

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Wednesday, 18 May 2022 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

In attendance: Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk), Keith Rudge (Warden), Peter Bradley (RSPB)

MA001/22 To receive nominations to elect a Chair of the Maintenance Committee

Cllr Travis was nominated as Chair of the Maintenance Committee. No other nominations were received.

It was:

RESOLVED to accept the nomination of Cllr Travis as Chair.

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

MA002/22 To receive nominations to elect a Vice Chair of the Maintenance Committee

Cllr Clark was nominated as Vice Chair of the Maintenance Committee. No other nominations were received.

It was:

RESOLVED to accept the nomination of Cllr Clark as Vice Chair.

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

MA003/22 To receive and approve apologies for absence

Apologies had been noted from Maureen and Les Brierley and Steve Pitman.

MA004/22 To receive any Declarations of Interest and Dispensations

None received.

MA005/22 To approve the minutes of the Maintenance Committee Meeting held on 21 April 2022

It was:

RESOLVED to approve the minutes of the Maintenance Committee meeting on 21 April 2022 as an accurate record.

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

MA006/22 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 none in attendance.

MA007/22 Finance Matters:

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

Due to year end, there was no finance report available.

MA008/22 Conservation Matters:

- a) To welcome representatives from RSPB and to receive an update on current projects

Chair welcomed Peter Bradley, Senior Site Manager, RSPB Fowlmere. Mr Bradley updated the committee on recent projects and activities. Ian Weller the new warden is involved with managing habitats. Reported that a new boardwalk has been installed. Cattle have been introduced to the reserve with 'no fence grazing'. Wildlife is doing well with the exception of turtle doves (this is a widespread problem). Currently recruiting volunteers for the welcome hut. Noted concerns over river levels. EA currently pumping water in. Ongoing project to reprofile ditches. Hoping to install a dry composting toilet later in the year. Mr Bradley extended an invitation for councillors to visit the reserve to meet the new warden. It was suggested that Mr Bradley might also visit Stockbridge Meadows.
ACTION: Clerk to contact to arrange follow up site meetings.

Chair thanked Mr Bradley for taking the time to update the meeting.

- b) To receive the EA Monthly situation report for April 2022

..... Dated

The report was received.

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

There was no representative in attendance. Noted that criteria for FWAG pond project has been forwarded on to RMRG to see if the suggested location in Stockbridge Meadows is suitable. Noted that the suggestion of Back Lane does not appear to be suitable.

- d) To consider approving design of a no littering sign to be displayed along the River Mel

Cllr Barnes was thanked for her work on designing a very attractive poster. A member queried where the posters would be displayed. If in Melwood, then permission from Meldreth Parish Council should be sought. Queries also raised with regard to printing and contact details to be included on the poster.

ACTIONS:

- Clerk to contact Meldreth Parish Council to seek permission to put signs up.
- Clerk to get quotes for producing A4 metal signs to be installed on posts.
- Clerk to check with RMRG where (and how many) signs should be displayed.

- e) To receive any other updates and consider actions

There was nothing further to report.

MA009/22 Stockbridge Meadows

- a) To consider various maintenance issues reported

A resident had reported rabbit holes on the pathway. Noted that the wardens fill holes when noted on inspections. However, this is a wildlife area and visitors should take care when visiting.

- b) To receive any other updates and consider actions

Noted that contractors carried out selective weed spraying around new memorial bench. Wardens are cutting weekly to prevent nettle growth.

MA010/22 Stockbridge Meadows Boardwalk Project

- a) To receive an update on tender responses

Deadline for tenders 20 May. Further report to be available once tenders have been opened.

- b) To receive any updates and consider actions

A member suggested asking Peter Bradley, RSPB for some guidance on the cost of materials for their boardwalk replacement. This information could be useful when considering tenders. **ACTION:** Clerk to contact Peter Bradley.

MA011/22 Allotment Matters:

- a) To receive any updates and consider actions

Noted that Chair of the Allotment Association hopes to attend the June meeting. Plot inspections are now being carried out regularly. Noted that asbestos type material has been discovered on two plots. Suggested that any quote should be circulated for email decision rather than wait for the next Maintenance meeting. **ACTION:** Assistant to Clerk to arrange for Cambridge Asbestos to visit site and quote for removal.

Noted that reports of groups gathering in the old orchard behind the allotments had been received.

ACTION: Assistant to Clerk to report to police via 101.

MA012/22 Governance Matters:

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

The reports were received. **ACTION:** Cllr Barley and Cllr Alexander to arrange to accompany Keith Rudge on a routine weekly inspection.

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

The report was noted. PC Lynch recently visited the office. Has arranged Coffee with a Cop at the Hub on 22 June at 10.30. Information to be shared widely.

A member noted disturbances on The Moor playpark and suggested that the gates should be secured at 20:00 to prevent access to the area. Discussion with regard to need for people to have access to the playpark in the evenings as the area is intended for use by children under 11. Signage indicates

playpark has specified opening times. Further incidents to be monitored and recorded. **ACTION:** Assistant to Clerk contact other local parish councils to see what their policy on access to playpark is.

- c) To consider a request to place a skip on Rose Lane

Concern with noted with regard to damage to the verge, obstruction of sight lines for motorists, access by skip lorry on delivery and collection.

It was:

RESOLVED to advise the resident that permission to site a skip on the verge adjacent to their property was not granted.

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

- d) To consider suggested locations for a small appliance bin

District Council have indicated that our suggested location is not suitable and has suggested alternative locations. Noted that there may be some funding available to adapt an area to meet criteria. Concern was noted that fly tipping may occur. District Council will provide information to the public on what may be disposed of and will arrange for any items fly tipped to be collected.

ACTIONS: Clerk to advise SCDC that, if they are prepared to cover the cost of making the grassed area suitable (ie concrete base and dropped kerb), the small appliance bin could be positioned there for the three month trial.

- e) To receive an update with regard to the Daily Mile

Launch of the initiative scheduled for 14 June. Distance markers and other signage have been delivered. Concern noted that the markers are not robust, will quickly become damaged/broken and that installation would not proceed unless this aspect could be improved. **ACTION:** Clerk to contact organisers to express concerns and request more robust signage and posts for installation.

- f) To receive any other updates and consider actions

MA013/22 Cemetery Matters:

- a) To receive an update on maintenance required at New Road Cemetery

Report on wardens inspection was noted. Trees will be ordered for planting in the autumn. Concern was raised that the mound requires cutting and weed spraying. No further action on replacement of wooden edging on the path to the mound. **ACTION:** Clerk to check that cuts on the mound are being carried out in accordance with the schedule in the contract. Also to chase up quote for emptying soil store.

- b) To receive any other updates and consider actions

Noted that a request has reported people gathering in the cemetery and has requested pedestrian gates to be secured overnight. Committee was disinclined to approve the request.

MA014/22 Village Maintenance Matters:

- a) To consider and discuss the RoSPA inspector's report for play equipment

Summary of the inspector's report was considered. Noted there would be no inspection of The Moor due to pending refit.

ACTIONS:

- Wardens to carry out minor repairs.
- Assistant to Clerk to obtain quotes for other repairs.

- b) To consider approving additional 'no dogs' signs at various locations

ACTION: Assistant to Clerk to request Unlimited Logos to produce signs with fixing brackets.

It was:

RESOLVED to approve expenditure up to £150 for 4 signs.

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

- c) To consider a request from District Council for tree watering volunteers

Noted that there are various young trees in the village that will require watering over the summer.

ACTION: Clerk to contact local resident to see if they can help with watering new tree to be planted at Clear Crescent.

- d) To receive an update with regard to emergency entrance at the New Rec

Noted that groove have been filled with hardcore as a temporary measure. Quotes being sought to progress more permanent repair and reconfiguring downpipe.

- e) To receive any other updates and consider actions

Warden extended an invitation to new cllrs to take a tour of the village. Various complaints with regard to some verges was noted. These do not appear to be included in grass cutting contract.
ACTION: Clerk to ascertain who is responsible.

Item to be included on June agenda to discuss reconfiguring layout of existing bench and installation of Jubilee bench at 83 High Street.

MA015/22 Worcester Way

- a) To consider and discuss a request with regard to the open space

Request has been received to make more of the open space. **ACTION:** Clerk to write to residents of adjacent roads to seek views on what they would like to see on the open space.

- b) To receive an update on damage to the fence at Worcester Way

ACTION: Wardens to inspect fence to see what repairs have been made, once the area has been cleared.

- c) To consider a quotation to clear debris from woodland behind Worcester Way

It was:

RESOLVED to accept the quote from Steve Coken in the sum of £520 to clear the area behind the fence with Worcester Way.

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

ACTION: Clerk to write to residents advising once the area has been cleared.

MA016/22 Pavilion Matters:

- a) To receive an update on cleaning arrangements

Noted that a new cleaner has been found for the pavilion.

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

Noted that contractor will carry out the work by the end of May.

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

Costs of antennae estimated to be iro £300/400 + VAT (quotes to be sought). Looking for a local contractor to quote to fit aerial. Ongoing.

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

Risk assessment and samples taken. Awaiting report.

- e) To consider quotations for replacement water boiler

ACTIONS:

- Assistant to Clerk to check prices of water boilers to ensure no increase since quotes were obtained.

- Assistant to Clerk to seek installation costs for the water boiler to be approved by full Council.

It was:

RESOLVED to recommend to full Council to replace the water boiler with a Lincat EB4FX 15ltr unit to be funded from s106 monies.

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

- f) To receive any other updates and consider actions

ACTION:

- Wardens to ensure heating is switched off over the summer months.

- Assistant to Clerk to obtain quote for emptying septic tank before winter.

MA017/22 Littlehands Matters:

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

Risk assessment and samples taken. Awaiting report.

- b) To consider a request for additional warning signage for uneven surfaces in the car park

Noted that there is signage on display. No further signage to be obtained.

- c) To receive any updates and consider actions

Arrangements have been made for window companies to quote for replacement windows.

MA018/22 Policies and Risk Assessments

- a) To consider any updates and consider actions

There was nothing to consider.

MA019/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions

Awaiting dates for pre-start meeting.

MA020/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

Arrangements being made for design and installation companies to visit potential sites.

MA021/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 May 2022				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Track behind allotments	CL	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 continue to chase	CL
2	Flower tubs around cross	Resident	Need a volunteer to take this on. JT has ordered materials to refurbish tubs. Cllr Davey has kindly offered to take this on. Ongoing.	JT / TD
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. Assistant to Clerk has requested electrician to quote for changing sensors. Awaiting quote.	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	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 to advise residents this is SCDC responsibility. CL to report to SCDC	CL
6	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 has requested tree inspector to give advice on this tree. Awaiting date for inspection.	CL
7	Beechwood Avenue (New Road end)	Resident	Street signs need attention. CL reported to District	Wardens ? CL
8	Pavilion	Cleaner	Urinals not flushing properly. Wardens aware and will fix. Ongoing	SP
9	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 seeking quotes for replacement post	CL/SM
10	Bus shelter	Resident	Graffiti and litter. Wardens have cleaned. Shelter to be repainted	Wardens

11	Clear Cres hedge	JW	Suggested more regular cutting required to maintain at 4'	CL
12	Station Road - tree leaning over road	Resident	Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. CL to write to Sheene Mill	CL
13	Jubilee Orchard	KR	Area needs to be cut - nettles very high. CL has requested contractor to attend	CL
14	Clear Crescent play park	Resident	Yellow bar from play equipment reported to be broken. Wardens have located yellow bar and will replace.	Wardens
15	Allotments	Plot holder	Asbestos found on allotment. SM to seek quote for removal and disposal	SM

MA022/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting
There was nothing to discuss.

MA023/22 To note date of next meeting: Thursday, 16 June 2022
The date of the next meeting is Thursday, 16 June

End of Meeting: 11:58

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
 Ther 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

Monthly Water Situation Report

East Anglia

Summary – April 2022

April was a very dry month with an average of 12 mm rainfall, 26% of the Long-Term Average (LTA) falling across the region, with much of this rainfall falling in the first week of the month. April was the 12th driest month on record for East Anglia. Most catchments received notably low levels of rainfall with a few catchments receiving slightly more, mostly southern catchments. Due to the low levels of rainfall, Soil Moisture Deficit (SMD) was classified notably high for the time of the year with overall values increasing. River flows at most sites were below normal while 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

Overall, East Anglia received notably low rainfall in April, with an average rainfall recorded 12 mm which was 26% of the LTA. Most catchments experienced notably low rainfall with the lowest rainfall total in the North Norfolk catchment with 10 mm (20% LTA) and the Broadland Rivers catchment with 8 mm (18% LTA) classifying them as exceptionally low. Slightly higher rainfall totals occurred in southern catchments such as the South Essex catchment with 17 mm (40% LTA) and the North Essex with 15 mm (35% LTA) classifying them as below normal. The rainfall accumulated for the past 3, 6 and 12 months across the area was highly variable from normal to below normal across East Anglia.

