

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

A meeting of the Maintenance Committee held on Thursday 14 September at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Travis (Chair), Alexander, Barnes

Absent:

In attendance: Alexandra Coxall and Abigail Williams (Parish Clerks), Steve Pitman (Warden), Maureen Brierley & Les Brierley (RMRG)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09.30

MA039/23 To receive and approve apologies for absence

Apologies received from Cllrs Clark & Kilmurray. Acceptable reasons were given.
It was RESOLVED to accept apologies from Cllrs Clark & Kilmurray.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

MA040/23 To receive any Declarations of Interest and Dispensations

None received.

MA041/23 To approve the minutes of the Maintenance Committee Meeting held on 17 August 2023

It was RESOLVED that the minutes of the Maintenance Committee Meeting held on 17 August 2023 were an accurate record.

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

a) To discuss comments on minutes from 17 August 2023

Cllr Travis noted correspondence re the minutes from the Maintenance Committee Meeting held on 17 August 2023 from another Cllr. Comments were responded to via return email as recorded in the supporting documents.

MA042/23 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)

None in attendance.

MA043/23 Finance Matters:

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

It was noted.

MA044/23 Conservation Matters:

a) To receive the EA Monthly situation report for August 2023

It was noted.

b) To receive a report from River Mel Restoration Group

River Mel Restoration Group updated committee on upcoming meetings with the Environment Agency and Rob Mungovan and confirmed the upcoming working party.
Note was taken about the area of the river near the Shene Mill and will be added to discussions with the Environment Agency.

c) To receive any other updates and consider actions

Note was taken about the brook near Moat Lane / Science Park being stagnant. ACTION – office to contact land owners to discuss concerns.

MA045/23 Allotment Matters:

a) To receive any updates and consider actions

Allotment Association sent their apologies for the meeting. Clerk confirmed inspections had been carried out and the office were working towards reallocating vacant plots.

MA046/23 Stockbridge Meadows:

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

Progress was noted and action was agreed to present the report to Full Council with a recommendation to support the future costs of putting in place and sustaining the area as a legal

Nature Reserve. It was noted that new signage will be required at Stockbridge Meadows. ACTION – Office to provide content for inclusion in the report and look at options for signage when appropriate.

- b) To consider proposed location of storage container.

It was noted. ACTION - Parish Office to obtain full quotes for storage unit at suggested location.

- c) To receive any other updates and consider actions

It was noted that water for the newt project is still being monitored.

River Mel Restoration Group are hosting a rake of the wildflower meadow on 6th October with assistance from two volunteer support groups.

MA047/23 Governance Matters:

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

The reports were noted.

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

No new reports of vandalism were reported.

- c) To receive any other updates and consider actions

None received.

MA048/23 Cemetery Matters:

- a) To consider quotes to replace the dead lavender and Hebe shrubs in New Road

Deferred.

- b) To consider quotes for Saxon Burial memorial

Parish office to obtain new quotes for a ground mounted wedge tablet, in a stone (not shiny) material with engraved lettering.

- c) To receive any other updates and consider actions

None received.

MA049/23 Village Maintenance Matters:

- a) To note any updates on the actions from the ROSPA reports

Deferred.

- b) To consider actions and implications of potential Reinforced Autoclaved Aerated Concrete (RAAC) use in Parish buildings

Please see <https://www.local.gov.uk/topics/housing-and-planning/information-reinforced-autoclaved-aerated-concrete-raac> for information on RAAC

Noted only building of concern would be Little Hands. ACTION – office to work with Little Hands and engage an engineer to inspect the building.

- c) To consider clarification of works of the quotation to cut back to trees along the Worcester Way fence boundary

Deferred. ACTION – request quote to tackle full run of Worcester Way boundary.

- d) To receive an update regarding the fencing works between Worcester Way and the private farm land

ACTION – office to continue to attempt to contact County Farms to work with them for a solution. Wardens to look at making the current vandalised fence safe.

- e) To consider quotations to repair the notice boards

Quotes were received from two suppliers that were capable of the work.

It was RESOLVED to accept the quote to refurbish the Parish noticeboards from Munby for £1210.00+VAT. This quote covers all boards and will be executed by taking each board out of action in turn for refurbishment.

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

- f) To consider updates to bin proposal

Deferred.

- g) To consider quotations for access matting to be used at War Memorial and across the Parish

It was RESOLVED to accept the proposal to spend up to £600 on access matting to be used across the Parish. Office to decide most cost-effective supplier at time of ordering.

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

- h) To consider quotations to cut Bowls Club hedge

Deferred.

- i) To consider request to carry out works to Bowls Club boundary fence

It was RESOLVED to accept the request to carry out fence works at the Bowls Club, with the Parish Council covering the costs of materials (approx. £150.00) after the offer to carry out works by a volunteer.

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

- j) To discuss current weedkilling policy from the County Council

Correspondence to the office was noted and discussed. The County Council has discontinued weed-killing services on roads/footways on a trial basis and are requesting feedback on the impact. There are some areas where the resulting weed impact has been bad enough to require strimming maintenance by the Wardens. Weed-killer is not in use by the Parish Council and there are no plans to further mitigate this policy change by County, although there has been a noticeable deterioration of the street scene.

- k) To receive any other updates and consider actions

None received.

MA050/23 Pavilion Matters:

- a) To consider actions from the legionella report from 4i Water

Deferred.

- b) To receive any other updaters and consider actions

Clerk informed about unusually high meter reading for electricity. ACTION – office to investigate.

MA051/23 Little Hands Matters:

- a) To consider options for work to improve car park for recommendation to full council

Deferred.

- b) To receive any updates and consider actions

Noted that drainage works are now complete and seem to be working well.

MA052/23 Policies and Risk Assessments

- a) To consider any updates and consider actions

None received.

MA053/23 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

None received.

MA054/23 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Actions were reviewed and noted.

Location	Reported by	Notes	Actions	WHO?
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. Office to obtain quotes.	SM
Bowls club hedge	Wardens	Conifer needs cutting back	Obtain quotes - awaiting approval	SM
The moor	wardens	Sign faded. New sign needed (12 and under).	Obtain quotes - ROSPA report states new guidelines.	SM
Worcester Way	Resident	Branches over hanging residents garden.	Discussed 20/04/23 - obtaining quotes - awaiting approval	Wardens
Various	Wardens	Orchard, verge opposite sheeps row, and grass near telephone box requires cutting.	SM to inform contractor. Meeting to be arranged to discuss problem areas	Contractor
All roads	All	Councillors to inspect roads for potholes.	Creation of map to identify the worst areas. ONGOING	ALL
Tree - Cedar Close	Resident	Tree in need of cut, leaving sticky residue on paths etc.	ATC to obtain quotes for pruning - along with advice as to when best to cut.	ATC

Details of work required	Reported by	Notes	Actions	WHO?
Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo.	Parish Office to follow up. Highways have scheduled the work to be carried out soon.	Highways
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	Update: sign now demolished, reported again to Highways 24/05/23 Re-reported 13/07/23 as sign missing.	SCDC
Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways.	CCC confirm sign to be replaced 2023/24. Monitor.	SCDC
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.	Action Clerk to chase - Highways confirmed replace of Library sign on lampost outside of Hub and possible alternative locations on A10 etc.	CCC
Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA.	Reported to EA.	EA
Palmer's way	resident	Damaged sign on Palmer's way. Wardens to identify location, take photo and office to report.	Reported to SCDC with photo.	SCDC

MA055/23 New Maintenance Issues: To consider Maintenance issues arising since last meeting
None received.

MA056/23 To note date of next meeting: Thursday 19 October 2023

The date of the next meeting was noted as Thursday 19 October 2023.

Meeting closed 11.04

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

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

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

Absent:

In attendance: Sophie Marriage (Parish Clerk), Steve Pitman and Keith Rudge (Wardens), Chris Selway (Allotment Chair), Mike Sherwen, Alexandra Coxall and Abigail Williams (Assistants to the Parish Clerk).

MA021/23 To receive and approve apologies for absence

None received.

MA022/23 To receive any Declarations of Interest and Dispensations

None received.

MA023/23 To approve the minutes of the Maintenance Committee Meeting held on 15 June 2023

It was RESOLVED that the minutes of the Maintenance Committee Meeting held on 15 June 2023 were an accurate record.

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

MA024/23 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)

None in attendance.

MA030/23 f) To consider a request for a space to be reserved for a bench for a resident

Item brought forward on agenda to allow Mike Sherwen to comment.

Mike and his wife have requested a spot to be held under the walnut tree at New Road Cemetery for a memorial bench. Council commented on the dedication and effort put in by Mr Sherwen during his many years as a Parish Councillor to establish the cemetery and thought it was a reasonable request.

It was RESOLVED to accept the request for a space to be reserved under the walnut tree at New Road Cemetery for a bench.

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

ACTION: Office to note this request and reserve the future bench site as agreed.

Mike Sherwen left the meeting at 09:36

MA025/23 Finance Matters:

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

It was noted.

MA026/23 Conservation Matters:

- a) To receive the EA Monthly situation reports for June and July 2023

They were noted.

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

River Mel Restoration Group sent apologies for the meeting and provided a short report that can be found in the supporting documents.

- c) To consider quotations for work to a hawthorn tree along the riverside walk

It was RESOLVED to undertake the coppice work on the hawthorn tree along riverside walk at a cost of £200+VAT.

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

- d) To receive any other updates and consider actions

None received.

MA027/23 Allotment Matters:

- a) To receive an update about the community allotment

Meridian PCN are working towards securing a grant to help with the management of the community allotment.

Volunteers continue to tend to the site but will not be doing so indefinitely. It was decided to

Signed:.....

Date:.....

continue with the Meridian PCN plan unless it becomes clear they cannot tend to the plot.
Suggested to review by February 2024.

- b) To consider quotations for asbestos collection at St Georges allotment

Office have not received a response from EAS UK re asbestos collection as decided by email decision 19 July 2023. It was suggested to instruct Cambridge Asbestos, being the next best value quote previously received.

It was RESOLVED to instruct Cambridge Asbestos to complete the asbestos removal from St Georges Allotments at a cost of £195+VAT.

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

- c) To receive any updates and consider actions

A verbal report was received:

- 3 plots are being reallocated due to relinquishing rights or taking back by the council.
- Other plots have been marked to watch after the recent inspections – ACTION: Office to contact holders.
- Delivery of soil improver should be in the next couple of weeks, a skip will be onsite sometime in September.
- Reminder that half plots can be offered to those on the waiting list as a few plots are only being worked half way.

Chris Selway left the meeting at 09:49

MA028/23 Stockbridge Meadows:

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

Cllr Travis updated the committee on the progress that has been made on the Stockbridge Meadows Management Plan. Some calendarisation of information is required before publish.

- b) To consider the proposal to install a storage container in Stockbridge Meadows

Options for storage at Stockbridge Meadows were noted. ACTION: KR to work with MB and LB to confirm the best solution in size, placement and suitability and report back to the office to obtain quotes.

- c) To receive any other updates and consider actions

It was noted that the wildflower meadow will need cutting in September. ACTION: KR to manage the cutting of the wildflower meadow. KR requested help from Village Wardens for clearance etc.

MA029/23 Governance Matters:

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

The reports were noted.

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

The report was noted.

Concerns re vandalism to Worcester Way fence – discussed on agenda point MA031 23c).

- c) To note report on targeted graffiti around the village

The report was received.

- d) To receive any other updates and consider actions

None received.

MA030/23 Cemetery Matters:

- a) To consider quotes to replace the dead lavender and Hebe shrubs in New Road

Awaiting advice.

- b) To consider quotes for Saxon Burial memorial

Consideration should be given to the type of memorial to be put in place. ACTION: Office to look at costs for floor mounted memorial tablet with engraving/embossing with the suggested words 'Here lies the remains of a Saxon Family (date of re-burial)'.

- c) To consider applying for access protection markings outside Orchard Road Cemetery
 ACTION: Office to work with the Wardens re placement.
 It was RESOLVED to apply for access protection markings outside Orchard Road Cemetery at a cost of £120.
 Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- d) To consider appropriate action for shrubs outside of New Road Cemetery
 It was noted that further discussion will take place re the land in question with the home owners.
 ACTION: Office to check current contract and confirm works needed.
- e) To consider the draft garden of remembrance plan and rules and regulations
 Deferred.
- f) To consider a request for a space to be reserved for a bench for a resident
Brought forward on agenda – see point MA030/23f) above.
- g) To consider a request to install a bench in New Road Cemetery
 It was RESOLVED to allow request to install a bench in New Road Cemetery noting the need for a professionally installed concrete base as with other benches in the area.
 Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- h) To consider a request for work to trees in Orchard Road Cemetery
 Requests for works discussed and decided to add Orchard Road Cemetery to the upcoming tree inspection to seek advice re works. ACTION: Office to add Orchard Road Cemetery to inspection and report back to resident and Council with suggested works.
- i) To consider the installation of “no cycling” signs in New Road Cemetery
 Concern raised about people cycling through the cemetery. Suggestion made to install cycle parking in the car park and then sign that no bicycles to be ridden in the cemetery. ACTION: Office to provide quotes for bike rack installation and arrange for signage.
- j) To receive any other updates and consider actions
 None received.

MA031/23 Village Maintenance Matters:

- a) To note actions from the ROSPA reports
 Actions were noted.
- b) To consider quotations to cut back to trees along the Worcester Way fence boundary
 Quote for the works was discussed. ACTION: Office to confirm/clarify the work stated on the quote and report back to committee.
- c) To receive an update regarding the fencing works between Worcester Way and the private farm land
 Repeated vandalism to boundary fence. ACTION: Office to report damage to the Police.
 ACTION: Office to talk to County Farms re possible installation of a boulder deterrent etc.
- d) To consider quotations to repair the notice board and review alternative options
 Awaiting further quotes.
- e) To receive and update about tree work in the churchyard
 Awaiting further quotes.
- f) To receive an update on a recycling bin project and to receive quotations for a replacement bin
 Clerk informed the committee about a trial of recycling bins with South Cambridgeshire District Council waste which will see additional bins added to trial a recycling initiative. ACTION: Office to provide a report about bins that are to included in the trial and any new bins the Council need to replace.
- g) To note emergency call out for fallen tree at Cadet Hut on Old Rec
 It was noted.

- h) To consider quote for replacement of grit bin that was destroyed near Doctors off New Road
It was RESOLVED to purchase and install a replacement grit bin on the Doctors road at a cost of £140+VAT.
Proposed by Cllr Alexander, seconded by Cllr Kilmurray. All in favour.
- i) To receive an update on the replacement Library sign
Office confirmed that a sign will be reinstated on the lamppost outside The Hub. ACTION: Office to liaise with District Cllr Jose Hales re replacing the sign.
- j) To consider request for dog on lead and no fouling signage to be added to Clover Way
Land is currently not owned by the Parish Council. ACTION: Office to advise resident to contact Hopkins Homes and request action.
- k) To consider quotations to remove and prevent graffiti
Office to look at the implications of using the anti-graffiti paint on the ability to re-paint the areas and report back to committee.
It was RESOLVED to accept the quote from Suffolk Brick and Stone to remove the graffiti from the bus stop stone at a cost of £300+VAT.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- l) To consider quotations to cut back the old rec trees and nettles
After advice from two contractors it has been decided not to go ahead with the trimming of the trees around the boundary of the Old Rec. Action: Office to confirm that nettles are on the current contract and will be reviewed with the contractor.
- m) To consider quotations to cut the bowls club hedge
Further quotes to be obtained.
- n) To consider quotations to clear Greenbanks footpath
It was RESOLVED to accept the quote for works to cut back the walkway from Greenbanks to Water Lane from Majestic at a cost of £160+VAT.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- o) To consider taking part in the Hedgehog Highways Project
It was decided that the Hedgehog Highway Project is not an initiative that the Council could effectively support. Action: Office to advise applicant.
- p) To consider quotations for matting to assist access to the war memorial on Remembrance Day
ACTION: Office to obtain quotes for slot together style matting to cover 5m x 2.5m and report back to committee.
- q) To receive any other updates and consider actions
Cllr reported overgrown weeds creating a blockage on the path opposite Meeting Lane – Wardens to inspect and remove if possible.
Wardens noted overgrown tree on the corner of Dolphin Lane and the High Street obstructing views of traffic. Office have sent resident a letter requesting works. ACTION: Office to report to Highways re the obstruction and reach out to resident if needed.

MA032/23 Pavilion Matters:

- a) To receive the legionella report from 4i Water
The report was noted. ACTION: Office to advise on actions required.
- b) To receive any other updaters and consider actions
None received.

MA033/23 Little Hands Matters:

- a) [REDACTED]
[REDACTED]

- b) To receive any updates and consider actions
None received.

MA034/23 Policies and Risk Assessments

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

MA035/23 Skate Park Working Party (SPWP)

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

MA036/23 Outstanding Maintenance Issues: To consider the status of the job spreadsheet
Actions were reviewed and noted.

ITEM	Location	Reported by	Notes	Actions	WHO?
1	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. Office to obtain quotes.	SM
2	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.	Clerk to follow up	JH
3	Bowls club hedge	Wardens	Conifer needs cutting back	Obtain quotes - awaiting approval	SM
4	New Rec bench	Wardens	Although the bench is heavy keeps being moved around the new rec.	Wardens and clerk to identify possible location to fix bench. Bench not been moved recently. UPDATE - bench broken when recently moved - currently dismantled and stored in lock up	Wardens
5	The moor	wardens	Sign faded. New sign needed (12 and under).	Obtain quotes - ROSPA report states new guidelines.	SM
6	Worcester Way	Resident	Branches over hanging residents garden.	Discussed 20/04/23 - obtaining quotes - awaiting approval	Wardens
7	Various	Wardens	Orchard, verge opposite sheeps row, and grass near telephone box requires cutting	SM to inform contractor. Meeting to be arranged to discuss problem areas	Contractor
8	All roads	All	Councillors to inspect roads for potholes.	Creation of map to identify the worst areas. ONGOING	ALL
9	Outside Orchard Surgery	Wardens	Salt bin on Orchard Surgery road - destroyed	Contacted SCDC about replacement - awaiting approval of costs	ATC
10	Tree - Cedar Close	Resident	Tree in need of cut, leaving sticky residue on paths etc.	ATC to obtain quotes for pruning - along with advice as to when best to cut.	ATC

ITEM	Details of work required	Reported by	Notes	Actions	WHO?
1	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo.	Parish Office to follow up. Highways have scheduled the work to be carried out soon.	Highways
2	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	Update: sign now demolished, reported again to Highways 24/05/23 Re-reported 13/07/23 as sign missing.	SCDC
3	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. Highways confirmed that they will pay for the work, however quote is out of date. Re-quote required.	SM / Highways
4	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways.	CCC confirm sign to be replaced 2023/24. Monitor.	SCDC
5	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.	Action Clerk to chase - Highways confirmed replace of Library sign on lampost outside of Hub and possible alternative locations on A10 etc.	CCC
6	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA.	Reported to EA.	EA
7	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report.	Reported to SCDC with photo.	SCDC
8	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign.	SM reported to SCDC	SCDC

MA037/23 New Maintenance Issues: To consider Maintenance issues arising since last meeting

The Chair noted that a feasibility study will be completed by County and South Cambs District Council into the reinstating of a pond at the corner of Back Lane and High Street. Hopefully addressing flooding issues on the High Street and adding ecological interest to this area.

The Chair noted his, and the committees, thanks to Sophie Marriage for Clerking the committee and wished her well in the future.

MA038/23 To note date of next meeting: Thursday 14 September 2023

The date of the next meeting was noted as Thursday 14 September 2023.

Meeting closed at 11.26

Signed:.....

Date:.....

From: [REDACTED]
Sent: 23 August 2023 14:44
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: DRAFT Minutes Maintenance Committee Meeting 17 August 2023
Flag Status: Flagged

Hi [REDACTED]

I will try to answer at least some of your questions.

MA030/23 (i) Cycling in the Cemetery

The issue here is to do with cyclists using the cemetery as a through route. The access to the track from Water Lane is not intended for cyclists. A change in design would be needed to make this possible. We are looking at the best ways to address the matter. Changing the track-gate design is an option should it be felt appropriate to permit this to be used as a through route. I think you will agree bike racks are a good idea for people visiting the cemetery by bike. It's a work in progress.

MA031/23 (c) Worcester Way Fence

We have an obligation to maintain this boundary. County Farms, who own the adjacent land, have previously asked us to prevent random access to their land. Effective fencing has been erected at the end of the nearby woodland area to address this request. Some effort has been made in the past to secure the long boundary with the farmland. The latest fence and vandalism problems are part of this latter project.

You are right about talking again to County Farms in coming to some kind of managed solution. That is what the maintenance meeting agreed to do next. Clearly we cannot keep spending money in a fruitless attempt to comply with the landowners demands without a discussion.

MA031/23 (j) Dog Fouling

Managing this problem requires signage, together with bins into which to put dog faeces. We have mixture of both across the village. Installing more bins additively increases the collection costs so I guess there's a balance that needs to be struck. In the end we have to rely on the sensible compliance of dog owners. Most are very responsible but it only takes one - and more bins might not make a difference to someone who does not care.

The Committee is also reviewing the waste collection bins in the village as a global matter in an attempt to optimise this from both general waste and recycling standpoints.

Hope this helps!

[REDACTED]

On 23 Aug 2023, at 13:02, [REDACTED] wrote:

Thanks for this.

Reading through I'm struck by the number of mitigations that we are considering against human behaviour. Signs, fences, etc. I am increasingly aware of the concept that people (as a group) are rarely wrong, but the engineering/architecture/landscaping is. An example being the "desire lines" of worn grass across open spaces when there are apparent nearby paths. The answer in many of these cases is not to put signs up encouraging people to use the paths, but the review where the paths are.

I would therefore like to urge the maintenance (and wider full council) committee to consider changing environments to suit existing human behaviour rather than attempting to enforce changes in behaviour. Now obviously this isn't always the right answer, but please do consider it.

A couple of examples from this meeting:

MA030/23 i) To consider the installation of "no cycling" signs in New Road Cemetery

ACTION: Office to provide quotes for bike rack installation and arrange for signage.

Could we consider (at some cost sadly) any way of provisioning a cycle route through/pass the cemetery? There's clearly a desire to use it as a link route to water lane, so could we look at meeting desire rather than enforcing against it?

MA031/23 c) Repeated vandalism to Worcester way fence.

Now this is clearly a right-of-way issue with the adjacent land-owner, but might there be alternatives to replacing and repairing the fence over and over, when there is clearly a desire for access?

MA031/23 j) Dog fouling. Would more dog waste bins be more effective than signage?

This approach is not always appropriate of course, and there are many other examples where enforcing desired behaviour is the correct process (parking outside Orchard Road Cem, anti-graffiti paint etc), but I do think that as a society we try to enforce rules rather than trying to understand why they're being broken.

just my two pennyworth!



Melbourn Parish Council
Maintenance Expenditure Tracking 2023/24
(Actuals based on paid invoices)

EDGE Code		Budget 2023/24	Actual to date (31/08/23)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<u>Conservation:</u>		<u>Paid</u>	<u>Unpaid</u>		
1000	Allotments - water (2 meters)	850			850	
1000	Allotments - plot clearance/maintenance	400	60	241	99	Compost
1000	Allotments - Hedge Cutting	600		320	280	
1000	Allotments - unplanned e.g. asbestos removal	1,300			1,300	
1100	Conservation - Christmas tree and plants for tubs	400			400	
1100	Conservation - tree survey & Tree works	6,160			6,160	
1100	Conservation - emergency tree works	3,300	380		2,920	
1100	Conservation - tree planting	2,350	22		2,328	
1100	Conservation - unplanned	1,000	1,421	300	(721)	Fencing at 32 Worcester Way & graffiti removal from stone bus plaque at bus shelter
1150	Stockbridge Meadows - path cutting and rolling	300		160	140	Cutting orchard at Stockbridge
1150	Stockbridge Meadows - Pond testing	500			500	
1150	Stockbridge Meadows - unplanned	500			500	
		17,660	1,883	1,021	14,756	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	200	38	8	154	
2000/1	Orchard Road - water	100		51	49	
2000/1	Orchard Road Lychgate - re-coat main walls (£835) and gates (£415)	1,000			1,000	
2000/1	Orchard Road - Electrical Testing	170			170	
2000/1	Orchard Road - unplanned (eg path cleaning)	425	235		190	replacement of Consumer unit
2000/2	New Road - water	135	45		90	
2000/2	New Road - tree & hedge work, soil store, path edging	990			990	
2000/2	New Road - unplanned	500			500	
		3,520	318	59	3,143	
	<u>Play Areas Recreation Grounds & Pavilion</u>					
3000	Playground - ROSPA	300	231		69	
3000	Playground - play area maintenance, equipment repair/renewals	1,500			1,500	
3000	Playground - tree work/edging	800			800	
3000	Playground - unplanned	250			250	
3200	Recreation Ground - electricity	250	149	(6)	107	
3200	Recreation Ground - pest treatment	500			500	
3200	Recreation Ground - unplanned	2,500	720		1,780	Verrtidrain Rec
3400	Pavilion - cleaning	1,100	458		642	
3400	Pavilion - electricity	2,400	745		1,655	
3400	Pavilion - water	100			100	
3400	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	1,050	696		354	Jetting of Septic tank and sanitary disposal
3400	Pavilion - drain clean	300			300	
3400	Pavilion - legionella assessment	330	355		(25)	
3400	Pavilion - maintenance (PAT testing, boiler service, fire alarm service, security alarm)	705			705	
3400	Pavilion - unplanned repairs & renewals	1,000	504	531	(35)	Fire Safety & shower valves/Extraction fan
		13,085	3,858	526	8,701	
	<u>Finance & General Purpose</u>					

Melbourn Parish Council
Maintenance Expenditure Tracking 2023/24
(Actuals based on paid invoices)

EDGE Code		Budget 2023/24	Actual to date (31/08/23)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
4300/2	Wardens' materials (mower fuel, spare parts, materials)	680	717	16	(53)	Fixings for moor play park benches and £220 at Philimores
4300/3	Wardens' equipment	500	5	101	394	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,450	1,074	108	268	Signwriting of van £325, Van insurance £638
4900	Parish Clock - service	200			200	
4900	Parish Clock - repairs	215			215	
5000/9	Litter picking & warden cover	6,300	1,207	229	4,864	
7100	Car park workshop - water	205	95	4	106	
7100	Car park workshop - electricity	2,700	378	275	2,047	
7100	Car park workshop - PAT testing	30			30	
7100	Car park - unplanned	515			515	
7200	Fire Engine House - Roof repairs	400			400	
		13,195	3,476	733	8,986	
	<u>Rental Property</u>					
9000	Rental Property - Littlehands annual drain cleaning	500			500	Jetting of Drains
9000	Rental Property - Legionella testing Roof inspection	550			550	
9000	Rental Property - unplanned	500	225		275	
9000	Rental Property - projects (drain works in carpark)	5,000			5,000	
		6,550	225	-	6,325	
	Total Maintenance (excluding grounds maintenance contracts)	54,010	9,761	2,339	41,910	

Melbourn Parish Council
Maintenance Expenditure Tracking 2023/24
(Actuals based on paid invoices)

EDGE Code		Budget 2023/24	Actual to date (31/08/23)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	2,490	623	4,358	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	1,840	460	3,220	
1300	Public Open Space - additional work (leaf/hedge works etc)	900			900	
2100	Cemeteries (£405.83 x 12) + £1,000 for extra hedge work in new contract	4,870	1,623	406	2,841	
2100	Cemeteries - extra cuts (£360 x 2)	720			720	
3200	Recreation Grounds (£755 per month)	9,060	3,020	755	5,285	
3200	Recreation Grounds - extra cuts (£130 x 2)	260			260	
		30,000	8,973	2,243	18,783	

Monthly water situation report: East Anglia

1 Summary - August 2023

Hydrologically, August 2023 has not been a particularly interesting or noteworthy month. It followed a wet July and continued in a similar vein during the first week. That led to a delayed harvest in some areas. After a few days the weather settled down, and throughout the rest of the month there was a succession of dry and wetter periods. The month passed without particularly hot and dry conditions becoming established.

