

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 (31/01/24)	Committed	Balance	Notes	
	£	£	£	£		
Budgeted expenditure (included in Precept)						
<u>Conservation:</u>						
1000	Allotments - water (2 meters)	850	103	(187)	934	
1000	Allotments - plot clearance/maintenance	400	302		98	Compost
1000	Allotments - Hedge Cutting	600	530		70	
1000	Allotments - unplanned e.g. asbestos removal	1,300	150		1,150	
1100	Conservation - Christmas tree and plants for tubs	400	178	72	150	
1100	Conservation - tree survey & Tree works	6,160	784		5,376	
1100	Conservation - emergency tree works	3,300	875	220	2,205	
1100	Conservation - tree planting	2,350	22		2,328	
1100	Conservation - unplanned	1,000	1,891	372	(1,262)	Fencing at 32 Worcester Way & graffiti 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	10		490	
		17,660	5,005	476	12,178	
<u>Cemeteries</u>						
2000/1	Orchard Road - electricity	200	89	0	111	
2000/1	Orchard Road - water	100			100	
2000/1	Orchard Road Lychgate - recoat main walls (£835) and gates (£415)	1,000			1,000	
2000/1	Orchard Road - Electrical Testing	170			170	
2000/1	Orchard Road - unplanned (eg path cleaning)	425	235		190	replacement of Consumer unit
2000/2	New Road - water	135	97		38	
2000/2	New Road - tree & hedge work, soil store, path edging	990			990	
2000/2	New Road - unplanned	500	460		41	AC Stoneworks memorial
		3,520	881	0	2,639	
<u>Play Areas, Recreation Grounds & Pavilion</u>						
3000	Playground - ROSPA	300	231		69	
3000	Playground - play area maintenance, equipment repair/renewals	1,500			1,500	
3000	Playground - tree work/edging	800			800	
3000	Playground - unplanned	250			250	
3200	Recreation Ground - electricity	250	172	9	69	
3200	Recreation Ground - pest treatment	500			500	
3200	Recreation Ground - unplanned	2,500	813		1,687	Verridrain Rec & Leaf clearance
3400	Pavilion - cleaning	1,100	752	84	264	
3400	Pavilion - electricity	2,400	2,177		223	
3400	Pavilion - water	100	67		33	
3400	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	1,050	696		354	Jetting of Septic tank and sanitary disposal
3400	Pavilion - drain clean	300			300	
3400	Pavilion - legionella assessment	330	355		(25)	
3400	Pavilion - maintenance (PAT testing, boiler service, fire alarm service, security alarm)	705			705	
3400	Pavilion - unplanned repairs & renewals	1,000	1,181		(181)	Fire Safety & shower valves/Extraction fan
		13,085	6,444	93	6,548	
<u>Finance & General Purpose</u>						
4300/2	Wardens' materials (mower fuel, spare parts, materials)	680	908		(228)	Fixings for moor play park benches and £220 at Philimores
4300/3	Wardens' equipment	500	405		95	Uniform, repair to billy goat
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,450	1,728		(278)	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	2,238	261	3,801	
7100	Car park workshop - water	205	260	(1)	(54)	
7100	Car park workshop - electricity	2,700	1,739	481	480	
7100	Car park workshop - PAT testing	30			30	
7100	Car park - unplanned	515			515	

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

EDGE Code		Budget 2023/24	Actual to date (31/01/24)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
7200	Fire Engine House - Roof repairs	400			400	
		13,195	7,493	741	4,962	
	<u>Rental Property</u>					
9000	Rental Property - Littlehands annual drain cleaning	500			500	
9000	Rental Property - Legionella testing Roof inspection	550			550	
9000	Rental Property - unplanned	500	225		275	Jetting of Drains
9000	Rental Property - projects (drain works in carpark)	5,000	5,000		-	
		6,550	5,225	-	1,325	
	Total Maintenance (excluding grounds maintenance contracts)	54,010	25,048	1,310	27,651	

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

EDGE Code		Budget 2023/24	Actual to date (31/01/24)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	Grounds Maintenance Contracts					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	5,603	623	1,245	
1200	Grass cutting contract - extra cuts x 2	1,200	510		690	
1300	Public Open Space - maintenance (£460 per month)	5,520	4,140	460	920	
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	3,652	406	812	
2100	Cemeteries - extra cuts (£360 x 2)	720	260	260	200	
3200	Recreation Grounds (£755 per month)	9,060	6,795	755	1,510	
3200	Recreation Grounds - extra cuts (£130 x 2)	260	230		30	
		30,000	21,975	2,503	5,522	

Unit 20, South Cambridge Business Park,
Sawston, Cambridge CB22 3JH
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sales@shelfordheating.co.uk

www.shelfordheating.co.uk



Heating



Plumbing



Renewables



Bathrooms

INVOICE

**PARISH OFFICE
THE HUB
30 HIGH STREET
MELBOURN
HERTFORDSHIRE
SG8-6DZ**

Invoice Date 22/01/2024
Invoice Ref SH58292
Account Ref. 32603

Job Ref.	Site Address	Job Description
C27270	THE PAVILLON, THE MOOR, SG8-6ED	CALLOUT

Invoice Description	Qty	Cost	Total
WEEKDAY MINIMUM CHARGE UPTO 60 MINUTES	1	£95.00	£95.00
ADDITIONAL LABOUR PER 15 MINUTES	3	£17.00	£51.00

VAT Registration Number: 120 3236 73

Payment Terms: on receipt of Invoice

How to pay: Bank Transfer, Card Payment or Cheque Payment

Bank Lloyds TSB
Sort Code 30-64-79
Account No. 26654060

Please remember to state your Account Ref.

Please Note: Payments made by credit card will only be accepted up to £300.00 per Invoice.

Total Ex VAT	£146.00
20% VAT	£29.20
Total Inc VAT	£175.20

Expenditure Authorisation	
Approved by: AW	Date: 23/1/24
Goods/service received (initials): AW	
Invoice checked (initials): AW	
Accounts Entries	
Budget Code: 3400	Sort No: 6475
Payment Authority:	
Approved by:	
Payment type:	Date Paid:



TRUSTMARK
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parish clerk

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 25 January 2024 14:20
To: 'info@cambridge-asbestos.co.uk'
Subject: RE: Collection

Thanks [REDACTED]

Access is from the street on foot – there is parking just to right as shown below.

Shout if you need anything else.

Thanks so much for fitting this in.

Abi



From: info@cambridge-asbestos.co.uk <info@cambridge-asbestos.co.uk>
Sent: 25 January 2024 14:15
To: parishclerk@melbournparishcouncil.gov.uk
Subject: Re: Collection
Importance: High

Hi

Yes no problem. is there any access details like locked gates etc



On 25/01/2024 2:04 pm, parish clerk wrote:

Thank you.

Could we please book you in to do that for us.

Many thanks

Abi

From: info@cambridge-asbestos.co.uk <info@cambridge-asbestos.co.uk>
Sent: 25 January 2024 13:06
To: parishclerk@melbournparishcouncil.gov.uk
Subject: Re: Collection

Hi Abi

We can collect this tomorrow for £150 + VAT based on what we can see on the photo.



On 25/01/2024 11:38 am, parish clerk wrote:

Hi

I am not sure if this is too small of a job but there has been a small amount of asbestos sheeting dumped between two buildings in Melbourn.

I am unsure if the building owner or the Parish Council will pick up the tab but are you able to quote for the removal so I can approach them?

I have attached a picture for your reference and the location is what3words [///dizzy.squad.forgotten](https://www.what3words.com/dizzy.squad.forgotten)

Let me know what you think.

Many thanks

Abi

Abi Williams & Alex Coxall

Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

Tel: 01763 263303 (option 3)

parishclerk@melbournparishcouncil.gov.uk

melbournparishcouncil.gov.uk

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Cambridge Asbestos Removal Limited

Kings View, Queens Lane
Chevington, Bury St Edmunds
Suffolk
IP29 5RF
+44 1223240100
info@cambridge-asbestos.co.uk
https://www.cambridge-asbestos.co.uk/
VAT Registration No.: 854755588
Company Registration No. 06806784

VAT Invoice

INVOICE TO
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn, Cambs SG8 6DX
United Kingdom (GB)

INVOICE SI-20246262
DATE 25/01/2024
DUE DATE 08/02/2024

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Sales	to attend site Station Road, Melbourn, to collect asbestos waste	20.0% S	1	150.00	150.00

SUBTOTAL						150.00
VAT TOTAL						30.00
TOTAL						180.00

BALANCE DUE						£180.00

VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	30.00	150.00

Payment Terms are 14 days
There will be a 4% monthly interest added to late payments

Please make payment by BACS using the following account details:

Cambridge Asbestos Removal Limited
Account number: 00428200
Sort code: 30-91-49

There will be an additional £4 charge for cheques

PART A NOTIFICATION DETAILS

- 1. Consignment note code: **CAMBRI/BB114X**
- 4. The waste will be taken to (name, address and postcode)
Mick George, Block Fen Drove, Mepal, CB2 2AY
- 2. The waste described below is to be removed from (address)
Station Rd, Melbourn, SG8 6DX
- 3. Premises code (where applicable): **CAMBRI**
- 5. The waste producer was (if different from 2) (name, address, postcode)
Telephone, email, facsimile: **N/A**

PART B DESCRIPTION OF THE WASTE

- 1. The process giving rise to the waste(s) was: **ASBESTOS REMOVAL**
- 2. SIC for the process giving rise to the waste: **39.00**
- 3. Waste details (where more than one waste type is collected all of the information given below must be completed for each EWC identified)

Description of waste	List of wastes (EWC code) (6digits)	Quantity (kg)	The chemical/biological components of The waste and their concentrations are: Component Concentration (%or mg/kg)	Physical form (gas, liquid, solid powder, sludge, or mixed)	Hazards code(s)	Container type Number and size
Fly napp A/c shells						
ASBESTOS	1 7 0 6 0 5	20	CHRYSOTILE	SOLID	HP7	Packages
						2

The information given below is to be completed for each EWC identified

EWC code	Packing group(s)	UN identification Number(s)	Proper shipping name(s)	UN class(es)	Special handling requirements
1 7 0 6 0 5	PG 2	2 5 9 0	N/A	9	Manual Handling

PART C CARRIER'S CERTIFICATE

(If more than one carrier is used, please attach schedule for subsequent Carriers, if a schedule of carriers is attached tick here)

I certify that I today collected the consignment and that the details in A2, A4 and B3 are correct and I have been advised of any specific handling requirements.

Where this note comprises part of a multiple collection the round number

Round Number..... **5** Collection number..... **1**

1. Carrier name:..... **[REDACTED]**

On behalf of (name address, postcode, telephone, email, facsimile):
Cambridge Asbestos Removal Ltd, Unit 7A Risby Business Park, Risby, Bury St Eds, IP28 6RD

- 2. Carrier registration no./reason for exemption: **CB/DU163052**
- 3. Vehicle registration no. (or mode of transport if not road): **WP72 ECJ**

Signature..... **[REDACTED]**

Date **26/1/24** Time **10:00**

PART E CONSIGNEE'S CERTIFICATE

Individual EWC Code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)

1. I received this waste at the address given in A4 on: Date Time.....

2. Vehicle registration no. (or mode of transport if not road):

3. Where waste is rejected please provide details:

I certify that waste management licence/permit/authorised exemption no(s).

Authorises the management of the waste described in B at the address Given in A4

PART D CONSIGNOR'S CERTIFICATE

I certify that the information in A,B and C above is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements. I confirm that I have fulfilled my duty to apply the Waste hierarchy as required by Regulation 12 of the Waste (England and Wales) regulations 2011. Eng/Wales

1. Consignor name: ... **[REDACTED]**

On behalf of (name, address, postcode, telephone, email, facsimile):
Cambridge Asbestos Removal Ltd, Unit 7a Risby Business Park, Risby, Bury St Eds, IP28 6RD

TEL: 01284 852414

Signature..... **[REDACTED]**

Date **26/1/24** Time **10:00**

Name: **ENVIRONMENT AGENCY**
On behalf of (name, address, postcode, telephone, email, facsimile):

Signature

Date

NO N- WASTE FRAMEWORK
DIRECTIVE EXEMPTION 2
TEMPORARY STORE
26 JAN 2024

Monthly water situation report: East Anglia

1 Summary - January 2024

Following a significantly wetter than average December, January saw rainfall totals closer to the normal for the time of year, though remaining above average across almost all hydrological areas. Soils have seen little change this month, remaining at or near field capacity. Rivers started January continuing high flows resulting from the high December rainfall, but fell throughout the month as the reduction in rainfall could not maintain the high discharge. Groundwater levels continue to rise following healthy recharge in recent months, though some boreholes have begun to see levels dropping slightly.

1.1 Rainfall

January 2024 was a slightly above average month in regards to rainfall with almost all hydrological areas having totals ranging from 100% to 130% of the long term average [LTA] for December. South Essex is the only exception which was slightly below average with 88% of the LTA. This rainfall across all regions was predominantly at the start of the month, with 40-50mm in the first 4 days and 10-15mm during the remainder of the month. The 6 and 12 month rainfall totals for much of the region are within the exceptionally high category, while the 3 month total values ranged from above normal to notably high.

1.2 Soil moisture deficit and recharge

Regional soil moisture deficit [SMD] ended January at an exceptionally low 4mm, changing almost negligibly from last month's regional SMD of 2mm. With little evapotranspiration and continued rainfall, soils have continued to remain close to maximum capacity.

1.3 River flows

As the high rainfall occurring in December faded through January, most river flows reflected these changing conditions and fell back to normal levels. With such wet antecedent conditions however and the initially high flows, monthly averages for all sites are above normal or higher with most being notably high and some being exceptionally high. Notably, Burham Overy Town on the River Burn is the only site which has not returned to normal flows in January and continues to persist at an exceptionally high flow rate, though it has started to see flows begin to drop.

1.4 Groundwater levels

Groundwater levels have increased at most sites between December and January which is expected following on from the healthy recharge received the wet months prior. Levels at two sites, Fringford and Bury St Edmunds, did not continue to increase and have instead started to fall slightly. This can be attributed to the high amounts of discharge to nearby watercourses and the reduction in rainfall which failed to balance it out. All sites were above normal or higher with the exception of Fringford which had flows normal for the time of year.

1.5 Reservoir stocks

Reservoir stocks remain high and have experienced generally little change. Ardleigh experienced the most significant change, increasing from 81% in December to 89%.

1.6 Forward look

1.6.1 Probabilistic ensemble projections for river flows at key sites

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

1.6.2 Probabilistic ensemble projections for groundwater levels in key aquifers

The groundwater level projections indicate that all groundwater levels will almost certainly be above normal or higher for March 2024 and normal or higher for September 2024. Notably, Kenninghall, Therfield Rectory and Smeetham have a very high probability for being above normal or higher in September.

Author: Hydrology, 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.

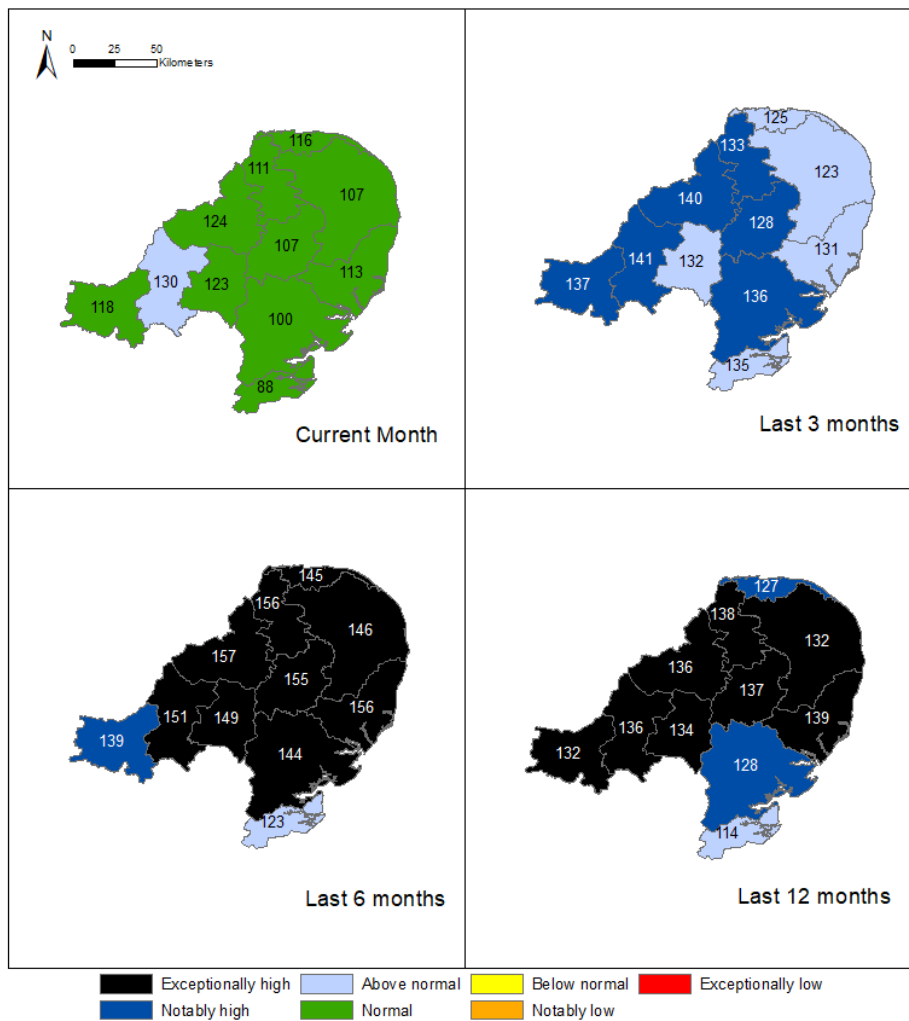
*[SMD]: soil moisture deficits

*[LTA]: long term average

2 Rainfall

2.1 Rainfall map

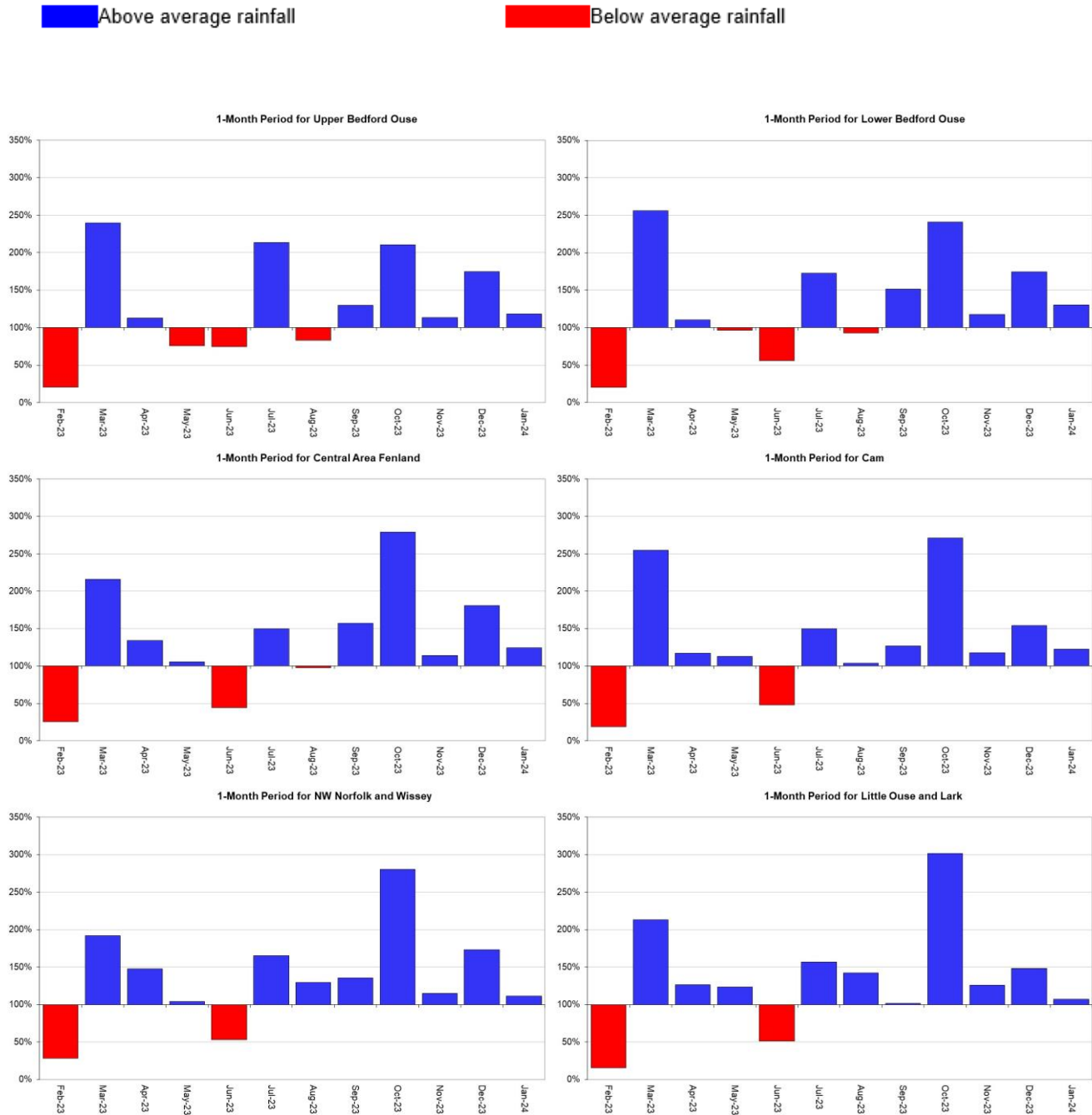
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 January 2024), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

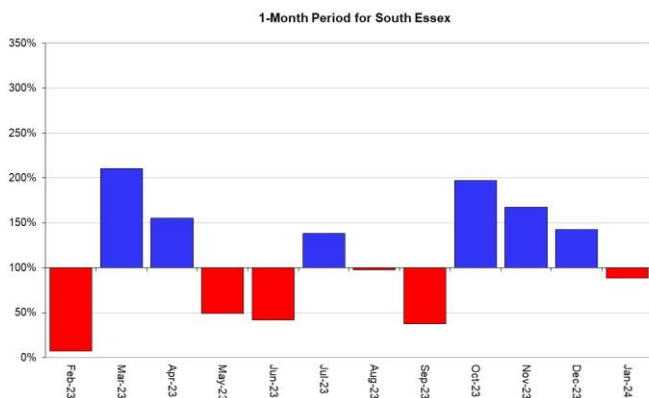
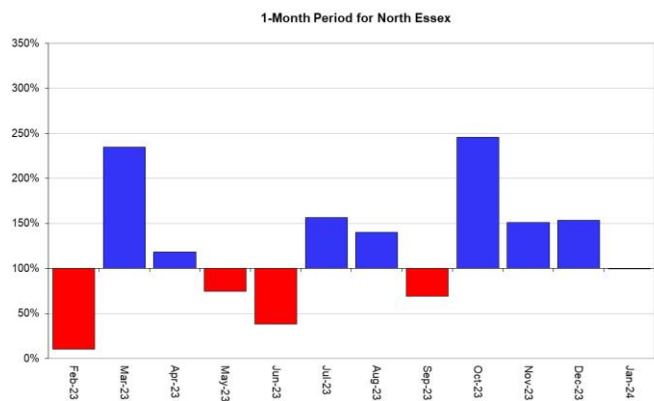
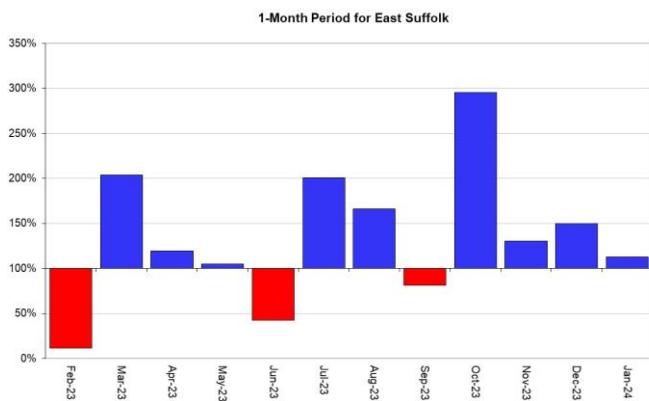
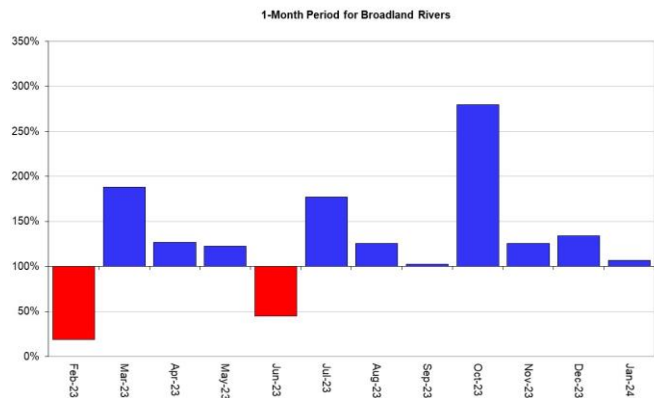
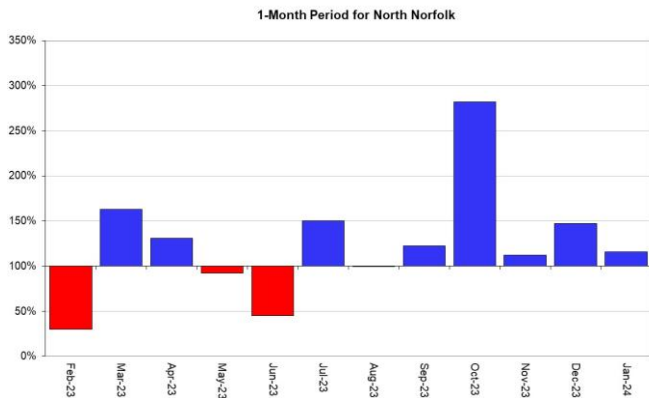


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2024). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

2.2 Rainfall charts

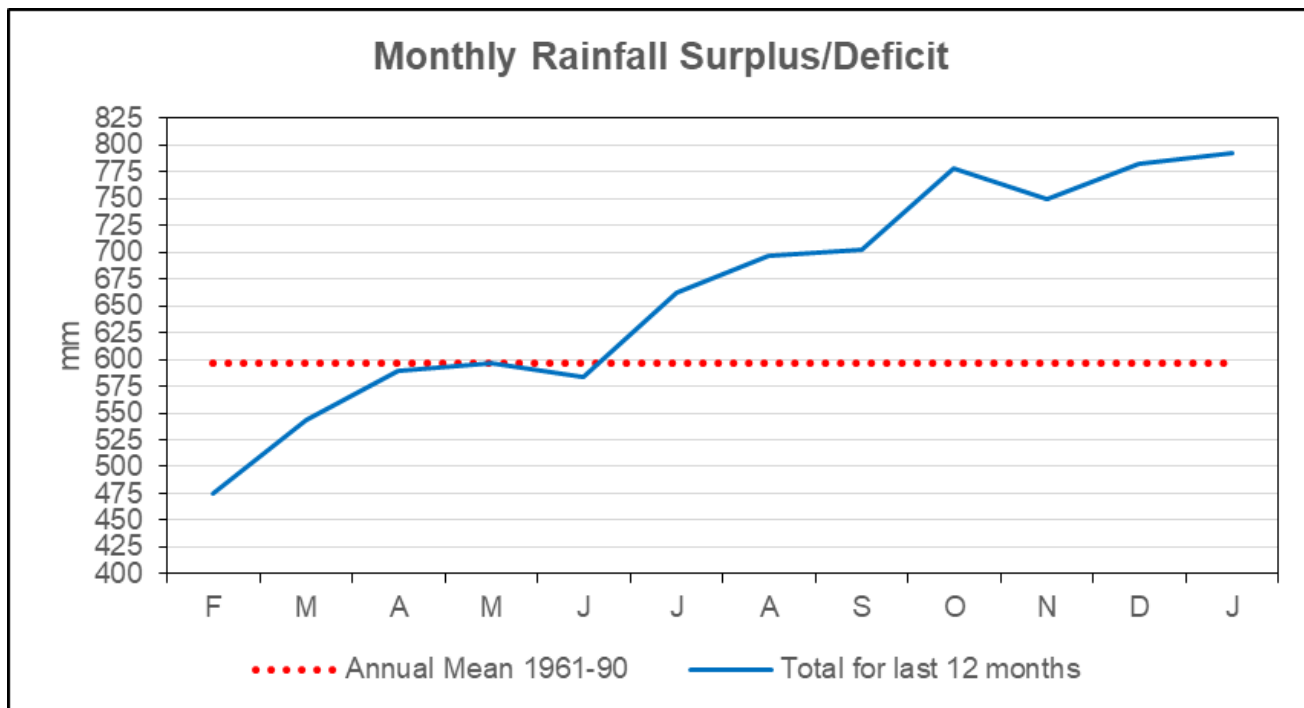
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1961 to 1990 long term average for each region and for England.





