

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Wednesday, 24 November 2021 at 09:30 in The Austen Room, The Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ

Present: Cllrs Travis (Chair), Clark, Cowley, Kilmurray
In attendance: Claire Littlewood (Parish Clerk), Keith Rudge and Steve Pitman (Wardens)
Absent: Mike Sherwen

MA108/21 To receive and approve apologies for absence

Apologies received from Cllr Barnes, Maureen and Les Brierley and Barry Deville. Acceptable reasons were given.

It was:

RESOLVED to approve the apologies for absence as received.

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

MA109/21 To receive any Declarations of Interest and Dispensations

None received.

MA110/21 To approve the minutes of the Maintenance Committee Meeting held on 21 October 2021

Noted that under item MA094/21d) this should refer to tree work to the rear of the Millennium Copse not Stockbridge Meadow.

It was:

RESOLVED to approve the minutes of the Maintenance Committee meeting held on 21 October 2021 subject to the amendment noted above.

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

MA111/21 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.

MA112/21 Finance Matters:

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

The report was received. It was noted that for the first 7 months of the year, monthly non- contracted spend was in the region of £2,000 leaving a monthly available spend in the region of £6,000 for the remainder of the year. Contracted spend is also tracking well inside budget.

- b) To consider reallocating monies within the Maintenance budget

Discussion with regard to virement of monies from underspend budgets.

It was:

RESOLVED to vire the following:

- £400 from pest control to unplanned works under the budget heading Cemeteries (2000/2)

- £930 from playground tree work/edging into play area maintenance, equipment repair/renewals under budget heading Play Areas, Recreation Grounds & Pavilion (3000).

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

The wardens noted that some equipment is in need of maintenance/replacement. **ACTION:** Wardens to provide details to the parish office.

MA113/21 Conservation Matters:

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

The report was received.

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

An emailed report was received. Noted that EA have obtained funding for a feasibility study as to the benefit of extending the support pipe from the Bury. **ACTION:** Clerk to arrange a site meeting with representatives of the Maintenance Committee and Rob Mungovan.

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

It was:

RESOLVED to accept the quote from Shelford Tree Service for the following tree work:

- Silver maple at Ash Grove : £650 + VAT.
- Crataegus opposite Ash Grove cnr Beechwood Avenue : £150 + VAT
- 2 Norway maples off Water Lane top of Beechwood Avenue : £650 + VAT

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

It was noted that a resident had kindly offered to contribute £300 towards the cost of the work to the Silver maple at Ash Grove. **ACTION:** Clerk to contact the resident to advise the work has been ordered.

- d) To consider quotations for tree work required in Argenta Tree report

ACTIONS:

- Clerk to check with Shelford Tree Service that their quote includes removal of all waste.
- Clerk to investigate replacing dead Poplars on Royston Road.

It was:

RESOLVED subject to confirmation that Shelford Tree Service quote includes removal of all waste, to accept their quote number 1586 in the total sum of £750 + VAT.

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

- e) To consider quotations for tree work in Greengage Rise

It was:

RESOLVED to accept Shelford Tree Services quote for £400 + VAT for tree works to the crab apple tree on the open space at Greengage Rise.

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

- f) To note Christmas tree recycling arrangements

ACTIONS:

- Clerk to confirm dates for Christmas tree recycling with HCGM
- Wardens to set up sign in the car with details.

- g) To receive any other updates and consider actions

A member suggested making contact with a local owl expert to investigate owl boxes in Stockbridge Meadows. **ACTION:** Clerk to make contact and report back.

MA114/21 Stockbridge Meadows

- a) To receive any other updates and consider actions

ACTION: Clerk to contact contractor to request quote for rolling and cutting wild flower and amenity area.

Request received from Melbourn Primary School to hang some natural bird feeders in Stockbridge Meadow. Clerk to confirm that this is in order.

MA115/21 Stockbridge Meadows Boardwalk Project

- a) To receive any updates and consider actions

Project costing not yet received. **ACTION:** Clerk to chase

MA116/21 Allotment Matters:

- a) To receive any updates and consider actions

A member noted that several residents had expressed concern that the allotments might be sold for development. It was noted that the Parish Council does not sell off land for development and has a duty to provide land for allotments. **ACTION:** Cllr Clark to liaise with the Clerk to include information in the next Melbourn Magazine.

MA117/21 Governance Matters:

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

The inspection reports were received. Wardens noted that one of the 'No Dog' signs at Clear Crescent was in poor repair.

ACTIONS:

- Assistant to Clerk to seek quotes for new sign at Clear Crescent.
 - Wardens to check 'No Dog' signage to the rear of The Moor play area
- b) To consider any updates on vandalism in the Parish
- The report was noted. Noted that pavilion window repairs have been carried out.
- c) To receive any other updates and consider actions
- There was nothing further to report.

MA118/21 Cemetery Matters:

- a) To receive any other updates and consider actions
- Wardens noted that Buchans had carried out selective weed spraying in the autumn and it was unclear how effective this had been. To be monitored.

MA119/21 Village Maintenance Matters:

- a) To note donation of a defibrillator and discuss a suitable location
- Discussion with regard to a pre-owned defibrillator donated to the Parish Council and where the equipment could be located. Noted the equipment has been inspected by the ambulance service and is in good condition but will require a cabinet for outside installation. Noted that there are likely to be other defibrillators installed in locations close to the New Rec and Pavilion.
- ACTIONS:**
- Clerk to check that all defibrillators installed in public places are registered with the ambulance service.
 - Details of locations of all defibrillators to be made available to the public.
 - Clerk to contact the practice manager at the GP surgery to enquiry if the donated defibrillator could be attached to the outside of the surgery building.
- b) To consider approving quotations for repairs to play equipment
- It was:
RESOLVED to accept the quote from Kettering Playsafe in the sum of £3,369 + VAT for repairs to the slide embankment and £652 + VAT for repairs to the zipwire at Clear Crescent play area.
Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.
- c) To consider an update with regard to pest control on the New Rec
- Further quotes outstanding. To be deferred to the next meeting.
- d) To consider quotations for 'No Parking' stanchion signs
- Discussion with regard to inconsiderate parking along The Moor and particularly in front of the emergency entrance gate to the New Rec.
- It was:
RESOLVED that the Parish Office should purchase 2 stanchion signs up to the value of £200.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- e) To receive any other updates and consider actions
- An updated on the Parish clock was provided. It is hoped that Heasells will be able to repair the hour chimes motor to retain the mechanical integrity of the clock. They will provide a quote for this work and also for necessary rewiring.

MA120/21 Pavilion Matters:

- a) To receive any other updates and consider actions
- Wardens noted concern that the water is not heating to sufficiently high temperature. They will raise this with Shelford Heating when they attend on site on 29 November.
- ACTION:** Assistant to Clerk to follow up with 4i to seek advice on water temperature in a building that is not regularly in use.

MA121/21 Littlehands Matters:

- a) To consider quotations for drainage repairs at Littlehands
- Discussion with regard to how the drainage repairs will be funded as the cost exceeds the maintenance budget available.
- It was:
RESOLVED to make a recommendation to full Council to accept the quote from Drain Doctor in the

sum of £7,962.42 + VAT to be funded from reserves.
Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

- b) To receive any updates and consider actions

Noted that the windows are in very poor repair and in need of refurbishment or replacement. This is the responsibility of the tenant. Also legionella testing is still to be carried out at a time to suit Littlehands.

ACTIONS:

- Clerk to seek updated quote for window repairs
- Clerk to liaise with Littlehands and 4i to arrange legionella testing.

MA122/21 Policies and Risk Assessments

- a) To consider any updates and consider actions

Nothing to consider.

MA123/21 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

Assistant to Clerk is arranging a follow up meeting.

MA124/21 Skate Park Working Party

- a) To note Terms of Reference for Skate Park Working Party

The Terms of Reference were noted.

ACTIONS:

- Clerk to arrange an initial meeting of the Skate Park Working Party
- Clerk to advertise for a second member of the public to join the Working Party.

- b) To receive any updates and consider actions

There was nothing further to discuss.

MA125/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Email from Arnie Leader - cost for installation of new bin £350 approx. Can we use round bins intended for New Road Cemetery? Wardens to look at whether round bin can be installed - CL emailed 8/4/21. Wardens to installing bin on concrete base and secure the inner basket. Ongoing	CL
2	Ash tree at entrance to green lane behind Armingford Crescent	Resident	Reported that the Ash tree is heavy with ivy and swaying in high winds. Wardens inspected and severed ivy on trunk. Office to write to County Farms to see if this tree is their responsibility. Reported to County Highways. Tree has been inspected. Does not require immediate work but will be reviewed in new financial year. ACTION: Clerk to follow up with Highways. Report from Resident requesting action within 14 days (20/5/21) - tree has been re-reported to County Highways (24/5/21) and resident advised. ACTION: Clerk has reported this again to Highways for action. Follow up	CL
3	Little Lane (rear of 2 Mortlock Street)	Resident	Overgrown bushes restricting access to Little Lane - wardens to see if they can cut back. Letter also sent to owner but property is currently for sale. Wardens to inspect current situation. ACTION: Wardens to inspect and see if overhanging branches have been cut back. If not, further letter to be sent. Also check overhanging trees / bushes on Mortlock Street	Wardens
4	Ash Grove	TS	Spring on gate broken - wardens to inspect and advise if they can fix. Spring to be purchased and fitted by wardens. Wardens have attached interim spring. Wardens to advise parish office on spring size for ordering as soon as possible. Wardens advised that they are unable to source a larger spring. In the interim, wardens to install a second spring. Wardens to investigate other options to resolve this issue.	Wardens

5	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. Update from Highways - work to be carried out within 12 weeks. Potholes have been marked for works. Monitor	CL
6	Flower tubs around cross	Resident	Need a volunteer to take this on. JT to refurbish tubs this year. Will need a volunteer to take this on in the future. Ongoing	
7	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 if they can do - may require contractor	Wardens
8	Shrubs on Beechwood Avenue green to rear of 7 Cedar Close	Letting Agent	Shrubs are growing over fence. Wardens to inspect to see if they can cut back. ACTION: Wardens to cut back overgrown shrubs taking care not to damage fence ACTION: HCGM to remove cuttings	Wardens
9	Worcester Way	Litter picker	Fly tipping at the back of worcester way - CL to report to SCDC. Follow up - has this been attended to?	CL
10	Worcester Way	Litter picker	Damage to fence. Clerk to obtain quotes for repair. Request that slats are screwed in place. Awaiting quote for repair. Clerk also to seek quotes for metal fencing options. Clerk to contact County Farms to discuss how to resolve this issue to avoid ongoing repair costs.	CL
11	Lights on footpath to pavilion	GC	Not coming on at night. Timer to be reset. Wardens to monitor	Wardens
12	Top slab on church wall - Church Walk	JT	Wardens to see if they can replace. Wardens reported difficulties in sourcing similar sized coping stone. Ongoing	Wardens
13	New Road Cemetery bench	Resident	HCGM to install bench base and collect bench from resident	HCGM

MA126/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

A member noted that signage from Hopkins Homes is obscuring the view along New Road for vehicles existing the development. **ACTION:** Clerk to write to Hopkins Homes advising.

A member noted damaged street signage on Mortlock Street opposite the entrance to the Primary School. Also damaged wooden bollard on the corner of Mortlock Street and Orchard Road. These have both been reported to Highways.

Request from the volunteer looking after 83 High Street for slabs to put under the bench. **ACTION:** Clerk to follow up with volunteer and get prices for slabs.

A member noted that construction and other vehicles are reversing out of the site at 59 High Street on to the main road. To be reported to Planning Department.

MA127/21 To note date of next meeting: Thursday, 16 December 2021

ACTION: Clerk to monitor maintenance workload to ascertain if a meeting on 16 December is required.

The meeting closed at 11:30

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 1st 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 / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Email from Arnie Leader - cost for installation of new bin £350 approx. Can we use round bins intended for New Road Cemetery? Wardens to look at whether round bin can be installed - CL emailed 8/4/21. Wardens to installing bin on concrete base and secure the inner basket.	CL

2	Ash tree at entrance to green lane behind Armingford Crescent	Resident	Reported that the Ash tree is heavy with ivy and swaying in high winds. Wardens inspected and severed ivy on trunk. Office to write to County Farms to see if this tree is their responsibility. Reported to County Highways. Tree has been inspected. Does not require immediate work but will be reviewed in new financial year. ACTION: Clerk to follow up with Highways. Report from Resident requesting action within 14 days (20/5/21) - tree has been re-reported to County Highways (24/5/21) and resident advised. ACTION: Clerk has reported this again to Highways for action.	CL
3	Little Lane (rear of 2 Mortlock Street)	Resident	Overgrown bushes restricting access to Little Lane - wardens to see if they can cut back. Letter also sent to owner but property is currently for sale. Wardens to inspect current situation. ACTION: Wardens to inspect and see if overhanging branches have been cut back. If not, further letter to be sent.	Wardens
4	Stockbridge Meadow	Wardens	Bin ordered - wardens to install. Bin now received. Wardens to install.	Wardens
5	New Road Cemetery	Wardens	Selective weed treatment - quotes received. Clerk to obtain information on type of weed killer used by Buchans. Buchans instructed to carry out works. ACTION: Assistant to Clerk to follow up for a date for scheduled works. Work has now been carried out.	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. Wardens advised that they are unable to source a larger spring. In the interim, wardens to install a second spring.	Wardens
7	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. Clerk has chased.	CL
8	Flower tubs around cross	Resident	Need a volunteer to take this on. JT to refurbish tubs this year. Will need a volunteer to take this on in the future.	
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. Second quote now received.	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. ACTION: Assistant to Clerk to seek advice and quotations from other companies. Already discussed.	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. Wardens to check if they can do - may require contractor	Wardens
12	Removable tap head for pavilion	Wardens	Wardens to purchase removable tap head for pavilion tap so residents can water trees. Spare tap heads now in the office for use by members of the public for watering trees	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. ACTION: One quote received. Second quote to be obtained.	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. ACTION: Wardens to cut back	Wardens

			overgrown shrubs taking care not to damage fence ACTION: HCGM to remove cuttings - Clerk to chase	
15	Bottom of Back Lane / cnr Rupert Neve	SK	Shrubs overgrown and obstructing footpath and vehicles. Needs to be cut back. Wardens to check if they can do the work - may require contractor. Wardens have cut back.	Wardens
16	Beechwood Avenue trees	Resident	Cnrs Water Lane, Ash Grove, bottom of Maple Way - requested trees be cut back. Discussed at MA094/21c)	CL
17	Worcester Way	Litter picker	Fly tipping at the back of worcester way - CL to report to SCDC	CL
18	Worcester Way	Litter picker	Damage to fence. Clerk to obtain quotes for repair. Request that slats are screwed in place	CL
19	Clear Crescent play area	Resident	Damage to climbing frame. Wardens have inspected. Part to be ordered and fitted. Awaiting parts for repair	Wardens /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 Expenditure Tracking 2021/22
(Actuals based on paid invoices)

