

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 25 October 2021 at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk

Present: Cllrs Clark (Chair), Baker, Barnes, Cowley, Davey, Hart, Kilmurray, Travis, Wilson

Absent:

In attendance: Claire Littlewood (Parish Clerk)

PC086/21 To receive and approve apologies for absence

Apologies were received and noted from County Cllr van de Ven and District Cllr Hales.

PC087/21 To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

None received

PC088/21 To consider an application for co-option

Application had not been received so the item was not considered.

PC089/21 Chairs' Announcements – For information only

Chair noted that the MVAS unit would soon be installed on New Road.

PC090/21 To approve the minutes of the Parish Council Meeting held on 27 September 2021

It was:

RESOLVED to approve the minutes of the Parish Council meeting held on 27 September 2021 as an accurate record.

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

PC091/21 To report back on the minutes of the Parish Council Meeting held on 27 September 2021

There was nothing to report.

PC092/21 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of the public in attendance.

PC093/21 To receive reports from the District and County Cllrs for Melbourn

The report was received. A member raised a query with regard to recent flooding. Noted that a meeting with Anglian Water has been arranged. Gullies have been cleared but pipework struggles to cope with volume of water. Also noted impact of riparian water rights on maintenance of water courses.

Consultation on Local Plan starts on 1 November. Details to be made available and public invited to participate.

Director of Public Health for Cambridgeshire is calling for area to be made an Enhanced Response Area. Decision should be available on 27/10. Discussion with regard to the impact this would have on public buildings and other activities.

PC094/21 Governance:

- a) To receive an update on the Parish Council's insurance provision for 2021/22

Insurance for 2021/22 is with Aviva, arranged through brokers BHIB on a three year fixed deal at an annual premium of £13,472.01.

- b) To note a request for provision of a skate park

Noted that a decision had been taken some time ago to install a new skate park in the village. Discussion with regard to various options and locations. Noted there is s106 money available for this.

ACTIONS:

- Clerk to invite councillors to join a working party to progress this. Also to invite the member of the public making the request to join the working party.
- Assistant to the Clerk to look into possible sources of grant funding.

- c) To note a request for overnight parking for the Kebab Van

Noted that the Lease clearly states this is a short stay car park and there is signage prohibiting overnight parking.

It was:

RESOLVED to make enquiries of SCDC for permission to amend the terms of the Lease to provide for overnight parking for the kebab van.

Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour: None. Against: Cllrs, Baker, Barnes, Cowley, Clark, Davey, Hart, Kilmurray, Travis, Wilson.

The resolution fell.

- d) To receive an update with regard to provision of a Post Office

Noted that the Post Office is due to re-open in the Premier Store on 1 December. Details on the online consultation have been shared on the Parish Council website and facebook page.

- e) To receive any updates and consider actions

There was nothing further to report.

PC095/21 Finance Matters:

- a) To consider the approvals list for October 2021

It was:

RESOLVED to approve the approvals list for October 2021.

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

- b) To receive and consider finance report for September 2021

The finance report was received.

- c) To receive any updates and consider actions

There was nothing further to report.

PC096/21 To note the bank reconciliations for September 2021

The bank reconciliations for September 2021 were noted.

PC097/21 Community Hub Extension Project

- a) To consider approving payment of the invoice for plumbing works

Noted that the cost of the plumbing works would be split between the Hub maintenance budget (£500) and the extension budget (£700). It was noted that the invoice referred to instructions given by a director of the Hub Management Group.

It was:

RESOLVED to approve payment of the invoice for plumbing works in the sum of £1,200 + VAT.

Proposed by Cllr Davey, seconded by Cllr Baker. In favour: Cllrs Baker, Barnes, Clark, Cowley, Davey, Hart, Wilson. Abstain: Cllrs Kilmurray and Travis.

- b) To receive any updates and consider actions

There was nothing further to report.

PC098/21 Planning Matters:

- a) To consider an amendment to the Deed of Easement for the Old Rec

It was:

RESOLVED to approve the amendment to the Deed of Easement for the Old Rec. Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

ACTION: Clerk to prepare engrossment for signature on behalf of the Parish Council.

- b) To receive an update on transfer of the SGB from Hopkins Homes

Noted that negotiations as to the commuted sum are ongoing.

- c) To receive any updates and consider actions

There was nothing further to report.

PC099/21 Maintenance Matters:

- a) To consider quotations for fencing at The Cross

A quotation from Universal including the area at 83 High Street was considered in conjunction with quotes received earlier in the year.

It was:

RESOLVED to accept the quotation for oak fencing at The Cross, outside Leeches and 83 High Street from Universal Fencing in the sum of £8,377.50 + VAT.

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

- b) To receive any other updates and consider actions.

There was nothing further to discuss.

PC100/21 To receive the Timebank Coordinator's report

The Timebank Coordinator's report was noted with thanks. **ACTION:** Clerk to invite the Timebank Coordinator to attend a future full Council meeting.

PC101/21 HR Matters:

- a) To receive a report from the HR Panel

Noted that the HR Panel Terms of Reference provide for up to 5 councillor members. There are currently 3 members on the HR Panel. Councillors were invited to email the Chair of the HR Panel or the Clerk if they wish to join. Meetings are usually held monthly.

Noted that the HR Panel Terms of Reference are to review staffing structures as necessary and annually. Councillors were asked to highlight any possible shortfall or other staff requirements and to send details to the Chair of HR Panel.

- b) To receive any updates and consider actions
There was nothing further to discuss.

PC103/21 Policies and Terms of Reference:

To consider approving a Risk Assessment for installation of MVAS unit

This item was deferred for further discussion.

PC104/21 To note the date of the next meeting : 22 November 2021

The date of the next meeting is Monday, 22 November 2021.

The meeting closed at 20.30.

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 27 September 2021 at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk

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

Absent: Cllr Baker

In attendance: Claire Littlewood (Parish Clerk), County Cllr van de Ven, District Cllr Hales

PC068/21 To receive and approve apologies for absence

No apologies for absence were received.

PC069/21 To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

None received.

PC070/21 To consider an application to be co-opted to the Parish Council

A resident had expressed an interest in standing for co-option. Forms not yet received – to be deferred until the Parish Council meeting on 25 October 2021.

PC071/21 Chairs' Announcements – For information only

Nothing to report.

PC072/21 To approve the minutes of the Parish Council Meeting held on 2 August 2021

A member queried whether cllrs who were not in attendance could then vote to accept the minutes of a meeting. Cllrs were referred to NALC Legal Topic Note 5 (point 71) which states that '***The attendance (or otherwise) of the Chairman or those voting in favour to amend or approve of the minutes is irrelevant.***'. It was noted that it was good practice that those not in attendance should not propose or second approval of the minutes.

A member noted a correction required at PC061/21a), the last sentence should read '*... reimbursement of the additional electrical costs provided **the** Hub*'

It was:

RESOLVED to approve the minutes of the Parish Council meeting held on 2 August 2021 as amended as an accurate record.

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

PC073/21 To report back on the minutes of the Parish Council Meeting held on 2 August 2021

PC057/21 Disposal nappies and dog waste bags are disposed of in land fill. Incineration would be at the cost of the Parish Council.

PC062/21c) Awaiting costing from independent contractor. **ACTION:** Clerk to chase

PC074/21 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).

Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of the public in attendance.

PC075/21 To receive reports from the District and County Cllrs for Melbourn

Deferred to later in the meeting to accommodate County Cllr van de Ven.

PC076/21 Governance:

- a) To receive and consider the external auditor's report

It was:

RESOLVED to accept the external auditor's report.

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

- b) To note updated building reinstatement valuations

The report was noted. A member noted that 83 High Street was described as a memorial garden. **ACTION:** Clerk to request Bremner Partnership to amend the description.

- c) To consider quotations for the Parish Council's insurance provision for 2021/22

[Post meeting note: This item heading incorrectly refers to insurance provision for 2022/23 whereas the quotes considered are for 2021/22.]

Insurance renewal premium based on new reinstatement valuations has increased to £18,833.43. Noted that only one quote was available from the broker. Broker had approached a second insurer who declined to cover timber framed buildings. Discussion with regard to seeking alternative quotes. Current insurer has confirmed a 7 day extension of cover.

It was:

RESOLVED that the Clerk should have 5 days within which to seek alternative quotations for insurance cover for 2021/22.

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

Discussion in the event that (a) a more competitive quotation was obtained from an alternative insurance provider or (b) no suitable alternative quotation could be obtained. Noted that additional insurance premium would be paid from reserves.

It was:

RESOLVED to give the Clerk delegated authority to accept a more competitive quote on similar terms subject to approval by Chair of the Council and Chair of Finance and Good Governance OR if no suitable alternative quotations could be obtained, to accept the renewal quotation from AXA in the sum of £18,833.43.

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

ACTION: Clerk to identify insurers willing to cover timber framed buildings and to seek further insurance quotations.

- d) To note email decisions taken since the last full Council meeting

Email decisions relating to transfer of open spaces from Stonebond (Orchard Gardens) and expenditure on new server for the Hub were noted.

- e) To discuss and consider live streaming Parish meetings

Noted that this item had been discussed by Finance and Good Governance Committee and was brought to full Council for consideration. Discussion as to the technical requirements for live streaming meetings over Zoom. Members noted the

importance of making meetings accessible for residents with mobility issues.
 Discussion as to possibility of holding meetings in the Atrium on the ground floor.
 Discussion with regard to importance of meeting etiquette both on and off line. Noted that audio recordings of meetings are currently available via the website.

[20:15 County Cllr van de Ven joined the meeting]

It was:

RESOLVED to ask the Clerk to seek further information on other Councils that are live streaming meetings.

Proposed by Cllr Cowley, seconded by Cllr Hart. In favour: None. Against: Cllrs Clark, Davey, Cowley, Wilson, Travis and Hart. Abstain: Cllrs Kilmurray and Barnes. The resolution fell.

Discussion with regard to holding parish meetings in the Atrium. Noted that the Atrium will require additional set up as the area is currently used for storing tables and chairs from the marquee. Also need to be aware of ensuring hygiene protocols are maintained.

- f) To receive any updates and consider actions

There was nothing further to discuss.

PC075/21 To receive reports from the District and County Cllrs for Melbourn

County Cllr van de Ven was invited to present the report on behalf of County and District Cllrs. The report was received with thanks.

PC077/21 Finance Matters:

- a) To consider the approvals list for August and September 2021

ACTION: Clerk to check invoices for electricity charges for August and September for the Pavilion.

It was:

RESOLVED to approve the approvals list for August 2021.

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

It was:

FURTHER RESOLVED to approve the approvals list for September 2021.

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

- b) To receive and consider the finance reports for July and August 2021.

The finance reports were received.

- c) To receive any updates and consider actions.

There was nothing further to report.

PC078/21 To note the bank reconciliations for July and August 2021

The bank reconciliations were noted.

PC079/21 Community Hub Extension Project

- a) To receive any updates and consider actions

Awaiting any outstanding invoices to make final budget reconciliation. SDC have agreed to complete landscaping around the building – this was noted with thanks.

- a) To consider formal offer to transfer open space at 36 New Road

It was:

RESOLVED to accept transfer of the open space at 36 New Road subject to agreement of the 10 year commuted sum.

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

- b) To consider approving revised Deed of Easement for drainage works on the Old Rec

It was:

RESOLVED to approve the amended Deed of Easement, RAMS and supporting plans for drainage works on the Old Rec.

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

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC081/21 Maintenance Matters:

- a) To consider quotations for fencing at The Cross

Quotes not yet received – deferred for future meeting.

- b) To consider approving a quotation for repainting the metal grill at the pavilion

Quote for external decoration of the pavilion had been approved by Maintenance Committee. The cost of repainting the metal grill exceeded budget by £200 and was recommended by Maintenance Committee (MA083/21a) to full Council for approval).

It was:

RESOLVED to approve the quote from Darren Harward for repainting the metal grill on the Pavilion at a cost of £800.

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

- c) To consider approving a quotation for repairs to the heating system at the pavilion

A quote for remedial works to the plumbing system at the pavilion had been received from Shelford Heating. Work was required following legionella assessment and recommended by Maintenance Committee (MA083/21b) to full Council for approval.

It was:

RESOLVED to approve items 1, 3, 4 and 5 in the sum of £574.26 + VAT from the quotation received from Shelford Heating.

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

- d) To receive any updates and consider actions.

Thanks was noted to the wardens for their work in successful removing graffiti from the chess table and chairs at the side of the pavilion.

PC082/21 To receive the Timebank Coordinator's report

The Timebank Coordinator's reports were received with thanks.

PC083/21 HR Matters:

- a) To receive a report from the HR Panel

Noted that two new litter pickers were working as independent service providers. Their efforts were noted with thanks and they would be encouraged to charge for full hours worked.

- b) To receive any updates and consider actions

A fuller HR report to be available at the October meeting.

PC084/21 Policies and Terms of Reference:

- a) To consider approving the revised Litterpicking Risk Assessment for Staff and Service Providers

It was:

RESOLVED to approve the revised Litterpicking Risk Assessment for Staff and Service Providers.

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

- b) To consider approving the revised Financial Risk Register

It was:

RESOLVED to approve the revised Financial Risk Register.

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

- c) To consider adopting a Modern Slavery Statement

It was:

RESOLVED to adopt the Modern Slavery Statement.

