

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

A meeting of the Maintenance Committee held on Thursday, 24 March 2022 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Travis (Chair), Clark, Kilmurray, Barnes

In attendance: Sophie Marriage (Assistant to the Parish Clerk), Keith Rudge (Warden), Steve Pitman (Warden), Maureen and Les Brierley (RMRG)

MA168/21 To receive and approve apologies for absence

Apologies received from Cllr Cowley. Acceptable reasons were given.

It was:

RESOLVED to approve the apologies for absence of Cllr Cowley.

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

Mike Sherwen had also noted apologies.

MA169/21 To receive any Declarations of Interest and Dispensations

None received

MA170/21 To approve the minutes of the Maintenance Committee Meeting held on 24 February 2022

Following the meeting, the typo in Agenda corrected from 2021 to 2022

It was:

RESOLVED to accepted the minutes of the Maintenance Committee Meeting held on 24 February 2022 as an accurate record

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

MA171/21 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)

No members of the public were in attendance.

MA172/21 Finance Matters:

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

The report was noted. It was noted that the budget is underspent and works such as painting the outside of the pavilion will be carried over to the next financial year.

MA173/21 Conservation Matters:

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

The report was noted.

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

The RMRG reported that they will be applying for a grant to make repairs along the river.

MB and LB accompanied the EA on a visit to investigate how best to support the river. The EA have suggested installing an additional pipe, possibly running to the perennial head of the river, near station road, rather than running an extension pipe nearer to the spring at the Bury. The additional pipe would not support the river running through Stockbridge Meadows. Some members expressed concerns about the river in Stockbridge running dry during periods of drought, which could become more common with climate change. A member queried how this would be funded, but this will depend on the recommendations from the EA. MB and LB expressed to the EA that the Parish Council has always been supportive of works to improve the river. Members agreed it would be beneficial for the Parish Council to contact the EA to express interest in their investigation. The EA will make recommendations and share findings of the investigation.

ACTIONS:

- MB to share contact details of the EA representative with Assistant to the Parish Clerk.
- Assistant to the Parish Clerk to write to EA expressing the Parish Council's gratitude for their investigation and anticipation to see the recommendations. As well as to express the Council's support to maintain the river in Stockbridge Meadows.

- c) To receive any other updates and consider actions

A member noted the amount of rubbish near the river. Signs may deter littering. A member recommended looking at "Keep Britain Tidy" to source signs.

ACTIONS:

- MB to advise Assistant to Parish Clerk on possible signage options
- Assistant to the Parish Clerk to source quotes for no littering signs.

A volunteer group from the Baptist Church to help plant fruit trees in Stockbridge Meadows on 26/03/22.

An update received regarding hedge planting along New Road. A Group from the Baptist Church have volunteered to help plant the saplings. The Baptist Church can provide safe transport to the planting site for volunteers. A possible date for the planting is 09/04/22 or 07/05/22, but this is to be confirmed with the volunteer group. It was noted that it is not suitable to have refreshments at the planting site, so refreshments will be provided for the volunteers back at the Hub. Parish Council can fund refreshments.

ACTIONS: MB to confirm date for planting with the volunteer group and to advise Parish Office. MB and LB to collect saplings from KR.

MA174/21 Stockbridge Meadows

- a) To receive an update and consider quotations for additional signage

Residents are happy for a sign to be installed, but are not keen on the current design. Committee agreed that the design needs improvement. Representative from Residents association to send preferred design options to Parish Office.

ACTION: Assistant to the Parish Clerk to obtain alternative design options.

- b) To receive any other updates and consider actions

The Parish Office have made contact with Natural England about making Stockbridge Meadows an official nature reserve.

ACTION: The Parish Office to complete application and bring back to committee in April.

KR noted that additional groundwork is needed around the memorial bench for Rosemary Gatward to ensure the nettles do not grow up around the bench.

ACTION: KR to meet HCGM to look at the work and to provide a quote.

MA175/21 Stockbridge Meadows Boardwalk Project

- a) To receive an update on Invitations to Tender

Two companies have expressed interest in the project. Three responses needed in accordance with Standing Orders.

ACTIONS: Assistant to the Parish Clerk to ask Fowlmere RSPB nature reserve who did their boardwalk, and to contact the company who was originally interested in the project.

- b) To receive any updates and consider actions

None were received.

MA176/21 Allotment Matters:

- a) To consider a request to cut down a holly tree

Committee agreed that this tree needs removing and is beyond the scope of the allotment holder. Awaiting quotes
It was:

DEFERRED until the next meeting.

b) To receive an update on plot clearances

There were two plots which needed clearing. One plot has been cleared and the other plot will be cleared by 28/03/22.

None further action required by the Parish Council.

c) To consider approving plot clearance costs if required

Clearance no longer required.

d) To receive any updates and consider actions

None were received.

MA177/21 Governance Matters:

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

The report was received. Wardens have repaired damaged post.

b) To note an email decision with regard to tree work on Maple Way

Decision noted, and it was noted that the work has been scheduled for August, once the nesting season has ended.

c) To consider any updates on vandalism in the Parish

The updates were notes.

d) To note a request from the Fair to visit in May 2022

The request was noted.

e) To receive any other updates and consider actions

None were received.

MA178/21 To consider a request for installation of cycle racks

Cambridgeshire County Council have requested to install cycle racks in the village and have proposed 5 sites. The cycle racks will be installed at the cost of the County Council.

Site one is the motor-cycle area in the car park. It was noted that this area is not frequently used by motor cycles, so the area would be better used as a space to park bikes.

It was:

RESOLVED to accept the request to install cycle racks at site one.

Proposed Cllr Kilmurray, seconded Cllr Barnes, All in favour

It should be noted that ground markings for motor-cycles may require pre-adjustment to accommodate the installation of the bicycle racks.

Site two is outside the Coop and Pharmacy. The Committee are in favour of this site, but do not own the land so the final decision is up to the landowner.

Site three is inside Clear Crescent Play Park, near the entrance gate. A member noted that many families cycle to the park and two cycle racks may not be enough.

It was:

RESOLVED to accept the request to install cycle racks at site three and to suggest installing more than two cycle racks if possible.

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

Site four is outside Little Hands Nursery. The proposed area limits access to the RMRG storage room and does not leave a lot of room to lock up a bike. Cycle racks near Little Hands Nursery would be good, but the proposed location is not suitable.

ACTION: Assistant to the Parish Clerk to ask CCC if they wish to propose an alternative location, otherwise this proposal is rejected.

Site five is inside The Moor Play Park, once refurbishment is complete. The Committee agreed this is a good idea, but having more than two cycle racks if possible would be preferred. Exact location to be decided once refurbishment is complete.

ACTION: Assistant to the Parish Clerk to respond to Cambridgeshire County Council's requests covering the above-noted Parish Council position on the five proposed sites.

MA179/21 To consider a request to establish a daily mile route on the New Rec

Living Sport would like to establish a Daily Mile circuit on the New Rec for families to use. Living Sport would pay for the signage and the Parish Council would need to assist with the installation. The Committee agreed that it seems like a good initiative and would like to support it.

It was:

RESOLVED to support the installation of signage for the Daily Mile route on the New Rec. Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

ACTION: Assistant to the Parish Clerk to respond to Living Sport and agree timing and other support arrangements in order that signage is properly installed.

MA180/21 To consider a request for a charity clothing collection point in the village

It was noted that there are other clothing collection points in the village. The proposed container is very large and would take up valuable space in the car park. Alternatively, it could be located on the grass which would impact the Christmas tree collection, and may encourage drivers to stop in the entrance to the car park when dropping off clothing, creating a hazard. The committee decided not to support this request.

Proposed by Cllr Kilmurray to accept the request, no second. Request DECLINED.

MA181/21 Cemetery Matters:

- a) To consider a request to install a new memorial bench in New Road

The new memorial bench will be replacing an existing memorial bench, and there will be no additional cost to the council. The committee agreed to accept this request.

- b) To receive any other updates and consider actions

The tap connected to the development at Victoria Heights has now been disconnected as work has ended.

MA182/21 Village Maintenance Matters:

- a) To consider an update on damage to the fence at Worcester Way

Following a letter from the Parish Office, the resident has replied saying that they believe their work has not damaged the fence and that the fence is rotten and requires replacement.

The wardens have investigated the resident's reports and can confirm that the fence is in good condition, but it has been weakened where the gate has been created. It is noted that there is a large mound of turf dumped outside the gate and that the resident is landscaping the garden.

ACTION: Assistant to the Parish Clerk to write to the resident advising them that their reports have been investigated and no issue has been found with the fence but the newly cut gate is weakening the structure. The resident is also to be reminded that the Parish Council owns the fence. The resident must remove the gate and reinstate the fence within 28 days or the Parish Council will carry out the work and it will be recharged to the resident. Also the resident is to remove the turf or it will be reported as fly tipping to SCDC.

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

Repairs to embankment slide and zip wire platform complete. Repair to Agility Trail has not yet been carried out by Wicksteed

ACTION: Assistant to the Parish Clerk to chase Wicksteed in relation to repair of the agility trail.

- c) To receive an update on amendments to the Jubilee Orchard interpretation board

Cllr Barnes has corrected the design, which will now be sent to the company to amend the display.

- d) To consider and discuss a report of root damage to drains

The committee considered the matter and at this time will advise the resident to take it up with their insurers.

ACTION: Assistant to the Parish Clerk to write to resident and advise.

- e) To consider remedial works to the emergency access to the New Rec

Awaiting quotes.

It was:

DEFERRED

- f) To consider a request to maintain the Bowls Club hedge fronting The Moor

The Bowls Club and hedge is on Parish Council land, so the Parish Council will fund the work.

Awaiting quotes.

It was:

DEFERRED

- g) To consider repair options for Ash Grove gate

It was:

RESOLVED to accept the quote from Barley Maintenance to supply and fit new spring to gate for £42.24 including VAT. This expenditure is within the remit of the Parish Office's authority to spend.

- h) To receive any other updates and consider actions

An update regarding Cambridge County Council's "No Mow May" campaign was received.

Cambridgeshire Highways will not be cutting any highways verges during the month of May.

ACTION: Assistant to the Parish Clerk to put details of the campaign on the Parish Council Website.

MA183/21 Pavilion Matters:

- a) To consider a quotation for Legionella testing

The Legionella Testing and Risk assessment is a health and safety requirement.

It was:

RESOLVED to accept the quote of £323 +VAT to carry out legionella risk assessment and testing from 4iwater.

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

- b) To receive any other updates and consider actions

The current cleaner of the pavilion will stop cleaning the pavilion in early April. They have decided to stop cleaning due to the state the pavilion has been left in after football matches. The Parish Office has reminded the football teams on how the pavilion should be left after matches and is now looking for a new cleaner.

ACTION: Assistant to the Parish Clerk to liaise with the HR Panel for approval of interim cleaning services.

MA184/21 Littlehands Matters:

- a) To receive any updates and consider actions

The Parish Office will contact Little Hands to progress the work to the windows and legionella risk assessment.

ACTION: Assistant to the Parish Clerk to contact Little Hands.

MA185/21 Policies and Risk Assessments

- a) To consider approving the revised Allotment Rental Agreement

The agreement has been amended following an incident involving a glass greenhouse and plots being left in a poor condition.

It was:

RESOLVED to accept the revised Allotment Rental Agreement.

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

- b) To consider approving the revised Community Facilities and Services Equal Opportunity for Access Policy.

It was noted that enquiries were being made regarding hearing loops in the Hub. Hearing Loops are currently recommended as part of this Policy.

It was: RESOLVED to accept the revised Community Facilities and Services Equal Opportunity for Access Policy.

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

- c) To consider any updates and consider actions
None were received.

MA186/21 Melbourn Play Parks Working Party (MPPWP)

- a) To receive the notes of the MPPWP meeting on 7 March 2022
Notes were received.
- b) To receive any other updates and consider actions
None were received.

MA187/21 Skate Park Working Party (SPWP)

- a) To receive the notes of the SPWP meeting on 16 March 2022
Notes were received.
- b) To receive any updates and consider actions
None were received

MA188/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet -LISTING DATE: Meeting 24 March 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. ACTION: Clerk to follow up with Highways. Report from Resident requesting action within 14 days (20/5/21) - tree has been re- reported to County Highways (24/5/21) and resident advised. Clerk has reported this again to Highways for action. Follow up. ACTION: Clerk reported trees to County Farms after high winds. They advised that Clerk of Works would inspect and feedback	CL
2	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. Update from Highways - work to be carried out within 12 weeks. Potholes have been marked for works. 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)	CL
3	Flower tubs around cross	Resident	Need a volunteer to take this on. JT to refurbish tubs this year. Will need a volunteer to take this on in the future. JT spoke to residents who may be interested in volunteering. Ongoing.	JT
4	Worcester Way	Litter picker	Fly tipping at the back of Worcester way - CL to report to SCDC. Follow up - has this been attended to? Check this has been removed. Letter to be sent to residents.	CL

5	Cedar Close	Resident	Street sign for Cedar Close is damaged. CL reported to District again (22/2/22).	CL
6	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. Work scheduled for 18 Feb 2022. ACTION: Wardens to check if done.	Wardens
7	Jubilee Orchard	Wardens	First tree behind pavilion dead. SP has removed. Needs to be replaced. Victoria Plum. Keith to do this in the autumn	Wardens
8	Damaged fencing between Bramley Avenue and Hale Close	Resident	Fencing damaged by wind. Appears to be responsibility of residents. Is not Parish. Residents advised. Monitor	CL
9	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. Wardens to see if they can clear	CL
10	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. CL has written to farmer. Awaiting response.	CL
11	Worcester Way	Wardens	Gate has been cut into fence to the rear of no 32. CL has written to resident asking them to repair. Reply received from resident. ACTION: Parish Office to write again	CL
12	Tree on Beechwood open space overhanging and damaging fence	Resident	Roots of the tree are damaging concrete fence posts. Fence required regular repair/replacement. CL requested residents to send photos. ACTION: Warden to provide photos. Wardens inspected and no need to take action on the tree. ACTION: The Parish Office to write to resident and advise.	CL
13	Royston Road	Wardens	Fallen tree on footpath - CL has requested wardens to clear. ACTION	CL
14	Footpath alongside bowls club	Resident	Footpath is very boggy. Resident has requested some bark chippings are put down to make it more accessible. Bark chippings have been put down	Wardens
15	Beechwood Avenue (New Road end)	Resident	Street signs need attention. CL reported to District	CL
17	All Saints Churchyard	Resident	Trees have been cut back - wood needs to be collected. Contractor quote requested. ACTION: SM to obtain quotes.	Wardens
18	New Road Cemetery	Resident	Benches near the car park are looking worn and need cleaning. ACTION: Wardens to clean up.	Wardens
19	Greengage Rise	Resident	Fallen tree - currently pushed into hedge. Needs to be cleared. Hedge also needs to be cut back. Shires to clear.	Wardens/CL
20	Bowls Club on The Moor	Resident	They have always cut the inside and outside of the hedge on the roadside. Would like us to take over cutting outside of hedge. Not currently part of our contracts - should it be added?. MA182/21f) Committee agreed to fund as on PC land. ACTION: SM to obtain quotes for next meeting.	CL
21	New Rec	Warden	Deep tyre grooves at the emergency gate entrance. Need filling once dried out. Drain downpipe to be rerouted. Does this require a soakaway? ACTION: SM to obtain quotes for next meeting	Wardens
22	Pavilion	Cleaner	Urinals not flushing properly. Wardens aware. ACTION: Wardens will fix	SP
23	New Road Cemetery	Resident	Leaking tap on footpath at the entrance. Wardens to inspect and report back. Tap not leaking, but excess water is not draining away quickly, so sometimes water sits there if used often. Monitor	Wardens
24	Long Wood - Royston Road	SAH	Large branch fallen across the public footpath. CL has reported to Highways	CL
25	Medcalfe Way	Resident	Verge outside 17-23 Medcalfe Way not cut. CL followed up with SCDC - these are not their verges. Should be done by HCGM	

MA189/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting

- Supporting pillar to car park gate slightly wobbly.
ACTION: Wardens to investigate
- Position of Jubilee bench at war memorial to be decided, so Assistant to the Parish Clerk can obtain quotes for installation. .
ACTION: Wardens along with members of committee to identify the most appropriate location.

MA190/21 To note date of next meeting: Thursday, 21 April 2022

Date of next meeting noted.

End of Meeting: 11:27

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 5th 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

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 24 March 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. ACTION: Clerk to follow up with Highways. Report from Resident requesting action within 14 days (20/5/21) - tree has been re-reported to County Highways (24/5/21) and resident advised. ACTION: Clerk has reported this again to Highways for action. Follow up. 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	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. Wardens have been unable to source a larger spring. ACTION: Assistant to Clerk to investigate replacing with self closing safety gate.	SM
3	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. Update from Highways - work to be carried out within 12 weeks. Potholes have been marked for works. 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)	CL
4	Flower tubs around cross	Resident	Need a volunteer to take this on. JT to refurbish tubs this year. Will need a volunteer to take this on in the future. Ongoing	
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? ACTION: Check this has been removed. Letter to be sent to residents	CL
6	Worcester Way	Litter picker	Damage to fence. Clerk to obtain quotes for repair. Request that slats are screwed in place. Awaiting quote for repair. Clerk also to seek quotes for metal fencing options. Clerk to contact County Farms to discuss how to resolve this issue to avoid ongoing repair costs. 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. ACTION: Assistant to Clerk to arrange for electrician to inspect. Timer re-set. Appear to be working properly. KR noted sensor may require replacement. ACTION: Assistant to Clerk to ask electrician to quote	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. Work scheduled for 18 Feb 2022. Check if this has been done.	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. ACTION: Assistant to Clerk to check if Wicksteed inspected.	SM
11	Jubilee Orchard	Wardens	First tree behind pavilion dead. SP has removed. Needs to be replaced. Victoria Plum ACTION: KR to plant replacement tree in autumn	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. CL has written to farmer. Awaiting response.	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. Original manholes have been replaced	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 Expenditure Tracking 2021/22
(Actuals based on paid invoices)

EDGE Code	Budgeted expenditure (included in Precept)	Budget 2021/22 £	Actual to date (28/02/22) £	Committed £	Balance £	Notes
	<u>Conservation:</u>		Paid	Unpaid		
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	2,600	(175)	Tree work opp Orchard Gate; Shelford Tree work - various sites
1100	Conservation - emergency tree works	3,000		100	2,900	
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	13	(89)	Bin for car park; River Mel bank works
		15,200	4,457	2,713	8,029	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	105	83		22	Refund received on estimated bills
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 £900 allocated to 3 x bench bases.
		3,550	1,303	300	1,947	
	<u>Play Areas, Recreation Grounds & 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			1,000	Allocated to play equipment repair
3000	Playground - unplanned	195	255		(60)	Signs x 3
3200	Recreation Ground - electricity	185	117		68	
3200	Recreation Ground - pest treatment	600	180		420	
3200	Recreation Ground - unplanned	500	210		290	Leaf clearance/ivy removal
3400	Pavilion - cleaning	1,500	442	68	990	Budget will be underspent; balance may be allocated to legionella works and defib cabinet
3400	Pavilion - electricity	1,200	693		507	
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	85	168	Fire alarm service, security alarm service
3400	Pavilion - unplanned repairs & renewals	1,000	1,246	495	(741)	Heating repairs/ flood light repairs/step repair/guttering repair/ window repair x 2/man hole/defib cab
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	5,443	648	5,429	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	350	398	68	(117)	
4300/3	Wardens' equipment	500	230	344	(74)	Tripod ladder £325
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,350	1,365	77	(92)	
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 (Wor
4900	Parish Clock - donation for repair	717	717		-	Donation - Not in precept. Repair carried out Sept 2021

5000/9	Litter picking	2,800	2,035	223	542	Electric bike £400; budget expected to be slightly underspent. One litter picker will do an extra hour a week
7100	Car park workshop - water	175	62	6	107	
7100	Car park workshop - utilities	1,085	1,349	272	(536)	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	6,356	990	1,571	
	<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
		1,450	9,551	-	(8,101)	Highways gully cleaning and rest from reserves/elsewhere in Maintenance budgeted (MPC 17/01/22)
	Total Maintenance (excluding grounds maintenance contracts)	43,837	27,111	4,651	12,074	
	Grounds Maintenance Contracts					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	6,848		623	All contracts as budgeted
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	Total amount included for potential extra cutting/works is £4,250. This will depend on weather and length of
1300	Public Open Space - maintenance (£460 per month)	5,520	5,060		460	grass-cutting season. Some could be reallocated to other projects eg playground repairs/ LH drains if needed
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	4,464		1,406	
2100	Cemeteries - extra cuts x 3	630			630	
3200	Recreation Grounds (£755 per month)	9,060	8,305		755	
3200	Recreation Grounds - extra cuts x 4	520			520	
		32,170	24,677	-	7,493	£5,250 for extra works unlikely to be needed

Monthly water situation report

East of England

Summary – February 2022

February was a very wet month with an average of 65mm rainfall, 177% of the Long Term Average (LTA) falling across the region, with much of this rainfall falling in the last weeks of the month. The February was the fourteenth wettest month on record for East Anglia. Most catchments received notably high levels of rainfall with a few catchments receiving more than usual, mostly in the north-east of the area. Due to the high levels of rainfall, Soil Moisture Deficit (SMD) remained normal for the time of the year with overall values decreasing. River flows and groundwater levels at the majority of the indicator sites were normal for the time of year. However, a few sites were classified below normal.

