

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

A meeting of the Maintenance Committee held on Thursday 18 January 2024 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

Absent:

In attendance: Abigail Williams (Parish Clerk), Alex Coxall (Parish Clerk), Maureen Brierley (RMRG), Les Brierley (RMRG), Chris Selway (Allotment Association)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09.30

MA110/24 To receive and approve apologies for absence

Apologies received from Cllr Kilmurray, Steve Pitman (Warden)

It was RESOLVED to accept apologies from Cllr Kilmurray.

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

MA111/24 To receive any Declarations of Interest and Dispensations

None received.

MA112/24 To approve the minutes of the Maintenance Committee Meeting held on 14 December 2023

It was RESOLVED to accept the minutes of the Maintenance Committee Meeting held on 14 December 2023 were an accurate record.

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

- a) To discuss comments on minutes from 14 December 2023

None received.

MA113/24 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

No members of public in attendance.

MA114/24 Finance Matters:

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

The finance report was noted.

- b) To note payment of vehicle tax for parish van.

It was noted.

- c) To consider the purchase of a new battery for the parish van as quoted.

It was RESOLVED to purchase a new battery for the parish van at a cost of £136.00 (inc VAT).

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

MA115/24 Conservation Matters:

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

It was noted.

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

A verbal report was provided by RMRG.

RMRG are waiting on a response with regard to volunteers assisting with flow readings.

It was noted that grass cutting along the bank as previously discussed must be covered in the village maintenance contract. ACTION: Office to confirm with contractors and RMRG that they are aware of the correct areas.

It was noted that the woodland path edges had deteriorated and were in need of replacement.

Current state is causing a trip hazard. ACTION: Office to obtain quotes for replacing edges to woodland walk or arrange for trip hazards to be removed – report back to committee.

- c) To receive any other updates and consider actions.

None received.

MA116/24 Allotment Matters:

- a) To receive any updates and consider actions.

A verbal report was provided by the Allotment Association.
It was noted that on the recent inspections only 4 plots were highlighted for attention.
It was noted that the PCN are due to meet at the allotments to view the Community Plot in February.
ACTION: Invite Allotment Association to attend meeting.
ACTION: Office to arrange with Wardens for water to be turned off during cold spell.

- b) To consider quotations for works to identified problem trees.

It was RESOLVED to accept quote 5411 from Shire Trees Limited for works to trees at the allotments at a cost of £2,640.00+VAT.

ACTION: Office to work with Shire to confirm ownership of trees and communicate accordingly with owners. To note that works should take place before nesting season.

Chris Selway left the meeting 09.51

MA117/24 Stockbridge Meadows:

- a) To receive any other updates and consider actions.

A verbal report was provided by RMRG.

MB, LB and KR have met to discuss ongoing programme of jobs and will be walking SM to create a plan.

KR has agreed to be the Duke of Edinburgh assessor for the participants that have expressed an interest in volunteering at Stockbridge Meadows.

The report on the trial trench will be completed soon. ACTION: Office to work with MB to complete report and send to FWAG for review.

- b) To note the office is in contact with the Ecology team at Cambridgeshire County Council to request designation and awaiting a response on the application for Nature Reserve status.

It was noted.

Maureen and Les Brierley left the meeting 10.01

MA118/24 Governance Matters:

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

Inspection reports were noted.

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

It was noted.

- c) To update situation at Victoria Way / New Road Cemetery.

Proposal was noted.

ACTION: Office to progress as proposed and obtain quotes and report back to committee.

- d) To receive any other updates and consider actions.

None received.

MA119/24 Cemetery Matters:

- a) To consider the request to plant a memorial tree in New Road Cemetery by resident.

Request was discussed. ACTION: Office to work on policy and procedure for memorials at New Road Cemetery and confirm Memorial Garden plan.

ACTION: Office to report back to resident and advise.

- b) To confirm process for allotting spaces for memorial trees/benches etc.

Covered by item MA119/24a).

- c) To receive any other updates and consider actions.

None received.

Recording of meeting paused.

MA120/24 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – MA121/24a)

It was RESOLVED to carry the motion to exclude Public and Press as stated above.

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

MA121/24 Village Wardens:

- a) To consider actions when Wardens are on extended sick leave.

ACTION: Office to contact previous Warden and applicants to Wardens role to investigate if they would be interested in being a 'bank' Warden.

MA122/24 Motion to re-open meeting to Public and Press

It was RESOLVED to re-open the meeting to Public and Press.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

Recording of meeting re-started

MA123/24 Village Maintenance Matters:

- a) To note emergency tree work spend of £300 approved for fallen tree on Station Road.

It was noted.

- b) To update on play park works.

It was noted that an item of equipment at Clear Crescent play park needs remedial work to be carried out. Providers are unwilling to work on equipment that is not theirs. We do not want to progress with resurfacing the area if works will soon be needed on the equipment.

It was suggested that we could replace the kit and re-surface at the same time.

ACTION: Office to obtain quotes to replace the equipment.

- c) To update on maintenance of the Wonderpass.

Cllr Travis reported that County Cllr van de Ven has offered to contact SDC representative about the paint issues.

Office noted that they had contacted Meldreth Parish Council to agree where reasonability for maintenance should lie. Awaiting a response.

- d) To update that Melbourn Primary School are taking horse chestnut trees kindly donated to the parish – Shires offer to plant has been accepted.

It was noted.

- e) To consider request that road inspections by Cllrs should be ongoing rather than annually.

It was suggested that road inspections should be held twice a year during a defined period of two weeks. ACTION: Office to communicate with Cllrs.

- f) To report on goal screening proposal.

It was noted.

- g) To update on feasibility report with regard to the reinstating of pond at junction of Back Lane.

Report was noted.

- h) To receive any other updates and consider actions

None received.

MA124/24 Pavilion Matters:

- a) To provide update and consider quotes for heating issue at Pavilion.

Deferred. No quotes received.

- b) To receive any other updaters and consider actions.

None received.

MA125/24 Little Hands Matters:

- a) To provide update on exterior lighting issues at Little Hands access road.

Deferred. No quotes received.

- b) To receive any updates and consider actions.

None received.

MA126/24 Correspondence:

- a) To note correspondence from Cambridgeshire County Council with regard to streetlighting LED replacements.

It was noted.

- b) To note correspondence re the installation of a Senbotex Ltd recycling bank.

It was noted. Decided not to proceed.

- c) To note correspondence with regard to the continuing issue of the damaged grit bin off New Road.

It was RESOLVED to purchase a grit bin privately, approximate cost of £120+VAT, and not through South Cambridgeshire District Council as resolved in item MA031/23h).

ACTION: Office to purchase bin and re-instate as soon as possible.

MA127/24 Policies and Risk Assessments:

- a) To consider any updates and consider actions.

None received.

MA128/24 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

It was noted.

MA129/24 New Maintenance Issues: To consider Maintenance issues arising since last meeting

It was noted that a quote would be obtained for the low hanging tree causing obstruction on the woodland walk.

MA130/24 To note date of next meeting: Thursday 15 February 2024.

The date of the next meeting was noted as Thursday 15 February 2024.

Meeting closed 10.51

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

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

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

Absent:

In attendance: Abigail Williams (Parish Clerk), Maureen Brierley (RMRG)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09.30

MA093/23 To receive and approve apologies for absence

Apologies received from Cllr Alexander, Chris Selway (Allotment Association), Steve Pitman (Warden)

It was RESOLVED to accept apologies from Cllr Alexander, Chris Selway and Steve Pitman. Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

MA094/23 To receive any Declarations of Interest and Dispensations

None received.

MA095/23 To approve the minutes of the Maintenance Committee Meeting held on 23 November 2023

It was RESOLVED to accept the minutes of the Maintenance Committee Meeting held on 23 November 2023 were an accurate record.

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

- a) To discuss comments on minutes from 23 November 2023

None received.

MA096/23 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)

No members of public in attendance.

MA097/23 Finance Matters:

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

It was noted that the date on the 'Actual to Date' column to be corrected.

The finance report was noted.

MA098/23 Conservation Matters:

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

It was noted.

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

RMRG are waiting on a response from Environment Agency re the offer to take readings of flow.

RMRG offered thanks for the use of the Pavilion as a base for working parties.

A request for more chippings to be delivered to the woodland walk was noted.

- c) To consider quotation for works as highlighted in annual tree survey.

It was RESOLVED to accept quote 5439 for the tree works as highlighted in the annual tree survey at a cost of £520.00+VAT.

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

- d) To receive any other updates and consider actions.

ACTION: Office to confirm that Stockbridge Meadows are included on the annual tree survey (areas are on a 3yr rotation for checks).

MA099/23 Allotment Matters:

- a) To receive any updates and consider actions.

It was noted that all plots were currently filled.

It was noted that the PCN have until February 2024 to confirm if they will be able to take over the community plot. ACTION: Office to catch up with PCN in the new year.

- b) To note emergency tree work carried out on fallen tree in St Georges at £195.00

It was noted.

- c) To consider quotation for works to identified problem trees.

Deferred to allow for more quotes due to costs. ACTION: Office to obtain further quotes and return to committee for decision.

MA100/23 Stockbridge Meadows:

- a) To receive any other updates and consider actions.

It was noted that the annual work plan would be kicked off with the Conservation Warden in January 2024 – Maureen to meet with Warden in January 2024.

It was noted that Natural England have responded to the draft Stockbridge Meadows management plan and will support in the application to be registered as a nature reserve. ACTION: Office to share response with Maureen and Cllr Travis and action as required.

It was noted that the Duke of Edinburgh Award activities will start when an assessor has been found for both individuals.

Maureen Brierley left the meeting 09.41

MA101/23 Governance Matters:

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

It was noted.

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

Nothing to note.

- c) To receive an update on the Moor Play park multigenerational swing.

Options were noted and offer from Warden to attempt to weld the current swing was accepted.

- d) To note correspondence and consider actions re grit bins at Hopkins Homes development.

Correspondence was noted. Committee advised that responsibility falls to the maintenance company that currently look after the roads / paths on the Hopkins Homes Estate. ACTION: Office to respond to resident and Hopkins Homes.

- e) To receive any other updates and consider actions.

None received.

MA102/23 Cemetery Matters:

- a) To receive any other updates and consider actions.

It was noted that Cllr Travis is due to meet with residents with regard to planting and parking outside of New Road Cemetery on 30 December 2023.

MA103/23 Village Maintenance Matters:

- a) To consider action for missing Lordship Drive road sign.

Committee advised that this is the responsibility of South Cambridgeshire District Council. Office will continue to chase SCDC on the subject. ACTION: Office to respond to resident with progress and continue to monitor works.

Note correction of numbering from agenda items as shown below.

- ↵ b) Ongoing maintenance of the Wonderpass.

Concerns over the paintwork on the Wonderpass were noted. Thanks were passed to the Wardens for the work carried out to control the weeds and extend the pathway. ACTION: Office to work with Meldreth Parish Council to formalise an agreement as to who looks after the maintenance of the area and to inform County Cllr van de Ven of problems. ACTION: Office to work with Wardens to install batons to separate the painted areas to discourage vandalism.

- ↵ c) To consider correspondence and possible actions re the goal storage on the New Rec.

Options for resolution were discussed. It was decided to approach resident with option of installing willow screening to the cage to improve the aesthetics of the area. ACTION: Office to contact resident.

- f) d) To note update on 83 High Street and consider request to purchase obelisk and mulch.

Update was noted and costs to be sought for improvements as requested. ACTION: Office to contact volunteer to confirm needs.

- g) e) To receive any other updates and consider actions.

None received.

MA104/23 Pavilion Matters:

- b) To receive any other updates and consider actions.

None received.

MA105/23 Little Hands Matters:

- b) To receive any updates and consider actions.

It was noted that Cllr Wilson will be investigating if there is any RAAC at Little Hands in January 2024.

MA106/23 Policies and Risk Assessments

- a) To consider any updates and consider actions.

None received.

MA107/23 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

It was noted.

ACTION: Office to contact County Cllr van de Ven re outstanding issues with grit bin replacement and signage replacement.

MA108/23 New Maintenance Issues: To consider Maintenance issues arising since last meeting

None received.

MA109/23 To note date of next meeting: Thursday 18 January 2024

The date of the next meeting was noted as Thursday 18 January 2024.

Meeting closed at 10.04

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

EDGE Code	Budgeted expenditure (included in Precept)	Budget 2023/24 £	Actual to date (31/12/23) £	Committed £	Balance £	Notes
	<u>Conservation:</u>		<u>Paid</u>	<u>Unpaid</u>		
1000	Allotments - water (2 meters)	850		(84)	934	
1000	Allotments - plot clearance/maintenance	400	302		98	Compost
1000	Allotments - Hedge Cutting	600	530		70	
1000	Allotments - unplanned e.g. asbestos removal	1,300	150		1,150	
1100	Conservation - Christmas tree and plants for tubs	400	178		222	
1100	Conservation - tree survey & Tree works	6,160	784		5,376	
1100	Conservation - emergency tree works	3,300	575	300	2,425	
1100	Conservation - tree planting	2,350	22		2,328	
1100	Conservation - unplanned	1,000	1,891		(891)	Fencing at 32 Worcester Way & graffiti removal from stone bus plaque at bus shelter, Tidy Pathway Greenbanks
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	4,592	216	12,852	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	200	80	(1)	120	
2000/1	Orchard Road - water	100			100	
2000/1	Orchard Road Lychgate - recoat 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	52	38	
2000/2	New Road - tree & hedge work, soil store, path edging	990			990	
2000/2	New Road - unplanned	500	460		41	AC Stoneworks memorial
		3,520	820	51	2,649	
	<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	163	9	78	
3200	Recreation Ground - pest treatment	500			500	
3200	Recreation Ground - unplanned	2,500	943		1,557	Verttidrain Rec & Leaf clearance
3400	Pavilion - cleaning	1,100	640	112	348	
3400	Pavilion - electricity	2,400	1,537	641	223	
3400	Pavilion - water	100		67	33	
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	1,035		(35)	Fire Safety & shower valves/Extraction fan
		13,085	5,600	828	6,657	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	680	773		(93)	Fixings for moor play park benches and £220 at Philimores
4300/3	Wardens' equipment	500	319		181	Uniform, repair to billy goat
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,450	1,565		(115)	Signwriting of van £325, Van insurance £638 Van Tax £320.00
4900	Parish Clock - service	200	215		(15)	
4900	Parish Clock - repairs	215			215	
5000/9	Litter picking & warden cover	6,300	2,092	146	4,062	
7100	Car park workshop - water	205	190	62	(47)	
7100	Car park workshop - electricity	2,700	780	959	961	
7100	Car park workshop - PAT testing	30			30	

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

EDGE Code	Budgeted expenditure (included in Precept)	Budget 2023/24 £	Actual to date (31/12/23) £	Committed £	Balance £	Notes
7100	Car park - unplanned	515			515	
7200	Fire Engine House - Roof repairs	400			400	
		13,195	5,934	1,167	6,094	
	<u>Rental Property</u>					
9000	Rental Property - Littlehands annual drain cleaning	500			500	
9000	Rental Property - Legionella testing Roof inspection	550			550	
9000	Rental Property - unplanned	500	225		275	Jetting of Drains
9000	Rental Property - projects (drain works in carpark)	5,000	5,000		-	
		6,550	5,225	-	1,325	
	Total Maintenance (excluding grounds maintenance contracts)	54,010	22,171	2,263	29,576	

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

EDGE Code	Budgeted expenditure (included in Precept)	Budget 2023/24 £	Actual to date (31/12/23) £	Committed £	Balance £	Notes
	Grounds Maintenance Contracts					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	4,358	623	2,490	
1200	Grass cutting contract - extra cuts x 2	1,200		300	900	
1300	Public Open Space - maintenance (£460 per month)	5,520	3,220	460	1,840	
1300	Public Open Space - additional work (leaf/hedge works etc)	900	425		475	
2100	Cemeteries (£405.83 x 12) + £1,000 for extra hedge work in new contract	4,870	3,247	406	1,218	
2100	Cemeteries - extra cuts (£360 x 2)	720	260	260	200	
3200	Recreation Grounds (£755 per month)	9,060	6,040	755	2,265	
3200	Recreation Grounds - extra cuts (£130 x 2)	260	100		160	
		30,000	17,649	2,803	9,548	

parish clerk

From: DVLA Electronic Vehicle Licensing <donotreply.evl@dvla.gov.uk>
Sent: 03 January 2024 10:30
To: parishclerk@melbournparishcouncil.gov.uk
Subject: Confirmation of Vehicle Tax

THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY AS EMAILS RECEIVED AT THIS ADDRESS CANNOT BE RESPONDED TO.

Confirmation of vehicle tax.

Thank you for using DVLA Vehicle Licensing Online.
Your application for vehicle tax has been successful.

Vehicle Registration Number: BD67 NPG
Reference Number: 1243 2474 1100 9964
Application Made On: 03/01/2024 10:13:41 Vehicle Tax Period: 12 months Vehicle Tax Amount Paid: GBP 320.00
Direct Debit Mandate Reference Number: [REDACTED]

The law has changed, you do not need to display a tax disc, therefore we will not issue one to you.

You may wish to save or print this email confirmation for your records.

MELBOURN GARAGE

Job Sheet: J061229

Printed: Monday 11/12/2023 10:21

Booked:

Technician:
Service Writer:

VAN.
4300/4
£205avan

Customer Details

Melbourn Parish Council

Account: MEL008

Mobile: 07778738373

Vehicle Details

Reg	BD67NPG	Key Tag		PS	<input type="checkbox"/>	VIN	VF77BBHW6HJ754724
Make	Citroen	Colour	WHITE	CAT	<input type="checkbox"/>	Engine No	JBHB0063726
Model	Berlingo	Engine	1.6 112,E6 8v	ABS	<input type="checkbox"/>	Engine Code	DV6FE
YoM	2017	Fuel / Tran	Diesel / MANUAL	AC	<input type="checkbox"/>	Radio Code	
DoR	30/11/2017	Body	Van	DPF	<input type="checkbox"/>		
Mileage	0	New Mileage	<input type="text"/>	TPS	<input type="checkbox"/>		
Tyres	~						

Reminders

Work Details	Technician	Time	Start	End
Supply and fit new 096 type battery £136.00 inc vat		1.00		

Parts	Qty	Bin	Additional Parts	Qty

Job completed by: Date:/...../.....

Tyre Tread Depths				
NSF	NSR	OSF	OSR	SP

Disclaimer: I authorise the repair details above to be undertaken and further agree I will pay for the cost of any non-warrantable repairs at the agreed charge rate. It is understood that payment will be on a cash basis unless prior arrangements for credit have been approved. Any additional work found to be necessary must be authorised by myself prior to commencement of any repairs.

Customers signature

Date

Fuel Gauge				
E	1/4	1/2	3/4	F

MELBOURN GARAGE

Job Sheet: J061229

Printed: Monday 11/12/2023 10:21

Booked:

Technician:
Service Writer:

VAN.
4300/4.
£205avan

Customer Details

Melbourn Parish Council

Account: MEL008

Mobile: 07778738373

Vehicle Details

Reg	BD67NPG	Key Tag		PS	<input type="checkbox"/>	VIN	VF77BBHW6HJ754724
Make	Citroen	Colour	WHITE	CAT	<input type="checkbox"/>	Engine No	JBHB0063726
Model	Berlingo	Engine	1.6 112,E6 8v	ABS	<input type="checkbox"/>	Engine Code	DV6FE
YoM	2017	Fuel / Tran	Diesel / MANUAL	AC	<input type="checkbox"/>	Radio Code	
DoR	30/11/2017	Body	Van	DPF	<input type="checkbox"/>		
Mileage	0	New Mileage	<input type="text"/>	TPS	<input type="checkbox"/>		
Tyres	~						

Reminders

Work Details	Technician	Time	Start	End
Supply and fit new 096 type battery £136.00 inc vat		1.00		

Parts	Qty	Bin	Additional Parts	Qty

Job completed by: Date:/...../.....

