axis section modulus	$Z_u = I_u / u = 58.9 \text{ cm}^3$
Distance from v-v axis to extreme fibre 1	$v_1 = (b - c_y) / \cos(\alpha) - [(c_x - t) + (b - c_y) \times \tan(\alpha)] \times \cos(\alpha) \times \tan(\alpha) = 51.8 \text{ mm}$
Distance from v-v axis to extreme fibre 2	$v_2 = b \times \cos(\alpha) - v_1 = 32.8 \text{ mm}$
Maximum distance to extreme fibre	$v = \max(v_1, v_2) = 51.8 \text{ mm}$
Minimum minor axis section modulus	$Z_v = I_v / v = 17.2 \text{ cm}^3$

Equivalent slenderness (B.2.9)

Unrestrained length for lateral torsional buckling	$L_{v,b} = 900 \text{ mm}$
Slenderness wrt v-v axis	$\lambda_v = L_{v,b} / r_v = 45.9$
Gamma factor	$\gamma_a = 1 - I_v / I_u = 0.850$
Phi factor	$\phi_a = [Z_u^2 \times \gamma_a / (A \times J)]^{0.5} = 4.071$
The long leg is in compression at some point within the segment length, therefore:-	
Monosymmetry index	$\psi_a = -9.030$
Nu factor	$\nu_a = 1 / [(1 + (4.5 \times \psi_a / \lambda_v)^2)^{0.5} + (4.5 \times \psi_a / \lambda_v)]^{0.5} = 1.490$
Equivalent slenderness	$\lambda_{LT} = 2.25 \times \nu_a \times (\phi_a \times \lambda_v)^{0.5} = 45.8$

Bending strength (B.2.1)

Limiting equivalent slenderness	$\lambda_{L0} = 0.4 \times (\pi^2 \times E / p_{y,b})^{0.5} = 34.3$
Robertson constant	$a_{LT} = 7.0$
Perry factor	$\eta_{LT} = \max(a_{LT} \times (\lambda_{LT} - \lambda_{L0}) / 1000, 0) = 0.081$
Euler buckling stress	$p_E = \pi^2 \times E / \lambda_{LT}^2 = 962.9 \text{ N/mm}^2$
Factor phi	$\phi_{LT} = [p_{y,b} + (\eta_{LT} + 1) \times p_E] / 2 = 657.8 \text{ N/mm}^2$
Bending strength	$p_b = p_E \times p_{y,b} / [\phi_{LT} + (\phi_{LT}^2 - p_E \times p_{y,b})^{0.5}] = 248.0 \text{ N/mm}^2$
Buckling resistance moment	$M_b = p_b \times Z_u = 14.61 \text{ kNm}$
Effective buckling resistance moment	$M_{b,eff} = M_b / m_{LT} = 14.61 \text{ kNm}$

PASS - Effective buckling resistance moment exceeds applied major axis moment

Minor axis bending resistance

Bending resistance	$M_{c,v} = p_{y,b} \times Z_v = 4.73 \text{ kNm}$
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PASS - Minor axis bending resistance moment exceeds applied minor axis moment

Equivalent uniform moment factors

EUM factor m_u	$m_u = 1.000$
EUM factor m_v	$m_v = 1.000$

Member buckling resistance (cl 4.8.3.3)

Equation 1	$UF_1 = m_u \times M_u / (p_{y,b} \times Z_u) + m_v \times M_v / (p_{y,b} \times Z_v) = 0.240$
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Project STOCKBRIDGE MEADOWS BOARDWALK				Job no. 21494	
Calcs for RSA PLATFORM TRIMMERS				Start page no./Revision //	
Calcs by GF	Calcs date 17/08/2021	Checked by	Checked date	Approved by	Approved date

Equation 2

$$UF_2 = m_{LT} \times M_{LT} / M_b + m_v \times M_v / (p_{y-b} \times Z_v) = 0.252$$

PASS - Member buckling resistance is adequate

Structural Engineers Cambridge Ltd

The White Horse, Pampisford, Cambridge CB22 3EF
Tel: (01223) 833555 Email: engineering@secambridge.co.uk

Ref. No.

