

## MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 21 October 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), Keith Rudge and Steve Pitman (Wardens), Maureen and Les Brierley, Barry Deville  
**Absent:** Mike Sherwen

### **MA089/21 To receive and approve apologies for absence**

None received.

### **MA090/21 To receive any Declarations of Interest and Dispensations**

None received.

### **MA091/21 To approve the minutes of the Maintenance Committee Meeting held on 22 September 2021**

It was:

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

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

### **MA092/21 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

None in attendance.

### **MA093/21 Finance Matters:**

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

The finance report was received. Noted that, after six months of the financial year, non-contracted spend is at c25% of precepted total. Contracted spend is at c42% of precepted total.

### **MA094/21 Conservation Matters:**

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

The report was received.

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

Noted that RMRG working parties will be working in Melbourn in November.

- c) To consider quotations for tree work in Beechwood Avenue

Tree work requested by a resident. Discussion as to what work is required. Suggested that work to the tree on the corner of Beechwood Avenue / Ash Grove should be scheduled.

**ACTION:** Clerk to obtain a further quote for this work.

- d) To consider a request for tree work to the rear of the Millennium Copse

Noted that this item should refer to tree work to remove a conifer at the bottom of the field behind the pavilion. Resident has requested and will pay for works and replace with another tree.

It was:

RESOLVED to give approval for removal of the conifer identified on the plan provided by Shire Trees (cost to be met by the resident) subject to agreement of the species of tree to be planted in replacement.

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

- e) To receive an update with regard to drainage from the 4G pitch

The updated was received.

- f) To consider a request to install owl boxes

Request from a resident to install owl boxes was discussed.

**ACTIONS:**

- Clerk to contact local expert for advice on where to install owl boxes.
- Clerk to thank the resident and let them know that we are seeking advice as to best location for the owl boxes.

- g) To note an offer of trees from ASCH

Noted that ASCH have applied for free trees and will make any surplus available to the Parish Council for planting.

- h) To receive any other updates and consider actions

There was nothing further to discuss.

**MA095/21 Stockbridge Meadows**

- a) To receive any other updates and consider actions

Successful working party with JM volunteers was noted. Discussion with regard to future management of ragwort.

Noted that the area for Rosemary Gatward's memorial bench has been prepared. Noted that the grass around the bench will need to be cut in future. **ACTION:** Clerk to write to the family to advise when the bench will be installed.

**MA096/21 Stockbridge Meadows Boardwalk Project**

- a) To consider approving a quotation for project costing

Noted that project needs to be costed in order to prepare tender documents for Contracts Finder website.

It was:

RESOLVED to accept the quote from Sherriff Tiplady in the sum of £750 + VAT for project costing.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

**MA097/21 Allotment Matters:**

- a) To receive any updates and consider actions

Noted that the pothole on the track behind the allotments has been reported to County Highways.

A query had been raised by a member of the public as to reports of 30 new properties on The Moor. Noted this is in the draft Local Plan – not yet finalised. Councillors re-assured the Committee that allotment land would not be used for development.

**ACTION:** Assistant to the Clerk to request contractors to deposit any spare wood chippings at the allotment.

**MA098/21 Governance Matters:**

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

The inspection reports were received.

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

The updated report was discussed. PCSO's have recently visited the Parish Office and a request was made for regular drop-ins at the Hub. Recent incidents at the bowls club have been followed up with a visit to MVC.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

#### **MA099/21 Cemetery Matters:**

- a) To consider quotations for installation of benches in New Road Cemetery

Awaiting a further quote for consideration. To be deferred.

- b) To receive any other updates and consider actions

A member noted that the interpretation board in New Road cemetery was receiving a great deal of interest and receiving many compliments.

#### **MA100/21 Village Maintenance Matters:**

- a) To consider quotations for knee rail fencing

Noted difficulties in obtaining quotes for hardwood fencing. Only one received – this was similar to previous quotes from earlier this year. Suggested that the quote received should be recommended to full Council with copies of previous quotes as these are comparable in value.

- b) To receive a report on repairs required to play equipment

An update was provided as to necessary repairs: Noted that additional play bark has been delivered for rocker chair.

##### **ACTIONS:**

- Assistant to Clerk to seek like for like quotes for the work required particularly with regard to materials (query if rubber mulch is bonded).
- Clerk to look at options for financing the works

- c) To receive an update with regard to pest control on the New Rec

Awaiting details as to when the work will be carried out.

- d) To discuss and consider recruiting community gritting volunteers

Discussion as to liability for work carried out by volunteers. Noted that grits bins are located around the village for use by the public on footpaths and roads.

##### **ACTION:**

- Clerk to register with CCC for the Community Gritting Scheme.
- Clerk to advertise for Community gritting volunteers.

- e) To consider a request from the Kebab Van to paint parking bays

Noted that there are already signs requesting that the parking bays be kept clear after 3pm.

It was:

RESOLVED to overturn resolution PL133/15 dated 15 February 2016 with regard to painting yellow bays in the car park.

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

Clerk to advise Kebab Van proprietor of this decision.

- f) To receive any other updates and consider actions

Noted that the flower tubs on The Cross require some repair. **ACTION:** Wardens to deliver empty tubs to Cllr Travis for restoration.

Noted that the hour chimes on the Parish clock are not working. Discussion as to options. Replacement updated electronic chimes system would cost iro £4,500. It was agreed to explore repair or replace options for the chimes motor rather than adopt this expensive route.

**ACTION:**

- Clerk to liaise with KR with the objective of having a local engineer assess the motor repair before progressing the more expensive solution.

[10:47 Cllr Cowley left the meeting]

**MA101/21 Pavilion Matters:**

- a) To consider approving a quote for annual drain clean

It was:

RESOLVED to approve the quote from Dynorod in the sum of £275 + VAT.

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

- b) To consider a quotation for window repairs at the pavilion

It was:

RESOLVED to approve the quote from 1<sup>st</sup> Glass Services in the sum of £77.50 + VAT for window repairs.

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

- c) To receive any other updates and consider actions

Noted that routine testing of water temperature during the week is problematic as the water is only heated when the pavilion is in use. **ACTION:** Clerk to write to 4i for advice on how routine water testing should be carried out bearing in mind the water is only heated over the weekend when the pavilion is in use. Also to ask 4i if the present cycling of temperature during the week constitutes a Legionella hazard.

**MA102/21 Littlehands Matters:**

- a) To receive an update with regard to drainage at Littlehands

Noted that advice has been received that permission for a septic tank is unlikely to be given as there is access to mains drainage. **ACTION:** Assistant to the Clerk to obtain further quotes for repairs to drains as detailed in drain survey.

- b) To receive any updates and consider actions

There was nothing further to discuss.

**MA103/21 Policies and Risk Assessments**

- a) To consider a draft Risk Assessment for installation of the MVAS unit

To be deferred for further discussion.

**MA104/21 Melbourn Play Parks Working Party:**

- a) To receive any updates and consider actions.

Draft tender document to be reviewed and circulated for discussion prior to posting the project on Contracts Finder.

**MA105/21 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

| Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 21 October 2021 |                                |             |   |      |
|--|--------------------------------|-------------|---|------|
| ITEM   | Details of work required       | Reported by | Update Notes / Actions  | WHO? |
| 1  | Medcalfe Way /<br>Palmer's Way | Resident    | Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Email from Arnie Leader - cost for installation of new bin £350 approx. Can we use round bins intended for New Road Cemetery? Wardens to look at whether round bin can be installed - CL emailed 8/4/21. <b>Wardens to installing bin on concrete base and secure the inner basket.</b> | CL   |

|    |   |               |  |              |
|----|---|---------------|--|--------------|
| 2  | Ash tree at entrance to green lane behind Armingford Crescent | Resident      | Reported that the Ash tree is heavy with ivy and swaying in high winds. Wardens inspected and severed ivy on trunk. Office to write to County Farms to see if this tree is their responsibility. Reported to County Highways. Tree has been inspected. Does not require immediate work but will be reviewed in new financial year. <b>ACTION: Clerk to follow up with Highways. Report from Resident requesting action within 14 days (20/5/21) - tree has been re-reported to County Highways (24/5/21) and resident advised. ACTION: Clerk has reported this again to Highways for action.</b> | 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. <b>ACTION: Wardens to inspect and see if overhanging branches have been cut back. If not, further letter to be sent.</b>   | Wardens      |
| 4  | Stockbridge Meadow  | Wardens       | Bin ordered - wardens to install. <b>Bin now received. Wardens to install.</b>   | 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. <b>ACTION: Assistant to Clerk to follow up for a date for scheduled works. Work has now been carried out.</b>   | CL           |
| 6  | 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. <b>Wardens advised that they are unable to source a larger spring. In the interim, wardens to install a second spring.</b>   | Wardens      |
| 7  | Track behind allotments                                       | BD            | Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. <b>Clerk has chased.</b>   | CL           |
| 8  | Flower tubs around cross                                      | Resident      | Need a volunteer to take this on. <b>JT to refurbish tubs this year. Will need a volunteer to take this on in the future.</b>  |              |
| 9  | 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. <b>Second quote now received.</b>   | CL           |
| 10 | 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. <b>ACTION: Assistant to Clerk to seek advice and quotations from other companies. Already discussed.</b>   | CL           |
| 11 | 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. <b>Wardens to check if they can do - may require contractor</b>  | Wardens      |
| 12 | Removable tap head for pavilion                               | Wardens       | Wardens to purchase removable tap head for pavilion tap so residents can water trees. <b>Spare tap heads now in the office for use by members of the public for watering trees</b>   | Wardens      |
| 13 | Greengage Rise  | Resident      | Tree on open spaces overhanging their property and brushing against roof. Also needs ivy cutting back / removing. Will send photos. Clerk to seek quotes for cutting back tree. <b>ACTION: One quote received. Second quote to be obtained.</b>  | Wardens / CL |
| 14 | 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. <b>ACTION: Wardens to cut back</b>  | Wardens      |

|    |  |                  |  |                |
|----|--|------------------|--|----------------|
|    |  |                  | overgrown shrubs taking care not to damage fence<br><b>ACTION: HCGM to remove cuttings - Clerk to chase</b>  |                |
| 15 | Bottom of Back Lane /<br>cnr Rupert Neve | SK               | Shrubs overgrown and obstructing footpath and vehicles.<br>Needs to be cut back. Wardens to check if they can do<br>the work - may require contractor. <b>Wardens have cut<br/>back.</b> | Wardens        |
| 16 | Beechwood Avenue<br>trees                | Resident         | Cnrs Water Lane, Ash Grove, bottom of Maple Way -<br>requested trees be cut back. <b>Discussed at MA094/21c)</b>   | CL             |
| 17 | Worcester Way                            | Litter<br>picker | Fly tipping at the back of worcester way - <b>CL to report to<br/>SCDC</b>   | CL             |
| 18 | Worcester Way                            | Litter<br>picker | Damage to fence. <b>Clerk to obtain quotes for repair.<br/>Request that slats are screwed in place</b>   | CL             |
| 19 | Clear Crescent play<br>area              | Resident         | Damage to climbing frame. Wardens have inspected.<br>Part to be ordered and fitted. <b>Awaiting parts for repair</b>   | Wardens<br>/SM |

**MA106/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

A member noted the tree outside 69 Beechwood Avenue is encroaching on to the footpath.

**ACTION:** Parish Office to write requesting the tree is cut back.

A member queried when the interpretation board would be installed at the Jubilee Orchard.  
Noted this is on the wardens' job list.

**MA107/21 To note date of next meeting: Wednesday, 24 November 2021**

The date of the next meeting is Wednesday, 24 November 2021.

The meeting closed at 11:10

## 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.<br><b>Wardens to installing bin on concrete base and secure the inner basket.</b>   | CL      |
| 2  | Ash tree at entrance to green lane behind Armingford Crescent | Resident    | Reported that the Ash tree is heavy with ivy and swaying in high winds. Wardens inspected and severed ivy on trunk. Office to write to County Farms to see if this tree is their responsibility. Reported to County Highways. Tree has been inspected. Does not require immediate work but will be reviewed in new financial year. ACTION: Clerk to follow up with Highways. Report from Resident requesting action within 14 days (20/5/21) - tree has been re-reported to County Highways (24/5/21) and resident advised. <b>ACTION: Clerk to follow up with Highways before autumn.</b> | 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. <b>ACTION: Wardens to inspect and see if overhanging branches have been cut back.</b>  | Wardens |
| 4  | Stockbridge Meadow  | Wardens     | Bin ordered - wardens to install. <b>Bin out of stock - to be installed on receipt</b>   | 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. <b>ACTION: Assistant to Clerk to follow up for a date for scheduled works</b>   | CL      |
| 6  | Ivy from New Rec growing over fence in Thatcher Stanfords     | Resident    | Residents have cut it back - <b>wardens to remove from Rec.</b>  | 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. <b>Wardens have attached interim spring. Wardens to advise parish office on spring size for ordering as soon as possible.</b>   | Wardens |
| 8  | Track behind allotments                                       | BD          | Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. <b>Clerk to chase.</b>   | CL      |
| 9  | Flower tubs around cross                                      | Resident    | Need a volunteer to take this on. <b>ACTION: Clerk to speak to KR re advertising for volunteer</b>   |         |
| 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. <b>Noted difficulties in obtaining further quote. Clerk to instruct HCGM to carry out the work.</b>  | 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. <b>ACTION: Assistant to Clerk</b>  | CL      |

|           |   |               |  |              |
|-----------|---|---------------|--|--------------|
|           |   |               | <b>to seek advice and quotations from other companies.</b>   |              |
| <b>12</b> | 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      |
| <b>13</b> | 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      |
| <b>14</b> | Greengage Rise  | Resident      | Tree on open spaces overhanging their property and brushing against roof. Also needs ivy cutting back / removing. Will send photos. <b>ACTION: Clerk to seek quotes for cutting back tree.</b> | Wardens / CL |
| <b>15</b> | 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. <b>ACTION: Wardens to cut back overgrown shrubs taking care not to damage fence</b>                             | Wardens      |
| <b>16</b> | 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 Expenditure Tracking 2021/22  
(Actuals based on paid invoices)

| EDGE Code |  | Budget 2021/22 | Actual to date (30/09/21) | Committed     | Balance    | Notes  |
|-----------|--|----------------|---------------------------|---------------|------------|--|
|           | <u>Budgeted expenditure (included in Precept)</u>  | £              | £                         | £             | £          |  |
|           | <u>Conservation:</u>   |                | <u>Paid</u>               | <u>Unpaid</u> |            |  |
| 1000      | Allotments - water (2 meters)  | 600            | 387                       |               | 213        |  |
| 1000      | Allotments - plot clearance/maintenance  | 500            |                           |               | 500        |  |
| 1000      | Allotments - unplanned e.g. asbestos removal   | 500            | 450                       |               | 50         | Remove bonfire rubbish   |
| 1100      | <b>Conservation - donation to fund tree planting</b>                                     | <b>500</b>     |                           |               | <b>500</b> | <b>Donation - Not in precept but included as a reminder for spending on trees in 2021/22</b> |
| 1100      | Conservation - Christmas tree and plants for tubs  | 300            |                           |               | 300        |  |
| 1100      | Conservation - tree survey   | 650            | 624                       |               | 26         |  |
| 1100      | Conservation - tree works  | 3,850          | 1,425                     |               | 2,425      | Tree work opp Orchard Gate   |
| 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         | 3,185                     | -             | 12,015     |  |
|           | <u>Cemeteries</u>  |                |                           |               |            |  |
| 2000/1    | Orchard Road - electricity   | 105            | 61                        |               | 44         |  |
| 2000/1    | Orchard Road - water   | 95             | 46                        | 46            | 2          |  |
| 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          | 590                       | 124           | 2,836      |  |
|           | <u>Play Areas, Recreation Grounds &amp; Pavilion</u>                                     |                |                           |               |            |  |
| 3000      | Playground - ROSPA   | 220            | 214                       |               | 6          |  |
| 3000      | Playground - play area maintenance, equipment repair/renewals                            | 1,500          | 159                       |               | 1,341      |  |
| 3000      | Playground - tree work/edging  | 1,000          |                           |               | 1,000      |  |
| 3000      | Playground - unplanned   | 195            | 105                       |               | 90         | Sign   |
| 3200      | Recreation Ground - electricity  | 185            | 71                        |               | 114        |  |
| 3200      | Recreation Ground - pest treatment   | 600            | 180                       |               | 420        |  |
| 3200      | Recreation Ground - unplanned  | 500            |                           |               | 500        |  |
| 3400      | Pavilion - cleaning  | 1,500          | 170                       | 68            | 1,262      |  |
| 3400      | Pavilion - electricity   | 1,200          | 570                       |               | 630        | Meter reading submitted 09/08 - account currently in credit                                  |
| 3400      | Pavilion - water   | 100            | 55                        |               | 45         |  |
| 3400      | Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)              | 600            | 442                       |               | 158        | Sanitary disposal £292/ septic tank £150   |
| 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          | 984                       |               | 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         | 3,097                     | 68            | 8,355      |  |
|           | <u>Finance &amp; General Purpose</u>   |                |                           |               |            |  |
| 4300/2    | Wardens' materials (mower fuel, spare parts, materials)                                  | 350            | 268                       | 51            | 31         |  |
| 4300/3    | Wardens' equipment   | 500            | 59                        | 19            | 422        |  |
| 4300/4    | Parish Van expenses (insurance, MOT, road tax, repairs and fuel)                         | 1,350          | 762                       | 63            | 525        |  |
| 4900      | Parish Clock - service   | 150            | 199                       |               | (49)       |  |
| 4900      | Parish Clock - repair and training costs   | 1,200          |                           |               | 1,200      |  |
| 4900      | <b>Parish Clock - donation for repair</b>  | <b>717</b>     | <b>717</b>                |               | <b>-</b>   | <b>Donation - Not in precept. Repair carried out Sept 2021</b>                               |

|        |  |        |        |     |        |   |
|--------|--|--------|--------|-----|--------|---|
| 5000/9 | Litter picking   | 2,800  | 992    | 223 | 1,586  | Electric bike £400                                  |
| 7100   | Car park workshop - water  | 175    | 35     |     | 141    |   |
| 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  | 3,594  | 356 | 4,967  |   |
|        | <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 | 11,372 | 548 | 31,917 |   |
|        |  |        |        |     |        |   |
|        | <b><u>Grounds Maintenance Contracts</u></b>  |        |        |     |        |   |
| 1200   | Grass cutting contract - verges/Hub etc  | 7,470  | 3,735  |     | 3,735  |   |
| 1200   | Grass cutting contract - extra cuts x 2  | 1,200  |        |     | 1,200  |   |
| 1300   | Public Open Space - maintenance (£460 per month)                                       | 5,520  | 2,760  |     | 2,760  |   |
| 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  | 2,435  |     | 3,435  |   |
| 2100   | Cemeteries - extra cuts x 3  | 630    |        |     | 630    |   |
| 3200   | Recreation Grounds (currently £755 per month but may change)                           | 9,060  | 4,530  |     | 4,530  |   |
| 3200   | Recreation Grounds - extra cuts x 4  | 520    |        |     | 520    |   |
|        |  | 32,170 | 13,460 | -   | 18,710 |   |
|        |  |        |        |     |        |   |