Tyre Tread Depths				
NSF	NSR	OSF	OSR	SP

Disclaimer: I authorise the repair details above to be undertaken and further agree I will pay for the cost of any non-warrantable repairs at the agreed charge rate. It is understood that payment will be on a cash basis unless prior arrangements for credit have been approved. Any additional work found to be necessary must be authorised by myself prior to commencement of any repairs.

Customers signature

Date

Fuel Gauge				
E	1/4	1/2	3/4	F

Applicable only for my vehicle X

[Clear all filters](#)

5 YEAR GUARANTEE



Halfords
EFB013/EFB027
Start/Stop EFB 12V
Car Battery 5 Year...

★★★★★ 4.8 [\(302\)](#)

£156.19

Price includes fitting

Buy Battery with Fitting

Without fitting

£129.19

mc

Only **£122.73** and one FREE fit with
[Motoring Club premium](#)

Buy Battery Only

5 YEAR GUARANTEE



Yuasa EFB027
Start/Stop Battery

£193.99

Price includes fitting

Buy Battery with Fitting

Without fitting

£166.99

mc

Only **£158.64** and one FREE fit with
[Motoring Club premium](#)

Buy Battery Only

5 YEAR GUARANTEE



Yuasa EFB096
Start/Stop Battery

★★★★★ 4.8 [\(10\)](#)

£227.59

Price includes fitting

Buy Battery with Fitting

Without fitting

£200.59

mc

Only **£190.56** and one FREE fit with
[Motoring Club premium](#)

Buy Battery Only

Monthly water situation report: East Anglia

1 Summary - December 2023

Following average to above average rainfall for November, the rainfall for December was comfortably above average for all East Anglia. This rainfall fell over catchments with soils already at or very close to field capacity. Consequently, East Anglian rivers were highly responsive to this rainfall and continued a trend of increasing base flows that started in October. Groundwater levels have continued to rise across the month, with current levels indicative of a very healthy recharge season to date. Reservoir stocks are generally healthy with good prospects for refilling.

1.1 Rainfall

December 2023 was a wet month with all hydrological areas within East Anglia having above average rainfall totals. These totals ranged from 77mm to 108mm, or were between 134% to 181% of the long term average [LTA] for December. The western half of East Anglia was generally wetter than the eastern half. The East Anglia area average figure for December 2023 was 86mm, which ranks as the 22nd highest December total on record (1871 to present) for the area. The 3, 6 and 12 month rainfall totals for much of the area are within the exceptionally high category. The 3 month October to December totals for the North West Norfolk and Wissey, and Little Ouse and Lark hydrological areas were 338mm and 321mm respectively, and are the highest October to December totals on record for these areas.

1.2 Soil moisture deficit and recharge

Wet and cool conditions in December resulted in soils remaining at or close to field capacity across most of the area. The East Anglia soil moisture deficit [SMD] for the end of December was calculated as 2mm, which is considered exceptionally low for the time of year. Recharge has continued with all monitoring boreholes for which we have data showing an increase in groundwater levels compared to the levels recorded in November 2023.

1.3 River flows

With a negligible SMD by the end of November and continued low rates of evapotranspiration, East Anglian rivers were highly responsive to the above average December rainfall. Most report sites recorded notably high monthly mean flows for December. The flows at Burnt Mill, on the Rhee, are a potential outlier with the December 2023 month mean flow being 325% of LTA flow. The data for this site has yet to be validated, but the upstream gauge at Wimpole recorded similar flows after adjusting for catchment area.

1.4 Groundwater levels

Groundwater levels have continued to rise at all wells and boreholes for which we have December dips or telemetered readings. The very wet autumn and start to winter has resulted in a very healthy recharge season so far. Conditions are such that even average rainfall for the rest of winter is likely to result in high groundwater levels going into next spring.

1.5 Reservoir stocks

Reservoir stocks are generally healthy with good prospects for refilling. The majority of reservoirs displayed an increase in levels across December. Operational or water quality issues can result in reservoirs refilling at a slower rate than would be expected based on river flows alone.

1.6 Forward look

1.6.1 Probabilistic ensemble projections for river flows at key sites

The river flow projections indicate a high likelihood of normal or higher flows for March 2024 and June 2024. This is to be expected with the healthy recharge season to date and the current catchment conditions.

1.6.2 Probabilistic ensemble projections for groundwater levels in key aquifers

The projections show a high likelihood of notably high or higher groundwater levels by March 2024, which is to be expected with the healthy recharge season to date. As the projections go further into the future, the influence of current conditions reduces, although there remains a very high likelihood of normal or higher groundwater conditions at all forecast sites by September 2024.

Author: Hydrology Team, hydrology-ean-and-lna@environment-agency.gov.uk

All data are provisional and may be subject to revision. The views expressed in this document are not necessarily those of the Environment Agency. Its officers, servants or agents accept no liability for any loss or damage arising from the interpretation or use of the information, or reliance upon views contained in this report.

*[SMD]: soil moisture deficits

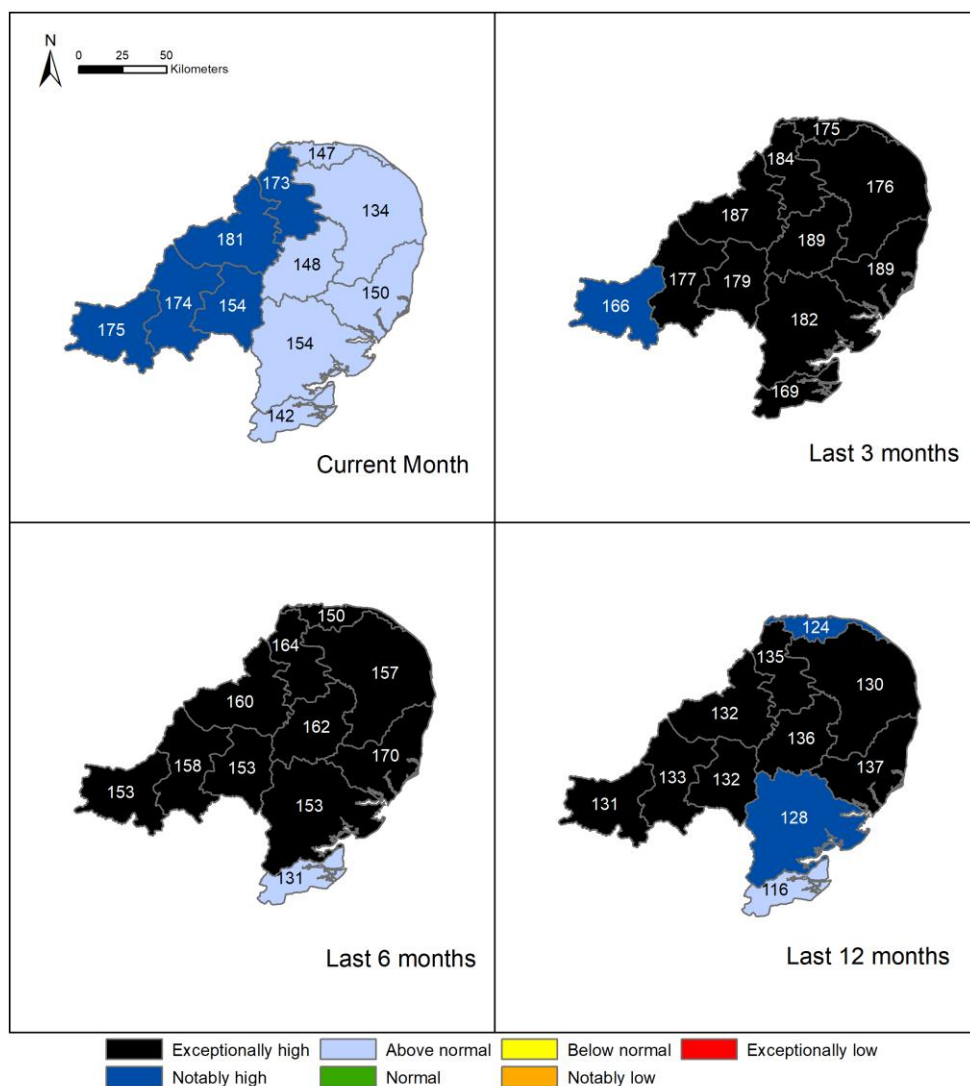
*[LTA]: long term average

Contact Details: 03708 506 506

2 Rainfall

2.1 Rainfall map

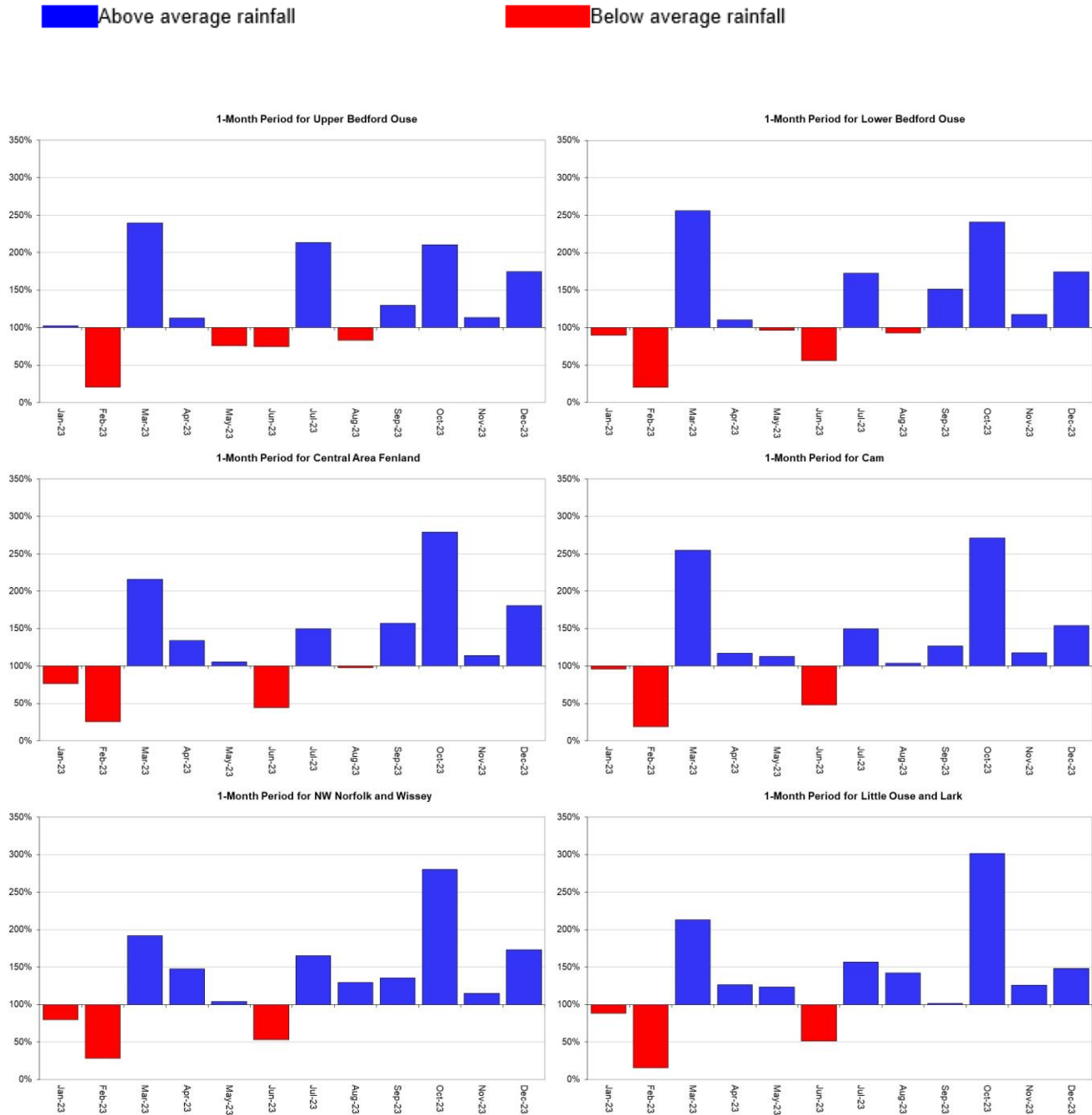
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 December 2023), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

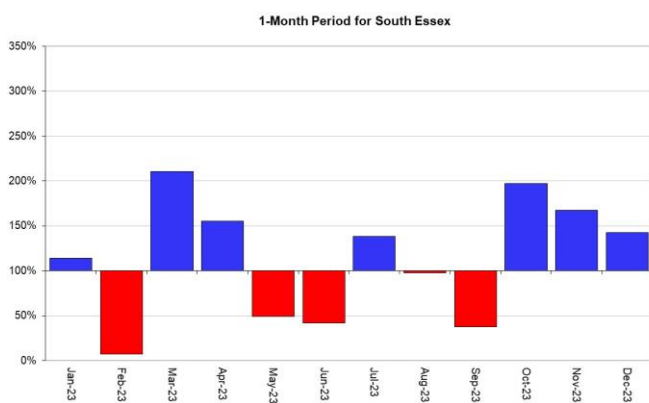
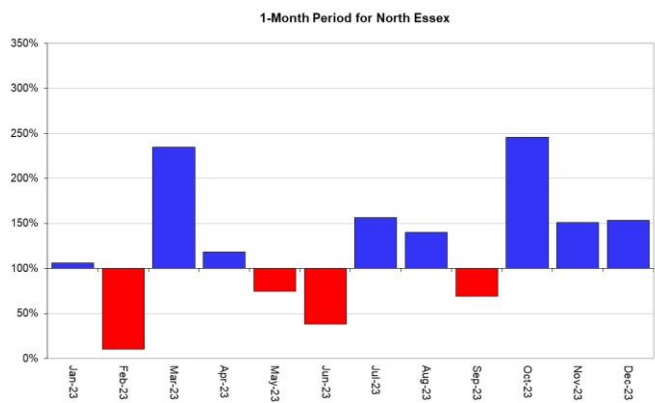
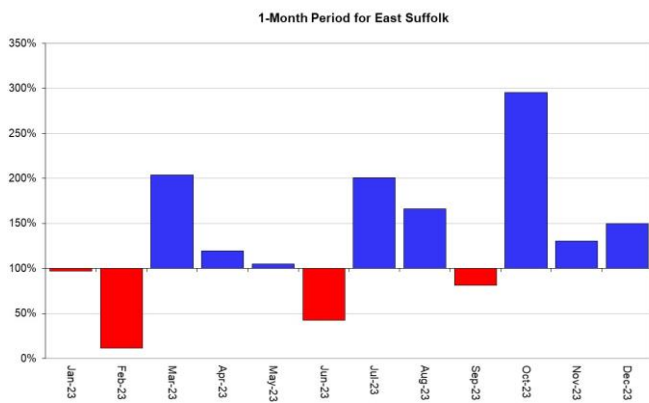
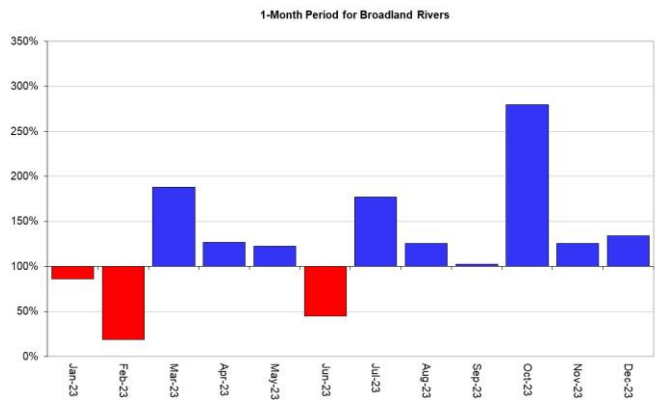
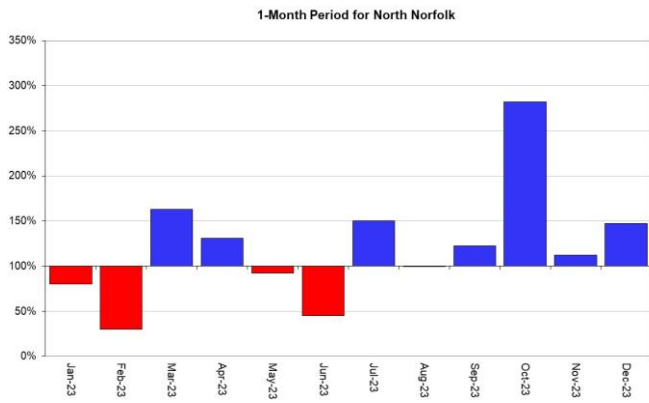


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2024). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2024.

2.2 Rainfall charts

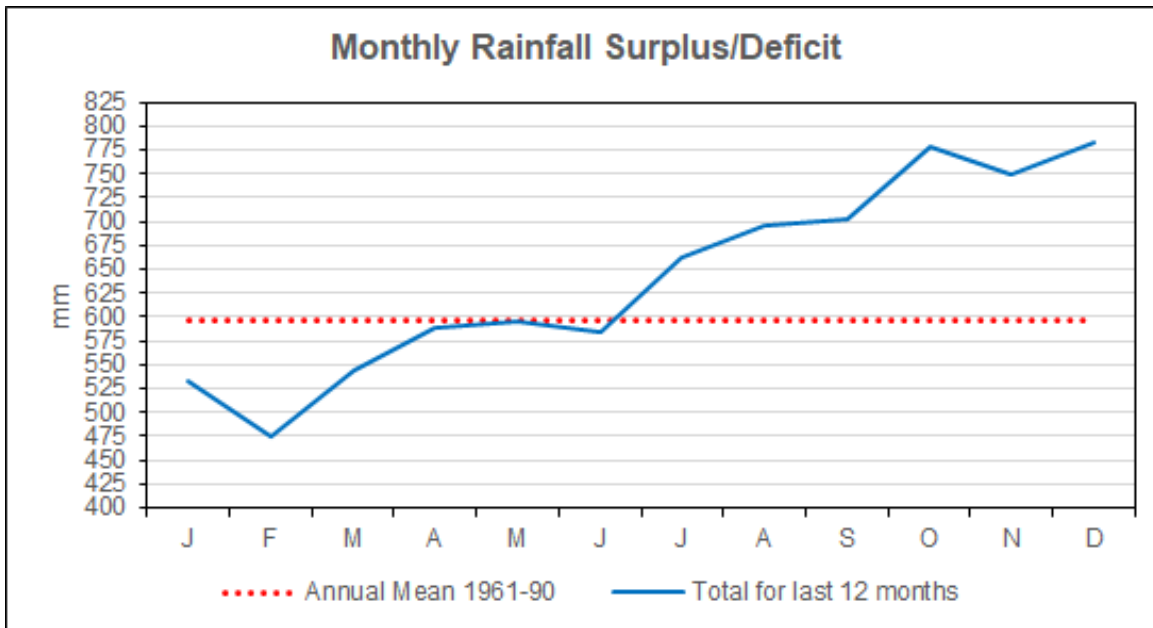
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1961 to 1990 long term average for each region and for England.





HadUK rainfall data. (Source: Met Office. Crown copyright, 2024).