21494

Address

Page

12

Date

AUG 2021

Calculation

EDGE BEAM (RA)

Engr.

[Signature]

✓ Dan ne 4.0m
Load/m

(Outputs edge
thru G.)

$$5.35 \times 0.35 = 1.90 \text{ kN/m}$$

$$M = 1.90 \times 4.0^2 / 8 = 3.80 \text{ kNm}$$

$$V = 1.90 \times 4.0 / 2 = 3.80 \text{ kN}$$

$$\begin{aligned} M_{\text{edg}} &= 5.70 \text{ kNm} \\ V_{\text{edg}} &= 5.70 \text{ kN} \end{aligned}$$

(150x90 RSA 10)

	Project STOCKBRIDGE MEADOWS BOARDWALK		Job no. 21494	
	Calcs for RSA EDGE BEAMS		Start page no./Revision 15	
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		Approved by	Approved date	

STEEL ANGLE DESIGN (BS5950-1:2000)

TEDDS calculation version 1.0.04

Element definition

Element being designed	EDGE BEAM
Section	RSA 150x90x10
Steel grade	S355
Design strength (Table 9)	$p_y = 355 \text{ N/mm}^2$

Angle properties

Gross area	$A_g = 23.21 \text{ cm}^2$
Radius of gyration about v axis	$r_v = 1.96 \text{ cm}$
Minimum section modulus about x axis	$Z_{x_min} = 53.65 \text{ cm}^3$
Maximum section modulus about x axis	$Z_{x_max} = 107.21 \text{ cm}^3$
Minimum section modulus about y axis	$Z_{y_min} = 21.19 \text{ cm}^3$
Maximum section modulus about y axis	$Z_{y_max} = 72.16 \text{ cm}^3$
Inertia about major axis	$I_u = 594.6 \text{ cm}^4$
Inertia about minor axis	$I_v = 89.1 \text{ cm}^4$

Design forces and moments

Shear force parallel to y-y axis	$F_{vy} = 5.70 \text{ kN}$
Shear force parallel to x-x axis	$F_{vx} = 0.00 \text{ kN}$
Axial force	$F = 0.0 \text{ kN}$
Maximum moment about x-x axis	$M_x = 5.70 \text{ kNm}$
Maximum moment about y-y axis	$M_y = 0.00 \text{ kNm}$

Section classification (Table 11)

Parameter epsilon	$\epsilon = (275 \text{ N/mm}^2 / p_y)^{0.5} = 0.880$
Ratio for leg dimension b	$\text{ratio}_b = b/t = 9.000$
Ratio for leg dimension d	$\text{ratio}_d = d/t = 15.000$

The section is Class 4 (slender) for bending

Reduced design strength in bending for Class 4 (slender) section (cl 3.6.5)

Maximum value of beta	$\beta = \max(\text{ratio}_b, \text{ratio}_d) = 15.000$
Limiting value of β_3 for Class 3 section	$\beta_3 = 15 \times \epsilon = 13.202$
Reduced design strength for bending	$p_{yr_b} = (\beta_3 / \beta)^2 \times p_y = 275.0 \text{ N/mm}^2$

Design for shear

For shear force parallel to y axis (cl. 4.2.3)

Shear area	$A_{vy} = 0.9 \times d \times t = 1350 \text{ mm}^2$
Shear capacity	$P_{vy} = 0.6 \times p_y \times A_{vy} = 287.55 \text{ kN}$
Shear capacity for 'low shear'	$P_{vy_low} = 0.6 \times P_{vy} = 172.53 \text{ kN}$

PASS - The angle is in low shear parallel to y axis

Design for bending

The angle is not restrained against lateral torsional buckling

Moment capacities

Min moment capacity about x-x axis	$M_{cx_min} = p_{yr_b} \times Z_{x_min} = 14.75 \text{ kNm}$
Max moment capacity about x-x axis	$M_{cx_max} = p_{yr_b} \times Z_{x_max} = 29.48 \text{ kNm}$

PASS - The moment capacity about the x-x axis exceeds the applied moment

		Project	STOCKBRIDGE MEADOWS BOARDWALK		Job no.	21494	
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				Checked date		Approved date	

