

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 21 April 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: Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk), Keith Rudge (Warden), Steve Pitman (Warden), Maureen and Les Brierley (RMRG)

MA191/21 To receive and approve apologies for absence

Apologies received from Cllr Cowley with acceptable reasons given.

It was:

RESOLVED to accept Cllr Cowley's apologies for absence.

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

Apologies also received from Mike Sherwen.

MA192/21 To receive any Declarations of Interest and Dispensations

None received

MA193/21 To approve the minutes of the Maintenance Committee Meeting held on 24 March 2022

The following addition was suggested:

PC174/21b) 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.

It was:

RESOLVED that subject to the amendment noted above the minutes of the Maintenance Committee meeting held on 24 March 2022 be approved as an accurate record.

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

MA194/21 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.

MA195/21 Finance Matters:

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

There was no finance report for March due to year end.

MA196/21 Conservation Matters:

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

The report was received.

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

River levels reported to be good. Fish had been observed in the River through Melwood. RMRG reported that monthly volunteer groups have resumed with some new members. The group would welcome more new members. **ACTION:** Clerk and MB to discuss advertising for new members via social media.

Noted that no response has yet been received from the EA following their visit to the Bury.

- c) To consider an email from the Farming & Wildlife Advisory Group re village ponds

A potential site for a pond was identified in Stockbridge Meadow. Another site at the junction of Back Lane and Royston Road was suggested. **ACTION:** Clerk to contact FWAG for more information on grant scheme.

- d) To consider no littering signage for footpath along the River Mel

Options for 'No Littering' signage were considered.

ACTIONS:

..... Dated

- MB to seek advice on copyright if adapting a poster already in use in another area.
- Cllr Barnes to design a character for use on posters within the village and local area.

- e) To receive any other updates and consider actions

Cllr Travis reported that the volunteer group involved in hedge planting on New Road had done a very good job and that it had been an enjoyable day. Thanks were expressed to Maureen and Les Brierley for their help in organising this.

MA197/21 Stockbridge Meadows

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

It was:

RESOLVED to approve the quotation from Unlimited Logos in the sum of £185.00 + VAT for a sign with posts and fixings.

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

ACTION: Clerk to advise residents that the sign will be installed.

- b) To receive any other updates and consider actions

Noted that HCGM will spray the area around the memorial bench with weed killer. Wardens to mow the area regularly to prevent nettle growth.

MA198/21 Stockbridge Meadows Boardwalk Project

- a) To receive an update on tender responses

Reported that insufficient tenders were received by the original deadline. Deadline has been extended until 20 May 2022. Noted that a request has been made to F&GG Committee to review tender process to address this. Noted possibility of rising prices which is unavoidable and will be addressed if necessary.

- b) To receive any updates and consider actions

There was nothing further to discuss.

MA199/21 Allotment Matters:

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

It was:

RESOLVED to accept the quotation from Shire Trees in the sum of £150 + VAT.

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

- b) To receive any updates and consider actions

Noted that the Allotment Association was sending out a communication to all members highlighting the need to use water sparingly.

There is a new Chair of the Allotment Association. **ACTION:** Assistant to Clerk to extend an invitation to the Chair to attend future Maintenance Committee meetings.

Following a recent update to the Allotment Tenancy Agreement, a cllr had noted that the document would benefit from a review to improve readability. **ACTION:** Cllr Barley to be requested to undertake the review.

MA200/21 Governance Matters:

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

The reports were received.

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

The updated report was noted. Report of groups gathering in New Road Cemetery has been made to the PCSO with a request for additional patrols in the area.

- c) To receive any other updates and consider actions

A cllr noted that an increasing number of people with dogs had been asked to leave The Moor play park. There is 'No Dog' signage on the park. To be monitored.

MA201/21 Cemetery Matters:

- a) To receive any other updates and consider actions

Report from Mike Sherwen was considered.

ACTIONS:

- Wardens to identify species and number of trees requiring replacement. New trees to be planted in the autumn.
- Tree ties to be inspected and loosened where necessary.

Wardens reported that water supply available for developer has now been disconnected. Wardens are currently pressure washing all benches. Quote for emptying soil store has been requested.

MA202/21 Village Maintenance Matters:

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

Wardens have inspected and reported that fence is generally in fair condition although the section where a resident has installed a gate has weakened the structure. Also noted that garden waste appears to have been dumped in the woodland to the rear of the property. Noted that another resident has requested a meeting to discuss the fence.

ACTIONS:

- Clerk to seek quote for repair to the fence where the gate has been installed and to write to resident requesting that they either make good the damage or we will arrange for repairs and pass the cost on to them.
- Assistant to Clerk to seek quotes for clearing the area of other debris/branches.
- Clerk to arrange to meet with resident to discuss fence concerns.

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

Awaiting a date from Wicksteed for repairs to agility trail (they have advised that materials have now been received). Also noted that Kettering Playsafe will supply new matting for the bottom of the slide.

- c) To receive an update on rabbits on New Rec

Report was considered at length. **ACTION:** Assistant to Clerk to write to residents advising that ferreting will resume in the winter. No further action will be taken at this time.

- d) To consider quotes for trapping rabbits on New Rec

See c) above.

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

A quote has been obtained. **ACTION:** Clerk to discuss incorporating this work in the General Maintenance Contract with HCGM for two cuts per year to a specified height.

- f) To consider quote for electrical works to the wardens workshop

Noted that several companies had been approach for quotes but only one quote received.

It was:

RESOLVED to approve the quotation from JHE in the sum of £465 + VAT for electrical works at the workshop.

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

- g) To consider repairs to the emergency entrance at the New Rec

Discussion with regard to remedial works required. Noted that there is an existing soakaway to the rear of the building. Noted that pipework would need to be reconfigured to ensure it cannot be used to gain access to the roof of the building.

ACTIONS:

- Location of existing soakaway to be identified.
- Assistant to Clerk to seek quotations for re-routing downpipe to discharge into soakaway.
- Assistant to Clerk to seek quote for rubble to fill deep grooves at entrance.

- h) To receive any other updates and consider actions

Suggestion made for an outside water tap to be installed at the wardens' workshop. **ACTION:** Assistant to Clerk to seek quotation for installation of a lockable tap.

Discussion with regard to location of Jubilee bench. Noted there is limited space at The Cross. A member suggested moving the bench from 83 High Street to one of the cemeteries and installing the Jubilee bench in its place. A suggestion was made that 83 High Street could be renamed as Jubilee Garden. **ACTION:** Parish office to publicise installation of the bench and renaming of the area.

MA203/21 Pavilion Matters:

- a) To receive an update on cleaning arrangements

Noted that prices from cleaning contractors were very high. Currently advertising for a cleaner via notice boards and social media.

Noted that there are currently two boot brushes outside the pavilion. A yard brush is also available for sweeping the veranda.

- b) To receive an update with regard to external decoration of the pavilion

Awaiting date for the work. **ACTION:** Assistant to Clerk to chase.

- c) To receive an update with regard to installation of wi-fi at the pavilion

To be progressed with an update to be available for the next MAYD meeting on 25 May 2022.

- d) To consider quotation for electrical works

Noted that several companies had been approach for quotes but only one quote received.

It was:

RESOLVED to approve the quotation from JHE in the sum of £145 + VAT.

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

- e) To consider a quotation for repairs to the water boiler

Noted that water boiler is not currently working and has not been serviced for many years. **ACTION:** Clerk to seek quotes for replacement (this could be funded from s106).

- f) To receive any other updates and consider actions

Cllr Clark reported back on initial inspection with Cllr Wilson of assets to inform policy on Asset Management Reserve. Noted that HIPS on the pavilion appear to require repair. Further information to be provided with a view to obtaining quotes.

MA204/21 Littlehands Matters:

- a) To receive an update with regard to Legionella testing

It was:

RESOLVED to approve the quotation from 4i for Legionella testing at Littlehands in the sum of £323 + VAT.

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

- b) To discuss and consider requirements for replacement windows

Noted that £4,000 has been precepted for this work. **ACTION:** Clerk to arrange for window companies to meet Cllr Clark on site with a view to seeking quotation for replacement windows.

- c) To consider uneven surfaces in the car park

Noted that a report has been received that someone has fallen on uneven ground in the car park. Wardens have inspected the area and note that there are uneven surfaces in the car park but that there is signage warning of this. It was not considered that the area used for contractor parking has caused the ground to drop further. Further investigations into repairs to the car park surface to be made – this is likely to be a long term maintenance project **ACTION:** Clerk to respond to the report to advise as above.

- d) To receive any updates and consider actions

There was nothing further to discuss.

MA205/21 To consider quotes for installation of defibrillators

Noted that several companies had been approach for quotes but only one quote received.

It was:

RESOLVED to accept the quotation from JHE to install two defibrillators at a cost of £620 + VAT.

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

ACTION: Clerk to report expenditure on installation to Orchard Surgery to full council for retrospective approval as this is outside of Maintenance budget.

MA206/21 Policies and Risk Assessments

- a) To consider any updates and consider actions

There were none to consider.

MA207/21 Melbourn Play Parks Working Party (MPPWP)

- a) To receive the notes of the MPPWP meeting on 5 April 2022

Recommendation to full Council to award the tender to be considered by full Council on 25 April 2022.

- b) To receive any other updates and consider actions

There was nothing further to discuss.

MA208/21 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

Difficulties in identifying suitable location for a skate park were discussed. Various options being considered. Ongoing.

[11:15 Cllr Barnes left the meeting]

MA209/21 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 21 April 2022				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	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). ACTION: Clerk to chase	CL
2	Flower tubs around cross	Resident	Need a volunteer to take this on. JT has ordered materials to refurbish tubs. JT is discussing with volunteers .	JT
3	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 to fix sensors.	Wardens
4	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
5	Damaged fencing between Bramley Avenue and Hale Close	Resident	Fencing damaged by wind. Appears to be responsibility of residents. Is not Parish. Residents advised. Fence has been repaired.	CL
6	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. Take off list - no further action.	CL
7	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. No response received. CL to monitor when hedge cutting is due in autumn.	CL
8	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. Resident contacted the office after the meeting. SM to arrange for tree company to inspect and advise.	CL
9	Beechwood Avenue (New Road end)	Resident	Street signs need attention. CL reported to District	Wardens ? CL
10	Pavilion	Cleaner	Urinals not flushing properly. Wardens aware and will fix. Ongoing	SP
11	Long Wood - Royston Road	SAH	Large branch fallen across the public footpath. CL has reported to Highways. Rights of Way officer will inspect and report back. Quote received.	CL
12	Pavilion - fencing on rear patio	Wardens	Wooden posts damaged - Ongoing wardens to repair	SP

13	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. Check if this has been done	CL
14	Pillar wobbly - gate to Little Hands Car park	GC	The pillar that supports the gate to Little Hands Car park is wobbly. Wardens to investigate ACTION: Parish Office to seek quotes for replacement post	CL/SM
15	Pavilion	SM	Possible wasp nest - wardens to investigate Wardens have inspected - no wasps were observed.	Wardens

MA210/21 New Maintenance Issues: To consider Maintenance issues arising since last meeting
There was nothing to discuss.

MA211/21 To note date of next meeting: Thursday, 19 May 2022
The date of the next meeting is Thursday, 19 May 2022.

End of Meeting: 11:28

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 accept 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 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 addition 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		SP

			Urinals not flushing properly. Wardens aware. ACTION: Wardens will fix	
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

Monthly water situation report

East Anglia

Summary – March 2022

Overall, March was categorised as a normal month with an average of 30 mm rainfall (66% of LTA) falling across the region, with much of this rainfall falling on the 16th day of the month. Most catchments in the east received below normal levels of rainfall, whereas catchments in the west received normal levels of rainfall. Due to the largely normal rainfall, Soil Moisture Deficit (SMD) remained normal for the time of the year, with overall values increasing. 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 as below normal. The majority of reservoirs in the area ended the month at or above their normal operational curves.

Rainfall

Rainfall in East Anglia was classed as normal for March, with an average rainfall of 30.05mm, which was 66% of the LTA. Most catchments in the west were classed as normal, with the highest rainfall totals in the Cam catchment with 34.8mm (83% LTA) and the Central Area Fenland catchment with 34.2mm (80% LTA). In contrast, the majority of eastern catchments experienced below normal rainfall, with the lowest rainfall total in the South Essex catchment with 20.7mm (49% LTA). The rainfall accumulated for the last 3, 6 and 12 months across the area was classified primarily normal or below normal across East Anglia.

Soil Moisture Deficit/Recharge

SMD was classed as below normal with the overall value increasing from 2.7mm to 23mm by the end of the month in response to the below normal to normal levels of rainfall, as well as the warmer than normal temperatures. These SMD levels remained consistent across the region except for a few slightly higher levels around the coast and the north.

River Flows

Most river flow indicator sites (90%) across East Anglia were categorised as normal levels for the time of year, with the remaining 10% of the rivers classified at below normal or above normal. Flows at the majority of indicator sites (76%) across the area showed decreased river flows compared to February (where 95% of the sites were at normal to below normal flows).

Groundwater Levels

Groundwater levels at most indicator sites (83%) across East Anglia remained stable and were therefore classified as normal for March. Bury St. Edmunds and Fringford were classified as above normal, whilst Castle Farm had below normal groundwater levels. Most groundwater sites (75%) continued recharging at the end of February. However, 15% of the sites, including Hazelwood Common, Smeetham Hall and Rook Hall, showed a decreasing trend, although this change was negligible.

Reservoir Storage/Water Resource Zone Stocks

All reservoirs were classed as normal except Abberton which was below normal based on the Normal Operating Curve and the historical records. Most reservoirs appeared to be recharging except Alton, which showed a decreasing trend by the month's end.