EDGE Code		Budget 2021/22	Actual to date (31/10/21)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<u>Conservation:</u>		<u>Paid</u>	<u>Unpaid</u>		
1000	Allotments - water (2 meters)	600	387		213	
1000	Allotments - plot clearance/maintenance	500			500	
1000	Allotments - unplanned e.g. asbestos removal	500	450		50	Remove bonfire rubbish
1100	Conservation - donation to fund tree planting	500			500	Donation - Not in precept but included as a reminder for spending on trees in 2021/22
1100	Conservation - Christmas tree and plants for tubs	300			300	
1100	Conservation - tree survey	650	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	74		31	
2000/1	Orchard Road - water	95	93		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	472		528	£420 empty soil store
2000/2	New Road - pest control	400			400	
2000/2	New Road - unplanned	500	523	10	(33)	Turf; 5 bar gate £460
2000/2	New Road - headstone bases and installation	1,250			1,250	
		3,550	1,240	10	2,300	
	<u>Play Areas, Recreation Grounds & Pavilion</u>					
3000	Playground - ROSPA	220	214		6	
3000	Playground - play area maintenance, equipment repair/renewals	1,500	159	130	1,211	
3000	Playground - tree work/edging	1,000		70	930	Ivy removal
3000	Playground - unplanned	195	105		90	Sign
3200	Recreation Ground - electricity	185	80	9	96	
3200	Recreation Ground - pest treatment	600	180		420	
3200	Recreation Ground - unplanned	500			500	
3400	Pavilion - cleaning	1,500	238	68	1,194	
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		275	25	
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	1,046	123	(169)	Heating repairs/ flood light repairs/step repair/guttering repair/ window repair/man hole
3400	Pavilion - external redecoration (b/fwd from 2020/21 budget)	2,000			2,000	
		11,520	3,237	674	7,609	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	350	268	87	(5)	
4300/3	Wardens' equipment	500	59	47	394	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,350	849	427	74	
4900	Parish Clock - service	150	199		(49)	
4900	Parish Clock - repair and training costs	1,200			1,200	
4900	Parish Clock - donation for repair	717	717		-	Donation - Not in precept. Repair carried out Sept 2021

5000/9	Litter picking	2,800	1,214	196	1,390	Electric bike £400
7100	Car park workshop - water	175	40		135	
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	3,910	757	4,250	
	<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	12,476	1,441	29,920	
	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	4,358		3,113	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	3,220		2,300	
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	2,841		3,029	
2100	Cemeteries - extra cuts x 3	630			630	
3200	Recreation Grounds (currently £755 per month but may change)	9,060	5,285		3,775	
3200	Recreation Grounds - extra cuts x 4	520			520	
		32,170	15,703	-	16,467	

Monthly water situation report

East of England

Summary – October 2021

October was a wetter month in East Anglia with 84mm of rainfall across the area, an above normal total for the time of year. Soil Moisture Deficit (SMD) continued to decrease and by the end of October 42% of the indicator sites for groundwater began to show initial signs of recharge. River flows reflected these conditions with all sites having lows that were normal or higher for the time of year. Reservoir storage had a mixed response in October with some sites increasing whilst other continued to decrease.

Rainfall

There was 84mm of rainfall across East Anglia during October which at 159% of the Long Term Average (LTA) is classified as above normal for the time of year. After a month of above average rainfall, the totals over the last 6 and 12 months are also above normal with 115% of the LTA over the past year. The rainfall was widely spread across the area with totals that were normal or above normal in every catchment. Lowest totals were in Central Area Fenland at 67mm (145% LTA, normal) and North Norfolk with 74mm (133% LTA, normal) with highest totals in South Essex with 97mm (194% LTA, above normal).

Soil Moisture Deficit/Recharge

SMD ended the month at 47mm and so is classified as normal for the time of year. SMD values decreased throughout the month as expected with the above normal rainfall totals and remained right at the top of the normal banding for the majority of the month. The decrease in the SMD totals occurred throughout the area although parts of the Ely Ouse and North Norfolk catchments retained relatively higher values.

River Flows

River flows at all sites in October were normal or higher for the time of year. 29% of indicator sites were above normal with 2 rivers having notably high flows for the time of year – the river Burn and river Lark. Flows at all sites increased in October compared to the previous month with the exception of the river Burn and river Heacham.

Groundwater Levels

Groundwater levels at all indicator sites in October remained normal or higher for the time of year. 47% of sites recorded levels that were above normal and levels were notably high at Bury St Edmunds in the Upper Lark Chalk. 42% of sites began to show signs of recharge at the end of the month with some increase in levels reflecting the reduction in SMD and the above normal rainfall.

Reservoir Storage/Water Resource Zone Stocks

Levels at Grafham and Hanningfield both slightly increased in October, with levels at the end of the month above normal and notably high respectively. The other three reservoirs had reduced levels although Abberton remains above the normal operating curve. Levels at Abberton and Alton are normal for the time of year with levels at Ardleigh below normal.

Environmental Impact

Groundwater support scheme operations slightly increased in October with an additional pump turned on in the Rhee scheme. The Lodes-Granta groundwater support scheme had 4 of the 6 pumps operating while the Rhee groundwater support scheme had 4 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 flows being above normal or higher at all sites

March 2022: There is a reduced probability of exceptionally low flows at all sites. There is an increased probability of flows being above normal or higher in the rivers Stiffkey and Ivel.

Probabilistic ensemble projections for groundwater levels in key aquifers

March 2022: There is a highly reduced probability of notably low or lower levels at all sites. There is an increased probability of exceptionally high levels in the North West Norfolk Chalk (Bircham Newton and Rougham) and of above normal levels or higher in the North Herts Chalk (Therfield Rectory), Upper Lark Chalk (Bury St Edmunds) and Essex Chalk (Smeetham).

September 2022: There is an increased probability of normal or higher groundwater levels at all indicator sites.

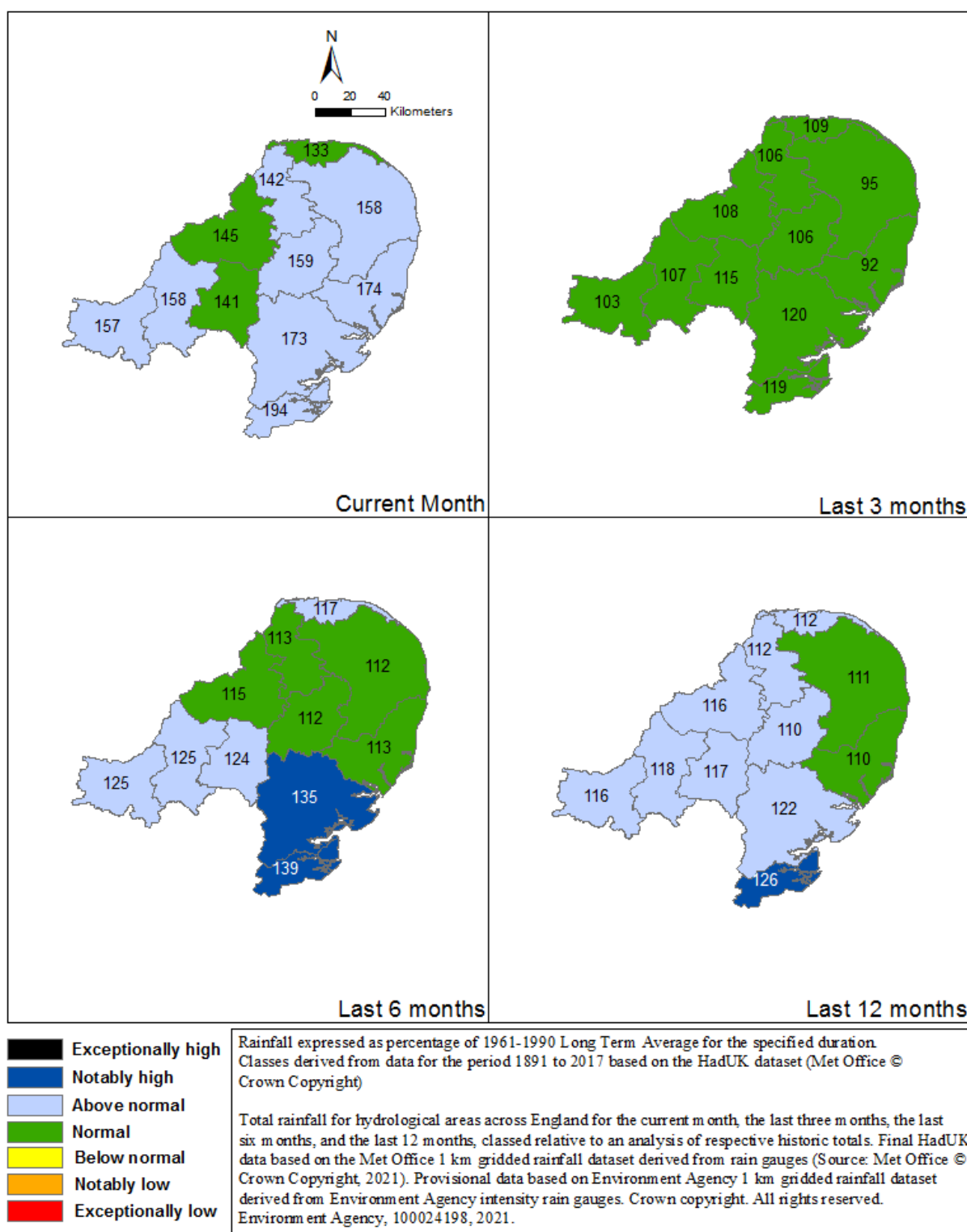
Author:

[ANG-Hydrology](#)