Design moments about principal axes

Angle between x-x and u-u axes	$\alpha = 19.9 \text{ deg}$
Resultant major (u-u) axis moment	$M_u = M_x \times \cos(\alpha) + M_y \times \sin(\alpha) = 5.36 \text{ kNm}$
Resultant minor (v-v) axis moment	$M_v = M_x \times \sin(\alpha) + M_y \times \cos(\alpha) = 1.94 \text{ kNm}$
Max major axis mt in segm't length governing M_b	$M_{LT} = M_u = 5.36 \text{ kNm}$

Equivalent uniform moment factor

EUM factor m_{LT}	$m_{LT} = 1.000$
---------------------	------------------

Major and minor axis section moduli

Distance from u-u axis to extreme fibre 1	$u_1 = (d - c_x) \times \cos(\alpha) + c_y \times \sin(\alpha) = 101.0 \text{ mm}$
Distance from u-u axis to extreme fibre 2	$u_2 = [d \times \cos(\alpha) + b \times \sin(\alpha)] - u_1 = 70.7 \text{ mm}$
Maximum distance to extreme fibre	$u = \max(u_1, u_2) = 101.0 \text{ mm}$
Minimum major axis section modulus	$Z_u = I_u / u = 58.9 \text{ cm}^3$
Distance from v-v axis to extreme fibre 1	$v_1 = (b - c_y) / \cos(\alpha) - [(c_x - t) + (b - c_y) \times \tan(\alpha)] \times \cos(\alpha) \times \tan(\alpha) = 51.8 \text{ mm}$
Distance from v-v axis to extreme fibre 2	$v_2 = b \times \cos(\alpha) - v_1 = 32.8 \text{ mm}$
Maximum distance to extreme fibre	$v = \max(v_1, v_2) = 51.8 \text{ mm}$
Minimum minor axis section modulus	$Z_v = I_v / v = 17.2 \text{ cm}^3$

Equivalent slenderness (B.2.9)

Unrestrained length for lateral torsional buckling	$L_{v,b} = 4000 \text{ mm}$
Slenderness wrt v-v axis	$\lambda_v = L_{v,b} / r_v = 204.2$
Gamma factor	$\gamma_a = 1 - I_v / I_u = 0.850$
Phi factor	$\phi_a = [Z_u^2 \times \gamma_a / (A \times J)]^{0.5} = 4.071$
The long leg is in compression at some point within the segment length, therefore:-	
Monosymmetry index	$\psi_a = -9.030$
Nu factor	$v_a = 1 / [(1 + (4.5 \times \psi_a / \lambda_v)^2)^{0.5} + (4.5 \times \psi_a / \lambda_v)]^{0.5} = 1.104$
Equivalent slenderness	$\lambda_{LT} = 2.25 \times v_a \times (\phi_a \times \lambda_v)^{0.5} = 71.6$

Bending strength (B.2.1)

Limiting equivalent slenderness	$\lambda_{L0} = 0.4 \times (\pi^2 \times E / p_{y,b})^{0.5} = 34.3$
Robertson constant	$a_{LT} = 7.0$
Perry factor	$\eta_{LT} = \max(a_{LT} \times (\lambda_{LT} - \lambda_{L0}) / 1000, 0) = 0.261$
Euler buckling stress	$p_E = \pi^2 \times E / \lambda_{LT}^2 = 394.6 \text{ N/mm}^2$
Factor phi	$\phi_{LT} = [p_{y,b} + (\eta_{LT} + 1) \times p_E] / 2 = 386.3 \text{ N/mm}^2$
Bending strength	$p_b = p_E \times p_{y,b} / [\phi_{LT} + (\phi_{LT}^2 - p_E \times p_{y,b})^{0.5}] = 184.5 \text{ N/mm}^2$
Buckling resistance moment	$M_b = p_b \times Z_u = 10.87 \text{ kNm}$
Effective buckling resistance moment	$M_{beff} = M_b / m_{LT} = 10.87 \text{ kNm}$