1.1 Rainfall

August was characterised by a combination of frontal systems more typical of autumn and winter but with some typical summer convective rainfall on individual days.

Rainfall totals during August were close to the long term average, except in parts of East Suffolk where they were markedly higher with some individual raingauges recording close to twice the long term average. The parts of East Anglia which recorded higher totals for the month did so largely due to high daily totals on the 5th of August and the 18th of August.

As the end of August brings meteorological summer to a close, taking the two 'irrigation' seasons together it has been a wet spring and summer across the Area over the past six months. Over the past 12 months, the rainfall totals have been slightly higher or notably higher than the long term average.

1.2 Soil moisture deficit and recharge

After a wet July, the soil moisture deficit across the Area has varied through August between around 60mm and 120mm in response to wetter and drier weather. The lowest deficits are currently in East Suffolk due to the wetter weather there towards the end of the month. The extremely dry soils of last year have been avoided, and irrigation demands have been lower as a consequence.

1.3 River flows

River flows are typically in the normal range, reflecting the groundwater levels this year and the August rainfall totals across East Anglia. Below normal flows in North Norfolk reflect the slightly below-average groundwater levels there.

The flow of the River Waveney is an outlier, having fallen into the exceptionally low category for August. However, this reflects the presence of river support in the flow record on which the categories have been based, while this year the river support has not been required. When the

categories are adjusted to take account of historic river support, the flow this year is in the below normal category.

1.4 Groundwater levels

Groundwater levels across East Anglia continue to recede as expected at this time of year. The groundwater levels across the south and west of East Anglia continue to be typically in the normal range, while the levels further north and east are typically below normal. That reflects the wetter autumn in the south and west, which led to a faster recovery from last spring and summer's drought. In Norfolk the recovery took longer, and it was not until the wet spring that groundwater levels rose close to their seasonal averages.

1.5 Reservoir stocks

Current storage levels in the public water supply reservoirs across East Anglia are generally healthy for the time of year. Demands are likely to have been lower than in 2022 and there has been more water available for filling reservoirs during this summer. The Ely Ouse to Essex Transfer Scheme was able to continue transferring water to supply Abberton and Hanningfield reservoirs throughout August.

1.6 Environmental impact

The catchments of Broadland, North Norfolk and Northwest Norfolk were still in drought status during August.

1.7 Forward look

1.7.1 Probabilistic ensemble projections for river flows at key sites

The projections generally show that flows during September are unlikely to be notably or exceptionally high or low. The Stiffkey model is the exception, where flows during the summer have been slightly below average.

1.7.2 Probabilistic ensemble projections for groundwater levels in key aquifers

The recessions during the summer between August and September are quite predictable, because there is only a low probability of significant recharge until after September.

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

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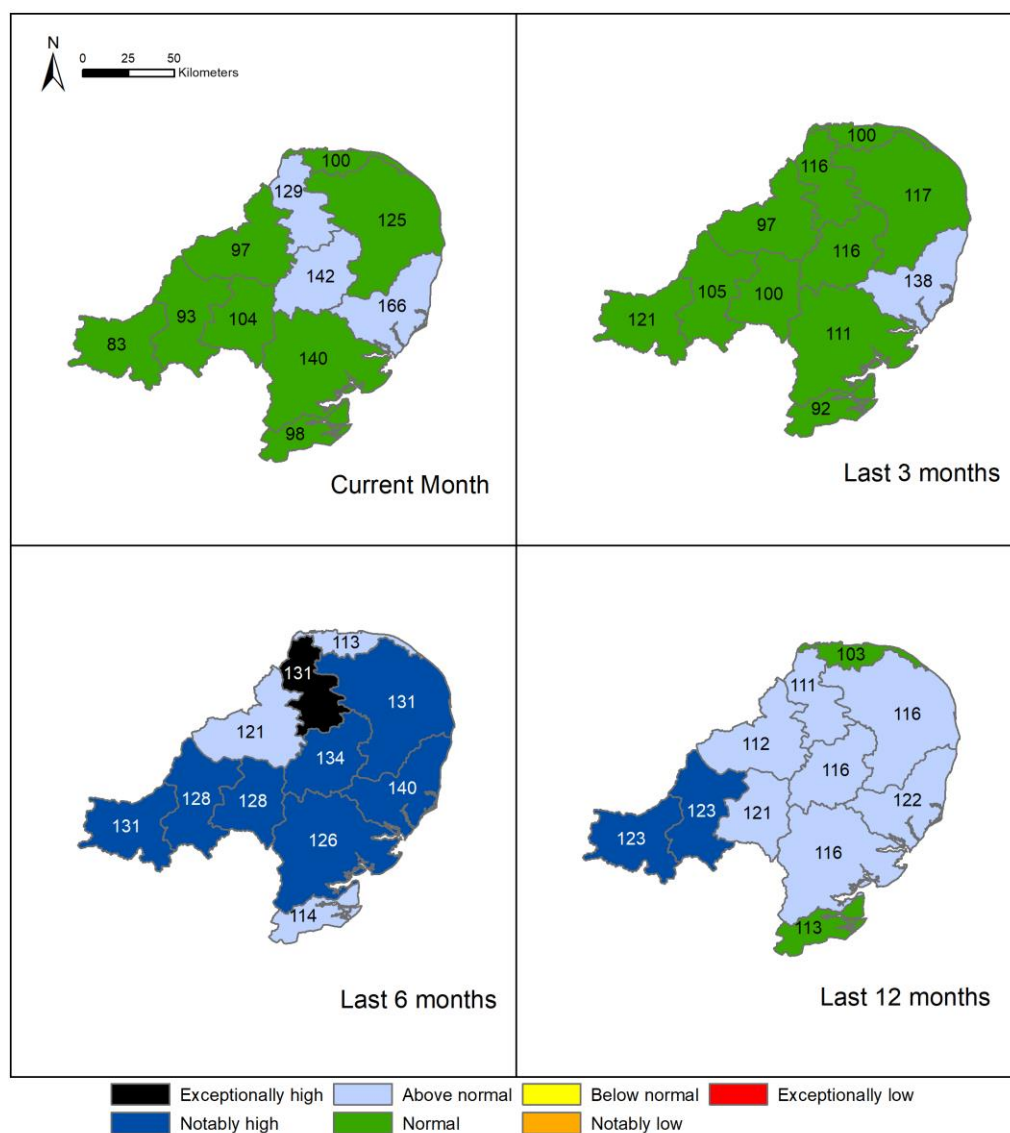
no liability for any loss or damage arising from the interpretation or use of the information, or reliance upon views contained in this report.

Contact Details: 03708 506 506

2 Rainfall

2.1 Rainfall map

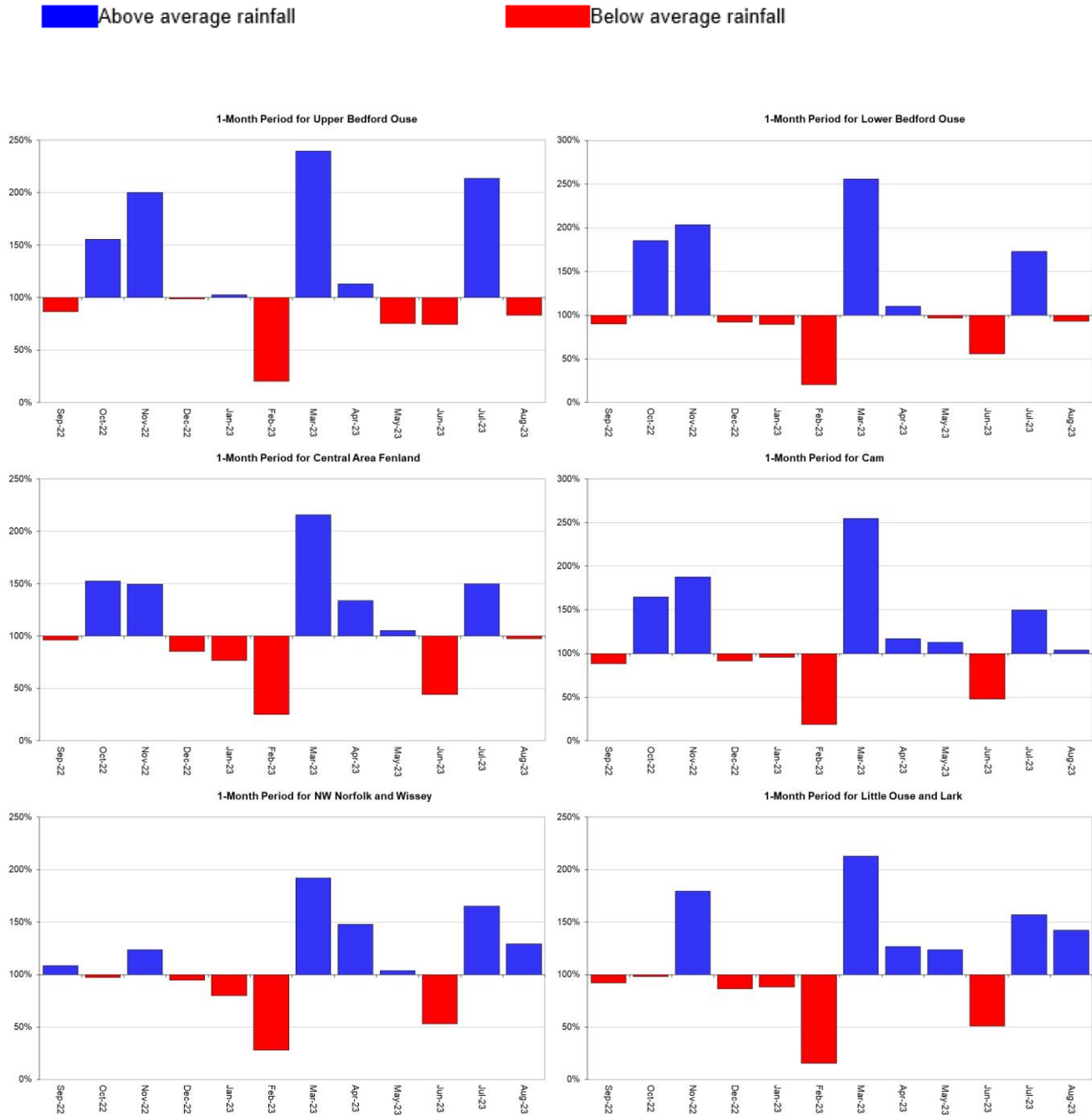
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 August 22023), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

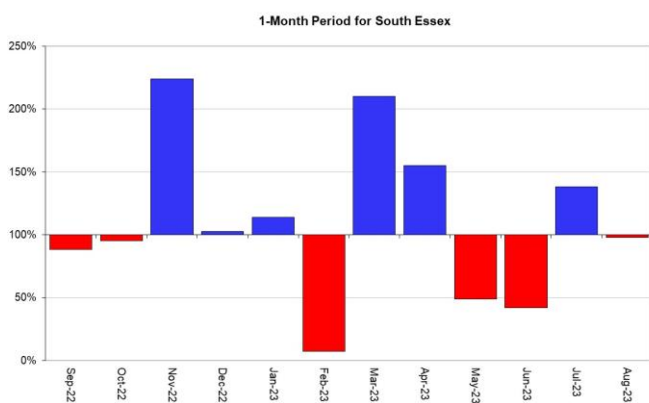
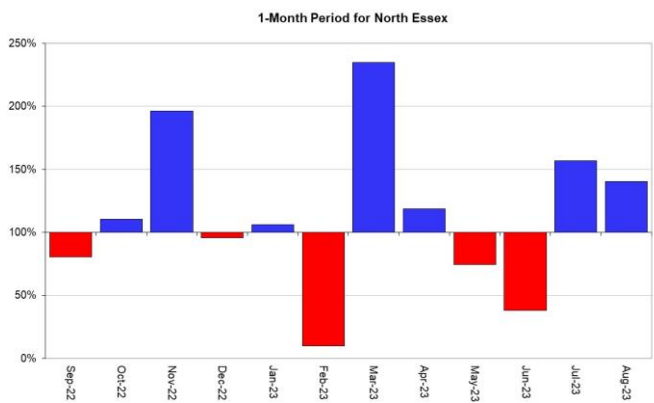
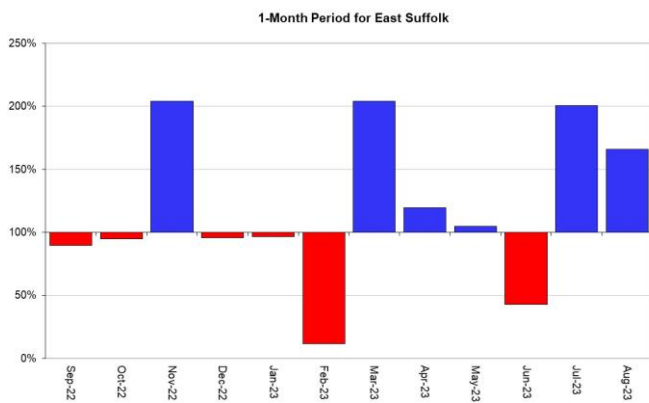
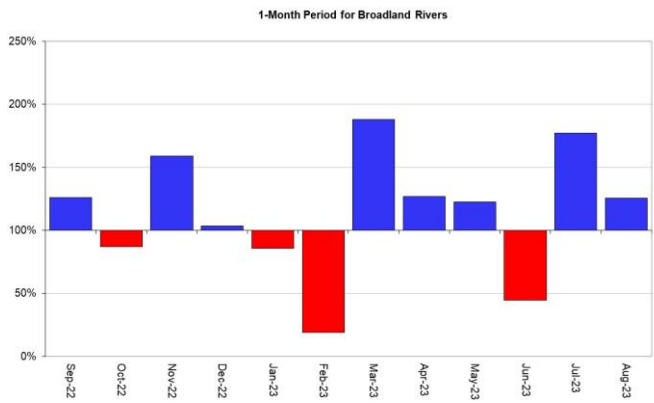
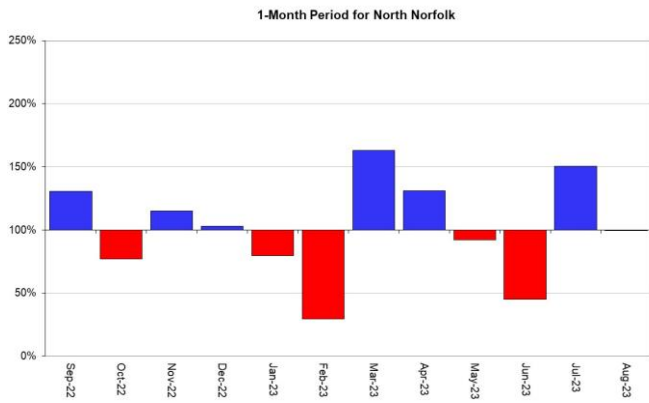


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2023). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

2.2 Rainfall charts

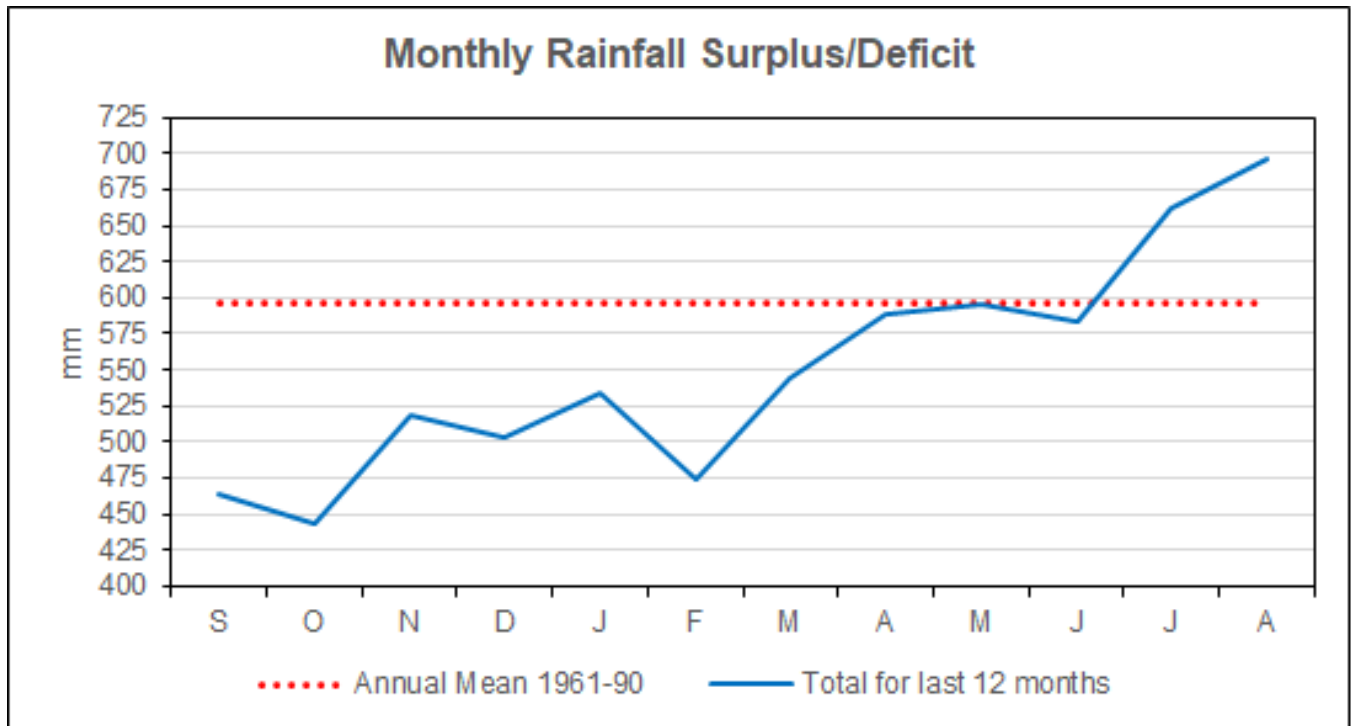
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1961 to 1990 long term average for each region and for England.





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

2.3 Monthly rainfall surplus deficit chart

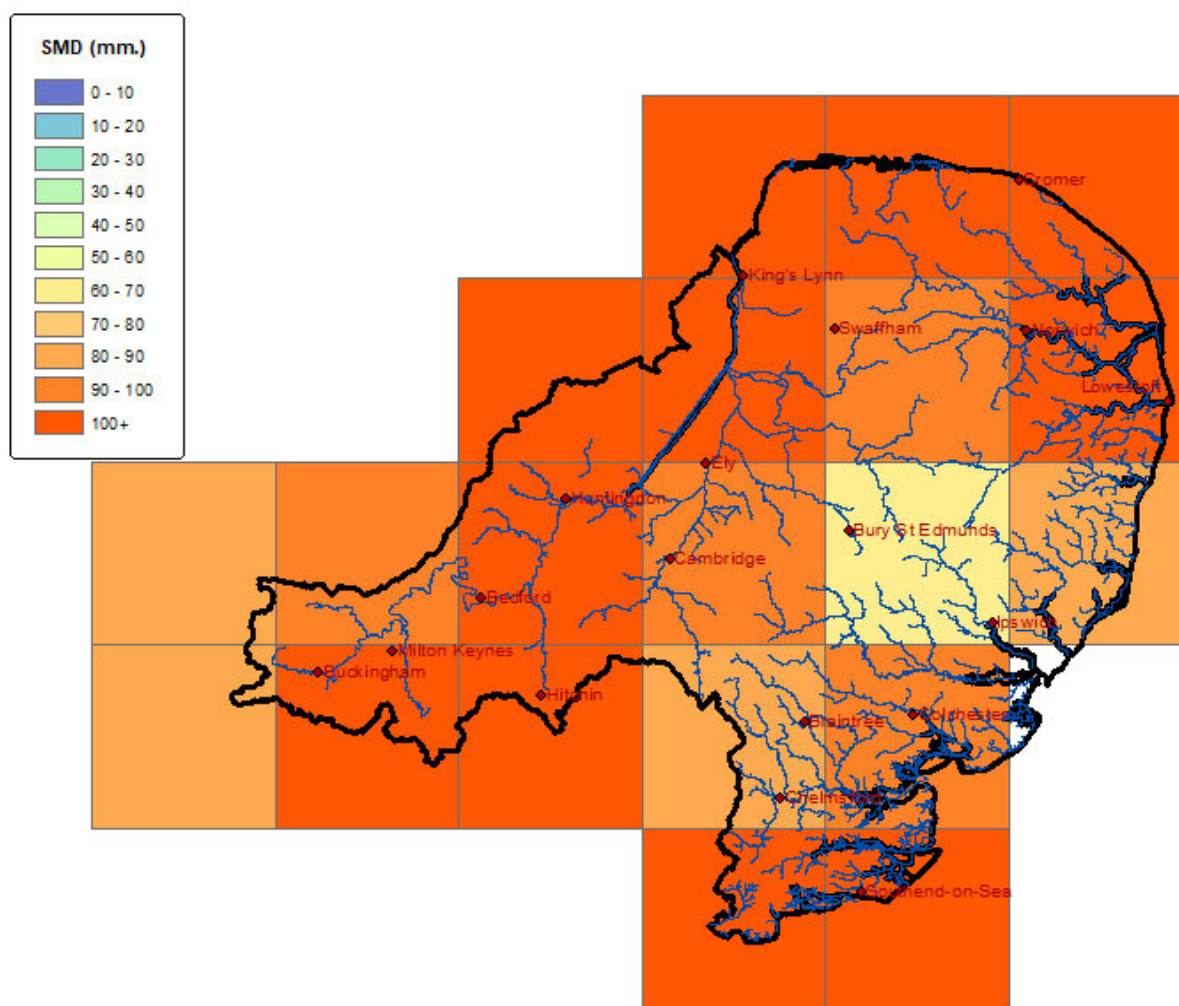


HadUK rainfall data. (Source: Met Office. Crown copyright, 2023).

