

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

**A meeting of the Maintenance Committee** held on Thursday, 16 February 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), Les Brierley (RMRG), Chris Selway (Allotment Association)

**MA164/22 To receive and approve apologies for absence**

None received

**MA165/22 To receive any Declarations of Interest and Dispensations**

None received

**MA166/22 To approve the minutes of the Maintenance Committee Meeting held on 19 January 2023**

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting Held on 19 January 2023 as an accurate record.

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

**MA167/22 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

There was one member of the public in attendance to discuss item MA174/22a).

**MA168/22 Finance Matters:**

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

**MA174/22 Village Maintenance Matters:**

- a) To consider a request to install a memorial bench on the New Rec  
The chair rearranged the order of the meeting to bring forward item MA174 22a) to discuss with the member of the public.  
The Committee support the idea of the installation of the memorial bench. It was noted that it would be preferred if the bench was fixed in place to reduce the chance of vandalism. The Member of the public will consider the different design and material options and will fundraise for the bench. A site visit to be arranged once design specified.

*(Member of the public left the meeting)*

**MA169/22 Conservation Matters:**

- a) To receive the EA Monthly situation report for January 2023  
Report was noted.  
*(The meeting was moved to the Dickens room)*
- b) To receive a report from River Mel Restoration Group  
*(LB joined the meeting)*

It was noted that the EA should be publicising their report on the support pipe for the river Mel by the w/c 20 Feb. It is hoped that any cost will be outlined in this report.

- c) To receive an update on the works carried out by the Wild Trout Trust  
The Wild Trout Trust has completed their clearance of the river Mel. The committee expressed thanks to the Wild Trout Trust.  
ACTION: Acting Clerk to write to the Wild Trout Trust to express thanks for the work.
- d) To receive any other updates and consider actions  
None received.

**MA170/22 Allotment Matters:**

- a) To consider a request to consider having CCTV at the allotments

Signed:..... Date:.....

The request was raised following accidents of fly tipping and reported drug dealing. It was noted that there is no electricity or Wi-Fi at the allotments.

ACTION: Acting Clerk to investigate the possibilities of installing dummy cameras and signs.

- b) To receive any updates and consider actions

Chair of the Allotment Association reported that an inspection has been carried out recently and all plots look worked. An issue with a tap was raised. ACTION: Wardens to investigate.

8 water butts funded from a Parish Council grant have been successfully installed. ACTION: SM to include Water butts in the next edition of the Melbourn Magazine.

*(CS left the meeting)*

**MA171/22 Stockbridge Meadows:**

- a) To receive an update on management plan

*(Cllr Barnes joined the meeting)*

Cllr Travis and Maureen and Les Brierley have a date to meet to discuss the plan.

- b) To receive any other updates and consider actions

The preliminary trench dug to investigate pond feasibility is not deep enough. ACTION: Acting Clerk to request that HCGM dig the trench deeper to 1.5 metres.

**MA172/22 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

The report was noted. A member has raised the issue of drug dealing a local inspector so the police are aware of problem areas.

- c) To receive any other updates and consider actions

It was noted that some items were left near the small appliance bin. The items could fit in the bin so Cllrs Barnes and Alexander dispose of them appropriately.

**MA173/22 Cemetery Matters:**

- a) To receive any other updates and consider actions

It was noted that dog walkers who are not using the cemetery are using the car park. The car park is for visitors to the cemetery only to ensure that there are access issue during interments. It was also noted that walkers seem to be using a cut through which is damaging new trees. The wardens have put up chicken wire to block the cut through.

ACTION: Wardens to monitor the cut through and reinforce if needed. Acting Clerk to obtain quotations for "Visitors only" signs for the car park.

**MA174/22 Village Maintenance Matters:**

- b) To consider quotations to maintain the Hopkins Homes SGB

A query was raised linked to item 3 on the quotation from Majestic.

ACTION: Acting Clerk to check the cost of item 3 with Majestic and to confirm the terms of contract.

It was RESOLVED that, subject to the cost of item 3 being correct and agreement to a 3 year contract with a 1 year break clause, to recommend Majestic quote of £3,650+VAT per year to maintain the Hopkins Home SGB to full council for consideration.

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

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

It was agreed that quotes would be obtained for this work. ACTION: Acting Clerk to obtain quotes.

- d) To consider and review the tree planting plan

It was noted that the donation of £500 from a resident is to be used to plant trees along Cambridge Road, as agreed last year. The contractor is currently sourcing Lime Trees as they were unable to purchase them last year. The Highways Officer from Cambridgeshire County Council has agreed that the maintenance of the trees will be their responsibility. The contractor who will be planting the trees has noted that the council will have to work out a watering plan. It was noted that compost should be used and included in the contractor's costing.

ACTION: Acting Clerk to obtain quotations for watering and to confirm cost for sourcing and planting of trees.

- e) To receive an update on the Worcester way fence

Following a meeting with the resident, the issue with the fence was evident from the resident's garden. The section of fencing requires replacing and the soil on the woodland side needs clearing.

ACTION: Acting Clerk to obtain quotations to replace fence and clear the soil.

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

Deferred awaiting quotations.

- g) To consider quotations for war memorial path

Deferred awaiting quotations.

- h) To consider a request to collect fallen branches from Parish Land

The request was discussed and it was noted that there are many aspects to consider. It was agreed that the resident who issued the request should meet with the committee so that specifics can be discussed.

ACTION: Acting Clerk to invite resident to meet with the committee.

- i) To consider quotations to carry out verti-draining on the new rec

It was noted that the New Rec has been very wet recently and that the verti-draining has been recommended. The need to verti-drain this area has been on the Parish Office's radar and spring is an appropriate time to carry it out.

It was RESOLVED that the quotation from Herts & Cambs in the amount £720+VAT to verti-drain the New Rec is recommended to Full Council for consideration.

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

- j) To receive any other updates and consider actions

It was noted that the precept for next year has a slightly increased budget for pitch maintenance.

#### **MA175/22 Pavilion Matters:**

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

*(Cllr Barley joined the meeting)*

It was noted that mobile broadband is the most suitable option for the pavilion Wi-Fi. Under the contract with Three, the council can opt out after 30 days. Cllr Alexander offered to test the speed of the network at the pavilion. It was noted Littlehands have agreed that the original proposal would be acceptable.

ACTION: Cllr Alexander to test network speed at the pavilion.

Acting Clerk to respond to Littlehands to thank them for their cooperation but to advise for the moment the committee are looking at a different route.

It was RESOLVED to approve the 24-month contract offered by Three at a cost of £14.17 per month, subject to the first 30 days.

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

- b) To receive an update on fire safety

It was noted that the fire extinguisher services has been carried out and that the extinguishers will require replacing in August 2024. Also it was noted that documents relating to fire safety will come to the committee for consideration at the next meeting.

ACTION: Acting Clerk to include new extinguishers in the 2024/25 budget. Acting Clerk to draft the relevant fire safety documents.

- c) To consider quotations to refurbish the ceiling in the changing room

It was noted that quotations are no longer required as the wardens are able to clear the mould from the ceiling.

- d) To receive any other updates and consider actions

It was requested that the outside key box is moved to a more accessible position.

ACTION: Wardens to identify a more suitable position and move the box.

**MA176/22 Littlehands Matters:**

- a) To consider quotations to repair the floodlight  
Deferred. Awaiting quotations.
- b) To consider quotations to lay hard core in the car park  
Deferred. Awaiting quotations.
- c) To receive an update on the drains

It was noted that the drains at Littlehands were blocked and required unblocking. This work was carried out and the drains are now working. The council are seeking quotations to resolve the long-term issues with the drain and these will be considered by Full Council.

ACTION: Acting Clerk to chase second quotation.

- d) To receive any updates and consider actions  
ACTION: Acting Clerk to chase Barley Maintenance.

**MA177/22 Policies and Risk Assessments**

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

**MA178/22 Skate Park Working Party (SPWP)**

- a) To receive any updates and consider actions

It was noted that there has been a good response to the consultation and that it would be useful for the Working Party to meet to look at the responses.

ACTION: Acting Clerk to arrange a Skate Park Working Party Meeting.

**MA179/22 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

**Maintenance Committee Jobs Spreadsheet: 16 February 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. <b>ACTION: Clerk to follow up with Sheene Mill. Response received. Land owners willing to do necessary work.</b>	CL
2	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. <b>ACTION: Parish Office to follow up. Highways have scheduled the work to be carried out soon.</b>	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. <b>Being consider for inclusion in the 2023/24 maintenance budget.</b>	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. <b>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</b>	CL/SM



7	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
8	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. <b>Reported. CCC confirm sign to be replaced 2023/24</b>	SM
10	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. <b>Office to chase. Work to be carried out soon. Chased again</b>	SM
11	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. <b>SM to Chase</b>	SM
12	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. <b>Chase</b>	SM
13	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA. Reported to EA. <b>Chase</b>	SM
14	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. <b>ACTION:</b> Wardens to fill hole, once contractor has identified the cause. <b>Ongoing</b>	wardens
15	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report. Reported.	SCDC
16	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo	SCDC
17	The Moor, near allotments	wardens	large pothole. <b>ACTION :</b> SM to report to CCC. CCC to repair in next 12 weeks.	CCC
18	Hinkins Close	Resident	Tree dropping leaves and causing path to be slippery. Branches are also low. <b>ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.</b>	SCDC
19	New Road outside Pryors Orchard	Litter Picker	Drain is breaking up and sinking causing a dip in the road. <b>ACTION:</b> SM reported to CCC. CCC confirmed works with the next 12 weeks	CCC
20	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign. SM reported to SCDC	SCDC
21	Worcester Way	Resident	Street lamps not working. SM requested that resident shares ID number. No numbers on lampposts. SM contacted Metropolitan	Metropolitan
23	Notice boards	GC	Poor repair - <b>Wardens to look at</b>	Wardens
24	Littlehands	GC	Flood light not working. SM to obtain quotes to repair	SM
25	Littlehands	GC	Wooden paneling on emergency entrance side of littlehands requires maintenance. <b>Wardens to re-paint.</b>	Wardens
26	New Road Cemetery	Litterpicker	Protective box around tap in cemetery has rotted away. On going repair.	Wardens

**MA180/22 New Maintenance Issues:** To consider Maintenance issues arising since last meeting  
None received

**MA181/22 To note date of next meeting: Thursday, 16 March 2023**

It was noted that the date of the next meeting is Thursday 16 March 2023.

Meeting closed at 11:04

Signed:..... Date:.....

# 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 14<sup>th</sup> 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 6<sup>th</sup> and 7<sup>th</sup> February and need access to the gate.

ACTION: Cllr Clark to open the gate on the 6<sup>th</sup> and 7<sup>th</sup> 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. <b>ACTION: Clerk to follow up with Sheene Mill.</b>	CL
2	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. <b>ACTION: Parish Office to follow up. Highways have scheduled the work to be carried out soon</b>	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. <b>Being consider for inclusion in the 2023/24 maintenance budget.</b>	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. <b>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</b>	CL/SM
6	Dolphin Lane / Station Road verge	KR	Requires cutting back. Quotes received. <b>Work to be ordered</b>	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. <b>Reported. CCC confirm sign to be replaced 2023/24</b>	SM

Signed..... Date: .....

10	Littlehands	GC	Wooden paneling on cricket store side of littlehands requires maintenance. <b>Wardens to re-paint. Work ongoing</b>	Wardens
11	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. <b>Office to chase. Work to be carried out soon</b>	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. <b>ACTION:</b> 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. <b>ACTION</b> : 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. <b>ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.</b>	SCDC
20	New Rec	Contractor	Numberous reports of dog fouling on the New Rec. <b>ACTION: Parish Office to post on social media</b>	SM
21	New Rec	Contractor	Increase in rabbit activity near the bowls club and basketball court. <b>ACTION:</b> 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. <b>ACTION:</b> 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 16<sup>th</sup> February 2023

Meeting closed at 11:08

Signed..... Date: .....

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>		<b>Paid</b>	<b>Unpaid</b>		
1000	Allotments - water (2 meters)	790	987		(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	439		(139)	Compost/begonias/tree/tree lights
1100	Conservation - tree survey	650	605		45	
1100	Conservation - tree works	4,850	4,156		694	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	935		(435)	Replace Orchard Lectern panel/rabbits/waste bag clearance/littering signs
1100	<b>Conservation - donation to fund tree planting</b>	<b>500</b>			<b>500</b>	<b>Donation - Not in precept but included as a reminder for spending on trees in 2022/23</b>
1150	Stockbridge Meadows - path cutting and rolling	300			300	
1150	Stockbridge Meadows - unplanned	500	185		315	Sign
		13,990	8,783	-	5,207	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	330	110	28	192	
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	93		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	2,307	28	1,395	
	<u>Play Areas, Recreation Grounds &amp; Pavilion</u>					
3000	Playground - ROSPA	220	123		98	
3000	Playground - play area maintenance, equipment repair/renewals	1,500	1,122		378	Agility trail pole repair/repairs to manhole at the moor
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	9	245	
3200	Recreation Ground - pest treatment	650	115		535	
3200	Recreation Ground - unplanned	500	2,371		(1,871)	Additional work to goal mouths/pitches + signs + leaf clearance
3400	Pavilion - cleaning	1,000	578	84	338	
3400	Pavilion - electricity	2,400	897		1,503	
3400	Pavilion - water	100	140		(40)	
3400	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	600	321	80	199	Septic tank / Shelford heating call out
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	<b>Pavilion - external redecoration (b/fwd from 2020/21 budget)</b>	<b>2,000</b>	<b>2,200</b>		<b>(200)</b>	
		12,540	7,997	173	4,370	

EDGE Code		Budget 2022/23	Actual to date (31/12/22)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<u>Finance &amp; General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	500	457	36	7	
4300/3	Wardens' equipment	500	289		211	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,400	1,459	25	(84)	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	3,239	200	562	Includes sickness cover for wardens (£529)/continued warden cover/MVAS battery change (£580)
7100	Car park workshop - water	175	180		(5)	
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	6,849	261	3,095	
	<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	2,169		(1,169)	Legionella assess/Downpipe/roof insp & repair/drains CCTV survey/repair guttering and rain stop
9000	Rental Property - projects (window replacement)	4,000	3,625		375	
		5,470	6,351	-	(881)	
	Total Maintenance (excluding grounds maintenance contracts)	46,135	32,286	462	13,387	
	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	6,225		1,245	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	4,600		920	
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	4,058		812	
2100	Cemeteries - extra cuts (£360 x 3)	1,080			1,080	
3200	Recreation Grounds (£755 per month)	9,060	7,550		1,510	
3200	Recreation Grounds - extra cuts (£130 x 4)	520			520	
		31,870	22,433	-	9,437	



# Monthly water situation report: East Anglia

## 1 Summary - January 2023

The first half of January was generally mild, unsettled, and wet, with parts of East Anglia having close to their average rainfall for the whole of January within the first two weeks. The second half of the month was characterised by much drier and colder weather. River flows reflect this pattern of rainfall, with the first half of the month characterised by high flow events, followed by a recession to baseflows during the second half of the month. By the end of the month, the average rainfall total for the East Anglia area was 47mm, which is 92% of the long-term average for January.

### 1.1 Rainfall

January rainfall was in the normal range across most of East Anglia, with only the central Fenland area recording below normal rainfall for the month. Following on from a generally wet autumn, the three-month rainfall totals across the area range from normal to notably high, with the northern half of the area being generally drier than the southern half. 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 continued to decline throughout the first half of January before drier conditions contributed to a levelling off of deficits towards the end of the month. The calculated soil moisture deficit value for the East Anglia area remained in the normal range throughout January. Much of the Area now has saturated soils and recharge is well-established. The exception is in west Norfolk, where soil moisture deficits had perpetuated longer into the winter than elsewhere and chalk groundwater level remain in the notably low to below normal range.

### 1.3 River flows

Most East Anglian rivers displayed a strong runoff response to early January rainfall before receding to baseflows during the drier second half of the month. The month mean flow for most rivers was in the normal range for January, with the exception of rivers in north west Norfolk. These rivers had notably low to below normal month mean flows for January, reflecting the limited recovery in local chalk groundwater levels.

### 1.4 Groundwater levels

Most boreholes continue to show a clear recovery in groundwater levels, although this recovery is less pronounced at many Norfolk sites, reflecting the lower rainfall and the persistence of soil moisture deficits into the recharge season.

## 1.5 Reservoir stocks

All reservoirs showed a significant recovery in storage during January. Most reservoirs levels remain lower than they are in most years on this date, with only Alton Water ending January with levels above its normal operating curve. Reservoir stocks are still showing the effects of higher demand during summer and the reduced abstraction at intakes during this time.

## 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 most river flow sites in March 2023. The projections for the Stiffkey show a greater than 50% probability of notably low to exceptionally low river flows by March 2023, reflecting the limited recovery in local groundwater levels to date.

