

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 15 December 2022 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

In attendance: Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk) Keith Rudge and Steve Pitman (Wardens), Les Brierley (RMRG)

MA126/22 To receive and approve apologies for absence

Apologies received from Cllrs Barnes and Kilmurray with acceptable reasons given.
It was RESOLVED to approve Cllrs Barnes and Kilmurray's apologies for absence.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

MA127/22 To receive any Declarations of Interest and Dispensations

None received.

MA128/22 To approve the minutes of the Maintenance Committee Meeting held on 17 November 2022

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 17 November 2022 as an accurate record.
Proposed by Cllr Barley, seconded by Cllr Alexander. All in favour.

MA129/22 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)

No members of the public were in attendance.

MA130/22 Finance Matters:

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

No report was received.

MA131/22 Conservation Matters:

a) To receive the EA Monthly situation report for November 2022

Report was received. It was noted that high rainfall in November has brought river levels back up and the flow in the River Mel is high.

b) To receive a report from River Mel Restoration Group

Volunteers carried out work to clear weeds in the river near Station Road. The volunteers will not be working in the river during the trout's spawning season so not to disturb any eggs.

c) To receive any other updates and consider actions

Cambridgeshire County Council has published guidance on the rights and responsibilities of maintaining watercourses as part of their Flood Action Plan. **ACTION:** Assistant to the Parish Clerk to circulate information.

MA132/22 Allotment Matters:

a) To consider approving the Asbestos Management Plan

Representatives from the allotment association previously expressed that they are happy with the wording of the Asbestos Management Plan.

It was RESOLVED to approve the Asbestos Management Plan.

Proposed Cllr Clark, Seconded Cllr Alexander. In favour: Cllrs Travis, Alexander, and Clark.

Abstain: Cllr Barley.

b) To receive any updates and consider actions

None received.

MA133/22 Stockbridge Meadows:

- a) To receive an update on management plan

Work on the management plan is ongoing. Rob Mungovan has offered to advise and Cllr Travis has offered to help.

ACTION: Clerk to send previous management plan and example to Cllr Travis. Cllr Travis to begin discussions with Rob Mungovan and RMRG.

- b) To consider quotations for preliminary trench digging

Awaiting quotes. Item deferred.

- c) To receive an update on pest control

Ferretting has begun at Stockbridge Meadows. KR and LB have identified areas of concern to the pest controller. Pest controller reports that the ferretting has started well.

- d) To receive any other updates and consider actions

Quotes for bench on the boardwalk are being sought. **ACTION:** Parish Office to check available S106 funds.

MA134/22 Stockbridge Meadows Boardwalk Project

- a) To receive any updates and consider actions

All work is complete and paid for. An opening event will be planned for spring 2023.

MA135/22 Governance Matters:

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

Reports were noted.

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

Low number of reports. A member raised that the orchard sign has been damaged in the jubilee orchard. **Action:** Wardens to investigate and report.

- c) To receive any other updates and consider actions

None received.

MA136/22 Cemetery Matters:

- a) To consider quotation to build up two sunken graves in New Road

It was RESOLVED to accept Herts and Cambs Ground Maintenance quote of £100+VAT to build up the sunken graves.

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

- b) To consider quotation to install more cremated remains plots in New Road

It was RESOLVED to accept Herts and Cambs Ground Maintenance quote of £480+VAT to install 8 (2 blocks of 4) new cremated remains plots.

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

- c) To note the approval for a memorial bench to be installed

Approval was noted.

- d) To receive any other updates and consider actions

None received.

MA137/22 Village Maintenance Matters:

- a) To consider quotations for alternative surfacing under the Rocket Chair in Clear Crescent

Committee agreed that the surfacing should be repaired to ensure that it is long lasting and will not require further expenditure. The maintenance budget does not have sufficient funds for the work. The possibility of funding this work from reserves or S106 was discussed. **ACTION:** Parish Office to identify how much money is available from S106.

It was RESOLVED, that providing the work can be appropriately funded, that the quotation from Kettering Playsafe for £3780.25+VAT be referred to full council for consideration.

- b) To consider quotations for the installation of cycle racks

Awaiting quotes. Item deferred.

- c) To receive an update on the parish van

The parish van needs replacing and the council need to start looking for a new van. The new van will need to have specific requirements.

ACTION: Wardens to create a specification for the new van. Parish Office/Cllr Alexander to use specification and contact dealers to see what vans are available.

- d) To consider quotations for no dog signs

Committee agreed that both styles of signs were effective and that 4 signs should be purchased (two of each design).

It was RESOLVED to accept L&S signs quote of £180+VAT for 4 a3 signs.

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

ACTION: Wardens to remove current no dog signs at the Moor Play Park.

- e) To note the cause of the blockage in the Moor Play Park

The cause was noted.

- f) To consider quotations to reinstate manhole

It was RESOLVED to accept Herts and Cambs Ground Maintenance quote of £330+VAT.

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

- g) To receive any other updates and consider actions

It was reported that HAGS have offered to pay half of the cost to investigate the blockage in the play park.

MA138/22 Pavilion Matters:

- a) To receive an update with regard to installation of Wi-Fi

Littlehands are considering the proposal and seeking advice regarding safety.

ACTION: Cllr Kilmurray to liaise with Littlehands IT service supplier

- b) To consider quotations to install a new extractor fan in changing rooms

Awaiting quotations. Item deferred.

- c) To receive any other updaters and consider actions

Following a visit from Prestige Fire Safety to service the fire extinguishers, it was highlighted that some of the fire safety measures in the pavilion may not meet requirements. The Parish Office are seeking guidance from the Fire Service and insurers.

ACTION: Assistant to the Parish Clerk to seek quotes, based on guidance from the fire service, to bring safety measures in line with requirements.

MA139/22 Littlehands Matters:

- a) To consider quotations to supply and fit a new hood over the security door and guttering

It was noted that this work needed to be carried out to avoid further damage.

It was RESOLVED to accept the quote for Barley Property Maintenance for £217.98+VAT.

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

ACTION: Assistant to the Parish Clerk to check with contractor that the work will resolve the problem at the front and side of the building.

- b) To consider quotations make good interior wall

It was noted that there was a concern about mould and the problem should not reoccur with the new hood and guttering. Work to be carried out after the damp problems are fixed.

It was RESOLVED to accept the quote for Barley Property Maintenance for £494.02+VAT.

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

- c) To receive any updates and consider actions

None received.

MA140/22 Policies and Risk Assessments

- a) To consider any updates and consider actions
- There were no policies or risk assessments to consider.

MA141/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions
- HAGS have received the paint for the rocking horse and plan to paint it when the weather improves.
ACTION: Parish Office to follow up to a satisfactory conclusion

MA142/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions
- The public consultation ends on 31st December 2022.

MA143/22 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. Work now complete. ACTION: Follow up with HCGM to cut back tall hedge to the rear of play park. Work is being scheduled by 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
5	Norgetts lane	Resident	Bench along Norgettes need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required – deferred. Being consider for inclusion in the 2023/24 maintenance budget.	SM
6	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCDC
7	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work. John Obrien has confirmed work will be financed by Highways.	CL/SM
8	Replacement footpath at The Cross	JT	CL to seek advice from Highways Officer on repairing/replacing the footpath. ACTION: Clerk to meet with contractors to discuss scope and	CL

			costs of work. Footpath to be re-tarmaced. Additional block paving to be installed from rear of war memorial to footpath.	
9	Dolphin Lane / Station Road verge	KR	Requires cutting back. Quotes received. Work to be ordered	CL
10	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. BT has confirmed they will carry out necessary repairs	Maintenance Committee
11	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.	JH
12	pavilion	Wardens	Post behind pavilion needs repair	Wardens
13	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported. CCC confirm sign to be replaced 2023/24	SM
14	Littlehands	GC	Wooden paneling on cricket store side of littlehands requires maintenance. Wardens to re-paint	Wardens
15	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. Office to chase	CL
16	Gullies - various	Various	Overflowing with recent heavy rains. District Cllrs met with Highways Officer. County is aware. Clearance will not take place until leaf fall is finished.	CL
17	New Rec	Resident	Orchard sign off its post. Wardens to inspect and report back on any damage. Waiting to hear back from Landmark. Wardens to investigate.	Wardens

MA144/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

- Pot hole at the end of the Moor. **ACTION:** Assistant Clerk to report to Highways.
- The Bus Stop sign on the High Street is damaged. **ACTION:** Parish Office to report to appropriate authority.
- Update on replacing bins around the village. **ACTION:** Assistant Clerk to request further guidance from SCDC.
- The barrier along the river mel on Station Road has been reported to the Parish Office. **ACTION:** Clerk to report damage to Environment Agency.
- Low hanging branches on New Rec footpath to Meldreth. **ACTION:** Wardens to check and cut back.
- Damaged signs at the Moor/High Street junction. **ACTION:** Parish Office to report damage to Highways and request permission to relocated library sign.

As Chair of the Maintenance Committee, Cllr Travis thanked the Clerk for all of her hard work and wished her the best for the future.

MA145/22 To note date of next meeting: Thursday, 19 January 2023

It was noted that the date of the next meeting is Thursday, 19th January 2023.

The meeting ended at 11:00

..... Dated

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 17 November 2022 at 09:30
in the Dickens Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

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

MA106/22 To receive and approve apologies for absence

Apologies were received from Cllr Barley with acceptable reasons given.

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

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

MA107/22 To receive any Declarations of Interest and Dispensations

None received.

MA108/22 To approve the minutes of the Maintenance Committee Meeting held on 20 October 2022

It was RESOLVED to approve the minutes of the Maintenance Committee meeting held on 20 October 2022 as an accurate record.

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

MA109/22 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.

MA110/22 Finance Matters:

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

It was noted that 7 months into the current year, maintenance spend currently stands at £22,983 from a budget of £46,135.

MA111/22 Conservation Matters:

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

The report was received.

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

New 'No littering' signs are being displayed at various locations. Noted that the sign under the A10 bridge has been removed and should be retrieved and re-fixed in place. Thanks were noted to Cllr Barnes for her work designing the sign.

Outstanding work on the bank of the River Mel by the new picket fence will be carried out next week. It is too early to measure the success of the project and a survey for water voles could be undertaken in the spring. The work along the river bank has been well received by members of the public.

RMRG attended recent zoom meet with Anglian Water. Work to measure bacterial content in the River Mel ongoing.

Also seeking a progress on supply of water to the River from The Bury. Future meeting to be arranged with attendance from RMRG and Cam Valley representatives.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

MA112/22 Allotment Matters:

- a) To receive the asbestos survey

The asbestos survey report has been received. Overall risk is identified as very low. Annual inspection of the allotments is recommended.

ACTIONS:

- Assistant Clerk to request NSUK to carry out a soil sample to check for loose fibres in the soil.

..... Dated

- Assistant Clerk to revisit Asbestos Management Plan to set out a procedure for dealing with fragments and to discuss further with Allotment Association.

- b) To receive any updates and consider actions

Monthly allotment inspection was carried out on 16 November. Plots are generally in good order.

[09:50 Chris Selway, Allotment Association left the meeting.]

MA113/22 Stockbridge Meadows:

- a) To receive an update on management plan

No progress to report at this time. **ACTIONS:** Clerk to discuss with RMRG and wardens.

- b) To receive an update on FWAG pond project

Representative from FWAG visited Stockbridge Meadows and indicated that the site appears suitable for reinstating the pond. Preliminary work includes digging a 1 metre test pit to check that the ground will hold water. May require lining with clay as artificial liners are not permitted. FWAG suggested speaking to local developers to see if they have surplus clay they could provide. FWAG will re-inspect next year to assess. **ACTION:** Clerk to seek quotes for preliminary trench digging work.

[Cllr Travis left the room briefly]

- c) To receive any other updates and consider actions

There was nothing further to discuss.

MA114/22 Stockbridge Meadows Boardwalk Project

- a) To receive an update on project progress

Installation of the new boardwalk is complete. A suggestion was made that a bench be fixed in place on the viewing platform. **ACTION:** Clerk to seek quotes for a suitable recycled plastic bench. Noted that the application for Amey grant funding was unsuccessful. Official opening event to be organised in the spring.

- b) To receive any updates and consider actions

There was nothing further to discuss.

MA115/22 Governance Matters:

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

The inspection reports were received. There was discussion regarding mould in the home changing room at the pavilion. This is most likely due to poor ventilation. **ACTION:** Assistant to Clerk to have the roof inspected for leaks and also seek advice and quotes for improved ventilation.

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

The updated vandalism sheet was considered. It was noted that Coffee with a Cop event on 15 November appeared to be well attended.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

MA116/22 Cemetery Matters:

- a) To consider quotations for tree work in Orchard Road Cemetery

Two quotes were considered.

It was RESOLVED to approve the quotation number 2027 from Shelford Trees in the sum of £400 + VAT.

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

- b) To receive any other updates and consider actions

A request to place a bench in New Road Cemetery has been received. **ACTION:** Wardens to check if the location is suitable. Resident has indicated that he has a bench and if necessary will arrange for a base to be installed.

Noted that cars are still parking in the cemetery overnight. **ACTION:** Parish office to write to residents on the cemetery access road requesting that they should not park in the cemetery and that the gates may be locked at any time.

Noted reports had been received that levels on a number of plots had dropped and needed topping up. To be monitored.

MA117/22 Village Maintenance Matters:

- a) To consider quotations for alternative surfacing under the Rocket Chair in Clear Crescent
Various quotes offering different solutions were considered. A further quote is outstanding. To be deferred for consideration by full Council on 28 November 2022.
- b) To consider quotations for repairs to fencing in Worcester Way
Two quotes were considered.
It was RESOLVED to recommend to full Council the quote from Huntree Fencing for Palisade security fencing in the sum of £925 + VAT.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- c) To receive an update regarding rabbit control on the rec
Noted that ferreting to address the problem with rabbits on the recs is ongoing. **ACTION:** Assistant Clerk to request ferreting to be carried out on Stockbridge Meadow as well.
- d) To consider actions to keep dogs out of the Moor Play Area
There is an ongoing problem with people disregarding 'no dog' signs on The Moor play park. It was noted that this is a health and safety matter that needs to be addressed.
ACTIONS:
 - Assistant to Clerk to get quotes for signage that provides more information about the dangers of dog faeces in play areas
 - Cllr Barnes to design a more eye-catching sign for the play areas.
- e) To consider quotation for tree inspection
It was RESOLVED to approve the quotation from Argenta Trees for 2023 tree inspections in the sum of £809.80 + VAT to be included in the 2023/24 precept.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- f) To receive any other updates and consider actions
There was nothing further to discuss.

MA118/22 Pavilion Matters:

- a) To receive an update regarding installation of wi-fi
Options regarding connecting the pavilion to the internet were discussed. Costs likely to be in the region of £1,000 – further information required.
ACTIONS:
 - Clerk to follow up with Littlehands to address concerns over security of data.
 - Cllr Kilmurray to seek more detail regarding costs.
- b) To receive an update regarding remedial works from legionella risk assessment.
TMV servicing has been booked – date to be advised. Seeking quotes for thermometer to carry out water testing.
- c) To consider quotations for supply and installation of clock restart motor
One quote for installation of a re-start motor has been received.
It was RESOLVED that the quote from Smith of Derby for supply of the motor and electricians quote for installation to be referred to full Council for consideration.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- d) To consider quotations for Fire Alarm and emergency lighting inspections
It was RESOLVED to accept the quotation number 121823 from Prestige in the sum of £255 + VAT for twice yearly servicing of fire alarm and emergency lighting and fire extinguishers at the pavilion.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- e) To consider quotations for Fire Extinguisher Maintenance
See MA118/22d) above
- f) To receive any other updates and consider actions

Wardens reported that heating controls require re-setting. **ACTION:** Assistant Clerk to arrange for Shelford Heating to attend on site to re-set the controls with wardens in attendance.

MA119/22 Littlehands Matters:

- a) To receive the flat roof inspection report

The report was received. **ACTION:** Assistant Clerk to request contractor to inspect damp area on the exterior of the building (front, right hand side).

- b) To consider retrospective approval for drainage works

It was RESOLVED to approve the quotation from Drain Doctor for investigation of the drains at Littlehands and The Moor play park in the sum of £107 + VAT. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

- c) To receive any updates and consider actions

There was nothing further to discuss.

MA120/22 Policies and Risk Assessments

- a) To consider any updates and consider actions

There were no policies or risk assessments for discussion.

MA121/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions

The official opening of the play park had taken place on 5 November. There was a good turnout and the park is being well used. Noted that the project had been well managed with a successful outcome. Painting of the horse is still to be completed. **ACTION:** Assistant Clerk to seek quotes for building up edges around manhole on the play park to create a level surface and avoid trip hazards.

MA122/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

The online survey is now live and will remain open until 31 December. Approximately 50 responses received to date. **ACTION:** Parish office to continue to promote the survey.

MA123/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 17 November 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. Work is being scheduled by 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. Wardens to check if the sign has been repaired	CL
5	Norgetts lane	Resident	Bench along Norgetts Lane need repairing. Further investigations required - deferred	SM

			To be included in review of all benches in the village.	
6	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCDC
7	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work	CL/SM
8	Replacement footpath at The Cross	JT	CL to seek advice from Highways Officer on repairing/replacing the footpath. ACTION: Clerk to meet with contractors to discuss scope and costs of work. Footpath to be re-tarmaced. Additional block paving to be installed from rear of war memorial to footpath.	CL
9	Dolphin Lane / Station Road verge	KR	Requires cutting back. Quotes received. Work to be ordered	CL
10	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. BT has confirmed they will carry out necessary repairs	Maintenance Committee
11	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.	JH
12	pavilion	Wardens	Post behind pavilion needs repair	Wardens
13	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported. CCC confirm sign to be replaced 2023/24	SM
14	Littlehands	GC	Wooden paneling on cricket store side of littlehands requires maintenance. Wardens to re-paint	Wardens
15	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. Office to chase	CL
16	Gullies - various	Various	Overflowing with recent heavy rains. District Cllrs met with Highways Officer. County is aware. Clearance will not take place until leaf fall is finished.	CL
17	Vicarage Close	Residents	Reports that road sweeper attended w/c 17/10 but did not sweep the road properly. Road is currently covered with leaves. SM has reported to SCDC. Next Zone 3 visit between 21/11 - 4/12.	SM
18	Wardens Workshop	Wardens	Heater is not working. SM to report to electrician that carried out the installation. Reinspection to be arranged with wardens in attendance.	SM
19	Tree Back Lane	Resident	Tree reported to look at risk of falling. SK to inspect. SK identified that tree is on PBH Engineering land. SK spoke to them and they will sort.	SK
20	Graffiti on brick work - l/h side of pavilion	Resident	Wardens to clean off	Wardens
21	rear of 65 Orchard Road, Maple Way/ Orchard Road Pavement	GA	considerable leaf fall which is making pavements slippery. SCDC to be in the village 21/11-4/12. Request to be made for leaf clearance	SCDC

MA124/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

Noted various road works including closure of the A10 at Foxton level crossing. **ACTION:** Clerk to share details via social media.

MA125/22 To note date of next meeting: Thursday, 17 November 2022

It was noted that the agenda item incorrectly refers to the date of the November meeting. The date of the next meeting is **15 December 2022**.

The meeting ended at 11:20

Monthly water situation report: East Anglia

1 Summary - November 2022

During November the pattern of Atlantic frontal systems that began in the second half of October continued. All catchments experienced above average rainfall, with most receiving at least 150 per cent of the long-term average for November and some receiving monthly totals in excess of the 1-in-20-year return period. Rainfall totals from individual events varied across the Area, but the general pattern of systems moving in from the southwest was repeated throughout. The highest totals for the month were recorded across the south of the Area. Although West Norfolk still recorded above average rainfall in November, the river flow and groundwater level indicator sites there show that it has not recovered to the same extent as other parts of the Area during the past two months.

1.1 Rainfall

There was a succession of frontal systems and showers during November. The Area saw high rainfall totals from fronts passing over on the 2nd, 6th, 15th-16th, 19th, 21st, 24th and 26th. Apart from a brief interlude between the 9th and the 12th, and a couple of days at the end of the month, rainfall was recorded on most days in most of the Environment Agency's raingauges across the Area. Most of East Anglia received rainfall well above the long-term average for the month. The Bedford Ouse, Essex catchments and East Suffolk catchments all recorded catchment-average rainfall in excess of 100 mm, equivalent to around 200 per cent of the long-term average. All other catchments recorded more than the long-term average for the month, but with lower totals in the northwest of Norfolk. Together with the high rainfall in the west of the Area during October and rainfall close to average during September, all catchments have now recorded above-average rainfall for the past three months when taken together.

1.2 Soil moisture deficit and recharge

Soils continued to wet up through the month across East Anglia. The soil moisture deficits estimated for the Met Office's MORECS grid squares covering the southern half of the Area are now close to zero, indicating that the soils are nearly at field capacity and likely to generate significant runoff and/or recharge in response to further rainfall. Most of the Area now has a soil moisture deficit in the normal range or wetter for the time of year. The exception is west Norfolk, where the large deficit built up over the very dry summer has reduced over the past two months but still remains above average for the time of year.

1.3 River flows

The rivers of the southern and eastern catchments in the Area all responded to individual rainfall events during the month, particularly towards the end of the month as the catchments became wetter. The responses reflect the high rainfall totals. In those catchments where groundwater levels have also recharged, baseflows also rose during November. In North Norfolk and West Norfolk, the muted response indicated persisting soil moisture deficits and a lack of sustained recharge. In Chalk-bedrock catchments where the higher ground has till cover, in some rivers there was a response in upper catchments that exceeded the total response downstream, indicating runoff recharge of the Chalk from the till. Although most indicator sites were in the Normal range or higher for mean monthly flow during November, the flows are strongly influenced by the number and severity of rainfall events during the month. They are not a particularly good indicator of flows in the coming months.

1.4 Groundwater levels

Groundwater levels began to recover in most observation boreholes in the south and east of East Anglia, reflecting the higher rainfall in those areas. In west and northwest Norfolk there has been little or no recovery yet. In the Chalk there, the groundwater levels are typically Below Normal, reflecting the generally average conditions of last winter up to the end of February and then a steeper recession than usual through spring and summer. The Chalk aquifer there is generally resilient to an individual dry summer, with the lowest levels on record developing over a succession of dry winters. The soil moisture conditions in west Norfolk do not suggest that widespread recharge to the Chalk there will commence in December.

1.5 Reservoir stocks

All reservoir levels showed recovery during November. Although Grafham Water is shown as Notably Low on the Reservoir Stocks map, the flow in the Bedford Ouse at the Offord intake was not limiting the refill during the second half of the month and the prospects for refill during this winter are good.

1.6 Environmental impact

All sites are recording higher flow during November than during the previous months. Groundwater support schemes are continuing to run where required.

1.7 Forward Look

.1.7.1 Probabilistic ensemble projections for river flows at key sites

The wet conditions in the Bedford Ouse catchment during October and November have led to an elevated probability of Above Normal flows later in the winter. By the start of spring the signal for wetter conditions there is no longer present, as the weather and runoff within the month is then the dominant influence. On the Ely Ouse and Gipping, the projections don't show a significant difference to the expected probabilities. On the Stiffkey, the elevated soil moisture deficit in the model indicates an elevated risk of Notably Low or Exceptionally Low flows by the start of next spring.

.1.7.2 Probabilistic ensemble projections for groundwater levels in key aquifers

The groundwater level projections are showing an increased risk of levels in the Chalk in west Norfolk being in the lower categories by March 2023. Kenninghall in the Chalk of the upper Little Ouse catchment is showing a strong signal for Notably Low or Exceptionally Low groundwater levels in March 2023, reflecting its current Notably Low levels and lack of recharge to date. Groundwater sites in the south of the Area are projected to be at Normal or Above Normal levels by September 2023. In the West Norfolk sites the most likely outcome is Normal groundwater levels, but with an elevated risk of Below Normal or Notably Low groundwater levels by September 2023.

