

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 20 October 2022 at 09:30
in the Pavilion, The Moor, Melbourn

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

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

MA086/22 To receive and approve apologies for absence

Apologies received from Cllr Barnes with acceptable reasons given.

It was RESOLVED to approve Cllr Barnes apologies for absence. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

Apologies were also noted from Keith Rudge.

MA087/22 To receive any Declarations of Interest and Dispensations

None received

MA088/22 To approve the minutes of the Maintenance Committee Meeting held on 18 August 2022

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 18 August as an accurate record.

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

MA089/22 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

There were no members of the public in attendance.

MA090/22 Finance Matters:

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

Spending excluding contracts is currently at c.45% of total budget for the first 6 months of the year. Noted overspends on pitch maintenance and asbestos removal.

MA091/22 Conservation Matters:

- a) To receive the EA Monthly situation report for August and September 2022

The report was received. The impact on water levels from lack of rain over the summer is not as serious as thought. Noted that water levels will recharge over the winter but that in the meantime chalk streams are suffering.

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

Reported that upper reaches of the River Mel are dry. EA have advised that they are withdrawing support. Noted that mitigation for the river is not currently fit for purpose. EA are carrying out a feasibility study. Waiting to hear from EA when study is completed.

Noted that brambles along the bank of the River Mel have been cleared. This work has been carried out with support from Rob Mungovan. Rob Mungovan (Wild Trout Trust) has secured Pebble grant funding of £10,000.

Noted that clearance of the bank along the outside of the picket fence by HCGM has not yet been done. **ACTION:** Clerk to follow up with HCGM.

- c) To receive any other updates and consider actions

There was nothing further to report.

MA092/22 Allotment Matters:

- a) To receive an update on advice from NALC

Based on NALC advice, two companies have been approached to quote for an asbestos survey. The survey should identify the material on the allotments and give a view as to safety. Noted the importance of seeking clear guidance on safe disposal of fragments of asbestos-type material.

..... Dated

- b) To consider quotations for an asbestos survey

It was RESOLVED to accept the quotation for an asbestos management survey from NSUK in the sum of £225 + VAT.

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

Noted that the survey should clearly identify the level of risk for anyone handling the material.

- c) To receive any updates and consider actions

Allotment Association have recently carried out plot inspections. Generally, plots are well worked. Noted that the pile of chippings is spreading on to the central drive.

ACTIONS:

- Assistant Clerk to write to plot holders where plots require attention.
- Assistant Clerk to request contractor ensures chipping are deposited within designated area.

MA093/22 Stockbridge Meadows:

- a) To receive an update on nature reserve registration

Noted that we have most of the information required to make the application but work is needed on the Management Plan. It was suggested that Natural England be approached for their input and also to follow up on possible sources of grant funding to help with this. **ACTION:** RMRG to start working on a first draft of the Management Plan. Wardens to be invited to give their views. Suggested that Rob Mungovan may be able to help. Draft plan to be sent to Natural England for comments.

- b) To receive any other updates and consider actions

RMRG noted that FWAG have raised some queries with regard to pond project. Noted that if the application is successful, any pond would need to be fenced – this will be covered within project costs. This project would complement any Management Plan as it relates to Great Crested Newts.

A resident has offered to plant a young Sycamore in Stockbridge Meadows. Concern was noted about the spread of self-seeding and overshadowing the wild flower area. Suggested that there may be more appropriate locations for a Sycamore. To be considered further before responding to resident.

MA094/22 Stockbridge Meadows Boardwalk Project

- a) To receive an update on project progress

The update followed a site visit on Monday. Installation of the boardwalk is complete apart from raised edges which are still to be fitted. It is hoped this will be completed by end November. Discussion with regard to an official opening of the boardwalk to take place early in 2023.

- b) To receive any updates and consider actions

There was nothing further to discuss.

MA095/22 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 vandalism report was noted. **ACTION:** Clerk to contact Meldreth Parish Council with regard to a incident reported on the footpath to the station.

- c) To note correspondence relating to new Fen reservoir

This was noted.

- d) To receive any other updates and consider actions

There was nothing further to discuss.

MA096/22 Cemetery Matters:

- a) To receive an Arboricultural report

The report was received. The report was commissioned following concern raised for Sycamores adjacent to Medcalfe Way. Quotes for this work is discussed at MA096/22b). **ACTION:** Assistant Clerk to seek quotes for trees numbered 18 and 38 in the report.

- b) To consider quotations for tree work

It was RESOLVED to approve the quotation from Shelford Trees in the sum of £1,200 + VAT. Proposed by Cllr Clark, seconded by Cllr Barley. All in favour.

- c) To receive any other updates and consider actions

A member noted that cars are left in New Road Cemetery car park overnight. When observed, wardens are putting a note on the cars advising that this is not a public car park. To be monitored.

MA097/22 Village Maintenance Matters:

- a) To consider quotations for cleaning the War Memorial on The Cross

Noted that there is no access to a tap on site. **ACTION:** Assistant to Clerk to see if Suffolk Brick & Stone can carry out the work using a bowser.

It was RESOLVED to approve the quote of Suffolk Brick & Stone in the sum of £645 + VAT, subject to them being able to carry out the work using a bowser. If access to a tap is required, HCGM should be instructed to carry out the work as per their quote for £400 + VAT. Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.

- b) To consider quotations for works to The Moor play park entrance

It was RESOLVED to approve the quote from Kettering Playsafe (subject to confirm that their quote includes removal of the handrail) up to a total of £2,000 + VAT to be funded from s106 monies. Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

- c) To consider retrospectively approving expenditure with regard to pitch maintenance

It was RESOLVED to retrospectively approve expenditure on pitch maintenance in the sum of £300 + VAT.

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

- d) To consider quotations for repairs to fencing at Worcester Way

Discussion with regard to further repairs required and most appropriate materials for damaged fence. **ACTION:** Assistant Clerk to clarify specification for fence and seek further quotes.

- e) To consider quotations for tree work at Thatcher Stanfords Close

It was RESOLVED to approve the quote from Herts & Cambs Grounds Maintenance in the sum of £390 + VAT.

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

- f) To consider quotation for play bark for Clear Crescent play area

Discussion with regard to a more long-term solution. **ACTION:** Assistant Clerk to seek quotes for some form of soft surface to be installed.

- g) To consider quotations for clearance of Water Lane verge

Noted that whilst this verge is the responsibility of the Highways Department, the Highways Officer has indicated that he would reimburse the Parish Council if we arrange for the work to be carried out.

It was RESOLVED to approve the quote from CGM in the sum of £455 + VAT.

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

- h) To receive any other updates and consider actions

Due to heavy rains, flooding was noted in various parts of the village. **ACTION:** Clerk to contact District Cllrs to seek support in having gullies cleared.

MA098/22 Pavilion Matters:

- a) To receive an update with regard to installation of wi-fi

An update was received. Various options for locating antennae were considered including church tower and Littlehands. Pole on church tower would not be visible from ground level. A member that the church is a listed building and permission would be required.

ACTIONS: Clerk to discuss the possibility of a broadband link with Littlehands. Should this option be unsuccessful the Clerk to contact the vicar with regard to placing equipment on the church tower.

- b) To consider quotations for TMV servicing

It was RESOLVED to approve the quote from 4i in the sum of £575 + VAT.

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

- c) To consider quotations for supply and installation of clock restart motor

To be deferred pending receipt of quotes.

- d) To receive any other updates and consider actions

There was nothing further to discuss.

MA099/22 Littlehands Matters:

- a) To receive any updates and consider actions

ACTION: Wardens to repaint a wooden panel on the side of the building.

MA100/22 Policies and Risk Assessments

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

It was RESOLVED to recommend the draft Policy and Procedure for Appointment of Contractors to full Council for approval.

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

- b) To consider any updates and consider actions

There was nothing further to discuss.

MA101/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions

Installation of equipment is complete. Awaiting receipt of ROSPA safety inspection report. Rocking Horse still to be repainted – work will be done on site. Arrangements for official opening underway.

MA102/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

A meeting was held on 17 October. Various locations discussed. Fields In Trust have indicated that a skate park could be installed on the Old Rec. Preparation underway for an online survey and public consultation. Discussions with regard to formation of a user group to help with fundraising.

MA103/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 October 2022				
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. Work now complete. ACTION: Follow up with HCGM to cut back tall hedge to the rear of play park.	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	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCDC
8	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. Discussed at MA097/22g)	CL/SM
9	Orchard Road Cemetery	Police	Security light to be repaired. Wardens to action	KR
10	Replacement footpath at The Cross	JT	CL to seek advice from Highways Officer on repairing/replacing the footpath	CL
11	Bench on The Cross under tree	GC	Requires cleaning. Wardens to action	KR
12	War memorial	GC	Requires cleaning. Quotes for pressure washing to be considered at Oct Maintenance Committee meeting. Discussed at MA097/22a)	CL
13	Dolphin Lane / Station Road verge	KR	Requires cutting back. Quotes received. Work to be ordered	CL
14	Worcester Way	KR	Chain link fence damaged and requires repair. SM seeking quotes Discussed at MA097/22d)	SM
15	Telephone box on The Cross	Resident	In very poor condition. Is it used? Can it be removed? Listed telephone box - BT requested to repair and tidy up	Maintenance Committee
16	Road markings Little Lane and High Street (outside Strands)	SAH	SAH has been in contact with John Obrien. CL to discuss repainting zebra crossing with JH and using surplus paint for road markings. Road outside Strands is in a very poor condition.	CL/JH
17	Thatcher Stanfords - hedge to the rear of Grays allotments	SAH	Hedge needs cutting back. KR to inspect and advise. Awaiting quotes for cutting back Discussed at MA097/22e)	KR
18	Pavilion	SAH	Picnic bench has been moved from rear patio of the pavilion to the youth shelter. Needs to be put back. Very heavy. Leave where it is a monitor	Wardens
19	Container on New rec	Resident	Reports of anti-social behave and climbing on container. Wardens to paint on anti-climb paint	Wardens
20	pavilion	Wardens	Post behind pavilion needs repair	Wardens
21	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported	SM
22	Littlehands	GC	Wooden panelling on cricket store side of littlehands requires maintenance. Discussed at MA099/22a)	Wardens
23	Path to pavilion	GC/ Wardens	Lights along footpath still not working after sensor changing. SM to speak to electrician.	SM

MA104/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

Further remedial work to football pitches was discussed. Advice from specialist contractor is needed to help plan and cost the work. Could be precepted in 2023/24.

MA105/22 To note date of next meeting: Thursday, 17 November 2022

The next meeting will take place on Thursday, 17 November 2022.

The meeting ended at 11:22

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

EDGE Code	Budget 2022/23	Actual to date (31/09/22)	Committed	Balance	Notes	
	£	£	£	£		
Budgeted expenditure (included in Precept)						
<u>Conservation:</u>						
1000	Allotments - water (2 meters)	790	386		404	
1000	Allotments - plot clearance/maintenance	600			600	
1000	Allotments - unplanned e.g. asbestos removal	500	1,155		(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	605		45	
1100	Conservation - tree works	4,850	3,021	750	1,079	Clearing woodland Worcester Way £1,106/83 High St £300/pollard silver maples £1,150/fallen branch £100/
1100	Conservation - emergency tree works	3,000			3,000	Holly tree £240/Ash Grove x 2 £750
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	595	210	(305)	Replace Orchard Lectern panel/rabbits/waste bag clearance/littering signs
1150	Stockbridge Meadows - path cutting and rolling	300			300	
1150	Stockbridge Meadows - unplanned	500	185		315	Sign
		13,990	6,246	960	6,784	
<u>Cemeteries</u>						
2000/1	Orchard Road - electricity	330	92	9	229	
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	588	58	3,084	
<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	150		850	Lift crowns silver birch trees Moor Play Area
3000	Playground - unplanned	200			200	
3200	Recreation Ground - electricity	370	116		254	
3200	Recreation Ground - pest treatment	650			650	
3200	Recreation Ground - unplanned	500	1,871	300	(1,671)	Additional work to goal mouths/pitches + signs
3400	Pavilion - cleaning	1,000	233	70	697	
3400	Pavilion - electricity	2,400	629		1,771	
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	638	16	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	5,172	386	6,982	
<u>Finance & General Purpose</u>						
4300/2	Wardens' materials (mower fuel, spare parts, materials)	500	291	68	140	
4300/3	Wardens' equipment	500	156	29	314	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,400	991	53	356	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	1,948	209	1,843	Includes sickness cover for wardens (£529)/continued warden cover (£298)
7100	Car park workshop - water	175	94	7	74	

7100	Car park workshop - electricity	2,700	316	69	2,316	
7100	Car park workshop - PAT testing	30			30	
7100	Car park - unplanned	500	465		35	Electrical works in workshop
		10,205	4,261	436	5,508	
	<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	3,625		375	
		5,470	4,469	-	1,001	
	Total Maintenance (excluding grounds maintenance contracts)	46,135	20,736	1,839	23,559	
	Grounds Maintenance Contracts					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	3,735		3,735	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	2,760		2,760	
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	2,435		2,435	
2100	Cemeteries - extra cuts (£360 x 3)	1,080			1,080	
3200	Recreation Grounds (£755 per month)	9,060	4,530		4,530	
3200	Recreation Grounds - extra cuts (£130 x 4)	520			520	
		31,870	13,460	-	18,410	

Monthly water situation report

East of England

Summary – August 2022

Overall, August was a dry but varied month, with rainfall varying between 15-87% of the LTA, meaning rainfall was classified anywhere between exceptionally low and normal for the time of year. The East Suffolk catchment experienced the 2nd driest August on record. The longer-term trends continue to show exceptionally low to notably low levels, with several rainfall records being broken for varying time periods in several catchments. Despite the lower-than-normal levels of rainfall in most catchments, SMD levels has slightly decreased across the area and is now at notably high levels rather than exceptionally high levels. Furthermore, river flow classification has either improved slightly or maintained at the majority of indicator sites. The improvements seen in both SMD, and river flow are due to decreasing temperatures and just how bleak the situation was at the end of July, any rainfall was going to help improve the situation on the ground. On the other hand, reservoir levels have continued to decrease as demand is higher than supply and groundwater levels have continued to fall. The fall in groundwater levels will also be in part due to the delayed impact of the dry July. As a result of the long-term dry weather, the region moved from prolonged dry weather status to drought status during August.

Rainfall

August rainfall varied greatly, with rainfall ranging from 15% of the LTA in the East Suffolk catchment to 87% of the LTA in North Norfolk. This meant that August's rainfall classifications varied between exceptionally low through to normal. East Suffolk experienced the 2nd driest August on record. The area as a whole received ~29mm of rainfall in August, which is 59% of the LTA, classifying as notably low. Two catchments were classified as normal, six at below normal, two at notably low and one at exceptionally low. The 3-month trend shows all catchments have received exceptionally low to notably low levels. Broadland Rivers and East Suffolk have had the driest June-August period on record, whilst South Essex and Little Ouse and Lark were the 2nd and 3rd driest respectively. The 6-month trend shows all catchments have received exceptionally low levels. Little Ouse and Lark, Broadland Rivers and East Suffolk have been the driest March-August on record, whilst North Norfolk, NW Norfolk and Wissey, South Essex and the area as a whole were all in the top 3 driest on record for this period. The 12-month trend shows exceptionally low to below normal levels of rainfall. East Suffolk has the 3rd driest September to August period on record.

Soil Moisture Deficit/Recharge

Despite the lower-than-average levels of rainfall in August, SMD has slightly decreased during August and has gone from exceptionally high levels to notably high levels of SMD. However, it is only just at notably high levels. The slight improvement is mostly down to the cooler temperatures this month and the fact July was so exceptionally dry, any rainfall was going to help improve the SMD situation. SMD levels across the catchment are still above 100mm.

River Flows

Following less than normal levels of rainfall, river flows across the area have continued to decline with all indicator sites having lower mean flows than they did in the July report. Despite this, the classifications of these indicator sites have slightly improved since the July report. There are currently two sites at normal levels, three at below normal, nine at notably low and seven at exceptionally low flows. In the July report there was 0 sites at normal, four at below normal, eight at notably low and nine at exceptionally low. 24% of indicator sites have seen their classification improve from the July report, with the biggest increase being seen at Colne which has gone from exceptionally low to normal. Only Nar has seen its classification worsen, going from below normal to notably low.

Groundwater Levels

Following the less than normal levels of rainfall in August, and the exceptionally dry July, groundwater levels have continued to decline at all indicator sites, with no sites showing any recharge during August. As of the end of August, seven sites are classified as normal, eight at below normal, four at notably low and one at exceptionally low. This is a slightly worsened situation than at the end of July where seven sites were at normal, twelve at below normal and one at notably low and none at exceptionally low. 24% of sites have seen a decrease in classification since the July report, most notably at The Spinney Costessey which dropped to exceptionally low levels from below normal levels. Bury St. Edmunds is the only site that has seen its classification improve since the July report, going from below normal to normal.

Reservoir Storage/Water Resource Zone Stocks

Following the levels dropping July, reservoir levels have continued to drop throughout August at all reservoirs due to the prolonged dry weather and high demand. Despite the levels continue to drop, all classifications are unchanged. Abberton continues to be at normal levels, Alton at below normal levels, Ardleigh and Grafham at notably low levels and Hanningfield at exceptionally low levels.

Environmental Impact

Currently all eight pumps are turned on for the Rhee support scheme, as there were at the end of July. Five of the six pumps on the Lodes-Granta are in operation, the same as at the end of July. Ten of the sixteen Thet-Little Ouse pumps have been in operation throughout August, a slight increase from July where nine pumps were in operation. Zero pumps continue to be in operation on the Hiz. Following the dry July and dry August, the area moved from Prolonged Dry Weather status to drought status during August.

Forward Look

Probabilistic ensemble projections for river flows at key sites

September 2022: The three Ouse sites and the Ivel are all showing an increased probability of below normal flows. Gipping is showing an increased chance of notably low to below normal flows. Stiffkey is showing an increased probability of normal whilst Kym is mostly in line with the expected probability, just a reduced chance of exceptionally high or exceptionally low flows.

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

Probabilistic ensemble projections for groundwater levels in key aquifers

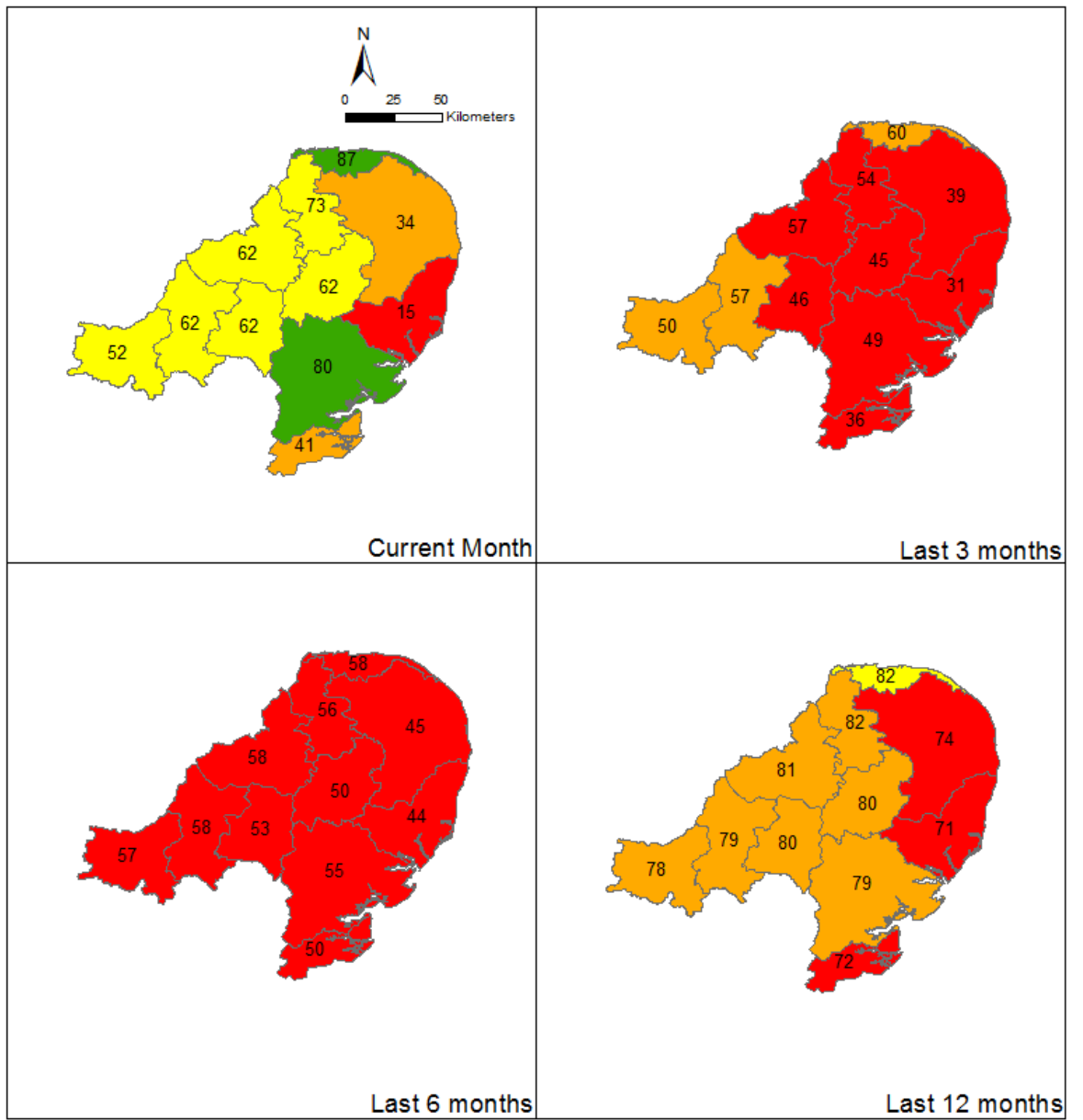
September 2022: Bircham Newton, Washpit Farm, Therfield Rectory and Bury St. Edmunds are all showing a greatly increased probability of normal levels. The remaining sites: Kenninghall, Newmarket, Redlands and Smeetham are all showing a greatly increased probability of below normal levels.

March 2023: The majority of sites are showing an increased probability of less than normal levels. Therfield Rectory and Washpit Farm are showing an increased probability of normal levels.

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

Rainfall

August 2022



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

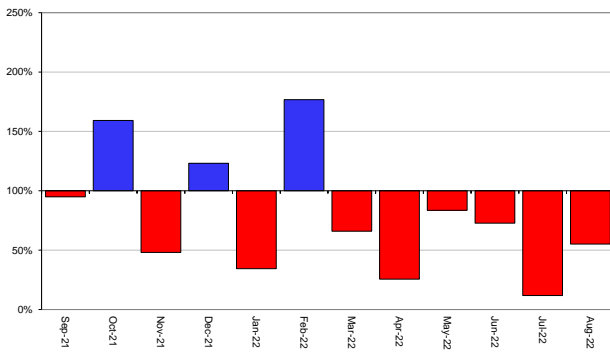
Rainfall expressed as percentage of 1961-1990 Long Term Average for the specified duration. Classes derived from data for the period 1891 to 2017 based on the HadUK dataset (Met Office © Crown Copyright)

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.

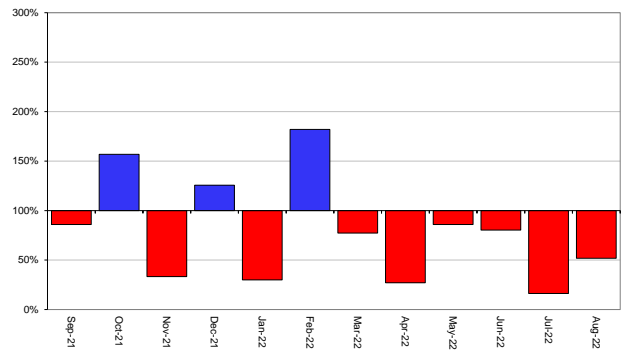
Above average rainfall

Below average rainfall

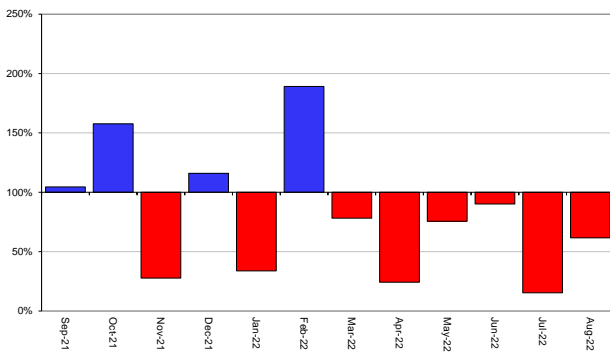
1-Month Period for East Anglia



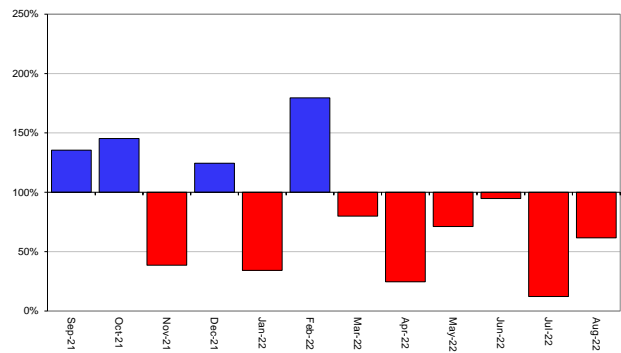
1-Month Period for Upper Bedford Ouse



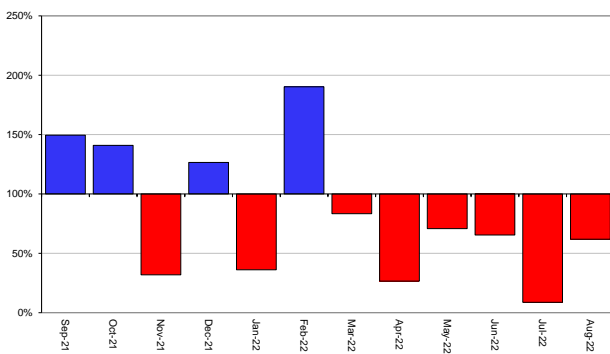
1-Month Period for Lower Bedford Ouse



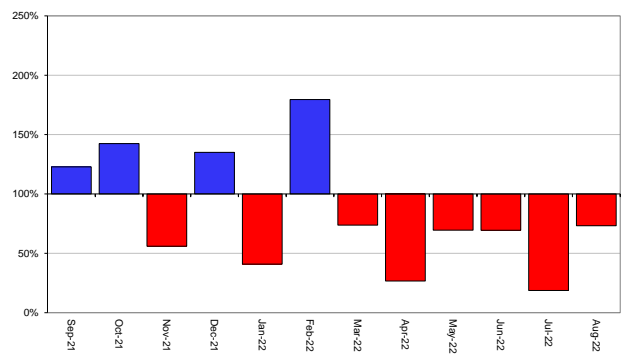
1-Month Period for Central Area Fenland



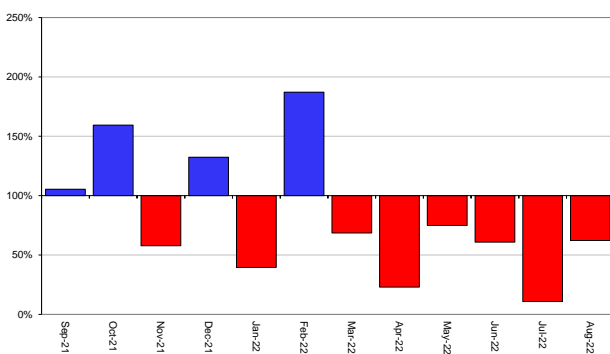
1-Month Period for Cam



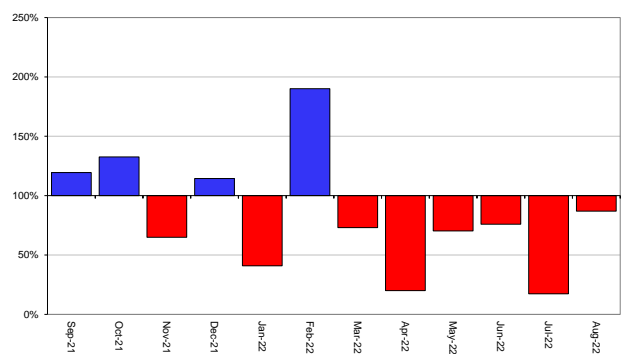
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark

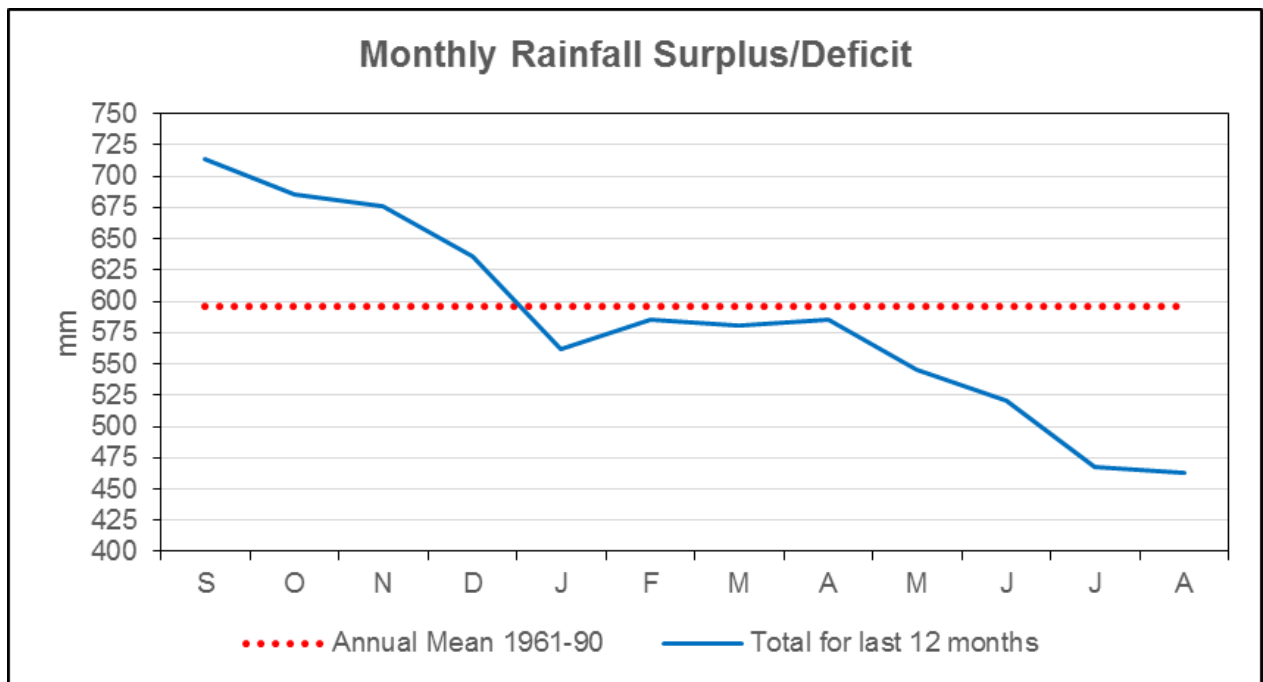
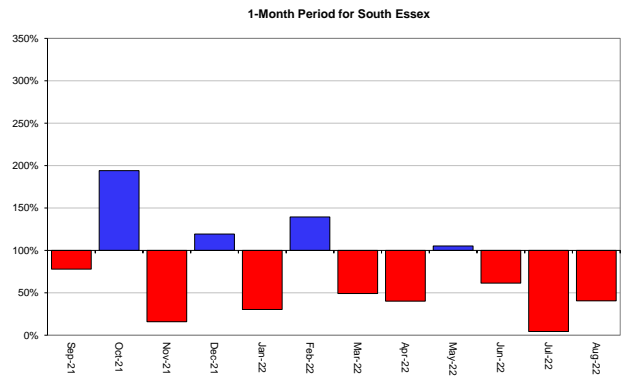
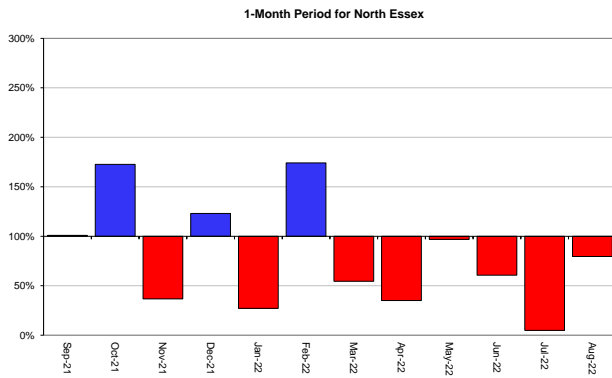
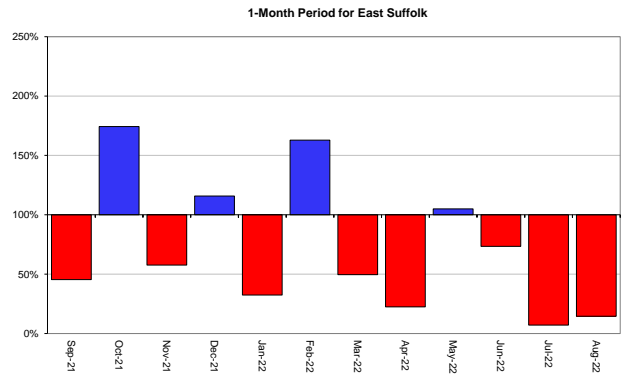
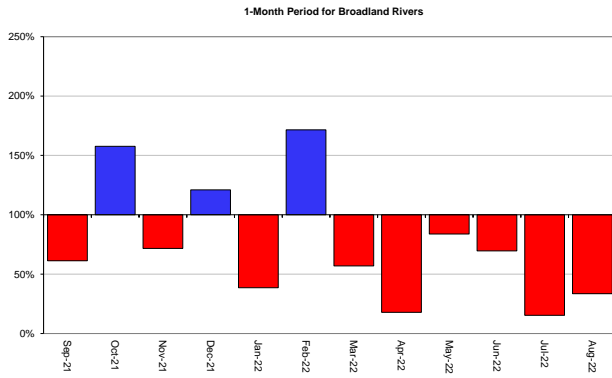


1-Month Period for North Norfolk

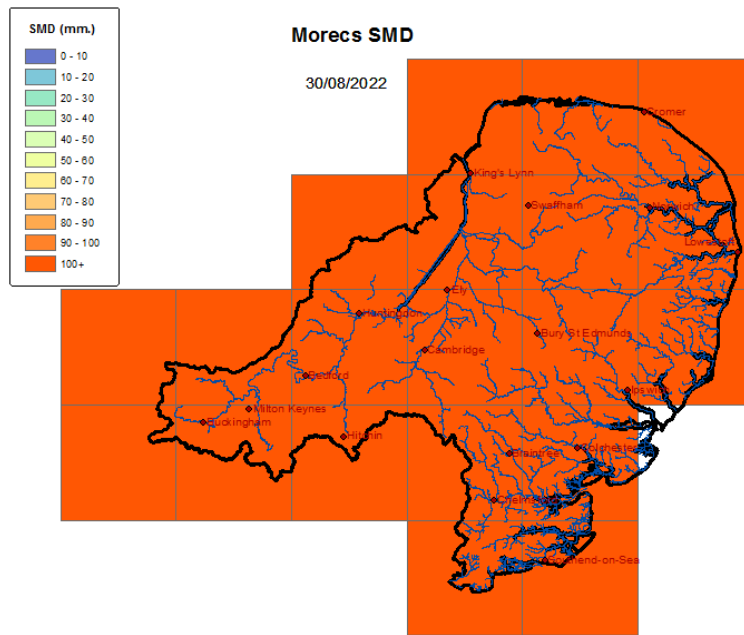


Above average rainfall

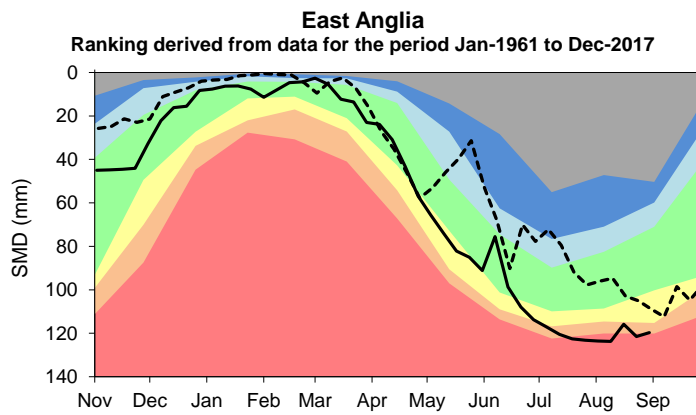
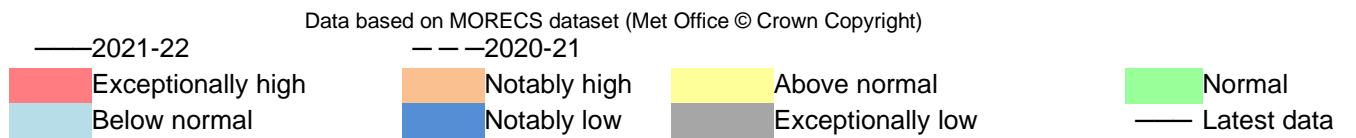
Below average rainfall



Soil Moisture Deficit

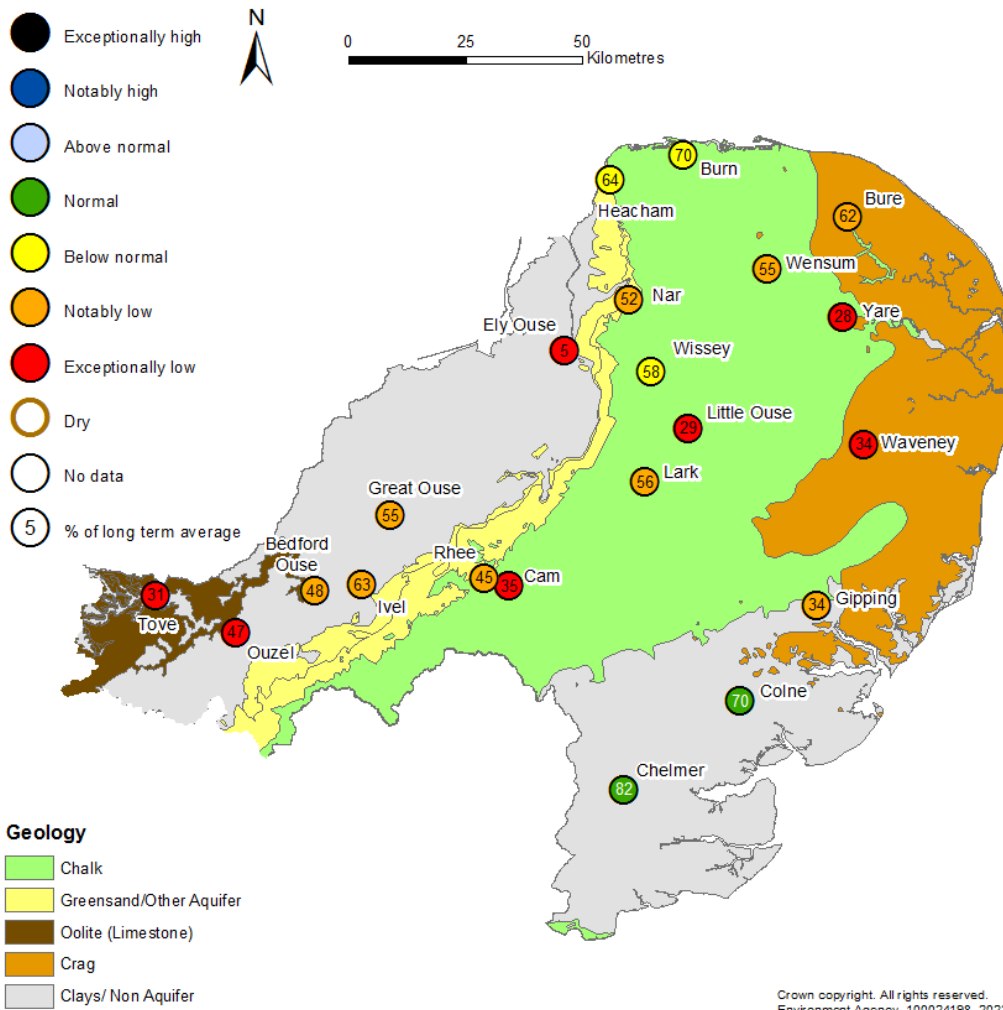


Data based on MORECS (Met Office © Crown Copyright)

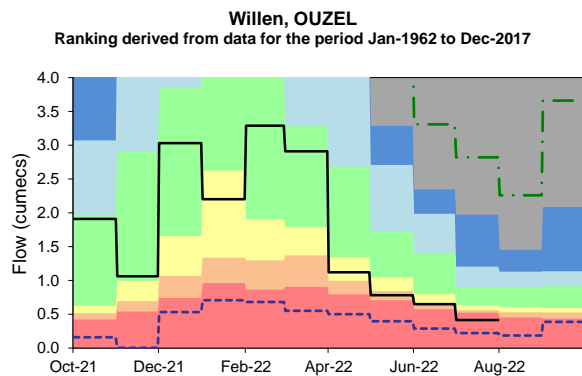
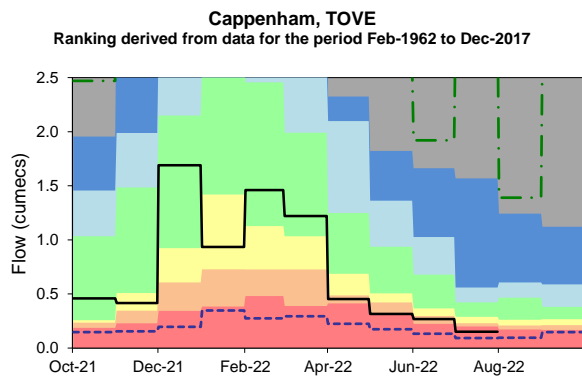


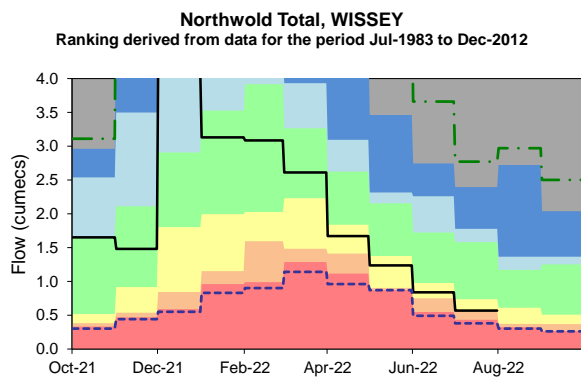
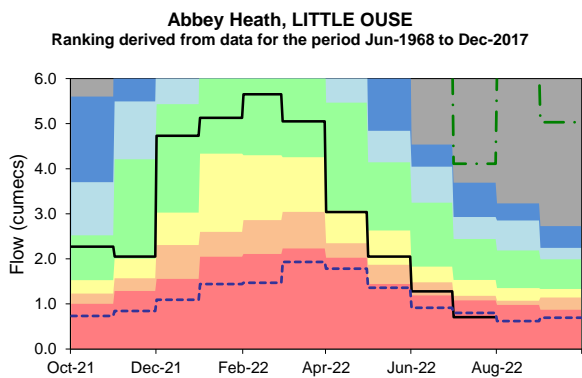
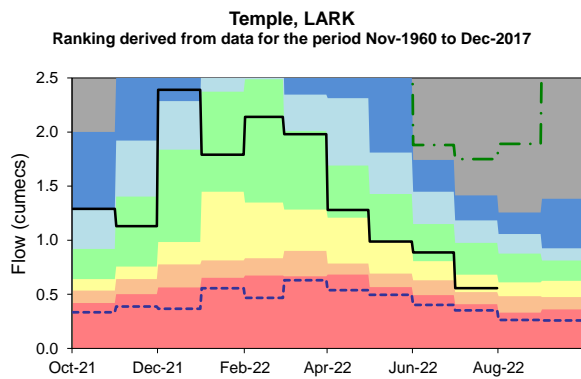
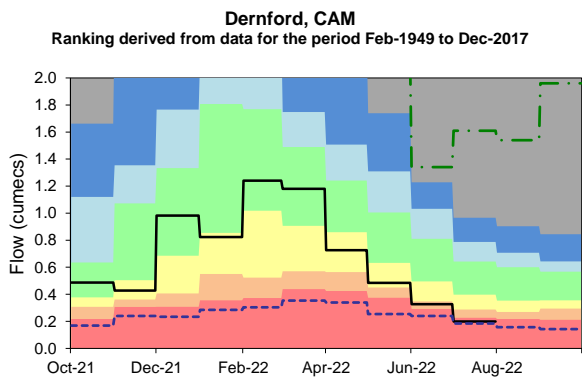
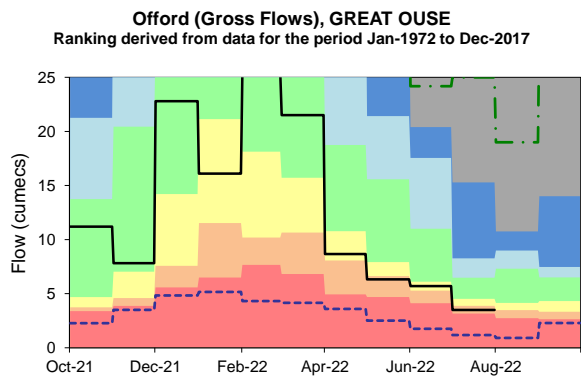
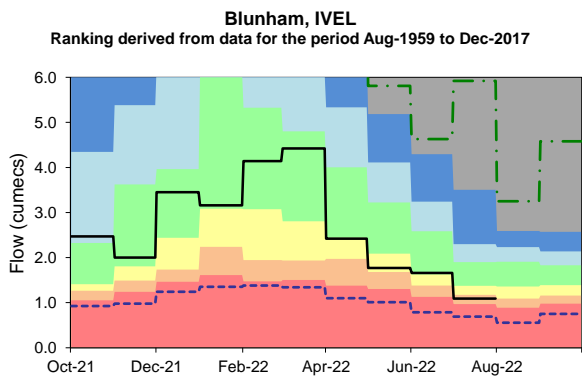
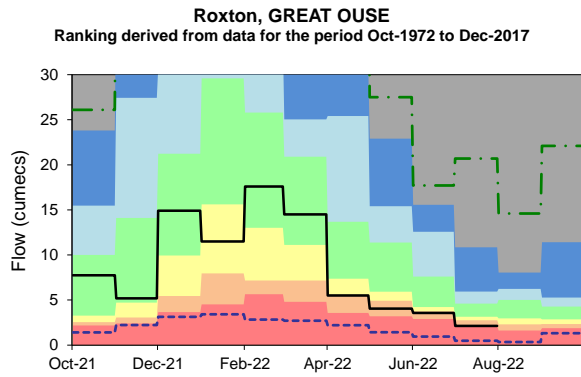
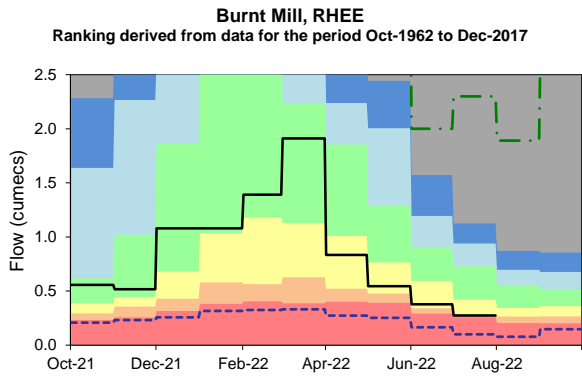
River Flow

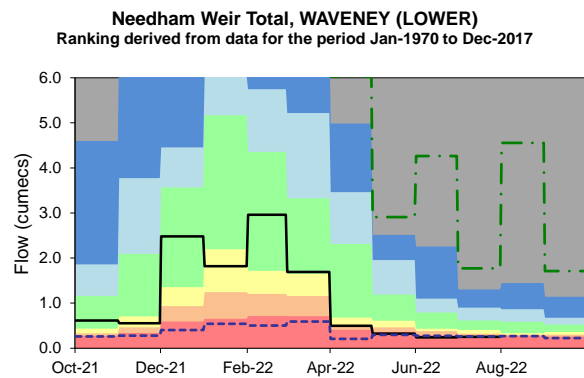
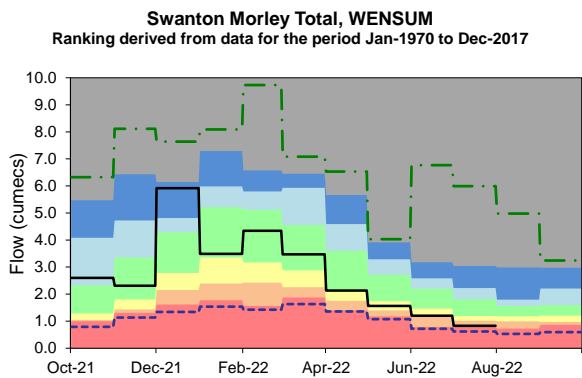
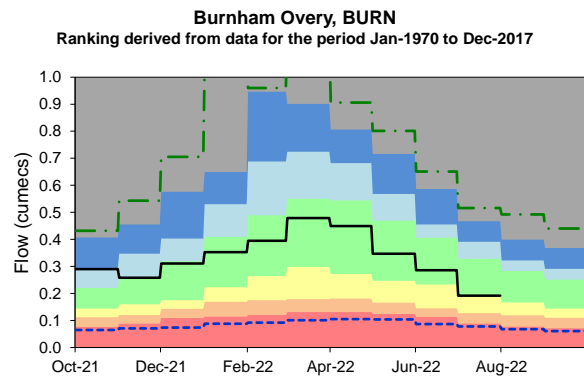
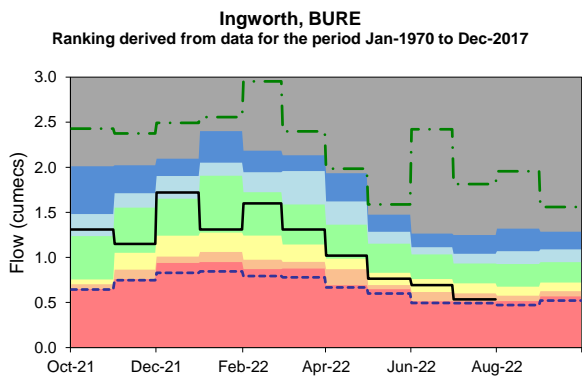
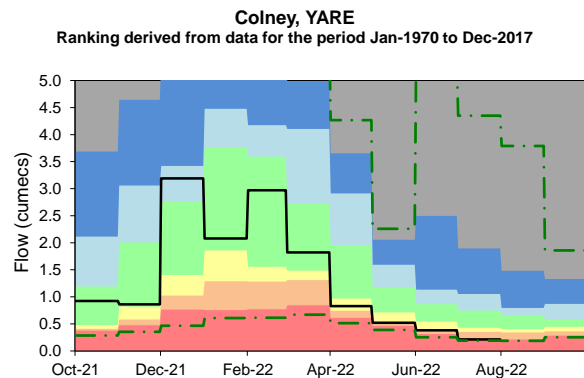
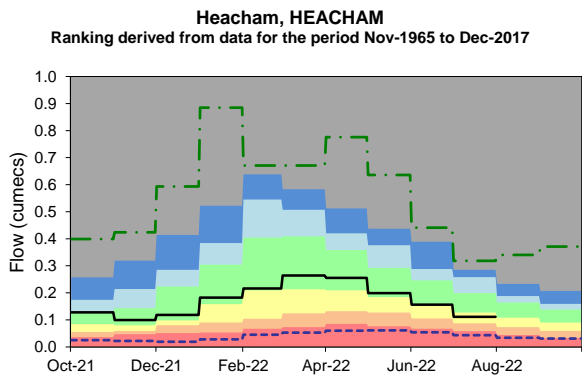
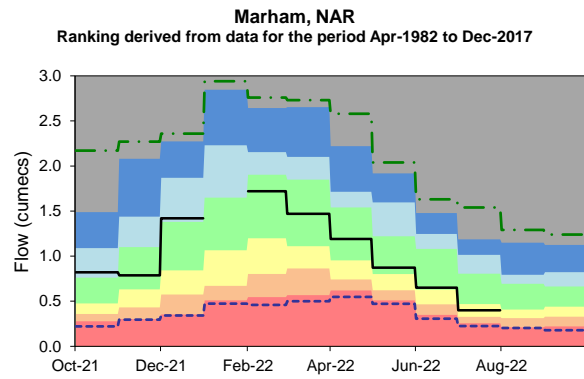
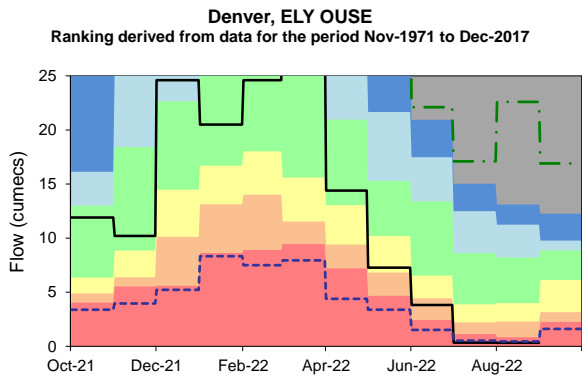
August 2022



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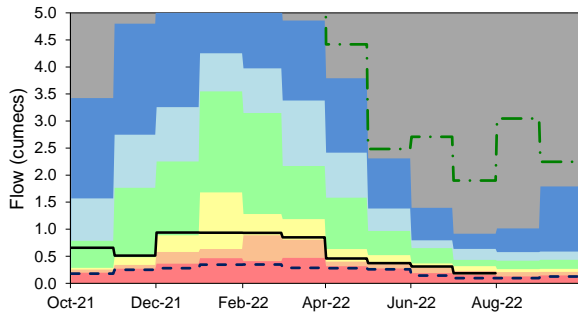