The projections for June 2023 show a slightly increased probability for drier conditions, although normal flows or greater remain the most likely outcome for all rivers except the Stiffkey, which has a 30% probability of notably low to exceptionally low flows for June 2023.

### .1.7.2 Probabilistic ensemble projections for groundwater levels in key aquifers

The groundwater projections show an increased probability of normal or higher groundwater levels in the coming months at most boreholes. Kenninghall and Bircham Newton are exceptions, with both currently having notably low groundwater levels and displaying an elevated probability of below normal or lower groundwater levels for March 2023. Prospects are markedly improved for Kenninghall by September 2023, although Bircham Newton continues to show a high likelihood of below normal or lower groundwater levels later into the year.

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\*[SMD]: soil moisture deficits

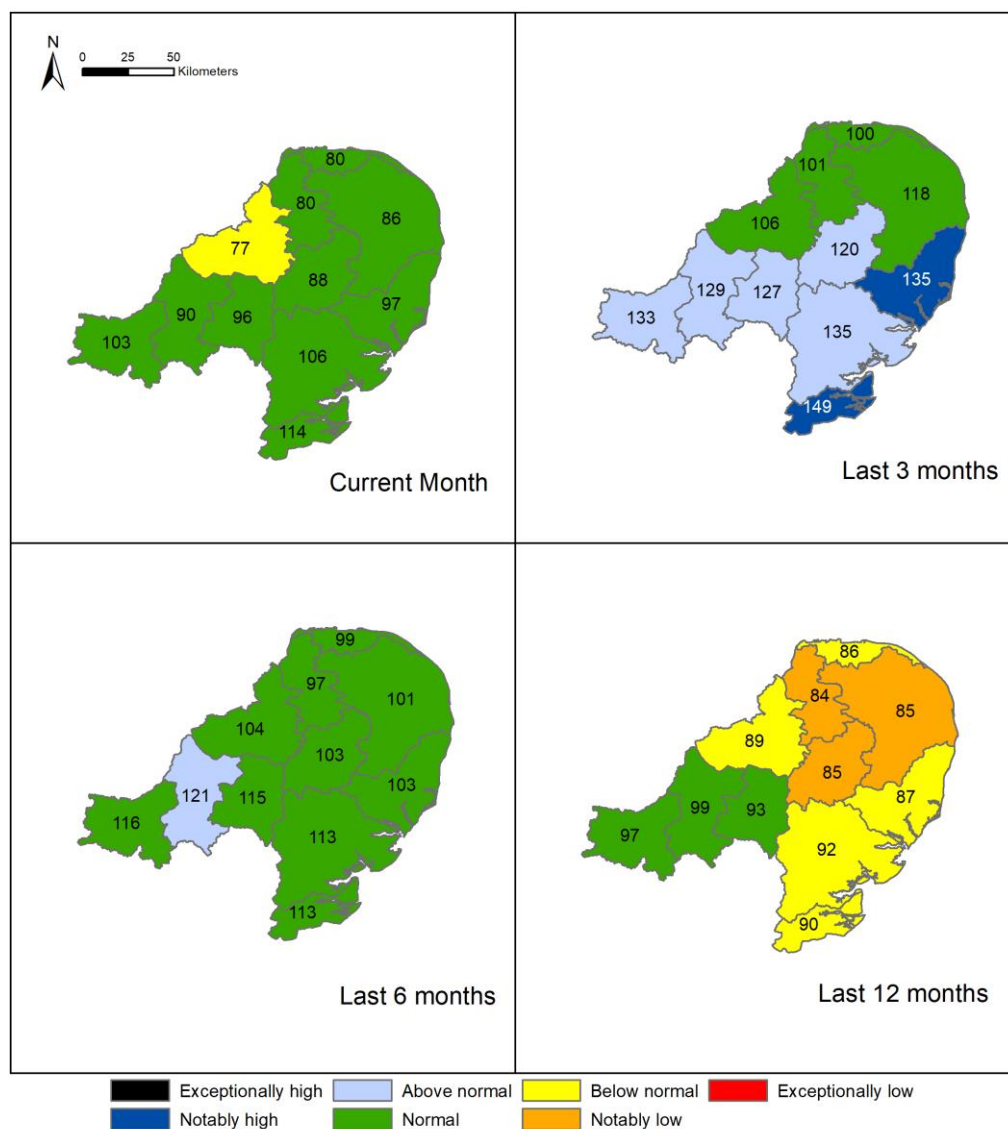
\*[LTA]: long term average

Contact Details: 03708 506 506

## 2 Rainfall

### 2.1 Rainfall map

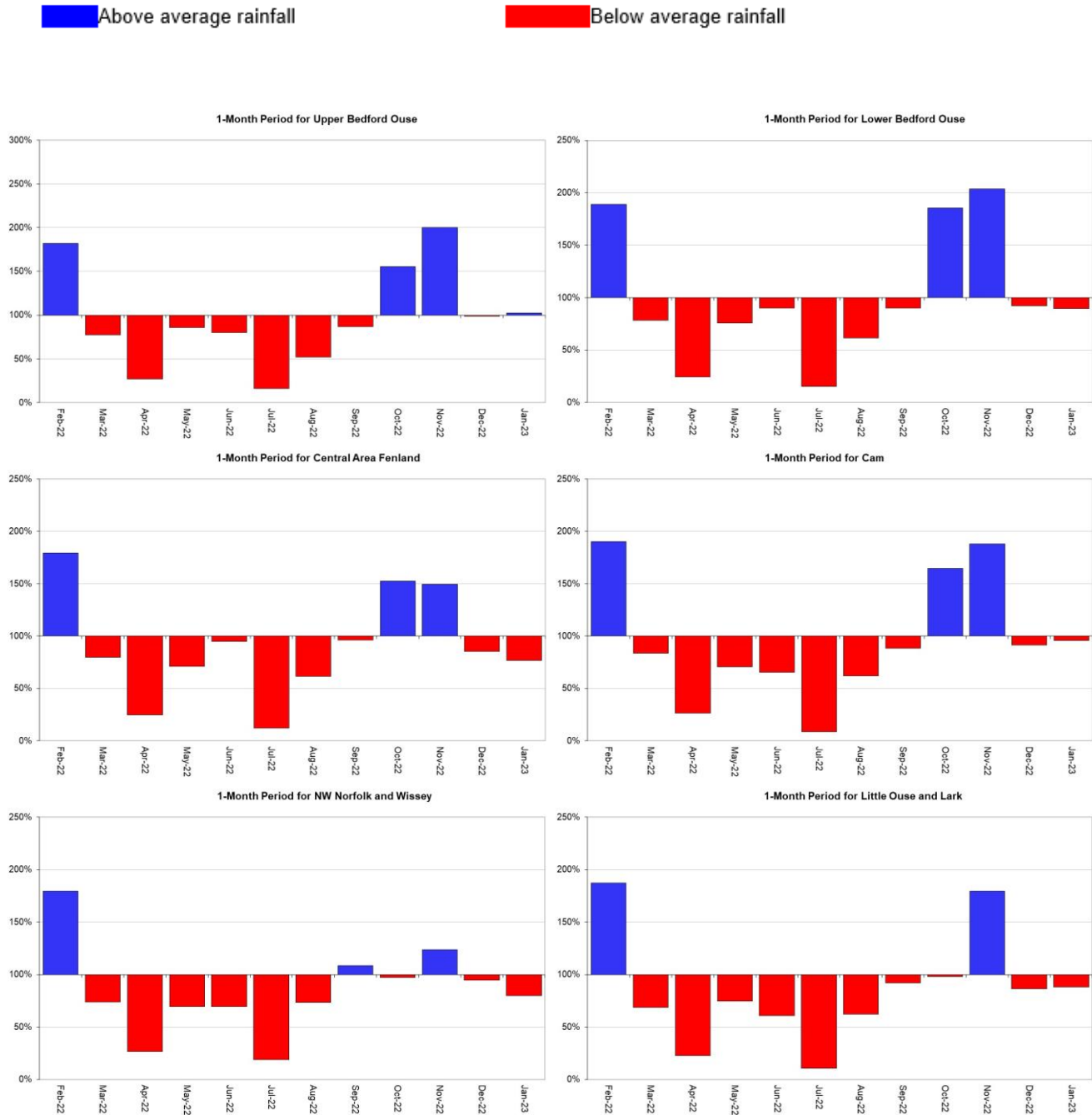
Figure 2.1: Total rainfall for hydrological areas for the current month (up to 31 January 2023), the last 3 months, the last 6 months, and the last 12 months, classed relative to an analysis of respective historic totals. Table available in the appendices with detailed information.

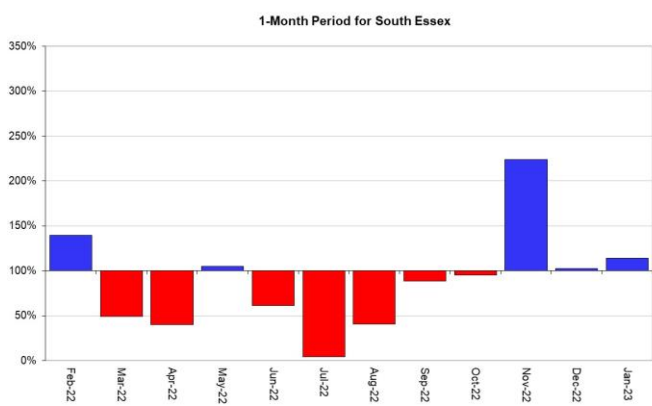
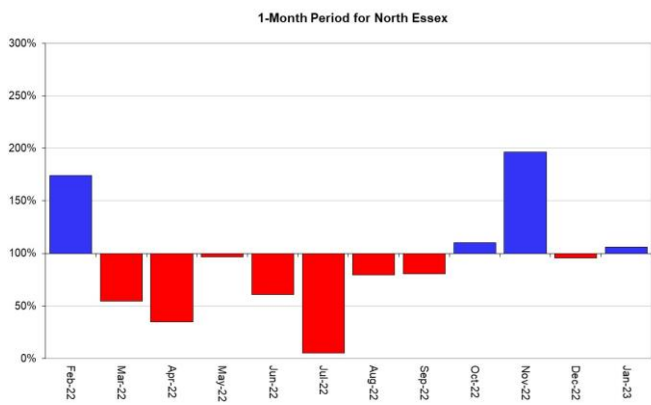
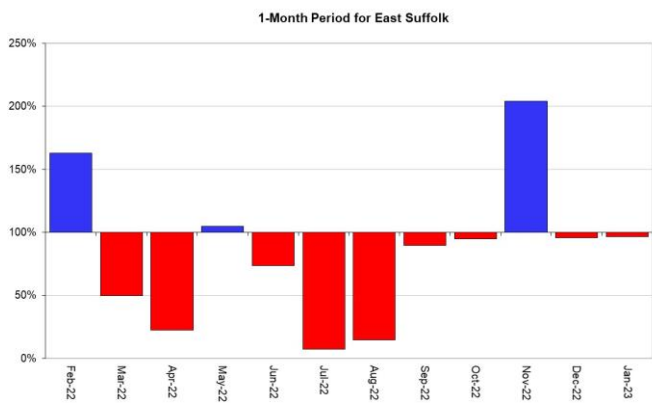
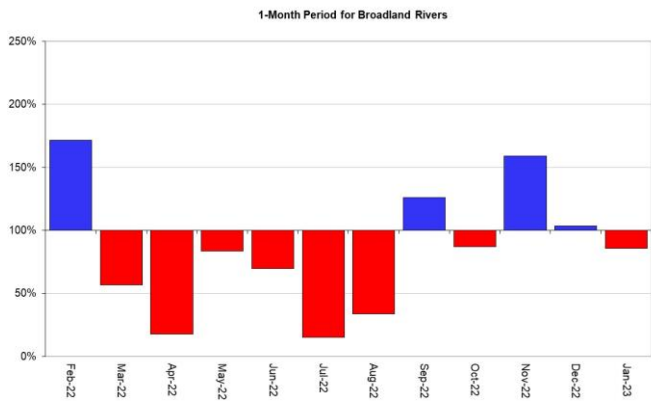
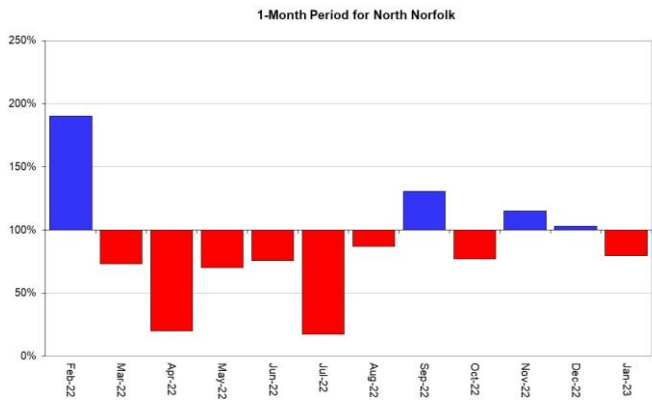


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2023). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

## 2.2 Rainfall charts

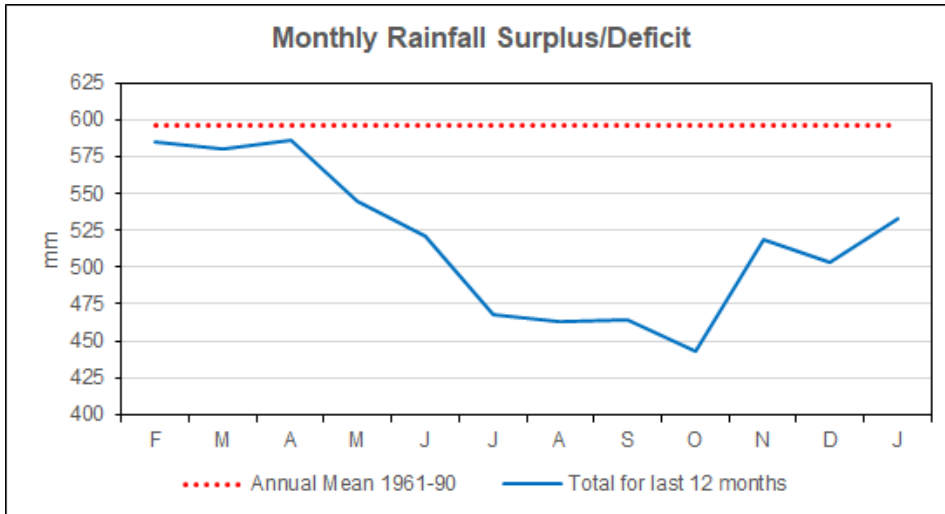
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1961 to 1990 long term average for each region and for England.





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

## 2.3 Monthly Rainfall Surplus Deficit Chart

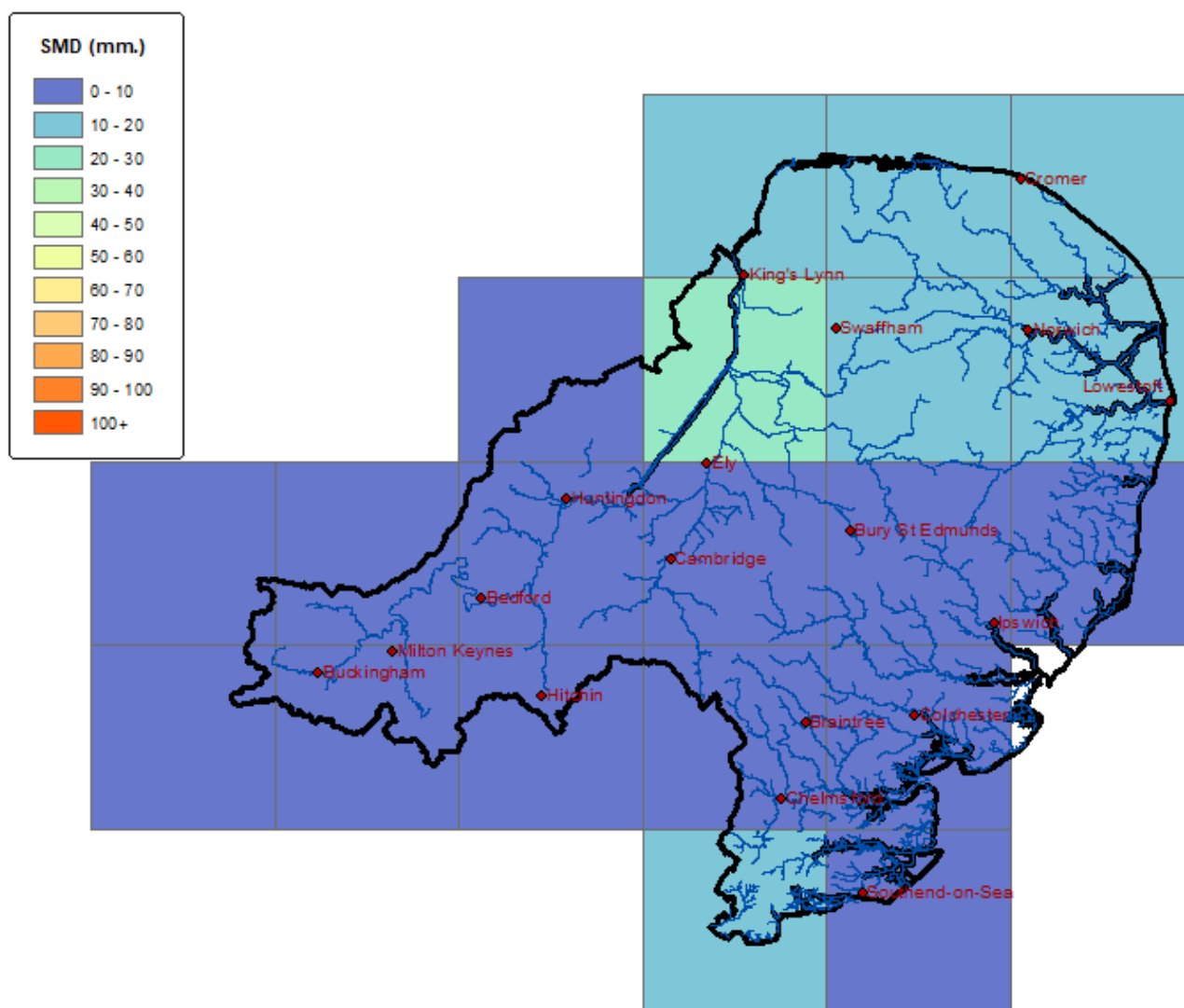


HadUK rainfall data. (Source: Met Office. Crown copyright, 2023).