Environmental Impact

Groundwater support scheme operations remained low by the end of March; the Rhee groundwater support scheme had zero of the eight pumps operating. The Lodes-Granta groundwater support scheme had two of the six 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

June 2022: The Ouse (Bedford Ouse, Ouse and Ely Ouse) have an increased probability of below normal to notably low flows; and all other sites are showing an increased probability of normal flows.

September 2021: Most indicator sites are showing an increased probability of greater than normal flows, with the only exceptions being the Ely Ouse, which is showing an increased probability of below normal flows, and Stiffkey, which is showing a reduced probability of extreme flows (both high and low).

Probabilistic ensemble projections for groundwater levels in key aquifers

September 2022: Most indicator sites have a greatly increased probability of normal levels, other than Smeetham and Kenninghall which are showing an increased probability of greater than normal levels.

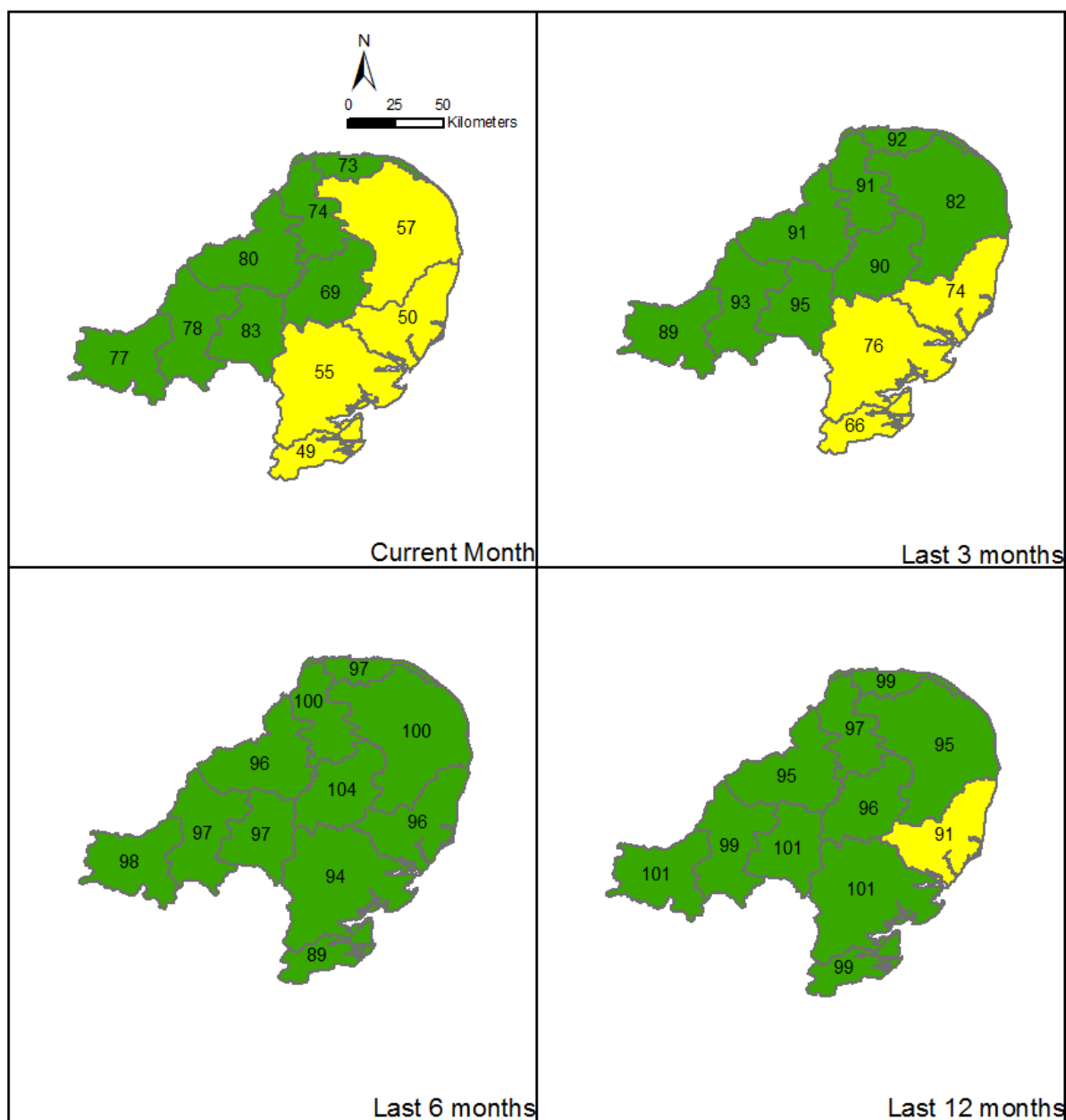
March 2023: Smeetham and Newmarket show an increased probability of greater than normal, Therfield Rectory and Bircham Newton increased normal probability, and the rest are in line with the expected probability.

Author:

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

Rainfall

March 2022



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

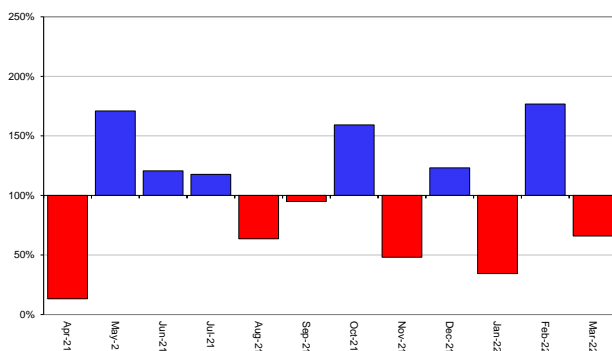
Rainfall expressed as percentage of 1961-1990 Long Term Average for the specified duration. Classes derived from data for the period 1891 to 2017 based on the HadUK dataset (Met Office © Crown Copyright)

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

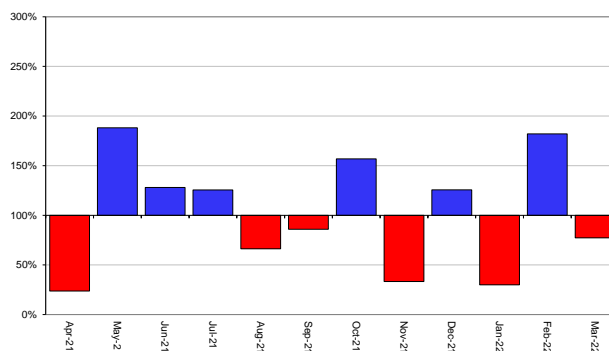
Above average rainfall

Below average rainfall

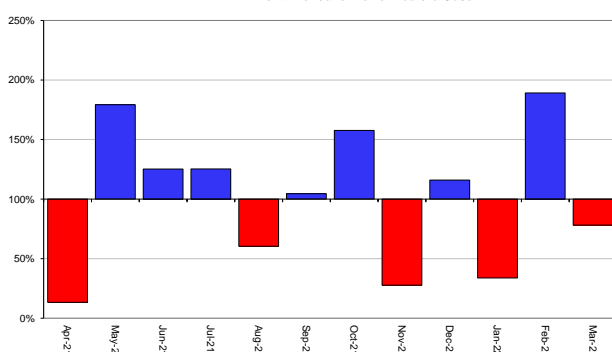
1-Month Period for East Anglia



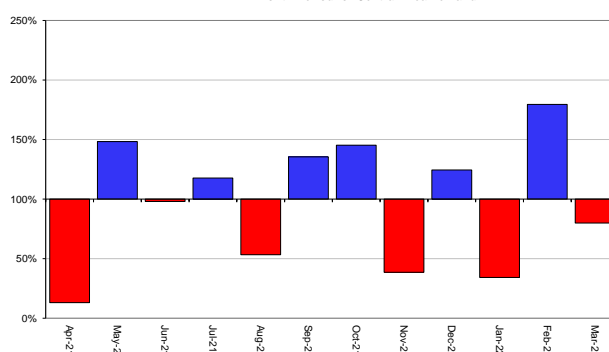
1-Month Period for Upper Bedford Ouse



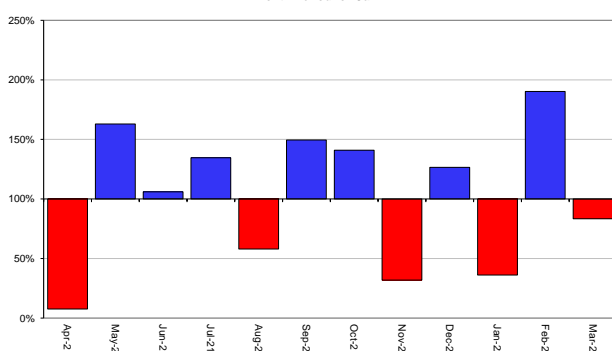
1-Month Period for Lower Bedford Ouse



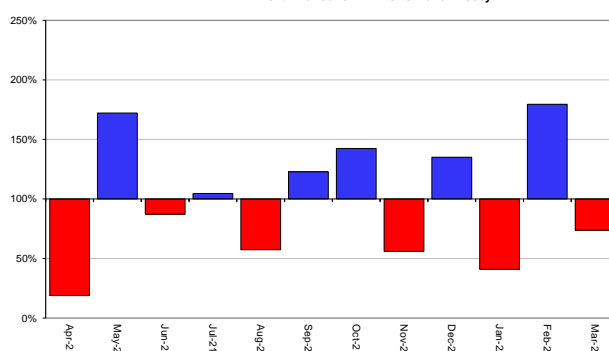
1-Month Period for Central Area Fenland



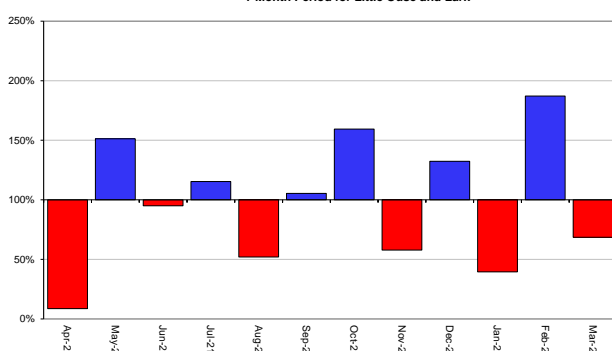
1-Month Period for Cam



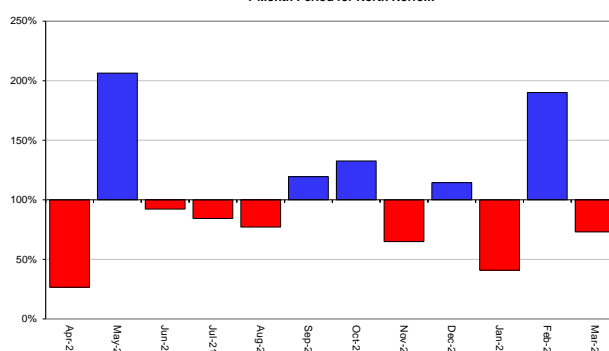
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark



