

MELBOURN PARISH COUNCIL
(District of South Cambridgeshire)

An Extraordinary Meeting of this Council was held on Wednesday, 9 August 2023 at the Austen Room of the Hub Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ at 7.30pm

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk

Present: Cllrs Clark, Hart, Davey, Alexander, Barley, Barnes, Travis and Kilmurray.

Absent: Cllr Kanagarathnam

In attendance: Sophie Marriage (Parish Clerk), Abigail Willaims and Alexandra Coxall (Assistants to the Parish Clerk)

1 To receive and approve apologies for absence

Apologies were received from Cllrs Cowley, Campbell and Wilson with appropriate reasons given.

It was RESOLVED to accept the apologies for absence from Cllrs Cowley, Campbell and Wilson.

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

2 To receive any Declarations of Interest and Dispensations.

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

Cllrs Kilmurray and Travis declared interests in items 10a and 11a. They were granted dispensation to remain for the discussion but not to vote.

3 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item)

There were no members of the public in attendance.

4 Email Decisions:

- a) To note an email decision to the appoint the open spaces warden

The decision was noted.

- b) To note an email decision to recruit a village warden

The decision was noted.

5 To consider changing the date of the September Parish Council meeting from 25th September to 27th September

It was RESOLVED to accept the change of date for the September Parish Council Meeting from Monday 25th September to Wednesday 27th September.

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

6 To discuss and consider the production of leaflets to publicise the speed limit change

It was agreed that delivering leaflets to all residents and businesses in the village would ensure that everyone is informed about the new speed limit change. It was noted that businesses should receive a cover letter requesting that they inform all members of staff about the change. A member noted that the MVAS units are good for alerting drivers and that installing them in other locations may prove effective. ACTION: Parish Office to investigate installing MVAS units at other locations.

It was RESOLVED to approve expenditure of up to £250 for production and delivery of leaflets to all residents and businesses.

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

ACTION: Parish Office to draft a cover letter to be sent to businesses.

7 To receive an update on the drainage works at little hands and to consider updated quotations

Following the Parish Council meeting on 24 July 2023, where council approved the quote from Carters subject to clarification about the toilet situation, Carters have provided an updated quote. For the necessary toilet facilities, the original quote has increased by £1,500. Including this uplift the quote from Carters remains lower than the other comparable quotes. It

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

was noted that this work will resolve the area of issue close to the Littlehands building but it is unknown if there are further issues downstream.

It was RESOLVED to approve the updated quote from Carters of £12,538.75 +VAT which includes a year's guarantee for the work.

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

It was noted that there is an overflow pipe constantly flowing from the Littlehands building.

ACTION: Parish Office to discuss with Littlehands.

8 To consider the terms for Dynamos football pitch access against their background proposal of an FA PitchPower grant offer

It was noted that the Dynamos have worked with the FA to secure a FA PitchPower grant to improve their condition. The grant from the FA covers the cost of the work to the pitches which they have recommended such as decompaction, fertilising and in-season under seeding and slitting. The Dynamos currently pay for some additional maintenance of the pitches, on top of the work that the council carries out on the pitches. The FA have made a conditional pitch improvement grant offer worth a net £36,352 spread over a six-year period. In order to access the FA grant, a financial commitment of a sinking fund of £1920pa over the six-year period, which would increase the funds to invest into the pitches to £47,782.

Dynamos are unable to fund the complementary £11,520 (£1920pa x 6 years) and they currently pay the council an access fee of £2,200 to use the pitches. The Dynamos propose that the council cancel the £2,200 access fee for 6 years so that they can put this money towards funding the £1920pa. Following discussion by council, which recognised the hard work of the Dynamos to secure this fund and their need for financial support, it was suggested to keep the access fee in place, and for the council to fund the £1920 per year for a 6-year period to the sinking fund so that the FA grant can be accessed.

It was RESOLVED to approve the precepting of £1920 per year for a 6-year period as a financial commitment to the sinking fund needed to access the FA PitchPower grant and to keep the access fee agreement in place with the Dynamos.

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

9 HR Matters:

a) To receive an update on the recruitment of a clerk

Unfortunately, there have been no applications for the position of clerk. It was noted that nationally there is a shortage of clerks.

b) To consider approving expenditure to recruit an Independent Service Provider to provide consultancy support to the parish office

Following a meeting with the assistants to the Parish Clerk, Parish Clerk and members from HR it was noted that, following the departure of the clerk, the assistants would benefit from some additional support related to items of a historical nature. At other councils, Independent Service Providers provide consultancy support to parish offices.

It was RESOLVED to approve the recruitment of an Independent Service Provider for 2 hours per week at a rate of £25 per hour for a 2 month period to provide consultancy support to the parish office.

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

c) To consider the appointment of a clerk/co-clerks to take position after 18 August 2023

It was RESOLVED to appoint both assistants to the parish clerk as co-clerks, commencing after 18 August 2023.

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

d) To receive an update on the appointment of the open spaces warden

As noted under item 4a, Keith Rudge has been appointed as the open spaces warden.

e) To note the resignation of a village warden following their appointment as open spaces warden

It was noted.

f) To receive an update on the recruitment of a village warden

Applications were received and interviews were carried out with those who met the criteria.

g) To consider appointing a village warden

HR recommended a candidate to be appointed as village warden who has experience covering the role.

It was RESOLVED to approve the appointment of the new village warden.

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

10 Policies:

- a) To discuss and consider the Melbourn Hub Financial Controls policy and procedure

It was RESOLVED to approved the Melbourn Hub Financial Controls policy and procedure with a yearly review date.

Proposed by Cllr Davey, Cllr Hart.

In favour: Cllrs Clark, Hart, Davey, Alexander, Barley, Barnes,

Abstain: Cllrs Travis and Kilmurray.

Against:

11 Finance:

- a) To consider approving invoices relating to PCN at the Hub

It was RESOLVED to approve invoice 1688 totalling £1654.79 relating to PCN at the Hub.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Cllrs Clark, Hart, Davey, Alexander, Barley, Barnes,

Abstain: Cllrs Travis and Kilmurray.

Against:

It was RESOLVED to approve invoice 1689 totalling £250.14 relating to PCN at the Hub.

Proposed by Cllr Barnes, seconded by Cllr Alexander.

In favour: Cllrs Clark, Hart, Davey, Alexander, Barley, Barnes,

Abstain: Cllrs Travis and Kilmurray.

Against:

12 To note the date of the next meeting: 25 September 2023

It was noted that following item 5, the date for the next meeting is Wednesday, 27th September 2023.

Meeting closed at 20:39

Email decision – appointment of Green Spaces warden

Dear councillors,

Thank you to those who responded to the email yesterday.

1. **It was RESOLVED** to appoint Keith Rudge as a Warden- Green Spaces/Conservation for 7 hours a week.

In favour: Cllrs Hart, Clark, Alexander, Travis, Cowley, Wilson and Kilmurray

Against:

Abstain:

Email decision – advertisement for a village warden

Dear councillors,

Thank you to those who responded to the email yesterday.