# Monthly water situation report

## East of England

### Summary – September 2021

East Anglia had a normal amount of rainfall in September with 48mm falling on average although there was significant variation in totals across the area. Soil Moisture Deficit (SMD) remained normal for the time of year along with flows at the majority of river sites. Groundwater levels continued to decrease but retained normal or higher levels for September with 56% of indicator sites above normal. Reservoir levels remained normal or higher.

### Rainfall

The beginning of September was very dry with almost no rain falling in the first week, however rainfall events in the middle and end of the month resulted in an average of 48mm of rainfall across East Anglia. This equates to 95% of the LTA and is classified as normal for the time of year. Notable variations from this were in the Cam catchment where there was 72mm of rainfall which at 150% of the LTA was above normal, and in the Broadland Rivers and East Suffolk areas which received only 32mm and 24mm respectively (61% and 45% LTA) and so classified as below normal.

### Soil Moisture Deficit/Recharge

SMD varied slightly across the month and began to decrease at the end of September remaining classified as normal for the time of year. The average value for East Anglia was 96mm at the end of September, with a range from 74mm in north Norfolk to 130mm in the Ely Ouse catchment. With the exception of north Norfolk values generally remained higher along the coast.

### River Flows

River flows at the majority of sites continued to decrease at the beginning of September as expected for the time of year. Some indicator sites showed clear response to the rainfall towards the end of the month and so had an increase in monthly mean in comparison to August, most notably the rivers Ely Ouse, Cam, Colne and Lark. All indicator sites recorded mean flows which were normal or higher for the time of year with the exception of the river Waveney which recorded notably low flows. 29% of river flow sites had flows that were above normal or higher for the time of year.

### Groundwater Levels

Levels at all groundwater indicator sites continued to recede through September, although all recorded sites remained at normal or higher levels for the time of year. 56% of indicator sites had above normal levels and Bircham Newton in the North West Norfolk Chalk had a notably high level for the time of year.

### Reservoir Storage/Water Resource Zone Stocks

Levels at all reservoirs reduced in September. Four of the five reservoirs remain above the normal operating curve for the time of year, with Alton being the only exception. All reservoirs had normal levels apart from Hanningfield which had notably high levels at the end of the month.

### Environmental Impact

Groundwater support scheme operations slightly increased in September. The Lodes-Granta groundwater support scheme had 4 of the 6 pumps operating while the Rhee groundwater support scheme had 3 of the 8 pumps operating. The Hiz and Thet-Little Ouse schemes both remained with no pumping.

## Forward Look

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

**December 2021:** There is an increased probability of above normal flows in the Bedford Ouse, Ouse and Ivel. There is a reduced probability of exceptionally low flows at all sites.

**March 2022:** There is a reduced probability of exceptionally low flows at all sites.

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

**March 2022:** There is an increased probability of levels above normal or higher at sites in the North West Norfolk Chalk. There is a slightly increased probability of below normal levels in the Little Ouse Chalk, Upper Lark Chalk and Snail Chalk.

**September 2022:** There is a reduced probability of exceptionally low levels at all sites.

Author:

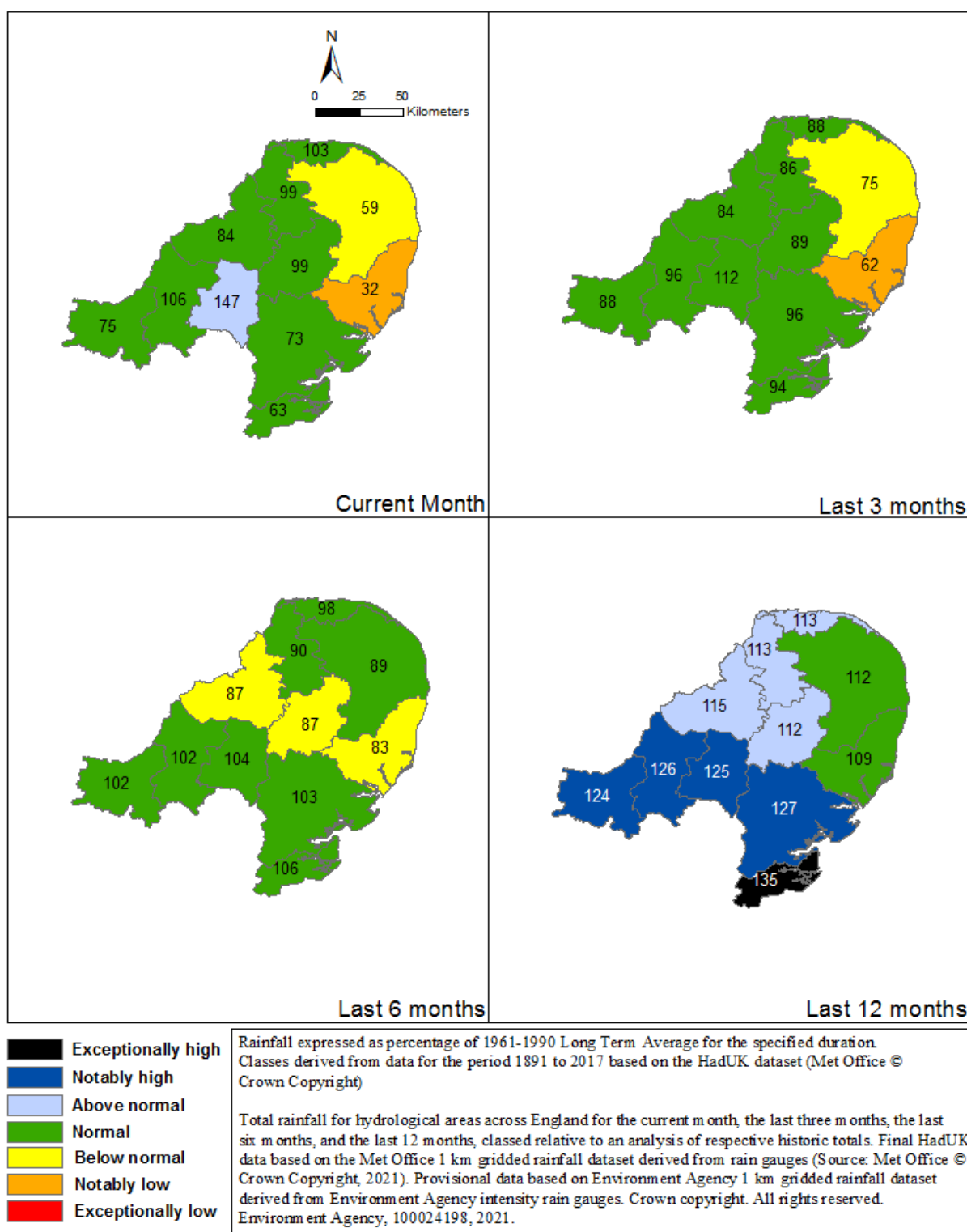
[ANG-Hydrology](#)

Contact details: 03708506506



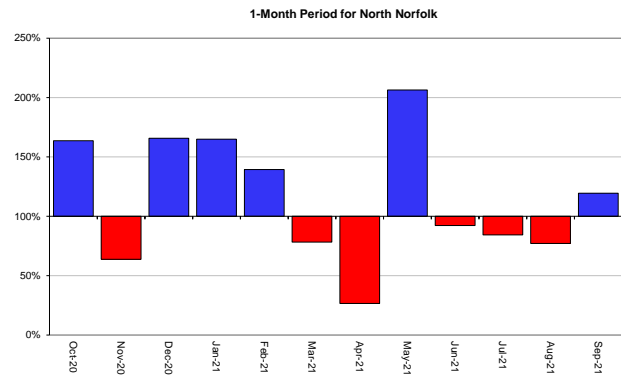
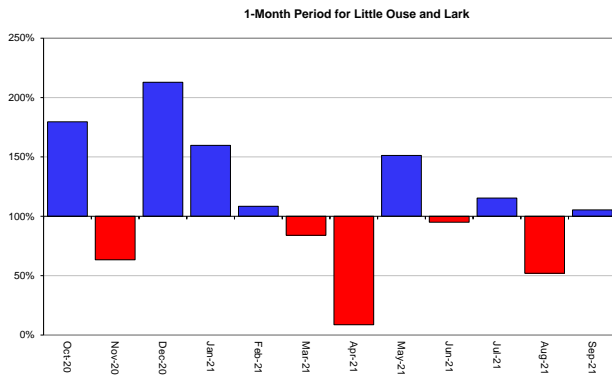
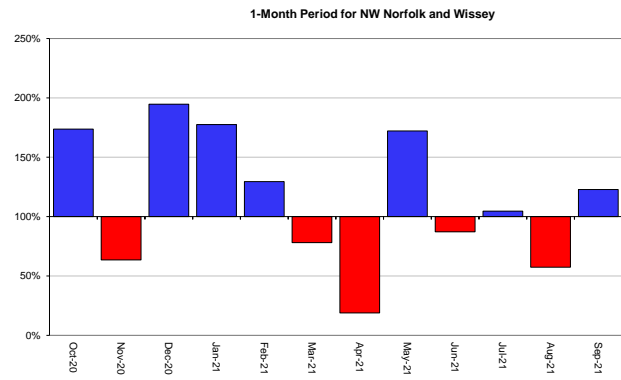
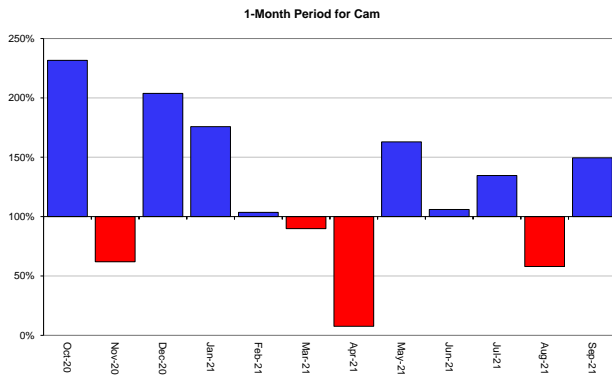
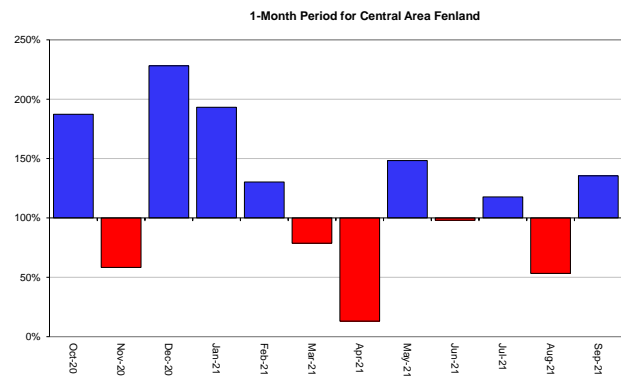
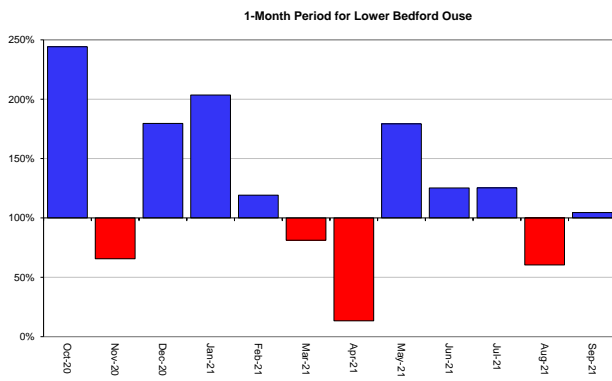
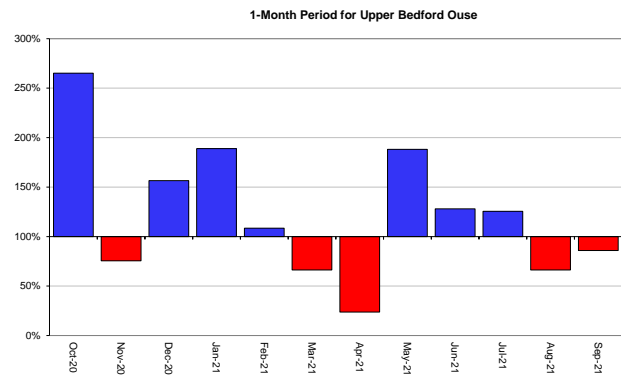
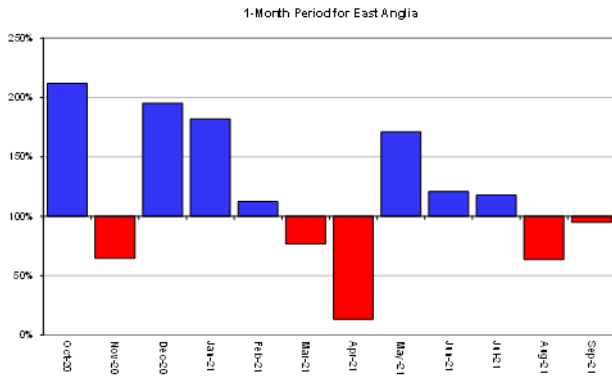
# Rainfall