3 Soil moisture deficit

3.1 Soil moisture deficit map

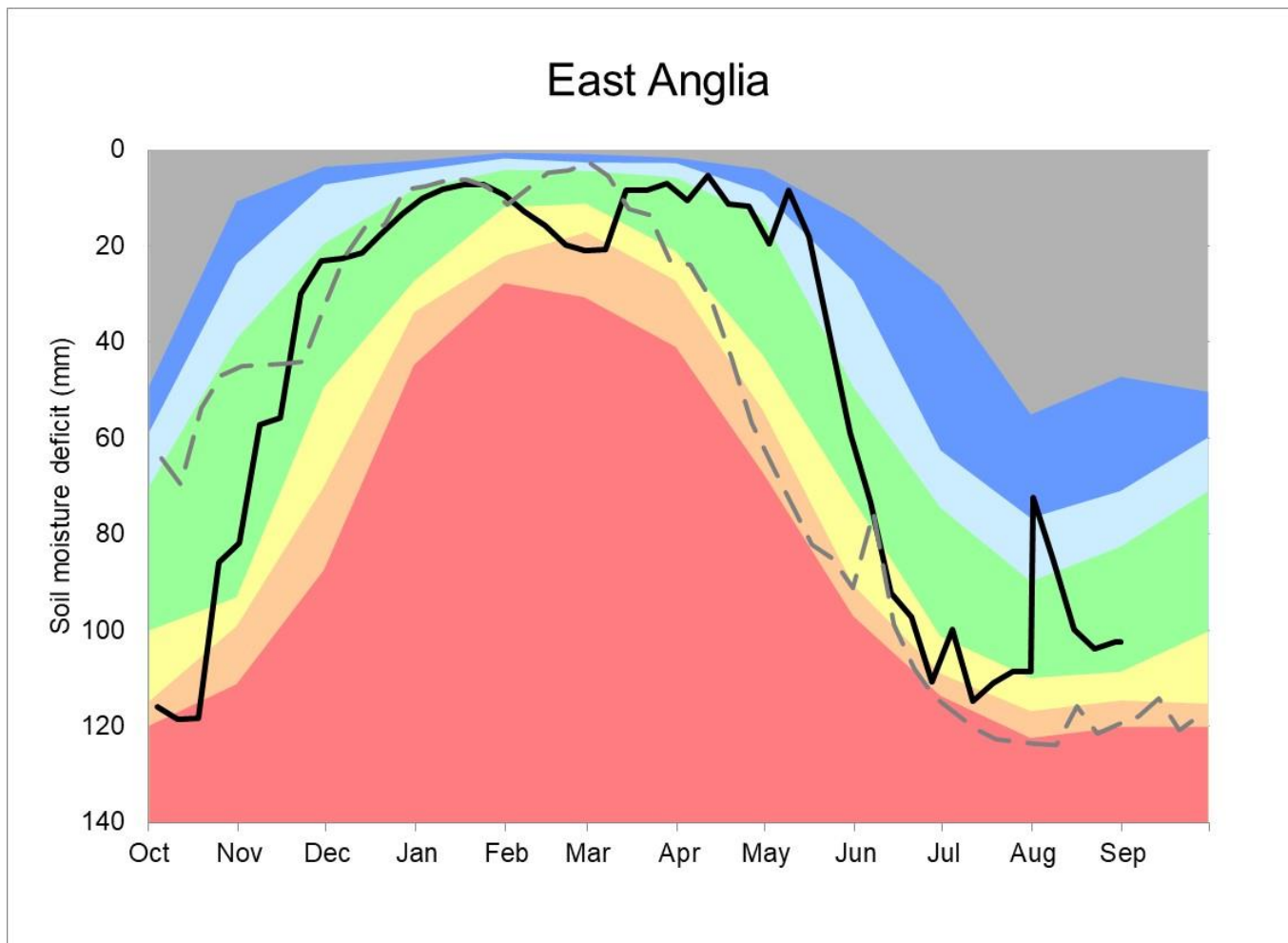
Figure 3.1: Soil moisture deficit values for 31 August 2023. Values based on the weekly MORECS data for real land use.



(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.

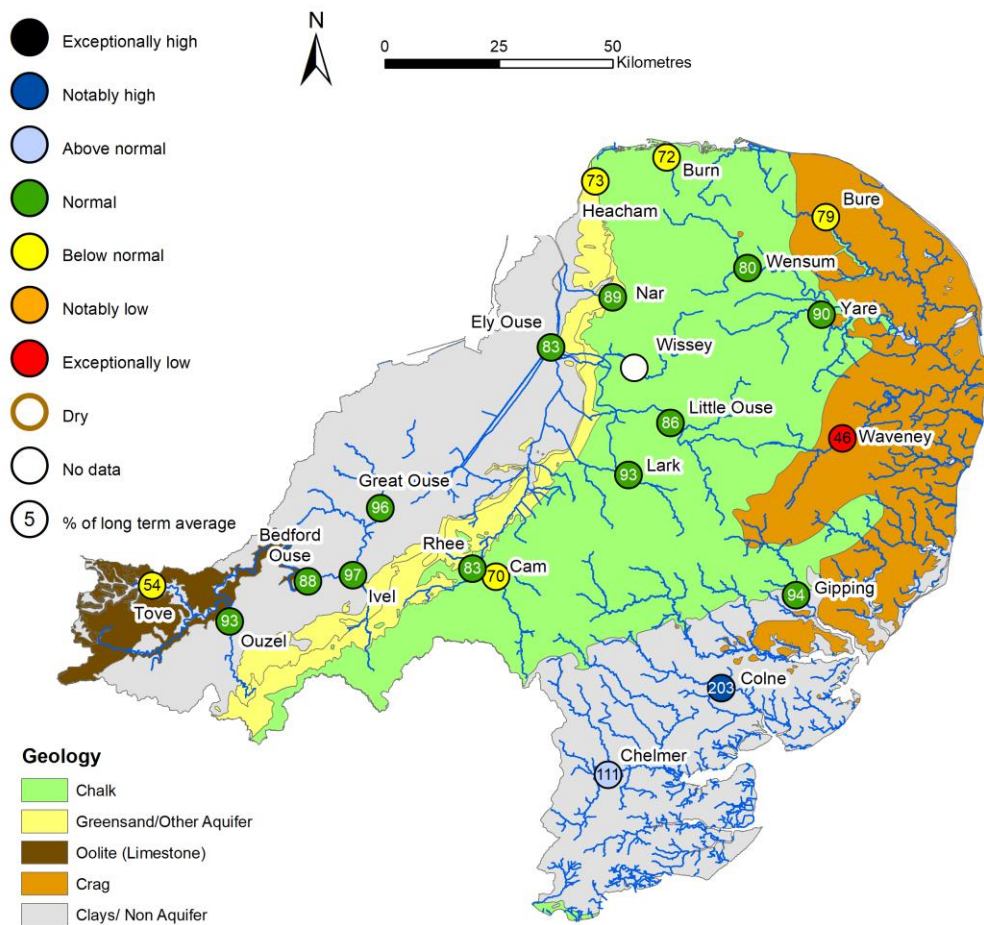


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4 River flows

4.1 River flows map

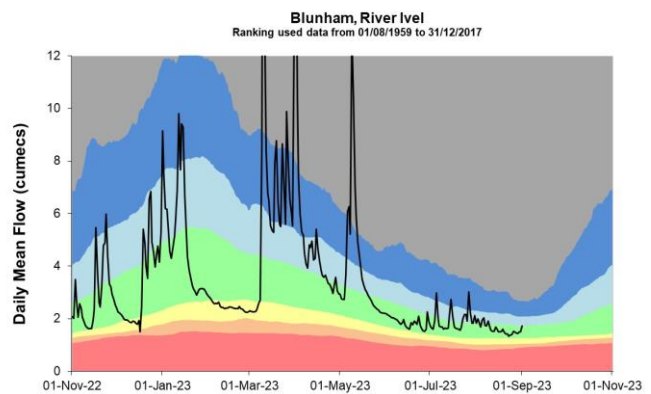
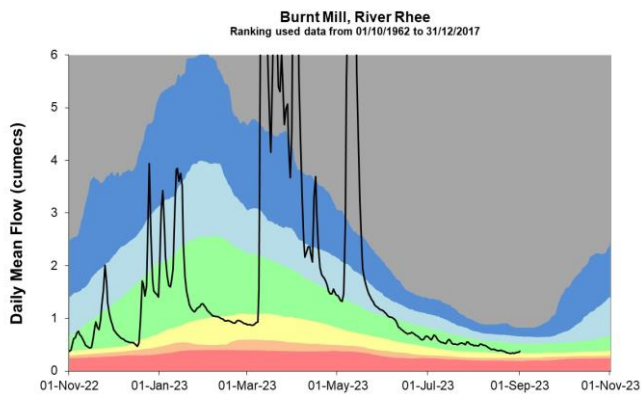
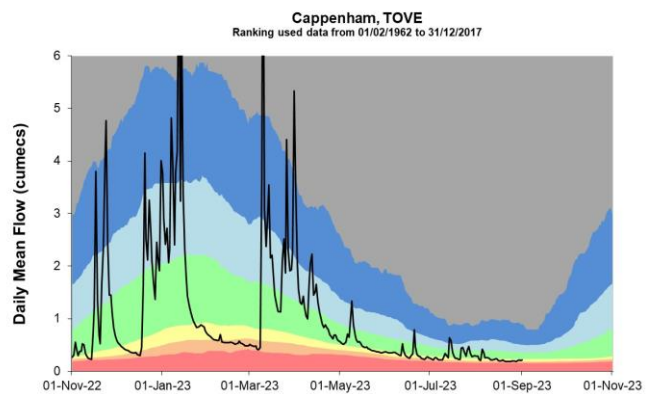
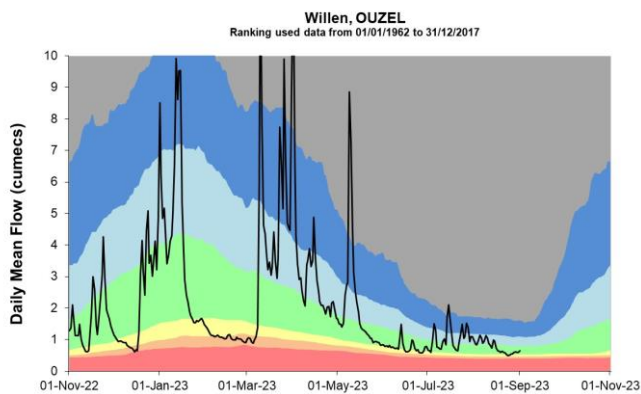
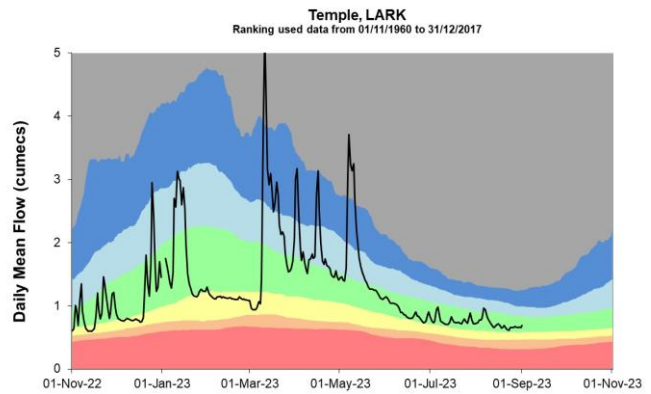
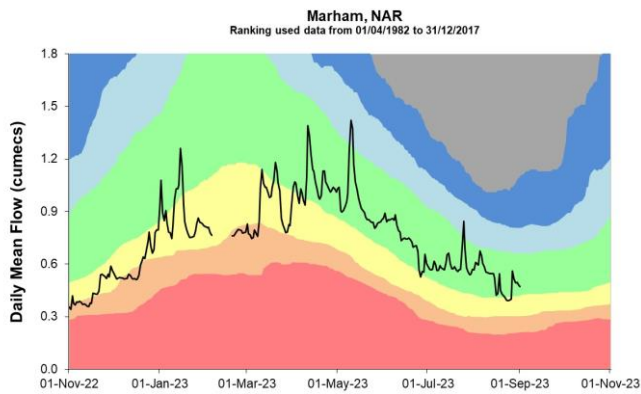
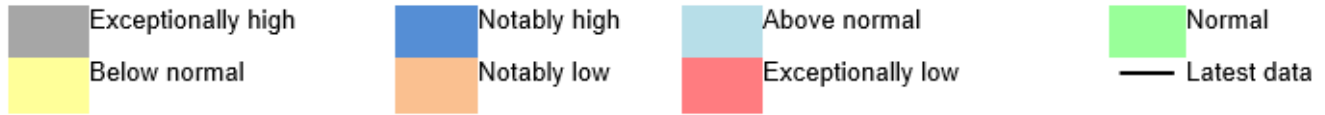
Figure 4.1: Monthly mean river flow for indicator sites for August 2023, expressed as a percentage of the respective long term average and classed relative to an analysis of historic August monthly means Table available in the appendices with detailed information.

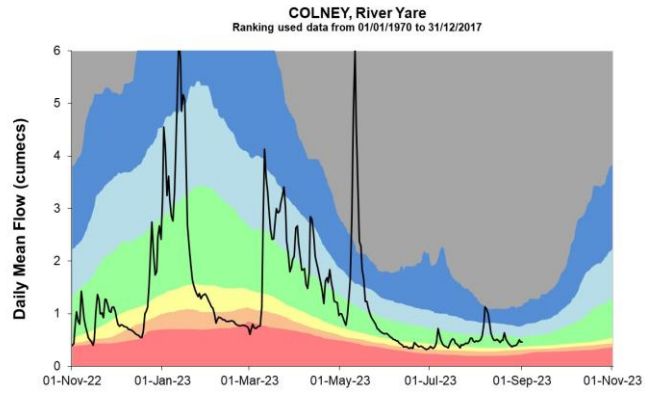
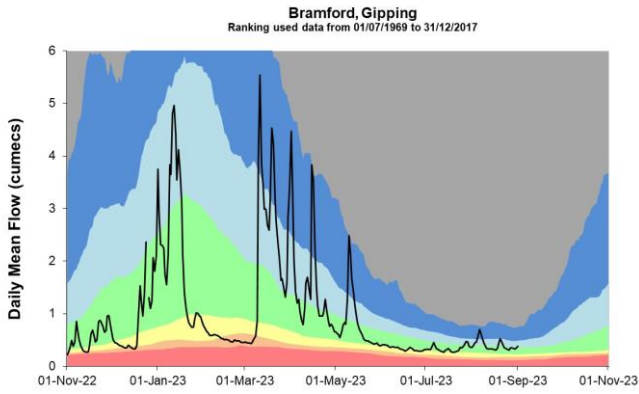
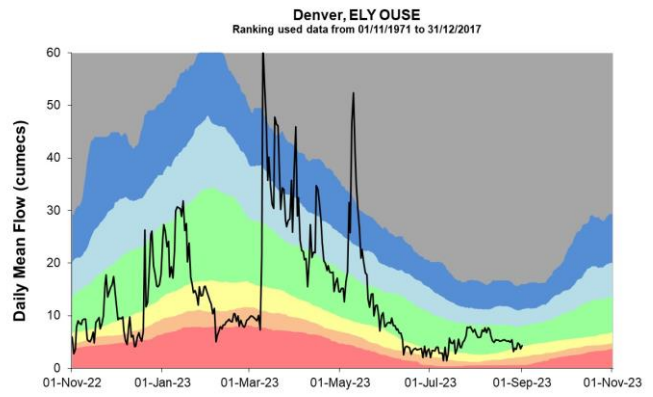
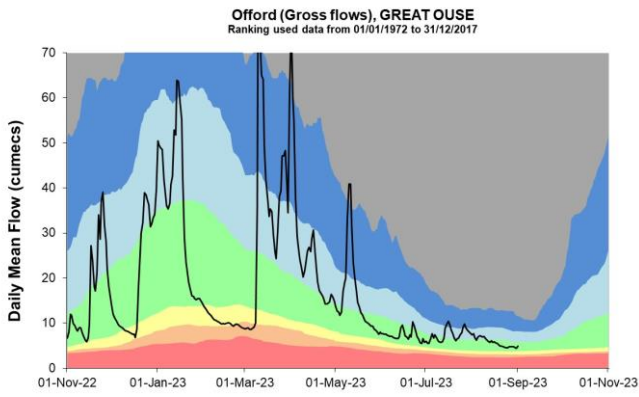
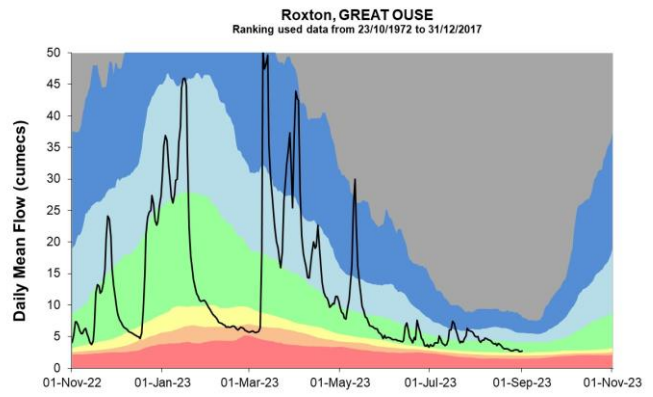
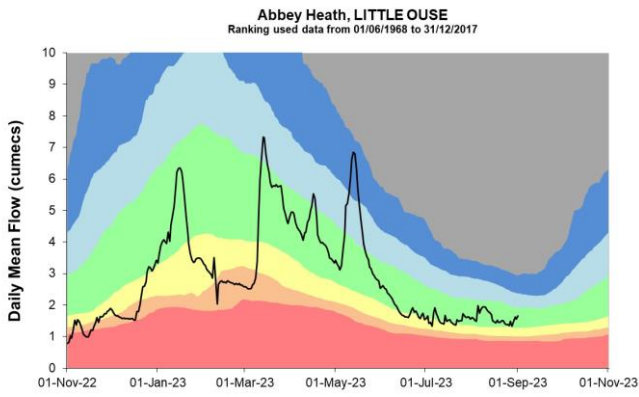
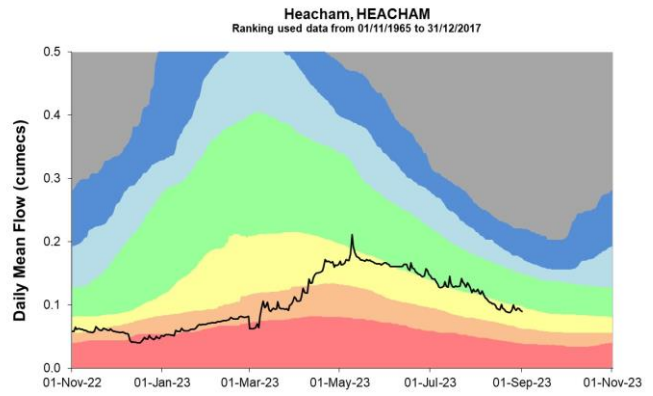
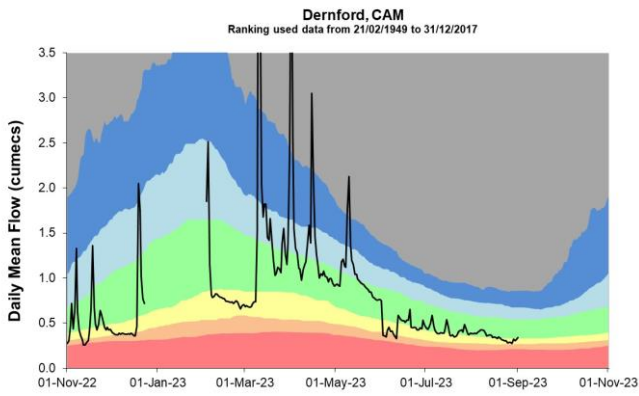


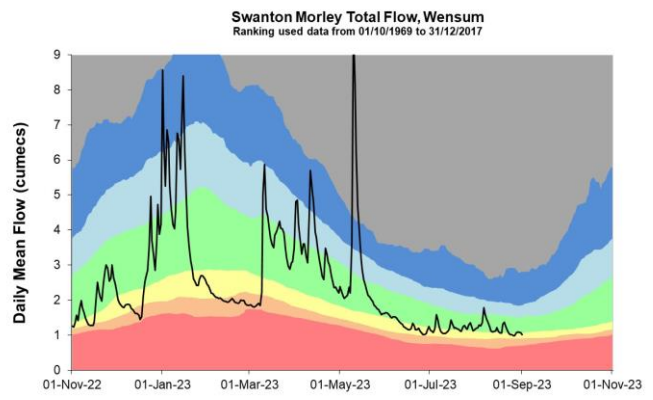
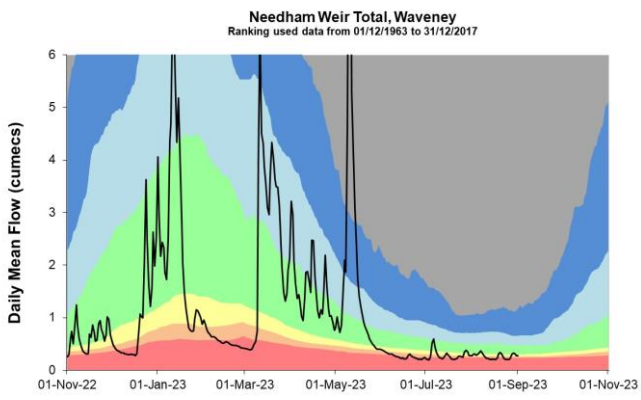
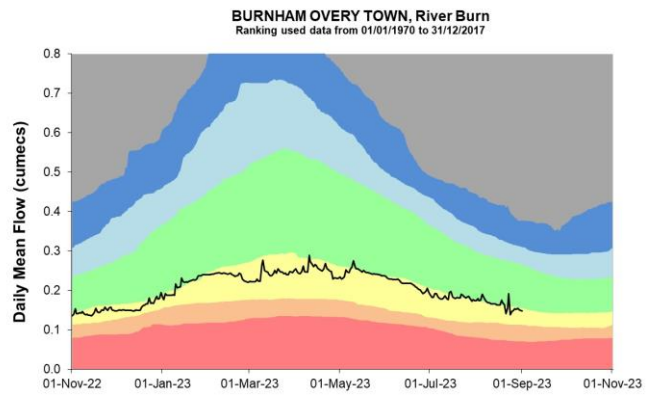
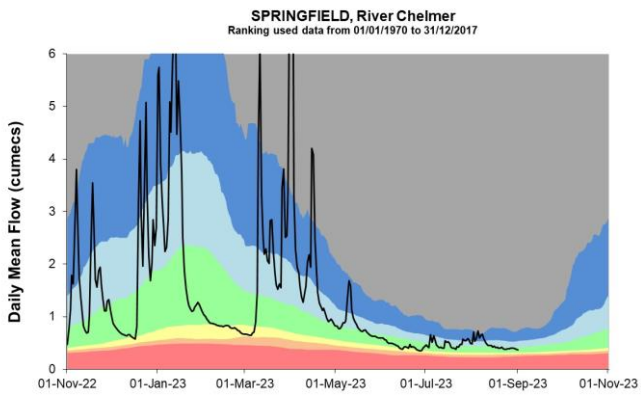
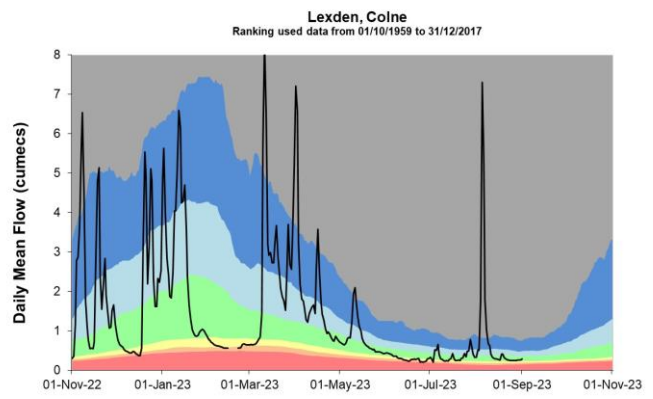
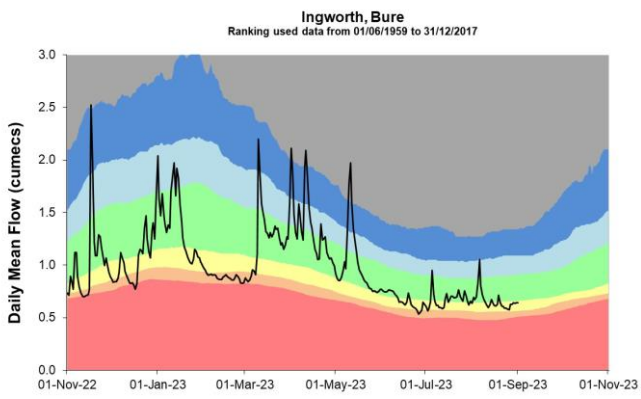
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4.2 River flow charts

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.





