



🏠 **Melbourn Parish Council**  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
✉️ [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
☎️ **01763 263303, ext 3**  
🌐 [melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)

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

**A meeting of the Maintenance Committee** held on Thursday 13 February 2025 at 09:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

**Absent:**

**In attendance:** Abigail Williams (Clerk), Alex Coxall (Deputy Clerk), Maureen Brierley (RMRG), Les Brierley (RMRG), Chris Selway (Allotment Association), Steve Pitman (Warden), Keith Rudge (Conservation Warden)

**MAINTENANCE COMMITTEE: MINUTES**

*Meeting started 09:30*

**MA138/25 To receive and approve apologies for absence**

Apologies received from Cllr Clark with acceptable reasons given.

It was **RESOLVED** to accept those apologies.

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

**MA139/25 To receive any Declarations of Interest and Dispensations**

None received.

*Cllr Kilmurray joined the meeting 09:31*

**MA140/25 To approve the minutes of the Maintenance Committee Meeting held on 23 January 2025**

- a) To note additional information for item MA132/25b. To be noted that permission is granted on the basis that the terms of the signed key agreement are adhered to at all times. This requires the key holder to ensure that, subject to official closing times, the gate remains closed for the duration the that mixed music are on sight. The gate is not to be left open at any time and must be manned whilst unlocked.

The additional minute for item MA132/25b was noted and will be recorded as a minute for this meeting. It was **RESOLVED** to accept the minutes from the Maintenance Committee Meeting held on 23 January 2025 as an accurate record.

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

**MA141/25 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

No members of public present.

**MA142/25 Finance Matters:**

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

It was noted that budget spend was behind expectation.

**MA143/25 Conservation Matters:**

- a) To receive the EA Monthly situation report for January 2025.

The report was noted.

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

A verbal report was given by RMRG. It was noted that the AGM would take place on 15 March 2025.

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

None received.

**MA144/25 Stockbridge Meadows:**

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.

A verbal report was given by Stockbridge Meadows Volunteers and Warden. It was noted that there have been approaches from local companies to provide volunteers for suitable projects. Committee

have no objection to offering projects to any volunteers. Volunteer group and Conservation Warden held a meeting to discuss actions. Highlighted issues include:

- Wildflower meadow – it was noted that rabbits were continuing to cause a problem with the wildflower meadows. It was proposed that a fenced area should be erected to establish a wildflower meadow with protection from the rabbits. ACTION: Costs for fencing etc to be gathered and reported to committee. ACTION: Office to gather quotes for 2 x annual cut to wildflower meadow when established.
  - Trees – 6-9 saplings to be planted amongst the ash trees to help mitigate against ash dieback.
  - Trench – pond trench to be filled in.
  - Nest boxes – it was noted that the nest boxes needed work. ACTION: Contact Fowlmere Bird Reserve to ask how they maintain the boxes, what ladders and risk assessments to use etc.
  - LNR status – no update. Suggested that when LNR status is granted there could be a relaunch event to include information boards about different areas. ACTION: Office to chase update and progress.
  - Extra cuts – additional areas to be added to the Stockbridge Meadows annual maintenance contract. ACTION: Office to gather quotes and report back to committee.
- b) To consider actions to tackle dog waste around the site.  
The issue was noted – no actions concluded.
- c) To receive any other updates and consider actions.  
It was noted that no further issues have been recorded with muntjac within SM.

*Maureen and Les Brierly left the meeting 09:56*

**MA145/25 Allotment Matters:**

- a) To note completion of waste removal evidenced with green waste note.  
It was noted.
- b) To consider actions and review quotes to tackle rodent issue at St Georges allotments.  
The report on rodent issue at St Georges was considered. It was agreed to send plot holders an email outlining actions that should be taken to help control the vermin and to monitor the situation. It was noted that the pathways between the edges of the allotment and back plots should be cleared. ACTION: Office to obtain quotes for works to hedges to clear the paths.
- c) To receive a report from the Allotment Association.  
A verbal report was given by the Allotment Association. It was noted that inspections were carried out and most plots looked good. One plot holder will receive an email about an excess of waste plastic on the plot.
- d) To receive any other updates and consider actions.  
None received.