Rainfall

East Anglia received notably high rainfall in February, with an average rainfall recorded 65mm which was 177% of the LTA. The majority of catchments experienced notably high rainfall with the highest rainfall total in the Cam catchment with 64mm (190% LTA) and the North Norfolk catchment with 74mm (190% LTA). Slightly lower rainfall totals occurred in southern catchments such as the South Essex catchment with 44mm (139% LTA) classifying it as normal. The rainfall accumulated for the past 3, 6 and 12 months across the area was classified normal across East Anglia.

Soil Moisture Deficit/Recharge

SMD remained normal for most of February with the overall value decreasing from 11.4mm to 2.7mm by the end of February in response to an increased rainfall. These SMD levels remained consistent across the region with the exception of a few slightly higher levels around the coast.

River Flows

Most river flow indicator sites (95%) across East Anglia were categorised as normal levels for the time of year with the remaining 5% of the rivers classified below normal. These rivers experienced higher flows this month compared to the previous month because of the increased rainfall. Flows at the majority of indicator sites across the area show increased river flows compared to January (where 40% of the sites were at normal to below normal flows).

Groundwater Levels

Groundwater levels at most indicator sites (90%) across East Anglia remained stable and were therefore classified as normal for February. Washpit Farm in Rougham in the North West Norfolk Chalk was classified as above normal while one of the sites, Castle Farm in Offton in the mid Suffolk Chalk had below normal groundwater levels. Most (75%) groundwater sites continued recharging at the end of February. However, 10% of the sites including Hazelwood Common and The Spinney, Costessey showed a decreasing trend, although this change was negligible.

Reservoir Storage/Water Resource Zone Stocks

Grafham and Hanningfield were classed as normal but appeared to be decreasing in the last week of the month and Alton was classed above 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 February.

Environmental Impact

Groundwater support schemes operations remained low by the end of February; 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.

All data are provisional and may be subject to revision. The views expressed in this document are not necessarily those of the Environment Agency. Its officers, servants or agents accept no liability for any loss or damage arising from the interpretation or use of the information, or reliance upon views contained herein.

Forward Look

Probabilistic ensemble projections for river flows at key sites

March 2022: There is an increased probability of flows normal or above normal for all indicator sites.

June 2022: There is an increased probability of flows being normal or higher in the Stiffkey, Gipping and Ivel catchments.

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 a greatly increased probability of higher than normal levels at Bury St Edmunds in the Upper Lark Chalk and Washpit Farm in the NW Norfolk Chalk.

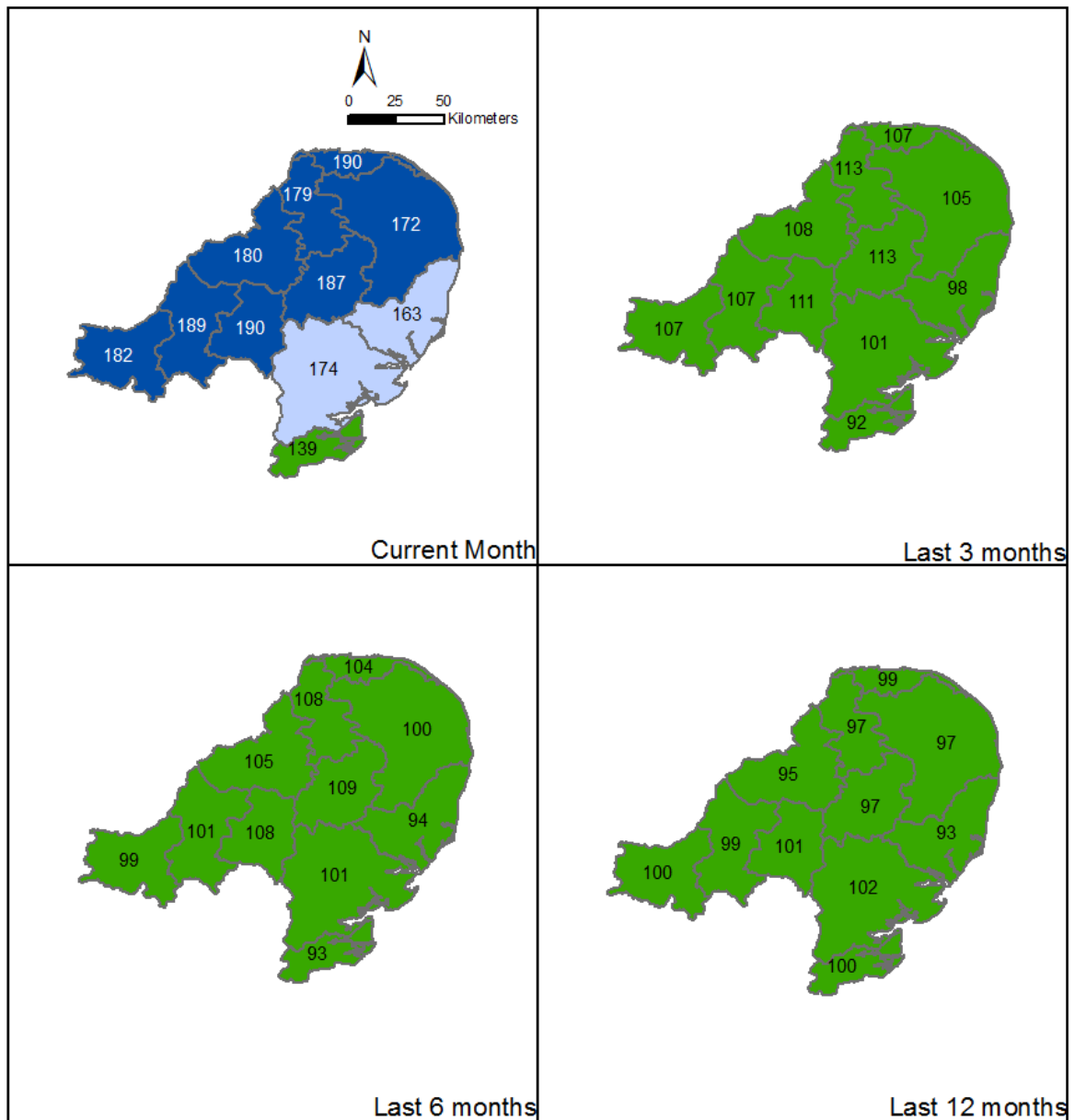
September 2022: There is an increased probability of normal or higher levels at all sites.

Author:

[ANG-Hydrology](#) Contact details: 03708506506

Rainfall

February 2022



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

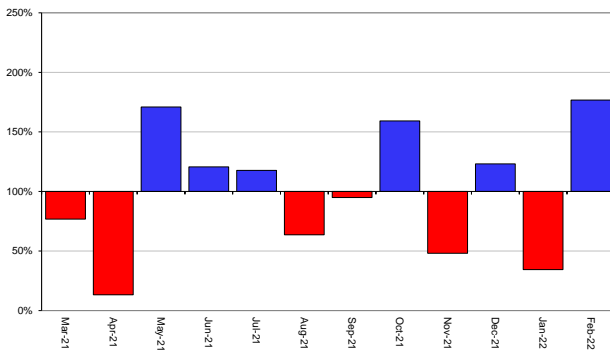
Rainfall expressed as percentage of 1961-1990 Long Term Average for the specified duration. Classes derived from data for the period 1891 to 2017 based on the HadUK dataset (Met Office © Crown Copyright)

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.

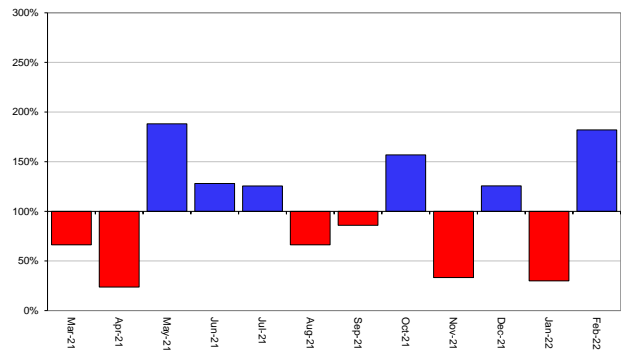
Above average rainfall

Below average rainfall

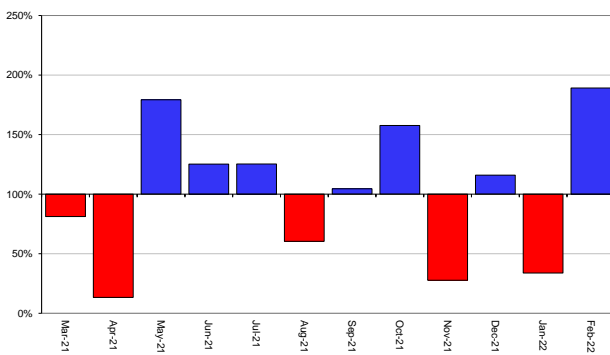
1-Month Period for East Anglia



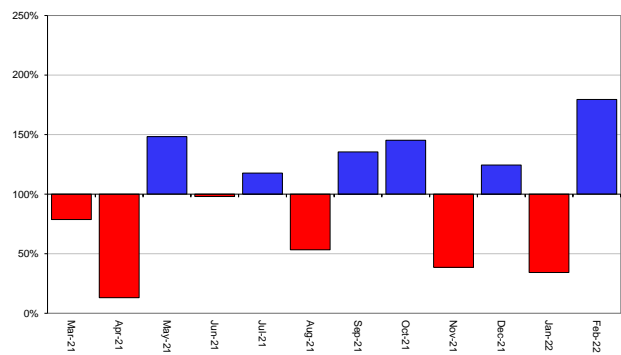
1-Month Period for Upper Bedford Ouse



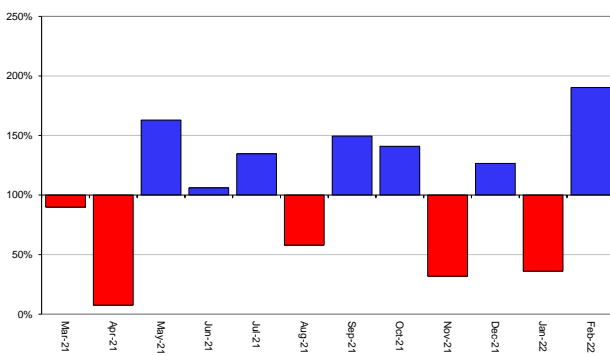
1-Month Period for Lower Bedford Ouse



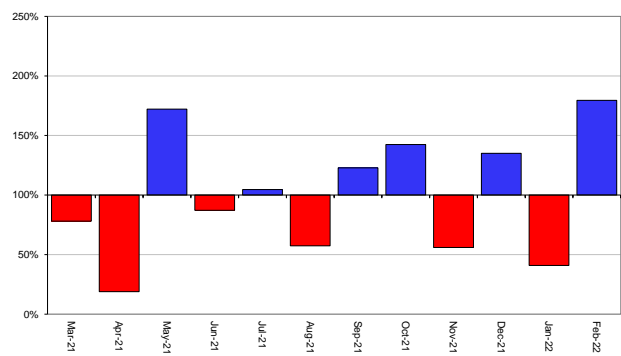
1-Month Period for Central Area Fenland



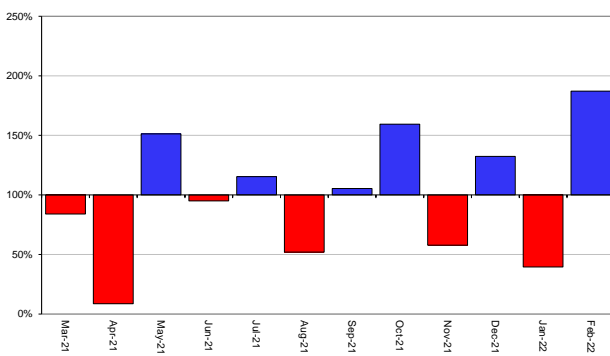
1-Month Period for Cam



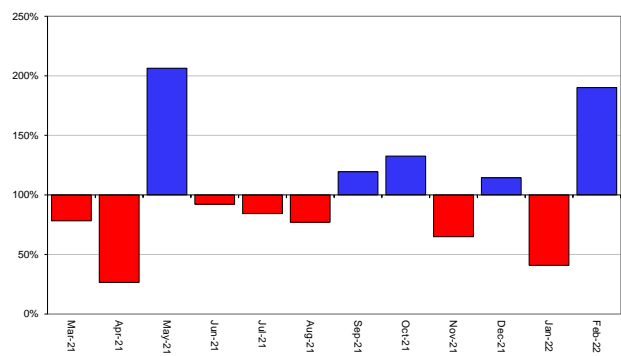
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark

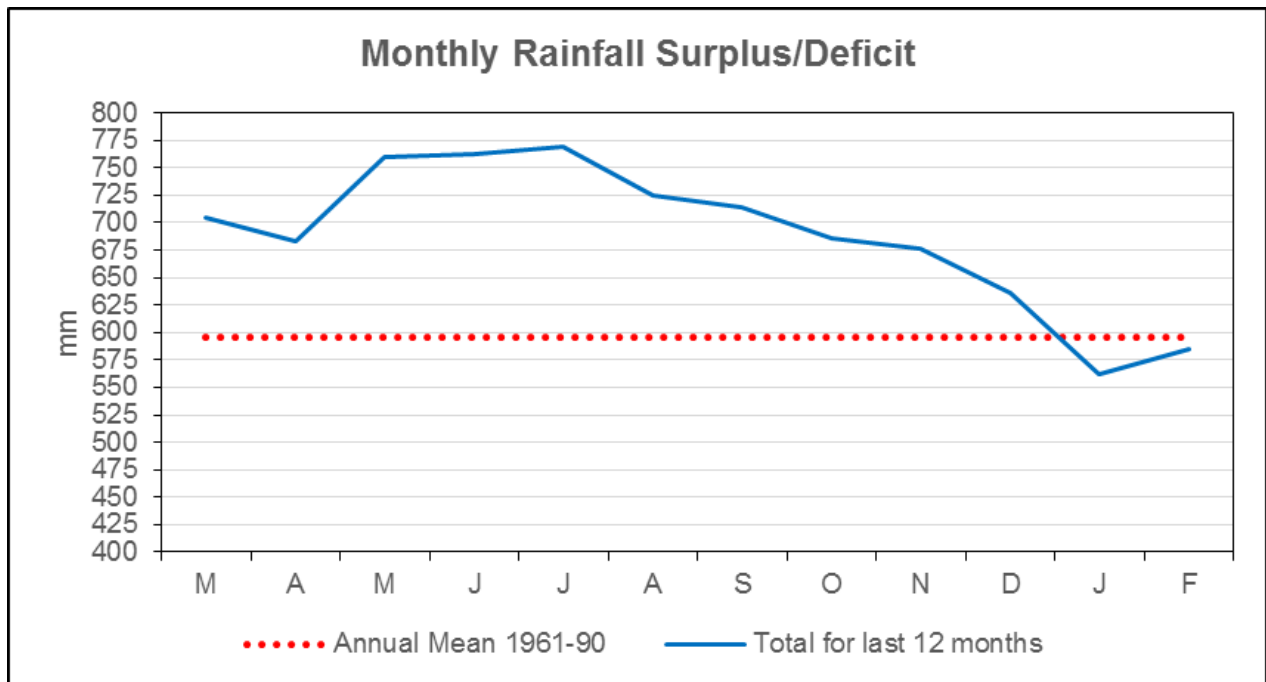
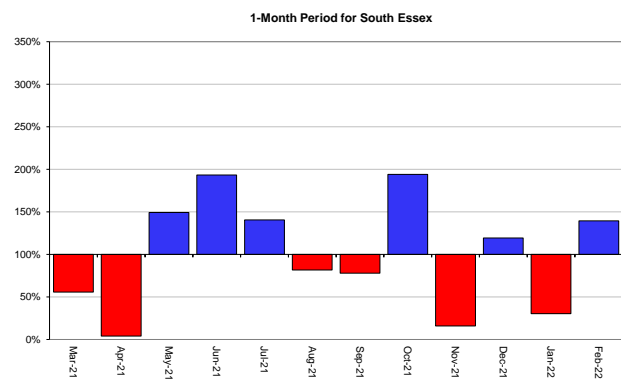
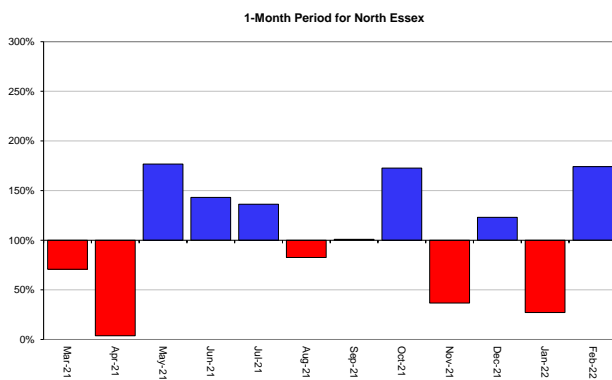
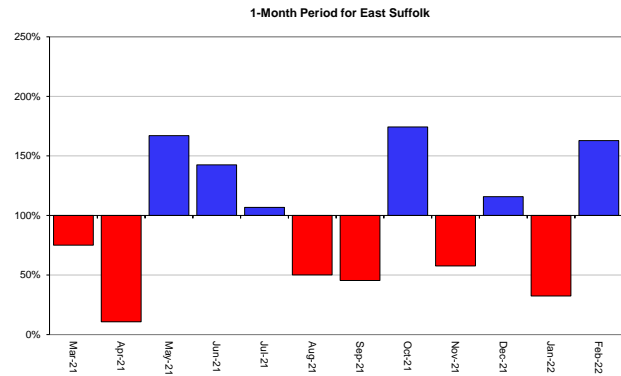
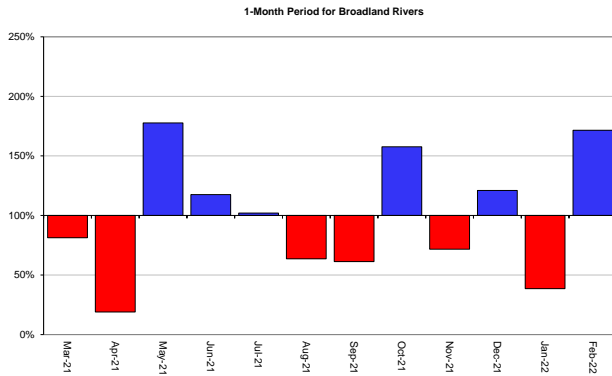