September 2021



**Above average rainfall**

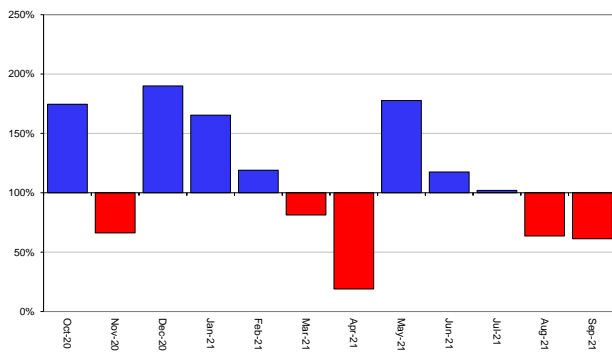
**Below average rainfall**



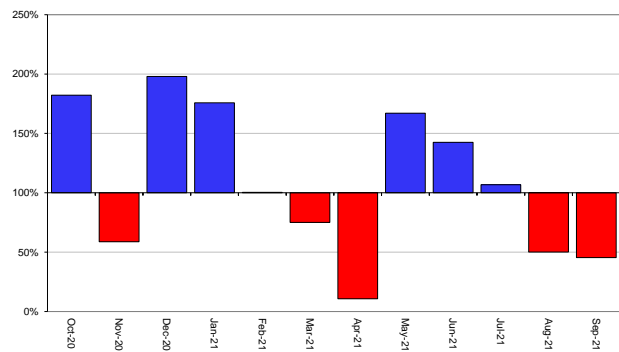
**Above average rainfall**

**Below average rainfall**

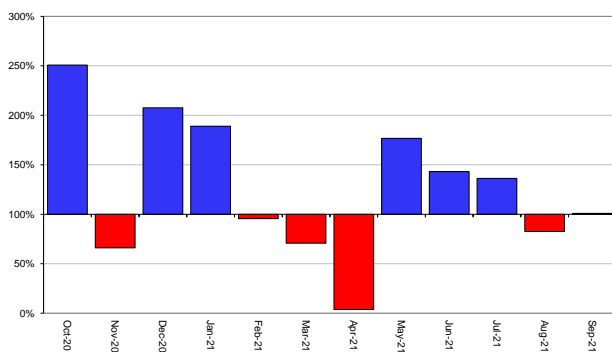
1-Month Period for Broadland Rivers



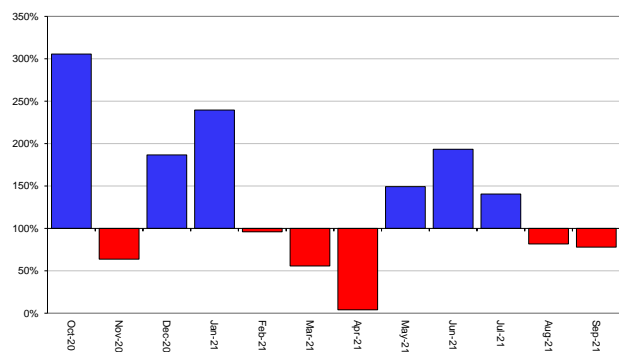
1-Month Period for East Suffolk



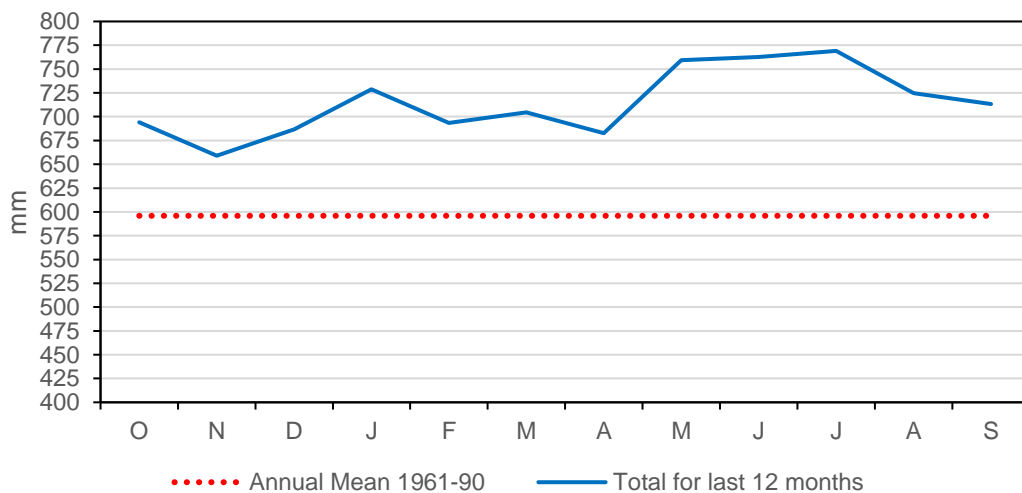
1-Month Period for North Essex



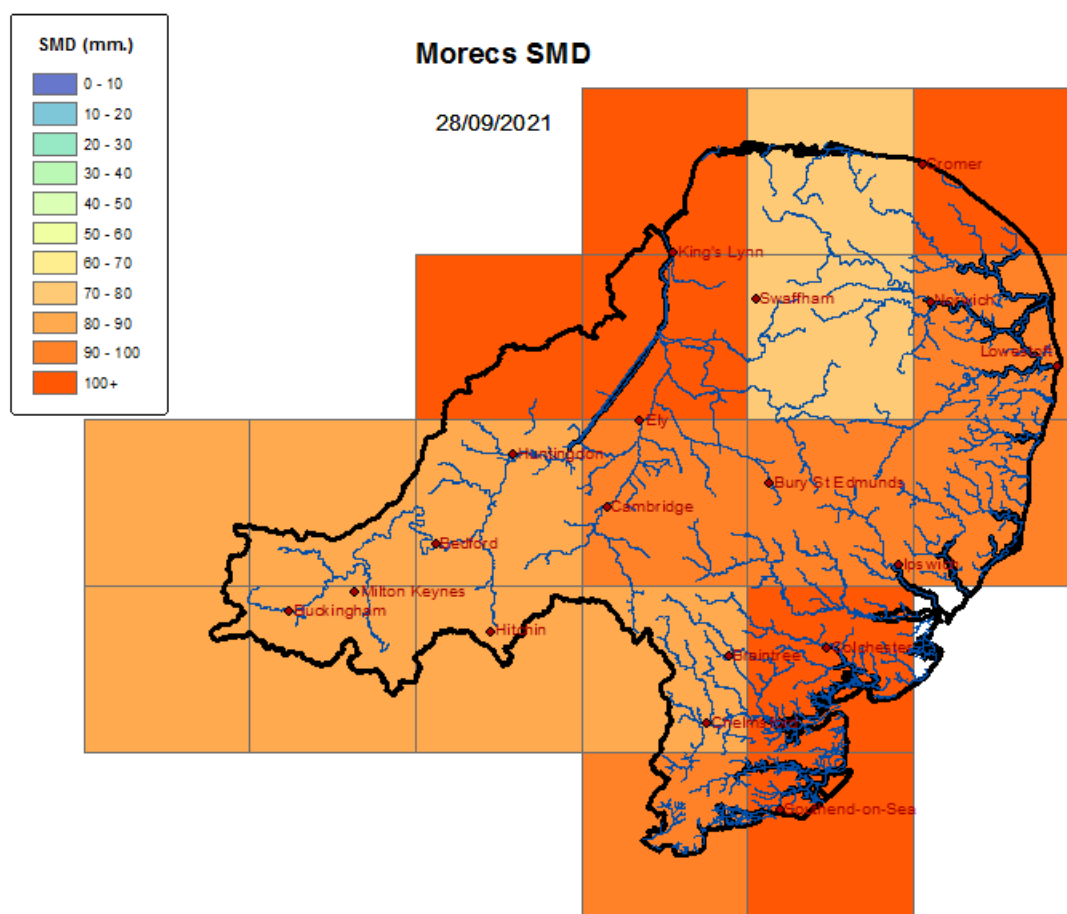
1-Month Period for South Essex



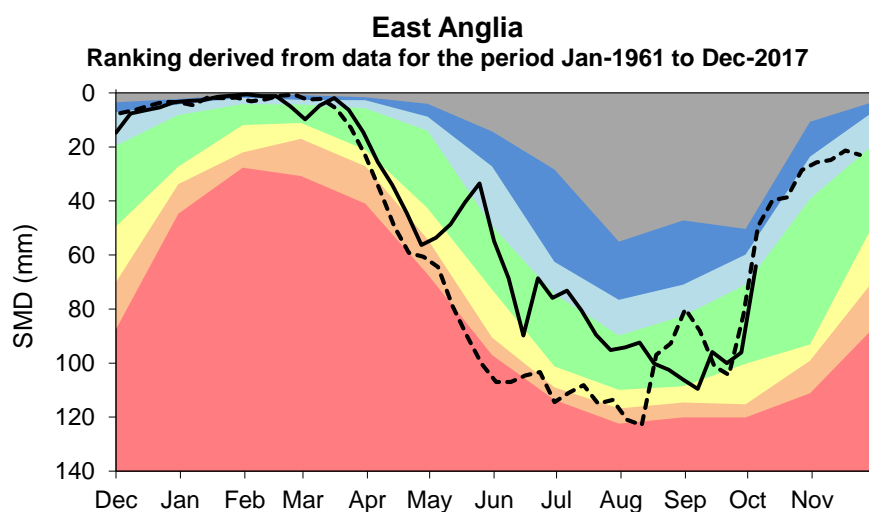
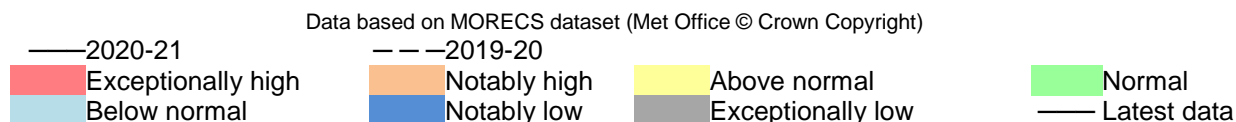
## Monthly Rainfall Surplus/Deficit



## Soil Moisture Deficit

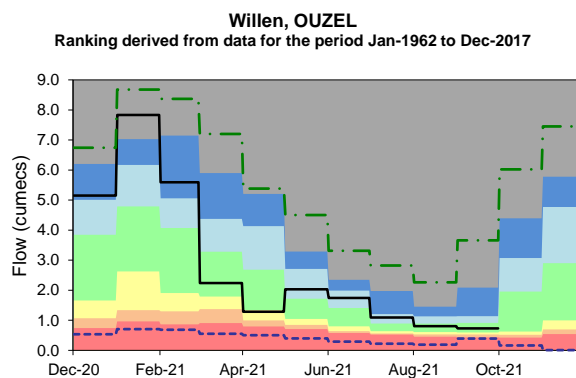
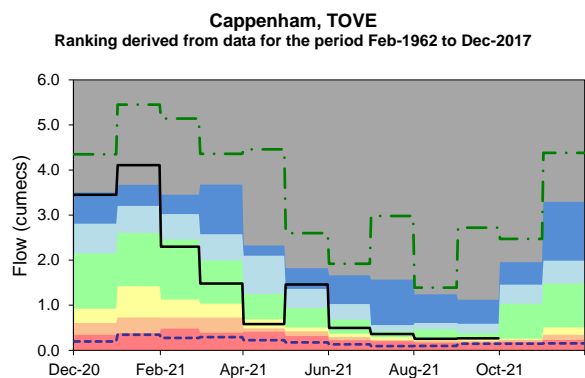
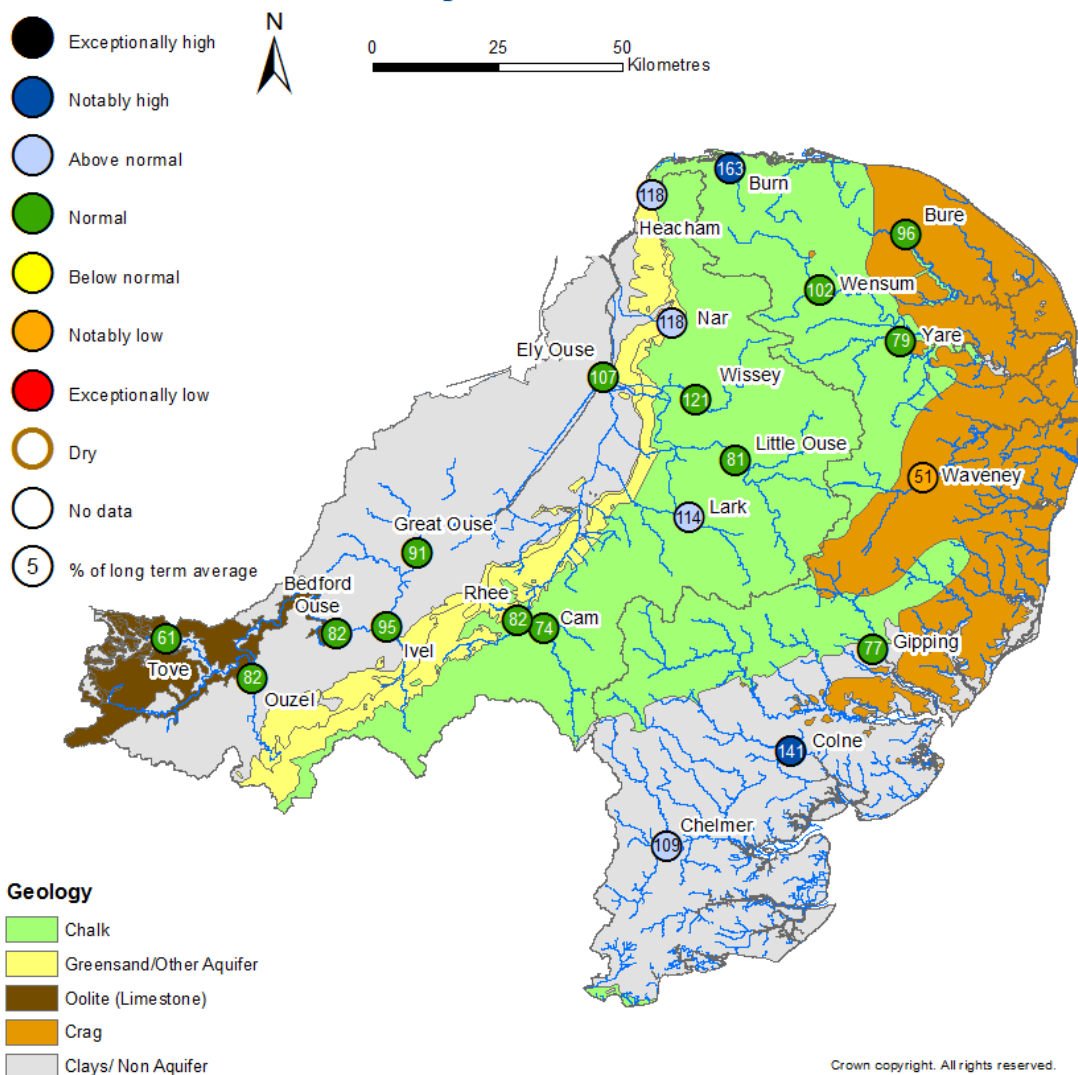


