

# MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 24 February 2022 at 10:00  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

**Present:** Cllrs Travis (Chair), Clark, Kilmurray  
**In attendance:** Claire Littlewood (Parish Clerk), Keith Rudge (Warden), Maureen and Les Brierley (RMRG)

**Absent:**

**MA148/21 To receive and approve apologies for absence**

Apologies received from Cllrs Barnes and Cowley. Acceptable reasons were given.

It was:

RESOLVED to approve the apologies for absence of Cllrs Barnes and Cowley.

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

Assistant to the Clerk, Steve Pitman and Mike Sherwen had also noted apologies.

**MA149/21 To receive any Declarations of Interest and Dispensations**

None received.

**MA150/21 To approve the minutes of the Maintenance Committee Meeting held on 19 January 2022**

It was:

RESOLVED to approve the minutes of the Maintenance Committee meeting held on 19 January 2022 as an accurate record.

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

**MA151/21 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.

**MA152/21 Finance Matters:**

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

The finance report was noted. It was noted that expenditure was tracking well against budget.

**MA153/21 Conservation Matters:**

- a) To receive the EA Monthly situation report for January 2022

The report was received. Noted that January was the 5<sup>th</sup> driest month on record.

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

Representatives from the RMRG reported that the temporary repair to the access point to the river close to the pavilion was eroding. The area requires properly digging out and installation of an oak beam would make a good repair. Cost estimate in the region of £2,000. RMRG may make an application for community grant funding for this work.

Noted that working parties have resumed now that most restrictions have been removed.

RMRG reported back on recent works to the river bank and river access points. The work has been very successful and there has been positive feedback from local people.

RMRG currently involved in a project with Cam Valley Forum to monitor water quality. Regular samples are taken at various points along the river to check for contamination.

RMRG reported that Environment Agency Mitigation Team will visit Stockbridge Meadows on 15 March to conduct an initial feasibility study for installation of the pipe from The Bury. Need to quantify cost of supporting this project.

Chair thanked the RMRG for their ongoing work and support. It was noted that the River Mel is one of very few chalk streams in the country and the RMRG work is invaluable.

- c) To receive an update on tree planting

An update was received. A local tree company, Shires have kindly offered to carry out planned planting around the village in consultation with the Maintenance Committee.

**ACTION:** Clerk to write to resident who made a donation for trees with an update on current planting plans and plans for planting along Cambridge Road when tree stock is available.

- d) To receive any other updates and consider actions

There was nothing further to discuss.

#### **MA154/21 Stockbridge Meadows**

- a) To discuss and consider options for additional signage

An update with regard to brown tourist signs was received. A member suggested a 'finger sign' on the High Street with a small sign on the access road to the nature reserve.

**ACTIONS:**

- Clerk to investigate planning requirements for signage on the High Street.
- Clerk to write to Chair of Stockbridge Meadows Residents Association to follow up earlier discussions.
- Clerk to obtain updated quote for sign.

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

Noted that the bench has been installed – thanks were noted to Justin Wilmott for his help with this. Noted that the grass around the bench would require regular maintenance in future. Rosemary Gatward's family have been notified and asked for their thanks to be passed on.

**ACTIONS:**

- Clerk to write an article with a picture for the Melbourn Magazine.
- Assistant to the Clerk to order two further ground anchors
- Wardens to monitor grass and maintain

- c) To receive any other updates and consider actions

Trees to be collected for planting in Stockbridge Meadows. Noted that Stuart Clark, Baptist Minister was organising a volunteer group to help with hedge planting and may be able to help with tree planting as well. Work to be carried out on a Saturday morning – date tbc. A query was raised as to whether Stockbridge Meadows is a registered nature reserve. **ACTION:** Clerk to investigate.

#### **MA155/21 Stockbridge Meadows Boardwalk Project**

- a) To receive an update on the Early Opportunity published on Contracts Finder

An update was provided on the Early Opportunity published on Contracts Finder. A company had contacted the parish office to query the proposed design for the boardwalk in the tender document. It was felt that the tender document prepared by the previous project manager was very prescriptive and the design prohibitively expensive. Discussion as to benefits of inviting companies to tender with their own designs subject to meeting some basic criteria. Tenders could be put to public consultation prior to being awarded (electronic versions of designs to be submitted for this purpose).

- b) To consider a draft Invitation to Tender

A draft invitation to tender was considered. Upper budget for the purposes of Contracts Finder should be £50,000. Noted that the tender document should state that tenders would be considered taking into account meeting criteria, design, value for money and cost. Timescale for completion of the project is end of October 2022.

It was:

RESOLVED to approve the Invitation to Tender as amended above.  
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

- c) To receive any updates and consider actions

There was nothing to discuss.

#### **MA156/21 Allotment Matters:**

- a) To receive any updates and consider actions

Noted that there is problem with outgoing tenants not clearing plots. This could lead to significant cost to the Parish Council. Also noted that some tenants have erected glass greenhouses.

**ACTIONS:**

- Clerk to update Allotment Tenancy Agreement to prohibit greenhouses on allotment gardens.

- Clerk to write to tenants where plots require clearance giving 2 weeks' notice to clear the plots or we will clear and recharge the cost to them.

Chair took the opportunity to note the sad passing of Barry Deville who had been an active member of the Allotment Association and also of the Maintenance Committee. Barry's contribution to maintenance matters was noted with thanks.

**MA157/21 Governance Matters:**

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

The inspection reports were received.

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

The updates were noted.

- c) To receive any other updates and consider actions

A member noted that the light on the back of the bus shelter is damaged. **ACTION:** Wardens to see if they can fix.

**MA158/21 Cemetery Matters:**

- a) To receive a report regarding cremated remains interments

An update was received. The cremated remains have been re-interred.

- b) To consider an update to the Terms and Conditions for New Road Cemetery

It was:

RESOLVED to update the Terms and Conditions for New Road Cemetery as amended.

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

- c) To receive any other updates and consider actions

There was nothing further to report.

**MA159/21 Village Maintenance Matters:**

- a) To consider quotations for installation of defibrillators

This item was deferred pending receipt of a second quotation.

- b) To consider quotations for external cabinet for defibrillator

It was:

RESOLVED to accept the quotation for a AED Armor Polycarbonate Outdoor Locked cabinet with heating from defibshop.co.uk at a cost of £495 + VAT.

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

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

Noted that Kettering Playsafe had scheduled the works for 21 February. **ACTION:** Wardens to check if the work has been carried out.

- d) To consider revised wording for the Jubilee Orchard interpretation board

A resident had queried the wording on the interpretation board. On review, the wording was not accurate.

It was:

RESOLVED to update the wording on the interpretation board to say 'This orchard was planted to celebrate the Queen's Golden Jubilee'.

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

**ACTION:** Clerk to discuss amendments to the graphics with Cllr Barnes.

- e) To consider approving a quotation for supply and installation of new artwork for interpretation board

It was:

RESOLVED to approve the quote from Landmark in the sum of £335 + VAT for supply and installation of a replacement panel for the interpretation board.

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

- f) To consider a quotation for oak gravel boards for the green outside Leeches

It was:

RESOLVED to recommend to full Council that the quote from Universal Fencing for replacement oak

gravel boards in the sum of £570 + VAT should be accepted. This cost to be funded from s106 monies.

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

- g) To consider a quotation for a tripod safety ladder

It was:

RESOLVED to approve purchase of an 8' tripod safety ladder at a cost of £370 + VAT.

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

- h) To consider quotations for pitch drainage works on the New Rec

Two quotes had been received for drainage works to the pitches on the New Rec. Noted that the two quotes recommended different options and costs. **ACTION:** Clerk to discuss options with grounds maintenance contractor and report back.

- i) To consider quotations for electrical works to the wardens' workshop

This item was deferred pending receipt of a second quote.

- j) To consider a request for tree work on Beechwood Avenue / Maple Way

**ACTION:** Clerk to obtain quotes for the work.

- k) To consider correspondence regarding the Meridian Marker

The warden noted that he was disappointed that a member appeared to be suggesting that not enough care was taken to select the correct position when originally installing the meridian marker. The position for the marker had been chosen with care and after much discussion, using the available technology of the time. It was agreed that the condition of the stone was not so bad as to merit spending money on remedial works. **ACTION:** Clerk to write to the resident who raised the concern with regard to the condition of the meridian marker to advise that no action to replace it would be taken at this time.

- l) To receive an update on repairs to the Parish Clock

Noted that the repaired motor has been re-fitted and the parish clock has been rewired.

- m) To discuss and consider adaptations to fencing at the rear of Worcester Way

Noted that a resident has cut a gate through the fence to access the woodland to the rear of their property. Concern was noted that this would weaken the fence and that other residents might create similar access gates to the woodland.

**ACTIONS:**

- Clerk to write to the resident advising that the damage to the fence should be made good at their expense.

- Clerk to write to all residents of properties backing on to the woodland advising that the fence is parish council property and should not be altered to provide access. Also to note that fly tipping in the area is prohibited and will be reported to the District Council with a request that action is taken to prosecute offenders.

- n) To receive any other updates and consider actions

There was nothing further to report.

#### **MA160/21 Pavilion Matters:**

- a) To consider quotations for descaling the showers

It was:

RESOLVED to accept the quote from 4i at a cost of £296.50 + VAT for descaling the showers to comply with Legionella Risk Assessment.

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

- b) To receive any other updates and consider actions

It was noted that the pavilion veranda is often left in a poor state with mud from footballer boots.

**ACTIONS:**

- Assistant to Clerk to write to football teams asking them to sweep the mud away after using the pavilion.

- Assistant to Clerk to request cleaning company to ensure the veranda is swept.

#### **MA161/21 Littlehands Matters:**

- a) To receive any updates and consider actions

There was nothing to discuss.

**MA162/21 Policies and Risk Assessments**

- a) To consider an updated Allotment Bee Keeping Policy

It was:

RESOLVED to recommend the reviewed policy to full Council for approval.  
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

- b) To consider an updated Risk Management Document for Play Parks

It was:

RESOLVED to recommend the amended Risk Management Document for Play Parks to full Council for approval.

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

- c) To consider an updated Risk Management Document for Cemeteries

Noted that the action referring to Green Burials should be deleted.

It was:

RESOLVED that subject to the amendment noted above, the revised Risk Management Document for Cemeteries should be recommended to full Council for approval.

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

- d) To consider an updated Risk Management Document for Allotments

Noted that under 'Control Measures' the wording should be amended to read '*An inspection should be carried out at least annually by 1 Councillor from the Maintenance Committee. A member of the Allotment Association will be invited to attend the inspection. A report of the inspection will be recorded in a file.*'

It was:

RESOLVED that subject to the amendment noted above, the revised Risk Management Document for Allotments should be recommended to full Council for approval.

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

- e) To consider an updated Risk Assessment for the Pavilion

It was:

RESOLVED that the revised Risk Assessment for the Pavilion should be recommended to full Council for approval.

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

- f) To consider a Risk Assessment for Hedge Planting on New Road

Noted that Stuart Clark, the Baptist Minister will organise the volunteer group and has offered to transport volunteers in his minibus. Awaiting delivery date for the hedging plants from the Woodland Trust. A member suggested that the Hub would be able to provide some refreshments on the day. Noted that the Risk Assessment makes reference to a volunteer leader. This person will need to be identified on the day.

It was:

RESOLVED that the Risk Assessment for Hedge Planting on New Road should be recommended to full Council for approval.

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

- g) To consider any updates and consider actions

There was nothing further to discuss.

**MA163/21 Melbourn Play Parks Working Party (MPPWP)**

- a) To receive the notes of the MPPWP meeting on 7 February 2022

The notes were received. Noted that the ongoing public consultation will run until 1 March 2022. Outcomes to be collated but there appears to have been a good response.

- b) To receive any other updates and consider actions

There was nothing further to discuss.

**MA164/21 Skate Park Working Party (SPWP)**

- a) To receive the notes of the SPWP meeting on 31 January 2022

The notes were received. Noted that the next meeting has been scheduled for 7 March but will need to rescheduled as it clashes with the MPPWP meeting. **ACTION:** Clerk to reschedule.

- b) To receive any updates and consider actions

There was nothing further to discuss.

**MA165/21 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

<b>Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 24 March 2022</b>				
<b>ITEM</b>	<b>Details of work required</b>	<b>Reported by</b>	<b>Update Notes / Actions</b>	<b>WHO?</b>
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:</b> Clerk has reported this again to Highways for action. Follow up. <b>Clerk reported trees to County Farms following a report from neighbouring resident. County Farms advised that they would send Clerk of Works to inspect and report back</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. ACTION: Assistant to Clerk to investigate replacing with self closing safety gate.</b>	SM
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	Worcester Way	Litter picker	Fly tipping at the back of worcester way - CL to report to SCDC. Follow up - has this been attended to? <b>ACTION: Check this has been removed. Letter to be sent to residents</b>	CL
6	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 to award work for palisade fencing to Huntree under MA139/21f) (19/1/22)	CL
7	Lights on footpath to pavilion	GC	Not coming on at night. Timer to be reset. <b>ACTION:</b> Assistant to Clerk to arrange for electrician to inspect. Timer re-set. Appear to be working properly. <b>KR noted sensor may require replacement. ACTION: Assistant to Clerk to ask electrician to quote</b>	SM
8	Cedar Close	Resident	Street sign for Cedar Close is damaged. CL reported to District again (22/2/22).	CL

9	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. Check if this has been done.</b>	CL
10	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
11	Jubilee Orchard	Wardens	First tree behind pavilion dead. SP has removed. Needs to be replaced. Victoria Plum <b>ACTION: KR to plant replacement tree in autumn</b>	Wardens
12	Damaged fencing between Bramley Avenue and Hale Close	Resident	Fencing damaged by wind. Appears to be responsibility of residents. Is not Parish. Residents advised	CL
13	Moss on footpaths in Bramley Avenue	Resident	Reported to SCDC street sweeping team with request that this is cleared when they visit zone 3. Resident reported some moss has been removed but SCDC vehicle too big to access area properly	CL
14	Cycle path Cambridge Road	SvdV	Debris from hedge cutting on the cycle path. CL to find out who the farmer is and write requesting that they advise in advance when hedge cutting is planned. SvdV has arranged for cycle path to be cleared by SCDC street sweeper. Need to look at how this should be cleared in future. <b>CL has written to farmer. Awaiting response.</b>	CL
15	Cambridge Road cycle path	CL	Raised manhole cover - dangerous. Reported to Highways. Highways advise that utility company are responsible. CL to find out who carried out works. <b>Original manholes have been replaced</b>	CL

**MA166/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

The warden reported that the wooden bollards at the cross roads on Mortlock Street have been replaced but one has already been damaged.

A member noted damage to the light at the back of the bus shelter on the High Street car park.

**MA167/21 To note date of next meeting: Thursday, 24 March 2022**

The meeting closed at 12:09

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

EDGE Code	Budget 2021/22	Actual to date (31/01/22)	Committed	Balance	Notes
	£	£	£	£	
	<u>Budgeted expenditure (included in Precept)</u>				
		<u>Paid</u>	<u>Unpaid</u>		
	<u>Conservation:</u>				
1000	Allotments - water (2 meters)	600	802	(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	Conservation - donation to fund tree planting	500		500	Donation - Not in precept but included as a reminder for spending on trees in 2021/22
1100	Conservation - Christmas tree and plants for tubs	300	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	Conservation - 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	400	100	Cut banks & hedge, cut back Dolphin Lane/Station Rd
1150	Stockbridge Meadows - path cutting and rolling	300		300	May be allocated to works on banks of River Mel below (plus conservation unplanned balance)
1150	Stockbridge Meadows - unplanned	500	576	(89)	Bin for car park; River Mel bank works
		15,200	4,457	13	10,729
	<u>Cemeteries</u>				
2000/1	Orchard Road - electricity	105	111	(6)	Last few bills estimated but expected to exceed budget by approx £30
2000/1	Orchard Road - water	95	93	2	
2000/1	Orchard Road - unplanned	100		100	
2000/2	New Road - water	100	122	(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	1,332	300	1,919
	<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	105	(60) Signs x 2
3200	Recreation Ground - electricity	185	108	9	68
3200	Recreation Ground - pest treatment	600	180	420	
3200	Recreation Ground - unplanned	500	140	360	Leaf clearance
3400	Pavilion - cleaning	1,500	391	51	1,058 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	113	(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	5,086	235	6,199
	<u>Finance &amp; General Purpose</u>				
4300/2	Wardens' materials (mower fuel, spare parts, materials)	350	391	68	(109)
4300/3	Wardens' equipment	500	194	306	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,350	1,341	80	(71)
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. To be funded from comm benefit. Money used towards fencing instead (Worcester Way)
4900	Parish Clock - donation for repair	717	717	-	Donation - Not in precept. Repair carried out Sept 2021
5000/9	Litter picking	2,800	1,812	80	907 Electric bike £400; budget expected to be underspent. One litter picker will do an extra hour a week
7100	Car park workshop - water	175	57	6	113
7100	Car park workshop - utilities	1,085	1,349	(264)	Likely to be overspent but may be absorbed by other Car Park headings
7100	Car park workshop - PAT testing	100		100	
7100	Car park - unplanned	490		490	
		8,917	6,060	234	2,623

	<u>Highways</u>					
8000	Highways - gully cleaning	3,000	-		3,000	Cleaning done by CCC Highways - MPC approved reallocation to Little Hands drain repairs (17/01/22)
8000	Highways - brown tourist info signs re Stockbridge Meadows (b/fwd from 2020/21 budget)	200	-		200	
		3,200	-	-	3,200	
	<u>Rental Property</u>					
9000	Rental Property - Littlehands annual drain cleaning	450			450	MPC to be asked to consider reallocating to LH drain repairs
9000	Rental Property - unplanned	1,000	9,551		(8,551)	Drain survey plus additional jetting, car park sign, road marking and LH drains. Drain repairs: £3,000 reallocated from Highways gully cleaning and rest from reserves/elsewhere in Maintenance budgeted (MPC 17/01/22)
		1,450	9,551	-	(8,101)	
	<b>Total Maintenance (excluding grounds maintenance contracts)</b>	<b>43,837</b>	<b>26,486</b>	<b>782</b>	<b>16,568</b>	
	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	6,225		1,245	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 - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	4,600		920	
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	4,058		1,812	
2100	Cemeteries - extra cuts x 3	630			630	
3200	Recreation Grounds (£755 per month)	9,060	7,550		1,510	
3200	Recreation Grounds - extra cuts x 4	520			520	
		<b>32,170</b>	<b>22,433</b>	<b>-</b>	<b>9,737</b>	

# Monthly water situation report

## East of England

### Summary – January 2022

January was a very dry month with an average of 17mm rainfall, just 34% of the Long Term Average (LTA) falling across the region, with much of this rainfall falling in the first week of the month. The January was the fifth driest month on record for East Anglia. Most catchments received exceptionally low levels of rainfall with a few catchments receiving notably low levels, mostly in the north-east of the area. Despite the low levels of rainfall, Soil Moisture Deficit (SMD) remained normal for the time of the year. River flows and groundwater levels at the majority of the indicator sites were normal for the time of year. However, more sites were classified below normal or exceptionally low than the previous month.

### Rainfall

East Anglia had an exceptionally dry January, with an average rainfall recorded 17mm which was 34% of the LTA, making it the fifth driest month since the records began in 1891. The majority of catchments experienced exceptionally low rainfall with the lowest rainfall total in North Essex with 14mm (27% LTA). Slightly higher rainfall totals occurred in catchments in the north-east of the area such as North Norfolk and Broadland Rivers which had 23mm and 21mm (41% and 39% LTA) respectively classifying them as notably low. The rainfall accumulated for the past 3 months across the area was classified notably low, whereas for the last 6 months and 12 months, rainfall remained classified normal across East Anglia.

### Soil Moisture Deficit/Recharge

SMD remained normal for January with the overall value increasing from 3.2mm to 11.4mm by the end of January in response to a very dry month. These SMD levels remained consistent across the area with the exception of a few slightly higher levels around the coast.

### River Flows

Most river flow sites (60%) across East Anglia were categorised as normal levels for the time of year. However, 40% of the rivers were classified below normal because of exceptionally low rainfall. These rivers experienced higher flows in the previous month. Flows at the majority of indicator sites across the area show reduced river flows compared to December (where all sites were at normal to notably high flows).

### Groundwater Levels

Groundwater levels at most indicator sites (78%) across East Anglia remained stable and were therefore classified as normal for January. 17% of the sites were classified as above normal while one of the site, Castle Farm, had below normal groundwater levels. Although the change was negligible, most (67%) groundwater sites continued recharging at the end of January. However, 33% of the sites including Therfield Rectory and Fringford showed a decreasing trend.

### Reservoir Storage/Water Resource Zone Stocks

Grafham, Alton and Hanningfield were classed as normal based on the Normal Operating Curve and the historical records. However, Ardleigh and Abberton were classified as below normal for the time of year but appeared to be recovering by the end of January.

### Environmental Impact

Groundwater support schemes operations remained low by the end of January; the Rhee groundwater support scheme had 1 of the 8 pumps operating. The Lodes-Granta groundwater support scheme had 3 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 2022:** There is an increased probability of flows below normal or lower for the Ouse, Kym, Bedford Ouse and Lvel rivers.

**June 2022:** The Bedford Ouse, lvel and Ouse rivers all show an increased probability of flows below normal or lower.

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

**March 2022:** There is a greatly increased probability of normal groundwater levels at all indicator and of normal or higher levels at Bury St Edmunds in the Upper Lark Chalk and Washpit Farm in the NW Norfolk Chalk.

**September 2022:** There is an increased probability of normal levels at all sites.

Author:

[ANG-Hydrology](#)

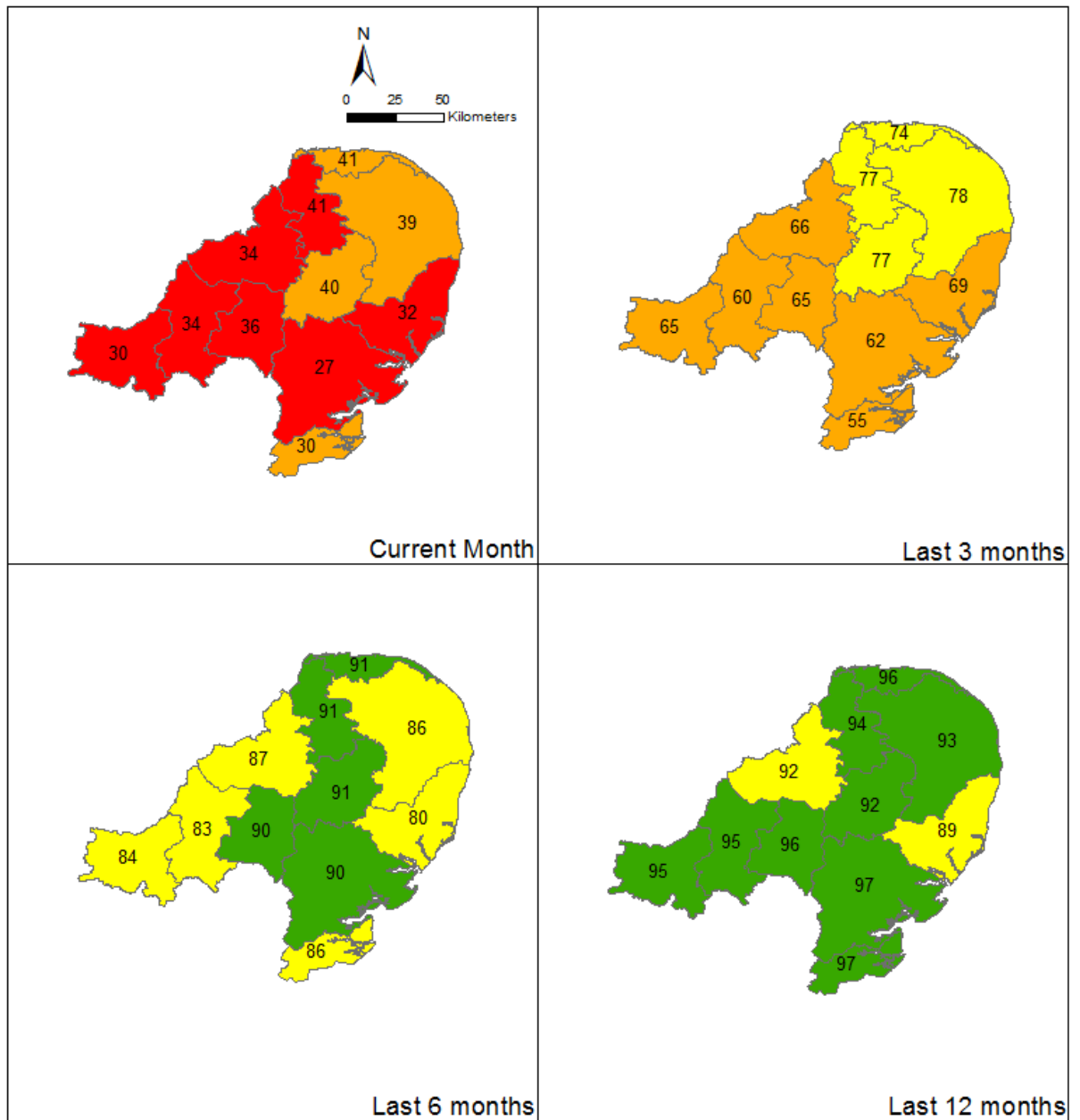
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# Rainfall

January 2022



- Exceptionally high
- Notably high
- Above normal
- Normal
- Below normal
- Notably low
- Exceptionally low

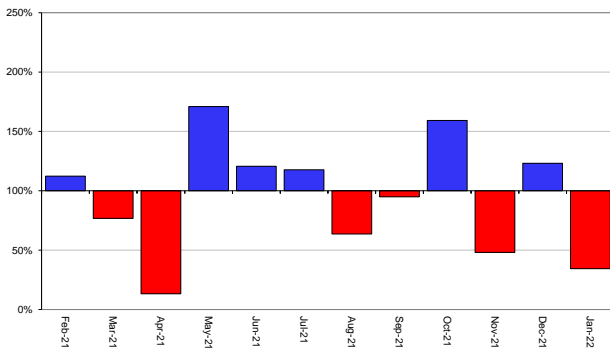
Rainfall expressed as percentage of 1961-1990 Long Term Average for the specified duration. Classes derived from data for the period 1891 to 2017 based on the HadUK dataset (Met Office © Crown Copyright)

Total rainfall for hydrological areas across England for the current month, the last three months, the last six months, and the last 12 months, classed relative to an analysis of respective historic totals. Final HadUK data based on the Met Office 1 km gridded rainfall dataset derived from rain gauges (Source: Met Office © Crown Copyright, 2021). Provisional data based on Environment Agency 1 km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2021.