- 2. It was RESOLVED** to advertise for a 14 hour a week Warden to work alongside Steve.

In favour: Cllrs Hart, Clark, Alexander, Travis, Cowley, Wilson and Kilmurray

Against:

Abstain:

Proposal to change date of September's Parish Council Meeting

It is proposed that the Parish Council meeting scheduled for Monday 25 September is moved to Wednesday 27 September

Example Leaflet print charges

Canva costs

What size? [Compare](#)

A5

Paper type

Standard paper

Paper finish

200 Flyers	£60
£0.30 per Flyer	70% off(£190)
250 Flyers	£67.50
£0.27 per Flyer	73% off(£247.50)
500 Flyers	£120
£0.24 per Flyer	76% off(£495)
1,000 Flyers	£210
£0.21 per Flyer	79% off(£990)

If you're not happy with your order, contact us and we'll fix it, reprint it or refund it!

Subtotal **£29.50**

+ FREE DELIVERY

Vistaprint costs

Flyers & Leaflets

Give your customers all the details they need to know. Explore fully customisable templates or upload your own design. [See details](#)

Size A5 (148 x 210 mm) ▾

Fold Flat ▾

Paper Weight Standard ▾

Paper Stock Matte ▾

Quantity 1,000 (£0.05 / unit) ▾

1000 starting at £44.79 (inc. VAT)

Free delivery by 21st Aug to SW1A OAA

Example Leaflet print charges

Costs range from £44.79 - £210 per 1000.

Canva costs

What size? Compare

A5

Paper type

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200 Flyers	£60
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Size A5 (148 x 210 mm)

Fold Flat

Paper Weight Standard

Paper Stock Matte

Quantity 1,000 (£0.05 / unit)

1000 starting at £44.79 (inc. VAT)

Free delivery by 21st Aug to SW1A OAA

From: [REDACTED]
To: [assistant clerk gov](mailto:assistant_clerk_gov)
Subject: Re: Possible leaflet drop
Date: 26 July 2023 13:21:10

Dear Abi,

No problem, but be careful on dates with quite a lot on in August and September.

We would need a clear two weeks to guarantee getting the whole village done - the village has expanded so much now. Week commencing 20th August is out, but rest of August would be workable and second half of September onwards is ok.

As long as it is a leaflet and nothing too heavy, it normally costs £150.

Rgds,

[REDACTED]

On Wed, 26 Jul 2023, 11:47 assistant clerk gov,
<assistantclerk@melbournparishcouncil.gov.uk> wrote:

Good morning [REDACTED]

I have been tasked at looking into the costs for a leaflet drop covering the whole of Melbourn.

Would you be able to give me a price I can share with Councillors?

Many thanks

Abi

[Abi Williams](#)

[Assistant to the Parish Clerk](#)

[Melbourn Parish Council](#)

[Melbourn Community Hub](#)

Overview

Drainage works:

Quotes (detailed quotes can be found in the pack):

Carter : £12,538.75 (£11,038.75 +VAT + £1,500 +VAT for toilets)

Semilong: £21,626.80 (£5,750 for toilets + £15,876.80) + VAT

Lanes: £18,630 + VAT

Asset Management Reserve (current value): £89,023.16

Our Ref: Estimate E23CAM0168/SA

4th July 2023

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

Dear Sir or Madam,

Re: Replacement of Foul Drainage at The Moor, Little Hands Car Park, The Moor, Melbourn SG8 6ED

We thank you for your valued enquiry in connection with the above project, we now have the pleasure in submitting our quotation to carry out the works as follows:

1. To provide a temporary toilet for the staff and children.
2. To barrier off the car park and side gate through to the playing field including along the line of the new foul drainage.
3. To excavate and remove the existing foul drain including the manholes.
4. To diamond cut through the concrete car park forming a trench up to the existing manhole.
5. To excavate down to form a new invert depth from the existing manhole back to the last run of foul pipes that come out of the building.
6. To form three manhole bases where the pipes come from the building and the change of direction to the existing manhole in the car park.
7. To lay 100mm of an 8 to 10mm pea shingle bed to the base of the trench.
8. To supply and lay 100mm plastic underground drainage pipes including forming slippers in the three manholes.
9. To form rocker slip couplers both sides of each manhole.
10. To build manholes from concrete oblong chambers.
11. To run in slippers from the existing foul pipes that come out of the building, 2 per manhole into the new manholes.
12. To form benching from sand and cement in and around the slipper pipes.
13. To provide and install three new manhole lids with a 17ton capacity.
14. To break into existing manhole, insert new pipe and make good around.
15. To provide and lay lean mix concrete around the three manholes.
16. To pea shingle around and over the new pipes up to 100mm above.
17. To back fill over the playing field pipes with excavated soil.
18. To backfill over car park trench with MOT type one hardcore.
19. To complete trench with C25 concrete 150mm thick.
20. To test drain for water leaks on completion.
21. To clean away all waste materials and subsoil.
22. To off hire toilet and fencing and leave site clean and tidy.

All for the sum of £11,038.75 (Eleven thousand and thirty eight pounds and seventy five pence) exclusive of VAT

Qualifications:-

We have allowed for a temporary toilet, however the hire terms are on a minimum of 2 weeks.

As the work will take around 4 days depending on weather and ground conditions we have only priced the works to be carried out during the working week.

We have not had the right equipment during our visit to take up the manhole lid within the car park to check the depth.

We assume the invert depth of this manhole is sufficient for a 1 in 60 fall from the furthest point away. Should this prove not to be the case it may require further investigation. This could be achieved by moving further along into the car park to get the correct fall.

Should our estimate be of interest, we can arrange for the manhole lid to be lifted and the invert depth surveyed.

Currently we are working on a 4 week lead in from orders received.

We trust that you will find our quotation meets your requirements and is of interest. Should you require clarification or further information on any item, please do not hesitate to contact the writer.

Assuring you of our best attention.