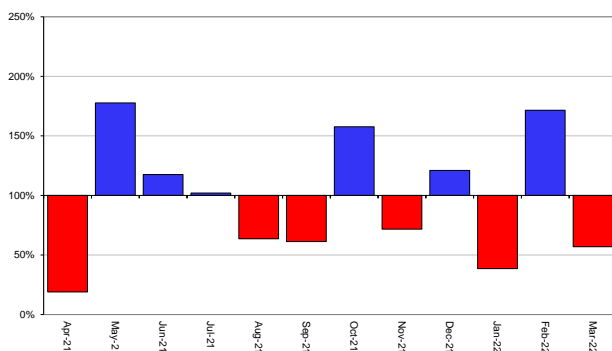
1-Month Period for North Norfolk



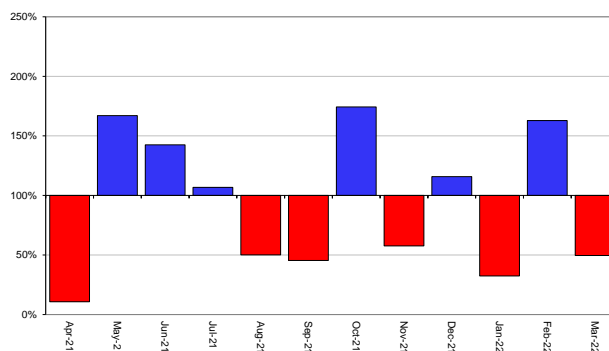
Above average rainfall

Below average rainfall

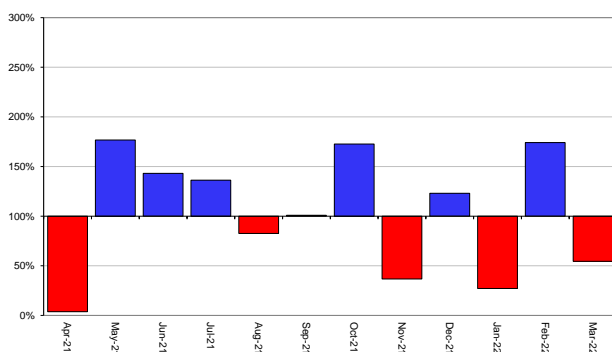
1-Month Period for Broadland Rivers



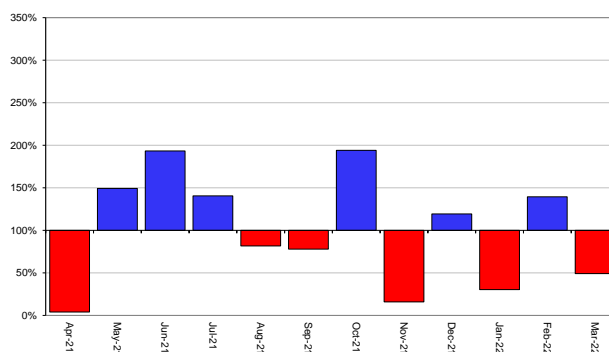
1-Month Period for East Suffolk



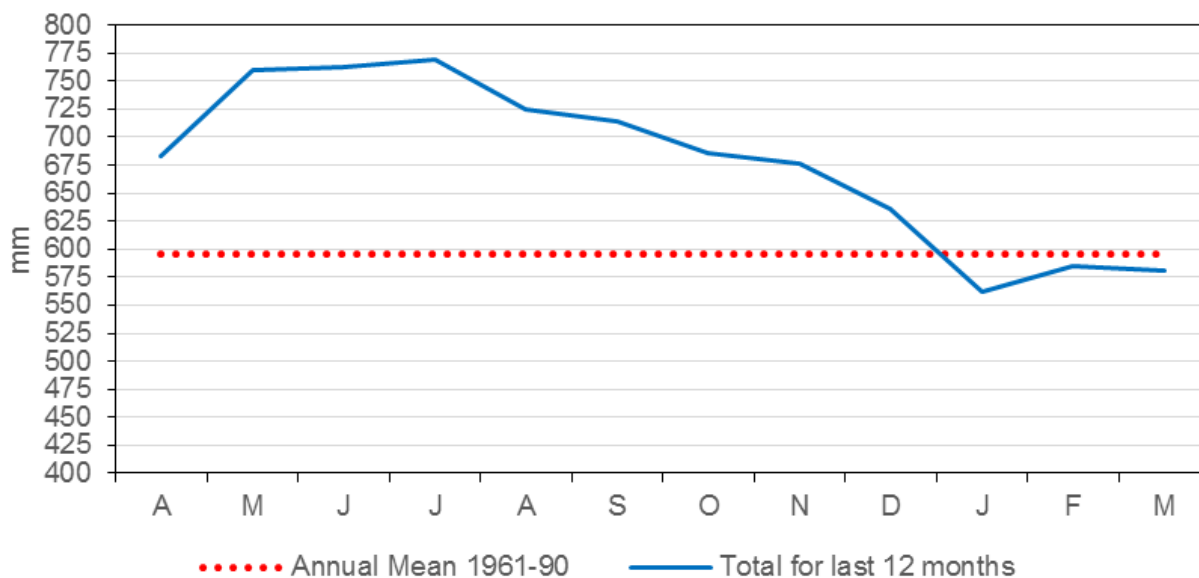
1-Month Period for North Essex



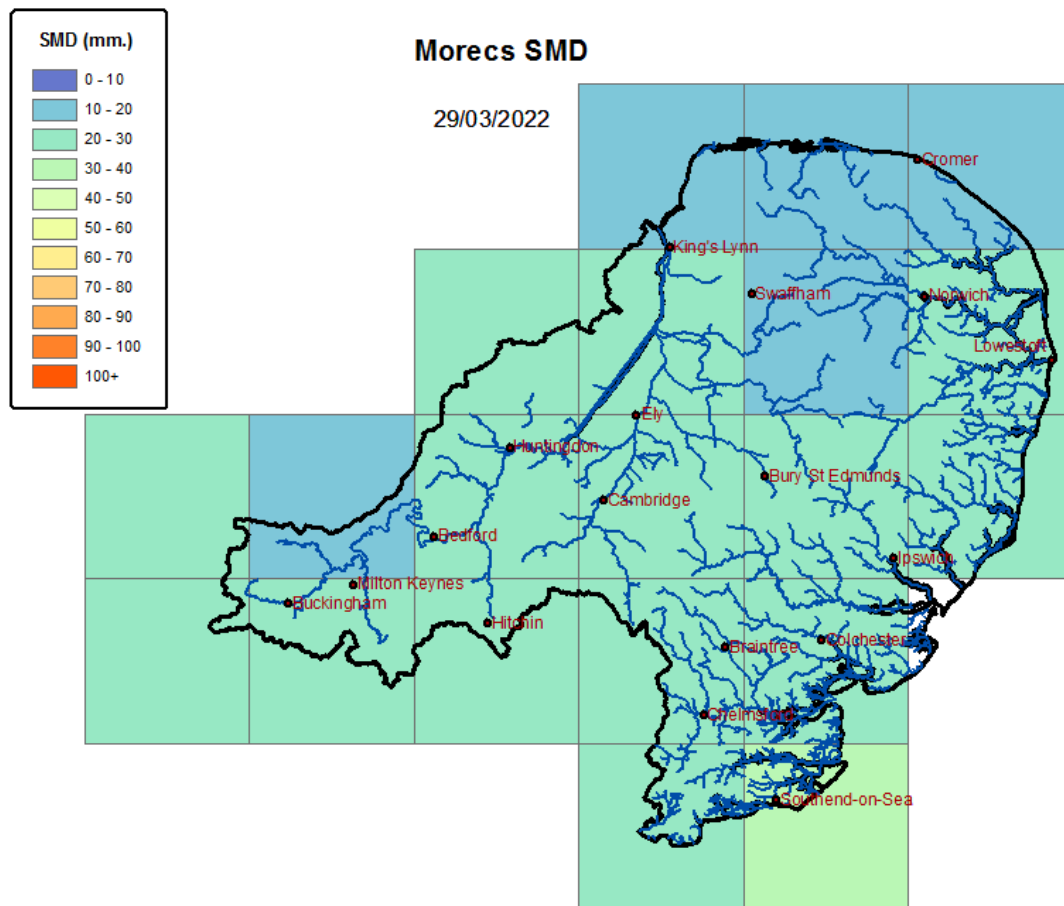
1-Month Period for South Essex



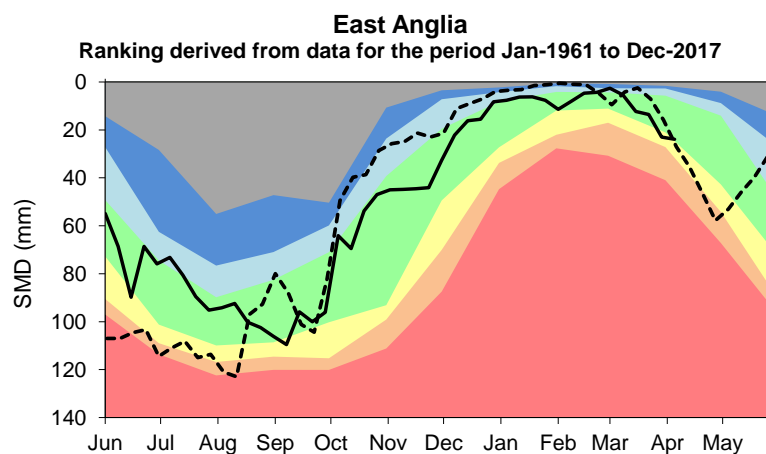
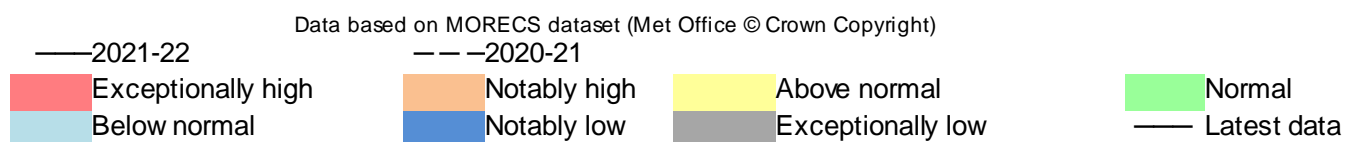
Monthly Rainfall Surplus/Deficit



Soil Moisture Deficit

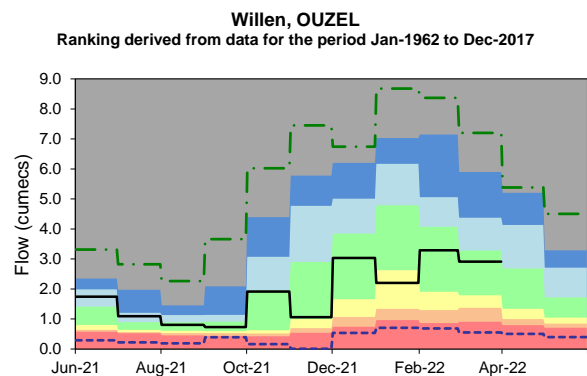
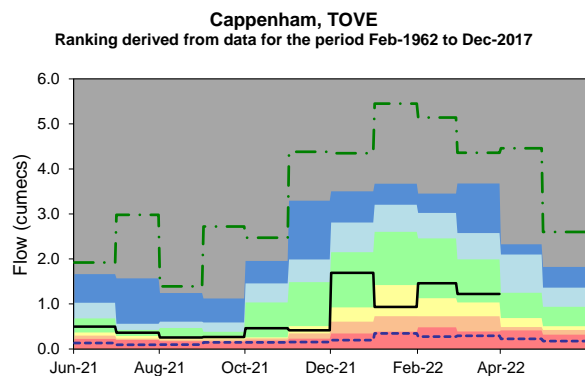
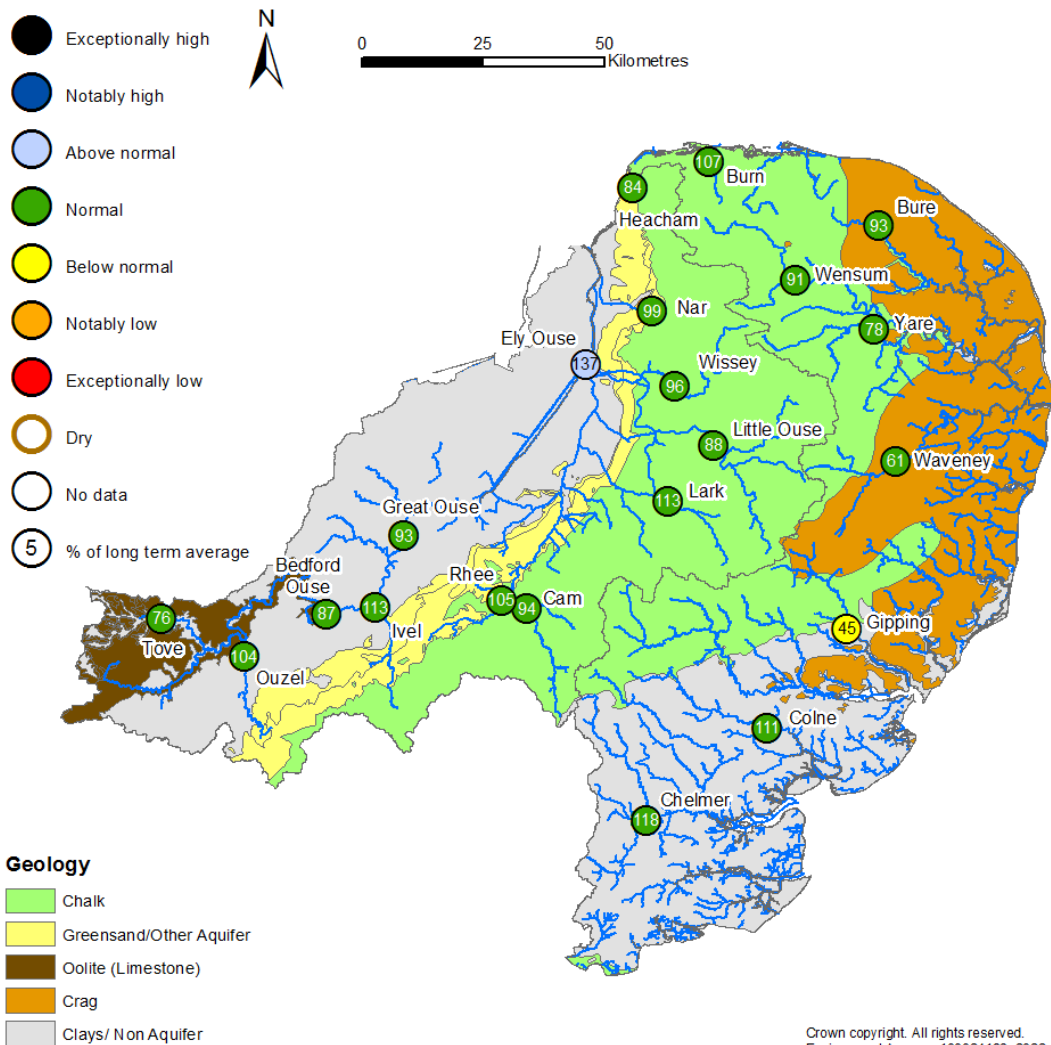


