

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

A meeting of the Maintenance Committee held on Thursday, 16 March at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

In attendance: Sophie Marriage (Acting Parish Clerk), Terry Muncey (Interim Warden), Les Brierley (RMRG), Chris Selway (Allotment Association), Keith Rudge

MA182/22 To receive and approve apologies for absence

Apologies were received from Cllr Kilmurray with acceptable reasons given.

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

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

MA183/22 To receive any Declarations of Interest and Dispensations

None were received.

MA184/22 To approve the minutes of the Maintenance Committee Meeting held on 16 February 2023

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 16 February 2023 as an accurate record.

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

MA185/22 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.

MA186/22 Finance Matters:

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

The report was noted.

MA187/22 Conservation Matters:

- a) To receive the EA Monthly situation report for February 2023

The report was noted. It was noted that although February was a dry month the water level of the river Mel is healthy.

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

It was reported that the volunteers will be carrying out kick sampling but will ensure that the trout is not disturbed during spawning. It was noted that work on the river is ongoing and Rob Mungovan has carried out the clearance of brambles and will be adding gravel to the river in May as planned. It was noted that the work carried out on the river is extremely valuable especially as chalk streams are under threat.

(Terry Muncey joined the meeting 9:36)

- c) To receive any other updates and consider actions

None received.

MA188/22 Allotment Matters:

- a) To receive an update of the possibility of installing dummy cameras and signs

It was noted that dummy cameras and signs may not be appropriate as they give a false sense of security to allotment users. It was noted that any CCTV cameras could only face into the allotment and would not be able to cover the roads. It was agreed that an email to all holders and local residents encouraging that to report issues to the police would be more effective than installing CCTV.

ACTION: Parish Clerk to email holders and write to residents.

- b) To receive any updates and consider actions

It was noted that most of the plots are being worked and no asbestos has been reported in line with the asbestos management plan. It was noted that it would be appropriate to turn the water back on at the allotments.

ACTION: Wardens to turn water on.

MA189/22 Stockbridge Meadows:

- a) To receive an update on the progress of the management plan

Signed: Date:.....

It was noted that Cllr Travis, Les and Maureen Brierley met to discuss the plan. Maureen has completed a draft plan. The next stage will be to review the draft plan and refine the details with members of committee and other specialists such as the representative from Natural England. It was noted that the ditch to test the feasibility of establishing a pond has water in it. The pond project may become part of the management plan, if the viability of a pond could be established.

- b) To receive an update regarding the toe-rail on the boardwalk

It was noted that a resident raised the issue that the toe-rail was not properly secured. This has been reported to Maydencroft and they have fixed the issue.

- c) To receive any other updates and consider actions

There are still plans for an opening event for the boardwalk which will be scheduled for April/May. It was noted that quotation for a bench of the boardwalk will be sought in the new financial year. The Stockbridge Meadows working party will be clearing some of the reeds. It was noted that quotations for puddle clay should be sourced for the pond project.

ACTION: Parish Clerk to seek quotations for puddle clay.

MA190/22 Governance Matters:

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

The report was received.

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

The report was received. It was noted that a picnic bench had been retrieved from the river. It was noted that dog fouling in the village seems to be on the rise. This is a problem that is difficult to resolve under the Parish Council's powers. To be monitored.

ACTION: Parish Clerk to post on Facebook reminding residents who witness illegal dog fouling to report it to the appropriate authority with evidence.

- c) To receive any other updates and consider actions

None were received.

MA191/22 Cemetery Matters:

- a) To consider quotations for a "Visitors only" sign in the car park

It was noted that the sign should be mounted to a post and there should be two signs.

It was RESOLVED to approve expenditure of up to £100 +VAT to purchase two signs from Unlimited Logos together with fixings.

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

- b) To receive an update on the unpermitted cut through from the New Road Cemetery

It was noted that installation of wire fencing to deter people using the unpermitted cut through has been removed and disposed of by users of the cut through. Various options were discussed and it was agreed purchasing and planting well established plants such as hawthorn or holy bushes would block the cut through.

ACTION: Parish Clerk to seek quotations for bushes.

- c) To receive the Electrical installation condition report for the Orchard Road Cemetery Shed

The report was received.

- d) To consider quotations for the remedial works in the Orchard Road Cemetery Shed

It was RESOLVED to accept the quotations from JHE for £235+VAT to carry out the remedial works at Orchard Road Cemetery Shed.

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

- e) To receive any other updates and consider actions

It was noted that plots where soil had fully settled will be turfed out soon.

MA192/22 Village Maintenance Matters:

- a) To consider a request from the Melbourn Fete Committee to use the New Rec, Old Rec and Pavilion

It was RESOLVED to approve the request from the Melbourn Fete Committee.

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

ACTION: Cllr Clark to discuss locking of the car park gate with the secretary of the fete committee.
Parish Clerk to note the decision at the next full council meeting.

- b) To consider quotations to install of cycle racks

It was noted that quotations were requested but none were received. After investigation by the wardens, it was identified that the installation could be carried out by them. The cycle racks have been installed in the Stockbridge Meadows car park. 4 cycle racks are due to be installed at the Moor. Thanks were noted to the Wardens.

- c) To receive an update and consider the plan to plant trees along Cambridge Road

The logistics of watering were discussed and a suggestion to contact local companies for help was received.

ACTION: Parish Clerk to contact local companies to ask if they are able to assist with this project.

- d) To consider quotations to repair the Worcester way fence

Deferred. Awaiting quotes.

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

Deferred. Awaiting quotes

- f) To consider quotations for war memorial path

Deferred. Awaiting quotes

- g) To receive an update on the request to collect fallen branches from Parish Land

Deferred. Resident could not attend the meeting but will endeavour to attend the next and answer any queries.

- h) To consider quotations to install highway chevrons to the parish van

It was agreed that the installation should be carried out by a specialist company and would be more robust than magnetic signs.

It was RESOLVED to accept the quotation from Unlimited Logos for £325+VAT to supply and install highway chevrons to the parish van

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

- i) To receive any other updates and consider actions

None received.

MA193/22 Pavilion Matters:

- a) To receive an update on fire safety

It was noted that work to update the fire safety policy is in progress.

- b) To consider revised quotations to install an extractor fan in the changing room

It was noted that this item has returned to the committee because the contractor had not previously quoted for the correct job. Some queries were raised related to the quotations.

ACTION: Parish Clerk to confirm with Barley Maintenance that their quote includes the installation of vented roof tiles and that they have the appropriate formal qualifications to carry out electrical installation work.
Item to be deferred until queries have been answered.

- c) To receive any other updates and consider actions

None were received.

MA194/22 Littlehands Matters:

- a) To consider quotations to repair the floodlight

It was noted that one contractor has advised that a survey will be required to identify the necessary repair to the lights. It was noted that flood lights could be installed to the rear of the building to deter vandalism.

ACTION: Parish Clerk to obtain quotations for repair and additional rear lights.

- b) To consider a quotation to survey the external flood lighting and report findings

It was agreed that comparative quotations are required.

ACTION: Parish Clerk to obtain comparative quotations.

- c) To consider quotations to lay hard core in the carpark

It was noted that any repair could only be temporary because the works to the drain will required areas of the car park to be excavated. The council do not have the funds to finance the quotation received and could not justify the expenditure on a temporary repair. It was agreed to leave any repair to the car park until after the works to the drains.

- d) To receive an update on the drains

A second quote is being obtained.

- e) To receive any updates and consider actions

None were received.

MA195/22 Policies and Risk Assessments

- a) To consider the approval of the fire safety policy

Deferred. Awaiting policy.

- b) To consider any updates and consider actions

MA196/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

It was noted that the SPWP has reviewed the responses to the survey and are investigation various aspects of the project.

MA197/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 16 March 2023

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Station Road - tree leaning over road	Resident	Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. Argenta inspected on 17/6. CL to write to Sheene Mill with Argenta advice that the trees are reduced before autumn storms. ACTION: Clerk to follow up with Sheene Mill. Response received. Land owners willing to do necessary work.	CL
2	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. ACTION: Parish Office to follow up. Highways have scheduled the work to be carried out soon.	CL/SM
3	Norgetts lane	Resident	Bench along Norgettes need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred. Being consider for inclusion in the 2023/24 maintenance budget.	SM
4	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	SCDC
5	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work. John Obrien has confirmed work will be financed by Highways. Highways to order work. Waiting to receive confirmation from Highways' Finance department. Highways to finance in new financial year	CL/SM
6	Road markings Little Lane and High Street	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

Signed: Date:.....

	(outside Strands)			
7	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported. CCC confirm sign to be replaced 2023/24	SM
9	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
10	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
11	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA. Reported to EA.	CL
13	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report. Reported.	SCDC
14	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo	SCDC
15	The Moor, near allotments	wardens	large pothole. ACTION : SM to report to CCC. CCC to repair in next 12 weeks.	CCC
16	Hinkins Close	Resident	Tree dropping leaves and causing path to be slippery. Branches are also low. ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.	SCDC
17	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign. SM reported to SCDC	SCDC
19	Worcester Way	Resident	Street lamps not working. SM requested that resident shares ID number. No numbers on lampposts. SM contacted Metropolitan	Metropolitan
20	Notice boards	GC	Poor repair - Wardens to look at. The repair project will require planning with the parish office.	Wardens
21	Littlehands	GC	Flood light not working. SM to obtain quotes to repair	SM
22	Littlehands	GC	Wooden paneling on emergency entrance side of littlehands requires maintenance. Wardens to re-paint.	Wardens
26	Palmers way	SAH	Tree of concern. Reported to SCDC. SCDC to investigate and raise with the appropriate parties.	SCDC
27	Stockbridge	Resident	the fixing on the toerail are too short. SM to contact Maydencroft.	SM
28	The moor	resident	leaking water hydrant causing a lot of water to be wasted. Anglia water and cambridge water have been contacted but both say it is the other companies responsibility	SM

MA198/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

It was noted that the paths at Clear Crescent Paly Park may require some maintenance, that verti-draining will take place when the ground is drier, and the lock on the appliance bin needs replacing.

MA199/22 To note date of next meeting: Thursday, 20 April 2023

It was noted that the date of the next meeting is 20 April 2023.

Meeting closed at 10:54

Signed: Date:.....

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. ACTION: Clerk to follow up with Sheene Mill. Response received. Land owners willing to do necessary work.	CL
2	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. ACTION: Parish Office to follow up. Highways have scheduled the work to be carried out soon.	CL/SM
3	Norgetts lane	Resident	Bench along Norgettes need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred. Being consider for inclusion in the 2023/24 maintenance budget.	SM
4	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	SCDC
5	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work. John Obrien has confirmed work will be financed by Highways. Highways to order work. Waiting to receive confirmation from Highways' Finance department	CL/SM

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. Reported. CCC confirm sign to be replaced 2023/24	SM
10	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. Office to chase. Work to be carried out soon. Chased again	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. SM to Chase	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. Chase	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. Chase	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. ACTION: Wardens to fill hole, once contractor has identified the cause. Ongoing	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. ACTION : 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. ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.	SCDC
19	New Road outside Pryors Orchard	Litter Picker	Drain is breaking up and sinking causing a dip in the road. ACTION: SM reported to CCC. CCC confirmed works with the next 12 weeks	CCC
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 - 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

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

EDGE Code		Budget 2022/23	Actual to date (31/12/22)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<u>Conservation:</u>		Paid	Unpaid		
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	Conservation - donation to fund tree planting	500			500	Donation - Not in precept but included as a reminder for spending on trees in 2022/23
1150	Stockbridge Meadows - path cutting and rolling	300			300	
1150	Stockbridge Meadows - unplanned	500	425		75	Sign / Dig trenching
		13,990	9,023	-	4,967	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	330	138	9	183	
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	1,750		(1,350)	Tree work following inspections (consider as part of conservation tree works budget) / Electrical condition report
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	2,485	9	1,236	
	<u>Play Areas, Recreation Grounds & 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	125	9	236	
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	662	84	254	
3400	Pavilion - electricity	2,400	897	585	918	
3400	Pavilion - water	100	140		(40)	
3400	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	600	321	2	277	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	75	85	240	
3400	Pavilion - unplanned repairs & renewals	1,000	1,824		(824)	Defib Instalation £620 & signage (approved MPC); replace TMV under sink; roof tile; clock motor (approved MPC)/ install auto restart device to clock / Post caps
3400	Pavilion - external redecoration (b/fwd from 2020/21 budget)	2,000	2,200		(200)	
		12,540	8,427	765	3,349	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	500	493	36	(29)	
4300/3	Wardens' equipment	500	289		211	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,400	1,501		(101)	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	4,182	85	(267)	Includes sickness cover for wardens (£529)/continued warden cover/MVAS battery change (£580)
7100	Car park workshop - water	175	187	7	(19)	
7100	Car park workshop - electricity	2,700	2,540	541	(381)	
7100	Car park workshop - PAT testing	30	23		8	
7100	Car park - unplanned	500	465		35	Electrical works in workshop
		10,205	9,884	668	(347)	

Melbourn Parish Council
Maintenance Expenditure Tracking 2022/23
(Actuals based on paid invoices)

EDGE Code		Budget 2022/23	Actual to date (31/12/22)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<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	2,619	225	(1,844)	Legionella assess/Downpipe/roof insp & repair/drains CCTV survey/repair guttering and rain stop/ repointing
9000	Rental Property - projects (window replacement)	4,000	3,625		375	
		5,470	6,801	225	(1,556)	
	Total Maintenance (excluding grounds maintenance contracts)	46,135	36,619	1,668	7,849	
	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	6,848		623	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	5,060		460	
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	4,464		406	
2100	Cemeteries - extra cuts (£360 x 3)	1,080			1,080	
3200	Recreation Grounds (£755 per month)	9,060	83,805		(74,745)	
3200	Recreation Grounds - extra cuts (£130 x 4)	520			520	
		31,870	100,177	-	(68,307)	

Monthly water situation report: East Anglia

1 Summary - February 2023

Overall, February 2023 was an exceptionally dry month which only saw 7% to 30% of the long term average rainfall across the area, classifying rainfall as exceptionally low. Furthermore, several of the southern and eastern hydrological areas were in the top 3 for driest February on record. As a result of the exceptionally dry February, the soil moisture deficit in the area has increased from normal levels to notably high levels and river flows across the area have also dropped, with them all now being classified as exceptionally low to below normal for the time of year. Groundwater classifications generally fell across the area, however not as drastically as flow and soil moisture deficit. Reservoir levels did improve slightly across the area, but mostly still below their normal operational curves. The majority of East Anglia hydrological areas remain in drought status.

1.1 Rainfall

February 2023 was an exceptionally dry month with only 7% to 30% of the long term average [LTA] across the area. This classified rainfall in all hydrological areas as exceptionally low for the time of year. The driest areas were generally in the south and east of the region. Most notably, East Suffolk experienced the second driest February on record (driest in 1891), whilst the Little Ouse and Lark, North Essex and South Essex experienced their third driest February on record. Following normal levels of rainfall in December and January, the exceptionally dry February has caused the 3-month total to show mostly below normal levels, with 2 catchments showing notably low and 1 still showing normal. Despite the dry February, the 6-month total continues to show normal levels in all hydrological areas. The 12-month total now shows below normal to exceptionally low levels compared to normal to notably low levels. This worsening trend is due to February 2023 being exceptionally dry whilst February 2022 was exceptionally wet.

1.2 Soil moisture deficit and recharge

Due to the exceptionally low levels of rainfall in February, and the milder than normal temperatures, soil moisture deficit [SMD] levels increased across East Anglia during February. SMD started the month at normal levels (lower end of normal due to dry end to January) and finished the month at notably high levels for the time of year. SMD ended the month at 21mm.

1.3 River flows

Due to the exceptionally dry February, river levels across the area dropped at all monitoring sites. As of the end of February, 8 monitoring sites were recording below normal levels, 12 were recording notably low levels and 1 site (Waveney) was recording exceptionally low

levels. This is a significant change from the East Anglia January 2023 water situation report where the vast majority of sites were at normal levels.

1.4 Groundwater levels

Due to the exceptionally low levels of rainfall in February, groundwater classifications across the region generally decreased or stayed the same. As of the end of February, 9 sites were classified as normal, 8 at below normal and 2 at notably low levels for the time of year (Hazelwood Common data was unavailable this month). By contrast, at the end of January, 1 site was at above normal levels, 11 at normal, 5 at below normal and 3 at notably low levels. Some sites showed some recharge during February but limited and likely a delayed impacted from January's rainfall.

1.5 Reservoir stocks

Despite the low levels of rainfall and low river levels, reservoir storage across the area increased at all sites during February. However, despite the increases, all sites other than Alton remain below their normal operational curves for the time of year.

1.6 Environmental impact

As of the end of February, 2 of the 8 Rhee support pumps had been used during February with only 1 still on. One of the 6 Lodes-Granta pumps was in operation during February but is now switched off. No pumps in the Hiz or Thet-Little Ouse support schemes were used. Due to the wet autumn and relatively wet winter, the central area fenland hydrological area was moved out of drought status and into recovery status. The rest of the hydrological areas remain in drought status.

1.7 Forward Look

.1.7.1 Probabilistic ensemble projections for river flows at key sites

For March 2023, most sites are showing an increased probability of less than normal flows, with the exception of the Kym and Gipping which are both fairly in line with the expected probability.

For June 2023, most sites are showing an increased probability of less than normal flows, most notably at Stiffkey and the Ely Ouse. The Kym and Gipping are both showing slightly increased probability of Normal flows.

.1.7.2 Probabilistic ensemble projections for groundwater levels in key aquifers

For March 2023, Therfield, Redlands and Bury St. Edmunds are showing an increased probability of Normal groundwater level. Smeeham and Newmarket are showing an increased probability of below normal groundwater levels. Kenninghall and Washpit Farm are both

showing an increased probability of notably low groundwater levels. Finally, Bircham Newton is showing an increased probability of exceptionally low groundwater levels.

For September 2023, Therfield, Smeetham, Newmarket and Bury St. Edmunds are showing an increased probability of Normal levels whilst the remaining sites are showing an increased probability of below normal levels or lower.

