

**MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of the Maintenance Committee** held on Wednesday, 19 January 2022 at 09:30  
at The Pavilion, The Moor, Melbourn, Cambridgeshire

**Present:** Cllrs Travis (Chair), Barnes, Clark, Cowley  
**In attendance:** Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Clerk), Steve Pitman (Warden), Maureen and Les Brierley (RMRG)  
**Absent:** Mike Sherwen

**MA128/21 To receive and approve apologies for absence**

Apologies were received from Cllr Kilmurray – acceptable reasons were provided.

It was:

RESOLVED to accept the apologies of Cllr Kilmurray.

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

Apologies also received from Keith Rudge.

**MA129/21 To receive any Declarations of Interest and Dispensations**

None received.

**MA130/21 To approve the minutes of the Maintenance Committee Meeting held on 24 November 2021**

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 24 November 2021 as an accurate record.

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

**MA131/21 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.

**MA132/21 Finance Matters:**

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

The finance report was noted. It was noted that works have been ordered and associated spend committed on some budget lines which currently appear to be underspent.

**MA133/21 Conservation Matters:**

- a) To receive the EA Monthly situation report for November and December 2021

The report was received. Noted that November was a dry month whereas December was average. River Mel levels are good.

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

It was reported that working parties have recommenced and RMRG hope that to be able to undertake more work over the year.

- c) To discuss and consider approving expenditure on suggested plan of works along the River Mel bank

Suggested plan of works from Rob Mungovan (Wild Trout Trust) was received and considered. Most of the works to be carried out by HCGM falls within their contract – lifting the Ash tree will be done at no additional cost. The cost of the materials and Rob Mungovan's time for the planned works is in the region of £800.

It was:

RESOLVED to approve expenditure of up to £800 to cover the cost of materials and

labour to carry out the works contained in Rob Mungovan's plan.  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- d) To receive an update on replacement trees

Report received from Shire Trees on 4 trees they have planted to replace one conifer felled behind resident's property. Replacement trees provided at the cost of the resident.

**ACTION:** Clerk to check with Shires who will be responsible for watering the new trees.

- e) To discuss hedgerow planting along New Road

Discussion with regard to hedgerow saplings from Woodland Trust. The saplings will be received in early March and will be used to fill gaps in the hedgerow along New Road. Noted that the original hedgerow planting was done by volunteers as a very successful community project.

**ACTIONS:**

- M and L Brierley and Cllr Travis to inspect the existing hedgerow to determine what preparation work is required.

- Clerk and RMRG to look into recruiting volunteers to help with the planting – including Eco Melbourn facebook group.

- f) To discuss a plan for tree planting in the village

Discussion with regard to planting trees on the verge along Cambridge Road. Suggestion is to plant limes to create an attractive avenue of trees on the approach to the village. Two options would be on the road-side verge or in the hedge bordering the field.

**ACTIONS:**

- Clerk to invite Highways Officer out to inspect the area and confirm where planting would be most appropriate and permitted.

- Clerk to investigate who farms the field adjacent to the cycle path to discuss possibility of planting in the existing hedgerow.

- Clerk to arrange meeting with Cllr Travis and James Cantle to discuss

- g) To receive any other updates and consider actions

There was nothing further to discuss.

**MA134/21 Stockbridge Meadows**

- a) To discuss and consider alternative locations for additional signage

Noted that local residents association were unhappy with the wording and locations suggested for signage. Alternative options including signage on Dolphin Lane or the High Street were discussed.

**ACTION:**

- Clerk to investigate cost and procedure for obtaining brown tourist sign to be located on the High Street and at the entrance to Dolphin Lane.

- Clerk to request regular piece with information on the nature reserve to go in Melbourn Magazine.

- Cllr Barnes to create a map of the centre of the village highlighting location of the nature reserve.

- b) To receive an update on installation of memorial bench

Noted that Herts & Cambs Ground Maintenance have offered to help the wardens with installation – to be arranged as soon as possible. **ACTION:** Assistant to Clerk to liaise with HCGM and wardens.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

**MA135/21 Stockbridge Meadows Boardwalk Project**

- a) To discuss and consider the project costing prepared by Sheriff Tiplady

The project costing was considered. Noted that estimated costs are higher than originally anticipated. A member queried how to gauge the accuracy of the costing for such a bespoke project and it was suggested that inviting tenders would provide this information.

**ACTION:**

- Clerk to identify how much s106 money is available for this project
- Cllr Travis to investigate possible sources of grants for match funding
- Clerk to post details of Contract Finder to invite tenders as this will provide an indication of likely costs

- b) To receive any updates and consider actions

There was nothing further to discuss.

**MA136/21 Allotment Matters:**

- a) To receive any updates and consider actions

There was nothing to report.

**MA137/21 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

Noted that the PCSO had responded very quickly to a request from the parish office with a visit to a local resident.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

**MA138/21 Cemetery Matters:**

- a) To consider installing additional bench bases in New Road Cemetery

Noted that the parish office had received requests from families to install memorial benches in New Road Cemetery. Suggested that we install more bases in preparation. Cost of previous bench base was £300.

It was:

RESOLVED to approve expenditure up to £1,200 to install bases for memorial benches in New Road Cemetery.

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

- b) To receive any other updates and consider actions

There was nothing further to discuss.

**MA139/21 Village Maintenance Matters:**

- a) To consider an update with regard to installation of defibrillators

Noted that the Bowls Club would retain the defibrillator they were due to receive from a local developer in their club house. Melbourn Saturdays FC were awaiting receipt of the defibrillator and cabinet from the FA. The doctors' surgery had indicated that they would be happy for a defibrillator to be attached to the outside of the surgery building.

**ACTIONS:**

- Assistant to Clerk to identify appropriate outside cabinet for the defibrillator for doctors' surgery.
- Assistant to Clerk to arrange for quotes for installation on Orchard Surgery building and also on the Pavilion.

- b) To receive an update on repairs to play equipment

Noted that repairs to agility trail were not yet completed. **ACTION:** Assistant to Clerk to chase up.

Noted that full Council had approved funding from reserves for repairs to equipment.

**ACTION:** Assistant to Clerk to schedule repairs.

- c) To consider approving quotations for 'no dogs' signage at play parks

It was:

RESOLVED to approve the quotation from Unlimited Logos and to order 3 signs at a cost of £105 + VAT

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

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

Noted that a local pest control operator had offered to address the rabbit problem on the New Rec without charge. The work is ongoing.

- e) To consider a request to relocate a dog waste bin

A request had been received to relocate a dog waste bin from the Victoria Way side of New Road and to place it near the Kingley Grove estate. **ACTION:** Clerk to look at the most suitable location for the dog waste bin and arrange for it to be moved and advise SCDC waste team.

- f) To consider quotations for fencing at Worcester Way

The wooden fencing installed in 2021 has been badly damaged. The fence is the responsibility of the Parish Council. The matter had been discussed with County Farms but they are unable to help financially but did suggest they would look at other ways of restricting access to the farmland. Quotes for various types of fencing were considered.

It was:

RESOLVED to approve the quote from Huntree Fencing for a metal Palisade fence at a cost of £1,578 + VAT.

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

- g) To consider quotation for repairs to Parish clock motor

An update was received with regard to investigations into the hour chime motor. Heasell attended on site to inspect the clock, including existing outdated wiring and removed the motor for more thorough inspection.

It was:

RESOLVED to recommend to full Council that the repairs to the parish clock in the sum of £1,603.40 + VAT as set out under Option 2 of Heasell's quote should be funded out of solar farm community benefit monies.

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

- h) To receive any other updates and consider actions

There was nothing further to discuss.

#### **MA140/21 Pavilion Matters:**

- a) To receive and consider an update with regard to repairs to the ASHP at the Pavilion

Discussion with regard to the ASHP as this was still not working well following significant expenditure on remedial works. Noted that the current system is not effective when producing hot water.

##### **ACTIONS:**

- Clerk to identify what monies are available from s106 to upgrade the ASHP system.
- Clerk to seek quotes for replacement ASHP system.

- b) To receive any other updates and consider actions

There was nothing further to discuss.

#### **MA141/21 Littlehands Matters:**

- a) To receive any updates and consider actions

Noted that one of the trade bins has a hole in the bottom. **ACTION:** Cllr Clark to request Littlehands to stop using the bin and to request a replacement.

#### MA142/21 Policies and Risk Assessments

- a) To consider any updates and consider actions

There was nothing to discuss.

#### MA143/21 Melbourn Play Parks Working Party:

- a) To receive an update with regard to invitations to tender

Deadline for receipt of tenders is 4pm on 26 January. Noted that a number of enquiries had been received and suppliers had visited the site. Further update following opening of tenders.

- b) To receive any other updates and consider actions

There was nothing further to discuss.

#### MA144/21 Skate Park Working Party

- a) To receive any updates and consider actions

First meeting of the Skate Park Working Party is scheduled for 7pm on Monday, 31 January. Noted that there are now two members of the public on the working party.

#### MA145/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 19 January 2022				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Ash tree at entrance to green lane behind Armingford Crescent	Resident	Reported that the Ash tree is heavy with ivy and swaying in high winds. Wardens inspected and severed ivy on trunk. Office to write to County Farms to see if this tree is their responsibility. Reported to County Highways. Tree has been inspected. Does not require immediate work but will be reviewed in new financial year. <b>ACTION:</b> Clerk to follow up with Highways. Report from Resident requesting action within 14 days (20/5/21) - tree has been re-reported to County Highways (24/5/21) and resident advised. <b>ACTION: Clerk has reported this again to Highways for action. Follow up.</b>	CL
2	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 to investigate other options to resolve this issue. <b>Wardens have been unable to source a larger spring. Looking into options into replacing the gate.</b>	Wardens
3	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. <b>Update from Highways - work to be carried out within 12 weeks. Potholes have been marked for works. Some now filled - large pothole on bend still to be done. CL re-reported - Highways advised work will be done within 12 weeks (5/1/22)</b>	CL
4	Flower tubs around cross	Resident	Need a volunteer to take this on. <b>JT to refurbish tubs this year. Will need a volunteer to take this on in the future.</b> Ongoing	
5	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 replaced the bench before Christmas. Has been moved again. Wardens have advised that it is	Wardens

			not possible to fix the bench in position. <b>Bench had been moved again. Wardens to chain the bench to a tree. Monitor.</b>	
6	Worcester Way	Litter picker	Fly tipping at the back of Worcester way - <b>CL to report to SCDC.</b> Follow up - has this been attended to? <b>Check this has been removed.</b>	CL
7	Worcester Way	Litter picker	Damage to fence. Clerk to obtain quotes for repair. Request that slats are screwed in place. <b>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.</b> Difficulties making contact with new officer at County. Resolved under MA139/21f)	CL
8	Lights on footpath to pavilion	GC	Not coming on at night. Timer to be reset. <b>ACTION: Assistant to Clerk to arrange for electrician to inspect</b>	Wardens
9	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
10	Cedar Close	Resident	Street sign for Cedar Close is damaged. CL reported to Highways. <b>Follow up</b>	CL
11	Brambles Fordham Way nr Clear Cres play area	Resident	Carly Freed from SCDC called. They plan to remove the brambles and a failing tree that is growing inside the brambles. They will clear the area and remove all arisings. Will then seek quotes for planting another suitable tree. <b>Work scheduled for 18 Feb 2022.</b>	CL
12	Clear Crescent play area	KR	Covering on wire netting has worn. Wire is becoming exposed. Ask contractor to look when they visit to make repairs to the slide. <b>ACTION: Assistant to Clerk to check if Wicksteed inspected.</b>	SM
13	Medcalfe Way / Palmers Way	Resident	Resident emailed - two large trees overhanging garden and dropping leaves. SCDC officer has confirmed trees will be cut back Jan 2022. Resident advised. <b>Work has been started 17/1/22</b>	CL
14	Wardens workshop	Wardens	Light on the side of the building no working - needs electrician to fix (to be arranged at the same time as pavilion footpath lights if required). <b>ACTION: Assistant to Clerk to arrange for electrician to inspect</b>	CL/SM
15	Leaves on footpaths	Resident	Requested clearance of leaves outside Cambridge BS, Dolphin Pub. CL has requested wardens to do what they can. Also reported to SCDC (also req'd New Road to be cleared) - response received that street sweeping is scheduled at the end of January. Will be done sooner if possible. CL looking into costs of using local contractor	Wardens/SCDC

**MA146/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting  
There was nothing further to discuss.

**MA147/21 To note date of next meeting: Thursday, 24 February 2022**  
The date of the next meeting is Thursday, 24 February 2022.

The meeting closed at 11:10

## 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. <b>Wardens to installing bin on concrete base and secure the inner basket.</b> 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. <b>ACTION: Clerk has reported this again to Highways for action.</b> 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. <b>ACTION: Wardens to inspect and see if overhanging branches have been cut back. If not, further letter to be sent.</b> 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. <b>Wardens to investigate other options to resolve this issue.</b>	Wardens

5	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. <b>Update from Highways - work to be carried out within 12 weeks. Potholes have been marked for works. Monitor</b>	CL
6	Flower tubs around cross	Resident	Need a volunteer to take this on. <b>JT to refurbish tubs this year. Will need a volunteer to take this on in the future.</b> 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. <b>Wardens to check if they can do - may require contractor</b>	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 <b>ACTION: HCGM to remove cuttings</b>	Wardens
9	Worcester Way	Litter picker	Fly tipping at the back of worcester way - <b>CL to report to SCDC.</b> 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. <b>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.</b>	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 Expenditure Tracking 2021/22**  
(Actuals based on paid invoices)

EDGE Code		Budget 2021/22	Actual to date (31/12/21)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<u>Conservation:</u>		<b>Paid</b>	<b>Unpaid</b>		
1000	Allotments - water (2 meters)	600	387	415	(202)	
1000	Allotments - plot clearance/maintenance	500			500	Unlikely to be required
1000	Allotments - unplanned e.g. asbestos removal	500	450		50	Remove bonfire rubbish
1100	<b>Conservation - donation to fund tree planting</b>	<b>500</b>			500	<b>Donation - Not in precept but included as a reminder for spending on trees in 2021/22</b>
1100	Conservation - Christmas tree and plants for tubs	300	180		120	
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	Tree works ordered expected to use up most of tree survey & emergency budget
1100	Conservation - move Kohima Stone to New Road Cemetery	4,000			4,000	Chased several times - may need to be carried forward to 2022/23
1100	Conservation - unplanned	500	220		280	Cut banks & hedge
1150	Stockbridge Meadows - path cutting and rolling	300			300	May be allocated to works on banks of River Mel (plus conservation unplanned balance)
1150	Stockbridge Meadows - unplanned	500	79		421	Bin for car park; Balance may be allocated to River Mel bank works
		15,200	3,365	415	11,420	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	105	99		6	Last few bills estimated but expected to exceed budget by approx £40
2000/1	Orchard Road - water	95	93		2	
2000/1	Orchard Road - unplanned	100			100	
2000/2	New Road - water	100	78	45	(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	533		(33)	Turf; 5 bar gate £460
2000/2	New Road - headstone bases and installation	1,250		300	950	Not required but £300 allocated to bench base. More may be required
		3,550	1,274	345	1,931	
	<u>Play Areas, Recreation Grounds &amp; Pavilion</u>					
3000	Playground - ROSPA	220	214		6	
3000	Playground - play area maintenance, equipment repair/renewals	1,500	289		1,211	Planned works may exceed budget
3000	Playground - tree work/edging	1,000		70	930	Ivy removal
3000	Playground - unplanned	195	150		45	Signs
3200	Recreation Ground - electricity	185	99	9	77	
3200	Recreation Ground - pest treatment	600	180		420	
3200	Recreation Ground - unplanned	500	140		360	Leaf clearance
3400	Pavilion - cleaning	1,500	340	51	1,109	Budget will be underspent; balance may be allocated to legionella works
3400	Pavilion - electricity	1,200	570		630	Meter reading submitted 09/08 - account currently in credit
3400	Pavilion - water	100	55	58	(13)	
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		821	(601)	Shelford Heating - legionella small works (excess could come from cleaning budget which will be underspent)
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	1,246		(246)	Heating repairs/ flood light repairs/step repair/guttering repair/ window repair x 2/man hole
3400	Pavilion - external redecoration (b/fwd from 2020/21 budget)	2,000			2,000	Works need to wait for warmer weather. May need to wait until 2022/23
		11,520	4,147	1,009	6,364	
	<u>Finance &amp; General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	350	391	11	(51)	
4300/3	Wardens' equipment	500	194		306	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,350	1,317		33	
4900	Parish Clock - service	150	199		(49)	
4900	Parish Clock - repair and training costs	1,200			1,200	Quote obtained to fix motor and repair for £1,600. Being considered
4900	<b>Parish Clock - donation for repair</b>	<b>717</b>	<b>717</b>		-	<b>Donation - Not in precept. Repair carried out Sept 2021</b>

5000/9	Litter picking	2,800	1,625	188	987	Electric bike £400; budget expected to be underspent. One litter picker will do an extra hour a week
7100	Car park workshop - water	175	51	6	118	
7100	Car park workshop - utilities	1,085	980		105	
7100	Car park workshop - PAT testing	100			100	
7100	Car park - unplanned	490			490	
		8,917	5,475	204	3,238	Likely to be overspent but may be absorbed by other Car Park headings
	<u>Highways</u>					
8000	Highways - gully cleaning	3,000			3,000	
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>					MPC to be asked to consdier reallocating to LH drain repairs Drain survey plus additional jetting, car park sign
9000	Rental Property - Littlehands annual drain cleaning	450			450	
9000	Rental Property - unplanned	1,000	1,039		(39)	
		1,450	1,039	-	411	
	Total Maintenance (excluding grounds maintenance contracts)	43,837	15,300	1,973	26,564	
	<b><u>Grounds Maintenance Contracts</u></b>					All contracts as budgeted Total amount included for potential extra cutting/works is £4,250. This will depend on weather and length of grass-cutting season. Some could be reallocated to other projects eg playground repairs/ LH drains if needed
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	5,603		1,868	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	4,140		1,380	
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	3,652		2,218	
2100	Cemeteries - extra cuts x 3	630			630	
3200	Recreation Grounds (£755 per month)	9,060	6,795		2,265	
3200	Recreation Grounds - extra cuts x 4	520			520	
		32,170	20,190	-	11,980	

# Monthly water situation report

## East of England

### Summary – December 2021

Increased rainfall in December resulted in normal or above normal classification for rainfall across East Anglia which had an average of 68 mm, 123% of the Long Term Average (LTA). As a result, Soil Moisture Deficit (SMD) continued to decrease, river flows increased at all indicator sites and groundwater levels at the majority of sites also showed signs of recharge. Reservoir levels remained stable and the groundwater support schemes had reduced operations.

### Rainfall

East Anglia experienced an average of 68 mm precipitation, classified as normal for December based on the LTA of 123%. Across all catchments rainfall was fairly spatially consistent with either normal or above normal amounts ranging from 114% to 135% of the LTA (North Norfolk and NW Norfolk and Wissey respectively). The accumulated rainfall for the past 3 months, 6 months and 12 months were also classified as normal across East Anglia.

### Soil Moisture Deficit/Recharge

SMD remained normal for December with the overall value decreasing from 22mm to 8mm by the end of December in response to the rainfall. SMD levels remained mostly similar across the area with the exception of a few slightly higher levels around the coast.

### River Flows

East Anglia experienced increased river flow at all indicator sites. 57% of the sites were classified as normal, 33% of sites experienced river flows which were above normal and 10% of the sites experienced notably high flows. The notably high flows were recorded in the river Lark at Temple and the river Wensum at Swanton Morley where flows were 2.39 m<sup>3</sup>/s and 5.92 m<sup>3</sup>/s respectively.

### Groundwater Levels

Groundwater levels for most indicator sites (76%) in East Anglia remained stable and were therefore classified as normal for December. 18% sites were classified as above normal while 6% of the sites had notably high groundwater levels. Although the change was negligible, most (70%) groundwater sites continued recharging at the end of December. However, 18% of the sites including Therfield Rectory, Bircham Newton and Castle Farm, Offton experienced slightly decreasing levels.

### Reservoir Storage/Water Resource Zone Stocks

Most reservoir levels (4/5) were classed as normal based on the Normal Operating Curve and the historical records. However, Ardleigh with lower capacity value was classified as below normal for the time of year. In addition, Abberton levels had decreased but appeared to be recovering by the end of December.

### Environmental Impact

Groundwater support schemes operations decreased considerably by the end of December; the Rhee groundwater support scheme had 1 of the 8 pumps operating. The Lodes-Granta groundwater support scheme had 4 of the 6 pumps operating. All other pumping operations including the Thet and Little Ouse and the Hiz were not operating.

## Forward Look

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

**March 2021:** There is a highly reduced probability for notably low and below normal flows for Ely Ouse and Stiffkey. In contrast, Ouse, Kym, Bedford Ouse and Ivel have a reduced probability of exceptionally high flows.

**June 2021:** There is a reduced probability of exceptionally low flows at Ely Ouse, Gipping and Stiffkey.

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

**March 2021:** There is a greatly increased probability of normal groundwater levels at all indicator sites and an increased probability of above normal for the Bircham Newton, the Washpit Farm Rougham and the Bury St Edmunds.

**September 2021:** There is a greatly reduced probability of exceptionally low groundwater levels at majority of the key sites and an increased probability of normal groundwater levels for all sites.

Author:

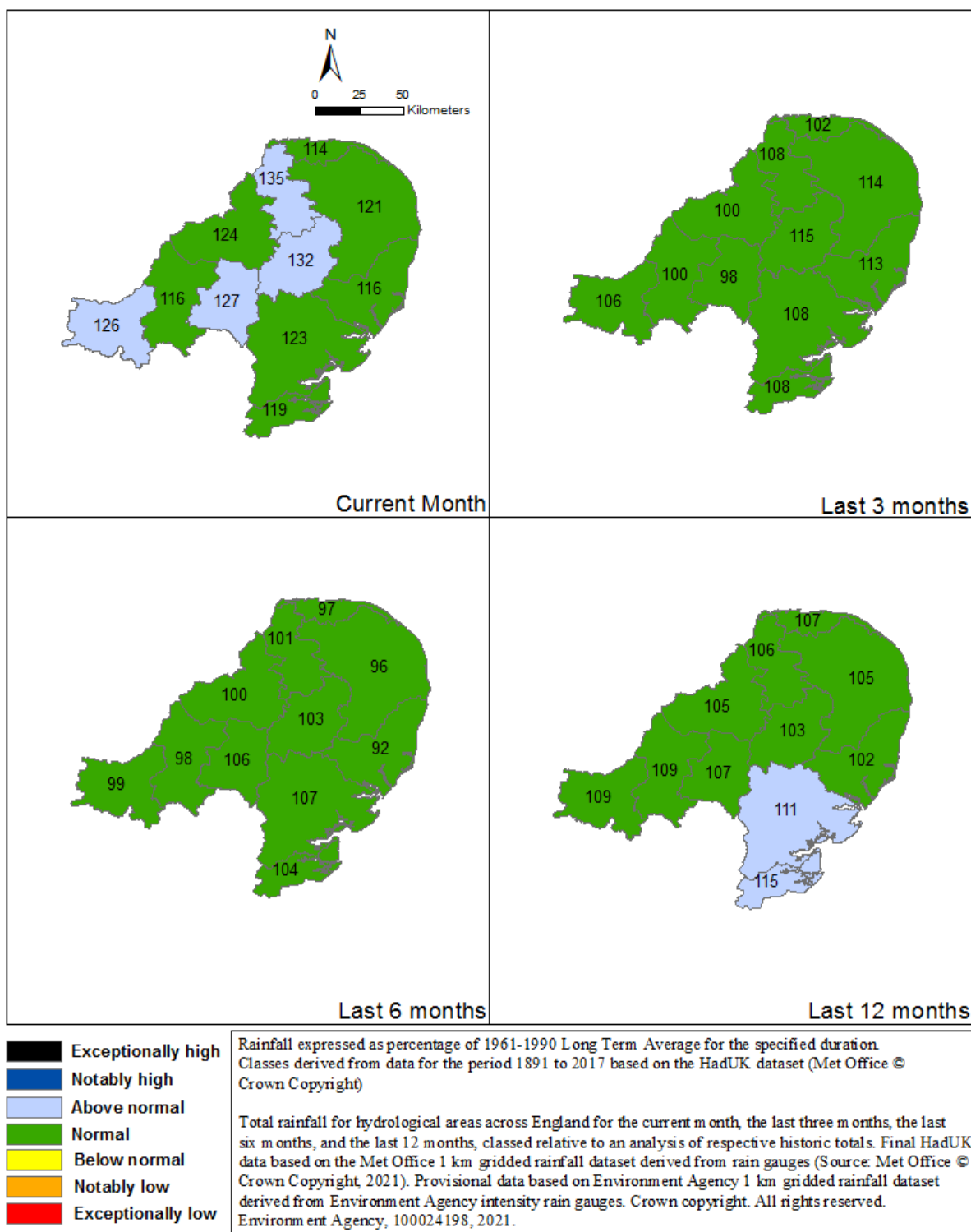
[ANG-Hydrology](#)