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

PC085/21 To note the date of the next meeting : 25 October 2021

The next meeting is scheduled for 19:30 on Monday, 25 October 2021.

The meeting closed at 21.02

Melbourn Parish Council October 2021 - District and County Councillors Report

Flooding

We were very concerned to receive two reports of household flooding following the very heavy rainfall last week. In both cases, the drains had been thoroughly cleaned out in the spring. We have been working with both households, Highways which has ordered more drain cleaning, and the County Flood team which gathers information for preventive action.

Anglian Water meeting

We are meeting Anglian Water very shortly to discuss system capacity in our area and to understand key problem areas and what can be done.

Watercourse reinstatement grants

The County Council is offering grants from a pot of money set up to ensure watercourses across the county are properly maintained. Applications may be made by established community flood groups and parish councils where a watercourse needs to be reinstated, and the riparian owner either cannot be identified or genuinely cannot afford the works to reinstate their watercourse.

A riparian owner is anyone who owns a property where there is a watercourse within or adjacent to the boundaries of their property. A watercourse includes a river, stream or ditch. A riparian owner is also responsible for watercourses or culverted watercourses passing through their land. The Council's Environment & Green Investment Committee has set criteria against which applications will be considered. It is expected that the work to bring the watercourse back up to standard would be one-off in nature, with them being regularly maintained thereafter.

<https://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/riparian-watercourse-grant>

Tree planting: Queen's Canopy

This scheme will see thousands of trees planted between now and the Queen's Platinum Jubilee next summer. Individuals, schools, businesses, community groups, councils are all being encouraged to plant trees where appropriate to do so.

The County Council's website includes advice on this, and the national Queen's Green Canopy website will soon include a map on which residents can mark the trees they have planted as part of the scheme. In Cambridgeshire, the initiative is backed by the Lord-Lieutenant of Cambridgeshire Julie Spence. The County Council will be identifying some land in its ownership on which to plant trees.

- <https://queensgreencanopy.org>
- <https://www.cambridgeshire.gov.uk/residents/climate-change-energyand-environment/improving-the-natural-environment/trees-andwoodland/queens-green-canopy-project>

Greater Cambridge Local Plan – First Proposals and consultation

The preferred options have now been through the committee processes of both Cambridge City and South Cambs councils. The month of September was busy indeed. Officers are now making the final changes that were suggested through the processes and given the green light by SCDC Cabinet last week Friday. We are still working toward starting the public consultation on 1st November 2021,

running until 13 December. We've asked SCDC to come to the Melbourn Hub on November 13, 10-1, for an information event.

[Greater Cambridge Local Plan \(greatercambridgeplanning.org\)](http://greatercambridgeplanning.org)

Thakeham

Thakeham have been in the national news quite a bit over the past few weeks for their high profile lobbying. Still nothing at all has been submitted to South Cambs District Council. The Local Plan First Proposals set out an evidence-based framework for sustainable development and affordable housing, which we believe offers the best protection against irresponsible development.

Covid case rise

Covid cases in Cambridgeshire and Peterborough are now higher than at any point during the pandemic. The key point of transition is schools, from where Covid has spread to parents, grandparents and the community. This in turn has made a significant impact on staff absences in all sorts of settings, including public transport (including bus and train drivers) and health services – most visibly, hospitals and GP surgeries but also behind the scenes services.

The Cambs/Pet Director of Public Health has as you probably know reintroduced mask wearing and social distancing in schools and is now in discussion with regional and national colleagues regarding greater resource needed, among other things for speeding up vaccination roll-out in secondary schools. Some additional support is already available via mass vaccination centres in Cambs and Pet, where 12-15

Covid support available

The County Council is writing to everyone on the local shielding list to ensure they are aware of this. They will also receive a letter from the Government. The Countywide coordination hub, which has supported thousands of people since the start of the pandemic, will continue to operate, alongside a network of support hubs across the county, with anyone in need of help urged to get in touch.

- <https://www.cambridgeshire.gov.uk/residents/coronavirus/covid-19-coordination-hub-your-community-needs-you>

The Government has extended the financial payments available to help people self-isolate, until the end of next March. These payments support people who will lose income as a result of having to self-isolate and will struggle to pay their bills or buy food and essentials.

- <https://www.cambridgeshire.gov.uk/residents/coronavirus/coronaviruscovid-19-support-to-self-isolate>

A Household Support Fund (originally the Winter Support Grant) is now up and running - more information here:

[Free school meals - Cambridgeshire County Council](#)

HGV driver shortages

The shortage of HGV drivers means the County Council is facing challenges in both home to school transport and school catering. These difficulties are being managed but are adding still more pressure for staff on top of Covid.

'My Maps' and public information

A great deal of public information is available around publicly owned property and demography.

For property, please go to the County Council home page and click 'Maps' at the top of the home page. www.cambridgeshire.gov.uk

For demographic information, please see Cambridgeshire Insights, and explore the various filters. <https://cambridgeshireinsight.org.uk>

Home adaptations for the elderly

Following our report last month, we've had a couple of calls from residents about this service, including how confusing it can be to locate the right person to talk to. The number to call is 0345 045 5202. Susan is more than happy to be contacted directly with any questions for anything that is unclear. Unfortunately, as with so many public services now, and especially in health and social care, there's a very long waiting list. But it's important to get the ball rolling if you have concerns.

Rail User Group Nov 30

The Meldreth Shepreth Foxton Rail User Group will be meeting Nov 30, 7:30PM, via Teams – link will be shared. We are lobbying Govia Thameslink for a restoration of the half-hourly service in December. Like other sectors they are suffering from high vacancy rates, which need to improve further in order to restore services.

Oil Club

A reminder as we move toward winter that our local bulk buying household heating oil club is still up and running. We work with a local supplier to get best prices on the day. There's no joining fee and no requirement for repeat orders. An annual rebate is received each year and donated to a community group – this year's donation went to Home-Start Royston and South Cambs.

Our supplier is Jeremy Cole, Agricole Oil: Tel 01954 719452 or 07860 904 045, jeremy@agricole.co.uk, www.agricole.co.uk

County Council's New Shire Hall, Alconbury

A project of the previous administration, Construction of the 'New Shire Hall' building HQ for Cambs County Council is complete and a phased return to work plan and September committee meetings have taken place there. Based at Alconbury Weald off the A1 toward Peterborough, there are no viable public transport connections from most parts of the county. It remains to be seen whether the impressive cycle parking facilities there will be put to use.

The most surprising feature of New Shire Hall is that it contains no space large enough to hold a meeting of Full Council. Therefore, the County Council will be forced to hire a suitable venue for each of its Council meetings. The next meeting on November 9 takes place at Burgess Hall, St Ives.

New Shire Hall stands directly adjacent to the 'iMET' vocational training centre, a £10 million project launched in 2018, which has now collapsed and is closed, due to lack of public transport access.

#BeKind Campaign – Being aware and supporting all who work at our GP practices:

GP practices are under enormous and unsustainable pressure, like so many aspects of health and social care. The Cambs and Peterborough Clinical Commissioning Group has launched a campaign simply called, 'Be Kind.'

They write: "Over the last 18 months our practices adapted at pace, in many cases overnight, to new ways of working and they have continued to work tirelessly to offer online, telephone and face-to-face appointments throughout the pandemic, alongside supporting our Care Homes, patients in the community and delivering the lifesaving COVID-19 vaccination programme

The demand we are seeing on Primary Care is unprecedented and unsustainable. Demand that is increasing month on month and is expected to continue to increase further as we head into a difficult winter. Recruiting and retaining GPs and other healthcare professionals remains a significant challenge. We now have fewer GPs and healthcare professionals looking after more patients with more complex needs. BMA figures suggest practices have seen a **22% increase in patients** and **4.5% decrease in full time equivalent GPs** since 2015. Understandably many of our highly valued workforce are becoming increasingly demoralised.

Primary Care have been on the receiving end of increasing negative, and at times misleading, media coverage coupled with abusive and threatening behaviour from patients in recent months."

County Council's Peer Review – what the Local Government Association says we're doing well and need to do better

A Peer Review was requested upon the formation of a new CCC Joint Administration in May. The full report and action plan can be read here and makes interesting reading:

https://www.cambridgeshire.gov.uk/council/briefings-and-reports/local-government-association-peer-challenge-report?utm_medium=email&utm_source=govdelivery

Key points – many of these have implications for services at the most local level.

- Good start for the new Joint Administration with clear intent to collaborate across the Cambs system.
- Good response to Covid – agile working and much learning for new ways of working.
- Staff feel well supported.
- Poor financial stewardship in recent years with lack of strategic plan; including significant loss of income arising from failure to raise council tax to maximum allowed, and £64 million budget gap in the medium term.
- SEND (Special Educational Needs and Disabilities) overspend is significant and accumulating; contingency plan is needed if Govt doesn't come to the rescue. Currently cumulative deficit of £28 million growing at £11 million per year.
- Shared services with Peterborough: many positives but a need for review.
- Member behaviour needs improving, and training is required. Specific mention of 'Farmgate;' recent member behaviour toward the Monitoring officer; and understanding of the role of constructive opposition. The Peer Review personally witnessed the July Council meeting.
- Need to review 'This Land.'
- Embrace the opportunity to reset, clarify and rebuild the different roles for the Combined Authority, the Greater Cambridge Partnership, Cambridgeshire County Council, and District and Town and Parish Councils in working for our communities.

Melbourn Parish Council

October 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4743	BACS2110 261stGLASS	£75.00	£12.50	£62.50	20/09/21 1st Glass Services - Replace damaged window at pavilion (ladies toilet side)	£75.00
		£75.00	£12.50	£62.50	1st Glass Services - Total	
4720	BACS2110 26AOS	£77.36	£12.89	£64.47	30/09/21 AOS Online - 3 Boxes of A4 and 2 packs of A3 paper	£77.36
		£77.36	£12.89	£64.47	AOS Online - Total	
4745	DD211021 BGASORG	£9.49	£0.45	£9.04	04/10/21 British Gas - Electricity bill - old rec ground 01/09/21 - 30/09/21 - actual	£9.49
		£9.49	£0.45	£9.04	British Gas - Total	
4772	BACS2110 26BROWN ST	£1,440.00	£240.00	£1,200.00	16/08/21 Brownstone Building Services Ltd - Plumbing work - additional work re Hub extension and repair work following leak	£1,440.00
1		£540.00	£90.00	£450.00	S106 New gas line to boiler, new boiler flue and pipework	
2		£300.00	£50.00	£250.00	S106 Plumbing supplies for washing machine & outside tap	
3		£600.00	£100.00	£500.00	F&GP Remove and refit ground floor sanitary ware & fixtures following leak	
		£1,440.00	£240.00	£1,200.00	Brownstone Building Services Ltd - Total	
4773	BACS2110 26BUCHANS	£62.10	£10.35	£51.75	19/10/21 Buchans Landscapes - Weed treatment New Road Cemetery	£62.10
		£62.10	£10.35	£51.75	Buchans Landscapes - Total	
4758	BACS2110 26CAPALC	£320.00	£0.00	£320.00	13/10/21 CAPALC - Code of Conduct training 23/09/21 x 9 cllrs	£320.00
		£320.00	£0.00	£320.00	CAPALC - Total	
4725	DD211018 DRAX	£2.48	£0.12	£2.36	04/10/21 Drax (Haven Power) - Street lighting - unmetered supply 01/08-11/08/21	
4729	DD211018 DRAX	£1.58	£0.08	£1.50	04/10/21 Drax (Haven Power) - Street lighting - unmetered supply 12/08-31/08/21	£4.06

Signature

Signature

Date

Melbourn Parish Council

October 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4726	DD211018 HAVEN	£1.44	£0.07	£1.37 04/10/21	Drax (Haven Power) - Street lighting - unmetered supply 12/08-31/08/21	
4727	DD211018 HAVEN	£12.74	£0.61	£12.13 04/10/21	Drax (Haven Power) - Street lighting - unmetered supply 12/08-31/08/21	
4728	DD211018 HAVEN	£44.84	£2.14	£42.70 04/10/21	Drax (Haven Power) - Street lighting - unmetered supply 01/08- 11/08/21	
4730	DD211018 HAVEN	£0.93	£0.05	£0.88 04/10/21	Drax (Haven Power) - Street lighting - unmetered supply 01/08-11/08/21	£59.95
		£64.01	£3.07	£60.94	Drax (Haven Power) - Total	
4700	DD211005 DVLA	£24.06	£0.00	£24.06 05/10/21	DVLA - Parish Van road tax - instalment 7 of 12	£24.06
		£24.06	£0.00	£24.06	DVLA - Total	
4746	DD211022 EONORC	£14.33	£0.68	£13.65 07/10/21	e.0n - Electricity - Orchard Road Cemetery 01/09/21-30/09/21 estimated	£14.33
		£14.33	£0.68	£13.65	e.0n - Total	
4738	BACS2110 26GR8	£335.76	£55.96	£279.80 30/09/21	GR8 Tool Hire Ltd - 1 x Nifty (scissor lift) hire	£335.76
		£335.76	£55.96	£279.80	GR8 Tool Hire Ltd - Total	
4710	BACS2110 26H&CGM	£747.00	£124.50	£622.50 23/09/21	Herts & Cambs Ground Maintenance Limited - Verge cutting - Aug (1/12)	
4711	BACS2110 26H&CGM	£487.00	£81.17	£405.83 23/09/21	Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	
4712	BACS2110 26H&CGM	£552.00	£92.00	£460.00 23/09/21	Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Sep 1/12	
4713	BACS2110 26H&CGM	£906.00	£151.00	£755.00 23/09/21	Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds	
4741	BACS2110 26H&CGM	£552.00	£92.00	£460.00 07/10/21	Herts & Cambs Ground Maintenance Limited - Supply and install new 5 bar gate to rear entrance of new rd cem	
4742	BACS2110 26H&CGM	£84.00	£14.00	£70.00 07/10/21	Herts & Cambs Ground Maintenance Limited - Removal of Ivy from rec	£3,328.00
		£3,328.00	£554.67	£2,773.33	Herts & Cambs Ground Maintenance Limited - Total	

