

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

A meeting of the Maintenance Committee held on Thursday, 21 July 2022 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

In attendance: Claire Littlewood (Parish Clerk), Keith Rudge (Warden), Maureen and Les Brierley (RMRG),
Graham Place (Allotment Association)

MA045/22 To receive and approve apologies for absence

Apologies received from Cllr Barnes with acceptable reasons.

It was RESOLVED to approve Cllr Barnes apologies for absence.

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

MA046/22 To receive any Declarations of Interest and Dispensations

None received.

MA047/22 To approve the minutes of the Maintenance Committee Meeting held on 16 June 2022

It was RESOLVED to approve the minutes of the Maintenance Committee meeting held on 16 June 2022 as an accurate record.

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

MA048/22 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)

None in attendance.

MA049/22 Finance Matters:

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

The report was noted.

MA050/22 Conservation Matters:

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

Noted that River Mel levels are low due to lack of rainfall.

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

Work to access points on the river bank have been completed. Grass seed to be put down in the autumn. RMRG noted that Meldreth Plant had worked well with them in completing the project. Noted that the rubber matting has been disturbed but will be secured in place. Chair noted thanks to the RMRG for their hard work.

Also noted that the third round of water quality samples will be taken from the Mel for testing in August. A report on water quality will be available at the end of the project and will be submitted to Melbourn Magazine and the Environment Agency.

- c) To receive an update regarding the 'no littering' signs to be displayed along the River Mel

Waiting to hear back from Meldreth Parish Council whether they wish their contact details to be included. **ACTION:** Clerk to follow up.

- d) To receive any other updates and consider actions

A member noted that many people and dogs are using the access point on the New Rec by the youth shelter. Discussion as to whether the area should be protected. RMRG noted that it is important to allow access to the river.

RMRG noted that Rob Mungovan is submitting a grant application to fund more works along the river. Ongoing discussion with landowner on the other side of the river.

MA051/22 Allotment Matters:

- a) To welcome the Chair of the Allotment Association

Chair welcomed a representative from the Allotment Association. Noted that the Chair of the AA, was unable to attend but would like to attend Maintenance Committee meetings regularly in future.

..... Dated

b) To consider the DRAFT Asbestos Management Plan

Discussion with regard to the ongoing problem with fragments of asbestos-type material on the allotments. Noted that the table at Appendix 1 should be removed as this assumes some knowledge of the material under consideration. Agreed that it would be inappropriate to ask allotment holders to handle fragments of the material. Discussion with regard to calling in an expert to identify the material. Noted that this is difficult because of the quantity of small fragments that would need to be individually tested. Noted that whilst risk is very low, advice to allotment holders should be not to handle materials but to alert Allotment Association and parish office. A suggestion was made that allotment holders should mark the area where fragments are found to assist contractor on collection. Suggested that it may be possible to negotiate an annual fee for inspection/collection by a licensed contractor.

ACTIONS:

- Assistant Clerk to email all allotment holders to advise as above.
- Assistant Clerk to seek a quote from two licensed contractors for quarterly sweeps of the allotments in an attempt to clear the area.

c) To consider the purchase of items to facilitate the Asbestos Management Plan

Not considered in light of the discussion at MA051/22b)

d) To consider approving a quotation for further asbestos removal

A quote has been obtained from Cambridge Asbestos to collect a quantity of tiles. **ACTION:** Assistant Clerk to email allotment holders requesting that they check plots for asbestos type material to be collected at the same time.

It was RESOLVED to approve the quote from Cambridge Asbestos in the sum of £220 + VAT. Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

e) To consider quotations to remove brambles

It was RESOLVED to approve the quote from Herts & Cambs Ground Maintenance for £580 + VAT for removal of the brambles. Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

f) To receive any updates and consider actions

Discussion with regard to 8-10 water butts to be purchased by the Allotment Association from community benefit grant and how to maximize water collection. Suggested that water butts be offered to holders of plots with sheds or structures where rain run-off from a roof can be collected. **ACTION:** Assistant Clerk to write to allotment holders to offer a water butt to plots with sheds or structures for collection of rain water.

MA052/22 Stockbridge Meadows:

a) To received and consider the Local Nature Reserve Guidance provided by Natural England

To be deferred until the next Maintenance Committee meeting as there had been insufficient time to consider the information.

b) To consider a quotation for widening the paths

Quotes not yet received. Warden to discuss with RMRG. **ACTION:** Clerk to arrange for contractor to meet warden on site to discuss.

c) To receive any other updates and consider actions

Warden to arrange for new wheelbarrow to be made available to the RMRG.

Location of proposed pond to be marked on a photo for submitting to FWAG. RMRG to provide other information to support our application. **ACTION:** Clerk to look at Ecological Survey to see if reference was made to a pond.

MA053/22 Stockbridge Meadows Boardwalk Project

a) To receive an update on award of the tender of grant application

Noted that full Council has approved to appoint Maydencroft as the contractor for this project. Awaiting update costings for the boardwalk using recycled plastic. Contractor has confirmed that their prices will hold good until end of August. Grant application will be submitted to Amey Community Fund for £30,000 – funding to be matched by the Parish Council.

b) To receive any updates and consider actions

Representative of the RMRG reported that tools for removing ragwort were very effective.

MA054/22 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions
The inspection reports were noted.
- b) To consider any updates on vandalism in the Parish
Bus shelter on the High Street has been repainted. Some new graffiti has been noted and will be painted over. **ACTION:** Assistant Clerk to get prices for anti-graffiti paint.
- c) To receive an update on the small electrical appliance bin and consider quotes for concrete base
It was RESOLVED to accept the quote from Barley Maintenance in the sum of £450.95 + VAT for a concrete base.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.
ACTIONS:
 - Assistant Clerk to request contract to ensure base is set on a slight slope to allow run-off of water.
 - Assistant Clerk to check with SCDC that the bin will be secured in place.
- d) To receive any other updates and consider actions
Noted that the daily miles project would not be proceeding.

MA055/22 Cemetery Matters:

- a) To consider a request for tree work in Orchard Road Cemetery
ACTION: Clerk to request tree inspector to carry out inspection.
- b) To receive any other updates and consider actions
There was nothing further to discuss.

MA056/22 Village Maintenance Matters:

- a) To consider quotations for replacement bins
Discussion with regard to replacing litter bins. Parish Office to look at options for dual litter/recycling bins with lids.
ACTIONS:
 - Assistant Clerk to forward list of bin locations to warden. Warden to take photos of bins currently installed.
 - Assistant Clerk to check process for recycling from bins in public spaces
 - Assistant Clerk to check with Highways what permission is required to replace concrete bins.
- b) To receive an update on football pitch maintenance
Update with regard to remedial works done to goalmouths. Contractor has advised that it is too late to re turf. Grass seed requires regularly watering. **ACTION:** Clerk to arrange meeting with Cllr Travis and contractor to discuss.
- c) To receive any other updates and consider actions
A request was made for wardens to trim back trees at the entrance to the car park at Littlehands.

MA057/22 Pavilion Matters:

- a) To receive an update and consider quotation with regard to installation of wi-fi at the pavilion
Ongoing discussions with contractors. Concern has been raised regarding distance from pavilion to the Hub.
- b) To consider quotes to repair the sensor on the lights along the footpath
ACTION: Clerk to approve quote from Graham's Electricks for £68.28 + VAT.
- c) To consider quotations for remedial works following the legionella risk assessment
To be deferred pending receipt of quotes.
- d) To receive any other updates and consider actions
There was nothing further to discuss.

MA058/22 Littlehands Matters:

- a) To receive an update with regard to Legionella testing
To be progressed by Littlehands.

- b) To consider quotations for the replacement windows

It was RESOLVED to recommend the quote from MG Exterior Home Improvements in the sum of £3,625 + VAT to full Council.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

- c) To receive any updates and consider actions

There was nothing further to discuss.

MA059/22 Policies and Risk Assessments

- a) To consider approving the Weedkiller Spraying (Village Wardens) - Risk Assessment

It was RESOLVED to recommend the Weedkiller Spraying (Village Wardens) Risk Assessment to full Council for approval.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

- b) To consider approving the Policy and Procedure for Appointment of Contractors

This item was deferred.

- c) To consider approving the Policy and Procedure for Parish Safety Inspections

Noted that the monitoring sheet for contractor works should be appended to the inspection sheets.

It was RESOLVED subject to the update noted above, to recommend the Policy and Procedure for Parish Safety Inspections to full Council for approval.

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

- d) To consider approving the Terms of Reference for the Skate Park Working Party

It was RESOLVED to recommend the Terms of Reference for the Skate Park Working Party to full Council for approval.

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

- e) To consider any updates and consider actions

There was nothing further to discuss.

MA060/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive an update on the project following the pre-start meeting

HAGS have indicated that the refit should start mid-September (date tbc). Project will take approx. 4 weeks to complete. HAGS will work with the PC to promote the project. Noted that a section of the car park will be cordoned off as a welfare area for contractors. Local residents and businesses will be kept informed of progress.

- b) To receive any other updates and consider actions

There was nothing further to discuss.

MA061/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

Outline design and costings received from one contractor but indications are that the cost of this project will exceed funds available. Ongoing.

MA062/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

| Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 21 July 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). Pothole filled in. Noted that repair is poor quality and unlikely to last. | CL |

| | | | | |
|----|---|---------------|--|-----------------------|
| 2 | Clear Cres hedge | JW | Suggested more regular cutting required to maintain at 4'. CL has requested JW to cut side of the hedge now. Height to be reduced after nesting season | CL |
| 3 | Station Road - tree leaning over road | Resident | Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. Argenta inspected on 17/6. CL to write to Sheene Mill with Argenta advice that the trees are reduced before autumn storms. | CL |
| 4 | Back Lane | Resident | Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. ACTION: Parish Office to follow up | CL/S M |
| 5 | New Road | Resident | Give Way sign at chicane has been knocked down. CL reported to Highways. ACTION: Parish Office to follow up. | CL |
| 6 | The Moor (opposite Moorlands) | Resident | Damaged 'duck' sign. Has been reported to Highways | CL |
| 7 | Elm Way | JH | Three protected trees need ivy removing. Also hedge/elders around green area need cutting back. CL has requested quotes. To be considered Maintenance Committee meeting in August | CL |
| 8 | Norgetts lane | Resident | Bench along Norgetts need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. | SM |
| 9 | Footpath from Water Lane to Greenbanks | Resident | Contract wardens have inspected and will carry out work. Waste to be left in a tonne bag and collected | IC/TC |
| 10 | All Saints Churchyard | Resident | Ride on mower has left oil on path through churchyard following grass cutting w/c 4 July. CL has written to contractor. | CL/ contr actor |
| 11 | Back Lane | SAH | Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. | SCD C |
| 12 | Verge top of Water Lane (Chalkhill Barrow side) | Resident / JH | Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. ACTION: Parish Office to establish where bamboo is coming from | CL/S M |

MA063/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA064/22 To note date of next meeting: Thursday, 18 August 2022

The date of the next meeting is Thursday, 18 August 2022.

The meeting ended at 11:24

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

A meeting of the Maintenance Committee held on Thursday, 16 June 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), Maureen and Les Brierley (RMRG)

MA024/22 To receive and approve apologies for absence

Steve Pitman had given apologies for absence.

MA025/22 To receive any Declarations of Interest and Dispensations

None received.

MA026/22 To approve the minutes of the Maintenance Committee Meeting held on 18 May 2022

It was RESOLVED to approve the minutes of the Maintenance Committee meeting held on 18 May 2022 as an accurate record.

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

MA027/22 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 no members of the public in attendance.

MA028/22 Finance Matters:

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

The report was received.

MA029/22 Conservation Matters:

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

Noted that rain fall and river levels are low. The report was received.

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

Representatives thanked the Parish Council for the grant awarded to support repairs to the access point to the River Mel. Requested permission to carry out the remedial works between 7-9 July. Gravel and oak beams will be delivered this week. Pavilion will be used as a well-being base.

Rob Mungovan has contacted the Parish Council and RMRG to update on a further project to clear scrub on the field behind MVC. Seeking grant funding from Cambridge Water.

Noted that Rob Mungovan is still to carry out half a day's work on the River – to be arranged.

ACTIONS:

- Clerk to contact HCGM to request that they cut the nettles along the new fencing on the bank of the River Mel, as planned as part of the recent works.
- Warden to provide plastic fencing netting to RMRG.

- c) To consider a quotation for 'no littering' signs to be displayed along the River Mel

Update was provided as to discussions with Meldreth Parish Council. RMRG representatives in Meldreth have clarified where the proposed 'no littering' signs will be placed (not to include Melwood).

ACTIONS:

- Clerk to contact Meldreth Parish Council to check if they wish their contact details to be included on the signs to be supplied to them.
- Cllr Barnes to provide updated sign with Melbourn Parish Council and phone number, also River Mel Restoration Group details.

It was RESOLVED to provide updated details for the sign to Unlimited Logos and to approve their quotation for post mounted 10 signs in the sum of £210 + VAT.

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

..... Dated

Once signs are ready, RMRG to install the signs along the River Bank (3 signs to be placed along the bank in Meldreth as agreed).

- d) To receive any other updates and consider actions

RMRG and the Melbourn Warden reported on a very useful meeting with the warden from Fowlmere RSPB at Stockbridge Meadows. Further update to be provided at MA031/22.

MA030/22 Allotment Matters:

- a) To welcome the Chair of the Allotment Association

To be deferred.

- b) To consider quotations for removal of asbestos

Discussion with regard to further reports of asbestos-type material on the allotments. Noted that advice from NALGS was to take a proactive approach with regular inspections by a registered contractor. Two quote for inspection and removal were considered.

It was RESOLVED to approve the quote from Cambridge Asbestos for inspection, removal and disposal of up to 100kg of asbestos in the sum of £795 + VAT.

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

Noted that annual inspections and removal/disposal should be precepted for in future.

- c) To consider quotations to remove brambles

Item to be deferred.

- d) To receive any updates and consider actions

There was nothing further to discuss.

MA031/22 Stockbridge Meadows:

- a) To receive any other updates and consider actions

Discussion as to very useful meetings with the warden from RSPB Fowlmere and a representative from Natural England (NE). NE representative indicated that they would support the Parish Council with a grant to produce an updated management plan for Stockbridge Meadows. This would be necessary for registering the area as a nature reserve. A variety of other support and potential grant funding may also be accessed through NE. **ACTION:** Assistant to Clerk to contact Natural England to thank them for their visit and progress discussion with regard to management plan.

RMRG noted that the pond identified for possible grant funding under the FWAG scheme appears to be all the criteria. NE also indicated they would be happy to support this project. **ACTION:** Clerk to contact FWAG to progress this

Noted that NE had indicated mowed pathways should be 2 meters in width. Discussion as to the impact on wildlife currently in the path borders. Advice to be sought from NE as to the best time of year to cut a wider path. Deferred to a future meeting.

Noted that a willow overhanging the boardwalk which will require attention before the boardwalk is replaced (Cllr Travis to provide a photo). **ACTION:** Assistant to Clerk to seek advice and quotes for work.

Noted that RMRG require a new wheelbarrow. **ACTION:** Wardens to purchase.

MA032/22 Stockbridge Meadows Boardwalk Project

- a) Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – MA032/22b

It was RESOLVED that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the following item would be discussed in camera.

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

- b) To discuss and consider tenders received – **TO BE HELD IN CAMERA**

This item was discussed in camera.

- c) Motion to re-open the meeting to Public and Press

It was RESOLVED that the meeting should come out of camera.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

- d) To receive any updates and consider actions

There was nothing further to discuss.

MA033/22 Governance Matters:

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

The weekly inspection reports were received.

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

The updated vandalism sheet was received. Noted with regret that trees recently planted by Shires had been damaged. Also noted that groups continued to gather on The Moor play park late at night causing a disturbance.

- c) To receive an update on the small electrical appliance bin

Awaiting a second quote. District Council have indicated they will pay for the works to prepare the proposed location on the car park. Noted that the location will require means for anchoring the bin.

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

Living Sport are arranging for the distance markers to be mounted on metal posts. To be installed when they are returned.

- e) To receive any other updates and consider actions

There was nothing further to discuss.

MA034/22 Cemetery Matters:

- a) To consider a quotation for emptying the soil store

It was RESOLVED to approve the quote from Herts & Cambs Ground Maintenance in the sum of £400 + VAT.

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

- b) To receive any other updates and consider actions

There was nothing further to discuss.

MA035/22 Village Maintenance Matters:

- a) To note expenditure on remedial works to pitches on the New Rec

Expenditure in the sum of £580 + VAT for remedial works to the pitches on the New Rec was noted.

- b) To consider quotations for work at 83 High Street

Discussion with regard to works required to be undertaken.

It was RESOLVED to approve the quote from Barley Maintenance in the sum of £202.80 + VAT to relocate existing bench and install the new Jubilee bench at 83 High Street.

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

It was RESOLVED to approve the quote from Peter Moxham to cut back the overgrown plants and shrubs in 83 High Street in the sum of £300.

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

ACTION: Wardens to clear debris while the gardening work is being carried out.

It was noted that a volunteer has kindly come forward to maintain the garden at 83 High Street.

- c) To receive any other updates and consider actions

A member noted that the bin at the corner of Maple Way and Orchard Road was always overflowing and suggested that a larger bin would be more suitable in that location.

ACTIONS:

- Warden to identify other bins that are not fit for purpose and may require replacement.

- Assistant to Clerk to seek prices for replacing existing bins with larger versions preferably with covers.

