

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

**A meeting of the Maintenance Committee** held on Thursday 14 March 2024 at 09:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

**Present:** Cllrs Travis (Chair), Alexander, Barnes (from 09:54), Clark, Kilmurray (from 09:59)

**Absent:**

**In attendance:** Abigail Williams (Parish Clerk), Alex Coxall (Parish Clerk), Les Brierley (RMRG), Chris Selway (Allotment Association), Steve Pitman (Warden)

**MAINTENANCE COMMITTEE: MINUTES**

*Meeting started 09:30*

**MA150/24 To receive and approve apologies for absence**

None received.

**MA151/24 To receive any Declarations of Interest and Dispensations**

None received.

**MA152/24 To approve the minutes of the Maintenance Committee Meeting held on 15 February 2024**

- a) To discuss comments on minutes from 15 February 2024.  
To note addition of explanation to MA135/24c) *Committee commented that this is not setting a precedent for the Parish Council to clear rubbish from private land and should be seen as emergency action only due asbestos being involved in a relatively public area.*

It was RESOLVED to accept the minutes of the Maintenance Committee Meeting held on 15 February 2024 as an accurate record.

Proposed by Cllr Clark, Seconded by Cllr Alexander.

In favour: Cllrs Travis, Alexander, Clark.

**MA153/24 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.

**MA154/24 Finance Matters:**

- a) To consider a finance report on expenditure within the committee's remit.  
The finance report was noted. Underspend of budget was highlighted, Office confirmed that there are costs to be paid in this financial year and some budget would be carried forward to 2024/25 for works booked but not yet invoiced.
- b) To note the payment of Worcester Way tree works invoice at £1250.00 – thanks received from residents for the work carried out.  
It was noted.
- c) To consider quote for repairs to the litter pickers electric bike at a cost of £64.16.  
It was RESOLVED to accept the quote for repairs to the litter pickers electric bike at a cost of £64.16.  
Proposed by Cllr Clark, seconded by Cllr Alexander.  
In favour: Cllrs Travis, Alexander, Clark.

**MA155/24 Conservation Matters:**

- a) To receive the EA Monthly situation report for February 2024.  
The report was noted.
- b) To receive a report from River Mel Restoration Group (RMRG).  
A verbal report was provided by RMRG.  
It was noted that unsurprisingly the River Mel was at gloriously high levels with good flow throughout. It was noted that a working party was taking place on 16 March. Request for chipping for the paths still remains. ACTION: Office to follow up on offer of bark chippings for paths.

Signed..... Date.....

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

None received.

**MA156/24 Allotment Matters:**

- a) To receive any updates and consider actions.

It was noted that inspections had been carried out by the Allotment Association and the Clerk, 5 plots were noted as 'needing work' and will be checked later in the season. It was noted that the 'Get Outdoors, Get Active' sessions that were due to run in March on the community allotment have been delayed due to lack of numbers.

ACTION: Office to chase the works to the trees approved at a previous meeting.

- b) To consider a request by a plot holder to organise the rotavating of the plot to allow them to continue to tend to it after a period of ill health.

It was RESOLVED to work with plot holders to rotovate selected plots in order to get them back in the ground up to the cost of £500.

Proposed by Cllr Alexander, seconded by Cllr Clark.

In favour: Cllrs Travis, Alexander, Clark.

*Chris Selway left the meeting 09:44*

**MA157/24 Stockbridge Meadows:**

- a) To receive an update and consider actions.

A verbal report was provided by Stockbridge Meadows volunteers. It was noted that the rabbits had eaten all of the new plants in the meadow. The Duke of Edinburgh participants continue to work hard on their visits and comments have been made about how nice it is to see the younger generation working in the area.

It was noted that the Office is progressing with the FWAG application and steps are being taken to secure the funding for the reinstatement of a historic pond in Stockbridge Meadows. It was noted that fencing and a gate would be required when the pond is reinstated.

It was noted that a skip should be hired for the site to allow for old deer fencing to be disposed. Other areas of the village, including the old Fire Shed, would be cleared at the same time to make best use of the skip.

It was noted that a resident had provided a list of flora and fauna spotted in Stockbridge Meadows recently.

*Cllr Barnes joined the meeting 09:54*

- b) To note that pest control work to be carried out in Stockbridge Meadows. To consider request for equipment if required.

It was noted.

*Cllr Kilmurray joined the meeting 09:59*

*Les Brierley left the meeting 10:00*

**MA158/24 Governance Matters:**

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

Inspection reports were noted.

Warden reported damage to grass verge at Medcalfe Way due to a lorry crossing the pathway/verge.

ACTION: Office to report damage.

ACTION: Office to work with Wardens to ensure the jobs on the inspection sheets are up to date and cover all areas.

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

Vandalism reports were noted.

It was noted that the fence at Worcester Way had been damaged yet again. Wardens to make the area safe. No further fixes to take place at this time. ACTION: Office to look at message to the village about the criminal act of damaging property and the waste of tax payers' money on repeated fixes.

Signed..... Date.....



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

None received.

#### **MA159/24 Cemetery Matters:**

- a) To consider the accurate completion and submitting of the Non-Domestic Rating forms as requested by HM Revenue & Customs for Orchard Road and New Road Cemetery. Deadline to submit 11 April 2024.

Completed forms noted. ACTION: Office to return before the deadline – taking into account any burials/interments taking place between now and 31 March.

- b) To consider the upkeep of sunken graves in Orchard Road Cemetery. To the cost of top soil and Warden's time.

It was noted that works to improve sunken graves in Orchard Road would be undertaken by the Wardens. A kind offer for some top soil was received and gratefully accepted.

- c) To discuss the impact of Royston running out of burial space – do we need to amend the rules around New Road Cemetery?

It was noted that space in the cemetery is limited for a village of our size and concern was raised that we should not be shouldering the burden from another district.

Current Rules and Regulations of New Road Cemetery were reviewed and it was decided that they were sufficient to allow us to protect the space for the future but also allow us the flexibility to review applications for burial/interment on a case-by-case basis.

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

Cllr Barnes requested an update on the Saxon Burial memorial. Clerk confirmed the memorial is on order and had a lengthy lead time. ACTION: Office to follow up on predicted installation date.

#### **MA160/24 Village Maintenance Matters:**

- a) To note continuing issues with mud from boots on Vicarage Close and to note refusal from Melbourn Village College to allow a boot cleaner on the field.

Committee were disappointed that the Village College were unable to allow the request to install a boot cleaner. It was decided that we would approach the College again asking for permission to install and maintain the ground fixed boot cleaner at the Parish Councils cost.

It was noted that the football teams had been contacted and have communicated the concerns with their players.

- b) To consider quotes to fix IAE self-closing gate at Clear Crescent play park are being gathered.

Deferred. The suppliers have provided a how to guide to see if the Wardens can solve the problem.

- c) To discuss options for removal / renovation of the seating dome on the New Rec (PC114/23a).

Lengthy discussion took place about the decision previously resolved (PC114/23a) to remove the seating dome from the New Rec. Committee would like to ensure appropriate opinion on the matter has been taken into account before taking action.

It was PROPOSED that any decision with regard to the removal or refurbishment of the seating dome on the New Rec be deferred until relevant consultation has taken place with groups such as the Practical Solutions Group (PSG), local PCSO and any other relevant parties deemed suitable.

ACTION: Office to approach PSG and other parties for response to provide a report for Full Council at a future date.

Proposed by Cllr Kilmurray, seconded by Cllr Barnes.

In Favour: Cllrs Alexander, Barnes, Kilmurray, Travis.

Abstain: Cllr Clark

- d) To consider upgrade of bin at Maple Way / Orchard Road – at a cost of £211.37

It was RESOLVED to proceed with the upgrade of the bin at the Maple Way / Orchard Road junction at a cost of £211.37.

Proposed by Cllr Alexander, seconded by Cllr Clark.

In favour: Cllrs Alexander, Barnes, Clark, Kilmurray, Travis.

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

None received.

Signed..... Date.....

**MA161/24 Pavilion Matters:**

- a) To consider the purchase of 3 x boot brushes to refurbish the boot cleaner at the Pavilion at a cost of £288.45+VAT.

It was RESOLVED to purchase 3 x boot brushes to refurbish the boot cleaner at the Pavilion at a cost of £288.45.

Proposed by Cllr Kilmurray, seconded by Cllr Clark.

In favour: Cllrs Barnes, Clark, Kilmurray, Travis.

- b) To consider the purchase of replacement defibrillator pads for the defib at the Pavilion – current pads expire in June 2024 at a cost of £64.95+VAT.

Purchase agreed. It was noted that in future costs that fall within the Clerks discretionary budget should only be noted on the agenda and no consideration is required.

- c) To note investigation needed into the tripping of switch 1 at the Pavilion.

It was noted.

*Cllr Alexander returned to the meeting 10:55*

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

None received.

**MA162/24 Little Hands Matters:**

- a) To consider accepting quote from Steve Young to replace flood lights as required at Little Hands at a cost of £415.

It was RESOLVED to accept the quote from Steve Young to replace the flood lights at Little Hands at a cost of £415.

Proposed by Cllr Alexander, seconded by Cllr Kilmurray.

In favour: Cllrs Alexander, Barnes, Kilmurray, Travis.

Abstain: Cllr Clark (Contractor is an acquaintance of Cllr Clark)

- b) To note that investigations are underway to quote for the works required to fix the driveway lights at Little Hands.

It was noted that Steve Young would investigate the driveways lights when carrying out the work at Little Hands and report back to the office.

- c) To note works underway to gather quotes for works to car park at Little Hands.

It was noted.

- d) To receive any updates and consider actions.

None received.

**MA163/24 Correspondence:**

- a) To consider actions in regard to request to move 'dog poo' bin on New Road to Hopkins Homes development. To note requests from residents for about further dog waste bins around the estate.

It was decided to move the current 'dog poo' bin to a new location and provide an additional bin to be installed in the SGB at Hopkins Homes estate. ACTION: Office to gather costs and work with Cllr Barnes to confirm location of the bins.

- b) To consider request from Meldreth re secondment of Warden for 7 hours a month.

Request from Meldreth Parish Council was noted and discussed with Warden. ACTION: Office to arrange a meeting between all parties to define what is needed, when it is needed and determine costs involved in the agreement.

- c) To consider suggestion to adopt phone box and convert it into a community asset.

Investigation by the Office concluded that the phone box should remain as a working phone due to it being used 91 times in the past 12 months. ACTION: Office to advise resident.

**MA164/24 Policies and Risk Assessments:**

- a) To consider any updates and consider actions.  
Suggestion from Cllr Kilmurray to create a policy that deals with Melbourn Parish Council not selling land. ACTION: Office to investigate and report back to committee and Full Council.

**MA165/24 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

ACTION: Office and Cllr Travis to review outstanding works that have been requested to residents.

**MA166/24 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

It was noted that an additional grass cut was required before the cuts start again in April. ACTION: Office to arrange with contractor.

**MA167/24 To note date of next meeting:** Thursday 18 April 2024.

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

*Meeting closed 11:22*

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

**A meeting of the Maintenance Committee** held on Thursday 15 February 2024 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), Alex Coxall (Parish Clerk), Maureen Brierley (RMRG), Les Brierley (RMRG), Chris Selway (Allotment Association), Steve Pitman (Warden), Keith Rudge (Conservation Warden)

**MAINTENANCE COMMITTEE: MINUTES**

*Meeting started 09:30*

**MA131/24 To receive and approve apologies for absence**

Apologies received from Cllr Alexander with acceptable reasons.  
It was RESOLVED to accept apologies from Cllr Alexander.  
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.

**MA132/24 To receive any Declarations of Interest and Dispensations**

None received.

**MA133/24 To approve the minutes of the Maintenance Committee Meeting held on 18 January 2024**

It was RESOLVED to accept the minutes of the Maintenance Committee Meeting held on 18 January 2024 as an accurate record.

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

- a) To discuss comments on minutes from 18 January 2024

None received.

**MA134/24 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.

**MA135/24 Finance Matters:**

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

The finance report was noted.

- b) To note £146+VAT invoice from Shelford Heating for attending and fixing the Pavilion heating system.

It was noted.

- c) To note £150+VAT for fly-tipped asbestos removal.

It was noted. Committee commented that this is not setting a precedent for the Parish Council to clear rubbish from private land and should be seen as emergency action only due asbestos being involved in a relatively public area.

**MA136/24 Conservation Matters:**

- a) To receive the EA Monthly situation report for January 2024.

It was noted.

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

A verbal report was provided by RMRG.

It was noted that all was looking good with the river. It was noted that chippings are still needed for the woodland path – contractors to deliver when weather allows.

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

To note the FWAG trench report produced by RMRG. Noted that trench was continuously full of water. ACTION: Office to send report to FWAG and follow up.

The committee wishes to pass thanks to Maureen and Les for their work to date on the project.

Signed..... Date.....

**MA137/24 Allotment Matters:**

- a) To receive any updates and consider actions.

Inspections were carried out and plots generally looking good. ACTION: Office to contact plot holders where plots are in need of attention.

- b) To receive update on Meridian PCN and the community plot.

Clerk updated on a meeting with Groundwork East and Meridian Primary Care Network. Groundwork East to arrange 'Get Outdoors, Get Active' sessions running through March for anyone to get involved in the basics of horticulture and growing skills all whilst helping to maintain and manage the plot.

It was noted that the Office will provide information for the Allotment Association AGM and that both MPC and AA will monitor the activities to ensure it is working for the plot.

Office passed on information to Chris Selway from secretary of Allotment Association with regard to housing developers providing allotment space. Information to be returned and passed to Cllr Travis for review.

*Chris Selway left the meeting 09:47*

**MA138/24 Stockbridge Meadows:**

- a) To consider the request to alter car park times at Stockbridge Meadows.

Consideration was given to the request for a change in car park hours. It was decided that no change would be made and restrictions of times of use should not be upheld on Stockbridge Meadows. ACTION: Office to contact resident.

- b) To consider quotes for suitable storage container to be installed on Stockbridge Meadows.

It was RESOLVED to suggest to Full Council the purchase of suitable storage container up to and not exceeding £2200+VAT. ACTION: Office to obtain quotes for installation and bring forward the most suitable suggestion to Full Council.

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

- c) To receive update from Conservation Warden.

KR noted that he has met with MB and LB to work through the Stockbridge Meadows management plan and continues to work through tasks as laid out.

It was noted that two Duke of Edinburgh Award scheme participants are starting their time at Stockbridge Meadows. KR will be the accessor.

KR highlighted works with regard to a possible path in the lizard area and work on the wildflower meadow.

MB highlighted the need to reignite the volunteer group for Stockbridge Meadows.

KR would like to add articles to the quarterly Melbourn Magazine about Stockbridge – suggested to start with what the trench is for.

- d) To consider purchasing equipment for Stockbridge Meadows maintenance.

ACTION: Office to work with Warden to draw up costs and take suggestion to Full Council, supported by the Maintenance Committee.

*Maureen and Les Brierly left the meeting 10:12*

**MA139/24 Governance Matters:**

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

Inspection reports were noted.

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

Vandalism reports were noted.

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

None received.

**MA140/24 Cemetery Matters:**

- a) To consider suggestion of works to the hedge along the far side of New Road Cemetery.  
It was RESOLVED to proceed with works to hedge in New Road Cemetery at a cost of £580+VAT.  
It was noted that this job would be added to the tender for cemeteries maintenance going forward.  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- b) To consider quote for works to dead shrubs at New Road Cemetery.  
It was RESOLVED to proceed with the clearance of the dead shrubs from New Road Cemetery at a cost of £360+VAT.  
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.
- c) To receive any other updates and consider actions.  
None received.

**MA141/24 Memorial Garden, High Street**

- a) To consider proposal for actions in the upkeep of area and neighbouring properties.  
It was agreed that the Wardens would assist with leaf clearance of a private drive and 85 High Street twice a year.
- b) To note costs associated with the upkeep of the garden, including purchase of compost (£95) and an obelisk for sweet peas (£9.49).  
It was noted.

**MA142/24 Village Maintenance Matters:**

- a) Consider cost of £970+VAT for Herts & Cambs to vertidrain the old and new rec. Both are in need of this doing ASAP.  
It was RESOLVED to proceed with the vertidrain of the old and new rec as quoted above.  
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.  
It was noted that vertidrain would be added to the sports ground maintenance tender going forward.
- b) Note the overgrown hedges on the entry to the village along New Road.  
It was noted that the hedges along New Road entry to the village would be added to the general maintenance tender going forward.
- c) To receive update on Clear Crescent play park improvements / maintenance.  
Clerk reported that works by Wickstead had been completed this week as planned and that we would await the next RoSPA report to make a decision on if the floor surfacing work was required.
- d) To note the HAGS play park inspection. All findings low risk or very low risk.  
It was noted.  
It was noted that the Warden has identified that the rocking horse could do with some maintenance. Warden to investigate what is needed.
- e) To consider quotes for proposal of works to area outside of New Road Cemetery. Recommendation from office to present proposal to resident and set a cost limit by council for works then present to committee once agreed by resident.  
It was noted that costs could be around £2000. It was agreed to share the proposals with the resident and work together for best outcome.
- f) To consider updates to Village Maintenance tender documents.  
Clerk updated on changes to the tender documents. Chair requested that Cllrs review the documents and share any changes / additions with the office before the next Parish Council meeting.  
It was noted that Hopkins Homes would remain on the excluded list for grass cutting as land transfer has not yet completed.
- g) To receive any other updates and consider actions.  
ACTION: Office to obtain quote for works to branch overhanging the Moor car park.

**MA143/24 Pavilion Matters:**

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

**MA144/24 Little Hands Matters:**

- a) To provide update on exterior lighting issues at Little Hands access road.  
Requested a quote from new contractor to look at security light on the exterior of building.  
It was noted that the lights along the entrance road to the car park are still not working. Works to be added to request to quote and progressed.
- b) To note change of management at Little Hands.  
It was noted.
- c) To receive any updates and consider actions.  
None received.

**MA145/24 Correspondence:**

- a) To consider request to cut back trees that are affecting solar panels on property.  
It was agreed that no further action would be taken. Action: Office to reply to resident stating that works to trees could not be carried out for this reason.
- b) To note correspondence from South Cambridgeshire District Council with regard to footballers' muddy boots effecting paths at Vicarage Close and to consider the installation of a boot cleaner on the rec.  
Defer to next meeting. ACTION: Office to obtain costs for a boot cleaner.
- c) To note agreement with Orchard Surgery to reinstate the grit bin on Surgery land rather than the verge opposite.  
It was noted.
- d) To note request from resident and consider actions in regard to low street light levels at sheltered accommodation in Palmers Way.  
It was agreed that this is not a Parish Council issue. Cllr Clark offered to take the issue up with County Councillor van de Ven.

**MA146/24 Policies and Risk Assessments:**

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

**MA147/24 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

ACTION: Office to provide photos of works needed where residents' property/vegetation is causing an issue. Office to work research approaches others take around getting works done and report back to committee.

**MA148/24 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

Cllr Clark raised the issue of the damage to the railings outside Melbourn Primary School. ACTION: Office to follow up report on County Council highways reporting tool.

**MA149/24 To note date of next meeting:** Thursday 14 March 2024.

The date of the next meeting was noted as Thursday 14 March 2024.

*Meeting closed at 11:03*

**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 Expenditure Tracking 2023/24  
(Actuals based on paid invoices)

EDGE Code		Budget 2023/24	Actual to date (29/02/24)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<u>Conservation:</u>		<u>Paid</u>	<u>Unpaid</u>		
1000	Allotments - water (2 meters)	850	103	(187)	934	Compost
1000	Allotments - plot clearance/maintenance	400	302		98	
1000	Allotments - Hedge Cutting	600	530		70	
1000	Allotments - unplanned e.g. asbestos removal	1,300	300		1,000	
1100	Conservation - Christmas tree and plants for tubs	400	250		150	
1100	Conservation - tree survey & Tree works	6,160	1,004	1,250	3,906	
1100	Conservaion - emergency tree works	3,300	875		2,425	
1100	Conservation - tree planting	2,350	22		2,328	
1100	Conservation - unplanned	1,000	2,270	114	(1,384)	Fencing at 32 Worcester Way & grafitti removal from stone bus plaque at bus shelter, Tidy Pathway Greenbanks 2 x bins
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	16		484	
		17,660	5,833	1,177	10,651	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	200	99	0	101	replacement of Consumer unit
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	
2000/2	New Road - water	135	97		38	
2000/2	New Road - tree & hedge work, soil store, path edging	990		940	50	
2000/2	New Road - unplanned	500	460		41	AC Stoneworks memorial
		3,520	891	940	1,689	
	<u>Play Areas, Recreation Grounds &amp; Pavilion</u>					
3000	Playground - ROSPA	300	231		69	
3000	Playground - play area maintenance, equipment repair/renewals	1,500		3,443	(1,943)	
3000	Playground - tree work/edging	800			800	
3000	Playground - unplanned	250			250	
3200	Recreation Ground - electricity	250	181	9	60	
3200	Recreation Ground - pest treatment	500			500	
3200	Recreation Ground - unplanned	2,500	813	755	932	Verrtidrain Rec & Leaf clearance
3400	Pavilion - cleaning	1,100	836	112	152	
3400	Pavilion - electricity	2,400	2,177	160	63	
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		90	615	
3400	Pavilion - unplanned repairs & renewals	1,000	1,181		(181)	Fire Safety & shower valves/Extraction fan
		13,085	6,537	4,569	1,978	
	<u>Finance &amp; General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	680	993	2	(315)	Fixings for moor play park benches and £220 at Philimores
4300/3	Wardens' equipment	500	427		73	Uniform, repair to billy goat
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,450	1,757		(307)	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	2,499	177	3,624	
7100	Car park workshop - water	205	260	(1)	(54)	
7100	Car park workshop - electricity	2,700	2,220	445	35	
7100	Car park workshop - PAT testing	30			30	

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

EDGE Code		Budget 2023/24	Actual to date (29/02/24)	Committed	Balance	Notes
	Budgeted expenditure (included in Precept)	£	£	£	£	
7100	Car park - unplanned	515			515	Jetting of Drains
7200	Fire Engine House - Roof repairs	400			400	
		13,195	8,370	624	4,201	
	Rental Property					
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	
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	26,856	7,310	19,844	

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

EDGE Code		Budget 2023/24	Actual to date (29/02/24)	Committed	Balance	Notes
	Budgeted expenditure (included in Precept)	£	£	£	£	
	<b>Grounds Maintenance Contracts</b>					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	6,225	623	623	
1200	Grass cutting contract - extra cuts x 2	1,200	510		690	
1300	Public Open Space - maintenance (£460 per month)	5,520	4,600	460	460	
1300	Public Open Space - additional work (leaf/hedge works etc)	900	785		115	
2100	Cemeteries (£405.83 x 12) + £1,000 for extra hedge work in new contract	4,870	4,058	406	406	
2100	Cemeteries - extra cuts (£360 x 2)	720	260	260	200	
3200	Recreation Grounds (£755 per month)	9,060	7,550	755	755	
3200	Recreation Grounds - extra cuts (£130 x 2)	260	230		30	
		30,000	24,218	2,503	3,278	

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

Date: 29/02/2024  
Invoice Date: 29/02/2024  
Invoice Due Date: 14/03/2024  
**Invoice Information**

Invoice No: 3022  
Quote No: 5242  
Account No: 143  
Site Ref No: 7505  
Order No:

## Invoice

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

Item No	Item	Description Of Work	Value
2	Mixed trees	Cut boundary shrubs and small trees (expect for mature Ash, Maple and Hornbeam) to waist height to maximize light and reduce overhang.  cut lower lateral growth on mature trees back to trunk (no height reduction)  Pink Line on photo attached	£1,250.00

Total Value: £1,250.00  
Vat(20%): £250.00  
Total Inc Vat: £1,500.00

## Payment Details

Payment Methods:

Cheque: Please make cheques payable to: Shire Trees LTD

BACS:

Account No: 23899460

Sort Code 30-97-16

Lloyd's TSB (Royston)

VAT Number: 259613774

Please send all correspondence to:

1A Trigg Way,  
Melbourn,  
Royston,  
Hertfordshire,  
SG8 6HX

**Shire Trees Limited**

Company Registration: 10546603

Vat Number: 259613774

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

Jobcard: #001777

Pending Quote  
(Press To Approve)

#

Your mechanic:    PU    Public

Labour

Brake: Fit Pads + Setup  
2 x £15.00

£30.00

☒

Products

Clarks Stainless Brake Cable Inner - MTB  
1 x £4.00

£4.00

☒

Clarks V Brake Pads - CP510 70mm  
2 x £8.00

£16.00

☒

Miscellaneous Item VAT 20  
1 x £12.00  
\*Shimano Capreo brake lever

£12.00

☒

Workshop fitting / Fit Shift/Brake Lever  
1 x £15.00

£15.00

☒

Send Approval

Sub-Total:

Tax:

Total:

£64.16

£12.84

£77.00



# Monthly water situation report: East Anglia

## 1 Summary - February 2024

Following approximately average rainfall for January, the rainfall for February was exceptionally high 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 with most river flow monitoring sites recording exceptionally high month mean flows for February. Groundwater levels have continued to rise across the month, with current levels indicative of a very healthy recharge season. Most reservoir levels are above the respective normal operating curves.