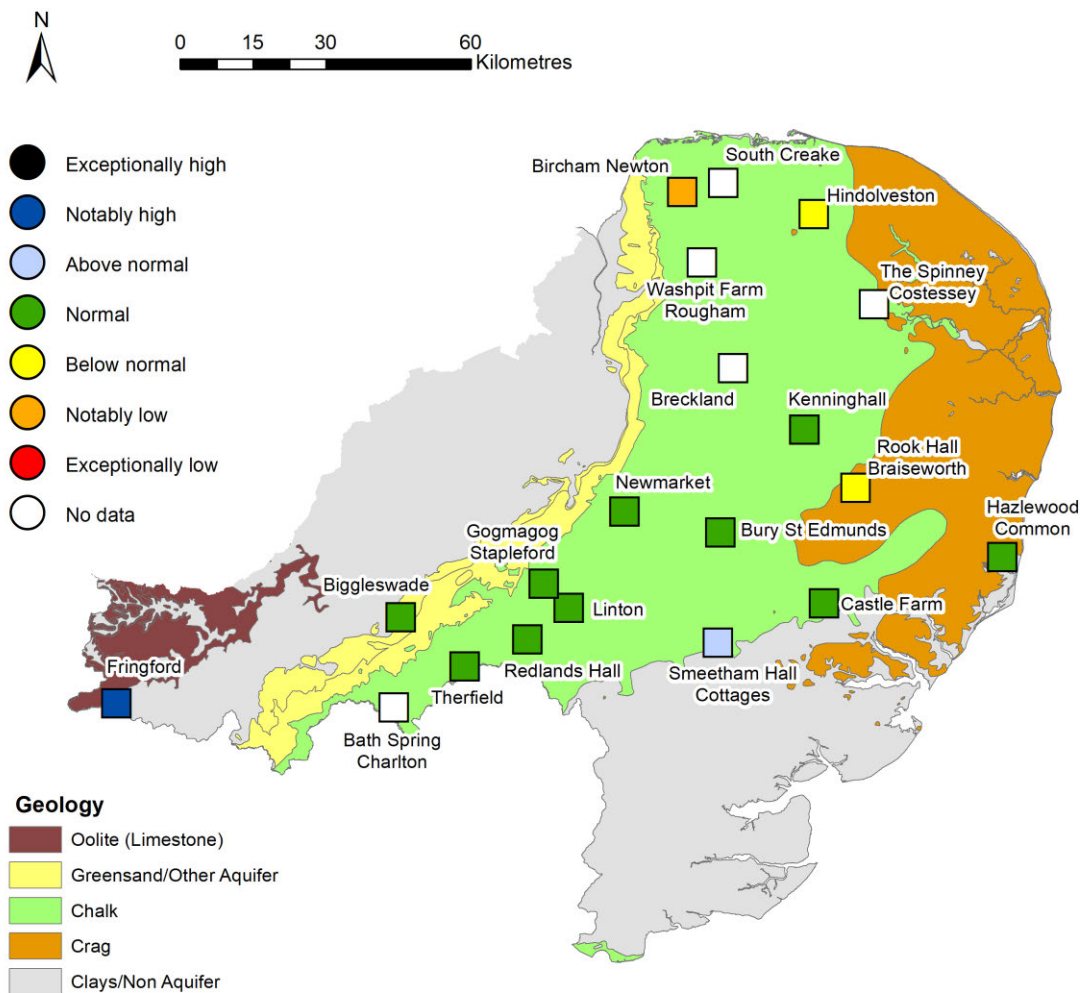


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

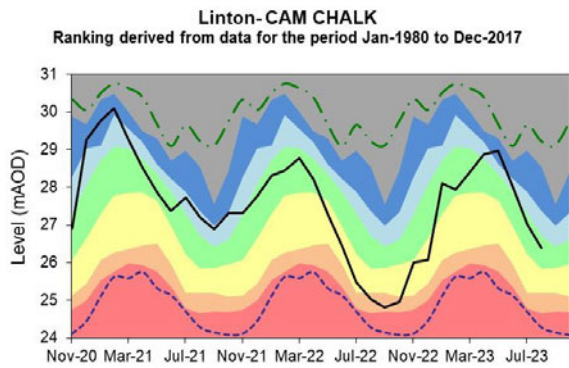
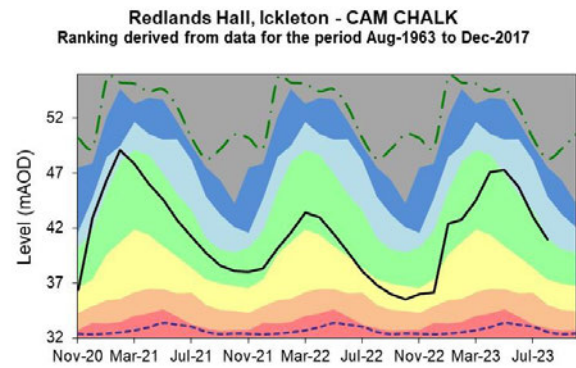
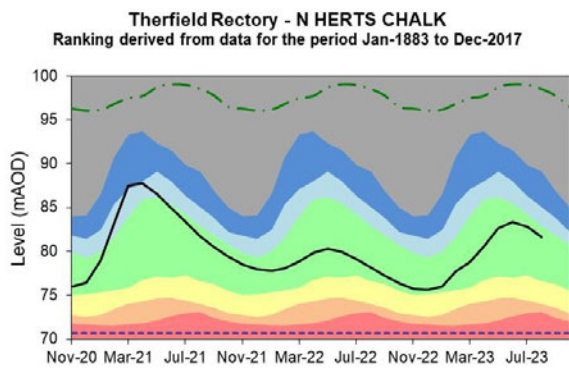
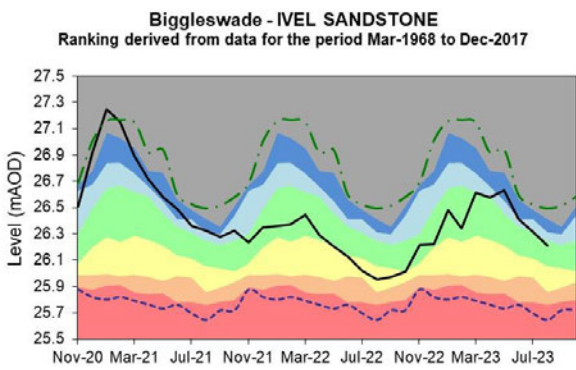
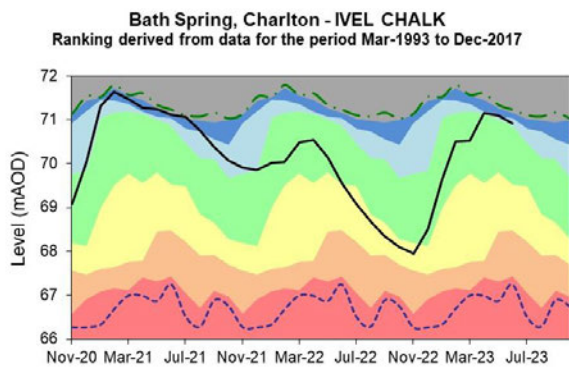
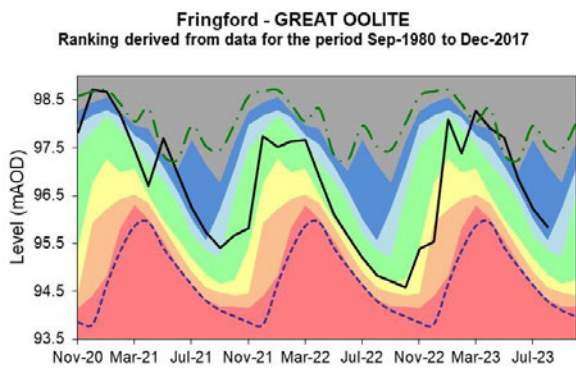
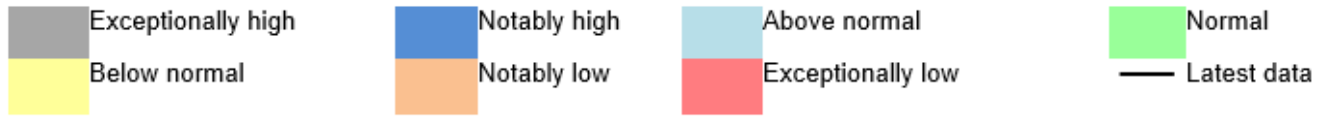
Figure 5.1: Groundwater levels for indicator sites at the end of August 2023, classed relative to an analysis of respective historic August levels. Table available in the appendices with detailed information.



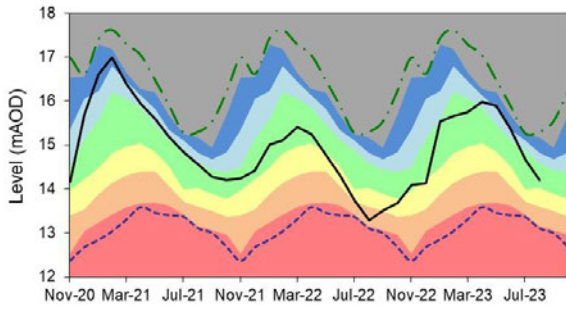
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5.2 Groundwater level charts

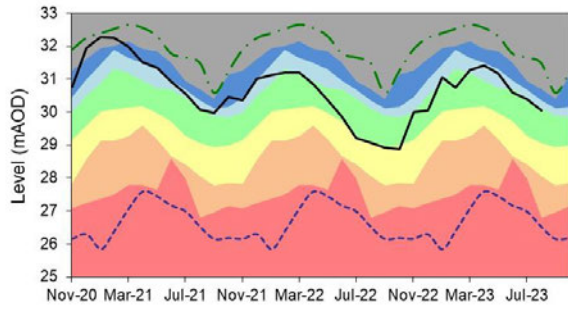
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



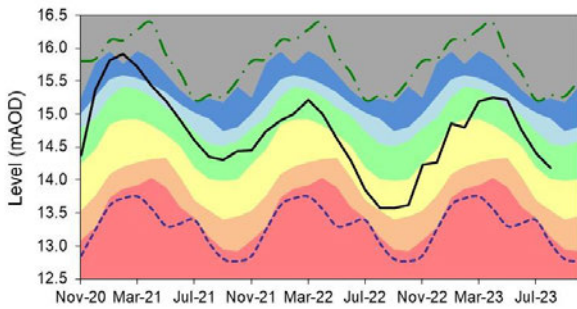
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



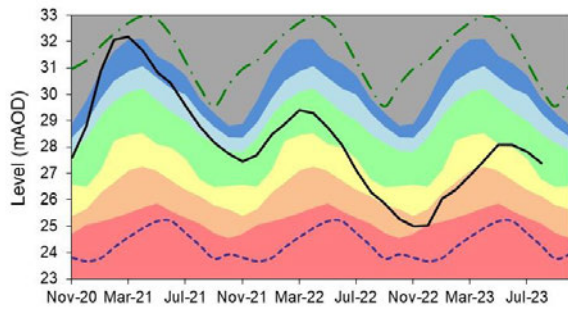
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017



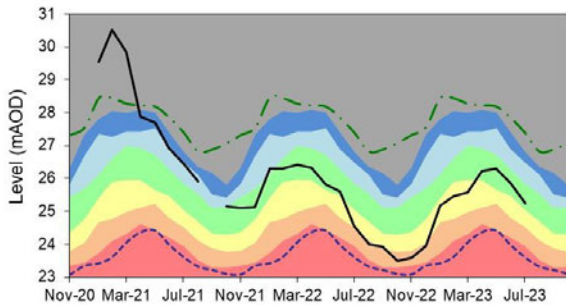
Newmarket - SNAIL CHALK
Ranking derived from data for the period Feb-1983 to Dec-2017



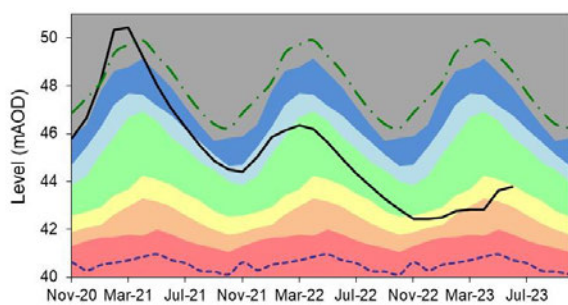
Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017



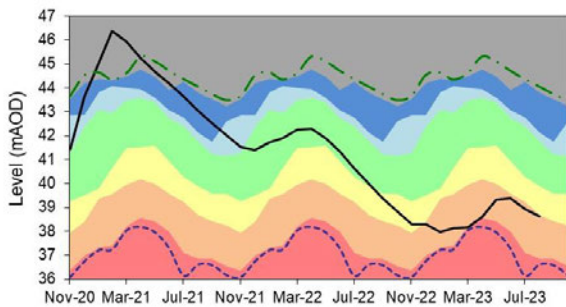
Breckland - WISSEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



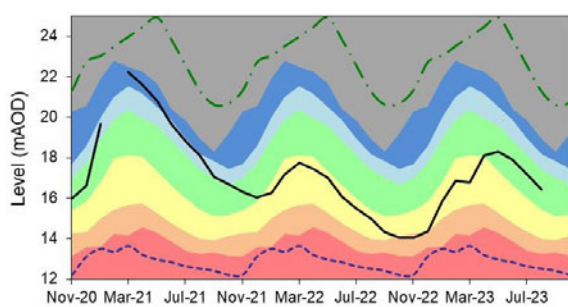
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



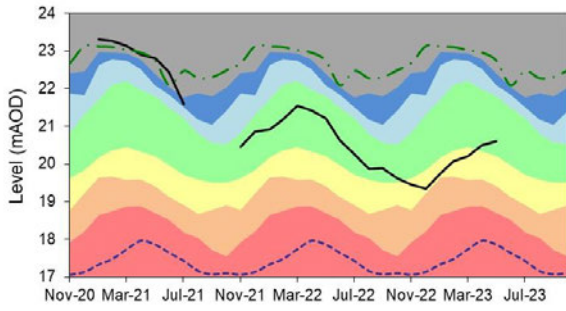
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



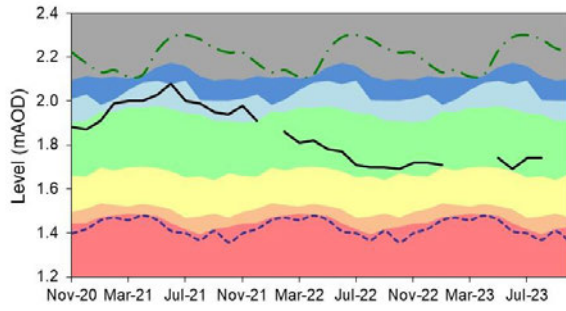
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



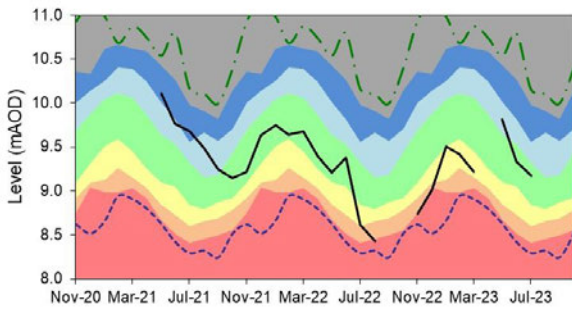
Old Primary School, South Creake, NORFOLK CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



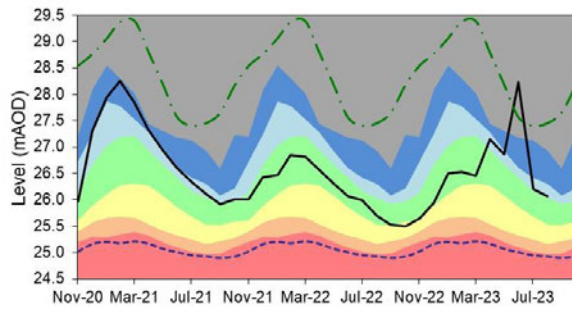
Hazlewood Common - SUFFOLK CRAG
 Ranking derived from data for the period Oct-1988 to Feb-2020



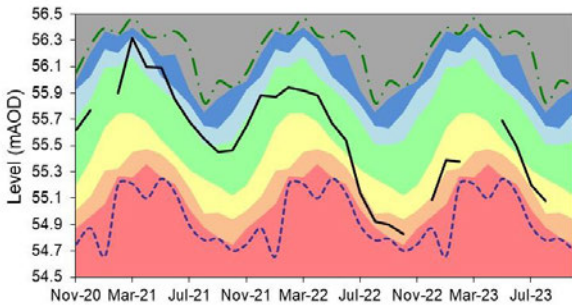
The Spinney, Costessey- WENSUM CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



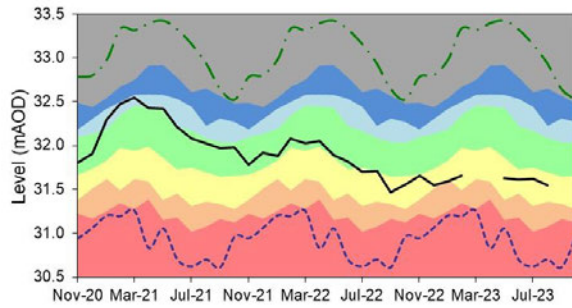
Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking derived from data for the period Jan-1964 to Dec-2017



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



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

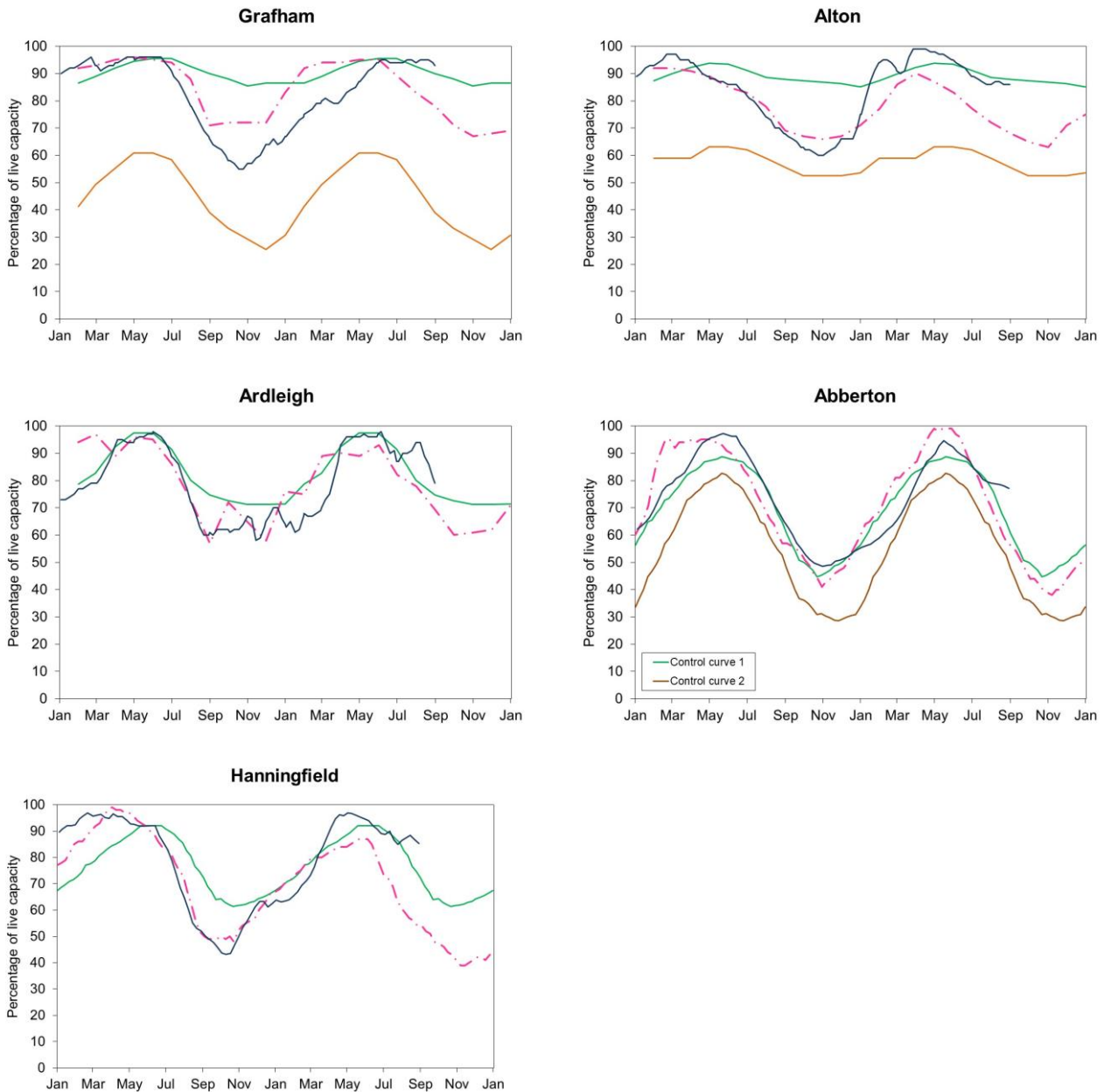


Source: Environment Agency, 2023.

6 Reservoir stocks

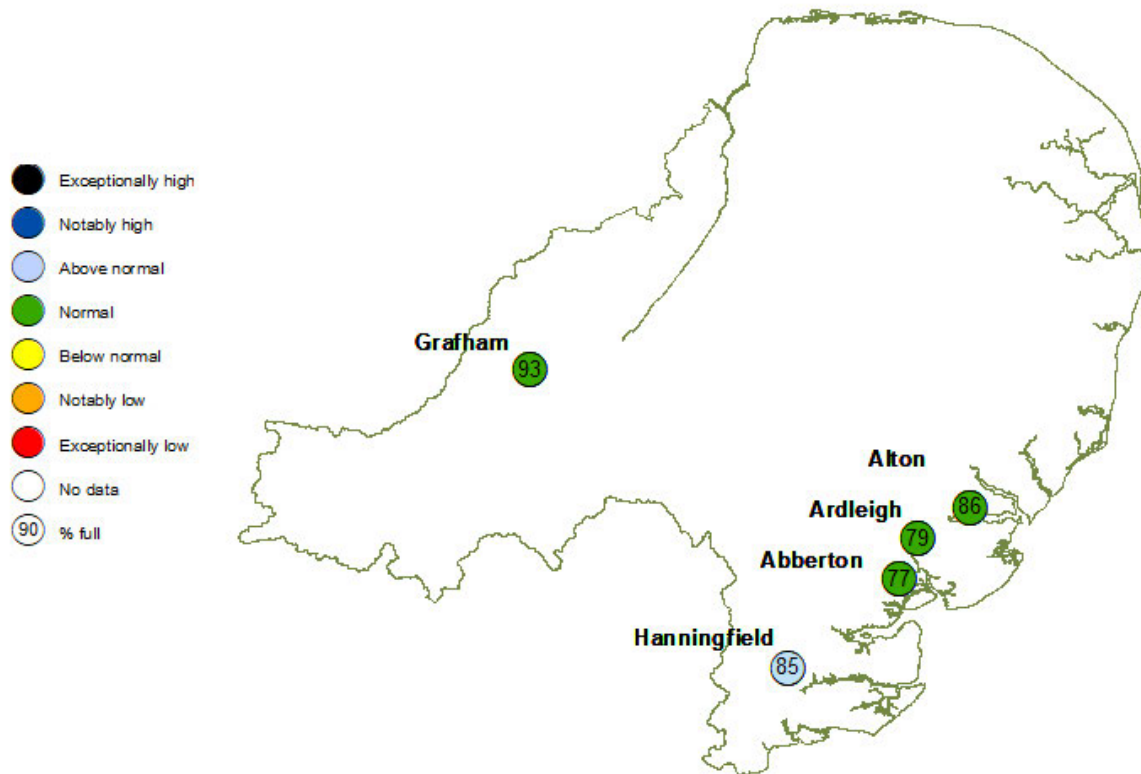
Figure 6.1: End of month regional reservoir stocks compared to the normal operating curve, drought curve and dry 1995-1996 stocks. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.

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



(Source: water companies).