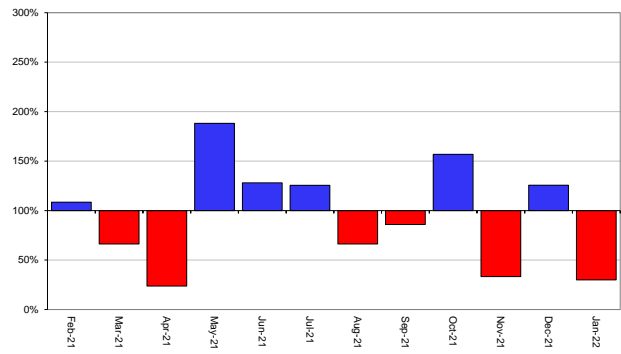
**Above average rainfall**

**Below average rainfall**

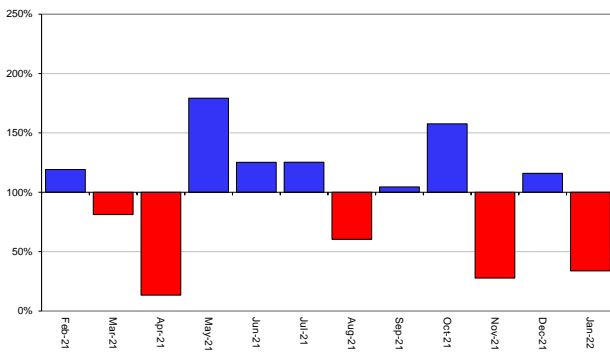
1-Month Period for East Anglia



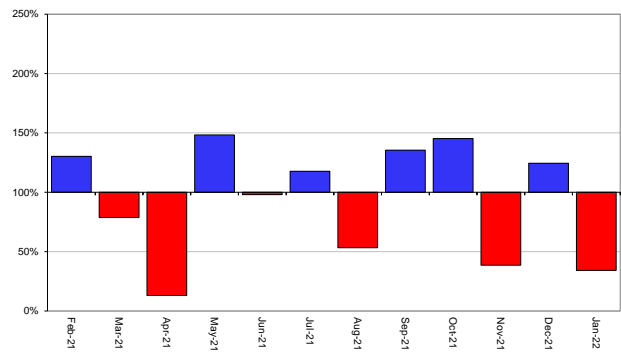
1-Month Period for Upper Bedford Ouse



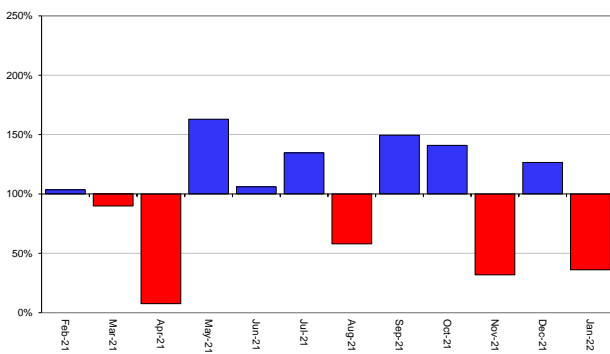
1-Month Period for Lower Bedford Ouse



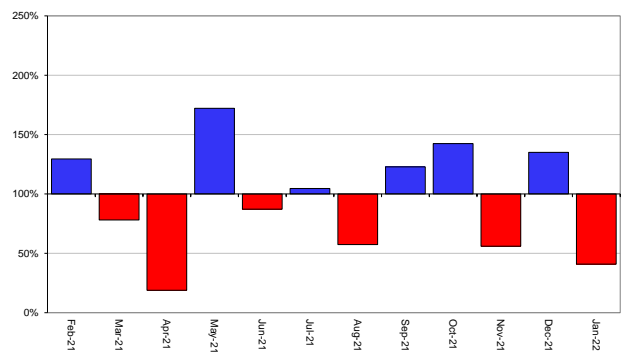
1-Month Period for Central Area Fenland



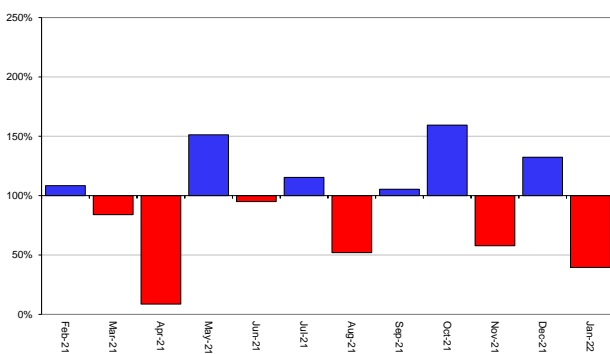
1-Month Period for Cam



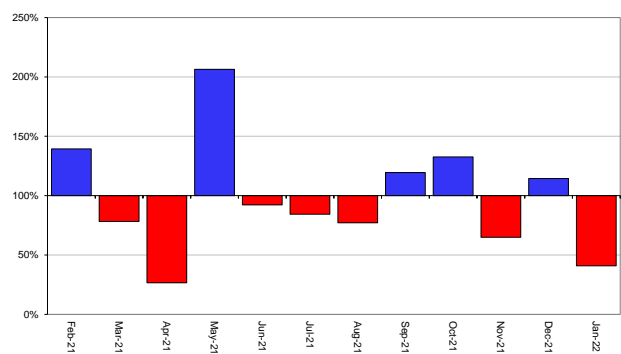
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark



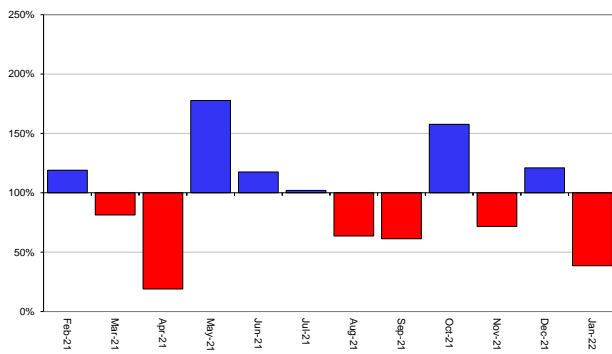
1-Month Period for North Norfolk



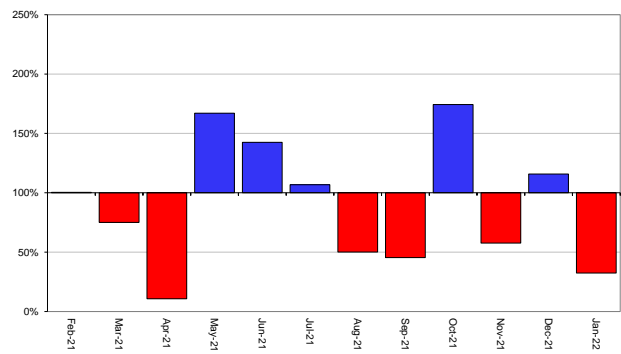
**Above average rainfall**

**Below average rainfall**

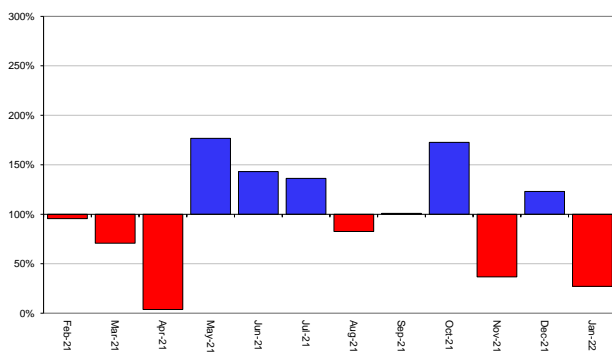
1-Month Period for Broadland Rivers



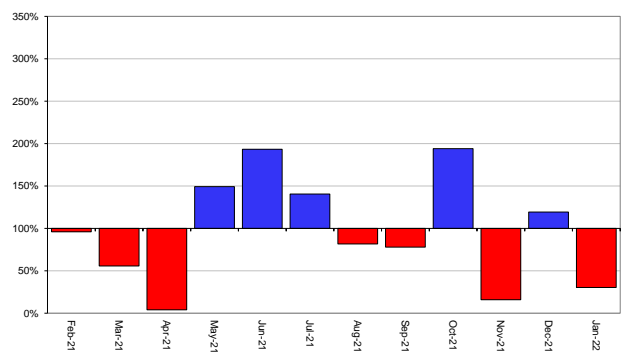
1-Month Period for East Suffolk



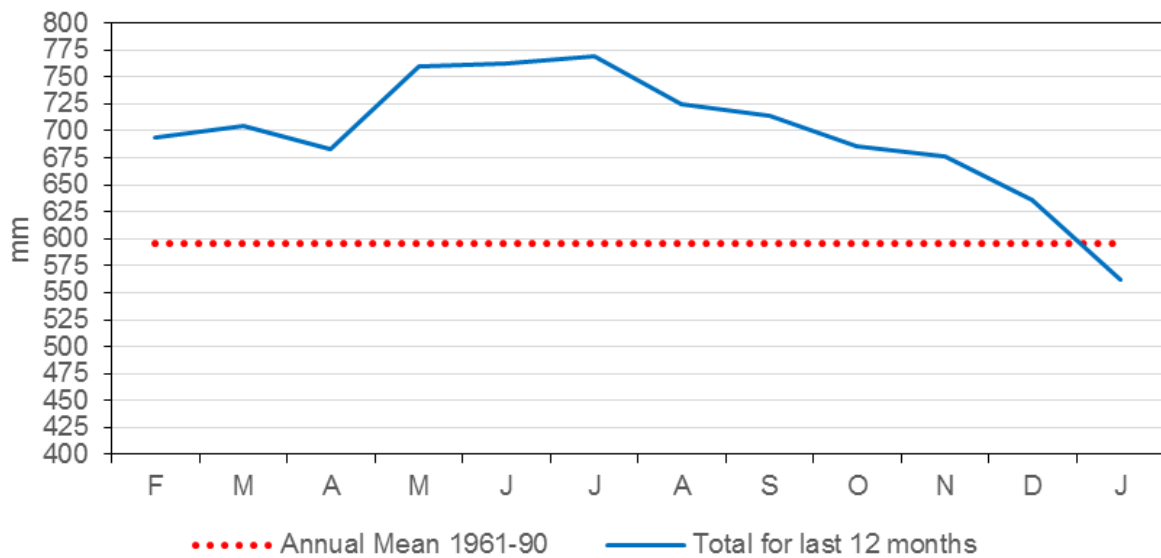
1-Month Period for North Essex



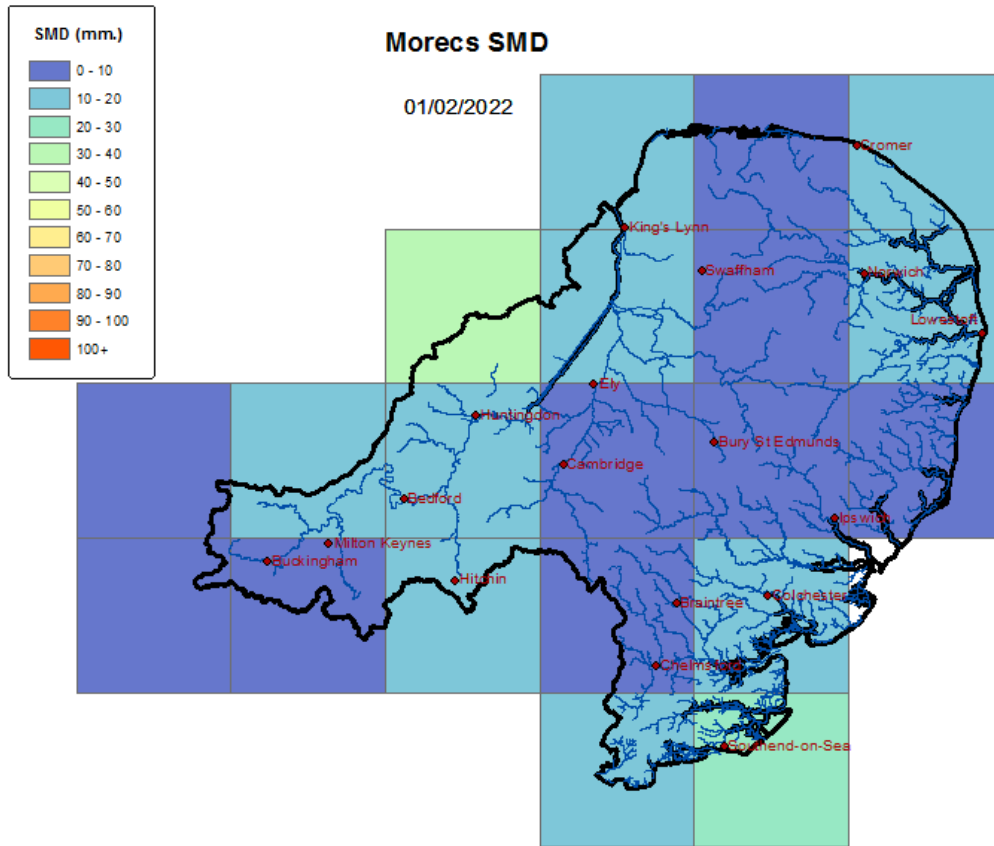
1-Month Period for South Essex



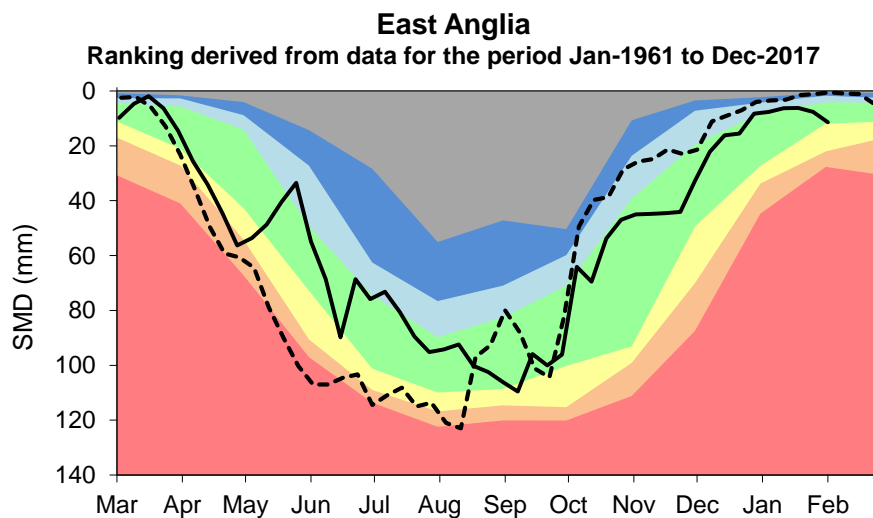
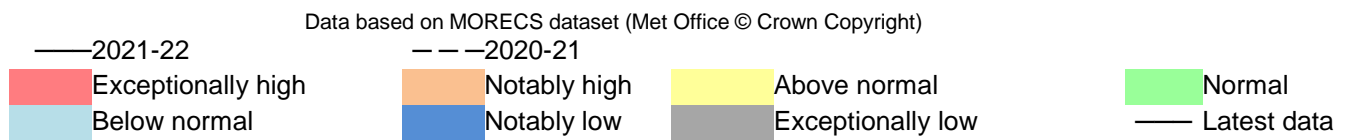
### Monthly Rainfall Surplus/Deficit



# Soil Moisture Deficit

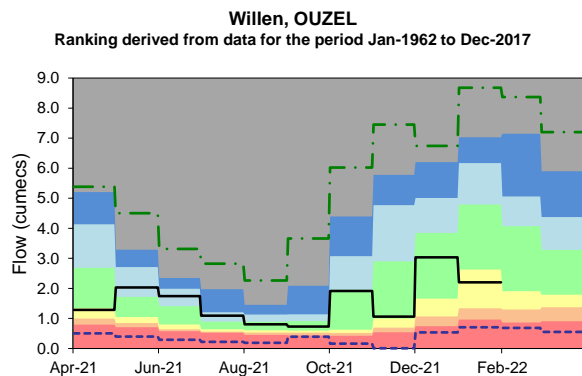
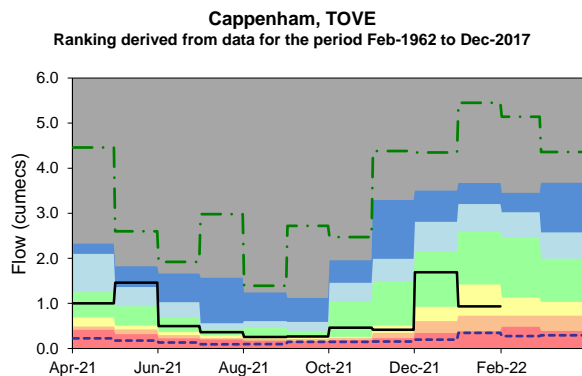
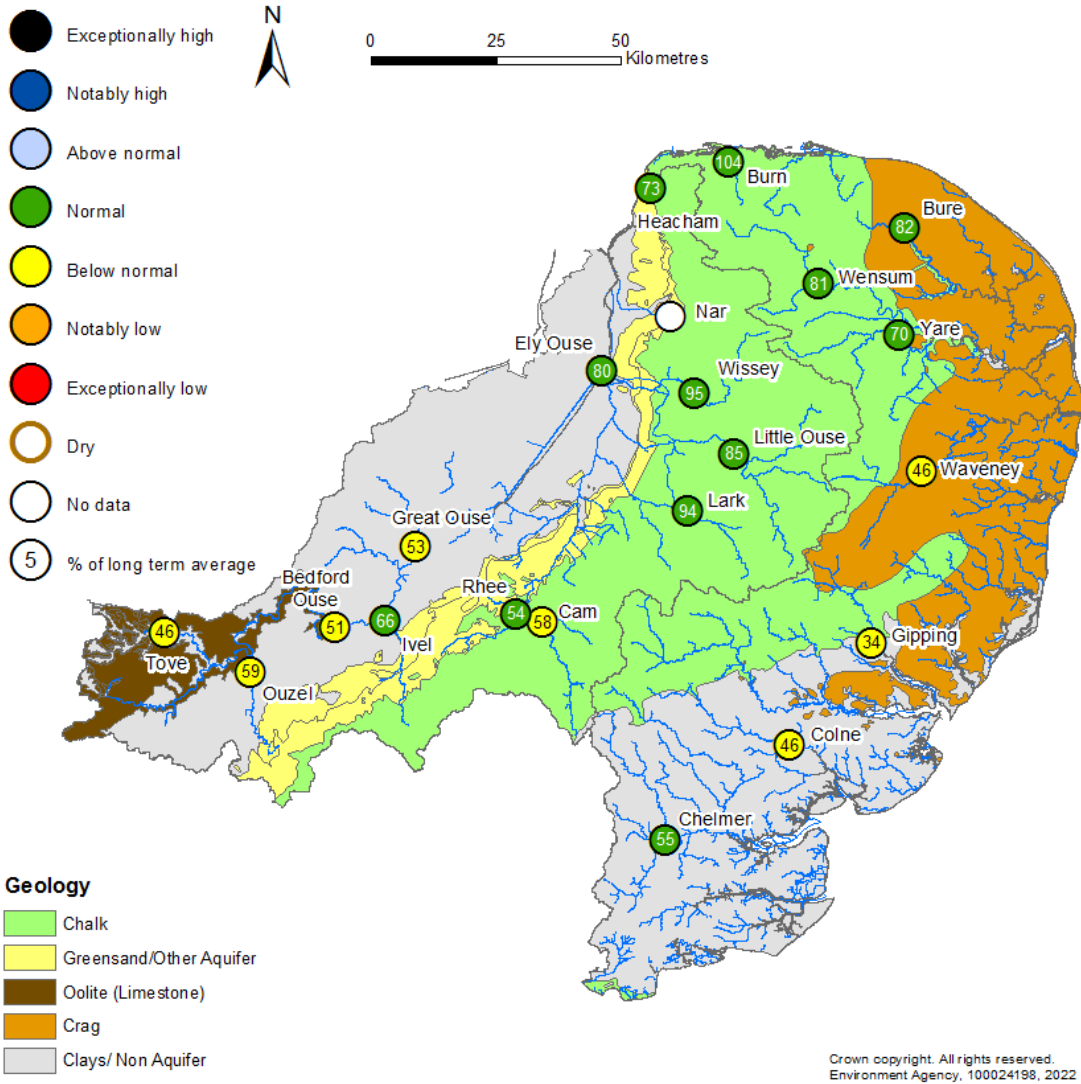