Signature
Date

Signature

Melbourn Parish Council

October 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4731	BACS2110 26LUCID	£153.00	£25.50	£127.50	01/10/21 LUCID Systems - Covered agreement - November	
4752	BACS2110 26LUCID	£17.09	£2.85	£14.24	06/10/21 LUCID Systems - Security Services	
4760	BACS2110 26LUCID	-£10.08	-£1.68	-£8.40	06/10/21 LUCID Systems - Credit re Trend Business Security Oct & Nov (replaced with Bit Defender)	£160.01
		£160.01	£26.67	£133.34	LUCID Systems - Total	
4761	BACS2110 26HUB	£35.33	£5.89	£29.44	14/10/21 Melbourn Community Hub Management Group - Mobile Phone for Time Bank (13 September -12 October) + MMS messages	
4762	BACS2110 26HUB	£48.00	£8.00	£40.00	14/10/21 Melbourn Community Hub Management Group - Parish Office Cleaning (20 Sept to 10 Oct)	£83.33
		£83.33	£13.89	£69.44	Melbourn Community Hub Management Group - Total	
4759	BACS2110 26MICKG	£234.00	£39.00	£195.00	11/08/21 Mick George - 8 yard skip	£234.00
		£234.00	£39.00	£195.00	Mick George - Total	
4763	BACS2109 26NORBUR YS	£65.76	£10.96	£54.80	12/10/21 Norburys Building & Landscape Supplies Ltd - Building materials - decorating, door stops etc	£65.76
		£65.76	£10.96	£54.80	Norburys Building & Landscape Supplies Ltd - Total	
4719	DD211001 NOW	£43.20	£7.20	£36.00	01/10/21 Now Pensions - Employer Service Charge October 2021	£43.20
4204	DD211008 WBORC	£46.43	£0.00	£46.43	01/04/21 Source for Business (Cambridge Water) - Water services - Orchard Road	£46.43
4702	DD211008 WBWS	£5.50	£0.00	£5.50	20/05/21 Source for Business (Cambridge Water) - Work Shop in Car Park -	£5.50
		£51.93	£0.00	£51.93	Source for Business (Cambridge Water) - Total	

Signature

Date

20/10/21 03:51 PM Vs: 8.61.03

Signature

Melbourn Parish Council Financial Budget Comparison 30 Sep 2021

Comparison between 01/04/21 and 30/09/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
INCOME				
Conservation				
100 Allotment Rent	£2,400.00	£0.00	£12.13	-£2,387.87
101 Allotment Insurance Premiums	£0.00	£0.00	£15.00	£15.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£0.00	-£3,850.00
Total Conservation	£6,250.00	£0.00	£27.13	-£6,222.87
Cemeteries				
200 Burial Fees	£3,000.00	£0.00	£3,775.00	£775.00
Total Cemeteries	£3,000.00	£0.00	£3,775.00	£775.00
Play Areas & Recreation Grounds				
300 Match Fees	£2,320.00	£0.00	£215.00	-£2,105.00
320 Hire of Recreation Grounds	£100.00	£0.00	£521.40	£421.40
340 Pavilion Hire	£3,300.00	£0.00	£1,570.00	-£1,730.00
370 Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
Total Play Areas & Recreation Grounds	£6,720.00	£0.00	£2,306.40	-£4,413.60
Finance & General Purpose				
410 Precept	£275,300.00	£0.00	£275,300.00	£0.00
420 Interest - Deposit Account Unity	£50.00	£0.00	£0.00	-£50.00
425 Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430 Interest - Public Sector Deposit	£100.00	£0.00	£3.96	-£96.04
460 Miscellaneous Income	£0.00	£0.00	£1,962.80	£1,962.80
485 Feed In Tariff	£0.00	£0.00	£597.42	£597.42
660 Timebanking Income	£0.00	£500.00	£500.00	£0.00
Total Finance & General Purpose	£275,800.00	£0.00	£278,364.18	£2,564.18
Highways				
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£13,000.02	-£12,999.98
Total Rental Property	£26,000.00	£0.00	£13,000.02	-£12,999.98
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
960 Solar Farm Grant Income	£0.00	£43,234.63	£43,234.63	£0.00
Total Community Benefit Reserve	£0.00	£43,234.63	£43,234.63	£0.00
S106 & Other Capital Grants Reserve				
140 S.106 Grants	£0.00	£8,126.29	£8,126.29	£0.00
141 S106 - Community Transport Service	£0.00	£55,054.95	£55,054.95	£0.00
Total S106 & Other Capital Grants Reserve	£0.00	£63,181.24	£63,181.24	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Income	£317,770.00	£106,915.87	£403,888.60	-£20,797.27

Melbourn Parish Council Financial Budget Comparison 30 Sep 2021

Comparison between 01/04/21 and 30/09/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
EXPENDITURE				
Conservation				
1000 Allotments	£1,600.00	£0.00	£837.39	£762.61
1100 Conservation	£12,300.00	£0.00	£2,269.10	£10,030.90
1150 Stockbridge Meadows	£1,125.00	£0.00	£390.60	£734.40
1200 Grass Cutting Contract	£8,670.00	£0.00	£3,112.50	£5,557.50
1300 Public Open Space Maintenance Contract	£7,620.00	£0.00	£2,760.00	£4,860.00
Total Conservation	£31,315.00	£0.00	£9,369.59	£21,945.41
Cemeteries				
2000 Cemetery Rates, Utilities & Upkeep	£4,570.00	£0.00	£1,361.07	£3,208.93
2100 Cemetery Grounds Maintenance Contract	£6,950.00	£0.00	£2,434.98	£4,515.02
Total Cemeteries	£11,520.00	£0.00	£3,796.05	£7,723.95
Play Areas & Recreation Grounds				
3000 Play Areas	£4,200.00	£0.00	£1,726.04	£2,473.96
3200 Recreation Grounds	£12,475.00	£0.00	£6,341.16	£6,133.84
3400 Pavilion	£8,350.00	£0.00	£4,025.35	£4,324.65
Total Play Areas & Recreation Grounds	£25,025.00	£0.00	£12,092.55	£12,932.45
Finance & General Purpose				
4000 Audit, Legal and Professional Fees	£3,400.00	£0.00	£197.95	£3,202.05
4200 Contingency	£1,500.00	£0.00	£0.00	£1,500.00
4300 Wardens' Materials, Equipment & Van	£2,200.00	£0.00	£1,089.42	£1,110.58
4500 Insurances	£7,800.00	£0.00	£0.00	£7,800.00
4700 Membership of Societies	£1,340.00	£0.00	£932.03	£407.97
4900 Parish Clock	£1,350.00	£0.00	£916.00	£434.00
5000 Parish Office, IT & Contractors	£23,725.00	£0.00	£3,722.97	£20,002.03
5100 Salaries, NI & Pensions	£71,750.00	£0.00	£33,451.17	£38,298.83
5300 Sundry Expenses	£114.00	£0.00	£366.00	£-252.00
5400 Training	£1,500.00	£0.00	£670.00	£830.00
5700 Pension Scheme Charges	£440.00	£0.00	£216.00	£224.00
5900 Bank Charges	£400.00	£0.00	£96.90	£303.10
6000 Grant funding - MMWS, CRP, Grinnel Hill ins	£7,450.00	£0.00	£5,700.00	£1,750.00
6005 Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00
6200 Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400 Community Hub - Grant	£15,000.00	£0.00	£15,000.00	£0.00
6401 Community Hub - Maintenance & Replacements	£6,850.00	£457.75	£4,373.15	£2,934.60
6402 Community Hub - Feed in Tariff	£0.00	£0.00	£597.42	£-597.42
6450 PWLB Community Hub -	£28,098.00	£0.00	£16,362.17	£11,735.83
6451 PWLB Community Hub - Capital	£4,856.00	£0.00	£2,400.80	£2,455.20
6452 PWLB Car Park - Interest	£5,632.00	£0.00	£569.51	£5,062.49
6453 PWLB Car Park - Capital	£11,255.00	£0.00	£5,588.35	£5,666.65
6600 Timebanking Expenses	£650.00	£0.00	£144.20	£505.80
7100 Village Car Park - Rates, Utilities & Maintenance	£14,200.00	£0.00	£7,781.36	£6,418.64
Total Finance & General Purpose	£215,710.00	£457.75	£100,175.40	£115,992.35

Melbourn Parish Council Financial Budget Comparison 30 Sep 2021

Comparison between 01/04/21 and 30/09/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
Planning				
7000 Community Development	£5,000.00	£0.00	£2,156.17	£2,843.83
Total Planning	£5,000.00	£0.00	£2,156.17	£2,843.83
Highways				
8000 Highways and Footpaths	£3,000.00	£0.00	£0.00	£3,000.00
8100 Street Lighting	£1,750.00	£0.00	£533.97	£1,216.03
Total Highways	£4,750.00	£0.00	£533.97	£4,216.03
Rental Property				
9000 Little Hands Nursery	£1,450.00	£0.00	£905.00	£545.00
Total Rental Property	£1,450.00	£0.00	£905.00	£545.00
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
9600 Community Benefit Donations	£0.00	£27,031.95	£27,031.95	£0.00
Total Community Benefit Reserve	£0.00	£27,031.95	£27,031.95	£0.00
S106 & Other Capital Grants Reserve				
1400 S106 Expenditure	£0.00	£87,704.52	£87,704.51	£0.01
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450 Community Capital Fund Grant - Hub Extension	£0.00	£40,766.67	£40,766.67	£0.00
Total S106 & Other Capital Grants Reserve	£0.00	£133,471.19	£133,471.18	£0.01
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£294,770.00	£160,960.89	£289,531.86	£166,199.03
Total Income	£317,770.00	£106,915.87	£403,888.60	-£20,797.27
Total Expenditure	£294,770.00	£160,960.89	£289,531.86	£166,199.03
Total Net Balance	£23,000.00		£114,356.74	

Cash and Bank Balances at 30th September 2021

Ordinary Accounts

Current Account Unity	£239,292.98
Deposit Account Unity (Instant Access)	£162,928.11
Petty Cash	£30.00
Prepaid Debit Cards	£600.00

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£25,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,000.00
HTB 45 day Business Notice	£85,000.00
Nationwide 45 day Business Saver	£150,691.29
Total	£693,542.38

Two new investment accounts have now been opened and notice given to withdraw £50,000 from Nationwide in line with approved Investment Strategy 2021/22.

Melbourn Parish Council Finance Report 30th September 2021

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 30th September 2021. Adjustments for accruals and prepayments will be made at the financial year end. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

Variations from Budget

Income:

Pavilion Hire – the budget assumption had been that Melbourn Village College would use the Pavilion until the end of the 2020/21 academic year. They did not require use for that length of time so this budget heading is expected to be under budget.

Burial Fees – income from this source is difficult to predict but burials this year are already £775 above budget.

Miscellaneous Income – includes donations of £500 for tree planting and £717 for repairs to the Parish Clock. The clock expenditure was incurred in Sept 2021.

Expenditure:

Insurances – following the professional insurance revaluation exercise of the Parish Council's buildings and the end of the previous three-year insurance deal, the insurance premium has increased by approx. £4,200 over the budget for this item.