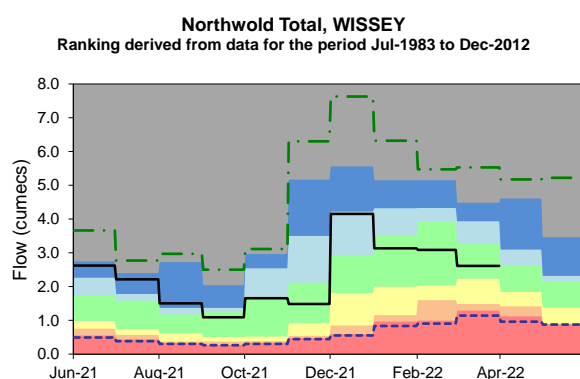
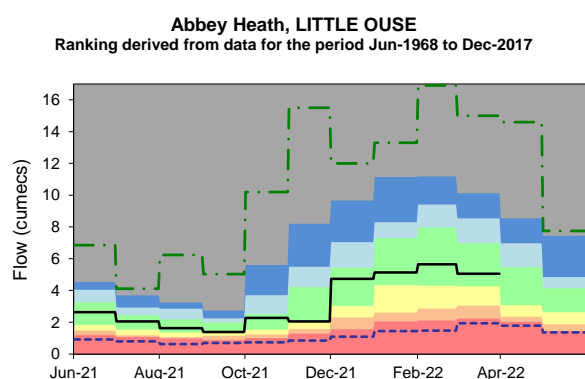
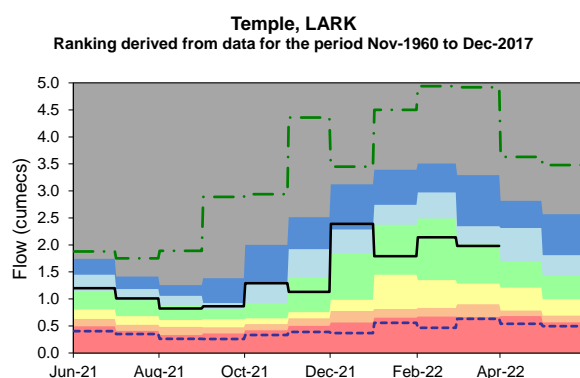
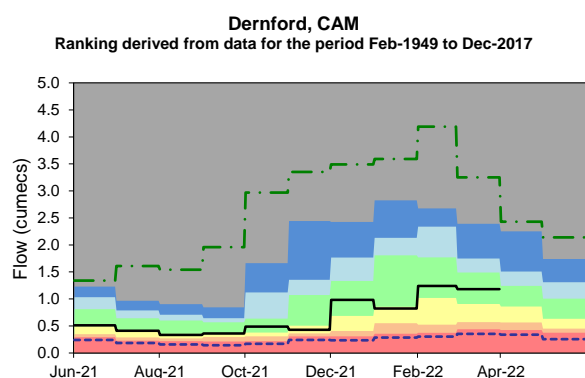
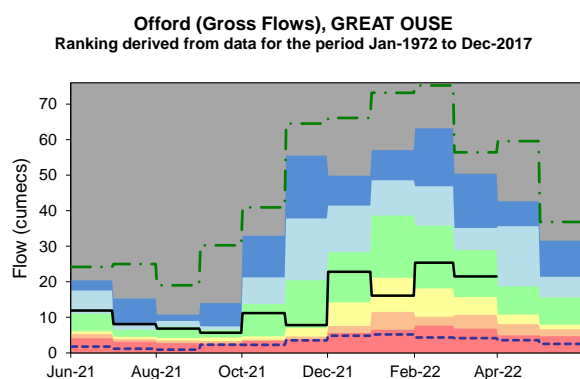
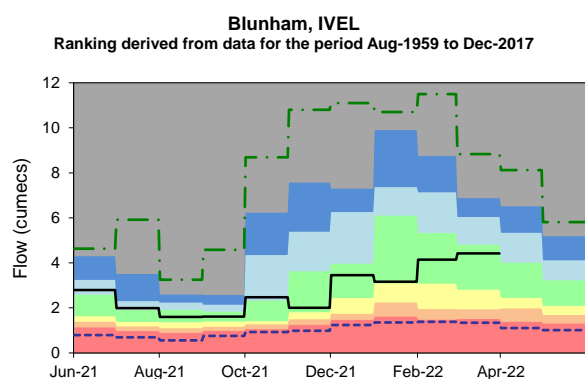
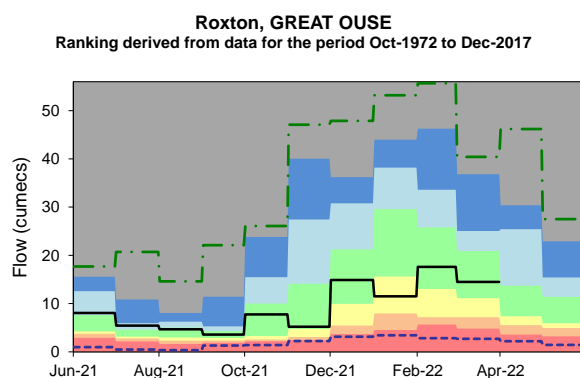
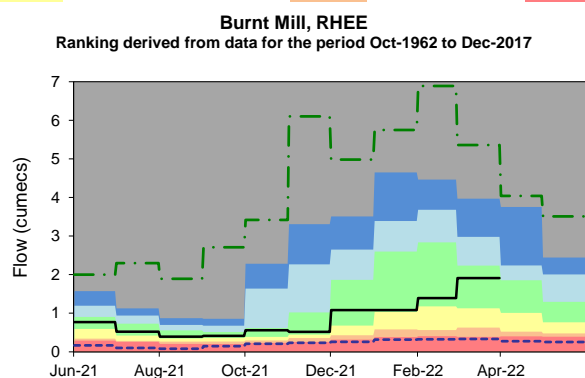
Data based on MORECS (Met Office © Crown Copyright)

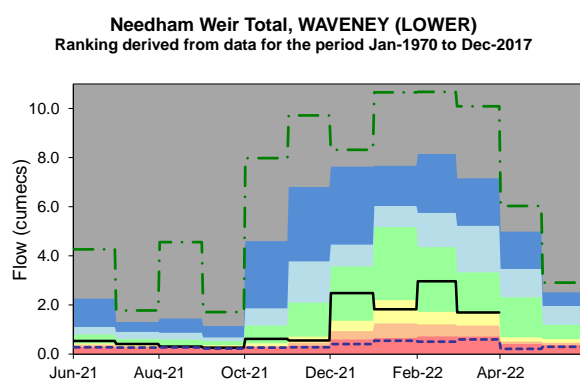
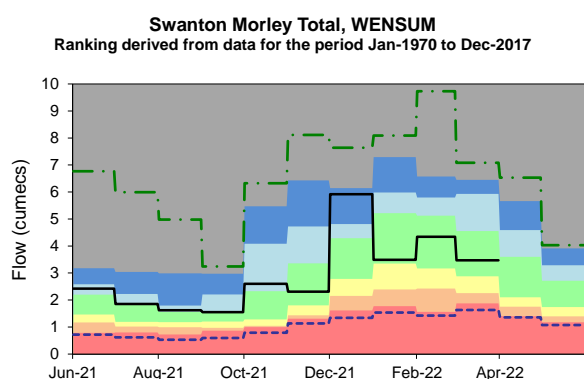
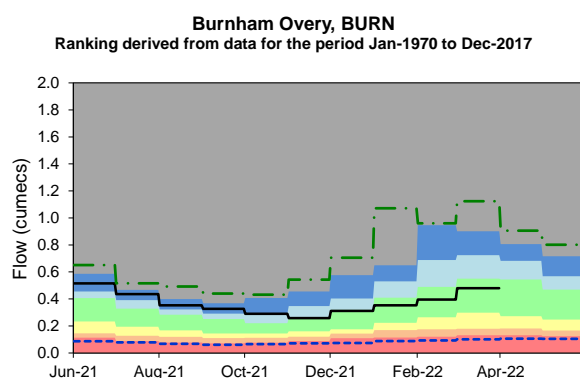
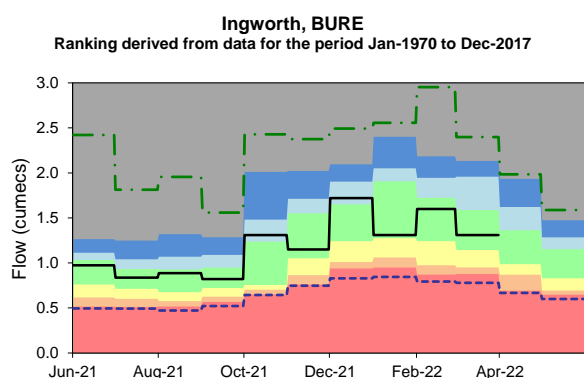
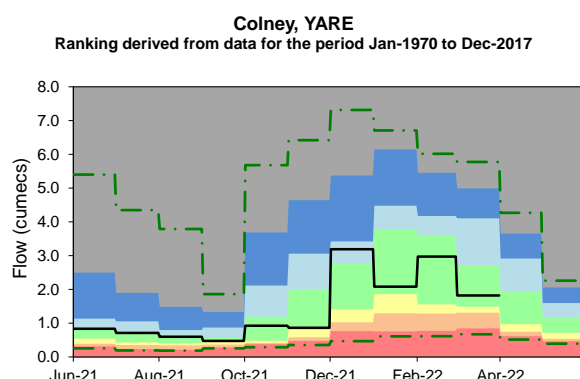
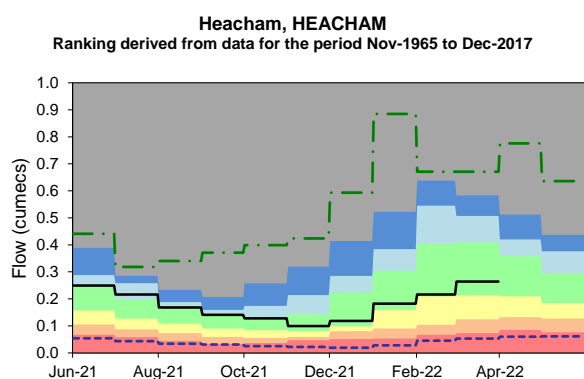
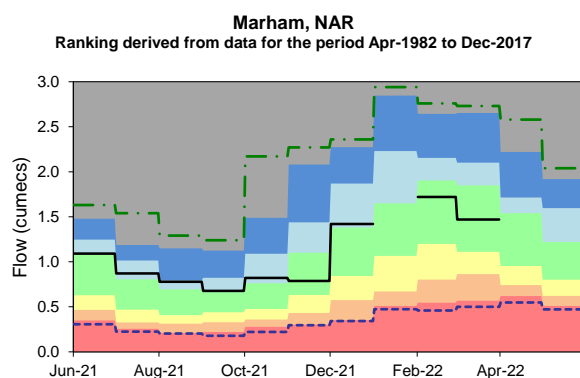
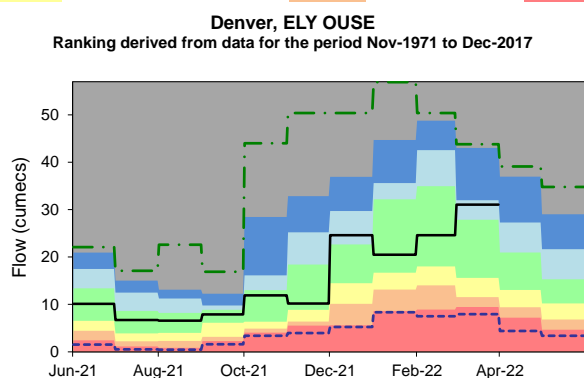


