

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Tuesday 27 February at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

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

**Present:** Cllrs Alexander, Barnes, Campbell, Clark (Chair), Davey, Kanagarathnam, Travis

**Absent:**

**In attendance:** Abi Williams (Parish Clerk)

## PARISH COUNCIL MEETING: MINUTES

*Meeting started 19:30*

### **PC178/24 To receive and approve apologies for absence**

It was RESOLVED to accept the apologies from Cllrs Cowley, Hart, Kilmurray and Wilson.  
Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.  
Apologies noted from County Cllr van de Ven and District Cllr Hales.

### **PC179/24 To receive any Declarations of Interest and Dispensations**

*Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.*

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

Declarations of interest were made by Cllr Travis in items PC187/24d) and PC195/24a) – dispensation was granted to stay for the discussion but not to vote.

### **PC180/24 Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of the public present.

### **PC181/24 To approve the minutes of the Parish Council meeting held on 15 January 2024**

It was RESOLVED to approve the minutes of the Parish Council meeting held on 15 January 2024 as an accurate record.

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

### **PC182/24 To report back on the minutes of the Parish Council meeting held on 15 January 2024**

Cllr Davey noted that dog lead hooks would be a useful addition to The Moor play park to help combat the dog fouling issue in the park (PC161/24).

### **PC183/24 Chair's Announcements**

It was noted that the Chair is reinstating the Skate Park Working Party and arranging a meeting to discuss locations and initial questionnaire. The Futures Working Party will also be reinstated, initially looking at village gateways, road marking and road safety around the schools.

### **PC184/24 To receive reports from the District and County Cllrs for Melbourn**

The report was noted.

Cllr Travis requested further information for The Hub about the 'Healthy Places' survey. ACTION: Office to request further information from County Cllr van de Ven.

### **PC185/24 Correspondence**

- a) To consider request to add a link to the virtual issue of Melbourn Magazine to the Melbourn Parish Council website.

The request was discussed highlighting concerns about the Parish Council hosting a publication that they have not edited and the possibility of promoting issues that have nothing to do with the Council.

ACTION: Office to seek advice with regard to the use of disclaimers to cover these concerns.

Suggestion was made that The Hub website could be approached for hosting and Melbourn Magazine could be encouraged to apply for funding to host the publication themselves.

- b) To consider request from Melbourn Women’s Institute to install memorial poppies to the village sign around the period of Remembrance Day as in 2023.

It was RESOLVED to approve the request for the Melbourn Women’s Institute to install memorial poppies to the village sign for the period of Remembrance Day 2024.  
It was noted that the 2023 display was a stunning display and thanks were given.

- c) To note request from 1<sup>st</sup> Orwell Scouts to nominate a Cllr representative to attend a Cub meeting on 22 March to enable three of their Cubs to present their activities in order to achieve the You Shaped Awards badge.

The request was noted. The Chair has accepted the invitation with thanks.

**PC186/24 Email Decision**

- a) To note email decision to accept increased charges from solicitors of £278 for land transfer at Greengage Rise.

It was noted.

**PC187/24 Finance Matters**

- a) To receive and consider the finance reports for January 2024.

It was noted.

- b) To consider approving the retrospective approvals list for January 2024.

It was RESOLVED to approve the retrospective approvals list for January 2024.  
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

- c) To consider approving the approvals list for February 2024.

It was RESOLVED to approve the approvals list for February 2024.  
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.

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

It was RESOLVED to approve invoice 1707 at a cost of £1650.00  
Proposed by Cllr Davey, seconded by Cllr Kanagarathnam.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam.  
Abstain: Cllr Travis.

It was RESOLVED to approve invoice 1708 at a cost of £37.50

Proposed by Cllr Barnes, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam.  
Abstain: Cllr Travis.

**PC188/24 Bank reconciliations**

- a) To note bank reconciliations for January 2024.

It was duly noted that the bank reconciliations have been completed.

**PC189/24 Governance**

- a) To note update to Section 137 limit for 2024/25 - The Department for Levelling Up, Housing and Communities has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is £10.81 (£9.93 for 2023/24).

It was noted.

- b) To note new requirements in accessibility for websites, moving from WCAG2.1AA to WCAG2.2AA in October 2024. Need to update the current website to confirm to be noted.

It was noted.

- c) To consider sharing data with SCDC about persistent parking issues to inform enforcement officers where and when the issues are. Send office information to be sent by 8 March 2024.

It was noted. ACTION: Cllrs were requested to send any comments to the office before 8 March 2024.

- d) To consider taking up the offer of a free copy of the official Kings Portrait. To celebrate the new reign of His Majesty The King, the Cabinet Office has announced a government funded voluntary scheme throughout the UK to allow public authorities to apply for a free, framed portrait of the Monarch.

It was agreed that MPC would request the free copy of the official Kings portrait.

- e) To consider introducing an additional meeting to award the community benefit grants – to be added to the meeting diary for May and December every year going forward.

It was RESOLVED to two additional meetings to the annual meeting calendar to accommodate the Community Benefit Grant meetings to be held in December and April/May of each year.

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

**PC190/24 Community Awards**

- a) To note the launch of the Community Awards and to request Cllrs submit nominations to the office.  
It was noted.

**PC191/24 Melbourn Village Fete**

- a) To consider Melbourn Parish Council requesting a stall at Melbourn Village Fete.  
It was RESOLVED that Melbourn Parish Council would request a stall at Melbourn Village Fete.  
Proposed by Cllr Travis, seconded by Cllr Campbell. All in favour.

**PC192/24 Cemetery Matters**

- a) To consider the proposal to allow interment in Orchard Road Cemetery.  
It was RESOLVED to allow the sale of a cremated remains plot in Orchard Road Cemetery to allow the interment of remains in to the Fordham family plot.  
Proposed by Cllr Barnes, seconded by Cllr Travis. All in favour.

**PC193/24 Maintenance Matters**

- a) To consider approval and publication of the tender documents for village maintenance.  
Drawing attention to the change from fixed price for 3 years to index linked rises over the period of the contract as well as additional tasks added to contract.  
It was noted that the Millenium Copse cutting should be increased.  
It was RESOLVED to approve the publication of the tender documents for village maintenance, including the change as recommended above.  
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- b) To consider the purchase of storage container and equipment for Stockbridge Meadows. Funds to be taken from Conservation (1100).  
It was RESOLVED to purchase and install a storage container for Stockbridge Meadows from the supplier Portable Space at a cost of £2750.00+VAT.  
Proposed by Cllr Travis, seconded by Cllr Alexander. All in favour.  
It was RESOLVED to purchase the suggested equipment for Stockbridge Meadows use up to the value of £1500.00  
Proposed by Cllr Travis, seconded by Cllr Campbell. All in favour.
- c) To receive updates and consider actions.  
Cllr Travis reported that County Cllr van de Ven is working with SDC to repair the Wonderpass.

**PC194/24 Planning Matters**

- a) To consider response to consultation letter from Cambridgeshire County Council – Meldreth Link Bridleway Public Path Creation Agreement 2024. Comments needed by 6 March 2024.  
It was noted that Cllrs are requested to send any comments to the office by 6 March 2024. ACTION: Office to enquire if lights are to be added to the bridleway.
- b) Note the attendance of Clerks at ‘Unlocking the Potential of Your Parish: How the Planning Team Can Support You as a Parish Clerk’ and consider Council response to question ‘How can the Planning Service help you and the residents in your parish?’  
It was noted.
- c) To receive updates and consider actions.  
It was noted that the works to Piggot Close are almost complete – on approval via inspection Stonebond will be informed that we are happy to proceed with the land transfer. ACTION: Office to arrange with Council representative to inspect are once works are complete.

**PC195/24 Community Hub**

- a) To consider quotes for signage – Hub external signage, internal toilet signs and library road sign.  
This item was deferred to the next meeting.  
It was noted that any quotes for works involving the Community Hub should be addressed to Melbourn Parish Council, quotes are only to be sourced via the office (unless agreed otherwise) in accordance to ‘Document 4.40 Melbourn Parish Council Policy and Procedure Hub Financial Controls Aug2023’.  
ACTION: Office to contact suppliers and ask for readdressing of the quotes and seek a further quote for comparison.
- b) To receive updates and consider actions.  
None received.

**PC196/23 Health, Safety, accessibility, and Wellbeing**

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

**PC197/24 Melbourn Timebank**

- a) To receive the Timebank’s monthly report for February, to include the monthly report sent to ACRE.  
It was noted.
- b) To receive any updates and consider actions.  
None received.

**PC198/24 To receive an update from the MAYD Joint Committee**

- a) To receive reports from Connections Bus and Mix Music initiatives.  
Cllr Travis provided a ‘good news report’ with regard to the Connections Bus and Mix Music initiatives.  
Thanks were passed to all involved for their hard work.

**PC199/24 To receive an update from the Futures Working Party Committee**

It was noted under PC183/24) that the Futures Working Party Committee would reconvene.

**PC200/24 HR Matters**

- a) To note that, in the opinion of the HR Committee, both Clerks have satisfactorily completed their probationary period.  
It was noted.
- b) To receive updates and consider actions.  
It was noted that the RFO has passed the FiLCA. Congratulations were passed to the RFO via the office.

**PC201/24 Policies**

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

**PC202/24 To note the date of the next meeting**

The next Full Council Meeting will be held on Monday 25 March 2024 at 7.30pm  
The date of the next meeting was noted as Monday 25 March 2024.

*Meeting closed 20:33*

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday 15 January at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

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

**Present:** Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Kanagarathnam, Travis, Hart

**Absent:** Cllr Campbell

**In attendance:** Abi Williams (Parish Clerk), Alex Coxall (Parish Clerk), Shelley Coulman (RFO), County Councillor Susan van de Ven

## PARISH COUNCIL MEETING: MINUTES

*Meeting started 19.31*

### **PC156/24 To receive and approve apologies for absence**

It was RESOLVED to accept apologies from Cllrs Kilmurray and Wilson.  
Proposed by Cllr Davey, seconded by Cllr Kanagarathnam. All in favour.

### **PC157/24 To receive any Declarations of Interest and Dispensations**

*Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.*

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

Declarations of interest were made by Cllr Travis in item PC164/24c & PC164/24d – dispensation was granted to stay for the discussion but not to vote.

### **PC158/24 Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of the public present.

### **PC159/24 To approve the minutes of the Parish Council meeting (Community Benefit Grants) on 4 December 2023**

Cllr Hart noted corrections to PC153/23f) Replace 'Relate' with 'Melbourn Squash Club' under the RESOLVED sentence.

It was RESOLVED to approve the minutes, including the corrections as above, of the Parish Council meeting (Community Benefit Grants) held on 4 December 2023 as an accurate record.

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

### **PC160/24 To report back on the minutes of the Parish Council meeting (Community Benefit Grants) on 4 December 2023**

It was noted that all of the Community Benefit Grants have now been paid.

- a) To note CAPALCs response to query re donating money to local churches – CAPALC noted that Section 82 of the Levelling Up and Regeneration Act 2023 inserted a new section 19A to the Local Government Act 1894, which comes into force on 26<sup>th</sup> December, allowing councils to spend money on Church property. CAPALC are awaiting confirmation from NALC and SLCC re ensuring sector consistency around the subject. Council will act on this advice when it is issued.

It was noted that we are still awaiting the advice to be issued.

### **PC161/24 Chair's Announcements**

It was noted that in The Moor Play Park one of the new picnic benches has been vandalised and there continues to be an ongoing problem with dog faeces in the play area. It was suggested that we need to advertise the 'dog faeces causes blindness' campaign again. It was also suggested that we have a method for residents to report such findings to the Parish Council directly, and to deliver fliers to the local residents. ACTION – Maintenance Committee to pick up actions as above.

### **PC164/24 Finance Matters**

- e) To consider the installation of Rialtas Finance System as recommended by Finance & Good Governance Committee (FG042/23a)

Item brought forward on agenda to allow the RFO to comment.

The RFO confirmed that the quote is still accurate, and that we aim to start the changeover in April, to go live in June, with both systems running concurrently for a period of three months, and for modules to be added in stages, starting with finance. An amount of £6872.00 has been precepted for the system implementation, and staff training. Licence fees going forward will be £3275.00 per annum. It was RESOLVED to approve the quote from Rialtas allowing for £6872 for installation and training and £3275 for annual licence fees.

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

- f) To consider the continuation to precept £7,500 for Melbourn & District Warden Scheme and to fund additional required from the Parish (£3,000) via an application to the Community Grant Funding Scheme each year.

Item brought forward on the agenda to align with PC166/24 which was also brought forward to allow the RFO to comment.

Item discussed as part of precept item PC166/24. No resolution recorded as funding decision resolved as part of the precept. Future discussion to take place with council around future funding of this and other charitable schemes as part of the precept.

**PC166/24 To consider setting the precept for the financial year 2024/25 as recommended by Finance & Good Governance Committee**

Item brought forward on the agenda to allow the RFO to comment.

It was RESOLVED to approve the precept for financial year 2024/25 as recommended by Finance & Good Governance Committee with an increase of 4.65% (£5.74 per band D household).

Proposed by Cllr Travis, seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Travis, Hart

Abstain: Cllr Cowley

*RFO left the meeting at 20.00*

**PC162/24 To receive reports from the District and County Cllrs for Melbourn**

Cllr Hart drew attention to the number of potholes in the village, highlighting that many have now been marked for filling.

County Cllr Susan van de Ven gave her report, and noted speeding within the village, particularly in Clear Crescent and on the High Street (near The Dolphin). It was highlighted that the road markings outside the science park have been refreshed. There will be a street cleaning ten week rolling cycle, Melbourn is due a visit on 26<sup>th</sup> February. Residents will be able to report street cleaning needs online, Melbourn comes under zone 3.

*A copy of the report can be found in the supporting documents to the minutes on the website*

**PC163/24 Correspondence**

- a) To note request for response to the Cambridgeshire Highways & Streetlighting surveys.

It was noted.

**PC164/24 Finance Matters**

- a) To receive and consider the finance reports for November and December 2023.

It was noted.

- b) To consider approving the retrospective approvals lists for December 2023.

It was RESOLVED to approve the retrospective approvals list for December 2023.

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

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

It was RESOLVED to approve invoice 1702 at a cost of £237.50

Proposed by Cllr Kanagarathnam, Seconded by Cllr Hart.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Cowley, Hart

Abstain: Cllr Travis

It was RESOLVED to approve invoice 1703 at a cost of £2010.00

Proposed by Cllr Barnes, Seconded by Cllr Davey.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Cowley, Hart

Abstain: Cllr Travis

- d) To consider approving payment of the annual licence fee to the Hub.

It was RESOLVED to approve the payment of the annual licence fee of £15,000.00 to the Hub.

Proposed by Cllr Davey, Seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Cowley, Hart

Abstain: Cllr Travis

- e) To consider the installation of the Rialtas Finance System as recommended by Finance & Good Governance Committee (FG042/23a)  
*Brought forward on agenda – see point PC164/24e) above.*
- f) To consider the continuation to precept £7,500 for Melbourn & District Warden Scheme and to fund additional required from the Parish (£3,000) via an application to the Community Grant Funding Scheme each year.  
*Brought forward on agenda – see point PC164/24f) above.*

**PC165/24 Bank reconciliations**

- a) To note bank reconciliations for November / December 2023.  
It was noted.

**PC166/24 To consider setting the precept for the financial year 2024/25 as recommended by Finance & Good Governance Committee**

*Brought forward on agenda – see point PC166/24 above.*

**PC167/24 Governance**

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

**PC168/24 Maintenance Matters**

- a) To receive updates and consider actions  
Update talks to get the old Back Lane pond reinstated are ongoing, with an estimated cost of £500,000.

**PC169/24 Planning Matters**

- a) To consider signing the TP1 for transfer of land at Rosemary Place, New Road as recommended by the Planning Committee.  
It was RESOLVED to approve the signing of the TP1 for transfer of land at Rosemary Place, New Road as recommended by the Planning Committee.

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

- b) To note agreement with Stonebond for Melbourn Parish Council appointed contractor to complete remedial works needed to Orchard Gardens to allow land transfer to be completed. Costs of £2,980.00 will be reimbursed by Stonebond.  
It was noted.
- c) To receive updates and consider actions  
None received

**PC170/24 Community Hub**

- a) To receive updates and consider actions.  
It was noted that a Manager of the Hub has been appointed.  
Cllr Davey extended her, and the councils, congratulations to the Hub Management Team.

**PC171/23 Health, Safety, accessibility, and Wellbeing**

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

**PC172/24 Melbourn Timebank**

- a) To receive the Timebank's monthly report for December / January.  
It was noted.
- b) To receive any updates and consider actions.  
None received.

**PC173/24 To receive an update from the MAYD Joint Committee**

An update was given by Cllr Travis (Chair of MAYD Joint Committee), to state that the Connections Bus service and Mix Music are both running well.

**PC174/24 To receive an update from the Futures Working Party Committee**

Cllr Clark updated that committee meetings would be reinstated and actions decided. Comments were made about road marking causing concern. There was a recommendation the periodically turn the MVAS units around so this catches speeding cars leaving the village.

- a) To note correspondence re the road conditions on The Moor.  
It was noted.

**PC175/24 HR Matters**

- a) To note the completion of the ILCA qualification by the Clerks.  
It was noted.

- b) To receive updates and consider actions.

Cllr Hart updated the Parish Council that dates are in the diary for the Clerks performance reviews.

**PC176/24 Policies**

- a) To consider approving the updated Financial Regulations as recommended by Finance & Good Governance.

It was RESOLVED to approve the updated Financial Regulations as recommended by Finance & Good Governance Committee.

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

**PC177/24 To note the dates of the next meeting**

The date of the next meeting was noted as Monday 26 February 2024 at 7.30pm

*Meeting closed at 20.41*



## **Melbourn PC February 2024 County and District Councillor's Report**

### **Station Road repairs**

The council will have seen the Traffic Regulation Order road closure application for Station Road surface repair in late April. It is good to see this on the work programme at last. As the council has been made aware, because of the nature of the needed repair, which spans the width of the road, it will be necessary to close the road.

