

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 19 January 2023 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

In attendance: Sophie Marriage (Acting Parish Clerk), Steve Pitman (Warden), Maureen Brierley and Les Brierley (RMRG)

MA146/22 To receive and approve apologies for absence

It was noted that apologies were received from Chris Selway, Chair of the Allotment Association.

MA147/22 To receive any Declarations of Interest and Dispensations

None were received.

MA148/22 To approve the minutes of the Maintenance Committee Meeting held on 15 December 2022

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 15 December 2022 as an accurate record.

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

MA149/22 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.

MA150/22 Finance Matters:

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

Reported was received. It was noted that the 62% of the overall budget has been spent and the committee is 75% of the way through the financial year.

MA151/22 Conservation Matters:

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

The report was noted.

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

It was noted that the group had to cancel their working party on the 14th January due to adverse weather conditions. The river Mel levels are high and at the same point as in 2011. The Wild Trout Trust will be carrying out work on 6th and 7th February and need access to the gate.

ACTION: Cllr Clark to open the gate on the 6th and 7th February. Acting Clerk to confirm timings.

- c) To receive any other updates and consider actions

None were received.

MA152/22 Allotment Matters:

- b) To receive any updates and consider actions

None were received.

MA153/22 Stockbridge Meadows:

- a) To receive an update on management plan

It was noted that building from the original management plan to create a new plan would be appropriate. MB offered to assist in the creation of the plan.

ACTION: Cllr Travis to meet with MB to discuss in more detail.

- b) To consider quotations for preliminary trench digging

MB and LB met with the contractor to discuss requirements for the trench. The Chair clarified that this work is required to identify if the area is suitable for the pond project with FWAG. It was noted that the trench would need to be monitored for a year and the RMRG are happy to carry out the monitoring.

It was RESOLVED to approve the quote from Herts and Cambs Ground Maintenance to install a preliminary trench for £240+VAT.

Signed..... Date:

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

- c) To receive any other updates and consider actions

It was noted that ferreting at Stockbridge has resulted in approximately 40 rabbits being caught.

[Maureen and Les Brierley left the meeting]

MA154/22 Governance Matters:

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

The report was noted.

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

A high number of reports of fly tipping were noted. A member of the council noted that County Council household recycling centres have resumed collections of soft furnishings.

- c) To receive any other updates and consider actions

None were received.

MA155/22 Cemetery Matters:

- a) To receive any other updates and consider actions

It was noted that the wardens are working to restore a few sunken graves in the cemeteries. An extra cut is required in Orchard Cemetery. ACTION: Acting Parish Clerk to discuss with contractor.

MA156/22 Village Maintenance Matters:

- a) To consider a quotation to repair the oak rail fencing outside Leeches

It was RESOLVED to approve the quotation of £60+VAT from Universal Fencing to repair the damaged rail.

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

- b) To receive an update on the installation of cycle racks

There were some concerns relating to blocking the "dogs on leads" sign at the Stockbridge meadows location. ACTION: Wardens to move sign to a more visible location.

It was RESOLVED to approve the proposed locations at the Moor and at Stockbridge Meadows. Proposed Cllr Clark, seconded Cllr Barley. All in favour.

- c) To consider a request to purchase a grit spreader

It was noted that the Wardens currently grit the car park and near the bus stop and the grit spreader would make this job easier. The grit works best when tread in by high footfall. A specific scope needs to be defined so that areas with high footfall and are high risk can benefit. ACTION: wardens to identify the most appropriate model. ACTION: Acting Parish Clerk to produce a scope of where the grit will be used.

It was RESOLVED To approve spend of up to £170 + VAT to purchase a grit spreader. Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

- d) To consider a request to contribute towards the cost of path clearance in the churchyard

It was noted that the Parish Council is responsible for the maintenance of the churchyard. It is interpreted that this does not include the clearing of snow and ice from paths and therefore the council would not be making a contribution toward the path clearance. ACTION: Acting Parish Clerk to respond to the request. Cllr Travis to review response before sending.

- e) To consider quotations for tree work in the churchyard

Item deferred because quotes had not been received.

- f) To consider quotations for war memorial path

It was noted that one quote did not include digging up the existing path. ACTION: Acting Parish Clerk to request that North Herts Surfacing's quote included digging up the existing path.

- g) To receive an update on the EVCP grants

It was noted that there are many factors to consider and to be investigate prior to making a decision. ACTION: Futures Working Party to investigate.

- h) To receive an update on replacing bins in the village

The update was noted. ACTION: Acting Parish Clerk to obtain quotes for bin replacement in the new financial year.

- i) To receive any other updates and consider actions

None were received.

MA157/22 Pavilion Matters:

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

It was noted that a response for Littlehands is awaited and a possibility of installing a separate phone line into the building could be explored.

ACTION: Acting Parish Clerk to obtain a quote from BT to install a phone line in Littlehands and a separate quote to install a phone line in the pavilion.

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

It was RESOLVED to approve the quote from JHE to install a replacement extractor fan for £145+VAT.

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

ACTION: Acting Parish Clerk to obtain a second quote to refurbish the ceiling.

- c) To note findings from the visit from the fire service

The findings were noted.

- d) To consider a quotation to service the fire extinguishers

It was noted that the previous company who were awarded this work could not carry out the service.

It was RESOLVED to approve the quotation from Newflame for up to £100+VAT to service the fire extinguishers.

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

- e) To consider a quotation to reset the heating

It was RESOLVED to approve the quotation from Shelford Heating for up to £300+VAT to reset the heating.

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

ACTION: Warden to move key box to outside the boiler room so that the boiler controls can be locked away. Locking this room is also consistent with Fire Service recommendations.

- f) To receive any other updaters and consider actions

MA158/22 Littlehands Matters:

- a) To consider a quotation to relocate exterior cable and make good the wall.

It was RESOLVED to recommend the quotation from Barley Property Maintenance for £225.00+VAT to relocate exterior cable and make good the wall to full council for approval.

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

- b) To consider quotations for the remedial works to the drains

Two companies had produced quotes based on the same report. It was noted that the fall on the drains is the main issue and therefore the drains need relaying. ACTION: Acting Parish Clerk to request that Lanes produce a revised quote to relay drains to correct the fall.

It was RESOLVED to assign this item for consideration and decision by Full Council once comparable quotes have been obtained.

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

- c) To receive any updates and consider actions

It was noted that the grass area of the carpark is muddy and large grooves are forming. Resurfacing the carpark may need to be considered as a future project.

ACTION:

- Acting Parish Clerk to obtain quote to install hard core in the affected area
- Wardens to rope off the area until hard core is put in place

MA159/22 Policies and Risk Assessments

- a) To consider any updates and consider actions
None were received.

MA160/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions
It was noted that the consultation ended on 31 December and the findings will be collated.

MA161/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 19 January 2023

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	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
2	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. Highways have scheduled the work to be carried out soon	CL/SM
3	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
4	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	SCDC
5	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. Highways to order work. Waiting to receive confirmation from Highways' Finance department	CL/SM
6	Dolphin Lane / Station Road verge	KR	Requires cutting back. Quotes received. Work to be ordered	CL
7	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
8	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
9	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

Signed..... Date:

10	Littlehands	GC	Wooden paneling on cricket store side of littlehands requires maintenance. Wardens to re-paint. Work ongoing	Wardens
11	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. Office to chase. Work to be carried out soon	CL
12	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
13	Bottom of The Moor (High Street end)	Resident	Damaged signs. Lamp post damaged. MVC sign to be replaced. Office to report to Highways. Library sign to be relocated to High Street. Office to seek permission. Signs on the corner of The Moor replaced. Awaiting information regarding relocation of library sign.	CL/SM
14	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA. Reported to EA.	CL
15	Pavilion	SM/Fire Service	Small hole in ceiling of boiler room. Fire service advise that hole is sealed up with fire retardant foam to reduce risk of fire service through the loft. ACTION: Wardens to fill hole, once contractor has identified the cause.	wardens
16	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report. Reported.	SCDC
17	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo	SCDC
18	The Moor, near allotments	wardens	large pothole. ACTION : SM to report to CCC. CCC to repair in next 12 weeks.	CCC
19	Hinkins Close	Resident	Tree dropping leaves and causing path to be slippery. Branches are also low. ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.	SCDC
20	New Rec	Contractor	Numberous reports of dog fouling on the New Rec. ACTION: Parish Office to post on social media	SM
21	New Rec	Contractor	Increase in rabbit activity near the bowls club and basketball court. ACTION: SM to request ferreting is carried out in this area. Ferreting due to be carried out.	SM
22	New Road outside Pryors Orchard	Litter Picker	Drain is breaking up and sinking causing a dip in the road. ACTION: SM reported to CCC. CCC confirmed works with the next 12 weeks	CCC

MA162/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting
None were received.

MA163/22 To note date of next meeting: Thursday, 16 February 2023

It was noted that the date of the next meeting is 16th February 2023

Meeting closed at 11:08

Signed..... Date:

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

EDGE Code	Budgeted expenditure (included in Precept)	Budget 2022/23 £	Actual to date (31/12/22) £	Committed £	Balance £	Notes
	<u>Conservation:</u>		Paid	Unpaid		
1000	Allotments - water (2 meters)	790	386	601	(197)	
1000	Allotments - plot clearance/maintenance	600			600	
1000	Allotments - unplanned e.g. asbestos removal	500	1,380		(880)	Asbestos removal; asbestos survey
1100	Conservation - Christmas tree and plants for tubs	300	362	77	(139)	Compost/begonias/tree/tree lights
1100	Conservation - tree survey	650	605		45	
1100	Conservation - tree works	4,850	4,106		744	Clearing woodland Worcester Way £1,106/83 High St £300/pollard silver maples £1,150/fallen branch £100/
1100	Conservation - emergency tree works	3,000			3,000	Holly tree £240/Ash Grove x 2 £750/Elm Way £335
1100	Conservation - tree planting	2,000	96		1,904	
1100	Conservation - unplanned	500	870	65	(435)	Replace Orchard Lectern panel/rabbits/waste bag clearance/littering signs
1100	Conservation - donation to fund tree planting	500			500	Donation - Not in precept but included as a reminder for spending on trees in 2022/23
1150	Stockbridge Meadows - path cutting and rolling	300			300	
1150	Stockbridge Meadows - unplanned	500	185		315	Sign
		13,990	7,990	743	5,257	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	330	110		220	
2000/1	Orchard Road - water	100	97		3	Inv for 2021/22 water not recd until 2022/23
2000/1	Orchard Road - unplanned (eg path cleaning)	400	1,600		(1,200)	Tree work following inspections (consider as part of conservation tree works budget)
2000/2	New Road - water	100	41	52	7	
2000/2	New Road - tree & hedge work, soil store, path edging	1,000	400		600	Soil store £400
2000/2	New Road - unplanned	500	7		493	
2000/2	New Road - headstone bases and installation	1,300			1,300	
		3,730	2,255	52	1,423	
	<u>Play Areas, Recreation Grounds & Pavilion</u>					
3000	Playground - ROSPA	220	123		98	
3000	Playground - play area maintenance, equipment repair/renewals	1,500	729		771	Agility trail pole repair
3000	Playground - tree work/edging	1,000	150		850	Lift crowns silver birch trees Moor Play Area
3000	Playground - unplanned	200		180	20	Signs
3200	Recreation Ground - electricity	370	116		254	
3200	Recreation Ground - pest treatment	650	115		535	
3200	Recreation Ground - unplanned	500	2,171	200	(1,871)	Additional work to goal mouths/pitches + signs + leaf clearance
3400	Pavilion - cleaning	1,000	578		422	
3400	Pavilion - electricity	2,400	766		1,634	
3400	Pavilion - water	100	41	99	(40)	
3400	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	600	321		279	Septic tank
3400	Pavilion - drain clean	300			300	
3400	Pavilion - legionella assessment	300	323		(23)	
3400	Pavilion - maintenance (PAT testing, boiler service, fire alarm service, security alarm)	400	23		378	
3400	Pavilion - unplanned repairs & renewals	1,000	1,539		(539)	Defib Instalation £620 & signage (approved MPC); replace TMV under sink; roof tile; clock motor (approved MPC)
3400	Pavilion - external redecoration (b/fwd from 2020/21 budget)	2,000	2,200		(200)	
		12,540	6,994	479	5,067	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	500	421	36	43	
4300/3	Wardens' equipment	500	289		211	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,400	1,166		234	Insurance £571; road tax £290
4900	Parish Clock - service	200	205		(5)	
4900	Parish Clock - repairs	200			200	
5000/9	Litter picking & warden cover	4,000	2,668	200	1,133	Includes sickness cover for wardens (£529)/continued warden cover/MVAS battery change (£580)
7100	Car park workshop - water	175	173		2	
7100	Car park workshop - electricity	2,700	533		2,167	
7100	Car park workshop - PAT testing	30	23		8	

7100	Car park - unplanned	500	465		35	Electrical works in workshop
		10,205	5,942	236	4,027	
	<u>Highways</u>					
8000	Highways - brown tourist info signs re Stockbridge Meadows (b/fwd from 2020/21 budget)	200	-		200	
		200	-	-	200	
	<u>Rental Property</u>					
9000	Rental Property - Littlehands annual drain cleaning	470	557		(87)	Inspection
9000	Rental Property - unplanned	1,000	1,457		(457)	Legionella assess/Downpipe/roof insp & repair/drains CCTV survey
9000	Rental Property - projects (window replacement)	4,000	3,625		375	
		5,470	5,639	-	(169)	
	Total Maintenance (excluding grounds maintenance contracts)	46,135	28,819	1,510	15,806	
	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	5,603		1,868	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	4,140		1,380	
1300	Public Open Space - extra cuts x 3	900			900	
1300	Public Open Space - additional work (leaf/hedge works etc)	1,250			1,250	
2100	Cemeteries (£405.83 x 12) + £1,000 for extra hedge work in new contract	4,870	3,652		1,218	
2100	Cemeteries - extra cuts (£360 x 3)	1,080			1,080	
3200	Recreation Grounds (£755 per month)	9,060	6,795		2,265	
3200	Recreation Grounds - extra cuts (£130 x 4)	520			520	
		31,870	20,190	-	11,680	

Monthly water situation report: East Anglia

1 Summary - December 2022

December began dry, with cold, settled conditions dominating for the first half of the month. The second half of the month saw a return to wetter conditions with a succession of frontal systems and associated rainfall moving in from the Atlantic. By the end of the month rainfall totals were close to average across the Area.

1.1 Rainfall

December rainfall was in the normal range across East Anglia. Following on from a generally wet autumn, the three-month rainfall is now above normal or notably high, apart from in north and west Norfolk, where it was in the normal range. The twelve-month totals are still showing the effects of the exceptionally dry spring and summer.

1.2 Soil moisture deficit and recharge

Soil moisture deficits have continued to decline through December. Much of the Area now has saturated soils and recharge is well-established. The exception is in west Norfolk, where the soil moisture deficit has perpetuated longer into the winter than elsewhere.

1.3 River flows

Rivers receded to baseflows during the dry weather of the first half of the month, but most have responded to the subsequent rainfall. At this time of year, the category that most river flow records occupy is a reflection of recent rainfall, or its absence, rather than an indicator of long-term status.

1.4 Groundwater levels

Groundwater levels are recovering at most boreholes in this report, where December dips or telemetered measurements are available. Some sites in Norfolk are yet to see sustained recovery in groundwater levels, reflecting the lower rainfall and the persistence of a soil moisture deficit.

1.5 Reservoir stocks

All reservoirs showed at least some recovery in storage during December. Levels in all reservoirs are currently lower than they are in most years on this date, reflecting the higher demands during summer and the reduced abstraction at intakes then. However, flows at all intakes ended December in the normal range or higher.

1.6 Environmental impact

Flows are not currently expected to be a cause of environmental issues.

1.7 Forward Look

.1.7.1 Probabilistic ensemble projections for river flows at key sites

There is no clear and unambiguous signal for either drier or wetter conditions than normal in the ensemble projections for river flows. There is perhaps a signal though that flows in March and June are less likely to be either exceptionally high or exceptionally low than in the long-term record.

.1.7.2 Probabilistic ensemble projections for groundwater levels in key aquifers

The groundwater projections show an increased probability of normal groundwater levels in the coming months at most boreholes. Kenninghall and Bircham Newton are exceptions, and at these sites the probability of below normal or notably low levels is elevated to a surprisingly high likelihood.

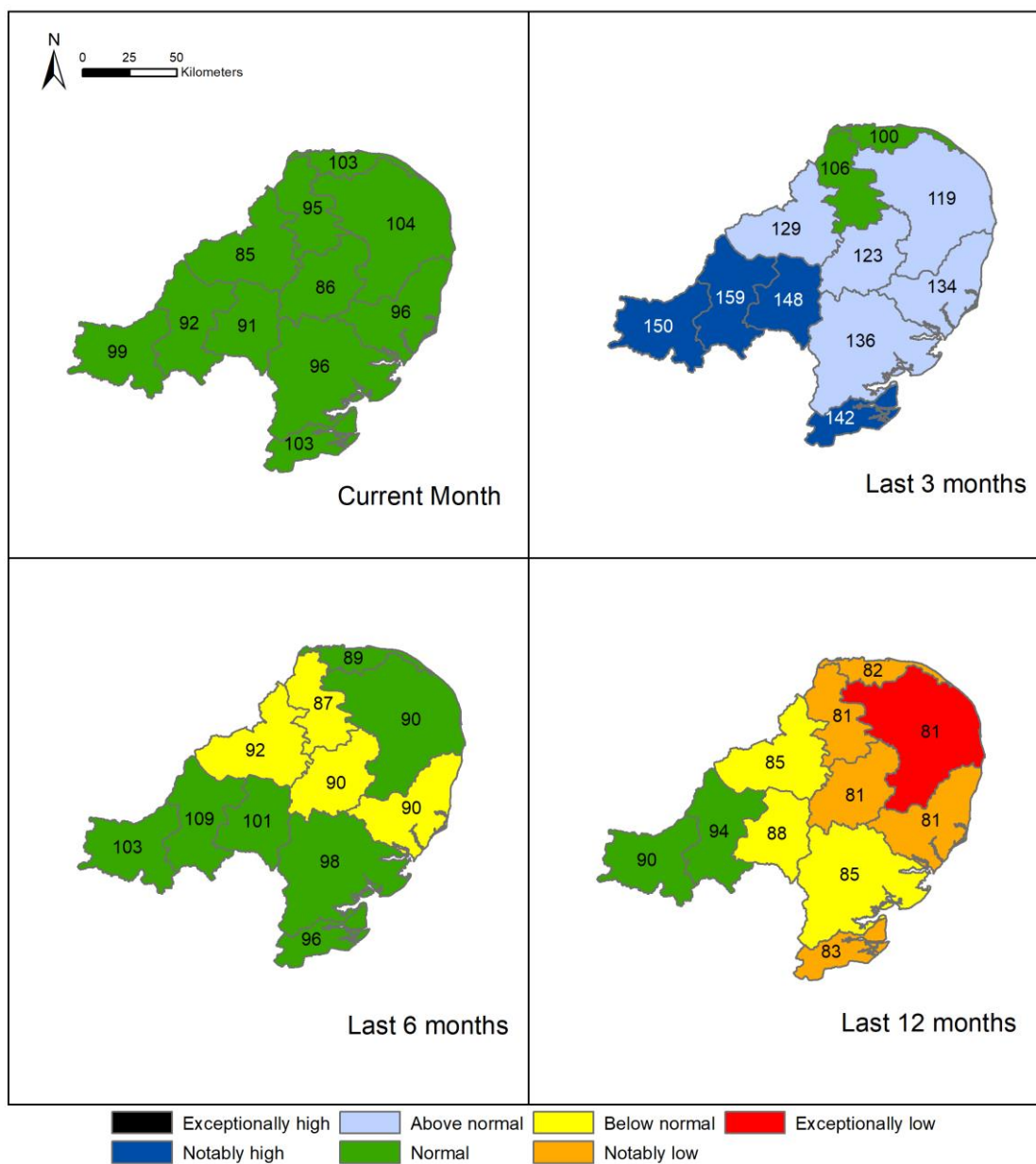
Author: Hydrology & Operations, ANG-Hydrology@environment-agency.gov.uk

Contact Details: 03708 506 506

2 Rainfall

2.1 Rainfall map

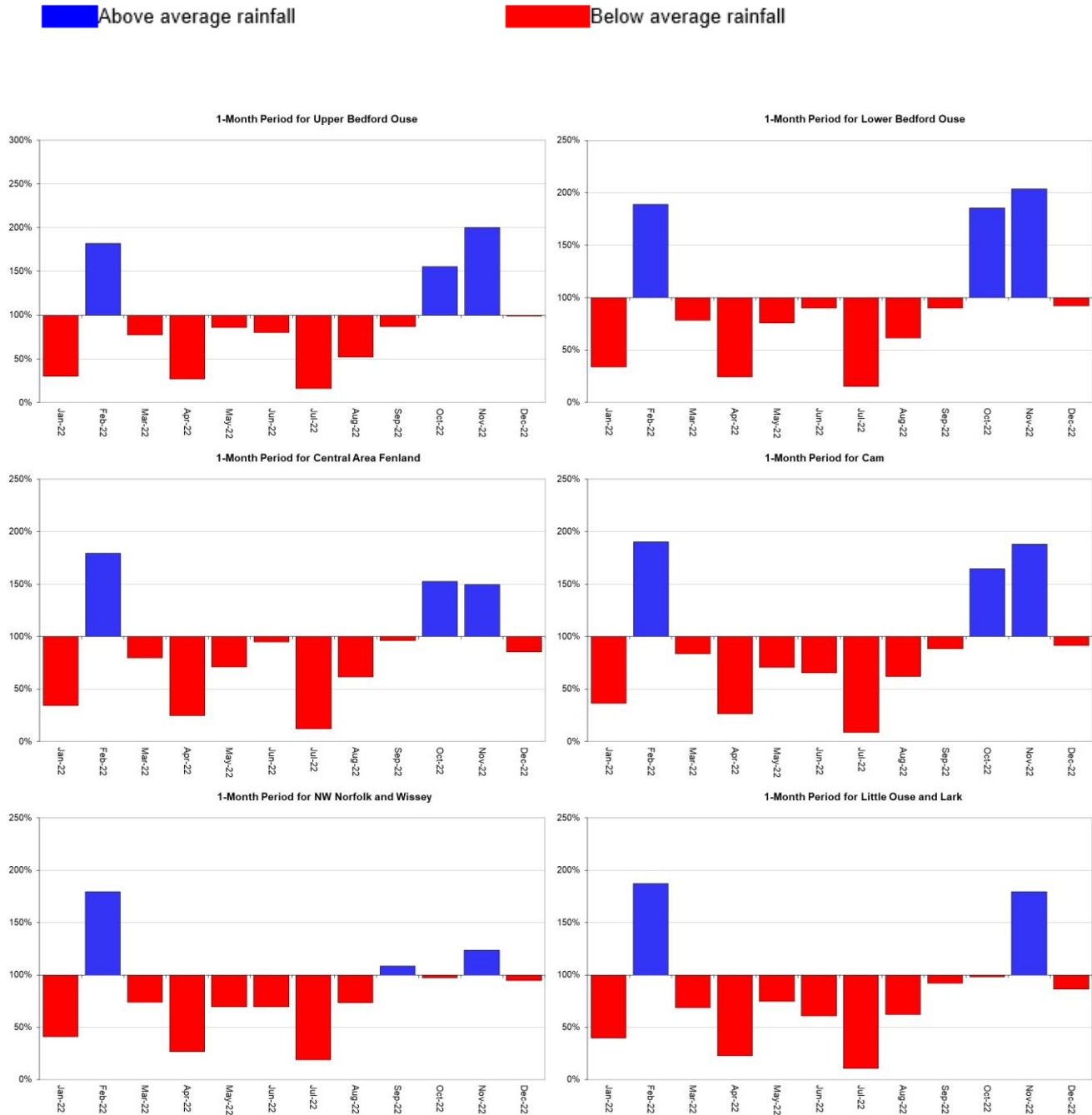
Figure 2.1: Total rainfall for hydrological areas for the current month (up to 31 December 2022), the last 3 months, the last 6 months, and the last 12 months, classed relative to an analysis of respective historic totals. Table available in the appendices with detailed information.