River Flow

March 2022



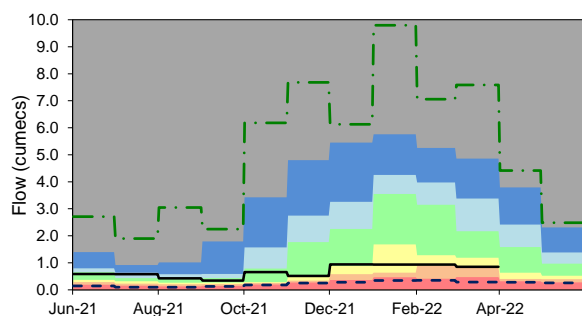






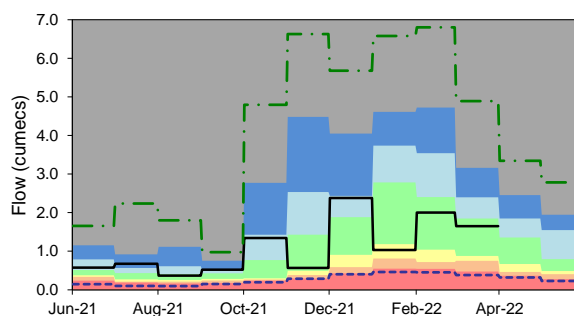
Bramford, GIPPING

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



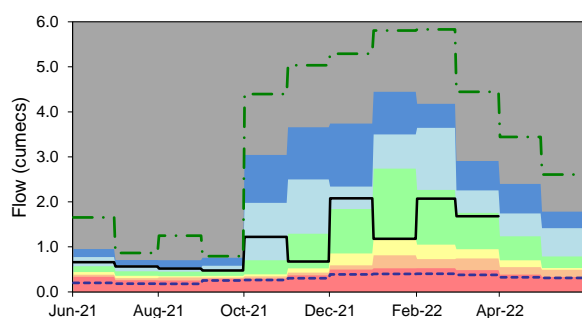
Lexden, COLNE

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



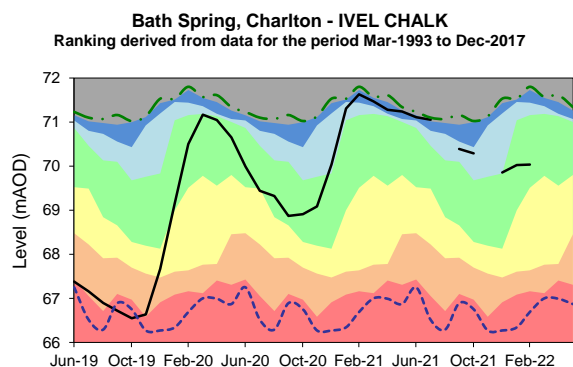
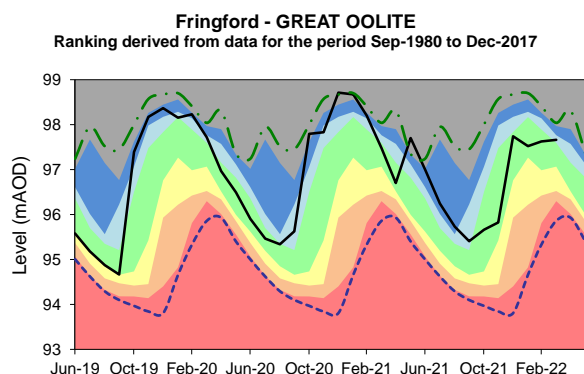
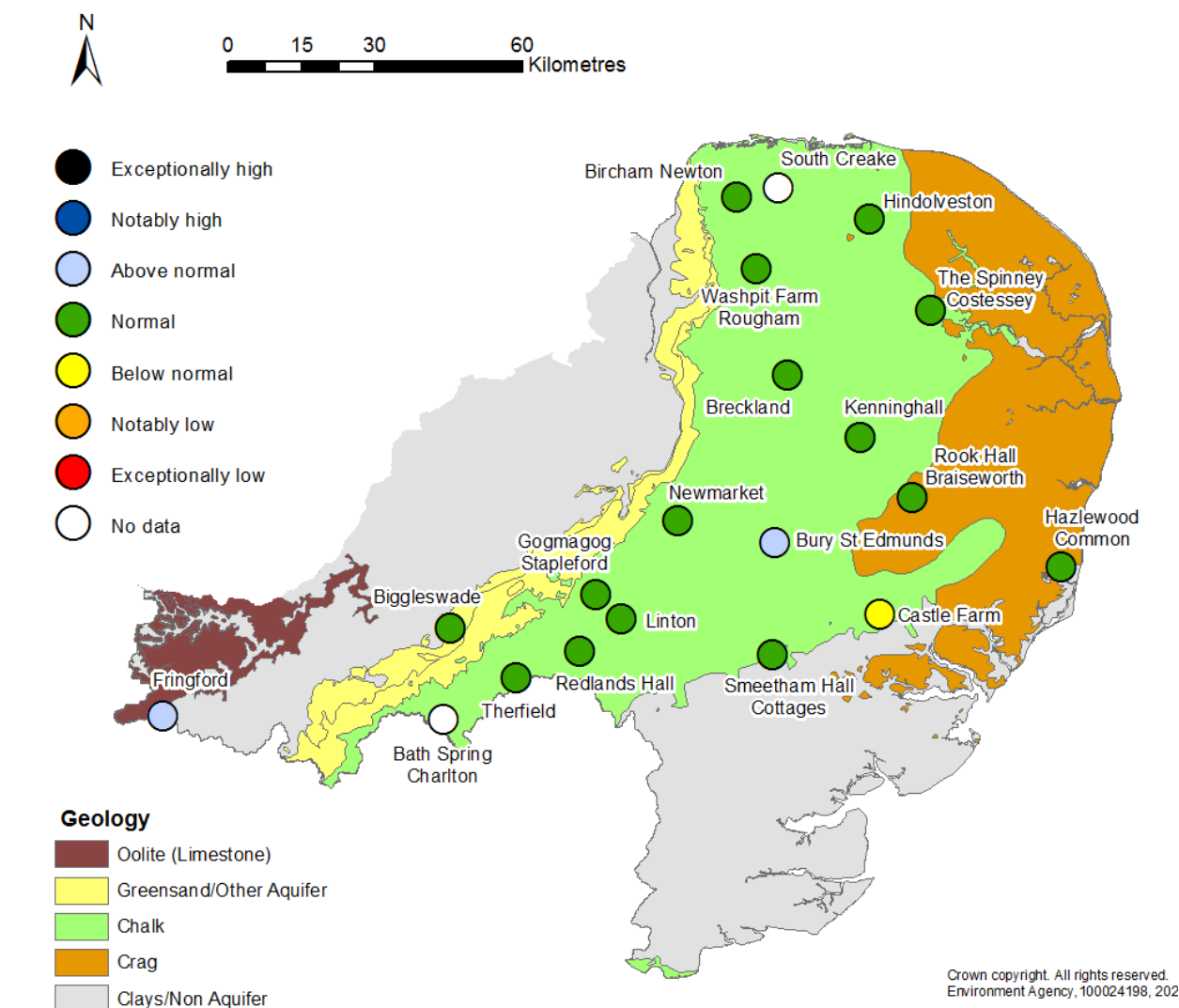
Springfield, CHELMER

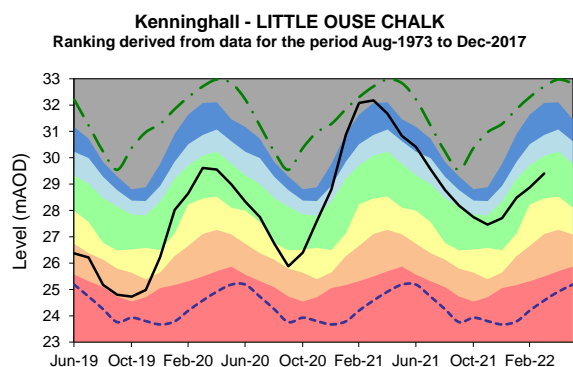
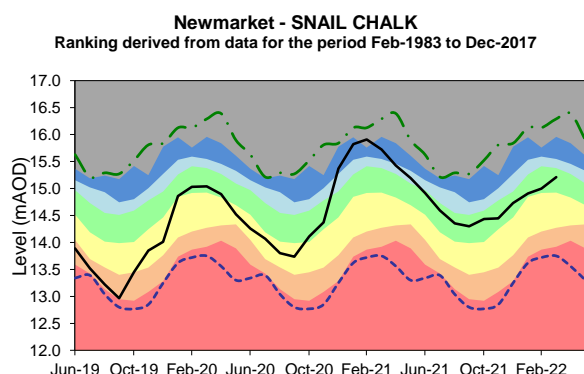
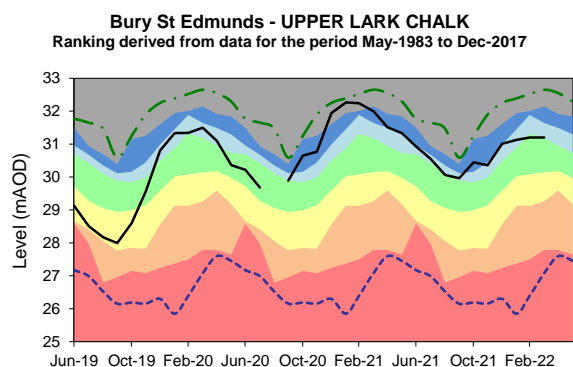
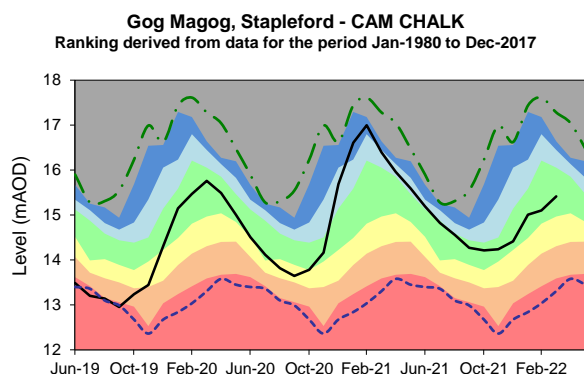
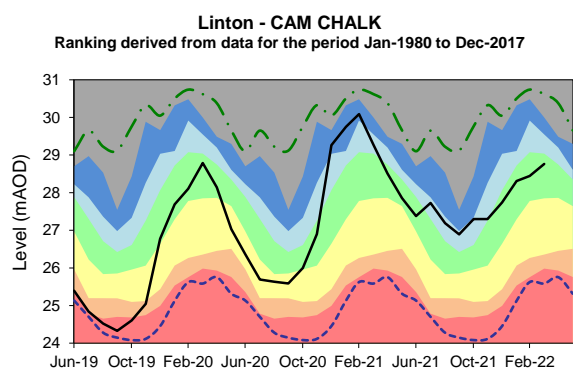
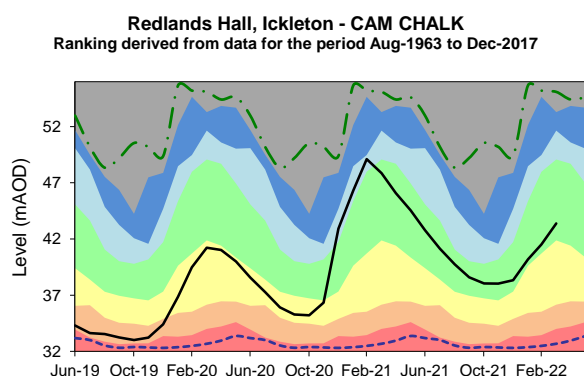
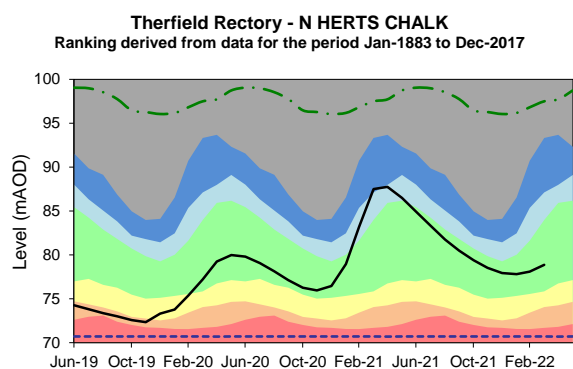
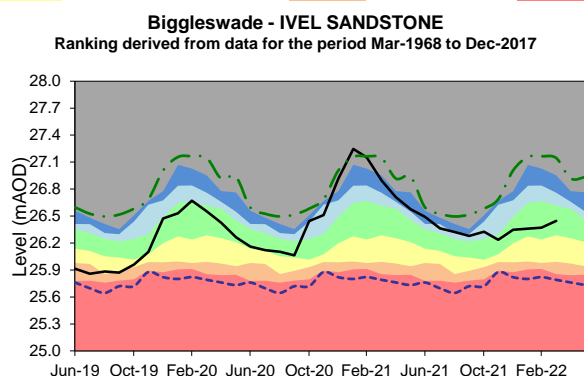
Ranking derived from data for the period Jan-1970 to Dec-2017



Groundwater Levels

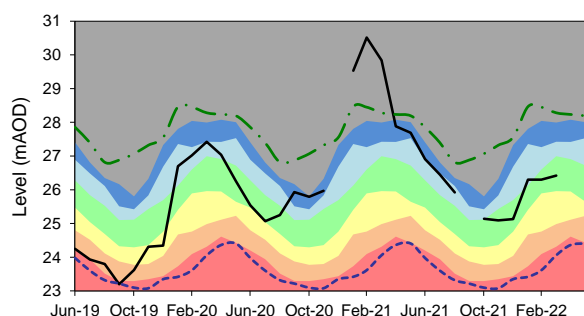
March 2022



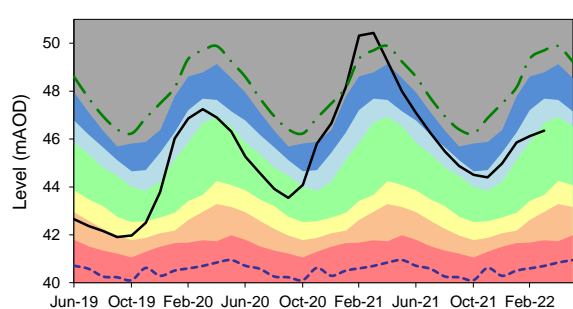




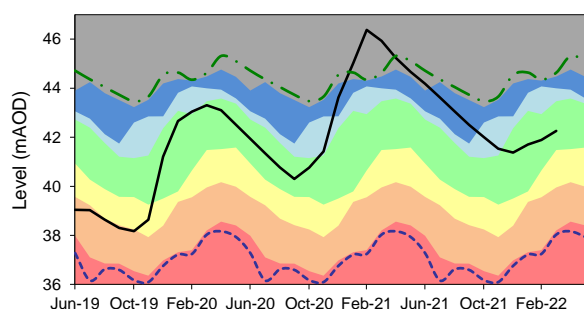
Breckland - WISEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



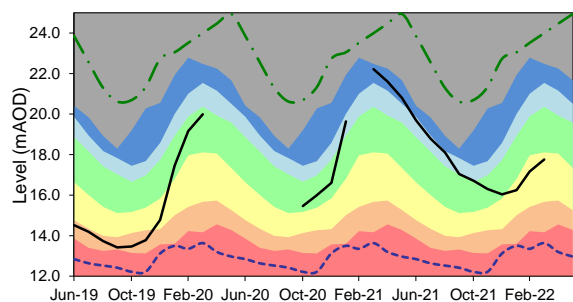
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



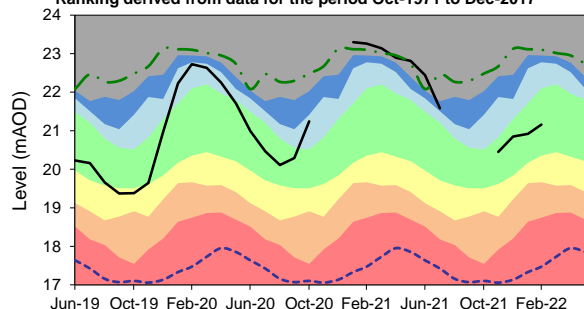
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



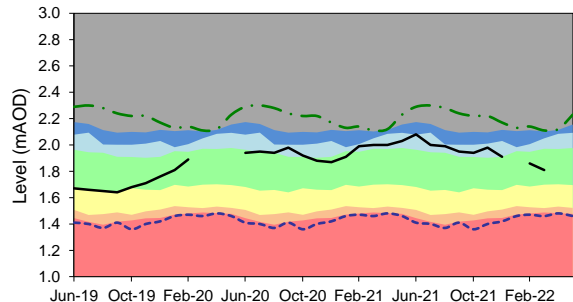
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