1-Month Period for North Norfolk

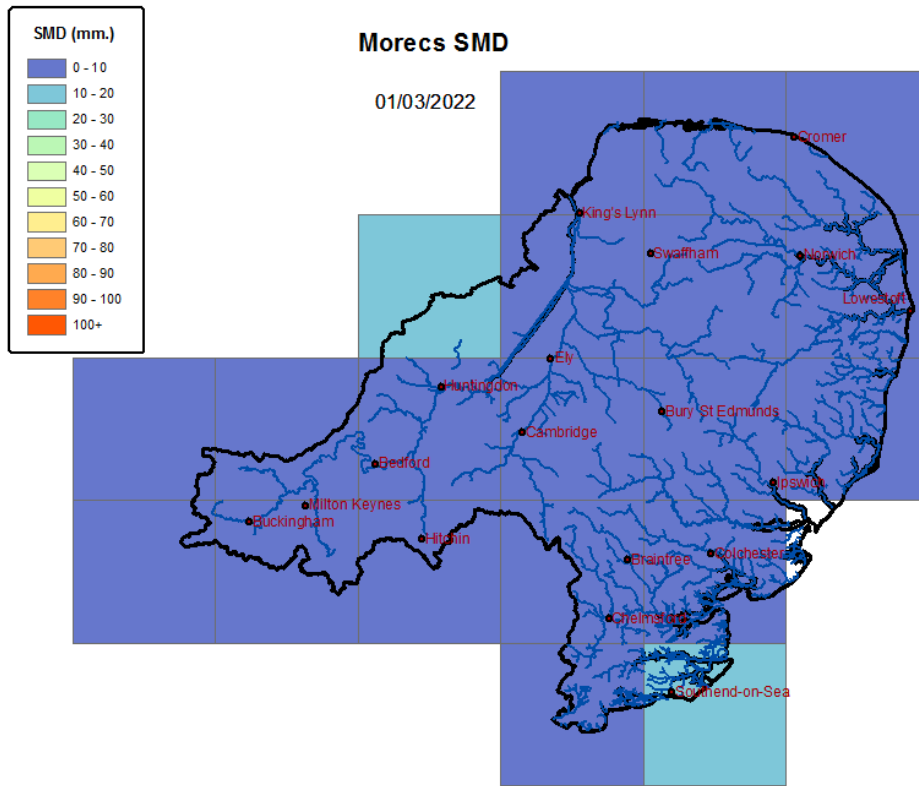


Above average rainfall

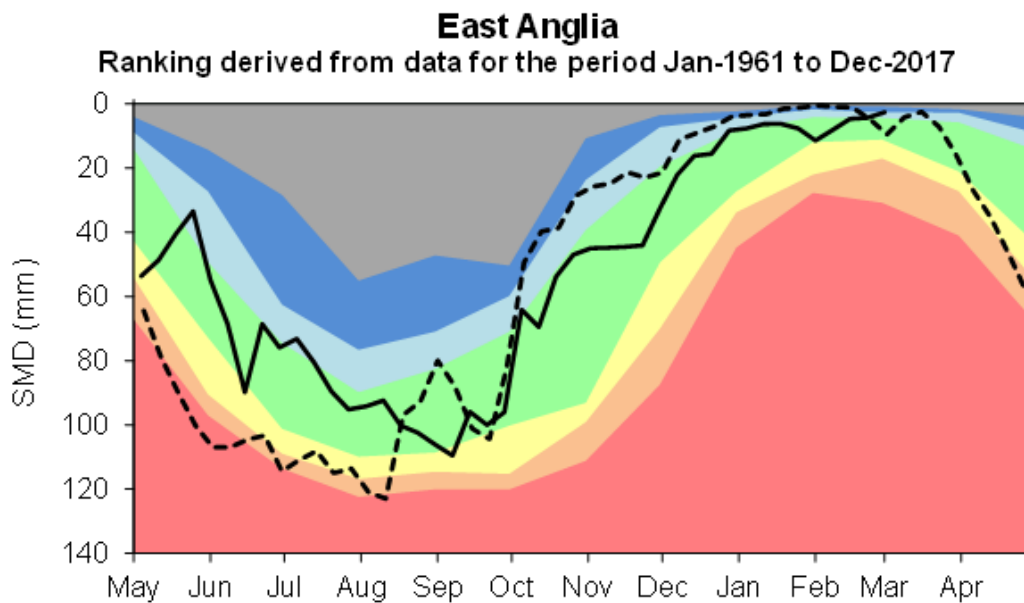
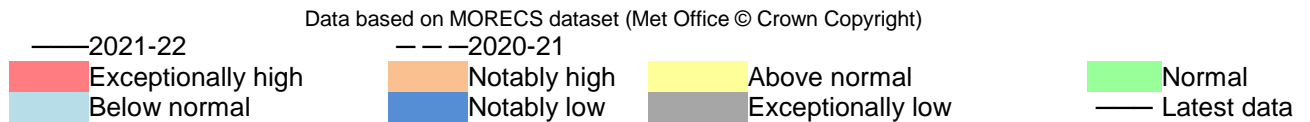
Below average rainfall



Soil Moisture Deficit

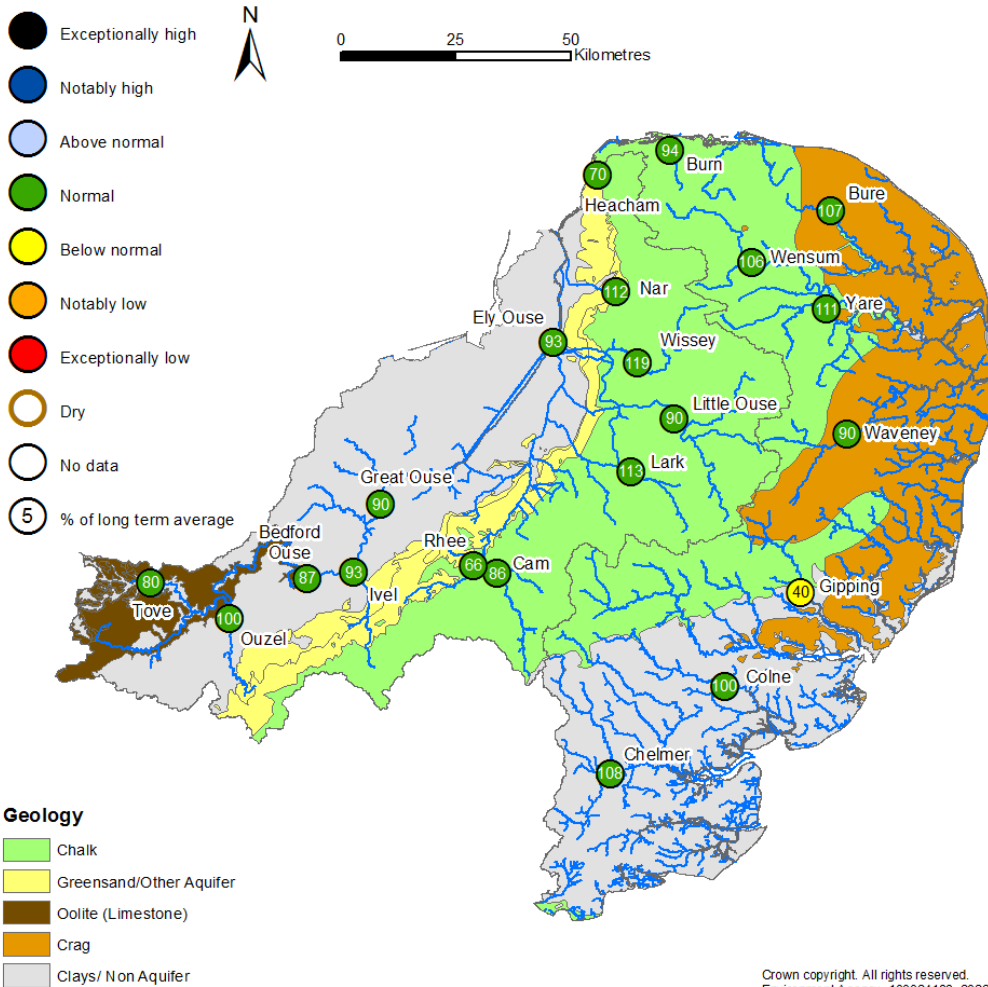


Data based on MORECS (Met Office © Crown Copyright)

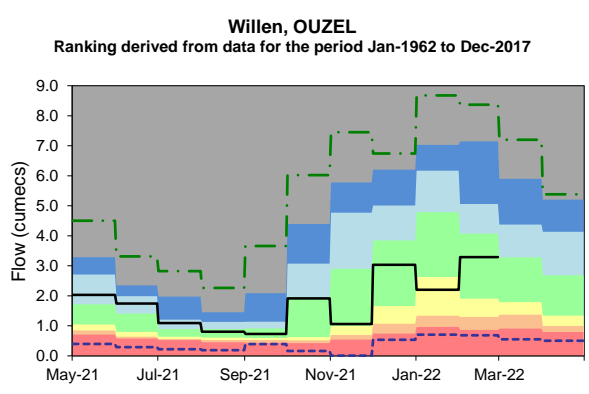
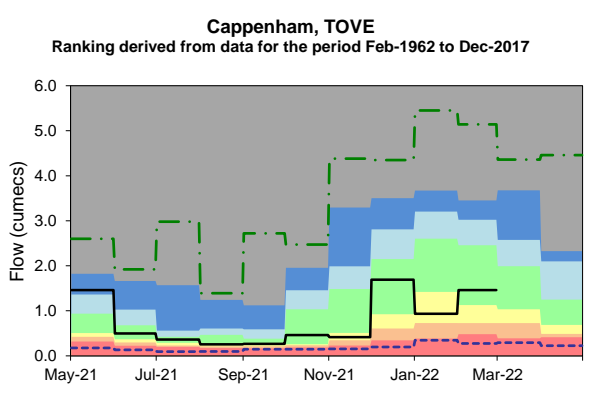
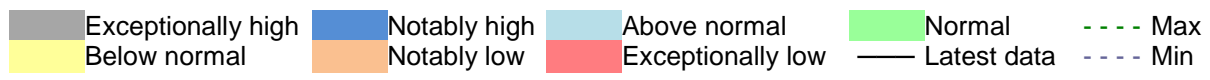


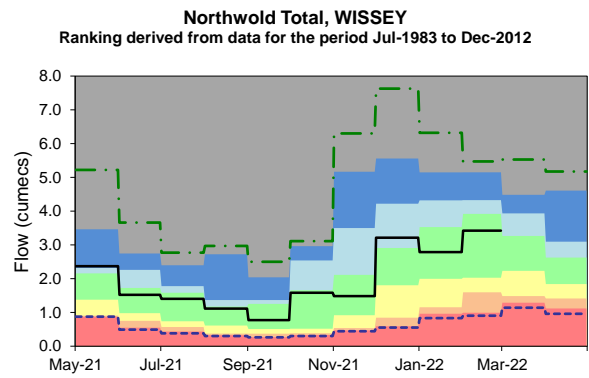
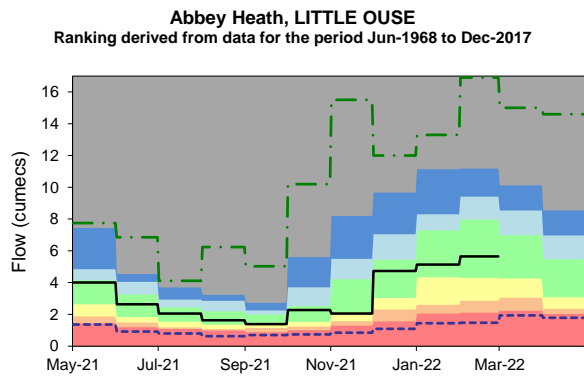
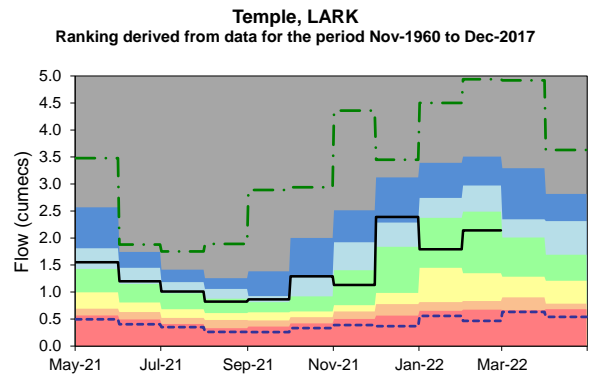
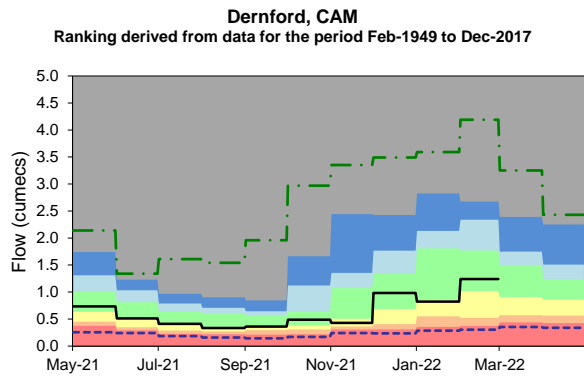
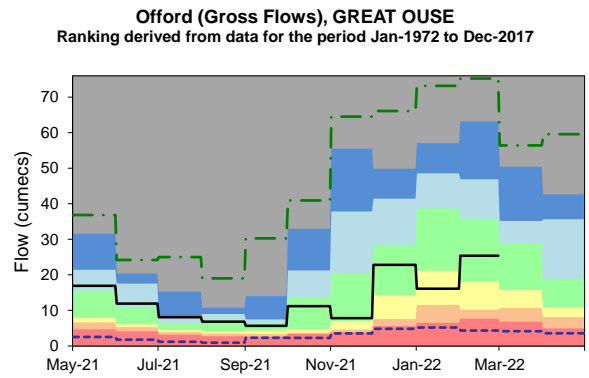
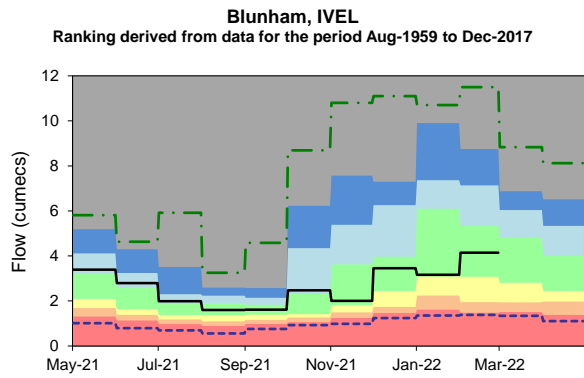
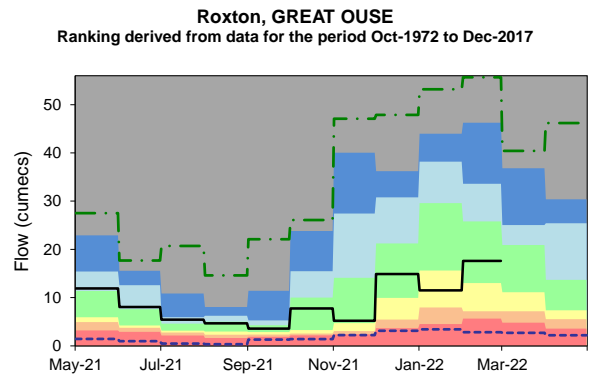
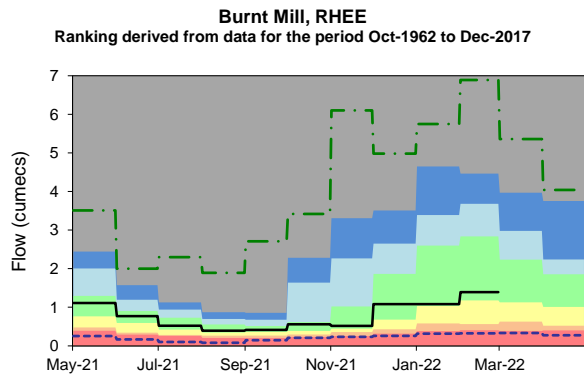
River Flow