### 1.1 Rainfall

February 2024 was an exceptionally wet month with nearly all hydrological areas in East Anglia recording the highest February rainfall totals on record (1871 to present) for those areas. These totals ranged from 92mm to 140mm, or were between 272% to 355% of the long term average [LTA] for February. The western half of East Anglia typically had higher rainfall month totals than the eastern half. The East Anglia area average figure for February 2024 was 114mm, which ranks as the highest February total on record for the area. The 3, 6 and 12 month rainfall totals for all hydrological areas, with the exception of South Essex, are within the exceptionally high category

### 1.2 Soil moisture deficit and recharge

An exceptionally wet February 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 February was calculated as 1.7mm, which is considered notably low for the time of year. Recharge has continued with 23, out of 25, monitoring boreholes for which we have data showing an increase in groundwater levels compared to the levels recorded in January 2024.

### 1.3 River flows

With a negligible SMD throughout February, East Anglian rivers were highly responsive to the exceptionally high February rainfall totals. Most report sites recorded exceptionally high month mean flows for February. The exceptionally wet February conditions, along with high groundwater levels, has led to localised flooding in parts of the area.

Northwold gauging station, on the River Wissey, continues to record suspect flow data and has been excluded from this month's report.

## 1.4 Groundwater levels

Groundwater levels have continued to rise at the majority of monitoring sites for which we have February dips or telemetered readings. The very wet autumn and winter has resulted in a very healthy recharge season. February groundwater levels within the Chalk are generally within the exceptionally high category. Available monitoring within the Oolitic limestone, Greensand and Suffolk Crag deposits indicate notably high to exceptionally high groundwater levels. Probabilistic forecasts suggest that above normal, or higher, groundwater levels are likely to persist into autumn 2024.

High groundwater levels have resulted in groundwater flooding in areas near Newmarket, Bury Saint Edmunds and Burnham Thorpe, North Norfolk.

## 1.5 Reservoir stocks

The majority of reservoirs showed an increase in levels across February and remain above their respective normal operating curves. Operational constraints have seen Grafham remain at 77% full across the month. Although the level at Grafham is below the normal operating curve, prospects for refill remain good due to the likelihood of sustained high baseflows in the Great Ouse catchment.

## 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 above normal to exceptionally high flows for March 2024, and a high likelihood of normal or higher flows for 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

With groundwater levels typically being slower to change than river levels, there is a high likelihood of continued notably high to exceptionally high groundwater levels by the end of March 2024. As the projections go further into the future, the influence of current conditions reduces, although there remains a very high likelihood of above normal or higher groundwater conditions at all forecast sites by September 2024.

**Author: Hydrology Team, [hydrology-ean-and-lna@environment-agency.gov.uk](mailto: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

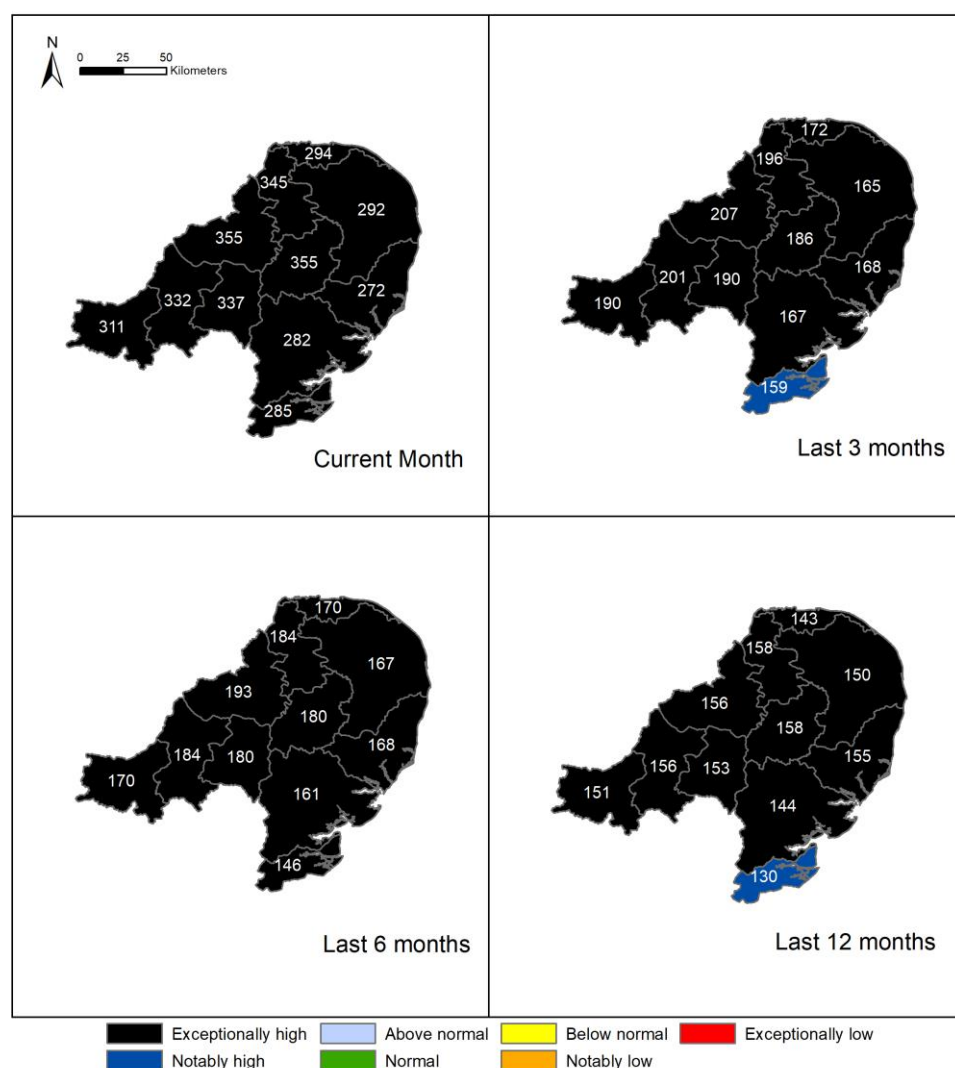
\*[LTA]: long term average

Contact Details: 03708 506 506

## 2 Rainfall

### 2.1 Rainfall map

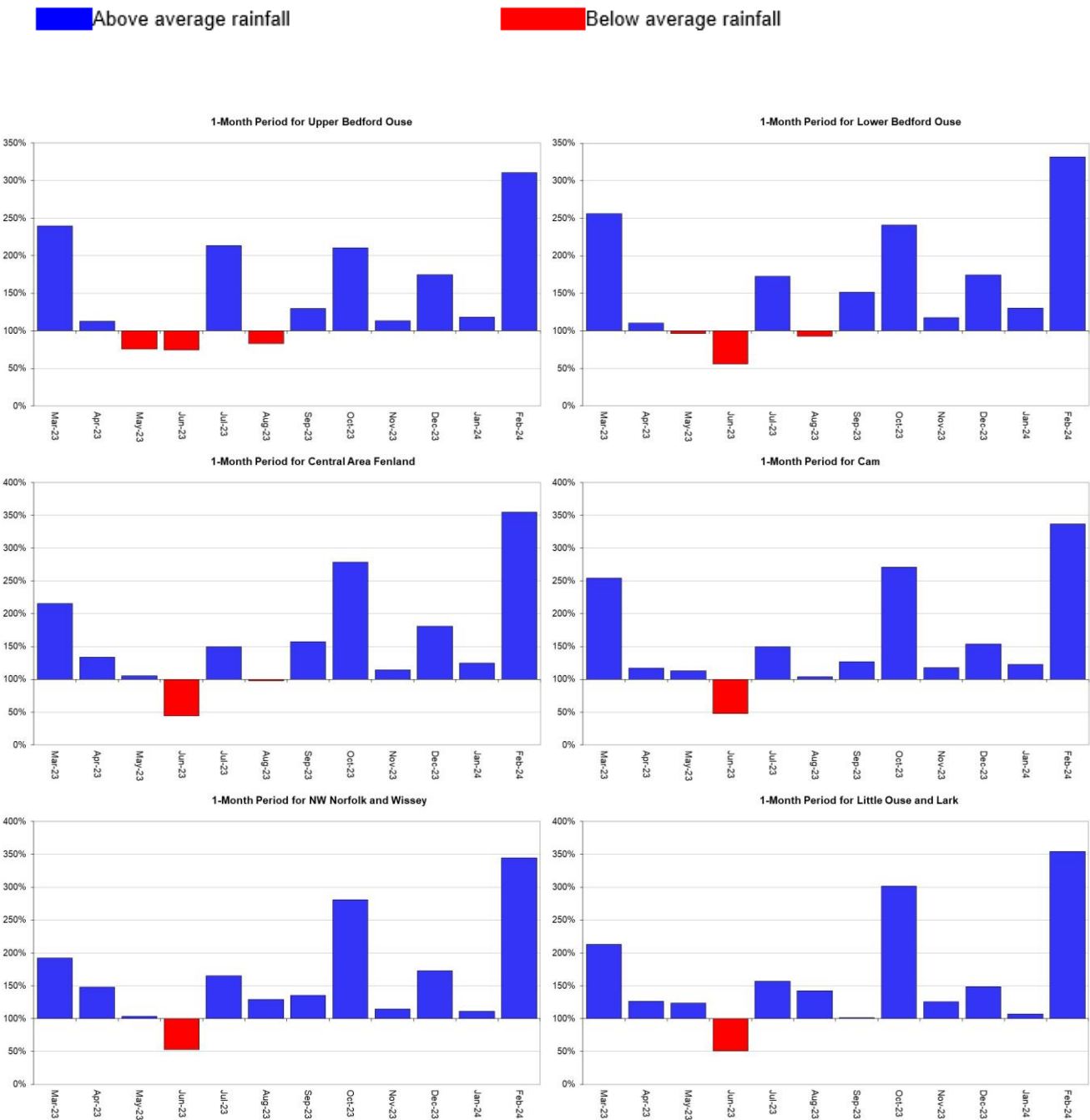
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 29 February 2024), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

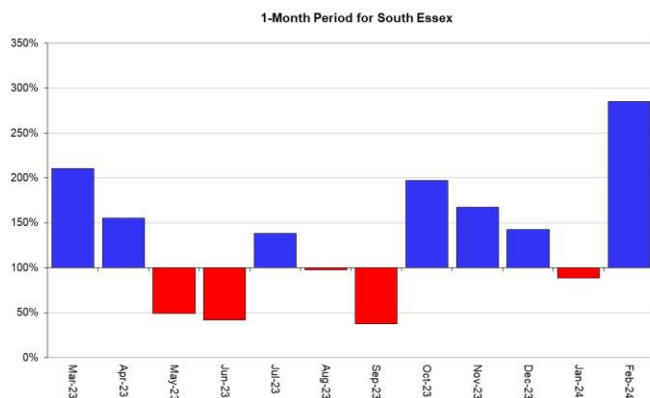
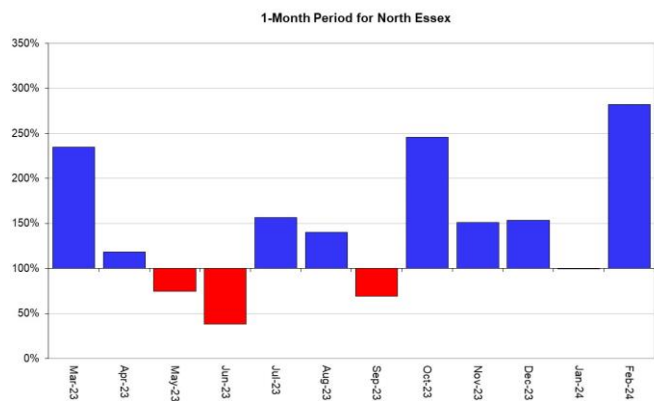
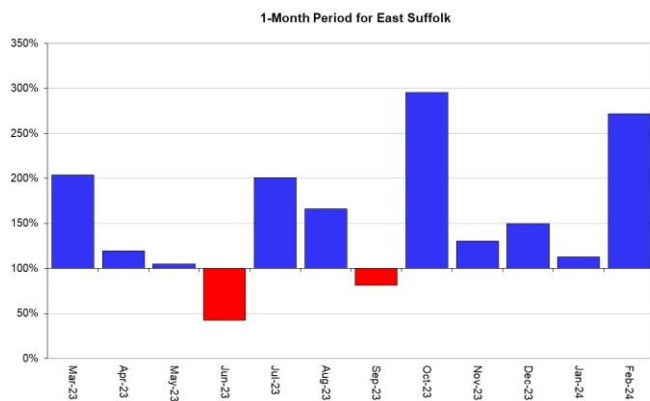
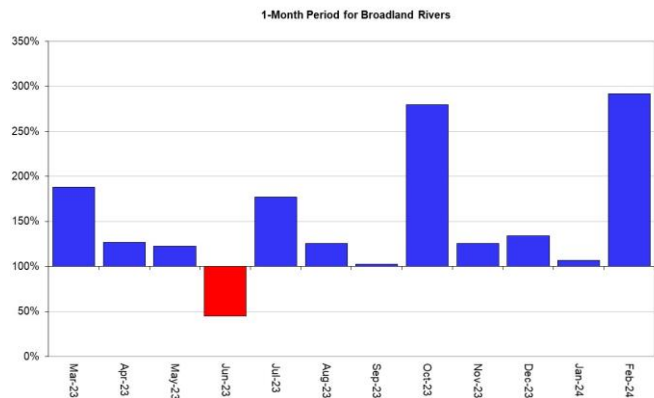
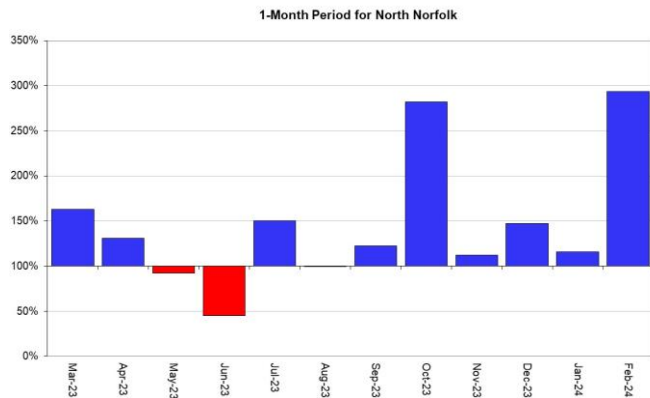


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2024). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

2.2 Rainfall charts

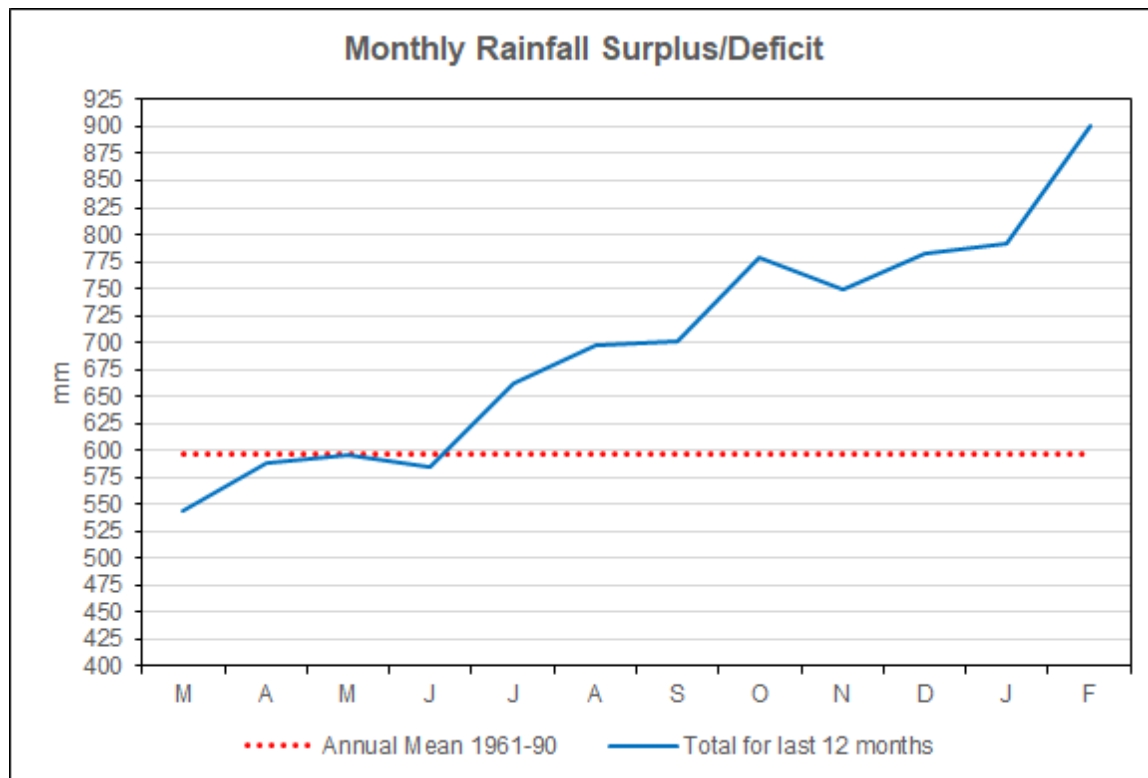
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1961 to 1990 long term average for each region and for England.





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

## 2.3 Monthly rainfall surplus deficit chart

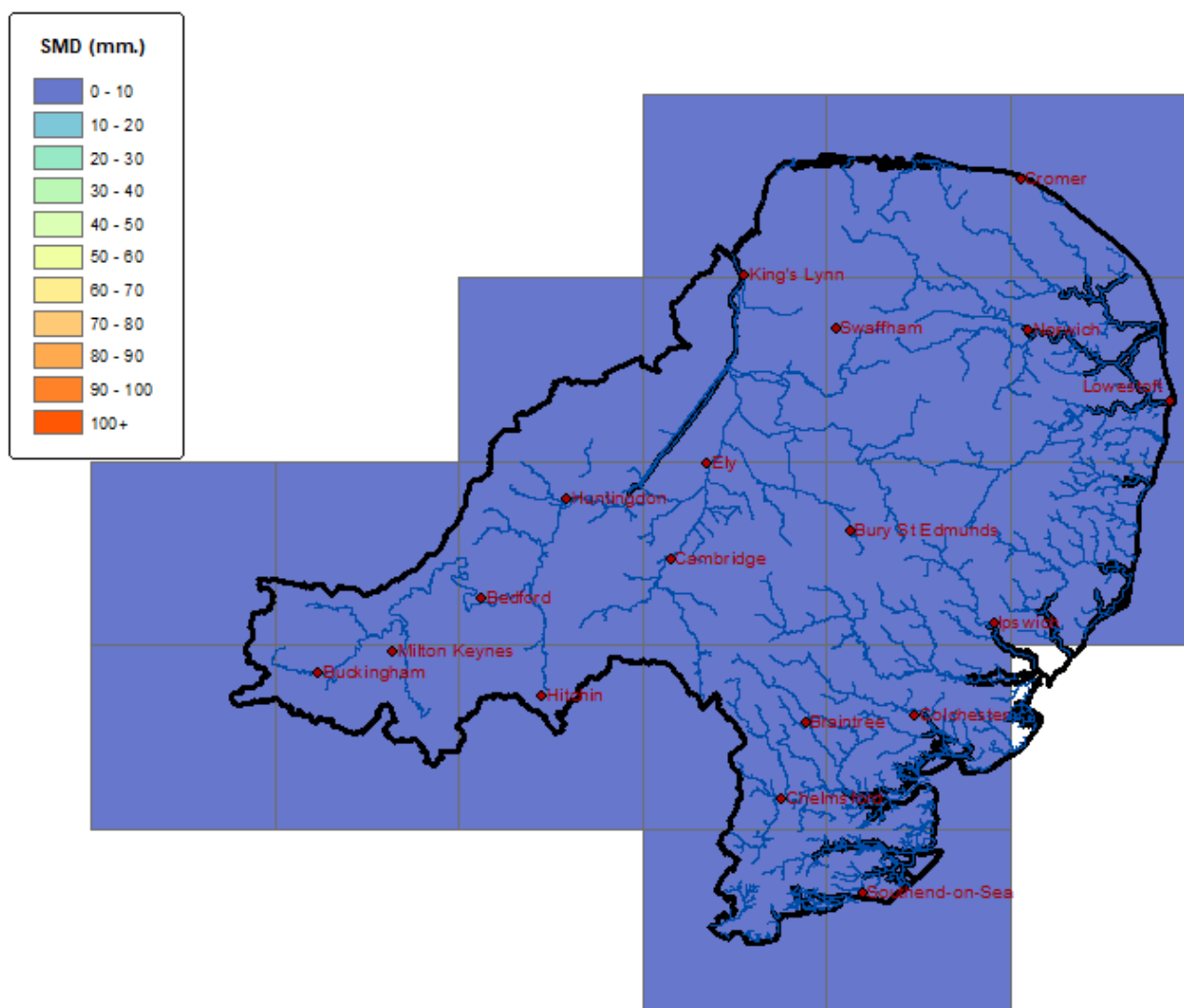


HadUK rainfall data. (Source: Met Office. Crown copyright, 2024).

## 3 Soil moisture deficit

### 3.1 Soil moisture deficit map

Figure 3.1: Soil moisture deficit values for 29 February 2024. Values based on the weekly MORECS data for real land use.