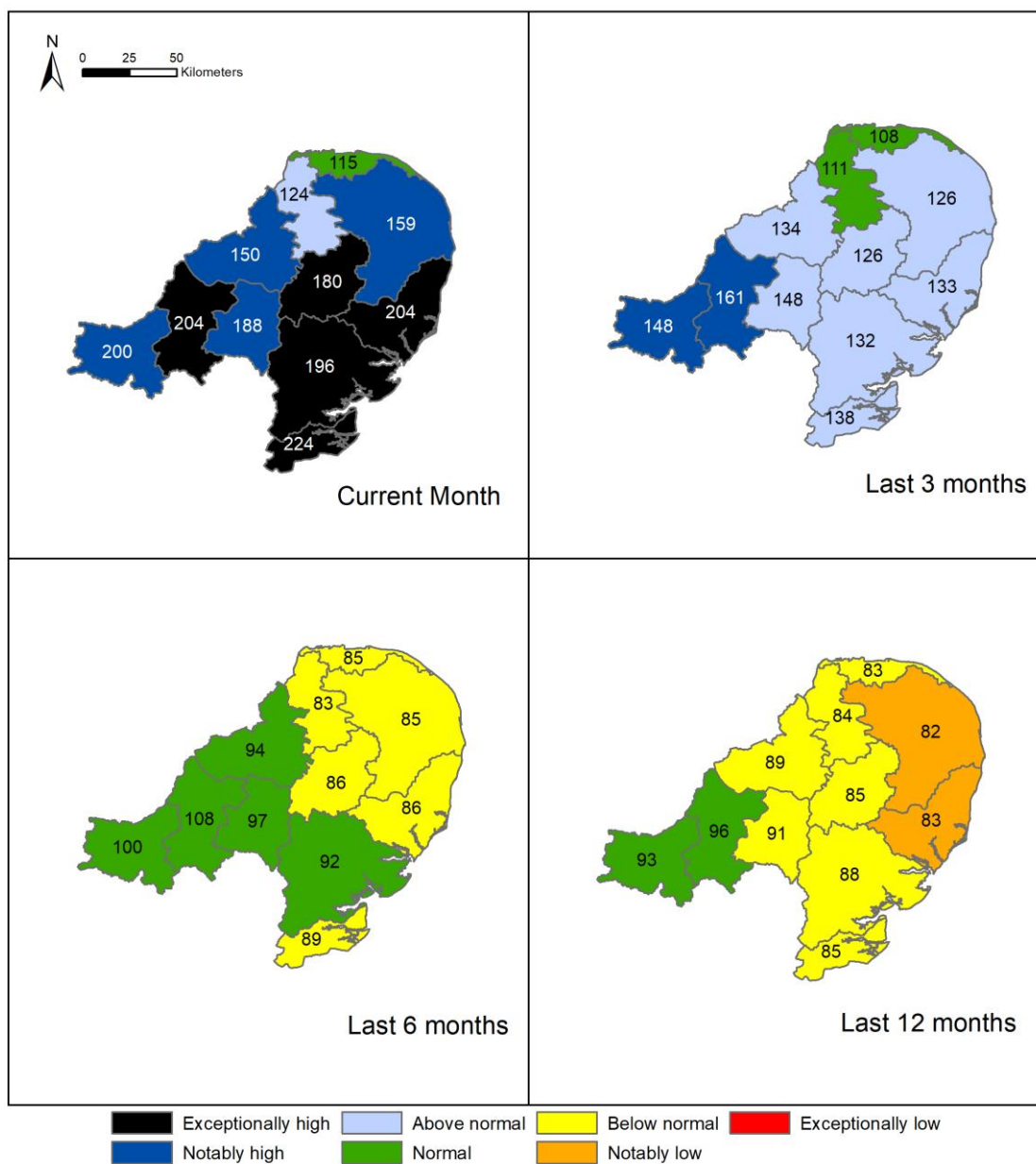
Author: Hydrology & Operations Team, ang-hydrology@environment-agency.gov.uk

Contact Details: 03708 506 506

2 Rainfall

2.1 Rainfall map

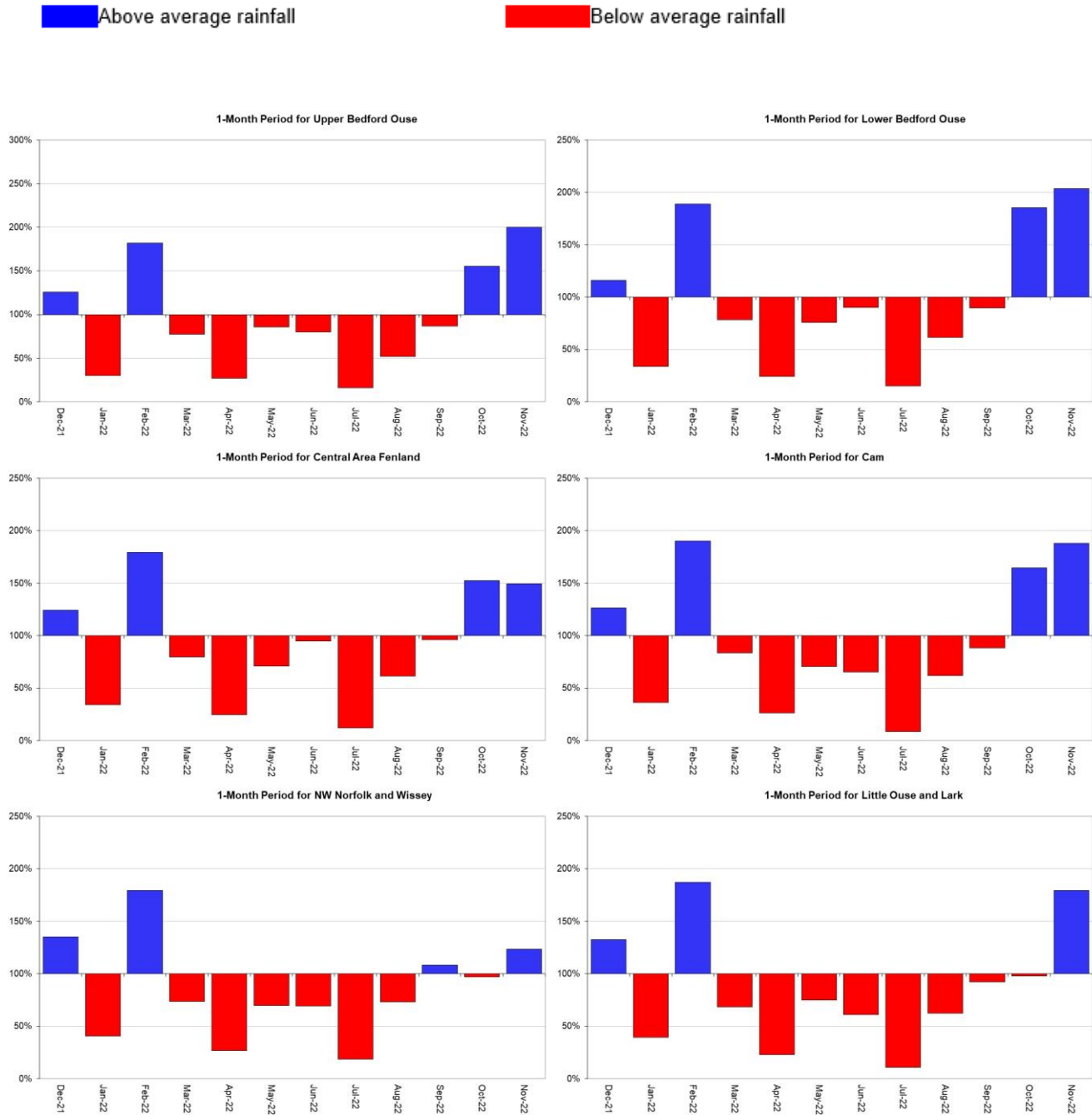
Figure 2.1: Total rainfall for hydrological areas for the current month (up to 30 November 2022), the last 3 months, the last 6 months, and the last 12 months, classed relative to an analysis of respective historic totals. Table available in the appendices with detailed information.

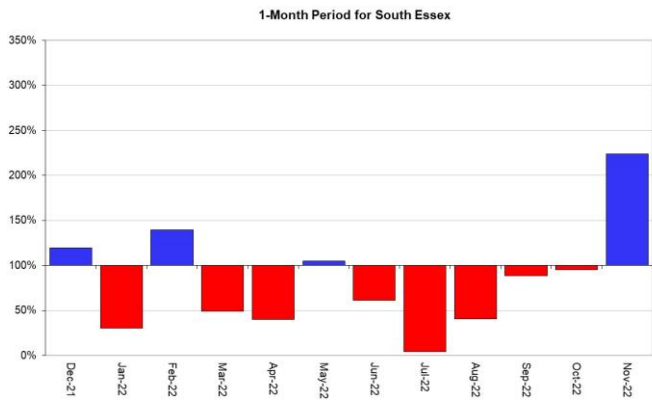
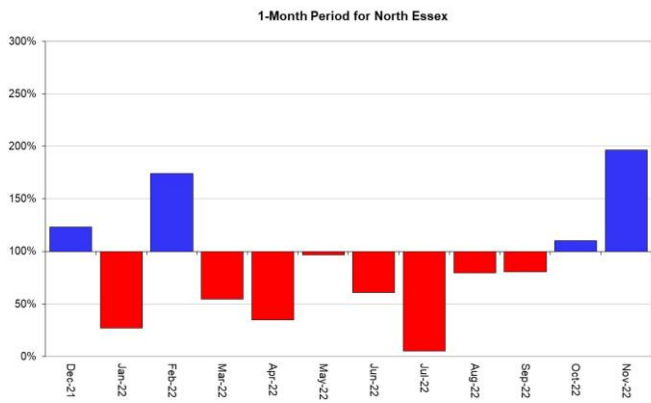
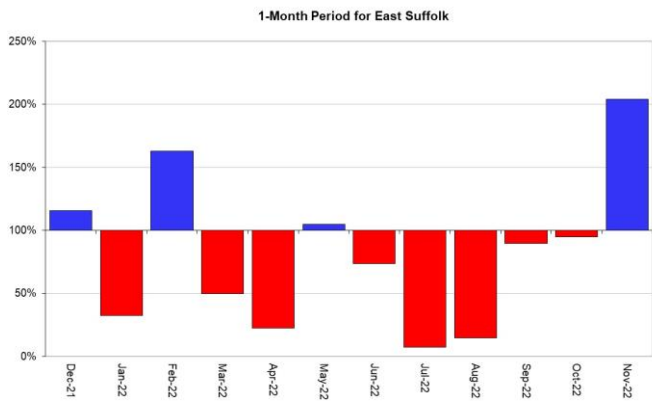
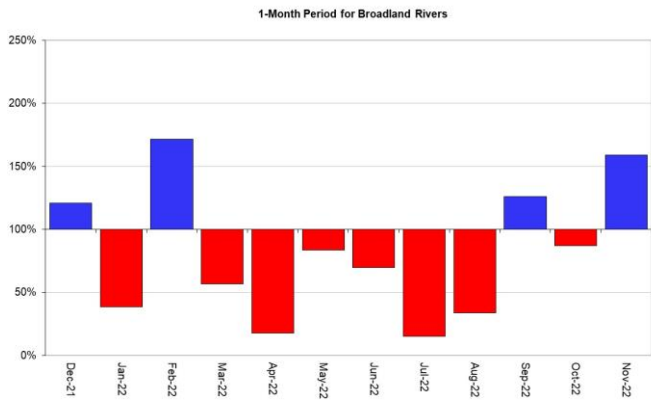
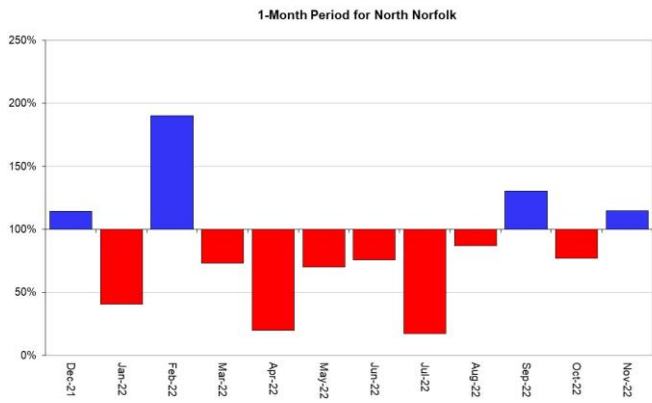


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2022). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2022.

2.2 Rainfall charts

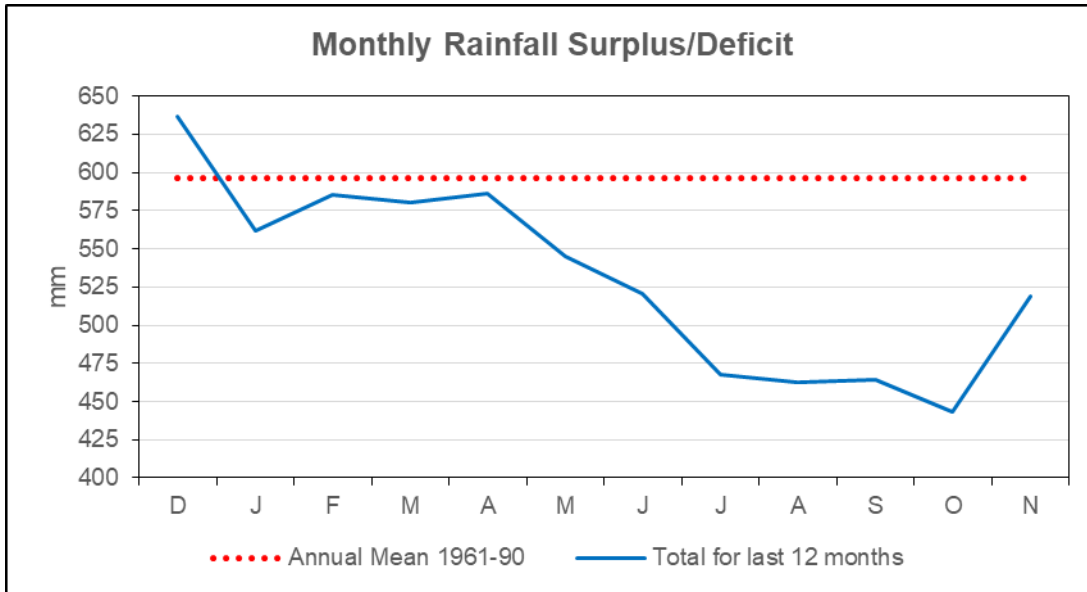
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1961 to 1990 long term average for hydrological areas in East Anglia.





HadUK rainfall data. (Source: Met Office. Crown copyright, 2022).

2.3 Monthly Rainfall Surplus Deficit Chart

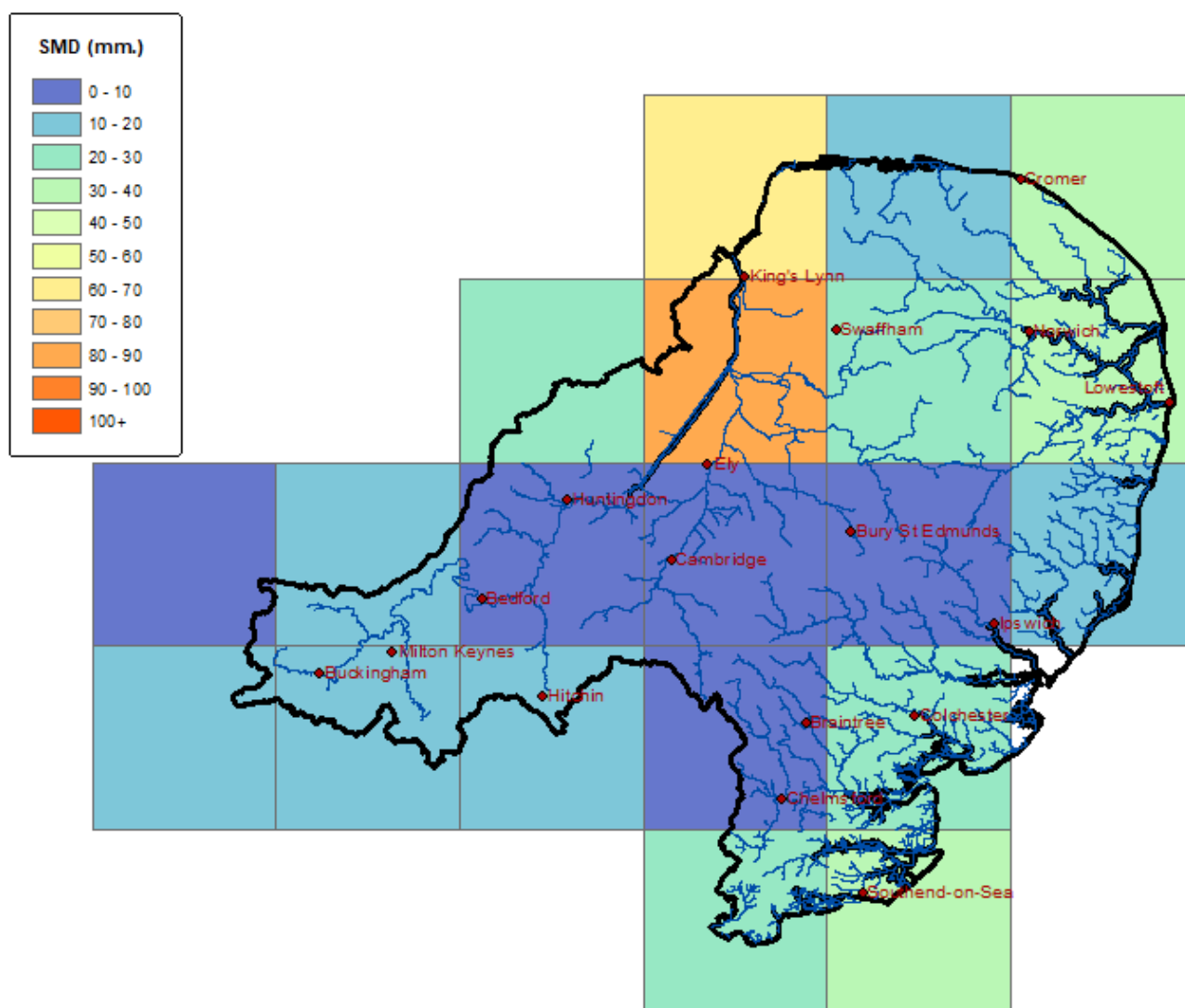


HadUK rainfall data. (Source: Met Office. Crown copyright, 2022).

3 Soil moisture deficit

3.1 Soil moisture deficit map

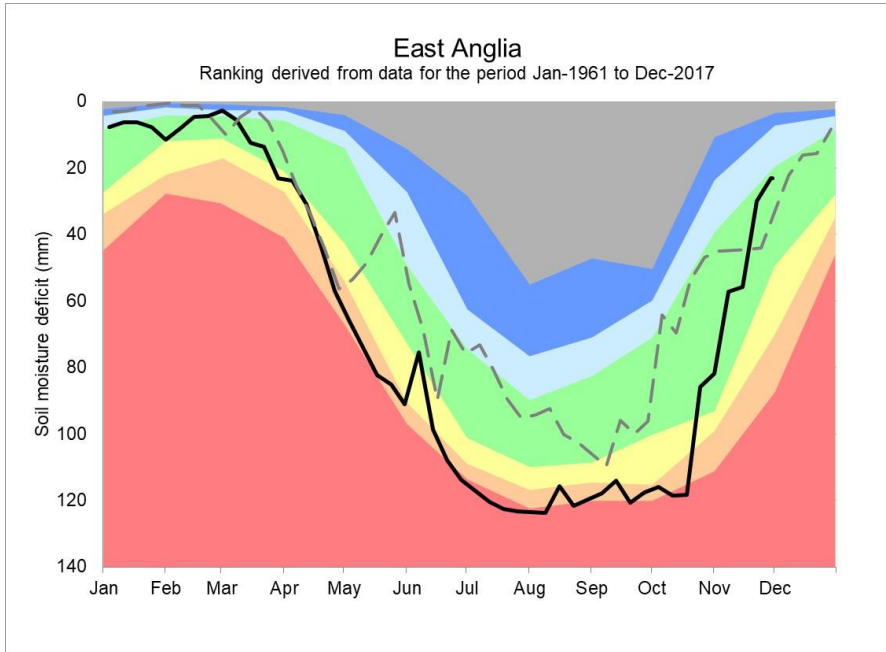
Figure 3.1: Soil moisture deficits for weeks ending 30 November 2022. Data based on the MORECS data for real land use.



(Source: Met Office. Crown copyright, 2022). All rights reserved. Environment Agency, 100024198, 2022.

3.2 Soil moisture deficit charts

Figure 3.2: Latest soil moisture deficit compared to an analysis of historic 1961 to 2017 long term data set. Weekly MORECS data for real land use.

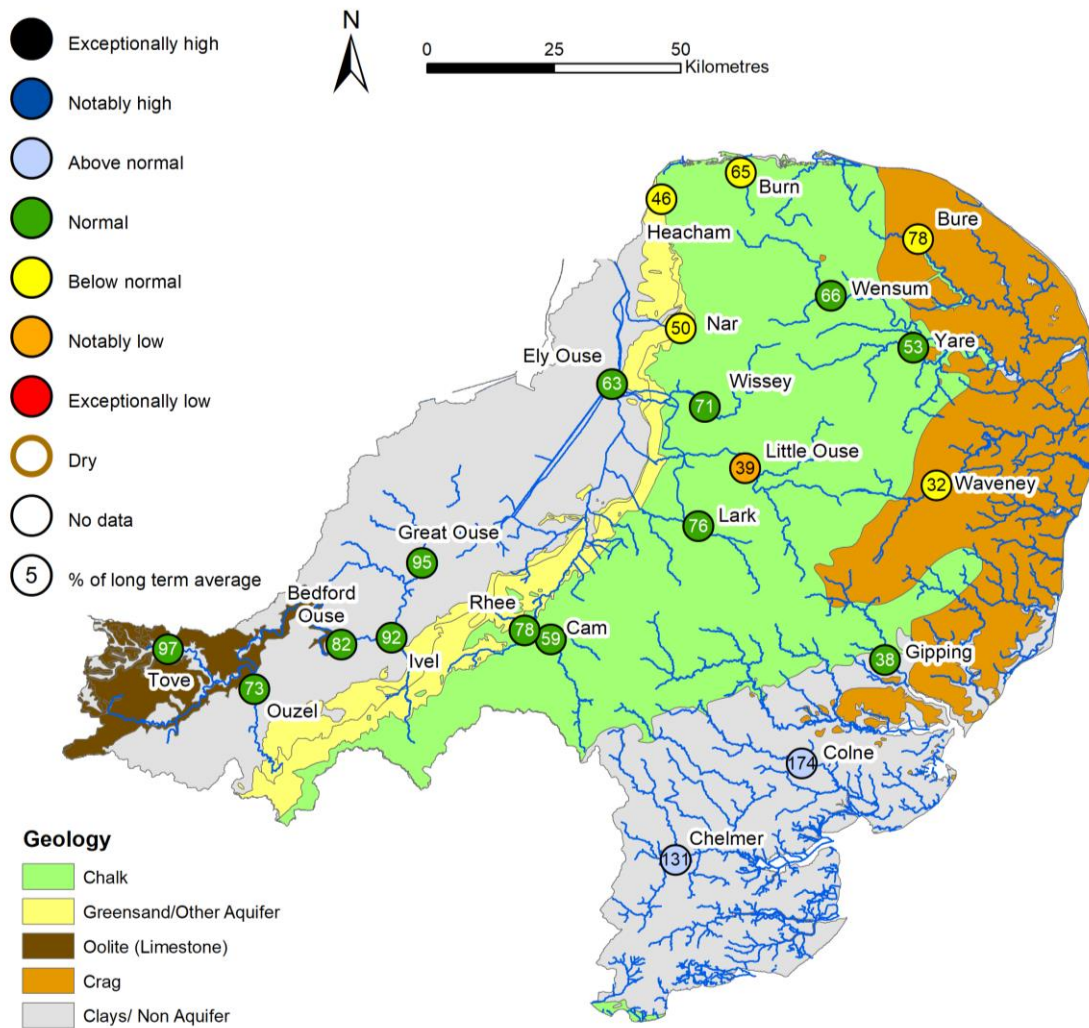


(Source: Met Office. Crown copyright, 2022). All rights reserved. Environment Agency, 100024198, 2022

4 River flows

4.1 River flows map

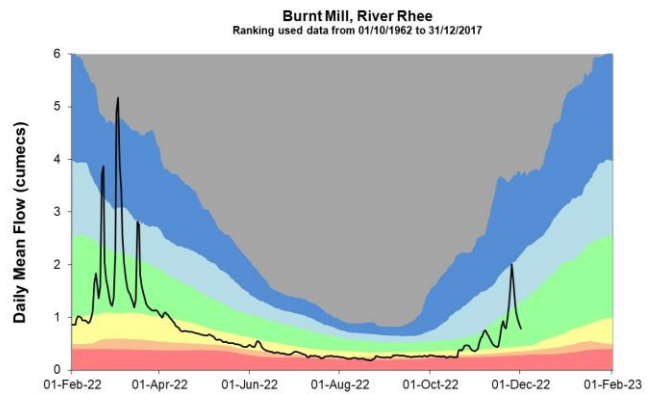
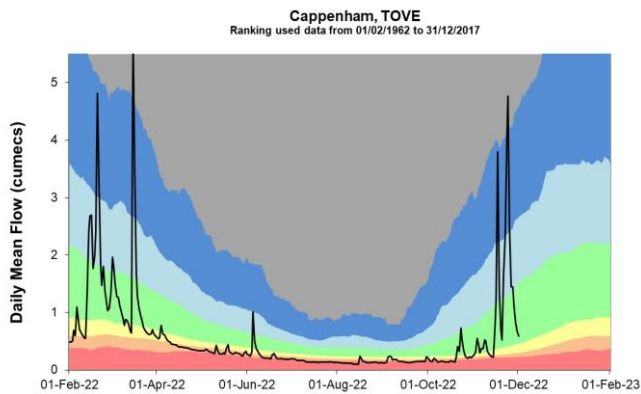
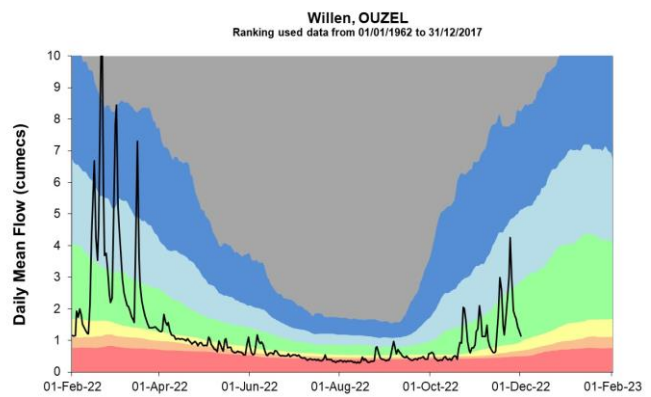
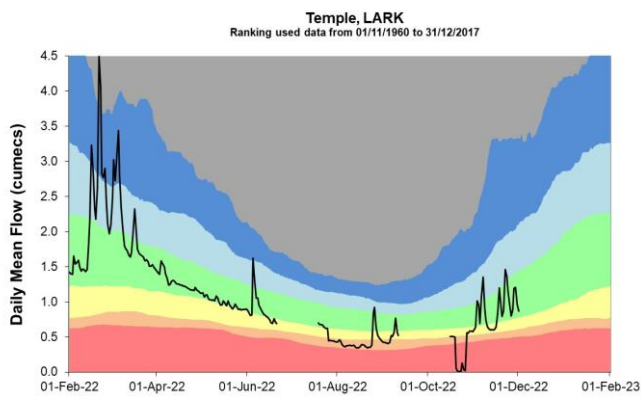
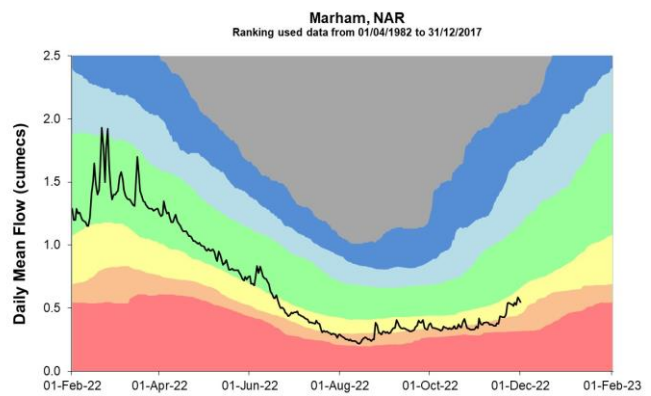
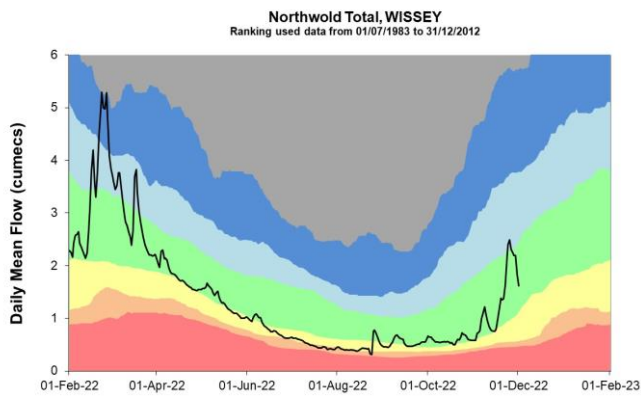
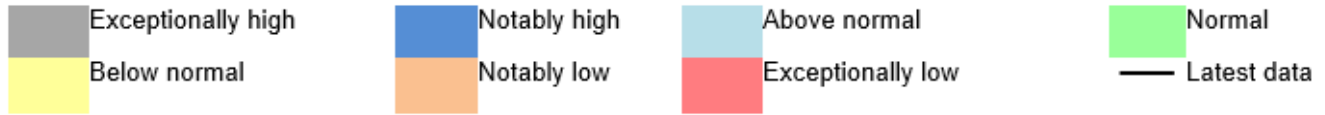
Figure 4.1: Monthly mean river flow for indicator sites for November 2022, expressed as a percentage of the respective long term average and classed relative to an analysis of historic November monthly means. Table available in the appendices with detailed information.