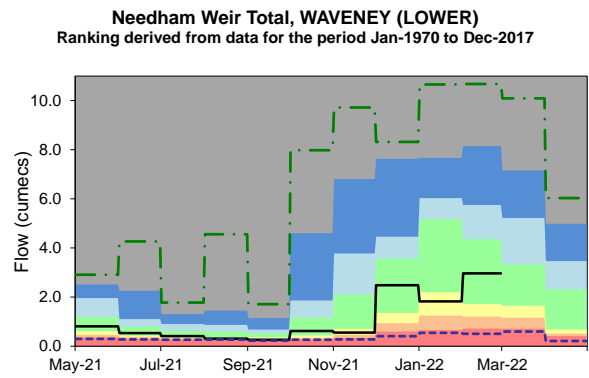
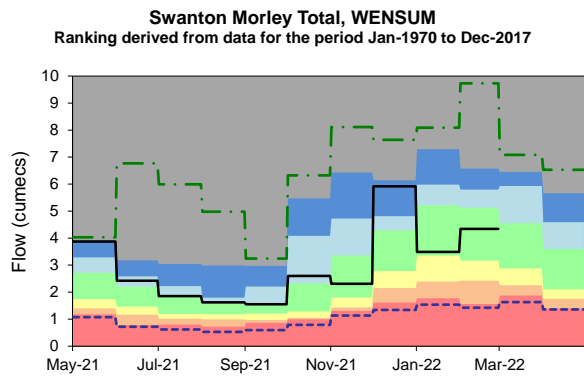
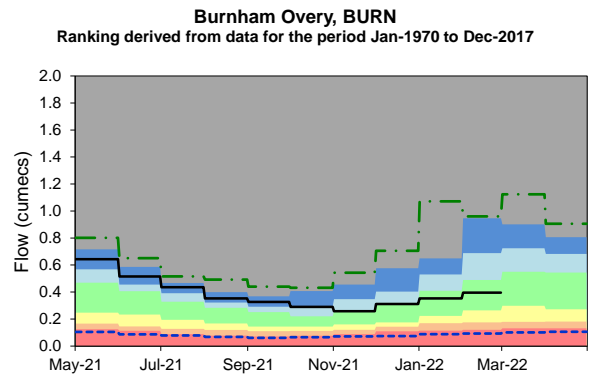
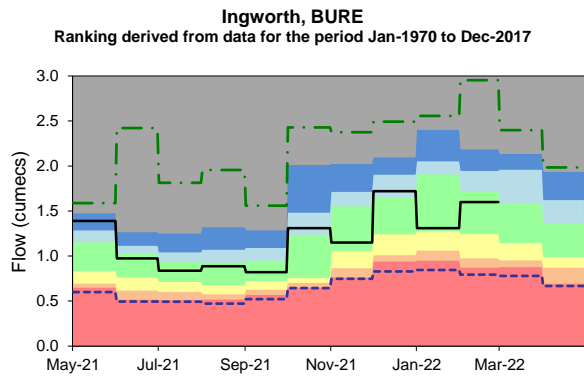
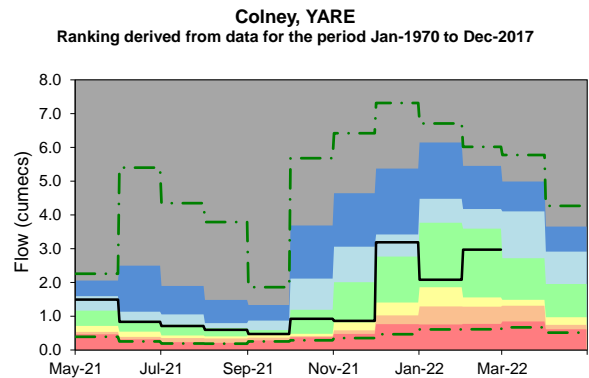
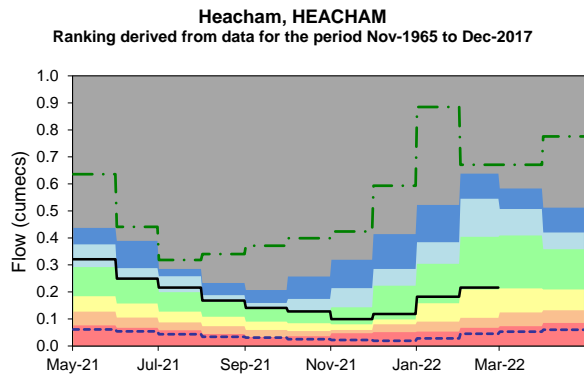
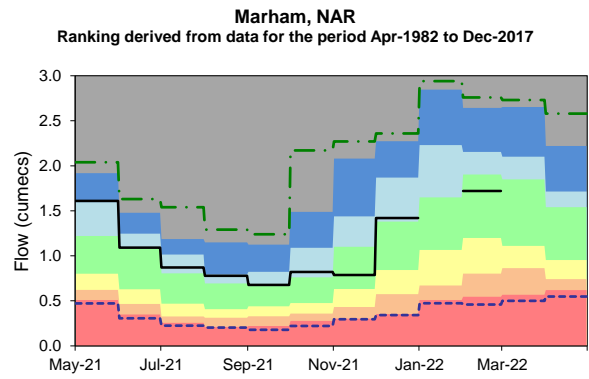
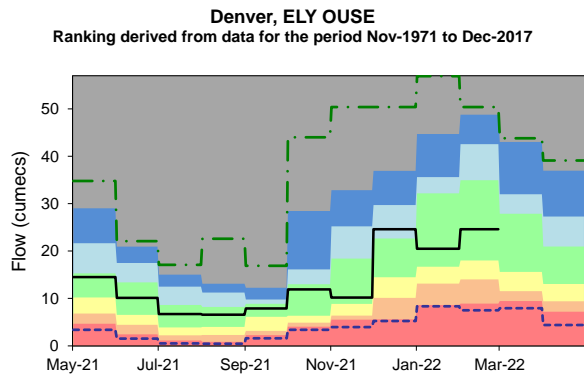
February 2022



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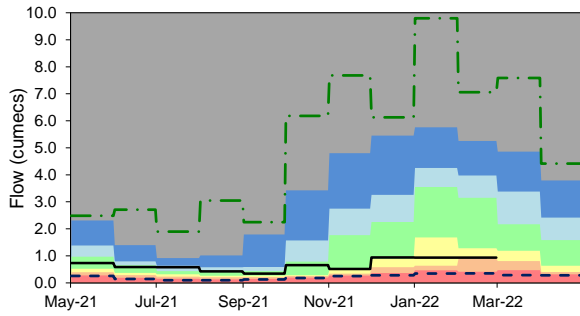






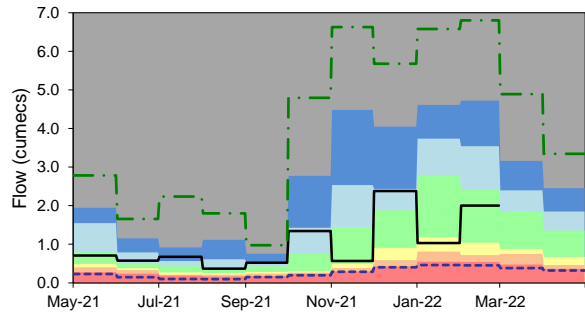
Bramford, GIPPING

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



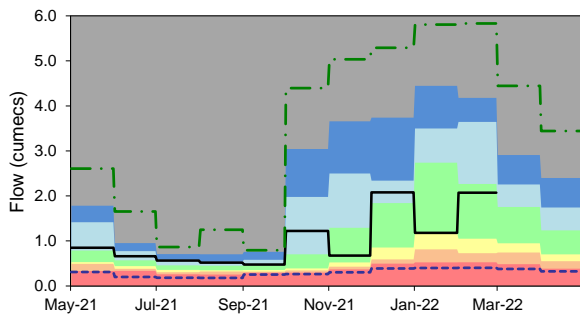
Lexden, COLNE

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



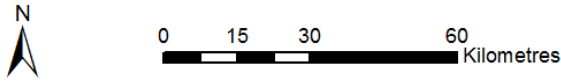
Springfield, CHELMER

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

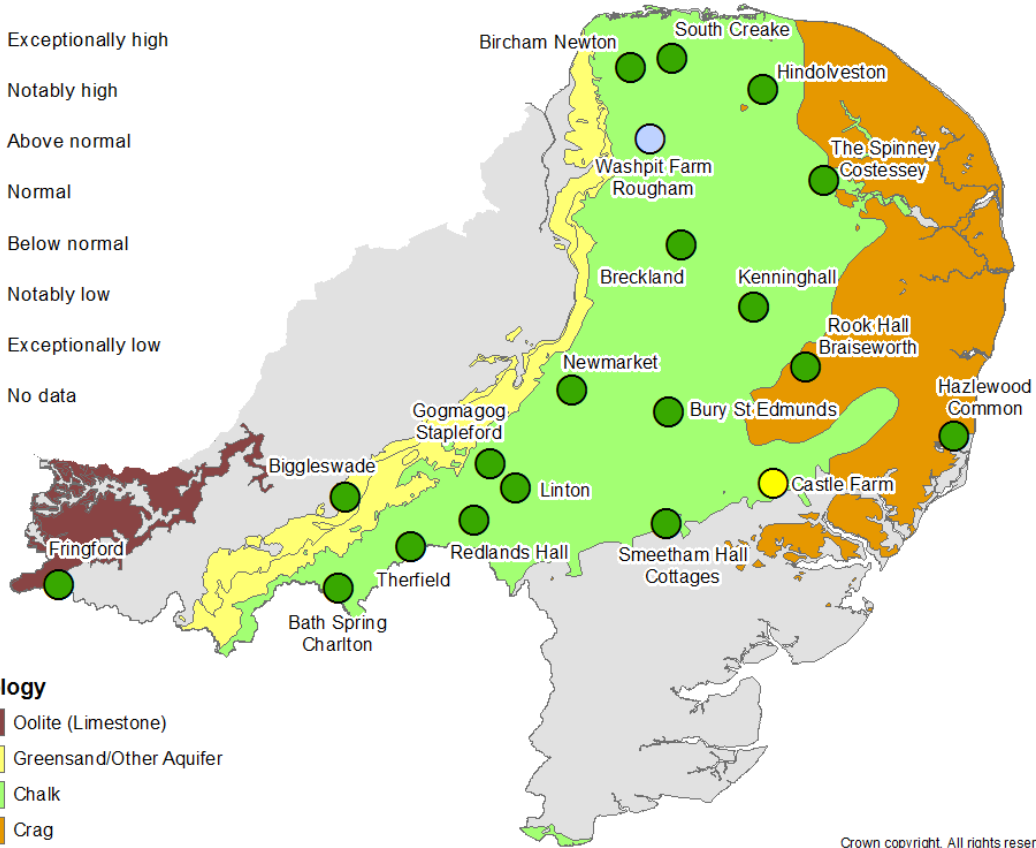


Groundwater Levels

February 2022

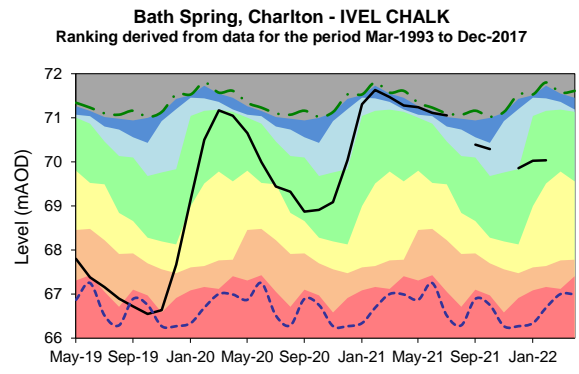
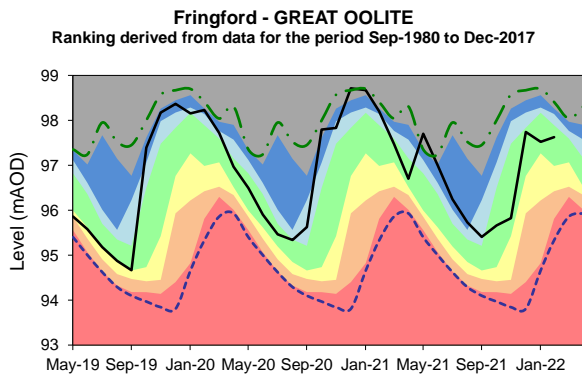


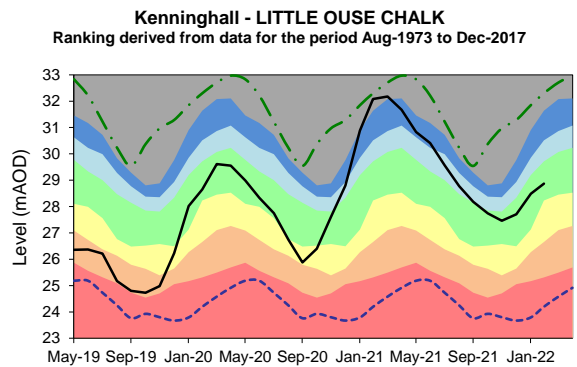
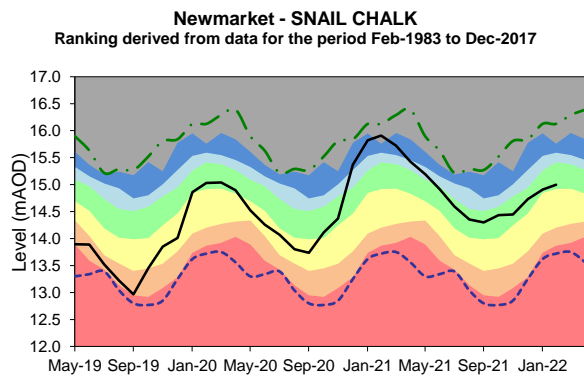
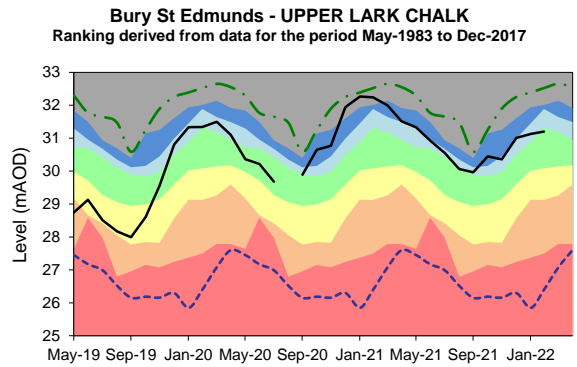
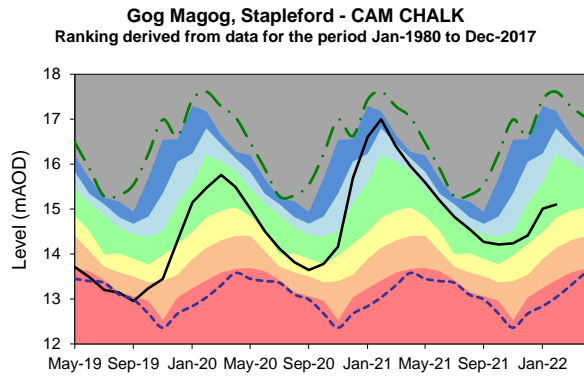
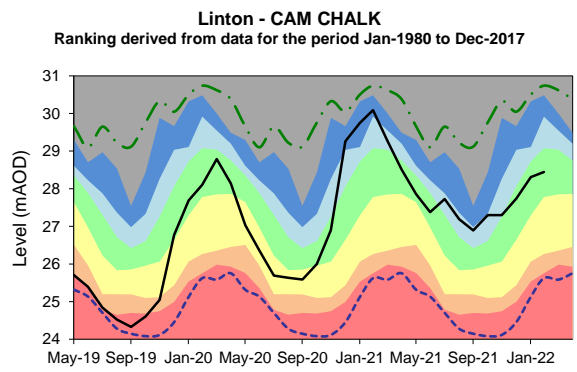
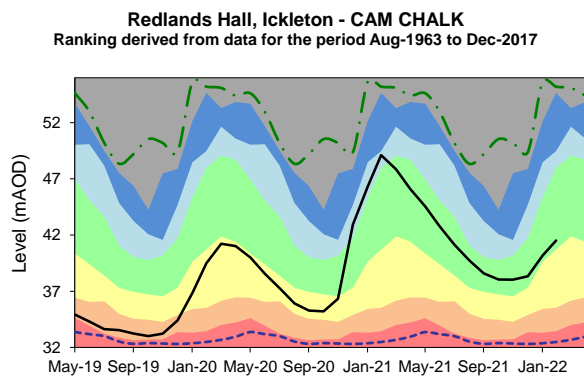
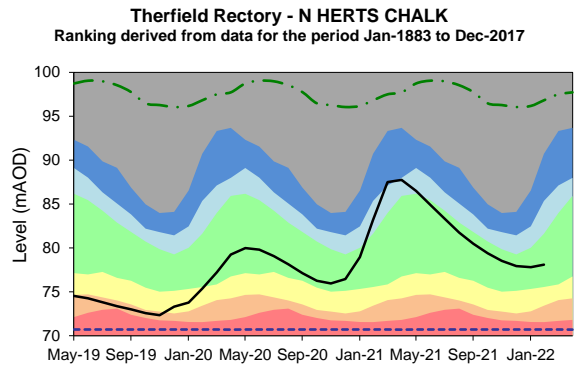
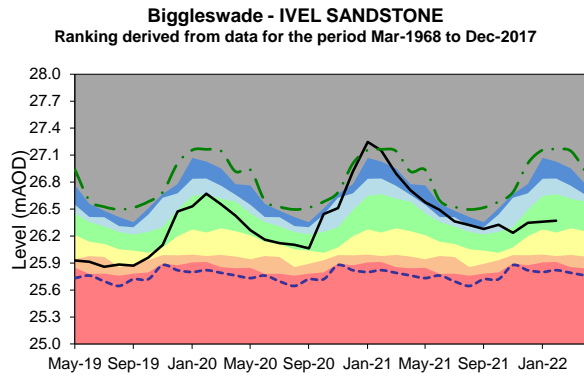
- Exceptionally high
- Notably high
- Above normal
- Normal
- Below normal
- Notably low
- Exceptionally low
- No data



- Geology**
- Oolite (Limestone)
 - Greensand/Other Aquifer
 - Chalk
 - Crag
 - Clays/Non Aquifer

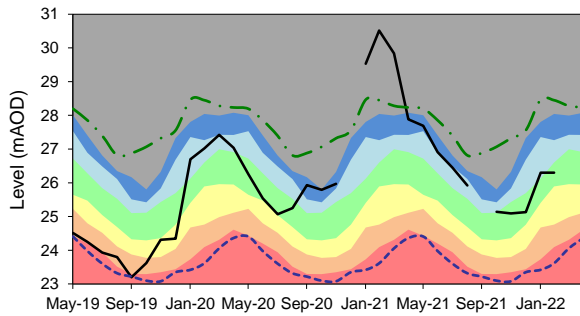
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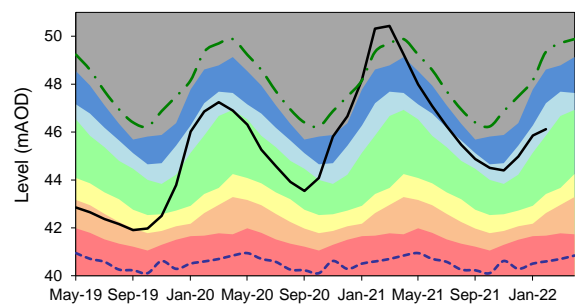




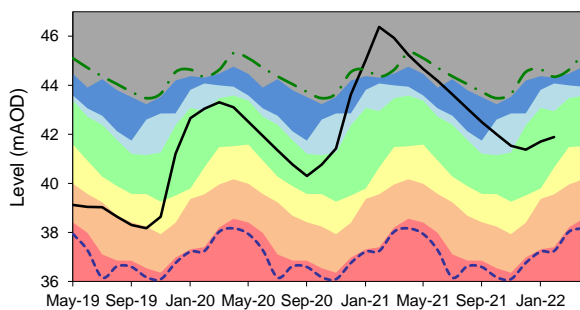
Breckland - WISEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