2.3 Monthly rainfall surplus deficit chart

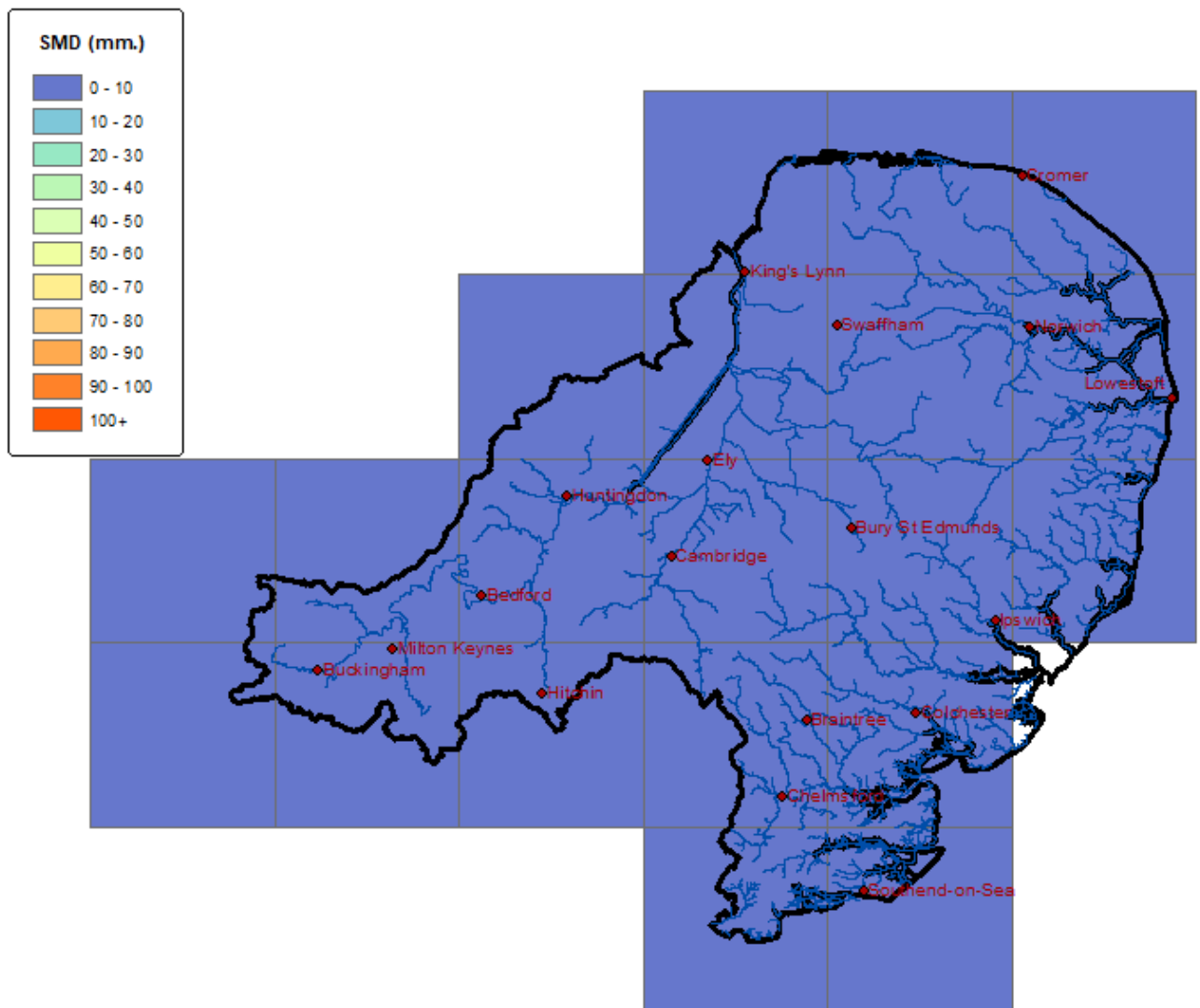


HadUK rainfall data. (Source: Met Office. Crown copyright, 2024).

3 Soil moisture deficit

3.1 Soil moisture deficit map

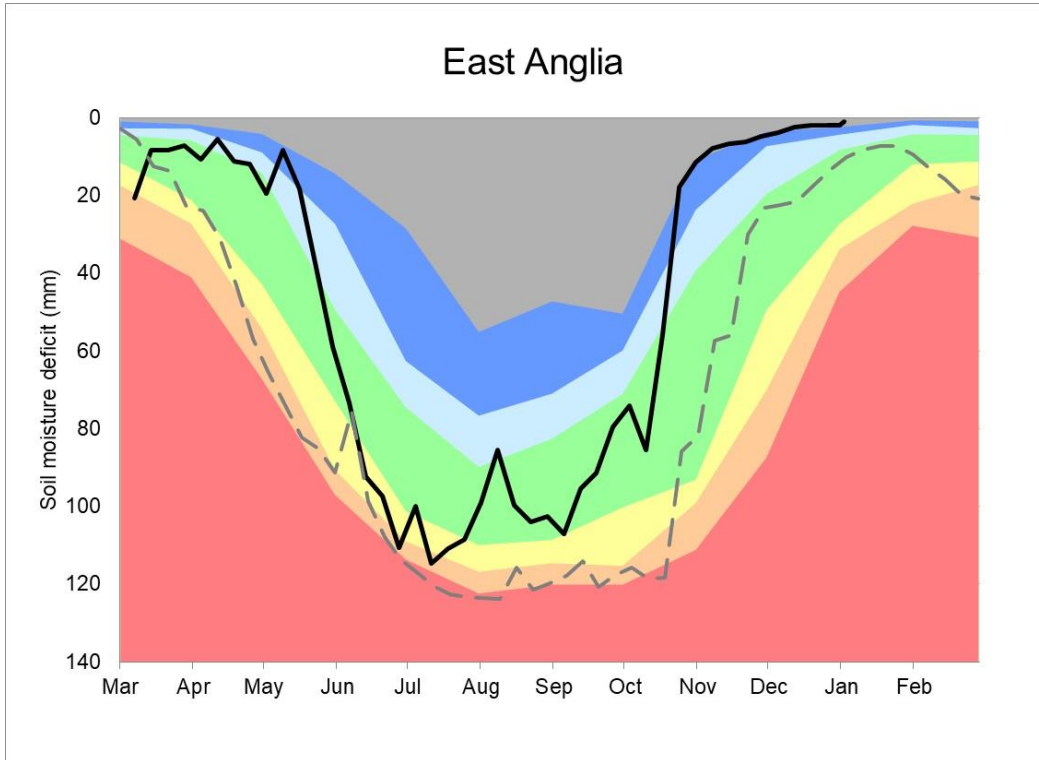
Figure 3.1: Soil moisture deficit values for 31 December 2023. Values based on the weekly MORECS data for real land use.



(Source: Met Office. Crown copyright, 2024). All rights reserved. Environment Agency, 100024198, 2024.

3.2 Soil moisture deficit charts

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

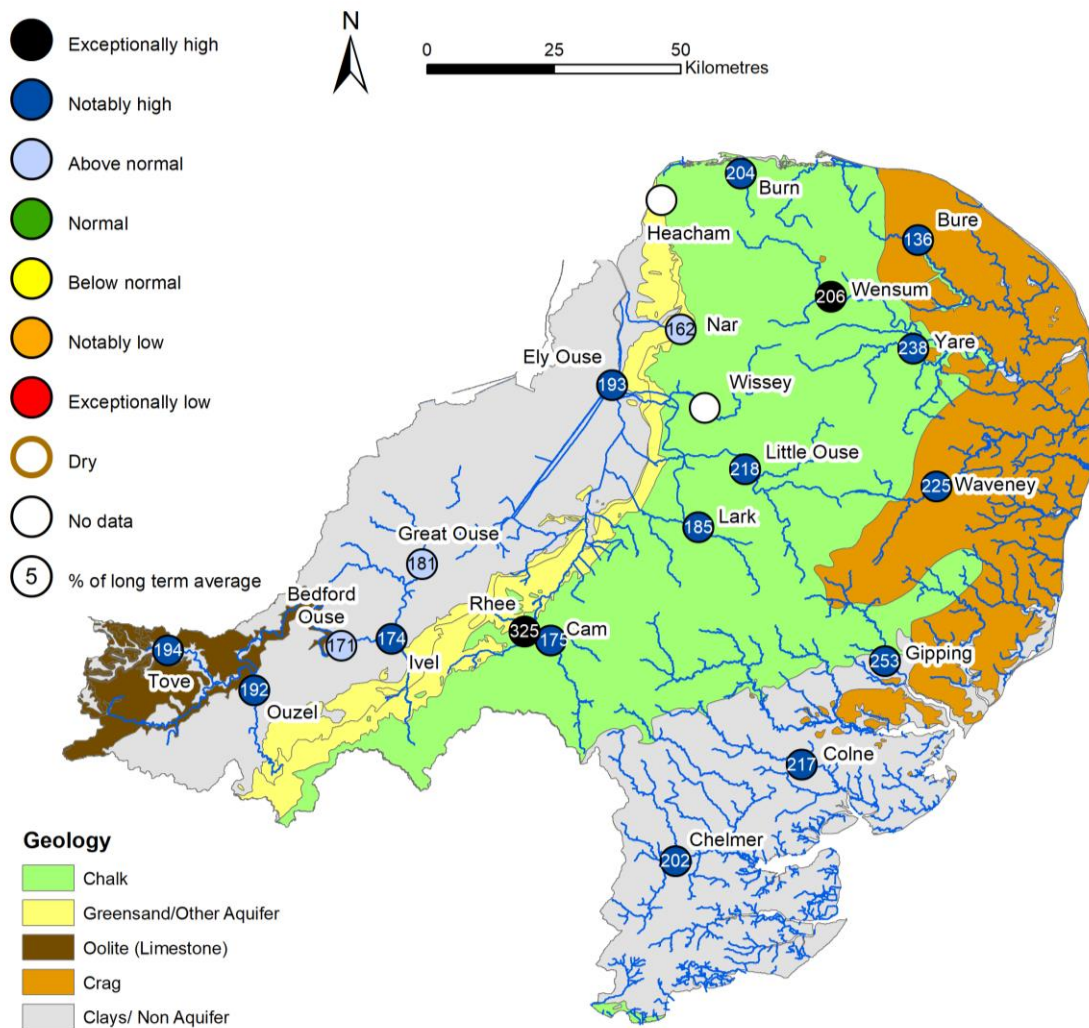


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4 River flows

4.1 River flows map

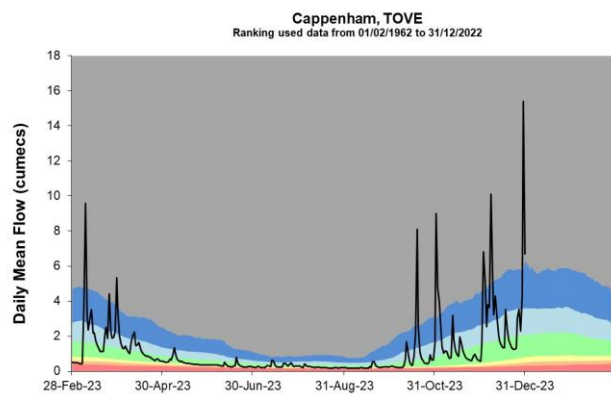
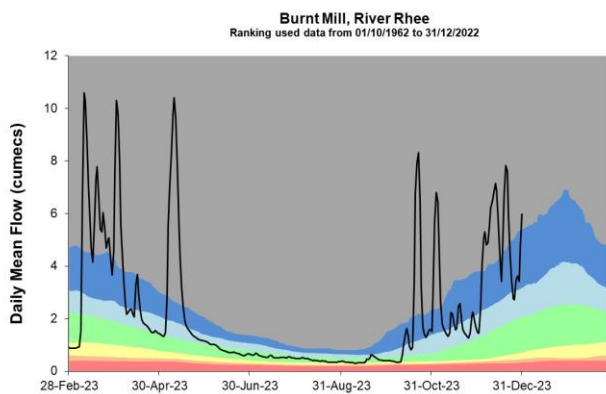
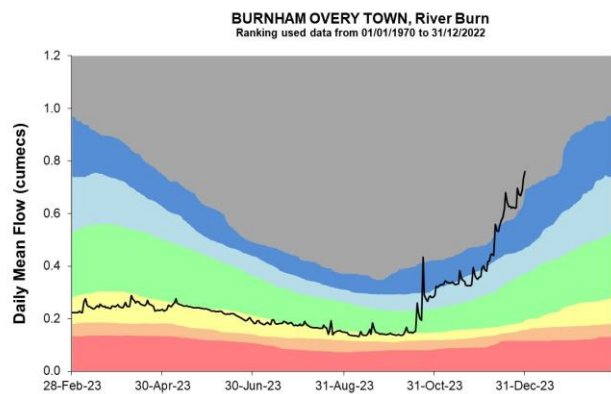
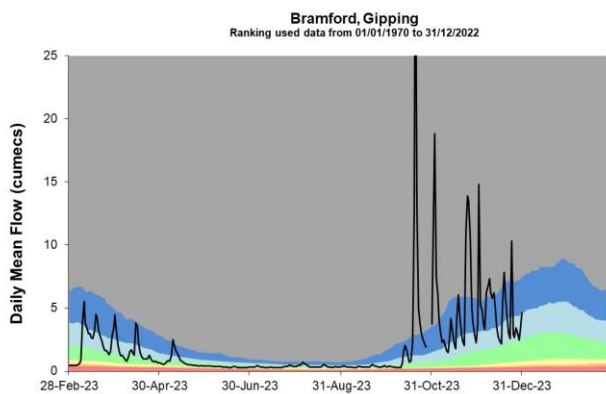
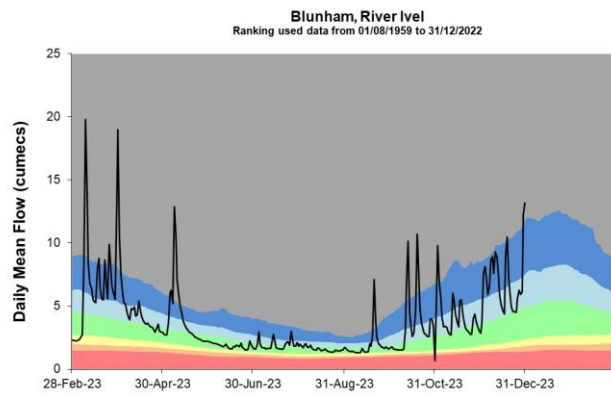
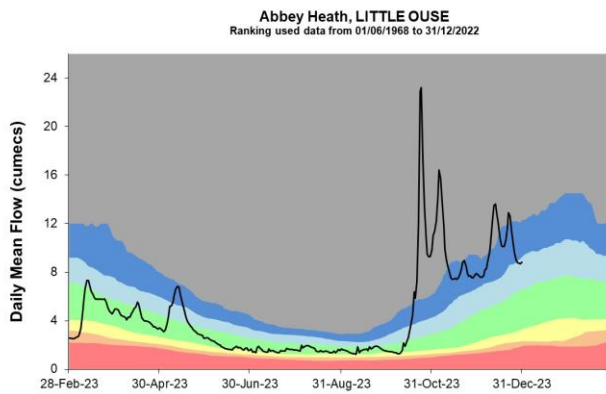
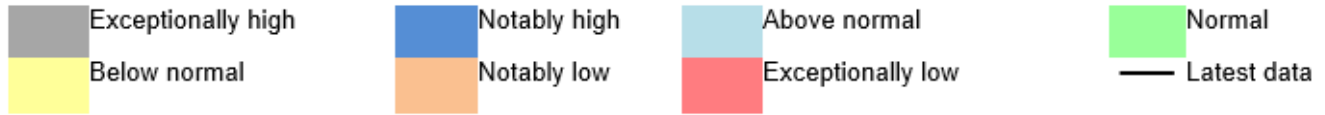
Figure 4.1: Monthly mean river flow for indicator sites for December 2023, expressed as a percentage of the respective long term average and classed relative to an analysis of historic December monthly means Table available in the appendices with detailed information.

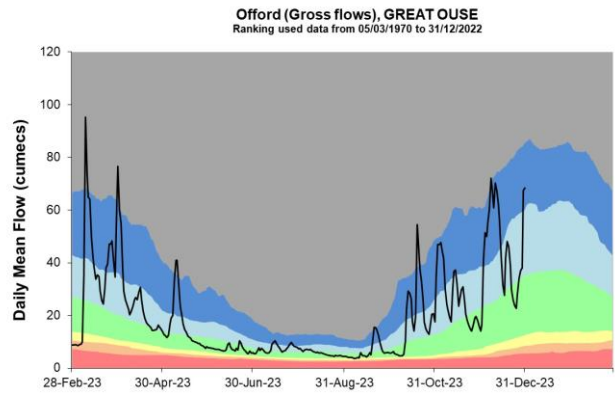
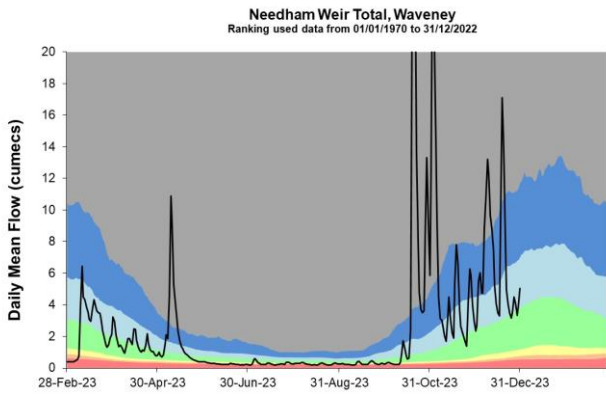
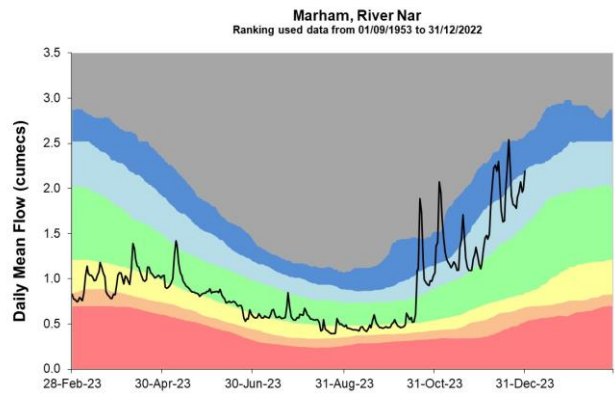
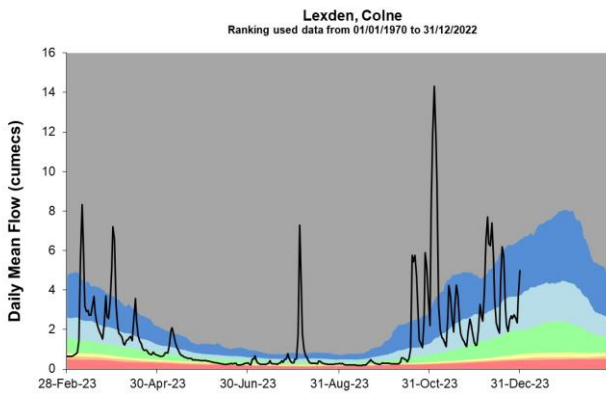
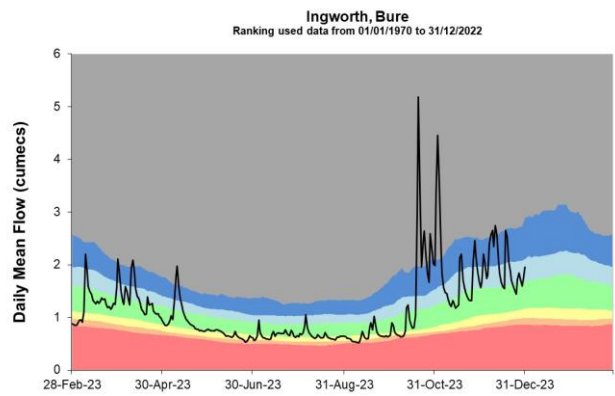
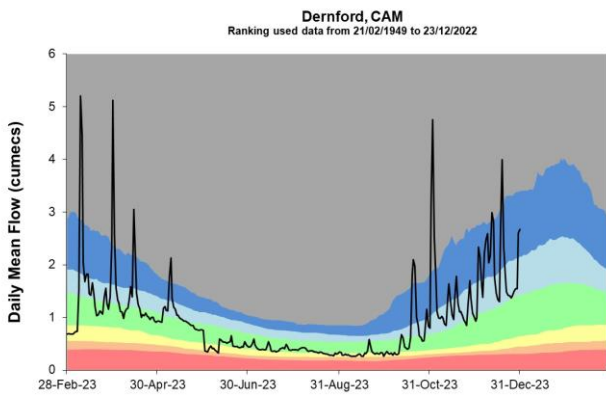
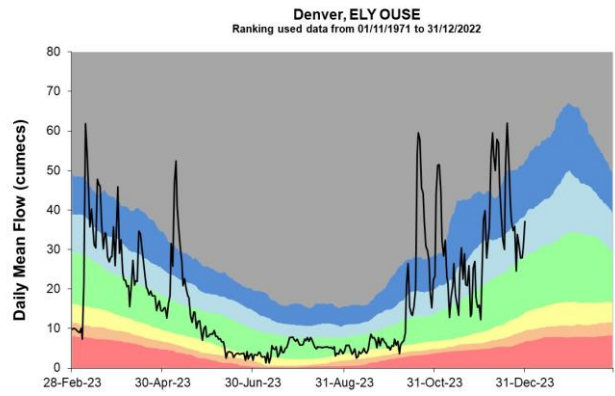
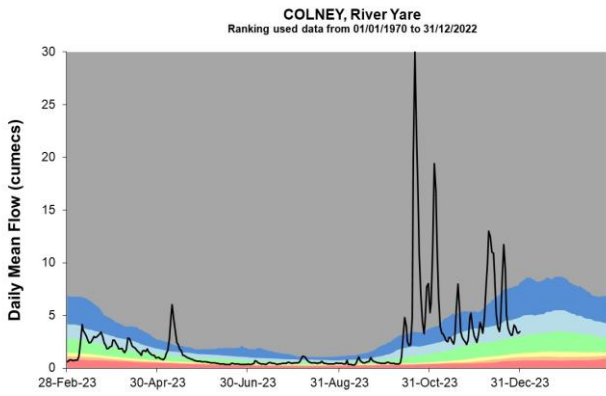