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

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*[SMD]: soil moisture deficits

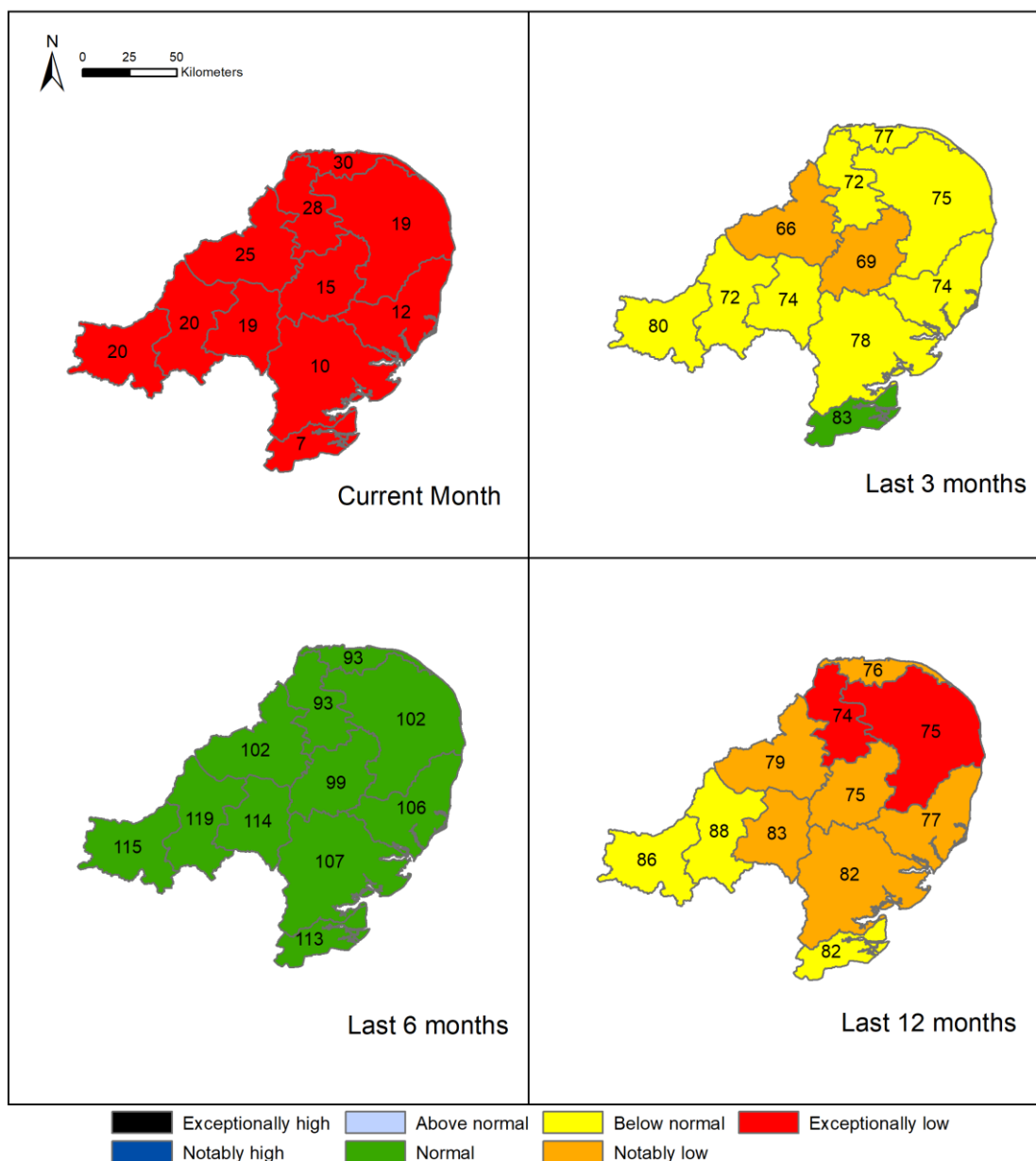
*[LTA]: long term average

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 28 February 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.

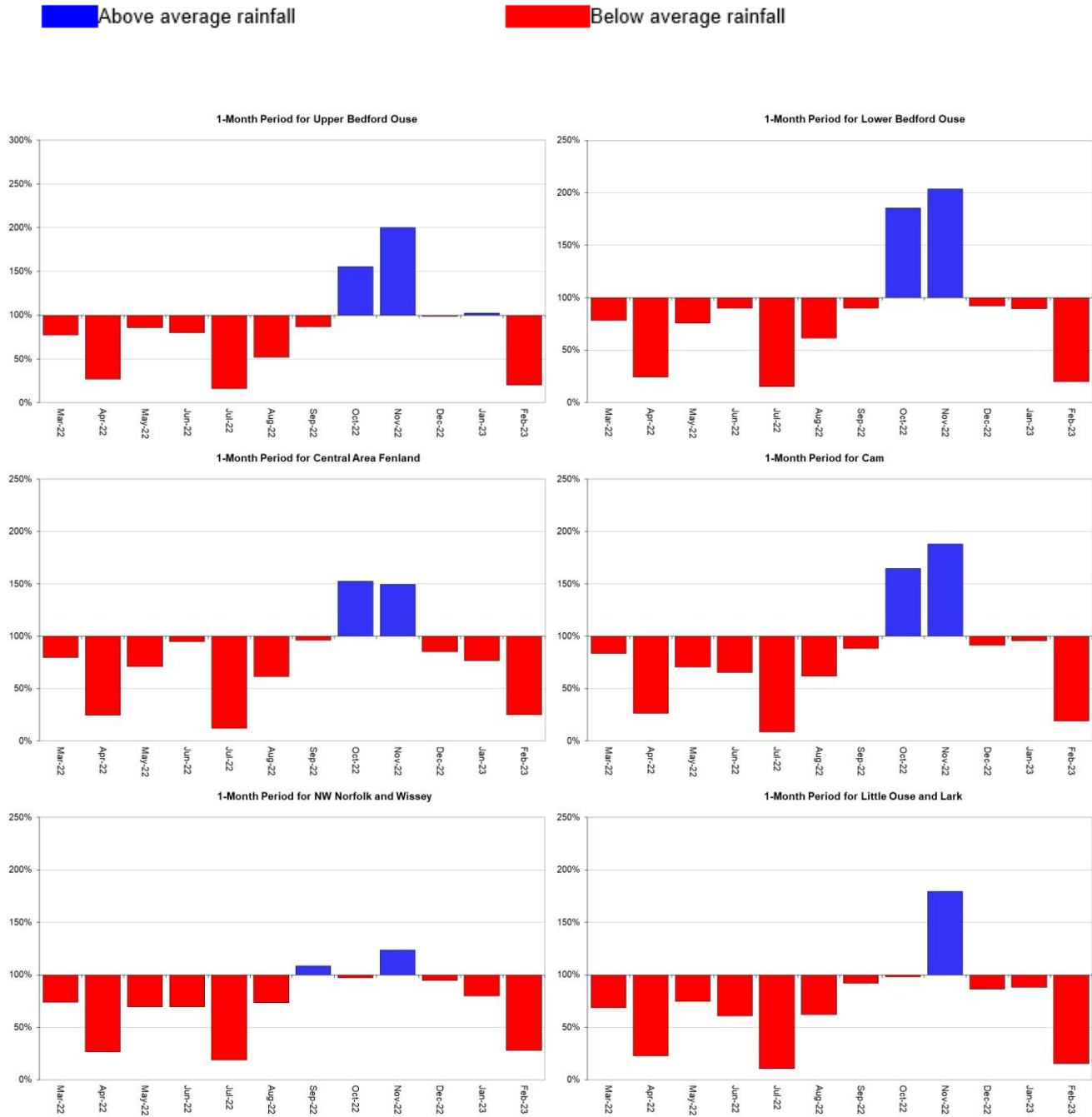


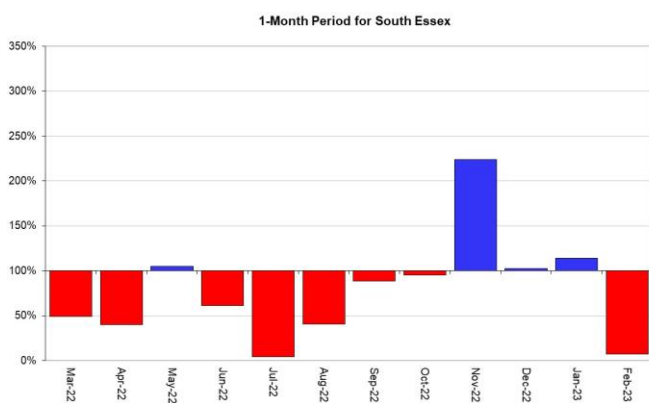
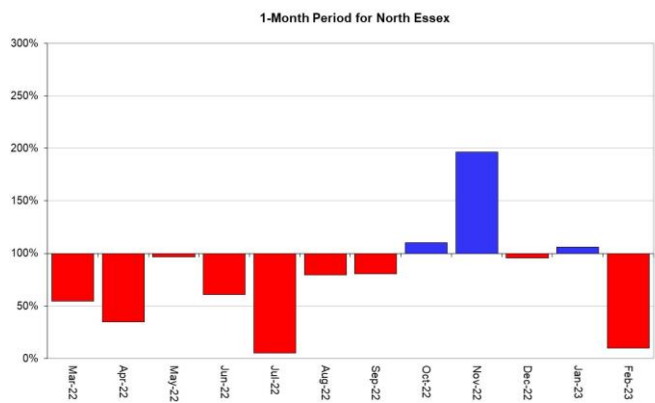
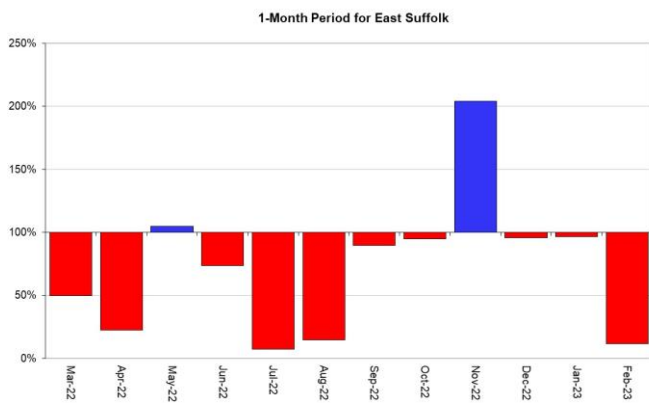
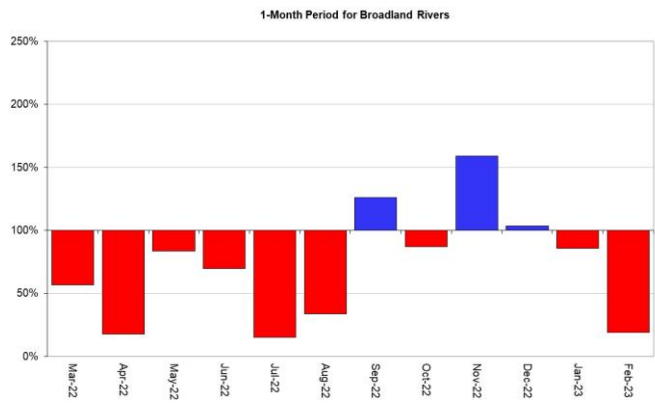
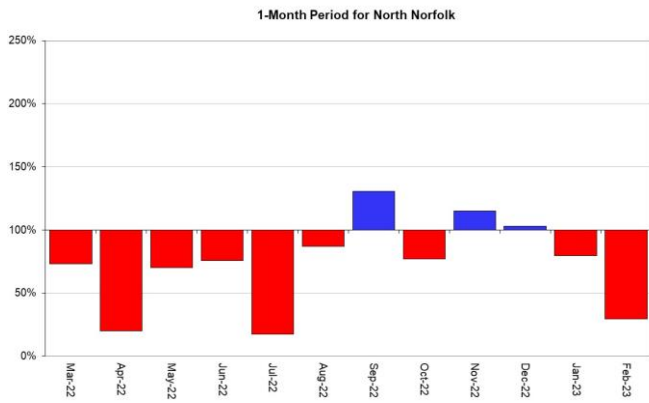
HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2023). Provisional data based on Environment Agency

1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

2.2 Rainfall charts

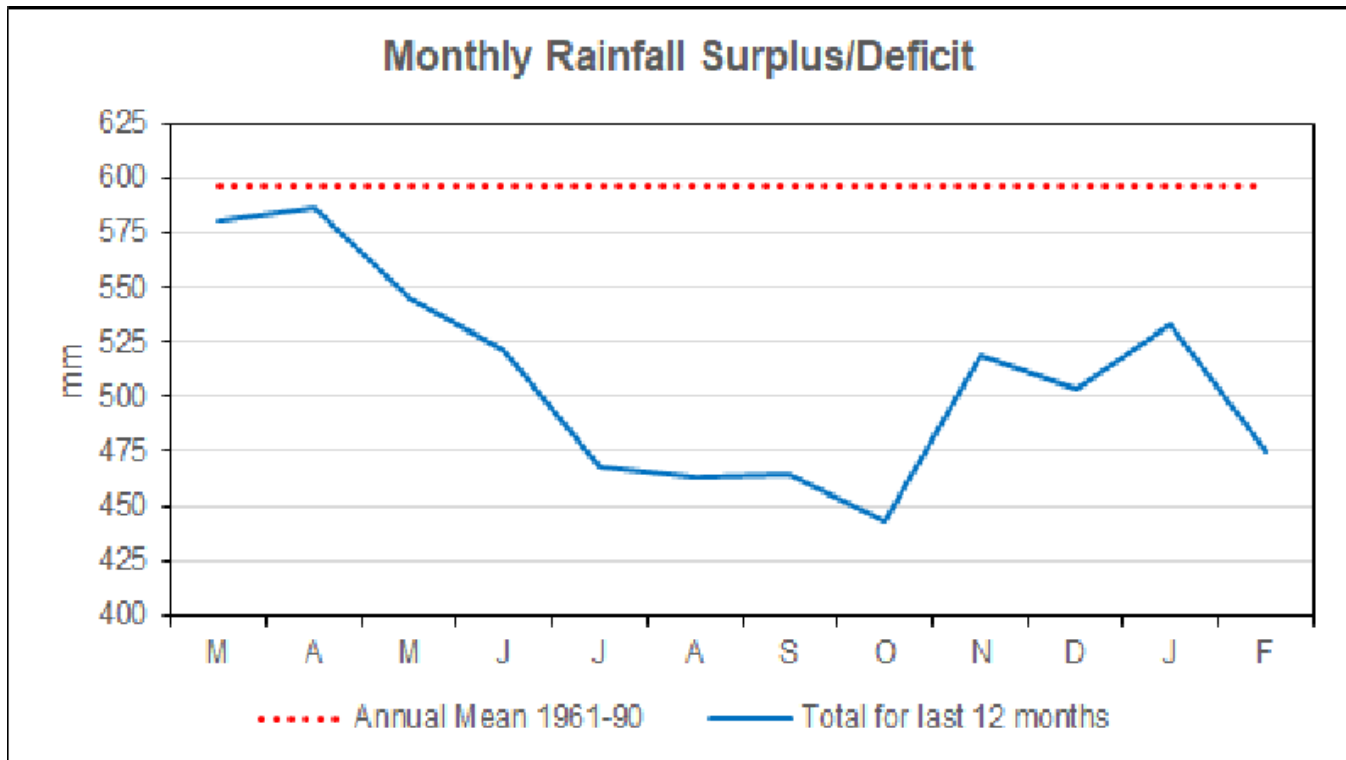
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1961 to 1990 long term average for each region and for England.





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

2.3 Monthly Rainfall Surplus Deficit Chart

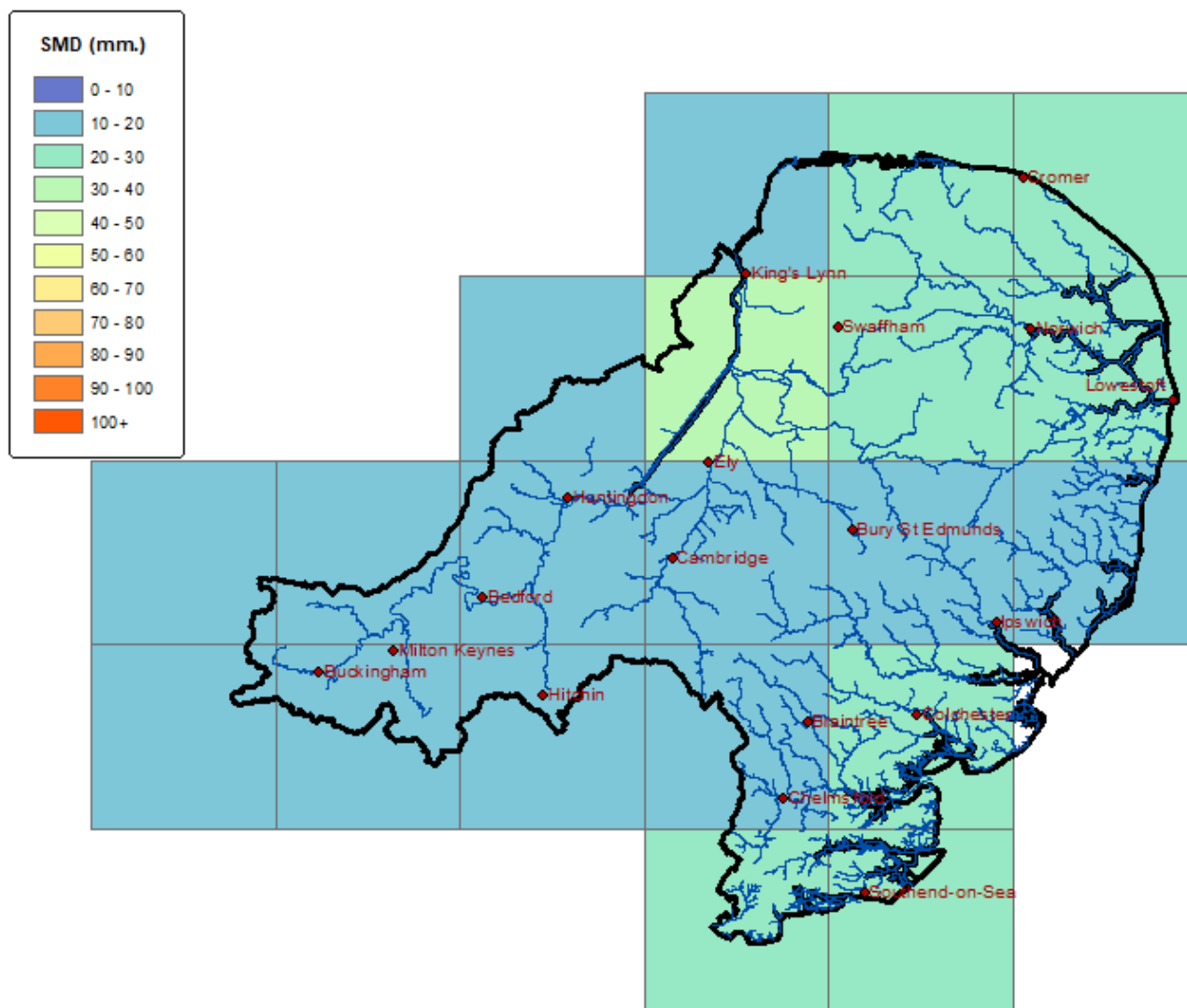


HadUK rainfall data. (Source: Met Office. Crown copyright, 2023).

3 Soil moisture deficit

3.1 Soil moisture deficit map

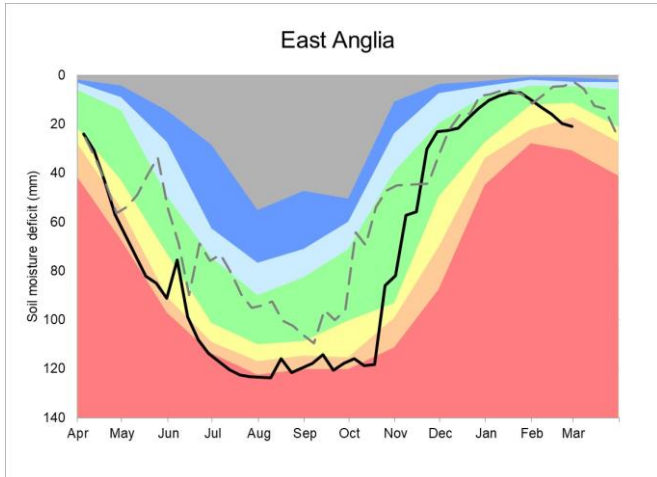
Figure 3.1: Soil moisture deficit values for 28 February 2023. Values based on the weekly MORECS data for real land use.