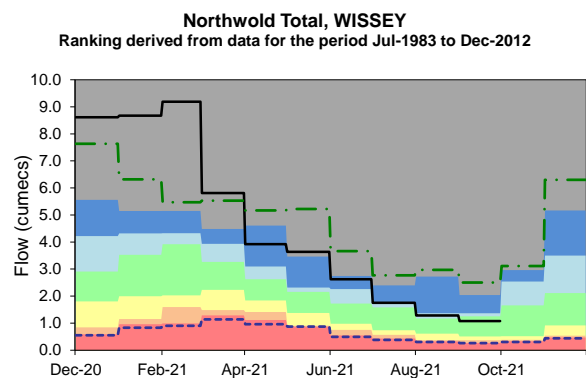
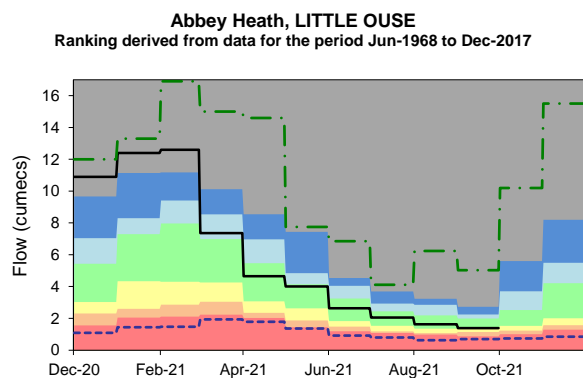
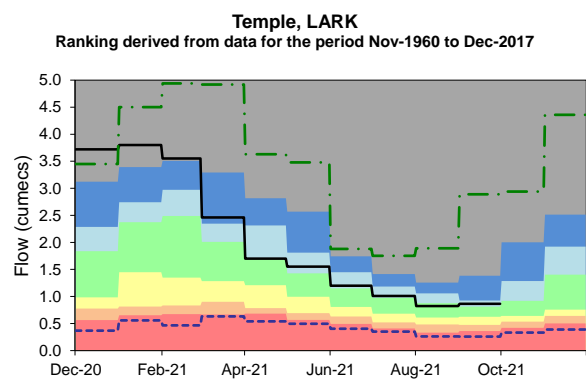
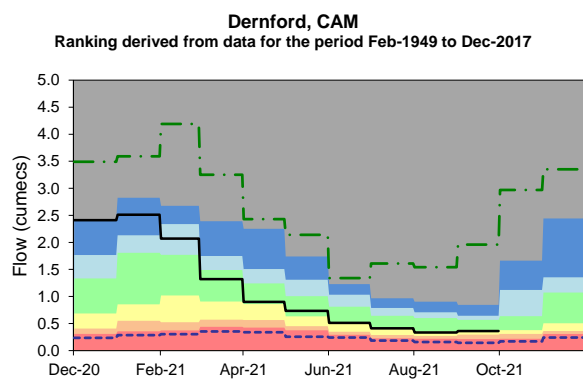
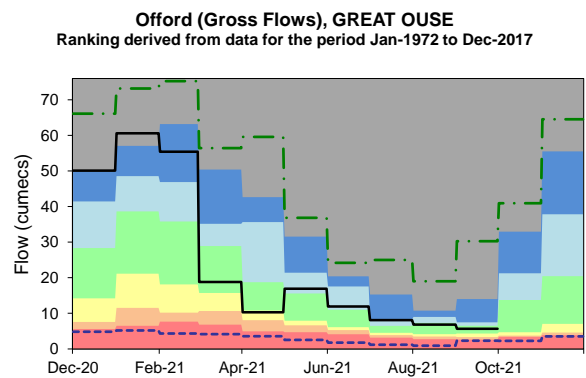
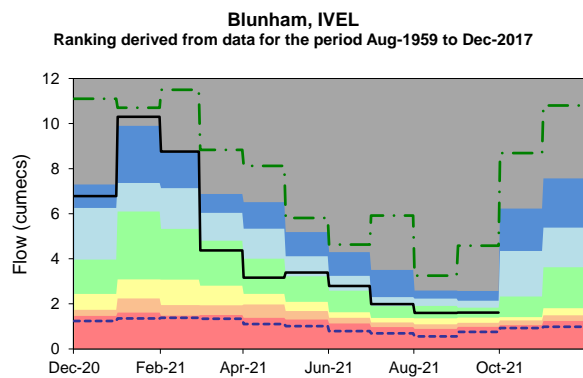
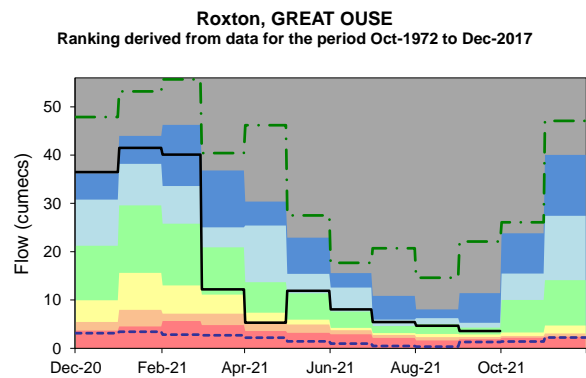
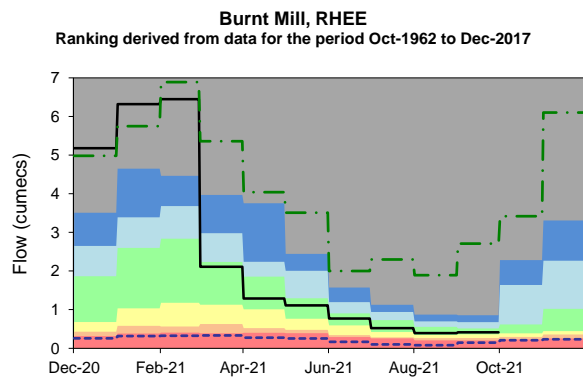
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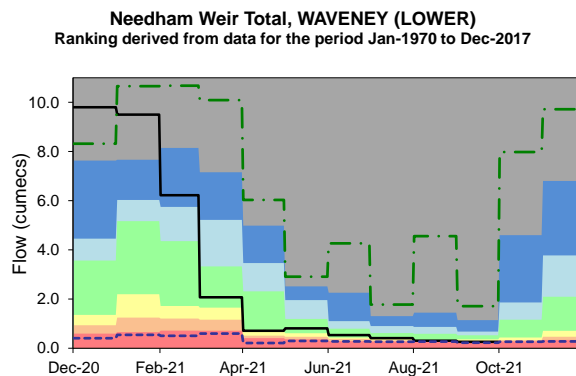
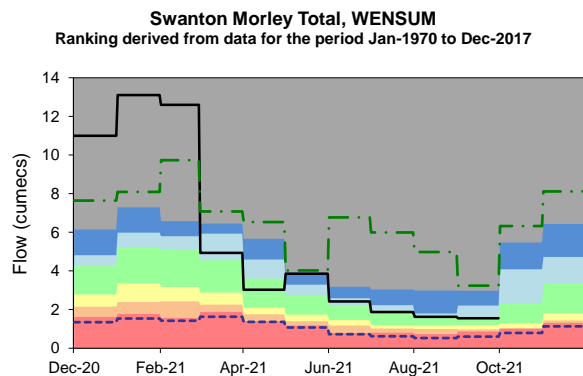
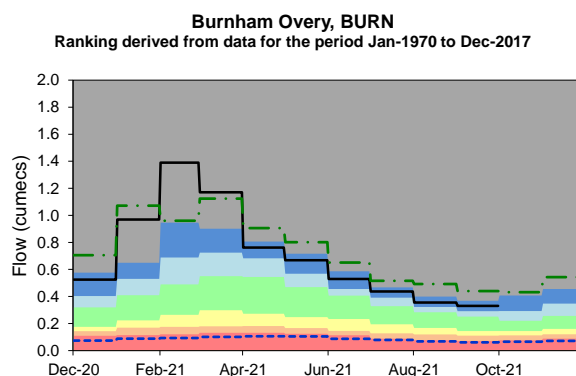
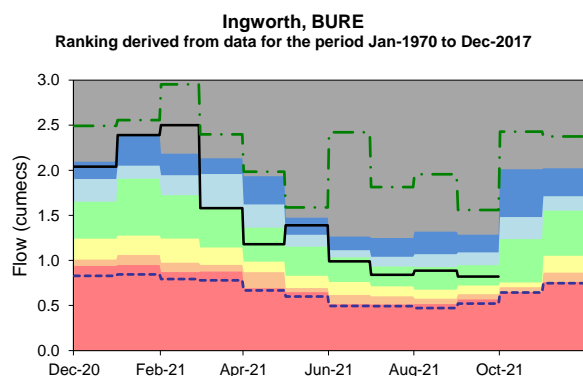
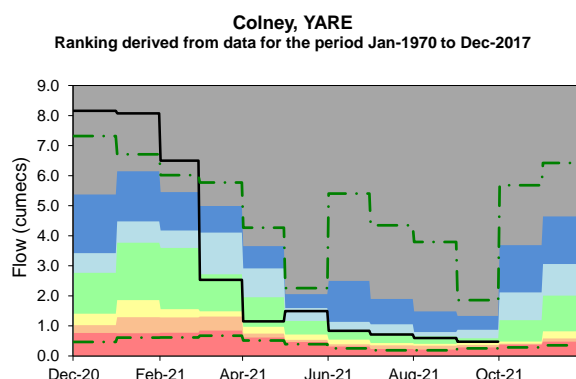
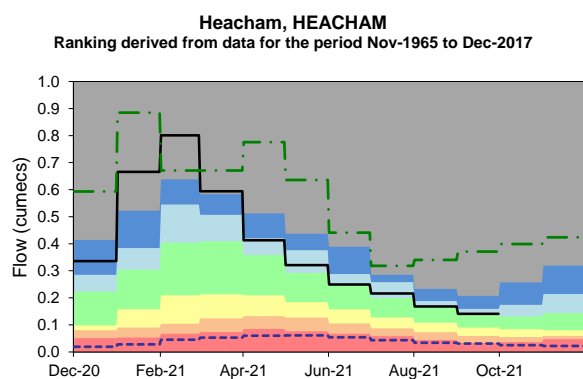
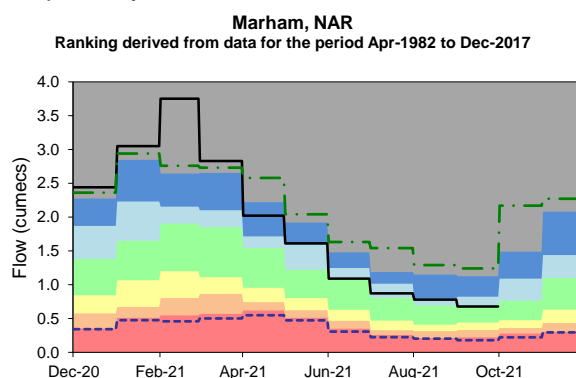
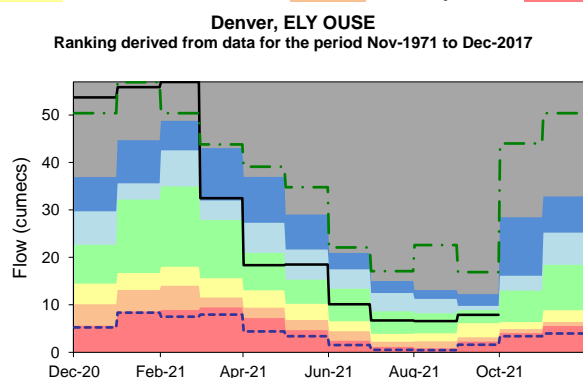


# River Flow

September 2021



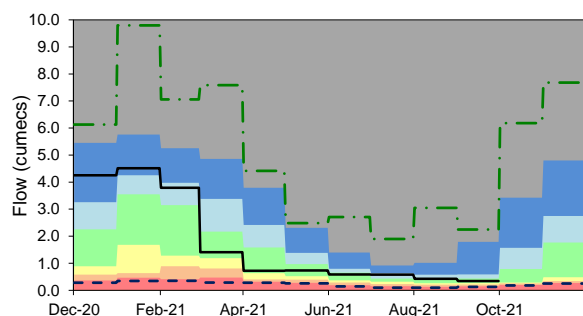






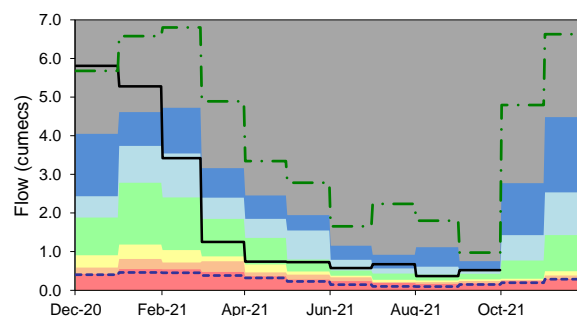
**Bramford, GIPPING**

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



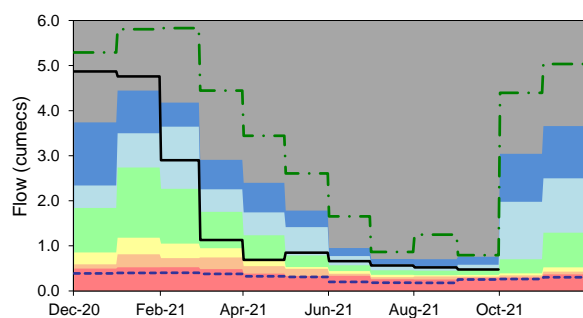
**Lexden, COLNE**

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

September 2021

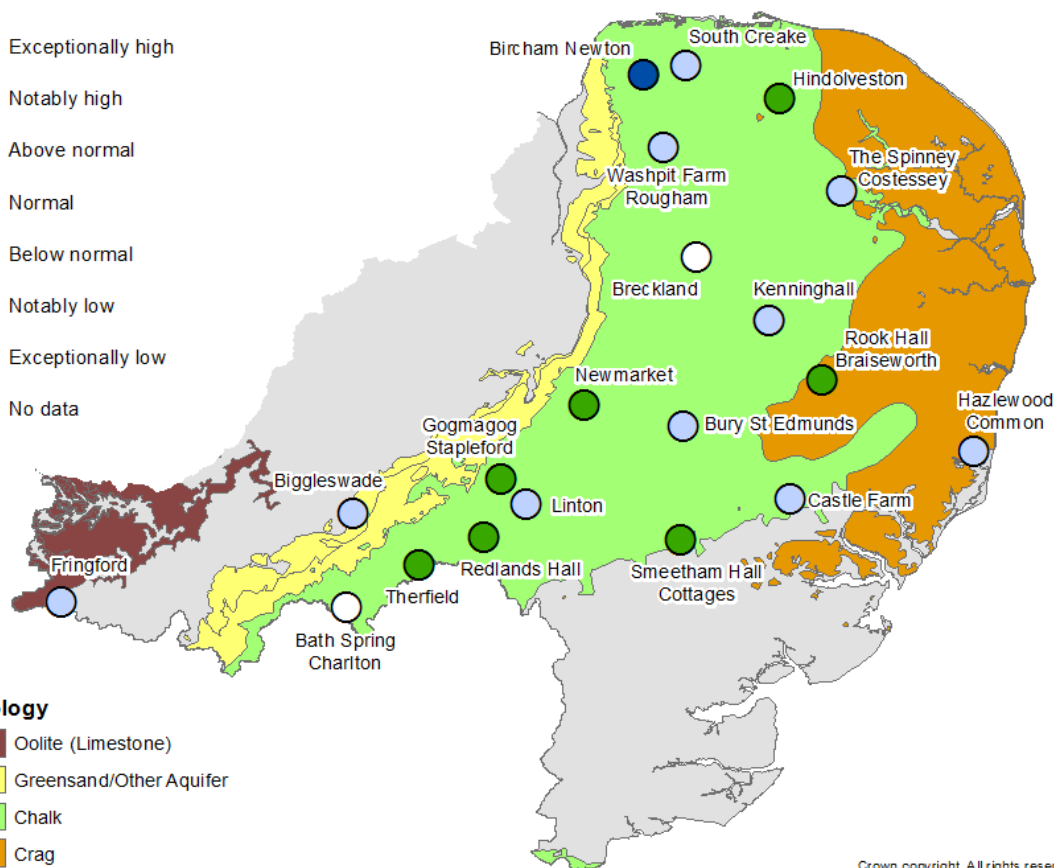


0 15 30 60 Kilometres

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

## Geology

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

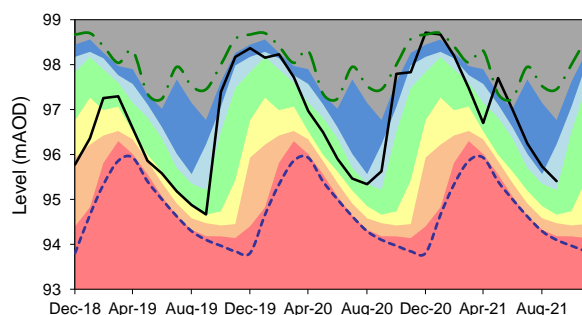


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Environment Agency, 100024198, 2021

- Exceptionally high
- Notably high
- Above normal
- Normal
- Max
- Below normal
- Notably low
- Exceptionally low
- Latest data
- Min

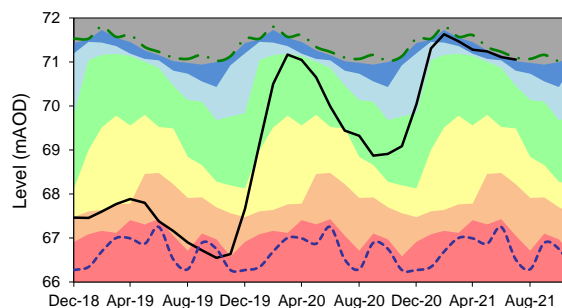
## Fringford - GREAT OOLITE

Ranking derived from data for the period Sep-1980 to Dec-2017



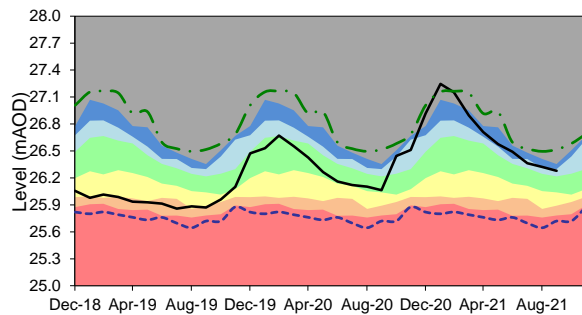
## Bath Spring, Charlton - IVEL CHALK

Ranking derived from data for the period Mar-1993 to Dec-2017

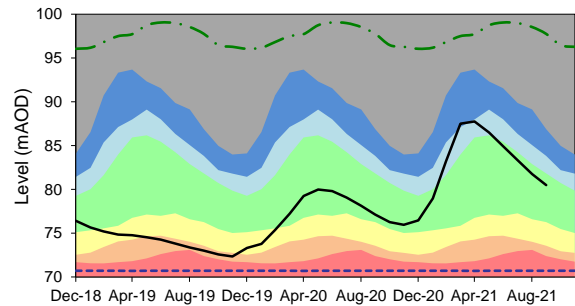




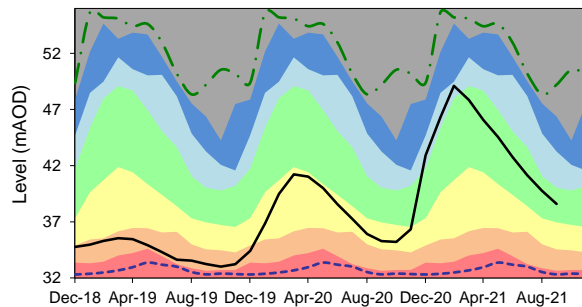
**Biggleswade - IVEL SANDSTONE**  
Ranking derived from data for the period Mar-1968 to Dec-2017



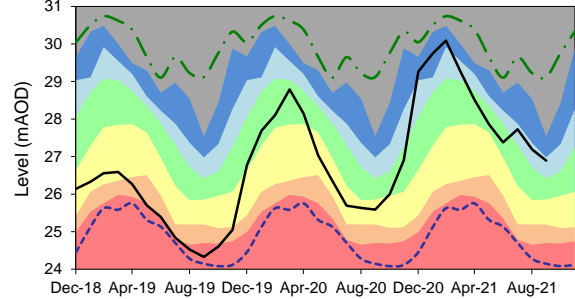
**Therfield Rectory - N HERTS CHALK**  
Ranking derived from data for the period Jan-1883 to Dec-2017