Soil Moisture Deficit/Recharge

SMD remained above normal for the first part of April with the overall value increasing from 23 mm to 58 mm by the end of April reaching Notably High values in response to the increased warming and reduced rainfall. These SMD levels responded consistently across the region except for a few slightly higher levels around the coast.

River Flows

Most river flow indicator sites (48%) across East Anglia were categorised as below normal levels for the time of year with the remaining 40% and 15% of the rivers respectively classified as normal and notably low. These rivers experienced lower flows this month compared to the previous month because of the low rainfall. Flows at all indicator sites across the area show decreased river flows compared to March (where 90% of the sites experienced normal flows).

Groundwater Levels

Groundwater levels at most indicator sites (94%) across East Anglia remained stable and were therefore classified as normal for April. Castle Farm in Offton in the mid Suffolk Chalk had below normal groundwater levels. Most (78%) groundwater sites show decreased recharging trend at the end of April. However, 22% of the sites including Old Primary School, South Creake and Therfield Rectory continued recharging.

Reservoir Storage/Water Resource Zone Stocks

All reservoir storage sites were classed as normal but appeared to be decreasing in the last week of the month except Alton which was classed below normal based on the Normal Operating Curve and the historical records.

Environmental Impact

Groundwater support schemes operations remained low by the end of April; the Rhee groundwater support scheme had 0 of the 8 pumps operating. The Lodes-Granta groundwater support scheme had

2 of the 6 pumps operating. All other pumping operations including the Thet and Little Ouse and the Hiz are not operating.

Forward Look

Probabilistic ensemble projections for river flows at key sites

June 2022: The 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 2022: Most indicator sites are showing a reduced probability of notably low or lower flows, except for the Ely Ouse and the Gipping.

Probabilistic ensemble projections for groundwater levels in key aquifers

September 2022: Most indicator sites have a significantly increased probability of normal levels, other than Redlands Hall which is showing an increased probability of below normal levels.

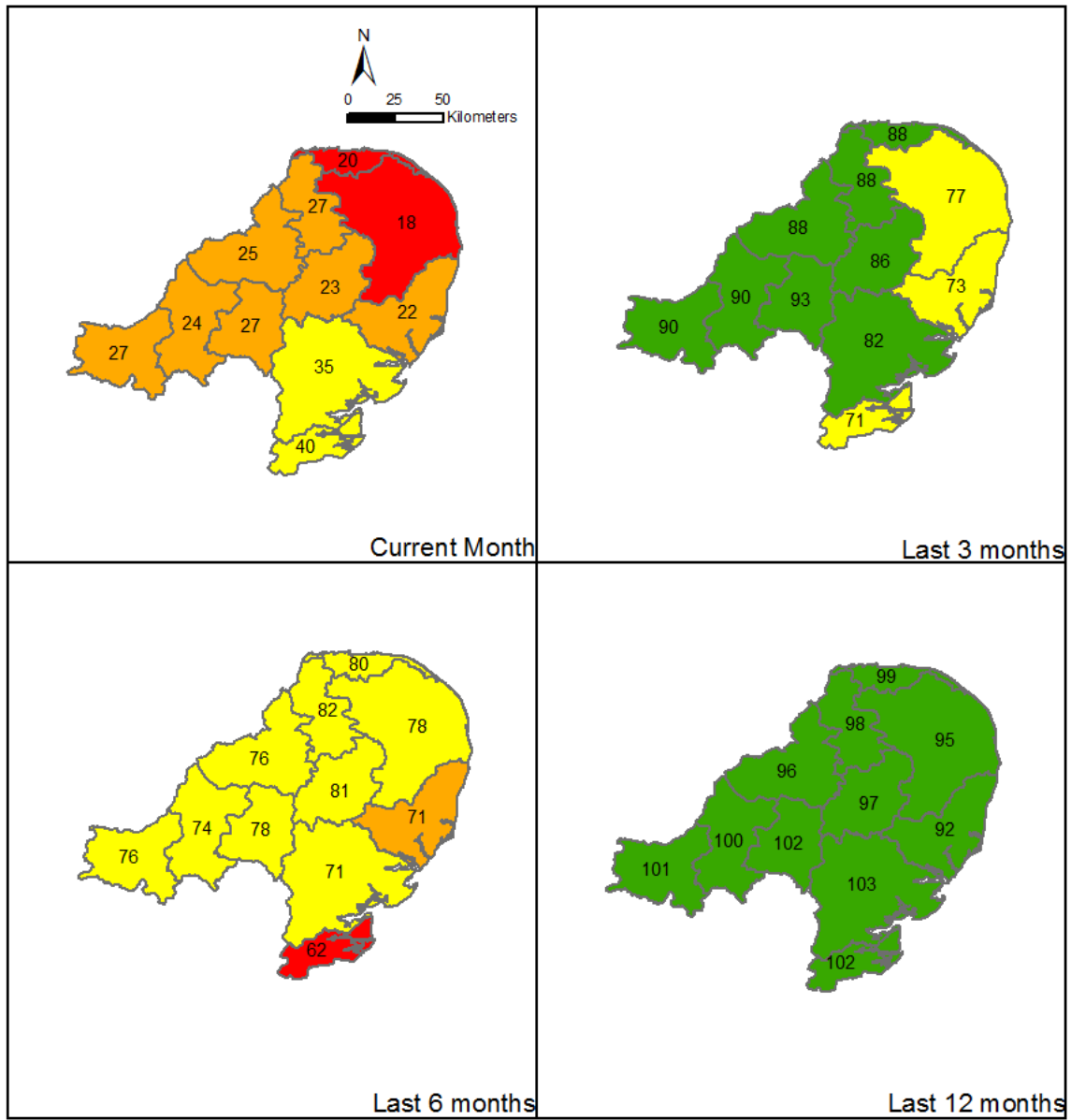
March 2023: There is high probability of below normal or lower groundwater levels at all indicator sites except Therfield Rectory, Bircham Newton and Washpit which show an increased probability of normal levels.

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



Rainfall

April 2022



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

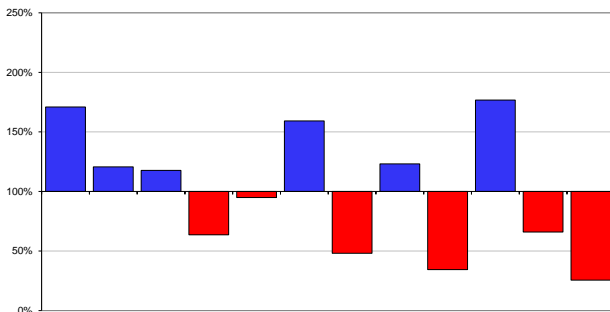
Rainfall expressed as percentage of 1961-1990 Long Term Average for the specified duration. Classes derived from data for the period 1891 to 2017 based on the HadUK dataset (Met Office © Crown Copyright)

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.

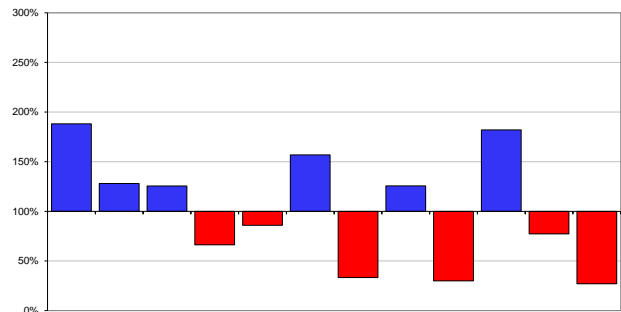
Above average rainfall

Below average rainfall

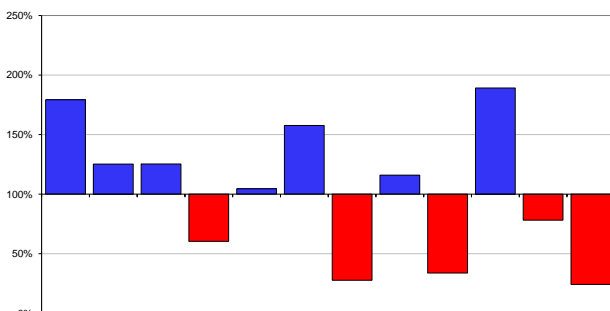
1-Month Period for East Anglia



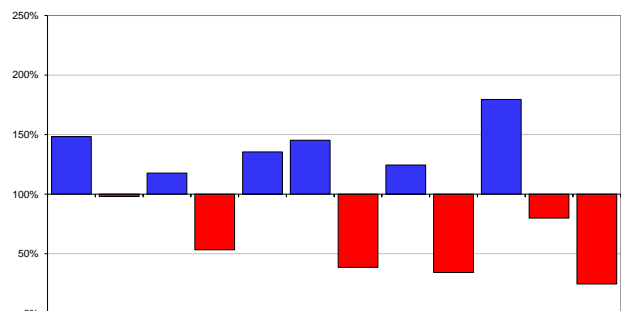
1-Month Period for Upper Bedford Ouse



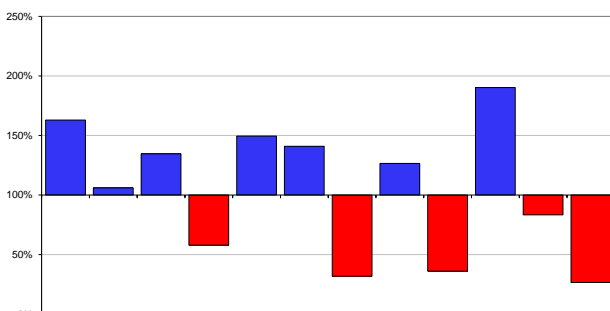
1-Month Period for Lower Bedford Ouse



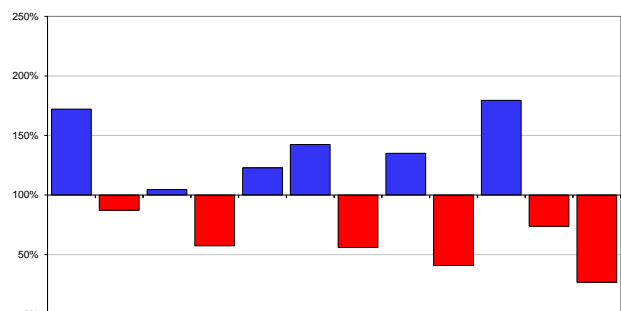
1-Month Period for Central Area Fenland



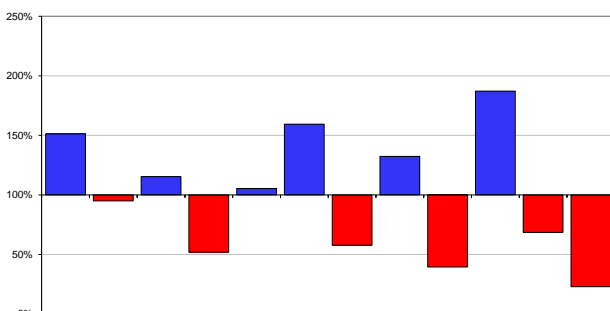
1-Month Period for Cam



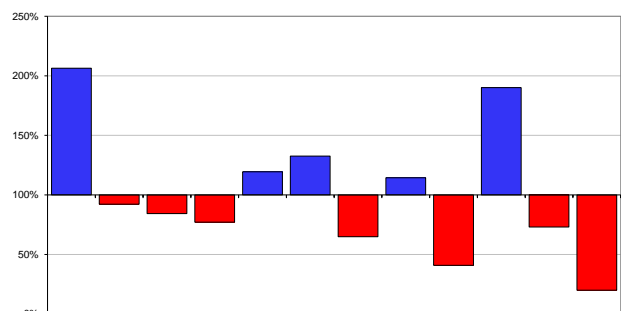
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark

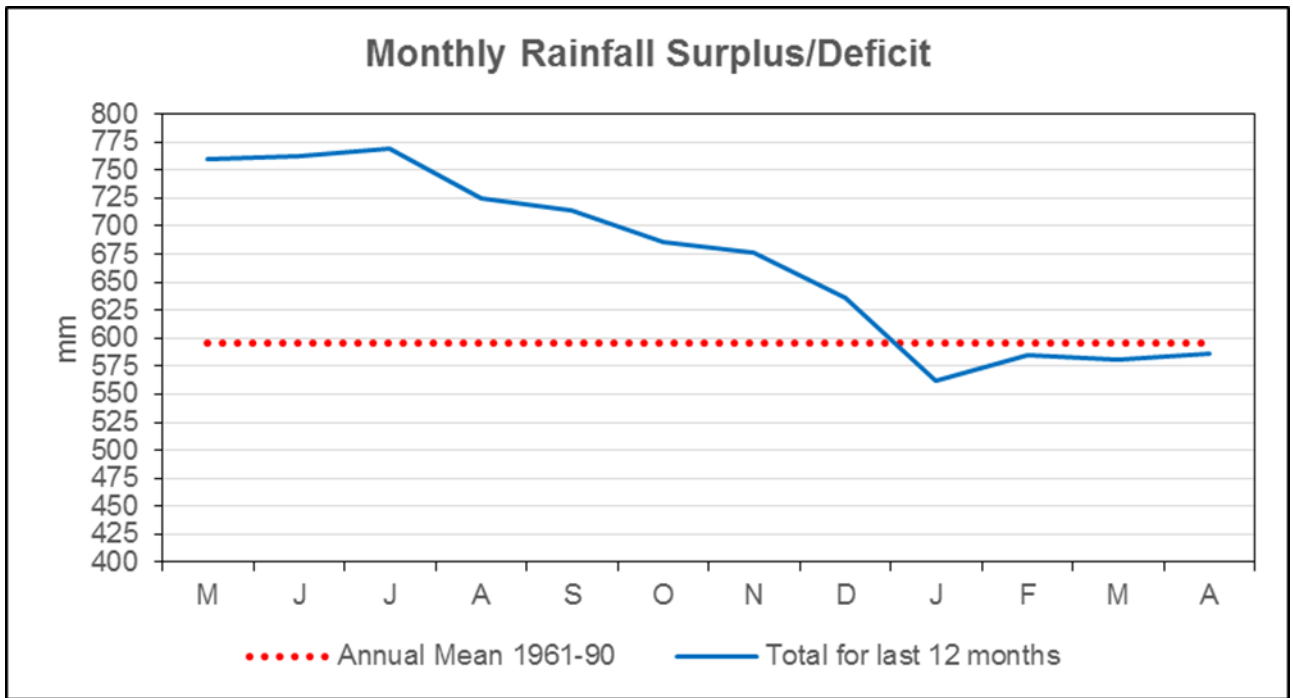
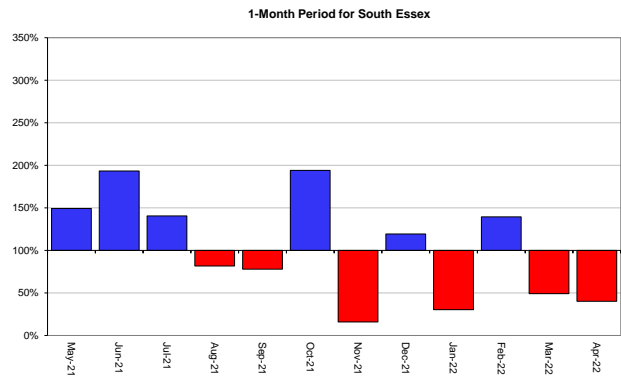
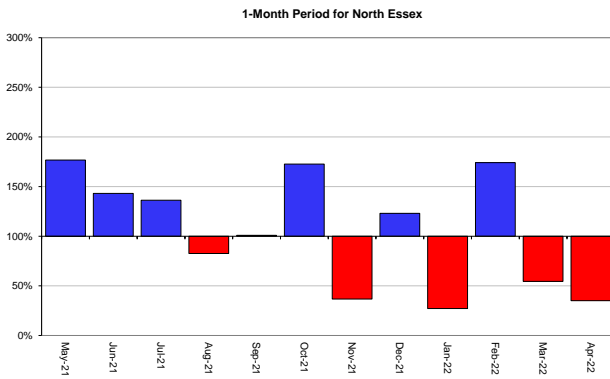
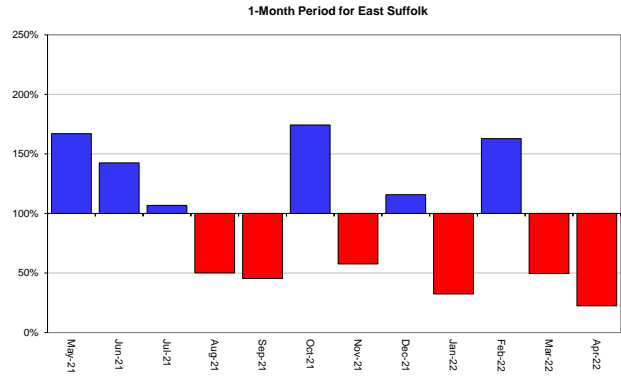
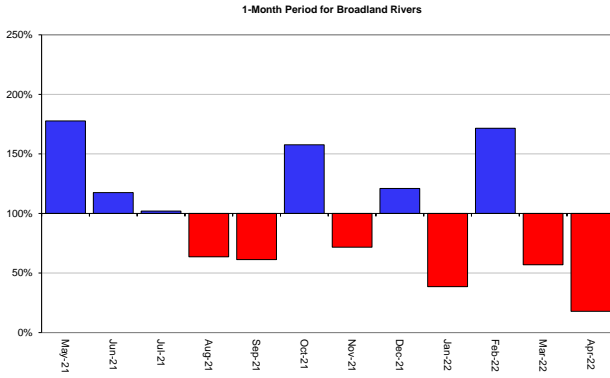


1-Month Period for North Norfolk

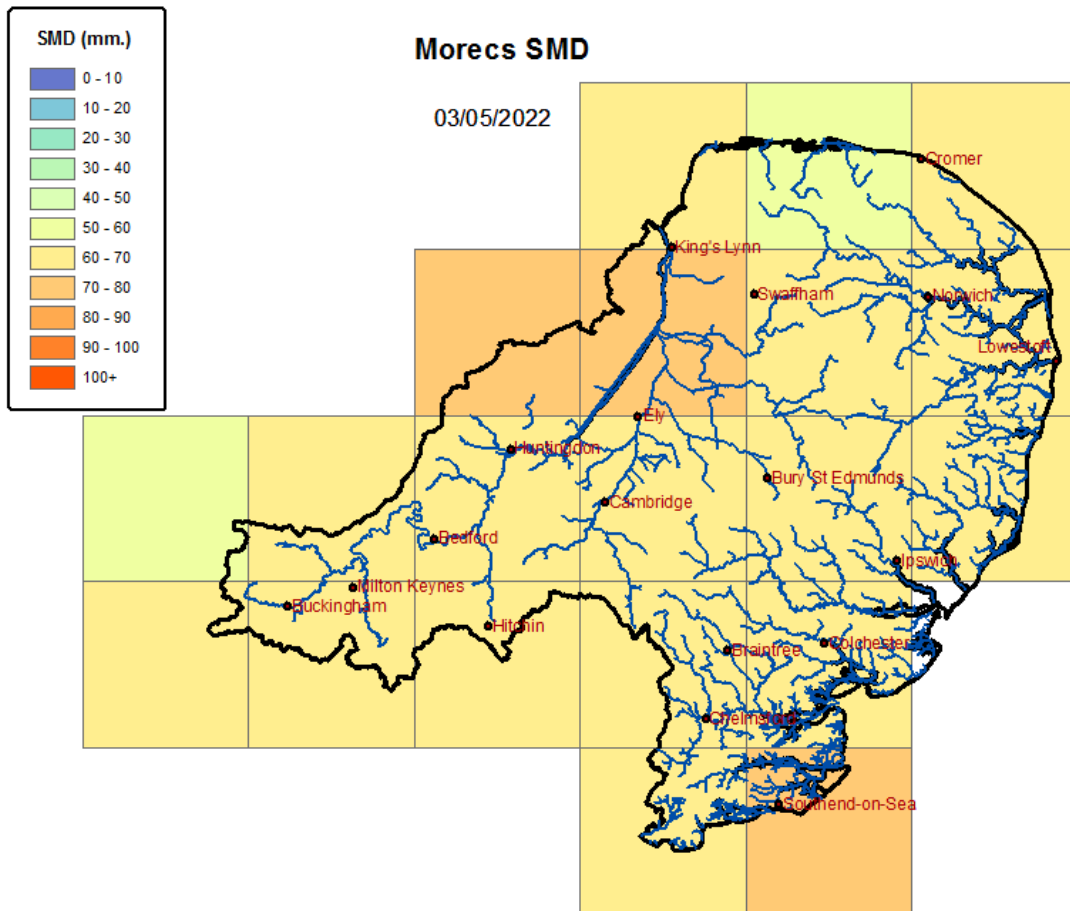


Above average rainfall

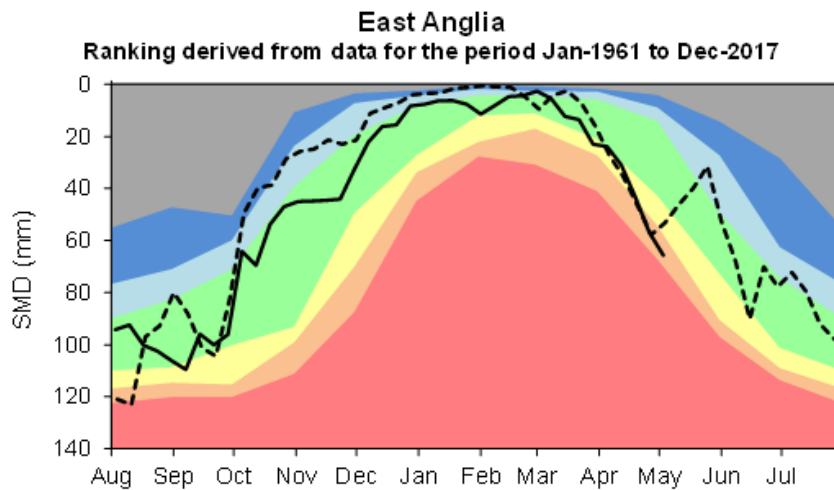
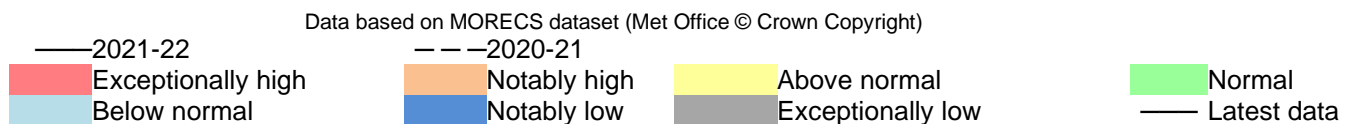
Below average rainfall