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

3.2 Soil moisture deficit charts

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

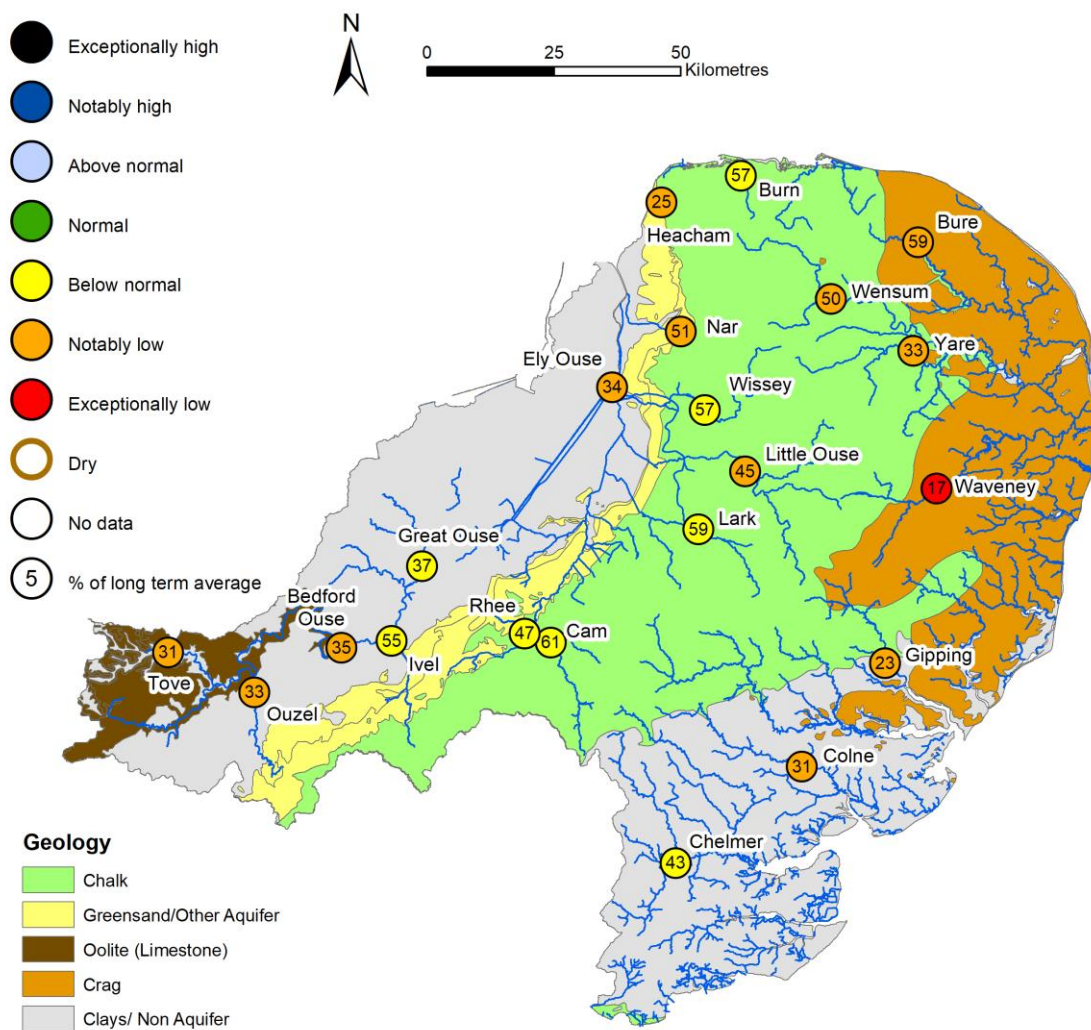


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4 River flows

4.1 River flows map

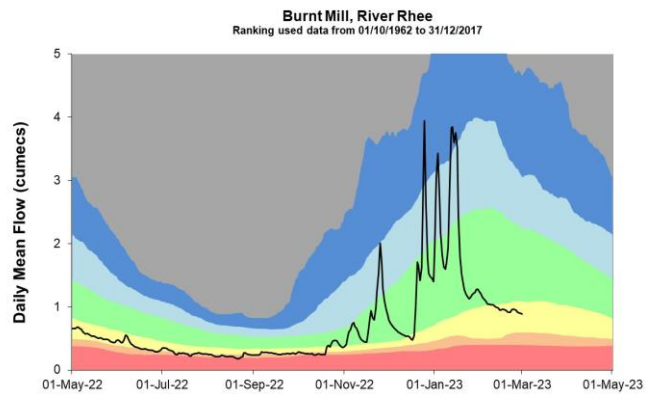
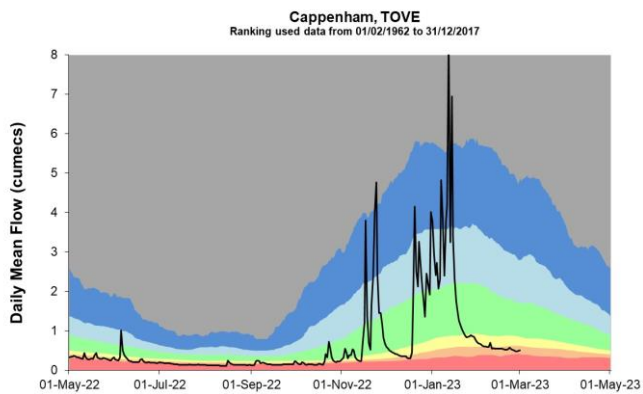
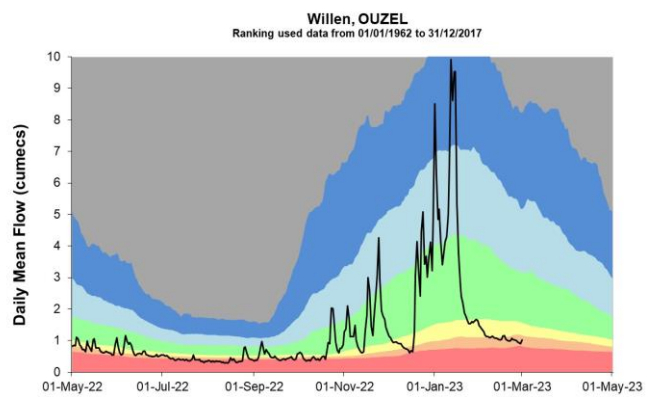
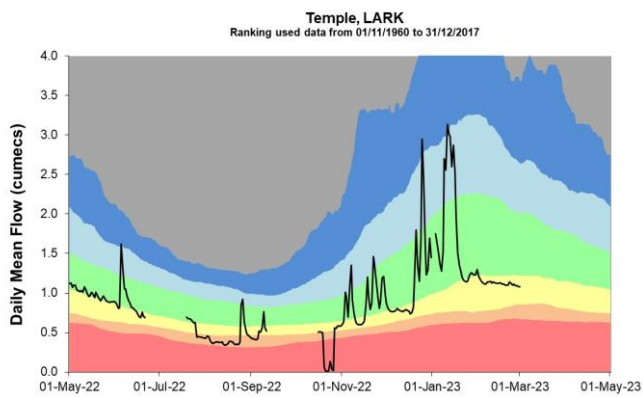
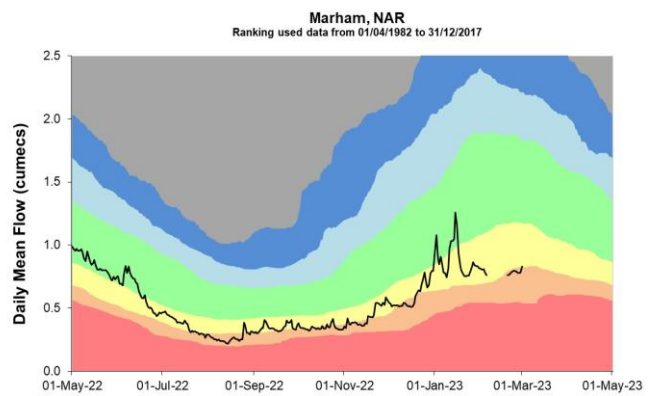
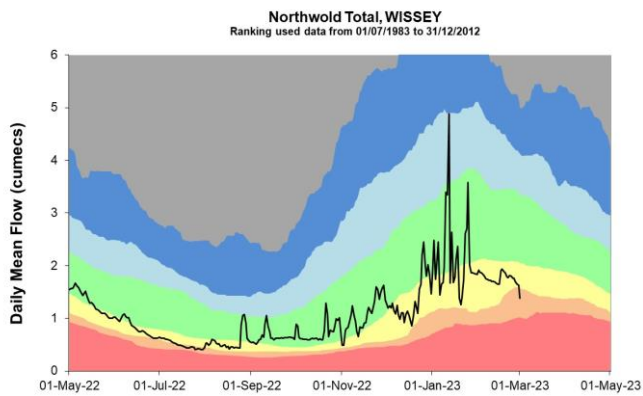
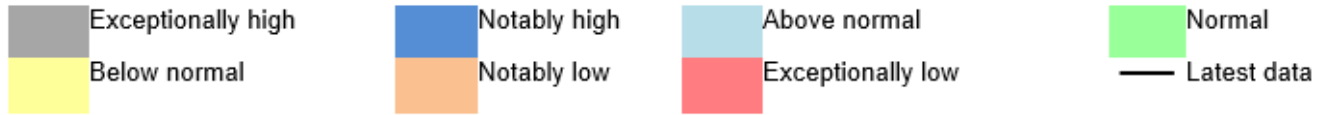
Figure 4.1: Monthly mean river flow for indicator sites for February 2023, expressed as a percentage of the respective long term average and classed relative to an analysis of historic February monthly means Table available in the appendices with detailed information.

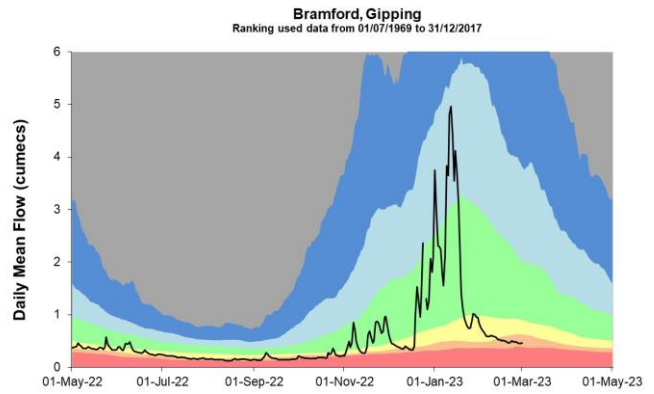
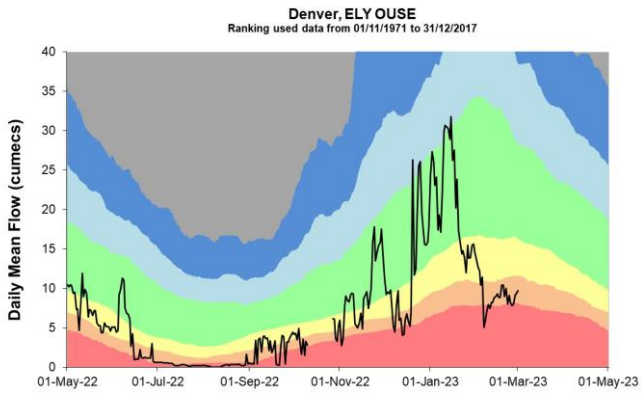
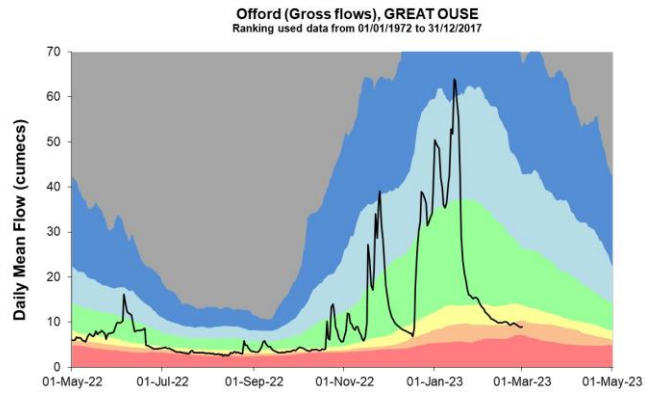
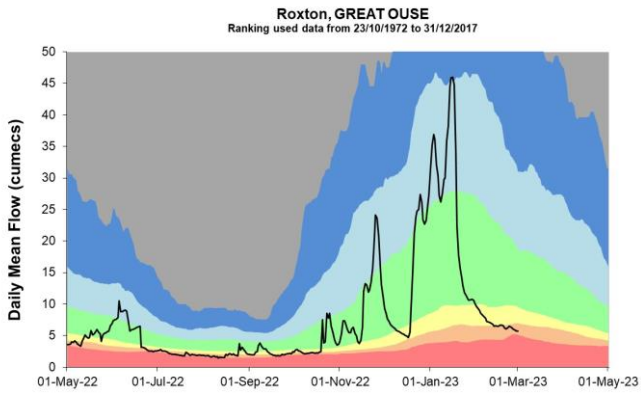
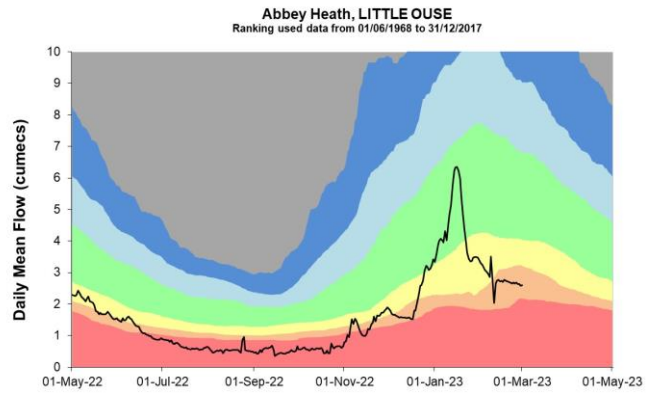
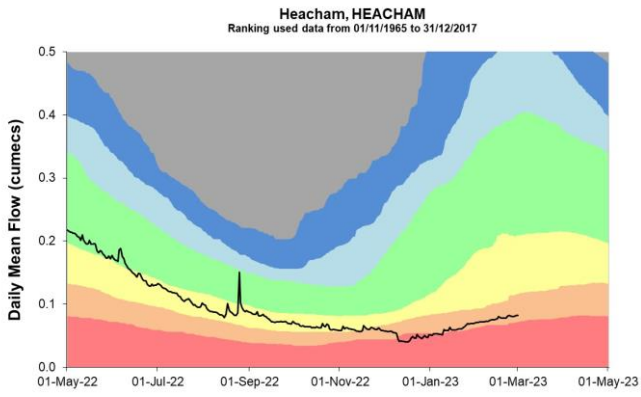
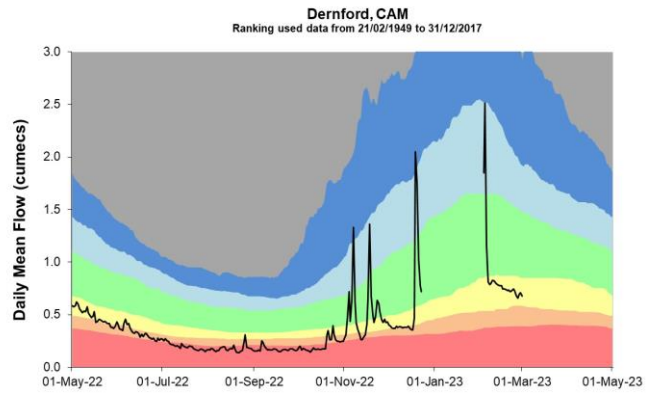
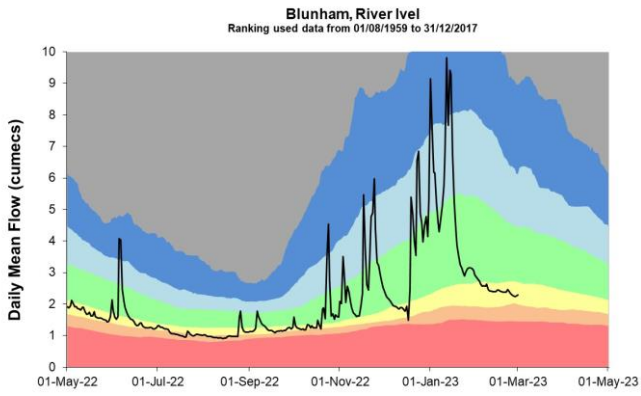