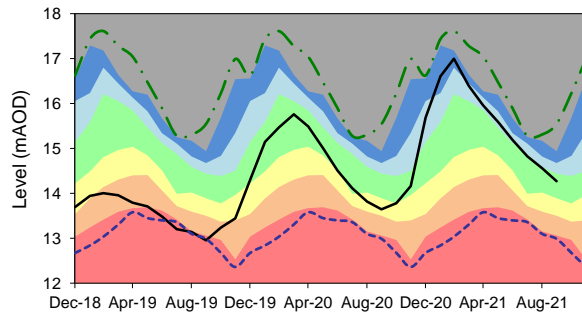
**Redlands Hall, Ickleton - CAM CHALK**  
Ranking derived from data for the period Aug-1963 to Dec-2017



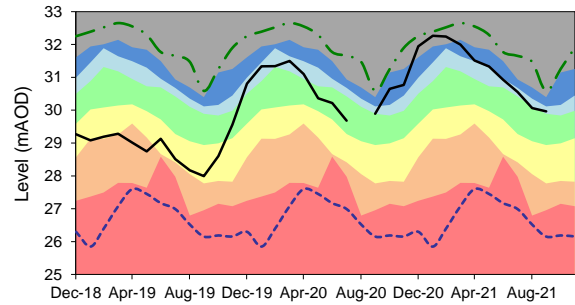
**Linton - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



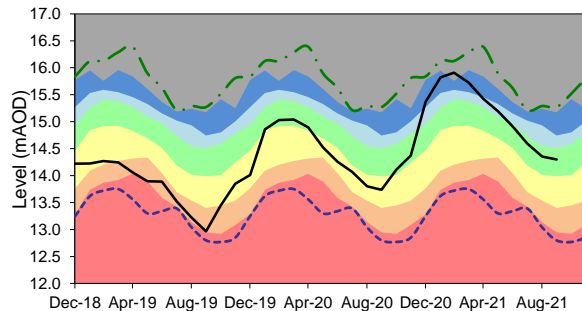
**Gog Magog, Stapleford - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



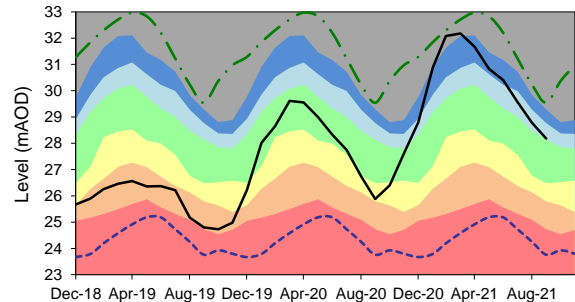
**Bury St Edmunds - UPPER LARK CHALK**  
Ranking derived from data for the period May-1983 to Dec-2017



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

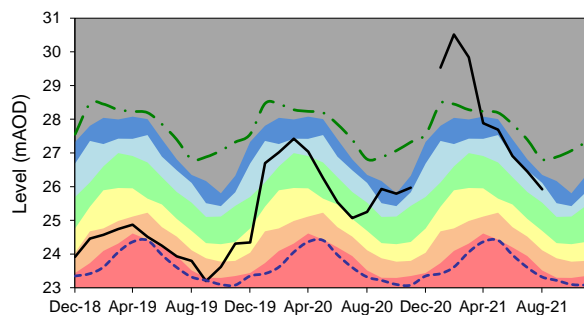


**Kenninghall - LITTLE OUSE CHALK**  
Ranking derived from data for the period Aug-1973 to Dec-2017

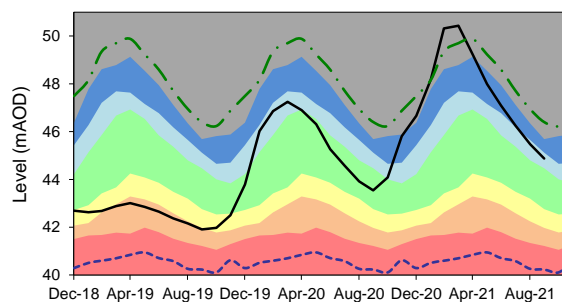




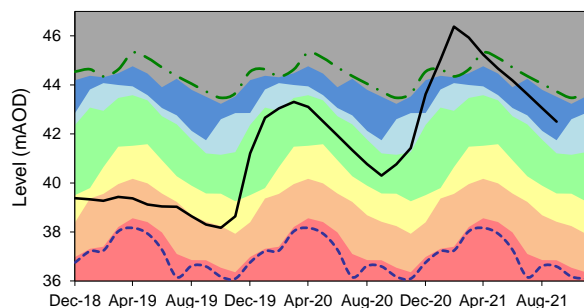
**Breckland - WISEY CHALK**  
Ranking derived from data for the period Jan-1971 to Nov-2017



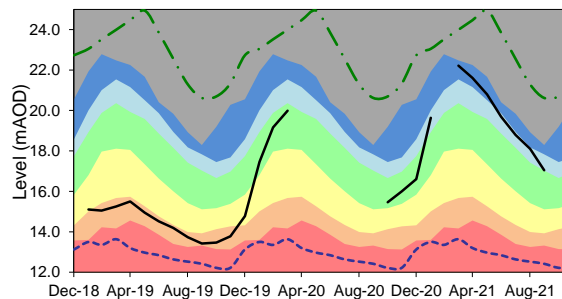
**Washpit Farm, Rougham - NW NORFOLK CHALK**  
Ranking derived from data for the period May-1950 to Dec-2017



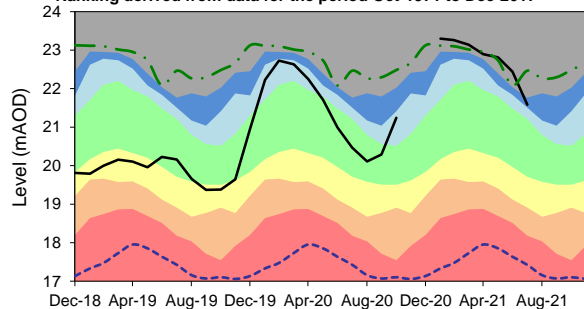
**Bircham Newton - NW NORFOLK CHALK**  
Ranking derived from data for the period Mar-1995 to Sep-2017



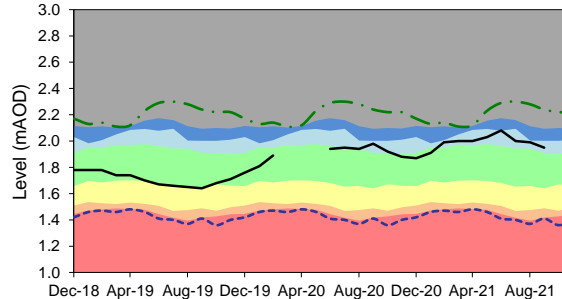
**Castle Farm, Offton - MID SUFFOLK CHALK**  
Ranking derived from data for the period Mar-1967 to Dec-2017



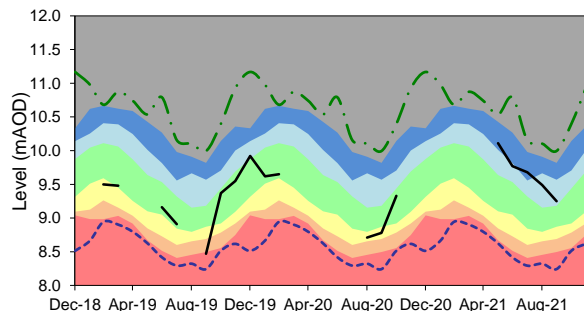
**Old Primary School, South Creake  
NW NORFOLK CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017



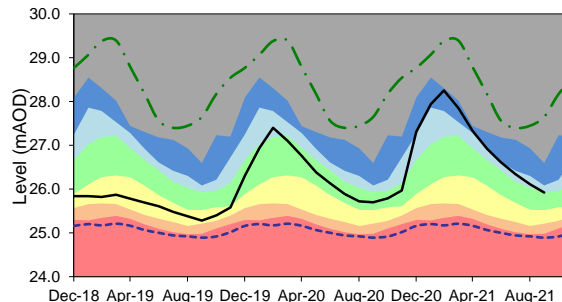
**Hazlewood Common - SUFFOLK CRAG**  
Ranking derived from data for the period Oct-1988 to Feb-2020



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

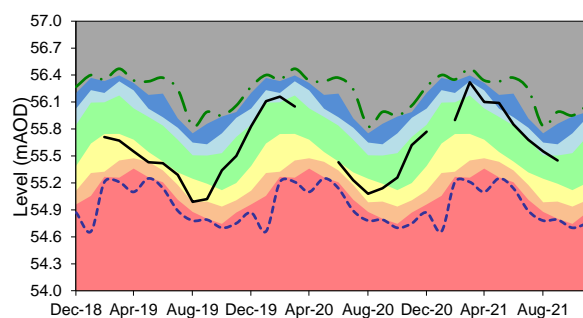


**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
Ranking derived from data for the period Jan-1964 to Dec-2017

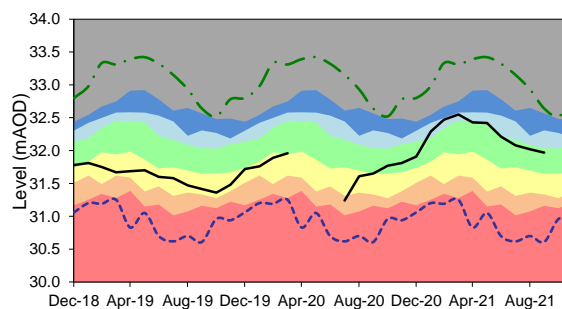




**Hindolveston - NORFOLK CHALK**  
Ranking derived from data for the period Sep-1984 to Nov-2017

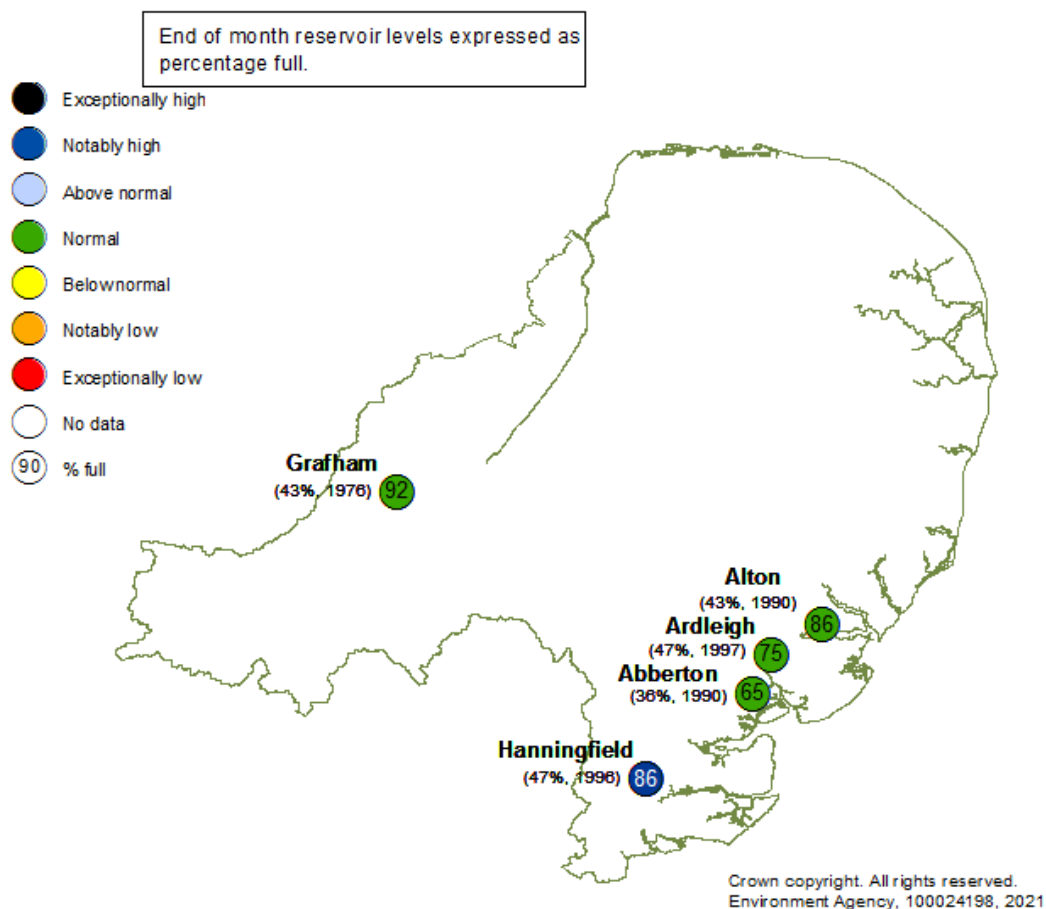


**Rook Hall, Braiseworth - SUFFOLK CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017

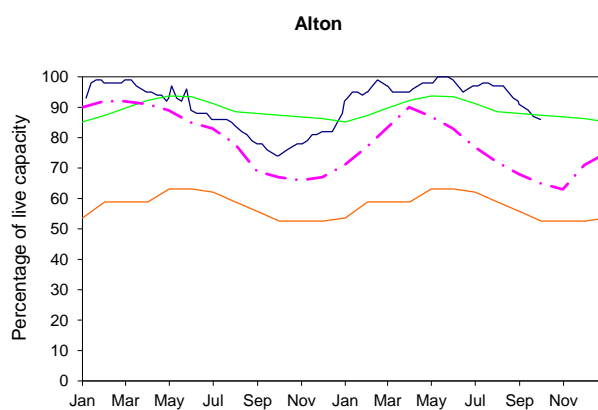
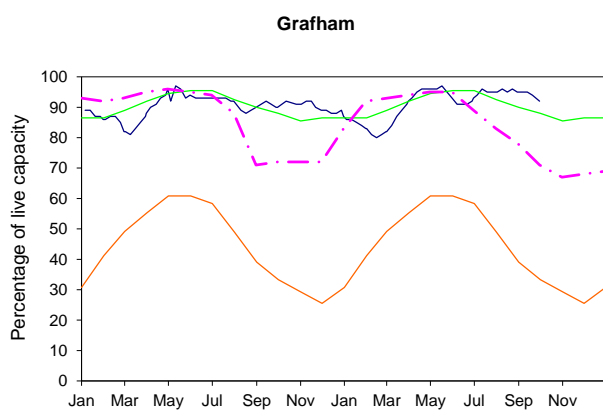


# Reservoir Stocks

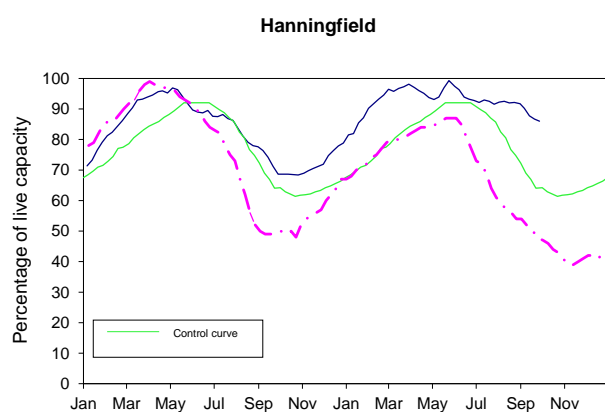
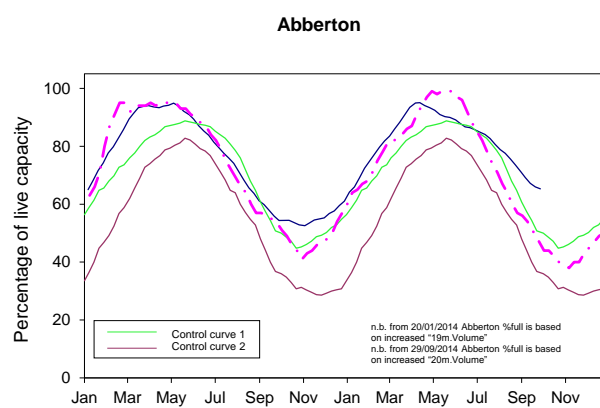
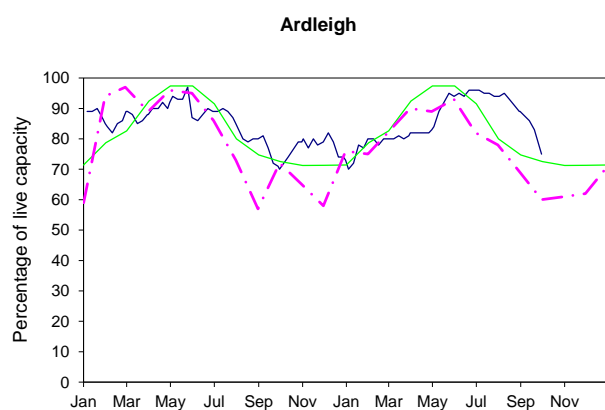
September 2021