### **Path to Station upgrade – Melbourn Greenway**

We hope to be seeing this project undertaken in March/April. There will need to be a diversion to Meldreth Station via the paths along Station Road. We are working with the Greenway team on the details of the diversion.

### **A10 off-road path maintenance**

Thanks to a communities grant from Bruntwood Sci Tech to the A10 Corridor Cycling Campaign, which was able to engage Herts and Cambs Grounds Maintenance contractor, it has been possible to bring the off-road path to Cambridge to a high standard of maintenance.

### **Anglian Water meeting 18 March 2PM**

We have arranged to meet AW as part of our annual cycle of meetings to discuss general issues of concern to the area. Thank you to Cllr Travis for agreeing to attend.

### **A10 campaign AGM March 18<sup>th</sup>, 7:30-8:30PM**

This meeting will take place at TTP and is open to the public.

### **Community Rail Partnership Steering Group March 26<sup>th</sup>**

Melbourn Parish Council is invited to send a CRP representative to this meeting. The CRP AGM will follow in May.

## **COUNTY COUNCIL PUBLIC HEALTH**

### **Measles advice**

Cases of measles are rising in some areas of the country including London and Peterborough. Make sure you and your family are protected by having both doses of the free MMR vaccine. Measles is more than just a rash – it is an infection which spreads very easily and can cause serious complications in some people. Find out more about measles, including symptoms and how you can get vaccinated at [Measles | CPICS](#) Website. Please also be aware there is a significant cohort of 18-25 year olds who also have not had the MMR vaccine.

### **Survey on 'healthy places'**

The County Council Public Health team has launched a survey for residents, seeking their views on the built environment across Cambridgeshire and Peterborough. This includes the physical structures and spaces where people live, work, play, and socialise. It asks:

- How can we create communities that are healthier, easy to access and more inclusive?
- Tell us what you think about the places where you live, work, travel and socialise in our county.

This survey should take around 10-15 minutes. Your feedback will help us understand the experiences and values of Cambridgeshire residents.

The survey can be completed online at [Healthy Places Joint Strategic Needs Assessment Community Survey \(smartsurvey.co.uk\)](https://smartsurvey.co.uk). A small number of hard copies are being made available at libraries and public-facing council offices. The closing date is Monday 15 April.

The survey responses will be used to inform the draft Joint Strategic Needs Assessment, which will be taken to the Joint Cambridgeshire and Peterborough Health and Wellbeing Board & Integrated Care Board in July. This is the meeting point for the council and the NHS, and collaborative work to address health inequalities.

## **COUNTY COUNCIL CARE OPPORTUNITIES**

### **Childminding careers – grants of £600 to help get started**

From the County Council: Are you interested in working in a profession which would enable you to work in your own home and continue to care for your own children, whilst providing quality care for children of working parents? If so, Registered Childminding may be the profession for you.

To help with starting your childminding business the Government are currently offering a grant of £600 towards your set up costs. We hold regular information evenings about childminding which are free to attend. Contact: [childminding@cambridgeshire.gov.uk](mailto:childminding@cambridgeshire.gov.uk)

### **Parents encouraged to apply for support with childcare costs**

The Department for Education is reminding eligible working parents of two-year-olds that they will be able to register to access 15 hours free childcare per week from April 2024. The recommended time to register is between mid-January and the end of February. More information on the childcare support available to parents can be found on the Childcare Choices website, where parents can explore the early education entitlements and other government help with childcare costs.

### **‘Help at Home: Care Micro Enterprises.’**

When it comes to support for older people, our area is well provided for by the Melbourn Mobile Warden Scheme and various other offers.

Not every area is so well served. The County Council is working to help kick-start various new community-based initiatives, including care microenterprises. This involves local people setting up a new very small business, as part of a shift toward localized personalised care and support services.

If you would be interested in following this path as a new work opportunity or finding out more perhaps as a resident in need of care, there is helpful information at [cambridgeshire.gov.uk](https://cambridgeshire.gov.uk), then search ‘Care Micro Enterprise.’ It’s early days but things are taking shape.

### **New Care Professional website for Cambridgeshire – training and career development**

Care professionals make up the biggest proportion of Cambridgeshire’s working population – even more than the NHS.

The County Council is making a big push on supporting career development in the care sector. This includes rolling out the Real Living Wage for its care workers and supporting its providers to pay the Real Living Wage.

It has also now launched a new website for training and career development: The Care Professional Academy, which is supported by Cambridgeshire's Academy for Reaching Excellence (CARE), is a training website for adult social care providers and professionals to access training initiatives, receive benefits for taking part in training and access information from the local authority.

There's lots of information at: [Cambridgeshire.careprofessional.co.uk](https://www.cambridgeshire.careprofessional.co.uk)

### **DISTRICT COUNCIL PRACTICAL HELP: HOME IMPROVEMENTS**

#### **Online Checker for Home Improvement Projects**

The Greater Cambridge Shared Planning Service has launched a user-friendly online checker to help homeowners find out if planning permission is needed for home improvement projects such as dormer windows, fence installations, outbuildings, front porches, flue installations and more.

<https://greatercambridgeplanning.org/planning-applications/check-if-i-need-planningpermission/>

For those thinking about installing solar panels, check out the dedicated webpage for planning permission requirements at <https://greatercambridgeplanning.org/planningapplications/solar-panels/>

If still unclear, please book the free 15-minute advice pre-app session:

<https://greatercambridgeplanning.org/planning-applications/householder-and-smallbusiness-planning-advice/>

**parish clerk**

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**From:** [REDACTED]  
**Sent:** 23 January 2024 20:24  
**To:** parishclerk@melbournparishcouncil.gov.uk  
**Cc:** [REDACTED]  
**Subject:** RE: Melbourn Magazine Deliveries

Hello Abi

[REDACTED]

[REDACTED]

[REDACTED]

Secondly – we were wondering if there might be a chance to make the magazine available for downloading on the Parish Council website? Maybe you could ask for us and we can contact whoever directly to discuss the possibility?

Thanks for all your help so far Abi.

[REDACTED]

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**parish clerk**

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**From:** [REDACTED]  
**Sent:** 18 February 2024 11:00  
**To:** parish clerk  
**Subject:** Melbourn Women's Institute Poppy display

Good morning,

Can I please have permission to display the poppies for remembrance day 2024. We would like to display them on the village sign as last year. They would be put up approx 3 weeks before the 11 November and taken down one week after the 11th. The dates would be dependent on the weather.

I look forward to hearing from you.

Regards

[REDACTED]

## parish clerk

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**From:** [REDACTED] <[REDACTED]@1storwellscouts.org.uk>  
**Sent:** 20 February 2024 11:53  
**To:** parishclerk@melbournparishcouncil.gov.uk  
**Cc:** [REDACTED]  
**Subject:** Meeting with Cubs on Friday 22nd March

**Flag Status:** Flagged

To the Parish Clerk,

I am writing to you on behalf of three of my Cubs who are hoping to arrange a meeting with one of the Melbourn Parish Councillors to come and visit them during one of our weekly meetings. They would like to talk to you about Cubs in our local area and discuss ways in which both Councillors and themselves can help raise awareness of Scouting in Melbourn and surrounding villages.

This year we have introduced a new badge called the YouShaped Award which is a series of elements that the Cubs need to work towards before achieving their complete award. This special award is designed with the Cubs in mind putting them and their ideas at the centre of the Cub Pack and helping them to realise their ideas and facilitate them into the weekly programme. The Central part of the award is achieved with the running of a Pack Forum where the Cubs had an opportunity to put forward and discuss ideas for things they wanted to do for the upcoming year. The Plan and Lead parts of the award help to develop the Cub's ideas and encourage them to organise and run these ideas as real activities and meetings. The Promote section is all about being part of the community and showing people what Scouting and Cubs is all about from talking to local decision makers to helping showcase activities that Cubs get involved with to local children who are not part of Scouting and facilitating activities with them so that they can be involved. The Cubs have especially enjoyed planning and leading games evenings, model making and an escape room and during the summer we hope to get Cubs to organise their own activities at camp and get involved with some community projects such as helping at the School and Village fetes.

The three chosen Cubs are near to completing their award and are soon to leave Cubs and move on at Easter to Scouts and it would be lovely if they had the opportunity to be the first Cubs in our Pack and the first in our Scout Group to finish this award that they have been working so hard to achieve since September. The last section they need to complete is the Promote part and therefore this is where I would like them to be able to have the opportunity to share ideas about their Cub Pack and Scouting to their local Parish Councillors.

If possible I would like them to be able to meet a local representative on Friday 22nd March at Melbourn Primary School during their last Cub meeting.

On behalf of my Cubs I would be extremely grateful if a meeting was possible to arrange.

Many, many thanks. Regards,

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[REDACTED]  
Cub Assistant Section Leader  
1st Orwell Scouts/Royston District/Hertfordshire

[REDACTED]  
**We prepare young people with skills for life**

## parish clerk

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**From:** parish clerk <parishclerk@melbournparishcouncil.gov.uk>  
**Sent:** 29 January 2024 11:19  
**To:** parishclerk@melbournparishcouncil.gov.uk; councillors@melbournparishcouncil.gov.uk; 'RFO Gov'  
**Subject:** RE: RESPONSE REQUIRED: Email decision - Greengage Rise - land transfer costs

Thank you to all that responded to the email, eight councillors replied in support, please note the resolution below:

It was RESOLVED to approve the payment of £278.00 to HCR Law with regard to the increased undertaking costs from Eversheds.

Many thanks for your time.

Abi

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**From:** parish clerk <parishclerk@melbournparishcouncil.gov.uk>  
**Sent:** 24 January 2024 12:02  
**To:** councillors@melbournparishcouncil.gov.uk; parishclerk <parishclerk@melbournparishcouncil.gov.uk>; RFO Gov <RFO@melbournparishcouncil.gov.uk>  
**Subject:** RESPONSE REQUIRED: Email decision - Greengage Rise - land transfer costs

Dear Councillors,

### **Greengage Rise – land transfer costs**

Our solicitor, HCR, has informed us that Eversheds, the solicitor working on behalf of Wimpey, have increased their costs for undertaking the transfer of land to £750 plus VAT and disbursements limited to £50. This has risen from £550 plus VAT and £10 disbursements that was invoiced in 2022 (PAID invoice attached).

In order to proceed with the land transfer it has been requested that we pay the additional funds of £278 to cover the increased costs.

Related information:

- You may recall that in September 2023 it was RESOLVED to approve the costs of £480 relating to the legal fees for the transfer of land at Greengage Rise (PC087/23i). This relates to the fees from our solicitors and NOT the fees requested above.
- This increase is over and above the rates already agreed with HCR for their work, est at £1500 plus VAT.

Please respond with your vote:

**To consider the payment of £278.00 to HCR Law with regard to the increased undertaking costs from Eversheds.**

Many thanks

Abi & Alex

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**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](mailto:parishclerk@melbournparishcouncil.gov.uk)  
[melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)

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

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



# Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/23

		2023/24 Budget	Reserve Movements	Actual Net	Balance
<b><u>INCOME</u></b>					
<b>Conservation</b>					
100	Allotment Rent	£2,800.00	£0.00	£2,868.79	£68.79
101	Allotment Insurance Premiums	£0.00	£0.00	£10.00	£10.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
<b>Total Conservation</b>		£6,650.00	£0.00	£6,727.51	£77.51
<b>Cemeteries</b>					
200	Burial Fees	£4,200.00	£0.00	£4,650.00	£450.00
<b>Total Cemeteries</b>		£4,200.00	£0.00	£4,650.00	£450.00
<b>Play Areas &amp; Recreation Grounds</b>					
300	Match Fees	£3,200.00	£0.00	£1,355.00	-£1,845.00
320	Hire of Recreation Grounds	£840.00	£0.00	£950.09	£110.09
340	Pavilion Hire	£315.00	£0.00	£450.00	£135.00
370	Pavilion Hire - MAYD recharge	£0.00	£0.00	£0.00	£0.00
<b>Total Play Areas &amp; Recreation Grounds</b>		£4,355.00	£0.00	£2,755.09	-£1,599.91
<b>Finance &amp; General Purpose</b>					
410	Precept	£314,890.00	£0.00	£314,890.00	£0.00
420	Interest - Deposit Account Unity	£6,000.00	£0.00	£3,408.48	-£2,591.52
425	Interest - Nationwide 45 Day	£0.00	£0.00	£0.00	£0.00
430	Interest - Public Sector Deposit	£0.00	£0.00	£3,419.78	£3,419.78
435	Interest - Charity Bank	£0.00	£0.00	£593.95	£593.95
440	Interest - HTB	£0.00	£0.00	£0.00	£0.00
460	Miscellaneous Income	£0.00	£0.00	£3,955.26	£3,955.26
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£1,104.93	£1,104.93
600	Grants Received	£0.00	£0.00	£0.00	£0.00
650	MCCR/Covid 19	£0.00	£0.00	£0.00	£0.00
660	Timebanking Income	£0.00	£0.00	£0.00	£0.00
<b>Total Finance &amp; General Purpose</b>		£320,890.00	£0.00	£327,372.40	£6,482.40
<b>Highways</b>					
800	Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
<b>Total Highways</b>		£0.00	£0.00	£0.00	£0.00
<b>Rental Property</b>					
900	Little Hands Nursery Rent	£27,000.00	£0.00	£22,500.00	-£4,500.00
<b>Total Rental Property</b>		£27,000.00	£0.00	£22,500.00	-£4,500.00
<b>Melbourn Area Youth Develpt Reserve</b>					
950	MAYD Partner Contributions	£0.00	£0.00	£0.00	£0.00
<b>Total Melbourn Area Youth Develpt Reserve</b>		£0.00	£0.00	£0.00	£0.00

<b>Community Benefit Reserve</b>					
960	Solar Farm Grant Income	£0.00	£53,471.73	£53,471.73	£0.00
<b>Total Community Benefit Reserve</b>		£0.00	£53,471.73	£53,471.73	£0.00
<b>S106 &amp; Other Capital Grants Reserve</b>					
140	S.106 Grants	£0.00	£0.00	£0.00	£0.00
141	S106 - Community Transport Service	£0.00	£0.00	£0.00	£0.00
145	Community Capital Grant Fund - Hub Extension	£0.00	£0.00	£0.00	£0.00
<b>Total S106 &amp; Other Capital Grants Reserve</b>		£0.00	£0.00	£0.00	£0.00
<b>Celebrating Ages Reserve</b>					
990	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
<b>Total Celebrating Ages Reserve</b>		£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		£363,095.00	£53,471.73	£417,476.73	£910.00

## **EXPENDITURE**

<b>Conservation</b>					
1000	Allotments	£3,150.00	£0.00	£897.52	£2,252.48
1001	Allotment Insurance Premiums	£0.00	£0.00	£5.00	£-5.00
1100	Conservation	£13,210.00	£0.00	£4,764.66	£8,445.34
1150	Stockbridge Meadows	£1,650.00	£0.00	£769.92	£880.08
1200	Grass Cutting Contract	£8,670.00	£0.00	£6,525.00	£2,145.00
1300	Public Open Space Maintenance	£6,420.00	£0.00	£5,385.00	£1,035.00
<b>Total Conservation</b>		£33,100.00	£0.00	£18,347.10	£14,752.90
<b>Cemeteries</b>					
2000	Cemetery Rates, Utilities & Upkeep	£4,555.00	£0.00	£1,688.76	£2,866.24
2100	Cemetery Grounds Maintenance	£5,590.00	£0.00	£4,553.30	£1,036.70
<b>Total Cemeteries</b>		£10,145.00	£0.00	£6,242.06	£3,902.94
<b>Play Areas &amp; Recreation Grounds</b>					
3000	Play Areas	£4,290.00	£0.00	£1,830.50	£2,459.50
3200	Recreation Grounds	£14,190.00	£0.00	£11,292.00	£2,898.00
3400	Pavilion	£10,065.00	£0.00	£8,348.77	£1,716.23
<b>Total Play Areas &amp; Recreation Grounds</b>		£28,545.00	£0.00	£21,471.27	£7,073.73
<b>Finance &amp; General Purpose</b>					
4000	Audit, Legal and Professional Fees	£1,900.00	£0.00	£1,885.30	£14.70
4200	Contingency	£0.00	£0.00	£0.00	£0.00
4300	Wardens' Materials, Equipment & Van	£2,630.00	£0.00	£2,287.66	£342.34
4500	Insurances	£15,950.00	£0.00	£16,097.77	£-147.77
4700	Membership of Societies	£1,500.00	£0.00	£1,502.19	£-2.19
4900	Parish Clock	£415.00	£0.00	£215.00	£200.00
5000	Parish Office, IT & Contractors	£27,490.00	£0.00	£23,211.80	£4,278.20
5100	Salaries, NI & Pensions	£82,000.00	£0.00	£77,410.38	£4,589.62
5300	Sundry Expenses	£198.00	£0.00	£597.52	£-399.52
5400	Training	£1,600.00	£0.00	£1,240.00	£360.00
5700	Pension Scheme Charges	£440.00	£0.00	£360.00	£80.00
5900	Bank Charges	£210.00	£0.00	£180.85	£29.15