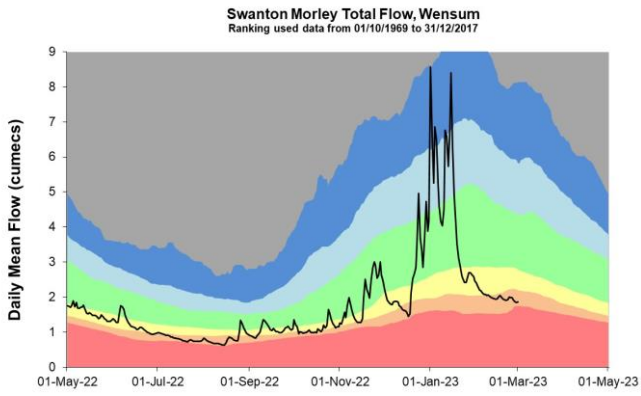
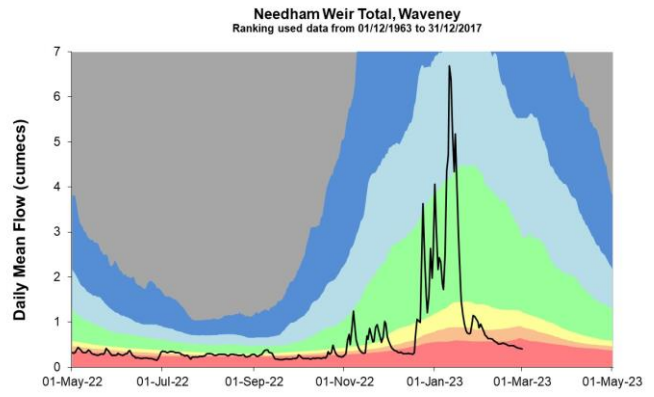
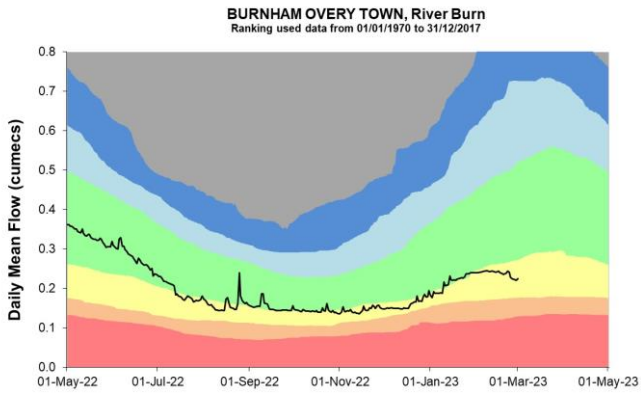
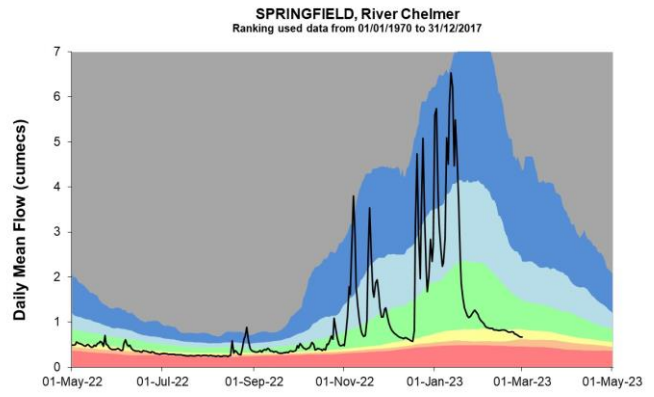
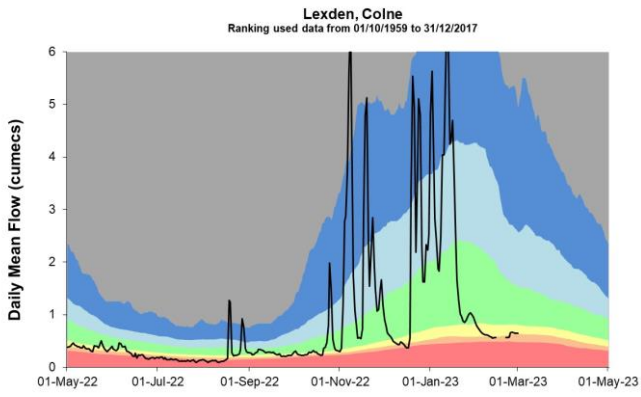
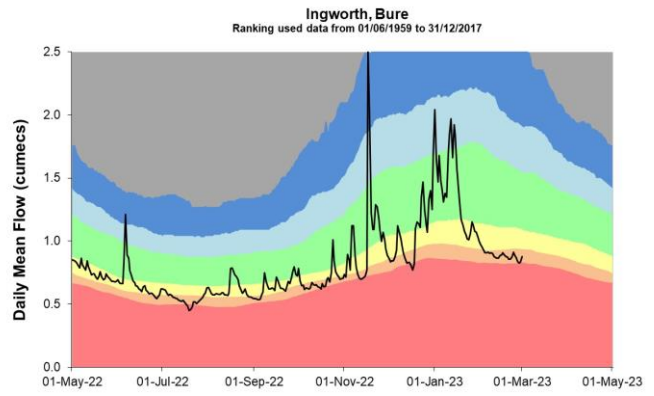
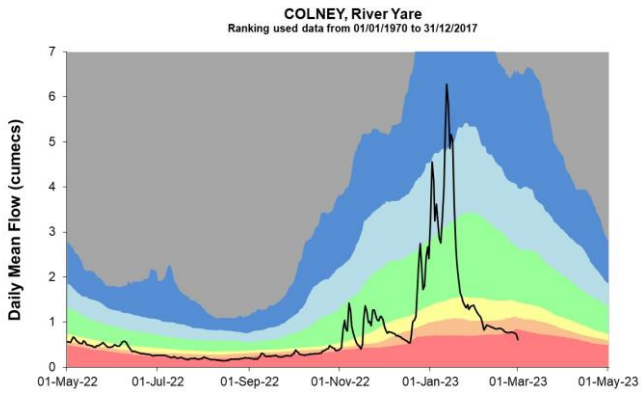
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4.2 River flow charts

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.





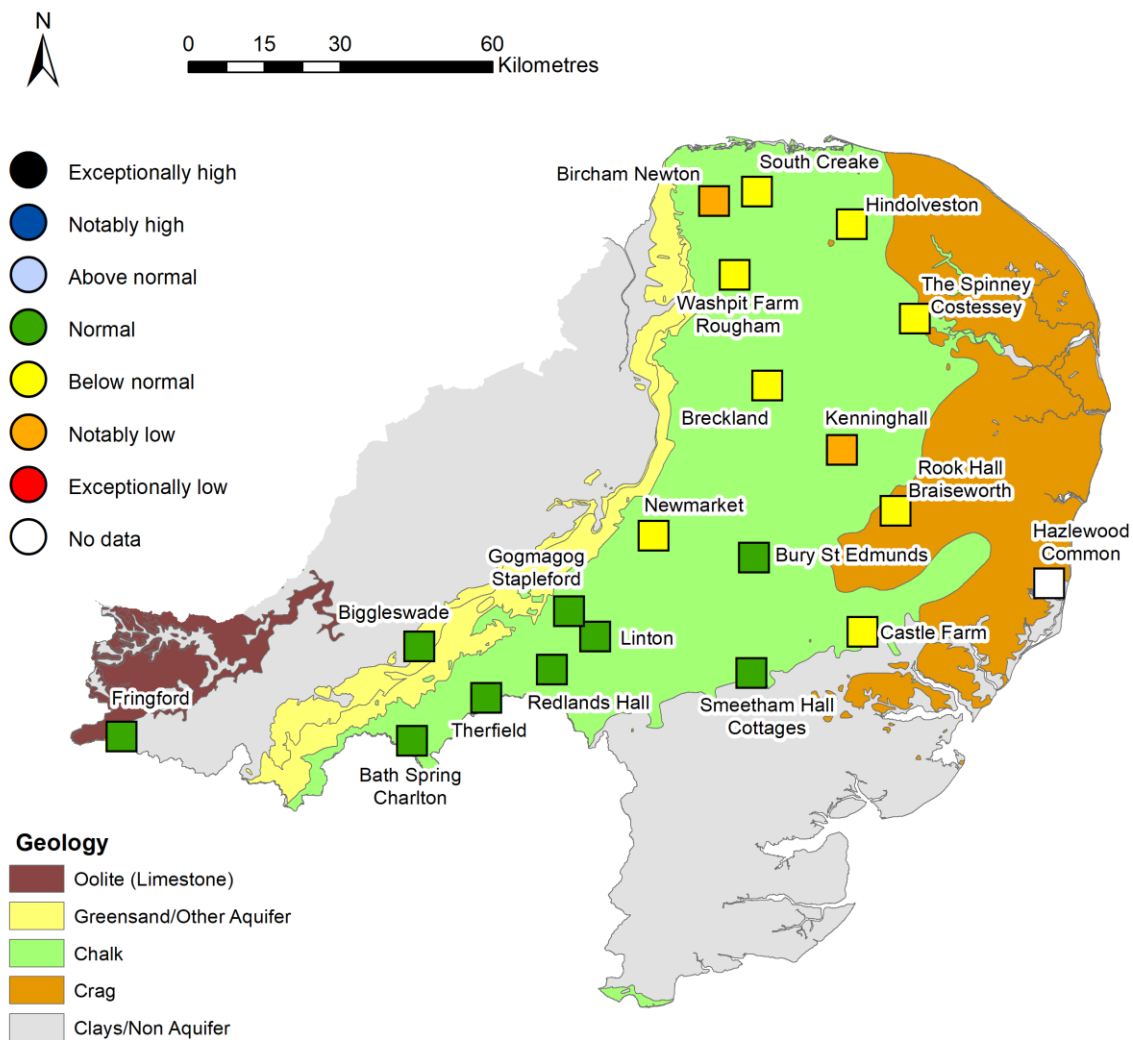


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

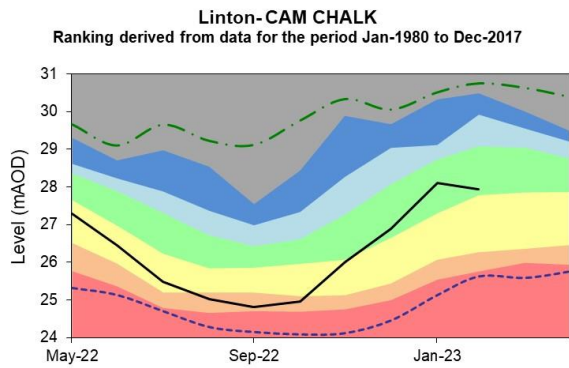
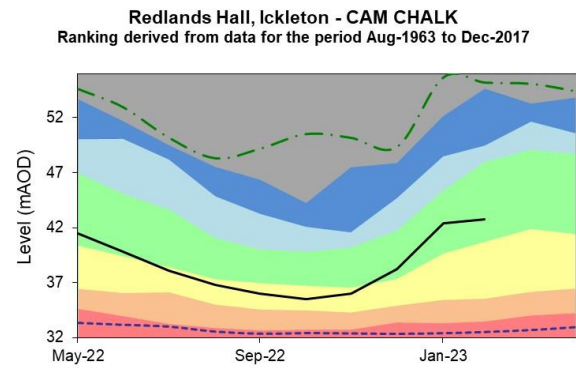
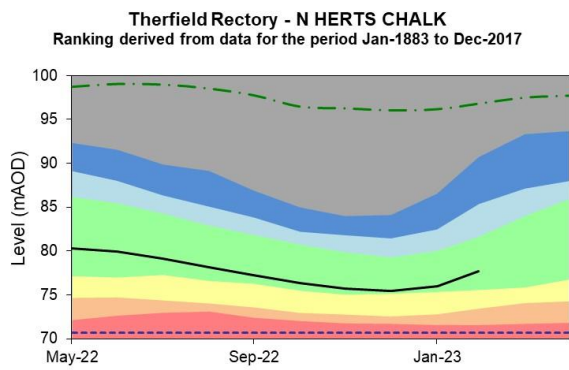
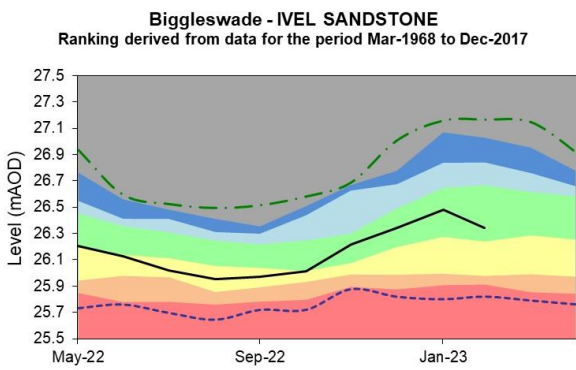
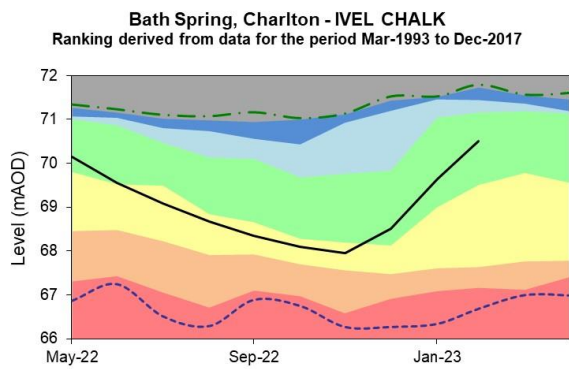
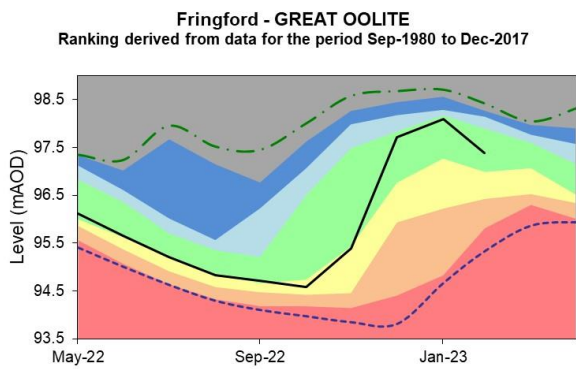
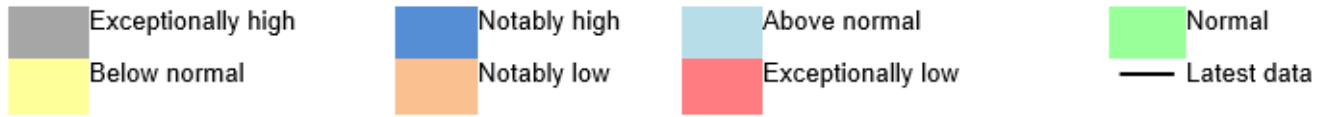
Figure 5.1: Groundwater levels for indicator sites at the end of February 2023, classed relative to an analysis of respective historic February levels. Table available in the appendices with detailed information.



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

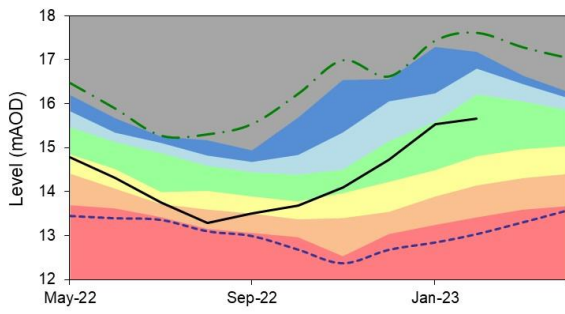
5.2 Groundwater level charts

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



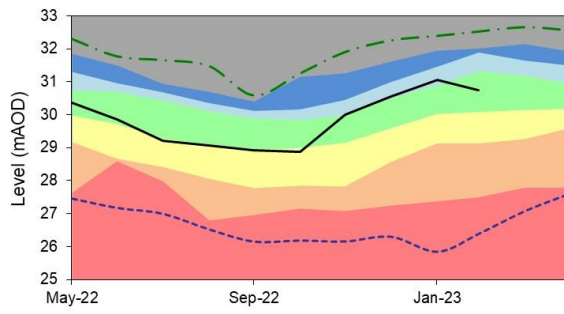
Gog Magog, Stapleford - CAM CHALK

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



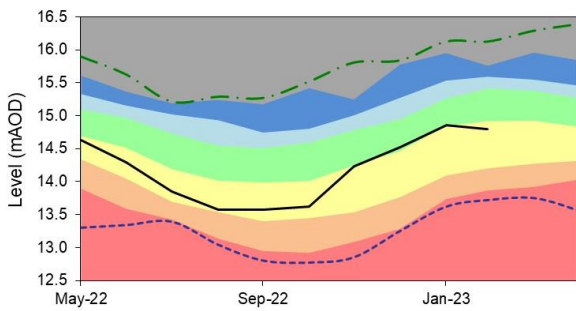
Bury St Edmunds - UPPER LARK CHALK

Ranking derived from data for the period May-1983 to Dec-2017



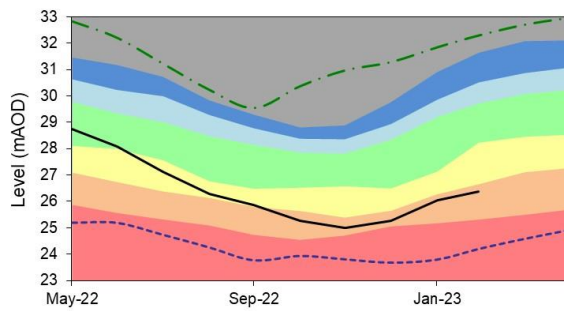
Newmarket - SNAIL CHALK

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



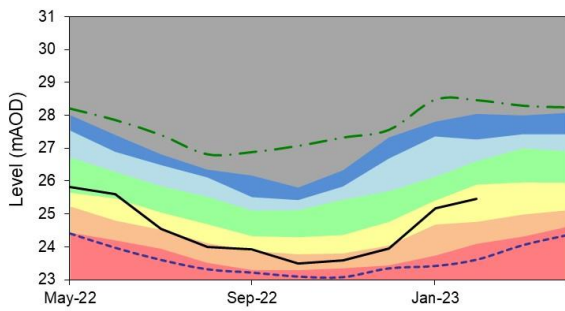
Kenninghall - LITTLE OUSE CHALK

Ranking derived from data for the period Aug-1973 to Dec-2017



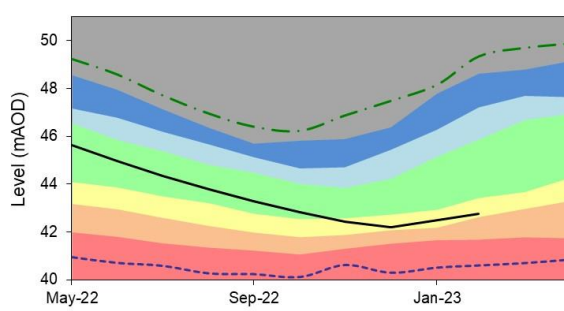
Breckland - WISSEY CHALK

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



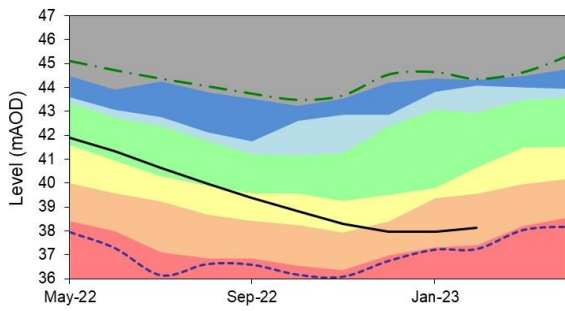
Washpit Farm, Rougham - NW NORFOLK CHALK

Ranking derived from data for the period May-1950 to Dec-2017



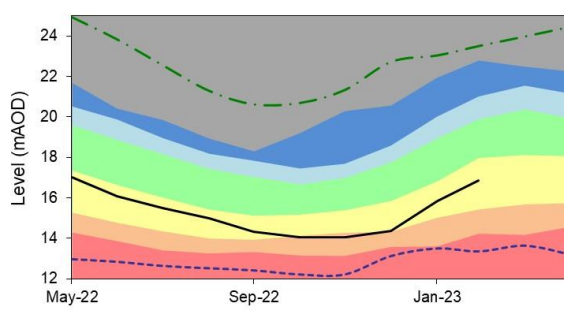
Bircham Newton - NW NORFOLK CHALK

Ranking derived from data for the period Mar-1995 to Sep-2017

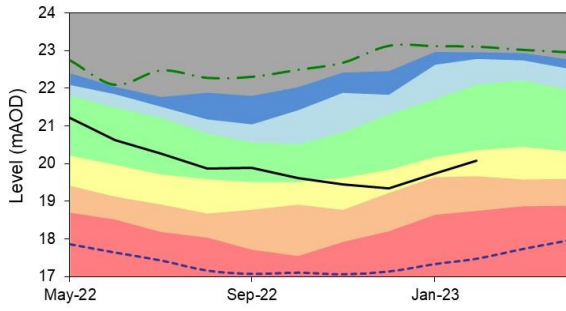


Castle Farm, Offton - MID SUFFOLK CHALK

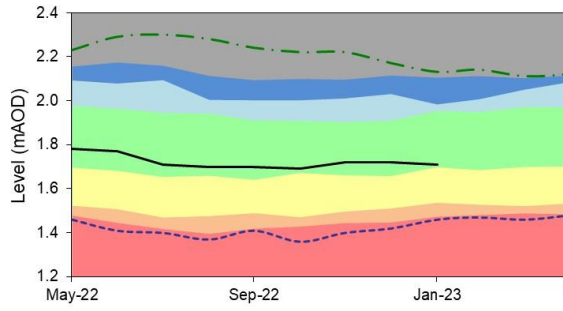
Ranking derived from data for the period Mar-1967 to Dec-2017