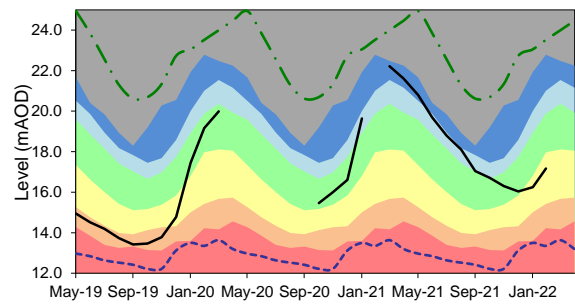
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



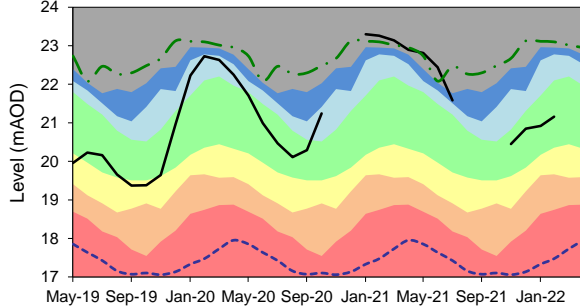
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



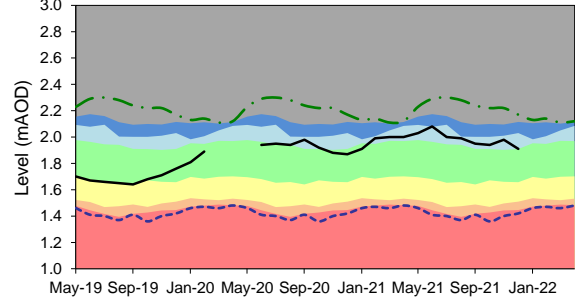
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



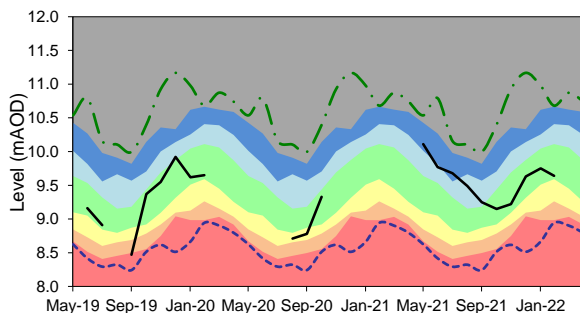
Old Primary School, South Creake - NW NORFOLK CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017



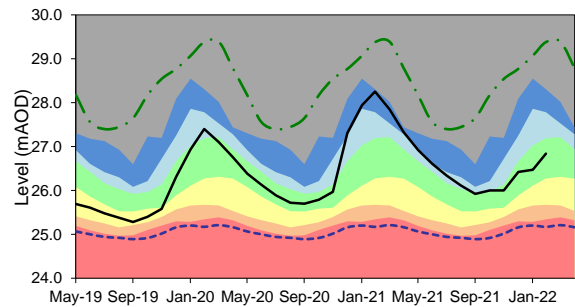
Hazlewood Common, SUFFOLK CRAG
Ranking derived from data for the period Oct-1988 Feb-2020



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

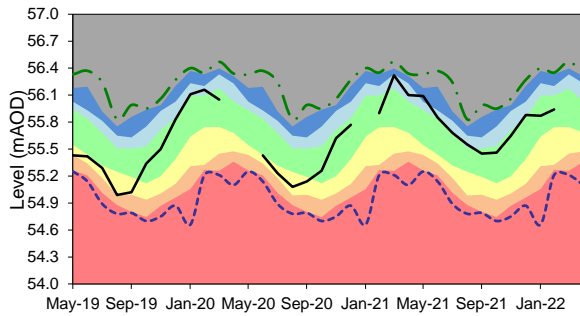


Smeetham Hall Cottages, Bulmer - ESSEX CHALK
Ranking derived from data for the period Jan-1964 to Dec-2017

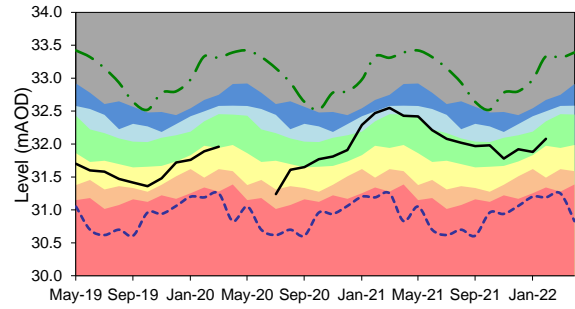




Hindolveston - NORFOLK CHALK
 Ranking derived from data for the period Sep-1984 to Nov-2017



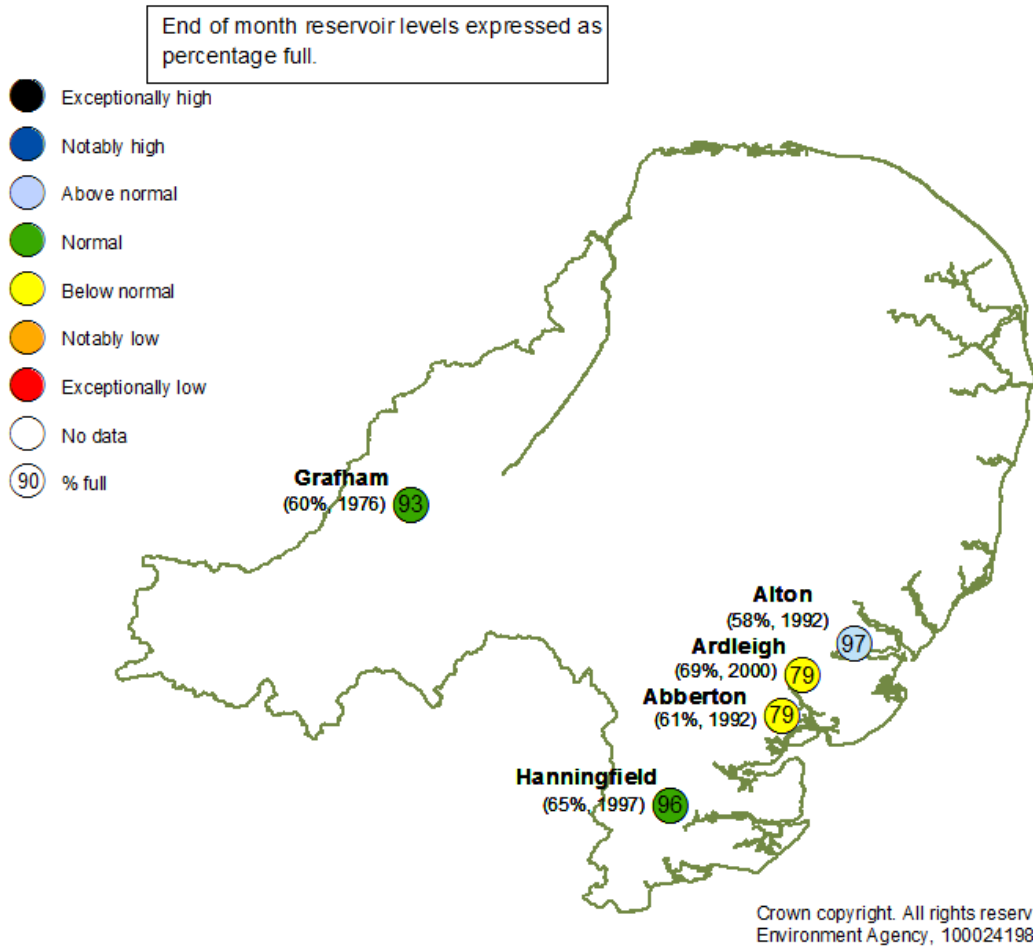
Rook Hall, Braiseworth - SUFFOLK CHALK
 Ranking derived from data for the period Jan-1980 to Dec-2017



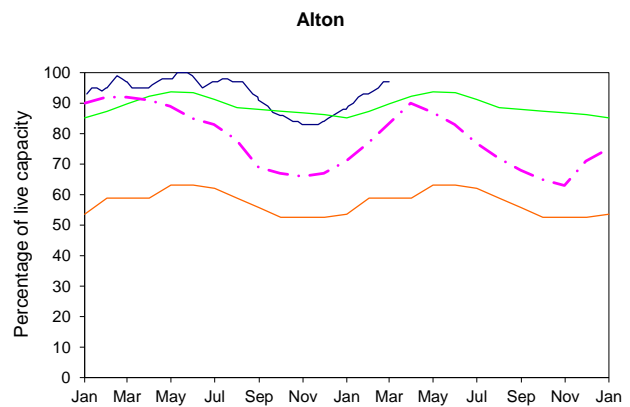
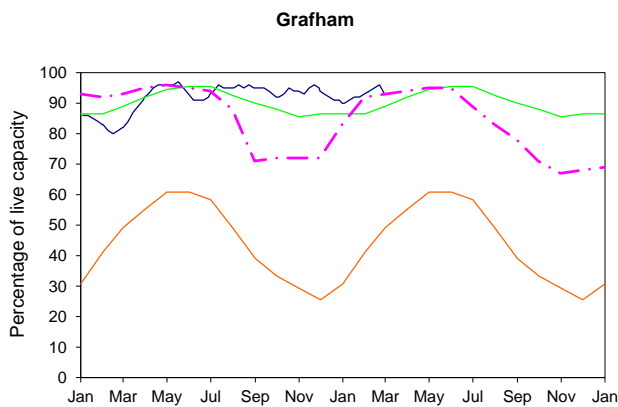
Reservoir Stocks