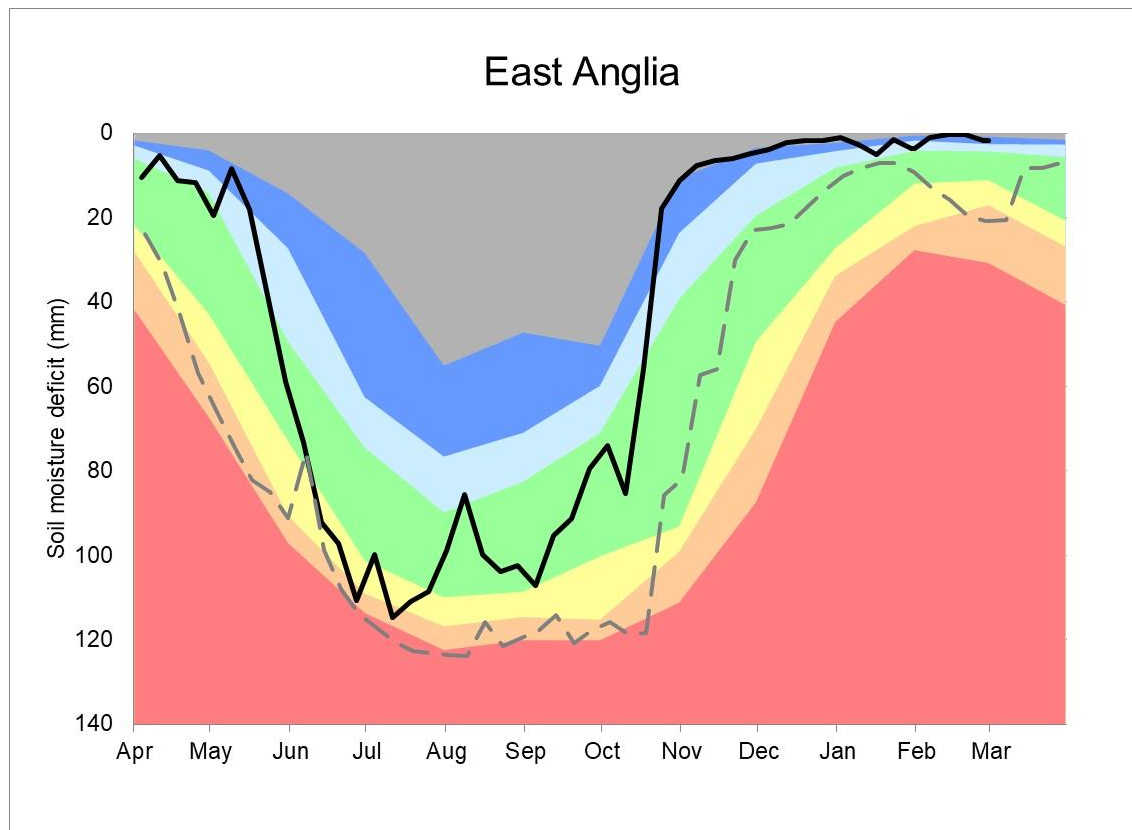


(Source: Met Office. Crown copyright, 2024). All rights reserved. Environment Agency, 100024198, 2024.



### 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.

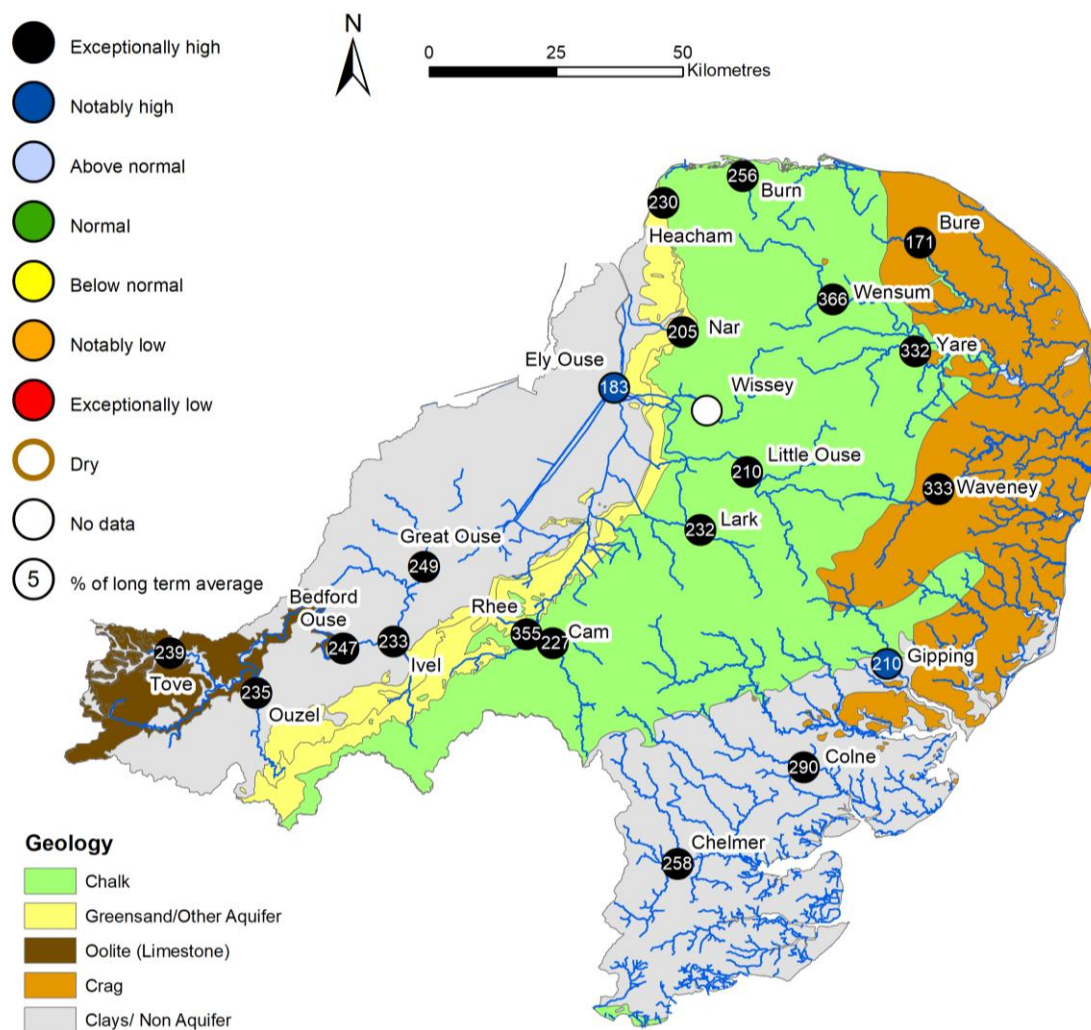


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## 4 River flows

### 4.1 River flows map

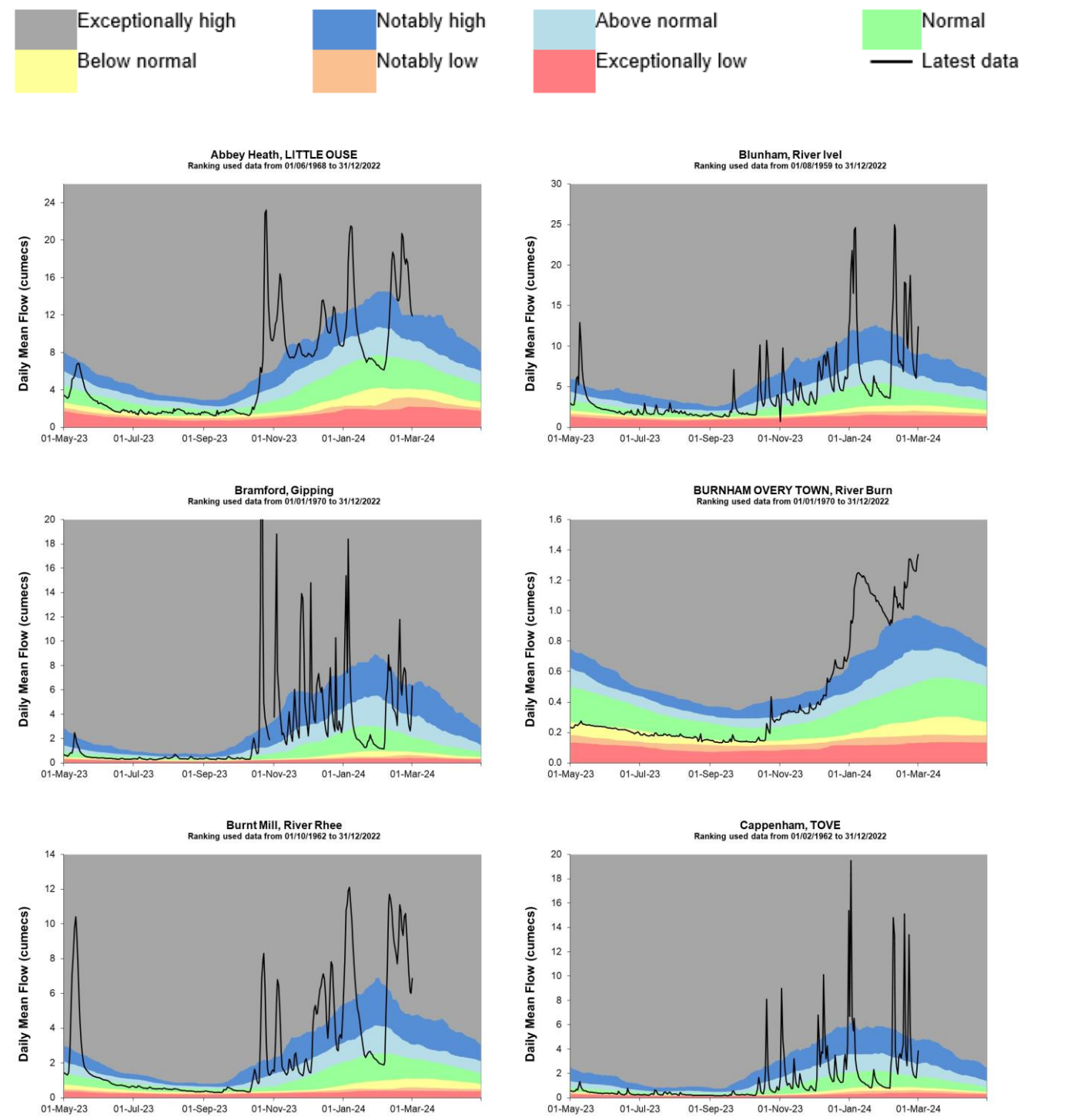
Figure 4.1: Monthly mean river flow for indicator sites for February 2024, expressed as a percentage of the respective long term average and classed relative to an analysis of historic February monthly means Table available in the appendices with detailed information.

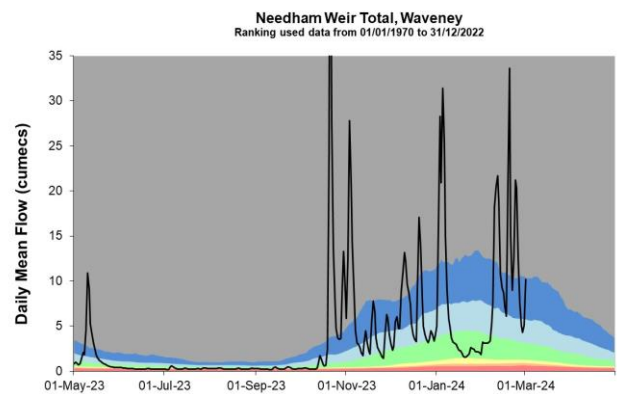
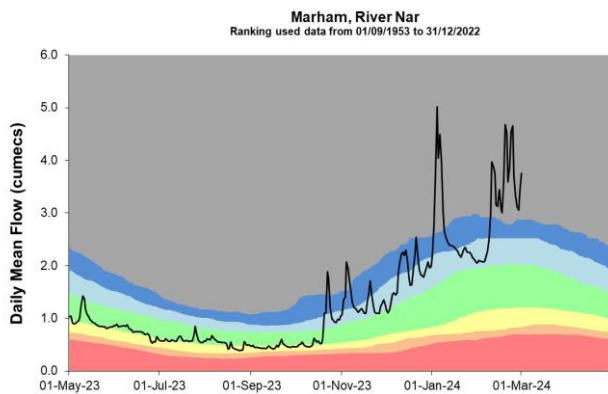
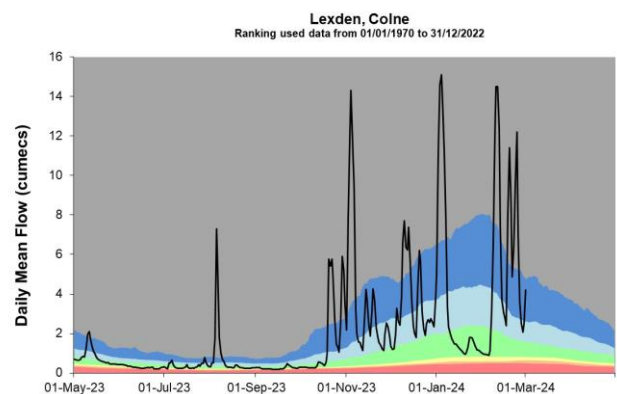
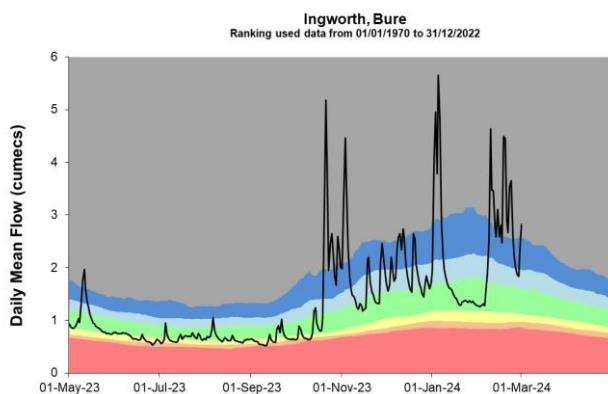
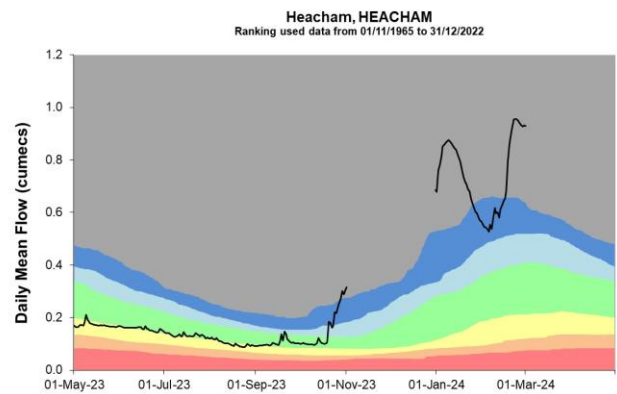
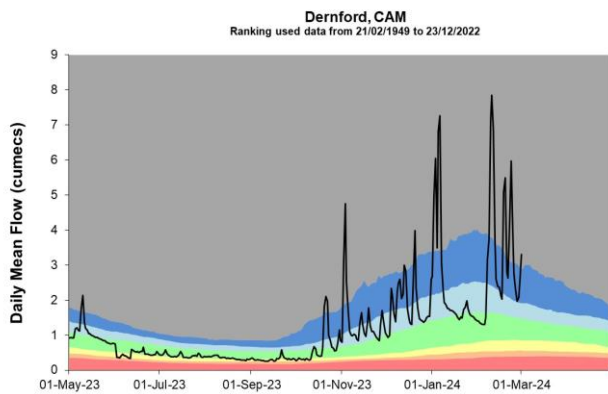
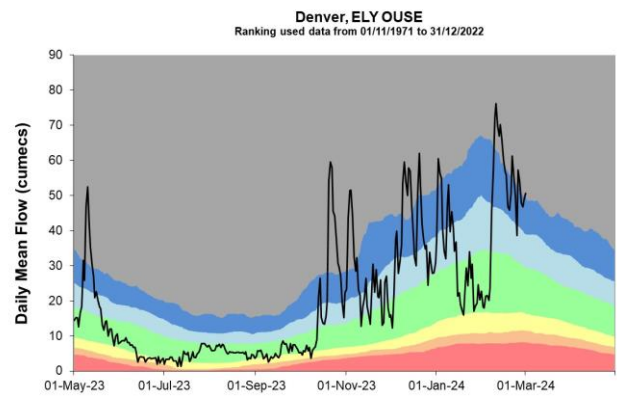
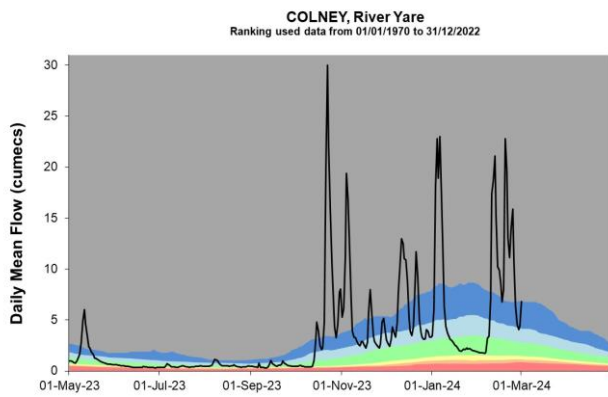


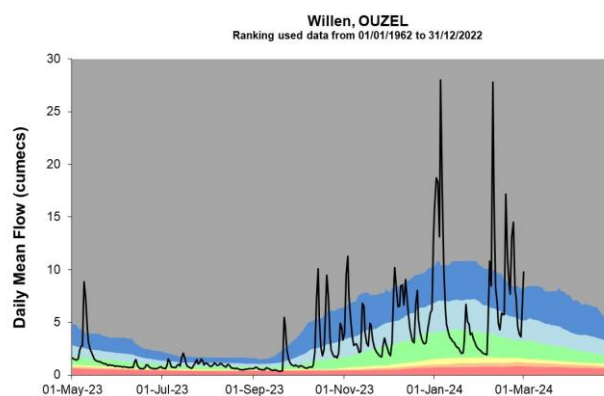
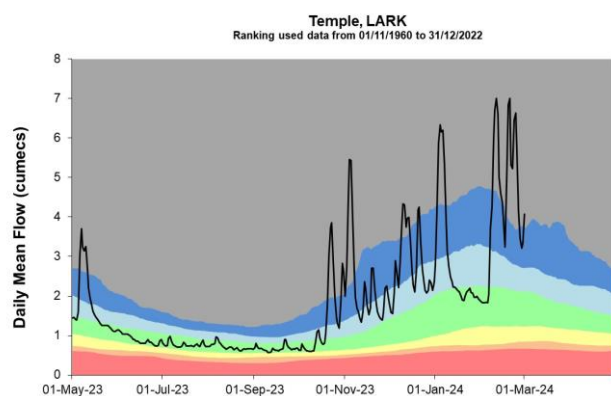
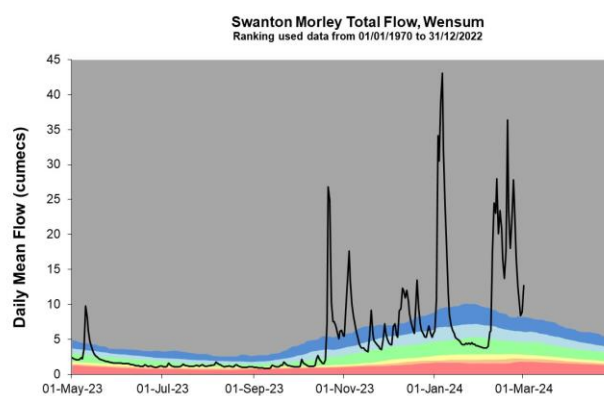
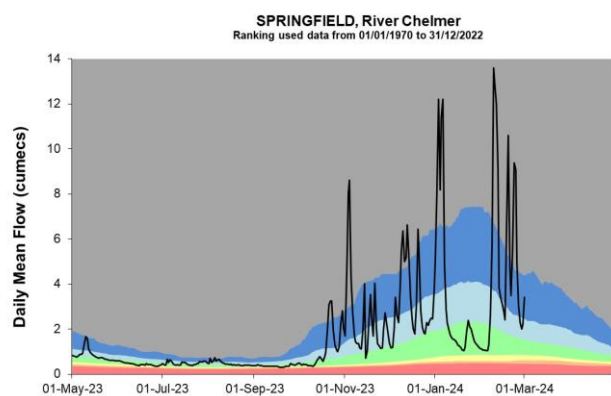
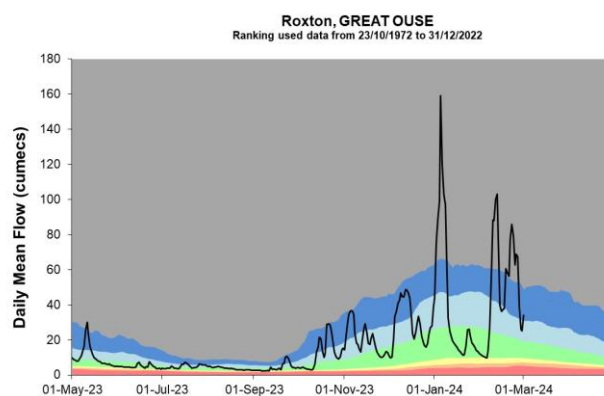
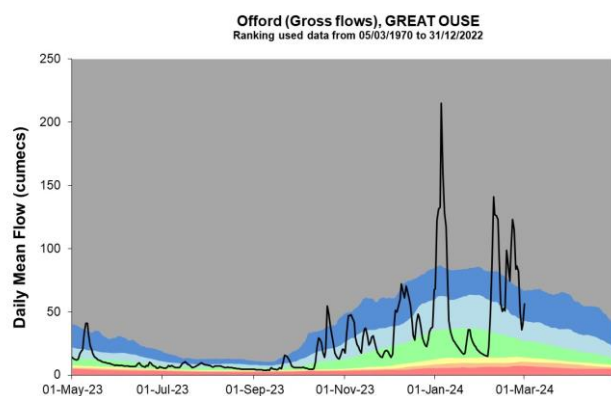
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2024.

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.







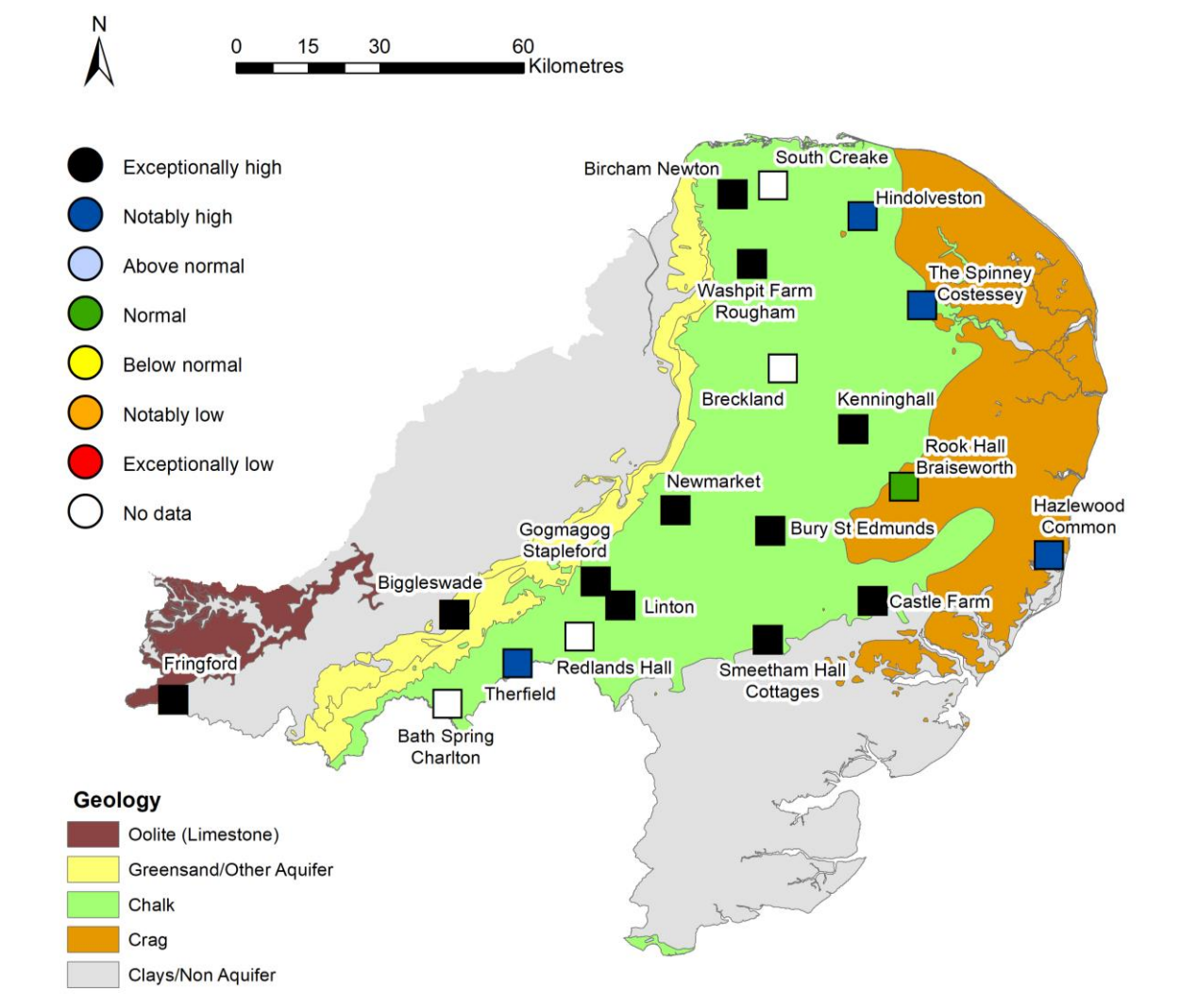
Source: Environment Agency.