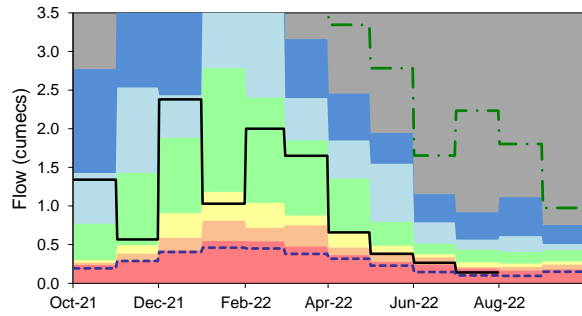
Bramford, GIPPING

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



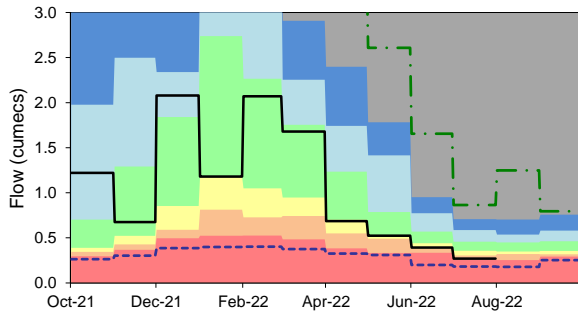
Lexden, COLNE

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



Springfield, CHELMER

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



Groundwater Levels

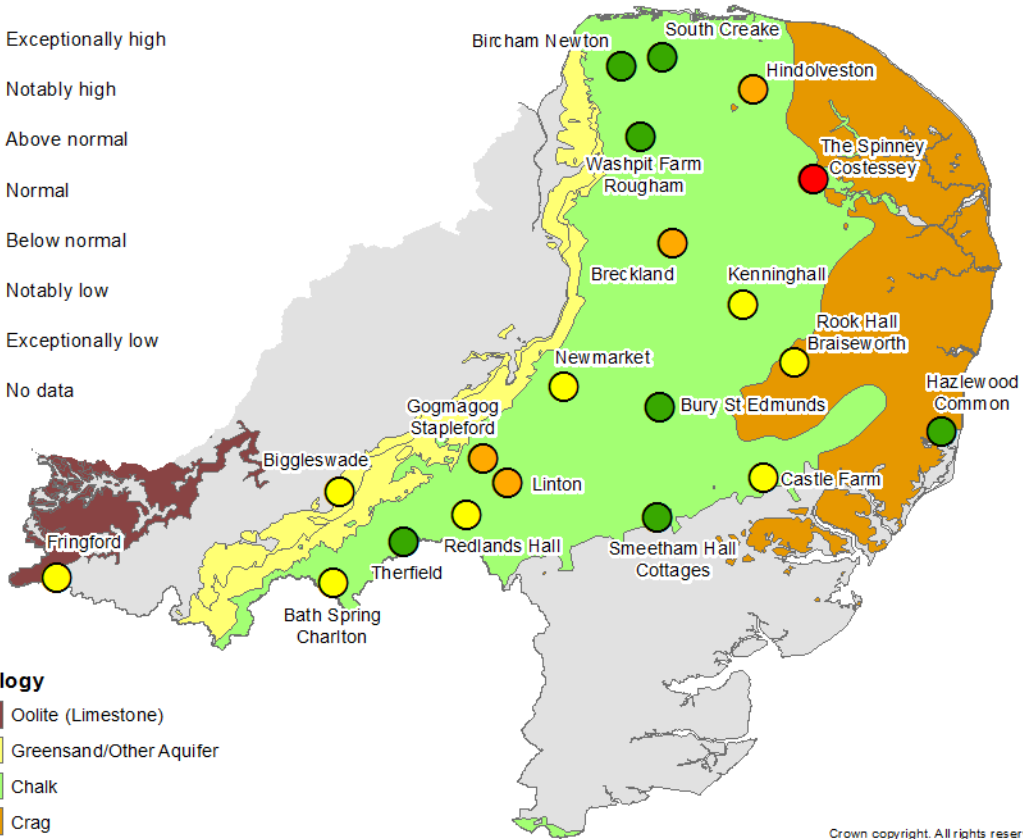
August 2022



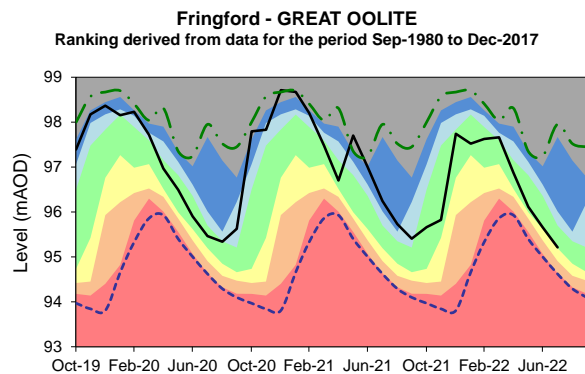
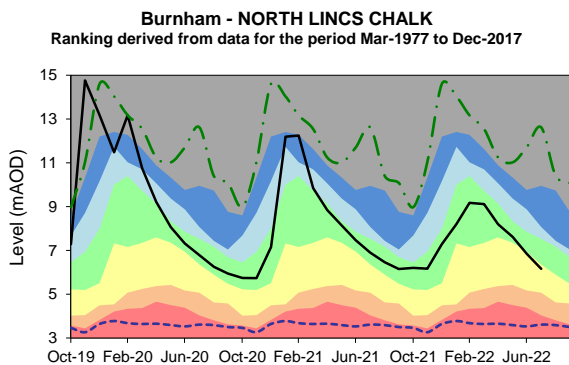
- Exceptionally high
- Notably high
- Above normal
- Normal
- Below normal
- Notably low
- Exceptionally low
- No data

Geology

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

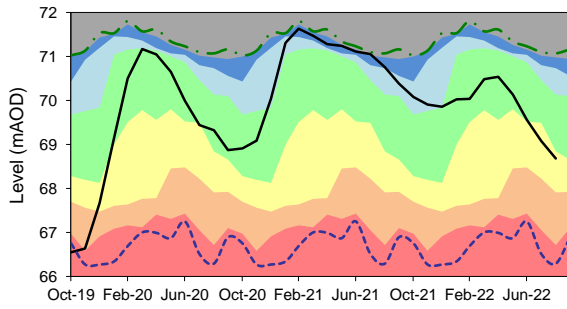


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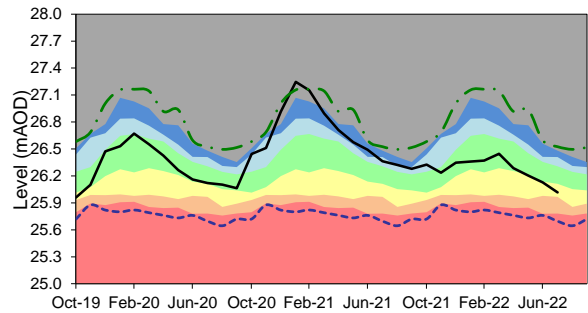




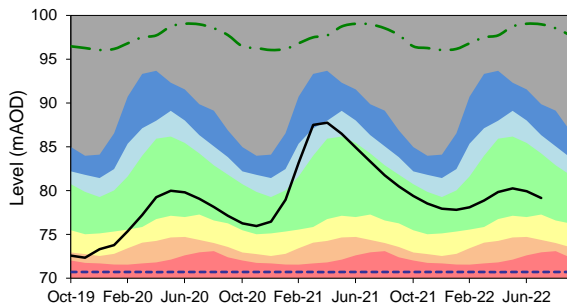
Bath Spring, Charlton - IVEL CHALK
 Ranking derived from data for the period Mar-1993 to Dec-2017



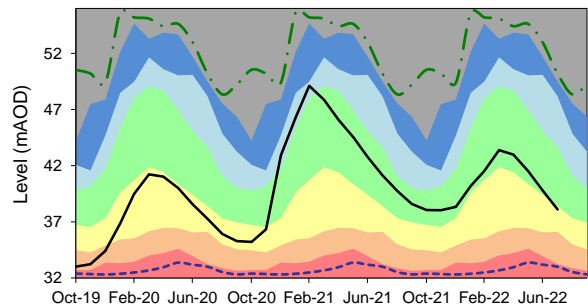
Biggleswade - IVEL SANDSTONE
 Ranking derived from data for the period Mar-1968 to Dec-2017



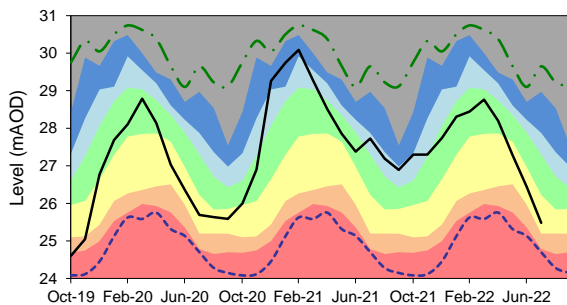
Therfield Rectory - N HERTS CHALK
 Ranking derived from data for the period Jan-1883 to Dec-2017



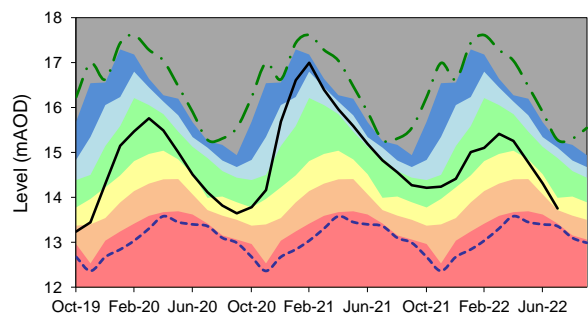
Redlands Hall, Ickleton - CAM CHALK
 Ranking derived from data for the period Aug-1963 to Dec-2017



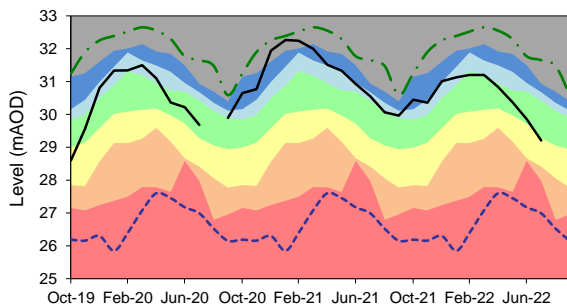
Linton - CAM CHALK
 Ranking derived from data for the period Jan-1980 to Dec-2017



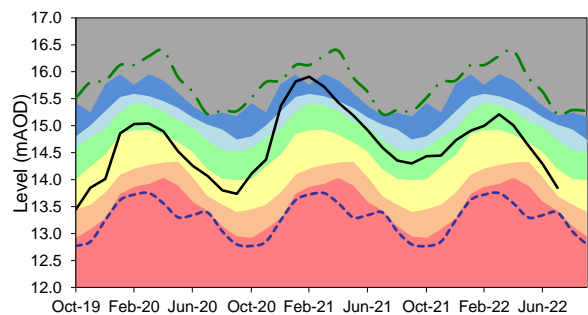
Gog Magog, Stapleford - CAM CHALK
 Ranking derived from data for the period Jan-1980 to Dec-2017



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

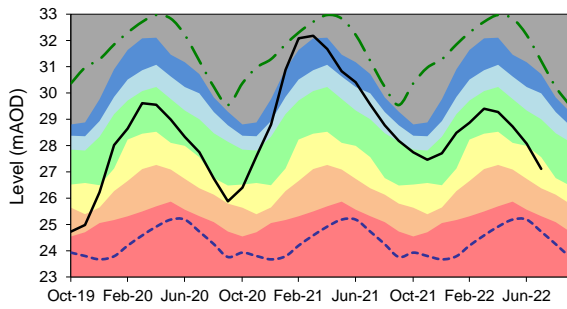


Newmarket - SNAIL CHALK
 Ranking derived from data for the period Feb-1983 to Dec-2017

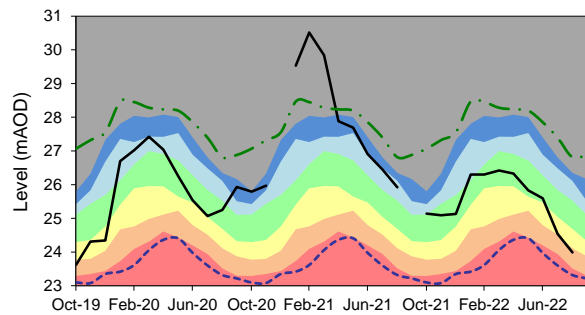




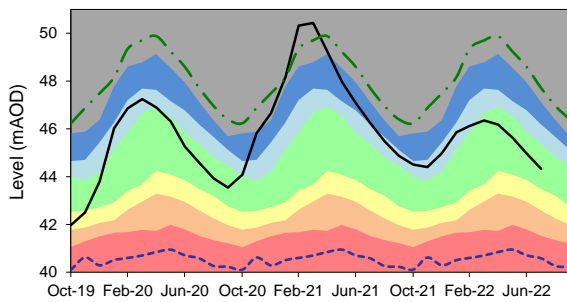
Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017



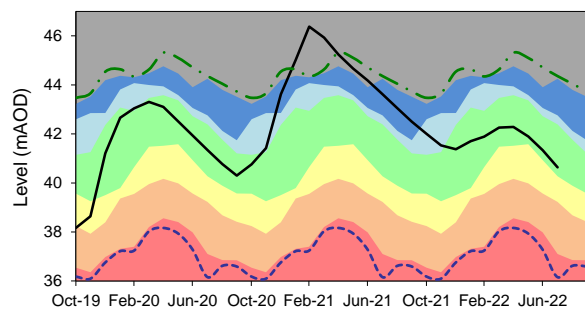
Breckland - WISSEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



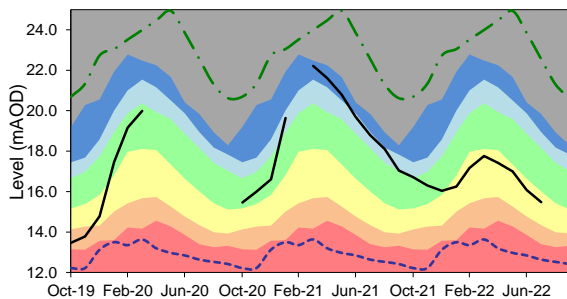
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



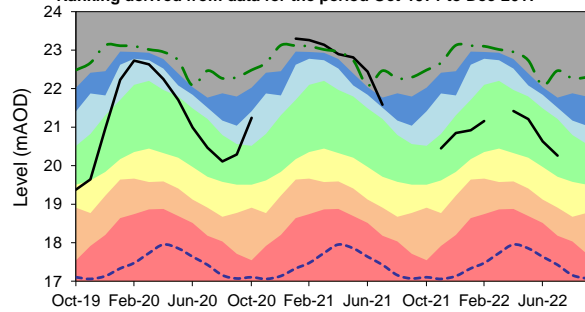
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



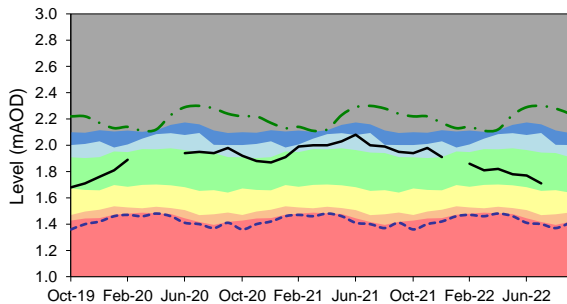
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



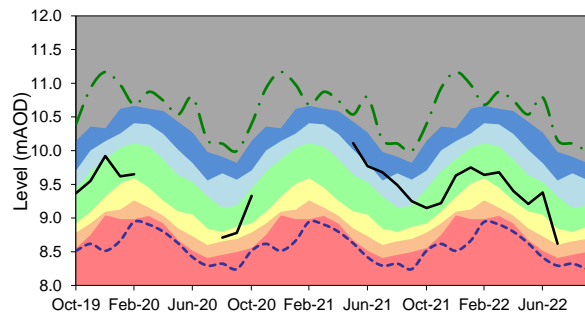
Old Primary School, South Creake - NW NORFOLK CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017



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

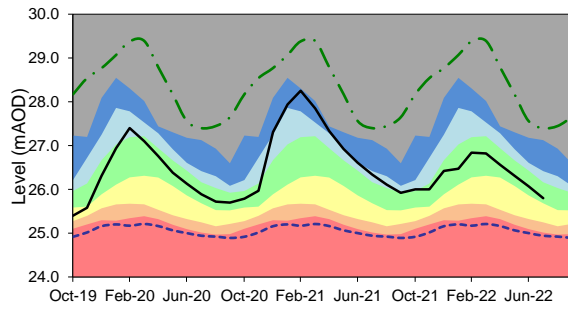


The Spinney, Costessey - WENSUM CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017

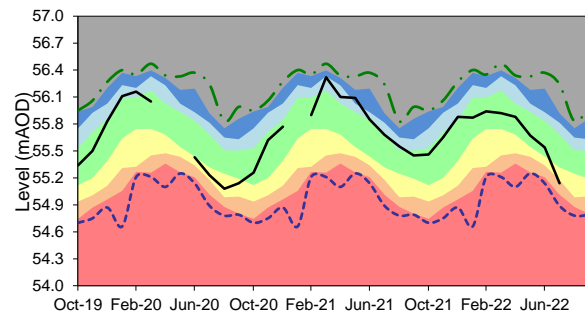




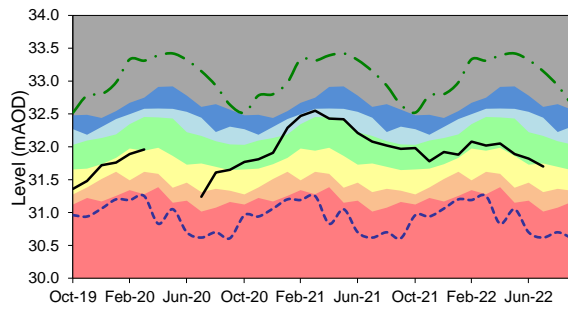
Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking derived from data for the period Jan-1964 to Dec-2017



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



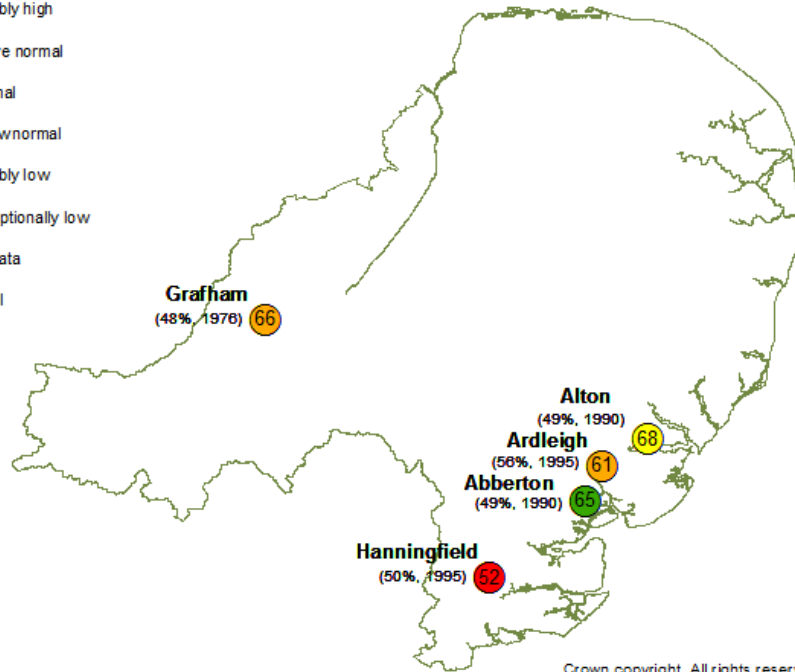
Reservoir Stocks

August 2022

August 2022

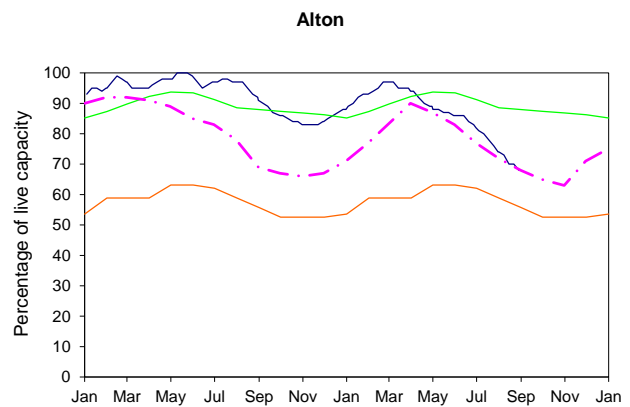
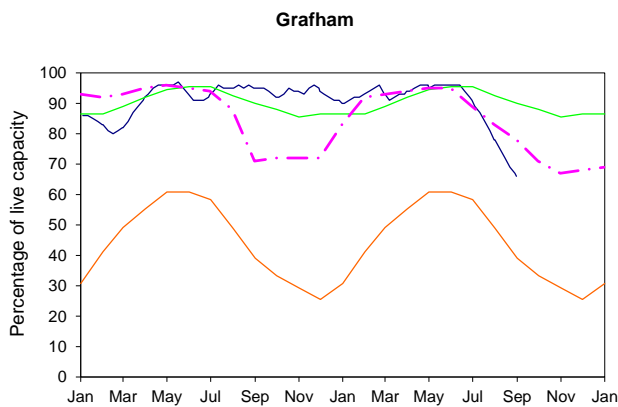
End of month reservoir levels expressed as percentage full.

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



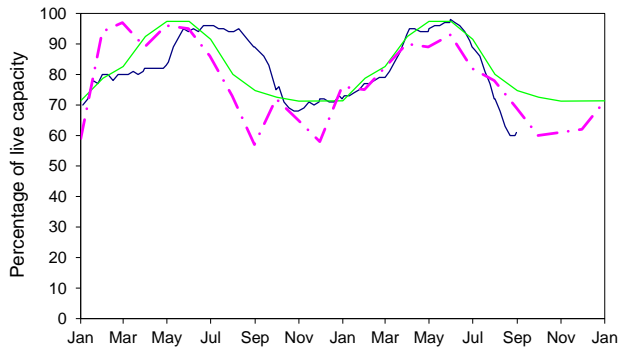
Crown copyright. All rights reserved.
Environment Agency, 100024198, 2022

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

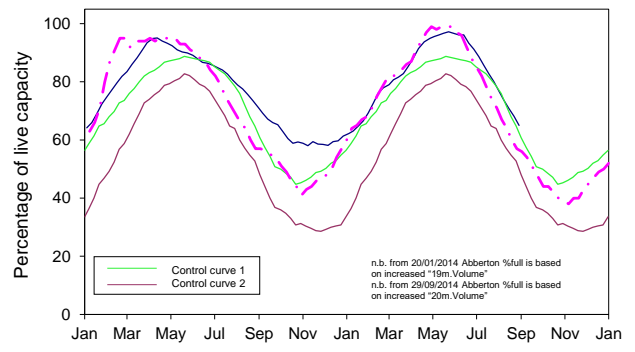


— 2021-2022 — Normal Operating Curve — Drought Alert Curve - - - 1995-1996

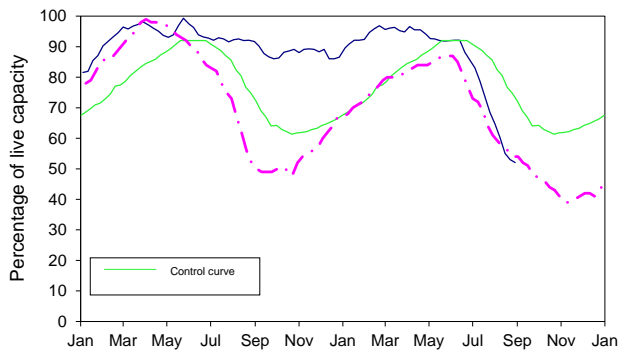
Ardleigh



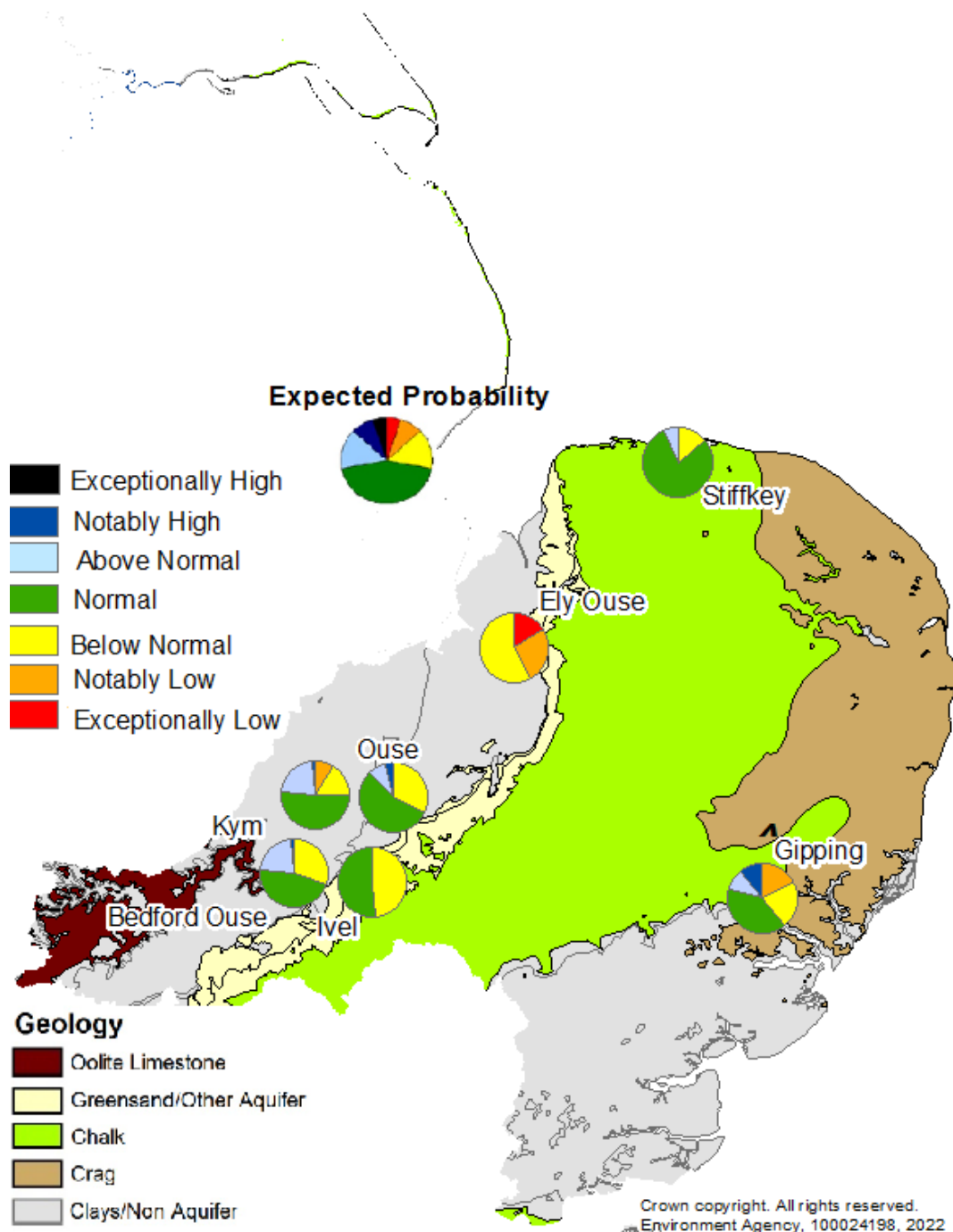
Abberton



Hanningfield



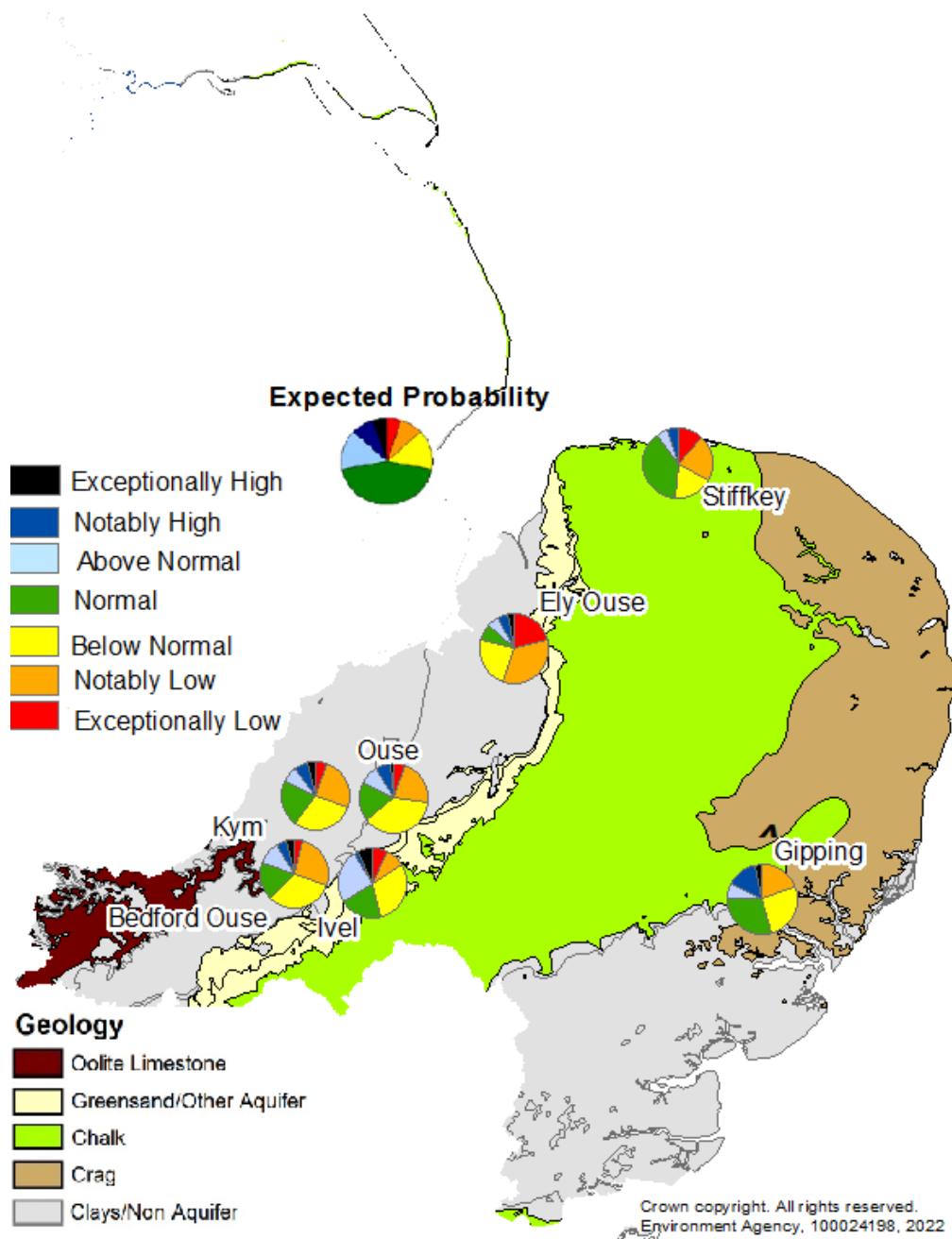
Forward Look – River Flows



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, 2021.

