

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

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

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

In attendance: Claire Littlewood (Parish Clerk), Keith Rudge and Steve Pitman (Wardens), Les Brierley (RMRG), Chris Selway (Allotment Association)

MA065/22 To receive and approve apologies for absence

Apologies received from Cllr Kilmurray with acceptable reasons given.

It was RESOLVED to approve Cllr Kilmurray's apologies for absence.

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

MA066/22 To receive any Declarations of Interest and Dispensations

None received.

MA067/22 To approve the minutes of the Maintenance Committee Meeting held on 21 July 2022

It was RESOLVED to approve the minutes of the Maintenance Committee meeting held on 21 July 2022 as an accurate record.

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

MA068/22 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.

MA069/22 Finance Matters:

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

The report was noted

MA070/22 Conservation Matters:

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

The report and rainfall chart were received.

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

Noted that current very low levels on the River Mel highlight's inadequacies in the EA support system which should now be in operation. Difficulties in making contact with the appropriate person due to restructuring at the EA were noted. **ACTION:** Clerk to write to the EA requesting an update on what they are doing to support river levels and plans for piping water to the Mel.

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

Meldreth Parish Council have indicated that they wish their details to be included on the sign. Cllr Barnes to finalise artwork. Signs to be ordered from Unlimited Logos as per June meeting (MA029/22c)).

- d) To receive any other updates and consider actions

There was nothing further to report.

MA071/22 Allotment Matters:

- a) To consider the revised draft Asbestos Management Plan

Chair welcomed Chris Selway, Chair of the Allotment Association. DRAFT Asbestos Management Plan was considered. Advice has been requested from NALC as to the Council's obligations for removing the material. Deferred pending advice. **ACTION:** Assistant to Clerk to order markers for plot holders to use to identify asbestos material for clearance.

- b) To consider quotations for routine asbestos inspections and removal

Deferred pending receipt of second quote.

- c) To receive any updates and consider actions

..... Dated

CS is carrying out monthly inspections with the Assistant to the Clerk and noted that plots are being well worked. Water butts to be purchased and distributed to plot holders.

[CS left the meeting]

MA072/22 Stockbridge Meadows:

- a) To receive and consider the Local Nature Reserve Guidance provided by Natural England
- Noted that we are already undertaking most of the activities highlighted by Natural England in preparation for our application to register Stockbridge Meadows. Initial contact has been made with Ecology Officer at SCDC – awaiting a response. **ACTION:** Clerk to circulate example management plan for information.
- b) To receive any other updates and consider actions
- ACTION:** Clerk to ensure all information has been forwarded to FWAG to progress the grant for establishing a pond on Stockbridge Meadows.
- ACTION:** Warden to cut back bushes in car park.

MA073/22 Stockbridge Meadows Boardwalk Project

- a) To receive an update on project progress
- An update was provided following a meeting with the contractor to finalise materials and design specification. Boardwalk will be constructed using recycled plastic which will provide longer lifespan. Handrails only to be installed at passing point and viewing area. There will be a ramp at the entrance to the boardwalk. Updated project cost £64,030 + VAT. Grant application has been made to Amey – awaiting outcome. Contractor to set up compound and welfare unit on Friday, 26 August 2022. Letters have been sent to local residents to advise. Works to commence beginning of September. Expected that the project will last 6 weeks.
- Discussion with regard to large branch overhanging the boardwalk from The Bury. To be removed prior to boardwalk replacement.
- ACTIONS:**
- Assistant to Clerk to make posters advising public of upcoming works
 - Clerk to discuss overhanging willow with contractor.
 - Clerk to write to The Bury requesting them to carry out works to make the willow safe
- b) To receive any updates and consider actions
- There was nothing further to discuss.

MA074/22 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions
- The inspection reports were received.
- b) To consider any updates on vandalism in the Parish
- The report was noted. Local police continuing with patrols. Request for further Coffee with a Cop.
- c) To receive any other updates and consider actions
- There was nothing further to discuss.

MA075/22 Cemetery Matters:

- a) To consider a quotation for tree inspection in Orchard Road Cemetery
- It was RESOLVED to accept the quote for a tree survey of Orchard Road Cemetery from Argenta Tree Surveys in the sum of £404.90 + VAT.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- b) To receive any other updates and consider actions
- There was nothing further to discuss.

MA076/22 Village Maintenance Matters:

- a) To receive an update on replacement bins
- Noted that recycling collected from street bins is not currently recycled. SCDC are hoping to pilot a scheme to start recycling and may involve Melbourn in this. Further discussions with SCDC needed to establish the best type of recycling street bins to replace what is currently in place. Noted that the broken bin at the bottom of Maple Way will be replaced in the meantime with a wooden bin that had

been purchased previously.

ACTIONS:

- Assistant to Clerk to contact SCDC for input on replacement bin designs
- Warden to replace bin at the bottom of Maple Way
- Assistant to Clerk to seeks costs for replacement of existing bins (removal and installation) to be included in budget setting for next year.

- b) To consider quotations for work to the open space at Elm Way

It was RESOLVED to approve the quotation from Shire Trees Limited in the sum of £335 + VAT. Proposed by Cllr Clark, seconded by Cllr Barley. All in favour.

- c) To consider quotations for tree work at Beechwood Avenue / Ash Grove

It was RESOLVED to approve the quotation from Shelford Tree Service Ltd in the sum of £850 + VAT.

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

- d) To consider quotation for maintenance to football pitches

It was RESOLVED to retrospectively approve the quotation from Herts & Cambs Ground Maintenance for relocating the goal posts (£390 + VAT) and regular watering of re-seeded areas (£50 + VAT per visit).

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

- e) To consider measures to prevent access to the roof of the container on the New Rec

Agreed that wardens would apply anti-climb paint to the container to prevent people accessing the roof. **ACTION:** Assistant to Clerk to order warning signs.

- f) To consider quotations for repairs to bench

Wardens to investigate works further. To be deferred.

- g) To consider quotation for anti-graffiti paint

Noted that the anti-graffiti paint is very expensive. Defer purchase and monitor bus shelter.

- h) To receive any other updates and consider actions

Noted that the chain link fence bordering Worcester Way woodland and Solway farm has been breached again. **ACTION:** Clerk to seek quotes for repair.

Noted that the hedge to the rear of Rupert Neve Close has not been cut back as previously reported. **ACTION:** Clerk to seek quotes for the work.

Noted that the seats on the Giffen bench on the New Rec have become very warped and require attention. **ACTION:** Clerk to seek quotes for repairs.

MA077/22 To receive an update on installation of defibrillators

Defibrillators have now been installed and details registered with the Circuit. Enquiries have been received with regard to placement of the defibrillator on the pavilion wall. Noted that this was the most appropriate place for installation bearing in mind the need for electricity supply.

MA078/22 Pavilion Matters:

- a) To consider quotations for remedial works following the legionella risk assessment

Quotes considered for works highlighted in legionella report. Priority works were replacement of expansion vessel and TMVs. Remaining works to be carried out later in the year when budgets allow.

It was RESOLVED to approve the quote from H20 in the sum of £310 + VAT for replacement expansion vessel and TMVs.

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

Action: Clerk to note the need to propose a budget for de-stratification works to the F&GG committee.

- b) To receive any other updates and consider actions

There was nothing further to discuss.

MA079/22 Littlehands Matters:

- a) To receive any updates and consider actions

Date for installation of windows has been arranged.

MA080/22 Policies and Risk Assessments

- a) To consider approving the Policy and Procedure for Appointment of Contractors
To be deferred.
- b) To consider any updates and consider actions
There was nothing further to discuss.

MA081/22 Melbourn Play Parks Working Party (MPPWP)

- a) To consider quotation for tree work to the car park entrance
It was RESOLVED to approve the quotation from Shire Trees in the sum of £200 + VAT. Proposed by Cllr Barley, seconded by Cllr Barnes. All in favour.
- b) To receive any other updates and consider actions
Works to replace the play park scheduled for mid-September. Noted that further no-dogs signs have been installed following further complaints.

MA082/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions
An update was received. Cost of the project will exceed funds currently available. Investigation into sources of grant funding to be made. Noted that grant funding will require good public consultation. Suggestion that a user group could be established to illustrate engagement and also to carry out some fund raising. Online questionnaire to be formulated for circulation. Ongoing discussions as to alternative locations for the skate park.

MA083/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	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. ACTION: Clerk to follow up with contractor	CL
2	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. ACTION: Clerk to follow up with Sheene Mill	CL
3	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/SM
4	New Road	Resident	Give Way sign at chicane has been knocked down. CL reported to Highways. ACTION: Parish Office to follow up. Highways have confirmed that the sign will be replaced. Parish Office to chase	CL
5	The Moor (opposite Moorlands)	Resident	Damaged 'duck' sign. Has been reported to Highways. Reported again 3/8/22. Follow up	CL
6	Norgetts lane	Resident	Bench along Norgetts need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred	SM
7	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 - chased 17/8/22	CL/ contractor
8	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCDC
9	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. Reported to Highways. Highways Officer will come out and inspect. ACTION: Clerk to see quotes	CL/SM

10	Trade bin at Littlehands	KR	Not emptied for a couple of weeks. CL to write to SCDC - re-reported 9/8/22. Clerk to chase SCDC again	CL
11	Orchard Road Cemetery	Police	Security light to be repaired. Warden to action	KR
12	Stockbridge Meadows	Resident	Self-set Ash trees near greengages and elderberry trees. Should be removed. Keith to meet with resident to discuss. Wardens to action	KR
13	Stockbridge Meadows	Litterpicker	Broken chair and damaged bench. KR to remove broken chair. Bench needs work. NOTED that broken chair was donated by History Group. Plaque to be removed and reused on another bench	KR
14	3 Orchard Road	JT	Water leak. CL reported to Cambridge Water. Leak is on SCDC property so their responsibility. Has been reported to them. Hedge needs to be replaced before leak is repaired. Hedge removed - awaiting repair.	CL
15	Parish notice boards	CL	Doors to board on The Cross need lifting. Both boards need oiling	KR
16	Replacement footpath at The Cross	JT	CL to seek advice from Highways Officer on repairing/replacing the footpath	CL
17	Bench on The Cross under tree	GC	Requires cleaning. Wardens to action	KR
18	War memorial	GC	Requires cleaning. CL to obtain quotes. Work to be done prior to Remembrance Parade	CL
19	Dolphin Lane / Station Road verge	KR	Requires cutting back. CL to seek quotes	CL
20	Allotment taps (middle of access drive)	MB	Loose - requires repair. Wardens to action.	KR

MA084/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

A member requested that the bench under the tree on The Cross should be cleaned. **ACTION:** Wardens to action.

Also noted that the memorial should be cleaned prior to Remembrance Day. **ACTION:** Clerk to seek quotes.

The verge on Dolphin Lane / Station Road is overgrown and requires cutting back for safety. **ACTION:** Clerk to seek quotes.

Allotment taps (middle) appear to be loose and require attention. **ACTION:** Wardens to action.

MA085/22 To note date of next meeting: Thursday, 15 September 2022

The date of the next meeting is Thursday, 15 September 2022.

The meeting ended at 11:07

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 Expenditure Tracking 2022/23
(Actuals based on paid invoices)

EDGE Code		Budget 2022/23	Actual to date (31/07/22)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<u>Conservation:</u>		<u>Paid</u>	<u>Unpaid</u>		
1000	Allotments - water (2 meters)	790	386		404	
1000	Allotments - plot clearance/maintenance	600			600	
1000	Allotments - unplanned e.g. asbestos removal	500	935	220	(655)	Asbestos removal; to be discussed at Maintenance Committee
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	1,531		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	180	(95)	Replace Orchard Lectern panel/rabbits/waste bag clearance
1150	Stockbridge Meadows - path cutting and rolling	300			300	
1150	Stockbridge Meadows - unplanned	500	185		315	Sign
		14,490	3,951	400	10,139	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	330	31	52	247	
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		400	600	Soil store £400
2000/2	New Road - unplanned	500	7		493	
2000/2	New Road - headstone bases and installation	1,300			1,300	
		3,730	127	500	3,103	
	<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	93		277	
3200	Recreation Ground - pest treatment	650			650	
3200	Recreation Ground - unplanned	500	1,301		(801)	Additional work to goal mouths/pitches + signs
3400	Pavilion - cleaning	1,000	149	42	809	
3400	Pavilion - electricity	2,400	442	28	1,930	
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	636	347	Defibrillator Instalation £620 plus signage (approved MPC)
3400	Pavilion - external redecoration (b/fwd from 2020/21 budget)	2,000	2,200		(200)	
		12,540	3,538	706	8,296	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	500	283	54	164	
4300/3	Wardens' equipment	500	62		438	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,400	991	28	381	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	1,071	162	2,768	Includes sickness cover for wardens (£529)
7100	Car park workshop - water	175	80	7	88	

7100	Car park workshop - electricity	2,700	190	70	2,441	
7100	Car park workshop - PAT testing	30			30	
7100	Car park - unplanned	500	465		35	Electrical works in workshop
		10,205	3,141	320	6,744	
	<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	844		156	Legionella assess/Downpipe
9000	Rental Property - projects (window replacement)	4,000		906	3,094	
		5,470	844	906	3,720	
	Total Maintenance (excluding grounds maintenance contracts)	46,635	11,601	2,833	32,201	
	Grounds Maintenance Contracts					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	2,490		4,980	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	1,840		3,680	
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	1,623		3,247	
2100	Cemeteries - extra cuts (£360 x 3)	1,080			1,080	
3200	Recreation Grounds (£755 per month)	9,060	3,020		6,040	
3200	Recreation Grounds - extra cuts (£130 x 4)	520			520	
		31,870	8,973	-	22,897	

Monthly water situation report

East Anglia

Summary – July 2022

Overall, July was an exceptionally dry month, with only 4-19% of the LTA rainfall falling across the catchments. Five catchments experienced the driest July on record, with the majority of other catchments being in the top 3 driest July's on record. All the long-term trends are showing exceptionally low to below normal levels of rainfall. Not only was July exceptionally dry, it also saw a record high daily temperature, and as a result SMD has risen to exceptionally high levels. Furthermore, river levels have fallen at every site, and all sites are now classified as below normal to exceptionally low. Additionally, three of the indicator sites recorded record low flows for July. Groundwater levels also dropped at all sites, with most now at below normal levels. Reservoir levels across the region dropped quite dramatically, and most sites ended the month well below their operational targets. Finally, as a result of the dry weather across the last 6-12 months, the area moved all catchments into PDW (Prolonged Dry Weather) status.

Rainfall

Rainfall in July varied between 4-19% of the LTA across East Anglia, with rainfall being classified as exceptionally low in all 11 catchments. Five catchments (Cam, North Norfolk, East Suffolk, North Essex and South Essex) experienced the driest July on record; two catchments (Broadland Rivers and Little Ouse and Lark) experienced their second driest July on record and three catchments (Lower Bedford Ouse, Central Area Fenland and NW Norfolk and Wissey) experienced the 3rd driest July on record. For the region as a whole, July 2022 is now the driest July on record. Following July's exceptionally low rainfall, the 3-month total is now showing mostly exceptionally low levels of rainfall, with some notably low levels in the western catchments. The Little Ouse and Lark and NW Norfolk and Wissey have received the 3rd driest May-July period on record. The 6-month total is showing mostly notably low levels, with some below normal levels in the western catchments. The 6-month total is also showing North Essex has received exceptionally low rainfall during this period. The 12-month total is showing mostly notably low levels with some exceptionally low levels in some eastern catchments. For the region as a whole, this is the driest August-July period since 1996, and 8th driest on record.

Soil Moisture Deficit/Recharge

As a result of exceptionally/record-breaking low rainfall and record breakingly high temperatures (20th July) which saw temperature peak at ~40°C, SMD levels continued to rise throughout July. SMD rose from notably high levels to exceptionally high levels throughout July, with average SMD levels now at ~125mm across the region.

River Flows

As a result of the exceptionally low levels of rainfall, river flows have dropped at all indicator sites throughout July. As of the end of July, four sites are at below normal levels, eight are at notably low levels and 9 are at exceptionally low levels. This is a significant drop from June where four sites were at normal levels, nine sites at below normal levels, seven at notably low levels and one at exceptionally low levels. The most notable drops in classification are the Ouzel, which has gone from below normal to exceptionally low levels and the Ivel which has gone from normal to notably low levels. Record low flow for July was recorded on the Little Ouse (Abbey Heath), Ely Ouse (Denver) and River Waveney (Needham Weir).

Groundwater Levels

As a result of the exceptionally low levels of rainfall in July (and the dry end to June), groundwater levels have decreased at all indicator sites during July (no indicator site showed any recharge). At the end of June, 15 indicator sites were at normal levels and five were at below normal levels. As of the end of July, seven sites are at normal levels and 12 are at below normal levels and one (Hindovelston) is at notably low levels. Hindovelston has dropped from Normal levels in the June report. Most of the indicator sites that have dropped from normal to below normal are in the chalk region of the area.

Reservoir Storage/Water Resource Zone Stocks

Reservoir levels across the region dropped sharply during July with all sites other than Abberton well below their normal operational curves. Abberton ended the month at normal levels, Alton at below normal levels, Grafham and Ardeigh at notably low levels whilst Hanningfield had exceptionally low levels.

Environmental Impact

Groundwater support scheme operation increased throughout July. As of the end of July, all 8 pumps were operating in the Rhee, an increase from 4 at the end of June. 5 of the 6 Lodes-Granta pumps were in operation, an increase from 4 at the end of June. 9 of the 15 pumps in the Thet-Little Ouse were in operation by the end of July, an increase from 2 at the end of June. The Hiz continued to have no pumps operating. As of the end of July, all catchments with the East Anglia region were in PDW (Prolonged-Dry-Weather) status.

Forward Look

Probabilistic ensemble projections for river flows at key sites

September 2022: The Ouse, Ivel and Ely Ouse are all showing an increased probability of below normal flows. Stiffkey is showing an increased chance of normal flows. Kym and Bedford Ouse are both showing a decreased probability of extreme flows (both High and Low). Gipping is in line with the expected probability.

December 2022: All sites are showing an increased probability of less than normal flows.

Probabilistic ensemble projections for groundwater levels in key aquifers

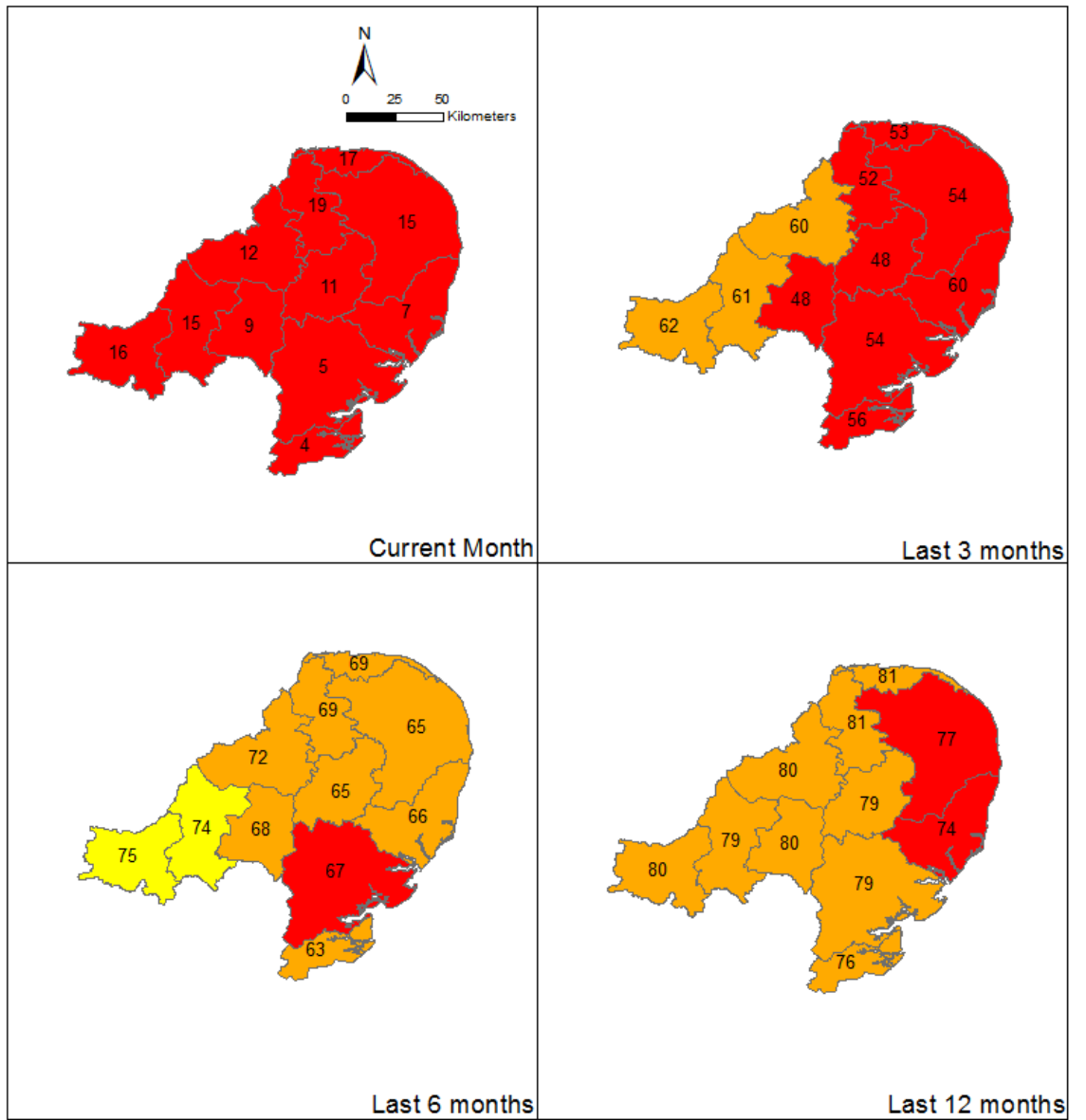
September 2022: Bury St. Edmunds, Redlands, Smeetham and Newmarket are all showing a greatly increased probability of below normal levels. Therfield Rectory, Bircham Newton, Washpit and Kenninghall are all showing a greatly increased probability of normal levels

March 2023: Most sites are showing an increased chance of less than normal levels. Washpit is showing a slightly increased chance of normal levels, whilst Therfield is showing a greatly increased chance of normal levels.

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

Rainfall

July 2022



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

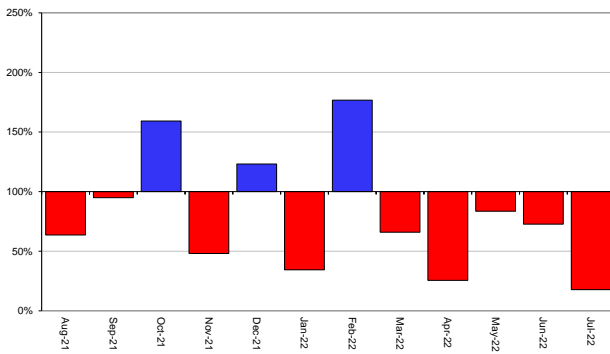
Rainfall expressed as percentage of 1961-1990 Long Term Average for the specified duration. Classes derived from data for the period 1891 to 2017 based on the HadUK dataset (Met Office © Crown Copyright)

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

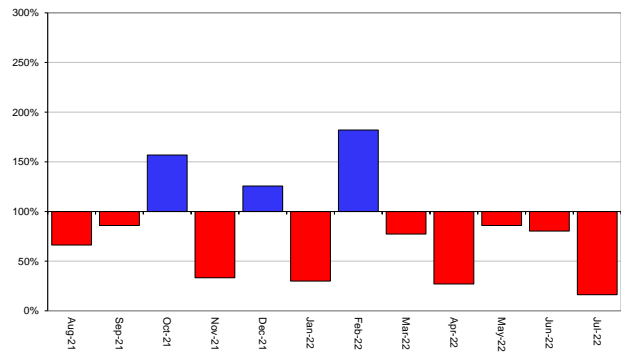
Above average rainfall

Below average rainfall

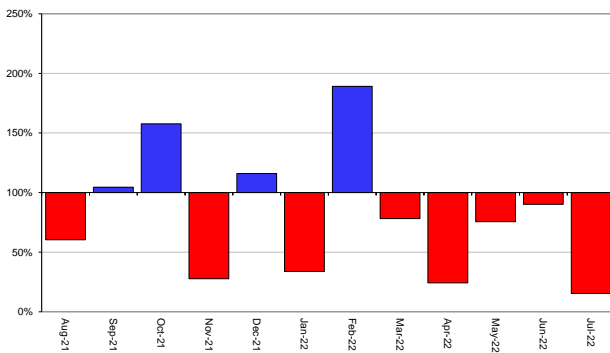
1-Month Period for East Anglia



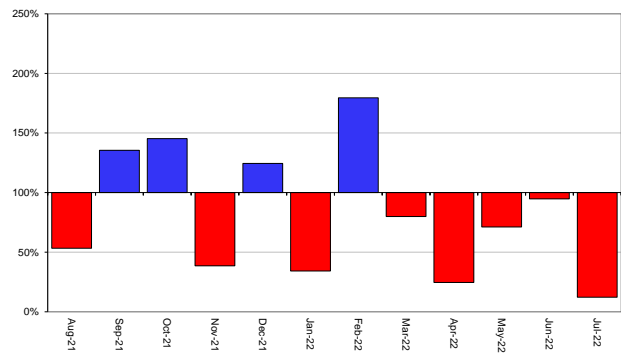
1-Month Period for Upper Bedford Ouse



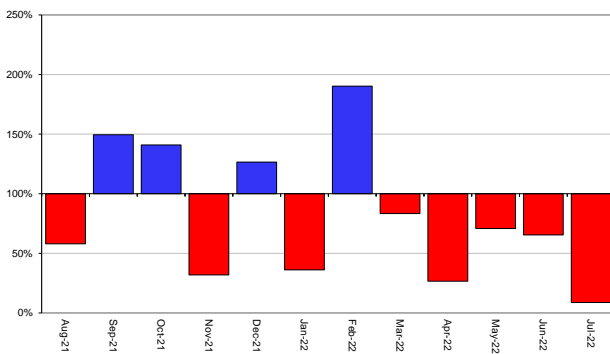
1-Month Period for Lower Bedford Ouse



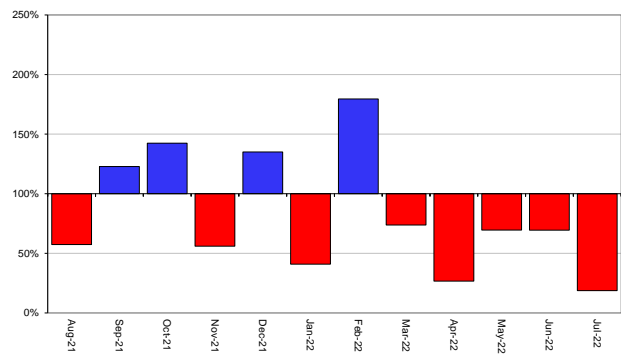
1-Month Period for Central Area Fenland



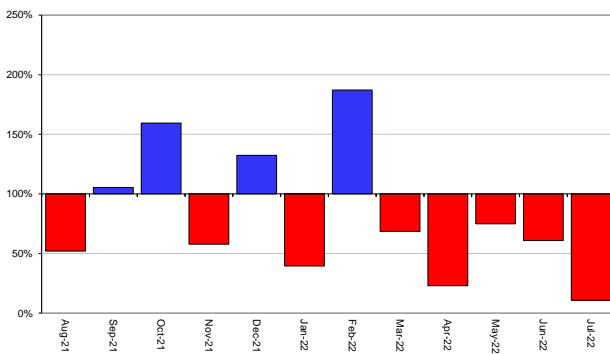
1-Month Period for Cam



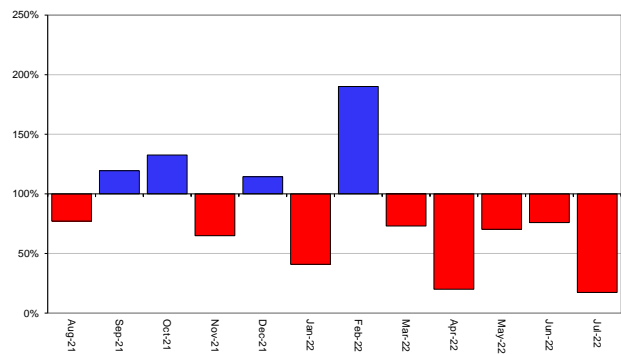
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark

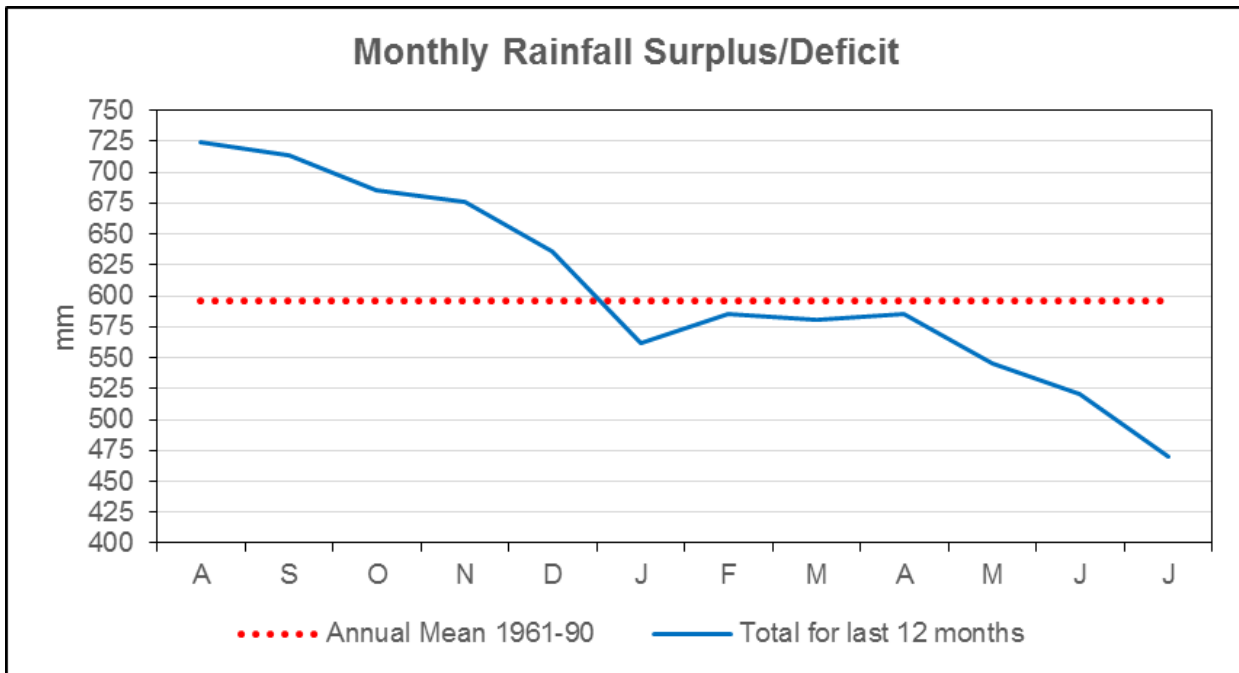
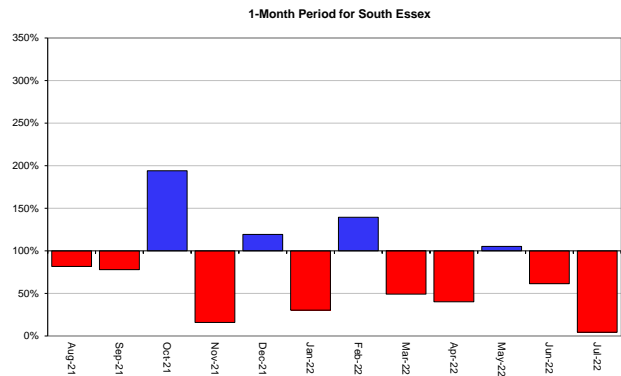
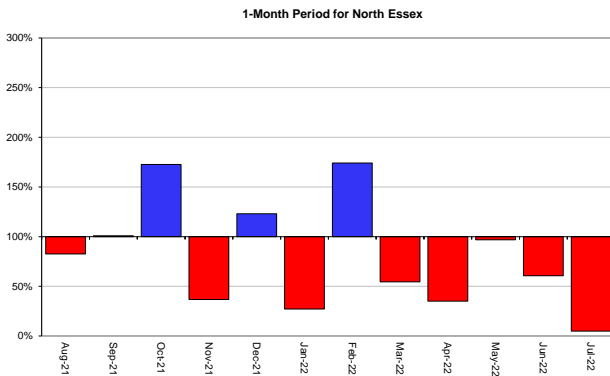
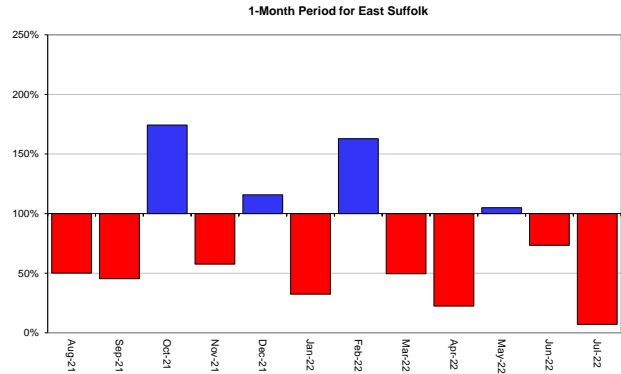
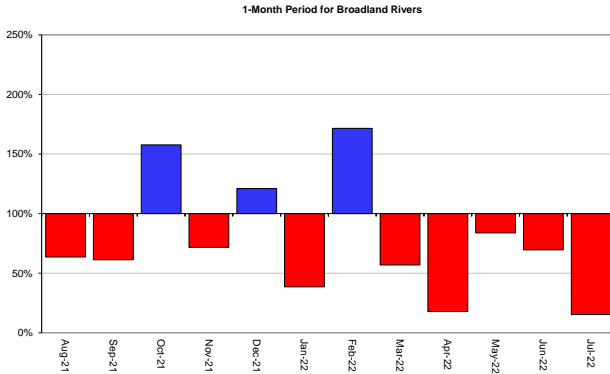