# 5 Groundwater levels

## 5.1 Groundwater levels map

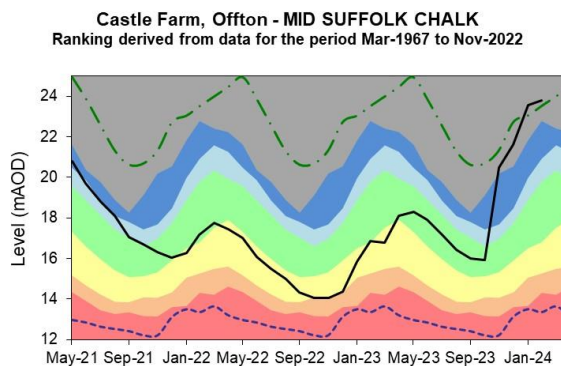
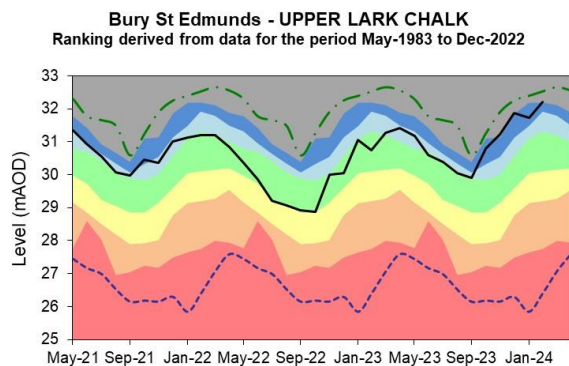
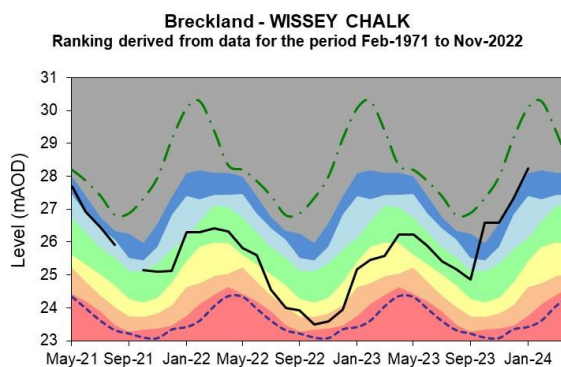
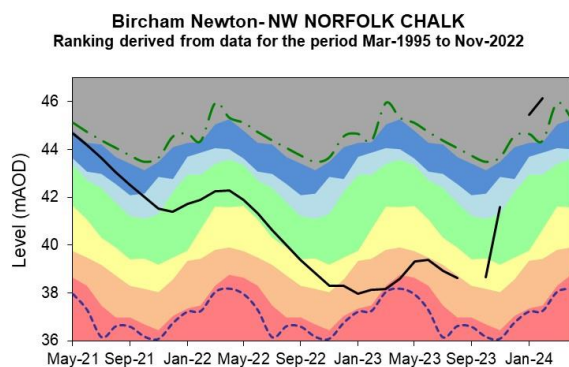
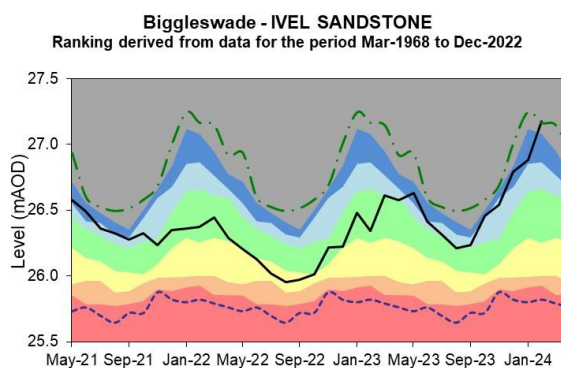
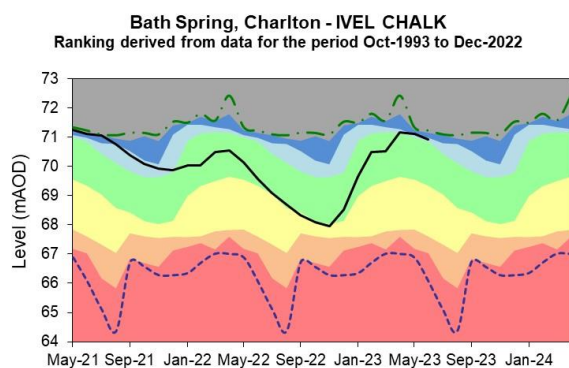
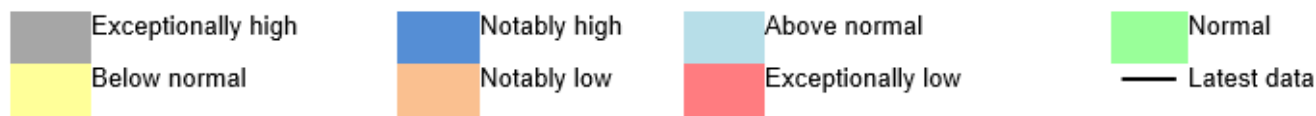
Figure 5.1: Groundwater levels for indicator sites at the end of February 2024, classed relative to an analysis of respective historic February levels. Table available in the appendices with detailed information.

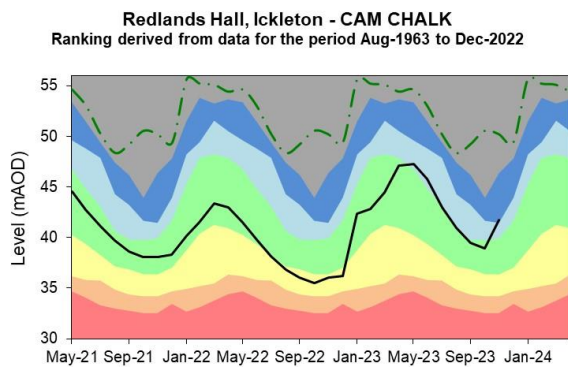
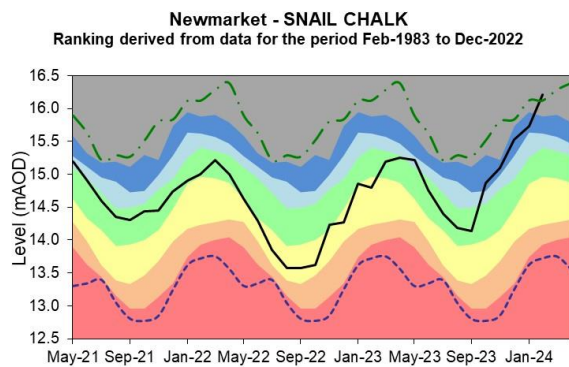
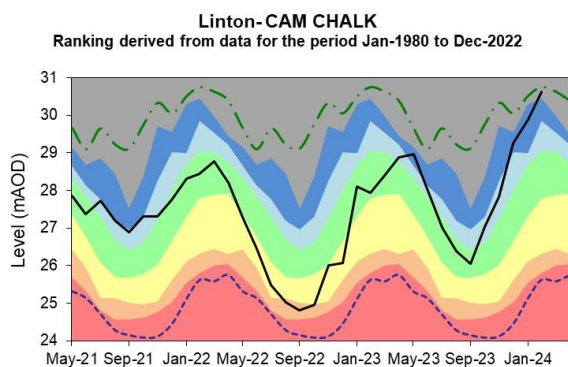
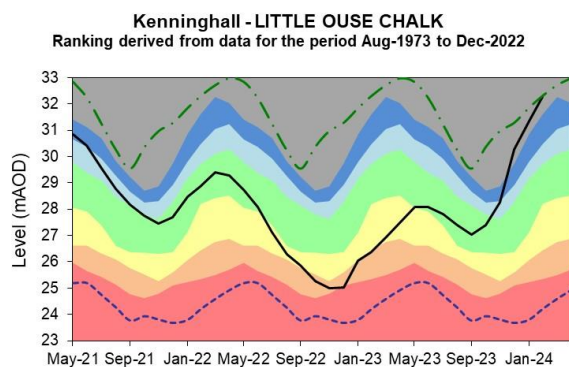
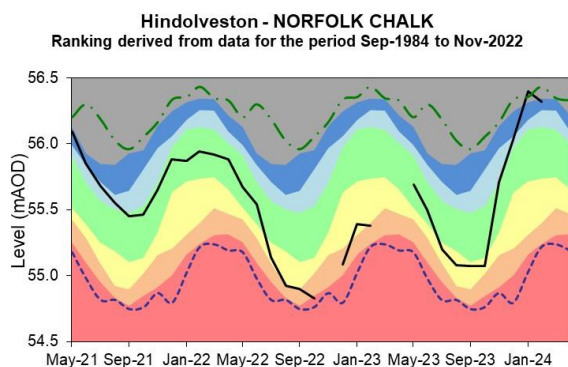
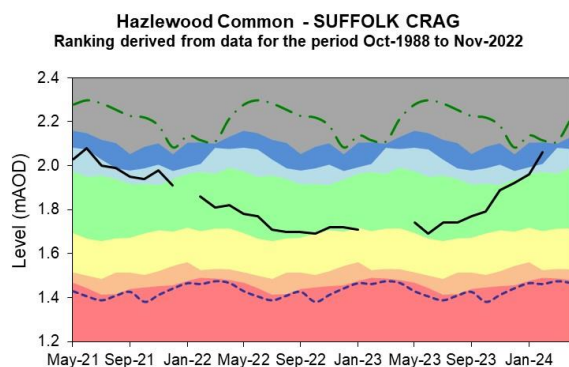
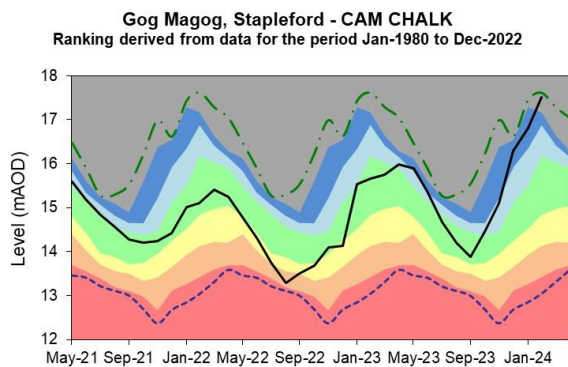
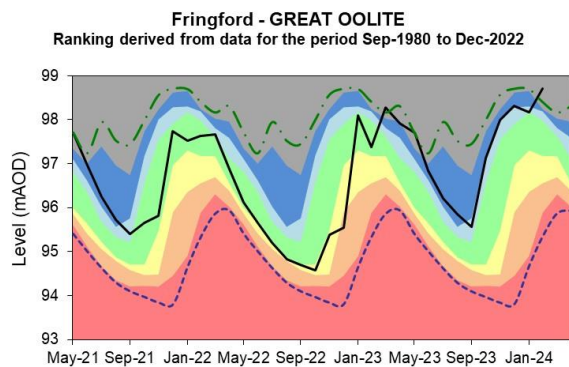


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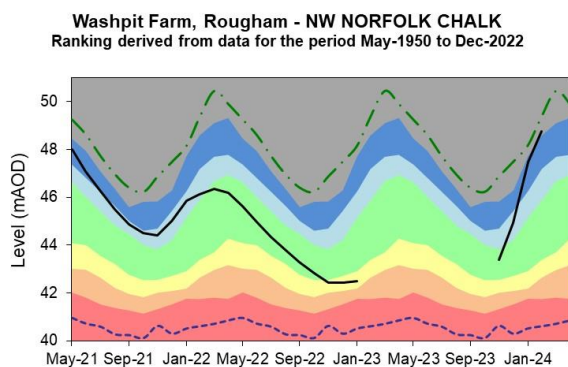
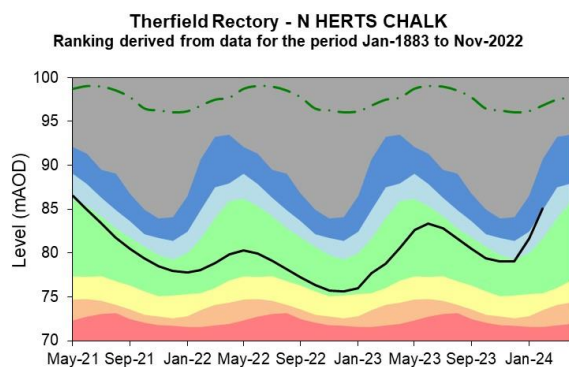
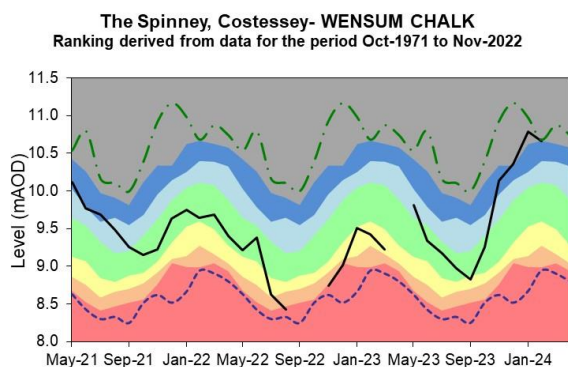
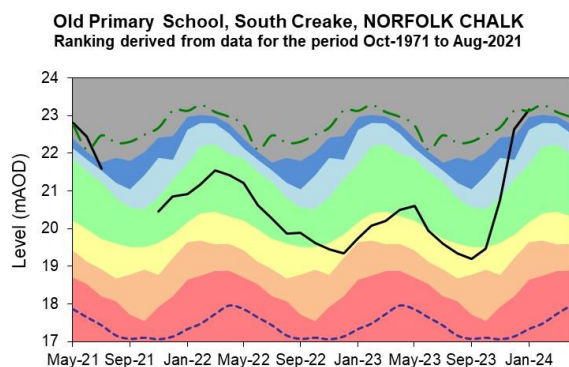
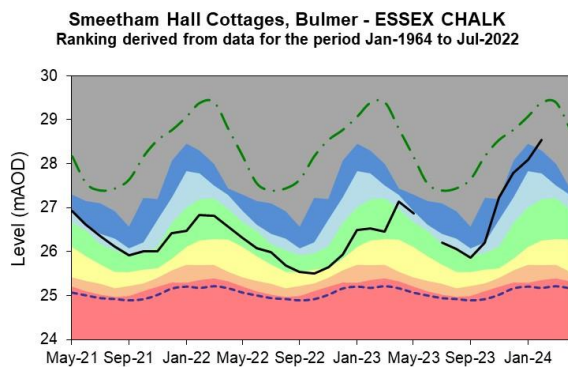
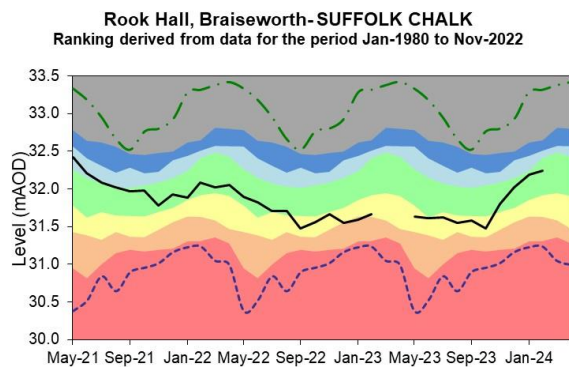
## 5.2 Groundwater level charts

Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 34 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.







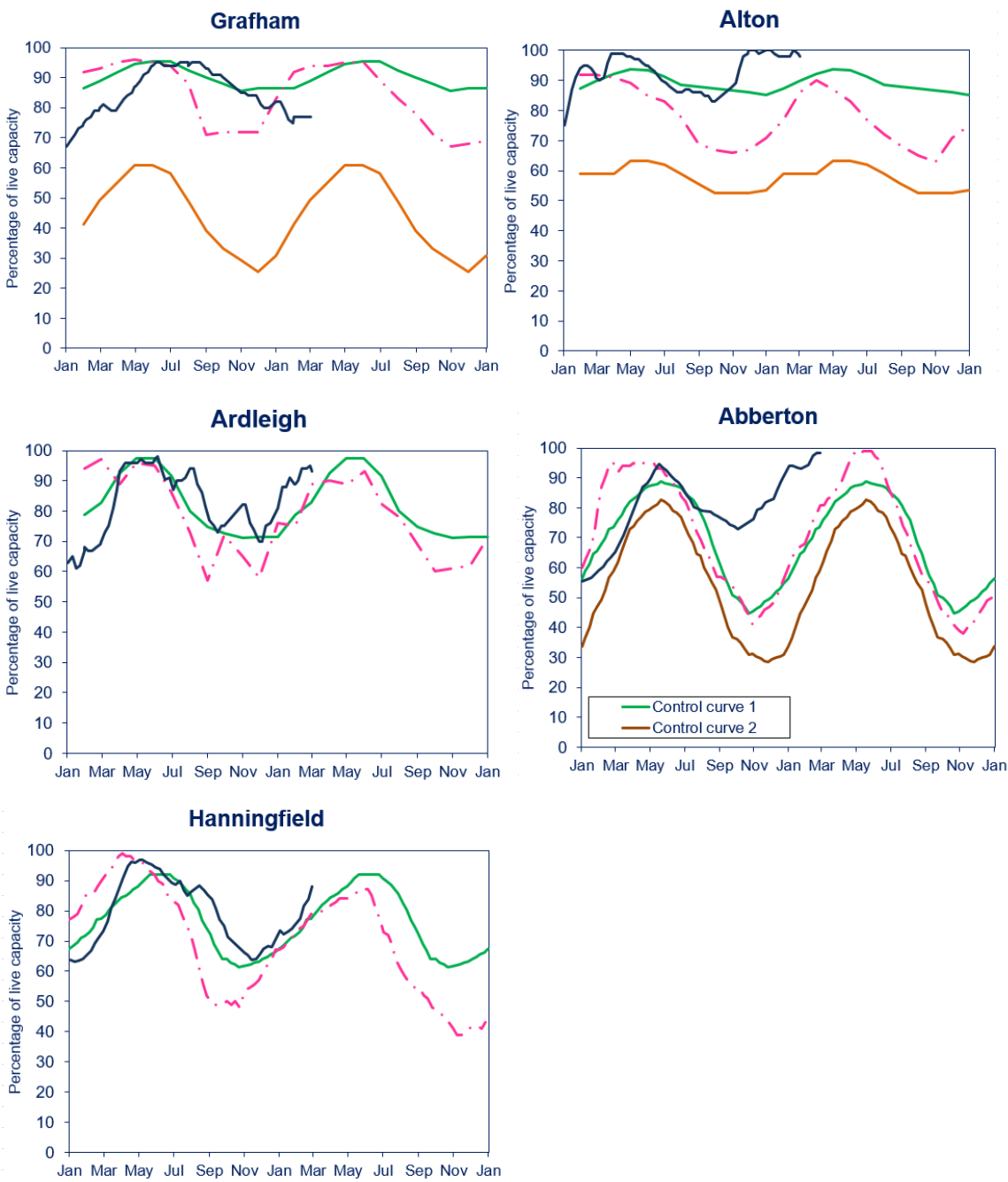


Source: Environment Agency, 2024.

# 6 Reservoir stocks

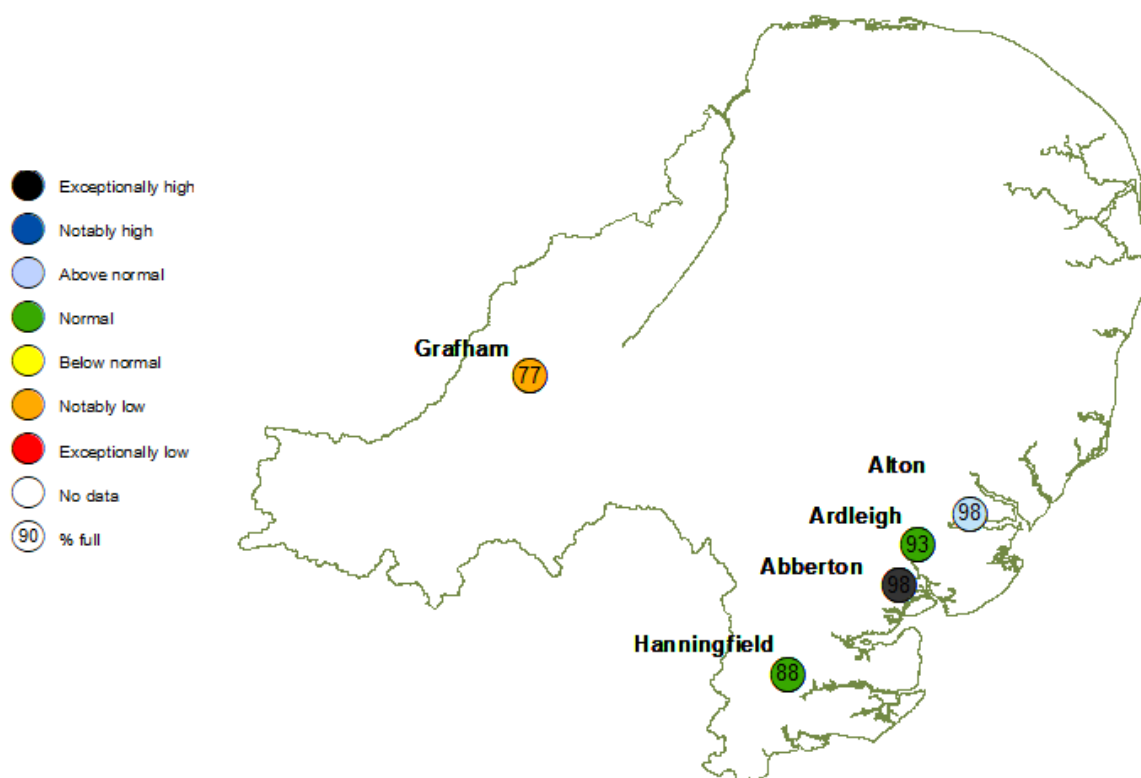
Figure 6.1: End of month regional reservoir stocks compared to the normal operating curve, drought curve and dry 1995-1996 stocks. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.

— 2023-2024 — Normal Operating Curve — Drought Alert Curve - - 1995-1996



(Source: water companies).