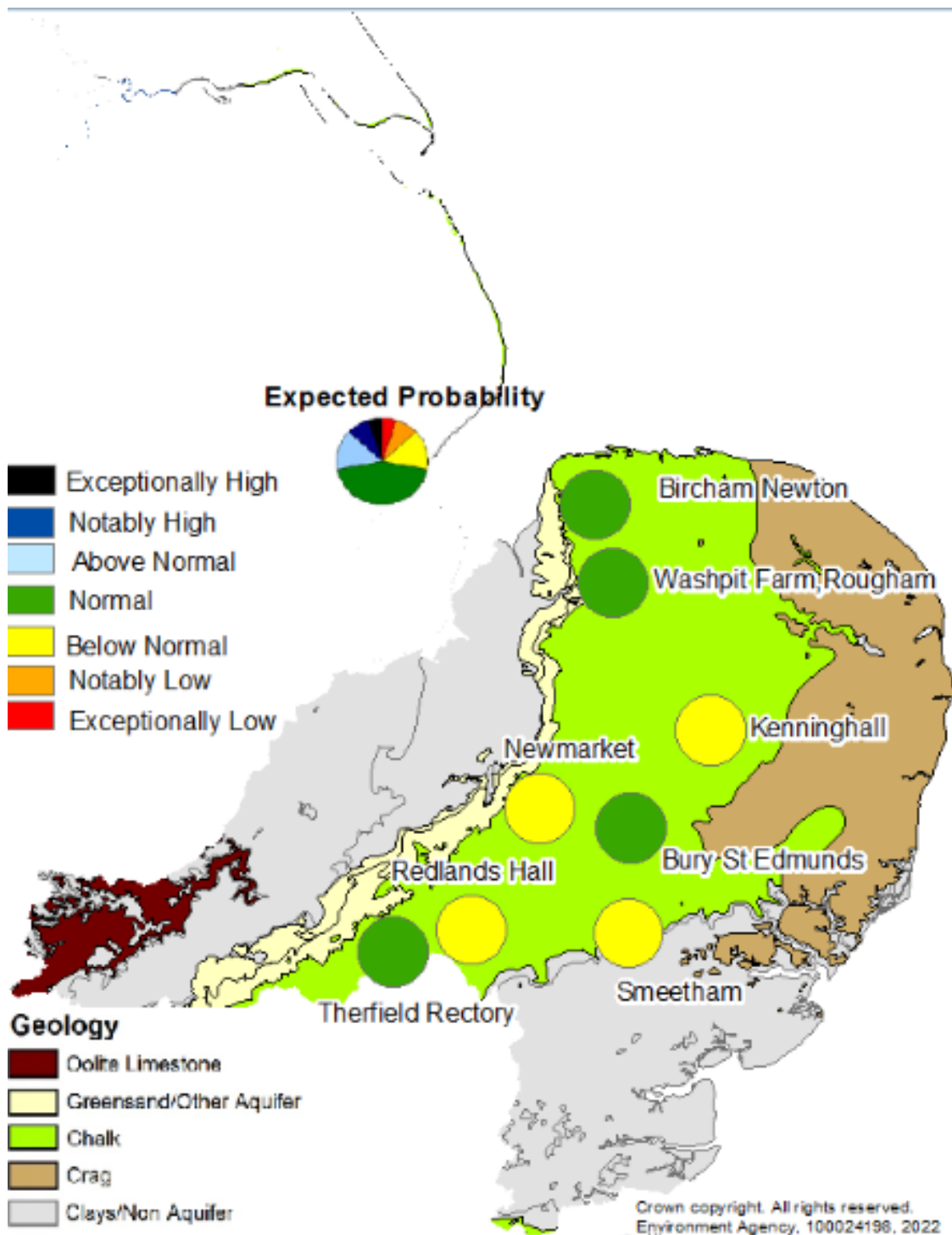
[^] "Naturalised" flows are projected for these sites'



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

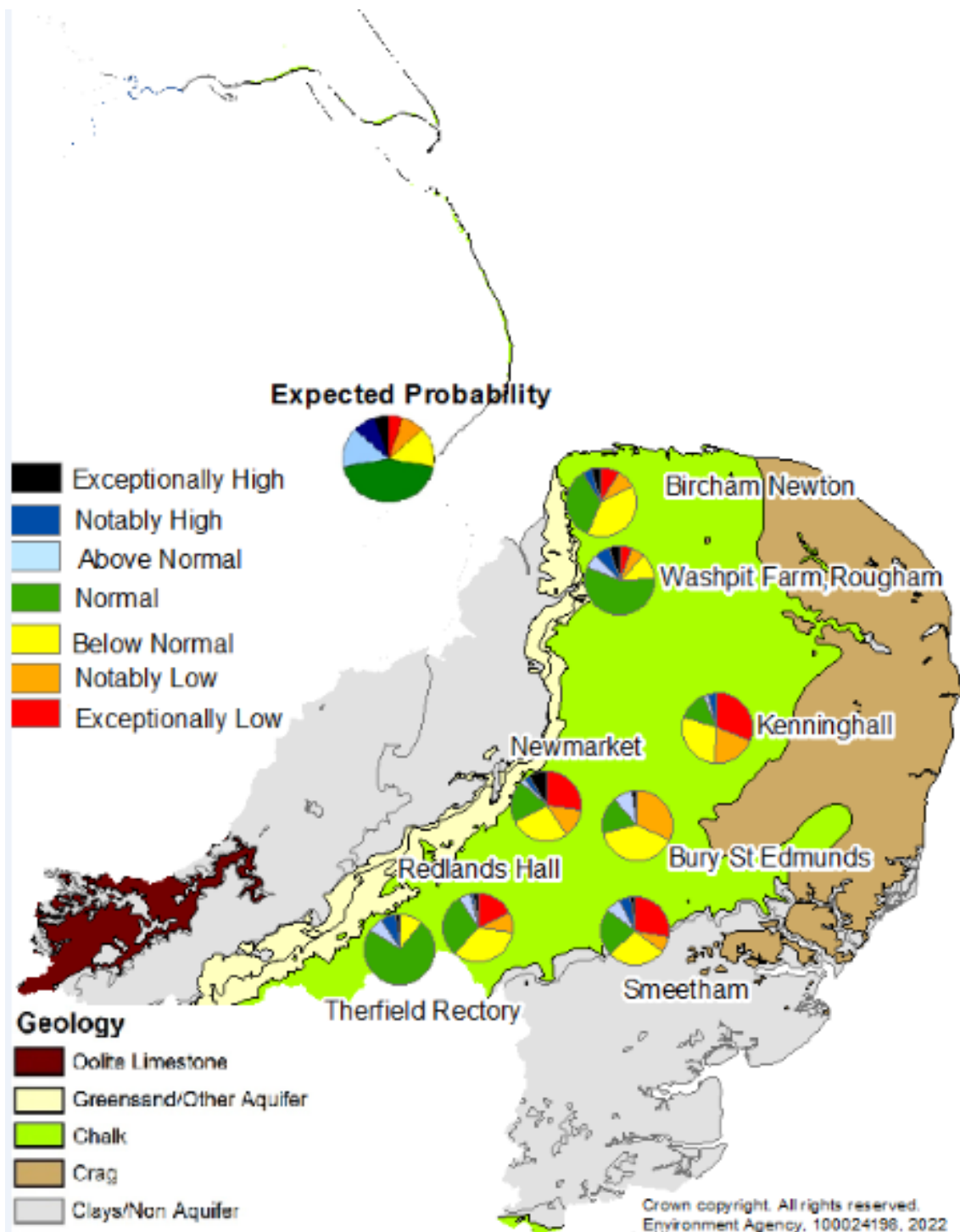
Probabilistic ensemble projections of river flows at key indicator sites in December 2022. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency)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

Forward Look – Groundwater



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

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



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

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

Glossary

Term

Definition

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

Categories

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

Monthly water situation report

East Anglia

Summary – September 2022

Rainfall during September was close to the long-term average across the Area. The northern half of Norfolk experienced the highest totals and the hydrological situation here is healthier than elsewhere in the Area. In general, the rainfall brought some response in river flows following the succession of drier months. However, several rivers are still experiencing low absolute flows. The Area remains in drought status, and the number of flow indicator sites at notably low or exceptionally low flows justifies continuing in that status. Groundwater levels currently do not indicate that drought conditions are prevalent.

Rainfall

Catchment-average rainfall varied between 80% and 130% of the long-term average during September. The higher totals were recorded in the north of the Area, while the south of the Area generally experienced totals slightly below the long-term average for September. The rain fell from a series of typical autumn frontal systems and showers throughout the month. Rainfall accumulations over the past six months continue to be exceptionally low, while 12-month accumulations have typically been notably low.

Soil Moisture Deficit/Recharge

The rainfall during September has reduced the Met Office MORECS simulation of soil moisture deficit across the Area to the notably low category. The soil moisture deficit built up during the dry summer has begun to be filled by rainfall as rates of evapotranspiration fall with shorter day length and lower temperatures. However, the soils across the area still need typically more than 100 mm to reach field capacity, and the MORECS simulation could be underestimating the maximum deficit that built up during the summer in some locations. The soil moisture deficit across the northern half of Norfolk is closer to the typical figure for this time of year.

River Flows

The rainfall during September and the reduction in riparian demand has allowed flows recorded at most indicator sites to recover to some extent during September. However, several catchments were still exceptionally low for September, and of particular concern are the Little Ouse, Cam, Tove, Yare, Waveney, and the smaller catchments of East Suffolk that are not shown as indicator sites in this report. Around half of indicator sites were either notably low or exceptionally low during September.

Groundwater Levels

The groundwater situation is healthier than the river flow situation, as the timing of the dry weather during the past year has mostly been outside the recharge period, and the current groundwater levels are determined more by the rainfall of recent winters than by the most recent spring and summer. Most of the seventeen groundwater indicator sites are at normal or below normal groundwater levels. Only three are notably low, and none are exceptionally low. Widespread recharge is not expected while the soil moisture deficit remains high.

Reservoir Storage/Water Resource Zone Stocks

Reservoir levels continue to fall at all reservoirs except Ardleigh.

Environmental Impact

Transfers from the Ely Ouse to the River Stour / River Blackwater are currently being utilised close to the maximum rate available from the cut-off channel. River support schemes are operating on the Rhee, Lodes-Granta and Thet. The Great Ouse Groundwater Scheme (GOGS) boreholes on the Thet are shortly to be switched off. The Stour Augmentation Groundwater Scheme (SAGS), Waveney Augmentation Groundwater Scheme (WAGS) and the Earl Soham augmentation of the River Deben are all switched off.

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

Forward Look

Probabilistic ensemble projections for river flows at key sites

The rainfall-runoff modelling is showing an increased probability of below normal and notably low flows being recorded in December 2022. Any signal for March 2023 is weak under the current initial conditions.

Probabilistic ensemble projections for groundwater levels in key aquifers

The groundwater projections are showing an increased risk of levels being in the lower categories by March 2023.

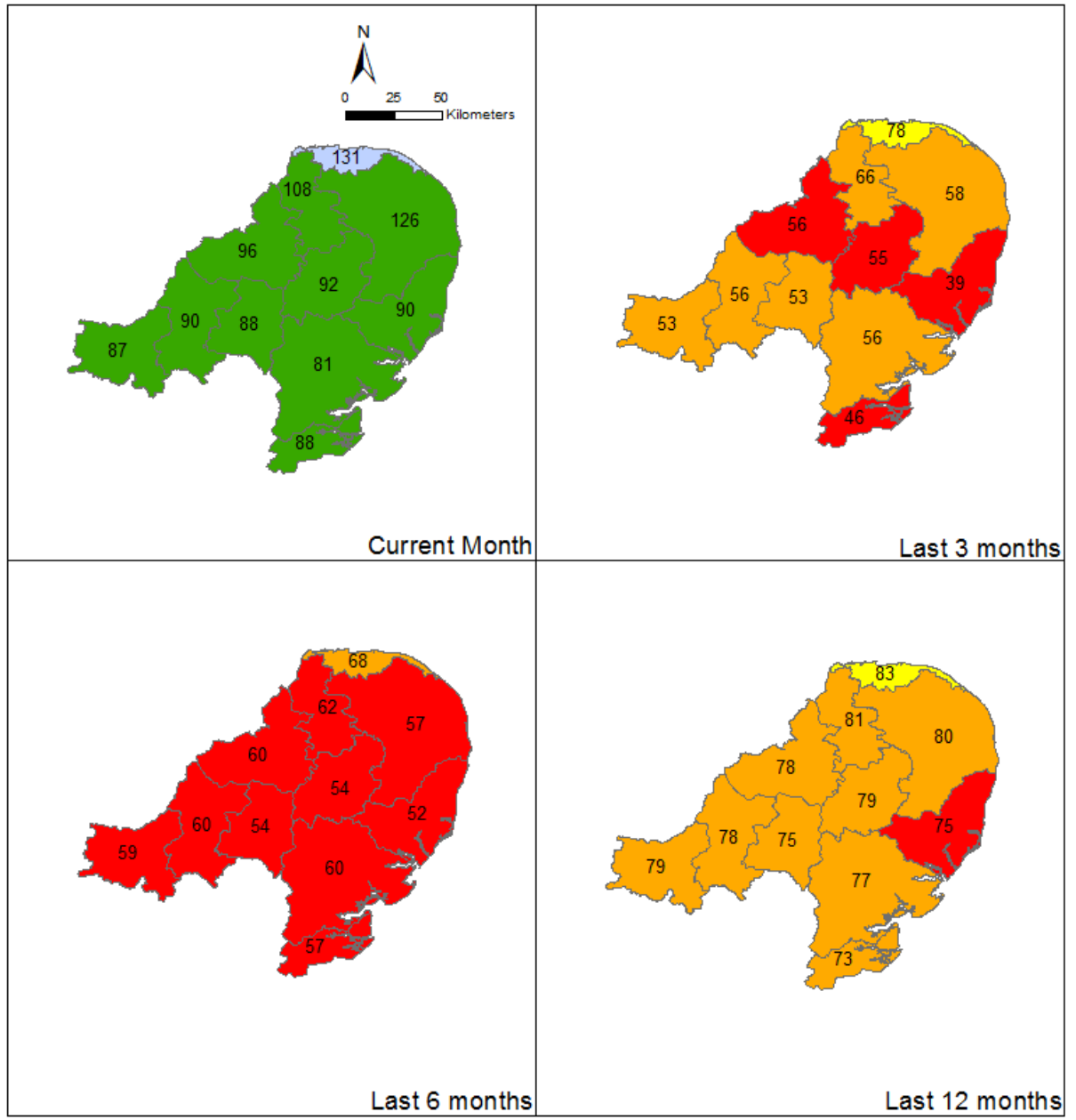
Author: [Hydrology and Operations](#)

Contact details: 07584 333881



Rainfall

September 2022



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

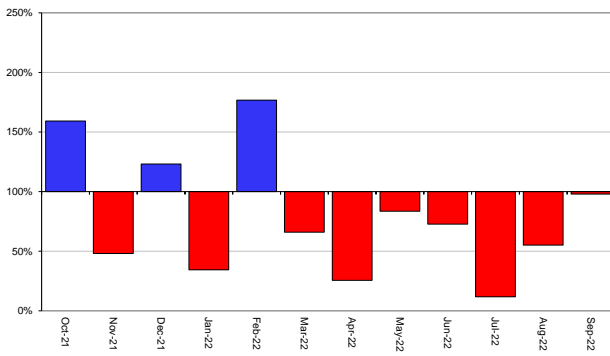
Rainfall expressed as percentage of 1961-1990 Long Term Average for the specified duration. Classes derived from data for the period 1891 to 2017 based on the HadUK dataset (Met Office © Crown Copyright)

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.

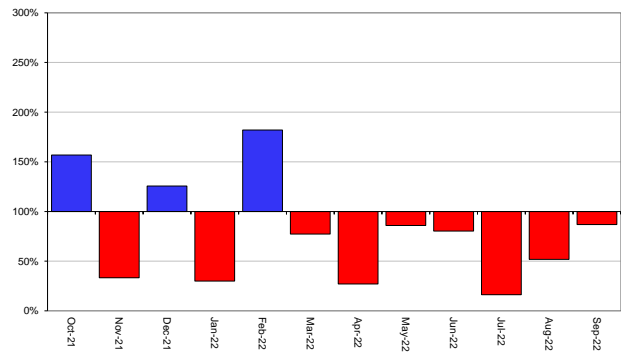
Above average rainfall

Below average rainfall

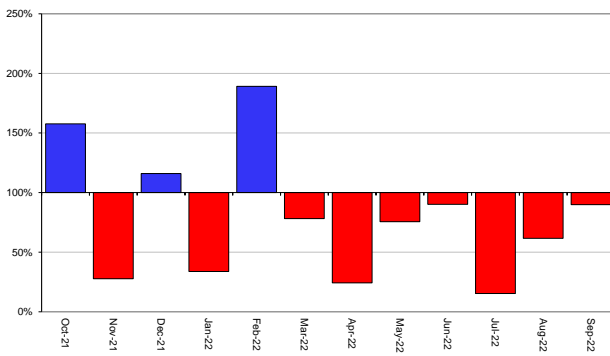
1-Month Period for East Anglia



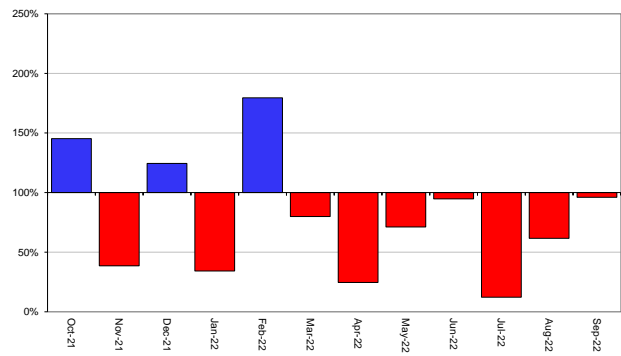
1-Month Period for Upper Bedford Ouse



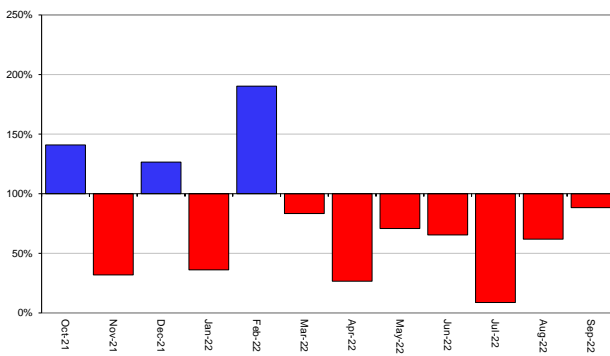
1-Month Period for Lower Bedford Ouse



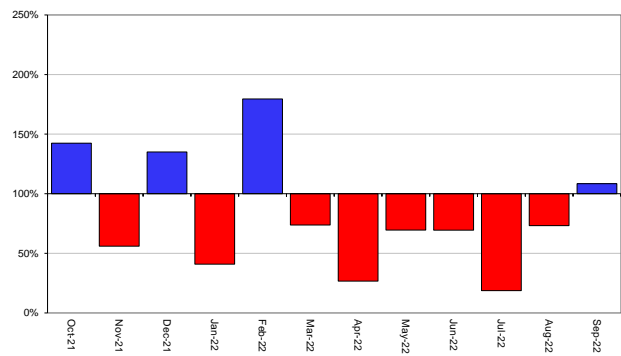
1-Month Period for Central Area Fenland



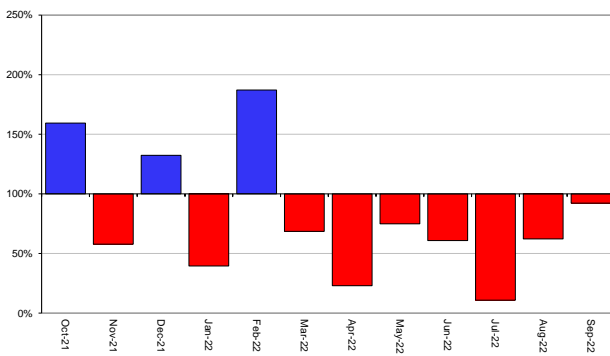
1-Month Period for Cam



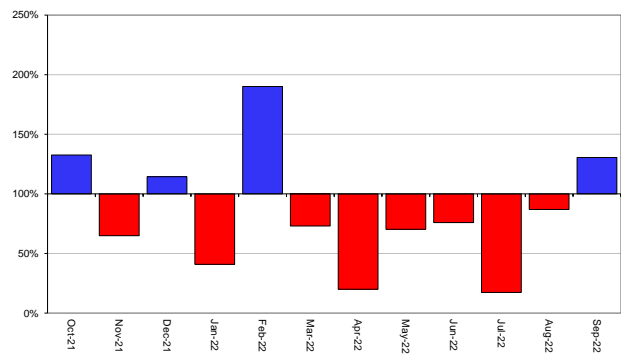
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark

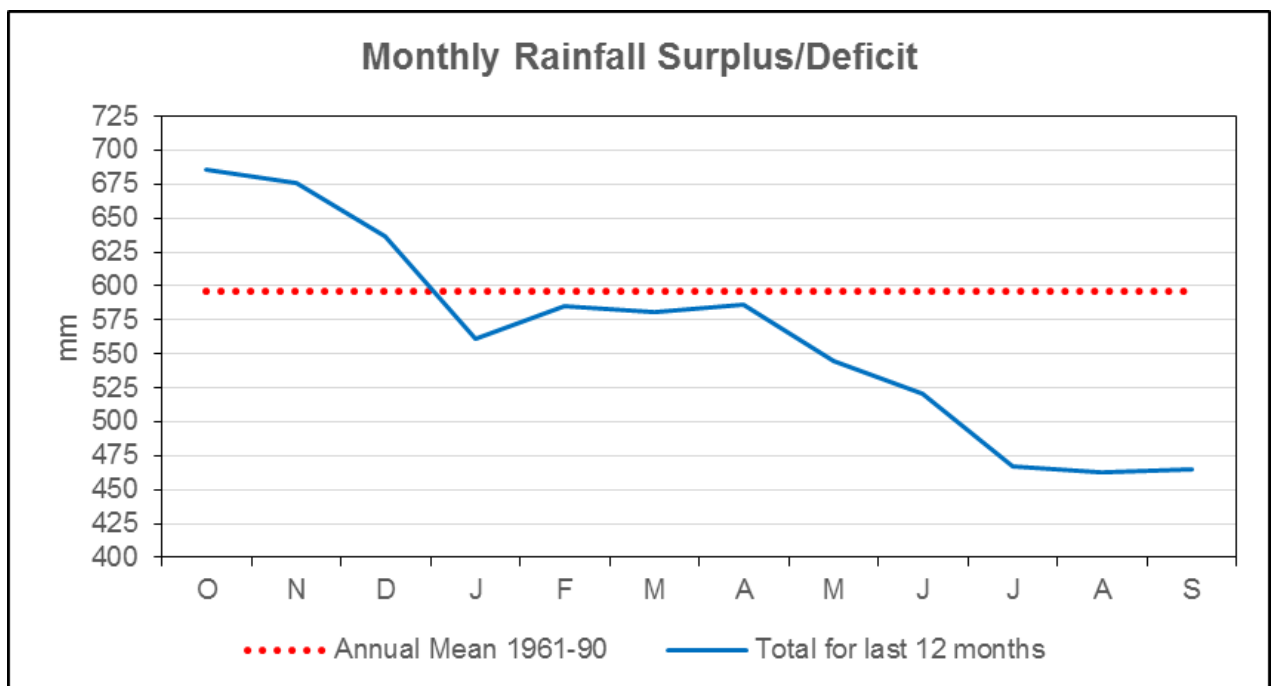
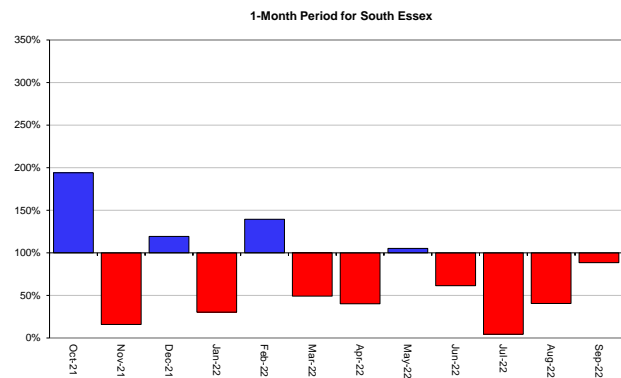
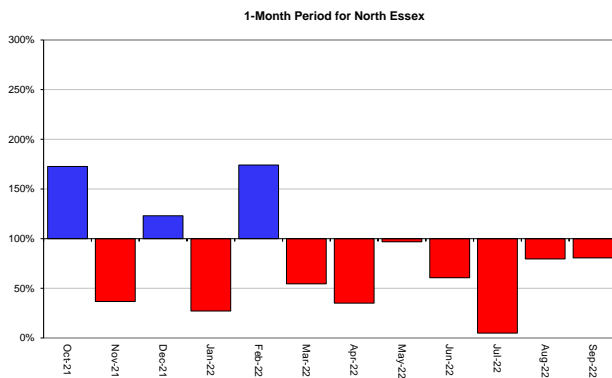
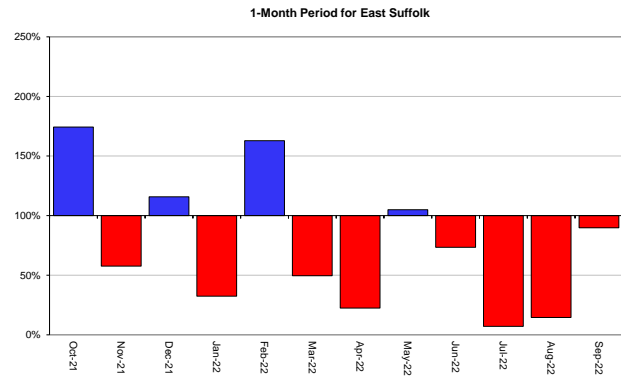
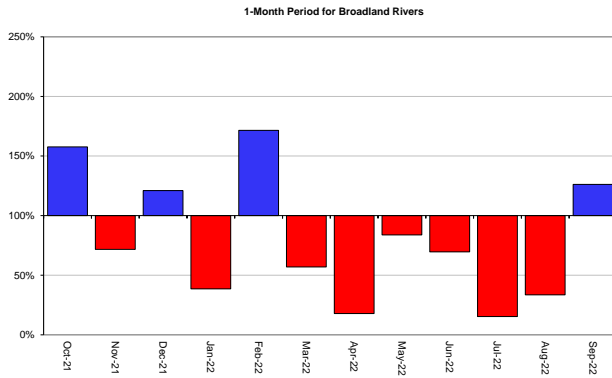