1-Month Period for North Norfolk

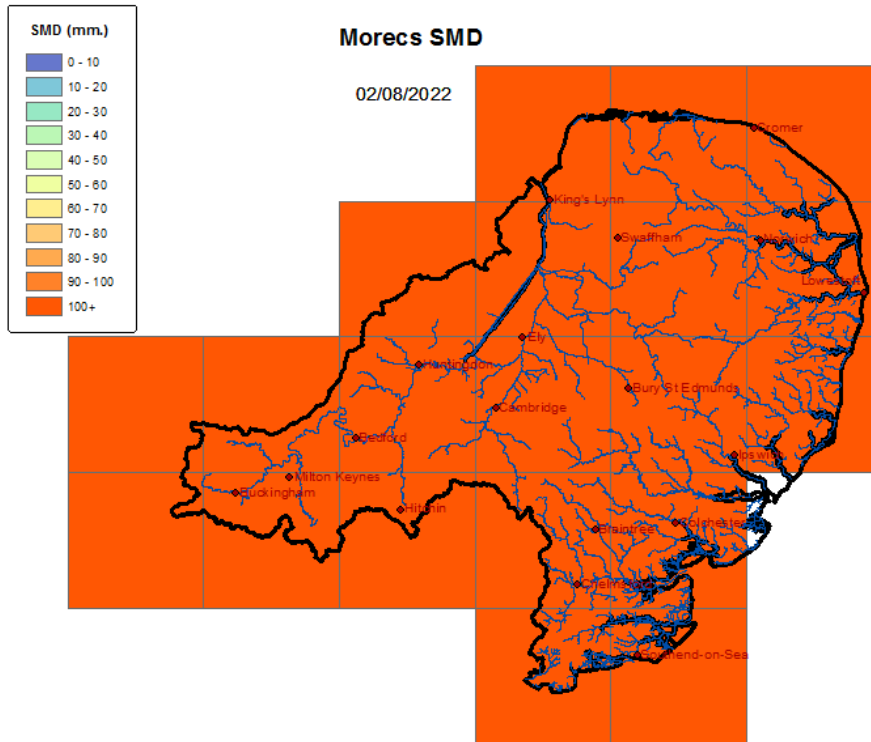


Above average rainfall

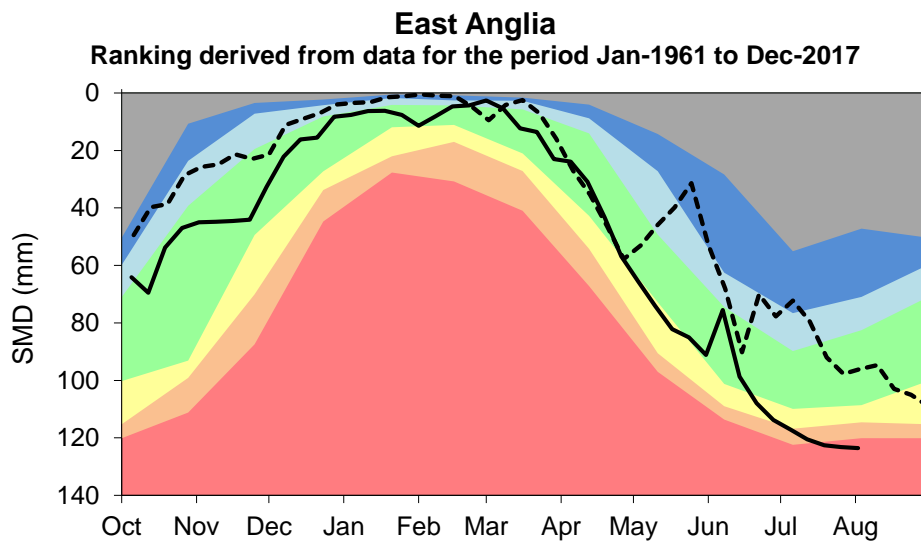
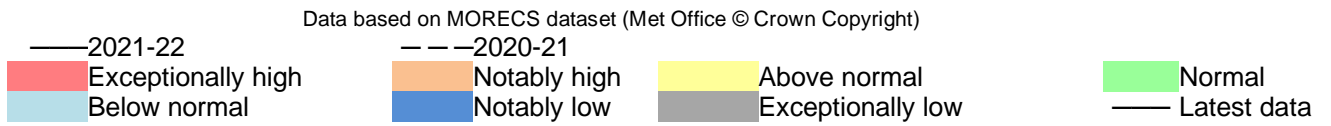
Below average rainfall



Soil Moisture Deficit

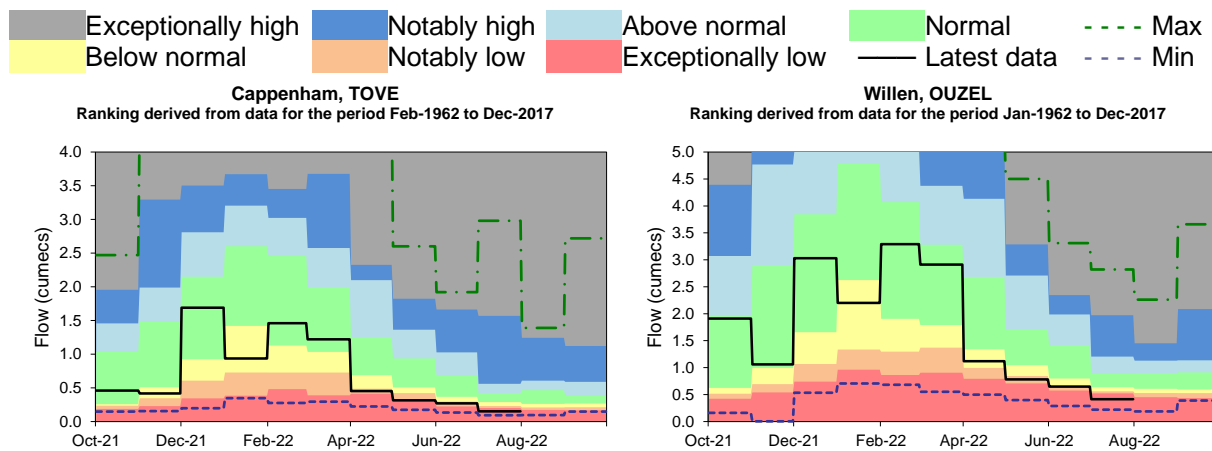
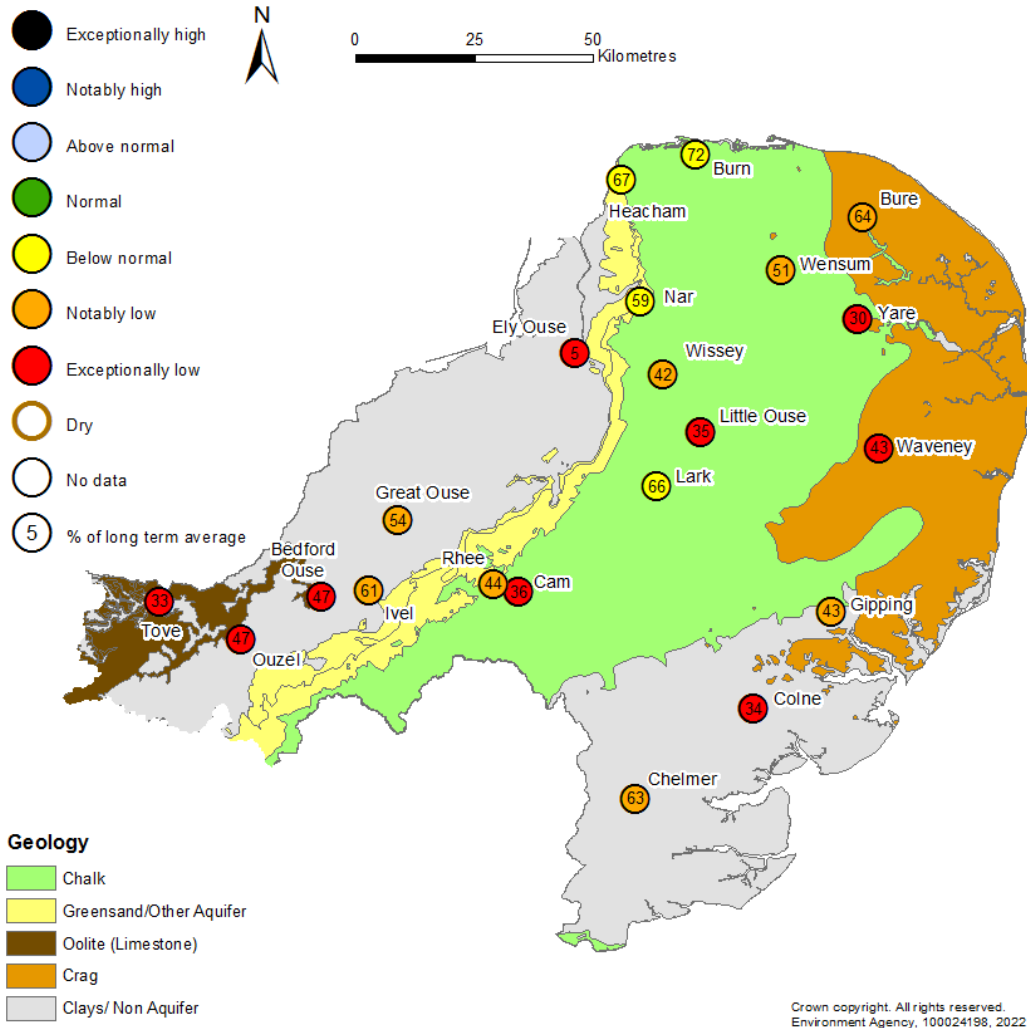


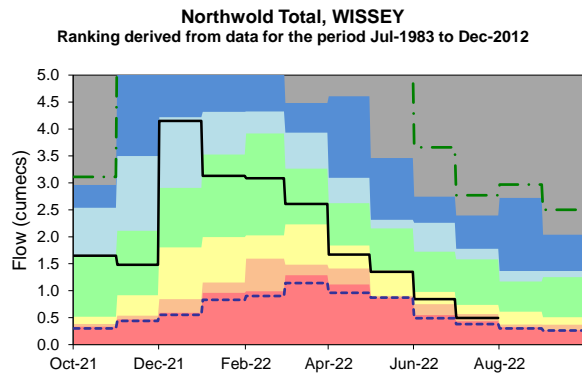
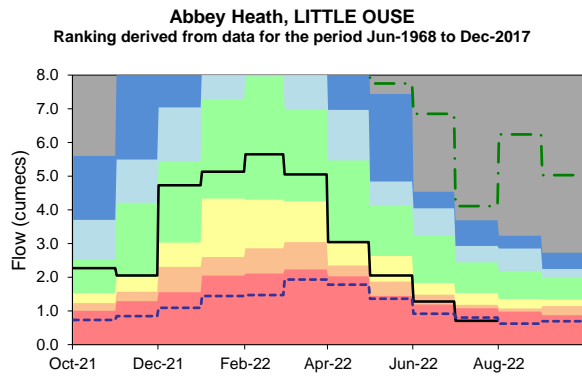
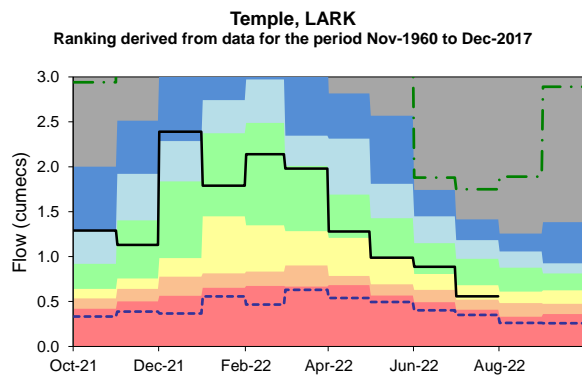
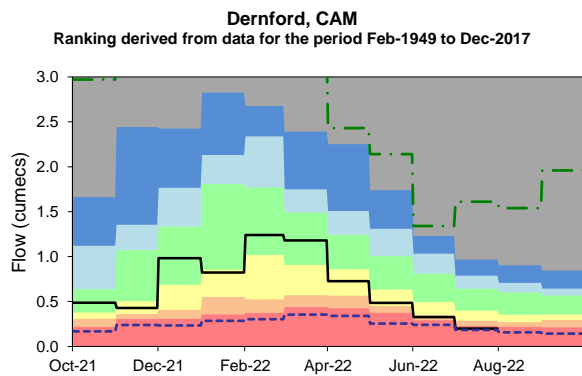
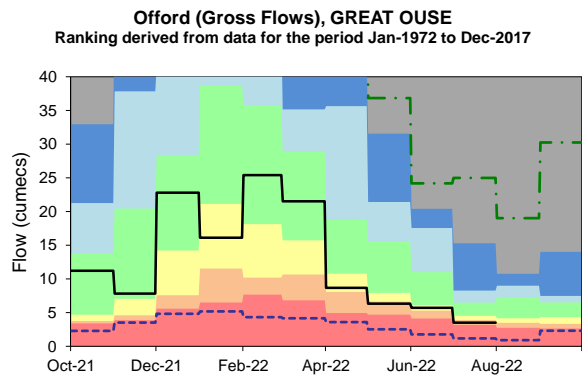
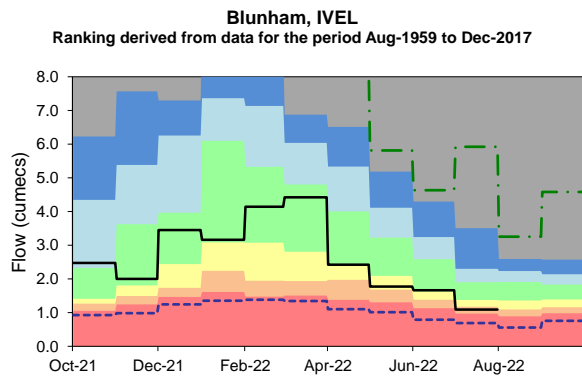
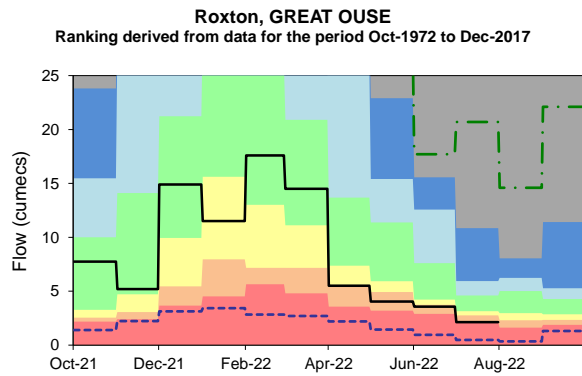
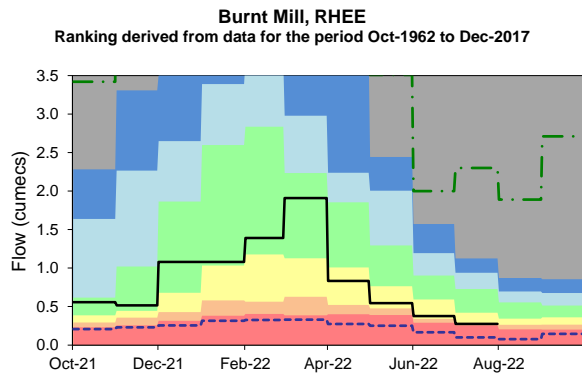
Data based on MORECS (Met Office © Crown Copyright)

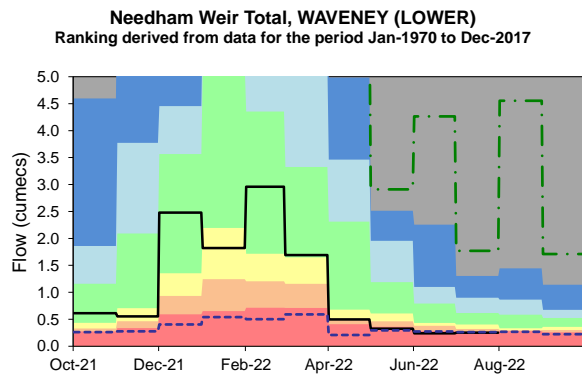
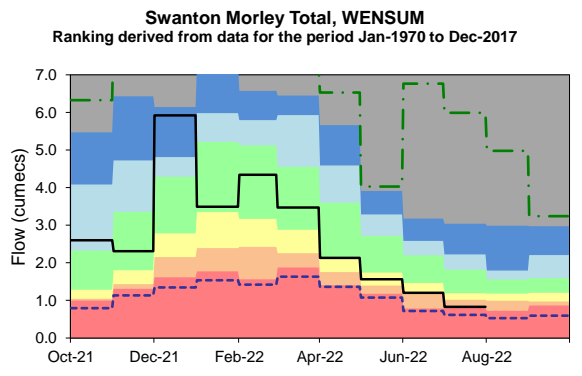
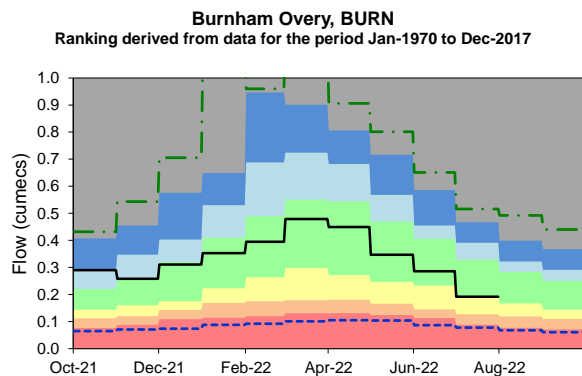
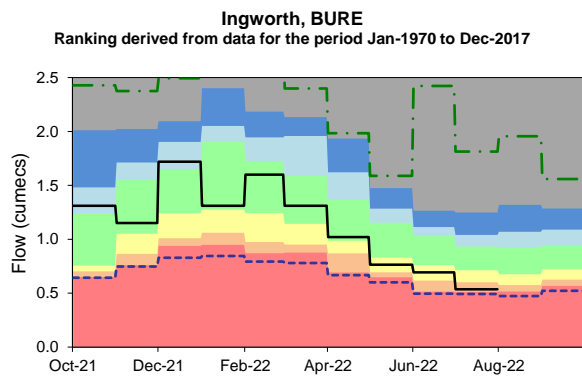
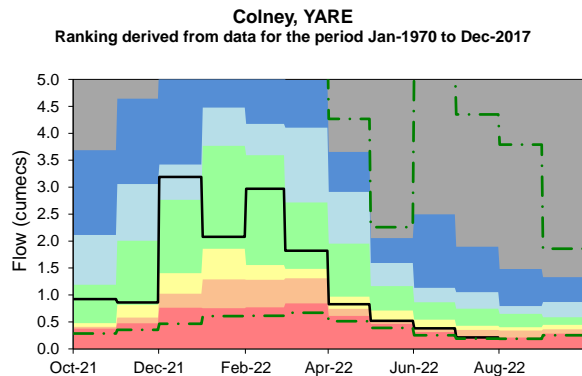
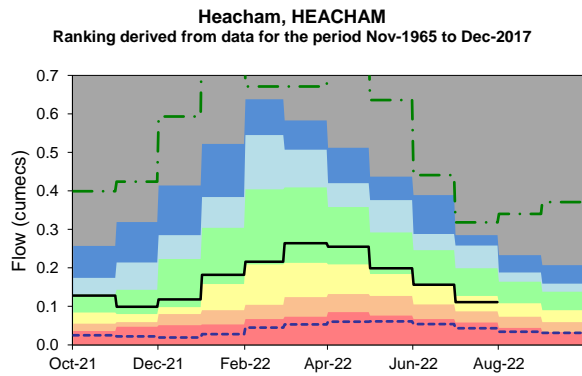
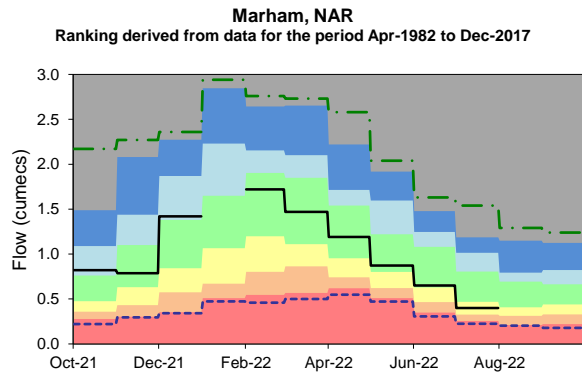
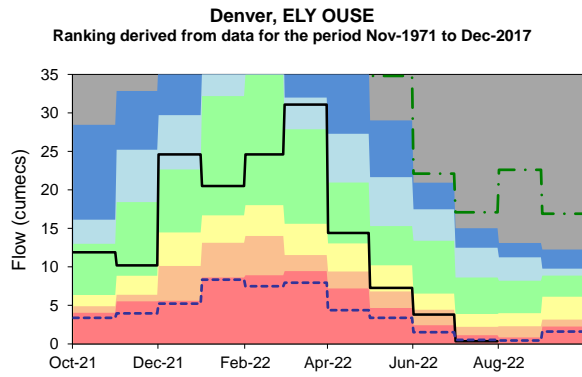


River Flow

July 2022



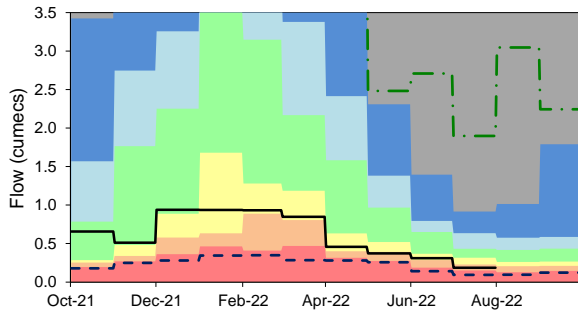






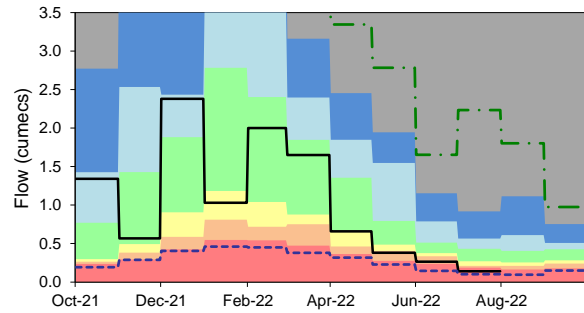
Bramford, GIPPING

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



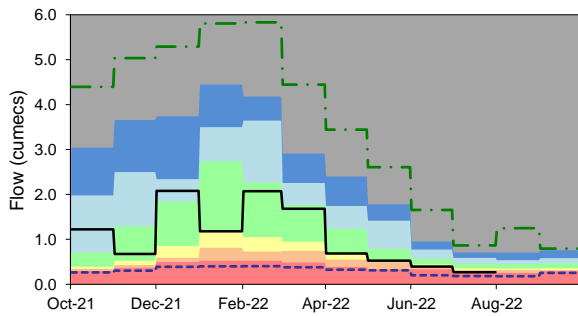
Lexden, COLNE

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



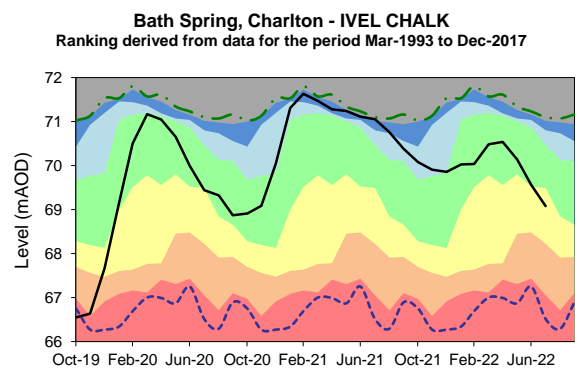
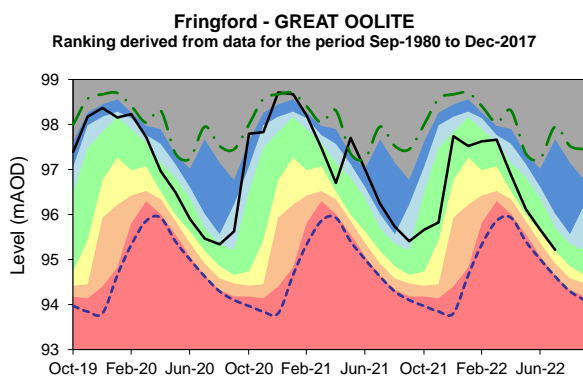
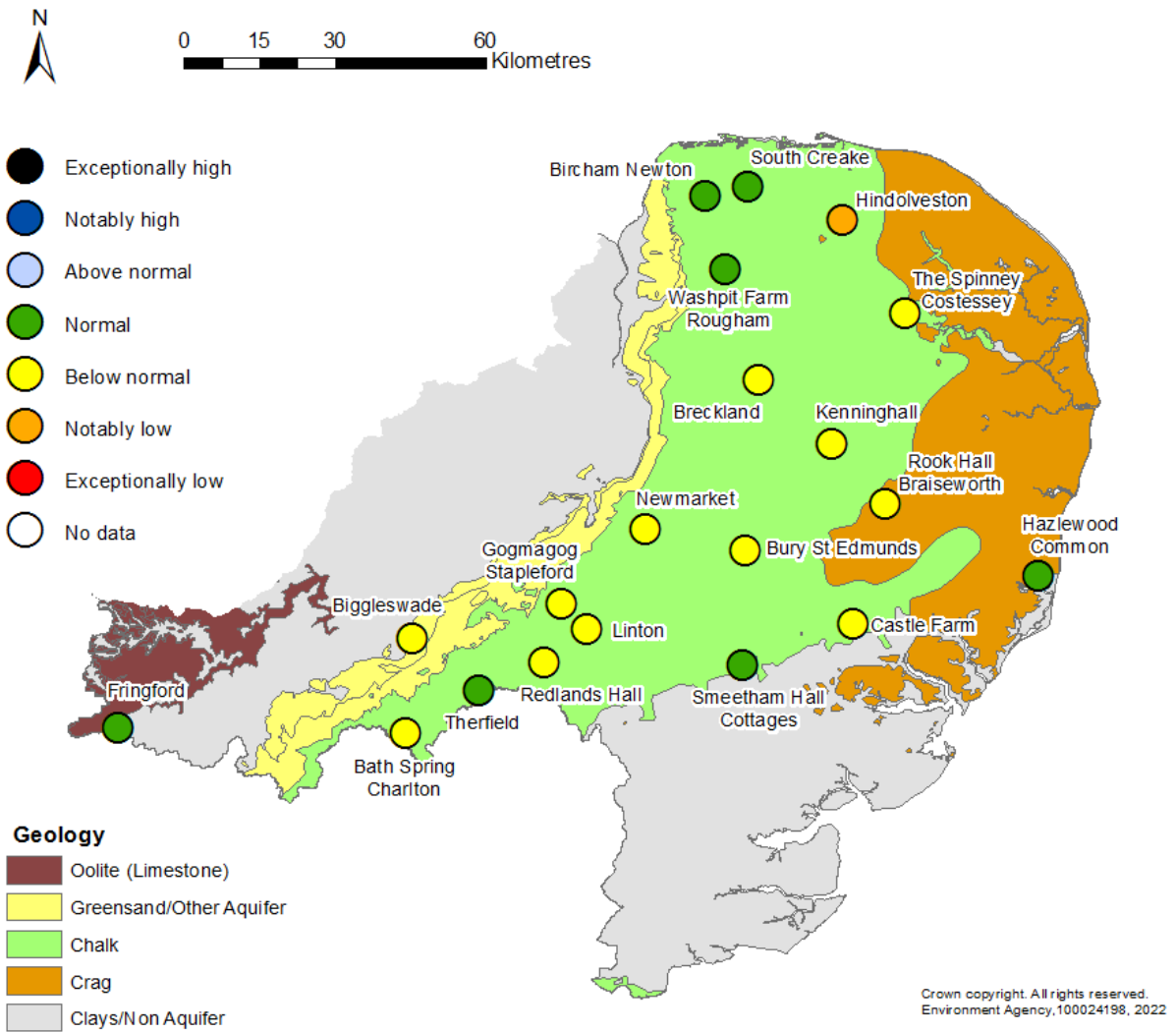
Springfield, CHELMER

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



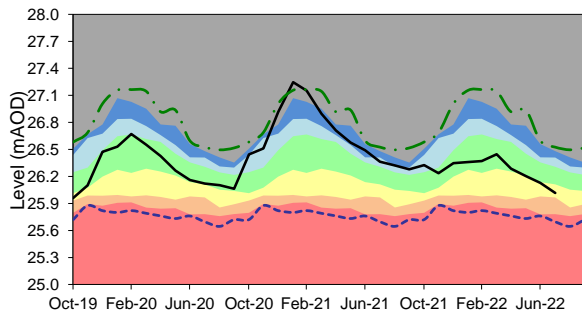
Groundwater Levels

July 2022

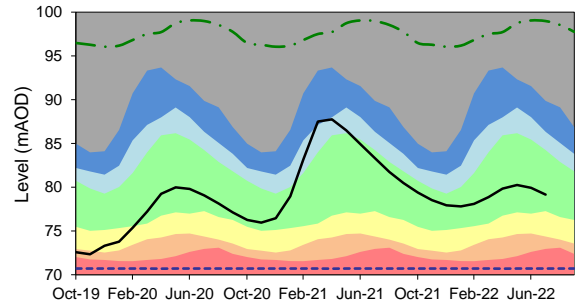




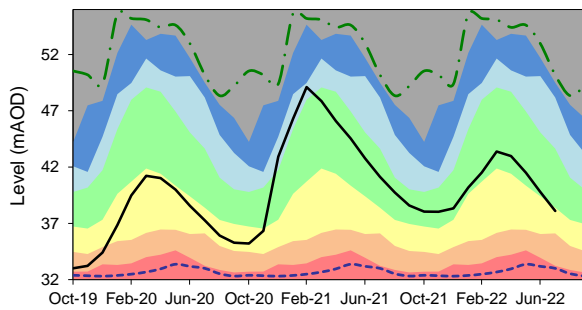
Biggleswade - IVEL SANDSTONE
Ranking derived from data for the period Mar-1968 to Dec-2017



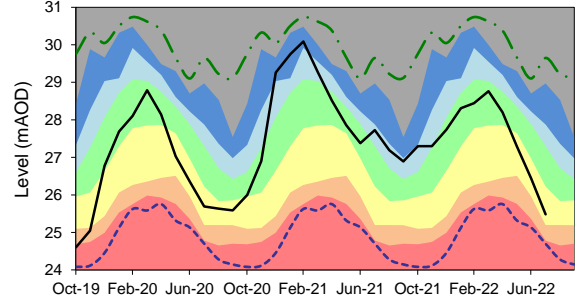
Therfield Rectory - N HERTS CHALK
Ranking derived from data for the period Jan-1883 to Dec-2017



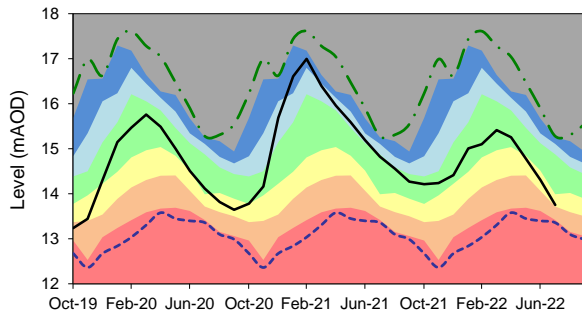
Redlands Hall, Ickleton - CAM CHALK
Ranking derived from data for the period Aug-1963 to Dec-2017



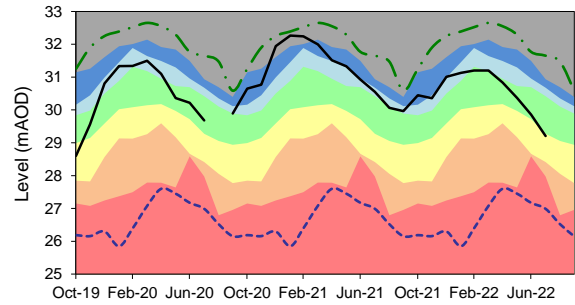
Linton - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



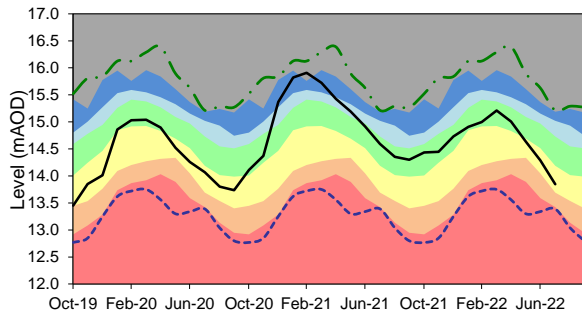
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



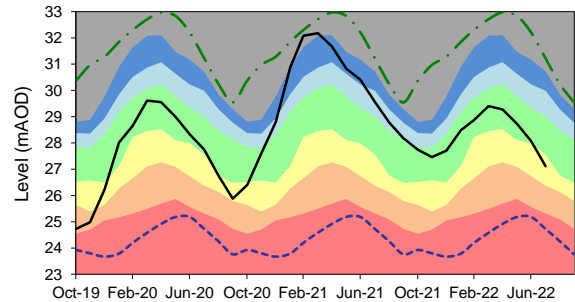
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017



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

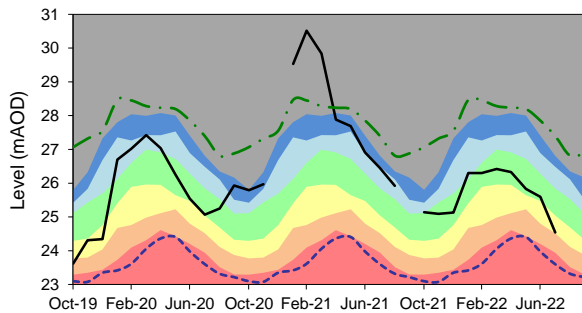


Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017

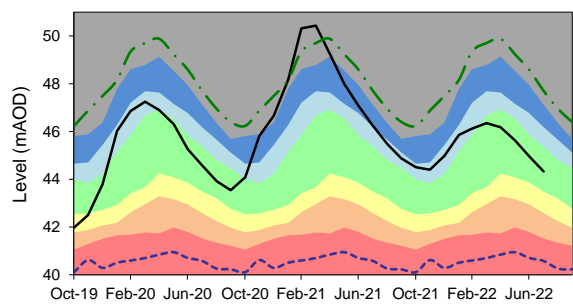




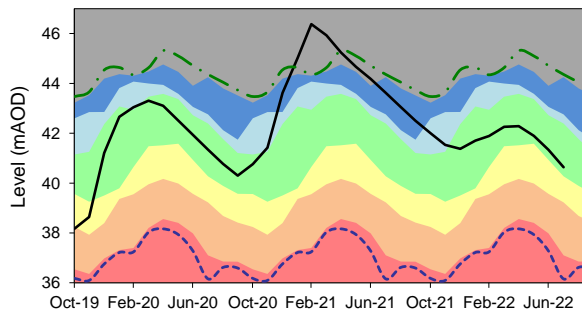
Breckland - WISSEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



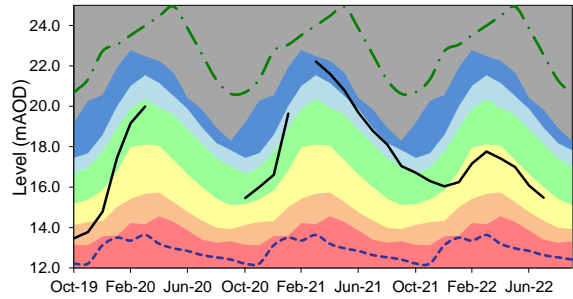
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



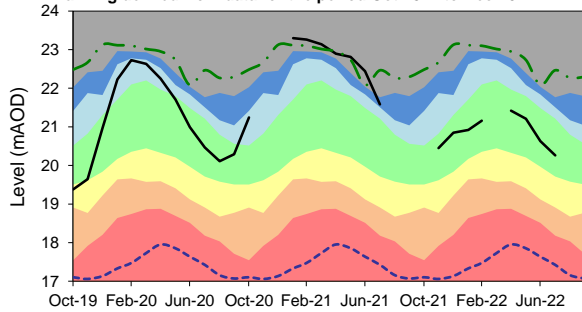
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



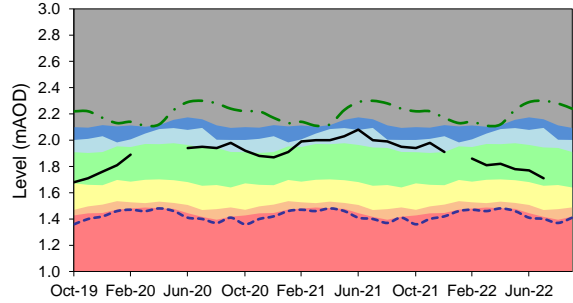
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



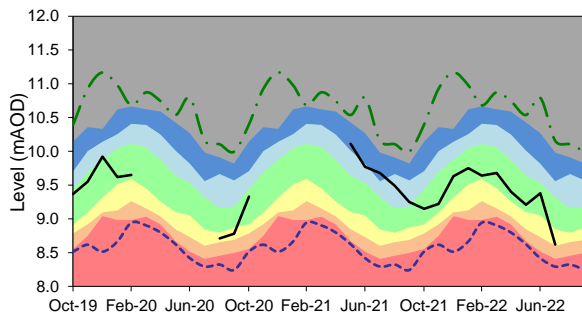
Old Primary School, South Creake - NW NORFOLK CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017



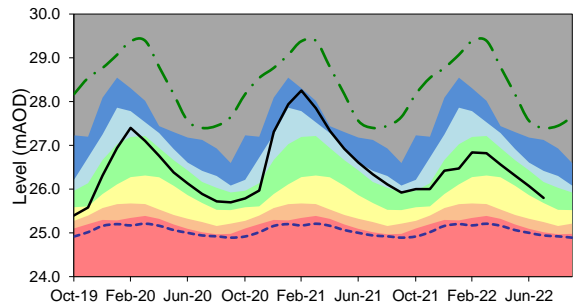
Hazlewood Common, SUFFOLK CRAG
Ranking derived from data for the period Oct-1988 Feb-2020



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

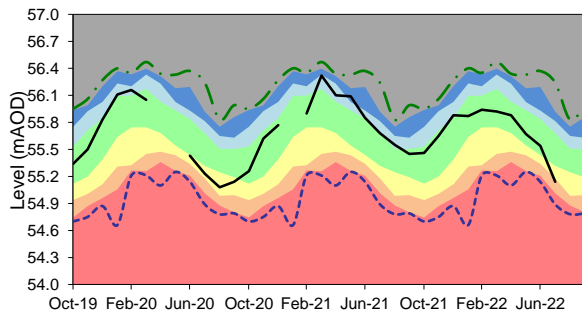


Smeetham Hall Cottages, Bulmer - ESSEX CHALK
Ranking derived from data for the period Jan-1964 to Dec-2017

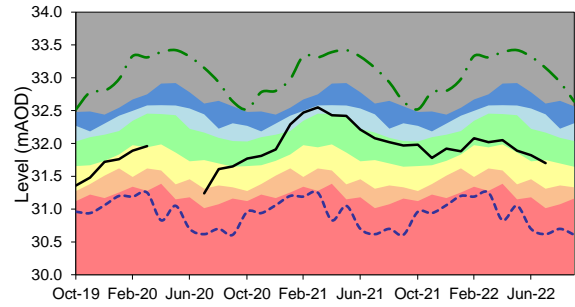




Hindolveston - NORFOLK CHALK
Ranking derived from data for the period Sep-1984 to Nov-2017



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



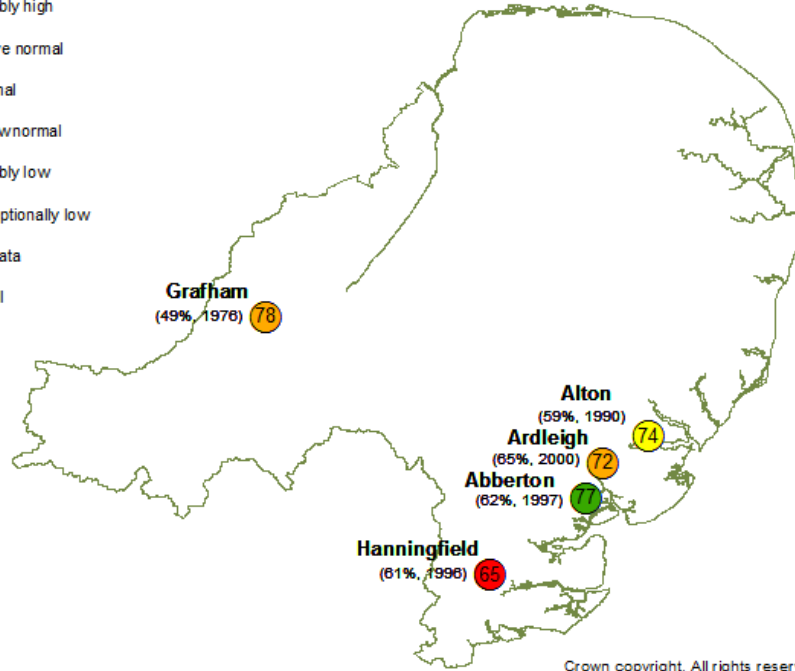
Reservoir Stocks

July 2022

July 2022

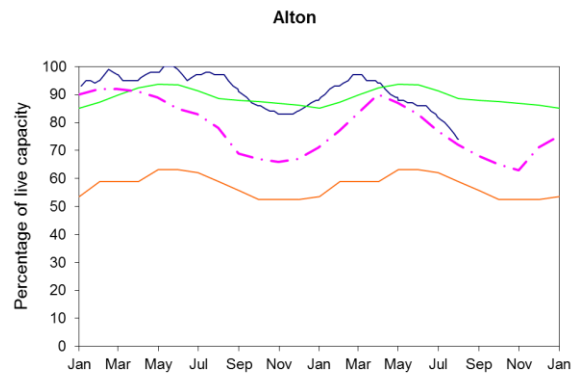
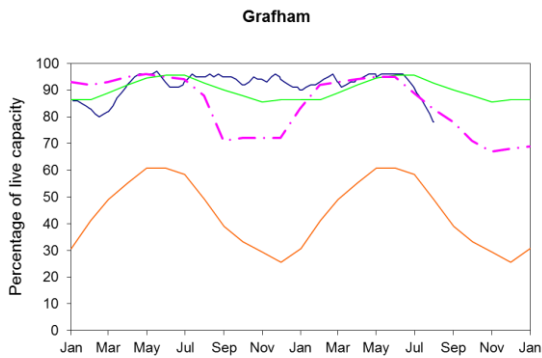
End of month reservoir levels expressed as percentage full.