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

2.3 Monthly rainfall surplus deficit chart

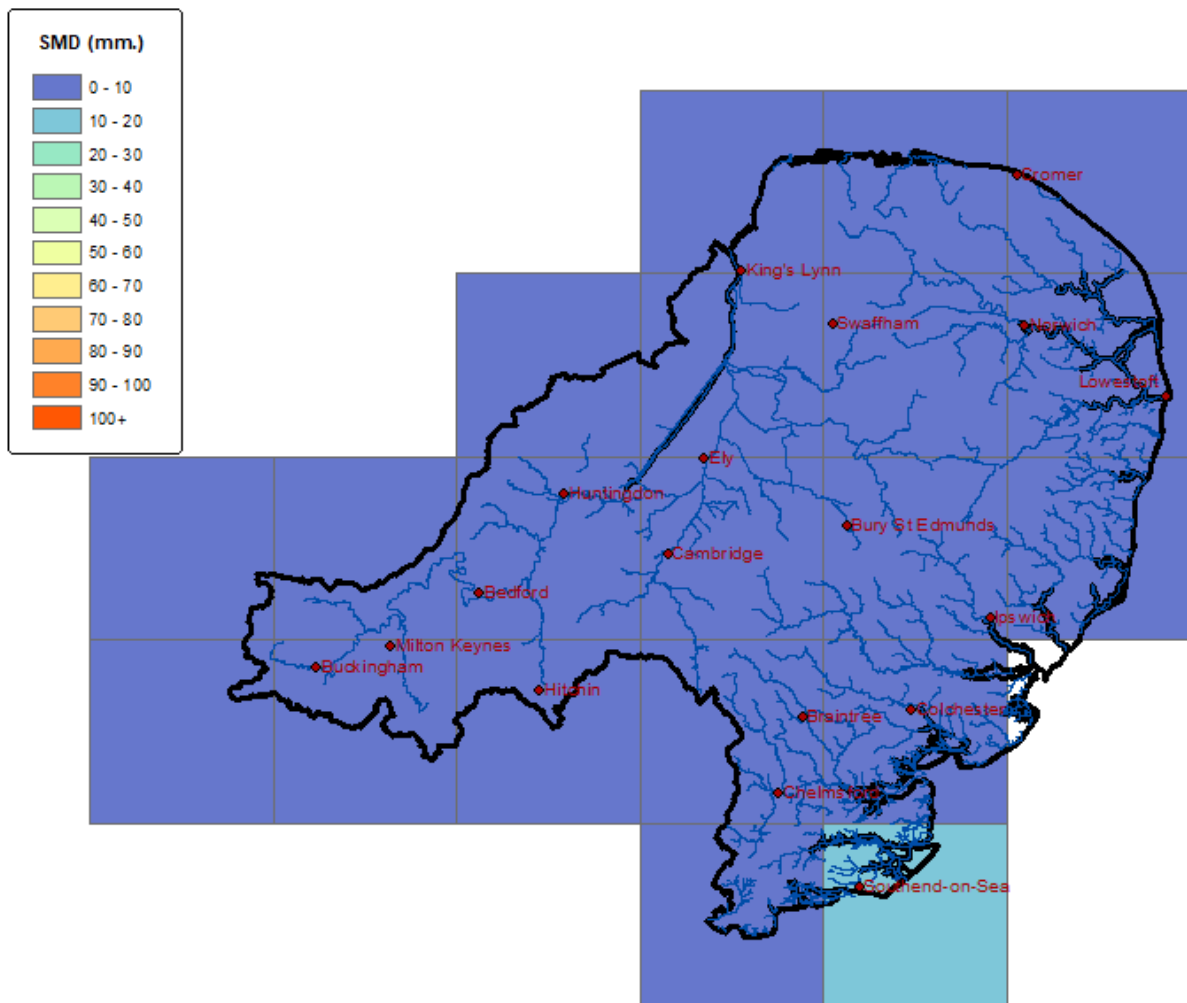


HadUK rainfall data. (Source: Met Office. Crown copyright, 2024).

3 Soil moisture deficit

3.1 Soil moisture deficit map

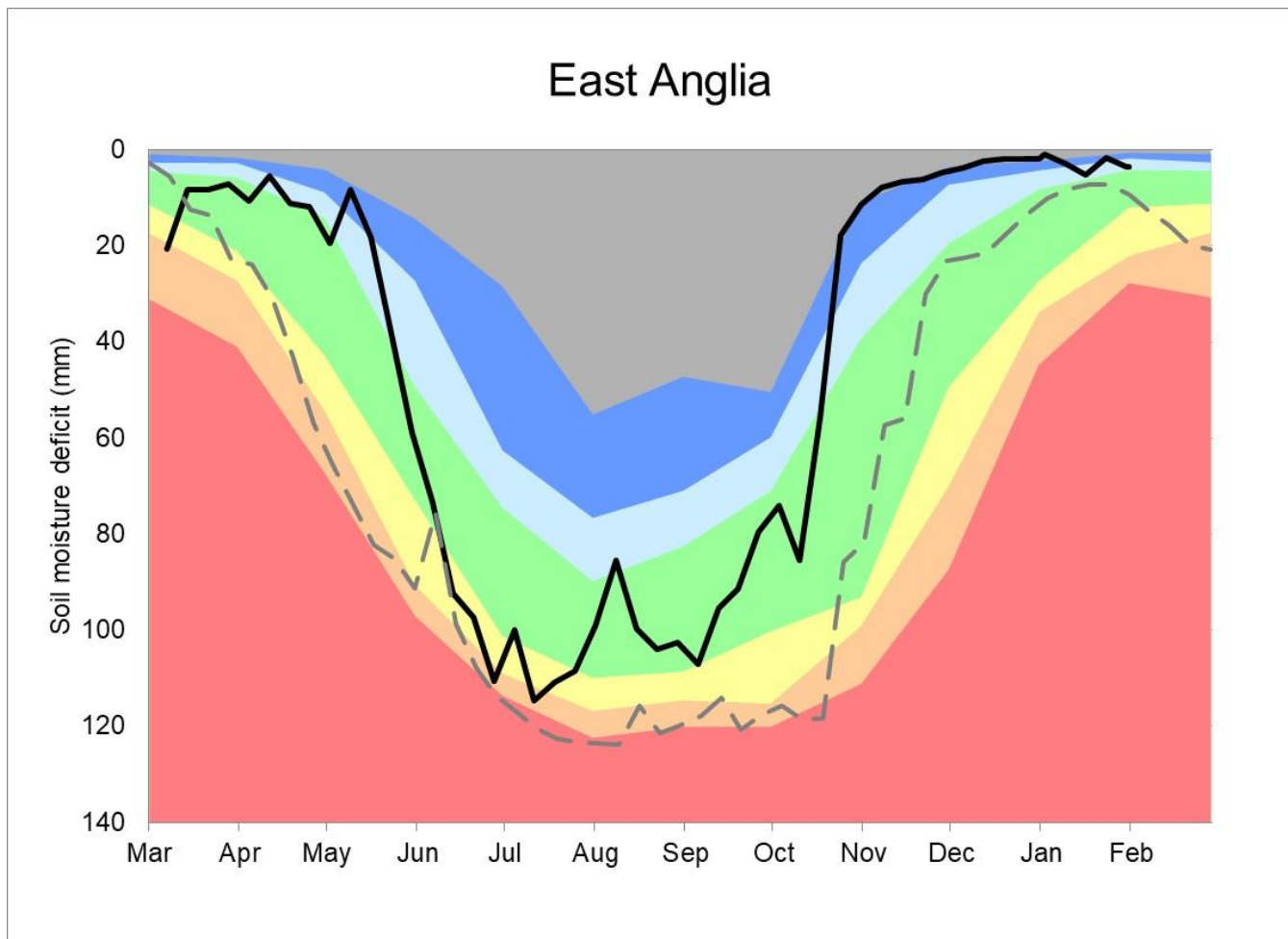
Figure 3.1: Soil moisture deficit values for 31 January 2024. Values based on the weekly MORECS data for real land use.



(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.

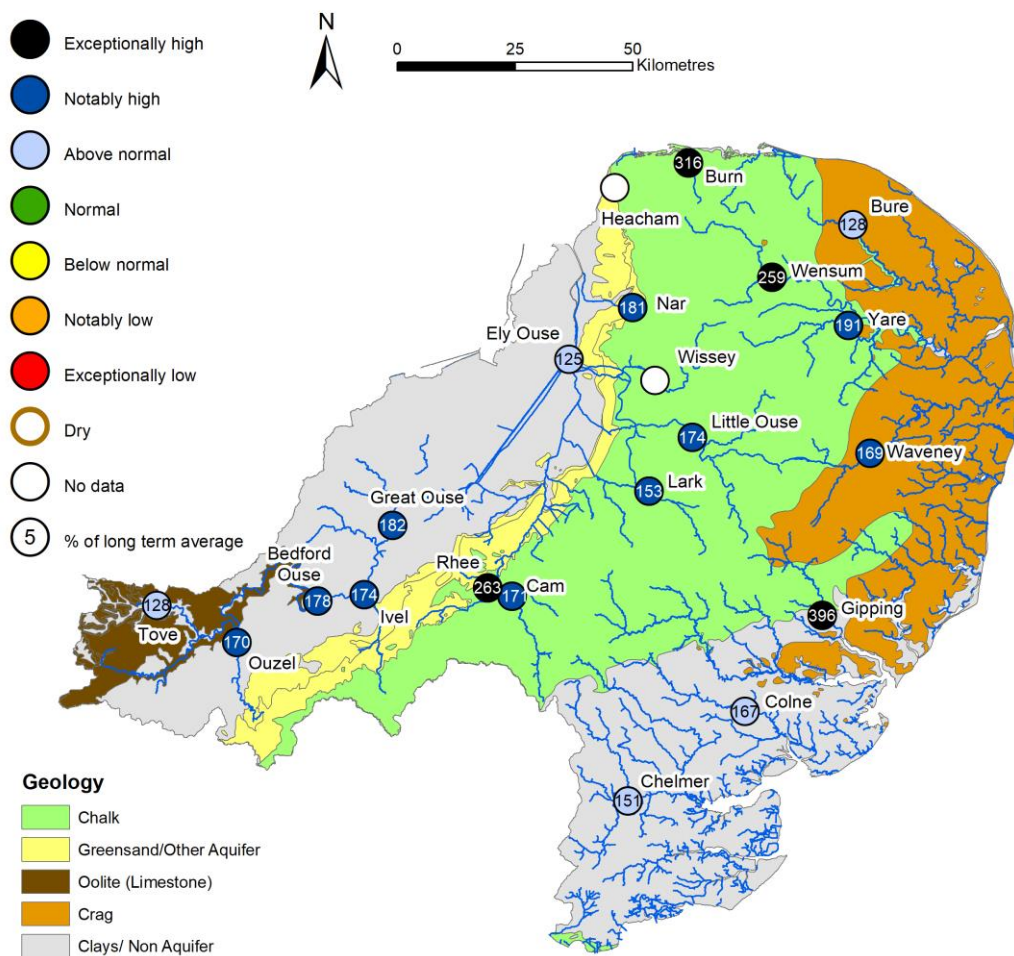


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4 River flows

4.1 River flows map

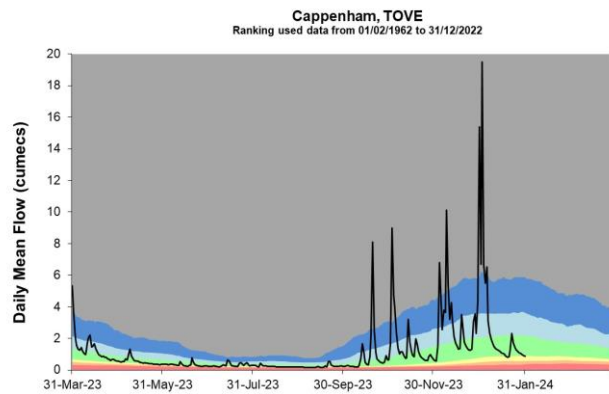
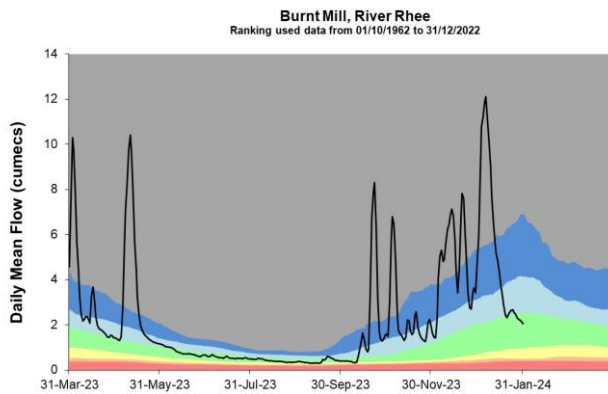
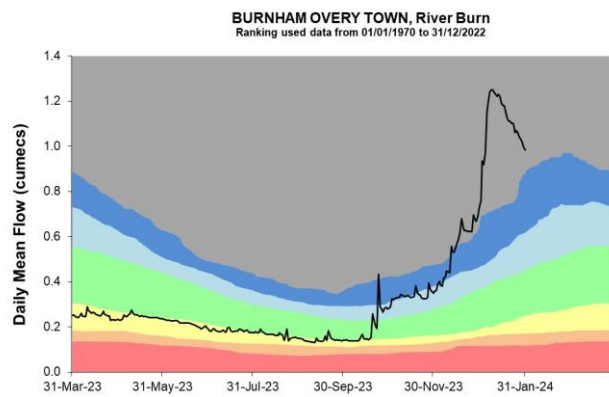
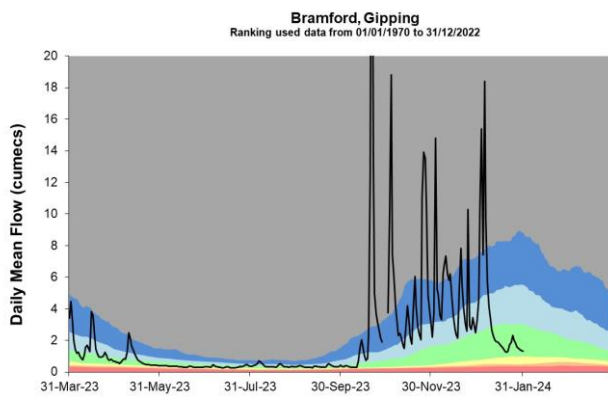
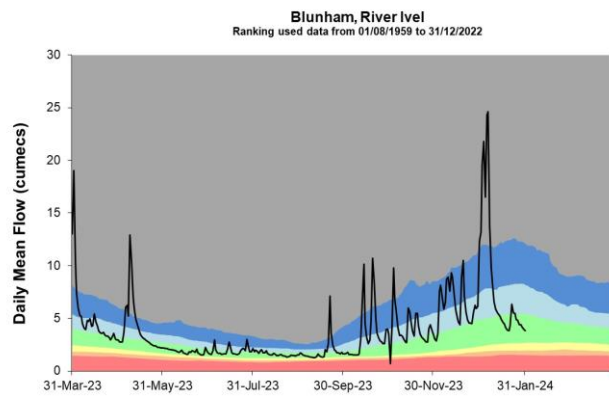
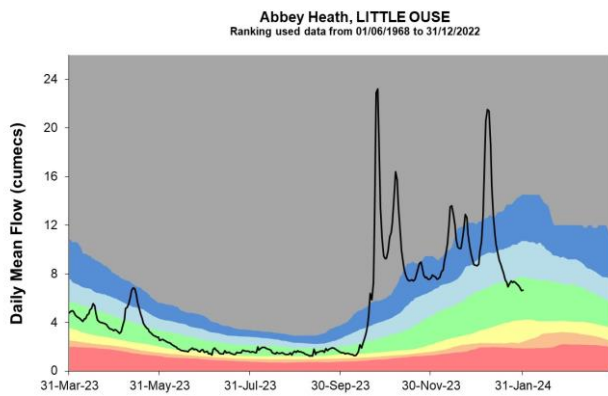
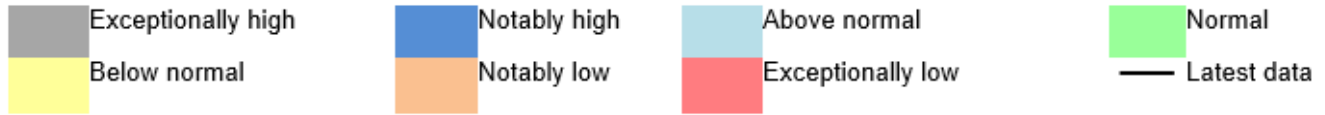
Figure 4.1: Monthly mean river flow for indicator sites for January 2024, expressed as a percentage of the respective long term average and classed relative to an analysis of historic January monthly means Table available in the appendices with detailed information.

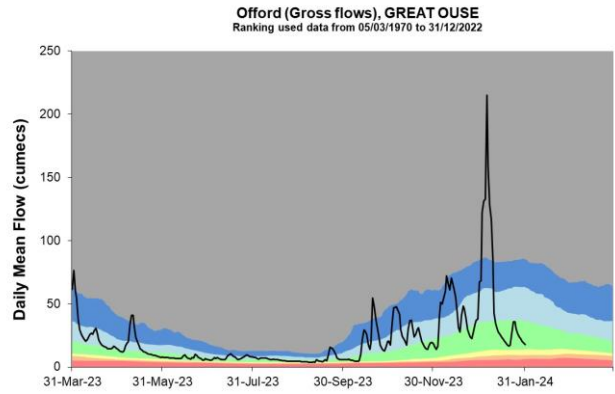
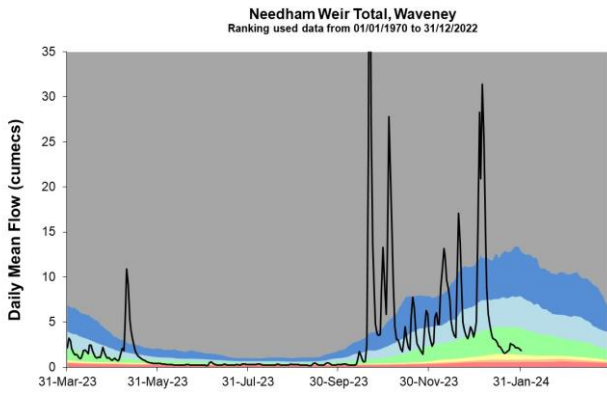
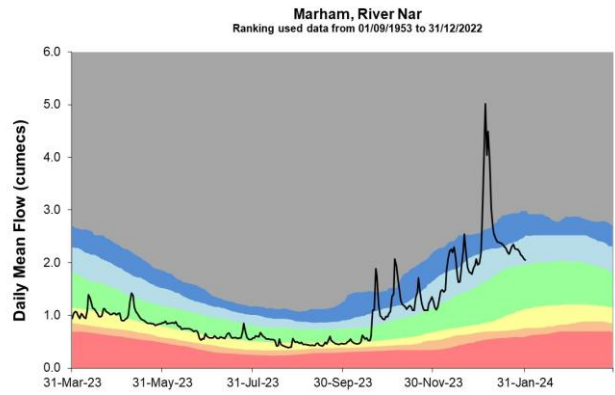
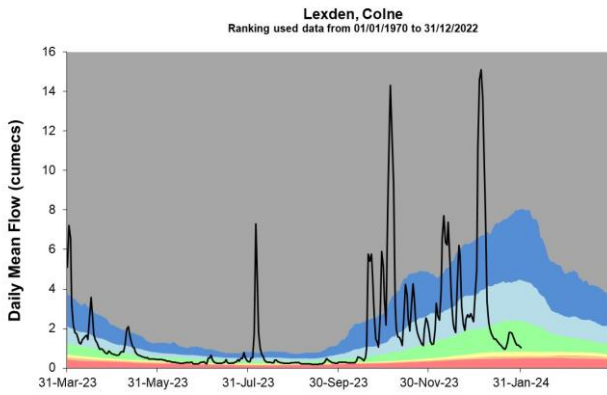
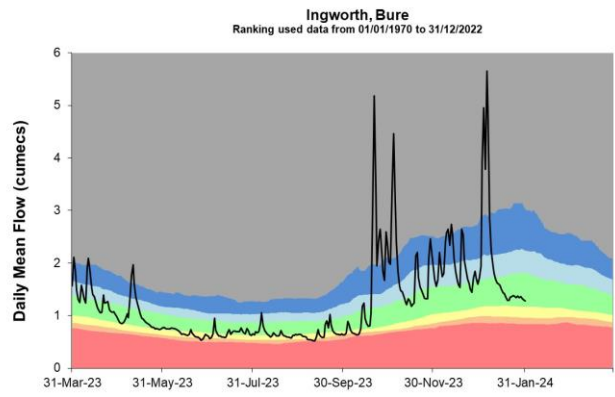
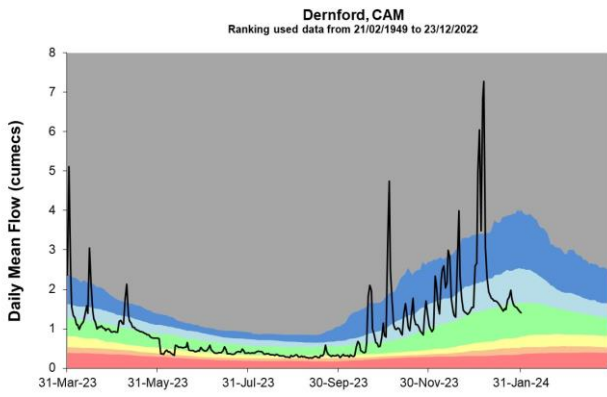
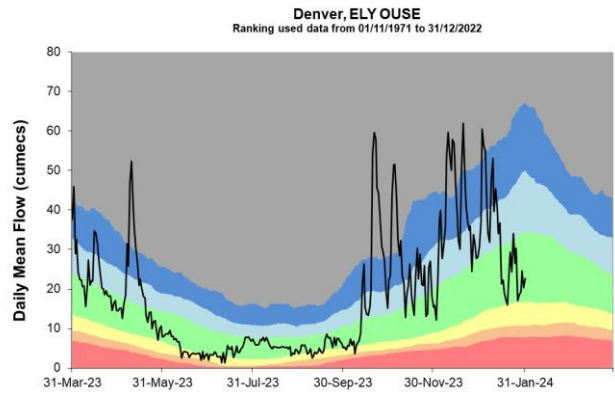
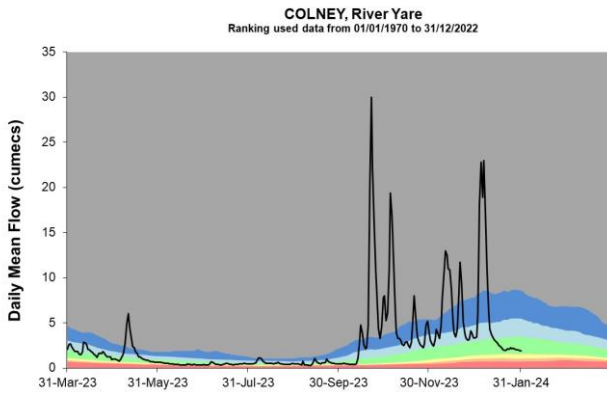