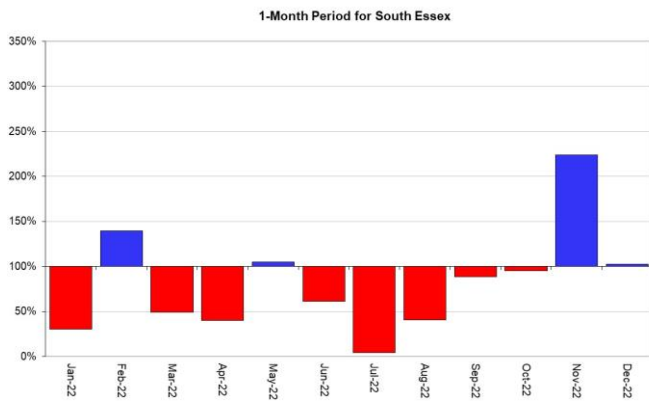
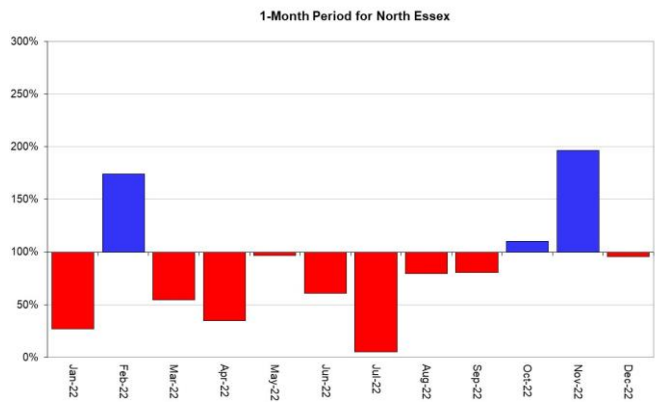
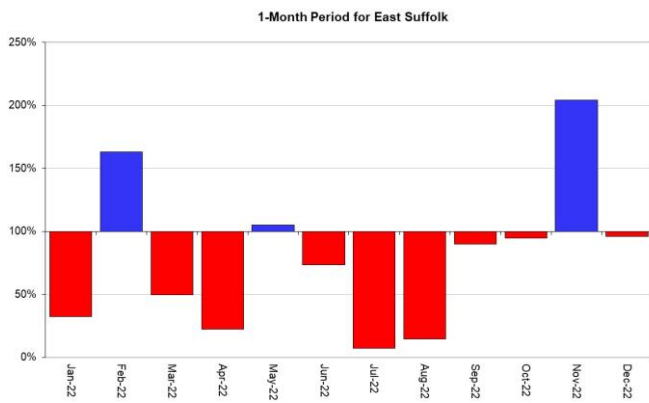
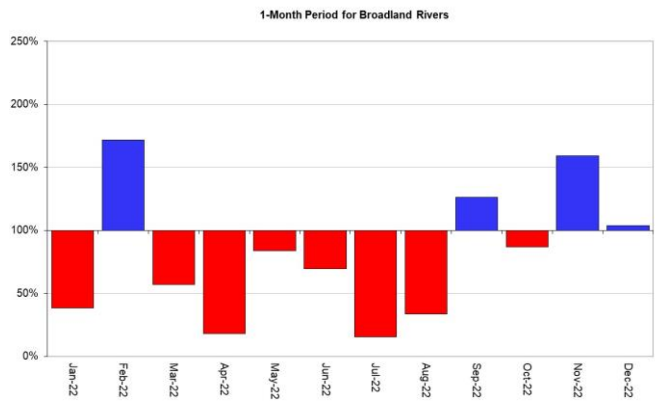
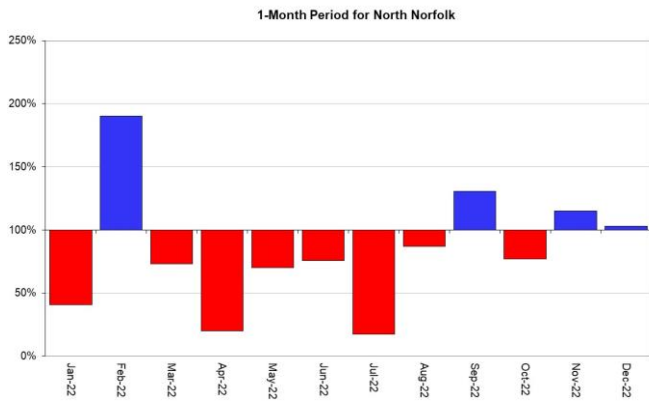


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2023). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

2.2 Rainfall charts

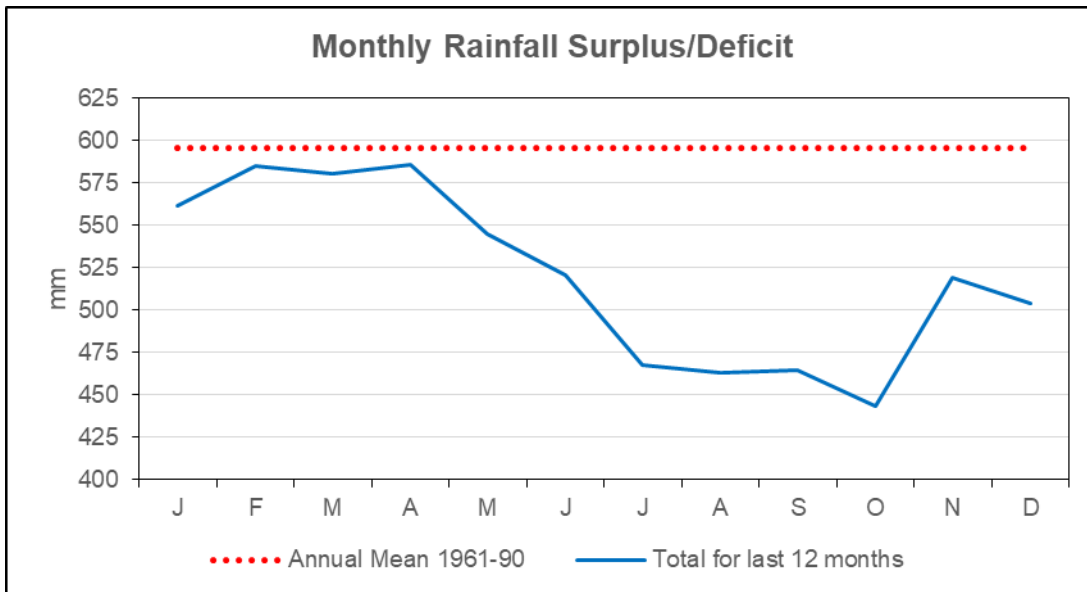
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1961 to 1990 long term average for each region and for England.





HadUK rainfall data. (Source: Met Office. Crown copyright, 2023).

2.3 Monthly Rainfall Surplus Deficit Chart

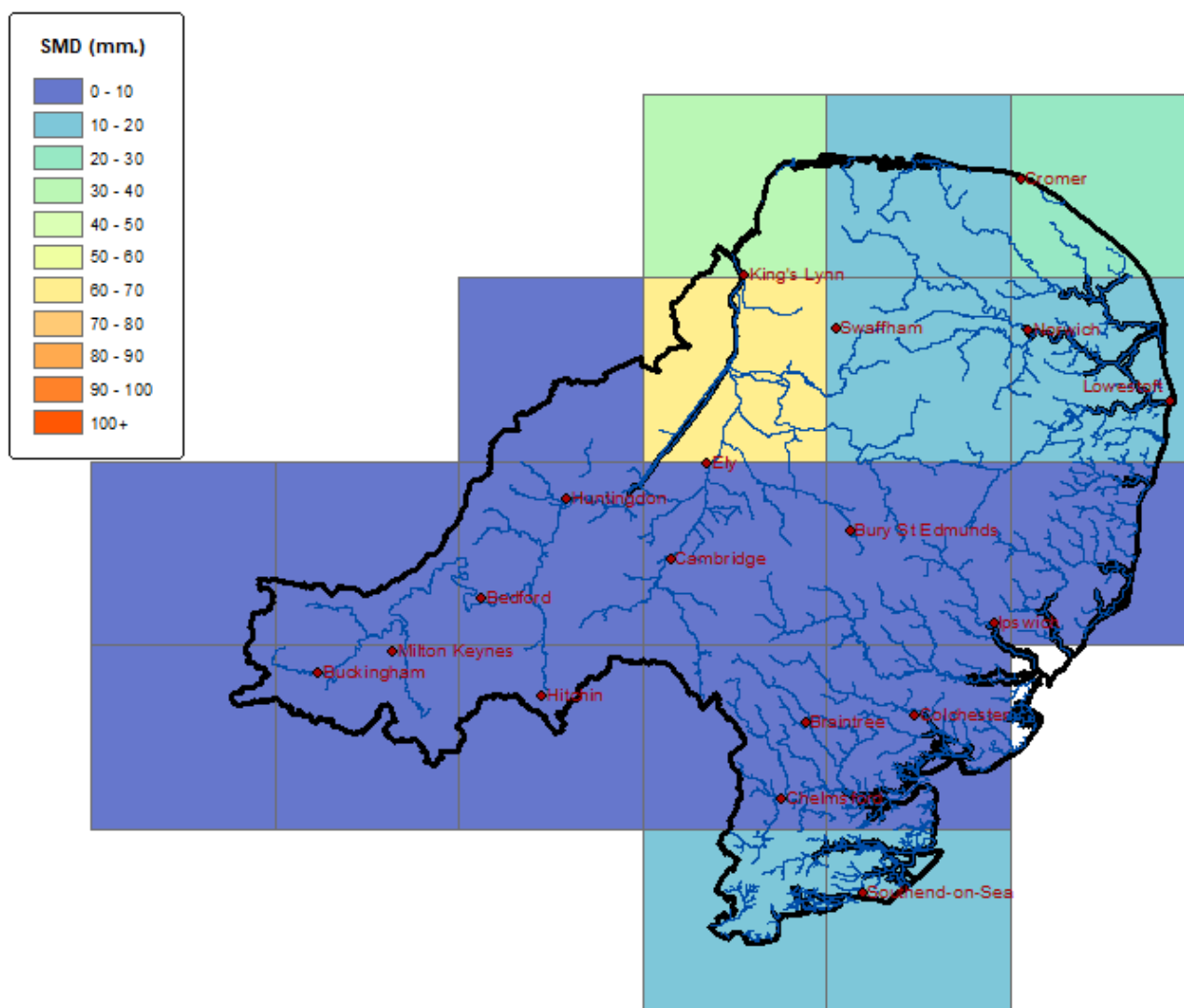


HadUK rainfall data. (Source: Met Office. Crown copyright, 2023).

3 Soil moisture deficit

3.1 Soil moisture deficit map

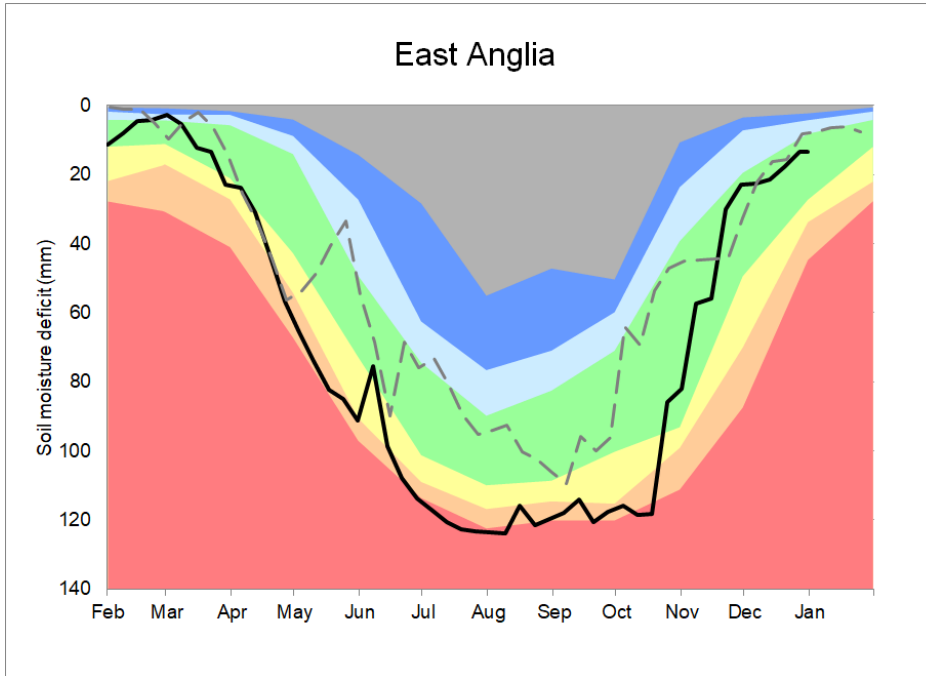
Figure 3.1: Soil moisture deficits for the 31 December 2022. Data based on the MORECS data for real land use.



(Source: Met Office. Crown copyright, 2023). All rights reserved. Environment Agency, 100024198, 2023.

3.2 Soil moisture deficit charts

Figure 3.2: Latest soil moisture deficit compared to an analysis of historic 1961 to 1990 long term data set. Weekly MORECS data for real land use.