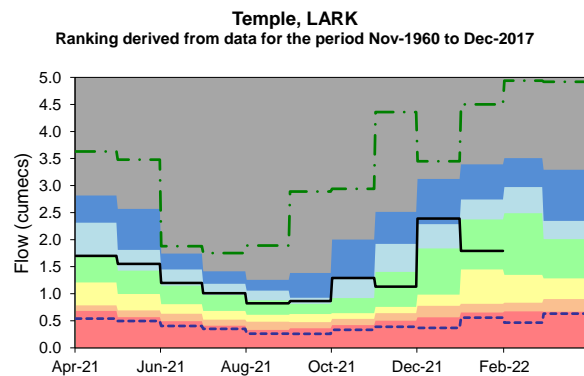
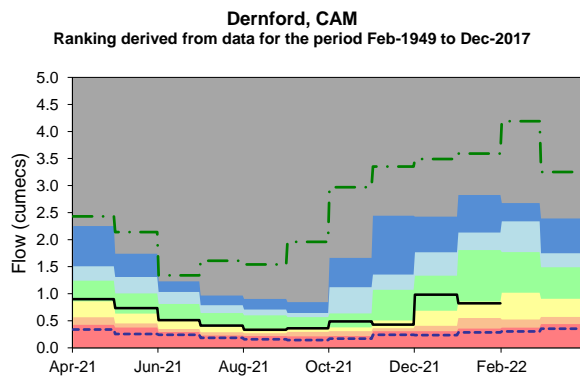
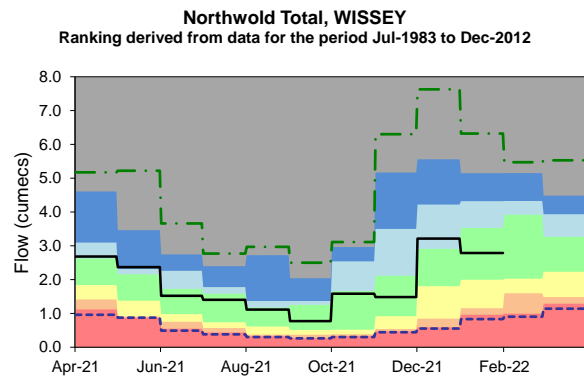
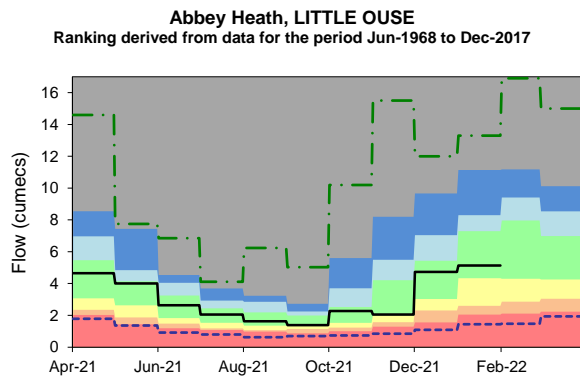
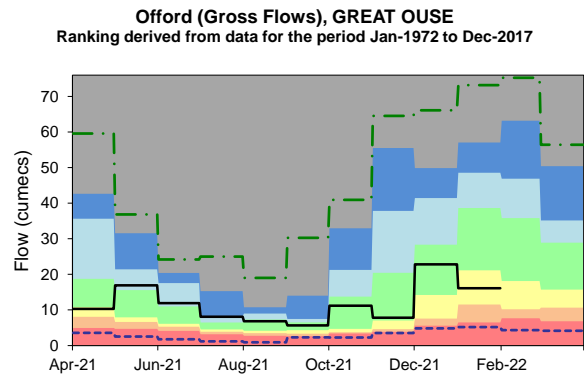
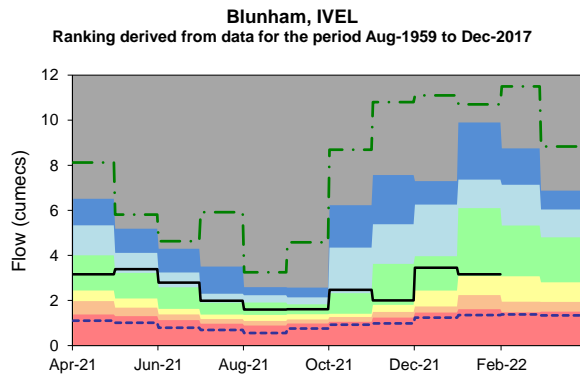
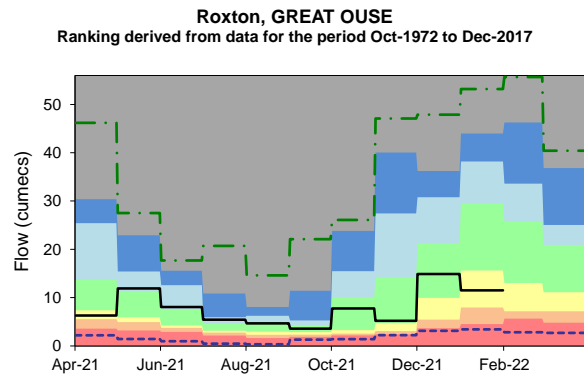
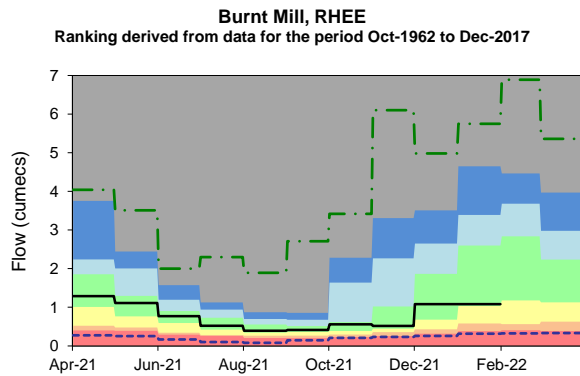
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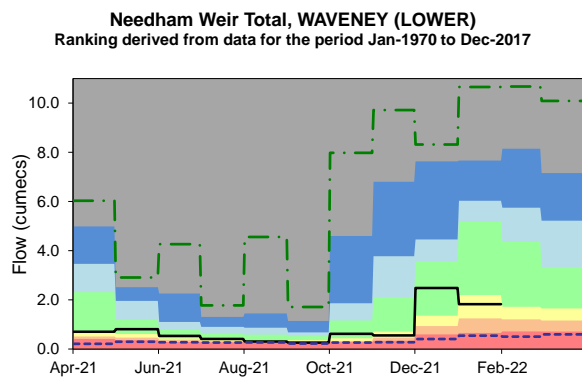
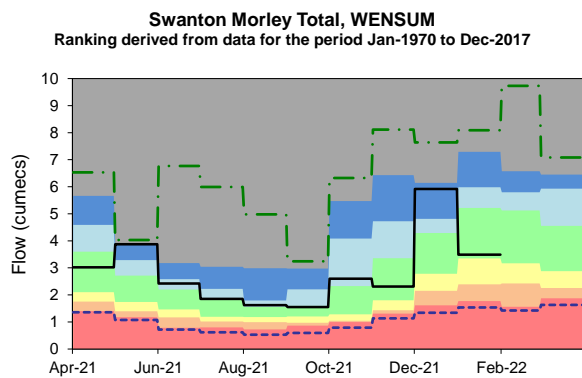
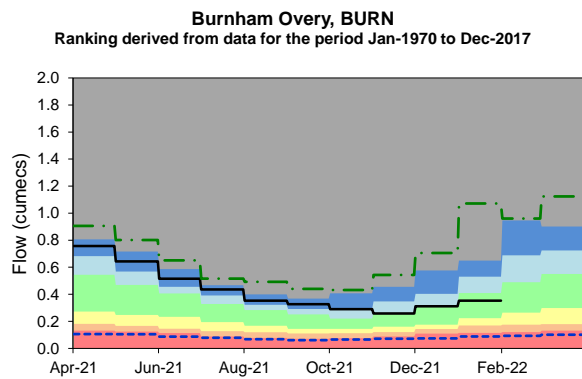
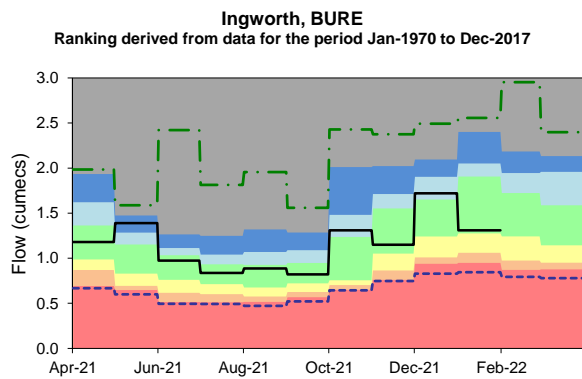
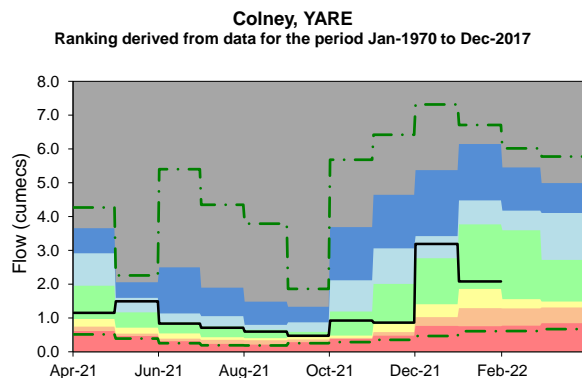
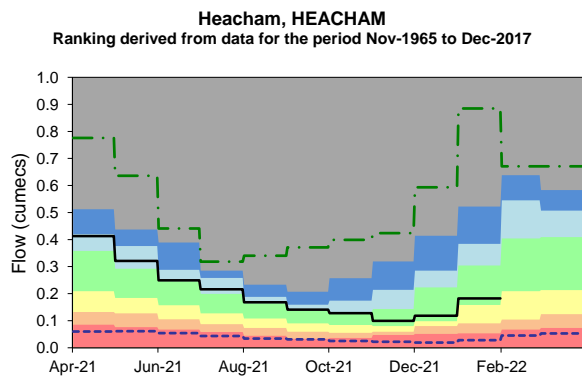
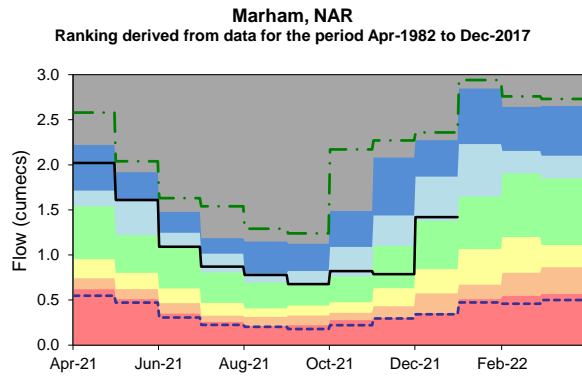
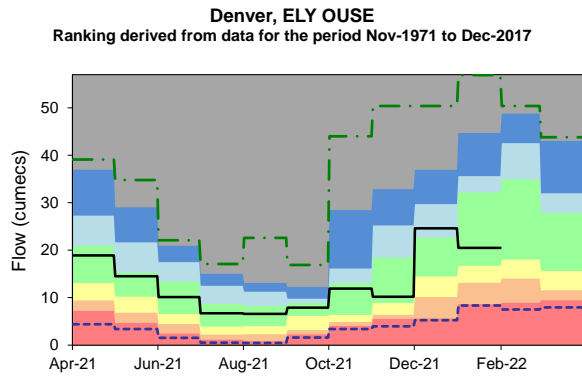


# River Flow

January 2022





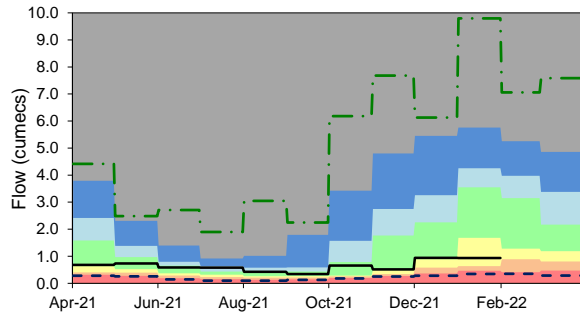






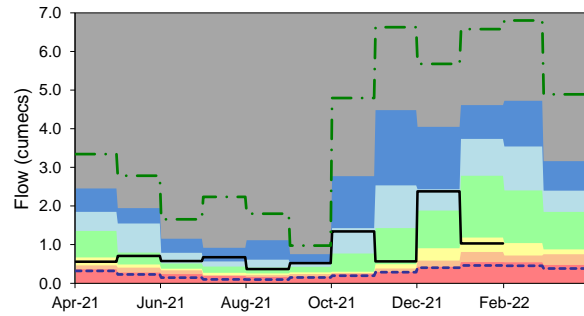
**Bramford, GIPPING**

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



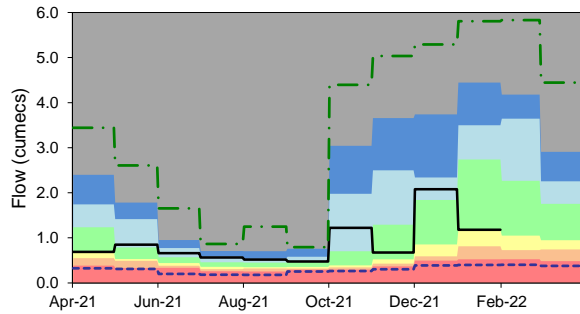
**Lexden, COLNE**

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



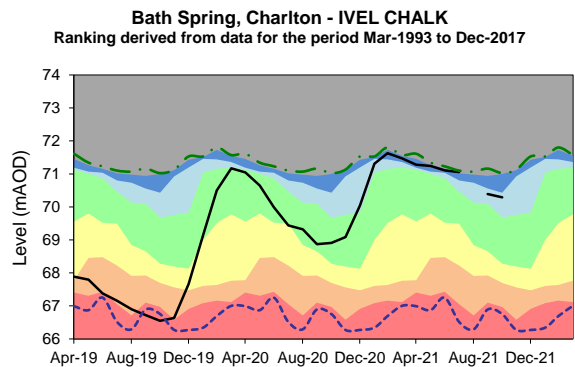
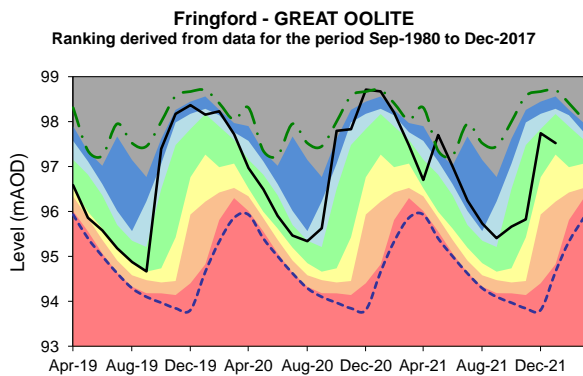
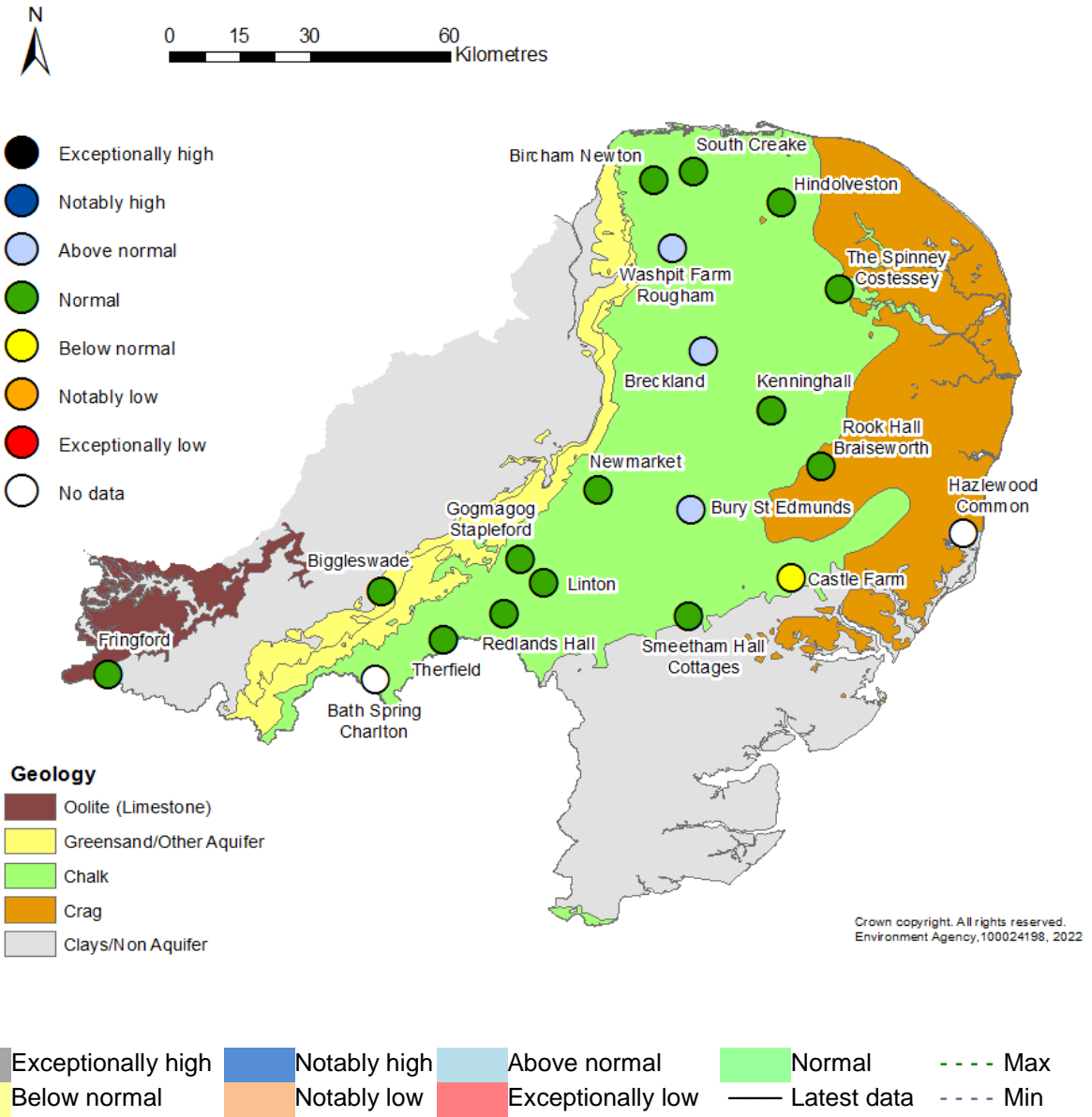
**Springfield, CHELMER**

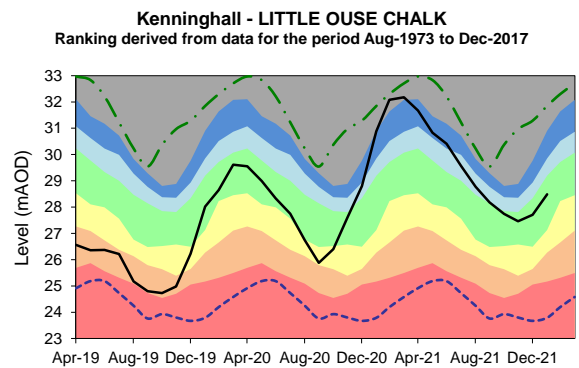
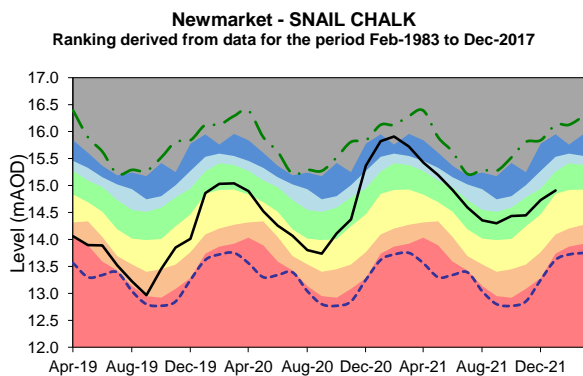
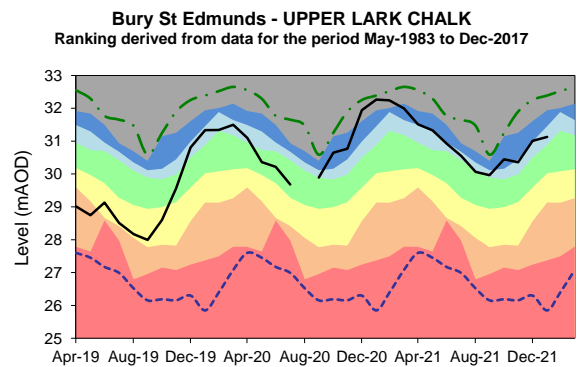
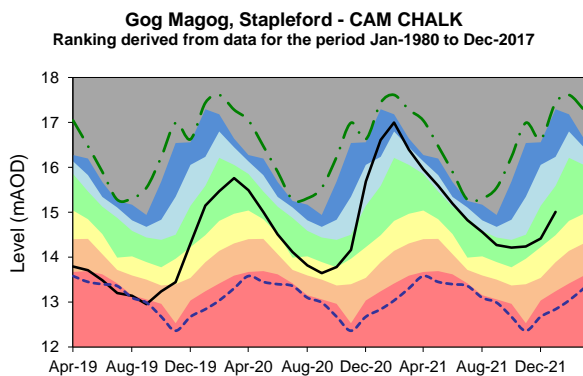
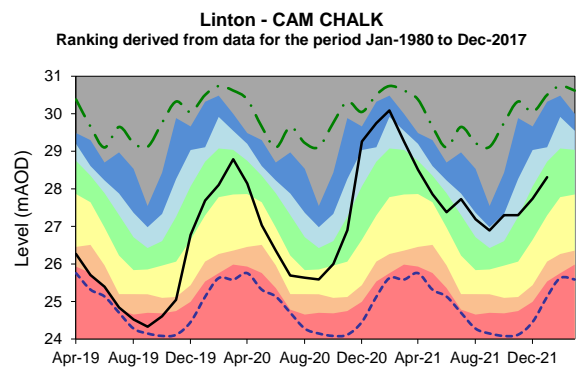
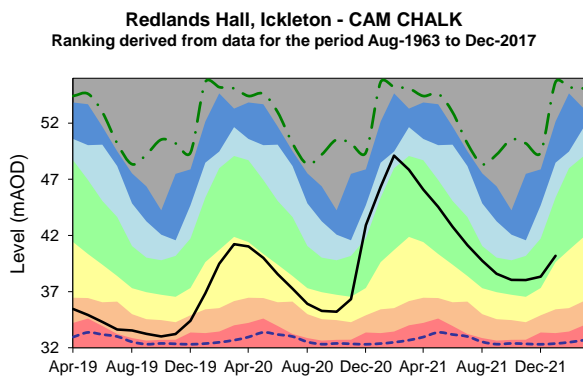
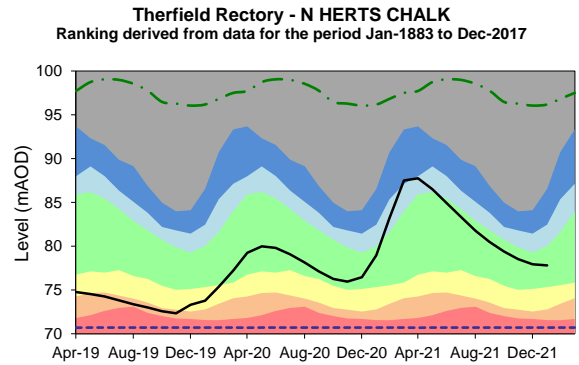
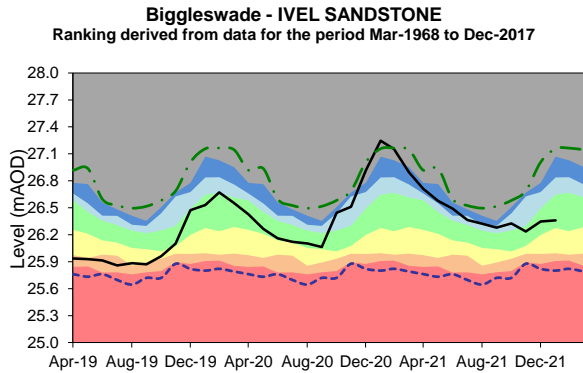
Ranking derived from data for the period Jan-1970 to Dec-2017