PASS - Effective buckling resistance moment exceeds applied major axis moment

Minor axis bending resistance

Bending resistance	$M_{cv} = p_{y,b} \times Z_v = 4.73 \text{ kNm}$
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PASS - Minor axis bending resistance moment exceeds applied minor axis moment

Equivalent uniform moment factors

EUM factor m_u	$m_u = 1.000$
EUM factor m_v	$m_v = 1.000$

Member buckling resistance (cl 4.8.3.3)

Equation 1	$UF_1 = m_u \times M_u / (p_{y,b} \times Z_u) + m_v \times M_v / (p_{y,b} \times Z_v) = 0.741$
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Project				Job no.	
STOCKBRIDGE MEADOWS BOARDWALK				21494	
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RSA EDGE BEAMS				15	
Calcs by	Calcs date	Checked by	Checked date	Approved by	Approved date
GF	17/08/2021				

Equation 2

$$UF_2 = m_{LT} \times M_{LT} / M_b + m_v \times M_v / (p_{yr_b} \times Z_v) = 0.903$$

PASS - Member buckling resistance is adequate

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	MR 24/7	MR 1/8	SF 6.9.21	14/9 MR	
Village Car Park	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
War Memorial	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
Littlehands and Access Way	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
New Rec. Ground	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
Clear Cres. Play Park	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
Orchard Road Cemetery	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
New Road C/metry	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
Old Recreation Ground	MR 24/7		SF 6.9.21		
Pavilion	MR 24/7		SF 6.9.21		
Stockbridge M.	MR 24/7		SF 7.9.21		
Worcester Way	MR 24/7		SF 6.9.21		
BMX Site (Summer & only if open)	MR 24/7		SF 7.9.21		

MELBOURN PARISH COUNCIL

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

Area	Monthly Checking Record				
	Week1	Week2	Week 3	Week4	
Allotments	SP 24/17		S.P. 7.9.21		
All Saints' C/Yard	SP 25/17		S.P. 7.9.21		
Jubilee Orchard	SP 25/17		S.P. 7.9.21		
Fire Engine Shed				14/9/21	
Armingford Cres.				14/9/21	
Beechwood Avenue		SP 1/19			
Chalkhill Barrow		SP 1/19			
Elm Way		SP 1/19			
Millennium Copse		SP 31/18			

MELBOURN PARISH COUNCIL

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				
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				✓
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.
Various	Offensive poster	Offensive poster sellotaped to various locations around the village	Police			Monitor
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			Copy of the poster reported to the police. No further action at this time. CRIME REFERENCE 35/28349/21
20/05/2021	Smashed glass in Clear Crescent Play Area	Resident reported smashed glass in clear crescent play area need the play equipment	Resident			CL provided contact details for PCSOs. Advised that there is a change of PCSOs in the village at this time.
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			Glass cleared away by Cllr Barnes.
01/06/2021	Damaged light on outside of pavilion	Light on the side of pavilion near goal post in damaged and glass smashed	Wardens			Wardens cleared glass away.
03/06/2021	Report of incident on car park.	Police requested CCTV footage	Police			CL to obtain quotes for repair. Completed
28/06/2021	Orchard Road cemetery	Young people gathering in and riding scooters through the cemetery	Resident	Reported to 101 online.		Footage provided .
30/06/2021	Rear window - pavilion	Broken window pane (outer pane only)	Warden			Email also sent to Cambs Police requesting new PCSOs to patrol (28/6/21) - awaiting response. 101 Online incident number INT/35/FMIC/3062021
08/07/2021	Royston Road	Fly tipping - commercial oven	TS			SM seeking quotes for repair. New window ordered - awaiting installation
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			Reported to SCDC for collection.
16/08/2021	Littlehands car park	Possible drugs use in car park	GC			Bowls club to report to police.
20/08/2021	Chess table on New Rec	Graffiti	GC			CL has requested additional police patrols in the area.
01/09/2021	Bowls Club	New changing rooms have been broken in to again	Resident			Wardens have cleaned the graffiti off
01/09/2021	Littlehands car park	Cars parked outside - litter and noise reported	Resident			Reported by Bowls Club - incident number CRI/35/WUCT/292021
06/09/2021	Bowls Club	Fire alarm removed from changing rooms and discarded in hedge. Went off in early hours of morning	Resident			
13/09/2021	Medcalf Way area	Car being driven dangerously - late afternoons / early evenings	Resident			Reported to parish office
19/09/2021	The Moor (outside Littlehands car park)	Report of suspected drug dealing	Anon			Reported to police by parish office
						Reported to policy via 101 - incident number INT/35/YXVS/2192021