Gabrielle van Poortvliet – RFO Melbourn Parish Council

11th October 2021

Brownstone Building Services Ltd
 12 Daffodil Close
 Melbourn
 Hertfordshire
 SG8 6FZ
 07877 992123
 info@brownstonebs.co.uk
 www.brownstonebs.co.uk
 VAT Registration No.: 222039744
 Company Registration No. 9455506

VAT Invoice

INVOICE TO
 Melbourn Parish Council
 30 High Street
 Melbourn
 Hertfordshire
 SG8 6DZ

INVOICE NO. 1183
DATE 16/08/2021

DESCRIPTION	PRICE
Additional plumbing work outside of agreed plumbing work - new gas line to boiler, new boiler flue and condence pipe work	450.00
Additional plumbing work as instructed by Jose and outside of agreed plumbing works - supplies for washing machines, 2nd outside tap, remove and re fit all ground floor sanitary ware and fixtures	750.00
<hr/>	
PAYMENT TERMS: Due upon receipt of invoice	SUBTOTAL 1,200.00
	VAT TOTAL 240.00
Many Thanks	TOTAL 1,440.00
Mr Chris J Brown	BALANCE DUE £1,440.00

Payments can be made directly into our bank account;
 Barclays Bank
 Account Name: Brownstone Building Services Ltd
 Sort Code: 20-73-26
 Account Number: 03461785
PLEASE USE OUR INVOICE NUMBER AS THE REFERENCE

DATED

2021

MELBOURN PARISH COUNCIL (1)

and

MELBOURN SCIENCE PARK LIMITED (2)

**DEED OF GRANT OF EASEMENT
FOR
FOUL SEWER CONNECTION
AT MELBOURN RECREATION GROUND ON
THE NORTH EAST SIDE OF THE MOOR, MELBOURN, ROYSTON**

Taylor Vinters LLP
Merlin Place
Milton Road
CAMBRIDGE
CB4 0DP

Tel: 01223 423444

Email: elliott.wilson@taylorvinters.com

Our Ref: EXW/43422.67

TABLE OF CONTENTS

1	INTERPRETATION	2
2	GRANT	6
3	GRANTOR'S COVENANTS	6
4	GRANTEE'S COVENANTS	6
5	HM LAND REGISTRY	6
6	INDEMNITY	7
7	JOINT AND SEVERAL LIABILITY	7
8	VAT	8
9	NOTICES	8
10	THIRD PARTY RIGHTS	9
11	GOVERNING LAW	9
12	JURISDICTION	10
	SCHEDULE 1 THE RIGHTS	11
	SCHEDULE 2 GRANTEE'S COVENANTS	13
	SCHEDULE 3 GRANTOR'S COVENANTS	15

THIS DEED is dated

2021

HM Land Registry

LAND REGISTRATION ACTS 1925 to 2002

Grantor's Title Number: CB358895

Administrative Area: Cambridgeshire: South Cambridgeshire

Grantee's Title Numbers: CB423327, CB436582 & CB95837

Administrative Area: Cambridgeshire: South Cambridgeshire

PARTIES

- 1 **MELBOURN PARISH COUNCIL** of Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ (the "**Grantor**"); and
- 2 **MELBOURN SCIENCE PARK LIMITED** incorporated and registered in England and Wales with company number 3893143 care of TTP Group plc, Melbourn Science Park, Cambridge Road, Melbourn, Royston SG8 6EE (the "**Grantee**").

BACKGROUND

- 1 The Grantor owns the freehold interest in the Grantor's Property and the Grantee owns the freehold interest in the Grantee's Property.
- 2 The Grantee desires to lay and thereafter maintain the Pipeline and Underground Service Media in, under and through the Grantor's Property.
- 3 The Grantor has agreed to grant the easements and Rights to the Grantee for the benefit of the Grantee's Property on the terms contained in this deed.

AGREED TERMS

1 INTERPRETATION

The following definitions and rules of interpretation apply in this deed.

1.1 Definitions:

- 1.1.1 "**Conditions for Entry**" means the following conditions to which the Grantee and any other person exercising the Rights is subject to:

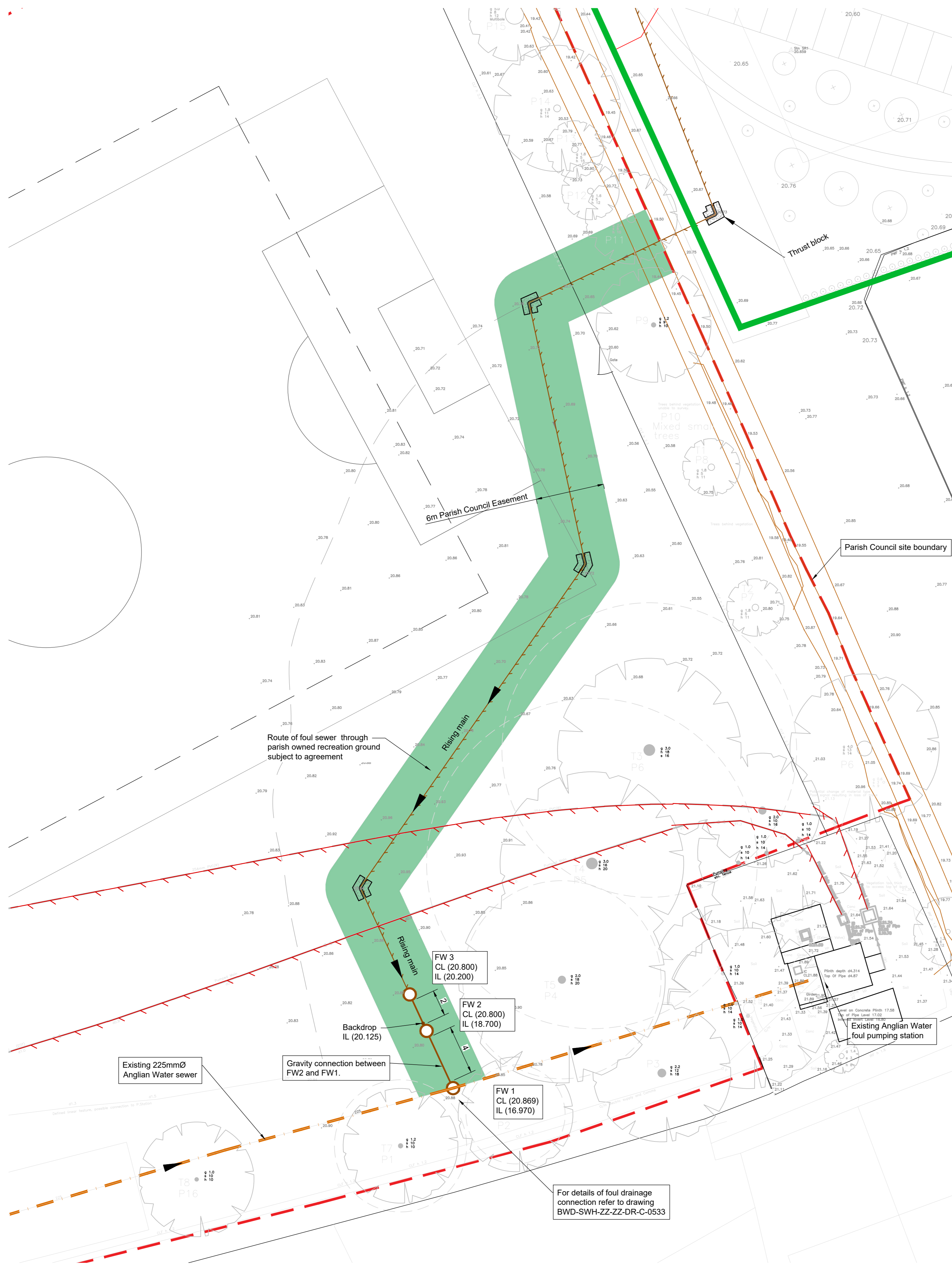
- 1.1.1.1 effecting entry at a reasonable time (or any time in an emergency);
- 1.1.1.2 giving reasonable notice to the Grantor;
- 1.1.1.3 complying with the Grantee's Covenants set out in paragraphs 1, 2, 5 and 6 of Schedule 2; and
- 1.1.1.4 complying with reasonable health and safety requirements of the Grantor notified in writing to the Grantee.
- 1.1.2 "**Construction Access**" means the access route for construction and heavy goods vehicles, plant and machinery in connection with the carrying out of the Works and the exercise of the Rights as detailed within the RAMS.
- 1.1.3 "**Easement Strip**" means that part of the Grantor's Property being 6 metres wide shown shaded green on Plan 1.
- 1.1.4 "**Grantee's Covenants**" means the covenants set out in Schedule 2.
- 1.1.5 "**Grantee's Property**" means all the property at:
 - 1.1.5.1 the land known as Melbourn Science Park comprised in title number CB95837 and each and every part of it; and
 - 1.1.5.2 the land lying to the north east side of Moat Lane, Melbourn comprised in title number CB423327;
 - 1.1.5.3 the land lying to the north of Da Vinci Building, Melbourn Science Park, Cambridge Road, Melbourn comprised in title number CB436582; and
 - 1.1.5.4 to the extent only of the Grantee's ownership if any, the Unregistered Land.
- 1.1.6 "**Grantor's Covenants**" means the covenants set out in Schedule 3.
- 1.1.7 "**Grantor's Property**" means together:
 - 1.1.7.1 all the property at Melbourn Recreation Ground, Land on the North East Side of The Moor, Melbourn, Royston and each and every part of it which is registered at HM Land Registry under the title number CB358895; and
 - 1.1.7.2 to the extent only of the Grantor's ownership if any, the Unregistered Land.

- 1.1.8 **“Losses”** means claims demands damages losses and reasonably incurred costs and expenses.
- 1.1.9 **“Pipeline”** means the 100mm vitrified clay foul sewer line or lines of pipes and/or ducts constructed or to be constructed together with any replacement pipeline the position of which is shown for identification purposes by the brown line within the Easement Strip line on Plan 1.
- 1.1.10 **“Plan 1”** means the plan marked “Plan 1” annexed to this deed.
- 1.1.11 **“Plan 2”** means the plan marked “Plan 2” annexed to this deed.
- 1.1.12 **“RAMS”** means the risk assessment and method statement prepared by SDC on behalf of the Grantee dated 20 September 2021 and approved by the Grantor, a copy of which is annexed to this deed at Annexure 1.
- 1.1.13 **“Rights”** means the rights and easements as set out in Schedule 1.
- 1.1.14 **“Underground Service Media”** means any pipes (other than the Pipeline) laid or intended to be laid within the Easement Strip together with [three] manholes and all other works or apparatus identified in the RAMS or otherwise as may be necessary in connection with the Pipeline from time to time.
- 1.1.15 **“Unregistered Land”** the land between the Grantee’s Property and the Grantor’s Property shown coloured white on Plan 2.
- 1.1.16 **“VAT”** means value added tax charged under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.
- 1.1.17 **“Works”** means the initial laying, erecting, constructing, installation and connection of the Pipeline and Underground Service Media in the Easement Strip in accordance with the RAMS.
- 1.2 Clause, Schedule and paragraph headings shall not affect the interpretation of this deed.
- 1.3 Except where a contrary intention appears, references to clauses and Schedules are to the clauses and Schedules of this deed and references to paragraphs are to paragraphs of the relevant Schedule.

Notes

The purpose of this drawing is to indicate the 6m easement required by the Parish Council only.

For construction plans and details refer to the following drawings:
 BWD-SWH-ZZ-ZZ-DR-C-0531 (plan and Anglian Water connection)
 BWD-SWH-ZZ-ZZ-DR-C-0550 to 0556 (details)



DO NOT SCALE FROM THIS DRAWING

HAZARDS LEADING TO UNUSUAL OR SIGNIFICANT RISKS DURING THE CONSTRUCTION PROCESS ARE IDENTIFIED ON THIS DRAWING AS:

NOTE: THE LIST BELOW IDENTIFIES CERTAIN RISKS WHICH ARE DEEMED TO BE UNUSUAL, ABNORMAL OR UNEXPECTED TO A COMPETENT CONTRACTOR CARRYING OUT WORK OF THIS NATURE BUT DOES NOT COVER ALL POSSIBLE SITUATIONS WHICH MAY BE ENCOUNTERED DURING THE CONSTRUCTION PROCESS. IT IS THEREFORE THE MAIN CONTRACTOR'S RESPONSIBILITY TO IDENTIFY ANY FURTHER RISKS/HAZARDS AND TAKE APPROPRIATE ACTION.

RISKS/HAZARDS SPECIFIC TO THIS DRAWING:

FOR TENDER - NOT FOR CONSTRUCTION

Rev.	Amendment	NSC	DA	DA	20.07.21
T01	TENDER ISSUE				
		Dm.	Chkd.	Appd.	Date

**BIRCHWOOD FIELDS
MELBOURN FARM**

Drawing
**OFF-SITE DRAINAGE SCHEME
PARISH COUNCIL EASEMENT**

Client
 SDC

Scott White and Hookins
 Structural Engineering | Civil Engineering | Sustainability and BREEAM | CDM Consultancy

Fountain House, 26 St John's Street, Bedford MK42 0AQ
 T: +44 (0)1234 213111 W: www.swh.co.uk E: info@swh.co.uk