## 6.1 Reservoir stocks map

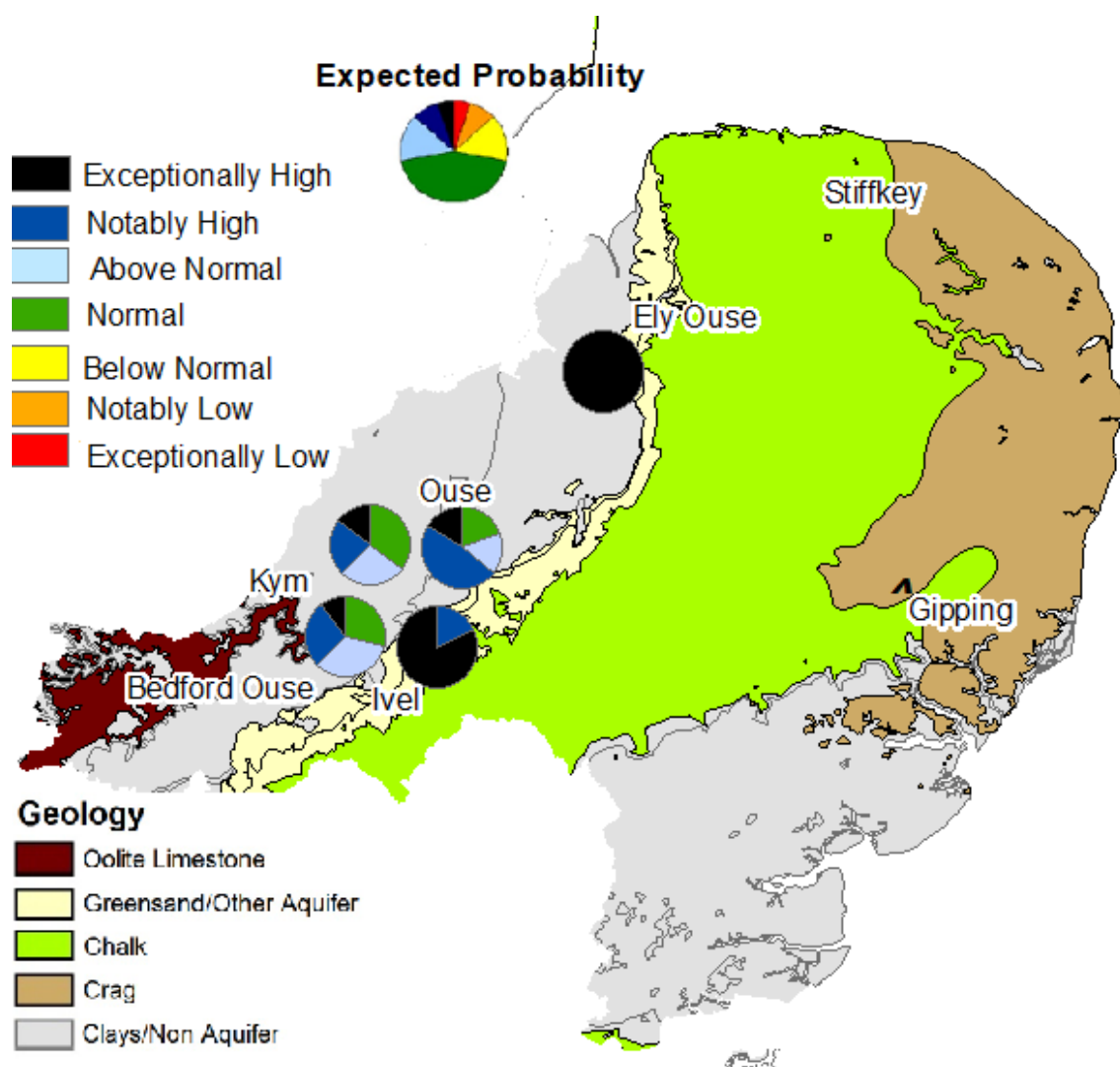


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## 7 Forward look

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

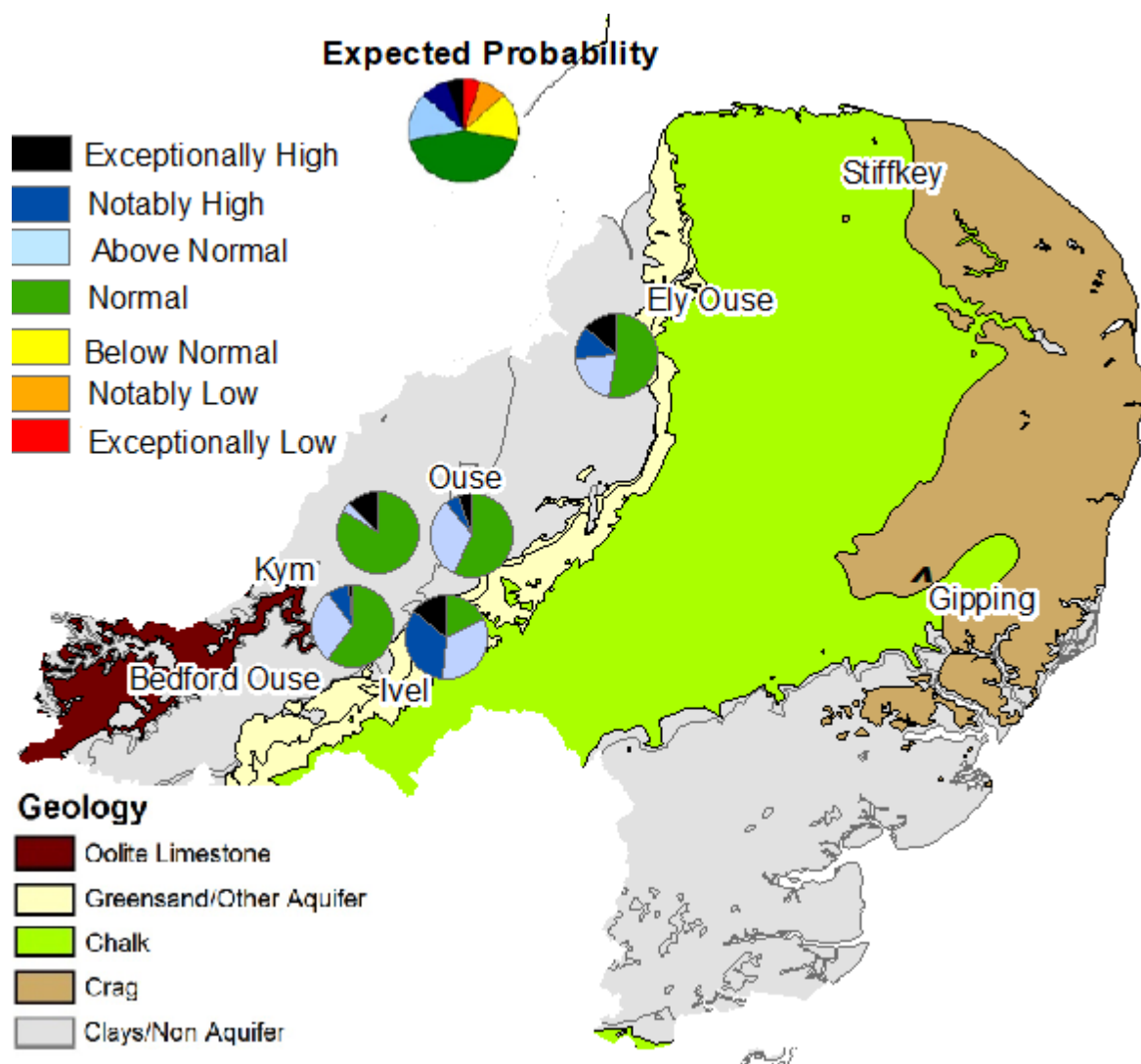
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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

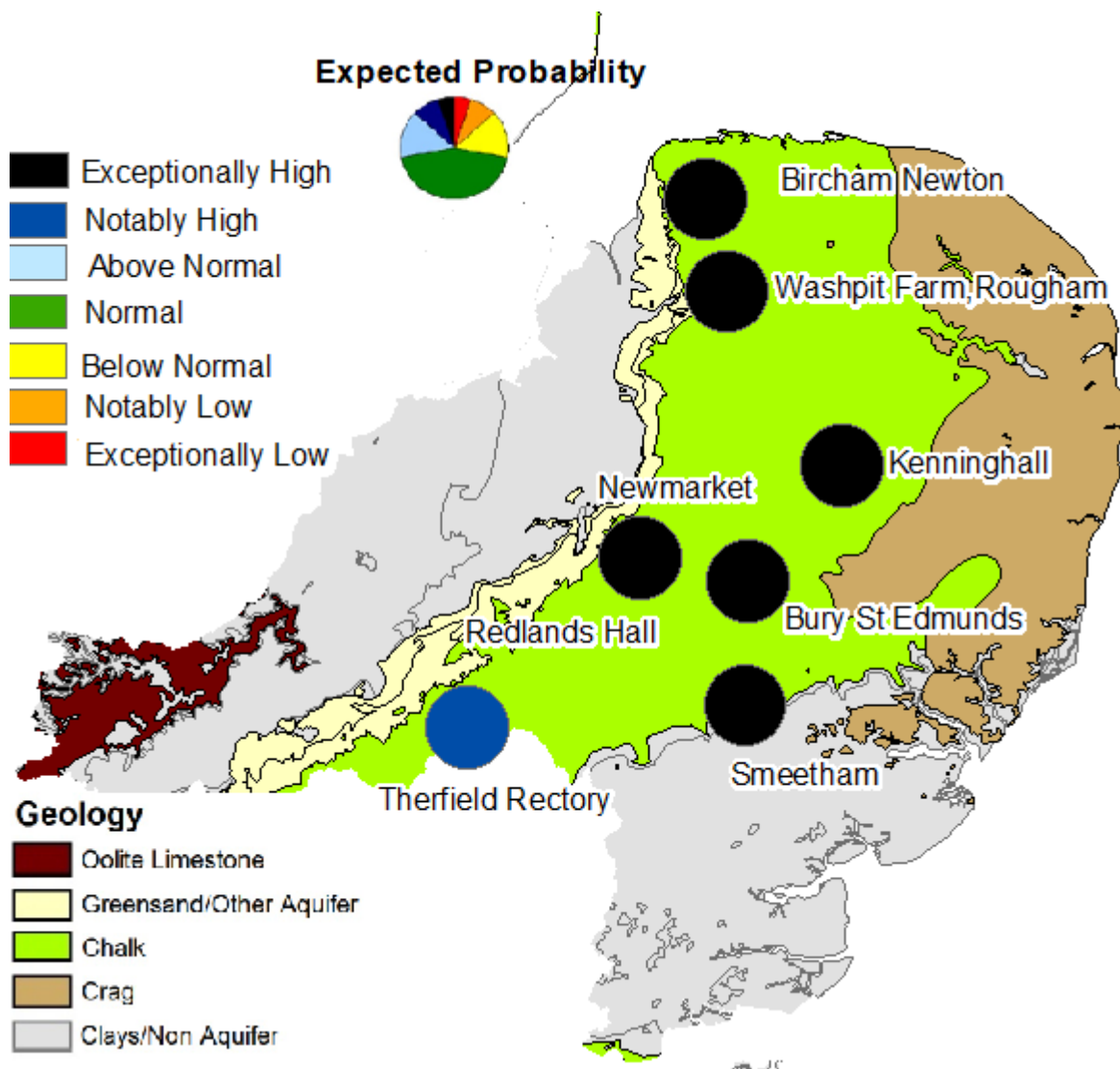
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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

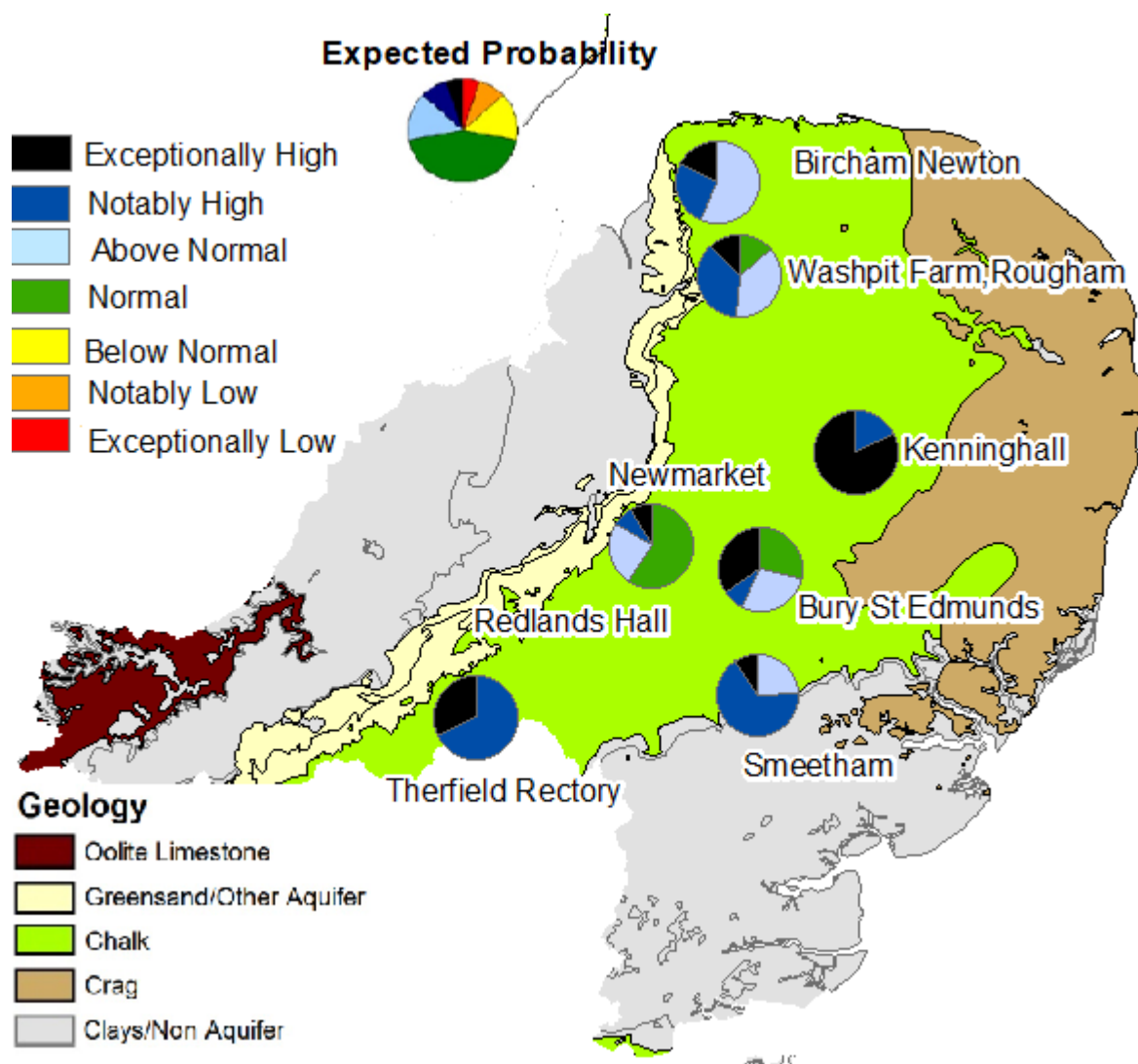


Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency)  
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## 7.4 Probabilistic ensemble projection of groundwater levels at 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)  
 Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC.  
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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 ( $\text{m}^3\text{s}^{-1}$ ).

#### **Effective rainfall**

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

#### **Flood alert and flood warning**

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

#### **Groundwater**

The water found in an aquifer.



**Long term average (LTA)**

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

**mAOD**

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

**MORECS**

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

**Naturalised flow**

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

**NCIC**

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

**Recharge**

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

**Reservoir gross capacity**

The total capacity of a reservoir.

**Reservoir live capacity**

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

**Soil moisture deficit (SMD)**

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

## 8.2 Categories

### **Exceptionally high**

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

### **Notably high**

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

### **Above normal**

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

### **Normal**

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

### **Below normal**

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

### **Notably low**

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

### **Exceptionally low**

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

## 9 Appendices

### 9.1 Rainfall table

Hydrological area	Feb 2024 rainfall % of long term average 1961 to 1990	Feb 2024 band	Dec 2023 to February cumulative band	Sep 2023 to February cumulative band	Mar 2023 to February cumulative band
Broadland Rivers	292	Exceptionally High	Exceptionally high	Exceptionally high	Exceptionally high
Cam	337	Exceptionally High	Exceptionally high	Exceptionally high	Exceptionally high
Central Area Fenland	355	Exceptionally High	Exceptionally high	Exceptionally high	Exceptionally high
East Suffolk	272	Exceptionally High	Exceptionally high	Exceptionally high	Exceptionally high
Little Ouse And Lark	355	Exceptionally High	Exceptionally high	Exceptionally high	Exceptionally high
Lower Bedford Ouse	332	Exceptionally High	Exceptionally high	Exceptionally high	Exceptionally high
North Essex	282	Exceptionally High	Exceptionally high	Exceptionally high	Exceptionally high
North Norfolk	294	Exceptionally High	Exceptionally high	Exceptionally high	Exceptionally high
Nw Norfolk And Wissey	345	Exceptionally High	Exceptionally high	Exceptionally high	Exceptionally high

South Essex	285	Exceptionally High	Notably high	Exceptionally high	Notably high
Upper Bedford Ouse	311	Exceptionally High	Exceptionally high	Exceptionally high	Exceptionally high

## 9.2 River flows table

Site name	River	Catchment	Feb 2024 band	Jan 2024 band
Abbey Heath	Little Ouse	Little Ouse	Exceptionally high	Notably high
Blunham	Ivel	Ivel	Exceptionally high	Notably high
Bramford	Gipping	Gipping	Notably high	Exceptionally high
Burnham Overy	Burn	Burn	Exceptionally high	Exceptionally high
Burnt Mill	Rhee	Rhee	Exceptionally high	Exceptionally high
Cappenham	Tove	Tove	Exceptionally high	Above normal
Colney	Yare	Yare	Exceptionally high	Notably high
Denver	Ely Ouse	Cutoff and Renew Channel	Notably high	Above normal
Dernford	Cam	Cam	Exceptionally high	Notably high
Heacham	Heacham	Heacham	Exceptionally high	Suspect Data
Ingworth	Bure	Bure	Exceptionally high	Above normal

Lexden	Colne	Colne Essex	Exceptionally high	Above normal
Marham	Nar	Nar	Exceptionally high	Notably high
Needham Weir Total	Waveney (lower)	Waveney	Exceptionally high	Notably high
Northwold Total	Wissey	Wissey	Suspect Data	Suspect Data
Offord (gross Flows)	Great Ouse	Ouse Beds	Exceptionally high	Notably high
Roxton	Great Ouse	Ivel	Exceptionally high	Notably high
Springfield	Chelmer	Chelmer Upper	Exceptionally high	Above normal
Swanton Morley Total	Wensum	Wensum	Exceptionally high	Exceptionally high
Temple	Lark	Lark	Exceptionally high	Notably high
Willen	Ouzel	Ouzel	Exceptionally high	Notably high

### 9.3 Groundwater table

Site name	Aquifer	End of Feb 2024 band	End of Jan 2024 band
Biggleswade	Ivel Woburn Sands	Exceptionally high	Notably high
Bircham Newton	North West Norfolk Chalk	Exceptionally high	Exceptionally high
Breckland	Wissey Chalk	No Data	Exceptionally high
Bury St Edmunds	Upper Lark Chalk	Exceptionally high	Notably high
Castle Farm, Offton	East Suffolk Chalk	Exceptionally high	Exceptionally high
Gog Magog, Stapleford	Cam Chalk	Exceptionally high	Notably high
Hazlewood Common	East Suffolk Crag	Notably high	Normal
Hindolveston	Norfolk Chalk	Notably high	Exceptionally high
Kenninghall	Little Ouse Chalk	Exceptionally high	Exceptionally high
Linton	Cam Chalk	Exceptionally high	Notably high
Newmarket	Snail Chalk	Exceptionally high	Notably high

Old Primary School, South Creake	North Norfolk Chalk	No Data	Exceptionally high
Redlands Hall, Ickleton	Cam Chalk	No Data	No Data
Rook Hall, Braiseworth	East Suffolk Chalk	Normal	Normal
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Exceptionally high	Notably high
The Spinney, Costessey	Wensum Chalk	Notably high	Exceptionally high
Washpit Farm, Rougham	North West Norfolk Chalk	Exceptionally high	Notably high
Therfield Rectory	Upper Lee Chalk	Notably high	Above normal
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Exceptionally high	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	0	0	0	0
Notably low	0	0	0	0	0
Below normal	0	0	0	0	0
Normal	29	36	0	20	0
Above normal	34	27	0	16	0
Notably high	27	23	18	48	0
Exceptionally high	11	14	82	16	100

#### 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	0	0	0	0	0
Below normal	0	0	0	0	0
Normal	61	84	18	57	53
Above normal	29	4	34	32	21
Notably high	9	0	34	5	13
Exceptionally high	2	13	14	5	13

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	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
Notably low	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Below normal	0.0	0.0	87.5	0.0	0.0	0.0	0.0
Normal	0.0	0.0	12.5	0.0	0.0	0.0	0.0
Above normal	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Notably high	100.0	0.0	0.0	0.0	0.0	0.0	0.0
Exceptionally high	0.0	100.0	0.0	100.0	100.0	100.0	100.0

#### 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	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
Notably low	0.0	0.0	12.5	0.0	0.0	0.0	0.0
Below normal	0.0	0.0	12.5	0.0	0.0	0.0	0.0
Normal	0.0	59.5	59.4	0.0	0.0	28.6	0.0
Above normal	0.0	24.3	3.1	56.5	0.0	28.6	24.1
Notably high	67.9	8.1	9.4	26.1	17.8	8.6	66.7
Exceptionally high	32.1	8.1	3.1	17.4	82.2	34.3	9.3

## parish clerk

---

**From:** [REDACTED]  
**Sent:** 01 March 2024 12:16  
**To:** parishclerk@melbournparishcouncil.gov.uk  
**Subject:** Re: Quote for small job

Cost would be in the region of £130+ vat for average sized plot as long as we can get access with the machine ?

[REDACTED]

On Fri, 1 Mar 2024 at 12:14, parish clerk <[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)> wrote:

This might be too small though!

One of our allotments needs rotavating to allow the plot holder to get back in the ground – nothing really worth saving apart from some raspberries!

Would you quote to rotavate a single plot? Apologies if it isn't worth your time but thought I would ask.

Thanks

Abi

---

**Abi Williams & Alex Coxall**

Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

[30 High Street](#)

[Melbourn](#)

[Cambridgeshire](#)

12/03/24 Response from FWAG

*Good to speak this morning.*

*As the area where the pond will be dug is an unmapped ghost pond - visible on the ground and on google earth over the years - I think the case can be made that it is a restoration of an existing pond. We would still have to do an Historic Environment Record Check however (although please let me know if the volunteers plan to get planning permission – I can't recall whether they did for the other ponds on the site? While I think the fees are waived for parish councils it would have an impact on timing as planning applications take a lot of work, including ecology surveys.)*

*As discussed, it may not be possible to bring clay onto the site to line the pond within the project budget. However, if this is something the PC would be able to fund it could still be considered as it would aid water holding. I think the trench test gives enough certainty that the pond would hold water for at least two years in three as far as the DLL scheme is concerned. The pond would need to be fenced, the cost of which can sometimes be covered by the funding.*

*The next steps regardless would be to get the HER check. As mentioned, I believe this service is free to Parish Councils so I would be grateful if you could email:*

*[REDACTED] See below and attached for a suggested email. Please let the know what they say.*

*Many thanks,*

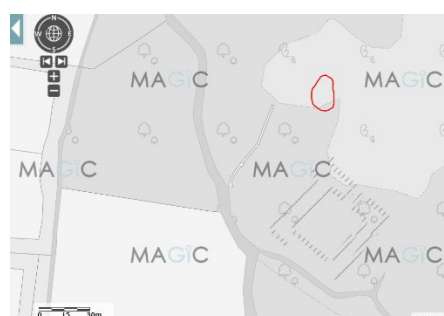
*[REDACTED]*

*[REDACTED]*

*Re: DLL Pond at TL 37833 44471*

*We are restoring a ghost pond at Stockbridge Meadows, Melbourn, as part of Natural England's District Level Licensing Scheme for great crested newts. The pond is visible on google earth imagery through time and as a damp lying, rush-filled depression on the ground, around 200sqm. The work would involve excavating the pond to its original profile and depth – likely to be no more than 1.5m deep. Spoil would be heaped on an area in the vicinity of the pond as hibernacula for amphibians. We note that there are archaeological remains nearby, namely a moat to the south of the project, however we do not expect this to be affected by the excavation which will be limited to the area of the existing ghost pond (outlined on the location plans attached). However, we would like your advice on whether you see any conflicts from an historic environment perspective please?*

*Many thanks in advance,*



# MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 5

Date approved: 27 July 2022

Review date: July 2023

## APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moore Play Park	19-2-24 S.	26-2-24 S.	5-3-24 S.	11-3-24	
Village Car Park	19-2-24 S.	26-2-24 S.	4-3-24 S.	11-3-24	
War Memorial	19-2-24 S.	27-2-24 S.	4-3-24 S.	11-3-24	
Littlehands and Access Way	19-2-24 S.	26-2-24 S.	5-3-24 S.	11-3-24	
New Rec. Ground	19-2-24 S.	26-2-24 S.	5-3-24 S.	11-3-24	
Clear Cres. Play Park	19-2-24 S.	26-2-24 S.	5-3-24 S.	11-3-24	
Orchard Road Cemetery	20-2-24 S.	26-2-24 S.	5-3-24 S.	11-3-24	
New Road Cemetery	19-2-24 S.	26-2-24 S.	5-3-24 S.	11-3-24	
Old Recreation Ground	19-2-24 S.		4-3-24 S.		
Pavilion	20-2-24 S.		5-3-24 S.		
Stockbridge M.	19-2-24 S.		Ref K.R.		
Worcester Way	19-2-24 S.		5-3-24 S.		
BMX Site (Summer & only if open)					

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Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	11-2-24 S.		4-3-24 S.	
All Saints' C/Yard	19-2-24 S.		4-3-24 S.	
Jubilee Orchard	20-2-24 S.		5-3-24 S.	
Fire Engine Shed				11-3-24
Armingford Cres.				11-3-24.
Beechwood Avenue		26-2-24 S.		
Chalkhill Barrow		27-2-24 S.		
Elm Way		27-2-24 S.		
Millennium Copse		28-2-24 S.		