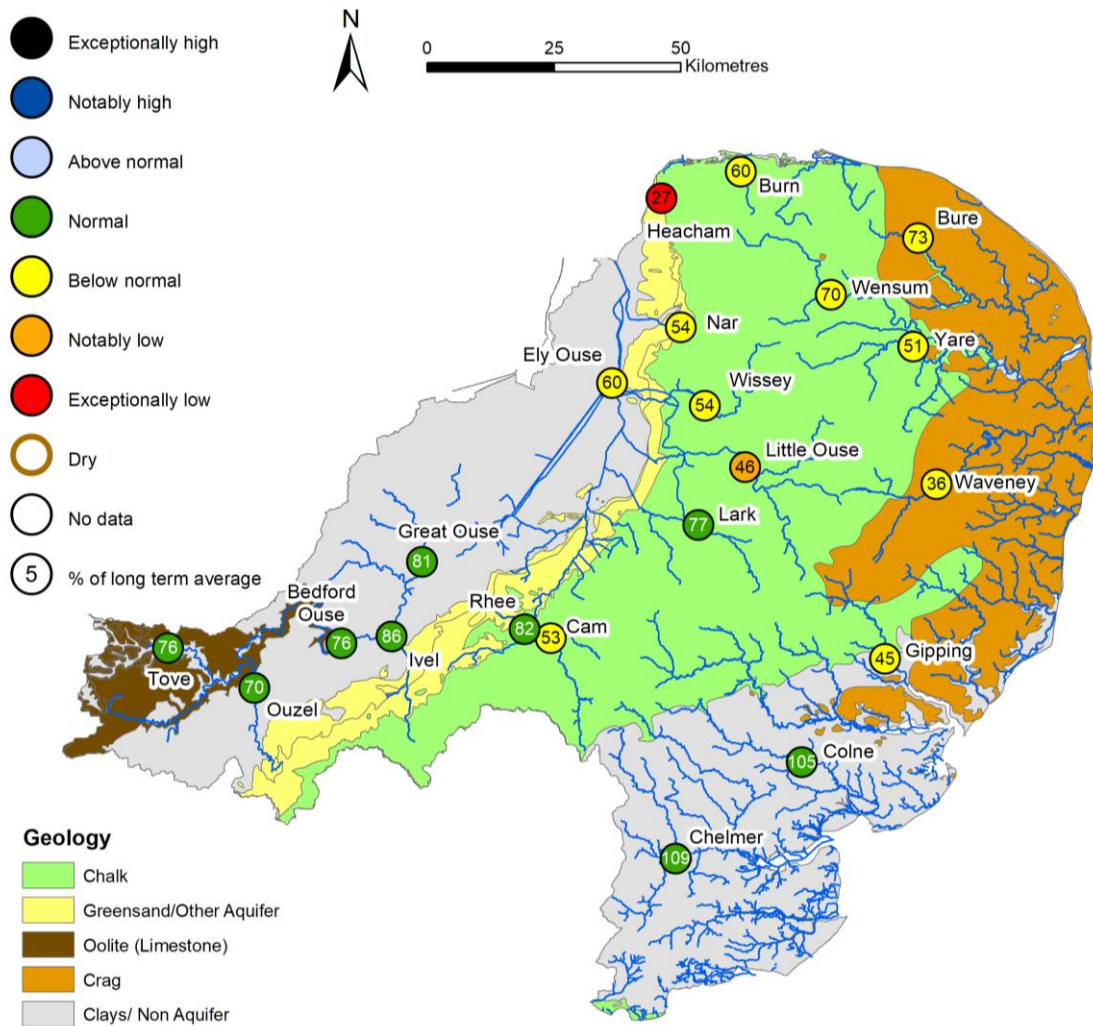


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4 River flows

4.1 River flows map

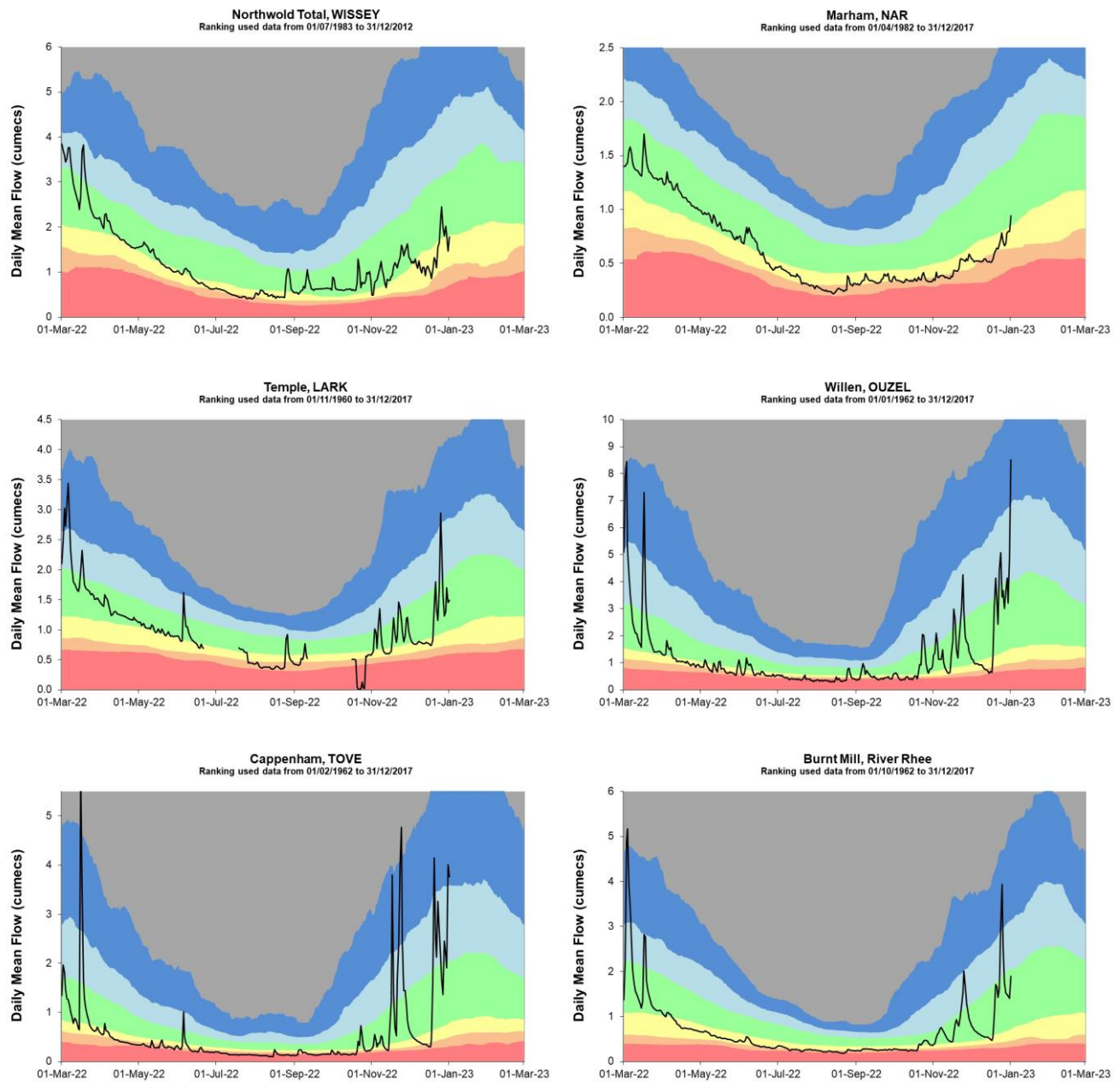
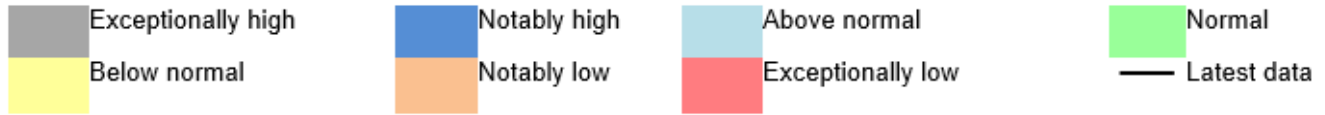
Figure 4.1: Monthly mean river flow for indicator sites for December 2022, expressed as a percentage of the respective long term average and classed relative to an analysis of historic December monthly means Table available in the appendices with detailed information.

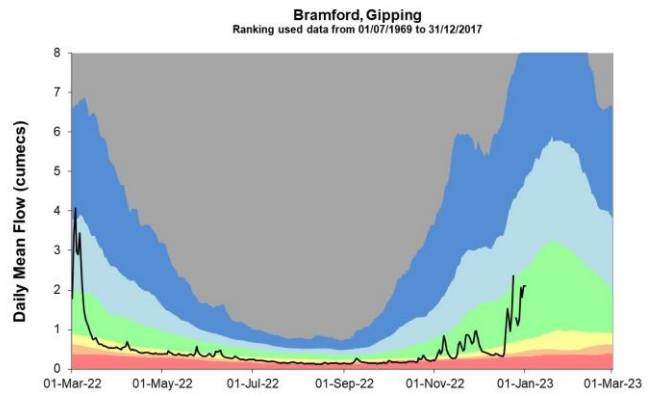
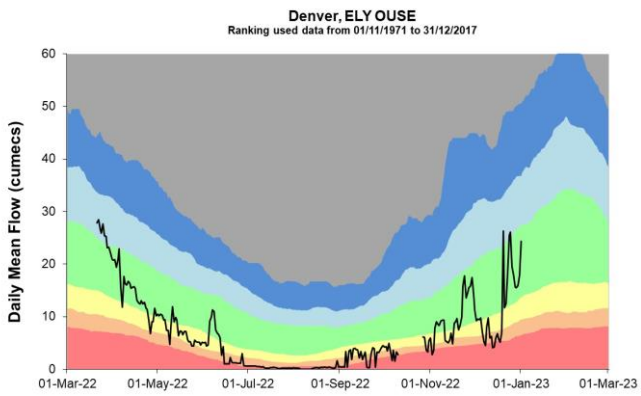
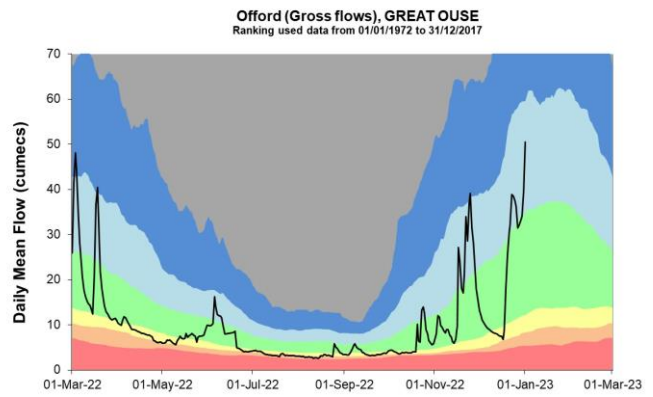
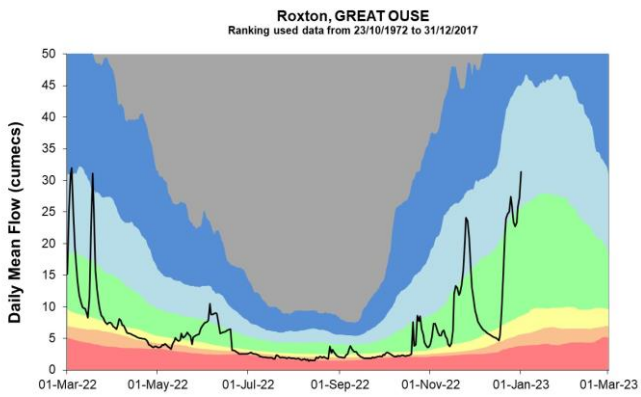
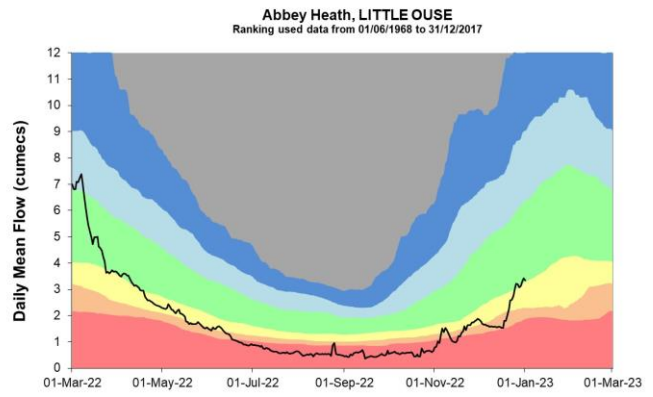
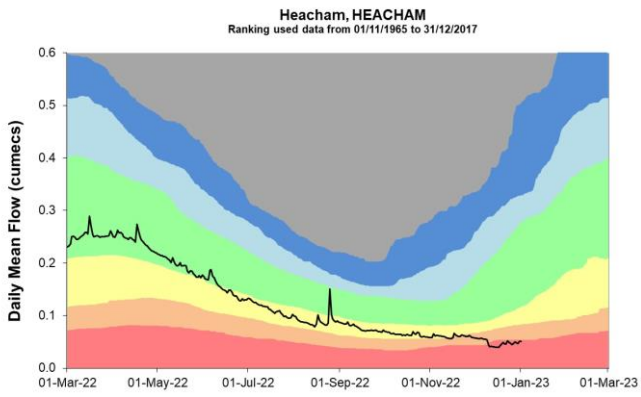
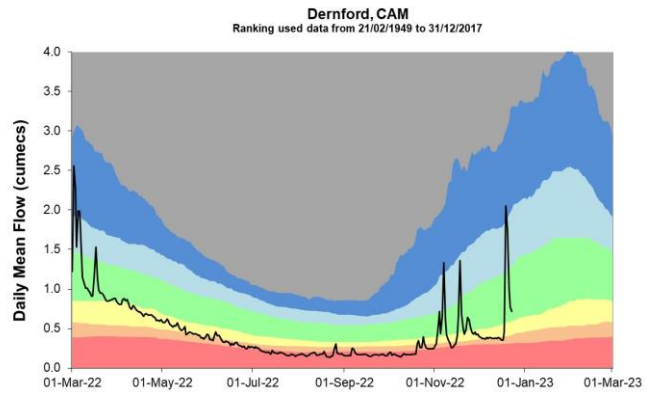
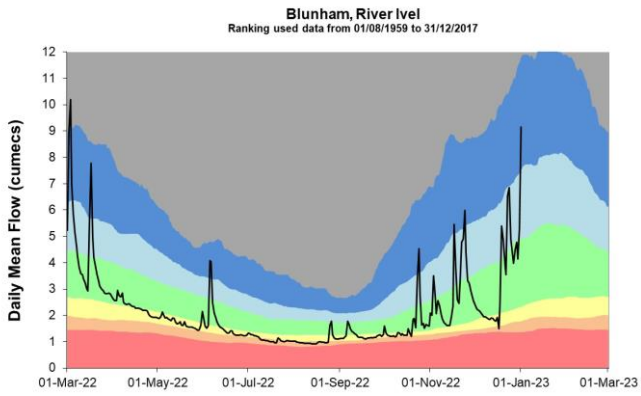


(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

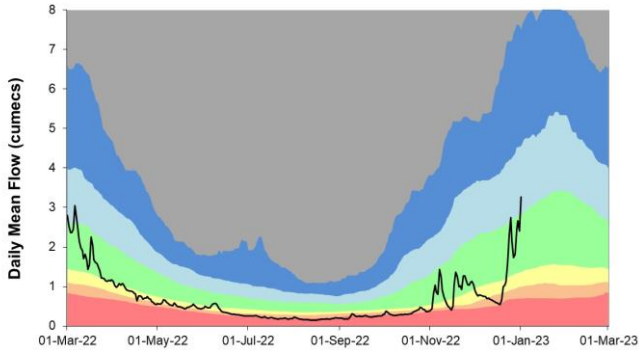
4.2 River flow charts

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

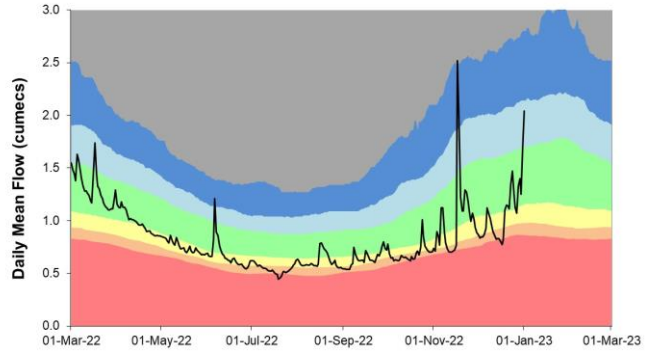




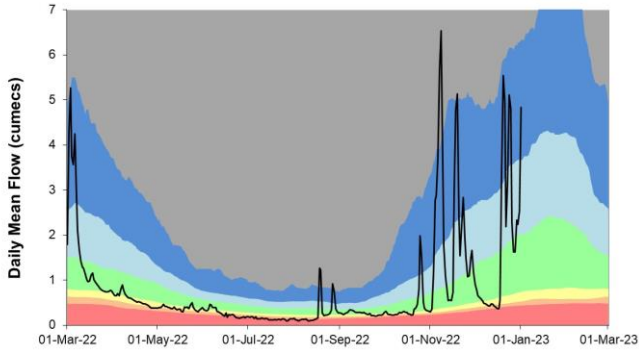
COLNEY, River Yare
Ranking used data from 01/01/1970 to 31/12/2017



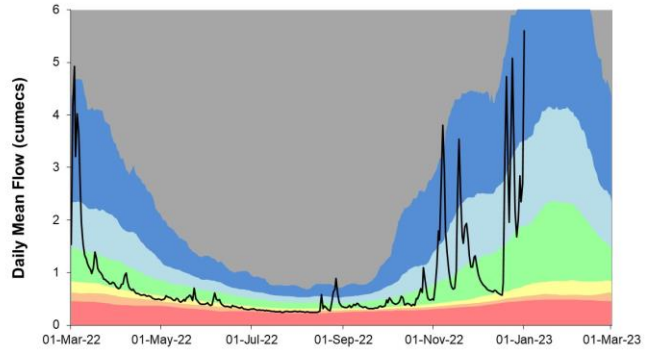
Ingworth, Bure
Ranking used data from 01/06/1959 to 31/12/2017



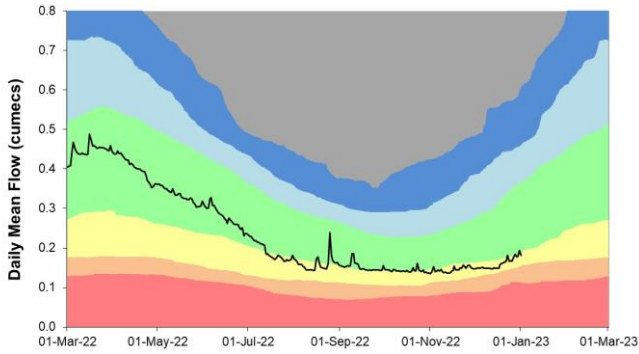
Lexden, Colne
Ranking used data from 01/10/1959 to 31/12/2017



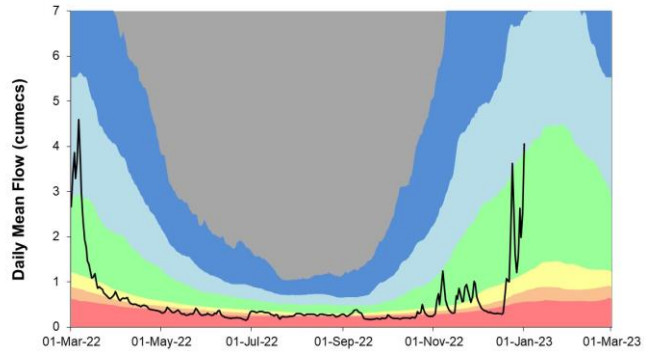
SPRINGFIELD, River Chelmer
Ranking used data from 01/01/1970 to 31/12/2017



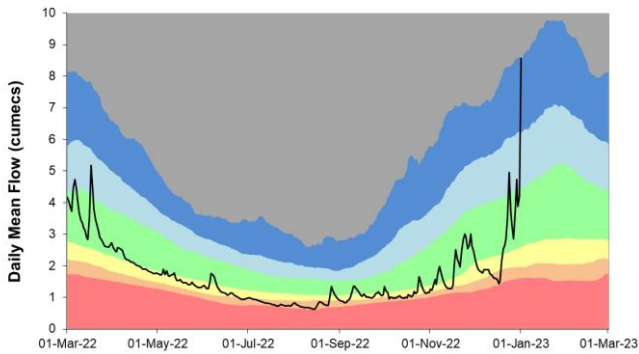
BURNHAM OVERY TOWN, River Burn
Ranking used data from 01/01/1970 to 31/12/2017