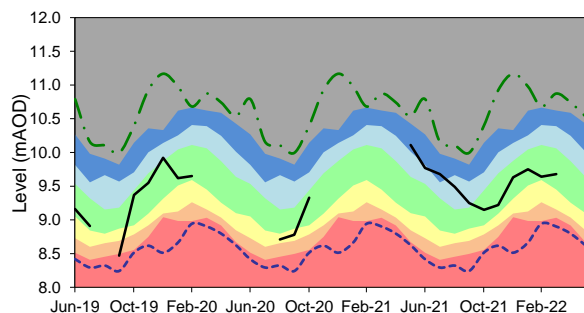
**Old Primary School, South Creake
NW NORFOLK CHALK**
Ranking derived from data for the period Oct-1971 to Dec-2017



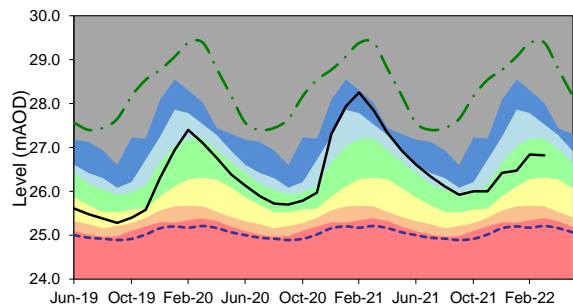
Hazlewood Common, SUFFOLK CRAG
Ranking derived from data for the period Oct-1988 Feb-2020



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

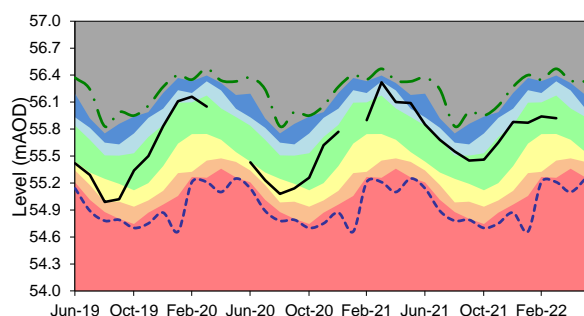


Smeetham Hall Cottages, Bulmer - ESSEX CHALK
Ranking derived from data for the period Jan-1964 to Dec-2017

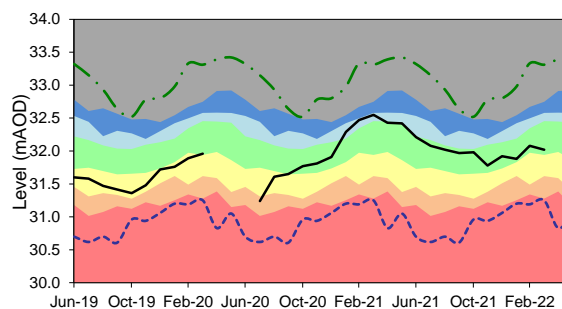




Hindolveston - NORFOLK CHALK
Ranking derived from data for the period Sep-1984 to Nov-2017



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



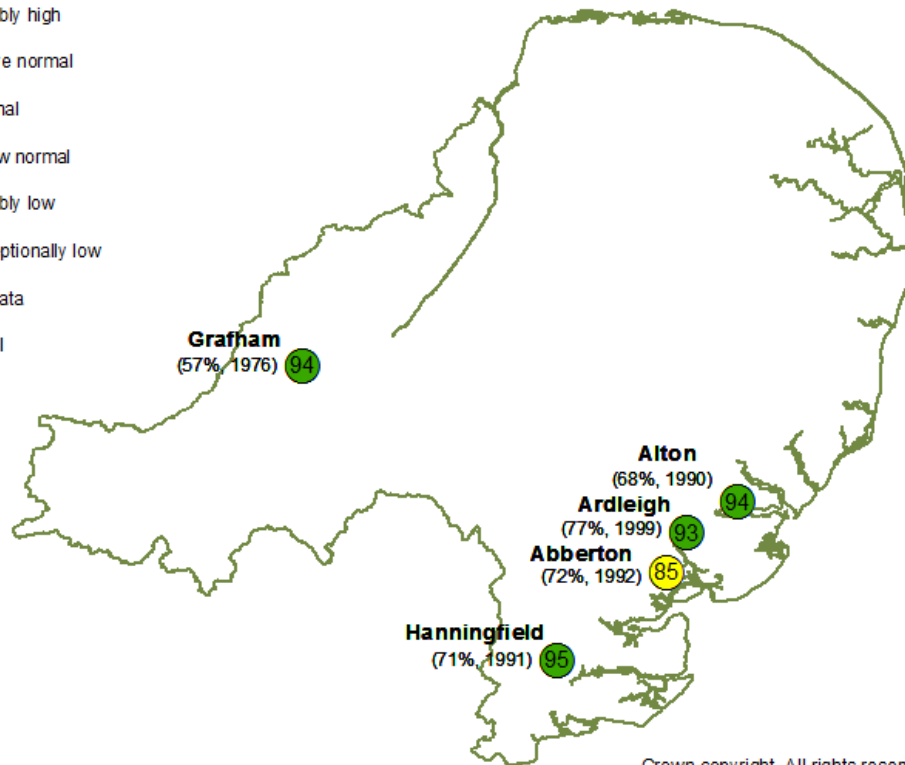
Reservoir Stocks

March 2022

March 2022

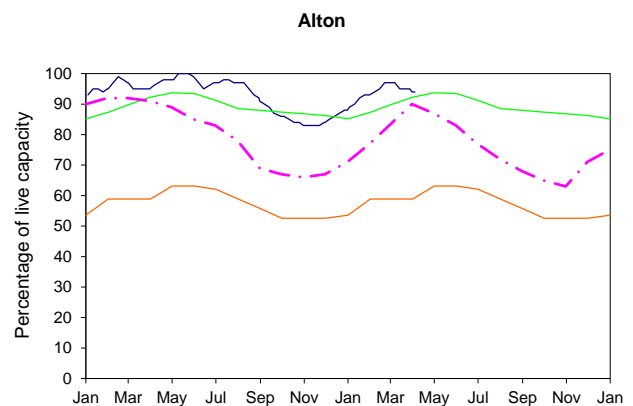
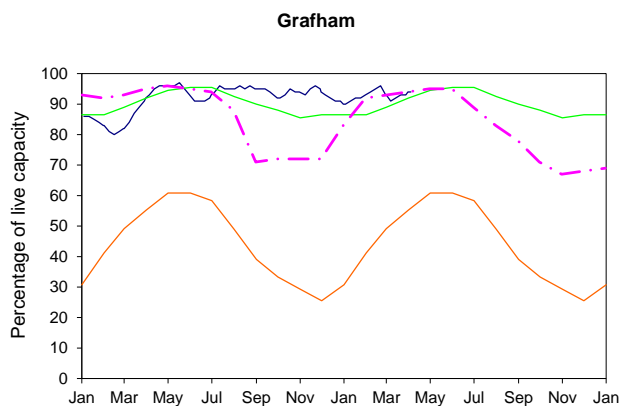
End of month reservoir levels expressed as percentage full.

- Exceptionally high
- Notably high
- Above normal
- Normal
- Below normal
- Notably low
- Exceptionally low
- No data
- 90 % full

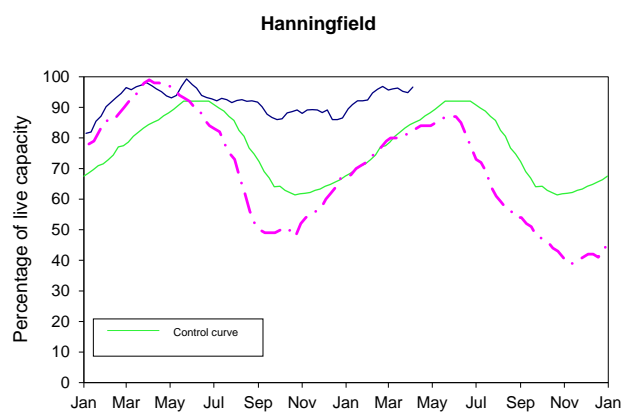
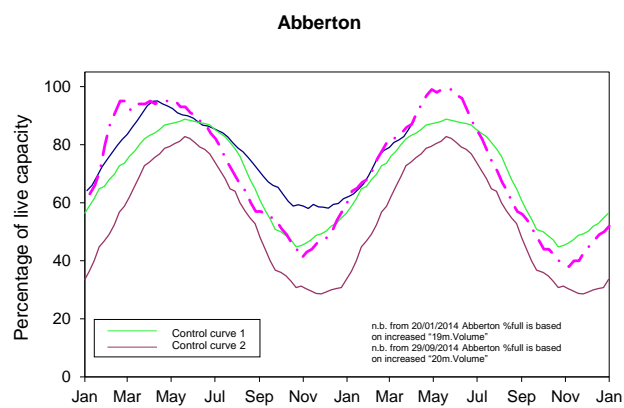
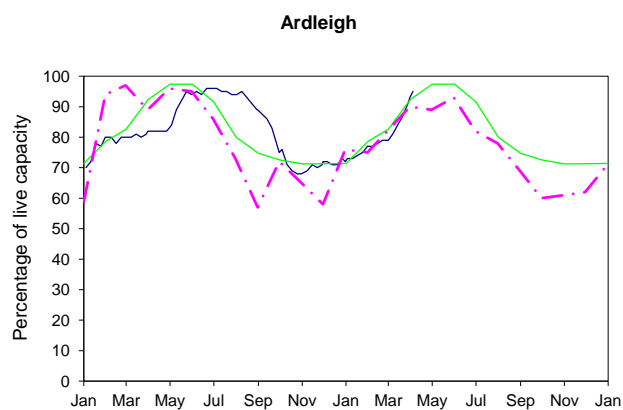


Crown copyright. All rights reserved.
Environment Agency, 100024198, 2022

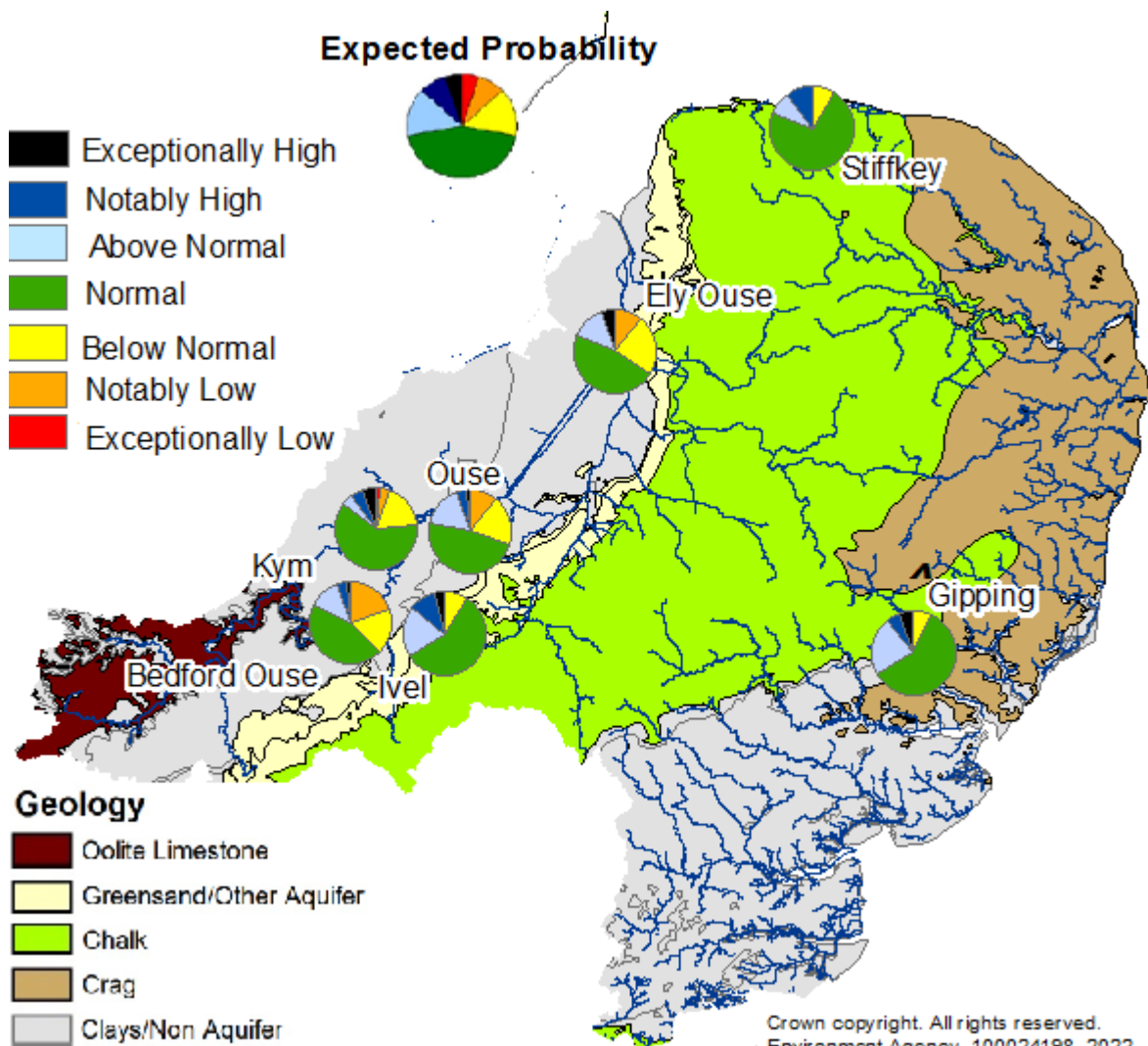
— 2021-2022 — Normal Operating Curve — Drought Alert Curve — 1995-1996