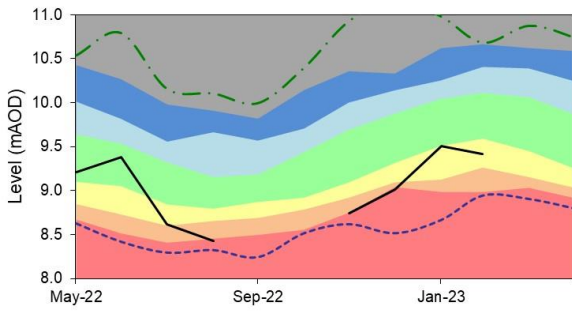
Old Primary School, South Creake, NORFOLK CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



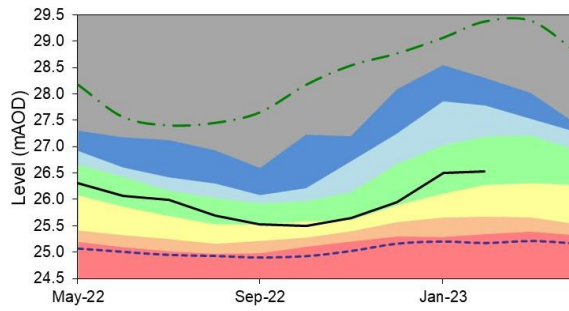
Hazlewood Common - SUFFOLK CRAG
 Ranking derived from data for the period Oct-1988 to Feb-2020



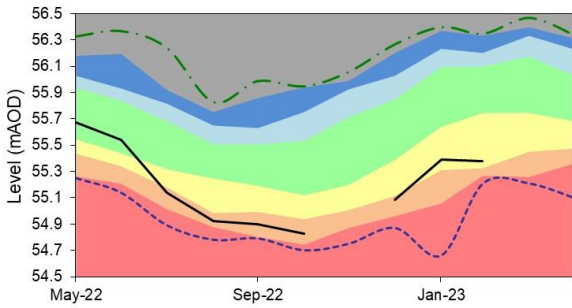
The Spinney, Costessey- WENSUM CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



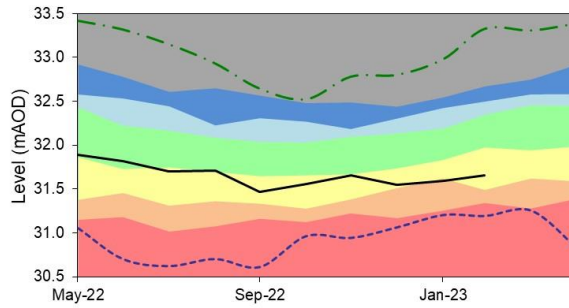
Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking derived from data for the period Jan-1964 to Dec-2017



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



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

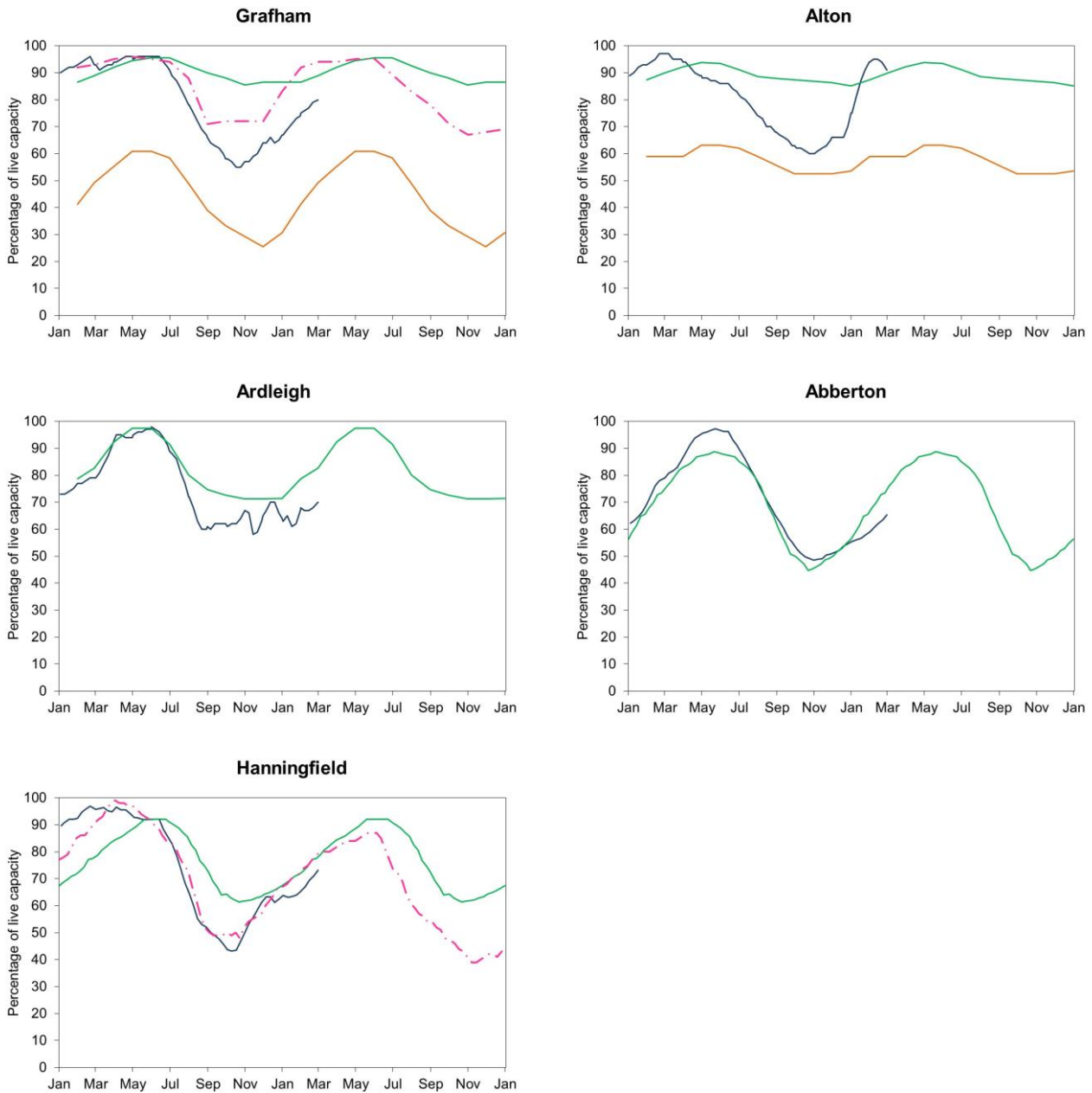


Source: Environment Agency, 2023.

6 Reservoir stocks

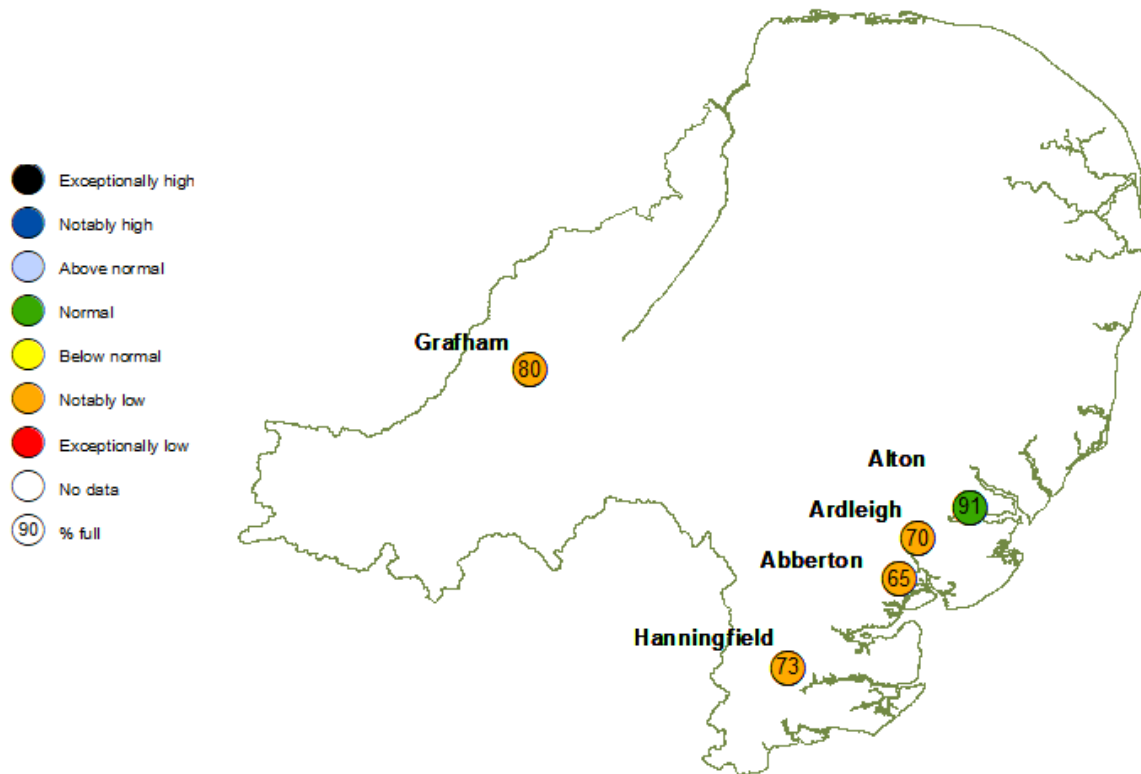
Figure 6.1: End of month regional reservoir stocks compared to the normal operating curve, drought curve and dry 1995-1996 stocks. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.

— 2022-2023 — Normal Operating Curve — Drought Alert Curve - - 1995-1996



(Source: water companies).

6.1 Reservoir Stocks Map

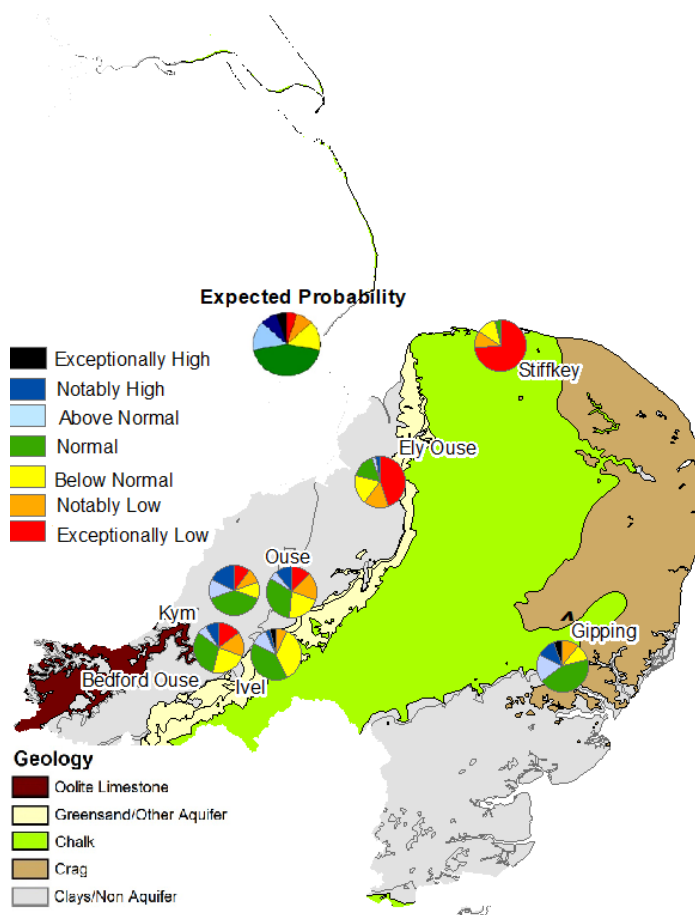


(Source: Environment Agency). Crown copyright. All rights reserved. Environment Agency, 100024198, 2023

7 Forward Look

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

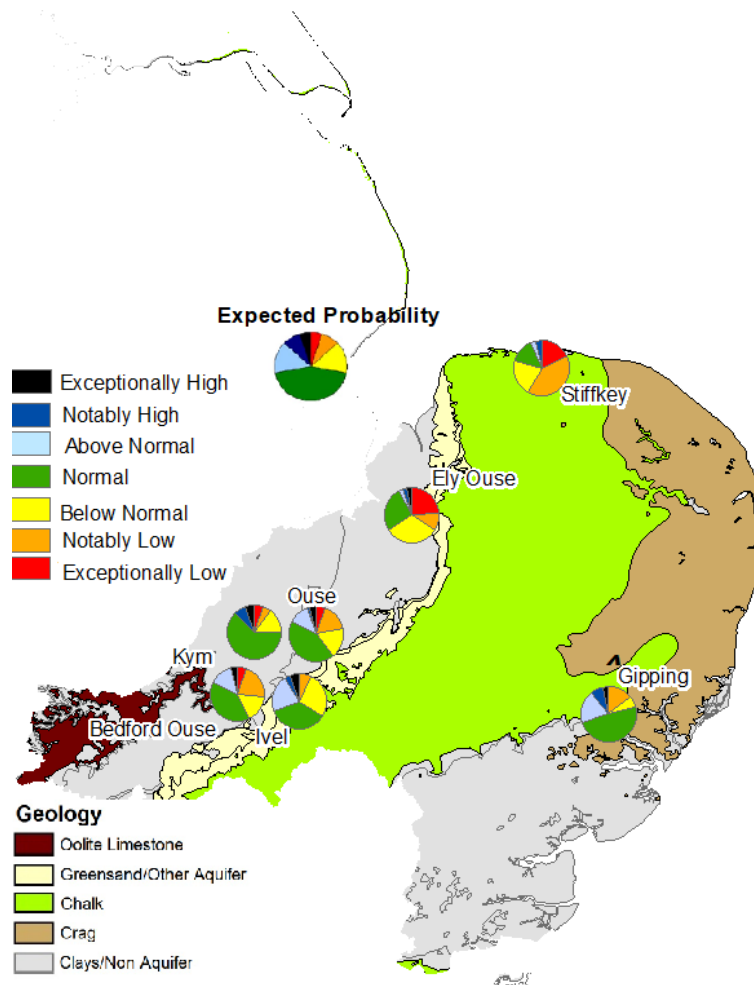
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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



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

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

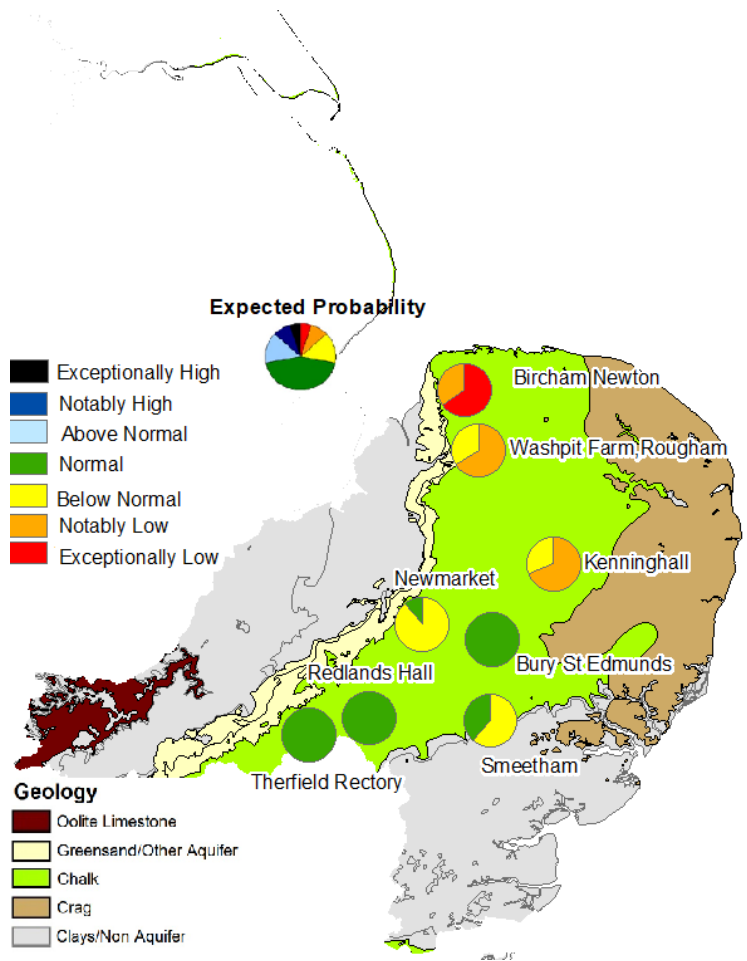
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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



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

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

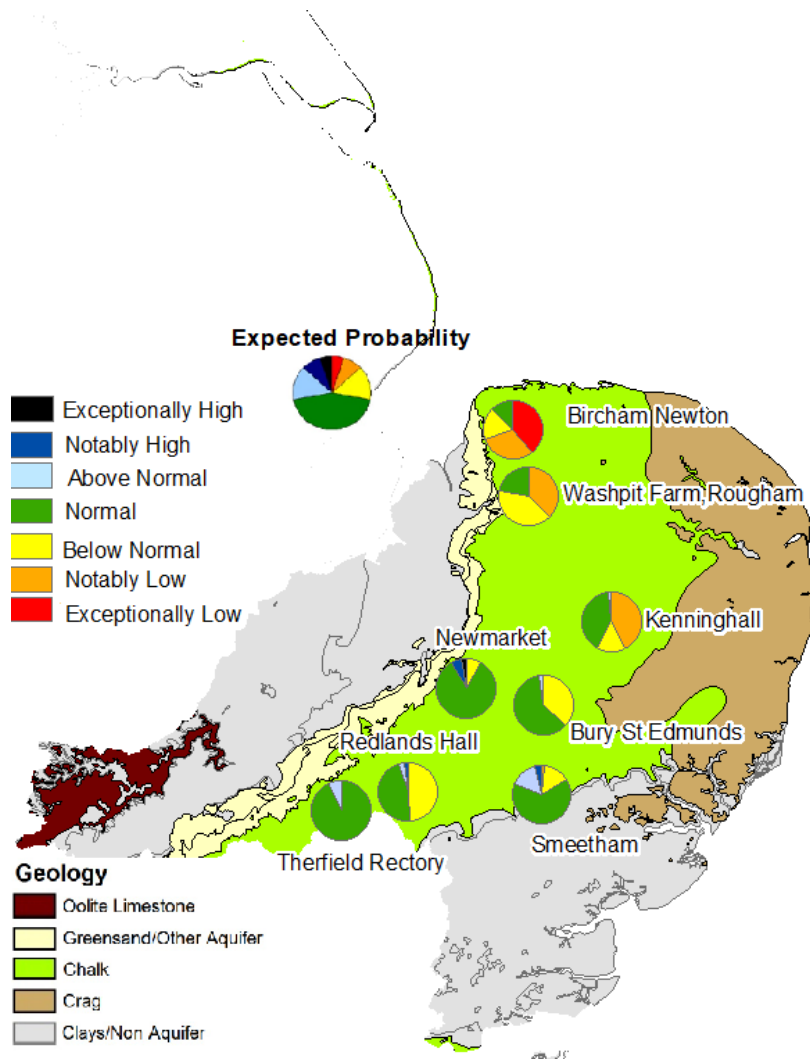
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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



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

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

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



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

8 Glossary

8.1 Terminology

Aquifer

A geological formation able to store and transmit water.