Contact details: 03708506506



# Rainfall

December 2021

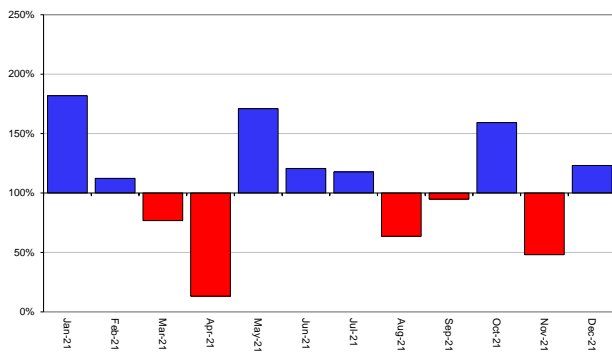




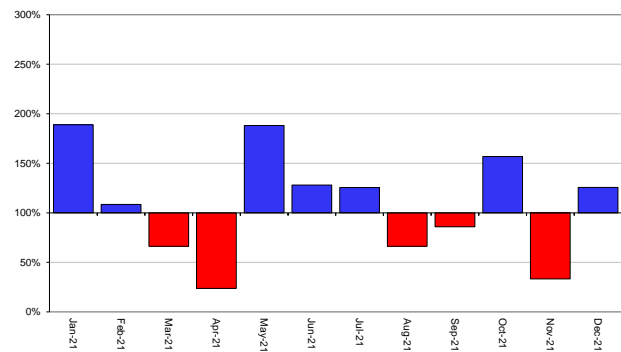
**Above average rainfall**

**Below average rainfall**

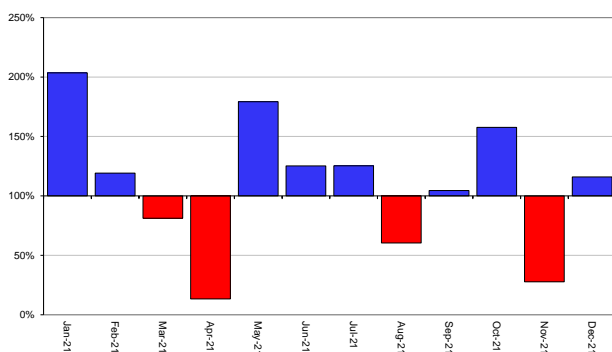
1-Month Period for East Anglia



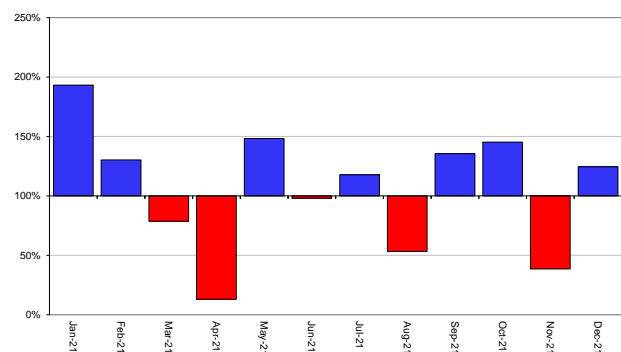
1-Month Period for Upper Bedford Ouse



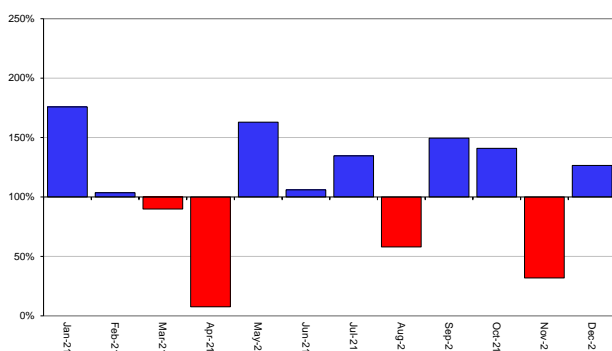
1-Month Period for Lower Bedford Ouse



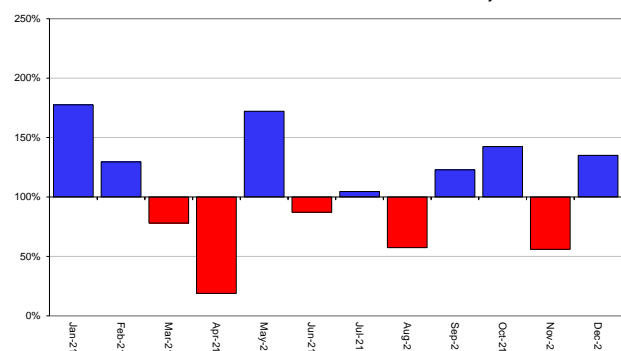
1-Month Period for Central Area Fenland



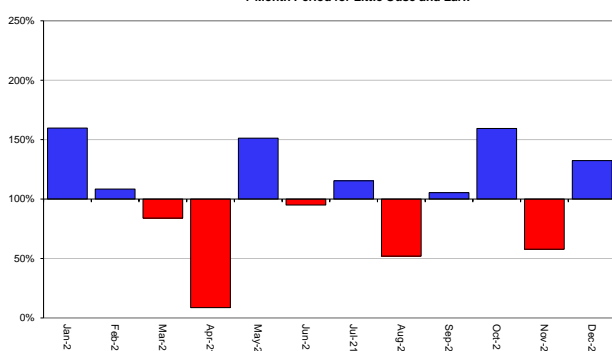
1-Month Period for Cam



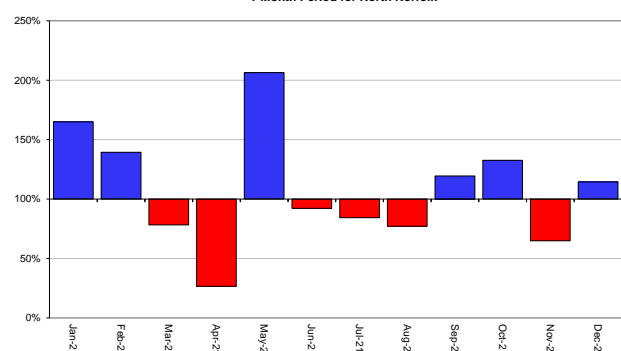
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark

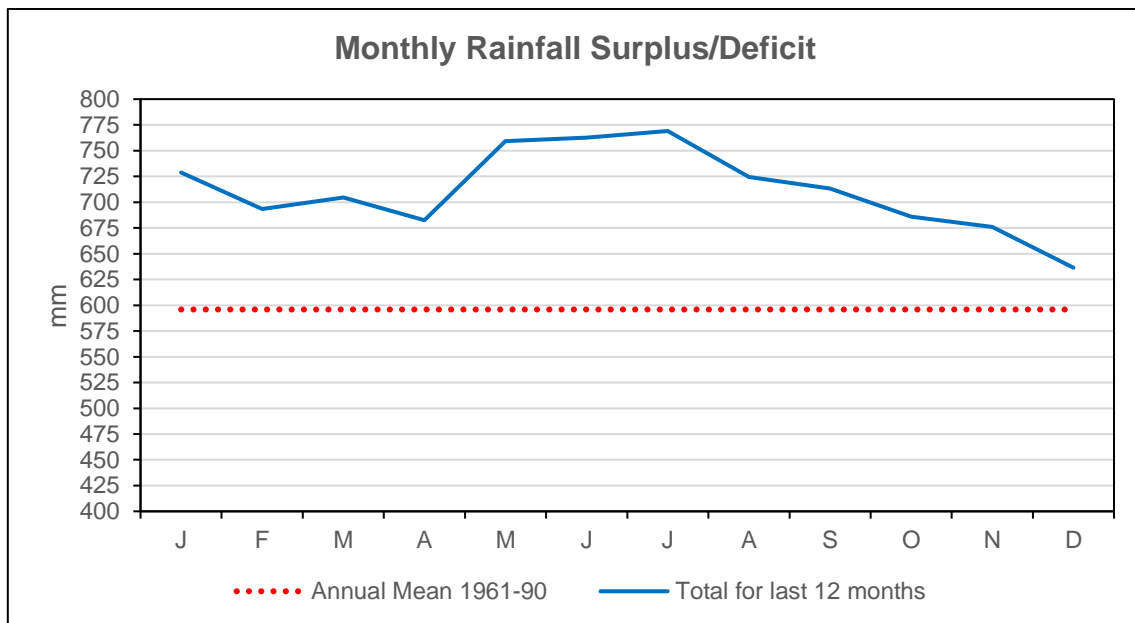
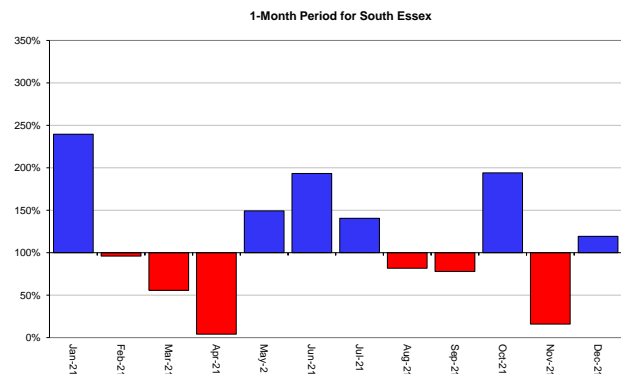
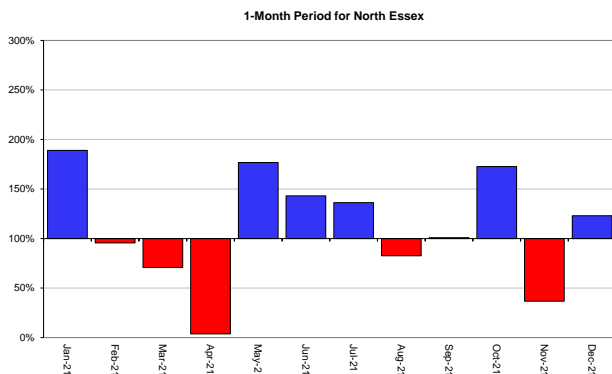
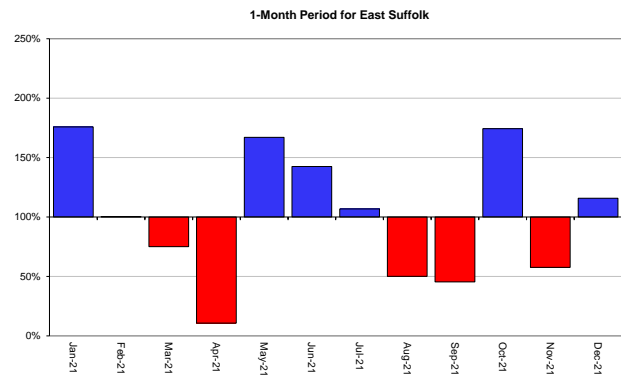
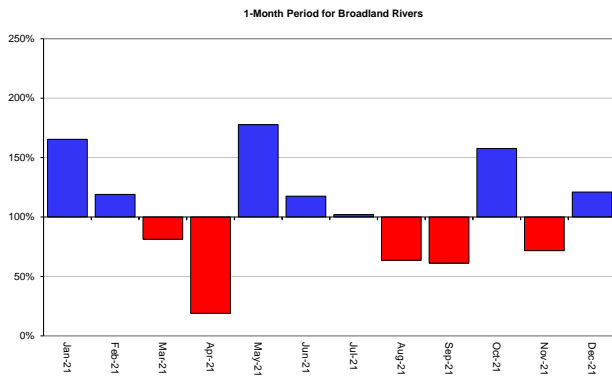


1-Month Period for North Norfolk

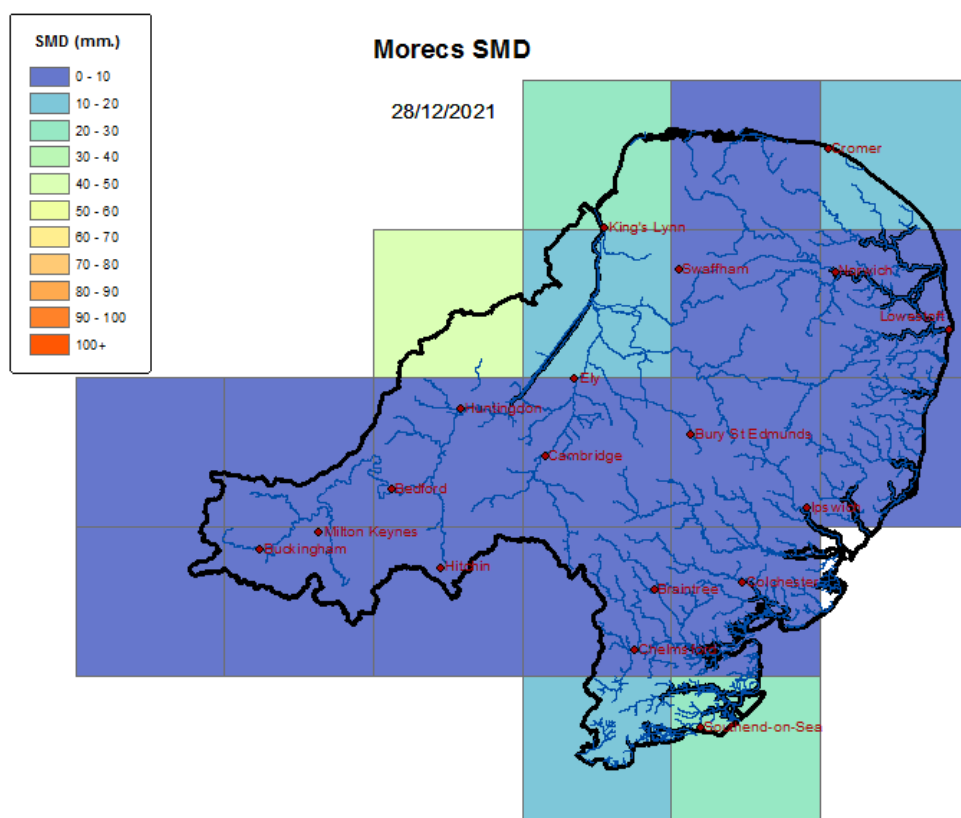


**Above average rainfall**

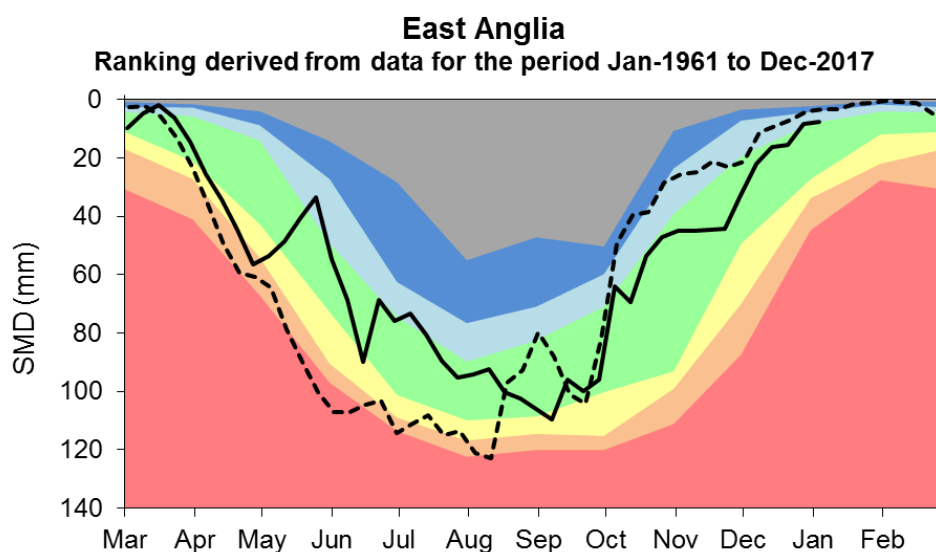
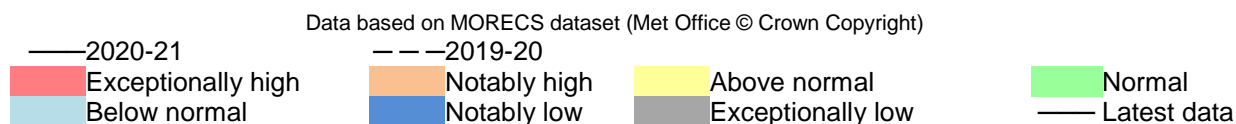
**Below average rainfall**



# Soil Moisture Deficit

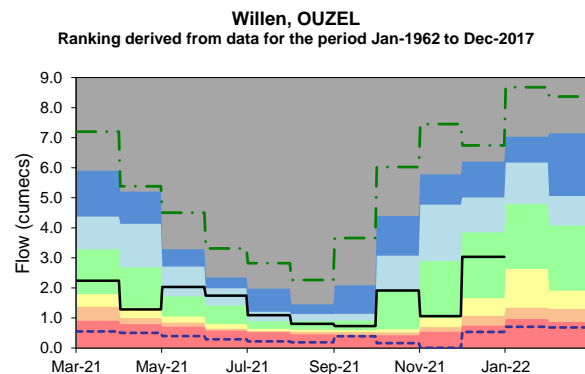
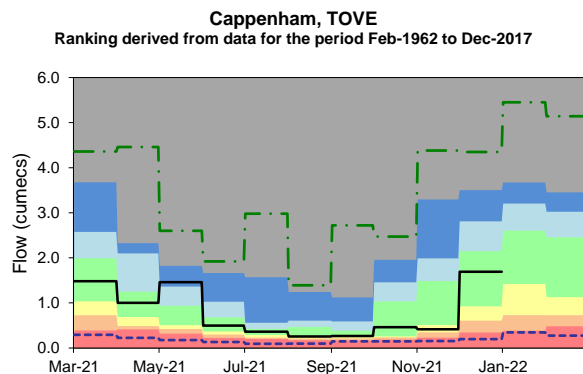
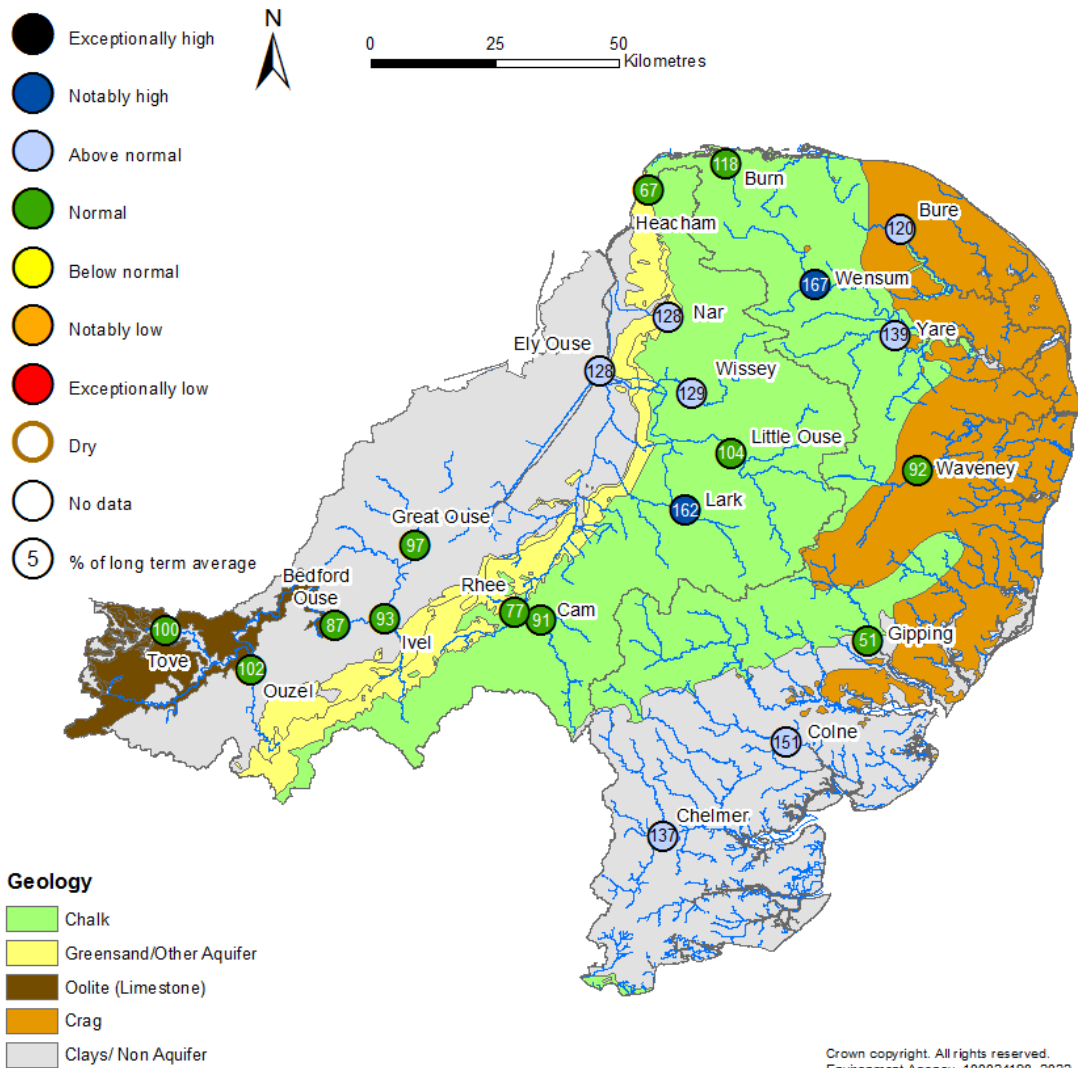


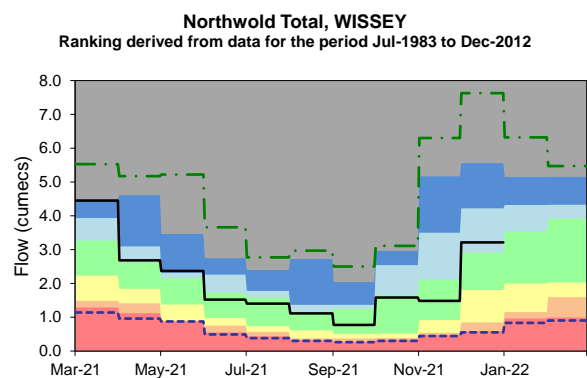
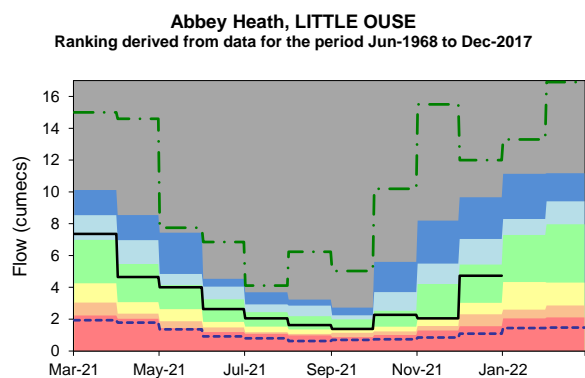
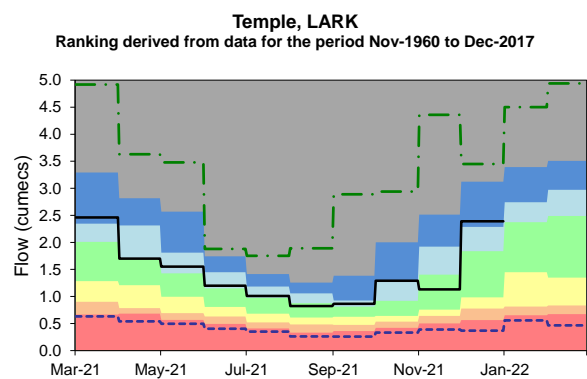
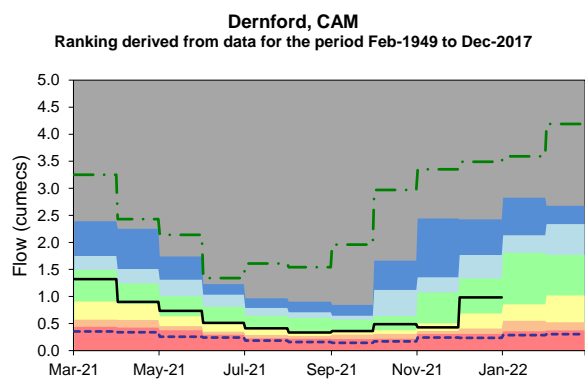
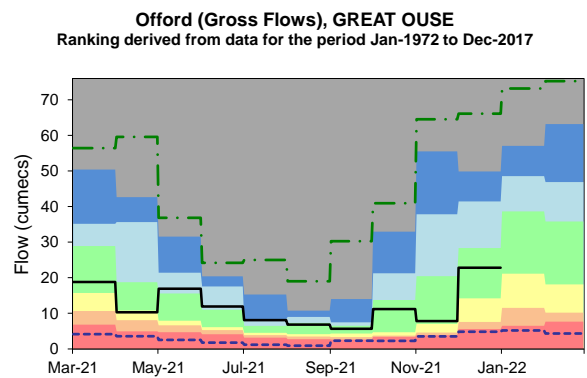
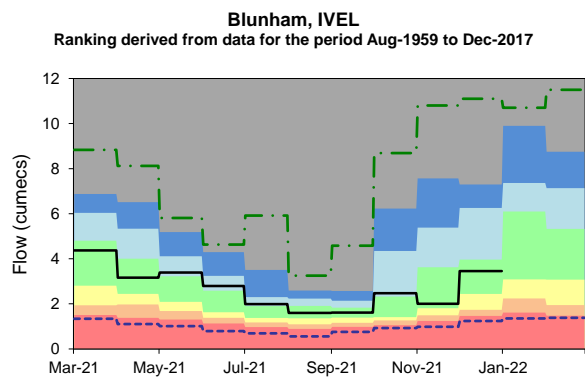
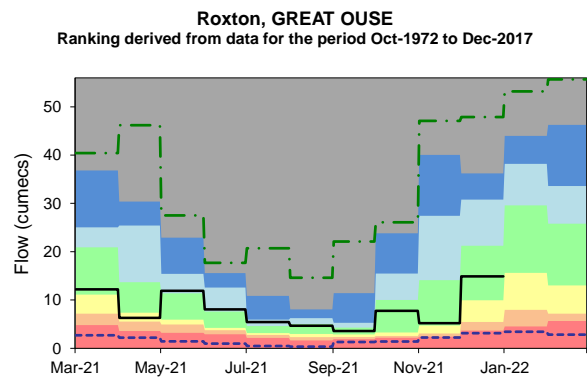
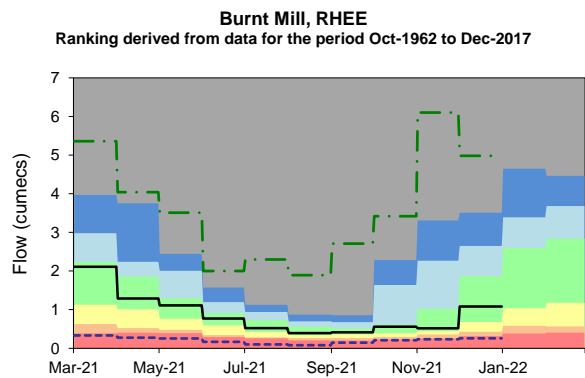
Data based on MORECS (Met Office © Crown Copyright)