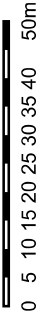
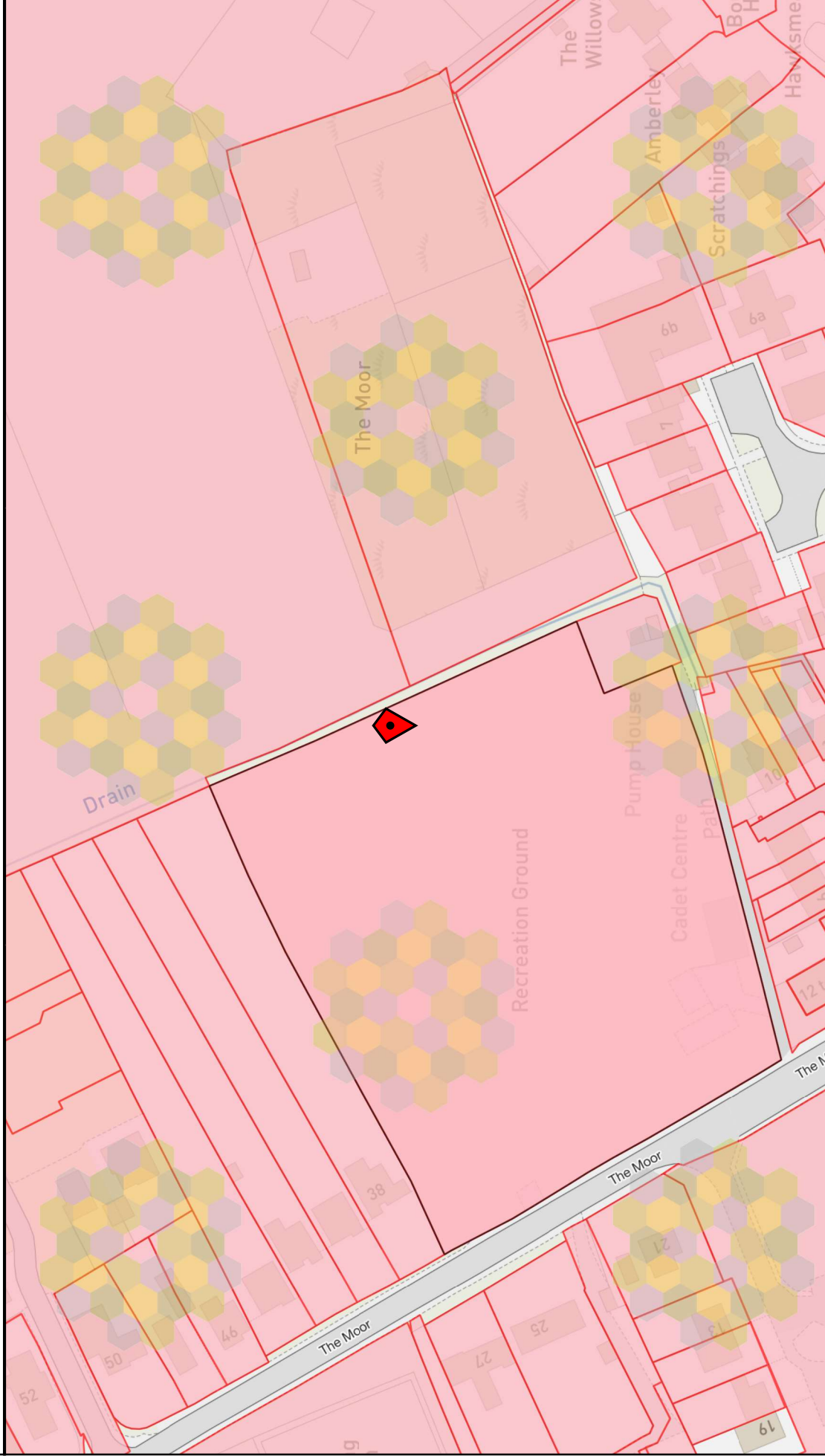
Scale at A1 - 1:200 U.N.O
BWD-SWH-ZZ-XX-DR-D-0533-T01
 Project | Originator | Zone | Level | Type | Role | Number | Rev.



HM Land Registry

BETA

MapSearch Snapshot



Map scale 1:1250

© Crown copyright and database rights 2021 Ordnance Survey 100026316
 This map is for reference purposes only. You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.
 Data last updated 10:00pm 31 AUGUST, 2021

- 1.4 The Schedules form part of this deed and shall have effect as if set out in full in the body of this deed. Any reference to this deed includes the Schedules.
- 1.5 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.6 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision and all orders, notices, codes of practice and guidance made under it.
- 1.7 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.8 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.9 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.10 A reference to "**Grantor**" includes its respective successors in title, personal representatives or permitted assigns and where the "Grantor" is more than one all covenants and obligations on the part of the "Grantor" shall be deemed to be joint and several;
- 1.11 A reference to "**Grantee**" includes its respective successors in title, personal representatives or permitted assigns and where the "Grantee" is more than one all covenants and obligations on the part of the "Grantee" shall be deemed to be joint and several;
- 1.12 A reference to **writing** or **written** excludes fax and e-mail.
- 1.13 Any obligation in this agreement on a person not to do something includes an obligation not to allow that thing to be done.
- 1.14 Any phrase introduced by the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

2 GRANT

- 2.1 In consideration of £5,000.00 (exclusive of VAT) (the receipt of which the Grantor acknowledges) and the covenant given by the Grantee in clause 4, the Grantor with full title guarantee grants to the Grantee the Rights in fee simple for the benefit of the Grantee's Property to the intent that the Rights shall be and remain appurtenant to the Grantee's Property and that the Rights shall be and remain a burden upon the Grantor's Property.
- 2.2 The Rights are granted subject to rights of the Grantor in relation to the Grantor's Property whether or not referred to in this deed.

3 GRANTOR'S COVENANTS

The Grantor covenants with the Grantee so as to bind the Grantor's Property into whoever's hands it may come, for the benefit of the Grantee's Property and each and every part of it, that the Grantor and its successors in title shall at all times observe and perform the Grantor's Covenants.

4 GRANTEE'S COVENANTS

The Grantee covenants with the Grantor for the benefit of the Grantor's Property and each and every part of it, that the Grantee, its successors in title and anyone authorised by them to use the Rights shall at all times observe and perform the Grantee's Covenants.

5 HM LAND REGISTRY

- 5.1 The Grantor consents to;
- 5.1.1 the registration of the Rights on the registered title to the Grantor's Property; and
- 5.1.2 any restrictive covenants entered into in this deed by the Grantor being noted against the registered title to the Grantor's Property.
- 5.2 As soon as reasonably practicable after completion of this deed the Grantee shall:
- 5.2.1 apply to HM Land Registry to register the Rights and to enter a notice of any restrictive covenants against the registered title to the Grantor's Property; and
- 5.2.2 apply to HM Land Registry to enter a notice of any restrictive covenants made by the Grantee in this deed against the registered title to the Grantee's Property and

to enter the Rights in the Property register of the Grantee's title as appurtenant rights.

5.3 As soon as reasonably practicable after notification to the Grantee or the Grantee's solicitors of the completion of such registration or registrations referred to at clause 5.2 above, the Grantee shall give to the Grantor official copies of the registered titles to the Grantor's Property and the Grantee's Property, to show that the Rights and any restrictive covenants made by the Grantor and the Grantee have been properly and correctly entered against the respective titles.

6 INDEMNITY

6.1 The Grantee shall indemnify the Grantor and keep the Grantor indemnified against all liabilities, costs, expenses, damages and losses suffered or incurred by the Grantor arising out of or in connection with:

6.1.1 the exercise of the Rights;

6.1.2 the carrying out of any works permitted by this deed;

6.1.3 any breach of any of the Grantee's Covenants;

6.1.4 any breach of the terms of this deed;

by the Grantee, or by any occupier of the Grantee's Property or by an employee or invitee of the Grantee, or by any other person who is allowed or permitted by the Grantee to exercise the Rights.

7 JOINT AND SEVERAL LIABILITY

7.1 Where the Grantor comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of the Grantor arising under this deed. The Grantee may take action against, or release or compromise the liability of, or grant time or other indulgence to any one of those persons without affecting the liability of any other of them.

7.2 Where the Grantee comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of the Grantee arising under this deed. The Grantor may take action against, or release or compromise the liability of, or grant time or other indulgence to any one of those persons without affecting the liability of any other of them.

7.3 The Grantor shall not be liable to the Grantee for any failure of the Grantor to comply with the Grantor's Covenant contained in Schedule 3 unless and until the Grantee has given the Grantor notice of the facts that give rise to the failure and the Grantor has not remedied the failure within a reasonable time.

7.4 The Grantor is not liable for the death of or injury to the Grantee its employees, invitees or for damage to any property of theirs, or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by them in the exercise of the Rights.

7.5 Nothing in clause 7.4 shall limit or exclude the Grantor's liability for any matter in respect of which it would be unlawful for the Grantor to exclude or restrict liability.

8 VAT

8.1 All sums payable by the Grantee are exclusive of any VAT that may be chargeable. Subject to clause 8.3, the Grantee shall pay VAT in respect of all taxable supplies made to it in connection with this deed on the due date for making any payment or, if earlier, the date on which that supply is made for VAT purposes.

8.2 Every obligation on the Grantee, under or in connection with this deed, to pay the Grantor any sum by way of a contribution, refund or indemnity, shall include an obligation to pay an amount equal to any VAT incurred on that sum by the Grantor, except to the extent that the Grantor obtains credit for such VAT under the Value Added Tax Act 1994.

8.3 The Grantee shall not be required to make any payment of VAT unless and until the Grantor provides the Grantee with a valid VAT invoice addressed to the Grantee.

9 NOTICES

9.1 Any notice given under this agreement must be in writing and signed by or on behalf of the party giving it.

9.2 Any notice or document to be given or delivered under this agreement may be given by delivering it personally or sending it by pre-paid first class post, or recorded delivery to the address and for the attention of the relevant party as follows:

- 9.2.1 to the Grantor at Melbourn Parish Council at Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ marked for the attention of the Parish Clerk or to such other address as may be notified by the Grantor to the Grantee from time to time as being its address for service; and
- 9.2.2 to the Grantee at Melbourn Science Park, Cambridge Road, Melbourn, Royston SG8 6EE marked for the attention of the Company Secretary or to such other address as may be notified by the Grantee to the Grantor from time to time as being its address for service.
- 9.3 Any notice or document served in accordance with this clause 9 will be deemed to have been received:
- 9.3.1 if delivered personally, at the time of delivery provided that if delivery occurs before 9.00 am on a working day, the notice will be deemed to have been received at 9.00 am on that day, and if delivery occurs after 5.00 pm on a working day, or on a day which is not a working day, the notice will be deemed to have been received at 9.00 am on the next working day; and
- 9.3.2 in the case of pre-paid first class or recorded delivery post, at 9.00am on the first working day after posting.
- 9.4 In proving delivery, it will be sufficient to prove that delivery was made or that the envelope containing the notice or document was properly addressed and posted as a prepaid first class, or recorded delivery letter or special delivery letter was properly addressed, as the case may be.
- 9.5 A notice or document delivered under this agreement shall not be validly given or delivered if sent by e-mail or fax.

10 THIRD PARTY RIGHTS

A person who is not a party to this deed shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this deed.

11 GOVERNING LAW

This deed and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

12 JURISDICTION

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this deed or its subject matter or formation (including non-contractual disputes or claims).

THIS AGREEMENT has been entered into as a deed on the date stated at the beginning of it.

SCHEDULE 1

The Rights

Subject to the Grantee complying with the Conditions for Entry and the RAMS, the full right and liberty for the Grantee and the Grantee's successors in title as owners or occupiers for the time being of the Grantee's Property and its officers, servants and agents and others authorised by it at all times and for all purposes connected with the lawful use and enjoyment of the Grantee's Property whether now or in the future to:

Right to erect temporary fencing and water-filled barriers

- 1.1 erect and install temporary fencing and water-filled barriers for the duration of the Works on the Grantor's Property in the locations as detailed in the RAMS;

Right to construct and maintain etc Pipeline

- 1.2 undertake the Works and to lay erect construct inspect maintain renew replace repair test cleanse make incapable of operation or remove any part or parts of the Pipeline and Underground Service Media in the Easement Strip together with the right of having and enjoying the use and free flow and passage of water and sewerage with or without other matter of any kind whatsoever through and by means of the Pipeline and Underground Service Media;
- 1.3 excavate and open up so much of the Easement Strip and to carry out the Works and such other works thereon as may be reasonably required for the purpose of exercising or in connection with the exercise of any of the Rights;
- 1.4 temporarily place on the Construction Access, the Easement Strip and that part of the Grantor's Property shown edged orange on the plans forming part of the RAMS or such other parts of the Grantor's Property agreed with and approved by the Grantor from time to time (such approval not to be unreasonably withheld or delayed) any such plant and materials required to be used in connection with the purposes above mentioned

Rights of access

- 1.5 with or without contractors surveyors employees and others and with or without motor or other vehicles plant equipment apparatus and materials at all

reasonable times to enter upon the Construction Access and those parts of the Grantor's Property shown edged blue and orange on the plans forming part of the RAMS or such other parts of the Grantor's Property agreed with and approved by the Grantor from time to time (such approval not to be unreasonably withheld or delayed) necessary to carry out the Works and for the purpose of exercising or in connection with the exercise of any of the Rights;

Right to maintain manhole covers

- 1.6 construct maintain replace renew and use three manhole covers and inspection chambers required to facilitate inspection and maintenance of the Pipeline and the Underground Service Media in such locations identified by the RAMS;

Right of support

- 1.7 continuous vertical and lateral support and protection for the Pipeline and the Underground Service Media and the Easement Strip;

Right of line walking

- 1.8 enter upon the Grantor's Property at any time on giving a minimum of 48 hours' prior written notice (save in the case of emergency) for the purposes of walking the line of the Easement Strip, the Pipeline and or examining and inspecting the Pipeline and the Underground Service Media; and

Right to remove trees

- 1.9 fell, trim or lop any trees, bushes and other vegetation or scrub growth or the roots of which may grow in on over or under the Easement Strip which obstruct or interfere with the exercise of the rights granted to the Grantee by this deed subject to the Grantee providing the Grantor with 10 days' prior written notice and provided that the Grantee removes from the Grantor's Property all timber, wood and vegetation cut and leaves the Grantor's Property neat and tidy.