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

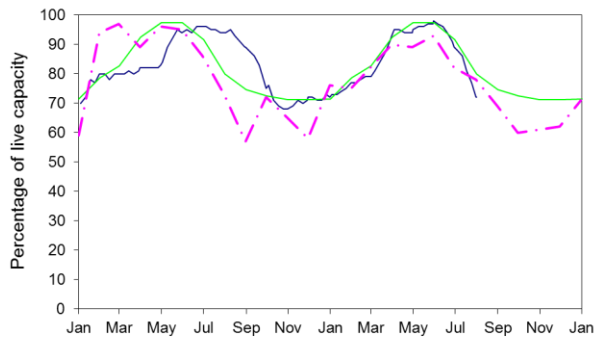


Crown copyright. All rights reserved. Environment Agency, 100024198, 2022

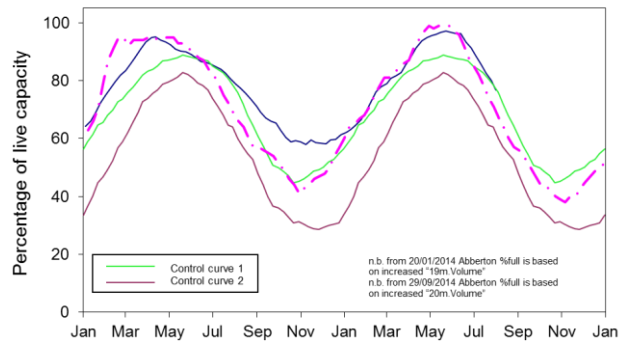
— 2021-2022 — Normal Operating Curve — Drought Alert Curve — 1995-1996



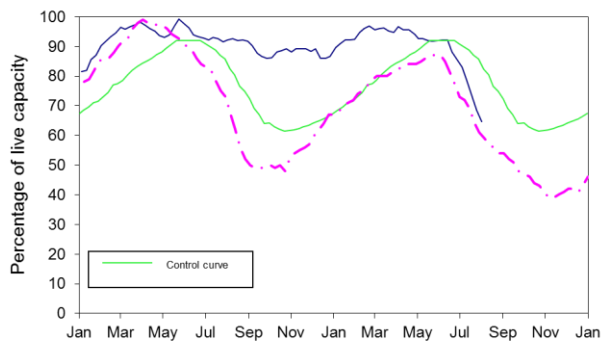
Ardleigh



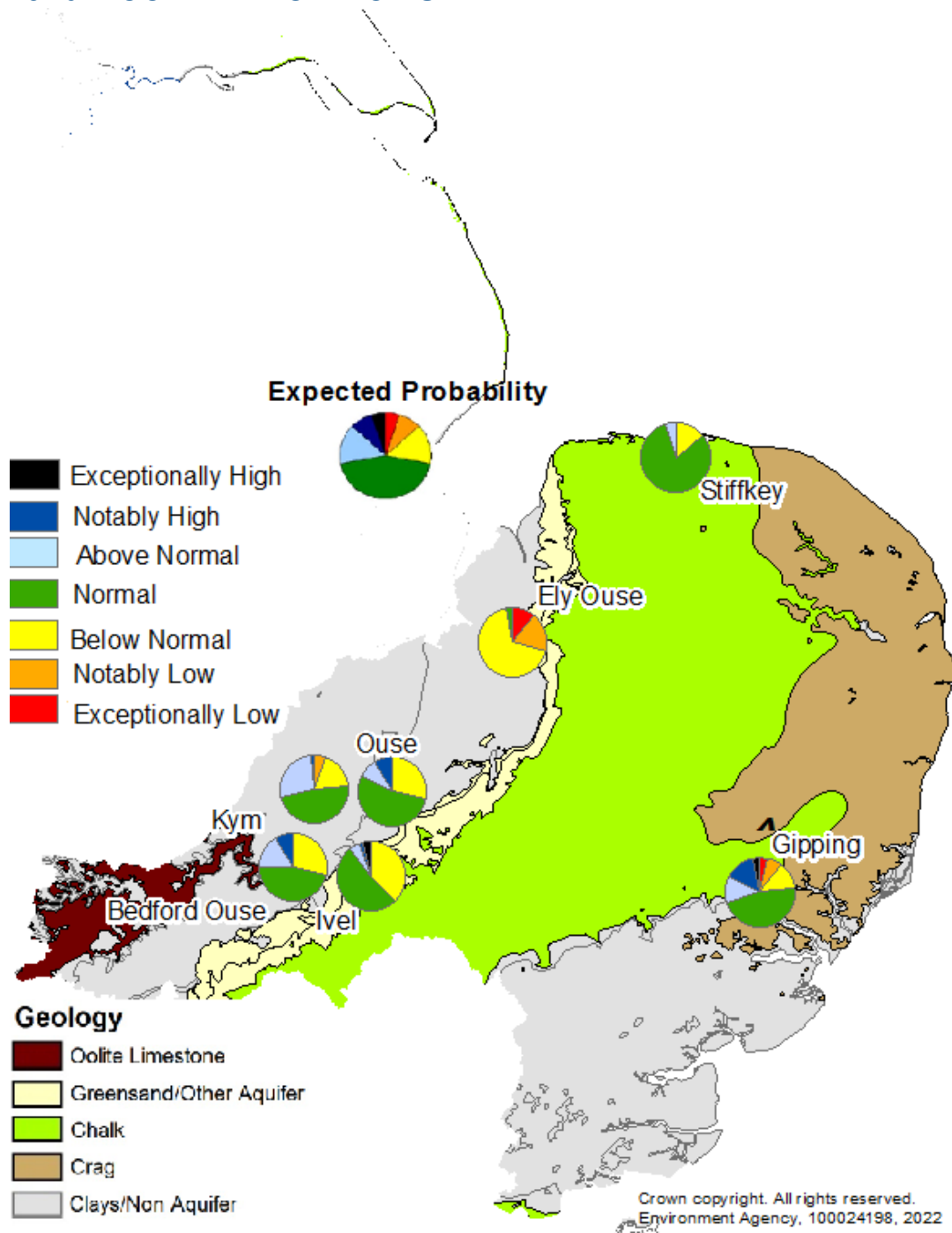
Abberton



Hanningfield



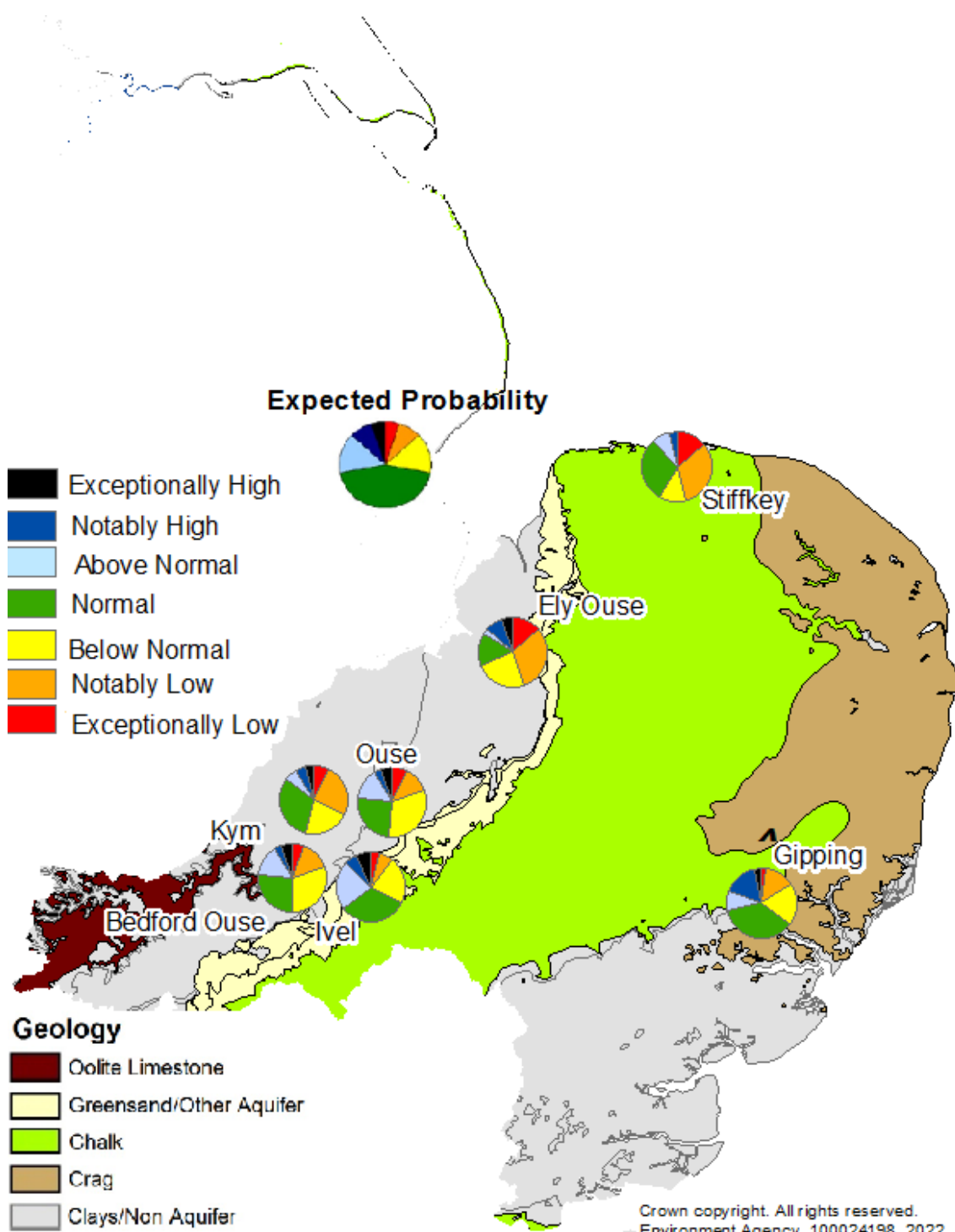
Forward Look – River Flows



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

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

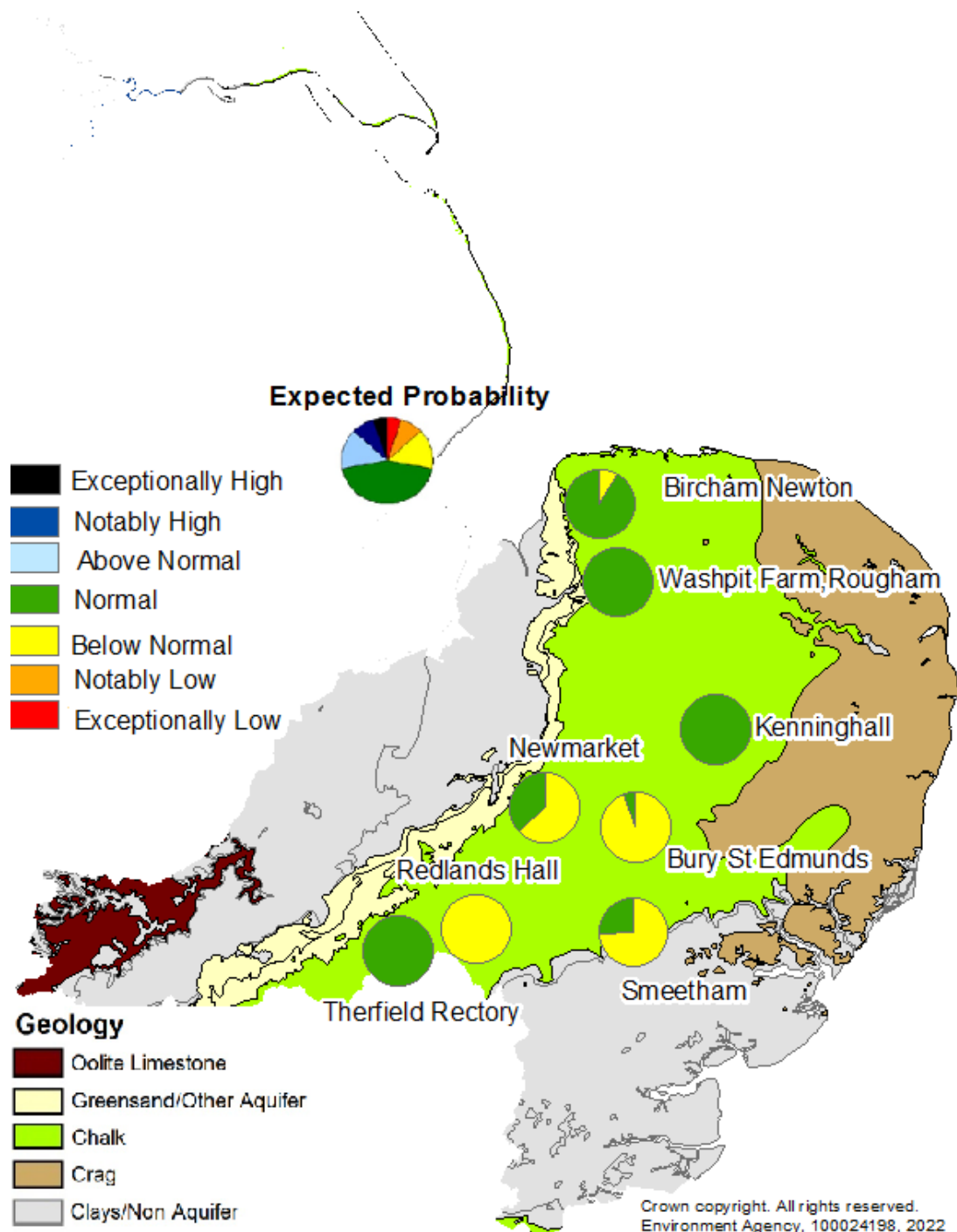
[^] "Naturalised" flows are projected for these sites'



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.

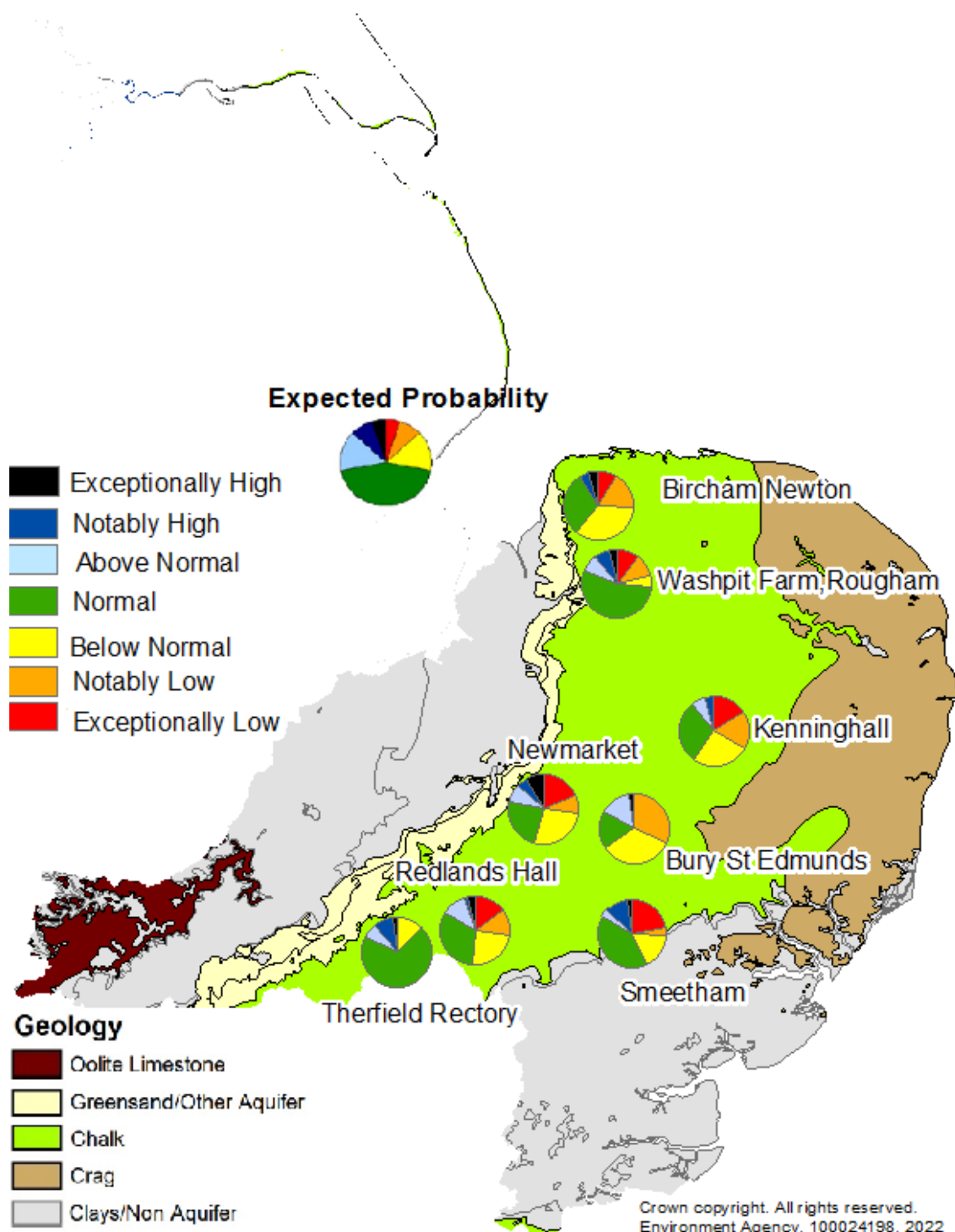
Probabilistic ensemble projections of river flows at key indicator sites in December 2022. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency)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

Forward Look – Groundwater



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

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



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

Probabilistic ensemble projections of groundwater levels at key indicator sites for end of March 2023. Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2022.

Glossary

Term

Definition

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

Categories

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

Catchment	Driest on record ranking (top 3 highlighted) - Re						
	July	Jun-Jul	May-Jul	Apr-Jul	Mar-Jul	Feb-Jul	Jan-Jul
Lower Bedford Ouse	3rd	9th	11th	6th	8th	20th	9th
Upper Bedford Ouse	4th	10th	11th	6th	10th	19th	9th
Central Area Fenland	3rd	9th	9th	6th	8th	13th	6th
Cam	1st	4th	5th	2nd	6th	10th	6th
NW Norfolk and Wissey	3rd	5th	3rd	1st	4th	8th	4th
Little Ouse and Lark	2nd	3rd	3rd	1st	4th	7th	5th
North Norfolk	1st	5th	4th	2nd	3rd	10th	4th
Broadland Rivers	2nd	5th	5th	2nd	3rd	8th	4th
East Suffolk	1st	3rd	8th	4th	4th	8th	4th
North Essex	1st	3rd	7th	5th	5th	7th	4th
South Essex	1st	3rd	8th	5th	7th	8th	6th
East Anglia (Whole region)	1st	3rd	6th	5th	4th	8th	4th

Please find attached the East Anglia water situation July 2022 report. Given how dry July was (and the 1 I have also attached an additional spreadsheet showing how July/the recent periods rank historically in ter

Records go back to 1890's

Dec-Jul	Nov-Jul	Oct-Jul	Sept-Jul	Aug-Jul
15th	8th	15th	14th	9th
13th	7th	12th	12th	8th
9th	5th	9th	14th	11th
8th	5th	9th	19th	10th
8th	6th	13th	16th	12th
8th	7th	14th	14th	10th
8th	9th	10th	14th	14th
4th	6th	8th	6th	5th
6th	6th	13th	8th	6th
6th	4th	13th	12th	10th
6th	3rd	8th	10th	10th
6th	5th	10th	10th	8th

months before that),
months of driest ever.

DRAFT Asbestos management plan – St George’s and Gray’s Allotments

Purpose: To set out the management plan for reducing the risk of exposure to asbestos on the allotments and to set out the procedure for removing asbestos when it is found.

Section 1 – Overview:

Asbestos was widely used by the construction industry before 1995. Products such as cement sheets, roof panels, ceiling tiles, ceiling coatings and PVC floor tiles may all contain asbestos. Not all asbestos material presents the same risk.

The type of asbestos that is generally found on the allotment sites is white asbestos normally in the form of cement panels and usually found as fragments in the soil. The white asbestos is generally considered “low risk” because the asbestos fibres are bonded with the material so it is more difficult for them to be released into the air. Asbestos is not considered hazardous as long as it remains in place and undamaged. It is only when materials containing asbestos are damaged that there is potential for asbestos fibres to be released into the air and inhaled.

St George’s allotments historically had buildings on the site that are believed to have been constructed using asbestos cement. According to Health and Safety England, the removal of asbestos cement products, provided the material is carefully handled/removed without breaking up, can be removed as non-licensed work with asbestos in most cases.

Due to the history of the allotment site, the Parish Council treats all materials suspected of containing asbestos as asbestos and will follow the protocol in section 4.

Section 2 - Responsibility:

As the land owner, the Parish Council is responsible for implementing the Asbestos Management Plan and the Allotment Association will help facilitate the plan.

All plot holders are responsible for acting in accordance with the plan and reporting issues to the Allotment Association and Parish Council.

The contact details for the Parish Council and Allotment Association can be found below. When reporting asbestos, inform both organisations.

Name	Contact Details	Organisation
Sophie Marriage	assistantclerk@melbournpc.co.uk 01763 263303 (option 3)	Melbourn Parish Council
Graham Place Chris Selway	Gaplace10@gmail.com ; gardenrobot@AOL.com	Allotment Association

Section 3 - General safety advice:

Asbestos is only dangerous when it is disturbed and when managed safely and contained it does not present a hazard. If you do come across a piece of material that you suspect may contain asbestos, do not break or damage it to avoid release of hazardous fibres.

It should be noted that plants can only absorb water soluble minerals and asbestos is not water soluble, so it is safe to plant, grow, and consume produce from the allotments. It is advisable to wash produce with clean water before use.

As always, children should be supervised at all times when they are on the allotments.

If you are unsure about whether a piece of material contains asbestos, you should presume it does and follow the steps set out in section 4.

Section 4 –What to do when material that may contain asbestos is found on a plot:

Step 1: Holder identifies piece(s) of material that may contain asbestos on allotment plot



Step 2: Holder takes care not to disturb the material that may contain asbestos and marks location with a red marker.



Step 3: Holder informs Parish Office and Allotment Association (via contact details in Section 2) that they have identified material that may contain asbestos and the exact location of the material.



Step 4: The Parish Office will arrange clearance as soon as practicable. The holder will not disturb the area where the material that may contain asbestos has been identified until the Parish Office confirms that clearance is complete.



Step 5: The Parish Office confirms clearance of the material and the holder can resume gardening in this area.

Section 5 – Long term plan to reduce the risk of exposure to asbestos:

Pieces of asbestos have been found across the allotments over several years. In order to reduce the amount of asbestos, the Parish Council will arrange for a licensed contractor to carry out quarterly site inspections to clear visible asbestos. This will reduce the amount of asbestos at the allotments over time. The introduction of quarterly site inspections will be reviewed annually to monitor its effectiveness.

Frankland Fields Management Plan

2020 – 2025



Produced by Elgan Adlard

Contents

1.0 General information	3
1.1 Site location	3
1.2 Management	3
1.3 Designations	3
1.4 Site History.....	3
1.5 Management achievements	4
1.6 Connectivity with other sites.....	4
1.7 Purpose of declaration	4
1.8 Known restraints	4
1.9 Access and Management policies	4
<i>Fig 2: Frankland Fields Boundary map</i>	5
<i>Fig 3: Important conservation sites</i>	6
<i>Fig 4: Frankland Fields Habitats</i>	7
<i>Fig 5: Defined named areas</i>	8
2.0 Site description	9
2.1 Allotment field	9
2.2 Arlington field	9
2.3 Central scrub area.....	9
2.4 Northern bank	9
2.5 Hedgerows.....	10
2.6 Reedbed.....	10
3.0 Site Evaluation	10
3.1 Biodiversity	10
3.1.1 Grassland.....	10
3.1.2 Amenity Grassland	11
3.1.3 Scrub	11
3.1.4 Hedgerows	11
3.1.5 Woodland.....	11
3.1.4 Ditches	11
3.2 Community and Education	12
3.2.1 The local community	12
3.1.4 Volunteering	12
3.1.4 Local schools	12
3.3 Information and reporting provision	12
3.4 Marketing and promotion	12
3.5 Budget.....	12
4.0 Objectives	13
4.1 Management objectives	13
4.2 Specific objectives 2020 to 2025	13
5.0 Management operations	14
7.0 References & Acknowledgements	21

Introduction

1.0 General information

Area: Approximately 2.9ha

Ownership: Chelmsford City Council since 2004

Site name: Frankland Fields

Proposed declaring authority: Chelmsford City Council

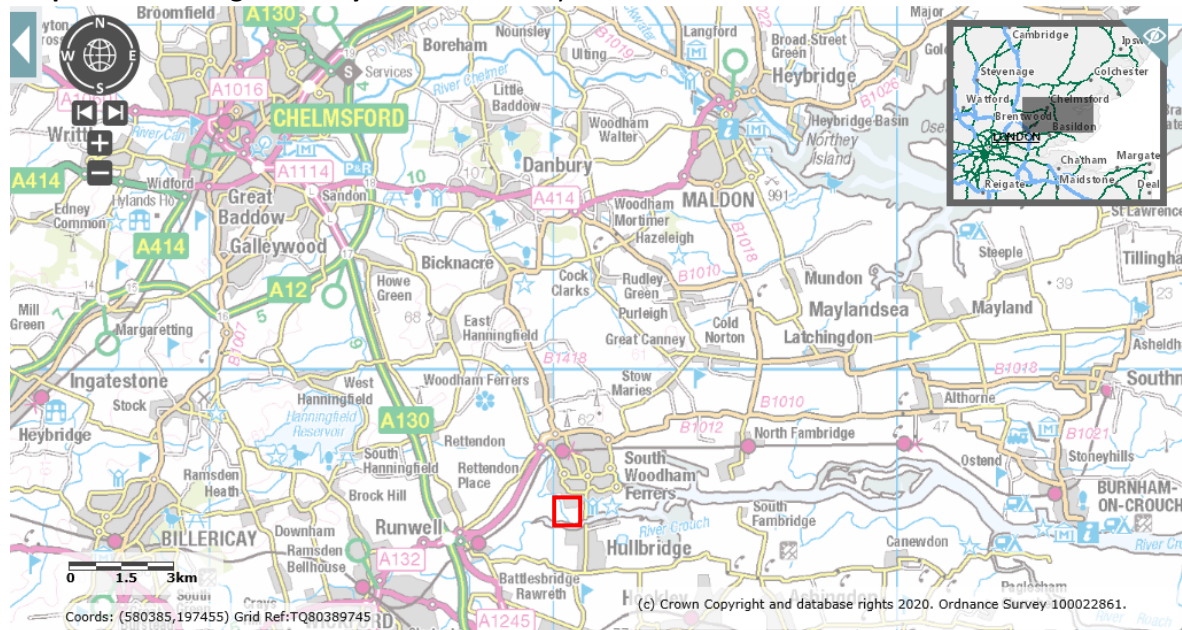


Figure 1: Frankland Fields, South Woodham Ferrers. (Magic Map, 2020).

1.1 Site location

The site is situated within South Woodham Ferrers close to the River Crouch and opposite Marsh Farm Country Park. The site runs parallel to the River Crouch and there is pedestrian access to the footpath alongside the river.

1.2 Management

The site is the responsibility of the Council's Parks and Green Spaces team. The site is managed to keep the grassland areas free of trees by City Council employees and volunteers. This site has great importance as a wildflower meadow and as a site for bees (specifically the Brown-banded carder bee and the Shill carder bee). In addition, since the 1940s there has been a 95% decline in wildflower meadows, so controlling trees growing in Frankland Fields is important. Footpaths around the site are kept clear by being mown every 2 weeks during the spring and summer by City Council employees. Regular monthly volunteer sessions encourage local people to come to help with the general maintenance of the site. Chelmsford City Council's H&S policy gives an overview of how Chelmsford City Council deals with health and safety issues.

1.3 Designations

The site is identified as Open Space in the Council's Site Allocations Development Plan document. It is anticipated that it will be declared as a Local Nature Reserve in the near future.

1.4 Site history

The site was originally farmland, part of Peatlands farm until the 1990s. It was originally in the possession of Essex County Council but transferred to Chelmsford City Council for management in 2003.

1.5 Management achievements

1. Removal of Hawthorn and Blackthorn from allotment field and Arlington field.
2. Maintenance of footpath links to surrounding areas.
3. Creation of a footbridge to provide a link with the River Crouch footpath.
4. Removal of blackthorn along the southern edge of both fields.
5. Improvement of grassland biodiversity.
6. Clearance of the bank on the northern edge of the site

Key to the success of the site is to increase biodiversity and maintain the open grassland land, whilst keeping the site accessible to all.

1.6 Connectivity with other sites

There are other important wildlife sites located close to Frankland Fields. Below is a list of these sites with a description of the reason for their importance and figure 3 shows their location. The connections with other sites are important because they increase habitat area available for a range of wildlife.

- 1) LNRs – (Local Nature Reserves are sites that are locally important, and this is a statutory form of protection). There are two LNRs located within 500m of the site (Fen Washland and Kendall Park).
- 2) Ramsar sites - (These are sites of wetland importance, particularly for waterfowl) both banks of the River Crouch and a large area to the East of South Woodham Ferrers are designated as Ramsar sites.
- 3) SSSIs – (These are Sites of Special Scientific Interest based on the wet grassland habitat). The SSSIs located nearby are in favourable and unfavourable (recovering) conditions and are the same as the Ramsar sites
- 4) SACs – (The Special Areas of Conservation are wetland habitats designated under the Directive 92/43/EEC). The SACs located nearby include the River Crouch channel and smaller channels.
- 5) SPAs – (The Special Protection areas are areas designated for the conservation of wild birds). The SPAs located nearby are also the same as the SSSIs and Ramsar sites.

Many species will move between a variety of these different sites and Frankland Fields is part of the mosaic of different habitats in this area.

1.7 Purpose of declaration

The purpose of the LNR as set out in Chelmsford City Council's Green Infrastructure Plan is to reinforce and extend the connectivity of green infrastructure and protecting this green infrastructure for biodiversity and local communities. This fits perfectly with designating Frankland Fields as a Local Nature Reserve to help protect and enhance it. The area is situated within a mosaic of important sites and helps to connect and enhance these sites. In addition, it is important in terms of it being a habitat for bees and other pollenating insects.

1.8 Known constraints

The only known constraint is that it is part of the floodplain for the River Crouch.

1.9 Access and management policies

Access to the site by vehicle is possible at an entrance off Marsh Farm Road next to the allotment site in the most easterly point of the site. Also, there is an additional vehicle access point from Arlington square at the western end of the site. There are numerous pedestrian access points to the site from Haddon mead, Holkham avenue, Osterley place and the Fenn creek footpath.