6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£10,250.00	£0.00	£10,294.20	-£44.20
6005	Grant funding - MAYD	£6,500.00	£0.00	£0.00	£6,500.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£4,590.00	£10,410.00
6401	Community Hub - Maintenance & Replacements	£10,210.00	£0.00	£7,591.74	£2,618.26
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£1,104.93	-£1,104.93
6450	PWLB Community Hub - Interest	£27,643.00	£0.00	£27,701.25	-£58.25
6451	PWLB Community Hub - Capital	£5,311.00	£0.00	£5,252.95	£58.05
6452	PWLB Car Park - Interest	£4,986.00	£0.00	£3,028.63	£1,957.37
6453	PWLB Car Park - Capital	£11,902.00	£0.00	£7,216.04	£4,685.96
6500	MCCR/Covid 19 Costs	£0.00	£0.00	£0.00	£0.00
6600	Timebanking Expenses	£390.00	£458.42	£1,016.50	-£168.08
6700	War Memorial	£0.00	£0.00	£0.00	£0.00
6800	Election Costs	£0.00	£0.00	£0.00	£0.00
6900	Community Events	£3,110.00	£0.00	£1,559.84	£1,550.16
7100	Village Car Park - Rates, Utilities & Maintenance	£15,900.00	£0.00	£14,655.38	£1,244.62
7200	Fire Engine House	£400.00	£0.00	£0.00	£400.00
<b>Total Finance &amp; General Purpose</b>		<b>£246,135.00</b>	<b>£458.42</b>	<b>£208,999.93</b>	<b>£37,593.49</b>
<b>Planning</b>					
7000	Community Development	£3,200.00	£0.00	£0.00	£3,200.00
<b>Total Planning</b>		<b>£3,200.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,200.00</b>
<b>Highways</b>					
8000	Highways and Footpaths	£0.00	£0.00	£9,537.00	-£9,537.00
8100	Street Lighting	£1,000.00	£0.00	£617.53	£382.47
<b>Total Highways</b>		<b>£1,000.00</b>	<b>£0.00</b>	<b>£10,154.53</b>	<b>-£9,154.53</b>
<b>Rental Property</b>					
9000	Little Hands Nursery	£6,550.00	£18,621.45	£18,846.45	£6,325.00
<b>Total Rental Property</b>		<b>£6,550.00</b>	<b>£18,621.45</b>	<b>£18,846.45</b>	<b>£6,325.00</b>
<b>Melbourn Area Youth Develpt Reserve</b>					
9500	MAYD Youth Club Expenditure	£0.00	£7,421.77	£7,421.77	£0.00
<b>Total Melbourn Area Youth Develpt Reserve</b>		<b>£0.00</b>	<b>£7,421.77</b>	<b>£7,421.77</b>	<b>£0.00</b>
<b>Community Benefit Reserve</b>					
9600	Community Benefit Donations	£0.00	£48,416.37	£48,416.37	£0.00
9601	Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
<b>Total Community Benefit Reserve</b>		<b>£0.00</b>	<b>£48,416.37</b>	<b>£48,416.37</b>	<b>£0.00</b>
<b>S106 &amp; Other Capital Grants Reserve</b>					
1400	S106 Expenditure	£0.00	£34,078.11	£34,078.11	£0.00
1410	S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450	Community Capital Fund Grant - Hub Extension	£0.00	£1,059.39	£1,059.39	£0.00
<b>Total S106 &amp; Other Capital Grants</b>		<b>£0.00</b>	<b>£40,137.50</b>	<b>£40,137.50</b>	<b>£0.00</b>

<b>Celebrating Ages Reserve</b>				
4800 Celebrating Ages	£0.00	£0.00	£0.00	£0.00
<b>Total Celebrating Ages Reserve</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

<b>Total Expenditure</b>	<b>£328,675.00</b>	<b>£115,055.51</b>	<b>£380,036.98</b>	<b>£97,771.64</b>
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Total Income	£363,095.00	£53,471.73	£417,476.73	£910.00
Total Expenditure	£328,675.00	£115,055.51	£380,036.98	£63,693.53
<b>Total Net Balance</b>	<b>£34,420.00</b>		<b>£37,439.75</b>	

## Cash & Bank Balances 31<sup>st</sup> January 2024

### Ordinary Accounts

Petty Cash	£45.00
Prepaid Debit Cards	£935.48
Unity Bank Current Account	£120,252.94
Unity Bank Instant Access Deposit	£178,386.59

### Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£85,000.00
Charity Bank Ethical 1 Yr Fixed Term	£31,018.16
Nationwide 45 day Business Saver	£116,967.67
Cambs & County 1 Yr Fixed Term	£60,000.00

<b>Total</b>	<b>£592,605.40</b>
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Bank Accounts for Investments are in progress in line with the investment policy.

## Melbourn Parish Council Finance Report 31<sup>st</sup> January 2024

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include due and unpaid transactions with invoice dates from 1<sup>st</sup> April to 31<sup>st</sup> January 2024. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

### Variations from Budget

#### Income:

Income is in excess of budget in which interest continues to be favourable. The fees for pitch use is yet to be recognised resulting in lower than budgeted income for recreation grounds.

#### Expenditure:

All expenditure seems to be in line with budget. Payroll will be in excess of the budgeted line as expected, there is some reserves ringfenced to mitigate this.

The expenditure for the contribution to Cambridgeshire County Council for the 20mph work has been coded to Highways and Footpaths. We are reviewing whether this forms part of any reserves and will be corrected once located.

Shelley Coulman – RFO Melbourn Parish Council

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Total	Transaction Details
6441	DD240117THREE	45278	20.00	4.00	24.00	24.00	3 Business Services - Up to 17 Dec 23
6442	DD240107GAS2	45284	9.13	0.46	9.59		British Gas - Old Recreation Ground - 20 Nov - 21 Dec
6437	DDBRITISHGASJAN24	45281	8.78	0.93	9.71		British Gas - Electricity bill - orchard road cemetery - 20/10 - 21/12/23
6478	DDBRITISHGASJAN24	45315	9.72	0.49	10.21		British Gas - Electricity bill - orchard road cemetery - 21/12/23 - 21/01/24
6452	DDJAN24BGAS	45297	418.13	20.90	439.03		British Gas - New Workshop - credit6 nov - 6 dec 2023
6456	DDJAN24BGAS	45297	1,252.70	250.54	1,503.24		British Gas - New Workshop - invoice from smart meter reading 4 Oct - 2 Jan 2024
6457	DDJAN24BGAS	45297	124.54	24.91	149.45		British Gas - New Workshop - invoice from smart meter reading 2 Jan - 8 Jan 2024
6470	DDJAN24BGASPAV	45307	226.95	11.35	238.30		British Gas - Pavilion Electricity - 13/12/23 - 13/01/24
6479	DDJAN24GAS2	45315	9.04	0.45	9.49	1,490.96	British Gas - Old Recreation Ground - 21/12/23 - 21/01/24
6467	BACSJAN24CCC	45306	9,537.00	-	9,537.00	9,537.00	Cambridgeshire County Council - Melbourn 20mph Zone / speed cushion on new road contribution
6444	BACSJAN24PETTIFER	45294	52.10	-	52.10	52.10	David William Pettifer - Litter picking
6398	CC231231DVLVA	45267	320.00	-	320.00	320.00	DVLA - Parish Van - BD67 NPG - vehicle tax - 2024
6472	BACSJAN24ESPO	45302	16.10	3.22	19.32	19.32	ESPO - Purchase of: Stationery
6469	BACSJAN24H2O	45306	165.00	33.00	198.00	198.00	H2O Gas Heating & Plumbing Services Ltd - Hub boiler service and rad check
6433	BACS240116H&CGM	45281	622.50	124.50	747.00		Herts & Cambs Ground Maintenance Limited - Cutting of verges throughout village
6434	BACS240116H&CGM	45281	405.83	81.17	487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries and Church yard maintenance
6435	BACS240116H&CGM	45281	460.00	92.00	552.00		Herts & Cambs Ground Maintenance Limited - Grounds maintenance:Hub, Car park, Chalkhill Barrow
6436	BACS240116H&CGM	45281	755.00	151.00	906.00		Herts & Cambs Ground Maintenance Limited - New Rec and Old Rec
6466	BACSJAN24HERTSANDCAM	45303	210.00	42.00	252.00	2,944.00	Herts & Cambs Ground Maintenance Limited - Cut hedges at Allotments - The Moor
6431	BACS23JANJTRUEMAN	45285	112.00	-	112.00	112.00	Jason Trueman - December Pavilion Cleaning
6445	BACS240118LUCID	45292	132.00	26.40	158.40	158.40	LUCID Systems - 1 x covered agreement
6446	BACS24JANMARKWYER	45294	93.78	-	93.78	93.78	Mark Wyer - Litter Picker
6471	BACS24JANDEOLIV	45308	140.00	-	140.00	140.00	Matthew De Oliveira - January -Key Services
6459	BACSJAN24FIT	45254	556.79	-	556.79		Melbourn Community Hub Management Group - Feed In Tarriff
6458	BACSJAN24HUB	45291	1,560.00	-	1,560.00	2,116.79	Melbourn Community Hub Management Group - PCN room rental - December 2023
6440	DD240101NOW	45292	36.00	7.20	43.20	43.20	Now Pensions - January 2024 monthly employer service charge
6474	DD240214PWLB	45308	1,800.94	-	1,800.94	1,800.94	Public Works Loan Board - Loan and interest repayment - Car Park - instalment
6475	BACSJan24SHELDFORD	45313	146.00	29.20	175.20	175.20	Shelford Heating - Attending to fix heating at pavilion
6491	BACSJan24Coulman		63.82	10.11	73.93	73.93	Jason Coulman - Mix Music food & sweets Christmas party
6455	BACS24JanSHIRES	45301	300.00	60.00	360.00	360.00	Shire Trees Limited - Clear fallen tree,station road
5880	DD	45292	32.28	-	32.28		South Cambs District Council - Waste Collection at the pavilion 10 of 12
5897	DD	45292	79.00	-	79.00		South Cambs District Council - Rates Victoria Way (10 of 10)
5906	DD	45292	259.00	-	259.00		South Cambs District Council - Rates - Pavilion Rec Ground Instalment 10 of 10
5916	DD	45292	1,272.00	-	1,272.00	1,642.28	South Cambs District Council - Rates Car Park (10 of 10)
6481	Bacs	1492	20.90	4.18	25.08	25.08	Fuel for Wardens Van Soldo Card locked away
6432	BACS240116CONNECTION	45280	2,168.00	-	2,168.00	2,168.00	The Connections Bus Project - Provision of Youth Work Connections Bus
6439	BACSJan24WAVE	45276	63.21	-	63.21	63.21	Wave - Workshop water - 16 jun 2023 - 15 Dec 2023
6449	DD240111YU1	45295	11.79	0.59	12.38		Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/12/23 - 31/12/23 Acc 2000107116
6450	DD240111YU2	45295	12.75	0.64	13.39		Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/12/23 - 31/12/23Acc 2000107118
6448	DD240111YU3	45295	54.02	2.70	56.72	82.49	Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/12/23 - 31/12/23Acc: 2000107117
6443	BACS240116ZANDREWS	45294	5.00	-	5.00	5.00	Zoe Andrews - REFUND - overpaid allotment insurance premium - 38A SG
Confidential items eg Salaries, NI & Pensions			7,768.89		7,768.89	7,768.89	
			30,474.43	940.14	31,414.57	31,414.57	

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Total	Transaction Details
6504	DD240217THREE	985894829028	£20.00	£4.00	£24.00	£24.00	3 Business Services - Up to 17 Jan 24
6508		0001492732	£371.74	£74.35	£446.09	£446.09	Bin Shop - 2 x trojan bin and ground fixing
6516	DDFEB24BGAS	6792839	£481.02	£96.20	£577.22		British Gas - New Workshop
6525	DDFEB24BGASPAV	6881953	£159.94	£8.00	£167.94	£745.16	British Gas - Pavilion Electricity -
6497	BACSFEB24CAMBASB	SF-20246262	£150.00	£30.00	£180.00	£180.00	Cambridge Asbestos Removal - Removal of collections cement asbestos on St Georges
6530	BACSFEB24CAMSLOCK	2656	£25.00	£5.00	£30.00	£30.00	Cambis Lock and Safe - 2 x copy of workshop key
6503	BACSFEB24PETTIFER	Jan24	£83.36	£0.00	£83.36	£83.36	David William Pettifer - Litter picking
6505	BACSFEB24EDGE	37563	£1,473.85	£294.77	£1,768.62	£1,768.62	Edge IT Systems - Epitaph and AdvantEDGE Online - 3 yr contract 15/02/24 - 14/02/25 - FINAL YEAR
6492	BACSFEB24ESPO	7214250	£106.60	£21.32	£127.92		ESPO - Purchase of: 1 x grit bin
6493	BACSFEB24ESPO	7225568	£54.65	£10.93	£65.58	£193.50	ESPO - Purchase of: 1 x graffiti remover/ x refuse bags
6496	BACSFEB24H2O	5148	£106.00	£21.20	£127.20	£127.20	H2O Gas Heating & Plumbing Services Ltd - Replaced WC syphon in Melbourn Hub
6498	BACSFEB24H&CGM	SF-3033	£405.83	£81.17	£487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries and Church yard maintenance
6499	BACSFEB24H&CGM	SF-3034	£622.50	£124.50	£747.00		Herts & Cambs Ground Maintenance Limited - Cutting of verges throughout village
6500	BACSFEB24H&CGM	SF-3032	£460.00	£92.00	£552.00		Herts & Cambs Ground Maintenance Limited - Grounds maintenance: Hub, Car park, Chalkhill Barrow
6501	BACSFEB24H&CGM	SF-3031	£755.00	£151.00	£906.00	£2,692.00	Herts & Cambs Ground Maintenance Limited - New Rec and Old Rec
6495	BACSFEB24JTRUEMAN	000254	£84.00	£0.00	£84.00	£84.00	Jason Trueman - January Pavilion Cleaning
6507	BACSFeb24LUCID	31323	£133.50	£26.70	£160.20	£160.20	LUCID Systems - 1 x covered agreement
6522	BACSFeb24MADINGLEY	0101241938	£71.92	£14.38	£86.30	£86.30	Madingley Mulch - compost for 83 High Street
6510	BACSFeb24MARKWYER	266	£177.14	£0.00	£177.14	£177.14	Mark Wyer - Litter picker
6527	BACS24FEBDEOLIV	17	£140.00	£0.00	£140.00	£140.00	Matthew De Oliveira - February -Key Services
6531	BACSFEB24HUB	1707	£1,650.00	£0.00	£1,650.00		Melbourn Community Hub Management Group - PCN room rental
6532	BACSFEB24HUB	1708	£37.50	£0.00	£37.50	£1,687.50	Melbourn Community Hub Management Group - Room rental NHS - meapause café 17/01
6509	BACS240227MGAR	1075135	£162.95	£32.59	£195.54	£195.54	Melbourn Garage - Supply & fit new battery in parish van inc 3 yr warranty
6502	BACSFEB24MGS	20968	£240.00	£48.00	£288.00	£288.00	Multi Glazing Systems Ltd - Pre-planned maintenance
6506	BACSFeb24BACS	3142411	£34.53	£6.91	£41.44		Norburys Building & Landscape Supplies Ltd -
6515	BACSFeb24NORBURY	3142732	£25.54	£5.11	£30.65		Norburys Building & Landscape Supplies Ltd - tanalized timber 4x80mm reisser box of 200
6520	BACSFeb24NORBURY	3142863	£11.45	£2.29	£13.74	£85.83	Norburys Building & Landscape Supplies Ltd - metal fixing strapping galvanised clout
6494	DDFEB24NOW	NPL386481	£36.00	£7.20	£43.20	£43.20	Now Pensions - February 2024 monthly employer service charge
6526	BACSFEB24PHILLIMORE	7030	£93.60	£18.72	£112.32	£112.32	Phillimore Garden Centre - Various Materials
6518	BACSFEB24RICOH	102414307	£50.85	£10.17	£61.02	£61.02	Ricoh UK Limited -Printer rent and printing
6523	BACS24FebSHIRES	2993	£220.00	£44.00	£264.00	£264.00	Shire Trees Limited - Fell and remove tree from All Saints - lawson cypress
6409	BACSFeb24MARRIAGE	MEL05/23	£175.00	£0.00	£175.00	£175.00	Consultancy Dec, Jan and Feb
5881	DD	80089841	£32.28	£0.00	£32.28	£32.28	South Cambs District Council - Waste Collection at the pavilion 11 of 12
6529	BACSFEB24CONNECTION	230061	£1,296.00	£0.00	£1,296.00	£1,296.00	The Connections Bus Project - Provision of Youth Work Connections Bus:Jan - feb - 4 sessions @ £324 per session
6512	DDFeb24YU1	01492943	£11.79	£0.59	£12.38		Yu Energy - Unmetered supply, Melbourn Parish Council, UM50/01/24 - 31/01/24 Acc 200010716
6513	DDFeb24YU2	01492946	£12.79	£0.64	£13.43		Yu Energy - Unmetered supply, Melbourn Parish Council, UM50/01/24 - 31/01/24Acc 200010718
6511	DDFeb24YU3	01492945	£57.22	£2.86	£60.08	£85.89	Yu Energy - Unmetered supply, Melbourn Parish Council, UM50/01/24 - 31/01/24Acc: 200010717
Confidential items eg Salaries, NI & Pensions			7,456.05		7,456.05	7,456.05	
			17,485.60	1,234.60	18,720.20	18,720.20	

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Melbourn Community Hub**

30 High Street  
Melbourn  
Cambridgeshire  
SG8 6DZ  
hubadmin@melbournhub.co.uk  
Company Registration No. 08320569



# INVOICE

**INVOICE TO**

Melbourn Parish Council  
30 High Street  
Melbourn  
Cams  
SG8 6DZ

**INVOICE NO.** 1707

**DATE** 31/01/2024

**DUE DATE** 01/03/2024

**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>Room Rental - NHS</b> Hire of Bennett Room for January 2024	22	60.00	1,320.00
<b>Room Rental - NHS</b> Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 4th January 2024	1	60.00	60.00
<b>Room Rental - NHS</b> Hire of Norbury Room for PCN. 08:30 to 13:30 Friday 5th January 2024	1	60.00	60.00
<b>Room Rental - NHS</b> Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 9th January 2024	0.50	60.00	30.00
<b>Room Rental - NHS</b> Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 11th January 2024	1	60.00	60.00
<b>Room Rental - NHS</b> Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 18th January 2024	1	60.00	60.00
<b>Room Rental - NHS</b> Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 25th January 2024	1	60.00	60.00

Monies to be drawn from the ICB fund

**BALANCE DUE**

**£1,650.00**

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

**Melbourn Community Hub**

30 High Street  
Melbourn  
Cambridgeshire  
SG8 6DZ  
hubadmin@melbournhub.co.uk  
Company Registration No. 08320569



# INVOICE

**INVOICE TO**

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

**INVOICE NO.** 1708

**DATE** 31/01/2024

**DUE DATE** 01/03/2024

**TERMS** Net 30

---

ACTIVITY	QTY	RATE	AMOUNT
<b>Room Rental - NHS</b> Menopause Cafe Hire of Austen Room 10:00 to 12:30 Wednesday 17th January 2024	2.50	15.00	37.50

---

To be drawn down from S106 health fund

**BALANCE DUE**

**£37.50**

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group



MENU

News **nalc** (/)

## Government informs NALC of Section 137 expenditure limit for 2024/25

Friday, 19 January 2024



([http://www.nalc.gov.uk/images/easyblog\\_shared/FINANC\\_20230324-134033\\_1.jpg](http://www.nalc.gov.uk/images/easyblog_shared/FINANC_20230324-134033_1.jpg))

The Department for Levelling Up, Housing and Communities has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is £10.81.