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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	19.2.24 26.2.24 4.3.24 11.3.24			
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				

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
29/02/2024	Phone box next to All Saints	Broken paines in phone box door	Resident / warden			Contacted BT who have since fixed the paines.
06/03/2024	Worcester Way woods	Damage to security fence	Warden			No complaints about people accessing land - look into alternatives.

**April 2021 - March 2022**

New Road CR (NR CR)	9
New Road Burial (NR B)	8
New Road Burial Reopen (NR B+)	1
New Road CR Reopen (NR CR+)	0
OR CR or B (OR CR+ or OR B+)	3
<b>Total interments</b>	<b>21</b>

**Date of burial**

06/05/2021	OR B+
28/05/2021	NR CR
04/06/2021	NR B
10/07/2021	NR CR
31/07/2021	NR CR
03/08/2021	NR B
06/08/2021	OR B+
07/09/2021	NR B
28/09/2021	NR B
28/09/2021	NR CR
16/11/2021	NR CR
17/11/2021	NR B
30/11/2021	NR B
20/12/2021	NR CR
15/02/2022	NR CR
15/02/2022	NR CR
15/02/2022	NR CR
25/02/2022	NR B
02/03/2022	NR B
18/03/2022	NR B+
31/03/2022	OR CR+

**April 2022 - March 2023**

New Road CR (NR CR)	1
New Road Burial (NR B)	3
New Road Burial Reopen (NR B+)	4
New Road CR Reopen (NR CR+)	2
OR CR or B (OR CR+ or OR B+)	5
<b>Total interments</b>	<b>15</b>

**Date of Burial**

01/04/2022	NR B
29/04/2022	NR B+
12/05/2022	OR CR+
24/05/2022	NR B+
16/06/2022	NR B+
23/06/2022	NR B
27/10/2022	OR CR+
28/10/2022	NR CR
28/10/2022	NR CR+
04/11/2022	OR CR+
06/01/2023	NR B+
11/01/2023	NR CR+
02/03/2023	NR B
13/03/2023	OR CR+
24/03/2023	OR B+

**April 2023 - March 2024**

New Road CR (NR CR)	4
New Road Burial (NR B)	4
New Road Burial Reopen (NR B+)	0
New Road CR Reopen (NR CR+)	1
OR CR or B (OR CR+ or OR B+)	5
<b>Total interments</b>	<b>14</b>

**Date of Burial**

22/04/2023	NR CR
09/05/2023	NR B
31/05/2023	OR CR+
31/05/2023	NR CR
27/07/2023	NR B
22/09/2023	NR CR+
25/09/2023	OR CR+
04/10/2023	OR CR+
09/11/2023	OR CR+
16/11/2023	OR B+
04/12/2023	NR B
17/01/2024	NR B
05/03/2024	NR CR
18/03/2024	NR CR





Valuation Office  
Agency

# Request for information

Non-Domestic Rating

For office use only

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Valuation Office is an Executive Agency of HM Revenue & Customs

Melbourn Parish Council  
The Melbourn Hub  
30 High Street  
Melbourn  
Royston  
Herts  
SG8 6ED

**Issued:** 08 Feb 2024 **Ref:** 15418945/285 0530 053 G  
**VO 6005 relates to the following Property:**  
Cemetery  
Cemetery, Victoria Way, Melbourn, Royston, Herts  
SG8 6FE

If any part of either address is wrong, please correct it.

## Time limit

You must return this form within 56 days from the day you receive it. If you do not return this form within 56 days you will be liable to a penalty of £100 [see paragraph 5A(1) of Schedule 9 to the Local Government Finance Act 1988 ("the Act")].

## Large Print

Large format print copies of this form are available on request. Please phone, email or write using the contact details opposite.

## How to fill in this form

You may find it useful to have your lease or agreement to hand.

Throughout this form:

- the property means the property or properties shown in the address panel above or any property or properties that fall into the class of properties specified in the address panel above
- where a date is requested please give the exact date if you know it. If you do not know the exact date, just fill in the month and year boxes.

If when filling in this printed form you need more space for any question, you can continue on a separate sheet. Please make sure any extra sheets you use:

- clearly show the relevant question number(s);
- are signed and dated; and
- are securely attached to this form.

This request for information is a notice sent to you pursuant to powers granted to the Valuation Officer under paragraph 5(1) of Schedule 9 of the act. You are required as the owner or occupier, to provide information regarding the property (see paragraph 5(2) of Schedule 9 of the Act. You may be prosecuted if you make false statements.

## Why your information is important

The Valuation Office Agency assesses the rateable value of all non-domestic property.

The basis of rateable value is the annual rent for a property as if it was available on the open market on a fixed date.

The information you provide on this form is used to help ensure that the assessment of rateable values is correct.

Local authorities use rateable values to calculate rate bill.

Valuation Office Agency  
Wycliffe House  
Green Lane  
Durham  
DH1 3UW

Email : [specialist.rating@voa.gov.uk](mailto:specialist.rating@voa.gov.uk)  
Telephone : 03000 501501

I believe that the information requested will assist me in carrying out functions conferred or imposed on me by or under part III of the Local Government Finance Act 1988 (concerning non-domestic rating), including compiling a new Rating list or maintaining an existing Rating List.

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Valuation Officer



Ref No.	Questions	Ref No.	Answers
1	What is the Total Site Area of the Cemetery?	1	2.9 ACRE
2	What are the average number of burials/interments per annum in the last 3 years?	2	12
3	How many burials/interments for the financial year 2021/2022?	3	18
4	How many burials/interments for the financial year 2022/2023?	4	10
5	How many burials/interments for the financial year 2023/2024?	5	9
6	What is the estimated area of land (Acres or Hectares) of the overall total site area required for burials/interments for the next 10 years?	6	.25 ACRE
7	What is the estimated area of land (Acres or Hectares) of the overall total site area required for burials/interments for between the next 10 to 15 years?	7	.2 ACRE
8	What is the area of land already fully utilised (exhausted) for burials/interments?	8	.2 ACRE
9	Have there been any physical changes to the Cemetery within the past 5 years? i.e. new buildings/demolitions/alterations/extensions/additional land purchased etc. and if so please provide details.	9	NONE

Please complete the declaration on Page 4 before you return this notice to me



**If you fill in this form by hand please write clearly using CAPITAL letters in black ink**

[illegible]

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To the best of my knowledge and belief the information I have given in this form and any attachments is correct and complete.

Signature

Name in CAPITALS

Date

Day	Month	Year

Position

I am the Occupier ☐ Owner ☐ Lessee ☐ Occupier's Agent ☐ Owner's Agent ☐ Lessee's Agent ☐

Daytime

telephone no.

Email address

**PART B - Contact Details**

If you would like us to either contact you at a different address or contact someone else if we have any queries about this form, please give details here.

Name in CAPITALS

Daytime

telephone no.

Email address

Correspondence  
address

Post Code

**Please return to: Valuation Office Agency, Wycliffe House, Green Lane, Durham DH1 3UW**

The Valuation Office is an Executive Agency of HM Revenue & Customs, which is a Data Controller under the Data Protection Act. We hold information for the purposes of taxes and certain other statutory functions as assigned by Parliament. The information we hold may be used for any of the Valuation Office Agency's functions.

We may get information about you from others, such as other government departments and agencies and local authorities. We may check information we receive from them and also from you, with what is already in our records.

We may give information to other government departments and agencies and local authorities but only if the law permits us to do so, to check the accuracy of information, to prevent or detect crime and to protect public funds.



Questions for VO6005 Cemeteries 08/01/2024

1. What is the Total Site Area of the Cemetery?
2. What are the average number of burials/interments per annum in the last 3 years?
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Please do not include land not yet owned or in your control.
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9. Have there been any physical changes to the Cemetery within the past 3 years? i.e. new buildings/demolitions/alterations/extensions, additional land purchased etc. and if so please provide details.









Valuation Office  
Agency

# Request for information

Non-Domestic Rating

For office use only

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The Valuation Office is an Executive Agency of HM Revenue & Customs

Melbourn Parish Council  
The Melbourne Hub  
30 High Street  
Melbourn  
Royston  
Herts  
SG8 6ED

**Issued:** 08 Feb 2024 **Ref:** 15419281/285 0530 053 G  
**VO 6005 relates to the following Property:**  
Cemetery And Premises  
Cemetery, Orchard Road, Melbourn, Royston, Herts  
SG8 6BP

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## Time limit

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Valuation Officer



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8	What is the area of land already fully utilised (exhausted) for burials/interments?
9	Have there been any physical changes to the Cemetery within the past 5 years? i.e. new buildings/ demolitions/alterations/extensions/ additional land purchased etc. and if so please provide details.

Ref No.	Answers
1	2 ACRES
2	4
3	3
4	5
5	5
6	CEMETERY IS FULL - ONLY INTERMENTS FOR REOPENING DOUBLE PLOTS
7	PLEASE SEE ANSWER 6
8	2 ACRES
9	NO

Please complete the declaration on Page 4 before you return this notice to me



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Ref No.	Questions

Ref No.	Answers
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To the best of my knowledge and belief the information I have given in this form and any attachments is correct and complete.

Signature

Name in CAPITALS

Date

Day	Month	Year

Position

I am the Occupier ☐ Owner ☐ Lessee ☐ Occupier's Agent ☐ Owner's Agent ☐ Lessee's Agent ☐

Daytime

telephone no.

Email address

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Questions for VO6005 Cemeteries 08/01/2024

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## **Melbourn Parish Council**

### **Rules and Regulations : New Road Cemetery, Melbourn**

The Parish Council must be informed about who the undertakers and the suppliers of the headstone items will be and that they (the undertakers and suppliers) are aware and guarantee to comply with the New Road Cemetery rules and regulations. There must be a signed agreement by the undertakers and suppliers received by the Clerk to the Parish Council before commencement of any further activity. The Clerk will also require a copy signed by a family member of the bereaved. These are available from either the Clerk or the undertakers.

#### **1. General**

- a. A person will be eligible for burial in New Road Cemetery provided they are a resident of Melbourn immediately before his/her death or was a resident for a period of at least **3** consecutive years during their lifetime. Exception may be made where the deceased was resident for a period of less than 3 years prior to death but was relocated for the purpose of hospitalisation, nursing or recuperative care. Any exceptions will be at the discretion of the Clerk to the Burial Board, and if accepted, all fees will be doubled.
- b. Administration of the New Road Cemetery is conducted by Melbourn Parish Council at 30 High Street, Melbourn Community Hub, Cambridgeshire, SG8 6DZ, who shall be solely responsible for the management and upkeep of the cemetery.
- c. The Clerk to Melbourn Parish Council shall be responsible for the day to day management and administration of the cemetery. All queries or communications should be addressed to the Clerk.
- d. The Clerk to the Council shall be solely responsible for the allocation of the plot for either burial or interment. (See 1.j. below)
- e. A plan of the Cemetery showing the position and number of each grave or interment plot is retained by the Clerk to the Council and may be inspected by appointment during Parish Office opening hours.
- f. No grave or interment plot may be reserved or pre-purchased.
- g. Melbourn Parish Council shall be responsible for the upkeep and maintenance of all grassed areas within the cemetery and shall maintain all trees, hedges, fences, flowers, shrubs, roadways, pathways, entrances, gates, watering provisions and disposal facilities within the cemetery boundaries.



- h. No person or persons shall plant, fell or otherwise alter any trees, shrubs, plants or flowers in any area of the cemetery including the grave areas. (Refer to 7.i).
- i. The Council reserve the right to prune, cut down or remove any tree, shrub, plant or flower planted in contravention of Regulation 1.g.
- j. The Council reserve the right to remove untidy, dead, damaged, dangerous or inappropriate items from anywhere in the cemetery.
- k. New Road Cemetery is laid out as a 'lawned cemetery'. The sections are set out with headstones allowed only at the head of each grave. The area is grassed for ease of maintenance and mown at the Council's expense. No planting shall be allowed either within the grave space or any other area of the cemetery without the written permission of the Clerk to Melbourn Parish Council. Items such as granite flowerpots etc, are permitted but must be positioned at the head of the grave on the provided base area. The Council reserves the right to relocate or remove the same if not in the correct position. The Council will not undertake to keep clean or maintain memorials; this shall be the responsibility of the owner. No headstone base to be longer than the cemetery bases and must be positioned so no overhang occurs. This also applies to cremation bases. See 7.b and 7.c for dimensions.
- l. Grave spaces are laid out with the headstones facing generally east or west, the owner of the Exclusive Right to Burial may choose either if they have a preference.
- m. The scattering or burial of cremated remains without the consent of the Melbourn Parish Council is strictly forbidden and liable to prosecution.
- n. Any floral tributes, messages, tags or similar items laid on the grave at the time of the burial should be removed within 30 days of the burial, they are the sole responsibility of the deceased relatives or their representatives and Melbourn Parish Council cannot be held responsible for the loss or removal of these items. In the event that items have not been removed prior to seeding/turfing the area, these will be moved by the Parish Council. This paragraph to be read in conjunction with 1i.
- o. Melbourn Parish Council will inspect graves after approximately 12 months to ensure that the soil mound has settled to allow for the area to be seeded/turfed. The soil mound shall only be added to or removed by Parish Council employees
- p. Please be aware that the cemetery is an open area and subject to the elements and wild life which the Parish Council have no control over.

## 2 Right of Access

- a. The cemetery is open to visiting public from sunrise to sunset. Members of the public are requested to stay on the paths when walking through the Cemetery. The seating on the mound can also be accessed via the footpath. Members of the public are reminded that access to the Cemetery is permitted in accordance with section 3. **Conduct** below. This does not constitute a right of way.
- b. Vehicles allowed:- Cars, motorcycles and cycles for the purpose of attending a funeral or visiting graves or memorials, disabled and electrical/mechanical wheelchairs, cemetery maintenance and associated vehicles (with prior permission), contractors vehicles used in connection with the digging of graves or erection of headstones/memorials. All vehicles must use the official car park provided other than funeral cars executing funeral requirements.

No skateboards, scooters or similar are permitted to be used in the Cemetery.

- c. Contractors' vehicles must not be driven over the grassed area except for the purpose of mowing or other landscaping activities other than for grave digging/filling.
- d. Any person, persons or company causing damage shall be responsible for the full cost of repairing any damage so caused.

## 3 Conduct

- a. All visitors shall conduct themselves in an orderly and quiet manner at all times.
- b. No person showing signs of alcohol or drug excess will be allowed in the cemetery.
- c. Melbourn Parish Council reserves the right to eject or have ejected any person or persons considered by the Council or the Clerk to the Council to be acting or behaving in an improper or offensive manner.
- d. Under the provisions of the Local Authorities Cemeteries Order 1977 it is an offence for a person to wilfully:-
  - i. Create any disturbance in a cemetery.
  - ii. Commit any nuisance in a cemetery.
  - iii. Interfere with any grave, tombstone or cremated remains base or other memorial or any flowers or plants in any such manner.
  - iv. Play any game or sport in a cemetery.

- v. Enter or remain in the cemetery when it is closed to the public unless authorised by the Council to do so.

Persons who contravene these provisions shall be liable, upon conviction, to a fine not exceeding £100.

- e. Dogs must be kept under control and on leads at all times when walking through the Cemetery
- f. No alcohol may be consumed within the Cemetery.
- g. No smoking allowed within the Cemetery.
- h. No religious services or demonstrations of any kind other than the service previously authorised for the burial or interment at the time, may be held without the prior permission of the Clerk to the Council.
- i. Authorised vehicles may only use the correct roadways and must park in car park area. 10mph is the maximum permitted speed within the Cemetery.

#### **4 Arrangements for a Burial**

- a. Will funeral directors please ensure the rules specified under paragraph 1.General have been complied with before commencement of any burial arrangements.
- b. Except in cases where religious beliefs require otherwise or in cases of death from epidemic or epidemic disease upon medical certification, three clear days notification, excluding Saturdays, Sundays and Bank holidays, must be given to the Clerk to Melbourn Parish Council for an interment in an earthen grave or the burial of cremation ashes within the New Road Cemetery.
- c. Reservations for burial services may be made by telephone during office hours, in writing or by email, the reservation applicant must be a relative of the deceased or an authorised funeral director. Reservations will be regarded as provisional until the formal notice required by paragraphs 4.c or 4.d has been received.
- d. Notice of burial is given when all forms and certificates required to fulfil statutory requirements and those required by Melbourn Parish Council, are received by the Clerk to the Council no later than three full PC working days before the proposed date of the funeral.
- e. For the burial of a stillborn child a Certificate in accordance with the Births & Deaths Registration Act 1953 must be delivered to the Clerk to the Council.

- f. Multiple burials in the same grave may be pre-purchased at the time of the first burial and must be made at the time of 4.b. and 4.c.
- g. In the case of a multiple burial requested per 4.b, the person(s) or Funeral Director responsible for making the request must ensure the allocated plot is appropriate.
- h. Melbourn Parish Council shall not accept responsibility for any delay or misunderstanding which may occur if instructions are given verbally, electronically or by telephone. Neither shall the Council accept responsibility for any documents lost or delayed by the Post Office, Royal Mail or similar delivery agency.
- i. Documents sent by fax or e-mail will only be accepted as temporary notifications and must be confirmed by the submission of the originals at the soonest opportunity.
- j. If the Registrar's Certificate for Disposal or the Coroner's Order is mislaid or lost, a declaration to the satisfaction of the Clerk must be made by the person procuring the disposal of the body. The original certificate or a duplicate copy issued by the Registrar of Births and Deaths or the Coroner must be submitted as soon as possible after the signing the declaration.
- k. Responsibility for making the necessary arrangements for the attendance of priests, ministers or other persons to officiate at a service rests with the Funeral Director or the person or persons arranging the funeral.
- l. The Funeral Director or person(s) arranging the funeral is fully responsible for arranging the excavation of the allocated grave or plot for the interment of ashes. They shall also be responsible for ensuring the correct alignment and dimensions are complied with, (see 6.i and 6.j)
- m. The Funeral Director or person(s) arranging the funeral shall be responsible for ensuring there are sufficient bearers to convey the coffin with due reverence from the hearse to the plot.
- n. Any person acting as a bearer during an interment does so at their own risk and Melbourn Parish Council accept no responsibility for any accident or injury to a bearer howsoever incurred.
- o. Only one funeral or interment will be allowed in the Cemetery at any one time unless prior permission has been obtained from the Clerk to the Council.
- p. No coffin or ash container shall be opened in the Cemetery for any reason whatsoever.
- q. All fees and charges due must be paid to the Clerk to Melbourn Parish council within three days of the interment and upon application in the case of headstones and memorials.

- r. The fees charged by Melbourn Parish Council include everything connected with the allocation and maintenance of said plot but exclude headstones, memorials or other items provided by other parties. No person employed by or on behalf of Melbourn Parish Council is allowed to receive any form of gratuity.
- s. Melbourn Parish Council reserve the right to refuse, delay or cancel any interment or burial where, in its' opinion, ownership of the Exclusive Right of Burial is disputed.
- t. The location of any non-private grave shall be determined by the Clerk to the Council

#### **5. Grant of Exclusive Right of Burial**

- a. The current policy of Melbourn Parish Council is that a plot in New Road Cemetery may not be pre-purchased and therefore an Exclusive Right of Burial cannot exist initially. An Exclusive Right of Burial will be created on the application for the first burial. An application for multiple burials, if required, must be made at this time.
- b. Whilst ownership of an Exclusive Right of Burial for a grave does not give any ownership whatsoever in respect of actual land it does give the owner of the Deed the right to:-
  - i. be buried in that grave.
  - ii. authorise further burial(s) in that grave where space is available. (see 6.h and 6.i)
  - iii. erect or place a headstone and memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to such items.(see I j I )
  - iv. have inscriptions/additional inscriptions placed on a memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to this matter.
- c. On the purchase of the Exclusive Right of Burial in a grave a Deed of Grant shall be issued to the purchaser whose name shall be registered (to be known as the Owner).
- d. Possession of a Deed does not necessarily give the person in possession ownership of Exclusive Right of Burial. Where the owner is deceased, subsequent ownership depends on whether or not the deceased left a valid Will. The law concerning this matter is very complex and it is strongly advised that a solicitor be consulted to establish the new ownership. Ownership of a Deed may also be transferred or assigned by use of a form (Declaration, Indemnity and Application in respect of the transfer or Assignment of an Exclusive Right of Burial obtainable from the Clerk to the Council).

- e. The Deed of Exclusive Right of Burial is an important document like any other Deed and should be kept in a safe place.
- f. The Exclusive Right of Burial shall extend for 75 years from the date of purchase. Rights may be extended for a further period of 75 years on payment of the fee when applicable.
- g. The transfer or assignment of an Exclusive Right of Burial in a grave must be notified to the Clerk to the Council who will enter the transfer in the Register of Grants maintained by the Council upon production of the Deed.
- h. Notice for the interment of cremated remains must be accompanied by the Certificate issued by the Crematorium where the cremation took place.
- i. This is to be recorded by The Clerk to Melbourn Parish Council / Burial Officer.

## **6 Burials and Interments**

- a. The **plot size for a grave** shall be a maximum of : 2440mm (8ft) x 760mm (2ft 6in), depths to comply with sections 6.i. and/or 6.j. (This excludes the headstone base dimensions. The headstone base **does not** form part of the area to be prepared for interment of coffined or cremated remains.). The pre-laid concrete base size for the headstone base and headstone is 915mm (3ft) wide x 460mm (1ft 6in) deep. In the case of the burial of a stillborn infant, a half plot will be allocated. If, in the future, other family members are to be interred in the same plot, a full plot will be allocated for the initial interment.
- b. Interments may take place at the Cemetery upon payment of the ordinary fees to the Funeral Director who shall be responsible for notifying the Clerk to Melbourn Parish Council.
- c. No funeral or interment shall take place after noon on Saturdays or at any time on Sundays or Bank Holidays except in the case where religious beliefs require it, or upon receipt of a certificate from a Coroner or registered medical practitioner stating that an immediate burial or interment is necessary.
- d. All graves or interment plots are to be excavated by persons appointed by the officiating Undertakers or persons appointed by them. It is the responsibility of the Funeral Director to ensure that the person excavating the grave or cremated remains plot prepares the ground correctly.
- e. Any person or persons excavating or filling grave or interment plots or carrying out any other work within the cemetery shall use such means as Melbourn Parish Council may direct for the preservation of the grass and pathways during the progress of the works.