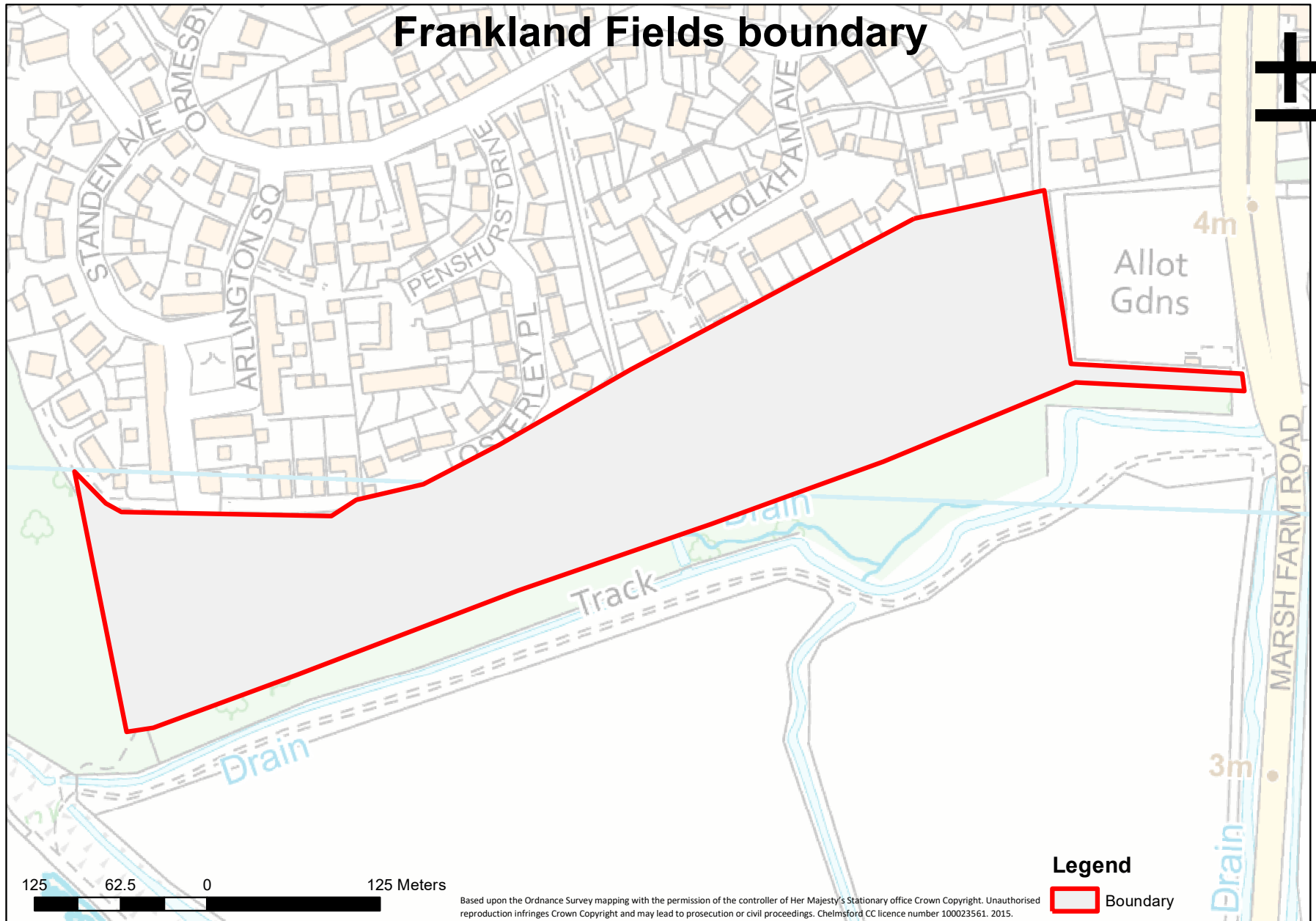


Figure 2: Map showing the boundary of Frankland Fields Nature Reserve (Compiled by the author, 2020)

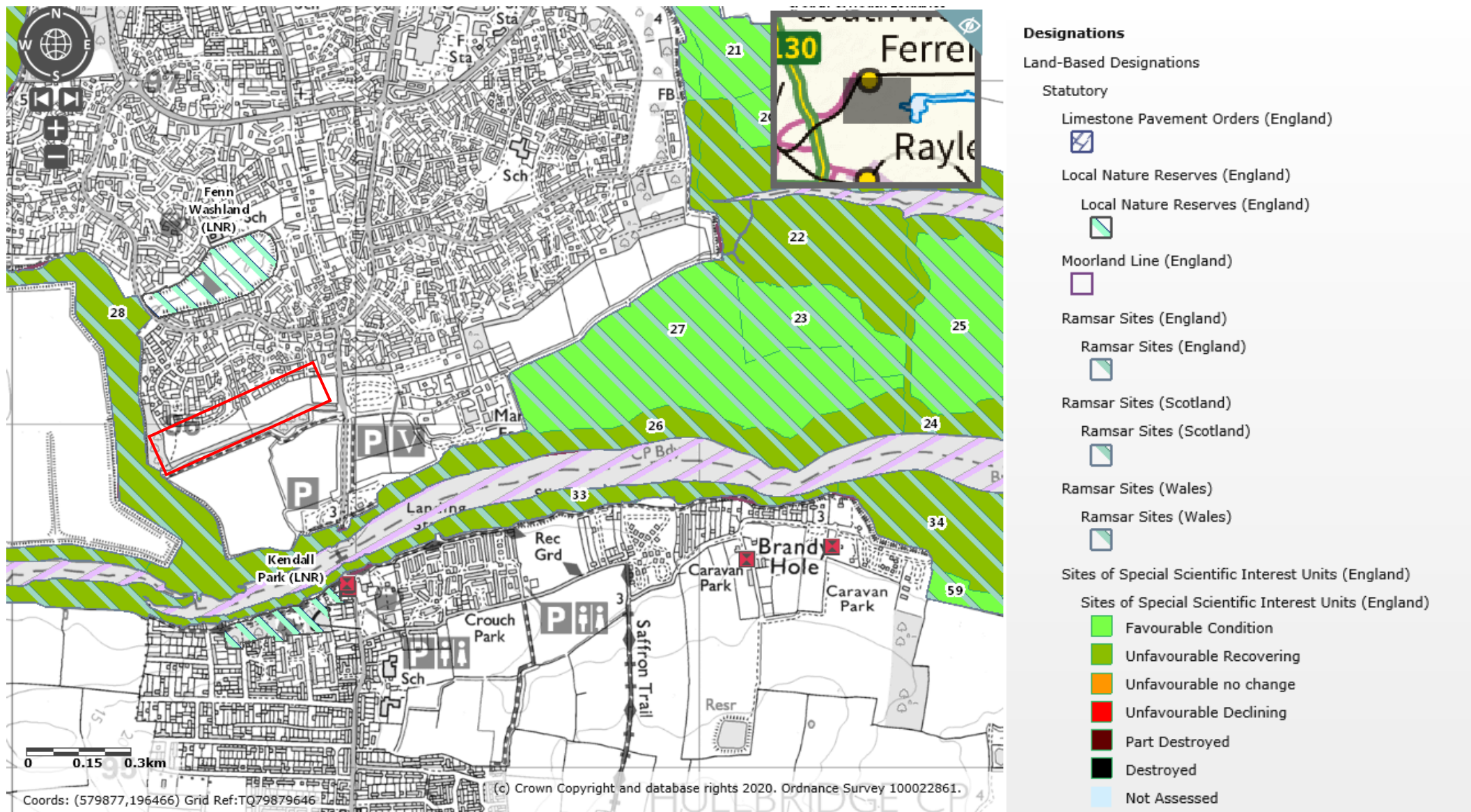


Figure 3: Map showing the nature reserves and important conservation sites located near to Frankland Fields, highlighted in red (Magic Map, 2020)

Frankland Fields habitats

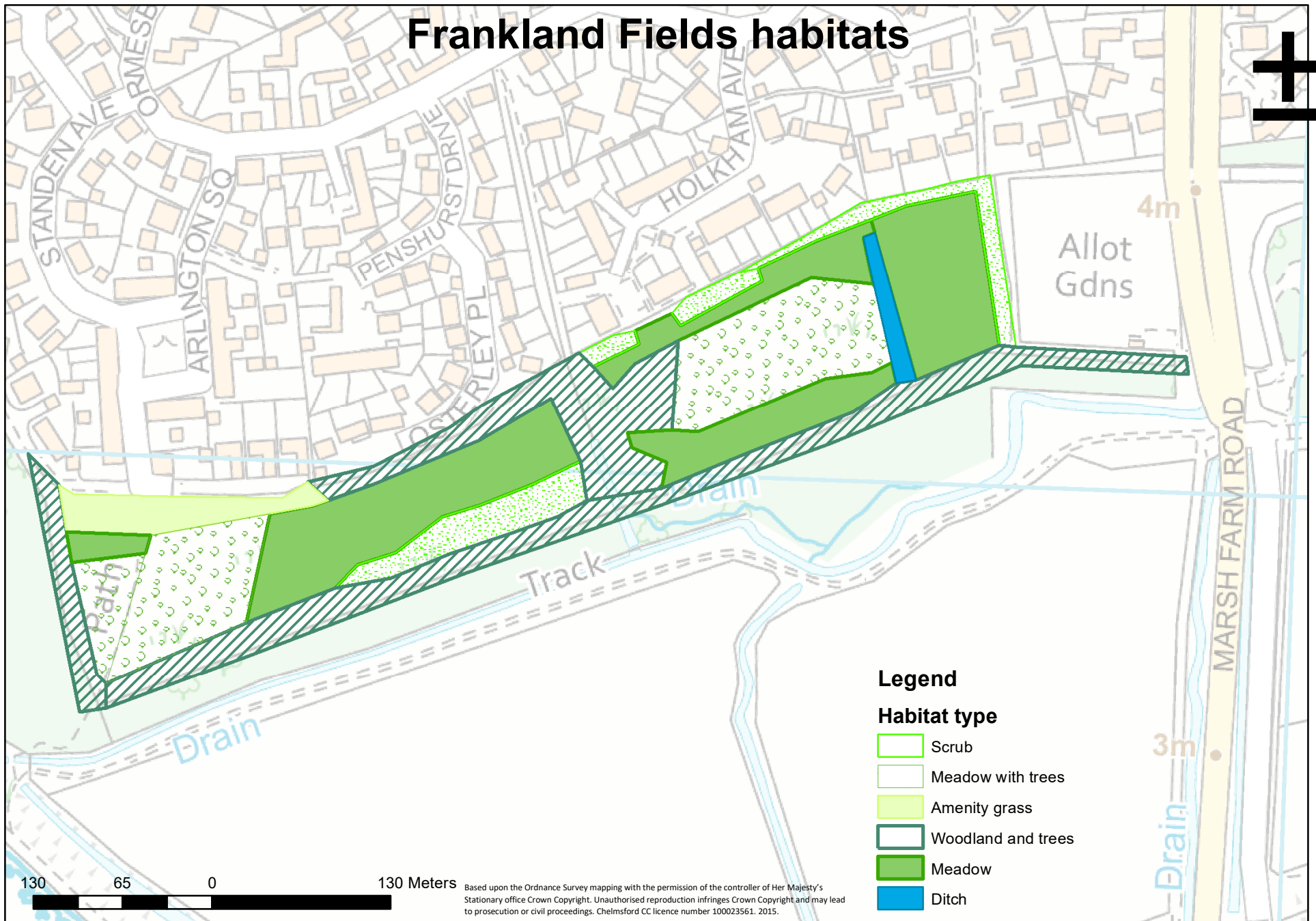


Figure 4: Map showing habitat types in Frankland Fields (Compiled by the author, 2020)

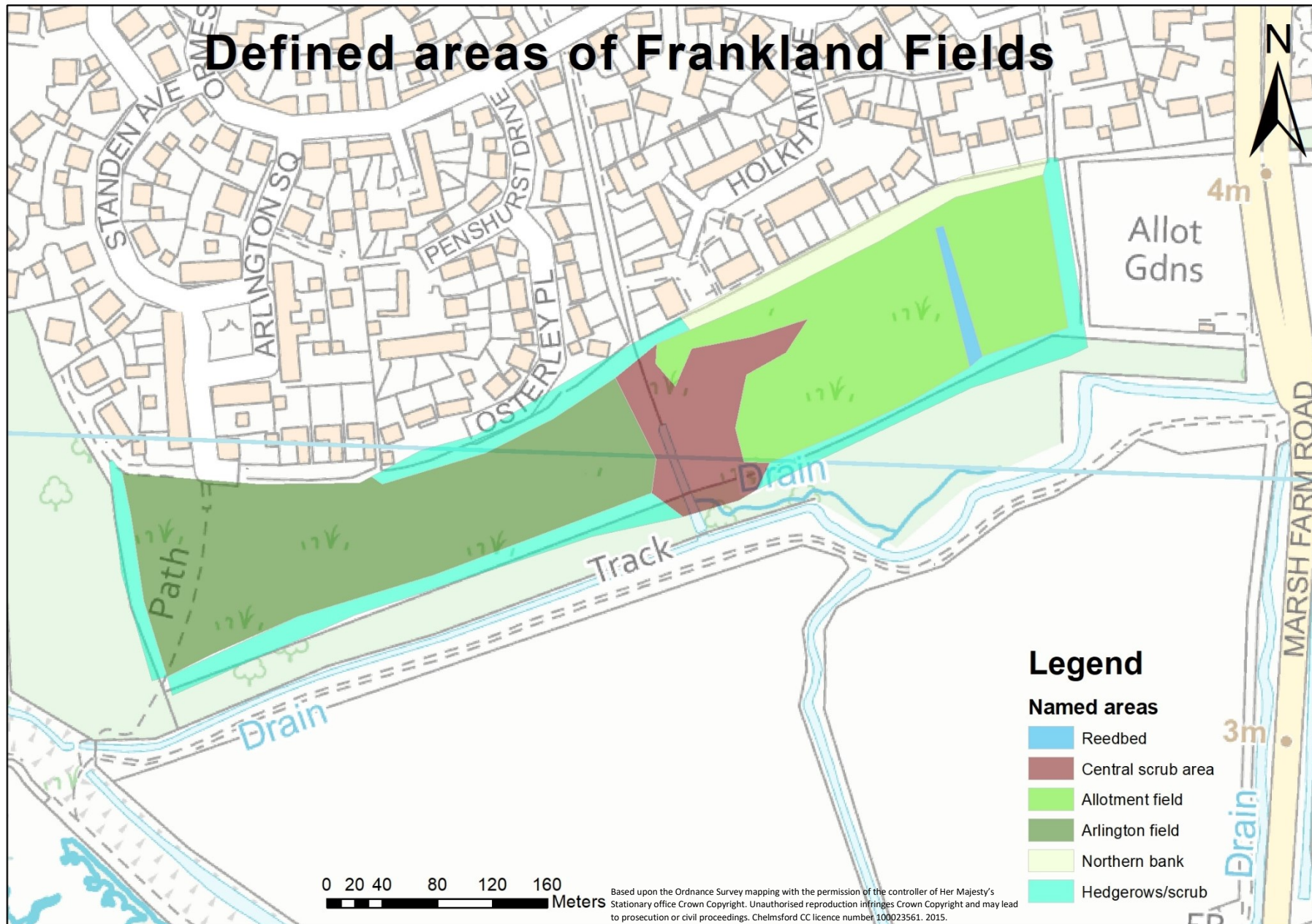


Figure 5: Map showing defined areas of Frankland Fields (Compiled by the author, 2020)

2.0 Site description



The site is divided up into six habitats: grassland (meadow), scrub, woodland, meadow with trees, amenity grassland and a ditch (shown in figure 4). There are two main areas which make up the nature reserve. These two areas were previously part of two separate fields which were agricultural land. Woodland to the South is on land managed by Essex County Council and hedgerows are present on the site, some of which are remnant hedgerows from the time when the

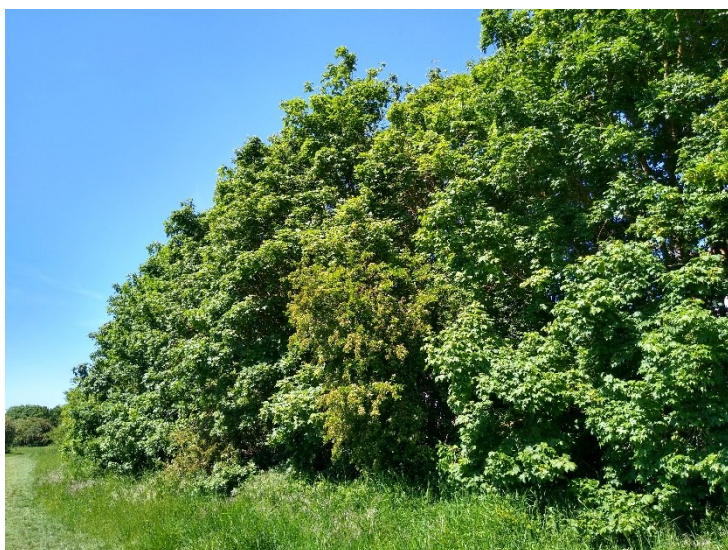
area was agricultural land. Also, there is a bank on the northern edge of the site which provide flood protection for the new houses.

2.1 Allotment field

The field closest to the allotment site and Marsh Farm road is around 1.3ha and is primarily open grassland with several trees dotted around (shown in figure 5). There is access to the area by a track from Marsh Farm road, a footpath from Haddon mead and Holkham avenue. The field is primarily used by dog walkers and for leisure activities. There is scrub located on the south side of the site adjacent to the woodland on the Essex Country Council site.

2.2 Arlington field

This field is located closest to Arlington square and is around 1.6ha and is primarily open grassland with several trees dotted around (shown in figure 5). There is access to the areas from allotment field and Arlington square for vehicles. There is also pedestrian access to Arlington field by footpaths from Osterley place and the River Crouch footpath. The field is primarily used by dog walkers and for leisure activities.



2.3 Central scrub area

The central scrub area is dominated by Hawthorn and Blackthorn with some Oak dotted amongst (shown in figure 5). It is a remnant of the scrub that was present on the site before clearance was carried out. It is a small area but connected to the hedgerow which separates Arlington field and Allotment field. It provides habitat for birds and small mammals.

2.4 Northern bank

The bank to the north of the site borders the residential area and provides flood protection. It was created when the housing was built and runs the entire northern length of the site (shown in figure 5). The bank is mostly open grassland with some sections that are covered in scrub. It provides habitat for small mammals, insects, birds and reptiles.



2.5 Hedgerows/scrub

The hedgerows on the site (shown in figure 5) border the allotments and divide allotment field and Arlington field. The hedgerows are comprised of Hawthorn, Blackthorn, Field maple, and Oak. They provide connectivity to other adjacent sites and connectivity around the site for birds, small mammals, and insects. There is also a hedge located along the boundary with Osterley place comprised of Laurel, Hazel, Field maple, and Hawthorn.

2.6 Reedbed

The reedbed on site is located within Allotment field (shown in figure 5) and is an important site for birds, small mammals and insects. It is comprised mainly of Common reed with some grasses and soft rush.

3.0 Site evaluation

The site is small but contains a diverse mix of habitats including grassland, scrub, ditches, and woodland. The site is primarily comprised of open grassland with some areas of scrub and trees scattered around the site. A key aim of the management plan is to continue to consolidate the key habitat areas and ensure that the site remains open. Figure 4 outlines the habitats that are present on the site of Frankland Fields. The benefit of the site for wildlife must be balanced against the value for people that use the site. There can sometimes be a conflict between managing the site for people (access and leisure) and managing the site for wildlife so it is important to involve members of the local community to help them gain an understanding of the site.

3.1 Biodiversity

The site has a rich biodiversity and provides an important habitat for many different species. The mix of habitats and links with other wildlife sites nearby enhance its value and help to increase its biodiversity. With any site the greater the number of habitats present usually means that there is a greater biodiversity (shown in figure 4). The maintenance of this site intends to enhance and protect the habitats present. The most important habitat is grassland and is surveyed in order to determine their value and condition.

3.1.1 Grassland/Meadow

The meadow areas are the main habitat on site (shown in figure 4), and they are important for a wide variety of wildlife. This habitat is comprised of species including Yellow rattle, Grass vetchling, Buch vetch, Oxeye daisy, Creeping buttercup, Bird's-foot trefoil and Meadow buttercup. Also, within some areas of meadow there are trees dotted around which do not affect the overall open character of this grassland (shown in figure 4). The trees dotted in these areas consist mainly of Hawthorn, Blackthorn and some fruit trees.



It is an important habitat for a wide variety of wildlife, especially bees. This site was surveyed by Bumblebee Conservation Trust and it was identified as an important site for the Shill carder bee and the Brown-banded carder bee (Bumblebee Conservation Trust, 2014). In addition to this the wildflowers in this habitat are important for other pollinators including butterflies and other insects. This habitat is also important for reptiles and amphibians particularly for Common lizard, Slow worms and Newts.

3.1.2 Amenity Grassland

There is a small area of amenity grassland located to the West of the site, close to Arlington Square (shown in figure 4). This is cut on a monthly basis to provide some amenity space for the local residents. It has limited value for wildlife, however it only accounts for a small percentage of the area of the total area of the site.



3.1.3 Scrub

The scrub on site is mainly Hawthorn, Blackthorn and Bramble and located mostly around the edges of the site and a small clump in between allotment field and Arlington field. It is an important habitat for a wide range of birds and small mammals. In addition, this habitat provides important linkages to other sites for birds, bats and small mammals. It is also important to note that the balance

between scrub and grassland is vital to ensure that the site has greatest value. To maintain the biodiversity of the site the scrub area needs to be controlled to limit encroachment into the grassland habitat.

3.1.4 Hedgerows

The hedgerows on site are comprised of similar species to the scrub areas, being Hawthorn, Blackthorn, Bramble and Field maple. The hedgerows on site are around the edges and connect the site to surrounding hedgerows and therefore surrounding sites. The hedgerows on the site provide habitat for birds, bats, mammals and insects. They are also important for enhancing biodiversity through allowing connectivity to other parts of the site.

3.1.5 Woodland

The woodland on site is located mostly along the southern boundary of the site (figure 4). It links to the woodland on the Essex County Council area of land which is adjacent to this site. It is comprised of Ash, Oak, Poplar, Hawthorn and Blackthorn. It provides habitat for birds, bats, small mammals, insects and reptiles during the winter months.

3.1.6 Ditches

The ditches on site provide wetland habitat which enhances the biodiversity. Ditches are located close to the allotment end of the site and have standing water for the winter and early spring months of the year. They connect to the ditches on the adjoined site managed by Essex County Council. They have common reed and other grass growing on the banks. They provide habitat for birds, insects, newts, frogs, and small mammals (particularly water voles).



3.2 Community and Education

As a nature reserve close to an urban area it is important for the local community as an area for dog walking and exercise.

3.2.1 The local community

The footpaths on site also connect to other footpaths on the River Crouch. Open green spaces like this are important for mental health particularly in urban areas (Rick Nauert, 2018). The site is an important pedestrian link for local people between the town and the River Crouch footpath. It provides a peaceful place to escape the busy town centre and an opportunity to engage with wildlife.

3.2.2 Volunteering

Monthly volunteer sessions are run on site to manage the site for wildlife and to keep the footpaths maintained. Volunteer sessions are run by the Volunteer Leader for 2 hours and local people are invited along to help to carry out practical maintenance on the nature reserve. Tools and equipment are provided by the City Council appropriate to the job. In addition to this, corporate groups (from local businesses) volunteer on specific projects on the site organised and lead by the Volunteer leader

3.2.3 Local schools

Occasionally local schools are invited to the site to carry out practical work.

3.3 Information and reporting provision

On-site signage and interpretation are provided at the main entrances (shown in the image below). This gives information about the habitats and the wildlife present on site. The interpretation panels also show an aerial map on the site and contact details for enquiries about the site and the number for Parkwatch which is an emergency contact number for the Parks department. In addition, the council can be contacted if there are issues which are less urgent to be informed of them.



3.4 Marketing and promotion

Notice boards are located at the main entrances to inform people visiting the park about events, volunteering, and ways that they can get involved. In addition to this the new Parks website has information about the site and ways to get involved along with activities for children to do on site e.g. going on a bug hunt, identifying wildflowers and much more. This website has been recently created and it will be developed further over the coming months.

3.5 Budget

The financial costs for the site will be provided by the budget from Chelmsford City Council Parks. The annual management and maintenance cost for Frankland Fields based on an area of 53,400 sqm. Is £4272 per annum and includes all staffing, management cost, use of machinery, vehicles and materials. There is no income associated with site so income in budget terms is £0.

For one off projects, additional funds will be obtained from grants and other revenue streams.

To invest in further benches and bins (on the perimeter) would be; £1100 per bench and £800 per bin which includes supply and installation. As an investment programme, it would be sensible to add 2 bins and 2 benches over the next 12 months.

4.0 Objectives

4.1 Management objectives

The overall aim for managing this site is to maintain and enhance the grassland habitat and to maintain the other habitats. The envisaged management and maintenance will help to improve the site for flora and fauna through control of weed species, encouragement of wildflowers, control of scrub encroachment, creation of bee cliffs and hibernacula and maintaining the links with other sites. Surveying of the site will be carried out in order to understand how the site is developing and to help to inform future management. The main habitat blocks are grassland, scrub patches located within the site and ditches and hedgerows around the edges of the site.

1. To manage the variety of habitats within the site to maximise their biodiversity value.
2. To maintain and enhance the grassland.
3. To survey the site for wildflowers, reptiles and birds on an annual basis.
3. To develop the site as a learning resource for local schools.
4. To maintain public access within the site.

4.2 Specific Objectives 2020 to 2025

Specific Objective	Description	Target achievement date
Enhance the connectivity to other sites nearby.	Maintain the hedgerows and work with surrounding organisations to enhance connectivity.	By the end of 2025.
Create more hibernacula.	Build at least one hibernaculum each year to 2025 spread around the site.	Every year until 2025.
Continue towards species rich grassland target.	Maintain grassland by removing scrub growing within it and maintaining the area of the current scrub.	By the end of 2025.
Enhance the ditch/pond area by 10%.	Enhance the ditch/pond by digging out a small section and removing roots of Blackthorn.	By the end of 2025.
Install two benches on the site to create suitable rest spots for people.	Two rustic benches will be installed at suitable places around the site.	By the end of 2025.

5.0 Management operations (October 2020 to October 2025)

October to December 2020

Activity	Area	Priority	Completion date	Additional resources
Annual cut and clearance of grassland areas by mechanical means.	Allotment field and Arlington field.	High	Annually	Council employees using mechanical means and removal of green waste from site.
Annual cut and clearance of grassland, cutting by mechanical means and clearance by volunteers.	North bank.	High	Annually	Green waste to be removed from site.
Cut back and maintain footpath and entrances to the site.	Arlington field and allotment field.	Medium	Monthly	

January to March 2021

Activity	Area	Priority	Completion date	Additional resources
Coppice and clear Blackthorn in sections along the side of Arlington field.	Arlington Field	High	By the end of March	Green waste to be removed from site.
Cut and clear half of reed bed.	Allotment Field ditch 'B'	High	By the end of Feb	Green waste to be used for a hibernaculum.
Creation of a hibernaculum on site in a suitable spot.	On site	Medium	As required.	

April to June 2021

Activity	Area	Priority	Completion date	Additional resources
Path Management – cut edges of main paths.	All	High	As required	
Path Maintenance – Surface entrances to ensure that this is reduced trip hazards.	All	Medium	Every two months	Road Plainings
Remove weed species from grassland (Hogweed, Goats rue and Creeping thistle)	Arlington field and allotment field	High	During the growing season.	Green waste to be removed from site.
Monitor species rich area to control invasive/competitive species.	Arlington field and allotment field	Medium	During growing season	Green waste to be removed from site.
Footpaths cut by a ride on mower.	All areas	High	Growing season	Carried out by grounds maintenance.

July to September 2021

Activity	Area	Priority	Completion date	Additional resources
Path Management – cut edges of main paths.	All	High	As required	
Remove Hogweed, Goat's rue small trees and other invasive/competitive species.	Allotment field	High	During the growing season	Green waste to be removed from site.
Undertake safety inspection of trees on site.	All	High	Annually	Council staff to carry out.
Cut back pedestrian entrances to the site	All	High	As required	
Remove trees growing within the grassland on the Northern bank.	Northern bank	Medium	Annually	Green waste to be removed from site.

October to December 2021

Activity	Area	Priority	Completion date	Additional resources
Annual cut and clearance of grassland areas by mechanical means.	Allotment field and Arlington field.	High	Annually	Council employees using mechanical means and removal of green waste from site.
Annual cut and clearance of grassland, cutting by mechanical means and clearance by volunteers.	North bank.	High	Annually	Green waste to be removed from site.
Cut back and maintain footpath and entrances to the site.	Arlington field and allotment field.	Medium	Monthly	

January to March 2022

Activity	Area	Priority	Completion date	Additional resources
Coppice and clear Blackthorn next section along the side of Arlington field.	Arlington Field	High	By the end of March	Green waste to be removed from site.
Cut and clear half of reed bed (Alternate each year)	Allotment Field ditch 'A'	High	By the end of Feb	
Creation of a hibernaculum on site in a suitable spot.	On site	Medium	As required.	
Create bee cliffs on Northern bank for solitary bees.	Northern bank	Medium	As required	
Lay half of hedge along Osterley place road.	Allotment Field	Medium	By the end of Feb	

April to June 2022

Activity	Area	Priority	Completion date	Additional resources
Path Management – cut edges of main paths.	All	High	As required	
Path Maintenance – Top-up surface at entrances to ensure that this is reduced trip hazards.	All	Medium	Every two months	Road Plainings
Remove weed species from grassland (Hogweed, Goats rue and Creeping thistle)	Arlington field and allotment field	High	During the growing season.	Green waste to be removed from site.
Monitor species rich area to control invasive/competitive species.	Arlington field and allotment field	Medium	During growing season	Green waste to be removed from site.
Footpaths cut by a ride on mower.	All areas	High	During growing season	Carried out by grounds maintenance operative.

July to September 2022

Activity	Area	Priority	Completion date	Additional resources
Path Management – cut edges of main paths.	All	High	As required	
Remove Hogweed, Goat's rue, small trees and other invasive/competitive species.	Allotment field	High	During the growing season	Green waste to be removed from site.
Undertake safety inspection of trees on site.	All	High	Annually	Council staff to carry out.
Cut back pedestrian entrances to the site	All	High	As required	
Remove trees growing within the grassland on the Northern bank.	Northern bank	Medium	Annually	Green waste to be removed from site.

October to December 2022

Activity	Area	Priority	Completion date	Additional resources
Annual cut and clearance of grassland areas by mechanical means.	Allotment field and Arlington field.	High	Annually	Council employees using mechanical means and removal of green waste from site.
Annual cut and clearance of grassland, cutting by mechanical means and clearance by volunteers.	North bank.	High	Annually	Green waste to be removed from site.
Cut back and maintain footpath and entrances to the site.	Arlington field and allotment field.	Medium	Monthly	
Coppice Blackthorn along the edge of Allotment field.	Allotment field.	High	As required	Green waste to be removed from site.

January to March 2023

Activity	Area	Priority	Completion date	Additional resources
Coppice and clear Blackthorn next section along the side of Arlington field.	Arlington Field	High	By the end of March	Green waste to be removed from site.
Cut and clear half of reed bed (Alternate each year)	Allotment Field ditch 'B'	High	By the end of Feb	
Creation of a hibernaculum on site in a suitable spot.	On site	Medium	As required.	
Create bee cliffs on Northern bank for solitary bees.	Northern bank	Medium	As required	
Lay half of hedge along Osterley place road.	Allotment Field	Medium	By the end of Feb	

April to June 2023

Activity	Area	Priority	Completion date	Additional resources
Path Management – cut edges of main paths.	All	High	As required	
Path Maintenance – Top-up surface at entrances to ensure that this is reduced trip hazards.	All	Medium	Every two months	Road Plainings
Remove weed species from grassland (Hogweed, Goats rue and Creeping thistle)	Arlington field and allotment field	High	During the growing season.	Green waste to be removed from site.
Monitor species rich area to control invasive/competitive species.	Arlington field and allotment field	Medium	During growing season	Green waste to be removed from site.
Footpaths cut by a ride on mower.	All areas	High	During growing season	Carried out by grounds maintenance operative.

July to September 2023

Activity	Area	Priority	Completion date	Additional resources
Path Management – cut edges of main paths.	All	High	As required	
Remove Hogweed, Goat's rue, small trees and other invasive/competitive species.	Arlington field	High	During the growing season	Green waste to be removed from site.
Undertake safety inspection of trees on site.	All	High	Annually	Council staff to carry out.
Cut back pedestrian entrances to the site	All	High	As required	
Remove trees growing within the grassland on the Northern bank.	Northern bank	Medium	Annually	Green waste to be removed from site.

October to December 2023

Activity	Area	Priority	Completion date	Additional resources
Annual cut and clearance of grassland areas by mechanical means.	Allotment field and Arlington field.	High	Annually	Council employees using mechanical means and removal of green waste from site.
Annual cut and clearance of grassland, cutting by mechanical means and clearance by volunteers.	North bank.	High	Annually	Green waste to be removed from site.
Coppice Blackthorn in the southwest corner of Allotment field.	Allotment Field	Medium	As required	Green waste to be removed from site.
Extend ditch to create a larger wet area in the southwest corner of Allotment field.	Allotment Field	Low	During the Autum/Winter	

January to March 2024

Activity	Area	Priority	Completion date	Additional resources
Coppice and clear Blackthorn next section along the side of Arlington field.	Arlington Field	High	By the end of March	Green waste to be removed from site.
Cut and clear half of reed bed (alternate each year)	Allotment Field ditch 'A'	High	By the end of Feb	
Creation of a hibernaculum on site in a suitable spot.	On site	Medium	As required.	
Create bee cliffs on Northern bank for solitary bees.	Northern bank	Medium	As required	
Lay half of hedge along Osterley place road.	Allotment Field	Medium	By the end of Feb	

April to June 2024

Activity	Area	Priority	Completion date	Additional resources
Path Management – cut edges of main paths.	All	High	As required	
Path Maintenance – Top-up surface at entrances to ensure that this is reduced trip hazards.	All	Medium	Every two months	Road Plainings
Remove weed species from grassland (Hogweed, Goats rue and Creeping thistle)	Arlington field and allotment field	High	During the growing season.	Green waste to be removed from site.
Monitor species rich area to control invasive/competitive species.	Arlington field and allotment field	Medium	During growing season	Green waste to be removed from site.
Enlarge the reedbed area by digging out next to the ditch.	Reedbed	Low	Autum/Winter	
Footpaths cut by a ride on mower.	All areas	High	Growing season	Carried out by grounds maintenance.

July to September 2024

Activity	Area	Priority	Completion date	Additional resources
Path Management – cut edges of main paths.	All	High	As required	
Remove Hogweed, Goat's rue, small trees and other invasive/competitive species.	Allotment field	High	During the growing season	Green waste to be removed from site.
Undertake safety inspection of trees on site.	All	High	Annually	Council staff to carry out.
Cut back pedestrian entrances to the site	All	High	As required	
Remove trees growing in the grassland on the Northern bank.	Northern bank	Medium	Annually	Green waste to be removed from site.

October to December 2024

Activity	Area	Priority	Completion date	Additional resources
Annual cut and clearance of grassland areas by mechanical means.	Allotment field and Arlington field.	High	Annually	Council employees using mechanical means and removal of green waste from site.
Annual cut and clearance of grassland, cutting by mechanical means and clearance by volunteers.	North bank.	High	Annually	Green waste to be removed from site.
Cut back and maintain footpath and entrances to the site.	Arlington field and allotment field.	Medium	Monthly	
Coppice Blackthorn along the eastern edge of allotment field.	Eastern edge of allotment field.	Medium	As required	

January to March 2025

Activity	Area	Priority	Completion date	Additional resources
Coppice and clear Blackthorn along the side of Arlington field.	Arlington Field	High	By the end of March	Green waste to be removed from site.
Cut and clear half of reed bed (Alternate each year)	Allotment Field ditch 'B'	High	By the end of Feb	Green waste to be removed from site.
Creation of a hibernaculum on site in a suitable spot.	On site	Medium	As required.	
Create bee cliffs on Northern bank for solitary bees.	Northern bank	Medium	As required	
Finish laying the hedge along Osterley place road.	Allotment Field	High	By the end of Feb	

April to June 2025

Activity	Area	Priority	Completion date	Additional resources
Path Management – cut edges of main paths.	All	High	As required	
Path Maintenance – Surface entrances to ensure that this is reduced trip hazards.	All	Medium	Every two months	Road Plainings
Remove weed species from grassland (Hogweed, Goats rue and Creeping thistle)	Arlington field and allotment field	High	During the growing season.	Green waste to be removed from site.
Monitor species rich area to control invasive/competitive species.	Arlington field and allotment field	Medium	During growing season	Green waste to be removed from site.
Footpaths cut by a ride on mower.	All areas	High	Growing season	Carried out by grounds maintenance.

July to September 2025

Activity	Area	Priority	Completion date	Additional resources
Path Management – cut edges of main paths.	All	High	As required	
Remove Hogweed, Goat's rue, small trees and other invasive/competitive species.	Allotment field	High	During the growing season	Green waste to be removed from site.
Undertake safety inspection of trees on site.	All	High	Annually	Council staff to carry out.
Cut back pedestrian entrances to the site	All	High	As required	
Remove trees growing within the grassland on the Northern bank.	Northern bank	Medium	Annually	Green waste to be removed from site.