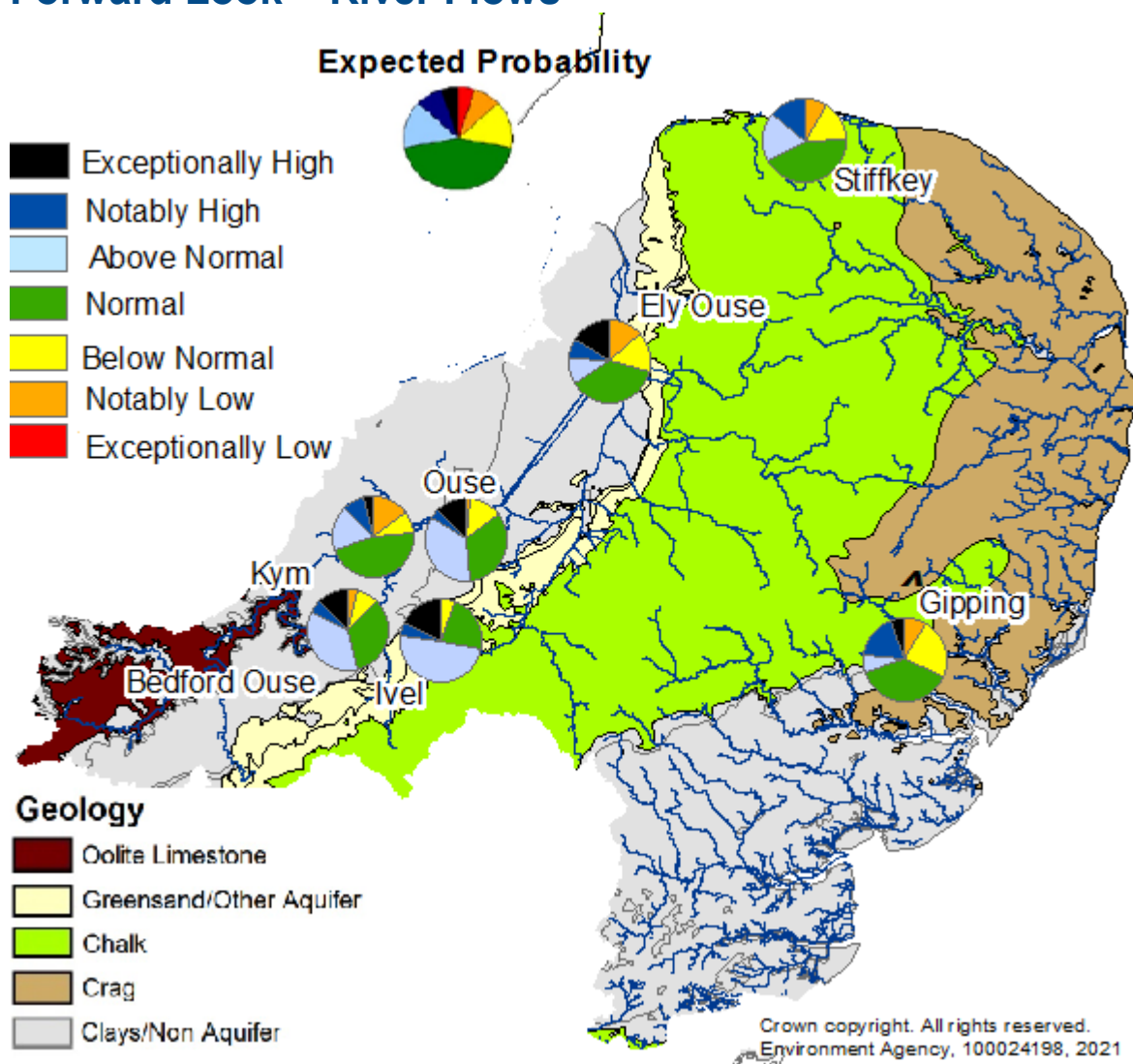
— 2020-2021      — Normal Operating Curve      — Drought Alert Curve      — 1995-1996



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



## Forward Look – River Flows

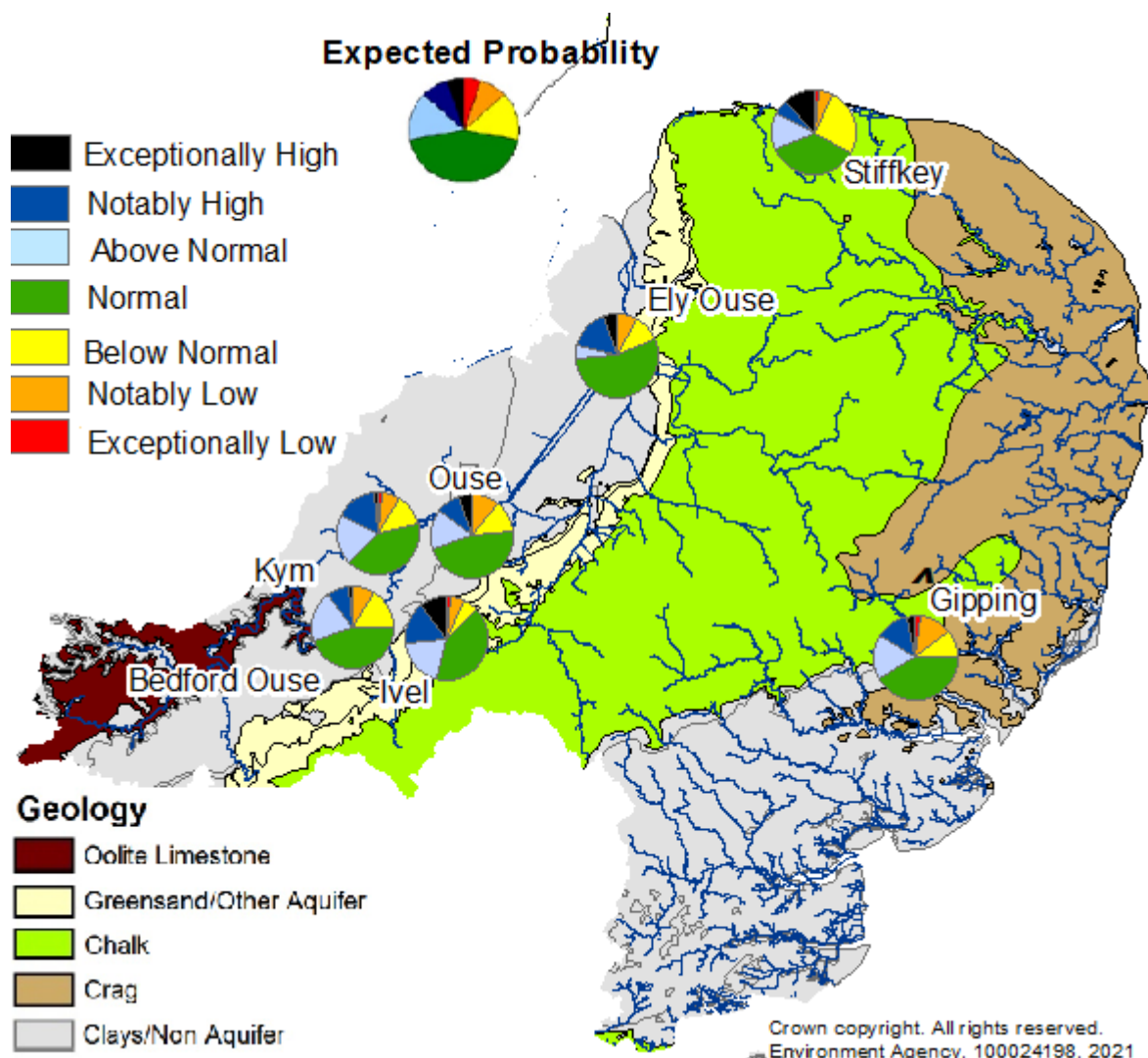


Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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

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

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



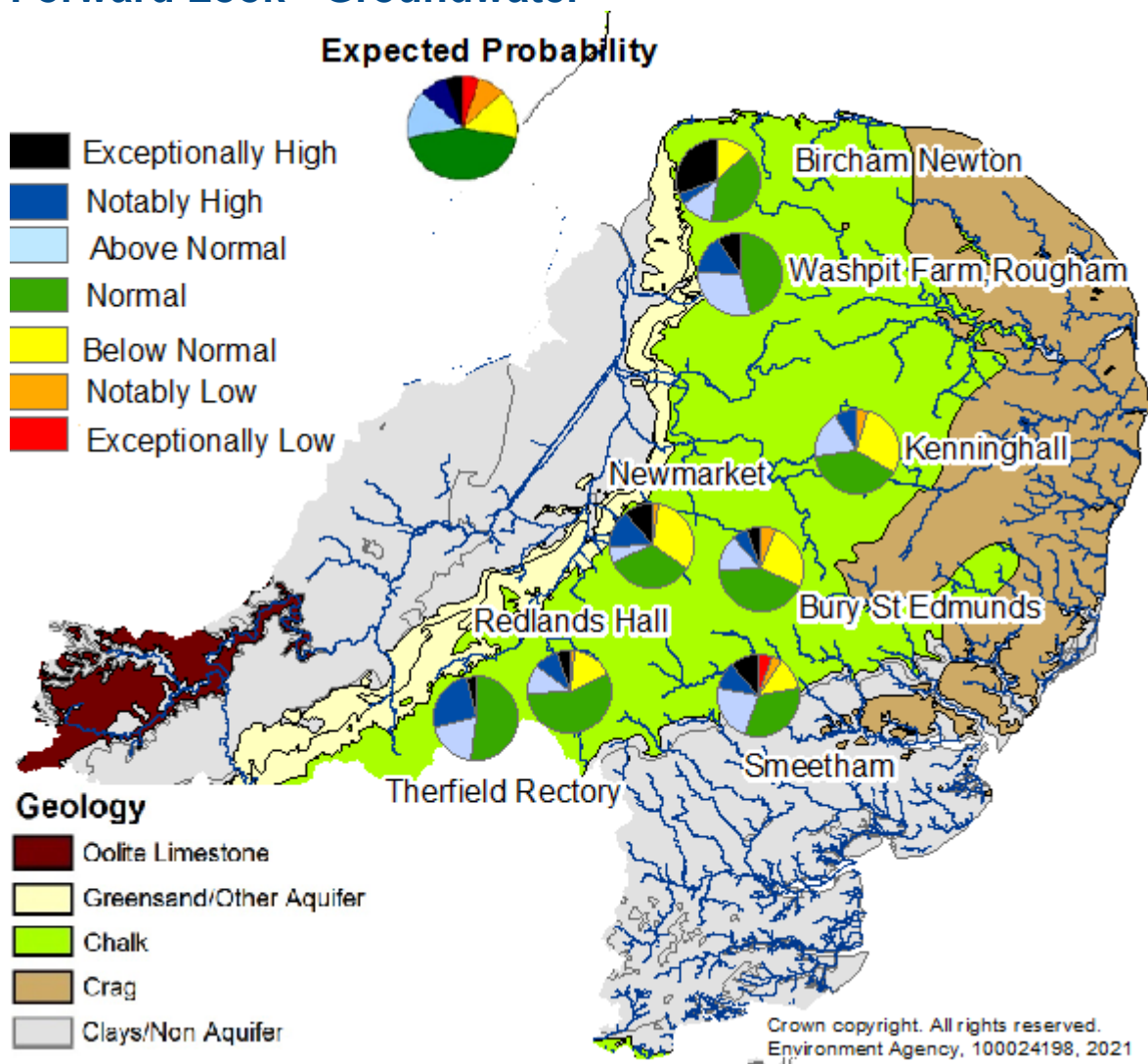


Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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

**Probabilistic ensemble projections of river flows at key indicator sites in March 2022.** 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

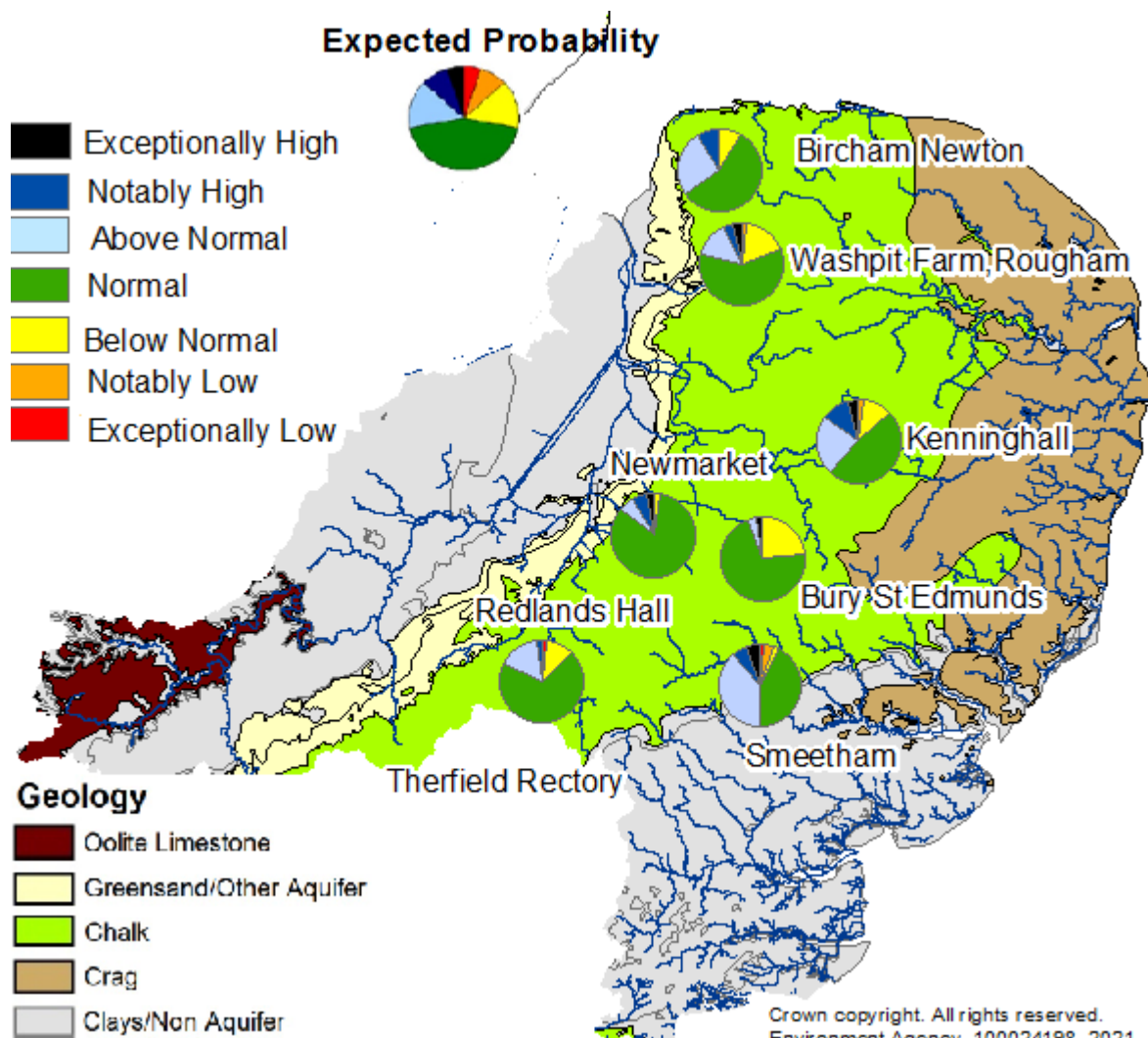


## Forward Look - Groundwater



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 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.



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 2022.** Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2021.