1-Month Period for North Norfolk

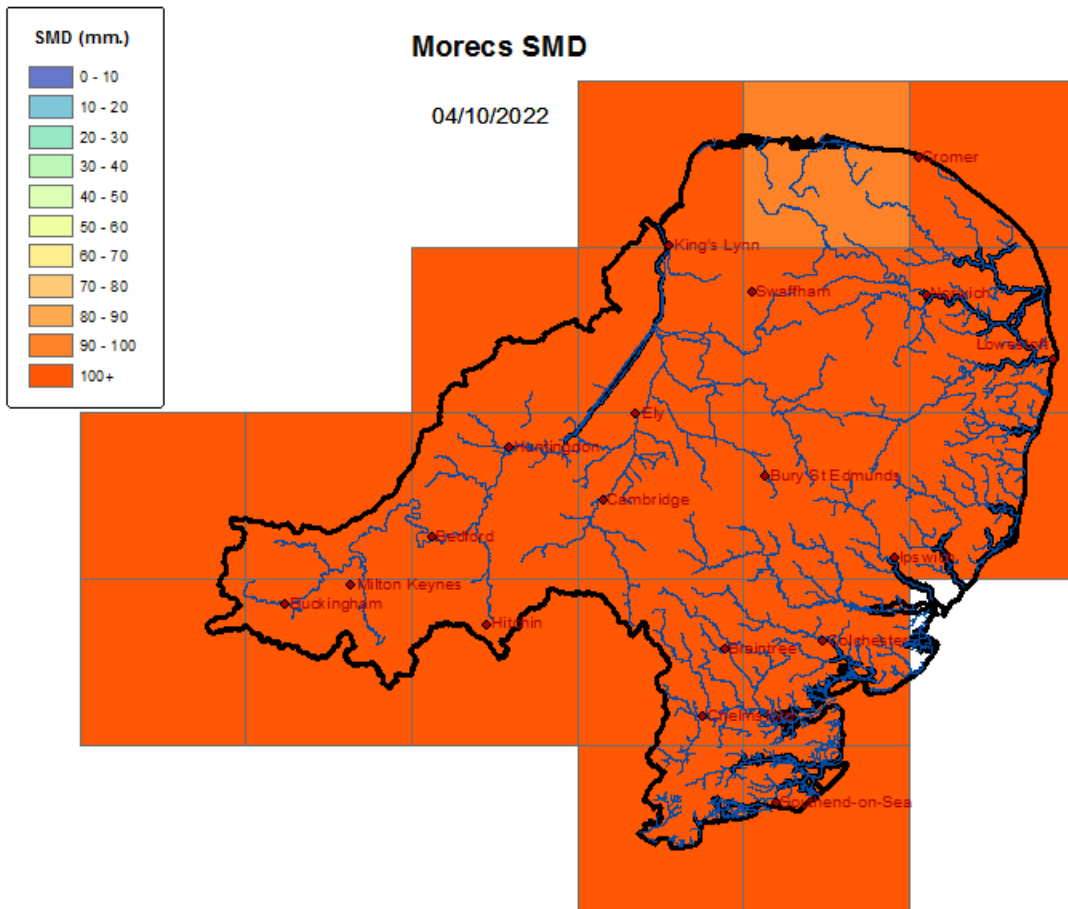


Above average rainfall

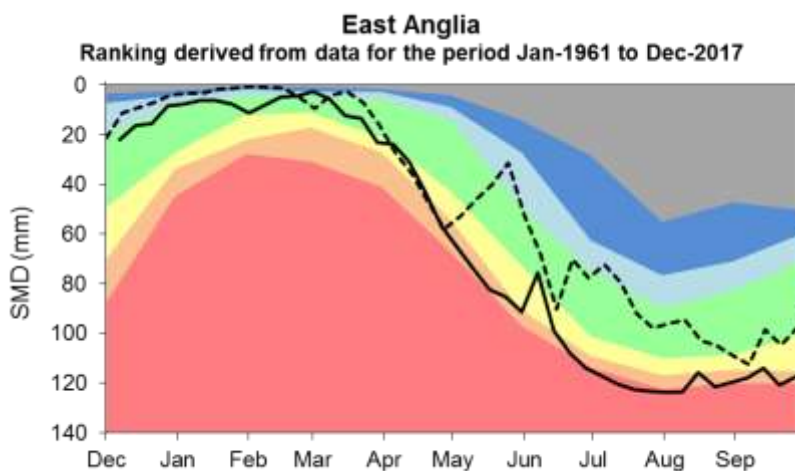
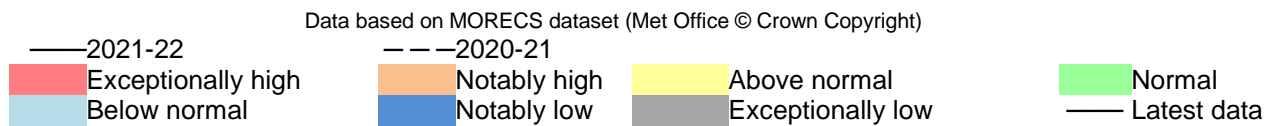
Below average rainfall



Soil Moisture Deficit

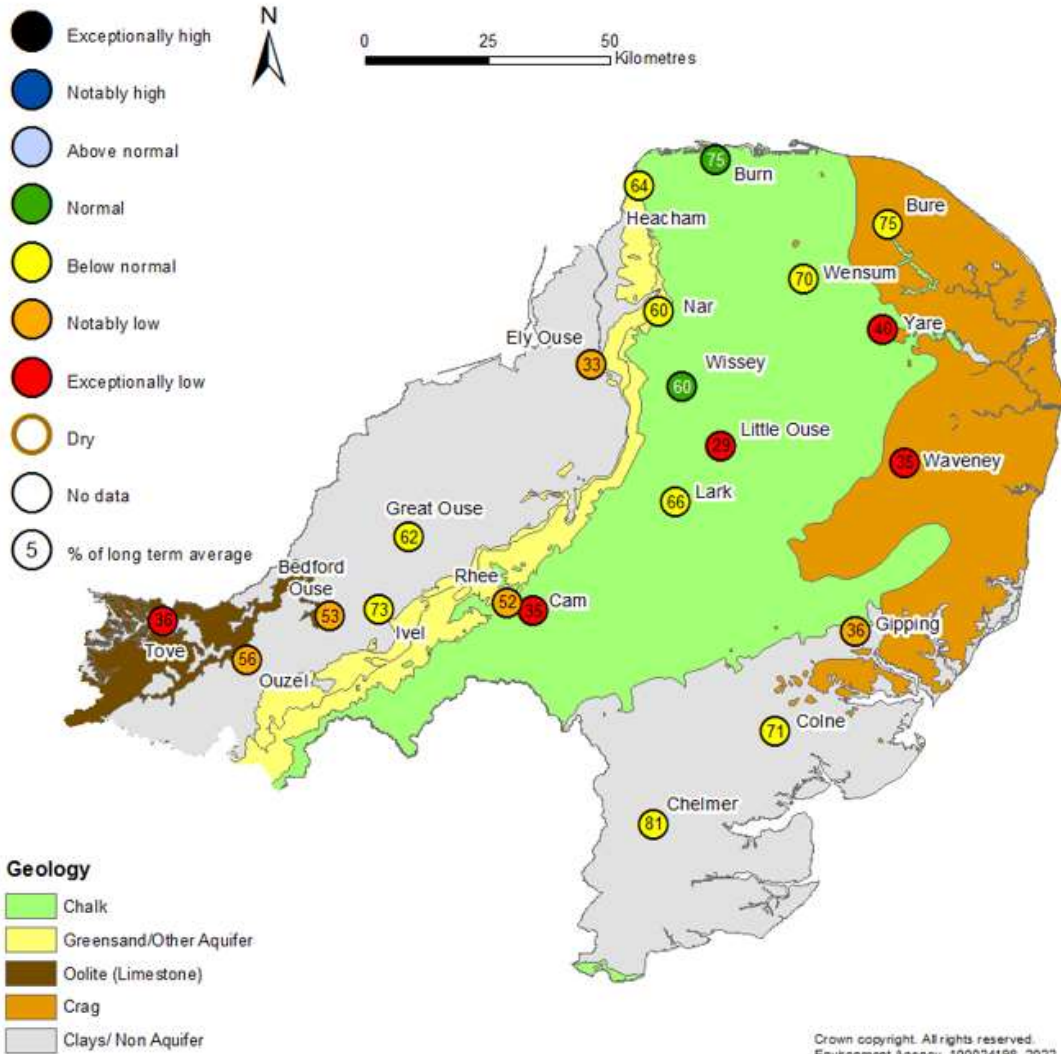


Data based on MORECS (Met Office © Crown Copyright)

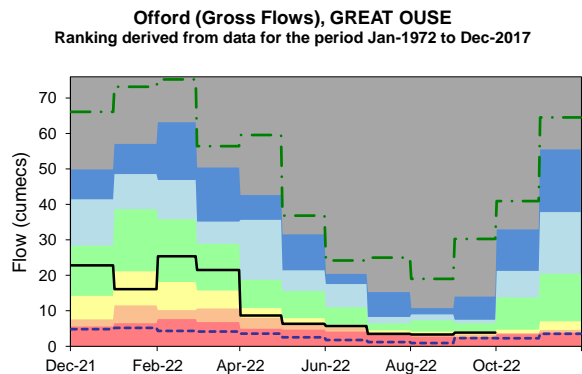
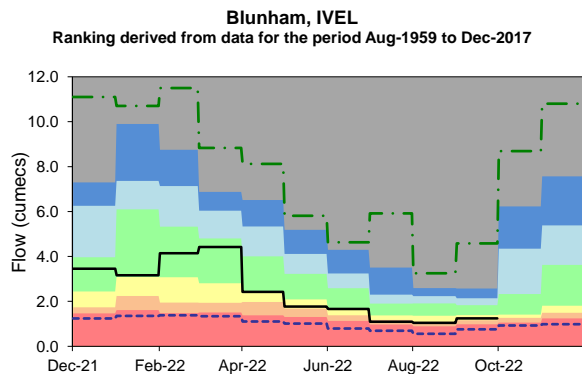
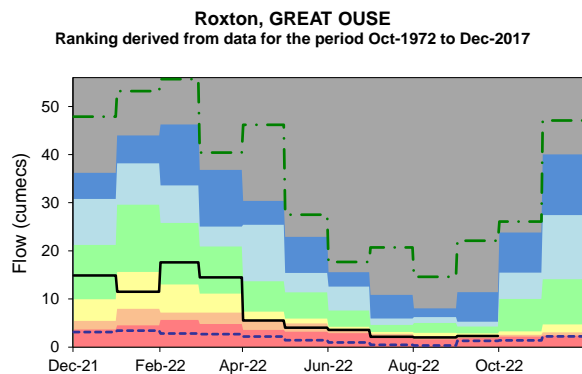
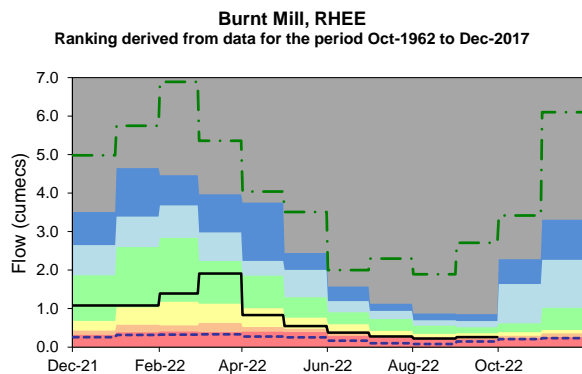
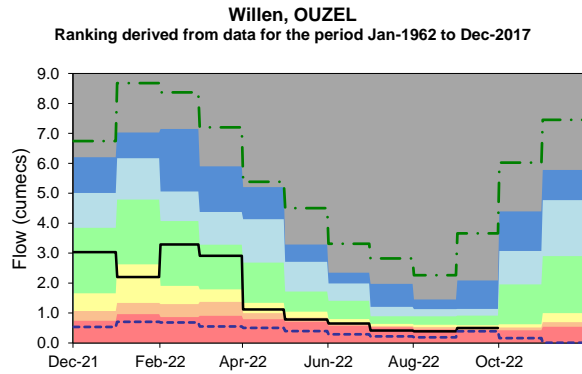
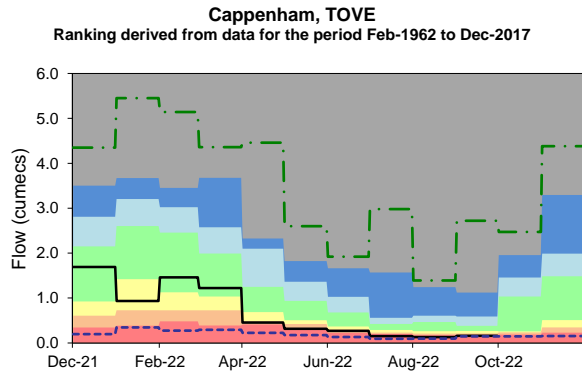


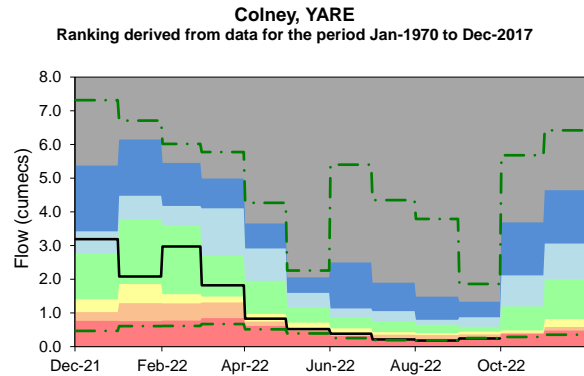
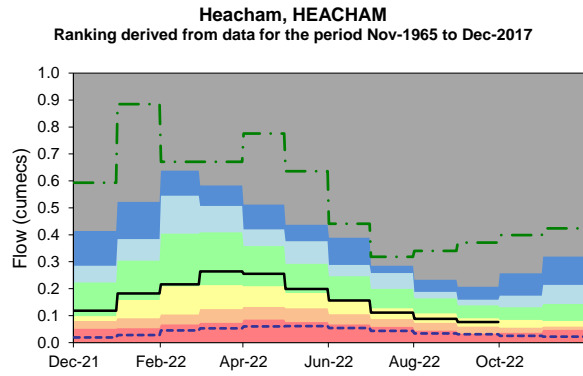
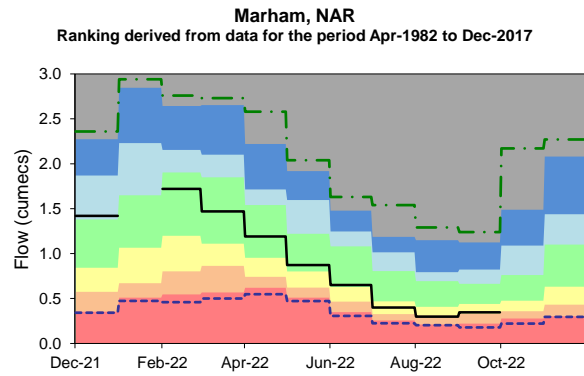
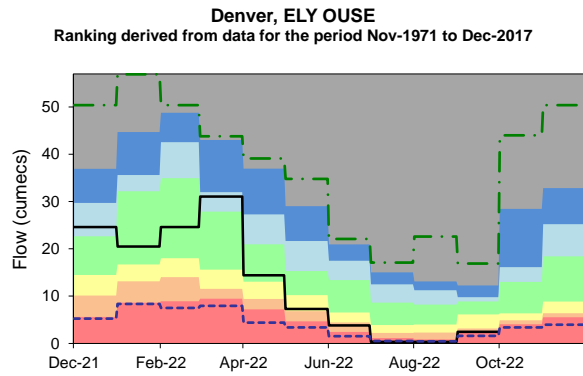
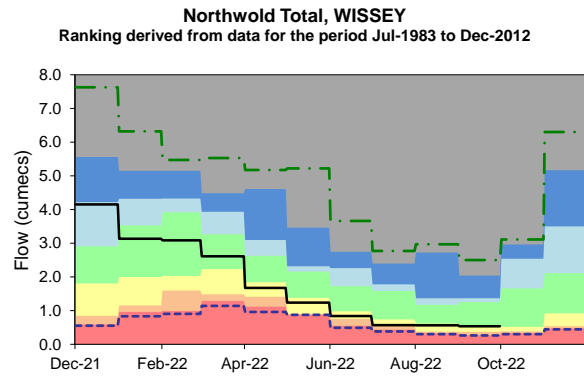
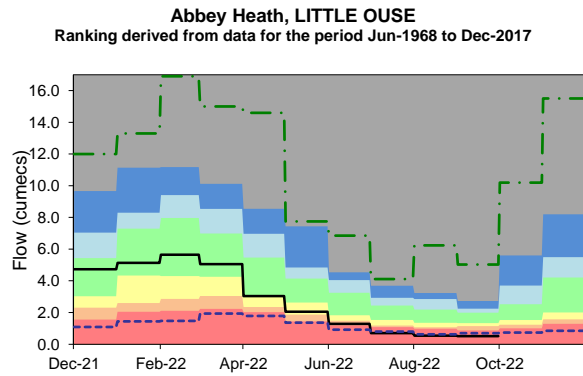
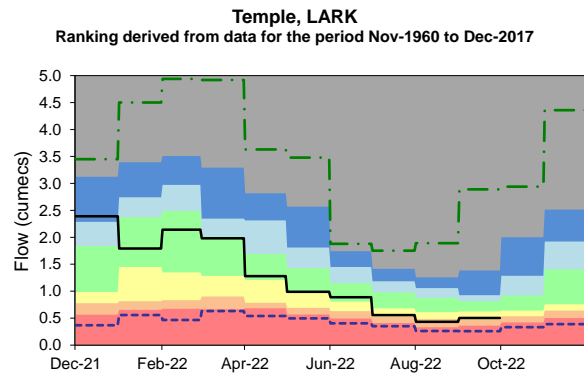
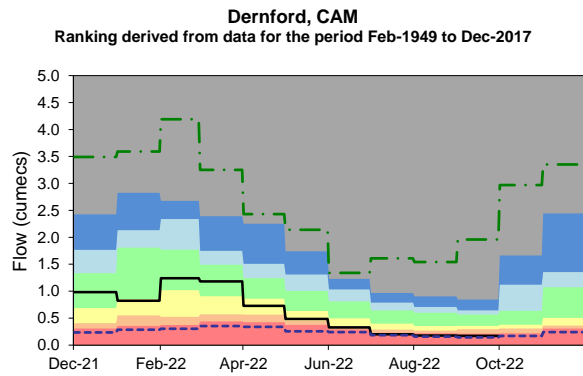
River Flow

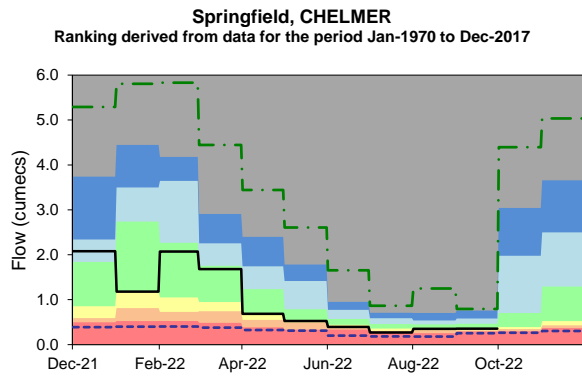
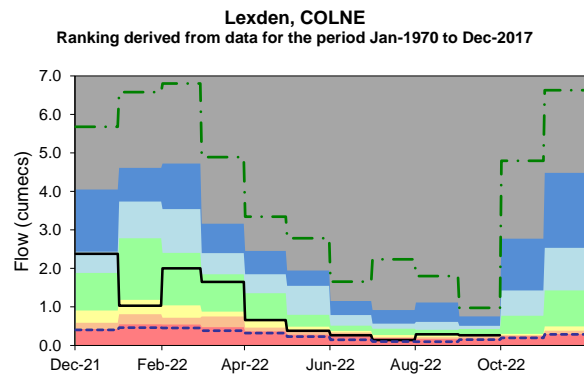
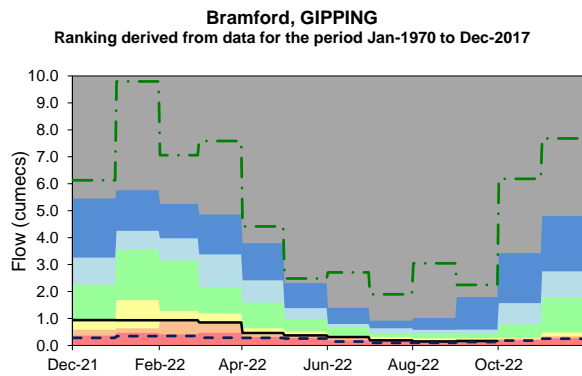
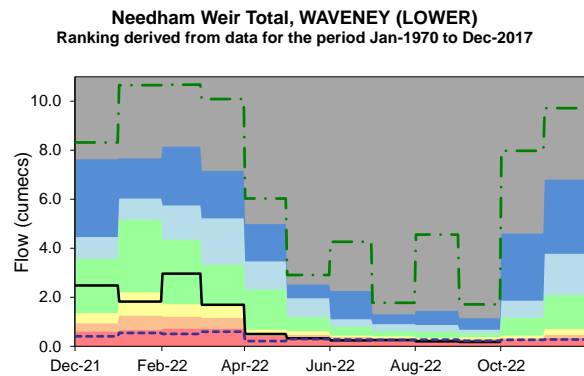
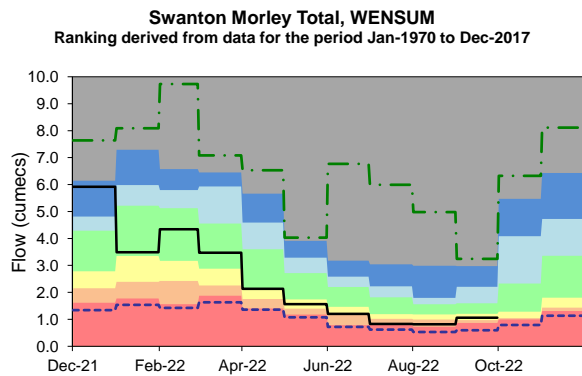
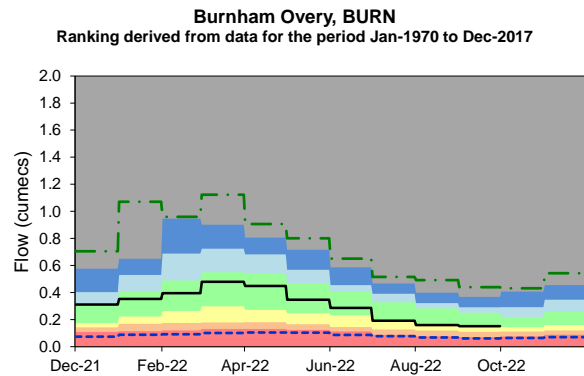
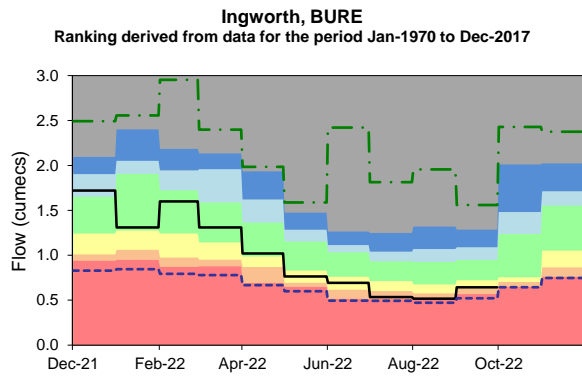
September 2022