Soil Moisture Deficit

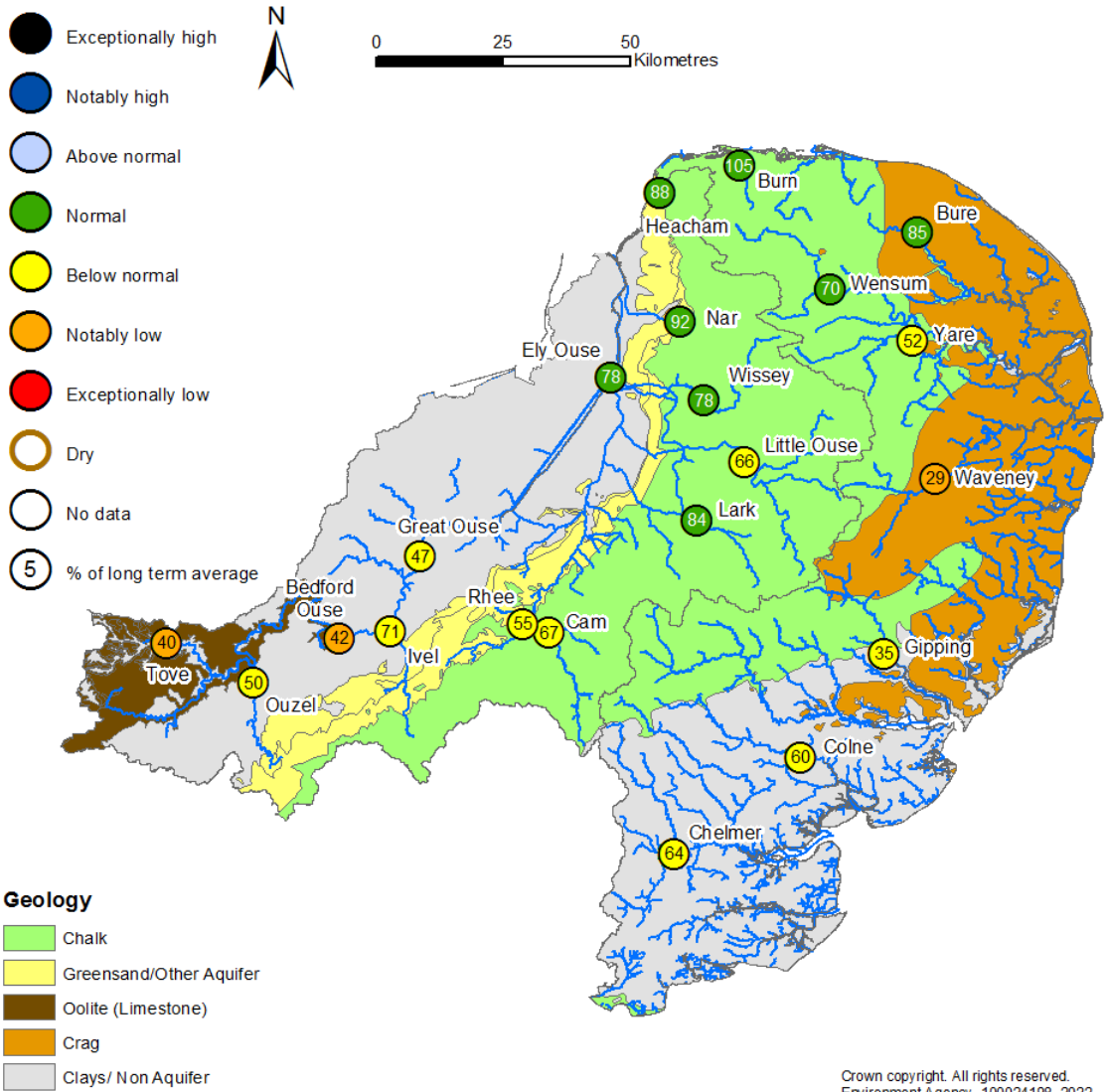


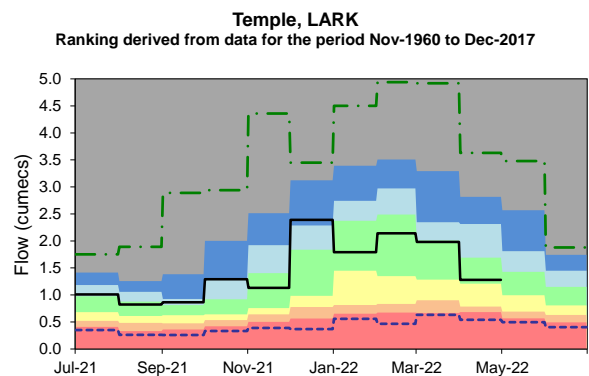
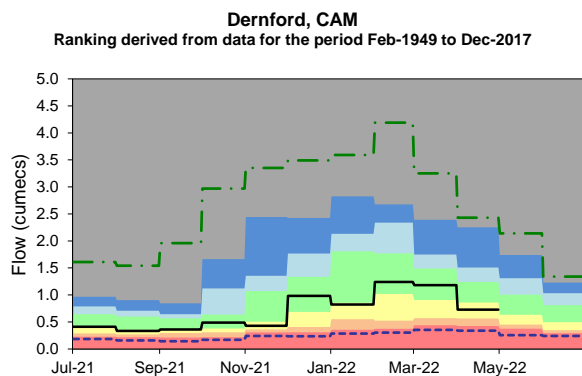
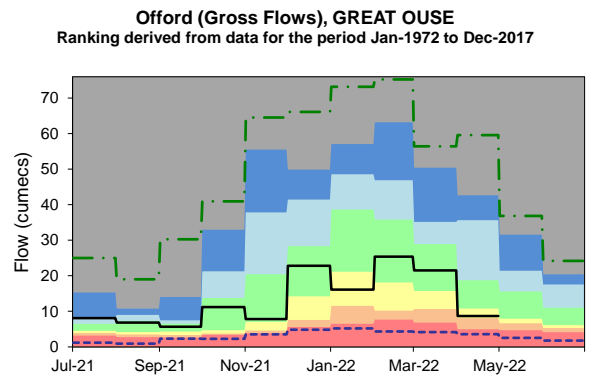
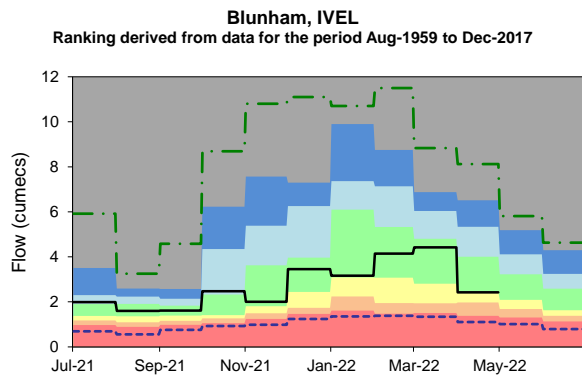
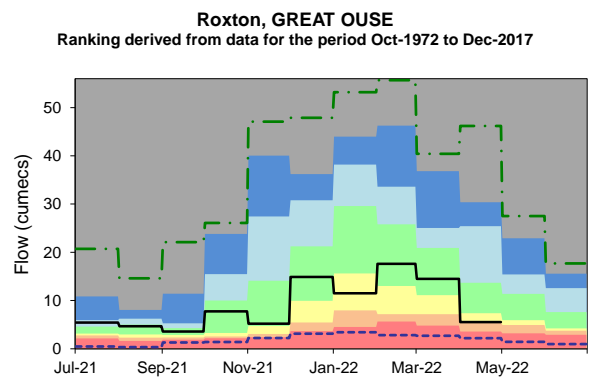
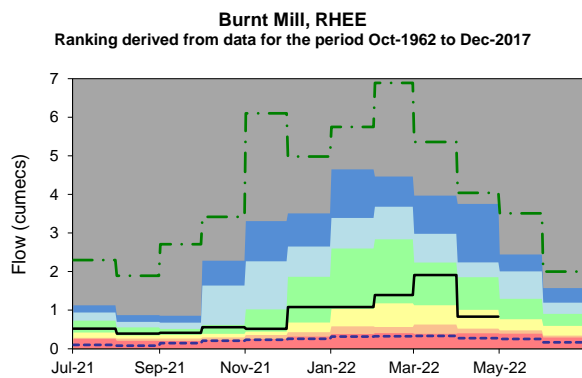
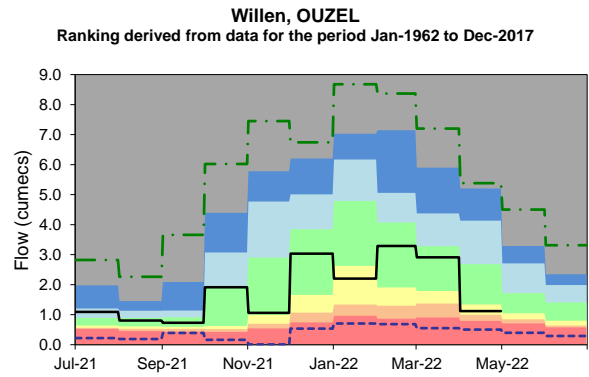
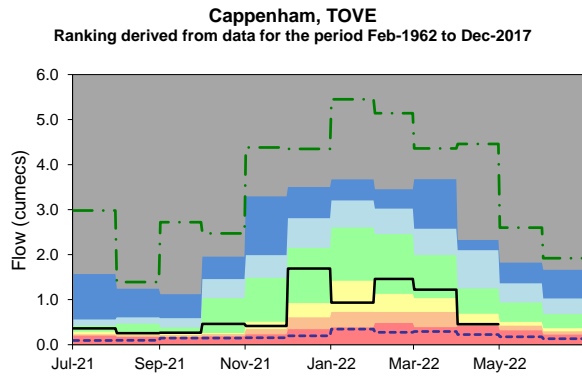
Data based on MORECS (Met Office © Crown Copyright)



River Flow

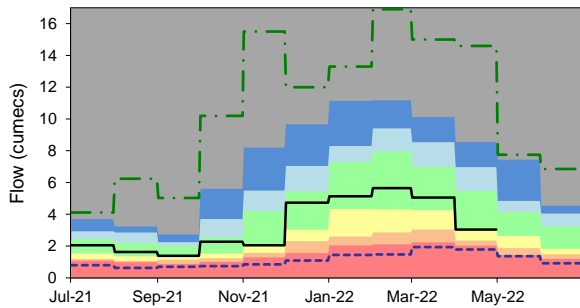
April 2022



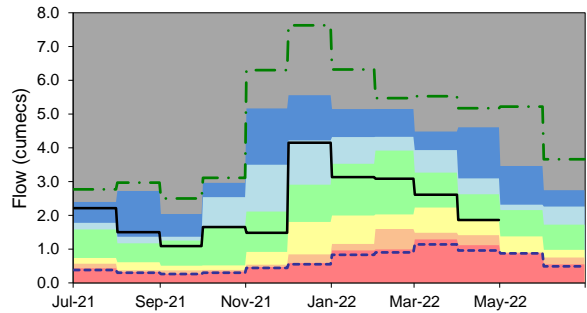




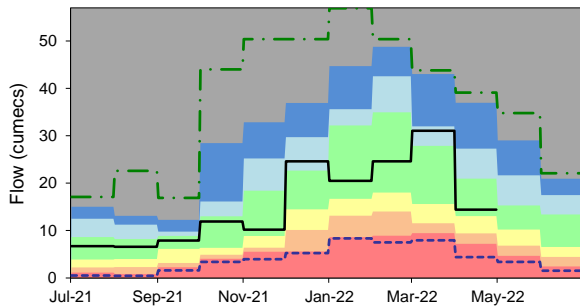
Abbey Heath, LITTLE OUSE
Ranking derived from data for the period Jun-1968 to Dec-2017



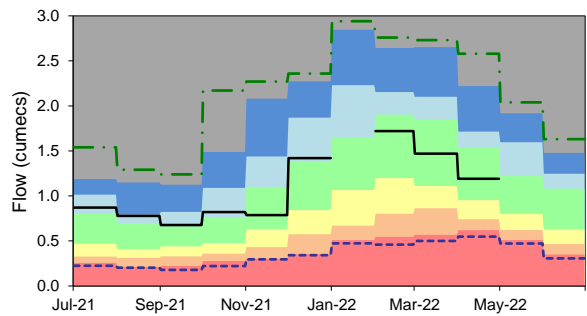
Northwold Total, WISSEY
Ranking derived from data for the period Jul-1983 to Dec-2012



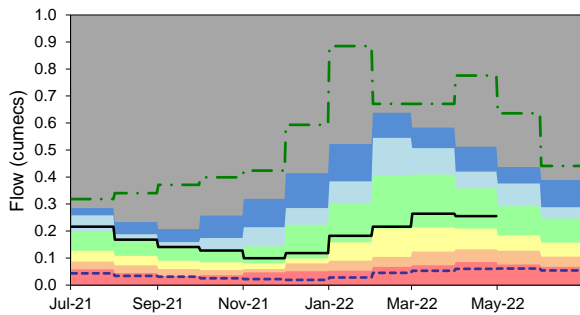
Denver, ELY OUSE
Ranking derived from data for the period Nov-1971 to Dec-2017



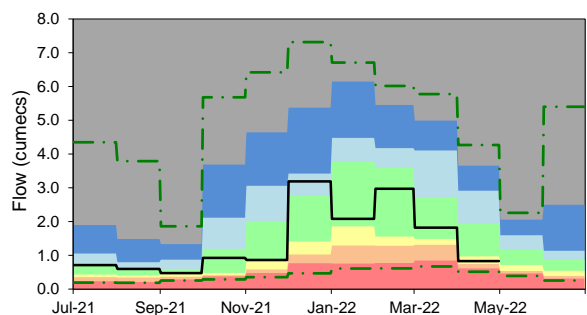
Marham, NAR
Ranking derived from data for the period Apr-1982 to Dec-2017