Contact details: 03708506506

Rainfall

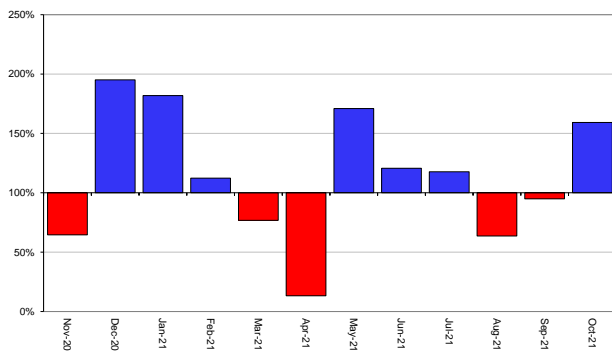
October 2021



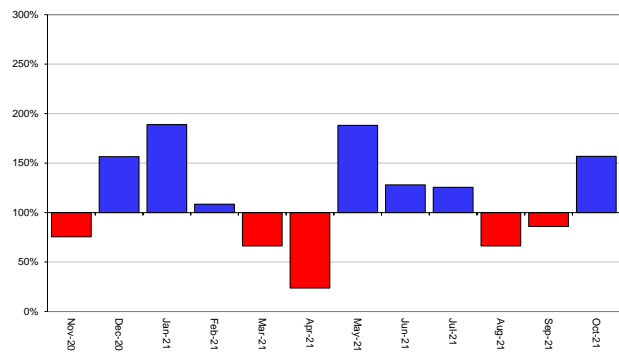
Above average rainfall

Below average rainfall

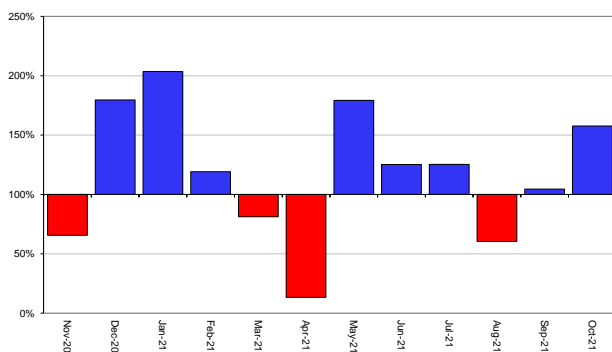
1-Month Period for East Anglia



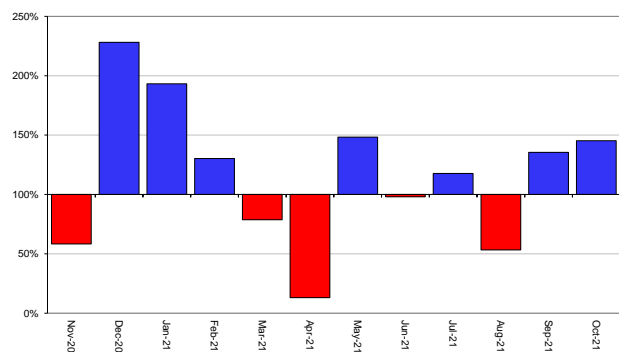
1-Month Period for Upper Bedford Ouse



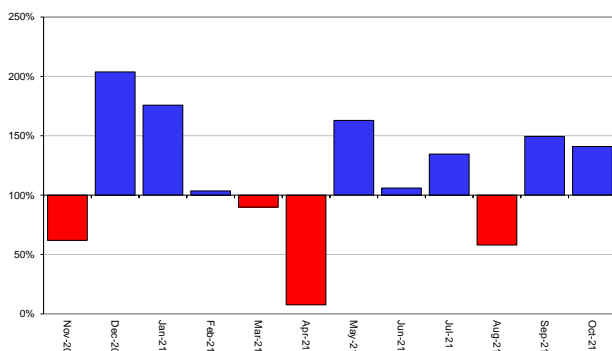
1-Month Period for Lower Bedford Ouse



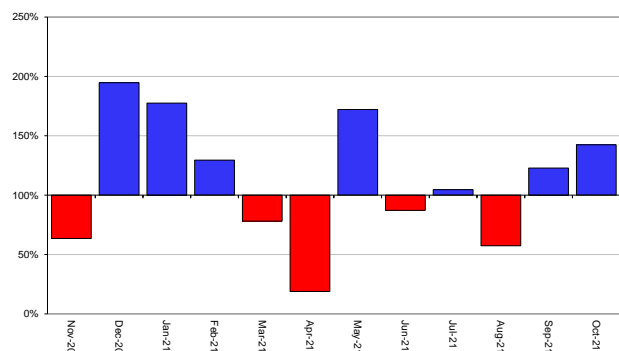
1-Month Period for Central Area Fenland



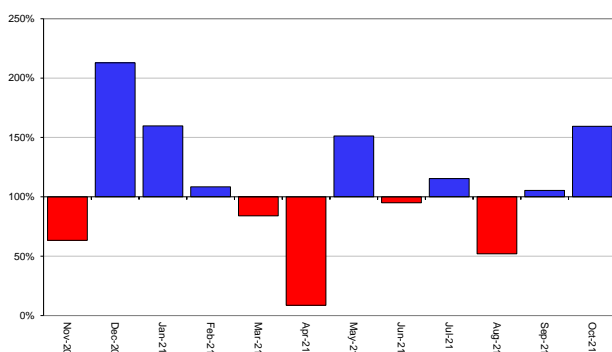
1-Month Period for Cam



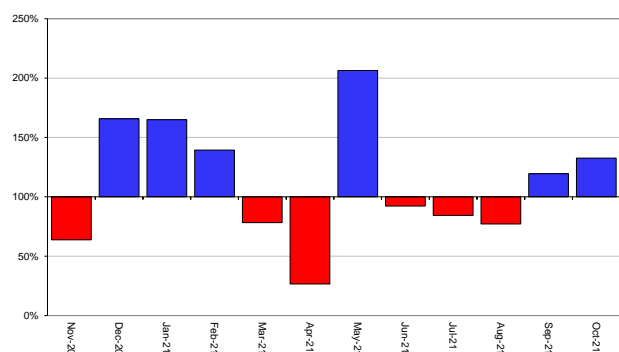
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark



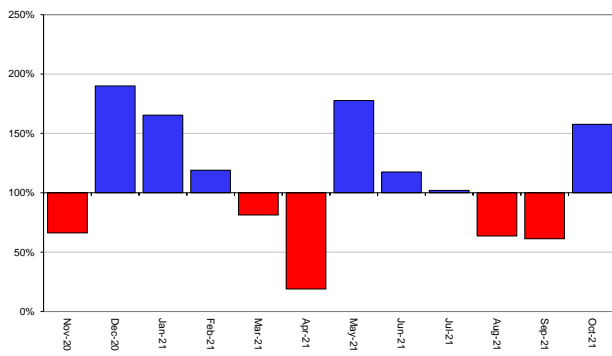
1-Month Period for North Norfolk



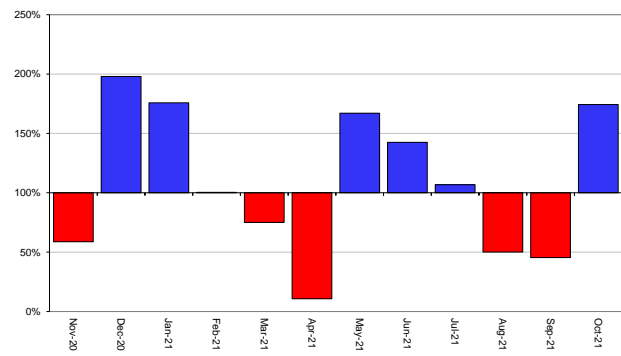
Above average rainfall

Below average rainfall

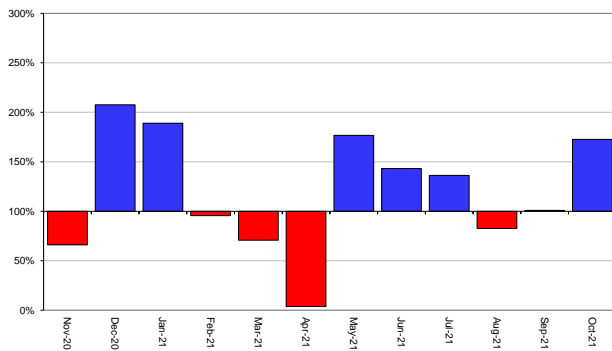
1-Month Period for Broadland Rivers



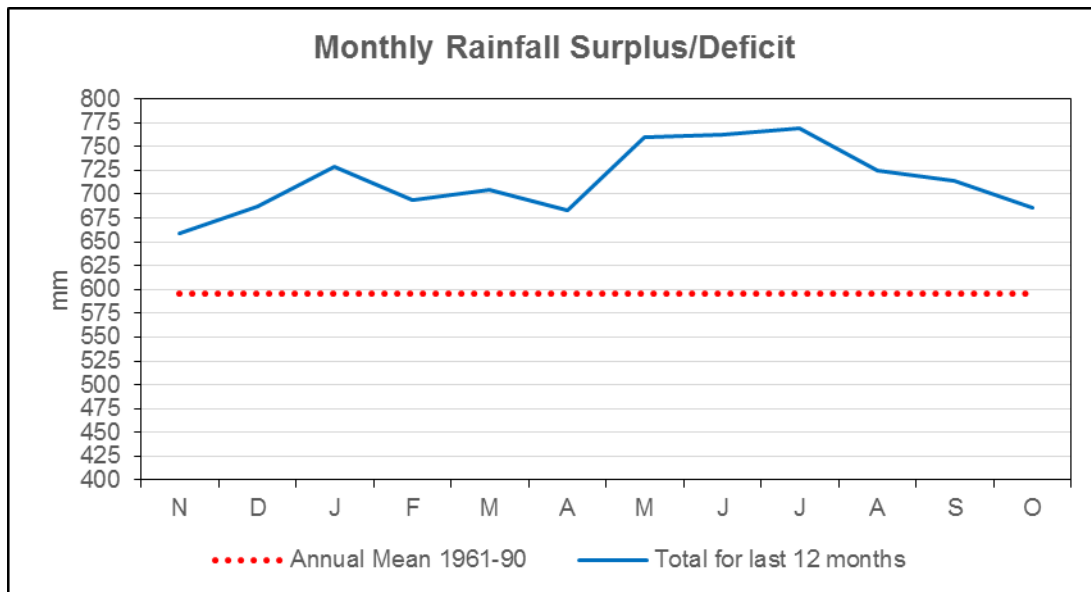
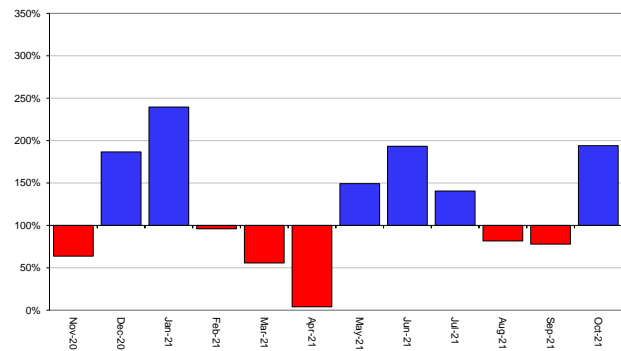
1-Month Period for East Suffolk



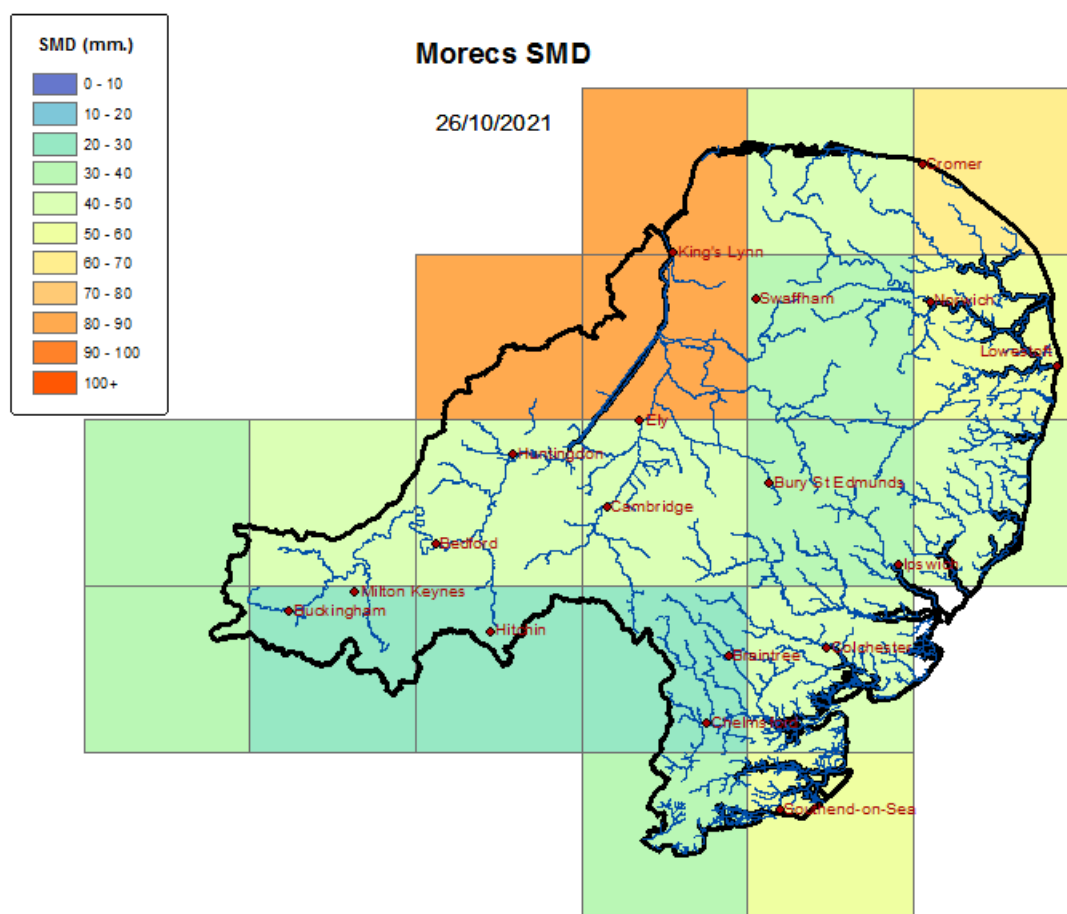
1-Month Period for North Essex



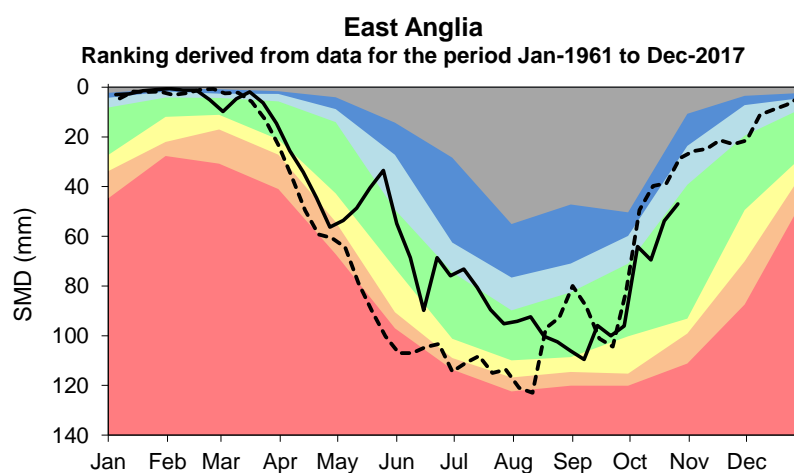
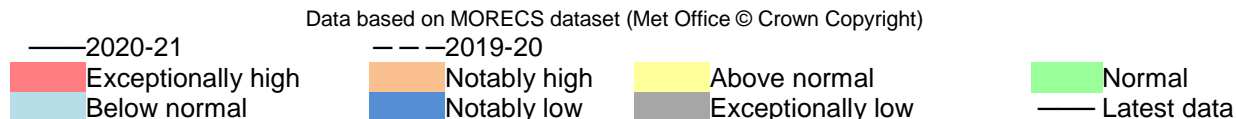
1-Month Period for South Essex