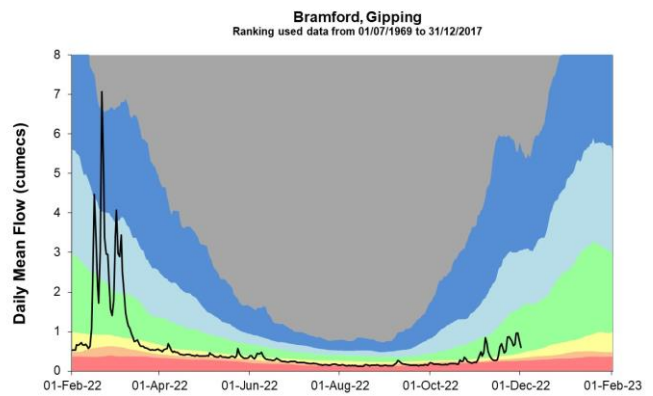
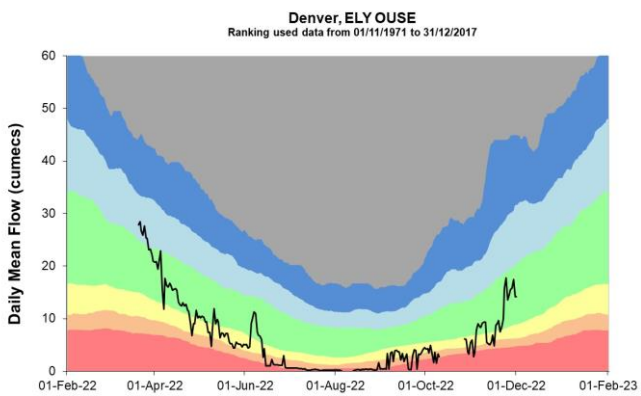
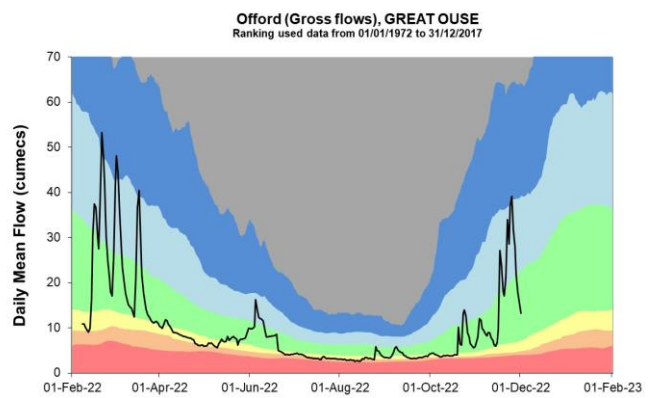
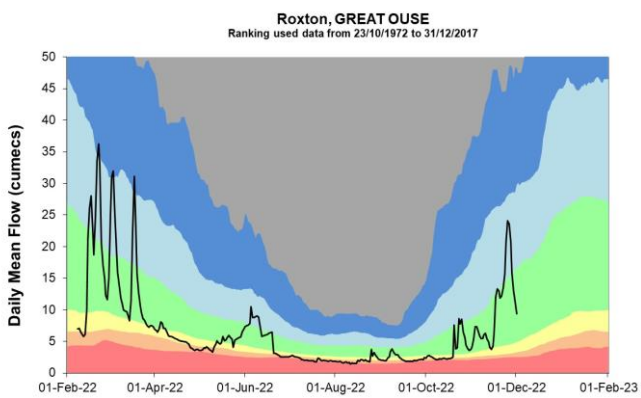
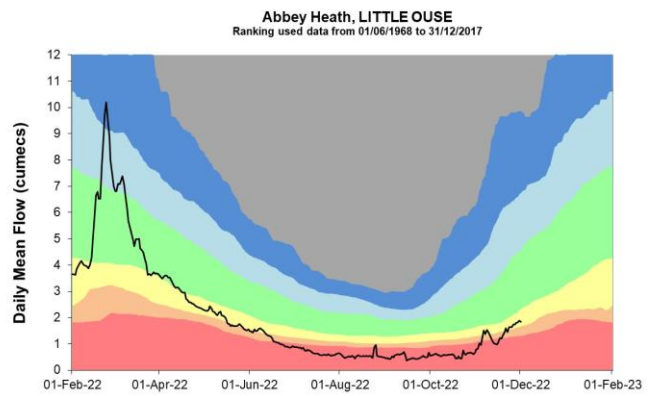
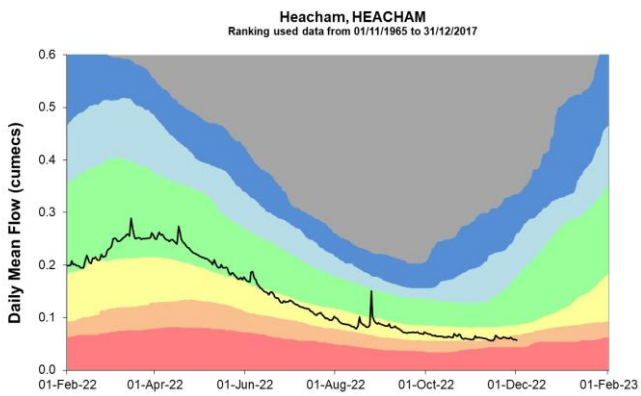
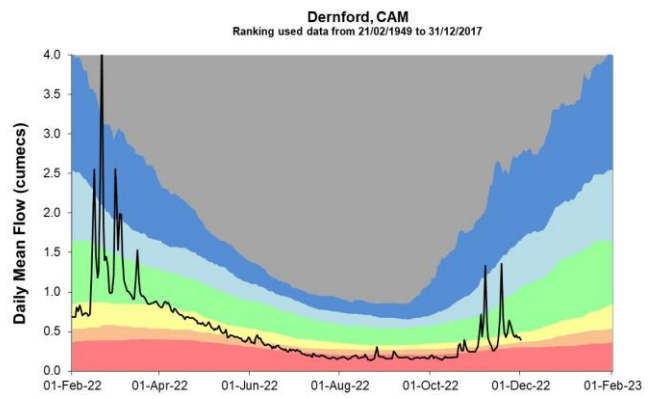
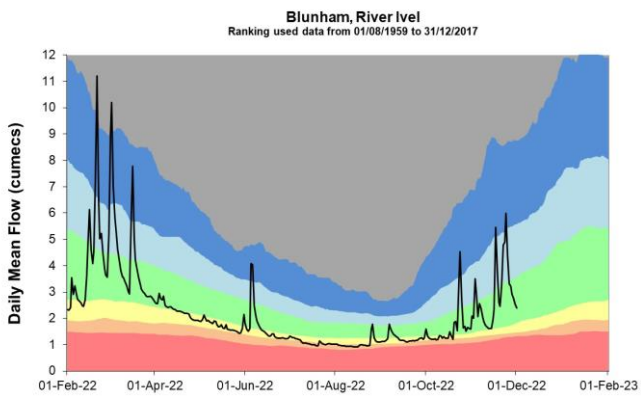


(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2022.

4.2 River flow charts

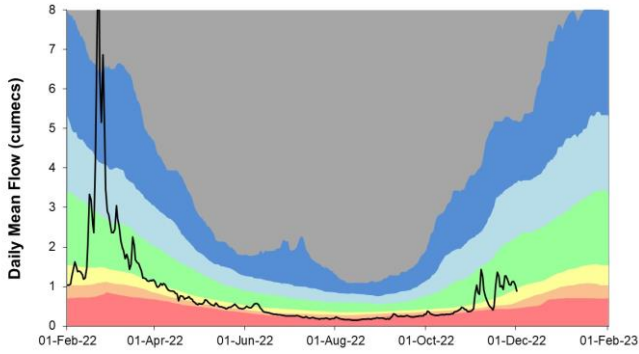
Figure 4.2: Daily mean river flow for index sites over the past year, compared to an analysis of historic daily mean flows.





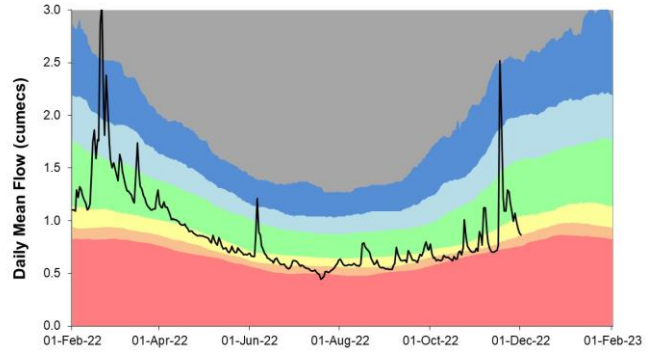
COLNEY, River Yare

Ranking used data from 01/01/1970 to 31/12/2017



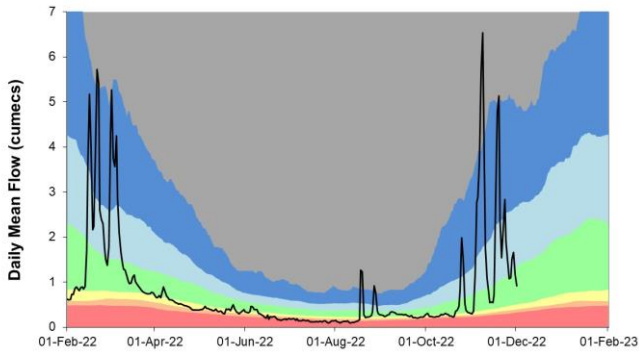
Ingworth, Bure

Ranking used data from 01/06/1959 to 31/12/2017



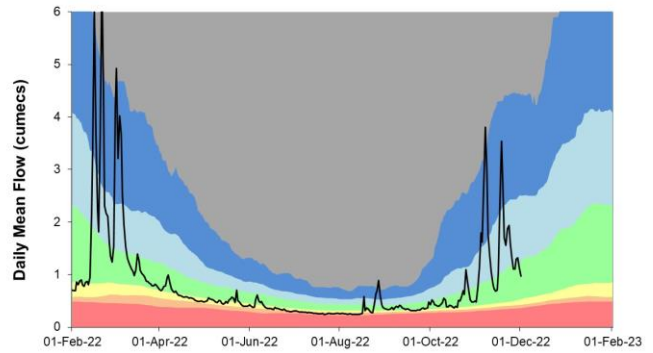
Lexden, Colne

Ranking used data from 01/10/1959 to 31/12/2017



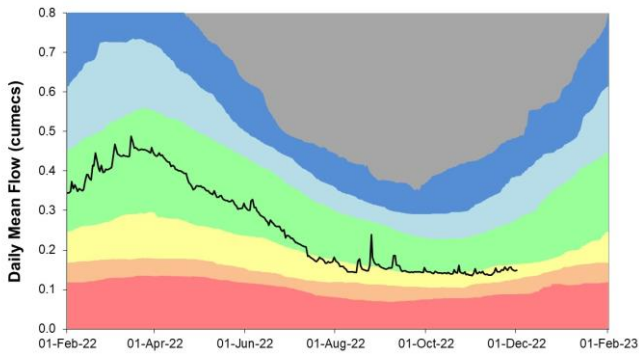
SPRINGFIELD, River Chelmer

Ranking used data from 01/01/1970 to 31/12/2017



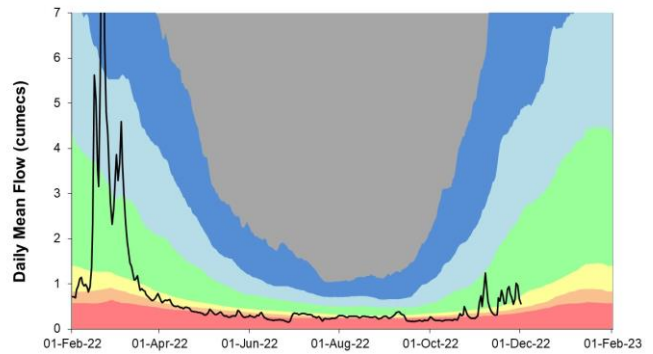
BURNHAM OVERY TOWN, River Burn

Ranking used data from 01/01/1970 to 31/12/2017



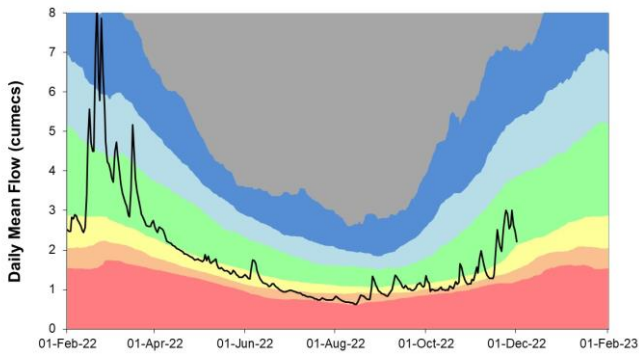
Needham Weir Total, Waveney

Ranking used data from 01/12/1963 to 31/12/2017



Swanton Morley Total Flow, Wensum

Ranking used data from 01/10/1969 to 31/12/2017

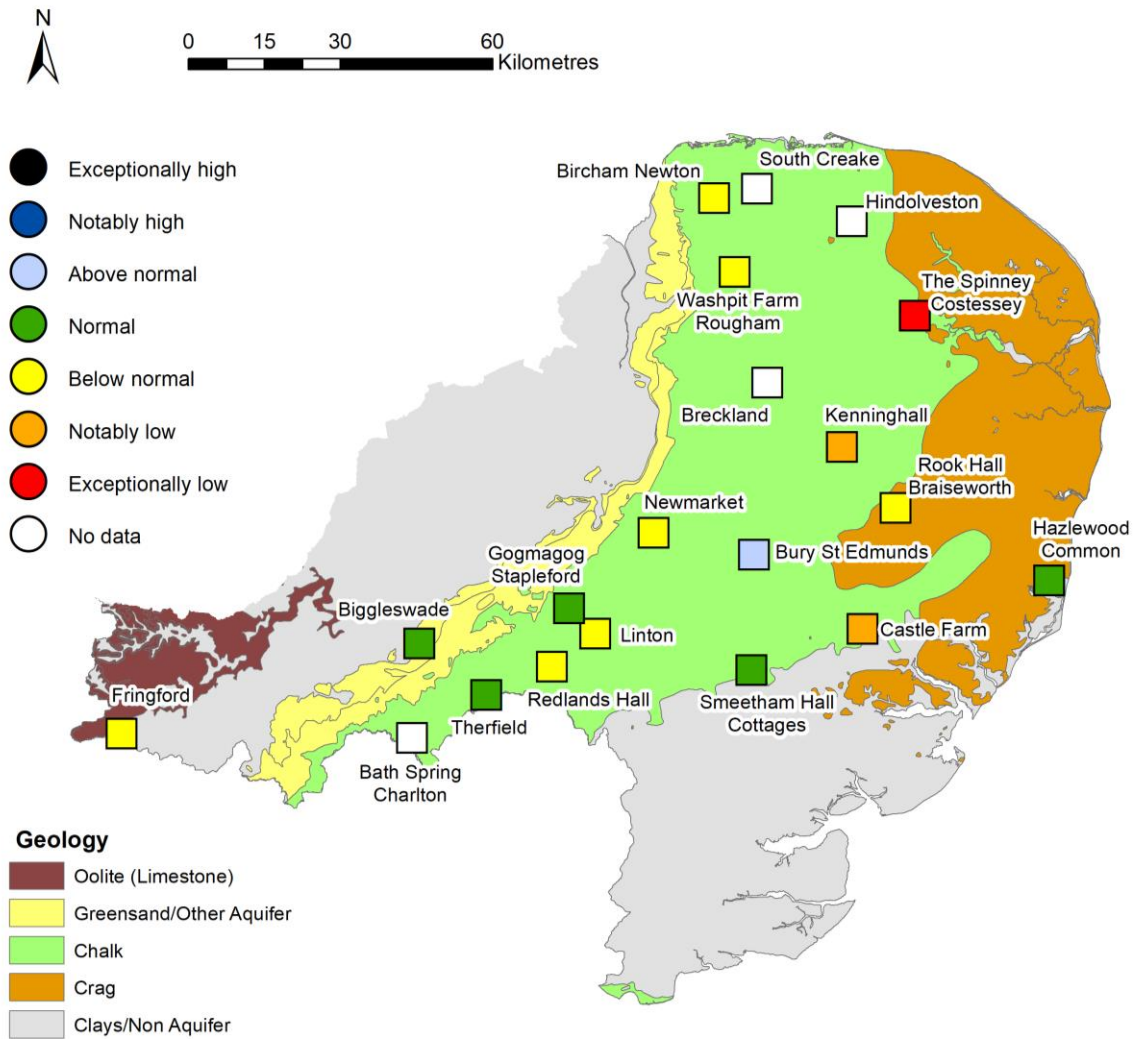


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

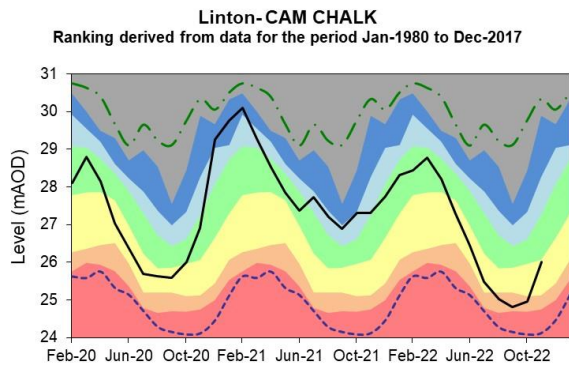
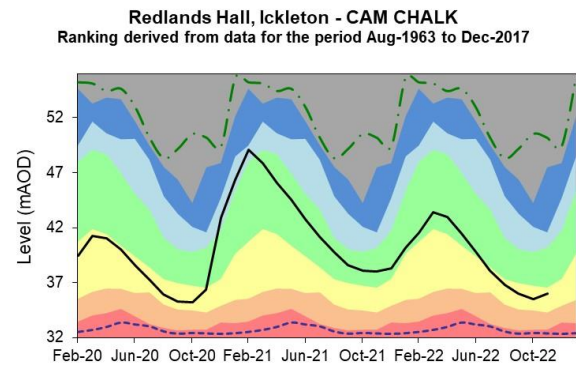
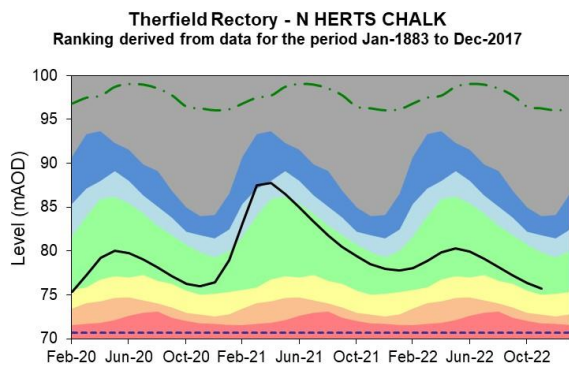
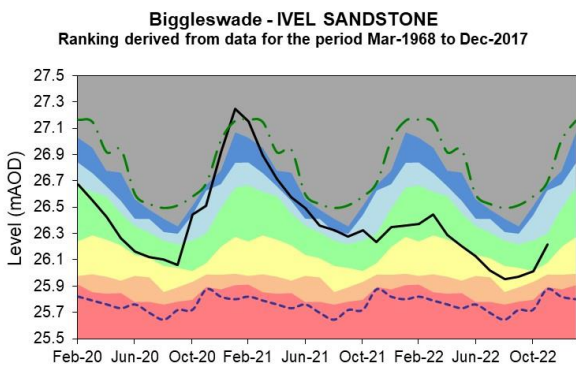
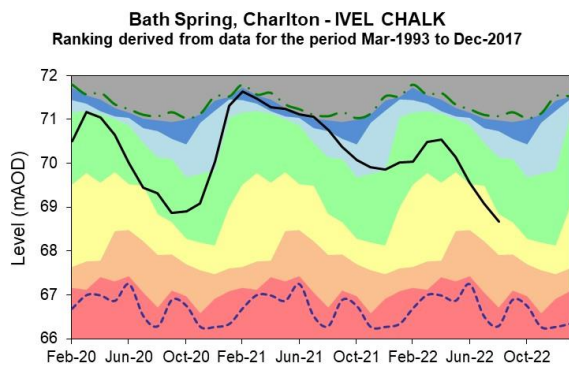
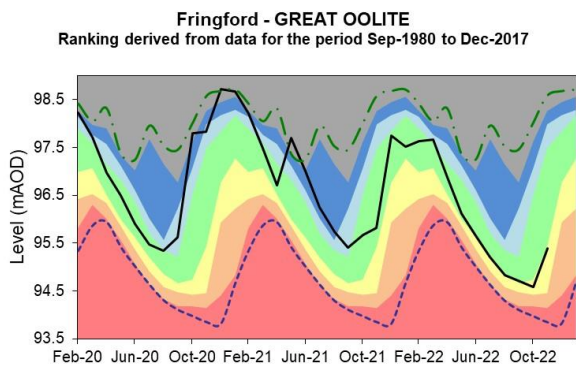
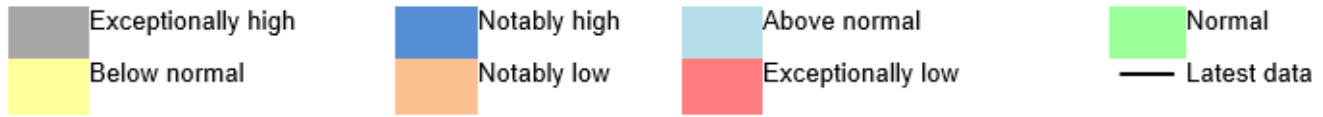
Figure 5.1: Groundwater levels for indicator sites at the end of November 2022, classed relative to an analysis of respective historic November levels. Table available in the appendices with detailed information.



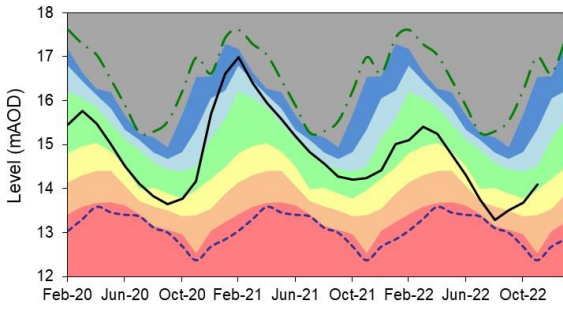
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2022.