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

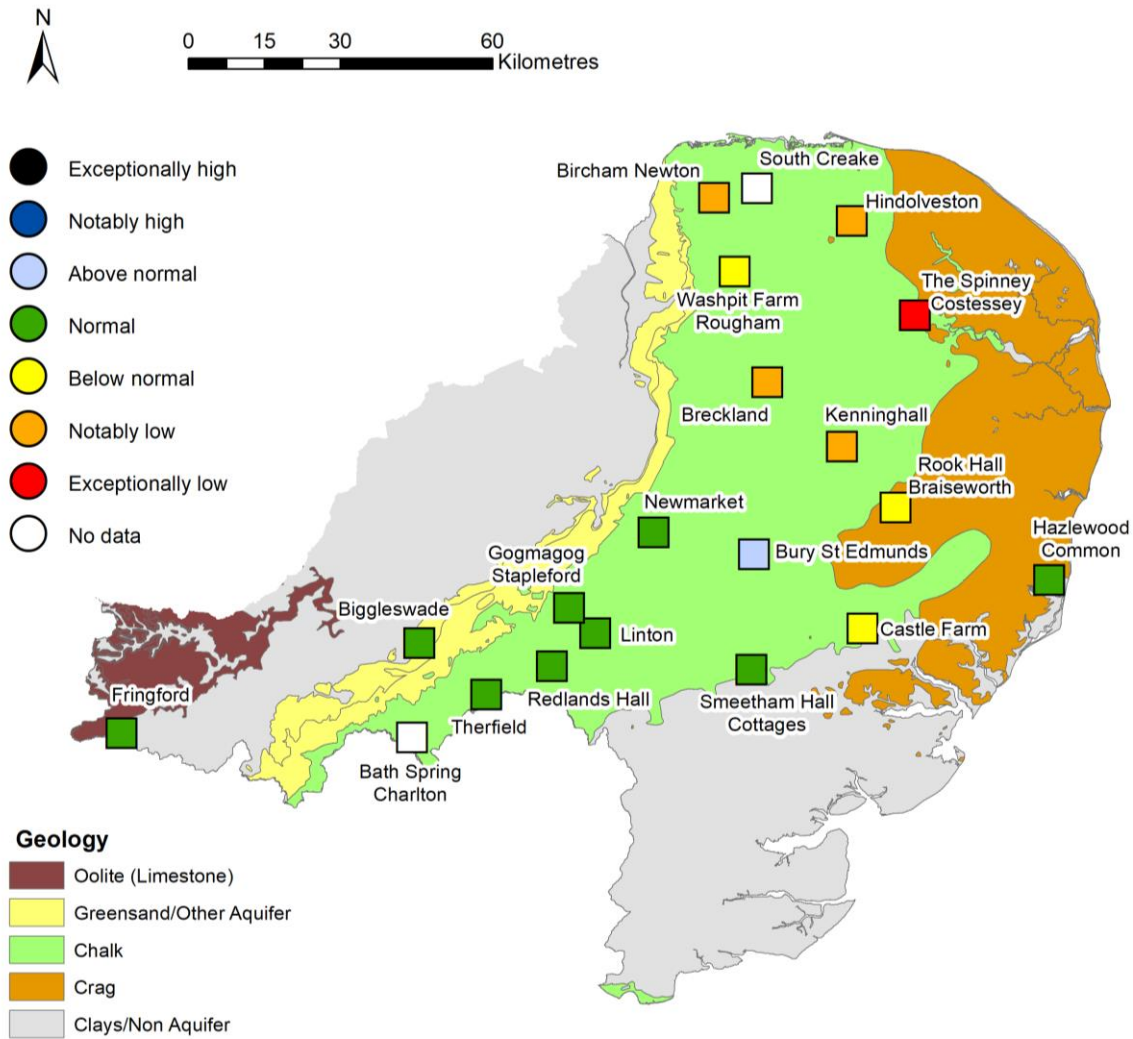


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

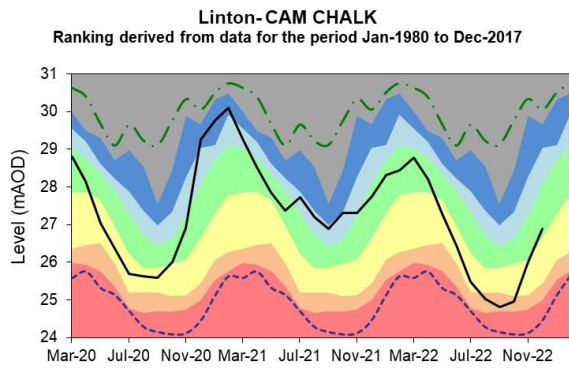
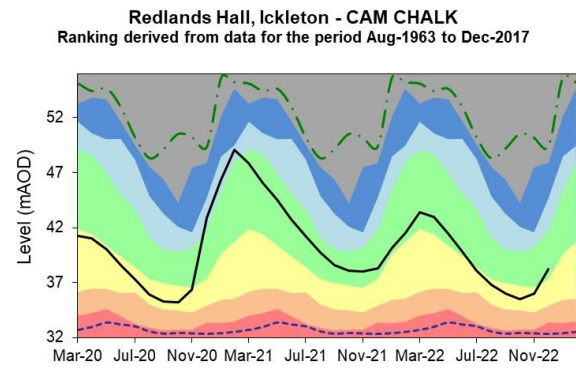
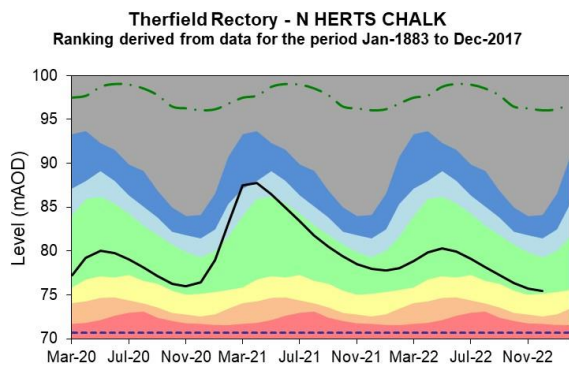
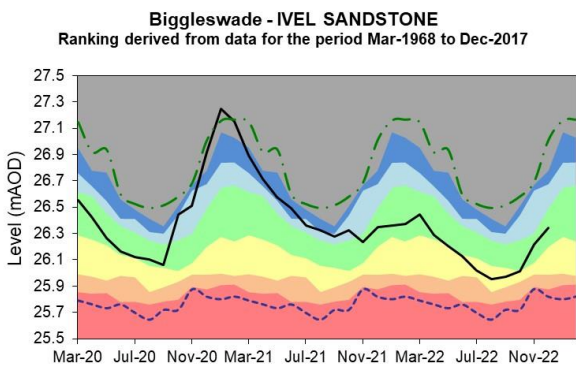
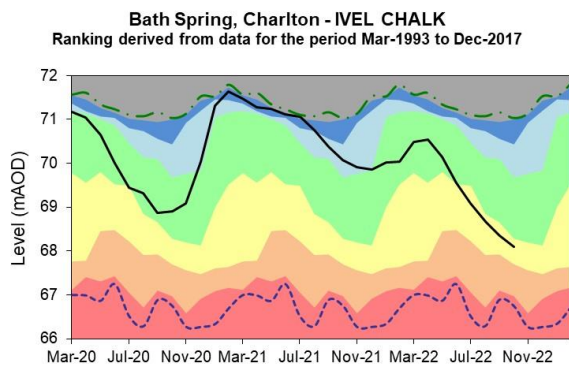
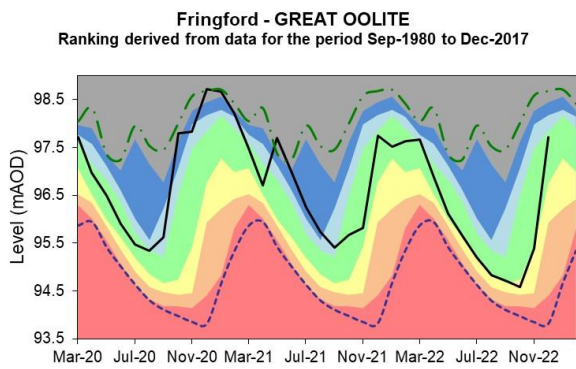
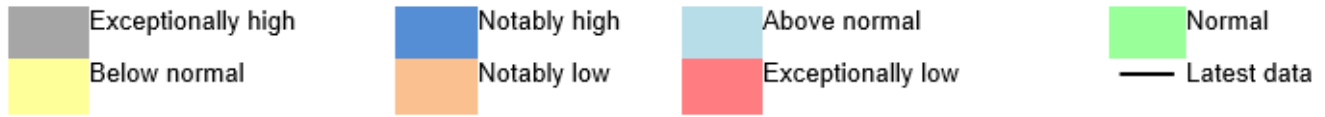
Figure 5.1: Groundwater levels for indicator sites at the end of December 2022, classed relative to an analysis of respective historic December levels. Table available in the appendices with detailed information.



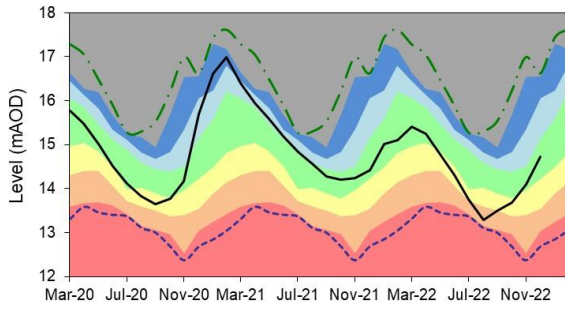
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

5.2 Groundwater level charts

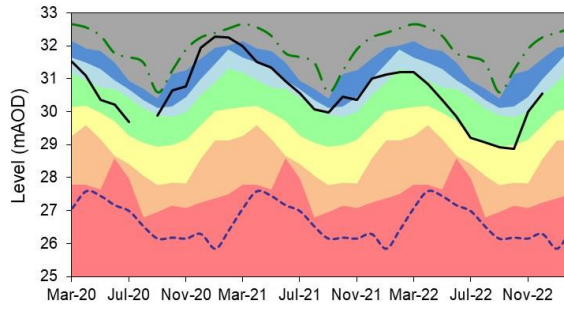
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



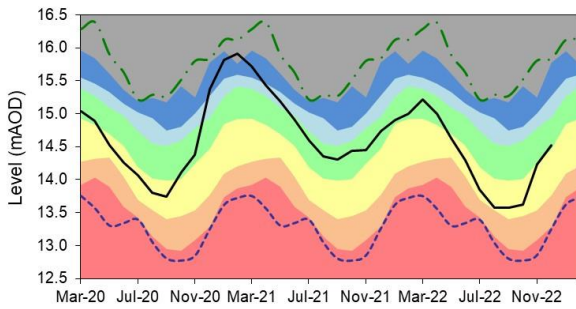
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



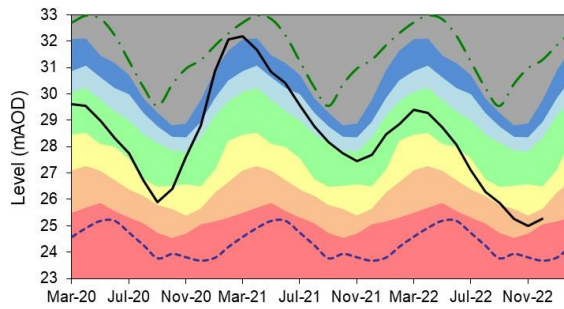
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017



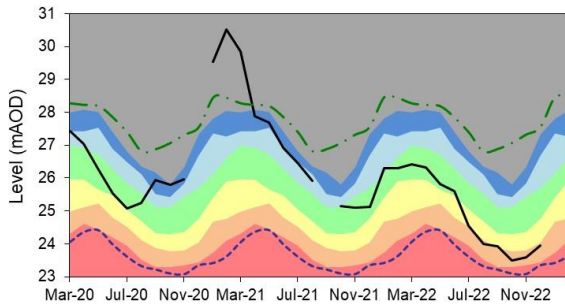
Newmarket - SNAIL CHALK
Ranking derived from data for the period Feb-1983 to Dec-2017



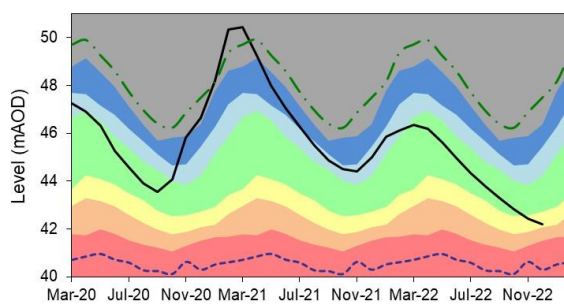
Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017



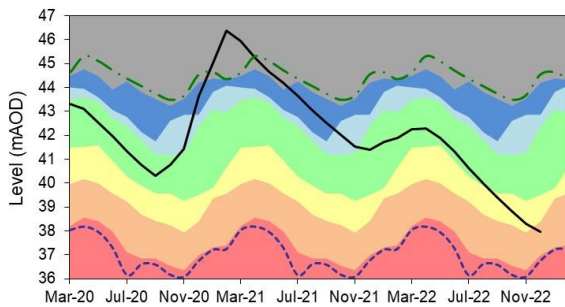
Breckland - WISSEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



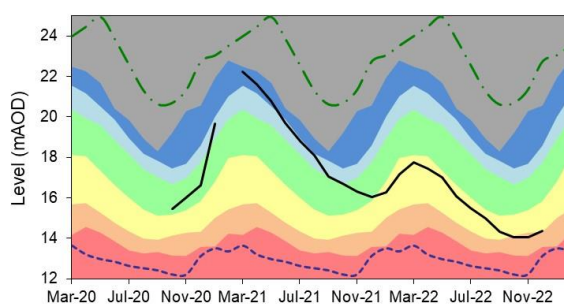
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



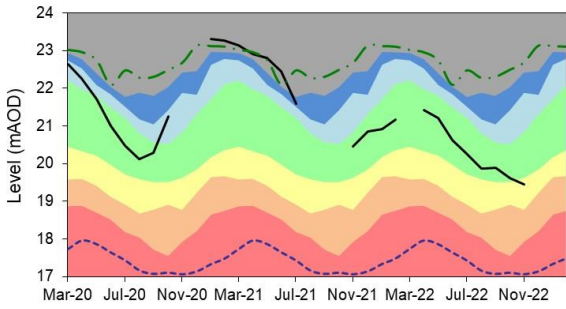
Bircham Newton-NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



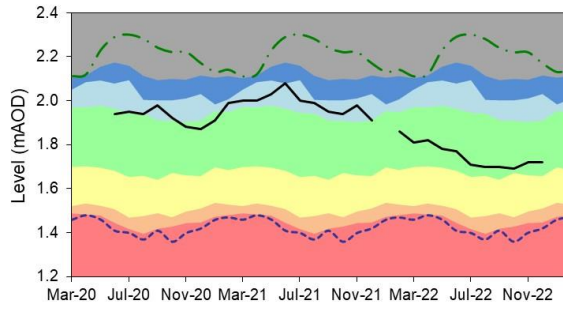
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



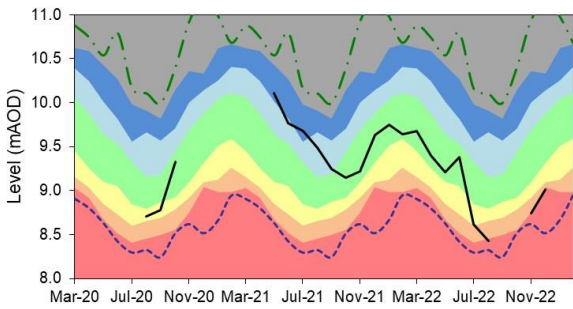
Old Primary School, South Creake, NORFOLK CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



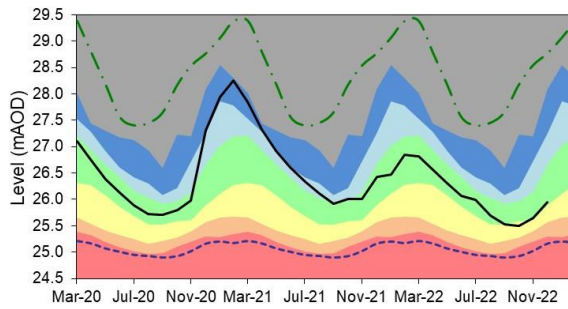
Hazlewood Common - SUFFOLK CRAG
 Ranking derived from data for the period Oct-1988 to Feb-2020



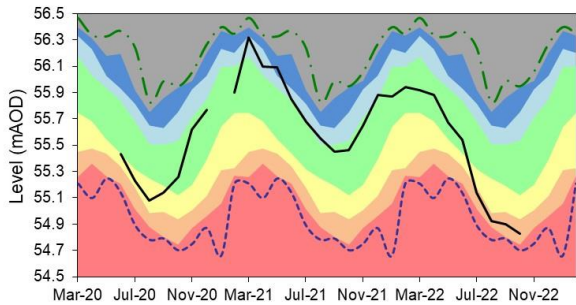
The Spinney, Costessey- WENSUM CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



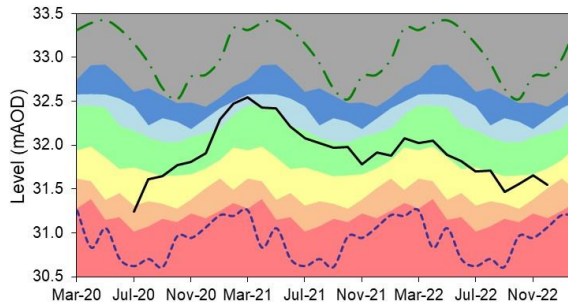
Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking derived from data for the period Jan-1964 to Dec-2017



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

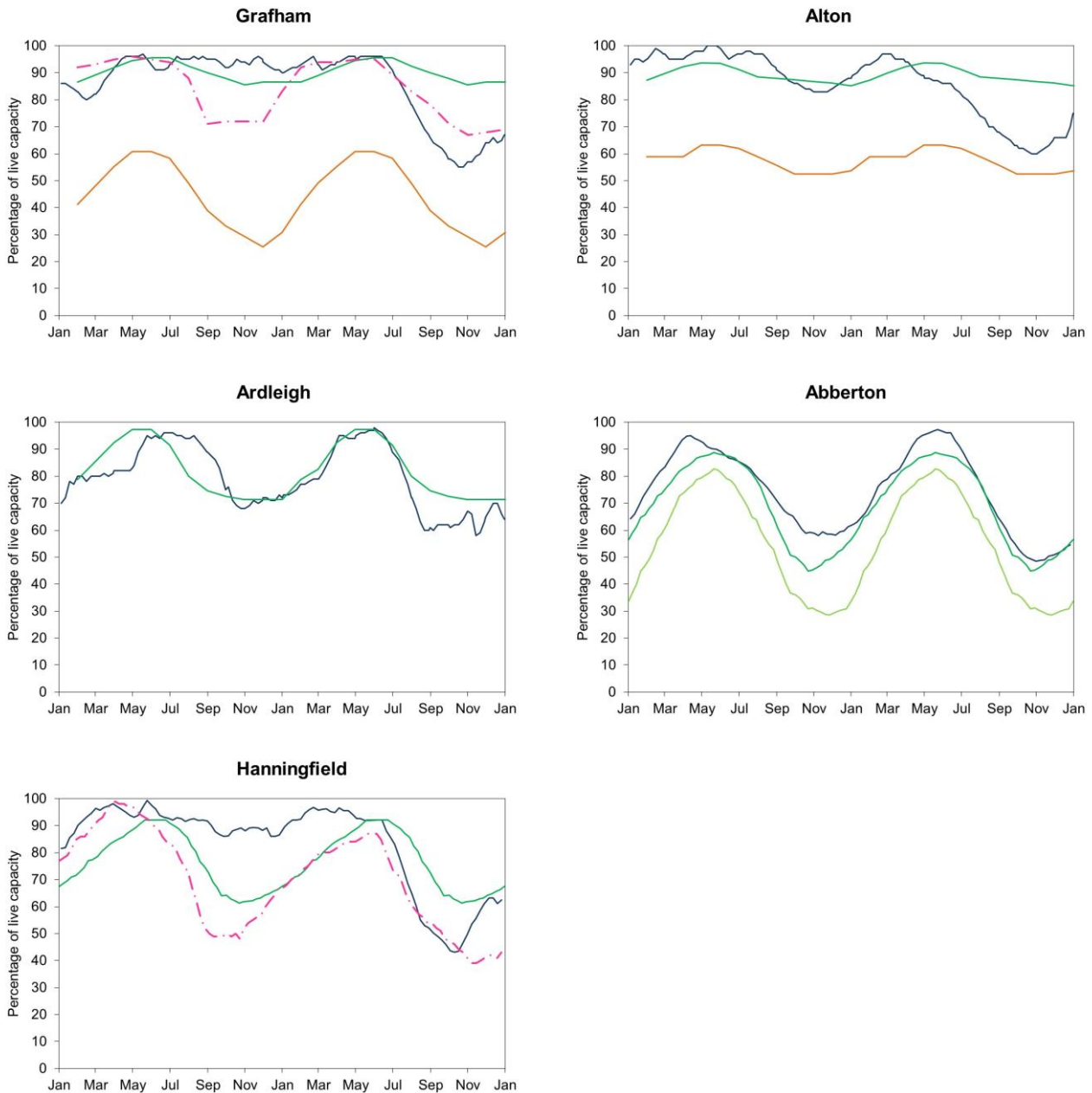


Source: Environment Agency, 2023.

6 Reservoir stocks

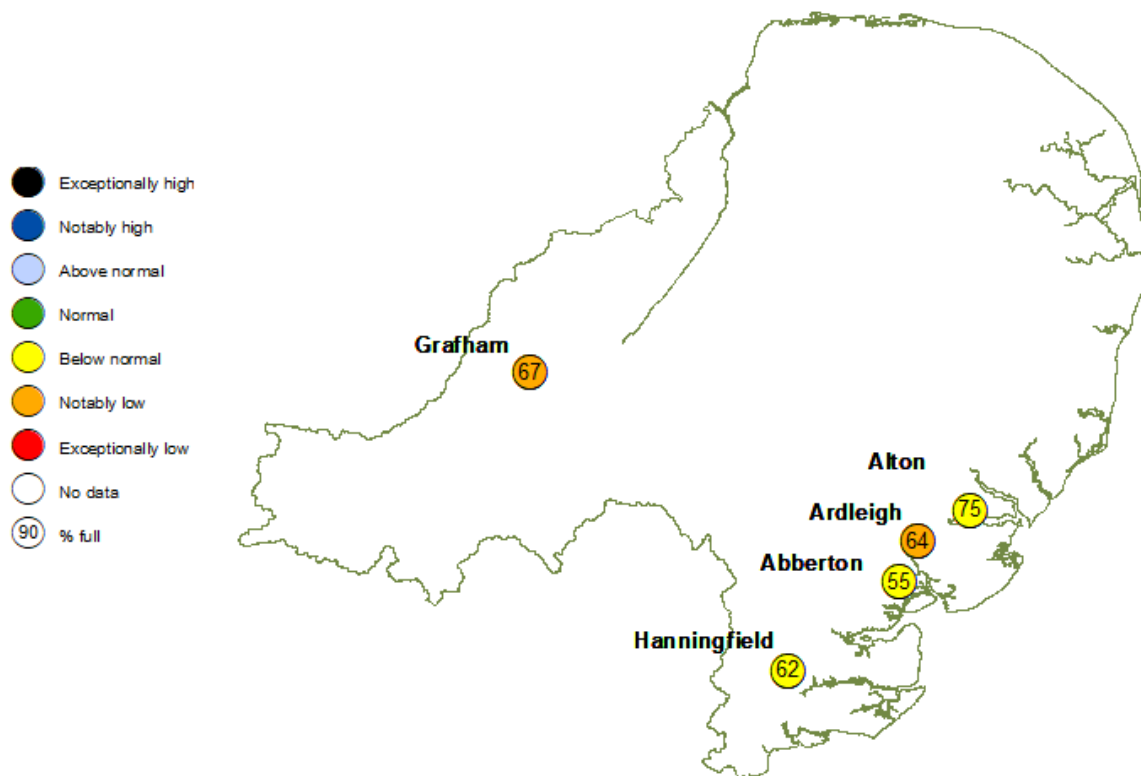
Figure 6.1: End of month regional reservoir stocks compared to the normal operating curve, drought curve and dry 1995-1996 stocks. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.

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



(Source: water companies).