The amount is a result of increasing the amount of £9.93 for 2023/24 by the percentage increase in the retail index between September 2022 and September 2023 under Schedule 12B to the 1972 Act.

CLLr Keith Stevens, NALC chair, responded, "I welcome this notification from the government on the increase to section 137 expenditure for England's 10,000 local councils. This enables the first tier of local government to spend a limited amount of money for purposes for which they have no other specific statutory power, helping them continue to invest their small share of council tax to support and improve their communities."

**Read the full letter** (</library/news-stories/4015-2024-25-section-137>)

Tags: [News \(/latest/tags/6-news\)](/latest/tags/6-news)

[← NALC launches new banking webpage to help address ... \(/news/entry/...](#)

[NALC has released extra tickets for how local coun... \(/news/entry/277...](#) [➤](#)

**parish clerk**

---

**From:** Communities Duty <Duty.Communities@scambs.gov.uk>  
**Sent:** 17 January 2024 11:52  
**To:** Undisclosed recipients:  
**Subject:** Civil Parking Enforcement - tickets issued from 1 February and feedback

Dear Town and Parish Councils

Civil Parking Enforcement (CPE) has been live in South Cambridgeshire since late December, but from 1 February tickets, with fines attached, will begin to be issued by Cambridgeshire County Council’s Civil Parking Enforcement Officers.

As we said at the briefing sessions held in November, the officers can only enforce restrictions that are in place, such as parking on a single or double yellow lines, or the footpath where restrictions are adjacent.

Other parking matters, such as causing an obstruction by parking on the pavement, will remain Police matters.

There will be two enforcement officers dedicated to South Cambridgeshire as part of a wider team that enforce the CPE scheme in Cambridge City. It is not possible for the officers to be everywhere all the time and work has been done by Cambridgeshire County Council, utilising available data and insights, to maximise the time they spend enforcing and minimising travel time across the large rural area they will cover.

Although plans are in place for when tickets begin to be issued, they will look at these over the coming weeks and months as the team learn more from their patrols. The team at the County Council has had feedback from some communities about concerns in some areas too. To ensure they get all the information they need to help increase their understanding of local concerns, which in turn can help them continue to improve how resources are allocated, they have provided the table below. This information is also being sent to county and district councillors but if town/parish councils feel they have information to feedback please complete the table and email it back to [parkingcontrol@cambridgeshire.gov.uk](mailto:parkingcontrol@cambridgeshire.gov.uk) (please do not reply to this email)

<b>Restriction:</b> What restriction is being contravened*?	<b>Time:</b> What time does the contravention usually occur?	<b>Day:</b> What day does the contravention usually occur?	<b>Occurrence:</b> How often is the contravention observed?

For further information on CPE you can visit [www.cambridgeshire.gov.uk/CPE](http://www.cambridgeshire.gov.uk/CPE)

Best wishes

Gareth

**Gareth Bell** | Communications and Communities Service Manager



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA  
e: [gareth.bell@scambs.gov.uk](mailto:gareth.bell@scambs.gov.uk) | t: 01954 713289  
[www.scambs.gov.uk](http://www.scambs.gov.uk) | [facebook](#) | [Instagram](#) | [LinkedIn](#) | [X](#)

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

## Welcome to the ordering portal for His Majesty The King's Official Portrait



**The UK Government is pleased to offer this portrait to commemorate the accession of His Majesty King Charles III.**

**Town, Parish and Community councils are eligible for this portrait at no cost to themselves and will have received a communication informing them how to request a portrait.**

To begin the process of ordering your free portrait, simply register your details below (Please ensure you complete all the details requested in full).

We aim to authorise your registration within 24 hours, and once approved you will receive an email confirming your acceptance onto the scheme containing your log in details (please note this process may take up to a week in exceptional

circumstances).

**Once you receive your confirmation email, log into this ordering portal to place and complete your order. Once you have submitted, you will receive an email confirmation of your order.**

Delivery of the portraits is expected between February and April 2024. Upon dispatch, you will receive an email notifying you that your order has been sent out which will include tracking information.

**This portrait scheme will close on Thursday 28th March 2024 for new requests. Please ensure you place your order by this date**

For any queries regarding the ordering process please email [kingsportrait@cubiquitymedia.com](mailto:kingsportrait@cubiquitymedia.com)

## New User Registration

\* Required fields

\* First Name:

\* Last Name:

\* Email Address:

\* Confirm Email:

\* Town, Parish, or  
Community Council Name  
e.g. Sandy Town Council:

\* Delivery Address Line 1:

Delivery Address Line 2 :

## Existing User Login

Email:

Password:

Keep me  
logged in

Forgotten  
password?

\* Delivery Town:

County:

\* Delivery Postcode:

Phone:

\* Principal Local Council

Name e.g. Warwick

District Council:

DLUHC Parish Code or  
ONS Code e.g. E04012673,  
E3901P015 - please see  
FAQs:

\* Requestor's Role:

\* Create Password Must be  
minimum of 8 characters,  
both upper and lower case  
and at least 1 number.  
Please take note of your  
password as this will not  
be altered during the  
validation process:

\* Confirm password:

\* Accept Standard Terms &  
Conditions:

# CUBIQUITY

Bourne House  
475 Godstone Road  
Whyteleafe  
Surrey  
CR3 0BL  
+44 (0) 1883 621 130  
[kingsportrait@cubiquitymedia.com](mailto:kingsportrait@cubiquitymedia.com)

[User Guide](#)  
[FAQs](#)  
[Contact Us](#)  
[Modern Slavery](#)  
[Query Form](#)

# Melbourn Parish Council Meetings

Day	Date	Start Time	Meeting	Notes
<b>JUNE</b>				
	03 June 2024			
Monday	<b>10 June 2024</b>	19:30	Planning	
Thursday	<b>13 June 2024</b>	09:30	Maintenance	
Monday	<b>17 June 2024</b>	19:30	Finance & Good Governance	
Monday	<b>24 June 2024</b>	19:30	Full Council	
<b>JULY</b>				
	01 July 2024			
Monday	<b>08 July 2024</b>	19:30	Planning	
	15 July 2024			
Thursday	<b>18 July 2024</b>	09:30	Maintenance	
Monday	<b>22 July 2024</b>	19:30	Full Council	
	29 July 2024			
<b>AUGUST</b>				
	05 August 2024			
Monday	<b>12 August 2024</b>	19:30	Planning	
Thursday	<b>15 August 2024</b>	09:30	Maintenance	
	19 August 2024			
	26 August 2024			BH
<b>SEPTEMBER</b>				
	02 September 2024			
Monday	<b>09 September 2024</b>	19:30	Planning	
Thursday	<b>12 September 2024</b>	09:30	Maintenance	
	16 September 2023			
Monday	<b>23 September 2024</b>	19:30	Full Council	
	30 September 2024			
<b>OCTOBER</b>				
Monday	<b>07 October 2024</b>	19:30	Planning	
	14 October 2024			
Thursday	<b>17 October 2024</b>	09:30	Maintenance	
Monday	<b>21 October 2024</b>	19:30	Full Council	
	28 October 2024			
<b>NOVEMBER</b>				
Monday	<b>04 November 2024</b>	19:30	Finance & Good Governance	
Monday	<b>11 November 2024</b>	19:30	Planning	
	18 November 2024			
Thursday	<b>21 November 2024</b>	09:30	Maintenance	
Monday	<b>25 November 2024</b>	19:30	Full Council	
<b>DECEMBER</b>				
Monday	<b>02 December 2024</b>	19:30	Full Council (Community Benefit Grant)	
Monday	<b>09 December 2024</b>	19:30	Planning	
Thursday	<b>12 December 2024</b>	09:30	Maintenance	
Monday	<b>16 December 2024</b>	19:30	Finance & Good Governance	
	23 December 2024			
	30 December 2024			
<b>JANUARY</b>				
Monday	<b>06 January 2025</b>	19:30	Planning	
Monday	<b>13 January 2025</b>	19:30	Full Council	Precept set
	20 January 2025			
Thursday	<b>23 January 2025</b>	09:30	Maintenance	
	27 January 2025			
<b>FEBRUARY</b>				
	03 February 2025			
Monday	<b>10 February 2025</b>	19:30	Planning	
Thursday	<b>17 February 2025</b>	09:30	Maintenance	
Monday	<b>24 February 2025</b>	19:30	Full Council	
<b>MARCH</b>				
	03 March 2025			
Monday	<b>10 March 2025</b>	19:30	Planning	
Thursday	<b>13 March 2025</b>	09:30	Maintenance	
Monday	<b>17 March 2025</b>	19:30	Finance & Good Governance	
Monday	<b>24 March 2025</b>	19:30	Full Council	
	31 March 2025			
<b>APRIL</b>				
Monday	<b>07 April 2025</b>	19:30	Planning	
Monday	<b>14 April 2025</b>	19:30	Full Council (Community Benefit Grant)	
Thursday	<b>17 April 2025</b>	09:30	Maintenance	
Monday	21 April 2025			BH
Monday	<b>28 April 2025</b>	19:30	Full Council	
<b>MAY</b>				
	05 May 2025			
Tues	<b>06 May 2025</b>	19:30	Planning	BH
Monday	<b>12 May 2025</b>	19:30	Annual Parish Meeting	
Thursday	<b>15 May 2025</b>	09:30	Maintenance	
Monday	<b>19 May 2025</b>	19:30	Annual Parish Council Meeting	
	26 May 2025			BH

Meeting start times will be subject to review  
 Check the noticeboard and website prior to each meeting



Melbourn Parish Council proudly present

# Community Awards 2024

Do you know someone who has gone 'above and beyond' for the village?  
Perhaps they are tirelessly helping neighbours, volunteering time for a  
community group or just being an all-round good egg!

This is your opportunity to recognise their efforts. Categories for entry are:

## **The future is bright!**

Anyone under 18 years of age who has supported the community, worked  
towards a personal goal or has demonstratable plans for the future of  
the village.

## **All-round good egg!**

Celebrating that villager who stands out from the crowd for being a true  
asset to the village and those around them. The neighbour that you couldn't  
live without, the resident that looks after the street. Anyone you think  
deserves to be noticed.

## **Community Superstars**

This could be an individual, group or organisation that has  
improved the environment, community or  
social wellbeing within the village.

All you need to do is send your nomination to the Parish Office  
including; the category, the name of the person or group and a  
few words about why you feel they deserve to be recognised by

**Monday 29 April 2024.**

Share your nominations with Melbourn Parish Council at The Hub  
[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk) / 01763 263303

(option 3)



# Melbourn Village Fete 2024



15<sup>th</sup> June 2024, 12-5pm  
The Moor, Melbourn, SG8 6ED



## STALLS BOOKING FORM

Organisation Name: Melbourn Parish Council

Contact Name: Abi Williams / Alex Coxall

---

Address: Melbourn Community Hub, 30 High Street, Melbourn

Post Code: SG8 6DZ

Telephone Number: 01763 263303 ext 3      Mobile: 07948612360

Email: parishclerk@melbournparishcouncil.gov.uk

### Costs per pitch:

- £40 for small businesses
- £20 non business but profit-making
- £10 for fundraising by local clubs and charities
- FREE for displays raising awareness/profile of local clubs and charities **but not fundraising**

There will be an official Raffle at the event, so please note that **no further raffles on stalls** will be permitted.

Please indicate the Number of pitches you require. Approximate size of pitch is 4m wide x 3m deep, most with additional space to park 1 vehicle behind the pitch. Please note we are unable to provide help with tables or gazebos for your pitch.

Please Provide me with   1   Pitches

PLEASE MAKE CHEQUES PAYABLE TO MELBOURN FETE COMMITTEE, or by BANK TRANSFER TO:  
Sort Code 207326, Account Number: 13058530

I enclose/have transferred £   0   in full payment

Type of Stall: Awareness raising for Melbourn Parish Council and Timebank (Food Bank etc)

Website: melbournparishcouncil.gov.uk

Any Further Information :

**Please Return this completed form as soon as possible to the Fete Secretary at the above address. Thanks.**

# Fordham – Orchard Road Cemetery

Enquiry made by Edward Hopkinson about the use of the Fordham family plot in Orchard Road Cemetery for the interment of his mother and father (Sylvia Christina Hopkinson (nee Fordham) and Anthony Hopkinson).

The map for Orchard Road shows the Fordham family as having 10 plots reserved for the Fordham family. Shown in purple on the photo on the right.

Records show 6 interments to the allocated plots.

No Exclusive Right of Burial can be found for these plots and no record of monies exchanged has been recorded – I wonder if the Fordham's were gifted the plots due to their status in the village?

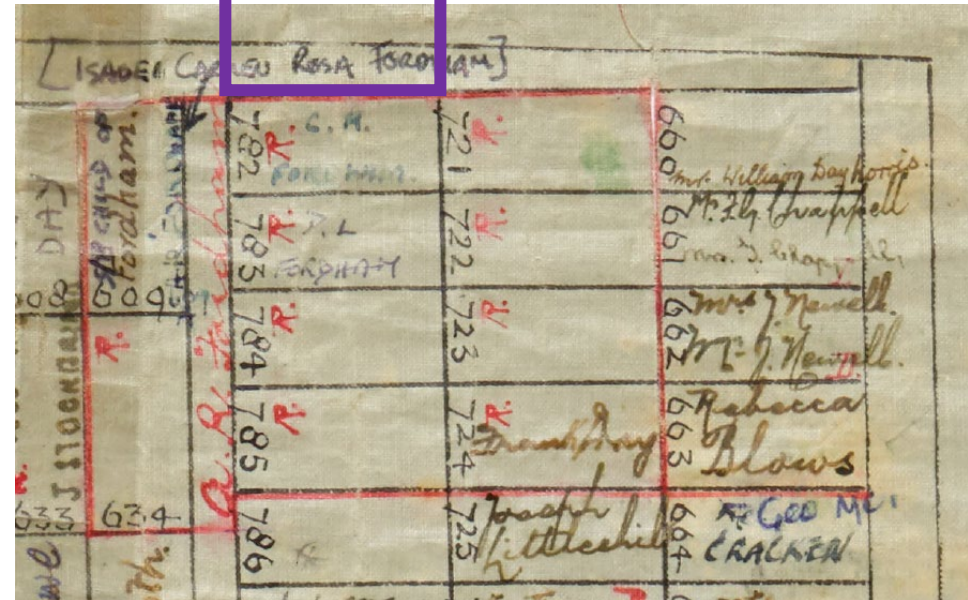
In order to legally allow the interment of any further remains we believe we should:

- Create a new cremated remains plot to the side of the recorded plots.
- Sell the cremated remains plot and the exclusive rights to Mr Hopkinson to allow for the interments to proceed.
- We could craft a statutory declaration for Mr Hopkinson that these plots were to be for the sole use of Sylvia Christina Hopkinson (nee Fordham) and Anthony Hopkinson as requested.

It is proposed that council consider the creation, mapping and selling of a new cremated remains plot to be valued at £165, interment fees of £75 to be charged at the time of interment. If a memorial is to be installed this will be charged at £100 as per our normal burial fees.



Proposed plot





REGISTERED						GENERAL					
No.	Name	Marital	Age	Address	Date	Name	Address	Age	Address	Date	Address
3	Wells Elizabeth	unwed			Nov 21	Law H McNeice	D. Smith	Mid		✓ 235	
4	Gordham Alfred Russell	married	M 72	Melbourn	Nov 28	Law H McNeice	Claude Goddard	South		✓ 609a	Puckeridge
5	Bulton Arthur James	married	M 78	Melbourn	Nov 30	Law H McNeice					Melbourn



No.	Name of Bride	Name of Groom	Age of Bride	Age of Groom	Place of Birth of Bride	Place of Birth of Groom	Date of Marriage	Registrar	Officiating Minister	Place of Marriage	Parish
7	Fordham Sir Alfred Stanley	Marianne	Male	43	Reddenbrooks Hospital Cambridge	110, April 1921	Row J. Greenley	Peter W. Skelton	Souths	609A	Cambridge

REGISTER OF BURIALS.

(B.D. 12 in List) - HADDER, 1891 & Co. 6, West End Street, London, E.C.

No. of Entry.	NAME OF PERSON BURIED	Rank or Profession.	Sex.	Age.	Place where Death occurred.	Date of Burial.	By whom Ceremony Performed.	By whom Certificate was given (under Burial Laws Amendment Act, 1880).	Description and Situation of Grave Space.	No. of Grave Space.	In Consecrated Ground.	In Unconsecrated Ground.	From what Parish removed.
1	(Cremated Remains) William Douglas Lawson	Minister	Male		The Holgate, Hill Street, Long Stretford	15-10-86	Rev. J. G. Greenley		North	✓ 783			Long Stretford
		Minister	Male	77yr.	20 Norgetts Lane, Melsorn	20-1-87	Rev. J. K. Gressley	Jean Fahsy	EXTENSION	A.10.			Melsorn

REGISTER OF BIRTHS

GENERAL REGISTRATION OFFICE

No.	Date of Birth	Name	Sex	Place of Birth	Age of Mother	Signature	Remarks
1152							
1153							
1154							
1155							
1156							
1157							
1158							

Cambridge 15/09/01 Extension 51

1159	06/08/02	FORDHAM, Isabel Carmen Rosa	83	Helbourn Bury, Royston Road	09/06/02	Old Cemetery	609	[Signature]	(Cremated Remains)
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# Melbourn Parish Council

## INVITATION TO QUOTE

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**QUOTE:** General Maintenance

**QUOTE REFERENCE NUMBER:** MPC-GM2024

**CLOSING DATE:** 12 April 2024

**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 index linked for any subsequent 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 following schedules of work.
- 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:

<b>Evaluation Criteria</b>	<b>%</b>	<b>Relating to question</b>
<b>Quality Competencies</b> , of which:	<b>60%</b>	
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
<b>Cost</b> – based on an estimate of the likely work over a 1 year period and the proposed increase to cover 3 year period.	<b>40%</b>	

- 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
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**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.