5.2 Groundwater level charts

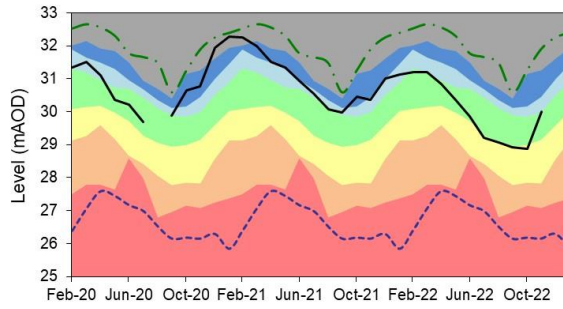
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. Showing 36 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



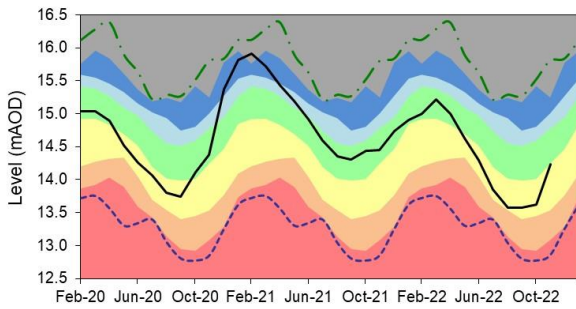
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



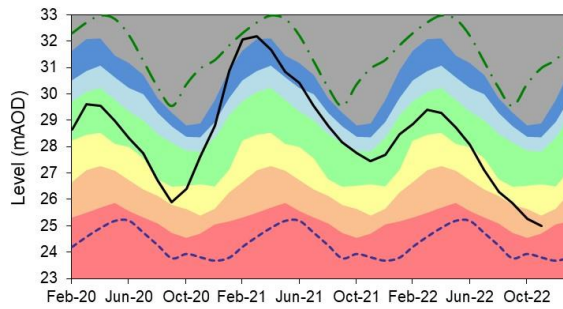
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017



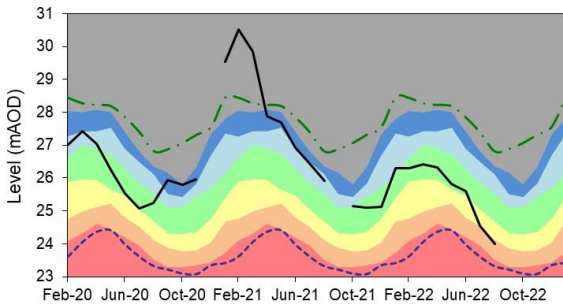
Newmarket - SNAIL CHALK
Ranking derived from data for the period Feb-1983 to Dec-2017



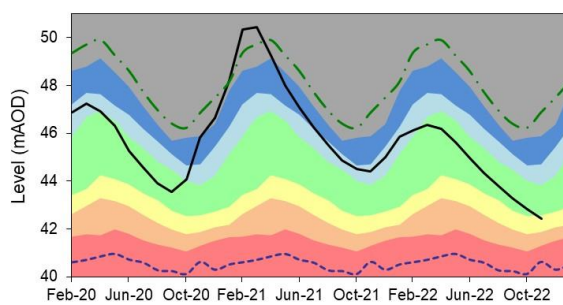
Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017



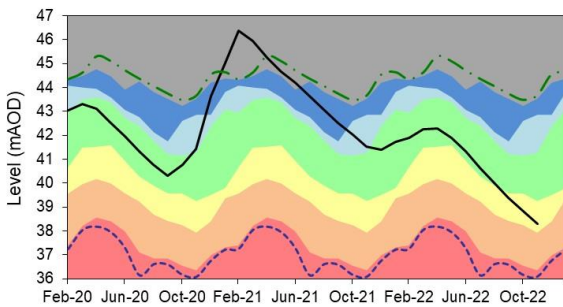
Breckland - WISSEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



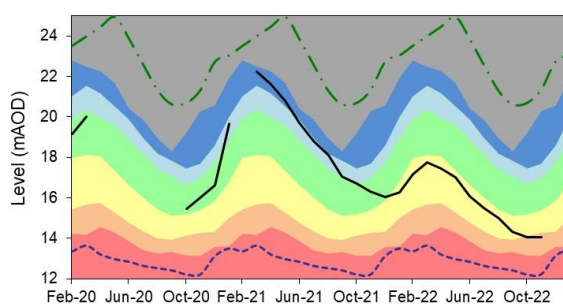
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



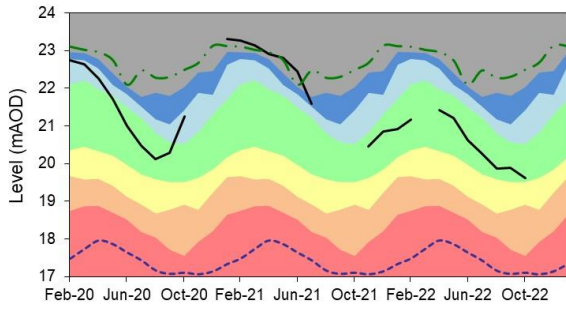
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



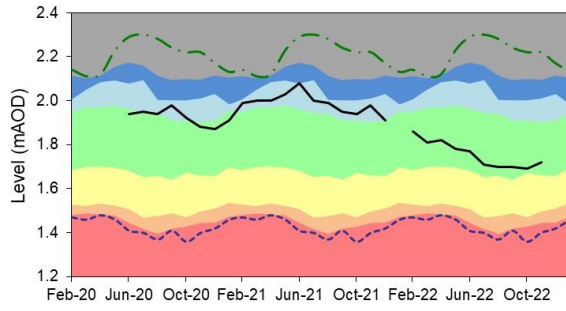
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



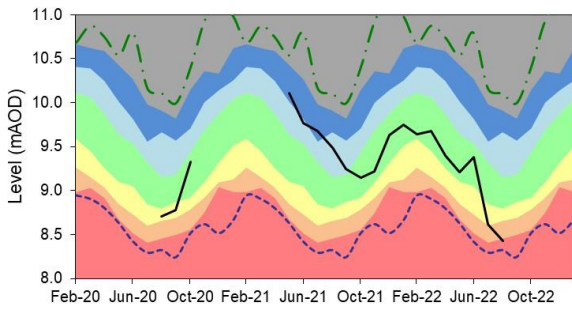
Old Primary School, South Creake, NORFOLK CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



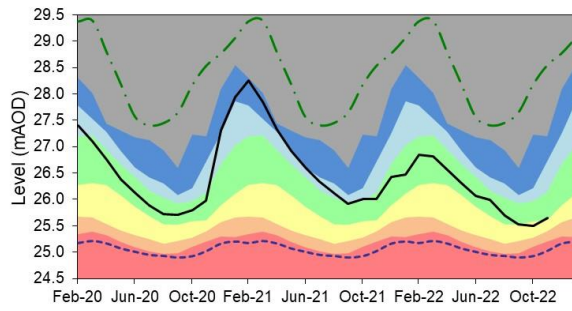
Hazlewood Common - SUFFOLK CRAG
 Ranking derived from data for the period Oct-1988 to Feb-2020



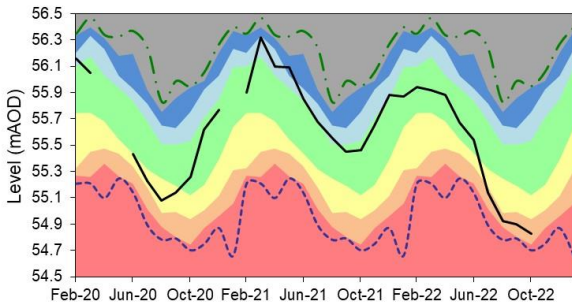
The Spinney, Costessey- WENSUM CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



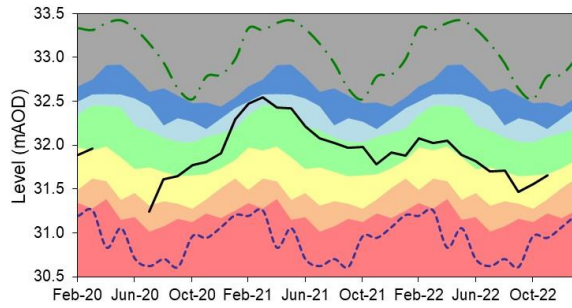
Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking derived from data for the period Jan-1964 to Dec-2017



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

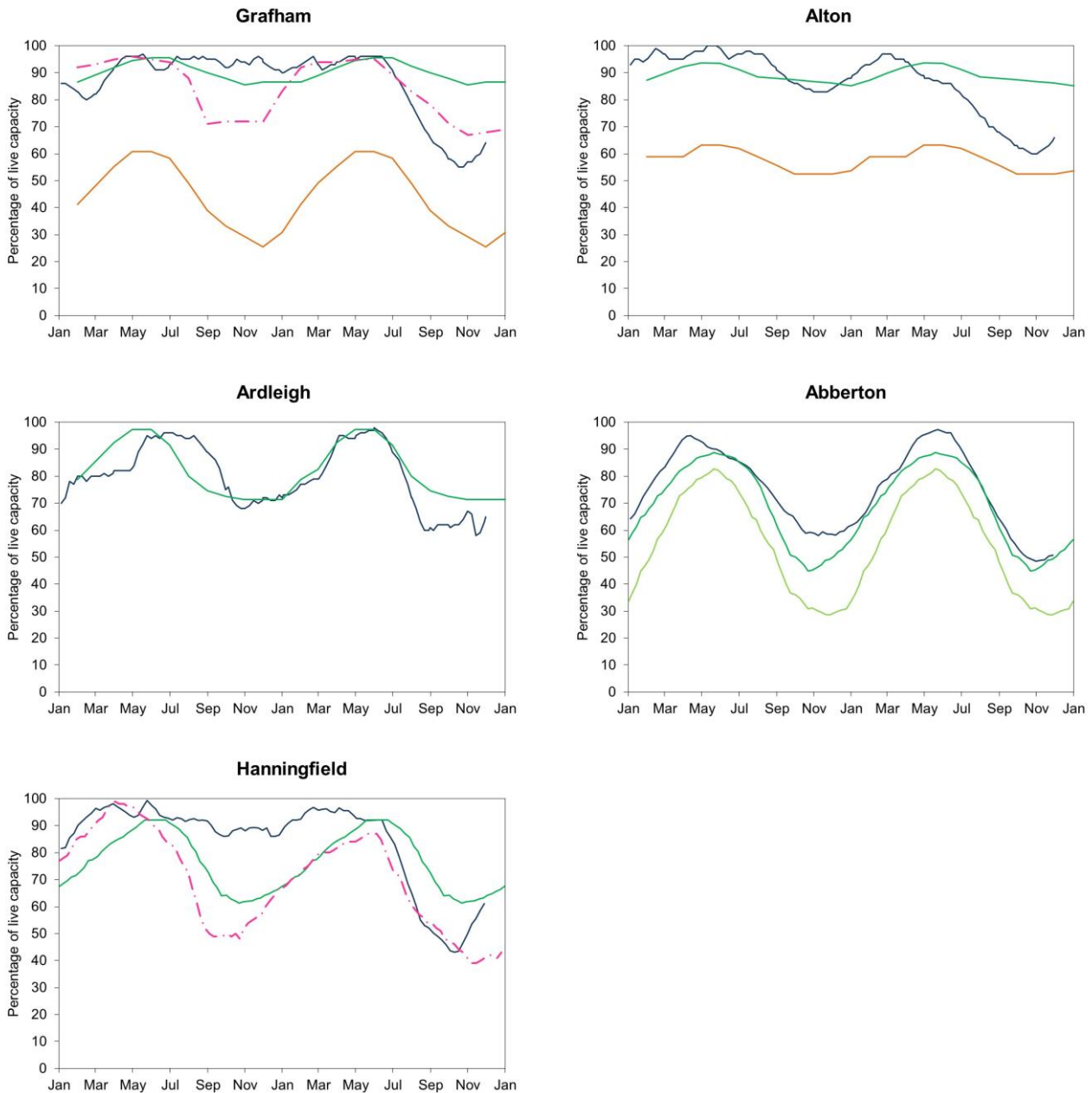


Source: Environment Agency, 2022.

6 Reservoir stocks

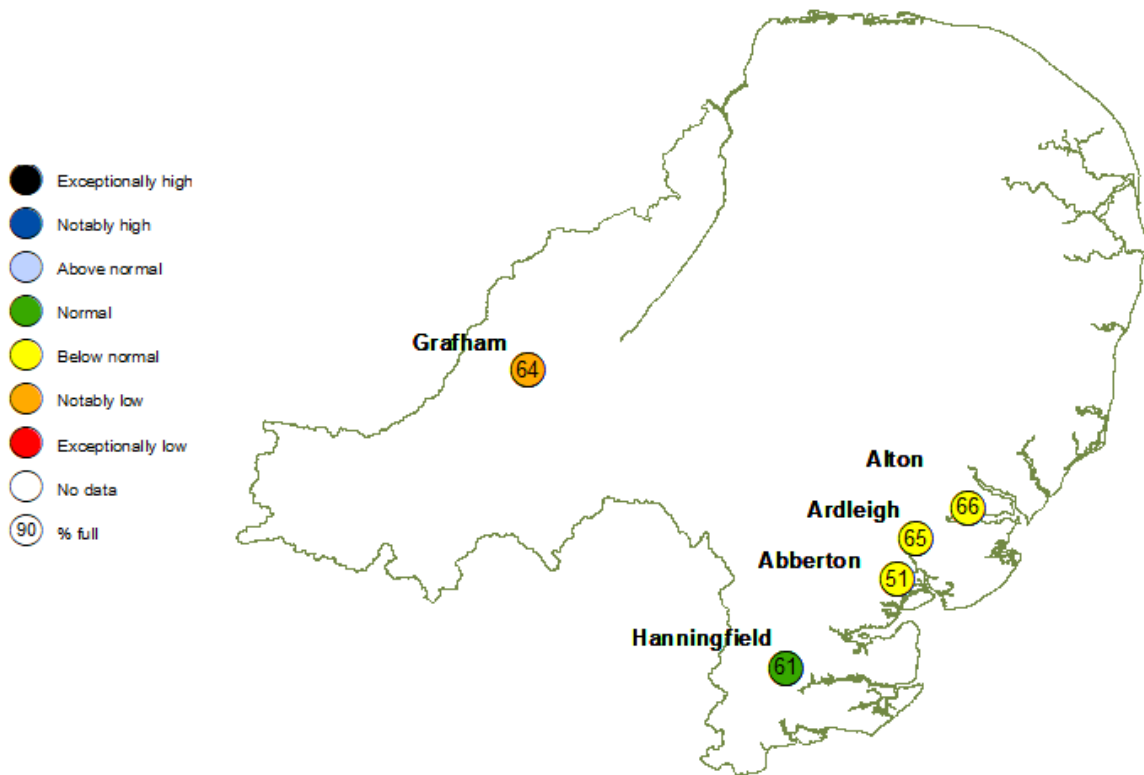
Figure 6.1: End of month regional reservoir stocks compared to the normal operating curve, drought curve and dry 1995-1996 stocks. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.

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



(Source: water companies).

6.1 Reservoir Stocks Map

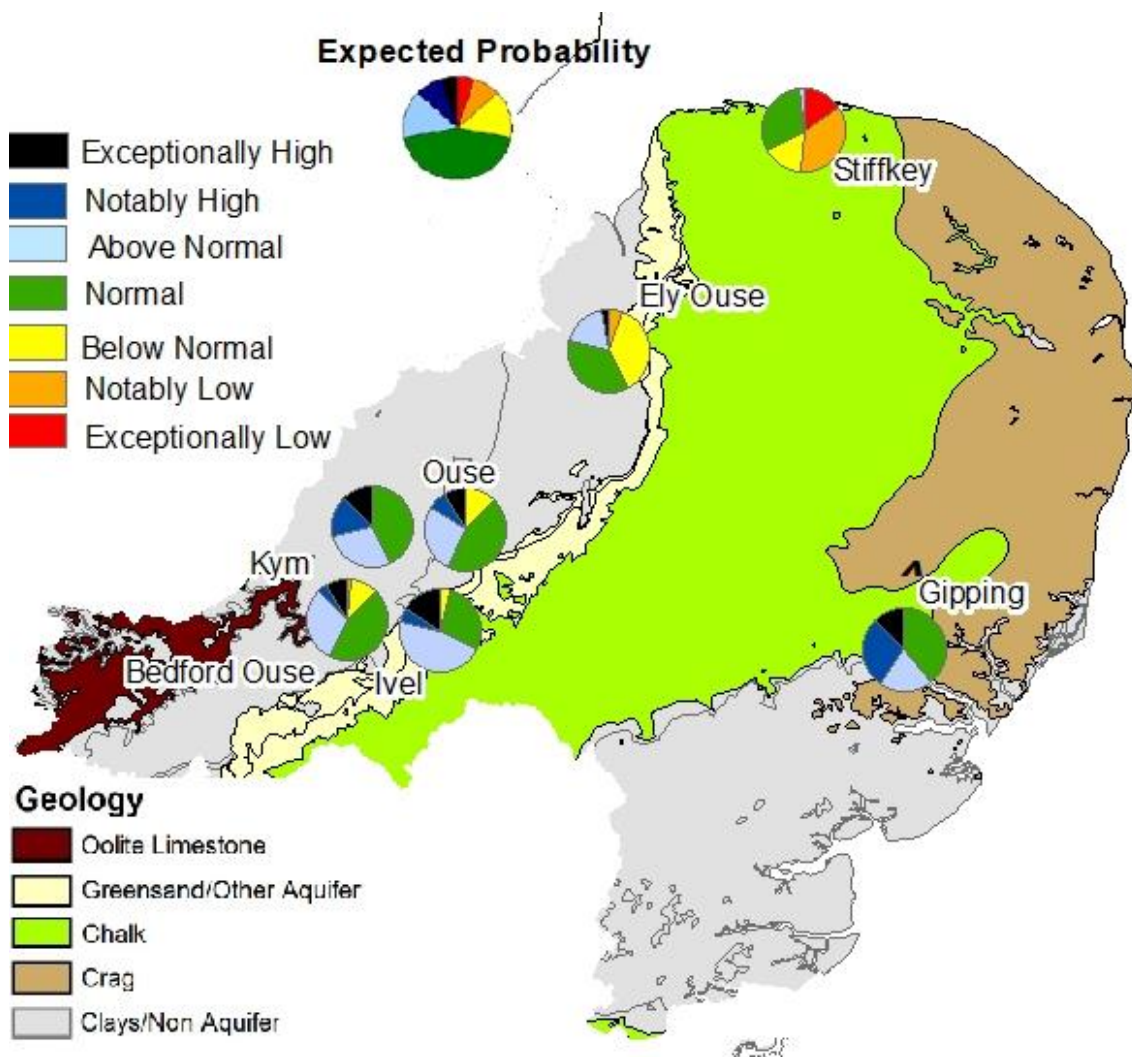


(Source: Environment Agency). Crown copyright. All rights reserved. Environment Agency, 100024198, 2022

7 Forward Look

7.1 Forward Look – Probabilistic ensemble projection of river flows at key sites in December 2022

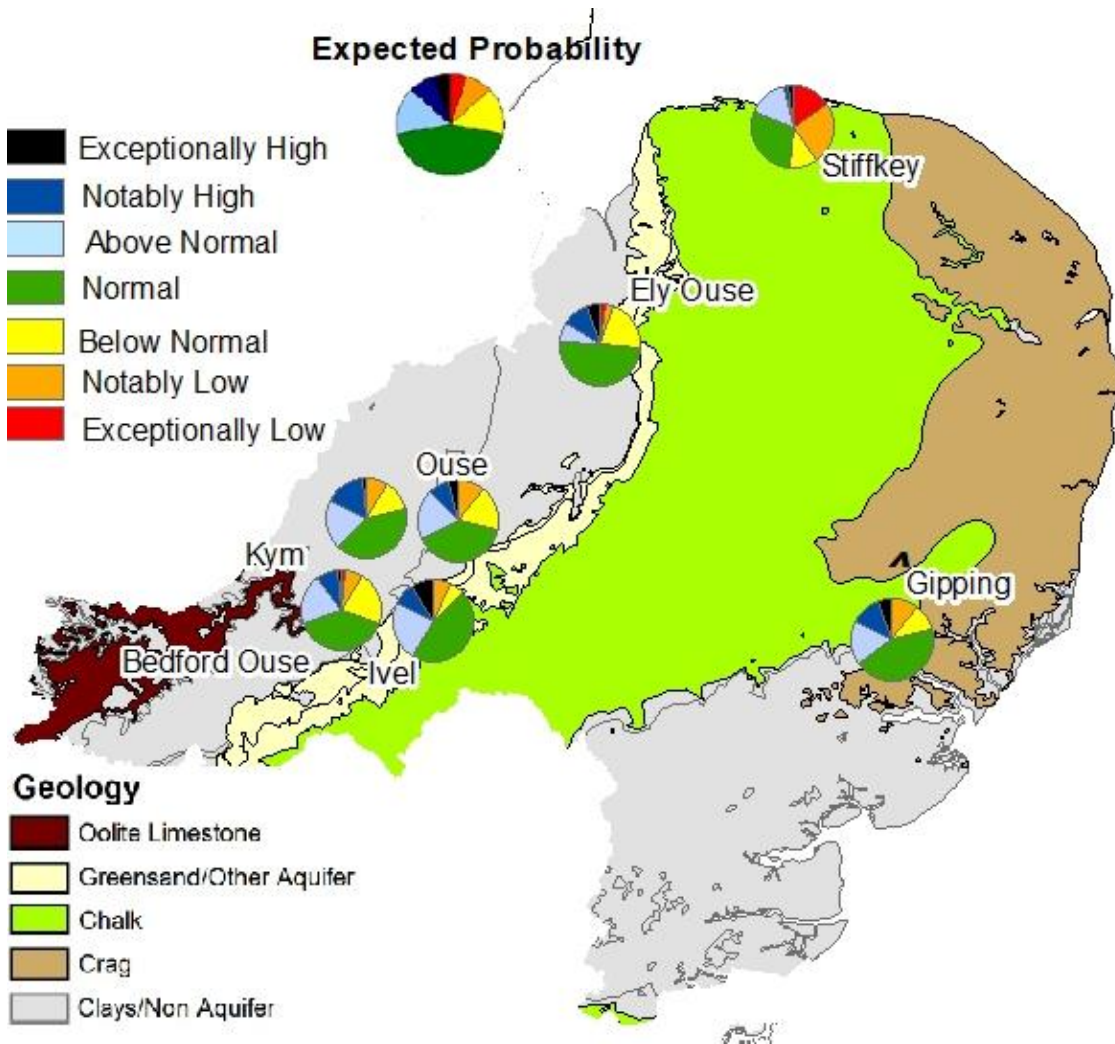
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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



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

7.2 Forward Look – Probabilistic ensemble projection of river flows at key sites in March 2023

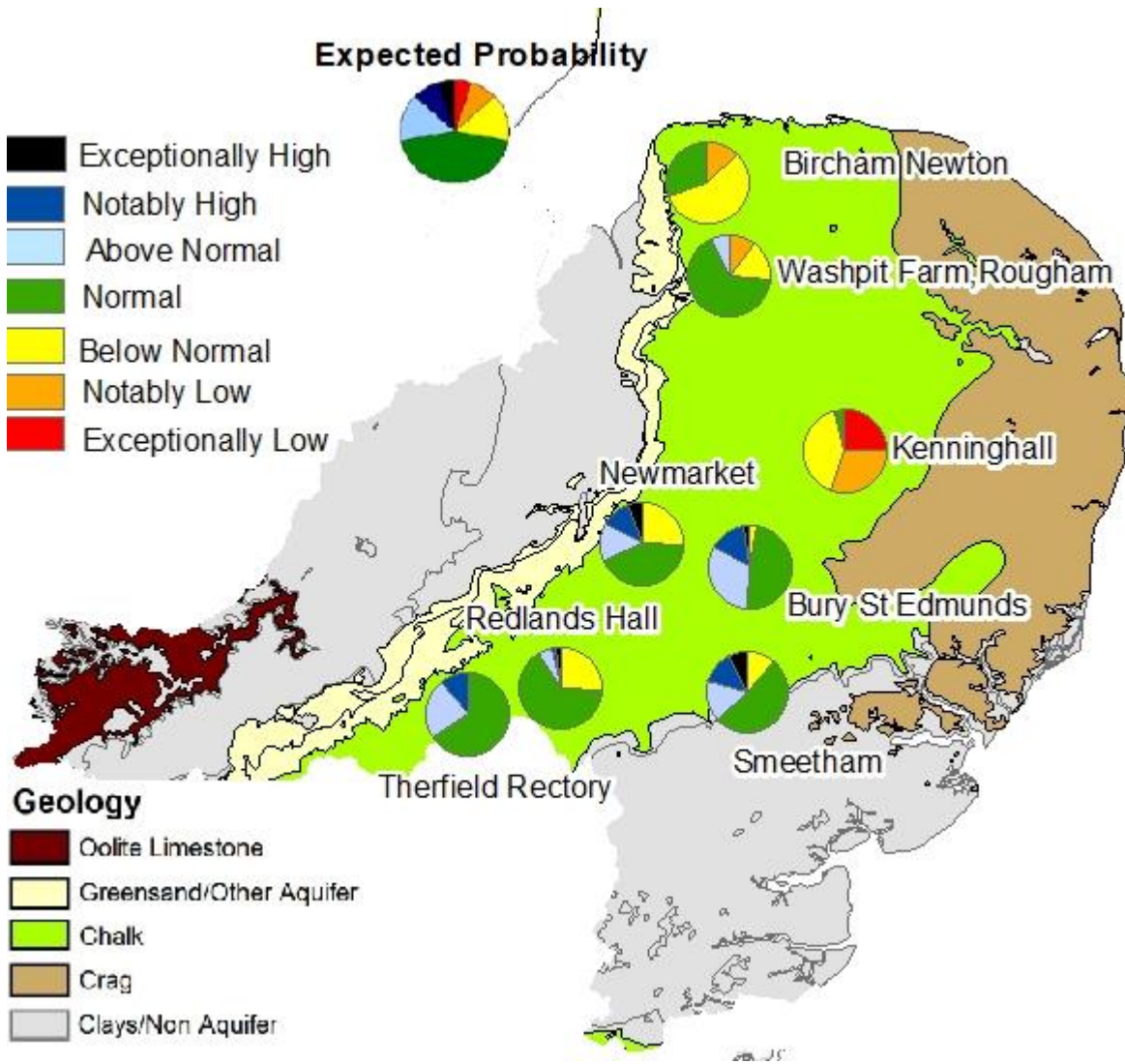
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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



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

7.3 Forward Look – Probabilistic ensemble projection of groundwater levels at key sites in March 2023

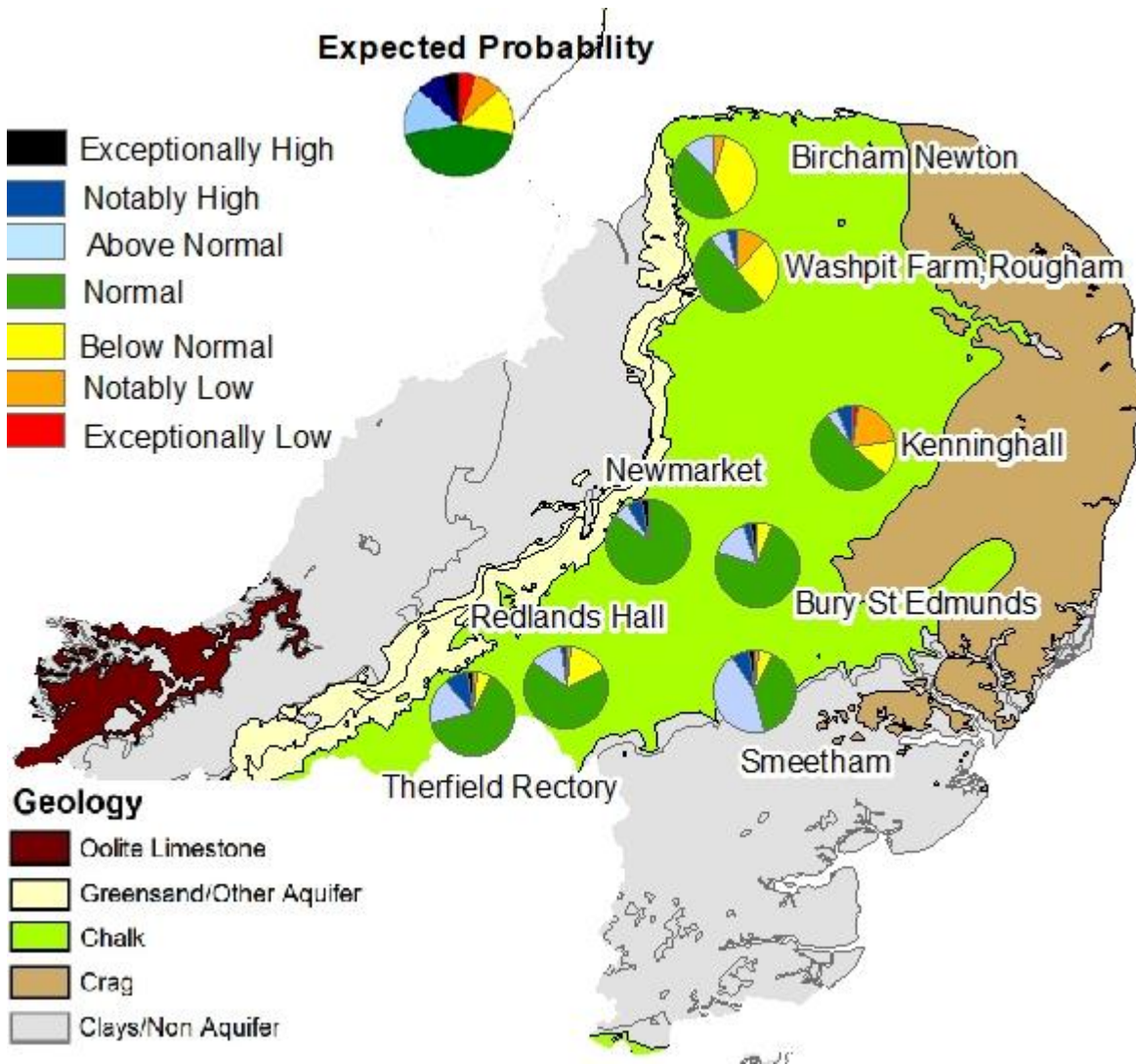
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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



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

7.4 Forward Look – Probabilistic ensemble projection of groundwater levels at key sites in September 2023

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.