MA036/22 Worcester Way

- a) To receive an update on repairs to the fence at Worcester Way
Noted that the fence has now been repaired. No further action required.
- b) To receive an update with regard to clearance of debris from woodland behind Worcester Way
Noted that the clearance of debris has been completed. Area to be monitored going forward.
- c) To receive any other updates and consider actions
There was nothing further to discuss.

MA037/22 Pavilion Matters:

- a) To receive an update with regard to installation of Wi-Fi at the pavilion
Quote for installation of antennae to be obtained. MVC to remove all hardware that had been installed when they occupied the building.
- b) To receive an update with regard to Legionella testing
Assistant to Clerk to meet with contractor to discuss remedial works required. Ongoing.
- c) To receive any other updates and consider actions
Noted that the external decoration of the pavilion has now been completed.

MA038/22 Littlehands Matters:

- a) To receive an update with regard to Legionella testing
Report has been sent directly to Littlehands for attention.
- b) To receive an update with regard to the replacement windows
Deferred to future meeting – 3 quotes to be obtained for consideration.
- c) To consider quotes for repair to gate post in car park
Two quotes were considered.
It was RESOLVED to approve the quote from Barley Maintenance in the sum of £528.51 for repairs to the gate posts in Littlehands car park.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- d) To consider quotes for re-routing down pipe
Two quotes were considered.
It was RESOLVED to approve the quote of Barley Maintenance in the sum of £520.88 to reroute the downpipe and apply anti-vandalism paint.
Proposed by Cllr Barnes, seconded by Cllr Barley. All in favour.
- e) To receive any updates and consider actions
There was nothing further to discuss.

MA039/22 Policies and Risk Assessments

- a) To consider any updates and consider actions
There was nothing to discuss.

MA040/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions
Equipment is currently being manufactured. Awaiting a date for the pre-start meeting – hopefully in July. Work should commence 3-4 weeks after this.
ACTION: Parish Office to check date of the Bowls Club Centenary celebrations to avoid disruption to them on the day.

MA041/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions
Site meeting with Betongpark scheduled from 27 June. Waiting to hear from Clarke and Kent to schedule site meeting.

MA042/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

| 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: Work should be carried out within 12 weeks | CL |
| 2 | 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 |
| 3 | 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. Highways will do tree work and make repairs to the footpath (email 24/5). | CL |
| 4 | 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. Argenta to inspect 17/6 | CL |
| 5 | Beechwood Avenue (New Road end) | Resident | Street signs need attention. CL reported to District | Wardens ? CL |
| 6 | Bus shelter | Resident | Graffiti and litter. Wardens have cleaned. Shelter to be repainted. CL to discuss repainting with IC and TC | Wardens |
| 7 | Clear Cres hedge | JW | Suggested more regular cutting required to maintain at 4' | CL |
| 8 | Station Road - tree leaning over road | Resident | Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. Argenta to inspect on 17/6 | CL |
| 9 | Back Lane | Resident | Report that trees along Back Lane require cutting back. Office has reported to Highways with photo | CL/SM |
| 10 | Millennium Copse | SAH | Trees damaged. Wardens to inspect. KR will removed damaged lower branches | CL/SM |
| 11 | New Road | Resident | Give Way sign at chicane has been knocked down. CL reported to Highways | CL |
| 12 | New Road / Carlton Rise | Resident | Broken drain cover - has been reported to Highways | CL |
| 13 | The Moor (opposite Moorlands) | Resident | Damaged 'duck' sign. Has been reported to Highways | CL |
| 14 | Cut back footpath along Bowls Green to New Rec | Resident | Nettles need cutting back so that the footpath can be used. Wardens to strim back | Wardens |
| 15 | High Street | Resident | Hedge to the rear of Rupert Neve Close - overgrowing the footpath. Reported to Highways for cutting. | CL/SM |
| 16 | The Moor (Old Rec) | Resident | Trees on the Old Rec along the footpath of The Moor - low hanging branches need to be cut back. Pedestrians having to step in to the road | Wardens |

MA043/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

A member noted the overgrown hedge on the High Street (rear of Rupert Neve Close). Clerk noted this has been reported to County Highways.

MA044/22 To note date of next meeting: Thursday, 21 July 2022

The date of the next meeting was noted as Thursday, 21 July 2022.

The meeting ended at 11:40

Melbourn Parish Council
Maintenance Expenditure Tracking 2022/23
(Actuals based on paid invoices)

| EDGE Code | Budgeted expenditure (included in Precept) | Budget 2022/23 £ | Actual to date (30/06/22) £ | Committed £ | Balance £ | Notes |
|-----------|--|---------------------|--------------------------------|----------------|--------------|---|
| | <u>Conservation:</u> | | Paid | Unpaid | | |
| 1000 | Allotments - water (2 meters) | 790 | | 386 | 404 | |
| 1000 | Allotments - plot clearance/maintenance | 600 | | | 600 | |
| 1000 | Allotments - unplanned e.g. asbestos removal | 500 | 140 | | 360 | Asbestos removal |
| 1100 | Conservation - Christmas tree and plants for tubs | 300 | 203 | | 97 | Compost/begonias |
| 1100 | Conservation - tree survey | 650 | | 200 | 450 | |
| 1100 | Conservation - tree works | 4,850 | 1,231 | 300 | 3,319 | Clearing woodland Worcester Way £1,106/83 High St £300 |
| 1100 | Conservation - emergency tree works | 3,000 | | | 3,000 | |
| 1100 | Conservation - tree planting | 2,000 | 96 | | 1,904 | |
| 1100 | Conservation - donation to fund tree planting | 500 | | | 500 | Donation - Not in precept but included as a reminder for spending on trees in 2022/23 |
| 1100 | Conservation - unplanned | 500 | 415 | | 85 | Replace Orchard Lectern panel/rabbits |
| 1150 | Stockbridge Meadows - path cutting and rolling | 300 | | | 300 | |
| 1150 | Stockbridge Meadows - unplanned | 500 | | | 500 | |
| | | 14,490 | 2,085 | 886 | 11,519 | |
| | <u>Cemeteries</u> | | | | | |
| 2000/1 | Orchard Road - electricity | 330 | 21 | 10 | 299 | |
| 2000/1 | Orchard Road - water | 100 | 48 | 48 | 3 | Inv for 2021/22 water not recd until 2022/23 |
| 2000/1 | Orchard Road - unplanned (eg path cleaning) | 400 | | | 400 | |
| 2000/2 | New Road - water | 100 | | 41 | 59 | |
| 2000/2 | New Road - tree & hedge work, soil store, path edging | 1,000 | | | 1,000 | |
| 2000/2 | New Road - unplanned | 500 | | 7 | 493 | |
| 2000/2 | New Road - headstone bases and installation | 1,300 | | | 1,300 | |
| | | 3,730 | 70 | 106 | 3,555 | |
| | <u>Play Areas, Recreation Grounds & Pavilion</u> | | | | | |
| 3000 | Playground - ROSPA | 220 | 123 | | 98 | |
| 3000 | Playground - play area maintenance, equipment repair/renewals | 1,500 | 729 | | 771 | Agility trail pole repair |
| 3000 | Playground - tree work/edging | 1,000 | | | 1,000 | |
| 3000 | Playground - unplanned | 200 | | | 200 | |
| 3200 | Recreation Ground - electricity | 370 | 69 | 24 | 277 | |
| 3200 | Recreation Ground - pest treatment | 650 | | | 650 | |
| 3200 | Recreation Ground - unplanned | 500 | 712 | | (212) | Additional work to goal mouths/pitches + signs |
| 3400 | Pavilion - cleaning | 1,000 | 135 | 14 | 851 | |
| 3400 | Pavilion - electricity | 2,400 | 243 | 199 | 1,958 | |
| 3400 | Pavilion - water | 100 | | 41 | 59 | |
| 3400 | Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials) | 600 | 321 | | 279 | Septic tank |
| 3400 | Pavilion - drain clean | 300 | | | 300 | |
| 3400 | Pavilion - legionella assessment | 300 | 323 | | (23) | |
| 3400 | Pavilion - maintenance (PAT testing, boiler service, fire alarm service, security alarm) | 400 | | | 400 | |
| 3400 | Pavilion - unplanned repairs & renewals | 1,000 | | 18 | 983 | |
| 3400 | Pavilion - external redecoration (b/fwd from 2020/21 budget) | 2,000 | 2,200 | | (200) | |
| | | 12,540 | 2,655 | 295 | 9,590 | |
| | <u>Finance & General Purpose</u> | | | | | |
| 4300/2 | Wardens' materials (mower fuel, spare parts, materials) | 500 | 127 | 155 | 217 | |
| 4300/3 | Wardens' equipment | 500 | 62 | | 438 | |
| 4300/4 | Parish Van expenses (insurance, MOT, road tax, repairs and fuel) | 1,400 | 935 | 55 | 409 | Insurance £571; road tax £290 |
| 4900 | Parish Clock - service | 200 | | | 200 | |
| 4900 | Parish Clock - repairs | 200 | | | 200 | |
| 5000/9 | Litter picking & warden cover | 4,000 | 304 | 163 | 3,533 | Includes sickness cover for wardens |
| 7100 | Car park workshop - water | 175 | 73 | 7 | 95 | |

| | | | | | | |
|------|--|--------|-------|-------|--------|------------------------------|
| 7100 | Car park workshop - electricity | 2,700 | 133 | | 2,567 | |
| 7100 | Car park workshop - PAT testing | 30 | | | 30 | |
| 7100 | Car park - unplanned | 500 | 465 | | 35 | Electrical works in workshop |
| | | 10,205 | 2,100 | 380 | 7,725 | |
| | <u>Highways</u> | | | | | |
| 8000 | Highways - brown tourist info signs re Stockbridge Meadows (b/fwd from 2020/21 budget) | 200 | - | | 200 | |
| | | 200 | - | - | 200 | |
| | <u>Rental Property</u> | | | | | |
| 9000 | Rental Property - Littlehands annual drain cleaning | 470 | | | 470 | |
| 9000 | Rental Property - unplanned | 1,000 | 323 | 203 | 474 | Legionella assess/Downpipe |
| 9000 | Rental Property - projects (window replacement) | 4,000 | | | 4,000 | |
| | | 5,470 | 323 | 203 | 4,944 | |
| | Total Maintenance (excluding grounds maintenance contracts) | 46,635 | 7,232 | 1,870 | 37,533 | |
| | Grounds Maintenance Contracts | | | | | |
| 1200 | Grass cutting contract - verges/Hub etc (£622.50 x 12) | 7,470 | 1,868 | | 5,603 | |
| 1200 | Grass cutting contract - extra cuts x 2 | 1,200 | | | 1,200 | |
| 1300 | Public Open Space - maintenance (£460 per month) | 5,520 | 1,380 | | 4,140 | |
| 1300 | Public Open Space - extra cuts x 3 | 900 | | | 900 | |
| 1300 | Public Open Space - additional work (leaf/hedge works etc) | 1,250 | | | 1,250 | |
| 2100 | Cemeteries (£405.83 x 12) + £1,000 for extra hedge work in new contract | 4,870 | 1,217 | | 3,653 | |
| 2100 | Cemeteries - extra cuts (£360 x 3) | 1,080 | | | 1,080 | |
| 3200 | Recreation Grounds (£755 per month) | 9,060 | 2,265 | | 6,795 | |
| 3200 | Recreation Grounds - extra cuts (£130 x 4) | 520 | | | 520 | |
| | | 31,870 | 6,730 | - | 25,140 | |

Monthly water situation report

East Anglia

Summary – June 2022

Rainfall across the region varied between 61-96% of the LTA, meaning rainfall was classified as normal in all catchments (low end of normal in many). A large proportion of June's rainfall fell on June 4th. Following the rainfall in June, all longer-term rainfall trends showed below normal to notably low levels of rainfall. As a result of the rainfall being less than the LTA and the high temperatures, SMD moved to exceptionally high from the notably high levels at the end of May. SMD momentarily went down to normal levels following heavy rainfall at the start of June, but soon increased again. Most river flow indicator sites had unchanged classifications from the May report, whilst some sights saw the classification slightly increase or slightly decrease. All river flow sites were classified between normal to exceptionally low levels. Groundwater classifications remained unchanged from the May report, with majority of the sites remaining at normal levels, with a few sites at below normal levels. The majority of the reservoirs ended the month slightly below their operational target, with Abberton being the only exception. Groundwater Support Scheme pumping was increased throughout June.

Rainfall

Rainfall in June across the region varied between 61-96% of the LTA for the time of year. This meant that rainfall was classified as normal in all catchments (low-end of normal in most catchments). Rainfall was generally highest in the west of the region. The vast majority of June's rainfall fell on June 4th, with most catchments receiving 15-20mm of rainfall. The 3-month total continued to show notably low to below normal levels of rainfall in all catchments, with the notably low levels generally being found in the North-East of the region. The 6-month total is showing mostly notably low levels with some below normal levels in the west of the region. This is a decrease from the May report which showed normal to below normal levels of rainfall in the last 6 months. The 12-month total displayed mostly below normal levels, with some notably low levels in the east of the region. Again, this is a decrease from the May report which was showing normal to below normal levels of rainfall.

Soil Moisture Deficit/Recharge

Despite the normal levels of rainfall in June, SMD increased to exceptionally high levels across the region. This is an increase from the May report where SMD levels were notably high for the time of year. SMD temporarily dropped to normal levels following heavy rainfall on 4th June, but quickly increased again following warm temperatures and little rainfall.

River Flows

Following the normal levels of rainfall in June, river flows across the region continued to range from exceptionally low to normal levels, as they did in the May report. 52% of indicator sites have seen no change in classification from the May report. 29% of indicator sites saw a slight increase in classification whilst the remaining 19% of sites decreased slightly in classification. 19% of indicator sites ended the month classified as normal (slight increase from May report), 43% were classified as below normal (slight decrease from May report) and 33% classified as notably low (slight increase from May report). Only Waveney ended June classified as exceptionally low, as it was in the May report (Tove was also at exceptionally low levels in May but has since increased to notably low levels).

Groundwater Levels

Groundwater classifications have remained unchanged from the May report across all sites. 75% of indicator sites showed normal levels for the time of year, with the remaining 25% of indicator sites at below normal levels. Groundwater readings for Brecklands and Bath Springs were both missing last month, but this month's readings both presented normal levels. Only 1 indicator site, The Spinney – Cottessy, has shown recharge during June, all other indicator sites went down.

Reservoir Storage/Water Resource Zone Stocks

Other than Abberton, all reservoirs in the region ended June slightly below their normal operational curves. Abberton and Ardleigh were at normal levels for the time of year whilst the remaining sites were all at below normal levels for the time of year.

Environmental Impact

Groundwater support scheme operation increased throughout June. As of the end of June, 4 out of 8 pumps were operating in the Rhee (was 1 at the end of May). 4 out of 6 pumps were operating in the Lodes-Granta (same number as at the end of May but pumping rates increased at most sites). 2 of the 13 pumps on the Thet-Little Ouse are currently in operation, an increase from May report where none of these pumps were operating. The Hiz continued to have no pumps operating.

Forward Look

Probabilistic ensemble projections for river flows at key sites

September 2022: Most sites are showing a reduced probability of notably low to exceptionally low flows. Ely Ouse is showing an increased probability of below normal flows whilst Stiffkey is showing an increased probability of normal flows.

December 2022: Most sites are showing an increased probability of less than normal flows. Ivel is showing an increased probability of above normal flows.

Probabilistic ensemble projections for groundwater levels in key aquifers

September 2022: Most sites are showing a greatly increased probability of normal levels. The only exception is Redlands which is showing an increased probability of below normal levels.