*Chris Selway left the meeting 10:03*

**MA146/25 Correspondence:**

- a) To note request for tree works at Elm Way from resident as considered at Planning Committee meeting on 10 February.  
It was noted.
- b) To receive any other updates and consider actions.  
None received.

**MA147/25 Governance Matters:**

- a) To receive the weekly inspection reports and consider any necessary actions.  
Inspection reports were noted.
- b) To consider any updates on damage or vandalism in the Parish.  
Incidents of damage and vandalism were noted.
- c) To receive any other updates and consider actions.  
None received.

**MA148/25 Biodiversity:**

- a) To receive verbal update on rewilding of station path.

A verbal and written report were received. It was noted that the intention is to set up a 'Friends of the Wonderpass' group that will work with the railway group and Melbourn and Meldreth Parish Councils to formulate a plan to care for the path, natural path edges and Wonderpass. *A copy of the written update can be found in the supporting documents for this meeting.*

- b) To receive any updates and consider actions

None received.

**MA149/25 Cemetery Matters:**

- a) To receive an update on works to property outside of New Road Cemetery as agreed.

Item deferred.

- b) To consider costs for planting flower beds in New Road Cemetery with lavender.

It was RESOLVED to accept the quote from Majestic Garden Services for the installation of lavender and bark to 3 beds at New Road Cemetery at a cost of £1080+VAT after confirming the number of plants needed and adjusting the quote (reduction) if justified.

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

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

None received.

**MA150/25 Village Maintenance Matters:**

- a) To note concern and consider actions around the willow next to the Pavilion.

Concern noted. ACTION: Office to gather quotes for works required, if any.

- b) To note request and consider actions for dog waste bin on Moat Lane from Bruntwood.

The request for a dog waste bin on Moat Lane was considered. It was decided to reconfirm the response to Bruntwood to supply a dog waste bin on the Melbourn Science Park and to arrange waste collection privately.

- c) To note planting of 'free tree' awarded by South Cambridgeshire District Council at Piggott Close.

It was noted. Second tree to be planted before 11 March to enable land transfer.

- d) To consider actions to 'tidy up' the meridian stone on the A10.

Wardens have already completed action.

- e) To note request for mulch for 83 High Street and to restart waste collection by wardens for the season.

It was noted that the waste bag had been returned to the area and mulch would be ordered for delivery at a cost of £100.

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

It was noted that there was substantial damage to a verge on Back Lane due to a vehicle repeatedly parking on grass. ACTION: Office to report parking to relevant body.

**MA151/25 Pavilion/New Rec Matters:**

- a) To discuss findings and consider action in relation to the ARU for the clock at the Pavilion.

It was noted that Cllr Cowley had looked at the ARU and restarted the clock. Situation to be monitored.

- b) To consider enquiry for holding rugby events on the new rec and hiring the Pavilion.

It was noted that there was no objection in principle to the request but would need further checking to ensure activity would not damage the pitches in contradiction with the Pitch Power Grant application previously agreed. ACTION: Office to gather further information and present to Council.

- c) To consider enquiry for holding archery events on the new rec.

Concerns raised that the area may not be large enough to accommodate request. ACTION: Office to meet enquirer and gather further information of needs.

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

None received.

**MA152/25 Little Hands Matters:**

- a) To note issue with drains backing up was dealt with by Wardens – issue to be monitored.

Thanks were passed to the Wardens for dealing with the issue. It was noted that blue paper towels were evident in the drains on inspection. Office has contacted Little Hands to request that no blue paper towels are flushed through the drains. Wardens to monitor.

- b) To receive report and consider quotes for works to outer main doors of building.

Item deferred due to insufficient quotes.

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

None received.

**MA153/25 Car Park Matters:**

- a) To consider accepting a quote for the creation and installation of a sign for the Moor car park as approved on item MA108/24b).