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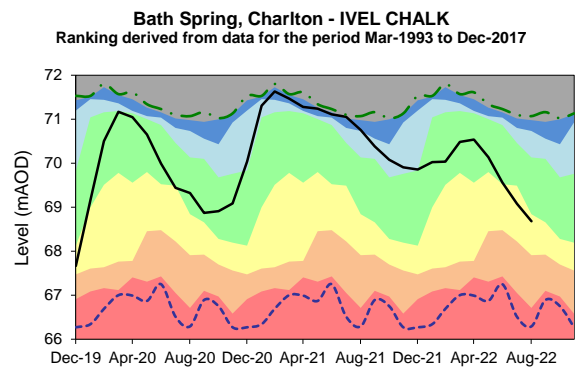
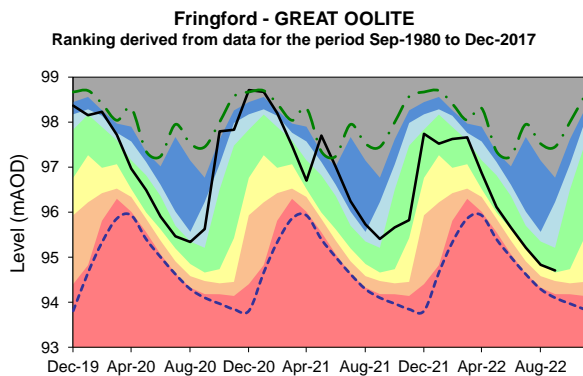
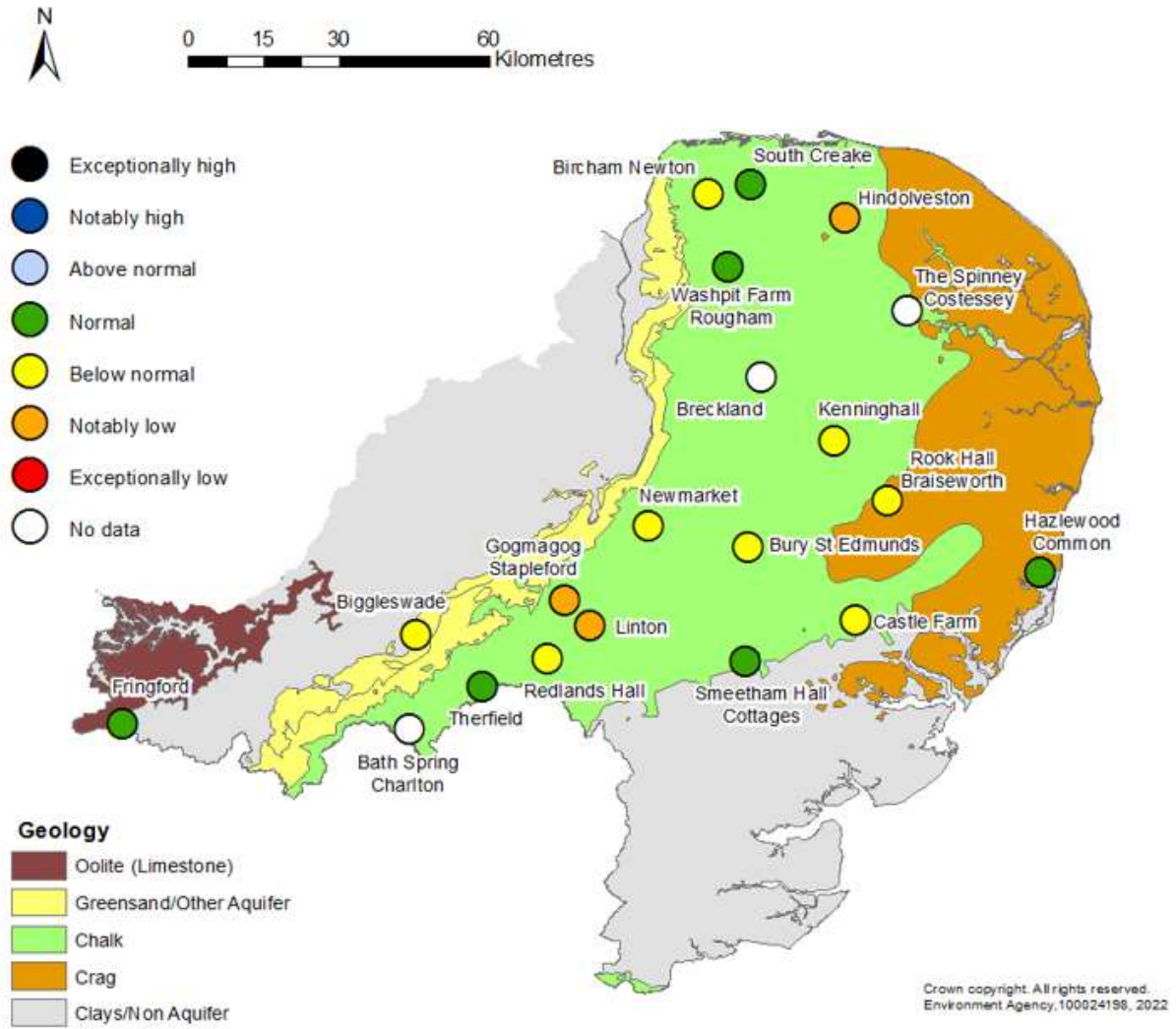






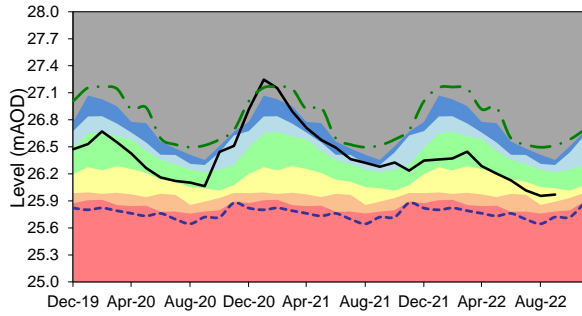
Groundwater Levels

September 2022

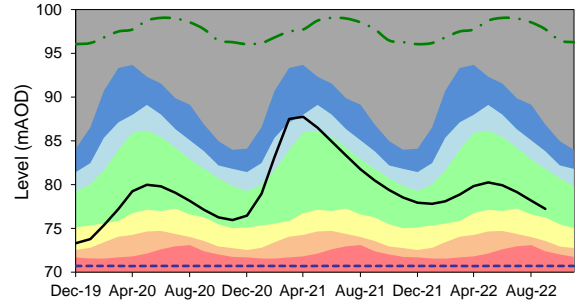




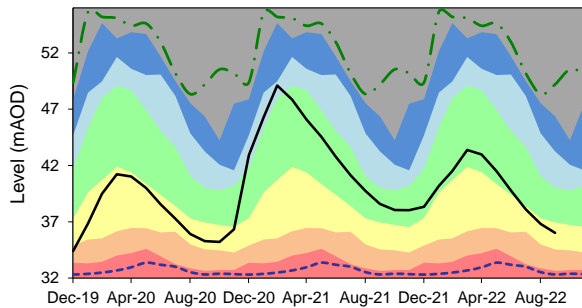
Biggleswade - IVEL SANDSTONE
Ranking derived from data for the period Mar-1968 to Dec-2017



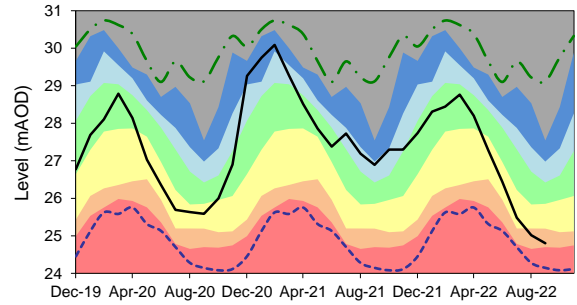
Therfield Rectory - N HERTS CHALK
Ranking derived from data for the period Jan-1883 to Dec-2017



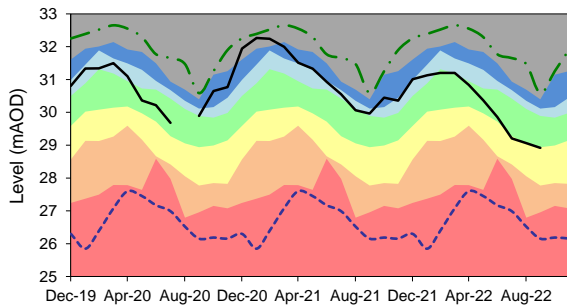
Redlands Hall, Ickleton - CAM CHALK
Ranking derived from data for the period Aug-1963 to Dec-2017

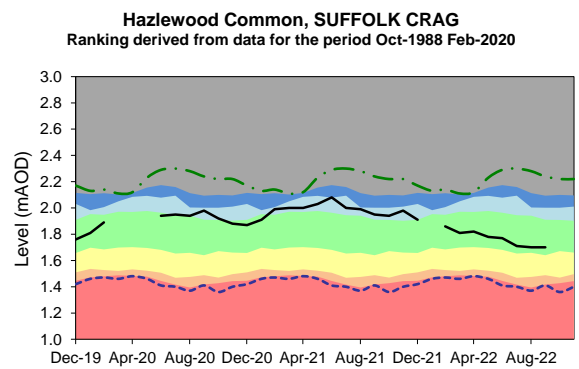
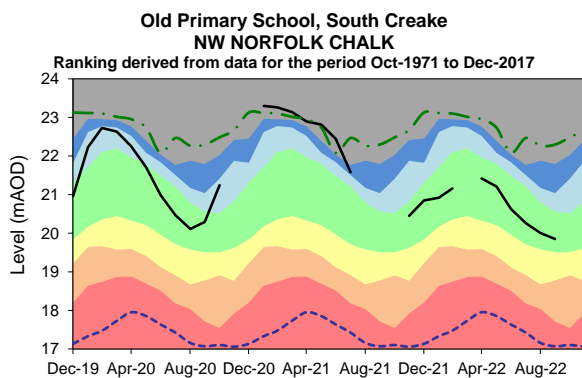
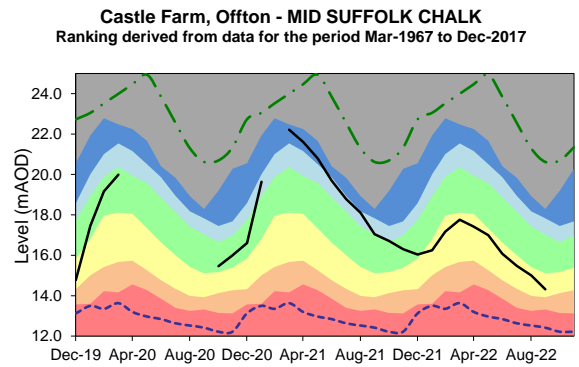
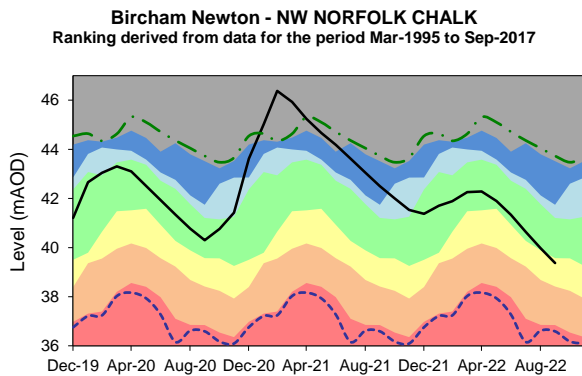
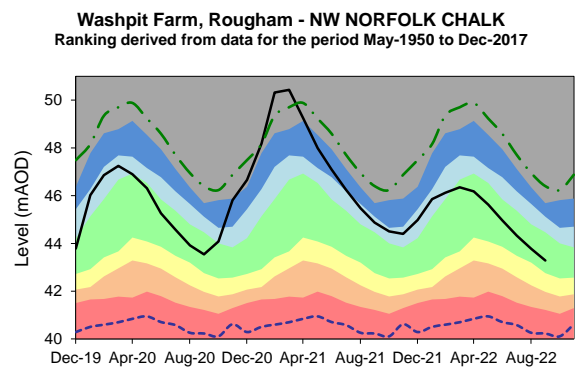
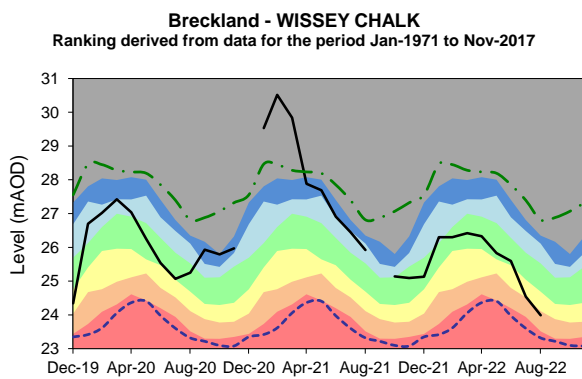
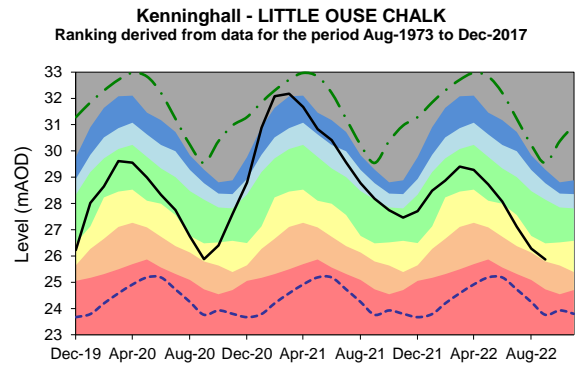
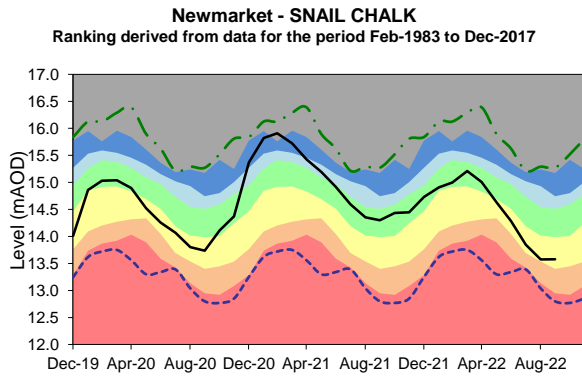


Linton - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



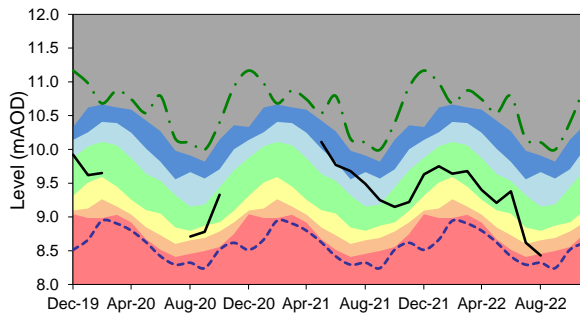
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017



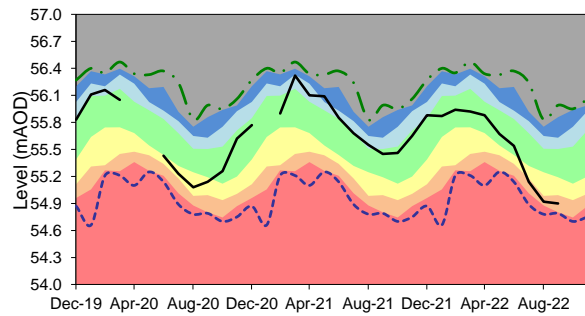




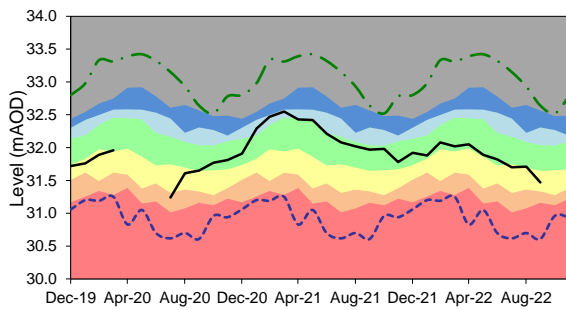
The Spinney, Costessey - WENSUM CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



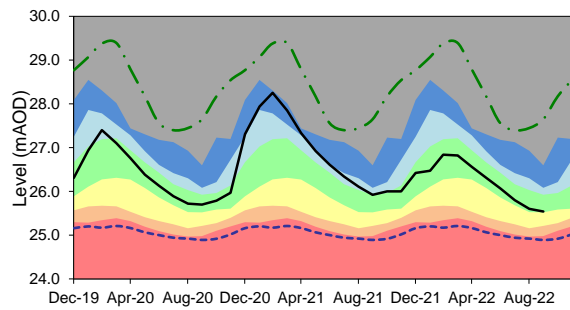
Hindolveston - NORFOLK CHALK
 Ranking derived from data for the period Sep-1984 to Nov-2017



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



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



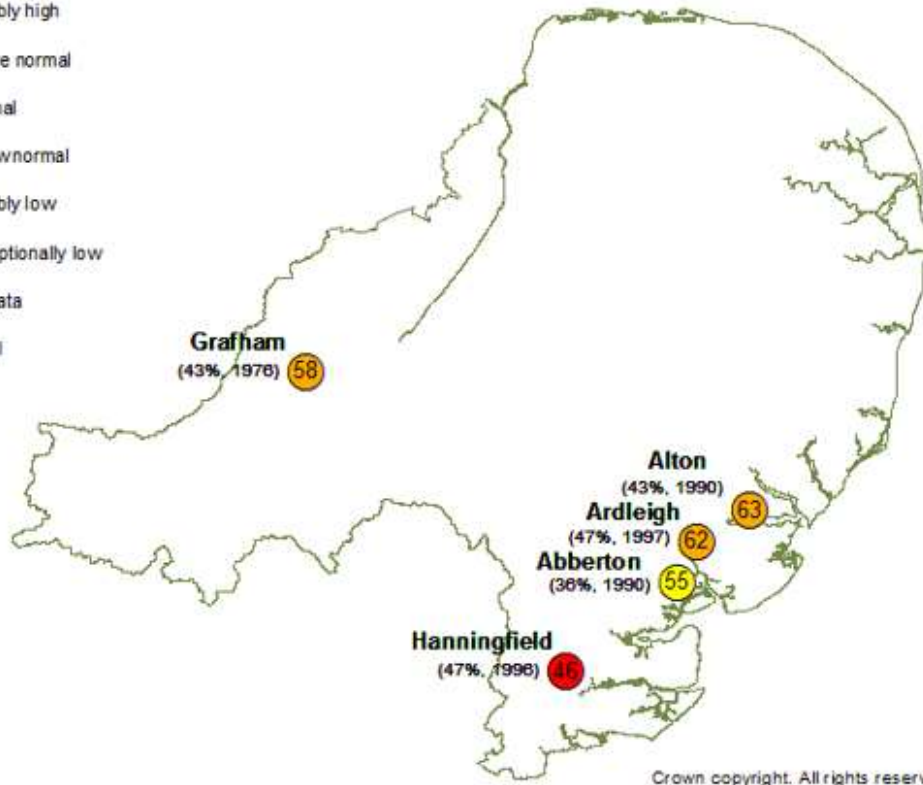
Reservoir Stocks

September 2022

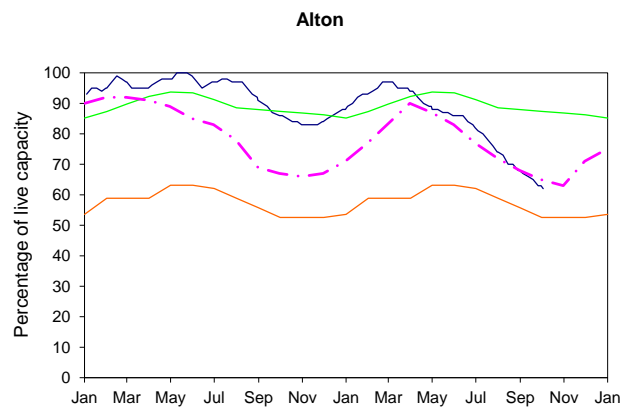
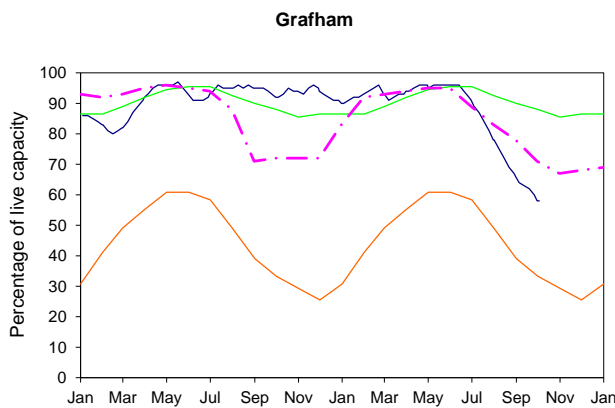
September 2022

End of month reservoir levels expressed as percentage full.

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

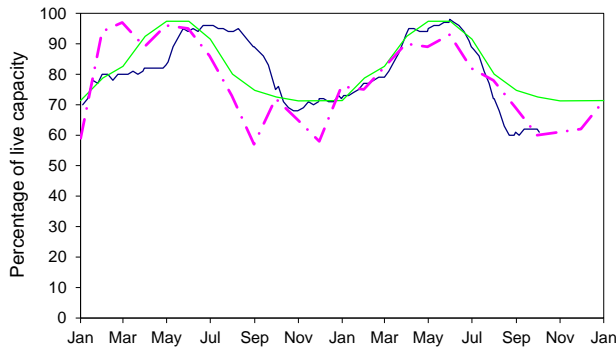


— 2020-2021 — Normal Operating Curve — Drought Alert Curve - - - 1995-1996

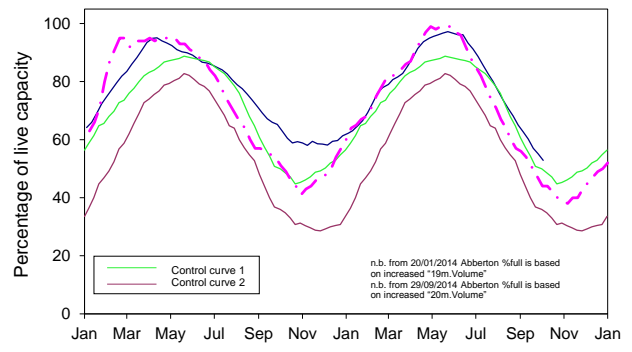


— 2020-2021 — Normal Operating Curve — Drought Alert Curve — 1995-1996

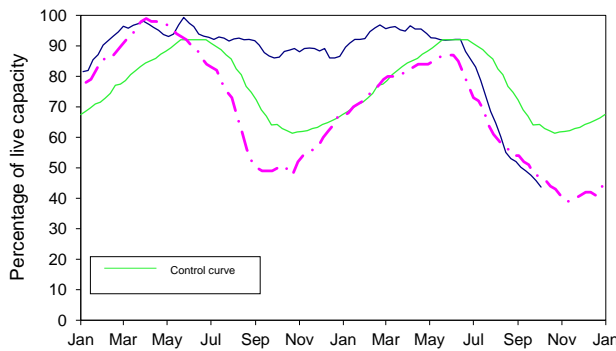
Ardleigh



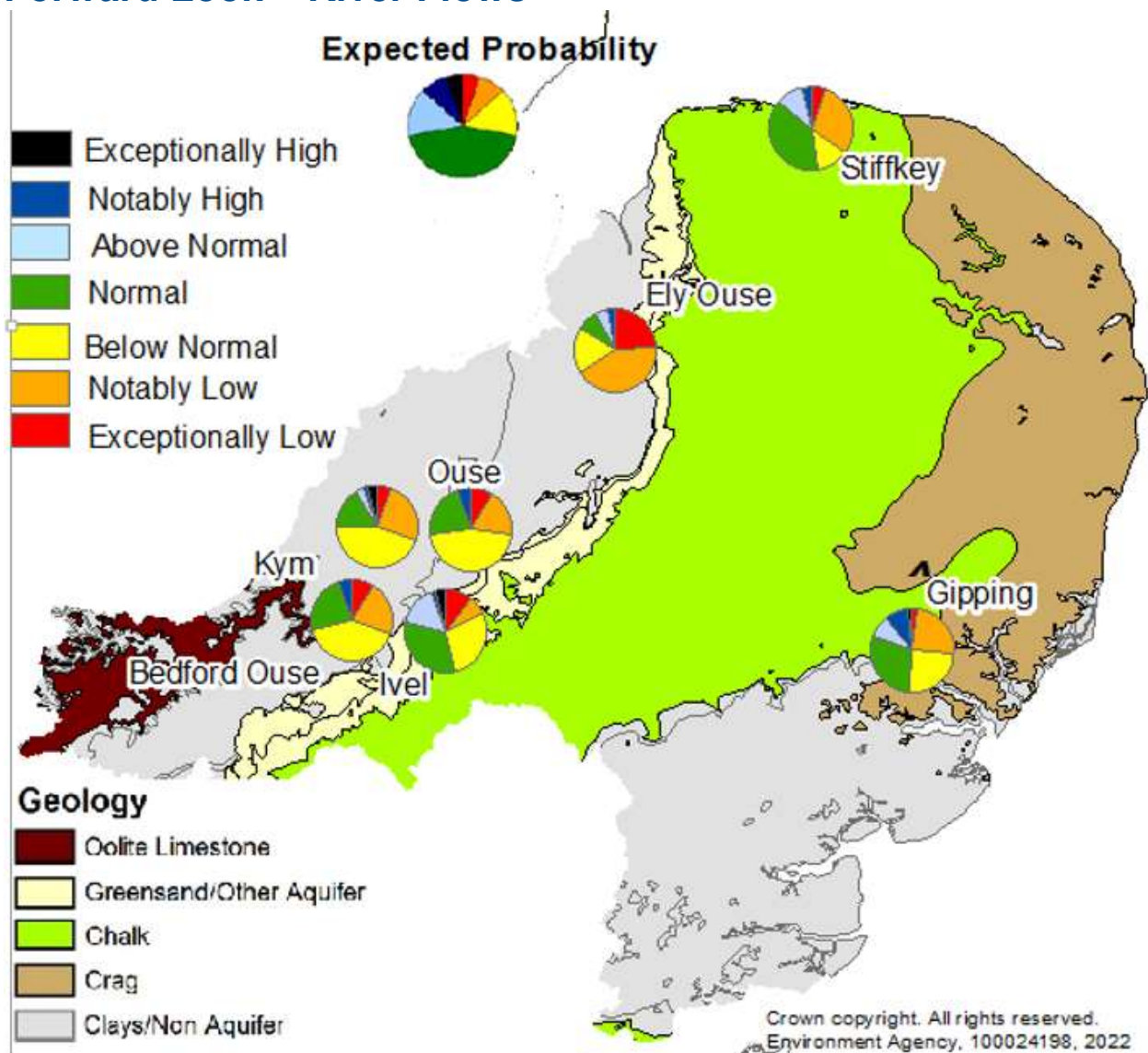
Abberton



Hanningfield



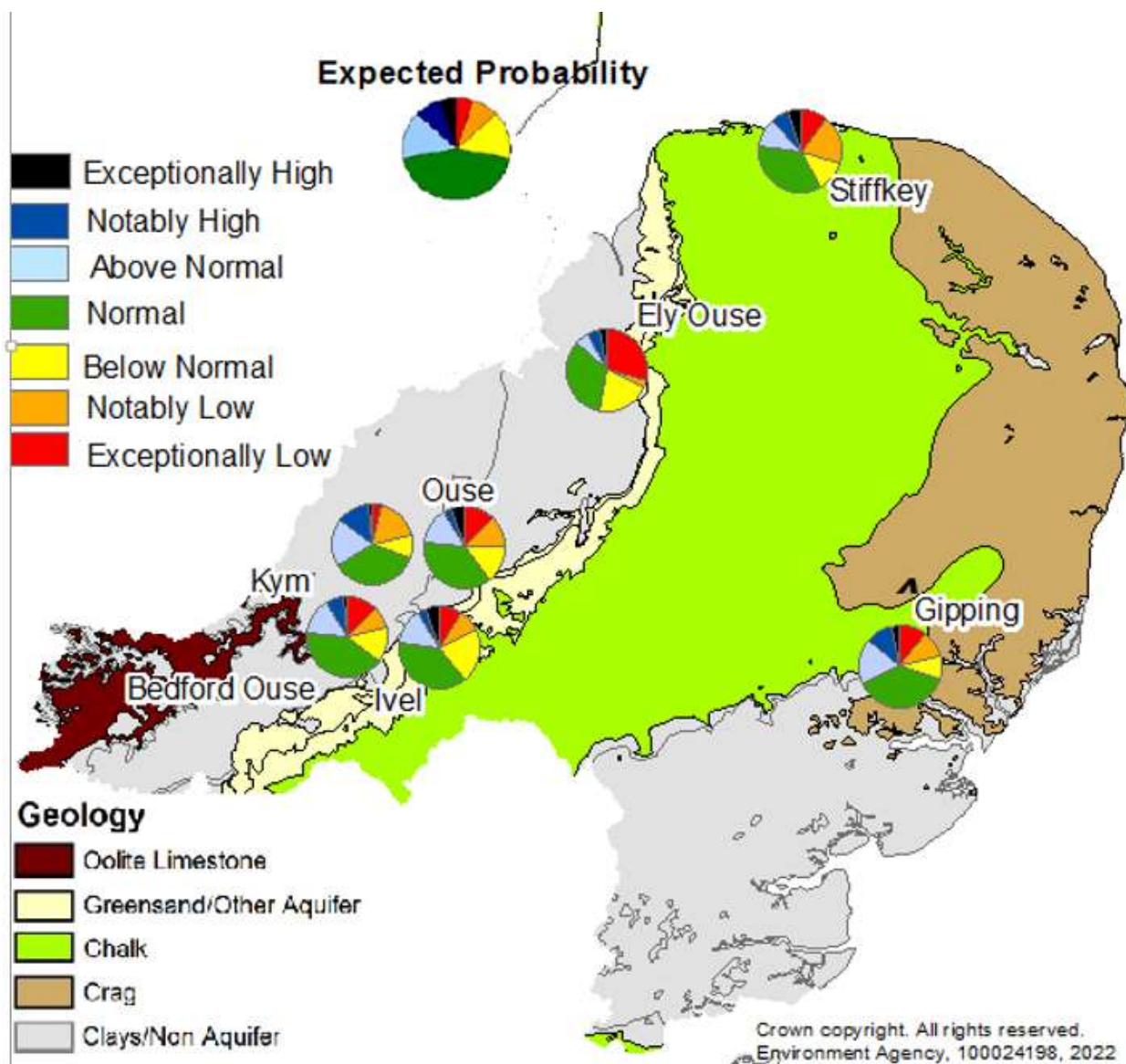
Forward Look – River Flows



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

^ "Naturalised" flows are projected for these sites'