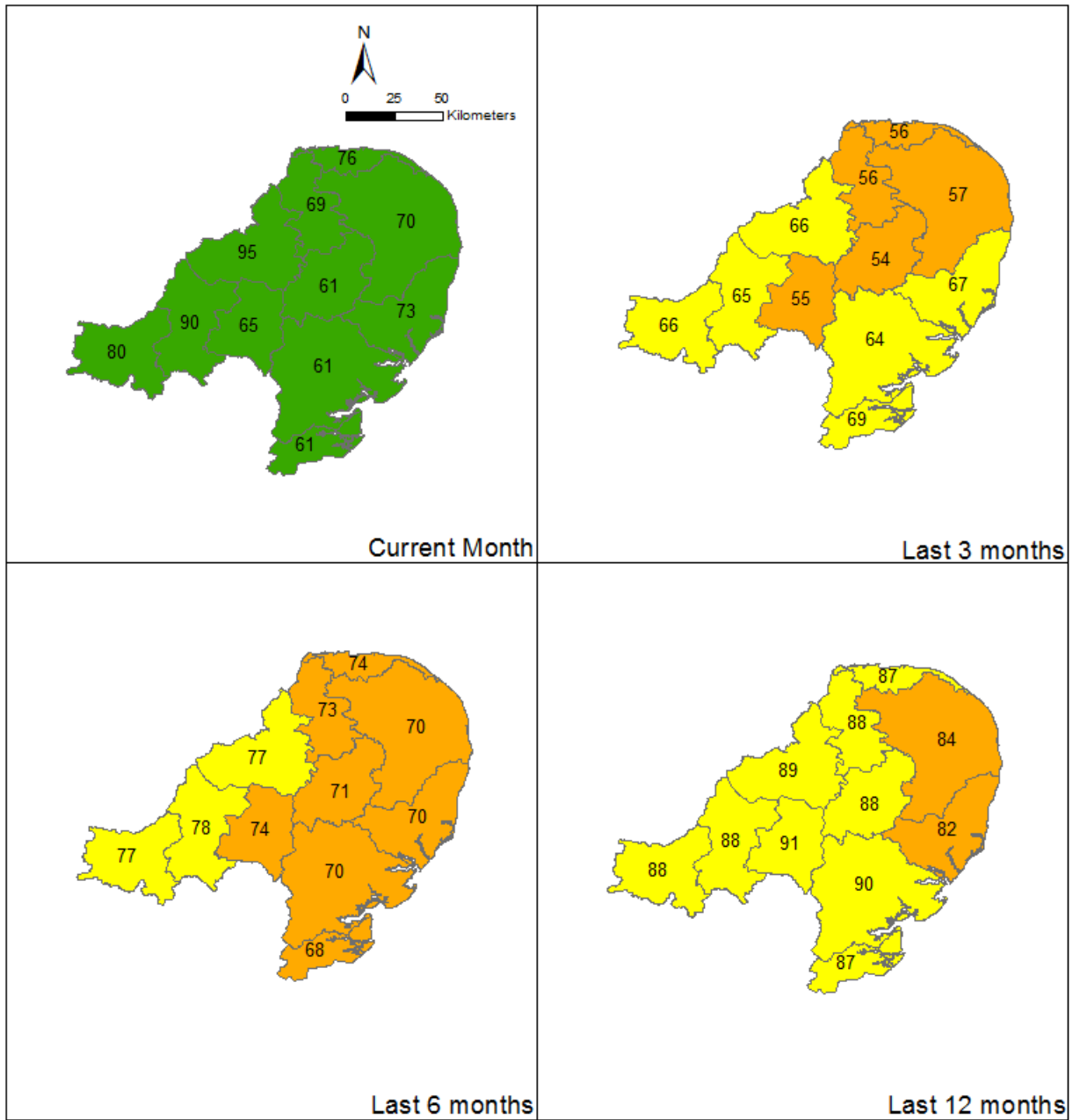
March 2023: Most sites are showing an increased probability of less than normal levels. Therfield and Washpit are both showing an increased chance of normal levels.

Author:

[Hydrology and Operations](#) Contact details: 03708506506

Rainfall

June 2022



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

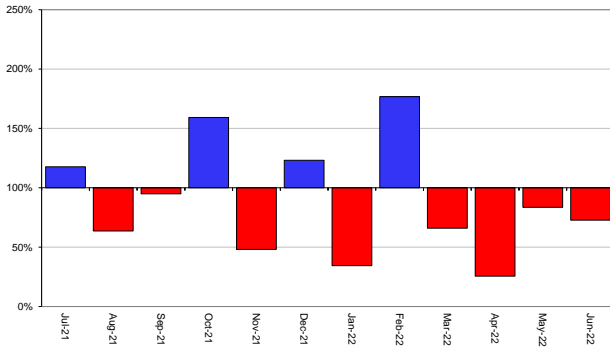
Rainfall expressed as percentage of 1961-1990 Long Term Average for the specified duration. Classes derived from data for the period 1891 to 2017 based on the HadUK dataset (Met Office © Crown Copyright)

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.

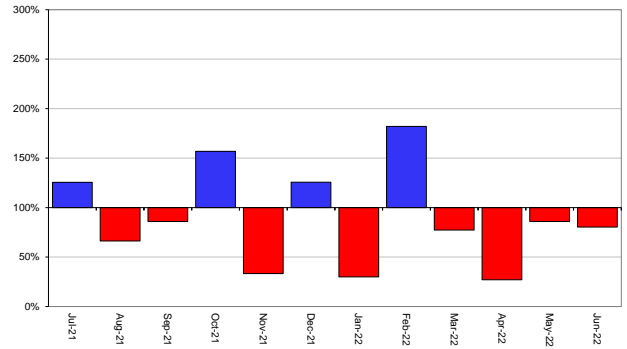
Above average rainfall

Below average rainfall

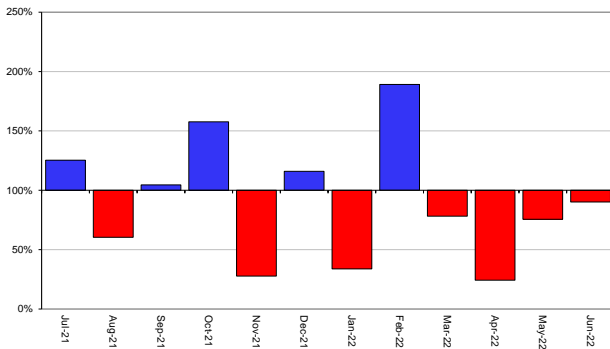
1-Month Period for East Anglia



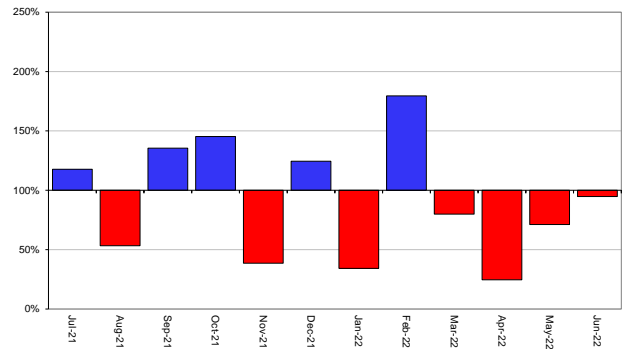
1-Month Period for Upper Bedford Ouse



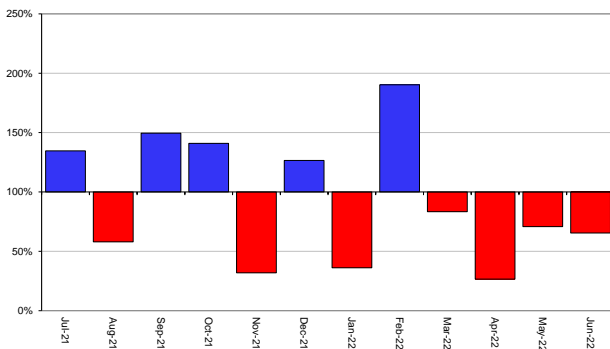
1-Month Period for Lower Bedford Ouse



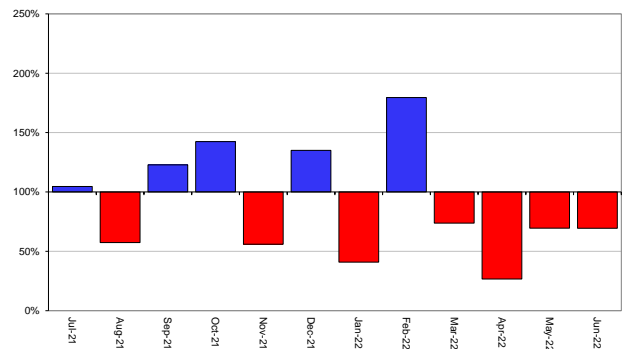
1-Month Period for Central Area Fenland



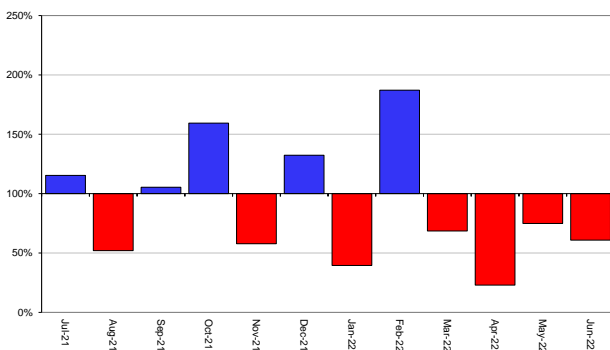
1-Month Period for Cam



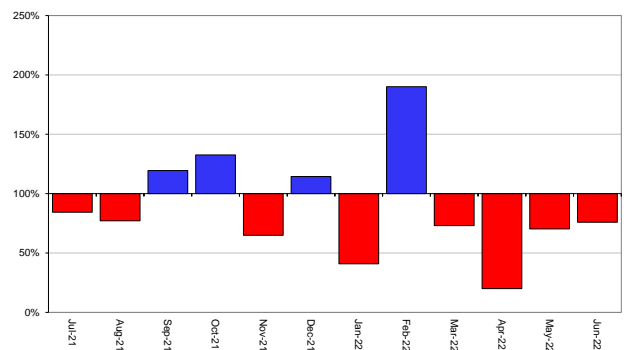
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark

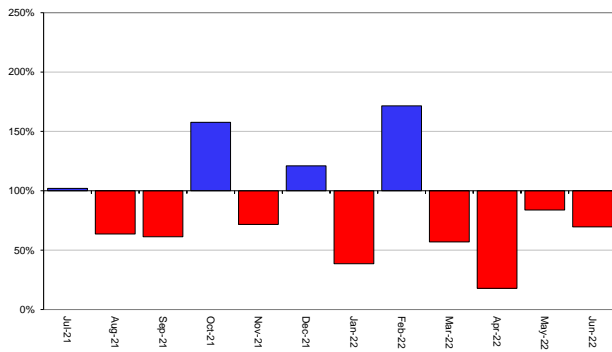


1-Month Period for North Norfolk



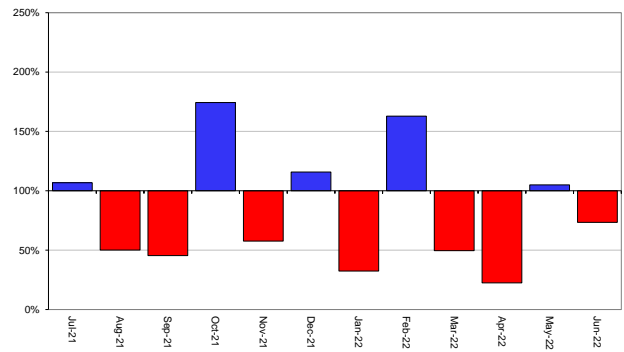
Above average rainfall

1-Month Period for Broadland Rivers

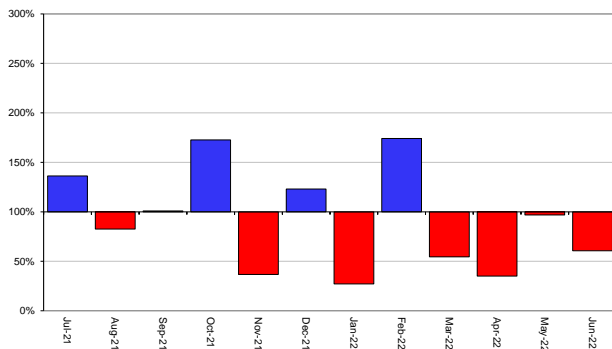


Below average rainfall

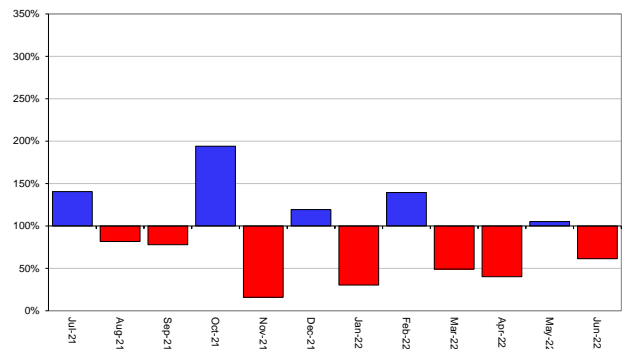
1-Month Period for East Suffolk



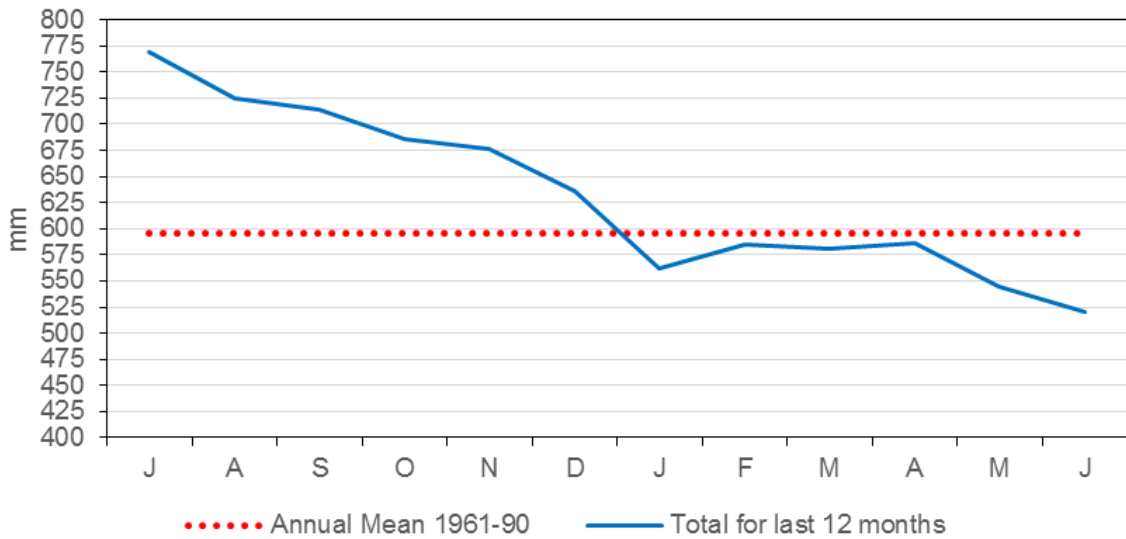
1-Month Period for North Essex



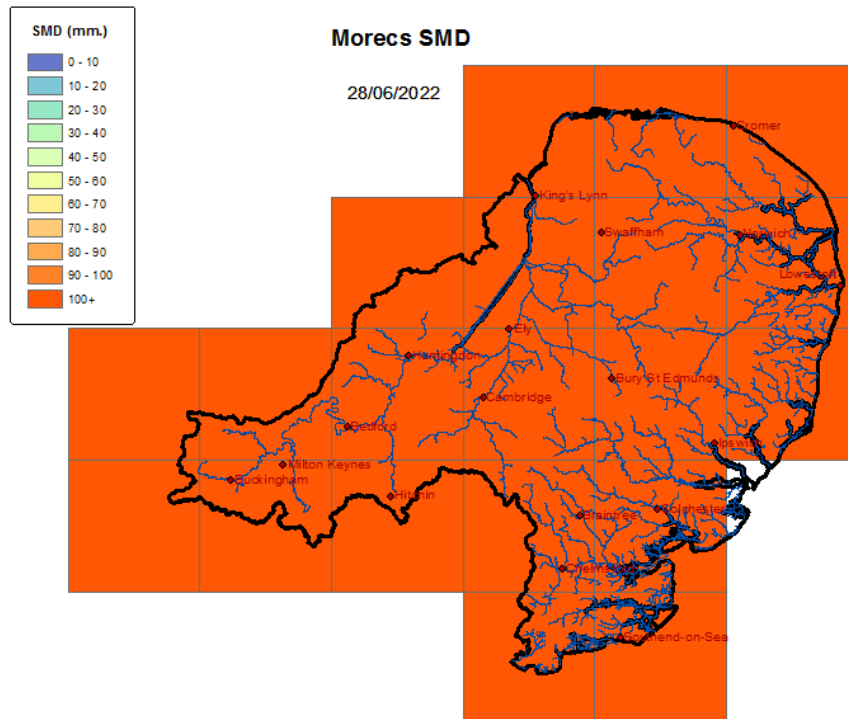
1-Month Period for South Essex



Monthly Rainfall Surplus/Deficit

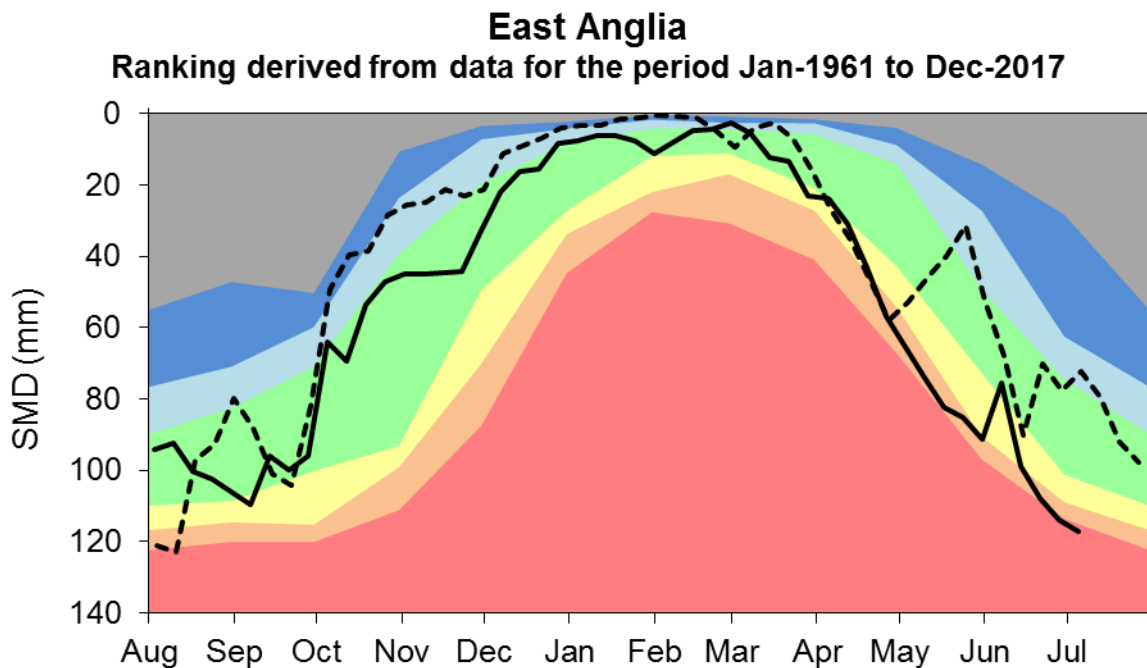
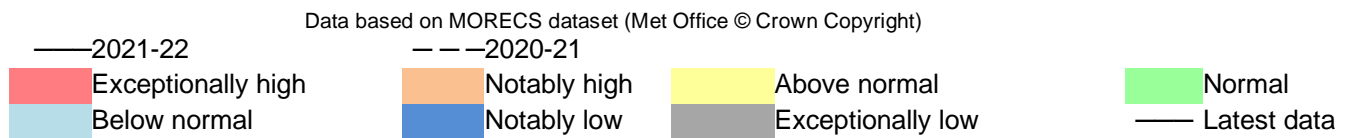