6.1 Reservoir stocks map

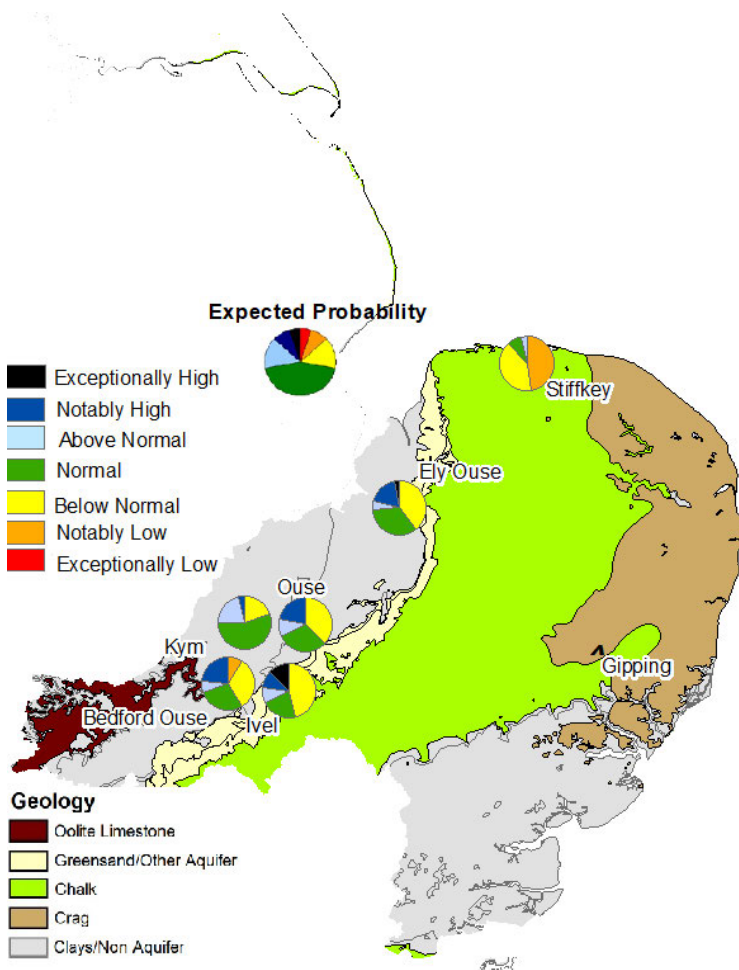


(Source: Environment Agency). Crown copyright. All rights reserved. Environment Agency, 100024198, 2023

7 Forward look

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

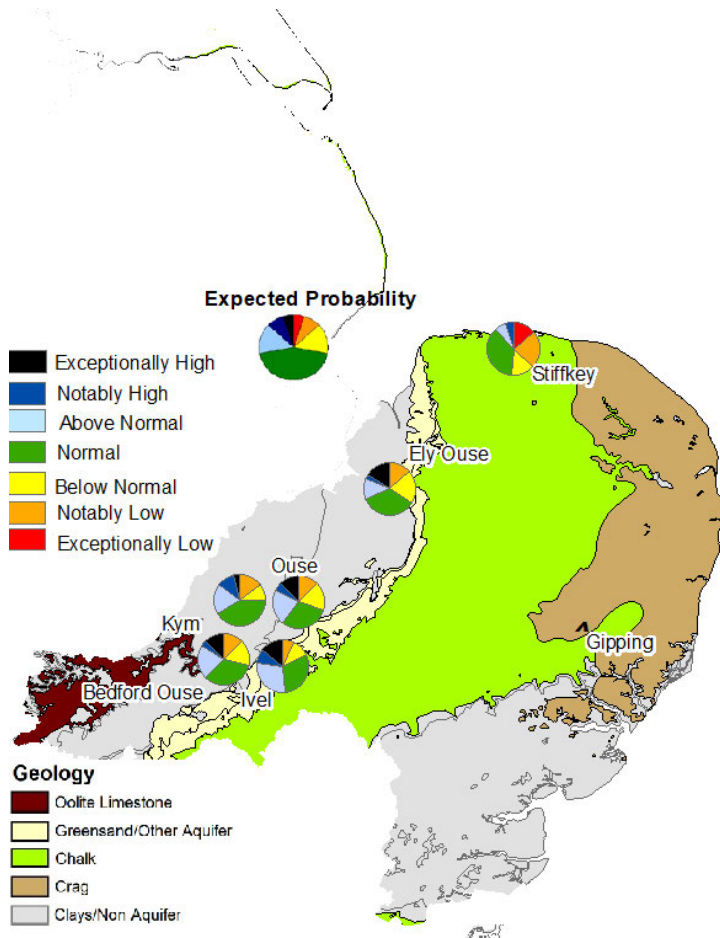
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those 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, for example, 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 Probabilistic ensemble projection of river flows at key sites in December 2023

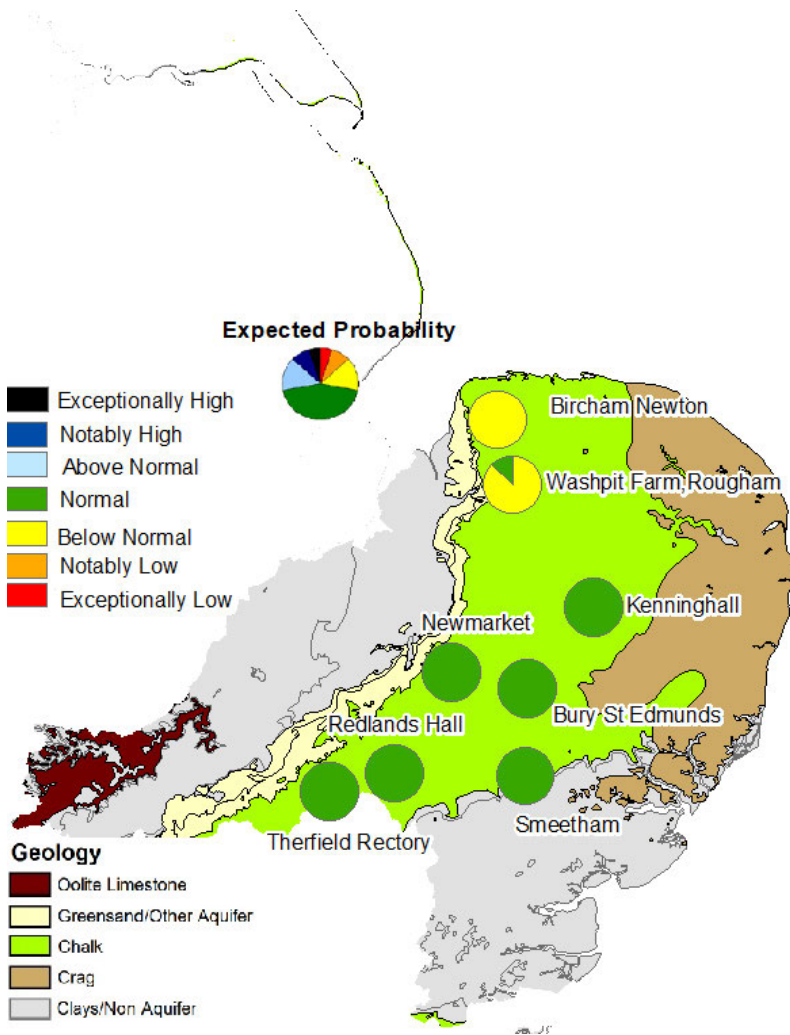
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those 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, for example, 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 Probabilistic ensemble projection of groundwater levels at key sites in September 2023

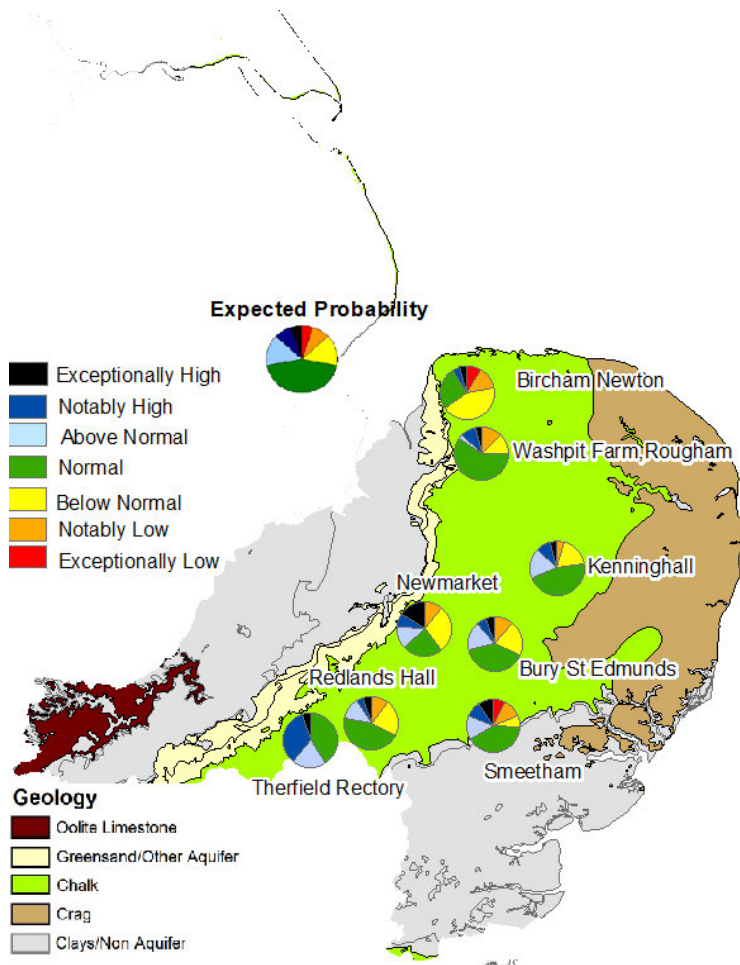
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those 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, for example, 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 Probabilistic ensemble projection of groundwater levels at key sites in March 2024

Table available in the appendices with detailed information. 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, for example, 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	Aug 2023 rainfall % of long term average 1961 to 1990	Aug 2023 band	Jun 2023 to August cumulative band	Mar 2023 to August cumulative band	Sep 2022 to August cumulative band
Broadland Rivers	126	Normal	Normal	Notably high	Above normal
Cam	104	Normal	Normal	Notably high	Above normal
Central Area Fenland	97	Normal	Normal	Above normal	Above normal
East Suffolk	166	Above Normal	Above normal	Notably high	Above normal
Little Ouse And Lark	142	Above Normal	Normal	Notably high	Above normal
Lower Bedford Ouse	93	Normal	Normal	Notably high	Notably high
North Essex	140	Normal	Normal	Notably high	Above normal
North Norfolk	100	Normal	Normal	Above normal	Normal
Nw Norfolk And Wissey	129	Above Normal	Normal	Exceptionally high	Above normal
South Essex	98	Normal	Normal	Above normal	Normal

Upper Bedford Ouse	83	Normal	Normal	Notably high	Notably high
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9.2 River flows table

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

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

9.3 Groundwater table

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

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

9.4 Ensemble projections tables

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

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	0.0	0.0	0.0	0.0	0.0	0.0	#DIV/0!
Notably Low	8.9	0.0	0.0	0.0	0.0	47.4	#DIV/0!
Below Normal	32.1	19.6	46.4	37.5	39.5	40.4	#DIV/0!
Normal	28.6	55.4	21.4	30.4	34.2	8.8	#DIV/0!
Above Normal	7.1	21.4	8.9	10.7	5.3	3.5	#DIV/0!
Notably High	23.2	3.6	10.7	21.4	18.4	0.0	#DIV/0!
Exceptionally High	0.0	0.0	12.5	0.0	2.6	0.0	#DIV/0!

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	0.0	0.0	0.0	0.0	0.0	14.0	#DIV/0!
Notably Low	12.5	14.3	7.1	12.5	13.2	22.8	#DIV/0!
Below Normal	16.1	10.7	10.7	17.9	21.1	14.0	#DIV/0!
Normal	33.9	41.1	30.4	30.4	34.2	36.8	#DIV/0!
Above Normal	21.4	19.6	28.6	21.4	13.2	7.0	#DIV/0!
Notably High	3.6	10.7	8.9	5.4	2.6	5.3	#DIV/0!
Exceptionally High	12.5	3.6	14.3	12.5	15.8	0.0	#DIV/0!

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

Percentage of pie chart for each band

Site	Therfield Rectory	Redlands Hall	Newmarket	Washpit Farm	Bircham Newton	Kenninghall	Bury St Edmunds	Smeetham
Exceptionally low	0.0	0.0	0.0	0.0	8.7	0.0	0.0	7.4
Notably low	0.0	10.9	10.5	12.5	13.0	4.4	11.4	11.1
Below normal	0.0	21.8	28.9	12.5	43.5	17.8	20.0	7.4
Normal	41.1	45.5	23.7	59.4	26.1	46.7	40.0	40.7
Above normal	19.6	12.7	13.2	3.1	0.0	17.8	17.1	14.8
Notably high	33.9	3.6	7.9	9.4	4.3	8.9	5.7	9.3
Exceptionally high	5.4	5.5	15.8	3.1	4.3	4.4	5.7	9.3

STOCKBRIDGE MEADOWS ANNUAL WORKPLAN 2024

January to March	ACTIVITY	PRIORITY	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	Costs and Time
Maintenance of Site Infrastructure	<p>Keep area around benches and picnic tables clear of nettle</p> <p>Clean and treat wooden benches</p> <p>Keep area around Boardwalk clear of reeds and encroaching weeds</p> <p>Treat Information Board woodwork as necessary and clean glass</p> <p>Car park area keep clear of weeds and litter</p>	HIGH	Conservation warden with assistance from Volunteers	<p>Appropriate treatment fluid for Information Board</p> <p>Consider use of Herbicides to keep weeds under control in car park</p>	Conservation warden time through Jan to March
Maintenance of Wildflower Meadow	Cut Wildflower meadow and sow appropriate wildflower seed e.g. yellow rattle	HIGH	Conservation warden with assistance from Volunteers	Purchase of wildflower seed	Conservation warden costs.
Maintenance of Reed beds and scrapes	Cut back reeds in scrapes to provide open water and suitable environment for amphibians to spawn	HIGH	River Mel Restoration Group volunteers	Purchase of two lightweight scythes	RMRG volunteer time approximately 3 hours Estimated cost of one scythe = £85 incl VAT
April to September					
Maintenance of Amenity Grassland area	Cut monthly as a minimum -grass to be cut to 5-10cm in height	HIGH	Contractors under advisement of Conservation Warden	Dependent upon the growing season cutting may need to run into October	Contractors' costs and time

STOCKBRIDGE MEADOWS ANNUAL WORKPLAN 2024

April to September(contd.)	ACTIVITY	PRIORITY	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	COSTS AND TIME
Maintenance of Main paths	Cut paths to 2 metres wide	HIGH	Contractors under advisement of the Conservation warden		Contractors' costs and time
	Rabbit scrapes to be filled in as necessary to maintain safe pathways	HIGH	Conservation warden	Top soil to fill in the scrapes	Conservation warden's time and costs
Minimal maintenance of rough grassland and cowslip area	Minimal cut to Cowslip area during the growing season	Medium	Conservation warden		Conservation warden's time and costs
Maintenance of woodland and scrub area	Keep paths clear of overhanging branches Review Trees health and assess need for replacements	HIGH	Conservation warden		Conservation warden's time and costs
Maintenance of lizard area	Ensure 3 paths cut and remain open through the area	HIGH	Contractors under advisement of Conservation warden		Contractors' costs and time
Invasive species	Regular assessment of the reserve to identify early intrusion of invasive species	HIGH	Conservation warden with assistance from volunteers	Investigate resources required to treat invasive species	Conservation warden's costs and time
Maintenance of Old Orchard	Keep nettles under control by strimming area monthly through the growing season Prune Plum and Gage trees in June/July Check tree guards Water replacement trees	HIGH	Conservation warden with assistance from volunteers	Access to water source in reserve at present non available	Conservation warden's costs and time

STOCKBRIDGE MEADOWS ANNUAL WORKPLAN 2024

April to September(contd.)	ACTIVITY	PRIORITY	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	COSTS AND TIMES
WILDFLOWER MEADOWS	Using Allen Scythe cut meadows in middle of August and rake off approximately two to three weeks later depending upon the weather and ground conditions Rakings to be placed in lizard area	HIGH	Conservation warden to cut meadow Volunteers to rake off cuttings and remove to lizard area		Conservation warden's costs and time
October to December					
Maintenance of Site Infrastructure	Keep area around benches and picnic tables clear of nettle Clean and treat wooden benches Keep area around Boardwalk clear of reeds and encroaching weeds Treat Information Board woodwork as necessary and clean glass Car park area keep clear of weeds and litter	HIGH	Conservation warden with assistance from Volunteers	Appropriate treatment fluid for Information Board Consider use of Herbicides to keep weeds under control in car park	Conservation warden time through October to December
Old Orchard	Prune apple trees as needed	HIGH	Conservation warden with assistance from Volunteers		Conservation warden's costs and time
Maintenance of Bird boxes	Check boxes for damage and replace as necessary	HIGH	Conservation warden with assistance from Volunteers		Conservation warden's costs and time

STOCKBRIDGE MEADOWS ANNUAL WORKPLAN 2024

October to December (contd.)	ACTIVITY	HIGH	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	COSTS AND TIMES
Maintenance of Bird boxes	Record usage. Empty and clean before replacing on site	HIGH			Conservation warden's costs and time
Maintenance of reed beds and scrapes	Cut back reeds in scrapes to provide open water. Rake off cut reeds	HIGH	Volunteers	Purchase of two lightweight scythes	Volunteers time Cost of scythes see Jan to March for costings.
Throughout year	ACTIVITY	PRIORITY	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	COSTS AND TIMES
DEVELOPMENT OF VOLUNTEER GROUP Increase Public awareness of reserve Develop links with local schools, youth groups and nurseries	Develop plan to recruit volunteers Develop links with Timebank and Local corporates	HIGH	Volunteer leaders with Conservation warden input and assistance	Consider provision of secure container for storage of tools to be sited in car park To avoid volunteers transporting tools to site each time.	Cost of suitable container
	Assistance from Parish Council with advertising volunteer opportunities		Melbourn Parish Council		Volunteers time
	Consider ways to inform public regarding habitats and the wildlife in reserve e.g. writing regular articles in Melbourn magazine, parish magazine.	HIGH	Volunteers and local wildlife experts		
	Contact identified schools etc to discuss ways of developing strong links	HIGH	Volunteer leads with support from Conservation warden		Volunteers time.

STOCKBRIDGE MEADOWS ASPIRATIONAL AIMS AND OBJECTIVES 2024-25

OBJECTIVE	AREA	ADDITIONAL RESOURCES	PRIORITY	BY WHOM	COMPLETION DATE
REVIEW ANNUAL MAINTENANCE PLAN	ALL AREAS	AMEND AS APPROPRIATE	HIGH	MPC/WARDEN/VOLUNTEERS	JANUARY 2024
RECLAIM WILDFLOWER MEADOWS FROM INVASIVE WEEDS TO IMPROVE WILDFLOWER DIVERSITY	WILDFLOWER AREA – RIGHT HAND SIDE OF PATH LEADING TO RIVER MEL WILDFLOWER AREA ON LEFT OF PATH LEADING TO OLDORCHARD	AREAS TO BE CUT AND VEGETATION TO BE RAKED OFF	HIGH	CONTRACTORS TO CUT VOLUNTEERS TO RAKE OFF	APRIL
RECLAIMED WILDFLOWER AREAS TO BE RESEEDED WITH WILDFLOWER SEEDS	AS ABOVE	PURCHASE OF APPROPRIATE WILDFLOWER SEEDS	HIGH	SEEK FUNDING SOWN BY VOLUNTEERS	
RECLAIMED AREAS TO BE INCORPORATED IN MAINTENANCE CUTTING PROGRAMME	AS ABOVE	REGULAR CUTTING	HIGH	CONTRACTORS	ONGOING
ONGOING RESEEDING FOLLOWING CUTTING					ONGOING
WORK WITH FWAG TO ASSESS THE PROVISION OF POND FOR GREAT CRESTED NEWTS	SCRUB LAND BELOW LIZARD AREA	SCRAPE MONITORED TO ASSESS WATER TABLE	HIGH	VOLUNTEERS	REVISIT FROM FWAG ?

OBJECTIVE	AREA	ADDITIONAL RESOURCES	PRIORITY	BY WHOM	COMPLETION DATE
IF AREA CONSIDERED SUITABLE WORK WITH FWAG MEMBERS TO PLAN THE POND FORMATION					
PROVISION OF NEW BASKING AREAS FOR SNAKES AND LIZARDS					
DEVELOP NETWORK OF COMMUNITY VOLUNTEERS					

Future Years - OUTLINE

STOCKBRIDGE MEADOWS AIMS AND ASPIRATIONAL OBJECTIVES 2025-26

- REVIEW ANNUAL MAINTENANCE PLAN

- CONTINUE WORK WITH FWAG DEVELOPING POND
- CONTINUE TO RECLAIM AND DEVELOP WILDFLOWER AREAS
- ENSURE CLEAR WATER THROUGH REED AND SEDGE MANAGEMENT
- BUILD ON NETWORK OF COMMUNITY VOLUNTEERS – USE OF SOCIAL MEDIA
- DEVELOP LINKS WITH SCHOOLS AND YOUNG COMMUNITY GROUPS
- LIASE WITH RELEVANT BODIES TO ARRANGE A REPTILE SURVEY

STOCKBRIDGE MEADOWS ASPIRATIONAL OBJECTIVES 2026-27

- **REVIEW ANNUAL MAINTENANCE PLAN**
- CONSIDER USE OF GRAZING ANIMALS FOR WILDFLOWER MEADOWS – RISK ASSESSMENT AND HEALTH AND SAFETY ISSUES
- PLANT FWAG POND AND ENSURE HABITAT SUITABLE – SURVEY FOR NEWTS
- CONSIDER NEED FOR TREE SURVEY AND CONSIDERATION OF TREE REPLACEMENT PLAN

STOCKBRIDGE MEADOWS ASPIRATIONAL OBJECTIVES 2027-28

- **REVIEW ANNUAL MAINTENANCE PLAN**
- ASSESS GRAZING ANIMALS FEASIBILITY IN LINE WITH PREVIOUS FINDINGS
- ARRANGE SURVEYS FOR SMALL MAMMALS TO EVALULATE AGAIN PREVIOUS FINDINGS
- CONTINUE RESEEDING WILDFLOWER MEADOWS AS APPROPRIATE

STOCKBRIDGE MEADOWS ASPIRATIONAL OBJECTIVES 2028-29

- **REVIEW ANNUAL MAINTENANCE PLAN**
- **CONSIDER FUTURE POSSIBLE DEVELOPMENTS**
- **CONTINUE DEVELOPING PUBLIC UNDERSTANDING OF NATURE RESERVES**

Stockbridge Meadows Management Plan

2023 – 2028



Produced by Maureen Brierley

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1.0 General Information

Area: Approximately 5.2 hectares. When considered with nearby land (within mixed private ownership) then a much larger mix of grassland, parkland, orchard and river exists in the order of 44.2 hectares in direct connection with the site.

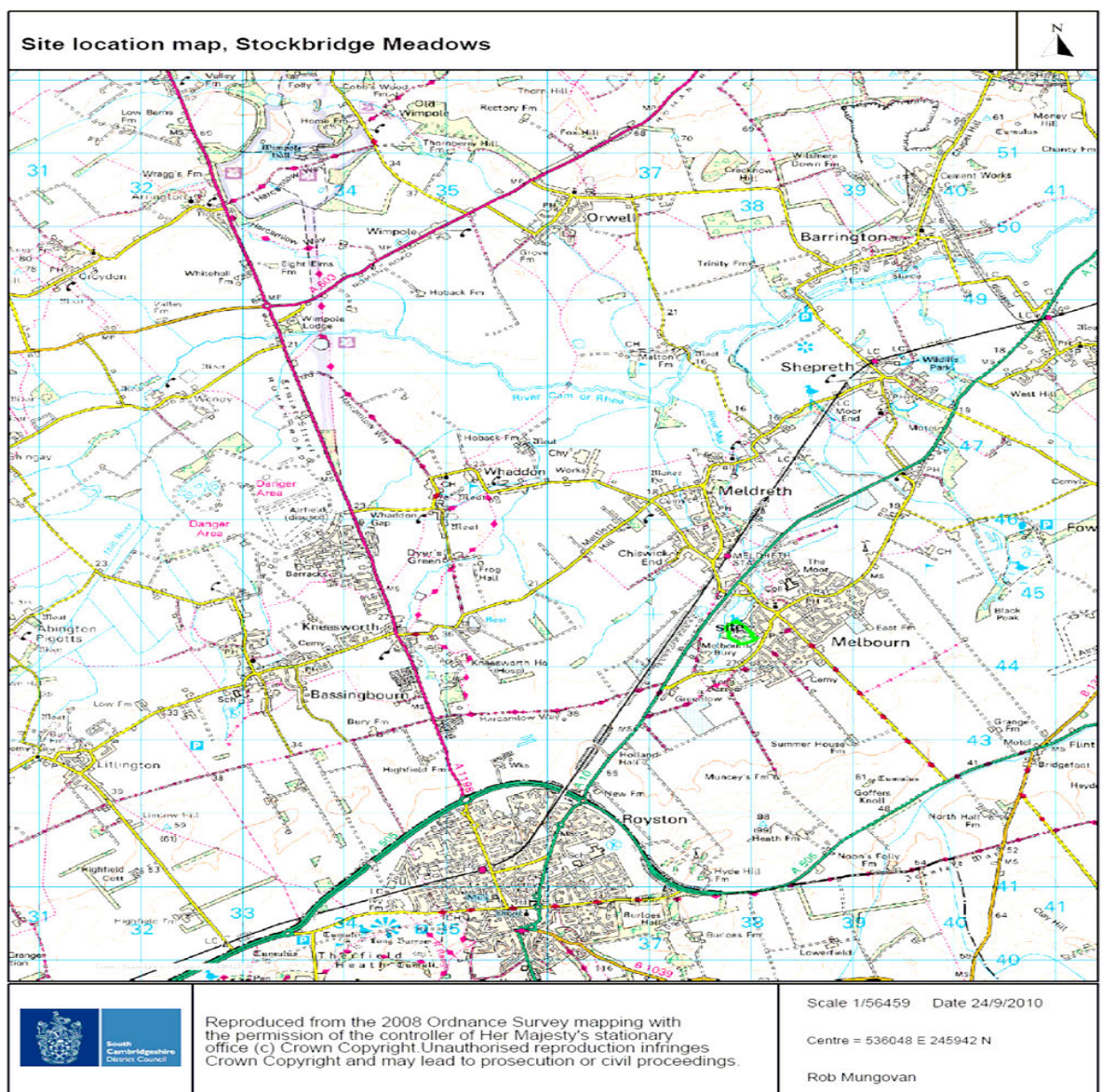
Ownership: Melbourn Parish Council since 29th October 2008

Opened to public: 7th August 2012

Site name: Stockbridge Meadows

Ordnance Survey map sheet 154, grid ref TL 379 445.

Status: Fields in Trust – registered in 7th August 2012. The site is recognised as a village amenity space for quiet recreation and nature study.



1.1 Site location (Figure 1)

The site is situated off Stockbridge Meadows residential road in the village of Melbourn, South Cambridgeshire. The site is accessed via a vehicular drive (with parking area) off Stockbridge

Meadows Road. Signs are in place to guide public access. A kissing gate allows access to the site. Hard surfacing

has been provided to assist wheel chair and pram access. A locked field gate allows machinery into the site from the parking area. A hard surfaced access to enable disabled access has been provided.

The River Mel, a rare chalk stream flows from its source into and through Stockbridge Meadows, continuing its journey via Sheene Mill and through the villages' recreational fields.

1.2 Management

The management of the site was transferred to Melbourn Parish Council following the completion of the adjacent residential development of Stockbridge Meadows estate. Development of Stockbridge Meadows nature reserve formed part of the permissions for the housing development. Management of the site continues to follow the plan developed by South Cambridgeshire Ecology Officer. The site is managed to maintain the footpaths for public access by an agreed grass cutting regime with local contractor. The wildflower meadow is cut by the Village Rangers in line with the management plan. A small group of volunteers provide support to the Rangers assisting in the maintenance of the site. Risk assessments are provided by the Parish council or Volunteer leader as appropriate.