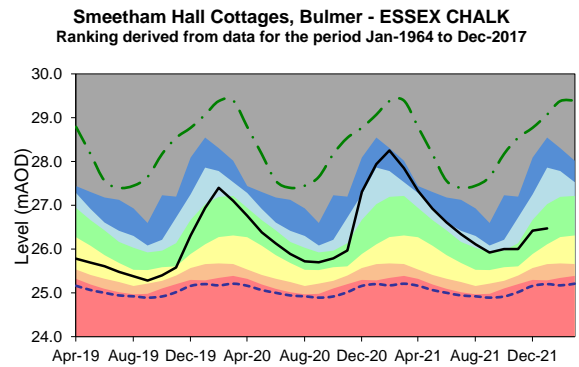
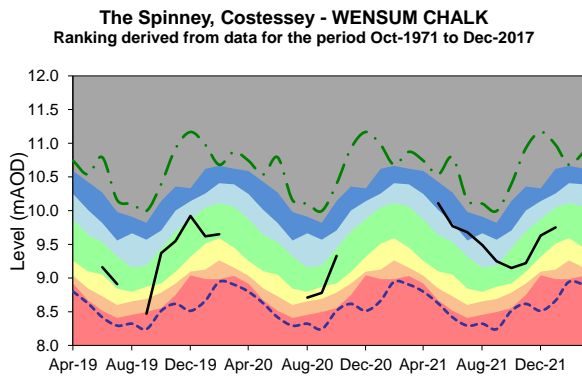
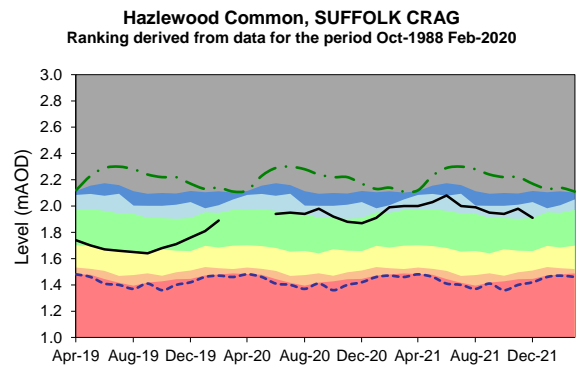
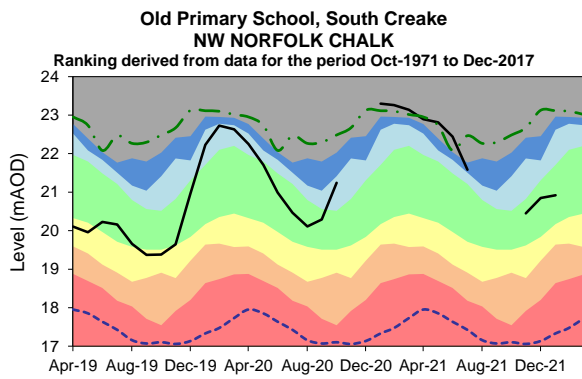
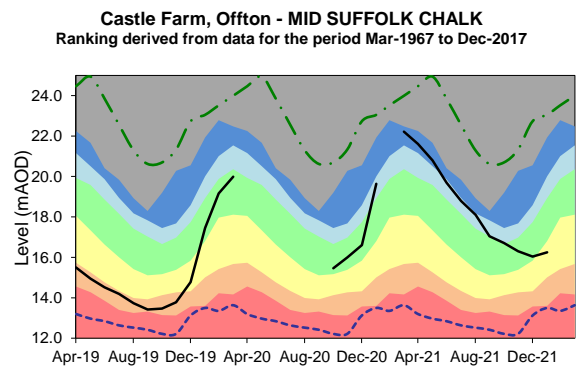
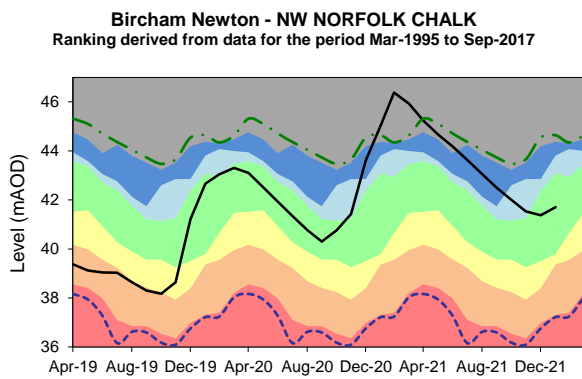
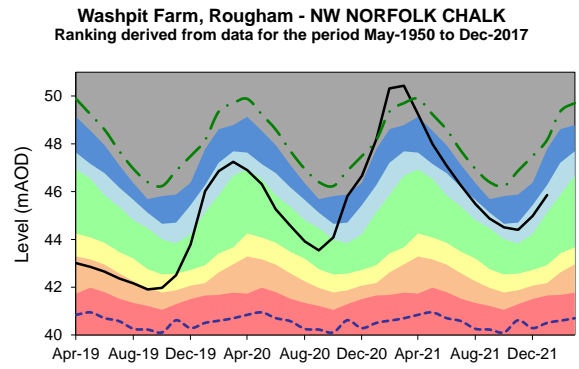
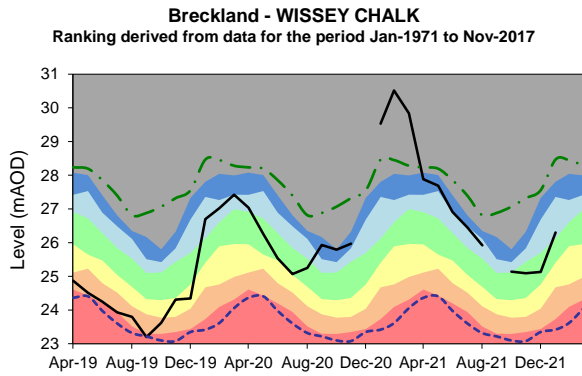


# Groundwater Levels

January 2022

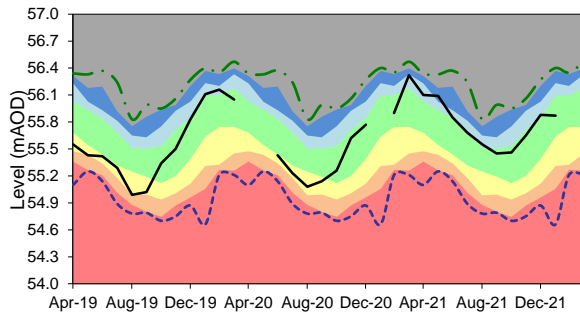




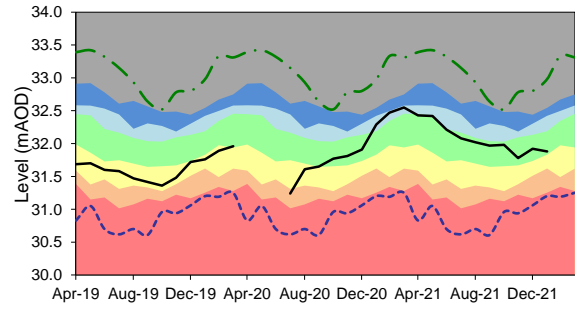




**Hindolveston - NORFOLK CHALK**  
Ranking derived from data for the period Sep-1984 to Nov-2017



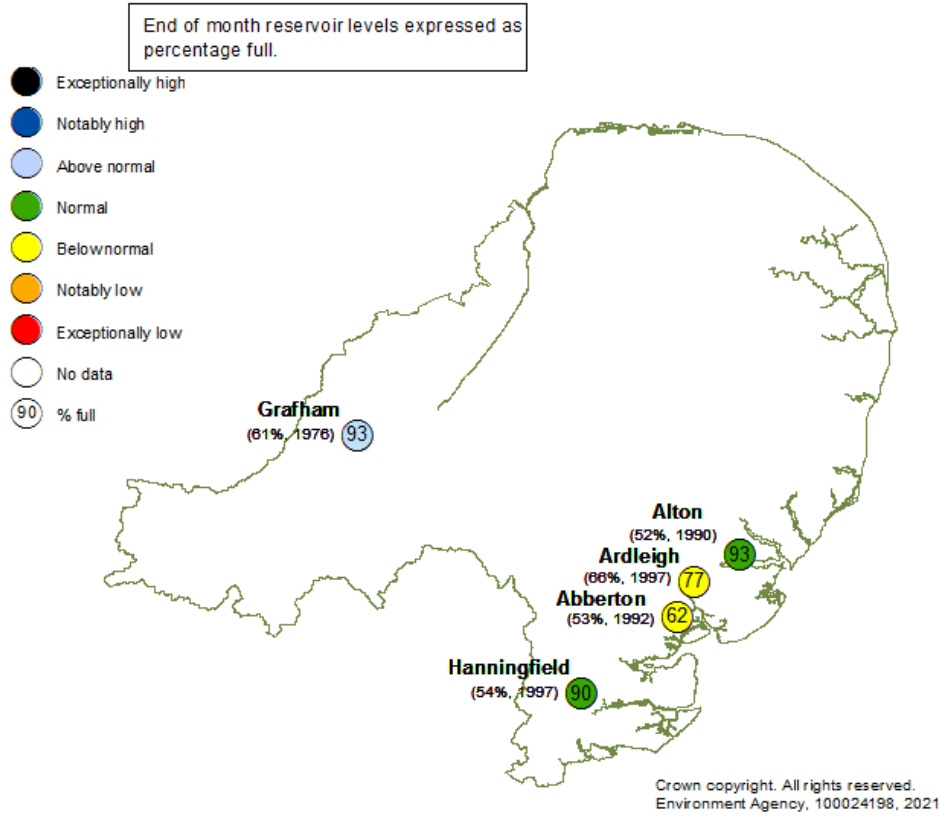
**Rook Hall, Braiseworth - SUFFOLK CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



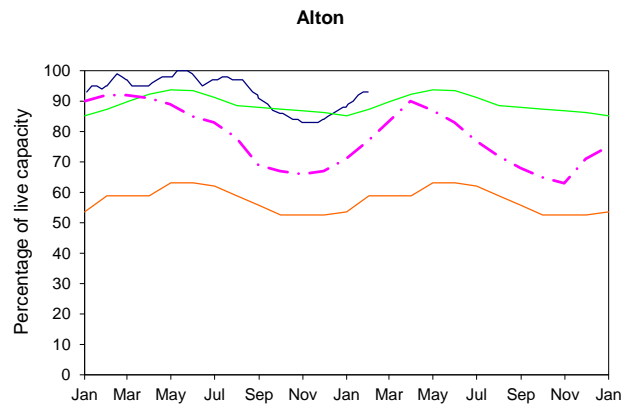
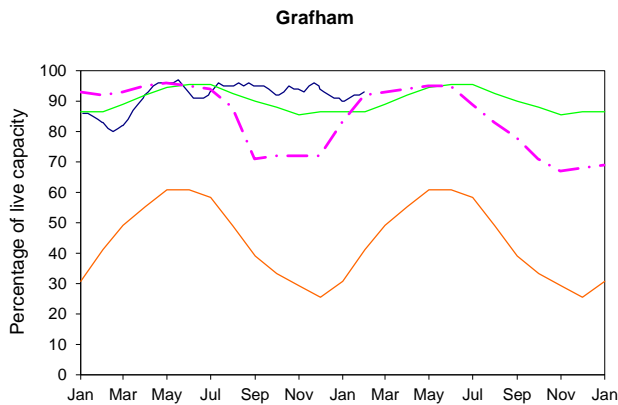
# Reservoir Stocks

January 2022

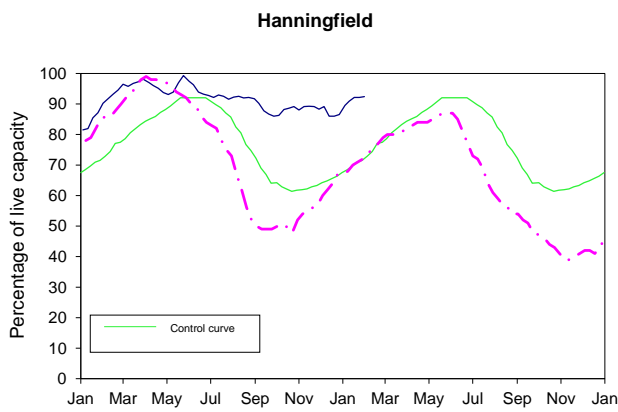
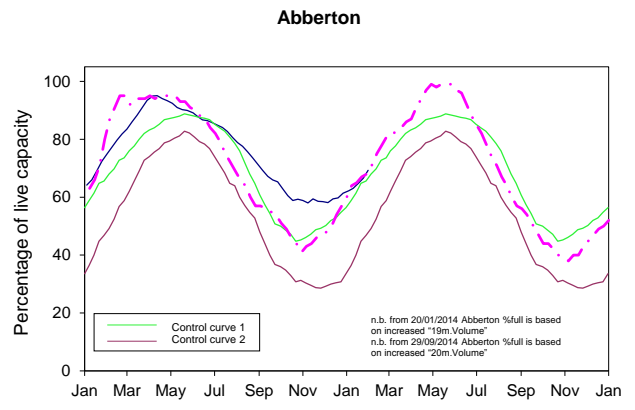
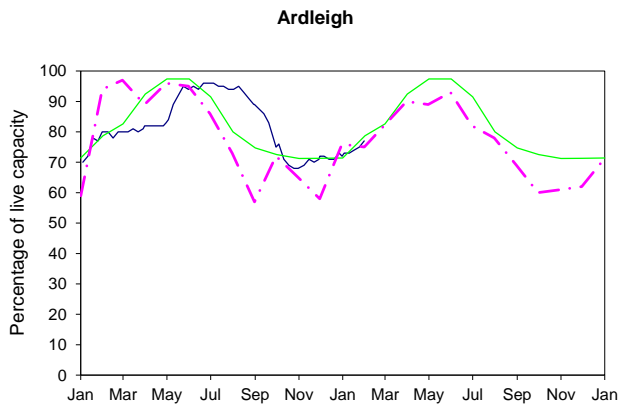
January 2022



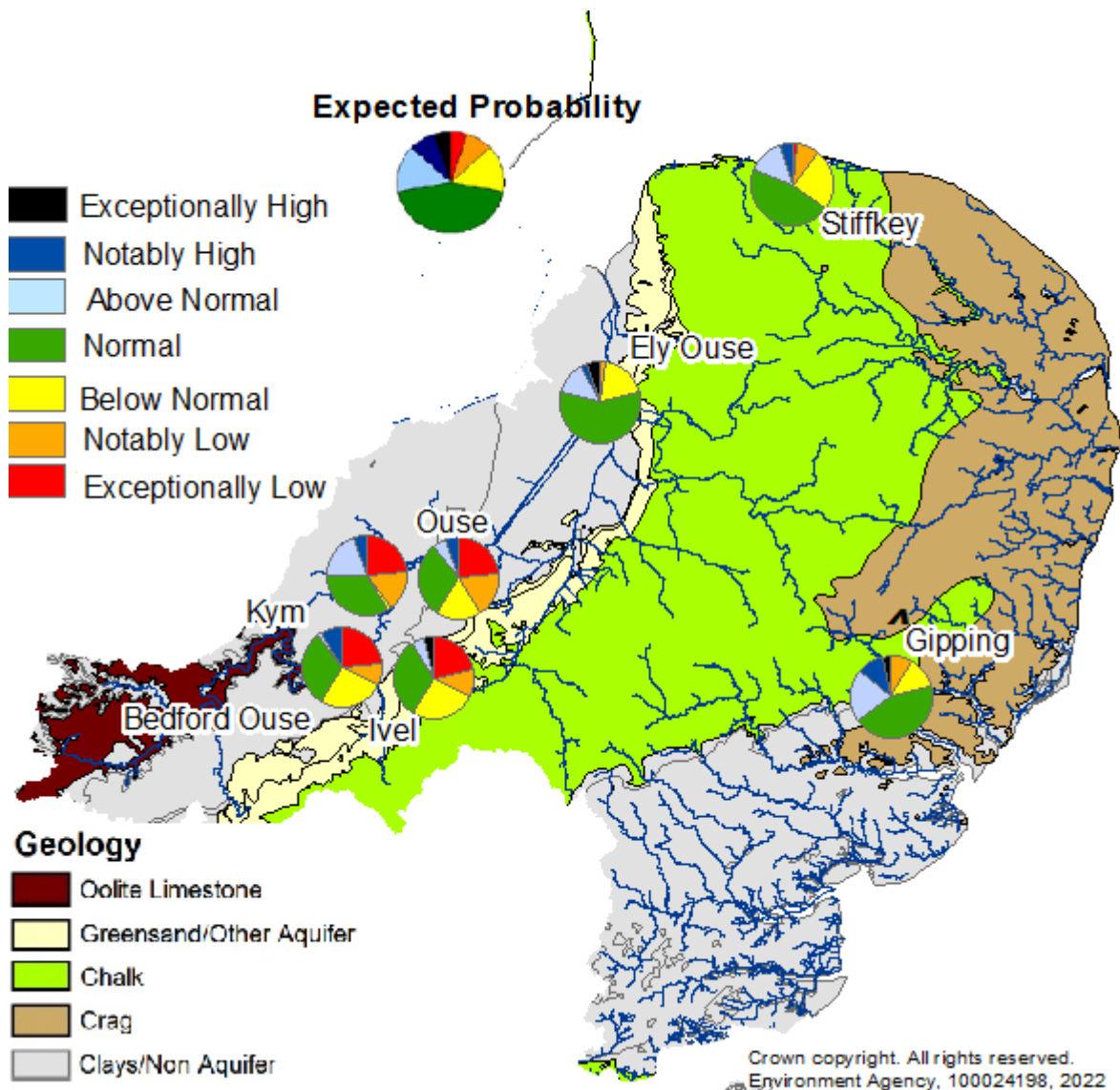
— 2021-2022      — Normal Operating Curve      — Drought Alert Curve      - - - 1995-1996



— 2021-2022      — Normal Operating Curve      — Drought Alert Curve      - - - 1995-1996



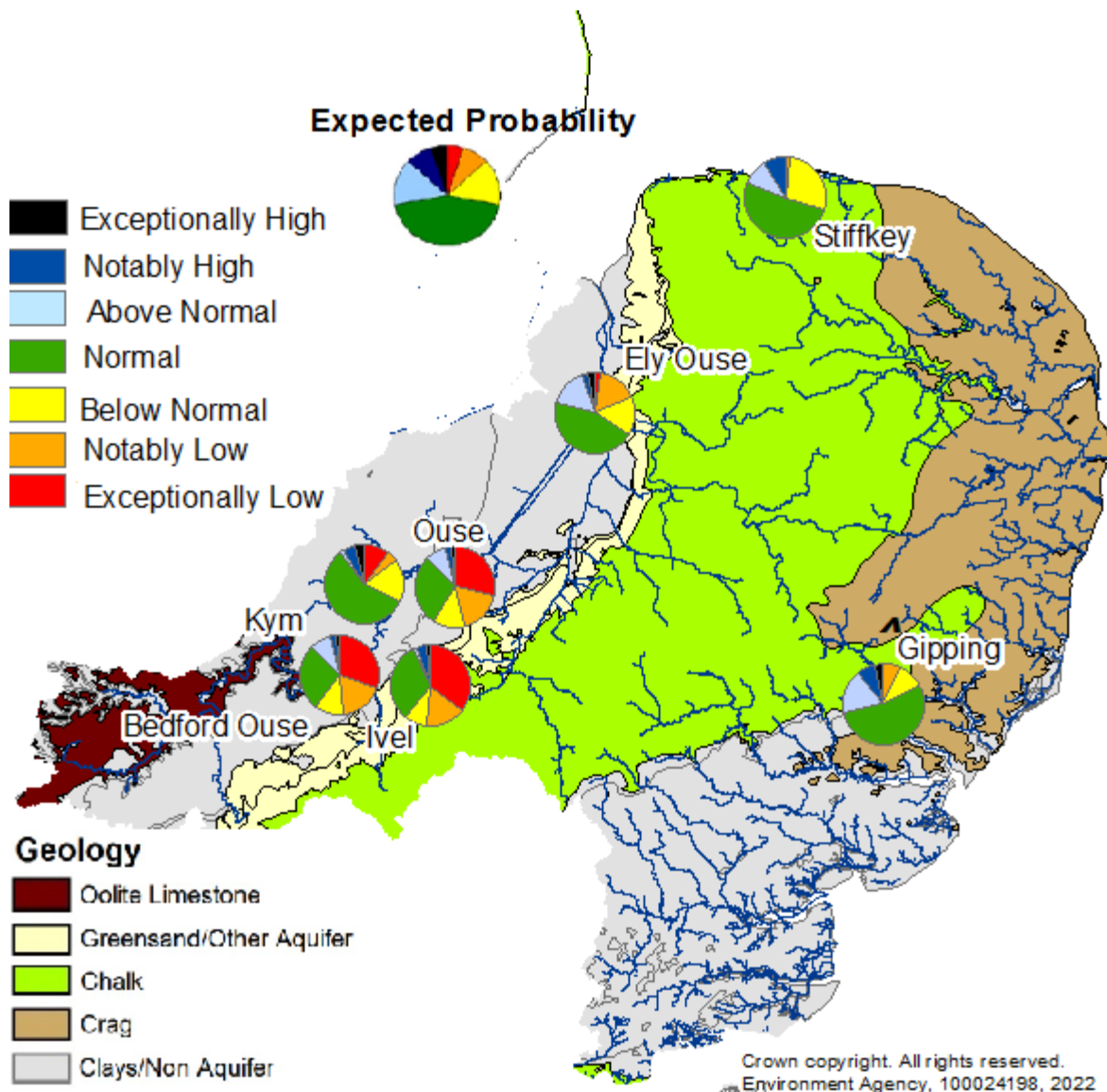
## Forward Look – River Flows



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, 2021.  
^ "Naturalised" flows are projected for these sites'



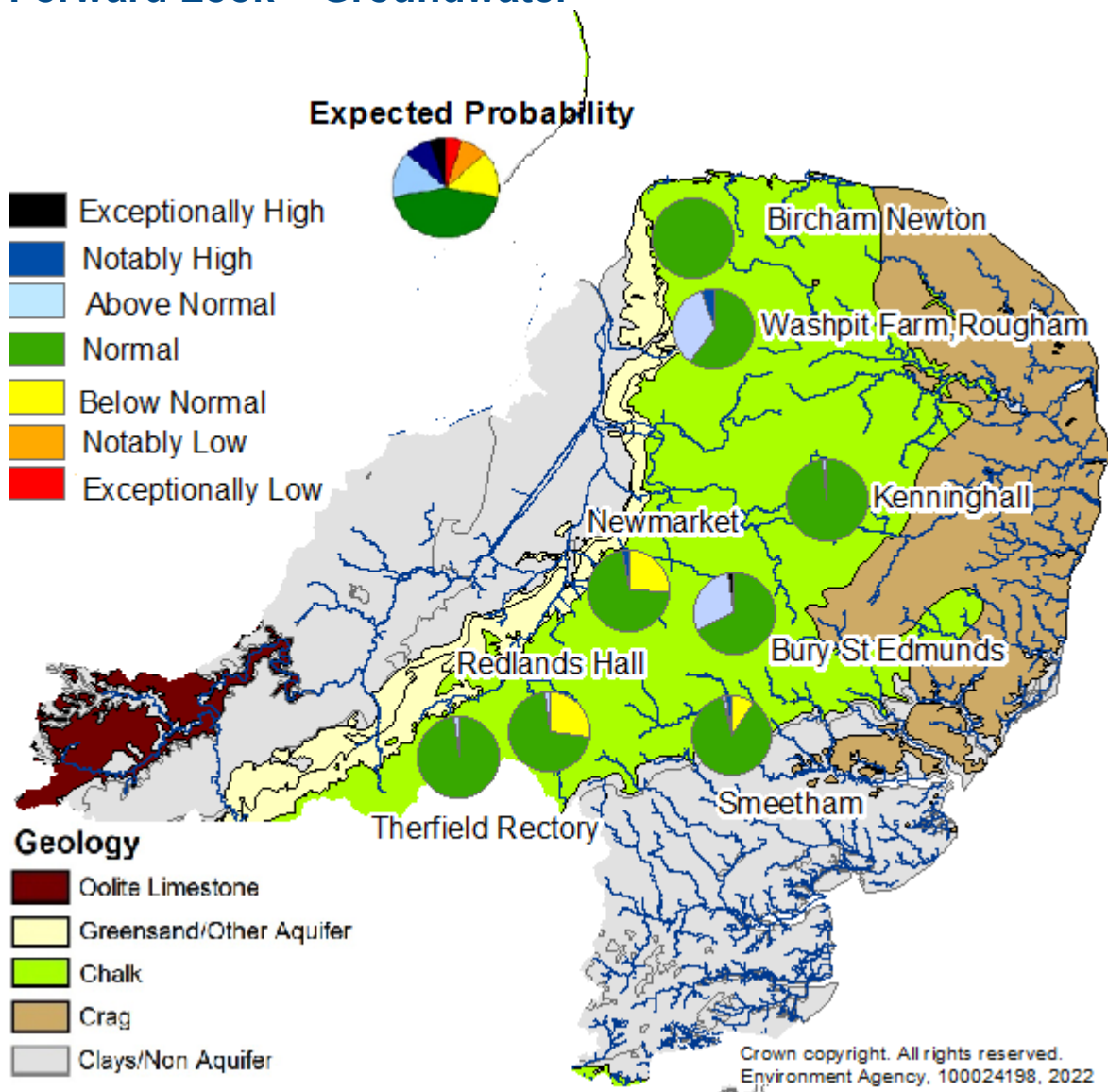


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Environment Agency, 100024198, 2022

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.