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



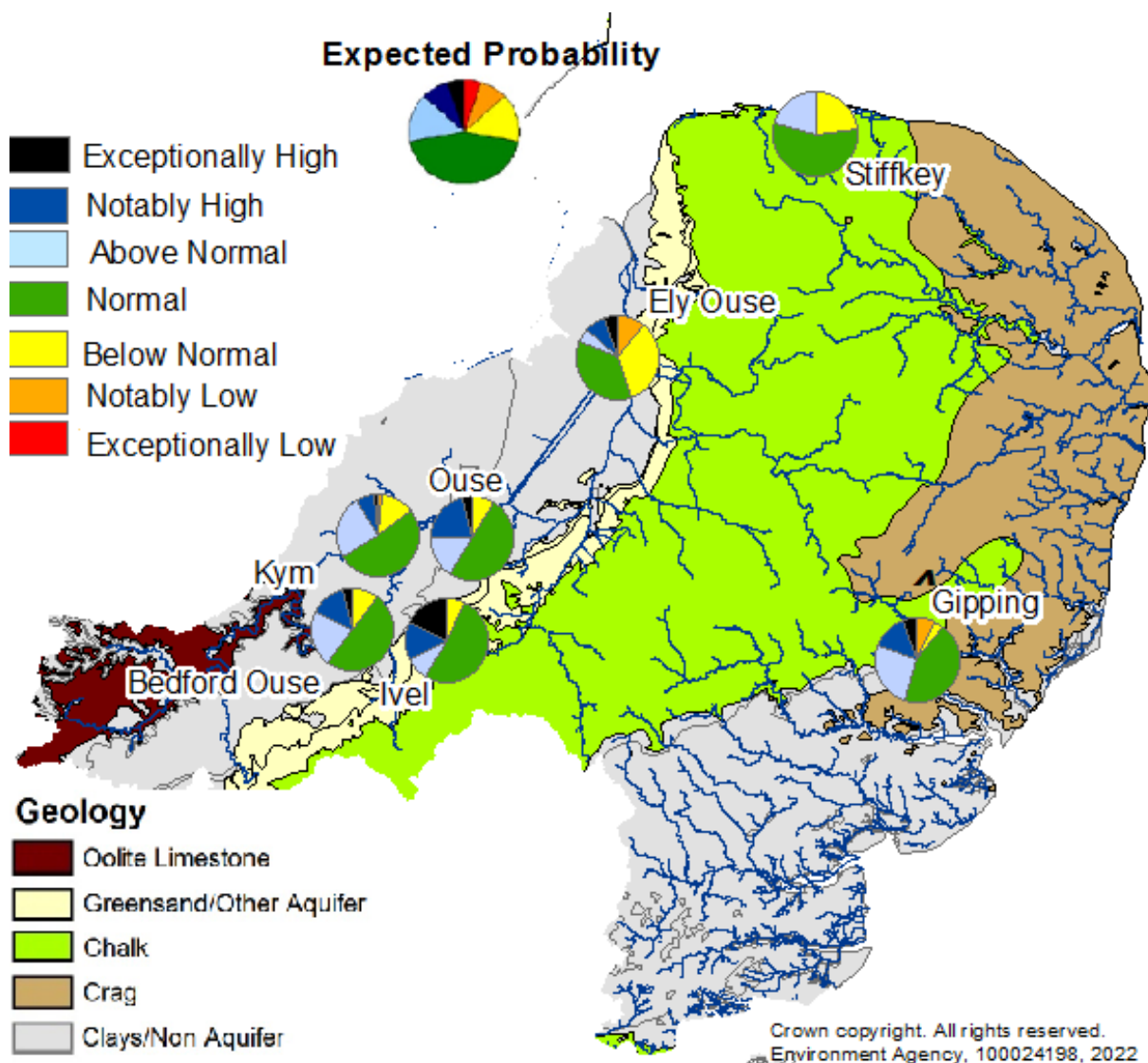
Forward Look – River Flows



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

Probabilistic ensemble projections of river flows at key indicator sites in 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.

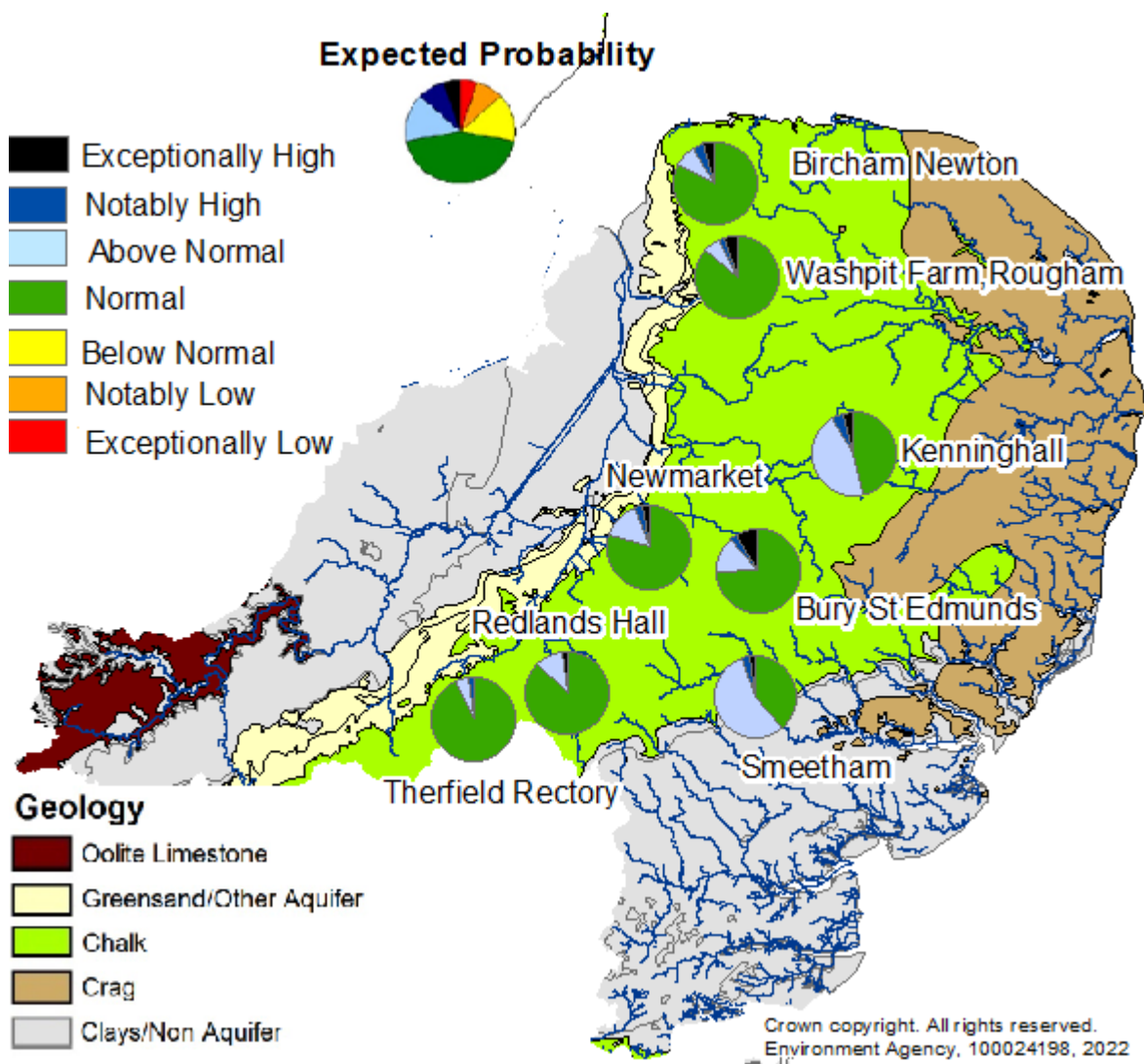
[^] "Naturalised" flows are projected for these sites



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.

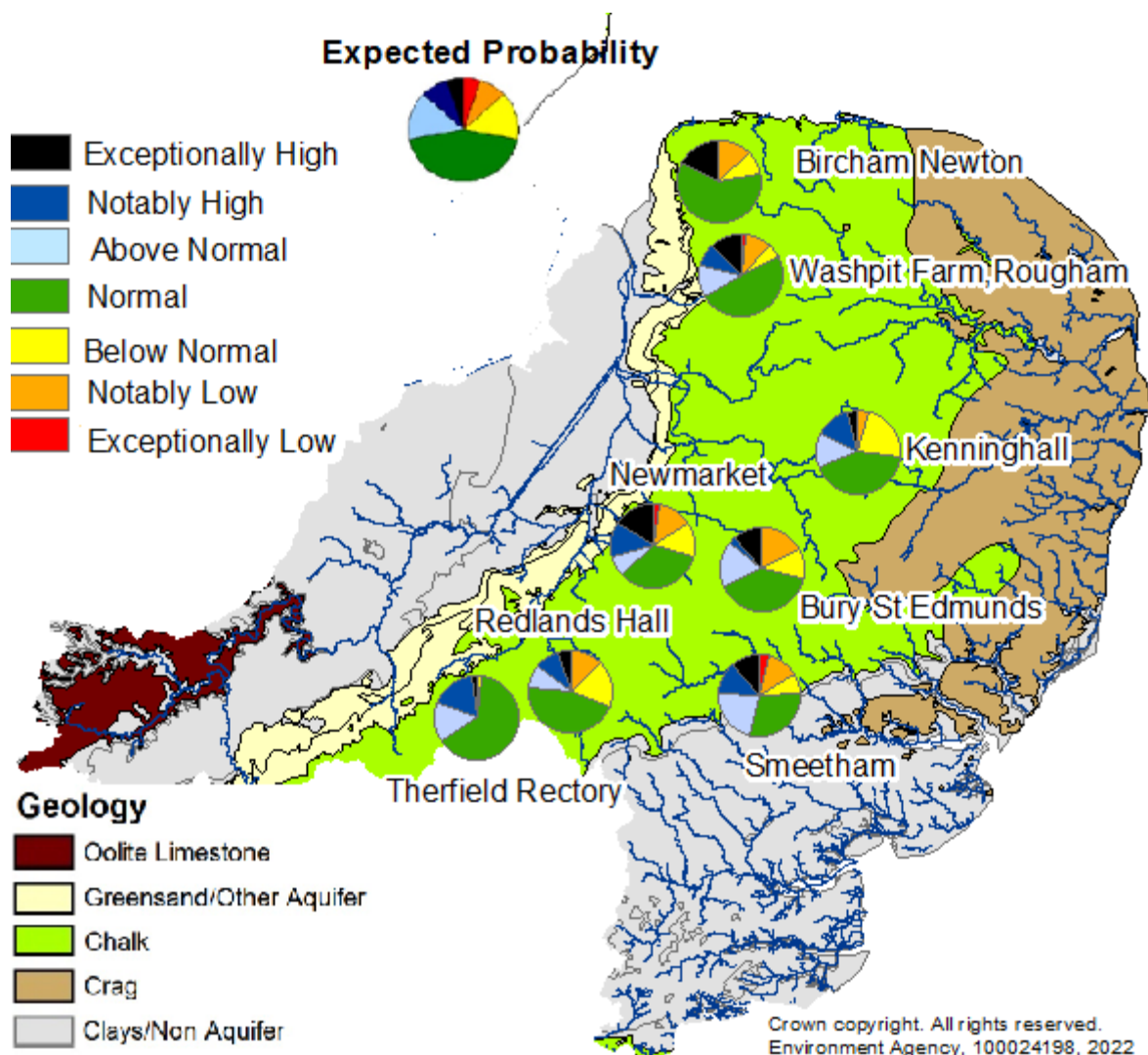
Probabilistic ensemble projections of river flows at key indicator sites in September 2022. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency)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



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 2023. 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.

MELBOURN PARISH COUNCIL

Maintenance Committee : Meeting 21 April 2022

Item: MA196 21c) FWAG email

Dear Parish Clerk,

I work for the Farming & Wildlife Advisory Group, and I am writing to let you know about a funded pond conservation project we are delivering on behalf of Natural England, which may be of interest to both your fellow Parish Councillors and also to your parishioners. You may have previously heard from us regarding the project, and we are delighted to inform you the project is continuing.

Funding is available for restoring old ponds and digging new ponds in certain parts of Cambridgeshire which fall into strategic areas for great crested newts. **Your parish qualifies for this funding as some of the land around the village is deemed to be especially suitable habitat for bolstering and connecting existing populations of this endangered species.** As such, we are seeking landowners who are prepared to dig or restore wildlife ponds on their land.

The project is part of Natural England's District Level Licencing scheme (DLL) - a strategic approach to licensing for great crested newts, which seeks to provide bigger, better and more joined up habitat for this orange-bellied amphibian at a landscape scale. The ponds restored and created under the scheme will not only provide high quality habitat for newts; they will benefit numerous other pond-associated species. Most of the 150 or so pond projects we've delivered under the scheme to date have been fully funded – you can view some of these ponds at our website: www.fwageast.org.uk/ponds

We have written a short article (attached) to explain the scheme to villagers. We would be very grateful if you could email this to your parishioners/ raise it at you next council meeting/ place it in your parish newsletter, so that we can reach other landowners who may have suitable land, for example, local farmers, smallholders, large rural garden owners, land-based businesses, and parish-owned land.

Please feel free to get in touch if you would like to discuss, require any further details or photos to go with the story.

Many thanks for your time and best wishes,

The FWAG East Ponds Team

FWAG East Consultancy Ltd
Church Farm
Maris Lane
Trumpington
Cambridge CB2 9LG

Wildlife Ponds - Funding Available!

Ponds are a cherished part of the parish landscape; familiar historic features found at the heart of most village centres and in the wider countryside. Sadly, due to changes in land use and agricultural practices, the UK has lost around 50% of ponds in the 20th Century. Those remaining are often threatened by pollution. This means the many species of plant and animal that rely on them are also under threat.