Soil Moisture Deficit



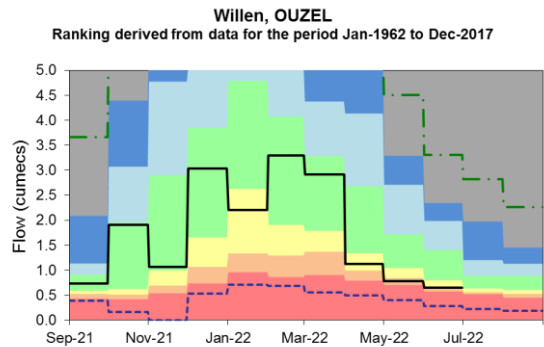
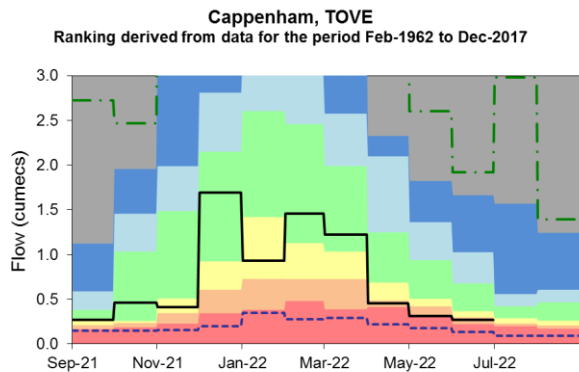
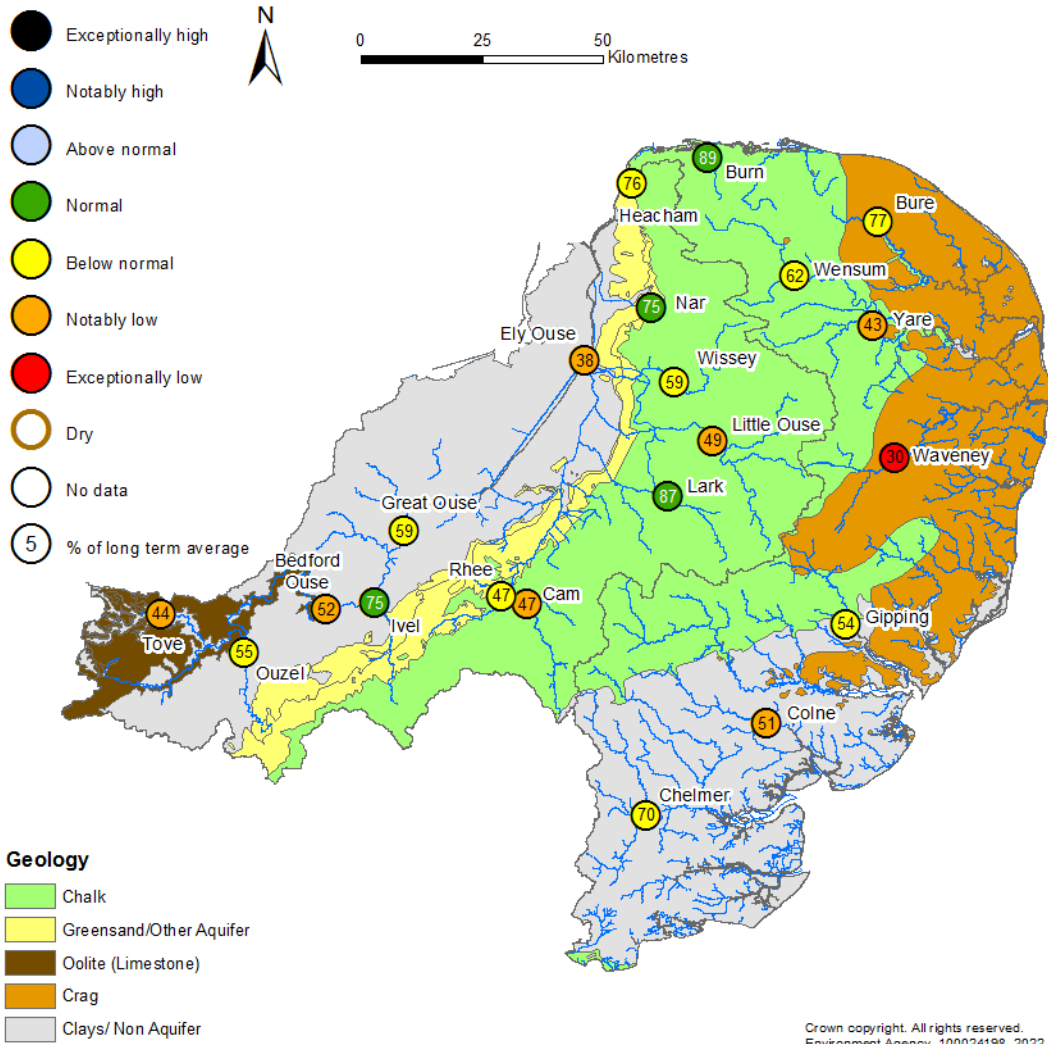
Data based on MORECS (Met Office © Crown Copyright)

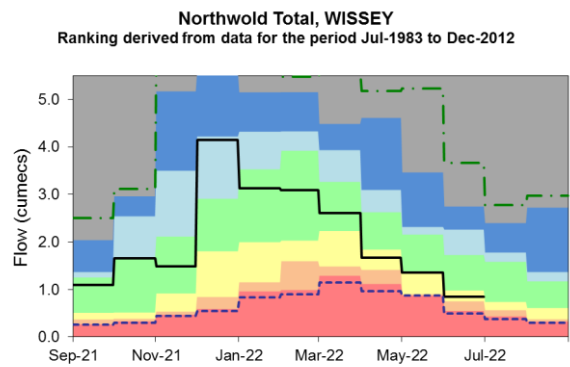
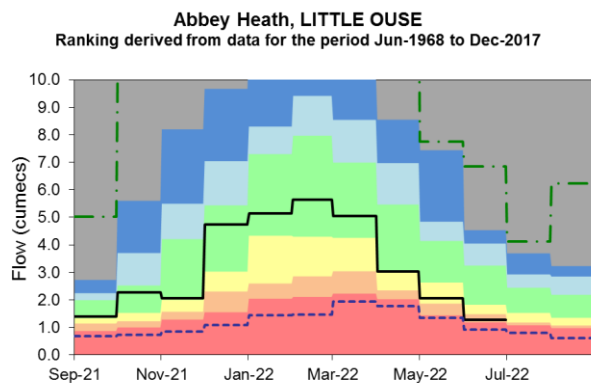
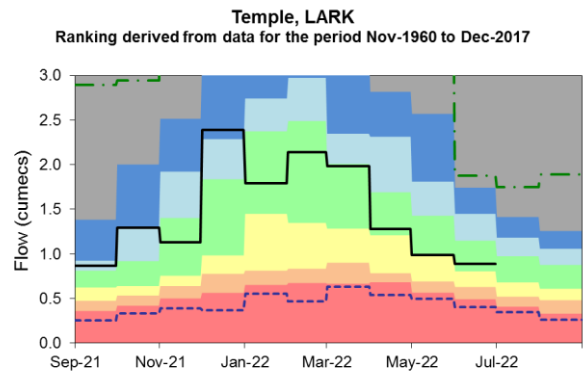
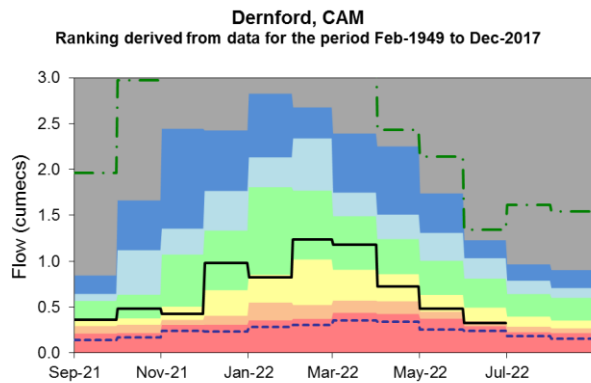
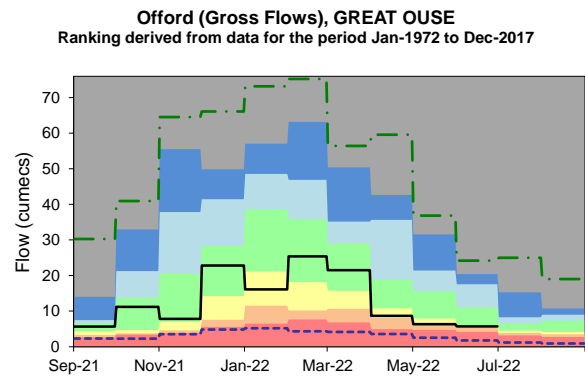
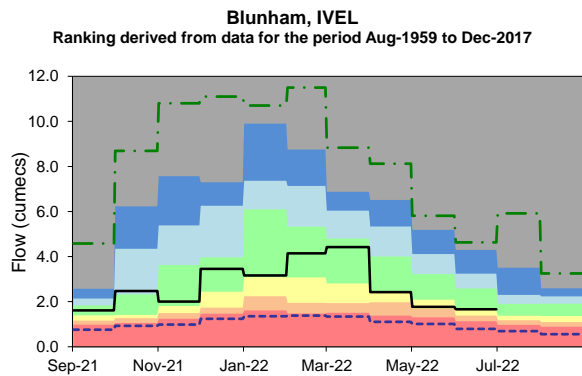
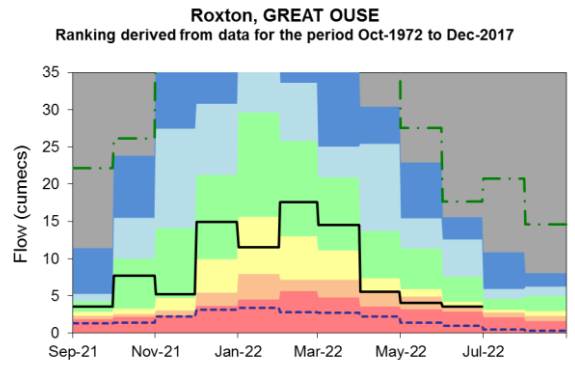
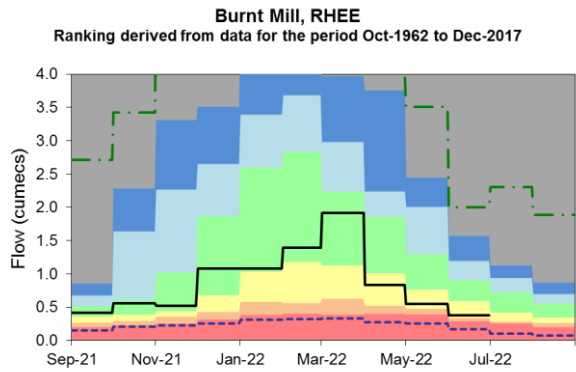
Data based on MORECS dataset (Met Office © Crown Copyright)

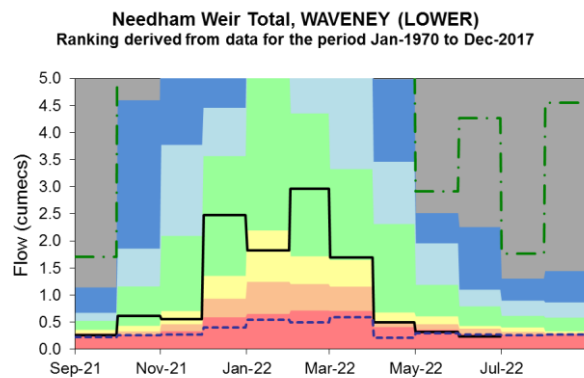
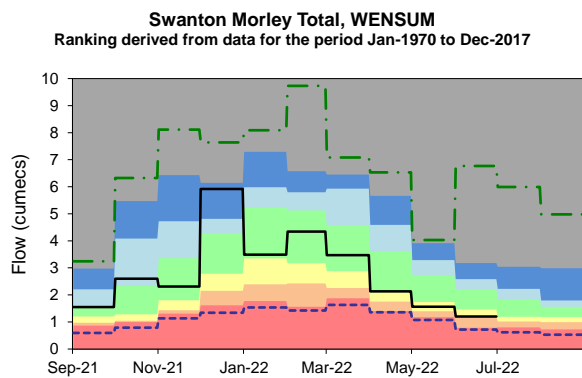
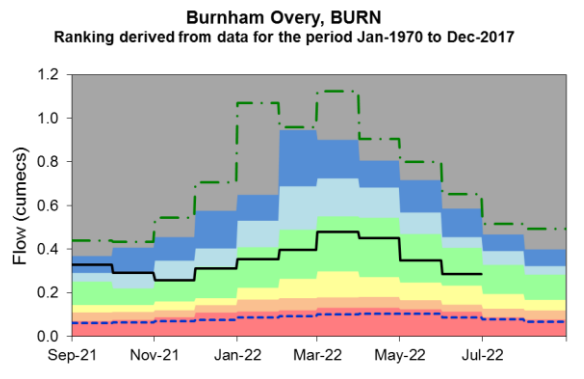
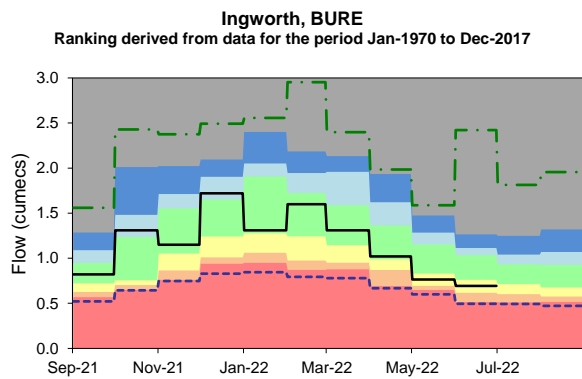
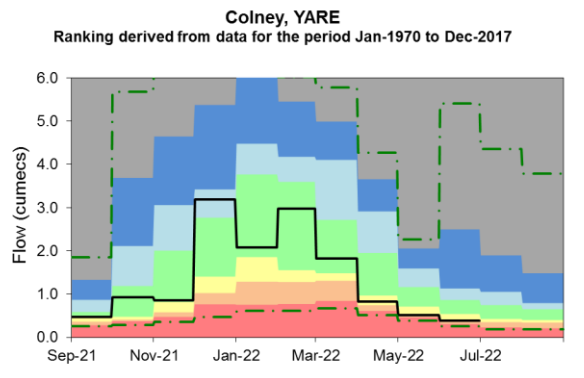
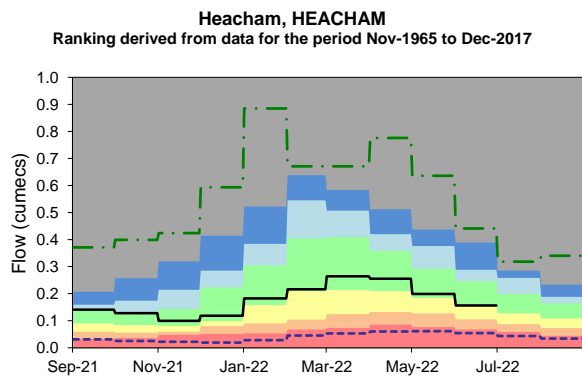
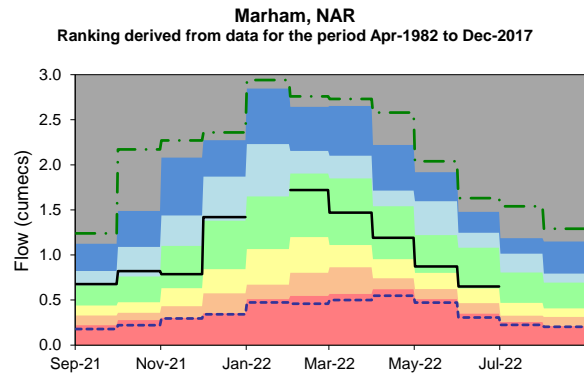
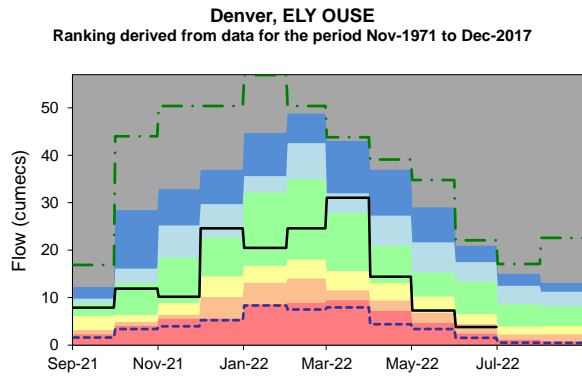