6.1 Reservoir Stocks Map

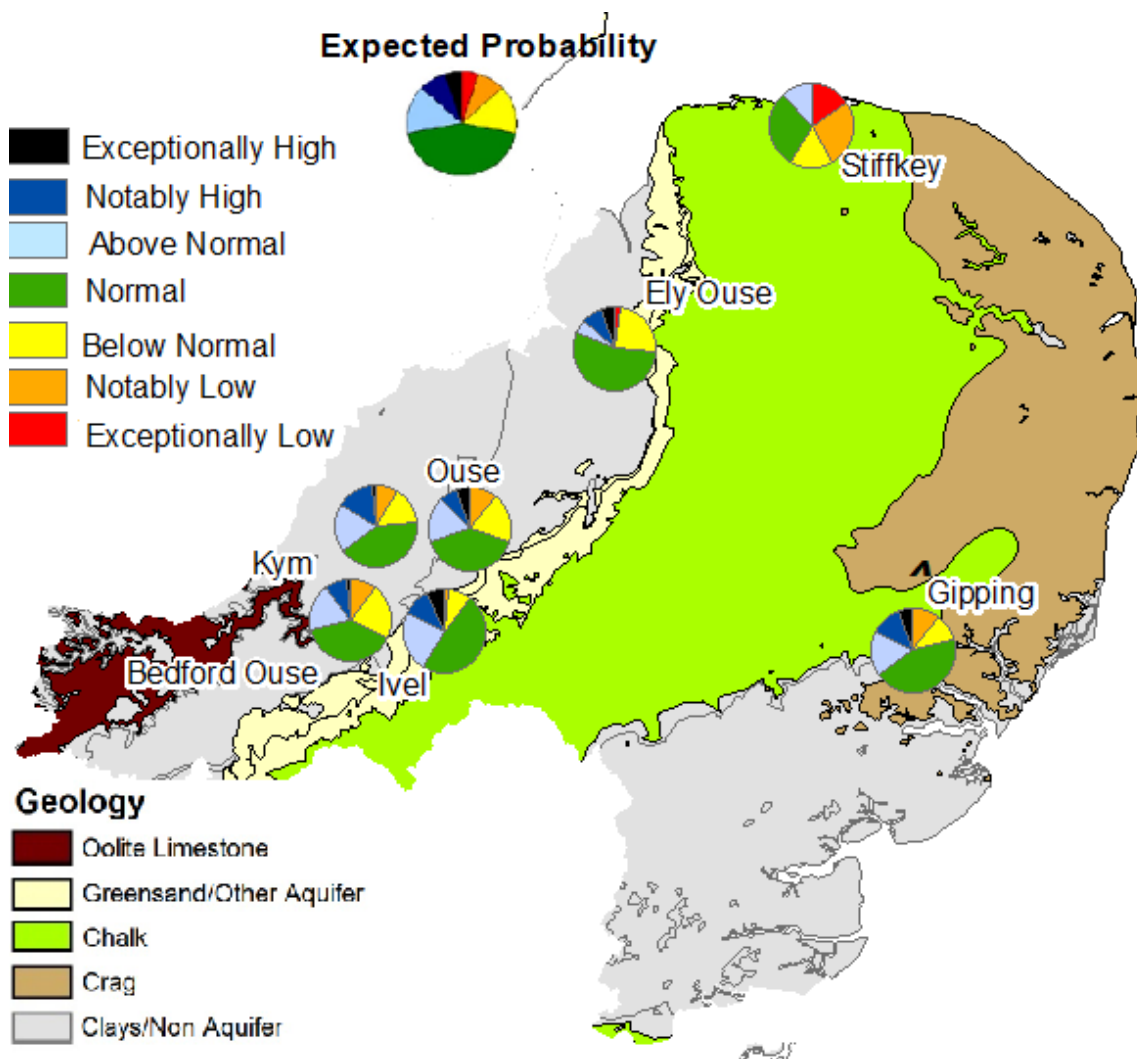


(Source: Environment Agency). Crown copyright. All rights reserved. Environment Agency, 100024198, 2023

7 Forward Look

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

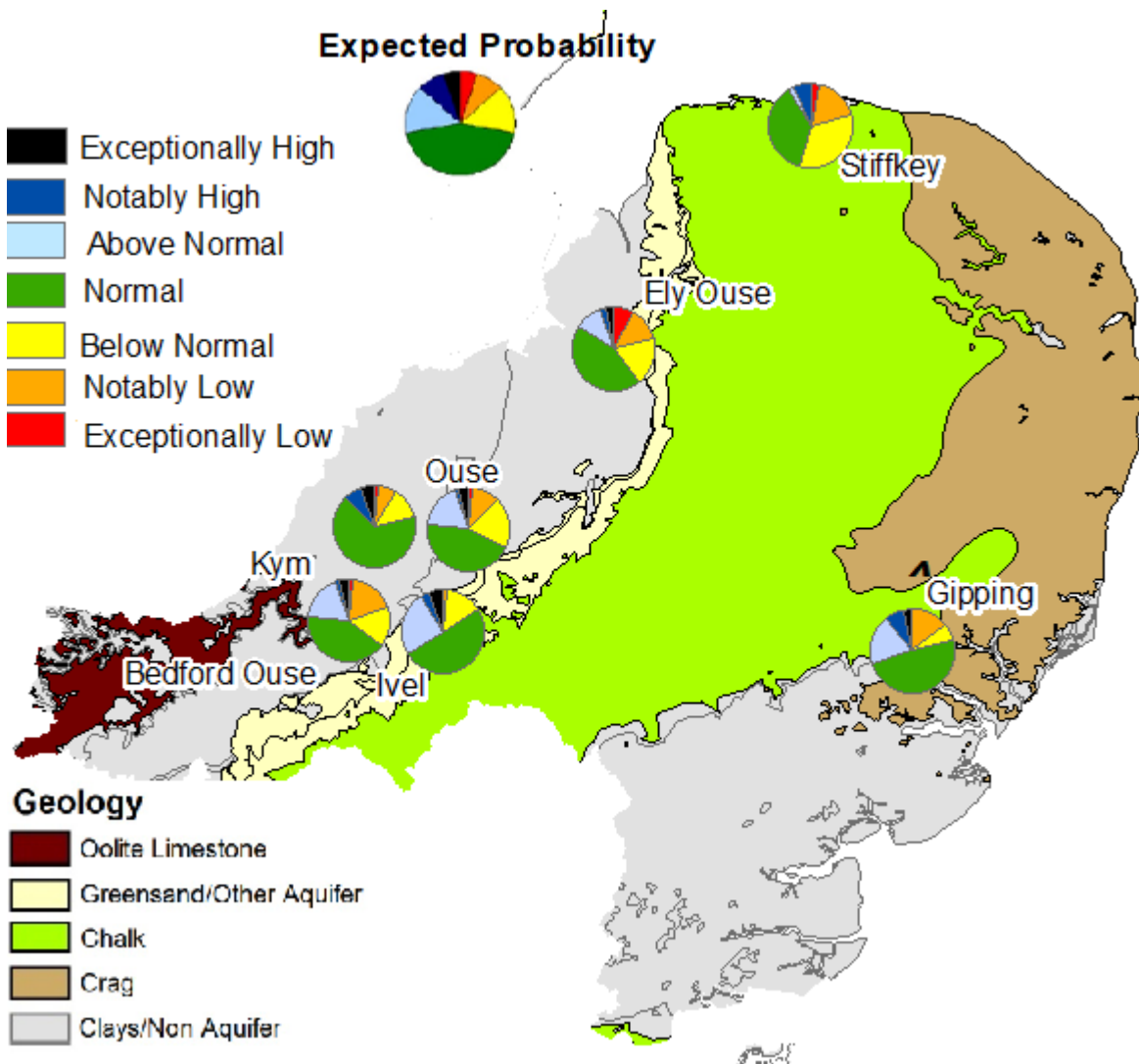
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are 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, 2023.

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

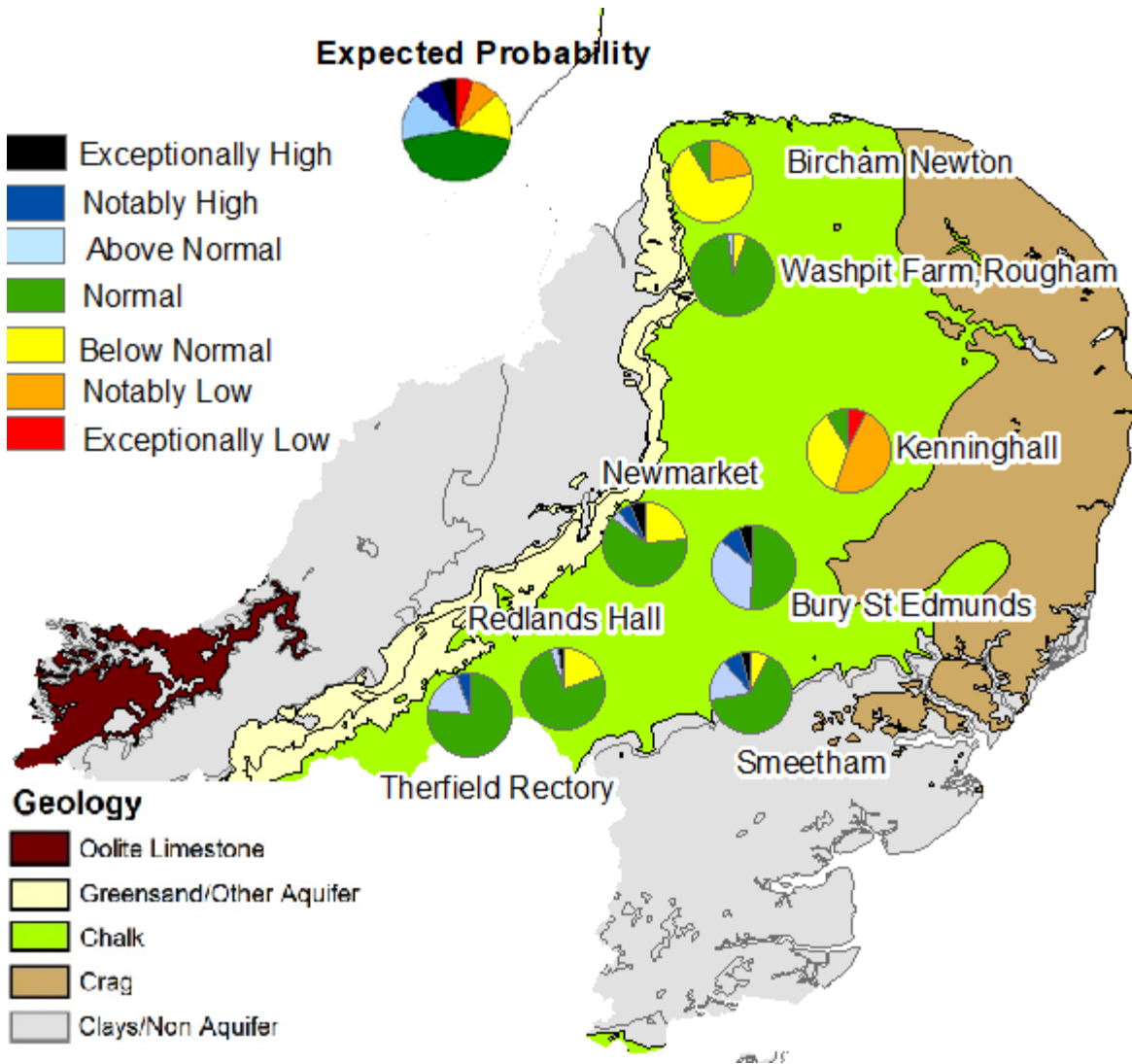
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are 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, 2023

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

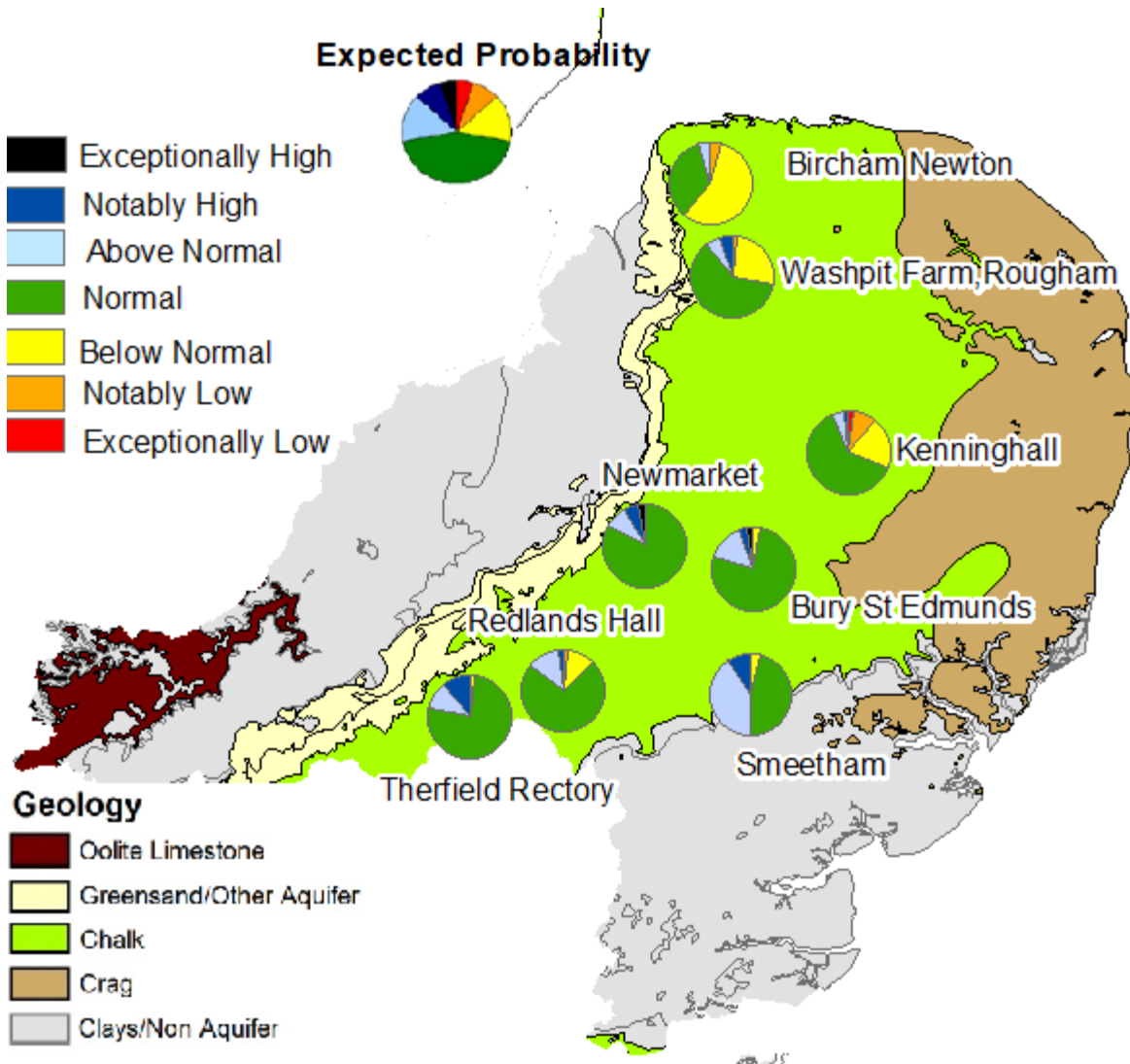
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are 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, 2023

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, 2023

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	Dec 2022 rainfall % of long term average 1961 to 1990	Dec 2022 band	Oct 2022 to December cumulative band	Jul 2022 to December cumulative band	Jan 2022 to December cumulative band
Broadland Rivers	104	Normal	Above normal	Normal	Exceptionally low
Cam	91	Normal	Notably high	Normal	Below normal
Central Area Fenland	85	Normal	Above normal	Below normal	Below normal
East Suffolk	96	Normal	Above normal	Below normal	Notably low
Little Ouse And Lark	86	Normal	Above normal	Below normal	Notably low
Lower Bedford Ouse	92	Normal	Notably high	Normal	Normal
North Essex	96	Normal	Above normal	Normal	Below normal
North Norfolk	103	Normal	Normal	Normal	Notably low
Nw Norfolk And Wissey	95	Normal	Normal	Below normal	Notably low
South Essex	103	Normal	Notably high	Normal	Notably low

Upper Bedford Ouse	99	Normal	Notably high	Normal	Normal
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9.2 River flows table

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

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

9.3 Groundwater table

Site name	Aquifer	End of Dec 2022 band	End of Nov 2022 band
Bath Spring, Charlton	Upper Ivel Chalk	No Data	No Data
Biggleswade	Ivel Woburn Sands	Normal	Normal
Bircham Newton	North West Norfolk Chalk	Notably low	Below normal
Breckland	Wissey Chalk	Notably low	Notably low
Bury St Edmunds	Upper Lark Chalk	Above normal	Above normal
Castle Farm, Offton	East Suffolk Chalk	Below normal	Notably low
Gog Magog, Stapleford	Cam Chalk	Normal	Normal
Hazlewood Common	East Suffolk Crag	Normal	Normal
Hindolveston	Norfolk Chalk	Notably low	No Data
Kenninghall	Little Ouse Chalk	Notably low	Notably low
Linton	Cam Chalk	Normal	Below normal
Newmarket	Snail Chalk	Normal	Below normal

Old Primary School, South Creake	North Norfolk Chalk	No Data	Below normal
Redlands Hall, Ickleton	Cam Chalk	Normal	Below normal
Rook Hall, Braiseworth	East Suffolk Chalk	Below normal	Below normal
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Normal	Normal
The Spinney, Costessey	Wensum Chalk	Exceptionally low	Exceptionally low
Washpit Farm, Rougham	North West Norfolk Chalk	Below normal	Below normal
Therfield Rectory	Upper Lee Chalk	Normal	Normal
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Normal	Below normal

9.4 Ensemble Projections Tables

9.4.1 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	0.0	0.0	0.0	0.0	2.6	15.8	0.0
Notably Low	10.7	8.9	1.8	10.7	0.0	26.3	10.5
Below Normal	21.4	14.3	8.9	19.6	23.7	15.8	10.5
Normal	39.3	41.1	48.2	39.3	55.3	29.8	43.9
Above Normal	17.9	19.6	23.2	17.9	5.3	12.3	17.5
Notably High	8.9	14.3	10.7	7.1	7.9	0.0	12.3
Exceptionally High	1.8	1.8	7.1	5.4	5.3	0.0	5.3

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

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	1.8	1.8	0.0	1.8	7.9	3.5	0.0
Notably Low	17.9	7.1	1.8	10.7	13.2	17.5	14.0
Below Normal	16.1	12.5	14.3	19.6	18.4	33.3	7.0
Normal	41.1	66.1	50.0	44.6	44.7	36.8	49.1
Above Normal	17.9	0.0	25.0	17.9	10.5	1.8	19.3
Notably High	1.8	7.1	3.6	1.8	2.6	7.0	7.0
Exceptionally High	3.6	5.4	5.4	3.6	2.6	0.0	3.5

.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 s
Exceptionally low	0.0	0.0	0.0	0.0	0.0	6.7	0.0	0.0
Notably low	0.0	0.0	0.0	0.0	21.7	48.9	0.0	0.0
Below normal	0.0	20.0	22.9	5.3	69.6	35.6	0.0	7.4
Normal	76.8	74.5	62.9	93.0	8.7	8.9	51.4	64.8
Above normal	17.9	3.6	2.9	1.8	0.0	0.0	34.3	16.7
Notably high	5.4	0.0	5.7	0.0	0.0	0.0	8.6	7.4
Exceptionally high	0.0	1.8	5.7	0.0	0.0	0.0	5.7	3.7

.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	0.0	1.8	0.0	1.8	4.3	8.9	0.0	0.0
Below normal	1.8	10.9	0.0	26.3	56.5	20.0	2.9	3.7
Normal	76.8	72.7	83.3	61.4	34.8	62.2	77.1	46.3
Above normal	10.7	12.7	8.3	5.3	4.3	4.4	14.3	40.7
Notably high	10.7	1.8	5.6	5.3	0.0	2.2	2.9	9.3
Exceptionally high	0.0	0.0	2.8	0.0	0.0	0.0	2.9	0.0



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

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

18th January 2023

Dear Sophie

As you know, I met with Maurine & Les this morning in Stockbridge Meadows, we discussed the trench to excavate
Use digger to excavate soil to the required measurements, using the bucket of the digger to smear the base, aiming to smear the surface

Total for works £240.00 x Vat

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

Kind Regards

Justin Willmott

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

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moore Play Park	Sf. 29/11/22	Sf. 5/12/22	Sf. 12/12/22		
Village Car Park	Sf. 29/11/22	Sf. 5/12/22	Sf. 12/12/22	20/12/22	
War Memorial	Sf. 29/11/22	Sf. 5/12/22	Sf. 12/12/22	20/12/22	
Littlehands and Access Way	Sf. 29/11/22	Sf. 5/12/22	Sf. 12/12/22	20/12/22	
New Rec. Ground	Sf. 29/11/22	Sf. 5/12/22	Sf. 12/12/22	20/12/22	
Clear Cres. Play Park	Sf. 29/11/22	Sf. 5/12/22	Sf. 12/12/22	20/12/22	
Orchard Road Cemetery	Sf. 29/11/22	Sf. 5/12/22	Sf. 12/12/22	20/12/22	
New Road C/metry	Sf. 29/11/22	Sf. 5/12/22	Sf. 12/12/22	20/12/22	
Old Recreation Ground	Sf. 29/11/22		Snow		
Pavilion	Sf. 28/11/22		Sf. 12/12/22		
Stockbridge M.	Sf. 1/12/22		Snow		
Worcester Way	Sf. 1/12/22		Snow		
BMX Site (Summer & only if open)			Snow		

MELBOURN PARISH COUNCIL

Monthly Checking Record

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	Sp. 29/11/22.		Sp. 12/12/22.	
All Saints' C/Yard	Sp. 29/11/22.		Sp. 21/12	
Jubilee Orchard	Sp. 1/12/22.		20/12	
Fire Engine Shed				Sp. 22/12/22
Armingford Cres.				Sp. 22/12/22.
Beechwood Avenue		Sp. 6/12/22.		
Chalkhill Barrow		Sp. 6/12/22.		
Elm Way		Sp. 6/12/22		
Millennium Copse		Sp. 6/12/22		

MELBOURN PARISH COUNCIL

Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	25/11/22 5/12/22			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens	20/12/22	20/12/22		
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.
14/12/2022	New Rec	Damage to Jubilee Orchard sign	Resident			Wardens have repaired.
30/12/2022	Footpath rear of allotments on The Moor	Windscreen and tyre	Litterpicker			Reported to SCDC fly tipping team
30/12/2022	Verge opposite track to Black Peak	Various items fly tipped	Litterpicker			Reported to SCDC fly tipping team
03/01/2023	Ogden Close	Exhaust pipe left on footpath	Litterpicker			Reported to SCDC fly tipping team
03/01/2023	Medcalfe Way	Painting discarded on footpath	Litterpicker			Reported to SCDC fly tipping team
03/01/2023	Russett Way	Carpet fly tipped outside garages	Litterpicker			Reported to SCDC fly tipping team

Maintenance Committee Meeting – 19th January 2023

MA156a 22)

Damage to knee rail fencing outside Leeches:

Quote to repair:

£60+ VAT (Universal Fencing)

Maintenance – MA156/22b) Proposed locations for cycle racks

The Moor (4 racks)



Stockbridge (3 racks)



Maintenance Committee – 19th January 2023

MA156 22c)

A resident raised concerned about slippery footpaths in the recent freezing weather. He suggested the following:

Hi Team

During the last cold spell, we noticed that there was no attempt to grit the paths in key areas around the village centre and car park etc. which although unlikely after every fall of snow was a bit of a surprise with such a cold spell for 7 days. Is there such a thing as a path spreader that could be purchased ready for such events like attached? Even one would do a mile or two very quickly.