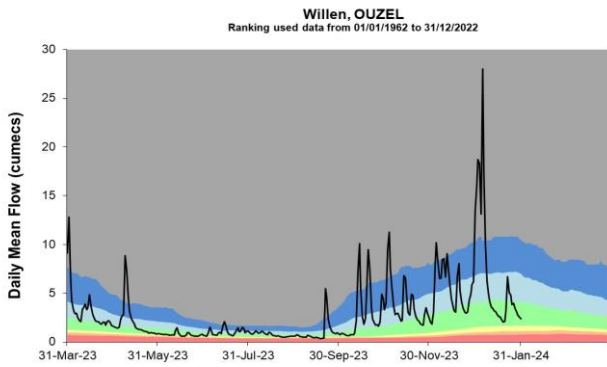
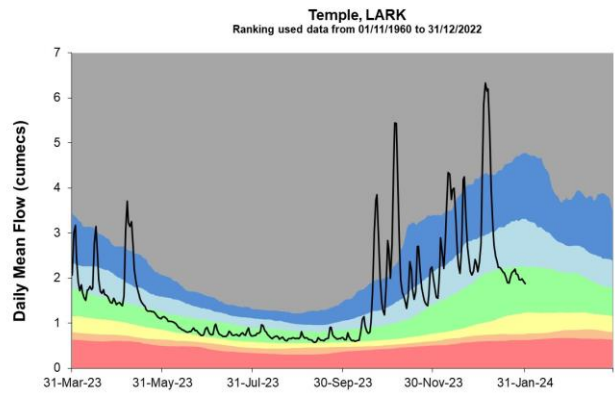
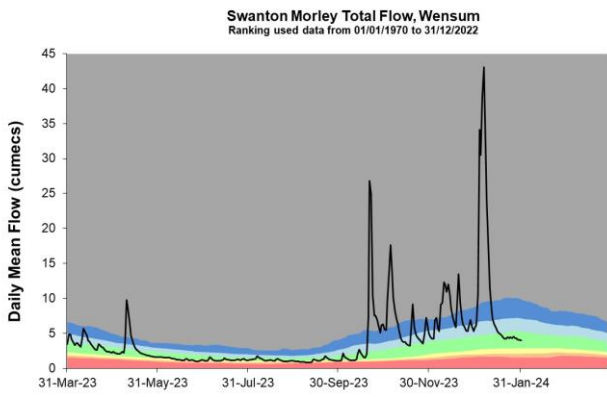
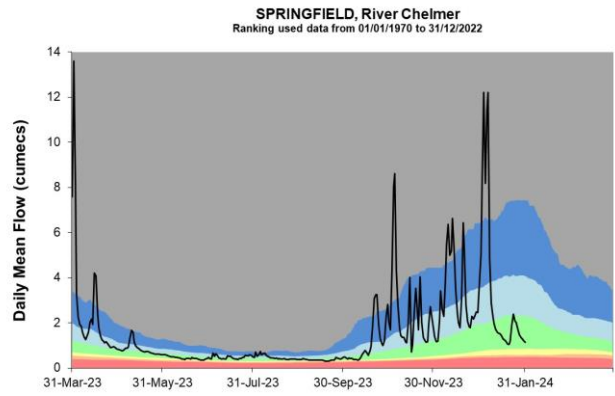
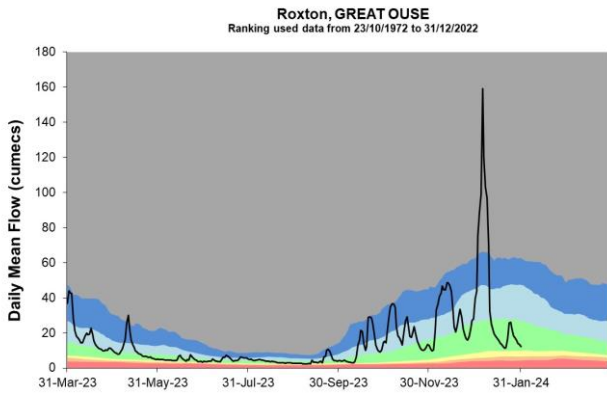
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2024.

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.





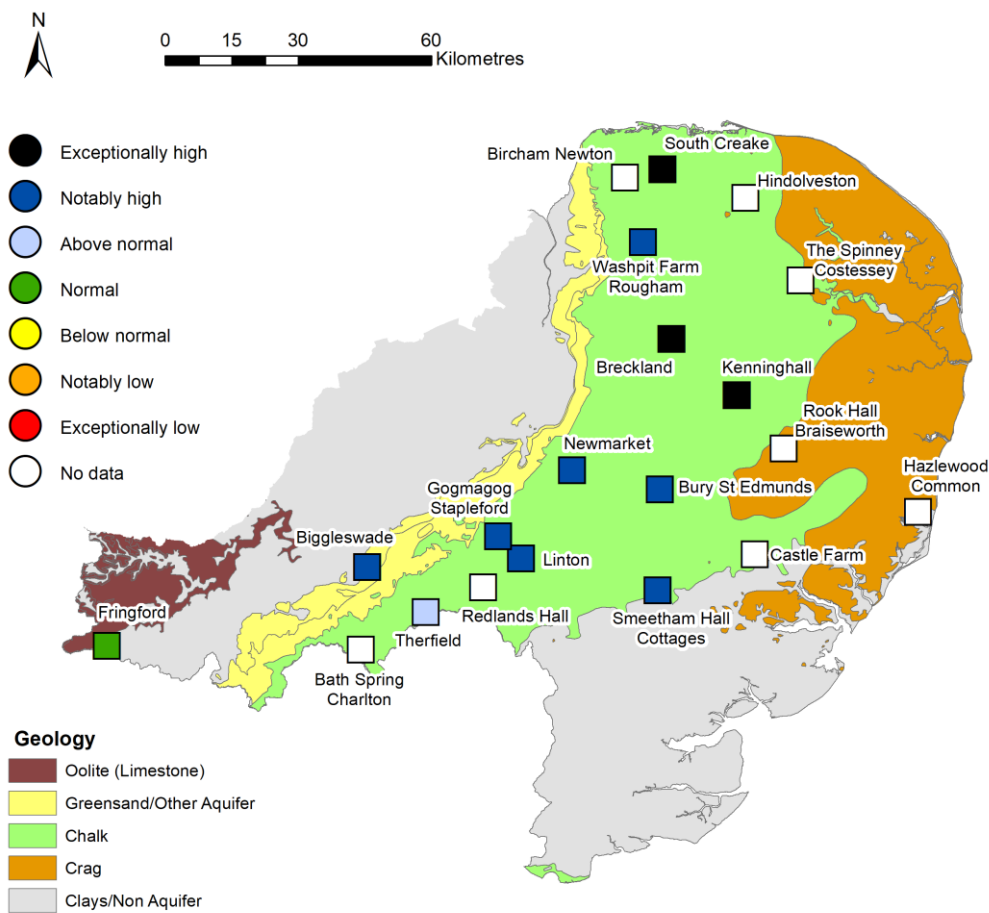


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

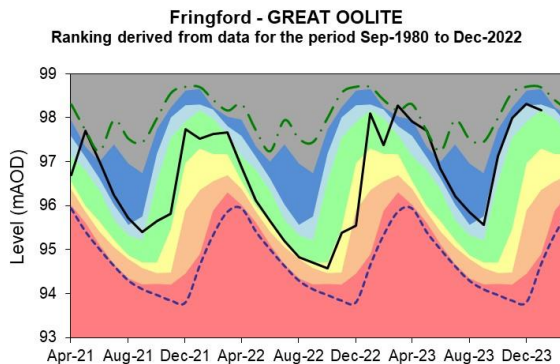
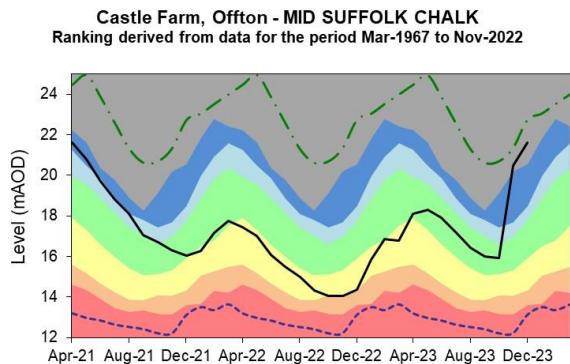
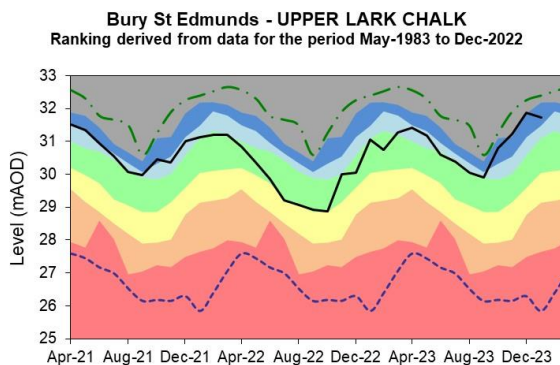
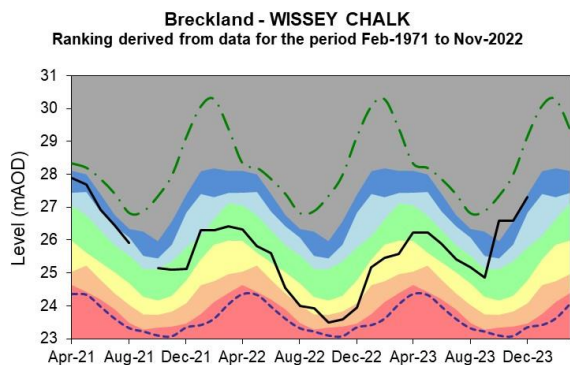
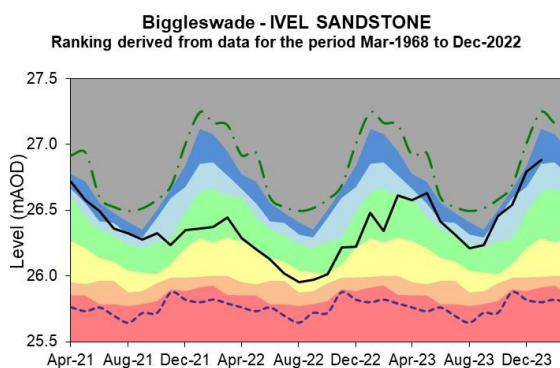
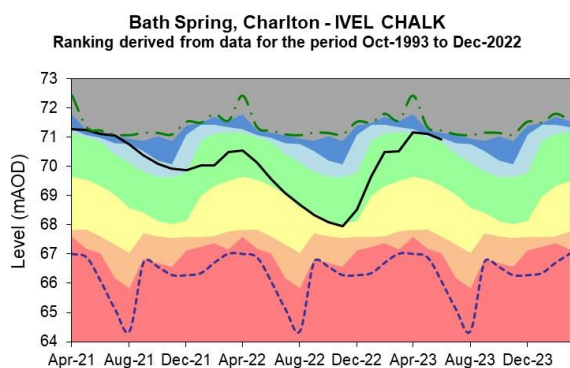
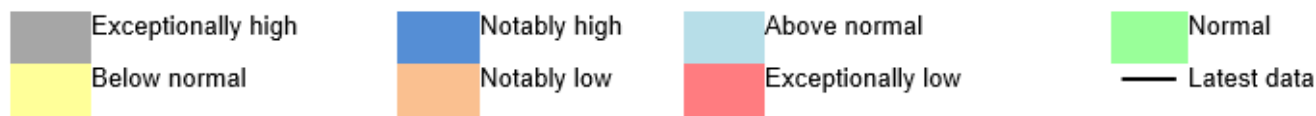
Figure 5.1: Groundwater levels for indicator sites at the end of January 2024, classed relative to an analysis of respective historic January levels. Table available in the appendices with detailed information.



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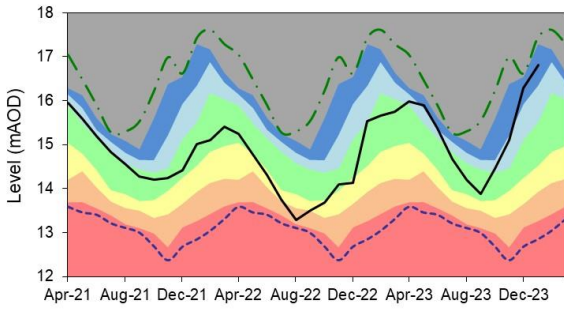
5.2 Groundwater level charts

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



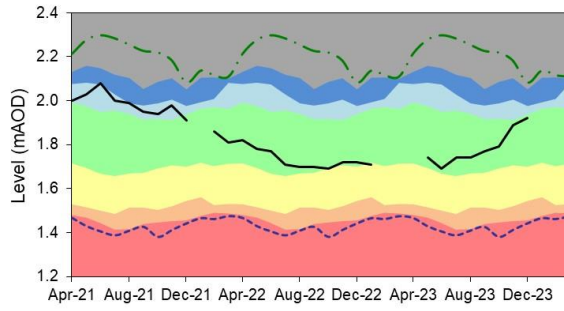
Gog Magog, Stapleford - CAM CHALK

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



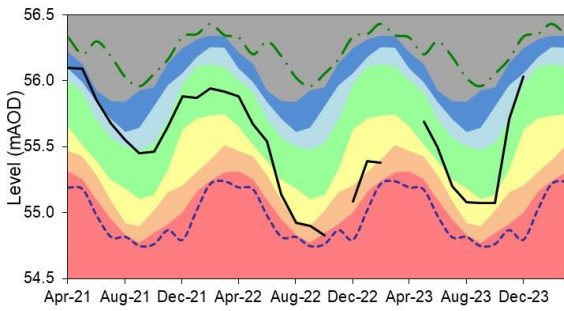
Hazlewood Common - SUFFOLK CRAG

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



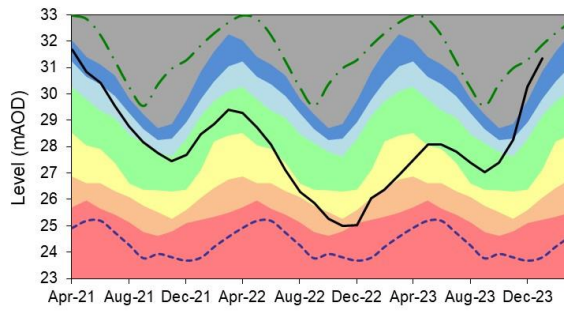
Hindolveston - NORFOLK CHALK

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



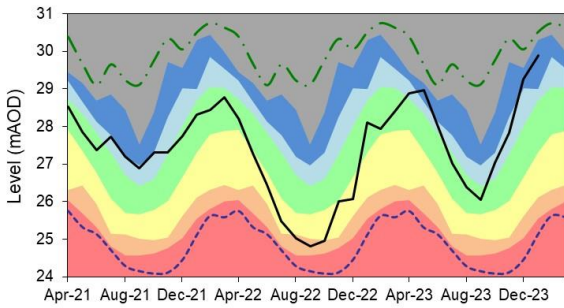
Kenninghall - LITTLE OUSE CHALK

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



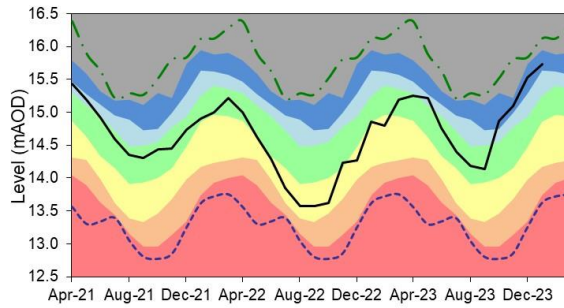
Linton - CAM CHALK

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



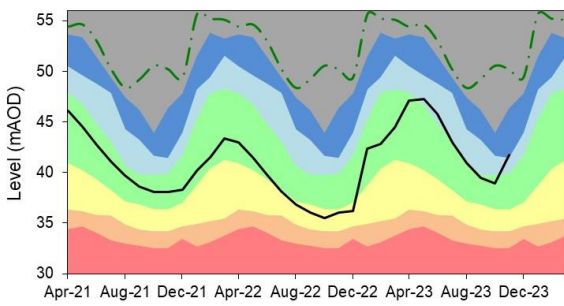
Newmarket - SNAIL CHALK

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



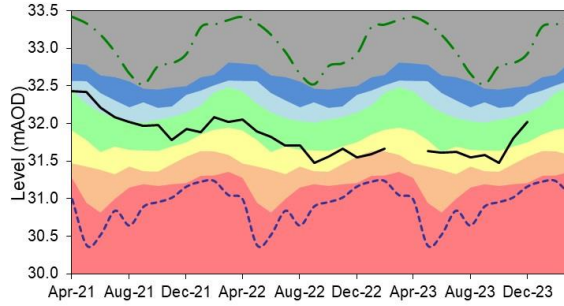
Redlands Hall, Ickleton - CAM CHALK

Ranking derived from data for the period Aug-1963 to Dec-2022

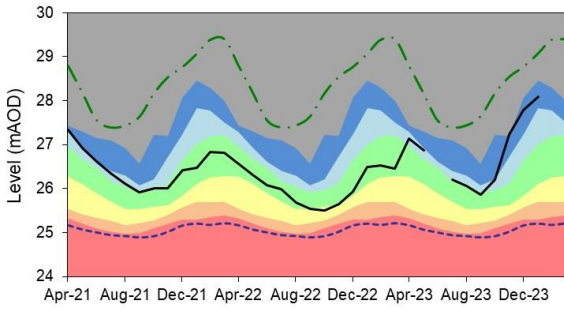


Rook Hall, Braiseworth - SUFFOLK CHALK

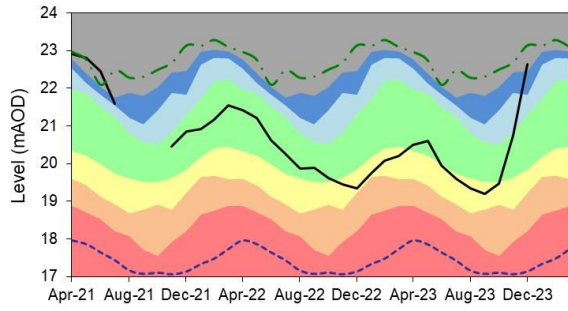
Ranking derived from data for the period Jan-1980 to Nov-2022



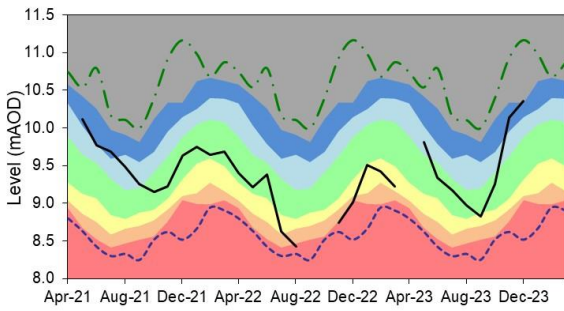
Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking derived from data for the period Jan-1964 to Jul-2022



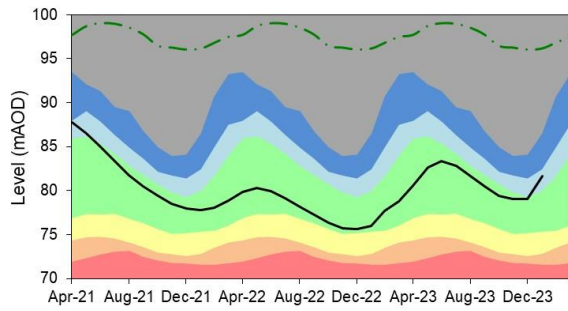
Old Primary School, South Creake, NORFOLK CHALK
 Ranking derived from data for the period Oct-1971 to Aug-2021



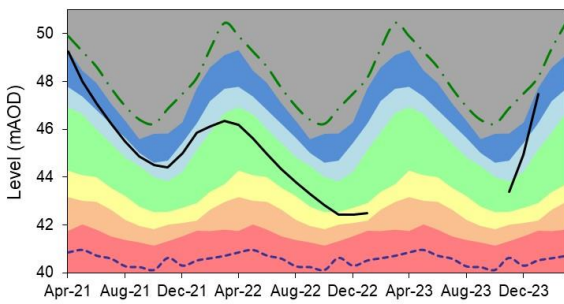
The Spinney, Costessey - WENSUM CHALK
 Ranking derived from data for the period Oct-1971 to Nov-2022



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



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

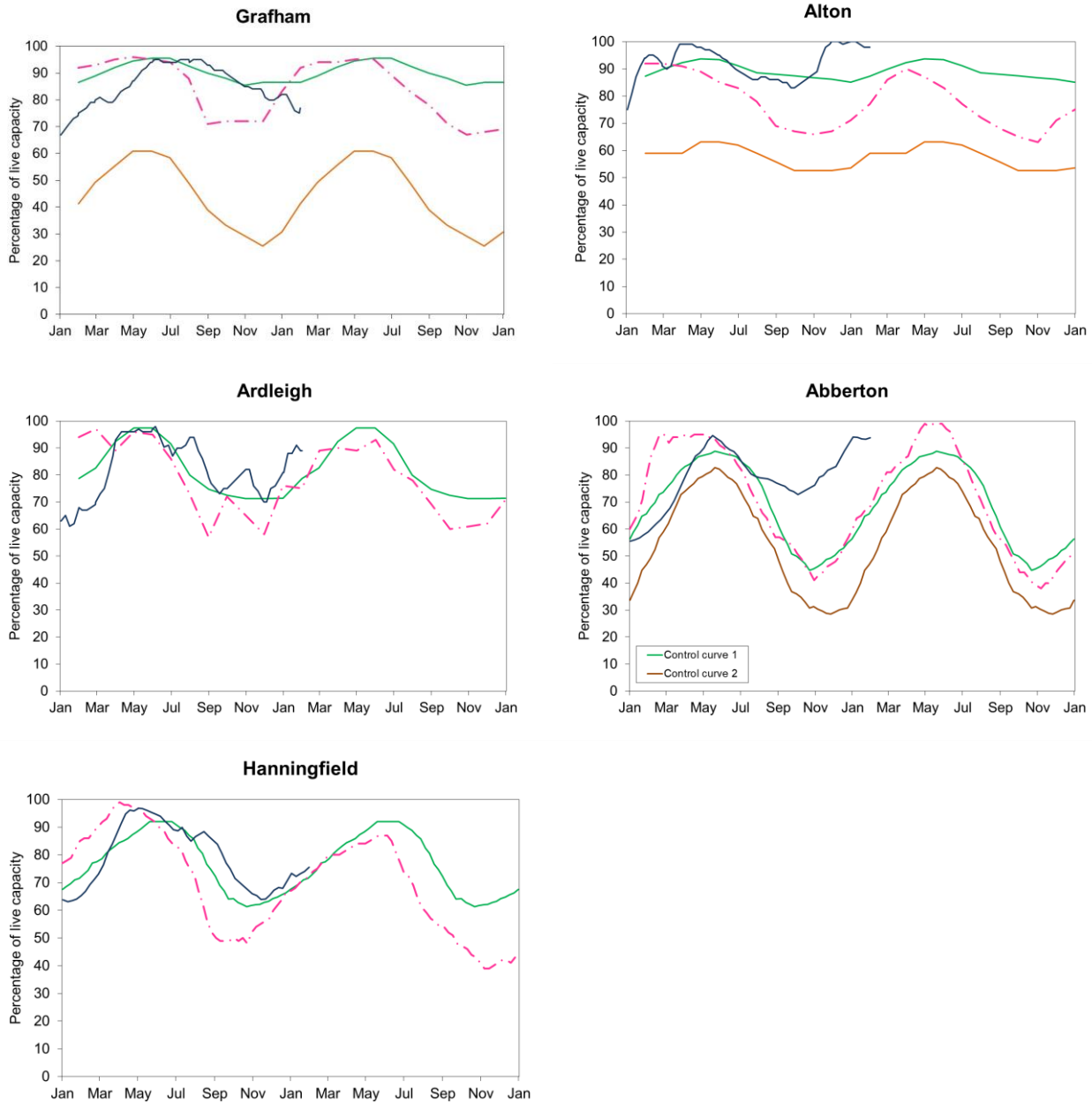


Source: Environment Agency, 2024.