SCHEDULE 2

Grantee's covenants

The Grantee shall:

1 STATUTORY REQUIREMENTS

when exercising the Rights (including when carrying out the Works), comply with all laws governing the installation and use of the Underground Service Media;

2 MAKING GOOD OF DAMAGE ETC

at all times to take all reasonable and proper precautions to ensure that in the exercise of the Rights and carrying out the Works as little damage as is reasonably practicable is caused to the Easement Strip or that part of the Grantor's Property over which the Rights are exercised and any turf thereon or drains thereunder and to make good any damage caused as soon as reasonably practicable to the reasonable satisfaction of the Grantor or pay reasonable compensation to the Grantor for any Losses suffered by them by reason of the exercise of the Rights except to the extent that such Losses result from the neglect or default of the Grantor or others authorised by them and FOR THE AVOIDANCE OF DOUBT the Grantee shall replace any trees materially damaged with a similar species of tree in carrying out the Works and exercising its Rights in accordance with this deed;

3 ASSIGNMENT

not assign the benefit of this deed except to a third party who shall first covenant (by way of a deed of covenant in a form approved by the Grantor (such approval not to be unreasonably withheld or delayed)) on behalf of itself and its successors in title with the Grantor to comply with the obligations of the Grantee in this deed;

4 INDEMNITY

keep the Grantor indemnified against all actions claims or demands arising by reason of the exercise of the Rights (except any such actions claims or demands as may be occasioned by the default or wrongful act of the Grantor or the Grantor's servants or agents) PROVIDED THAT the indemnity is conditional upon the Grantor (i) giving to the Grantee written notice of any such actions

claims or demands as soon as possible after the Grantor becomes aware of any such actions claims or demands; (ii) taking all reasonable steps to mitigate any liabilities relating to such actions claims or demands; and (iv) keeping the Grantee reasonably informed in relation to the material progress of any such actions, claims and demands.

5 NUISANCE

not cause any nuisance, annoyance or disturbance to the Grantor or occupiers of the Grantor's Property, or of any neighbouring land, or to any other person entitled to the Rights in common with the Grantee.

6 RAMS

when exercising the Rights (including when carrying out the Works), comply with the RAMS.

SCHEDULE 3

Grantor's covenants

The Grantor shall:

1 INTERFERENCE WITH UNDERGROUND SERVICE MEDIA

not do anything or knowingly allow anything to be done on the Grantor's Property that may interfere with or damage the Pipeline or Underground Service Media or interfere with, impede or obstruct the Grantee's access to or use of them and/or interfere with, impede or prevent the Grantee's exercise of the Rights PROVIDED THAT if such interference, obstruction or damage is caused the Grantor shall upon receiving written notice of the same from the Grantee as soon as reasonably possible make good any damage caused and / or take such preventative measures as are necessary in respect of such interference and / or obstruction in each case to the Grantee's reasonable satisfaction.

2 CONSTRUCTIONS ON EASEMENT STRIP

not cause permit or suffer the erection or installation of any building structure or apparatus or to carry out any development or excavation on or beneath the Easement Strip;

3 TREES

not plant or otherwise permit to exist any trees or shrubs on the Easement Strip or in such a location so that the roots thereof are within the Easement Strip;

4 FURTHER EASEMENT

not grant any further easement or licence in on under or affecting any part of the Easement Strip without the prior written consent of the Grantee which may not be unreasonably withheld or delayed;

5 ALIENATION

5.1 not sell convey transfer lease grant mortgage charge or dispose of or otherwise encumber the Easement Strip and so much of the Grantor's Property as is reasonably required for the exercise of the Rights or any part thereof unless such conveyance transfer lease mortgage or disposition is expressed to be subject to the Rights and the other provisions of this deed and:

5.1.1 in the case of a transfer lease or other disposition (except a mortgage) contains covenants on the part of the purchaser transferee tenant or disponee to observe and perform the provisions of this Schedule 3; and

5.1.2 in the case of a mortgage contains covenants on the part of the mortgagee to observe and perform the provisions of this Schedule 3 but with effect only during such time (if any) as it shall have entered into possession of the Easement Strip and so much of the Grantor's Property as is reasonably required for the exercise of the Rights or any part thereof so that it shall not be personally liable after it shall have parted with all its interest in the Easement Strip and so much of the Grantor's Property as is reasonably required for the exercise of the Rights or any part thereof; and

6 INDEMNITY

indemnify the Grantee against all costs, losses and expenses, and all claims or demands lawfully brought or made against it, by reason of any breach of this Schedule 3.

**EXECUTED as a DEED by
MELBOURN PARISH COUNCIL**

acting by

COUNCILLOR

As Councillor of Melbourn Parish Council

COUNCILLOR

As Councillor of Melbourn Parish Council

Witnessed by

As Clerk of Melbourn Parish Council

Signature of Witness

Name (in BLOCK CAPITALS)

Address:

**EXECUTED as a DEED by
MELBOURN SCIENCE PARK LIMITED**

acting by a director in the presence of:

Signature of Witness

Name (in BLOCK CAPITALS)

Address:



LIMEGROVE HOUSE
CAXTON ROAD
BEDFORD
MK41 0QQ

ISO:45001:2018
ISO 14001:2015
ISO 9001: 2015

RAMS

OFFSITE DRAINAGE WORKS

PROJECT:	Project Birchwood, Land North of Melbourn Science Park
ADDRESS:	Cambridge Rd, Melbourn, Royston SG8 6EE
CLIENT:	Melbourn Science Park Limited
REFERENCE:	B1910 – TF – REP - 020

INTRODUCTION

This Principal Contractor's Method Statement is intended to detail the scope of work and the methodology for the installation of the offsite foul water drainage for Project Birchwood. It outlines the sequence of operations, programme of works and risk mitigation principles. SDC intend to undertake these works in Autumn 2021, subject to authorisation by Anglian Water and the Lead Local Drainage Authority.

This operation is challenging because it involves the installation of a foul water drainage pipe through a recreation ground which is used by multiple sports teams and is open to unhindered access by the public. This increases the risk of nuisance to these users and more importantly a potential safety hazard for users / trespassers into these work areas.

The first step of risk mitigation is to design out as much of the hazard as possible. Following numerous risk mitigation workshops, TTP have instructed SDC to proceed based on a shallower pumped drainage solution. This has three key benefits:

1. Much shallower drainage pipework, not reliant on gravity, meaning the installation process is quicker and safer to execute.
2. Drainage pipework can be laid more flexibly, meaning the encroachment on the existing football pitch is minimised.
3. The installation of a pumping chamber within the curtilage of the Birchwood site means that the capacity of the chamber can be utilised for construction-phase effluent management, meaning there is less pressure on the installation programme.

This method statement sets out the intended process for safely installing the drainage pipework through the Parish Council's property.

1. DESCRIPTION OF WORKS

Installation of foul water drainage pipework from the Project Birchwood outfall position to an existing Anglian Water pipe within the Parish Council Recreation Ground. **Access to the location will be via the Birchwood construction site, not The Moor.**

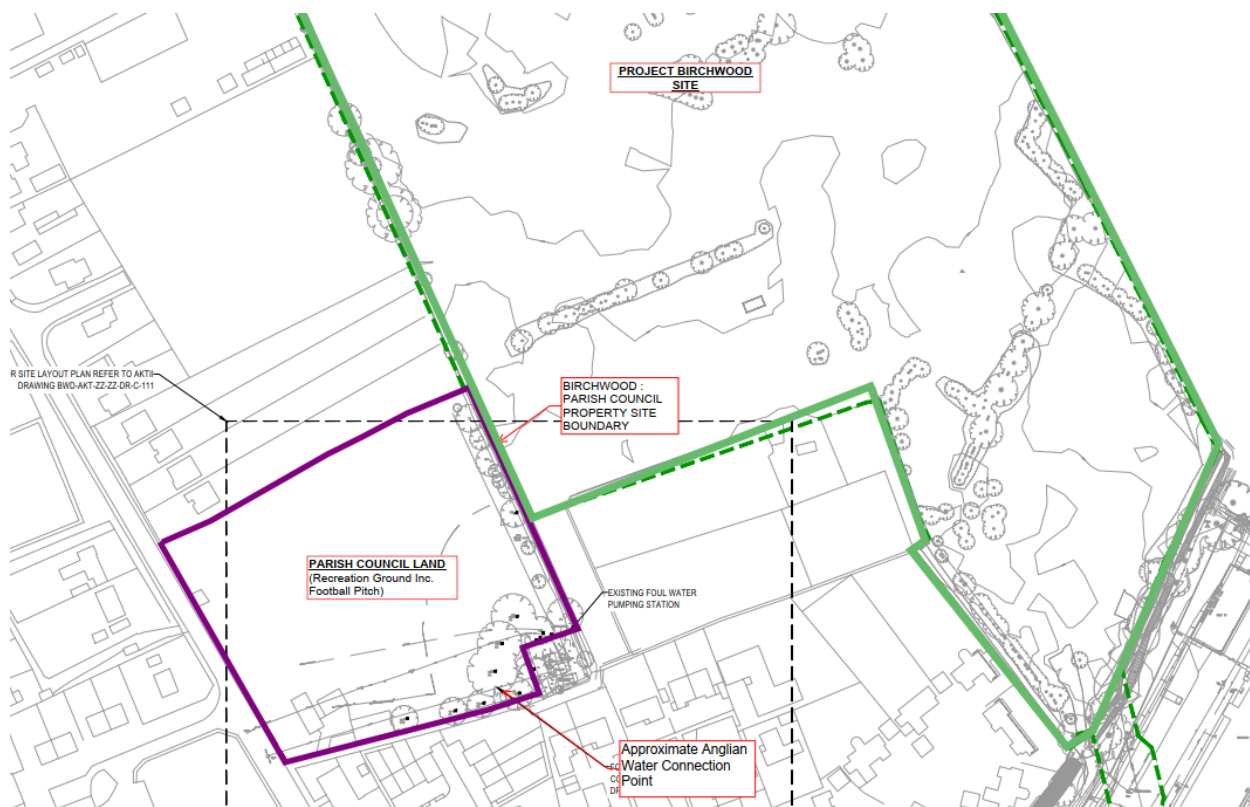


Figure 1 - Overview of Properties and Connection Point

The works are to be carried out by SDC's subcontractor, Oliver Connell & Son who will adhere to the contents of this works methodology when producing detailed works proposals.

The pipe will be brought under the existing swale at the Western extent of the Birchwood site and diverted across the recreation ground before entering a receiving chamber and dropping in to the Anglian Water primary main.

2. RELEVANT DRAWINGS / DESIGN

The detailed design is currently under development and is subject to approval by Anglian Water. SDC's engineer, Scott, White & Hookins, are developing the design based on the appended information as follows:

BWD-SWH-ZZ-XX-DR-D-0532 (P02) – Off-Site Drainage Scheme: Pumped Solution

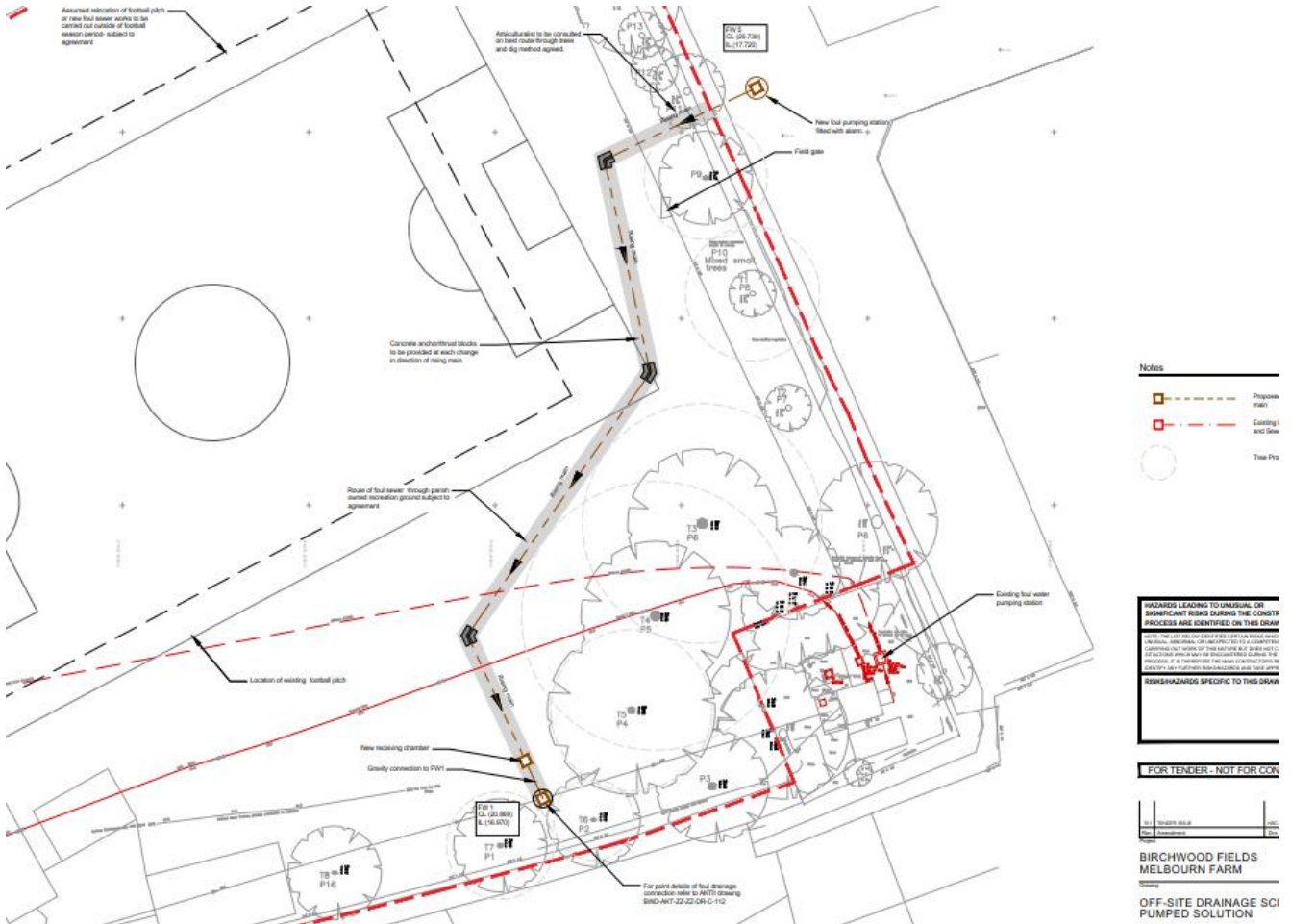
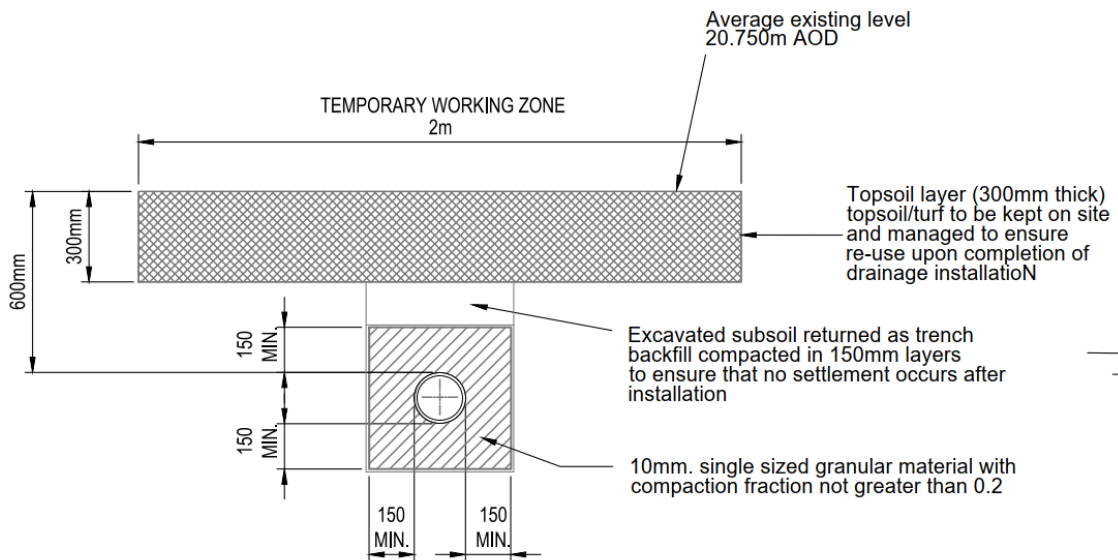


Figure 2 - Extract from plan drawing showing worst-case impingement on to the football pitch.

The design attempts to install the pipe with the minimum encroachment on the football pitch position.

The following section detail demonstrates that the crown of the pipe will be 600mm below the pitch surface. Previously this was more than 3M below the surface. This helps us to reduce the width of the working area and therefore the consequential damage to turf and improve the programme period:



The chosen sequence (see below section) minimises the nuisance period near the football pitch and would hopefully mean not having to move the pitch at all following further clarification with the parish council.

3. TRAFFIC MANAGEMENT PLAN & LOGISTICS ARRANGEMENTS

The following key principles for accessing the works and moving materials will be followed.

- **All access, deliveries, plant and personnel movements will be strictly from the Birchwood site via a culvert over the existing swale. No access will be required from The Moor, with the exception being during the overpumping period during the final week of access (see below phasing plan)**
- The site working hours as outlined within the planning permission (ie 0800-1800 mon-fri) will strictly be followed. No Saturday working will be implemented if this clashes with the football season/fixtures.
- A temporary culvert will be installed over the existing swale at the boundary, consisting of a 300mm concrete pipe backfilled with engineered stone installed on a geotextile membrane to permit crossing of the swale for pedestrians and vehicles. A temporary culvert license / permit will be obtained from the lead local drainage authority for this.



Fencing:

The following two fencing types will be used – these are shown on the phasing plans in section 4.

1 – Heras Fencing

This fencing will be used during temporary applications and is used for the boundary of the Birchwood Project Site. This is noted in blue on the sequence plans:



2 – Water-Filled Barriers with Mesh Fence Panel



WEEK 2 – Continuation of Drainage Installation – Optional adjustment of football pitch position

- **Relocation of the football pitch to the hatched position is not required.**
- Careful removal of existing turf to enable quick reinstatement.
- Installation an adequate amount of drainage pipework and thrust blocks to permit full reinstatement of the turf by the end of the week and pull the barriers back away from the football pitch before the weekend.
- Relocation of the fencing off the football pitch if needed, depending on the outcome of engagement with the Parish Council.
- **IMPORTANT:** We intend to reduce the working area where it crosses the football pitch down to 1.2m width and we intend to replace the turf removed within 36 hours and re-roller to prevent damage to the football pitch. A specific detail is shown below the plan.

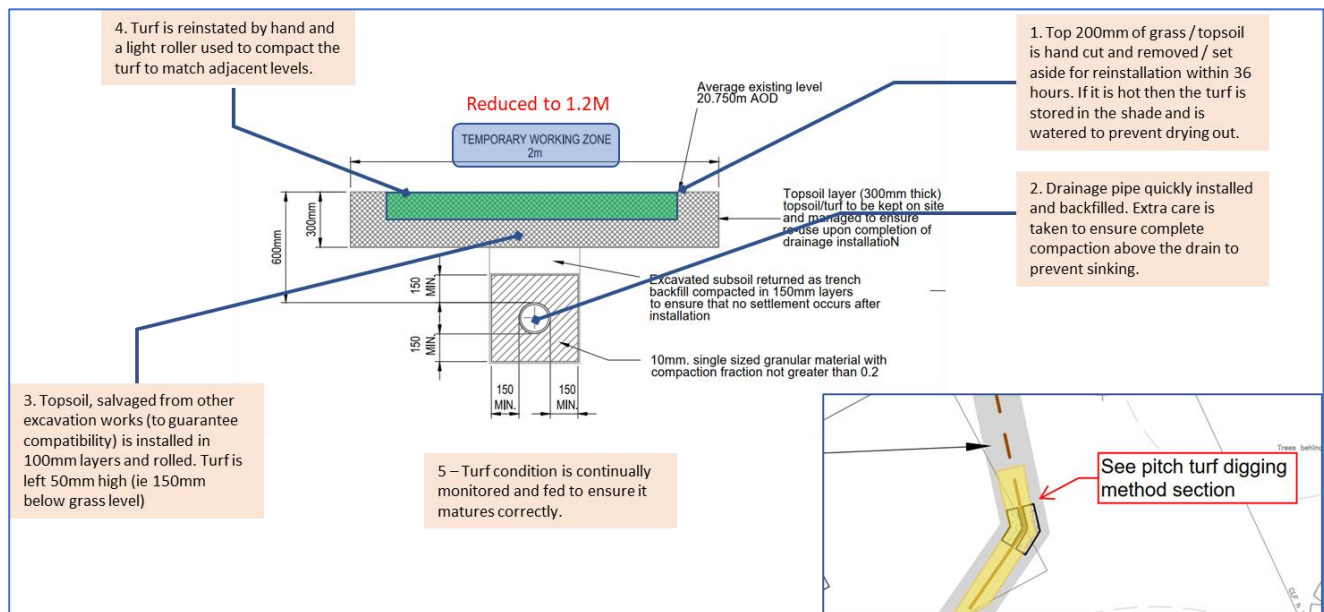
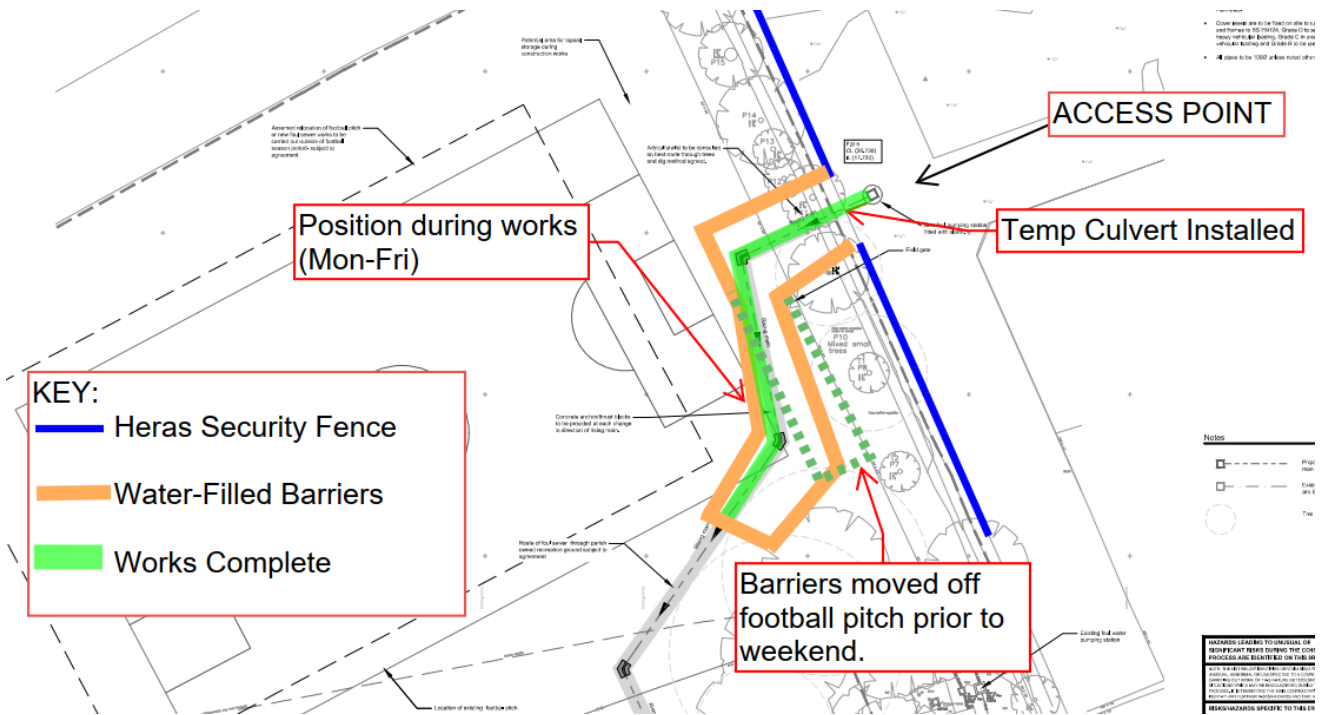
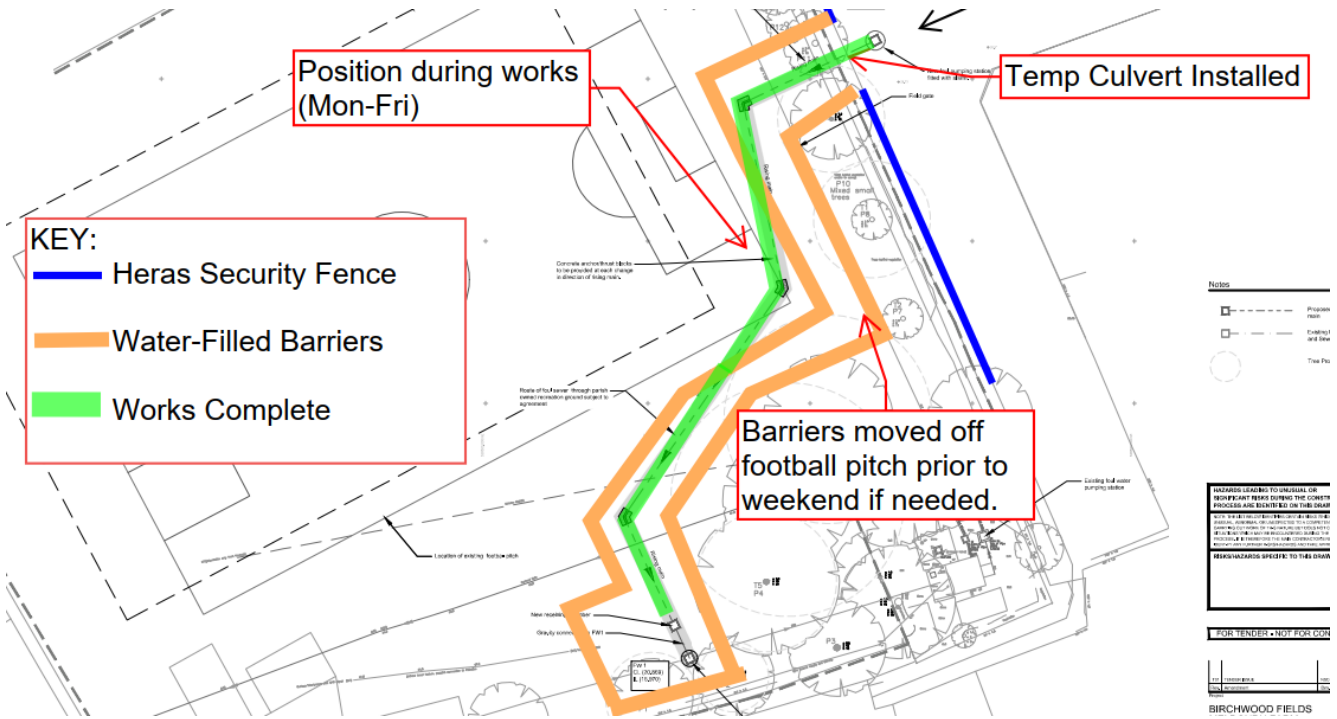


Figure 3 - Detail for where the pipe crosses the football pitch.