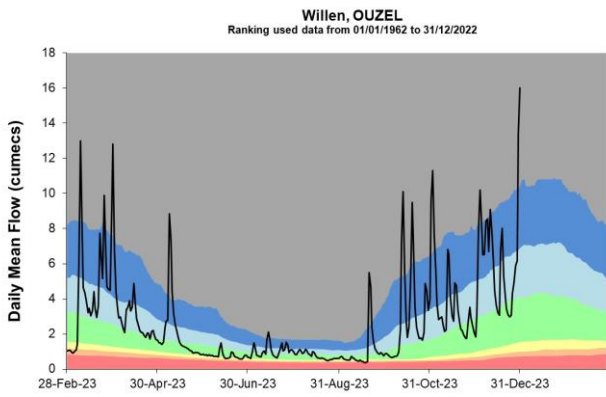
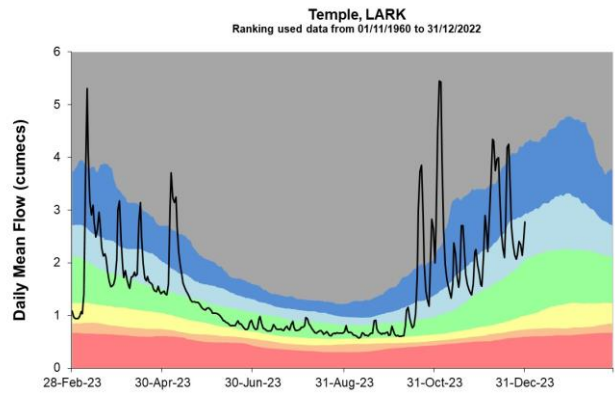
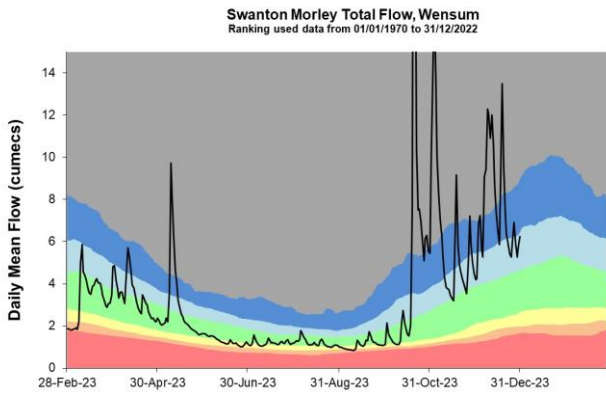
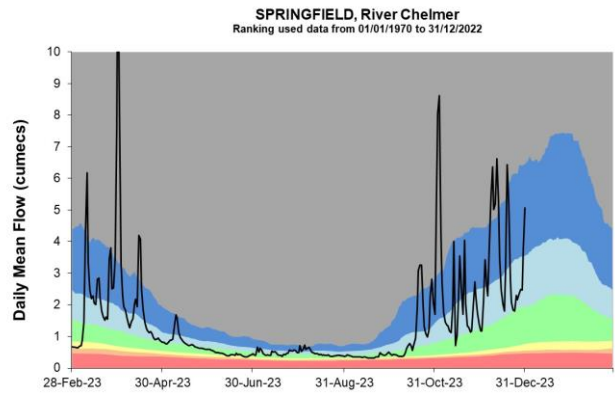
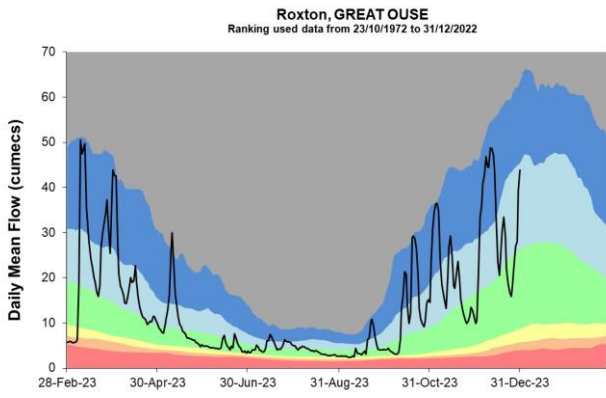
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2024.

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.





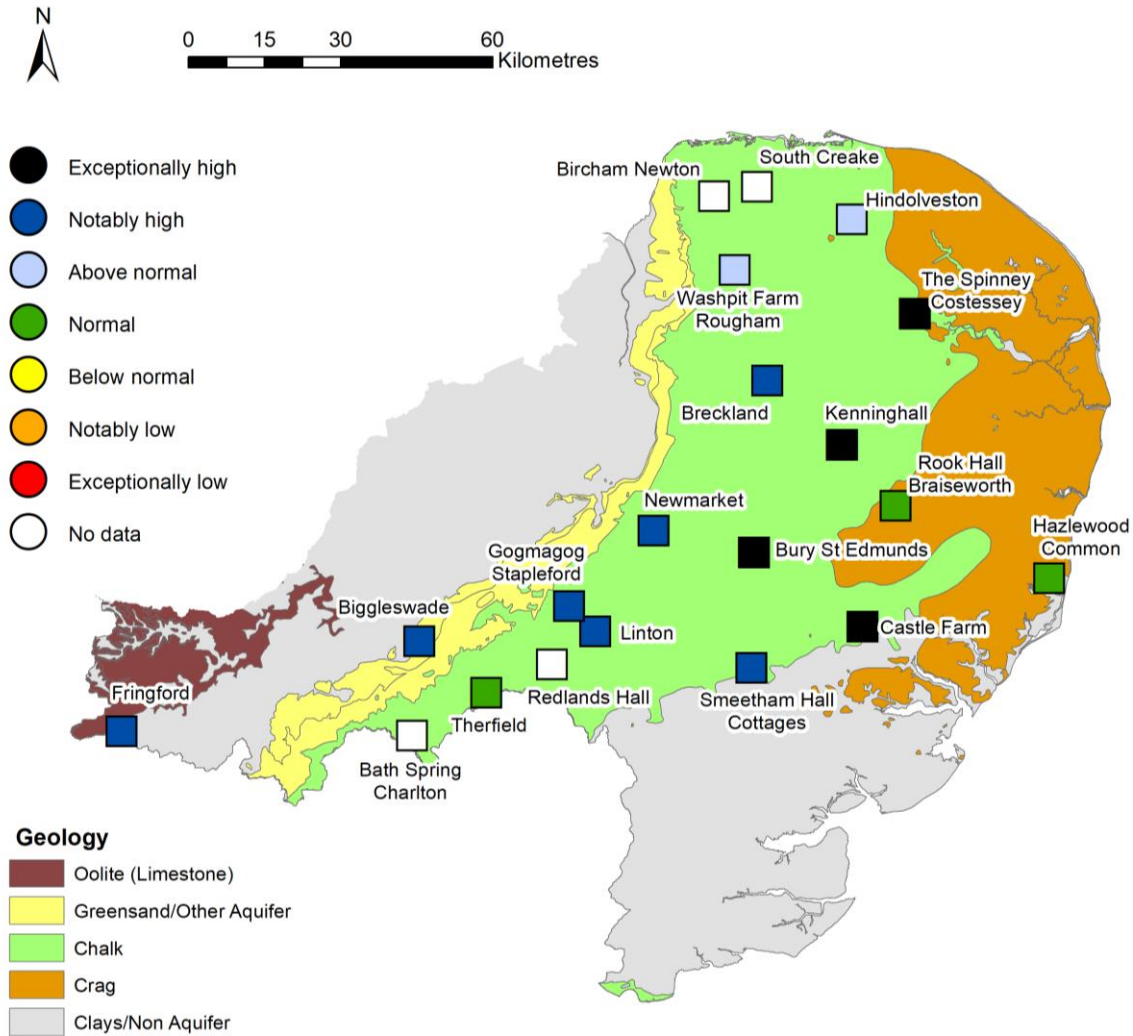


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

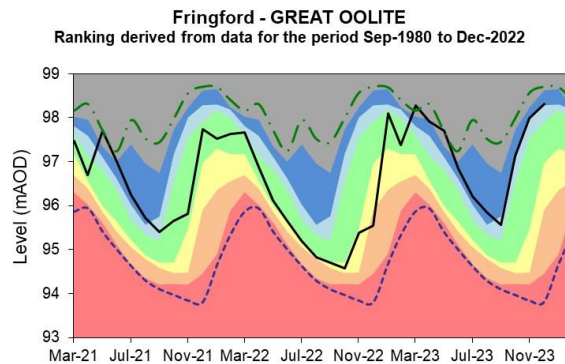
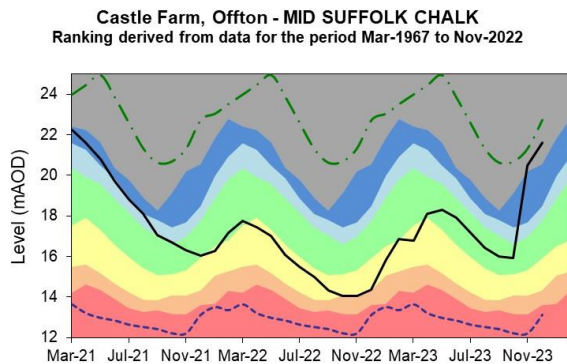
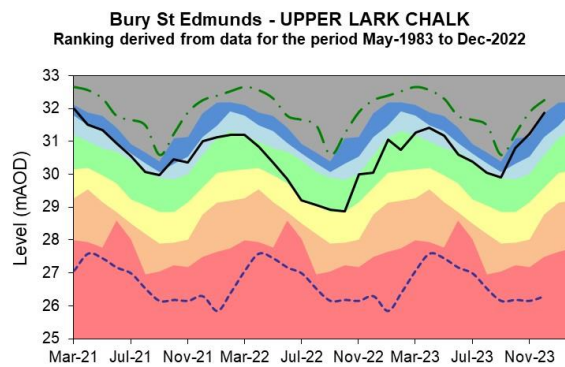
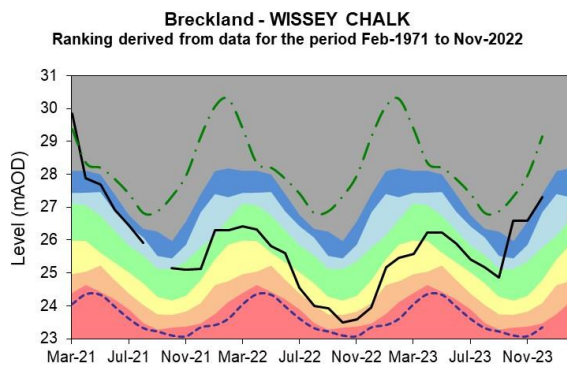
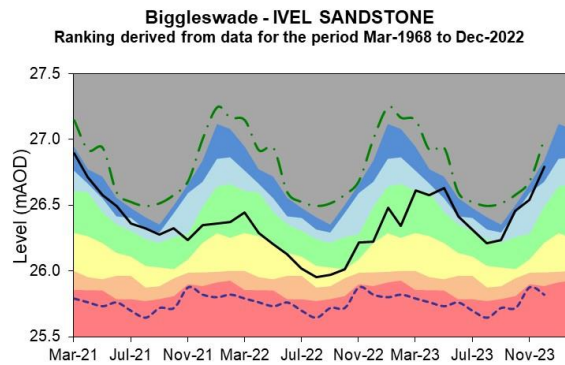
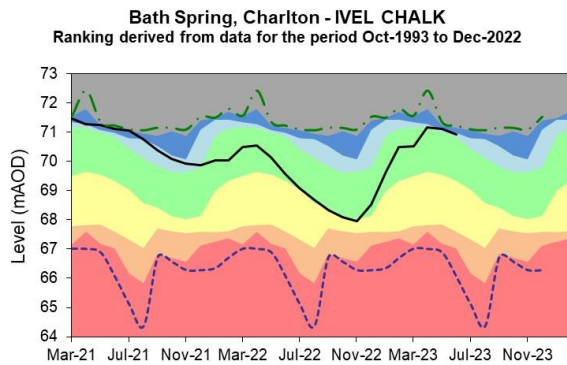
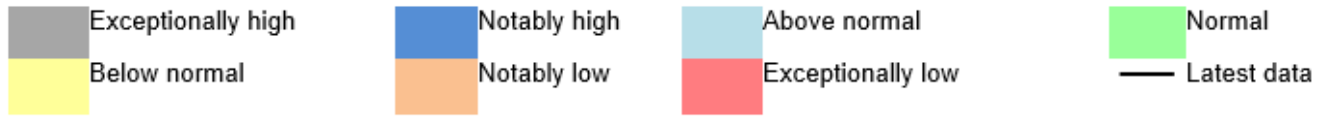
Figure 5.1: Groundwater levels for indicator sites at the end of December 2023, classed relative to an analysis of respective historic December levels. Table available in the appendices with detailed information.



(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2024.

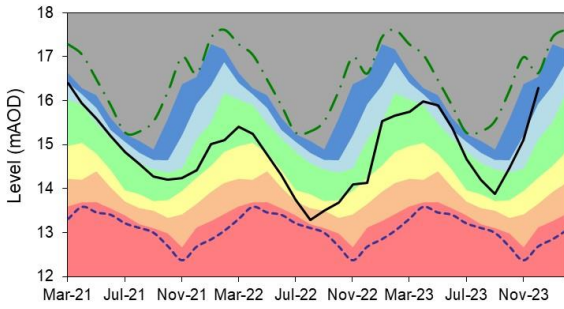
5.2 Groundwater level charts

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.



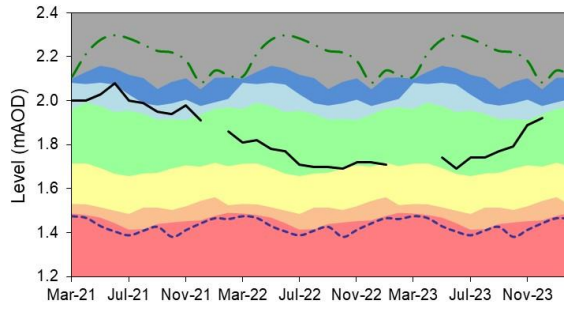
Gog Magog, Stapleford - CAM CHALK

Ranking derived from data for the period Jan-1980 to Dec-2022



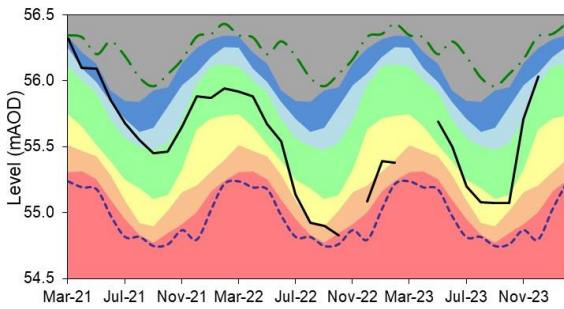
Hazlewood Common - SUFFOLK CRAG

Ranking derived from data for the period Oct-1988 to Nov-2022



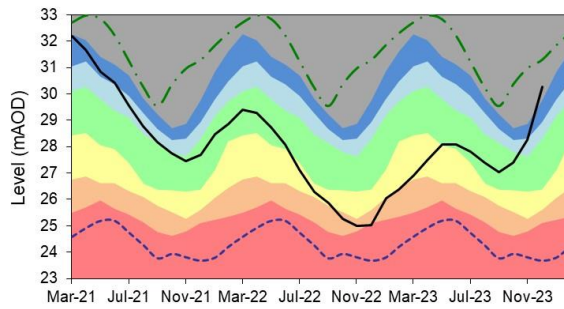
Hindolveston - NORFOLK CHALK

Ranking derived from data for the period Sep-1984 to Nov-2022



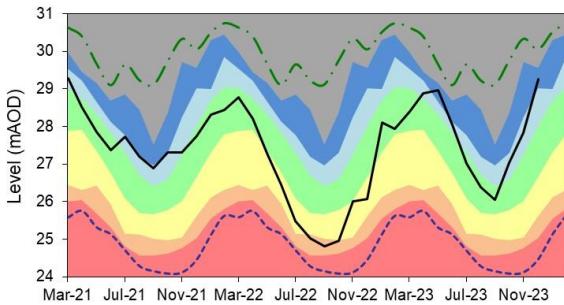
Kenninghall - LITTLE OUSE CHALK

Ranking derived from data for the period Aug-1973 to Dec-2022



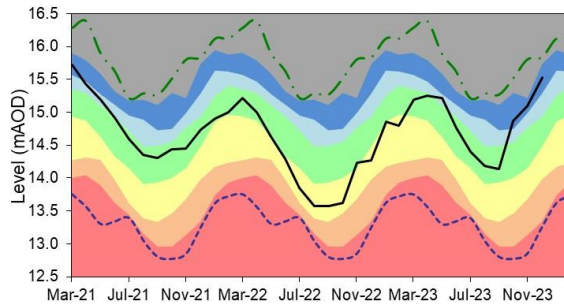
Linton - CAM CHALK

Ranking derived from data for the period Jan-1980 to Dec-2022



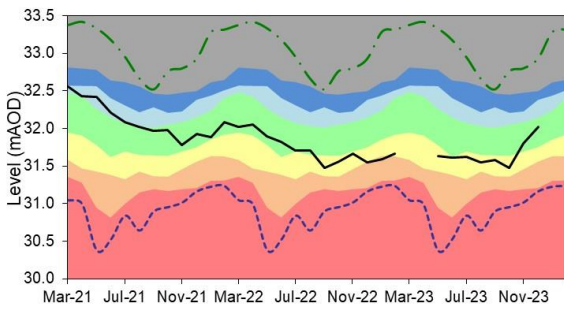
Newmarket - SNAIL CHALK

Ranking derived from data for the period Feb-1983 to Dec-2022



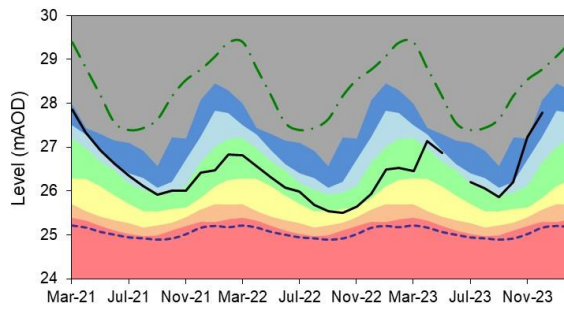
Rook Hall, Braiseworth - SUFFOLK CHALK

Ranking derived from data for the period Jan-1980 to Nov-2022

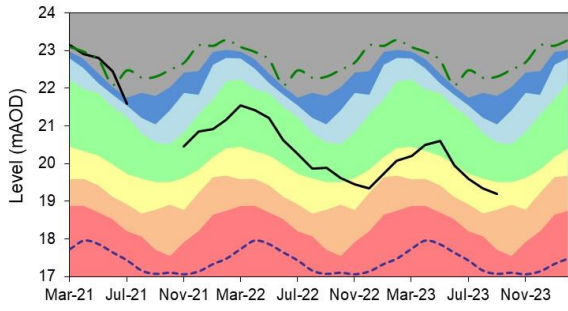


Smeetham Hall Cottages, Bulmer - ESSEX CHALK

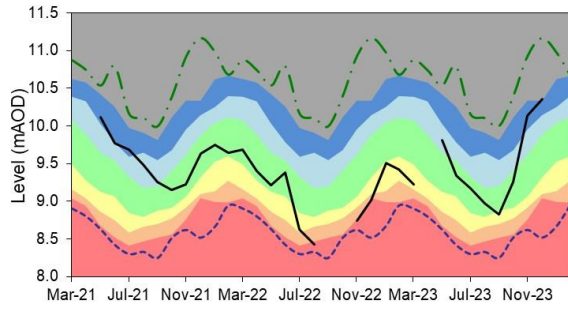
Ranking derived from data for the period Jan-1964 to Jul-2022