6 Reservoir stocks

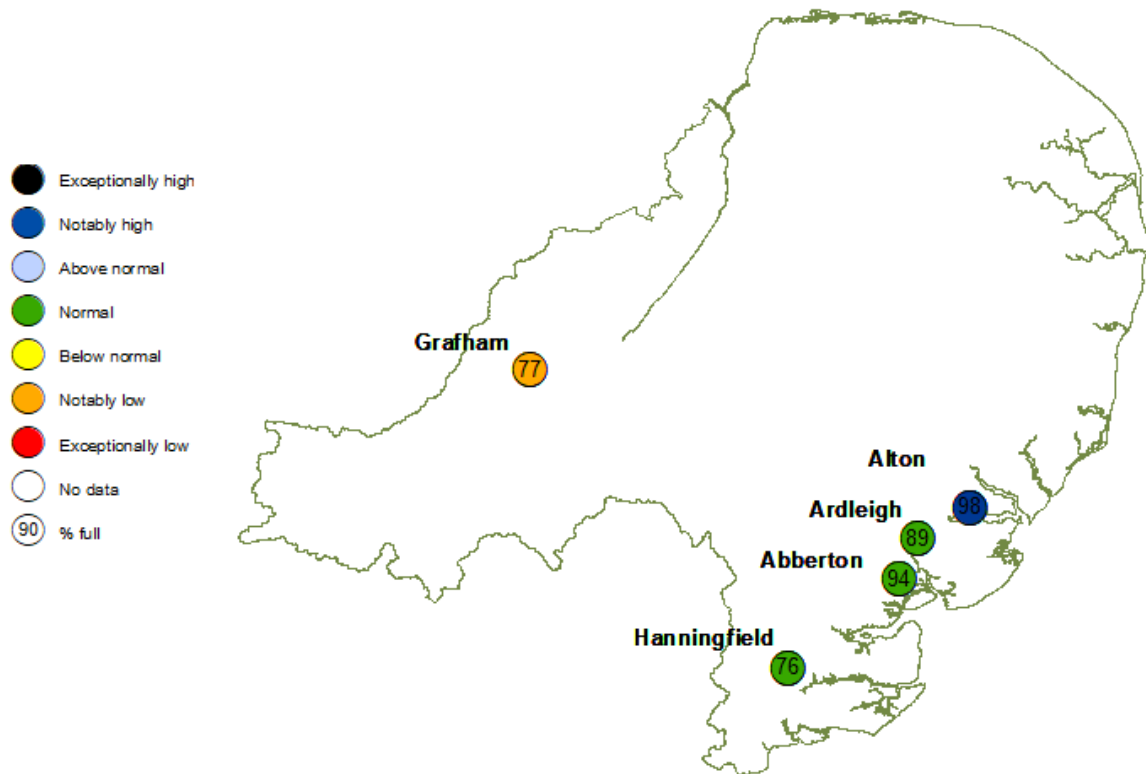
Figure 6.1: End of month regional reservoir stocks compared to the normal operating curve, drought curve and dry 1995-1996 stocks. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.

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



(Source: water companies).

6.1 Reservoir stocks map

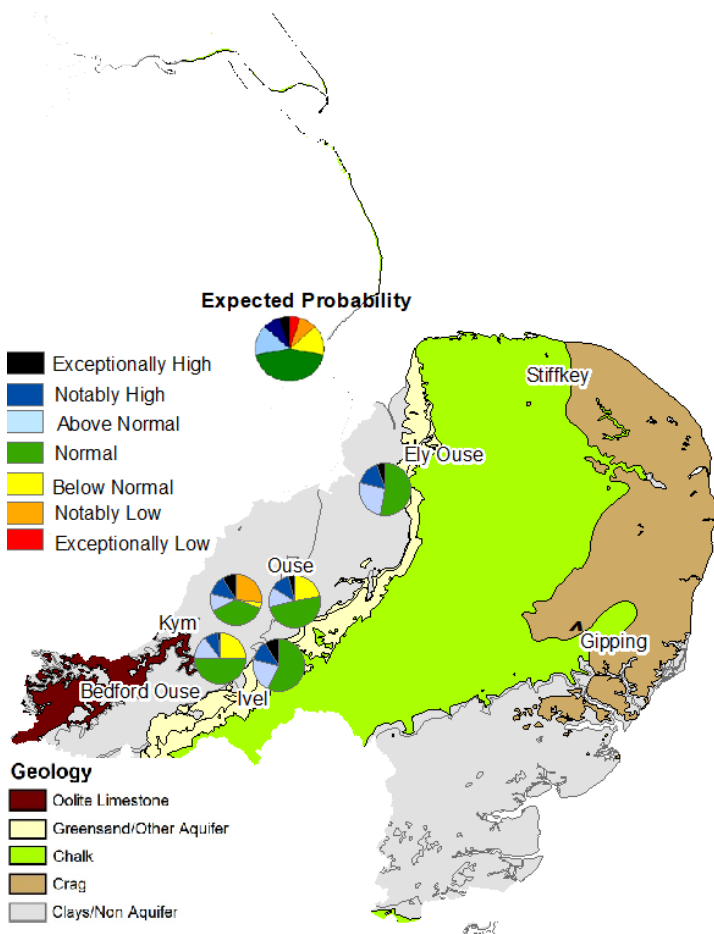


(Source: Environment Agency). Crown copyright. All rights reserved. Environment Agency, 100024198, 2024

7 Forward look

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

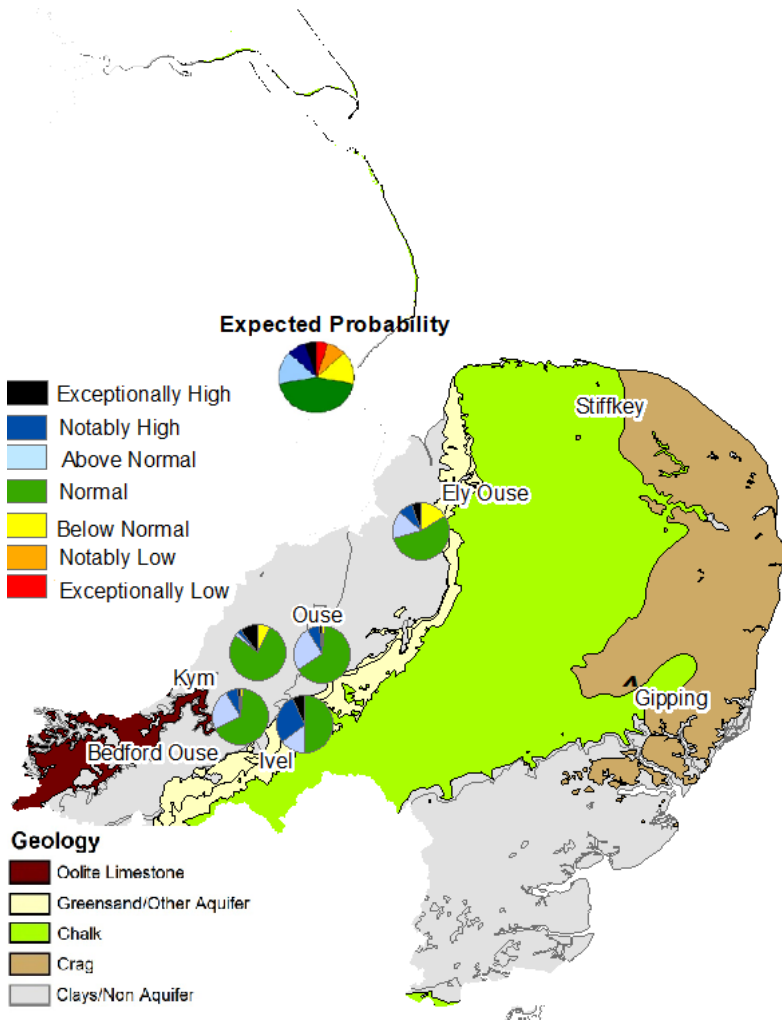
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the surface water flow at each site being, for example, exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2024.

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

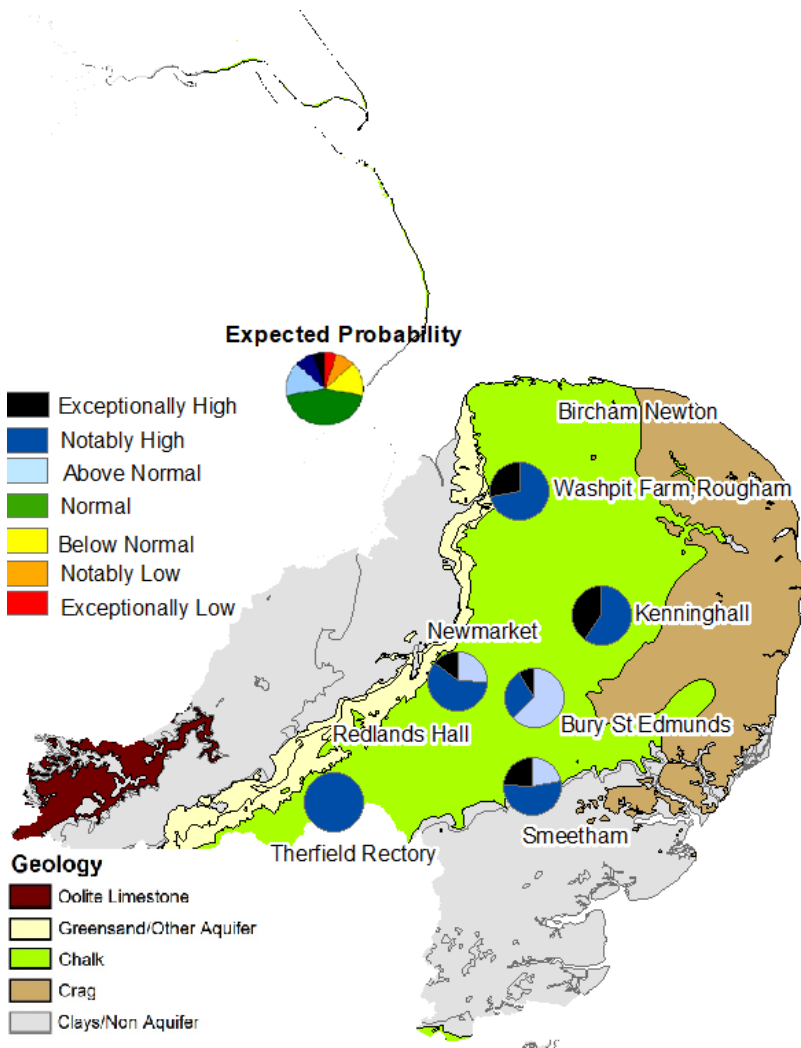
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the surface water flow at each site being, for example, exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2024

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

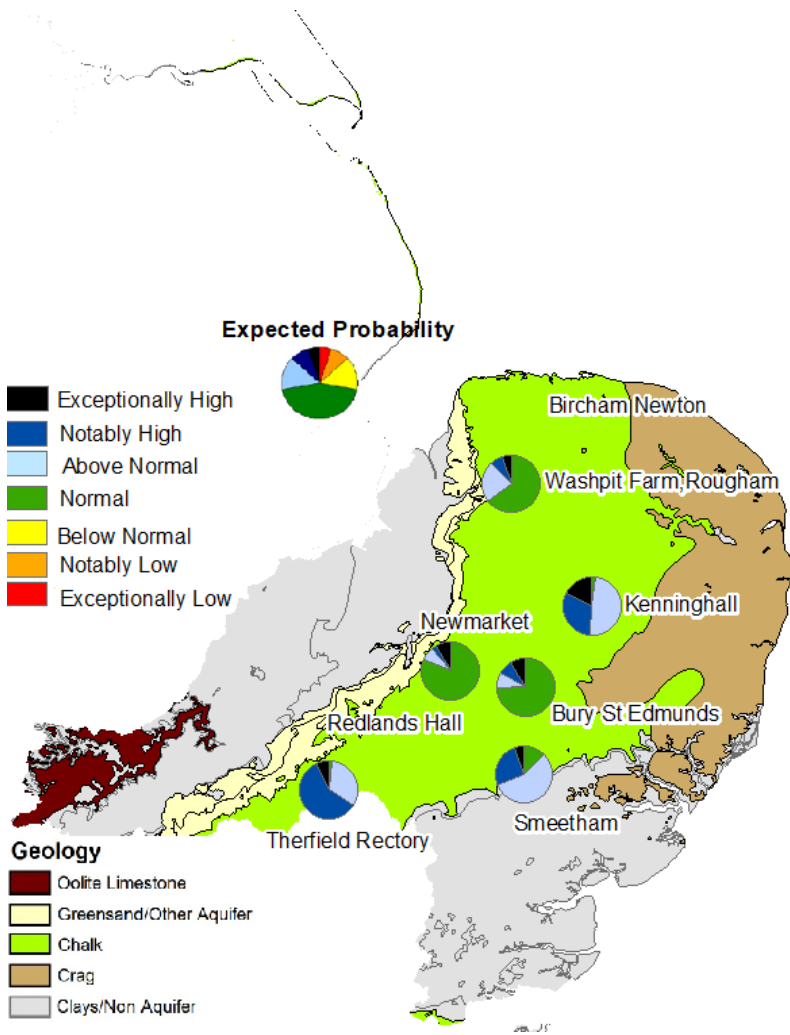
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency)
 Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2024

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

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



Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2024

8 Glossary

8.1 Terminology

Aquifer

A geological formation able to store and transmit water.

Areal average rainfall

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

Artesian

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

Artesian borehole

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

Cumecs

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

Effective rainfall

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

Flood alert and flood warning

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

Groundwater

The water found in an aquifer.

Long term average (LTA)

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

mAOD

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

MORECS

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

Naturalised flow

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

NCIC

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

Recharge

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

Reservoir gross capacity

The total capacity of a reservoir.

Reservoir live capacity

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

Soil moisture deficit (SMD)

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

8.2 Categories

Exceptionally high

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

Notably high

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

Above normal

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

Normal

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

Below normal

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

Notably low

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

Exceptionally low

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

9 Appendices

9.1 Rainfall table

Hydrological area	Jan 2024 rainfall % of long term average 1961 to 1990	Jan 2024 band	Nov 2023 to January cumulative band	Aug 2023 to January cumulative band	Feb 2023 to January cumulative band
Broadland Rivers	107	Normal	Above normal	Exceptionally high	Exceptionally high
Cam	123	Normal	Above normal	Exceptionally high	Exceptionally high
Central Area Fenland	125	Normal	Notably high	Exceptionally high	Exceptionally high
East Suffolk	113	Normal	Above normal	Exceptionally high	Exceptionally high
Little Ouse And Lark	107	Normal	Notably high	Exceptionally high	Exceptionally high
Lower Bedford Ouse	130	Above Normal	Notably high	Exceptionally high	Exceptionally high
North Essex	100	Normal	Notably high	Exceptionally high	Notably high
North Norfolk	116	Normal	Above normal	Exceptionally high	Notably high
Nw Norfolk And Wissey	111	Normal	Notably high	Exceptionally high	Exceptionally high

South Essex	88	Normal	Above normal	Above normal	Above normal
Upper Bedford Ouse	118	Normal	Notably high	Notably high	Exceptionally high

9.2 River flows table

Site name	River	Catchment	Jan 2024 band	Dec 2023 band
Abbey Heath	Little Ouse	Little Ouse	Notably high	Notably high
Blunham	Ivel	Ivel	Notably high	Notably high
Bramford	Gipping	Gipping	Exceptionally high	Notably high
Burnham Overy	Burn	Burn	Exceptionally high	Notably high
Burnt Mill	Rhee	Rhee	Exceptionally high	Exceptionally high
Cappenham	Tove	Tove	Above normal	Notably high
Colney	Yare	Yare	Notably high	Notably high
Denver	Ely Ouse	Cutoff and Renew Channel	Above normal	Notably high
Dernford	Cam	Cam	Notably high	Notably high
Ingworth	Bure	Bure	Above normal	Notably high
Lexden	Colne	Colne Essex	Above normal	Notably high
Marham	Nar	Nar	Notably high	Above normal
Needham Weir Total	Waveney (lower)	Waveney	Notably high	Notably high

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

9.3 Groundwater table

Site name	Aquifer	End of Jan 2024 band	End of Dec 2023 band
Biggleswade	Ivel Woburn Sands	Notably high	Notably high
Breckland	Wissey Chalk		Notably high
Bury St Edmunds	Upper Lark Chalk	Notably high	Exceptionally high
Castle Farm, Offton	East Suffolk Chalk		Exceptionally high
Gog Magog, Stapleford	Cam Chalk	Notably high	Notably high
Hazlewood Common	East Suffolk Crag		Normal
Hindolveston	Norfolk Chalk		Above normal
Kenninghall	Little Ouse Chalk	Exceptionally high	Exceptionally high
Linton	Cam Chalk	Notably high	Notably high
Newmarket	Snail Chalk	Notably high	Notably high
Old Primary School, South Creake	North Norfolk Chalk		Exceptionally high
Rook Hall, Braiseworth	East Suffolk Chalk		Normal

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

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	27	0	0	0
Below normal	25	4	0	21	0
Normal	50	38	57	50	53
Above normal	14	11	21	13	26
Notably high	9	13	13	13	16
Exceptionally high	2	9	9	4	5

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	2	7	0	2	16
Normal	66	79	50	64	55
Above normal	23	2	14	25	16
Notably high	7	2	29	7	8
Exceptionally high	2	11	7	2	5

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

Percentage of pie chart for each band

Site	Therfield Rectory	Newmarket	Washpit Farm	Kenninghall	Bury St Edmunds	Smeetham
Exceptionally low	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
Below normal	0.0	0.0	87.5	0.0	0.0	0.0
Normal	0.0	0.0	12.5	0.0	0.0	0.0
Above normal	0.0	25.7	0.0	0.0	62.9	22.2
Notably high	100.0	60.0	0.0	60.0	28.6	53.7
Exceptionally high	0.0	14.3	0.0	40.0	8.6	24.1

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	Kenninghall	Bury St Edmunds	Smeetham
Exceptionally low	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
Below normal	0.0	0.0	12.5	0.0	0.0	0.0
Normal	1.8	81.1	59.4	2.2	74.3	13.0
Above normal	32.1	8.1	3.1	48.9	8.6	55.6
Notably high	58.9	2.7	9.4	31.1	8.6	25.9
Exceptionally high	7.1	8.1	3.1	17.8	8.6	5.6

Interim report on progress with the FWAG project in Stockbridge Meadows to re-introduce the Great Crested Newt.

Following an expression of interest from Melbourn Parish Council representatives from the FWAG project met with John Travis and Les Brierley in Stockbridge Meadows. On inspection of the proposed site the FWAG team found it to be suitable to progress as one of the potential pond projects they are funding. This decision is dependent on various actions and investigations being undertaken during 2023.

Trench dug January 2023.

Firstly, the site had to demonstrate that any pond created would have water throughout a normal year. To ascertain this a contractor dug a trench one metre deep at the proposed site in January 2023. RMRG volunteers monitored the water level in the trench throughout 2023 and photos are shown below. Although, the trench was shallower than requested there was varying water levels through the year but the trench was never completely dry. Safety measures were taken at the site with the trench area being fenced and placing planks in the water for wildlife to escape if they fell in.

The soil is chalk but the trench retained various levels of water throughout the year

Photos of trench throughout 2023 – appendix a

Lining the Pond – If the site is considered suitable the pond will most probably need to be lined with clay to ensure it is waterproof. The trench has retained water at varying levels throughout 2023 but as the soil is mainly chalk, clay lining could be required. Artificial pond liners are not acceptable to the FWAG project representatives. The nearest provider of puddling clay we have found is in Bedford.

The next step is for Melbourn Parish Council to provide the FWAG project team with the above information and for them to revisit the site if it has met their requirements.

Les and Maureen Brierley

Appendix A



March 2023



April 2023



June 2023



September 2023



October 2023



October 2023



December 2023

Water was evident in the trench throughout the year. The depth of water ranged from 4" at its lowest to 20" being the highest. The average depth was 10".

parish clerk

From: [REDACTED]
Sent: 05 January 2024 19:07
To: 'Parish Clerk'
Subject: [REDACTED]

Flag Status: Flagged

[REDACTED]

You will be aware that before Christmas a vehicle approaching the nature reserve car park in Stockbridge Meadows was involved in an accident. This occurred shortly before mid-night and reminded me that I raised with your predecessor the fact that the sign in the car park prohibits parking between 11pm and 7am. I believe this was a copy of the sign in the village car park opposite the Hub. These hours are inappropriate for a nature reserve car park, where parking should cease at dusk. I'd appreciate the sign being replaced or amended in this respect.

Regards

[REDACTED]

[REDACTED]

FLAT PACKED STORAGE CONTAINER 3M X 2.1M



Quickfind Code: 251
Part Number: SALE 3M FLATPACKED STORE - POWD

£1,560.00 (exc. VAT)

£1,872.00 (inc. VAT)

Special Offer Free touch-up spray (RAL6005) with this store when purchased online. To claim this offer add the free touch-up spray from the product options into your basket

Available to purchase now

QUANTITY:



Add to Basket

To calculate delivery charges, first add this product to your basket and then enter your postcode.

Click and Collect is available on this product. Choose this option during the checkout process.

PRODUCT DETAILS

This powder coated 3m flat pack storage container is light enough to be man handled and the components are small enough to fit through small passageways. No need for cranes, forklifts or specialist tools. Just a socket set – and you're away!

Ideal for use at home, work, school or construction, to protect tools, materials, sports equipment, garden equipment, outdoor furniture and personal belongings from theft and the weather.

Once erected, it can be lifted from its lifting eyes with a cargo on board.

This 3m flat packed store can be linked to another flat packed store unit to form large open plan areas of storage space as required (side by side and end to end).

NEW 3M FLAT PACK STORAGE CONTAINER (POWDER COATED) FEATURES

- Fully galvanised body
- Less storage space when not in use
- Simple assembly
- Fully expandable (modular) capability
- Low cost

The newly improved flat packed store now comes with a double locking system for additional security at no extra cost.

PRODUCT SPECIFICATIONS

External Length (m)
2.95

External Width (m)
2.14

External Height (m)
2.09

Internal Length (m)
2.80

Internal Width (m)

Internal Height (m)
2.00

Door Width (m)
1.25

Door Height (m)
1.80

Show all

PRODUCT DOWNLOADS

- Product Profile
- Flat Pack Store Instructions
- Layout Drawing (QF251)
- Site Storage Brochure

PRODUCT OPTIONS

Options to include with this product can be selected below or when you have added this product to your basket. Click an option to view additional information.



Free Touch Up Spray for Flat Pack Office/Store (Green RAL 6005) ⓘ

£0.00 (exc. VAT)



PRODUCT ACCESSORIES

Accessories to include in your order can be selected below or once you have added this product to your basket. Click an accessory to view additional information.