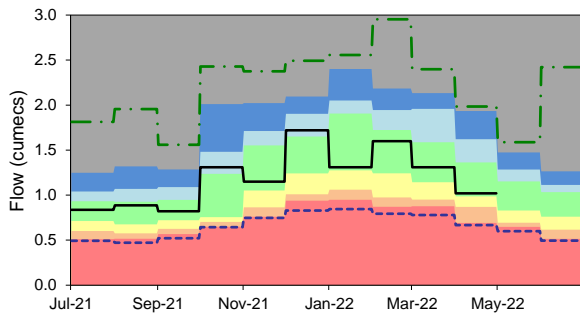
Heacham, HEACHAM
Ranking derived from data for the period Nov-1965 to Dec-2017



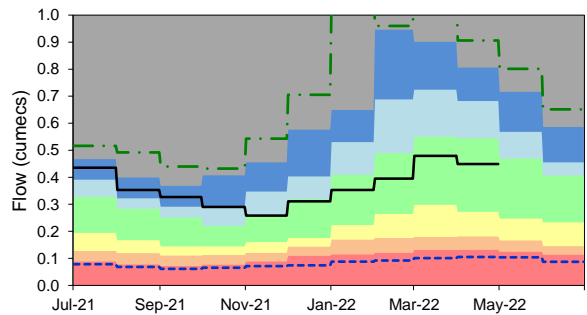
Colney, YARE
Ranking derived from data for the period Jan-1970 to Dec-2017



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

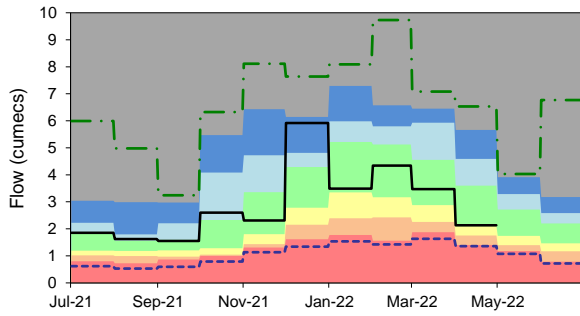


Burnham Overy, BURN
Ranking derived from data for the period Jan-1970 to Dec-2017

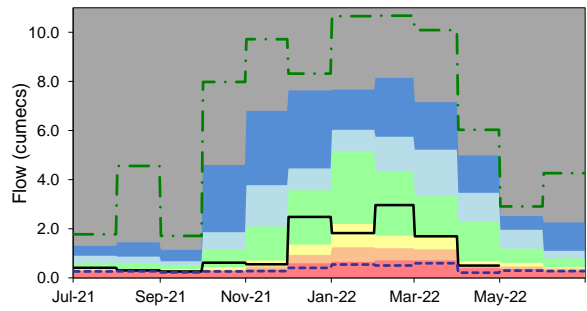




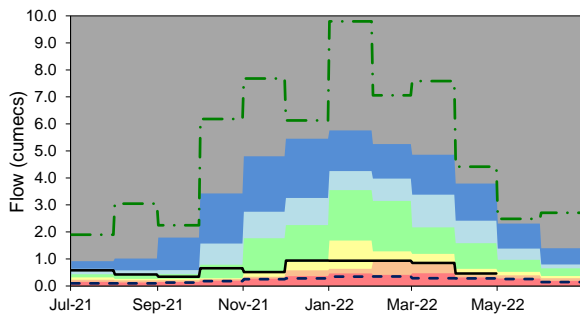
Swanton Morley Total, WENSUM
Ranking derived from data for the period Jan-1970 to Dec-2017



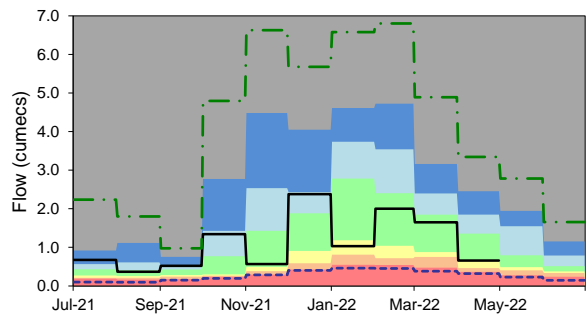
Needham Weir Total, WAVENEY (LOWER)
Ranking derived from data for the period Jan-1970 to Dec-2017



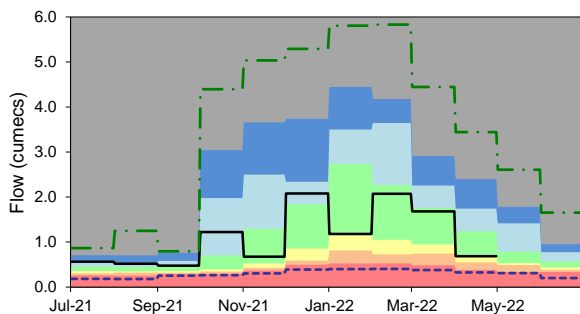
Bramford, GIPPING
Ranking derived from data for the period Jan-1970 to Dec-2017



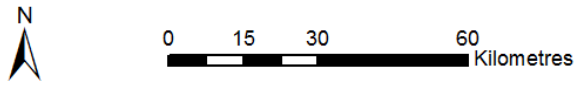
Lexden, COLNE
Ranking derived from data for the period Jan-1970 to Dec-2017



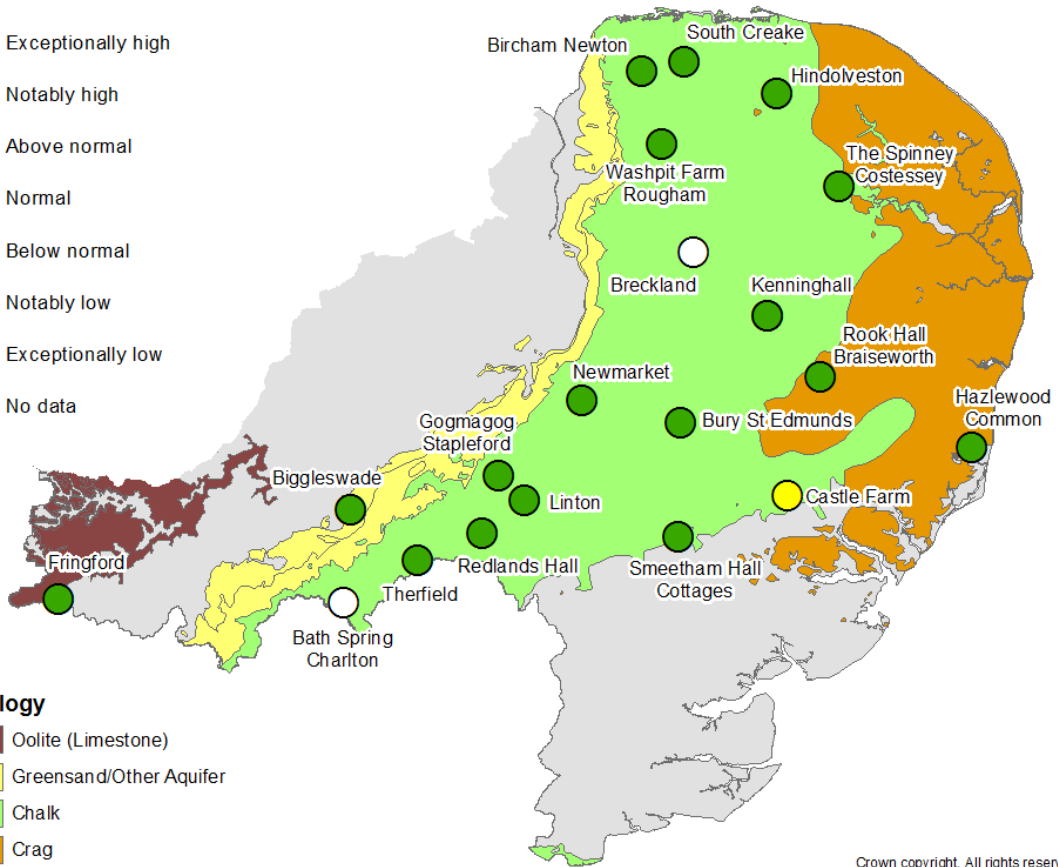
Springfield, CHELMER
Ranking derived from data for the period Jan-1970 to Dec-2017



Groundwater Levels April 2022



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

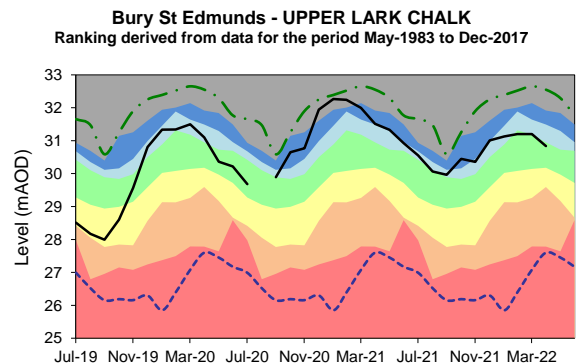
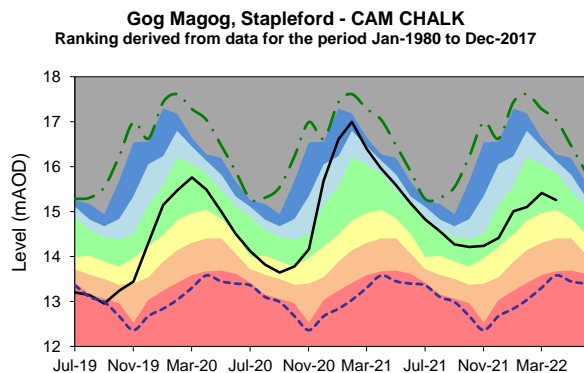
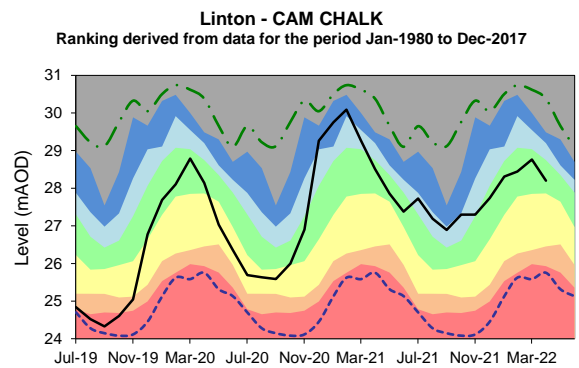
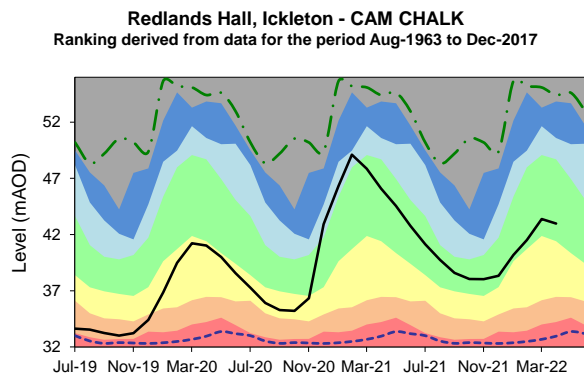
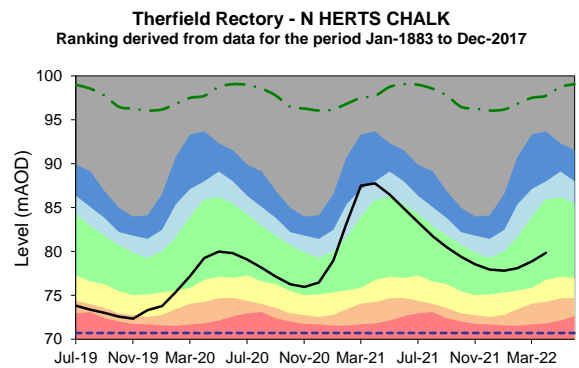
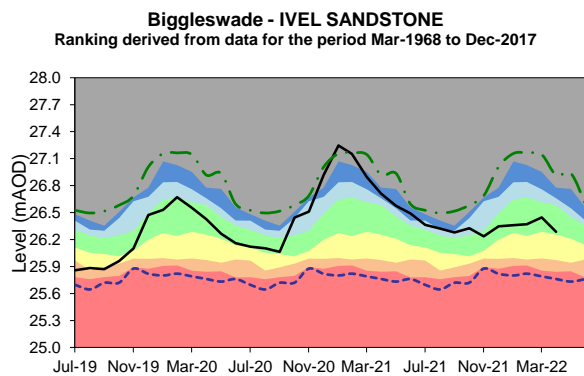
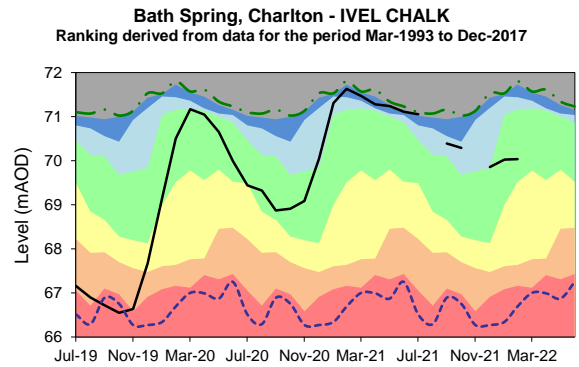
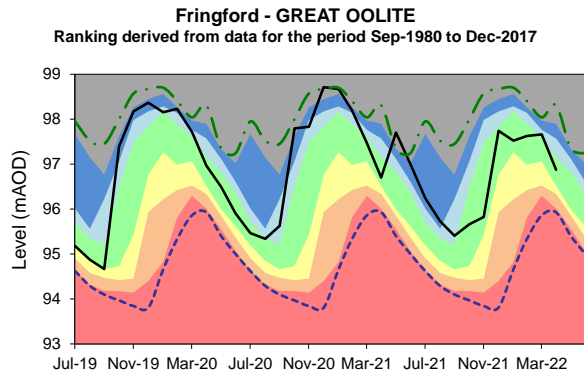