# River Flow

December 2021

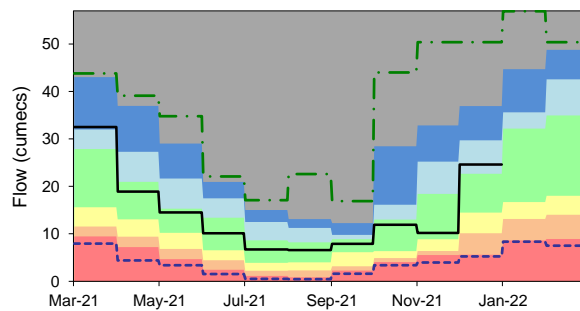






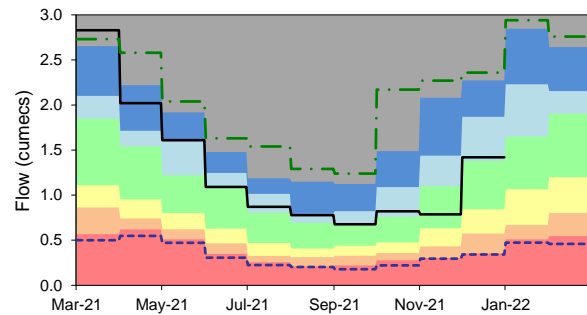
**Denver, ELY OUSE**

Ranking derived from data for the period Nov-1971 to Dec-2017



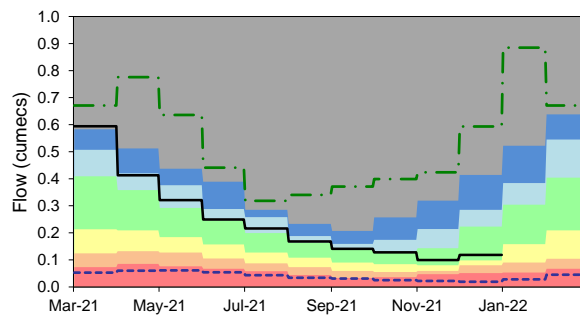
**Marham, NAR**

Ranking derived from data for the period Apr-1982 to Dec-2017



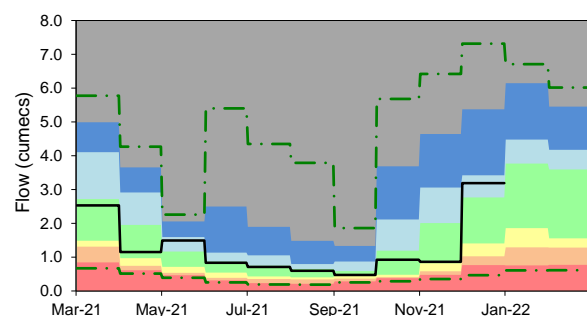
**Heacham, HEACHAM**

Ranking derived from data for the period Nov-1965 to Dec-2017



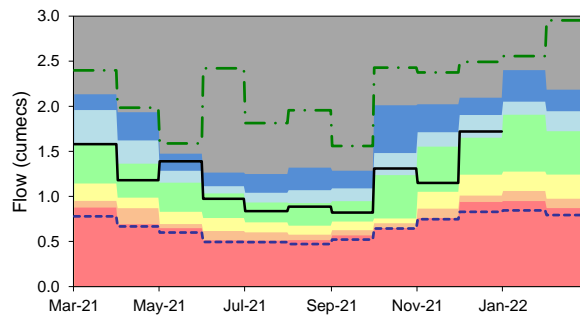
**Colney, YARE**

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



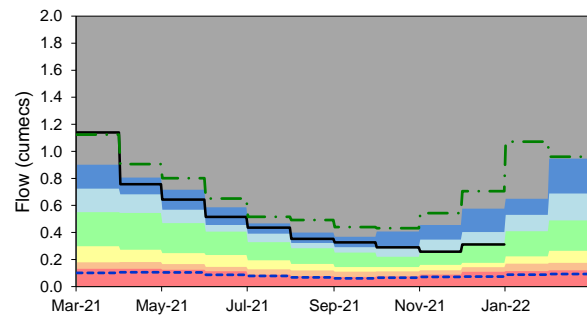
**Ingworth, BURE**

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



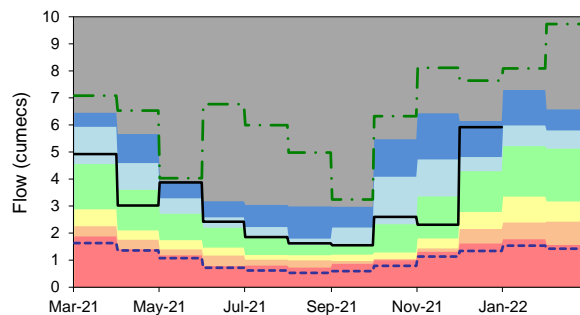
**Burnham Overy, BURN**

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



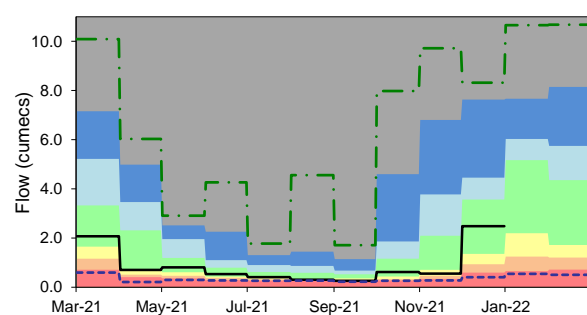
**Swanton Morley Total, WENSUM**

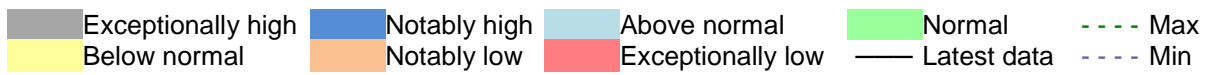
Ranking derived from data for the period Jan-1970 to Dec-2017



**Needham Weir Total, WAVENEY (LOWER)**

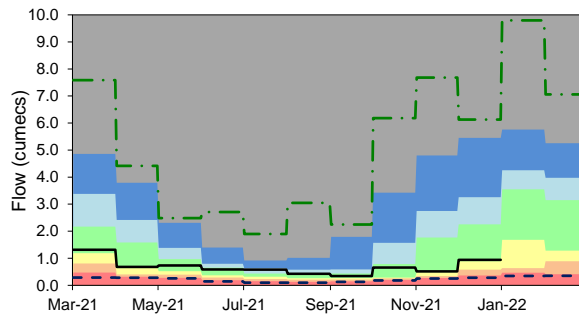
Ranking derived from data for the period Jan-1970 to Dec-2017





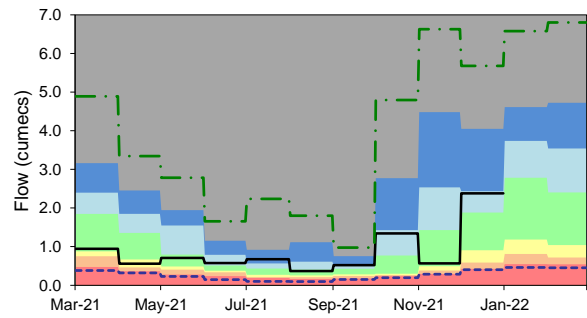
**Bramford, GIPPING**

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



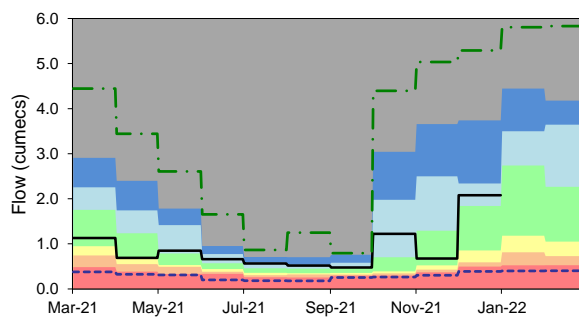
**Lexden, COLNE**

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



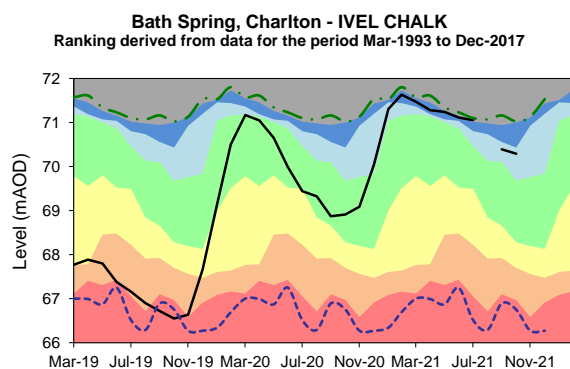
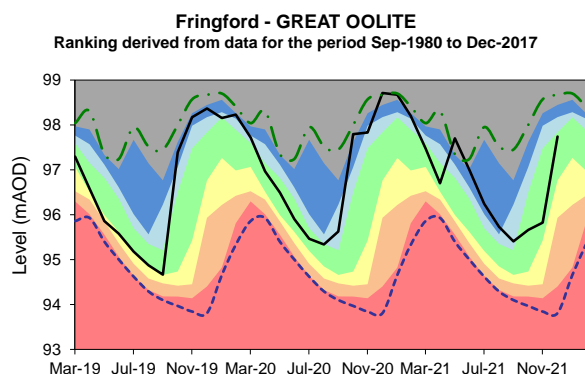
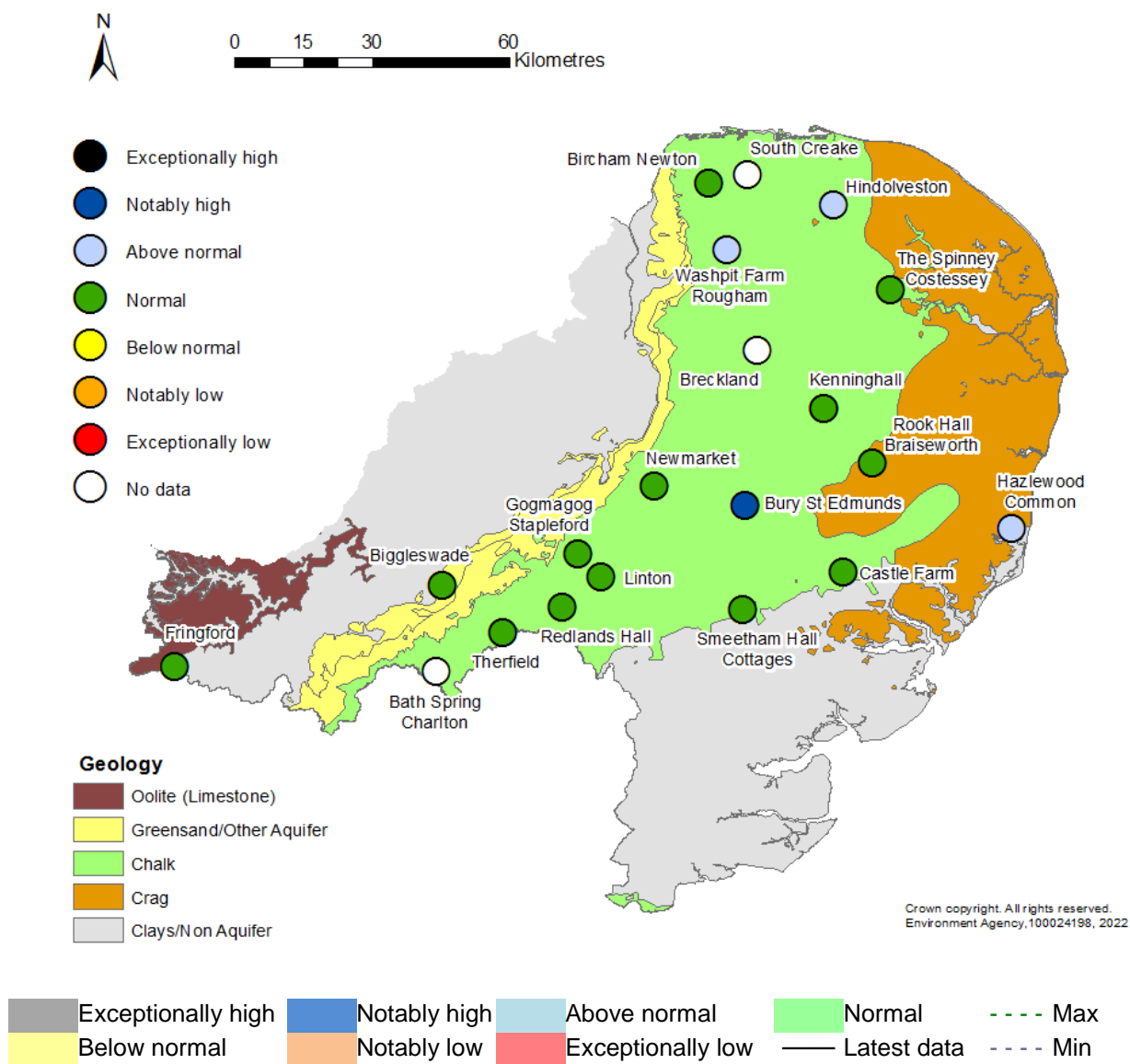
**Springfield, CHELMER**

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



# Groundwater Levels

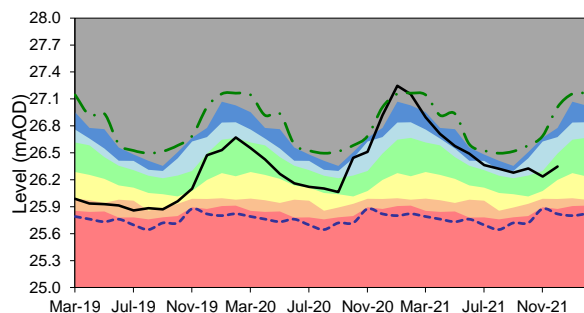
December 2021



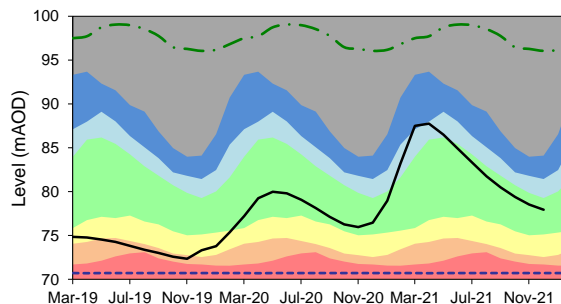




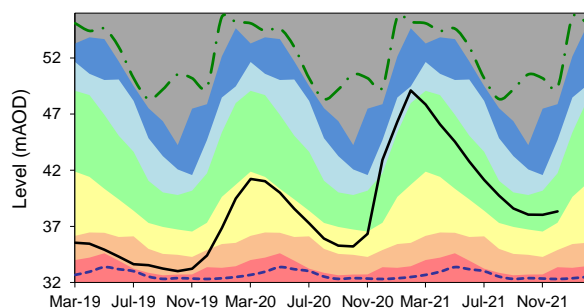
**Biggleswade - IVEL SANDSTONE**  
Ranking derived from data for the period Mar-1968 to Dec-2017



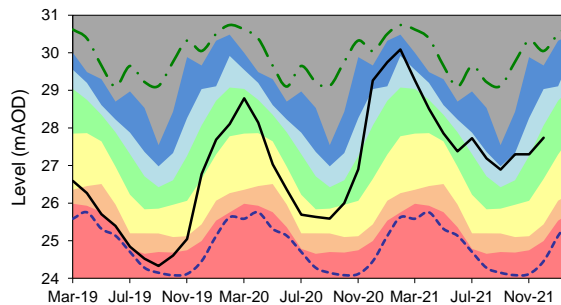
**Therfield Rectory - N HERTS CHALK**  
Ranking derived from data for the period Jan-1883 to Dec-2017



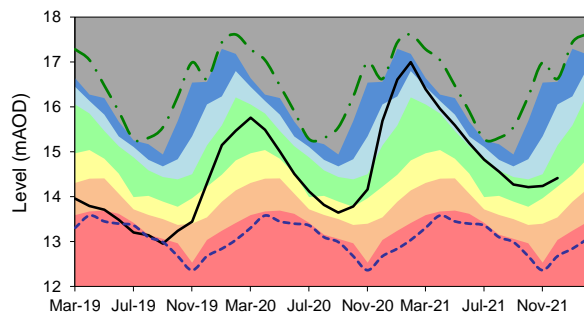
**Redlands Hall, Ickleton - CAM CHALK**  
Ranking derived from data for the period Aug-1963 to Dec-2017



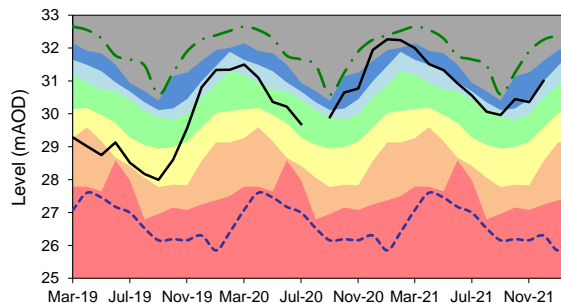
**Linton - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



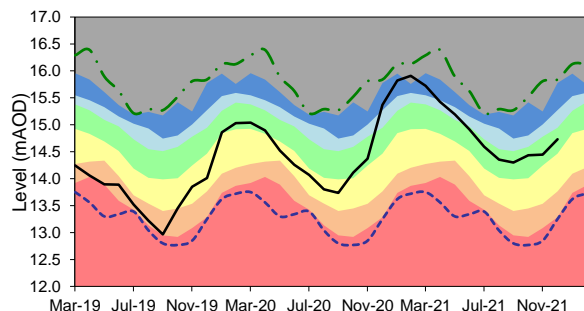
**Gog Magog, Stapleford - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



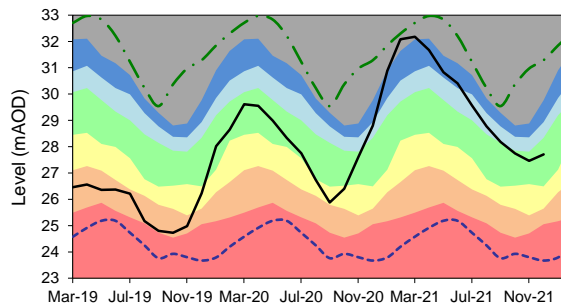
**Bury St Edmunds - UPPER LARK CHALK**  
Ranking derived from data for the period May-1983 to Dec-2017



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

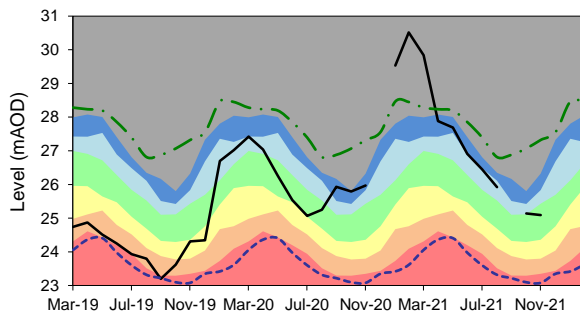


**Kenninghall - LITTLE OUSE CHALK**  
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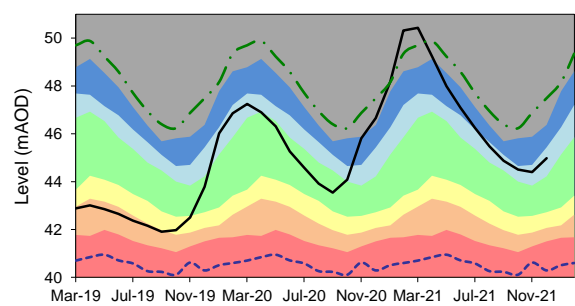




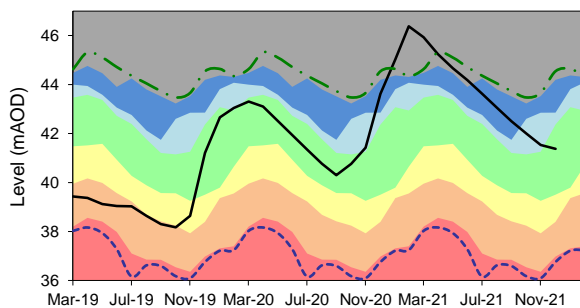
**Breckland - WISEY CHALK**  
Ranking derived from data for the period Jan-1971 to Nov-2017



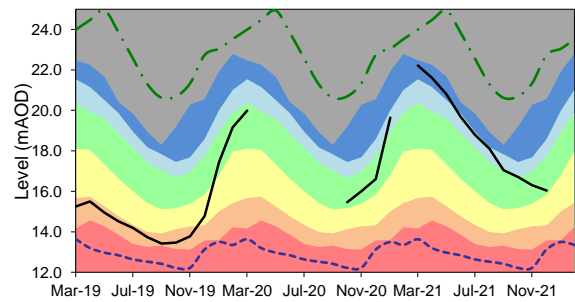
**Washpit Farm, Rougham - NW NORFOLK CHALK**  
Ranking derived from data for the period May-1950 to Dec-2017



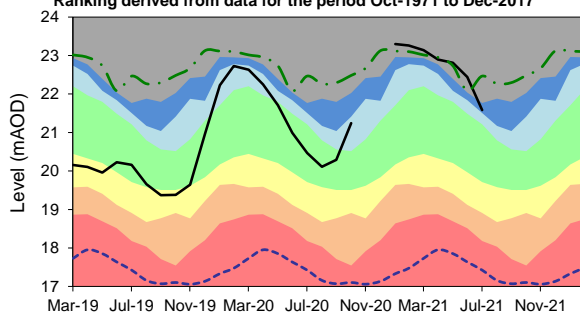
**Bircham Newton - NW NORFOLK CHALK**  
Ranking derived from data for the period Mar-1995 to Sep-2017



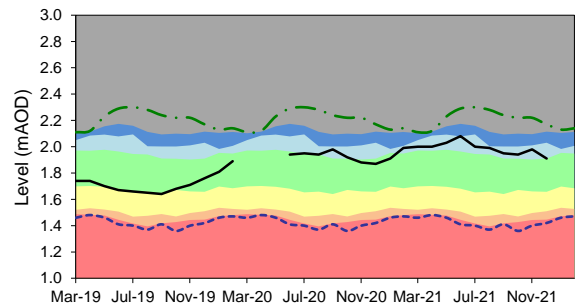
**Castle Farm, Offton - MID SUFFOLK CHALK**  
Ranking derived from data for the period Mar-1967 to Dec-2017



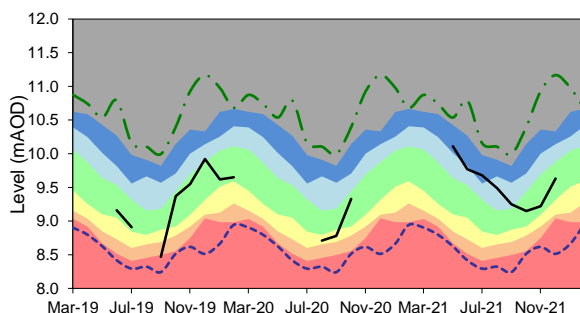
**Old Primary School, South Creake  
NW NORFOLK CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017