1.3 Designations

Fields in Trust – registered in 7th August 2012.

1.4 Site History

Prior to the site being laid out for public access the following description was applicable: *The land comprises extensive areas of regenerating scrub and remnant orchard, together with rough grassland sloping down towards the river, the banks of which are fringed by a strip of rough grassland and tall ruderal vegetation and augmented by pollard white willow. The northern edge of the site is marked by a hedgerow and scrub, which connects to the River Mel to the west, together with a number of veteran ash pollards, coppices and associated standing and fallen deadwood. The river meanders to form part of the southern boundary as well, whilst the east of the site is bounded by a combination of scrub and garden boundary vegetation from the adjoining properties.*

The river is relatively enclosed in nature and is associated with wide marginal areas encompassing reedbeds and other marginal plants, with occasional outgrown willow pollards dotted along its length. A fringe of emergent plants may be seen at the base of both banks, which are generally relatively shallow in profile. "Landscape and Ecology Management Plan" CSa Environmental Planning 2004

In January 2008 the site was laid out to maximise public access and enjoyment of the site. The main works included:

- Provision of a boardwalk to the river
- Creation of 2 shallow scrapes

- Planting of new plum and apple trees in the old orchard area
 - Planting of a pear orchard
 - Opening up of river views at 2 locations
 - Provision of a site interpretation board
 - Planting of new scrub areas
-
- Planting of standard trees
 - Planting of wildflower meadow areas
 - Planting of amenity grassland area
 - Creation of rolled grass paths
 - Provision of dog mess bins
 - Provision of picnic benches

1.5 Management achievements – since the site opened to public access the Parish Council staff and volunteers have maintained and improved the above areas.

- Cutting and raking of wildflower meadow and seeding with new wildflower stock
- Maintenance of old orchard area and planting of replacement heritage plum and apple trees
- Development and maintenance of reed bed areas (shallow scrapes)
- Maintaining river view areas by careful management of reeds and weed growth in river
- Further provision for reptiles by building of log piles
- Removal of litter as necessary
- Provision of new Boardwalk to maintain public ability to access river views.

Key to the success of the site is to increase biodiversity and maintain the open grassland land, whilst keeping the site accessible to all.

1.6 Connectivity with other sites

Stockbridge Meadows lies within the village of Melbourn with private land bordering its boundaries. There are important wildlife sites within a 5-mile radius.

- a) River Mel is a chalk stream whose source lies just outside Stockbridge Meadows with the river flowing along the sites borders and onwards to join the River Rhee. The River Mel is approximately 5 miles in length.
- b) RSPB Fowlmere – RSPB (SSSI name is Fowlmere Watercress Beds) OS Map ref:TL406461 – connectivity to Melbourn village due to farmland abutting the reserve
- c) L-Moor Shepreth – OS map ref: TL385475 managed by Beds, Cambs and Northants Wildlife Trust – there is connectivity here due to the course of the River Mel through Meldreth and connection with Guilden Brook.
- d) Melwood – OS map ref: TL 37804590, owned by Cambridge County Council leased to Meldreth Parish Council and managed by Melwood Volunteers abuts the River Mel as it passes through Meldreth
- e) Therfield Heath – Stockbridge Meadows is owned Bt MSSSI managed by The Conservators for Therfield Heath

1.7 Purpose of declaration

Melbourn Parish Council's purpose is to strengthen the identity of the site by gaining official recognition of Stockbridge Meadows as a Local Nature Reserve (LNR). This is to provide more protection for the site while increasing its biodiversity and ensuring a green space for the use and enjoyment of the local community. During the Covid pandemic the community found visiting the area helped with anxiety and stress created by the pandemic. It is well documented that green spaces such as Stockbridge Meadows sited within the middle of a village helps mental health issues. As referenced above, the site is near to other important wildlife sites, with Stockbridge Meadows helping to connect and enhance the collection of important sites within the wider area. It is also an important habitat for pollinating insects, badgers, water voles and reptiles.

The Parish Council is committed to developing further conservation plans for the village and see the gaining of local nature reserve status as an important platform to launch their plans.

1.8 Known constraints

The River Mel's source lies on the edge of Stockbridge Meadows and during prolonged drought the river has dried up. The Environment agency in consultation with the River Mel Restoration Group are exploring mitigation steps to improve support to the river in times of drought.

Sufficient manpower and finance to maintain and develop the site are recognised constraints by Melbourn Parish Council.

1.9 Access and management policies

Stockbridge Meadows is accessible to the public twenty-four hours a day throughout the year. Access to the site by vehicle is through the entrance which lies off the road Stockbridge Meadows. This entrance leads to the nature reserves car park. Pedestrian access is through the same entrance. There are signs indicating access to the car park and reserve.

Management policies are provided as required by Melbourn Parish Council and the appropriate Local authority.

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Stockbridge Meadows Riverside Park



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Scale 1/1493
Date 17/6/2010
Centre = 537910 E 244472 N

Stockbridge Meadows Riverside Park aerial view



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Old photo of Stockbridge Meadows from previous document will require up to date pictures.

2.0 Site description

The site is divided into habitat areas: wildflower meadows, rough grassland area for lizards and grass snakes, chalk stream and wetland, plum, gage and apple orchard, amenity area and scrub, woodland, meadow with trees.

2.1 Wildflower meadows -The wildflower meadow is next to the amenity area and is much appreciated by the public, with meadow cranesbill, ox eye daisies, yellow rattle and many more. Butterflies and moths are attracted to the flowering plants and in the summer months Glow worms may be seen at night, putting on a light display.

Rabbit infestation is a problem as they dig in the meadow, damage the paths and eat the wildflowers.

Grass and nettle encroachment continues to be an issue, yellow rattle seed has been sown over the last few years and is beginning to weaken the grass.

2.2 Rough grassland -snakes and lizards. The reptile area has log piles with roofs of corrugated iron to provide habitat for snakes and lizards. The corrugated iron is also laid within this area and grass snakes can sometimes be found lying underneath them warming themselves. Grass cutting is minimal in this area, although pathways are cut through to link

it with the open amenity area. Lizards can be seen basking on the boardwalk and grass snakes often bask in the open areas of the reed beds. Volunteers ensure that the log piles are fit for purpose and that the corrugated iron remains within this area.

2.3 River/Wetland habitat – Our rare chalk stream, the River Mel is one of the main attractions for our visitors and an essential requirement for the wildlife. Water voles live along the river bank. **Access to** view the river is provided from the boardwalk which runs between the reed beds and volunteers maintain another viewing point further along this stretch.

The open water areas in the reed beds provide habitat for frogs and dragonflies.

2.4 Orchard- Heritage fruit trees were planted last autumn to replace older trees that had reached the end of their life. The old trees have been left in situ so as to continue to provide habitat for invertebrates.

2.5 Hedgerows/scrub- These areas provide important habitat for badgers and muntjac due to limited access by the public. Muntjac lie up in the scrub during the day. The badger sett was in place at the setting out of the site and continues to be used, although it has moved from the original site to be slightly further from the path.

2.6 Amenity area: Open grassland in the centre of the site provides an area for families to picnic and enjoy games with their children. The local primary school brings classes over to the area and holds family afternoon get togethers.

There is seating at points in the reserve for the public to sit and enjoy the green space and wildlife.

Birds' species such as green woodpecker utilise the open grassland, while owls and birds of prey hunt small mammals. The wildflower meadow provides a pleasant backdrop to the amenity area. Bird boxes were placed through the canopy of trees across the reserve prior to its public opening. Buzzards have nested and reared their young in the trees along and behind the river bank.

Bat boxes were also positioned at the same time as the bird boxes. They are still in place but unfortunately some of them have been vandalised and require replacement.

2.7 Trees – there is a scattered mix of hawthorn, elder, ash and a veteran field maple. A copse of ash trees lies behind the wildflower meadow and are as yet only minimally affected by ash die-back. There is also grey poplar and recently planted black poplar. Fallen dead wood is left as habitat for invertebrates and for children to make hides.

3.0 Site evaluation

Size

The site is approximately 5.2 hectares (~13 acres). When considered with nearby land (within mixed private ownership), then a much larger mix of grassland, parkland, orchard and river exists in the order of 44.2 hectares in direct connection with the site.

Diversity

The site contains an interesting mix of dry grassland to fen habitats (although becoming degraded). An area of new wildflower meadow habitat has been planted that should provide seed to other parts of the site. The diversity of the existing grassland flora was considered poor, possibly as a legacy of the site's partial former arable use.

Small woodland habitats include wet woodland and willow carr adjacent to the river. No tree management had been undertaken for many years with fallen trees lying in, and across, the river in places. A number of trees had been managed for safety reasons prior to the site being opened up to the public. Many trees are still suffering from rabbit damage.

The former orchards have been supplemented through new planting together with the preservation of some original trees through scrub removal.

New areas of scrub planting have been undertaken to try and compensate for the scrub loss following the general opening up of the site.

Shallow scrapes have been created adjacent to the boardwalk to provide open water habitats (different from that provided by the river).

The site's diversity is now considered to have been much enhanced following the work in early 2008.

Naturalness

The orchard area had most likely been planted within the last 50 years and now has some new planting to supplement it.

The area of Trayles Manor has been left uncleared of scrub. Where open ground occurs, it is dominated by nettles.

The area of fen type habitat and adjacent wet woodland is perhaps the most natural within the site as the site's high water table conditions have dictated the flora that has established.

Rarity

Whilst no rarities of flora occur on site two animal species are of note; badger whose sett contains a number of active holes on the edge of the orchard area, and the common lizard which were translocated to a specially laid out area to the south west of the site. Of local interest (and possibly of county importance), is the presence of glow worms.

Melbourn village contains a number of formally managed open spaces. This site is the only one near to the village's centre where wildlife conservation is the main objective.

Fragility

Grassland habitats can be fragile in the absence of appropriate cutting regimes. The river could become entirely choked by sedge and common reed if left unmanaged. The wet woodland would eventually outcompete the willow carr areas. The fen area is currently showing signs of drying out with an ingress of nettles. The scrapes would become quickly overgrown if not cleared in the winter. The orchard areas could become overgrown by ivy and brambles if not maintained.

History

To the south of the site is the archaeological remains of the 14th century site of Trayles Manor, a former moated house.

Ecological position

The site is bounded by the River Mel on its west beyond which is open grassland and copses. To the north and east are (relatively large) residential garden of Melbourn village. To the south is grassland and parkland habitats of Melbourn Bury. The site is considered to be largely open to the countryside.

Intrinsic value

The site is an area managed for its range of semi-natural habitats (as opposed to formally managed recreation areas). The presence of common lizards and glowworms are the only known populations within the village in a public area.

Identification and confirmation of important features

The site of Trayles Manor is important historically.

The presence of the River Mel is important as a clear chalk river habitat with otters, wild brown trout and water voles associated within it.

The old orchard is a priority habitat for conservation.

The scrapes provide open water habitats of benefit to amphibians and invertebrates.

The presence of a badger's sett is important, even though several others are present within the parish.

The wildflower meadows are visually important and should increase in value for invertebrates as they mature.

The presence of glow worms within the is considered to be of local importance (if of county importance).

The majority of the site has been influenced by Man's use of the site over the centuries and recent history. The current grassland has been re-sown with an amenity mix and a wild flower mix (Emorsgate Seeds EM5 & EM8). Areas of tussock grassland have been retained and patches of cowslip are also present in a few places.

3.1 Biodiversity Stockbridge

Stockbridge Meadows is a small site that contains a diverse mix of habitats including wildflower meadow, a chalk stream with wetland, grassland, scrub, ditches, and woodland. The site has a rich biodiversity and provides an important habitat for many different species. The wildflower meadow and open grassland attracts butterflies, bees and moths. Habitat has been provided for common lizards and grass snakes, while glow worms can be found and seen along the grass paths in June and July.

The chalk stream is a rare habitat providing shelter for water voles and food for the kingfisher. The reed beds and scrapes encourage dragonflies, frogs and toads to the area. Buzzards have nested in the trees behind the river since the reserve opened. A small mammal survey undertaken prior to the covid pandemic counted 42 field and wood mice and a single shrew in one night.

The mix of habitats and links with other wildlife sites nearby enhance its value and help to increase its biodiversity. As with any site the greater the number of habitats present usually means that there is greater biodiversity. The maintenance of this site intends to enhance and protect the habitats present. The most important habitat is the chalk stream with its reed beds and the wildflower meadow.

The site is divided into habitat areas: wildflower meadows, rough grassland area for lizards and grass snakes, chalk stream and wetland, plum, gage and apple orchard, amenity area and scrub, woodland, meadow with trees.

4. Site Evolution

The site has been open for almost ten years and the fundamental aspects of the reserve remain unchanged. The grass cutting has maintained the paths and amenity area as shown in the maps above. However, it is recognised that in the intervening years the site has matured and issues with the upkeep in line with the previously agreed management objectives has demonstrated a need to revisit decisions and develop plans and objectives for the current reserve and what it will need in the future.

Melbourn Parish council and the volunteers are in agreement that applying for and being successful in gaining Local Nature Reserve status is the ideal platform to reassess and plan with a view to increasing resources required to fully implement a maintenance plan alongside an aspirational 5-year plan.

4.1 Volunteering.

A volunteer group was set up when the reserve fully opened to the public in July 2012. This group met regularly when the reserve first opened to support the Village Rangers with the implementation of the management plan. At present the volunteers meet as required to maintain the wildflower meadow and reptile area. In the last few years local businesses have provided volunteers from their employee volunteer schemes to assist the Stockbridge Meadows volunteers on specific projects (raking off the wildflower meadow, building refuges for the lizards and clearing the reed beds as necessary). The River Mel Restoration Group, a local volunteer group, maintain the River Mel and reed beds within the reserve. Local interest in environmental projects has increased since the pandemic and other groups such as Churches Together have joined forces with the volunteer group to plant heritage fruit trees within the orchard.

It is a priority to attract new volunteers to the volunteer group so as to fulfil the future plans for Stockbridge Meadows. A model of monthly volunteer meetings working alongside the parish council staff member is planned.

Melbourn Parish Council provides insurance for the volunteers along with non-power tools as required.

4.2 Local schools

The local primary school arranges educational and social visits to the reserve. At present this is on an informal basis, however, if resources allow the Parish Council and volunteers aim to provide a more planned and organised programme with schools and young people community groups.

5.0 Information and reporting provision

An interpretation board is located at the main entrance and provides information about the habitats and the wildlife present on site. *John Travis to talk to Parish Clerk about sourcing original photo as existing one has faded. Key required to access board for maintenance purposes. At present the glass is dirty and there are dead insects inside the structure and the framework requires repainting.*



5.1 Marketing and Promotion

Occasional articles are written for the local community award winning magazine – Melbourn Magazine which is published quarterly. This provides readers with information about the area, such as the findings of a small mammal survey, photographs of butterflies and moths taken by a keen local photographer.

Recently new signage has been put in place to clarify the access to the site and its car park.

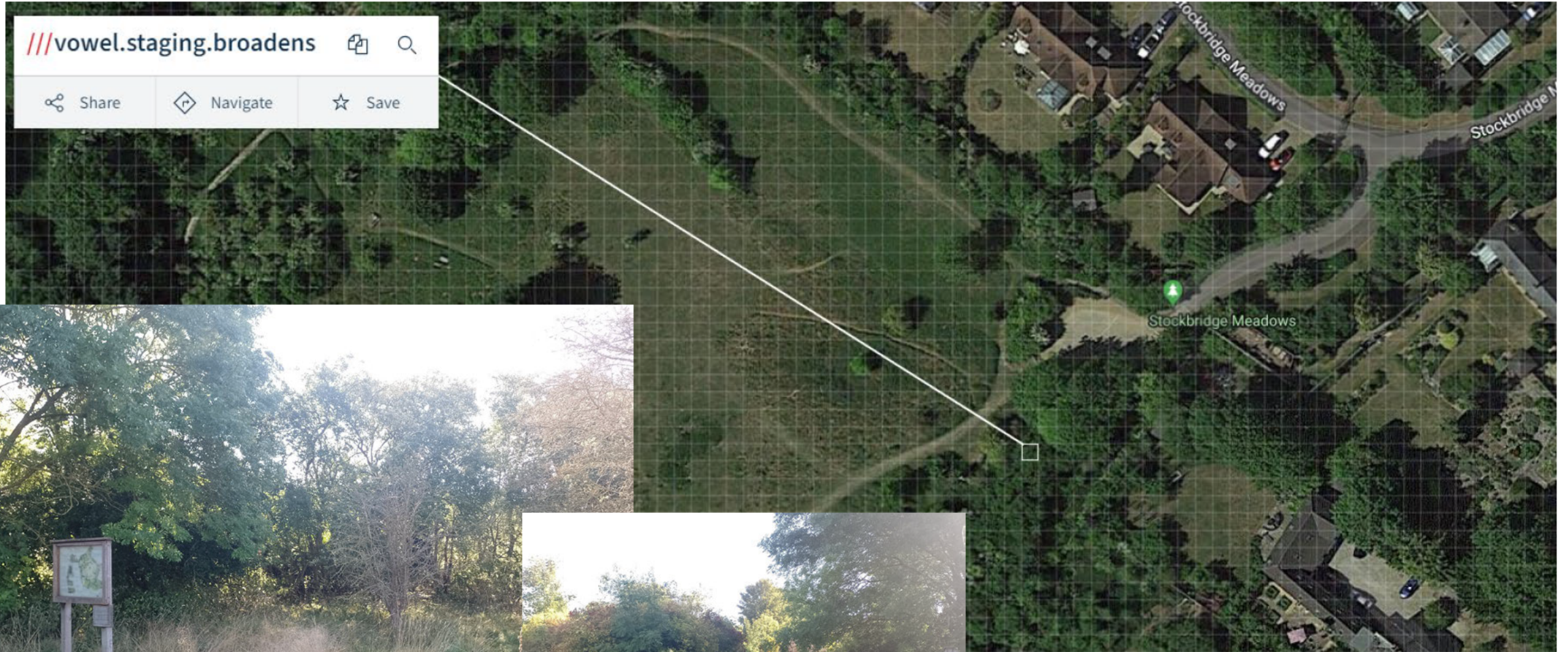
Stockbridge Meadows has seen an increase in footfall since the Covid 19 pandemic. Its central position within the village has provided and continues to do so, a small oasis of calm and greenery. This is welcomed but it does bring pressure onto the reserve's habitat and wildlife. It has also brought benefits as new volunteers have come forward to boost the volunteer group numbers and reduce the demographic age.

The benefit of the site for wildlife must be balanced against the value for people that use the site. There can sometimes be a conflict between managing the site for people (access and leisure) and managing the site for wildlife so it is important to involve members of the local community to help them gain an understanding of the site and the wildlife within.

5.2 Budget

Melbourn Parish Council are committed to properly funding and resourcing the agreed management plan

Proposed location of Stockbridge container



Containers for review



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Quickfind Code: 635
Part Number: SALE STANDARD 10FT ONE TRIP


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Dave

4.9/5
3 Review(s)

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<https://www.asgardsss.co.uk/catalog/product/view/id/1223/s/ride-on-mower-storage-plus/category/7/>

Notes

- Due to location it may require build on site option – *awaiting confirmation from suppliers re potential delivery issues*
- Insurance costs for each option will need to be taken into account
- Planning permission would be required
- Are there any specifications we should take into account re the nature reserve status application?

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	14/8 S.P.	20/8 S.P.	29/8 S.P.	4/9 S.P.	
Village Car Park	14/8 S.P.	22/8 S.P.	20/8 S.P.	5/9 S.P.	
War Memorial	15/8 S.P.	23/8 S.P.	20/8 S.P.	5/9 S.P.	
Littlehands and Access Way	14/8 S.P.	22/8 S.P.	29/8 S.P.	5/9 S.P.	
New Rec. Ground	14/8 S.P.	22/8 S.P.	20/8 S.P.	5/9 S.P.	
Clear Cres.Play Park	14/8 S.P.	22/8 S.P.	29/8 S.P.	4/9 S.P.	
Orchard Road Cemetery	14/8 S.P.	22/8 S.P.	20/8 S.P.	4/9 S.P.	
New Road C/metry	14/8 S.P.	22/8 S.P.	29/8 S.P.	4/9 S.P.	
Old Recreation Ground	15/8 S.P.		20/8 S.P.		
Pavilion	14/8 S.P.		20/8 S.P.		
Stockbridge M.	15/8 S.P.		20/8 S.P.		
Worcester Way	15/8 S.P.		20/8 S.P.		
BMX Site (Summer & only if open)					

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	14/8 SP 22/8 SP 29/8 SP 4/9 SP			
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				

MELBOURN PARISH COUNCIL

Monthly Checking Record

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	14/8' SF.		20/8 SF.	
All Saints' C/Yard	14/8' SF.		20/8 SF.	
Jubilee Orchard	14/8' SF.		20/8 SF.	
Fire Engine Shed				5/9 SF.
Armingford Cres.				5/9 SF.
Beechwood Avenue		22/8 SF.		
Chalkhill Barrow		22/8 SF.		
Elm Way		22/8 SF.		
Millennium Copse		22/8 SF.		

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
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 cha k 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			Facebook post reminding owners to pick up after their dogs
01/04/2023	Bus shelter	Graffiti on shelter	Wardens			Wardens to clear
11/04/2023	Electrical appliance bin	side opening of the electrical appliance bin left open - large item deposited inside	Wardens			SM to contact Great Cambridge shared waste
17/04/2023	New Road Cemetery	Various : Lock taken off gate, wire fence taken down to use cut through	Wardens			Monitor
21/04/2023	The Moor Play Park	slide vandalised with dog mess	Resident		DP-18070-23-3535-01	Wardens cleaned off and SM reported to the police. Ref DP-18070-23-3535-01.
23/04/2023	Worcester Way	Fly tipping : Car bumper	Litterpicker			Reported to SCDC fly tipping team
01/05/2023	Electrical appliance bin	2 youths removing equipment from bin - on pushbikes	CCTV			Monitor
02/05/2023	Trigg Way	Van constantly parking on the grass verge	Resident			Raise with SCDC
02/05/2023	Electrical appliance bin	Skip lorry entered car park and broke tree branch, rummaged through electrical appliance bin - did not take anything	CCTV / Wardens			Monitor
03/05/2023	Electrical appliance bin	Chaps legs seen dangling out of the electrical appliance bin - removed and took small device	CCTV			Monitor
13/05/2023	Vicarage Close	Young people knocking on door and antagonising owner - repeated daily. Update 23/05 - damage to property from banging on door so hard it fractured stay.	Resident			Report to PCSO Gardiner - requested contact details to follow up with the resident.
15/05/2023	Bin at Old Post Office	Overflowing waste not being emptied	Litterpicker			Reported to SCDC and requested empty
19/05/2023	Orchard Road Cemetery	Report of young people using drugs, dealing drugs and congregating from 4pm daily. Resulting in residents being unable to use their garden due to the smell of weed.	Resident			Encouraged resident to report to Cambridgeshire Police as antisocial behaviour with times etc. Resident suggested the gate should be locked.
24/05/2023	New Rec	Reports of group of youths burning paper and general antisocial behaviour.	Resident			Monitor
07/06/2023	Bowls club	Reports of debris being thrown over the hedges, narrowly missing bowlers	Bowls Club	Yes		Individual encouraged to report to 101 - they since have and will monitor situation.

21/06/2023	Clear Crescent	Resident called with reports of antisocial behaviour and damage to property. She has called the police and spoke to Jose about the activities but is not seeing any action.	Resident	Yes		Office sent a follow up email to PCOS with details. Will let resident know when the next 'coffee with a cop' is being held at the hub. PCOS replied to email for contact details - will contact resident.
26/06/2023	Worcester Way	Newly installed security fencing vandalised for a second time. First attempt was to remove the bolts - this was rectified by the contractor. Now 3 slats have been removed (with grinder?) to gain access route.	Warden			Huntree would have to charge for fixing as damage due to vandalism and not wear and tear.
29/06/2023	Bury Lane Track - St Johns Farm	Fly tipping : expansion foam dumped along track.	JT			Reported
30/06/2023	The Moor Play pPark	Graffiti on the floor by the swings	GC			Wardens to review and potentially report to 101. GC suggested need to write to MVC re students ongoing antisocial behaviour. Wardens removed chalk drawings. 03/07/23
03/07/2023	Bus stops on High Street	Resident called with reports of defamatory graffiti on the bus stops targeted towards himself.	Resident	Yes	DP-30398-23-3535-01 Upgraded to crime number 35/49635/23	Reported to Cambs Police with note of activity around 22.50 on cctv. Wardens painted over graffiti on bus stop and attempted to remove from Vicarage Way - vandalism was repeated again on Monday night, resulting in Wardens painting again. 10/07/23 - insufficient evidence to identify suspect. Case on hold.
04/07/2023	Locations around the village	Defamatory graffiti across multiple public and private surfaces	Resident	Yes	35/49799/23	10/07/23 - insufficient evidence to identify suspect. Case on hold.
12/07/2023	Worcester Way	Another stretch of the newly installed fence has been damaged - bars removed and bottom rung split for access.	Wardens			Should responsibility pass to the farmer? Could we send notices to all residents that there is no access?
01/08/2023	Moor Play Park	Graffiti reported on play equipment	8 year old inspector			Men in green cleared the offending artwork. Busy body 8 year old inspected work.
02/08/2023	Millenium Copse	Tree for the Guides snapped	Wardens			Look into replacing the tree



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Crematorium Style Memorial - Wedge Tablet

£720.00

Available materials: Granite

Free letters: 40

Cost per letter: £2.76

18in x 15in with rake from 3in to 2in thick

Inscription

letters: 0/540

How many inscriptions are needed on this memorial?