February 2022

February 2022

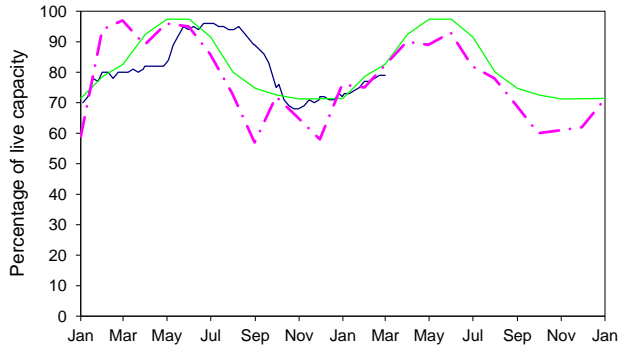


— 2021-2022 — Normal Operating Curve — Drought Alert Curve - - - 1995-1996

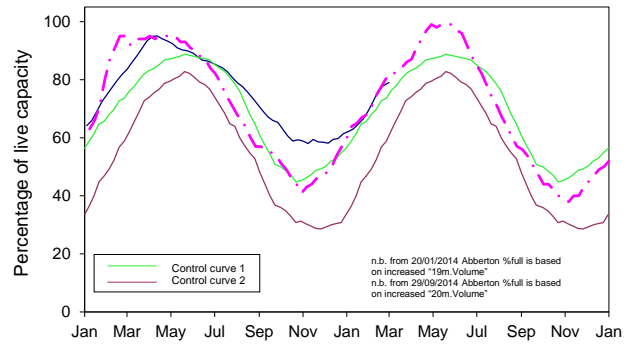


— 2021-2022 — Normal Operating Curve — Drought Alert Curve - - - 1995-1996

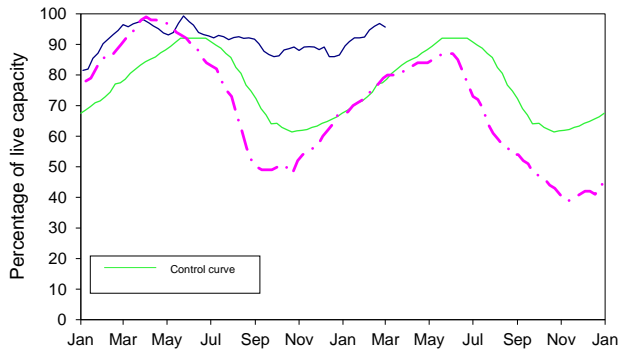
Ardleigh



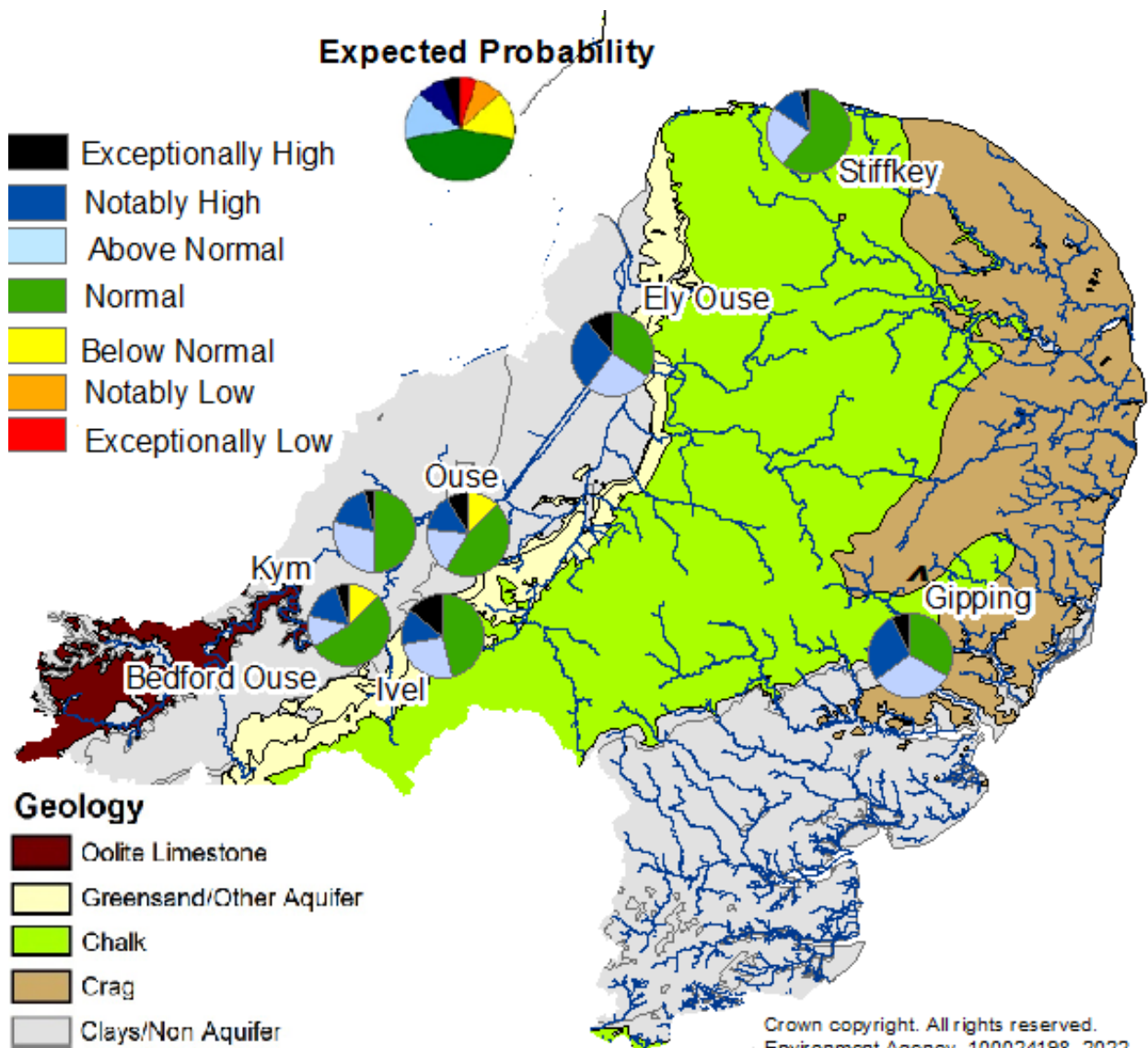
Abberton



Hanningfield



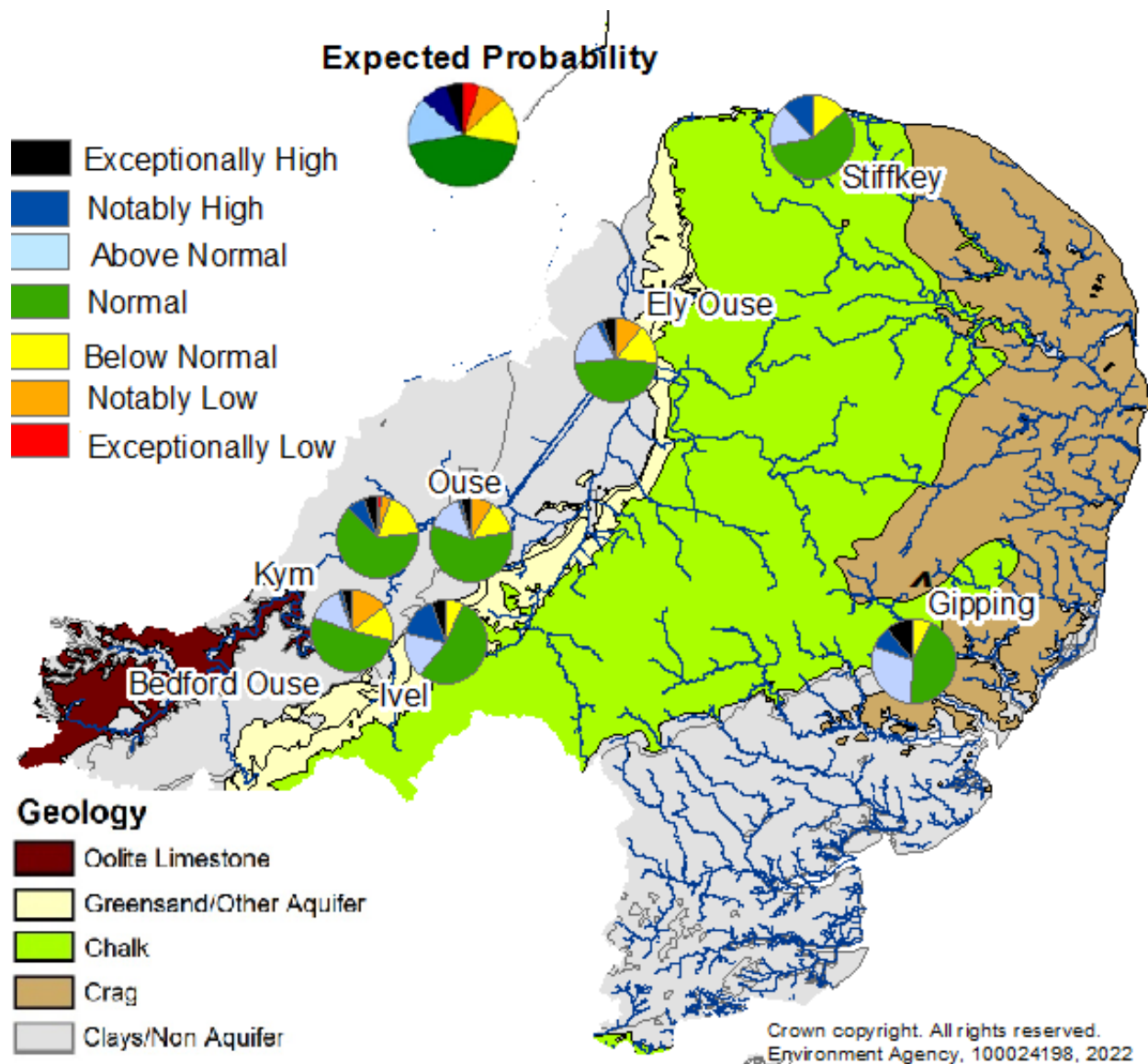
Forward Look – River Flows



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

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

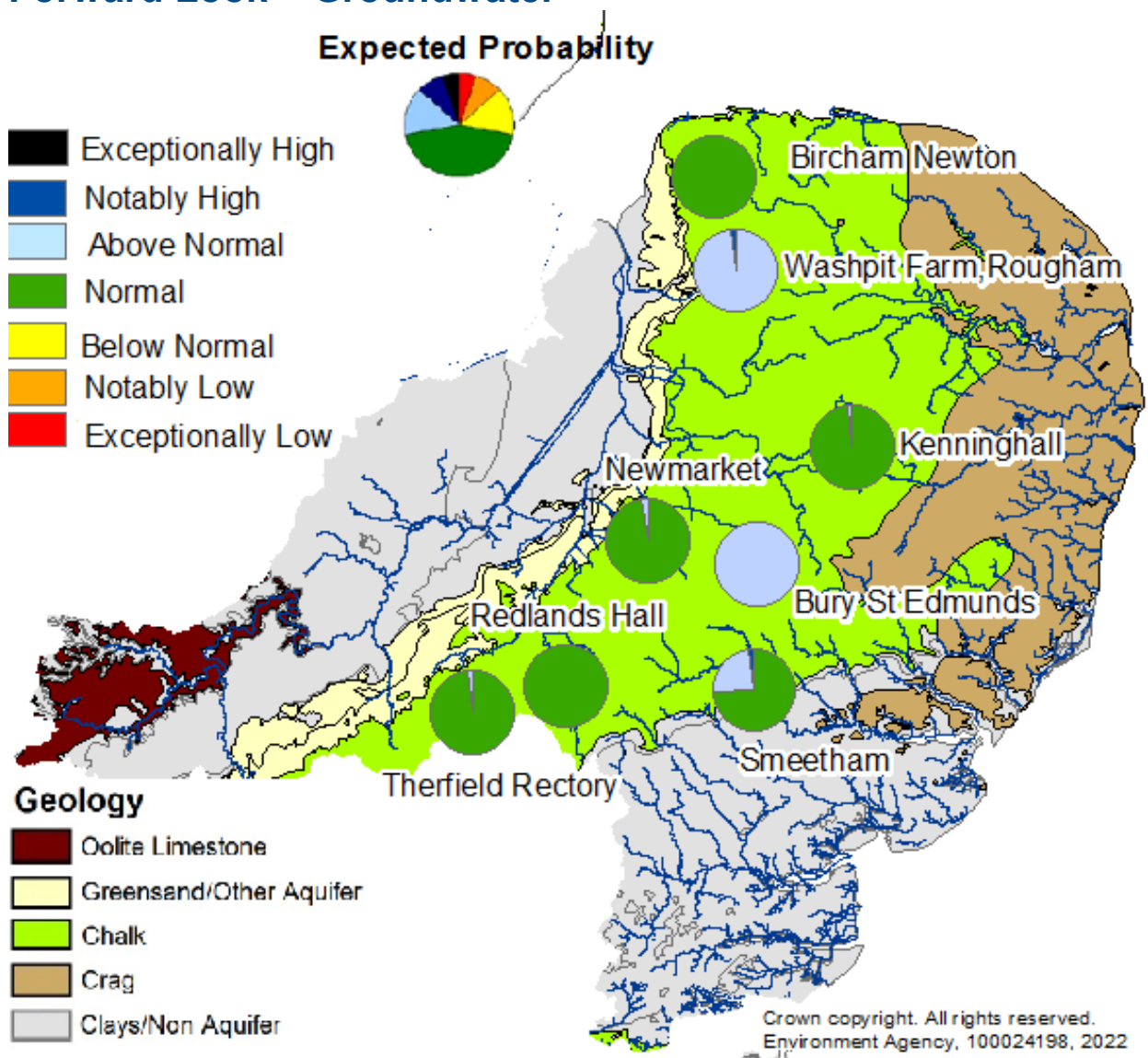
[^] "Naturalised" flows are projected for these sites'



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

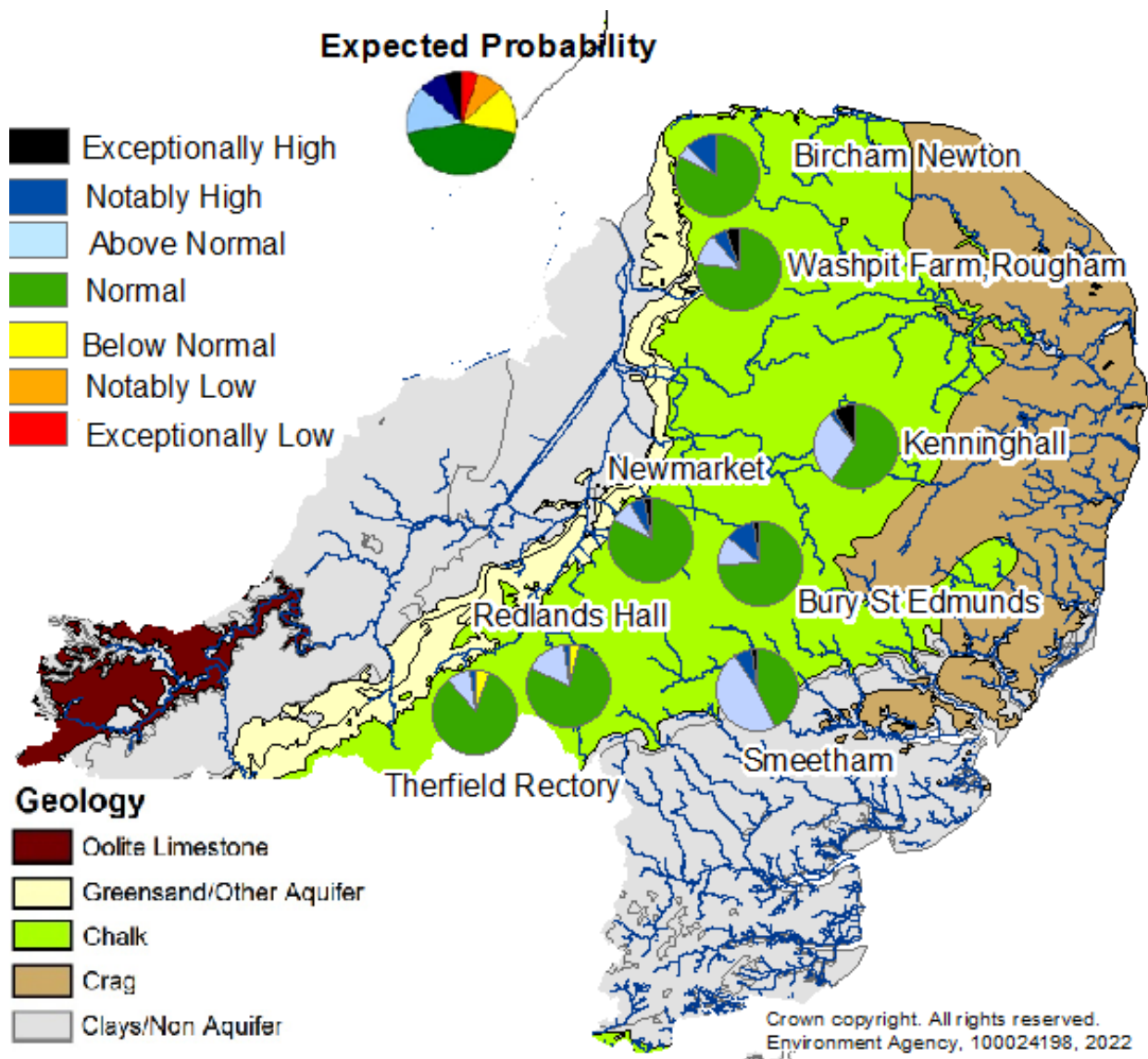
Probabilistic ensemble projections of river flows at key indicator sites in June 2022. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological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

Forward Look – Groundwater



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

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



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

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

Glossary

Term

Definition

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

Categories

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

JOB DETAILS & QUOTATION

DATE: 09th November 2021

TITLE: Our Ref: JN 210829 / Your Ref: Melbourn Parish Council – Post Mounted Sign

MATERIAL: 3mm White Rigid Composite Sign Panels with Aluminium Posts, clips and fixings

SIZES: Panel: 300mm high x 600mm x radius corners
Post: x2 - 1500mm long x 50mm dia

COLOURS: Sign: CMYK Digital to face
Post: Silver

QUANTITY: x1 Sign with x2 Post complete with fixings, post cap & base plate

TOTALS: Opt 2 - x1 only Set - £185.00+VAT - Supplied & Installed in Melbourn Community Hub, 30 High Street, Melbourn into soft ground

On Account – Strictly 30 days

DISCLAIMER

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

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

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

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

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

=== ALL MAJOR CREDIT CARDS ACCEPTED ===

210829 - Visual

x1 Post mounted sign

Material: Arlon Self Adhesive vinyl - airflow / 3mm rigid composite board / Grey Powder Coat Sign Posts

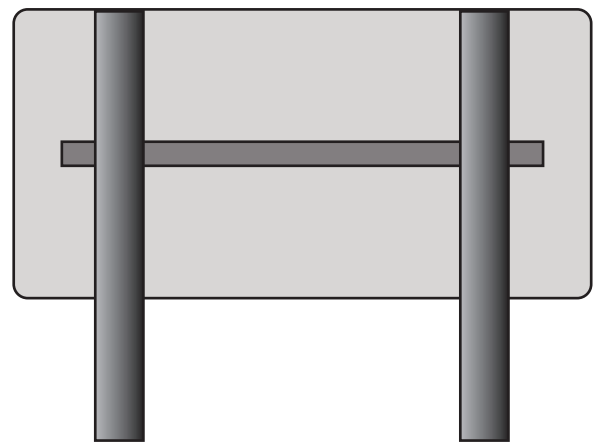
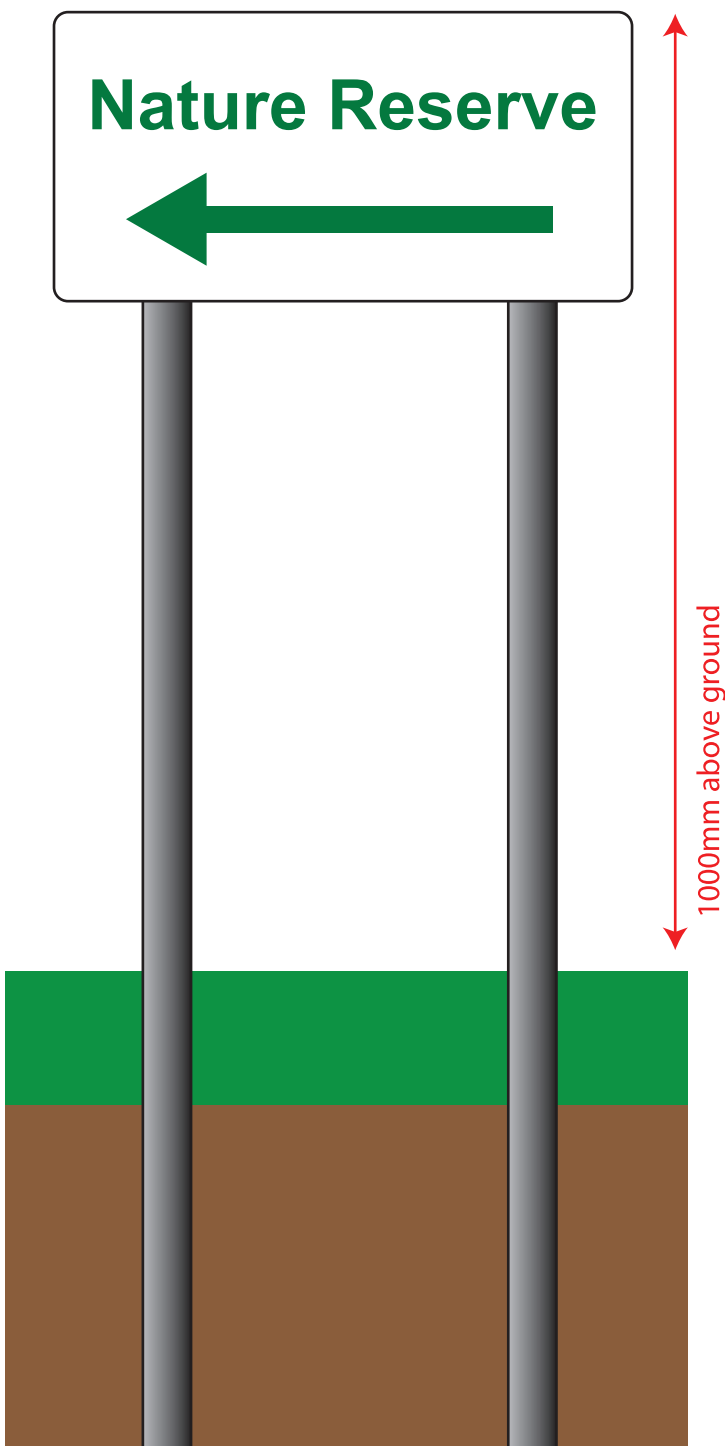
Sign Size: 600mm wide x 300mm high with rad corners

Finish: Graphics printed to face with gloss laminate seal

C/w: x2 - 50mm wide x 1500mm high Sign posts / x1 500mm wide channeling with post caps / base plates & fixings

Front of sign

Rear of sign



MELBOURN PARISH COUNCIL

Maintenance Committee : 24 March 2022

Item: MA176/21a) To consider a request to cut down a holly tree

There is a holly tree on plot 13b which has grown to very tall. The plot holder took on the plot last year and did not plant the tree. Neighbouring holders would like the tree cut back, and the holder of plot 13b agrees with this but has said she cannot do it herself due to the size of the tree.

Please see below photos of the tree.



In accordance with section 6 of the allotment agreement, the holders needs written permission from the council to cut and prune any timber or tree.

The Parish Office has requested quotes for this work.

MELBOURN PARISH COUNCIL

Maintenance Committee : 24 March 2022

Item: MA176 21c) Allotment plot clearances

Two allotment plots are in need of clearance. The parish office has written to both plot holders on 8 March with a request that they clear the plots within 7 days so they can be re-allocated. A quotation has also been obtained for clearance of both plots – please see below:

Thanks for meeting me at the allotment.

To clear plot 17b and cut back would be £300

To clear plot 4a as discussed and leave re-usable items at the front of plot for collection by other plot holders. Items not collected that would then need to be disposed of can be done so when needed. £400.

*The contractor has advised that it will keep costs down to clear both plots at the same time.

The holder of plot 4A has advised that they will clear the plot '*within the next couple of weeks*'. There has been no response from the holder of plot 17B. The 7 day letter made it very clear that if the plots are not cleared, we would ask our contractor to do the work and pass the cost on to the plot holder.

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moore Play Park	MR 7/3	MR 8/3	SP 15/3		
Village Car Park	MR 28/2	MR 8/3	SP 15/3		
War Memorial	MR 28/2	MR 8/3	SP 15/3		
Littlehands and Access Way	MR 28/2	MR 8/3	SP 15/3		
New Rec. Ground	MR 28/2	MR 8/3	SP 15/3		
Clear Cres. Play Park	MR 1/3	MR 8/3	SP 15/3		
Orchard Road Cemetery	MR 28/2	MR 8/3	SP 15/3		
New Road Cemetery	MR 28/2	MR 8/3	SP 15/3		
Old Recreation Ground	MR 28/2		SP 15/3		Gate & Post smashed - cut back. Now repaired.
Pavilion	MR 28/2		SP 15/3		
Stockbridge M.	MR 1/3		SP 15/3		
Worcester Way	MR 1/3		SP 15/3		
BMX Site (Summer & only if open)					

MELBOURN PARISH COUNCIL

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

Monthly Checking Record

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	MA 28/2		SD 15/3	
All Saints' CYard	MA 28/2		SD 15/3	
Jubilee Orchard	MA 28/2		SD 15/3	
Fire Engine Shed				
Armingford Cres.				
Beechwood Avenue		SD 8/3		
Chalkhill Barrow		SD 8/3		
Elm Way		SD 8/3		
Millennium Copse		SD 8/3		

1.36 M
 53 3/4

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	28/2 8/3 15/3.			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

Melbourn Parish Council
30 High Street, Melbourn
Royston
SG8 6DZ

Date Sent: 16/09/2021
Quote information
Account No: 143
Quote No: 3035
Surveyor: James Cattle
Site Ref No: 6377
Order No:

Quotation

Site Address Black horse, maple way, Melbourn, Royston , SG8

Item No	Item	Description Of Work	Value
next to black horse	Silver maple X2	Re-Pollard back to previous pollard points	£1,150.00

Total Value: £1,150.00
Vat(20%): £230.00
Total Inc Vat: £1,380.00

Shire Trees Limited

Company Registration: 10546603
Vat Number: 259613774
Registered Address: 1a Trigg Way, Melbourn, Royston, SG8 6HX

MELBOURN PARISH COUNCIL

Maintenance Committee : 24 March 2022

Item: MA177/21b) Email decision – Maple Way tree work

Dear Maintenance Committee

Thank you for the responses received to this email proposal.

PROPOSAL: To accept the quotation number 3035 from Shire Trees Ltd in the sum of £1,150 + VAT to re-pollard back to previous pollard points two silver maples at the bottom of Maple Way, next to the Black Horse.

In favour: Cllrs, Clark, Cowley, Kilmurray, Travis

Against:

Abstain:

Attached:

- Quotation from Shire Trees
- Wildlife Disturbance Assessment to be completed.

As there is a clear majority in favour of approving the work, I will instruct Shires to carry out the works, subject to the wildlife disturbance assessment.

Many thanks

Claire

Claire Littlewood

Parish Clerk

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)
15/03/2022	Millennium Copse	Report of youths climbing on to the container - making noise	Resident			CL discussed with resident. Resident is generally unhappy about the container being on the New Rec. CL advised that the container belongs to the Fete Committee and may store some sports equipment for local teams. CL advised that we cannot take action but suggested that this could be logged via 101 online.

MELBOURN PARISH COUNCIL
Maintenance Committee : 24 March 2022

MA178 21 Installation of cycle racks

Cllr Hart and I met with representatives of Active Travel in February. They wanted to discuss possible locations for cycle racks in the village.