> FLAT PACK SHELVING – SINGLE TIER

> FLAT PACK SHELVING – TWO TIER

> FLAT PACK LINKING KITS

> FLAT PACK SECURITY

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> LEVELLING

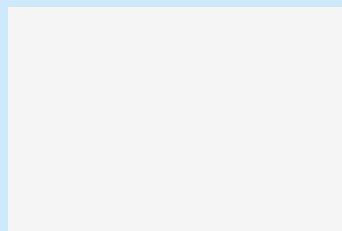
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CONTAINER BUNDLE (POWDER COATED)**
(QF: 972)

Two x 3m Flat packed Stores Linked End-on-End
(Green)

£3,191.00 + VAT



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3M X 2.1M**
(QF: 34)

Flat Packed Bundled Store 3m x 2.1m

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(QF: 971)

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REFERENCE NO: Q011688

Pro-forma Date: 11/12/2023

Unit 1 Red House Farm Business Units
Bacton Stowmarket IP14 4LE

01449 782123

accounts@portablespace.co.uk

CUSTOMER DETAILS

Melbourn Parish Council
30 High St

Melbourn

SG8 6DZ

SITE ADDRESS

Melbourn Parish Council
30 High St

Melbourn

SG8 6DZ

ITEM CODE/DESCRIPTION	QTY	Price	Total
Sale 3X2.1M Flatpacked Store Powder Coated	1	£1,560.00	£1,560.00
- Delivery Per Unit	1	£204.00	£204.00
Sale Locking Bar: Added Door Security- Inc Padlock	1	£136.00	£136.00

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All prices are subject to VAT and stock availability, your quote is valid for 7 working days, our minimum hire period is 4 weeks
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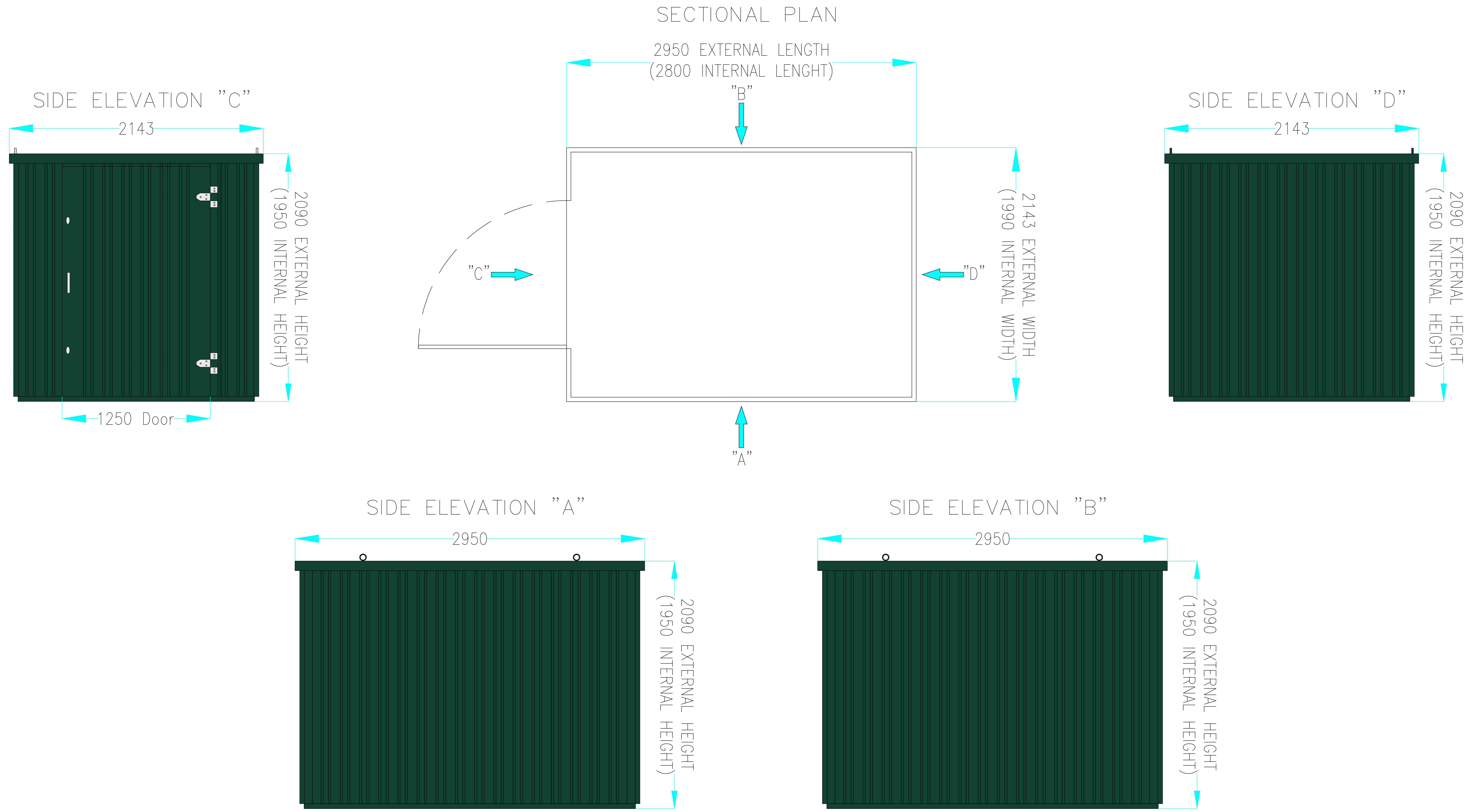
Portable Space Ltd Account no 74341323 Sort code 405162

GOODS VALUE: £1,900.00

TOTAL VAT: £380.00

INVOICE TOTAL: £2,280.00





Unit 1, Red House Farm Business Units, Bacton, Suffolk, IP14 4LE
 Tel: 01449 782123
 Fax: 0845 3311434

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2	<input type="checkbox"/> CLIENT APPROVED
3	<input type="checkbox"/> ISSUED FOR MANUFACTURE
4	<input type="checkbox"/> AS BUILT

COLOUR: Green to RAL 6005

OVERALL CAPACITY (M3):	*
UNLADEN WEIGHT (KG)	*
MAXIMUM LADEN WEIGHT (KG)	*
MAXIMUM LIFT WEIGHT (KG)	*

	DISTRIBUTION BOARD
	2Kw PANEL HEATER
	TUBULAR HEATER
	HIGH LEVEL FAN HEATER
	RED BULKHEAD 16W PLS
	1500mm VAPOUR PROOF FLUORESCENT LIGHT
	BULKHEAD LIGHT
	WATER HEATER
	13A TWIN SOCKET - LOW
	13A TWIN SOCKET - HIGH

	SWITCH SPUR
	WALL LIGHT SWITCH
	PULL LIGHT SWITCH
	THERMOSTAT
	EXTRACTION FAN
	SHOWER HEATER
	FROST STAT
	VENT
E.S	12mm EARTHING STUD

Additional Details:

Title		
PORTABLE SPACE LTD: 3M FLAT-PACK STORE UNIT		
Unit Type		
3M FLAT-PACK STORE UNIT		
Date	Scale	Drawn By
15-03-19	N.T.S	LG
Q No.	Drawing No.	Rev.
*	QF-251	0
Revision Details:		
*		

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Our general purpose [flat-pack storage units](#) are simple to build and easy to relocate, making them perfect for a wide range of everyday storage needs.

The units are easily assembled and require no special tools for construction – just the nuts and bolts supplied. They are just as easily disassembled without compromising the structure, allowing you to move the unit or store it flat when not in use.

Our general storage units are available in galvanised or powder coated finishes and are available in [three sizes](#). Bespoke sizes are also available on request.

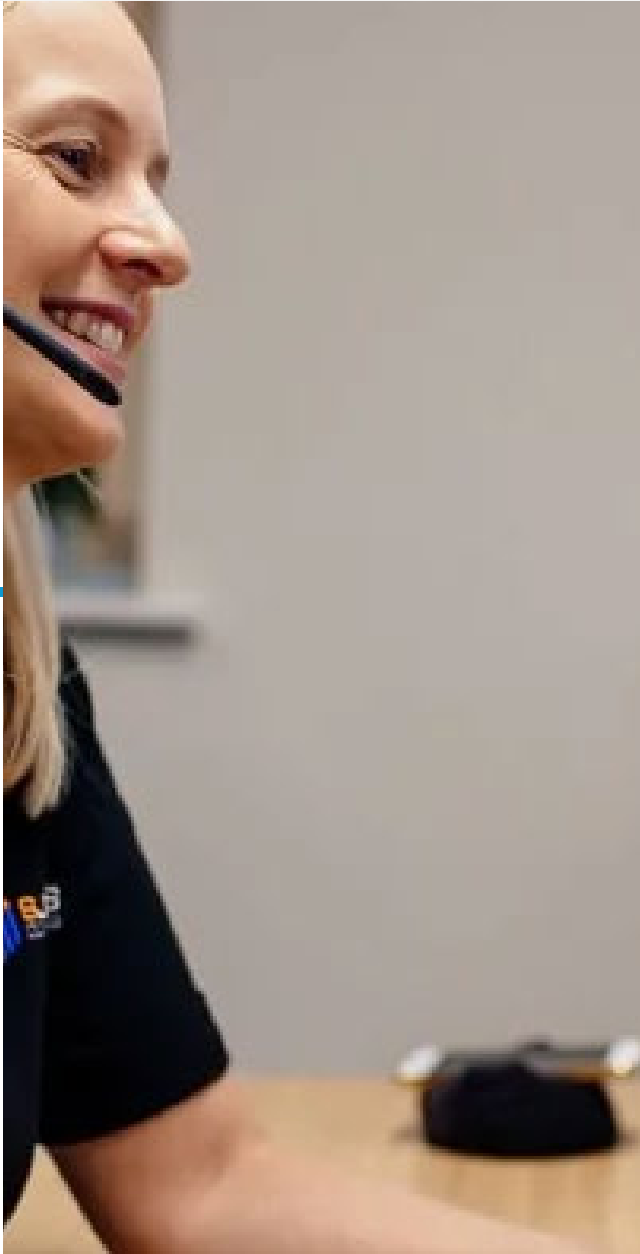
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Things To Know About Our General Purpose Storage Units


- Our general purpose storage units are made from high quality materials resulting in a brilliant finish.
- The high quality unit frame is strong and robust, taking advantage of a box profile made from galvanised steel. The roof panel of the unit features two integral gutters to drain rain water efficiently from the enclosure corners.
- Fabricated using coated galvanised steel sheets, and joined by a spot welding process, the unit door panel can easily be fitted to suit your needs. Doors are equipped with a handle, central roller catch and 1250mm euro deadlock, so your storage unit is secure and ready to use straight away.




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- The unit sides and roof are fabricated from strong galvanised steel panels.
- The flat-pack units feature box profile roofing sheets which are not only aesthetically pleasing but also able to withstand wind and rain.
- The flat-pack unit roof also has two integral gutters for effective drainage of rainwater from all the corners of the unit.

High-Quality Door

- The unit door frames are made from 0.5mm galvanised steel sheets coated with cold formed powder for improved strength and surface finish.
- The galvanised steel sheet door frames are fused together using an efficient and clean spot-welding process.
- The doors can be installed anywhere in the unit to suit your specific requirements.
- The unit doors measure at approximately 1250mm wide, outward opening and are mounted on the right and left. The doors are also equipped with a door handle and central roller catch for ease of use.
- For security, a 1250mm euro deadlock is fitted which can be easily replaced if needed.

Brilliant Finish

- General purpose flat-pack units are available powder coated in green (RAL6005) or blue (RAL5010) so they are more aesthetically pleasing and blend into the surroundings.
- If you require a different colour, customised powder coating is also available with a range of RAL colours available on demand.

Delivery with Peace of Mind

- Units are delivered flat-packed so can be transported easily into the desired location.
- All portable storage units are packed to protect them against damage during transportation and while unloading the material on sites.

General Purpose Storage Units Technical Data

Feature

2x2 metres

2x3 metres







2x4 metres



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(approx.)	2100mm		3100mm		4100mm	
Width (approx.)	2150mm		2150mm		2150mm	
Height flat-packed (approx.)	300mm		300mm		300mm	
Height assembled (approx.)	2100mm		2100mm		2100mm	
Weight (approx.)	275kg		355kg		545kg	
Door Width (approx.)	1250mm		1250mm		1250mm	

See what our customers say about us!


[Reviews](#)

★★★★★ Tom

28th Jan 2024

Great service from first contact to delivery, Elisha answered all my queries by email promptly so we had clear knowledge of the product. Delivery driver called an hour before just as they said he would, then

[Read more](#)

★★★★★ Stephen

23rd Jan 2024

From the initial enquiry to the final delivery, the service was exceptional. The staff were friendly and professional, and the containers were delivered on time and in perfect condition. I would highly recommend SJONES Containers to anyone looking for a reliable and efficient container hire service.



Can we help?

Interested in our containers? [Get in touch with one of our container experts.](#)

[Get a Quote](#)

Prepared For:

 Melbourn Parish Council
 parishclerk@melbournparishcouncil.gov.uk

QUOTATION

Your Contact:

 Elisha Ramsell
 Sales Account Manager

01922 741752

Elisha.Ramsell@sjonescontainers.co.uk

Quotation Reference: QTO118108 - Melbourn Parish Council

Date: 11/12/2023

QUOTATION DETAIL

Qty	Description	Price each (ex-VAT)	Quantity Required
1	2m x 3m GREEN flatpack unit (2910 x 2149 x 2093mm)	£1,800.00	<input type="checkbox"/>
1	Delivery charge (Optional - SELECTED)	£295.00	<input type="checkbox"/>
1	Installation charge (Optional - SELECTED)	£270.00	<input type="checkbox"/>
1	Locking Bar	£110.00	<input type="checkbox"/>
		£2205 ex build	

ADDITIONAL INFORMATION

* Transport and delivery are supplied strictly in accordance with our Transport and Delivery Terms which can be found at the end of the Quotation document. The transport price includes half an hour for off-loading from time of arrival of vehicle on site. Thereafter vehicle time is charged per hour, with rates starting from £85 per hour, this varies dependant on haulier.

We guarantee that our containers are supplied with watertight doors and working door gear. Please appreciate that ex-shipping containers tend to show cosmetic wear and slight damage that will not impede the performance of the box for storage.

All transactions are subject to S Jones Containers Limited standard Terms and Condition of Business, available upon request.

Stockbridge – wish list

- Waders x 2
- Ladder x 2
- Strimmer
- Loppers
- Shears
- Scythes
- Hay rake
- Lawn rake
- Fork
- Spade
- Secateurs
- Tree saw

Committee to approve a budget for spend.

Equipment to be shared across all Wardens.

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	
Moor Play Park	24.1.24 <i>MM</i>	30.1.24 <i>S</i>	5.2.24 <i>S</i>	12.2.24 <i>MM</i>	
Village Car Park	24.1.24 <i>MM</i>	30.1.24 <i>S</i>	5.2.24 <i>S</i>	12.2.24 <i>MM</i>	
War Memorial	24.1.24 <i>MM</i>	30.1.24 <i>S</i>	4.2.24 <i>S</i>	12.2.24 <i>MM</i>	
Littlehands and Access Way	24.1.24 <i>MM</i>	30.1.24 <i>S</i>	4.2.24 <i>S</i>	12.2.24 <i>MM</i>	
New Rec. Ground	24.1.24 <i>MM</i>	30.1.24 <i>S</i>	5.2.24 <i>S</i>	12.2.24 <i>MM</i>	
Clear Cres.Play Park	24.1.24 <i>MM</i>	30.1.24 <i>S</i>	5.2.24 <i>S</i>	12.2.24 <i>MM</i>	
Orchard Road Cemetery	24.1.24 <i>MM</i>	30.1.24 <i>S</i>	5.2.24 <i>S</i>	12.2.24 <i>MM</i>	
New Road C/metry	24.1.24 <i>MM</i>	30.1.24 <i>S</i>	5.2.24 <i>S</i>	12.2.24 <i>MM</i>	
Old Recreation Ground	24.1.24 <i>MM</i>		5.2.24 <i>S</i>		
Pavilion	24.1.24 <i>MM</i>		4.2.24 <i>S</i>		
Stockbridge M.	29.1.24 <i>MM</i>		<i>RFC</i>		
Worcester Way	24.1.24 <i>MM</i>		5.2.24 <i>S</i>		
BMX Site (Summer & only if open)					

MELBOURN PARISH COUNCIL

Doc. No.: 4.23

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Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	24.1.24 <i>PM</i>		5-2-24 <i>S</i>	
All Saints' C/Yard	24.1.24 <i>PM</i>		4-2-24 <i>S</i>	
Jubilee Orchard	24.1.24 <i>PM</i>		5-2-24 <i>S</i>	
Fire Engine Shed				12.2.24 <i>PM</i>
Armingford Cres.				12.2.24 <i>PM</i>
Beechwood Avenue		30-1-24 <i>S</i>		
Chalkhill Barrow		30-1-24 <i>S</i>		
Elm Way		29-1-24		
Millennium Copse		29-1-24		

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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	24.1.24			
		12.2.24			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

Damage and vandalism notes

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
24/01/2024	Leech & Sons / Garage	Asbestos sheeting and drain pipe flytipped	Warden			Reported on SCDC flytipping page. Contacted Leech for cctv but none available. Unfortunately this falls on private land and SCDC wont collect. Arranged paid collection for public safety.
25/01/2024	Clear Crescent play area	Resident contacted us re the antisocial behaviour in the park - complaints of noisy and antisocial behaviour. Lots of litter and gum etc left after each visit.	Resident	PCSO		Office have responded advising of the report tool for antisocial behaviour on the Cambridgeshire Police website, and contacted local PCSO to see if they can include CC in their cover.
25/01/2024	High Street bus stop	Graffiti on the stone and walls	Resident			Work with Wardens to see if we can remove it.
31/01/2024	Pavilion	Broken Defib sign.	Warden			Office to source replacement. Wardens to fit.
01/02/2024	Brooksbank Ha Ha	3 MVC students crossing from the playing field to Brooksbank through the haha - damaged fence.	Resident			Resident informed MVC. MVC responded as taking action. Wardens to check for damage.

From: [REDACTED]
To: [REDACTED]
Cc: parishclerk@melbournparishcouncil.gov.uk; [REDACTED]
Subject: FW: BREAKING DOWN THE Ha-Ha FENCE INTO BROOKSBANK
Date: 01 February 2024 15:54:52
Importance: High

Dear [REDACTED],

Thank you for taking the time to let us know.
I will ask our site team to inspect the damage as soon as possible and to initiate some repairs.
We will also attempt to identify the students involved and speak to them and their parents about this disrespectful behaviour.

I am also intrigued by the prospect of our grazing cows on the field; I am fairly certain we would never take up the right, but if education budgets shrink further, it is good to know our options!

Wishing you the very best,

[REDACTED]
Head of School

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

From: [REDACTED]
Sent: Thursday, February 1, 2024 3:39 PM
To: [REDACTED]
Cc: parishclerk@melbournparishcouncil.gov.uk
Subject: BREAKING DOWN THE Ha-Ha FENCE INTO BROOKSBANK
Importance: High

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear [REDACTED],

I found 3 of your male pupils, at about 15:10 hours just now (1st February) and all about 14 years old, trying to cross from the playing field on which I have a covenant, through the Ha-ha into Brooksbank. They eventually succeeded with scratches.

In doing this they damaged the fence, which now needs repair. I spoke to them politely with a view to discouraging them from repeating this behaviour.

Formally speaking they contravened the covenant and would make it dangerous to motorists if you ever should take up your option of grazing cows on the land (which is your right) since the cows could escape over the broken down fence into the High Street!

More practically, this damaged either your property or public Council property and needs to be stopped. So I hope you can prevent this happening again and expedite repairs to the fence in consultation with the Parish Council.

Many thanks for your attention.

Yours sincerely,

[REDACTED]



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

4th Feb 2024

Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

Dear Abbi

As we discussed, the boundary hedge is in desperate need of a good hard cut back, the branches will be touching the ground when they come into leaf & also looks very untidy.

We would cut back as far as possible, not quite to the fence, chip the debris & removing from site (probably the allotments)

The area would be left neat & tidy afterwards

This could then be added to the new contract, once a year trim up would keep it nice

Total £580.00 x Vat

Kind Regards

Justin Willmott



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

4th Feb 2024

Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

Dear Abbi

Following on from our visit to the cemetery, were quoting to remove all dead or struggling shrubs in the two beds we looked at.
All would be cut down/removed & roots dug out.
Rotivate a couple of times ready to be re planted/grassed

Total £360.00 x Vat

Kind Regards

Justin Willmott

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL
Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk
VAT Reg: 987421972 Company number: 6936328

83 High Street – maintenance



Notes

- Garden volunteer reported dumped leaves and gravel debris in the garden (shown below) – leading to possible damage to the wall and the inability to grow anything in the area
- Office wrote to resident neighbouring the memorial garden and learnt about previous historical agreement with Parish Council to help with removal of leaves etc
- Proposal: Wardens to work with resident to clear leaves twice a year and remove from site



Clear Crescent Play Park – Maintenance Update

As of Monday of this week, Wicksteed have almost completed the general repair works to Clear Crescent Play Park. The cableway is still undergoing some repairs, but we expect this to be complete by the end of the week, with the removal of waste material, and temporary safety fencing.

Regarding the resurfacing, having re checked the ROSPA report all areas mentioned are currently sitting at a medium/low risk level.

There has been some confusion as to the areas quoted for resurfacing, all 3 quotes that have come in are just for the area under the swings and the agility bars as shown below. The area under the netted climber was a lower risk level so the providers did not quote for that area.

Primary Items

Agility Bars - 3 Tier

Manufactured by HAGS Play Ltd



Standards:

EN 1176-1:2017

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

Maintenance Finding

Description

Surface needs repair.

Tasks

Replace.

Note

Grass mats are damaged. Replace.

Risk level:

Medium

Risk score:

10

Finding Photos



Primary Items

Swing - Mixed - 3 Bay 1 Accessible 1 Basket 3 Junior Seat (2300 mm)

Manufactured by Wicksteed Leisure Ltd



Standards:

EN 1176-1:2017, EN 1176-2:2017

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

Maintenance Finding

Description

Surface needs repair.

Tasks

Replace.

Note

Grass mats missing and loose.

Risk level:

Medium

Risk score:

9

Finding Photos



I recommend that we delay the resurfacing decision until after the next ROSPA inspection (due in May), which will allow us to evaluate if the risk levels have changed at all and if any other works are needed.

Resurfacing will still need to happen at some point to all 3 areas highlighted, but the quotes received only include the 2 medium risk areas above.

Below is a comparative of the quotes received so far for the above 2 areas only.

	Wicksteed	Sovereign	HAGS
	£	£	£
Grand Total Quoted (Exc. VAT)	10,914.85	18,523.46	9,315.00
	£	£	
Cost breakdown per sqm - wetpour	114.14	144.85	
Cost breakdown per sqm - Rubber mulch		£	£
		0 355.91	125.03
		90 for swings (50mm depth, incl timber edging) & 36 for bars (40mm inc chase)	22sqm (80mm thick) for bars, 52.5sqm (50mm thick) for swings
Square Metres		90.5	
		£	
Optional subsidised waste removal	?	400.00	?
		Free for 5 yrs, 2x visits per yr	
Compliance Package	?	yr	?
Safety fencing & signage for duration of work	£	£	
	584.85	1,000.94	?
		£	
Overnight storage/ split deliveries	N/A	1,186.92	?
		£	
refill water supply	?	86.94	?
Guarantee	3 years	5 years	?
BS EN 1177 Compliant surfacing	Y	Y	?
PLI	?	Y	?
PII	?	Y	?
Free site visit prior to quote	N	Y	N

HAGS®

Inspection and Maintenance



Operational Inspection

Melbourn Parish Council

The Moor Play Area
The Moor, Royston, Cambridgeshire, SG8 6ED

Clockhouse Nurseries, Clockhouse Lane East, Egham, Surrey, TW20 8PG
t- 01784489100 w- <http://www.hags.co.uk> e- accountspay@hags.co.uk



Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
HAGS[®]			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>								

The Moor Play Area

Inspection Ref: 2256362

Site Ref: 102212

Operational Inspection - 4-January-2024 - 10:30 Inspector Stewart Bowmer

Risk Assessment: 8 Low Risk



Location:

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

i 6 - Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1

The tree canopy overhangs the equipment and is less than 2.0m away - Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

Finding 2

There is some tree debris on the surfacing - Remove and maintain

i 8 - Low Risk

Item: Playground Sign
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 9
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1

The item has been damaged - Monitor for any further deterioration and replace as required

Finding 2

The item has been severely damaged leaving sharp edges to remaining fixings - Replace item

i 6 - Low Risk

Item: Gate - Self Closing
Manufacturer: I.A.E. Fencing
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1
 The gate is closing too quickly (less than 4 seconds) and fails to close all the way - Take corrective action to ensure that the gate closes in 4-8 seconds

Finding 2
 The item has been damaged - Monitor for any further deterioration and replace as required

i 6 - Low Risk

Item: Gate - Maintenance
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1
 There is no padlock on the maintenance gate - Provide a padlock to secure the gate

Finding 2
 Fixings are damaged and/or have sharp edges - Repair or replace as required

i 6 - Low Risk

Item: Fence - Bow Top
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1 There is some damage to the fence sections - Monitor for any further deterioration and repair as required	Finding 2 There is some damage to the fence sections - Monitor for any further deterioration and repair as required
---	---

i 3 - Very Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 3
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1
 This item is satisfactory - no work required -

6 - Low Risk

Item: Picnic Table
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 3

Finding 1

There is some evidence of fire damage to the item - Monitor for any further deterioration and repair as required

Finding 2

There is some graffiti present - Remove the graffiti

Finding 3

There is excrement on site - Clean and maintain area

3 - Very Low Risk

Item: Cycle Rack
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 6 - Low Risk

Item: Steps
Manufacturer: Hags
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

The tree canopy overhangs the equipment and is less than 2.0m away - Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

i 6 - Low Risk

Item: 3 Bay Swing
Manufacturer: Hags
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 3

Finding 1

A number of fixing(s) have worked loose - Secure all loose fixings

Finding 2

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 3

There is some tree debris on the surfacing - Remove and maintain

i 8 - Low Risk

Item: Embankment Slide
Manufacturer: Hags
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. -
 Reinstate as required

i 4 - Very Low Risk

Item: Tunnel Mound
Manufacturer: Hags
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 4



- | | |
|--|--|
| Finding 1
Gaps have been taped! - Na | Finding 2
Filler has been used to fill gaps - Monitor |
| Finding 3
The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstate as required | Finding 4
There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers |

i 8 - Low Risk

Item: Cable Runway
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 2



- | | |
|--|---|
| Finding 1
The dampening spring or tyre is damaged or broken on the item - Replace spring or tyre | Finding 2
The loose fill safety surfacing has become compacted - Rake and fork over to aerate the surface |
|--|---|

i 6 - Low Risk

Item: Giant Rope Swing
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

There is some wear to the shackles x 4 quick links - Monitor for any further deterioration and replace when 40% worn

i 5 - Very Low Risk

Item: Inclusive Roundabout
Manufacturer: Hags
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes




Total Findings: 1

Finding 1

Wet pour sinking at edge causing trip hazard 2 lm - Monitor repair

i 8 - Low Risk

Item:	Rocking Horse
Manufacturer:	Not Identified
Surface Type:	Grass Matrix Tiles
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes




Total Findings: 5

<p>Finding 1</p> <p>The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability</p>	<p>Finding 2</p> <p>The tree canopy overhangs the equipment and is less than 2.0m away - Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment</p>
<p>Finding 3</p> <p>The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstate as required</p>	<p>Finding 4</p> <p>The bearing is showing signs of wear - Monitor for any further deterioration and replace as required</p>
<p>Finding 5</p> <p>There is excrement on site - Clean and maintain area</p>	

i 8 - Low Risk

Item:	See Saw
Manufacturer:	Hags
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes



Total Findings: 1

Finding 1

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstate as required

i 8 - Low Risk

Item: Bouncing Facility
Manufacturer: 1 Move
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 2