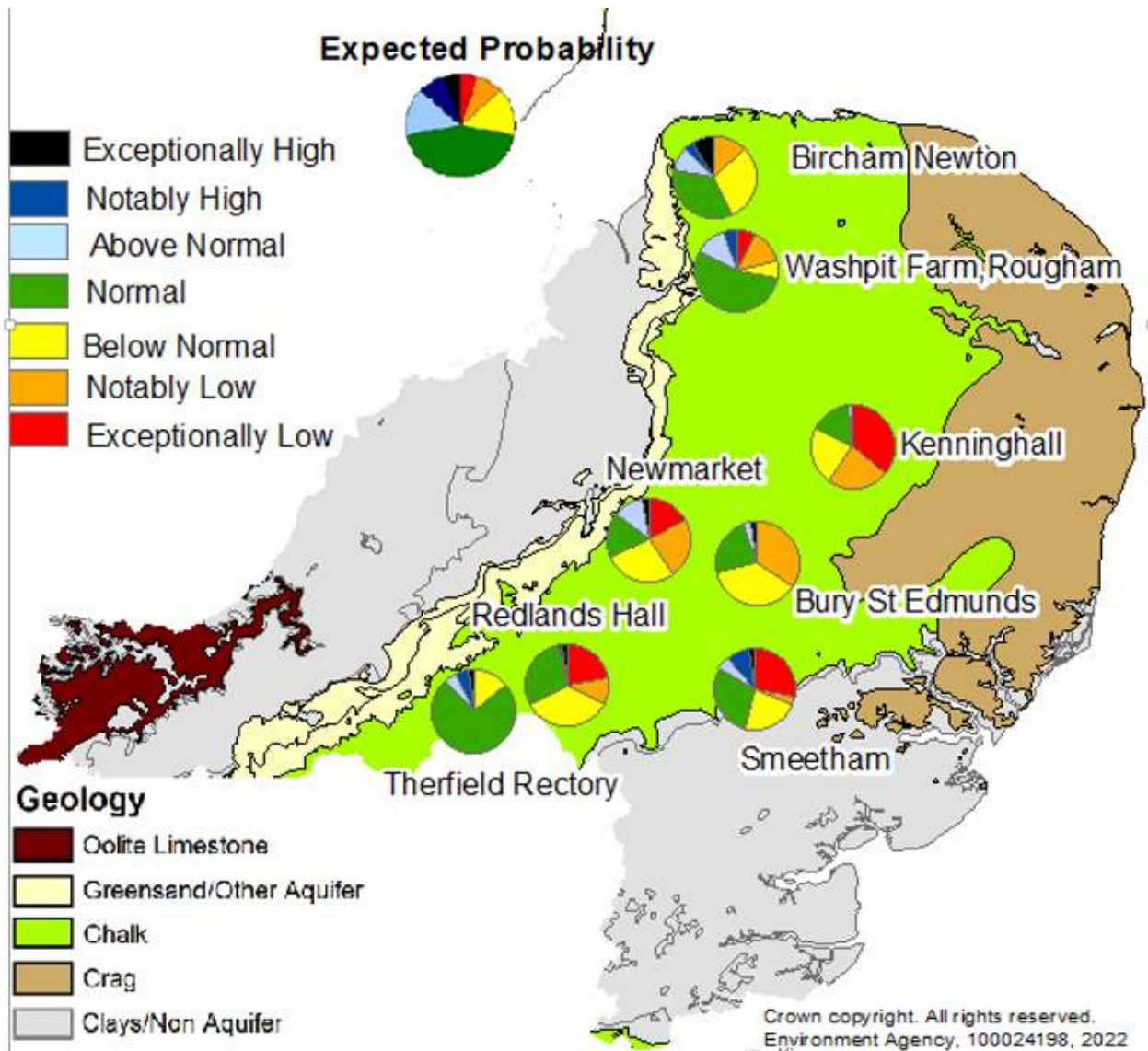


Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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

Probabilistic ensemble projections of river flows at key indicator sites in March 2023. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2021.

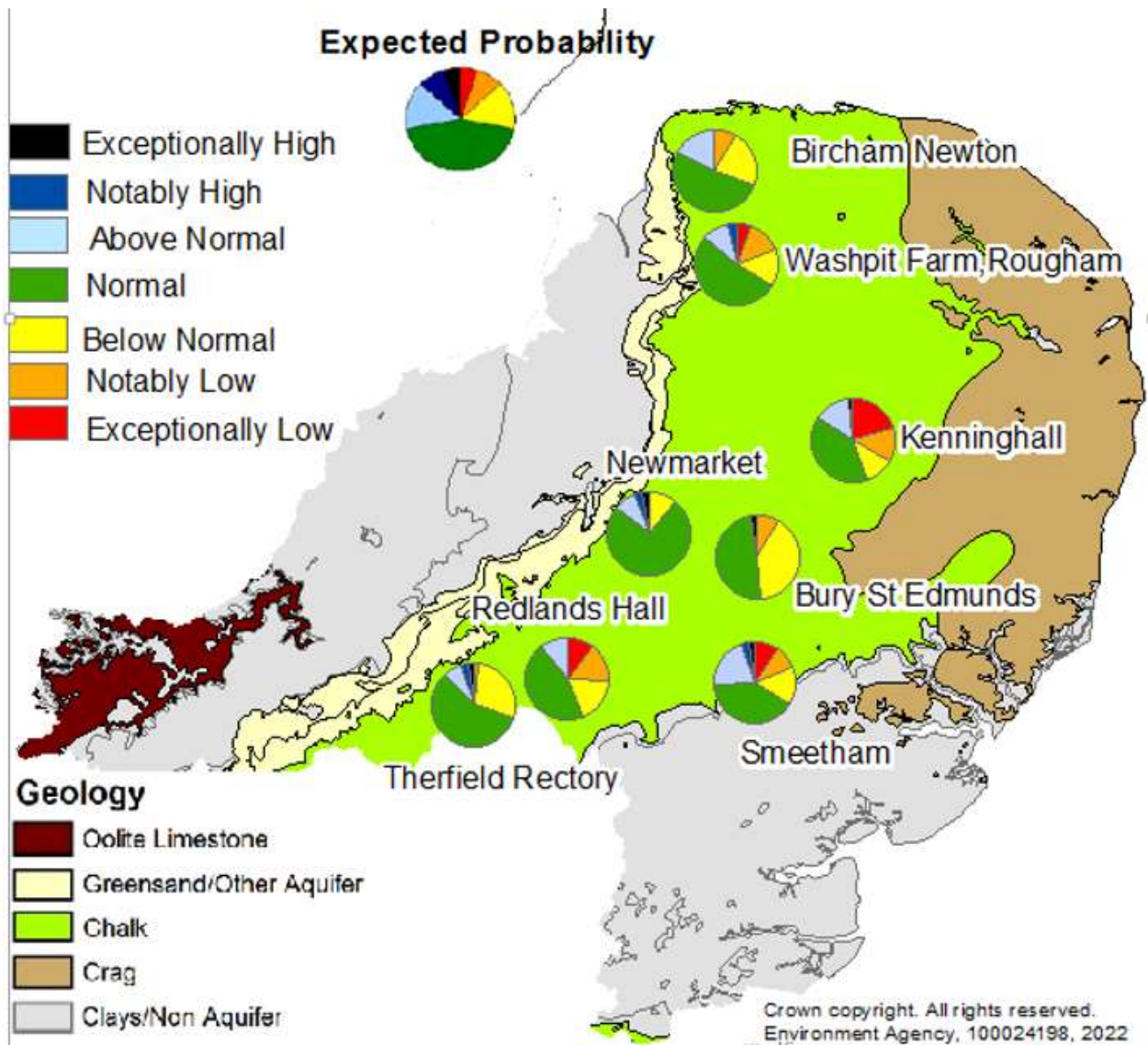
^ "Naturalised" flows are projected for these sites'

Forward Look – Groundwater



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

Probabilistic ensemble projections of groundwater levels at key indicator sites for end of March 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.



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 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.

25 August 2022

Penny Bryant
Cambridgeshire and Peterborough Association of Local Councils

Our Reference: Cambs 22/387
Your Reference: Melbourn/02

By email only: helpdesk@capalc.org.uk

Dear Penny,

Re: Client: Melbourn Parish Council
Subject Matter: Contaminated land

I have been allocated this request to advise upon and I have seen your email dated 17 August 2022.

The issue in this request is what action the Parish Council should take in respect of contaminated land used for allotments.

The Parish Council lets out land for allotments and has received reports of asbestos on the land. The area was near a previous asbestos manufacturing plant. The Parish Council has received advice from the National Allotment Society (NAS) to the effect that the land and produce are safe but further material should be removed. I do not know the basis for the advice from the NAS and I cannot comment upon it.

The legal position is that as land owner the Parish Council is responsible for the condition of the land that it lets out. Notifying the tenants of the existence of asbestos would help but it would not entirely absolve the Parish Council of responsibility for any harm caused by the contamination.

The Parish Council should get a report from a qualified person about the safety of the land for allotment use. If the report proposes any remedial work the Parish Council should undertake that work and remove the land from allotment use until it is completed. Alternatively, it could permanently remove the land from allotment use.

If the report states that the land is safe to use for allotments without any further action, then the report should be made available to all allotment tenants but it would be wise to allow tenants to terminate their tenancy immediately if they are unhappy with the situation.

If, subsequently, there was any allegation of harm from asbestos on the land the above steps would absolve the Parish Council from any responsibility as it would have acted reasonably and responsibly. If any subsequent information indicates asbestos problems it should be investigated.

I hope that this clarifies the position but if the council requires any further information or advice, please contact NALC again.

Yours sincerely,

Gary Barker
Solicitor
NALC



FROM
Annabel NSUK
NSUK
Hampstead House
176 Finchley Road
Hampstead
NW3 6BT
asbestos-surveys.org.uk

PHONE
020 3318 1965

COMPANY NUMBER
12055917

VAT NUMBER
GB339101620

FOR
Assistant Clerk

QUOTE NUMBER
44796

DATE
15 September 2022

VALID UNTIL
14 November 2022 at 11:00 AM

Asbestos Management Survey At St George's allotments, The Moor, Melbourn, Cambridgeshire, SG8 6ED.

Coronavirus (Covid-19) Information

We are continuing to carry out Asbestos Surveys during the Coronavirus (Covid-19) Pandemic.\n

You can be at ease while we are carrying out your Survey as we are taking the following steps.

1. All surveyors will be wearing their normal PPE& RPE during surveys which prevents exposure to Asbestos and also the coronavirus. This includes Mask, Gloves and Overalls.
2. All surveyors will be following Government Guidelines and will be washing their hands throughout the day, using Hand sanitizer and wearing Gloves.
3. Surveyors will be carrying out social distancing while on-site, this will include lone working.
4. All surveyors will also be self-isolating if they start to show any of the symptoms.
5. All surveys can be carried out without the client being present if requested, all we require is access to your property, this can be done via keys being left in a safe place or key collection.
6. We will continue to follow Government guidance and will update our way of working inline with this.

Please do contact us, if you require further information.

Kind regards

Kirk Pearce

Founder.

Survey Address

Allotment site at St George's allotments, The Moor, Melbourn, Cambridgeshire, SG8 6ED.

Survey Date

When you accept the quote, please specify your preferred day in the comments.

We can carry out surveys **Monday to Friday from 0800 (8AM) to 2100 (9PM)** and **Saturday 0800 (8AM) - 1700 (5PM)**. We also can carry out surveys out of hours by request.

We can also usually carry out your survey within a few days of booking.

Introduction

It is our intention to carry out an **Asbestos Management Survey** of all accessible specified areas of the site.

NSUK GROUP LTD will supply experienced **P402 British Occupational Hygiene Society certificated surveyor(s)**, all plant, and materials, to carry out the survey in a safe and responsible manner.

Upon completion, any suspect samples taken will be analysed and a formal report produced from the results.

Issuing of the final report will be no later than 48 hours after cleared payment.

The Asbestos Survey

The object of the survey is to locate as far as reasonably practicable the extent of any suspect asbestos-containing materials (ACMs) and to assess their condition.

Each sample taken will be uniquely referenced and sent to an **Independent UKAS Accredited Laboratory** for analysis. The results of which are included with the report.

NSUK GROUP LTD request that the following be made available to assist the site works:

- Building plans, drawings, and any documentation of previous asbestos-related work carried out on the site
- Electric lighting to all areas where natural lighting is not present
- Photographic records are advisable in such surveys and we have assumed that this will be permitted
- Access to any locked areas (unless an agreement is reached to exclude them from the scope of works)
- Relevant qualified specialist(s) must be available on-site if there are any inspections required in specialised areas such as lift shafts, electrical installations, confined spaces etc

Should NSUK GROUP LTD be required to supply any specialists or plant, they will be charged at cost to the client.

How our services work.

1. Once you accept our quotation, we will contact you to arrange a suitable time to carry out your survey.
2. The surveyor will call you when on the way to the site.
3. Once on-site, the surveyor will carry out the survey.
4. Your invoice will then be sent to you via email, which will include all the payment details.
5. Any samples will then be sent to the Lab for analysis.
6. Your report will then be compiled with the results from the sample analysis.
7. Once the payment of your invoice has been received, your report will be sent to you via email.
8. All of this happens within 2 days of your site visit. We also offer the option to receive your report within 1 day in urgent cases.

No Hidden Charges

The price on this quotation is all you will pay, we don't charge extra for samples.

We are trusted.

We have over 900 5 Star reviews from our happy customers!



Asbestos Management Survey	225.00 x 1 225.00
-----------------------------------	-------------------------

SCOPE OF WORKS

To carry out an Asbestos Management Survey to all areas in accordance with HSG264 by a British Occupational Hygiene Society (BOHS) P402 Qualified Asbestos Surveyor and all samples are analysed by a UKAS Accredited Lab.

The final report will include the following:

- Photographs of all suspect items sampled or inspected
- Bulk analysis results/certificate
- The type, extent and condition of asbestos-containing materials located
- Annotated site plans (showing all asbestos locations)
- Findings and recommendations
- Risk assessment
- Asbestos register (if applicable)

<input checked="" type="radio"/> FREE Unlimited Asbestos Samples Testing At A UKAS Accredited Lab Unlimited Sampling and Analysis of Suspect Asbestos Containing Materials in An Independent Ukas Accredited Laboratory. Samples Will Be Taken at The Discretion of The Experienced Asbestos Surveyor of Presumed Asbestos-Containing Materials. the Results of The Asbestos Materials Tested Will Show Within the Report Along with The Lab Testing Certificate.	50.00 100% discount
Options selected	1 of 1
Subtotal	225.00

Please Select How You Would Like To Recieve Your Reports

You can choose from PDF Copies Via Email, Or PDF Copies Via Email and Also a Hard copy via post

<input checked="" type="radio"/> FREE PDF Reports PDF Reports sent via Email Within 1-3 days survey and payment. You can easily view these on your mobile device or computer and forward via email to solicitors, estate agents etc	x 1 100% discount
Options selected	1 of 1
Subtotal	0.00

How Soon Would You Like Your Reports?

You Can Choose From 1-3 Days After The Survey, Or 1 Day For Fast Track

<input checked="" type="radio"/> FREE - Reports in 1 - 3 Days You will receive your reports within 1-3 working days of survey completion and payment of invoice. 90% of our reports are sent to our clients the day after the survey was completed.	x 1 100% discount
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------

<input type="radio"/> Fast Track Reports Select this option to guarantee that you will receive your reports within 1 working day of survey completion and payment of invoice.	50.00 x 1 50.00 Not selected
Options selected	1 of 2
Subtotal	0.00

WE BEAT ANY QUOTATION

We will beat any genuine like for like quote 

Asbestos Survey Sample Report



Attached is a sample report of an asbestos management survey, this is a report with all of the sensitive information removed.

 [Management Asbestos Survey - Sample](#)

Options selected	3 of 4
Subtotal, includes discount of 50.00	225.00
VAT 20%	45.00
Total GBP including VAT	£270.00

TERMS & CONDITIONS

By accepting our quotation you are agreeing to our terms and conditions.

-  [NSUK Group - Standard- Terms and conditions REV4](#)
-  [NSUK - Group - Management-Survey-Proposal - REV4](#)

Asbestos Management Survey Method Statement

 [NSUK GROUP - 00000-PS-P-005 Rev 0 Method statement for Management survey inspections](#)

Reviews [See all reviews](#)

★★★★★

I needed an asbestos survey and fire risk assessment undertaken quickly and NSUK provided a quick and very professional service. The reports arrived in time.

by Lesley Anne Avis

★★★★★

This is an excellent company very professional we discussed the Asbestos Report . They explained the way they work and fixed time produced the report and met our deadlines . we were impressed with their professional manner ...

by Veena Bahl

★★★★★

Quick and friendly service even in the difficult Covid-19 epidemic, and all the services were completed on time as promised.

by Christopher Hatton

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	8/8 M	M 16/8	M 22/8	30/8 M	
Village Car Park	8/8 M	M 15/8	M 22/8 M	30/8 M	
War Memorial	8/8 M	M 15/8	M 27/8	30/8 M	
Littlehands and Access Way	8/8 M	M 15/8	M 27/8 M	31/8 M	
New Rec. Ground	8/8 M	M 16/8	M 27/8 M	31/8 M	
Clear Cres. Play Park	8/8 M	M 16/8	M 27/8 M	30/8 M	
Orchard Road Cemetery	8/8 M	M 15/8	M 27/8 M	31/8 M	
New Road C/metry	9/8 M	M 15/8	M 27/8 M	30/8 M	
Old Recreation Ground	9/8 M		M 27/8 M		
Pavilion	9/8 M				
Stockbridge M.	9/8 M		M 27/8		
Worcester Way	8/8 M		M 27/8 M		
BMX Site (Summer & only if open)	8/8 M		M 27/8 M		

BROCKEN FENCE

MELBOURN PARISH COUNCIL

Monthly Checking Record

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	8/8 MR		MR 22/8	
All Saints' C/Yard	8/8 MR		MR 22/8	
Jubilee Orchard	8/8 MR		MR 22/8	
Fire Engine Shed				30/8
Armingford Cres.				31/8
Beechwood Avenue		15/8 MR		
Chalkhill Barrow		15/8 MR		
Elm Way		15/8 MR		
Millennium Copse		15/8 MR		

⊛ OIL ON PAVT

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	8/8 26/8 22/8 31/8			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

MELBOURN PARISH COUNCIL

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

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

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	AM 5/9	AM 12/9	SP 20/9	SP 26/9	
Village Car Park	AM 5/9	AM 12/9	SP 20/9	SP 26/9	
War Memorial	AM 5/9	SP 15/9	SP 20/9	SP 27/9	
Littlehands and Access Way	AM 5/9	AM 12/9	SP 20/9	SP 26/9	
New Rec. Ground	AM 5/9	AM 12/9	SP 20/9	SP 26/9	
Clear Cres. Play Park	AM 5/9	SP 15/9	SP 20/9	SP 26/9	
Orchard Road Cemetery	AM 5/9	AM 12/9	SP 20/9	SP 26/9	
New Road C/metry	AM 5/9	AM 12/9	SP 20/9	SP 26/9	
Old Recreation Ground	AM 5/9		SP 21/9		
Pavilion	AM 5/9		SP 21/9		
Stockbridge M.	AM 5/9		SP 21/9		
Worcester Way	AM 5/9		SP 21/9		
BMX Site (Summer & only if open)	AM 5/9		SP 21/9		

MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	SP 5/19		SP 20/19	
All Saints' C/Yard	SP 5/19		SP 20/19	
Jubilee Orchard	SP 5/19		SP 21/19	
Fire Engine Shed				SP 27/19
Armingford Cres.				SP 27/19
Beechwood Avenue		SP 15/19		
Chalkhill Barrow		SP 15/19		
Elm Way		SP 15/19		
Millennium Copse		SP 12/19		

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	R 8/9 R 22/9 S.P. 21/9			
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				

From: [Fens Reservoir Project Team](#)
To: [Parish Clerk](#)
Subject: Information on Anglian Water's proposed new reservoirs
Date: 15 September 2022 10:20:39
Attachments: [Anglian Water - stakeholder briefing pack - September 2022.pdf](#)

Dear Claire Littlewood

Our plans to build two new reservoirs in the East of England, one in the Fens in partnership with Cambridge Water, and another in Lincolnshire, are progressing well and we'll soon be moving to consultation.

To provide an overview of the projects and help our stakeholders prepare for public consultation in the autumn, we've produced a stakeholder briefing pack which is attached to this email.

This pack is a useful guide to the proposed reservoir projects, and gives a summary of why they are needed, the benefits they could bring and the factors we've considered to identify locations.

In August, we hosted a webinar for councillors to introduce the reservoirs. It was great to hear from so many of our stakeholders and we hope you found the session informative.

For those that weren't able to attend, the briefing pack covers many of the topics discussed in the webinar.

In response to the questions raised at the meeting, we've collated information on our proposals which we've included below. We hope this is helpful.

Further information about our proposals can be found on our website here: www.anglianwater.co.uk/new-reservoirs

We'll keep you updated as the project progresses. If you would like any further information, please don't hesitate to get in touch.

Kind regards

Adam Speed

Stakeholder Engagement Lead – Major Projects

Anglian Water Services Limited

Lancaster House, Lancaster Way, Ermine Business Park, Huntingdon, Cambridgeshire, PE29 6XU

Q. What planning process will the reservoirs go through?

A. Both projects are classified as Nationally Significant Infrastructure Projects (NSIPs). In order to build them, we would need to apply to the Planning Inspectorate for a Development Consent Order (DCO).

Q. What water sources will be used to fill the reservoirs?

A. We plan for the Lincolnshire reservoir to be fed from the River Witham, supported in turn by the River Trent. The Fens reservoir will be served primarily from the Great Ouse catchment. The abstraction will mostly be taken in the winter and stored up for use in the summer and dry periods.

Q. When will the location of the reservoirs be announced?

A. We are preparing to launch our first phase of consultation in the autumn. We will announce the proposed locations for the reservoirs at this point. The consultation will ask for feedback on our proposed locations, the concept designs for each reservoir and the benefits they could create.

Q. When will you notify potentially affected landowners?

A. We will contact potentially affected landowners and occupiers in the coming days. We will also notify appropriate elected representatives, so that they can be prepared to offer assistance if called upon.

Q. How will the reservoir projects be funded?

A. The cost of the projects will ultimately be funded via water company customer bills, given that our customers will benefit from these supplies. In order to ensure the best possible value through a competitive

process, our regulator Ofwat has proposed delivery mechanisms which involve third party providers delivering, owning and maintaining these assets.

Q. How will seldom heard groups be consulted?

A. As part of our ongoing conversations with local authorities, we've been exploring how we can best ensure that our consultation in the autumn provides an opportunity for everyone to share their thoughts on our proposals. We've identified a shortlist of approximately 50 seldom heard groups per reservoir and are contacting these groups to ask for their guidance on how best to engage with the people they represent.

Q. How will leakage be prevented? Is Anglian Water still focused on current water delivery?

A. Anglian Water continue to lead the water sector in tackling leakage, exceeding our regulatory targets in excess of 10 years running with water lost per kilometre at half the national average.

Q. Will both reservoirs serve Anglian Water customers and what increase in water supply will they provide?

A. Both reservoir projects combined will provide an additional 210 million litres of water per day to Anglian Water customers, with 160 million litres from the Lincolnshire reservoir and 50 million litres from the reservoir in the Fens. The proposed new reservoir in the Fens is being developed in partnership with Cambridge Water and would supply water to both Anglian Water and Cambridge Water customers.

Q. Will the new reservoirs create new jobs for local people?

A. Our ambition is that both the construction phase and longer-term operation of the reservoirs will create significant opportunities for job creation in the region.

Q. As the reservoirs will not be fully operational until the mid-2030s, what is your interim solution to ensure sufficient water supply?

A. We're working with our customers to reduce water consumption and are leading the industry on reducing leakage. We have committed £7.5million to 49 flood protection schemes. Work is already underway in a half-billion-pound investment to lay hundreds of kilometres of new, interconnecting pipes to bring water from the wettest areas in the north of Lincolnshire to the drier areas in the south and east. We are also installing over one million smart meters in customer homes, and delivering a multitude of abstraction reduction programmes.



ARGENTA

T R E E S U R V E Y S

TREE HEALTH & SAFETY SURVEY & ARBORICULTURAL REPORT

Site at:
Orchard Road Cemetery
Melbourn
South Cambridgeshire

Job ref	Report Version	Author	Checked	Date
ATS0510	V1	IL	IL	September 2022





Ian Lorman

Relevant Qualifications

Professional Diploma in Arboriculture (Royal Forestry Society)

National Diploma in Arboriculture

National Certificate in Horticulture (Arboriculture Module)

Professional Membership

I have been a Fellow Member of the Arboricultural Association since 2013

Membership number FE1030



Arboricultural
ASSOCIATION

Fellow Member

Experience

My career started in 1991 from craft level in arboriculture, to student, and then working in closely related industries to working as an Arboricultural / Trees Officer in five different local authorities. I have been practicing arboricultural consultancy for several years.





CONTENTS

Chapter		Page
1	Limitations	1
2	Brief	4
3	Summary of findings and recommendations	5
4	Tree survey methodology	8
5	Normative references	12

Included with this report

Tree survey schedule

Tree location plan





1 Limitations

1.1 The content of this report is valid for a period of between two and four years from the date shown on the title page.

i. Trees in Zone 1: Two years (red on plan)

ii. Trees in Zone 2: Four years (amber / orange on plan)

- Note: Trees are living organisms whose health and condition can change rapidly. Condition and health and safety should be checked on a regular basis and after an extreme weather event.

1.2 Trees

1.2.1 The tree survey has been undertaken from ground level using non-invasive methods. The presence of obstructions, Ivy, hedges, epicormic shoots or other climbing plants on tree trunks and branches obscures any defects that might be present that could otherwise be identified. In the presence of climbing plants and hedges etc assumptions are made based upon the general health and appearance of trees, which may differ fundamentally if ivy etc were not present. For example, a tree that has the overall appearance of good health and vigour may have a serious structural defect hidden by climbing plants or a hedge. Where Ivy severance / removal is recommended, this is usually to facilitate a tree inspection at a later date.

1.3 Tree Law

1.3.1 This report does not consider the presence of, or implications of statutory controls upon trees, such as Tree Preservation Orders (TPO) or Conservation Areas. It shall be the responsibility of the landowner or their agent, to ensure that statutory requirements are met. At the time of writing, South Cambridgeshire District Council's online mapping service provides details of TPOs and Conservation Areas.

1.4 Wildlife

1.4.1 Before carrying out tree works, it is necessary to observe laws in respect of protected species and habitats. Various habitats and species of animal in the UK are protected by the following Statutory Instruments:

- Wildlife and Countryside Act 1981(as amended)



- Natural Environment and Rural Communities Act 2006 (NERC Act)
- Conservation of Habitats and Species Regulations 2010 (as amended)
- Protection of Badgers Act 1992
- The Hedgerows Regulations 1997
- Countryside and Rights of Way Act 2000

All tree work operations must comply with The Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000, which provide statutory protection to birds, bats, and other species, all of which could inhabit trees. Where works may constitute an offence, advice will be acquired from a suitably qualified person before works are able to proceed. For example, it may be necessary to programme tree work outside of the bird nesting period, typically March through to August inclusive.