6.0 References and acknowledgements

Bumblebee Conservation Trust (2014) Case study 5: Frankland Fields Nature Reserve. *Bumblebee Conservation Trust*.

Google Maps. (2020) Google maps aerial of Frankland Fields. *Digital Globe, Get Mapping plc, Infoterra Ltd and Blue Sky*. Available at: <https://www.google.com/maps/@51.6338189,0.6090596,333m/data=!3m1!1e3> (Accessed 5th May 2020).

Magic Map. (2020) Map showing Statutory designated sites in in South Woodham Ferrers. *Ordnance Survey*. Available at: <https://magic.defra.gov.uk/MagicMap.aspx> (Accessed 5th May 2020).

Rick Nauert (2018) Mental Health Benefits from Green Spaces. *Psych Central*. Available at: <https://psychcentral.com/news/2014/01/08/mental-health-benefits-from-green-spaces/64241.html> (Accessed 6th May 2020).

MELBOURN PARISH COUNCIL
Maintenance Committee Meeting : 18 August 2022

MA072 22a) Natural England guidance on registering a natural reserve

Dear Claire,

I apologise for the delay in getting you this information

Here are two documents which explain the process and also a Management plan example from a recent LNR designation I worked on

You will need to agree with your responsible authority (South Cambridgeshire DC ?) to hand powers and responsibilities to the Parish Council, which I believe to be the plan

Your management plan will be a good place to identify opportunities in the future, which will accomplish the feat of keeping the LNR relevant and interesting for locals to be part of

Some of the things we spoke about at the meeting:

- Possible small cattle stock to offer interest but also to help create higher quality meadow
- [Art sculptures, possibly depicting local historic times as the area has a deep past](#)
- Unique interactive ideas – Giant community bird feeder – where children and families can add bird feed (possibly subsidised somehow)
- [Widening paths to host couples and families safely away from stinging nettles](#)
- [Improvement and research initially in to the chalk stream](#)
- [Pond improvements and creations](#)
- [Possible small fruit orchard](#)
- [Cycle rack area so families could bike there \[possibly use bike racks intended for Littlehands\]](#)
- [Inclusion of community groups](#)

These were ideas that were discussed to help whet the appetite and to expand on, within forthcoming community consultation and addition to the management plan

You will probably want help with the management plan and I can look to help with some funding towards this, but this is not guaranteed and you should consider your finance options in regard to these costs. The wildlife trust may well be able to help carry out a management plan. The management plans can be undertaken with various layers, (and therefore costs) and go in to depths of bird / invertebrate species, or just species habitat suggestions, those discussions can occur and things will become clearer.

I am happy to meet with you and help guide you through the process in collaboration with the WT and other partners, groups, individuals.

I look forward to hearing from you , once you have read and discussed this information with the relevant parties

Kind Regards

Graham North
07979119411

Lead Adviser in Cambridgeshire

Nature Recovery
Protected Sites
Local Nature Reserves

*[*Items in blue already in place or under consideration](#)*

www.defra.gov.uk

A guide to making Local Nature Reserve Byelaws

Revised September 2010

Contents

1. Introduction	3
2. What is a byelaw?	3
3. Key features of byelaws	3
4. Byelaws related to dogs.....	3
5. The Confirming Authority	4
6. Advice on draft versions.....	5
7. Conflict, certainty and reasonableness	5
8. The penalty	5
9. Consultation	5
10. Revocation	6
11. Next steps	6
12. Council Resolution	6
13. Sealing	6
14. Advertising	6
15. Handling representations	7
16. Amending byelaws	7
17. Submitting the byelaws to the Department	7
18. Confirmation by the Secretary of State	7
19. Date of commencement	8
20. Printing of byelaws	8
21. Further information	8
1. ANNEX A – Model Byelaw	9
2. ANNEX B – Example Notice	13

1. Introduction

Councils are given the power to provide, or secure the provision of Local Nature Reserves (LNRs) under section 21 of the National Parks and Access to the Countryside Act 1949 as amended. It may be desirable or necessary to apply byelaws to a LNR to protect its scientific interest from potentially damaging activities.

Where a LNR is designated as a Site of Special Scientific Interest (SSSI), it is also possible for Natural England to make an application for the confirmation of SSSI byelaws made under the Wildlife and Countryside Act 1981 as amended. In such circumstances, it will be for the council and Natural England to decide how they wish to proceed. However, it will not be possible for a LNR to be subject to both LNR and SSSI byelaws if the byelaws duplicate one another (see section 10).

The Department considers that it is possible for parish councils to submit applications for LNR byelaws if the relevant local authority has discharged the correct powers.

2. What is a byelaw?

A byelaw is a law which is made by a statutory body, such as a local authority, under an enabling power established by Act of Parliament. The statutory power to make byelaws only relates to the area of the authority, and byelaws can only have effect within that area. Byelaws create criminal offences and cannot come into force until the relevant Secretary of State has confirmed them.

3. Key features of byelaws

Byelaws have to be within the scope of the enabling legislation. They are subsidiary to national legislation and cannot be in conflict with it. Byelaws must not deal with a matter already precisely covered by statute. Byelaws must also be clear, reasonable and proportionate to the problem they are seeking to resolve.

4. Byelaws related to Dogs

Powers for local authorities and parish councils to make dog byelaws have been replaced with new powers to make Dog Control Orders. Local authorities and parish councils, defined respectively as primary and secondary authorities, can make Dog Control Orders in relation to the following*:

- exclusion of dogs from land;
- dog fouling and removal of dog faeces;
- keeping of dogs on leads;
- putting and keeping a dog on a lead if directed to do so by an authorised officer; and
- restricting the number of dogs that can be taken onto land.

Footnote;

*See section 55(3) & (4) of the Clean Neighbourhoods and Environment Act 2005, and regulation 3(1) of the Dog Control Orders (Prescribed Offences and Penalties, etc) Regulations 2006 (S.I. 2006/1059)

Section 64(1) of the Clean Neighbourhoods and Environment Act 2005 (the 2005 Act), which came into force in England on 6 April 2006, provides that no new dog byelaws can be made in relation to any of the five matters listed above, if at that time (i.e. from 6 April 2006), the authority has the power to make a Dog Control Order in respect of the land and in relation to that matter. Powers to make byelaws affecting dogs can continue to be used, but only in relation to offences that cannot be prescribed in a Dog Control Order.

The prohibition in section 64(1) does not affect any byelaw which the authority had the power to make at the time it was made e.g. dog byelaws validly made prior to 6 April 2006 remain valid until they are amended or revoked. However, if an authority makes a Dog Control Order in respect of an offence on a specified area of land, any existing byelaw made by a primary or secondary authority dealing with the *same* offence on the *same* land ceases to have effect.

Dog Control Orders can be made following the procedure prescribed in regulation 3 of the Dog Control Orders (Procedures) Regulations 2006. The offences (see above) and Order-making forms are contained in the Dog Control Orders (Prescribed Offences and Penalties, etc.) Regulations 2006 (S.I. 2006/798). Dog Control Orders do not need confirmation by the Secretary of State. In addition to other publishing requirements, an authority must, not less than seven days before the DCO comes into force, where practicable, place signs summarising the Order in conspicuous positions on or near the land to which it applies. It would be helpful for such signs to be placed alongside any confirmed and advertised byelaws in the Local Nature Reserve, so that visitors are made aware of both. Where a Dog Control Order replaces dog byelaws, the authority may wish to consider putting up an additional notice to explain the position.

Guidance on dog control orders has been published and is available at www.defra.gov.uk/environment/localenv/legislation/cnea/dogcontrolorders.pdf

We anticipate that most activities related to dogs will be covered by Dog Control Orders. In addition we would expect that most local nature reserves would want to control dog related activities in some way and would therefore as an appropriate authority make a dog control order. Wording in the byelaws reflect this by provision of a footnote to ensure that visitors are aware that dog related offences are covered. In exceptional circumstances you may consider dog related byelaws only if the activities which you wish to control are not covered by the provisions of Dog Control Orders. Please see model byelaw 2(x). It is the responsibility of the byelaw making authority to consider the issues that dogs present on site.

5. The Confirming Authority

LNR byelaws are confirmed by the Secretary of State for Environment, Food and Rural Affairs. The power to confirm byelaws derives from section 236 of the Local Government Act 1972. It allows the Secretary of State to either confirm or refuse to confirm the byelaws.

As the confirming authority the Department has operated on the basis that there is a *de minimis* administrative provision whereby a council could carry out very minor amendments to clarify the byelaws once they have been submitted to the Department for confirmation.

There is however no legal provision for significant amendments which may change the scope of the byelaws and which, if advertised, may cause further representations. Where a byelaw is considered by the Department to be defective or unreasonable, the council may need to go back over some or all of the procedure to correct this.

6. Advice on draft versions

In view of the above section, we strongly advise the council to seek a provisional informal view from the Department for the byelaws in draft form, following the wording of the model at Annex A whilst taking into account local circumstances. Clarification is required if sections of the model byelaws have been excluded or amended. More importantly, if any additional provisions have been made, full details for this inclusion should be given.

7. Conflict, certainty and reasonableness

In order to ensure that councils make byelaws that are clear and consistent nationally and are not in conflict with existing legislation, the Department produces model byelaws. However, it is the application of the model byelaws to local circumstances which will determine whether the byelaw is clear, reasonable and proportionate. For example, it would be unreasonable to impose restrictions on an activity which could not realistically be carried out, e.g. sailing or mooring of watercraft in an area which does not contain any areas of water sufficient in size.

If a byelaw is to be effective it needs to be respected. It is more likely to be respected if it has the support of the majority of the local community. It is also more likely to be effective if the local authority takes active steps to enforce it.

8. The penalty

The maximum penalty under any of these byelaws is set at level 2 on the standard scale, with further fines for each day during which the offence continues after conviction. The actual penalty imposed is a matter for the Courts to decide.

9. Consultation

Although consent from Natural England is not required by statute, the Department expects the Council to seek Natural England's view on the draft byelaws before they are submitted for approval. The Department also strongly recommends that, following consultation with Natural England, informal consultation with local residents, the police and other interest groups should be undertaken, especially if the byelaws are potentially controversial. Natural England should be consulted again after this process if significant changes are proposed to the byelaws.

10. Revocation

Byelaws cannot override any existing right which is already in operation over the land. Any existing byelaw which is duplicated by the introduction of new byelaws must be revoked prior to the confirmation of the new byelaws. The revocation of existing byelaws is a matter for the original confirming authority which will be able to advise on the necessary steps to be taken.

11. Next steps

The next stages (resolution, signing/sealing, advertising/deposit, submission to the Department) must be undertaken in the order detailed below. Councils are reminded that they are making laws and the requirements must be strictly complied with. Deviation from these procedures or failure to follow the correct order may result in delay or rejection at a later stage.

12. Council Resolution

Once the council has obtained advice and provisional approval from the Department, the council should pass a resolution which should state that the council

- (a) (i) Resolved (where the council has a common seal), to authorise the affixing of the common seal to the byelaws: or
(ii) Resolved (where a council does not have a common seal), to authorise the sealing of the byelaws by two named councillors;
- (b) Resolved to authorise the Clerk to the Parish /Town/Community Council (or other named Officer) to carry out the necessary procedures and apply to the Secretary of State for confirmation.

13. Sealing

Once the byelaw making authority has formally resolved to adopt the byelaws, subsection 236(3) of the 1972 Act requires that they should be made under the common seal of the authority. Two identical signed and sealed originals of the byelaws should be produced. The wording should conform to the model wording or any variant agreed in advance by the Department. All manuscript amendments should be initialled by the person who attested the sealing. In the case of byelaws made by a parish or community council not having a seal, the byelaws should be made under the hands and seals of two members of the council.

14. Advertising

After the byelaws have been sealed and at least one month before applying for confirmation of the byelaws, the council should advertise its intention to apply for their confirmation in one or more newspapers circulating in the area to which the byelaws apply (section 236(4) of the 1972 Act). A suggested notice is attached at Annex B. Additionally, a copy of the

byelaws must be held on deposit at the offices of the authority for inspection by the public at all reasonable hours for at least one month after the date of publication of the newspaper containing the notice (section 236(5) of the 1972 Act).

15. Handling representations

The Secretary of State will take into account any representations received when deciding whether to confirm the byelaws. Once the one month period has expired the Department will forward all representations to the council and ask for its comments before any further action is taken. If any representations are sent in error direct to the council, copies should be sent to the Department at the earliest opportunity.

16. Amending byelaws

The council may wish to consider amending the byelaws in the light of objections received. If this is the case, the council will be required to start the process again and inform the Department that the original byelaws have been withdrawn. If the decision to withdraw the byelaws is made prior to confirmation by the Department, there is no need to make a formal public announcement.

If the council decides not to amend the byelaws in spite of representations, then the original byelaws should be submitted to the Department.

17. Submitting the byelaws to the Department

The sealed byelaws may be submitted for confirmation at any time after the month following their advertisement has elapsed. A delay in submitting the byelaws is permissible if the council requires additional time to consider representations. The package to the Department should contain the following:

- Two copies of the sealed byelaws and two copies of the unsealed byelaws, including maps;
- A copy of the relevant page of the newspaper containing the notice;
- Natural England's comments;
- Copies of representations, if any, made directly to the council;
- The council's comments on the representations made.

The maps should clearly show the location of the reserve, including the names of adjacent streets. The extent of the reserve should be clearly defined in red. Footpaths, areas of water and any other distinguishing features should also be clearly defined in different colours on the map.

18. Confirmation by the Secretary of State

The Secretary of State has the power to confirm byelaws only if the procedure laid down in section 236 of the Local Government Act 1972 and outlined above is properly carried out.

Failure to carry out the procedures properly may mean the council has to repeat some or all the stages to correct the error.

The Secretary of State will consider whether to confirm each byelaw individually in the light of any representations made. The Department will write to the council confirming its decision and return one copy of the sealed byelaws, authenticated by the Secretary of State. The other sealed copy will be retained for Departmental records.

19. Date of commencement

The Secretary of State has power to fix the date on which the byelaws come into operation. The first day of a month will usually be most convenient; and as section 236(7) of the 1972 Act provides that, if no date is fixed, byelaws shall come into operation one month after confirmation, the byelaws will normally be brought into operation on the first day of the next month following the expiry of this period.

20. Printing of byelaws

Once the Secretary of State confirms the byelaws, they must be printed in accordance with section 238(8) of the 1972 Act. A copy should be sent to the Department for record purposes. One copy must be deposited at the offices of the council for inspection at all reasonable times without payment. Where the council does not have offices, it must make suitable alternative arrangements. Section 238 also imposes obligations upon councils to send copies of confirmed byelaws to districts and parishes within the county, and corresponding obligations upon district councils to send copies of confirmed byelaws to the county council.

Members of the public are also entitled to purchase a copy of the byelaws. The council will wish to bear this in mind when deciding how many copies of the byelaws should be printed.

21. Further information

If you require any additional information or further clarification, please contact Chris Lewis , Zone 1/12, Temple Quay House, 2 The Square, Bristol BS1 6EB.

If you wish to send in your draft byelaws or questions by e-mail, please send them to Protected.Areas@defra.gsi.gov.uk Please note that map(s) should be sent in **colour**.

ANNEX A – Model Byelaw

.....Council
..... Nature Reserve

The.....Council in exercise of the powers conferred upon them by sections 20¹, 21(4)² and 106³ of the National Parks and Access to the Countryside Act 1949 in accordance with section 236 of the Local Government Act 1972 hereby make the following byelaws for the protection of the Nature Reserve at..... In the Parish (es) or community Parish (es)..... In the County of

1. In these byelaws

a. "The Reserve" shall mean the pieces or parcels of land containing in the whole hectares or thereabouts and situated in the parish (es) or community (communities) Parish (es) of In the County of Declared to be managed as a Nature Reserve by the declaration dated the day of 19..... made by the in pursuance of section 21 of the National Parks and Access to the Countryside Act 1949, and the Reserve is for the purposes of identification shown as nearly as may be on the map annexed to these byelaws and therein edged red.

b. "The Council" shall mean

c. "Firearm" shall have the same meaning as in section 57 of the Firearms Act 1968.

2. Within the Reserve the following acts are hereby prohibited except insofar as they may be authorised by a permit issued by the Council in accordance with Byelaw 5, or are necessary to the proper execution of his duty by an officer of the Council or by any person, or servant of any person, employed or authorised by the Council.

Restriction of Access

(i) Entering at any time those parts of the reserve coloured..... On the attached map; or where notice to keep out has been posted by order of the Council.

(ii) Entering any part of the Reserve during the period beginning on the day of and ending on the Day of In any year.

Damage to or disturbance of things in the Reserve

(iii) Spreading or using any net, or setting or using any lamp or other instrument, or any snare or lure, for the taking, injury or destruction of any living creature.

(iv) Taking, molesting or intentionally disturbing, injuring or killing any living creature.

(v) Taking or intentionally disturbing or destroying the eggs, larvae, pupae or other immature stages, or the place used for shelter or protection of any living creature.

(vi) Intentionally removing or displacing any tree, shrub, plant, fungus or part thereof, or any unfashioned mineral thing including water.

Foot Notes;

¹Amended by Natural Environment and Rural Communities (NERC) Act 2006.
Telecommunications Act 1984, Water Act 1988, and Communications Act 2003.

²Amended by the (NERC) Act 2006

³ amended by the (NERC) Act 2006 and the Environmental protection Act 1990

(vii) Climbing or ascending any tree or climbing or placing a ladder or steps against any tree.

Bringing Animals into the Reserve

(viii) Intentionally bringing, or permitting to be brought, into the Reserve any living creature, or the egg of any living creature, or any plant, or any seed or other part of any plant, in such circumstances that it is likely that such creature or plant will reproduce or propagate itself, or such egg will hatch, or such seed will germinate.

(ix) Bringing into, or permitting to remain within, the Reserve any animal other than a dog⁴, unless it is kept under proper control and is prevented from worrying or disturbing any animal or bird.

(x) Permitting a dog to disturb or worry any animal or bird.

(xi) Turning out any animal or poultry to feed or graze.

Areas of Water

(xii) Committing any act which pollutes or is likely to cause pollution of any water.

(xiii) Bathing or wading in any water in contravention of a notice exhibited beside that water by order of the Council.

(xiv) Water skiing, or ice skating.

(xv) Sailing model boats.

(xvi) Propelling (by any means whatever) any boat on an area or stretch of water other than a public waterway in contravention of a notice exhibited beside that water by the Council.

(xvii) Mooring or leaving or launching any boat elsewhere than on a beach or mooring site indicated by a notice exhibited by the Council as being available for this purpose.

(xviii) Obstructing any flow of any drain or watercourse.

Use of Vehicles

(xix) Driving, riding, propelling or leaving any mechanically propelled vehicle (including hovercraft) elsewhere than on a highway or on a road, or in a place indicated by a notice as being available for the purpose.

(xx) Landing any aircraft except in case of emergency.

(xxi) Launching or landing a hang glider except in an emergency.

(xxii) Operating any hang glider at such height that persons on the ground or in buildings may be inconvenienced or annoyed.

Footnote;

⁴ A dog control order made under the Dog Control Orders (Prescribed Offences and Penalties, etc) Regulations 2006 (S.I. 2006/1059) is in effect for [name] Local Nature Reserve.

Use of Certain Equipment

(xxiii) Using any camera or any apparatus for the transmission, reception, reproduction, or amplification of any sound, speech or images by electrical or mechanical means, except apparatus designed and used as an aid to defective hearing and apparatus used in a vehicle so as not to produce sound audible by a person outside the vehicle.

(xxiv) Using any device designed or adapted for detecting or locating any metal or mineral in the Reserve.

Use of Firearms etc.

(xxv) Being in possession of a firearm (with ammunition suitable for use in that firearm) otherwise than on a public paved road, or discharging a firearm or lighting a firework.

(xxvi) Projecting any missile manually or by artificial means.

General Prohibitions

(xxvii) Erecting, occupying or using any tent, shed, caravan or other structure for the purpose of camping elsewhere than in an area indicated by a notice as being available for camping.

(xxviii) Flying any kite or model aircraft.

(xxix) Erecting any post, rail, fence, pole, booth, stand, building or other structure.

(xxx) Neglecting to shut any gate or to fasten it if any means of doing so are provided.

(xxxi) Posting or placing any notice or advertisement.

(xxxii) Selling or offering or exposing for sale, or letting for hire or offering or exposing for letting for hire, any commodity or article, or selling or offering for sale any service.

(xxxiii) (a) Engaging in any activity which is causing or likely to cause a disturbance.
(b) Holding any show, performance, public meeting, exhibition or sports or the playing of any organised games.

(xxxiv) Roller skating, skiing, tobogganing, or skate boarding.

(xxxv) Lighting any fire, stove, heater or other appliance capable of causing a fire, elsewhere than in an area indicated by a notice as being available for camping.

(xxxvi) Letting fall or throwing any lighted match or lighted substance in a manner likely to cause a fire.

(xxxvii) Intentionally leaving items in a place other than a receptacle provided by the Council for deposit of litter or refuse.

3. ♣ SHOOTING (see NB)

The shooting of any bird is prohibited in such area adjoining the Reserve as is described in the schedule to these byelaws.

4. INTERFERENCE WITH DULY AUTHORISED OFFICER

Intentionally obstructing any officer of the Council or any person, or the servant of a person, employed or authorised by the Council in the execution of any works including research or scientific work connected with the laying out, maintenance or management of the Reserve.

5. PERMITS

(i) The Council may issue permits authorising any person to do any act or class of acts within the Reserve or any part thereof which would otherwise be unlawful under these byelaws.

(ii) Any such permit shall be issued subject to the following conditions:

- (a) That it must be carried whenever a visit is made to the Reserve, and produced for inspection when required by a person duly authorised by the Council in that behalf; and
- (b) that it may be revoked by the Council at any time.

6. BYELAWS

These byelaws shall not operate so as to interfere with the exercise –

(i) by a person of –

- (a) a right vested in him/her as owner, lessee or occupier of land in the reserve,
- (b) any easement or profit a prendre to which he is entitled,
- (c) any public right of way.

(ii) Of any functions of a local authority, statutory undertaker or drainage authority.

(iii) By a constable or a member of the armed forces or of any fire brigade or ambulance service of the performance of his duty.

7. PENALTY

Any person who offends against any of these byelaws shall be liable on summary conviction to a fine on level 2 on the Standard Scale and in the case of a continuing offence to a further fine for each day during which the offence continues after the said conviction.

NB The Secretary of State requires evidence of particular need for byelaws marked ♣

ANNEX B – Example Notice

THE [*Name of Council*] CONFIRMATION OF BYELAWS

Notice is hereby given that the [*Name of Council*] intend after the expiry of the period mentioned below, to apply to the Secretary of State for the Environment, Food and Rural Affairs for confirmation of byelaws made by the Council for the protection of the [*Name of Nature Reserve*] [*Location*]

Copies of these byelaws will be kept at the offices of the Council at [*Address of offices of deposit*] and will be open to public inspection without payment on any week day during the usual office hours, for one month from the date of the publication of this notice. Copies of the byelaws or any part thereof will be supplied at a fee of [].

Any representation to the confirmation of the byelaws should be made by letter addressed to the Department for Environment Food and Rural Affairs, National Designated Sites Team, Protected Areas Group, Zone 1/06, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6EB within one calendar month from the publication date of this advertisement. Where representations are received, copies may be forwarded to the byelaw making authority for their comments before any decision is taken on whether the byelaws should be confirmed.

If you do not want your representation - including your name, contact details and any other personal information – to be publicly available, please say so clearly in writing when you send your response. Please explain why you need to keep details confidential. Your reasons will be taken into account if someone asks for this information under freedom of information legislation. But, because of the law, it is not possible to promise that those details will always be kept confidential.

Signed :[]
[*eg Senior Solicitor*]



Local Nature Reserves in England: A guide to their selection and declaration

Contents

LOCAL NATURE RESERVES	3
Natural England's view	4
Getting the most from LNRs	4
Benefits for local authorities	5
SELECTION OF AN LNR.....	7
Defining a Local Nature Reserve.....	7
Legislative requirements.....	7
Natural England recommendations	7
Other criteria to consider.....	8
Size of an LNR	9
STEPS TO ESTABLISHING AN LNR	11
Securing local authority legal interest in the land.....	11
Diagram of main steps	12
Setting up a management advisory committee.....	13
Declaration.....	13
Extensions and boundary changes	13
De-declaration.....	14
National Nature Reserves	14
CONSULTATION WITH NATURAL ENGLAND.....	16
Consultation process	17
LNR management plans	17
MANAGEMENT OF LNRs	19
Managing access.....	20
Help with management	20
Establishing byelaws	21
LNRs AND PLANNING.....	23
LNRs in ENGLAND: CASE STORIES	
Sharrow School Green Roof LNR, Sheffield: high class education.....	6
Wick Golden Valley LNR, South Gloucestershire: accessible biodiversity	10
Troopers Hill LNR, Bristol: an urban breath of fresh air	15
Ferndown LNR, Stafford: motorway meadows.....	18
Crane Park Island LNR, Twickenham: explosive wildlife.....	22
Beeston Sidings LNR, Nottingham: learning on track	24
APPENDICES	
1 Specimen declaration	25
2 Specimen public notice	26
3 Checklist of information for consultation with Natural England	27
4 LNR Visitor Standards for Local People	28
5 LNR management plans	34
6 Example nature reserve agreement.....	36
7 Suggested heads of terms for an agreement over an SSSI	38
8 Recommended procedure	40
9 Information for LNR database.....	44
10 Contact information	45

LOCAL NATURE RESERVES

At Natural England, we work to conserve and enhance England's natural environment and its rich biodiversity. We believe contact with nature is vital for wellbeing and quality of life, and that everyone should be able to benefit.

As accessible green spaces close to where people live, Local Nature Reserves (LNRs) can help achieve that.

Not only do they support and protect habitats and species, they allow people to get close to nature and appreciate the contribution it makes to their quality of life.

LNRs are places to play, learn and explore that can also deliver significant physical and mental health benefits. They are typically close to where people live, and can be reached on foot, bicycle or bus.

They can be ancient woodland or industrial brownfield; part of urban parks or windswept moorland; rivers and streams or lakes and marshes. Even disused quarries, railway cuttings and road verges can be LNRs.

They give individuals and communities a range of ways to get involved in the natural environment; be it wildlife watching, fossil collecting, green gyms or running – there's something for everyone.

Big or small, out in the countryside or deep in the city, LNRs are good for people and good for wildlife.

Section 21 of the National Parks and Access to the Countryside Act 1949 gives local authorities the power to acquire, declare and manage nature reserves. The term 'Local Nature Reserve' is not used in the Act but this has become the term in common usage for nature reserves managed by local authorities in accordance with the Act.

The responsibility for selecting, acquiring and making arrangements for management of these reserves lies with local authorities. Section 21(6) of the Act says that a local authority can only declare an LNR after consultation with Natural England.

It should be noted that comments about site selection and management are simply our advice. Natural England has no mandatory powers over selection or declaration, but local authorities must consult us in exercising their powers under Section 21.

This guidance outlines the purpose, selection, establishment and declaration of LNRs. It is intended principally for Natural England and local authority staff, but it may also be of interest to others such as community groups and nature conservation organisations.

Promotional leaflets *Nature is your Neighbour* and *Local Nature Reserves: places for people and wildlife* are available [here](#).

Natural England's view

Natural England sees LNRs as an important way to achieve its goal of maintaining England's rich natural heritage, and giving people access to places where they can enjoy that heritage.

LNRs are an essential part of the country's green infrastructure. They are an important way to enhance and conserve nature and ecosystem services – the services nature provides to benefit people – against threats like climate change, declining biodiversity and lack of access.

Natural England would like to see more local authorities establish LNRs and would expect that Open Space, Green Space or Green Infrastructure strategies capture LNR sites as an important part of their natural greenspace provision.

LNRs are covered by Natural England's Accessible Natural Greenspace Standard (ANGSt). Ideally, they should form part of a network of LNRs and other accessible green spaces that help to meet the ANGSt standard, which seeks a minimum of 1 ha of LNR per 1000 head of population.

More information can be found in the Accessible Natural Greenspace Guidance *Nature Nearby* [here](#).

Getting the most from LNRs

Natural England believes that well managed LNRs provide places that can ***inspire people to value and conserve the natural environment***.

The natural environment is there for everyone to enjoy, learn and gain benefits from, particularly for their health and wellbeing. Communities should be able to play a leading role in helping to conserve the natural environment particularly on their doorstep. There should be the widest range of access opportunities available to provide experiences that appeal to all abilities and backgrounds.

A key aim for local authorities and their partners is to provide an integrated network of easily accessible green spaces where people can engage with the natural environment and get involved. These should be connected by routes that enable visitors to choose low carbon, environmentally sustainable forms of transport to access them.

LNRs play a key role in engaging and involving communities, especially children, in securing healthy places where they want to live. They can also help local authorities meet their biodiversity duty under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006, and Local Area Agreement targets across a wide range of national indicators.

Further information on what Natural England wants to see happen is outlined in our positions, which are available [here](#).

Natural England's overall objective is to maintain and enrich the characteristic wildlife and natural features that comprise England's natural heritage. The [Character Areas](#) we have defined give a framework to which these broad objectives can be related. Environmental sustainability and biodiversity are the guiding principles - we should pass on to future generations a heritage at least as rich and diverse and widespread as we inherited. Local Nature Reserves continue to be important in achieving these goals.

We wish to see local authorities use the powers given to them in Section 21 of the National Parks and Access to the Countryside Act, 1949 more extensively than they do at present. LNRs should be an important part of any local authority plan. Natural England staff should encourage declaration of suitable sites as LNRs and help make sure that the right management is given to them.

Benefits for local authorities

Declaring an LNR offers many benefits for local authorities such as improving local quality of life, health and wellbeing.

An LNR creates new spaces for education, enjoyment and recreation, helps attract visitors and preserves links with the local community's past.

It safeguards local ecosystem services – the benefits nature provides for people – such as reducing carbon in the atmosphere or absorbing surface water.

Protecting and enhancing the natural heritage is also a key part of building sustainable communities. Declaring an LNR draws attention to the land's nature conservation and recreation interest, and provides a positive use for land that might otherwise be perceived as available for development.

These multiple benefits mean that LNRs can make a substantial contribution to meeting the aspirations of Local Strategic Partnerships.

In addition, LNR staff are often highly competent ecologists who can be called upon to offer local authorities advice on ecological issues.

CASE STORY:
Sharrow School Green Roof LNR, Sheffield
High class education

The Sharrow School Green Roof is the first LNR in the country to be located on top of a building.

Created in 2007, the 2,000 sq m green roof was designed to represent the variety of habitats found in Sheffield.

These range from Peak District limestone grassland and wildflower meadows, to urban brownfield sites and a wetland area with a small pond.

Bird tables and insect feeders attract wildlife, and there is even a dead tree for birds to perch in and insects to burrow into.

A webcam and weather station have also been installed to provide research and education opportunities.

Find out more about this LNR [here](#).



© Sheffield City Council

Lynn Crowe from Natural England presenting a plaque to Lynne Ley the head teacher. Also pictured (L-R): Cath Basilio (the school's architect), Jeff Lunn from Natural England, Colin Havard (chair of the school's governors), Cllr Shaffaq Mohammed and Mary Bagley (Head of SCC's Parks and Countryside Service).



© Sheffield Green Roof Centre

SELECTION OF AN LNR

Defining a Local Nature Reserve

A Local Nature Reserve (LNR) is a protected area of land designated by a local authority because of its local special natural interest and, where possible, educational and community value.

Legislative requirements

Schedule 11 (12) of the Natural Environment and Rural Communities Act 2006, which replaced Section 15 of the National Parks and Access to the Countryside Act 1949, describes a 'nature reserve' as:

- land managed solely for a conservation purpose, or
- land managed not only for a conservation purpose but also for a recreational purpose, if the management of the land for the recreational purpose does not compromise its management for the conservation purpose.

Land is managed for a conservation purpose if it is managed for:

- providing, under suitable conditions and control, special opportunities for the study of, and research into, matters relating to the fauna and flora of Great Britain and the physical conditions in which they live, and for the study of geological and physiographical features of special interest in the area; or
- preserving flora, fauna, or geological or physiographical features of special interest in the area or for both these purposes.

Land is managed for a recreational purpose if it is managed for the purpose of providing opportunities for the enjoyment of nature or for open-air recreation.

Natural England recommendations

Natural England believes LNRs should be:

- Of high value locally for environmental education and/or research.
People are more likely to be aware of and value the natural environment when they can experience it at first hand in places such as LNRs.
- Of high natural interest locally.
LNRs can help safeguard not just rare but also more common, locally valued species, habitats and geodiversity. They can play an important part in Local Biodiversity Action Plans and Local Geodiversity Action Plans.
- Of reasonable natural interest and of high value locally for enjoyment of nature by the public.

Natural England recommends that everyone should have an accessible greenspace of 2 ha within 300 m of home; at least one accessible 20 ha site within 5 km of home; at least one accessible 100 ha site within 5 km of home; and at least one 500 ha site within 10 km of home. LNRs can contribute to these targets and the ANGS standard of a minimum of 1 ha of LNR per 1000 head of population.

They can also play an important part in sustainable development initiatives.

Other criteria to consider

The Natural England LNR Visitor Standards set out what an LNR should offer to provide a quality experience for visitors. A table summarising the standards is provided in [Appendix 4](#).

The following criteria should also be considered:

- Is the site the focus of local community interest and concern, or does it have the potential to capture people's imagination? Have local people (both those living and working nearby, and interested groups and users) been involved in the selection process?
- Will interested communities be involved in steering the site's development, management and monitoring?
- Is the site reasonably close to schools, community education centres and/or field study centres? Will there be opportunities for local schools to get involved and for schemes such as the Forest School programme or a Watch group to be set up?
- Are there areas where children are welcome to play?
- Is the site in an area generally lacking in publicly accessible natural heritage?
- Is there some public access – rights of approach, entry or use that are legally defined or established through long-standing use? Is the site linked to wider public access networks, green networks, other open spaces, etc?
- Is it safe and physically easy to get into and around the site, accepting that access to highly sensitive areas may need to be restricted wholly or periodically?
- Can people enjoy the access rights and feel comfortable about using the site, for example without fear of crime?
- Can people get to the site by active and public transport?
- Does the site have, or could it have, car parking, and provision for safe delivery and pick-up for educational visits?
- Does the site lend itself to being a safe educational resource, for example with good site interpretation, without adversely affecting its special interest?
- Is the site safeguarded, notably through the development plan process, or can safeguarding be included in the next Local Plan revision?
- Has the site been (or is it likely to be) identified of local importance in the Local Biodiversity Action Plan or Local Geodiversity Action Plan?
- Are there any implications for neighbouring areas, or other sites or facilities?
- Is the site's future secured for some time? There is limited benefit in investing resources in an LNR that will be de-declared and subsumed into the development cycle in the short, or perhaps even medium-term.
- What is the existing use of the site and how can this be taken into account when planning the LNR development? Will alternative provision have to be made, and will there be an overall public benefit?
- Is the site a viable management unit with appropriate access for management, etc?
- What are the likely costs to be incurred during the life-cycle of the LNR (including initial developmental, establishment, staffing costs, etc), and has provision been made for these?

FAQ

Q. Do LNRs have to have a visitor centre?

A. No, LNRs do not have to have a visitor centre and although the majority of sites do not have one, those that do, provide facilities for longer visits and better educational use of the LNR.

Q. Can an LNR include buildings, for example a visitor/education centre on site?

A. Yes, provided they add to the value of the LNR, do not detract from the peaceful enjoyment of the site and are normally less than 5 per cent in area of the site.

Size of an LNR

How big should an LNR be?

There is no definitive answer. The site should be of a minimum size to support a viable ecological interest and have the capacity to support public use. Anecdotal evidence suggests that any site less than 2 ha is probably unable to withstand heavy, multiple uses. However the size will depend to some extent on adjacent land uses and the degree of isolation of the site from other sites of similar character. Small sites can be very important if no larger sites are available in the local neighbourhood. Some geological sites can also work well as small sites.

Will it need a buffer zone?

Buffer zones are not essential but can be very useful. They are usually areas of lower value than the reserve. They can lie:

- within the LNR boundary. For example, land necessary to manage access such as a car park; reserve centres that serve important functions for the reserve; or agricultural land that supports species of special interest in the reserve; or
- adjacent to the boundary. For example, to absorb potentially damaging recreation pressures, or wildlife corridors connecting LNRs to green networks.