### 3 Soil moisture deficit

#### 3.1 Soil moisture deficit map

Figure 3.1: Soil moisture deficit values for 31 January 2023. Values based on the weekly MORECS data for real land use.

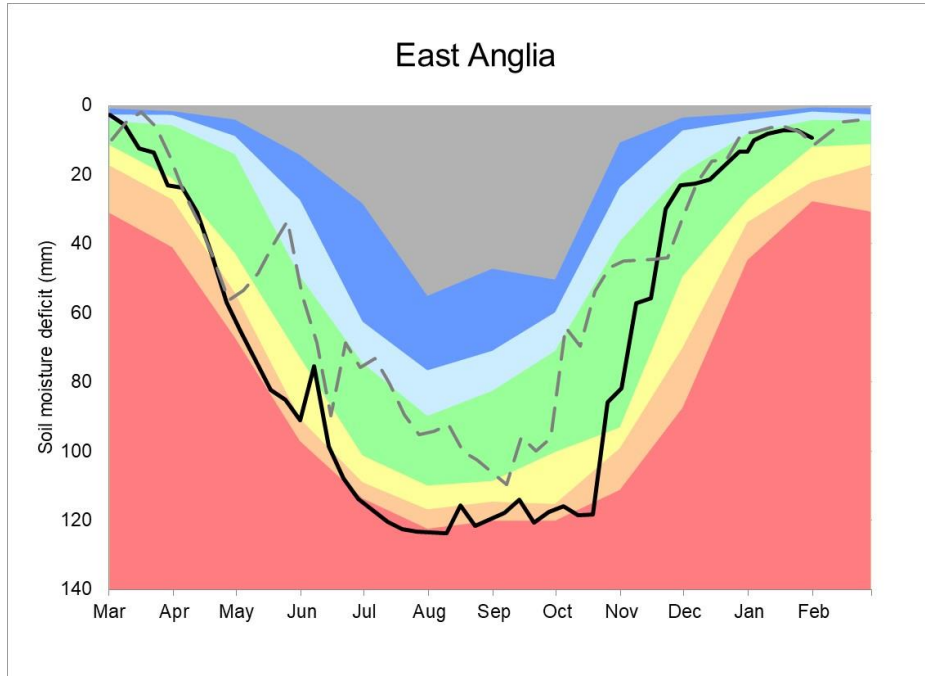


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### 3.2 Soil moisture deficit charts

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.

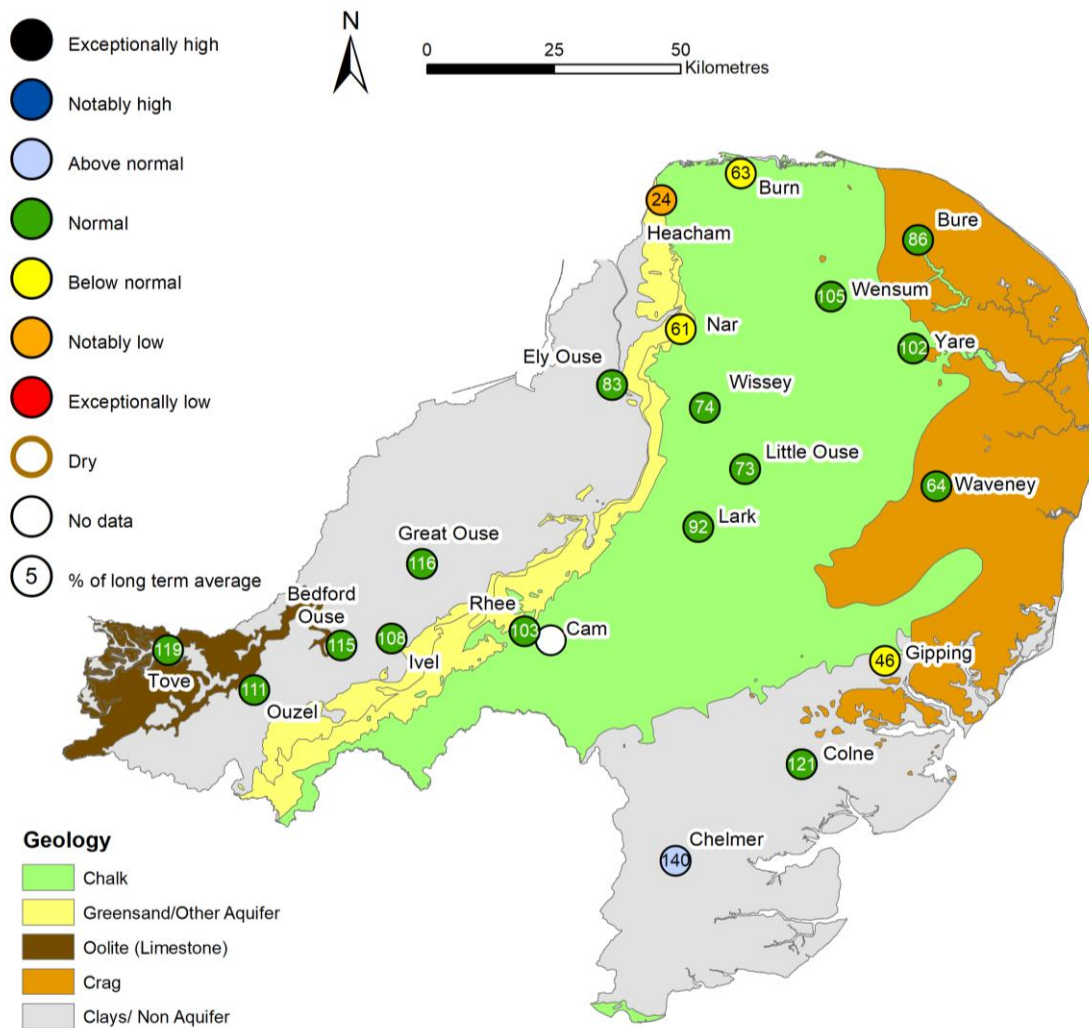


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## 4 River flows

### 4.1 River flows map

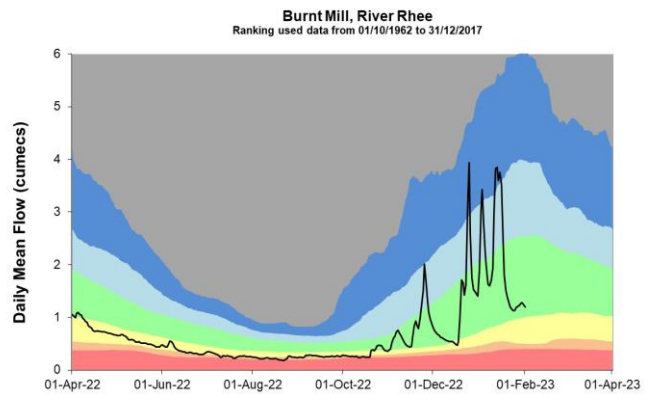
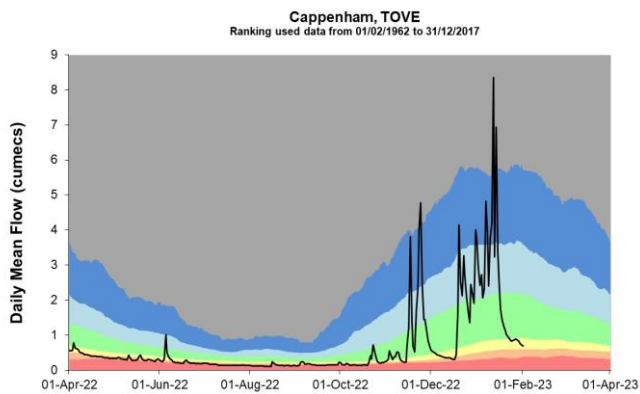
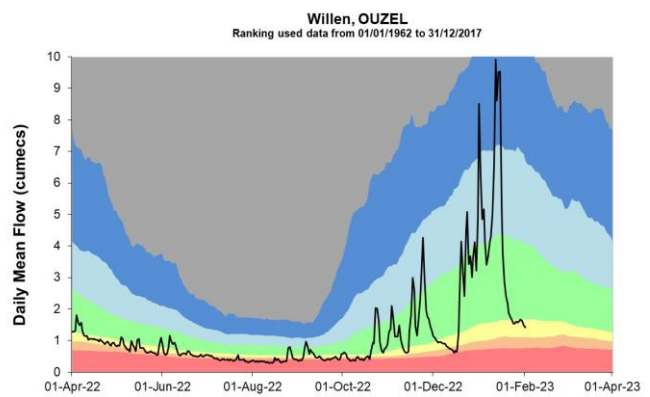
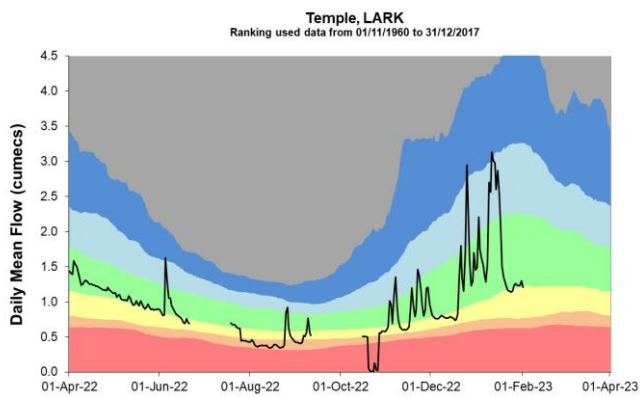
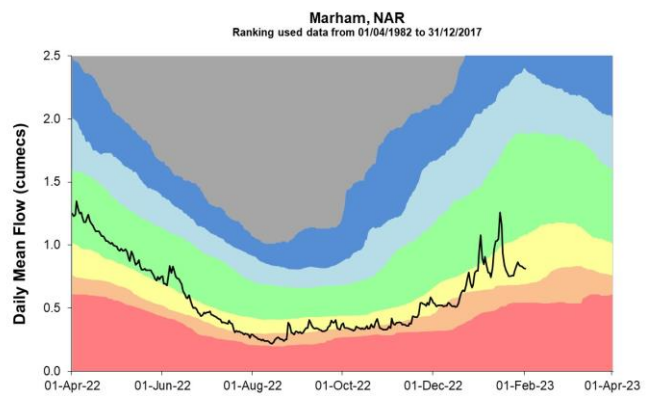
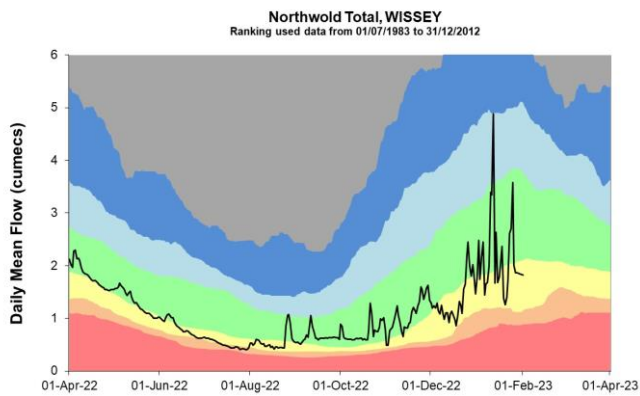
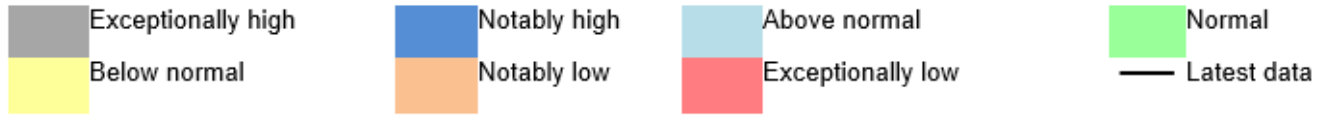
Figure 4.1: Monthly mean river flow for indicator sites for January 2023, expressed as a percentage of the respective long term average and classed relative to an analysis of historic January monthly means Table available in the appendices with detailed information.