Finding 1

There are trip hazards at the edges of the surface 8lm - Reinstate surrounding surface levels to remove the trip points

Finding 2

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstate as required

i 8 - Low Risk

Item: Spring Pig
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstate as required

i 8 - Low Risk

Item: Spring Sheep
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface - Consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained for the equipment and replace as required

i 8 - Low Risk

Item: Basket Ball Goal
Manufacturer: Hags
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1

There are weeds/vegetation growth between or around the edges of the surfacing - Remove weeds/vegetation growth

Finding 2

There is algae or moss on the surface of the equipment - Clean and treat appropriately

i 6 - Low Risk

Item: Shelter
Manufacturer: Unknown
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

Findings information

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The tree canopy overhangs the equipment and is less than 2.0m away

Action: Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

i 6 - Low Risk (Finding 2)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: There is some tree debris on the surfacing

Action: Remove and maintain

i 6 - Low Risk (Finding 1)

Item: Signs - Playground Sign
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The item has been damaged

Action: Monitor for any further deterioration and replace as required

i 8 - Low Risk (Finding 2)

Item: Signs - Playground Sign
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The item has been severely damaged leaving sharp edges to remaining fixings

Action: Replace item

i 6 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: I.A.E. Fencing
Risk Level: L - Low Risk
Surface: Tarmac



Finding: The gate is closing too quickly (less than 4 seconds) and fails to close all the way
Action: Take corrective action to ensure that the gate closes in 4-8 seconds

i 6 - Low Risk (Finding 2)

Item: Gates - Gate - Self Closing
Manufacturer: I.A.E. Fencing
Risk Level: L - Low Risk
Surface: Tarmac



Finding: The item has been damaged
Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 1)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is no padlock on the maintenance gate

Action: Provide a padlock to secure the gate

i 6 - Low Risk (Finding 2)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: Fixings are damaged and/or have sharp edges

Action: Repair or replace as required

i 6 - Low Risk (Finding 1)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some damage to the fence sections

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 2)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some damage to the fence sections

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Picnic Table
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some evidence of fire damage to the item **Action:** Monitor for any further deterioration and repair as required

i 2 - Very Low Risk (Finding 2)

Item: Ancillary Items - Picnic Table
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass



Finding: There is some graffiti present

Action: Remove the graffiti

i 5 - Very Low Risk (Finding 3)

Item: Ancillary Items - Picnic Table
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass



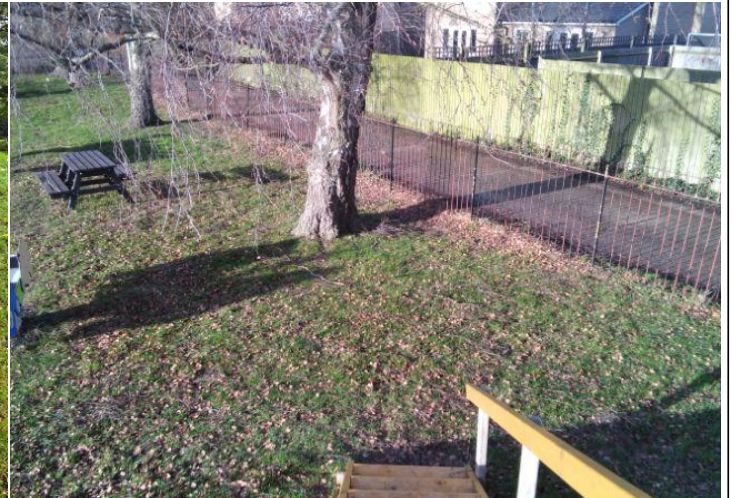
Finding: There is excrement on site

Action: Clean and maintain area

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Steps
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass



Finding: The tree canopy overhangs the equipment and is less than 2.0m away

Action: Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

i 6 - Low Risk (Finding 1)

Item: Swings - 3 Bay Swing
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

i 6 - Low Risk (Finding 2)

Item: Swings - 3 Bay Swing
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

i 6 - Low Risk (Finding 3)

Item: Swings - 3 Bay Swing
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is some tree debris on the surfacing

Action: Remove and maintain

i 8 - Low Risk (Finding 1)

Item: Other - Embankment Slide
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. **Action:** Reinstate as required

i 0 - Risk Assessment not Undertaken (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Hags

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass Matrix Tiles



Finding: Gaps have been taped!

Action: Na

i 0 - Risk Assessment not Undertaken (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Hags

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass Matrix Tiles



Finding: Filler has been used to fill gaps

Action: Monitor

i 8 - Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. **Action:** Reinstate as required

i 4 - Very Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Hags

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is/are bolt cap covers missing or damaged on the item **Action:** Replace missing or damaged bolt cap covers

i 8 - Low Risk (Finding 1)

Item: Other - Cable Runway
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The dampening spring or tyre is damaged or broken on the item

Action: Replace spring or tyre

i 4 - Very Low Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Hags

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: The loose fill safety surfacing has become compacted

Action: Rake and fork over to aerate the surface

i 6 - Low Risk (Finding 1)

Item: Swings - Giant Rope Swing
Manufacturer: Hags
Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some wear to the shackles x 4 quick links
Action: Monitor for any further deterioration and replace when 40% worn

i 5 - Very Low Risk (Finding 1)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Hags
Risk Level: V - Very Low Risk
Surface: Wet Pour



Finding: Wet pour sinking at edge causing trip hazard 2 Im
Action: Monitor repair

i 6 - Low Risk (Finding 1)

Item: Rocking Equipment - Rocking Horse
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 2)

Item: Rocking Equipment - Rocking Horse
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The tree canopy overhangs the equipment and is less than 2.0m away

Action: Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

i 8 - Low Risk (Finding 3)

Item: Rocking Equipment - Rocking Horse
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.

Action: Reinstate as required

i 4 - Very Low Risk (Finding 4)

Item: Rocking Equipment - Rocking Horse
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: The bearing is showing signs of wear

Action: Monitor for any further deterioration and replace as required

i 5 - Very Low Risk (Finding 5)

Item: Rocking Equipment - Rocking Horse
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is excrement on site

Action: Clean and maintain area

i 8 - Low Risk (Finding 1)

Item: Rocking Equipment - See Saw
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.
Action: Reinstate as required

i 8 - Low Risk (Finding 1)

Item: Other - Bouncing Facility
Manufacturer: 1 Move

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There are trip hazards at the edges of the surface
 8lm
Action: Reinstate surrounding surface levels to remove the trip points

i 8 - Low Risk (Finding 2)

Item: Other - Bouncing Facility
Manufacturer: 1 Move

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. **Action:** Reinststate as required

i 8 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring Pig
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles

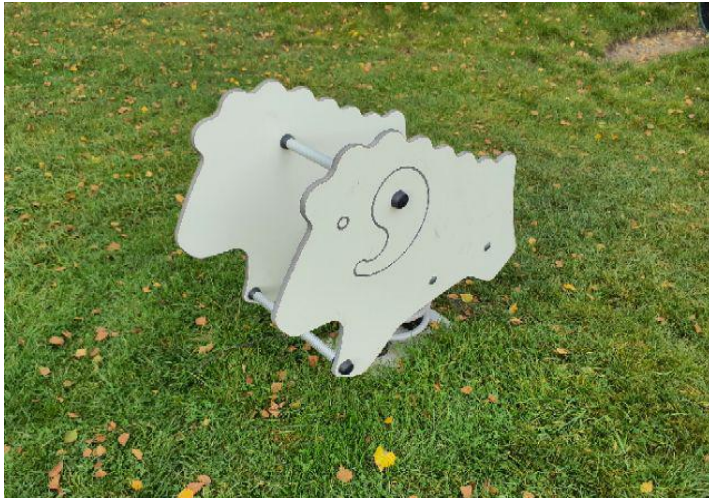


Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. **Action:** Reinststate as required

i 8 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring Sheep
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface

Action: Consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained for the equipment and replace as required

i 6 - Low Risk (Finding 1)

Item: Multi Use Games Area - Basket Ball Goal
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There are weeds/vegetation growth between or around the edges of the surfacing

Action: Remove weeds/vegetation growth

i 8 - Low Risk (Finding 2)

Item: Multi Use Games Area - Basket Ball Goal
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is algae or moss on the surface of the equipment

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Shelter
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Concrete



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint

Completed Findings Information

The following items have been marked as complete by the inspector during the course of this inspection.

6 - Low Risk (Finding 1) - Marked as complete on 4-January-2024

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The litter bin is full



Action: Empty and review the collection routine

12 - Moderate Risk (Finding 1) - Marked as complete on 4-January-2024

Item: Swings - 3 Bay Swing
Manufacturer: Hags

Risk Level: M - Moderate Risk
Surface: Wet Pour



Finding: The end seat has gone and requires replacing



Action: Replace damaged seat

i 4 - Very Low Risk (Finding 1) - Marked as complete on 4-January-2024

Item: Other - Tunnel Mound
Manufacturer: Hags

Risk Level: V - Very Low Risk
Surface: Grass



Finding: The safety surface under or around this unit has been damaged

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 1) - Marked as complete on 4-January-2024

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

4th Feb 2024

Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

Dear Abbi

Following on from our visit to the cemetery entrance, were quoting to widen the entrance allowing a better turn in to the cem & also allow the resident to park of the road as discussed.

We talked about removing the shrubs, needed & a good old trim up of the remaining removing elders etc.

Then we would dig out the agreed area to the correct depth, removing the debris from site. Install membrane & mot type 1 stone & compact correctly, once this was in place we would install timber edgings in the areas needing them.

As we discussed I think the woodchip option would be the better option as this would fit in with the surroundings & just continue spreading the woodchip into the remaining shrub area to ensure it all looked the same.

Should you feel anything is different than we discussed, or have any questions please let me know.

Total £2400.00 x Vat

Kind Regards

Justin Willmott

From: [REDACTED]

To: parishclerk@melbournparishcouncil.gov.uk

Subject: [REDACTED]

Date: 11 January 2024 14:17:59

Attachments: image002.png

Hi Abi

Had a bit of time before my next meeting so had a work out as below

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

Plant shrubs and bark

gravel grids and pegs £140 + vat

Gravel £70+ vat

80 mixed ground cover shrubs £480+ vat

Bark £140+ vat

Labour / dumping £650+ vat

£1480+ vat

Regards Kenny

Melbourn Parish Council

INVITATION TO QUOTE

QUOTE: General Maintenance

QUOTE REFERENCE NUMBER: MPC-GM2024

CLOSING DATE: 12 April 2024

DRAFT

Closing Date for Submission of Quotations: 12 April 2024, by 4pm - No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 15 April 2024.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Melbourn has a widespread stock of hedges, green planting and shrub areas that form part of roadsides and recreational spaces, a result of continuous road and housing development over many years.

Many of these have been assigned as the responsibility of Melbourn Parish Council to maintain. These areas require regular trimming and clearing, works may need to be carried out in sympathy with the natural world, for example the nesting season for birds.

Due to the nature of these areas it is not possible to create a fixed timetable of maintenance. Through this invitation to quote, it is intended to assign a 'preferred contractor' to these tasks. Work would be agreed according to need and season and then carried out at the individual visit rates proposed though this document. By this means, work can be agreed quickly by the Clerk and avoids the need to obtain competitive quotes for each job as it arises.

This Invitation to Quote excludes major tree management works, as these will be assigned to specialist contractors as a separate arrangement.

KEY INFORMATION

Quote:	General Maintenance
Quote reference number:	MPC-GM2024
Quotation availability date:	26 March 2024
Quotation deadline:	12 April 2024
Quotation return address:	Parish Clerk Melbourn Parish Council Melbourn Community Hub 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact:	Abi Williams & Alex Coxall
Telephone:	01763 263303 ext 3
Email:	parishclerk@melbournparishcouncil.gov.uk
Number of copies required:	1
Expected tender decision date:	23 April 2024
Contract start date:	1 June 2024

CONTENTS

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Contractor Information, Quotation and Competencies Declaration

This Section must be completed to formally accept bid terms, provide a bid quotation and describe those aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments).

Appendix A Questionnaire justification additional space

Appendix B General Maintenance Schematic

SECTION 1: INFORMATION FOR BIDDERS

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1 June 2024.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3.
- 1.8 Bidders must also provide details of their Public Liability Insurance Cover, (If your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work are competent to work on MPC property.
- 1.9 The evaluation scheme is described below.

Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	%	Relating to question
Quality Competencies , of which:	60%	
References	20%	2.4
Staff and general staff experience	10%	2.1
Method statements	5%	Method of Work – section 3
Level of valid insurance held	10%	2.2
Have you or your staff undertaken any general and / or safety training or certification for working in this field?	10%	2.3
Equalities	5%	2.5
Cost – based on an estimate of the likely work over a 1 year period and the proposed increase to cover 3 year period.	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.

- 1.11 Village Wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate any problems arising to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract. See 1.13.
- 1.13 MPC reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.

By this is meant:

- a. Quality and standard of work
 - b. Customer service
 - c. Conduct of staff
 - d. Any changes to those items listed in 1.18 below
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
 - 1.15 Monies paid to the contractor will only be paid on submission of a signed monthly invoice. MPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
 - 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
 - Proof of Full Public Liability Insurance cover.
 - Contractors should show evidence that the protection of staff is considered in their bid approach to safety and show where they or staff members have formal first aid training.
 - A complete summary of powered plant/equipment that is to be used on MPC property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - Qualifications of contractor.
 - Evidence of past experience.
 - A competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of license or competence to spray weed killers.
 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control license.
 - An undertaking that, wherever possible, employees will be sought locally.
 - Access to two prior clients who can provide written references.
 - 1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account:
 - The Bidder's general understanding of the requirements.

- The right to investigate the financial status and viability of the Bidder.
- The clarity and completeness of operational proposals and intended methods of working, perception of risks to safety and how these can be mitigated.
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability.
- Staffing proposals.

1.18 Expectations:

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate strimming where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct entries or exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor is found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Additional areas of work identified during the life of the contract will be separately negotiated.

SECTION 2: CONTRACTOR INFORMATION, QUOTATION AND COMPETENCIES DECLARATION

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

Company Name:
Your Name:
Date:
Company Address:
Telephone:
Email:

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency.

Please enter this total in the box below.

There are two options for bidding.

Option 'A' If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. For example, grass-cutting visits will be fewer in winter months and may be more frequent than anticipated in summer. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

Option 'B' If successful, you will submit monthly invoices that reflect one twelfth of the total bid price entered into the box below. This will commit you to carrying out the maintenance to the frequency standards as set out in the bid document but also to carry out extra cuts at no extra cost to the Parish Council should weather conditions make this necessary.

Please tick either box 'A' or 'B' below to indicate the bid basis.

Quotation for:

MPC-GM2024

I / We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, based on estimated visit frequencies in this document, for the sum of:

£	A	B
---	---	---

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than 12 April 2024. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Bidder.
- (h) We have examined and agree to the Quotation, have submitted only one bid for this aspect of MPC contract requirements, and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled Quotation Terms and General Terms and Conditions.
- (k) Volumes or values are not guaranteed.

Signature:

Name:

Position:

Telephone:

Email:

Competencies Declaration: Questionnaire

The following items match the award criteria specified on page 5 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets, found in Appendix A, as necessary.

Question		Justification						
2.1 (15%)	<p>Who will carry out the work specified in Section 3, and how experienced are they at carrying out that work? For example, are staff members casual or permanent?</p> <p>Justify your answer, using a separate sheet if required.</p>							
2.2 (10%)	<p>What is the level of liability insurance held and can you confirm that your insurance is still valid?</p> <p>Enclose copy of certificate.</p>							
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes / No						
	If Yes, do you have specific evidence of relevant training? Please enclose.	Yes / No						
	Do you have a Health & Safety policy, if so please enclose.	Yes / No						
	Do you carry out Risk Assessments for the types of work that is being quoted?	Yes / No						
	State details of accidents, ill health or HSE involvement in the last 2 years. Use a separate sheet if required.	Yes / No						
2.4 (20%)	<p>Please provide the name and contact details of two recent clients for whom you have provided similar services and from whom we can, without further permission, seek references:</p> <table border="1"> <tbody> <tr> <td>Name: Address:</td> <td>Name: Address:</td> </tr> <tr> <td>Telephone: Email:</td> <td>Telephone: Email:</td> </tr> <tr> <td>Description of services provided:</td> <td>Description of services provided:</td> </tr> </tbody> </table>		Name: Address:	Name: Address:	Telephone: Email:	Telephone: Email:	Description of services provided:	Description of services provided:
Name: Address:	Name: Address:							
Telephone: Email:	Telephone: Email:							
Description of services provided:	Description of services provided:							

2.5 (5%)	Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non-discrimination laws?	
2.5.1	The Race Relations Act 1976	Yes / No
	The Race Relations Code of Practice	Yes / No
	The Race Relations Act (Amendment) Regulations 2003	Yes / No
	Employment Equality (Religion and Belief) Regulations 2003	Yes / No
	Disability Discrimination Act 1995	Yes / No
	Equal Pay Act 1970 (Amendment) Regulations 2003	Yes / No
	Sex Discrimination Act 1975 (Amendment) Regulations 2003	Yes / No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes / No
	Employment Equality (Age) Regulations 2006	Yes / No
2.5.2	Does your organization have a formal equal opportunities / race relation policy? If yes, please enclose a copy	Yes / No
2.5.3	In the last three years, has any finding of unlawful discrimination been made against you or your organization by a court or industrial tribunal?	Yes / No
2.5.4	If you answered Yes to 2.5.3, please provide details of what steps were taken as a consequence of this finding.	

SECTION 3: SCHEDULE OF WORKS REQUIRED, METHODS OF WORK AND SAFETY

Notes: Please refer to Appendix B – General Maintenance Schematic (referenced as below)

General Maintenance around the village, trim and maintain as needed:			
Armingford Crescent – central green area	Ref	Per visit cost	Per annum cost (2 visits)
	GM1	£	£
Beechwood Avenue – central green area, shrub border at corner of Elm Way	Ref	Per visit cost	Per annum cost (2 visits)
	GM2	£	£
Clear Crescent Play Park – Hedge boundary to be cut to a height of 4.5ft	Ref	Per visit cost	Per annum cost (2 visits)
	GM3	£	£
Junction Back Lane / High Street – hedges	Ref	Per visit cost	Per annum cost (2 visits)
	GM4	£	£
Back Lane to Greengage Rise - verges	Ref	Per visit cost	Per annum cost (2 visits)
	GM5	£	£
Worcester Way – recreation space boundary hedging (back and front)	Ref	Per visit cost	Per annum cost (2 visits)
	GM6	£	£
Elm Way – central green areas and walkthrough to Surgery	Ref	Per visit cost	Per annum cost (2 visits)
	GM7	£	£
Chalkhill Barrow – central green area	Ref	Per visit cost	Per annum cost (2 visits)
	GM8	£	£
Maple Way – hedging opposite Black Horse Pub	Ref	Per visit cost	Per annum cost (2 visits)
	GM9	£	£
Piggott Close – central green area	Ref	Per visit cost	Per annum cost (2 visits)
	GM10	£	£
New Road – hedging both sides of the road entering in to the village	Ref	Per visit cost	Per annum cost (2 visits)
	GM11	£	£
Melbourn Community Hub – maintenance of garden area	Ref	Per visit cost	Per annum cost (2 visits)
	GM12	£	£
Melbourn Car Park – maintenance of garden area	Ref	Per visit cost	Per annum cost (2 visits)
	GM13	£	£
Allotments – trim of outer hedges at St Georges' and Grays (Thatchers Stanford)	Ref	Per visit cost	Per annum cost (2 visits)
	GM14	£	£
Leaves – leaf blowing / clearance (November – February)	Ref	Per visit cost	Per annum cost (2 visits)
	GM15	£	£
Total annual cost:			£

MPC reserve the right to add or remove areas from the above list as circumstances dictate. Any changes will be price negotiated as they arise.

Method of work

Describe the methods and any tools / equipment to be used.

Notes:

- *All inspections must be pre-arranged with the Clerk*
- *Timing of visits must respect the nesting season for birds*
- *All cuttings and vegetation to be removed from site*

DRAFT

Risk Assessment

Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards identified:

Planned actions to minimise risks:

DRAFT

APPENDIX A

Justification – extra space

DRAFT

APPENDIX B

General Maintenance schematic

DRAFT

Melbourn Parish Council

INVITATION TO QUOTE

QUOTE: Grass Cutting

QUOTE REFERENCE NUMBER: MPC-GC2024

CLOSING DATE: 12 April 2024

DRAFT

Closing Date for Submission of Quotations: 12 April 2024, by 4pm - No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 15 April 2024.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Melbourn has a large number of grassed verges and some specific open grassed recreational spaces as a result of continuous road and housing development over many years. Small areas of grass are under the maintenance of South Cambridgeshire District Council.

Small areas of grass exist on many of the roads in Melbourn. The contractor should assume these fall within the scope unless explicitly excluded. Section 4 shows the road plan and lists those roads that can be specifically excluded.

Millennium Copse and Golden Jubilee Orchard

The Millennium Copse is a public open space used by visitors for recreation purposes. This site has a small orchard of various fruit trees and an area set out as a copse.

KEY INFORMATION

Quote:	Grass Cutting
Quote reference number:	MPC-GC2024
Quotation availability date:	26 March 2024
Quotation deadline:	12 April 2024
Quotation return address:	Parish Clerk Melbourn Parish Council Melbourn Community Hub 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact:	Abi Williams & Alex Coxall
Telephone:	01763 263303 ext 3
Email:	parishclerk@melbournparishcouncil.gov.uk
Number of copies required:	1
Expected tender decision date:	23 April 2024
Contract start date:	1 June 2024

CONTENTS

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

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This Section must be completed to formally accept bid terms, provide a bid quotation and describe those aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments).

Section 4. Exclusions

This Section contains the locations that are explicitly excluded from this invitation to quote – these areas remain the responsibility of South Cambridgeshire District Council or Housing Associations.

Appendix A Questionnaire justification additional space

Appendix B Grass Verges Schematic

Appendix C Other Grass Spaces Schematic

Appendix D Millenium Copse Schematic

Appendix E Village Entrance Schematic

SECTION 1: INFORMATION FOR BIDDERS

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1 June 2024.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3.
- 1.8 Bidders must also provide details of their Public Liability Insurance Cover, (If your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work are competent to work on MPC property.
- 1.9 The evaluation scheme is described below.

Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	%	Relating to question
Quality Competencies , of which:	60%	
References	20%	2.4
Staff and general staff experience	10%	2.1
Method statements	5%	Method of Work – section 3
Level of valid insurance held	10%	2.2
Have you or your staff undertaken any general and / or safety training or certification for working in this field?	10%	2.3
Equalities	5%	2.5
Cost – based on an estimate of the likely work over a 1 year period and the proposed increase to cover 3 year period.	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.

- 1.11 Village Wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate any problems arising to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract. See 1.13.
- 1.13 MPC reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.

By this is meant:

- a. Quality and standard of work
 - b. Customer service
 - c. Conduct of staff
 - d. Any changes to those items listed in 1.18 below
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
 - 1.15 Monies paid to the contractor will only be paid on submission of a signed monthly invoice. MPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
 - 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
 - Proof of Full Public Liability Insurance cover.
 - Contractors should show evidence that the protection of staff is considered in their bid approach to safety and show where they or staff members have formal first aid training.
 - A complete summary of powered plant/equipment that is to be used on MPC property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - Qualifications of contractor.
 - Evidence of past experience.
 - A competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of license or competence to spray weed killers.
 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control license.
 - An undertaking that, wherever possible, employees will be sought locally.
 - Access to two prior clients who can provide written references.
 - 1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account:
 - The Bidder's general understanding of the requirements.

- The right to investigate the financial status and viability of the Bidder.
- The clarity and completeness of operational proposals and intended methods of working, perception of risks to safety and how these can be mitigated.
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability.
- Staffing proposals.

1.18 Expectations:

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct entries or exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor is found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Additional areas of work identified during the life of the contract will be separately negotiated.

SECTION 2: CONTRACTOR INFORMATION, QUOTATION AND COMPETENCIES DECLARATION

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

Company Name:
Your Name:
Date:
Company Address:
Telephone:
Email:

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency.

Please enter this total in the box below.

There are two options for bidding.

Option 'A' If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. For example, grass-cutting visits will be fewer in winter months and may be more frequent than anticipated in summer. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

Option 'B' If successful, you will submit monthly invoices that reflect one twelfth of the total bid price entered into the box below. This will commit you to carrying out the maintenance to the frequency standards as set out in the bid document but also to carry out extra cuts at no extra cost to the Parish Council should weather conditions make this necessary.

Please tick either box 'A' or 'B' below to indicate the bid basis.

Quotation for:

MPC-GC2024

I / We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, based on estimated visit frequencies in this document, for the sum of:

£	A	B
---	---	---

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than 12 April 2024. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Bidder.
- (h) We have examined and agree to the Quotation, have submitted only one bid for this aspect of MPC contract requirements, and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled Quotation Terms and General Terms and Conditions.
- (k) Volumes or values are not guaranteed.

Signature:

Name:

Position:

Telephone:

Email:

Competencies Declaration: Questionnaire

The following items match the award criteria specified on page 5 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets, found in Appendix A, as necessary.