Buffer zones can also lie outside the LNR, for example the control of the whole of a water catchment may be needed to conserve a pool or wetland in the reserve.

FAQ

Q. What happens when there is a proposed development on an LNR?

A. If there is a proposed development on an LNR that will have an impact on the site and/or if the development is likely to result in part or all of the LNR being de-declared, then Natural England must be consulted. Examples of developments include sports facilities, medical facilities, housing, travellers' sites and environment centres.

CASE STORY:
Wick Golden Valley LNR, South Gloucestershire
Accessible biodiversity

Once the site of an ochre processing factory, the Wick Golden Valley LNR has become a haven for wildlife.

The remnants of its industrial past are now hidden among a variety of habitats including mature woodland, scrub and limestone grassland.

The River Boyd also runs through the site, providing a corridor for birds such as kingfishers and dippers, and also supporting otters and a wide variety of fish and aquatic life.

Other wildlife includes tawny owls, peregrine falcons and eight species of bats.

Much of the LNR is fully accessible. There are way-marked trails and an award-winning bat audio trail to lead visitors around the site.

The site is managed by South Gloucestershire Council in partnership with landowner Cemex and the active Friends of Wick Golden Valley, who run bat walks and other events throughout the year.

Find out more about this LNR [here](#).



© Neil Phillips Photography



© Neil Phillips Photography



© Stephen Pond

STEPS TO ESTABLISHING AN LNR

This section describes some of the actions typically required to establish an LNR. These are summarised in the diagrams on page 12 and in [Appendix 8](#).

Securing local authority legal interest in the land

Under the 1949 Act, the local authority must first have or acquire a legal interest in the land in question (see [Appendix 1](#)) through ownership, lease or an agreement with the owners and occupiers involved (for agreement examples see [Appendices 6](#) and [7](#)).

The local authority making the declaration must also have jurisdiction over the area in which the proposed reserve lies. A local authority owning land in a second local authority's area can only declare the land an LNR if powers are delegated to it by the second local authority. For sites that extend across a local authority boundary, a joint declaration may be made by two local authorities.

Definition of a local authority

Local authorities are defined in the Local Government Act, 1972, Section 270. It says 'local authority' means: 'a county council, the Greater London Council, a district council, a London borough council or a parish or community council.'

While local government restructuring has led to changes in the principal councils' titles, the broad sweep of the definition is clear. Under Section 101 any principal local authority may delegate, by mutual agreement, its functions under Section 21 of the National Parks and Access to the Countryside Act, 1949 to a parish, town or community council (or indeed to any other local authority).

Agreements and leases

Section 16 of the Act sets out the basis for agreements needed to ensure the management of the land as a nature reserve.

If the land is subject to a tenancy, both owner and tenant must be parties to the agreement. Such agreements can also be made with, for example, non-government nature conservation organisations that wish to see their reserves officially recognised as LNRs (see [Appendix 6](#)).

Examples of agreements are given in [Appendix 6](#) and [7](#), though such formal agreements may not be necessary. However an agreement must, as a minimum, give the local authority a legal interest in the land, set out who is responsible for doing what, and be clear about what is being agreed to the satisfaction of all sides' legal advisors.

Freehold, leasehold and agreements all give a legal interest in land that is adequate for a local authority to declare an LNR. The distinction is that freehold and leasehold confer title to land whereas an agreement does not.

Local authorities may enter into agreements with drainage authorities in the execution of any powers available to the councils under the 1949 Act (Section 21 (5)); and may contribute toward the expenditure by the drainage authorities.

FAQ

Q. What is the normal length of lease for an LNR?

A. There is no set length but the longer the better. In practice the normal minimum length of lease is 21 years. (Some funding bodies such as the National Lottery will ask for a 25 year lease agreement).

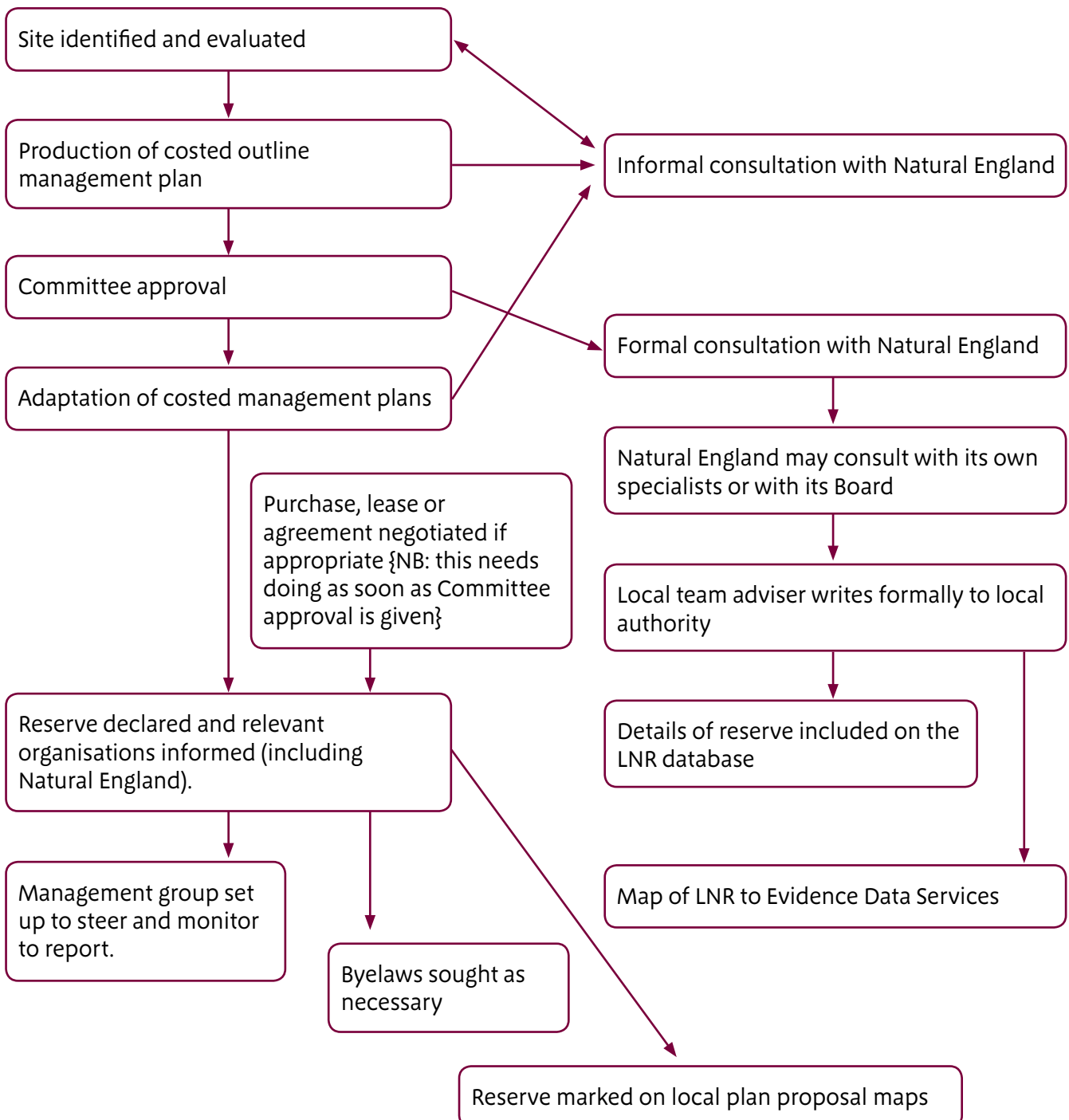
Compulsory purchase

The 1949 Act gives powers of compulsory purchase to local authorities to establish LNRs. However, compulsory purchase can only be used where the local authority is satisfied that it cannot arrive at a satisfactory agreement on reasonable terms, and has exhausted all other reasonable means to secure the reserve.

Compulsory purchase can also be employed when a breach of a nature reserve agreement prevents or jeopardizes the proper management of an LNR. This power is subject to the normal limitations and dispute procedures that apply to local authority compulsory purchase.

If compulsory purchase is involved, then a principal local authority must carry this out on behalf of the parish or community councils, under Sections 124 and 125 of the Local Government Act, 1972.

Main steps in setting up an LNR



Setting up a management advisory committee

The parties involved in identifying, evaluating, declaring and managing the LNR may form a group to help steer the process, which is often termed the management advisory committee.

It could typically comprise representatives of the local authority, the local community, and potential users of the LNR, which may include environmental or other local interest groups. Ideally a management advisory committee should be established early on in the process of declaring an LNR.

Where schools are major users, it may be worthwhile setting up a junior management board, made up of young people elected by their schools to ensure their needs and ideas are fed into the management of the reserve.

Declaration

Section 19 of the 1949 Act sets out the procedures for declaration (and de-declaration) of nature reserves. Declaration establishes formal proof of the LNR and informs the public of the LNR's existence.

The local authority makes a declaration that:

- 1 the land is subject to an agreement entered into with them or has been acquired and is held by the authority; and
- 2 the land is being managed as a nature reserve.

If the agreement should end or the land to which the declaration relates ceases to be held by the local authority, it should make a declaration of this.

An example of a declaration is included at **Appendix 1**, and a specimen public notice in **Appendix 2**. These can be varied to suit the circumstances.

Before an LNR is formally declared, Natural England asks that the local authority making the declaration gives Natural England the opportunity to formally welcome the proposal. Although there is no statutory requirement to do so, it gives Natural England an opportunity to provide advice about the site and any possible issues.

The local authority may execute the declaration document in the same way that it executes any legal agreement. It is strongly recommended that any document of declaration is attached to or accompanies a map that shows accurately the boundaries of the LNR in order to avoid confusion. This is not a legal requirement but has been adopted by Natural England following best practice in the case of National Nature Reserves.

Notice of the declaration should be published in the best way that informs local and relevant people, including posting a notice up at the site entrance. Certified copies of any declaration may also be kept for public inspection in appropriate local authority offices and public libraries. This fact is usually advertised by a public notice in local and, where appropriate, national newspapers.

Upon declaration, Natural England would like to add all LNRs to a national database and LNR website. A list of required information is included as **Appendix 9**, and should be considered throughout the declaration process.

Extensions and boundary changes

Extensions or boundary changes to an existing LNR follow the same procedure. If there are existing byelaws on the site then these will have to be amended to reflect the boundary changes.

De-declaration

If any part of an LNR needs to be de-declared, for example, because land has been lost to a road-widening scheme on the boundary, Natural England must be consulted. Section 19 (3) of the 1949 Act specifically provides for this contingency, which should be pursued only as a matter of necessity.

FAQ

Q. Can a common or other accessible green space be declared as an LNR?

A. Yes, where the declaring authority has a legal interest in the site. 'Ownerless' commons and green spaces can be adopted by a local authority to obtain a legal interest in the site and can then be declared as LNRs.

Q. Can brownfield or created/artificial sites be declared as LNRs?

A. Yes, as long as the sites have some wildlife and/or geological interest or have the potential to improve with correct management. These sites are often important to local people for access to local 'natural' green spaces close to their homes. They are also valuable sites for formal and informal education and learning.

Q. Can agricultural land or orchards be declared as LNRs?

A. Yes, provided there is some wildlife and/or geological interest and the site has access to the public. Some of these sites form important links to more 'wild' sites and form part of a valuable mosaic of habitats. Old orchards are important historically and often have good nature conservation value. New community orchards can be declared as LNRs.

National Nature Reserves

Although beyond the scope of this document, it should be noted that Section 35 (1) of the Wildlife and Countryside Act 1981 gives Natural England the powers to declare as a National Nature Reserve (NNR) any land of national importance to nature conservation which is held by an approved body and managed by them as a nature reserve.

A local authority can be an approved body. Therefore, where the land concerned is of national importance and is being managed as a nature reserve (informal or statutory), an NNR label can be applied to it while the authority retains direct control over management. When an LNR is declared an NNR, then it must be de-declared as an LNR.

CASE STORY:
Troopers Hill LNR, Bristol
An urban breath of fresh air

High on a hillside, overlooking Bristol and the River Avon, Troopers Hill LNR is one of the most spectacular wildlife spots in the city.

It mixes industrial heritage – the site was quarried for many years and contains two listed chimneys – with an acid-soil habitat that is unique in Bristol.

These soils have encouraged a wide range of plants to flourish, including bell heather, ling and broom.

Many small invertebrates also live in the LNR’s grassland and heathland, including species of national importance.

As well as butterflies, crickets, lizards and mining bees, the site also attracts many birds.

The LNR has an active group of volunteers, Friends of Troopers Hill, who organise events and maintain a website.

Find out more about this LNR [here](#).



© Friends of Troopers Hill



© Rob Acton-Campbell



© Greg Mort



© Rob Acton-Campbell



© Greg Mort

CONSULTATION WITH NATURAL ENGLAND

Under Section 21 of the 1949 Act, a local authority may only declare an LNR after consultation with Natural England.

Ideally, Natural England local staff should be consulted informally at an early stage so that any problems can be ironed out before a formal consultation is made. If the LNR is an [SSSI](#), then the local Natural England officer should be involved from the start.

Natural England has a lot of experience in the management of nature reserves and local Natural England staff can advise on management methods and costs, as well as providing advice on the special natural interest of the site if needed and how it can be managed for access.

Where formal consultation is concerned, there is a legal point to consider. It is likely that by 'consultation with Natural England', the 2006 Act means Natural England and not its officers. As a fail-safe legal mechanism, Natural England's chief executive has formally delegated authority to its advisers (Area and Regional teams) to respond to consultations on Natural England's behalf.

The Act does not specify when or what form a consultation should take. However when being formally consulted, Natural England requires:

- A statement outlining why the site was selected
- A map
- Tenure details
- An outline management plan setting out a brief description of the site aims and objectives – including actual or potential biodiversity management, opportunities to be realised for environmental education and community participation, arrangements for access and visitor management - and the management arrangements and initial management priorities
- Outline costs and funding arrangements

A full checklist is at [Appendix 3](#).

If there is no consultation with Natural England it could be argued that the 1949 Act's statutory requirements have not been met and it is possible that any declaration and associated byelaws could be declared invalid.

Consultation process

Informal discussions about the possibility of an LNR designation between Natural England and local authority.

Natural England staff ensure that local authority knows and adheres to the proper procedures for declaration, in particular that a legal interest is held in the land prior to declaration.

Local authority decides to proceed.

The Natural England chief executive asks Natural England's local team advisers to consult directly with the local authority on its behalf.

A formal letter is sent by the local authority to Natural England's appropriate team adviser outlining the proposal and seeking Natural England's views.

Local Natural England team seeks any guidance it needs from specialist teams. Where proposals are particularly complex, controversial or innovative, the case may be referred to the Area Manager or Regional Director.

The local team adviser confirms to the local authority that the consultation is complete and makes necessary advice and comments. The team adviser's letter should begin: 'Natural England confirms that it has been consulted about your proposal to declare...[the name of the site]...a Nature Reserve under the provisions of Sections 19 and 21 of the National Parks and Access to the Countryside Act 1949 (as amended). The requirement for consultation contained in Section 21 (6) of that Act has therefore been met.'

Local team asks to be informed once the LNR has been declared and to receive a set of declaration papers and a map. This information is then placed in the Natural England database and website. More detailed information on the site to be sent to Natural England at a later date.

LNR management plans

As good practice, Natural England would ideally like to comment on a basic management plan.

Production of a plan is not a legislative requirement but the site has to be managed as a nature reserve when it is declared as an LNR.

Natural England recommends that within one year of a declaration, a reasonably comprehensive management plan should be prepared. Natural England staff are able to advise on suitable formats for management plans.

A more detailed explanation and example of an outline management plan can be found in [Appendix 5](#). There are also links to management plans in some of the case stories.

FAQ

Q. How long are management plans for?

A. LNR management plans normally cover five years but can be shorter, for example three years or annual, or even as long as 20 years. To be useful as working documents, they should be reviewed annually.

CASE STORY: Ferndown LNR, Stafford Motorway meadows

Ferndown LNR is 6.5 ha of amenity grassland and scrub near the M6 in Clayton, Newcastle-under-Lyme.

Declared an LNR in 2008 and managed by Stafford Borough Council, a large amount of habitat creation has taken place, aided by the local Friends Of group.

Rare species found on site include the White Letter Hairstreak butterfly and the Broad-leaved Helleborine orchid.

Funded by a £10,000 Breathing Spaces lottery grant, meadow restoration works have successfully transformed rough grassland into species rich meadows featuring rare arable plants including Field Gromwell.

The work has been so successful that the site is now entered into a Higher Level Stewardship agreement to manage the meadows.

Find out more about this LNR [here](#).



© Stafford Borough Council



MANAGEMENT OF LNRs

Good management is essential and can increase, often substantially, the value of a site's access opportunities, wildlife or geological interest.

Where educational use and public enjoyment are concerned, high quality management is essential to get the best from the site for habitats, species and local communities. In addition to management of habitats and natural features, interpretive materials and well planned, clearly defined footpaths have important parts to play.

Site-based staff and trained volunteers can be particularly effective in maintaining and enhancing site values. On heavily used sites, staff operating from a reserve centre with general interpretative facilities and classroom(s) can help maximise the benefits to the community.

Many LNRs are used extensively by schools. LNR managers should seek the involvement of the education authority in helping to ensure that the potential of the LNR is realised, that its facilities are adequate, and that National Curriculum targets are understood and served, and that site staff have opportunities for relevant training. An annual mailing of basic literature about LNRs in the area should also go to all local schools.

LNR management should maintain the features that give the site its special interest. Where the purpose of the LNR is to give special opportunities for study or research, then the maintenance or improvement of these opportunities should be a main aim.

Thus the definition of management objectives and the development of working programmes are important from the outset. In-house ecologists or organisations such as the Wildlife Trust can help as well as Natural England staff.

The Best of Both Worlds website offers ideas on how to pro-actively manage nature sites for people and nature conservation. Find out more [here](#).

FAQ

Q. Do LNRs have to be managed?

A. Yes, under the National Parks and Access to the Countryside Act 1949 and the Natural Environment and Rural Communities Act 2006, the definition of an LNR is land managed as a nature reserve or for a conservation purpose, implying that LNRs are managed. When local authorities declare an LNR they take on the duty of care to manage and look after the site. This can be done directly by the local authority or through a management agreement with another organisation such as a wildlife trust, Friends Of group, or community group.

Q. Should Natural England be consulted about work proposed on site?

A. There is a statutory requirement for consultation under Section 28 of the Wildlife and Countryside Act 1981, where an LNR is also an SSSI.

If the LNR is not an SSSI then there is no mandatory requirement for Natural England to be consulted about work on the site or about changes in management.

Only when Natural England feels the need to intervene, would it ask for formal consultation over site management. For example, if there was a risk that the work might threaten the site's compliance with the 1949 and 2006 Act definitions of a nature reserve.

Managing access

Declaration of a site as an LNR does not give the public an automatic right of access. However, high quality access will make the most of an LNR's benefits, where there is no detriment to habitat or species.

A policy on access is desirable at an early stage and as part of the management plan.

The policy may range from applying strict controls on access to providing specified areas of open access with information centres, observation hides, nature trails, and facilities for people with special needs and car parks.

The policy adopted will depend on a number of factors including vulnerability of habitat, site location, topography and site condition (for example, very steep or very wet), manpower and financial resources and, if the reserve is established by agreement or lease, the wishes of the owner.

Whatever the eventual policy, it is wise to erect signs with a map that shows the access arrangements clearly.

FAQ

Q. Does an LNR have to be fully accessible to the public?

A. Well managed access maximises the benefits of bringing people closer to nature, however, there is no set requirement that LNRs should be fully accessible to the public.

Most LNRs have open access but in some cases sites have restricted access to sensitive areas. Some sites have access restrictions on part of the site for part of the year, for example bird breeding season or flowering season for rare/special plants. The best approach is to make an LNR as accessible as possible.

Q. What can LNRs offer for people with disabilities?

A. LNRs are an opportunity for everyone to experience and enjoy nature. All LNRs should provide safe and reasonable access for disabled people, in keeping with the site conditions. LNRs are not exempt from the Disability Discrimination Act 2005 and information points or signage should indicate which parts are accessible.

Help with management

Natural England will consider applications for financial help for the effective management of LNRs, but funds are limited. There is no automatic entitlement to grants and the amount awarded will depend on the level of benefit for nature conservation and the money available to Natural England for grants. Details can be obtained from local offices. Grants may also be available from other organisations.

Information about grants can be found in the *Environment Funding Guide*, fourth edition January 2010, which can be downloaded from [here](#).

Practical help with management and in particular with the more specialised tasks, may be obtained from the BTCV (British Trust for Conservation Volunteers), which may also be able to give basic training to volunteers.

Establishing byelaws

Local authorities have powers to make byelaws to control third party activities under Section 20 and 21(4) of the 1949 Act. It may be advisable to have byelaws if there is general access to a reserve, or part of it, to provide support to staff or police in controlling dog walkers, dog excrement problems or undesirable or unacceptable activities.

However without a declaration under Section 19 of the 1949 Act, the local authority cannot introduce nature reserve byelaws (1949 Act Section 20 (1)).

The byelaws must not interfere with the rights of an owner, lessee or occupier of the land in a nature reserve (1949 Act Section 20 (2)).

Byelaws cannot override existing rights over land. Also, only one set of byelaws can be applied to any piece of land. Therefore if introducing new byelaws, any existing ones need to be revoked and the new set applied to all of the land concerned.

Applications for byelaws are made by local authorities. LNR byelaws are confirmed by the Secretary of State for the Environment, Food and Rural Affairs. The power to confirm byelaws derives from section 236 of the Local Government Act 1972. It allows the Secretary of State to either confirm or refuse to confirm the byelaws.

It is helpful if byelaws are submitted in draft form and accompanied by a map. Once the wording is agreed, Defra will give approval to advertise them and normally gives an approved form of words for the advertisement.

Once the byelaws have been advertised and the one month consultation period expired, two copies of the sealed byelaws and two copies of the unsealed byelaws are submitted to Defra for confirmation. After confirmation, Defra also asks for a copy of the final printed version made available to the public.

Full guidance for making LNR byelaws can be found [here](#).

Byelaws for Natura 2000 sites

A similar provision for byelaws is made in The Conservation (Natural Habitats etc) Regulations 1994 for Natura 2000 sites (Special Areas of Conservation and Special Protection Areas). Where LNRs are also designated as Natura 2000 sites, there is the option to make byelaws under Statutory Instrument 1994 2716.

CASE STORY:
Crane Park Island LNR, Twickenham
Explosive wildlife

Once the site of the Hounslow Gunpowder Mills, Crane Park Island had an explosive past but it's now a peaceful haven for wildlife.

Its mosaic of woodland, scrub, reedbed and riverbank supports a rich diversity of wildlife, from foxes and herons to marsh frogs and the increasingly rare water vole.

Visitors are welcome throughout the year and the reserve has good disabled facilities including a wheelchair path.

The Grade II listed, 25 m high Old Shot Tower, a relic of the gunpowder mill, now houses a visitor centre.

It features a giant interactive wall map depicting the full course of the River Crane and its history.

Find out more about this LNR [here](#).



© Alexandra Robb



LNRs AND PLANNING

Natural England wants to encourage local authorities to consider the part LNRs can play in developing a good policy framework for nature conservation and sustainable development in their Local Development Frameworks and Area Action Plans.

Government planning guidance Planning Policy Statement 9 (PPS9 – see note below) clearly indicates the priority that local authorities are expected to give to nature conservation in planning.

They are encouraged to take account of nature conservation outside the national network of SSSIs (Para 4) and to include policies relating to the management of important landscape features (Para 23) and to the possible provision of new habitats (Para 24).

All Local Development Frameworks should include criteria-based policies against which development proposals can be judged. LNRs which are also SSSIs or Natura 2000 sites are subject to a much higher level of protection.

In 1994, the importance of LNRs was strengthened by their specific mention in Objective 16 of the UK Biodiversity Action Plan to: 'Encourage local planning authorities to make reasonable provision for LNRs and natural green spaces in local plans...'

Declaration and management of LNRs can also help local authorities comply with their strengthened duty of care for biodiversity under the NERC Act 2006 Part 3, Section 40.

It is essential therefore for local authorities to develop Local Development Plans and Area Action Plans that reflect the local and regional importance of LNRs in the development control process.

PLEASE NOTE

PPS9 is in the process of being updated at the time of writing. The consultation draft emphasises the importance of green infrastructure and the need to include policies in Local Development Frameworks. You can view the consultation draft [here](#).

CASE STORY:
Beeston Sidings LNR, Nottingham
Learning on track

This 4 ha site on former railway sidings gives visitors the chance to see a diverse range of animals and plants.

Field voles, shrews, kingfishers and dragonflies are just some of the species that have made their home on or along the river, in reedbeds, woodland and scrubland.

The LNR's urban location also makes it ideal for Forest School sessions, where local children can experiment with the natural environment in a safe setting.

Typical activities include tree climbing and shelter building. Not only are they fun but they're also a great way to build children's self-esteem and awareness of nature.

Find out more about this LNR [here](#).



© Nottingham City Council



APPENDIX 1
Specimen declaration

National Parks and Access to the Countryside Act 1949

No..... Declaration 20.....

In pursuance of Sections 19 and 21 of the above-mentioned Act, and all other powers enabling them in that behalf, the Council hereby declares that the land containing ha or thereabouts situated in the Parish of in the County of and shown edged on the attached plan (has been acquired by the Council) (is the subject of an Agreement entered into with the Council under Section of the above-mentioned Act) AND in pursuance of Section 19 (2) of the above-mentioned Act and all other powers aforesaid the Council hereby further declare that the said land is being managed as a Nature Reserve.

This declaration may be referred to as the Nature Reserve No.....

Declaration 20.....

Given under the Common Seal of
the Council this day of SEAL
Two thousand and

(Signed)

(Signed)

APPENDIX 2
Specimen public notice

NATIONAL PARKS AND ACCESS TO THE COUNTRYSIDE ACT 1949
DECLARATION OF NATURE RESERVE PARISH OF COUNTY OF.....

NOTICE IS HEREBY GIVEN in pursuance of Section 19 of the above-mentioned Act that by the Local Nature Reserve Declaration [.....Ref No], made on the day of __/__/__ hectares or thereabouts situation in the Parish of in the County of..... and shown edged on the plan attached to the said Declaration (has been acquired by the Council) (is the subject of an Agreement entered into with the Council under Section..... of the above-mentioned Act) and that the said land is being managed as a Nature Reserve.

Certified copies of the said Declaration with plan attached have been deposited for public inspection free of charge at the office of at from Monday to Friday inclusive during the normal office hours.

Dated this day of __/__/__

(Signed)

on behalf of the Council

APPENDIX 3

Checklist of information helpful for consultation with Natural England

It would be helpful for Natural England to have as much information as possible in order to assess proposals quickly and to give constructive advice. There is no statutory requirement to submit this level of detail.

- 1 Site name.
- 2 District and County.
- 3 Proposed declaring authority.
- 4 Area in hectares.
- 5 Map on A4 sheet showing site location.
- 6 Map on A4 sheet showing site boundary (1:10,000 scale as well as larger scales if necessary). Also an electronic version if possible.
- 7 Site ownership. Details of local authority's legal interest if not freehold owners.
- 8 Description of the habitats and species of interest based on a full survey of habitat types. The description should include a map showing the distribution of the main habitat types mentioned. Information about uncommon species should be included.
- 9 Description of the value of the site's main natural and physical features.
- 10 In the case of sites where geological features are the primary interest, or an important part of the interest, a description with maps/diagrams is helpful.
- 11 Description of the value of the site to schools (where appropriate), and the type and scale of current use.
- 12 Description of the value of the site as a place in which local people can enjoy contact with wildlife (where appropriate).
- 13 The features and values described in 8-12 should be placed in the context of the local authority area, preferably as a separate section.
- 14 Outline of past uses of the site in so far as these are known.
- 15 Any known constraints on management, eg soil toxicity, wayleaves, tenancies, rights of common, mineral rights separately owned.
- 16 Purpose of formal declaration as an LNR.
- 17 Outline management policies/objectives/prescriptions, including access.
- 18 Outline of capital and revenue costs in first year.
- 19 Staffing proposals for an LNR.
- 20 Proposed links with voluntary nature conservation bodies and site users.

In a lot of cases this information will be contained in published documents such as nature conservation strategies, local biodiversity action plans, descriptions of important geological sites or in the local authority plans. If so, then a photocopy, or reference to relevant documents will suffice if Natural England holds copies.

APPENDIX 4

LNR Visitor Standards for Local People

Local Nature Reserves are mostly visited by local people. Children in particular are key users of these sites, especially where they are within about 300 m of their homes, a distance we know most parents are comfortable with in allowing their children to roam unaccompanied from home.

Given that most LNRs are close to where people live, the vast majority of visits are made on foot, by bike and public transport.

These service standards for visitors have been developed as a way of encouraging improvements in the quality of LNRs and also raising awareness of what they can offer. They are voluntary and should be applied as appropriate to the site conditions and the identified needs of users.

We see LNRs as particularly important because of their locality close to where people live, enabling access on a daily basis. They are great places for people to get close to nature, are places for play, exploration and outdoor learning and provide huge health benefits for both physical and mental health and well being. They also offer individuals and communities opportunities for involvement at levels that suit them, whether it is watching and recording wildlife, green gym activities or events; there is usually something for everyone.

Natural England wishes to raise the standards for visitors to all types of green spaces, our focus being in particular more natural sites (National Nature Reserves, Local Nature Reserves and Country Parks) but also promoting the creation and enhancement of natural areas within more formal green spaces. Through this we can deliver the best offer for people to access nature and improve the delivery of ecosystem services.

We have developed an accreditation scheme for Country Parks launched in August 2009, which is open to LNRs and similar sites that might benefit from this recognition. We have a new framework of service standards for NNRs which has been adopted for Natural England's most visited NNRs and which we would like to offer as best practice for other NNRs.

What follows is our visitor service standards for LNRs, which we have developed with LNR managers and with community groups and school children who use their local sites. As we gain more knowledge about how people engage with their LNRs, we will build on these standards to ensure they are fit for purpose. Your feedback is helpful.

The following table is divided into themes with both **expected criteria**, which we would consider essential for the majority of LNRs to meet, and **desirable criteria**, which provide added value in improving the visitor experience.

We recognise that some of the expected criteria will be difficult to deliver on small sites in particular but also recognise the huge importance that some small sites have for communities particularly where open space is limited, eg in built-up urban areas. It may be the **only** experience of the natural environment that some people have and the first taste of adventure outdoors for huge numbers of children. We also recognise the challenges these standards present to resource strapped managers, who along with their communities have to be even more inventive and resourceful to deliver excellent LNRs.

Location and size	Tick if met	What do we mean?
Expected		
An identifiable boundary.		This helps to identify the site within its wider surroundings and should not be seen as a barrier to accessing it.
Desirable		
Links from the site to the rights of way network, permissive access routes or other adjoining public open space or open access areas where feasible.		This locates the site within a wider network of routes and green spaces providing a wider variety of visitor experiences nearby and can reduce the need for duplication. It can encourage sustainable travel within a wider area.
Preferably at least 2 ha (5 acres).		LNRs' size varies greatly from under 1 ha to many hundreds of hectares, however a 2 ha site is considered to offer a variety of functions, which managed sensitively, will not compromise the wildlife value. Small sites may be the only public spaces available in an area and they can provide tremendous value for wildlife and people alike.
Accessibility	Tick if met	What do we mean?
Expected		
Entry is free of charge.		
The site is easily located from the surrounding area, readily accessible to the local population it is intended to serve and the entrances are both obvious and welcoming.		Access to the LNR should be easy to find by active travel, ie good signage for walking, cycling and by public transport. The LNR should be promoted to local people, particularly children, so they know the site exists and they are welcome to visit and enjoy it. High fences and walls with few entrances, locked gates and limited opening times all act as both physical and psychological barriers to access. Entrances may need to be adapted to accommodate pushchairs and wheelchairs. Consider children's entrances/exits.
Evidence of a Site Access Plan in place that has been developed following an access audit and addresses the requirements of the DDA (Disability Discrimination Act) to ensure indoor and outdoor facilities provided are inclusive and accessible and are relevant to the site conditions. This should include additional facilities for visitors with restricted mobility, eg easy going trails, accessible seats and picnic benches, signage and relevant site information in a range of accessible formats.		Adopt a 'least restrictive access' approach to planning and managing access on site. Consider short circular taster routes for newcomers to the LNR. Also an easy going route where feasible particularly if much of the site is steep and difficult to access. Further guidance can be found here . Getting to and around a site, however, is not just about physical access. There are other barriers that stop people visiting, eg feeling unwelcome, concern about anti-social behaviour, lack of personal confidence, time, poor health and being isolated. Outreach activity, events on site and community involvement will all help considerably in overcoming these barriers.

Character	Tick if met	What do we mean?
Expected		
Provides access to nature near where people live, ie must predominantly consist of natural or semi-natural landscape, and have local nature conservation and/or geological interest and value, and /or have high value for environmental education or research, and/or have high value for the informal enjoyment of nature by the public.		This might include brownfield sites as well as man-made sites such as railway cuttings and quarries that have geological interest in particular. Having access to the natural environment is considered as very important to communities. Children in particular want to learn more about wildlife by visiting their LNR.
Less than 5 per cent of total area is covered by buildings.		This gives an idea of what proportion of the reserve should be considered the maximum amount given over to buildings to encourage limited development on a site.
Management of the site's local biodiversity, geodiversity, landscape character and historic environment.		This should be based on a sound knowledge of the site, its bio and geodiversity, landscape character and history and outlined in a management plan. Local Biodiversity and Geodiversity Action Plans can both add relevant knowledge here.
Facilities	Tick if met	What do we mean?
Expected		
Natural areas where children are welcome to play and explore.		A priority for children and their parents / carers. Consider some child centred facilities to encourage this, eg tunnel paths and entrances, lower level viewing points for wildlife watching, natural features for climbing, sitting, jumping, socialising such as tree trunks and boulders.
Simple, well located facilities accessible for visitors of all abilities, eg seats and picnic benches.		Consider the type, location and arrangement of seats throughout the reserve as resting points, places for quiet contemplation, socialising and views of landscape and wildlife.
Desirable		
Self guided trails including the use of new technologies, eg downloads to GPS/ mobile phones or other, as they are developed and becomes available.		Seen as essential by residents in the pilot. Web based information is preferred as it is easy to update and doesn't intrude on the site itself. It can also be made available in different formats to meet the needs of varied users. Social networking sites such as Facebook are seen as a good way for managers to communicate with users.
Promoted self-guided health promoting activities eg Green Gym, Health Walks, quiet space.		Natural England has recently developed some Green Flag Award supplementary guidance comprising a health check that introduces some of the elements that contribute to providing healthy places for healthy people.
Staff and trained volunteers to organise activities.		Seen as an essential standard amongst visitors who want to learn more about a site and take part in organised events. Could include play rangers and outreach staff with links to, eg schools, community and youth groups.

Seating or picnic areas in close proximity.		
Secure cycle parking facilities at or near entrances. Cycle or horse trails where appropriate.		Cycling / horse riding on site may be appropriate at some LNRs, particularly where there are bridleways or cycle routes. These will need managing, including the promotion of a code of conduct to avoid potential conflict with other users.
Links to Local Communities and Neighbourhoods	Tick if met	What do we mean?
Expected		
The community is actively welcomed to the site, eg LNR Friends Of group or similar established to give local communities and other visitors the opportunity to directly engage with the management and development of the site.		Many people would like to be actively involved with looking after and promoting their LNR. This needs to be supported in ways that they can do this on their own terms and match their skills and abilities and the time they can commit. Advice on involving communities with their local greenspace can be found here .
Active promotion to less represented sectors of the community. Actively working towards visitor diversity reflecting the cultural and social diversity of the local communities.		This is particularly important in areas that include ethnic communities. It should be remembered that different sectors of the community have different needs and this should be taken into account in any plans.
Promotion of the site's local biodiversity, geodiversity and historical environment for its nature conservation, environmental education and recreation value		Make links to the Local Biodiversity Action Plan relevant to the site. Get to know what is special about the site's bio- and geodiversity and its history.
Outreach programme to engage and involve local people, including under-represented groups, and link local schools and businesses with the reserve. Ensure that the facilities and programme meet their needs for outdoor learning, provided the site is suitable.		
Desirable		
Junior Management Group including Watch groups created to develop enthusiasm and knowledge in the next generation.		Advice on setting up and supporting a Watch group can be found here .
A programme developed to aid the improvement of mental and physical health and well-being of both individuals and the local community.		This may be a high priority for some LNRs and their communities. Consider links with local surgeries and the Primary Care Trust. See the Natural England Health Check for further guidance. Activities could include Health Walks or Green Gym exercise .