Inscription

letters: 0/540

How many inscriptions are needed on this memorial?

1

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Select your area

Excellent 5 out of 5 ★★★★★

To contact Catford ☎ 0208 719 0910

Funerals

Repatriation

Memorial Types

MemorialCentre
Life Celebrated in Granite & Stone

Services

The Process

Installations

Kerb Surrounds

Open books

Tablets

Cremation Memorials

Headstones

Vases

Etched & Sandblasted Designs

Children's Memorials

Photos & Chippings

Permits



Crematorium Style Memorials £660.00

- Available materials: Granite
- Free letters: 40
- Cost per letter: £2.76
- Design Options: Includes sandblasted design

18in x 15in x 2in

Inscription

letters: 0/540

How many inscriptions are needed on this memorial?

Inscription

letters: 0/540

How many inscriptions are needed on this memorial?

1

Colors

Pick a standard memorial colour Or a premium memorial colour: Pick lettering colour:



Main Color Balmoral Red (premium colour)

Lettering Color Gold

Add product to quote basket

OR

Get a quote just for this product

MB159



Products in your basket: 0

Select your area

Excellent 5 out of 5 ★★★★★

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Funerals

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Cremation Memorials

Headstones

Vases

Etched & Sandblasted Designs

Children's Memorials

Photos & Chippings

Permits

Crematorium Style Memorials £690.00



🌿 Available materials: Granite

🌿 Free letters: 40

🌿 Cost per letter: £2.76

18in x 18in x 2in

Inscription

letters: 0/540

How many inscriptions are needed on this memorial?

1

18in x 18in x 2in

Inscription

letters: 0/540

How many inscriptions are needed on this memorial?

1

Colors

Pick a standard memorial colour Or a premium memorial colour: Pick lettering colour:



Main Color Black

Lettering Color Gold

Add product to quote basket

OR

Get a quote just for this product

MB161



Ashes Memorials, Tablets and Wedges

Our range of cremation memorial stones suitable for ashes plots.

Please contact us if you have any questions or need to talk to us about your individual requirements.

[Back to Catalog](#) » Cremation Memorials and Ashes Tablets



ET170 - ASHES TABLET WITH PIN LINE BORDER

£550

Product Details	Additional Information	Contact Us	
<p>A simple flat cremation tablet with a pin line border with scalloped corners, displayed in Black Granite. This memorial would look best with Gold, Silver or White lettering.</p> <p>Overall Height: 2in</p> <p>Size: 12" x 18" x 2"</p> <p>Price includes:</p> <ul style="list-style-type: none"> • 50 letters of inscription • Gold or Silver flower vases if required • Installation within 50 miles of Peterborough • Concrete foundation slab • VAT 			

Ashes Memorials, Tablets and Wedges

Our range of cremation memorial stones suitable for ashes plots.

Please contact us if you have any questions or need to talk to us about your individual requirements.

[Back to Catalog](#) » Cremation Memorials and Ashes Tablets



ET172 - SLOPING DESK TABLET £738

Product Details	Additional Information	Contact Us
-----------------	------------------------	------------

A traditional sloped memorial with a flat area to accommodate a flower vase, displayed here in South African Dark Grey Granite. This memorial would look best with Gold, Silver or White lettering.

Overall Height: 4in

Size: 15" x 18" x 4/2"

Price includes:

Price includes:

- 50 letters of inscription
- Gold or Silver flower vases if required
- Installation within 50 miles of Peterborough
- Concrete foundation slab
- VAT



200 X 300 | 8" X 12" | MEMORIAL PLAQUE

Availability: In Stock

Estimated Delivery Date: 3rd October 2023

Ideal as a garden memorial, grave memorial, or pet memorial, our memorial plaque is handmade in the UK from 20mm (0.8") thick highest quality Welsh slate. Deep sandblast engraved, hand-painted with highly durable enamel paint, oiled, and expertly hand finished with your selection of font, colour, and...more

Brand: Valley Mill
Product Code: MEM200X300
Dimensions (L x W x H): 200x300x160

£179.95  (53)
[write a review](#)

 Pay in 3 interest-free payments of £59.98. [Learn more](#)

[CUSTOMISE YOUR PRODUCT](#)

Description Reviews Material Meet The Maker Aftercare

Ideal as a garden memorial, grave memorial, or pet memorial, our memorial plaque is handmade in the UK from 20mm (0.8") thick highest quality Welsh slate.

Deep sandblast engraved, hand-painted with highly durable enamel paint, oiled, and expertly hand finished with your selection of font, colour, and edge style.

Text engraving included in the price.

Be aware, any amendments to your design that requires customer approval may affect the delivery date.

Memorial consists of:

- 200mm X 300mm X 20mm (8" x 12" x 0.8") base,
- 2 X 20mm (0.8") thick wedges,
- 200mm X 300mm X 20mm (8" x 12" x 0.8") top.

Permanently bonded together.

The design facility enables you to add text and icons in the chosen style, colour, and position. You can easily increase or decrease text size, curve text

PLEASE NOTE THAT AS SLATE IS A NATURAL PRODUCT IT MAY CONTAIN FOOL'S GOLD, WHICH IS A NATURAL PYRITE THAT FORMS WITHIN THE SLATE. EACH PIECE OF SLATE HAS ITS OWN UNIQUE NATURAL CHARACTERISTICS AND CAN FEATURE THESE NATURALLY OCCURRING MARKINGS. THESE ARE NOT DEFECTS AND WE CANNOT GUARANTEE THAT YOUR SLATE ITEM WILL NOT CONTAIN THEM.



GRANITE MEMORIAL TABLET WEDGE | 300 X 300 X 50MM | 12" X 12" X 4"


Availability: In Stock

Estimated Delivery Date: 10th October 2023

A heavyweight black Granite memorial plaque for graves, expertly and carefully handcrafted by Valley Mill in South Wales. Each Granite memorial plaque is personalised with your own text and choice of text colour. It is deep sandblast engraved and hand-painted with highly durable outdoor enamel ...more

Brand: Valley Mill
Product Code: GRTABLET12X12X4/2
Dimensions (L x W x H): 300x300x160

£275.00 [/ write a review](#)

 Pay in 3 interest-free payments of £91.67. [Learn more](#)

[CUSTOMISE YOUR PRODUCT](#)

Description

Reviews

A heavyweight black Granite memorial plaque for graves, expertly and carefully handcrafted by Valley Mill in South Wales.

Each Granite memorial plaque is personalised with your own text and choice of text colour. It is deep sandblast engraved and hand-painted with highly durable outdoor enamel paint. Ideal as a garden or grave memorials.

Granite is durable, strong, and long-lasting. It is naturally resistant to chips and cracks and naturally weatherproof.

Wedge Information:

- **Text Engraving included in price. NO additional cost.**
- This size Wedge allows for 5 lines of text (30 characters per line).
- Tablet Size: 15 x 12 x 4 inch / 300 x 300 x 50mm.

The design facility enables you to lay out the text and any motifs in your chosen style, colour, and position.

Please note that any amendments to your design that requires customer approval may affect the delivery date.

If you wish to discuss the design facility or the manufacturing process, please contact us on 01792 448041



300 X 400 | 12" X 15.75" | MEMORIAL PLAQUE

Availability: In Stock

Estimated Delivery Date: 3rd October 2023

Ideal as a garden memorial, grave memorial, or pet memorial, our memorial plaque is handmade in the UK from 20mm (0.8") thick highest quality Welsh slate. Deep sandblast engraved, hand-painted with highly durable enamel paint, oiled, and expertly hand finished with your selection of font, colour, and...more

Brand: Valley Mill
Product Code: MEM300X400
Dimensions (L x W x H): 300x400x160

£199.95  (91)
[/ write a review](#)

 Pay in 3 interest-free payments of £66.65 [Learn more](#)

[CUSTOMISE YOUR PRODUCT](#)

Description Reviews Material Meet The Maker Aftercare

Ideal as a garden memorial, grave memorial, or pet memorial, our memorial plaque is handmade in the UK from 20mm (0.8") thick highest quality Welsh slate.

Deep sandblast engraved, hand-painted with highly durable enamel paint, oiled, and expertly hand finished with your selection of font, colour, and edge style.

Text engraving included in the price.

Be aware, any amendments to your design that requires customer approval may affect the delivery date.

Memorial consists of:

- 300mm X 400mm X 20mm (12" x 15.75" x 0.8") base,
- 2 X 20mm (0.8") thick wedges,
- 300mm X 400mm X 20mm (12" x 15.75") top.

Permanently bonded together.

The design facility enables you to add text and icons in the chosen style, colour, and position. You can easily increase or decrease text size, and curve text.

If you wish to discuss your design please [contact us](#).

PLEASE NOTE THAT AS SLATE IS A NATURAL PRODUCT IT MAY CONTAIN FOOL'S GOLD, WHICH IS A NATURAL PYRITE THAT FORMS WITHIN THE SLATE. EACH PIECE OF SLATE HAS ITS OWN UNIQUE NATURAL CHARACTERISTICS AND CAN FEATURE THESE NATURALLY OCCURRING MARKINGS. THESE ARE NOT DEFECTS AND WE CANNOT GUARANTEE THAT YOUR SLATE ITEM WILL NOT CONTAIN THEM.



GRANITE MEMORIAL TABLET | 375 X 300 X 50MM | 15" X 12" X 2"

Availability: In Stock

Estimated Delivery Date: 10th October 2023

A heavyweight black Granite memorial plaque for graves, expertly and carefully handcrafted by Valley Mill in South Wales. Each Granite memorial plaque is personalised with your own text and choice of text colour. It is deep sandblast engraved and hand-painted with highly durable outdoor enamel...more

Brand: Valley Mill
Product Code: GRTABLET15X12X2
Dimensions (L x W x H): 375x300x50

£175.00 [/ write a review](#)

Pay in 3 interest-free payments of £58.33. [Learn more](#)

CUSTOMISE YOUR PRODUCT

Description

Reviews

A heavyweight black Granite memorial plaque for graves, expertly and carefully handcrafted by Valley Mill in South Wales.

Each Granite memorial plaque is personalised with your own text and choice of text colour. It is deep sandblast engraved and hand-painted with highly durable outdoor enamel paint. Ideal as a garden or grave memorial.

Granite is durable, strong, and long-lasting. It is naturally resistant to chips and cracks and naturally weatherproof.

Vase Information:

- Text Engraving included in price. NO additional cost.
- This size Tablet allows for 6 lines of text (36 characters per line).
- Tablet Size: 15 x 12 x 2 inch / 375 x 300 x 50mm.

The design facility enables you to lay out the text and any motifs in your chosen style, colour, and position.

Please note that any amendments to your design that requires customer approval may affect the delivery date.

If you wish to discuss the design facility or the manufacturing process, please contact us on 01792 448041



300 X 400 | 12" X 15.75" | FLAT MEMORIAL

Availability: In Stock

Estimated Delivery Date: 3rd October 2023

Ideal as a cremation plate, garden memorial, grave memorial, or pet memorial, our flat memorial is handmade in the UK from 20mm (0.8") thick highest quality Welsh slate. Deep sandblast engraved, hand-painted with highly durable enamel paint, oiled, and expertly hand finished with your selection of fo...more

Brand: Valley Mill
Product Code: MEMFLAT300X400
Dimensions (L x W x H): 300x400x20

£134.95 ★★★★★ (2)
/ write a review

Pay in 3 interest-free payments of £44.98. [Learn more](#)

CUSTOMISE YOUR PRODUCT

Description

Reviews

Material

Meet The Maker

Aftercare

Ideal as a cremation plate, garden memorial, grave memorial, or pet memorial, our flat memorial is handmade in the UK from 20mm (0.8") thick highest quality Welsh slate.

Deep sandblast engraved, hand-painted with highly durable enamel paint, oiled, and expertly hand finished with your selection of font, colour, and edge style.

Text engraving included in the price.

Be aware, any amendments to your design that requires customer approval may affect the delivery date.

The design facility enables you to add text and icons in the chosen style, colour, and position. You can easily increase or decrease text size, and curve text.

Size: 300mm X 400mm X 20mm (12" x 15.75" x 0.8")

If you wish to discuss your design please [contact us](#).

PLEASE NOTE THAT AS SLATE IS A NATURAL PRODUCT IT MAY CONTAIN FOOL'S GOLD, WHICH IS A NATURAL PYRITE THAT FORMS WITHIN THE SLATE. EACH PIECE OF SLATE HAS ITS OWN UNIQUE NATURAL CHARACTERISTICS AND CAN FEATURE THESE NATURALLY OCCURRING MARKINGS. THESE ARE NOT DEFECTS AND WE CANNOT GUARANTEE THAT YOUR SLATE ITEM WILL NOT CONTAIN THEM.

POSTAGE & PACKING

The cost of posting your order is added to the total at checkout and can be seen on your shopping basket page.

Postage is calculated by order weight and postal region, and is charged as follows within the UK;

<u>Weight / Order Type</u>	<u>Price</u>
Up to 2kg (Royal Mail)	£4.95
2kg to 30kg (Parcelforce)	£6.50
30kg to 50kg (Parcelforce)	£12.00
200x300 / 300x400 Plinth Memorials (Parcelforce)	£12.00
Plaque+Vase memorials (Parcelforce)	£14.40



Department
for Education

Reinforced Autoclaved Aerated Concrete (RAAC): Identification guidance

August 2023

Document Control

Document Owner:

Deputy Director, Technical Standards, Department for Education

Document Originator:

Building Safety Team, Technical Standards, Department for Education

Document Properties:

File Name	GUIDE-DFE-XX-XX-T-X-9002-Reinforced Autoclaved Aerated Concrete Identification Guidance
File Description	Reinforced Autoclaved Aerated Concrete: Identification Guidance
Current Revision	C02
Current Status	A

Revision History

Revision	Status	Date	Author	Amendment
C01	A	2022-12-14	RRE	First issue of guidance
P02	S2	2023-08-29	RRE	Update to existing guidance
C02	A	2023-08-30	RRE	Removed reference to use of a 'hammer' in identification and layout updated

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Summary

This publication provides non-statutory guidance from the Department for Education (DfE). This guidance has been produced to help responsible bodies from the education sector (school, nursery and college leaders, staff and governing bodies) understand how to identify Reinforced Autoclaved Aerated Concrete (RAAC) and procure a building surveyor to confirm if RAAC is present in their settings.

Review date

This guidance will be reviewed no later than December 2024.

Who is this publication for?

This guidance is for:

- local authorities (for community, voluntary-controlled schools and maintained nurseries)
- academy trusts (for academies and free schools)
- governing bodies (for voluntary-aided schools)
- school/college leaders, staff and governing bodies in further education colleges, maintained schools, academies and free schools or other education settings
- building professionals (e.g., structural engineers and building surveyors) who have been commissioned to assist the above clients regarding the identification of RAAC.

Stage 1 of this guidance will be of use to the wider education sector.

Stage 2 of this guidance is specifically for state-funded education estates in England.

Definitions

Terms and acronyms you may come across with respect to RAAC are defined below.

Bearing - The width or distance that a RAAC element (panel or plank) sits on the support, measured from the edge of the support to edge of the panel.

Bending - The force within a structural system that causes deviation from a straight line to a curve.

Compression - The force within a structural system that pushes down or into an element.

Panel - The term to describe the individual RAAC element. May be referred to as 'plank' when considering horizontal elements.

RAAC - Reinforced autoclaved aerated concrete.

Span - The horizontal (or vertical) distance between supports, typically measured from the centreline of the supports. Clear span is often used to describe the distance between the faces of support.

Shear - The force within a structural system that causes slippage on a plane of failure, typically close to a support.

Introduction

This publication provides non-statutory guidance from the Department for Education (DfE). It has been produced to help estates' teams/site managers understand how to identify Reinforced Autoclaved Aerated Concrete (RAAC) panels in floors, walls, eaves and roofs (pitched and flat).

This publication replaces previous guidance issued by the DfE entitled 'Reinforced Autoclaved Aerated Concrete: Estates guidance' dated December 2022.

Why is RAAC a potential risk?

In December 2018, the Department for Education (DfE) and the Local Government Association (LGA) made building owners aware of a recent building component failure in a property constructed using RAAC. In May 2019, the Standing Committee on Structural Safety (SCOSS) raised an alert to emphasise the potential risks from such construction, highlighting the failure of a RAAC panel roof construction within an operational school. This collapse was sudden with no apparent warning.

Since then, we have been made aware of further sudden collapses of RAAC panels in roofs that appeared to be in good condition. It is therefore essential that all responsible bodies undertake work to identify any RAAC they have in their estate following the stages set out in this guidance.

Prior to this, in the 1990s, there had been other concerns raised relating to structural deficiencies in RAAC by both the Building Research Establishment and SCOSS. It was recognised that the in-service performance was poor with cracking, excessive displacements and durability all being raised as concerns.

Flowchart of guidance stages



Stage 1a
Initial RAAC identification

Use the 'Quick guide to identifying RAAC on pages 11-14 to see if you might have RAAC on your education estate

Stage 1a may be undertaken by someone who has responsibility for building or estate management as well as the day-to-day running of the school. Depending on experience, advice may be required from a building professional (see stage 1b).



Stage 1b
If unsure, or where RAAC is suspected, appoint a building surveyor or structural engineer

Refer to page 15 for advice on appointing a specialist consultant

Once RAAC has been suspected or if you are unsure, an appropriately qualified building surveyor or structural engineer should be appointed to confirm if RAAC is present in any of the buildings in your education estate.



Stage 2
For responsible bodies of state funded education estates
Actions to take if RAAC is suspected or confirmed and what happens next

Refer to page 16 and inform DfE if RAAC is confirmed

Log onto the RAAC Questionnaire and inform the Department for Education that you have identified RAAC panels in your education estate.

See Appendix A for information checklist and accessibility requirements

These forms should be undertaken by a person or team familiar with the day-to-day running of the school and with some knowledge of the buildings.

Figure 1: Flowchart of guidance stages

Stage 1A: Identifying RAAC



Figure 2: A fragment of RAAC showing its 'bubbly' appearance

Quick guide to identifying RAAC in buildings

What is RAAC?

The Department for Education is asking all Responsible Bodies (local authorities, academy trusts, dioceses, and college groups) to look for RAAC in their buildings.

RAAC is a lightweight, 'bubbly' form of concrete commonly used in construction between the 1950s and mid-1990s. It is predominantly found as precast panels in roofs (commonly flat roofs, sometimes pitched) and occasionally in floors and walls.

Identifying RAAC

This guide will help you identify where RAAC panels may be present in your buildings. In many cases, RAAC panels can easily be identified if a building's structure is not covered by finishes or decoration (such as ceilings). RAAC panels have some distinctive features as shown on pages 12-13. If you are able to view the structure and identify one or more of these, RAAC may be present in your building.

BE AWARE – if you need to look behind ceilings or finishes you should consult guidance about managing asbestos (see page 14) and the building's asbestos register beforehand.

RAAC Checklist

When looking directly at the structure, (i.e. with no finishes or decoration, can you see one or more of the following?

(See overleaf for photos)

- 1 600mm wide concrete panels (typically)
- 2 Distinctive V-shaped grooves at regularly spacing (normally 600mm in a floor, wall or ceiling)
- 3 Floors, walls or ceilings that are white or light-grey (where they have not been painted)
- 4 Drawings of your buildings that refer to RAAC or mention any of the following suppliers Siporex, Durox, Celcon, Hebel and Ytong

Where to look?

RAAC panels are most commonly found on flat roofs, they may also be found in pitched roofs, floors or walls.



Figure 3: Example of RAAC in flat roofs and floors



Figure 4: Example of RAAC in walls

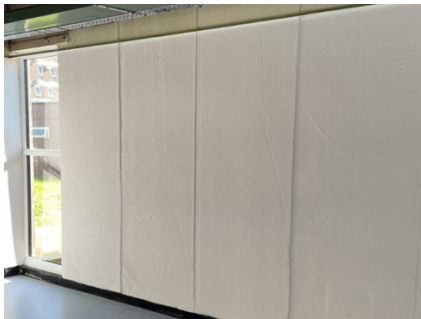


Figure 5: Example of RAAC on internal wall face

Appearance & texture

RAAC panels are light-grey or white in appearance, the underside of the panels will appear smooth. The inside of the planks will appear bubbly, often described as looking like an Aero bar. Unlike traditional concrete, there will not be visible stones (aggregate) in the panels.



Figure 6: Aerated appearance of RAAC



Figure 7: Underside of a cracked RAAC panel

Stage 1A

Drawings

If you have drawings from the time the building was built or modified, you should review these. Common manufactures of RAAC panels are Siporex, Durox, Celcon, Hebel and Ytong,

Panel Size & Profile

RAAC panels are typically 600mm (approximately 2 feet) wide although this has been known to vary. Their length will vary, typically up to 6 metres. RAAC panels typically have a chamfer along their edge meaning there is a distinctive V-shaped groove every 600mm in the surface of the roof, floor or wall.

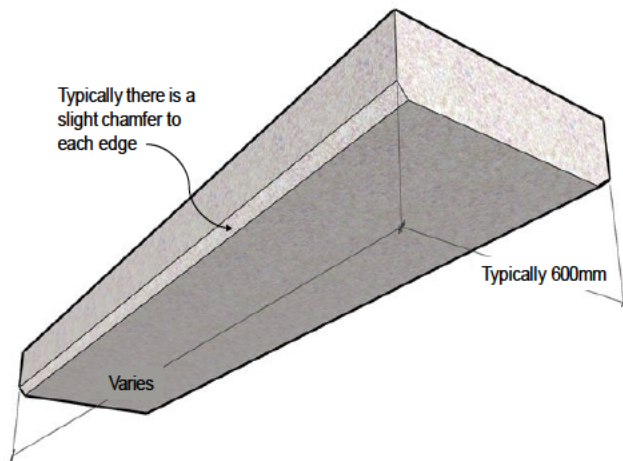


Figure 8: Profile of RAAC panels



Figure 9: V-shaped grooves at 600mm spacing

Softness

RAAC panels are very soft. If you press a screwdriver, screw or nail into the surface of a RAAC panel you will be able to make an indentation in them. **BE AWARE** – if there is a surface covering to the panels you should not try to make an indentation as the covering may contain asbestos.

Bowing / Deflection

RAAC panels may bow or deflect. From the underside of the roof or floor you may see a 'gap' between two adjacent panels.



Figure 10: Example of deflected RAAC panel



Figure 11: Example of deflected RAAC panel

Stage 1A

Further information

The following documents provide background about RAAC and give information on how you can safely identify RAAC panels in your buildings.

[Failure of reinforced autoclaved aerated concrete \(RAAC\) planks \(cross-safety.org\)](#)

[Managing asbestos in your school or college - Guidance - GOV.UK \(www.gov.uk\)](#)

[Managing my asbestos \(hse.gov.uk\)](#)

[Safe use of ladders and stepladders: overview - HSE](#)

[Maintenance and Access into Suspended Ceilings - FIS \(thefis.org\)](#)

If you have further queries, please email:

RAAC.Awareness@education.gov.uk

Stage 1B: Appoint an appropriately qualified building surveyor or structural engineer

Having identified that a premises may contain RAAC or if you are unsure, assistance should now be sought from an appropriately qualified building surveyor or structural engineer with experience of RAAC to confirm if RAAC is present in any of the buildings in your education estate. This section provides advice on appointing an appropriately qualified building surveyor or structural engineer.

Appointing a building surveyor

Building Surveyors (BS) for RAAC identification require:

- relevant degree e.g., BSc (Hons) Building Surveying
- 3 years relevant experience assessing building condition, this can be measured in the time elapsed since completion of an appropriate industry related degree or qualification, e.g. BSc (Hons) Building Surveying
- evidence of one-year minimum relevant RAAC project/commission experience

Not essential, but member of Royal Institution of Chartered Surveyors with Building surveyor designation.

Appointing a structural engineer

To ensure that the Structural Engineer has the appropriate qualifications, their credentials should be requested and include:

- Chartered Membership of the Institution of Structural Engineers (CEng MIStructE), and/or
- Chartered Membership of the Institution of Civil Engineers (CEng MICE).

Evidence of experience of the following:

- surveying, assessment and design/specification of remediation works to existing buildings
- visual inspection works and desk-study works
- physical inspection works, either specification and management or physical works
- management and post-completion evaluation of remedial works construction.

Evidence of RAAC experience is essential.

Members of The Institution of Structural Engineers may be found here: [Find an Engineer - The Institution of Structural Engineers \(istructe.org\)](http://www.istructe.org)

Stage 2: Actions to be taken

Actions to be taken by responsible bodies of state-funded education settings in England if RAAC is suspected or confirmed

This page outlines the actions you will need to take and what happens next.

Inform the Department for Education (DfE) immediately via the DfE Capital Portal

Responsible bodies of state-funded education estates in England who suspect RAAC might be present on any of their sites must:

1. immediately inform the Department for Education via the [DfE Capital Portal](#)
2. **for every site where you suspect RAAC you should answer “Yes” to Question 2.3 (Did the investigations identify RAAC panels being present?)**

To create a Portal account please complete this form [DfE Capital Portal Account Request \(office.com\)](#)

Should you have any difficulties logging onto the portal and informing the department, please email:

RAAC.Awareness@education.gov.uk

What happens next?

Department for Education Assessment Survey Programme

The Department for Education will add your education setting to the DfE Assessment Survey Programme for state-funded education settings in England.