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

8 Glossary

8.1 Terminology

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^3s^{-1}).

Effective rainfall

The rainfall available to percolate into the soil or produce river flow. Expressed in depth of water (mm).

Flood alert and 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.

Long term average (LTA)

The arithmetic mean calculated from the historic record, usually based on the period 1961 to 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 by 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 (for example, storage held back for emergency services, operating agreements or physical restrictions). May also be referred to as 'net' or 'deployable' capacity.

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).

8.2 Categories

Exceptionally high

Value likely to fall within this band 5% of the time.

Notably high

Value likely to fall within this band 8% of the time.

Above normal

Value likely to fall within this band 15% of the time.

Normal

Value likely to fall within this band 44% of the time.

Below normal

Value likely to fall within this band 15% of the time.

Notably low

Value likely to fall within this band 8% of the time.

Exceptionally low

Value likely to fall within this band 5% of the time.

9 Appendices

9.1 Rainfall table

Hydrological area	Nov 2022 rainfall % of long term average 1961 to 1990	Nov 2022 band	Sep 2022 to November cumulative band	Jun 2022 to November cumulative band	Dec 2021 to November cumulative band
Broadland Rivers	159	Notably High	Above normal	Below normal	Notably low
Cam	188	Notably High	Above normal	Normal	Below normal
Central Area Fenland	150	Notably High	Above normal	Normal	Below normal
East Suffolk	204	Exceptionally High	Above normal	Below normal	Notably low
Little Ouse And Lark	180	Exceptionally High	Above normal	Below normal	Below normal
Lower Bedford Ouse	204	Exceptionally High	Notably high	Normal	Normal
North Essex	196	Exceptionally High	Above normal	Normal	Below normal
North Norfolk	115	Normal	Normal	Below normal	Below normal
Nw Norfolk And Wissey	124	Above Normal	Normal	Below normal	Below normal
South Essex	224	Exceptionally High	Above normal	Below normal	Below normal

Upper Bedford Ouse	200	Notably High	Notably high	Normal	Normal
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9.2 River flows table

Site name	River	Catchment	Nov 2022 band	Oct 2022 band
Abbey Heath	Little Ouse	Little Ouse	Notably low	Exceptionally low
Blunham	Ivel	Ivel	Normal	Normal
Bramford	Gipping	Gipping	Normal	Notably low
Burnham Overy	Burn	Burn	Below normal	Below normal
Burnt Mill	Rhee	Rhee	Normal	Below normal
Cappenham	Tove	Tove	Normal	Notably low
Colney	Yare	Yare	Normal	Exceptionally low
Denver	Ely Ouse	Cutoff and Renew Channel	Normal	Exceptionally low
Dernford	Cam	Cam	Normal	Exceptionally low
Heacham	Heacham	Heacham	Below normal	Below normal
Ingworth	Bure	Bure	Below normal	Notably low
Lexden	Colne	Colne Essex	Above normal	Normal
Marham	Nar	Nar	Below normal	Notably low

Needham Weir Total	Waveney (lower)	Waveney	Below normal	Exceptionally low
Northwold Total	Wissey	Wissey	Normal	Normal
Offord (gross Flows)	Great Ouse	Ouse Beds	Normal	Normal
Roxton	Great Ouse	Ivel	Normal	Normal
Springfield	Chelmer	Chelmer Upper	Above normal	Normal
Swanton Morley Total	Wensum	Wensum	Normal	Below normal
Temple	Lark	Lark	Normal	Exceptionally low
Willen	Ouzel	Ouzel	Normal	Normal

9.3 Groundwater table

Site name	Aquifer	End of Nov 2022 band	End of Oct 2022 band
Bath Spring, Charlton	Upper Ivel Chalk		
Biggleswade	Ivel Woburn Sands	Normal	Normal
Bircham Newton	North West Norfolk Chalk	Below normal	Below normal
Breckland	Wissey Chalk		
Bury St Edmunds	Upper Lark Chalk	Above normal	Below normal
Castle Farm, Offton	East Suffolk Chalk	Notably low	Notably low
Gog Magog, Stapleford	Cam Chalk	Normal	Below normal
Hazlewood Common	East Suffolk Crag	Normal	Normal
Hindolveston	Norfolk Chalk		Notably low
Kenninghall	Little Ouse Chalk	Notably low	Notably low
Linton	Cam Chalk	Below normal	Notably low
Newmarket	Snail Chalk	Below normal	Below normal

Old Primary School, South Creake	North Norfolk Chalk		Normal
Redlands Hall, Ickleton	Cam Chalk	Below normal	Below normal
Rook Hall, Braiseworth	East Suffolk Chalk	Below normal	Below normal
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Normal	Below normal
The Spinney, Costessey	Wensum Chalk	Exceptionally low	
Washpit Farm, Rougham	North West Norfolk Chalk	Below normal	Normal
Therfield Rectory	Upper Lee Chalk	Normal	Normal
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Below normal	Below normal

9.4 Ensemble Projections Tables

9.4.1 Probabilistic ensemble projection of river flows at key sites in December 2022

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	0.0	0.0	0.0	0.0	0.0	15.8	0.0
Notably Low	1.8	0.0	0.0	0.0	5.3	35.1	0.0
Below Normal	10.7	0.0	3.6	12.5	36.8	15.8	0.0
Normal	44.6	42.9	28.6	44.6	36.8	31.6	38.6
Above Normal	30.4	28.6	46.4	26.8	18.4	1.8	21.1
Notably High	3.6	16.1	5.4	7.1	0.0	0.0	28.1
Exceptionally High	8.9	12.5	16.1	8.9	2.6	0.0	12.3

.9.4.2 Probabilistic ensemble projection of river flows at key sites in March 2023

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	1.8	0.0	0.0	0.0	2.6	15.8	0.0
Notably Low	7.1	8.9	7.1	10.7	2.6	24.6	10.5
Below Normal	21.4	12.5	5.4	17.9	21.1	10.5	10.5
Normal	39.3	41.1	46.4	39.3	50.0	29.8	43.9
Above Normal	19.6	19.6	23.2	19.6	7.9	15.8	17.5
Notably High	8.9	16.1	8.9	8.9	10.5	1.8	12.3
Exceptionally High	1.8	1.8	8.9	3.6	5.3	1.8	5.3

.9.4.3 Probabilistic ensemble projection of river flows at key sites in March 2023

Percentage of pie chart for each band

Site	Therfie Id Rector y	Redlan ds Hall	Newmar ket	Wash pit Farm	Bircha m Newto n	Kenning hall	Bury St Edmun ds	Smeeth am
Exceptionally low	0.0	0.0	0.0	0.0	0.0	24.4	0.0	0.0
Notably low	0.0	0.0	0.0	10.5	13.0	31.1	0.0	0.0
Below normal	0.0	25.5	25.7	15.8	56.5	40.0	2.9	11.1
Normal	66.1	65.5	42.9	66.7	30.4	4.4	48.6	51.9
Above normal	23.2	5.5	14.3	7.0	0.0	0.0	31.4	16.7
Notably high	10.7	1.8	11.4	0.0	0.0	0.0	14.3	13.0
Exceptionally high	0.0	1.8	5.7	0.0	0.0	0.0	2.9	7.4

.9.4.4 Probabilistic ensemble projection of river flows at key sites in September 2023

Percentage of pie chart for each band

Site	Therfie Id Rector y	Redlan ds Hall	Newmar ket	Wash pit Farm	Bircha m Newto n	Kenning hall	Bury St Edmun ds	Smeeth am
Exceptionally low	0.0	0.0	0.0	0.0	0.0	2.2	0.0	0.0
Notably low	1.8	1.8	0.0	12.3	4.3	20.0	0.0	1.9
Below normal	5.4	16.4	0.0	26.3	39.1	13.3	5.7	5.6
Normal	64.3	67.3	86.1	50.9	43.5	53.3	74.3	38.9
Above normal	17.9	12.7	5.6	7.0	13.0	4.4	14.3	44.4
Notably high	8.9	1.8	5.6	3.5	0.0	6.7	2.9	7.4
Exceptionally high	1.8	0.0	2.8	0.0	0.0	0.0	2.9	1.9

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

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

Section 1 – Overview:

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

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

St George’s allotments historically had buildings on the site that are believed to have been constructed using asbestos cement. Due to the history of the allotment site, the Parish Council treats all materials suspected of containing asbestos as asbestos and will follow the protocol in section 4.

Section 2 - Responsibility:

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

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

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

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

Section 3 - General safety advice:

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

It should be noted that plants can only absorb water soluble minerals and asbestos is not water soluble, so it is safe to plant, grow, and consume produce from the allotments. It is advisable to wash produce with clean water before use. As always, children should be supervised at all times when they are on the allotments.

An Asbestos Survey Report was carried out on 2nd November 2022 to identify, as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials (ACMs) and to assess the risks during activities on the site. The materials found at the allotments were deemed “low” risk overall risk for the site was categorized as “very low”.

ACMs within this category are predominantly not readily accessible, unlikely to be disturbed and due to their nature, condition, location or extent, and would lead to minimal fibre release if they were disturbed. The survey advises that visual inspections should be made on an annual basis to ascertain any change in condition and where such a change occurs, should be appropriately assessed, scored and re-prioritised. It has been recommended that any identified ACMs (bounded) are removed under partially controlled conditions by fully licensed contractors.

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

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

The steps in sections 4 have been guided by the findings and recommendations from the Asbestos Survey Report 2022 and information from the Health and Safety Executive.

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



Step 2: Holder takes care not to disturb the material that may contain asbestos, by leaving the material where it is or by wetting the material thoroughly with water, then moving it with a trowel/spade to a more suitable area on their plot. The holder must mark the location of the material with a red marker. Red markers are kept in the box next to the noticeboard at the entrance to the site



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



Step 4: The Parish Office will arrange clearance annually. It will be up to the discretion of the Clerk/Maintenance committee if more frequent clearances are required. The holder will not disturb the area where the material that may contain asbestos has been identified until the Parish Office confirms that clearance is complete.



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

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

Pieces of asbestos have been found across the allotments over several years. In order to reduce the amount of asbestos and in accordance with the recommendations from the Asbestos Survey Report, the Parish Council will arrange for a licensed contractor to carry out yearly site inspections in the spring time, to monitor the presence and extent of asbestos and to clear any visible asbestos. This will reduce the amount of asbestos at the allotments over time. The introduction of yearly site inspections will be reviewed annually to monitor its effectiveness.

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	Sf 30/10/22	7/11 7M	7M 14/11	Sf 21/11	
Village Car Park	Sf 30/10/22	7/11 7M	7M 14/11	Sf 21/11	
War Memorial	Sf 30/10/22	7/11 7M	7M 14/11	Sf 21/11	
Littlehands and Access Way	Sf 30/10/22	7/11 7M	7M 15/11	Sf 21/11	
New Rec. Ground	Sf 30/10/22	8/11 Sf	7M 14/11	Sf 21/11	
Clear Cres. Play Park	Sf 30/10/22	8/11 Sf	7M 14/11	Sf 21/11	
Orchard Road Cemetery	Sf 30/10/22	7/11/7M	7M 15/11	Sf 21/11	
New Road C/metry	Sf 30/10/22	7/11/7M	7M 15/11	Sf 21/11	
Old Recreation Ground	Sf 30/10/22		7M 15/11		
Pavilion	Sf 1/11/22		7M 15/11		
Stockbridge M.	7M 5/11		7M 14/11		
Worcester Way	2/11/7M		7M 15/11		
BMX Site (Summer & only if open)					

MELBOURN PARISH COUNCIL

Monthly Checking Record

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	7/11 SA		MA 14/11	
All Saints' C/Yard	7/11 SA		MA 14/11	
Jubilee Orchard	SA 30/10/22		MA 15/11	
Fire Engine Shed				SA 21/11
Armingford Cres.				KL 22/11
Beechwood Avenue		KL 7/11		
Chalkhill Barrow		KL 7/11		
Elm Way		KL 7/11		
Millennium Copse		KL 7/11		

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	2/11 ML 7/11 ML 14/11 ML 22/11 ML			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
04/10/2021	Bowls Club	Multiple attempts to break in to the changing rooms. They have reported to police under ref 35/67543/21.	Resident			Reported to police via 101 online - incident number INT/35/9FBK/5102021
05/10/2021	Pavilion	Broken Window	Warden			SM has obtained quote
12/10/2021	PCSOs visited Hub.	Requested more details re Bowls Club damage. CL has passed on contact details and requested regular patrols in the village.				
15/12/2021	Medcalf Way / Palmers Way cnr	Resident reported noise from young people gathering on the bench. Also noted drug use. CL advised that all incidents should be reported to the police.	Resident			
17/01/2022	Orchard Road Cemetery	Further reports of gatherings in the cemetery including noise and drug use.				CL reported to police via 101 (ref BOS-1591-22-3535-B20) and also emailed PCSOs. Resident requested to report every incident via 101 and also to let the parish office know so that we can follow up. Email from PCSO to say she has visited the resident. Those involved have been identified and will be spoken to via MVC
13/02/2022	Moat Lane	Property eggs by youths. CCTV images captured and incident reported to police via 101	Resident			Incident number BOS-4301-22-3535-B20. CL reported to 101 and directly with PCSOs (14/2/22)
15/03/2022	Millennium Copse	Report of youths climbing on to the container - making noise	Resident			CL discussed with resident. Resident is generally unhappy about the container being on the New Rec. CL advised that the container belongs to the Fete Committee and may store some sports equipment for local teams. CL advised that we cannot take action but suggested that this could be logged via 101 online.
28/03/2022	Notice board near Hub	graffiti drawn on notice board with marker pen.	SM			Wardens removed the graffiti
18/04/2022	New Road Cemetery	Report of a group of youths hanging out in New Road Cemetery making noise and causing a disturbance	Resident			Reported to PCSO by CL and requested patrols. Resident has requested for the cemetery gates to be locked at night.
13/05/2022	Allotments	An allotment holder reported that youths have been hanging out at far end of allotments. Reportedly smoking cannabis	Resident			SM to inform allotment holders about coffee with a cop and to remind holders to report anything of concern to Parish Office.
18/05/2022	New Rec	Bin damaged by fire	GC			Reported to maintenance.
18/05/2022	Track Behind allotments	Cars behind allotment late at night reportedly drug dealing	GC			SM to report on 101 online
22/06/2022	Near Orchard Road Surgery	Trampoline fly tipped outside Orchard Road Surgery	CL			Reported to SCDC. Surgery had no CCTV of the incident
12/07/2022	Bus shelter on car park	Graffiti on newly painted bus shelter	Resident			Wardens to repaint and monitor
13/07/2022	Young people reported hanging around entrance to Orchard Road cemetery		Various			Reported to police who will monitor. Also to investigate security light
21/07/2022	Orchard Road cemetery	Young people in cemetery smoking weed	Various			One resident reported feeling intimidated when visiting his son's grave. Another resident reported young men hanging around smoking weed inside the cemetery.
27/07/2022	Container on the New Rec	Reports of young people climbing on the container. Apparently banging an old goal post against the container - very noisy.	Various residents			Discussed with wardens - consider applying anti climb paint. Metal pole has been removed
15/08/2022	PC Lynch called in to the office. Nothing major to report.	CL requested further coffee with cop. To be arranged.				
24/08/2022	Millennium Copse	chess board on table covered in red paint and seems that someone has tried to sand off the chess board.	GC			Wardens to investigate to see how it can be repaired. Some sort of chalk had been used to colour the board. Wardens wiped away
15/09/2020	New Rec (Little Hands end)	Contractor reported tyre marks on Rec from motorbike. Evidence of wheel spins near Little Hands. Hard to identify where the motor bike gained access.	JW			SM to find out if anyone witnessed the incident
12/10/2022	Car park	Police came into the Parish Office to look at CCTV of an incident in the car park.	CL			CL went through footage with Police but incident was not found.
13/10/2022	Footpath to Meldreth Station (from Station Road to underpass)	Drug paraphernalia discarded on footpath	Litterpicker			Items have been cleared. CL has emailed PC Lynch with details.
19/10/2022	Bus shelter on car park	Graffiti drawn with marker pen in bus shelter	SM			Wardens to remove graffiti.
14/11/2022	l/h side of pavilion	Graffiti on brick work	Resident			Wardens to remove graffiti.
02/12/2022	Outside hedge of 27 Palmers Way	Child's car seat fly tipped	Resident			SM reported to SCDC
07/12/2022	Little Lane	Window of a residential property smashed by a group of young people	Resident			Resident of property has reported incident to police and wanted to make PC aware in case it happens/has happened to other residents.



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

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

6th December 2022

Dear Claire

As requested, were quoting to fill two graves that have badly sunk in the dry weather, now it has rained it has made it worse. We would seed afterwards.

Total for works £100.00 x Vat

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

Dig out & install cremation remain bases in the new cemetery, four slabs per base as previously, continuing in the lines agreed on before works commenced Slabs would be back filled after they were laid & seeded around the edges

Total £240.00 x Vat per base

Kind Regards

Justin Willmott

Approval for installation of bench at New Road Cemetery

Hi Claire,

That all sounds sorted. Thanks, please proceed.

John

On 24 Nov 2022, at 12:27, Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Hi John

A request to put a new bench in New Road Cemetery was discussed at Maintenance last week. The wardens met with the family to see precisely where they would like the bench. It's at the front of the cemetery and is in line with two existing benches. The resident has offered to have the base put in and has had a bench made.

As there will be no cost to the Council, are you happy for him to go ahead with this?

Many thanks
Claire

Claire Littlewood
Parish Clerk

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 Community Hub
 30 High Street
 Melbourn
 Cambridgeshire
 SG8 6DZ

SHIP TO

Clear Crescent Play Area
 Melbourn PC

QUOTATION NO. 2080

DATE 21/10/2022

EXPIRATION DATE 21/11/2022

ACTIVITY	VAT	AMOUNT
Remove existing bark and plastic edge from rocket chair equipment and dispose of to an approved tip. Supply and lay MOT type 1 stone to appropriate levels and compact. Supply and install a green and brown mix of rubber mulch at 50mm thick and taper edges into grass.	20.0% S	3,780.25

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 being 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	3,780.25
VAT TOTAL	756.05
TOTAL	£4,536.30

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	756.05	3,780.25

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



REIDS PLAYGROUND MAINTENANCE LTD

Registered Office: Cabot House, 108 Gipsy Lane, Kettering, Northamptonshire, NN16 8UB.

Telephone: 01536 601950 **Mobile:** 07785 513600

Email: rpm@reidsplayground.co.uk **Website:** www.reidsplaygroundmaintenance.co.uk

QUOTE RPM/6466

Sophie Marriage
Assistant to the Parish Clerk
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Date: 19th October 2022

Ref: Clear Crescent, Melbourn, Royston, Herts, SG8 6JD	Cost
<p>Space Rocket Chair RPM to supply and install 40 l/m of timber edging into the existing perimeter edge of the bark pit and eliminate the exposed plastic liner RPM to spread the new bark in the play area Bark to be supplied by client</p>	£1850.00
All prices quoted are subject to VAT	

■ Specialists in, Maintenance, Installation, On Site Welding and Fabricating

■ Company Registration No: 6249254

■ VAT No: 924 9588 76



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME
Accredited Contractor
www.chas.gov.uk



REIDS PLAYGROUND MAINTENANCE LTD

Registered Office: Cabot House, 108 Gipsy Lane, Kettering, Northamptonshire, NN16 8UB.

Telephone: 01536 601950 **Mobile:** 07785 513600

Email: rpm@reidsplayground.co.uk **Website:** www.reidsplaygroundmaintenance.co.uk

QUOTE RPM/6478

Sophie Marriage
Assistant to the Parish Clerk
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Date: 21st October 2022

Ref: Clear Crescent, Melbourn, Royston, Herts, SG8 6JD	Cost
<p>Space Rocket Chair RPM to remove all bark from the above item and dispose into RPM skip RPM to supply and compact MOT stone to the required depth and supply and lay 23m² of rubber mulch complete with membrane</p> <p>HHERAS Fencing for duration of the project</p> <p>Quotes issued will be valid for a period of 3 weeks only due to rising cost in materials</p>	<p>£6855.00</p>
<p>All prices quoted are subject to VAT</p>	

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Wicksteed quote – explained

Rather than having a Wetpour or EcoTumble surfacing with a stone base it would be more cost effective to have the Nordic Lawn surface. It is much cheaper and longer lasting. It also looks much more natural.

This is a mesh style surface with elements of artificial grass intertwined. Once installed, the natural grass will soon grow through leaving a very natural finish. It also means that in boggy weather or where high wear areas are on equipment (such as under swings, roundabouts and sides) the artificial grass elements will still keep the space looking natural and well looked after without having the need to keep seeding the areas.

It comes with a 5 year guarantee.

I have added some images and spec details below of the surfacing style which hopefully helps?

What do you think? Would this be in budget?



Before



After



Before



Complete



6 weeks later



Once the Nordic surface has been installed, you would just need to be careful how you cut around the surface not to snag the edges with the strimmer (in exactly the same way you would need to be careful with grass matting)

The Nordic Grass is much more cost effective to repair and looks a lot more natural. I'm waiting on a maintenance sheet being emailed over to me.

Mowing around and over hybrid grass is fine as long as the height of the mower is set at a suitable height. It will need to be set to a higher level so the artificial grass is not damaged. (30-35mm).

MOWING

30-35 mm. is the optimum mowing height. Mowing should be done as per your normal routines - and it is advantageous to use a collector.

NB: If the field is not level, using a rotary mower is not advisable. On hills, slopes and uneven terrain, we advise using a hover mower or an edge trimmer to avoid the mesh getting caught in the mower.

In terms of life expectancy, Hybrid grass has a long lifespan. We provide a 5-year warranty and 2-year installation guarantee. Hybrid grass is a durable product that can withstand traffic and weather conditions.



• SINCE 1918 •

QUOTATION

Melbourn Parish Council

Re-Surfacing Works at Clear Crescent Play Area



Why Wicksteed?

- ✓ As a family owned business trading for over 100 years all customers can expect to receive a special level of care.
- ✓ Excellent customer feedback record
- ✓ Extensive guarantees
- ✓ UK manufacturing base
- ✓ Readily available spares manufactured by us in Northamptonshire
- ✓ 99% focused on the UK market
- ✓ Financially strong and reliable*
- ✓ Flexible payment terms

Customers are welcome to arrange a visit to our Northamptonshire factory as part of your decision making process

*Check our Experian Score

“Trusted by communities to improve outdoor spaces for the health and wellbeing of all”



QUOTATION

QUOTE REF: WLLQ4860

Re-Surfacing Works at Clear Crescent Play Area

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

Quotation from:

Jodie Midlane

07740 082 184

jmidlane@wicksteed.co.uk

Date: 28/10/2022

Valid to: 27/11/2022

Thank you for your interest in our products and services, we are pleased to present the details of our quote which you can find below.

Code	Description	Unit	Qty	Total
INSTALLATION	To scrape back the bark and top soil and seed the area ready for new surfacing	£3,223.00	1.0	£3,223.00
BSURF	Supply and installation of Nordic Lawn Surfacing onto the prepared area	£2,225.00	1.0	£2,225.00
WASTEMANAG	Waste Management	£350.00	1.0	£350.00
SubTotal				£5,798.00
10.0% Discount				-£579.80

Site Preliminaires Include:-

HERAS-001	Heras Fencing Hire	£357.00	1.0	£357.00
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Please note the above quotation is subject to a full site survey to check the depth and area of the existing bark pit

Notes: **E&oe.** Images are indicative. Colours shown are subject to change.

Total excluding VAT

£5,575.20

1. Validity Period

These prices are valid for a period of 30 days from the date of quotation. E&oe.

2. Site Details

For quotations that include installation our quotation is based on: a flat, level, soft earth site that is free of stones and debris, if safety grass mats are included then the sites needs to be that of well-maintained grass; that there is unrestricted access to site for HGV's; the assumption that underground conditions which cannot easily be identified during the site survey do not impede the construction works detailed. Should unexpected underground conditions be encountered further works may be required at an additional cost.

If the ground conditions necessitate the provision of temporary roads/tracks, additional costs may apply.

3. Drainage

Our quotation, unless otherwise stated, is based on the site being a free draining site. If drainage has been included this will be a French drain soakaway system that has been used successfully for decades on many play areas. Wicksteed are not drainage experts and can take no responsibility for the success of any drainage installed, however, should your knowledge of the area indicate that drainage is required and that the French drain may not be suitable then please advise us as we may need to refer you to a drainage expert.

4. Grass Re-Instatement

Our standard grass reinstatement is carried out by adding top soil and reseeding.

5. Security Fencing

Unless security fencing is included within the quotation, when left unsupervised the site will be cordoned off with Euromesh - i.e. 1m high, durable orange plastic barrier fencing, supported with wooden stakes.

6. Safety Surfacing and Paths

For quotations that include safety surfacing and/or paths please refer to the appropriate product data sheets for important information relating to these items.

7. Lead Time

At Wicksteed we are striving to continue to deliver the standards of service that our loyal customer base is used to receiving. Unfortunately in these unprecedented times the company is unable to predict circumstances outside of our control precipitated by both the Russia-Ukraine war and the ongoing Covid-19 pandemic such as the nationwide supply chain issues of raw materials.

With regret we are finding that the supply chain issues may result in delays. If you entrust Wicksteed with your project we will of course keep you informed throughout your works on the current situation and are always here to help with any queries that you may have.