- f. Any person(s) carrying out excavation work within the cemetery shall deposit surplus soil in a tidy manner in the area specifically allocated for such material.
- g. With the exception of the work carried out in regulation 6.g. any person(s) carrying out work within the Cemetery shall, upon completion of the work, remove from the Cemetery all materials not used and/or any waste materials and shall be responsible for the cost of repairing any damaged caused during the execution of those works.
- h. No body shall be buried in a grave in such manner that any part of the coffin is less than 1000mm (3ft 3in) below the level of the ground adjoining the grave except at the discretion of the Clerk to the Council.
- i. No body shall be buried in a grave unless the coffin is effectively separated from any coffin previously interred in the grave by means of a compact layer of earth not less than 150mm (6in) in thickness.
- j. All coffined burials must take place in coffins of a material and design approved by the Clerk to the Council. Metal caskets, caskets which contain glass or cardboard coffins are permitted at the discretion of the Clerk to the Council.
- k. Coffins manufactured abroad may be accepted for interment at the discretion of the Clerk.
- l. Un-coffined burials may take place provided a body is properly shrouded, death has not been due to a notifiable or infectious disease and it is for a single interment or as a last interment in a multiple grave.
- m. Shrouded bodies will only be accepted for direct to grave burials.
- n. Interment in a grave with the coffin lid removed shall not be permitted.
- o. No coffin or part of a coffin shall be removed from the Cemetery without the prior and express permission of Melbourn Parish Council.
- p.
  - i All coffins and shrouds must be marked with a non-perishable plaque or nameplate or by other means as shall be approved by Melbourn Parish Council, showing the name, age and date of death of the deceased.
  - ii In the case of a stillborn child, no age shall be recorded.
  - iii Where two bodies are interred in one coffin then both names shall be marked.

- q. No body shall be removed from the Cemetery for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction or a Chief Constable.
- r. No body or cremated remains shall be exhumed without the consent of the Secretary of State for Home Affairs and/or the Faculty of the Bishop of the Diocese.
- s. The scattering of ashes will be permitted in New Road Cemetery following written permission from the Clerk to Melbourn Parish Council.
- t. Ashes may only be scattered in Orchard Road Cemetery where there is an existing family plot in the Cemetery and upon written permission from the Clerk to Melbourn Parish Council.

## 7 Memorials (Also refer to: 8 Definitions)

- a. No headstone, memorial or tablet of any kind shall be allowed in any part of the cemetery without the prior consent of Melbourn Parish Council
- b. The **grave headstone base** may be between 75mm – 100mm (3"-4") thick but must not exceed 915mm (3ft) wide and 460mm (1ft 6in) deep. The total height of the headstone base and headstone together must not to exceed 940mm (3ft 1in) measured from the concrete base. (see also 1j-i)
- c. The **headstone base size for cremated remains** shall be a maximum of : 560mm (1ft 10in) wide x 460mm (1ft 6in) deep and the total height from the concrete base shall not exceed 760mm (2ft 6in). Applications for memorials measuring up to 585mm (1ft 11in) wide will be considered at the discretion of the Clerk.
- d. No vaults, railings, kerbstones or other enclosures shall be permitted.
- e. No headstone, memorial, tablet or photographic representation on any grave shall be allowed unless Exclusive Right of Burial has been granted and it has received the prior approval of Melbourn Parish Council. This must be at least 14 days before installation.
- f. Melbourn Parish Council shall accept no responsibility for making good any damage caused to any headstone or memorial through natural wear and tear, severe weather conditions or any other cause or circumstance over which it has no control.
- g. No headstone or memorial shall be erected until at least six calendar months from the burial or interment date have passed.
- h. At least 14 days prior to the erection of any headstone or tablet for placement on either grave or cremation plot, a drawing with the proposed inscription must be submitted to the Clerk to the Council



for the approval of Melbourn Parish Council. The type of material(s) to be used shall be stated together with exact dimensions and other details relevant to its appearance.

- i. Any monument, memorial, tablet, photographic representation, container, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these regulations may be removed by Melbourn Parish Council at any time without prior notice.
- j. All headstones shall be inscribed with the plot row and number to which they relate.
- k. The removal or re-fixing of headstones, headstone bases and any other work connected therewith shall only be carried out with the authority of Melbourn Parish Council.
- l. Any person carrying out such work shall use such means as directed by the Clerk to the Council in order to protect the grass and pathways during the process of the work. No work allowed to be carried out on the roadways, pathways or grassed areas.
- m. All dressing or working of stone or other materials to be used on any plot shall be undertaken outside the Cemetery except where such work cannot be carried out elsewhere.
- n. All persons shall, upon completion of the work, clear away any unused materials and rubbish left on the site of the works to the satisfaction of Melbourn Parish Council and shall be responsible for the cost of repair of any damage done in the process of carrying out the work.
- o. The owner of a headstone, tablet or memorial shall, after erection, be responsible for upkeep, repair and maintenance of it.
- p. No headstone, tablet or memorial shall be altered or interfered with after it has been erected in the Cemetery in accordance with the designs submitted to and approved by Melbourn Parish Council.
- q. No inscription may be cut, alteration made nor work of any kind undertaken to any headstone or memorial within the Cemetery without the prior written permission of the Clerk to the Council from an official request by the owner.
- r. No headstone, tablet or memorial shall be removed from the Cemetery for the purpose of cutting, adding or altering the inscription until written approval from Melbourn Parish Council has been obtained.
- s. The name of the stonemason must be discreetly inscribed in an appropriate place on the memorial, no contact details are permissible.

- t. **Hardwood crosses of timber** obtained from sustainable forest sources may be erected in place of a headstone or tablet. A cross may not exceed 750mm (2ft 6in) in height, 500mm (1ft 8in) in width and 100mm (4in) in thickness. They must be set in a stone or similar material slab anchored to and covering the provided base.
- u. A memorial removed for the purpose of further interment must be removed from the Cemetery. Any memorial left may be disposed of by the Council.
- v. Every grave in respect of which an Exclusive Right of Burial has been granted and any memorial thereon must be kept in good repair by the owner. Notice to have repairs executed will be sent to the owner where contact details are known. In cases where the name and/or address of the owner is not known, a notice shall be deemed to be properly served if placed upon the grave space, headstone or memorial for a period of eight weeks.
- w. If the necessary repairs as described in 7.v are not carried out within six months of the date of the Notice, then the memorial may be removed and disposed of by the Council.
- x. No lights or lamps of any description, no ornaments, photos or images (See also: 8), souvenirs, flags, toys or mementos are permitted. Melbourn Parish Council reserve the right to remove any item deemed to be contrary to this regulation without prior notice.
- y. Memorials in the form of donated seats, trees and shrubs will only be permitted at the discretion of the Clerk to the Council. Such permitted items become the responsibility and property of the Parish Council. The Parish Council shall retain the right to determine the location of these items.
- z. Melbourn Parish Council shall remain responsible for Health and Safety within the Cemetery. Regular inspections will be carried out by qualified personnel, any memorial or headstone found to be unsafe shall be made safe temporarily in order to prevent possible injury. Where possible the owner of the memorial deemed unsafe shall be contacted and requested to appoint a qualified person to carry out the repair. Therefore it is important that owners of memorials inform the Clerk to the Council of any change of address.

## 8 Definitions

Any permitted item other than the headstone must not be positioned as to overlap the size of the base to which the headstone is fastened, i.e. must not overlap onto any grassed area.

Concrete base. Parish Council supplied and installed base for the fastening of memorial or headstone components to.

Headstone base - The horizontal base stone covering the concrete base for fixing the headstone, Memorial or tablet to. No interment is to made beneath the headstone base.

Headstone -The main vertical engraved component fastened to the headstone base

Memorial / tablet.- To be of stone, marble or similar material, bearing a commemorative design or inscription. This is to be securely fastened to the headstone base.

Vases / flower containers - Can be of china, porcelain, pottery or similar non plastic material.

Photographic Representation. - Only ceramic photo plaques of maximum size 125mmx180mm, contained within a metal frame and fixed by metal fastening and adhesive to the headstone or tablet will be permitted following approval of a written submission of the design to the Clerk. No other form of photographic memorial is permitted.

## 9 **General**

- a. All new and re-opened graves will be inspected at 3, 6 and 12 month after an interment. If ground subsidence has occurred the grave will be topped up by the Council or their authorised representative, at no cost to the Grant holder.
- b. After final settlement and inspection the grave will be either turfed or seeded dependant on the season. (Any items or plantings on the lawned area must be removed prior to this, the Parish Council will issue a request for their removal and proceed to remove any items should this is not done within 2 weeks).

A signed agreement of acceptance of these rules and regulations by the owners of the grave or interment plot must be submitted to the Clerk to Melbourn Parish Council or the officiating funeral director before the event can be authorised.

---

By Order of the Clerk to Melbourn Parish Council

Tel: 01763 263303 option 3 for Parish Office

I confirm that I accept the Rules & Regulations relating to New Road Cemetery as set out above

---

[please sign and print your name]

DATED

20.....

From previous Maintenance Committee Meeting, item MA145/24b

Issue with mud from boots of field users raised by South Cambs District Council.

02/02/24: Clerk contacted football teams re mud and parking on Vicarage Close with no response

*Good morning, hope the season is going well for you all.*

*Please could we bring the following items to the attention of you and your teams:*

- Please ensure that participants clean/change their boots before they leave the field areas – we have had complaints about stamping and boot clearing along the multiple pathways off the rec, leaving a rather dangerous muddy trail.*
- Please could you remind participants that Vicarage Close is a private residential street and parking is restricted to residents only – it might be worth noting that South Cambridgeshire District Council now have the power to issue penalty charge notices for these offences.*

*Thank you in advance for your understanding.*

Action for office to look at costs for installing boot cleaner.

---

29/02/24: Further correspondence from SCDC

*Hi All,*

*I have been informed by residents of vicarage close, Melbourn, that between numbers 24- 26, is currently being used as a cleaning area for boots after the football matches, they are banging there boots, then scarping it along the footpaths, leaving it disgracefull every week.*

*Could I ask that the football coaches are asked that the footballers do not do this, as it is causing deep upset with local residents, and hard work cleaning the area.*

*Would it be also possible to have a boot cleaner, at the area In question ?*

*I appreciate any response.*

Office contacted MVC with regard to installation of a boot cleaner. Awaiting response.

Asked SCDC to identify the times of antisocial behaviour.

SCDC responded:

*I have just had a resident come to see me, she said three weeks ago on a Sunday midday, a girl around 10-13 years old, wearing pink socks, and a blue top, was banging her boots on her driveway, there was wet mud everywhere. The lady in question walks with a stick, has poor mobility, and undergoing chemotherapy.*

*When the resident asked the father are you going to pick all that up, he replied no jog on?*

*It would be really good if the parents of the footballers could not park on vicarage close at all, this is residents parking only.*

---

07/03/24: Response from College

*Dear Abi,*

*I am sorry to hear that residents are finding mud on the footpath after field users have been playing muddy games.*

*I think this is probably more to do with Melbourn Dynamos than the school, as our students would never leave the field in any direction other than back into school.*

*I will ensure that the Sports Centre make the football team aware of this concern and ask their players to refrain from this behaviour.*

*With regards to providing a boot scraper, I am afraid that is something we are not able to do; I would have a greater concern about it being broken/vandalised and then greater damage or harm being caused.*

*I hope the situation is quickly resolved to the satisfaction of the residents.*

*Yours sincerely,*

*Head of School*

HAGS-SMP Ltd  
Clockhouse Nurseries  
Clockhouse Lane East  
Egham  
Surrey, TW20 8PG

## SALES QUOTATION

Quote #	Quote Date	Page
2403215\000	22/02/2024	1

### Invoice To:

Melbourn Parish Council  
28 Station Road  
Melbourn  
Cambridgeshire  
SG8 6DX  
UK

### Deliver To:

Melbourn Parish Council  
The Moor Play Area  
The Moor  
Melbourn  
Cambridgeshire  
SG8 6ED  
UK

ENQUIRY FROM Abigail Williams

QUOTED BY Karla Hargreaves

CUSTOMER ID M0030

LINE	QTY	UNIT	PART ID	DESCRIPTION / COMMENTS	UNIT PRICE	TOTAL PRICE
100000	1.0	EA	I&MCONTRACTSN	Teen Shelter -Sand down and repaint teen shelter unit in similar blue colour Works as described	2,400.00	£ 2,400.00
					Total Price	<b>£2,400.00</b>

### TERMS:

THIS QUOTATION IS VALID FOR 30 DAYS.

PRICES BASED ON UNRESTRICTED ACCESS WITH VEHICLE (LARGE TRANSIT / TIPPER) ACCESS WITHIN 30 METRES OF SITE ENTRANCE.

PRICES SUBJECT TO FULL SITE SURVEY  
ALL RATES/PRICES BASED ON FULL JOB SPECIFICATION

**PLEASE NOTE: THE ABOVE PRICES DO NOT INCLUDE VAT**

HAGS-SMP Ltd  
Clockhouse Nurseries  
Clockhouse Lane East  
Egham  
Surrey, TW20 8PG

## SALES QUOTATION

Quote #	Quote Date	Page
2403218\000	22/02/2024	1

### Invoice To:

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SG8 6DX  
UK

### Deliver To:

Melbourn Parish Council  
The Moor Play Area  
The Moor  
Melbourn  
Cambridgeshire  
SG8 6ED  
UK

ENQUIRY FROM The Moor Play Area

QUOTED BY Karla Hargreaves

CUSTOMER ID M0030

LINE	QTY	UNIT	PART ID	DESCRIPTION / COMMENTS	UNIT PRICE	TOTAL PRICE
100000	1.0	EA	I&MRFBN	Teen Shelter -Remove teen shelter and make good of surfacing	137.70	£ 137.70
200000	1.0	EA	I&MREPMANN	Misc Materials Tarmac Fitting/Installation	995.00	£ 995.00
					Total Price	<b>£1,132.70</b>

### TERMS:

THIS QUOTATION IS VALID FOR 30 DAYS.

PRICES BASED ON UNRESTRICTED ACCESS WITH VEHICLE (LARGE TRANSIT / TIPPER) ACCESS WITHIN 30 METRES OF SITE ENTRANCE.

PRICES SUBJECT TO FULL SITE SURVEY  
ALL RATES/PRICES BASED ON FULL JOB SPECIFICATION

**PLEASE NOTE: THE ABOVE PRICES DO NOT INCLUDE VAT**

## parish clerk

---

**From:** [REDACTED]  
**Sent:** 06 March 2024 19:37  
**To:** parishclerk@melbournparishcouncil.gov.uk  
**Subject:** Re: Might not be of interest....

**Flag Status:** Flagged

Hi Abi

Cost to remove and dispose of shelter , dig out foundations, supply topsoil and seed £700+ vat

[REDACTED]

On Thu, 22 Feb 2024 at 09:07, parish clerk <[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)> wrote:

Morning

Photos of the structure attached – it is situated to the rear of the new recreation ground – what3words:  
///forwarded.reader.broker

Let me know what you think.

Thanks

Abi

---

**From:** [REDACTED]  
**Sent:** 21 February 2024 16:59  
**To:** [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
**Subject:** Re: Might not be of interest....

Hi Abi

Can have a look at this , do you have any pictures and location etc ?



On Wed, 21 Feb 2024 at 16:36, parish clerk <[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)> wrote:

Hi [REDACTED]

Not sure if this is the kind of thing you would get involved in but...

Would you be able to quote for the removal of the seating dome and make good the area on the new rec?

We are looking at comparing the costs for removal and renovation – I am not sure if you would even want to do it but thought I would check and see.

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)



## Basket

### Trojan Litter Bin - 100 Litre Capacity

**Product Code:** OAKTROJANBLA-OAKTROJAN-GFB-A

**Colour:** Black

**Optional Add-Ons:** Ground Fixing Bolts for Asphalt



**Delivery Lead Time:** 7-10 working days

**Price:** £160.37 ex. VAT

**Qty:**

1

**Subtotal:** £160.37 ex. VAT

[Remove item](#)

[Continue Shopping](#)

[Update Basket](#)

## Summary

### Delivery Calculator

Subtotal (Ex. VAT)	£160.37
Delivery (UK Delivery - Standard)	£51.00
VAT	£42.27
<b>Order Total</b>	<b>£253.64</b>

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BASKET

SUMMARY

Select a delivery method

Subtotal

£288.45

Total delivery charges

Free

VAT

£57.69

ORDER TOTAL


£346.14

Proceed to checkout >


Item	Price	Qty	Subtotal	
<div><div></div><div>Carpet &amp; SHOE CLEANER - SPARE BRUSHES</div><div>3 sizes</div><div><div>Small</div></div></div>	£96.15	<div>- 3 +</div>	£288.45	

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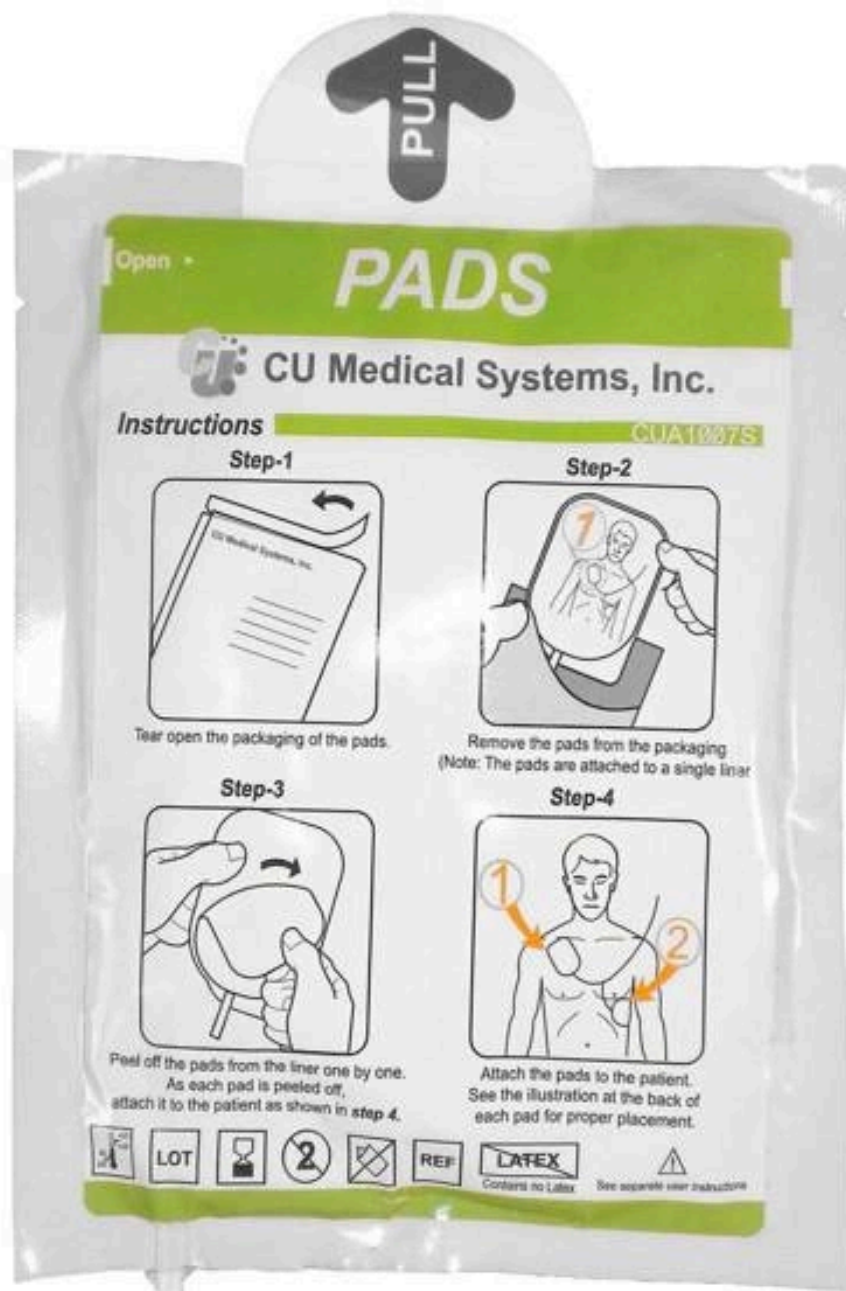
★★★★☆

440 reviews

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**feefo** 

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## iPAD SP1 & SP2 AED Child/ Adult Replacement Electrode Smart Pads | Dual Use | 1 Pair

★★★★★ [Be the first to review this product](#)

**£77.94**

Excl. VAT  
£64.95

These pads can be used with the iPAD SP1 defibrillator during an emergency. The child and adult pads will automatically change the shock delivered to suit the patient's needs, saving you precious seconds during a cardiac arrest emergency.

### Suitable for the [iPAD SP1 defibrillators](#)

These pads can only be used with the iPAD SP1 defibrillators. The defibrillator comes with pads, but make sure to replace them after each use. [Browse iPAD defibrillators here>>](#)


Availability: In stock  
SKU: 1845



-

1

+



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Details



## Browse the range of iPad SP1 accessories

With batteries and pads having a shelf life, it's important you keep spare accessories on hand just in case. We also offer a carry case and wall bracket for easy access to the defibrillators



### Replacement Child and Adult Pads

This defibrillator comes with a pair of dual adult/child pads.



### Orange Carry Case

This defibrillator comes with an orange carry case.



### Replacement Battery

This defibrillator comes with a battery included. Batteries have a five-year lifespan.



### Wall Mounted Bracket

## Intuitive smart AED pads adapt to adults and children. Don't waste time during a crisis.

Did you know that defibrillator pads need to be replaced after each use? For defibrillation to be effective, there must be a complete connection between the pads and the casualty's skin. Most pads in emergency AEDs found in public are disposable to ensure hygiene and optimal adhesion.

These iPad SP1 pads work with all iPad-SP1 devices. They've been designed for immediate use as soon as you need them in the crucial moments after someone experiences cardiac arrest. In a cardiac arrest emergency, you have just minutes to fetch an AED and use it. That's why these iPad defibrillator pads make it as straightforward as possible.

Keep a spare set of iPad SP1 replacement pads on hand just in case; you never want to be let down by an out-of-date pair or a dud. These iPad SP1 defibrillator pads come in a sealed, splash-resistant packet to keep them protected and hygienic and retain the adhesion in the adhesive.

The iPad SP1 adult/child electrode pads will adapt to adult or child casualties (provided the child is eight or older) with a lower joule, safe output. No need to find the right pads in an emergency; you'll be ready to go with these.

Visit our

## Advanced Life Support Guide

Find everything you need from diagnostics & immobilisation equipment to injection & surgical instruments.

[Visit Guide](#)

## Benefits and Features of the iPad SP1 Child and Adult Replacement Pads

- Smart technology allows the iPad SP1 child/adult electrode pads to be used on both adults and children—no need to waste time finding the right pads or adjusting them for the casualty.
- Protective foil packaging keeps the iPad SP1 defib pads clean and hygienic, retains the essential adhesive quality, and protects them from damage.
- Open the packet and access the pads in seconds with the pull tab.
- Clear visual prompts on the packaging make it easy to place the iPad CU-SP1 AED defibrillator pads in the right spot, even for those who've never done it before.
- The pads deliver a lower joule output to ensure the treatment is safe for a child between one and eight years old.
- The pads have a 2–3 year lifespan.