Obviously not possible in residential areas but the we thought of the salt bins that used to be seen on every hill or corner in the past and wondered if there is a process to apply for one individually or collectively?

Regards



£166.76
excluding VAT
£200.11 inc. VAT
£12.50 + VAT delivery (orders under £250)*
£15.00 delivery inc. VAT (orders under £300)*

Express Delivery - Order Despatched Within 48 H
* We aim to despatch all Express Products within 2 business days customer per day. Not available for shipments to Northern Ireland.
Please note: Express Orders received after Tues after Tuesday 3rd January 2023.

Quantity: 1

Prices :

Gladston (pictured above) : £166.76 + VAT (55kg)

https://uk.glasdon.com/winter-safety-equipment/manual-gritters-salt-spreaders/icemaster-50-tm-walk-behind-grit-salt-broadcast-spreader?mx=1&gclid=Cj0KCCQIA_P6dBhD1ARIsAAGI7HBEZadcpF7O4ECmaAVvw3zY41Y7Wij7gGcfO8EqnX4ZXLDFHGXKNvsaAnFeEALw_wcB

Seton: £149.99 + VAT

<https://www.seton.co.uk/heavy-duty-26kg-salt-spreader.html#308SPA100>

Screwfix: £129.99 (incl VAT) (37kg)

https://www.screwfix.com/p/the-handy-broadcast-spreader-37kg/9026F?kpid=9026F&ds_kid=92700048793290406&ds_rl=1249410&gclid=Cj0KCCQIA_P6dBhD1A

[RIsAAGI7HCa1-
CsKaGBzXD5KfJ9nw8XbFFftDf5qlth8D6gkiwUYaFhWkVYN4aAo6KEALw_wcB&gclsrc=aw.ds](#)

Maintenance Committee Meeting – 19th January 2023

MA156 22d

Request to contribute towards cost of clearing the paths in the churchyard

There was a service at the church on 14 December which was the week of the snow and freezing conditions. The paths in the churchyard were very icy and out of concern for people attending the service, the church arranged for the paths to be cleared at a cost of £150.

Originally it was suggested that the parish council should be responsible for reimbursing the whole of the cost. Having looked into this, there was no interment – it was simply the church service and cremation in Cambridge. The parish office was not aware of the service as this is booked directly with the church.

The maintenance of the closed church yard at All Saints is the responsibility of the Parish Council.

It has been requested that the the parish council consider making a contribution of £50 towards the cost of clearing the snow and ice.

Advice from the SLCC:

The responsible authority must maintain the churchyard in decent order and must also keep the walls and the fences in good repair (LGA 1972 s. 215).



JOHN COBB & SONS LTD.

Surfacing Contractors

Family Business Established 1947

Barrington Road
Orwell, Royston
Herts SG8 5QP
Tel: 01223 208108
Fax: 01223 207988

Our Ref: JFC/KC/14385/8140

9th January 2023

Email: admin@johncobbandsons.com

Web: www.johncobbandsons.com

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

For the attention of Mr C. Littlewood

Dear Sirs,

RE: Footpath – War Memorial

We thank you for your recent enquiry and have pleasure in submitting the following estimate which we trust will prove acceptable, and would draw your attention to our conditions overleaf.

Yours faithfully,
for and on behalf of;
JOHN COBB & SONS LTD.

Mr J.F. Cobb BSc (Hons)

Option A: Path to memorial to match existing paving path to memorial

Excavate area to required depth, load spoil onto lorry and remove from site.

Form suitable foundation with approximately 100mm of clean hardcore laid to falls and cross-falls.

Supply and lay 50mm of sand bed.

Supply and lay granite slabs to match existing.

Tarmac Path

Thoroughly sweep clean existing surface, removing all loose material and weed growth.

Apply a tack coat of bituminous emulsion, and thereon supply, lay and roll 30mm of 6mm dense bitumen macadam surface course.

For the sum of **£5,720.00**

Plus VAT

Option B: Path to memorial to be in tarmacadam path to memorial

Excavate area to required depth, load spoil onto lorry and remove from site.

Form suitable foundation with approximately 100mm of clean hardcore laid to falls and cross-falls.

Upon foundation thus formed supply and lay 40mm of 20mm dense bitumen macadam binder course and consolidate by rolling.

On the above supply, lay and roll 30mm of 6mm dense bitumen macadam surface course.

Tarmac Path

Thoroughly sweep clean existing surface, removing all loose material and weed growth.

Apply a tack coat of bituminous emulsion, and thereon supply, lay and roll 30mm of 6mm dense bitumen macadam surface course.

For the sum of £5,078.00 Plus VAT

Optional Extra – Path edgings to existing path

Excavate for, provide and lay 50mm x 150mm precast concrete edging on 150mm concrete bed.

For the sum of £3,855.00 Plus VAT

Terms & Conditions:

Nett, payment within 30 days of invoice date.

No allowance has been made for the application of weed killer.

From: [Dean Candler](#)
To: [Parish Clerk](#)
Subject: Quotation
Date: 09 January 2023 16:15:09

Hi Clare,

Apologies for the delay in getting back to you.

Please find our quotations as follows:

Option 1 – Footpath overlay

To cut chase at each end of existing footpath.

Sweep clean and spray with bitumen emulsion tack coat.

Supply, lay and compact 6mm dense bitumen macadam surface course 30mm thick.

Approx. 44 square metres for the sum of £1,800.00 excluding vat.

Option 2 – footpath overlay including edgings

To excavate either side of existing path.

Supply and lay concrete edgings with concrete bed and backing (74 metres).

To cut chase at each end of existing footpath.

Sweep clean and spray with bitumen emulsion tack coat.

Supply, lay and compact 6mm dense bitumen macadam surface course 30mm thick.

Approx. 44 square metres for the sum of £3,550.00 excluding vat.

Option 3 – extension to paved area.

To excavate existing grass area to a depth of 175mm and remove to tip.

Supply ,lay and compact mot type 1 sub-base 100mm thick.

Supply, lay and compact sharp sand 25mm thick.

Supply and lay drivesett argent 50mm paving blocks to match existing.

Approx. 4 square metres for the sum of £2,000.00 excluding vat.

We hope this quotation is of interest if you have any queries please let me know

Regards,

Dean Candler
North Herts Surfacing
Limited



Office: 01763 246055

EVA-07D-SE-RFID



7.3kW Pro Earth Floor AC Charger Dual Gun RFID
[63a Single Phase]

The Future of EV Charging

The EVA-07D-SE-RFID is a single-phase dual AC charging unit, packed with features, such as a no earth spike required installation. The dual gun charger is perfect for both domestic and commercial use with a market-leading five-year warranty.

This charger also has time shifting capabilities giving you the opportunity to save £100's per year*, a cable lock system for added security, free mobile monitoring app, and a dynamic load balancing system.

The EVA-07D-SE-RFID is ready out of the box and perfect for any domestic electric vehicle charging. The RFID unit comes with one RFID card as standard, with additional RFID cards (EV-RFID) available for purchase. Optional ground mounts (EV-GMEVA-D-2) & optional protection posts (EV-POST2) are available to purchase.



METHODS OF CONTROL

Plug & Charge - Project EV's ethos is to make charging electric vehicles easy and stress free for all. With the Plug and Play mode you do not require any additional software or applications to control your EV charge point, you simply plug your car into a Project EV device, and the charge begins.

RFID - RFID Mode Charging is an easy simple way for users to control their EV Charge Point with a swipe of a card. One RFID card is supplied as standard, however extra cards can be supplied for those interested in public charging.

Project EV App - The FREE Project EV App allows you to choose and customise charging rates, prioritise off-peak charging to maximise savings (including via a solar charging mode) and create charging records; so you can see and control all your data.

Project EV Pro App - The Project EV Pro App is a unique EV charging platform, providing you the ability to utilise public charging capabilities and manage and control multiple chargers - from which you can generate a fluid revenue stream.

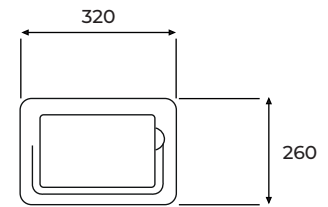


Note - EVA-07D-SE-RFID Datasheet - Information correct as of 10/21

*The amount of potential savings you can save per year depends on your energy provider, and your set energy tariff rates.

Input & Output

Input Amps	63a Single Phase
Input voltage	230V AC
Input frequency	50HZ
Output voltage	230V AC
Max. output power	7KW per socket
Max. output current	32A per socket
Charging interface type	IEC 62196-2, Type 2

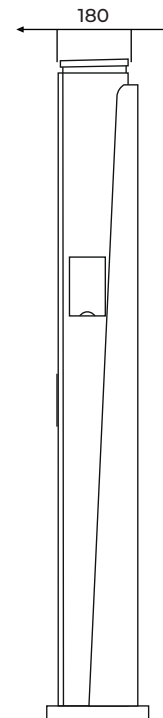


Protection

Over voltage protection	✓
Under voltage protection	✓
Over load protection	✓
Short circuit protection	✓
Earth leakage protection	✓
Over-temp protection	✓
Surge protection	✓
PEN fault protection	✓

Function & Accessory

LCD	Yes
Ethernet/WIFI/4G	Yes/Yes/Opt.
Outlet Type	Type 2 (socket)
Number of outlets	2
RCBO	Type A +6mA DC fault current protection (Equivalent to Type B)
LED Indicator light	✓
Mid Metering	✓
Emergency stop button	✓
RFID	✓



Working Environment

Protection degree	IP65
Environment temperature	-25°C~+50°C
Relative humidity	0-95% non-condensing
Cooling	Natural air cooling
Standby power consumption	<8W
IK Rating	IK10

Mechanical

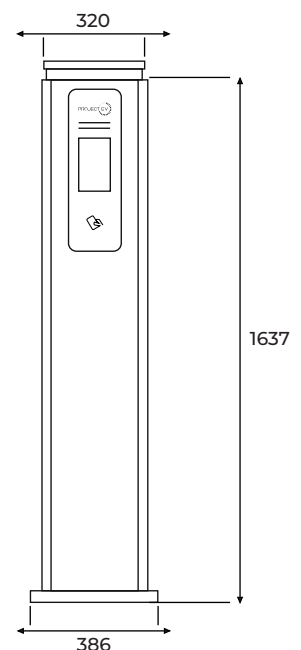
Dimension (W/H/D)	320/1635/175mm
Weight	30KG

Mounting & Accessories

Ground-mounting	Opt. EV-GMEVA-D-2
Recommended base size (W/H/D)	600/600/400mm

Certification

CE	✓
SA8000 Accredited	✓
OZEV Approved	✓



From: [Malcolm Bird](#)
To: [Parish Clerk](#)
Cc: [Sally Walmesley](#)
Subject: Re: Fwd: EVCP grants
Date: 30 November 2022 14:40:35
Attachments: [EVA-07D-SE-RFID.pdf](#)

Claire

Sally has passed over your query re our EV charger project here in Steeple Morden. I am happy to try and help where I can.

We are installing a single EV Charging post with two outlets so we will be able to charge two vehicles simultaneously at 7.4kW each. The charging bays are being created on a piece of scrub land that has not before been part of our official car-park, so this does not reduce our recreation ground parking capacity. We are, at this stage, taking power from an existing supply to the recreation ground.

To answer your initial specific queries, we will be using two local contractors; LDB Electrical and North Herts Surfacing Ltd. We will be installing a charge post by Project EV (datasheet attached).

We did consider various schemes for setting up charging points and looked at inviting in a company to oversee the whole installation and operation but these did not seem appropriate at the level we were looking at and so we felt it better to start in this small way and get some operational experience first.

We have been successful in obtaining grants; the On-Street Residential Chargepoint Scheme (ORCS) via the Energy Savings Trust (EST) and the EV Charge Point scheme that we have helped the South Cambs District Council set up! These together have kept the funding that the Parish Council have had to provide to a reasonably small sum.

I can provide much more information should you find it of value.

Best regards, Malcolm Bird

=====
Malcolm Bird
Parish Councillor
Steeple Morden
Home Office: 01763 852020
=====

----- Forwarded Message -----

Subject:EVCP grants
Date:Wed, 30 Nov 2022 12:09:07 +0000
From:Parish Clerk <parishclerk@melbournpc.co.uk>
To:clerk@steeplemordenpc.org.uk <clerk@steeplemordenpc.org.uk>

Hi Sally

I've just spotted in the South Cambs bulletin that Steeple Morden PC has been

awarded a grant for installation of an EVCP.

We're also looking into this. Can you please tell me which company you are using for the installation and the type of charging point that you've gone for.

Many thanks
Claire

Claire Littlewood
Parish Clerk

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

Tel (01763) 263303 option 3
<http://melbournparishcouncil.co.uk>

My working days are Monday to Thursday

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

You have received this email from Melbourn Parish Council. The content of this email is confidential, may be legally privileged and intended for the recipient(s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Melbourn Parish Council considers email security to be a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

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To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: [Malcolm Bird](#)
To: [Parish Clerk](#)
Cc: [Sally Walmesley](#)
Subject: Re: Fwd: EVCP grants
Date: 06 January 2023 08:02:31

Claire

Very happy to respond...

Your colleague is correct in that we have gone with a charging post that will accept RFID cards. We do not plan to use this facility yet but it does open up possible future options such as ApplePay and Google Wallet amongst others.

We did look at supporting credit/debit card payment but this seems to be a very expensive option, usually involving an expensive charger post or a separate post/box with the credit/debit card reader. Not only were there high capital costs but there were high ongoing maintenance, support and financial fees involved.

What we expect is that users will need to download a phone App and via this control their charging sessions and pay for them with their credit/debit card which they associate with the charging App. One can choose from a variety of App providers as a standard (OCPP) allows for interoperability. However, we decided to go for the ProjectEV Pro App, at least to start with, so that both charger and App support comes from the same organisation.

In the future we are hopeful that a new standard, ISO 15118 (Plug and Charge) will become the normal method of operation. In this, the vehicle is associated with a payment method and communicates this to the charge post as the charging cable is attached. So the user experience becomes: turn up, plug in and the charge session immediately starts, no cards or other user interaction. Several vehicle manufacturers already support this standard and a few charging posts have the capability. It has a way to go before it becomes universal but surely this is the way to go.

Returning to the RFID card support, it is possible that a few regular and trusted locals could be provided with a card and then billed monthly for their charge sessions. We will perhaps experiment.

Anyhow, the aim was to have flexibility and we will see how it develops. I hope this helps.

Regards, Malcolm

=====
Malcolm Bird
Parish Councillor
Steeple Morden
Home Office: 01763 852020
=====

On 05/01/2023 13:03, Parish Clerk wrote:

Good afternoon Malcolm

Happy new year!

I have discussed the information you kindly provided with one of our councillors.

They raised the following observations/questions :

- This charging machine seems to use RFID cards. Would users need to have an RFID card and an account with the Parish rather than just being able to pay with a credit/debit card? I'm just wondering how this would work for members of the public wishing to use the charging points out of office hours.
- Would they need to visit/register with the Parish office prior to using charging their vehicle or is there an option for a credit card reader in place of the RFID reader?

Many thanks
Claire

Claire Littlewood
Parish Clerk

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

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From: Malcolm Bird <malcolm@steplemordenpc.org.uk>

Sent: 30 November 2022 14:40

To: Parish Clerk <parishclerk@melbournpc.co.uk>

Cc: Sally Walmesley <clerk@steplemordenpc.org.uk>

Subject: Re: Fwd: EVCP grants

Claire

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We are installing a single EV Charging post with two outlets so we will be able to charge two vehicles simultaneously at 7.4kW each. The charging bays are being created on a piece of scrub land that has not before been part of our official car-park, so this does not reduce our recreation ground parking capacity. We are, at this stage, taking power from an existing supply to the recreation ground.

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I can provide much more information should you find it of value.

Best regards, Malcolm Bird

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Malcolm Bird
Parish Councillor
Steeple Morden
Home Office: 01763 852020
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Date:Wed, 30 Nov 2022 12:09:07 +0000
From:Parish Clerk <parishclerk@melbournpc.co.uk>
To:clerk@steeplemordenpc.org.uk
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We're also looking into this. Can you please tell me which company you are using for the installation and the type of charging point that you've gone for.

Many thanks
Claire

Claire Littlewood
Parish Clerk

Melbourn Parish Council
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Maintenance Committee Meeting – 19 January 2023

MA156/22g)

South Cambs EVCP grant scheme

Good morning,

If your parish or village hall is interested in setting up an Electric Vehicle (EV) charger for residents and visitors, then South Cambridgeshire District Council's new Electric Vehicle Charge Point Grant may be of interest!

Up to £5,000 per project is available for publicly accessible EV charger projects at village halls and community buildings, towards capital costs for purchase and installation of EV chargers. Applications will be appraised for their deliverability and positive impact with funding allocated on a 'first come, first served' basis. There is approximately £20,000 available to be awarded before the end of March 2023. The fund is likely to continue after March 2023 with further details coming soon.

To be eligible for funding, EV chargers must be publicly accessible, and projects should demonstrate that there is likely demand for an EV charger at the chosen location.

More information, guidance, and the application form can be found at the grant's webpage [here](#).

If you have any questions, please contact us on evcp.grant@scamb.gov.uk

We look forward to hearing from you!

Kind regards,

Maintenance Committee – 19 January 2023

MA156 22h

Guidance on types of bins from Greater Cambridge Share Waste

Good morning Sophie

Thank you for your email, I am good thank you, I hope you are too.

At present I am not able to answer your questions as both my managers are absent and I am not aware of what is happening at the moment. I do know that my line manager has placed a bid for monies to be able to purchase bins to replace our damaged bins along with possibly having a different colour for recycling if we are able to go that way. However there would also be an additional cost to adapt our vehicles, but having said that if the parishes are wishing to carry out recycling collections then I could ask my team to ensure that they place the recycling bags at one end of the vehicle to try and keep them separate so that they can deposit the different bags within the correct tipping locations.

With regards to the type of bin you purchase is really down to yourself, I am currently looking at asking for all new parish bins to be different to the SCDC bins so that it is easier whilst on site who owns the bins. We would appreciate it though if the bins could be keyless as this weather the locks freeze and prevents us gaining access, also keys tend to get lost by the operatives.

Kind Regards

Sarah Phillips
Team Manager

[My working hours are 05:30 to 14:00 Mon-Thur and 05:30 to 13:30 Fri]



Single Shared Waste Service

Dickerson Industrial Estate | Ely Road | Waterbeach | Cambridge | CB25 9PG

M: 07719079401 | Email: sarah.phillips@scams.gov.uk

Precept 2023/24: £650 for replacement bin(s)

Bin outside the Old post office/ possibly vicarage close bin

Style of bin to be decided.

ACTION: SM to obtain quotes for bin replacement in new financial year.

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	QT1196
Date	13/12/2022
Our Ref.	CHANGINGROOM.
Cust Ref.	CHANGINGROOM.
Terms	COMPLETION.

Description	Amount
TO REFURBISH CEILING TO CHANGING ROOM.	
TO:TREAT MOULD AND SEAL.	
TO:REPAINT CEILING X2 COATS.	
SEALER:	£19.99
TREATMENT:	£20.82
PAINT:	£36.00
LABOUR:	£760.00

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	£836.81
VAT	£167.36
Total	£1,004.17

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 QT1195
Date 13/12/2022
Our Ref. EXTRACTION.
Cust Ref. EXSTRACTION.
Terms COMPLETION.

Description	Amount
-------------	--------

TO:SUPPLY AND FIT HIGH FLOW EXTRACTION FAN TO CHANGING ROOM.