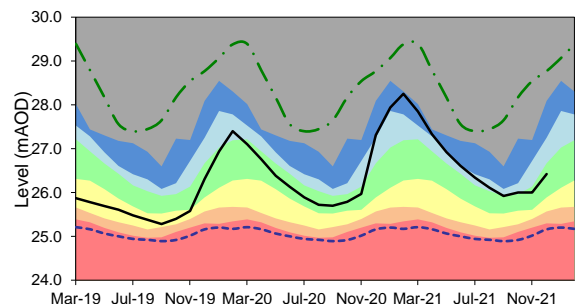
**Hazlewood Common, SUFFOLK CRAG**  
Ranking derived from data for the period Oct-1988 Feb-2020

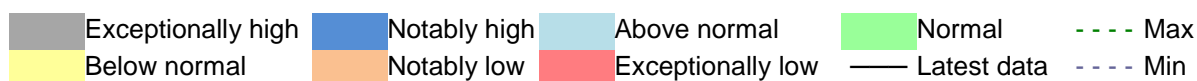


**The Spinney, Costessey - WENSUM CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017

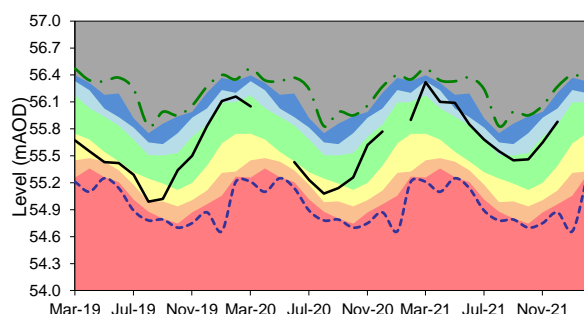


**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
Ranking derived from data for the period Jan-1964 to Dec-2017

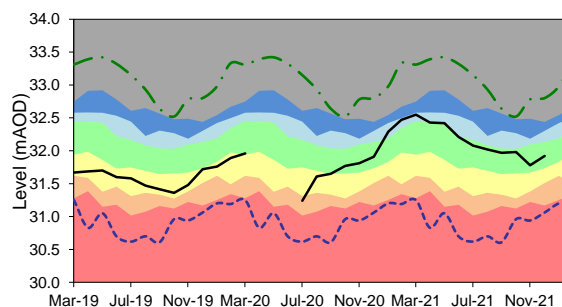




**Hindolveston - NORFOLK CHALK**  
Ranking derived from data for the period Sep-1984 to Nov-2017



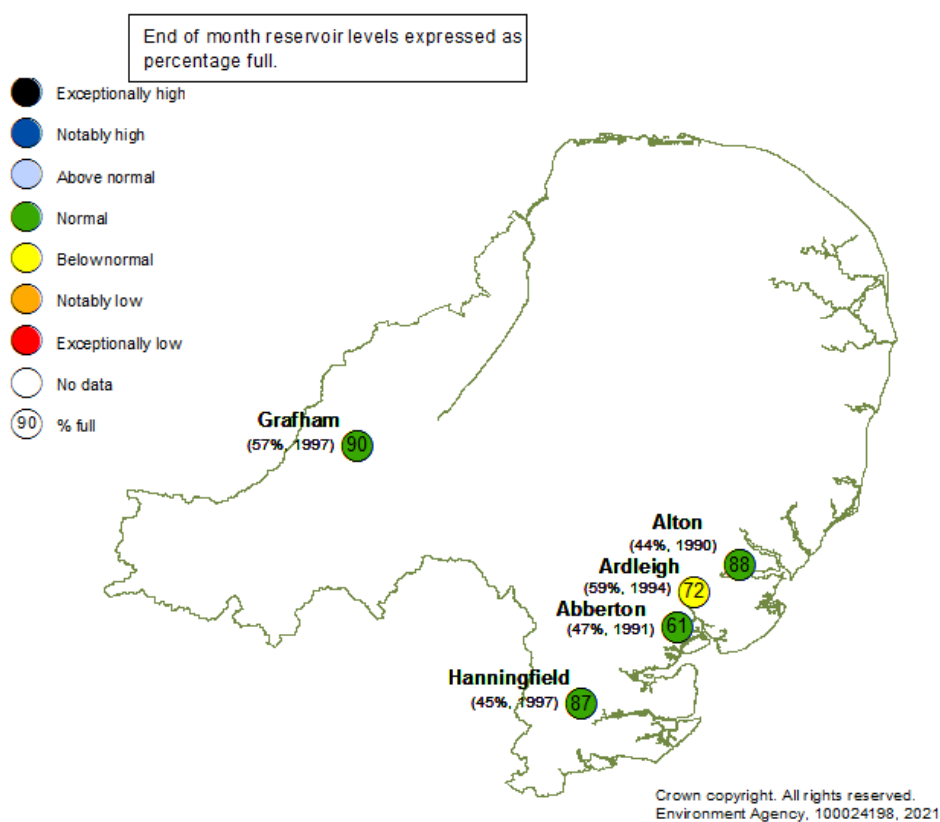
**Rook Hall, Braiseworth - SUFFOLK CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



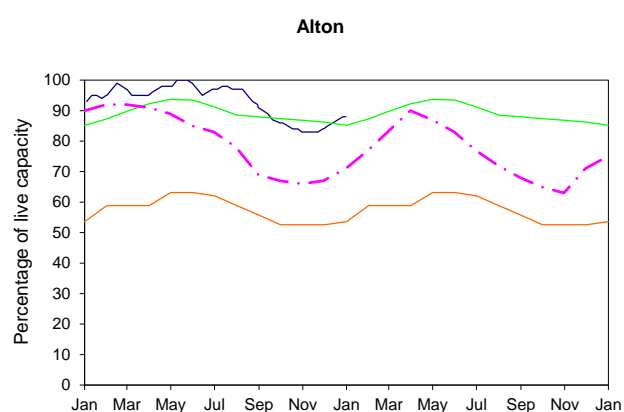
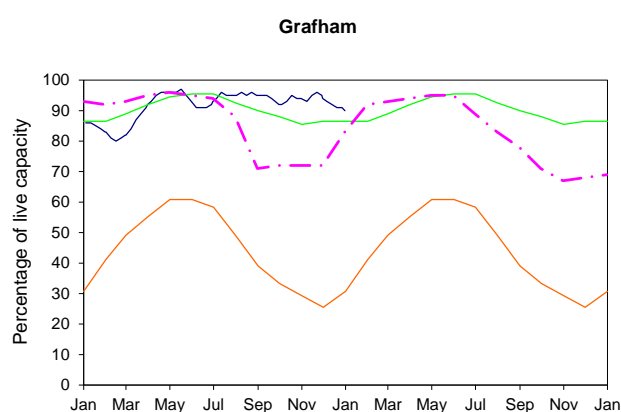
# Reservoir Stocks

December 2021

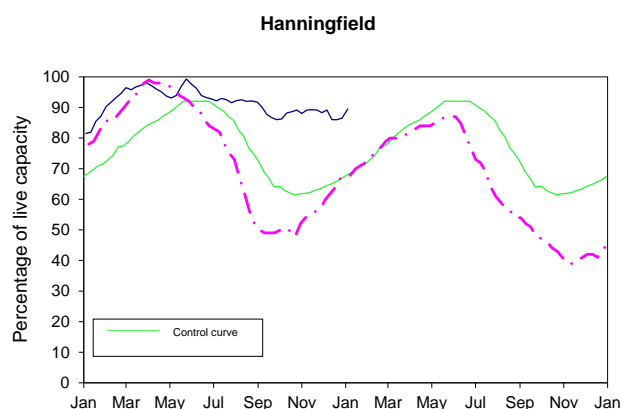
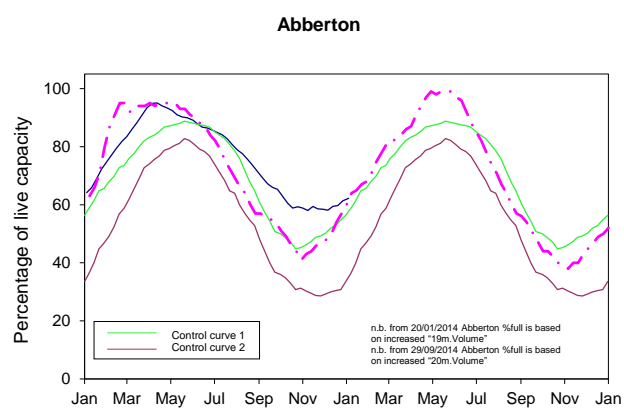
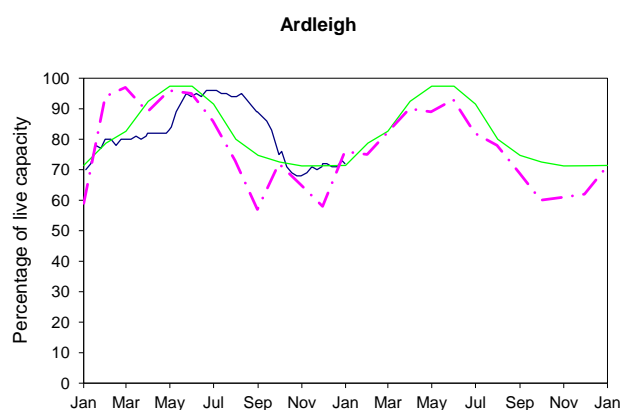
December 2021



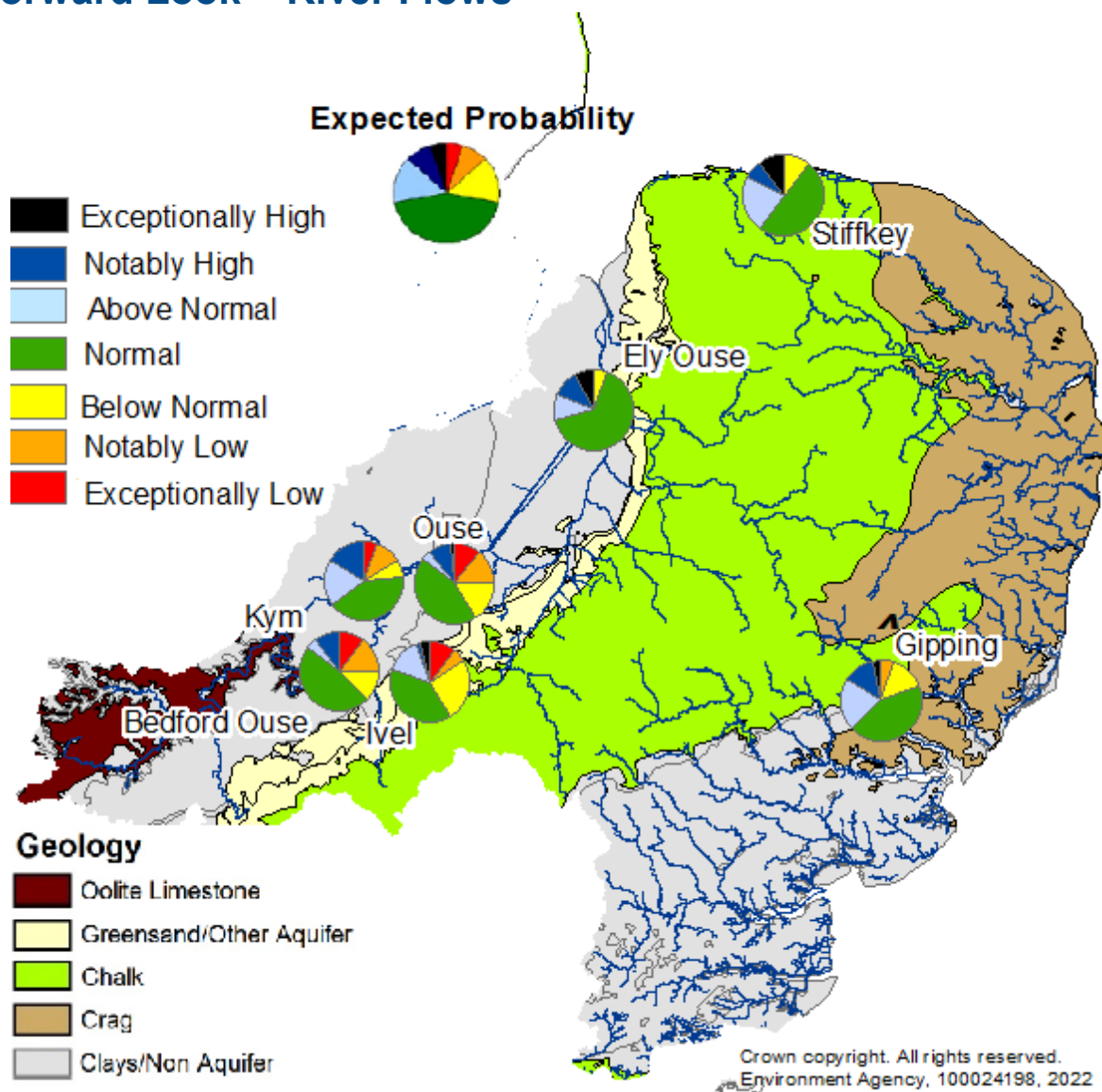
— 2020-2021    — Normal Operating Curve    — Drought Alert Curve    — 1995-1996



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



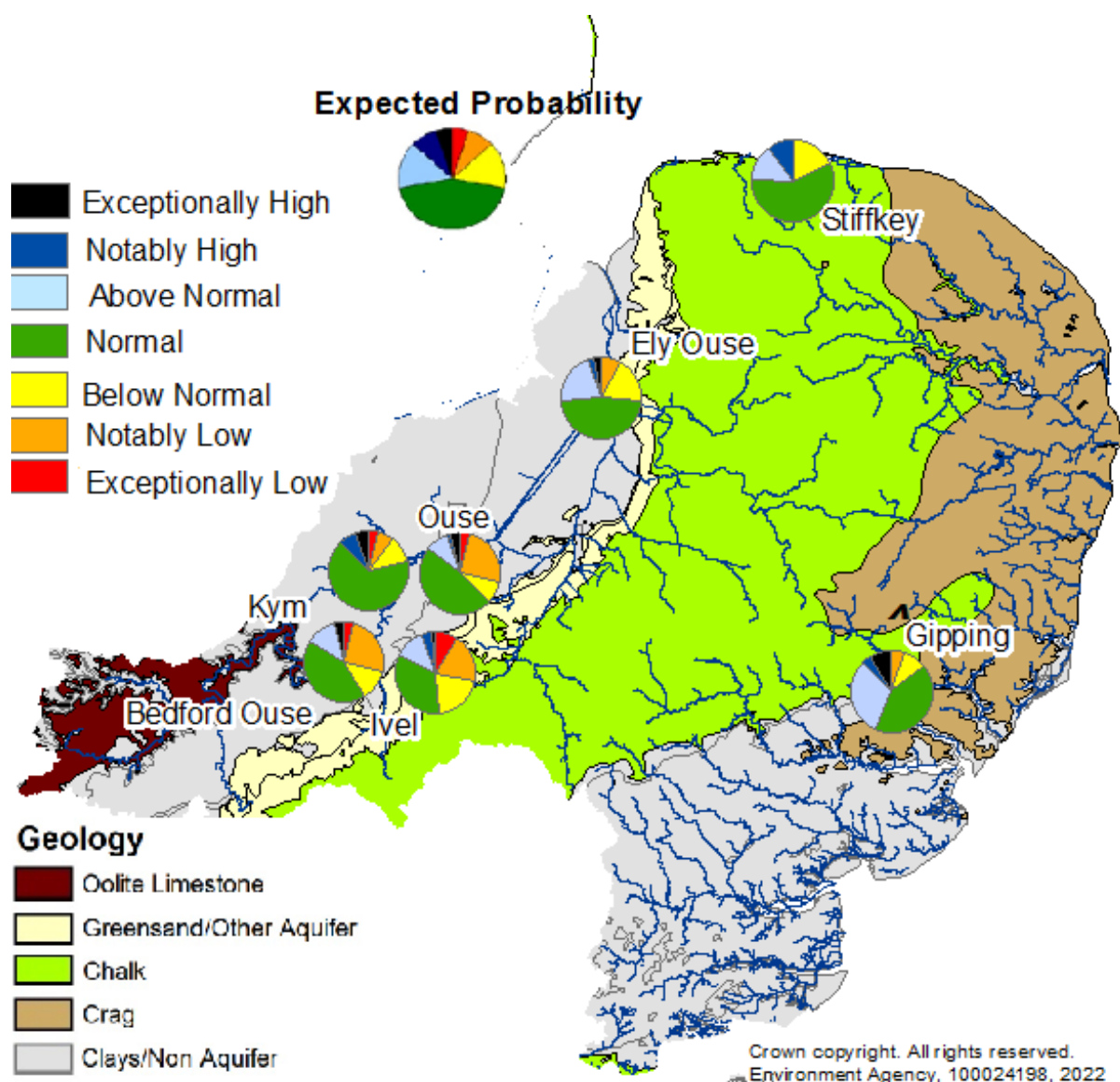
## Forward Look – River Flows



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 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, 2022.

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

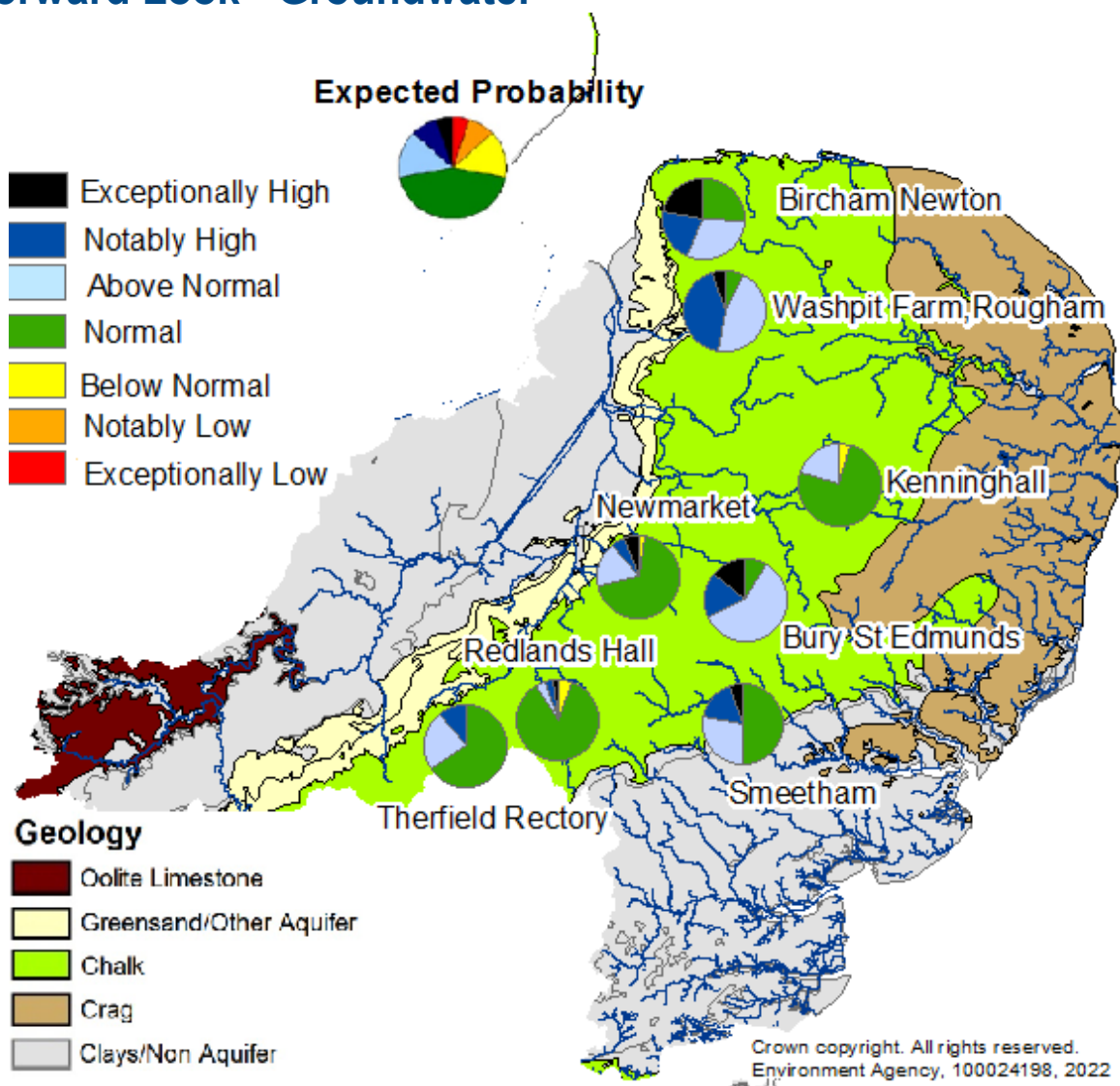


Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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

**Probabilistic ensemble projections of river flows at key indicator sites in June 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, 2022



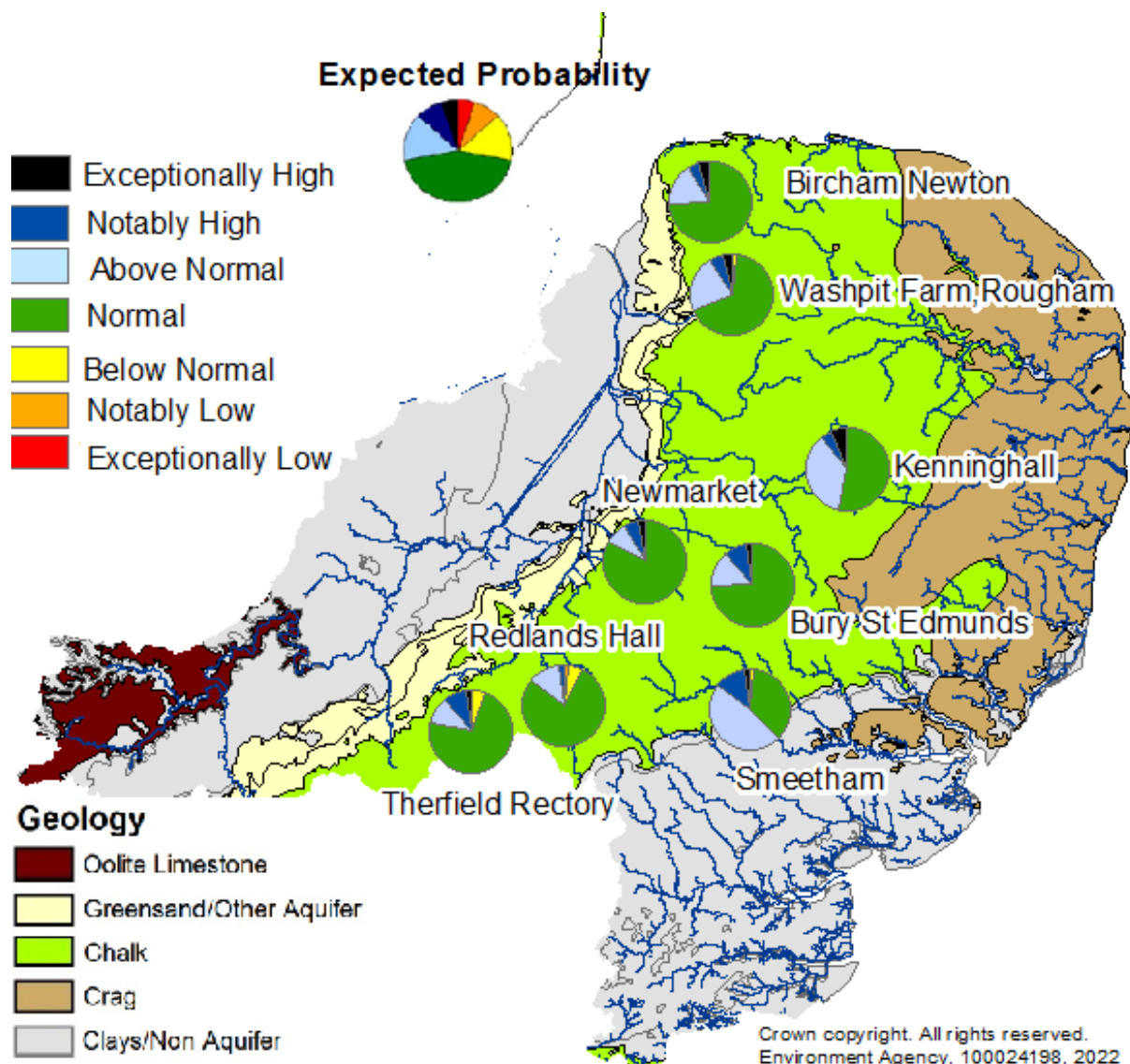
## Forward Look - Groundwater



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, 2022.





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, 2022.

## Glossary

### Term

### Definition

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

Categories

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

# Monthly Water Situation Report

## East of England

### Summary – November 2021

November was a very dry month with an average of 28mm of rainfall falling across the region, with much of this rainfall falling in the later end of the month. Catchments in the west and south of the area received less rainfall (exceptionally low levels) than those in the north and east of the area (below normal levels). The South Essex catchment only received 8.5mm in November, making it the driest November on record. Despite the low levels of rainfall, SMD, river flows and groundwater levels are mostly at normal levels for the time of year (a slight reduction from the October report). Impacts of the dry November may be seen further down the line in groundwater due to the limited recharge that occurred this month. Elsewhere, reservoir levels across the region are generally healthy, with all sites other than Alton operating at or above the normal operational curve.