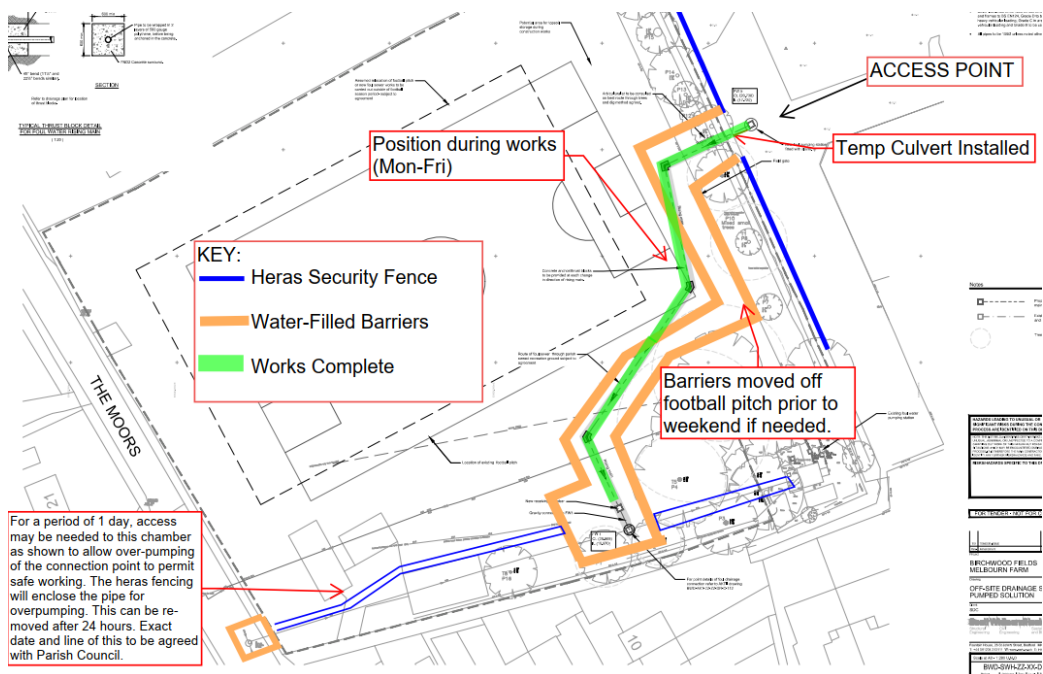
WEEK 3 – Completion of Primary Drainage Runs and Establishment of Chamber / Connection Site

- Most of the drainage installation will be concluded this week and a small satellite site will be established around the connection point and manhole as shown.



WEEK 4 – Connection to the Anglian Water Network

- The connection process is subject to Anglian Water's approval and so the precise programme for this phase cannot be guaranteed, however the construction of the two manholes will be undertaken during week 4 and an over-pumping arrangement, approved by Anglian Water and agreed logistically with the Parish Council will need to be implemented for a period of 5 days during the break-in to the Anglian Water pipe. SDC propose that these works are undertaken during the half-term at Melbourn Village College to minimise disruption. SDC's traffic management plan for The Moors will be submitted to the Parish Council prior to implementation to obtain comment.



WEEK 5 – Demobilisation

- Removal of all fencing and re-instatement of topsoil and turf, returned to the condition found and recorded within the condition survey.
- CCTV survey of the installed mains and approval from Anglian Water that works have been completed.

5. REINSTATEMENT CONDITION

SDC are very aware of the importance of retaining the integrity of the existing turf / surfacing. We will salvage all of the topsoil during the works and reinstate to ensure compatibility. New turf will be laid wherever required (no seeding). Should turf need establishment time, following demobilisation, stake and mesh fencing will be installed around these areas and they will be watered and maintained by SDC while the turf is established. We will reinstate this to the satisfaction of the parish council.

6. SUPERVISION

These works will be supervised by:

- Philip Moore – Site Manager - Contact Number: 07500 840958
- Tom Fenner – Project Manager – Contact Number: 07831 165880

Our subcontractor, Oliver Connell & Son will have a competent site team, however Phil and Tom are the primary points of contact for the works.

7. MONITORING ARRANGEMENTS

SDC will issue a weekly situation report to Councillor Steve Kilmurray and Claire Littlewood via email during the works to provide an update on progress.

8. PLANT & EQUIPMENT

Due to the shallow nature of the excavation, we will be using small excavators to undertake these works. They will be accompanied by a dumper and a roller to ensure adequate compaction of the subsoil prior to reinstatement of the surfacing.

9. SAFETY OF THIRD PARTIES

Safety of third parties is the principal objective here. We believe we have designed out a significant portion of the risk by reducing the duration and extent of the works. Notwithstanding this we have produced the following summary risk assessment to confirm how this plan addresses the safety of third parties:

Hazard Description	Potential Consequence	Mitigation Measure
<u>Persons injured trying to access the work area to retrieve footballs etc.</u>	Falling from height or cuts and abrasions caused by stepping on hazards with inappropriate footwear.	Fencing to be water-filled (immovable) fence with mesh panel over. This creates a vision line over the fence to aid hazard perception. SDC have considered putting mesh over the site when not in operation however this may encourage dangerous climbing. Plant and equipment to be brought back into the main site area out-of-hours.
<u>Turf reinstated incorrectly, causing musculoskeletal injuries when playing sports.</u>	Sports Injuries	Turf to be reinstated to the satisfaction of the parish council. The reinstatement time and permitted re-use is dependent on the season and the constraints of the fixtures etc and needs to be considered with the Parish Council.
<u>Damage to trees</u>	Trees dying or becoming unstable.	The drainage run avoids the root protection areas for the trees. SDC will engage the

		services of an arboriculturist to verify our intended drainage route on site prior to commencement.
<u>Traffic nuisance when accessing manhole on The Moor</u>	Traffic Accident	Agree the principles of accessing this chamber with Anglian Water and install Chapter 8 compliant barriers and signage in accordance with the National Road and Streetworks Act.
<u>Fencing is insecure and blows over in the wind</u>	Unauthorised access into a dangerous environment.	Water-filled barriers selected because they are immovable.
<u>Collision with fencing during football game</u>	Personal injuries	Water-filled barriers are selected because they are safer than Heras fencing if collided with and less likely to cause abrasions and personal injury. We will keep the barriers as far away as possible from the perimeter of the pitch.

10. EMERGENCY PROCEDURES

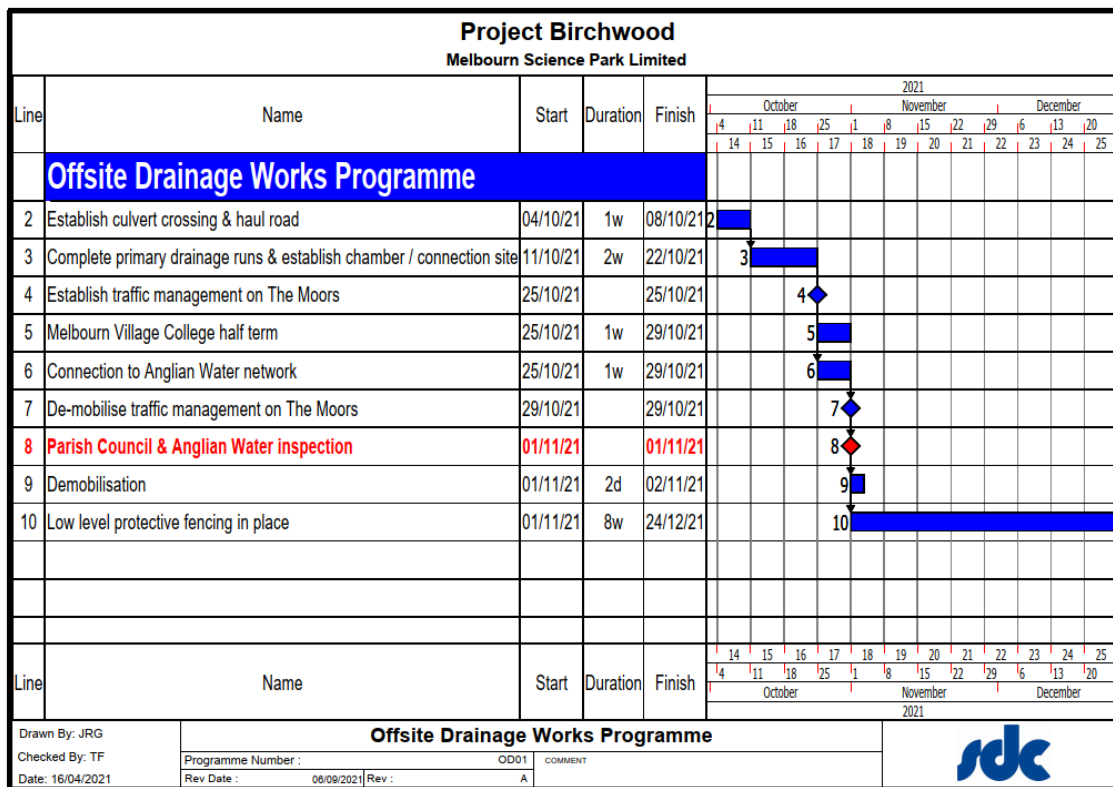
In the event of an emergency only, SDC propose that the emergency services are directed to this work location via the exit from The Moors. Access to the field is via a padlocked gate and SDC will obtain a key for this gate, only to be used in the event of emergency.

11. PROGRAMME

The works duration is outlined in the above sequence of operations (section 4) which show a duration of 4-5 weeks for the works.

The timescales are not project-critical. That is because we can use the pumping station to facilitate the construction phase and hence, we can be flexible around the football season to minimise nuisance caused.

See below a suggestion of the proposed programme following approval of the RAMS. The final programme is subject to approval from the Local Highways authority and will be finalised following consultation with the Parish Council and the Secondary School.



Method Statement Written By: Tom Fenner

Date: 12th October 2021

Issued For: Use

****End of Document****

UNIVERSAL FENCING LTD

8 ARTHUR COURT
NORMAN WAY INDUSTRIAL ESTATE
OVER CAMBRIDGE CB24 5AL
VAT NUMBER: 720 2282 78
COMPANY REGISTRATION NUMBER: 3670474
TEL: 01954 230860

QUOTATION

MELBOURN PARISH COUNCIL

29TH SEPTEMBER 2021

DESCRIPTION OF GOODS AND/OR SERVICE

QUOTE.

Clear existing.

Supply and fix 96m x 400mm high Oak knee rail fencing consisting of 150 x 100mm round top posts, morticed to take 80 x 50mm rails. All sawn Oak.

£8377.50 + VAT

Melbourn Timebank Report – October 2021



Membership growth to October 2021

	As at 19 September	As at 19 October	Conversion	Pipeline
Individual Members	81	82	1	2
Organisational Members	16	16		1

Total exchanges to date: 3804 hours (of which MCCR = 1680.5 hours)

Non MCCR: 2123.5 hours

Timebank activities



Puppy Love @Dog Café

Betty & her fidget mats

PAT dogs visit Memory Café at The Hub

- 29 Sept Wednesday Walk
- 02 Oct Memory Café supported by Timebank volunteers
- 04 Oct Meeting with Emma Dyer Development Officer (Community-Led Planning), Sustainable Communities and Wellbeing
- 06 Oct Arts & Crafts Group at The Dolphin
- 09 Oct Virtual Dementia experience at the Hub supported by Timebank
- 13 Oct Wednesday Walk and 'Let's Talk about Loneliness' conference
- 14 Oct Meeting with Diane Lane Cambs & Peterboro' NHS Trust Foundation
- 19 Oct TBUK meeting re Timebanking Together
- 20 Oct Arts & Crafts Group
- 23 Oct Memory Café at Elysium supported by Timebank
- 25 Oct Wimpole – Boosting Biodiversity tour
- 25 Oct Games Night at the Black Horse
- 27 Oct Wednesday Walk
- 31 Oct Solo Sunday lunch

Four new 'Fidget Mats' knitted

1:1 exchanges, help with lifts and reintegration into community of isolated members

Dog Café weekly on Tuesdays 10-12 at The Dolphin

Coffee morning every Thursday 10-12 at The Dolphin

Arts & Crafts group every two weeks at the Dolphin

Forthcoming Events and Administrative tasks:

- Exploring further Timebanking funding opportunity
- Quiz team formed to enter local competition

Facebook statistics for last 28 days

- Max reach 1231
- Followers 361
- Post engagement 504

Proposed expenditure for approval - None