X1 HIGH FLOW EXTRACTOR:(ROOF VENTED.) £281.00

LABOUR: £250.00

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	£531.00
VAT	£106.20
Total	£637.20

Claire Littlewood
Melbourn Parish Council
30 High Street
Melbourn
Herts SG8 6DZ

QUOTE 29635
19 December 2022

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	- Replace the pavilion extract fan with an Icon 30 with timer overrun	145.00	20%	145.00
			Net Total	145.00
			VAT	29.00
			GBP Total	£174.00

Other Information

Company Registration Number: 4944876

Maintenance Committee Meeting – 19 January 2023

MA157 22b) Extractor fan in pavilion changing rooms

JHE quote

- To supply and install extractor fan with timer - £145.00 +VAT

Barley Property Maintenance quotes

- To supply and install extractor fan - £531.00 +VAT
- To refurbish ceiling - £836.81 + VAT

The Occupier
Pavilion Recreation Ground
The Moor
Melbourn
SG8 6ED



**CAMBRIDGESHIRE
FIRE & RESCUE SERVICE**
Working together to improve community safety

For the attention of Sophie Marriage

Our reference: 261042 (Please quote this number on all occasions)
File number: 10033036413

Date: 05 January 2023

Dear Madam

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
PREMISES: PAVILION RECREATION GROUND, THE MOOR,
MELBOURN, SG8 6ED**

I refer to the recent inspection of the above premises by my Fire Protection Officer.

Contained within the attached appendix is advice that my Fire Protection Officer would like to give to you.

Should you have any queries relating to this correspondence, or if this Service can be of any further help or assistance please do not hesitate to contact Jon Bowyer by telephoning 07892 7606500 or by e-mailing jon.bowyer@cambsfire.gov.uk.

Yours faithfully

J Bowyer

For and on behalf of:
**C STRICKLAND
CHIEF FIRE OFFICER**



www.cambsfire.gov.uk

APPENDIX

PREMISES: The Occupier, Pavilion Recreation Ground, The Moor, Melbourn, SG8 6ED

Note: Notwithstanding any consultation undertaken by the Fire and Rescue Authority, **before** you make any alterations to the premise, **you** may need to apply for approval from a building control body and /or any other agency having a statutory interest in the premises.

This advice is based on the details provided and explained to us. The building is not used at night. That it is mainly occupied by sporting clubs etc. The premises does not have a license for the selling or consumption of alcohol or is used for entertainment or loud music.

Article 8 – Duty to take general fire precautions

The responsible person must comply with Article 8(1) of the Regulatory Reform (Fire Safety) Order 2005.

To reduce the risk of any fire spread within the premises,

- a) The hole in the ceiling in the boiler room should be repaired to minimise the danger of fire spread, heat, smoke or fumes.
- b) Sport equipment and combustibles should be removed from the boiler room.

Ensure that your 5-year fixed wire testing is up to date.

Article 9 – Risk assessment

A fire safety risk assessment must be available

The responsible person should ensure that the fire safety risk assessment is suitable and sufficient and should include the five steps listed below: -

- a) The identity of the potential fire hazards in the premises,
- b) The identity of persons at risk in the event of a fire in the premises,
- c) An evaluation of the risks arising from the hazards, and whether the existing fire precautions are adequate or whether additional control measures are necessary to remove the hazard or reduce the risk,
- d) A record of the significant findings and the actions taken as a result of the assessment, and
- e) Details of any review and / or revision, when necessary.

Article 11 – Fire safety arrangements

A fire safety policy document should be prepared

A fire safety policy statement covering arrangements which are appropriate to the building location, configuration, occupation and use must be made. The fire safety policy statement should contain details of the consideration given to the effective planning, organisation, control, monitoring and review of the preventive and protective measures provided in the premises.

This should be shown and explained to the responsible person for any club or group so that they are aware of fire procedures and their responsibilities. This should be recorded as required.

Article 13 – Fire-fighting and fire detection

The standard of fire detection and alarm can be based around the following.

1. Your premises are small, simple, single-storey or open-plan.
2. A shout of 'fire!' would be easily heard by all occupants.
3. You don't have any vulnerable occupants – older people, very young people, or people with disabilities that cannot evacuate quickly.
4. You don't store any high-risk substances like as chemicals.
5. You don't undertake any high-risk activities, such as cooking.
6. A fire would be easily spotted if it broke out anywhere in your premises.

Based on the following that the premises is not used outside daytime hours and is not used for work or an office, persons do not spend long periods shut in one room. You do not need an L2 system. You need a way to raise the alarm.

A manual system is required, this can be a shout but a rotary gong or a fire horn (providing abuse of this cannot take place) can suffice.

These procedures should be explained to all users and the details added to fire action notices and displayed. Responsible persons for clubs etc must be aware.

Smoke detectors should be installed and a heat detector in the kitchen. If the cooker is to be used a suitable fire extinguisher should be installed.

Article 14 – Emergency routes and exits

All escape route doors should have a luminous fire exit sign above them. They must all be unlocked or easy to open in the event of emergency and unlocked during pavilion use so as not to prevent or slow evacuation.

Consideration should be given to fit a self-closure to the kitchen door.

Although this is not a commercial kitchen the electrical cooker is a risk and should not be left unattended or used by unauthorised persons. It must be switched off when not in use. A heat detector should be fitted in the kitchen.

The kitchen door should have a vision panel fitted so the inner can be seen from the outer room.

Consideration should be given to remove the oven if it is not used.

Any details around this should be written into your risk assessment.

Article 15 - Procedures for serious and imminent danger.

Procedures for any evacuation should be in place and a place of assembly should be established for use in the event of evacuation. It should be at a position unlikely to be affected at the time of a fire.

Procedures to evacuate all person should be in place and this will include the preparation of a PEEP if necessary.

Article 22 - Co-operation and co-ordination

All clubs and groups must co-operation with other responsible persons or organisations sharing, or having duties in respect of, the same premises

Further Guidance

A copy of the **small and medium places of assembly** guidance document is available from the website by using the following link:

[Fire Safety legislation guidance and advice](#)

Cambridgeshire Fire and Rescue Service hold regular virtual online fire safety seminars utilising Microsoft Teams. These seminars are approximately one and a half hours duration and are free of charge. Attendance at one of these

should provide you with a better understanding about your responsibilities under the Regulatory Reform (Fire Safety) Order 2005 and guide you through the main aspects of fire safety in the workplace. If you are interested in attending one of these seminars please visit our website and fill in the booking form at the following link

[Free Business Fire Safety Seminars](#)

12TH July 2022.- **quote is still valid Jan 2023**

Miss Sophie Marriage,
Assistant to the Parish Clerk,
MELBOURN PARISH COUNCIL,
Melbourn Community Hub,
30 High Street,
Melbourn,
Cambridgeshire.
SG8 6DZ.

Our Ref No 1639-JULY-2022/PJL

RE: Maintenance of Fire Fighting Equipment.

Dear Miss Marriage.

Thank you for allowing us to provide this Quotation Proposal following your recent email request of Friday July 1st 2022.

The Proposal

The maintenance inspections will be annually to conduct initial takeover inspection of the fire extinguishers, this will consist of a Basic Service of each extinguisher and we will generate an asset register of the equipment on each site. Asset register will establish what extinguishers are due for their extended service. All fire blankets will be inspected and added to the asset register.

The above works at the location of;

MELBOURN PARISH COUNCIL, Melbourn Community Hub, 30 High Street,
Melbourn, Cambridgeshire. SG8 6DZ.

Tel: 01763 263303 (option 3) for Miss Sophie Marriage.

Maintenance Works Proposal.

The Works have been proposed by Newflame Fire Equipment Co and does not in any way constitute a Fire Risk Assessment under Regulatory Reform (Fire Safety) Order 2005. Newflame Fire Equipment Co Ltd are certified for the Maintenance of Fire Alarm System under BAFF Certificate No 100998. Newflame Fire Equipment Co Ltd are certified for the Design, Installation and Commissioning for Fire Alarm Systems under ISO 9001 2015 Certificate No CN12261 A, incorporating BAFF SP101. The Supply, Service and Maintenance of Fire Fighting Equipment in accordance with BAFF Scheme SP101 under BAFF Certificate No 100435

- Service and Supply of all types of Fire Extinguishers and Fire Blankets
- Informative and Safety Signs • Emergency Lighting • Burglar and Fire Alarm Systems



MELBOURN PARICH COUNCIL, SG8 6DZ.

QUOTATION 1639-JULY-2022/PJL.

PAGE TWO.

Scope of Works

Fire Extinguisher Maintenance with accordance with the British Standards BS5306 part 3 2009, part 8 2012 and part 9 2015. Newflame Fire Equipment Co Ltd are certified under BAFE SP101 Certificate No 100435 for competency of portable fire extinguisher organisations and technicians and Socotec Third Party Certification, Certificate No C/N 12261.

Equipment Details

TBANO Water Extinguishers.
TBANO Foam Extinguishers.
TBANO CO2 Extinguishers.
TBANO Powder Extinguishers.
TBANO Fire Blankets per Site.

Price Schedule

Our prices are net exclusive of VAT and based on normal working hours (08.00 until 17.00, Mon-Fri) except where are stated other.

Attendance & Certification @ £27.50 plus VAT.

Basic Service* cost per extinguisher @ £4.75 plus Extended Service (where required) plus VAT.

Inspection per Fire blanket @ £1.00 plus VAT.

The Basic Service* includes small consumable parts i.e., pins, clips, 'O' rings and labels, but does not allow for any replacement of Damaged Parts/Extinguishers or Additional Extinguishers and Extended Services.

* Please note in accordance with British Standard BS5306-part 3 2009, part 8 2012 and part 9 2015.

That all Water, Foam, Powder and Wet Chemical Extinguishers require an Extended Service (discharge testing) every 5 years and all Carbon Dioxide Extinguishers require an Extended Service (discharge testing) every 10 years.

Extended Services Prices (Discharge Tests)

6 or 9Litre Water Extinguisher @ £21.95 plus VAT.
2Litre AFFF Extinguisher @ £19.60 plus VAT.
6Litre AFFF Extinguisher @ £24.70 plus VAT.

- Service and Supply of all types of Fire Extinguishers and Fire Blankets
- Informative and Safety Signs • Emergency Lighting • Burglar and Fire Alarm Systems



9Litre AFFF Extinguisher @ £27.60 plus VAT.
 Class F Extinguisher @ £110.00 plus VAT.
 2Kilo ABC Powder Extinguisher @ £27.52 plus VAT
 6Kilo ABC Powder Extinguisher @ £44.50 plus VAT.
 9Kilo ABC Powder Extinguisher @ £48.95 plus VAT.
 2Kilo Carbon dioxide Extinguisher @ £45.10 plus VAT.
 5Kilo Carbon Dioxide Extinguisher @ £51.85 plus VAT.

Refills (Outside the Normal Service)

6Litre AFFF Extinguisher @ £21.90 plus VAT.
 9Litre AFFF Extinguisher @ £25.96 plus VAT.
 Class F Extinguisher @ £110.00 plus VAT.
 2Kilo ABC Powder Extinguisher @ £27.52 plus VAT.
 6Kilo ABC Powder Extinguisher @ £44.50 plus VAT.
 9Kilo ABC Powder Extinguisher @ £48.95 plus VAT.
 2Kilo Carbon Dioxide Extinguisher @ £19.15 plus VAT.
 5Kilo Carbon Dioxide Extinguisher @ £21.90 plus VAT.

New Equipment Prices

	MOYNE-ROBERTS 5Years Warranty	AMEREX 10Years Warranty
6Litre Water Spray Fire Extinguisher.	£58.50 plus VAT.	£97.50 plus VAT.
9Litre Water Fire Extinguisher.	£58.75 plus VAT.	£87.00 plus VAT.
9Litre Water Mist Extinguisher.	N/A.	£152.00 plus VAT.
2Litre AFFF Fire Extinguisher.	£43.50 plus VAT.	N/A.
6Litre AFFF Fire Extinguisher.	£65.50 plus VAT.	£101.00 plus VAT.
9Litre AFFF Fire Extinguisher.	£73.00 plus VAT.	£112.00 plus VAT.
Class F Fire Extinguisher.	£144.44 plus VAT.	£197.62 plus VAT.
2Kilo ABC Powder Extinguisher.	£35.50 plus VAT.	N/A.
6Kilo ABC Powder Extinguisher.	£73.00 plus VAT.	N/A.
9Kilo ABC Powder Extinguisher.	£93.50 plus VAT.	N/A.
2Kilo Carbon Dioxide Fire Extinguisher.	£73.00 plus VAT.	N/A.
5Kilo Carbon Dioxide Fire Extinguisher.	£90.00 plus VAT.	N/A.

I hope this information is helpful however should you have any questions in the meantime please do not hesitate to contact me.

- Service and Supply of all types of Fire Extinguishers and Fire Blankets
- Informative and Safety Signs • Emergency Lighting • Burglar and Fire Alarm Systems



Yours sincerely

Pete

Pete Lattimore
Sales Director
Email: pete@newflame.co.uk
Mobile: 07500 858638

E & O E.



Be aware the use or misuse of fire extinguishers can cause damage.

- Service and Supply of all types of Fire Extinguishers and Fire Blankets
- Informative and Safety Signs • Emergency Lighting • Burglar and Fire Alarm Systems



Maintenance Committee Meeting – 19 January 2023

MA157/22e)

Shelford Heating

Quote- to come out and reset the heating controls

While on site they will also look at the pipe causing a hole above the boiler room.

£90.00 for 1st hour then £17.00 per 15mins plus parts plus VAT.

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 QT1197
 Date 04/01/2023
 Our Ref. LITTLE HANDS.
 Cust Ref. LITTLE HANDS.
 Terms COMPLETION.

Description**Amount**

ADDITIONAL LABOUR AT LITTLE HANDS.

RELOCATE CABLE.
 REPAINT TOP RENDAR WALL.
 MAKE GOOD POINTING.
 THE ABOVE AS AGREED WITH GRAHAM AT SITE MEETING.

MATERIALS:

£25.00

LABOUR:

£200.00

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 £225.00
 VAT £45.00
Total £270.00

Foul Water Pipe Renewal Works: Option I

Excavations & Demolitions

- 001 Floor saw existing concrete slab; ne 150mm say
- 002 Break out ditto; disposal offsite
- 003 e/o break out existing brick built manholes; including disposal
- 004 Excavate by machine to car park area 600mm wide trench to reduced level to expose existing defective FW pipe; ne 900mm depth say; including backfilling on completion; disposal of excess
- 005 e/o to remove pipes; including disposal
- 006 Excavate by machine 600mm wide trench to grass area to expose existing defective FW pipes; ne 700mm depth say; including backfilling on completion; disposal of excess
- 007 e/o to remove pipes; including disposal
- 008 Level and compact base of excavation

Drainage

- 009 Supply & Lay new 110mm Polyethylene Pipework to ditto; all to correct fall
- 010 e/o to connect to existing UPVC inspection chamber; including resiting chamber to suite new required depth
- 011 Supply & install UPVC access chamber; 450mm dia; ne 600mm depth say; inc. Cover & Frame; loading B125
- 012 e/o to connect existing pipes to ditto
- 013 Supply and lay well compacted granular bed & pipe surround
- 014 e/o to connect into existing Manhole MH7; ne 850mm depth to invert say

Groundworks

- 015 MOT Type I Granular fill to concrete areas; ne 150mm depth say
- 016 Level and compact to ditto
- 017 Blind surface of hardcore to receive new concrete slab; ne 25mm depth
- 018 Concrete to carpark Slab; Gen 3 concrete say; ne 150mm thk; brushed finish

Total Value of Works

£ 15,667.12 + VAT

Notes

- 1 We have assumed free and uninterrupted access to property with no delays to completing the work beyond our control
- 2 We have allowed for the works to be done during normal working hours and in one continuous visit and have assumed no noise restrictions
- 3 We have assumed that there is no restriction on the use of plant
- 4 We have not allowed for anything not specifically stated within the above
- 5 If other services are found, that hinder the proposed works, Semilong Services reserve the right to reprise the works accordingly
- 6 We have not allowed for the trenchworks to be submerged in water due to water table or adverse weather conditions. If this proves to be the case this will incur additional costs
- 7 The Price is exclusive of VAT and will be valid for 28 days from the date shown unless stated

Foul Water Pipe Renewal Works: Option 2

Excavations & Demolitions

- 001 Floor saw existing concrete slab; ne 150mm say
- 002 Break out ditto; disposal offsite
- 003 e/o break out existing brick built manholes; including disposal
- 004 Excavate by machine 600mm wide trench to grass area to expose defective FW pipes; ne 800mm depth say; including backfilling on completion; disposal of excess
- 005 e/o to remove pipes; including disposal
- 006 Level and compact base of excavation
- 007 Excavate by machine to pumping station; including disposal of excess; inc supports; backfill on completion and reseed affected ground only
- 008 Level and compact base of excavation
- 009 Excavate by machine 300mm wide trench to grass area for Electrical Cable; ne 450mm depth say; including backfilling on completion; disposal of excess
- 010 Level and compact base of excavation

Drainage

- 011 Supply & Lay new 110mm Polyethylene Pipework to ditto; all to correct fall
- 012 Supply & install UPVC access chamber; 450mm dia; ne 600mm depth say; inc. Cover & Frame; loading B125
- 013 e/o to connect existing pipes to ditto
- 014 Supply and lay well compacted granular bed & pipe surround
- 015 Supply and install Pump Station; Sewage Pumping Station; inc concrete base & backfill
- 016 Supply & install uPVC Osma "Ultra-Rib" ribbed pipes and fittings or other equal and approved; WIS approval; with sealed ring push-fit joints ; ne 50mm pipe sday; laid straight
- 017 Supply and lay well compacted granular bed & surround to electrical cable
- 018 e/o for electrical connection to pump station; Provisional Allowance £1000.00 + VAT

Groundworks

- 019 MOT Type 1 Granular fill to concrete areas; ne 150mm depth say
- 020 Level and compact to ditto
- 021 Blind surface of hardcore to receive new concrete slab; ne 25mm depth
- 022 Concrete to carpark Slab; Gen 3 concrete say; ne 150mm thk; brushed finish

Services

- 023 Electrical supply & connection to pump station; Provisional Allowance £1000.00 + VAT

Total Value of Works

£ 13,622.64 + VAT

Notes

- 1 We have assumed free and uninterrupted access to property with no delays to completing the work beyond our control
- 2 We have allowed for the works to be done during normal working hours and in one continuous visit and have assumed no noise restrictions
- 3 We have assumed that there is no restriction on the use of plant
- 4 We have not allowed for anything not specifically stated within the above
- 5 If other services are found, that hinder the proposed works, Semilong Services reserve the right to reprice the works accordingly
- 6 We have not allowed for the trenchworks to be submerged in water due to water table or adverse weather conditions. If this proves to be the case this will incur additional costs
- 7 The Price is exclusive of VAT and will be valid for 28 days from the date shown unless stated

Quotation

05/12/2022

Little Hands Nursery, Melbourne

Summary

Summary

001	Foul Water Pipe Renewal Works: Option 1	1.00	Item	£	15,667.12	£	15,667.12
002	Foul Water Pipe Renewal Works: Option 2	1.00	Item	£	13,622.64	£	13,622.64

Notes

- 1 We have assumed free and uninterrupted access to property with no delays to completing the work beyond our control
- 2 We have allowed for the works to be done during normal working hours and in one continuous visit and have assumed no noise restrictions
- 3 We have assumed that there is no restriction on the use of plant
- 4 We have not allowed for anything not specifically stated within the above
- 5 If other services are found, that hinder the proposed works, Semilong Services reserve the right to reprise the works accordingly
- 6 We have not allowed for the trenchworks to be submerged in water due to water table or adverse weather conditions. If this proves to be the case this will incur additional costs
- 7 The Price is exclusive of VAT and will be valid for 28 days from the date shown unless stated

Sevenoaks

Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
Platt, Sevenoaks, Kent
TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambs.
SG8 6DZ

Quote Reference SE11383

Date 6/1/2023

Dear Claire,

RE: Melbourn Parish Council, Little Hands Nursery, SG86ED

Thank you for your recent enquiry regarding works for the above mentioned site. I now have the pleasure in detailing my quotation and pricing schedule for your consideration.

Scope of works

Following the information that you have sent me for "Little Hands Nursery SG8 6ED" I would like to present some recommendations for further required works. Having reviewed the scope of works required to restore full service, I am pleased to submit the proposed remedial operations below for your consideration and approval.

CCTV SURVEY WAS NOT DONE BY LANES GROUP PLC

Please read in conjunction with the supplied CCTV report, site plan and recordings.

Project Name: 31456- Little Hands Nursery SG86ED

Section 1 / Item 1

Installation of 1 x 1m patch liner 100mm

Sevenoaks

Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
Platt, Sevenoaks, Kent
TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

Section 2 / Item 2

Installation of 1 x 1m patch liner 100mm

Section 4 / Item 4

Installation of 1 x 1m patch liner 100mm

Section 6 / Item 6

Requires Descaling and further jetting / CCTV

Section 9 / Item 9

Requires Descaling and further jetting / CCTV

Section 11 / Item 11

Requires Descaling and further jetting / CCTV

Section 12 / Item 12

Requires Further investigation via Jetting and CCTV Possible blockage or collapsed

Section 13 / Item 13

Requires Further investigation via Jetting and CCTV Possible belly (Excavation NO information on CCTV Report to Depth of drainage system)

Section 14 / Item 14

Installation of 1 x 1m patch liner 100mm

Section 15 / Item 15

Registered Office

No 17, Parkside Lane,
Parkside Industrial Estate,
Leeds, LS11 5TD
Reg No. 3784486
Registered in England

Sevenoaks

Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
Platt, Sevenoaks, Kent
TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

Requires Descaling and further jetting / CCTV

Descaling :

Drainage system that has hard scale within the system will require “warthog” jetting to remove the obstruction and restore the drain flow, this will be supported with CCTV equipment to ensure that the obstruction has been removed.