Active Travel have now suggested the following locations. There will be no cost to the Parish Council for the installation of the bike racks. However, future maintenance costs will be the responsibility of the Parish Council.

Following our site meeting with Councillors a few weeks ago we are proposing the following locations for installation of cycle parking in the village:

- 1) *Melbourn PC car park – 2 galvanised cycle stands behind the bus shelter in the area currently marked as motorbike parking, as marked on the attached photo (leaving a clear path for people walking through and not adjacent to the bus shelter)*



- 2) *Outside the Co-op – 2 galvanised cycle stands where there are currently ‘butterfly racks’ (where you can slot your front wheel) to the left of the entrance which we will remove. The Co-op are the landowners and have confirmed they are in agreement. We have also contacted Wells Pharmacy (who lease the land from the Co-op) about putting in an additional 2 stands in front of their shop but have not had a response as yet.*



- 3) *Clear Crescent play park – 2 galvanised Sheffield stands on plastic geogrid to left of west side entrance gate (see photo attached)*



- 4) Little Hands nursery – 2 galvanised stands to the left of the entrance door, either adjacent to the entrance ramp (approx. marked in blue) or between the cone and the door (in red)



- 5) The Moor play park - We can supply you with 2 galvanised stands to install when the refurbishment work is done

The leisure centre already appeared to have cycle racks.

Please let us know if the Parish Council is happy to proceed with the first four locations and if they would like an additional 2 stands for the Moor play park. If confirmed we will keep you updated with regard to timing of the works.

Best regards

Clare

*Clare Rankin
Project Manager
Project Delivery
Cambridgeshire County Council
07741830143*

MELBOURN PARISH COUNCIL

Maintenance Committee : 24 March 2022

Item: MA179 21 Daily Mile Circuit

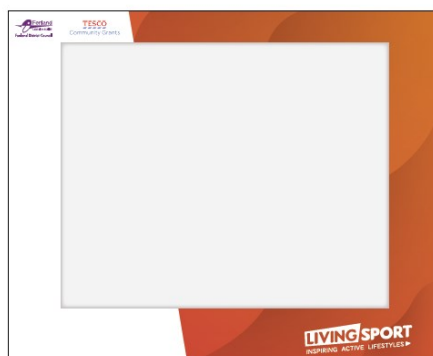
Cllr Travis and the Clerk met with Sally Gibson, Sports Delivery Coordinator for Living Sport on 9 March 2022. Living Sport would like to establish a Daily Mile circuit on the New Rec for families to use. The circuit would consist of two laps of the New Rec and would be marked out at quarter mile intervals.

Below is an extract from Sally Gibson's follow up email with details of other people involved from Living Sport. Dimensions and a visual for the distance markers is also below.

- *Anna O'Leary will be the local contact with regards getting families more active, and would be very pleased to work with organisations to facilitate this. I believe that she has already met with the Childrens Centre.*
- *Chris Dennis is Living Sport's School Sport Community Manager and will be linking in with the local primary school with regards daily mile.*
- *The signage may tweak slightly, to make a little bit more accessible, but essentially a start sign approx. 20 x20cm, distance markers 15x15cm, and a selfie frame approx. 91x 122cm*

Ideally, we'd like to link in with the Commonwealth Games legacy work that South Cambs School Sports Partnership are doing on the afternoon of 15th June. As I understand it, there will be some young leaders delivering sport to younger students between 2-4pm at MVC. I am assuming that Anna is thinking something from approx. 4pm-6pm to invite local families to come and launch the trail, do some consultation and possibly have some family orientated activity on the rec at the same time.

Sally has asked if the Parish Council can assist with installing the distance markers. Posts will need to be supplied for installation. The distance markers will be metal and the selfie frame will be made of wood.



3B DESIGN & PRINT PROOF SHEET

CLIENT:
LIVING SPORT

DATE:
03.03.2022

PRODUCT:
SIGNAGE

POINT OF CONTACT AT 3B:
MEGAN DENTON

JOB NO:
114451

IMPORTANT!

ARTWORK APPROVAL INFORMATION

Please check all spelling, punctuation, size, telephone numbers & layout etc.
No liability will be accepted for any changes / errors not notified.
All amendments must be in writing.
Confirm your approval via email or in writing.
We will not produce anything prior to approval.

@3BDAP
INFO@3BDAP.CO.UK
01354 653 826
WWW.3BDAP.CO.UK



Cambridgeshire Search and Rescue

Unit 2, Mount Pleasant Industrial Estate, Pymoor, Ely, CB6 2DY
www.camsar.org | charity 1118622 registered in England & Wales

16th March 2022

Dear Town and Parish Council members,

Please forgive this rather generic letter which I am circulating to many local Councils across Cambridgeshire.

I am writing to you on behalf of Cambridgeshire Search and Rescue (CamSAR) to ascertain your opinions and possible support of a project we have been considering for some time, but one which has come to the forefront due to the crisis in Ukraine.

We understand that many people want to help the Ukrainians by donating clothes and similar items and, as an organisation, CamSAR have already helped to enable lorry loads of acceptable items to be transported from our base in Pymoor to Eastern Europe under the auspices of Ukraine Lifeline <https://www.ukrainelifeline.com/>. This organisation is also accepting monetary donations as you can see from their website.

In a similar vein, we had previously been considering the possibility of getting recycling bins placed in parishes e.g. in Community Centres, Council car parks, under the management of a company called Wilcox. This company already have established recycling bins in areas of the UK, and they provide total support in terms of management of the bins with the exception being that the Charity for whom the items are collected for has to find the initial sites for the bins.

We have been advised that the bins would need to be in place for a minimum of two years to make the collections cost effective. In the short term, any items that have already been collected in local areas can be taken directly to our base in Pymoor by the Councils/parishioners themselves, but following on, once the awful situation in Ukraine has been resolved, those sites that were interested in having a (longer term) bin situated in their parish could do so, with the funding generated going to CamSAR, and our logo going on the bins. The items that can be collected in the bins are clothing, paired shoes, handbags, belts, sheets, towels, pillow cases and duvet covers.

I am sure there will be many questions about this project which either/both the representative from Wilcox (in the future) and CamSAR team members would be happy to answer.

Thank you.

Yours sincerely,

On behalf of Cambridgeshire Search and Rescue

Anne Ninham

Administrative support and fundraiser (signed electronically)

a.ninham@camsar.org.uk



The Queen's Award
for Voluntary Service

The MBE for volunteer groups

@CamSAR999 on Twitter | @cambslowlandsar on Instagram

CamSAR is a member of Lowland Rescue (charity 1150317)

From Hill to High Water® | Professional in All But Pay

MELBOURN PARISH COUNCIL

Maintenance Committee : 24 March 2022

Item: MA180/21 Clothing collection point

Request received from CamSar to support charity clothing collections for Ukraine. A collection point would be set up on a suitable location in the village. The collection bank would be supplied and managed by JMP Wilcox - <https://jimpwilcox.co.uk/>.

Precise dimensions for the clothing bank are not available but likely to be 1.5m(w) x 1.5m(d) x 2m(h). The clothing bank will remain on location for a minimum of 2 years, so as to make it cost effective for the provider.

MELBOURN PARISH COUNCIL



Maintenance Committee : 24 March 2022

Item: MA181/21a) To consider a request to install a new memorial bench in New Road

The Parish Office received a request to replace an existing bench for a new bench. The existing bench was installed by the resident in memory of his son, and the new bench is to be in memory of his son and wife.

Please see below the proposed bench.

<https://memorialbenchesuk.co.uk/memorial-benches/4-seater-memorial-benches/engraved-memorial-bench-4-seat-great-maytham>



Teak Memorial Bench 4 Seat Great Maytham

£695.00

[Start Personalisation >>](#)

Highest quality Engraved Memorial Benches - our scroll arm 4 seat Great Maytham bench is extra heavy duty, uses ethically sourced highest quality teak wood, and is delivered fully assembled UK wide in a matter of days by Memorial Benches UK.

Availability: In stock

Weight Kg: 45

Brand: Memorial Benches UK

Back Height: Mid Back

Delivered Fully Assembled: Yes

Guarantee: 10 Year

Material: Grade A Teak Wood

Ergonomic Seat: Yes

Frame size: Extra Heavy 8cm x 8cm

Wood Engraving: Top Rail & Lower Rail

Ethically Sourced Wood: Yes - Green Leaf Certified

Dimensions (cm): (L)180 x (D)65 x (H)90

Seating Guide: 4 Seat

SKU: MBUK-EXTRA-180

This really is the Rolls Royce of Teak Memorial Benches on the UK market today and our flagship bench. The 4 seat version is a truly magnificent piece of craftsmanship. The longer back rails ensure longer messages are engraved clearer and larger. Images either side of text really stand out on this bench.

This bench is also from the same supplier and a similar design as another bench that was recently installed in the cemetery.

According to the resident the new bench could be installed using the original fixings.

MELBOURN PARISH COUNCIL

Maintenance Committee Meeting : 24 March 2022

Item: MA182 21a) Fencing to the rear of Worcester Way

A resident has created a gateway from the rear of their property into the woodland behind Worcester Way – please see photos of the damage to the fence.



I wrote to the resident on 2 March advising that the fence was the property of the parish council and asking them to make good the damage. The resident has replied that the gate has been properly installed and is stable but that the fence is in generally poor condition.

The wardens have inspected the fence and note that some of the wood may need replacing but that on the whole the fence is in fair condition. They also note that there appears to be garden waste dumped behind the property with the gate.



MELBOURN PARISH COUNCIL

Maintenance Committee meeting : 24 March 2022

Item : MA182 21d) Tree Beechwood Avenue / Ash Grove

Good afternoon Claire,

thank you for your prompt reply.

My understanding is that the full remedial work identified by Drain Doctor is no longer required. **What is required is the repair to the fractured pipe that lies under my garage.** Drain Doctor have recommended excavating the garage floor whilst Anglian Water believe that such action is unnecessary and that a repair can be made by the insertion of a pipe liner. This would be a much cheaper option and I am loathe to suffer the inconvenience of losing the use of my garage for any period of time if it is not strictly necessary.

At this stage I do not intend to ask Drain Doctor for a revised quote. Dependant on the outcome of the committee I will contact my insurers and be directed by them.

Hope this helps

From: Parish Clerk

Sent: Monday, March 14, 2022 2:10 PM

Subject: RE: Tree at Junction of Beechwood Avenue / Ash Grove

Good afternoon

Thanks for your email with the report from Drain Doctor.

Can I just clarify: Is the remedial work identified in Drain Doctor's report no longer required following Anglian Water's visit? If remedial work is still needed, will Drain Doctor be submitting a revised report and quote? I'm sure you understand it is important to provide as full a picture as possible to allow a meaningful discussion by the Maintenance Committee.

Good afternoon Claire,

thank you for your email.

Please find attached the quote from Drain Doctor concerning the damage to the pipework at 2 Ash Grove.

The good news is that since my original email Anglian Water have attended the site and made good most of the problems identified at no cost to myself. The outstanding issue is the fractured pipe shown at Images B and C in the attached email. Anglian Water's operative expressed the opinion that it should be unnecessary to dig through my garage floor and that a repair to the pipe could be effected by inserting a liner sleeve via the pipe's outlet at the manhole to the main sewer. I hope his assessment is correct.

The current situation is that the pipework from my house is clear. However the fractured pipe requires repair as it will eventually collapse completely. I have yet to contact my insurance provider regarding this issue and will hold doing so until the matter has been raised at committee.

Many thanks

Good afternoon Mr Moody,

Drain Doctor technician David Deans attended the above site on Thursday 3rd March 2022 on a callout to investigate issues with the blocked downstairs toilet.

*On arrival to site, Technician David lifted the manhole at the side of the property and found this to be infested with roots, (see image **A** below), and blocking the tumble fall.*

*David used drain camera equipment and sent this through the rodding eye and found root ingress, (see image **C** below) entangled through the pipework and the pipework has fractured, (see image **C** below).*

David attempted to clear the roots however due to the thickness of the roots David is unable to clear there by high pressure water jetting or root cutting. David have recommended that the root ingressed pipework is excavated and a new tumble fall is installed.

The quote to carry out the excavation of the root ingressed and fractured pipework and to install a new tumble fall, it is highly recommended that these works are carried out as soon as possible to restore flow to the network.



Image A



Image B

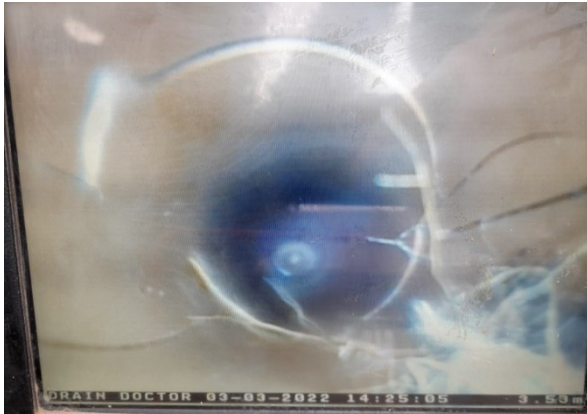


Image C

Quote:

Remedial Drain Repairs - Scope of Work:							
Code	Description	Dia (mm)	Qty	Unit	Unit Rate	Total Price	VAT
DD0104	Disposal by skip up to 6 yard capacity.	N/A	1	each	£295.00	£295.00	£59.00
DD0301	Excavate & remove pipework. Replace with new. Bed, surround & backfill up to 1.2m deep (Minimum 3m).	Up to 110mm	5	metre	£112.49	£562.45	£112.49
DD0305	Universal pipe coupling.	Up to 110mm	2	each	£41.39	£82.78	£16.56
DD0308	Junction. Remove existing item and replace with new up to 1.2m deep.	Up to 110mm	1	each	£30.74	£30.74	£6.15

DD0403	Second Technician on site for H&S requirement	N/A	16	per	£96.75	£1,548.00	£309.60
DD0605	Concrete breaker.	N/A	1	each	£82.50	£82.50	£16.50
DD0801	Tonne bag of shingle	N/A	1	per bag	£64.50	£64.50	£12.90
DD0805	Removal, disposal and reinstatement of concrete or paved hardstanding.	Up to 150mm thick	5	square metre	£98.65	£493.25	£98.65
DD0807	Ground protection boards hire (2.4m x 1.2m)	N/A	4	each	£15.00	£60.00	£12.00

Sub Total: £3,219.22

VAT: £643.84

Grand Total: £3,863.06

If you would like to discuss the above Quote or would like to arrange for David and one other to return and complete the works please let me know.

I look forward to hearing from you.

.....

Bec Malan
Operations



Drain Doctor – Anglia

Regional HQ: 4 Tide Mill Way - Woodbridge - Suffolk - IP12 1BY

P: 0800 056 0088

E: rebecca.malan@draindoctor.co.uk



From: Parish Clerk

Sent: Monday, March 14, 2022 10:12 AM

Subject: RE: Tree at Junction of Beechwood Avenue / Ash Grove

Good morning

Thanks for your email. I am sorry to hear of the problems that you are experiencing. Could I please ask that you let us have a copy of the reports that you have obtained. Our Maintenance Committee is meeting next Thursday, 24 March and it would be useful to have as much information as possible in order to fully consider this matter.

Good afternoon,

I write in respect of the maple tree at the junction of Beechwood Avenue and Ash Grove that is on land for which the Parish Council has responsibility.

Following an issue with a blocked toilet at my home (..... Ash Grove) a drainage company has inspected the outlet pipework from my house to the main sewer and found two problems:

1: The tumble fall outlet to the main sewer is blocked by maple tree roots. As this blockage appears to be outside of my property boundary I have reported the problem to the Anglian Water Company who are investigating,

2: The same tree has caused the waste pipe from my cloakroom to fracture and become partially blocked with root growth (causing problems that have had required the services of a plumber twice in the past twelve months). This pipe breakage is on my property and the drainage company has effected an interim repair, but has been unable to fully remove the roots. This means that a blockage will reoccur or the pipe will collapse completely. They have advised of a suitable course of action going forward as a matter of urgency.

I have a full report, together with an estimate for the cost of repairing the damage, from the drainage company that I am happy to forward should you require it.

The tree is causing 'a nuisance'. I have already twice made contributions totalling over £500 towards the maintenance of said tree and now I am looking for:

1: a reimbursement of the costs of diagnosing the problems (£351.76 for which receipts can be provided),

2: the Parish Council to bear the costs of repairing the damage that has been caused to my property by the tree, and

3: serious consideration being given to the removal of tree to prevent the recurrence of problems either above, or below, ground.

I look forward to hearing from you.

Yours Faithfully

..... Ash Grove
Melbourn
SG8 6BJ

MELBOURN PARISH COUNCIL

Maintenance Committee Meeting : 24 March 2022

Item: MA182 21e) Emergency access to the New Rec

Water from the downpipe from Littlehands roof flows directly out on to the grassed area by the oil store. This has created a problem at the entrance to the New Rec – please see photo. I have contacted a contractor to quote for filling the grooves under the matting. Advice is needed on how best to re-route the downpipe to avoid future problems.



MELBOURN PARISH COUNCIL


Maintenance Committee : 24 March 2022

Item: MA182/21g) To consider options to repair the Ash Grove gate

Option 1) to install a swing close safety gate

The Parish Office has not yet received quotes for installing the gate, but below are prices for purchasing a swing close safety gate.

<https://www.seton.co.uk/impact-barrier-gates>



Impact Barrier Gates

Separate pedestrian and machinery from vehicles, but still enable access if needed

- Designed for use with our Modular Impact Barrier Support Posts and Impact Protection Barrier System
- Can be fixed to end posts, centre post or corner posts
- Gate can be hung so that it opens either to the left or right

[View full product information](#)

Description: Impact Protection Barrier System Gate

[View all available options \(2\)](#)

Quantity: 1

£269.99
£245.69
Incl. VAT: £294.83
Style No. TRF0858
Supplied in: Single

ADD TO BASKET

[Request a Quote](#)

Estimated dispatch date: 22 March

Quantity	Exc. VAT	Inc. VAT
1 - 9	£245.69	£294.83
10 - 24	£233.41	£280.09
25 - 49	£221.12	£265.34
50+	£208.84	£250.61

<https://www.onlineplaygrounds.co.uk/steelway-gate-gs013.html>



Premier Steelway Self Closing Gate

Product Code Premier Gate

Alt Product Code GS013

All our Premier Self Closing Gates are supplied 1.2m wide with options for 1m and 1.2m high. The gates are supplied complete with posts and a self-closing mechanism, galvanised and polyester powder coated in various colours.