River Flow

June 2022



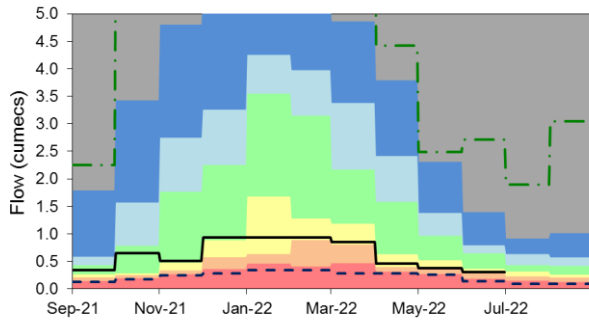






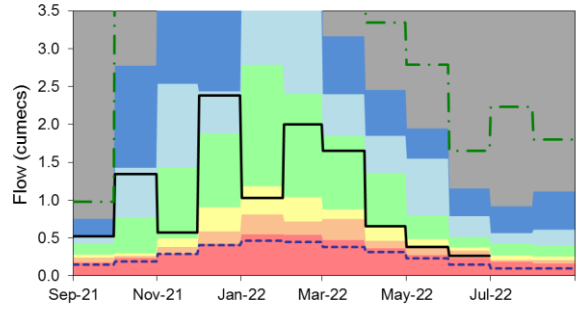
Bramford, GIPPING

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



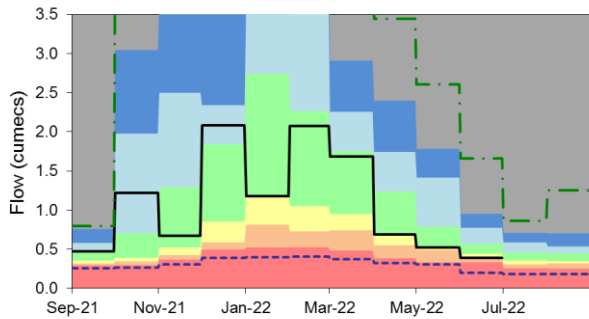
Lexden, COLNE

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

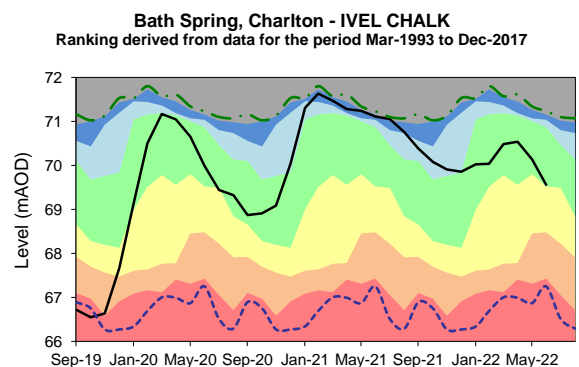
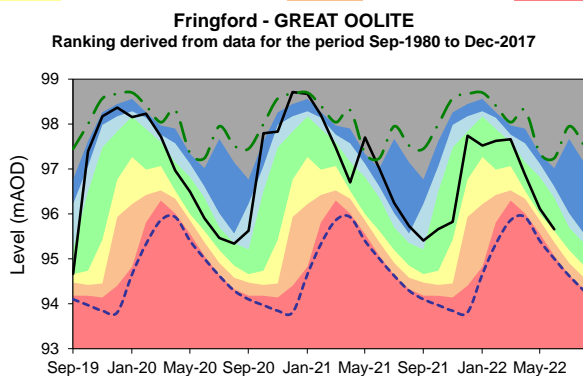
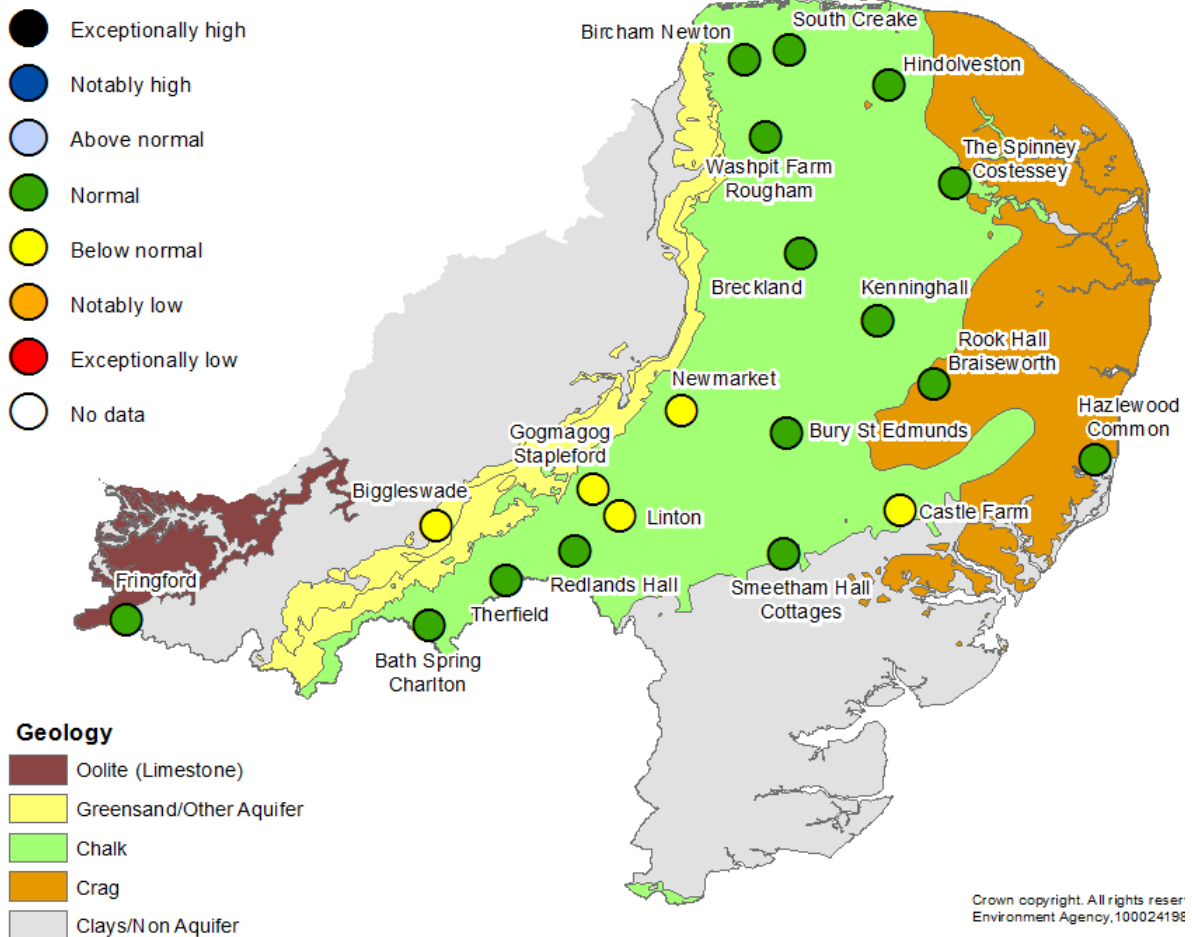


Springfield, CHELMER

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

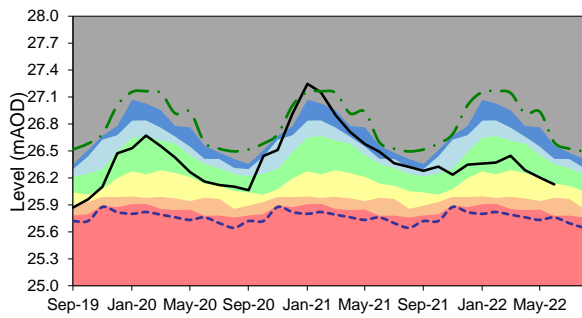


Groundwater Levels June 2022

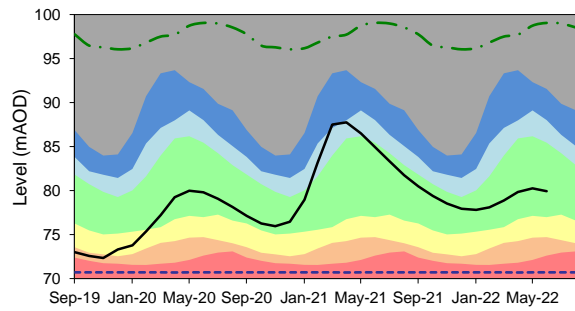




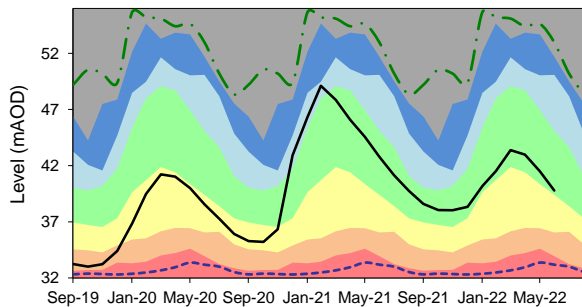
Biggleswade - IVEL SANDSTONE
Ranking derived from data for the period Mar-1968 to Dec-2017



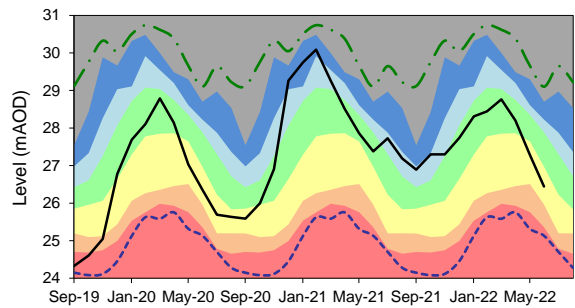
Therfield Rectory - N HERTS CHALK
Ranking derived from data for the period Jan-1883 to Dec-2017



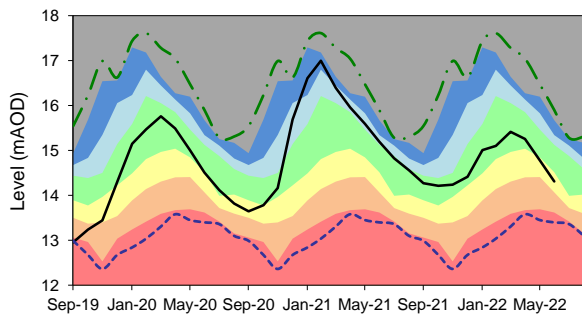
Redlands Hall, Ickleton - CAM CHALK
Ranking derived from data for the period Aug-1963 to Dec-2017



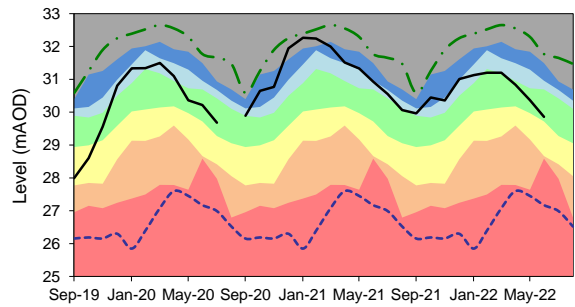
Linton - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



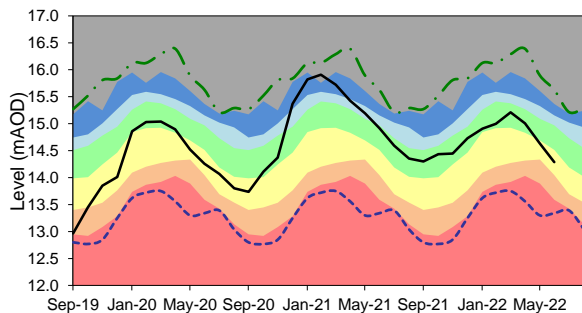
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



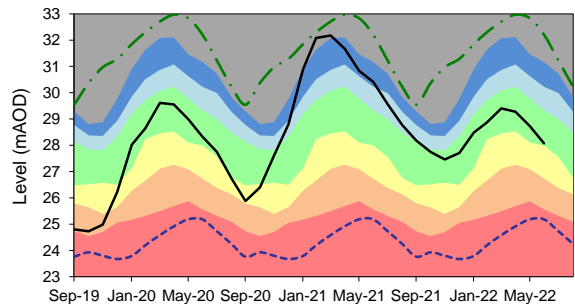
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017

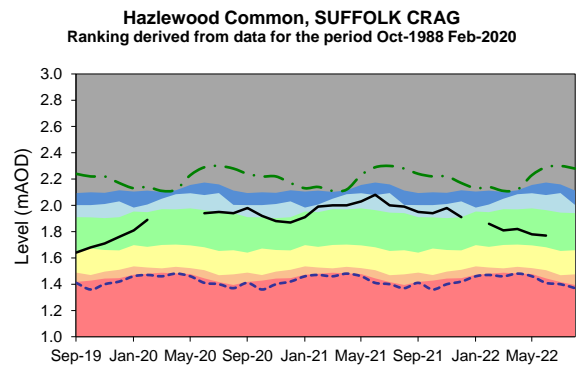
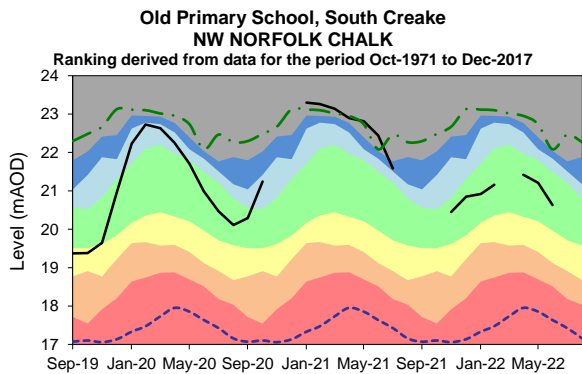
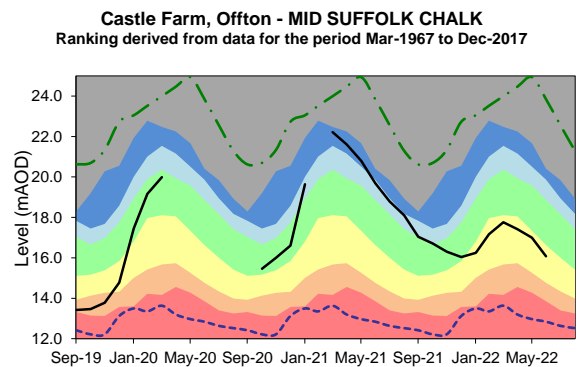
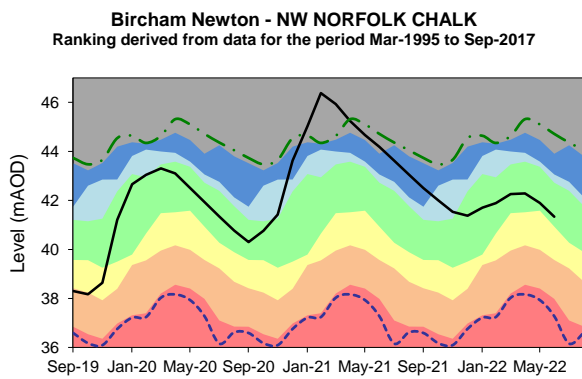
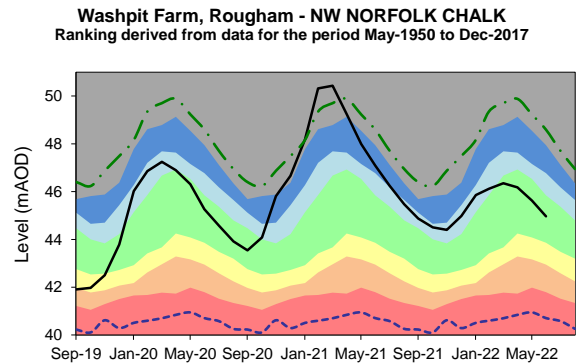
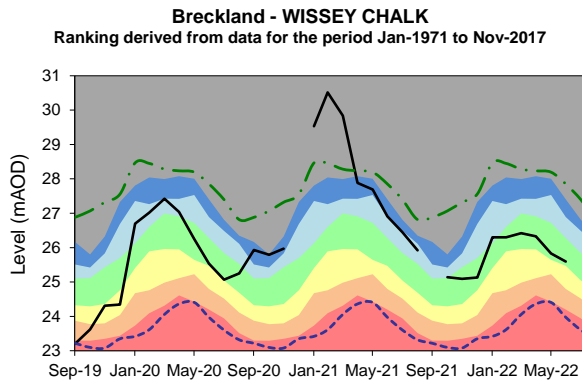


Newmarket - SNAIL CHALK
Ranking derived from data for the period Feb-1983 to Dec-2017



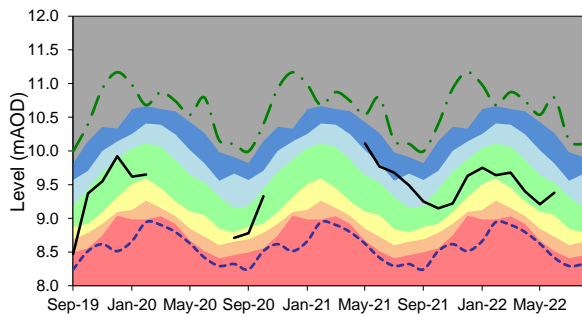
Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017