<b>Signature:</b>	.....
<b>Name:</b>	.....
<b>Position:</b>	.....
<b>Telephone:</b>	.....
<b>Email:</b>	.....

**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
<b>2.1 (15%)</b>	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.	
<b>2.2 (10%)</b>	What is the level of liability insurance held and can you confirm that your insurance is still valid?  Enclose copy of certificate.	
<b>2.3 (10%)</b>	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
<b>2.4 (20%)</b>	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:	

<b>2.5 (5%)</b>	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?	
<b>2.5.1</b>	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
<b>2.5.2</b>	Does your organization have a formal equal opportunities / race relation policy? If yes, please enclose a copy	Yes / No
<b>2.5.3</b>	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
<b>2.5.4</b>	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)

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

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*

**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.

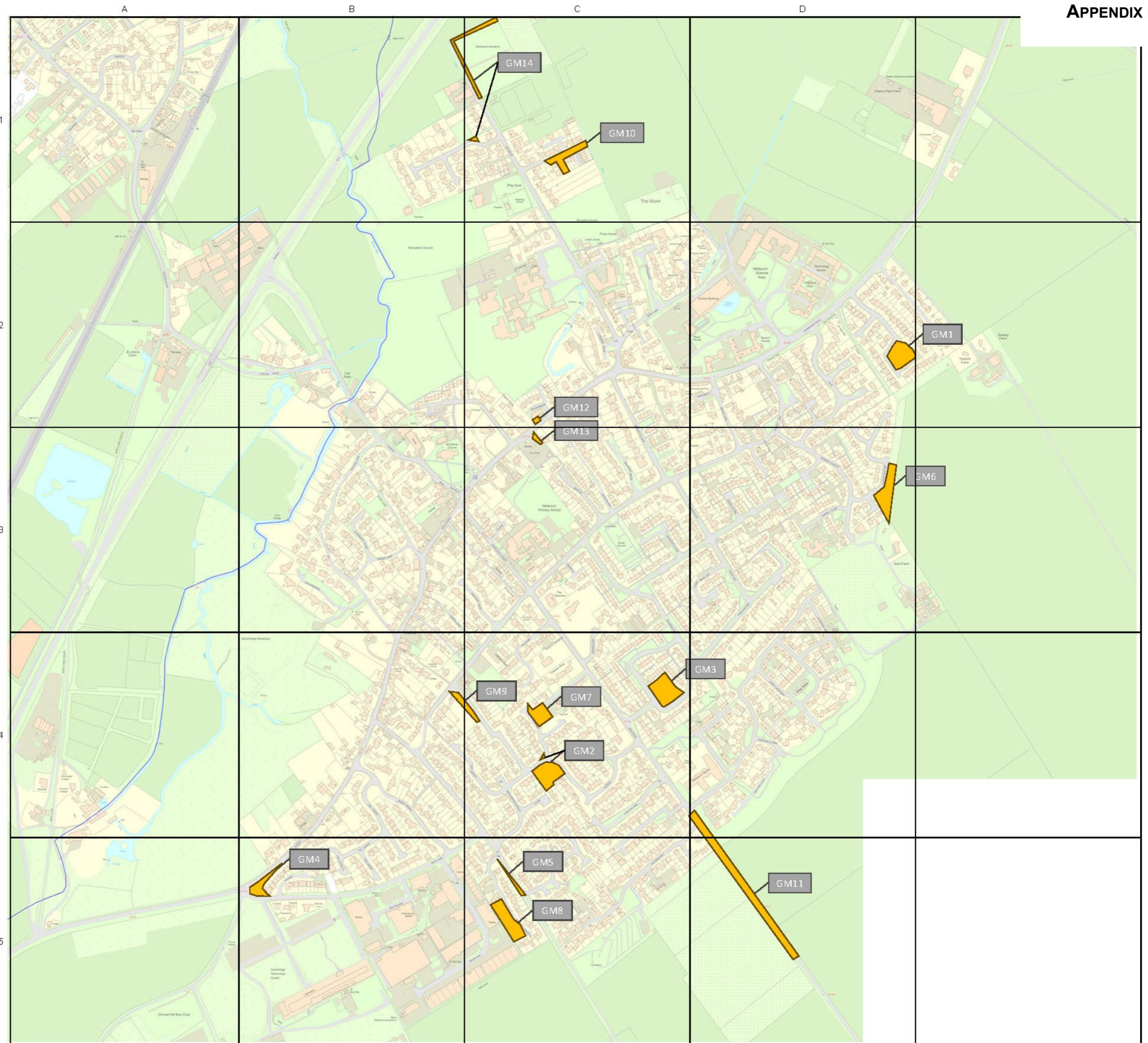
**Hazards identified:**

**Planned actions to minimise risks:**

## **APPENDIX A**

Justification – extra space

Armingford Crescent	D2, E2
Ash Grove	B4, C4
Back Lane	B5, C5
Barham Court	D2
Beechwood Ave	C3, C4
Beeton Close	C3
Bramley Avenue	D3
Brooksbank	C2
Bury Lane	A4, A5
Cambridge Rd	D2, E1
Carlton Rise	C4
Cawdon Row	C4
Cedar Close	C4
Chalkhill Barrow	C3
Chapel Lane	B3, C4
Chapmans Close	B3
Clear Crescent	C4, D4
Clover Way	D4
Cooks Garden	C2
Cross Lane	B3
Daffodil Close	D4
Daisy Way	D4
Dickasons	C2
Dolphin Lane	B3
Drury Lane	D2, D3
Elm Way	C4
Fordham Way	D3, D4
Fowlmere Road	E1
Garden End	C3, C4
Greenbanks	B4, B5
Greengage Rise	C4, C5
Hagers Close	C3
Hale Close	D2
High St	B3, B4, B5, C2, C3
Hinkins Close	D3
Hyacinth Drive	D4
John Impey Way	C3, D3
Kays Close	C2, C3
Lantern View	C4
Lavender Lane	D3, D4
Little Lane	C2, C3
London Way	A5, B5
Lordship Drive	C2
Maple Way	C4
Meadow Way	C3
Medcalf Way	C3
Meeting Lane	B3, B4
Melbourn Springs Care Home	D4
Moat Lane	C2
Moorlands Close	C2
Moorlands Residential Home	C2
Mortlock Close	C3
Mortlock Mews	C3
Mortlock St	C3
New Road	C3, C4, D4, D5
Norgetts Lane	C2, C3
Ogden Close	D3
Old Foundry Close	C2
Orchard Gate	B3, C3
Orchard Rd	B4, C3, C4, D3
Orchard Way	C3, D3
Palmers Way	C3, C4, D4
Piggott Close	C1
Poppy Crescent	D4
Portway	D2, E2
Prime Close	C3
Pryors Garden	C4
Pryors Orchard	C4
Rose Lane	B2
Rosemary Place	C4, C5
Rupert Neve Close	B3
Russett Way	D2, D3
Southwell Court (Care Home)	D3
Spencer Drive	C3
Star Mews	C2
Station Rd	B2, B3
Stockbridge Meadows	B3
Thatcher Stanford Close	B1, C1
The Beeches	C3
The Lawns	B4, B5
The Lawns Close	B5
The Moor	C1, C2
Trayles	D3
Trigg Way	D3
Vicarage Close	B2, C2, C3
Victoria Way	C5
Water Lane	B4, C4
Worcester Way	D2, D3





# Melbourn Parish Council

## INVITATION TO QUOTE

---

**QUOTE:** Grass Cutting

**QUOTE REFERENCE NUMBER:** MPC-GC2024

**CLOSING DATE:** 12 April 2024

**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

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**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).

**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 index linked for any subsequent 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 following schedules of work.
- 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:

<b>Evaluation Criteria</b>	<b>%</b>	<b>Relating to question</b>
<b>Quality Competencies</b> , of which:	<b>60%</b>	
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
<b>Cost</b> – based on an estimate of the likely work over a 1 year period and the proposed increase to cover 3 year period.	<b>40%</b>	

- 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
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**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.

<b>Signature:</b>	.....
<b>Name:</b>	.....
<b>Position:</b>	.....
<b>Telephone:</b>	.....
<b>Email:</b>	.....

**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
<b>2.1 (15%)</b>	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.	
<b>2.2 (10%)</b>	What is the level of liability insurance held and can you confirm that your insurance is still valid?  Enclose copy of certificate.	
<b>2.3 (10%)</b>	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
<b>2.4 (20%)</b>	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:

<b>2.5 (5%)</b>	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?	
<b>2.5.1</b>	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
<b>2.5.2</b>	Does your organization have a formal equal opportunities / race relation policy? If yes, please enclose a copy	Yes / No
<b>2.5.3</b>	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
<b>2.5.4</b>	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)

<b>Grass Verges: Fortnightly – April to October</b>			
<ul style="list-style-type: none"> <li>Grass cutting to the whole of areas below.</li> </ul> <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"> <li>Daffodils to be allowed to die back so that leaves dry off before fully cutting bulb-planted areas.</li> </ul>			
Armingford Crescent	<b>Ref</b>	<b>Per visit cost</b>	<b>Per annum cost (15 visits)</b>
	GV1	£	£
Elm Way	<b>Ref</b>		
	GV2		
Rose Lane / Dolphin Lan	<b>Ref</b>		
	GV3		
Village centre - outside Leeches, war memorial, telephone box	<b>Ref</b>		
	GV4		
Chalkhill Barrow	<b>Ref</b>		
	GV5		
Clear Crescent Play Park	<b>Ref</b>		
	GV6		
The Moor Play Park	<b>Ref</b>		
	GV7		
Worcester Way - recreation space and grassed area	<b>Ref</b>		
	GV8		
Greengage Rise – at road entrance, half way point and green space	<b>Ref</b>		
	GV9		
Melbourn Community Hub – small grassed area to the front	<b>Ref</b>		
	GV10		
Piggott Close	<b>Ref</b>		
	GV11		
<b>Total annual cost: Grass Verges</b>			£

**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"> <li>Grass cutting to <b>ALL</b> village verges as shown in blue on Other Grass Spaces Schematic and including listed items below:</li> </ul> <p><i>Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc.</i></p>		
	<b>Per visit cost</b>	<b>Per annum cost (7 visits)</b>
Small grassed area adjacent to Bus Stop and Vicarage Close on High Street	£	£
Beechwood Avenue – central green area, grass on corners of Maple Way, Cedar Close, Elm Way, Water Lane		
The Moor – various		
Car Park – grassed area to the left of entrance		
Corner of Medcalfe Way and Orchard Road		
Royston Road to Melbourn Bury – both sides		
Church Walk to Community Hall		
Orchard Rd – opposite Orchard Gate (approx. 20ft)		
Mortlock Street		
Allotment walkways – St Georges’ and Grays walkways		
Cambridge Road – both sides to Dobbies and Hot Numbers		
		£

**Millennium Copse and Golden Jubilee Orchard: Schedule of works quotation**

Notes: Please refer to Appendix D – Millennium Copse Schematic

<b>Millennium Copse and Golden Jubilee Orchard</b>			
<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>Per visit cost</b>	<b>Per annum cost</b>	<b>Number of visits</b>
	£	£	
<ul style="list-style-type: none"> <li>Golden Jubilee Orchard: Cut around and in between rows of trees as in an orchard and when season demands.</li> </ul>	<b>Per visit cost</b>	<b>Per annum cost</b>	<b>Number of visits</b>
	£	£	
<b>Total annual cost: Millennium Copse and Golden Jubilee Orchard</b>		£	

**Village Entrances Grass: Schedule of works quotation**

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

<b>Village Entrances Grass: Every 8 weeks – April to October</b>			
<ul style="list-style-type: none"> <li>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></li> </ul>			
From A10 Cambridge Road to Hot Numbers – both sides	<b>Ref</b> VE1	<b>Per visit cost</b> £	<b>Per annum cost (3 visits)</b> £
From A10 Station Road to Village – both sides	<b>Ref</b> VE2		
From A10 (village sign) to Melbourn Bury entrance – both sides	<b>Ref</b> VE3		
From A505 New Road to village sign – both sides	<b>Ref</b> VE4		
<b>Total annual cost: Village Entrances Grass</b>			<b>£</b>

**Method of work**

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

*Notes:*

- *All schedules to be taken into account.*



**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:**

## **SECTION 4: EXCLUSIONS**

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

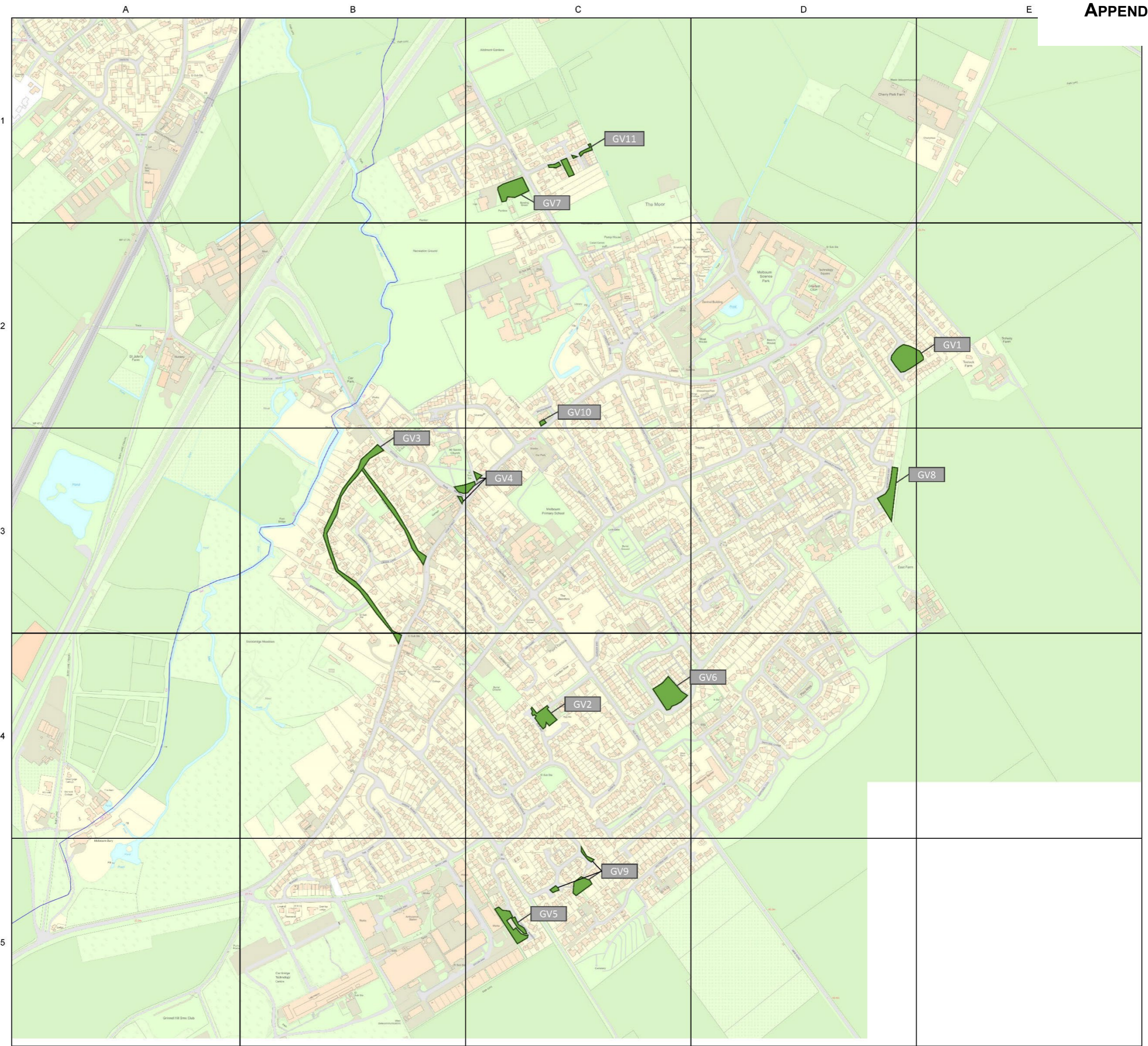
- Vicarage Close
- John Impey Way
- Corner of Trigg Way and Fordham Way
- Russet Way opposite junction with Bramley Avenue
- Area on the Left Hand Side of Russet Way as the road joins Cambridge Road
- Hagers Close
- Anything in Medcalfe way beyond junction with Ogden Close
- Ogden Close
- Worcester Way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