It was RESOLVED to accept quote from Minuteman Press at a cost of £65+VAT for the creation and installation of sign for the Moor car park. Approval of visual and wording to be sought from those featured.

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

**MA154/25 Policies and Risk Assessments:**

- a) To consider recommending to Full Council the review (date only) of Doc 4.22 Appointment of Contractors.

It was RESOLVED to recommend the update of Doc 4.22 Appointment of Contractors to Full Council. Proposed by Cllr Alexander, seconded by Cllr Barnes. All in favour.

- b) To consider recommending to Full Council the review of Doc 8.05 Asbestos Management Plan.

It was RESOLVED to recommend the update of Doc 8.05 Asbestos Management Plan to Full Council. Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

**MA155/25 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

Outstanding items were noted.

**MA156/25 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

None received.

**MA157/25 To note date of next meeting:** Thursday 13 March 2025

The date of the next meeting was noted as Thursday 13 March 2025.

*Meeting closed 10:35*



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☎️ 01763 263303, ext 3  
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(District of South Cambridgeshire)

**A meeting of the Maintenance Committee** held on Thursday 23 January 2025 at 09:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

**Absent:**

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

**MAINTENANCE COMMITTEE: MINUTES**

*Meeting started 09:30*

**MA119/25 To receive and approve apologies for absence**

Apologies were received from Cllr Kilmurray, County Cllr van de Ven and Keith Rudge (Conservation Warden) with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

**MA120/25 To receive any Declarations of Interest and Dispensations**

None received.

**MA121/25 To approve the minutes of the Maintenance Committee Meeting held on 21 November 2024**

It was RESOLVED to accept the minutes from the Maintenance Committee Meeting held on 21 November 2024 as an accurate record.

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

**MA122/25 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

No members of public present.

**MA123/25 Finance Matters:**

- a) To note approval for spend from maintenance budget of £187.50(ex VAT) on parish van repair under delegated authority to the Clerk.

It was noted.

- b) To note the email approval for spend from maintenance budget of £318.49 on parish van MOT and service (PC159/25b)).

It was noted.

- c) To note retrospective approval for spend from maintenance budget for annual tax of the parish van (PC160/25e)).

It was noted.

- d) To consider retrospective approval costs for asbestos removal by Cambridge Asbestos from St Georges at a cost of £185.00(+VAT).

It was RESOLVED to retrospectively approve costs of £185.00(+VAT) for asbestos removal from St Georges Allotments.

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

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

It was noted that the date should be corrected on the report.

It was noted that budget spend is behind expectations.

**MA124/25 Conservation Matters:**

- a) To receive the EA Monthly situation report for November & December 2024.

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

The reports were noted.

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

A verbal report was given by RMRG. It was noted that work to reintroduce trout is showing positive results. ACTION: Office to request bark chippings delivery to the New Rec – to be placed by the Mel.

- c) To consider request to plant a specific type of tree in the Millenium Copse as a memorial ([Magnolia 'Alex'](#)).

Committee considered and agreed that, dependent on receiving advice as to the suitability of the soil, a magnolia 'Alex' could be planted as a memorial tree.

- d) To note damage to trees in Jubilee Wood – maintenance plan being developed with specialist arborist and local supplier.

Damage was noted.

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

None received.

**MA125/25 Stockbridge Meadows:**

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.

A verbal report was given by Stockbridge Volunteers. It was noted that during this quiet time of year the Stockbridge Volunteers and Conservation Warden will work on a plan for future works. MB mentioned the previous suggestion of a public nature trail, Cllr Barnes to follow up on information about possible grants available from South Cambridgeshire District Council. ACTION: Office to provide details of Warden from Fowlmere Bird Reserve in order for volunteers to work together on reed bed clearance as previously discussed.

- b) To receive an update on the designation of Stockbridge Meadows as a Local Nature Reserve.

Item deferred.

- c) To receive an update and consider actions.