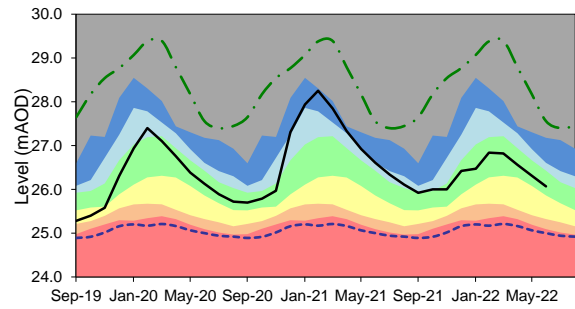




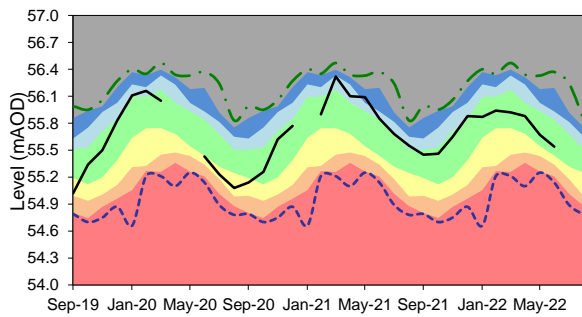
The Spinney, Costessey - WENSUM CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



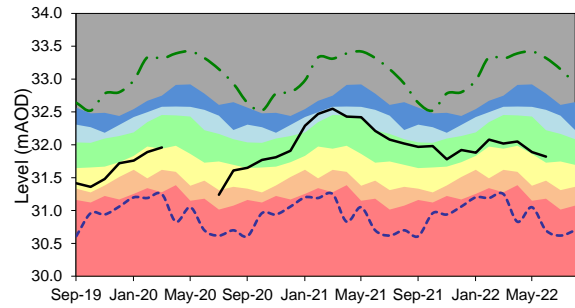
Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking derived from data for the period Jan-1964 to Dec-2017



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



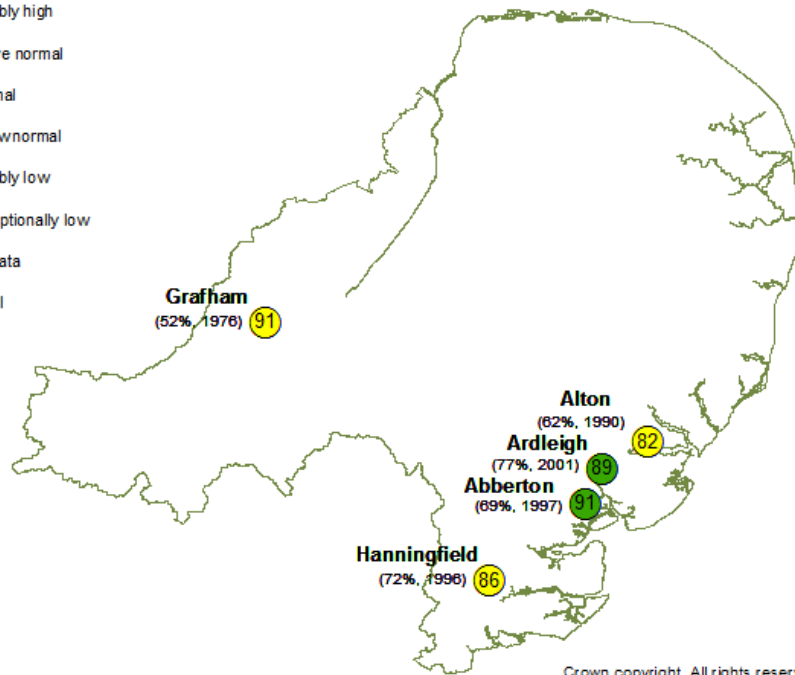
Reservoir Stocks

June 2022

June 2022

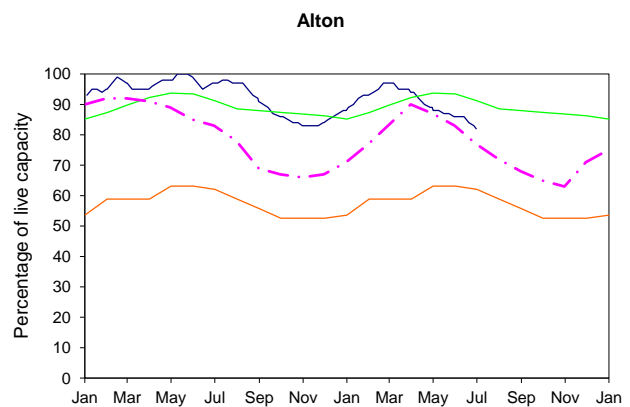
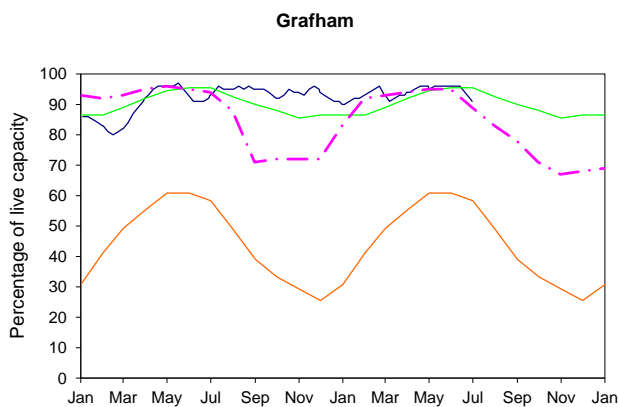
End of month reservoir levels expressed as percentage full.

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

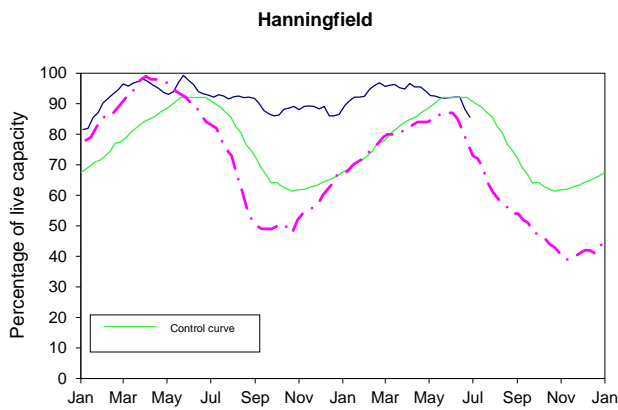
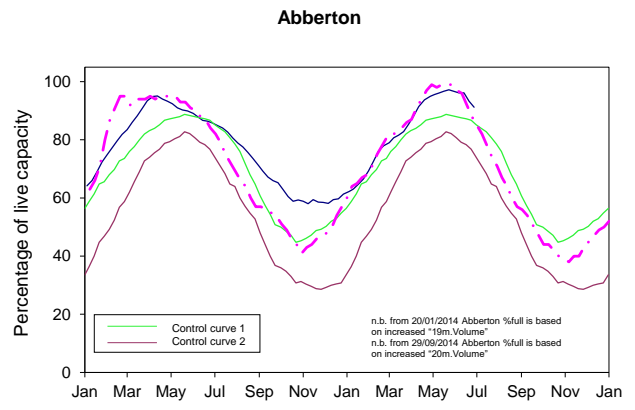
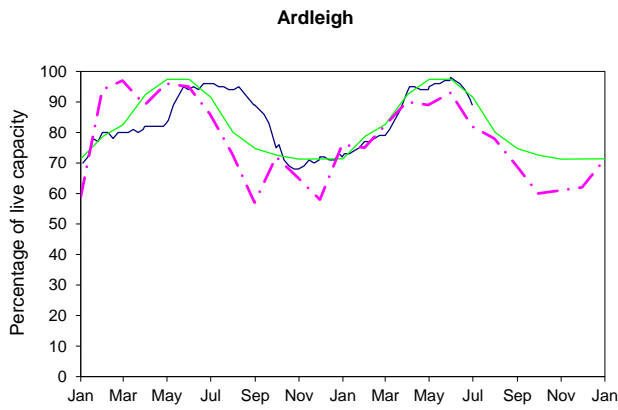


Crown copyright. All rights reserved.
Environment Agency, 100024198, 2022

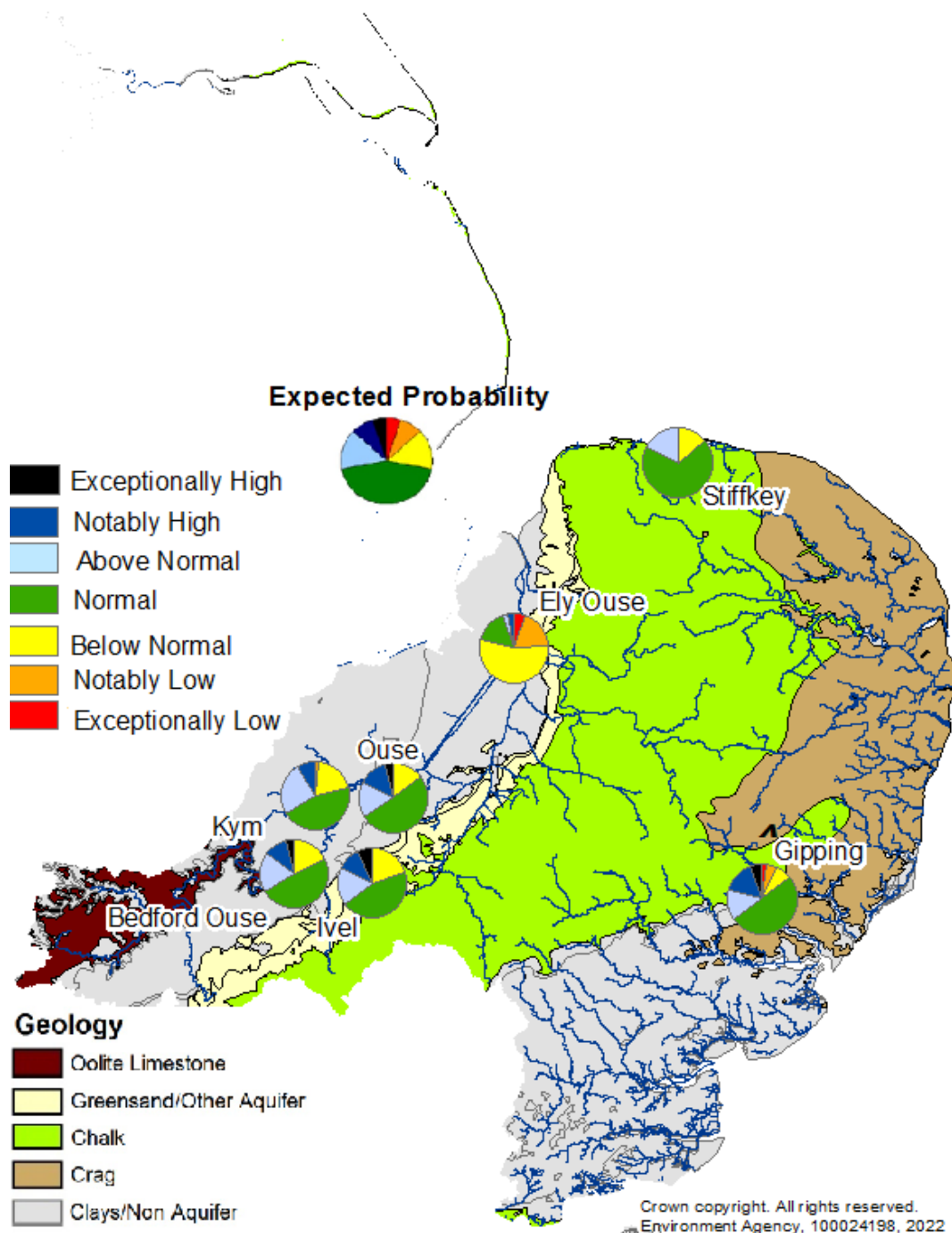
— 2021-2022 — Normal Operating Curve — Drought Alert Curve — 1995-1996



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



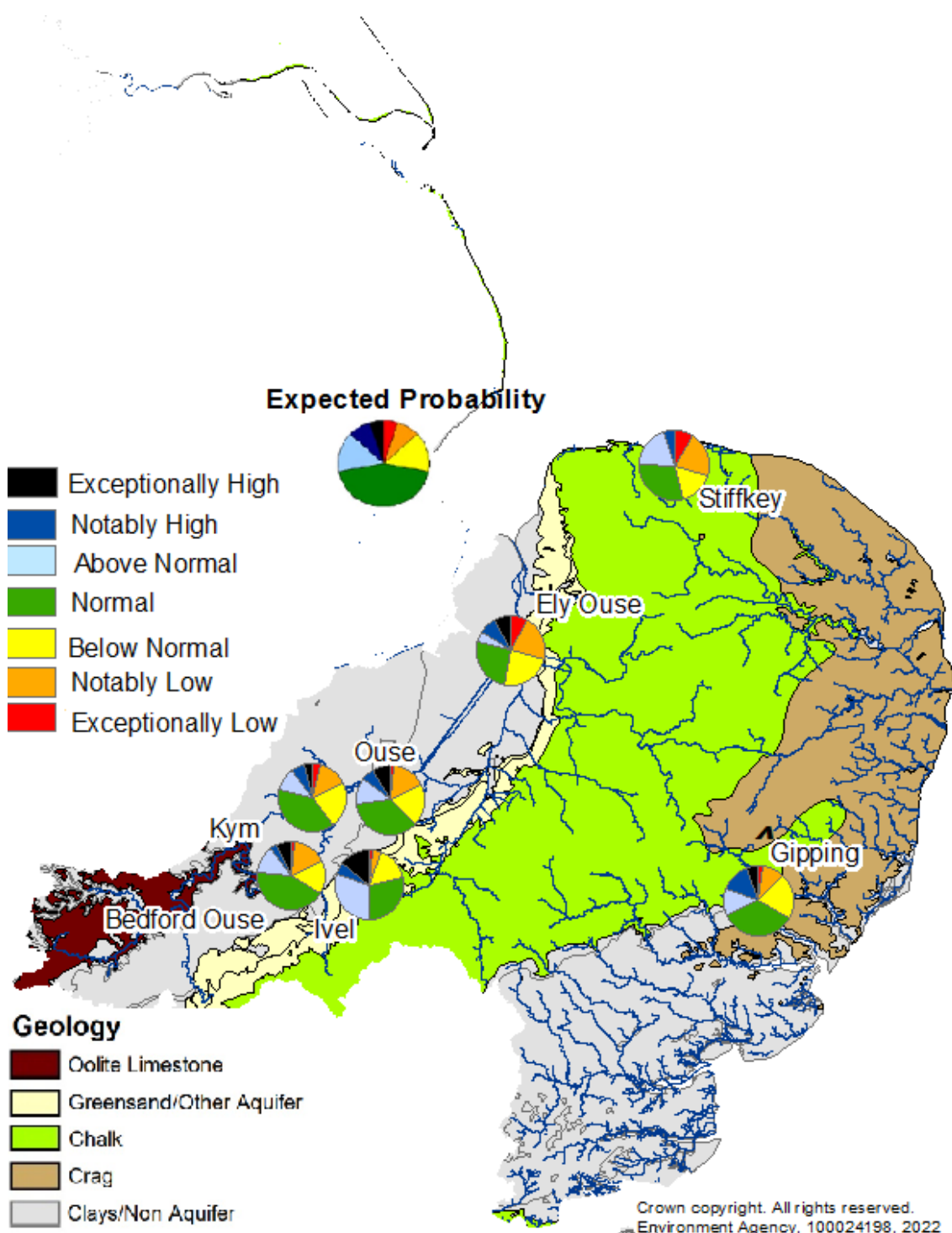
Forward Look – River Flows



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 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, 2021.