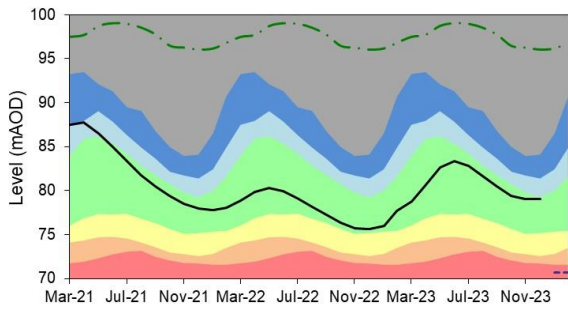
Old Primary School, South Creake, NORFOLK CHALK
Ranking derived from data for the period Oct-1971 to Aug-2021



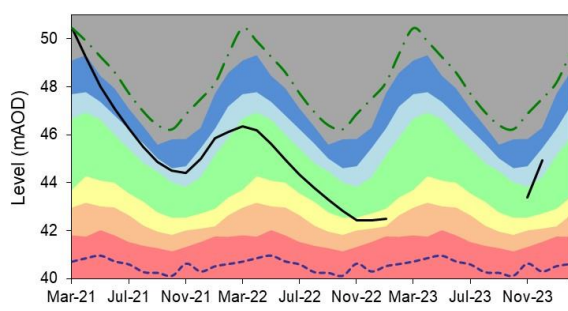
The Spinney, Costessey- WENSUM CHALK
Ranking derived from data for the period Oct-1971 to Nov-2022



Therfield Rectory - N HERTS CHALK
Ranking derived from data for the period Jan-1883 to Nov-2022



Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2022

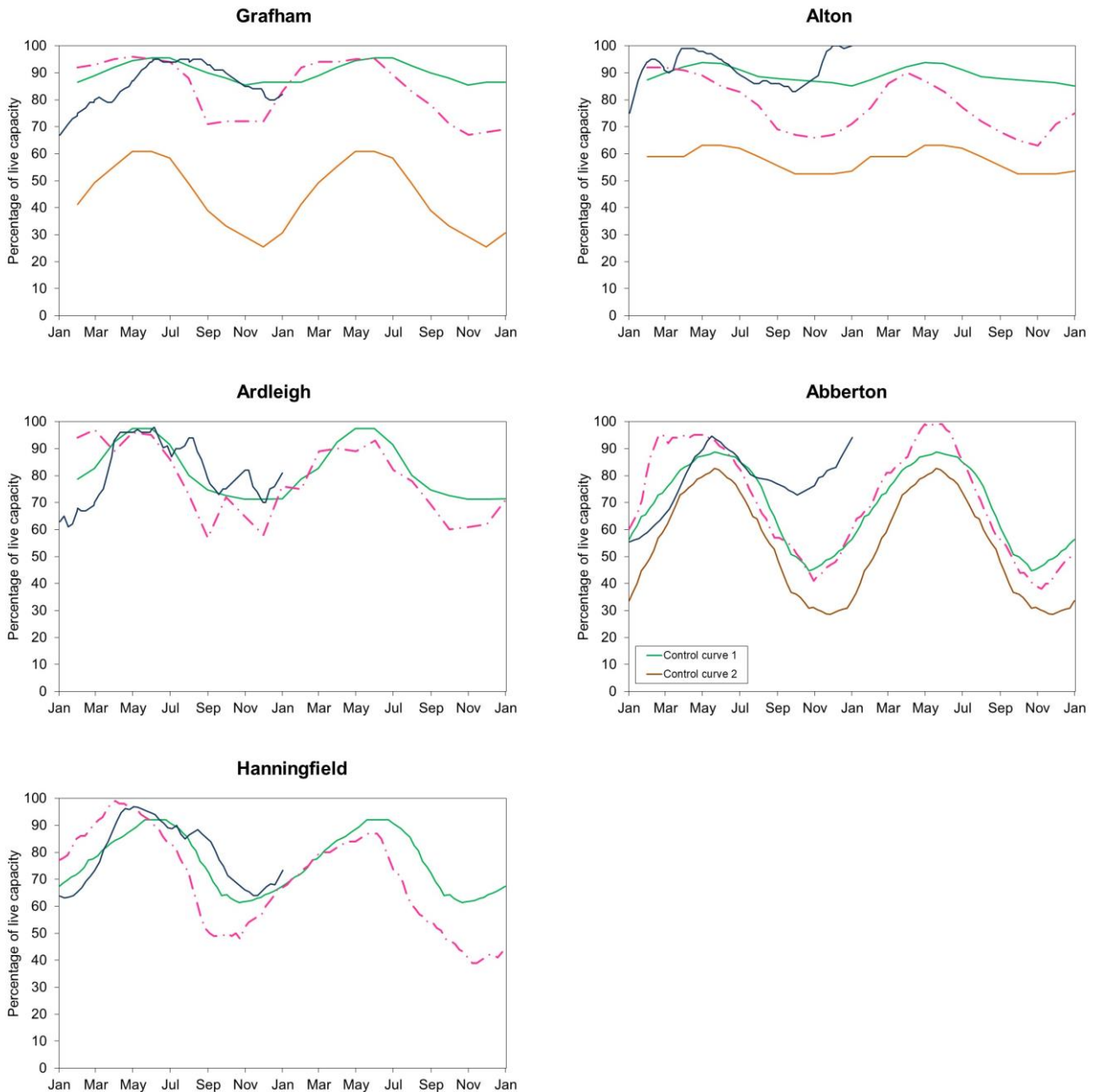


Source: Environment Agency, 2024.

6 Reservoir stocks

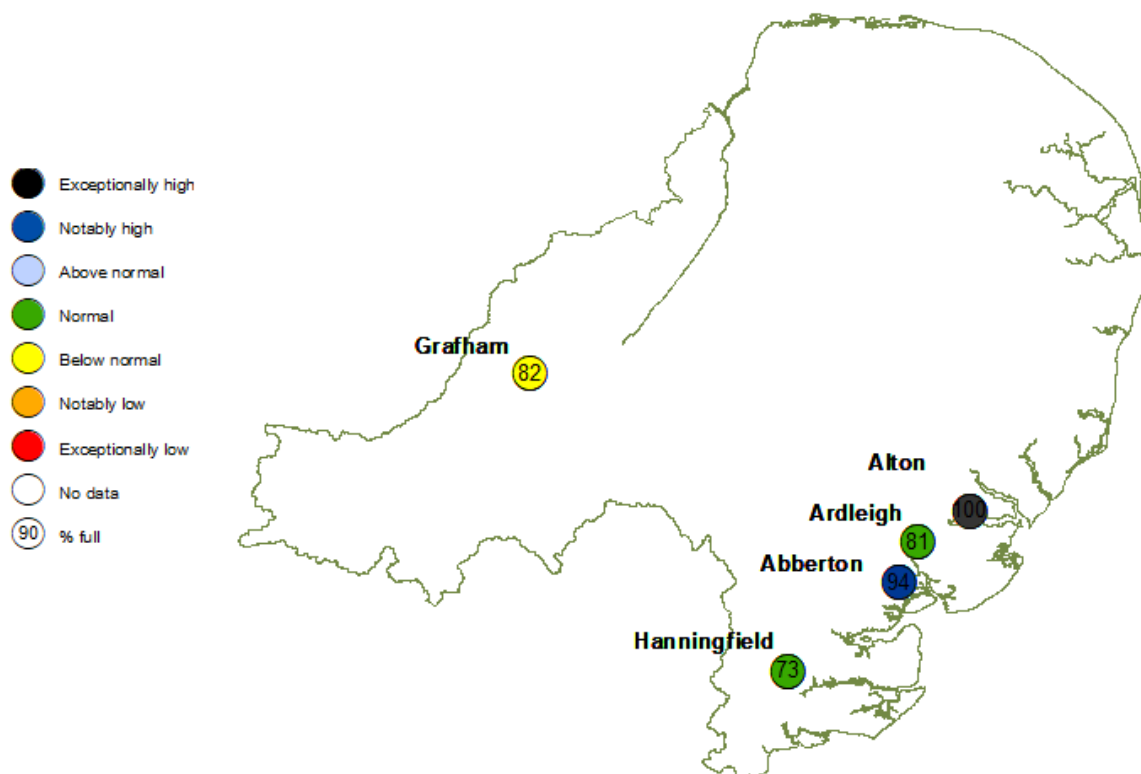
Figure 6.1: End of month regional reservoir stocks compared to the normal operating curve, drought curve and dry 1995-1996 stocks. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.

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



(Source: water companies).

6.1 Reservoir stocks map

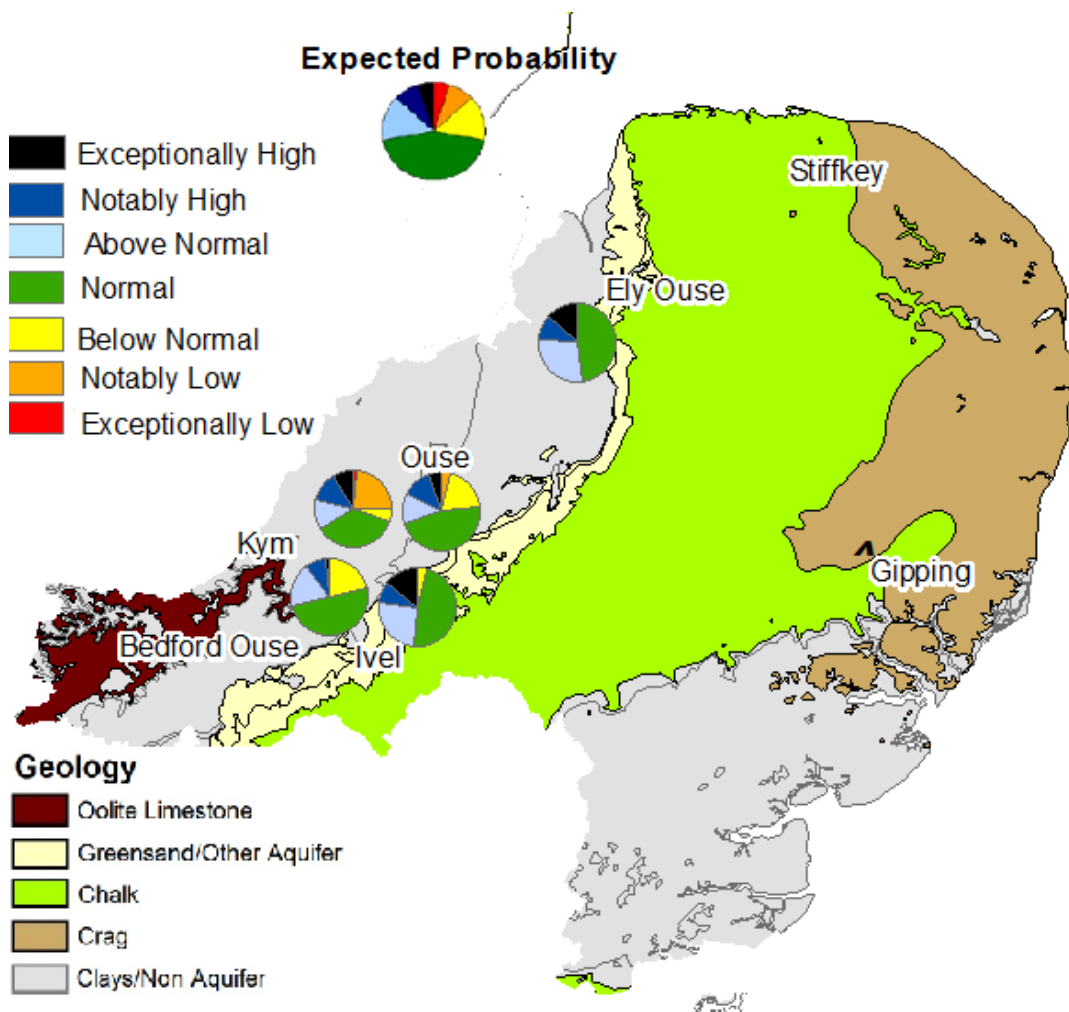


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7 Forward look

7.1 Probabilistic ensemble projection of river flows at key sites in March 2024

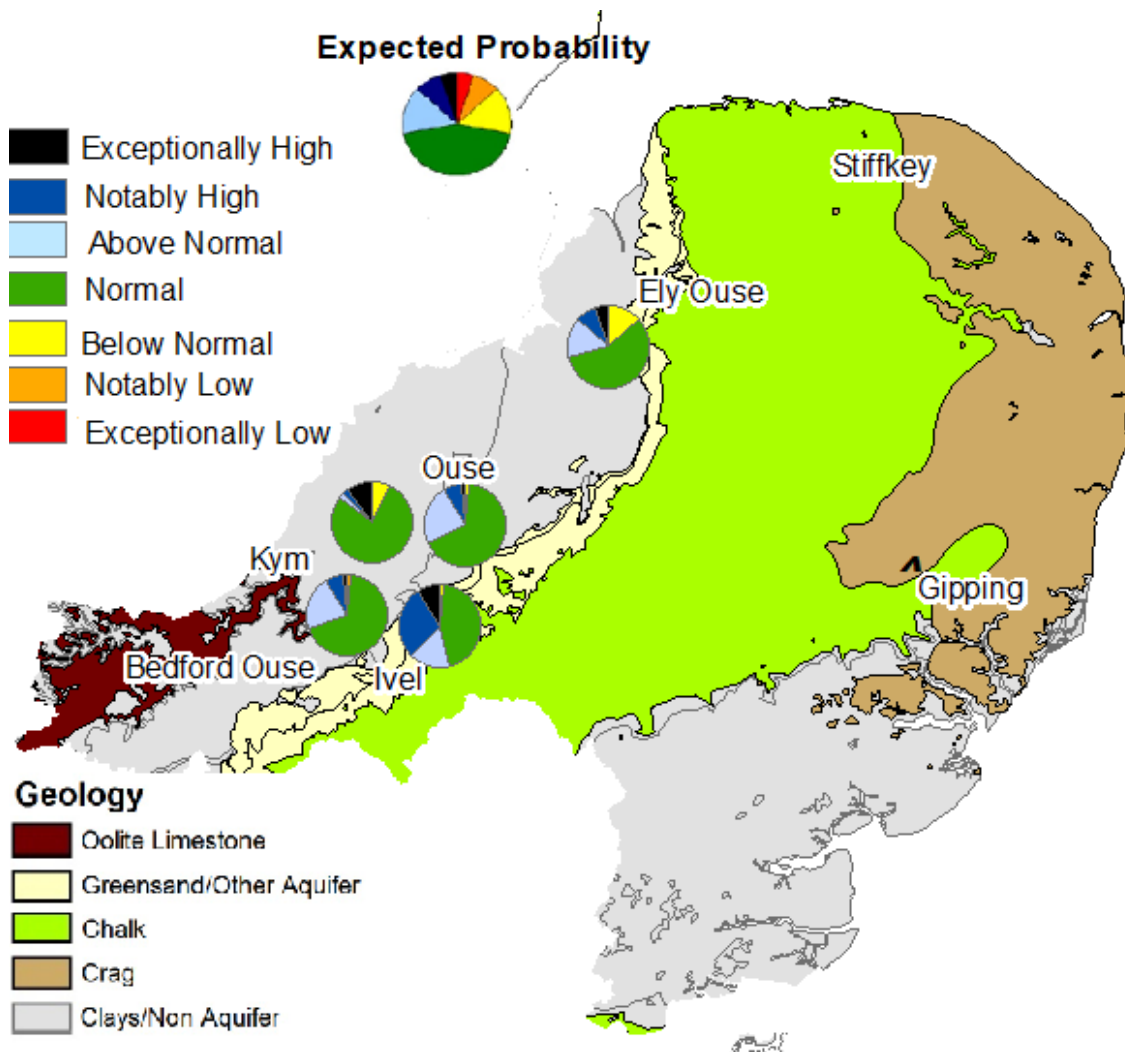
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those 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 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, 2024.