Soil Moisture Deficit

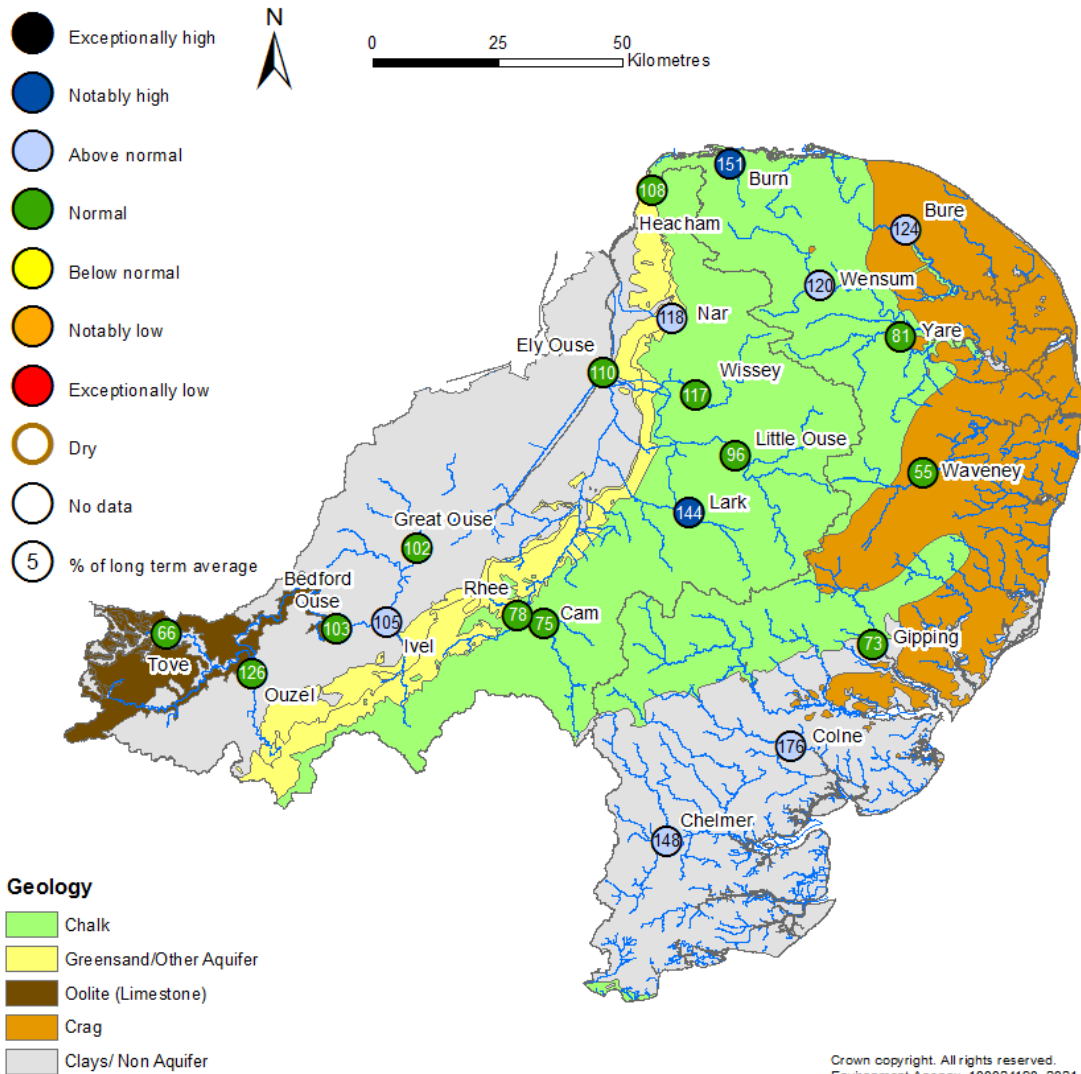


Data based on MORECS (Met Office © Crown Copyright)

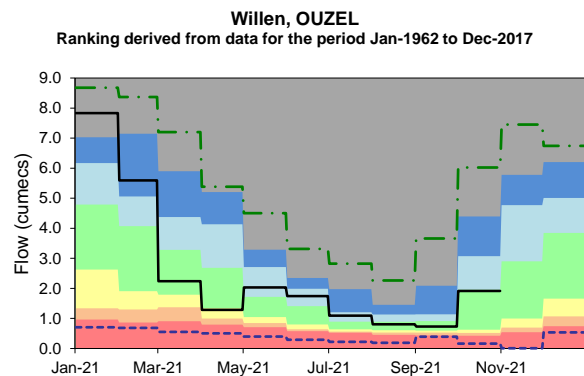
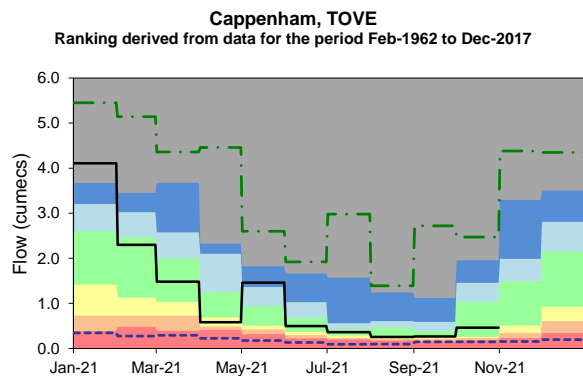


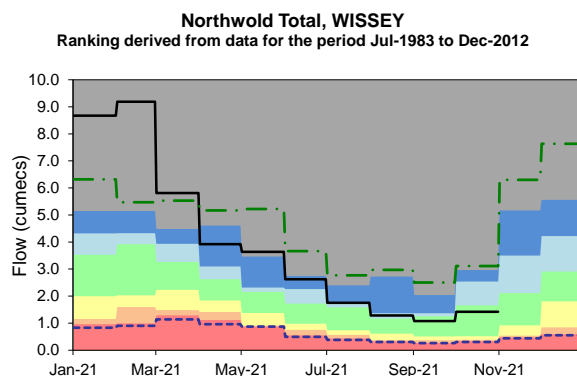
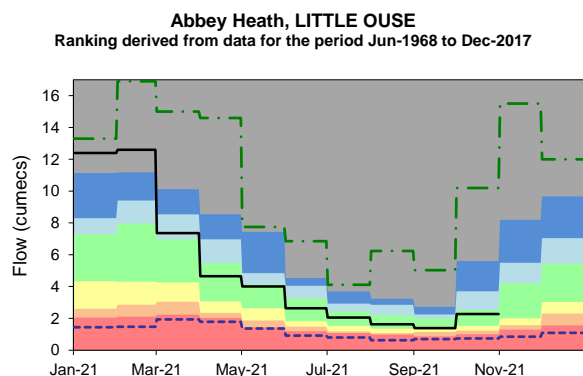
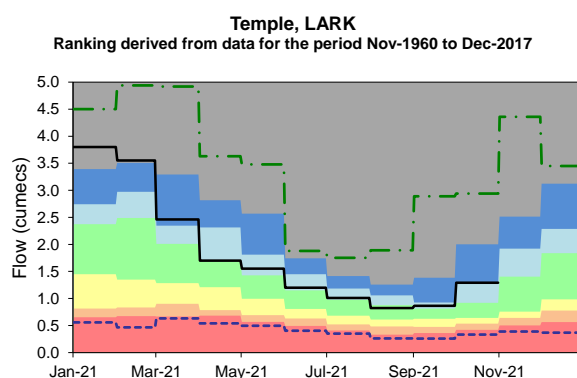
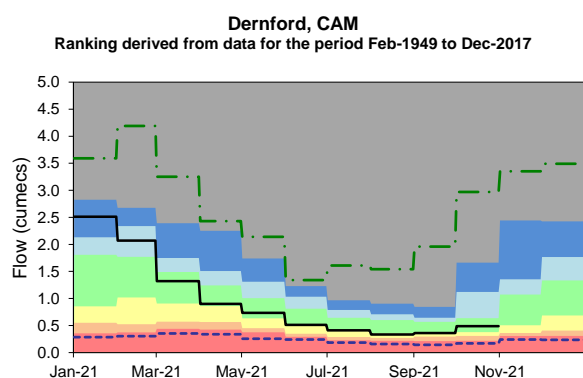
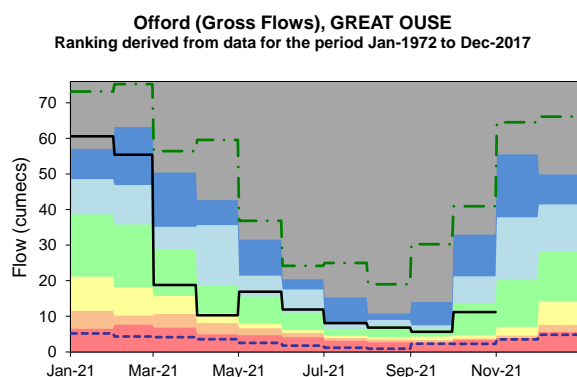
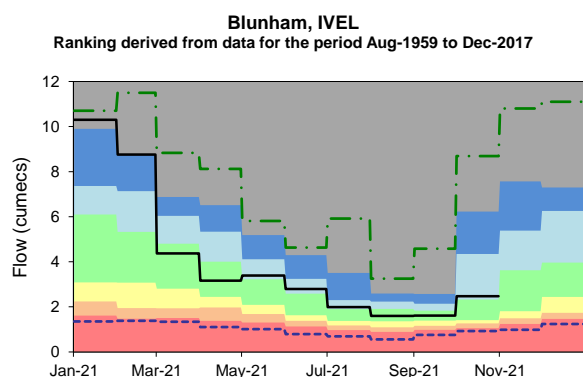
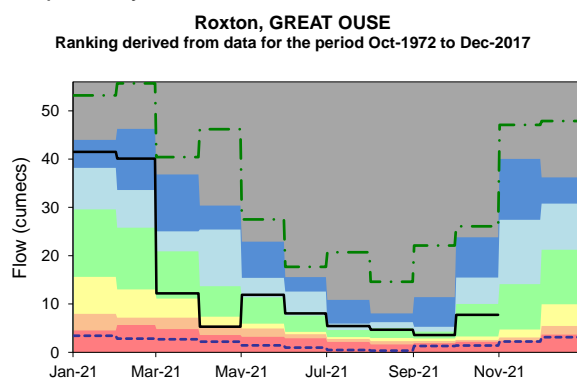
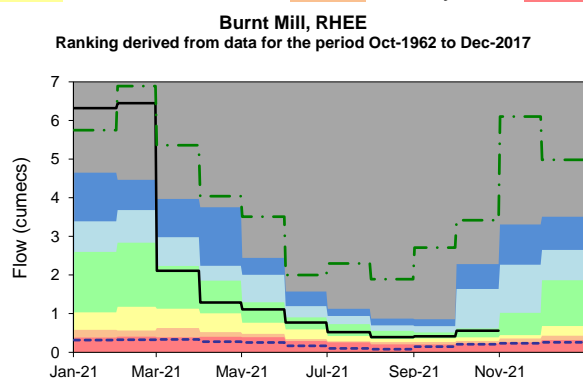
River Flow

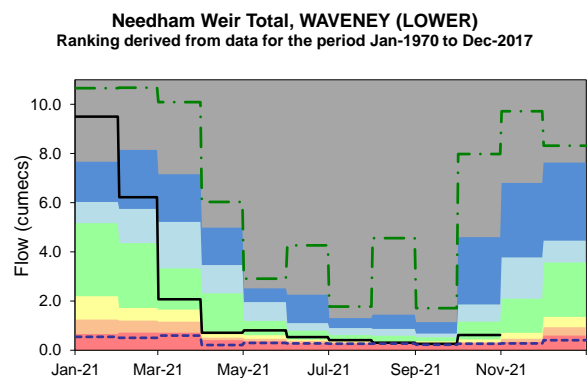
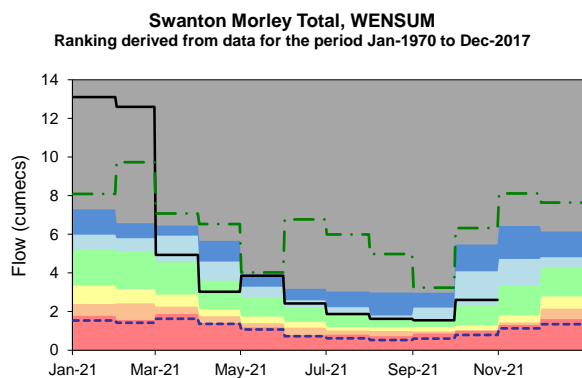
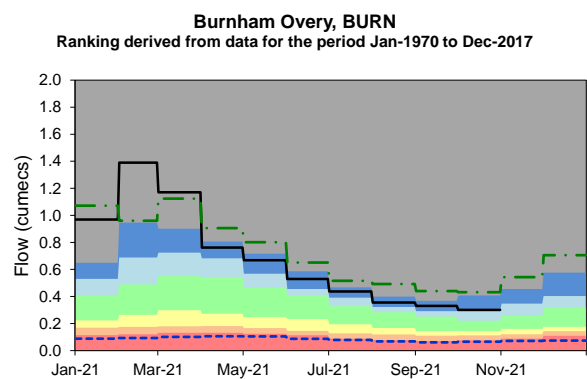
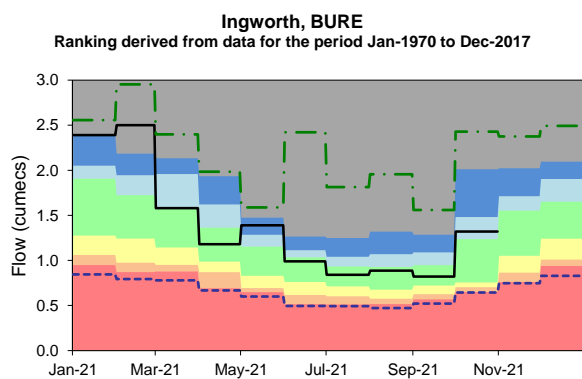
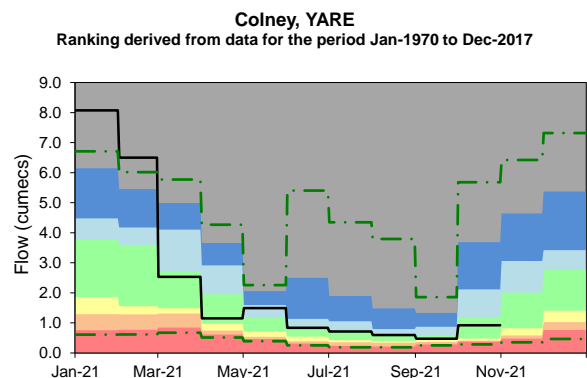
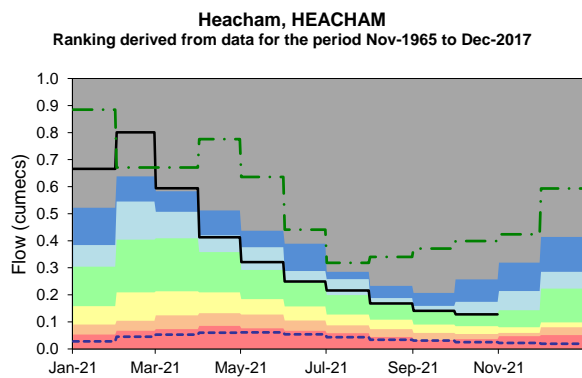
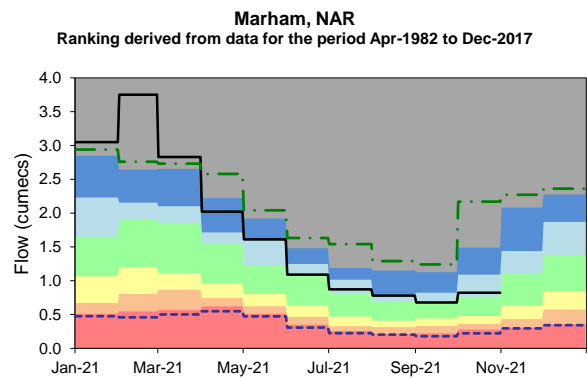
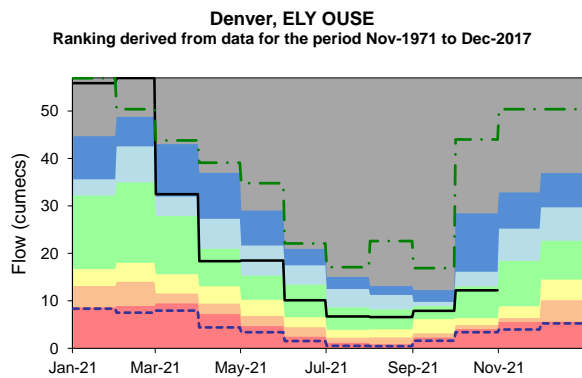
October 2021