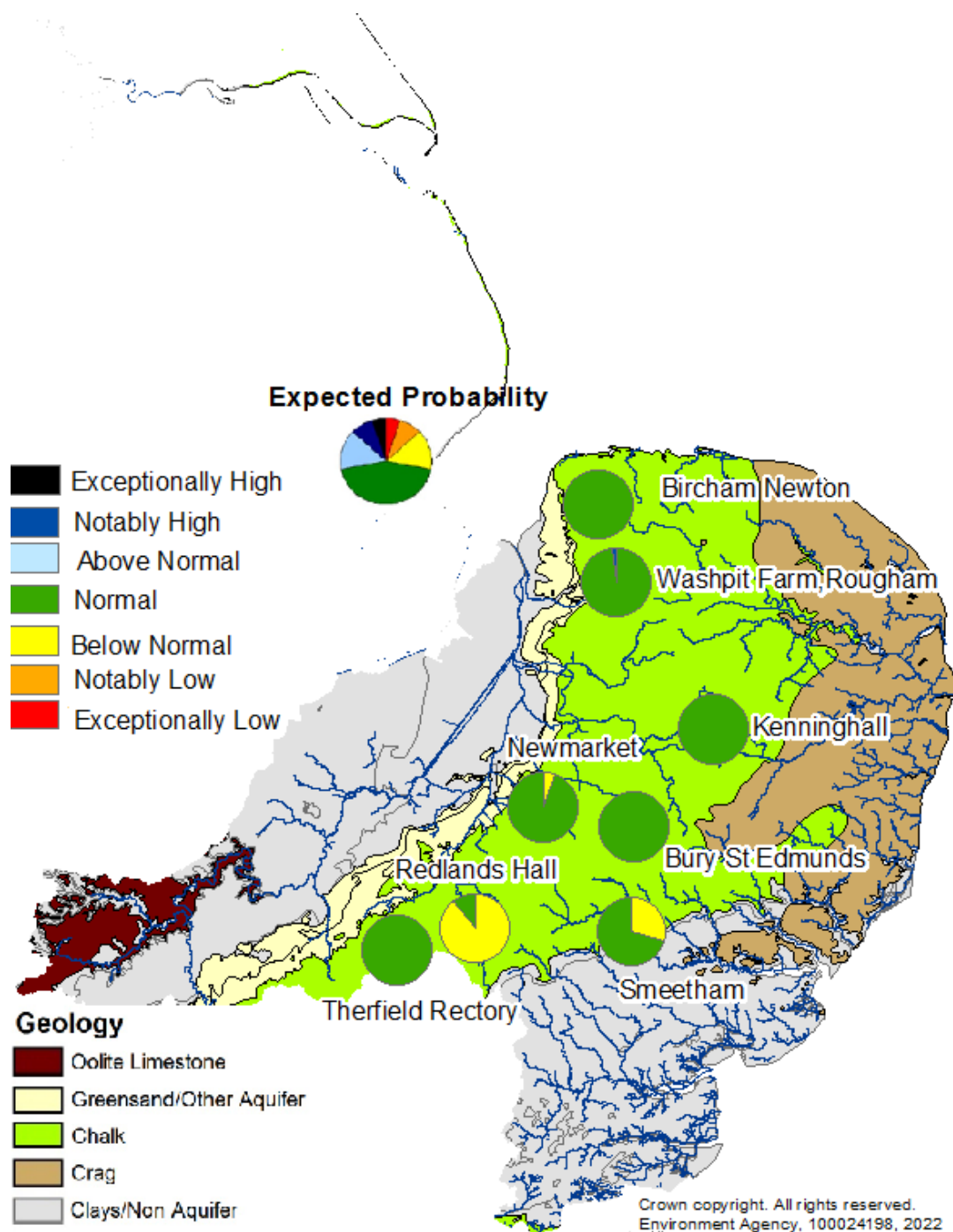
^ "Naturalised" flows are projected for these sites'



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.

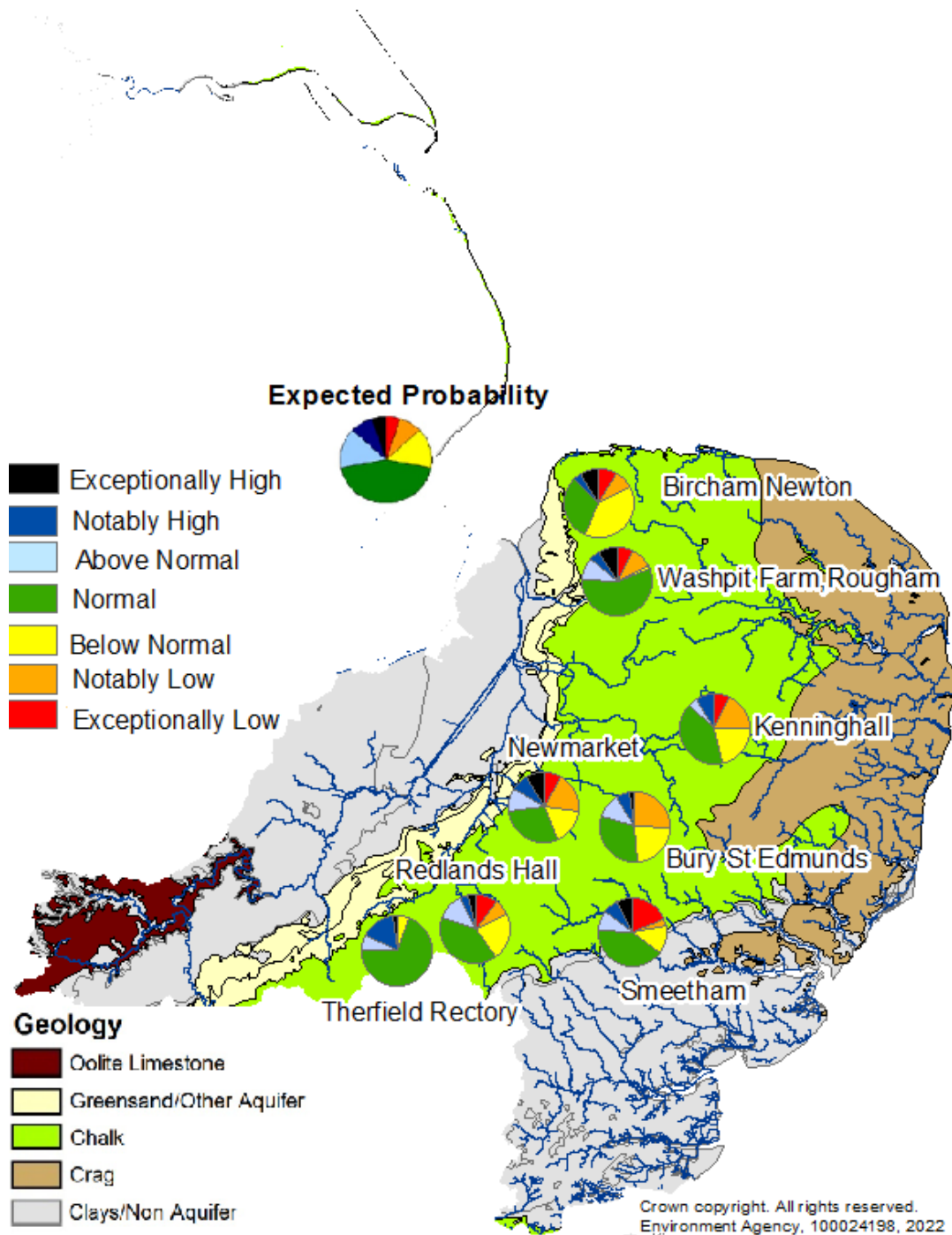
Probabilistic ensemble projections of river flows at key indicator sites in December 2022. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency)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

Forward Look – Groundwater



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

Probabilistic ensemble projections of groundwater levels at key indicator sites for end of 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 July 2022

MA051/22d) Quote from Cambridge Asbestos for further collection

From: info@cambridge-asbestos.co.uk [<mailto:info@cambridge-asbestos.co.uk>]

Sent: 07 July 2022 15:24

To: Assistant Clerk <assistantclerk@melbournpc.co.uk>

Subject: Re: St George's Allotments, Melbourn

Hi Sophie

we have walked the allotment using 2 guys today. we did discover some larger panels which fall out of the remit of our quote, the sheets are on the right hand side of the site right at the back of the allotment. we can collect these for £220 + VAT. if you want to go ahead let us know

Barry





Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Sophie Marriage
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

20th June 2022

Dear Sophie

Please find attached our quote to clear the large area of brambles/selfsets at the back right corner of the allotments as discussed.

We would clear the area using chainsaws & hedge cutters, smashing the overgrowth to the ground chopping up and leaving on the ground, as discussed this is to save money on removing as it is such an awkward place to get to.

There may be stuff dumped underneath the overgrowth, it is a job to see until cleared

Total for works £580.00 x Vat

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL
Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk
VAT Reg: 987421972 Company number: 6936328

MELBOURN PARISH COUNCIL

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

APPENDIX 3

| Area | Monthly Checking Record | | | | NOTES |
|----------------------------------|-------------------------|--------|--------|--------|-------|
| | Week 1 | Week 2 | Week 3 | Week 4 | |
| Moor Play Park | 13/6 M | 21/6 M | 27/6 M | 24/7 | |
| Village Car Park | 13/6 M | 20/6 M | 28/6 M | | |
| War Memorial | 13/6 M | 21/6 M | 27/6 M | | |
| Littlehands and Access Way | 13/6 M | 20/6 M | 27/6 M | COVID | |
| New Rec. Ground | 13/6 M | 20/6 M | 28/6 M | | |
| Clear Cres. Play Park | 13/6 M | 21/6 M | 27/6 M | | |
| Orchard Road Cemetery | 13/6 M | 20/6 M | 27/6 M | | |
| New Road C/metry | 13/6 M | 20/6 M | 27/6 M | | |
| Old Recreation Ground | 13/6 M | | 27/6 M | | |
| Pavilion | 14/6 M | | 27/6 M | | |
| Stockbridge M. | 14/6 M | | 27/6 M | | |
| Worcester Way | 13/6 M | | 28/6 M | | |
| BMX Site (Summer & only if open) | 13/6 M | | 28/6 M | | |

MELBOURN PARISH COUNCIL

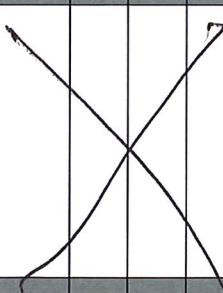
Monthly Checking Record

| Area | Monthly Checking Record | | | |
|--------------------|-------------------------|---------|--------|-------------|
| | Week1 | Week2 | Week 3 | Week4 |
| Allotments | 13/6 ML | | 27/6 | |
| All Saints' C/Yard | 14/6 ML | | 27/6 | |
| Jubilee Orchard | 13/6 ML | | 27/6 | |
| Fire Engine Shed | | | | |
| Armingford Cres. | | | | |
| Beechwood Avenue | | 20/6 ML | | |
| Chalkhill Barrow | | 24/6 ML | | |
| Elm Way | | 24/6 ML | | |
| Millennium Copse | | 20/6 ML | | |

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

MELBOURN PARISH COUNCIL

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

| Pavilion : Legionella monitoring | Responsibility | Weekly (please | Monthly (note | Quarterly (note | Annually (note |
|--|---------------------|----------------------|------------------------|---|------------------------|
| | | note date completed) | insert date completed) | insert date completed) | insert date completed) |
| Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done | Wardens | 13/6/22 | | | |
| | | 20/6/22 | | | |
| | | 21/6/22 | | | |
| | | 27/6/22 | | | |
| 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. |
| 18/05/2022 | New Rec | Bin damaged by fire | GC | | | Reported to maintenance. |
| 18/05/2022 | Track Behind allotments | Cars behind allotment late at night reportedly drug dealing | GC | | | SM to report on 101 online |
| 22/06/2022 | Near Orchard Road Surgery | Trampoline fly tipped outside Orchard Road Surgery | CL | | | Reported to SCDC. Surgery had no CCTV of the incident |
| 12/07/2022 | Bus shelter on car park | Graffiti on newly painted bus shelter | Resident | | | Wardens to repaint and monitor |
| 13/07/2022 | Young people reported hanging around entrance to Orchard Road cemetery | | Various | | | Reported to police who will monitor. Also to investigate security light |

BARLEY PROPERTY MAINTENANCE.

14 BANKSIDE, THE HIGH STREET
BARLEY, HERTFORDSHIRE.
SG8 8HU.
TEL: 07971 069449/01763 849238.
EMAIL: parttdarren@yahoo.co.uk

VAT REG NO: 362 7825 75.

Sold To

MR SIMON CROCKER

PARISH CLERK
MELBOURN PARISH COUNCIL
30 THE HIGH STREET
MELBOURN.
SG8 6DZ.

ESTIMATE

Quotation QT1152
Date 01/07/2022
Our Ref. CONCRETE PLINTH.
Cust Ref. CONCRETE PLINTH.
Terms COMPLETION.

| Description | Amount |
|-------------|--------|
|-------------|--------|

TO: SUPPLY CONCRETE PLINTH FOR RECYCLE BIN. (1200X1800MM.)

| | |
|-------------|---------|
| SHARP SAND: | £40.95 |
| CEMENT | £30.00 |
| LABOUR: | £380.00 |

Remarks

ALL ACCOUNTS TO BE MADE PAYABLE TO MR DARREN PARTT.
THE CO-OPERATIVE BANK.
SORT CODE: 08-90-66.
ACC NO: 08207672.

| | |
|--------------|----------------|
| Sub Total | £450.95 |
| VAT | £90.19 |
| Total | £541.14 |

MELBOURN PARISH COUNCIL

Maintenance Committee Meeting : 21 July 2022

MA057/22b) Quotes for repairs to lights on New Rec footpath

Dear Sophie

Just to confirm to fix the problem with the lights would cost £68.28 + VAT

Kind Regards,

Graham

Graham's Electricks

07860 389645



GRAHAM'S
ELECTRICKS



Only one quote available – we have had difficulties finding electricians with availability to quote and carry out works.

MG Exterior Home Improvements

Mathew Daniel Green
1 Keats Close, Royston
Hertfordshire
SG8 5AU
mgexteriorhomeimprovements@gmail.com
VAT Registration No.: 411821141

Estimate

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

ESTIMATE 1003
DATE 20/06/2022

| SERVICE | DESCRIPTION | QTY | RATE | AMOUNT |
|---------|---|-----|----------|----------|
| Quote | Quote for the works required at Little Hands Nursery, Melbourn Cost to supply & fit 7 uPVC Liniar A-rated windows with toughened glass throughout and cladding replacement around 1 window. Price includes an insurance backed guarantee and all waste disposal | 1 | 3,625.00 | 3,625.00 |

| | | |
|--------------------------------------|--------------|------------------|
| Payment terms: | SUBTOTAL | 3,625.00 |
| 25% deposit required on order | VAT TOTAL | 725.00 |
| Balance due on completion of fitting | TOTAL | £4,350.00 |

VAT SUMMARY

| | RATE | VAT | NET |
|--|-----------|--------|----------|
| | VAT @ 20% | 725.00 | 3,625.00 |

Accepted By

Accepted Date

Payments to be made to the following bank details:

Account Name: Mathew Green
Sort Code: 20-73-26
Account Number: 80425893

Weedkiller Spraying Melbourn Parish Council - Risk Assessment (Village Warden)

RISK ASSESSMENT MATRIX

Risk = Hazard Severity(A) x (B) Probability of Harm

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

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

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

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

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

Judgement of Risk Factors

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

task.

| Activity: Weed Killer Spraying – Village Wardens Site location: Melbourn Village – All Areas | | | | | Name of assessor: John Travis Date of assessment: September 2017 |
|---|------------------------------------|--------------------------------------|---------------------|--|--|
| Description of hazard | Severity of hazard (A) score 1 – 5 | Probability of harm (B), score 1 – 5 | Risk factor (A x B) | Action required | Notes |
| General | N/A | N/A | N/A | Before starting the task ensure that the site has been checked and is accessible. Inform the Parish Clerk work is scheduled and when work is complete. | Check all paths are accessible, that no unforeseen obstructions exist such as fallen branches, tools left around or excavations, and that harm will not arise to members of the public who may be close to the work area |
| Weedkiller Concentrate Handling | 2 | 2 | 4 | Wear gloves and eye protection when dispensing and diluting concentrated weedkiller | Read Manufacturers instructions for use. Dilute concentrate according to directions for pressure spray equipment. |
| Pressurised Vessels | 3 | 2 | 6 | Wear appropriate clothing that covers, hands, exposed skin and a face mask or eye-goggles to avoid droplets entering the eyes | Eye protection is essential for this task where a pre-pressurised spray unit is used. Work should not be carried out if proper eye protection in not available. |
| Back strain from carrying filled spray container and bending to apply spray head | 2 | 2 | 4 | Take regular breaks from the task and maintain an upright stance if possible | If a body harness is available with the chosen spray unit it should be worn to support the weight of the spray vessel. |
| Tripping/twisting due to uneven ground | 1 | 2 | 2 | Look for potentially unseen obstacles and depressions during pre-work checks of the site. Wear stout footwear. | Report significant obstacles and avoid especially difficult to access areas |
| Spray-Drift due to windy conditions | 2 | 2 | 4 | Exercise caution when working if wind speed is noticeable. Consider only spraying in very calm conditions. | Take special care if working close to public places and near plants and gardens owned by residents or the council. |
| Cleaning of Pre- | 2 | 1 | 2 | Follow equipment manufacturers | Do not dispose of excess diluted weedkiller into |

| | | | | | |
|---|---|---|---|--|---|
| Pressurised Equipment | | | | instruction on cleaning. Wear gloves and eye protection. Take special care when releasing pressure from pressure vessel. | public drains. |
| Lone Working, lack of communication, with restricted reporting or assistance in emergency situations (injury to operator or others) | 3 | 2 | 6 | Advise Parish Clerk when and where work is to be done. Advise when work is completed. | Wardens are advised to carry a mobile phone if working alone or ensure contact can be made when the need arises |

Document Approval:

(Chair to Melbourn Parish Council)

Date of approval :

Review Policy: Annually

POLICY AND PROCEDURE: Parish Estate – Safety Inspections

PURPOSE: To ensure public spaces for which the Melbourn Parish Council (hereafter the Council) has responsibility, are routinely inspected and maintained such that users are offered safe access

SCOPE: All public spaces in the Melbourn Parish Estate for which the Council has direct accountability. Aspects of the public environment that are the responsibility of other agencies, for example public highways or school grounds, are not covered by the scope of this policy.

Note: Appendix 1 lists those areas deemed in need of regular safety inspection, together with Risk Assessments defining the required frequency of inspection for each. Not all areas have similar risks, and inspection frequency varies accordingly.