### Rainfall

Average rainfall across the area was 28mm for November 2021, which is 48% of the LTA, meaning rainfall for the area is classified as notably low for the time of year. Rainfall varied between 16-72% of the LTA across the catchments, with the southern and western catchments being classified as exceptionally low whilst the eastern and northern catchments received below normal levels of rainfall. The record for driest November on record was broken in the South Essex catchment with only 8.5mm of rainfall being recorded (The previous record was 10.7mm in 1945). Elsewhere, the Lower and Upper Bedford Ouse received the 2<sup>nd</sup> and 3<sup>rd</sup> driest November on record respectively, whilst the Cam and Central Area Fenland received the 4<sup>th</sup> driest November on record. Most of the rainfall fell at the later end of the month, without this rainfall, more than one record for driest November would have been broken. Both the 3-month and 6-month totals show that all catchments have received normal levels of rainfall during these periods. The 12-month total shows that most catchments have received above normal levels of rainfall, other than two catchments on the East coast which have received normal levels of rainfall during this period.

### Soil Moisture Deficit/Recharge

Despite the low levels of rainfall, SMD slightly decreased across the area. The observed decrease was caused by the decreasing temperatures resulting in less water being lost via evaporation/evapotranspiration. The levels across the region are classified as normal for the time of year.

### River Flows

Most river flow sites across the area are currently at normal levels for the time of year (albeit low end of normal for most sites). The only exceptions to this are the Rivers Toye, Cam and Waveney which are currently at below normal levels and the River Burn which is at above normal levels. The overall classification of several sites has gone down from the October report (where all sites were at normal to notably high levels) – this is due to the low levels of rainfall in November.

### Groundwater Levels

Most groundwater sites are currently at normal levels for the time of year. There are five groundwater sites which are currently at above normal levels across the area. The overall classification of a few sites has dropped from the October report where there were 10 sites were at above normal levels and 1 site at notably high levels (rest at normal levels). These drops in classification are due to the low levels of rainfall in November and thus limited groundwater recharge (particularly compared to the normal levels of recharge at this time of year). A few sites have showed limited recharge from the October report, whilst most sites levels have remained stable or even dropped slightly.

## Reservoir Storage/Water Resource Zone Stocks

All reservoirs other than Alton are currently operating at or above their normal operational curves. Alton is slightly below its normal operational curve, but levels were on the rise towards the end of the month. The levels at Grafham and Hanningfield are classified as above normal for the time of year whilst the levels at Abberton and Alton are classified as normal. Current levels at Ardleigh are classified as below normal for the time of year.

## Environmental Impact

Groundwater support scheme operations slightly decreased in November with one pump being turned off in the Rhee scheme. The Lodes-Granta groundwater support scheme currently has 4 of the 6 pumps operating whilst the Rhee groundwater support scheme currently has 3 of the 8 pumps operating. The Hiz and Thet-Little Ouse schemes both remained with no pumping. There was 32 flood alerts and 10 flood warnings issued across East Anglia in November 2021. No HOFs were issued.

## Forward Look

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

**December 2021:** The Ivel is showing an increased probability of above normal flows. Both Gipping and Stiffkey are showing an increased probability of normal flows. Sites along the Ouse are all showing a slightly increased probability of below normal flows whilst the Kym is showing a slightly increased probability of notably low flows.

**March 2022:** Most sites are showing a slightly increased probability of greater than normal flows except for the Ely Ouse which is showing an increased probability of normal flows.

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

**March 2022:** All sites are showing a greatly reduced probability of notably low/exceptionally low levels. Five of the eight GW sites are showing a significantly increased probability of greater than normal levels.

**September 2022:** Most sites are showing an increased probability of normal levels. Only exceptions are Smeetham and Therfield Rectory which are showing an increased probability of above normal levels.

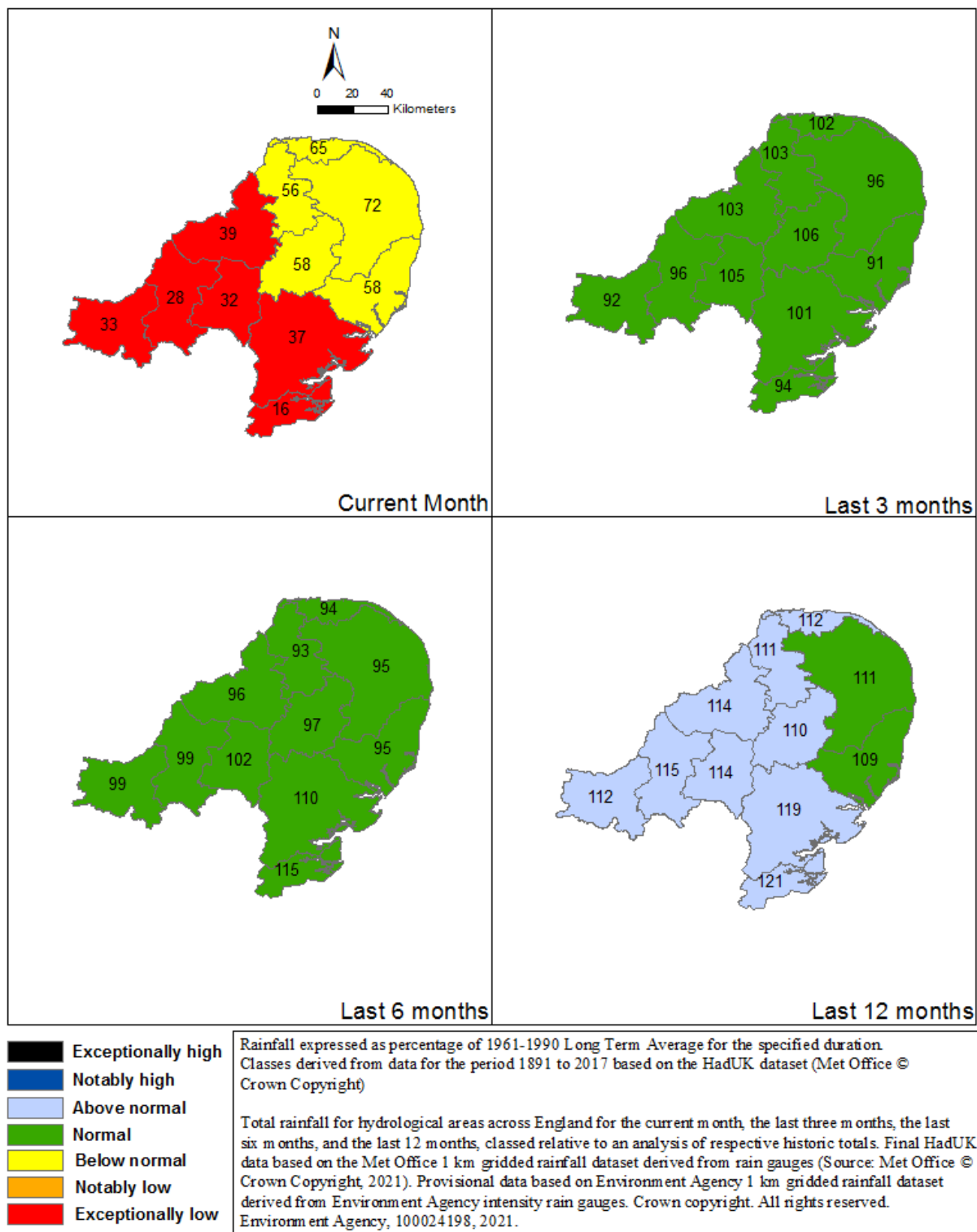
Author:

[ANG-Hydrology](#)

Contact details: 03708506506

# Rainfall

November 2021

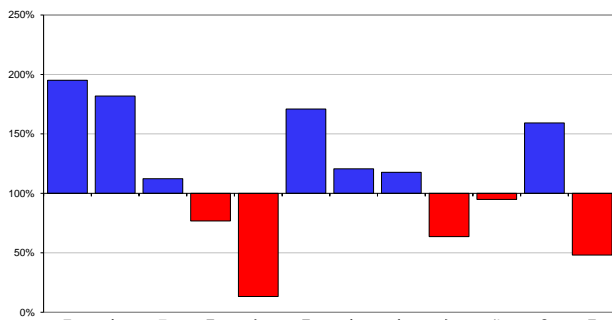




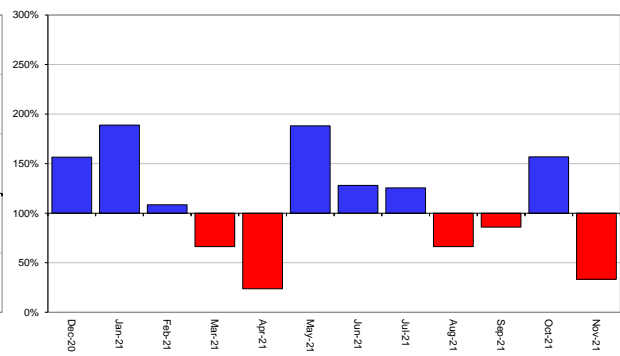
**Above average rainfall**

**Below average rainfall**

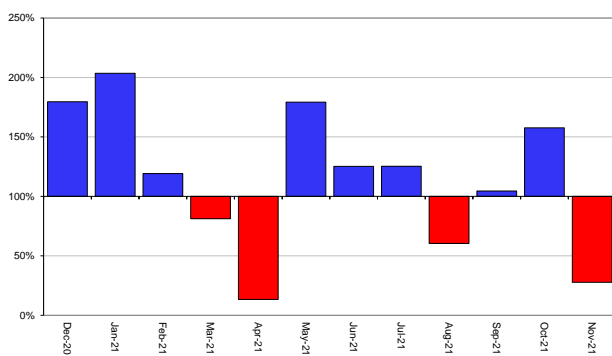
1-Month Period for East Anglia



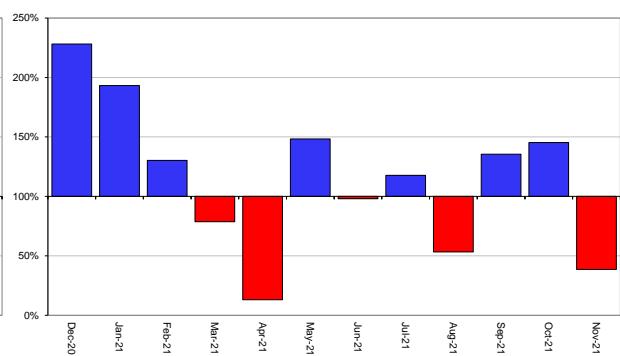
1-Month Period for Upper Bedford Ouse



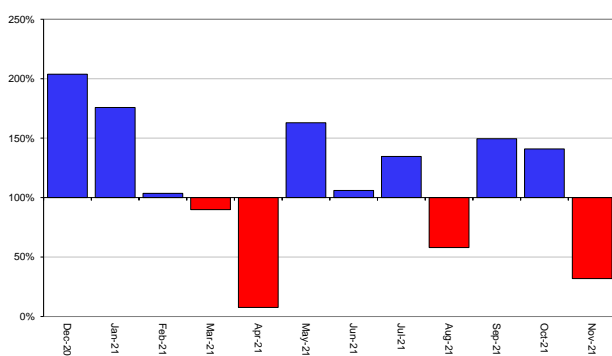
1-Month Period for Lower Bedford Ouse



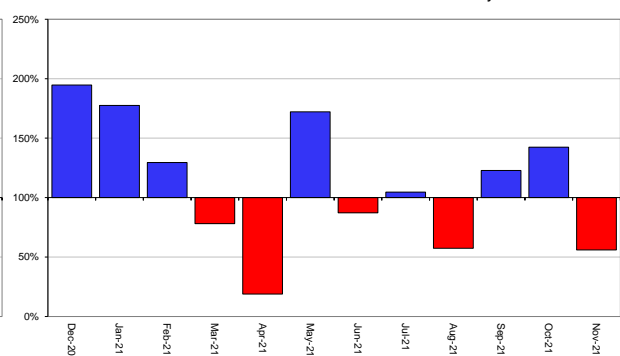
1-Month Period for Central Area Fenland



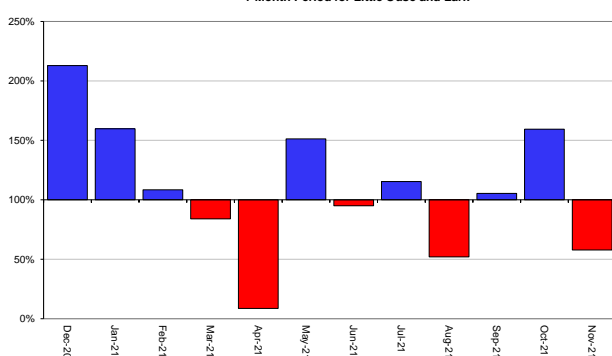
1-Month Period for Cam



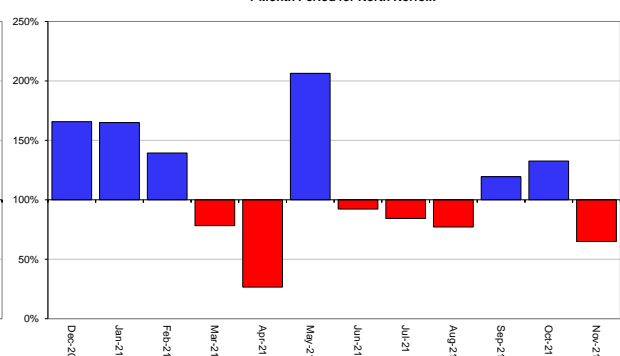
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark



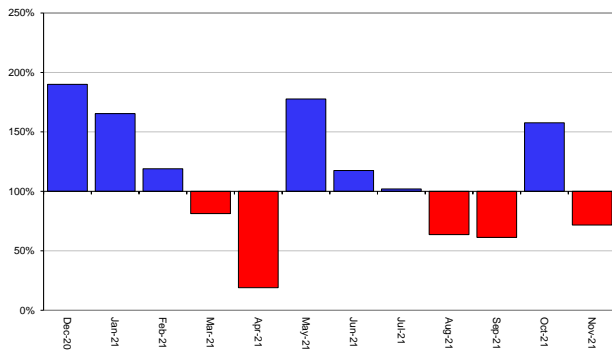
1-Month Period for North Norfolk



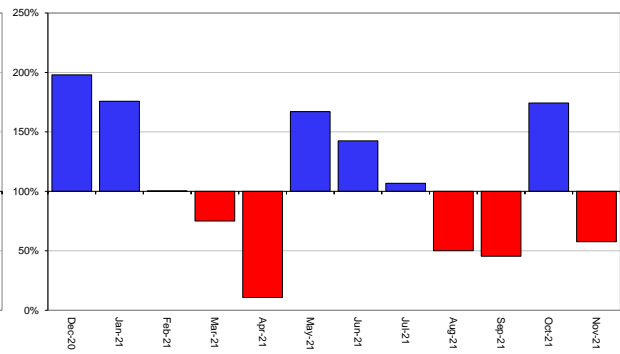
**Above average rainfall**

**Below average rainfall**

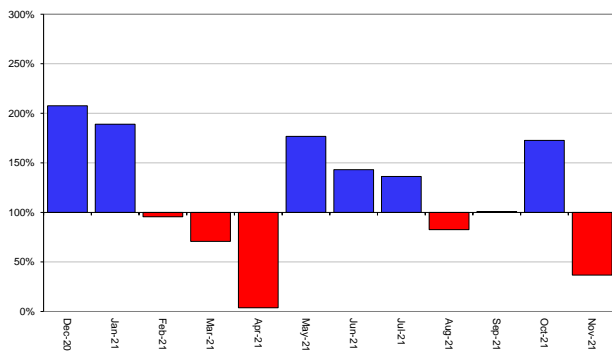
1-Month Period for Broadland Rivers



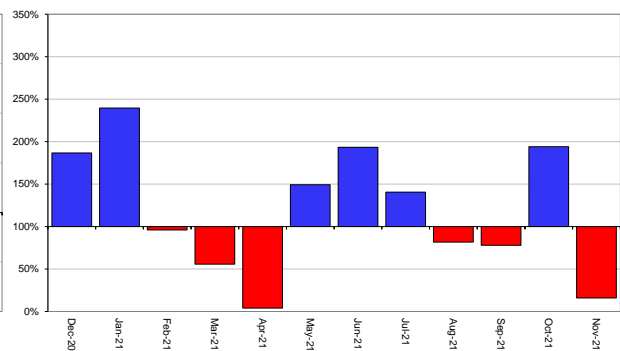
1-Month Period for East Suffolk



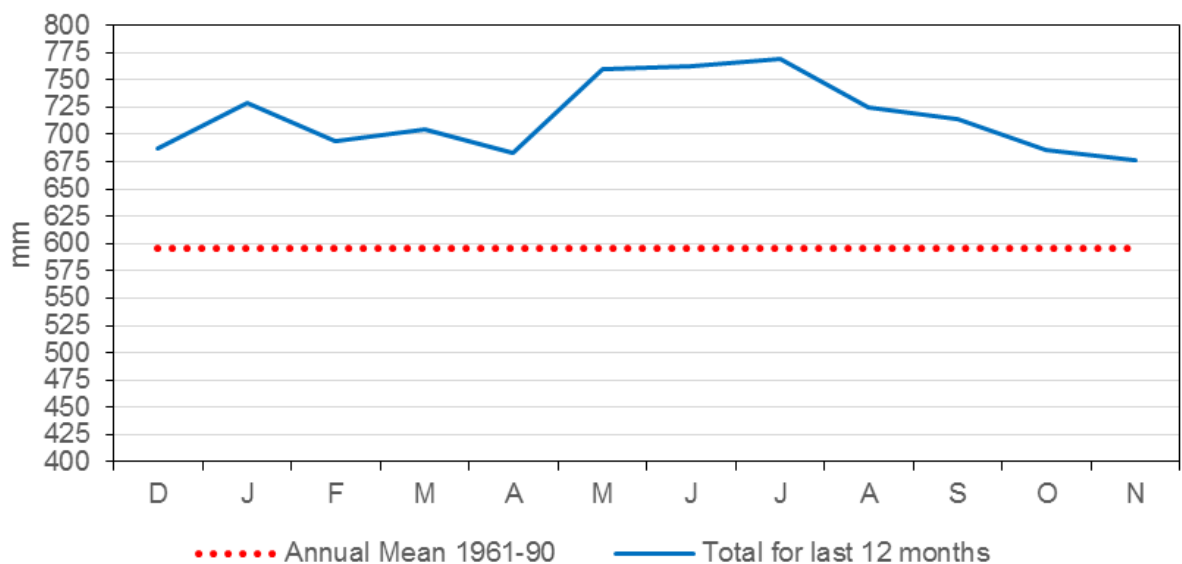
1-Month Period for North Essex



1-Month Period for South Essex

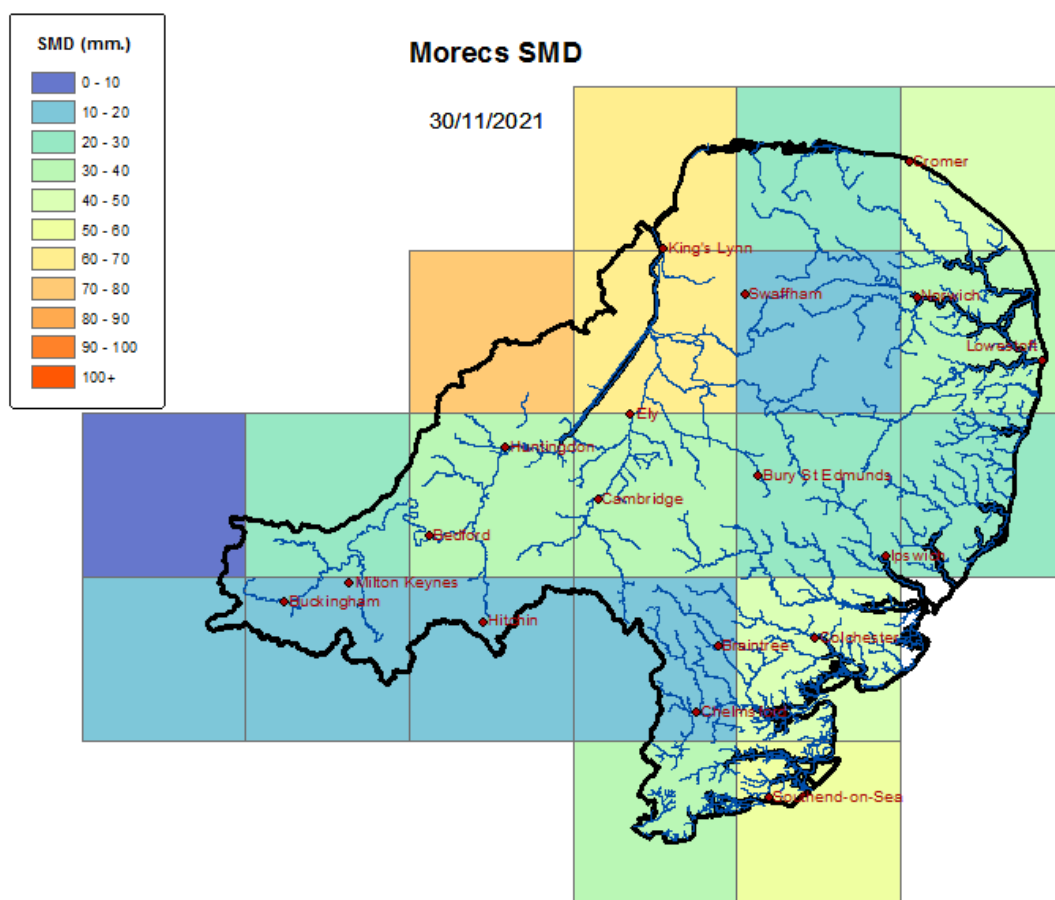


## Monthly Rainfall Surplus/Deficit

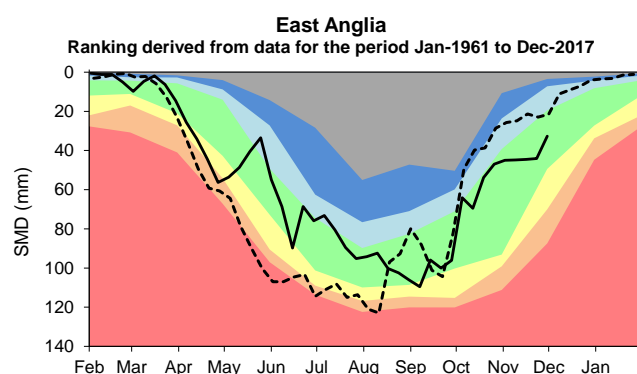
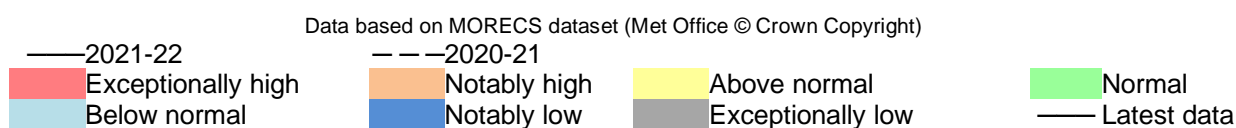