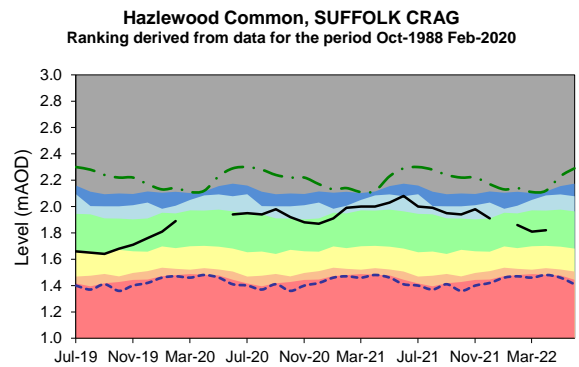
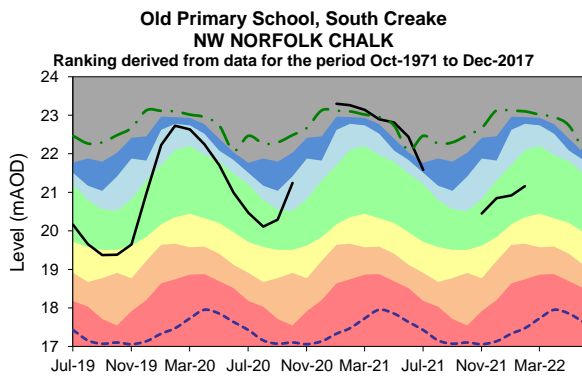
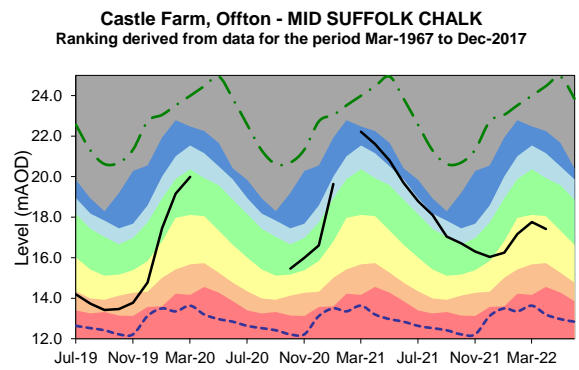
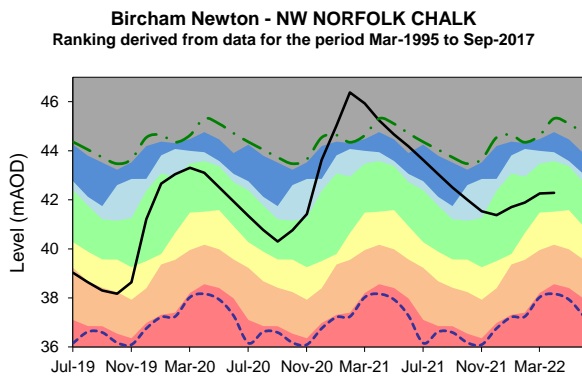
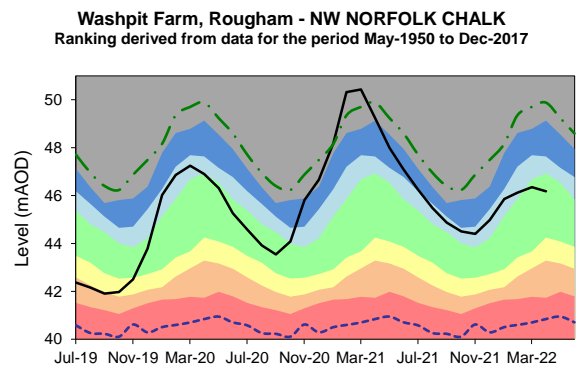
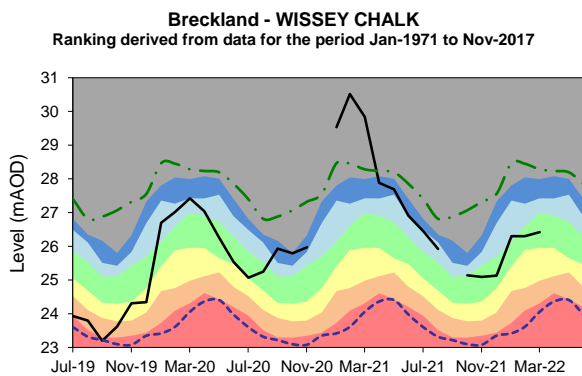
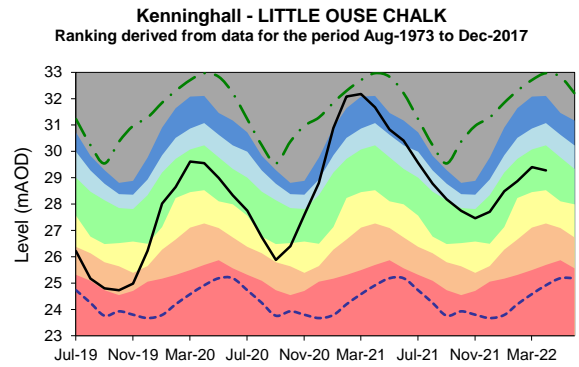
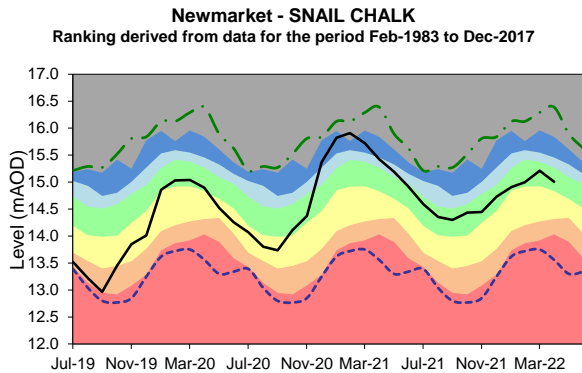
Geology

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

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Environment Agency, 100024198, 2022

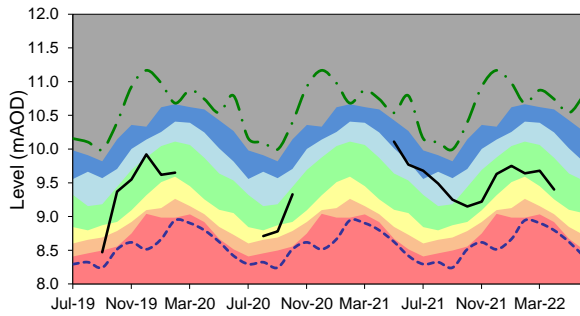




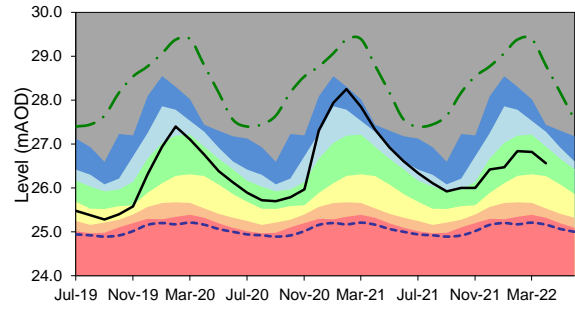




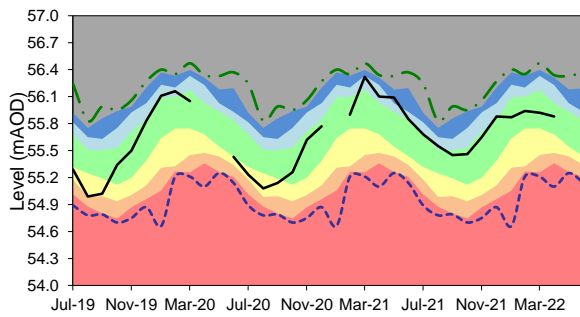
The Spinney, Costessey - WENSUM CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



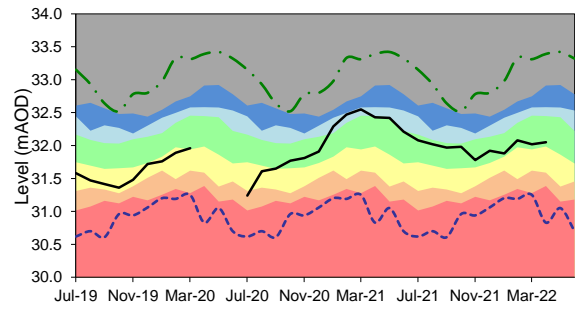
Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking derived from data for the period Jan-1964 to Dec-2017



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



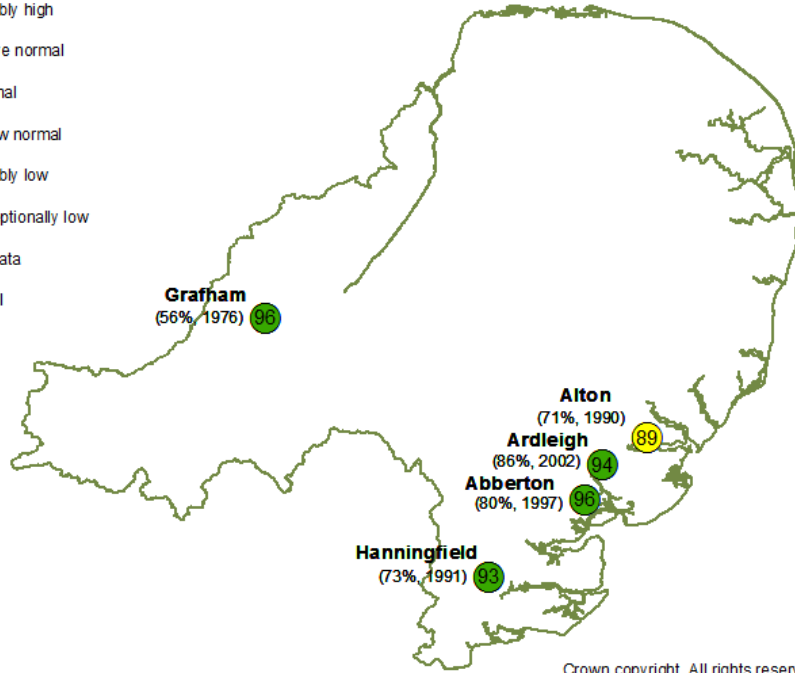
Reservoir Stocks

April 2022

April 2022

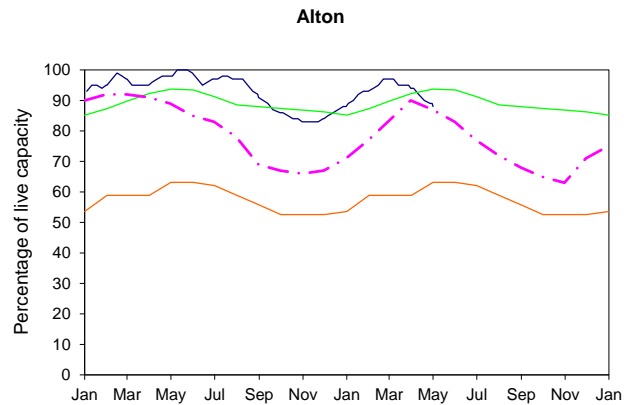
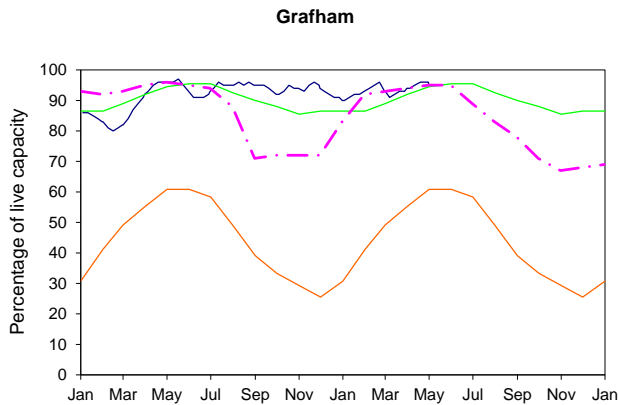
End of month reservoir levels expressed as percentage full.