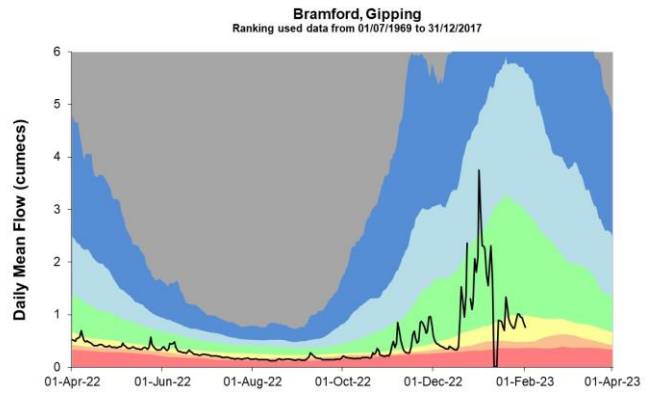
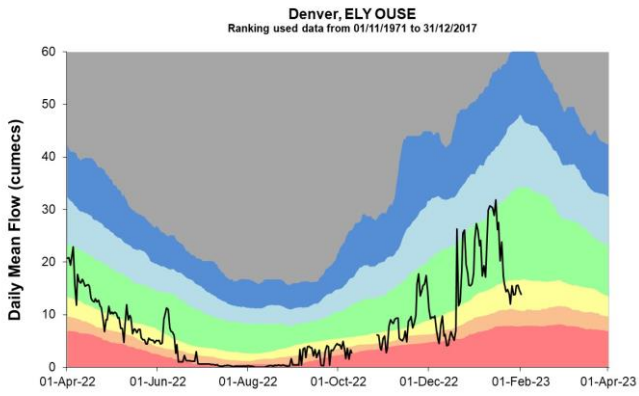
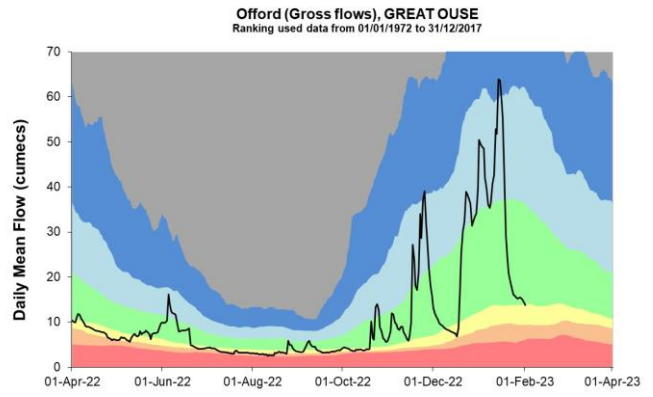
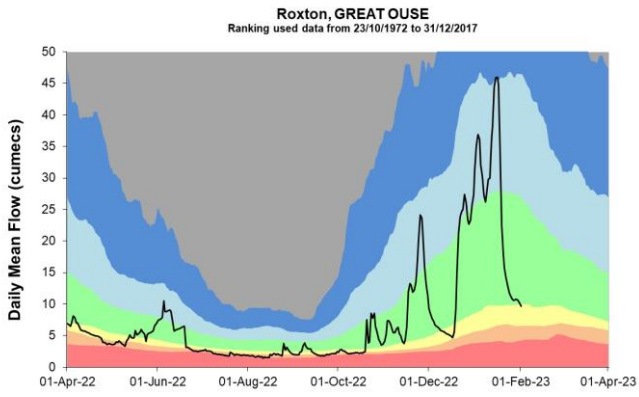
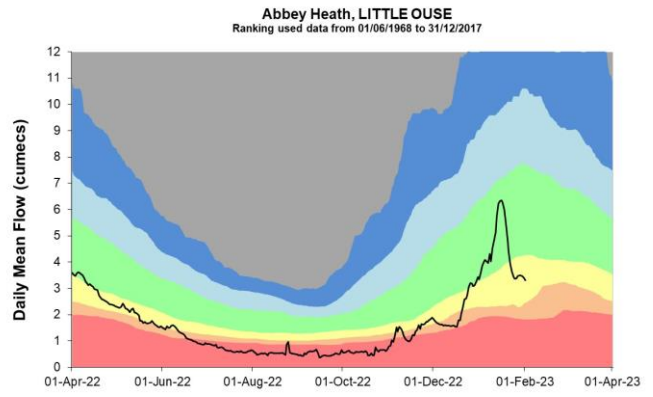
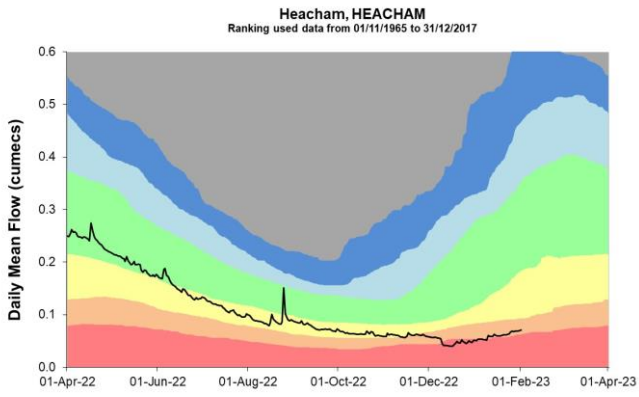
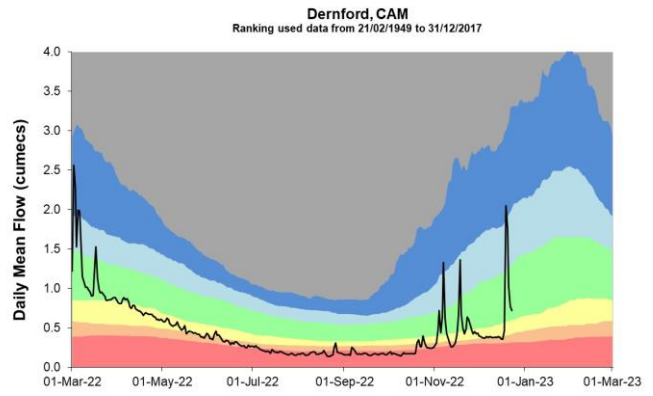
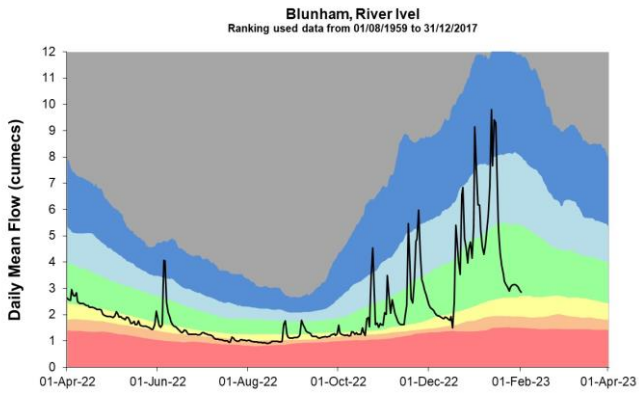


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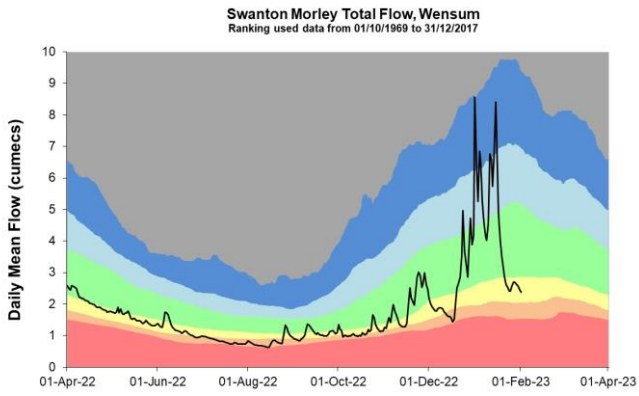
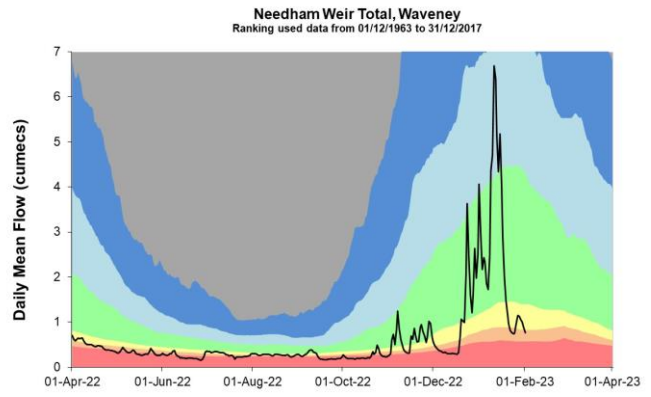
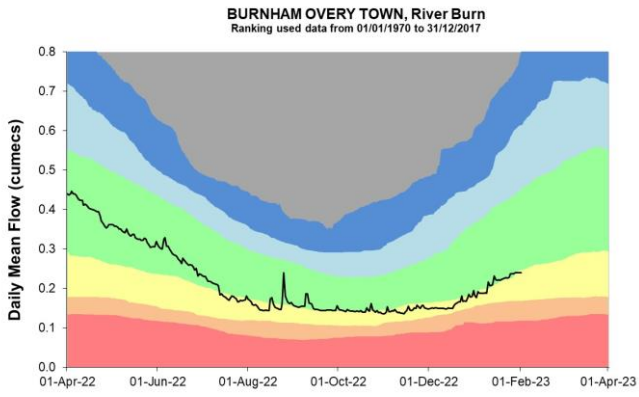
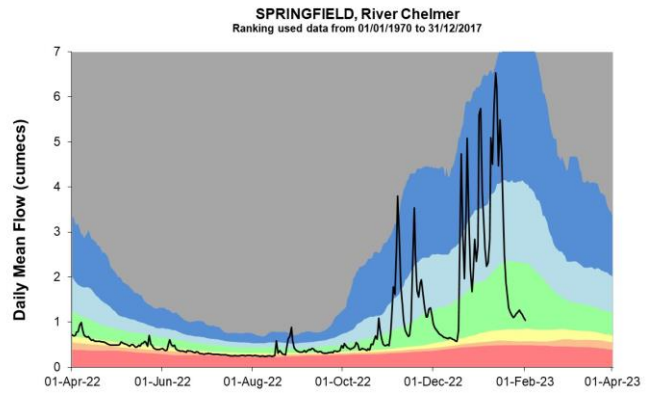
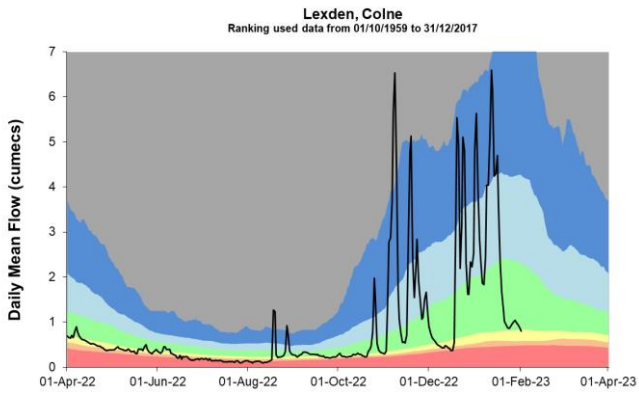
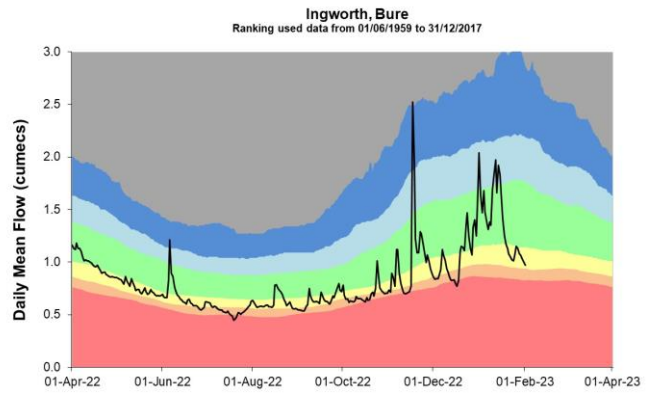
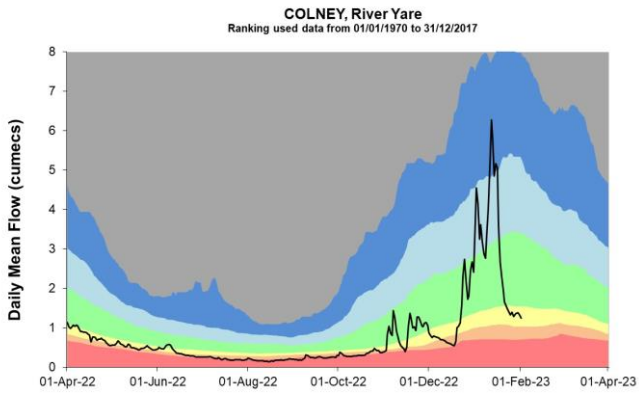
## 4.2 River flow charts

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.







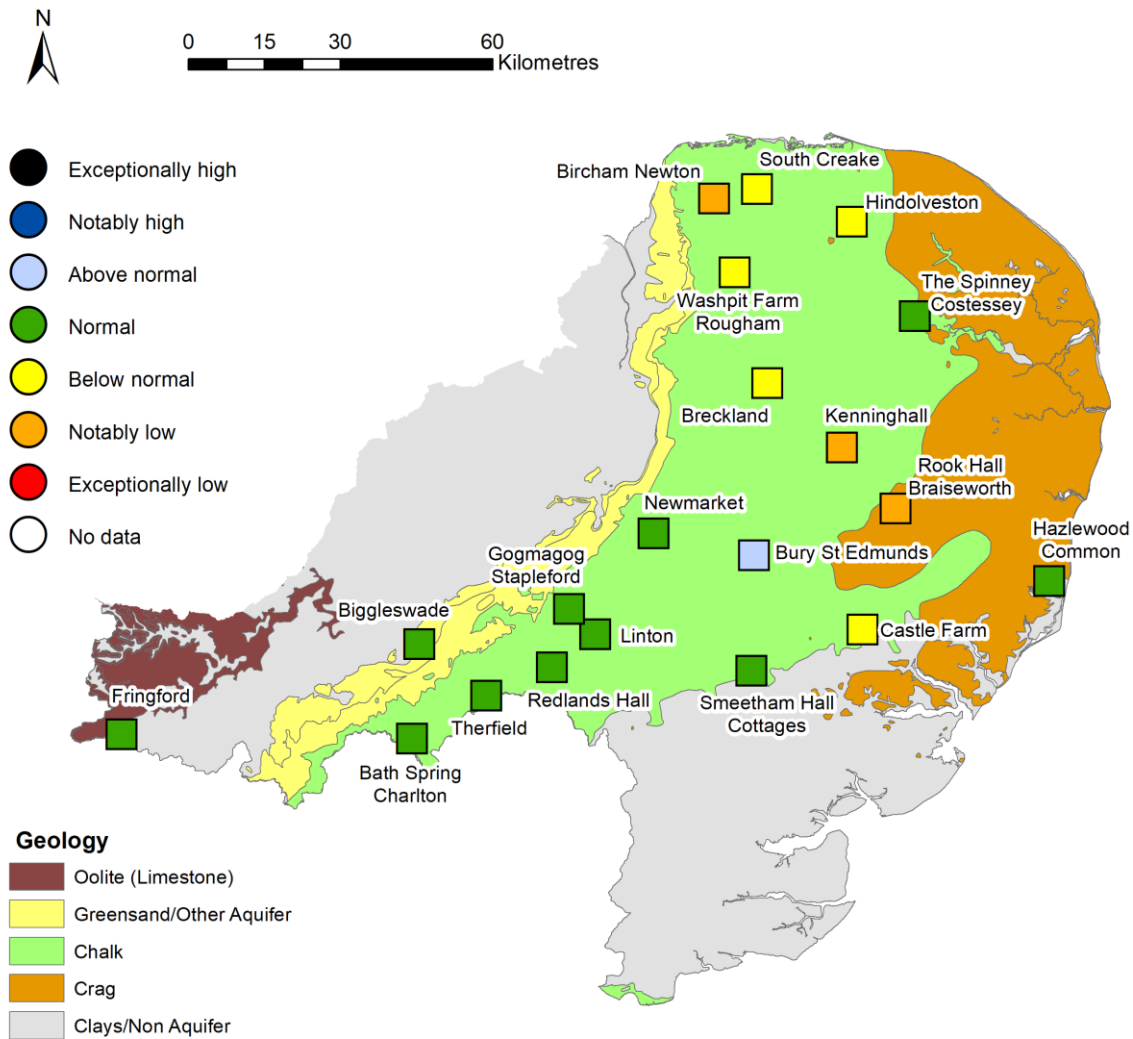


Source: Environment Agency.

# 5 Groundwater levels

## 5.1 Groundwater levels map

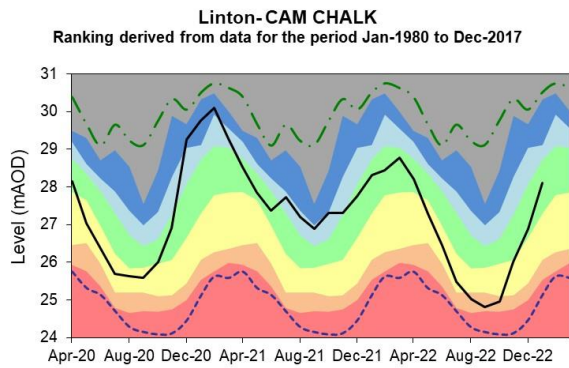
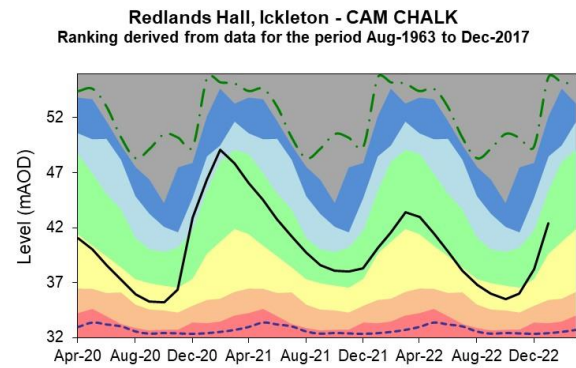
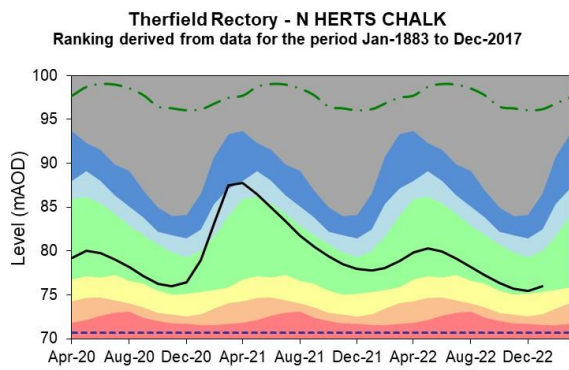
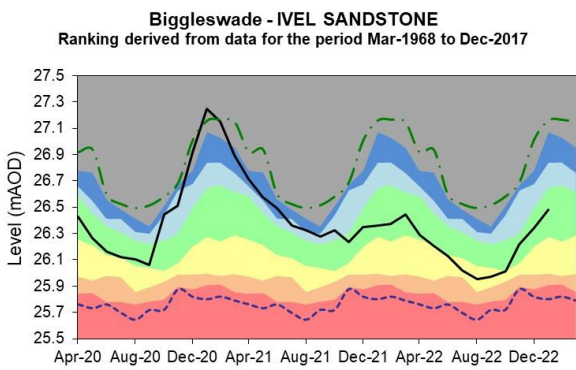
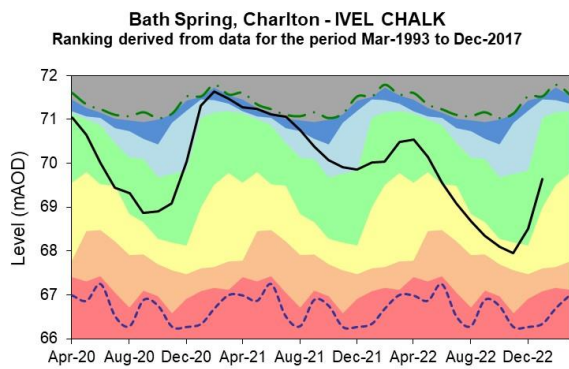
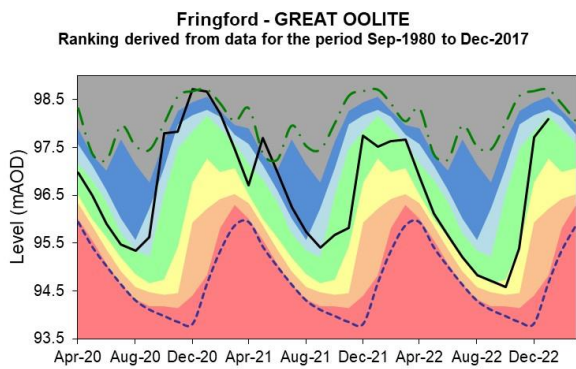
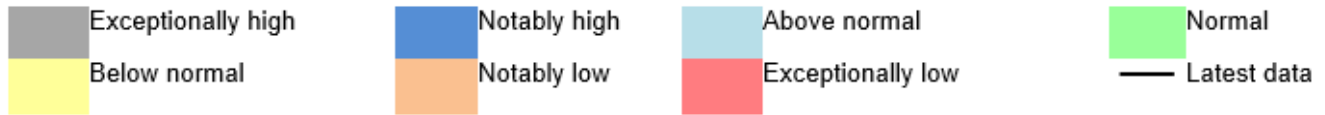
Figure 5.1: Groundwater levels for indicator sites at the end of January 2023, classed relative to an analysis of respective historic January levels. Table available in the appendices with detailed information.