7.2 Probabilistic ensemble projection of river flows at key sites in June 2024

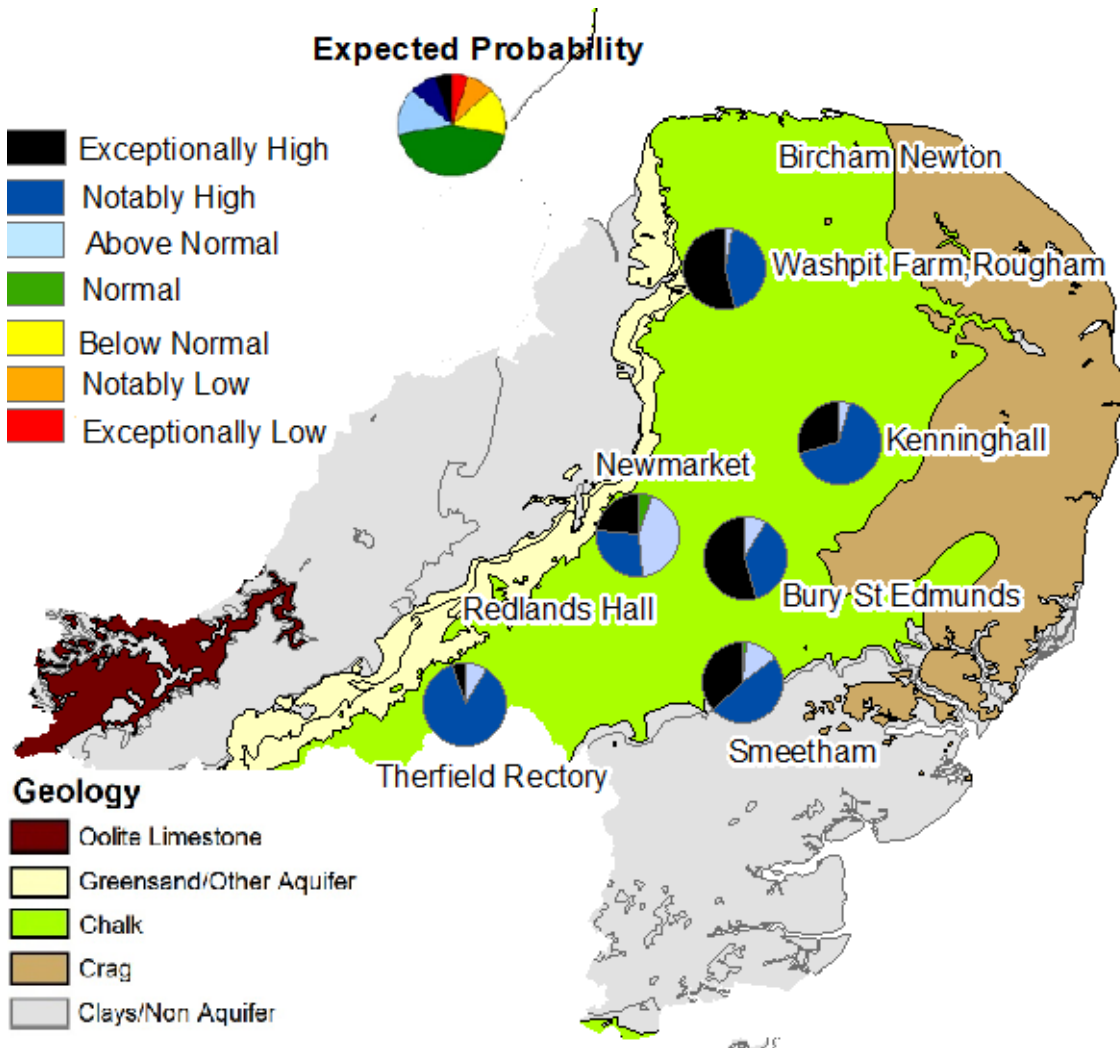
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those 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 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, 2024

7.3 Probabilistic ensemble projection of groundwater levels at key sites in March 2024

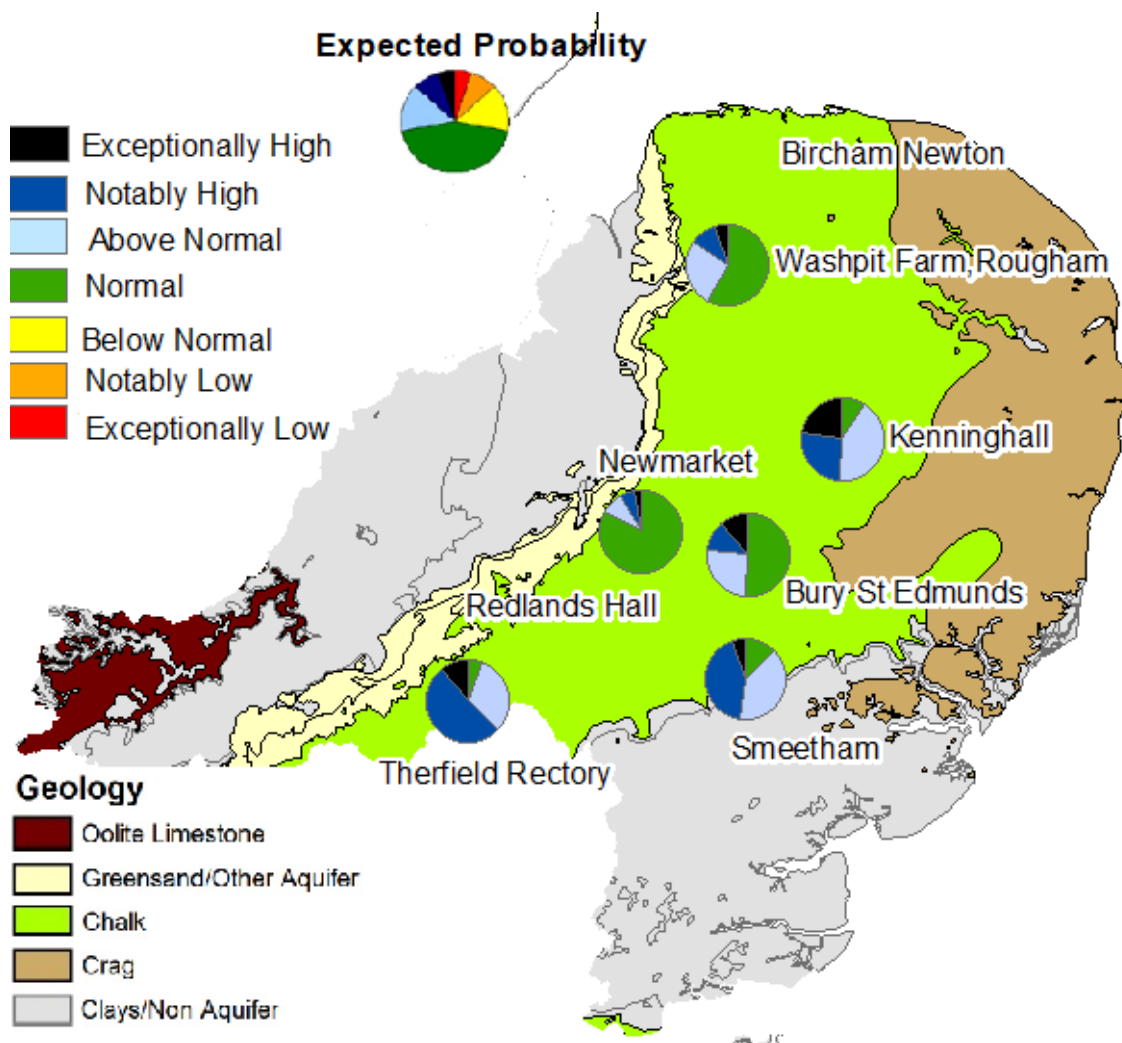
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those 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, 2024

7.4 Probabilistic ensemble projection of groundwater levels at key sites in September 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)
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8 Glossary

8.1 Terminology

Aquifer

A geological formation able to store and transmit water.

Areal average rainfall

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

Artesian

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

Artesian borehole

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

Cumecs

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

Effective rainfall

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

Flood alert and flood warning

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

Groundwater

The water found in an aquifer.

Long term average (LTA)

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

mAOD

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

MORECS

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

Naturalised flow

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

NCIC

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

Recharge

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

Reservoir gross capacity

The total capacity of a reservoir.

Reservoir live capacity

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

Soil moisture deficit (SMD)

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

8.2 Categories

Exceptionally high

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

Notably high

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

Above normal

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

Normal

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

Below normal

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

Notably low

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

Exceptionally low

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

9 Appendices

9.1 Rainfall table

Hydrological area	Dec 2023 rainfall % of long term average 1961 to 1990	Dec 2023 band	Oct 2023 to December cumulative band	Jul 2023 to December cumulative band	Jan 2023 to December cumulative band
Broadland Rivers	134	Above Normal	Exceptionally high	Exceptionally high	Exceptionally high
Cam	154	Notably High	Exceptionally high	Exceptionally high	Exceptionally high
Central Area Fenland	181	Notably High	Exceptionally high	Exceptionally high	Exceptionally high
East Suffolk	150	Above Normal	Exceptionally high	Exceptionally high	Exceptionally high
Little Ouse And Lark	148	Above Normal	Exceptionally high	Exceptionally high	Exceptionally high
Lower Bedford Ouse	174	Notably High	Exceptionally high	Exceptionally high	Exceptionally high
North Essex	154	Above Normal	Exceptionally high	Exceptionally high	Notably high
North Norfolk	147	Above Normal	Exceptionally high	Exceptionally high	Notably high
NW Norfolk And Wissey	173	Notably High	Exceptionally high	Exceptionally high	Exceptionally high

South Essex	142	Above Normal	Exceptionally high	Above normal	Above normal
Upper Bedford Ouse	175	Notably High	Notably high	Exceptionally high	Exceptionally high

9.2 River flows table

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

Offord (gross Flows)	Great Ouse	Ouse Beds	Above normal	Above normal
Roxton	Great Ouse	Ivel	Above normal	Above normal
Springfield	Chelmer	Chelmer Upper	Notably high	Notably high
Swanton Morley Total	Wensum	Wensum	Exceptionally high	Exceptionally high
Temple	Lark	Lark	Notably high	Notably high
Willen	Ouzel	Ouzel	Notably high	Above normal

9.3 Groundwater table

Site name	Aquifer	End of Dec 2023 band	End of Nov 2023 band
Biggleswade	Ivel Woburn Sands	Notably high	Above normal
Breckland	Wissey Chalk	Notably high	Exceptionally high
Bury St Edmunds	Upper Lark Chalk	Exceptionally high	Exceptionally high
Castle Farm, Offton	East Suffolk Chalk	Exceptionally high	Exceptionally high
Gog Magog, Stapleford	Cam Chalk	Notably high	Above normal
Hazlewood Common	East Suffolk Crag	Normal	Normal
Hindolveston	Norfolk Chalk	Above normal	Above normal
Kenninghall	Little Ouse Chalk	Exceptionally high	Above normal
Linton	Cam Chalk	Notably high	Above normal
Newmarket	Snail Chalk	Notably high	Notably high
Redlands Hall, Ickleton	Cam Chalk	No Data	Notably high
Rook Hall, Braiseworth	East Suffolk Chalk	Normal	Normal

Smeetham Hall Cottages, Bulmer	North Essex Chalk	Notably high	Exceptionally high
The Spinney, Costessey	Wensum Chalk	Exceptionally high	Notably high
Washpit Farm, Rougham	North West Norfolk Chalk	Above normal	Normal
Therfield Rectory	Upper Lee Chalk	Normal	Normal
Fringford P.S.	Upper Bedford Ouse Oolitic Limestone (great)	Notably high	Above normal

9.4 Ensemble projections tables

9.4.1 Probabilistic ensemble projection of river flows at key sites in March 2024

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse
Exceptionally low	0	2	0	0	0
Notably low	0	23	0	4	0
Below normal	21	5	4	20	0
Normal	50	36	48	46	47
Above normal	18	13	25	13	29
Notably high	9	13	9	13	11
Exceptionally high	2	9	14	5	13

9.4.2 Probabilistic ensemble projection of river flows at key sites in June 2024

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse
Exceptionally low	0	0	0	0	0
Notably low	2	0	0	0	0
Below normal	0	7	2	2	13
Normal	68	79	45	66	58
Above normal	21	2	16	23	16
Notably high	7	2	29	7	8
Exceptionally high	2	11	9	2	5

9.4.3 Probabilistic ensemble projection of groundwater levels at key sites in March 2024

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	0.0	0.0	0.0	0.0
Notably low	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Below normal	0.0	0.0	0.0	87.5	0.0	0.0	0.0	0.0
Normal	0.0	0.0	5.7	12.5	0.0	0.0	0.0	1.9
Above normal	8.9	0.0	42.9	0.0	0.0	4.4	8.6	13.0
Notably high	85.7	0.0	28.6	0.0	0.0	66.7	37.1	48.1
Exceptionally high	5.4	0.0	22.9	0.0	0.0	28.9	54.3	37.0

9.4.4 Probabilistic ensemble projection of groundwater levels at key sites in September 2024

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	0.0	0.0	0.0	0.0
Notably low	0.0	0.0	0.0	12.5	0.0	0.0	0.0	0.0
Below normal	0.0	0.0	0.0	12.5	0.0	0.0	0.0	0.0
Normal	5.4	0.0	83.3	59.4	0.0	8.9	51.4	13.0
Above normal	32.1	0.0	8.3	3.1	0.0	42.2	25.7	38.9
Notably high	51.8	0.0	5.6	9.4	0.0	26.7	11.4	42.6
Exceptionally high	10.7	0.0	2.8	3.1	0.0	22.2	11.4	5.6



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

Date Sent: 22/11/2023

Quote Information

Client Ref: 143
Quote No: 5411
Surveyor: James Cantle
Site Ref: 8781
Order No:

Quote

Site Address Allotments, The Moor, Melbourn, SG8 6ED

Item No	Item	Description Of Work	Value
46a	Ash	Crown Reduction - Reducing the height and spread of the tree by up to 5 metres	£400.00
43b	Ash	Crown Reduction - Reducing the height and spread of the tree by up to 5 metres	£595.00
25a	Ash	Crown Reduction - Reducing the height and spread of the tree by up to 5 metres	£500.00
22b	Ash	Crown Reduction - Reducing the height and spread of the tree by up to 5 metres	£550.00
46b	Ash	Crown Reduction - Reducing the height and spread of the tree by up to 5 metres	£400.00
1	Elm	Clear fallen tree	£195.00
			Total Value: £2,640.00
			VAT (20%): £528.00
			Total Inc VAT: £3,168.00

Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

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



Forestwood Services Ltd

Arboriculture & Grounds Management



Abi Williams
St George's allotments, Melbourn
Melbourn

Date Sent: 08/01/2024
Quote information
Account No: 486
Quote No: 965
Surveyor: Danny O'Brien
Site Ref No:
Order No:

Quotation

Site Address St George's allotments, Melbourn, Melbourn

Item No	Item	Work Description	Rate	Quantity	Value
T1	Ash	///lock.foiled.mysterries - Ash - Crown Lift, deadwood, sever ivy.	N/A	N/A	
T2	Ash	- Ash - tree to be reduced by 4m, deadwood to be removed. ///bookings.president.supporter	N/A	N/A	
T3	Ash	Ash - create new Pollard at 3/4m from existing, Crown Lift, sever ivy and remove deadwood. ///teacher.increased.hobbies	N/A	N/A	
T4	Ash	- Ash - create new pollard at 5m, sever ivy, review condition in summer. ///notebook.crown.recap	N/A	N/A	
T5	Ash	Ash - 3m Reduction, sever ivy.	N/A	N/A	

Total Value: £3,000.00
Vat(20%): £600.00
Total Inc Vat: £3,600.00



Forestwood Services Ltd

Arboriculture & Grounds Management



Abi Williams
St George's allotments, Melbourn
Melbourn

Date Sent: 08/01/2024
Quote information
Account No: 486
Quote No: 965
Surveyor: Danny O'Brien
Site Ref No:
Order No:

Dear Abi Williams

Site Address: St George's allotments, Melbourn, Melbourn

Thank you for providing us with an opportunity to prepare a quotation for the works we recently discussed concerning the site detailed above.

All tree work undertaken by us conforms to British Standard BS3998 "Recommendations for Tree Work 2010 ". Please ensure you read our terms and conditions of contract, which will apply to the works undertaken, including disputes and late payment charges.

Unless otherwise stated in contract documents provided with this quotation, all waste produced as a result of our activities, will be removed from site. Acceptance of this quotation confirms your agreement to abide by our terms and conditions of contract, a copy of which is available upon request . This quotation is valid for 3 months (Pre VAT value) and is based on the site conditions observed on the day of inspection. Any site alterations made after our initial inspection date, that may affect operational logistics, particularly access, may in turn affect this quotation. It is the responsibility of the client to inform us before work commences, of any site alterations that may affect operational logistics.
All relevant permissions must be obtained prior to works commencing.

I attach a detailed schedule of works. I trust that the information provided is sufficient in response to your request and we look forward to being of service to you in the near future.

Danny O'Brien

Danny O'Brien
Tree work operation
Forestwood services ltd
office@forestwoodservices.co.uk

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>

Sent: Wednesday, December 20, 2023 1:55 PM

To: Ecology <ecology@cambridgeshire.gov.uk>

Subject: Stockbridge Meadows, Melbourn

Good afternoon

Melbourn Parish Council would like to discuss the possibility of designating Stockbridge Meadows in Melbourn as a Local Nature Reserve.

We have been working with agencies to ensure we have the correct documentation etc in place but I would appreciate you confirming what is needed from Cambridgeshire County Council to enable this designation to proceed.

Please do let me know what you need to support this.

Many thanks

Abi Williams

10/01/24

Hi Abi

Apologies for the delay in responding.

Both the County and South Cambs District as 'Principal Authorities' can delegate powers under the National Parks & Countryside Act 1949 to Parish/Town Councils to designate Local Nature Reserves.

There are a few criteria that need to be met for the site to be designated as a LNR, such as who owns the land (needs to be a local authority not privately owned), is it accessible for the general public to use, what wildlife interest does it have and can it be used for educational purposes.

More information can be found [here](#)

Please let me know if you would like ourselves or the district to lead.

Regards

██████████

11/01 – request for advice sent to ██████████ – Natural England

Thank you for the response ██████████ and congratulations on the new role. It is very kind of you to help us through this process.

I contacted Cambridgeshire County Council and they have responded as attached – asking if we would prefer County or District to delegate the powers. I have had a quick read around but can't find anything that educates me as to which is best, and indeed, if there are any advantages / disadvantages going either route?

Would you be able to let me know if we should have a preference!

Many thanks

Abi

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	18.12.23 JAN	3.1.24 JAN	10.1.24 JAN	15.1.24 JAN	
Village Car Park	18.12.23 JAN	3.1.24 JAN	10.1.24 JAN	15.1.24 JAN	
War Memorial	18.12.23 JAN	3.1.24 JAN	10.1.24 JAN	15.1.24 JAN	
Littlehands and Access Way	18.12.23 JAN	3.1.24 JAN	10.1.24 JAN	15.1.24 JAN	
New Rec. Ground	18.12.23 JAN	3.1.24 JAN	10.1.24 JAN	15.1.24 JAN	
Clear Cres.Play Park	18.12.23 JAN	3.1.24 JAN	10.1.24 JAN	15.1.24 JAN	
Orchard Road Cemetery	18.12.23 JAN	3.1.24 JAN	10.1.24 JAN	15.1.24 JAN	
New Road C/metry	18.12.23 JAN	3.1.24 JAN	10.1.24 JAN	15.1.24 JAN	
Old Recreation Ground	18.12.23 JAN		10.1.24 JAN		
Pavilion	18.12.23 JAN		10.1.24 JAN		
Stockbridge M.	18.12.23 JAN		10.1.24 JAN		
Worcester Way	18.12.23 JAN		10.1.24 JAN		
BMX Site (Summer & only if open)					

MELBOURN PARISH COUNCIL

Monthly Checking Record

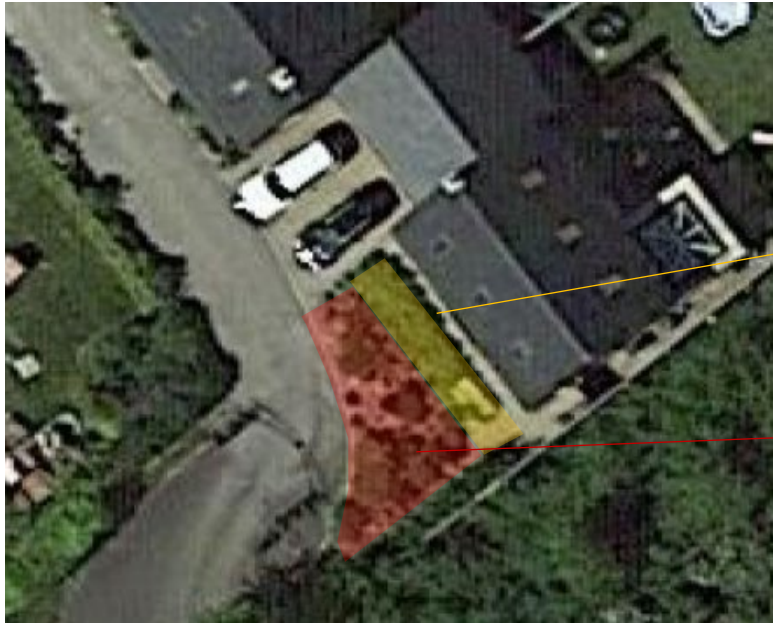
Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	18.12.23 PAM		10.1.24 PAM	
All Saints' C/Yard	18.12.23 PAM		10.1.24 PAM	
Jubilee Orchard	18.12.23 PAM		10.1.24 PAM	
Fire Engine Shed				15.1.24 PAM
Armingford Cres.				15.1.24 PAM
Beechwood Avenue		3.1.24 PAM		
Chalkhill Barrow		3.1.24 PAM		
Elm Way		3.1.24 PAM		
Millennium Copse		3.1.24 PAM		

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	18-12-23 3-1-24 10-1-24 15-1-24			
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				

Damage and vandalism notes

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
02/08/2023	Millenium Copse	Tree for the Guides snapped	Wardens			Look into replacing the tree
19/12/2023	Station Rd	Fallen tree branch causing concern	Resident			Shires cleared 22/12/23
04/01/2024	Bury Lane Track - St Johns Farm	Trees down over track and in residents garden	Resident			Contacted Elbourn to take action - office to chase



Homeowners shrubs

From land registry plans it looks as though the run of shrubs along the front of the house belong to the homeowner.
Proposal is for homeowner to remove these to allow for space to park 2 x cars on the driveway.