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

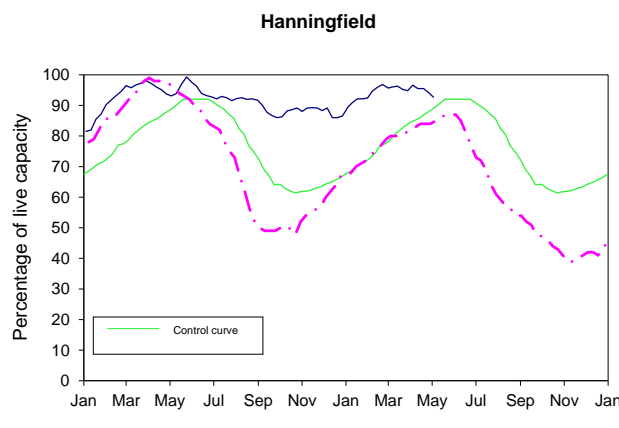
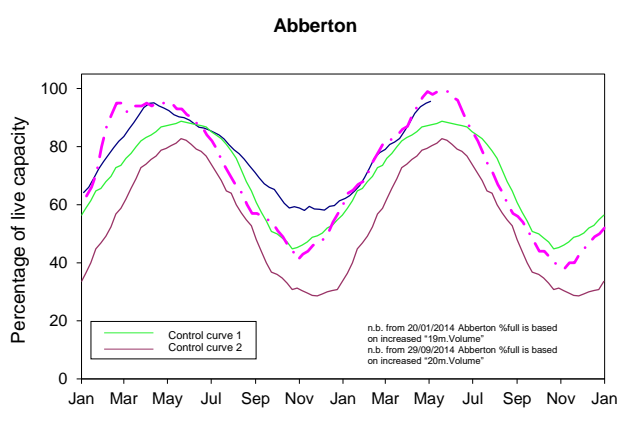
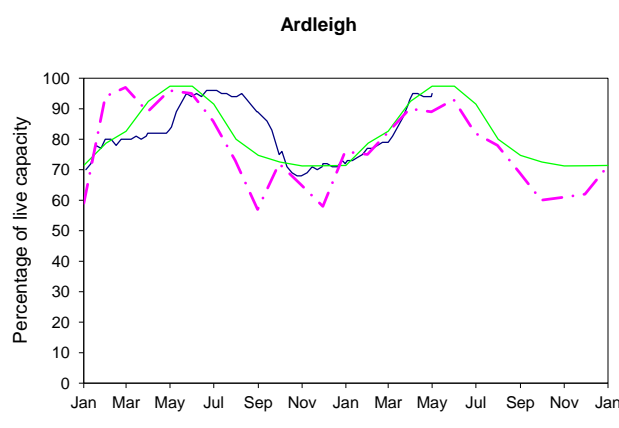


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Environment Agency, 100024198, 2022

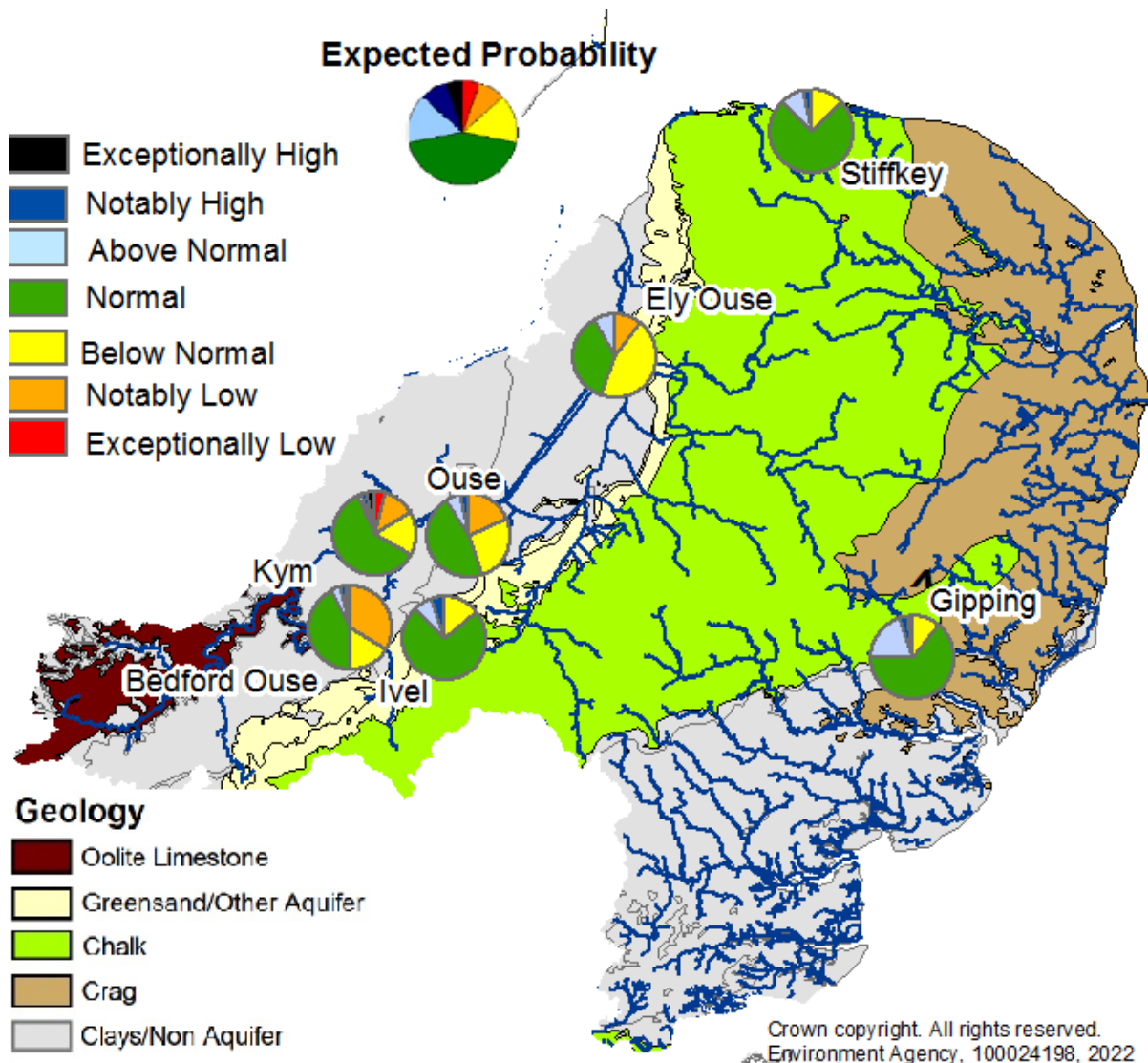
— 2021-2022 — Normal Operating Curve — Drought Alert Curve - - - 1995-1996



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



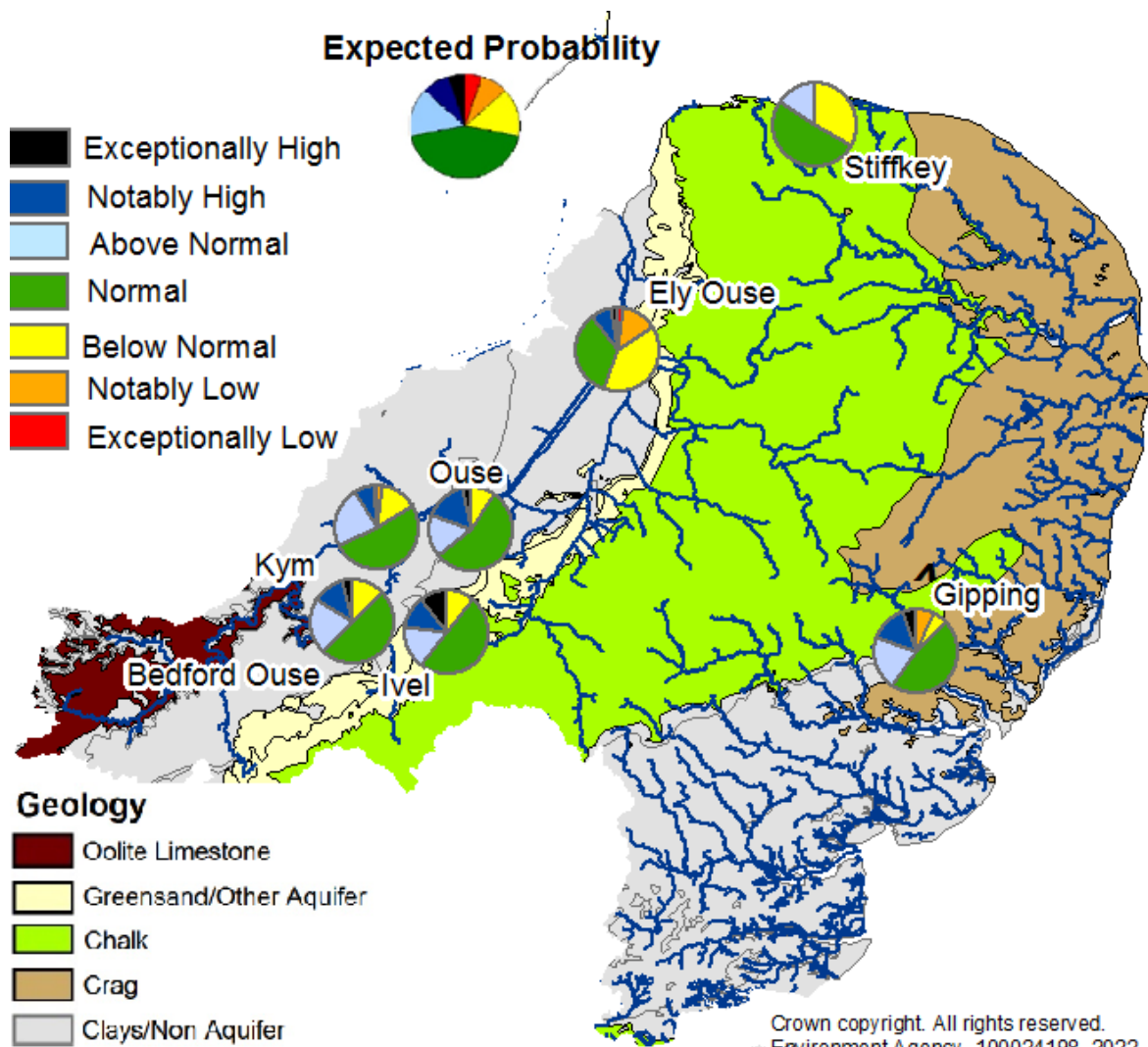
Forward Look – River Flows



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.