Areal average rainfall

The estimated average depth of rainfall over a defined area. Expressed in depth of water (mm).

Artesian

The condition where the groundwater level is above ground surface but is prevented from rising to this level by an overlying continuous low permeability layer, such as clay.

Artesian borehole

Borehole where the level of groundwater is above the top of the borehole and groundwater flows out of the borehole when unsealed.

Cumecs

Cubic metres per second (m^3s^{-1}).

Effective rainfall

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

Flood alert and flood warning

Three levels of warnings may be issued by the Environment Agency. Flood alerts indicate flooding is possible. Flood warnings indicate flooding is expected. Severe flood warnings indicate severe flooding.

Groundwater

The water found in an aquifer.

Long term average (LTA)

The arithmetic mean calculated from the historic record, usually based on the period 1961 to 1990. However, the period used may vary by parameter being reported on (see figure captions for details).

mAOD

Metres above ordnance datum (mean sea level at Newlyn Cornwall).

MORECS

Met Office Rainfall and Evaporation Calculation System. Met Office service providing real time calculation of evapotranspiration, soil moisture deficit and effective rainfall on a 40 by 40 km grid.

Naturalised flow

River flow with the impacts of artificial influences removed. Artificial influences may include abstractions, discharges, transfers, augmentation and impoundments.

NCIC

National Climate Information Centre. NCIC area monthly rainfall totals are derived using the Met Office 5 km gridded dataset, which uses rain gauge observations.

Recharge

The process of increasing the water stored in the saturated zone of an aquifer. Expressed in depth of water (mm).

Reservoir gross capacity

The total capacity of a reservoir.

Reservoir live capacity

The capacity of the reservoir that is normally usable for storage to meet established reservoir operating requirements. This excludes any capacity not available for use (for example, storage held back for emergency services, operating agreements or physical restrictions). May also be referred to as 'net' or 'deployable' capacity.

Soil moisture deficit (SMD)

The difference between the amount of water actually in the soil and the amount of water the soil can hold. Expressed in depth of water (mm).

8.2 Categories

Exceptionally high

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

Notably high

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

Above normal

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

Normal

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

Below normal

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

Notably low

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

Exceptionally low

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

9 Appendices

9.1 Rainfall table

Hydrological area	Feb 2023 rainfall % of long term average 1961 to 1990	Feb 2023 band	Dec 2022 to February cumulative band	Sep 2022 to February cumulative band	Mar 2022 to February cumulative band
Broadland Rivers	19	Exceptionally Low	Below normal	Normal	Exceptionally low
Cam	19	Exceptionally Low	Below normal	Normal	Notably low
Central Area Fenland	25	Exceptionally Low	Notably low	Normal	Notably low
East Suffolk	12	Exceptionally Low	Below normal	Normal	Notably low
Little Ouse And Lark	15	Exceptionally Low	Notably low	Normal	Notably low
Lower Bedford Ouse	20	Exceptionally Low	Below normal	Normal	Below normal
North Essex	10	Exceptionally Low	Below normal	Normal	Notably low
North Norfolk	30	Exceptionally Low	Below normal	Normal	Notably low
Nw Norfolk And Wissey	28	Exceptionally Low	Below normal	Normal	Exceptionally low

South Essex	7	Exceptionally Low	Normal	Normal	Below normal
Upper Bedford Ouse	20	Exceptionally Low	Below normal	Normal	Below normal

9.2 River flows table

Site name	River	Catchment	Feb 2023 band	Jan 2023 band
Abbey Heath	Little Ouse	Little Ouse	Notably low	Normal
Blunham	Ivel	Ivel	Below normal	Normal
Bramford	Gipping	Gipping	Notably low	Below normal
Burnham Overy	Burn	Burn	Below normal	Below normal
Burnt Mill	Rhee	Rhee	Below normal	Normal
Cappenhams	Tove	Tove	Notably low	Normal
Colney	Yare	Yare	Notably low	Normal
Denver	Ely Ouse	Cutoff and Renew Channel	Notably low	Normal
Dernford	Cam	Cam	Below normal	
Heacham	Heacham	Heacham	Notably low	Notably low
Ingworth	Bure	Bure	Notably low	Normal
Lexden	Colne	Colne Essex	Notably low	Normal
Marham	Nar	Nar	Notably low	Below normal
Needham Weir Total	Waveney (lower)	Waveney	Exceptionally low	Normal

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

9.3 Groundwater table

Site name	Aquifer	End of Feb 2023 band	End of Jan 2023 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	Below normal
Bury St Edmunds	Upper Lark Chalk	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
Hindolveston	Norfolk Chalk	Below normal	Below normal
Kenninghall	Little Ouse Chalk	Notably low	Notably low
Linton	Cam Chalk	Normal	Normal
Newmarket	Snail Chalk	Below 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	Below normal	Notably low
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Normal	Normal
The Spinney, Costessey	Wensum Chalk	Below normal	Normal
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 December 2022

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	14.3	10.7	0.0	12.5	44.7	73.7	0.0
Notably Low	16.1	8.9	7.1	17.9	15.8	10.5	10.5
Below Normal	23.2	10.7	35.7	21.4	18.4	12.3	10.5
Normal	32.1	39.3	39.3	32.1	15.8	3.5	43.9
Above Normal	5.4	12.5	10.7	5.4	2.6	0.0	17.5
Notably High	8.9	17.9	3.6	10.7	2.6	0.0	12.3
Exceptionally High	0.0	0.0	3.6	0.0	0.0	0.0	5.3

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

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	5.4	5.4	0.0	5.4	23.7	17.5	0.0
Notably Low	21.4	5.4	7.1	16.1	10.5	40.4	14.0
Below Normal	16.1	14.3	26.8	17.9	31.6	21.1	7.0
Normal	39.3	62.5	35.7	42.9	26.3	14.0	49.1
Above Normal	14.3	0.0	21.4	12.5	2.6	3.5	19.3
Notably High	0.0	7.1	3.6	1.8	2.6	3.5	7.0
Exceptionally High	3.6	5.4	5.4	3.6	2.6	0.0	3.5

.9.4.4 Probabilistic ensemble projection of groundwater levels at key sites in September 2023

Percentage of pie chart for each band

Site	Therfie Id Rectory	Redlands Hall	Newmarket	Washpit Farm	Bircham Newton	Kenninghall	Bury St Edmunds	Smeetham
Exceptionally low	0.0	0.0	0.0	0.0	39.1	0.0	0.0	0.0
Notably low	0.0	0.0	0.0	38.0	30.4	42.2	0.0	1.9
Below normal	0.0	49.1	8.3	40.0	17.4	15.6	37.1	14.8
Normal	92.9	45.5	83.3	22.0	13.0	40.0	60.0	64.8
Above normal	7.1	3.6	0.0	0.0	0.0	2.2	2.9	14.8
Notably high	0.0	1.8	5.6	0.0	0.0	0.0	0.0	3.7
Exceptionally high	0.0	0.0	2.8	0.0	0.0	0.0	0.0	0.0

MA188/22a)

Advice regarding the installation of dummy cameras

As shown by the information below installing dummy cameras and signage is a bit of a grey area. No data is processed so there are no issues relating to GDPR and DPA, however there are concerns raised about giving a false sense of security and consequently Cheltenham Borough Council do not use dummy cameras.

As there is no electricity or wifi signal at the allotments, the only option for working CCTV cameras would be battery powered with an SD card. These would require signage and not sure how secure the SD card is.

One option: [EZETAI Wildlife Camera with Night Vision Motion Activated 1520P 20MP Trail Camera,garden animal cameras for outdoors with 32GB Card for Wildlife Monitoring Garden Safety : Amazon.co.uk: Sports & Outdoors](#) (£59.00)

(more investigation needed)

According to Cheltenham Borough Council's code of practice:

Dummy Cameras

No dummy cameras will be used in the scheme as they give a false sense of security and are in contravention to the DPA 1998 Code of Practice.

ICO's advice:

The UK GDPR and DPA 2018 apply to information captured by surveillance systems. This guidance does not cover the use of 'dummy' or non-operational systems as no personal data is likely to be processed.

MA189 22b)

Hi Sophie,

No worries at all. Correct there will be no charge for this.

Kind regards,

James

Hi James,

That is great thank you. I presume there will be no charge for this?

Many thanks

Sophie

Sophie Marriage

Parish Clerk

Hi Sophie,

All's well thank you, spring is just round the corner it feels like, although looking out the window now I may take that back.

Sorry to hear there's an issue with the toe rail, I will be able to send a team in tomorrow to site and have this rectified for you. Unfortunately it won't be the same team due to current commitments but Jamie and Radek who will be there will do a great job I am sure.

Hope this is all ok,

Kind regards,

Good afternoon James,

I hope you are well.

Residents in the village are enjoying using the boardwalk and thank you all again for your hard work, however an issue with the toe rail has been brought to our attention.

The screws used in the toe rail appear to be too short and are no longer holding the toe rail in place properly. Our warden investigated the issue and believe that the screws used are 60mm and should be 100mm. Please would you be able to visit the site to confirm that there is an issue with the length of the screws and fix the issue?

Please note, the council are still thinking about planning an opening event, once the weather improves!

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	Sf. 20-2-23	Sf. 27-2-23	Sf. 6-3-23	JAM 13.3.23	
Village Car Park	Sf. 20-2-23	Sf. 27-2-23	Sf. 6-3-23	JAM 16.3.23	
War Memorial	Sf. 20-2-23	Sf. 27-2-23	Sf. 6-3-23	JAM 16.3.23	
Littlehands and Access Way	Sf. 20-2-23	Sf. 27-2-23	Sf. 6-3-23	JAM 13.3.23	
New Rec. Ground	Sf. 20-2-23	Sf. 27-2-23	Sf. 6-3-23	JAM 13.3.23	
Clear Cres. Play Park	Sf. 20-2-23	Sf. 27-2-23	Sf. 6-3-23	JAM 13.3.23	
Orchard Road Cemetery	Sf. 20-2-23	Sf. 27-2-23	Sf. 6-3-23	JAM 13.3.23	
New Road C/metry	Sf. 20-2-23	Sf. 27-2-23	Sf. 6-3-23	JAM 13.3.23	
Old Recreation Ground	Sf. 20-2-23		Sf. 6-3-23		
Pavilion	Sf. 20-2-23		Sf. 6-3-23		
Stockbridge M.	Sf. 21-2-23		JAM 8.3.23		
Worcester Way	Sf. 21-2-23		Sf. 6-3-23		
BMX Site (Summer & only if open)					



Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	SP 21-2-23		SP 6-3-23	
All Saints' C/Yard	SP 21-2-23		SP 6-3-23	
Jubilee Orchard	SP 21-2-23		SP 6-3-23	
Fire Engine Shed				
Armingford Cres.				
Beechwood Avenue		SP 21-2-23		
Chalkhill Barrow		SP 2-3-23		
Elm Way		SP 2-3-23		
Millennium Copse		SP 2-3-23		

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	WPM 13.3.23 WPM 13.3.23 WPM 13.3.23 WPM 13.3.23			
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
13/02/2023	A10/Cambridge Road	Fly tipping: damaged bike	Wardens			Wardens cleared away
13/02/2023	New Rec	Young people climbing on the container	Wardens			They got down after the wardens asked. The warning anti-climb paint sign has been sprayed with Graffiti. New signs to be purchased. Wardens to cut lower branches of tree.
14/02/2023	Vicarage Close Footpath/ CCC Field	A large amount of dog poo has been dumped at either side of the entrance to the field from the Vicarage close footpath	Resident			SM reported to SCDC
23/02/2023	New Rec/ River Mel	Picnic bench in river mel	Resident			Wardens to investigate and move if possible.
27/02/2023	Littlehands	Attempted break-in in the garden area of littlehands	Littlehands			Police made aware
03/03/2023	New Road Bridle Path	fly tipping : bed	Litterpicker			SM reported to SCDC
07/03/2023	Clear Crescent Park	Dog poo outside the gate to clear crescent play park	Resident			

230257 - MELBOURN PARISH COUNCIL - CEMETERY SIGN
1 x 3mm White Composite Panel
Size: A3 Landscape
Colour: Black text & Border
Finish: Sign-written to face (Plain to rear)



JOB DETAILS & QUOTATION

DATE: 26th February 2023
NAME: Melbourn Parish Council
TITLE: Our Ref: JN 230257 / Your Ref: Cemetery Sign
MATERIAL: White 3mm Composite Panel
BRD SIZE: A3 Landscape - 297mm high x 420mm wide
COLOURS: Gloss Black text and Border
QUANTITY: x1
FINISH: Sign-written to face (Plain back)
NOTES: Supply and collect.

TOTAL: £45.00 + VAT
Please be aware that card payment is required upon completion of work

DISCLAIMER

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

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

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

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

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

=== ALL MAJOR CREDIT CARDS ACCEPTED ===

MA191 22a)

L&S sign –

Cost for this signs would be £40.00 +vat

Plus fixing to be discussed which will incur an additional fee.



This report is not valid if the serial number has been defaced or altered

196248

EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR	(*Where applicable)	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Registration N ^o : 040737000	Branch N ^o +: N/A	Contractor Reference Number (CRN): N/A	Occupier: Orchard Road Cemetary
Trading Title: JHE Electrical Contractors Ltd		Name: Melbourn Parish Council	UPRN: N/A
Address: Unit 4A Highfields Business Park, Old North Road, Royston, Herts		Address: 30 High Street, Melbourn, Herts	Address: Orchard Road, Melbourn, Herts
Postcode: SG8 5JT	Tel No: 01763 245108	Postcode: SG8 6DZ	Tel No: N/A
		Tel No: N/A	Postcode: N/A

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:
To assess the safety of the electrical system

Date(s) when inspection and testing was carried out: (15/02/2023) Records available (651.1): (No) Previous inspection report available (651.1): (No) Previous report date: ()

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):
There are some issues as detailed in part 6 of this report, the C2 items require remedial action for the installation to be deemed satisfactory

Description of premises Dwelling: Commercial: Industrial: Other (include brief description): Shed
Estimated age of electrical installation: (20+) years Evidence of additions or alterations: (N/A) if Yes, estimated age (N/A) years Overall assessment of the installation is: **Unsatisfactory***

***An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.*

PART 4 : DECLARATION

INSPECTION AND TESTING

I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

Name (capitals) on behalf of the contractor identified in PART 1: MR JAMES HOWARD Signature: Date: 21/02/2023

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 01/02/2028 (date)

Give reason for recommendation: The installation is showing signs of wear

The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capitals) on behalf of the contractor identified in PART 1: MR JAMES HOWARD Signature: Date: 21/02/2023

Original (to the person ordering the work)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 5 : OBSERVATIONS

One of the following Codes, as appropriate, has been allocated to each of the observations made below to indicate to the person(s) responsible for the electrical installation the degree of urgency for remedial action:

CODE C1 Danger Present
Risk of injury. Immediate remedial action required

CODE C2 Potentially Dangerous
Urgent remedial action required

CODE C3 Improvement Recommended

CODE FI Further Investigation Required

Referring to the **Schedule of Items Inspected** (see PART 9), the attached **Schedule of Circuit Details and Test Results** (see PART 11A & 11B), and subject to any **agreed limitations** listed in PART 6 -

There are no items affecting electrical safety N/A , **OR** The following observations are made:

Item No	Observation(s)	Code	Location Reference
1	Top surface of the consumer unit is not sufficiently rated (IP4X)	C3	N/A
2	Internal cores of the supply to the sockets is visible outside of the consumer unit	C3	N/A
3	There is no RCD protection for any circuits	C2	N/A
4	There is no earth sleeve at consumer unit	C3	N/A
5	Outside light in plugged into a socket and has connector blocs at high level	C3	N/A

Additional pages? (.....) State page numbers: (N/A.....)

Immediate action required for items: (.....) Improvement recommended for items: (1,2,4,5.....)

Urgent remedial action required for items: (3.....) Further investigation required for items: (.....)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 6 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with BS 7671: 2018, as amended to 2020 (date). Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the installation covered by this report:

All final circuits from the consumer unit

(see additional page No. N/A)

Agreed limitations including the reasons, if any, on the inspection and testing (653.2):

N/A

Agreed with (print name): N/A

Extent of sampling: All accessories were inspected

(see additional page No. N/A)

Operational limitations including the reasons: N/A

(see additional page No. N/A)

PART 7 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements	Number and type of live conductors	Nature of supply parameters
TN-C: (N/A) TN-S: (N/A) TN-C-S: (<input checked="" type="checkbox"/>) TT: (N/A) IT: (N/A)	AC 1-phase, 2-wire: (<input checked="" type="checkbox"/>) 2-phase, 3-wire: (N/A) 3-phase, 3-wire: (N/A) 3-phase, 4-wire: (N/A)	Nominal voltage between lines, $U^{(1)}$: (230) V Nominal line voltage to Earth, $U_0^{(1)}$: (230) V Nominal frequency, $f^{(1)}$: (50) Hz Prospective fault current, $I_{pf}^{(2)*}$: (0.619) kA External earth fault loop impedance, $Z_e^{(2)*}$: (0.25) Ω
Supply protective device (BS (EN) 1361 Fuse HBC.....) Type: (2.....) Rated current: (60.....) A	DC 2-wire: (N/A) 3-wire: (N/A) Other: (N/A.....) Confirmation of supply polarity: (N/A) Other sources of supply (Schedule of Test Results)	(1) By enquiry (2) By enquiry or by measurement
	Page No: (N/A)	

PART 8 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Means of Earthing	Main protective conductors	Main protective bonding connections	Main switch / Switch-fuse / Circuit-breaker / RCD
Maximum demand (load): (N/A.....) (delete as appropriate)	Earthing conductor: (material Copper.....) csa 16 mm ² Connection/continuity <input checked="" type="checkbox"/>	Water installation pipes: (<input checked="" type="checkbox"/>) Gas installation pipes: (N/A) Structural steel: (N/A) Oil installation pipes: (N/A) Lightning protection: (N/A) Other {state}: N/A	Location: (N/A.....) BS EN: (60947-3) Type: (N/A) Rating / setting of device: (N/A) A No. of poles: (2) Current rating: (63) A Voltage rating: (240) V
Distributor's facility: (<input checked="" type="checkbox"/>) Installation earth electrode(s): (N/A) Earth electrode type - rod(s), tape, etc: (N/A.....) Location: (N/A.....) Electrode resistance to Earth: (N/A) Ω	Main protective bonding conductors: (material N/A.....) csa N/A mm ² Connection/continuity verified: <input type="checkbox"/>		Where an RCD is used as the main switch RCD rated residual operating current, $I_{\Delta r}$: (N/A) mA RCD Type: (N/A) Rated time delay: (N/A) ms Measured operating time: (N/A) ms

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_{pf} , and external earth fault loop impedance, Z_e , must be recorded.