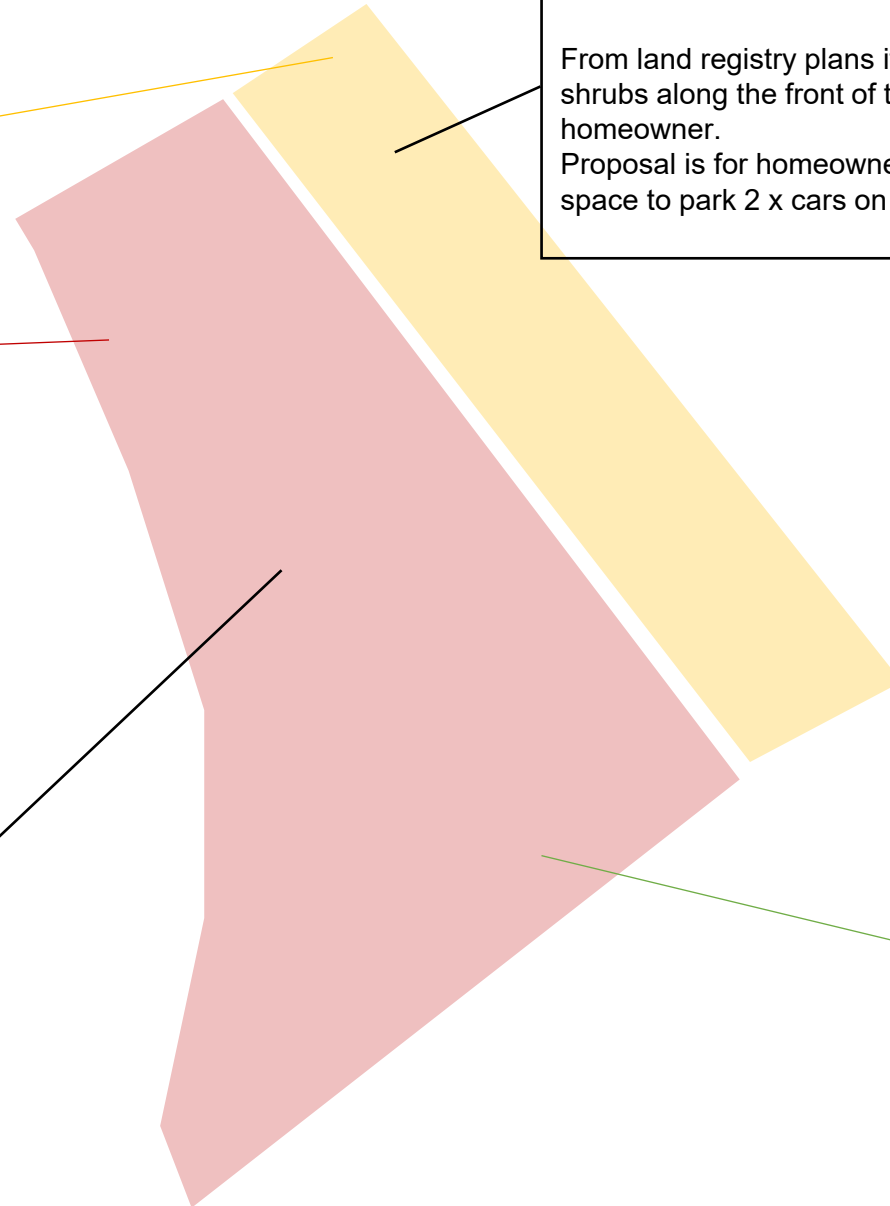
Parish Council Land

Shrubbed area has been missed off maintenance schedule and as such is overgrown and ugly.

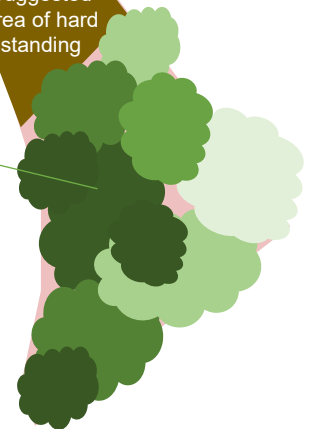
Proposal is to work with homeowner to create a more user friendly area that will facilitate vehicular access across a small portion at the end to allow the homeowner access to their extended driveway.

Will also create a wider area for vehicles to access the cemetery.

Rest of the space to be landscaped with new shrubs and maintained on the village contracts.



Suggested area of hard standing



MA118 24c) Land outside 77 Victoria Way & New Road Cemetery

Update on consideration to be given to request for works to area outside New Road Cemetery.

Verbal update to be provided by Cllr Travis

Attached

- Initial quote details from Majestic – awaiting further quotes
- Email communication between proposer and Melbourn Parish Council
- Original proposal
- Land Register details – redacted as permission to share has not been granted
- Related issue with parking
- Images of the area

MA118 24c) Land outside 77 Victoria Way & New Road Cemetery

Majestic Quote

Cost to remove shrubs , prepare ground and fit grid system and gravel

Plant shrubs and bark

gravel grids and pegs £140 + vat

Gravel £70+ vat

80 mixed ground cover shrubs £480+ vat

Bark £140+ vat

Labour / dumping £650+ vat

£1480+ vat

parish clerk

From: [REDACTED]
Sent: 10 November 2023 20:01
To: Parish Clerk
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Parish Clerk,

We understand nothing has been done to attend/remove the dead hedge on the section of land that is currently unclear regarding ownership. The 10 meter long bush has been dead for over 6 months, and while we have generally maintained the entirety of the area, including removal of weeds, removal of trash emanating from the cemetery, planting of bulbs, trimming of bushes and other general maintenance activities, we are now growing concerned over the lack of care and attention to this area unless we perform all activities. We believe that half of the bush sits on our land and the other half sits on parish council property, but irrespective, the bush is now causing an esthetic problem as well as a health and safety concern and needs resolution.

We have tried multiple times to arrange a video conference which would allow us to initiate discussions on this subject and to try and discuss proposals to purchase the entirety of the small parcel of land. We will be back visiting family and friends in Melbourn over the festive period and can meet any morning, in person, from 09:00-11:30am on the 27th-29th and then at 12-2pm on 30th.

A response on this urgent matter would be most appreciated

kind regards

[REDACTED]

From: [REDACTED]
Sent: 14 July 2023 21:32
To: Parish Clerk <parishclerk@melbournparishcouncil.gov.uk>
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Parish Clerk,

Thanks for your comments about the ownership of the land. It is very unclear to us from the deeds who it belongs too, hence we had taken care of most of the front garden ourselves, including a gardening services taking care of the landscaping every two weeks.

Unfortunately we are temporarily in Philadelphia, USA and we will be back in the UK during the Xmas festive season. We would appreciate the consideration of a meeting via teams/zoom/skype at the earliest opportunity to discuss the action to be taken about the dead hedge, which is our main priority at present. Let us know if this is possible,

Kind regards
[REDACTED]

From: Parish Clerk <parishclerk@melbournparishcouncil.gov.uk>

Sent: 12 July 2023 09:44

To: [REDACTED]

Cc: [REDACTED]

Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Good morning,

Thank you for your email.

Looking at the deeds, it appears that the land is part of the cemetery (parish council land) and therefore the shrubs are the responsibility of the parish council.

It seems that previously this was not clear and consequently the maintenance of the shrubs has not been up to standard. The Maintenance Committee are going to consider the shrubs in question at the next meeting and work out how to best deal with them.

As previously mentioned, are you back in the country to arrange an in person meeting to discuss your proposal?

Many thanks

Sophie

Sophie Marriage

Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

Tel (01763) 263303 option 3

<http://melbournparishcouncil.co.uk>

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

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You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk
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On 08/07/2023 12:26 BST [REDACTED]

Dear Parish Clerk,
I hope this email finds you well.
Have you had the opportunity to review the deeds in regards to the issue below?
If so, your opinion would be much appreciated. You can understand it is not a pretty view from inside or outside of our property and we would like it to be removed and/or replaced at the earliest opportunity.
Regards
[REDACTED]

From: [REDACTED]
Sent: 15 June 2023 23:29
To: parishclerk <parishclerk@melbournparishcouncil.gov.uk>; parishclerk@melbournpc.co.uk <parishclerk@melbournpc.co.uk>
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Parish Clerk,

Thank you for your response, we will be looking forward to meeting you and discuss the proposal, likely to be towards the end of the year and we will be in touch providing you plenty of notice.

Another issue I would like to raise is the up keep of the area in question. A number of bushes have died due to fluctuating weather and need removal and replacement. We have looked at the deeds and feel it is somewhat unclear if the bushes in question are on our property or on the land owned by the parish council. Before we remove and replace them we want to confirm that they are indeed on our side of the boundary line. I have attached a picture of the bushes in question, if you could advice how we can seek clarity with the

parish council we would be most grateful. We are keen to maintain our property but do not wish to cause offence by conducting work where it is not appropriate.

Kind regards

■

From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>

Sent: 08 June 2023 11:21

To: [REDACTED] parishclerk@melbournpc.co.uk
<parishclerk@melbournpc.co.uk>

Cc: [REDACTED]

Subject: RE: [REDACTED] Victoria Way, Melbourn. Proposal

Good afternoon,

Sorry for the delay in getting back to you – May was a very busy month!

I think that councillors may prefer to meet in person on site. When you are back in the UK please let us know and we can arrange a date.

Many thanks
Sophie

Sophie Marriage
Parish Clerk

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

Tel (01763) 263303 option 3

<http://melbournparishcouncil.co.uk>

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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: 23 May 2023 02:24
To: parishclerk <parishclerk@melbournparishcouncil.gov.uk>; parishclerk@melbournpc.co.uk
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Sophie

Thank you for coming back to us. It would be great to meet and discuss the proposal. Unfortunately, we cannot meet on site as currently we are temporarily based in Philadelphia, USA, as my husband is here on a work secondment. If we could initially meet to discuss the proposal via teams/zoom/skype we could then follow up with an in-person site discussion later if the council members wished to discuss the proposal.

We can be quite flexible over the next few weeks, we could probably do most Tuesdays, Wednesdays or Thursdays at 2pm UK times. Please let us know if this is possible

kind regards

[REDACTED]

From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 18 May 2023 11:51
To: [REDACTED] parishclerk@melbournpc.co.uk
<parishclerk@melbournpc.co.uk>
Cc: [REDACTED]
Subject: RE: [REDACTED] Victoria Way, Melbourn. Proposal

Good afternoon,

Following the meeting today, the committee agreed some members will meet you to discuss proposal on site.

When would you be available over the next few weeks?

Many thanks
Sophie

Sophie Marriage
Parish Clerk

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

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

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From: [REDACTED]
Sent: 16 May 2023 15:05
To: parishclerk <parishclerk@melbournparishcouncil.gov.uk>; parishclerk@melbournpc.co.uk
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Thanks for your response,
Let us know what is next after the maintenance meeting
Regards
[REDACTED]

From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 15 May 2023 09:00
To: [REDACTED] parishclerk@melbournpc.co.uk
<parishclerk@melbournpc.co.uk>
Cc: [REDACTED]
Subject: RE: [REDACTED] Victoria Way, Melbourn. Proposal

Good afternoon,

Unfortunately, some has come up and I will be unable to do a zoom tomorrow. I will get back to you after the maintenance meeting on Thursday and I will then let you know how to progress this.

Many thanks
Sophie

Sophie Marriage
Parish Clerk

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

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

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From: [REDACTED]
Sent: 10 May 2023 17:56
To: parishclerk <parishclerk@melbournparishcouncil.gov.uk>; parishclerk@melbournpc.co.uk
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Good morning,

Thank you for your response.

I think it would be really helpful to have a discussion on Tuesday 16th May and prior to the maintenance meeting. We would prefer an in-person meeting but unfortunately we are currently in the USA with [REDACTED] work on a temporary secondment. Would a teams/zoom call be possible on Tuesday 16th May so we can discuss our proposal?

Many thanks

[REDACTED]

From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 10 May 2023 06:25
To: [REDACTED]
<parishclerk@melbournpc.co.uk>
Cc: [REDACTED]
Subject: RE: [REDACTED] Victoria Way, Melbourn. Proposal

Good morning,

Apologies for the delay in coming back to you, but your proposal will be brought to the attention of the maintenance committee at the next meeting on 18 May at 9:30am.

I appreciate that it may be difficult to find a date to meet before the meeting, but if you are available on Tuesday 16 May I would be happy to meet to discuss in person, or you are welcome to attend the meeting to explain your proposal to committee.

Following the meeting, I will inform you of committee's thoughts and share any questions that they may raise with you.

Many thanks
Sophie

Sophie Marriage
Parish Clerk

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

Tel (01763) 263303 option 3
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From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>

Sent: 24 April 2023 08:34

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: [REDACTED] Victoria Way, Melbourn. Proposal

Good morning,

Thank you for your email – I can confirm it has now been received. (My apologies it had fallen into my spam folder!)

I will review your request and the relevant information and get back to you shortly.

Many thanks
Sophie

Sophie Marriage
Parish Clerk

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

Tel (01763) 263303 option 3
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From: [REDACTED]
Sent: 21 April 2023 15:14
To: parishclerk@melbournpc.co.uk; parishclerk@melbournparishcouncil.gov.uk
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Parish Clerk,

We have not received a response or acknowledgement of receipt to our email dated 13 April 2023, hence we are wondering if you have missed our email/request

Kind regards

[REDACTED]

From: [REDACTED]
Sent: 13 April 2023 10:57
To: parishclerk@melbournpc.co.uk <parishclerk@melbournpc.co.uk>
Cc: [REDACTED]
Subject: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Sir/Madam,

We would like the local authority to consider this proposal in the next council meeting, see attachment.

Our proposal is to purchase some of the land in front of our property from the parish council to alleviate some of the congestion issues while working with you to ensure we reach an agreement on how the aesthetics of the land would work and so all parties are happy with any proposed landscape changes. We are fully committed to ensuring that any changes made, or maintenance given, is in keeping with the current landscape of the cemetery, as well as addressing some of the congestion issues, for the benefits of all visitors.

Kind regards

[REDACTED]

Reference: 77 Victoria Way

[REDACTED]
77 Victoria Way
Melbourn

13 April 2023

To whom it might concern

Dear local council, we are writing to you regarding the front garden of our property, No. 77 Victoria Way, Melbourn, SG8 6FE.

As you are aware most of the land at the front of 77 Victoria Way belongs to the local parish council and not to us, see copy of deeds attached. We would like to explore the possibility of purchasing all or some of this land to ease traffic and parking constraints while also ensuring suitable maintenance of the otherwise abandoned piece of land.

The flow of traffic to the cemetery entrance is of critical importance and parking around Victoria Way is becoming a major issue. The situation is sometimes dire as, on occasions, there are barely any spaces available through the whole of the development. The privately owned access road to the cemetery is poorly designed, with the cemetery ground maintenance team requiring to mount our drive to get their vehicles through the cemetery gate. Indeed, the road is so poorly designed that for any of the residents to turn their car around we must either enter the cemetery car park or reverse out of the road which has caused many problems for the cemetery visitors. Therefore, we would like to enquire about purchasing the land at the front of our property from the parish council. We propose a sufficient design could be agreed to allow suitable additional parking to alleviate some of the congestion issues while, most importantly, leaving the full road width access to the cemetery gate at a critical juncture.

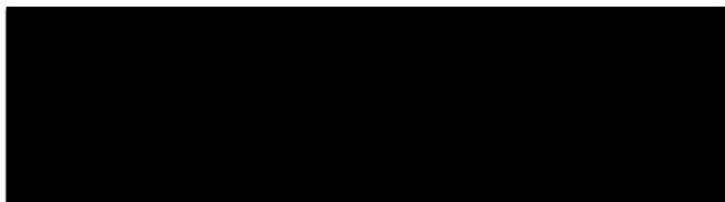
Furthermore, there is currently insufficient maintenance of the otherwise abandoned land. To the best of our knowledge there has been no maintenance of that land since we moved into the property in June 2019. Instead, as proud homeowners and keen community members, we have provided the maintenance ourselves, including weeding, trimming of the bushes and planting of bulbs in keeping with those of the cemetery. In addition, we have been removing rubbish on the land from the cemetery, both deposited by visitors and after winds and rains have blown it from the cemetery. More worryingly is the need to remove dog excrement from the front of the house left by visitors to the cemetery. However, to date we have limited our activities to the very basics as the land does not belong to us and as you can understand this minimal maintenance work is not sustainable in the long term.

Our proposal is to work with you and reach an agreement on how the aesthetics of the land would work and so all parties are happy with any proposed landscape changes. We are fully committed to ensuring that any changes made, or maintenance given, is in keeping with the current landscape of the cemetery, and for the benefit of all visitors.

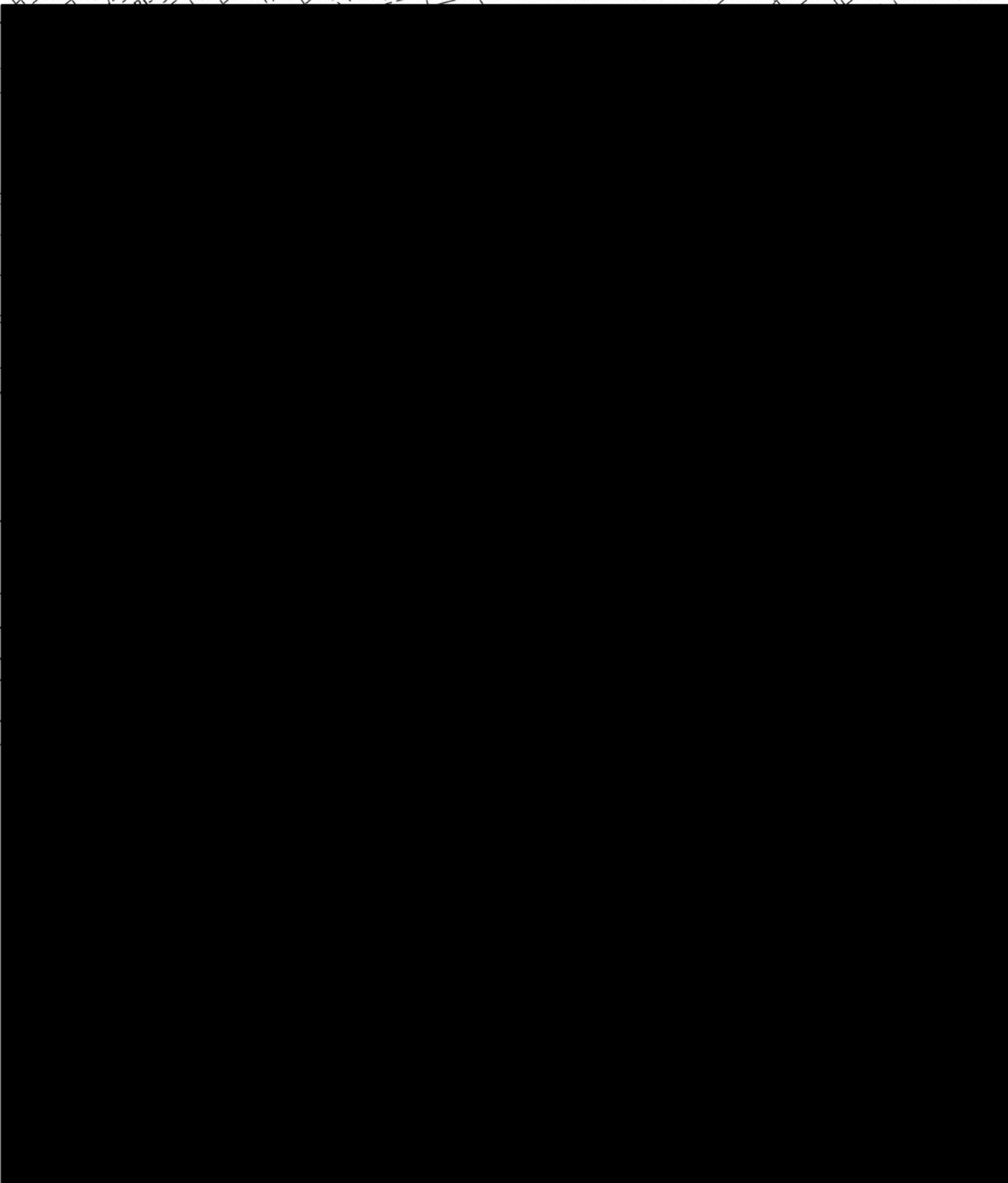
Please advise on the best possible course of action in addressing the issues raised here.