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

## APPENDIX A

Justification – extra space

Armingford Crescent	D2, E2
Ash Grove	B4, C4
Back Lane	B5, C5
Barham Court	D2
Beechwood Ave	C3, C4
Beeton Close	C3
Bramley Avenue	D3
Brooksbank	C2
Bury Lane	A4, A5
Cambridge Rd	D2, E1
Carlton Rise	C4
Cawdon Row	C4
Cedar Close	C4
Chalkhill Barrow	C3
Chapel Lane	B3, C4
Chapmans Close	B3
Clear Crescent	C4, D4
Clover Way	D4
Cooks Garden	C2
Cross Lane	B3
Daffodil Close	D4
Daisy Way	D4
Dickasons	C2
Dolphin Lane	B3
Drury Lane	D2, D3
Elm Way	C4
Fordham way	D3, D4
Fowlmere Road	E1
Garden End	C3, C4
Greenbanks	B4, B5
Greengage Rise	C4, C5
Haggers Close	C3
Hale Close	D2
High St	B3, B4, B5, C2, C3
Hinkins Close	D3
Hyacinth Drive	D4
John Impey Way	C3, D3
Kays Close	C2, C3
Lantern View	C4
Lavender Lane	D3, D4
Little Lane	C2, C3
London Way	A5, B5
Lordship Drive	C2
Maple Way	C4
Meadow Way	C3
Medcalfe Way	C3
Meeting Lane	B3, B4
Melbourn Springs Care Home	D4
Moat Lane	C2
Moorlands Close	C2
Moorlands Residential Home	C2
Mortlock Close	C3
Mortlock Mews	C3
Mortlock St	C3
New Road	C3, C4, D4, D5
Norgetts Lane	C2, C3
Ogden Close	D3
Old Foundry Close	C2
Orchard Gate	B3, C3
Orchard Rd	B4, C3, C4, D3
Orchard Way	C3, D3
Palmers Way	C3, C4, D4
Piggott Close	C1
Poppy Crescent	D4
Portway	D2, E2
Prime Close	C3
Pryors Garden	C4
Pryors Orchard	C4
Rose Lane	B2
Rosemary Place	C4, C5
Rupert Neve Close	B3
Russett Way	D2, D3
Southwell Court (Care Home)	D3
Spencer Drive	C3
Star Mews	C2
Station Rd	B2, B3
Stockbridge Meadows	B3
Thatcher Stanford Close	B1, C1
The Beeches	C3
The Lawns	B4, B5
The Lawns Close	B5
The Moor	C1, C2
Trayies	D3
Trigg Way	D3
Vicarage Close	B2, C2, C3
Victoria Way	C5
Water Lane	B4, C4
Worcester Way	D2, D3



Armingford Crescent	D2, E2
Ash Grove	B4, C4
Back Lane	B5, C5
Barham Court	D2
Beechwood Ave	C3, C4
Beeton Close	C3
Bramley Avenue	D3
Brooksbank	C2
Bury Lane	A4, A5
Cambridge Rd	D2, E1
Carlton Rise	C4
Cawdon Row	C4
Cedar Close	C4
Chalkhill Barrow	C3
Chapel Lane	B3, C4
Chapmans Close	B3
Clear Crescent	C4, D4
Clover Way	D4
Cooks Garden	C2
Cross Lane	B3
Daffodil Close	D4
Daisy Way	D4
Dickasons	C2
Dolphin Lane	B3
Drury Lane	D2, D3
Elm Way	C4
Fordham way	D3, D4
Fowlmere Road	E1
Garden End	C3, C4
Greenbanks	B4, B5
Greengage Rise	C4, C5
Haggers Close	C3
Hale Close	D2
High St	B3, B4, B5, C2, C3
Hinkins Close	D3
Hyacinth Drive	D4
John Impy Way	C3, D3
Kays Close	C2, C3
Lantern View	C4
Lavender Lane	D3, D4
Little Lane	C2, C3
London Way	A5, B5
Lordship Drive	C2
Maple Way	C4
Meadow Way	C3
Medcalfe Way	C3
Meeting Lane	B3, B4
Melbourn Springs Care Home	D4
Moat Lane	C2
Moorlands Close	C2
Moorlands Residential Home	C2
Mortlock Close	C3
Mortlock Mews	C3
Mortlock St	C3
New Road	C3, C4, D4, D5
Norgetts Lane	C2, C3
Ogden Close	D3
Old Foundry Close	C2
Orchard Gate	B3, C3
Orchard Rd	B4, C3, C4, D3
Orchard Way	C3, D3
Palmers Way	C3, C4, D4
Piggott Close	C1
Poppy Crescent	D4
Portway	D2, E2
Prime Close	C3
Pryors Garden	C4
Pryors Orchard	C4
Rose Lane	B2
Rosemary Place	C4, C5
Rupert Neve Close	B3
Russett Way	D2, D3
Southwell Court (Care Home)	D3
Spencer Drive	C3
Star Mews	C2
Station Rd	B2, B3
Stockbridge Meadows	B3
Thatcher Stanford Close	B1, C1
The Beeches	C3
The Lawns	B4, B5
The Lawns Close	B5
The Moor	C1, C2
Trayles	D3
Trigg Way	D3
Vicarage Close	B2, C2, C3
Victoria Way	C5
Water Lane	B4, C4
Worcester Way	D2, D3



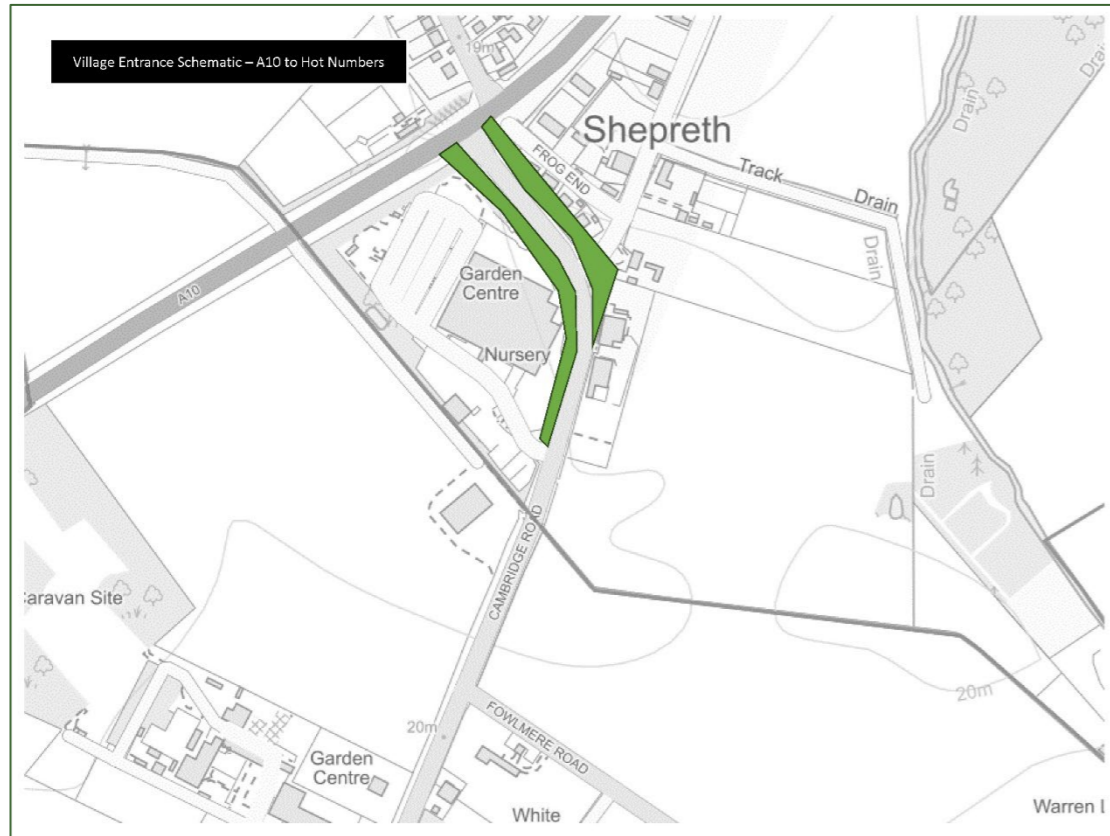
Millennium Copse Schematic



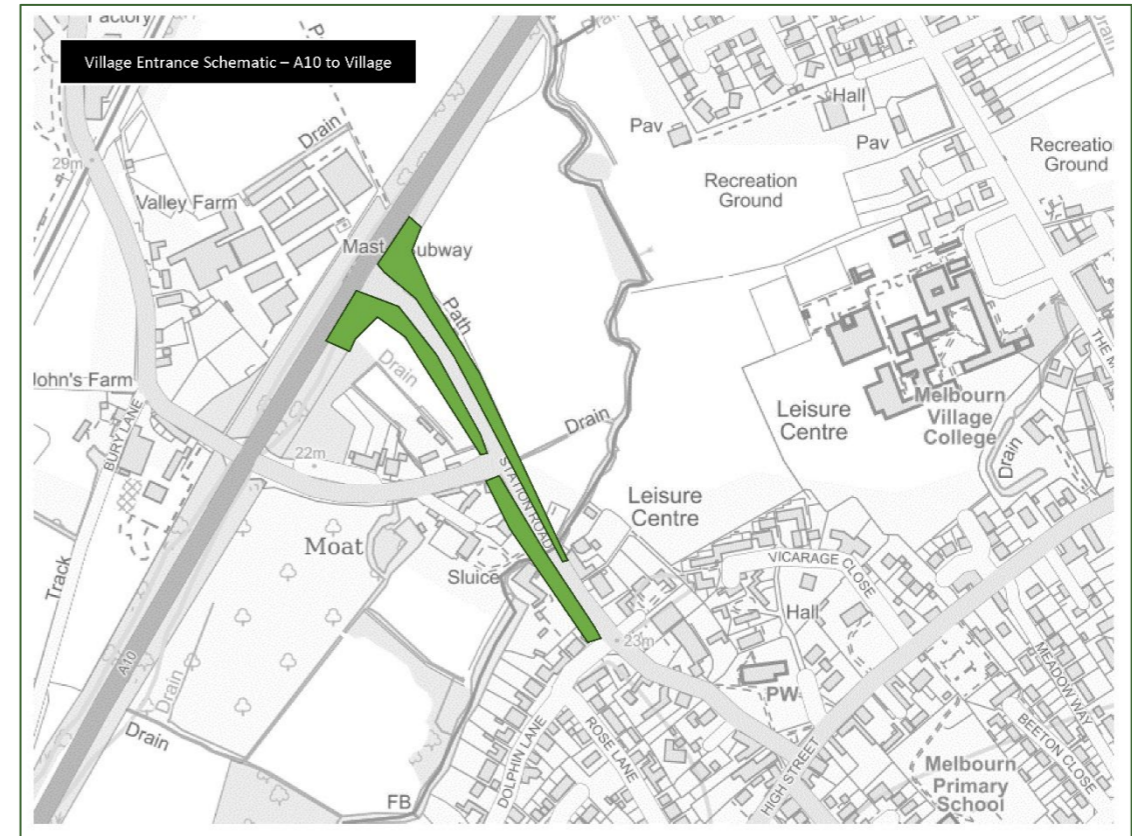
Key:

- Copse – cut as described in schedule
- Orchard – cut as described in schedule

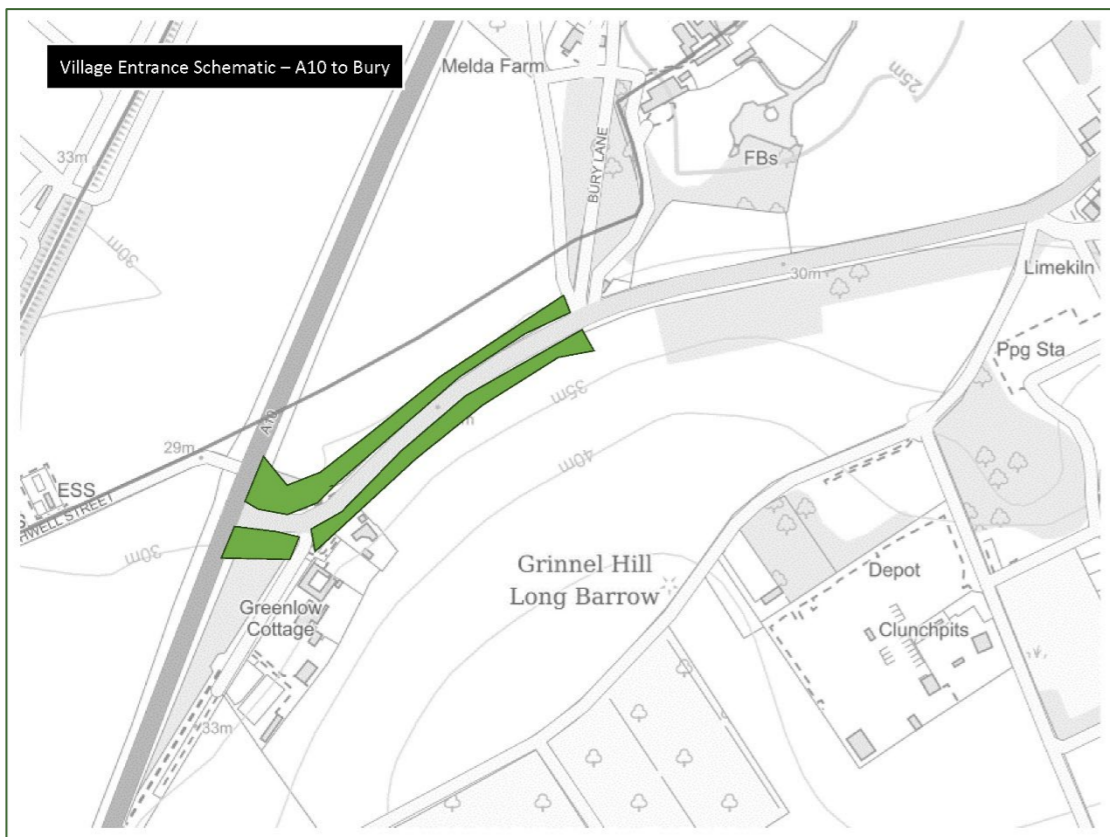
VE1



VE2



VE3



VE4



# Melbourn Parish Council

## INVITATION TO QUOTE

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**QUOTE:** Melbourn Cemeteries

**QUOTE REFERENCE NUMBER:** MPC-MC2024

**CLOSING DATE:** 12 April 2024

**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 three<sup>1</sup> 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.

<sup>1</sup> 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

## 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).

**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.
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- 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
<b>Quality Competencies</b> , of which:	<b>60%</b>	
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
<b>Cost</b> – based on an estimate of the likely work over a 1 year period and the proposed increase to cover 3 year period.	<b>40%</b>	

- 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.

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- 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.

<b>Signature:</b>	.....
<b>Name:</b>	.....
<b>Position:</b>	.....
<b>Telephone:</b>	.....
<b>Email:</b>	.....



**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
<b>2.1 (15%)</b>	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.	
<b>2.2 (10%)</b>	What is the level of liability insurance held and can you confirm that your insurance is still valid?  Enclose copy of certificate.	
<b>2.3 (10%)</b>	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
<b>2.4 (20%)</b>	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:

<b>2.5 (5%)</b>	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?	
<b>2.5.1</b>	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
<b>2.5.2</b>	Does your organization have a formal equal opportunities / race relation policy? If yes, please enclose a copy	Yes / No
<b>2.5.3</b>	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
<b>2.5.4</b>	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

<b>New Road: Weekly – April to October</b>			
<ul style="list-style-type: none"> <li>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.</li> </ul>			
	<b>Per visit cost</b>	<b>Per annum cost (30 visits)</b>	
	£	£	
<b>New Road: Fortnightly – April to October</b>			
<ul style="list-style-type: none"> <li>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.</li> </ul> <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>			
	<b>Per visit cost</b>	<b>Visit number</b>	<b>Per annum cost</b>
<b>Area A</b>	£	<b>15</b>	£
<b>Area B</b>	£	<b>7</b>	£
<b>Area C</b>	£	<b>4</b>	£
<b>New Road: Three Monthly – April to March</b>			
<ul style="list-style-type: none"> <li>Inspect for significant weeds in grassed areas, particularly the 'mound', and remove weeds/treat as required with selective weed killer.</li> <li>Inspect all paths and Car Park area for weed growth and treat when needed.</li> </ul>			
	<b>Per visit cost</b>	<b>Per annum cost (4 visits)</b>	
	£	£	
<b>New Road: Once a year</b>			
<ul style="list-style-type: none"> <li>Maintain, prune and tend to border outside of entrance gates – as shown in Appendix B</li> <li>Trim hedge along far side of cemetery – as shown in Appendix B.</li> </ul>			
		<b>Per annum cost (1 visit)</b>	
		£	
<b>Total annual cost: New Road</b>			£