Yours faithfully
for R.G. Carter Cambridge Ltd



Steve Allen
Building Solutions Manager

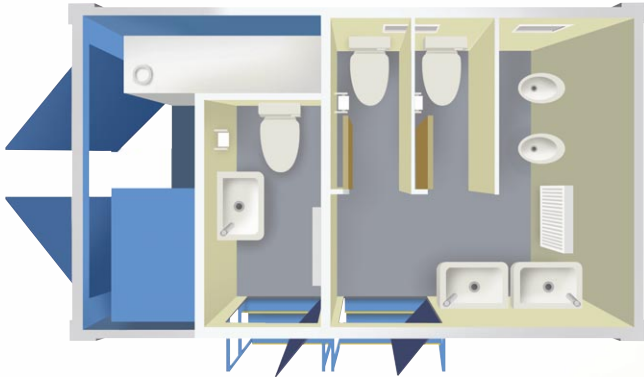
1. Our quotation is open for acceptance for a period of 30 days. Acceptance of this quotation will not constitute a contract until confirmed in writing by us.
2. We have assumed all works will be carried out during our normal working hours, unless stated otherwise, without interruption and that free access will be allowed to the working areas.
3. We anticipate that the period for execution of the works is to be agreed and a suitable lead in period will be required which we shall be pleased to agree with you.
4. Our quotation is offered on the basis that the form of contract for the execution of the works will be standard JCT Minor Works Agreement 2016 Edition with the latest JCT amendments and subject to the inclusion of these exclusions and clarifications.
5. Payment – Where satisfactory credit references are obtained we will make interim applications for payment at a maximum of 4 week intervals. Payment will become due on the date of the invoice with the final date for payment being 14 days from the date of the invoice. Should the duration of the project be less than 4 weeks we will invoice the works on completion. Where satisfactory credit references are not obtained payment will be required in advance of work being carried out.
6. We have not allowed for retention to be held on these works. A retention bond may be offered if the value exceeds £50,000. Details available on request.
7. Liquidated damages will be limited to £100 per week up to a maximum of 1% of the Contract Sum.
8. No design responsibility or liability has been included in this quotation. Where designs and specifications have been supplied to us no guarantee is given or implied of their suitability for the purpose which they are used.
9. Insurance of the works by us is limited to £50,000 in aggregate. Where works are carried out in existing premises insurance of the works, the existing building and the contents is to be taken out by you in joint names.
10. Should any disputes arise they are to be resolved by adjudication/arbitration.
11. Our quotation is subject to adjustment due to changes in contribution, levy and tax. VAT will be charged at the rate applicable at time of invoicing.
12. With regard to work to existing structures we have excluded all works in respect of asbestos. We will require a type three intrusive asbestos survey for our inspection prior to commencement of any works to existing structures. Should one not be available we are happy to provide a separate quotation upon request.
13. We have assumed that where the works involve connections to existing mechanical / electrical / drainage installations that they are in good working order and are adequate to take the new works. Should you wish for the existing installations to be checked we can arrange for this to be carried out and provide a separate quotation.
14. Errors and omissions excepted.

vision self-contained 2+1 TOILET BLOCKS



If you need toilet facilities for larger numbers of staff...

Our range of **Vision** units are HVO generator powered, self-contained 2+1 toilet blocks that will provide **instant start** facilities, once delivered to site.



- **Generator options** – 11.2kVA or 19kVA generator
- **Built-in tanks** – Water bowser, pressurisation pump and waste collection tank
- **Telemetry system** – Remotely monitors the generator
- **Reduced water usage** – Water saving non-concussive taps to reduce waste
- **Safe fixed entry stairs** – Secure slide and lock mechanism to prevent movement
- **Fully HSE compliant** – Includes full forearm hand wash basins
- **Two clear sides** – Allows for flexible positioning of unit
- **Generator fuel** – Fitted with long run HVO fuel tank



NEW MODEL AVAILABLE

With the addition of a shower or faith toilet in our Vision19 range

Who would benefit from the Vision range?

- Clients needing a simple stand-alone solution to supply **welfare for a large number of staff**.
- Clients with **projects where connection to services is too costly or time consuming** (fast-track jobs, e.g. supermarket, office and pub refurbishments)
- Clients who need to provide **separate toilet facilities for male and female staff** on site.
- Generator capable of **powering additional unit/units**. (Please contact us for technical specification).

Full unit specifications on reverse.

HVO

Reduce your site's Carbon Footprint

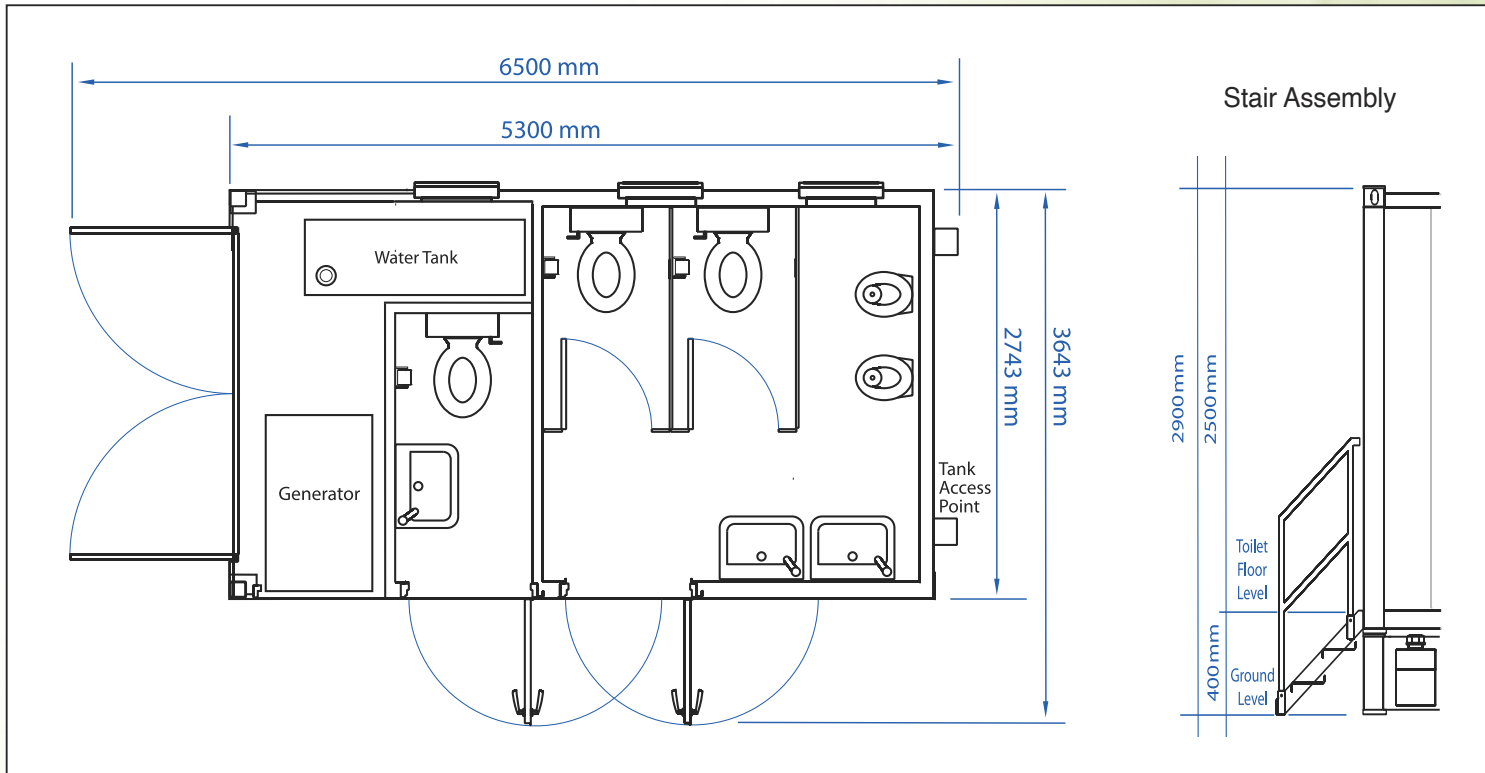
Oasis

T: 01268 280500

E: sales@advante.co.uk

W: advante.co.uk

vision 2+1 TOILET BLOCKS



Unit specification

Unit Size	5.3m x 2.7m (17ft x 9ft)
Height	2.9m
Weight (effluent emptied)	5.5 tonnes
Operational Area Required	6.5m x 3.6m (21ft x 12ft)
No of Windows	3
No of Heaters	3
No of Lights	3
Generator	11.2 or 19 kVA HVO
Effluent Tank	2900ltrs / 670gals
Water Tank	570ltrs
Fuel Tank	600ltrs
Steps	2

Personnel Capacity	Single toilet, single washbasin section	2 toilets, 2 urinals, 2 washbasins section
Men (max)	15	45
Mixed or Women (max)	5	25

Areas must be reserved for men **OR** women only. Therefore the capacity for your application must be calculated taking this into account.