## Who are the iPad SP1 Child and Adult Replacement Pads for?

If you have an iPad-SP1, we recommend these brand and device-compatible CU medical systems iPad SP1 pads be added to your supplies after every use of the device. We also recommend keeping spare pads on-site, just in case.

It's unlikely the pads on your device won't work, but that's not a situation anyone wants to be in. Order these as iPad defibrillator replacement pads or as spares ready to use in the unlikely event that you don't work or are out of date.

## iPAD SP1 Products and Accessories

iPAD SP1 defibrillator replacement pads can be used with our [iPAD-SP1 Fully Automatic Defibrillator](#) and [iPAD-SP1 Semi-Automatic Defibrillator](#). They can be used with the [iPAD-SP1 Defibrillator Training Unit](#) to practice correct placement with the real thing to get ready for a real-life emergency.

If you carry an iPad Saver, we also stock [iPAD Saver Replacement Pads](#). You can also browse other iPad AED accessories like the [orange carry case](#), [replacement battery](#), [wall-mounted bracket](#) and [Starter Kit for Defibrillation](#).

## Other Defibrillators in Our Range

iPAD defibrillators in the SP1 range are designed for use by untrained people if someone needs help before medical professionals arrive on the scene. We stock other defibrillators designed to the same end and compatible accessories.

### The Schiller Range

- [Schiller FRED Easyport AED](#)
- [Schiller Fred Easy Defibrillator - Adult Pre-Connected Pads](#)
- [Schiller FRED Easyport AED - Adult Pads](#)
- [Schiller FRED Easy and Fred EasyLife Battery](#)

### The Zoll Range

- [Zoll AED Plus Lay Responder Defibrillator](#)
- [Zoll AED Plus - Adult CPR-D-Padz - 1 Pair](#)
- [Zoll AED Plus - Adult Stat-Padz II](#)
- [Zoll AED Plus - Pedi-Padz II Infant/Child - 1 Pair](#)

Take a look at other accessories, including Ambu BlueSensor electrodes and Powerheart defibrillation pads.

- [Ambu BlueSensor P ECG Electrodes - Pack of 50](#)
- [Powerheart G3 Adult Defibrillation Pads](#)
- [DefibSafe 2 External Cabinet - Locked](#)
- [Indoor Defibrillator Cabinet with Strobe Light and Alarm](#)
- [Indoor Defibrillator Cabinet](#)

## Resources on Defibrillator Use


Read through our resources to familiarise yourself, your staff, and anyone else you know who needs to be ready for action should cardiac arrest strike. We cover all the basics about using a defibrillator, AED pad placement, what to do when someone suffers cardiac arrest, and where to find your nearest defibrillator.

- [Defibrillator Position and Placement: How to Get it Right](#)
- [How Does a Defibrillator Work?](#)
- [Where is my Nearest Defibrillator? Find a Defibrillator Near You](#)
- [What Are The Chances of Survival When Using a Defibrillator?](#)
- [Workplace Defibrillators: Everything You Need to Know](#)
- [Cruise ships - Defibrillators becoming increasingly common](#)

- [When to Use a Defibrillator](#)
- [Different Types of AED: How to Choose the Best Defibrillator for Your Needs](#)
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Reviews


Related Products



**iPAD-SP1 AED Semi-Automatic Defibrillator + FREE Carry Case | Also includes Electrode Pads, Battery, & AED Starter Kit**

**£1,380.00**  
Excl. VAT  
£1,150.00


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**iPAD-SP1 AED Fully-Automatic Defibrillator + FREE Carry Case | Also includes Electrode Pads, Battery, & AED Starter Kit**

**£1,380.00**  
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**iPAD SP1 & SP2 AED Paediatric Electrode Pads | 1 Pair**

**£77.94**  
Excl. VAT  
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**iPAD SP1 - Wall Mounted Bracket**

**£102.00**  
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**iPAD SP1 - Replacement**

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**Zoll AED Plus Lay Responder Defibrillator**

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 Unit 2, Alpha Point, Bradnor Road, Manchester, M22 4TE

---

PHONE

 [+44 \(0\)161 902 3030](tel:+441619023030)

---

EMAIL

 [enquiries@steroplast.co.uk](mailto:enquiries@steroplast.co.uk)

---

## parish clerk

---

**From:** [REDACTED]  
**Sent:** 19 February 2024 10:46  
**To:** parishclerk@melbournparishcouncil.gov.uk  
**Subject:** School exterior lighting replacement

**Flag Status:** Flagged

Dear Alex/Abi

Thank you for getting in contact with me in regards to replacing the 2 faulty exterior floodlights on the school roof.

Please see below my quote to complete the work requested.

To:

Remove 2 existing faulty exterior floodlights and recycle.

Supply and fit 2 x PIR LED floodlights ( Timeguard 20W with PIR 4000k or similar)

Total for above £415.00

For some context: The 20w led floodlights suggested in my quote are the equivalent to an old style 200w halogen style floodlight, If you would like a brighter more powerful light then a 50w led (500w equivalent) would add £50 (£25/fitting) to the above total.

Thanks again for getting in touch, and please do not hesitate to call me if you have any further questions.

Kindest Regards

[REDACTED]

**parish clerk**

---

**From:** [REDACTED]  
**Sent:** 07 March 2024 15:49  
**To:** parishclerk@melbournparishcouncil.gov.uk  
**Subject:** Dog Waste Bin Hopkins Estate

Hello,

I hope this email finds you well?  
Please can I have some assistance/ advice.

There is a play park on the Hopkins Estate on New Road. It has two bins, these have been filled to the brim with dog waste.  
Is it possible to investigate the installation of a dog waste bin on the estate? I know there is one which is very close, but it is dangerous to access when wet.  
I am not excusing anyones use of these bins but I would rather be positive than dwell on the rather foul bins.  
I also understand that there are strict rules on proximity of waste bins to houses. If this is this is the reason why we are unable to have one please can you let me know so I can communicate with others (and stop there grumbles).

Thank you

[REDACTED]

## parish clerk

---

**From:** [REDACTED]  
**Sent:** 08 March 2024 08:12  
**To:** parishclerk@melbournpc.co.uk  
**Subject:** Dog poo bins

Hi,

I live on the kingly groves Estate and we don't have any bins to dispose of dog poo.

People are using the bins at the park within the estate to dispose of their dog droppings and it is overflowing - so much so that people have left them on the ground at the park! This is disgusting especially as our little ones are playing at the park.

Please let me know if I need to contact someone else with this issue.

Kind regards

[REDACTED]

[REDACTED]

## parish clerk

---

**From:** [REDACTED]  
**Sent:** 14 February 2024 15:07  
**To:** Parish Clerk  
**Subject:** Re: Dog waste bin location Melbourn

**Flag Status:** Flagged

Hello,

I hope you can help (again!). It may appear that I have a thing about dog poop bins.

Further to our communication a couple of years back the bin was indeed moved and I have to say it's not actually very convenient for anyone I'd imagine not least whoever has to empty it! It's by the traffic filter, up a muddy slope which gets blocked by brambles in summer and there is no pavement that far down. Is there somewhere else a bin could be located on the green strip by the Hopkins development? There are a few 'in roads' which are some distance from housing. It's just there is a bit of a problem with dog mess in that area now and it's such a shame as it's a lovely area that everyone fought for when the development was agreed.

Please could the council discuss at their next meeting?

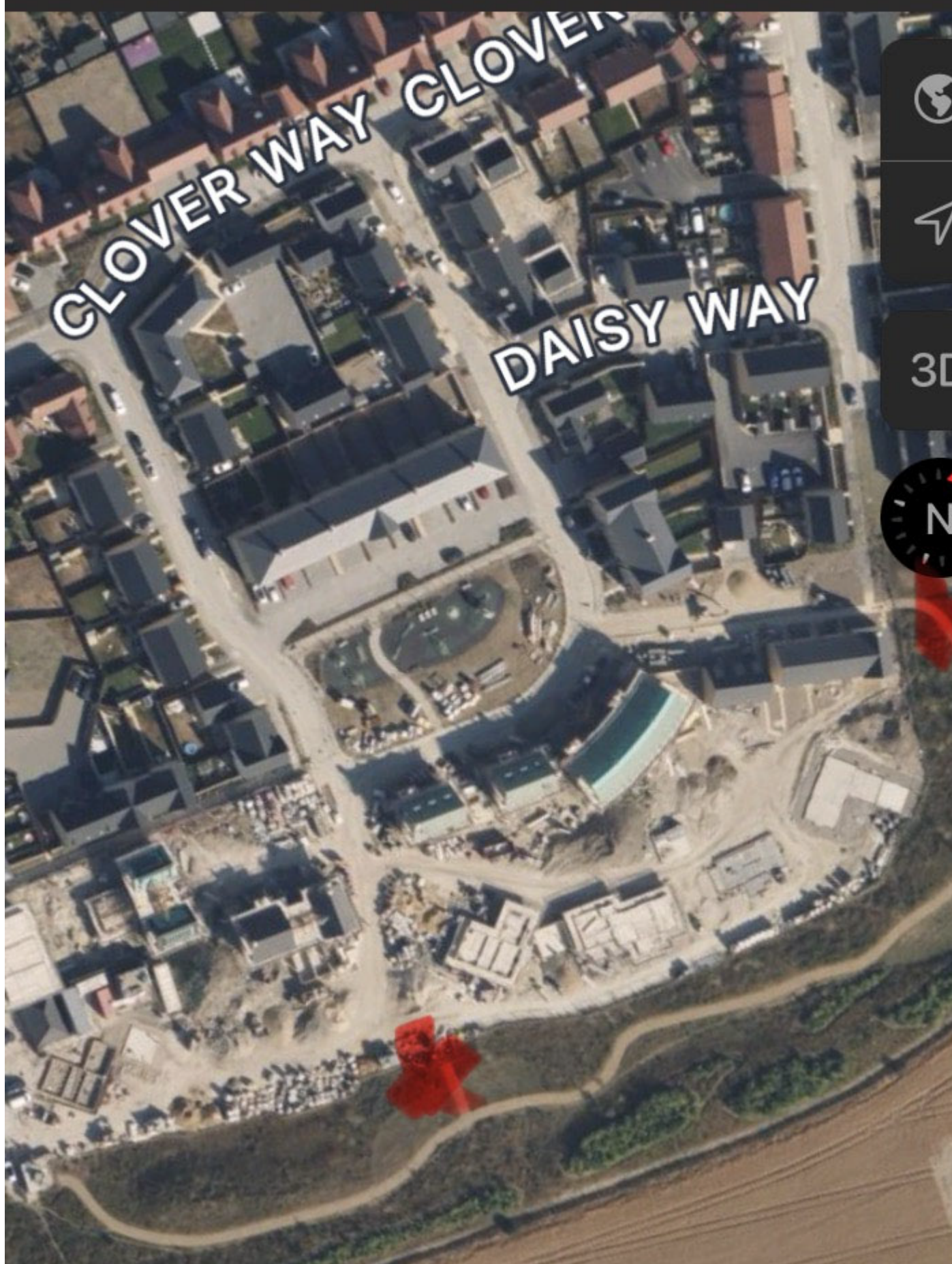
I've attached a screen shot of some areas I thought might be suitable.

Best wishes

[REDACTED]

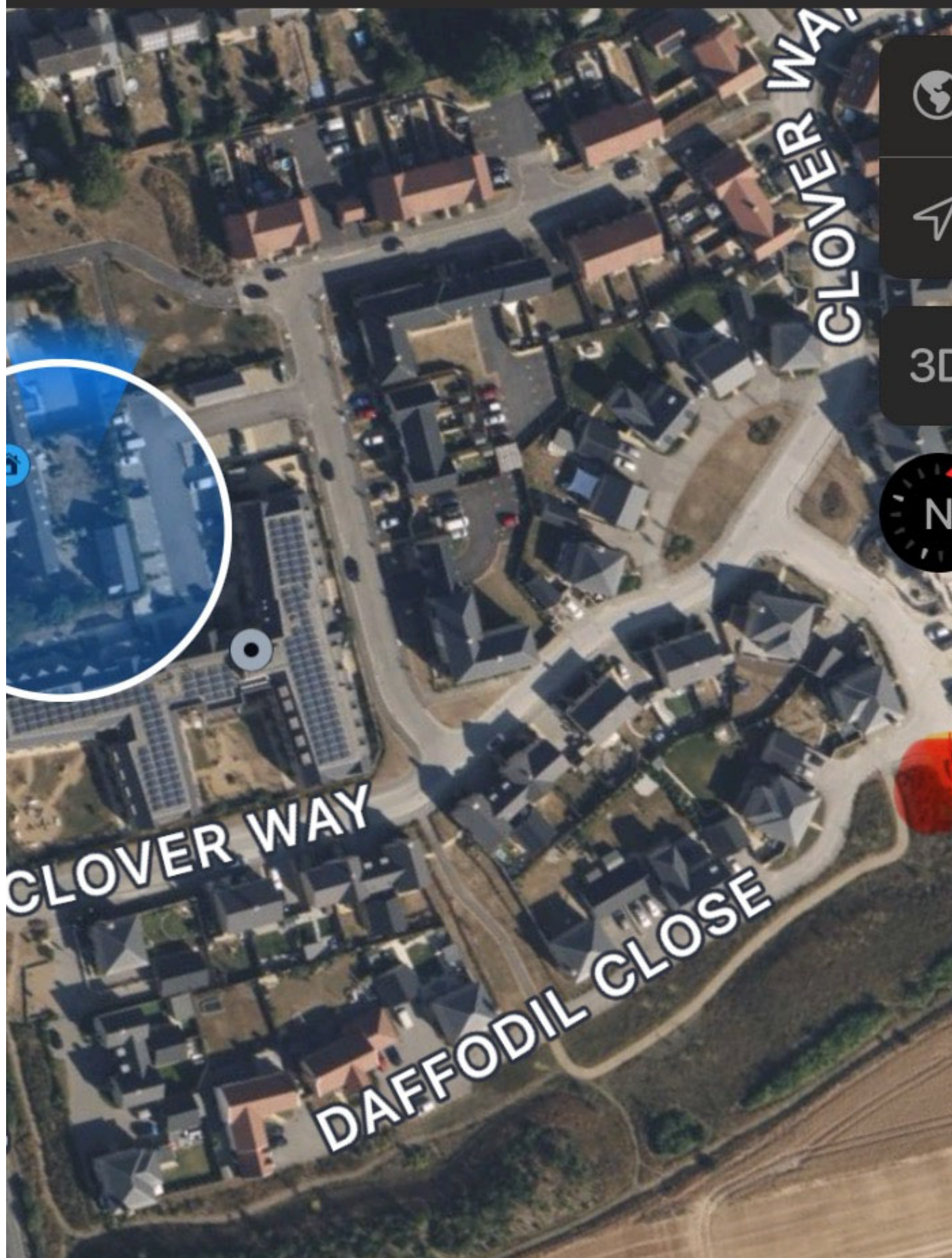


14:59





15:00



On 29 Jun 2022, at 12:43, [REDACTED] wrote:

That's brilliant Claire,

Thank you!

[REDACTED]

On 29 Jun 2022, at 12:37, Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Hi [REDACTED]

Thanks for your email – my apologies for the delay in getting back to you.

We have identified an area directly opposite where the bin is currently located (marked with pink paint if you're walking that way). I'm hoping the bin will be moved on Monday.

Many thanks  
Claire

Claire Littlewood  
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:** 27 June 2022 14:48  
**To:** Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)>  
**Subject:** Re: Dog waste bin location Melbourn

Hi Claire,

I feel like I'm harassing you about a dog poo bin! I am sorry!

Do you know if a location for the bin has been agreed on?

Best regards

[REDACTED]

On 10 May 2022, at 13:51, Parish Clerk  
<[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)> wrote:

Hi [REDACTED]

Thanks for your email – I am so sorry it's taken me so long to reply.

Maintenance Committee agreed to move the dog bin to the other side of New Road. I have asked the wardens to identify an appropriate location (bearing in mind no one wants a dog bin directly outside their property). I'm hoping the bin will be moved soon.

Many thanks  
Claire

Claire Littlewood  
Parish Clerk

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Melbourn Community Hub  
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**From:** [REDACTED]  
**Sent:** 02 May 2022 19:00  
**To:** Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)>  
**Subject:** RE: Dog waste bin location Melbourn

Hello Claire,  
I wondered if the Parish Council had made a decision yet on the dog waste bin?  
Kind regards

[REDACTED]

Sent from [Mail](#) for Windows

---

**From:** [REDACTED]  
**Sent:** 21 February 2022 16:31  
**To:** [Parish Clerk](#)  
**Subject:** Re: Dog waste bin location Melbourn

Hi Claire,  
  
That's brilliant. Please thank everyone.  
  
Kind regards

[REDACTED]

On 21 Feb 2022, at 16:18, Parish Clerk  
<[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)> wrote:

Hi [REDACTED]

Thanks for your email.

This was discussed at the last Maintenance Committee meeting. The Committee agreed that



the dog bin could be moved to an appropriate location on the opposite side of the road. We need to ensure that the bin is accessible but also not too close to people's homes. Hopefully we will get the bin moved soon.

Many thanks  
Claire

Claire Littlewood  
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:** 19 February 2022 08:25  
**To:** Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)>  
**Subject:** RE: Dog waste bin location Melbourn

Hello Claire,

I wondered if the following had been discussed yet?

Kind regards

■

Sent from [Mail](#) for Windows

---

**From:** ■  
**Sent:** 14 December 2021 20:05  
**To:** [Parish Clerk](#)  
**Subject:** Re: Dog waste bin location Melbourn

Thank you Claire : )

On 13 Dec 2021, at 08:31, Parish Clerk  
<[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)>  
wrote:

Good morning ■

Thanks for forwarding this email thread on to me. I will put your request to our Maintenance Committee and get back to you as soon as possible.

Many thanks  
Claire

Claire Littlewood  
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:** 09 December 2021 13:20  
**To:** Parish Clerk  
<[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)>  
**Subject:** FW: Dog waste bin location  
Melbourn

Hello,

I am forwarding on an email that I sent to SCDC. Is this something that you could help with?

Kind regards

[REDACTED]

Sent from [Mail](#) for Windows

---

**From:** [REDACTED]  
**Sent:** 09 December 2021 10:31  
**To:** [REDACTED]  
**Subject:** RE: Dog waste bin location  
Melbourn

Good Morning Lisa



Thank you for your email,  
unfortunately here at SCDC we  
empty the bins on the parish  
council's behalf. If you are  
wishing for new bins or to have  
one removed you would need to  
contact the parish council, in turn  
if they are in agreement they  
would then notify us.

Kind Regards

[Redacted]

**Team Manager**

[My working hours are 05:30 to 14:00  
Mon-Thur and 05:30 to 13:30 Fri]

<image001.jpg>

<image002.png>

Single Shared Waste Service  
Dickerson Industrial Estate | Ely  
Road | Waterbeach | Cambridge |  
CB25 9PG

M: [Redacted]  
[Redacted]

---

**From:** Refuse

<[Refuse@scambs.gov.uk](mailto:Refuse@scambs.gov.uk)>

**Sent:** 07 December 2021 13:18

**To:** Sarah Phillips  
[Redacted]

**Cc:** Refuse

<[Refuse@scambs.gov.uk](mailto:Refuse@scambs.gov.uk)>

**Subject:** FW: Dog waste bin location  
Melbourn

Good afternoon [Redacted],

Please see below dog waste bin  
location Melbourn

Kind Regards

[Redacted]

Business Support  
Officer

<image003.png>

Greater Cambridge Shared Waste  
Service

Dickerson Industrial Estate | Ely Road |  
Waterbeach | Cambridge | CB25 9PG

T: [Redacted]  
[Redacted]

---

**From:** [REDACTED]

**Sent:** 07 December 2021 11:54

**To:** Streets

[<Streets@scamb.gov.uk>](mailto:Streets@scamb.gov.uk)

**Subject:** Dog waste bin location  
Melbourn

Hello,

I would like to make a request for a dog waste bin to be moved on New Road Melbourn if possible. The current bin is positioned at the entrance to the Elbourn's Cam Valley orchard just past Victoria Way on New Road. The orchard is now closed to walkers but dog walkers are now frequently using the piece of land next to the Hopkins Home housing adjacent to the field and opposite to the orchard.

I frequently walk my dog there and dog mess is becoming a problem. I believe the issue is that to put the waste in the bin the other side of the road by the orchard the dog owner either has to squeeze through the hedge to cross the road or walk back on themselves, either is a little inconvenient and I think this is contributing to mess not being cleared up.

Could a new bin be added, or the previous bin moved, to one of the entrance(s) to the green area? It's such a lovely space but it could deteriorate quite rapidly and quite frankly become unpleasant for children to play there.

Thank you

Kind regards

[REDACTED]

Sent from [Mail](#) for Windows

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This email has been scanned for viruses and malware, and may have been automatically archived

## parish clerk

---

**From:** Meldreth Parish Clerk <parishclerk@meldreth-pc.org.uk>  
**Sent:** 19 February 2024 17:48  
**To:** Melbourn Parish Council  
**Cc:** [REDACTED]  
**Subject:** maintenance

**Flag Status:** Flagged

[REDACTED]

Dear Abi,

Following a suggestion from Jose at our last Parish meeting we would like to investigate the possibility of sharing village maintenance resource. Nick Garner of Meldreth PC had had a brief discussion with John Travis and they agreed we would start by setting out a proposal to get the ball rolling.

Meldreth village maintenance requirements are relatively limited and principally involve fixing broken wooden structures such as bus stops, signs and benches, as well as repairs to pavillion and church yard but can involve metal work and more specialist skills. We currently seek contractors for all works and would estimate a requirement of 7 hours a month but this is very variable as some months there is no requirement.

The proposal would be to use the Melbourn Parish maintenance group to cover the odd jobs as needed in Meldreth. A sensible fee would be agreed to cover this varying from a fixed fee to be reviewed every year to a charge by hour arrangement.

If there is a willingness to consider such an arrangement and no particular barriers or issues are foreseen we suggest representatives from both parishes arrange an initial meeting to enter into details about how it would best to operate maintenance resources across the two villages to the benefit of both Parishes.

We presently have three years remaining on our grass cutting contract of which we are one year in.

Kind Regards

Judy

--

Judy Damant  
Parish Clerk  
[REDACTED]

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29/02/24 Email from a resident:

*Hello*

*Our lovely red Phone Box in the centre of Melbourn is looking a little dishevelled with the broken glass - I wondered if it could be triggered with BT to have it repaired?*

*Then I thought further and wondered whether there would be any appetite to adopt it and convert to a book-sharing facility, like some of our neighbouring villages have done? My family and I would be happy to furnish it with some books to get it started, and pop some messages/articles in the Melbourn Parish magazine to test or generate some interest*

*Just an idea.*

---

*Clerk had already reported damage to phone box – received reply that BT would add this for engineer to attend as soon as possible. 07/03/24 – this is now fixed.*

*Clerk contacted BT and they have reported that 91 calls had been made from the phonebox in the last 12 months.*

---

Notes:

<https://business.bt.com/public-sector/street-hubs/adopt-a-kiosk-scheme/>

### **Adopt a Kiosk**

Turning old phone boxes into new community treasures.

### **A new lease of life**

For just £1, more than 5,000 communities have turned our iconic red phone boxes into something that brings more value and enjoyment to local people - from libraries, to food banks, and defibrillators.

Who can adopt?

- Recognised local authority (e.g. District or Borough Council)
- Parish, Community or Town Council (or equivalent)
- Registered charity
- Private landowner with one of our phone boxes on their land

**EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 14 March 2024**

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? Works carried out by Wardens. Follow up for continued maintenance by Highways.	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 lampost 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 - confirmed on the feb works order. Follow up in March.	CCC

**PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 14 March 2024**

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	High St and The Moor waiting to be installed. Esse pathway installed.	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
19 Norgetts Lane	Resident	Bamboo and hedge overtaking a pathway	Written to resident to request they cut back hedges covering path.	Office