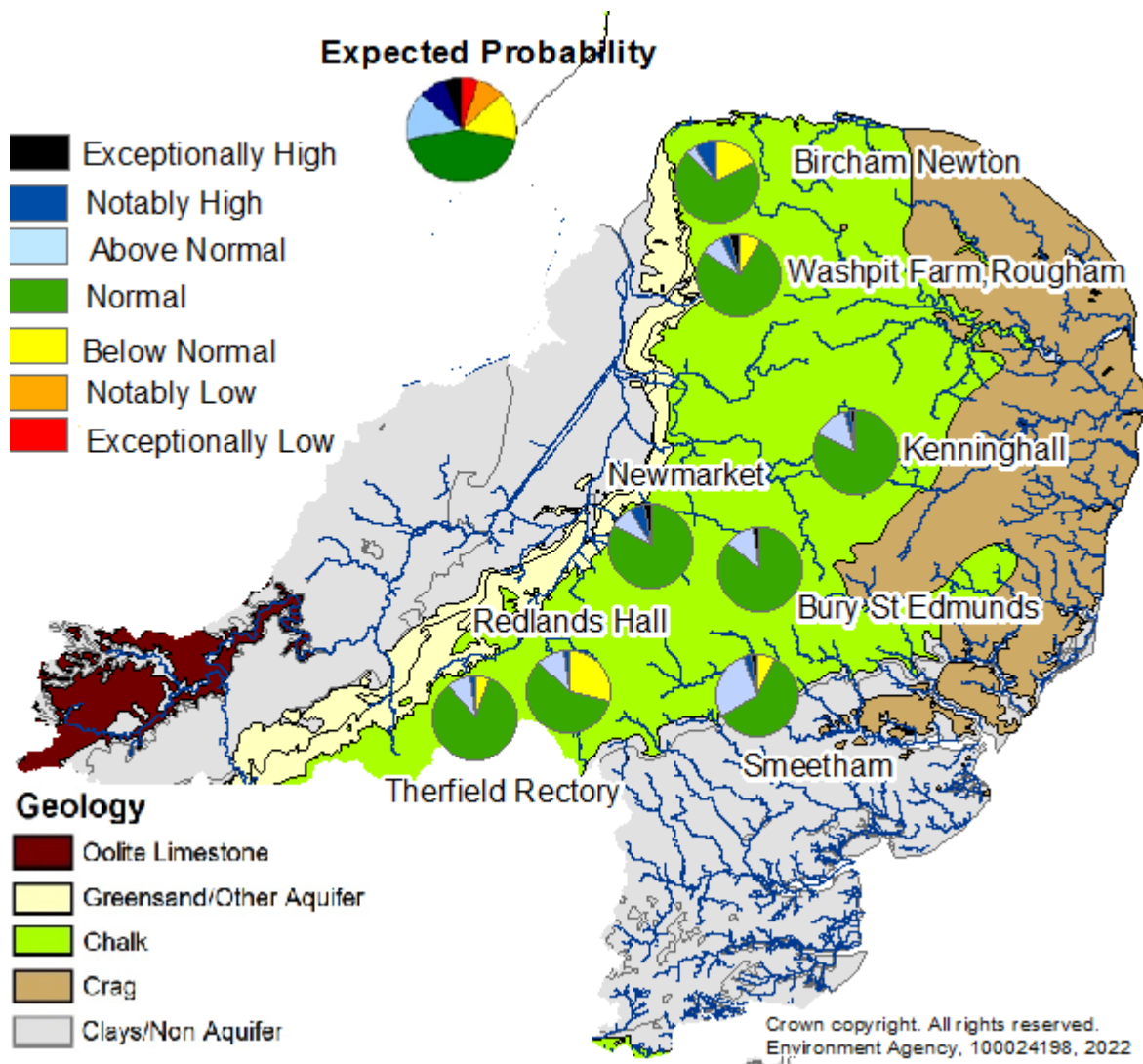
**Probabilistic ensemble projections of river flows at key indicator sites in June 2022.** Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) 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.



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**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.

**MELBOURN PARISH COUNCIL**  
**Maintenance Committee Meeting : 24 February 2022**

**Item: MA153 21c) Tree planting update**

---

Cllr Travis and James Cantle from Shires visited various sites on 11 February 2022.

1. James will plant two silver birch trees to complement the existing single silver birch on the edge of the grass area behind the end of the Littlehands car park.

2. James will plant two more silver birch trees in two gaps within the play park itself where trees were probably present in the past, These are along the Littlehands roadway access side of the play park.

3. James is already planning work in conjunction with the college to cut back ivy growth along the boundary between the public space perimeter facing the new astro pitch and I agreed he will plant suitable trees in the gaps along this edge of the playing field. There were probably trees in the past but have been lost over time. He suggests planting beech and that seems fine to me.

4. At a future time he suggests we could plant trees along the boundary with the bowling club as this abuts the grassed area towards the basketball hoop. This might affect the bowling club and needs more thought perhaps.

5. In the autumn we also need to consider the planting of limes along Cambridge Road but suitable plants are not currently available.

Our grateful thanks James for offering to do this public spirited work. It is really appreciated.

# MELBOURN PARISH COUNCIL INVITATION TO TENDER

**Quote title: Stockbridge Meadows Nature Reserve boardwalk  
replacement**

**Quote Reference Number: SMBW2022**

**Closing Date/Time for Submission of Quotations Friday, 8 April 2022 @16.00hrs.  
No quotes will be accepted after this deadline.**

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on Monday, 11 April 2022

Quotations must be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

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## **Section 1: Key Information and Contact Details**

<b>Quotation No:</b>	SMBW2022
<b>Quotation Title:</b>	Stockbridge Meadows Nature Reserve boardwalk replacement
<b>Quotation latest return date &amp; Time:</b>	Friday, 8 April 2022 not later than 16.00hrs. <i>Tenders can be returned before this date</i>
<b>Quotation return address:</b>  Quotations must be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.  Tender sent via email <u>will not</u> be considered.	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
<b>Contact Officer</b>	Claire Littlewood Parish Clerk
<b>Contact Officer Telephone:</b>	01763 263303 option 3
<b>Contact Officer E-mail:</b>	parishclerk@melbournpc.co.uk
<b>Expected Tender Decision Date:</b>	End of May 2022 <i>if sufficient tenders are received</i>
<b>Site Address:</b>	Stockbridge Meadows Nature Reserve Stockbridge Meadows Melbourn Cambridgeshire SG8 6AF



## **Section 2 : Project Details**

### **2.1 Project Brief:**

Stockbridge Meadows Nature Reserve covers an area of approximately 6.07 hectares in the heart of the South Cambridgeshire village of Melbourn. The nature reserve has been dedicated to Fields in Trust to protect it in perpetuity for the benefit of local residents. Currently there is a boardwalk from the Meadows running to the River Mel. The timber structure is unsound and was decommissioned for safety reasons. The Project concerns the removal of the present boardwalk and replacement with new. The design and structure do not need to be identical to that previously in place (see 2.2 below).

### **2.2 Design and Materials:**

The Parish Council is not fixed on a specific design concept for the replacement boardwalk. However, it is an absolute priority for the Parish Council that the replacement boardwalk is in harmony with its surroundings, both in appearance and also in its effect on the environment through construction and use. It is anticipated that a replacement structure will provide at least as much access to the river as that afforded by the boardwalk being replaced.

With this commitment to the environment in mind, the Parish Council is keen to explore options that will sit sympathetically in the existing environment, such as a low level structure using recycled materials. The boardwalk must be hardwearing, resistant to the elements and also able to withstand deliberate attempts to damage the structure. The boardwalk must also be fully accessible for people of all ages and visitors with limited mobility.

### **2.3 Disposal of existing structure:**

The existing boardwalk has been decommissioned for the safety reasons. However, careful dismantling and responsible disposal of the existing structure is an important part of your tender. It is imperative that this work is carried out with minimal interference to the surrounding natural habitat including the River Mel, which is an important chalk bed stream.

### **2.4 Tender requirements:**

The Parish Council would welcome tenders from all qualified businesses who are prepared to provide pricing for all elements of the project:

Tenders should include pricing for all the below administrative elements:

- Provision to provide a project plan and specification to be agreed with the Parish Council that the appointed contractor will be held accountable to. Anticipated costs for providing this must be included.
- Project management will be your responsibility and you will provide regular updates to the Parish Clerk and Chair of the Maintenance Committee

(frequency of these updates to be agreed). Your tender is expected to provide budget information on a weekly or fortnightly basis.

- Provision to produce a full health and safety risk assessment and anticipated costs of adhering to it must be included.
- Throughout the project the Parish Council and project manager must be able to communicate easily with the project and site managers.
- Where appropriate the tender should include technical details that underpin the sustainability, environmental compatibility and acceptability of materials, especially those in contact with the ground and ground water.
- The tender should include details of the predicted life of the proposed structure and likely maintenance requirements.
- The tender will include details of similar past contracts and designs completed by the bidder. Access to view such completed projects will be regarded as crucial.

## 2.5 **Cost:**

Cost should include removal and responsible disposal of the existing boardwalk, installation of the new structure, restorative works to surrounding area and the river bank, project management and safety certification.

The tender response must include a detailed breakdown of the total project cost including:

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

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

## 2.6 **Health and Safety:**

Suppliers must comply with the Health and Safety at Work Act 1974. Anticipated costs for complying with Health and Safety requirements must be included in tender costs.

Suppliers should show evidence that the protection of staff is considered in their bid approach to safety and show where they or staff members have formal first aid training.

Stockbridge Meadows Nature Reserve is open to the public all year round. It is imperative that the clear safety signage is in place for the duration of the works. We will require written assurance that UK Health & Safety rules will be adhered to. This can be part of Risk Assessment responses in Section 4.

## 2.7 **Public Liability**

Supplier must provide details of their Public Liability Insurance Cover, (If your company is appointed then the Parish Council will need to see a copy of your insurance certificate) and confirm the staff carrying out the work is competent to work on parish property.

## 2.8 **Project Timeline:**

The Parish Council would like the project to be completed by the end of October 2022. Suppliers should outline the estimated timeline of the project, including delivery and installation time.

## 2.9 **Project Completion:**

The project will not be deemed complete until all snagging issues are resolved and a satisfactory Post Installation report is produced by an independent safety inspector. As works may take place during wet weather, any damage to soft ground must be made good before leaving the site.

# **Section 3: Tender Process**

## 3.1 **Site Visit:**

Stockbridge Meadows can be accessed from the High Street via Dolphin Lane. There is a small car park for visitors.

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

## 3.2 **Questions and Clarifications:**

Tenderers may seek clarifications on any points during the bidding period, before submitting their tender response. It should be noted that questions and answers to those questions would be available to all other companies who may wish to bid. Any questions or matters of clarification should be submitted via email to [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk) with the subject "Question – Stockbridge Meadows Boardwalk Replacement".

## 3.3 **Tender Submission:**

Tender documents submitted via email **will not** be considered. Quotations must be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number, by Friday, 8 April 2022 not later than 16:00hrs. If the Clerk thinks your email may contain your tender submission, it will not be opened and will be deleted.

### 3.4 Tender Evaluation:

The tender evaluation scheme is described below in section 3.5. Suppliers' responses will be scored out of a maximum of 5 marks. It should be emphasized that the Parish Council is not obliged to accept the lowest price when considering tenders but value for money is an important factor.

3.5	Evaluation Criteria	Percentage	Description
	Overall design	35%	The design meets project brief, complies with relevant standards, is innovative, and meets the needs of all ages and abilities using the play park.
	Quality of materials	25%	The materials used are durable, sustainable where possible, and require limited maintenance.
	Quality Competencies and Schedule of works	20%	The supplier has provided a detailed schedule of works. The Quality Competencies questionnaire has been completed and all necessary documents relating to insurance, equalities, health and safety, experience and staff training have been included.
	Value for money	15%	The Project cost is competitive and the price corresponds to the quality of the design. Details of guarantees/warranty periods have been provided and are reasonable.
	Presentation	5%	There is a good presentation of design, clear breakdown of cost, and all requested documents and information are included in the tender response.

### Public consultation:

After submissions, a public consultation will take place and feedback received will make up part of the evaluation. Suppliers must include any documentation which will support the public consultation event (e.g design drawings).

Following the Public Consultation, there may be questions or amendments related to the design. The Parish Office will contact the person named in section 5 and will anticipate a prompt response to any questions or queries in order to progress the project.

As well as the Tender Evaluation Scheme, the feedback from the public consultation will make up part of the evaluation.

## **Section 4: Quality Competencies and Schedule of Works**

### **4.1 Questionnaire – Quality Competencies**

As outlined in section 3.5 Quality Competencies form part of the tender evaluation. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). *Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand.* Please use extra sheets as necessary.

Question	Written statements are required	
4.1.1	Who will carry out and oversee the specified work and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.	
4.1.2	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.	
4.1.3	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted? Please provide copies.	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed)	Yes/No
4.1.4	Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references. Please use additional sheets if necessary.	
	Referee 1: Name of referee:  Address:  Telephone:  Email:  Name of person to contact (if different to referee name):	

A brief description of the services provided:																			
Referee 2: Name of referee:																			
Address:																			
Telephone:																			
Email:																			
Name of person to contact (if different to referee name):																			
A brief description of the services provided:																			
EQUALITIES of OPPORTUNITY																			
4.1.5	Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws? (Please completed the questionnaire)																		
	<table border="1"> <tr> <td>The Race Relations Act 1976</td> <td>Yes/No</td> </tr> <tr> <td>The Race Relations Code of Practice</td> <td>Yes/No</td> </tr> <tr> <td>The Race Relations Act (Amendment) Regulations 2003</td> <td>Yes/No</td> </tr> <tr> <td>Employment Equality (Religion and Belief) Regulations 2003</td> <td>Yes/No</td> </tr> <tr> <td>Disability Discrimination Act 1995</td> <td>Yes/No</td> </tr> <tr> <td>Equal Pay Act 1970(Amendment) Regulations 2003</td> <td>Yes/No</td> </tr> <tr> <td>Sex Discrimination Act 1975(Amendment) Regulations 2003</td> <td>Yes/No</td> </tr> <tr> <td>Employment Equality (Sexual Orientation) Regulations 2003</td> <td>Yes/No</td> </tr> <tr> <td>Employment Equality (Age) Regulations 2006</td> <td>Yes/No</td> </tr> </table>	The Race Relations Act 1976	Yes/No	The Race Relations Code of Practice	Yes/No	The Race Relations Act (Amendment) Regulations 2003	Yes/No	Employment Equality (Religion and Belief) Regulations 2003	Yes/No	Disability Discrimination Act 1995	Yes/No	Equal Pay Act 1970(Amendment) Regulations 2003	Yes/No	Sex Discrimination Act 1975(Amendment) Regulations 2003	Yes/No	Employment Equality (Sexual Orientation) Regulations 2003	Yes/No	Employment Equality (Age) Regulations 2006	Yes/No
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Employment Equality (Age) Regulations 2006	Yes/No																		

	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No
	Does your organization have a Modern Slavery Statement?	Yes/No
If your organisation has an equal opportunities policy please enclose..		
4.1.6	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
4.1.7	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

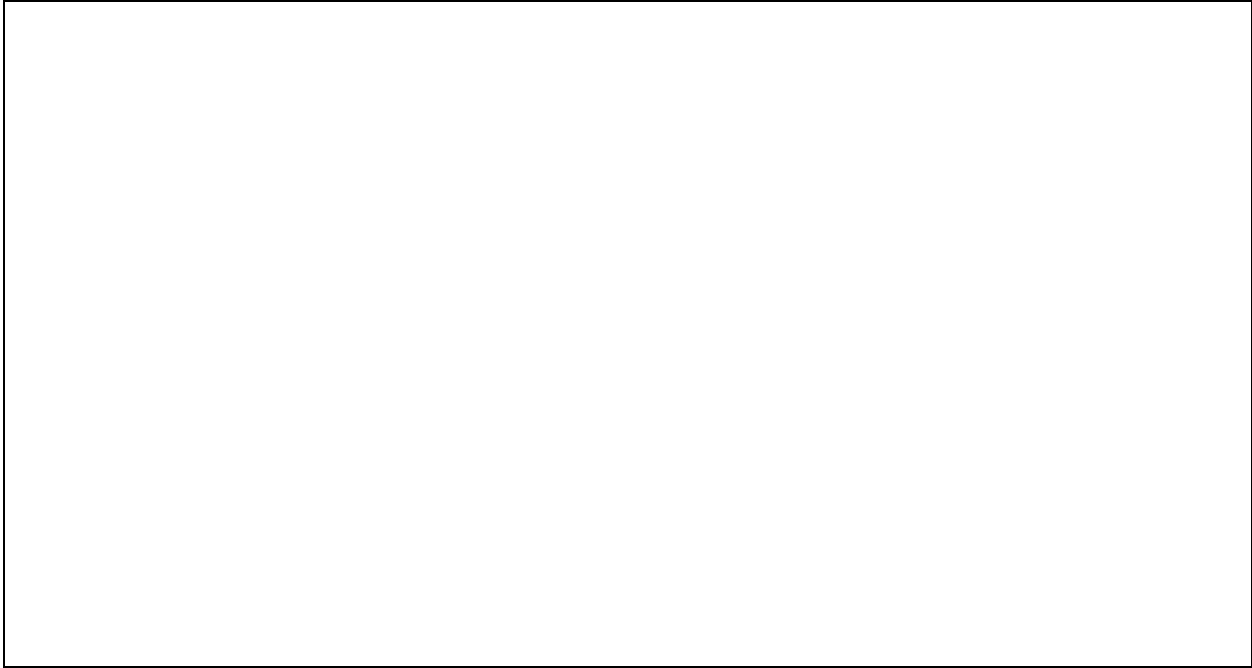
## 4.2 Schedule of Works

### Schedule of Works - General Notes and guidance:

Due to the open brief of the project, a schedule of works template is not provided.

Suppliers should provide full details of their design along with detailed drawings (which should also be available electronically). A description of the work process, with details of how the project will be supervised and managed should be provided and any equipment or vehicles to be used should be set out. Suppliers should include all information requested in Sections 2.

Please use extra sheets if necessary.



**Contractor Manager**

**Name**

**Signature**

**Reviewed (Parish Clerk)**

**Name**

**Signature**



## **Section 5 : Declaration**

I / We understand that:

- (a) This Quotation shall be returned in hard copies via post in a clearly marked envelope to the address provided so to reach the Parish Office not later than **16:00hrs on Friday, 8 April 2022**. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 3 of this document.
- (c) There may be a further selection stage of this Quotation involving an interview or meeting.
- (d) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Tenderer.
- (e) We have examined and agree to the Quotation, have submitted only one bid and agree to the contract terms.
- (f) We understand the tender evaluation process and understand that feedback from the public consultation will play a part in this process.
- (g) We have enclosed all documents that have been requested as part of the tender.
- (h) We have provided a full breakdown of the project cost.
- (i) We have completed the Quality Competencies Questionnaire and provide a detailed schedule of works.
- (j) We understand that it is our responsibility to seek clarification on details outlined in the tender document, and to ensure that the contract documents have been completed correctly.
- (k) This is not an order.

### **Contract Manager for Contractor**

Signature.....

Name/Position:.....

Telephone.....Email.....

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1 we 14-1-2022	Week 2 we 21-1-2022	Week 3 we 28-1-2022	Week 4 we 4-2-2022	
Moore Play Park	Sf 10/1/22	Sf 17/1/22	Sf 24-1-22	Sf 1-2-22	
Village Car Park	Sf 10/1/22	Sf 17/1/22	Sf 24-1-22	Sf 1-2-22	
War Memorial	Sf 10/1/22	Sf 17/1/22	Sf 25-1-22	Sf 1-2-22	
Littlehands and Access Way	Sf 10/1/22	Sf 17/1/22	Sf 24-1-22	Sf 1-2-22	
New Rec. Ground	Sf 10/1/22	Sf 17/1/22	Sf 24-1-22	Sf 1-2-22	
Clear Cres. Play Park	Sf 10/1/22	Sf 17/1/22	Sf 24-1-22	Sf 1-2-22	
Orchard Road Cemetery	Sf 10/1/22	Sf 17/1/22	Sf 24-1-22	Sf 1-2-22	
New Road Cemetery	Sf 10/1/22	Sf 17/1/22	Sf 24-1-22	Sf 1-2-22	
Old Recreation Ground	Sf 10/1/22		Sf 25-1-22		
Pavilion	Sf 10/1/22		Sf 25-1-22		
Stockbridge M.	Sf 10/1/22		Sf 25-1-22		
Worcester Way	Sf 10/1/22		Sf 24-1-22		
BMX Site (Summer & only if open)	Sf				

# MELBOURN PARISH COUNCIL

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

## Monthly Checking Record

Area	Monthly Checking Record			
	Week 1	Week 2	Week 3	Week 4
Allotments	SP 10/1/22		SP 25-1-22	
All Saints' C/Yard	SP 10/1/22		SP 25-1-22	
Jubilee Orchard	SP 10/1/22		SP 25-1-22	
Fire Engine Shed				SP 1-2-22
Armingford Cres.				SP 1-2-22
Beechwood Avenue		SP 1/1/22		
Chalkhill Barrow		SP 1/1/22		
Elm Way		SP 1/1/22		
Millennium Copse		SP 1/1/22		

## 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	10/1/22			
		17/1/22			
		24/1/22			
		1/2/22			
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.				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
13/02/2022	Moat Lane	Property eggs by youths. CCTV images captured and incident reported to police via 101	Resident			Incident number BOS-4301-22-3535-B20. CL reported to 101 and directly with PCSOs (14/2/22)

## Melbourn Parish Council

### Rules and Regulations : New Road Cemetery, Melbourn

The Parish Council must be informed about who the undertakers and the suppliers of the headstone items will be and that they (the undertakers and suppliers) are aware and guarantee to comply with the New Road Cemetery rules and regulations. There must be a signed agreement by the undertakers and suppliers received by the Clerk to the Parish Council before commencement of any further activity. The Clerk will also require a copy signed by a family member of the bereaved. These are available from either the Clerk or the undertakers.

#### **1. General**

- a. A person will be eligible for burial in New Road Cemetery provided they are a resident of Melbourn immediately before his/her death or was a resident for a period of at least **3** consecutive years during their lifetime. Exception may be made where the deceased was resident for a period of less than 3 years prior to death but was relocated for the purpose of hospitalisation, nursing or recuperative care. Any exceptions will be at the discretion of the Clerk to the Burial Board, and if accepted, all fees will be doubled.
- b. Administration of the New Road Cemetery is conducted by Melbourn Parish Council at 30 High Street, Melbourn Community Hub, Cambridgeshire, SG8 6DZ, who shall be solely responsible for the management and upkeep of the cemetery.
- c. The Clerk to Melbourn Parish Council shall be responsible for the day to day management and administration of the cemetery. All queries or communications should be addressed to the Clerk.
- d. The Clerk to the Council shall be solely responsible for the allocation of the plot for either burial or interment. (See 1.j. below)
- e. A plan of the Cemetery showing the position and number of each grave or interment plot is retained by the Clerk to the Council and may be inspected by appointment during Parish Office opening hours.
- f. No grave or interment plot may be reserved or pre-purchased.
- g. Melbourn Parish Council shall be responsible for the upkeep and maintenance of all grassed areas within the cemetery and shall maintain all trees, hedges, fences, flowers, shrubs, roadways, pathways, entrances, gates, watering provisions and disposal facilities within the cemetery boundaries.

- h. No person or persons shall plant, fell or otherwise alter any trees, shrubs, plants or flowers in any area of the cemetery including the grave areas. (Refer to 7.i).
- i. The Council reserve the right to prune, cut down or remove any tree, shrub, plant or flower planted in contravention of Regulation 1.g.
- j. The Council reserve the right to remove untidy, dead, damaged, dangerous or inappropriate items from anywhere in the cemetery.
- k. New Road Cemetery is laid out as a 'lawned cemetery'. The sections are set out with headstones allowed only at the head of each grave. The area is grassed for ease of maintenance and mown at the Council's expense. No planting shall be allowed either within the grave space or any other area of the cemetery without the written permission of the Clerk to Melbourn Parish Council. Items such as granite flowerpots etc, are permitted but must be positioned at the head of the grave on the provided base area. The Council reserves the right to relocate or remove the same if not in the correct position. The Council will not undertake to keep clean or maintain memorials; this shall be the responsibility of the owner. No headstone base to be longer than the cemetery bases and must be positioned so no overhang occurs. This also applies to cremation bases. See 7.b and 7.c for dimensions.
- l. Grave spaces are laid out with the headstones facing generally east or west, the owner of the Exclusive Right to Burial may choose either if they have a preference.
- m. The scattering or burial of cremated remains without the consent of the Melbourn Parish Council is strictly forbidden and liable to prosecution.
- n. Any floral tributes, messages, tags or similar items laid on the grave at the time of the burial should be removed within 30 days of the burial, they are the sole responsibility of the deceased relatives or their representatives and Melbourn Parish Council cannot be held responsible for the loss or removal of these items. In the event that items have not been removed prior to seeding/turfing the area, these will be moved by the Parish Council. This paragraph to be read in conjunction with 1i.
- o. Melbourn Parish Council will inspect graves after approximately 12 months to ensure that the soil mound has settled to allow for the area to be seeded/turfed. The soil mound shall only be added to or removed by Parish Council employees
- p. Please be aware that the cemetery is an open area and subject to the elements and wild life which the Parish Council have no control over.