1. POLICY:

- 1.1 It is the policy of the Council that all areas listed in Appendix 1 of this document are regularly inspected for hazards.
- 1.2 Because different areas present different levels of risk, not all areas will be inspected at the same frequency.
- 1.3 In order to decide the inspection frequency a formal Risk Assessment will be carried out for each affected area as listed in Appendix 1.
- 1.4 Risk levels will be divided into 'High', 'Medium' and 'Low'. High Risk areas will be inspected weekly. Medium Risk areas will be inspected every two weeks. Low Risk areas will be inspected monthly. More frequent inspections can be carried out, depending on circumstances, for example an unusual spillage or a village public event.
- 1.5 Risk Score Bands: 0 – 11 Monthly; 12 – 19 Two Weekly; 20 + Weekly
- 1.6 It is the responsibility of the Clerk to the Council to administer the safety checking system through the Village Wardens.
- 1.7 It is the responsibility of the Village Wardens to ensure that proper inspection checks are carried out on all listed areas, according to the frequencies laid out in this document.
- 1.8 Where agreed, nominated Councillors may carry out area checks, provided such checks are properly and formally recorded.

2. PROCEDURE:

- 2.1 Village Wardens will agree each week those areas that will be inspected and by whom.
- 2.2 Inspections will be shared to make the work sensibly balanced. The timing of inspections can be varied during the working week to make the visiting of remote areas time-efficient.
- 2.3 Inspections will be recorded on the Inspection Record Sheet; this is included as Appendix 3 to this document.
- 2.4 Each inspection will be signed and dated. Any issues or actions required must be noted.
- 2.5 It is the objective to leave each area in a safe condition after inspection. Should this not be possible, due to some significant problem, the matter should be notified to the Clerk so that steps can be quickly taken to correct the deficiencies.
- 2.6 Completed monthly inspection sheets must be returned to the Clerk for retention

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL

APPENDIX 1

| Area | Risk Factors (Score 1 low – 5 high) | | | | | | Total Score | Risk Level High/Medium/Low |
|-----------------------------------|-------------------------------------|-------------------------|-----------------|------------|-------------------|---------------------|-------------|----------------------------------|
| | Young Children Use | Youth Attention and Use | Traffic Hazards | Sports Use | Level of Footfall | Elderly Persons Use | | |
| Moor Play Park | 5 | 5 | 0 | 1 | 5 | 5 | 21 | High |
| All Saints Churchyard | 0 | 5 | 0 | 0 | 3 | 5 | 13 | Medium |
| Orchard Road Cemetery | 1 | 2 | 0 | 0 | 5 | 5 | 13 | High (due to bin emptying needs) |
| Old Recreation Ground | 2 | 4 | 0 | 5 | 4 | 3 | 18 | Medium |
| New recreation Ground | 2 | 3 | 0 | 5 | 5 | 3 | 18 | Medium |
| Village Car Park | 5 | 5 | 5 | 0 | 5 | 5 | 25 | High |
| War Memorial | 4 | 5 | 2 | 0 | 5 | 5 | 21 | High |
| Littlehands and Access Way | 5 | 5 | 4 | 2 | 5 | 3 | 24 | High |
| Melbourn Hub and Gardens | 5 | 5 | 0 | 0 | 5 | 5 | 20 | High |
| Stockbridge Meadows | 3 | 5 | 0 | 0 | 3 | 4 | 15 | Medium |

MELBOURN PARISH COUNCIL

| Area | Risk Factors (Score 1 low – 5 high) | | | | | | Total Score | Risk Level High/Medium/Low |
|----------------------|-------------------------------------|-------------------------|-----------------|------------|-------------------|---------------------|-------------|-------------------------------|
| | Young Children Use | Youth Attention and Use | Traffic Hazards | Sports Use | Level of Footfall | Elderly Persons Use | | |
| Fire Engine Shed | 0 | 2 | 3 | 0 | 1 | 1 | 7 | Low |
| Jubilee Orchard | 3 | 3 | 0 | 1 | 3 | 3 | 12 | Medium |
| Clear Cres.Play Park | 5 | 5 | 0 | 1 | 5 | 5 | 21 | High |
| Armingford Cres. | 2 | 2 | 2 | 2 | 1 | 1 | 10 | Low |
| Worcester Way | 3 | 3 | 1 | 2 | 2 | 1 | 12 | Medium |
| Beechwood Avenue | 2 | 3 | 0 | 2 | 3 | 1 | 11 | Low |
| Chalkhill Barrow | 2 | 2 | 2 | 1 | 2 | 1 | 10 | Low |
| Elm Way | 2 | 2 | 2 | 1 | 2 | 1 | 10 | Low |
| Millenium Copse | 2 | 5 | 0 | 0 | 3 | 1 | 11 | Low |
| BMX Site | 4 | 5 | 0 | 5 | 3 | 0 | 17 | Medium |
| Allotments | 1 | 4 | 0 | 0 | 4 | 4 | 13 | Medium |
| New Road Cemetery | 3 | 3 | 1 | 3 | 5 | 5 | 20 | High |

MELBOURN PARISH COUNCIL

APPENDIX 3

| Area | Monthly Checking Record | | | | NOTES |
|----------------------------------|-------------------------|--------|--------|-------|-------|
| | Week 1 | Week 2 | Week 3 | Week4 | |
| Moor Play Park | | | | | |
| Village Car Park | | | | | |
| War Memorial | | | | | |
| Littlehands and Access Way | | | | | |
| New Rec. Ground | | | | | |
| Clear Cres.Play Park | | | | | |
| Orchard Road Cemetery | | | | | |
| New Road C/metery | | | | | |
| Old Recreation Ground | | | | | |
| Pavilion | | | | | |
| Stockbridge M. | | | | | |
| Worcester Way | | | | | |
| BMX Site (Summer & only if open) | | | | | |

MELBOURN PARISH COUNCIL

| Area | Monthly Checking Record | | | |
|---------------------------|-------------------------|-------|--------|-------|
| | Week1 | Week2 | Week 3 | Week4 |
| Allotments | | | | |
| All Saints' C/Yard | | | | |
| Jubilee Orchard | | | | |
| Fire Engine Shed | | | | |
| Armingford Cres. | | | | |
| Beechwood Avenue | | | | |
| Chalkhill Barrow | | | | |
| Elm Way | | | | |
| Millennium Copse | | | | |

MELBOURN PARISH COUNCIL

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

MELBOURN PARISH COUNCIL

HOT AND COLD-WATER SERVICES – RECOMMENDED TESTING & MAINTENANCE PROGRAMME

| SERVICE | TASK | FREQUENCY |
|----------------------------|--|---------------------|
| HOT WATER SERVICE | Arrange for samples to be taken from hot water calorifiers, in order to note conditions of drain water. | ANNUALLY |
| | Visual check on internal surfaces of calorifiers for scale or sludge. Check representative taps for temperatures as above on a rotational basis. | ANNUALLY |
| | Check temperatures in flow and return at calorifiers. | MONTHLY |
| | Check water temperatures up to one minute to see if it has reached 50°C at the sentinel taps. (55°C Healthcare) | MONTHLY |
| COLD WATER SERVICE | Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis. | ANNUALLY |
| | Check tank water temperatures remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted. | BI-ANNUAL |
| | Check that temperature is below 20°C after running the water for up to 2 minutes in sentinel taps. | MONTHLY |
| SHOWER HEADS | Dismantle, clean and descale shower heads and hoses. | AS NECESSARY |
| LITTLE-USED OUTLETS | Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols. | WEEKLY |

MELBOURN PARISH COUNCIL

HOT AND COLD-WATER SERVICES – TEMPERATURE CONTROL REGIME

| FREQUENCY | CHECK | ACQUIRED STANDARD | | NOTES |
|-----------|---|---|---|---|
| | | COLD | HOT | |
| MONTHLY | Sentinel Taps | The water temperature should be below 20°C after running the water for up to two minutes. | The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare) | This check makes sure that the supply and return temperatures on each loop are unchanged, i.e. the loop is functioning as required. |
| | If fitted, input to TMV's on sentinel basis. | | The water supply to the TMV temperature should be at least 50°C within a minute of running the water. (55°C Healthcare) | One way of measuring this is to use a surface temperature probe. |
| | Water leaving and returning to water heater/calorifier. | | Outgoing water should be at least 60°C and the return at least 50°C. | If fitted, the thermometer pockets at the top of the water heater/calorifiers and the return leg are useful points for accurate temperature measurements. If installed, these measurements could be carried out and logged by a building management system. |
| BI-ANNUAL | Incoming cold-water inlet (at least once in the winter and once in the summer). | The water should preferably be below 20°C at all times. | | The most convenient place to measure is usually at the ball valve inlet to the cold-water storage vessel. |
| ANNUALLY | Representative number of taps on a rotational basis. | The water temperature should be below 20°C after running the water for two minutes. | The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare) | This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control. |

MELBOURN PARISH COUNCIL

| SUBJECTS REVIEWED | YES/NO | COMMENTS | DATE ACTIONED |
|--|----------------------|----------------------------------|-----------------|
| RISK ASSESSMENT | | | REVIEWED |
| Are the current system details correct? | New risk assessment | Available within this Assessment | 18/02/2021 |
| Is there a current up to date cold water cistem/tank survey? | No water tanks found | Available within this Assessment | |
| Is there a current photograph of the cistem/tank(s)? | n/a | Available within this Assessment | |
| Is there a current up to date hot water survey? | YES | Available within this Assessment | |
| Is there a current photograph of the calorifier/water heater(s)? | YES | Available within this Assessment | |
| Are the schematic drawing details correct? | YES | Available within this Assessment | |
| Does the assessment need up dating? | NO | Available within this Assessment | |
| LOG BOOK | | | |
| Is the maintenance schedule up to date? | NO | | |
| Are the Responsible Person details up to date? | YES | | |
| Is the training log up to date? | NO | | |
| Have any training requirements been identified? | YES | | |
| Is there an annual review of the system? | YES | | |
| Are the disinfection procedures being followed? | NO | | |
| Are all the log sheet entries up to date? | NO | | |
| Has any remedial works been identified and recorded? | YES | | |
| Has identified remedial work been rectified? | NO | | |
| Are outlets cleaned/disinfected on a minimum of annually and certified? | NO | | |
| Has the system been tested for legionella and certified? | YES | | |
| Has the annual mains water analysis been recorded and certified? | NO | | |
| SUMMARY OF COMPLIANCE WITH ACOP | | | |
| Has the system been adequately risk assessed? | YES | Available within this Assessment | |
| Is the scheme satisfactory for minimising the risk? | No scheme in place | | |
| Has the scheme been fully implemented? | NO | | |
| Are the records being kept up to date by all responsible/competent personal? | NO | | |
| Does the scheme effectively function in line with the requirements of the ACOP (L8)? | NO | | |

Client is to fill in actioned section to conform to current legislation.

MELBOURN PARISH COUNCIL

Grounds Maintenance Contract

| Area | How many / when | Date inspected | Date inspected | Date inspected | Date inspected | Comments |
|-----------------------------------|------------------|----------------|----------------|----------------|----------------|----------|
| Millennium Copse | 3 | | | | | |
| Jubilee Orchard | 3 | | | | | |
| New Rec - cuts | 18 | | | | | |
| Line marking | 18 or when req'd | | | | | |
| Aeration, scarification | October | | | | | |
| Feed, level, repair, weed control | October | | | | | |
| River bank: | | | | | | |
| Strim boundaries | 4 | | | | | |
| Hedge work | 2 | | | | | |
| Weed control | 4 | | | | | |
| Old rec - cuts | 18 or when req'd | | | | | |
| Line marking | 18 or when req'd | | | | | |
| Aeration, scarification | October | | | | | |
| Feed, level, repair, weed control | October | | | | | |
| | | | | | | |
| Cemeteries Contract | | | | | | |
| Area | How many / when | Date inspected | Date inspected | Date inspected | Date inspected | Comments |
| New Road Cemetery | | | | | | |

MELBOURN PARISH COUNCIL

| | | | | | | |
|---|-----------------------------|--|--|--|--|--|
| Water plants and newly lawned areas | Weekly - April to Sept | | | | | |
| Weed grassed area and mound, weed killer if necessary. Also inspect paths and car park. | Quarterly - April to Sept | | | | | |
| Cut grass including mound | Fortnightly - April to Oct | | | | | |
| | | | | | | |
| | | | | | | |
| Orchard Road Cemetery | | | | | | |
| Water plants | Weekly - April to Sept | | | | | |
| Weed burial areas and paths (treat for moss) | Quarterly - April to Sept | | | | | |
| Cut grass and strim | Fortnightly - April to Sept | | | | | |
| | | | | | | |
| All Saints Church Yard | | | | | | |
| Weed grass areas and inspect paths for weeds, moss | Quarterley - April - March | | | | | |
| Cut Grass | Fortnightly - April to Sept | | | | | |

General Maintenance

| Shrub and hedge maintenance | How often annually / when | Date inspected | Date inspected | Date inspected | Date inspected | Comments |
|--|---------------------------|----------------|----------------|----------------|----------------|----------|
| Armingford Cres | 2 | | | | | |
| Cnr Beechwood (opp Elm Way) | 2 | | | | | |
| Clear Crescent park - boundary hedge (maintained at 4.5') | 2 | | | | | |
| Junction Back Lane & High Street | 2 | | | | | |
| Orchard Road Cemetery hedges (maintained at 7') | 2 | | | | | |
| Worcester Way open rec space, boundary hedges back and front | 2 | | | | | |

MELBOURN PARISH COUNCIL

| | | | | | | |
|---|---|--|--|--|--|--|
| Elm Way (and green to Orchard Road surgery) | 2 | | | | | |
| Chalkhill Barrow | 2 | | | | | |
| Hedge at junc Maple Way / Orchard Rd (opp Black Horse) | 2 | | | | | |
| 23A Orchard Road - cutting back hedge bordering Orchard Road cemetery | 1 | | | | | |

| Grass cutting | | | | | | |
|---|---------------------------------------|----------------|----------------|----------------|----------------|----------|
| Grass verges and rec spaces | How often and when | Date inspected | Date inspected | Date inspected | Date inspected | Comments |
| | <i>Fortnightly - April to October</i> | | | | | |
| Armingford Cres | | | | | | |
| Elm Way | | | | | | |
| Rose Lane / Dolphin Lane | | | | | | |
| Grassed area outside Leeches | | | | | | |
| Grassed area around War Memorial | | | | | | |
| Triangle at phone box by The Cross | | | | | | |
| Chalkhill Barrow | | | | | | |
| Clear Cres play park | | | | | | |
| The Moor play park | | | | | | |
| Grass verge Orchard Road cemetery in front of hedge | | | | | | |
| Worcester Way open rec and grassed area leading to houses | | | | | | |
| Lawn in front of Hub | | | | | | |

MELBOURN PARISH COUNCIL

| | | | | | | |
|---|-----------------------------------|--|--|--|--|--|
| Greengage Rise (three areas) - road entrance, half way point and green space at end of road | | | | | | |
| Other Grass Spaces | <i>Monthly - April to October</i> | | | | | |
| Triangle by bus stop and Vicarage Close | | | | | | |
| Beechwood Ave grassed area opp Elm Way | | | | | | |
| Verge on The Moor in front of park and bowls club | | | | | | |
| Path beside Bowls Club | | | | | | |
| Cnr of Medcalfe Way and Orchard Road | | | | | | |
| Verge opposite Black Horse Pub | | | | | | |
| Back Lane to Greengage Rise | | | | | | |
| Car park perimeter area to LHS of entrance | | | | | | |
| Royston Road to Bury turning, both sides | | | | | | |
| Church Walk down to All Saints Community Hall | | | | | | |
| Orchard Road opp Orchard Gate (approx 20 feet) | | | | | | |
| Entrance to Grays Allotments | | | | | | |
| Cnr Mortlock Close and Mortlock Street | | | | | | |
| Cambridge Rd both sides to Garden Centre and Wrights | | | | | | |

MELBOURN PARISH COUNCIL

| | | | | | | |
|---|--------------------------------------|--|--|--|--|--|
| Path Perimeters Stockbridge Meadows (by agreement with Clerk only) | | | | | | |
| Verge next to Hub with notice board | | | | | | |
| | | | | | | |
| Other grass spaces at village entrances | <i>Every 8 weeks - April to Sept</i> | | | | | |
| From A10 Cambridge Road to Wrights Mowers (both sides) | | | | | | |
| From A10 Station Road to village (both sides) | | | | | | |
| From A10 (village sign) to Melbourn Bury turning (both sides) | | | | | | |
| | | | | | | |
| Garden maintenance - Hub, car park apron area (not grass) | <i>Every 8 weeks - April to Oct</i> | | | | | |
| Back and front areas of Hub gardens (weeding, pruning, dead heading and removing fallen leaves in autumn) | | | | | | |
| Prune bushes at back of verge next to Hub with notice board | | | | | | |
| Shrub bed in car park | | | | | | |

MELBOURN PARISH COUNCIL

TERMS OF REFERENCE: SKATE PARK WORKING PARTY

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

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

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

1. Membership & Controls

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

1.2 Non-Councillor members will not have voting rights.

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

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

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

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

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

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

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

MELBOURN PARISH COUNCIL

2. Reporting

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

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

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

3. Terms of reference

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

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

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

3.4 To investigate sources of grant funding to support the project.

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

3.6 To ensure that the project is delivered on budget.

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

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

Document Approval:

(Chair to Melbourn Parish Council)

Date of approval :

Review Policy: Annually