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists, or Code appropriately: CODE 'C1', 'C2', 'C3' or 'FI' (codes to be recorded in PART 5, with additional comments (where appropriate) on attached numbered sheets)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

1.0 Intake equipment (visual inspection only)			
An outcome against an item in section 1.1, other than access to live parts, should not be used to determine the overall assessment of the installation. Where inadequacies are identified, a cross should be put against the appropriate item and a comment made in part 5 of this report.			
1.1 Distributor / supplier intake equipment			
• Service cable	(✓)	• Accessibility of all protective bonding connections (543.3.2)	(✓)
• Service head	(✓)	• Provision of earthing / bonding labels at all appropriate locations (514.13.1)	(✓)
• Earthing arrangement	(✓)	3.2 FELV - requirements satisfied (411.7)	(✓)
• Meter tails	(✓)	3.3 Other methods of protection	
• Metering equipment	(✓)	Where any of the methods listed below are employed, details should be provided on separate sheets	
• Isolator, where present	(✓)	• Non-conducting location (418.1)	(✓)
<i>Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and / or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority.</i>		• Earth-free local equipotential bonding (418.2)	(✓)
		• Electrical separation (413; 418.3)	(✓)
		• Double insulation (412)	(✓)
		• Reinforced insulation (412)	(✓)
		• Provisions where automatic disconnection of supply is not feasible (419)	(✓)
1.2 Consumer's isolator, where present	(✓)	4.0 Distribution equipment, including consumer units and distribution boards	
1.3 Consumer's meter tails	(✓)	4.1 Adequacy of working space / accessibility to equipment (132.12; 513.1)	(✓)
		4.2 Security of fixing (134.1.1)	(✓)
		4.3 Condition of insulation of live parts (416.1)	(✓)
		4.4 Adequacy security of barriers or enclosures (416.2.3)	(✓)
		4.5 Condition of enclosure(s) in terms of IP rating, etc. (416.2)	(✓)
		4.6 Condition of enclosure(s) in terms of fire rating, etc. (421.1.201; 421.1.6; 526.5)	(✓)
		4.7 Enclosure not damaged / deteriorated so as to impair safety (651.2)	(✓)
		4.8 Presence and effectiveness of obstacles (417.2)	(✓)
		4.9 Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2)	(✓)
		4.10 Operation of main switch(es) (functional check) (643.10)	(✓)
		4.11 Manual operation of circuit-breakers, RCDs and AFDDs to prove functionality (643.10)	(✓)
		4.12 Confirmation that integral test button / switch causes RCD(s) to trip when operated (functional check) (643.10)	(✓)
		4.13 RCD(s) provided for fault protection - includes RCBOs (411.4.204; 411.4.5; 411.5.2; 531.2)	(✓)
		4.14 RCD(s) provided for additional protection / requirements, where required - includes RCBOs (411.3.3; 415.1)	(✓)
		4.15 Presence of RCD six-monthly test notice, where required (514.12.2)	(✓)
		4.16 Confirmation that integral test button / switch, where present, causes AFDD to trip when operated (643.10)	(✓)
		4.17 Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1)	(✓)
		4.18 Presence of alternative supply warning notice at or near equipment, where required (514.15)	(✓)
		4.19 Presence of next inspection recommendation label, where required (514.12.1)	(✓)
		4.20 Presence of other required labelling (please specify) (514)	(✓)
		4.21 Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (432; 433; 434)	(✓)
		4.22 Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	(✓)
		4.23 Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11)	(✓)
		4.24 Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)	(✓)
		5.0 Distribution circuits	
		5.1 Identification of conductors (514.3)	(✓)
		5.2 Cables correctly supported throughout their run (521.10.202; 522.8.5)	(✓)
		5.3 Condition of insulation of live parts (416.1)	(✓)
		5.4 Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	(✓)
		5.5 Suitability of containment systems for continued use (including flexible conduit) (522)	(✓)
		5.6 Cables correctly terminated in enclosures (526)	(✓)
		5.7 Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)	(✓)
		5.8 Examination of cables for signs of unacceptable thermal or mechanical damage / deterioration (421.1; 522.6)	(✓)
		5.9 Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523)	(✓)
2.0 Presence of adequate arrangements for parallel or switched alternative sources			
2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	(N/A)		
2.2 Adequate arrangements where generating set operates in parallel with the public supply (551.7)	(N/A)		
3.0 Methods of protection			
3.1 Automatic disconnection of supply (ADS)			
• Main earthing / bonding arrangement (411.3; Chap. 54) -	(✓)		
• Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or presence of installation earth electrode arrangement (542.1.2.3)	(✓)		
• Adequacy of earthing conductor size (542.3; 543.1.1)	(✓)		
• Adequacy of earthing conductor connections (542.3.2)	(✓)		
• Accessibility of earthing conductor connections (543.3.2)	(✓)		
• Adequacy of main protective bonding conductor sizes (544.1.1)	(✓)		
• Adequacy and location of main protective bonding conductor connections (544.1.2)	(✓)		

Original (to the person ordering the work)

ELECTRICAL INSTALLATION CONDITION REPORT

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PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

5.10 Adequacy of protective devices; type and rated current for fault protection (411.3) (✓)	6.2 Cables correctly supported throughout their run (521.10.202; 522.8.5) (✓)	• *For cables concealed in walls / partitions containing metal parts regardless of depth (522.6.203) (✓)
5.11 Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1) (✓)	6.3 Condition of insulation of live parts (416.1) (✓)	• *For final circuits supplying luminaires within domestic (household) premises (411.3.4) (✓)
5.12 Coordination between conductors and overload protective devices (433.1; 533.2.1) (✓)	6.4 Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1) (✓)	<i>*Older installations designed prior to BS 7671: 2018 may not have required RCDs for additional protection.</i>
5.13 Cable installation methods / practices with regard to the type and nature of installation and external influences (522) (✓)	6.5 Suitability of containment systems for continued use (including flexible conduit) (522) (✓)	6.14 Provision of fire barriers, sealing arrangements and protection against thermal effects (527) (✓)
5.14 Where exposed to direct sunlight, cable of a suitable type (522.11.1) (✓)	6.6 Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523) (✓)	6.15 Band II cables segregated / separated from Band I cables (528.1) (✓)
5.15 Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) - (✓)	6.7 Adequacy of protective devices; type and rated current for fault protection (411.3) (✓)	6.16 Cables segregated / separated from non-electrical services (528.3) (✓)
• Installed in prescribed zones (see Section D. <i>Extent and limitations</i>) (522.6.202) (✓)	6.8 Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1) (✓)	6.17 Termination of cables at enclosures - identify / record numbers and locations of items inspected (526) - (✓)
• Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204) (✓)	6.9 Co-ordination between conductors and overload protective devices (433.1; 533.2.1) (✓)	• Connection under no undue strain (526.6) (✓)
5.16 Provision of fire barriers, sealing arrangements and protection against thermal effects (527) (✓)	6.10 Wiring system(s) appropriate for the type and nature of the installation and external influences (522) (✓)	• No basic insulation of a conductor visible outside enclosure (526.8) (✓)
5.17 Band II cables segregated / separated from Band I cables (528.1) (✓)	6.11 Where exposed to direct sunlight, cable of a suitable type (522.11.1) (✓)	• Connections of live conductors adequately enclosed (526.5) (✓)
5.18 Cables segregated / separated from non-electrical services (528.3) (✓)	6.12 Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) - (✓)	• Adequately connected at point of entry to enclosure (glands, bushes, etc.) (522.8.5) (✓)
5.19 Condition of circuit accessories (651.2) (✓)	• Installed in prescribed zones (see Section D. <i>Extent and limitations</i>) (522.6.202) (✓)	6.18 Condition of accessories including socket-outlets, switches and joint boxes (651.2) (✓)
5.20 Suitability of circuit accessories for external influences (512.2) (✓)	• Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204) (✓)	6.19 Suitability of accessories for external influences (512.2) (✓)
5.21 Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) (✓)	6.13 Provision of additional protection by RCD having rated residual operating current not exceeding 30 mA - (✓)	6.20 Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) (✓)
5.22 Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment - identify / record numbers and locations of items inspected (526) (✓)	• *For all socket-outlets of rating 32 A or less (411.3.3) (✓)	
5.23 Presence, operation and correct location of appropriate devices for isolation and switching (Chap. 46; 537) (✓)	<i>Additional protection by RCD may not have been provided as a noted exception in certain non-domestic installations covered by indent (i) of Regulation 411.3.3.</i>	
5.24 General condition of wiring system (651.2) (✓)	• *For the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3) (✓)	
5.25 Temperature rating of cable insulation (522.1.1; Table 52.1) (✓)	• *For cables concealed in walls at a depth of less than 50 mm (522.6.202) (✓)	
6.0 Final circuits		7.0 Isolation and switching
6.1 Identification of conductors (514.3) (✓)		7.1 Isolators - (✓)
		• Presence and condition of appropriate devices (462; 537.2) (✓)
		• Acceptable location - state if local or remote from equipment in question (462; 537.2.7) (✓)
		• Capable of being secured in the OFF position (462.3) (✓)
		• Correct operation verified (643.10) (✓)
		• Clearly identified by position and / or durable marking (537.2.7) (✓)
		• Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2) (✓)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

<p>7.2 Switching off for mechanical maintenance -</p> <ul style="list-style-type: none"> • Presence and condition of appropriate devices (464.1; 537.3.2) (✓) • Capable of being secured in the OFF position where not under continuous supervision (464.2) (✓) • Correct operation verified (643.10) (✓) • Clearly identified by position and / or durable marking (537.3.2.4) (✓) <p>7.3 Emergency switching off -</p> <ul style="list-style-type: none"> • Presence and condition of appropriate devices (465; 537.3.3; 537.4) (✓) • Readily accessible for operation where danger might occur (537.3.3.6) (✓) • Correct operation verified (643.10) (✓) • Clearly identified by position and / or durable marking (537.3.3.5; 537.3.3.6; 537.4.3; 537.4.4) (✓) <p>7.4 Functional switching -</p> <ul style="list-style-type: none"> • Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2) (✓) • Correct operation verified (643.10) (✓) <hr/> <p>8.0 Current-using equipment (permanently connected)</p> <p>8.1 Condition of equipment in terms of IP rating, etc. (416.2; 422.3; 422.4; 522.4) (✓)</p> <p>8.2 Equipment does not constitute a fire hazard (421) (✓)</p> <p>8.3 Enclosure not damaged / deteriorated so as to impair safety (134.1.1; 416.2) (✓)</p> <p>8.4 Suitability for the environment and external influences (512.2) (✓)</p>	<p>8.5 Security of fixing (134.1.1) (✓)</p> <p>8.6 Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: list number and location of luminaires inspected (separate page) (527.2) (✓)</p> <p>8.7 Recessed luminaires (downlighters) -</p> <ul style="list-style-type: none"> • Correct type of lamps fitted (559.3.1) (✓) • Installed to minimise build-up of heat by use of "fire rated" fittings, insulation displacement box or similar (421.1.2) (✓) • No signs of overheating to surrounding building fabric (559.4.1) (✓) • No signs of overheating to conductors / terminations (526.1) (✓) <hr/> <p>9.0 Special locations and installations</p> <p><i>Where special installations or locations relating to a particular Section of Part 7, an additional Inspection Schedule(s) should be provided on separate pages.</i></p> <p>9.1 Location(s) containing a bath or shower -</p> <ul style="list-style-type: none"> • Additional protection by RCD having rated residual operating current not exceeding 30 mA for all low voltage (LV) circuits serving the location or passing through zones 1 and / or 2 of the location (701.414) (✓) • Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5) (✓) • Shaver supply units complying with BS EN 61558-2-5 formerly BS 3535 (701.512.3) (✓) • Presence of supplementary bonding conductors, unless not required by BS 7671: 2018 (701.415.2) (✓) 	<p>(✓) • Low voltage (e.g. 230 volt) socket-outlets sited at least 2.5 m from zone 1 (701.512.3) (✓)</p> <p>(✓) • Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2) (✓)</p> <p>(✓) • Suitability of accessories and controlgear etc. for a particular zone (701.512.3) (✓)</p> <p>(✓) • Suitability of current-using equipment for particular position within the location (701.55) (✓)</p> <p>9.2 Other special installations or locations -</p> <p>N/A (N/A)</p> <p>N/A (N/A)</p> <p>N/A (N/A)</p> <p>N/A (N/A)</p> <p>N/A (N/A)</p> <hr/> <p>10.0 Prosumer's low voltage installation (N/A)</p> <p><i>Where elements of a prosuming installation falling within the scope of Chapter 82 are covered by the report, additional schedules detailing the associated inspection and testing should be provided on separate pages.</i></p> <p>Schedule of Items Inspected by</p> <p>Name (capitals): MR JAMES HOWARD</p> <p>Signature: Date: 21/02/2023.....</p>
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Original (to the person ordering the work)

PART 10 : SCHEDULES AND ADDITIONAL PAGES (the pages identified are an essential part of this report (see Regulation 653.2))

Schedule of Inspections	Schedule of Circuit Details and Test Results for the installation	Additional pages, including data sheets for additional sources	Special installations or locations (indicated in item 9.2 above)	Schedules relating to Prosumer's installations (indicated in item 10 above)	Continuation sheets
Page No(s): (4,5 & 6)	Page No(s): (7 & 8)	Page No(s): (N/A)	Page No(s): (N/A)	Page No(s): (N/A)	Page No(s): (N/A)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 11A : SCHEDULE OF CIRCUIT DETAILS (GO TO Part 11B 'Schedule of Test Results' to enter test results for the corresponding circuit listed in this part)

Circuit number	Circuit description	Type of wiring (see footer to PART 11B)	Reference Method (BS 7671)	Number of points served	Circuit conductor (number & csa)		Max. disconnection time (BS 7671) (s)	Overcurrent protective device					RCD			
					Live (mm ²)	cpc (mm ²)		BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)	Maximum permitted Z _s * (Ω)	BS (EN)	Type	Rating (A)	Operating current, I _{Δn} (mA)
1	Socket	A	C	1	2.5	1.5	0.4	60898 MCB	B	16	6	2.73	N/A	N/A	N/A	N/A
2	Light	A	C	1	1.5	1	0.4	60898 MCB	B	6	6	7.28	N/A	N/A	N/A	N/A

DISTRIBUTION BOARD (DB) DETAILS (complete in every case)

DB designation: DB001--
 Location of DB: Rear Wall
 Z_{db}: 0.40 Ω I_{pf} at DB†: 0.619 (kA)
 Confirmation of supply polarity: (Yes) Phase sequence confirmed: (N/A)
 SPD Details** Types: T1 (N/A) T2 (N/A) T3 (N/A) N/A (N/A)
 Status indicator checked (where functionality indicator is present): (N/A)

**SPD Type.
 Where combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both Type brackets.
 Where T3 devices are installed on a circuit to protect sensitive equipment, enter details in 'Comments' (PART 11B), (See Section 534 for further details).
 Note that not all SPDs have visible functionality indication.

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: (N/A)
Overcurrent protection device for the distribution circuit
 BS (EN): (N/A) Type: (N/A) Nominal voltage: (N/A) V Rating: (N/A) A No. of phases: (N/A)
Associated RCD (if any)
 BS (EN): (N/A) RCD Type: (N/A) I_{Δn} (N/A) mA No. of poles: (N/A) Operating time: (N/A) ms

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 11B : SCHEDULE OF TEST RESULTS (MUST reflect circuits entered into 'Schedule of Circuit Details' in Part 11A)

Circuit number	Continuity (Ω)			Insulation resistance			Polarity	Max. measured earth fault loop impedance, Zs (Ω)	RCD		AFDD**	Comments and additional information, where required	
	Ring final circuits only (measured end to end)			Live / Live (MΩ)	Live / Earth (MΩ)	Test voltage DC (V)			Operating time* (ms)	Test button (✓)	AFDD test button (✓)		
	(Line) r _l	(Neutral) r _n	(cpc) r ₂								(R ₁ +R ₂)		R ₂
1	N/A	N/A	N/A	0.29	N/A	N/A	500	✓	0.64	N/A	N/A	N/A	N/A
2	N/A	N/A	N/A	0.83	N/A	N/A	500	✓	0.83	N/A	N/A	N/A	N/A

Circuits/equipment vulnerable to damage when testing (where applicable): N/A

TESTED BY Name (capitals): (MR JAMES HOWARD) Position: (QS) Signature: *[Signature]* Date: (21/02/2023)

TEST INSTRUMENTS (ENTER SERIAL NUMBER AGAINST EACH INSTRUMENT USED)

Multi-function: (5177057) Continuity: (N/A) Insulation resistance: (N/A) Earth fault loop impedance: (N/A) Earth electrode resistance: (N/A) RCD: (N/A)

* RCD effectiveness is verified using an alternating current test at rated residual operating current (I_{Δn})

** Where installed. Note, not all AFDDs have a test function. Where a circuit contains an AFDD this should be stated in the field for that circuit in the 'Comments and additional information, where required' column.

CODES for Type of wiring	(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermosetting / SWA cables	(H) Mineral-insulated cables	Other - state N/A
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This report is not valid if the serial number has been defaced or altered

196248

EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022- Requirements for Electrical Installations

ADDITIONAL NOTES

N/A

Original (to the person ordering the work)

NOTES FOR RECIPIENT

THIS CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

This report has been issued in accordance with the national standard for the safety of electrical installations, *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see PART 5), together with any items for which improvement is recommended.

You should have received the report marked 'Original' and the contractor should retain a duplicate. If you were the person ordering this report, but not the owner or user of the installation, you should pass this report, or a full copy of it, including these notes, the schedules and additional pages (if any), immediately to the owner or user of the installation.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. NICEIC* recommends that you engage the services of an NICEIC contractor for the inspection. Only an NICEIC contractor is authorised to issue this NICEIC Electrical Installation Condition Report, which has a unique serial number that is traceable to the contractor to which it was supplied by NICEIC.

The recommended date by which the next inspection should be carried out is stated in PART 4 of this report. With the exception of domestic (household) premises, there should also be a notice at or near the main switchboard or distribution board/consumer unit indicating when the next inspection of the installation is due.

This report is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation and must not be issued to certify new electrical installation work including the replacement of a distribution board or consumer unit.

The report consists of at least eight numbered pages. The report is only valid if the Schedule of Items Inspected (PART 9) has been completed to confirm that all relevant inspections have been carried out and the Schedule of Circuit Details (PART 11A) and the Schedule of Test Results (PART 11B) are attached. For installations having more than one distribution board (or consumer unit) or more circuits than can be recorded in PARTS 11A & 11B, one or more additional Schedule of Circuit Details and Schedule of Test Results, should form part of the report. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. The report is invalid if any of the additional pages, listed in PART 10 are missing.