It was noted that an email had been received about the maintenance of the wildflower meadow. ACTION: Office to share with Stockbridge Volunteers and provide a response.

*Maureen and Les Brierly left the meeting 09:51*

**MA126/25 Allotment Matters:**

- a) To note payment of £345.00 has been made to Allotment Association for insurance fees – to be invoiced annually going forward.

It was noted.

- b) To receive a report about plot holder insurances.

Deputy Clerk presented a report looking into possible insurances for coverage of theft from allotments. It was concluded that plot holders should be informed that they are responsible for extended insurances of any tools stored on the plot. If holders wish to opt out of the £5 annual payment towards insurance they would be required to provide evidence of suitable insurance.

- c) To note damage to the allotment hedging that runs along The Moor – Wardens to assess and advise on works needed.

Damage was noted. ACTIONS: Wardens to address issue.

- d) To receive a report and consider actions in regard to a potential rat issue at St Georges.

Deputy Clerk provided a report after taking legal advice from the National Allotment Association it was concluded that communication on the management of compost heaps should be sent to all plot holders highlighting the need manage pests. ACTION: Office to obtain quotes for professional pest control if needed.

- e) To receive a report from the Allotment Association.

A verbal report was given by the Allotment Association. It was noted both sites looked good, inspections were due to start again in February. It was noted that there was verge damage to the area outside of the allotments that had been repaired. ACTION: Office to gather quotes for levelling, re-seeding and protecting while establishing. To note this may cause issues for businesses in the vicinity. ACTION: To

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

add notices about not driving on the central pathway during wet season. ACTION: Office to request chippings to be delivered to St Georges.

- f) To receive any updates and consider actions.

None received.

*Chris Selway left the meeting 10:06*

**MA127/25 Correspondence:**

- a) To note correspondence from South Cambridgeshire District Council re dog foul bin on The Rec Purchase of bin approved MA091/24 – awaiting order due to issues with delayed dispatch.

It was noted.

- b) To receive communication about 'rewilding' along the path to Meldreth station and consider actions.

It was noted that confirmation of where the rewilding was to take place would be needed as concerns were raised that the landowner of the field portion may not wish rewilding to take place as the area is for cultivated use. ACTION: Cllr Clark and Office to arrange a meeting with Meldreth Parish Council and County Cllr van de Ven to agree next actions.

**MA128/25 Governance Matters:**

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

Inspection reports were noted.

It was reported by a Warden that the clock at the Pavilion was not working. ACTION: Office and Wardens to first confirm that the clock was not working to gather quote for works as required and report to Committee.

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

Incidents of damage and vandalism were noted.

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

None received.

**MA129/25 Biodiversity:**

- a) To consider actions with regard to the South Cambridgeshire District Council [Net Zero Village Grant](#) (Deadline 2<sup>nd</sup> February 2025).

It was noted that there are no formal plans for current projects that meet the £20,000 - £100,000 criteria for this grant application. ACTION: Office to bring any future opportunities to Council.

- b) To receive any updates and consider actions

None received.

**MA130/25 Cemetery Matters:**

- a) To consider costs for works to Orchard Road Cemetery hedging (bordering Haggars Close).

It was RESOLVED to accept the single quote for works to Orchard Road Cemetery hedging at a cost of £3,200(+VAT) due to time constraints of nesting season and continuity of service from current supplier. Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- b) To consider costs for planting flower beds in New Road Cemetery with lavender.

Item deferred due to lack of quotes.

- c) To consider costs for topping up graves in Orchard Road Cemetery as advised by Wardens.

It was RESOLVED to accept costs of £360(+VAT) for the supply of one man and a van for one day to assist with the topping up of graves at Orchard Cemetery. Proposed by Cllr Alexander, seconded Cllr Barnes. All in favour.

- d) To receive any updates and consider actions.

None received.

**MA131/25 Village Maintenance Matters:**

- a) To update on lighting proposal for The Moor car park as agreed under MA111/24d) and consider actions. Verbal report from Cllr Clark.