**Property B: Schedule of works quotation – Orchard Road Cemetery**

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

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

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

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

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

**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*

**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:**

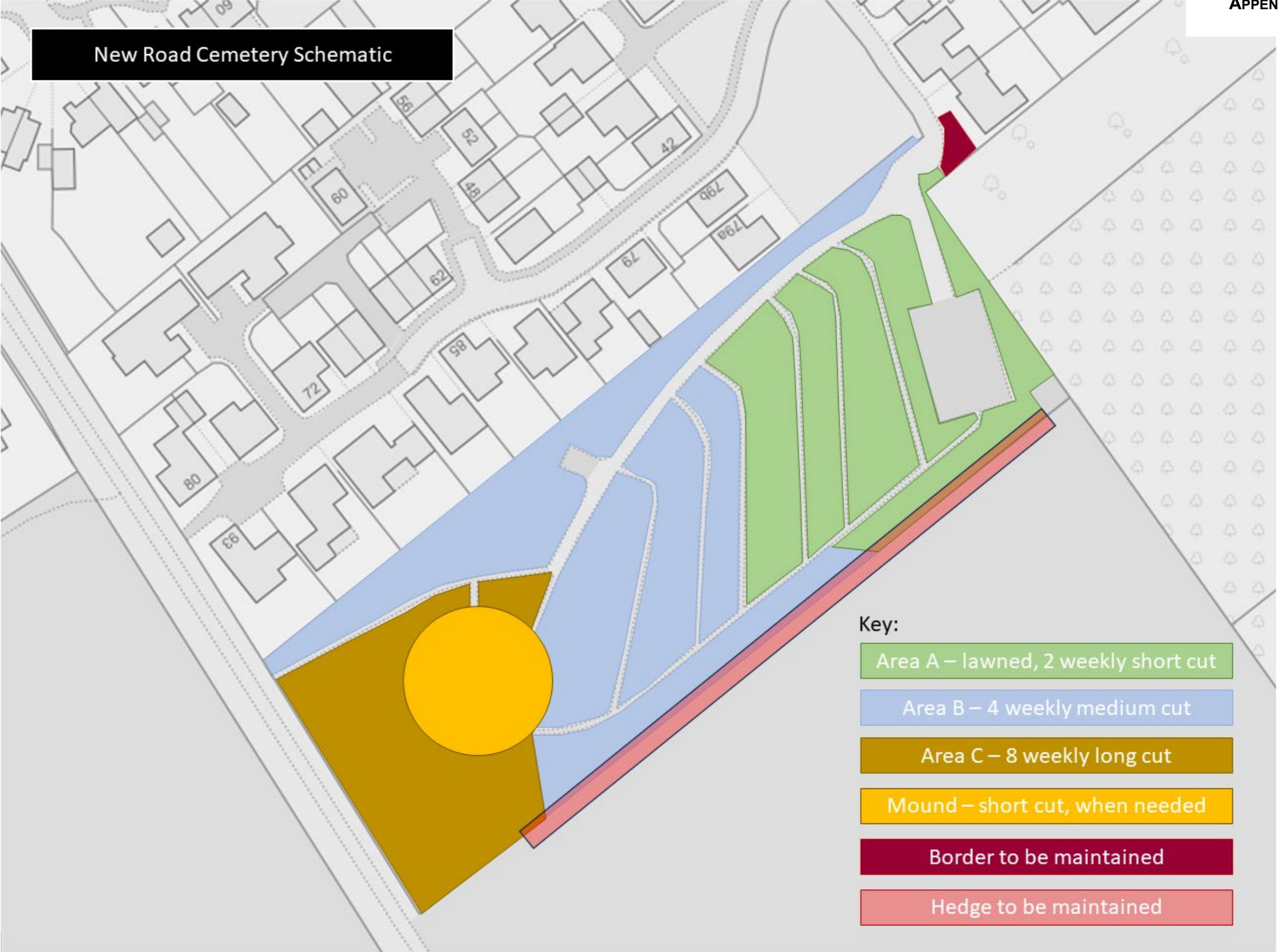
**Planned actions to minimise risks:**

## APPENDIX A

Justification – extra space



New Road Cemetery Schematic



Orchard Road Cemetery Schematic

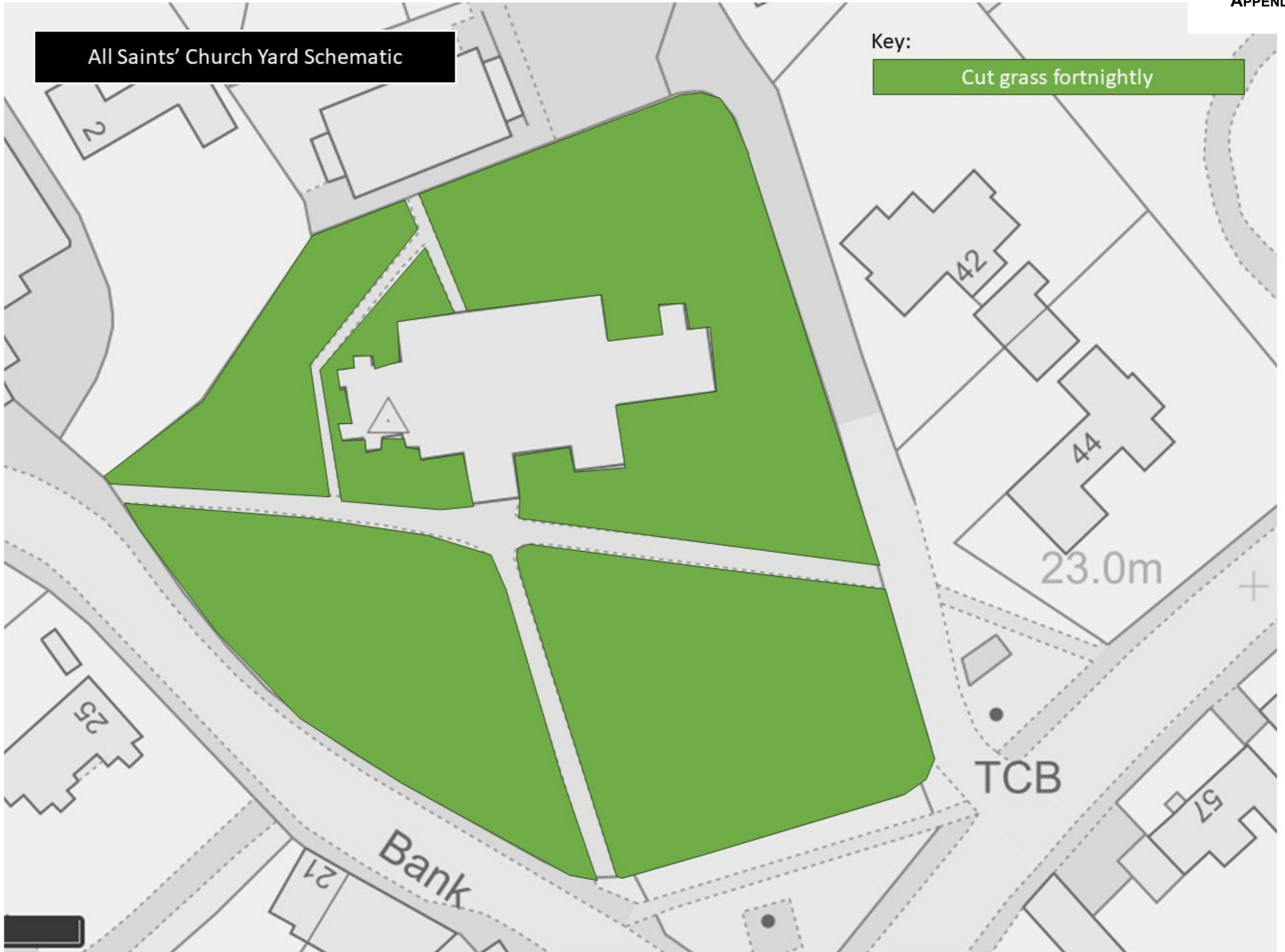
- Key:
- Trim all hedges – front and back
  - 24a Orchard Road – trim hedge
  - Cut grass fortnightly - outside
  - Cut grass fortnightly - inside



All Saints' Church Yard Schematic

Key:

Cut grass fortnightly



# Melbourn Parish Council

## INVITATION TO QUOTE

---

**QUOTE:** Recreation Grounds

**QUOTE REFERENCE NUMBER:** MPC-RG2024

**CLOSING DATE:** 12 April 2024

**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-RG2024
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
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**Appendix A Questionnaire justification additional space**

**Appendix B New Recreation Ground Schematic**

**Appendix C Old Recreation Ground Schematic**

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- 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.
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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
<b>Cost</b> – based on an estimate of the likely work over a 1 year period and the proposed increase to cover 3 year period.	<b>40%</b>	

- 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.
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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.

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- 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-RG2024**

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.
- (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 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.

<b>Signature:</b>	.....
<b>Name:</b>	.....
<b>Position:</b>	.....
<b>Telephone:</b>	.....
<b>Email:</b>	.....

**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		
<b>2.1 (15%)</b>	<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>			
<b>2.2 (10%)</b>	<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>			
<b>2.3 (10%)</b>	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		
<b>2.4 (20%)</b>	<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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;">                     Name: Address:                       Telephone: Email:                       Description of services provided:                 </td> <td style="width: 50%; vertical-align: top;">                     Name: Address:                       Telephone: Email:                       Description of services provided:                 </td> </tr> </table>		Name: Address:  Telephone: Email:  Description of services provided:	Name: Address:  Telephone: Email:  Description of services provided:
Name: Address:  Telephone: Email:  Description of services provided:	Name: Address:  Telephone: Email:  Description of services provided:			

<b>2.5 (5%)</b>	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?	
<b>2.5.1</b>	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
<b>2.5.2</b>	Does your organization have a formal equal opportunities / race relation policy? If yes, please enclose a copy	Yes / No
<b>2.5.3</b>	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
<b>2.5.4</b>	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

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

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



**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*

**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:**

## APPENDIX A

Justification – extra space

New Recreation Ground Schematic



Key:

New Rec outlined in green

Old Recreation Ground Schematic

Key:

Old Rec outlined in green



# Melbourn Parish Council

## INVITATION TO QUOTE

---

**QUOTE:** Stockbridge Meadows

**QUOTE REFERENCE NUMBER:** MPC-SM2024

**CLOSING DATE:** 12 April 2024

**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 index linked for any subsequent 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 following schedules of work.
- 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:

<b>Evaluation Criteria</b>	<b>%</b>	<b>Relating to question</b>
<b>Quality Competencies</b> , of which:	<b>60%</b>	
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
<b>Cost</b> – based on an estimate of the likely work over a 1 year period and the proposed increase to cover 3 year period.	<b>40%</b>	

- 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).
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- 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.
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## 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 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.

<b>Signature:</b>	.....
<b>Name:</b>	.....
<b>Position:</b>	.....
<b>Telephone:</b>	.....
<b>Email:</b>	.....

**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
<b>2.1 (15%)</b>	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.	
<b>2.2 (10%)</b>	What is the level of liability insurance held and can you confirm that your insurance is still valid?  Enclose copy of certificate.	
<b>2.3 (10%)</b>	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
<b>2.4 (20%)</b>	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:

<b>2.5 (5%)</b>	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?	
<b>2.5.1</b>	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
<b>2.5.2</b>	Does your organization have a formal equal opportunities / race relation policy? If yes, please enclose a copy	Yes / No
<b>2.5.3</b>	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
<b>2.5.4</b>	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.

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

**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*

**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:**

## APPENDIX A

Justification – extra space

## **APPENDIX B**

**Stockbridge Meadows schematic** – need to work with Warden to confirm

# Pro-Forma Sales Invoice

portablespace®

cabin & container hire | sales | conversions | modular

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
Build the unit onsite	1	£850.00	£850.00

**THIS IS NOT A VAT INVOICE**

All prices are subject to VAT and stock availability, your quote is valid for 7 working days, our minimum hire period is 4 weeks  
Please provide safe and suitable access and ground conditions for your delivery/collection, for further guidance please refer to our delivery/collection document

All orders are under the agreement of our Terms & Conditions

<https://www.portablespace.co.uk/terms-conditions>

Please visit our website [www.portablespace.co.uk](http://www.portablespace.co.uk) for more information or contact the office on 01449 782 123

Payments can be made by bank transfer to the following account

Portable Space Ltd Account no 74341323 Sort code 405162

GOODS VALUE: £2,750.00

TOTAL VAT: £550.00

INVOICE TOTAL: £3,300.00



**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	[REDACTED]	[REDACTED]	<input type="checkbox"/>
1	2m x 3m GREEN flatpack unit (2910 x 2149 x 2093mm)	£1,800.00	<input type="checkbox"/>
1	[REDACTED]	[REDACTED]	<input type="checkbox"/>
1	[REDACTED]	[REDACTED]	<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"/>

## 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.

### Storage container

MA138/24b) It was RESOLVED to suggest to Full Council the purchase of a suitable container up to and not exceeding £2200+VAT.

The above budget was an under estimation by the office and needs to be increased as follows:

### Comparative quotes

	Portable Space	S Jones Containers
2 x 3m flatpack container (green)	1560.00	1800.00
Locking bar	136.00	110.00
Delivery	204.00	295.00
Installation	850.00	270.00
	<b>£2750.00 +VAT</b>	<b>£2475.00 + VAT</b>

### Stockbridge Equipment

Requested equipment by Conservation Warden and Stockbridge Volunteers includes:

Item	Est. cost
Waders x 2	150.00
Ladder	200.00
Strimmer	500.00
Loppers	25.00
Shears	15.00
Scythes	100.00
Hay rake	35.00
Lawn rake	20.00
Fork	15.00
Spade	15.00
Secateurs	10.00
Tree saw	20.00
Top soil	100.00
	<b>£1205.00</b>

Project cost range: **£3680.00 - £3955.00**

Costs for both projects above to be found in Conservation (1100) budget.

From budgeted 1100 line of £13,210, current spend is £4,764.66 – budget remaining **£8,445.34** (It should be noted that there are costs for tree works etc to come, estimated at around £5100.00 leaving **£3,345.34**)

Also available budget in Stockbridge Meadows (1150) **£880.08**



Public

My ref: PCL/BST9480/PKG-AJ/SM

Your ref:

Date: 7<sup>th</sup> February 2024

Contact E Mail: TrafficOrders@ProjectCentre.co.uk



**Frank Jordan**  
Executive Director  
Place and Sustainability  
Highways Maintenance

**By email only:**

parishclerk@melbournparishcouncil.gov.uk  
Melbourn Parish Council  
30 High St  
Melbourn  
Royston  
SG8 6DZ

Box STA2101  
Huntingdon Highways Depot  
Stanton Way  
Huntingdon  
PE29 6PY

Dear Sirs

**Cambridgeshire County Council – Meldreth Link Bridleway  
Public Path Creation Agreement 2024**

Cambridgeshire County Council has received an application from the Greater Cambridge Partnership to upgrade part of the existing Public Footpath Meldreth 160/9 to that of a Bridleway between a point just north of the A10 underpass and Meldreth railway station. The proposal is made under Sections 25 and 29 of the Highways Act 1980.

This new bridleway is being provided as part of the Cambridge Greenways programme of access improvements for non-motorised traffic. The Cambridge Greenways are funded by City Deal to support economic growth and are delivered by the Greater Cambridge Partnership.

Please find attached a plan which details the location and proposed alignment of the route. The route of Public Footpath Meldreth 160/9 currently recorded on the Definitive Map and Statement runs between Station Road and High Street, Meldreth. The proposed Creation Agreement is to upgrade that length of Public Footpath Meldreth 160/9 that runs between runs between points "A" and "C" on the plan to that of a Bridleway.

The proposed alignment of the Bridleway will be approximately 4.5 metres in width made up of a 3 metre paved / asphalt surfaced path abutting a 1.5 metre verge and drainage feature buffer. Two 4.2 metre wide metal gates will be sited on either side of the Bridleway at point "B" to allow the land owner access to safely cross farm vehicles or other agricultural plant between fields as and when required. The gates will fold back to the landowners' boundary when opened, secured at that position and not left deliberately or accidentally across the Public Right of Way.

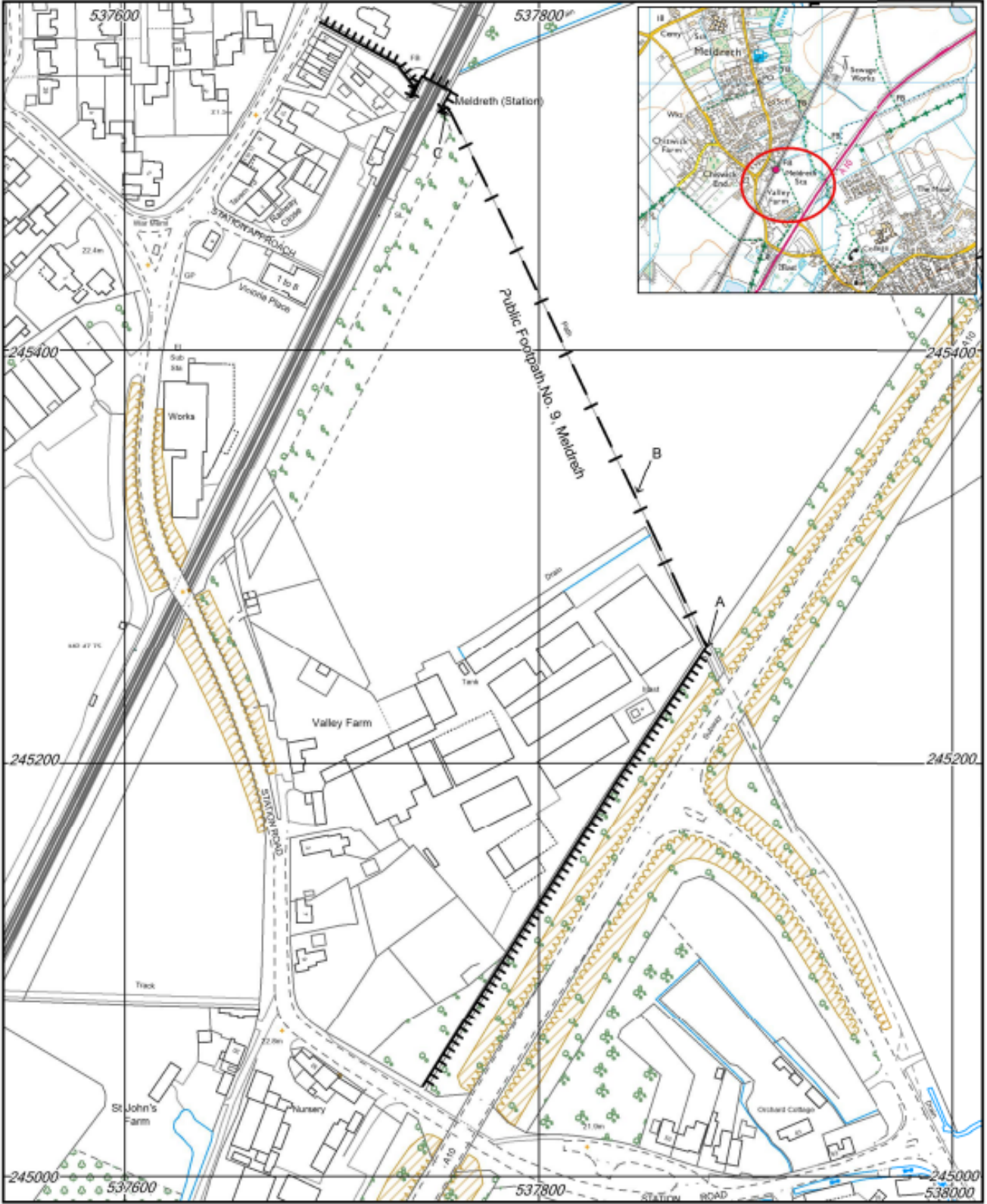
I would be grateful to receive any comments that you wish to make on the proposal by Wednesday 6<sup>th</sup> March 2024.

Please do not hesitate to get in touch should you have any questions or wish to discuss this matter further.

Yours faithfully

**For Cambridgeshire County Council**



# Cambridgeshire County Council



Scale: 1:2500



**THIS PLAN FORMS PART OF THE CAMBRIDGESHIRE COUNTY COUNCIL (MELDRETH LINK BRIDLEWAY) PUBLIC PATH CREATION AGREEMENT 2024**

Unaffected Public Footpath  Public Footpath to be upgraded to a Public Bridleway (A-B-C) 

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# How can the Planning Service help you and the residents in your parish?