[REDACTED]

[REDACTED]



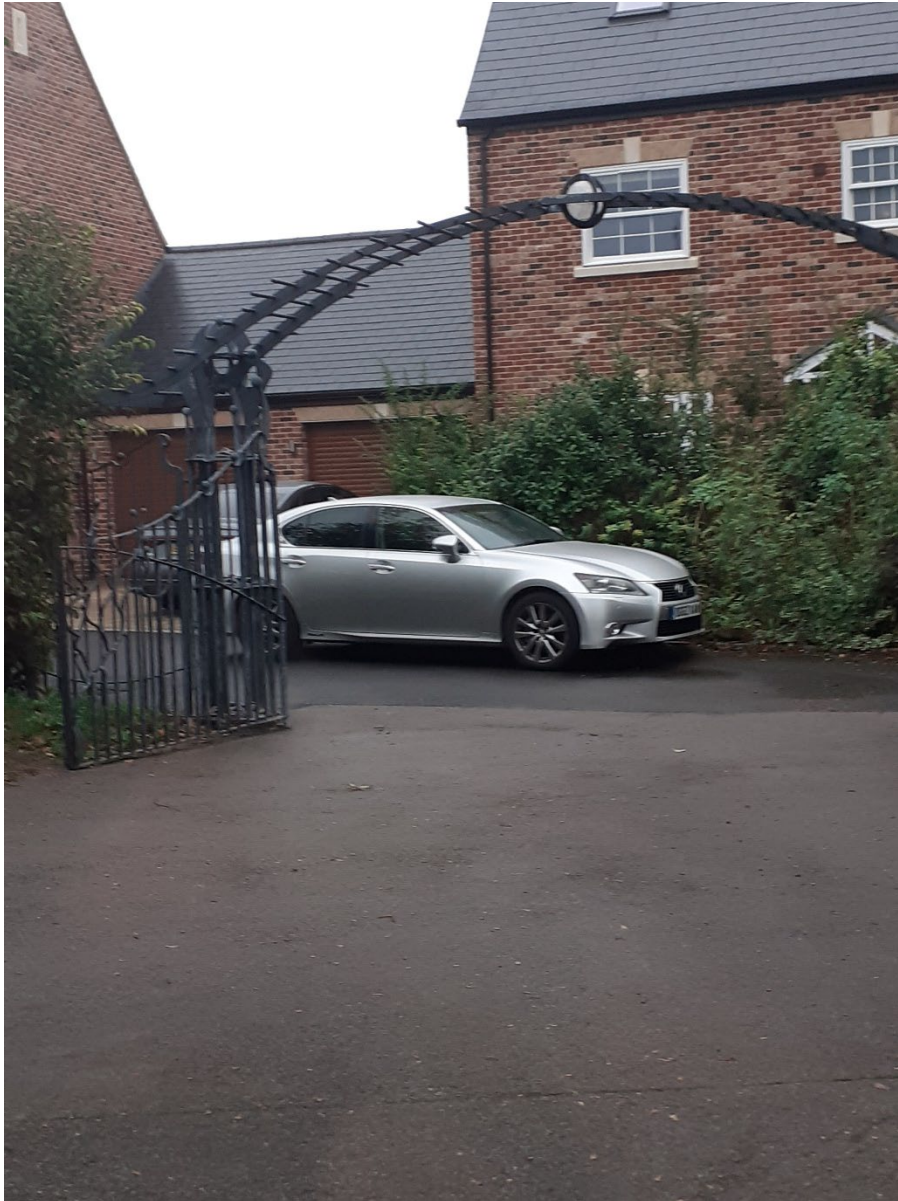
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PC154/23) Land outside 77 Victoria Way & New Road Cemetery

I have just returned from the New Rd.Cemetery. Unfortunately, there was a car parked partially obstructing the cemetery gate again.My car is relatively small but a wider one would have struggled to get through.

Best Wishes



PC154/23) Land outside 77 Victoria Way & New Road Cemetery



PC154/23) Land outside 77 Victoria Way & New Road Cemetery



parish clerk

From: [REDACTED]
Sent: 19 December 2023 15:09
To: parish clerk
Cc: [REDACTED]
Subject: Re: Millenium Copse - Melbourn

Flag Status: Flagged

Good Afternoon Abi

Alf would prefer that option for his mothers memorial tree if it's possible, so yes please.

Thank you
Kindest regards
[REDACTED]

Sent from my iPhone

On Dec 19, 2023, at 2:20 PM, parish clerk <parishclerk@melbournparishcouncil.gov.uk> wrote:

Good afternoon [REDACTED]

We would have to take the request for a memorial tree at New Road Cemetery to Full Council for consideration as I am not sure what the policy is on this.

Would you like this to be added to an agenda in the new year for consideration?

Apologies that I don't have a definitive answer for you today.

Many thanks

Abi

From: [REDACTED]
Sent: 15 December 2023 16:27
To: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Cc: [REDACTED]
Subject: Re: Millenium Copse - Melbourn

Hi Abi

Do you know if we can have a tree planted in the New Cemetery that is just off New Road please (the one with the Saxon Mound)?

The reason being is that we are not getting any younger and thinking of the future that would be easier for us to visit. Plus I believe there is a tap there if we need to water the tree.

Many thanks
Kindest regards
[REDACTED]

Sent from my iPhone

On Dec 15, 2023, at 10:22 AM, parish clerk
<parishclerk@melbournparishcouncil.gov.uk> wrote:

Good morning [REDACTED]

Thank you for your call yesterday with regard to a memorial tree at the Millenium Copse on the Moor.

I have spoken to the Wardens and confirmed the process.

If you would like to purchase a tree, we suggest Phillimores Garden Centre as they know the area and can advise on the best species to go for, you can then provide the sapling/tree and our Wardens will arrange the planting.

You should note that you would be responsible for the upkeep of the tree while it settles in and becomes established. Melbourn Parish Council would not be able to guarantee the tree but will tend to it in our normal maintenance of the area.

If you wish to go ahead please let us know and we can arrange the best time for the Wardens to assist with planting etc.

I look forward to hearing from you, do let us know if you would like any further information.

Many thanks

Abi

Abi Williams & Alex Coxall
Parish Clerk

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

Tel: 01763 263303 (option 3)
parishclerk@melbournparishcouncil.gov.uk
melbournparishcouncil.gov.uk

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parish clerk

From: John Travis <cllr.travis@melbournparishcouncil.gov.uk>
Sent: 20 December 2023 12:05
To: parish clerk
Subject: Re: Quotation for tree work from Shire Trees

Hi Abi,

No problem. I give authority for quoted emergency tree work on Station Road.

Cllr Travis. Chair Maintenance Committee.
Sent from my iPhone

On 20 Dec 2023, at 10:59, parish clerk <parishclerk@melbournparishcouncil.gov.uk> wrote:

Good morning John

There is a fallen tree on Station Rd causing concern, shown below – as chair of Maintenance are you happy to approve the £300 spend as quoted for emergency work.

<image001.jpg>

Many thanks

Abi



From: hello@shiretrees.co.uk <hello@shiretrees.co.uk>
Sent: 20 December 2023 10:57
To: parishclerk@melbournpc.co.uk; hello@shiretrees.co.uk
Subject: Quotation for tree work from Shire Trees

Dear Melbourn parish council

Following our recent site visit I have the pleasure of attaching your quotation for the works we discussed.

1. All work shall be completed in line with BS3998 (2010) 'Recommendations for Tree Work' where appropriate unless instructed otherwise by the customer.
2. Unless quoted otherwise, all arising waste material shall be taken from site and returned to our premises for storage and subsequent use in the power generation industry.
3. Upon acceptance of our quotation, we shall check for the presence of legislative protection (Tree Preservation Orders etc). We would be happy to make an application on your behalf but would advise that a charge will be made for this service if the tree work is subsequently completed by another contractor.

Please open the link below to view your quote online. From here you can check work photos, accept work and view our terms and conditions.

<https://cloud.arbprosoftware.com/PublicPagePopUp.aspx?QuoteID=fRzPmEo/6K+ibLuvw3Z/y5/wscI>

[fqYqWZBBSr+XebJk=](#)

If I can be of any further service please contact me using the details below.

I look forward to hearing from you.

James Cattle
Managing Director

hello@shiretrees.co.uk

<http://shiretrees.co.uk>

07725 808887

01763 220880

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Shire Trees Limited is a company registered in England and Wales with company number 10546603 and VAT number 259613774

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

<DB118-QuoteSchedule-5491.pdf>



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

Date Sent: 20/12/2023

Quote Information

Client Ref: 143
Quote No: 5491
Surveyor: James Cantle
Site Ref: 6398
Order No:

Quote

Site Address Station Road, Verge , Melbourn, Royston, SG8 6DX

Item No	Item	Description Of Work	Value
1	Elm	Clear fallen tree on verge and remove standing dead Elm	£300.00
			Total Value: £300.00
			VAT (20%): £60.00
			Total Inc VAT: £360.00

Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

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

Clear Crescent Play Park Repairs

Most of the equipment at Clear Crescent playpark was manufactured by Wicksteed, who will be repairing their equipment, as per the ROSPA report, as quoted and agreed by council at the Parish Council meeting held on 27th Nov 23.

In addition to this, the ROSPA report, showed that surfacing works were also required under the swings and under the net and ladder climber, for which quotes are being obtained.

However, on re review of the ROSPA report in greater detail, there are some further works required to the net and ladder climber, whilst all a medium to low risk score currently, there are structural issues highlighted, which will become a larger problem in the future. Unfortunately, we cannot find any evidence of who the manufacturer of this item is, there is no badge on it, and the ROSPA report states the manufacturer is unknown. Both Wicksteed and HAGS have confirmed that it is not an item of theirs.

We would like council to consider options for this area. Based on current quotes, this particular area will cost around £5000 to resurface.

See extracts relating to this equipment, from the ROSPA report below:

Primary Items

Climber - Net & Ladder

Manufactured by (Unknown)



Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Risk level:

Low

Risk score:

5

Finding Photos



Maintenance Finding

Description

There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact with the ground.

Risk level:

Low

Risk score:

7

Tasks

Read the notes for further action.

Note

Posts are showing signs of softening and decay at ground level. Monitor.

Finding Photos



Maintenance Finding

Description

Fixtures loose or missing.

Risk level:

Medium

Risk score:

10

Tasks

Read the notes for further action.

Note

Net fittings are loose to the posts. Remove fittings to check for corrosion and replace if found and then secure the net.

Finding Photos



Maintenance Finding

Description

Item has some parts missing.

Risk level:

Low

Risk score:

7

Tasks

Replace the missing parts.

Note

One rung and two hand holds missing. Replace.

Finding Photos



Maintenance Finding

Description

This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.

Risk level:

Medium

Risk score:

9

Tasks

Consult with the manufacturer's guidance to determine suitable maintenance.

Finding Photos



Maintenance Finding

Description

RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.

Tasks

The protective surface under all bars and rings must be kept in good condition.

Risk level:

Low

Risk score:

5

Finding Photos



Maintenance Finding

Description

The surface is cracking.

Tasks

Repair.

Note

The surfacing is cracking and damaged.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

The core of the wire is exposed.

Tasks

No reasonably practicable action is identified.

Note

Replace net when wire is broken.

Risk level:

Low

Risk score:

4

Finding Photos





R G Carter
Drayton House
Horizon Park
Barton Road
Comberton
Cambridgeshire, CB23 7BN

☎ 01223 265300
☎ 07795 921413
🌐 www.rgcarter-construction.co.uk

From: [REDACTED]
Sent: Tuesday, October 31, 2023 10:09 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Feasibility study for reinstating pond Back Lane Melbourne

Morning Graham

I have made a site visit to look at the feasibility of reinstating the pond in Back lane.
I have attached in a zip file pictures I took of the site and surrounding roads.

It was noted during my visit that Back lane leads to an industrial estate. Many heavy goods vehicles enter the road. Beyond the bend the road is in a bad state of repair. Drainage grates to the pond side of the road were completely blocked and not allowing water to get away. On the other side of the road there is no drainage grates and the camber of the road directs water to the curb side when it builds up until overlapping on to the verge. The gradient of the land and road from the industrial unit opposite brings storm water unchecked onto Back Lane causing flooding that was still apparent on my visit. The worn out road surface is causing large amounts of ponding. This can only be happening due to the continuous use of heavy goods vehicles over a long period of time.

Turning to the pond

Within the 9 mature 30ft high trees is an indentation in the ground of about 15 square meters about 1/2m deep. The area is currently filled up with vegetation and tree debris. A tarmac foot path runs to the side of the pond and nearest to the first house in Back lane. There is a double manhole right up against the curb side which I assume is a foul drain from the estate and a further manhole in the grassed area beyond the seat. I believe there is a sewage treatment works just outside this end of the village.

To reinstate the pond including capturing the surface water from Back lane would be costly. In removing the 9 trees, excavating and lining the pond, adding in channel drainage in the road including intercepting the water for diesel and oils. Resurfacing of the Back lane from the junction and up to 10m up Back lane.

I would put an estimate of between £400,000 to £500,000.00

A lot of the flooding at the moment is being caused by the lack of drainage in the road.
Lack of cleaning of the road gullies
The worn out road surfaces to Back lane especially around the road leading to the industrial unit.
These items alone are a Highways problem which are part of my estimate.

Hope this is of some help.

Regards [REDACTED]
[REDACTED]
Building Solutions Manager



R G Carter
Drayton House
Horizon Park
Barton Road
Comberton
Cambridgeshire, CB23 7BN

🌐 www.rgcarter-construction.co.uk

parish clerk

From: Street Lighting <Street.Lighting@cambridgeshire.gov.uk>
Sent: 24 November 2023 13:51
To: Street Lighting
Subject: Advice on Communication

Flag Status: Flagged

Dear Sir, Madam, or Councillor,

Streetlighting LED Replacement

Following the recent Highways and Transport committee held on the 3rd of October 2023, I am writing to notify you that the street lighting LED lantern replacement project is proceeding.

The project will see the roll out of newer, more efficient LED (light emitting diode) lights and is expected to cut the County Councils energy consumption used by street lighting by more than half and will replace 47,500 streetlights with LED lanterns and will take two years to complete. The work is expected to begin in 2024.

The lantern replacement works planned will cause minimal disruption to residents, there will be no impact on the roads or footpaths. We expect each to be replaced in approximately one hour.

We will be in touch again before the start of the works to share the proposed installation dates for each area. We will also be on our website and our street lighting service provider, Balfour Beatty Living Places, website to provide information on the streetlighting replacement project.

Should you have any questions or require any further details about this project, please do contact us at: Street.Lighting@cambridgeshire.gov.uk.

Regards

Alan Hitch
Strategic Projects Manager
Highways Service
Cambridgeshire County Council

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Senbotex Ltd

Bedford 11 December 2023

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

Dear Parish Chairperson

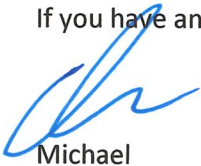
I am writing to you to discuss the benefits of hosting textile recycling banks in your Parish. Textile recycling banks are an excellent way to promote sustainability and reduce waste. By providing a convenient location for people to drop off their unwanted clothing and textiles, you can help reduce the amount of waste that ends up in landfills.

Hosting textile recycling banks can also be a great way to raise funds for your community. Senbotex Ltd offer a per kilo rate of 35p for reusable textiles, which means the more you collect, the more you get paid. This can be a great way to raise money for local projects and initiatives.

In addition to the environmental and financial benefits, textile recycling banks can also help raise awareness about the importance of sustainability and encourage people to make more eco-friendly choices. By providing a visible and accessible location for textile recycling, you can help educate your community about the importance of reducing waste and protecting the environment.

I hope you will consider the many benefits of hosting a textile recycling bank in your Parish.

If you have any questions or would like more information, please do not hesitate to contact me.



Michael



Senbotex Ltd, Airfield Road, Wellingborough **NN29 7XA**, Northamptonshire.

www.senbotex.co.uk - email info@senbotex.co.uk

Tel. **01234 634147**

Company Reg. n. **14882170** – Waste Carrier n. **CBDL4861448**

parish clerk

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 09 January 2024 12:33
To: [REDACTED]
Subject: RE: Website contact: Gritting box - New Road

Thank you for the email [REDACTED].

Unfortunately the grit box was destroyed when the land owners were tending to the verge last year. We have been attempting to replace the grit box since the summer but unfortunately Cambridgeshire County Council are having issues with their team that look after this and have been unable to confirm when they will supply the replacement bin.

I have chased again today but will follow this up with County Councillor van de Ven in the hope that she can help get the process moving.

Please watch this space.

Many thanks

Abi

Abi Williams & Alex Coxall
Parish Clerk

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

Tel: 01763 263303 (option 3)
parishclerk@melbournparishcouncil.gov.uk
melbournparishcouncil.gov.uk

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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

-----Original Message-----

From: [REDACTED]
Sent: 09 January 2024 10:36
To: parishclerk@melbournparishcouncil.gov.uk; assistantclerk@melbournparishcouncil.gov.uk
Subject: Website contact: Gritting box - New Road

From: [REDACTED]
Subject: Gritting box - New Road

Message Body:

Good Morning,

It appears that the gritting box that we had on New Road, Melbourn has been damaged. As this is the road that leads to the Orchard Surgery, I wonder if this could be rectified please and a new box could be installed. As the weather is getting colder, it is important that the road remains clear, so that our patients will be able to access the surgery safely.

Many thanks for you help
Kind regards

[REDACTED]
Practice Manager
Orchard Surgery

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This e-mail was sent from a contact form on Melbourn Parish Council (<http://melbournparishcouncil.gov.uk>)

EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 January

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. Update - very dangerous, seek private quote for work?	Highways
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 lamppost outside of Hub and possible alternative locations on A10 etc.	CCC
Lordship Drive	Resident	Missing sign - reported numerous times to county with no action	Office to continue following up with county	CCC
Grit bin replacement	Wardens	Chase CCC re grit bin replacement	Office to continue following up with county - requested help from SVDV	CCC
Overgrown hedges to the rear of Ogden Close	Resident	Reported to Housing at South Cambs.	Housing Services responded and will be sending out landscaper to review.	SCDC
Hagger Close, overflowing gutters	Resident	Report of overflowing gutters.	Encouraged resident to complain directly and directly and raised an email with duty.housing@scdc to highlight the issue.	SCDC

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 January

Location	Reported by	Notes	Actions	WHO?
Bug hotel	Wardens	Warden would like to build a 'bug hotel' as an addition to the cemeteries	Warden to investigate	Wardens
Inspection sheets - review	Wardens	Warden expressed a need to review the inspection sheets and activities	Office and Wardens to work through new sheets	Wardens / office
Bin replacement	Office	Rota of bin replacements across village to be confirmed	Office to progress with agreed bin replacement strategy	Office / Wardens
69 Beechwood Ave	Cllr	Hedge taking over path.	Written to resident to request they cut back hedges covering path.	Office
21 High Street	Resident	Hedge taking over path.	Written to resident to request they cut back hedges covering path.	Office
27 High Street	Resident	Confiers too low and wide along path of High Street and Norgetts Lane	Written to resident to request they cut back hedges covering path.	Office
90 High Street	Resident	Hedge taking over path.	Written to resident to request they cut back hedges covering path.	Office
21 Norgetts Lane	Resident	Bamboo and hedge overtaking a pathway	Written to resident to request they cut back hedges covering path.	Office
Bury Lane	Resident	Trees blocking pathway on Melbourn Bury	Contacted Elbourn to ask for works to be carried out.	Office
Walkway by river	Wardens	Low hanging branch requiring work	Office to request quote and bring to committee	Office