## 2 Right of Access

- a. The cemetery is open to visiting public from sunrise to sunset. Members of the public are requested to stay on the paths when walking through the Cemetery. The seating on the mound can also be accessed via the footpath. Members of the public are reminded that access to the Cemetery is permitted in accordance with section 3. **Conduct** below. This does not constitute a right of way.
- b. Vehicles allowed:- Cars, motorcycles and cycles for the purpose of attending a funeral or visiting graves or memorials, disabled and electrical/mechanical wheelchairs, cemetery maintenance and associated vehicles (with prior permission), contractors vehicles used in connection with the digging of graves or erection of headstones/memorials. All vehicles must use the official car park provided other than funeral cars executing funeral requirements.

No skateboards, scooters or similar are permitted to be used in the Cemetery.

- c. Contractors' vehicles must not be driven over the grassed area except for the purpose of mowing or other landscaping activities other than for grave digging/filling.
- d. Any person, persons or company causing damage shall be responsible for the full cost of repairing any damage so caused.

## 3 Conduct

- a. All visitors shall conduct themselves in an orderly and quiet manner at all times.
- b. No person showing signs of alcohol or drug excess will be allowed in the cemetery.
- c. Melbourn Parish Council reserves the right to eject or have ejected any person or persons considered by the Council or the Clerk to the Council to be acting or behaving in an improper or offensive manner.
- d. Under the provisions of the Local Authorities Cemeteries Order 1977 it is an offence for a person to wilfully:-
  - i. Create any disturbance in a cemetery.
  - ii. Commit any nuisance in a cemetery.
  - iii. Interfere with any grave, tombstone or cremated remains base or other memorial or any flowers or plants in any such manner.
  - iv. Play any game or sport in a cemetery.

- v. Enter or remain in the cemetery when it is closed to the public unless authorised by the Council to do so.

Persons who contravene these provisions shall be liable, upon conviction, to a fine not exceeding £100.

- e. ~~–~~Dogs must be kept under control and on leads at all times when walking through the Cemetery
- f. No alcohol may be consumed within the Cemetery.
- g. No smoking allowed within the Cemetery.
- h. No religious services or demonstrations of any kind other than the service previously authorised for the burial or interment at the time, may be held without the prior permission of the Clerk to the Council.
- i. Authorised vehicles may only use the correct roadways and must park in car park area. 10mph is the maximum permitted speed within the Cemetery.

#### 4 **Arrangements for a Burial**

- a. Will funeral directors please ensure the rules specified under paragraph 1.General have been complied with before commencement of any burial arrangements.
- b. Except in cases where religious beliefs require otherwise or in cases of death from epidemic or epidemic disease upon medical certification, three clear days notification, excluding Saturdays, Sundays and Bank holidays, must be given to the Clerk to Melbourn Parish Council for an interment in an earthen grave or the burial of cremation ashes within the New Road Cemetery.
- c. Reservations for burial services may be made by telephone during office hours, in writing or by email, the reservation applicant must be a relative of the deceased or an authorised funeral director. Reservations will be regarded as provisional until the formal notice required by paragraphs 4.c or 4.d has been received.
- d. Notice of burial is given when all forms and certificates required to fulfil statutory requirements and those required by Melbourn Parish Council, are received by the Clerk to the Council no later than three full PC working days before the proposed date of the funeral.
- e. For the burial of a stillborn child a Certificate in accordance with the Births & Deaths Registration Act 1953 must be delivered to the Clerk to the Council.

- f. Multiple burials in the same grave may be pre-purchased at the time of the first burial and must be made at the time of 4.b. and 4.c.
- g. In the case of a multiple burial requested per 4.b, the person(s) or Funeral Director responsible for making the request must ensure the allocated plot is appropriate.
- h. Melbourn Parish Council shall not accept responsibility for any delay or misunderstanding which may occur if instructions are given verbally, electronically or by telephone. Neither shall the Council accept responsibility for any documents lost or delayed by the Post Office, Royal Mail or similar delivery agency.
- i. Documents sent by fax or e-mail will only be accepted as temporary notifications and must be confirmed by the submission of the originals at the soonest opportunity.
- j. If the Registrar's Certificate for Disposal or the Coroner's Order is mislaid or lost, a declaration to the satisfaction of the Clerk must be made by the person procuring the disposal of the body. The original certificate or a duplicate copy issued by the Registrar of Births and Deaths or the Coroner must be submitted as soon as possible after the signing the declaration.
- k. Responsibility for making the necessary arrangements for the attendance of priests, ministers or other persons to officiate at a service rests with the Funeral Director or the person or persons arranging the funeral.
- l. The Funeral Director or person(s) arranging the funeral is fully responsible for arranging the excavation of the allocated grave or plot for the interment of ashes. They shall also be responsible for ensuring the correct alignment and dimensions are complied with, (see [56.i](#) and [56.j](#))
- m. The Funeral Director or person(s) arranging the funeral shall be responsible for ensuring there are sufficient bearers to convey the coffin with due reverence from the hearse to the plot.
- n. Any person acting as a bearer during an interment does so at their own risk and Melbourn Parish Council accept no responsibility for any accident or injury to a bearer howsoever incurred.
- o. Only one funeral or interment will be allowed in the Cemetery at any one time unless prior permission has been obtained from the Clerk to the Council.
- p. No coffin or ash container shall be opened in the Cemetery for any reason whatsoever.
- q. All fees and charges due must be paid to the Clerk to Melbourn Parish council within three days of the interment and upon application in the case of headstones and memorials.

- r. The fees charged by Melbourn Parish Council include everything connected with the allocation and maintenance of said plot but exclude headstones, memorials or other items provided by other parties. No person employed by or on behalf of Melbourn Parish Council is allowed to receive any form of gratuity.
- s. Melbourn Parish Council reserve the right to refuse, delay or cancel any interment or burial where, in its' opinion, ownership of the Exclusive Right of Burial is disputed.
- t. The location of any non-private grave shall be determined by the Clerk to the Council

#### 5. **Grant of Exclusive Right of Burial**

- a. The current policy of Melbourn Parish Council is that a plot in New Road Cemetery may not be pre-purchased and therefore an Exclusive Right of Burial cannot exist initially. An Exclusive Right of Burial will be created on the application for the first burial. An application for multiple burials, if required, must be made at this time.
- b. Whilst ownership of an Exclusive Right of Burial for a grave does not give any ownership whatsoever in respect of actual land it does give the owner of the Deed the right to:-
  - i. be buried in that grave.
  - ii. authorise further burial(s) in that grave where space is available. (see 6.h and 6.i)
  - iii. erect or place a headstone and memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to such items.(see I j I )
  - iv. have inscriptions/additional inscriptions placed on a memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to this matter.
- c. On the purchase of the Exclusive Right of Burial in a grave a Deed of Grant shall be issued to the purchaser whose name shall be registered (to be known as the Owner).
- d. Possession of a Deed does not necessarily give the person in possession ownership of Exclusive Right of Burial. Where the owner is deceased, subsequent ownership depends on whether or not the deceased left a valid Will. The law concerning this matter is very complex and it is strongly advised that a solicitor be consulted to establish the new ownership. Ownership of a Deed may also be transferred or assigned by use of a form (Declaration, Indemnity and Application in respect of the transfer or Assignment of an Exclusive Right of Burial obtainable from the Clerk to the Council).

- e. The Deed of Exclusive Right of Burial is an important document like any other Deed and should be kept in a safe place.
- f. The Exclusive Right of Burial shall extend for 75 years from the date of purchase. Rights may be extended for a further period of 75 years on payment of the fee when applicable.
- g. The transfer or assignment of an Exclusive Right of Burial in a grave must be notified to the Clerk to the Council who will enter the transfer in the Register of Grants maintained by the Council upon production of the Deed.
- h. Notice for the interment of cremated remains must be accompanied by the Certificate issued by the Crematorium where the cremation took place.
- i. This is to be recorded by The Clerk to Melbourn Parish Council / Burial Officer.

## 6 Burials and Interments

- a. The **plot size for a grave** shall be a maximum of : 2440mm (8ft) x 760mm (2ft 6in), depths to comply with sections 6.i. and/or 6.j. (This excludes the headstone base dimensions. The headstone base does not form part of the area to be prepared for interment of coffined or cremated remains.). The pre-laid concrete base size for the headstone base and headstone is 915mm (3ft) wide x 460mm (1ft 6in) deep. In the case of the burial of a stillborn infant, a half plot will be allocated. If, in the future, other family members are to be interred in the same plot, a full plot will be allocated for the initial interment.
- b. Interments may take place at the Cemetery upon payment of the ordinary fees to the Funeral Director who shall be responsible for notifying the Clerk to Melbourn Parish Council.
- c. No funeral or interment shall take place after noon on Saturdays or at any time on Sundays or Bank Holidays except in the case where religious beliefs require it, or upon receipt of a certificate from a Coroner or registered medical practitioner stating that an immediate burial or interment is necessary.
- d. All graves or interment plots are to be excavated by persons appointed by the officiating Undertakers or persons appointed by them. It is the responsibility of the Funeral Director to ensure that the person excavating the grave or cremated remains plot prepares the ground correctly.
- e. Any person or persons excavating or filling grave or interment plots or carrying out any other work within the cemetery shall use such means as Melbourn Parish Council may direct for the preservation of the grass and pathways during the progress of the works.

- f. Any person(s) carrying out excavation work within the cemetery shall deposit surplus soil in a tidy manner in the area specifically allocated for such material.
- g. With the exception of the work carried out in regulation 6.g. any person(s) carrying out work within the Cemetery shall, upon completion of the work, remove from the Cemetery all materials not used and/or any waste materials and shall be responsible for the cost of repairing any damaged caused during the execution of those works.
- h. No body shall be buried in a grave in such manner that any part of the coffin is less than 1000mm (3ft 3in) below the level of the ground adjoining the grave except at the discretion of the Clerk to the Council.
- i. No body shall be buried in a grave unless the coffin is effectively separated from any coffin previously interred in the grave by means of a compact layer of earth not less than 150mm (6in) in thickness.
- j. All coffined burials must take place in coffins of a material and design approved by the Clerk to the Council. Metal caskets, caskets which contain glass or cardboard coffins are permitted at the discretion of the Clerk to the Council.
- k. Coffins manufactured abroad may be accepted for interment at the discretion of the Clerk.
- l. Un-coffined burials may take place provided a body is properly shrouded, death has not been due to a notifiable or infectious disease and it is for a single interment or as a last interment in a multiple grave.
- m. Shrouded bodies will only be accepted for direct to grave burials.
- n. Interment in a grave with the coffin lid removed shall not be permitted.
- o. No coffin or part of a coffin shall be removed from the Cemetery without the prior and express permission of Melbourn Parish Council.
- p.
  - i All coffins and shrouds must be marked with a non-perishable plaque or nameplate or by other means as shall be approved by Melbourn Parish Council, showing the name, age and date of death of the deceased.
  - ii In the case of a stillborn child, no age shall be recorded.
  - iii Where two bodies are interred in one coffin then both names shall be marked.

- q. No body shall be removed from the Cemetery for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction or a Chief Constable.
- r. No body or cremated remains shall be exhumed without the consent of the Secretary of State for Home Affairs and/or the Faculty of the Bishop of the Diocese.
- s. The scattering of ashes will be permitted in New Road Cemetery following written permission from the Clerk to Melbourn Parish Council.
- t. Ashes may only be scattered in Orchard Road Cemetery where there is an existing family plot in the Cemetery and upon written permission from the Clerk to Melbourn Parish Council.

## 7 Memorials (Also refer to: 8 Definitions)

- a. No headstone, memorial or tablet of any kind shall be allowed in any part of the cemetery without the prior consent of Melbourn Parish Council
- b. The **grave headstone base** may be between 75mm – 100mm (3"-4") thick but must not exceed 915mm (3ft) wide and 460mm (1ft 6in) deep. The total height of the headstone base and headstone together must not to exceed 940mm (3ft 1in) measured from the concrete base. (see also 1j-i)
- c. The **headstone base size for cremated remains** shall be a maximum of : 560mm (1ft 10in) wide x 460mm (1ft 6in) deep and the total height from the concrete base shall not exceed 760mm (2ft 6in). Applications for memorials measuring up to 585mm (1ft 11in) wide will be considered at the discretion of the Clerk.
- d. No vaults, railings, kerbstones or other enclosures shall be permitted.
- e. No headstone, memorial, tablet or photographic representation on any grave shall be allowed unless Exclusive Right of Burial has been granted and it has received the prior approval of Melbourn Parish Council. This must be at least 14 days before installation.
- f. Melbourn Parish Council shall accept no responsibility for making good any damage caused to any headstone or memorial through natural wear and tear, severe weather conditions or any other cause or circumstance over which it has no control.
- g. No headstone or memorial shall be erected until at least six calendar months from the burial or interment date have passed.
- h. At least 14 days prior to the erection of any headstone or tablet for placement on either grave or cremation plot, a drawing with the proposed inscription must be submitted to the Clerk to the Council

for the approval of Melbourn Parish Council. The type of material(s) to be used shall be stated together with exact dimensions and other details relevant to its appearance.

- i. Any monument, memorial, tablet, photographic representation, container, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these regulations may be removed by Melbourn Parish Council at any time without prior notice.
- j. All headstones shall be inscribed with the plot row and number to which they relate.
- k. The removal or re-fixing of headstones, headstone bases and any other work connected therewith shall only be carried out with the authority of Melbourn Parish Council.
- l. Any person carrying out such work shall use such means as directed by the Clerk to the Council in order to protect the grass and pathways during the process of the work. No work allowed to be carried out on the roadways, pathways or grassed areas.
- m. All dressing or working of stone or other materials to be used on any plot shall be undertaken outside the Cemetery except where such work cannot be carried out elsewhere.
- n. All persons shall, upon completion of the work, clear away any unused materials and rubbish left on the site of the works to the satisfaction of Melbourn Parish Council and shall be responsible for the cost of repair of any damage done in the process of carrying out the work.
- o. The owner of a headstone, tablet or memorial shall, after erection, be responsible for upkeep, repair and maintenance of it.
- p. No headstone, tablet or memorial shall be altered or interfered with after it has been erected in the Cemetery in accordance with the designs submitted to and approved by Melbourn Parish Council.
- q. No inscription may be cut, alteration made nor work of any kind undertaken to any headstone or memorial within the Cemetery without the prior written permission of the Clerk to the Council from an official request by the owner.
- r. No headstone, tablet or memorial shall be removed from the Cemetery for the purpose of cutting, adding or altering the inscription until written approval from Melbourn Parish Council has been obtained.
- s. The name of the stonemason must be discreetly inscribed in an appropriate place on the memorial, no contact details are permissible.



- t. **Hardwood crosses of timber** obtained from sustainable forest sources may be erected in place of a headstone or tablet. A cross may not exceed 750mm (2ft 6in) in height, 500mm (1ft 8in) in width and 100mm (4in) in thickness. They must be set in a stone or similar material slab anchored to and covering the provided base.
- u. A memorial removed for the purpose of further interment must be removed from the Cemetery. Any memorial left may be disposed of by the Council.
- v. Every grave in respect of which an Exclusive Right of Burial has been granted and any memorial thereon must be kept in good repair by the owner. Notice to have repairs executed will be sent to the owner where contact details are known. In cases where the name and/or address of the owner is not known, a notice shall be deemed to be properly served if placed upon the grave space, headstone or memorial for a period of eight weeks.
- w. If the necessary repairs as described in 7.v are not carried out within six months of the date of the Notice, then the memorial may be removed and disposed of by the Council.
- x. No lights or lamps of any description, no ornaments, photos or images (See also: 8), souvenirs, flags, toys or mementos are permitted. Melbourn Parish Council reserve the right to remove any item deemed to be contrary to this regulation without prior notice.
- y. Memorials in the form of donated seats, trees and shrubs will only be permitted at the discretion of the Clerk to the Council. Such permitted items become the responsibility and property of the Parish Council. The Parish Council shall retain the right to determine the location of these items.
- z. Melbourn Parish Council shall remain responsible for Health and Safety within the Cemetery. Regular inspections will be carried out by qualified personnel, any memorial or headstone found to be unsafe shall be made safe temporarily in order to prevent possible injury. Where possible the owner of the memorial deemed unsafe shall be contacted and requested to appoint a qualified person to carry out the repair. Therefore it is important that owners of memorials inform the Clerk to the Council of any change of address.

## 8 Definitions

Any permitted item other than the headstone must not be positioned as to overlap the size of the base to which the headstone is fastened, i.e. must not overlap onto any grassed area.

Concrete base. Parish Council supplied and installed base for the fastening of memorial or headstone components to.

Headstone base - The horizontal base stone covering the concrete base for fixing the headstone, Memorial or tablet to. No interment is to made beneath the headstone base.

Headstone -The main vertical engraved component fastened to the headstone base

Memorial / tablet.- To be of stone, marble or similar material, bearing a commemorative design or inscription. This is to be securely fastened to the headstone base.

Vases / flower containers - Can be of china, porcelain, pottery or similar non plastic material.

Photographic Representation. - Only ceramic photo plaques of maximum size 125mmx180mm, contained within a metal frame and fixed by metal fastening and adhesive to the headstone or tablet will be permitted following approval of a written submission of the design to the Clerk. No other form of photographic memorial is permitted.

## 9 **General**

- a. All new and re-opened graves will be inspected at 3, 6 and 12 month after an interment. If ground subsidence has occurred the grave will be topped up by the Council or their authorised representative, at no cost to the Grant holder.
- b. After final settlement and inspection the grave will be either turfed or seeded dependant on the season. (Any items or plantings on the lawned area must be removed prior to this, the Parish Council will issue a request for their removal and proceed to remove any items should this is not done within 2 weeks).

A signed agreement of acceptance of these rules and regulations by the owners of the grave or internment plot must be submitted to the Clerk to Melbourn Parish Council or the officiating funeral director before the event can be authorised.

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By Order of the Clerk to Melbourn Parish Council

Tel: 01763 263303 option 3 for Parish Office

I confirm that I accept the Rules & Regulations relating to New Road Cemetery as set out above

---

[please sign and print your name]

DATED

20.....

# MELBOURN PARISH COUNCIL

## Maintenance Committee Meeting : 24 February 2022

### Item: MA159 21b) Defibrillator cabinets

#### Defibrillator Outdoor Cabinet

AED Armor Stainless Steel Locked Cabinet with heating (suitable for outdoor use)

<https://www.defibshop.co.uk/defibshop-polycarbonate-outdoor-locked-cabinet>



Defibrillators Pads & Batteries Accessories Storage & Signage Offers Maintenance & Servicing Training Courses Resource Centre

Finance Available FREE Reminder Service\* Free Delivery Available\*

AED Armor Polycarbonate Outdoor Locked Cabinet with heating

### AED Armor Polycarbonate Outdoor Locked Cabinet with heating

SKU#: DFS4KLOCK

Only **£495.00**  
(£594.00 incl VAT)

City:

**Buy Now**

**\*Please Note: it is recommended that this cabinet is hardwired in by an electrician. Therefore, a 3 pin plug is not included\***

Provide your defibrillator with protection against the elements with the Polycarbonate Outdoor Locked Cabinet.

#### Key Features

- ✓ IP66 rating
- ✓ Suitable for telephone box placement
- ✓ Fire retardant
- ✓ UV stabilised
- ✓ Thermostatically controlled heating
- ✓ Motion sensor LED
- ✓ Lightweight
- ✓ Marine-grade stainless steel keypad lock

What's Included Product Specification

IP Rating	IP66
Defib Brand	AED Armor
Dimensions	465mm (H) x 435mm (W) x 240mm (D)
Product Weight	10kg
Brand Suitability	Universal
FDA Approved	No
Dangerous Goods	No

Defibsafe 2 Secure External Defibrillator Cabinet (suitable for outdoor use)



DEFIBSAFE

## Defibsafe 2 Secure External Defibrillator Cabinet

SKU: Defibsafe2

UPC: 0635131657818

MPN: Defibsafe2

WEIGHT: 22.05 LBS

**£737.34** RRP: ~~£894.40~~  
INC. VAT

**£614.45** RRP: ~~£745.33~~  
EX. VAT

– You save **£157.06**

QUANTITY:

▼ 1 ▲

ADD TO CART

ADD TO WISH LIST



[https://risk-assessment-products.co.uk/defibsafe-2-secure-external-defibrillator-cabinet/?msclkid=7a462f06a7e31709dde74ed06f5705a5&utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=S%26O%20%7C%20Primary%20%7C%20GB&utm\\_term=4580565452048902&utm\\_content=GSAPI%20613e2fc88c91d](https://risk-assessment-products.co.uk/defibsafe-2-secure-external-defibrillator-cabinet/?msclkid=7a462f06a7e31709dde74ed06f5705a5&utm_source=bing&utm_medium=cpc&utm_campaign=S%26O%20%7C%20Primary%20%7C%20GB&utm_term=4580565452048902&utm_content=GSAPI%20613e2fc88c91d)

As the only defibrillator safe in the UK that is IP66 rated, the Defibsafe 2 is the safest and most cost efficient way to keep a defibrillator secure in your chosen location.

### Key Features:

- The only defibrillator case in the UK to be IP66 rated
- Safe stainless steel lock with clutch mechanism
- Impressive 10 year warranty
- Extremely durable - polyethylene exterior is both corrosion and impact resistant with a polycarbonate door (polycarbonate is used to make riot shields)
- Designed and manufactured in the UK
- Easy to identify and use - LED lighting on number pad and lock
- Pin point location code to help the ambulance service identify your whereabouts
- Improved efficiency thanks to the Low Energy Transformer (costing only £2-£3 a year)
- Easy to follow instructions which follow the NHS ambulance service step-by-step guide
- Inbuilt thermostat to maintain defibrillator environment and prevent moisture damage.
- High visibility cabinet with universal defibrillator graphics.

Landmark  
32 Henry Road, New Barnet  
Hertfordshire (GB) EN4 8BD

Tel: 0808 129 3773  
Fax: 0808 129 3774  
Email:  
enquiries@madebylandmark.com  
Web: www.madebylandmark.com



**Invoicing Address:**

Melbourn Parish Council, Claire Littlewood  
Melbourn Community Hub  
30 High Street  
Melbourn  
Cambridgeshire  
SG8 6DZ  
United Kingdom

**Shipping Address:**

Melbourn Parish Council, Claire Littlewood  
Melbourn Community Hub  
30 High Street  
Melbourn  
Cambridgeshire  
SG8 6DZ  
United Kingdom

## Quotation # SO26561

<b>Your Reference:</b> Replacement panels	<b>Quotation Date:</b> 03/02/2022	<b>Valid Until:</b> 28/02/2022	<b>Salesperson:</b> Guy Walton	<b>Account Number:</b> MEL015
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Product Code	Description	Unit			
		Quantity	Price	VAT	Amount
Miscellaneous	Replacement A1 ACM panel for Orchard lectern including installation by Landmark	1.000	335.00	ST11	£ 335.00
<hr/>					
<b>Subtotal</b>					£ 335.00
<hr/>					
<b>VAT</b>					£ 67.00
<hr/>					
<b>Total</b>					£ 402.00

Payment terms: Immediate Payment

Hornbeck Ltd, Registered Office, 32 Henry Road, New Barnet, Herts, EN48BD

Landmark is a trading name of Hornbeck Ltd

Registered in England No. 7617882 Vat Reg No. GB 113 1524 67

BACS: Hornbeck Limited - A/C No: 17170368 Sort Code: 30-12-34

Only products identified as such on this document are FSC Certified



## Terms and Conditions of Sale

In these terms and conditions of sale ("**Terms and Conditions**"), unless the context requires otherwise:

**"Buyer/You/Yours"** means the company, firm, body or person purchasing the Goods;

**"Contract"** means an agreement between Us and You for the supply of Goods and/or Services;

**"Confirmation of Order"** means the notification sent by Us to You confirming the Goods to be sold and/or the Services to be provided, and the Price to be paid;

**"Data Protection Legislation"** means the General Data Protection Regulation, Regulation (EU) 2016/679 as it forms part of UK law by virtue of section 3 of the European Union (Withdrawal) Act 2018 as further amended or modified by the laws of the United Kingdom from time to time, the Data Protection Act 2018 and any successor, secondary legislation or regulations as amended or updated from time to time.