# Soil Moisture Deficit

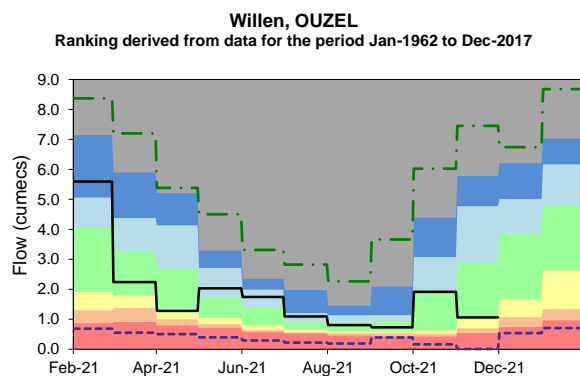
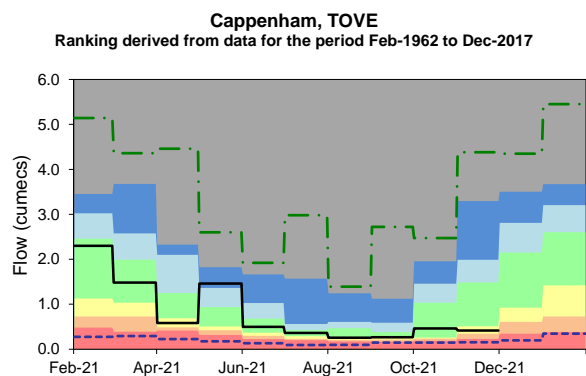
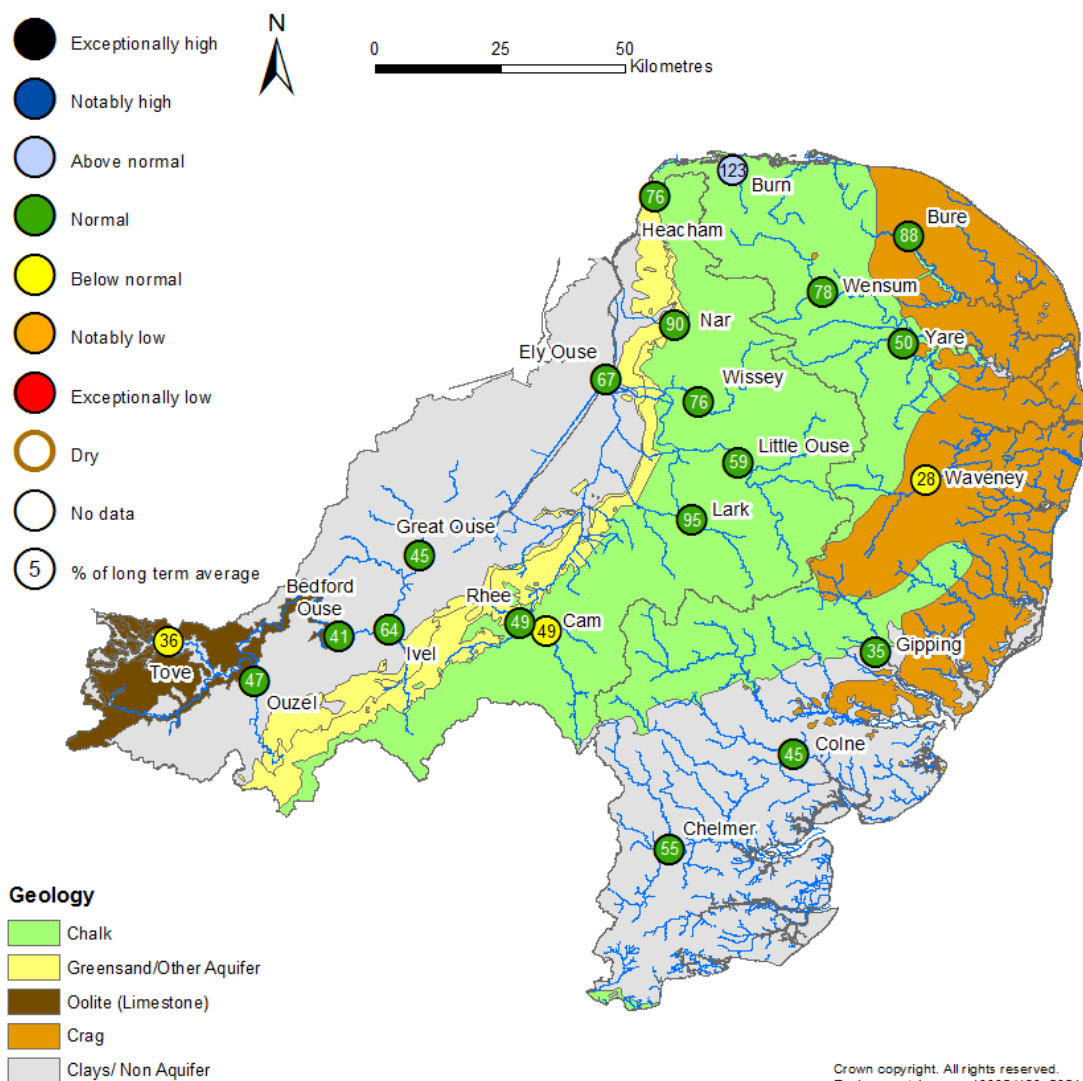


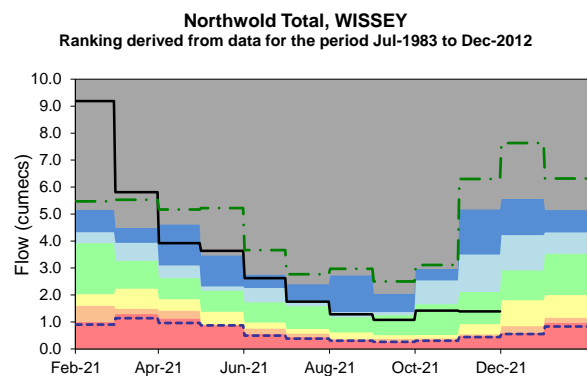
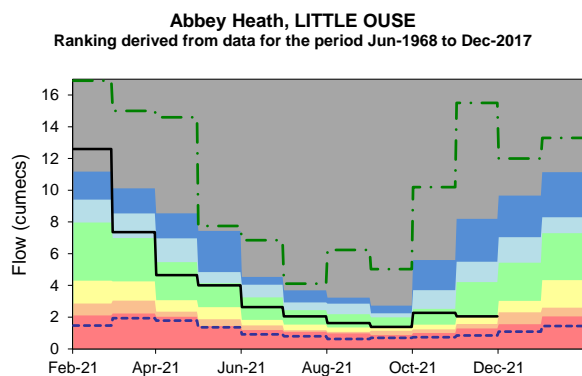
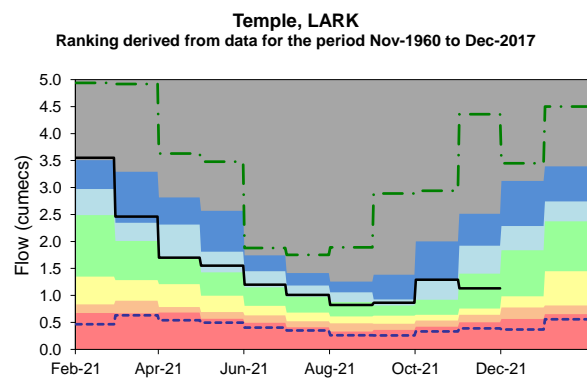
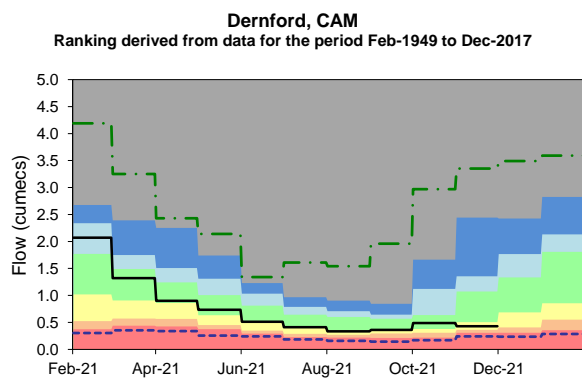
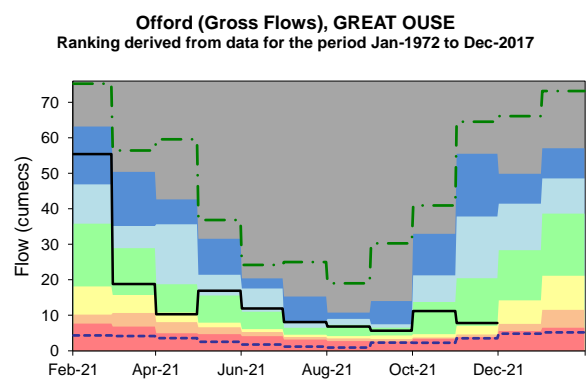
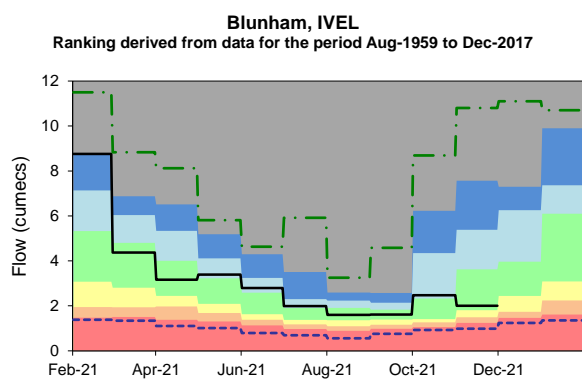
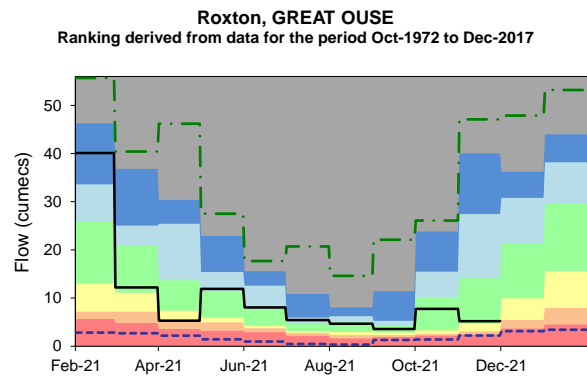
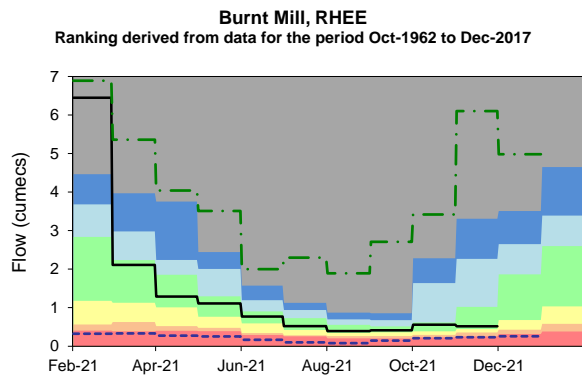
Data based on MORECS (Met Office © Crown Copyright)

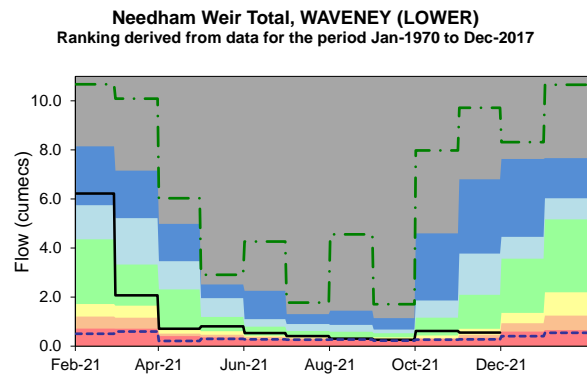
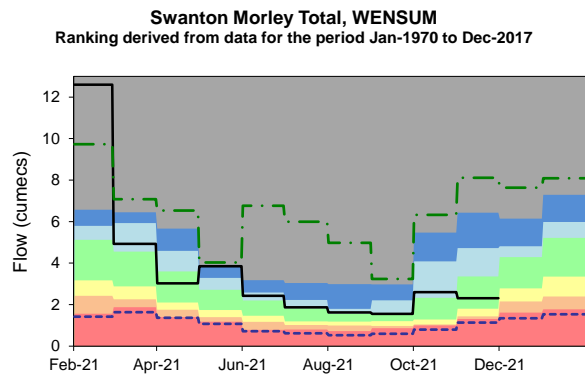
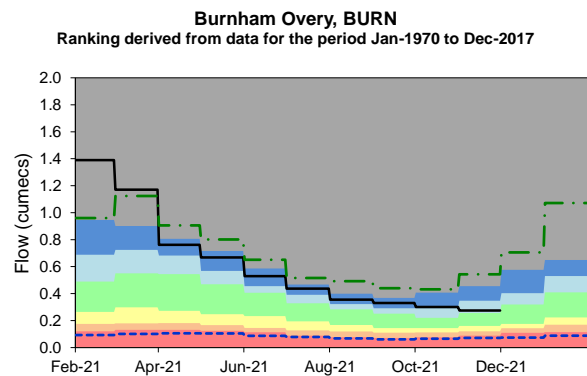
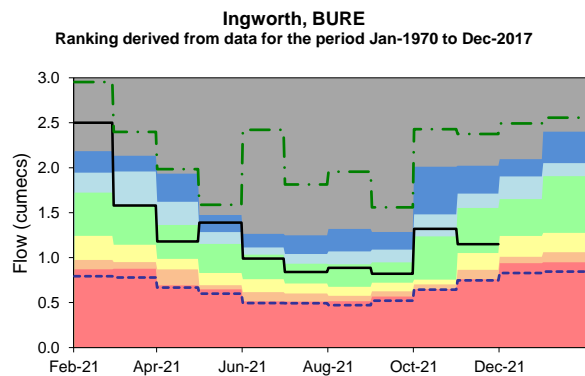
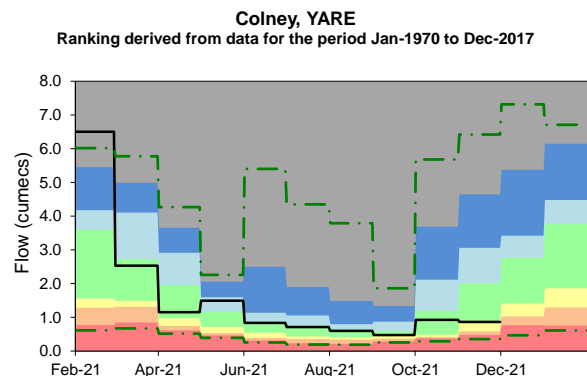
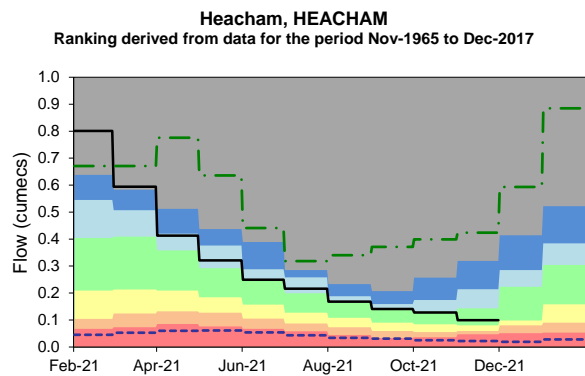
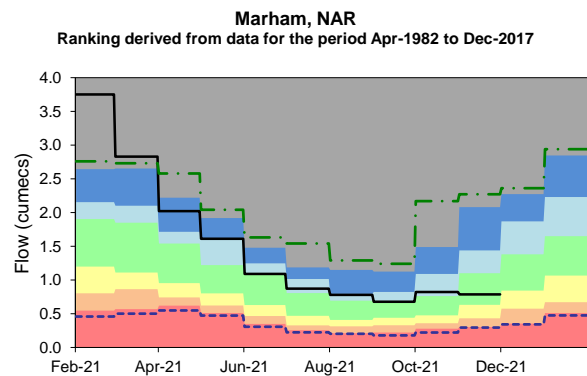
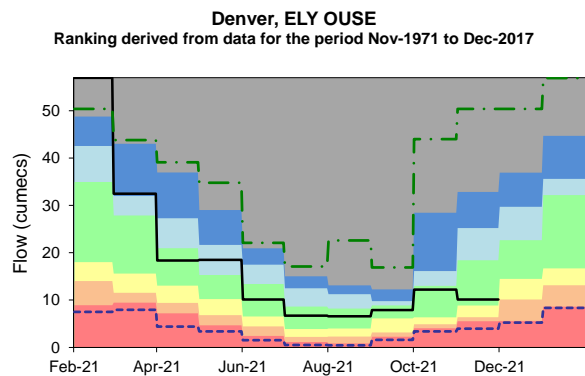


# River Flow

November 2021



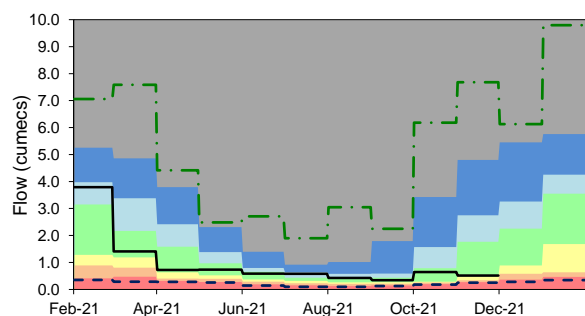






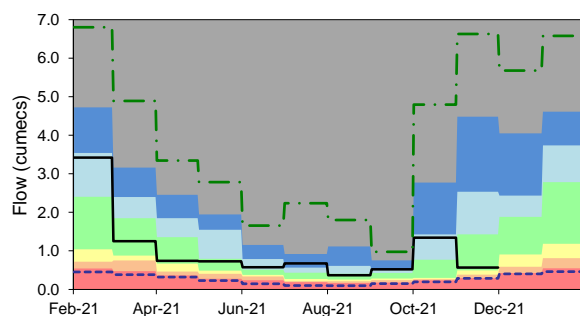
**Bramford, GIPPING**

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



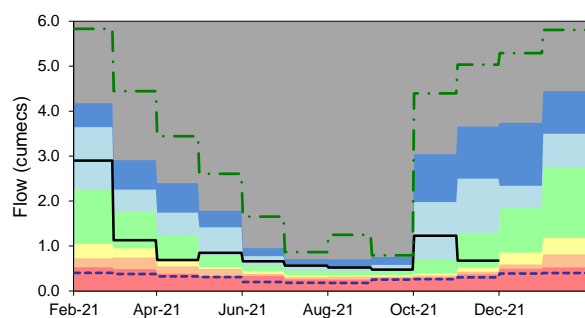
**Lexden, COLNE**

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

November 2021

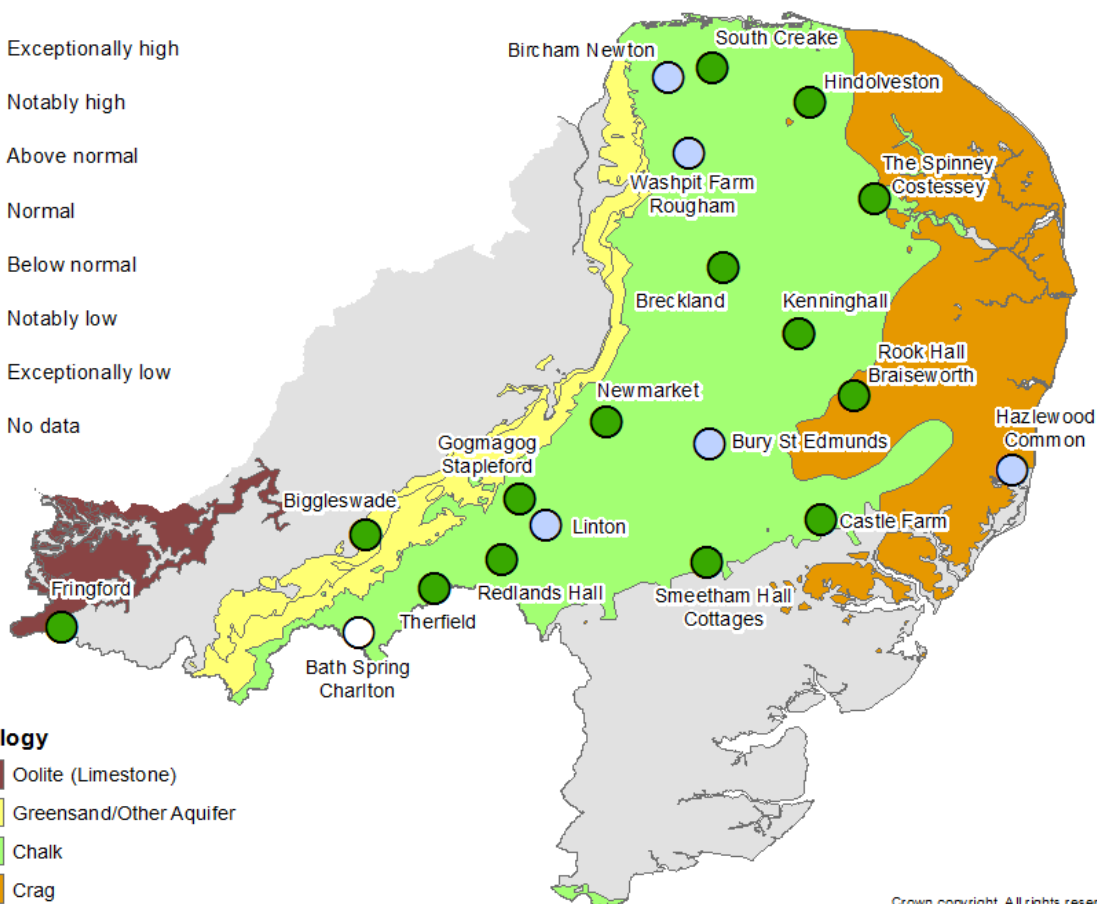


0 15 30 60 Kilometres

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

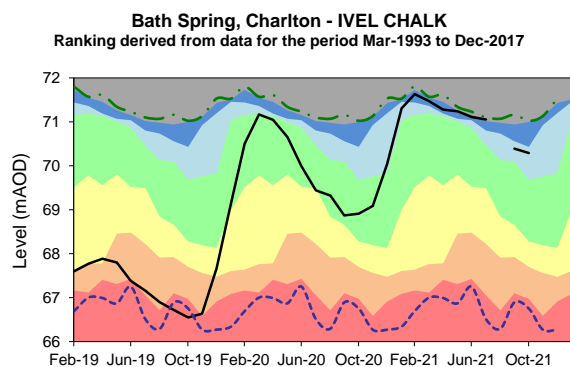
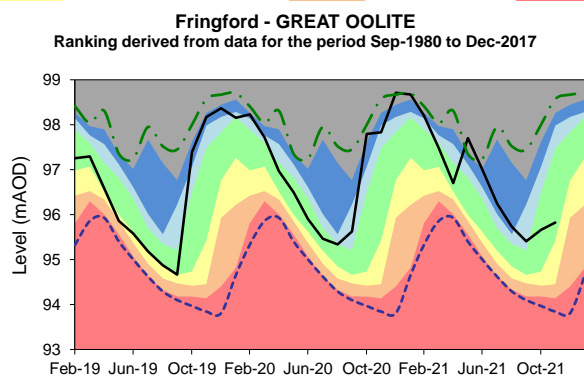
## Geology

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



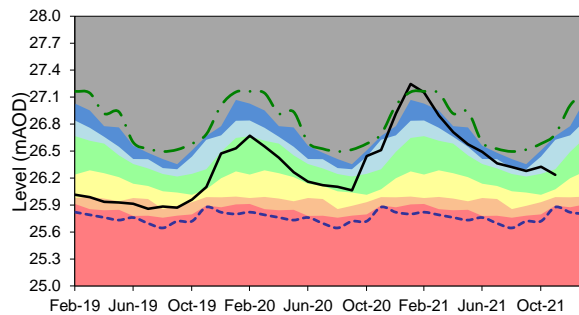
Crown copyright. All rights reserved.  
Environment Agency, 100024198, 2021

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

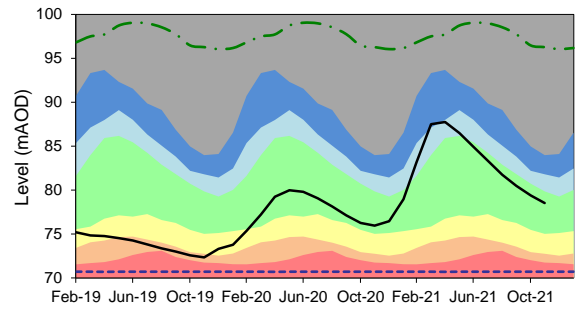




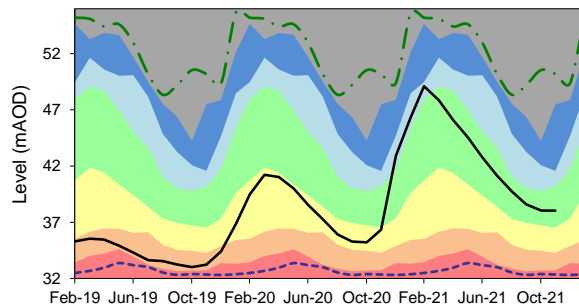
**Biggleswade - IVEL SANDSTONE**  
Ranking derived from data for the period Mar-1968 to Dec-2017



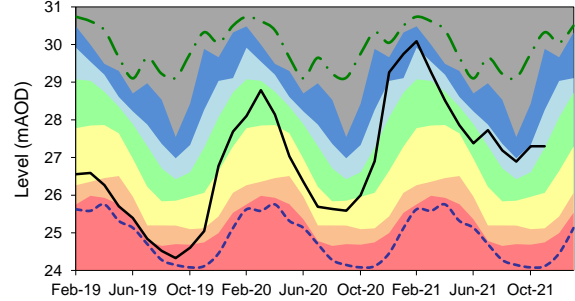
**Therfield Rectory - N HERTS CHALK**  
Ranking derived from data for the period Jan-1883 to Dec-2017



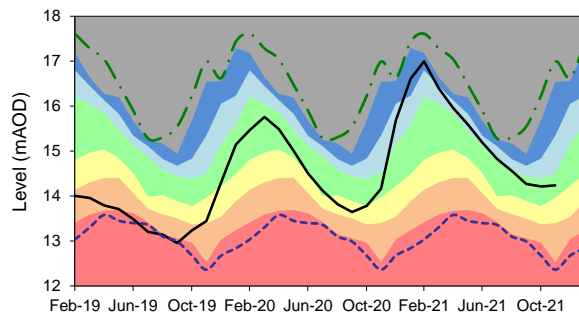
**Redlands Hall, Ickleton - CAM CHALK**  
Ranking derived from data for the period Aug-1963 to Dec-2017