Figures quoted are from HSE guidelines and were correct at time of going to press.

Useful points to remember

Terms of hire

- Construction Plant-Hire Association Model Conditions – No other terms will be accepted without prior written agreement from Advanté.
- Oasis Vision units are non-mechanical plant.

Daily checks

- The client is responsible for the required daily checks on the generator, including engine oil as per manufacturer's recommendations. This is normal practice with any mechanical plant.
- Any damage arising from failure to carry out the checks will be charged.

Damage

- Damage and shortages will be charged to the client.

Levelling

- The unit will be levelled upon delivery, and the client is responsible for maintaining the unit in a level position at all times. Failure to do so could result in engine damage.

Water refills

- These are the client's responsibility, but can be arranged by Advanté if required. (Price on application.)

Waste

- Only normal toilet waste must be put in the toilet. Any contamination of the waste could result in additional disposal charges for the client.
- The effluent tank must be emptied before collection, otherwise the unit cannot be lifted.

Instruction Manual

- Full instructions on how to get the best from your unit and its operation can be found in the unit.

Advanté

T: 01268 280500

E: sales@advante.co.uk

W: advante.co.uk

Foul Water Pipe Renewal Works; Including FW pumping Station

Excavations & Demolitions

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

Drainage

- 012 Supply & Lay new 110mm Polyethylene Pipework to ditto; all to correct fall
- 013 Supply & install UPVC access chamber; 450mm dia; ne 600mm depth say; inc. Cover & Frame; loading B125
- 014 e/o to connect existing pipes to ditto
- 015 Supply and lay well compacted granular bed & pipe surround
- 016 Supply and install FW Sewage Pumping Station; Twin Pumps; 800 Ltr tank; inc concrete base & backfill
- 017 Supply & install 63mm OD MDPE pipe; laid straight inside existing FW pipe; discharging through MH5 into MH7

Groundworks

- 018 Supply and lay well compacted granular bed & surround to electrical cable
- 019 MOT Type 1 Granular fill to concrete areas; ne 150mm depth say
- 020 Level and compact to ditto
- 021 Blind surface of hardcore to receive new concrete slab; ne 25mm depth
- 022 Concrete to carpark Slab; Gen 3 concrete say; ne 225mm thk; brushed finish

Services

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

Total Value to Summary

£ 15,876.80 + VAT

Pricing Notes

- 1 We have assumed free and uninterrupted access to property with no delays to completing the work beyond our control
- 2 We have allowed for the works to be done during normal working hours and in one continuous visit and have assumed no noise restrictions
- 3 We have assumed that there is no restriction on the use of plant
- 4 We have made certain assumptions for pricing purposes. If proved incorrect Semilong Services reserve the right to reprice.
- 5 Assumed FW connection to MH5 is redundant
- 6 We have not allowed for anything not specifically stated within the above
- 7 If other services are found, that hinder the proposed works, Semilong Services reserve the right to reprice the works accordingly
- 8 We have not allowed for the trenchworks to be submerged in water due to water table or adverse weather conditions. If this proves to be the case this will incur additional costs
- 9 The Price is exclusive of VAT and will be valid for 28 days from the date shown unless stated

001	Temp Male WC Block; 3 Nr Cubicles; 1 Nr Urinal		
002	Temp Female WC Block; 3 Nr Cubicles		
003	Delivery/ collection to ditto		
004	Temporary Water supply Works to ditto		
005	Temporary Electrical Supply Works to ditto		
006	FW Waste disposal; weekly say		
		Total Value to Summary	£ 5,750.00 +VAT

Pricing Notes

- 1 We have assumed free and uninterrupted access to site with no delays to completing the work beyond our control
- 2 We have allowed for the works to be done during normal working hours and in one continuous visit and have assumed no noise restrictions
- 3 Standing time for reasons beyond the control of Semilong Services Ltd. will be charged as extra
- 4 We have assumed that there is no restriction on the use of plant
- 5 We have made certain assumptions for pricing purposes. If proved incorrect Semilong Services reserve the right to reprice.
- 6 We have not allowed for anything not specifically stated within the above measure
- 7 The Price is exclusive of VAT and will be valid for 28 days from the date shown unless stated

Item 7)

PC062/23b)

To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve.

3 quotes were received and considered.

Note was made to check the temporary toilet provision was acceptable in all quotes.

ACTION: Parish Office to confirm toilet provision is adequate for Little Hands needs, to remove clauses around drain inspection and to confirm guarantee of work.

It was RESOLVED to accept the quote from RG Carter for £11,038.75+VAT subject to the details as mentioned above being confirmed.

Proposed by Cllr Travis, seconded by Cllr Barnes

In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Kilmurray, Travis

Abstain: Cllr Wilson

Carter's proposal regarding toilets

Abi

This is the best I can do as far as nursery toilet is concerned it's a 2+ 1 unit. They have one left in stock. (See attached)

The disabled units need plumbing in and electrical plus water supplies. There are none available until October.

If we cannot come to a compromise I suggest the nursery is closed for a week, at a time to suit them.

The extra over for the supply, delivery and hire is £1500.00 for the minimum hire period of three weeks even though they we only need it for 2 days

I need 2 full weeks from your order to mobiles the labour plant and materials. This will take us close to the end of the school holidays.

Steve

Righty ho.

Graham has dug around a little more with the Nursery manager – the stance now is. If the works can be done during the summer holidays(!) they can accept one of the wheelchair accessible units you

suggested (with hand wash facilities etc), if the works are to be done outside of this time they would need 3 of these.

The car park discussions have stalled and I don't want this job to be dependent on that as I have no idea how long it will take Council to discuss.

Sorry to be a pain Steve, I really appreciate any advice you can give.

Thanks

Abi

Abi

Not really

The unit would need connecting up by a qualified electrician if we went for one of this units shown on your picture.

We would still need to connect the unit to the nearest drain run. This would be the manhole furthest away from the building effectively blocking the car park.

Its best to have a self-contained eco unit where no connections for electricity, water or sewer are needed and it can be placed anywhere.

What are the thoughts over the car park as these units have extended minimum hire rates meaning it could be used for both jobs.

Steve

Thank you Steve.

As far as power goes I believe the Nursery have agreed to run extension leads and the likes through the window! Does that make a difference at all?

Sorry it has caused a delay.

Thanks

Abi

Hi Abi

I had a great Holiday thanks

It may take a few days until I can get you an answer.