**"Goods"** means the goods which We agree to supply in accordance with these Terms and Conditions and as may be described in the Confirmation of Order;

**"Installation Location"** means the site where the Goods are to be installed as described in the Confirmation of Order;

**"Landmark/We/Us/Our"** means Hornbeck Ltd trading as Landmark, company registration number 0761782, registered office 32, Henry Road, Barnet, Herts EN4 8BD;

**"Manufacturer"** means the manufacturer of the Goods;

**"Order"** means a purchase order in respect of the Goods that you issue to Us;

**"Price"** means the price for the Goods as specified by Us which shall, unless We agree otherwise, exclude delivery and insurance costs;

**"Quotation"** means our statement setting out the estimated costs for the Goods or Services;

**"Services"** means the services We agree to supply in accordance with these Terms and Conditions as may be described in the Confirmation of Order.

### 1. GENERAL

1.1 These Terms and Conditions will apply to every contract ("the Contract") for the supply and installation of Goods by Us. The Contract will be subject to these Terms and Conditions alone. Any variation of these Terms and Conditions must be expressly agreed by Us in writing.

1.2 Any description contained in Our catalogues, samples, price lists, website or other advertising material is intended only to present a general picture of the Goods and will not form a representation or be part of the Contract.

### 2. SPECIFICATIONS, NON-STANDARD ORDERS, ALTERATIONS

2.1 If Goods and/or Services are supplied in accordance with Your Specifications ("**Specifications**") You will be responsible for the Specifications and ensuring that they are suitable and accurate. We do not accept the return of any Goods supplied to You if that return is due to incorrect information provided by You.

2.2 Proofs of Goods supplied to Your Specifications must be signed and accepted by You. We cannot guarantee colours of final products and Specifications may alter slightly as part of the production process. We aim to ensure that Goods are a commercially acceptable match but We do not accept any responsibility for any variances and You agree that We will not be liable for those.

2.3 We reserve the right to ask you to pay in advance for any Goods and/or Services supplied to Your Specifications.

2.4 Where You supply Goods for Us to manufacture, process, adapt or in any way work on, We do not accept responsibility for any loss or damage caused to Your Goods as a result of any work that we carry out. It is Your responsibility to ensure that Your Goods are suitable for the work that You ask us to undertake.

### 3. CANCELLATION OR VARIATION OF ORDERS

You cannot cancel, suspend or vary an Order except with Our agreement in writing and on terms that You will indemnify Us in full against all loss (including loss of profit), costs, damages, charges and expenses incurred by Us as a result of the cancellation.

### 4. PRICES

4.1 We may issue You with a Quotation for any Goods or Services. Where We issue You with a quotation this will be based upon information that You supply to Us and We will not be bound by any Quotation in the event that the information You have supplied is inaccurate. Quotations are not intended to be a legally binding offer by Us and We reserve the right to vary them until such time as We have supplied You with a Confirmation of Order.

4.2 Except as otherwise stated in any Confirmation of Order or other marketing documentation, and unless otherwise agreed in writing, all prices are exclusive of delivery.

4.3 There shall be added to the price for the Goods any cost of value added tax and any other tax or duty relating to the transportation, sale or delivery of the Goods or supply of the Services.

### 5. TERMS OF PAYMENT

5.1 Subject to any special terms agreed in writing between Us, payment of the Price and any VAT is due upon placement of the Order with Us. Payment must be made in full before delivery and shall be made in £Sterling unless We agree otherwise.

5.2 Time of payment shall be of the essence. If you fail to make any payment on the due date then, without prejudice to any other right or remedy available to Us, We shall be entitled to cancel the Order or suspend any further deliveries or performance under this Contract or any other Contract with You.

5.3 If We have granted You credit facilities, such credit facilities are entirely at Our discretion and We may withdraw them at any time.

### 6. DELIVERY AND COMPLETION DATES

6.1 Unless We agree otherwise in the Confirmation of Order, We will deliver the Goods to You and delivery shall take place when the Goods are unloaded at or delivered by Us or Our agent or contractor to Your premises or such other delivery location that We agree.

6.2 Where we agree that you will collect the Goods, delivery will take place under this clause 6.2 when You have collected the Goods from Us.

6.3 The dates for delivery of the Goods and/or provision of the Services ("delivery") are approximate only and time is not of the essence for delivery. We will use reasonable endeavours to complete delivery on or before dates requested by You but will not be liable in any circumstances for the consequences of any delay in delivery or failure to deliver.

6.4 You shall accept immediate delivery or arrange to collect the Goods or arrange suitable storage, failing which We may either: -

6.4.1 effect delivery by whatever means We think most appropriate; or

6.4.2 arrange storage at Your risk and expense pending delivery; or

6.4.3 resell or otherwise dispose of the Goods without prejudice to any other rights We may



have against You for breach of contract or otherwise.

6.5 You shall indemnify Us against all costs, losses and expenses suffered or incurred as a result of Your failure to accept immediate delivery.

6.6 You agree to provide to Us with access to such facilities, utilities and equipment as may be necessary to enable Us to fulfil Our obligations to You. If We are unable to gain access and We make a further attempt to deliver the Goods or to provide the Services, You shall be responsible for any additional costs, losses and expenses incurred as a result of this.

## 7. EXAMINATION; CLAIMS; RETURN OF GOODS

7.1 You shall examine the Goods upon delivery and You shall:

7.1.1 notify Us in writing where relevant within 24 hours of the delivery (or proposed delivery) of non-delivery or short delivery;

7.1.2 notify Us in writing within three working days of delivery or receipt of any apparent damage, defect or shortage;

7.2 You shall comply with the carrier's rules regulations and requirements so, when appropriate, We may make a claim against the carrier in respect of any damage or loss in transit.

7.3 If you do not notify Us correctly under the provisions of clause 7, subject to any claim which You may have under clause 9, We shall be deemed conclusively to have properly performed Our obligations under the Contract.

## 8. INSTALLATION SERVICES

8.1 Where we provide installation services for You, this clause 8 shall apply.

8.2 It is Your responsibility to ensure that:

8.2.1 You provide us with clear and unfettered access to the Installation Location;

8.2.2 You ensure that You provide us with clear and accurate instructions regarding the Installation Location so that We may make appropriate provisions to ensure that We may meet our obligations. If We are unable to do so, We shall have no liability in respect of Your failure under this clause 8.2.2 and You agree that You will be liable for any additional costs whatsoever in respect of the same.

8.2.3 when We attend Your premises, You use best endeavours to ensure Our health and safety and that of Our employees and Sub-Contractors.

8.3 We shall not be obliged to reinstate or make good any part of the Site which may be affected by the installation. We will make good and leave tidy the installation Site but we do not accept responsibility for and cannot guarantee that the installation Site will be completely re-instated.

8.4 We accept no responsibility for the co-ordination of the installation with any other services provided by third parties. We will provide such information as may be reasonably requested by You to assist any such third party but any alterations to or any re-working of the installation required by such co-ordination will be subject to an additional charge.

8.5 Any request for alterations or additions to the installation must be in writing and may be subject to an additional charge.

8.6 You shall examine the Services immediately upon completion and You shall notify Us in writing within 24 hours of completion where you believe there to have been an incomplete or inaccurate provision of those Services.

8.7 Upon receipt of a notification under clause 8.6, We shall contact You to agree an appropriate resolution of the issue notified to Us.

## 9. WARRANTY: LIMIT OF RESPONSIBILITY

9.1 In respect of Goods supplied but not manufactured by Us, the warranties given by Us will be equivalent to the warranty (if any) which We received from the manufacturer or supplier of such Goods but not so as to impose a liability greater than that imposed on Us by the warranty in clause 9.2. and the warranties given under this clause shall in any event apply only if You have given Us written notice and satisfactory proof of any relevant defect within the applicable period specified in this clause 9.

9.2 We will not be liable for a breach of the warranty in clause 9.1 unless:

9.2.1 You give Us and the carrier (if the defect is as a result of damage in transit) written notice of the defect, within seven days of the time when You discover or ought to have discovered the defect and You show to Our satisfaction that the Goods are defective; and

9.2.2 We are given a reasonable opportunity after receiving the notice of the defect to examine such Goods and You (if We ask you to) return such Goods to Our place of business at Your cost for the examination to take place there.

9.3 We shall not be liable for a breach of the warranty in clause 9.1 if:

9.3.1 You make any further use of such Goods after giving such notice; or

9.3.2 the defect arises because You failed to follow Our instructions as to the storage, installation, commissioning, use or maintenance of the Goods or (if there are none) good trade practice; or

9.3.3 You replace, repair or fit parts to the Goods which were not supplied by Us, or without Our written consent;

9.3.4 if the Goods have been stored, handled or applied in such a way that damage is likely to occur;

9.3.5 if You have not paid by the due date for payment for all Goods supplied whether under the Contract or under any other contract between Us and You;

9.3.6 the defect is caused by vandalism or damage caused by anyone other than Us;

9.3.7 the defect is as a result of any factor not known to Us at the time We entered into this Contract with You;

9.3.8 the defect is as a result of ground conditions, moisture levels, sunlight, shade, microbial attack or such things.

9.4 Subject to clauses 9.1 and 9.2, all warranties, clauses or other terms implied by statute or common law are excluded to the fullest extent permitted by law.

9.5 Except for liability for death or personal injury arising from Our negligence and fraudulent misrepresentation or for any other liabilities that cannot be excluded or limited in law, Our option to repair, replace, re-perform or refund shall constitute the full extent of Our liability in respect of any loss or damage sustained by You (whether caused by any breach of the Contract or by misrepresentation (unless fraudulent) or by Our negligence, Our employees or agents or arising from any other cause whatsoever) and We shall not in any circumstances be liable for any damages, compensation, costs, expenses, losses or other liabilities, whether direct, indirect or consequential (including, without limitation, loss of profits) suffered by You.

9.6 To the extent permitted in law, Our maximum liability under or in connection with the Contract shall be

limited to the price of the Goods or £100,000 whichever is the lower.

## 10. TITLE TO GOODS

10.1 Risk of damage to or loss of the Goods shall pass to You at the time of delivery of the Goods in accordance with clause 6 or, if You fail to take delivery of the Goods, the time when We have tendered delivery of the Goods, and You should insure the Goods accordingly.

10.2 Notwithstanding that risk in the Goods shall pass to You in accordance with clause 10.1, legal and beneficial ownership of the Goods shall remain with Us until payment in full has been received by Us:

10.2.1 for those Goods;

10.2.2 for any other goods supplied by Us;

10.2.3 of any other monies due from You to Us on any account.

10.3 Until property in the Goods passes to You under clause 10.2 You shall:

10.3.1 be bailee of the Goods;

10.3.2 keep the Goods separately and readily identifiable as Our property;

10.3.3 not use, sell or dismantle the Goods; and

10.3.4 allow Us access to Your premises to inspect the Goods.

## 11. TERMINATION

11.1 Without limiting Our other right or remedies, We may terminate the Contract with you if:

11.1.1 You commit a material breach of any clause of these Terms and Conditions and if such a breach is remediable, You fail to remedy that breach within 14 days of Us requesting You to do so; or

11.1.2 You take any step or any step or action in connection with Your entering administration, provisional liquidation or any composition or arrangement with Your creditors (other than in relation to a solvent restructuring), being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of Your assets or ceasing to carry on business; or

11.1.3 You take any step or action in connection with Your being made bankrupt, entering any composition or arrangement with Your creditors, having a receiver appointed to any of Your assets, or ceasing to carry on business; or

11.1.4 You suspend, or threaten to suspend, or cease or threaten to cease to carry on all or a substantial part of it Your business.

11.2 Termination of the Contract, howsoever arising, shall not affect any of Our or Your rights and remedies that have accrued as at termination.

## 12. DATA PROTECTION

12.1 We and You agree to comply with our respective obligations under the Data Protection Legislation in respect of any Personal Data, which we supply or receive under, or in connection with, this Contract in our respective roles as either Data Controller or Data Processor (as defined under Data Protection Legislation). Where a party is Data Controller it will ensure that it has obtained from all relevant Employees all consents which may be necessary in order for it, or the Data Processor, to lawfully process Personal Data about those Employees for the purposes of delivering the Services and Products.

12.2 Each party warrants that it will take appropriate technical and organisational measures against the unauthorised or unlawful processing of Personal Data and the accidental loss or destruction of, or damage to, Personal Data.

### 13. FORCE MAJEURE

13.1 A "Force Majeure Event" means any circumstances not within Our or Your reasonable control including but not limited to: acts of God, flood, drought, earthquake or other natural disaster; epidemic or pandemic; terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo or breaking off of diplomatic relations; nuclear, chemical or biological contamination or sonic boom; any law or any action taken by a government or public authority, including without limitation imposing export or import restriction, quota or prohibition; collapse of buildings, fire, explosion or accident; interruption or failure of utility services.

13.2 Provided We or You have complied with clause 13.3, if We or You are prevented, hindered or delayed in or from performing any obligations under this Contract by a Force Majeure Event, the affected party ("Affected Party") shall not be in breach of this Contract or otherwise liable for any such failure or delay in the performance of such obligations. The time for performance of such obligations shall be extended accordingly.

13.3 The Affected Party shall:

13.3.1 as soon as reasonably practicable after the start of the Force Majeure Event but no later than 14 days from its start, notify the other party of the Force Majeure Event and the effect of the Force Majeure Event on its ability to perform any of its obligations under the contract; and

13.3.2 use all reasonable endeavours to mitigate the effect of the Force Majeure Event on the performance of its obligations.

13.4 If the Force Majeure Event prevents, hinders or delays the Affected Party's performance of its obligations for a continuous period of 20 days, the party not affected by the Force Majeure Event may terminate this Contract by giving 5 days written notice to the Affected Party.

### 14. ASSIGNMENT AND SUBCONTRACTING

14.1 None of Your rights or obligations under the Contract may be assigned or transferred in whole or in part without Our prior written consent.

14.2 We shall be entitled to subcontract any work relating to this Contract.

14.3 We shall be entitled to assign Our rights under this Contract provided that We give You prior written notice.

### 15. NOTICES

15.1 Any notice or other communication to be given under these clauses must be in writing and may be delivered or sent by pre-paid first-class letter post

15.2 Any notice or document shall be deemed served, if delivered, at the time of delivery 48 hours after posting

### 16. INVALIDITY

The invalidity, illegality or unenforceability of any provision of this Contract in whole or in part shall not prejudice the effectiveness of the rest of this Contract or the remainder of any part of a clause affected.

### 17. WAIVER

No waiver by Us of any breach of the Contract by You shall be considered as a waiver of any subsequent breach of the same or any other provision.

### 18. THIRD PARTY RIGHTS

A person who is not party to this Contract shall have no right under the Contracts (Rights of Third Parties) Act

**Landmark**  
32 Henry Road, New Barnet  
Hertfordshire (GB) EN4 8BD

Tel: 0808 129 3773  
Fax: 0808 129 3774  
Email:  
enquiries@madebylandmark.com  
Web: www.madebylandmark.com



1999 to enforce any term of this Contract. This clause does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.

#### **19. LAW AND JURISDICTION**

The Contract shall be governed by and construed in all respects in accordance with English law and the parties submit to the non-exclusive jurisdiction of the English courts.

Hornbeck Ltd, Registered Office, 32 Henry Road, New Barnet, Herts, EN48BD

Landmark is a trading name of Hornbeck Ltd

Registered in England No. 7617882 Vat Reg No. GB 113 1524 67

BACS: Hornbeck Limited - A/C No: 17170368 Sort Code: 30-12-34

Only products identified as such on this document are FSC Certified



MELBOURN PARISH COUNCIL

Maintenance Committee Meeting : 24 February 2022

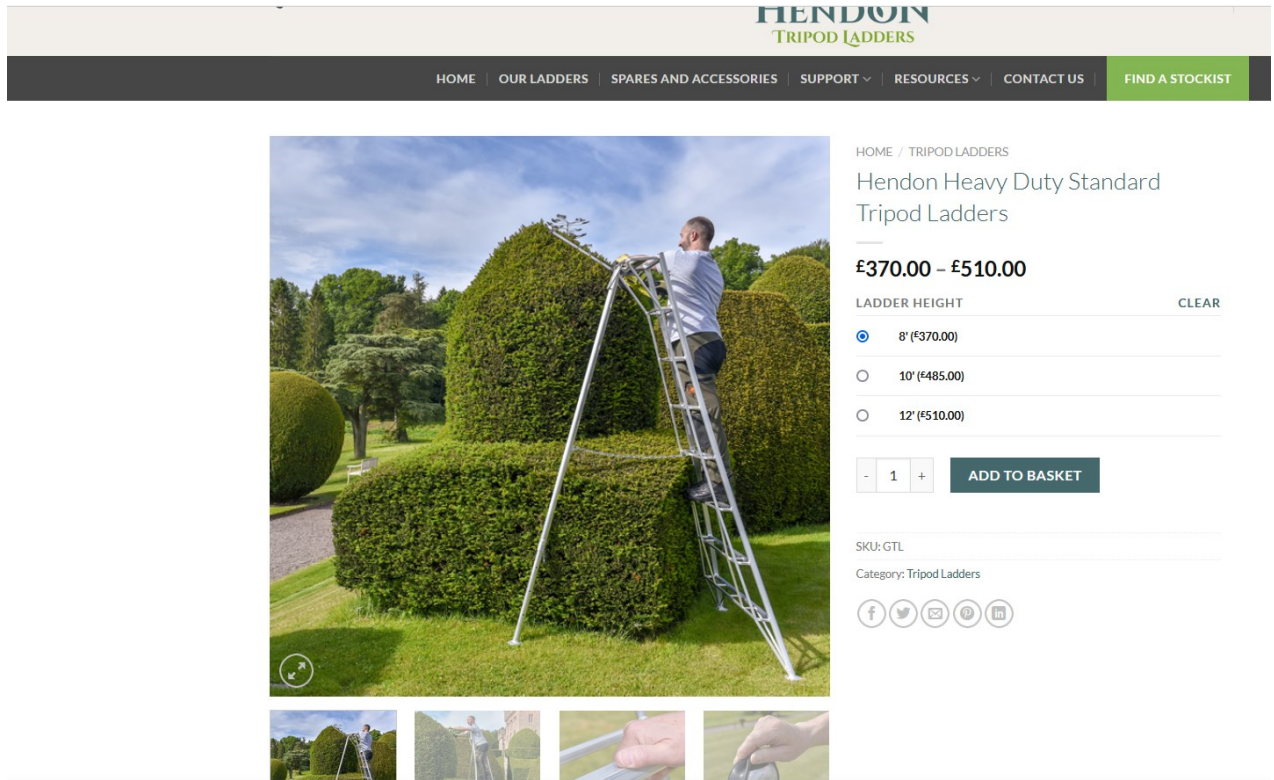
MA159 21f) Universal board quote



MELBOURN PARISH COUNCIL

Maintenance Committee Meeting : 24 February 2022

MA159 21g) Wardens safety ladder



HOME / TRIPOD LADDERS

### Hendon Heavy Duty Standard Tripod Ladders

£370.00 – £510.00

LADDER HEIGHT CLEAR

- 8' (£370.00)
- 10' (£485.00)
- 12' (£510.00)

- 1 + **ADD TO BASKET**

SKU: GTL

Category: Tripod Ladders

[f](#) [t](#) [e](#) [p](#) [in](#)

We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking "Accept All", you consent to the use of ALL the cookies. However, you may visit "Cookie Settings" to provide a controlled consent.

Wardens' equipment - £306 available.

# QUOTE

## Billing Address

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

## Service Address

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

## Quote Date

16 February 2022

## Quote Number

8484



## 4i Water Services Ltd

4i Water Services Ltd.  
Woolpit Business Park,  
Woolpit,  
Bury St. Edmunds,  
IP30 9UP

Tel: 01359 242000

[www.4iwaterservices.co.uk](http://www.4iwaterservices.co.uk)

## Subject

Melbourn Parish Council - Pavilion - Shower Descale x 10

Product Code	Description	Quantity	Unit Sell	Amount
	<b>Melbourn Parish Council - Shower Descale x 10</b> As per site supplied information	0.00	£0.00	£0.00
	<b>Labour</b> 1 x Water Hygiene Engineer	1.00	£250.00	£250.00
	<b>Shower Descaling x 10</b> Dismantle, disinfect, clean and descale removable parts, heads, inserts and hoses where fitted only	10.00	£4.65	£46.50
			Subtotal:	£296.50
			TAX:	£59.30
			<b>TOTAL:</b>	<b>£355.80</b>

## Message

All costs based on existing isolation valves holding. Site to ensure existing isolation valves hold prior to works commencing. Site to ensure rooms are accessible for works to be undertaken. Contingency works not included, for which follow-up quotation would be applicable. If applicable, site to ensure drainage is sufficient in relevant locations for works involving disposal of water.

## Disclaimer

This quotation is costed for completion during normal weekday working hours. Weekend uplift of 25% for Saturdays and 50% for Sundays and Bank Holidays. The above quotation is to remain firm for 90 days Terms are strictly 30 days from date of invoice. Prices are exclusive of V.A.T. and delivery Please refer to our company's full terms and conditions at [www.4iwaterservices.co.uk/further-info](http://www.4iwaterservices.co.uk/further-info)



**POLICY:    BEE-KEEPING POLICY : ALLOTMENTS**

**PURPOSE:** Melbourn Parish Council ('the Council') provides allotments for rent to Tenants under a standard Allotment Rental Agreement (Appendix 1). This policy sets out the terms upon which Tenants may keep bees on their allotment plots.

**SCOPE:** Tenants are obliged to comply with the terms of this policy for the duration of their allotment rental. Failure to do so will result in permission to keep bees on their allotment plot being withdrawn and a review of their allotment rental agreement.

**POLICY:**

1. Bee keepers must be members of a local bee keeping association operating under the British Bee Keeping Association (BBKA) and provide proof of membership when submitting their application and annually thereafter.
2. As a minimum, bee keepers must have undertaken beginners training with a local bee keeping association and preferably have achieved the BBKA's Basic Assessment in Beekeeping.
3. The bee keeper must provide a copy of their public liability insurance annually (usually included with BBKA membership) in respect of their bee keeping activities to the Council.
4. All hives must be registered with the National Bee Unit.
5. Bee keepers must inspect the bees at least weekly during the swarming season, which can be between April and September and advise other tenants about this inspection procedure to ensure they are aware of great number of bees flying during the inspections.
6. The bee keeper must satisfy the Council that they have adequate arrangements in place to ensure that the bees are looked after in their absence and to ensure that any problems caused by their bees will be resolved.
7. A suitable sign or notice must be placed on the plot with the bee keeper's name and contact details in case of emergencies.
8. Bee keepers must be able to demonstrate that they have alternative site arrangements in place in the event that they are asked, by the Council, to remove the bee hives from their plot.
9. The Council may ask for the hives to be removed if a new Tenant requests it for a valid reason, such as an allergy to bee stings. In the event of an objection by

another allotment holder, both parties should be encouraged to discuss any concerns in an attempt to properly understand any risks and allay such concerns.