## Unlocking the Potential of Your Parish: How the Planning Team Can Support You as a Parish Clerk

**Venue:** South Cambs Council Chamber

**Time:** Wednesday 17 April 2024 11:30 am (followed by lunch)

**Format:** Engage in concise 5-minute talks by each of the teams, followed by an interactive Q&A session. Additionally, tables with representatives will be available for Clerks seeking personalised discussions.

**Survey Initiative:** Ahead of the event, please could you answer the question below: "How can the Planning Service help you and the residents in your parish?" Your responses will play a crucial role in tailoring the content to address your specific needs during the event. Your insights matter!

1. How can the Planning Service help you and the residents in your parish?

Enter your answer

2. Full name

Enter your answer

3. Email address

Enter your answer

4. Which Parish do you represent?

Enter your answer

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## Quotation


13/02/2024


**Bill to:** Melbourn Parish Council  
30 High Street.  
Melbourn, Hertfordshire SG8 6DZ  
  
Phone: 01763 263 303  
Email: assistantclerk@melbournpc.co.uk


**Ship to:** Melbourn Parish Council  
Jose Hales  
30 High Street.  
Melbourn, Hertfordshire SG8 6DZ  
  
Phone: 01763 263 303  
Email: josehales@gmail.com


## Being 'print ready' at **Minuteman Press**.Cambridge Your local printer


If you are supplying your own artwork, please check these 5 requirements are met to avoid delays

- 

**1 FILE TYPE**  
PDF is the industry standard. Image files (JPEG) may be suitable but not recommended.
- 

**2 3MM BLEED**  
If you want artwork to print to the edge you must add 3mm bleed (an excess of artwork to be trimmed away).
- 

**3 RESOLUTION**  
Prepare artwork at the correct size and resolution. Images should be at least 300dpi at 100%.
- 

**4 COLOUR**  
All colours need to be CMYK defined (do not use RGB). All printers use CMYK.
- 

**5 PAGINATION**  
We will take care of the pagination of booklets etc. Supply us with single pages (not spreads)

## Can you help?

Of course! If you need some advice or help setting up your file, that's why we're here - just give us a call on **01223 312 688**. Please be aware that recreation of artwork or major fixes by one of our designers can take time, and is charged at our hourly rate of **£60+VAT** an hour. We will always give you a quote first, so please book some time with one of our designers if you need help (this is not an on-the-spot service).

1 2030x500mm 8mm thick acrylic sign with rounded corners. Reverse graphics applied to rear. Fitted with chrome stand offs (Job ID 63900)	Subtotal:	£209.50
	VAT:	£41.90
	Total:	£251.40

1 Aluminum finger sign 600x300mm. Applied with cut graphics to both sides. Supplied with fixing kit (Job ID 63901)	Subtotal:	£137.00
	VAT:	£27.40
	Total:	£164.40

6 250x250mm 8mm Clear acrylic signs. Reverse graphics applied. fixed with chrome screw caps (Job ID 63902)	Subtotal:	£172.50
	VAT:	£34.50
	Total:	£207.00

2 hour installation of acrylic signage (Job ID 63903)	Subtotal:	£150.00
	VAT:	£30.00
	Total:	£180.00

Page 1 of 2

**Total: £669.00 +VAT**

---

Salesperson: Tony Fulton

---

Taxes are included.

This quote is valid for 30 days.

Terms: Net 30 Days

We are an owner operated company and value your business. If you have received a great service tell a friend. If you have not, tell me.

Thank you,

Page 2 of 2



Tel: 01223 312688 | [www.printcambridge.com](http://www.printcambridge.com)  
[printcambridge.co.uk](http://printcambridge.co.uk)

---

2030x500mm 8mm Acrylic sign with chrome stand off mounts and rounded corners.  
Red and silver cut graphics applied to reverse





Tel: 01223 312688 | [www.printcambridge.com](http://www.printcambridge.com)  
[printcambridge.co.uk](http://printcambridge.co.uk)

---

250x250mm 8mm Acrylic sign with rounded corners.  
Applied to door with chrome button caps.  
Cut graphics applied to reverse with frosted vinyl backer.



2 x off



1 x off



1 x off



2 x off





Tel: 01223 312688 | [www.printcambridge.com](http://www.printcambridge.com)  
[printcambridge.co.uk](http://printcambridge.co.uk)

---

600x300mm Aluminum finger sign. 1 off.  
Cut graphics applied to both sides.  
Supplied with post clips.



# RICHARD LAW SIGNWRITER

Sign writing • Vehicles • Signboards • Honours Boards • Presentation Work  
Silk Screen Printing

[www.trophyblades.co.uk](http://www.trophyblades.co.uk)

**To:** The Hub Community Centre  
30 High Street  
Melbourn, SG8 6DZ

**Date:** 23 January 2024

The estimate to produce and fit the following signs will be

- 1, Wayfinding sign for Library @ £165.00
- 2, Internal toilet signs @ £265.00
- 3, Outside front building sign @ £390.00
- 4, Delivery @ £55.00

All to be as Instructed.

Cost inclusive of all materials and labour.

**Total £875:00**

19 Elm Way, Melbourn, Royston, Herts. SG8 6UH  
Telephone: Workshop 07973 616404 / Tel or Fax 01763 222363

Harry met Sally thru' Andy at  
Doggie Happy Hour



Girl guides donate food to  
Food bank



Hot Lunch



Easter  
Crafts



Melbourn Timebank Report: January/February '24



# Melbourn Timebank Report: January & February '24

## January & February activities

1	Introduction to Youth training course attended Jan 20
1	ACRE networking meeting Jan 25
1	Cost of living Support training attended Jan 31
14	MACS Food Bank Sessions facilitated by Timebank
14	MACS Cozy Corner sessions facilitated by Timebank
2	Memory Cafés Jan 13, Feb 24 at Meldreth Village Hall
1	Visit from Rachel Mason, ACRE Village Agent Feb 8
6	MACS Hot lunches at Cozy Corner average of 15 attendees
7	Trusted Partner Household Support fund applications processed
2	Youth Arts Project meetings Jan 31 & Feb 15
1	Helen Wootton delivered Books for families for Festival of Stories project Feb

## On-going weekly activities

<b>Mondays</b>	<b>Food Bank</b> 10-12 & <b>Cozy Corner</b> with Craft Corner 12-3
<b>Tuesdays</b>	Dog Café 10-12 🐕
<b>Wednesdays</b>	Wellbeing Walk 10.30 🚶
<b>Thursdays</b>	Coffee Morning 10-12 at the Dolphin and <b>Food Bank</b> 10-12 at Vicarage Close then <b>Cozy Corner</b> 12-3 with <b>Hot Lunch</b> 12-1

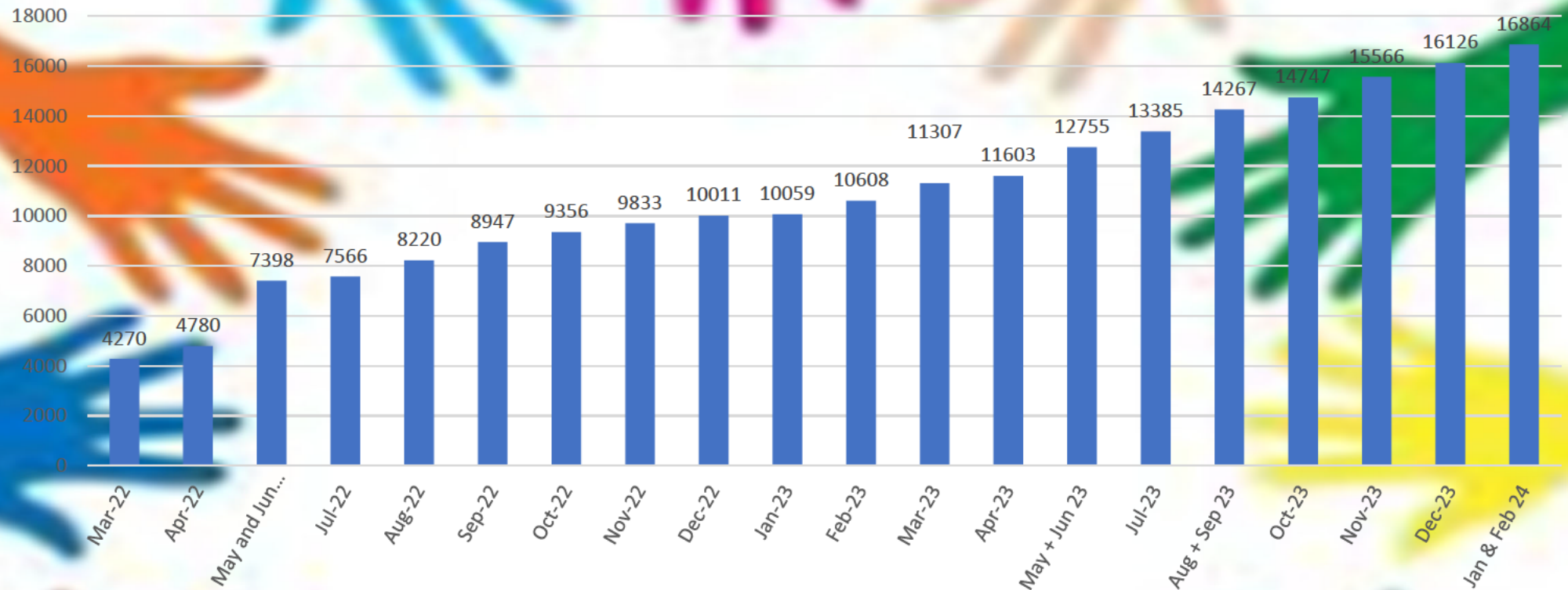
## Membership growth data: to 21/02/24

	Dec	Feb 20	Conversion	Pipeline
Individual Members	135	137	2	2
Organisational Members	18	18		1

## Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
1501	490	150

## Total Hours Exchanged To Date



### AOB and forthcoming events

Co-op Local Community fund award of £663 to be received by **MACS** end of Feb '24

**MACS** Easter Craft stalls 13 & 16 March at The Hub

[www.melbournfoodbank.co.uk](http://www.melbournfoodbank.co.uk)



melbournactioncommunitysupport





# Cambridgeshire Community Hubs Network

## Activity reporting form for January 2024

### Your details

<b>Community Hub name:</b>	Cozy Corner - Melbourn
<b>Your name:</b>	Stephanie Trayhurn
<b>Date this form is being submitted:</b>	6 <sup>th</sup> February 2024

### About your Hub

Have you provided any activities at your Hub (apart from standard free refreshments) or have any other service providers attended to talk your Hub attendees?

Hot Lunches, Craft Group, Indoor bowls, Bingo, Craft sales, Board Games

Can you estimate how much you have fundraised for your Community Hub since the start of November 2023 to supplement the funding provided to you via Cambridgeshire ACRE. Please give sources of funding if possible.

£1200

Bingo – ‘pay to play’

Refreshment and Hot Lunch contribution

DanceAthon 8 November £800

Craft sales – during November & December £300

### Your Hub's operating dates and times during January 2024

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
04/01/24	12.00	15.00	11	5



## Cambridgeshire Community Hubs Network

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
08/01/24 Monday	12.00	15.00	5	5
11/01/24 Thursday Hot Lunch (12)	12.00	15.00	12	6
15/01/24 Monday	12.00	15.00	11	4
18/01/24 Thursday Hot Lunch (17)	12.00	15.00	12	10
22/01/24 Monday	12.00	15.00	6	5
25/01/24 Thursday Hot Lunch (15)	12.00	13.30	10	5

### Submitting your form

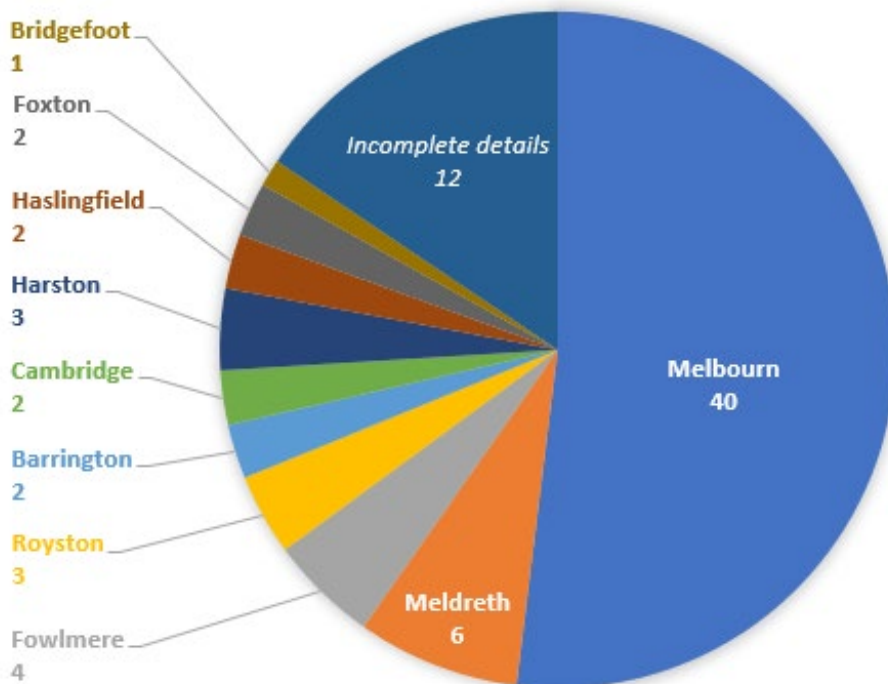
Please email your completed form to [REDACTED] Community Wellbeing Manager via [REDACTED]

# Connections Bus

7 youth club sessions ran between September and December 2023 and have seen 77 young people. 9 young people attended the ice-skating trip at the end of term. Find the full report on the following pages.

- 40 – Melbourn of which 23 attended more than once
- 6 – Meldreth of which 3 attended more than once
- 4 – Fowlmere of which 2 attended more than once
- 3 – Royston of which none attended more than once (just the first session)
- 2 – Barrington both attended more than once
- 2 – Cambridge none attended more than once
- 3 – Harston all attended more than once
- 2 – Haslingfield none attended more than once
- 2 – Foxton of which 1 attended more than once
- 1 – Bridgefoot, only attended first session
- 12 – incomplete details, 4 attended more than once

## NUMBERS BY LOCATION



## 2024 attendance

Date	Numbers
08/01	12
15/01	18
22/01	22
29/01	Cancelled
05/02	25
12/02	Cancelled

## February update

Organisers are pleased with how Melbourn sessions have been going but unfortunately they have some staffing issues which means they have had to cancel the last session of this half term, and possibly a few after the holiday too.

Connections Bus are actively recruiting and will host sessions again as soon as possible.





## Youth Club

There have been 7 youth club sessions run this term and we have seen 77 young people. 9 young people attended our ice-skating trip at the end of term.

Age	11	12	13	14	15	16	17	18+
Number Female	25	8	9	8	1			
Number Male	12	7	7					

Week Commencing	Number	Notes
02 Oct	51	First session here with the youthbus. Very busy session especially getting membership forms completed. Visit from Parish Councilor and Rotary Club member. Conversations about vaping, future activity and food ideas, but most of time just getting to know. A local resident popped in to complain about young people screaming and shouting on the playground. This area is away from where the youthbus is parked so said that we would speak to yp at the youthbus about their behaviour when coming and going.
09 Oct		had to cancel on arrival as unable to get a safe place to park the bus. 40-50 young people around so youth workers stayed and apologised asking them all to contact parents to let them know the situation. Most had left when youth workers had to leave.
16 Oct		bus arrived to find parking cones had been removed/stolen but space opened up. Then generator would not start so had to cancel. YWs stayed until 8pm to ensure YP left the area. Caretaker of school says local residents have young children and don't want the noise and school don't want YP cycling round their grounds. Neither of these points has been reported to us. Continuing discussions with Parish Council about how to proceed.
23 Oct		Half Term
30 Oct	14	Better location arranged by Parish Council, actually on the school grounds (entrance driveway). Did see other groups of young people going by dressed up for Halloween. Enjoyed making masks, doing firework quiz and watching an impromptu display! Conversations about Halloween, trick or treating, fireworks, vapes (yp had acted on advice given last time and reduced their use), homework.
06 Nov	26	Got involved in doing quiz about alcohol, enjoyed bean bag area and chatting. Conversations about too many sweets and the effects, school trips homework, relationships and use of bean bag room.
13 Nov	30	School notified staff that YP would not be allowed to use school toilets due to them messing around there last week. Enjoyed games consoles, scratch art, quiz, PCs and bean bag room with music. Conversations about school, relationships and behaviour. Just starting to push boundaries with respect for staff, so this was highlighted and challenged.
20 Nov		cancelled staff ill
27 Nov	18	Quieter session but YP starting to engage more with youth workers. Lots did crafts and quiz, others used games consoles. Bean bag room was shared well for the first time. 2 YP outside (not signed in) showed lack of respect and behaviour to staff, suggested they sign up of leave and they chose the latter. No issues with school or caretaker.

04 Dec	12	Quieter session but enjoyed using computers, playing Dobble and doing Christmas quiz. Conversations about Roblox game and inappropriate messages being received.
11 Dec	9	Ice-Skating trip to Cambridge Ice Arena along with 70 young people from our other youth clubs. Great evening.
18 Dec	14	Good calmer session with lots of conversations about Christmas plans. Enjoyed listening to music, table top games and PCs.

# Mix Music

Mix Music have now been running for 4 months and we have a solid 7 kids, we have a few floaters that come some weeks and not others.

- 4nr. Children are Melbourn based
- 3nr. Children are Meldreth based
- 3nr. Floaters are Melbourn based



It's a mixed girls and boys group. It's going very well, they have made amazing progress. We had a Xmas party which was a success, the kids had a great time. We have had a special guest MC, held a workshop on rapping and we have more special guest coming up this year.

I'm looking to branch out to younger kids at some point, I'll discuss this with you at a later date.

Workshops so far:

- Logo making and branding
- Learning to use the equipment
- How to be an MC.
- How to DJ.
- Microphone use.