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

A report of suggested alterations to resolution MA111/24d) was provided by Cllr Clark.  
It was RESOLVED to approve the updated costs to provide 4 x LED post lights to be installed along the Moor car park roadway. Update to suggested works required due to damage sustained by fence in recent storms.  
It was RESOLVED to accept the updated estimate to complete lighting works at a cost of £1,588.00(+VAT) (increased from £1,138.00(+VAT) MA111/24d)).  
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

- b) To consider actions for tidy up of hedges / ground cover at the parking area on Maple Way.  
Consideration for action to tidy up area on Maple Way was discussed. It was decided to gather quotes for works to tidy the area.
- c) To consider installation of paving slabs at the foot of dog foul bins situated on soft ground.  
It was decided to work with the Wardens to install paving slabs to the foot of dog foul bins on soft ground. Office to report any costs associated with works to committee.
- d) To retrospectively note works by Anglian Water to the pumping station and wet well located on the Old Rec that are booked for Monday 20 January 2025.  
It was noted.
- e) To explore the sourcing and costs of replacement flower tubs for The Cross.  
Proposal to gather costs for works to replace flower tubs at The Cross was agreed. ACTION: Office to gather quotes and present to Committee.
- f) To note Wonderpass floor project is to be completed with the painting of anti-slip green paint (wc 20/01).  
It was noted.  
It was noted that concerns were raised about the paint on the walls failing and flaking off. Discussion focussed on contacting SDC for a possible solution. ACTION: Clerk to discuss tactics with County Cllr van de Ven and possible SDC involvement.
- g) To receive any other updates and consider actions.  
None received.

**MA132/25 Pavilion Matters:**

- a) To consider request for review of security measures at the Pavilion.  
It was noted that the key box on the exterior of the pavilion had been reported unsecure on numerous occasions, concern has also been raised that the refs room has also been left unlocked. ACTION: Office to communicate with users about the importance of securing the building. ACTION: Wardens to install a new key safe to the exterior, install a new key safe in the kitchen for internal keys and office to change alarm code.
- b) To consider request from Mix Music to hold a copy of the Moor car park key.  
It was RESOLVED to allow Mix Music a Moor car park key for use when providing services in the Pavilion. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- c) To receive any updates and consider actions.  
None received.

**MA133/25 Littlehands Matters:**

- a) To note gathering of quotes for works to doors to be carried out as asset management project.  
It was noted.
- b) To receive any updates and consider actions.  
It was noted that the staff toilets were running slow. ACTION: Wardens to check/rod drains on Monday 27<sup>th</sup> January and report back.

**MA134/25 Car Park Matters:**

- a) To note the damage to lighting bollard and consider actions.  
It was decided to formally report the rtc and follow up with driver. ACTION: Office to report incident and gather quotes for works to fix the bollard.

**MA135/25 Policies and Risk Assessments:**

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

- a) To consider any updates and consider actions.

None received.

**MA136/25 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

Outstanding items were noted.

The issue of overgrown hedges at The Bury / Roytson Road was discussed. Action will be needed before the nesting season starts again. ACTION: Office to contact compliance officer to continue pressure for ongoing works.

**MA137/25 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

Comment was made about the white markings that have appeared on some pavements – this was confirmed as slurry seal prep for pavements by Cambridgeshire County Council.

**MA138/25 To note date of next meeting:** Thursday 13 February 2025

The date of the next meeting was noted at Thursday 13 February 2025.