As a result of these nationwide issues our lead-times will be advised at point of order to enable us to provide you with the most accurate information that we are able to.

8. Guarantee

For full details please refer to the Wicksteed Guarantee certificate. The guarantees only apply to products manufactured by Wicksteed Leisure Ltd. In cases where items have been sourced from alternative manufacturers our guarantees will not apply and will be that of the manufacturer of the product and will be subject to their terms and conditions.

9. Preliminaries

If the quotation does not allow for a Post Installation Inspection, this can be arranged at an additional cost.

Wicksteed is proud of its reputation for quality and uses only the highest quality materials in its equipment. Wicksteed was founded in 1876 and remains Great Britain's leading playground manufacturer, reinforcing our ability to fulfil our promises and obligations arising from our guarantees. Below are the key terms and limitations of each of the guarantees provided by Wicksteed in respect of our equipment and products. If you need any further information or have any questions please contact us at sales@wicksteed.co.uk.

Our Guarantees

(See overleaf for specific terms & conditions)

Lifetime guarantee against structural failure of steel components manufactured by Wicksteed.

Lifetime guarantee against cracking, splitting and delamination on Densetec high density polyethylene panels that form part of the Wicksteed manufactured and supplied products.

15 year guarantee against structural failure of stainless steel slides.

10 year guarantee against corrosion of Wicksteed manufactured painted steel components.

5 year guarantee against corrosion of Wicksteed manufactured Multi Use Games Areas and fencing.

5 year guarantee on artificial grass.

5 year guarantee against structural failure of bearings and of springs on Spring Mobiles.

2 year guarantee against structural failure of consumable parts and components.

15 year guarantee against rot and insect infestation of machine rounded structural timber components with steel shoes used on playground equipment.

10 year guarantee against rot and insect infestation on laminated pine supports with steel shoes. Also on machine rounded timber installed directly into the ground. These both apply when the timber is used on playground equipment.

5 year guarantee against rot and insect infestation on machine rounded timber installed directly into loose fill surfacing and on timber component parts.

2 year guarantee against rot and insect infestation on timber used for landscaping purposes including timber used on revetments and mounds.

5 year guarantee on Wet Pour surfacing and rubber tiles against faulty materials and workmanship.

2 year guarantee on Eco-Tumble surfacing against faulty materials and workmanship.

1 year guarantee on Installation works against faulty materials and workmanship.

Signed: *Katherine Perkins*
Managing Director

Dated: 27th April 2022

The steel components covered by our **Lifetime structural failure guarantee** are:

- Uprights
- Decks
- Poles
- Bridges
- Castings

The Lifetime warranty is until such time that the unit is removed from service.

The structural failure guarantee on our 6060-114 Spin-a-bounce is 15 years.

The structural failure guarantee on our stainless steel slides is 15 years.

Our **Lifetime Densetec guarantee** covers all **Densetec high density polyethylene** panels that form part of Wicksteed manufactured and supplied products.

The steel components covered by our **10 year corrosion protection guarantee** are Wicksteed manufactured steel products that are protected with the application of an externally coated zinc metal thermal spray pre-treatment applied in accordance with B.S.5493, prior to polyester powder coat painting. All paintwork repairs must be carried out promptly as per Wicksteed's maintenance instructions, using only approved materials, in order to maintain the original level of anti-corrosion protection.

The steel components covered by our **5 year corrosion protection guarantee** are Wicksteed manufactured products which are hot dip galvanized prior to polyester powder coat painting.

Our **5 year artificial grass guarantee** covers:

- Colour fastness and UV stability
- Deterioration of yarn due to water
- Dimensional stability of the carpet
- Yarn tuft lock

Our **5 year structural failure guarantee for springs on Spring Mobiles and Bearings** covers failure due to defective materials.

Our **2 year structural failure guarantee for consumable parts and components** covers:

- Ropes
- Swing chains
- Fixings

Springs, consumable parts and components are not covered by our 10 year corrosion protection guarantee.

Our **15 year, 10 year, 5 year, and 2 year timber guarantees** are against rot and insect infestation which impairs the structural integrity of the product. Untreated timber and cosmetic damage (such as cracks under 8mm), are not covered. Wicksteed uses water based staining products on our timbers which can be subject to some seepage in wet weather during the early stages after installation. This can easily be washed away and is not covered by this guarantee.

Our **5 year Wet Pour guarantee** applies in cases where Wet Pour is laid onto a Wicksteed approved base with concrete pin kerb or block pave edgings. Where Wet Pour is laid onto an existing surface, such as tarmac, the guarantee only covers the Wet Pour material itself and does not cover where the surface has been chase cut; the chase cut is guaranteed for 1 year. Repairs to existing wet pour are excluded from these guarantees.

The **2 year Eco-Tumble guarantee** does not cover colourfastness as transfer of colour can occur. Where Eco-Tumble is laid onto ground/existing bases the guarantee only covers the Eco-Tumble itself and not the integrity of the ground/bases.

Additional terms of cover:

All of our guarantees are subject to the following limitations:

1. The guarantees apply from the date of installation and are subject to provision of proof of the purchase date.
2. The guarantees cover only defects in materials and Wicksteed's liability under the guarantees is limited to repair or replacement of defective products or equipment, at Wicksteed's discretion.
3. The guarantees only apply if the products and equipment have been installed in accordance with Wicksteed's instructions, if all replacement parts are Wicksteed approved and provided that the equipment has been inspected and maintained in accordance, where applicable, with BSEN1176 and Wicksteed's 'Guide to the Inspection and Maintenance of Play Areas/ Inspection Check Lists' which can all be downloaded from www.wicksteed.co.uk/playscape-inspection.html. Supporting documentation of Inspection and Maintenance of the item may be required.
4. Normal wear and tear, damage caused by abnormal or improper use, acts of vandalism, accidental damage, fire or flood, ground heave or sub-base movements of any nature, failure to properly maintain or inspect, negligence or subsidence are excluded from our guarantees. Our guarantees do not cover discolouration (other than as specifically provided for in our terms) or cosmetic changes, including changes in the colour of wood. Products and equipment which are subjected to the effects of salt spray are excluded from all guarantees.
5. The guarantees are in addition to and do not affect your legal rights and are subject to Wicksteed's general terms and Wicksteed's instructions for installation.
6. The defect must be reported to a member of the Customer Service Team at Wicksteed as soon as it is discovered.
7. The guarantees only apply to products manufactured by Wicksteed Leisure Ltd. In cases where items have been sourced from alternative manufacturers our guarantees will not apply and you will have to rely on the guarantee provided by the manufacturer of the product.

Terms & Conditions of Sale

1. Interpretation

The following definitions and rules of interpretation apply in these Conditions.

1.1 Definitions:

"**Business Day**" a day other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.

"**Commencement Date**" has the meaning given in clause 2.2.

"**Company**" Wicksteed Leisure Limited registered in England and Wales with company number 00603152.

"**Company Materials**" has the meaning given in clause 9.1.7.

"**Conditions**" these terms and conditions as amended from time to time.

"**Contract**" the contract between the Company and the Customer for the supply of Goods and/or Services in accordance with these Conditions.

"**Consents**" has the meaning given in clause 9.1.6.

"**Control**" has the meaning given in section 1124 of the Corporation Tax Act 2010, and the expression change of Control shall be construed accordingly.

"**Customer**" the person or firm who purchases the Goods and/or Services from the Company.

"**Customer Default**" has the meaning given in clause 9.2.

"**Customer Premises**" has the meaning given in clause 9.1.3.

"**Delivery Location**" has the meaning given in clause 4.1.

"**Force Majeure Event**" has the meaning given to it in clause 16.

"**Goods**" the goods (or any part of them) set out in the Order.

"**Goods Specification**" any specification for the Goods, including any relevant plans or drawings, that is agreed in writing by the Customer and the Company.

"**Guarantees**" has the meaning given in clause 5.1.

"**Guarantee Period**" has the meaning given in clause 5.1.

"**Intellectual Property Rights**" patents, utility models, rights to inventions, copyright and neighbouring and related rights, moral rights, trade marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

"**Order**" the Customer's order for the supply of Goods and/or Services, as set out in the Customer's purchase order form.

"**Post-Installation Service**" an inspection service undertaken by the Company (or by its third party agents and contractors) pursuant to the Order under which the Company (or its third party agents and contractors) will inspect Goods which were previously installed by the Company as more particularly described in clause 8.

"**Practical Completion**" shall mean, in respect of the supply and installation of Goods, when installation of the Goods has been completed by the Company for all practical purposes and neither the existence nor the execution of any minor outstanding works would affect the use of the Goods.

"**Inspection Service**" an annual visual inspection service of playground (or other outdoor leisure) equipment undertaken by the Company pursuant to the Order under which the Company will inspect the Goods as more particularly described in clause 8.

"**Services**" any services to be supplied by the Company to the Customer under the Contract including without limitation any design services relating to any Goods purchased by the Customer, any installation services relating to any Goods purchased by the Customer, the Inspection Service and the Post-Installation Service.

"**Service Specification**" the description or scope of the Services which the Company will perform or provide as confirmed by the Company to the Customer.

1.2 Rules of interpretation:

1.2.1 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

1.2.2 A reference to a party includes its personal representatives, successors and permitted assigns.

1.2.3 A reference to legislation or a legislative provision is a reference to it as amended or re-enacted. A reference to legislation or a legislative provision includes all subordinate legislation made under that legislation or legislative provision.

1.2.4 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

1.2.5 A reference to **writing** or **written** does not include or email.

2. Basis of contract

- 2.1 The Order constitutes an offer by the Customer to purchase Goods and/or Services in accordance with these Conditions.
- 2.2 The Order shall only be deemed to be accepted when the Company issues written acceptance of the Order at which point and on which date the Contract shall come into existence (**Commencement Date**).
- 2.3 Any samples, drawings, descriptive matter or advertising issued by the Company and any descriptions of the Goods or illustrations or descriptions of the Services contained in the Company's catalogues or brochures are issued or published for the sole purpose of giving an approximate idea of the Services and/or Goods described in them. They shall not form part of the Contract nor have any contractual force.
- 2.4 These Conditions apply to the Contract to the exclusion of any other terms that the Customer seeks to impose or incorporate, or which are implied by law, trade custom, practice or course of dealing.
- 2.5 Any quotation given by the Company shall not constitute an offer, and is only valid for a period of 30 Business Days from its date of issue.
- 2.6 All of these Conditions shall apply to the supply of both Goods and Services except where application to one or the other is specified.
- 2.7 The Customer waives any right it might otherwise have to rely on any term endorsed upon, delivered with or contained in any documents of the Customer that is inconsistent with these Conditions.

3. Goods

- 3.1 The Goods are described in the Goods Specification.
- 3.2 To the extent that the Goods are to be manufactured in accordance with a Goods Specification supplied by the Customer (including any designs, measurements or drawings provided by the Customer or its employee, agents or contractors) the Customer shall indemnify the Company against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) suffered or incurred by the Company arising out of or in connection with any claim made against the Company for actual or alleged infringement of a third party's intellectual property rights arising out of or in connection with the Company's use of the Goods Specification. This clause 3.2 shall survive termination of the Contract.
- 3.3 The Company reserves the right to amend the Goods Specification if required by any applicable statutory or regulatory requirement, and the Company shall notify the Customer in any such event.

4. Delivery of Goods

- 4.1 The Company shall deliver the Goods to the location set out in the Order or such other location as the parties may agree (**Delivery Location**) at any time after the Company notifies the Customer that the Goods are ready.
- 4.2 Delivery of the Goods shall be completed on the completion of unloading of the Goods at the Delivery Location.
- 4.3 Any dates quoted for delivery of the Goods are approximate only, and the time of delivery is not of the essence. Furthermore the Company shall not be liable for any delay in delivery of the Goods that is caused by a Force Majeure Event or the Customer's failure to provide the Company with adequate delivery instructions or any other instructions that are relevant to the supply of the Goods.
- 4.4 If the Customer fails to take delivery of the Goods within three Business Days of the Company notifying the Customer that the Goods are ready, then except where such failure or delay is caused by a Force Majeure Event or by the Company's failure to comply with its obligations under the Contract in respect of the Goods:
 - 4.4.1 delivery of the Goods shall be deemed to have been completed at 9.00 am on the third Business Day following the day on which the Company notified the Customer that the Goods were ready; and
 - 4.4.2 the Company shall store the Goods until delivery takes place, and charge the Customer for all related costs and expenses (including insurance).
- 4.5 In circumstances where the Company has stored goods because of a failure by the Customer to take delivery of the goods pursuant to clause 4.4.2 or where the Customer has requested the Company to delay delivery, then the Company shall be entitled to charge the Customer for any reasonable costs and expenses which it incurs in remedying any wear and tear or defects to the Goods sustained as a result of such additional storage.
- 4.6 If ten Business Days after the day on which the Company notified the Customer that the Goods were ready for delivery the Customer has not taken actual delivery of them, the Company may resell or otherwise dispose of part or all of the Goods and, after deducting reasonable storage and selling costs, charge the Customer for any shortfall below the price of the Goods.
- 4.7 The Company may deliver the Goods by instalments, which shall be invoiced and paid for separately. Each instalment shall constitute a separate contract. Any delay in delivery or defect in an instalment shall not entitle the Customer to cancel any other instalment.

5. Quality of Goods

- 5.1 The Company will provide its customers with product guarantees which are applicable to, and are dependent on, the type of Goods purchased (the **Guarantees** and each a **Guarantee**). Additional terms and conditions applicable to the Guarantees (which are incorporated into the Contract) can be found appended to this document, including the period for which each Guarantee shall remain in force (**Guarantee Period**).
- 5.2 In order to make a claim under a Guarantee the Customer must:
 - 5.2.1 give notice in writing to the Company during the Guarantee Period as soon as possible following discovery of the circumstances giving rise to the claim setting out in reasonable detail the basis of the claim and how the Goods do not conform with the relevant Guarantee;
 - 5.2.2 give the Company a reasonable opportunity of examining such Goods; and
 - 5.2.3 (if asked to do so by the Company) return such Goods to the Company's place of business at the Customer's cost.
- 5.3 The Guarantees extend only to defects in materials and the Company's liability under the Guarantees is limited to the repair or replacement of defective Goods, at the Company's discretion.
- 5.4 The Company shall not be liable for the Goods' failure to comply with the Guarantees if:
 - 5.4.1 the Customer makes any further use of such Goods after giving a notice in accordance with clause 5.2;
 - 5.4.2 the defect arises because the Customer failed to follow the Company's oral or written instructions as to the storage, installation, commissioning, use or maintenance of the Goods or (if there are none) good trade practice regarding the same;
 - 5.4.3 the defect arises as a result of the Company following any drawing, design, measurement or Goods Specification supplied by the Customer;
 - 5.4.4 the Customer alters or repairs such Goods without the written consent of the Company;
 - 5.4.5 the defect arises as a result of fair wear and tear, wilful damage, negligence, or abnormal working conditions;

- 5.4.6 the Goods differ from the Goods Specification as a result of changes made to ensure they comply with applicable statutory or regulatory standards; or
- 5.4.7 the Customer is otherwise in breach of the Contract.
- 5.5 Except as provided in this clause 5, the Company shall have no liability to the Customer in respect of the Goods' failure to comply with the Guarantees.
- 5.6 Where the Goods supplied and installed include natural living products such as turf, grass seed or other vegetation the Customer shall take all reasonable steps following installation to maintain and nourish such products (including but not limited to appropriate watering). The Company shall have no liability to the Customer where natural living products have perished or failed to cultivate owing to any breach by the Customer of this provision.
- 5.7 These Conditions shall apply to any repaired or replacement Goods supplied by the Company pursuant to clause 5.3.
- 6. Title and risk**
- 6.1 The risk in the Goods shall pass to the Customer on completion of delivery.
- 6.2 Title to the Goods shall not pass to the Customer until the Company receives payment in full (in cash or cleared funds) for the Goods and any other goods that the Company has supplied to the Customer in respect of which payment has become due, in which case title to the Goods shall pass at the time of payment of all such sums.
- 6.3 Until title to the Goods has passed to the Customer, the Customer shall:
- 6.3.1 store the Goods separately from all other goods held by the Customer so that they remain readily identifiable as the Company's property;
- 6.3.2 not remove, deface or obscure any identifying mark or packaging on or relating to the Goods;
- 6.3.3 maintain the Goods in satisfactory condition and keep them insured against all risks for their full price on the Company's behalf from the date of delivery;
- 6.3.4 notify the Company immediately if it becomes subject to any of the events listed in clause 14.1.2 to clause 14.1.4; and
- 6.3.5 give the Company such information as the Company may reasonably require from time to time relating to the Goods.
- 7. Supply of Services**
- 7.1 The Company shall supply the Services to the Customer in accordance with the Service Specification in all material respects.
- 7.2 The Company warrants to the Customer that the Services will be provided using reasonable care and skill.
- 7.3 The Company shall use all reasonable endeavours to meet any performance dates for the Services specified in the Order, but any such dates shall be estimates only and time shall not be of the essence for the performance of the Services.
- 7.4 The Company reserves the right to amend the Service Specification if necessary to comply with any applicable law or regulatory requirement, or if the amendment will not materially affect the nature or quality of the Services, and the Company shall notify the Customer in any such event.
- 7.5 Upon Practical Completion of the Services, the Company shall confirm this to the Customer and the Customer shall provide a written acknowledgement that the Services have been provided in accordance with the Contract (**Completion Acceptance**). Such Completion Acceptance will be deemed to have been given by the Customer, if the Customer has not issued it within 10 Business Days of completion and the Services have been provided by the Company to its reasonable satisfaction.
- 8. Inspection Service and Post-Installation Service**
- General
- 8.1 This clause 8 shall apply where the Contract includes an Inspection Service or a Post-Installation Service.
- 8.2 Where the Customer has engaged the Company to provide an Inspection Service or a Post-Installation Service in respect of Goods supplied and installed by the Company this shall in no way diminish or reduce the obligation on the Customer to follow any oral or written instructions of the Company as to the storage, installation, commissioning, use or maintenance of such Goods.
- 8.3 These Conditions shall apply to the completion of the Inspection Service or a Post-Installation Service including specifically clauses 7, 9, 10, and 13.
- Inspection Service
- 8.4 The Customer acknowledges that the Inspection Service is a physical visual inspection which is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessment. Further information and additional applicable terms relating to the Inspection Service (which are incorporated into the Contract) can be found here:
<https://wicksteed.co.uk/what-we-do/playground-inspection/> and
<https://wicksteed.co.uk/wp-content/uploads/2016/09/Guide-to-inspection-2019.pdf>
- 8.5 The price for the Inspection Service shall be that specified in the Contract, unless varied by the Company in accordance with clause 10.3.
- 8.6 The Company will provide the Customer with a report detailing the results of the Inspection Service including any recommendations for remedial works. The price payable by the Customer for the Inspection Service shall not include or extend to any such remedial works or repairs or replacement parts which the Customer will need to arrange with the Company separately.
- Post-Installation Service
- 8.7 Further information and additional applicable terms relating to the Post-Installation Service (which are incorporated into the Contract) including the scope of the service is available on request from sales@wicksteed.co.uk or by calling +44(0)1536 517028.
- 8.8 The price for the Post-Installation Service shall be that specified in the Contract, unless varied by the Company in accordance with clause 10.3.
- 9. Customer's obligations**
- 9.1 The Customer shall:
- 9.1.1 ensure that the terms of the Order and any information it provides towards or in the Service Specification and the Goods Specification are complete and accurate;
- 9.1.2 co-operate with the Company in all matters relating to the Services;
- 9.1.3 provide the Company, its employees, agents and contractors, with access to the Delivery Location and any other part of the Customer's premises, office accommodation and other facilities as reasonably required by the Company to deliver the Goods and/or provide the Services (**Customer Premises**);

- 9.1.4 to the extent required, prepare the Customer Premises for the supply of the Services and ensure that the Customer Premises are safe and secure at all times whilst the Company (including its employees, agents or contractors) are present;
- 9.1.5 provide the Company with such information and materials as the Company may reasonably require in order to supply the Services, and ensure that such information is complete and accurate in all material respects;
- 9.1.6 obtain and maintain all necessary licences, permissions and consents including for the avoidance of doubt all necessary planning permissions (**Consents**) which may be required for the Services before the date on which the Services are to start and if so requested supply copies of such Consents to the Company;
- 9.1.7 keep all materials, equipment, documents and other property of the Company (**Company Materials**) at the Customer Premises in safe custody at its own risk (except in cases where we have expressly agreed in writing to put in place arrangements for securing any materials, equipment or property), and not dispose of or use the Company Materials other than in accordance with the Company's written instructions or authorisation; and
- 9.1.8 comply with any additional obligations as set out in the Service Specification and the Goods Specification.
- 9.2 If the Company's performance of any of its obligations under the Contract is prevented or delayed by any act or omission by the Customer or failure by the Customer to perform any relevant obligation (**Customer Default**):
- 9.2.1 without limiting or affecting any other right or remedy available to it, the Company shall have the right to suspend performance of the Services until the Customer remedies the Customer Default, and to rely on the Customer Default to relieve it from the performance of any of its obligations in each case to the extent the Customer Default prevents or delays the Company's performance of any of its obligations;
- 9.2.2 the Company shall not be liable for any costs or losses sustained or incurred by the Customer arising directly or indirectly from the Company's failure or delay to perform any of its obligations as set out in this clause 9.2; and
- 9.2.3 the Customer shall reimburse the Company on written demand for any costs or losses sustained or incurred by the Company arising directly or indirectly from the Customer Default.
- 10. Charges and payment**
- 10.1 The price for the Goods:
- 10.1.1 shall be the price set out in the Order or, if no price is quoted, the price set out in the Company's published price list as at the date of delivery; and
- 10.1.2 shall be exclusive of all costs and charges of packaging, insurance, transport of the Goods, which shall be invoiced to the Customer.
- 10.2 The charges for the Services:
- 10.2.1 shall be the price set out in the Order; and
- 10.2.2 the Company shall be entitled to charge the Customer for any expenses reasonably incurred by the individuals whom the Company engages in connection with the Services including travelling expenses, hotel costs, subsistence and any associated expenses, and for the cost of services provided by third parties and required by the Company for the performance of the Services, and for the cost of any materials.
- 10.3 The Customer is responsible for providing the Company with all such adequate and accurate information as the Company may reasonably require in order to supply the Goods and/or Services. The Company reserves the right to increase the price of the Goods or the Services, by giving notice to the Customer at any time before delivery or performance, to reflect any increase in the cost of the Goods or the Services to the Company that is due to:
- 10.3.1 any factor beyond the control of the Company (including foreign exchange fluctuations, increases in taxes and duties, and increases in labour, materials, shipping and other manufacturing costs);
- 10.3.2 any request by the Customer to change the delivery date(s), quantities or types of Goods ordered, or the Goods Specification;
- 10.3.3 any request by the Customer to change the Goods Specification;
- 10.3.4 any request made by the Customer for the Company to pause or suspend its performance of its obligations or its delivery of the Goods or the Services;
- 10.3.5 any delay caused by any instructions of the Customer in respect of the Goods;
- 10.3.6 any delay or failure of the Customer to give the Company adequate or accurate information or full instructions in respect of the Goods.
- 10.4 In respect of Goods, the Company shall invoice the Customer on or at any time after despatch of the Goods from the Company's premises. In respect of Services, unless otherwise specified by the Company, the Company shall invoice the Customer on Practical Completion of the Services.
- 10.5 The Customer shall pay each invoice submitted by the Company:
- 10.5.1 within 28 days of the date of the invoice or in accordance with any credit terms agreed by the Company and confirmed in writing to the Customer; and
- 10.5.2 in full and in cleared funds to a bank account nominated in writing by the Company, and time for payment shall be of the essence of the Contract.
- 10.6 All amounts payable by the Customer under the Contract are exclusive of amounts in respect of value added tax chargeable from time to time (**VAT**). Where any taxable supply for VAT purposes is made under the Contract by the Company to the Customer, the Customer shall, on receipt of a valid VAT invoice from the Company, pay to the Company such additional amounts in respect of VAT as are chargeable on the supply of the Services or Goods at the same time as payment is due for the supply of the Services or Goods.
- 10.7 If the Customer fails to make a payment due to the Company under the Contract by the due date, then, without limiting the Company's remedies under clause 14, the Customer reserves the right to charge the Customer interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this clause 10.7 will be charged in accordance with the provisions of the Late Payment of Commercial Debts (Interest) Act 1998 and the Company reserves the right to also charge the Customer a fixed sum for the cost of recovering the late payment in accordance with its rights under such act.
- 10.8 All amounts due under the Contract shall be paid in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).
- 11. Intellectual property rights**
- 11.1 All Intellectual Property Rights in or arising out of or in connection with the Goods and Services (other than Intellectual Property Rights in any materials provided by the Customer) shall be owned by the Company.
- 11.2 The Customer grants the Company a fully paid-up, non-exclusive, royalty-free non-transferable licence to copy and modify any materials provided by the Customer to the Company for the term of the Contract for the purpose of providing the Services to the Customer.

12. Confidentiality

- 12.1 Each party undertakes that it shall not at any time disclose to any person any confidential information concerning the business, affairs, customers, clients or suppliers of the other party or of any member of the group of companies to which the other party belongs, except as permitted by clause 12.2.
- 12.2 Each party may disclose the other party's confidential information:
- 12.2.1 to its employees, officers, representatives, contractors or subcontracts or advisers who need to know such information for the purposes of exercising the party's rights or carrying out its obligations under or in connection with the Contract. Each party shall ensure that its employees, officers, representatives or advisers to whom it discloses the other party's confidential information comply with this clause 12; and
- 12.2.2 as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.
- 12.3 No party shall use any other party's confidential information for any purpose other than to exercise its rights and perform its obligations under or in connection with the Contract.

13. Limitation of liability

- 13.1 The restrictions on liability in this clause 13 apply to every liability arising under or in connection with the Contract including liability in contract, tort (including negligence), misrepresentation, restitution or otherwise.
- 13.2 Nothing in the Contract limits any liability which cannot legally be limited, including liability for:
- 13.2.1 death or personal injury caused by negligence;
- 13.2.2 fraud or fraudulent misrepresentation;
- 13.2.3 breach of the terms implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession); and
- 13.2.4 defective products under the Consumer Protection Act 1987.
- 13.3 Subject to clause 13.2, the Company's total liability to the Customer shall not exceed the price paid by the Customer for the Goods and/or Services provided under the Contract.
- 13.4 Subject to clause 13.2, this clause sets out the types of loss that are wholly excluded:
- 13.4.1 loss of profits;
- 13.4.2 loss of sales or business;
- 13.4.3 loss of agreements or contracts;
- 13.4.4 loss of anticipated savings;
- 13.4.5 loss of use or corruption of software, data or information;
- 13.4.6 loss of or damage to goodwill; and
- 13.4.7 indirect or consequential loss.
- 13.5 The Company has given commitments as to compliance of the Goods and Services with relevant specifications in clause 5 and clause 7. In view of these commitments, the terms implied by sections 13 to 15 of the Sale of Goods Act 1979 and sections 3, 4 and 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from the Contract.
- 13.6 This clause 13 shall survive termination of the Contract.