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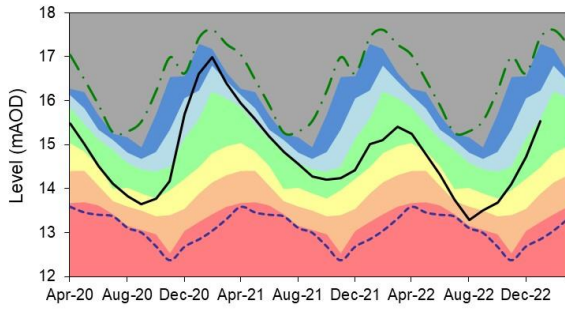
## 5.2 Groundwater level charts

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.

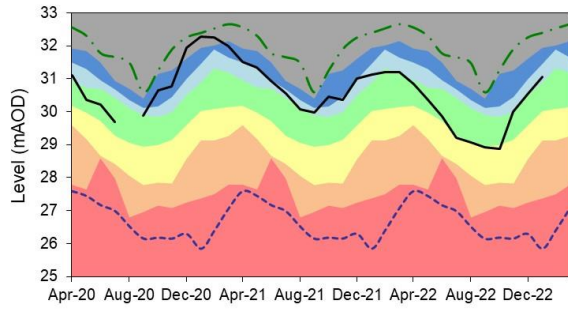




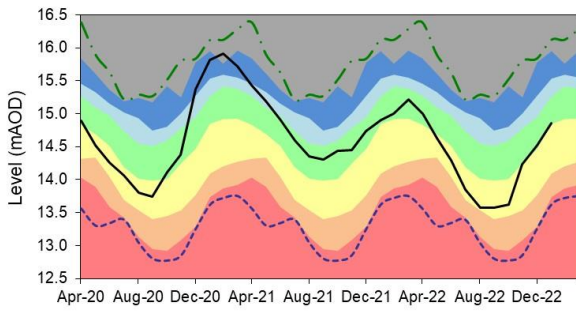
**Gog Magog, Stapleford - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



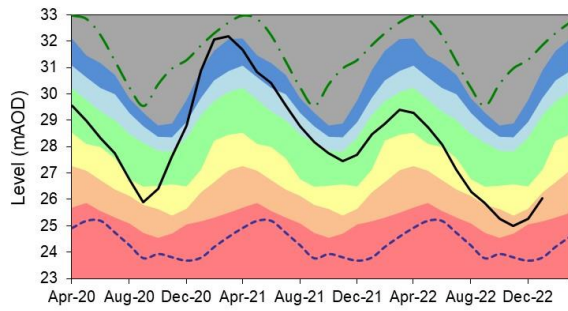
**Bury St Edmunds - UPPER LARK CHALK**  
Ranking derived from data for the period May-1983 to Dec-2017



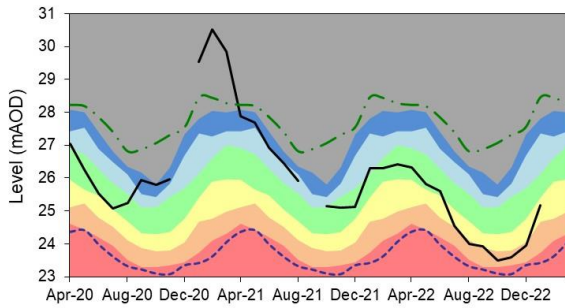
**Newmarket - SNAIL CHALK**  
Ranking derived from data for the period Feb-1983 to Dec-2017



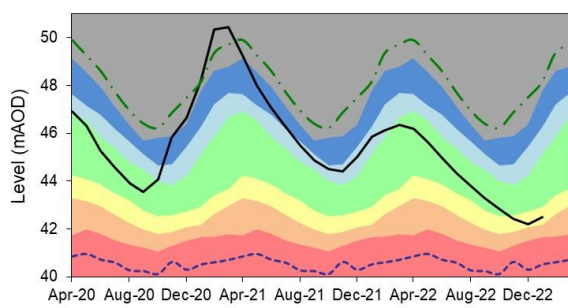
**Kenninghall - LITTLE OUSE CHALK**  
Ranking derived from data for the period Aug-1973 to Dec-2017



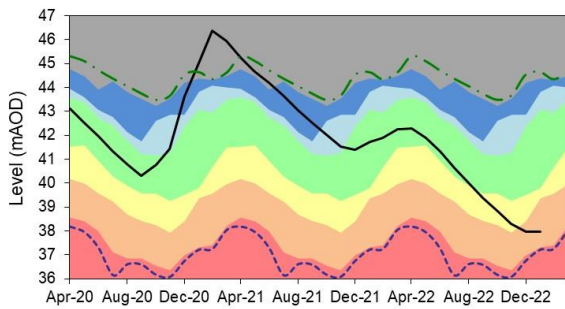
**Breckland - WISSEY CHALK**  
Ranking derived from data for the period Jan-1971 to Nov-2017



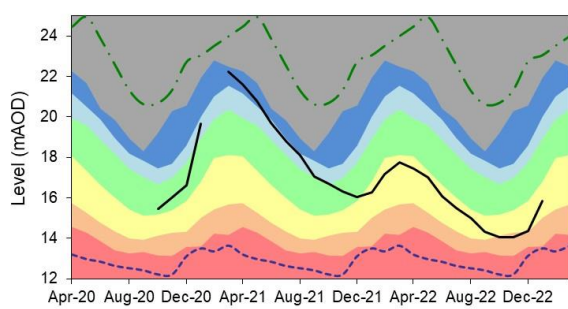
**Washpit Farm, Rougham - NW NORFOLK CHALK**  
Ranking derived from data for the period May-1950 to Dec-2017



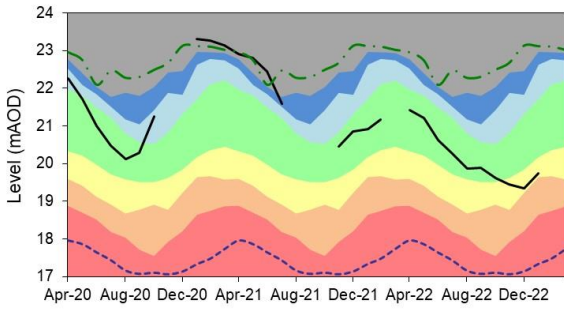
**Bircham Newton - NW NORFOLK CHALK**  
Ranking derived from data for the period Mar-1995 to Sep-2017



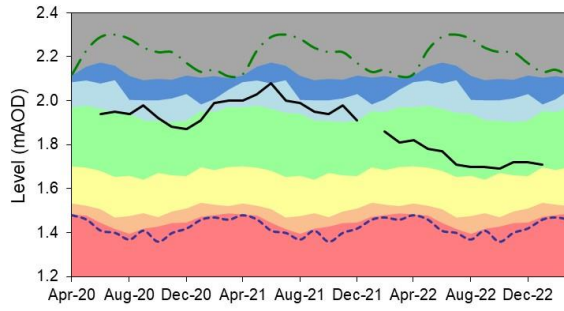
**Castle Farm, Offton - MID SUFFOLK CHALK**  
Ranking derived from data for the period Mar-1967 to Dec-2017



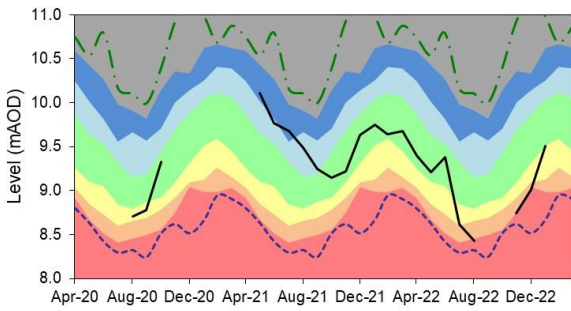
**Old Primary School, South Creake, NORFOLK CHALK**  
 Ranking derived from data for the period Oct-1971 to Dec-2017



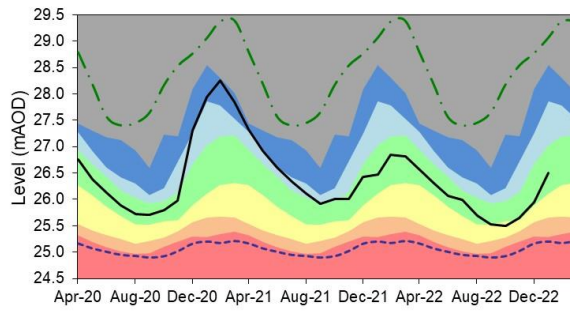
**Hazlewood Common - SUFFOLK CRAG**  
 Ranking derived from data for the period Oct-1988 to Feb-2020



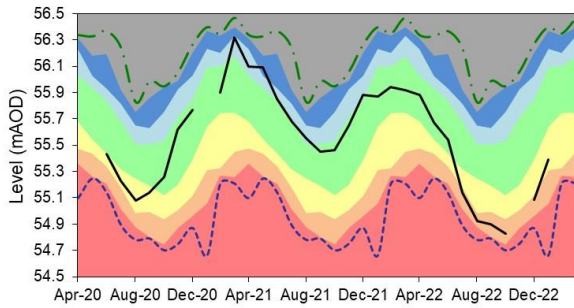
**The Spinney, Costessey- WENSUM CHALK**  
 Ranking derived from data for the period Oct-1971 to Dec-2017



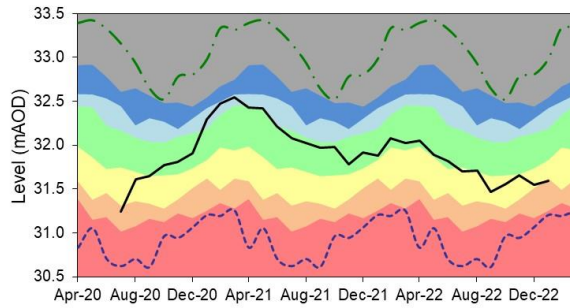
**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
 Ranking derived from data for the period Jan-1964 to Dec-2017



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



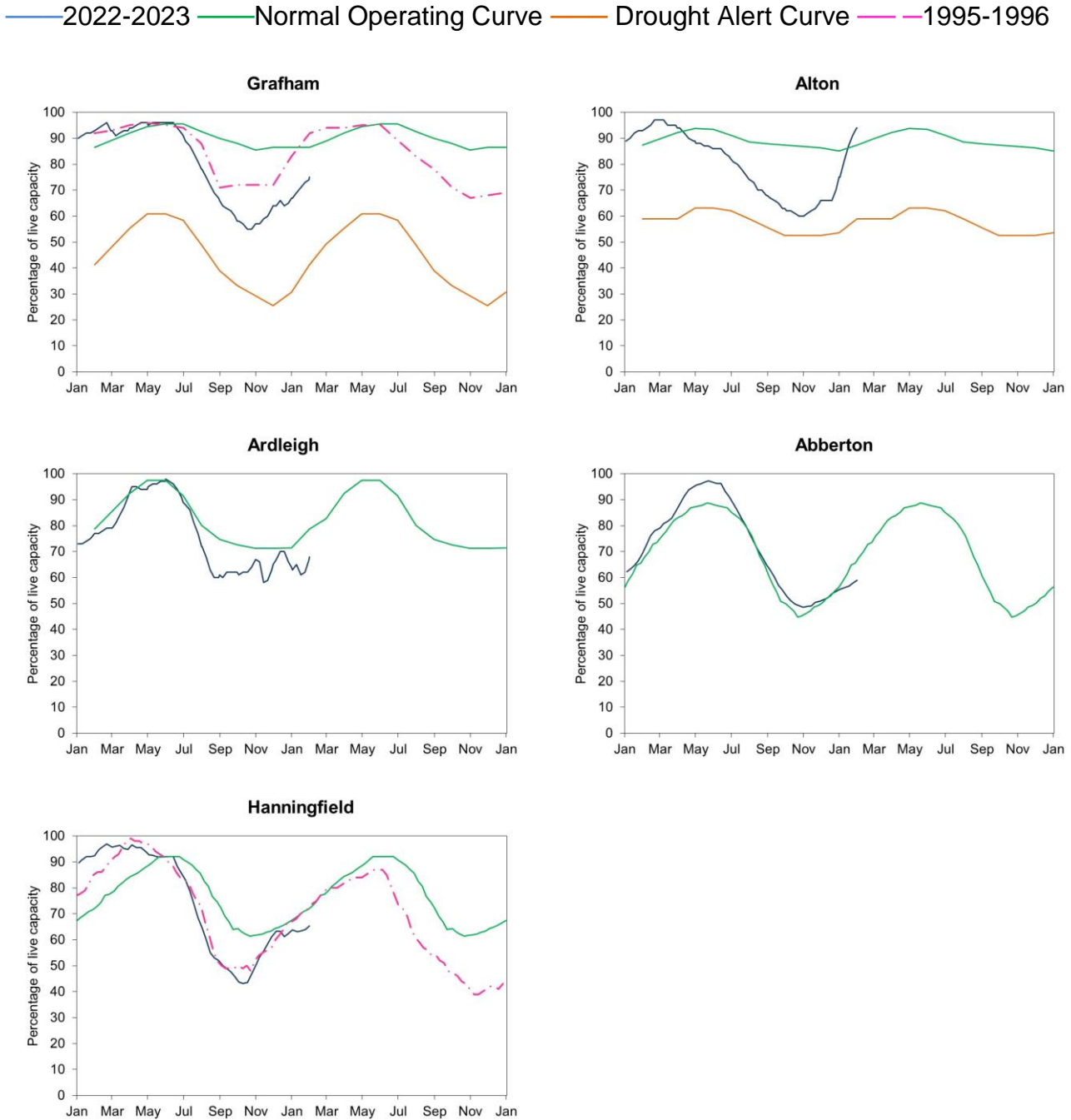
**Rook Hall, Braiseworth- SUFFOLK CHALK**  
 Ranking derived from data for the period Jan-1980 to Dec-2017



Source: Environment Agency, 2023.