Crown copyright. All rights reserved.
Environment Agency, 100024198, 2021



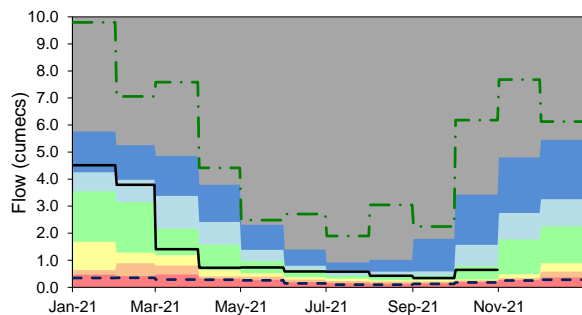






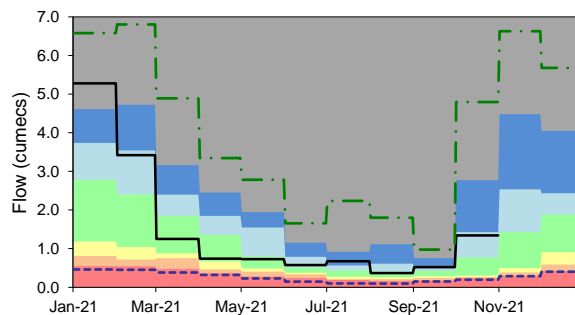
Bramford, GIPPING

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



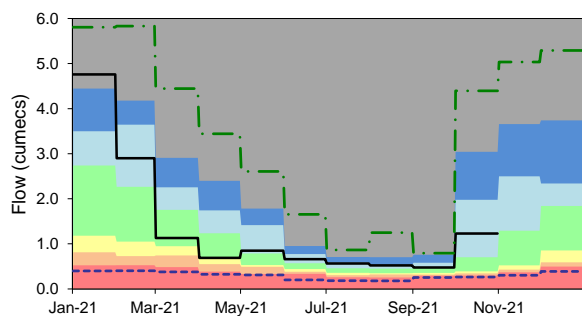
Lexden, COLNE

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

October 2021

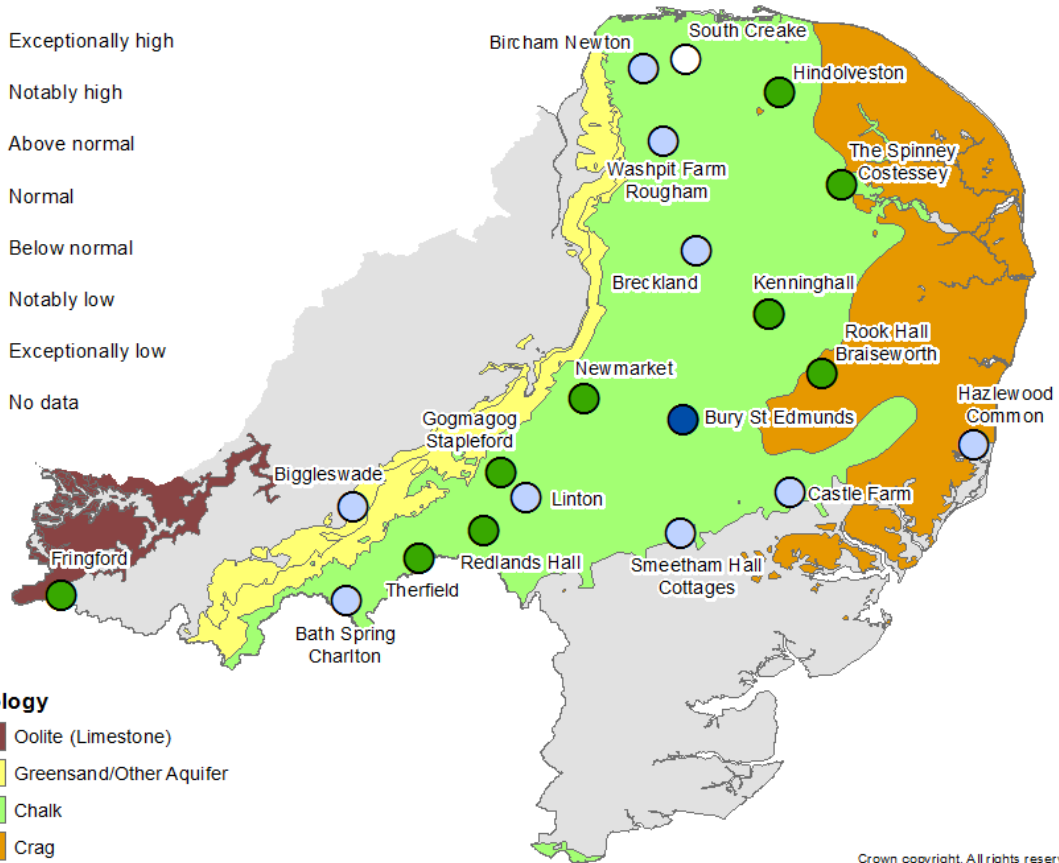


0 15 30 60 Kilometres

- 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

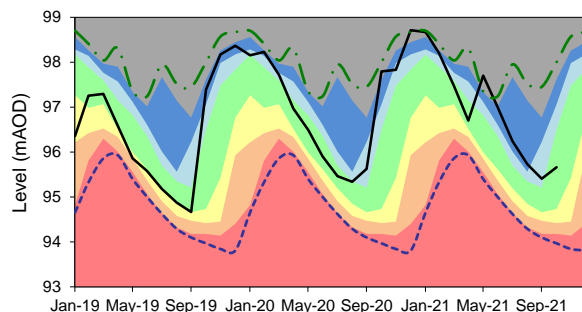


Crown copyright. All rights reserved.
Environment Agency, 100024198, 2021

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

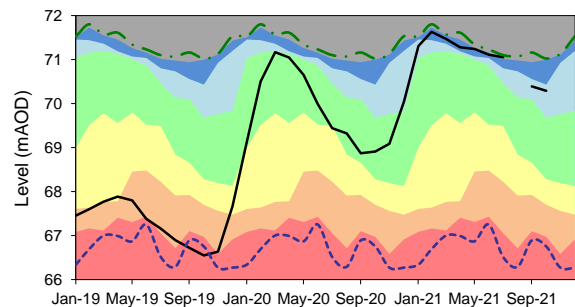
Fringford - GREAT OOLITE

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



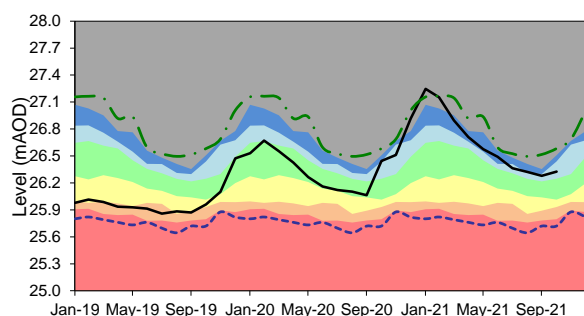
Bath Spring, Charlton - IVEL CHALK

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

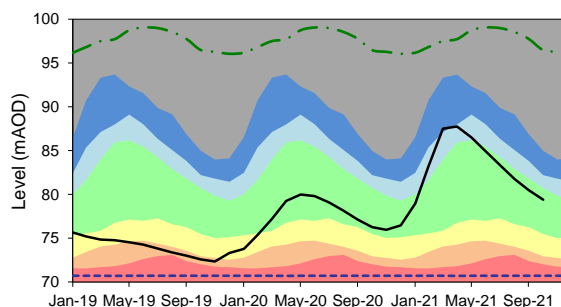




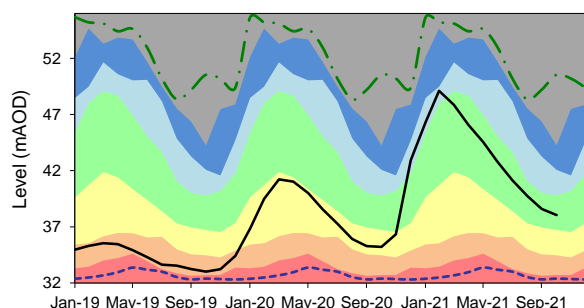
Biggleswade - IVEL SANDSTONE
Ranking derived from data for the period Mar-1968 to Dec-2017



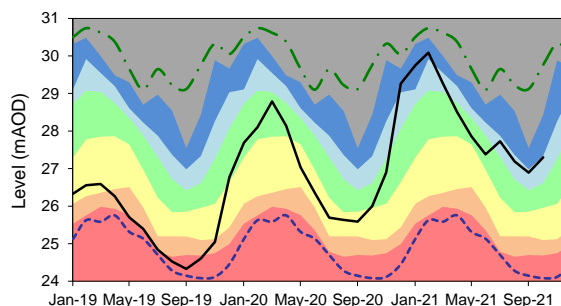
Therfield Rectory - N HERTS CHALK
Ranking derived from data for the period Jan-1883 to Dec-2017



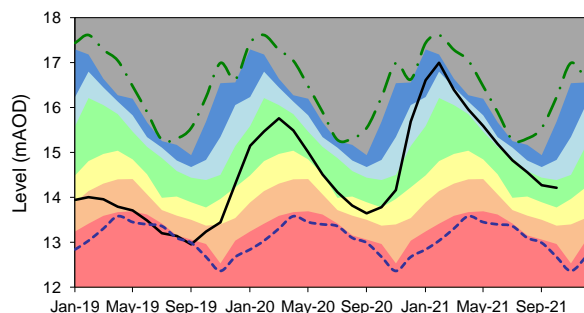
Redlands Hall, Ickleton - CAM CHALK
Ranking derived from data for the period Aug-1963 to Dec-2017



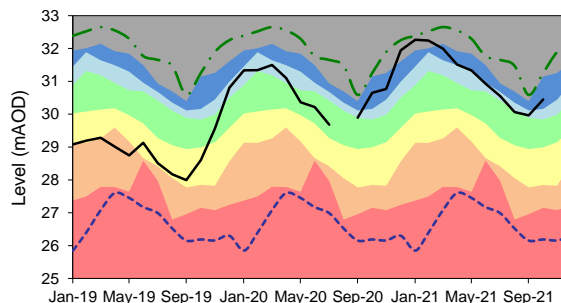
Linton - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



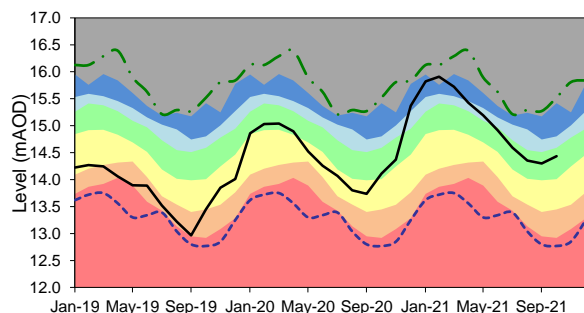
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



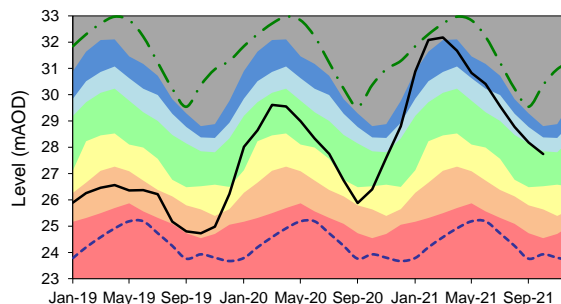
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017