MELBOURN PARISH COUNCIL

Maintenance Committee Meeting : 22 September 2021

Item: MA080 21c)

Relocation of Kohima Stone

Email from Hibbitts 6 September 2021

Hello Claire

Sorry for the delay!

Please see attached revised quote, including a stone paved surround. This would be good from a maintenance point of view as the mowers could run on the paving rather than you have to strim around the memorial which would be likely to damage the stone.

We await your further instructions on this.

With regards to the siting of the memorial, the 2 preferred options as I understand it (as attached photos) would be:

A - Near to the front LH corner of the car park B – Near to the back LH corner of the car park



OR



NB. The other site discussed near to the entrance is barely large enough to accommodate the memorial, and being underneath trees the stone would be likely to go green in a very short time.

Personally I think Option B would suit the memorial better, and this would be less vulnerable to accidental damage from vehicles. Either site is similar from a fixing access point of view. Please confirm which site you want to go with.

We look forward to hearing from you

Kind regards

Andrew Urquhart

Hibbitt & Sons Ltd

126-128 Victoria Road

Cambridge, CB4 3DZ

T: 01223 354556 M: 07775 925570

www.hibbittmasonry.co.uk

KOHIMA MEMORIAL, MELBOURN

2210319



MELBOURN PARISH COUNCIL
CLAIRE LITTLEWOOD
6th SEPT 2021

QUOTE

PORTLAND

parishclerk@melbournpc.co.uk

REF	ITEM DESCRIPTION	NO	LEN	WID	HIGH	COMMENTS	PRICE PER UNIT	PRICE TOTAL	
KM1	To dig out and supply a new foundation near the Cemetery car park, lift, transport & re-site the memorial. Others to dig out & re-instate the existing foundation & adjacent area (NB. We have assumed that we would be able to re-use the stainless steel anchor rods, but if these are damaged in the lifting process we may have to charge the additional cost for these).	1	0	0	0			Total	£ 2,270.00
KM2	ADDITIONAL COST TO REPLACE TO 2no. S/S ANCHOR RODS IF EXISTING RODS NOT USEABLE	1	0	0	0			Total	£ 100.00
KM3	TO SUPPLY & LAY 300mm WIDE STRIP OF STONE SLABS TO SURROUND MEMORIAL (IN EITHER PORTLAND or YORK STONE, 75mm THICK) - LAID ON A COMPACTED HARDCORE BASE	1	3250	300	75	Sawn & Rubbed Top		Total	£ 1,339.00
KM4	SURVEY OF SERVICES - NOT REQUIRED IN NEW SITE AREA, NOW CONFIRMED BY MPC THAT NO SERVICES ARE PRESENT	1	0	0	0	No Allowance Made		Total	£ -
								Total, Excl.VAT	£ 3,709.00

From: Rachel Brown <team4@wicksteed.co.uk>
Sent: 23 August 2021 09:22
To: Assistant Clerk <assistantclerk@melbournpc.co.uk>
Cc: Jodie Midlane <jmidlane@wicksteed.co.uk>
Subject: Quote - Repairs in Clear Crescent Play Area, Melbourn

Good Morning Sophie

Many thanks for your email and I apologise about the delay in coming back to you. Jodie has passed the enquiry re the agility trail onto the office and is dealing with the surfacing enquiry herself. Please find below quotation for a cost to supply the parts required and also for an engineer to fit the parts.