I have had to go outside of our own in-house plant department as they can not get hold of these type of units.

I have approached accompany I have used in the past.

The problem is the unit you show is okay, if we had a drain connect too, put it into but we are removing the drains.

I need an eco-unit that runs of solar power with a diesel back up including a tank that is emptied as part of the hire agreement.

I also need a combined unit for the site operatives with separate facilities.

I also need to be mindful that these units are large and if we are not careful will fill up the carpark effectively closing the Nursery.

The final problem is availability of cabins. During the summer months these type of units are out on hire to events such as summer festivals and concerts.

I will be back as soon as possible with an answer description and price.

Steve

Steve, thank you for the email.

Hope you had a good holiday.

With regard to the loos – we are going to have to ask for a new quote as we need some toilet units rather than the box loos – so a few cubicles with hand basins and room to manoeuvre. There are 50+ kids in the nursery each day so we need to make sure there are suitable facilities.

This sort of thing...



Are you able to help us with that?

I am sure there has been some CCTV – I will dig out what I can find and send it over.

Many thanks

Abi

Hi Abi

I have just come back from Holiday.

The Unit I put forward was an Oasis unit that has a small toilet to the rear of the cabin. This would not be suitable for Nursery staff and a child to fit into.

I suggest and will price a disabled toilet for the staff which will be spacious enough for a member of staff and child to fit into.

Turning to the Invert level the existing invert is 600mm below ground with in the carpark manhole the furthest manhole away is around 300mm

This means there is a 300mm fall over 22m run giving a 1.60 fall

This is just achievable with plastic pipe although I will up the pipe up from 100mm up to 150mm

Our guarantee last for 12months and is only for the new pipe work from the carpark manhole nearest the entrance to the last manhole with in the playing field.

It does not guarantee the pipe work from the manhole to the second manhole and down the entrance road.

On my last inspection with the manhole open I noted the water with in the manhole was not following away that well suggesting there is problem further down the line.

Has this run had a CCTV survey carried out?

Steve

Good morning Steve

Thank you for your help so far – with regard to estimate E23CAM0168/SA would you be able to resolve a couple of questions that have come back from Council.

1. Item 1: To provide a temporary toilet for staff and children – could you please confirm that this provision will be suitable for need. The toilet facilities need to be spacious enough to allow and adult and child to enter the space, have hand washing facilities etc as discussed with Graham at the site inspection. If you could share the toilet spec that would be great.
2. Qualification 'We have not had the right equipment during our visit to take up the manhole...we assume the invert depth etc' Could you please re-issue removing this qualification as you have confirmed via email that the invert depth is suitable.
3. Are you able to provide a guarantee of works, stating that the sum agreed with guarantee a working system on completion?

Let me know if you need to talk through any of the requests above.

Many thanks

Abi

[Abi Williams](#)

[Assistant to the Parish Clerk](#)

Sevenoaks

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

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

Quote Reference SE11754
Date 19/4/2023

Dear Parish Clerk,

RE: Melbourn Parish Council, Melbourn Community Hub, 30 High Street , Melbourn, SG8 6DZ

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

Scope of works

Further to your recent request and my site survey. Having reviewed the scope of works required, I am pleased to submit our proposed remedial operation below for your consideration and approval.

Excavation crew to remove old faulty and damaged drainage from external MH1 downstream to MH5 located as the first manhole chamber in the carpark area just off the grass, and reinstall new UPVC 100mm drainage system as per my site survey.

Excavation Plant:

1 x 3.5 tonne Excavator + Delivery Charges

1 x Excavator Pecker + Delivery Charges

Heras Fencing Delivery Charges

Floor Matting Protection

Wacker Plate + Delivery Charges

Floor Saw hire

Registered Office

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

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6 yard ship X2

Trench Wacker 6inch plate

CAT 3 scan

Cement Mixer Hire

Portaloos x 3 Delivery/Collection Charge

Fencing Blanking off and Signage

Weekly Hire - Welfare Van

Materials

450mm Manhole Chamber Base 100mm Inlet

450mm Manhole Chamber Riser 225mm

450mm Manhole Chamber Round Cover+ Frame

450mm Manhole Rubber Seal

Bulk Bag Topsoil

Grass seed

1t 10mm Shingle

1t Type 1 MOT

1t Sharp Sand

Tarmac Repair x 8t (Hot Lay)

Cement 25kg bags x40

Floplast 110mm U/G Single Socket Pipe 3m

Floplast 110mm U/G Coupling Double Socket

Scope of works: Installation of replacement 450mm x 450mm manhole frame & cover

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- Sign and guard the area around the existing frame and cover and make the work area safe.
- Break out the existing broken frame and cover and take away for correct disposal.
- Install new 450mm x 450mm inset type cover suitable for medium weights up to 500 weight pounds.
- Installation / reinstatement / reinforced lintels of informed flooring
- Correctly bed to existing floor surround level.
- Make good surround to match existing as best possible.
- Clear site, leave clean and tidy.

Break out / Installation of approximately 18 meters of 100mm underground wastepipe (Foul)

- Segregate work areas where necessary using correct signage and guarding.
- Break out waste pipework as directed by client drawings
- Supply and fit new sections of pipework waste only and seal to manhole chamber
- Signage and guarding to be left in place for a minimum of 24hrs and up to 48hrs to insure concrete is set before allowing foot traffic over.***
- Remove all associated waste from site and correctly dispose of.

Scope of Work: Labour Excavations Crew:

- Attend site fully equipped with parts, labour and materials
- Utilise all relevant PPE to ensure a safe working environment
- Carry out a CAT 3 scan of the work area to locate any below ground services (Power cables, gas main etc).

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- Carry out the installation and replacement of required parts and capping off the drainage runs as directed by the client.
- Remove any waste from site
- Leave site clean and tidy and fully operational

Variations

Should any extraordinary ground conditions i.e. reinforced concrete, underground services etc. be encountered that threaten to extend the projected duration and cost, then we will revert to you for variation cost approval before proceeding further. The same would apply if the excavation needs to be extended to replace additional sections of pipework.

Special Notes;

1. Unrestricted access will be required to all areas that are to be inspected. We reserve the right to charge for any delays that would extend the duration as a consequence and it is strongly recommended that any restrictions are cleared prior to our attendance.
2. For the purposes of this exercise, it has been assumed that all work is to be undertaken at ground level and there is no requirement for Confined Spaces Entry. If this is deemed to be necessary it will be reported to you in the form of a variation request for the required manpower and equipment.
3. It is your legal duty to inform us of any known Asbestos within working areas.

In the event of any suspected Asbestos material being found on site we must in accordance with the "Control of Asbestos at Work Regulations", cease work immediately, identify the hazard and take action accordingly.

Conditions

- Subject to Lanes Group PLC standard terms and conditions which are attached. The terms and conditions can also be found on our website www.lanesfordrains.co.uk
- Value Added Tax will be applied at the standard rate
- Removal of silt/debris in excess of 10%, or which requires additional equipment for the removal of fat deposits, grout, encrustation, concrete, builders rubble or roots will be charged additionally unless otherwise stated in writing.