14. Termination

- 14.1 Without affecting any other right or remedy available to it, either party may terminate the Contract with immediate effect by giving written notice to the other party if:
- 14.1.1 the other party commits a material breach of its obligations under the Contract and (if such breach is remediable) fails to remedy that breach within 14 days after receipt of notice in writing to do so;
- 14.1.2 the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), obtaining a moratorium, being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business or, if the step or action is taken in another jurisdiction, in connection with any analogous procedure in the relevant jurisdiction;
- 14.1.3 the other party suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business; or
- 14.1.4 the other party's financial position deteriorates so far as to reasonably justify the opinion that its ability to give effect to the terms of the Contract is in jeopardy.
- 14.2 Without affecting any other right or remedy available to it, the Company may terminate the Contract with immediate effect by giving written notice to the Customer if:
- 14.2.1 the Customer fails to pay any amount due under the Contract on the due date for payment; or
- 14.2.2 there is a change of Control of the Customer.
- 14.3 Without affecting any other right or remedy available to it, the Company may suspend the supply of Services or all further deliveries of Goods under the Contract or any other contract between the Customer and the Company if:
- 14.3.1 the Customer fails to pay any amount due under the Contract on the due date for payment;
- 14.3.2 the Customer becomes subject to any of the events listed in clause 14.1.2 to clause 14.1.4; or
- 14.3.3 the Company reasonably believes that the Customer is about to become subject to any of them.

15. Consequences of termination

- 15.1 On termination of the Contract:
- 15.1.1 the Customer shall immediately pay to the Company all of the Company's outstanding unpaid invoices and interest and, in respect of Services and Goods supplied but for which no invoice has been submitted, the Company shall submit an invoice, which shall be payable by the Customer immediately on receipt;
- 15.1.2 the Customer shall return all of the Company Materials or Goods which have not been fully paid for. If the Customer fails to do so, then the Company may enter the Customer Premises and take possession of them. Until they have been returned, the Customer shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this Contract.

- 15.2 Termination or expiry of the Contract shall not affect any rights, remedies, obligations and liabilities of the parties that have accrued up to the date of termination or expiry, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination or expiry.
- 15.3 Any provision of the Contract that expressly or by implication is intended to have effect after termination or expiry shall continue in full force and effect.
- 16. Force majeure**
- Neither party shall be in breach of the Contract nor liable for delay in performing or failure to perform, any of its obligations under the Contract if such delay or failure result from events, circumstances or causes beyond its reasonable control (a **Force Majeure Event**). In such circumstances the time for performance shall be extended by a period equivalent to the period during which performance of the obligation has been delayed or failed to be performed. If the period of delay or non-performance continues for 3 months the party not affected may terminate the Contract by giving 21 days' written notice to the affected party.
- 17. General**
- 17.1 Assignment and other dealings**
- 17.1.1 The Company may at any time assign, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any or all of its rights and obligations under the Contract.
- 17.1.2 The Customer shall not assign, transfer, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any of its rights and obligations under the Contract.
- 17.2 Notices.**
- 17.2.1 Any notice given to a party under or in connection with the Contract shall be in writing and shall be delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case).
- 17.2.2 Any notice shall be deemed to have been received:
- (a) if delivered by hand, at the time the notice is left at the proper address; or
- (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second Business Day after posting.
- 17.2.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.
- 17.3 Severance.** If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of the Contract. If any provision or part provision of the Contract is deemed deleted under this clause 17.3 the parties shall negotiate in good faith to agree a replacement provision that, to the greatest extent possible, achieves the commercial result of the original provision.
- 17.4 Waiver.** No failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.
- 17.5 No partnership or agency.** Nothing in the Contract is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party the agent of the other, or authorise either party to make or enter into any commitments for or on behalf of the other party.
- 17.6 Entire agreement.**
- 17.6.1 The Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.
- 17.6.2 Each party acknowledges that in entering into the Contract it does not rely on, and shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in the Contract. Each party agrees that it shall have no claim for innocent or negligent misrepresentation based on any statement in the Contract.
- 17.6.3 Nothing in this clause shall limit or exclude any liability for fraud.
- 17.7 Third party rights.** Unless it expressly states otherwise, the Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.
- 17.8 Variation.** Except as set out in these Conditions, no variation of the Contract shall be effective unless it is agreed in writing and signed by the parties (or their authorised representatives).
- 17.9 Governing law.** The Contract and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.
- 17.10 Jurisdiction.** Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

Wicksteed is proud of its reputation for quality and uses only the highest quality materials in its equipment. Wicksteed was founded in 1876 and remains Great Britain's leading playground manufacturer, reinforcing our ability to fulfil our promises and obligations arising from our guarantees. Below are the key terms and limitations of each of the guarantees provided by Wicksteed in respect of our equipment and products. If you need any further information or have any questions please contact us at sales@wicksteed.co.uk.

Our Guarantees

(See overleaf for specific terms & conditions)

Lifetime guarantee against structural failure of steel components manufactured by Wicksteed.

Lifetime guarantee against cracking, splitting and delamination on Densetec high density polyethylene panels that form part of the Wicksteed manufactured and supplied products.

15 year guarantee against structural failure of stainless steel slides.

10 year guarantee against corrosion of Wicksteed manufactured painted steel components.

5 year guarantee against corrosion of Wicksteed manufactured Multi Use Games Areas and fencing.

5 year guarantee on artificial grass.

5 year guarantee against structural failure of bearings and of springs on Spring Mobiles.

2 year guarantee against structural failure of consumable parts and components.

15 year guarantee against rot and insect infestation of machine rounded structural timber components with steel shoes used on playground equipment.

10 year guarantee against rot and insect infestation on laminated pine supports with steel shoes. Also on machine rounded timber installed directly into the ground. These both apply when the timber is used on playground equipment.

5 year guarantee against rot and insect infestation on machine rounded timber installed directly into loose fill surfacing and on timber component parts.

2 year guarantee against rot and insect infestation on timber used for landscaping purposes including timber used on revetments and mounds.

5 year guarantee on Wet Pour surfacing and rubber tiles against faulty materials and workmanship.

2 year guarantee on Eco-Tumble surfacing against faulty materials and workmanship.

1 year guarantee on Installation works against faulty materials and workmanship.

Signed: *Katherine Perkins*
Managing Director

Dated: 27th April 2022

The steel components covered by our **Lifetime structural failure guarantee** are:

- Uprights
- Decks
- Poles
- Bridges
- Castings

The Lifetime warranty is until such time that the unit is removed from service.

The structural failure guarantee on our 6060-114 Spin-a-bounce is 15 years.

The structural failure guarantee on our stainless steel slides is 15 years.

Our **Lifetime Densetec guarantee** covers all **Densetec high density polyethylene** panels that form part of Wicksteed manufactured and supplied products.

The steel components covered by our **10 year corrosion protection guarantee** are Wicksteed manufactured steel products that are protected with the application of an externally coated zinc metal thermal spray pre-treatment applied in accordance with B.S.5493, prior to polyester powder coat painting. All paintwork repairs must be carried out promptly as per Wicksteed's maintenance instructions, using only approved materials, in order to maintain the original level of anti-corrosion protection.

The steel components covered by our **5 year corrosion protection guarantee** are Wicksteed manufactured products which are hot dip galvanized prior to polyester powder coat painting.

Our **5 year artificial grass guarantee** covers:

- Colour fastness and UV stability
- Deterioration of yarn due to water
- Dimensional stability of the carpet
- Yarn tuft lock

Our **5 year structural failure guarantee for springs on Spring Mobiles and Bearings** covers failure due to defective materials.

Our **2 year structural failure guarantee for consumable parts and components** covers:

- Ropes
- Swing chains
- Fixings

Springs, consumable parts and components are not covered by our 10 year corrosion protection guarantee.

Our **15 year, 10 year, 5 year, and 2 year timber guarantees** are against rot and insect infestation which impairs the structural integrity of the product. Untreated timber and cosmetic damage (such as cracks under 8mm), are not covered. Wicksteed uses water based staining products on our timbers which can be subject to some seepage in wet weather during the early stages after installation. This can easily be washed away and is not covered by this guarantee.

Our **5 year Wet Pour guarantee** applies in cases where Wet Pour is laid onto a Wicksteed approved base with concrete pin kerb or block pave edgings. Where Wet Pour is laid onto an existing surface, such as tarmac, the guarantee only covers the Wet Pour material itself and does not cover where the surface has been chase cut; the chase cut is guaranteed for 1 year. Repairs to existing wet pour are excluded from these guarantees.

The **2 year Eco-Tumble guarantee** does not cover colourfastness as transfer of colour can occur. Where Eco-Tumble is laid onto ground/existing bases the guarantee only covers the Eco-Tumble itself and not the integrity of the ground/bases.

Additional terms of cover:

All of our guarantees are subject to the following limitations:

1. The guarantees apply from the date of installation and are subject to provision of proof of the purchase date.
2. The guarantees cover only defects in materials and Wicksteed's liability under the guarantees is limited to repair or replacement of defective products or equipment, at Wicksteed's discretion.
3. The guarantees only apply if the products and equipment have been installed in accordance with Wicksteed's instructions, if all replacement parts are Wicksteed approved and provided that the equipment has been inspected and maintained in accordance, where applicable, with BSEN1176 and Wicksteed's 'Guide to the Inspection and Maintenance of Play Areas/ Inspection Check Lists' which can all be downloaded from www.wicksteed.co.uk/playscape-inspection.html. Supporting documentation of Inspection and Maintenance of the item may be required.
4. Normal wear and tear, damage caused by abnormal or improper use, acts of vandalism, accidental damage, fire or flood, ground heave or sub-base movements of any nature, failure to properly maintain or inspect, negligence or subsidence are excluded from our guarantees. Our guarantees do not cover discolouration (other than as specifically provided for in our terms) or cosmetic changes, including changes in the colour of wood. Products and equipment which are subjected to the effects of salt spray are excluded from all guarantees.
5. The guarantees are in addition to and do not affect your legal rights and are subject to Wicksteed's general terms and Wicksteed's instructions for installation.
6. The defect must be reported to a member of the Customer Service Team at Wicksteed as soon as it is discovered.
7. The guarantees only apply to products manufactured by Wicksteed Leisure Ltd. In cases where items have been sourced from alternative manufacturers our guarantees will not apply and you will have to rely on the guarantee provided by the manufacturer of the product.

Wicksteed quote – explained

Rather than having a Wetpour or EcoTumble surfacing with a stone base it would be more cost effective to have the Nordic Lawn surface. It is much cheaper and longer lasting. It also looks much more natural.

This is a mesh style surface with elements of artificial grass intertwined. Once installed, the natural grass will soon grow through leaving a very natural finish. It also means that in boggy weather or where high wear areas are on equipment (such as under swings, roundabouts and sides) the artificial grass elements will still keep the space looking natural and well looked after without having the need to keep seeding the areas.

It comes with a 5 year guarantee.

I have added some images and spec details below of the surfacing style which hopefully helps?

What do you think? Would this be in budget?



Before



After



Before



Complete



6 weeks later



Once the Nordic surface has been installed, you would just need to be careful how you cut around the surface not to snag the edges with the strimmer (in exactly the same way you would need to be careful with grass matting)

The Nordic Grass is much more cost effective to repair and looks a lot more natural. I'm waiting on a maintenance sheet being emailed over to me.

Mowing around and over hybrid grass is fine as long as the height of the mower is set at a suitable height. It will need to be set to a higher level so the artificial grass is not damaged. (30-35mm).

MOWING

30-35 mm. is the optimum mowing height. Mowing should be done as per your normal routines - and it is advantageous to use a collector.

NB: If the field is not level, using a rotary mower is not advisable. On hills, slopes and uneven terrain, we advise using a hover mower or an edge trimmer to avoid the mesh getting caught in the mower.

In terms of life expectancy, Hybrid grass has a long lifespan. We provide a 5-year warranty and 2-year installation guarantee. Hybrid grass is a durable product that can withstand traffic and weather conditions.

Surfacing under rocket chair – summary of quotes:

ROSPA comments:

The surfacing has worn away exposing and damaging the liner beneath. Grass & weeds have grown inside. The plastic edging strips are sharp - the whole area requires immediate repairs and alterations. Bark requires topping up.

Quote	Company	Material	Notes	Price (excl VAT)
1	Kettering Playsafe	MOT type 1 stone – green and brown mix of rubber mulch	Similar to quote 2	3780.25
2	Reids Playground Maintenance	MOT stone – mixed rubber mulch	Similar to quote 1	6855.00
3	Wicksteed	Nordic Lawn Surface	More cost effective according to Wicksteed	5,798.00

Alternative option:

	Reids playground maintenance	Install new timber edging, eliminated exposed plastic liner, spread new bark	Bark supplied by MPC – approx. £200	1850 (+200 for bark)
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JOB DETAILS & QUOTATION

DATE: 05th December 2022

TITLE: Our Ref: JN 221160 / Your Ref: Melbourn Parish Council - Signage

MATERIAL: Arlon Self-adhesive vinyl – Airflow / 3mm rigid composite board

SIZE: Opt 1 – 210mm wide x 297mm high (A4)
Opt 2 – 297mm wide x 420mm high (A3)

COLOURS: Printed CMYK

QUANTITY: x2

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

NOTES: Signs to be collected from Unlimited Logos upon completion

SUB TTL:	Opt 1 £75.00+VAT - Supply & Collect	Opt 2 £95.00+VAT - Supply & Collect
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Please be aware that card payment is required upon completion/collection

DISCLAIMER

Before proceeding, please make sure you have proof read the proposed artwork, making sure spelling, grammar and details are correct (especially contact numbers) and that you understand the job details as specified.

If you are satisfied with the attached and wish to proceed with this order, please email your confirmation to us, in order to acknowledge approval.

This quotation is based on information received and is subject to final sight of artwork.
This quotation is valid for 28 days.

All new design artworks remain the property of Unlimited Logos unless paid for in full.

Multiple artwork changes may result in additional costs

**BACS PAYMENT TO: BARCLAYS BANK, SORT CODE: 20-17-20, ACCOUNT NUMBER 63840964
ACCOUNT NAME: MR T R FULTON T/A UNLIMITED LOGOS LTD**

=== ALL MAJOR CREDIT CARDS TAKEN EXCEPT AMEX ===

221160 - Visual (Melbourn Parish Council)

x2 Signs

Material: Arlon Self Adhesive Vinyl - Airflow / 3mm rigid composite board

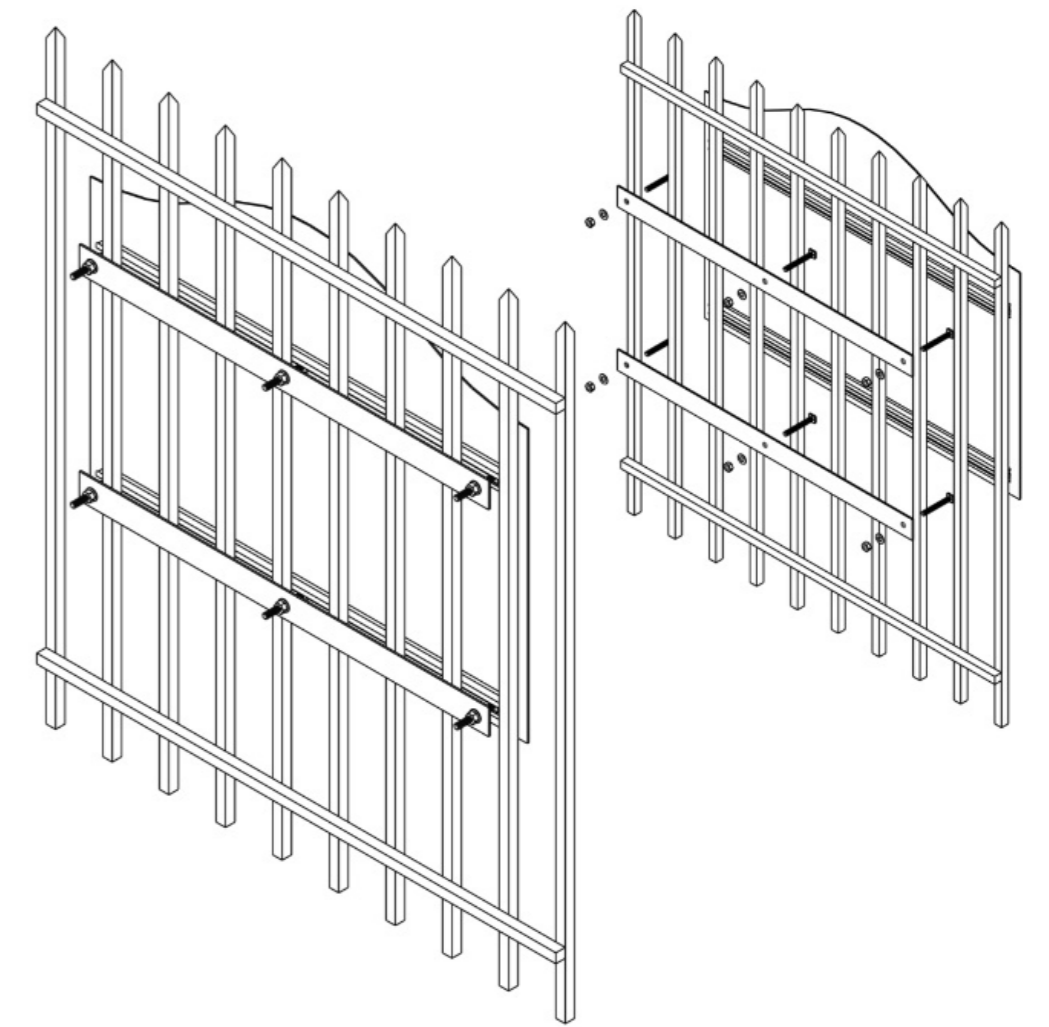
Size: 210mm wide x 297mm high

Colour: CMYK

Finish: Printed to face with gloss laminate seal

Note: Comes with channeling and fence fixing kit

Opt 1



Fence fixing kit example



221160 - Visual (Melbourn Parish Council)

x2 Signs

Material: Arlon Self Adhesive Vinyl - Airflow / 3mm rigid composite board

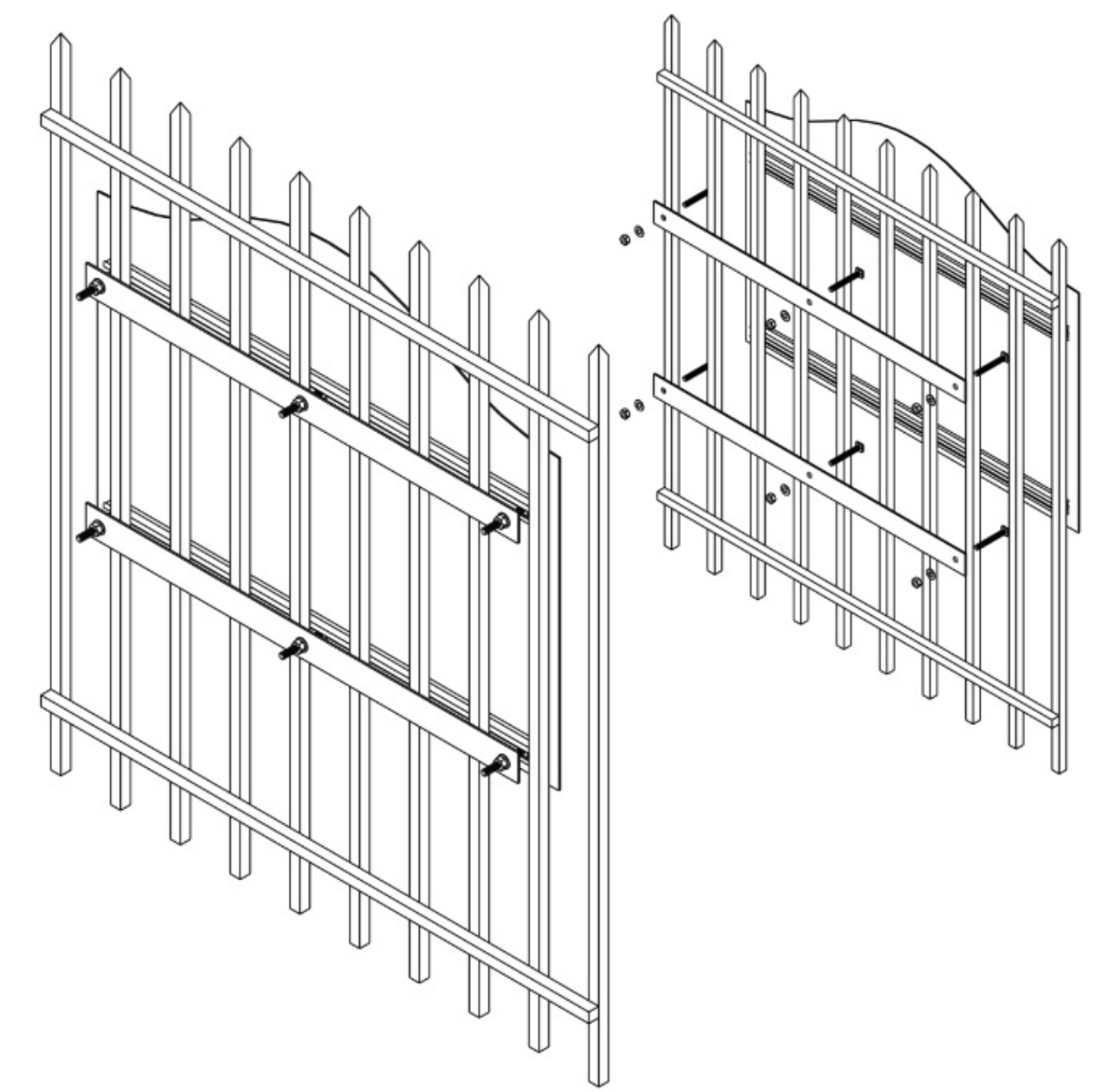
Size: 297mm wide x 420mm high

Colour: CMYK

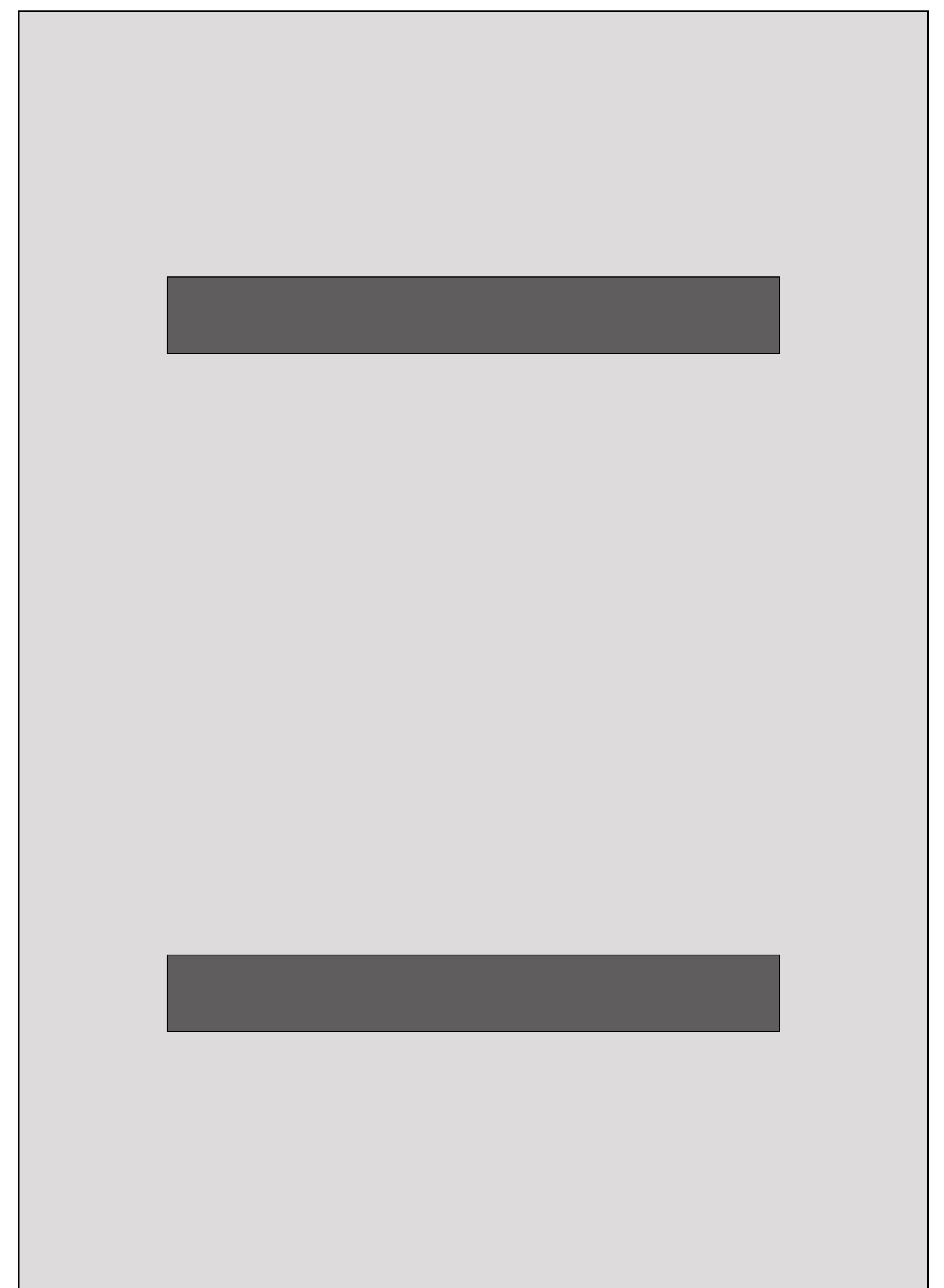
Finish: Printed to face with gloss laminate seal

Note: Comes with channeling and fence fixing kit

Opt 2



Fence fixing kit example



JOB DETAILS & QUOTATION

DATE: 05th December 2022

TITLE: Our Ref: JN 221161 / Your Ref: Melbourn Parish Council - Signage

MATERIAL: Arlon Self-adhesive vinyl – Airflow / 3mm rigid composite board

SIZE: Opt 1 – 297mm wide x 210mm high (A4)
Opt 2 – 420mm wide x 297mm high (A3)

COLOURS: Printed CMYK

QUANTITY: x2

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

NOTES: Signs to be collected from Unlimited Logos upon completion

SUB TTL:	Opt 1 £75.00+VAT - Supply & Collect	Opt 2 £95.00+VAT - Supply & Collect
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Please be aware that card payment is required upon completion/collection

DISCLAIMER

Before proceeding, please make sure you have proof read the proposed artwork, making sure spelling, grammar and details are correct (especially contact numbers) and that you understand the job details as specified.