CODE	DESCRIPTION	UNIT	QTY	TOTAL
	TO SUPPLY AND FIT THE FOLLOWING COMPONENT PARTS TO THE EXISTING DROP ROPE TRAVERSE AT CLEAR CRESCENT PLAY AREA, MELBOURN, SG8 6JD			
FS610-SPEC	Drop rope traverse top beam – full dimensions required	£ 194.35	1	£ 194.35
Carriage	Carriage from supplier (Fawns)	£ 175.00	1	£ 175.00
L-Maintenance	Labour cost to fit the above	£360.00	1	£360.00
	TOTAL EX VAT			££729.35

Lead time of the part is approx. 16 weeks from receipt of order - fitting of these parts will follow 2weeks from when the part is available.

Please note this is not an official quotation.

Errors and Omissions Excluded.

If I can be of any further assistance please do not hesitate to contact me.

Kind Regards
Imogen Roberts
Sales Office Supervisor

On behalf of Rachel Brown
Customer Advisor

Web: www.wicksteed.co.uk
Tel: +44 (0)1536 517028
DDI: +44 (0)1536 295370



**Darren Harward
Painter and Decorator
19 Masefield Way
Royston
Herts
SG8 5UU**

10th August 2021

Melbourn Parish Council
High Street
Melbourn
Herts

For the Attention of: Claire Littlewood

ESTIMATE

Re: Exterior painting works to the Sports Pavilion,
Melbourn Recreational Ground

Soffits and Fascia Boards

- Rub down all woodwork and fill where necessary.

- Repaint using Dulux Weathershield (colour to be decided.)

Back Wall

- Repair and fill cracks where necessary.
- Apply 3 coats of Dulux Weathershield masonry paint in white.

Front Wall (Green)

- Repair and fill cracks where necessary.
- Apply 3 coats of Dulux Weathershield masonry paint (colour to be decided.)

Railings

- Rub down all railings.
- Apply 2 coats of Hammerite metal undercoat.
- Apply 2 coats of Hammerite metal gloss in white.

Total price (including labour and materials) £2200.00
(£1400.00 without the railings)

Darren Harward



More than just a service

heating plumbing renewables electrical

MELBOURN PARISH COUNCIL
THE PAVILLON
THE MOOR
MELBOURN
HERTFORDSHIRE
SG8-6ED

11/08/2021

Account No.: 32603

Quotation No.: Q03423 - Small Works

Quote Type: SMALL WORKS (ESTIMATED)

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

Dear Sir/Madam

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

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

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

Summary of Quoted Works:

- **Summary Introduction, Important Information, Site Set Up, Supervision & Waste including Approved Sub Contractors**
- We have included within our costs to undertake elements as described below in relation to the site set up, supervision and management, waste removal, disconnection and removal of redundant plant and equipment. Specialist plant such as scaffold systems, access platforms, and Hiab cranes are excluded unless detailed below. In certain circumstances due to time restraint's in preparing our costs we may include budget costs which will be highlighted as a Provisional Sum and as such may increase or decrease subject to the charges being applied by our contractors.
- To transport from site all waste, and return to our yard skip for safe disposal due to site restriction and skip location availability.
- To carry out protection of site/furniture/carpets ensuring plastic protectors is used and dust sheets where needed.



More than just a service

heating plumbing renewables electrical

- To carry out our daily site supervision tasks associated with works including liaison with clients.
- **Copper pipe Services & Associated Fittings**
- To Supply and Install 15mm Copper pipe for Plumbing Services and Adjusting Cold fill to Urinals.
- **System Chemicals, Cleansing, & Care of water**
- To Supply and Install 3no. Cisterniser Infrared Flush Control Valves Mains or Battery Operated.
- To Strip and Clean the 5no. TMV, adjust and set temperatures. Unfortunately we will be unable to disinfect HWSV.
- **Pipe Insulation & Clips**
- To Inspect Loft Space Pipework Insulation.
- To Supply and Install Insulation to Pipework Within Boxing in Disabled WC. 15mm X 9mm X 2000MM.

The BUDGET cost of the installation as per our schedule is **£1,429.70** (Excluding VAT) and including all parts and labour.