## 6 Reservoir stocks

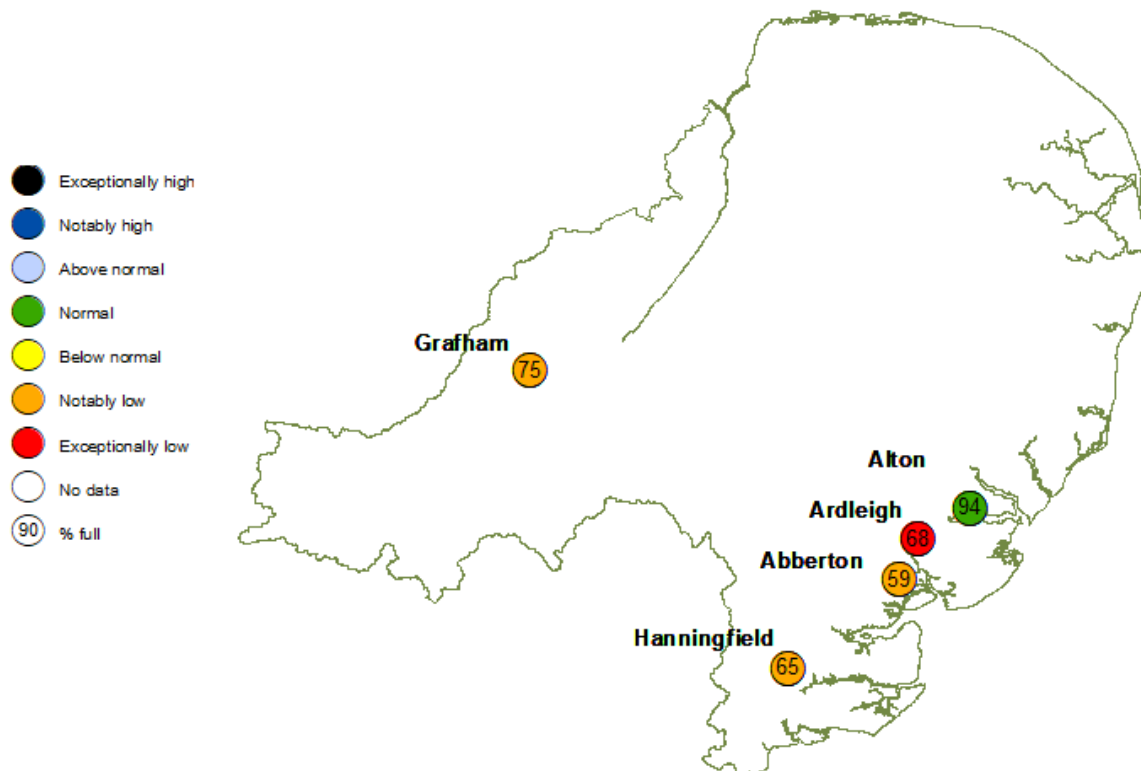
Figure 6.1: End of month regional reservoir stocks compared to the normal operating curve, drought curve and dry 1995-1996 stocks. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.



(Source: water companies).



## 6.1 Reservoir Stocks Map

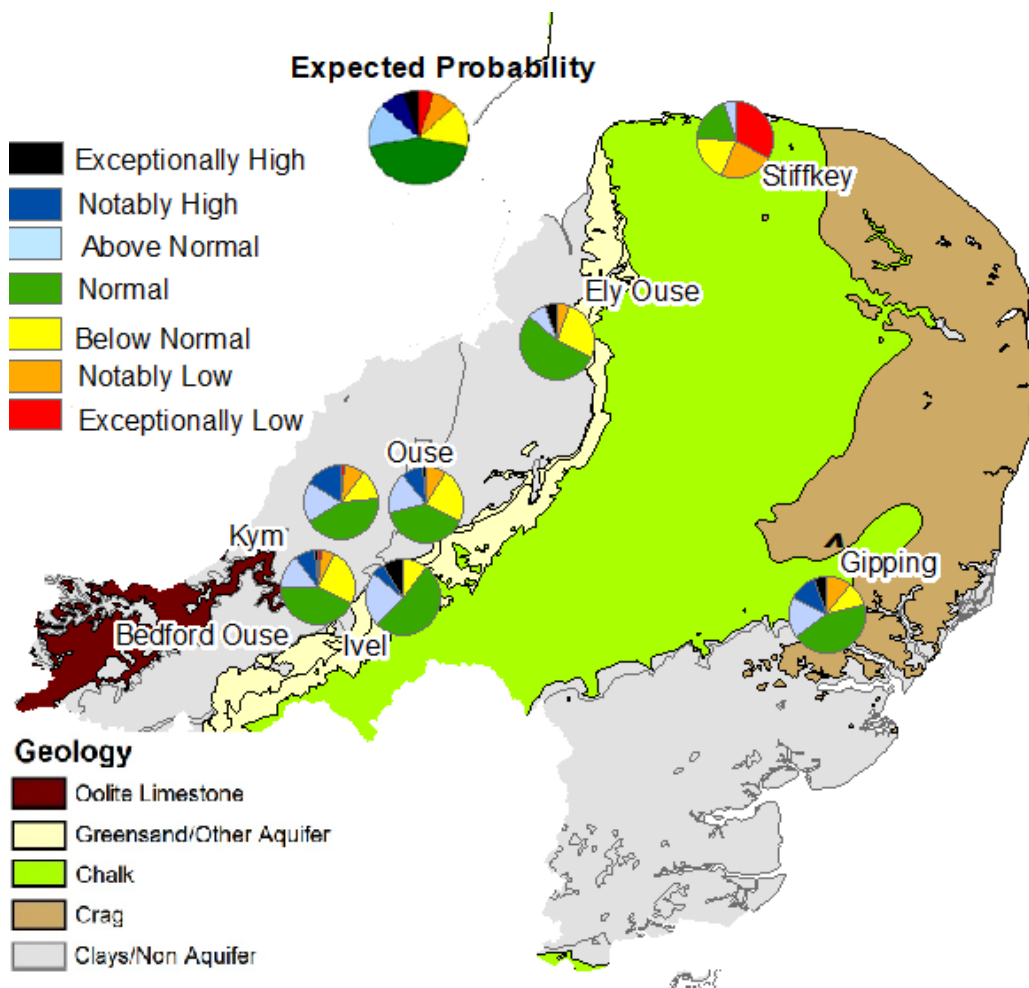


(Source: Environment Agency). Crown copyright. All rights reserved. Environment Agency, 100024198, 2023

## 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.

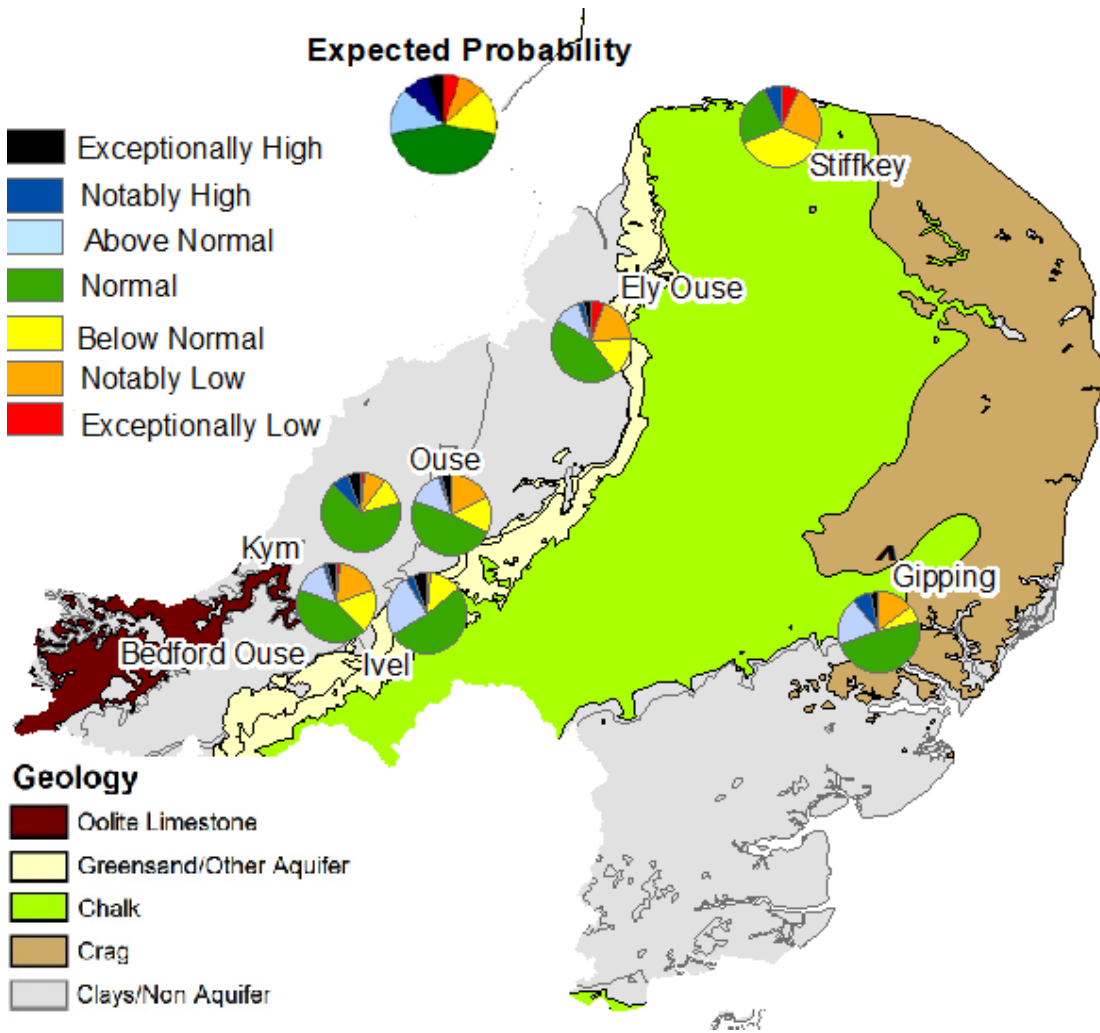


Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2023.



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

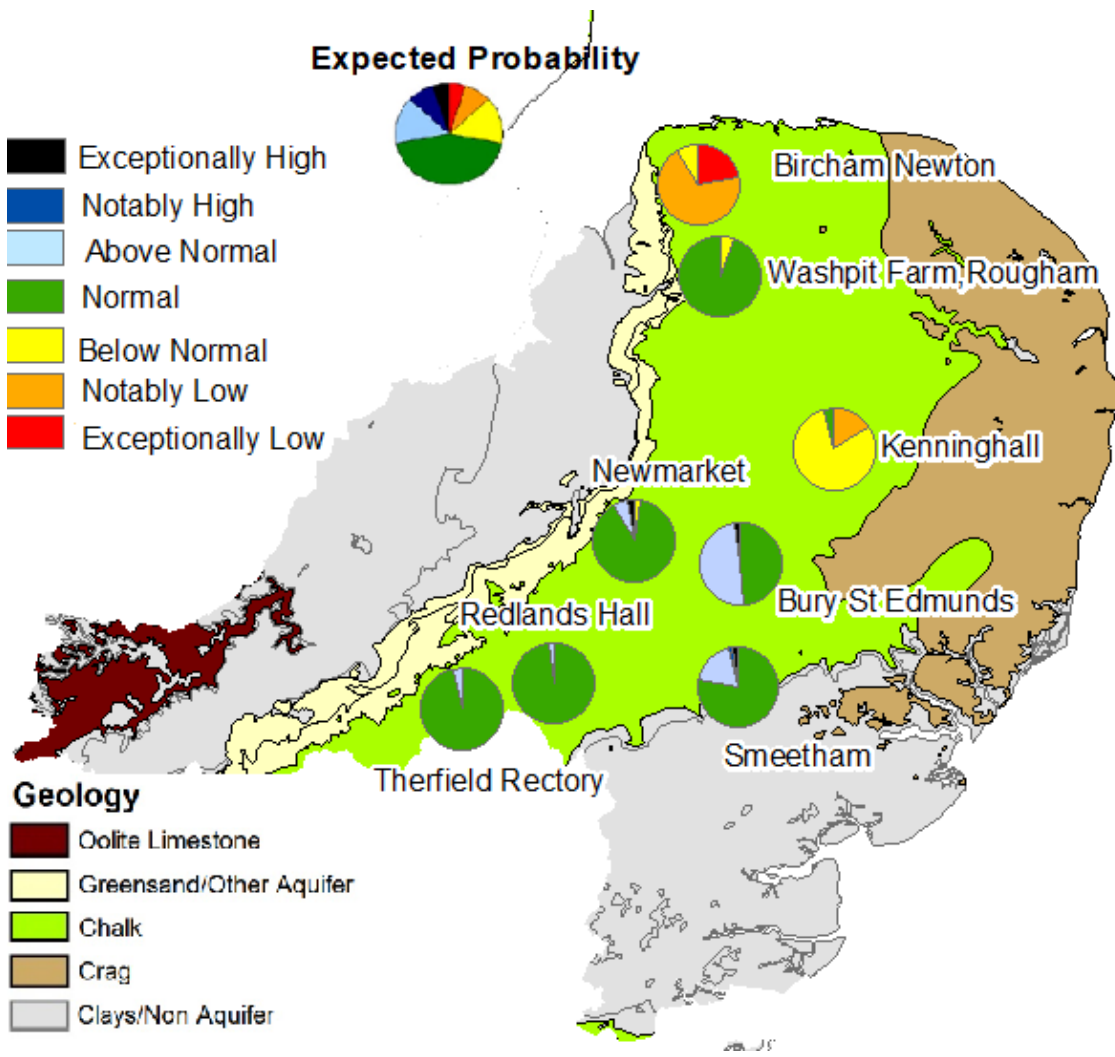
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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

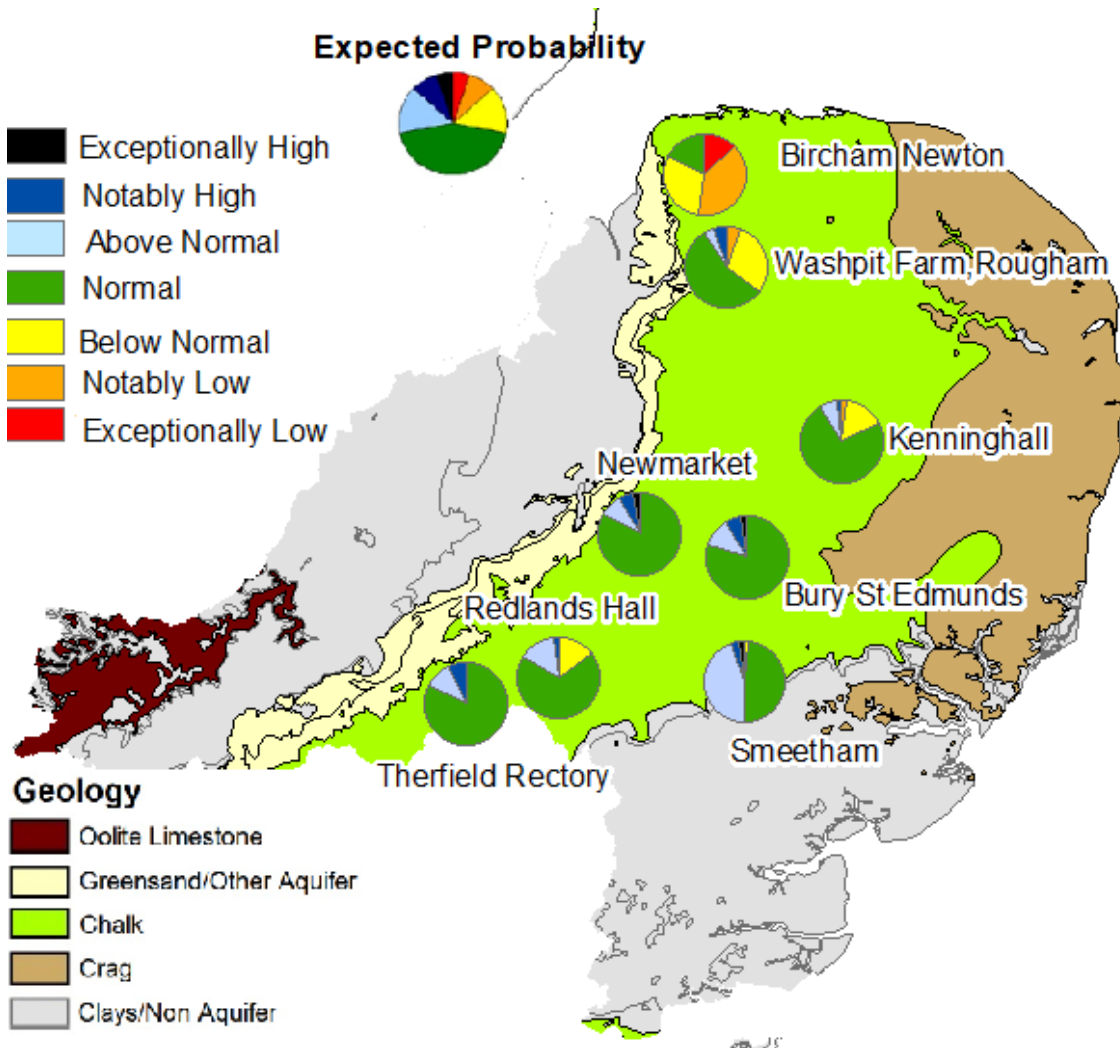


Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment 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 ( $\text{m}^3\text{s}^{-1}$ ).