Question		Justification
2.1 (15%)	Who will carry out the work specified in Section 3, and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using a separate sheet if required.	
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose copy of certificate.	
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes / No
	If Yes, do you have specific evidence of relevant training? Please enclose.	Yes / No
	Do you have a Health & Safety policy, if so please enclose.	Yes / No
	Do you carry out Risk Assessments for the types of work that is being quoted?	Yes / No
	State details of accidents, ill health or HSE involvement in the last 2 years. Use a separate sheet if required.	Yes / No
2.4 (20%)	Please provide the name and contact details of two recent clients for whom you have provided similar services and from whom we can, without further permission, seek references:	
Name: Address: Telephone: Email: Description of services provided:	Name: Address: Telephone: Email: Description of services provided:	

2.5 (5%)	Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non-discrimination laws?	
2.5.1	The Race Relations Act 1976	Yes / No
	The Race Relations Code of Practice	Yes / No
	The Race Relations Act (Amendment) Regulations 2003	Yes / No
	Employment Equality (Religion and Belief) Regulations 2003	Yes / No
	Disability Discrimination Act 1995	Yes / No
	Equal Pay Act 1970 (Amendment) Regulations 2003	Yes / No
	Sex Discrimination Act 1975 (Amendment) Regulations 2003	Yes / No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes / No
	Employment Equality (Age) Regulations 2006	Yes / No
2.5.2	Does your organization have a formal equal opportunities / race relation policy? If yes, please enclose a copy	Yes / No
2.5.3	In the last three years, has any finding of unlawful discrimination been made against you or your organization by a court or industrial tribunal?	Yes / No
2.5.4	If you answered Yes to 2.5.3, please provide details of what steps were taken as a consequence of this finding.	

SECTION 3: SCHEDULE OF WORKS REQUIRED, METHODS OF WORK AND SAFETY**Grass Verges and Recreation Spaces: Schedule of works quotation**

Notes: Please refer to Appendix B – Grass Verges Schematic (referenced as below)

Grass Verges: Fortnightly – April to October			
<ul style="list-style-type: none"> Grass cutting to the whole of areas below. <p><i>Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc.</i></p> <ul style="list-style-type: none"> Daffodils to be allowed to die back so that leaves dry off before fully cutting bulb-planted areas. 			
Armingford Crescent	Ref GV1	Per visit cost £	Per annum cost (15 visits) £
Elm Way	Ref GV2		
Rose Lane / Dolphin Lan	Ref GV3		
Village centre - outside Leeches, war memorial, telephone box	Ref GV4		
Chalkhill Barrow	Ref GV5		
Clear Crescent Play Park	Ref GV6		
The Moor Play Park	Ref GV7		
Worcester Way - recreation space and grassed area	Ref GV8		
Greengage Rise – at road entrance, half way point and green space	Ref GV9		
Melbourn Community Hub – small grassed area to the front	Ref GV10		
Total annual cost: Grass Verges			£

Other Grass Spaces: Schedule of works quotation

Notes: Please refer to Appendix C – Other Grass Spaces Schematic (referenced as below)

Other Grass Spaces: Monthly – April to October			
<ul style="list-style-type: none"> Grass cutting to the whole of areas below. <p><i>Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc.</i></p>			
Small grassed area adjacent to Bus Stop and Vicarage Close on High Street	Ref	Per visit cost	Per annum cost (7 visits)
	OGS1	£	£
Beechwood Avenue – central green area, grass on corners of Maple Way, Cedar Close, Elm Way, Water Lane	Ref OGS2		
The Moor – various	Ref OGS3		
Car Park – grassed area to the left of entrance	Ref OGS4		
Corner of Medcalfe Way and Orchard Road	Ref OGS5		
Royston Road to Melbourn Bury – both sides	Ref OGS6		
Church Walk to Community Hall	Ref OGS7		
Orchard Rd – opposite Orchard Gate (approx. 20ft)	Ref OGS8		
Mortlock Street	Ref OGS9		
Allotment walkways – St Georges' and Grays walkways	Ref OGS10		
Cambridge Road – both sides to Dobbies and Hot Numbers	Ref OGS10		
Total annual cost: Other Grass Spaces			£

Millennium Copse and Golden Jubilee Orchard: Schedule of works quotation

Notes: Please refer to Appendix D – Millennium Copse Schematic

Millennium Copse and Golden Jubilee Orchard			
<ul style="list-style-type: none"> Millennium Copse: Cut existing path around perimeter of site regularly leaving wildflower area in centre of site uncut after (1) early season cut plus (1) following flowering and seeding of flowers and grasses at approximately end of August and (1) final cut end of growing season. 	Per visit cost	Per annum cost	Number of visits
	£	£	
<ul style="list-style-type: none"> Golden Jubilee Orchard: Cut around and in between rows of trees as in an orchard and when season demands. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Total annual cost: Millennium Copse and Golden Jubilee Orchard		£	

Village Entrances Grass: Schedule of works quotation

Notes: Please refer to Appendix E – Village Entrance Schematic (referenced as below)

Village Entrances Grass: Every 8 weeks – April to October			
<ul style="list-style-type: none"> Grass cutting to the whole of areas below from village boundary to A10 and A505 junctions. <i>Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc.</i> 			
From A10 Cambridge Road to Hot Numbers – both sides	Ref VE1	Per visit cost £	Per annum cost (3 visits) £
From A10 Station Road to Village – both sides	Ref VE2		
From A10 (village sign) to Melbourn Bury entrance – both sides	Ref VE3		
From A505 New Road to village sign – both sides	Ref VE4		
Total annual cost: Village Entrances Grass			£

Method of work

Describe the methods and any tools / equipment to be used.

Notes:

- *All schedules to be taken into account.*

DRAFT

Risk Assessment

Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards identified:

Planned actions to minimise risks:

DRAFT

SECTION 4: EXCLUSIONS

MPC grassed areas and roads NOT covered by the scope of this Invitation to Quote:

- Vicarage Close
- John Impey Way
- Corner of Trigg Way and Fordham Way
- Russet Way opposite junction with Bramley Avenue
- Area on the Left Hand Side of Russet Way as the road joins Cambridge Road
- Hagers Close
- Anything in Medcalfe way beyond junction with Ogden Close
- Ogden Close
- Worcester Way (except areas specified in this document)
- Hinkins Close
- Bramley Avenue
- Rosemary Place
- Hopkins Homes Estate
- Piggott Close

These areas remain the responsibility of either Housing Associations or South Cambridgeshire District Council.

APPENDIX A

Justification – extra space

DRAFT

APPENDIX B

Grass Verges Schematic

DRAFT

APPENDIX C

Other grass spaces schematic

DRAFT

APPENDIX D

Millenium Copse schematic

DRAFT

APPENDIX E

Village Entrances schematic

DRAFT

Melbourn Parish Council

INVITATION TO QUOTE

QUOTE: Melbourn Cemeteries

QUOTE REFERENCE NUMBER: MPC-MC2024

CLOSING DATE: 12 April 2024

DRAFT

Closing Date for Submission of Quotations: 12 April 2024, by 4pm - No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 15 April 2024.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Melbourn has three¹ cemeteries that are the responsibility of Melbourn Parish Council, two open and one closed.

New Road Cemetery is situated off New Road, behind Victoria Way and is the principal cemetery for the village.

Orchard Road Cemetery in Orchard Road dates from the late 1800's and is still in use, although only for burials that have been pre-booked.

All Saints' Church Yard, located in the village centre adjacent to the church, is a closed cemetery. MPC, together with the Parochial Church Council continue to maintain this churchyard.

It is the responsibility of MPC to maintain all the cemeteries above and covered by this Invitation to Quote, and to the standards as set out.

¹ A fourth cemetery can also be found on Orchard Road (but not the responsibility of the Parish Council and outside this contract scope).

KEY INFORMATION

Quote:	Melbourn Cemeteries
Quote reference number:	MPC-MC2024
Quotation availability date:	26 March 2024
Quotation deadline:	12 April 2024
Quotation return address:	Parish Clerk Melbourn Parish Council Melbourn Community Hub 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact:	Abi Williams & Alex Coxall
Telephone:	01763 263303 ext 3
Email:	parishclerk@melbournparishcouncil.gov.uk
Number of copies required:	1
Expected tender decision date:	23 April 2024
Contract start date:	1 June 2024

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This Section must be completed to formally accept bid terms, provide a bid quotation and describe those aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments).

Appendix A Questionnaire justification additional space

Appendix B New Road Cemetery Schematic

Appendix C Orchard Road Cemetery Schematic

Appendix D All Saints' Church Yard Schematic

SECTION 1: INFORMATION FOR BIDDERS

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1 June 2024.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
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- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3.
- 1.8 Bidders must also provide details of their Public Liability Insurance Cover, (If your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work are competent to work on MPC property.
- 1.9 The evaluation scheme is described below.

Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	%	Relating to question
Quality Competencies , of which:	60%	
References	20%	2.4
Staff and general staff experience	10%	2.1
Method statements	5%	Method of Work – section 3
Level of valid insurance held	10%	2.2
Have you or your staff undertaken any general and / or safety training or certification for working in this field?	10%	2.3
Equalities	5%	2.5
Cost – based on an estimate of the likely work over a 1 year period and the proposed increase to cover 3 year period.	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.

- 1.11 Village Wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate any problems arising to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract. See 1.13.
- 1.13 MPC reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.

By this is meant:

- a. Quality and standard of work
 - b. Customer service
 - c. Conduct of staff
 - d. Any changes to those items listed in 1.18 below
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
 - 1.15 Monies paid to the contractor will only be paid on submission of a signed monthly invoice. MPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
 - 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
 - Proof of Full Public Liability Insurance cover.
 - Contractors should show evidence that the protection of staff is considered in their bid approach to safety and show where they or staff members have formal first aid training.
 - A complete summary of powered plant/equipment that is to be used on MPC property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - Qualifications of contractor.
 - Evidence of past experience.
 - A competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of license or competence to spray weed killers.
 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control license.
 - An undertaking that, wherever possible, employees will be sought locally.
 - Access to two prior clients who can provide written references.
 - 1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account:
 - The Bidder's general understanding of the requirements.

- The right to investigate the financial status and viability of the Bidder.
- The clarity and completeness of operational proposals and intended methods of working, perception of risks to safety and how these can be mitigated.
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability.
- Staffing proposals.

1.18 Expectations:

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct entries or exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor is found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Additional areas of work identified during the life of the contract will be separately negotiated.

SECTION 2: CONTRACTOR INFORMATION, QUOTATION AND COMPETENCIES DECLARATION

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

Company Name:
Your Name:
Date:
Company Address:
Telephone:
Email:

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency.

Please enter this total in the box below.

There are two options for bidding.

Option 'A' If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. For example, grass-cutting visits will be fewer in winter months and may be more frequent than anticipated in summer. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

Option 'B' If successful, you will submit monthly invoices that reflect one twelfth of the total bid price entered into the box below. This will commit you to carrying out the maintenance to the frequency standards as set out in the bid document but also to carry out extra cuts at no extra cost to the Parish Council should weather conditions make this necessary.

Please tick either box 'A' or 'B' below to indicate the bid basis.

Quotation for:

MPC-MC2024

I / We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, based on estimated visit frequencies in this document, for the sum of:

£	A	B
---	---	---

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than 12 April 2024. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Bidder.
- (h) We have examined and agree to the Quotation, have submitted only one bid for this aspect of MPC contract requirements, and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled Quotation Terms and General Terms and Conditions.
- (k) Volumes or values are not guaranteed.

Signature: _____

Name: _____

Position: _____

Telephone: _____

Email: _____

Competencies Declaration: Questionnaire

The following items match the award criteria specified on page 5 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets, found in Appendix A, as necessary.

Question		Justification
2.1 (15%)	Who will carry out the work specified in Section 3, and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using a separate sheet if required.	
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose copy of certificate.	
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes / No
	If Yes, do you have specific evidence of relevant training? Please enclose.	Yes / No
	Do you have a Health & Safety policy, if so please enclose.	Yes / No
	Do you carry out Risk Assessments for the types of work that is being quoted?	Yes / No
	State details of accidents, ill health or HSE involvement in the last 2 years. Use a separate sheet if required.	Yes / No
2.4 (20%)	Please provide the name and contact details of two recent clients for whom you have provided similar services and from whom we can, without further permission, seek references:	
Name: Address: Telephone: Email: Description of services provided:	Name: Address: Telephone: Email: Description of services provided:	

2.5 (5%)	Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non-discrimination laws?	
2.5.1	The Race Relations Act 1976	Yes / No
	The Race Relations Code of Practice	Yes / No
	The Race Relations Act (Amendment) Regulations 2003	Yes / No
	Employment Equality (Religion and Belief) Regulations 2003	Yes / No
	Disability Discrimination Act 1995	Yes / No
	Equal Pay Act 1970 (Amendment) Regulations 2003	Yes / No
	Sex Discrimination Act 1975 (Amendment) Regulations 2003	Yes / No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes / No
	Employment Equality (Age) Regulations 2006	Yes / No
2.5.2	Does your organization have a formal equal opportunities / race relation policy? If yes, please enclose a copy	Yes / No
2.5.3	In the last three years, has any finding of unlawful discrimination been made against you or your organization by a court or industrial tribunal?	Yes / No
2.5.4	If you answered Yes to 2.5.3, please provide details of what steps were taken as a consequence of this finding.	

SECTION 3: SCHEDULE OF WORKS REQUIRED, METHODS OF WORK AND SAFETY

Property A: Schedule of works quotation – New Road Cemetery

Notes: Please refer to Appendix B – New Road Cemetery Schematic

New Road: Weekly – April to October			
<ul style="list-style-type: none"> Adequately water all newly planted and vulnerable stock planting, especially during dry weather. This will include all trees, shrubs, flowerbeds, shrubs, the shrub border at the entrance and any newly turfed graves. All newly grassed areas to be given particular care until new grass is properly established. 			
	Per visit cost	Per annum cost (30 visits)	
	£	£	
New Road: Fortnightly – April to October			
<ul style="list-style-type: none"> Grass cutting to the whole of the cemetery according to the attached cutting plan. Area defined as 'A' should be short – cut (should include <u>when needed</u> the Burial Mound); Area defined as 'B' medium – cut; Area defined as 'C' long – cut. <p><i>It is assumed that areas of longer grass will not need to be cut as frequently as once per fortnight. Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc. All areas will not necessarily need to be cut each visit. Contractor to delay cutting of daffodil leaves after flowering and allow time for natural 'dieback'.</i></p>			
	Per visit cost	Visit number	Per annum cost
Area A	£	15	£
Area B	£	7	£
Area C	£	4	£
New Road: Three Monthly – April to March			
<ul style="list-style-type: none"> Inspect for significant weeds in grassed areas, particularly the 'mound', and remove weeds/treat as required with selective weed killer. Inspect all paths and Car Park area for weed growth and treat when needed. 			
	Per visit cost	Per annum cost (4 visits)	
	£	£	
New Road: Once a year			
<ul style="list-style-type: none"> Maintain, prune and tend to border outside of entrance gates – as shown in Appendix B Trim hedge along far side of cemetery – as shown in Appendix B. 			
		Per annum cost (1 visit)	
		£	
Total annual cost: New Road			£

Property B: Schedule of works quotation – Orchard Road Cemetery

Notes: Please refer to Appendix C – Orchard Road Cemetery Schematic

Orchard Road: Weekly – April to October		
<ul style="list-style-type: none"> Adequately water any vulnerable stock planting, especially during dry weather. 		
	Per visit cost	Per annum cost (30 visits)
	£	£
Orchard Road: Fortnightly – April to October		
<ul style="list-style-type: none"> Grass cutting inside the cemetery. Grass cutting to include between 'close' graves – strimming may be needed. Grass cutting outside the cemetery. Along Orchard Road in front of hedge. <p><i>Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc.</i></p>		
	Per visit cost	Per annum cost (15 visits)
	£	£
Orchard Road: Three Monthly – April to March		
<ul style="list-style-type: none"> Inspect for significant weeds in all burial areas, remove / treat as required. Inspect all paths for weeds and moss growth and treat as required. 		
	Per visit cost	Per annum cost (4 visits)
	£	£
Orchard Road: Once a year – April to March		
<ul style="list-style-type: none"> Trim all hedges – as shown in Appendix C Trim hedge at 24a Orchard Road (private garden) – as shown in Appendix C 		
		Per annum cost (2 visits)
		£
Total annual cost: Orchard Road		£

Property C: Schedule of works quotation – All Saints' Church Yard

Notes: Please refer to Appendix D – All Saints' Church Yard Schematic

All Saints' Church Yard: Fortnightly – April to October		
<ul style="list-style-type: none"> • Grass cutting inside the cemetery including path edges. • <p><i>Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc.</i></p>		
	Per visit cost	Per annum cost (15 visits)
	£	£
All Saints' Church Yard: Three Monthly – April to March		
<ul style="list-style-type: none"> • Inspect for significant weeds in all burial areas, remove / treat as required. • Inspect all paths for weeds and moss growth and treat as required. 		
	Per visit cost	Per annum cost (4 visits)
	£	£
Total annual cost: All Saints' Church Yard		£

Method of work (to include all properties)

Describe the methods and any tools / equipment to be used.

Note 1. Contractors to use cemetery rear access gate via track leading from Water Lane

Note 2. Grass cutting to be carried out without damage to tree stock

Note 3. Contractors vehicles and equipment must not damage grassed or paths

DRAFT

Risk Assessment

Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards identified:

Planned actions to minimise risks:

DRAFT

APPENDIX A

Justification – extra space

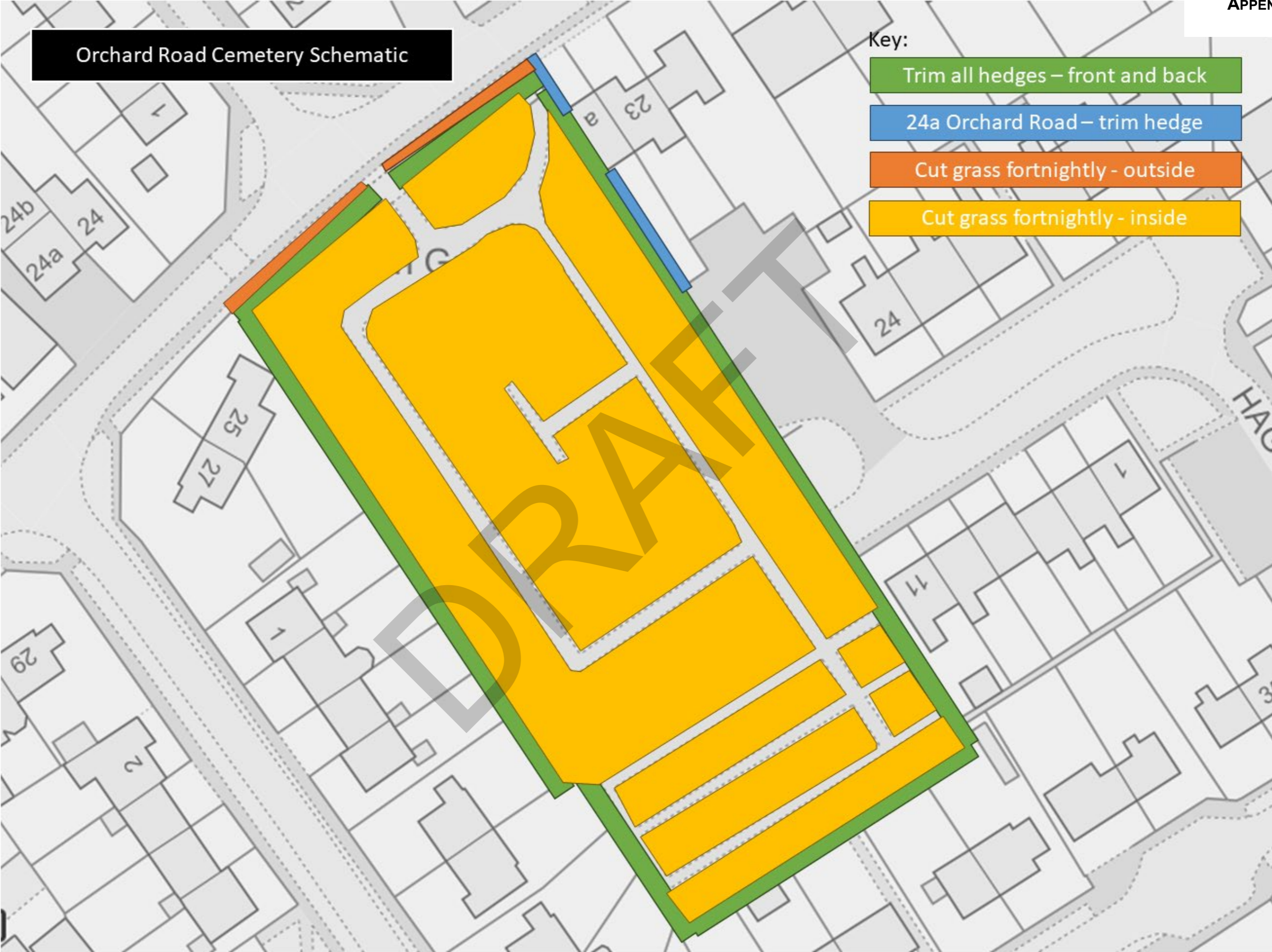
DRAFT

New Road Cemetery Schematic



Orchard Road Cemetery Schematic

- Key:
- Trim all hedges – front and back
 - 24a Orchard Road – trim hedge
 - Cut grass fortnightly - outside
 - Cut grass fortnightly - inside



All Saints' Church Yard Schematic

Key:

Cut grass fortnightly



Melbourn Parish Council

INVITATION TO QUOTE

QUOTE: Sports Grounds and Playing Field

QUOTE REFERENCE NUMBER: MPC-SG2024

CLOSING DATE: 12 April 2024

DRAFT

Closing Date for Submission of Quotations: 12 April 2024, by 4pm - No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 15 April 2024.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

New Recreation Ground, The Moor

The primary use of the New Recreation Ground sports field is football and it is the responsibility of MPC to ensure that the grounds are kept to a standard as specified by the football association. Two pitches are set out on this field.

Additional activities held on this site include the village fete held each year.

The Old Recreation Ground, The Moor

The Old Recreation Ground is used as a junior football field (9 v 9). The dimensions of the pitch/pitches are considerably smaller.

This site is also used, for the annual fun fair.

Add commentary re the relationship with Dynamos etc...

KEY INFORMATION

Quote:	Recreation Grounds
Quote reference number:	MPC-SG2024
Quotation availability date:	26 March 2024
Quotation deadline:	12 April 2024
Quotation return address:	Parish Clerk Melbourn Parish Council Melbourn Community Hub 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact:	Abi Williams & Alex Coxall
Telephone:	01763 263303 ext 3
Email:	parishclerk@melbournparishcouncil.gov.uk
Number of copies required:	1
Expected tender decision date:	23 April 2024
Contract start date:	1 June 2024

CONTENTS

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Contractor Information, Quotation and Competencies Declaration

This Section must be completed to formally accept bid terms, provide a bid quotation and describe those aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments).

Appendix A Questionnaire justification additional space

Appendix B New Recreation Ground Schematic

Appendix C Old Recreation Ground Schematic

SECTION 1: INFORMATION FOR BIDDERS

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1 June 2024.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3.
- 1.8 Bidders must also provide details of their Public Liability Insurance Cover, (If your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work are competent to work on MPC property.
- 1.9 The evaluation scheme is described below.

Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	%	Relating to question
Quality Competencies , of which:	60%	
References	20%	2.4
Staff and general staff experience	10%	2.1
Method statements	5%	Method of Work – section 3
Level of valid insurance held	10%	2.2
Have you or your staff undertaken any general and / or safety training or certification for working in this field?	10%	2.3
Equalities	5%	2.5
Cost – based on an estimate of the likely work over a 1 year period and the proposed increase to cover 3 year period.	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.

- 1.11 Village Wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate any problems arising to MPC Working Parties or Committees.
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By this is meant:

- a. Quality and standard of work
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 - c. Conduct of staff
 - d. Any changes to those items listed in 1.18 below
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
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 - Proof of Full Public Liability Insurance cover.
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 - A complete summary of powered plant/equipment that is to be used on MPC property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
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 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
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- The right to investigate the financial status and viability of the Bidder.
- The clarity and completeness of operational proposals and intended methods of working, perception of risks to safety and how these can be mitigated.
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- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
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- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor is found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
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- Additional areas of work identified during the life of the contract will be separately negotiated.

SECTION 2: CONTRACTOR INFORMATION, QUOTATION AND COMPETENCIES DECLARATION

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Melbourn Community Hub
30 High Street
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Cambridgeshire
SG8 6DZ

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Please enter this total in the box below.

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Option 'B' If successful, you will submit monthly invoices that reflect one twelfth of the total bid price entered into the box below. This will commit you to carrying out the maintenance to the frequency standards as set out in the bid document but also to carry out extra cuts at no extra cost to the Parish Council should weather conditions make this necessary.

Please tick either box 'A' or 'B' below to indicate the bid basis.

Quotation for:

MPC-SG2024

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3, including both New Rec and Old Rec schedule of works, are willing to execute the whole of the work required, based on estimated visit frequencies in this document, for the sum of:

£	A	B
---	---	---

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than 12 April 2024. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
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- (h) We have examined and agree to the Quotation, have submitted only one bid for this aspect of MPC contract requirements, and agree to the contract terms.
- (i) We understand that is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled Quotation Terms and General Terms and Conditions.
- (k) Volumes or values are not guaranteed.

Signature:

Name:

Position:

Telephone:

Email:

Competencies Declaration: Questionnaire

The following items match the award criteria specified on page 5 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets, found in Appendix A, as necessary.