Where the installation includes a residual current device (RCD) it should be tested every six months by pressing the button marked "T" or "Test". The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.

Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions should be followed with respect to test button operation.

Where the installation includes a surge protection device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer's information. If the indication shows that the device is not operational, seek expert advice.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, this should be identified in PART 7 Supply Characteristics and Earthing Arrangements, and the Schedules of Circuit Details and Test Results (PART 11A & 11B) compiled accordingly.

PART 6 (Details and limitations) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in PART 6. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration should have been given by the inspector in PART 4 of the report. The declaration must reflect the statement given in PART 3, which summarises the observations and recommendations made in PART 5. Where one or more observations have been made in PART 5, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (danger present) the safety of those using the installation is at risk. Wherever practicable, items classified as C1 should be made safe on discovery, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (potentially dangerous) the safety of those using the installation may be at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where inadequacies in the intake equipment have been observed (Item 1 of PART 9), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the contractor. If the concerns remain unresolved, the person ordering this report may make a formal complaint to NICEIC, for which purpose a complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

For further information about electrical safety and how NICEIC can help you, visit:

www.niceic.com

** NICEIC is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).*

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

ONLY ONE CLASSIFICATION CODE SHOULD BE GIVEN FOR EACH RECORDED OBSERVATION

Classification code C1 (Danger present)

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 (Potentially dangerous)

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, urgent remedial action is required to remove potential danger. The NICEIC contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given for the next inspection date in PART 4 of this report is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Classification code C3 (Improvement recommended)

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC contractor issuing this report will be able to provide further advice.

Code FI (Further investigation required without delay)

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where 'FI' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing (entered in PART 6), could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (FI) the overall assessment of the installation (PART 3) should be marked as 'Unsatisfactory'

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the NICEIC contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide No 4 *Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations*.

The guide can be viewed or downloaded free of charge from www.electricalsafetyfirst.org.uk

For further information about electrical safety and how NICEIC can help you, visit

www.niceic.com

Sophie Marriage
Melbourn Parish Council
30 High Street
Melbourn
Herts SG8 6DZ

QUOTE 29726
21 February 2023

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	<p>Orchard Road Cemetery Remedial</p> <ul style="list-style-type: none"> - Carry out the following remedial work to rectify issues detailed in part 6 of the previously carried out condition report: - Replace the consumer unit with an 18th edition compliant, RCD protected unit - Fit compression glands to all cable entry points at the consumer unit, light switch and socket - Fit earth sleeve to all accessories - Rewire the supply to the external light fitting and connect to the two gang light switch 	235.00	20%	235.00
			Net Total	235.00
			VAT	47.00
			GBP Total	£282.00

Other Information

Company Registration Number: 4944876

MA192 22a) Request from the fete

Dear Claire and Sophie, on Tuesday evening Melbourn Fete Committee met to discuss our plans for 2023. As part of these discussions we agreed to propose a modest version of the Fete to be called Melbourn Family Fun Day on Saturday 24 June. We would like to request the support of Melbourn Parish Council for this event by allowing us to use the Sports Pavilion and New Recreation ground to host this event and the Old Recreation ground for car parking. Our plans are to use the Pavilion as the centre of the event with a tea shop that we hope will be run by HomeStart as a fund-raiser. We plan to set up and take everything down in one day – Saturday 24th June, but it would be helpful to have use the Pavilion from Friday afternoon until Monday morning.

Please let me know if you require further information at this stage.

Kind Regards

David

Secretary to Melbourn Fete Committee

I have attached the following preliminary thoughts about our event that we have posted on our website and fb page:

MELBOURN FETE COMMITTEE PLANS FOR 2023

Posted on [February 24, 2023](#) by [secretarymvfc](#)

Following our campaign in 2022 to attract energetic new members to the Melbourn Fete Committee, we are now in the happy position to plan our own event – the **Melbourn Family Fun Day** – in addition to supporting other village events through the loan of equipment and human resources including: Melbourn Open Gardens; The Hub's Coronation celebrations; Melbourn Primary School's Summer Fayre and Firework Display; and Turn on to Christmas in partnership with the Hub.

MELBOURN FAMILY FUN DAY 24 JUNE 2023

After a 5 year break we are planning a summer event this June. It will be reduced in size compared to previous fetes, in fact this year we are calling it a Family Fun Day. We have just had our first meeting so details are still to be

confirmed but the plan is to run the event on the playing fields near the village pavilion from 1 to 5pm on Saturday 24 June. There will be bouncy castles, soft play areas and other children's activities. We hope to have stalls from local groups and commercial vendors. We are also planning on running some creative competitions such as baking. There will be classic and vintage vehicles and motorbikes on display. If you have a vehicle or motorbike you would like to show please contact us. We will have an arena for entertainment and of course this is where the popular egg throwing competition will take place. There will also be a tug of war contest. The pavilion will have tea, coffee and cakes for sale. There will be a bar and other food available elsewhere. We hope we will be able to put on a modest but fun event for the village so please put the day in your calendar. As always, we are happy to hear from volunteers who can help us on the day. More details will be posted on our website and Facebook page. You can contact us through our website or through e mail: secretary.melbournfete@gmail.com or on our Facebook page <https://www.facebook.com/MelbournFete>

MA192 22c)

-awaiting costings from Shire Trees for the sourcing and planting of trees.

Discussion regarding watering:

- The cost of watering could be £600-£1000 per month (watering 3-5 times per week as advised)
- Possibility of involving volunteers from local companies?
- Possibility of purchasing a water bowser? (wardens/volunteers) What capacity?
- Planting to take place in late 2023?

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.

JOB DETAILS & QUOTATION

DATE: 3rd February 2023

TITLE: Our Ref: JN 230153
Your Ref: Melbourn Parish Council - Vehicle Livery

VEHICLE: White Citroen Berlingo– Panelled Swing Doors to rear
2017 Model/Shape

MATERIAL: Engineering Grade SAV – Full Back Chevron Kit

COLOURS: Retro Reflective Red & Fluorescent Yellow

QUANTITY: x1 off Vehicle – Back only

FINISH: Vehicle Sign-written back only as per visual PDF

NOTES: Vehicle to be delivered to & collected from Unlimited Logos

TOTAL: £325.00+VAT – Supplied & Installed
Please be aware that card payment is required upon completion/collection

DISCLAIMER

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

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

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

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

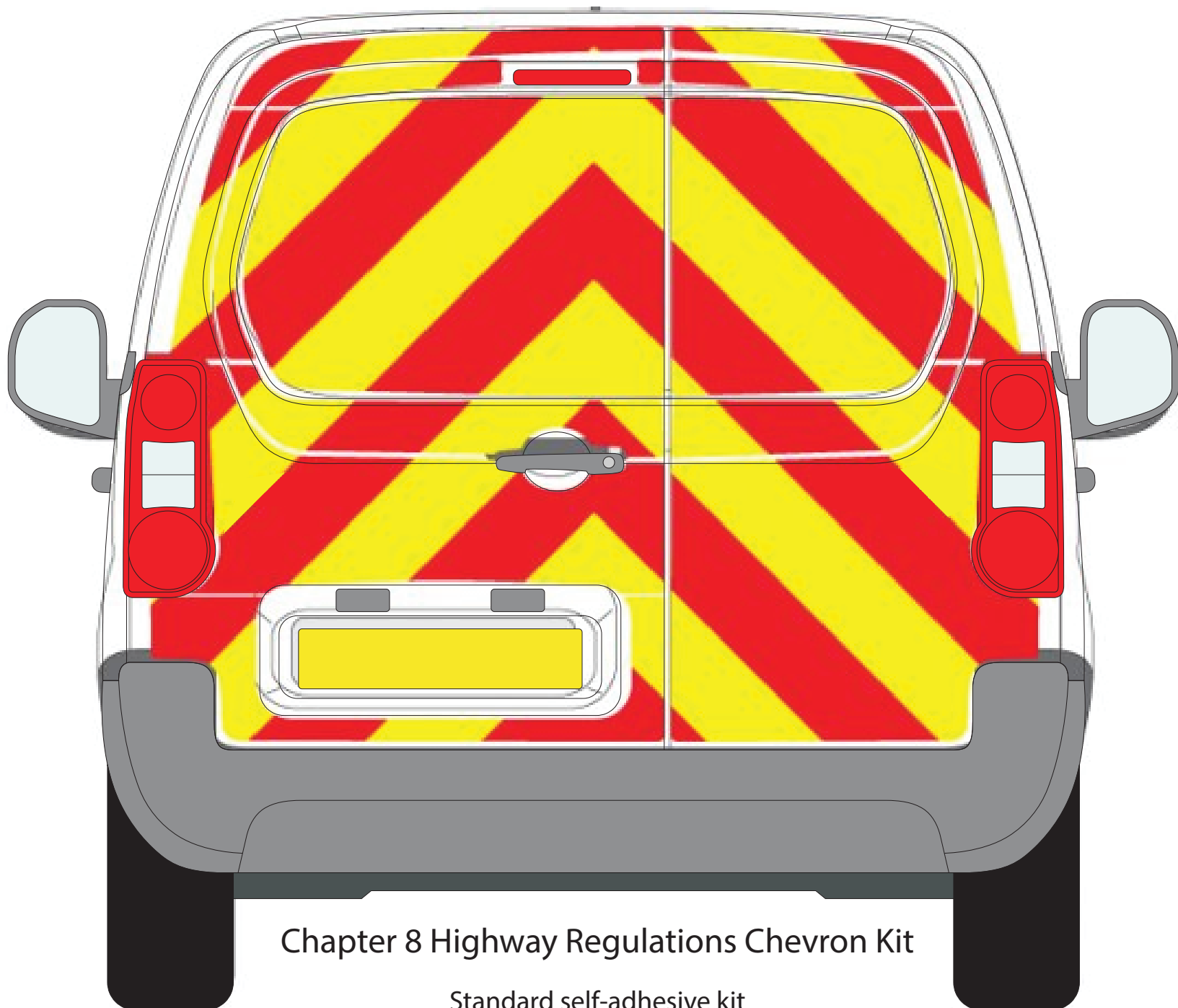
Multiple artwork changes may result in additional costs

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

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

JN 230153 - Melbourn Parish Council

x1 - White Citroen Berlingo - Rear Panned swing doors - 2017 Model/Shape



Chapter 8 Highway Regulations Chevron Kit

Standard self-adhesive kit
Engineering grade Retro Reflective Red
& High Visibility fluorescent yellow

MA192 22h) Chevron for the parish van

Unlimited logos quote to cover the whole rear of the van – **£325 +VAT**

Magnetic sign options:

<https://www.saferesponse.co.uk/products/magnethighwaymaintenancechevrondesignblackte-t-mg028?variant=42992365076693> (reflective - £20.99 incl tax)



[Citroen Berlingo 2017-Present. - Vehicle Chevrons | Chapter 8 Chevron kits | Vehicle Chevrons.com](#)
(£156 +VAT)



**CITROEN BERLINGO 2017-
PRESENT.**

£79.00 - £225.50 + VAT

MATERIAL TYPE

Engineering Grade Red / Flu. Yellow

KIT TYPE

Magnetic

OPTIONAL TEXT

Highway Maintenance Text Built-in (£0.00)

£156.00 + VAT

1

ivik Pay faster

- OR -

[Citroen Berlingo 2017-Present. - Vehicle Chevrons | Chapter 8 Chevron kits | Vehicle Chevrons.com](#)
(£138+VAT)



**CITROEN BERLINGO 2017-
PRESENT.**

£74.00 - £190.30 + VAT

MATERIAL TYPE

Engineering Grade Red / Flu. Yellow

KIT TYPE

Magnetic

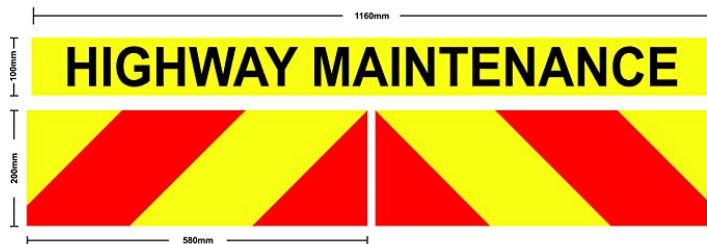
OPTIONAL TEXT

Highway Maintenance Text Built-in (£0.00)

£138.00 + VAT

1

[Highway Maintenance Chevron Kit - Chapter 8 Compliant - Magnetic Universal Vehicle Set - Prismatic Grade Reflective & Fluorescent Day Glow Vinyl - Overall Size 1180x300mm : Amazon.co.uk: Automotive](#) (£44.70)



Roll over image to zoom in



Highway Maintenance Chevron Kit - Chapter 8 Compliant - Magnetic Universal Vehicle Set - Prismatic Grade Reflective & Fluorescent Day Glow Vinyl - Overall Size 1180x300mm

Visit the [PROFILESIGNS.CO Store](#)

★★★★★ 27 ratings

-6% **£44.70**

Was: ~~£47.59~~

i Get £5 extra when you top up £60. *Terms and conditions apply. [Learn more](#)

Brand	PROFILESIGNS.CO
Size	1180 x 300mm
Colour	Prismatic Red & Fluorescent Yellow
Material	Vinyl, Polyvinyl Chloride
Item weight	500 Grams
Light type	Fluorescent
Orientation	Portrait
See more	

About this item

- Chapter 8 Compliant Magnetic Set - 2 X 590mm by 200mm Chevron Panels 1 X 1180mm By 100mm Highway Maintenance - Can Be Trimmed With Scissors To Make a Perfect Fit If Required.
- Red High Intensity Prismatic Grade Reflective, is a Micro-Prismatic Retro-Reflective Sheeting with up to 5 Years Durability for Construction Work Zone Signing, Traffic Signing Premium Vinyl.
- Fluorescent Yellow Intended to Provide Enhanced Visibility to Signs, Graphics or Vehicle Markings, Especially During Low Light Hours of Dusk or Dawn.
- All Our Chevron Kits Meet The Colour & Reflectivity Requirements of ASTM D-4956 Type III, EN-12899 Class RA2, BS8442 Class R3B-UK (Red), and Chapter 8 (UK).
- Made Professionally within the U.K. Sent out Same Day Via Tracked 24 Shipping Service.

Sophie Marriage
Melbourn Parish Council
30 High Street
Melbourn
Herts SG8 6DZ

QUOTE 29725
21 February 2023

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Melbourn Pavilion Extract Fans - Remove the existing fan from service - Install three high power inline fans which will be ducted to roof vents - Roof vents will be fitted by others prior to the work being carried out	525.00	20%	525.00
			Net Total	525.00
			VAT	105.00
			GBP Total	£630.00

Other Information

Company Registration Number: 4944876

BARLEY PROPERTY MAINTENANCE.

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

VAT REG NO:362 7825 75.

Sold To

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

ESTIMATE

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

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

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

LABOUR: £250.00

Remarks

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

Sub Total	£531.00
VAT	£106.20
Total	£637.20

Sophie Marriage
Melbourn Parish Council
30 High Street
Melbourn
Herts SG8 6DZ

QUOTE 29730
22 February 2023

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Little Hands Nursery The Moor, Melbourn, Royston SG8 6ED - Survey the external flood lighting within the car park and report findings	125.00	20%	125.00
			Net Total	125.00
			VAT	25.00
			GBP Total	£150.00

Other Information

Company Registration Number: 4944876



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

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

1st March 2023

Dear Sophie

Following on from our conversation, were re doing the quote for the carpark to a much more basic option, we would only excavate to a depth of 150mm & remove all spoil from site.

We wouldn't use membrane as it is only a temp parking area & would supply hardcore to go straight into the area excavated, level out & compact down accordingly, leaving a good flat surface.

We would cordon off the area to ensure safety of the public whilst works were ongoing & overnight.

Total for works **£2780.00 x Vat**

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

Kind Regards

Justin Willmott (Director)

**Maintenance Committee Jobs Spreadsheet -
LISTING DATE: Meeting 16 March 2023**

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Station Road - tree leaning over road	Resident	Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. Argenta inspected on 17/6. CL to write to Sheene Mill with Argenta advice that the trees are reduced before autumn storms. ACTION: Clerk to follow up with Sheene Mill. Response received. Land owners willing to do necessary work.	CL
2	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. ACTION: Parish Office to follow up. Highways have scheduled the work to be carried out soon.	CL/SM
3	Norgetts lane	Resident	Bench along Norgetts need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred. Being consider for inclusion in the 2023/24 maintenance budget.	SM
4	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	SCDC
5	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work. John Obrien has confirmed work will be financed by Highways. Highways to order work. Waiting to receive confirmation from Highways' Finance department. Highways to finance in new financial year	CL/SM
6	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
7	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported. CCC confirm sign to be replaced 2023/24	SM
8	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. Office to chase. Work to be carried out soon. Chased again	CL
9	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
10	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
11	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA. Reported to EA.	CL
12	Pavilion	SM/Fire Service	Small hole in ceiling of boiler room. Fire service advise that hole is sealed up with fire retardant foam to reduce risk of fire service through the loft. ACTION: Wardens to fill hole, once contractor has identified the cause. Hole filled. Done	wardens
13	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report. Reported.	SCDC
14	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo	SCDC
15	The Moor, near allotments	wardens	large pothole. ACTION : SM to report to CCC. CCC to repair in next 12 weeks.	CCC
16	Hinkins Close	Resident	Tree dropping leaves and causing path to be slippery. Branches are also low. ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.	SCDC
17	New Road outside Pryors Orchard	Litter Picker	Drain is breaking up and sinking causing a dip in the road. ACTION: SM reported to CCC. CCC confirmed works with the next 12 weeks	CCC
18	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign. SM reported to SCDC	SCDC
19	Worcester Way	Resident	Street lamps not working. SM requested that resident shares ID number. No numbers on lampposts. SM contacted Metropolitan	Metropolitan
20	Notice boards	GC	Poor repair - Wardens to look at	Wardens
21	Littlehands	GC	Flood light not working. SM to obtain quotes to repair	SM
22	Littlehands	GC	Wooden paneling on emergency entrance side of littlehands requires maintenance. Wardens to re-paint.	Wardens
23	New Road Cemetery	Litterpicker	Protective box around tap in cemetery has rotted away. On going repair. Done	Wardens
24	Allotments	Holders	Concerns raised about certain taps leaking. Wardens to repair. Done	Wardens
25	Clear Crescent	Wardens	Loose wooden plank on zip wire ramp. Wardens repair. Done	wardens
26	Palmers way	SAH	Tree of concern. Reported to SCDC. SCDC to investigate and raise with the appropriate parties.	SCDC
27	Stockbridge	Resident	the fixing on the toerail are too short. SM to contact Maydencroft.	SM
28	The moor	resident	leaking water hydrant causing a lot of water to be wasted. Anglia water and cambridge water have been contacted but both say it is the other companies responsibility	SM
29	Car park (high street)	Resident	Light not working in the car park. Wardne to look at. Now working	Wardens