#### **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	Jan 2023 rainfall % of long term average 1961 to 1990	Jan 2023 band	Nov 2022 to January cumulative band	Aug 2022 to January cumulative band	Feb 2022 to January cumulative band
Broadland Rivers	86	Normal	Normal	Normal	Notably low
Cam	96	Normal	Above normal	Normal	Normal
Central Area Fenland	77	Below Normal	Normal	Normal	Below normal
East Suffolk	97	Normal	Notably high	Normal	Below normal
Little Ouse And Lark	88	Normal	Above normal	Normal	Notably low
Lower Bedford Ouse	90	Normal	Above normal	Above normal	Normal
North Essex	106	Normal	Above normal	Normal	Below normal
North Norfolk	80	Normal	Normal	Normal	Below normal
Nw Norfolk And Wissey	80	Normal	Normal	Normal	Notably low
South Essex	114	Normal	Notably high	Normal	Below normal

Upper Bedford Ouse	103	Normal	Above normal	Normal	Normal
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## 9.2 River flows table

Site name	River	Catchment	Jan 2023 band	Dec 2022 band
Abbey Heath	Little Ouse	Little Ouse	Normal	Notably low
Blunham	Ivel	Ivel	Normal	Normal
Bramford	Gipping	Gipping	Below normal	Below normal
Burnham Overy	Burn	Burn	Below normal	Below normal
Burnt Mill	Rhee	Rhee	Normal	Normal
Cappenhams	Tove	Tove	Normal	Normal
Colney	Yare	Yare	Normal	Below normal
Denver	Ely Ouse	Cutoff and Renew Channel	Normal	Below normal
Dernford	Cam	Cam	No Data	Below normal
Heacham	Heacham	Heacham	Notably low	Exceptionally low
Ingworth	Bure	Bure	Normal	Below normal
Lexden	Colne	Colne Essex	Normal	Normal
Marham	Nar	Nar	Below normal	Below normal
Needham Weir Total	Waveney (lower)	Waveney	Normal	Below normal

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



### 9.3 Groundwater table

Site name	Aquifer	End of Jan 2023 band	End of Dec 2022 band
Bath Spring, Charlton	Upper Ivel Chalk	Normal	Normal
Biggleswade	Ivel Woburn Sands	Normal	Normal
Bircham Newton	North West Norfolk Chalk	Notably low	Notably low
Breckland	Wissey Chalk	Below normal	Notably low
Bury St Edmunds	Upper Lark Chalk	Above normal	Above normal
Castle Farm, Offton	East Suffolk Chalk	Below normal	Below normal
Gog Magog, Stapleford	Cam Chalk	Normal	Normal
Hazlewood Common	East Suffolk Crag	Normal	Normal
Hindolveston	Norfolk Chalk	Below normal	Notably low
Kenninghall	Little Ouse Chalk	Notably low	Notably low
Linton	Cam Chalk	Normal	Normal
Newmarket	Snail Chalk	Normal	Normal

Old Primary School, South Creake	North Norfolk Chalk	Below normal	Below normal
Redlands Hall, Ickleton	Cam Chalk	Normal	Normal
Rook Hall, Braiseworth	East Suffolk Chalk	Notably low	Below normal
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Normal	Normal
The Spinney, Costessey	Wensum Chalk	Normal	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	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	1.8	1.8	0.0	0.0	0.0	33.3	0.0
Notably Low	5.4	8.9	0.0	8.9	5.3	22.8	10.5
Below Normal	25.0	12.5	10.7	23.2	26.3	19.3	10.5
Normal	42.9	42.9	51.8	39.3	55.3	19.3	43.9
Above Normal	14.3	17.9	23.2	17.9	7.9	5.3	17.5
Notably High	8.9	16.1	5.4	8.9	0.0	0.0	12.3
Exceptionally High	1.8	0.0	8.9	1.8	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	0.0	5.3	7.0	0.0
Notably Low	17.9	8.9	1.8	17.9	18.4	24.6	14.0
Below Normal	17.9	10.7	12.5	14.3	15.8	36.8	7.0
Normal	42.9	66.1	51.8	48.2	44.7	24.6	49.1
Above Normal	14.3	0.0	25.0	14.3	10.5	0.0	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
Exceptionally low	0.0	0.0	0.0	0.0	21.7	0.0	0.0	0.0
Notably low	0.0	0.0	0.0	0.0	69.6	15.6	0.0	0.0
Below normal	0.0	0.0	2.9	5.3	8.7	80.0	0.0	0.0
Normal	96.4	98.2	88.6	94.7	0.0	4.4	48.6	77.8
Above normal	3.6	1.8	5.7	0.0	0.0	0.0	48.6	18.5
Notably high	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.9
Exceptionally high	0.0	0.0	2.9	0.0	0.0	0.0	2.9	1.9

#### .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	13.0	0.0	0.0	0.0
Notably low	0.0	0.0	0.0	5.3	39.1	2.2	0.0	0.0
Below normal	0.0	14.5	0.0	29.8	30.4	15.6	0.0	1.9
Normal	82.1	69.1	83.3	56.1	17.4	73.3	80.0	48.1
Above normal	10.7	14.5	8.3	3.5	0.0	6.7	11.4	44.4
Notably high	7.1	1.8	5.6	5.3	0.0	2.2	5.7	3.7
Exceptionally high	0.0	0.0	2.8	0.0	0.0	0.0	2.9	1.9



**River Mel bramble and scrub clearance work (6<sup>th</sup> & 7<sup>th</sup> Feb)**



















**MA169/22c) an update on the works carried out by the Wild Trout Trust**

I have seen the completed work and I am happy, I hope the parish council will be too.

The majority of the clearance took place on Melbourn Village College land, but nevertheless please thank the PC for its grant which is being used to pay for this work (plus more) in partnership with Cambridge Water Company. Mr Burlton is allowing some bramble clearance and careful desilting from his land which will be progressed by the SCDC Drainage team by early March. I will return to place to the gravel on late May/June.

There were no complaints during the work and I have erected some simple signs to explain what has been done and why. I have purposely left some small branches and bits in the river margins to deter dogs.

A small tractor was used to access the ground. It has left some small track marks but your grounds team considered them to be minor and we expect them to disappear as spring progresses. If there are any concerns please come back to me (the normal track marks are from the dog bin collector).

I trust all is acceptable, and will be in touch as the project progresses.

MA170/22a) CCTV Request

*Hope this finds you well?*

*Attached, hopefully is another fly tipping incident behind the allotment which you may be aware of already?*

*We need cameras round the back there and also outside the main gate which may put off the dealers and dope smokers out the front as well.*



# MELBOURN PARISH COUNCIL

## APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moore Play Park	Sf. 13-1-23.	Sf. 30-1-23.	Sf. 6-2-23.	Sf. 13-2-23.	
Village Car Park	Sf. 23-1-23.	Sf. 30-1-23.	Sf. 6-2-23.	Sf. 13-2-23.	
War Memorial	Sf. 23-1-23.	Sf. 30-1-23.	Sf. 6-2-23.	Sf. 13-2-23.	
Littlehands and Access Way	Sf. 23-1-23.	Sf. 30-1-23.	Sf. 6-2-23.	Sf. 13-2-23.	
New Rec. Ground	Sf. 23-1-23.	Sf. 30-1-23.	Sf. 6-2-23.	Sf. 13-2-23.	
Clear Cres. Play Park	Sf. 23-1-23.	Sf. 30-1-23.	Sf. 6-2-23.	Sf. 13-2-23.	
Orchard Road Cemetery	Sf. 23-1-23.	Sf. 30-1-23.	Sf. 6-2-23.	Sf. 13-2-23.	
New Road C/metry	Sf. 23-1-23.	Sf. 30-1-23.	Sf. 6-2-23.	Sf. 13-2-23.	
Old Recreation Ground	Sf. 23-1-23.		Sf. 6-2-23.		
Pavilion	Sf. 23-1-23.		Sf. 6-2-23.		
Stockbridge M.	Sf. 23-1-23.		Sf. 6-2-23.		
Worcester Way	Sf. 23-1-23.		Sf. 6-2-23.		
BMX Site (Summer & only if open)					

## MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	Sf. 23-1-23		Sf. 6-2-23	
All Saints' C/Yard	Sf. 23-1-23		Sf. 6-2-23	
Jubilee Orchard	Sf. 23-1-23		Sf. 9-2-23	
Fire Engine Shed				Sf. 13-2-23
Armingford Cres.				Sf. 13-2-23
Beechwood Avenue		Sf. 30-1-23		
Chalkhill Barrow		Sf. 30-1-23		
Elm Way		Sf. 31-1-23		
Millennium Copse		Sf. 31-1-23		



## 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	SP. 23-1-23, SP. 30-1-23, SP. 6-2-23, SP. 13-2-23.			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
04/10/2021	Bowls Club	Multiple attempts to break in to the changing rooms. They have reported to police under ref 35/67543/21.	Resident			Reported to police via 101 online - incident number INT/35/9FBK/5102021
05/10/2021	Pavilion	Broken Window	Warden			SM has obtained quote
12/10/2021	PCSOs visited Hub.	Requested more details re Bowls Club damage. CL has passed on contact details and requested regular patrols in the village.				
15/12/2021	Medcalfe 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
25/01/2023	Workshop on the car park	Ketchup and mud smeared over the wall	Warden			Warden cleaned the wall.
26/01/2023	Haggers Close and Medcalfe Way	Fly tipping: Building material, burnt item at HC and car battery at MW	Litterpicker			Reported to SCDC fly tipping team
31/01/2023	New Rec	Some river mel signs have disappeared	Warden			Keep an eye out for discard signs - look at stronger fixings
04/02/2023	Back of allotments	Fly tipping : fridge freezer	Resident			Cleared away
04/02/2023	main gate of allotments	Reports of drug dealing	Resident			Police have been seen at the allotments. Residents are encouraged to report incidents.
07/02/2023	Cambridge Road	Fly tipping: Large building suppliers bag	Litterpicker			Reported to SCDC fly tipping team

## **Request to locate a park bench in the New Recreation Ground - February 2023**

### **Background**

Melbourn Dynamos is a thriving and friendly community youth football club that gives boys and girls the opportunity to play regular football regardless of their experience or ability at all ages from 3 through to 18. The Dynamos have over 300 players in 20 teams, including mixed and girls only teams. We regularly play on the new rec, bringing together children, parents and officials from around the area to form links in the community which last a lifetime.

Sadly just over a year ago a much loved member of our club community, Sam Kinyanjui, passed away. Sam was a parent of players, match referee for many years, and much else. He is sorely missed.

A group of parents have resolved to commemorate Sam's memory. We request the placement of a memorial bench on the new rec, for spectators, parents and all the community to enjoy in memory of Sam.

### **Initial Proposal for discussion**

We approach the idea in the spirit of open consultation and collaboration and acknowledge the help of the Clerk in providing indicative support for the idea thus far. Accordingly, we are open to all ideas and suggestions from the committee. Our initial proposal is presented for discussion and modification as the committee see fit.

We propose to source, procure and place a c. 1.5m memorial bench at the western edge of the new rec. We are open to proposals on preferred design, providers, and installers, should it be required by the design. Our initial proposal is something akin to the image overleaf, web link [here](#). We envisage a small and simple plaque on the bench.

In terms of location, we propose a position between the ditch at the western edge and the touchlines of the marked-out football pitches. We note that there is already at least one flat bench on the very edge of the rec, close to the ditch.

Our options for installation vary from free standing (with cost & flexibility benefits but risk of theft) through to hard anchoring into either concrete footings or a larger concrete base (with additional cost, reduced flexibility and potential maintenance downsides). We note the potential for precise location and installation approach to affect maintenance arrangements e.g. grasscutting around a fixed bench, and seek guidance on the parish's preference in these matters.

Our budget is not yet set; at this stage we seek agreement in principle and a steer on precise location and preferred installation approach. If and when we obtain an outlined agreement, funds will be raised from the Dynamos community. We are conscious that the more permanent installation options may be outside of our fundraising capability.

We thank the committee for their time and attention in this matter and look forward to working with members to identify a suitable approach and to deliver this small memorial feature for the whole community to benefit from.

Jon Pumfleet.

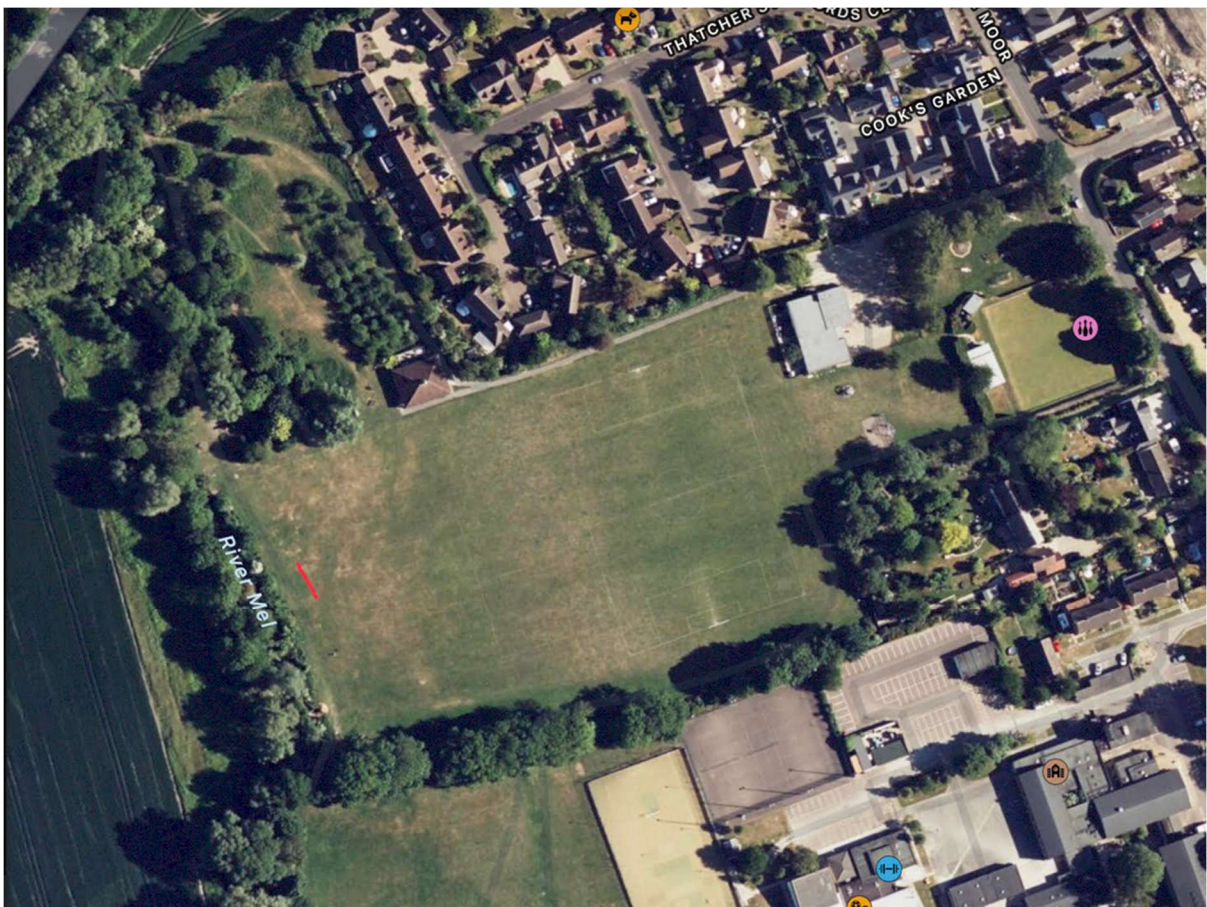
[Jon.pumfleet@gmail.com](mailto:Jon.pumfleet@gmail.com) 0777 335 3879



Figure 1 – proposed bench design



Figure 2 – proposed bench location



Red mark on western edge indicates proposed location

**MA174 22b) To consider quotations to maintain the Hopkins Homes SGB**

Extract for Parish Council Meeting Minutes held on 16<sup>th</sup> January 2023:

**PC166/22 Planning Matters:**

- a) To consider agreeing the commuted sum and transfer of the SGB on Kingley Grove, New Road

The Chair of the Planning Committee highlighted that the original commuted sum offer was £37,000 but after further discussions and work by officers at Parish and District level, this has increased to £50,000. This figure is to cover a 10 year maintenance period. The Chair reiterated that a lot of work has gone into reaching this point and thanked all involved.

It was RESOLVED to accept the commuted sum of £50,000 and the transfer of the SGB on KingleyGrove, New Road. Proposed by Cllr Wilson, seconded by Cllr Kilmurray. All in favour.

**ACTION: Acting Clerk to obtain quotes for the maintenance of the SGB.**

The parish office has obtained 2 quotes for the maintenance of the Hopkins Home SGB.