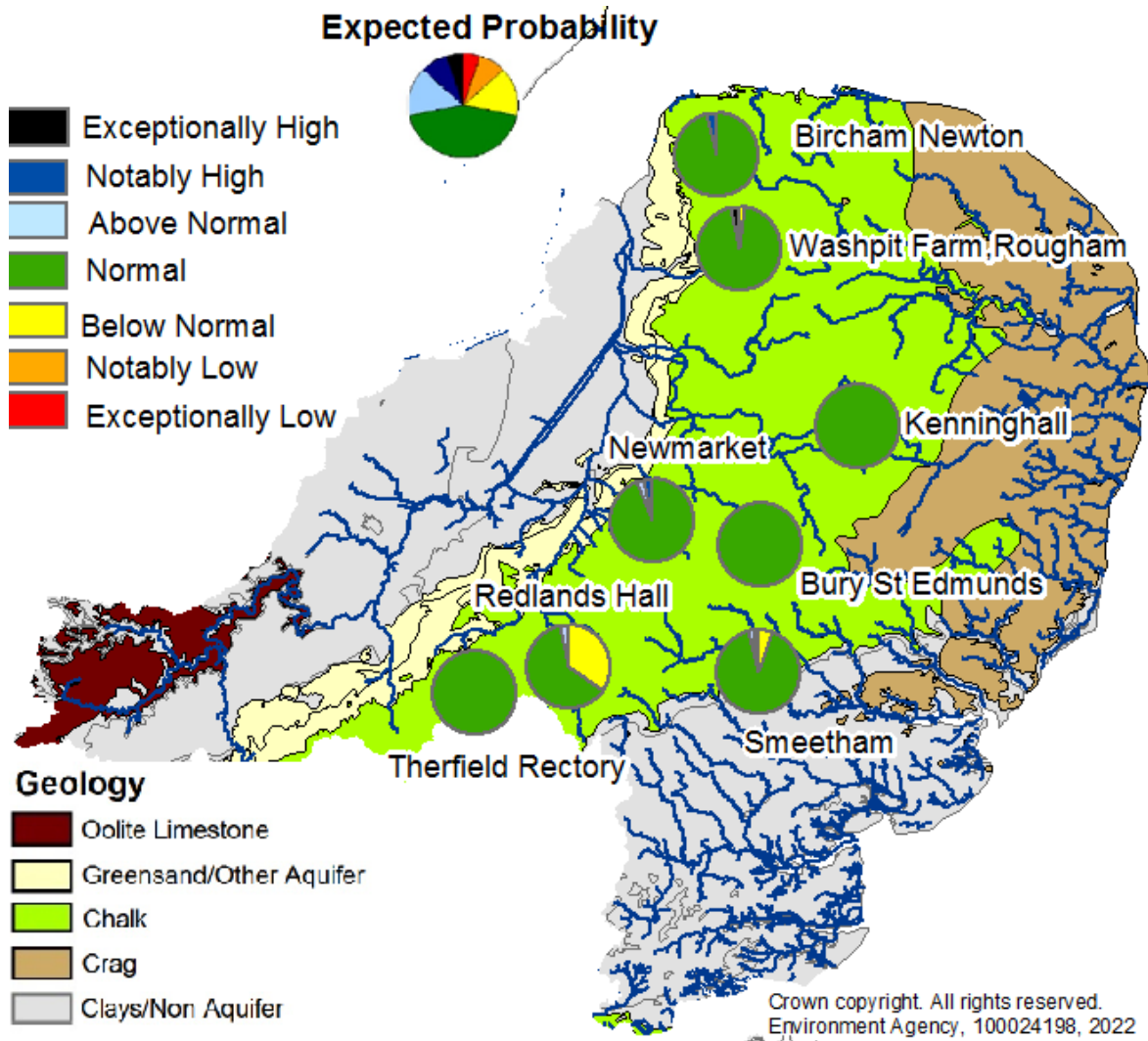
[^] "Naturalised" flows are projected for these sites'



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.

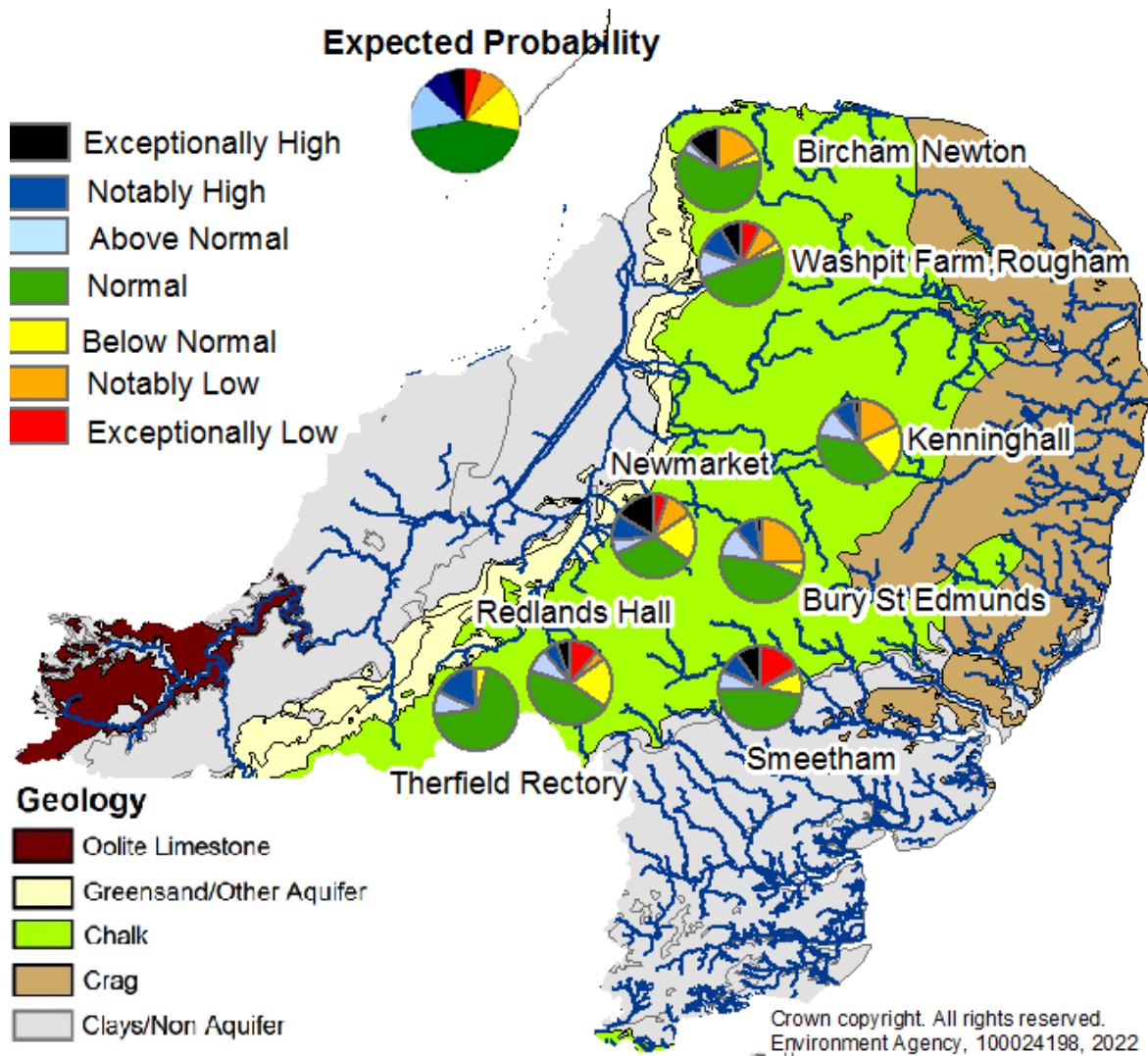
Probabilistic ensemble projections of river flows at key indicator sites in September 2022. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency)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



We live here!



River Mel
Water vole
habitat



**Please, take
your litter
home!**



MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	20/4	25/4	3/5	10/5	
Village Car Park	20/4	25/4	3/5	10/5	
War Memorial	20/4	28/4	4/5	10/5	
Littlehands and Access Way	20/4	25/4	3/5	10/3	
New Rec. Ground	20/4	25/4	3/5	11/5	
Clear Cres. Play Park	20/4	25/4	3/5	10/5	
Orchard Road Cemetery	20/4	25/4	3/5	10/5	
New Road C/metry	20/4	25/4	3/5	10/5	
Old Recreation Ground	20/4		3/5		
Pavilion	20/4		3/5		
Stockbridge M.	20/4		4/5		
Worcester Way	20/4		4/5		
BMX Site (Summer & only if open)			4/5		

MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	MR 20/4		MR 3/5	
All Saints' CYard	MR 20/4		MR 4/5	
Jubilee Orchard	MR 20/4		MR 4/5	
Fire Engine Shed				10/5
Armingford Cres.				10/5
Beechwood Avenue		MR 26/4		
Chalkhill Barrow		MR 26/4		
Elm Way		MR 26/4		
Millennium Copse		MR 26/4		

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	19/4/22 26/4/22 3/5/22 10/5/22			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
04/10/2021	Bowls Club	Multiple attempts to break in to the changing rooms. They have reported to police under ref 35/67543/21.	Resident			Reported to police via 101 online - incident number INT/35/9FBK/5102021
05/10/2021	Pavilion	Broken Window	Warden			SM has obtained quote
12/10/2021	PCSOs visited Hub.	Requested more details re Bowls Club damage. CL has passed on contact details and requested regular patrols in the village.				
15/12/2021	Medcalf Way / Palmers Way cnr	Resident reported noise from young people gathering on the bench. Also noted drug use. CL advised that all incidents should be reported to the police.	Resident			
17/01/2022	Orchard Road Cemetery	Further reports of gatherings in the cemetery including noise and drug use.				CL reported to police via 101 (ref BOS-1591-22-3535-B20) and also emailed PCSOs. Resident requested to report every incident via 101 and also to let the parish office know so that we can follow up. Email from PCSO to say she has visited the resident. Those involved have been identified and will be spoken to via MVC
13/02/2022	Moat Lane	Property eggs by youths. CCTV images captured and incident reported to police via 101	Resident			Incident number BOS-4301-22-3535-B20. CL reported to 101 and directly with PCSOs (14/2/22)
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	New Road Cemetery	Report of a group of youths hanging out in New 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.
13/05/2022	Allotments	An allotment holder reported that youths have been hanging out at far end of allotments. Reportedly smoking cannabis	Resident			SM to inform allotment holders about coffee with a cop and to remind holders to report anything of concern to Parish Office.

MELBOURN PARISH COUNCIL

Maintenance Committee Meeting : 18 May 2022

MA014 22a) Rospa report for Clear Crescent Play Park – overview

Items rated at a medium risk level –

Slide embankment with log steps

- top log step is decayed through and loose in ground (could lead to a fall) [10]

ACTION: replace

Agility bars 3 tier

- grass mats are damaged [10]

ACTION: replace

Climber net and ladder (manufacture is unknown)

- fixtures loose or missing [10]

ACTION : net fittings are loose to the posts and remove fittings to check for corrosions and replace if found and secure the net

- Only one post for stability so special attention should be paid to maintenance and if necessary decommissioning item before end of operating life [9]

ACTION: consult manufacture

Multiplay

- Junior caps missing and exposing the thread and bolt missing of ladder guardrail [9]

ACTION: replace caps

Agility Trail 7 element

- bolts loose on Burma bridge [8]

ACTION: Tighten bolts

- Only one post for stability so special attention should be paid to maintenance and if necessary decommissioning item before end of operating life [9]

ACTION: consult manufacture

Space Rocket Chair

-surfacing worn /exposing and damaging liner/Grass and weeds grown inside/ Plastic edging strips are sharp [9]

ACTION: whole area requires immediate repairs and alterations. Bark requires topping up

Cableway

– chain links and seat connector worn [12]

ACTION: replace

-cables should be inspected to see if cables are being worn

ACTION: conduct an appropriate dismantling inspection [11]

- Log rung loose [10]

ACTION: secure

220462 - Visual (Melbourn Parish Council)

x2 Signs

Material: Arlon Self Adhesive Vinyl - Airflow

Size: 297mm wide x 420mm high (A3)

Colour: CMYK

Finish: Printed to face with gloss laminate seal



JOB DETAILS & QUOTATION

DATE: 29th April 2022

TITLE: Our Ref: JN 220462 / Your Ref: Melbourn Parish Council - Signs

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

SIZE: 297mm wide x 420mm high

COLOURS: Printed CMYK

QUANTITY: x2

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

NOTES: Signs to be collected from Unlimited Logos upon completion

TOTAL: £50.00+VAT - Supply & Collect
Please be aware that payment is required upon completion/collection

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 ===