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

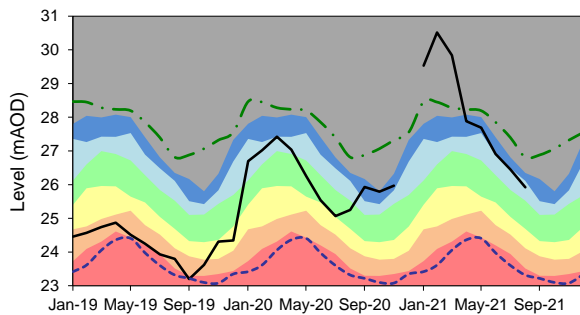


Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017

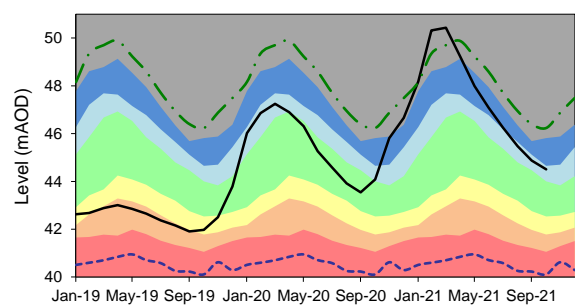




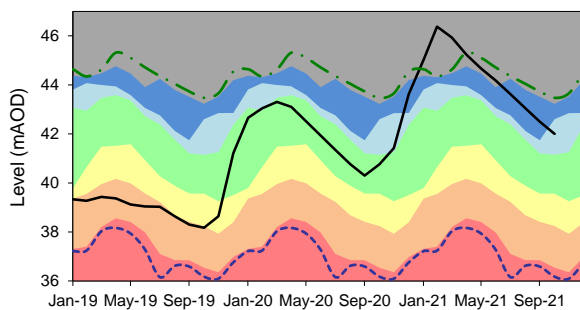
Breckland - WISEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



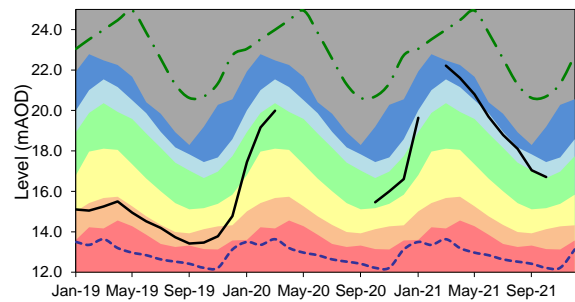
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



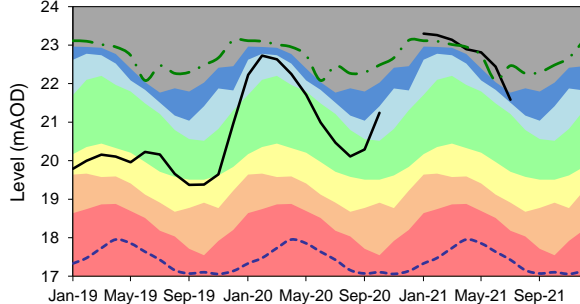
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



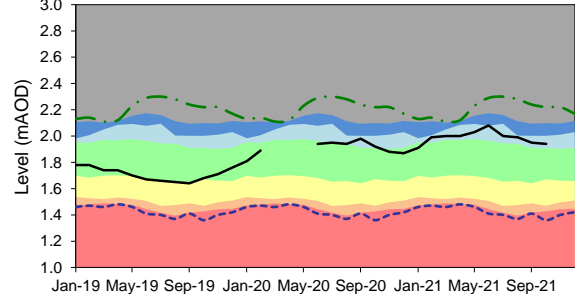
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



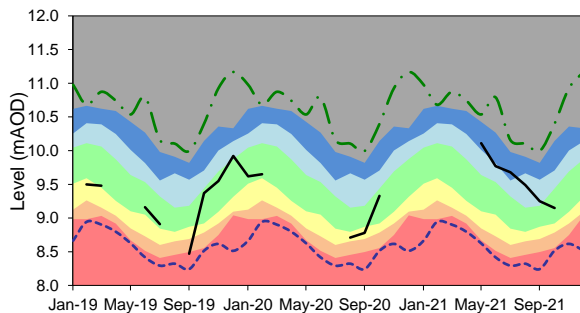
**Old Primary School, South Creake
NW NORFOLK CHALK**
Ranking derived from data for the period Oct-1971 to Dec-2017



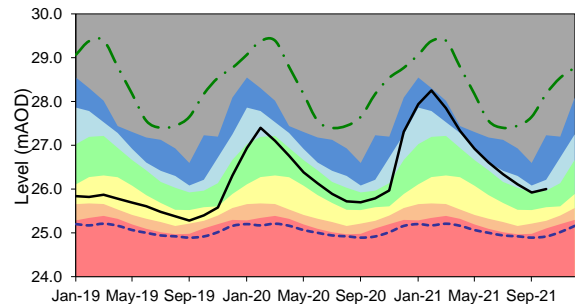
Hazlewood Common - SUFFOLK CRAG
Ranking derived from data for the period Oct-1988 to Feb-2020



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

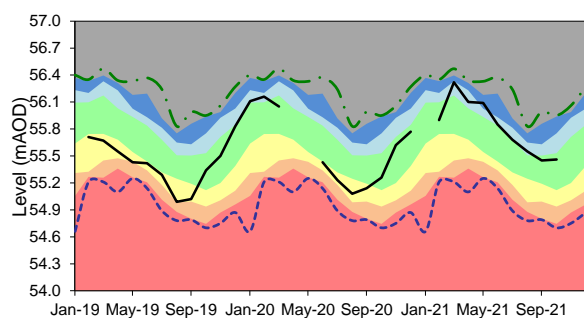


Smeetham Hall Cottages, Bulmer - ESSEX CHALK
Ranking derived from data for the period Jan-1964 to Dec-2017

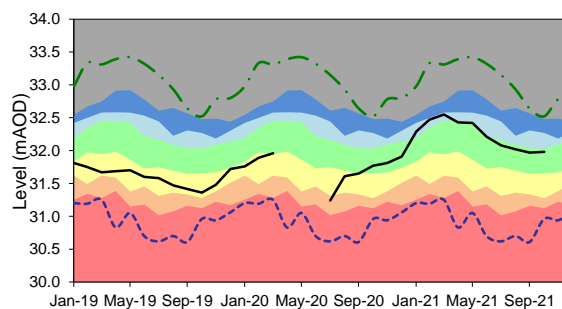




Hindolveston - NORFOLK CHALK
Ranking derived from data for the period Sep-1984 to Nov-2017

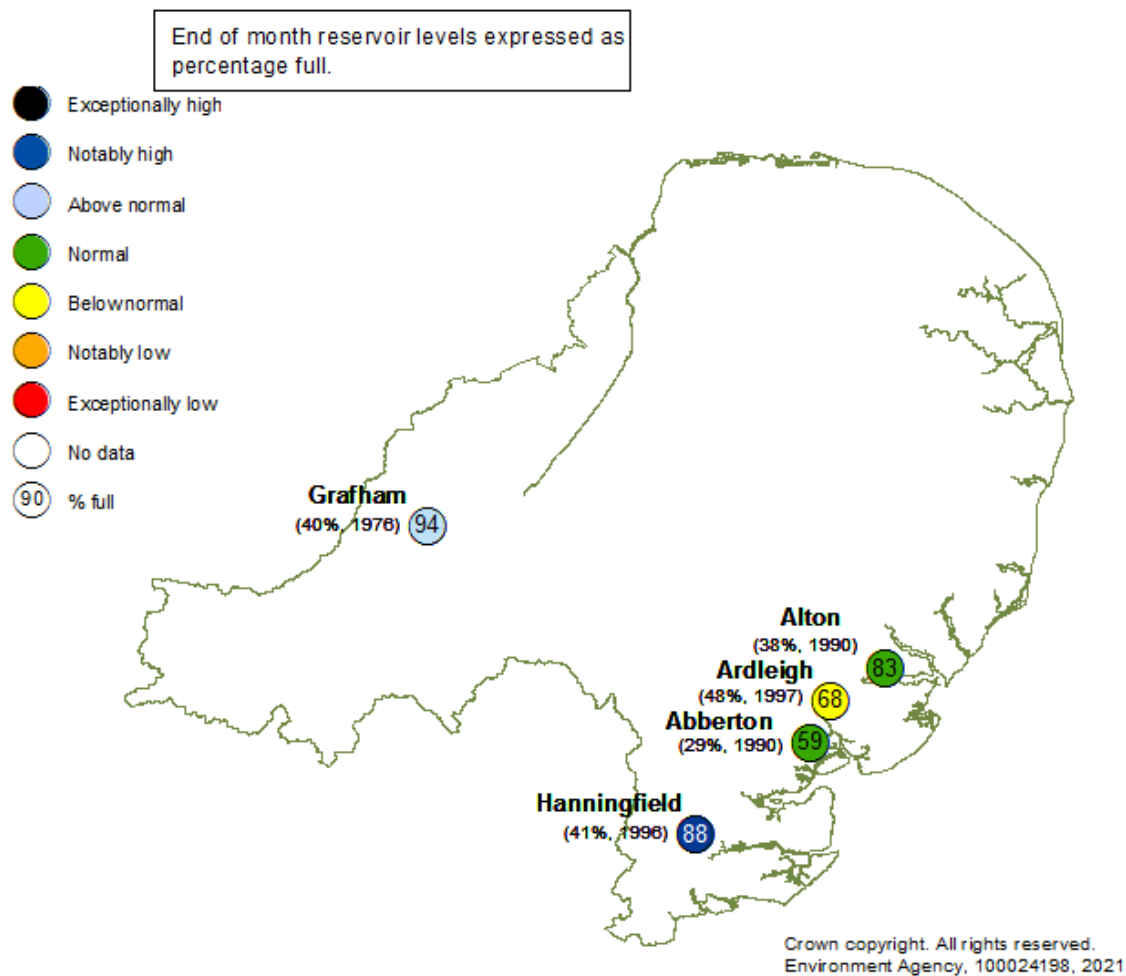


Rook Hall, Braiseworth - SUFFOLK CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017

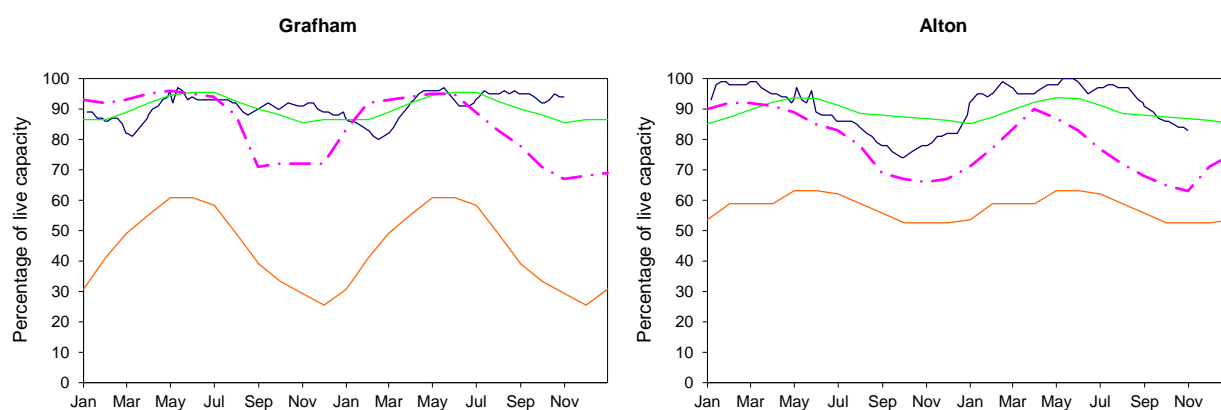


Reservoir Stocks

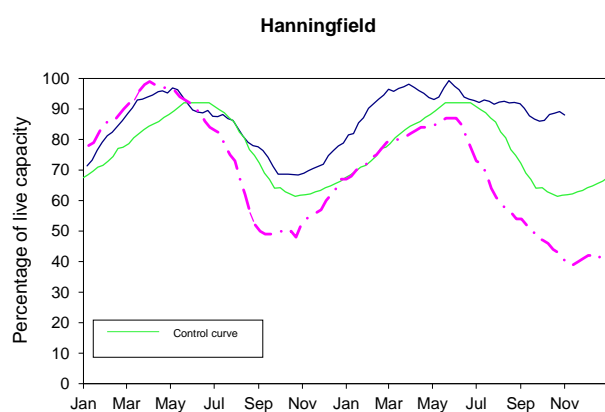
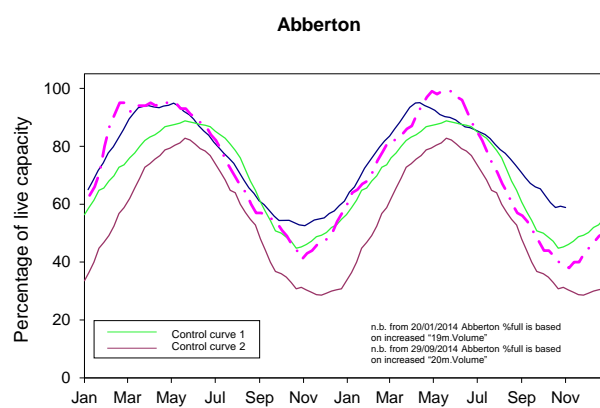
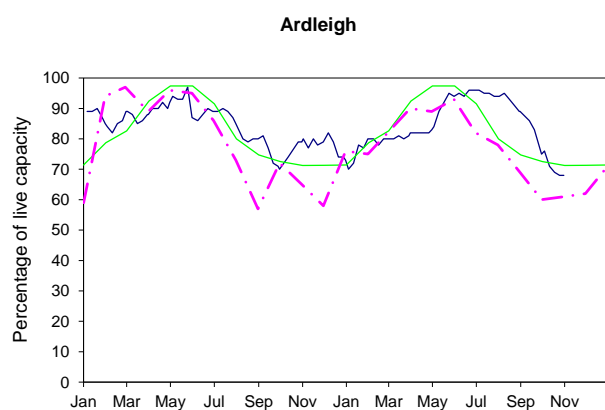
October 2021