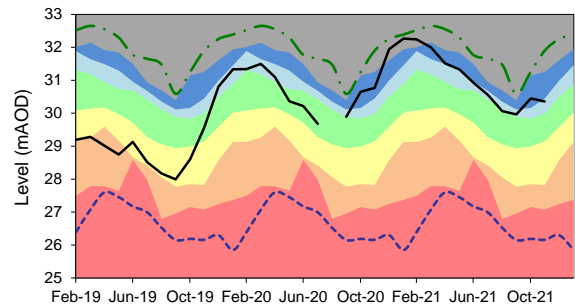
**Linton - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



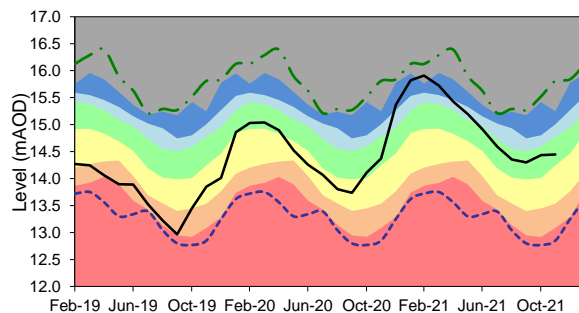
**Gog Magog, Stapleford - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



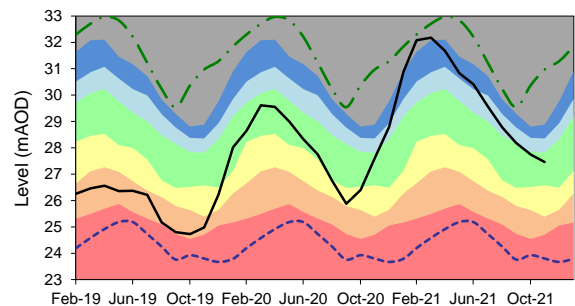
**Bury St Edmunds - UPPER LARK CHALK**  
Ranking derived from data for the period May-1983 to Dec-2017



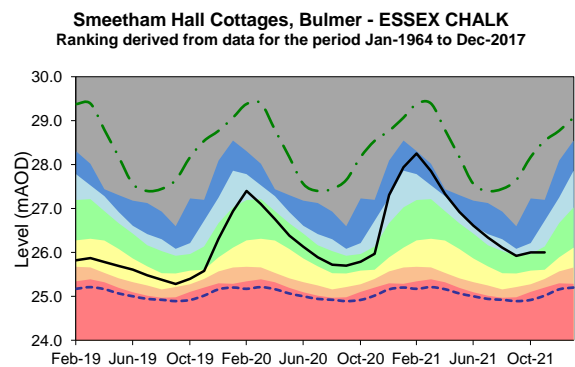
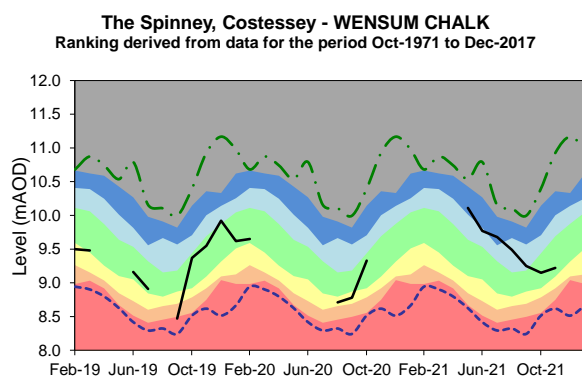
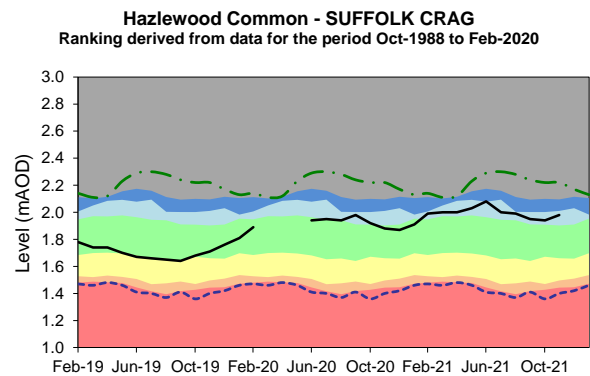
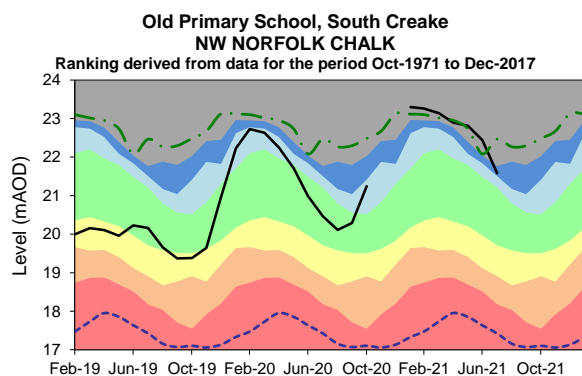
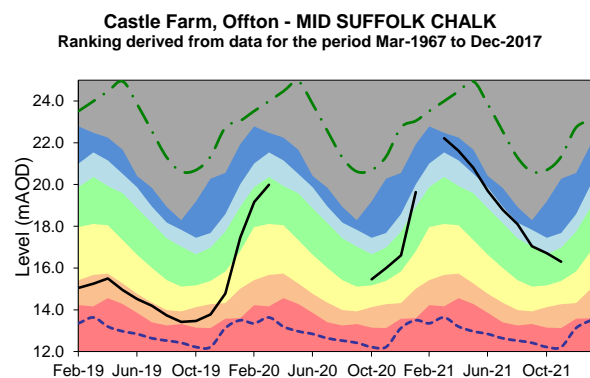
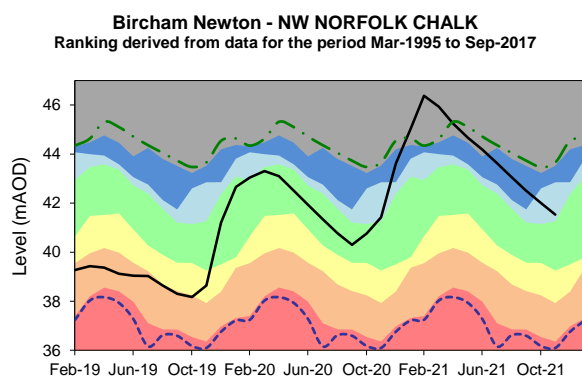
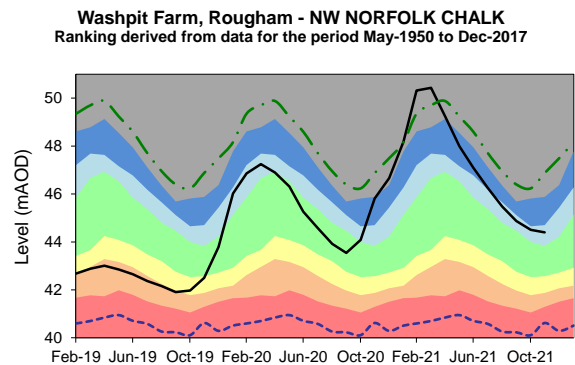
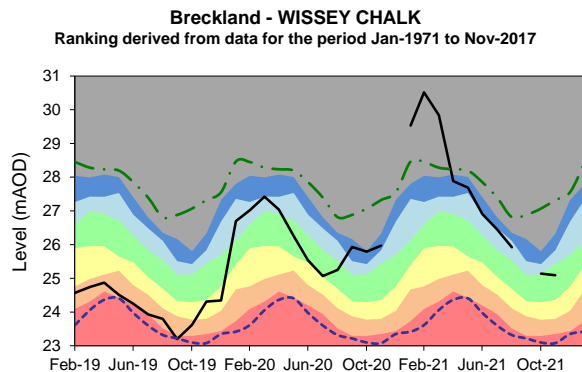
**Newmarket - SNAIL CHALK**  
Ranking derived from data for the period Feb-1983 to Dec-2017



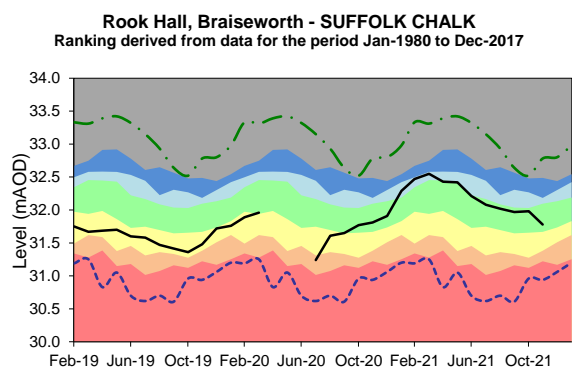
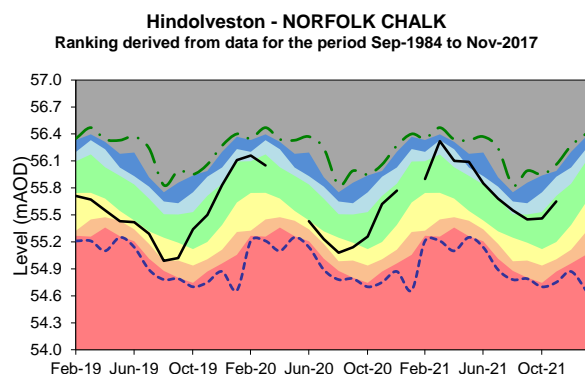
**Kenninghall - LITTLE OUSE CHALK**  
Ranking derived from data for the period Aug-1973 to Dec-2017







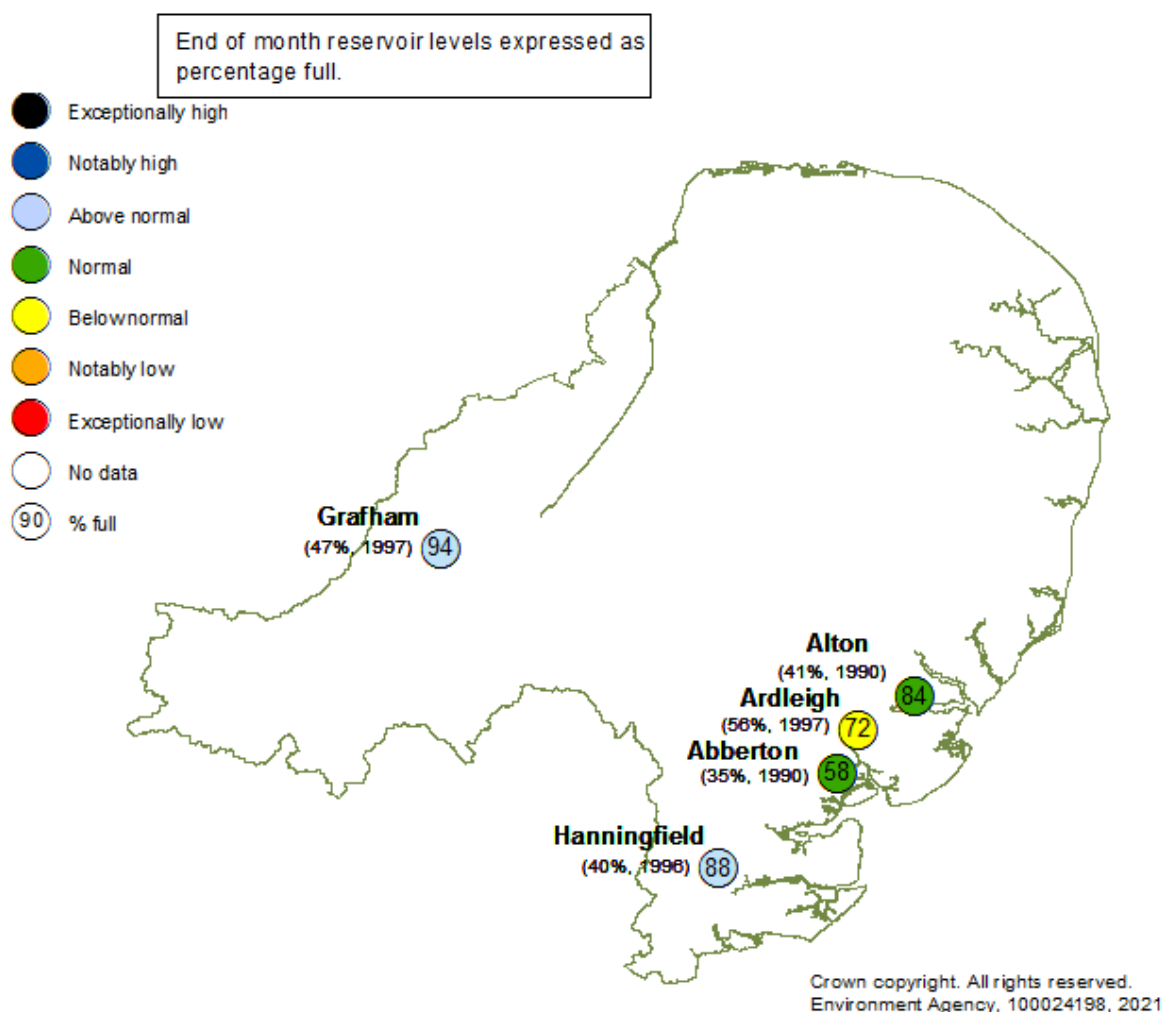




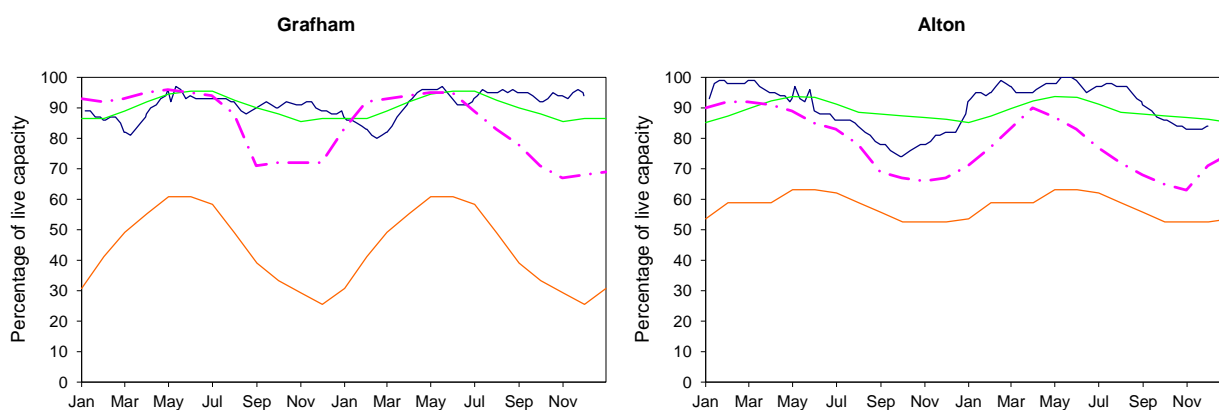
# Reservoir Stocks

November 2021

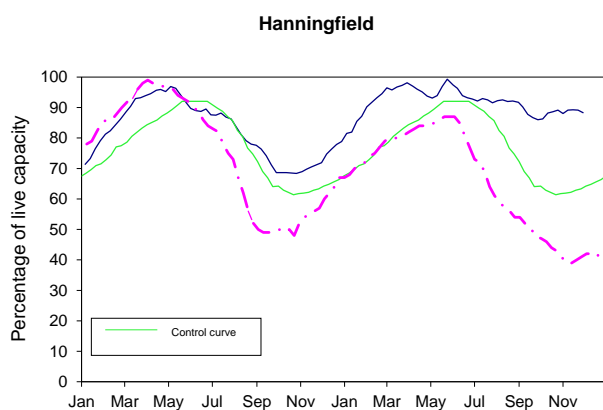
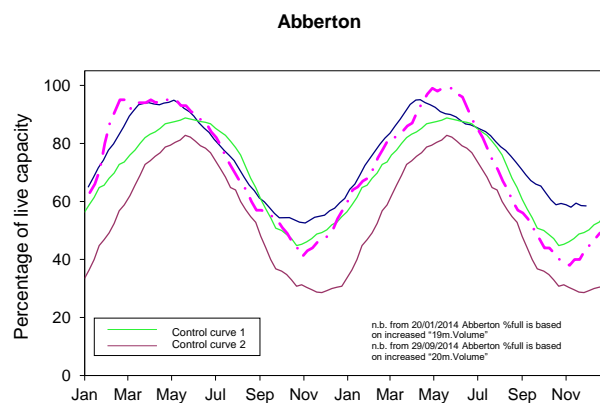
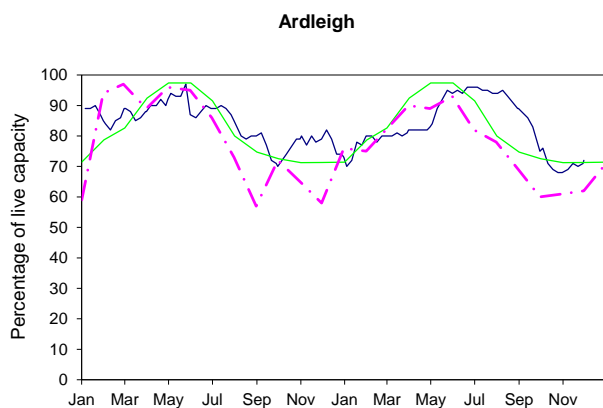
November 2021



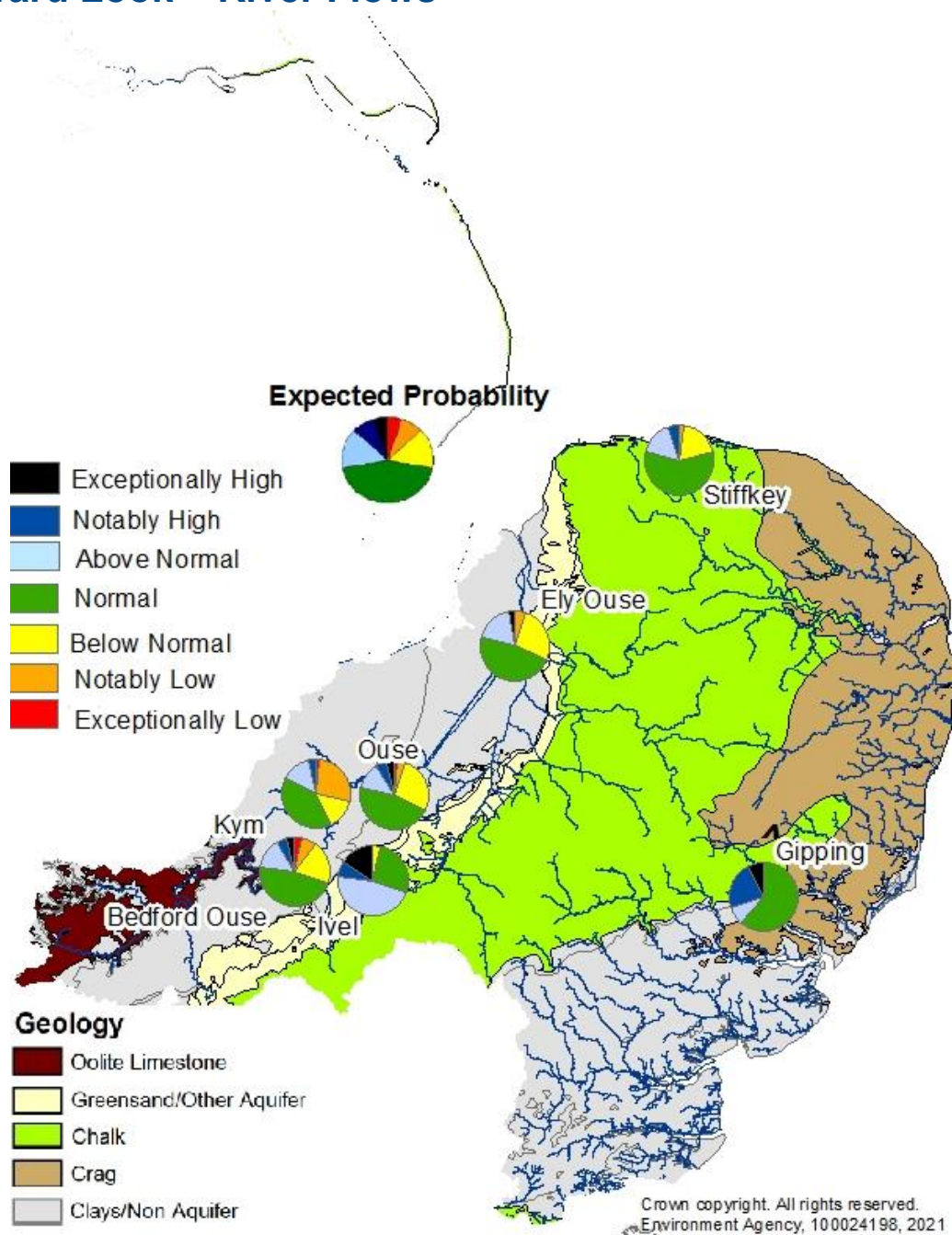
— 2020-2021    — Normal Operating Curve    — Drought Alert Curve    — 1995-1996



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



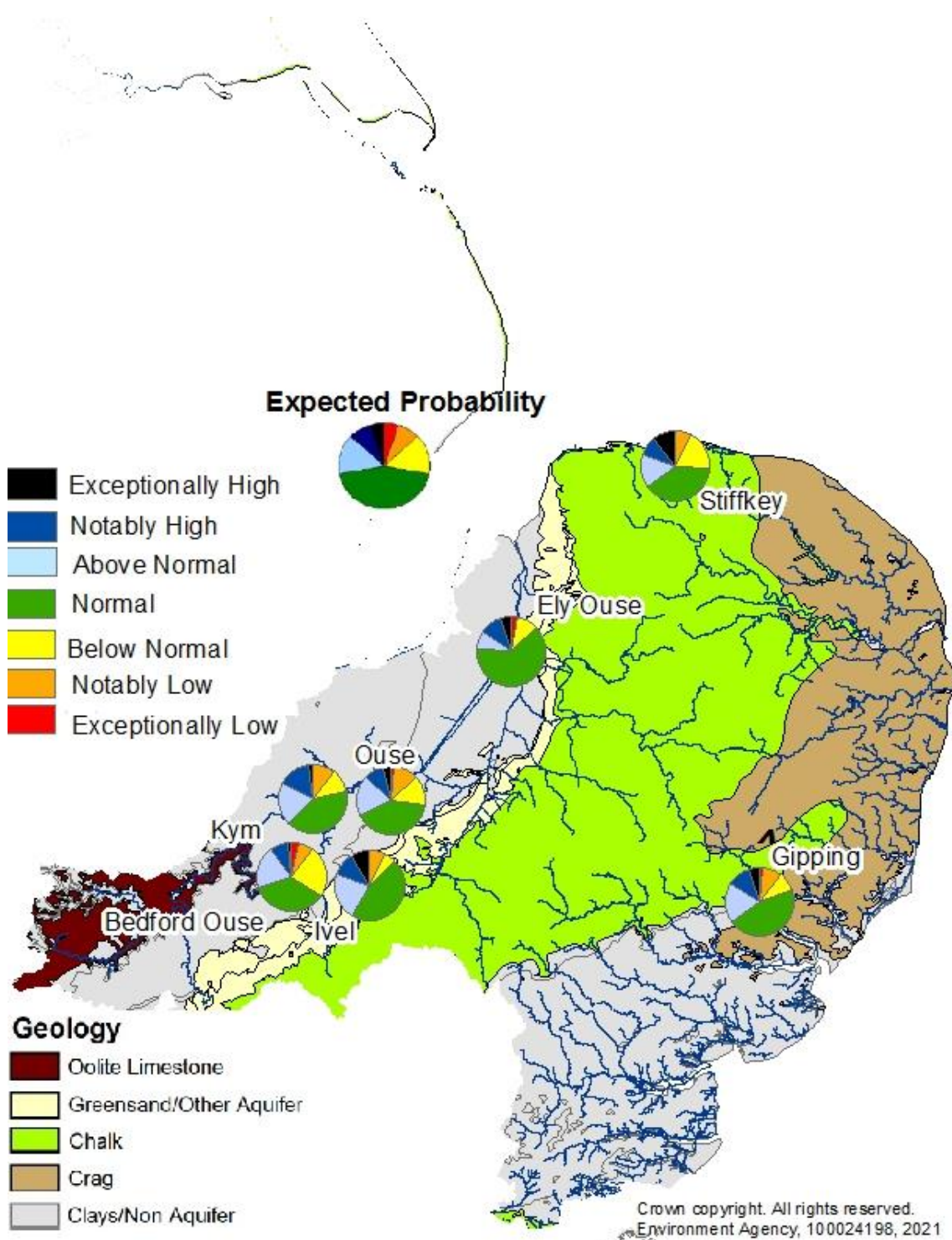
## Forward Look – River Flows



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

**Probabilistic ensemble projections of river flows at key indicator sites in December 2021.** Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2021.