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- If wishing to proceed with the works could you please complete and sign the attached Confirmation of Order including an official order number. Following receipt of the completed Confirmation of Order, Lanes Group will agree a suitable time and date to carry out the works on your behalf.

- Quote valid until 19/5/2023

- E & OE

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

Yours sincerely,

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

Sevenoaks

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Pricing Schedule

Date 19/4/2023

Quote # SE11754

Customer Address

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

Site Address

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

Item	Quantity	Unit	Description / Inclusions	Rate	Amount
Excavation	1	Total	As listed in quotation inclusive of Labour, Materials, Plant Hire and waste charges	£18,630.00	£18,630.00
				Subtotal	£18,630.00
				VAT	£3,726.00
				Total	£22,356.00

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

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

* Quote valid until 19/5/2023

* E & OE

* Prepared by - Gavin Weeks

* E-mail -

Sales Quotation/Confirmation of Order

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

Full Company Name:	Tel:
Company Invoice Address:	

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

Company Registered Office Address:
Company Reg Number:

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

Order Date: 19/4/2023	Customer Order Number or Reference:
Site Address: Melbourn Parish Council, Melbourn Community Hub, 30 High Street , Melbourn, SG8 6DZ	
Site Contact:	Site Contact Number:
Details/Scope Of Works: As per details of scope of works within quotation letter SE11754	
Value Of Works To Be Carried Out: £18,630.00	All prices are exclusive of VAT

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

Quotation Reference Number: SE11754	
Customer Signature:	Lanes Signature:
Print Name:	Print Name:
Date:	Date:



1 Definitions and interpretation

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

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

2 Appointment

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

3 The Contractor's obligations

3.1 Delegation

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

3.2 Notice

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

4 The Employer's obligations

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

5 Cancellation

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

6 VAT

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

7 Liability and Liquidated damages

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

8 Termination for breach

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

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

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

9 Termination consequences

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

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

10 The Works

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

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

11.1 Cleaning

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

11.2 CCTV/Sonar Inspection Works

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

11.3 Sewer Condition

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

11.4 Waste Disposal

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

11.5 Re-lining

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



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

11.6 Excavation

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

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

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

12 Damage or Loss to Equipment

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

13 Miscellaneous

13.1 Warranty

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

13.2 Force majeure

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

13.3 Severance

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

13.4 Whole agreement

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

13.5 Notices

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

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

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

13.6 Proper law and jurisdiction

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

13.7 Waiver

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

13.8 Third party rights

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

Revised Jan 2020

Extraordinary Meeting Wednesday 9th August 2023
Support Information for Item 8:

‘To consider the terms for Dynamos football pitch access against their background proposal of an FA Pitch Power grant offer.’

Summary

Both Dynamos and the Saturday Football Adults Club have been interested in helping the Parish Council with improvements to the quality of the playing surface on both the Old Rec and The Moor fields.

Both pay ‘access fees’, the Dynamos through an agreed annual levy and the Saturdays on a per match basis. Dynamos, being the biggest user with multiple teams of all kinds, ages and abilities, pay the most at £2,200 per annum. Dynamos also pay the costs for pitch marking and many extra grass cuts plus some pitch maintenance such as reseeding and occasional Verti-draining – see Ian Henderson report attached.

While the Saturday’s footballers are still formulating suggestions on some kind of background support the Dynamos have entered into a serious partnership with the FA to apply for a ‘Pitch Power’ grant. This involved about 18 months of survey and soil sampling/testing to satisfy the FA of the needs. The FA assessed the results and have suggested a regime of additional work and treatments to improve the pitches. **They have made a conditional pitch improvement grant offer worth a net £36,352 spread over a six-year period.** This grant is subject to the Dynamos adding back a complementary sum totalling £11,520 over the same six-year period.

This would make the total of added investment into the pitches of £47,782 over the six-year period. This is money that the Parish Council would not necessarily spend, although we do spend money on grass cutting and general maintenance. The added money is intended to improve these areas above and beyond what the Parish could afford.

Dynamos see this as a poisoned chalice. They are unable to fund the requested complementary £11,520 without an unacceptable increase in fees to their wide audience of young people.

Proposal That the Parish Council forgive the annual pitch access fees over the six-year period, amounting to a total of £13,200 (6 x £2,200) and that Dynamos set aside that sum in order to meet the terms being set by the FA grant.

This decision if taken would need to apply to (and from) the current precept financial year as the FA grant will be withdrawn if the terms cannot be met this year. The Dynamos annual payment to the PC is as yet unpaid for this year.

Supporting documents are attached detailing the current cost covered by the Dynamos for pitch fees and maintenance, together with the grant terms being offered by FA Pitch Power.

JWT/August 2023

6th August 2023

Addendum to: **Historic costs of Grass Maintenance Costs for Melbourn Dynamos FC**

Melbourn Dynamos Football Club [MDFC] can confirm that the ongoing grass maintenance costs as identified relate to;

1. Payments for fortnightly grass cutting [which supplements the Council fortnightly cut];
2. Line marking [including the initial marking out of the pitches and the weekly overmarking]; and,
3. Other extra activities designed to improve the standard of the pitches: this has included verti-draining, fertilising and applying herbicides.

In the last two years increasing costs in other areas have resulted in the Club not being able to support these extra activities.

Supported by Cambridgeshire FA MDFC has undertaken a fresh Football Foundation [FF] Pitch Power application: this is a six-year tapered commitment which supports Clubs in enhancing pitch quality by supplementing certain activities. The Club was required to conduct an extensive survey of all the grass pitches we use [taking about two whole days to complete] which was then submitted to the FF.

An extensive report prepared by the FF and shared with Councillor Clark and Councillor Travis sets out the findings. Subsequent contact has indicated that the funding model would be as indicated below and which would include activities such as decompaction, fertilising, applying selective herbicides, in-season under seeding and slitting.

	Grant	Club	TPC
Year 1	9088	0	9088
Year 2	9088	0	9088
Year 3	6059	1920	7979
Year 4	6059	1920	7979
Year 5	3029	3840	6869
Year 6	3029	3840	6869
Total	36352	11520	47872

Explanation: The 'Grant' figures are those the FF have indicated will be contributed by them. The 'Club' figures in effect represent a financial commitment of a sinking fund of £1920pa over the six-year period. **MDFC would therefore have to dedicate £11520 to the project.**

Due to our ongoing financial commitments connected largely to pitch hire and maintenance fees plus our Astro costs the Club are not currently able to support this commitment.

The Club therefore requests that:

1. **MPC agrees to cancel the Club's future annual Parish Hire fee [of £2,200].** The Club would then use that money to support the project by redirecting the vast majority of the it into the sinking fund; **and,**
2. **MPC agrees NOT to reinstate the annual fee for at least the six year period of the grant funding.**

Finally, can I please make it absolutely clear that the Club will **still** have to pay the ongoing general maintenance costs as identified as this activity is NOT contained within the grant funding agreement.