## Glossary

### Term

### Definition

|                             |   |
|-----------------------------|---|
| Aquifer                     | A geological formation able to store and transmit water.  |
| Areal average rainfall      | The estimated average depth of rainfall over a defined area. Expressed in depth of water (mm).  |
| Artesian                    | The condition where the groundwater level is above ground surface but is prevented from rising to this level by an overlying continuous low permeability layer, such as clay.   |
| Artesian borehole           | Borehole where the level of groundwater is above the top of the borehole and groundwater flows out of the borehole when unsealed.   |
| Cumecs                      | Cubic metres per second (m <sup>3</sup> s <sup>-1</sup> )   |
| Effective rainfall          | The rainfall available to percolate into the soil or produce river flow. Expressed in depth of water (mm).  |
| Flood Alert/Flood Warning   | Three levels of warnings may be issued by the Environment Agency. Flood Alerts indicate flooding is possible. Flood Warnings indicate flooding is expected. Severe Flood Warnings indicate severe flooding.   |
| Groundwater                 | The water found in an aquifer.  |
| Groundwater level           | The water level measured in the aquifer at a borehole, which may include the impacts of artificial influences.  |
| Long term average (LTA)     | The arithmetic mean calculated from the historic record, usually based on the period 1961-1990. However, the period used may vary by parameter being reported on (see figure captions for details).   |
| mAOD                        | Metres Above Ordnance Datum (mean sea level at Newlyn Cornwall).  |
| MORECS                      | Met Office Rainfall and Evaporation Calculation System. Met Office service providing real time calculation of evapotranspiration, soil moisture deficit and effective rainfall on a 40 x 40 km grid.  |
| Naturalised flow            | River flow with the impacts of artificial influences removed. Artificial influences may include abstractions, discharges, transfers, augmentation and impoundments.   |
| NCIC                        | National Climate Information Centre. NCIC area monthly rainfall totals are derived using the Met Office 5 km gridded dataset, which uses rain gauge observations.   |
| Recharge                    | The process of increasing the water stored in the saturated zone of an aquifer. Expressed in depth of water (mm).   |
| Reservoir gross capacity    | The total capacity of a reservoir.  |
| Reservoir live capacity     | The capacity of the reservoir that is normally usable for storage to meet established reservoir operating requirements. This excludes any capacity not available for use (e.g. storage held back for emergency services, operating agreements or physical restrictions). May also be referred to as 'net' or 'deployable' capacity. |
| River Flow                  | The flow in the river measured at a gauging station which includes the upstream impact of artificial influences.  |
| Soil moisture deficit (SMD) | The difference between the amount of water actually in the soil and the amount of water the soil can hold. Expressed in depth of water (mm).  |

## Categories

|                    |   |
|--------------------|---|
| Exceptionally high | Value likely to fall within this band 5% of the time within the historic record.  |
| Notably high       | Value likely to fall within this band 8% of the time within the historic record.  |
| Above normal       | Value likely to fall within this band 15% of the time within the historic record. |
| Normal             | Value likely to fall within this band 44% of the time within the historic record. |
| Below normal       | Value likely to fall within this band 15% of the time within the historic record. |
| Notably low        | Value likely to fall within this band 8% of the time within the historic record.  |
| Exceptionally low  | Value likely to fall within this band 5% of the time within the historic record.  |



**MELBOURN PARISH COUNCIL**  
**Maintenance Committee : 21 October 2021**

**Item: MA094/21d)      Request for tree work to the rear of Thatcher Stanfords Close**

---

**The following request has been made from a resident in Thatcher Stanfords Close via Shire trees:**

Hi Claire

I hope you are well. I am writing to you today to discuss one of MPC Conifer trees behind the Pavilion on the moor. My client says your tree that is owned by Melbourn Parish council becoming very large and overshadowing his rear garden which is becoming a problem. Would you please consider allowing [the resident] to fell the tree to ground level and re plant with a more suitable tree as a replacement? The cost will land with [the resident] and not the parish council.

We did think about reducing the height but I think this will only result in a continuous maintenance problem and a better suited tree would benefit the area and [the resident's] garden. Perhaps we could consider a hardwood tree like Oak for a replacement?

I hope to hear from you soon.

Kind regards,

**James Cantle**  
Managing Director



**MELBOURN PARISH COUNCIL**  
**Maintenance Committee Meeting : 21 October 2021**

**Item: MA096/21a)      Boardwalk project costing quote**

---

Dear Claire

Apologies for the delay in replying to your enquiry.

For preparing an estimate of the works required we would charge £750.00 + VAT.

Currently we would not be able to undertake the estimate until late in October.

Please let me know if you require anything further.

Regards

JEREMY CRAM  
For Sherriff Tiplady Associates  
Tel: 01954 212299  
Fax: 01954 214581  
E-mail: [j.cram@sta-cambs.co.uk](mailto:j.cram@sta-cambs.co.uk)  
Website: [www.sta-cambs.co.uk](http://www.sta-cambs.co.uk)

**From:** Admin <[admin@sta-cambs.co.uk](mailto:admin@sta-cambs.co.uk)>  
**Sent:** 23 September 2021 17:42  
**To:** Jeremy Cram <[j.cram@sta-cambs.co.uk](mailto:j.cram@sta-cambs.co.uk)>  
**Subject:** FW: Stockbridge Meadows boardwalk - Att: Jeremy Cram

---

**From:** Parish Clerk  
**Sent:** Thursday, September 23, 2021 3:59 PM  
**To:** Admin  
**Subject:** Stockbridge Meadows boardwalk - Att: Jeremy Cram

Good afternoon Jeremy

Thanks for your time on the phone earlier. As discussed, Melbourn Parish Council is planning to replace the boardwalk in a local nature reserve. Attached is a report prepared by Structural Engineers Cambridge setting out the specification for the work. What we need now is to cost the project so that we can put it out to tender.

If this is something that you believe you can help with, perhaps you could let me have an indication of your fees.

If you need any further information, please let me know.

Kind regards  
Claire  
Claire Littlewood  
Parish Clerk  
Melbourn Parish Council  
Melbourn Community Hub

## MELBOURN PARISH COUNCIL

## APPENDIX 3

| Area                             | Monthly Checking Record |                   |                   |                 | NOTES      |
|----------------------------------|-------------------------|-------------------|-------------------|-----------------|------------|
|                                  | Week 1                  | Week 2            | Week 3            | Week 4          |            |
| Moor Play Park                   | 21-9-21 <i>sf</i>       | 27-9-21 <i>sf</i> | 4-10-21 <i>sf</i> |                 |            |
| Village Car Park                 | 21-9-21 <i>sf</i>       | 27-9-21 <i>sf</i> | 4-10-21 <i>sf</i> | <i>MM</i> 11/10 |            |
| War Memorial                     | 21-9-21 <i>sf</i>       | 27-9-21 <i>sf</i> | 4-10-21 <i>sf</i> |                 |            |
| Littlehands and Access Way       | 21-9-21 <i>sf</i>       | 27-9-21 <i>sf</i> | 4-10-21 <i>sf</i> | <i>MM</i> 11/10 |            |
| New Rec. Ground                  | 21-9-21 <i>sf</i>       | 27-9-21 <i>sf</i> | 4-10-21 <i>sf</i> | <i>MM</i> 11/10 |            |
| Clear Cres. Play Park            | 21-9-21 <i>sf</i>       | 27-9-21 <i>sf</i> | 4-10-21 <i>sf</i> | <i>MM</i> 11/10 |            |
| Orchard Road Cemetery            | 21-9-21 <i>sf</i>       | 27-9-21 <i>sf</i> | 4-10-21 <i>sf</i> | <i>MM</i> 11/10 |            |
| New Road C/metry                 | 21-9-21 <i>sf</i>       | 27-9-21 <i>sf</i> | 4-10-21 <i>sf</i> | <i>MM</i> 11/10 |            |
| Old Recreation Ground            | 21-9-21 <i>sf</i>       |                   | 4-10-21 <i>sf</i> |                 | LOSE GULLS |
| Pavilion                         | 21-9-21 <i>sf</i>       |                   | 4-10-21 <i>sf</i> |                 |            |
| Stockbridge M.                   | 21-9-21 <i>sf</i>       |                   | 5-10-21 <i>sf</i> |                 |            |
| Worcester Way                    | 21-9-21 <i>sf</i>       |                   | 4-10-21 <i>sf</i> |                 |            |
| BMX Site (Summer & only if open) | 21-9-21 <i>sf</i>       |                   | 4-10-21 <i>sf</i> |                 |            |



# MELBOURN PARISH COUNCIL

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

| Area               | Monthly Checking Record |            |            |        |  |
|--------------------|-------------------------|------------|------------|--------|--|
|                    | Week 1                  | Week 2     | Week 3     | Week 4 |  |
| Allotments         | 21-6-21 SP              |            | 28-6-21 SP |        |  |
| All Saints' C/Yard | 21-6-21 SP              |            | 28-6-21 SP |        |  |
| Jubilee Orchard    | 21-6-21 SP              |            | 28-6-21 SP |        |  |
| Fire Engine Shed   |                         |            |            |        |  |
| Armingford Cres.   |                         |            |            |        |  |
| Beechwood Avenue   |                         | 27-6-21 SP |            |        |  |
| Chalkhill Barrow   |                         | 27-6-21 SP |            |        |  |
| Elm Way            |                         | 27-6-21 SP |            |        |  |
| Millennium Copse   |                         | 27-6-21 SP |            |        |  |

ME 11/10



## 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  |                                     |                                      |  |                                       |

16 x 46 .

CLEAN MESSING  
118" x 6"

| 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. Police incident no. CC-28042021-0461                                 |
| 21/04/2021          | Workshop on the car park   | Offensive graffiti on the wall   | Resident        |                              |             | Wardens to paint over.  |
| 21/04/2021          | Multiplay, Clear Crescent Play Park                                  | Two burn marks inside tunnel on children play equipment  | ROSPA inspector |                              |             | Monitor   |
| Various             | Offensive poster   | Offensive poster sellotaped to various locations around the village  | Police          |                              |             | Copy of the poster reported to the police. No further action at this time. CRIME REFERENCE 35/28349/21  |
| 02/05/2021          | Report of bullying on The Moor play area                             | Email reporting bullying on The Moor play area and request for PCSO contact details  | Resident        |                              |             | CL provided contact details for PCSOs. Advised that there is a change of PCSOs in the village at this time.   |
| 20/05/2021          | Smashed glass in Clear Crescent Play Area                            | Resident reported smashed glass in clear crescent play area need the play equipment  | Resident        |                              |             | Glass cleared away by Cllr Barnes.  |
| 26/05/2021          | Smashed glass bottle found near entrance to Clear Crescent Play Area | Wardens found smashed glass bottle around the entrance to Clear Crescent Play Area   | Wardens         |                              |             | Wardens cleared glass away.   |
| 01/06/2021          | Damaged light on outside of pavilion                                 | Light on the side of pavilion near goal post in damaged and glass smashed  | Wardens         |                              |             | CL to obtain quotes for repair. Completed   |
| 03/06/2021          | Report of incident on car park.                                      | Police requested CCTV footage  | Police          |                              |             | Footage provided .  |
| 28/06/2021          | Orchard Road cemetery  | Young people gathering in and riding scooters through the cemetery   | Resident        | Reported to 101 online.      |             | Email also sent to Cambs Police requesting new PCSOs to patrol (28/6/21) - awaiting response. 101 Online incident number INT/35/FMIC/3062021                        |
| 30/06/2021          | Rear window - pavilion   | Broken window pane (outer pane only)   | Warden          |                              |             | SM seeking quotes for repair. New window ordered - awaiting installation  |
| 08/07/2021          | Royston Road   | Fly tipping - commercial oven  | TS              |                              |             | Reported to SCDC for collection   |
| 08/07/2021          | Russett Way  | Fly tipping - abandoned trailer  | Resident        |                              |             | Reported to SCDC for collection.  |
| 01/08/2021          | Bowls Club   | Break in - number of young men found inside the changing rooms. Bowls club managed to take photos.   | Resident        |                              |             | Bowls club to report to police.   |
| 16/08/2021          | Littlehands car park   | Possible drugs use in car park   | GC              |                              |             | CL has requested additional police patrols in the area.   |
| 20/08/2021          | Chess table on New Rec   | Graffiti   | GC              |                              |             | Wardens have cleaned the graffiti off   |
| 01/09/2021          | Bowls Club   | New changing rooms have been broken in to again  | Resident        |                              |             | Reported by Bowls Club - incident number CRI/35/WUCT/292021   |
| 01/09/2021          | Littlehands car park   | Cars parked outside - litter and noise reported  | Resident        |                              |             |   |
| 06/09/2021          | Bowls Club   | Fire alarm removed from changing rooms and discarded in hedge. Went off in early hours of morning  | Resident        |                              |             | Reported to parish office   |
| 13/09/2021          | Medcalf Way area   | Car being driven dangerously - late afternoons / early evenings  | Resident        |                              |             | Reported to police by parish office   |
| 19/09/2021          | The Moor (outside Littlehands car park)                              | Report of suspected drug dealing   | Anon            |                              |             | Reported to police via 101 - incident number INT/35/YXVS/2192021  |
| 04/10/2021          | Bowls Club   | Multiple attempts to break in to the changing rooms. They have reported to police under ref 35/67543/21.   | Resident        |                              |             | Reported to police via 101 online - incident number INT/35/9FBK/5102021   |
| 05/10/2021          | Pavilion   | Broken Window  | Warden          |                              |             | SM has obtained quote   |
| 12/10/2021          | PCSOs visited Hub.   | Requested more details re Bowls Club damage. CL has passed on contact details and requested regular patrols in the village.                          |                 |                              |             |   |

**MELBOURN PARISH COUNCIL**  
**Maintenance Committee Meeting : 21 October 2021**

**Item: MA..... Community Gritting Volunteers**

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*(Sent to all parish clerks where an email has been provided)*

Dear Parish Clerk,

**This is a request for winter volunteers for this winter season 2021-2022.**

We would like to take this opportunity to say a big thank you to all the volunteers that took part in our Community Gritting Scheme last winter.

For those hearing about the Community Gritting Scheme for the first time, this is a scheme where Local volunteers can help to keep their community moving in freezing weather. Under this scheme, the parish or town council decides on specific routes in their area which are important to the local community and agrees them with the county council.

**If you are a parish or town council looking to join the scheme, please send your completed form by 31<sup>st</sup> October 2021.**

I will need a form for each of your volunteers, including those who have volunteered before. The form is required annually ensure our health and safety standards are being met.

**See below for a link to the Community Gritting registration form:**

[http://cambridgeshire-self.achieveservice.com/service/Community\\_gritting\\_registration\\_form](http://cambridgeshire-self.achieveservice.com/service/Community_gritting_registration_form)

For further information please see our web page:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow/>

If you spot a grit bin that is empty or running low, please let us know through our [online reporting tool](#).

I look forward to hearing from you.

Regards  
Catherine Howes  
Business Support Officer  
Highways Service  
Cambridgeshire County Council

# Community Gritting Training Pack



For help, advice or further training  
on any aspect of this scheme, please  
contact  
[highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk)  
or call 0345 045 5212



## **Welcome to the Community Gritting Scheme**

Thank you for offering your time to help your community by gritting local footways. The County Council's Community Gritting scheme allows people like you to step in during extended periods of freezing weather to clear routes in your area that are not part of the County Council's gritting program.

This training pack contains all the information you need to become a fully trained Community Gritting volunteer. In order to complete your registration you will find a form to sign and return to the County Council at the end of this pack. However, if you are unsure about any element of this training, have any questions or would like more information, please contact [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk)

## **How the scheme works**

### **When do I grit?**

Just like the gritters that clear the roads, the community gritting schedule is determined by the weather. We do not notify registered community gritting volunteers when to grit, we rely on our volunteers to grit the footpaths as and when it is required. Knowing when to grit can be determined by noting when:

- Snow or ice has formed;
- County Council Gritters are predicted to be operating on the highways (follow us on twitter or go to Cambridgeshire County Council's website);
- Local weather forecasts predicted ice/freezing temperatures.

### **Where do I grit?**

This scheme only applies to footways and footpaths. You are not insured or trained to grit the roads and should never place yourself in conflict with live traffic. You should not put yourself at any further risk from motor vehicles than you would as an untrained pedestrian.

Each parish decides which footways and paths should be gritted by volunteers and submits them to the County Council for approval. The routes are then discussed and an agreed route map is recorded. You are only covered by the County Council's insurance for these agreed routes.

If you feel that a route should be changed or added to the agreed route map then please contact your parish council who can discuss the change and submit it to the County Council if appropriate.

## **Recording your gritting**

It is very important that you keep a record of when and where you have gritted. These records evidence that a route was gritted by a volunteer so that any potential claim can be dealt with by the County Council's insurance.

As the County Council will only require these records if a problem arises, it is recommended that you arrange to pass these records to your parish clerk for safe keeping.

An example form for recording your gritting is provided with this pack, but you can record the information in whichever way is best for you and your parish clerk.

Only volunteers that have completed this training and returned the registration form you will be covered by the County Council's insurance. A person would not be considered a volunteer if the Parish Council pays them. Even if they are paid only a penny that person becomes their employee and they would need to obtain employers liability insurance.

Cambridgeshire County Council are only able to indemnify in respect of voluntary services for which the parish are providing a 'support' and would not be comfortable with payment being made.

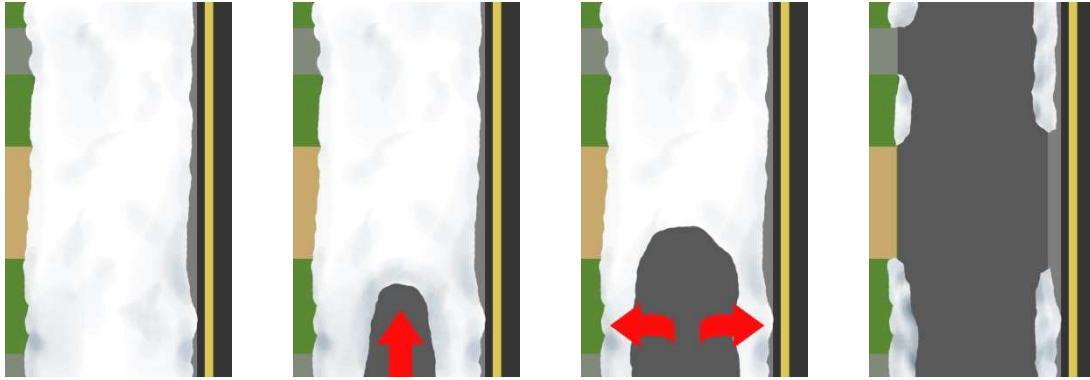
## **How do I grit?**

The grit that you will be using is the same substance used by the County Council's road gritters, a mixture of crushed sand, stone and rock salt. When it is spread on a road or path, the crushed sand and stone provide extra grip for shoes and tyres and the rock salt dissolves and raises the salinity of surface water, which lowers the temperature at which it will freeze.