10. If the Council asks for hives to be removed, the bee keeper must do so within 4 weeks of such request. The Council's decision on the removal of hives is final.
11. Before first introduction of bees to a site, all Tenants should be canvassed for valid objections (as noted in 9 above). Once bees have been introduced to the site, the responsibility will fall to Tenants to make the Council aware of any valid objections.
12. Hives must be positioned to avoid bees flying towards paths or roads. Screening, such as netting or fencing, must be provided around the hives to direct the bees' flight path above head height.
13. Tenants are only normally permitted to keep a maximum of two hives on their plot. However, this may be temporarily increased by adding nucs as part of swarm prevention. Note: Tenants must not exceed the limit as set out in their insurance.
14. In the event of the terms of this agreement not being complied with, the Council reserves the right to arrange for the removal of bees and bee keeping equipment from the allotment. The Council will not be liable for any loss of, or damage to, bees and bee keeping equipment and may seek reimbursement from the Tenant of any costs incurred.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 28 February 2022**

*Document Review Policy: 1 Year from last approval*

**NON-FINANCIAL RISK MANAGEMENT**

<b>Risk</b>	<b>Public Open Spaces: Play Parks</b>
<b>Degree of risk</b>	High  <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
<b>Persons Involved</b>	Play Safety Ltd (or another suitably qualified inspectorate) – carries out inspections and undertakes repairs/replacement of equipment as necessary  The Clerk liaises with the Parish Maintenance Committee. Oversees work carried out by Wardens and appoints contractor for any other work  The Wardens carry out work not completed by contractor.
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• All Play Parks are inspected annually by Play Safety Ltd usually in April. A report is prepared for the Parish Council and considered by the Maintenance Committee at its next meeting.</li> <li>• If faults pose a H&amp;S risk, immediate action is taken following consultation with the Chair of the Maintenance Committee.</li> <li>• The Maintenance Committee (recorded in its minutes) identifies which tasks are to be carried out by a suitably qualified contractor or by the Wardens and passes the list to the Clerk for action.</li> <li>• Completed actions are recorded on the Maintenance Committee's on-going job spreadsheet and also in the minutes.</li> <li>• The Maintenance Committee minutes are published on the Council's website.</li> <li>• Play areas are inspected on a weekly basis by the Wardens to check for damage/vandalism. There is a written checklist. Inspection outcome recorded with information on date, time, person and outcome. The Wardens' inspection sheets are noted at the monthly Maintenance Committee meeting. The sheets are then filed in Parish Office.</li> </ul>

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<b>Reviewed by</b>	Maintenance Committee : 24 February 2022 Full Council : 28 February 2022
<b>Actions/comments</b>	

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 28 February 2022**

**NON-FINANCIAL RISK MANAGEMENT**

<b>Risk</b>	<b>Cemeteries</b>
<b>Degree of risk</b>	<p>Medium: All Saints Churchyard, New Road Cemetery</p> <p>Low: Orchard Road Cemetery</p> <p>Low: New Road Cemetery</p> <p><i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment.</i></p>
<b>Persons Involved</b>	<p>CLlr with special interest in Cemeteries carries out occasional inspections</p> <p>Wardens – carry out fortnightly inspections for medium risk cemeteries and monthly for low risk. They carry out routine maintenance.</p> <p>The Clerk is the Burials Officer</p>
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• Outcome of cemetery checks are reported in writing to the Clerk and filed.</li> <li>• If faults pose a H&amp;S risk, immediate action is taken following consultation with the Chair of the Maintenance Committee.</li> <li>• Other work is forwarded to the Maintenance Committee to be prioritised and recorded in the minutes.</li> <li>• Completed work is recorded in the Maintenance Committee minutes and the minutes are published on the Council's website.</li> <li>• The closed graveyard is inspected by the churchwardens and reported to the Clerk. They are dealt with as for other cemetery issues.</li> <li>• Burial records are held by the Clerk and Assistant Clerk who deal with the Funeral Directors.</li> <li>• Burial records have either been archived or are kept in a fireproof safe.</li> <li>• The Clerk and Assistant Clerk are responsible for ensuring that the correct paperwork is completed and that an accurate record is kept of individuals' graves. The Clerk and Assistant Clerk have attended Cemetery Management training through the Institute of Cemetery and Crematorium Management. The Parish Council</li> </ul>

	is a member of the ICCM and is able to seek advice when required.
<b>Reviewed by</b>	Maintenance Committee : 24 February 2022 Full Council : 28 February 2022
<b>Actions/comments</b>	



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 28 February 2022**

**NON-FINANCIAL RISK MANAGEMENT**

<b>Risk</b>	<b>Allotments</b>
<b>Degree of risk</b>	Medium  <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
<b>Persons Involved</b>	The Clerk and Assistant Clerk  The St George’s Allotment Association reports issues to the Clerk or the PMWP  Individual plot holders report issues to the Clerks  The Wardens – carry out a fortnightly inspection.  Routine maintenance is carried out by the Wardens and contractors engaged for other work.
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• An inspection should be carried out at least annually by 1 Councillor from the Maintenance Committee. A member of the Allotment Association will be invited to attend the inspection. A report of the inspection will be recorded in a file.</li> <li>• The Parish Council is responsible for the site as a whole, and un-rented plots. Individual plot holders are responsible for their own plots and the PC checks that they have insurance.</li> <li>• Issues reported by the plot holders or Association are passed on via the Clerks to the Maintenance Committee to be recorded in those minutes and the jobs list.</li> <li>• Completed jobs are listed in the Maintenance Committee minutes and these are published on the Council website.</li> </ul>
<b>Reviewed by</b>	Maintenance Committee : 24 February 2022  Full Council : 28 February 2022
<b>Actions/comments</b>	<ul style="list-style-type: none"> <li>• Regular inspections are being carried out in conjunction with the Allotment Association to ensure plots are worked.</li> </ul>

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**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 28 February 2022**



## Risk Assessment : Melbourn Pavilion and sports pitches

### Emergency contact

The Parish Office is usually open during the week and the Clerk or Assistant to the Clerk can be contacted by post, phone or by email. Users of the pavilion will be provided with an emergency contact number when making the booking.

### Access to / from building – Low risk

Doorways are clearly positioned and lighting, including emergency lighting, is provided. Obstructions are not allowed to block access routes. Access ramps are in place for users with limited mobility.

### Electricity - Low risk

The electrical installation is inspected on a regular basis in accordance with the regulations and licensing requirements. User groups and casual hirers are responsible for their own equipment.

### Fire - Low

The Pavilion is a no smoking area and appropriately signed. Emergency exits are clearly marked and should not be obstructed at any time. Fire extinguishers are provided. Fire action notices are displayed in several locations in the building. An emergency action plan document has been given to all user groups and occasional hirers. Users should have their own emergency evacuation protocol.

### First Aid Provision - Low

An appropriate first aid kit is located in the kitchen, together with an accident reporting book. All incidences together with a copy of the accident report should be reported to the Parish Office. Signs are displayed in the hall to indicate where the first aid kit is located, together with numbers for the local doctors' surgery and the nearest accident and emergency hospital.

Please note: Defibrillators in the vicinity are located at:

- Melbourn Sports Centre (01763 263313) (they have trained first-aiders on site);
- All Saints Committee Hall (01763 261171, 01763 261154, 01763 262646).

### Food Hygiene - Low

The premises include a kitchen for use by the hirers. Users are responsible for ensuring that food is prepared safely and hygienically. The kitchen should be left in a clean and tidy condition.

### Ground Source Heat Pump - Low

The ground source heat pump is serviced regularly. Any problems with the heating in the Pavilion should be reported to the Parish Office promptly.

**Hazardous Substances (CoSHH) - Low**

All cleaning materials are stored in a cupboard. Normal use of the cleaning materials is solely by Parish Council staff.

**Heights - Low**

All decoration in the Pavilion for events is undertaken by user groups who abide by their safe methods of working.

**Legionella – Low**

Under the **Health and Safety at Work Act 1974** and in compliance with the **Approved Code of Practice (ACoP L8, HSG 274)**, the Parish Council will arrange for a registered company to carry out annual Legionella testing at the Pavilion. A record of the testing will be kept by the parish office and will be available for inspection on demand.

**Lone Working - Low**

Parish staff and representatives are the only people who regularly work on their own in the Pavilion and are covered by the Parish Council's Lone Working Policy (a copy of which is available from the Parish Office).

**Manual Handling; - Low**

Users are expected to be sensible in the way they store and handle their own heavy or awkward objects. Users are not permitted to store equipment at the Pavilion without prior consent of the Parish Council.

**Noise pollution - Low**

Users for discos or parties are expected to be aware of their responsibilities for their activities in accordance with the terms of the premises Terms and Conditions which are available from the Parish Office.

**Normal Pavilion Activities - Low**

The pavilion is well maintained for the varied activities which take place. All users are expected to use the facilities responsibly and report any problems or damage to the Parish Office. Any issues are dealt with promptly. 'Caution – Hot Water' signs are displayed in the kitchen to warn of scalding hazards.

**Slipping, Tripping, Falling - Low**

The Pavilion is well maintained, cleaned and has adequate lighting and signs.

**Changing rooms - Low**

The changing rooms are available for users including football clubs for changing and showering after matches. Care should be taken on wet floors in the shower area. The changing rooms should be left in a reasonable condition after use.

**Playing Field - Low**

Football clubs using the playing fields must ensure that they do so in accordance with their club and league rules. It is the responsibility of sports teams to undertake an inspection of the pitch prior to play. In the event of injury, a full report should be made in writing to the parish office at the earliest opportunity. It is the responsibility of sports teams to ensure any required pitch repairs and cleaning of dog fouling are properly carried out before commencing use.

The field and surrounding area is frequently used by dog walkers who are encouraged to remove any dog faeces. There are appropriate bins and signs provided. The area is checked on a regular basis by the Village Wardens and any issues are reported and actioned promptly.

These areas are open to the natural elements and wildlife and users should be aware of the effects of poor weather and uneven surfaces (including wildlife habitats). Again, the areas are regularly checked by the Village Wardens and users should be aware of possible wet and uneven surfaces.

**Transport (vehicles) - Medium**

The gate between Littlehands car park and the playing fields will be opened when the Pavilion is in use for **emergency access**. Vehicles **must not** be parked so as to block the emergency access gate. Users may only drive vehicles across the field to the Pavilion for the purposes of loading and unloading. Vehicles must be parked in Littlehands car park at all other times. In the event of wet weather, vehicles **must not** be driven across the playing field.

**Vandalism - Low**

The Pavilion is in an enclosed space and only open when it is being used by hirers. The playing field and play equipment is open to the public at all times. Regular checks are made of the area and any issues promptly reported. The main (vehicular) gate is locked every evening.

**Weather extremes – Likely to happen / low risk**

Day to day maintenance of the Pavilion is the responsibility of the Parish Council. The Village Wardens are responsible for gritting the footpath from the car park to the Pavilion during the winter. Users are expected to take reasonable care when using the facilities in poor weather conditions. In the event of very wet or icy weather, the Parish Council may cancel football matches in order to avoid injury to users and preserve the playing surfaces. The hall has central heating which copes with normal winter cold spells.

**Monitor and re-assess the risks.**

All parties involved in the preparation and implementation of this risk assessment will be made aware of their responsibilities.

This will be done on an annual basis and whenever an incident provides evidence that a re-appraisal is necessary.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 28 February 2022**

**Risk Assessment for hedge planting along New Road, Melbourn  
(Parish Council Staff, Councillors and Volunteers)**

**RISK ASSESSMENT MATRIX**

**Risk = Hazard Severity(A) x Likelihood of occurrence(B) (Probability)**

**(A) Hazard Severity** Should be assessed on a scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

**(B) Likelihood of occurrence (probability)** Should be assessed on a scale of 1- 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespread and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

**Judgement of Risk Factors**

1-3 Low, improve when possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.

<b>Activity: Hedge planting by volunteers</b>					<b>Name of assessor: Claire Littlewood</b>
<b>Site location: New Road, Melbourn (along the field before Summerhouse Farm)</b>					<b>Date of assessment: March/April 2022</b>
Description of hazard	Severity of hazard (A), score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Action required	Notes
<p><b>A small group of volunteers will plant hedging along New Road</b>  <b>Lifts will be arranged for volunteers and they will be dropped off at the layby opposite the planting site</b>  <b>Care will be taken when crossing New Road from drop off to the planting site</b>  <b>Volunteers will wear high viz at all times during the activity</b>  <b>Volunteers will work along the verge but well away from the roadside to avoid passing traffic</b>  <b>Care will be taken to avoid injury from other hedging, planting (cuts and scratches) and other debris (glass, litter)</b>  <b>Care will be taken to ensure volunteers are physically able to under the activity and capable of using necessary tools (spades, forks)</b>  <b>An organising volunteer will be responsible for assessing the area before carrying out work on the roadside</b></p>					

Accessing the site	3	3	9	<p>Lifts will be arranged to a drop off point on New Road.</p> <p>Safe crossing from the drop off point to the planting site.</p>	<p>The drop off point will be the layby opposite the planting site. Cars are able to pull off off New Road and park temporarily to allow volunteers to gather before crossing together.</p> <p>Volunteers will cross as a group. A group leader will be responsible for ensuring that it is safe to cross. All volunteers will wear high viz for safety. High viz vests will be provided by the parish office.</p>
Working on the roadside – Moving traffic injuries	3	2	6	<p>Volunteers will work along the verge planting along the hedge line on the Summerhouse Farm side of New Road.</p> <p>Volunteers will be mindful of passing traffic at all times.</p>	<p>Volunteers will work away from the roadside at all times. Planting will take place along the existing hedgeline. Where possible volunteers will work on the inside of the hedgeline.</p> <p>Volunteers will wear high viz vests at all times during the planting session.</p> <p>Volunteers will pay attention to the traffic along New Road and will warn others if they observe anything that believe may pose a risk.</p> <p>The volunteer leader will have a mobile phone with them at all times during the activity so that help can be summoned in the event of any incident or injury requiring attention.</p>
Planting injuries	2	2	4	<p>Volunteers will wear gloves to protect their hands from sharp hedging, thorns etc.</p> <p>Volunteers must be mindful of litter and debris along the road that may present risk of injury (glass, stones, dog faeces)</p> <p>Volunteers must be confident that they are physically fit and able to carry out the planting and that they are capable of using the</p>	<p>Volunteers should ensure that they wear gloves provided.</p> <p>The roadside may be littered with potentially harmful items such as glass, dog faeces etc. Volunteers should take care not to sustain any injury by wearing appropriate protective equipment.</p> <p>Volunteers should be mindful that the area borders farmland and is open to the elements and wildlife. Care should be taken at all times</p>

				equipment provided – such as spades, forks etc.	to avoid trip hazards, wildlife habitats etc.  It is the responsibility of volunteers to ensure that they are physically able to undertake the activity. If at any time a volunteer feels unwell, they must immediately notify the volunteer leader.  Volunteers are responsible for ensuring they have any medication (inhalers etc) with them during the activity.
Use of equipment	2	2	4	Only manual equipment will be used during the activity	Volunteers will only have access to manual equipment during the activity (spades, forks etc). In the event of any injury, the volunteer leader must be notified immediately.  The volunteer leader will have a first aid kit available for treatment of minor injuries (scratches etc).  In the event of more serious injury requiring attention, the volunteer leader arrange for the volunteer to be safety transported from the planting site.
Leaving the site	3	3	9	Lifts will be arranged to collect volunteers from the layby on New Road (drop off point above).  Safe crossing from the planting site to the layby.	When leaving the planting site, volunteers will regroup to cross together. Again, a group leader will be responsible for ensuring that it is safe to cross. All volunteers will wear high viz for safety.  The volunteer leader will ensure that all volunteers, equipment, tools etc are accounted for before leaving the site.  Any rubbish generated during the planting activity must be collected and removed from the site. The volunteer leader will have black bags for this purpose.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 28 February 2022

*Review every 12 months*



**MELBOURN PARISH COUNCIL  
MELBOURN PLAY PARKS WORKING PARTY**

**Notes of the meeting of the Melbourn Play Park Working Party held on Thursday, 7 February 2022 at 19:30 at Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ**

**Present:** Cllrs Travis, Clark, Cowley, Kilmurray

**In attendance:** Sophie Marriage, Assistant to the Clerk (SM), Claire Littlewood, Parish Clerk (CL), Claire Kent, Hannah Cockerill, Rhys Westcott

**1 To receive any apologies for absence**

Apologies received from Cllr Hart and Naomi Westcott.

**2 To accept the notes of the Meeting held on 9 December 2021**

Notes were accepted

**3 Report on actions from the Meeting held on 9 December 2021**

SM produced a tender document, which was posted on the Contracts Finder Website, advertised in the local press, and sent to potential suppliers. All tender submissions were received by the deadline of 26 February 2022.

**4 To discuss and evaluate Tender Submission from Setter Play**

The submission was discussed and members felt the design was not very innovative, and did not fulfil the project brief. The working party also agreed that because Setter had not submitted all the required information and documents, as part of their response, they should not progress through to the public consultation.

ACTION: SM to write to Setter to thank them for their submission and inform them that their submission has not made it to the public consultation stage.

**5 To discuss and evaluate Tender Submission from Broadmead Leisure**

The submission was discussed and Broadmead submitted most of the required information, however the members found it difficult to understand the design because of the unclear drawings. The tender document specified submissions must include drawings/design to aid with the public consultation. Members agreed the information provided would not aid the public consultation, so the working party decided that Broadmead's submission will not progress to the public consultation stage.

ACTION: SM to write to Broadmead to thank them for their submission and inform them that their submission has not made it to the public consultation stage.

**6 To discuss and evaluate Tender Submission from HAGS**

The submission was discussed and the Working Party were impressed with HAGS' design, especially the unique centre piece. All required documents were provided and the design met the brief. Members decided that HAGS' submission will progress through to the public consultation stage.

ACTION: SM to write to HAGS to inform them that they have been successful in progressing through to the public consultation stage. SM to request digital versions of the designs for the public consultation.

**7 To discuss and evaluate Tender Submission from Playground Facilities**

The submission was discussed and members liked the natural feel of the design and agreed that the design met the project brief. All required documents were provided. The Working Party agreed that Playground Facilities submission will progress through to the public consultation stage.

**ACTION:** SM to write to Playground Facilities to inform them that they have been successful in progressing through to the public consultation stage. SM to request digital versions of the designs for the public consultation. SM to query the 30 days validity of the quotation.

## **8 To discuss and evaluate Tender Submission from Wicksteed Leisure**

The submission was discussed and the Working party agreed that Wicksteed's submission included many items of equipment that will meet the needs of all ages and abilities using the park. The design met the project brief and all required documents were included. Members agreed that Wicksteed's submission will progress through to the public consultation stage.

**ACTION:** SM to write to Wicksteed to inform them that they have been successful in progressing through to the public consultation stage. SM to request digital versions of the designs for the public consultation.

## **9 To discuss the public consultation**

The three design going to public consultation are HAGS, Playground Facilities, and Wicksteed Leisure.

It should be noted that following the consultation the companies may be asked to refine their designs and make slight adjustments.

The working party agreed children must be involved in the consultation. The aim is for the public consultation to coincide with the February Half term (14<sup>th</sup> – 20<sup>th</sup>).

The public will be able to view all 3 designs online and at The Hub. The public will be asked to vote for their favourite design and submit comments on any minor adjustments they would like to see in their favourite design.

A member recalled that in previous meetings the public were going to be asked about what types of gym equipment they would like installed on the New Rec, however this will now be asked as part of a separate consultation.

### **ACTIONS:**

- JT to find out possible dates and availability for designs to be to display in the Hub.
- SM to inform the primary school and little hands nurse about the consultation.
- SM to promote the consultation on noticeboards and online (website and Facebook).
- SM to create voting cards with a comments section for the consultation at the Hub.
- SM to create survey for the public to vote and submit comments online if they prefer.

**10 To discuss the works required to improve entrance from the Moor to the Play Area**

The Working Party clarified that the red barrier should be removed from in front of the Moor entrance gate and the path should be landscaped to make it more accessible. Broadmead included improvement works to the Moor entrance as part of their tender document. This was not required as part of the submission as this work is to be funded separately from the project.

ACTION: SM to write to Broadmead to ask for a more detailed quote for this work. SM to obtain other comparable quotes for this work.

**11 To accept notices and matters for the future agendas**

None were received.

**12 To note date of next meeting**

Sometime in March, following the public consultation.

# MELBOURN PARISH COUNCIL SKATE PARK WORKING PARTY

## Notes of the meeting of the Skate Park Working Party held on Monday, 31 January 2022 at 19:00 via Zoom

**Present:** Cllrs Travis, Baker, Clark, Davey

**In attendance:** Claire Littlewood, Parish Clerk (CL), Graham Rank and Ryan Foulger

- 1 To elect a chair for the Skate Park Working Party

It was:

RESOLVED that Cllr Clark would take the Chair.

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

- 2 To elect a vice chair Skate Park Working Party

It was:

RESOLVED that Cllr Baker would be Vice Chair

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

- 3 To receive any apologies for absence

There were no apologies for absence.

- 4 To note the Terms of Reference for the Skate Park Working Party

It was:

RESOLVED to accept the Terms of Reference for the Skate Park Working Party.

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

- 5 To discuss design and location of the proposed skate park

Various options for skate park designs were discussed. Noted that Haslingfield was a popular skate park but is currently closed pending repair/replacement. Other villages with skate parks include Foxton and Cambourne. A member noted that Melbourn has a BMX park at Grinnell Hill but that this is aimed at older, experienced riders. The purpose of this project is to provide something for all ages and abilities.

Different options were discussed including pumptracks, concrete and wooden structures. Noted that wooden structures are vulnerable to damage. There was also discussion with regard to location of a skate park. Possibility of Old Rec to be investigated further.

Noted that there is s106 money available and possible match funding from grants. Noted that a clear plan will be required before applying for grants.

### **ACTIONS:**

- Clerk to seek further information with regard to Haslingfield skate park revamp project.
- Clerk to see what further information is available with regard to Foxton and Cambourne skate parks.

- All to look at different options for design and build and submit to Clerk for next meeting.
  - Clerk / Cllr Travis to look into grants available (including Amey and Lottery funding)
- 6 To consider timing and frequency of Skate Park Working Party meetings

Next meeting to be arranged in a month's time to continue discussions. Frequency of future meetings to be discussed as project progresses.

- 7 To receive items for future agendas

Discussion with regard to online survey for public consultation.

- 8 To note date of next meeting

The next meeting will be held on Monday, 7 March 2022 at 7pm via Zoom.

Meeting closed: 19:47

..... (Signed) Dated:

## MELBOURN PARISH COUNCIL



DRAFT Document  
4.16 Melbourn Parish

### TERMS OF REFERENCE: SKATE PARK WORKING PARTY

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

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

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

#### 1. Membership & Controls

1.1 The SKWP will consist of up to five Councillors and up to two members of the public.

1.2 Non-Councillor members will not have voting rights.

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

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

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

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

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

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

## MELBOURN PARISH COUNCIL

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

### 2. Reporting

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

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

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

### 3. Terms of reference

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

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

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

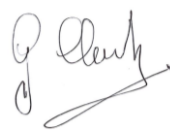
3.4 To oversee and manage the project to install a new skate park which will be funded by s106 funds.

3.5 To ensure that the project is delivered on budget.

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

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

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of approval : 22 November 2021**

Review Policy: Six monthly

### **Haslingfield (ongoing)**

Material : Concrete (contractor is working with a low carbon option)

Budget : £??

Contractor to be approved at next PC meeting so no details available at this time. HPC are applying for funding from Amey but contractor is also supporting them to find other sources of funding.

They did an online consultation via Google Forms (66 responses). Also lots of interest from outside the village including Camskate. Will go ahead with further public consultation to consider designs.

### **Cambourne (appears to have been installed 2020/21??)**

**Material : Metal**

**Budget : £100,000**

Cambourne carried out an online survey seeking views on 7 design options.

<https://www.surveymonkey.co.uk/r/cambourneskatepark?fbclid=IwAR3Vqkb-sZgl-WToxri3W9y6t99puYNfo1vmRjdOcD8zhMRJIMb02S8cUvs>

### **Foxton (installed 2014)**

**Material : Concrete (Bendcrete installed in 2014)**

**Budget : £70,000**

### **Burwell (installed 2018)**

**Material : Concrete**

**Budget :** Funding for the skatepark included an £80,000 grant awarded by WREN from the Landfill Communities Fund, £29,000 from Burwell Parish Council and £6,000 raised by the Burwell Skatepark User Group.

### **Other sources of information:**

**Cam-Skate** - <http://cam-skate.co.uk/values/>

Pro skating forum based in Cambridge. Good source of information and may be able to help with design advice.



**Lets Go Skate** - <https://www.letsgoskate.co.uk/skate-parks/>

Company offering skating lessons etc. But, also a good source of information and useful page with details of local skate parks.

**Skateparks.co.uk**

General information including links to skate parks - <https://www.skateparks.co.uk/cambridgeshire/>

And skate park builders - <https://www.skateparks.co.uk/builders/>