Blake Carrington
Chair
Melbourn Dynamos FC

Cambridgeshire FA Club of the Year 2021

Historic costs of Grass Maintenance 2023.
Date of review: 5th August 2023



Dear Blake,

Historic costs of Grass Maintenance Costs for Melbourn Dynamos FC

As this report is prepared for Melbourn Parish Council purposes, the costs documented include parish grass pitches only and do not consider costs associated with Back Field, MVC or Astro (or its predecessor) costs.

The costs are based on actual spend as documented in our yearly statements and accounts submitted to Cambridgeshire FA. Records consulted include those kept by two Treasurers of the football club and I am indebted to my predecessor for the accuracy of the records maintained at that time.

A summary of relevant costs is:

Season	Parish Hire	Grass Maintenance Costs
2018/2019	£ 2,000.00	£ 6,318.00
2019/2020	£ 2,200.00	£ 3,220.78
2020/2021	£ 2,200.00	£ 9,603.36
2021/2022	£ 2,200.00	£ 4,338.17
2022/2023	£ 2,200.00	£ 4,176.75
		£ 27,657.06

This £27,657.06 over five seasons include grass cutting, specialised draining activity – sometimes enabled by grants Melbourn Dynamos are successful at securing, over-marking, 'making-safe to play', and seeding.

A huge majority of the finances that allow for this level of spend comes from parents, carers and players at the Club, most of whom live in the Melbourn PC boundary.

Should you require any further information, please let me know.

Yours sincerely,

Ian Henderson
Club Treasurer
Melbourn Dynamos Football Club

9b) HR Matters

Following a catch-up meeting with both assistants to the parish clerk, the clerk, and two members of HR on 31 July it was noted that additional support would be appreciated in the office once the current clerk has left her position.

Both assistants to the parish clerk are keen to carry out their ILCA and are attending training sessions to expand their local council knowledge. They also both want to do their CiLCA, but need to be in the role for at least a year before taking this on and it takes approximately 6-12 months to complete.

CAPALC and the SLCC are able to provide general support and guidance.

The areas where the assistants feel that they will need support is the background information relevant to Melbourn.

Proposal:

To recruit an Independent Service Provider (ISP) with experience working for Melbourn Parish Council who can provide consultancy support to the office for two months.

The ISP will provide up to 2 hours of support and advice per week at a catch-up meeting. Prior to the catch-up meeting, the parish office will be able to send questions to the ISP in advance to ensure the meetings are productive.

The ISP will be contracted for 2 months. Based on locum rates and consultancy fees charged to other parish council, the rate will be £25 per hour. The ISP will provide advice to support the parish council only.

POLICY and PROCEDURE: Melbourn Hub Financial Controls

PURPOSE: To Define the Policy and Procedure for Financial transactions between the Melbourn Hub Management Group and Melbourn Parish Council

SCOPE: Routine and Non-Routine Financial Transactions and Planning

POLICY: It is the Policy of both Melbourn Parish Council and Melbourn Hub Management Group to carry out the planning and execution of their related finances according to the guidelines set out in this document. The objective of the Policy is to ensure effective financial control and transparency. This policy does not outweigh the regulations set out in Melbourn Parish Council's financial regulations.

RESPONSIBILITIES:

All basic responsibilities for financial matters are set out in the Lease between the Melbourn Hub Management Group and Melbourn Parish Council. The Lease can be accessed on Melbourn Parish Council's website at: <https://melbournparishcouncil.gov.uk/wp-content/uploads/2017/01/Lease-MPC-and-MCHMG-20-December-2013.pdf>

Detailed responsibilities for the various classes of financial management and control are set out in the sections that follow, together with procedural steps that are necessary in each case.

PROCEDURE:**1. Long Term Capital Planning****1.1 *Planned Replacement of Equipment due to Wear and Tear or Obsolescence***

- 1.1.1 Hub Management, in co-operation with the Clerk/Parish Office, will create and maintain an up to date Asset Register of all items within the Hub building. Hub Management will annotate the Register to highlight any items that the Hub wishes to nominate and retain as Hub-owned assets. The balance of items defines the property of the Parish Council and all such items are subject to planned replacement when necessary.
- 1.1.2 Hub Management, in co-operation with the Clerk/Parish Office, will agree a planned replacement date for all items on the Asset Register. The replacement value will be absorbed into Council forward financial plans and will contribute to decisions taken on the annual value of the Asset Reserve.
- 1.1.3 For every annual precept planning exercise both Hub and Parish Council will

agree the items that require replacement and make provision either within the Asset Reserve or alternatively the forthcoming year precept.

- 1.1.4 Hub Management Group will bring forward in writing to the Clerk/Parish Office items identified as needing replacement for consideration at full meetings of the Parish Council. Decisions by the council must be supported by quotes and written justification. In accordance with the Parish Council's financial regulations, the aim will be to strive to seek three quotes.
- 1.1.5 Responsibility for purchasing replacement items will normally lie with the Clerk/Parish Office but can be redirected to Hub Management by mutual written agreement if the latter is a more practical route. Purchases made in this way will be cross-charged by the Hub to the Council and the balancing transaction subsequently approved at a Council meeting.

1.2 *Upgrade to Existing Items and/or Purchase of Entirely New Equipment*

- 1.2.1 Hub Management will make the Council aware of situations where a capital item requires early replacement due to unexpected or design reasons. An example might be an upgrade to lighting to make it more energy efficient.
- 1.2.2 Hub Management will also make the Council aware by written communication of situations where a new capital item is justified due to customer or business needs. An example might be the purchase of additional café furniture to meet the needs of increased trade.
- 1.2.3 Items will be brought forward for discussion at annual precept-setting meetings and incorporated into the precept budget if agreed.
- 1.2.4 Hub Management in co-operation with the Clerk/Parish Office will bring forward such new items or those requiring upgrade replacement for consideration at full meetings of the Parish Council. Decisions by the council will be supported by quotes and written justification.
- 1.2.5 Responsibility for purchasing upgraded or new items will normally lie with the Clerk/Parish Office but can be allocated to Hub Management by mutual agreement if the latter is a more practical route. Purchases made in this way will be cross charged by the Hub to the Council and the balancing transaction subsequently approved at a Council meeting.
- 1.2.6 There may be a requirement for Hub Management Group to purchase a new capital item, if the council decides against purchasing the new capital item. The item will become a Hub-owned asset as detailed under 1.1.1 above.

2. Maintenance of Building Fabric and Systems

Note: Under the terms of the Lease Melbourn Parish Council are the Landlord and

have responsibility for external maintenance of the Hub building fabric together with all 'embedded' services and support systems. Hub management are responsible for the internal decoration and the reasonable care, maintenance and custody of equipment and capital items in the ownership of the Council.

2.1 External Maintenance

2.1.1 The following items form recurring precepted costs in accordance with an agreed Maintenance Plan. Some items will require annual servicing whereas others will re-occur every few years. It is the responsibility of the Clerk/Parish Office to obtain quotes and execute the works involved. It is the responsibility of Hub management to draw attention to works that need to be addressed according to a maintenance plan pre-agreed with the Melbourn Parish Council. Costs should be anticipated as part of the Asset Management Reserve or incorporated into annual precept-setting.