Question		Justification						
2.1 (15%)	<p>Who will carry out the work specified in Section 3, and how experienced are they at carrying out that work? For example, are staff members casual or permanent?</p> <p>Justify your answer, using a separate sheet if required (Appendix A).</p>							
2.2 (10%)	<p>What is the level of liability insurance held and can you confirm that your insurance is still valid?</p> <p>Enclose copy of certificate.</p>							
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes / No						
	If Yes, do you have specific evidence of relevant training? Please enclose.	Yes / No						
	Do you have a Health & Safety policy, if so please enclose.	Yes / No						
	Do you carry out Risk Assessments for the types of work that is being quoted?	Yes / No						
	State details of accidents, ill health or HSE involvement in the last 2 years. Use a separate sheet if required.	Yes / No						
2.4 (20%)	<p>Please provide the name and contact details of two recent clients for whom you have provided similar services and from whom we can, without further permission, seek references:</p> <table border="1"> <tbody> <tr> <td>Name: Address:</td> <td>Name: Address:</td> </tr> <tr> <td>Telephone: Email:</td> <td>Telephone: Email:</td> </tr> <tr> <td>Description of services provided:</td> <td>Description of services provided:</td> </tr> </tbody> </table>		Name: Address:	Name: Address:	Telephone: Email:	Telephone: Email:	Description of services provided:	Description of services provided:
Name: Address:	Name: Address:							
Telephone: Email:	Telephone: Email:							
Description of services provided:	Description of services provided:							

2.5 (5%)	Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non-discrimination laws?	
2.5.1	The Race Relations Act 1976	Yes / No
	The Race Relations Code of Practice	Yes / No
	The Race Relations Act (Amendment) Regulations 2003	Yes / No
	Employment Equality (Religion and Belief) Regulations 2003	Yes / No
	Disability Discrimination Act 1995	Yes / No
	Equal Pay Act 1970 (Amendment) Regulations 2003	Yes / No
	Sex Discrimination Act 1975 (Amendment) Regulations 2003	Yes / No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes / No
	Employment Equality (Age) Regulations 2006	Yes / No
2.5.2	Does your organization have a formal equal opportunities / race relation policy? If yes, please enclose a copy	Yes / No
2.5.3	In the last three years, has any finding of unlawful discrimination been made against you or your organization by a court or industrial tribunal?	Yes / No
2.5.4	If you answered Yes to 2.5.3, please provide details of what steps were taken as a consequence of this finding.	

SECTION 3: SCHEDULE OF WORKS REQUIRED, METHODS OF WORK AND SAFETY**New Recreation Ground, The Moor: Schedule of works quotation**

Notes: Please refer to Appendix B – New Recreation Ground Schematic

New Recreation Ground			
<ul style="list-style-type: none"> Two full sized football pitches on site 			
Mowing <ul style="list-style-type: none"> Summer: 10 day cycle to keep grass at suitable length in readiness for season. Autumn: 10 day cycle to keep grass at suitable length until such time as grass stops growing. Spring: Commence mowing and keep grass at suitable length for summer use. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Line marking <ul style="list-style-type: none"> When required. Over mark after each cut. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Aeration <ul style="list-style-type: none"> Slit line aerated once a month between October and March – surface conditions allowing. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Scarification <ul style="list-style-type: none"> Carried out at the end of the season. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Feed <ul style="list-style-type: none"> To maintain growth under mowing regime. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Level <ul style="list-style-type: none"> Harrow/roll when necessary and conditions allow. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Weed control <ul style="list-style-type: none"> Spray with suitable weed killer. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Vertidrain <ul style="list-style-type: none"> Once a year as required. 	Per visit cost	Per annum cost	Number of visits
	£	£	
River Mel – areas as defined on River Mel Schematic – 4m margin from waters edge. <ul style="list-style-type: none"> Field boundaries to be trimmed. Hedge work to be completed October to February, or as otherwise directed. Weed control to paths and benches. 	Per visit cost	Per annum cost	Number of visits
	£		
Total annual cost: New Recreation Ground		£	

Old Recreation Ground, The Moor: Schedule of works quotation

Notes: Please refer to Appendix B – Old Recreation Ground Schematic

Old Recreation Ground			
<ul style="list-style-type: none"> Mark out as 9 x 9 youth football field 			
Mowing <ul style="list-style-type: none"> As required. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Line marking <ul style="list-style-type: none"> When required. Over mark after each cut. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Aeration <ul style="list-style-type: none"> Slit line aerated once a month between October and March – surface conditions allowing. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Scarification <ul style="list-style-type: none"> Carried out at the end of the season. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Feed <ul style="list-style-type: none"> To maintain growth under mowing regime. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Level <ul style="list-style-type: none"> Harrow/roll when necessary and conditions allow. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Weed control <ul style="list-style-type: none"> Spray with suitable weed killer. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Vertidrain <ul style="list-style-type: none"> Once a year as required. 	Per visit cost	Per annum cost	Number of visits
	£	£	
Repair work <ul style="list-style-type: none"> Cultivate worn areas. Reseed or turf badly damaged areas. Top dress and overseed minor damage. 	Per visit cost	Per annum cost	Number of visits
	£		
Total annual cost: Old Recreation Ground		£	

Method of work

Describe the methods and any tools / equipment to be used.

Notes:

- *The timing of visits must respect the nesting season of birds*
- *All cuttings and vegetation to be removed from site*

DRAFT

Risk Assessment

Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards identified:

Planned actions to minimise risks:

DRAFT

APPENDIX A

Justification – extra space

DRAFT

APPENDIX B

New rec schematic

DRAFT

APPENDIX C

Old rec schematic

DRAFT

Melbourn Parish Council

INVITATION TO QUOTE

QUOTE: Stockbridge Meadows

QUOTE REFERENCE NUMBER: MPC-SM2024

CLOSING DATE: 12 April 2024

DRAFT

Closing Date for Submission of Quotations: 12 April 2024, by 4pm - No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 15 April 2024.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Stockbridge Meadows is a Field in Trust situated in Melbourn. Covering approximately 5.2 hectares this is a space for quiet recreation and nature study.

The land comprises extensive areas of regenerating scrub and remnant orchard, together with rough grassland sloping down towards the river, the banks of which are fringed by a strip of rough grassland and tall ruderal vegetation and augmented by pollard white willow. The northern edge of the site is marked by a hedgerow and scrub, which connects to the River Mel to the west, together with a number of veteran ash pollards, coppices and associated standing and fallen deadwood. The river meanders to form part of the southern boundary as well, whilst the east of the site is bounded by a combination of scrub and garden boundary vegetation from the adjoining properties. The site also boasts a boardwalk to assist in accessibility.

In 2024 application is being made to designate Stockbridge Meadows as a Local Nature Reserve.

KEY INFORMATION

Quote:	Stockbridge Meadows
Quote reference number:	MPC-SM2024
Quotation availability date:	26 March 2024
Quotation deadline:	12 April 2024
Quotation return address:	Parish Clerk Melbourn Parish Council Melbourn Community Hub 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact:	Abi Williams & Alex Coxall
Telephone:	01763 263303 ext 3
Email:	parishclerk@melbournparishcouncil.gov.uk
Number of copies required:	1
Expected tender decision date:	23 April 2024
Contract start date:	1 June 2024

CONTENTS

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Contractor Information, Quotation and Competencies Declaration

This Section must be completed to formally accept bid terms, provide a bid quotation and describe those aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments).

Appendix A Questionnaire justification additional space

Appendix B Stockbridge Meadows Schematic

SECTION 1: INFORMATION FOR BIDDERS

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1 June 2024.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3.
- 1.8 Bidders must also provide details of their Public Liability Insurance Cover, (If your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work are competent to work on MPC property.
- 1.9 The evaluation scheme is described below.

Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	%	Relating to question
Quality Competencies , of which:	60%	
References	20%	2.4
Staff and general staff experience	10%	2.1
Method statements	5%	Method of Work – section 3
Level of valid insurance held	10%	2.2
Have you or your staff undertaken any general and / or safety training or certification for working in this field?	10%	2.3
Equalities	5%	2.5
Cost – based on an estimate of the likely work over a 1 year period and the proposed increase to cover 3 year period.	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.

- 1.11 Village Wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate any problems arising to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract. See 1.13.
- 1.13 MPC reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.

By this is meant:

- a. Quality and standard of work
 - b. Customer service
 - c. Conduct of staff
 - d. Any changes to those items listed in 1.18 below
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
 - 1.15 Monies paid to the contractor will only be paid on submission of a signed monthly invoice. MPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
 - 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
 - Proof of Full Public Liability Insurance cover.
 - Contractors should show evidence that the protection of staff is considered in their bid approach to safety and show where they or staff members have formal first aid training.
 - A complete summary of powered plant/equipment that is to be used on MPC property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - Qualifications of contractor.
 - Evidence of past experience.
 - A competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of license or competence to spray weed killers.
 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control license.
 - An undertaking that, wherever possible, employees will be sought locally.
 - Access to two prior clients who can provide written references.
 - 1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account:
 - The Bidder's general understanding of the requirements.

- The right to investigate the financial status and viability of the Bidder.
- The clarity and completeness of operational proposals and intended methods of working, perception of risks to safety and how these can be mitigated.
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability.
- Staffing proposals.

1.18 Expectations:

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct entries or exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor is found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Additional areas of work identified during the life of the contract will be separately negotiated.

SECTION 2: CONTRACTOR INFORMATION, QUOTATION AND COMPETENCIES DECLARATION

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

Company Name:
Your Name:
Date:
Company Address:
Telephone:
Email:

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency.

Please enter this total in the box below.

There are two options for bidding.

Option 'A' If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. For example, grass-cutting visits will be fewer in winter months and may be more frequent than anticipated in summer. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

Option 'B' If successful, you will submit monthly invoices that reflect one twelfth of the total bid price entered into the box below. This will commit you to carrying out the maintenance to the frequency standards as set out in the bid document but also to carry out extra cuts at no extra cost to the Parish Council should weather conditions make this necessary.

Please tick either box 'A' or 'B' below to indicate the bid basis.

Quotation for:

MPC-SM2024

I / We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, based on estimated visit frequencies in this document, for the sum of:

£	A	B
---	---	---

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than 12 April 2024. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Bidder.
- (h) We have examined and agree to the Quotation, have submitted only one bid for this aspect of MPC contract requirements, and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled Quotation Terms and General Terms and Conditions.
- (k) Volumes or values are not guaranteed.

Signature: _____

Name: _____

Position: _____

Telephone: _____

Email: _____

Competencies Declaration: Questionnaire

The following items match the award criteria specified on page 5 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets, found in Appendix A, as necessary.

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2.1 (15%)	Who will carry out the work specified in Section 3, and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using a separate sheet if required.	
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose copy of certificate.	
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes / No
	If Yes, do you have specific evidence of relevant training? Please enclose.	Yes / No
	Do you have a Health & Safety policy, if so please enclose.	Yes / No
	Do you carry out Risk Assessments for the types of work that is being quoted?	Yes / No
	State details of accidents, ill health or HSE involvement in the last 2 years. Use a separate sheet if required.	Yes / No
2.4 (20%)	Please provide the name and contact details of two recent clients for whom you have provided similar services and from whom we can, without further permission, seek references:	
Name: Address: Telephone: Email: Description of services provided:	Name: Address: Telephone: Email: Description of services provided:	

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	The Race Relations Act (Amendment) Regulations 2003	Yes / No
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	Disability Discrimination Act 1995	Yes / No
	Equal Pay Act 1970 (Amendment) Regulations 2003	Yes / No
	Sex Discrimination Act 1975 (Amendment) Regulations 2003	Yes / No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes / No
	Employment Equality (Age) Regulations 2006	Yes / No
2.5.2	Does your organization have a formal equal opportunities / race relation policy? If yes, please enclose a copy	Yes / No
2.5.3	In the last three years, has any finding of unlawful discrimination been made against you or your organization by a court or industrial tribunal?	Yes / No
2.5.4	If you answered Yes to 2.5.3, please provide details of what steps were taken as a consequence of this finding.	

SECTION 3: SCHEDULE OF WORKS REQUIRED, METHODS OF WORK AND SAFETY**Stockbridge Meadows: Schedule of works quotation**

Notes: **Please refer to Appendix B – Stockbridge Meadows Schematic**

Please note that timings of these tasks cannot be predicted – as requested would require the contractor to carry out the task described within 10 day of request.

Stockbridge Meadows			
Paths <ul style="list-style-type: none"> All paths cut 2m wide, 3 times a year as requested 	Per visit cost	Per annum cost	Number of visits
	£	£	3
Amenity area <ul style="list-style-type: none"> Cut 3 times a year as requested 	Per visit cost	Per annum cost	Number of visits
	£	£	3
New Orchard <ul style="list-style-type: none"> Strimmed 3 times a year as requested 	Per visit cost	Per annum cost	Number of visits
	£	£	3
Wildflower Meadow <ul style="list-style-type: none"> To be cut and rolled twice a year as requested 	Per visit cost	Per annum cost	Number of visits
	£	£	2
Total annual cost: Stockbridge Meadows		£	

Method of work

Describe the methods and any tools / equipment to be used.

Notes:

- *Works to be carried out in consultation with the Conservation Warden and Maintenance Committee*
- *The timing of visits must respect the nesting season of birds*
- *All cuttings and vegetation to be removed from site*

DRAFT

Risk Assessment

Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards identified:

Planned actions to minimise risks:

DRAFT

APPENDIX A

Justification – extra space

DRAFT

APPENDIX B

Stockbridge Meadows schematic

DRAFT

From: [REDACTED]
To: parishclerk@melbournparishcouncil.gov.uk
Subject: Re: Trees
Date: 06 February 2024 08:26:34

There are three trees that require attention to prevent interference with the performance of my solar panels.

Regards

[REDACTED]

> On 5 Feb 2024, at 13:47, parish clerk <parishclerk@melbournparishcouncil.gov.uk> wrote:

>

> Thank you for your patience [REDACTED]

>

> After the recent village tree inspection this tree was not highlighted for
> works so there are no current plans to tend to this tree.

>

> I will take your concerns and request to the next Maintenance Committee
> meeting, held on the 15th February for a council response.

>

> Regards

>

> Abi Williams

>

> -----

>

>

>

>

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

From: [REDACTED]
To: parishclerk@melbournpc.co.uk
Subject: Trees
Date: 10 October 2023 12:11:01

Good Afternoon, there are two trees on the corner of Water Lane and Back Lane that have reached a height where by in an afternoon they are impacting the performance of my solar panels. Can the height please be reduced by at least 10 feet.

Regards

[REDACTED]

parish clerk

From: [REDACTED]
Sent: 01 February 2024 16:15
To: parishclerk@melbournparishcouncil.gov.uk
Subject: Vicarage close between 26/24

Flag Status: Flagged

It has come to my attention by residents of vicarage close Melbourn, that when there is a football match on the field, footballers are walking through the alleyway between 26/24 vicarage, they do not take their boots off and stamp their feet all the way along the footpaths and bang their boots leaving muddy trails .

Would it be possible to have a word with the teams that use the field ? Also, would it be at all possible to have a boot cleaner near this exit ?

Also, could the parents, carers of the young people not park on vicarage close this is residents parking only .

Warm regards

[REDACTED]

Please note that the Council is [trialling a four-day week](#) to improve recruitment, retention and wellbeing from the start of January 2023. My working days will be Tuesday, Wednesday, Thursday, Friday.

My non working day will be Mondays from January 2023.

[REDACTED]

South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA

www.scams.gov.uk | facebook.com/south-cambridgeshire | twitter.com/SouthCambs

Disclaimer

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

parish clerk

From: [REDACTED]
Sent: 24 January 2024 09:08
To: parishclerk@melbournparishcouncil.gov.uk
Subject: Re: Website contact: Gritting box - New Road

Good Morning Abi,

Thank you so much for sorting this out - I am more than happy to have the bin placed near the main doors - it seems like a good a place as any, and as you say , hopefully will have less chance of being destroyed again.

Thanks again for sorting.

All the best

[REDACTED]
Practice Manager
Orchard Surgery, Melbourn (D81018)
01763 260220

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 23 January 2024 14:33
To: [REDACTED]
parishclerk@melbournparishcouncil.gov.uk <parishclerk@melbournparishcouncil.gov.uk>
Subject: RE: Website contact: Gritting box - New Road

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Good afternoon [REDACTED]

I was just trying to call but I understand from the message that the surgery is closed.

You will be pleased to hear that we have bypassed the County Council and have purchased a grit bin independently - awaiting delivery.

While I was walking home past the surgery I wondered if it would be appropriate to ask if we could situate the new grit bin on the grass near your main doors rather than in the verge owned by another party. The grit bin would be less likely to be damaged in this position, meaning we don't run into this issue the next time the verge is cut.

Please let me know if you and the practice think this is acceptable and I will contact you again when we have taken delivery of the bon.

I have attached a picture with the possible locations marked in yellow.

Many thanks

Abi

Thank you for the email [REDACTED]

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

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

Please watch this space.

Many thanks

Abi

Abi Williams & Alex Coxall
Parish Clerk

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

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

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

From: [REDACTED]

Sent: 09 January 2024 10:36

To: parishclerk@melbournparishcouncil.gov.uk; assistantclerk@melbournparishcouncil.gov.uk

Subject: Website contact: Gritting box - New Road

From: [REDACTED]

Subject: Gritting box - New Road

Message Body:

Good Morning,

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

Many thanks for you help

Kind regards

[REDACTED]

Practice Manager

Orchard Surgery

[REDACTED]

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From: [Cllr Susan van de Ven](#)
To: [REDACTED]
Subject: Fw: Ref: Street Lighting - SG8 6JF
Date: 22 January 2024 20:55:38
Attachments: [image001.png](#)

Dear Abi and Alex, Sally Ann and Jose,

Please see below - from a resident's query in Clear Crescent. I'm very sorry that the County Council cannot provide the support desired; the LHI route is suggested.

Best wishes
Susan

From: [REDACTED]
Sent: 22 January 2024 15:22
To: Cllr Susan van de Ven <Susan.vandeVen@cambridgeshire.gov.uk>
Cc: Local Highways <Local.Highways@cambridgeshire.gov.uk>
Subject: RE: Ref: Street Lighting - SG8 6JF

Dear Susan,

Thank you for your e-mail and I have checked our street lighting inventory and as noted by [REDACTED] below, a street lighting column at the side of property number [REDACTED] in Palmers Way was removed as part of the street lighting PFI contract replacement programme in 2013.

Unfortunately, the street lighting service does not have a budget provision or process for the installation of new lighting columns or the funding provision to cover future maintenance and energy costs which would need to be covered should additional lights be installed; therefore we are not able to assist with installing the requested replacement/new streetlight.

It may be possible that funding for the proposed new/replacement streetlight could be obtained from the County Councils local highways improvement (LHI) initiative fund (please see link below to CCC webpage). <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/local-highway-improvement-funding>

Or possibly the local Parish Council could fund the new street light installation work themselves and retain ownership for the proposed new street lighting column once installed.

Kind regards

[REDACTED]
[REDACTED]
Strategic Projects Manager
Highways and Transport
Cambridgeshire County Council
[REDACTED]



From: Cllr Susan van de Ven <Susan.vandeVen@cambridgeshire.gov.uk>

Sent: Sunday, January 21, 2024 8:43 AM

To: [REDACTED]

Subject: Fwd: Ref: Street Lighting - SG8 6JF

Dear [REDACTED]

I hope all is well with you.

Please see a query from the bottom of the thread below about a lighting deficit in Melbourn around a sheltered housing estate, stemming from the replacement and reduction of street lamps some years ago which created a gap in a neighbourhood that is home to more vulnerable people.

I would be grateful if you could let me know whether there might be a means for addressing this.

Many thanks
Susan

Sent from [Outlook for Android](#)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Susan van de Ven on behalf of Susan van de Ven <susanvandeven5@gmail.com>

Sent: Saturday, January 13, 2024 11:35:13 AM

To: [REDACTED]; Cllr Jose Hales (SCambs - Melbourn)

<cllr.hales@scambs.gov.uk>

Subject: Re: Ref: Street Lighting - SG8 6JF

Hi [REDACTED],

Thanks and all understood. We will certainly find out if anything can be done.

Best wishes

Susan

Sent from [Outlook for Android](#)

From: [REDACTED]

Sent: Saturday, January 13, 2024 10:28:46 AM

To: Cllr Jose Hales (SCambs - Melbourn) <cllr.hales@scambs.gov.uk>;
susanvandeven5@gmail.com <susanvandeven5@gmail.com>

Subject: Re: Ref: Street Lighting - SG8 6JF

Dear Cllr Jose Hales and Cllr Susan van de Ven

Thank you for your prompt response.

My wife and I had not long moved into Palmers Way when the lamp post was removed and at no time did we receive any notifications that the lamp post was under consideration for removal or the ability to appeal, Apart from the light on our front door, which is movement activated, or if neighbor's have their lights on, the rest of this area is in darkness, I am sure if you walk down our path any time after dark you would appreciate our concerns..

There are 3 lamp posts on the corner of Palmers Way and Clear Crescent that do not afford this group of dwellings any light at all? We realise that we have lived with this situation for a long time but have now reached a stage in our life where we are struggling with the dark paths and trying to find our own gate. June has become very fearful of being out after dark now, aside from the fact she is registered disabled she cannot always safely find the path.

The vandalism to the car seems to be getting more frequent which in itself is concerning as the dark seems to be encouraging these activities. June is having sleepless nights worrying that there are people sneaking around out there and scared in case they become bold enough to break into the property.

There are also young children living in this area, some are of the age to be out visiting their friends after dark. It is surely a worry that they are also at risk in such a dark environment. I do not know what the cost of running one lamp post is but which is more important safety or cost?

Kind regards

[REDACTED]

On Sat, Jan 13, 2024 at 9:11 AM Cllr Jose Hales (SCambs - Melbourn) <cldr.hales@scambs.gov.uk> wrote:

Good morning [REDACTED]

Thank you for writing to me.

I'm sorry to hear about your experiences regarding vandalism against your car.

I recall very well back when the County Council PFI contract (Private Finance Initiative) was first brought forward. It was to reduce the cost, electric usage and maintenance costs. The project was to reduce the lamp posts by a third if I recall, which is why we had so many lights removed, the lamp post you talk of would have been one of those removed.

There was a process that could be adopted early on when the main changes were undertaken, that allowed on appeal for the odd lamp post to remain, however this far along I'm uncertain whether that option still exists. I have copied my colleague Susan van de Ven, our county councillor into this reply to you, as she may well have more information available to her.

Regarding and reduction in council tax, one of the reasons for reduction of lamp posts was cost of running, this question has been asked before and the answer was always no.

I'm sure the question can be asked about reinstatement of a lamp post and Susan will advise on that, however may I offer a health check, that it may well be refused.

Kind regards

Cllr Jose Hales

Mobile: 07703 262649

Email: Jose@josehales.me.uk

Scdc email: cldr.hales@scambs.gov.uk

District Councillor for Melbourn, Meldreth, Shepreth & Whaddon.

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From: [REDACTED]

Sent: Friday, January 12, 2024 11:16 PM

To: cldr.hales@scambs.gov.uk

Subject: Ref: Street Lighting - SG8 6JF

Dear Cllr Jose Hales

For your information please see the below email sent to Cambridge County Council regarding the lack of street lighting outside our home on Palmers Way.

Apologies for not including you in the original message.

We hope that as you are local this might be an issue you are already familiar with and can therefore possibly assist with?

We look forward to your kind response.

Thank you
Kindest regards

[REDACTED]
[REDACTED]

Begin forwarded message:

From: [REDACTED]
Date: 12 January 2024 at 15:29:33 GMT
To: street.lighting@cambridgeshire.gov.uk
Subject: Ref: Street Lighting - SG8 6JF

I have today spoken to Cambridge County Council and also to Mr. Achi at Balfour Beatty regarding the lack of street lighting on Palmers Way, Melbourn SG8 6JF

My wife and I live in sheltered accommodation at number [REDACTED]. We do not have, either to our left or right, a street light nearer than approx.100 yards. Several years ago there was a light opposite our bungalow but that was removed and for some reason never replaced when the street lighting was all upgraded.

We do not receive any light from the 2 lights either side of us, it is pitch black along the front of the houses at nights, which is probably the reason why our car has been vandalised 3 or 4 times in the last couple of years, costing us serious amounts of [money.in](#) repairs.

Most of these bungalows are sheltered, my wife and I are in our 70's the lady next door is 96, the darkness makes us feel vulnerable. On a moonless night it is impossible to see the footpath

or the gate.

We would like you to look into putting the original street light back and also please can you advise us whether the lack of this street lighting for at least the last ten years should have reduced our council tax?

We look forward to receiving your response regarding any proposed actions to correct this matter.

Thank you for your kind assistance
Kindest regards

[REDACTED]
[REDACTED]

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EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 15 February 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

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 15 February 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	Office to progress with agreed bin replacement strategy	Office / Wardens
69 Beechwood Ave	Cllr	Hedge taking over path.	Written to resident to request they cut back hedges covering path.	Office
21 High Street	Resident	Hedge taking over path.	Written to resident to request they cut back hedges covering path.	Office
27 High Street	Resident	Confiers too low and wide along path of High Street and Norgetts Lane	Written to resident to request they cut back hedges covering path.	Office
90 High Street	Resident	Hedge taking over path.	Written to resident to request they cut back hedges covering path.	Office
21 Norgetts Lane	Resident	Bamboo and hedge overtaking a pathway	Written to resident to request they cut back hedges covering path.	Office
Walkway by river	Wardens	Low hanging branch requiring work	Office to request quote and bring to committee - wardens done.	Office