1.5 Non-disclosure Notice

1.5.1 The content and layout of this report are owned by the author. This report may not be copied or used without the author's agreement for any purpose other than the purpose indicated in this report.

1.6 Third Party Disclaimer

1.6.1 The report was prepared by the author at the instruction of and for the use by Melbourn Parish Council. The author provides this advice without prejudice and bases his opinions on knowledge, experience, qualifications, and published research and cannot be held responsible for the consequences of a difference of opinion held by third parties, for example the Local Planning Authority or Planning Inspector. The author does not accept liability for any loss or damage arising from reliance on the content of this report.

1.7 Status

1.7.1 This is a tree safety report. It has been prepared in compliance with a landowner's duty of care obligations in regard to the health and safety of the public and property such that may be presented by the partial or whole structural FAILURE of a tree or



trees. The report makes recommendations for tree surgery works to address defects identified during the tree survey. The tree surgery works are given a priority weighting.

1.7.2 This document does not;

- i. address the matter of the current or future potential for damage to buildings or other structures and surfaces from tree roots, directly or indirectly,
- ii. address any hazards presented by low-hanging tree branches that have the potential to cause injury to pedestrians (e.g. eye injury) or damage to vehicles.



2 Brief

- 2.1 This report was requested by Melbourn Parish Council on 18th August 2022. The tree survey was conducted on 14th September 2022. I am instructed to undertake a health & safety tree survey at the cemetery to identify structural defects in trees and to make recommendations for tree surgery operations to eliminate a risk, or mitigate a risk to an acceptable level, proportionate to the nature and the location of the trees. Trees have been plotted on an Ordnance Survey base map using Geographical Positioning System (GPS) to a level of accuracy that is sufficient to identify the location of the trees, typically +/- 2 metres.



3 Summary of findings and recommendations

3.1 For a cemetery the site is densely treed, especially in the north-eastern corner. Species and age range are not diverse, which would typically be a concern in respect of resilience to disease and long-term cover. However, the species present are very robust and most have a lengthy life-expectancy, especially the Yews and Hollies.

3.2 Six trees have been identified for remedial works.

- Below: Table – Summary of tree surgery recommendations

Tree number	Species	Tree surgery	Priority
13	Cypress	Sever Ivy	3
16	Birch	Sever Ivy	3
18	Plum	Fell	2
38	Cherry	Shorten branches overhanging road by 3 metres	2
40	Sycamore	Crown reduce back to previous points at 12 metres height	3
41	Sycamore	Crown reduce back to previous points at 12 metres height	3

3.3 Sycamore trees numbered 40 and 41 located to the rear of 7 and 9 Medcalfe Way have previously been managed by reduction (or high pollard) at around a height of 12 metres. They have since grown out considerably. This new growth emerging from old wounds can be predisposed to splitting out, with the consequential risk of harm to person and property. The recommendation is to restore and maintain the trees in a cycle of crown reduction.



- 3.4 Recommendations for cyclical expert re-inspection after this initial survey will not necessarily require that all the trees be re-inspected unless it is time to look at them again. For example, 2 years after the date of this report it may only be necessary to inspect the 'Zone 1' trees. However, given that the site is compact with a relatively small number of Zone 1 trees, it would be more economical to have all the trees (Zones 1 & 2) inspected every 2 years.
- 3.5 Subsequent inspections will require renewal of the Ordnance Survey map Licence.
- 3.6 Photographs are shown below with their tree number which can be cross-referred with the tree survey schedule.

- Below: Tree 5 (Cypress) – Root damage to footpath





- Below: Tree 18 (Myrobalan Plum) – Decay at base



- Below: Tree 38 (Cherry) – Branches over-extended over road





4 Tree survey methodology

- 4.1 The trees have been assessed at ground level, using no ancillary equipment in accordance with the principles of Visual Tree Assessment (VTA) *C. Mattheck, K, Bethge, K, Weber (1994)*. The trees are numbered in sequence starting at '1' and are identified on the tree location plans.
- 4.2 Trees with a stem diameter less than, or equal to 75 millimetres diameter at 1.5 metres above ground level may not have been recorded. Trees that, at the time of writing and due to their size and location that could not conceivably present a health and safety risk have not been recorded. Such trees may be recorded in later years once they have attained greater size.
- 4.3 Common tree names are given.
- 4.4 Tree height is estimated in metres.
- 4.5 Stem diameter is estimated in millimetres at 1.5 metres above ground level (or nearest practical height). Where multiple dimensions are given, this reflects the multi-stemmed nature of the tree. Where the number of stems exceeds six, the software used records only a single figure which represents the estimated average trunk diameter across the stem range.
- 4.6 Crown spread is estimated in metres as a radius from the trunk. This is not intended to give the impression that the tree crowns are symmetrical.
- 4.7 A priority rating has been provided where remedial tree surgery operations have been recommended. This provides a guide to assist with scheduling work and states the maximum period that should elapse from inspection date to the tree surgery operations. The following scale is used:
- 0 – No tree surgery work
 - 1 – Urgent works that should be undertaken within six weeks of the tree inspection (if the urgency is deemed higher than this, the entire survey entry



row will be highlighted in **RED** in the tree survey schedule, in which case it should be undertaken as soon as practicable – ie. straight away).

- 2 – Works that should be undertaken within 12 months of the tree inspection.
- 3 – Works that should be undertaken within 18 months of the tree inspection, or prior to the next scheduled tree inspection, whichever is sooner.

4.8 Life stage is estimated in accordance with the typical lifespan of the particular species.

Young: Young trees

Early-mature: Early-mature, trees less than 1/3 life expectancy.

Mature: Mature trees up to 2/3 life expectancy.

Over mature: Over-mature, declining or moribund trees of low vigour.

Veteran: Veteran trees

4.9 The condition of the tree has been referred in respect of three parts on each tree; crown, stem and basal area. To each area, a rating is given; good, fair, poor or dead.

4.10 Observations are expanded where necessary. The assessment for tree condition includes inspection of the following defects:

- The presence of fungal fruiting bodies around the base of the tree or on the stem, as they could possibly indicate the presence of possible internal decay.
- Soil cracks and any heaving of the soil around the base indicating possible root plate movement.
- Any abrupt bends in branches and limbs resulting from past pruning, as it may be an indication of internal weakness and decay.
- Tight or weak 'V' shaped forks and co-dominant stems
- Hazard beam formations and other such biomechanical related defects (as described by Claus Mattheck, Body Language of Trees HMSO Research for Amenity Trees No. 4 1994).
- Cavities as a result of limb losses or past pruning.



- Broken branches
- Storm damage
- Canker formations
- Loose bark
- Damage to roots
- Basal, stem or branch / limb cavities
- Die-back in the crown
- Abnormal foliage size and colour
- Any changes to the timing of normal leaf flush and leaf fall patterns
- Other pathological diseases affecting any part of the tree

4.11 Each tree is given a 'Zone value' for inspection frequency which refers to a combination of factors including tree height and location and frequency and value of 'targets'. Targets can be defined as person and property or other asset to which a tree presents a risk. It is important to consider risks posed by trees in respect of their location because it allows common sense decisions to be made regarding the frequency of tree inspection regime and remedial tree surgery works. This has environmental and economic benefits. The Zone value given to the tree informs the priority rating for remedial tree surgery operations. The following scale is used for the sites within this tree survey:

- 1 – High frequency of high value targets / large tree / medium tree (red trees on the tree locations plans) – One-year (annual) inspection frequency.
- 2 – Low frequency of high value targets / large tree / medium tree (amber trees on the tree location plans) – Two-year inspection frequency.
- 3 – Very low frequency of high value targets / large tree (green trees on the tree location plans) – Three-year inspection frequency.



4.12 The above inspection frequencies are recommended in the absence of extreme weather events. It is strongly recommended that a 'walkover' inspection be undertaken following an extreme weather event where it is likely that trees will have been subjected to damaging forces and where branches can be expected to have been shed. A walkover survey is a basic visual assessment that may be carried out by a person with basic knowledge of tree safety and keen eyesight. The walkover survey should record any items that require immediate attention to ensure safety. Works identified should be undertaken as soon as practicable and the area affected should be cordoned off where possible, until the works have been undertaken. Zone 1 trees should be inspected as a priority.



5 Normative references

5.1 The following documents are indispensable in the application of the recommendations in this report:

- R.G. Strouts, T.G. Winter (1994). Diagnosis of Ill-Health in Trees. DoE
- D. Lonsdale (1999). Principles of Tree Hazard Assessment and Management. ODPM
- C. Mattheck, K. Bethge, K. Weber (1994). The Body Language of Trees. DoE
- C. Mattheck (2007). Updated Field Guide for Visual Tree Assessment. Forschungszentrum Karlsruhe GmbH
- F.W.M.R. Schwarze, J. Engels, C. Mattheck (1999). Fungal Strategies of Wood Decay in Trees. Springer
- Common Sense Risk Management of Trees (2011). National Tree Safety Group / Forestry Commission
- Tree Surveys: A Guide to Good Practice – Guidance Note 7 (2015). The Arboricultural Association
- British Standard BS3998: 2010 Tree Work – Recommendations. BSI
- <https://www.tandfonline.com/doi/full/10.1080/03071375.2020.1854996>



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Cambridgeshire

CB7 5SN

Signed:

Ian Lorman

Director

September 2022



Site name: Orchard Road Cemetery, Melbourn Surveyor: Ian Lorman			Date of survey: 14 th September 2022 Conditions: Clear / dry / still					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency of work	Zone value
1	Irish Yew	7.5	300	2.5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
2	Common Holly	6	200 175	5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action Twin stem from base	0	2
3	Lawson's Cypress	11	500	5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
4	Lawson's Cypress	12	550	6	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
5	Lawson's Cypress	11	500	4	Mature	Crown - Good, Stem - Good, Basal Area - Good No action Causing significant damage to footpath	0	2
6	Irish Yew	8	300	3	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
7	Lawson's Cypress	13	600	5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
8	Common Yew	7.5	300 300	9	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2

Site name: Orchard Road Cemetery, Melbourn Surveyor: Ian Lorman			Date of survey: 14 th September 2022 Conditions: Clear / dry / still					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency of work	Zone value
9	Irish Yew	9	300	4	Mature	Crown - Good, Stem - Good, Basal Area - Good No action 9-metres-tall Holly tree growing through crown. Treat as one tree	0	2
10	Lawson's Cypress	12	500	5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
11	Irish Yew	9	300	3.5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
12	Irish Yew	8	300	3	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
13	Lawson's Cypress	11	550	4.5	Mature	Crown - Good, Stem - Good, Basal Area - Good Sever Ivy Ivy becoming well established	3	2
14	Common Hornbeam	12	400	6.5	Early-mat	Crown - Good, Stem - Good, Basal Area - Good No action Overhanging bench	0	1
15	Crab Apple	5	125	4	Mature	Crown - Good, Stem - Fair, Basal Area - Good No action Patch of necrotic bark on trunk at 0.5m nw side	0	2
16	Silver Birch	10	450	7	Mature	Crown - Good, Stem - Good, Basal Area - Good Sever Ivy Ivy becoming well established	3	2

Site name: Orchard Road Cemetery, Melbourn Surveyor: Ian Lorman			Date of survey: 14 th September 2022 Conditions: Clear / dry / still					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency of work	Zone value
17	Sycamore	12	500	8	Mature	Crown - Good, Stem - Good, Basal Area - Good No action Old bark wound north side at 1.5 metres above ground level with exposed sapwood. No cause for concern	0	1
18	Myrobalan Plum	9	400	6	Mature	Crown - Good, Stem - Fair, Basal Area - Poor Fell Dense Ivy throughout. Significant decay at base of trunk on northwest side. Tree leaning south	2	1
19	Irish Yew	8	300	3.5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
20	Common Holly	9	300	6.5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action Divides into seven stems from 1 metre above ground level	0	2
21	Common Yew	5	650	4.5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action Has been topped at 5 metres height	0	2
22	Common Yew	10	300	9	Mature	Crown - Good, Stem - Good, Basal Area - Good No action Divides into nine stems from 0.5 metres	0	2
23	Irish Yew	7.5	300	4	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2

Site name: Orchard Road Cemetery, Melbourn Surveyor: Ian Lorman			Date of survey: 14 th September 2022 Conditions: Clear / dry / still					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency of work	Zone value
24	Irish Yew	7.5	300	4	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
25	Irish Yew	3	300	2	Mature	Crown - Poor, Stem - Good, Basal Area - Good No action Heavily topped and suppressed. Dieback on southwest side. Dense Ivy	0	2
26	Common Yew	11	800	8	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
27	Irish Yew	3	150	2	Mature	Crown - Fair, Stem - Good, Basal Area - Good No action Heavily suppressed by adjacent trees. Shrub-like form	0	2
28	Irish Yew	6	200	3.5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action Suppressed by adjacent trees	0	2
29	Common Holly	9	250 250	4	Mature	Crown - Fair, Stem - Good, Basal Area - Good No action Twin stem from base. Sparse foliage. Suppressed by adjacent trees	0	2
30	Irish Yew	6.5	300	4	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
31	Irish Yew	6.5	300	4	Mature	Crown - Good, Stem - Good, Basal Area - Good No action Overhanging bench	0	1

Site name: Orchard Road Cemetery, Melbourn Surveyor: Ian Lorman			Date of survey: 14 th September 2022 Conditions: Clear / dry / still					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency of work	Zone value
32	Irish Yew	7	300	4	Mature	Crown - Good, Stem - Good, Basal Area - Good No action Overhanging bench	0	1
33	Irish Yew	6	200	2.5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
34	Irish Yew	7	300	4	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
35	Irish Yew	7.5	300	3	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
36	Common Holly	7.5	275 150 125	5	Mature	Crown - Good, Stem - Good, Basal Area - Good No action Divides into three stems from base	0	2
37	Lawson's Cypress	10	600	7	Mature	Crown - Good, Stem - Good, Basal Area - Good No action Divides into multiple stems at 1.5 metres above ground level	0	2
38	Wild Cherry	7.5	450	9	Mature	Crown - Good, Stem - Good, Basal Area - Good Shorten branches overhanging road by 3 metres Excessively extended horizontal branches on northwest side projecting over highway	2	1

Site name: Orchard Road Cemetery, Melbourn Surveyor: Ian Lorman			Date of survey: 14 th September 2022 Conditions: Clear / dry / still					
Tree number	Species	Height estim (m)	Stem Diam (s) estim (mm) No. of	Crown spread Ave rad estim (m)	Life stage	Observations; structural / physiological condition and any tree work recommendations	Priority / urgency of work	Zone value
39	Common Holly	5	300	4	Mature	Crown - Good, Stem - Good, Basal Area - Good No action No notable defects	0	2
40	Sycamore	17	800	8	Mature	Crown - Good, Stem - Fair, Basal Area - Fair Crown reduce back to previous points at 12 metres height Sever Ivy Dense Ivy on trunk and into mid-crown. Previously managed as high pollard at 12 metres height	3	1
41	Sycamore	17	700	8	Mature	Crown - Good, Stem - Good, Basal Area - Good Crown reduce back to previous points at 12 metres height Previously managed as a high pollard at 12 metres height	3	1

**Orchard Road Cemetery, Melbourn, Royston
Tree locations**

SCALE :
1 : 350 @ A2

DATE :
19/09/2022

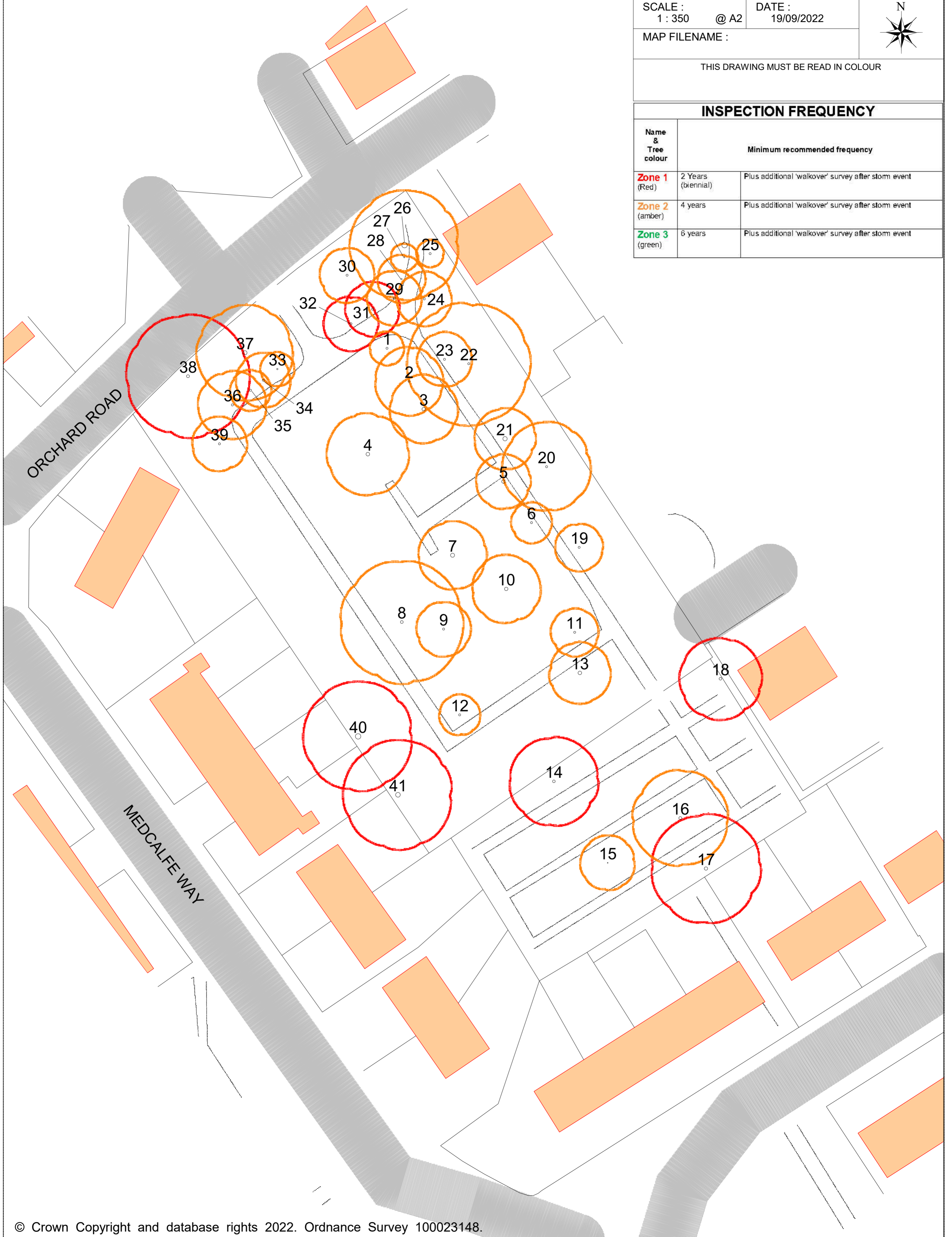


MAP FILENAME :

THIS DRAWING MUST BE READ IN COLOUR

INSPECTION FREQUENCY

Name & Tree colour	Minimum recommended frequency	
Zone 1 (Red)	2 Years (biennial)	Plus additional 'walkover' survey after storm event
Zone 2 (amber)	4 years	Plus additional 'walkover' survey after storm event
Zone 3 (green)	6 years	Plus additional 'walkover' survey after storm event





Shelford Tree Service Ltd

8 Rectors Cottage, Fowlmere, Royston, SG8 7SJ

Tel: 01763 208361 Mobile: 07743 406569

12/10/22

Quotation 1987

Melbourn Parish Council

Point of Contact – Parish Clerk – Claire Littlewood

Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Scope of Work:

Orchard Rd Cemetery:

- T40 & T41 - X2 Mature Sycamores to be pollarded to previous points
- Removal of waste
- Access through gate for vehicles required

Cost of Work:

- | | |
|----------------|--------------|
| • Sub Total | £1200 |
| • VAT | £240 |
| • Total | £1440 |

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

Suffolk Brick & Stone Cleaning Company Limited

Dickens House,
Old Stowmarket Road,
Woolpit,
Bury St. Edmunds,
Suffolk IP30 9QS



Brick & Stone Cleaning
Restoration & Preservation
Grit Blasting
Repointing Lime Mortars
Jos System Cleaning
Doff System Cleaning

Telephone : 01359 242650

Email: info@suffolkbrickandstone.co.uk Website: www.suffolkbrickandstone.co.uk

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

4th. October, 2022

Dear Madam,

Re: Melbourn War Memorial

Further to your enquiry regarding the above premises, I have pleasure in submitting our quotation as follows:

QUOTATION

To clean down memorial stonework and remove biological growth using pressurised steam.

For the sum of:.....£645.00 + vat

NB. We would require the use of the community centre tap for a water supply.
We will be able to carry out these works before 11th November.

These prices are current for a three month period; include labour, materials, equipment and our only site requirements are the use of an adequate water supply.

Trusting this meets with your approval and I look forward to your comments in the near future.

Yours faithfully,

PP. H. Simonds

Greg Simonds
Director

Kettering Playsafe Ltd

15 Hogarth Drive
 Barton Seagrave
 Northamptonshire
 NN15 5UQ
 01536 514598
 sales@ketteringplaysafe.co.uk
 www.ketteringplaysafe.co.uk
 VAT Registration No.: 884725383
 Company Registration No. 5778789



Quotation

ADDRESS

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

SHIP TO

Melbourn Parish Council

QUOTATION NO. 2044

DATE 26/09/2022

EXPIRATION DATE 28/10/2022

ACTIVITY	VAT	AMOUNT
Option 1 - Dig out area of grass 5.5m x 1.5m leading up to play area pedestrian gate and other side of gate. Supply and lay, PCC edging, MOT type 1 stone and 60mm tarmac to area.	20.0% S	1,595.80
Option 2 - Dig out area of grass 5.5m x 1.5m leading up to play area pedestrian gate and other side of gate. Supply and lay, PCC edging, MOT type 1 stone and 40mm rubber mulch.	20.0% S	1,065.20

Terms and Conditions:

Quotations are valid for 1 month ONLY. Confirmation of quotation is accepted via email confirmation or purchase order. Quotation is based on Good Vehicle Access, Flat Level Site, Site Subject to Survey. Customer is required to pay the VAT Element directly to HMRC as of 01.03.21 following the changes to the VAT reverse charges. Payment Terms are 30 days from date of invoice unless otherwise specified on the quotation. Overdue invoices are subject to interest been charged. Work that has been confirmed in writing that is subsequently cancelled by the client with less than 48 hours' notice is subject to a charge of 50% of labour value. Confirmed work that is cancelled once our engineers are on site is subject to a charge of 100% of labour value.

SUBTOTAL	2,661.00
VAT TOTAL	532.20
TOTAL	£3,193.20

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	532.20	2,661.00

Payment Details:

Natwest
 Sort Code: 60-24-77
 Account Number: 18318215

Accepted By

Accepted Date

Payment Details:
Natwest
Sort Code: 60-24-77
Account Number: 18318215



Herts & Cambs Ground Maintenance Ltd

SUMMER HOUSE FARM NEW ROAD, MELBOURN
ROYSTON, Hertfordshire, SG8 6DL
United Kingdom

Telephone 07968 365833 **Email** justin@hcgmltd.co.uk

VAT Registration Number
GB 987421972

Invoice To

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

Customer

Melbourn Parish Council

Invoice Number SI-1853

Invoice Date 26/08/2022

Due Date 25/09/2022

Description	Net Amt	% VAT	VAT	Total
Water 4 x goal mouths £50 per time 25/7, 2/8, 5/8, 8/8, 12/8, 15/08, and 2 from hedge cut 17/8, 19/8	300.00	20.00	60.00	360.00

VAT Rate	Net	VAT	Net Amount	
Standard 20.00% (20.00%)	£300.00	£60.00	300.00	60.00
			Total	£360.00

Notes

Bank Account Details: -
Sort Code: 30-97-16
Account Number: 24993668

Terms and Conditions

30 Days





Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

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

18th August 2022

Dear Sophie

We are quoting to Cut the top & roadside of the leylandii hedge in Thatcher Stamford Close as we have done previously, we would cut back as far as possible and reduce to previous height.
Also last time as an extra we cut back the ivy that is badly encroaching over the path. So im including that again this time as it is a lot worse

Total for works £390.00 x Vat

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

Kind Regards

Justin Willmott

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

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

Our ref: ST/FD/CGM23030

Dear Sophie,

23rd September 2022

Grounds Maintenance – Melbourn Parish Council: Water Lane

Thank you for your most valued enquiry regarding grounds maintenance. I have the pleasure of providing you with the following quotation for the above-mentioned work.

QUOTATION:

CGM Ltd will provide qualified operatives and all modern machinery in order to provide grounds maintenance along the verge of Water Lane opposite Beechwood Avenue, Melbourn, Cambridgeshire, postcode SG8 6BH/6AZ. CGM Ltd will provide all labour and materials to specification to

- Flail area
- Rake off
- Chemical treatment application to woody material.
- Return visit to overseed with grass seed.

£455.00 + VAT

(VAT is chargeable at 20%)

I hope the above quotation is acceptable to you. Should you require any further information or have any queries, please do not hesitate to contact me. Should our quotation be acceptable, we would appreciate confirmation in writing by email to operationswest@cgmltd.co.uk or post for the attention Quotations Department.

Please quote the above reference on all correspondence. This quotation is valid for a period of thirty days from the date of the quotation, terms and conditions apply.

For policies and accreditations please visit our website www.cgmltd.co.uk

We'd love to hear your feedback, please leave us a review at: g.page/cgm-group/review

Assuring you of my best attention at all times and I look forward to hearing from you.

Yours sincerely



Syd Townsend
Regional Director WEST

Quote

Number QU-9338
Issue Date 11 August 2022
Client Contact -
Client PO -
Subject Melbourn - Sports Pavillion - TMV Maintenance x 15

Billing Address	Service Address
Melbourn Parish Council, Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ	The Sports Pavillion The Moor Melbourne Cambridge SG86DZ



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

Tel: 01359 242000

www.4iwaterservices.co.uk

Quote Created By:

Tom Stewart

01359 242000

tom.stewart@4iwaterservices.co.uk

Description

Melbourn - Sports Pavillion - TMV Maintenance x 15

Product Code	Description	Qty	Unit Cost	Amount
	Labour Estimate 1 days - Normal Hours.	1.00	£350.00	£350.00
	TMV Maintenance Annual - 15 x TMV Fail-Safe + Adjust temperature to 41 degrees where possible - Where integral, inspect, clean + disinfect any filters or strainers associated with the TMV where accessible. Costed for one visit only.	15.00	£15.00	£225.00
			Subtotal:	£575.00
			TAX:	£115.00
			TOTAL:	£690.00

Message

Site to ensure existing isolation valves hold prior to works commencing. Site to ensure rooms are accessible for works to be undertaken. If applicable, site to ensure drainage is sufficient in relevant locations for works involving disposal of water. Contingency works not included, for which follow-up quotation would be applicable

Disclaimer

This quotation is costed for completion during normal weekday working hours. Weekend uplift of 25% for Saturdays and 50% for Sundays and Bank Holidays. The above quotation is valid for a period of 31 days. Terms are strictly 30 days from date of invoice. Prices are exclusive of V.A.T. and delivery Please refer to our company's full terms and conditions at www.4iwaterservices.co.uk/further-info

**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 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, 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 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.
- 1.5 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.
- 1.6 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.

- 1.7 A Risk Assessment must be carried out and supplied. ~~for each job.~~
- 1.8 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?
- 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 through 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: 28 November 2022

Review Policy: Annually