- Exterior Decoration
- Gutter repairs and cleaning
- PV panel Cleaning
- Roof Maintenance e.g. tile repairs
- Window maintenance and repairs e.g. Replacement of Double-Glazing
- Repairs and renewals to exterior lighting
- Maintenance of external signage
- Landscape maintenance

2.2 Internal Systems & Services that form part of basic building infrastructure

2.2.1 This includes embedded services (in the Lease 'conduits') and all items that relate to the safety/function of the building that exist irrespective of the Hub business operations. Melbourn Parish Council has responsibility for servicing and repair of items in the following list. It is the responsibility of the Clerk/Parish Office to obtain quotes and execute the works involved according to a set schedule. Costs should be anticipated as part of the annual precept-setting exercise.

- CCTV
- Fire Equipment and inspection costs
- Gas boiler and heating system safety inspections, servicing and repairs
- Electrical & Lighting systems inspections, servicing and repairs
- PAT annual testing
- Fire and Intruder Alarm system inspection, servicing and repairs
- Automatic Doors, compliance inspection, servicing and repairs
- Legionella compliance costs
- Air condition inspection, servicing and repairs
- Wheelchair Lift inspection, servicing and repairs

2.2.2 It is the responsibility of Hub management to draw attention to any out of plan or unpredicted works that might need to be addressed. In such cases competitive quotes should be presented to or obtained by the Clerk/Parish Office and the

non-precepted costs considered for approval by the Council.

3. Urgent Capital or Expense Items

Background: It is a reality that the Melbourn Hub, as a commercial business, will face situations that require urgent action. Spend related to such matters needs to be expedited on a timescale that meets the business needs. The timescale is often shorter than would normally be preferred by the Parish Council. Strategies to be used when this situation arises are:

3.1 *Internal Systems & Services that form part of basic building infrastructure*

3.1.1 (See item 2.2 above) Some of the systems in this category are unlikely to require urgent action or spend due to an unpredicted failure of some kind. For example, a failure of an air conditioning unit, while not comfortable in hot weather, could be managed without adopting urgent measures. Others, for example a fault with the Fire Alarm, need to be addressed as soon as is practicable.

3.1.2 All the items in this category will be managed through annually reviewed service contracts. This will avoid the need for competitive quotes during each operating year. If an urgent service visit is required the following measures will be adopted:

- The Clerk/Parish Office will call the registered Service Provider relating to the item in question and ask for cost and availability of urgent call out. Quotes will normally cover only the callout hourly charge as the issue cannot be fully costed until a service engineer has assessed the matter on site.
- In the absence of the Clerk/Parish Office, Hub management will call and advise the Parish Council Chair that an emergency call-out is required. The Chair will delegate the matter to the Hub management to progress.
- In circumstances where neither Clerk/Parish Office or Chair are available the matter will be progressed at the discretion of Hub management.
- The call-out will be actioned by the party who is handling the matter on the basis of a provisional call-out cost and subject to full quantification on arrival of the Service Agent.
- An email record will be provided by the party handling the matter to provide an audit trail.
- Actual costs will be submitted for retrospective approval by the council

3.2 *All Other Urgent Spend Requirements*

Background: Very occasionally an item of spend will become necessary that is critical to the functioning of the Melbourn Hub as a commercial business. Short term (for example a one day) stoppage of the core business has significant negative financial impact and loss of customer confidence. An example might be the complete loss of kitchen function due to sudden equipment failure.

- 3.2.1 Hub management will usually be the first to become aware of a critical equipment or other problem that requires immediate attention and with an attendant need for a financial decision.
- 3.2.2 Where possible, the costs of fixing an urgent problem or replacing a defective item of critical equipment will be pre-determined. Hub management will share this information and the problem with the Clerk/Parish Office, or in the absence of the Clerk/Parish Office the Chair of the Parish Council, with the objective of agreeing a course of action that minimises business outage.
- 3.2.3 In the unlikely event that neither a Council officer or the Chair is contactable, Hub management will act independently if the matter cannot wait. In this situation the details of the problem, likely cost and steps taken will be set out and communicated by email to the interested parties prior to action being taken. A response will be sought from the Council prior to any action being taken, unless:
- A) The problem is a serious health and safety issue which requires immediate action in accordance with current regulations.
 - B) The problem will result in the immediate closure of the Hub, unless action is taken.
- 3.2.4 Clerk/Parish Office and Chair will have authority in these circumstances to approve emergency spend up to £1,000 subject to retrospective council approval.

4. Routine Reporting & Review

4.1 **Reporting:** Hub management will report on key issues arising, including those that have affected Hub costs and spend, through a standing item on monthly full council meeting agendas

4.2 **Review:** Hub management, Parish Councillors and Officers will meet at least twice yearly to review the financial and general relationship between the two parties.

Document Approval:

**(Chair to Melbourn
Parish Council)**

Date of Parish Council Meeting:

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

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

INVOICE NO. 1688**DATE** 31/07/2023**DUE DATE** 30/08/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for July 2023	21	60.00	No VAT	1,260.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 4th July 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 6th July 2023	1	60.00	No VAT	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 11th July 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 13th July 2023	1	60.00	No VAT	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 18th July 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 20th July 2023	1	60.00	No VAT	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 25th July 2023	0.50	60.00	No VAT	30.00

Payment should be made by BACS to :
 Unity Trust Bank
 Account Number: 20380027
 Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 27th July 2023	1	60.00	No VAT	60.00
Room Rental - commercial Hire of Dickens Room for PCN 13:00 to 15:00 Tuesday 18th July 2023	0.50	30.00	No VAT	15.00
Rebill Step for use by the PCN Physiotherapist's sessions	1	16.49	20.0% S	16.49

Monies to be drawn from the ICB fund

SUBTOTAL	1,651.49
VAT TOTAL	3.30
TOTAL	1,654.79
BALANCE DUE	£1,654.79

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		3.30	16.49

Payment should be made by BACS to :
 Unity Trust Bank
 Account Number: 20380027
 Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

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

INVOICE NO. 1689**DATE** 31/07/2023**DUE DATE** 30/08/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Austen Room for Carers' Cafe 14:00 to 16:30 Thursday 6th July 2023	2.50	15.00	No VAT	37.50
Catering booked to room Catering for Carers' Cafe	1	40.00	20.0% S	40.00
Room Rental - commercial Hire of Austen Room for Menopause Cafe 10:00 to 12:30 Wednesday 19th July 2023	2.50	15.00	No VAT	37.50
Rebill Leaflet printing for February's vaccinators	1	120.00	No VAT	120.00
Rebill postage for these leaflets	1	5.95	20.0% S	5.95

Monies to be drawn from the Health S106 fund

SUBTOTAL	240.95
VAT TOTAL	9.19
TOTAL	250.14
BALANCE DUE	£250.14

VAT SUMMARY

Payment should be made by BACS to :
 Unity Trust Bank
 Account Number: 20380027
 Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

RATE	VAT	NET
VAT @ 20%	9.19	45.95

Payment should be made by BACS to :
Unity Trust Bank
Account Number: 20380027
Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group