VAT is calculated at 20% and this amount is **£285.94**

The Total Works including VAT is **£1,715.64**

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

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

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

Yours sincerely

Sam Wilson - Installation & Technical Manager
sam.wilson@shelfordheating.co.uk



More than just a service

heating plumbing renewables electrical

Our Standard Terms of Contract

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

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



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Payment Options and Acceptance Details

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

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

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

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

For your Information the Breakdown between Materials and Labour is as Follows

Materials = £639.82 Plus Vat
Labour = £789.88 Plus Vat

25% Deposit If Applicable	£428.91
Balance payable within 14 days of invoice	£1,286.73
Total payable	£1,715.64

Check list

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

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Acceptance

Account No.: 32603

Quotation No.: Q03423 - Small Works

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

MELBOURN PARISH COUNCIL
THE PAVILLON
THE MOOR
MELBOURN
HERTFORDSHIRE
SG8-6ED

Deposit of £428.91

Cheque

Debit/Credit Card

Bank Transfer

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

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

BARLEY PROPERTY MAINTENANCE.

14 BANKSIDE, THE HIGH STREET
BARLEY, HERTFORDSHIRE.
SG8 8HU.
TEL: 07971 069449/01763 849238.
EMAIL: parttdarren@yahoo.co.uk

VAT REG NO: 362 7825 75.

Sold To

MR SIMON CROCKER

PARISH CLERK
MELBOURN PARISH COUNCIL
30 THE HIGH STREET
MELBOURN.
SG8 6DZ.

ESTIMATE

Quotation	QT1094
Date	04/09/2021
Our Ref.	MAN HOLE/COVER.
Cust Ref.	MAN HOLE COVER.
Terms	COMPLETION.

Description	Amount
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TO: SECURE MAN HOLE COVER AT THE PAVILLION.

MATTS:	£32.50
LABOUR:	£90.00

Remarks

ALL ACCOUNTS TO BE MADE PAYABLE TO MR DARREN PARTT.
THE CO-OPERATIVE BANK.
SORT CODE: 08-90-66.
ACC NO: 08207672.

Sub Total	£122.50
VAT	£24.50
Total	£147.00

	Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 22 September 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. 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. Buchans instructed to carry out works.	CL
6	Ivy from New Rec growing over fence in Thatcher Stanfords	Resident	Residents have cut it back - wardens to remove from Rec.	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 for consideration on Agenda	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 ... still awaiting second quote	CL
14	Orchard Road Cemetery	Resident	Hedge adjacent to Hagers Close to be cut back when nesting season is over. Work has been done	CL
15	New Rec	JW	Poison hemlock on New Rec. CL has requested plan of action and quote for dealing with this. Problem will resolve itself as Hemlock dies back for winter. Monitor in growing season.	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. Constantly chasing up. Perhaps seek advice from other companies.	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. Additional pegs now received - wardens to fit	
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
19	Clear Crescent play area	Resident	Hedge to be cut down to specified height - now done	HCGM
20	Branches in Church Yard	Church volunteer	Branches have been cut down by volunteers. Now in a pile for the wardens to collect and remove.	Wardens
21	Removable tap head for pavilion	Wardens	Wardens to purchase removable tap head for pavilion tap so residents can water trees. Tap head on order.	Wardens
22	Church Walk	SCDC operatives	Bush over bin needs cutting back	Wardens
23	Greengage Rise	Resident	Tree on open spaces overhanging their property and brushing against roof. Also needs ivy cutting back / removing. Will send photos. CL has asked wardens to inspect.	Wardens / CL
24	Footpath through woods to Meldreth	Resident	Fallen branch. CL has asked wardens to see if they can clear.	Wardens
25	Shrubs on Beechwood Avenue green to rear of 7 Cedar Close	Letting Agent	Shrubs are growing over fence. Wardens to inspect to see if they can cut back	Wardens
26	Bottom of Back Lane / cnr Rupert Neve	SK	Shrubs overgrown and obstructing footpath and vehicles. Needs to be cut back. Wardens to inspect	Wardens

MELBOURN PARISH COUNCIL

MAINTENANCE COMMITTEE

PLEASE NOTE REVISED MEETING DATE

Wednesday, 24 November at 09:30 *(was 18 November 2021)*