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

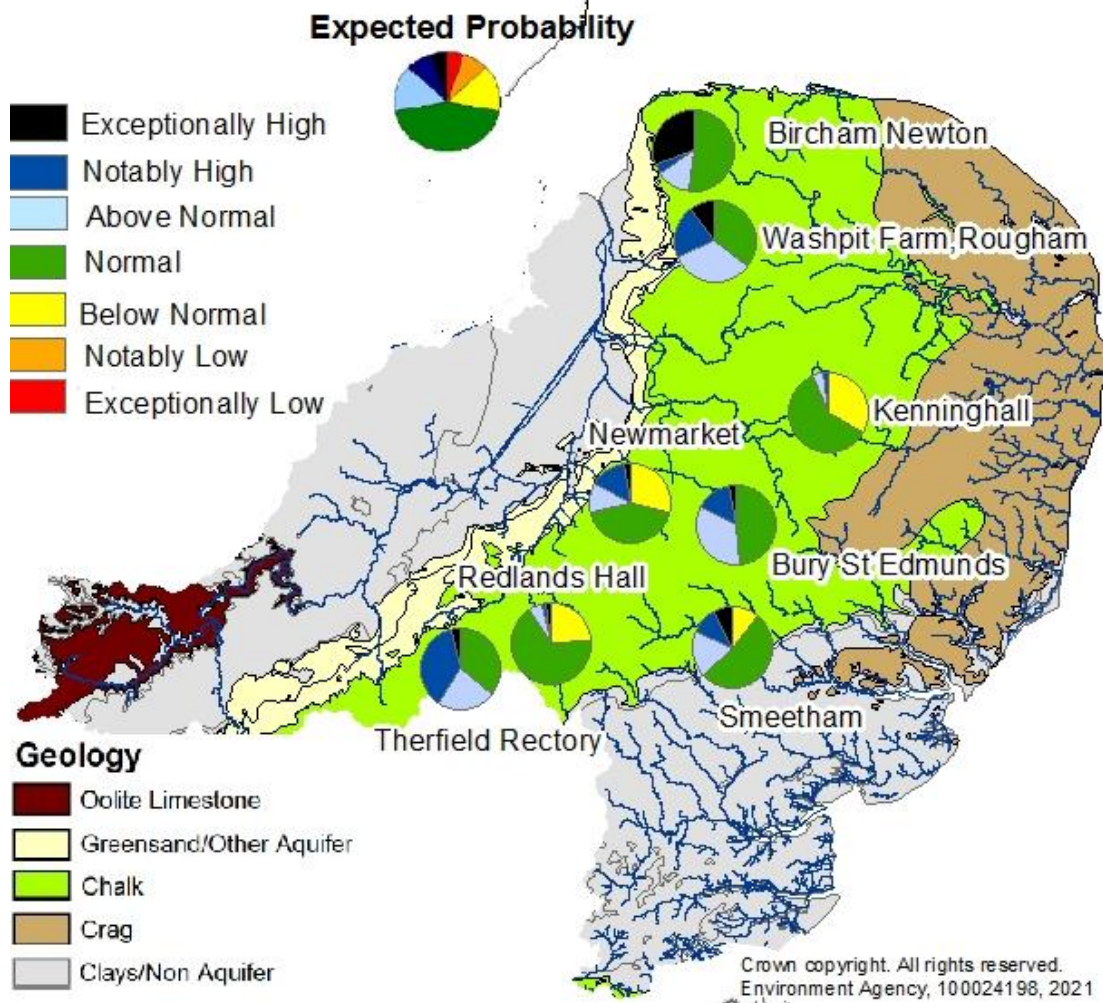


Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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

**Probabilistic ensemble projections of river flows at key indicator sites in March 2022.** Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2021

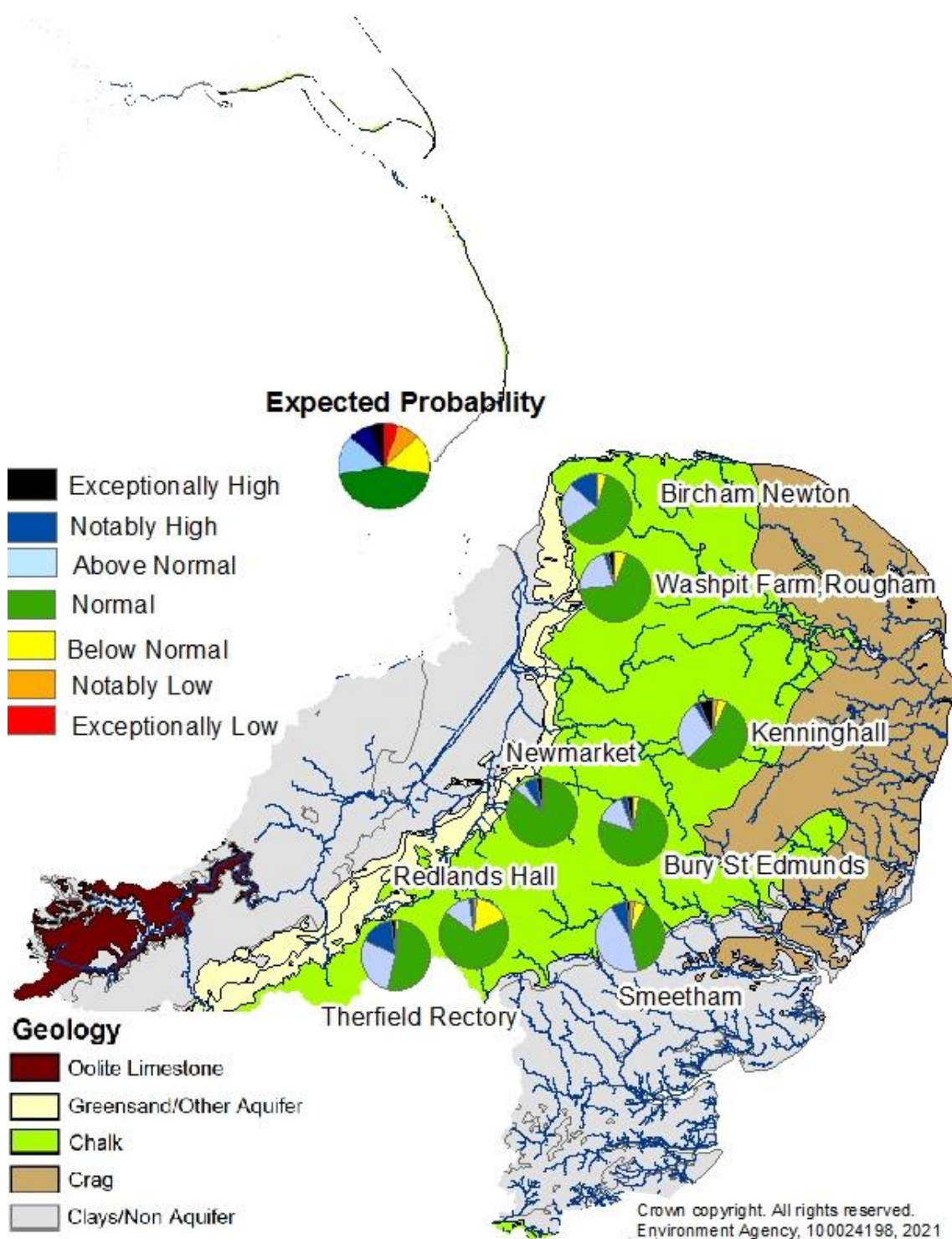


## Forward Look - Groundwater



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

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



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

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

## Glossary

### Term

### Definition

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



Categories

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

## MELBOURN PARISH COUNCIL

### Maintenance Committee Meeting : 19 January 2022

#### MA133 21c) River Mel works

---

**1** Maureen and Les have kindly provided details of materials required to carry out the works suggested in Rob Mungovan's proposal:

McVeigh Parker, [www.mcveighparker.com](http://www.mcveighparker.com) are based in Caxton, Cambridgeshire (telephone number) 01954 714110).

They can provide the necessary materials with delivery within 3-5 working days of the order being placed. There is a website but Les has spoken to the people at the Caxton depot and orders can be placed with them by telephone if preferred.

#### Materials

4' x 9.1 mm roll of chestnut piling costs £84+ VAT - 5 roles required = £470+VAT

75mm/1650mm stakes -UC4 machine treated timber - 20 required price to be confirmed on order as online order has to be for a minimum of 50 stakes cost to be confirmed on order

Tool station -<https://www.toolstation.com/galvanised-straining-wire/p40640>

2 mm x25 metres - 2 rolls required £5.98 incl VAT per roll £12

*At present no delivery available but collection at store. Les and I happy to collect.*

*Having spoken to Rob we are looking at undertaking this work on Wednesday 2nd February and Thursday 3rd February between 9-12.30pm on each day.*

*These dates are open to change as they will need to fit in with Justin and the availability of materials.*

*Please contact me if you require clarification around the materials.*

**2** Rob Mungovan has indicated that his day rate is £300.

**3** Justin (HCGM) has confirmed that the works along the bank are included in his grounds maintenance contract. He will make no further charge for lifting the Ash canopy. Justin has suggested that he should not carry out his works at the same time as Rob and the RMRG so as not to get under each other's feet.

# **COST ESTIMATE**

## **REPLACEMENT BOARDWALK STOCKBRIDGE MEADOWS MELBOURN**

**Issue date: 18.01.22**

**Sherriff Tiplady Associates  
Construction Cost Consultants**

Moor Barn Farmhouse  
Madingley Road  
Cotton  
Cambridge  
CB23 7PG

Tel: (01954) 212299

[www.sta-cambs.co.uk](http://www.sta-cambs.co.uk)

**January 2022**

**Sherriff Tiplady Associates Ltd**

## SUMMARY

18.01.22

SECTION		Total Cost
A	Preliminaries	12,300
B	Site clearance	3,500
C	Piling	36,000
D	Steelwork	15,930
E	Timber	31,615
F	Sub- total	99,345
G	<b>Say</b>	<b>100,000</b>
H	Contingency at 15%	Say 15,000
J	<b>TOTAL CONSTRUCTION COSTS 1Q 2022</b>	<b>£ 115,000</b>

**Notes to be read in conjunction with indicative budget estimate:-**

- 1 The estimate is based upon the following drawings and information  
  
Draft Tender Document - Stockbridge Meadows Boardwalk Replacement  
  
Budget price for piling from D J E Construction
- 2 The following are excluded from this estimate
  - (i) Professional fees
  - (ii) Statutory fees
  - (iii) Value added tax
  - (iv) Removal of contaminated material
  - (v) Tender price inflation (beyond current day)
- 3 This estimate is prepared on the assumption work is tendered on the basis of single stage selective tendering to 3-5 selected contractors
- 4 A 6 week construction period has been assumed

## ESTIMATE

# REPLACEMENT BOARDWALK STOCKBRIDGE MEADOWS MELBOURN

**Date:** 18.01.22

ITEM	DESCRIPTION	QTY	UNIT	RATE	TOTAL
	<b>PRELIMINARIES</b>				
A	Office management etc	Item			3,000.00
B	Site compound	Item		}	5,000.00
C	Welfare facilities and accommodation	Item			
D	Temporary works and services	Item			
E	Temporary protection (Heras fencing)	Item			1,000.00
F	Plant, tools etc	Item			1,500.00
G	Clean and clear	6	Wks	50.00	250.00
H	Clean on completion	Item			300.00
J	Building manuals, Health & Safety etc	Item			750.00
K	Sundries, PPE, site consumables	Item			250.00
	<b>Total of Preliminaries - Carried to Summary</b>				<b>12,300.00</b>
	<b>SITE CLEARANCE</b>				
L	Remove existing boardwalk and clear away	Item			3,000.00
M	Remove vegetation as required	Item			500.00
	<b>Total of Site Clearance - Carried to Summary</b>				<b>3,500.00</b>

ITEM	DESCRIPTION	QTY	UNIT	RATE	TOTAL
<b>PILING</b>					
A	Provide temporary access for piling	Item			1,500.00
B	Mobilise labour material and plant and subsequently remove from site	Item		}	
C	Set up at each pile location	44	Nr		
D	150mm Diameter Grundomat piles	44	Nr		
E	Allow for testing of piles	Item			30,000.00
F	Allow for supervision and recording of piles	Item			
G	Coating of exposed steel pile casing	44	Nr	}	
H	600 x 50 x 15 Mild steel plate/strap cast into pile and fixed to steelwork	44	Nr		
J	Main contractor's attendances, overheads and profit	Item			4,500.00
<b>Total of Piling - Carried to Summary</b>					<b>36,000.00</b>
<b>STEELWORK</b>					
K	150 x 90 x 10 RSA Framework	3.71	t	3,000.00	11,130.00
L	Fittings, plates and connections	Item			1,500.00
M	Surface finish (Provisional)	110	m2	30.00	3,300.00
<b>Total of Steelwork - Carried to Summary</b>					<b>15,930.00</b>
<b>TIMBER</b>					
N	50 x 200mm C24 Boardwalk members	435	m	22.00	9,570.00
O	Ends, cut to steel	232	Nr	10.00	2,320.00
P	Extra for fixing to steel with 2 Nr bolts at 600mm centre	135	m	25.00	3,375.00
Q	50 x 150mm Noggings	30	m	20.00	600.00
R	25mm Hardwood board decking fixed to timber	105	m2	150.00	15,750.00
<b>Total of Steelwork - Carried to Summary</b>					<b>31,615.00</b>

## MELBOURN PARISH COUNCIL

## APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1 15-21	Week 2 22-28/11	Week 3	Week 4	
Moor Play Park	16-11-21 SP	SP 23/11	SP 30/11	SP 6-12	
Village Car Park	16-11-21 SP	SP 22/11	SP 30/11	SP 6-12	
War Memorial	16-11-21 SP	SP 22/11	SP 30/11	SP 6-12	
Littlehands and Access Way	16-11-21 SP	SP 22/11	SP 29/11	SP 6-12	
New Rec. Ground	16-11-21 SP	SP 22/11	SP 29/11	SP 6-12	
Clear Cres. Play Park	16-11-21 SP	SP 23/11	SP 30/11	SP 6-12	
Orchard Road Cemetery	16-11-21 SP	SP 22/11	SP 30/11	SP 6-12	
New Road C/metry	16-11-21 SP	SP 23/11	SP 30/11	SP 6-12	
Old Recreation Ground	16-11-21 SP		SP 30/11		
Pavilion	16-11-21 SP		SP 29/11		
Stockbridge M.	17/11 SP		SP 29/11		
Worcester Way	17/11 SP		SP 30/11		
BMX Site (Summer & only if open)	16-11-21 SP				



# MELBOURN PARISH COUNCIL

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

## Monthly Checking Record

Area					
	Week1	Week2	Week 3	Week4	
Allotments	16.11.21 SP		SP 30/11		
All Saints' C/Yard	16.11.21 SP		SP 30/11		
Jubilee Orchard	16.11.21 SP		SP 29/11		
Fire Engine Shed				SP 6-12	
Armingford Cres.				SP 6-12	
Beechwood Avenue		MC 22/11			
Chalkhill Barrow		SP 23/11			
Elm Way		MC 24/11			
Millennium Copse		MC 22/11			

## MELBOURN PARISH COUNCIL

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





## MELBOURN PARISH COUNCIL

## APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	SP 14-12-21	SP 20-12-21		SP 27-12-21	
Village Car Park	SP 14-12-21	SP 20-12-21		SP 27-12-21	
War Memorial	SP 14-12-21	SP 20-12-21		SP 27-12-21	
Littlehands and Access Way	SP 14-12-21	SP 20-12-21		SP 27-12-21	
New Rec. Ground	SP 14-12-21	SP 20-12-21		SP 27-12-21	
Clear Cres. Play Park	SP 14-12-21	SP 20-12-21		SP 27-12-21	
Orchard Road Cemetery	SP 14-12-21	SP 20-12-21		SP 27-12-21	
New Road C/metry	SP 14-12-21	SP 20-12-21		SP 27-12-21	
Old Recreation Ground	SP 14-12-21				
Pavilion	SP 14-12-21				
Stockbridge M.	SP 15-12-21				
Worcester Way	SP 15-12-21				
BMX Site (Summer & only if open)					

# MELBOURN PARISH COUNCIL

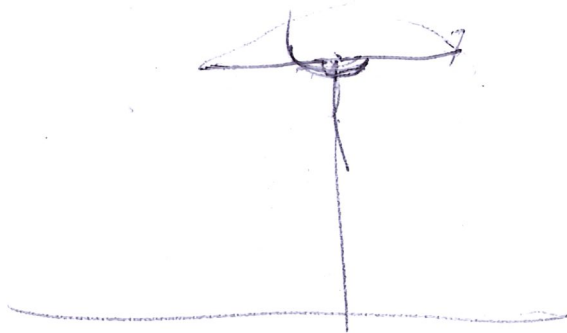
Document No. 4.23  
Version: 4  
Review By: June 2022

Area	Monthly Checking Record				
	Week1	Week2	Week 3	Week4	
Allotments	8/15-12-21				
All Saints' C/Yard	8/15-12-21		HOLIDAY		
Jubilee Orchard	8/12-12-21				
Fire Engine Shed				12/6/11	
Armingford Cres.				12/4/11	
Beechwood Avenue		12			
Chalkhill Barrow		12			
Elm Way		12 21/12			
Millennium Copse		12 21/12			



## MELBOURN PARISH COUNCIL

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



Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
04/10/2021	Bowls Club	Multiple attempts to break in to the changing rooms. They have reported to police under ref 35/67543/21.	Resident			Reported to police via 101 online - incident number INT/35/9FBK/5102021
05/10/2021	Pavilion	Broken Window	Warden			SM has obtained quote
12/10/2021	PCSOs visited Hub.	Requested more details re Bowls Club damage. CL has passed on contact details and requested regular patrols in the village.				
15/12/2021	Medcalf Way / Palmers Way cnr	Resident reported noise from young people gathering on the bench. Also noted drug use. CL advised that all incidents should be reported to the police.	Resident			
17/01/2022	Orchard Road cemetery	Further reports of gatherings in the cemetery including noise and drug use.	Resident			CL reported to police via 101 (ref BOS-1591-22-3535-B20) and also emailed PCSOs. Resident requested to report every incident via 101 and also to let the parish office know so that we can follow up. Email from PCSO to say she has visited the resident. Those involved have been identified and will be spoken to via MVC



## JOB DETAILS & QUOTATION

**DATE:** 02<sup>nd</sup> December 2021

**TITLE:** Our Ref: JN 211152 / Your Ref: Melbourn Parish Council - Sign

**MATERIAL:** Arlon Self-adhesive vinyl airflow / 3mm Composite Board

**SIZE:** 297mm wide x 420mm high

**COLOURS:** Printed CMYK

**QUANTITY:** x2

**FINISH:** Sign printed to face with gloss laminate seal as per visual PDF

**NOTES:** Comes with channelling and fence fixings / Sign to be collected from Unlimited Logos upon completion

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**TOTAL:** £75.00+VAT - Supply & Collect  
*Please be aware that payment is required upon completion/collection*

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### DISCLAIMER

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

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

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

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

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

=== ALL MAJOR CREDIT CARDS ACCEPTED ===

211152 - Visual (Melbourn Parish Council)

x2 - A3 Sign

Material: Arlon Self Adhesive Vinyl - Airflow / 3mm Rigid Ali Composite Board

Size: 297mm wide x 420mm high

Colour: CMYK

Finish: Printed to face with gloss laminate seal

C/w: x2 - 250mm wide channeling (per sign) / Fence fixing kit & Screws





# HUNTREE FENCING LTD

“The Complete Fencing Service”

[www.huntreefencing.co.uk](http://www.huntreefencing.co.uk)

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**Head Office:** 3 Southfields, Roxton, Bedfordshire, MK44 3EX **Telephone:** 01234 870864

**Works:** Cosy Corner, Old Great North Road, Little Paxton, Cambridgeshire, PE19 6EH

**Telephone:** 01480 471082 **Email:** [sam@huntreefencing.co.uk](mailto:sam@huntreefencing.co.uk)

13<sup>th</sup> January 2022

F.A.O S Marriage  
Melbourn Parish Council

## **Estimate No. H6428**

### **Re: Re-secure fencing to Worcester Way, Melbourn, SG8 6NH**

We thank you for your recent enquiry and have the pleasure in submitting the following.

#### Option 1 – Replace existing damaged fence

To: Take down old fencing and remove from site

To: Supply and fit 5mts of 1.65mt high Featheredge boards to existing fence, boards fixed securely on to existing cant rails.

For the sum of £285.00 Exclusive of VAT.

#### Option 2 – Extend damaged fence with taller close board fencing

To: Supply and install 4.2mts of 2550mm high Close board fencing.  
100mm x 75mm Timber wall plates to sandwich existing recessed posts with 1no. additional Cant rail to fit to front of wall plates.  
Cladded with 2400mm Feather edge boards.

For the sum of £325.00 Exclusive of VAT.

#### Option 3 - Extend fence line with taller close board fencing

To: Take down old fencing and remove from site

To: Supply and install 16.6mts of 2550mm high Close board fencing.  
Specification as above.

For the sum of £1,128.00 Exclusive of VAT.

#### Option 4 – Vertical bar railings

To: Supply and erect 16.6mts of 1.8mt high steel Vertical bar railings with the following specification.

Panels generally at 2.75mt centres, each consisting of 19mm diameter infills with square tops, welded to 2no. 50 x 10mm horizontal rails.

Posts - manufactured from 60 x 60mm SHS, set in concrete foundations at 2.75mt centres with railings fitted between.

Fence to be installed in front of existing fence.  
Finished powder coated black.

For the sum of £2,215.00 Exclusive of VAT.

Option 5 – Palisade fencing

To: Supply and erect 16.6mts of 1.8mt high steel Palisade security fencing to the following specification:  
Posts – 100 x 55mm RSJ set in concrete at centres not exceeding 2.75mts.  
Rails – 2no. 50 x 50mm RSA bolted between each post using fish plates with M12 cup sq. bolts and permacone nuts.  
Pales – 'W' profile with round and notched tops bolted to rails using M8 saddle bolts with permacone nuts.  
Fence to be installed in front of existing fence.  
All finished galvanised.

For the sum of £1,578.00 Exclusive of VAT.

All fencing will be fitted to ground level (unless stated above). As a result, your fencing may step down with the slope of the land as to eliminate gaps beneath. Huntree fencing will operate this detail as standard unless notified prior. If it is your intention to keep the top of the fence level, additional charges may apply. Please contact your estimator for more information.

Most types of our fencing can be seen on our website: [www.huntreefencing.co.uk](http://www.huntreefencing.co.uk)  
All prices are net and exclude VAT (current rate 20%).

We do not accept any responsibility for damage to plants or shrubs, during the course of erecting fences. Please liaise with neighbouring properties to ensure plants and shrubs are removed prior to us carrying out work.

All Spoils from hole excavation to be spread on site area.

Timber is a natural material and can absorb or release moisture. Timber can be prone to some element of splitting and in warm weather, some movement of distortion is unavoidable. Slats or panels may distort but should return to normal in cooler conditions. We cannot be held responsible for any of the above occurrences.

Any change in specification must be agreed with the estimator stated below and submitted to this office in writing. All materials supplied/erected remain the property of Huntree Fencing Ltd until paid for in full.

Payment terms: 30 days from receipt of invoice.  
Payment can be made by cash, cheque, credit/debit card or bank transfer.

We hope the above is of interest and meets with your approval.  
**Our current lead time is approximately 8-10 weeks from acceptance of our estimate.**  
Should you require any further information, then please do not hesitate to contact us.

As per GDPR EU regulations, we are obliged to inform you that all personal information given to us will not be shared to any other parties. The information will be kept as per government guidelines.

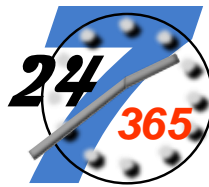
Assuring you of our best attention at all times.

**S WATKINS  
ESTIMATOR**

**Directors PD Watkins – KJ Watkins – S Farndell  
REGISTERED IN ENGLAND No. 1757246**

# HEASELL

**ELECTROMECHANICAL  
SERVICES LTD**



Newark Close  
Royston  
Hertfordshire, SG8 5HL  
Tel: 01763 243369  
Fax: 01763 248108  
E-Mail: [sales@heasell.net](mailto:sales@heasell.net)  
<http://www.heasell.net>  
V.A.T No 197 0006 69

Our Ref: J139039  
Your Ref:

Melbourn Parish Council  
30 High Street  
Melbourn  
SG8 6DZ

11<sup>th</sup> January 2022

Dear Claire,

## **Description: Workshop Quotation**

We thank you for your recent enquiry and have the pleasure in submitting the following for your consideration.

### **Scope of works:**

Attend on site

Checked motor and wiring, motor and chime working at the moment. Suggested to Ian to leave motor in place until it fails again as intermittent faults are extremely difficult to find. Customer agreed, Ian would also like us to look at the possibility of rewiring the control of the clock

Attend on site after reports of clock failing again, Removed hour chime motor.

Workshop

Test and dismantle unit

Supply lead will need replacing as under standards

Found start winding has burnt out

Bushes check ok

Gearbox looks ok

Switch looks to have been sticking

Quote on rewind and dress switch

**Option 1: Labour to date, workshop repair and reinstallation of motor. - £1,055.40+VAT**

**Option 2: Labour to date, workshop repair and reinstallation of motor including rewiring control of the clock -£1,603.40+VAT**



# HEASELL

**ELECTROMECHANICAL  
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<http://www.heasell.net>  
V.A.T No 197 0006 69

We trust this meets your approval, but should you require any further information or clarification please contact us. However, we will be contacting you in the near future to discuss our proposal.

Yours sincerely

Jasmin Hopwood  
Works Co Ordinator



Registered in England: 4241899