If you are satisfied with the attached and wish to proceed with this order, please email your confirmation to us, in order to acknowledge approval.

This quotation is based on information received and is subject to final sight of artwork.
This quotation is valid for 28 days.

All new design artworks remain the property of Unlimited Logos unless paid for in full.

Multiple artwork changes may result in additional costs

**BACS PAYMENT TO: BARCLAYS BANK, SORT CODE: 20-17-20, ACCOUNT NUMBER 63840964
ACCOUNT NAME: MR T R FULTON T/A UNLIMITED LOGOS LTD**

=== ALL MAJOR CREDIT CARDS TAKEN EXCEPT AMEX ===

x2 Signs

Material: Arlon Self Adhesive Vinyl - Airflow / 3mm rigid composite board

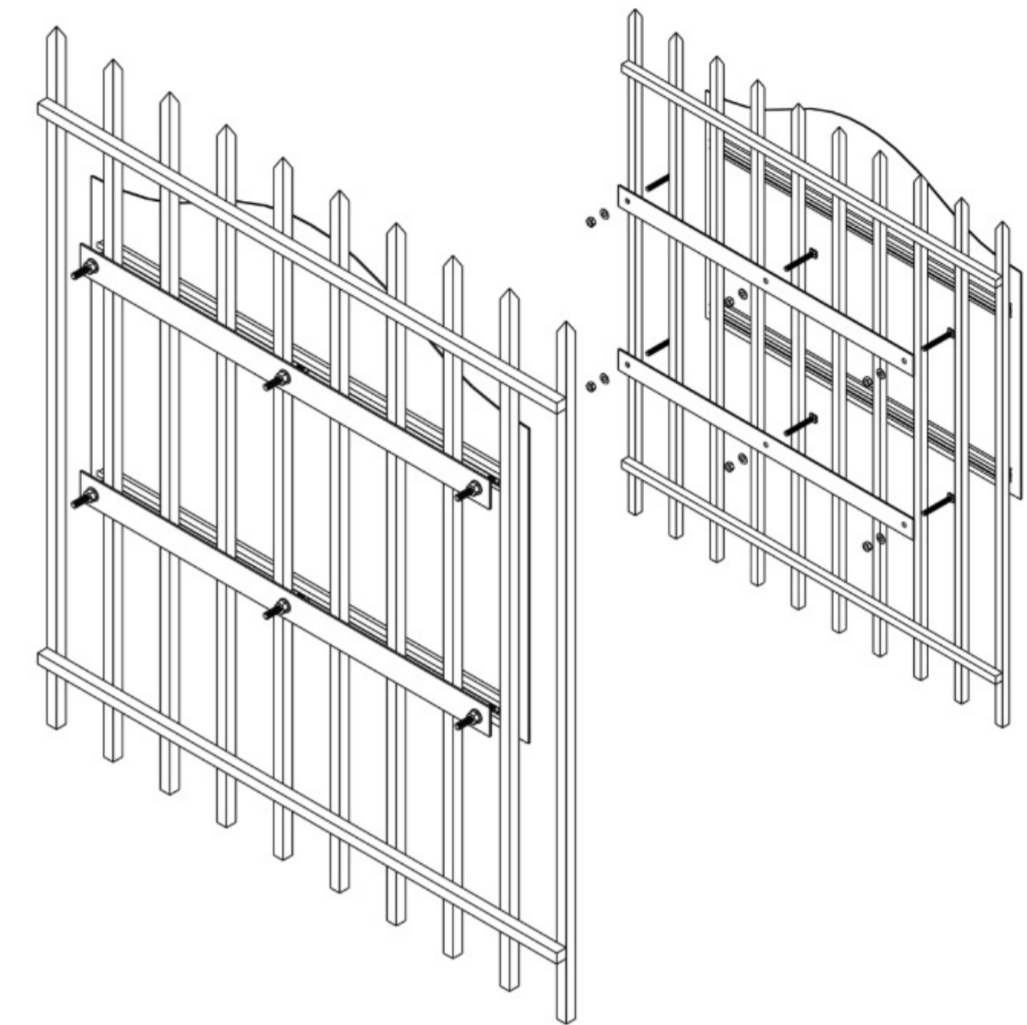
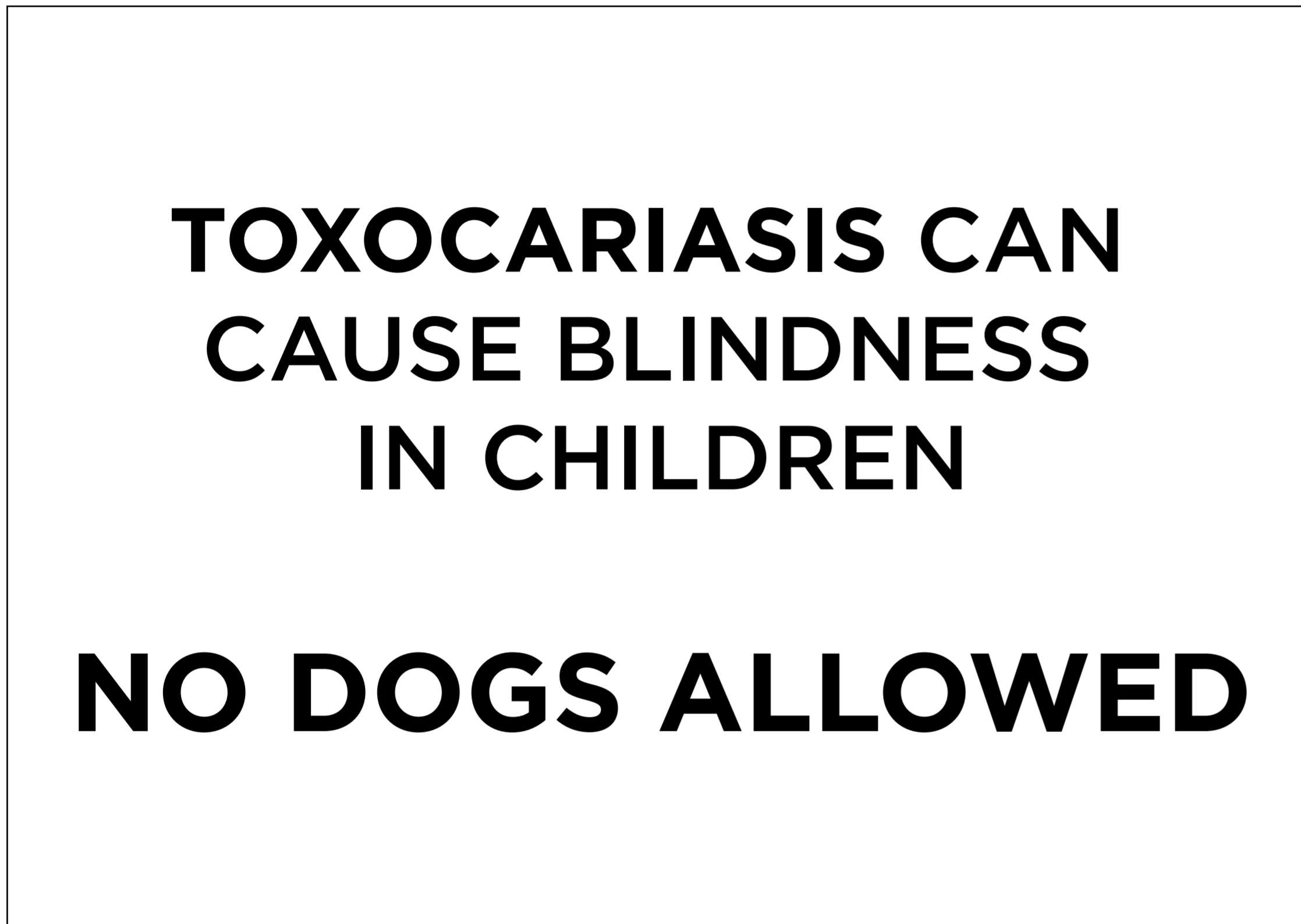
Size: 210mm wide x 297mm high

Colour: CMYK

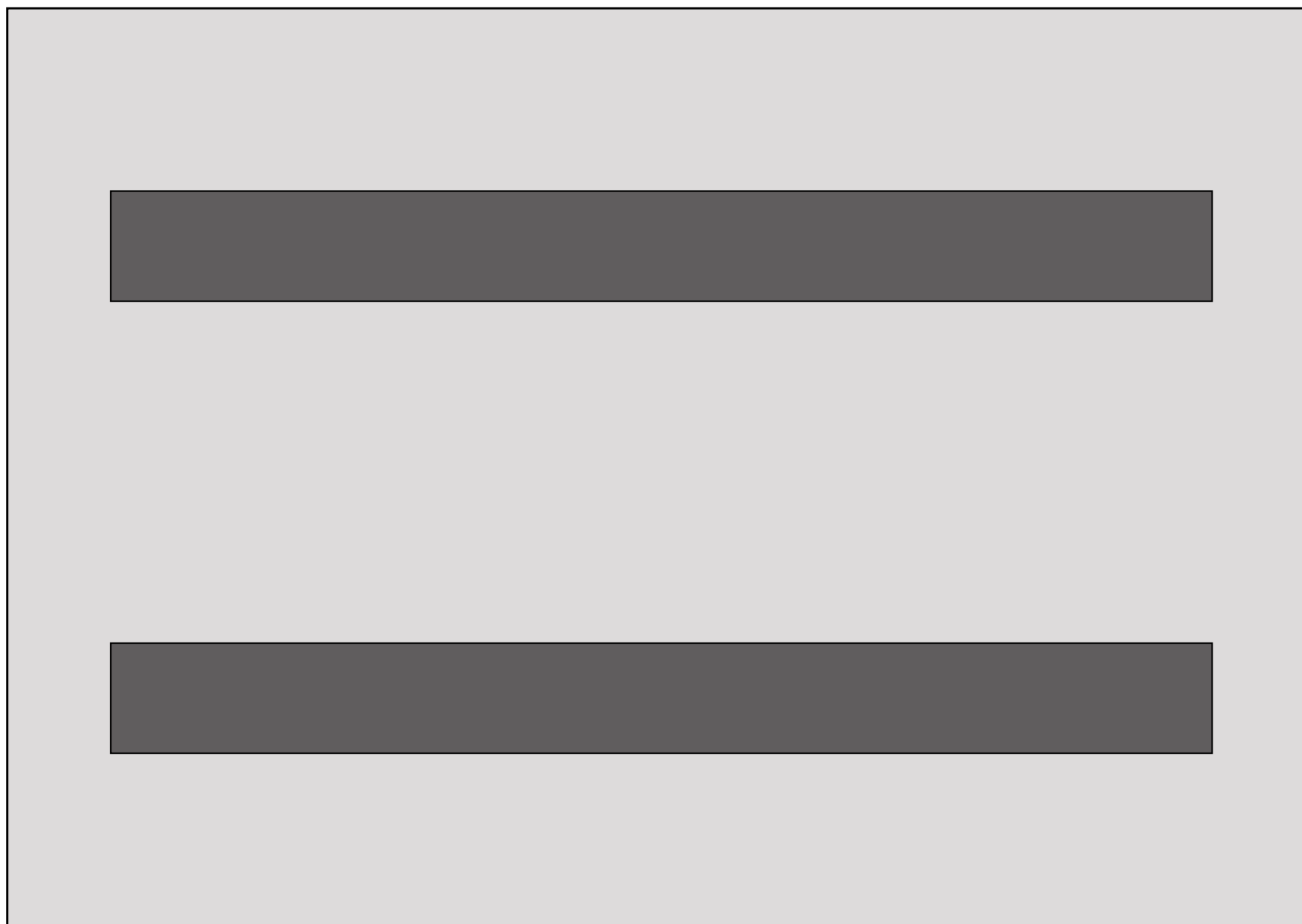
Finish: Printed to face with gloss laminate seal

Note: Comes with channeling and fence fixing kit

Opt 1



Fence fixing kit example



221161 - Visual (Melbourn Parish Council)

x2 Signs

Material: Arlon Self Adhesive Vinyl - Airflow / 3mm rigid composite board

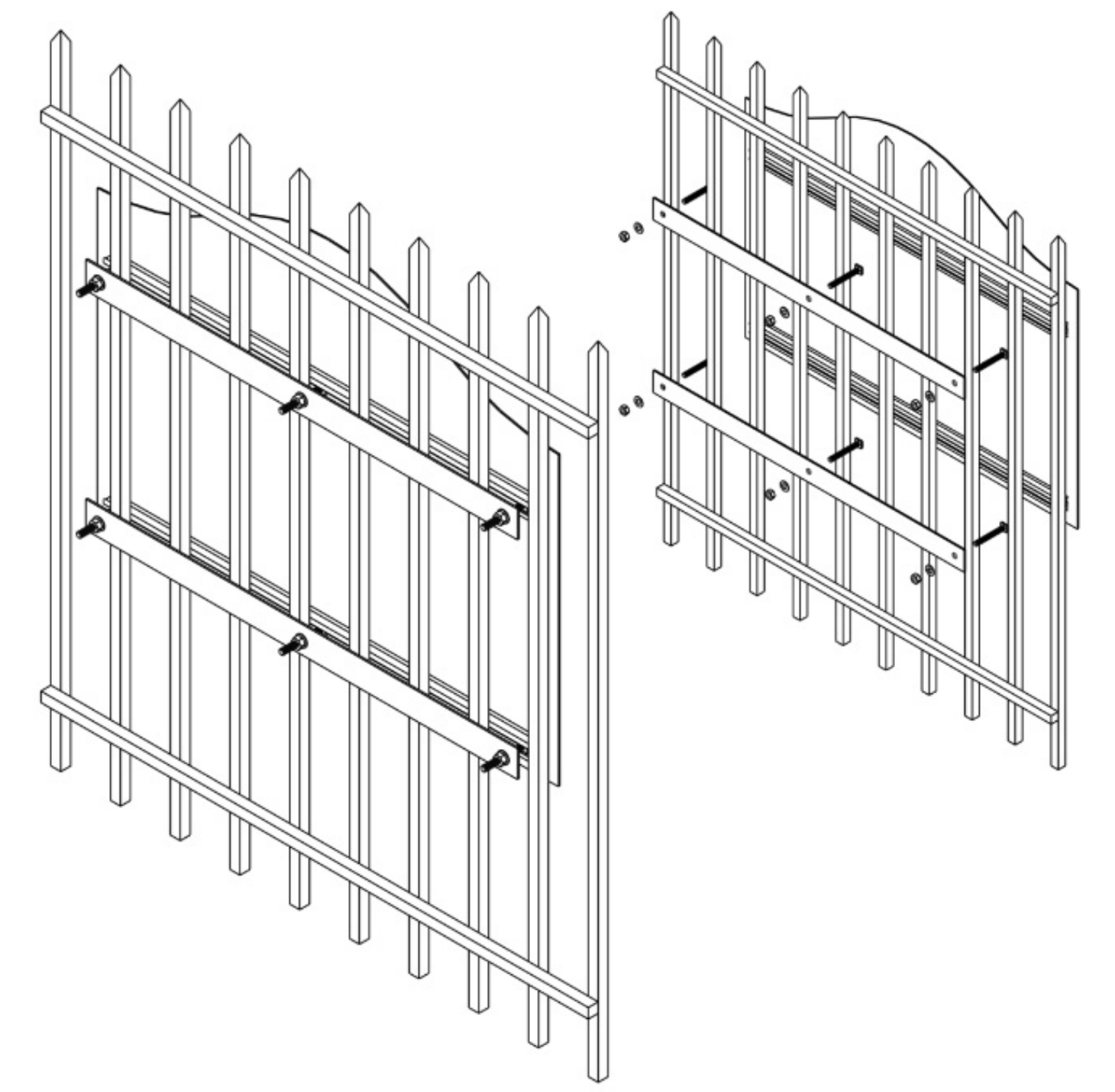
Size: 297mm wide x 420mm high

Colour: CMYK

Finish: Printed to face with gloss laminate seal

Note: Comes with channeling and fence fixing kit

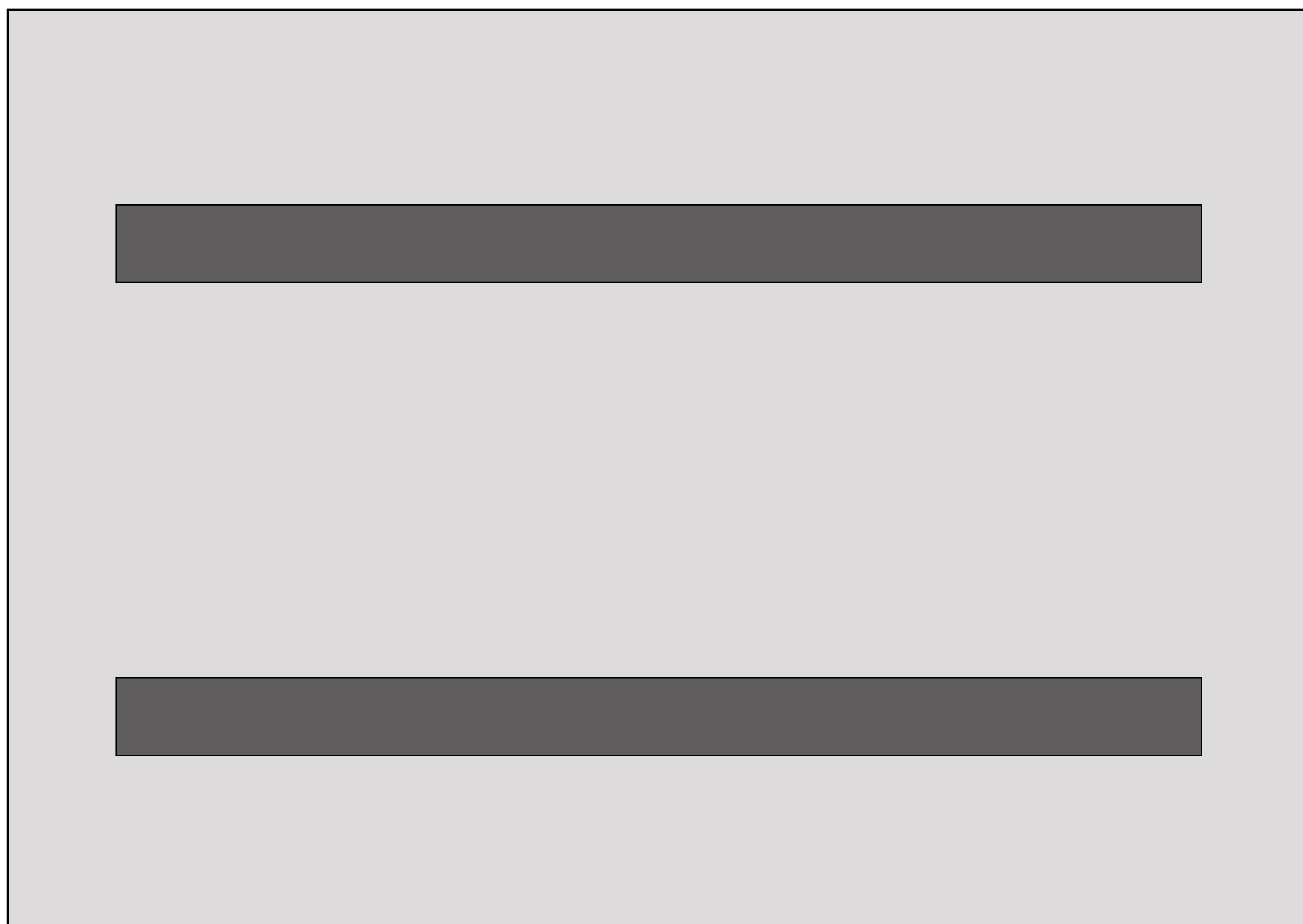
Opt 2



Fence fixing kit example

**TOXOCARIASIS CAN
CAUSE BLINDNESS
IN CHILDREN**

NO DOGS ALLOWED



Sign quote –

L&S signs



the cost for the signs with fixings for this type of fence would be £25.00+vat each (A4 size) or £45.00+vat each (A3 Size)

Section Pictures - 17/11/2022 - MH8 X

Item No.	Inspection Direction	PLR	Client's Job Ref	Contractor's Job Ref
15	Downstream	MH8 X		31456



MH8 X_1f7c8b90-19ca-4ab0-8fa6-d101678ba8f3_20221117_141009_198.jpg, 00:01:45, 38.30
 m
 Finish node, manhole, reference: MH9, BURIED MANHOLE

BARLEY PROPERTY MAINTENANCE.

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

VAT REG NO: 362 7825 75.

Sold To

MR SIMON CROCKER

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

ESTIMATE

Quotation QT1192
 Date 28/11/2022
 Our Ref. INSPECTION
 Cust Ref. INSPECTION
 Terms COMPLETION.

Description**Amount**

TO: REMOVE AND REFIT THE CASEMENT FOR THE INSPECTION COVER AT THE MOOR PLAYGROUND.

TO: REMOVE TURFF TO 30CM ALL AROUND AND REPLACE WITH FLAUNCHING AND LEVEL. (REMOVE WASTE FROM SITE.)

SAND AND CEMENT:

£22.80

LABOUR:

£380.00

Remarks

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

Sub Total £402.80
 VAT £80.56
Total £483.36

THE CO-OPERATIVE BANK
 08207672



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

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

5th December 2022

Dear Sophie

I hope you had a lovely weekend, were quoting to repair the ground around the manhole at The Moor play area as requested.

Lift manhole, prep area, cement the manhole back in place. Topsoil & seed is the area , we would leave the fencing up to enable the grass to get going

Total £330.00 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

BARLEY PROPERTY MAINTENANCE.

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

VAT REG NO: 362 7825 75.

Sold To

MR SIMON CROCKER

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

ESTIMATE

Quotation QT1191
 Date 28/11/2022
 Our Ref. LITTLEHANDSGUTT
 Cust Ref. LITTLEHANDSGUTT
 Terms COMPLETION.

Description	Amount
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TO: SUPPLY AND FIT NEW GUTTERING ABOVE ENTRANCE AT LITTLE HANDS.

X14FT GUTTERING:	£19.35
X5 CLIPS:	£5.82
X1 UNION:	£3.38
X2 STOP ENDS:	£5.28
X1 RUNNING OUTLET:	£4.15
LABOUR:	£180.00

Remarks

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

Sub Total	£217.98
VAT	£43.60
Total	£261.58

THE CO-OPERATIVE BANK

1001 1507 28

BARLEY PROPERTY MAINTENANCE.

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

VAT REG NO: 362 7825 75.

Sold To

MR SIMON CROCKER

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

ESTIMATE

Quotation QT1190
 Date 28/11/2022
 Our Ref. LITTLEHANDS/DAM
 Cust Ref. LITTLEHANDS/DAM
 Terms COMPLETION.

Description	Amount
TO: SUPPLY AND FIT X1 NEW RAIN STOP ABOVE EXISTING UPVC FRENCH DOORS.	
TO: TREAT EXISTING MOULD ON THE INTERIOR OF UPVC FRENCH DOORS.	
TO: REPAINT INTERIOR WALL AND REVEALS TO FRENCH DOORS.	
X1 UPVC HOOD:	£67.90
MOULD TREATMENT:	£10.44
DAMP SEAL:	£10.78
PAINT:	£24.90
LABOUR:	£380.00

Remarks

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

Sub Total £494.02
 VAT £98.80
Total £592.82

Maintenance Committee Jobs Spreadsheet -
LISTING DATE: Meeting 15 December 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. Work is being scheduled by 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. Wardens to check if the sign has been repaired	CL
5	Norgetts lane	Resident	Bench along Norgettes need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred	SM
6	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCDC
7	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work	CL/SM
8	Replacement footpath at The Cross	JT	CL to seek advice from Highways Officer on repairing/replacing the footpath. ACTION: Clerk to meet with contractors to discuss scope and costs of work. Footpath to be re-tarmaced. Additional block paving to be installed from rear of war memorial to footpath.	CL
9	Dolphin Lane / Station Road verge	KR	Requires cutting back. Quotes received. Work to be ordered	CL
10	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. BT has confirmed they will carry out necessary repairs	Maintenance Committee
11	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.	JH
12	pavilion	Wardens	Post behind pavilion needs repair	Wardens
13	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported. CCC confirm sign to be replaced 2023/24	SM
14	Littlehands	GC	Wooden paneling on cricket store side of littlehands requires maintenance. Wardens to re-paint	Wardens
15	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. Office to chase	CL
16	Gullies - various	Various	Overflowing with recent heavy rains. District Cllrs met with Highways Officer. County is aware. Clearance will not take place until leaf fall is finished.	CL
17	Vicarage Close	Residents	Reports that road sweeper attended w/c 17/10 but did not sweep the road properly. Road is currently covered with leaves. SM has reported to SCDC. Next Zone 3 visit between 21/11 - 4/12.	SM
18	Wardens Workshop	Wardens	Heater is not working. SM to report to electrician that carried out the installation. Reinspection to be arranged with wardens in attendance.	SM
19	Tree Back Lane	Resident	Tree reported to look at risk of falling. SK to inspect. SK identified that tree is on PBH Engineering land. SK spoke to them and they will sort.	SK
20	Graffiti on brick work - l/h side of pavilion	Resident	Wardens to clean off	Wardens
21	rear of 65 Orchard Road, Maple Way/ Orchard Road Pavement	GA	considerable leaf fall which is making pavements slippery. SCDC to be in the village 21/11-4/12. Request to be made for leaf clearance	SCDC
22	Village car park	SK	Brambles growing over fence to the rear of car park. Wardens to cut back	Wardens
23	Worcester Way	Resident	Report that trees in the woodland are overhanging properties. SP has inspected and sent photos. Branches are overhanging but no obstruction. Residents advised that they are entitled to cut overhang back if they wish.	CL
24	New Rec	Resident	Orchard sign off its post. Wardens to inspect and report back on any damage	Wardens