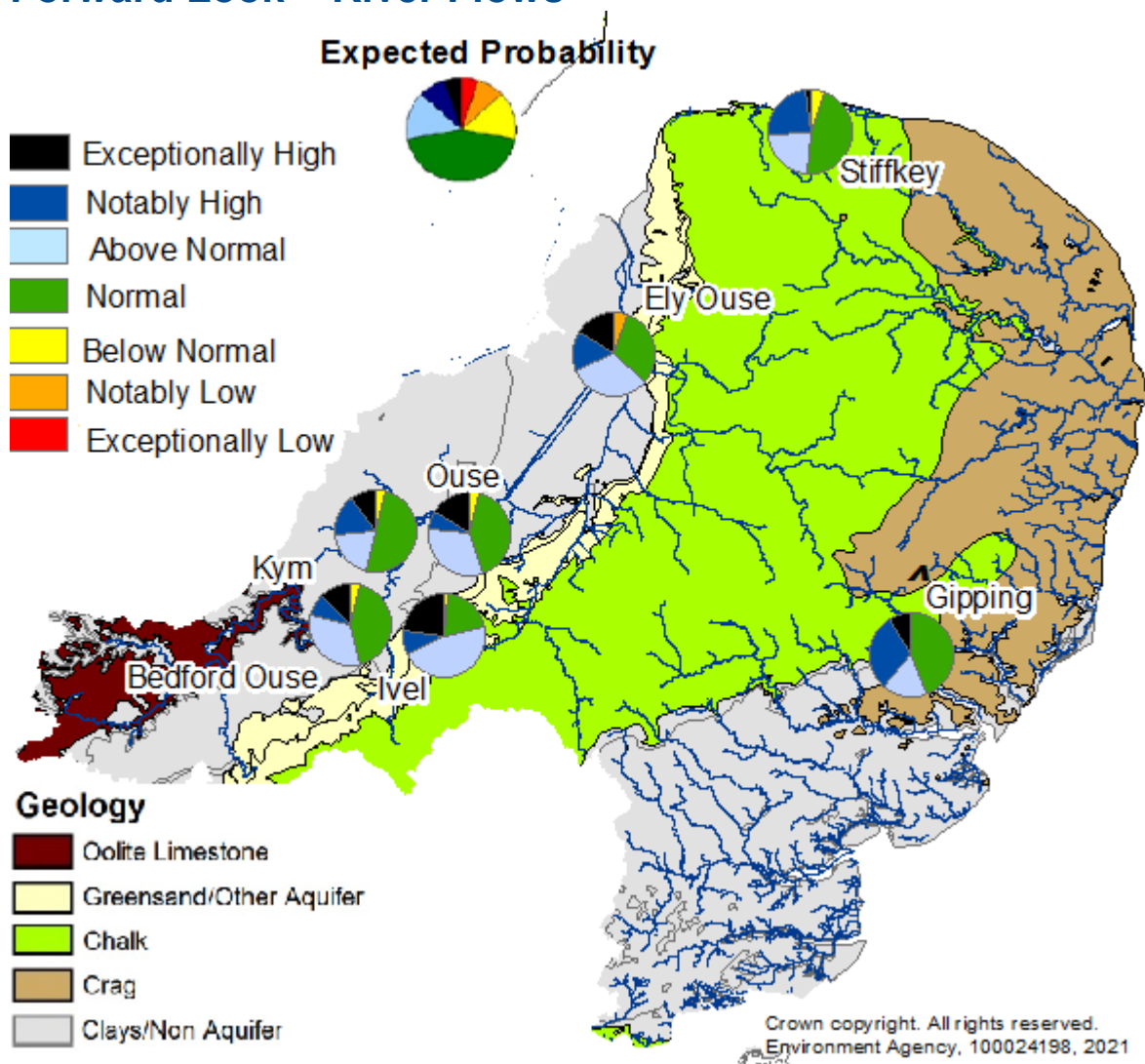
— 2020-2021 — Normal Operating Curve — Drought Alert Curve — 1995-1996



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



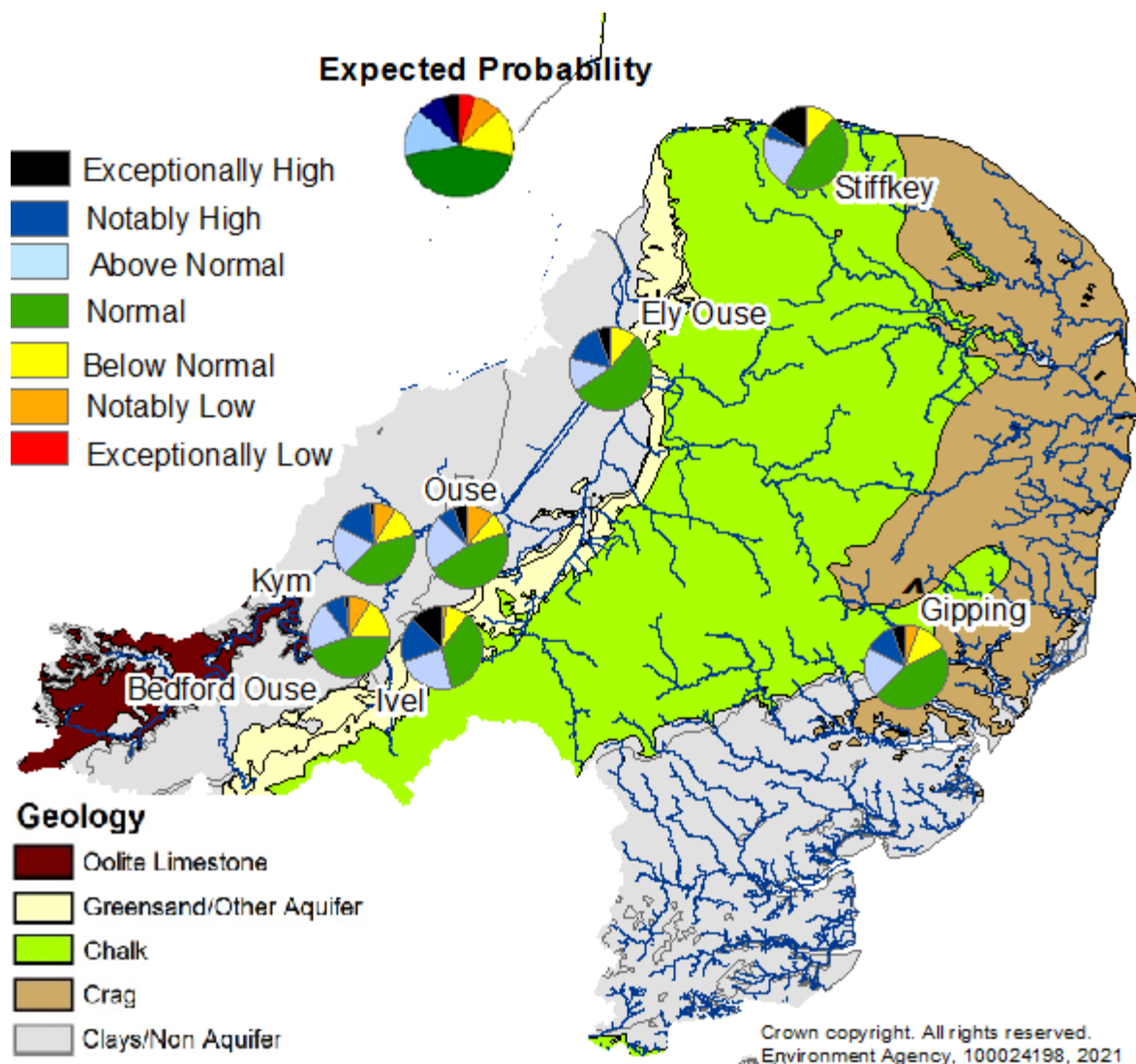
Forward Look – River Flows



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.

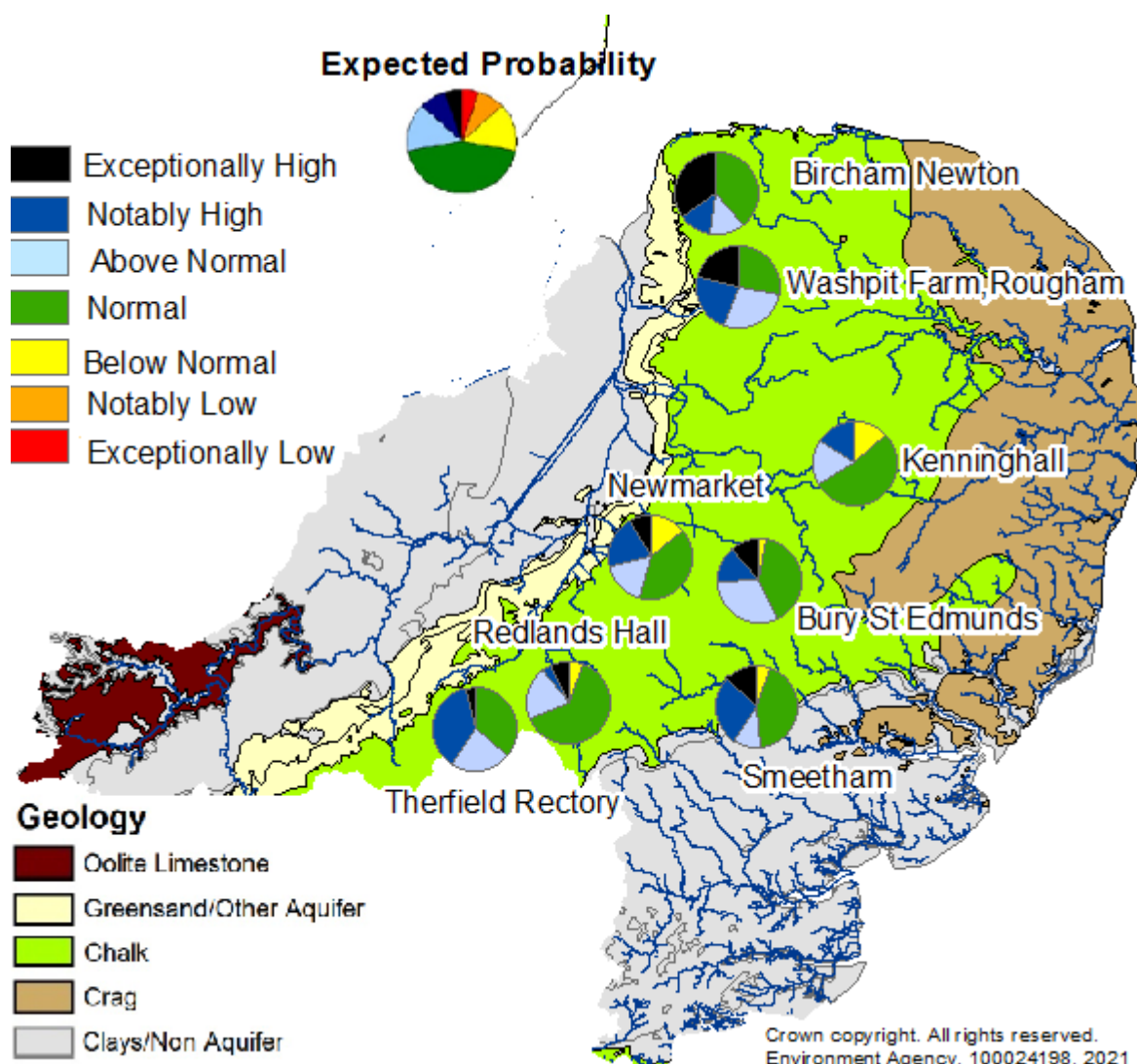
[^] "Naturalised" flows are projected for these sites'



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.

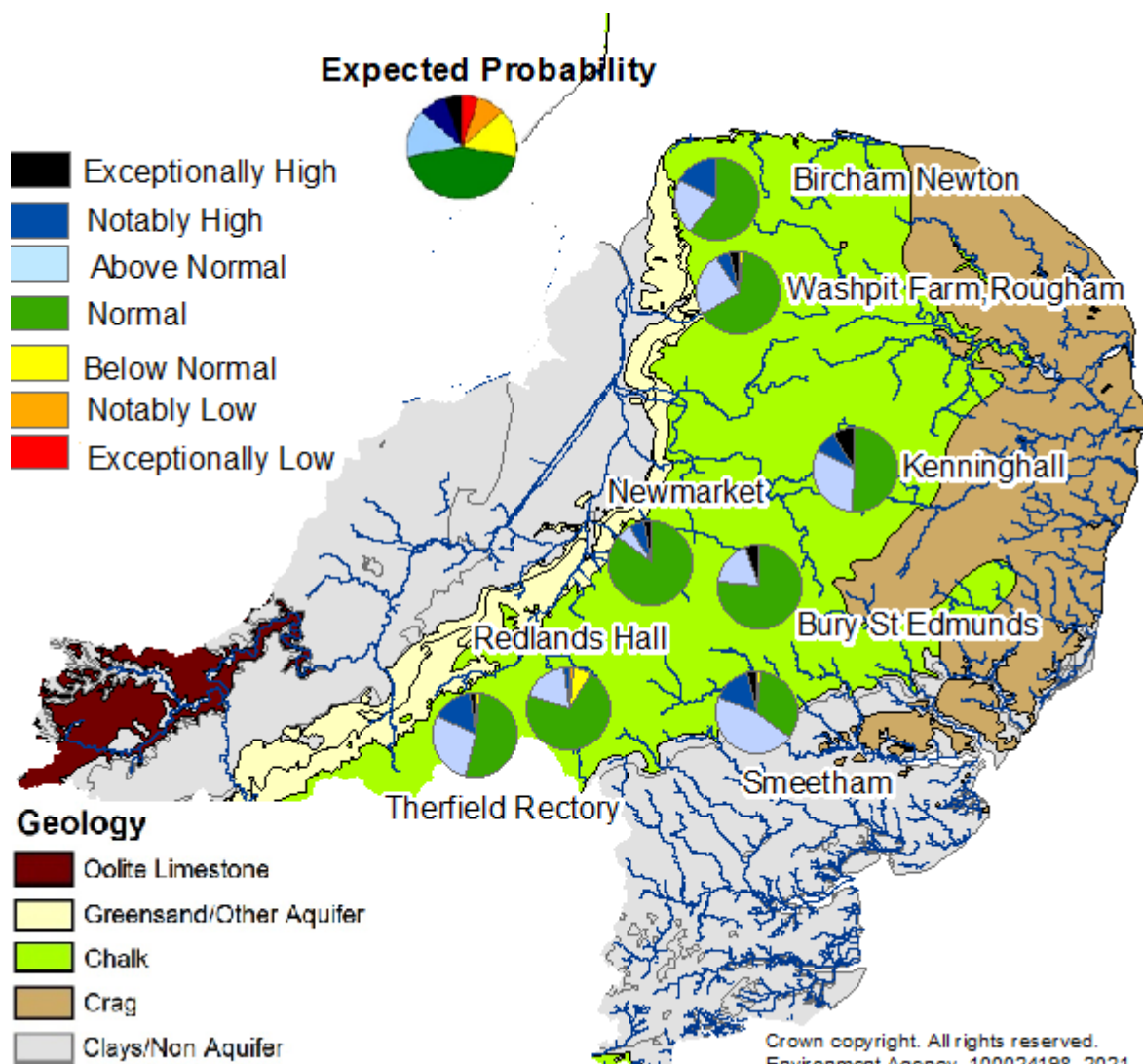
Probabilistic ensemble projections of river flows at key indicator sites in March 2022. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) 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 ³ s ⁻¹)
Effective rainfall	The rainfall available to percolate into the soil or produce river flow. Expressed in depth of water (mm).
Flood Alert/Flood Warning	Three levels of warnings may be issued by the Environment Agency. Flood Alerts indicate flooding is possible. Flood Warnings indicate flooding is expected. Severe Flood Warnings indicate severe flooding.
Groundwater	The water found in an aquifer.
Groundwater level	The water level measured in the aquifer at a borehole, which may include the impacts of artificial influences.
Long term average (LTA)	The arithmetic mean calculated from the historic record, usually based on the period 1961-1990. However, the period used may vary by parameter being reported on (see figure captions for details).
mAOD	Metres Above Ordnance Datum (mean sea level at Newlyn Cornwall).
MORECS	Met Office Rainfall and Evaporation Calculation System. Met Office service providing real time calculation of evapotranspiration, soil moisture deficit and effective rainfall on a 40 x 40 km grid.
Naturalised flow	River flow with the impacts of artificial influences removed. Artificial influences may include abstractions, discharges, transfers, augmentation and impoundments.
NCIC	National Climate Information Centre. NCIC area monthly rainfall totals are derived using the Met Office 5 km gridded dataset, which uses rain gauge observations.
Recharge	The process of increasing the water stored in the saturated zone of an aquifer. Expressed in depth of water (mm).
Reservoir gross capacity	The total capacity of a reservoir.
Reservoir live capacity	The capacity of the reservoir that is normally usable for storage to meet established reservoir operating requirements. This excludes any capacity not available for use (e.g. storage held back for emergency services, operating agreements or physical restrictions). May also be referred to as 'net' or 'deployable' capacity.
River Flow	The flow in the river measured at a gauging station which includes the upstream impact of artificial influences.
Soil moisture deficit (SMD)	The difference between the amount of water actually in the soil and the amount of water the soil can hold. Expressed in depth of water (mm).