Excitingly, funding is now available in certain parts of Cambridgeshire for the restoration and creation of clean water wildlife ponds capable of supporting great crested newts. The funding is part of Natural England's District Level Licencing scheme (DLL), a new strategy for

compensating the loss of newt habitats, which seeks to provide new ponds and bigger, better, more joined-up habitat for this orange-bellied amphibian at a landscape scale.

In Cambridgeshire there is a high demand for such wildlife ponds through the DLL scheme. Most of the 150 or so pond projects we have delivered to date have been fully funded under the scheme. You can view some of these projects at: www.fwageast.org.uk/ponds.

We are seeking local farmers, smallholders, large rural garden owners, land-based businesses and parish-owned land to create and restore more such ponds. If you have a location in mind in your parish, please email ponds@fwageast.org.uk to receive further information or arrange an informal chat. Let's do something brilliant for wildlife!

A recently created farmland pond – Credit J McNaughton, FWAG East



A recently restored parish pond - Credit J McNaughton, FWAG East



A great crested newt – Credit Lucy Jenkins, FWAG East



JOB DETAILS & QUOTATION

DATE: 07th April 2022

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: 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 ===

x1 Post mounted sign - **Non Reflective**

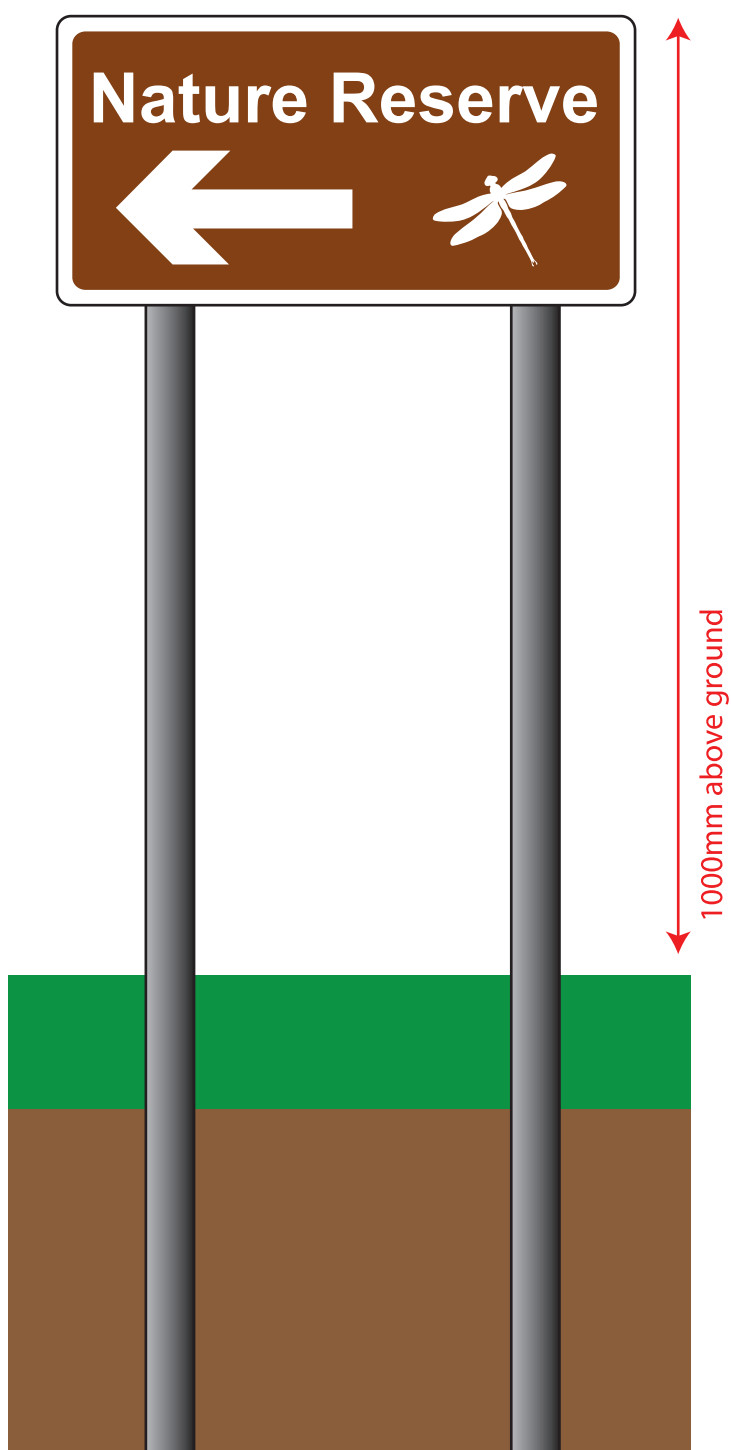
Material: Arlon Self Adhesive vinyl - airflow / 3mm rigid composite board / Grey Powder Coat Sign Posts

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

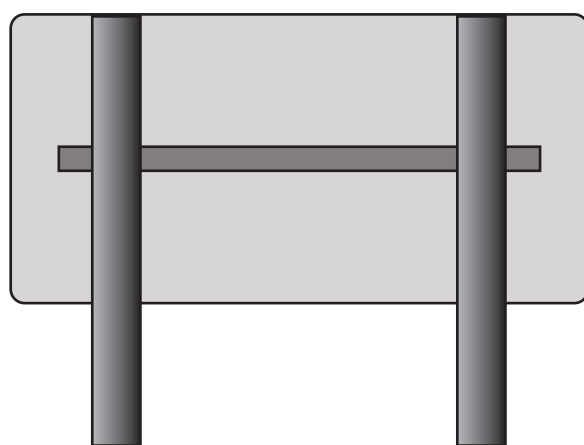
Finish: Graphics printed to face with gloss laminate seal

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
30 High Street, Melbourn
Royston
SG8 6DZ

Date Sent: 31/03/2022

Quote information

Account No: 143
Quote No: 3724
Surveyor: James Cantle
Site Ref No: 614
Order No:

Quotation

Site Address Allotments, The Moor, Melbourn

Item No	Item	Work Description	Value
13b plot	Holly	Reduce height and sides	£150.00

Total Value: £150.00
Vat(20%): £30.00
Total Inc Vat: £180.00

Shire Trees Limited

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

MELBOURN PARISH COUNCIL

C.E. 15-4-22 APPENDIX 3

Area	Monthly Checking Record			NOTES
	Week 1	Week 2	Week 3	Week 4
Moor Play Park	MM 22/3	MM 28/3	S. 4/4	MM 11/4
Village Car Park	MM 22/3	MM 28/3	S. 4/4	MM 11/4
War Memorial	MM 22/3	MM 28/3	S. 4/4	MM 11/4
Littlehands and Access Way	MM 21/3	MM 28/3	S. 4/4	MM 11/4
New Rec. Ground	MM 21/3	MM 28/3	S. 4/4	MM 11/4
Clear Cres. Play Park	MM 22/3	MM 29/3	S. 4/4	S. 12/4
Orchard Road Cemetery	MM 21/3	MM 28/3	S. 4/4	MM 11/4
New Road C/metry	MM 21/3	MM 28/3	S. 4/4	MM 11/4
Old Recreation Ground	MM 22/3		S. 4/4	
Pavilion	MM 22/3		S. 4/4	
Stockbridge M.	MM 22/3		MM 5/4	
Worcester Way	MM 22/3		MM 5/4	
BMX Site (Summer & only if open)	MM 22/3		MM 5/4	

New Sheets. Please.

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	M 21/3		S 24/4		
All Saints' CYard	M 22/3		M 5/4		
Jubilee Orchard	M 21/3		M 5/4		
Fire Engine Shed				M 12/4	
Armingford Cres.				M 11/4	
Beechwood Avenue		S 24/3			
Chalkhill Barrow		S 24/3			
Elm Way		S 24/3			
Millennium Copse		M 28/3			

BRANCH
P125

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	22/3			
		29/3			
		4/4 21			
		11/4			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
04/10/2021	Bowls Club	Multiple attempts to break in to the changing rooms. They have reported to police under ref 35/67543/21.	Resident			Reported to police via 101 online - incident number INT/35/9FBK/5102021
05/10/2021	Pavilion	Broken Window	Warden			SM has obtained quote
12/10/2021	PCSOs visited Hub.	Requested more details re Bowls Club damage. CL has passed on contact details and requested regular patrols in the village.				
15/12/2021	Medcalf Way / Palmers Way cnr	Resident reported noise from young people gathering on the bench. Also noted drug use. CL advised that all incidents should be reported to the police.	Resident			
17/01/2022	Orchard Road Cemetery	Further reports of gatherings in the cemetery including noise and drug use.				CL reported to police via 101 (ref BOS-1591-22-3535-B20) and also emailed PCSOs. Resident requested to report every incident via 101 and also to let the parish office know so that we can follow up. Email from PCSO to say she has visited the resident. Those involved have been identified and will be spoken to via MVC
13/02/2022	Moat Lane	Property eggs by youths. CCTV images captured and incident reported to police via 101	Resident			Incident number BOS-4301-22-3535-B20. CL reported to 101 and directly with PCSOs (14/2/22)
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.
28/03/2022	Notice board near Hub	graffiti drawn on notice board with marker pen.	SM			Wardens removed the graffiti
18/04/2022	Orchard Road Cemetery	Report of a group of youths hanging out in Orchard Road Cemetery making noise and causing a disturbance	Resident			Reported to PCSO by CL and requested patrols. Resident has requested for the cemetery gates to be locked at night.

Claire Littlewood
Melbourn Parish Council
30 High Street
Melbourn
Herts SG8 6DZ

QUOTE 29189
01 February 2022

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Carpark Workshop - Carry out repairs to the external bulk head LED light fitting - Replace one PIR and convector heater	465.00	20%	465.00
1	Pavilion Defibrillator - Mount the defibrillator and install a supply to it	365.00	20%	365.00
1	Orchard Surgery Defibrillator - Mount the defibrillator and install a supply between the existing twin sockets within the dispensary	255.00	20%	255.00
Net Total				1,085.00
VAT				217.00
GBP Total				£1,302.00

Other Information

Company Registration Number: 4944876

Claire Littlewood
Melbourn Parish Council
30 High Street
Melbourn
Herts SG8 6DZ

QUOTE 29305
12 April 2022

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	- Replace the meter tails between the isolator within the meter box and the distribution board with 25mm	145.00	20%	145.00
Net Total				145.00
VAT				29.00
GBP Total				£174.00

Other Information

Company Registration Number: 4944876

QUOTE

Billing Address

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

Service Address

Littlehands Nursery
Littlehands Nursery School
The Moor, Melbourn
Hertfordshire
SG86ED

Quote Date

13 April 2022

Quote Number

8812

**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 - Little Hands Legionella Risk Assessment Review + Legionella Sample

Product Code	Description	Quantity	Unit Sell	Amount
	Melbourne Parish Council - Little Hands Legionella Risk Assessment Review + 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
MELBOURN PLAY PARKS WORKING PARTY**

**Notes of the meeting of the Melbourn Play Park Working Party
held on Tuesday, 5th 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 (via zoom), Rhys Westcott

1 To receive any apologies for absence

Apologies received from Cllr Hart

2 To accept the notes of the Meeting held on 7 March 2022

Notes were accepted

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

Sm reported that HAGS have responded to the suggested improvements, based on comments from the public consultation.

4 To discuss HAGS's response to comments from the public consultation

The working party liked the changes that HAGS have made, based on the feedback from the public consultation. The tunnel and slide make good use of the mound. The number of swings could not be increased. However a member has recently used this type of swing and notes the "tango" swing can be used by a parents and young child (around 18 months).

The enlarge trampoline was noted as an improved feature of the design.

It was noted these changes have led to a price increase.

The working party are happy with Revision 2 including the tunnel for the quoted price of £102,549.85.

5 To discuss the budget and contingency need for the project

(Cllr Kilmurray joined the meeting)

It was noted that there is £105,000 of S106 monies available. Also the RFO had informed SM that there is an additional £4,000 in S106, but MPC will need to vote on what this money will be allocated for.

ACTION: SM to check when MPC voted to allocate £105,000 of S106 monies to the Moor Play Park refurbishment project.

HAGS have stated that, beyond unexpected circumstances arising once on site, the price is fixed, however T&Cs should be referred to in full.

To limit the chance of issues arising, HAGS should be made aware of the location of the drains in the play park. Also HAGS should quote for the cost of drainage works, if needed, when installing the trampoline and roundabout. Based on the quote for possible drainage works, the Parish Office will be able to determine an appropriate contingency.

ACTION: SM to send map of drains to HAGS to check that they will not be an issue when installing equipment.

SM to request a quote for drainage work, if needed, from HAGS.

SM to seek advice from referees in HAGS tender regarding contingency and working with HAGs during the project.

HAGS will hold the price for 60 days from 31st March. The full council meeting on 25th April is with the 60 days.

6 To discuss how to progress to the next stage of the project

SM will circulate the response from HAGS regarding the possible need for drainage works, and if the drains will be an issue during the project. Providing the work is within budget and HAGS' response is acceptable, the working party will give their final decision on the project.

Following confirmation that the working party are happy to proceed, there will be an agenda item to approve HAGS' revised design and quotation at the next full council meeting on 25th April 2022.

ACTION: SM to write holding letters to Wicksteed and Playground Facilities advising a decision should be made on 25th April.

SM to put together comprehensive supporting documents for meeting on 25th April, explaining that the working party's decision has been largely influenced by the public consultation.

7 To accept notices and matters for the future agendas

The chair expressed thanks to the public members of the working party for their contribution and hard work. It is unlikely that there will be another meeting soon, but there may be a need to have a meeting to plan an opening event when the play park is complete.

8 To note date of next meeting

If needed, SM to circulate a date.

End of Meeting: 20:10