A surprisingly thin layer of grit is needed to achieve this effect and our road gritters use as little as one tablespoon of grit per square metre when they go out. There is a limit to the amount of salt which water can absorb, which means that using a heavier layer of grit will not make the surface less likely to freeze.

Spreading grit will not clear heavy snow and if it is spread on snow that has been compacted, it may briefly melt a thin, top layer which will then refreeze and create a very slippery layer of ice. This means that it is very important to clear snow before you spread grit.

Using an appropriate shovel, start from the centre of the path, moving snow outward to the edge, taking care not to block driveways, dropped kerbs or drains. Even a small pile of snow can freeze into an icy 'speed bump' that will cause problems for pedestrians and vehicles.



Grit works best when spread onto an area where ice has already melted. You can use nature to your advantage by clearing snow early and timing your gritting after the sun has had time to act on the icy path beneath but before it sets and causes a drop in temperature that will start a new freeze.

This ideal scenario may not be possible, but for parishes who have a diverse range of volunteers you may be able to coordinate shifts that allow for clearing and gritting to be done by separate volunteers at different times of the day.

### **Operating a spreader**

There are two types of spreader that have been provided by the County Council, but both follow the same basic principle. Grit is loaded into a hopper at the top of the spreader and the motion of pushing the spreader turns a disc which releases a thin layer of grit onto the ground.

If grit has become damp and frozen, the large lumps may block the spreader, preventing grit from being spread. The County Council is looking into better storage methods to help prevent this from happening, but if this occurs, carefully break up the lumps to allow the grit to pass through normally.

Always make sure that the spreader is stationary and you have a firm footing before attempting to clear or refill the hopper. Never put your hands near the disc when it is in motion.

Fill the hopper carefully, making sure that you do not overload it by making the spreader too heavily to easily push and that you follow the lifting advice in the health and safety section below.

Ensure that the spreader is adjusted to the appropriate setting and make sure you have a firm footing. Then push the spreader at a slow walking pace, making sure that you take small steps, keeping the spreader a comfortable distance from you with your body weight centred above your feet. Moving too quickly or taking long steps will increase the chances of losing your footing or the spreader slipping out of your reach.



Ensure that salt is only spread on the footway or footpath on the agreed route and does not fall into nearby grass or gardens as it will harm the plants growing there.

If you would like a demonstration of how to use a spreader, have any questions or are unsure about these instructions, please speak to a fellow volunteer or contact [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk) to ask for additional training.

## **Health and Safety**

The Health and Safety at work act of 1974 is the foundation of British Health and Safety Law. It imposes a duty of care on employees, including volunteers to take reasonable care of themselves and others while working and to co-operate with their employer to achieve this.

The information presented here is given to allow you to grit as safely as possible. If you have any concerns or questions, please contact [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk) and remember, if it doesn't feel safe, don't do it!

## **Working around the highway**

This volunteer scheme provides for gritting of footways and footpaths and does not provide for gritting on the carriageway. You should not be any closer to moving traffic than you would be as an ordinary pedestrian and you should take extra care when crossing roads. Weather conditions will increase vehicle stopping distances and may reduce visibility.

## **Personal protective equipment (PPE)**

PPE is equipment or clothing which is intended to protect you against risks to your health and safety. You should always wear the appropriate PPE when gritting and make sure that it is in good repair and suitably stored when not in use. If any of your PPE is damaged or unsuitable, do not 'make do'. Make sure you inform your parish council that it needs replacing.

When gritting you should wear the following

- ◆ A high visibility Jacket or long sleeved waistcoat. This is bright, reflective clothing that will make it easier for drivers and other road users to see you and should be on top of any other clothing you are wearing at all times.
- ◆ Gloves. Aside from the cold, there is a risk of cuts or abrasions from grit. Always make sure you are wearing appropriately protective gloves
- ◆ Eye protection. Grit and salt water can be flung into the air, particularly when using a spreader. Keep your eyes protected from painful or damaging salt spray at all times.
- ◆ Appropriate footwear. A sturdy set of boots that support your ankles, are flat soled with good tread and have steel toecaps (not supplied by Cambridgeshire County Council).

## Manual Handling

Manual handling covers any transportation or supporting of a load (including pulling, pushing, carrying and moving) by hand or bodily force. You have a duty to ensure that you do not place yourself or others at risk by not following proper systems of work while acting as part of the scheme.

### Pushing spreaders

Ensure that you do not overfill the spreader so that it is too heavy to comfortably push. If you have overfilled by accident, remove the additional weight and do not put unnecessary strain on your body by trying to 'make do'.

Make sure you have a firm footing and are in control of the spreader by keeping your body weight about your feet, taking small steps and keeping to a slow walking pace.

### Clearing snow

Shovelling snow can be strenuous work that puts a strain on the heart and back. Make sure you stretch your muscles and warm up before you start.

Do not attempt to clear too much snow on each shovel-load and do not attempt to 'throw' the snow as this can cause jerky movements that increase the risk of strained muscles. It is better to work slowly and use more shovel movements than risk hurting yourself by hurrying.

Make sure you follow the proper form when shovelling:

- ◆ Keep your feet wide apart, with your front foot close to the lowered shovel
- ◆ Put your weight on your front foot, using the force of your leg to push the shovel forward
- ◆ Shift your weight to your rear foot as you lift the shovel, keeping the load close to your body
- ◆ Turn your feet in the direction you are depositing the snow as you unload the shovel

For further advice please refer to 'The Snow Code' at the following link:

<http://www.metoffice.gov.uk/get-ready-for-winter/out-and-about/the-snow-code>

### Lifting grit

Some grit may be delivered in small bags that can be lifted to pour grit into the spreader. When doing so make sure you plan the lift carefully:

- ◆ Adopt a stable position, feet apart with one leg slightly forward to maintain balance, with the load directly in front of you.
- ◆ Bend the hips and knees with a small flex of the back in a squat. Do not flex your back further than necessary.
- ◆ Take hold of the load and straighten up with your legs and hips. Move smoothly and do not jerk or snatch the load as this can cause injury. If the load is too heavy for this, do not lift.
- ◆ Only turn once you have completed lifting. Leaning sideways or twisting your back mid-lift puts additional strain on your back.
- ◆ Follow this procedure in reverse to safely lower the load again.

Remember, never lift more than can be easily managed and if in doubt, don't lift. Grit can always be shovelled into the hopper in smaller loads.

## **Slips and Trips**

The Health and Safety Executive states that slips and trips were the most common cause of accidents in the workplace and account for over a third of all reported injuries lasting over three days.

While gritting you may be working in a very slippery environment so remember to always wear the appropriate PPE, take your time and use small steps, ensuring that you take extra care around tightly compacted ice and uneven surfaces.

## **Control of Substances Hazardous to Health (COSHH)**

Substances can be harmful by inhalation, ingestion, eye injury or skin irritation. Although grit is not toxic it can be very abrasive and will be painful if it comes into contact with cuts, grazes or your eyes.

Always wear appropriate gloves when loading or using grit to protect your hands from abrasion, ensure that any broken skin is appropriately covered and wear eye protection to prevent injury from flying grit or salt spray.

## **Lone working**

Working alone can significantly increase work related risks, particularly at night, when you should ensure you stick to well lit areas whenever possible.

In an ideal scenario you should arrange to go gritting with another trained volunteer, both in appropriate PPE. However, as this is not always practical you should carry a mobile phone and use the 'buddy system'. Always make sure that you inform somebody (your buddy) that you are going out gritting and when you expect to return. Your buddy could be the parish clerk, a friend, family member or anyone else who you can easily contact.

Your buddy will be able to alert authorities or look for you if you do not return in good time and can contact you to check that you are alright if you are delayed. Please remember to contact your nominated 'buddy' when you have returned home safely or if you are going to take longer than expected.

## **Working in low temperatures**

Gritting and shovelling snow can be hard work which will warm you up once you start. However, due to the low temperatures you will be working at, you will very quickly cool down when you stop exerting yourself. Make sure you dress in layers so that you can add and remove clothing easily to adjust how warm you are. Always ensure that your high visibility jacket or vest is the top layer of clothing at all times.

If you dress appropriately, you should be relatively comfortable while carrying out gritting and it is unlikely that you will experience the following problems but please read the follow effects of being out in low temperatures and ensure that you take action if you feel any of the described symptoms.

## **Hypothermia**

Hypothermia is a condition that develops when the body temperature drops below 35 degrees centigrade. It is characterised by excessive shivering, confusion, slow movement or a stumbling pace.

If you start to experience any of these symptoms, stop gritting and find somewhere to warm up. Do not place yourself at risk by continuing to grit if you are feeling these effects.

## **Frostbite**

Frostbite is a more severe condition that results from exposure to prolonged or intense cold and affects the extremities of the body, particularly the fingers, toes or nose. It begins with a prickly pain, like intense pins and needles, followed by a gradual loss of feeling in the affected area. The skin then begins to feel hard, becoming a mottled blue or sometimes white colour and can eventually lead to the loss of the affected extremity.

If you start to feel the symptoms of frostbite, stop gritting immediately and find somewhere that is a comfortable temperature to slowly warm up at a natural pace. Never try to warm the affected area with a hot water bottle, bath or hot drink as this can cause permanent damage.

## **We are here to help**

If you have any questions about this training pack, want clarification on any of the points raised or would like face to face training at one of our highway depots, just contact [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk) or call 0345 045 5212

Thank you for volunteering to help your parish this winter. This leaflet is a pocket guide to help ensure that you are safe and insured whilst gritting footpaths for your parish council. If you have not read the Community Gritting training pack and completed the registration form, you will not be covered by the County Council's insurance.

## **When and where should I grit?**

Knowing when to grit can be determined by noting when:  
Snow or ice has formed;  
County Council Gritters are predicted to be operating on the highways (follow us on twitter or go to Cambridgeshire County Council's website);  
Local weather forecasts predicted ice/freezing temperatures.

The routes for gritting are agreed between your Town/Parish Council and Cambridgeshire County Council and it is important that you stick to these routes when gritting. If you feel that the routes need to be changed or added to, please let your Town/Parish clerk know.

*If you grit outside of the agreed routes you will not be covered by Cambridgeshire County Council's insurance.*

When you have been out, please make sure that you fill out a log sheet, with your name, date and route that you gritted and return these to your town/parish clerk. These logs ensure that Cambridgeshire County Council and your local clerk can deal with any enquiries about the volunteer gritting routes.

## **Good Gritting Checklist**

**Before going out**, make sure you have:

- Warm clothing
- Stout footwear with good grip
- A high visibility vest or jacket
- Gloves and eye protection
- A copy of the agreed route
- Gritting equipment that you are comfortable using
- Told someone that you are going gritting

**While gritting**, make sure that you:

- Check that it is safe to grit
  - Visibility is good
  - Traffic flows are not too high or fast
  - You are not at risk of falling
- Keep aware of traffic, which may have difficulty stopping
- Start by shovelling snow if necessary, starting from the

middle of the path, so you have a safe route to walk

- Make sure shovelled snow is not left in front of pedestrian crossings, driveways or other accesses to property.
- Use grit sparingly and check that your spreader is on the right setting
- DO NOT use hot water, which will melt the snow, but will freeze into more dangerous black ice
- Remove clothing layers if you get too warm, but always leave your high visibility jacket or vest on and remember that you will cool down quickly after you stop work

**When you have finished gritting**, make sure that you have:

- Emptied, cleaned and secured your equipment. Grit left in spreaders will solidify and become unusable.
- Told someone that you have returned safely from gritting
- Recorded your gritting on your log-sheet

Whenever possible, grit with a partner and keep a mobile phone on your person so that you can call for help if needed. However, if you do have a fall

*Try not to panic. It is likely that you will feel shocked and a bit shaken, but staying calm will help you to gather your thoughts and remember what to do.*

*When you are calm, ask yourself whether you feel able to get up. If you are not hurt and you feel strong enough to get up, follow the steps listed below.*

- *Do not get up quickly. Roll onto your hands and knees and look for a solid, stable object nearby.*
- *Crawl over to the object and, if possible, put something soft under your knees.*
- *Hold on to the object with both hands to support yourself.*
- *Place one foot flat on the floor, with your knee bent in front of your body.*
- *When you feel ready, slowly get up.*
- *Sit down and rest for a while before carrying on, if you feel able to do so.*

To update your contact details, log issues with gritting equipment, request more grit or for any other enquiries, please call

**0345 045 5212** or email

**[highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk)**

Thank you for volunteering your time to help keep your parish moving this winter.

## **Community Gritting for Volunteers**



### **A Pocket Guide**

## Community Gritting Volunteer Log Sheet

Parish:

| Name of volunteer | Footpaths gritted (If all agreed footpaths shown on map, please write 'all agreed') | Date | Time out | Time back |
|-------------------|---|------|----------|-----------|
|                   |   |      |          |           |
|                   |   |      |          |           |
|                   |   |      |          |           |
|                   |   |      |          |           |
|                   |   |      |          |           |
|                   |   |      |          |           |
|                   |   |      |          |           |
|                   |   |      |          |           |



## **Community Gritting Registration form**

Thank you for volunteering to help keep your parish gritted. Please complete this form and return to *Cambridgeshire County Council, Highways Depot, Station Road, Whittlesford CB2 4NL* or [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk) to register as a Community Gritting volunteer.

**Name**.....

**Parish being supported**.....

**Date**.....

**Email address**.....

**I require the following equipment** (please tick all that apply):

PPE as described in the Community Gritting training:

- ☐ High visibility long sleeved waistcoat
- ☐ Gloves
- ☐ Eye protection
- ☐ A snow shovel
- ☐ A hand-pushed spreader

**Please collect equipment from nearest depot or provide delivery address below**

.....

.....

.....

- ☐ By ticking this box I confirm that I have read and understood the training in the Community Gritting Information Pack provided by Cambridgeshire County Council and will follow the guidance given.

The information provided on this form will be used solely for the purposes of administering the Community Gritting scheme.



**MELBOURN PARISH COUNCIL**  
**Maintenance Committee Meeting : 21 October 2021**

**Item No : MA101 21A) Annual drain clean at the pavilion**

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**From:** Dynorod  
**Sent:** 24 September 2021 10:42  
**To:** Assistant Clerk <[assistantclerk@melbournpc.co.uk](mailto:assistantclerk@melbournpc.co.uk)>  
**Subject:** RE: Melbourn Pavilion annual drain clean

**I have found that previously we have done these works for £275 + vat = £330**

**From:** Assistant Clerk <[assistantclerk@melbournpc.co.uk](mailto:assistantclerk@melbournpc.co.uk)>  
**Sent:** 24 September 2021 10:31  
**To:**  
**Subject:** Melbourn Pavilion annual drain clean

Good morning,

Dynorod have carried out annual drain cleaning at our pavilion in the past. Please could you provide a quote for a drain clean to be carried out?

Many thanks  
Sophie

Sophie Marriage  
Assistant to the Parish Clerk

**MELBOURN PARISH COUNCIL**  
**Maintenance Committee Meeting : 21 October 2021**

**Item: MA101 21b)      Quote for window repair at the pavilion**

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**From:** 1st Glass Services [<mailto:mail@1stglassservices.co.uk>]  
**Sent:** 07 October 2021 13:59  
**To:** Assistant Clerk <[assistantclerk@melbournpc.co.uk](mailto:assistantclerk@melbournpc.co.uk)>  
**Subject:** RE: Melbourn Pavilion broken unit

Hi Sophie,

The quote for this would be £77.50 plus VAT and this would be for toughened glass, and following the same sizes of the glass from the previous window.

Kind regards

1st Glass Services  
Unit 3 Greenfield  
Orchard Road Ind Est  
Royston  
Herts SG8 5HN

Tel: 01763 245588  
Fax: 01763 245677

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**From:** Assistant Clerk <[assistantclerk@melbournpc.co.uk](mailto:assistantclerk@melbournpc.co.uk)>  
**Sent:** 06 October 2021 12:49  
**To:** 1st Glass Services <[mail@1stglassservices.co.uk](mailto:mail@1stglassservices.co.uk)>  
**Subject:** RE: Melbourn Pavilion broken unit

Good morning,

Following the window repair carried out at our Pavilion a few weeks ago, unfortunately another window has been broken at the Pavilion.

I have attached a photo of the broken window and we believe that the window is the same size as the one that was repaired recently.

Please could you provide a quote to repair the window? Also please could you advise on any measures that we could take, such as installing a new window with toughened glass, to reduce the possibility of the window being smashed?

If you wish to arrange to meet someone at the pavilion, please let me know.

Many thanks  
Sophie

Sophie Marriage  
Assistant to the Parish Clerk