Confined Space:

This storm drain was classified as a permit-required confined space because it had the potential for hazards, including, but not limited to, atmospheric hazards (such as accumulations of toxic or flammable contaminants or oxygen deficiency), and struck-by hazards from objects falling into the storm drain.

Descaling:

Utilise specialist coring electromechanical machine with cyclone chains to fully descale waste pipeworks 110mm to 150mm

Patch repair (CIPR)

Patch liners can be used to repair localised damage where full end-to-end lining would be unnecessary. This method involves placing a piece of impregnated matter on an elongated inflatable bladder and guiding it into place with the help of a CCTV camera. When it is precisely located, the bladder is inflated, pressing the patch into place. The pressure is maintained until the patch has cured; the bladder is then deflated and withdrawn leaving the repair in place.

The Installation is covered by Lanes Plc for the first 12 months and the materials are covered for 10 years by the manufactures warranty under normal usage.

Sevenoaks

Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
Platt, Sevenoaks, Kent
TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

Work Description:

The works consist of carrying out the lining works as per the approved design. The installation shall be as per approved design technique using a type II structural repair complying within the WRc sewer rehabilitation manual (4th edition) and shall comply with the general specification for the renovation of gravity sewers. The works shall be in compliance with BS EN ISO WIS 4-34-04 & BS EN ISO 11296-4

Assumptions:

This quotation is based on there being no access restrictions, and that each run can be accessed at both ends and are to a sufficient/suitable size opening to enable Lanes Group Plc to carry out the lining works. Removal of flow meter or other obstructions like steel supports etc. if any which will affect lining works shall be by the client.

Special Notes;

Unrestricted access will be required to all areas that are to be inspected. We reserve the right to charge for any delays that would extend the duration as a consequence and it is strongly recommended that any restrictions are cleared prior to our attendance.

For the purposes of this exercise it has been assumed that all survey work can be undertaken at ground level and there to be no requirement for Confined Spaces Entry; if this is deemed to be necessary it will be reported as a Variation request and a one off charge of £480.00 + VAT will apply for the required manpower and equipment.

Similar comments will apply if the system is found to be of a sealed design that incorporates bolt down 'Burns' pattern inspection covers on the pipework itself if this is likely to increase the projected duration and costs as forecast.

It is your legal duty to inform us of any known Asbestos within working areas. In the event of any suspected

Asbestos material being found on site we must in accordance with the "Control of Asbestos at Work

Regulations", cease work immediately, identify the hazard and take action accordingly. Should high levels of toxic gas be located (as per gas monitors) during the course of the works then the programme may need to be extended.

Parking and access are to be made available for the duration of the works Cancellation Fee, If booked in works are cancelled 48hrs before the works commence, then a cancellation fee of 50% of the value of the day's work may well apply

Conditions

Sevenoaks

Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
Platt, Sevenoaks, Kent
TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

- Subject to Lanes Group PLC standard terms and conditions which are attached. The terms and conditions can also be found on our website www.lanesfordrains.co.uk
- Value Added Tax will be applied at the standard rate
- Removal of silt/debris in excess of 10%, or which requires additional equipment for the removal of fat deposits, grout, encrustation, concrete, builders rubble or roots will be charged additionally unless otherwise stated in writing.
- If wishing to proceed with the works could you please complete and sign the attached Confirmation of Order including an official order number. Following receipt of the completed Confirmation of Order, Lanes Group will agree a suitable time and date to carry out the works on your behalf.
- Quote valid until 5/2/2023
- E & OE

We trust this meets with your approval and await your official instruction before proceeding with the works. In the meantime should you require any further assistance or additional information please do not hesitate to contact me.

Yours sincerely,

Gavin Weeks
Area Development Manager
Lanes Group plc- Sevenoaks
01732 783110

Sevenoaks

Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
Platt, Sevenoaks, Kent
TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

Pricing Schedule

Date 6/1/2023

Quote # SE11383

Customer Address

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambs.
SG8 6DZ

Site Address

Melbourn Parish Council
Little Hands Nursery
SG86ED

Item	Quantity	Unit	Description / Inclusions	Rate	Amount
CCTV Crawler	2	Estimated Shifts	Carry out CCTV Support during works, patches, descaling. Full CCTV on completion	£775.00	£1,550.00
JetVac	2	Estimated Shifts	JetVac Crew: Descaling as per report, pre jetting prior to patches installation	£850.00	£1,700.00
Patch Lining	4	Patch Liner Installation	100mm Patches x 1m	£350.00	£1,400.00
Plant	1	Specialist Equipment	Specialist Jetting Head	£250.00	£250.00
Subtotal				£4,900.00	
VAT				£980.00	
Total				£5,880.00	

* Subject to Lanes Group PLC standard terms and conditions plus VAT. Lanes Terms and Conditions are attached and can be found on our website www.lanesfordrains.co.uk

* Following acceptance of an official order and signed confirmation of order which is attached and requires a signature

* Quote valid until 5/2/2023

* E & OE

* Prepared by - Gavin Weeks

* E-mail - andy.botfield@lanesgroup.co.uk

Sales Quotation/Confirmation of Order

Completed document to be faxed 01732 783111, or emailed back.
Please ensure any separate purchase order is made out to
Lanes Group Plc. Terms & Conditions have been supplied.

Full Company Name:	Tel:
Company Invoice Address:	

Please note that the address inserted here will be the address invoiced to and must include the correct and full company name (to match above) & company registration number.

Company Registered Office Address:
Company Reg Number:

All invoices will be forwarded to the head office associated with the company registration number.
A copy can be forwarded to depot / site address if required. **If required tick here**

Order Date: 6/1/2023	Customer Order Number or Reference:
Site Address: Melbourn Parish Council, Little Hands Nursery, SG86ED	
Site Contact:	Site Contact Number:
Details/Scope Of Works: As per details of scope of works within quotation letter SE11383	
Value Of Works To Be Carried Out: £4,900.00	All prices are exclusive of VAT

PAYMENT TERMS: STRICTLY 30 DAYS FROM DATE OF INVOICE. PLEASE SEE ATTACHED TERMS & CONDITIONS

Quotation Reference Number: SE11383	
Customer Signature:	Lanes Signature:
Print Name:	Print Name:
Date:	Date:



1 Definitions and interpretation

1.1 The following terms shall have the following meanings for the purposes of this agreement:

- 1.1.1 'Services' means those specified in the Contractor's Quotation or other documentation, subject to amendment. 1.1.2 'Contractor' means Lanes Group plc
1.1.3 'Employer' means the person, firm or Company for whom works are carried out
1.1.4 'Engineer' means the person agreed by the Contractor and Employer or, failing agreement, nominated by the Contractor
1.2 Headings contained in this agreement are for reference purposes only and should not be incorporated into this agreement and shall not be deemed to be any indication of the meaning of the clauses to which they relate.
1.3 All agreements on the part of either of the parties which comprise more than one person or entity shall be joint and several and the neuter singular gender throughout this agreement shall include all genders and the plural and the successor in title to the parties.
1.4 Acceptance of the Contractor's Quotation, either by Employer's Official Order or by Letter of Intent is deemed as acceptance of these Terms and Conditions.

2 Appointment

The Employer appoints the Contractor to undertake the Services in return for the payments.

3 The Contractor's obligations

3.1 Delegation

Not to delegate any duties or obligations arising under this agreement otherwise than may be expressly permitted under its terms.

3.2 Notice

To comply with the terms of any Notice specifying a breach of the provisions of this agreement and requiring the breach to be remedied so far as it may be but nothing in this clause is intended to require the Employer to serve notice of any breach before taking action in respect of it.

4 The Employer's obligations

- 4.1 In consideration of the services to be rendered by the Contractor under this agreement the Employer agrees to make the Payments promptly without demand deduction or set-off.
4.2 Unless otherwise agreed, Payment of the Price and VAT shall be due within 30 days of the date of the invoice. Time for payment shall be of the essence. Interest on overdue invoices shall accrue from the date when payment becomes due from day to day until the date of payment at a rate of 8% above the Bank of England Base Rate from time to time in force and shall accrue at such a rate after as well as before any judgment. In the event that the Employer is acting in the course of a business, the Contractor reserves the right to claim compensation for late payment pursuant to the Late Payment of Commercial Debts (Interest) Act 1998.
4.3 The Employer shall make available to the Contractor the whole of the site of the proposed works at the commencement on site unless otherwise agreed in writing.

5 Cancellation

Prior to commencement of the works on site the Employer may cancel this agreement at any time by giving the Contractor one week's written notice, and shall then be liable to pay to the Contractor for all work undertaken and expenses incurred in preparing for the works. Upon commencement of the works on site the Employer may not cancel this agreement, save as set out in clause 8.

6 VAT

- 6.1 All sums payable under this agreement unless otherwise stated are exclusive of VAT and other duties or taxes.
6.2 Any VAT or other duties or taxes payable in respect of such sums shall be payable in addition to such sums.

7 Liability and Liquidated damages

- 7.1 The Contractor shall not be liable to the Employer for loss or damage to the Employer unless due to the negligence of the Contractor.
7.2 In the event that Contractor is held to be in breach of its obligations under this agreement, due to negligence, the parties agree that the Contractor shall pay to the Employer as and by way of agreed liquidated damages an amount equal to the price of the services provided by the Contractor up to the date of breach.
7.3 In the event that the Employer disputes the work undertaken by the Contractor, all disputes must be notified to the Contractor within 14 days of the work being carried, or within 14 days of the invoice, whichever is the later. The Employer shall be prohibited from disputing the work undertaken or the amount of the invoice after this 14 day period, save where the Employer is dealing as a consumer.
7.4 Save as expressly referred to above, and except where the Employer is dealing as a consumer (as defined in the Unfair Contract Terms Act 1977 Section 12 as amended and/or the Unfair Terms in Consumer Contracts Regulations 1999 Regulation 3(1)), all other warranties, conditions or terms relating to fitness for purpose, quality or condition of the Goods and/or Services, whether express or implied by statute or common law or otherwise are excluded to the fullest extent permitted by law.
7.5 For the sake of clarity, the Contractor will not be held liable for any consequential losses suffered by the Employer as a result of any breach of the Contractors obligations, whether reasonably foreseeable or otherwise.
7.6 The Employer shall indemnify defend and hold harmless the Contractor in full against all loss, costs, damages, charges, expenses and other liabilities awarded against or incurred as a result of or in connection with any claim made against the Contractor by a third party in respect of any matter caused by the Employer or for which liability has been assumed by the Employer.

8 Termination for breach

The following obligations are conditions of this agreement and any breach of them shall be

deemed a fundamental breach which shall determine this agreement immediately and the rights and liabilities of the parties shall then be determined in accordance with clause 9:

- 8.1 Failure on the part of the Employer to make punctual payment of all sums due to the Contractor under the terms of this agreement;
8.2 Failure on the part of the Contractor to observe any obligation under this agreement not requiring Notice to be served and in the case of obligations requiring Notice to be served failure to comply with the terms of any Notice;
8.3 The levying of any distress or execution against the Employer or the making by him of any composition or arrangement with creditors or being a company the Client's liquidation (other than a members' voluntary liquidation with the written consent of the Client);

9 Termination consequences

In the event of this agreement being determined whether by effluxion of time Notice breach or otherwise:

- 9.1 The Employer shall immediately pay to the Contractor:
9.1.1 all arrears of Payments and any other sums due under the terms of this agreement, and
9.1.2 all further sums which would but for the determination of this agreement have fallen due at the end of the works
9.2 Either party shall be entitled to exercise any one or more of the rights and remedies given to it under the terms of this agreement and the determination of this agreement shall not affect or prejudice such rights and remedies and each party shall be and remain liable to perform all outstanding liabilities under this agreement notwithstanding that the other may have exercised one or more of the rights and remedies against it; and
9.3 Any right or remedy to which either party is or may become entitled under this agreement or in consequence of the other's conduct may be enforced from time to time separately or concurrently with any right or remedy given by this agreement or now or afterwards provided for and arising by operation of law so that such rights and remedies are not exclusive of the other or others but are cumulative.

10 The Works

- 10.1 The works, unless otherwise notified, have been priced to be carried out between the hours of 08:00 and 16:30 unless agreed prior to commencement and allowed for and agreed in the Contractor's quotation. In the event that the Employer changes the hours within which the works are to be undertaken, the Employer shall be liable for the Contractor's additional costs.
10.2 In the event that working time is lost on site due to delays caused either by the actions of the Employer, his Representative or by other Contractors employed by the Employer, or by sewer surcharge caused by storm, flood, tidal or pump failure, the Employer shall be liable for the additional costs incurred by the Contractor. In addition, in the event that the Contractor experiences delays for which they are not responsible, the Employer shall be liable for the Contractor's additional costs in relation to the additional setting up or out of sequence working.
10.3 Unless otherwise stated in writing it is assumed that vehicular access is possible to all manholes on every sewer length on which work is being undertaken. In the event that this is not possible the Employer shall be liable for an extra costs incurred due to lack of access.
10.4 If access is required onto private land it will be the Employer's responsibility to ensure all relevant permissions have been obtained
10.5 In the event that the Contractor is required to work in any confined spaces as defined by the Health and Safety at Work Act or any manhole deeper than 1.4 metres the Contractor reserves the right to charge the Employer for the required additional safety equipment.

11 Specific Works (to be read in conjunction with the above Conditions)

11.1 Cleaning

Removal of silt/debris in excess of 10%, or which requires additional equipment for the removal of fat deposits, grout, encrustation, concrete, builders rubble or roots will be charged additionally unless otherwise stated in writing.

11.2 CCTV/Sonar Inspection Works

Due to the nature of CCTV inspection, the Contractor cannot guarantee the accuracy of any CCTV inspection or measurement. A CCTV Survey will only show the interior of the sewer or pipe, and will not show the exterior. Alternatively Sonar may be used to track the route of a pipe, however Sonar by its nature may be up to 1 metre out in accuracy. Any interpretation and advice as a result of CCTV inspection shall not be binding on the Contractor, and is the sole responsibility of the Employer. In the event that the measurements or advice given is inaccurate, the Contractor shall not be responsible for any loss or damage howsoever caused.

11.3 Sewer Condition

Where information is provided or implied either verbally or in writing or through CCTV recordings concerning the condition of the sewers and this is found to be inaccurate or out of date the Employer shall be responsible for any extras costs incurred for additional work that may be required to complete the works. The Contractor shall not be liable for any deterioration, structural or otherwise, that develops or becomes apparent on any pipe they are working on howsoever caused.

11.4 Waste Disposal

Unless otherwise stated the Contractor has not quoted for the removal of waste or debris from site. If disposal is found to be necessary the Employer will be responsible for the additional costs incurred by the Contractor in the removal, transporting and disposal of waste to a registered site, together with additional administrative costs.

11.5 Re-lining

Due to the nature of relining there can be no delays once the linings have been impregnated. In the event that there are delays beyond the Contractor's control any linings impregnated may have to be discarded and new linings provided. Further the Employer warrants that the sewers or pipes will be free of live water prior to the works being undertaken by the Contractor. In the event that live water is present, the linings used by the Contractor will not function. The Employer will be



liable for the additional costs incurred should new linings be required in any event.

11.6 Excavation

11.6.1 The Contractor must rely upon Utility Company records as to the location of underground services before undertaking any excavation work. The Employer is placed on notice that the accuracy of the Utility Company records may be suspect; however the Contractor must rely upon them. In the event that the Utility Company Records are inaccurate and damage is caused to an underground service, the Employer will hold the Contractor fully indemnified in respect of any claim which may arise from such damage.

11.6.2 The Contractor may rely upon scans of the area before undertaking excavation. A scan will not identify an obstruction such as, but not limited to, concrete, bedrock or other such obstructions. Likewise a scan will not show whether a pipe is encased in concrete. In the event that the Contractor discovers such an obstruction the Employer shall be liable for any additional costs incurred.

11.6.3 In the event that a pipe being excavated is encased in concrete, further damage may be caused to pipework connected to the section being excavated, due to shockwaves travelling down the concrete. Such damage is unavoidable. The Employer will be liable for the additional costs incurred in repairing any pipework so damaged.

12 Damage or Loss to Equipment

If damage or loss is sustained to the Contractors equipment due to reasons beyond their control, or due to the condition of the pipe work or some other known or unknown risk, the Contractor reserves the right to charge for the costs in retrieving the Equipment, including the instruction of another contractor and/or the costs of replacing the Equipment. The Contractor also reserves the right to charge for loss of profits and down time whilst the items are recovered or replaced.

13 Miscellaneous

13.1 Warranty

Each of the parties warrants its power to enter into this agreement and has obtained all necessary approvals to do so.

13.2 Force majeure

In the event of national emergency, war, prohibitive governmental regulation or any other cause beyond the control of the parties ('force majeure event') the obligations of the parties shall be suspended for so long as the force majeure event renders performance of the agreement impossible and upon the occurrence of a force majeure event all money then due to the Contractor shall be paid immediately

13.3 Severance

If any provision of this agreement is declared by any judicial or other competent authority to be void voidable illegal or otherwise unenforceable or indications to that effect are received by either of the parties from any competent authority the remaining provisions of this agreement shall remain in full force and effect unless the Contractor in the Contractor's discretion decides that the effect of such declaration is to defeat the original intention of the parties in which event the Contractor shall be entitled to terminate this agreement by 30 days notice to the Client and the provisions of clause 10 shall apply accordingly.

13.4 Whole agreement

Each party acknowledges that this agreement contains the whole agreement between the parties and that it has not relied upon any oral or written representation made to it by the other or its employees or agents and has made its own independent investigations into all matters relevant to it.

13.5 Notices

All notices to be given under this agreement shall be in writing and shall either be delivered personally or sent by first class or airmail prepaid post or by telex, cable or facsimile transmission and shall be deemed duly served:

- In the case of a notice delivered personally, at the time of delivery;
- In the case of a notice sent inland by first class prepaid post, 2 clear business days after the date of dispatch;
- In the case of a telex, cable or facsimile transmission, if sent during normal business hours then at the time of transmission and if sent outside normal business hours then on the next following business day provided (in each case) that a confirmatory copy is sent by first class prepaid post or by hand by the end of the next business day.

Each notice shall be addressed to the address of the party concerned set out in this agreement or to such other address as that party shall have previously notified to the sender.

13.6 Proper law and jurisdiction

This agreement shall be governed by and construed in accordance with the law of England and Wales and each party agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

13.7 Waiver

The failure by either party to enforce at any time or for any period any one or more of the terms or conditions of this agreement shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this agreement.

13.8 Third party rights

A person who is not a party to this agreement has no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this agreement.

Revised Jan 2020

Maintenance Committee Jobs Spreadsheet -
LISTING DATE: Meeting 19 January 2023

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. Highways to order 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	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
18	New Rec - footpath to Meldreth	Resident	Low hanging branches need cutting back - wardens to check	Wardens
19	Bottom of The Moor (High Street end)	Resident	Damaged signs. Lamp post damaged. MVC sign to be replaced. Office to report to Highways. Library sign to be relocated to High Street. Office to seek permission.	CL/SM
20	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA.	CL
21	rail fencing outside Leeches	SM	Damage to 2 sections of railings - SM to obtain quote to repair. ACTION: KR looking at fixing	SM
22	Leaking tap on allotments The Moor	Resident	KR has turned off water supply. Will return to repair tap. Suggested that water should be turned off over winter months.	KR/SP
23	Pavilion	SM/Fire Service	Small hole in ceiling of boiler room. Fire service advise that hole is sealed up with fire retardant foam to reduce risk of fire service through the loft. ACTION: Wardens to fill hole.	wardens
24	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report.	wardens/office
25	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo	SCDC
26	The Moor, near allotments	wardens	large pothole. ACTION : SM to report to CCC. CCC to repair in next 12 weeks.	CCC
27	Hinkins Close	Resident	Tree dropping leaves and causing path to be slippery. Branches are also low. ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.	SCDC
28	New Rec	Contractor	Numberous reports of dog fouling on the New Rec.	SM
29	New Rec	Contractor	Increase in rabbit activity near the bowls club and basketball court. ACTION: SM to request ferreting is carried out in this area.	SM
30	Armingford Crescent	Resident	A rowan tree leaning and at risk of falling. Contractor investigated and cleared tree which was blocking footpath	SM
31	Hyacinth Drive/New Rd	Litter Picker	Damage to street lamp along the path. Wardens cleared damaged. Reportedly street lamp has been repaired.	Wardens
32	Littlehands Carpark	Wardens	Grassed area of carpark very muddy and deep grooves forming.	Wardens
33	New Road outside Pryors Orchard	Litter Picker	Drain is breaking up and sinking causing a dip in the road. ACTION: SM reported to CCC. CCC confirmed works with the next 12 weeks	CCC
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