Please email RAAC.Awareness@education.gov.uk with any questions.

Prior to further investigation by one of DfE’s contracted surveying companies, you are required to:

- gather and supply relevant information about your buildings
- list all spaces where additional measures will be required to enable the surveyors to see the surfaces clearly

Refer to the Appendices (pages 17-19) for more information.

Appendix A: DfE Assessment Survey Programme for state-funded education settings

Checklist of information required and access requirements

Prior to further investigation by one of DfE's contracted surveying companies, you are required to:

- gather and supply relevant information about your buildings (see appendix B)
- list all spaces where additional measures will be required to enable the surveyors to see the surfaces clearly (see appendix C)

These actions may be undertaken by someone who has responsibility for building or estate management as well as day-to-day running of the school. Depending on experience, you may decide to seek advice from a building professional.

Appendix B: Gather information

Index	Item	RB issued to DfE (Yes/No)	Notes
1	Construction dates for different blocks/parts of school, alterations, extensions or interventions: i.e., where RAAC panels may have been used, or an adaptation to RAAC panels within existing buildings. <i>Eg. from correspondence, drawn information (see below), LA planning or building control applications, aerial photos, historic maps.</i>		
2	Drawn information: Including historic building plans, sections and elevations together with any detailed construction drawings, re-roofing works, confirmation of any works that may have been undertaken and the reasons why e.g., ponding or leaking.		
3	Record photographs: Photographs during construction, rebuilding works, alterations, repairs etc.		
4	Specifications and/or reports: E.g., building specifications, condition, or investigation reports		
5	Building services systems and revisions: I.e., any adaptations that may have altered loading, required fixings into roof or floor systems, or altered internal environments within a space (humidity, temperature etc). E.g., PVs added to roof; conversion of upper floor to library/science lab; new kitchen.		
6	Asbestos register		
7	Evidence associated with any application for School Re-Building Programme		

Appendix C: Access requirements

List all spaces where access arrangements are needed to see the surface clearly

Room ID/name	Accessibility during term-time	Accessibility during school holidays	Height >3m	Surface concealed by covering or coating e.g. <ul style="list-style-type: none"> Covering: Suspended ceiling Covering: Plasterboard Coating: plaster Coating: asbestos Coating: unknown 	Asbestos register: notes	Roof access e.g., Staircase guard rails around perimeter	RB notes	Notes
e.g. 1 Sports Hall	Wednesday/Thursday 8-2pm	2-6 October 8-5pm	6.7m	n/a		Roof access via staircase, 1.1m guard rail	No scaffold tower	To provide mobile scaffold tower
e.g. 2 Entrance area	Before 8.30am and after 4pm	2-6 October 8-5pm	4m to underside suspended ceiling			n/a (ground floor of 3 storey block)	Caretaker can be available 8am to 5pm to remove tiles as required.	To provide mobile scaffold tower
e.g. 3 Class room 2A	Monday-Wednesday: before 8.30am, after 3.15pm Thurs-Friday: before 8.30am, after 1pm	2-6 October 8-5pm	3m to u/s soffit,	Unknown coating, no ceiling void	Not available		School risk assessment doesn't permit TA use of ladders	To provide ladders. Sample of coating tba*, and coating confirmed prior to visit date.

*Links to documents with information on how you can safely identify RAAC panels in your buildings are on page 16.

Image credits

Figure 1: DfE

Figures 2: Ove Arup and Partners Ltd

Figures 3: Mott Macdonald

Figure 4-6 (inclusive): Ove Arup and Partners Ltd

Figure 7 to 8 (inclusive): Ove Arup and Partners Ltd

Figure 9: David Robertson

Figure 10: Ove Arup and Partners Ltd

Figure 11: Mott Macdonald



Department
for Education

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Melbourn Parish Council
30 High Street, Melbourn
Royston
SG8 6DZ

Date Sent: 21/06/2023

Quote Information

Client Ref: 143
Quote No: 4932
Surveyor: James Cantle
Site Ref: 7505
Order No:

Quote

Site Address 16, Worcester Way, Melbourn, SG8 6NH

Item No	Item	Description Of Work	Value
	Mixed trees	Cut overhang to a height of the house along rear garden and front driveway	£450.00
	Mixed trees	Cut boundary trees (expect for mature ash and maple) to waist height to maximise light and reduce overhang	£900.00

Total Value: £1,350.00
VAT (20%): £270.00
Total Inc VAT: £1,620.00

Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

Registered Address: 1a Trigg Way, Melbourn, Royston, SG8 6HX

harry stebbing workshop

at the heart of your community

23 August 2023

Melbourn Parish Council

For the attention of Abigail Williams via email assistantclerk@melbournparishcouncil.gov.uk

Dear Abi

Please find detailed below your quotation for refurbishing your 3 notice boards. I've broken it down in case you just want some of the items done. To be honest, it might be more cost effective to have a local handy man do the refurb in situ, where Jon would require the notice boards back in the workshop. If you did use a local handy man, we could supply the parts to you.

For labour to strip, sand, refinish and refit, £1350 per board + VAT.

New laminated ply /cork back boards if required £550 each + VAT.

Polycarbonate and beading kit £50 per door + VAT. Or toughened glass and beading kit £30 per door + VAT.

Locks £25 + VAT each (2 needed per locked door, 4 per noticeboard).

To collect and re-deliver the notice boards £120 + VAT. We would require the notice boards to be dismantled from the posts and this does not include the re-fitting of the boards.

If I can be of any further assistance, please do not hesitate to contact me.

Kind regards

June

June Mitchell-Roberts

Standard Terms & Conditions

1 GENERAL

- a) All orders accepted by Jonathan Bacon, trading as Harry Stebbing Workshop ("the Seller") are subject to the following conditions which shall prevail over all conditions specified by the Buyer to the extent that the latter conflict or are inconsistent with them.
- b) The Seller will not accept any alteration or variation in the terms of this contract as to the quantity and description of the goods ordered unless notice in writing is given by the Buyers within five (5) working days of the date of confirmation of the order.
- c) The return of goods will not be accepted until the Seller or his representative shall have had an opportunity of examining them.
- d) Unless otherwise stated, all content available from Seller (Harry Stebbing Workshop) or anyone sub-contracted by us, is copyright. It is forbidden to alter or adapt the content of any graphics, art work, pencil drawings, and maps or otherwise, without the express permission of Seller. It is forbidden to sell, license, copy or reproduce any graphics in whole or in part, in any manner, for commercial purposes, without the prior written consent of Harry Stebbing Workshop. If there is any part of the design details that you are unhappy with, no matter how trivial, please notify me immediately, because this is the information that the workshop is given to make your order. We cannot accept any errors on the completed order unless you have notified us in writing (or e-mail) of any changes.

2 PRICE

Quotations are based on current prices and are valid for 60 days from date of quotation after which they may be varied without notice to price ruling at time of acceptance of order. All prices when quoted are exclusive of VAT or any other applicable taxes, and all loading transport, shipment and other costs arising as a result of delivery of the Products (collectively "Associated Costs"), unless agreed otherwise in writing between the parties. The price is based on Seller's current price list (as amended from time to time). However, Seller reserves the right to increase the price to take account of any increase in costs which are outside of Seller's direct control, at any time prior to delivery of the Products. Such increase in costs may include, but shall not be limited to, an increase in the price of fuel, metals, raw materials and production costs.

3 VALUE ADDED TAX

Any Value Added Tax payable in respect of goods supplied will be borne by the Buyer.

4 PAYMENT

- a) Payment in full is required within seven (7) days from receipt of goods. The Seller may from time to time (in writing) extend other terms to the Buyer. Such terms may be withdrawn by the Seller at any time.
- b) Any order once placed cannot be cancelled except by mutual agreement in writing and then only on such terms which would fully indemnify the Seller.

5 DELIVERY

- a) Where contracts provide for a delivery, goods shall be delivered and accepted as soon the Seller is able to dispatch unless specifically agreed otherwise by the Seller in writing.
- b) All deliveries carry a minimum charge of £40 for this service to Norfolk and Suffolk, £60 to Essex, Herts, Northants & Cambs and 40 pence per return mile for the rest of England & Wales. For deliveries of over 300 miles and larger benches 6ft 6ins and over please contact us first for a quotation as it may have to be put on a pallet and delivered by a carrier. These charges are also subject to VAT. Contact the Seller for deliveries to Scotland, Northern Ireland or Europe.
- c) While every effort will be made by the Seller to affect a delivery in accordance with any pre-arranged dates, no guarantee as to dates of delivery by the Seller is to be implied and the Seller will not accept liability for any loss or damage occasioned by the delay in delivery however caused.
- d) Should delivery or work be required sooner than the normal time needed for its production, every effort will be made to secure freedom from defect, but reasonable allowance must be made by the Buyer in such cases.

6 CLAIMS

- a) The Buyer shall be deemed to have accepted the goods if he retains them for more than seven (7) days without notifying the Seller in writing that he has rejected them.

- b) The absence of any complaint or claim within the above period shall be conclusive in any proceedings that the Seller has fully discharged all its obligations under the contract and in particular that the goods were in conformity with the contract in all respects.
- (c) English Oak is a natural material and may display various marks and characteristics such as knots, cracks, grain variation, colour variations etc. These are natural and deemed by many, to be desirable features which demonstrates the individuality of the wood and will not affect the durability or performance of your order in any way. As each tree is unique, natural markings vary from tree to tree resulting in some timbers with no markings and others with some.
- (d) Oak is affected by heat and moisture. A hot dry environment will cause oak to shrink, whilst a damp environment will cause it to swell. Knots, cracks, drying shakes and movement are inherent characteristics of natural timber and are not considered a fault in the wood or our workmanship. As large section seasoned oak, when available, is extremely expensive, oak posts are supplied which are not fully seasoned, in order to keep costs down. This may at a later date result in surface checking which is generally quite acceptable, as it is not detrimental to either the appearance & certainly not to the posts strength.
- (e) Harry Stebbing Workshop cannot be held responsible for movement in your furniture caused by exposure to extremes of temperature, such as next to a radiator or exposed to direct sunlight or by an unnaturally dry atmosphere caused by under-floor heating. Handmade Oak furniture is unique; therefore, the colouring and grain patterns will vary from piece to piece, with no two pieces being exactly the same.

7 RESERVATION OF TITLE

- (a) Notwithstanding that the Buyer or his agents obtain possession of the goods, all or any such goods will remain the property of the Seller until such time as payment is made in full to the Seller who shall be entitled to all rights of access to the Buyer's premises to enforce its rights hereunder.
- (b) If the Buyer does not pay on the due date for payment, the Seller shall be at liberty on its own account to sell or otherwise deal with or dispose of the said goods in such manner as it may deem fit.
- (c) In the event of the Buyer reselling or otherwise disposing of the goods or any part thereof before the property therein has passed to him by virtue of Clause 7(a) hereof then the Buyer will, until payment in full to the Seller of the goods hold in trust for the Seller all his rights under such contract or resale or any other contract in pursuance of which the goods or any part thereof are disposed of or any contract by which property comprising the said goods or any part thereof is or is to be disposed of and any monies or other consideration received by him there under.

8 THIRD PARTY LIABILITY

The Seller shall be under no liability in respect of any damage or loss to third parties caused directly or indirectly by the goods in any way whatsoever and the Buyer shall at all times indemnify the Seller against such loss or damage.

9 FORCE MAJEURE

The performance of all contracts is subject to variation or cancellation by the Seller owing to any act of God, war, strike, lockouts or any other industrial action, fire, flood, drought, tempest, insect or fungicidal attack or any other causes beyond the control of the Seller or owing to any inability by the Seller to produce materials or articles required for the performance of the contracts and the Seller shall not be held responsible for any inability to deliver caused by any such contingency.

10 APPLICABLE LAW

The contract formed by the Order and this acceptance shall be governed by and construed in accordance with English law. Any disputes arising out of these Conditions shall be submitted exclusively to the jurisdiction of the English Courts.

assistant clerk gov

From: Giles Munby <gilesmunby@btinternet.com>
Sent: 27 July 2023 11:25
To: assistant clerk gov
Subject: Re: Form Submission - CONTACT

Good morning Abi, please find below a spec and price for work to notice boards.

To remove varnished and one black notice board and bring to our workshop. Ease locking, repair as needed. Rub down and repaint/ varnish as existing, two coats of black and three of varnish. Replace perspex with new and renew beads as necessary.

Refit these and remove the second black one. Refurbish and fit as above.

All for £1210 plus VAT

I hope this is the sort of figure you had in mind.

Best wishes,
Giles

Sent from my iPhone

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Proposed matting options

Notes

- Suggested approx. 5m x 2m section to add accessibility and maneuverer space to the war memorial – shown in yellow



Options for review

Safe Site Matting 1200mm x 800mm x 22mm - 20kg

Product Code: TT-120080020SSM

MAX 10 tonnes



£336.00 (ex. VAT)

£403.20 (inc. VAT)

200 or more £24.00 (ex. VAT)

250 or more £22.50 (ex. VAT)

Lead time: 3-4 working days

UK Mainland Delivery: £65 ex. VAT (per 50 units)

(Exclusions apply - see [Delivery Information](#))

Available Options

Next Day Delivery Available

You can select next day delivery, in the delivery options on check

See [Recommended Accessories](#) for this product

Price displayed is per unit .

Qty

12

Add to Basket

Safe Site Matting Ramps 395mm x 22mm

Product Code: TT-225SMR



£71.40 (ex. VAT)

£85.68 (inc. VAT)

Lead time: 3-4 working days

UK Mainland Delivery: £20 ex. VAT (per 50 units)

(Exclusions apply - see [Delivery Information](#))

Price displayed is per unit

Qty

12

Add to Basket

LOWEST PRICE We won't be beaten on price - find it cheaper and we'll beat it!

☆☆☆☆ 0 reviews / Write a review

<https://www.multimatts.co.uk/safe-site-matting-ramps-400mm-x-22m>

<https://www.multimatts.co.uk/event-flooring/disabled-access-flooring/safe-site-matting-1200mm-x-800mm-x-22mm-20kg>

Shopping Basket

Image	Product Name	Model	Quantity	Unit Price (ex. VAT)	Total (ex. VAT)
	Safe Site Matting Ramps 395mm x 22mm	TT-225SMR	12	£5.95	£71.40
	Safe Site Matting 1200mm x 800mm x 22mm - 20kg	TT-120080020SSM	12	£28.00	£336.00

Apply Discount Code ▾

Sub-Total (ex. VAT):	£407.40
UK Mainland Delivery:	£85.00
VAT (20%):	£98.48
Total:	£590.88

Notes

- Prices are comparable across multiple providers – availability is the key driver.
- Could a budget be set and we purchase from the best supplier at the time of ordering?
- Suggested budget total £600

assistant clerk gov

From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 15 August 2023 16:10
To: [REDACTED]
Cc: Assistant Clerk Gov
Subject: RE: Bowls Club matters

Flag Status: Flagged

Hi [REDACTED]

[REDACTED]
Regarding the fencing I will get that on the agenda for the September maintenance meeting for consideration.

Many thanks
[REDACTED]
[REDACTED]

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

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

Please note my proposed working days for the week commencing 14 August are Monday, Tuesday, Thursday and Friday morning.

I will be leaving my role as Parish Clerk to Melbourn Parish Council on 18 August 2023.

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

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

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

You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk
You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk
To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: [REDACTED]
Sent: 15 August 2023 14:12

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

Cc: [REDACTED]

Subject: Bowls Club matters

[REDACTED]

[REDACTED]

[REDACTED]

2. My club is concerned over the condition of the our boundary fence bordering the footpath to the rec.(Not the playground side as mentioned in a recent casual conversation with [REDACTED]). which is the responsibility of the PC. A number of top rails are rotting and require replacement. One of my senior members, a retired carpenter, has offered to do the work, free of charge if the PC will cover the cost of the materials, which he estimates at £150. No doubt this will need consideration in committee so I will not expect an early decision.
- 3.

Kind regards

[REDACTED]

[REDACTED]

Our Ref: [REDACTED]

Your Ref:

Date: 08 September 2023

Contact: [REDACTED]
[REDACTED]

E Mail: [REDACTED]

[REDACTED]
Executive Director
Place and Sustainability

New Shire Hall
Emery Crescent
Enterprise Campus
Alconbury Weald
PE28 4YE

Dear Colleague,

Weed Spraying Policy

In April 2023, the Council changed its operational policy in relation to the removal of weeds. The purpose of the change was to achieve two goals;

1. To improve the natural environment and biodiversity by reducing the use of chemicals that can have a detrimental environmental impact.
2. To reduce the running costs of the operations as part of the overall need to reduce costs across the Council as part of its budget planning process.

The policy change moved the Council away from carrying out cyclic chemical spraying of road edges, channels and footpaths to a risk-based approach where we will remove weeds where they present a hazard to road users. We will however pre-treat weeds ahead of any works that we undertake such as resurfacing or slurry sealing.

Generally, weeds are not a safety issue for road users. They can be unsightly but do not affect their safety unless they build up significantly to become a trip or visibility hazard. When we are made aware of concerns by the public and communities, we will assess the risk the reported weeds present and then determine what action to take.

We are, however, assessing the effect of the policy change and how it was implemented. We do recognise that the County Council should have engaged with its partners in district and parish councils more effectively at the time when this policy change was being considered, and then when it was implemented, and that is something we wish to improve upon.

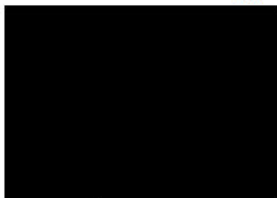
In addition, now we are coming to the end of the growing season we are reviewing the impact of the change in both rural and urban areas. We will be considering changes to our approach when we have the assessment results and presenting this to members so that this can be considered further as we prepare the budget for future years.

In undertaking this review, we will engage with district and parish councils to better understand the impacts of the policy and what changes we could make to improve our approach in the future. We will therefore be writing to all parish councils and districts with a survey which will ask for evidence to be provided as to what the impact has been in their areas and how this has created additional risk and safety issues on the highway.

I appreciate the time taken by our partners in highlighting this issue and I want to provide assurance that we wish to engage with you as we undertake the review of this policy change.

In the meantime, where there are locations reported to the Council where weed growth is seen to be a problem, these will be inspected and, if required, action will be taken to remove them.

Yours sincerely,




Executive Director of Place and Sustainability.

The parish has received communication re the weedkilling policy (or lack there of) of the County Council. Discussion is needed to decide on any action Melbourn would like to take.

From: [REDACTED]
Sent: 01 September 2023 15:10
Subject: Weeds

Dear Parish clerk and chair,

I am sure you have become aware recently of the dreadful state of our roads, pavements and cycleways due to weeds. This is entirely due to a change in policy the current joint administration forced through in February of this year. As part of that change they promised to engage with Parishes and Towns, but we have seen no evidence of that at all. The County Council have stopped all cyclic weedkilling (ie annual spraying) as well as spraying before laying new surfaces such as slurry on footpaths. Residents across the county have asked us what we can do about it and we (the Conservative group) will present a motion to full council on October 18th. If you agree that the state of our roads, paths and cycleways are unacceptable and getting worse due to weeds there are two ways you can help.

- 1/ Please sign and circulate this petition, to show those in charge at County Council the will of the people on this matter. This is the link, <https://shorturl.at/dkFTZ>
- 2/ Please consider writing as a Parish or Town body to object to this current change in policy and ask for a reversal.

Please write in your own words or below is an example template you can use to personalise and alter to fit the wishes of your council as they see fit. At the end are the relevant people and officers you should consider including.

To Cambridgeshire County Council

Please accept this formal objection on behalf of **insert name of council** to the change in weedkilling policy the County Council implemented this year. Our roads, cycleways and footpaths are in a dreadful state due to the explosion of weeds since your policy change. This has an unacceptable detrimental effect on the look, usability, and cost of repair to our highways. Our residents are angry at how you have made our community look. Those who attempt active travel are angry at the state of the weed ridden paths they must dodge. We are deeply concerned at the effect this will have on flash flooding, as gully's and drains become blocked by weeds. We also are aware of the poisonous danger posed to horses by the rapid increase in Ragwort in our area.. As a council we cannot understand the short-sighted financial nature of this decision, as short-term gain will be overshadowed by future repair bills. We are further dismayed that the County Council would implement such a devastating cut to a vital service with no consultation (**or no meaningful consultation**) with our council. This blatant attempt at cost shunting onto our council is unacceptable.

We therefore call on those whose decision this was, the "Joint administration" to reverse their disastrous policy. *

We ask that the chief executive [REDACTED] takes urgent action to remove weeds across the County. [REDACTED]

We ask that the Chair of Highways, issues a public statement to reverse this dreadful decision and explain the immediate actions the County Council will be taking to address this. ([REDACTED])

We ask the monitoring officer to investigate how a major cut to services was allowed take place without engagement with Town and Parish Councils.

[REDACTED]

*(The Joint Administration is a pact between Liberal Democrats, Labour and Independents, please copy in their leaders, [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] for [REDACTED]

Mob; [REDACTED]

Replies to original email

From: [REDACTED]

Date: Friday, 1 September 2023 at 17:53

Subject: RE: Weeds

Dear Councillor [REDACTED]

I have indeed noticed the increase in weeds. You will be aware that funding to local councils has been cut by 13 years of underfunding from central government. I trust that on the 18th October you will have a proposal to find more money to spend on this. What County Council services do you believe should be cut to fund weedkilling. The other alternative would of course be to raise Council Tax even further.

Poor local services, including potholes and other highway maintenance problems are due to the economic mismanagement of the national economy and the disaster of 13 years of austerity.

[REDACTED]

Chair, [REDACTED] Parish Meeting

To all parish councils.

I couldn't agree more with the lack of general maintenance. We are also a small rural village who relies on the council to keep our village walkways and paths accessible and our roads up to a decent standard. It is a sad day when you can't rely on the council maintenance teams to perform their duties.

Cllr. [REDACTED]

Sent from my iPhone

On 4 Sep 2023, at 2:17 pm, [REDACTED] wrote:

Dear Cllr [REDACTED]

You have raised an issue that this council has been irritated by for quite a while. The lack of maintenance being carried out is causing many problems in this parish, from overgrown footpaths, blocked drainage leading to flooding, cracking tarmac from weeds, damaged road signs not repaired, huge potholes, verges left uncut and causing very limited visibility on bends, and road signs that are either too filthy or too overgrown to read. As a small parish we struggle to deal with this and as a result more comments about the village looking a mess are coming in.

I will make my councillors aware of your email.

Cheers [REDACTED]



TEST CERTIFICATE

1st Floor Building 550 Winch Road Kent Science Park Sittingbourne Kent ME9 8EF England
Telephone: 0844 7250742

Mrs Cara Cook
4i Water Services Ltd
Unit 17 (next door to unit 18)
Woolpit Business Park
Woolpit
Bury St Edmunds, Suffolk
IP30 9UP
Fax: 01359 244 405

Certificate Number: TSBN1842692-1 Final
Date Reported: 31/07/2023
Date Analysis Started: 20/07/2023
Order Number:

Lab Ref.	Sample Details	Method Number	Test	Result	Units	Flag
SBN6964649	Rcvd Dt:: 20/07/2023	BIO114	Legionella spp.	Not Detected	In volume tested	-
	Description: Melbourn Parish Council The Sport Pavillion - Kitchen HWS	BIO114	Limit of Detection	100	cfu in volume tested	-
	Date / Time Sampled: 17/07/2023 10:00	BIO114	Legionella - Volume Filtered	1000	ml	-

Certificate approved and electronically signed on 31/07/23 16:28

By Marcin Kruk, Laboratory Manager

For and on Behalf of ALS Laboratories (UK) Limited

Disclaimers:

The testing results in this certificate relate only to the samples described above.
Unless otherwise stated, all results are expressed on an as received basis.
Statement of conformity made against the result does not take into account the uncertainty of measurement associated to the method.
Opinions and interpretations expressed herein are outside the scope of UKAS accreditation.
Time of Sampling 00 00 indicates no time of sampling has been supplied.



1282

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 14 September 2023

Location	Reported by	Notes	Actions	WHO?
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. Office to obtain quotes.	SM
Bowls club hedge	Wardens	Conifer needs cutting back	Obtain quotes - awaiting approval	SM
The moor	wardens	Sign faded. New sign needed (12 and under).	Obtain quotes - ROSPA report states new guidelines.	SM
Worcester Way	Resident	Branches over hanging residents garden.	Discussed 20/04/23 - obtaining quotes - awaiting approval	Wardens
Various	Wardens	Orchard, verge opposite sheeps row, and grass near telephone box requires cutting.	SM to inform contractor. Meeting to be arranged to discuss problem areas	Contractor
All roads	All	Councillors to inspect roads for potholes.	Creation of map to identify the worst areas. ONGOING	ALL
Tree - Cedar Close	Resident	Tree in need of cut, leaving sticky residue on paths etc.	ATC to obtain quotes for pruning - along with advice as to when best to cut.	ATC

EXTERNAL Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 14 September 2023

Details of work required	Reported by	Notes	Actions	WHO?
Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo.	Parish Office to follow up. Highways have scheduled the work to be carried out soon.	Highways
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	Update: sign now demolished, reported again to Highways 24/05/23 Re-reported 13/07/23 as sign missing.	SCDC
Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways.	CCC confirm sign to be replaced 2023/24. Monitor.	SCDC
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.	Action Clerk to chase - Highways confirmed replace of Library sign on lampost outside of Hub and possible alternative locations on A10 etc.	CCC
Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA.	Reported to EA.	EA
Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report.	Reported to SCDC with photo.	SCDC