Delivery usually takes approximately 4 weeks

[Read More](#)

Suitability Information

 Age Range 1+	 Surfacing Perimeter 0m	 Safagrass Mats 0	 Safety Surface Area 0m ²	 Fall Height 0.0m
---	--	--	---	---

£822.00 inc. vat

£685.00 exc. vat

Product Name

Qty

MELBOURN PARISH COUNCIL

Maintenance Committee : 24 March 2022

Item: MA182/21g) To consider options to repair the Ash Grove gate

<https://www.esedirect.co.uk>



Hinged Gates for Pedestrian Safety Barriers

★★★★★ (2)

- Manufactured in the UK
- Heavy duty steel, all welded construction
- Highly visible with yellow and black colouring
- Choice of open frames or welded steel mesh insert
- All barriers come with drilled plates
- Please be aware that the measurements below relate to the gates only, you will need to add an additional 100mm to each length measurement to allow for the fixing plates



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REQUEST A CALL BACK

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QUICKER
or for
BULK
DISCOUNTS
0808 223 0187

DELIVERY IN 15-20 WORKING DAYS



Select Your Product	Description	Delivery	Q&A
Code	Gate Dimensions (not including plates) L x H (mm)	Barrier Type	Price inc. VAT
RBGU90900YXX	900 x 900	Open	1 - 2 £197.88 3 - 9 £192.93

1 ADD

Option 2) to replace the spring on the gate

Darren from Barley Maintenance had previously carried out some work on the fence. The spring had not been easy to source, so the office spoke to Darren who can source the spring and carry of the work to repair the gate.

Darren has quoted:

The Total costings including labour will be £42.24 plus the VAT.

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

17 February 2022

Quote Number

8497



4i Water Services Ltd

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

Tel: 01359 242000

www.4iwaterservices.co.uk

Subject

Melbourne Parish Council - Sports Pavillion Legionella Risk Assessment Review + Legionella Sample

Product Code	Description	Quantity	Unit Sell	Amount
	Melbourne Parish Council - Sports Pavillion LRA + Legionella Sample 4i Water Services Limited propose to complete a detailed site survey and report to ensure the maintenance of hygienic conditions within the above systems and to keep them in compliance with current operational requirements, including those in Approved Code of Practice L8, BS8558:2011, C.O.S.H.H. Regulations and Water Regulations 1999. Includes time on site and office for write-up, including schematics generation.	1.00	£275.00	£275.00
	Legionella Legionella Sample x 1	1.00	£48.00	£48.00
		Subtotal:		£323.00
		TAX:		£64.60
		TOTAL:		£387.60

Message

Site to ensure rooms are accessible for works to be undertaken.
Contingency works not included, for which follow-up quotation would be applicable

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

**MELBOURN PARISH COUNCIL
ALLOTMENT RENTAL AGREEMENT**
Revised on 28 June 2021.... March 2022

AN AGREEMENT made this _____ day of _____ between

MELBOURN PARISH COUNCIL (hereinafter called the Council) of the one part and
(hereinafter called the Tenant) of the other part.

WHEREBY the Council agrees to let and the Tenant agrees to take on a yearly tenancy from _____
the Allotment Garden numbered _____ in the register of Allotments provided by
the Council at the yearly rental of £_____ payable yearly in advance and reviewed annually.

The TENANCY is subject to the regulations endorsed on this agreement and also the following conditions:

1. The rent is due from 1st October each year or at the date of the tenancy is granted and is payable to Melbourn Parish Council, The Parish Office, Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ.
2. The Tenant shall provide evidence of Insurance of the plot either through membership of the St George's Allotment Association or through individual Public Liability cover presented to the Clerk.
3. The Tenant shall keep the Allotment Garden clean, in a good state of cultivation and fertility and in good condition.
4. The Tenant shall not cause any nuisance or annoyance to the occupier of any other Allotment Garden or obstruct any path set out by the Council for the use of the occupiers of the Allotment Gardens.
5. The Tenant shall not underlet, assign or part with the possession of the Allotment Garden or any part thereof without the written permission of the Council.
6. The Tenant shall not without the written consent of the Council cut or prune any timber or other trees, or take, sell or carry away any mineral, sand or clay.
7. The Tenant shall keep every hedge, path and roadway that forms part of the boundary of his Allotment Garden properly cut and trimmed and keep all ditches properly cleansed.
8. In the event that the allotment, or the boundary of the allotment, becomes overgrown and restricts or impedes access to neighbouring plots, the Parish Council will request the allotment holder to take steps to clear the area. If the area is not cleared, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and any costs for the work shall be the responsibility of the allotment holder.
9. The Tenant shall not use any barbed wire for a fence adjoining any path set out by the Council for the use of the occupants of the Allotment Garden.
10. Use of any asbestos type materials on the allotment gardens is strictly prohibited. The Council has made efforts to remove all such material from the area and Tenants should notify the Council immediately if they find materials that they suspect to be asbestos on their plot. The Council reserves the right to enter onto any plot for the purpose of removing such material.
11. The Council gives permission for the erection of sheds on the allotments, providing they conform to the specifications overleaf as set out in the attached document. Glass greenhouses are not permitted on the allotments.
12. The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants contained in this lease.
13. Any member of the Parish Council (whose names are available in the Parish Office) or any employee of the Council shall be entitled at any time when directed by the Council to enter and inspect the Allotment Garden.
14. The tenancy of the Allotment Garden shall terminate on the yearly rent day after the death of the Tenant. It may also be terminated by the Council after one month's notice :
 - (a) If the rent is in arrears for more than 14 days OR
 - (b) If the Tenant is not duly observing the conditions of his or her tenancy after two warnings by the Council.
15. On expiry of the tenancy, the Tenant shall leave the allotment, including the boundary and pathways, in good order. If the area is not cleared within 2 weeks of a request by the Parish Council, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and cleared of any debris, tools or equipment and any costs for the work shall be the responsibility of the outgoing Tenant.
16. The Council accepts no responsibility for loss or damage to implements, crops or vehicles.
17. The Council has an absolute prohibition on the keeping of livestock with the exception of bees subject to the Parish Council's Allotment Bee Keeping Policy (Document 4.25) or domestic fowls of any sort on the allotment gardens.

The Parish Clerk _____

Tenant _____

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ST GEORGE'S ALLOTMENT ASSOCIATION

MELBOURN ALLOTMENT SITES : THE MOOR AND GRAYS ALLOTMENTS

SPECIFICATION FOR SHEDS ON THE SITES

All sheds should be purchased from commercial suppliers, not constructed by plot holders.

The maximum size should be 2*3 metre foot print and 2.2 metre high. This would include smaller storage units for tools.

Sheds should only be made from wood, protected with preservative.

Roofs can be flat or gabled, using roof felt or equivalent. Pent is recommended as this is the most effective design for water capture from guttering into a water butt.

Windows will be allowed as long as they are not glass.

Sheds should be placed on appropriate footings to ensure that they are secure and will not be disturbed by normal wind conditions. This should not be concrete or bricks. Sand and slabs are suggested.

Sheds should be professionally installed.

Sheds must be properly maintained.

Only one shed will be allowed per plot (including half plots).

Installation should not disturb adjacent plots, without permission of the adjacent owner.

It is the responsibility of the departing plot holder to deal with transfer of their sheds to new plot owners or removal if requested by the new owner.

Sheds must be appropriately insured.

No fuel or flammable material should be kept in the shed. No toxic chemicals should be kept in the shed.

The shed should be kept secured with a padlock.

Sheds should be positioned so as not to unreasonably shade a neighbouring plot.

Plot holders should ensure that bonfires are not positioned near to a shed on their, or an adjacent, plot.

There will be a provision for a "dangerous shed notice" which will be part of the regular plot inspection system. This could be because the shed is leaning or has damaged, loose or rotten components. A plot holder served with such a notice will have to make the shed safe or remove it.

Glass greenhouses are not allowed. Polycarbonate greenhouses are permitted provided they are properly constructed and secured in place.

<u>POLICY AND PROCEDURE:</u>	COMMUNITY FACILITIES AND SERVICES: EQUAL OPPORTUNITY FOR ACCESS
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PURPOSE: Melbourn Parish Council (MPC) has a Policy for Equal Opportunities and wishes to ensure that it is put into practice with users of community facilities.

SCOPE: An inclusive community requires that all members of a community have fair and equal access to its resources and facilities. For example, improved access to buildings is beneficial to all members of the community, e.g. people pushing prams or with limited mobility.

In law, a disabled person is someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. People with HIV, cancer and multiple sclerosis are deemed to be covered by the Equality Act 2010, DDA effectively from the point of diagnosis, rather than from the point when the condition has some adverse effect on their ability to carry out normal day-to-day activities.

MPC will consider the requirements of other disabled people if their needs are not covered by the 3 areas listed above/below. We will also consider whether individuals might need other adjustments to provide them with equal opportunities to access Council facilities and services.

This policy covers:

- physical access for people with mobility impairment
- help for members of the public with hearing impairment
- assistance with communication for those with English as a second language.

POLICY: MPC has a policy of promoting greater access for disabled people to Parish buildings and uses its authority to improve disabled people's access to public buildings.

PROCEDURE:

1. Existing Facilities and Services.

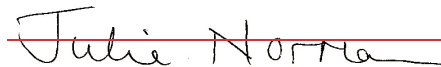
- 1.1 Melbourn Parish Council will ensure that its buildings comply with PART M of the Building Regulations. Part M's requirements will be met if 'Reasonable provision is made to ensure that buildings are accessible and usable.'
- 1.2 Currently the main legislation that controls access standards for disabled people is people, regardless of disability, age or gender should be able to:

- (a) Gain access to buildings and to gain access within buildings and use their facilities, both as visitors and people that live or work in them;
- (b) Use sanitary conveniences in the principle storey of a new dwelling building;
- (c) Where a member of the public is hearing impaired, to attend and participate in public meetings of the Parish Council and at the Parish Office with the assistance of a hearing loop.
- (d) For members of the public with English as a second language, to attend and participate in public meetings of the Parish Council and at the Parish Office with the support of a language interpreter (prior arrangement to be made with the Parish Clerk).

2. Future facilities and services

2.1 MPC will plan future facilities and services with equal opportunities in mind.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~26 March 2018~~

Review Policy: Every 12 months

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

**Notes of the meeting of the Melbourn Play Park Working Party
held on Monday, 7th March 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 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 7 February 2022

Notes were accepted

3 Report on actions from the Meeting held on 7 February 2022

The public consultation was held from 14th February – 1st March online as well as in the Melbourn Community Hub during the Half Term week (14th-19th February). The working party thanked the Hub for facilitating the in-person consultation and thanked the public for their engagement. There were over 160 responses to the consultation.

4 To discuss and evaluate the responses from the public consultation

74% of the responses preferred HAGS' design, 18% preferred Wicksteed's design, and 8% preferred Playground Facilities.

As HAGS was clearly the preferred option by the public, the working party agreed to work on refining this design based on the suggested improvements put forward by the public.

The public suggested improvements to the HAGS design relating to the swings, mound, climbing opportunities for younger children, and size/number of trampolines. Following a comment from the consultation SM to query with HAGS the need for a safety bar at either end of swings to stop children running in front of swings. The WP agreed to the removal of multi-user springer.

SM to also query about the red rectangles on the design plan near the zip wire. Some comments requested more natural play elements e.g boulders. The WP said this could work near the tree near zip-wire.

SM to ask HAGS to confirm details of activities and games on Orchard Tree Top Tower to ensure sensory elements for children with additional needs.

SM to be clear when writing to HAGS that overall the design is strong and innovative, but following the public consultation the WP has a few suggested refinements. HAGS should use their professional judgement to decide what aspects of the design needs changing, and if they believe a refinement is not possible or appropriate they should advise the WP.

5 To discuss and consider the next stage of the project

SM to write to HAGS informing them that the WP is overall happy with the design but following the Public Consultation have some suggestions to improve the design.

(SK joined the meeting)

Members queried how these improvements may impact the budget. Within the tender document it specified that the budget was £90,000, however there are £105,000 of S106 funds available for this project. HAGS tender response was £90,000 exactly, and members agreed the WP should not specify a new budget in the letter. The letter will read, *We would appreciate it, if you could make any refinements for the most competitive price, and if your final design strongly meets all expectations, then the Parish Council may be able to slightly increase the budget for this project.*

Letter also to requested details of possible start date and long it would take.

SM to write to Wicksteed and Playground Facilities to inform them their designs are still under review following comments from the consultation.

As this project will be fund from S106 monies, Full Council will need to make the final decision.

6 To accept notices and matters for the future agendas

SM to confirm details of budget e.g. how much contingency is needed on a project of this type.

SM to thank the public for their engagement in the public consultation.

SM to write to HAGS requesting a refined final design based on comments from the public consultation.

7 To note date of next meeting

SM to arrange meeting, once HAGS' response has been received, and the MPPWP will meet to review the response and discuss final recommendation to full council.

End of meeting: 20:49

MELBOURN PARISH COUNCIL SKATE PARK WORKING PARTY

Notes of the meeting of the Skate Park Working Party held on Monday, 15 March 2022 at 20:00 via Zoom

Present: Cllrs J Travis, G Clark, T Davey

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

- 1 To receive any apologies for absence

It was noted that Kieron Baker had resigned from the Parish Council and would no longer be on the Skate Park Working Party.
- 2 To approve the notes of the Skate Park Working Party meeting held on 31 January 2022

The notes of the Skate Park Working Party meeting on 31 January 2022 were approved.
- 3 To report back on the notes of the meeting held on 31 January 2022

Information as to suppliers of skate parks was updated on the notes of the January meeting.

Cllr Travis reported that he had registered interest with Amey for grant funding. The application to be progress as more information on design/cost etc becomes available.
- 4 To consider and discuss suggestions for an online survey

Discussion with regard to what information we want to capture through an online survey. Noted that it would be useful to present some options in order to measure feedback. A suggestion was made that some basic designs may be useful for this exercise.
- 5 To consider and discuss options for design and location of a skate park

There was a detailed discussion with regard to possible locations for a skate park.

Old Rec – limited space and a need to be mindful of the drainage works recently undertaken. Also proximity to residential properties.

New Rec – limited space, particularly in the area where the previous skate ramp was located. Also proximity to residential properties.

Greengage Rise – limited space. Close proximity to residential properties and lack of available parking. [Also noted that we are still waiting for the transfer of the land to the Parish Council to be finalised.]

A suggestion was made that a piece of land on the field to the rear of MVC (adjacent to the tree line separating MVC field from the New Rec) may be a suitable location. Noted that this is County Council.

Agreed that it was important to have an idea of the space required in order to progress meaningful consideration of locations. This would require some input from skate park design companies.

ACTIONS:

- Clerk to make contact with County Council to see if there is a possibility of the land on MVC field being available for this project.
- Clerk to circulate plans for layout of the drainage works on the Old Rec.
- Clerk to circulate dates for GC, GR and RF to carry out a site visit to New Rec

and other locations to assess suitability.

- Clerk to arrange for discussions with suppliers of skate parks/pump tracks to seek input on space required and an indication of cost.

- 6 To receive an update on possible sources of grant funding
Discussed at 3 above. Grant application to be progressed when a budget is available.
- 7 To receive items for future agendas
See actions above.
- 8 To note date of next meeting
CL to circulate dates once progress on actions has been made.

Meeting closed: 20:45

..... (Signed) Dated:

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 24 March 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. ACTION: Clerk to follow up with Highways. Report from Resident requesting action within 14 days (20/5/21) - tree has been re-reported to County Highways (24/5/21) and resident advised. Clerk has reported this again to Highways for action. Follow up. ACTION: Clerk reported trees to County Farms after high winds. They advised that Clerk of Works would inspect and feedback	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. Wardens have been unable to source a larger spring. Looking into options into replacing the gate. ACTION: Assistant to Clerk to investigate replacing with self closing safety gate	SM/ Wardens
3	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. Update from Highways - work to be carried out within 12 weeks. Potholes have been marked for works. 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)	CL
4	Flower tubs around cross	Resident	Need a volunteer to take this on. JT to refurbish tubs this year. Will need a volunteer to take this on in the future. Ongoing	
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? Check this has been removed. Letter to be sent to residents.	CL
6	Worcester Way	Litter picker	Damage to fence. Clerk to obtain quotes for repair. Request that slats are screwed in place. Awaiting quote for repair. Clerk also to seek quotes for metal fencing options. Clerk to contact County Farms to discuss how to resolve this issue to avoid ongoing repair costs. 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. ACTION: Assistant to Clerk to arrange for electrician to inspect. Timer re-set. ACTION: Assistant to Clerk to ask electrician to quote.	Wardens
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. Work scheduled for 18 Feb 2022. ACTION: Wardens to check if done	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. ACTION: Assistant to Clerk to check if Wicksteed inspected. Lettering playsafe carried out a temporary repair to netting when they came to repair embankment and zipwire platform	SM
11	Jubilee Orchard	Wardens	First tree behind pavilion dead. SP has removed. Needs to be replaced. Victoria Plum. Keith to do this in the autumn	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. CL has written to farmer. Awaiting response.	CL
15	Worcester Way	Wardens	Gate has been cut into fence to the rear of no 32. CL has written to resident asking them to repair	CL
16	Tree on Beechwood open space overhanging and damaging fence	Resident	Roots of the tree are damaging concrete fence posts. Fence required regular repair/replacement. CL requested residents to send photos. ACTION: Warden to provide photos	CL
17	Water Lane	Wardens / Residents	Fallen branch on Water Lane - CL has requested wardens to clear. Shires have cleared.	
18	Royston Road	Wardens	Fallen tree on footpath - CL has requested wardens to clear.	CL
19	Footpath alongside bowls club	Resident	Footpath is very boggy. Resident has requested some bark chippings are put down to make it more accessible. Bark chippings have been put down	Wardens
20	Beechwood Avenue (New Road end)	Resident	Street signs need attention. CL reported to District	Wardens ? CL
21	Orchard Road (cnr Mortlock Street)	Resident	Car parked just before cnr forcing cars to pass on approach to a junction. Not illegally parked - no action	CL
22	All Saints Churchyard	Resident	Trees have been cut back - wood needs to be collected. Contractor quote requested.	Wardens
23	New Road Cemetery	Resident	Benches near the car park are looking worn and need cleaning	Wardens
24	Greengage Rise	Resident	Fallen tree - currently pushed into hedge. Needs to be cleared. Hedge also needs to be cut back. Shires to clear.	Wardens/CL
25	Bus Shelter	SK	Light to be reattached to wood. Wardens have repaired.	Wardens
26	Bowls Club on The Moor	Resident	They have always cut the inside and outside of the hedge on the roadside. Would like us to take over cutting outside of hedge. Not currently part of our contracts - should it be added?	CL
27	New Rec Pavilion	Warden Cleaner	Deep tyre grooves at the emergency gate entrance. Need filling once dried out. Drain downpipe to be rerouted. Does this require a soakaway? Urinals not flushing properly. Wardens aware and will fix	Wardens SP
29	New Road Cemetery	Resident	Leaking tap on footpath at the entrance. Wardens to inspect and report back.	Wardens
30	Long Wood - Royston Road	SAH	Large branch fallen across the public footpath. CL has reported to Highways	CL
31	BT box bottom of Norgetts Lane	Resident	Box has been damaged - presumably by a car. Resident has reported to Open Reach (ref AAS KYD84).	SM
32	Pavilion - fencing on rear patio	Wardens	Wooden posts damaged - wardens have repaired	SP
33	Medcalfe Way	Resident	Verge outside 17-23 Medcalfe Way not cut. CL followed up with SCDC - these are not their verges. Should be done by HCGM	
34				