		<b>HCGM</b>	<b>Majestic</b>
Ref	Description	Frequency	Frequency
1	Annual wildflower harvest (this includes the seed harvest in summer)	Once per annum £1,280	Once per annum £1200.00+vat
2	Return for further cut and collect in October or March for spring flowers.	Once per annum £500	Once per annum £600+ vat (march ) <i>*not sure two cuts is req'd</i>
3	Informal mown path cut through meadow	8 visits per annum £1,200	8 visits per annum £400+ vat per year
4	Scrub rotational maintenance	Annual at cost of £190	Annual £400+ vat
5	Native hedgerow	Annual cut at cost of £300	Annual cut £240.00+vat
6	Woodland/scrub/native	Every 3 years at cost of £193	Every 3 years £550+ vat per year (third per year = £150)
7	Spraying (gravel paths)	6 visits per annum £480	6 visits per annum £360+ vat per year
8	Spot spray fenced areas	Once per annum £160	Once per annum £300+ vat
		<b>TOTAL £4,303 + VAT</b>	<b>TOTAL £3,650 + VAT</b>

It should be noted that this expenditure is not in the Maintenance Committee's budget and any expenditure needs to be recommended to full council.

Currently the developers are finishing the remedial works and awaiting the final inspection before transfer.

**MA174/22d) To consider and review the tree planting plan**

Trees along Cambridge Road:

A resident kindly donated £500 to plant and wanted to plant some trees along Cambridge road.

There was a meeting with the Highways Officer who agreed with the idea to plant a row of lime trees along Cambridge Road to provide an attractive avenue of trees on the village approach. He confirmed that this would be the county council's responsibility to maintain. However when Shire Trees tried to purchase Lime trees last year they were out of stock.

Shire Trees have been asked to look into purchasing the trees again.

Location of lime trees shown in Yellow



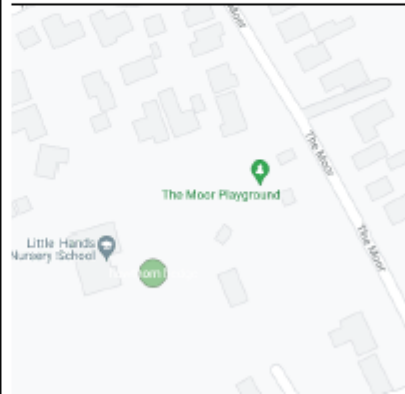
Other areas in the tree planting plan:

Last year Shire Trees some planting around the Moor and there are other areas of the tree planting plan (below) which may wish to be reviewed or investigated further.

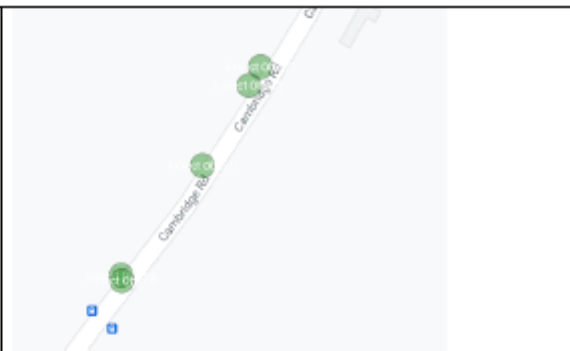
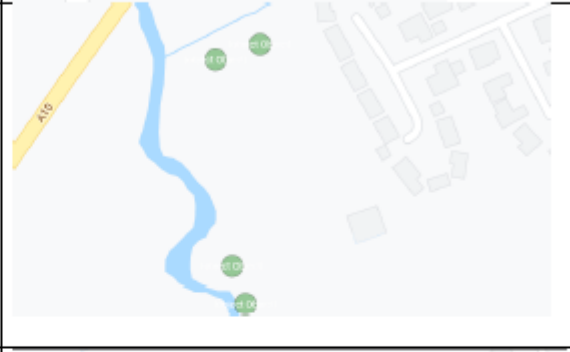

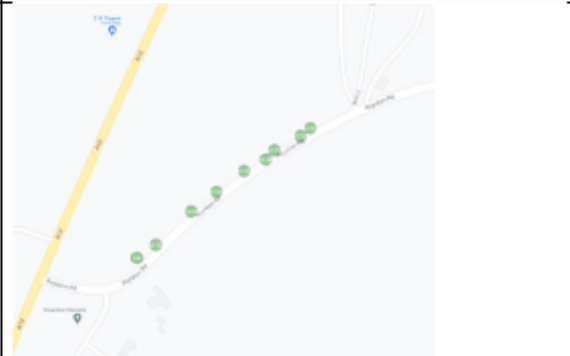
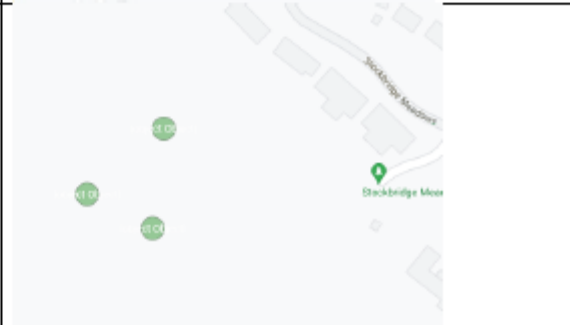
1. High Street car park – either side of bus shelter:  
2 x Western Red Cedar



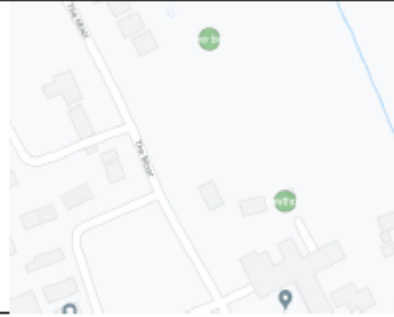
2. The Moor play park – rear of Littlehands car park:  
- (?) x Silver birches as a continuation of the trees already bordering the play area  
- 1 x Hawthorn





<p><b>3. Cambridge Road (in line with Limes on opposite side of road to create an avenue of trees) [CL to request Highways Officer input]</b></p> <ul style="list-style-type: none"> <li>- 5 x Limes</li> </ul>	
<p><b>4. New Rec Millennium Copse</b></p> <ul style="list-style-type: none"> <li>- 1 x Common Alder</li> <li>- 1 x Atlas Cedar</li> </ul> <p>Along the bank of the River Mel (on the Parish Council's side of the tree line)</p> <ul style="list-style-type: none"> <li>- 2 x Weeping Willow [CL to seek input from Rob Mungovan]</li> </ul>	
<p><b>5. New Rec – along the tree line between PC land and MVC</b></p> <ul style="list-style-type: none"> <li>- 1 x Silver Birch</li> <li>- 1 x Beech</li> </ul>	
<p><b>6. Royston Road :</b></p> <ul style="list-style-type: none"> <li>- 8 poplars to replace dead trees planned to be felled</li> <li>- 1 oak at entrance to the village</li> </ul>	
<p><b>7. Stockbridge Meadow:</b></p> <ul style="list-style-type: none"> <li>- 1 x Western Red Cedar</li> <li>- 1 x Scots Pine</li> <li>- 1 x Weeping Willow</li> </ul>	

8. Old Rec
- 1 x Hawthorn
  - 1 x Silver Birch



MA174 22e) to receive an update on the Worcester Way Fence

A resident raised concerns about the fencing at Worcester Way.

On inspection by the wardens from the woodland side of the fence the issues were unclear, so Cllr Travis and the Acting Clerk met with the resident.

The issues were evident from the resident's side of the fence.

Part of the fence is coming away from the post and being held in place by a sleeper in the resident's garden.



A large mound of soil on the woodland side makes it possible for people to look over the fence and possibly jump into the garden. The soil is also impacting the base of the fence.

It was agreed that quotes will be sought to repair this section of fencing.





# 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

9<sup>th</sup> January 2023

Email: [admin@johncobbandsons.com](mailto:admin@johncobbandsons.com)  
Web: [www.johncobbandsons.com](http://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.

## **MA174/22h) A request to collect fallen branches from Parish Land**

### Request from a resident:

Firstly thank you in advance for reading my email.

I have contacted South Cambs Council who have in turn directed me to yourselves.

I wanted to seek advice regarding any trees which have fallen in areas to be considered as 'common land' or council land which would be suitable for wood for my log burner.

I am not looking to benefit financially from this and to offer reassurance, I do not own a truck, van or trailer which I would be looking to load up with many logs/ trees.

I am more interested in smaller logs which I could pick up on walks around the village and parks which would be ordinarily collected or disposed of.

My burner has a clearskies rating of 4 so it is considered efficient and kinder to the environment as per the below.

Appliances with a clearSkies 4 rating are Ecodesign 2022 compliant with a 15% improvement on the minimum standards required to meet the Ecodesign regulations.

If this causes any issues at all then it is no problem and I will look to make other arrangements.

I just didn't want to pick anything up from the local area without seeking relevant authority in the first.

Yours Faithfully

Please can it be stressed that I would not be collecting anything unless it has naturally fallen and causing a degree of obstruction or danger. The last thing I would want is a belief that I would be unsympathetic towards nature/ the environment.



Enhancing Your Environment  
Sophie Marriage  
Melbourn Community Hub  
30 High Street  
Melbourn  
Cambridge  
SG8 6DZ

Reed House  
Karoo Close  
Bexwell Business Park  
Downham Market  
Norfolk, PE38 9GA

t: 0800 160 1199  
e: [info@cgmltd.co.uk](mailto:info@cgmltd.co.uk)  
w: [www.cgmltd.co.uk](http://www.cgmltd.co.uk)

Our ref: ST/JF/CGM233342

15<sup>th</sup> February 2023

Dear Sophie,

**Grounds Maintenance – Fertilise & Verti-Drain football pitches - Melbourn Parish Council**

Thank you for your most valued enquiry regarding Landscaping at the above site. I have the pleasure of providing you with the following quotations. CGM Ltd will provide qualified operatives and all modern equipment/machinery in order to carry out the following as requested.

**QUOTATION:**

- Verti Drain per pitch per occasion = **£1036.80 + VAT**
- Fertiliser per pitch per occasion = **£1,377.00 + VAT**

**(VAT is chargeable at 20%)**

**Total cost for the above works £2,413.80 Plus VAT**

(VAT is chargeable at 20%)

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

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

For policies and accreditations please visit our website [www.cgmltd.co.uk](http://www.cgmltd.co.uk)  
We'd love to hear your feedback, please leave us a review at: [g.page/cgm-group/review](https://g.page/cgm-group/review)  
Assuring you of my best attention at all times and I look forward to hearing from you.

Yours sincerely

Syd Townsend  
Operations Director



## **Herts & Cambs Ground Maintenance Ltd**

**Landscape Maintenance Solutions**

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

14th Feb 2023

Dear Sophie

We discussed Vertidrain on the rec, I am giving 2 prices to cover just pitches & the second for the whole rec where the machine can go. This is as we discussed there are small pitches outside the 2 main ones that the kids use & the whole rec really needs it as there are so many really wet areas all over. Doing the whole rec is much more beneficial long term.

**Vertidrain both main pitches to a good depth Total £620.00 x Vat**

**Vertidrain whole rec to a good depth all over, obviously wont be able to go too close to trees or paths etc due to the fact of the depth we would be going Total £720.00 x Vat**

**Our machines have grass tyres designed for this type of work, allowing minimal damage to ground**

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

Kind Regards

Justin Willmott ( Director )



MA175 22a) Update on Wifi at the pavilion

### **Mobile Broadband**

Dear all

As some (all, I think) of you know, I had a sudden surge of something to the brain during the Maintenance Committee meeting yesterday. We could use 5G/4G broadband i.e. a similar system to a mobile phone hot-spotting. The best deal on the market at the moment appears to be from 3.

<https://www.three.co.uk/business/business-broadband>

I initially dismissed this as an option because I looked a while ago at PAYG (because we would only be using it occasionally) and it was prohibitively expensive. However, looking again prices have plummeted for permanent links. 3 offer a system that gives unlimited data and is £14.17 per month on a 24 month contract or £18.33 for a 12 month contract. I tried to contact them earlier but ran out of time, so I requested a call back which should happen tomorrow.

Tech details are at the links on the home broadband

page <https://www.three.co.uk/store/broadband/home-broadband>

Given the prices work out to be £4.20 or less per week

Cheers

Steve

---

Dear all,

Having had a conversation with Steve it seems fairly clear that this will be a good solution to getting Wi-Fi to the Pavilion.

If I understand the proposal, the cost for this (£18.33pm with a 12 month contract) is essentially risk free as there is a four week cancellation clause whereby we can escape the 12 month contract if it fails to work as expected.

**Graham and Sophie**, please can I ask you to consider approving this purchase so that we can move along the MAYD decisions to install some gaming kit in the Pavilion. If we get a green light on this I will be able to call a MAYD meeting and get things moving properly.

---

Graham and Sophie co-approved expenditure for first four weeks. Expenditure to go to full council for expenditure for the rest of the year.

ACTION: SM to contact 3 and organise broadband

### **Little Hands wifi**

Hello Claire

Thank you for your email.

I have heard back from our IT support and he agrees that

*The proposal would work and there should be no risk to your data so long as it is configured correctly.*

*It is the cheapest and easiest way to get an internet service to the pavilion.*

However he did raise concerns that joint usage does have the potential to slow the Little Hands internet connection. This would be an issue for us.

At the moment our internet speed is ok but not as fast as the other Little Hands nurseries. I check whether this can be improved with our broadband provider whenever I renew the contracts - but the speed we have seems to be the best they can do.

At nursery we use the internet mostly for emails, a recording service and occasional video calls or training.

I do not know how effective it would be for high data tasks such as streaming or if it could cope with both our usage at the same time.

Would the pavilion be using the internet during nursery hours (08.00 - 18.00) if so slow broadband speed would be a problem for both of us.

Perhaps you could let me know when the pavilion expects to use the internet and what they will be using it for and we can decide how to proceed.

Meanwhile I will contact our broadband provider again to check if the speed can be improved, it will definitely be on my to do list.

Thanks

## MA176 22c) Drains at Little Hands

08/02/23 – Little Hands called to raise awareness that the drains were blocked. Staff toilets were out of use.

SM called companies to come and unblock drains.

GC and SM approved (under delegated authority) dyno-rod's quote , but they could not carry out the work due to equipment malfunction and did not charge for coming out.

09/02/23- Drains were still blocked at Little Hands. SM called companies again to come out and unblock.

Semilong were the most competitive price (£450+VAT – co-approved by GC and SM) and came out that afternoon and resolved the issue.

For the full council meeting on 27 February it is hoped there will be at least 2 quotes for the work on the drains to resolve the issue in the long term.

Maintenance Committee Jobs Spreadsheet -  
LISTING DATE: Meeting 16 February 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. <b>ACTION: Clerk to follow up with Sheene Mill. Response received. Land owners willing to do necessary work.</b>	CL
2	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. <b>ACTION: Parish Office to follow up. Highways have scheduled the work to be carried out soon.</b>	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. <b>Being consider for inclusion in the 2023/24 maintenance budget.</b>	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. <b>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</b>	CL/SM
6	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
7	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
8	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. <b>Reported. CCC confirm sign to be replaced 2023/24</b>	SM
9	Littlehands	GC	Wooden paneling on cricket store side of littlehands requires maintenance. <b>Wardens to re-paint. Work ongoing</b>	Wardens
10	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. <b>Office to chase. Work to be carried out soon. Chased again</b>	CL
11	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
12	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
13	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA. Reported to EA.	CL
14	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. <b>ACTION: Wardens to fill hole, once contractor has identified the cause..</b>	wardens
15	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report. Reported.	SCDC
16	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo	SCDC
17	The Moor, near allotments	wardens	large pothole. <b>ACTION : SM to report to CCC. CCC to repair in next 12 weeks.</b>	CCC
18	Hinkins Close	Resident	Tree dropping leaves and causing path to be slippery. Branches are also low. <b>ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.</b>	SCDC
19	New Road outside Pryors Orchard	Litter Picker	Drain is breaking up and sinking causing a dip in the road. <b>ACTION: SM reported to CCC. CCC confirmed works with the next 12 weeks</b>	CCC
20	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign. SM reported to SCDC	SCDC
21	Worcester Way	Resident	Street lamps not working. SM requested that resident shares ID number. No numbers on lampposts. SM contacted Metropolitan	Metropolitan
22	The New Rec	Contractor	The rec is very damp. Parish Office to look into vertidrainage. On agenda	SM
23	Notice boards	GC	Poor repair - Wardens to look at	Wardens
24	Littlehands	GC	Flood light not working. SM to obtain quotes to repair	SM
25	Littlehands	GC	Wooden paneling on emergency entrance side of littlehands requires maintenance. Wardens to re-paint.	Wardens
26	New Road Cemetery	Litterpicker	Protective box around tap in cemetery has rotted away. On going repair.	Wardens