Management	Tick if met	What do we mean?
Essential		
Opportunities for local community and wider volunteer involvement in management of the site, its visitors, facilities and events.		Advice on involving communities with their local greenspace can be found here .
Up to date management plan being actively implemented.		This will set out how the site is currently managed and what future plans there are for its improvement. Within the plan, the nature conservation and biodiversity aspects of management need to be balanced with the management of visitors to the site.
Staff / volunteer presence, depending on the site needs.		This can make a site feel safer and encourage more use. Realistically a daily staff presence is difficult to achieve for most LNRs except through a volunteer network.
Where the management of the site is taken on by another organisation or trust a management agreement should be in place.		This will set out clearly what the responsibilities of both parties are and what actions are expected by each. It should be made publicly available.
Desirable		
Achieved or working towards Green Flag Award (GFA) or Green Pennant Award status.		People want quality places to visit and this nationally recognised award ensures the site meets a minimum quality standard. The Pennant is particularly suited for community managed LNRs. Achieving the standard can help to secure ongoing support from site owners and local politicians to ensure that quality is retained. Application guidance can be found here .
Activities	Tick if met	What do we mean?
Expected		
Year round programme of guided walks and events designed to engage, inform and inspire visitors about the natural environment and the values of the site they are visiting.		This should target specific user groups and visitors and/or attract specific new groups / individuals eg young people. Consideration should also be given to the provision of activities for disabled people (with restricted mobility, learning difficulties or sensory impairments), the elderly and/or parents with pushchairs
An outdoor learning programme involving local schools and after-school clubs. This can contribute to targets across the National Curriculum.		This may be developed by site staff with local school and after-school staff according to the suitability of the site and what it can offer, and the number of children and visits that can be accommodated.
Desirable		
Development of some activities to give Friends Of groups and the community a wider experience of the LNR.		Engagement of the local community can be delivered through arts, drama and music activities. In areas of cultural diversity this is a particularly useful method of engagement particularly when linked with specific communities. An audit of all the local clubs and societies will help to identify new audiences.

Involvement of the community in fundraising and new opportunities should they arise.		
Programme of activities and events that promote healthy living, outdoor learning and environmental awareness.		
Information and Interpretation	Tick if met	What do we mean?
Expected		
Clear and welcoming entrance signage and path way-marking, but not overdone so as to keep the 'wild' feel of sites		The participants in the community consultation felt that this was an important feature.
Information/ interpretation available in formats and languages that meet the needs of a range of local visitors		This can be made accessible in a number of formats. Web-based information which can be downloaded is increasingly popular.
Information regarding the nearest toilets and whether these are accessible for disabled visitors.		Most LNRs won't have public toilets on site. This will restrict the length of stay for some visits.
Visitor and education engagement plan developed and being implemented which considers the cultural and social diversity of visitors and the needs of local schools.		As part of the visitor engagement plan, the visitor needs for site information and interpretation should be identified and implemented.
Emergency contact details of LNR manager.		This might also include other useful contact details that visitors would find helpful, eg for reporting experiences both positive and negative of the site, wildlife records, joining a Friends Of group.
Desirable		
Information available about other LNRs and green spaces nearby, where they are, how to reach them and what visitor facilities to expect.		
Provision of information about the broader environmental agenda and how people can contribute or participate.		Getting across key messages about the ecosystem services the LNR supports and how to maintain these for the benefit of both the environment and people. Encouraging people to take action for environment particularly where it mitigates the negative impacts of climate change.
Interpretative information interactive and supported by use of new technologies as they become available and developed.		
Teachers' pack created with help of local schools.		

APPENDIX 5

LNR management plans

Nature conservation site management plans vary enormously in both style and detail.

They should be working documents of a manageable size, which can be used as work plans. The plan needs to be simple and relevant to the complexity and size of the site.

The suggested outline management plan can be used in conjunction with your organisation's own format for management plans.

To gain the support and interest of site-users and local people it helps to involve them in the management planning through consultation. The degree and timing of consultation needs to be decided locally, but a relatively small amount of effort can gain a great deal of support.

A summary plan is sometimes used instead of a full management plan. This is a concise version of the full plan, which should include all the subject areas of the full plan and all costs associated with management of the site.

These summary plans are used for a variety of uses eg if the full plan is not ready at declaration of the LNR; to help local authorities allocate resources to the LNR; to make a case for funding (eg National Lottery); or for new staff or people who need a quick overview of plans for the site.

Every LNR should have a summary plan, whether or not a more comprehensive management plan has been prepared.

Sources of information

Local Nature Reserve Management Planning Guidance: the process and the Plan.
Scottish Natural Heritage

<http://www.snh.gov.uk/enjoying-the-outdoors/where-to-go/nature-reserves-and-parks/lhrs/>

A guide to producing park and green space management plans. CABE Space, 2004

<http://www.cabe.org.uk/publications/producing-parks-and-green-space-management-plans>

CMS (Countryside Management System) Guide to Management Planning 2005

<http://www.esdm.co.uk/Portals/o/cms/CMS%20Plan%20Guide%202005.pdf>

Outline management plan

Avoiding jargon, the site description should outline the main features of the site rather than just the important species. You will need workplans for site staff and timetables showing when each operation will be carried out. You will also need surveys of your site and a statement of the reasons for selecting your site objectives.

The plan should contain the following:

1 Vision statement

A short statement outlining how the site will look once you have achieved your objectives.

2 Site details and assessment

This describes the current status of the site. It should include the site's name, grid reference, size, land tenure, site status, biological and geological information. It should also include current usage, access, interpretation, educational and other facilities. Put the site in context with the surrounding communities and other green spaces. Also identify the strategies and policy statements that impact upon the site and its management, and how they affect the aims and objectives for the site. Maps are effective tools for showing information such as land tenure, habitat information and site context and should make the document easier to understand.

3 Site aims and objectives

State the aims and objectives for the site. Make it clear whether they relate to the whole site or particular habitats or parts. These are your ambitions for the site and the role it will fulfil.

4 Methods and action plan

Set out the methods for achieving the aims and objectives for the site. State the management operations and include timescales and stocking density for sheep/cattle etc. Identify who will do the work, how much it will cost, required resources and when it will happen.

5 Reporting and evaluation

The management plan should be kept up to date and reviewed regularly – at least every five years. Reviews usually begin towards the start of the fifth year. Reviews should be initiated if changes, either external or internal, will significantly affect site management. The period of a plan and its review may be flexible. Many plans are revisited annually even if they are not fully rewritten for several years.

Evaluation of the previous five years will show success to date and allow you to reassess your objectives. Do methods and resources need to be altered and are new objectives needed?

Stakeholders should be involved in the evaluation and input into future requirements.

APPENDIX 6

Example of a nature reserve agreement

There is no need for so formal an agreement as this. It does, however, show the range of matters which need considering. Any agreement needs to make absolutely clear what is agreed and who is responsible for doing what. So long as the legal advisors of all the parties to the agreement are satisfied, this is all an agreement requires.

Dated 24 October 1974

The Mayor Alderman and Burgesses of the London Borough of Ealing and the Selbourne Society
Agreement declaring Perivale Wood Middlesex to be Nature Reserve.

An AGREEMENT under the seal dated 24th of October 1974 and made between The Selborne Society Ltd whose registered office is at 2 Greycoat Place, Westminster, London SW1 1SD (hereinafter called "The Society") of the one part and The Mayor, Aldermen and Burgesses of the London Borough of Ealing (hereinafter called "The Council") of the other part.

WHEREAS

- (1) The Society is a Charity registered under the Charities Act 1960 with No. 267635 and the property more particularly described in the schedule hereto and known as Perivale Wood is a separate charity known as "the Gilbert White Memorial" but has been registered as a subsidiary charity of the society (all which property is hereinafter called "the Reserve").
- (2) The Reserve was acquired for and on behalf of the Society firstly by an Indenture of Conveyance of Sale dated the 2nd day of March 1992 made between the Ecclesiastical Commissioners for England (1) and Arthur Holte Macpherson and Julian Sorrel Huxley and Arthur Gilbert Dacre Farrer (2) and secondly; by a conveyance on sale dated the 5th day of November 1931 made between the same parties as were parties to the said Conveyance of 2nd March 1992 and this Deed is supplemental to the said Conveyances.
- (3) By Declarations of Trust dated respectively the 20th day of April 1922 and 26th November 1931 and made between the parties of the second part to the said two conveyances (thereinafter called "the Trustees") of the one part and the Society of the other part (to which this Deed is supplemental) it was recited that the Reserve had been purchased by moneys provided by the Society and the Trustees declared (inter alia) that they held the same property upon trust to use or allow the same to be used either as a Nature Reserve or Bird Sanctuary and that the same should be known as the Gilbert White Memorial and the said property should be subject to the control and management of the Bird Sanctuary Committee nominated by the Society or such other committee or persons as should from time to time be nominated by the Society.
- (4) Whereas Sir Julian Sorrel Huxley is the only surviving trustee of the two declarations of trust and at the request of the Society he applied to the Charity Commission for an order vesting the legal estate in the Reserve in the Official Custodian for the Charities and by an order dated the Second day of October 1974 (to which this deed is supplemental) the Charity Commission made the said order.
- (5) The Society and the Council have mutually agreed to enter into this Agreement in accordance with the provisions of Part III of the National Parks and Access to the Countryside Act 1949 as amended.
- (6) The Council has consulted Natural England which has given its consent to the establishment of the Reserve as a Nature Reserve.

NOW THEREFORE IT IS HEREBY AGREED between the parties hereto as follows:

- 1 The Council will within 28 days from the date of this Agreement declare the Reserve a Nature Reserve and The Society will manage the Reserve as a Nature Reserve within the meaning of Section 15 of the National Parks and Access to the Countryside Act 1949. That is to say for the purpose of:
 - (a) Providing under suitable conditions and control special opportunities for the study of and research into matters relating to the fauna and flora of Great Britain and the physical conditions in which they live and for the study of geological and physiographical features of special interest in the area.
 - (b) To carry out the provisions of the Management Plan at its own expense.
 - (c) To provide facilities for properly supervised parties of students and school children to use the Reserve in connection with the purposes described in Clause 1 hereof in such numbers as may be compatible with the achievement of such purposes.
 - (d) To establish a Reserve Management Committee that shall be a standing committee of the Society.
 - (e) To submit an Annual Report to the Council as to the management of the reserve.
- 2 The Council shall not be required to give any assistance whether financial or otherwise in the management of the Reserve but may under Section 20 of the National Parks and Access to the Countryside Act 1949 make such bye-laws as they may think fit for the proper control thereof. The Council shall submit a draft of any proposed bye-laws to the Society and shall consider any representations made by the Society in relation to such draft bye-laws.
- 3 Subject to the provisions of the Town and Country Planning Act 1971 as amended or any enactment replace the same the Council will permit the carrying out of all works necessarily incidental to the purposes described in Clause 1 hereof and will permit the erection of any necessary boards or signs drawing attention to the Reserve or any bye-laws which may be made in relation thereto.
- 4 This agreement shall continue in force for a term of 21 years and thereafter until determined by either party hereto giving to the other twelve months' notice in writing expiring at any time. In witness whereof the Common Seals of the parties hereto have been hereunto affixed this 24th day of October one thousand nine hundred and seventy four.

The Schedule above referred to

Firstly the land conveyed by the said conveyance dated 2nd March 1922 being ALL THOSE pieces of land and wood (known as Perivale Wood) situated in the Parish of Greenford in the county of Middlesex containing in the whole Twenty five acres three roods and thirty eight perches or thereabouts and more particularly described in the First Schedule thereto and delineated on the plan annexed to the said Conveyance of 2nd March 1992 and thereon coloured pink.

And secondly all that triangular piece of land conveyed by the said conveyance dated 5th November 1931 being all that land containing three roods or thereabouts situated in the Parish of Greenford in the County of Middlesex bounded towards the North by Perivale Wood aforesaid and coloured pink on the plan drawn in the margin of the said conveyance of 5 November 1931.

THE COMMON SEAL of the SELBORNE SOCIETY LIMITED was hereunto affixed in the presence of:

APPENDIX 7

Suggested heads of terms for an agreement over an SSSI under Section 15 of the Countryside Act 1968

1 Parties

1) Natural England,
1 East Parade,
Sheffield,
S1 2ET

2) Owner(s):
Owners Agent:
Owners Solicitor:

2 Description of the land:

Area: ha shown edged in green on the attached plan.

Local Authority:

County:

3 Owner's obligations

a) To manage the land in accordance with the Agreed Management Policy.

b) There will be provision for the Council, its staff and other persons authorised by the Council to have access and enter on to the land, to erect hides, fences and markers, and to take specimens of scientific interest. Access to the land will be with vehicles along the route marked blue and without vehicles along the route marked brown on the attached plan.

c) Not to assign or part with his interest in the land unless his successors agree to abide by the terms of this Agreement.

4 Council's obligations

a) To pay the annual consideration.

b) To comply with the terms of the Agreed Management Policy.

c) To provide identification documents for members of their staff and all persons authorised by the Council.

5 Financial provisions

a) £ per annum to be paid annual in advance.

b) There will be provision for either party to require a review of further payments due at intervals of years.

c) Short Term Agreements signed

Date(s):

Sum(s) paid:

6 Agreed Management Policy

The land will be managed in accordance with an Agreed Management Policy which may be varied or amended by agreement between the parties.

7 Positive conservation

There will be provision for the Council to repay to the owner the cost of any approved works carried out on the land which are of benefit to nature conservation.

- 8 Term Years from Except that there will be provision for the Council to terminate the agreement earlier or require its modification if:
- a) the land ceases to be of scientific interest,
 - b) there is a breach of the agreement by the owner, or
 - c) conditional exemption from Inheritance Tax is granted.

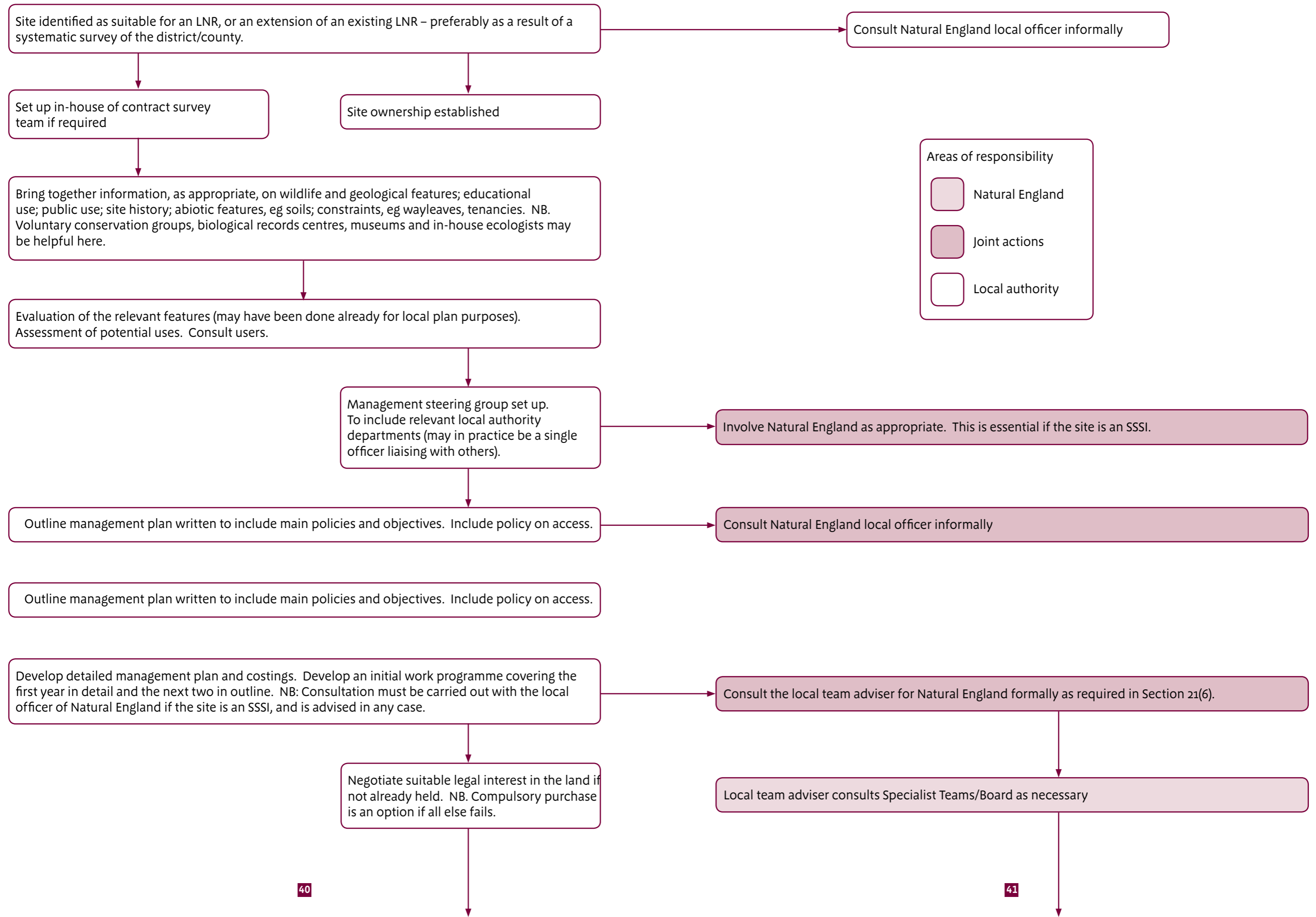
9 Arbitration

There will be provision for arbitration in the event of dispute between the parties.

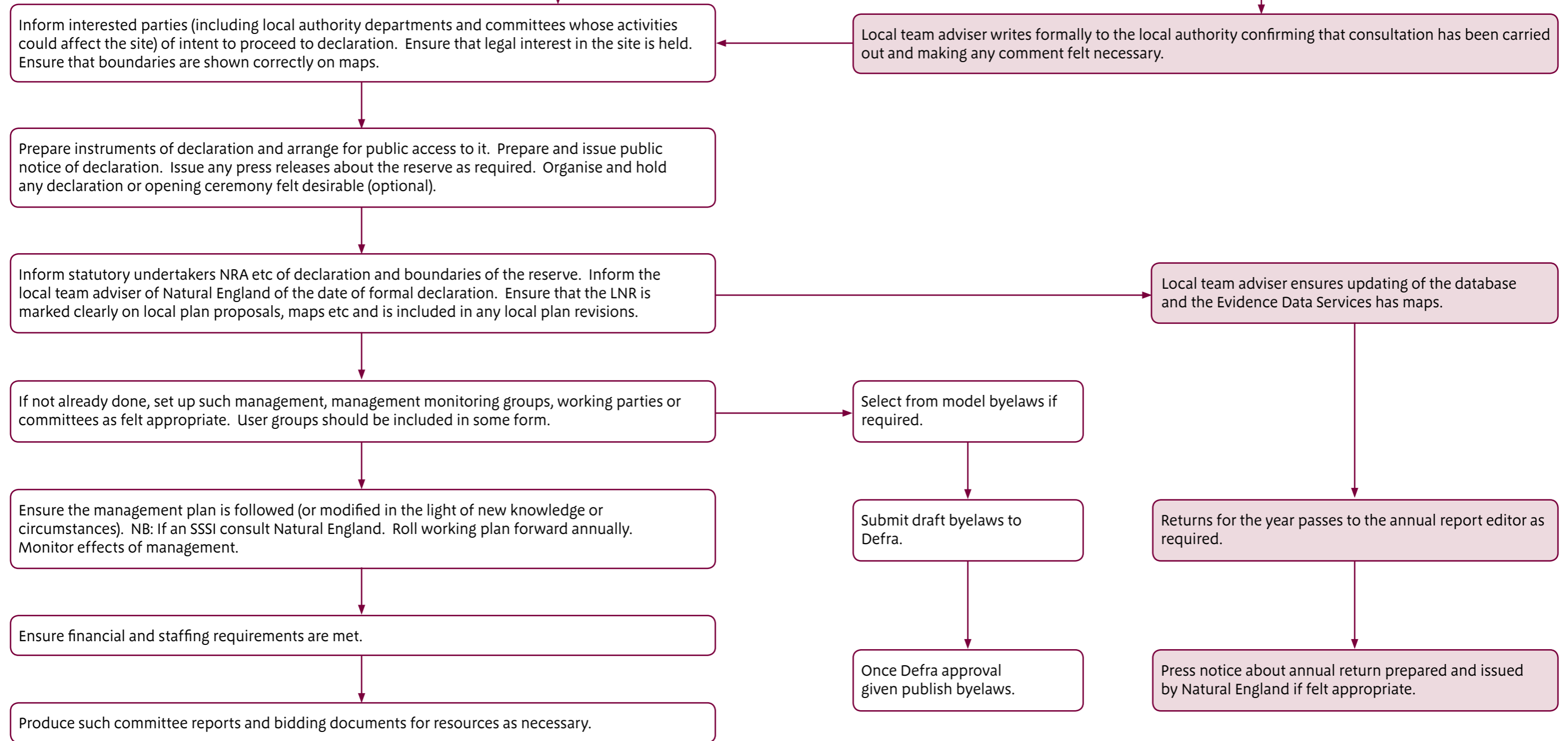
10 Consultation

- a) If the owner wishes to consult with the Council he shall apply to:
- b) If the Council wish to consult the owner they shall apply to:

APPENDIX 8 Recommended procedure



APPENDIX 8 Recommended procedure



APPENDIX 9

Information required for Natural England LNR website and database

Upon declaration, Natural England would like to add all LNRs to a national database and LNR website. The following information should be provided:

- Site name
- Declaration date
- Declaring authority
- Local authority catchment – if different to declaring authority
- County
- Area/size (ha)
- Location – description of where to find the site eg South Bradford off the Axx road next to y country park
- Grid Reference – six figure OS grid eg SX 981 654
- Postcode – where known
- Other designation eg SSSI, SAC, SPA, Ramsar, RIGS, SNCI, Country Park, SAM (Scheduled Ancient Monument), in AONB, Heritage Coast, Millennium/Doorstep Green or pocket park, common, Open Access, Green Flag/Green Pennant Award etc
- Type – urban, urban fringe or rural
- Category – biological, geological or both
- Nature of habitat – predominant habitat eg grassland, wetland, woodland, heath etc
- Ownership – local authority, conservation body, other. Please include name and contacts of owner.
- Management – local authority, conservation body, local community/friends group, other. Please include name and contacts of the main managers
- Date of last management plan and its duration
- Byelaws – have byelaws been adopted?
- Educational use – eg for school visits etc?
- Has any part of the site ever been de-declared? If yes please give reason
- Location
- How to get there – include various forms of transport
- Visitor facilities eg visitor/education centre, toilets, refreshments, all ability access, footpath network, cycle route, picnic tables and benches, bird hides, interpretation
- What to see: eg habitats, species, geology, archaeology, industrial past, other historical interest etc
- Volunteers/Friends Of/Watch groups - contacts for further information and getting involved including telephone and email
- Website address
- Photographs /pictures of the site or events on site. Remember to label with title and site name and include a photo/picture credit where known
- Anything else of relevance.

APPENDIX 10

Contact information

Natural England Enquiry Service on
Tel. 0845 600 3078
or e-mail enquiries@naturalengland.org.uk.
or on our website at
http://www.naturalengland.org.uk/about_us/contact_us/default.aspx

and ask for your relevant local LNR contact.

For more information on Local Nature Reserves and to search for individual sites see the Natural England [website](#)

Cover photograph:

River dippers at Crane Park Island LNR © Alexandra Robb



Natural England is here to conserve and enhance the natural environment, for its intrinsic value, the wellbeing and enjoyment of people and the economic prosperity that it brings.

© Natural England 2010

ISBN 978-1-84754-215-1

Catalogue Code: NE301

www.naturalengland.org.uk

Natural England publications are available as accessible pdfs from: www.naturalengland.org.uk/publications

Should an alternative format of this publication be required, please contact our enquiries line for more information: 0845 600 3078 or email enquiries@naturalengland.org.uk

MELBOURN PARISH COUNCIL
Maintenance Committee meeting : 18 August 2022

MA073 22a) Email decision : Maydencroft payment

8 August 2022

Thanks for the responses to this email decision. There is a clear majority in favour of the proposal to make payment of 30% of the approved contractor's quote as set out below.

That the invoice from Maydencroft (the contractor appointed to replace the boardwalk at Stockbridge Meadow) in respect of materials and site set-up costs in the sum of £19,209 + VAT (representing 30% of the total value of the project being £64,030 + VAT) is approved for payment.

In favour	Cllrs Hart, Davey, Clark, Wilson, Travis, Kilmurray, Barnes.
Against	
Abstain	

Maydencroft Limited
Maydencroft Manor
Gosmore
Hitchin
Hertfordshire
SG4 7QA

VAT Reg No: 914 6695 00

MAYDENCROFT

Head Office: 01462 420851
accounts@maydencroft.co.uk | www.maydencroft.co.uk

PROFORMA

Melbourn Parish Council Melbourn Community Hub 30 High Street Melbourn SG8 6DZ VAT Reg No:

Invoice No.	15476
Invoice/Tax Date	04/08/2022
Cust. Order No.	Stockbridge Meadows
Account No.	MEL002

Details	£ Net	% VAT	£ VAT
30% initial mobilisation invoice for the works as agreed on Quote Supplied	19,209.00	20.00	3,841.80

BACS/Cheques payable to: Maydencroft Limited	
Bank Name: Handelsbanken	Currency: GBP
Account No: 50073886	Sort Code: 40-51-62
IBAN: GB15HAND40516250073886	SWIFT: HANDGB22
Payment terms: IMMEDIATE	
Remittance advices to: accounts@maydencroft.co.uk	

£ Total Net	19,209.00
£ Total VAT	3,841.80
£ Invoice Total	23,050.80

Revised Costs – Rev 1

2nd August 2022

REF	DESCRIPTION	QTY	UNIT	RATE (£)	PRICE (£)
0.0	<p>RAMs</p> <p>Provision of full health and safety risk assessments and method statement</p>	1	Item	-	250
1	<p>Site set up & maintain</p> <p>Establishment of compound, welfare facilities, delivery of machinery to and from site</p> <p>Please note this also allows for the maintaining of welfare and site safety measures</p>	6	Weeks	275	1,650
2	<p>Demolition and disposal of existing boardwalk</p> <p>Works will be carried out with the use of a 3 ton excavator, wheeled 3 ton dumper and handtools.</p> <p>All arisings will be transported to the compound and then loaded into a 50m3 skip which will then be taken to a certified recycling facility.</p>	1	Item	-	5,550
3.2	<p>Installation of new boardwalk – shown below in Boardwalk in plastic</p> <p>Construction of new boardwalk (circa 50 linear meters)</p> <p>With one passing / viewing area and a wider 5m x 5m final platform</p> <p>Handrails will be installed at the passing place and the viewing deck as detailed on page 2 <u>Hand rail sections are to measure (in Orange on image) circa 30 linear meters in total.</u></p> <p>No grip strips will be present but the decking boards themselves have groove which whip the water away</p>	1	Item	-	56,200
5	<p>Site reinstatement</p> <p>Following completion of works all affected ground will be made good, grass seed sown and ruts levelled.</p>	1	Item	-	380
SUBTOTAL					64,030
VAT @ 20%					12,806
TOTAL					76,836



Revised Costs – Rev 1

2nd August 2022

REF	DESCRIPTION	QTY	UNIT	RATE (£)	PRICE (£)
0.0	<p>RAMs</p> <p>Provision of full health and safety risk assessments and method statement</p>	1	Item	-	250
1	<p>Site set up & maintain</p> <p>Establishment of compound, welfare facilities, delivery of machinery to and from site</p> <p>Please note this also allows for the maintaining of welfare and site safety measures</p>	6	Weeks	275	1,650
2	<p>Demolition and disposal of existing boardwalk</p> <p>Works will be carried out with the use of a 3 ton excavator, wheeled 3 ton dumper and handtools.</p> <p>All arisings will be transported to the compound and then loaded into a 50m3 skip which will then be taken to a certified recycling facility.</p>	1	Item	-	5,550
3.2	<p>Installation of new boardwalk – shown below in Boardwalk in plastic</p> <p>Construction of new boardwalk (circa 50 linear meters)</p> <p>With one passing / viewing area and a wider 5m x 5m final platform</p> <p>Handrails will be installed at the passing place and the viewing deck as detailed on page 2 <u>Hand rail sections are to measure (in Orange on image) circa 30 linear meters in total.</u></p> <p>No grip strips will be present but the decking boards themselves have groove which whip the water away</p>	1	Item	-	56,200
5	<p>Site reinstatement</p> <p>Following completion of works all affected ground will be made good, grass seed sown and ruts levelled.</p>	1	Item	-	380
SUBTOTAL					64,030
VAT @ 20%					12,806
TOTAL					76,836



MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	12/7/22	20/7/22	27/7/22	1/8/22	
Village Car Park	12/7/22	19/7/22	27/7/22	1/8/22	
War Memorial	11/7/22	19/7/22	27/7/22	1/8/22	
Littlehands and Access Way	11/7/22	19/7/22	27/7/22	1/8/22	
New Rec. Ground	11/7/22	20/7/22	27/7/22	2/8/22	
Clear Cres. Play Park	11/7/22	20/7/22	27/7/22	2/8/22	
Orchard Road Cemetery	11/7/22	19/7/22	27/7/22	1/8/22	
New Road C/metry	11/7/22	19/7/22	27/7/22	1/8/22	
Old Recreation Ground	12/7/22		28/7/22		
Pavilion	12/7/22		27/7/22		
Stockbridge M.	12/7/22		28/7/22		
Worcester Way	12/7/22		28/7/22		
BMX Site (Summer & only if open)	12/7/22		27/7/22		

MELBOURN PARISH COUNCIL

Monthly Checking Record

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	12/7/22			
All Saints' C/Yard	12/7/22			
Jubilee Orchard	12/7/22			
Fire Engine Shed				2/8/22
Armingford Cres.				2/8/22
Beechwood Avenue		19/7/22		
Chalkhill Barrow		19/7/22		
Elm Way		19/7/22		
Millennium Copse		19/7/22		

MELBOURN PARISH COUNCIL

Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	12/7/22 19/7/22 27/7/22 1/8/22			
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
21/07/2022	Orchard Road cemetery	Young people in cemetery smoking weed	Various			One resident reported feeling intimidated when visiting his son's grave. Another resident reported young men hanging around smoking weed inside the cemetery.
27/07/2022	Container on the New Rec	Reports of young people climbing on the container. Apparently banging an old goal post against the container - very noisy.	Various residents			Discussed with wardens - consider applying anti climb paint. Metal pole has been removed
15/08/2022	PC Lynch called in to the office. Nothing major to report.	CL requested further coffee with cop. To be arranged.				



QUOTE

Melbourn Parish Council

Date 26 Jul 2022	Argenta Tree Surveys Limited
Expiry 31 Mar 2023	Attention: Ian Lorman 11 East Road Isleham ELY Cambridgeshire CB7 5SN GBR
Quote Number QU-0804	
Reference Orchard Rd Cem	
VAT Number 335731700	

Orchard Road Cemetery, Melbourn

Undertake tree health & safety inspection and provide report with tree location to specification

Description	Quantity	Unit Price	VAT	Amount GBP
Orchard Road Cemetery, Melbourn: Provision of zoned tree health & safety report (valid for between 2 and 6 years - depending on risk zone). Trees plotted on digital maps using GPS. Technique: Visual Tree Assessment from ground level using no invasive equipment. Baseline survey (all trees / groups of trees >= 75mm trunk diameter @ 1.3m above ground level). Subsequent re-survey of tree zones in future years at costs to be advised in future upon request	1.00	375.00	20%	375.00
Supply OS Vectormap digital base map with 12 month licence (at cost) 2km2	1.00	29.90	20%	29.90
			Subtotal	404.90
			TOTAL VAT 20%	80.98
			TOTAL GBP	485.88

Terms

Advice and work in addition to the above is charged at a rate of £70.00 per hour in 15 minute increments of £17.50. If access to a site is unavailable on the day arranged a charge of £150.00 applies. Argenta Tree Surveys is not responsible for vegetation clearance to obtain site access. If the site is overgrown it shall be the responsibility of the client to arrange clearance before the date of the tree survey. Price quoted does not include arboricultural method statements or discharge of planning conditions unless explicitly stated. Reports are provided in electronic format (e.g. PDF) and submitted by email.

Website: www.argentatreesurveys.co.uk
email: info@argentatreesurveys.co.uk
Mobile: 07766 379251
Landline: 01480 435155

E. & O. E.

MELBOURN PARISH COUNCIL

Maintenance Committee meeting : 18 August 2022

MA076 22a) Recycling bin prices

Examples of prices for public recycling bins

<https://kbsdepot.com/online-shop/Coastal-196lt-Litter-and-recycling-bins-DOUBLE-UNIT-p297834206>



Coastal 196lt Litter and recycling bins (DOUBLE UNIT)

Store / Litter Bins and Dog Bins / Litter bins

SKU RLA/6S - 6T

£706.00

All prices include Shipping to mainland UK only. Please contact us for prices to other areas before placing your order. VAT is added at checkout. Quantity discounts are shown below and applied at checkout

Bulk pricing available for quantities of 2 units or more

<https://www.bin-shop.co.uk/recycling-bins/external-recycling-bins/double-never-rust-recycling-bin-224-litre>



Double Never Rust Recycling Bin - 224 Litre

Product Code: BS-WY-NR2R

£539.99 ex VAT

£647.99 inc VAT

UK Mainland Delivery: £29.50 + VAT

(Exclusions apply - see Delivery Information)

Delivery: 18-20 weeks

[Delivery Information](#)

Available Options (prices ex VAT)

Bin Finish & Colour: *

Choose the Lock Type: *

Recycling Waste Stream: *

Recycling Waste Stream: *

Optional Ground Fixings:

<https://uk.glasdon.com/recycling-bins/outdoor-recycling-bins/nexus-evolution-city-recycling-bins/nexus-evolution-city-duo-recycling-bin>



 You may also be interested in...

£495.46
excluding VAT
£594.55 inc. VAT
Includes free delivery*

i If you place an order online we will contact you w confirming your option selection before progressing y non-standard graphic options, please **contact us** toda

Quantity: 1 BI

Fixing Options: Le

Right Compartment - Aperture Style & Colour : Le

Right Compartment - Front Body Sticker: Le

No permission required from Highways to install bin.

South Cambs do not currently have a recycling procedure in place; however this is something they are looking at trialling in the near future. They have asked if MPC would like to be involved in a trial.



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Claire Littlewood
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

July 20th 2022

Dear Claire

As discussed, here are a couple of quotes following our meeting

1. Move goals on the rec accordingly, one pitch spin goals round on one post, second pitch completely move goals over to agreed spot
Total £390.00 x Vat
2. Stockbridge meadows, widen the paths on the areas needing it, by another mower width as discussed
Total £50.00 extra per cut of the paths
3. Elm Way, various as per request
Total £620.00 x Vat
4. As agreed today water goal mouths twice a week **£50.00 x Vat** per time Should you have any questions please do not hesitate to contact me
5. Yearly price for cutting the grass on the new estate down the moor, as we discussed
Total £1800.00 x Vat

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
30 High Street, Melbourn
Royston
SG8 6DZ

Date Sent: 18/07/2022

Quote information

Account No: 143
Quote No: 4019
Surveyor: James Cantle
Site Ref No: 6951
Order No:

Quotation

Site Address Elm Way, Elm Way, Melbourn, SG8 6UH

Item No	Item	Work Description	Value
	Mixed self sets	Fell to ground level Elder and various self sets and cut back by 2m with flail to clear road/pathway Crown raise mature trees adjacent to houses	£200.00
	Pathway	Clear pathway of elders - fell to ground level	£70.00
	Greengage	Sever ivy at base of trees	£65.00

Total Value: £335.00
Vat(20%): £67.00
Total Inc Vat: £402.00

Shire Trees Limited

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



Shelford Tree Service Ltd

8 Rectors Cottage, Fowlmere, Royston, SG8 7SJ

Tel: 01763 208361 Mobile: 07743 406569

19/07/22

Quotation 1868

Melbourn Parish Council

Point of Contact – Parish Clerk – Claire Littlewood

Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Scope of Work:

2 Ash Grove (cnr Beechwood Avenue):

- X1 Silver Maple – To be removed to near ground level
- Stump to be ground to below ground level
- Removal of waste

Cost of Work:

- | | |
|----------------|--------------|
| • Sub Total | £850 |
| • VAT | £170 |
| • Total | £1020 |

I can confirm this quote is valid for three months, from the date of this letter, and should be read in conjunction with our standard terms of business which are available on our website.