Categories

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



Shelford Tree Service Ltd

8 Rectors Cottage, Fowlmere, Royston, SG8 7SJ

Tel: 01763 208361 Mobile: 07743 406569

30/10/21

Quotation 1606

Melbourne Parish Council

Point of contact - Sophie Marriage
Assistant to the Parish Clerk

Scope of Work:

- Ash Grove, Silver maple, re-pollard back to previous pollard points (image 1) - £650 plus VAT
- Opposite Ash Grove, corner of Beechwood, Crataegus, lift crown to provide 4 metres clearance from ground level. £150 plus VAT
- Off Water Lane, 2 Norway Maples, re-pollard back to previous pollard points (image 2) - £650 plus VAT
- Next to Black Horse, 2 silver maple trees, re-pollard back to previous pollard points (image 3) £1000 plus VAT
- Open space to rear of 59 Greengage Rise, Fell to Crab Apple Tree to ground level and remove all arising - £400 plus VAT
- All waste removed

I can confirm this quote is valid for three months, from the date of this letter, and should be read in conjunction with our standard terms of business which are available on our website.

We look forward to hearing from you.

Jonathan Record



Shelford Tree Service Ltd

8 Rectors Cottage, Fowlmere, Royston, SG8 7SJ

Tel: 01763 208361 Mobile: 07743 406569

20/10/21

Quotation 1586

Melbourn Parish Council
01763263303

Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Scope of Work:

- Silver birches on The Moor play area
T9 and T11 – Shorten over extended limbs on North side of Crown by approx. 4m
Removal of Waste
(£300plus VAT)
- Poplars on Royston Road
T64 - Removal of major deadwood
T80 - Fell
T81 - Fell
T82 - Removal of major deadwood
T85 - Fell
T86 - Fell
T90 – Fell
(£450plus VAT)

Cost of Work:

- | | |
|----------------|-------------|
| • Sub Total | £750 |
| • VAT | £150 |
| • Total | £900 |

I can confirm this quote is valid for three months, from the date of this letter, and should be read in conjunction with our standard terms of business which are available on our website.

We look forward to hearing from you.

Jonathan Record



Shelford Tree Service Ltd

8 Rectors Cottage, Fowlmere, Royston, SG8 7SJ

Tel: 01763 208361 Mobile: 07743 406569

30/10/21

Quotation 1606

Melbourne Parish Council

Point of contact - Sophie Marriage
Assistant to the Parish Clerk

Scope of Work:

- Ash Grove, Silver maple, re-pollard back to previous pollard points (image 1) - £650 plus VAT
- Opposite Ash Grove, corner of Beechwood, Crataegus, lift crown to provide 4 metres clearance from ground level. £150 plus VAT
- Off Water Lane, 2 Norway Maples, re-pollard back to previous pollard points (image 2) - £650 plus VAT
- Next to Black Horse, 2 silver maple trees, re-pollard back to previous pollard points (image 3) £1000 plus VAT
- Open space to rear of 59 Greengage Rise, Fell to Crab Apple Tree to ground level and remove all arising - £400 plus VAT
- All waste removed

I can confirm this quote is valid for three months, from the date of this letter, and should be read in conjunction with our standard terms of business which are available on our website.

We look forward to hearing from you.

Jonathan Record

Kettering Playsafe Ltd

15 Hogarth Drive
Barton Seagrave
Northamptonshire
NN15 5UQ
01536 514598
sales@ketteringplaysafe.co.uk
www.ketteringplaysafe.co.uk
VAT Registration No.: 884725383
Company Registration No. 5778789



Quotation

ADDRESS

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

SHIP TO

Clear Crescent,
Melbourn,
Royston,
Herts,
SG8 6JD.

QUOTATION NO. 1822**DATE 14/10/2021****EXPIRATION DATE 12/11/2021**

ACTIVITY	VAT	AMOUNT
Build up area on slide embankment where eroded and rubber mulch (brown - approx 20m2) around top of slide and down both sides.	20.0% S	2,567.20
Aerial runway - retention steps on platform, supply and lay rubber mulch around the sides of platform and the top of the platform to eliminate the sharp edges approx 10m2	20.0% S	652.00
Prelims - orange defender tape - cost if required (security fencing can't be used due to the mound being on a slope and the fencing will not be stable. Works will be carried out in one / two days and site left safe.)	20.0% S	50.00
Supply and lay rubber mulch amounting to approx 8sqms to double rope walk way	20.0% S	752.00

Terms and Conditions:

Quotations are valid for 3 months.

Confirmation of quotation is accepted via email confirmation or purchase order.

Quotation is based on Good Vehicle Access, Flat Level Site, Site Subject to Survey

Customer is required to pay the VAT Element directly to HMRC as of 01.03.21 following the changes to the VAT reverse charges.

Payment Terms are 30 days from date of invoice unless otherwise specified on the quotation.

Overdue invoices are subject to interest been charged

Work that has been confirmed in writing that is subsequently cancelled is subject to an abortive visit charge to cover direct costs incurred in

SUBTOTAL	4,021.20
VAT TOTAL	804.24
TOTAL	£4,825.44

Payment Details:

Natwest
Sort Code: 60-24-77
Account Number: 18318215

rearranging the visit and potential loss of revenue:

- Confirmed work that is cancelled by the client with less than 48 hours' notice is subject to a charge of 50% of labour value.
- Confirmed work that is cancelled once our engineers are on site is subject to a charge of 100% of labour value.

VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	804.24	4,021.20

Accepted By

Accepted Date

Payment Details:
Natwest
Sort Code: 60-24-77
Account Number: 18318215

Drain Survey Remedial Works quote

Hi Sophie

The summary of the report is as follows:

Section Number	In Use	Fault	Repair recommended
1	N		None
2	N		None
3	N		None
4	Y	Displaced joint and holding water	Clean by water jetting and install point to point repair
5	Y	Displaced joints	Clean by water jetting and install point to point repair
6	N	Displaced joints	Clean by water jetting and install point to point repair
7	Y	Displaced joint and holding water	Clean by water jetting and install 3 metres of drain lining
8	Y	Displaced joints	Clean by water jetting and install point to point repair
9	Y	Displaced joint	Clean by water jetting and install point to point repair
10	Y	Holding water	Clean by water jetting and check with CCTV camera
11	Y	Displaced joint	Clean by water jetting and install point to point repair
12	Y	Displaced joint	Clean by water jetting and install point to point repair
13	Y	Holding water	Clean by water jetting and check with CCTV camera
14	N		None
15	Y	Holding water	Clean by water jetting and check with CCTV camera
16	?		None
17	N		None
18	N		None
19	N		None
20	Y	Holding water	Clean by water jetting and check with CCTV camera
21	Y	None	None
22	Y	None	None
23	Y	None	None
24	Y	Silt deposits	Clean by water jetting
25	Y	Displaced joints and silt	Clean by water jetting and install 6.8 metres of drain lining

Drain Survey Remedial Works quote

26	Y	Displaced joints, fractures and root ingress	Clean by water jetting and install 18.5 metres of drain lining
27	Y	Displaced joints, fractures and root ingress	Clean by water jetting and install 11 metres of drain lining

Our quotation for the works as described above will be:

Remedial Drain Repairs - Scope of Work:

Code	Description	Dia (mm)	Qty	Unit	Unit Rate	Total Price	VAT
DD0001B	Before & After' CCTV Survey of underground drainage, recording only.(up to 2 hours on site)	Up to 160mm	1	each	£195.00	£195.00	£39.00
DD0101	Mechanical root cutting	Up to 160mm	2	hour	£135.00	£270.00	£54.00
DD0105	Pipe cleaning by high pressure water jetting.	Up to 160mm	6	man hour	£90.00	£540.00	£108.00
DD0201	Drain lining mobilisation fee.	N/A	1	each	£195.00	£195.00	£39.00
DD0202	Drain lining - 3mm polyester drag in	100mm	39.3	metre	£96.50	£3,792.45	£758.49
DD0211	600mm Permanent - Localised structural repair (LSR)	100mm	6	each	£495.00	£2,970.00	£594.00

Sub Total: £7,962.45

VAT: £1,592.49

Grand Total: £9,554.94

Please let us know if you would like us to schedule these works.

Where the drains are holding water this may be down to silt deposits in the drain or could be because the drains have sunk or bellied. If the drains have bellied they may need to be excavated and re-laid with the correct gradient fall. At this point we have recommended to clean these sections and then inspect with the camera. If it is say 3 metres under grass and less than 1 metre deep I would expect the cost to be up to £1000.

All the jetting and lining works will be done from manholes.

The only disruption to surfaces would be if we need to excavate to replace a potentially dropped section of drain. However we will not know that until we have cleaned the system and checked.

MELBOURN PARISH COUNCIL

TERMS OF REFERENCE: SKATE PARK WORKING PARTY

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Skate Park Working Party

SCOPE: This document covers all those activities related to the design and installation of a skate park

DEFINITIONS: **Skate Park Working Party – ‘SPWP’**
Melbourn Parish Council Maintenance Committee ‘the Committee’
Melbourn Parish Council – ‘the Council’
Melbourn Parish Councillors – ‘Councillors’
Members of the Skate Park Working Party – ‘Members’
Clerk to Melbourn Parish Council – ‘the Clerk’

1. Membership & Controls

1.1 The SKWP will consist of up to [five] Councillors and up to [two/three?] members of the public.

1.2 Non-Councillor members will not have voting rights.

1.3 The Clerk will advertise as needed for members of the public to join the SPWP.

1.4 The SPWP will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the SPWP will elect any Councillor member to act as chair for that meeting.

1.5 The SPWP will need a minimum of three Councillor members in attendance in order to be deemed quorate, and in such circumstances at least three must have voting rights.

1.6 The SPWP may invite interested non-members, experts or contractors to attend meetings.

1.7 Meetings will not be publicised in advance inviting the public to attend. Note: It is not usual for Working Parties to hold public meetings.

1.8 The SPWP will remain active for the duration of the project to install a skate park in Melbourn.

1.9 The SPWP will refer any proposed expenditure to the Maintenance Committee for discussion and ultimately to Full Council for decision. The SPWP has no authority to approve expenditure.

MELBOURN PARISH COUNCIL

2. Reporting

2.1 Notes of meetings of the SPWP will be made available to and noted at meetings of the Maintenance Committee.

2.2 Following due research and public consultation to make a clear report and recommendations to the Maintenance Committee for consideration and approval.

2.3 Decisions taken by the Maintenance Committee will be recorded and published in the minutes, which are available to the public.

3. Terms of reference

3.1 To engage with the Maintenance Committee and full Council with regard to the location and provision of a skate park in Melbourn.

3.2 To engage with suppliers with regard to design and supply of a new skate park in Melbourn.

3.3 To engage the public and to seek their views with regard to the choice and layout of a new skate park.

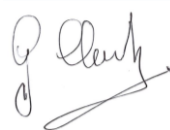
3.4 To oversee and manage the project to install a new skate park which will be funded by s106 funds.

3.5 To ensure that the project is delivered on budget.

3.6 To make regular reports via the Maintenance Committee to Council on progress and expenditure.

3.6 To seek opportunities to publicise and communicate throughout the project.

Document Approval:



(Chair to Melbourn Parish Council)

Date of approval : 22 November 2021

Review Policy: Six monthly