We look forward to hearing from you.

Jonathan Record



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

Date Sent: 25/07/2022

Quote information

Account No: 143
Quote No: 4033
Surveyor: James Cantle
Site Ref No: 6959
Order No:

Quotation

Site Address Beechwood Avenue , Ash Grove , Melbourn, SG8 6BJ

Item No	Item	Work Description	Value
	Silver maple	Fell to ground level and remove all arisings (does not include stump removal)	£790.00
	Stump	Grind stump below ground level. Cost includes removing debris and leaving area flat	£350.00

Total Value: £1,140.00
Vat(20%): £228.00
Total Inc Vat: £1,368.00

Shire Trees Limited

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

From: [John Travis](#)
To: [Parish Clerk](#)
Cc: [Assistant Clerk](#)
Subject: Re: Quotes for pitches
Date: 27 July 2022 17:40:30
Importance: High

Hi Claire,

I hereby authorise this work to be funded as you suggest with retrospective approval at the next Maintenance Meeting.

Thanks,

John

On 27 Jul 2022, at 14:59, Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Hi John

Justin has sent in a quote covering various jobs including the work to the pitches:

1	Moving the goals on the rec	£390 + VAT
4	Watering the newly seeded areas X 2 per week	£50 + VAT

As discussed, there is no budget specifically for this but we do have £1,000 in the 'Playground – tree work/edging' budget line that could be used. The main tree budget is fairly generous this year so hopefully we can keep overall tree spending within budget.

As this quote is under the £500 threshold, you could authorise the work and I'll agenda an item to seek retrospective approval at the next Maintenance meeting.

Many thanks
Claire

Claire Littlewood
Parish Clerk

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

Tel (01763) 263303 option 3



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Claire Littlewood
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

July 20th 2022

Dear Claire

As discussed, here are a couple of quotes following our meeting

Move goals on the rec accordingly, one pitch spin goals round on one post,
second pitch completely move goals over to agreed spot
Total £390.00 x Vat

Stockbridge meadows, widen the paths on the areas needing it, by another
mower width as discussed
Total £50.00 extra per cut of the paths

Elm Way, various as per request
Total £620.00 x Vat

As agreed today water goal mouths twice a week **£50.00 x Vat** per time
Should you have any questions please do not hesitate to contact me

Any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

MELBOURN PARISH COUNCIL

Maintenance Committee Meeting : 18 August 2022

MAMA076 22f) Repairs to bench on Norgetts Lane

Quotes to repair:

1 Estimate from cover wardens to repair bench on Norgetts Lane:

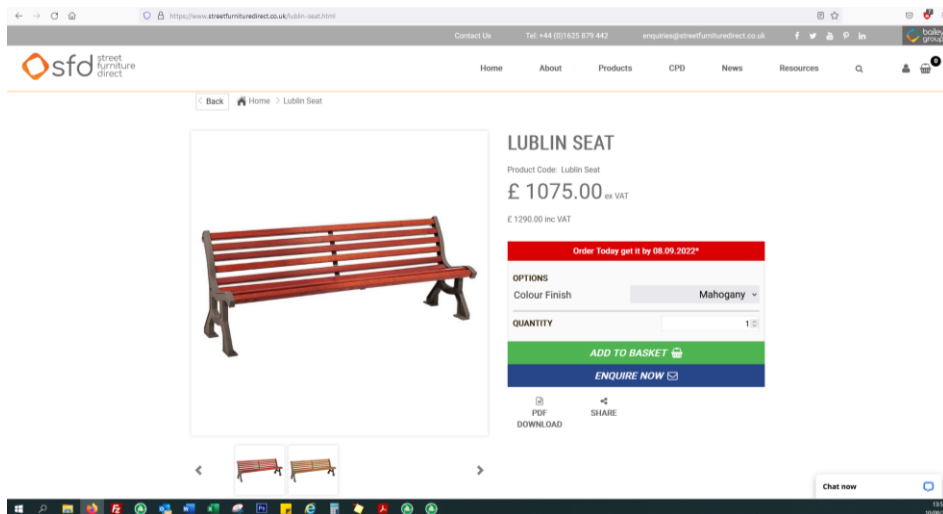
The cost of the 9 lengths of hard wood for the park bench is £ 254 plus the bolts and decorating materials.

Plus time for making the repair.

Probably looking at £400 for labour and materials

2 Barley Maintenance to repair (labour and materials) is attached : £726 + VAT - attached

Cost of replacement bench (metal frame with oak slats) (6.5'):



The screenshot shows a web browser displaying the product page for a 'LUBLIN SEAT' on the website 'street furniture direct'. The page includes a navigation menu with links for Home, About, Products, CPD, News, and Resources. The main content area features a large image of a wooden bench with a metal frame. To the right of the image, the product name 'LUBLIN SEAT' is displayed, along with the product code 'Lublin Seat', the price '£ 1075.00 ex VAT', and a note '£ 1290.00 inc VAT'. A red banner indicates 'Order Today get it by 08.09.2022*'. Below this, there are options for 'Colour Finish' set to 'Mahogany' and a 'QUANTITY' field set to '1'. Two buttons are present: a green 'ADD TO BASKET' button and a blue 'ENQUIRE NOW' button. At the bottom of the product section, there are links for 'PDF DOWNLOAD' and 'SHARE'. A 'Chat now' button is located in the bottom right corner of the page. The Windows taskbar is visible at the bottom of the screenshot.

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 QT1151
 Date 01/07/2022
 Our Ref. BENCH.
 Cust Ref. BENCH.
 Terms COMPLETION.

Description	Amount
TO: REPLACE ROTTED OUT SLATS/PREP AND REPAINT IRON FRAME WORK.	
X5 8FT TIMBER SLATS IN (SAPELE HARD WOOD.)	£175.80
X1 8FT TIMBER SLAT IN (SAPELE HARD WOOD.)	£120.00
HAMMERED BLACK PAINT FOR FRAME:	£22.50
SUNDRIES:	£28.50
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 £726.80 VAT £145.36 Total £872.16

MA076/22e) Anti-graffiti pint

Anti-Graffiti paint : <https://shop.stormflame.com/anti-graffiti-coating---easy-on-215-c.asp>

2.25 ltr : £190.40 + VAT

4.5 ltr : £357.01 + VAT



Product Details

Add to Cart

Anti Graffiti Coating - Easy On (2.25 Ltr)

Easy-On Permanent Anti-Graffiti Coating | Can be used on most surfaces | One coat resists graffiti for up to 20 years | Clean off graffiti safely and easily with mild detergents.

£190.40 £158.67 ex. VAT



Product Details

Add to Cart

Anti Graffiti Coating - Easy On (4.5 Ltr)

Easy-On Permanent Anti-Graffiti Coating | Can be used on most surfaces | One coat resists graffiti for up to 20 years | Clean off graffiti safely and easily with mild detergents.

£357.01 £297.51 ex. VAT

<https://www.rawlinspaints.com/home/safety-security-paint/anti-graffiti-paints/255-coo-var-p101-anti-graffiti-coating.html>



Coo-Var P101 Anti-Graffiti Coating

Reference 205/P101/1 Brand Coo-Var
1 review

Coo-Var P101 is a two pack, clear aliphatic polyurethane coating which provides a highly graffiti-resistant finish inside or outside with B.S. Flame Spread Rating.

Product features

- Used as clear sealer for porous surfaces prior to the application of Coo-Var GP101 Graffiti & Flooding Protection System.
- Coo-Var P101 is used in areas of high hygiene, chemical contact and surfaces subject to graffiti attack.
- Ideal for bridges, statues, walls, toilets and more.
- Can be used over compatible water based paints to provide a glaze over a colour.
- Not for use over conventional solvent based paints.
- Professional use only

Coverage Calculator | More Information

Colour ?

Clear

Size

1KG

Finish

Gloss

£38.91

£46.70 Incl. VAT

1kg - £38.91 + VAT

Coo-Var P101 Anti-Graffiti Coating

Reference 205/P101/1 Brand Coo-Var
1 review

Coo-Var P101 is a two pack, clear aliphatic polyurethane coating which provides a highly graffiti-resistant finish inside or outside with B.S. Flame Spread Rating.

Product features

- Used as clear sealer for porous surfaces prior to the application of Coo-Var GP101 Graffiti & Flooding Protection System.
- Coo-Var P101 is used in areas of high hygiene, chemical contact and surfaces subject to graffiti attack.
- Ideal for bridges, statues, walls, toilets and more.
- Can be used over compatible water based paints to provide a glaze over a colour.
- Not for use over conventional solvent based paints.
- Professional use only

Coverage Calculator | More Information

Colour ?

Clear

Size

5KG

Finish

Gloss

£169.88

£203.85 Incl. VAT

5kg - £169.88 + VAT



QUOTE

H2O GAS HEATING AND PLUMBING SERVICES LTD

76, Redwing Rise

Royston, Herts

SG8 7XE

01763248283

h2oplumbers@outlook.com

h2oplumbers.info

VAT: 76654760 Reg: 04830943

ADDRESSED TO

Melbourn Village Hub

30 High Street Melbourn SG8 6DZ

SG8 6DZ

Quote # **2021126**

Quote Date **Jul 21, 2022**

JOB ADDRESS

The Pavilion, The Moor

Melbourn

SG8 6ED

DESCRIPTION	UNITS	UNIT PRICE	VAT	AMOUNT (GBP)
To supply and fit two de-stratification pumps connected to the two hot water cylinders. Fitted with a separate timer	1.00	£840.00	£168.00	£1,008.00
To replace expansion vessel for cylinder. Replacement TMV under sink. To replace four pairs of flexi tap connectors changed to copper tails. (The individual cost of replacing the flexi tails to copper ones would be £45)	1.00	£490.00	£98.00	£588.00
Total excl. VAT				£1,330.00
VAT Total				£266.00
Total				£1,596.00

Unit 20 South Cambridge Business Park,
Sawston, Cambridge CB22 3JH
Telephone: 01223 833426 Fax: 01223 835097
sales@shelfordheating.co.uk
www.shelfordheating.co.uk



More than just a service

heating plumbing renewables electrical

MELBOURN PARISH COUNCIL
THE PAVILLON
THE MOOR
MELBOURN
HERTFORDSHIRE

SG8-6ED

09/08/2022

Account No.: 32603

Quotation No.: Q04116 - Small Works

Quote Type: SMALL WORKS (ESTIMATED)

Property: THE PAVILLON, THE MOOR, MELBOURN, HERTFORDSHIRE, SG8-6ED

Dear Sir/Madam

Following our recent visit, we would like to advise you of the potential costs associated with the remedial works that are required and as detailed on our engineers visit. We highlight below the intended works which we trust has been interpreted correctly. If you require further clarity or advice, please do not hesitate to call us on 01223 833426 or email your query to sales@shelfordheating.co.uk and we will do all that we can to assist you further.

The Budget cost as follows will be fully calculated by the time expended on site by our Representatives and the Associated Parts purchased or utilised from our Stock holding which may decrease as we generally are cautious in presentation of our time and material allowances, however it can also have the negative effect especially if a situation arises that was not evident at the initial survey stage.

On completion you will be requested to confirm the time taken whilst on the job, and also for the materials used, this report will be forwarded with the invoice. In some circumstances additional time may need to be added to the physical time on the job to reflect returning and disposing of waste contaminants – an example of this would be the transfer of waste oil to a holding container for collection by our contractors.

Summary of Quoted Works:

- **Cost Breakdown**
- 25L Expansion vessel @ £81.65 +VAT
- 2no. Destratification Pump @ £2091.05 +VAT
- TMV in Boys WC @ £137.73 +VAT
- Copper Tails to Disabled WC @ £185.28 +VAT
- Remaining £145.33 +VAT is for Draining, Refilling and Testing System.



More than just a service

heating plumbing renewables electrical

- **Summary Introduction, Important Information, Site Set Up, Supervision & Waste including Approved Sub Contractors**
- We have included within our costs to undertake elements as described below in relation to the site set up, supervision and management, waste removal, disconnection and removal of redundant plant and equipment. Specialist plant such as scaffold systems, access platforms, and Hiab cranes are excluded unless detailed below. In certain circumstances due to time restraint's in preparing our costs we may include budget costs which will be highlighted as a Provisional Sum and as such may increase or decrease subject to the charges being applied by our contractors.
- Carry Our Daily Site Supervision Tasks.
- To Drain Down Hot Water System to Enable Works Associated with to be Completed.
- To Drain Down Cold-Water System to Enable Works Associated with to be Completed.
- **Cylinders, Immersion Heaters & Associated fittings**
- 1NO. 24ltr Potable Expansion Vessel.
- **Sanitaryware & Bathroom Installation**
- 1NO. Bristan copper tap tails (Pair) to replace braided hoses in Disabled WC.
- **Copper pipe Services & Associated Fittings**
- 1no. 15, 22mm Copper Pipework.
- **Xpress Fittings**
- 1no. Selection of Xpress Hydraulic Press Fit Fittings for installation of Plumbing and Heating - a Heat Free System for Jointing Copper Pipework.
- **System Controls, Circulating Pump, Valves & Expansion Vessels**
- Complete the Electrical Wiring of Destratification Pump & Associated Works Ensuring Compliance with Building Regulations & Electrical Regulations.
- 4No. Pump Valve 22mm X 1.1/2" Gate Type.
- 2No. Grundfos Ups 15-50N B Rated Destratification Pump.
- 1No. Eph R27-Rf 2 Channel Rf Programmer for Destratification pumps.
- **Valves**
- 1no. Altecnic Tmv3 Therm Mixing Valve 15mm in Boys WC.
- 4no. Full Bore Isolating Valve 15mm Chrome.
- 4no. 22mm Single Check Valve Brass for Destratification Pump circuit.

Unit 20 South Cambridge Business Park,
Sawston, Cambridge CB22 3JH
Telephone: 01223 833426 Fax: 01223 835097
sales@shelfordheating.co.uk
www.shelfordheating.co.uk



More than just a service

heating plumbing renewables electrical

- **Pipe Insulation & Clips**
- 8no. Brass Munsen Ring No47 22X10mm.
- 8no. Brass Backplate Female 10mm.
- 1no. M10 Threaded Rod (1 Metre Length).
- Commissioning, Certification & Warranties
- Fill & Vent Hot & Cold-Water Systems & Test for Soundness & Operation.

The BUDGET cost of the installation as per our schedule is **£2,641.04** (Excluding VAT) and including all parts and labour.

VAT is calculated at 20% and this amount is **£528.21**

The Total Works including VAT is **£3,169.25**

We very much hope that you will wish to proceed with the proposed alterations and, if should you wish to proceed, simply refer to the information provided on the accompanying form entitled 'Payment Options and Acceptance Details' which is at the end of this letter.

Please also see below some important additional information relating to this Budget Costing.

If you would like any further information or assistance, please contact us and we will assist your enquiry.

Yours sincerely

Sam Wilson - Installation & Technical Manager
sam.wilson@shelfordheating.co.uk

Unit 20 South Cambridge Business Park,
Sawston, Cambridge CB22 3JH
Telephone: 01223 833426 Fax: 01223 835097
sales@shelfordheating.co.uk
www.shelfordheating.co.uk



More than just a service

heating plumbing renewables electrical

Our Standard Terms of Contract

- Our Full Terms and Conditions are available on request, or alternatively on our web site which can be viewed at shelfordheating.co.uk
- The components we install are fully guaranteed for a Minimum 12 months from installation.
- Failure of components within warranty as a result of issues associated with Water Contamination/Sign of Damage after installation is not covered. All faulty goods are returned to our suppliers for confirmation.
- We remove all existing redundant waste materials from site and dispose using registered waste carrier, in the case of waste Fuel/ Contaminated Fuel/ Fuel Hoses and Filters these are disposed environmentally. Electrical components and faulty parts outside of warranty are not removed from site, this can be undertaken following a successful 14-day period of fault free operation.
- If any asbestos product is found either before or during the installation works, we will advise you of such, but as we are not licensed to remove this product, we will not be held responsible for the removal or associated costs.
- We Supply and Install appropriate copper pipe-work (or similar) and solder type fittings including all necessary adaptations when Installing Heating, Plumbing and Gas Services.
- In difficult access areas and roof voids we will only use pipe and fittings which negate the need for naked flame and heat, subject to Risk assessment completed during the work.
- We endeavour to include for all works envisaged, however there are times when unforeseen items need rectifying to ensure compliance and were not evident at survey stage. We therefore reserve the right to charge accordingly any additional works.
- Please note that we cannot be held responsible for existing radiators; controls; hot water cylinders/tanks that we have not taken to replace within the scope of works. Any works necessary will be charged in addition to the contract.
- Our costs are based upon today's date, Parts are continually changing on a daily basis, and as such it is very difficult to fix our costs for small works issues, if the works are completed, we will charge based on Materials and Labour expended on that visit.
- Our Quotations are Inclusive of VAT @ 20% for works at standard VAT, all works relating to renewable energy will be VAT rated at 5%. (HMRC rules will always be applied)
- You Must Notify us in writing of any concerns associated with our Work or Billing within 14-days,
- We reserve the right to charge for late payments as per our Full Terms and Conditions of Sale.
- All Power flushing works will require a disclaimer document to be completed.
- By agreeing to this contract, you have read and understood our terms and conditions of Business which are available online on our web site, or that can be issued by letter.
- By agreeing to this contract, you have read and understood our terms and conditions of Business which are available online on our web site, or that can be issued by letter.
- **The above does not affect your statutory rights.**

Unit 20 South Cambridge Business Park,
Sawston, Cambridge CB22 3JH
Telephone: 01223 833426 Fax: 01223 835097
sales@shelfordheating.co.uk
www.shelfordheating.co.uk



More than just a service

heating plumbing renewables electrical

Payment Options and Acceptance Details

On receipt of your completed acceptance (and deposit if stated below), we will assign an installation team/service technician to carry out your alterations and then contact you with a date of commencement. If necessary, we may also arrange an interim visit to confirm our work schedule.

Deposits are taken generally when special items are ordered that entail restocking charges if the works are to be cancelled by you or when the value of the programmed works exceed £1000.00.

Your deposit may be paid by cheque and returned to us with your acceptance slip, or you may prefer to telephone us and make your deposit payment using your debit card

Payment of the balance can then be made either by cheque/debit card/or direct to our Bank Account within 14 days.

For your Information the Breakdown between Materials and Labour is as Follows

Materials = £1,163.09 Plus Vat
Labour = £1,477.95 Plus Vat

25% Deposit If Applicable	£792.31
Balance payable within 14 days of invoice	£2,376.94
Total payable	£3,169.25

Check list

Complete the acceptance slip
Enclose the deposit payment made payable to **Shelford Heating Ltd** or Transfer Payment by direct Bank Transfer to Account No.: 26654060 Sort Code: 30-64-79
Or telephone 01223 833426 with your Debit card details, Quotation number and Customer account number. The Maximum value taken on any payment for a single invoice is £250.00 which has been limited due to the high charges associated with credit card payments.

Unit 20 South Cambridge Business Park,
Sawston, Cambridge CB22 3JH
Telephone: 01223 833426 Fax: 01223 835097
sales@shelfordheating.co.uk
www.shelfordheating.co.uk



More than just a service

heating plumbing renewables electrical

Acceptance

Account No.: 32603

Quotation No.: Q04116 - Small Works

Property: THE PAVILLON, THE MOOR, MELBOURN, HERTFORDSHIRE, SG8-6ED

MELBOURN PARISH COUNCIL
THE PAVILLON
THE MOOR
MELBOURN
HERTFORDSHIRE

SG8-6ED

Deposit of £792.31

Cheque

I enclose my Cheque Payment

Debit/Credit Card

I will contact you to make payment by Card

Bank Transfer

I have transferred Payment Direct to your Bank Account

Sign..... Date:

MELBOURN PARISH COUNCIL

Maintenance Committee Meeting : 18 August 2022

MA078/22a) Pavilion remedial works

Summary of legionella works needed in Pavilion:

Cylinders aren't reaching 60c when tested - both plumbers who came out for quote suggested speaking to electrician to look at thermostat (on going)

Legionella Awareness Training is required for staff - SM is attending a training session in September

Remedial works:

- 1) The work to replace the faulty expansion vessel is essential. (Highest priority)
- 2) TMV installed under sink in toilets to comply with minimum distance requirements (a TMV cannot be more than 1m from outlet) (second priority)
- 3) Destratification pump on both cylinders – Consider fitting destrat pumps to calorifiers to avoid tepid water in the base of each cylinder as there is no return on the hot water system (joint second priority – would be good to do if there is the budget for it)
- 4) Flexi tails to be replaced by copper tails– not essential, a recommendation because it has been found twisted flexi-hoses could encourage growth of legionella (some sinks aren't very twisted where there are about 4 that are.) (Lowest priority)
- 5) Annual servicing on TMVs. Shelford heating do not carry out this service. Quote from 4iwater obtained. It is recommended we do this annually (second quoted requested -discuss at next meeting) *RH.79a - Where integral, inspect, clean, descale and disinfect any strainers or filters associated with TMVs. To maintain protection against scald risk, TMVs require regular routine maintenance carried out by competent persons in accordance with the manufacturer's instructions. There is further information in paragraphs 2.152–2.168 of HSG274 Part 2.*

H2O's quote:

To supply and fit two de-stratification pumps connected to the two hot water cylinders. Fitted with a separate timer	Net: £840.00	20% VAT £168	Total: £1,008.00
To replace expansion vessel for cylinder. Replacement TMV under sink. To replace four pairs of flexi tap connectors changed to copper tails. (The individual cost of replacing the flexi tails to copper ones would be £45)	Net: £310 (incl TMV) £180	20% VAT £98	Total: £588.00
As for the servicing of the TMVs, I'm not aware of any that need servicing and that you could change or purchase individual parts of them, they are all sealed units so if there are any faults with them then the whole unit would be changed. I guess as maintenance you could test the temperatures each year and clean/check the filters but if there were any problems with them it would mean changing the valve. Cost of this check would be a couple of hrs £130 plus vat and then if there were any problems that would be extra			

Shelford Heating quote:

Summary of Quoted Works:

- Cost Breakdown
- 25L Expansion vessel @ £81.65 +VAT
- 2no. Destratification Pump @ £2091.05 +VAT
- TMV in Boys WC @ £137.73 +VAT
- Copper Tails to Disabled WC @ £185.28 +VAT
- Remaining £145.33 +VAT is for Draining, Refilling and Testing System. (this will be added on to any work carried out by Shelford)

**POLICY and PROCEDURE: APPOINTMENT and MANAGEMENT
of CONTRACTORS**

PURPOSE: To ensure contractors are selected such that the work they carry out is performed safely, effectively and offers good value to the public purse

SCOPE: Contractors to ~~the~~ Melbourn Parish Council

Definition: A contractor is anyone Melbourn Parish Council asks to do work for them that is not an employee. This definition includes service providers.

Melbourn Parish Council and the contractor both have responsibilities under the Health and Safety Act 1974. The Council and the contractor must take the right precautions to reduce the risks of workplace dangers to employees and the public. This is a joint responsibility. **See notes for guidance under Appendix A.**

POLICY:**1. Principles**

- 1.1 We, ~~the~~ Melbourn Parish Council, will appoint contractors based on a transparent process that allows a clear comparison to be made between the options available.
- 1.2 Contract price will not be the overriding factor in choosing a contractor. Competence, reliability, safety record, clarity of method, quality of supervision, management, staff training and best value will also be taken into consideration.
- 1.3 ~~J~~All jobs to be carried out by contract will normally require the Clerk to supply a job specification, detailing the work to be carried out. This will include both the tasks required but also any predefined aspects of delivery, such as safety considerations or methods of work.
- 1.4 In certain special circumstances an upfront specification will be substituted by a general outline of requirements against which contract proposals will be invited. Such circumstances arise where the job to be undertaken will significantly benefit from the knowledge and expertise of specialist suppliers. An example would be a quotation for play park equipment.
- 1.54 Three contractors will normally be required to quote for each contract job. Depending on the contract value and circumstances, for example where very specialist services are required, it may not be possible or necessary to obtain three quotations. If this situation arises the Clerk will bring the issue to Full Council for resolution and, where justified, fewer quotations can be considered and accepted following council consent.
- 1.65 Quotations from contractors must include a safety method statement, a work method statement and job supervision plan and details of professional liability

insurance. This will require the contractor to complete a Contractor Competency Form.

1.76 A Risk Assessment must be carried out and supplied. ~~for each job.~~

1.87 The Clerk will monitor contract work and report to the Council at least annually as part of the Governance process. Contracts will comply with all Financial Regulations that apply to the Melbourn Parish Council

1.9 Policy Principles 1.3, 1.4, 1.5 1.6. 1.7 and 1.8 will always be applied to major contracts, particularly those involving significant financial outlay or those covering lengthy periods of time, for example grounds maintenance contracts. In all such cases the following procedure (2) below should be followed in outline.

1.10 Further to consultation with the Chair of the Maintenance Committee and/or Full Council the Clerk may omit procedure (2) in the case of short term, minor or repetitive contract works. An important factor in assessment of less significant contracts is past history and knowledge of the contractors quoting for work, for example contractors quoting for tree surgery works where companies have been previously employed on multiple occasions.

PROCEDURE:

2. STEPS TO BE TAKEN

2.1 **Identify the job and work requirements** ^[1]~~[SEP]~~ Before embarking on a new contract the Clerk will verify that approved funds are available to meet the likely costs. Assuming funds are available the Melbourn Parish Council, through the Clerk will -

- **Create a Job Specification** that clearly identifies all aspects of the work wanted from the contractor. In addition to the work content, the Job Specification must include (a) the health and safety implications of the job, (b) any appropriate terms and conditions, (c) the level of risk, depending on the nature and complexity of the work. The Clerk should carry out an outline risk assessment at this stage with respect to any resulting risks to council employees and the public.
- **Seek out potential contract partners** - The Council, through the Clerk, will provide potential contractors with Job Specification information package and make sure that they know and understand the service expected of them.
- **Determine the selection criteria** - The Clerk will identify the evaluation criteria needed for a successful tender.

2.2 **Select a suitable contractor** – Melbourn Parish Council, through the Clerk, will satisfy themselves that the contractor they choose can do the job safely, without risks to health and at a cost acceptable to the public purse. The Clerk will enquire and evaluate on the Council's behalf the competency of each contractor and their combination of skills and knowledge. Where a contract value is likely to exceed £3000, **three** contractors will be required to quote for each job. Where the contract value is likely to fall below this figure the Clerk should strive to obtain three quotations. In all circumstances where three quotations prove impossible, the Clerk will always bring the issue to Full Council for resolution and/or approval.

Note: It is very important that questions answered or clarifications offered with respect individual contractors during the tendering stage are formally recorded. Where such matters result in a material change they must be shared with all competing contractors.

The degree of competence required will depend on the work and complexity of the job. All potential contractors will complete the Contractor Quotation Competency Form that is part of this document. The Clerk will use the evaluation criteria from 2.1 above to compare contractors based on the combined evidence of quoted price, all information supplied including the Competency Form, awarding contracts accordingly.

Some other factors that should be considered: -

- *For contractors offered repeat work of a similar kind, or where the contract lasts over a protracted period, the need for a Contractor Competency Form may be waived with the Clerk's agreement*
- *For large contracts the Parish Council needs to be aware of the Construction Design and Management Regulations (CDM)*
- *As appropriate, the Job Specification should require the contractors guarantee, warrantee and test certificates (for example with the electrical installations)*

2.3 **Review and if needed re-assess the risks of the work** - Both the Council and the Contractor will think about the planned work:

- What can harm people?^[SEP]
- Who might be harmed and how?

- How will the risks be controlled?

A risk assessment must be done. Both the Council and the contractor will be party to this. The contractor must assess the risks for the contracted work. The Clerk (on behalf of the Council) and the contractor will together consider any risks from each other's work that could affect the health and safety of the workforce or the public. The Clerk (on behalf of the Council) and the contractor will agree the risk assessment for the contracted work and the preventative and proactive steps that will apply when the work is in progress. If subcontractors are involved they will be part of the discussion and agreement. All measures needed to control the risk will be agreed between the Clerk and contractor before any work starts.

Note: For contractors with repeat work of a similar kind, or where the contract lasts over a protracted period, the need for a separate Risk Assessment for each job may be waived with the Clerk's agreement

- 2.4 **Provide information, instruction and training** - The Council, contractor and subcontractors will provide their employees with information, instruction and training on matters that may affect their health and safety. The Clerk, contractors and subcontractors will agree what information will be passed between them and appropriate ways to communicate with each other throughout the process. The Clerk (on behalf of the Council) will make sure that contractors, subcontractors and their employees have information on:
- Health and safety risks they may face
 - Measures in place to deal with those risks
 - The Council's emergency procedures if relevant.
- 2.5 **Cooperate and coordinate with the contractor** - The Clerk (on behalf of the Council) will work together with the contractors and subcontractors to coordinate all activities, to make sure that the work can be done safely and without risks to health. Depending on the size of contract the Clerk will regularly meet with the contractor throughout the length of the contract. The level of cooperation and coordination required will be agreed before work starts and will depend upon:
- The job to be done
 - The number of contractors and/or subcontractors involved

- The risks involved.

2.6 **Consult the workforce** - Melbourn Parish Council will routinely consult its employees on contracted task content and related health and safety matters to help the Council to make better decisions on the actual risks and the measures to control them. Employees will be consulted on:

- How the contractors work will affect the Council employees' health and safety;
- Information and training
- Making sure they know how to raise any concerns they may have about the contractors and their work
- Ensuring contracted work is done without conflict with the job roles and job descriptions of council employees

2.7 **Manage and supervise the work** - The Clerk (on behalf of the Council) will make regular checks on contractors, the work being completed, whether the contractors are working in a safe way and complying with the control measures put in place. This will be supported through the use of a **Checklist** to ensure that all key control steps have been completed properly. The frequency and degree of checks will reflect the length of experience with a particular contractor and the nature of the work, for example if such work is highly repetitive.

The Clerk will have agreed with the contractor though risk assessment and declared methods of working how the work will be done and the precautions that will be taken.

In the case of mishaps, accidents, ill health etc. the Clerk, on behalf of the Council, will investigate with the contractor what went wrong, reporting to the council when appropriate.

2.8 **Review** – On an annual basis the Clerk will review the contractor management process and consider ways to improve future performance. An annual report will be given to the Full Council as part of governance monitoring. It is recommended that the Clerk, supported if necessary by other council employees or councilors, periodically observe the performance of contractors in the fulfillment of contracts awarded. Elements that can be monitored (not exclusively) are:

- Adherence to Method Statement, number of operators and time spent
- Adherence to safety commitments and Risk Assessment recommendations, use of safety equipment,
- Provision of supervision, where appropriate
- Safe and effective use of equipment and vehicles

The Clerk should make arrangements to formally record the observations made during the monitoring of contractor work.

INVITATION TO QUOTE - COMPETENCY FORM (EXAMPLE)

Company Name:		
Address:		
Tel. No. /Mobile No.		
Email		
Name of person completing form:		Contract Reference/ Contract Title
Details of experience with this type of work. For example previous contracts, customers etc.		
Liability Insurance (Please attach copy)		
Risk Assessment (Please attach copy)		
Health & Safety Policy (Please attach copy)		
Details of recent (last 2 years) safety performance, in terms of accidents, ill health or HSE action or involvement		
Reference details of previous similar work carried out in the last year		
Describe safety or other training given to workers involved on this contract		

Equality Policy:
confirmation that
this is in place

Method Statement – Example Content

A detailed description of the method(s) to be used if offered this contract:

- **How many operators will be used?**

- **How will the job be supervised?**

- **What equipment and vehicles will be used?**

- **Estimated time and person hours for job completion:**

- **Detailed description of the work process:**

- **For seasonal work, how is effort applied across the year:**

- **Special safety precautions/Working site safeguarding arrangements:**

- **Are PPE proposals in place and are there any COSHH requirements:**

Contractor Manager

Name

Signature

Reviewed (Parish Clerk)

Name

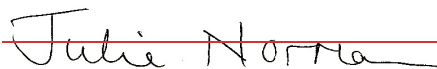
Signature

APPENDIX A

Notes to assist council employees in the understanding of their contractor responsibilities

- ❖ The Health and Safety at Work etc. Act 1974 requires employers and others in control of buildings or public places to ensure the safety of employees and others who work or visit there. The Management of Health and Safety at Work Regulations 1999 also require those in control of land and buildings to co-operate with contractors or self-employed persons to ensure that they are not exposed to unacceptable health and safety risks.
- ❖ Although the responsibility to work safely rests principally with the contractor, Melbourn Parish Council also have a duty to do all that is within its control to make sure that this happens.
- ❖ This means that Melbourn Parish Council have a duty to ensure that a contractor is competent to perform the task safely and without unacceptable risk to other employees, members of the public and any others on the site.
- ❖ Where accidents occur on site through the incompetence or negligence of a contractor, Melbourn Parish Council could also be held liable if steps had not taken to appraise the contractor or carry out management checks to ensure that agreed standards of operation were actually being carried out correctly.
- ❖ Contractors should only be allowed to carry out work on the agreed site if they have been vetted and approved by Melbourn Parish Council. Even if the same contractors have been used for the past 10 years you still need to regularly assess them in order to ensure you are adhering to your legal obligations.
- ❖ Use this Policy and Procedure document to assist in compliance with these standards and, at the same time, ensure that contractors deliver value for money.

Document Approval:-



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~26 February 2018~~

Review Policy:

Annual



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

Date Sent: 01/08/2022

Quote information

Account No: 143
Quote No: 4059
Surveyor: James Cantle
Site Ref No: 7901
Order No:

Quotation

Site Address park, The Moor, Melbourn , Royston, SG8 6DZ

Item No	Item	Work Description	Value
	Silver birch trees	Crown Lift to provide 5 metres clearance from ground level	£150.00
	Sycamore	Crown Lift to provide 4 metres clearance from ground level	£50.00

Total Value: £200.00
Vat(20%): £40.00
Total Inc Vat: £240.00

Shire Trees Limited

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

Maintenance Committee Jobs Spreadsheet -
LISTING DATE: Meeting 18 August 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/SM
5	New Road	Resident	Give Way sign at chicane has been knocked down. CL reported to Highways. ACTION: Parish Office to follow up. Highways have confirmed that the sign will be replaced.	CL
6	The Moor (opposite Moorlands)	Resident	Damaged 'duck' sign. Has been reported to Highways. Reported again 3/8/22	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 Norgettes need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Item on agenda for consideration.	SM
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/ contractor
#REF!	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCDC
11	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. Reported to Highways. Highways Officer will come out and inspect.	CL/SM
12	Container on New Rec	Residents	Paint with anti climb paint. KR to check if we have any. If not, get prices. Also old goal posts to be moved	Wardens
13	Trade bin at Littlehands	KR	Not emptied for a couple of weeks. CL to write to SCDC - re-reported 9/8/22	CL
14	Orchard Road Cemetery	Police	Security light to be repaired	KR
15	Grays Allotment tap	Allotment holder	Tap is leaking. KR to look at repairing. KR has inspected. Tap leaks when being used - KR has repaired. Has located stop-cock if tap needs to be replaced in future.	KR
16	Stockbridge Meadows	Resident	Self-set Ash trees near greengages and elderberry trees. Should be removed. Keith to meet with resident to discuss	KR
17	Stockbridge Meadows	Litterpicker	Broken chair and damaged bench. KR to remove broken chair. Bench needs work.	KR
18	3 Orchard Road	JT	Water leak. CL reported to Cambridge Water. Leak is on SCDC property so their responsibility. Has been reported to them. Hedge needs to be replaced before leak is repaired. Hedge removed - awaiting repair.	CL
19	Parish notice boards	CL	Doors to board on The Cross need lifting. Both boards need oiling	KR