*Meeting closed 11:01*

Melbourn Parish Council  
Maintenance Expenditure Tracking 2024/25  
(Actuals based on paid invoices)

| EDGE Code |  | Budget 2024/25 | Actual to date (31/01/25) | Committed     | Balance       |   |
|-----------|--|----------------|---------------------------|---------------|---------------|---|
|           | <u>Budgeted expenditure (included in Precept)</u>                  | £              | £                         | £             | £             |   |
|           | <u>Conservation:</u>   |                | <u>Paid</u>               | <u>Unpaid</u> |               |   |
| 1000      | Allotments - water (2 meters)                                      | 803            | 896                       | (187)         | 94            |   |
| 1000      | Allotments - plot clearance/maintenance                            | 419            | 185                       |               | 234           |   |
| 1000      | Allotments - Hedge Cutting   | 629            |                           |               | 629           |   |
| 1000      | Allotments - unplanned e.g. asbestos removal                       | 838            | 70                        | 1,200         | (432)         |   |
| 1100      | Conservation - Christmas tree and plants for tubs                  | 524            | 400                       |               | 124           |   |
| 1100      | Conservation - tree survey & Tree works                            | 419            |                           |               | 419           |   |
| 1100      | Conservation - emergency tree works                                | 6,450          | 4,385                     | 920           | 1,145         | Work to st georges allotment included last month has been offset with unused expenditure from 2023/24, willow in the moor, memorial cherry tree |
| 1100      | Conservation - tree planting                                       | 3,456          |                           |               | 3,456         |   |
| 1100      | Conservation - unplanned   | 1,980          | 1,194                     |               | 786           | Asbestos testing at the moor and Trojan bin - grit bin  |
| 1150      | Stockbridge Meadows - path cutting and rolling                     | 315            | 495                       |               | (180)         |   |
| 1150      | Stockbridge Meadows - Pond testing                                 | 524            |                           |               | 524           |   |
| 1150      | Stockbridge Meadows - unplanned                                    | 524            | 484                       |               | 40            | Brief creation for ghost pond - removed HC&G strim as provided in last years reserves carried forward   |
|           |  | 16,881         | 8,109                     | 1,933         | 6,839         |   |
|           | <u>Cemeteries</u>  |                |                           |               |               |   |
| 2000/1    | Orchard Road - electricity & Water                                 | 315            | 126                       | (0)           | 190           |   |
| 2000/1    | Orchard Road Lychgate - recoat main walls and gate                 | 1,047          |                           |               | 1,047         |   |
| 2000/1    | Orchard Road - Electrical Testing                                  | 178            |                           |               | 178           |   |
| 2000/1    | Orchard Road - unplanned (eg path cleaning)                        | 445            | 10                        |               | 435           |   |
| 2000/2    | New Road - water   | 142            | 106                       |               | 36            |   |
| 2000/2    | New Road - tree & hedge work, soil store, path edging              | 1,037          |                           |               | 1,037         |   |
| 2000/2    | New Road - unplanned   | 524            | 574                       |               | (50)          | Portland Memorial   |
|           |  | 3,688          | 816                       | (0)           | 2,873         |   |
|           | <u>Play Areas, Recreation Grounds &amp; Pavilion</u>               |                |                           |               |               |   |
| 3000      | Playground - ROSPA   | 242            |                           |               | 242           |   |
| 3000      | Playground - play area maintenance, equipment repair/renewals      | 3,000          | 375                       |               | 2,625         | Rospa report  |
| 3000      | Playground - tree work/edging                                      |                |                           |               | -             |   |
| 3000      | Playground - unplanned   | 262            |                           |               | 262           |   |
| 3200      | Recreation Ground - electricity & Water                            | 504            | 350                       | 9             | 145           |   |
| 3200      | Recreation Ground - pest treatment                                 | 524            |                           |               | 524           |   |
| 3200      | Recreation Ground - unplanned                                      | 2,617          |                           |               | 2,617         |   |
| 3400      | Pavilion - cleaning  | 1,344          | 977                       | 140           | 227           |   |
| 3400      | Pavilion - electricity & Water                                     | 2,617          | 1,313                     |               | 1,304         |   |
| 3400      | Pavilion - maintenance   | 2,470          | 948                       |               | 1,522         |   |
| 3400      | Pavilion - unplanned repairs & renewals                            | 1,084          | 628                       |               | 456           | Boot cleaner brushes and window repairs   |
|           |  | 14,664         | 4,592                     | 149           | 9,923         |   |
|           | <u>Finance &amp; General Purpose</u>                               |                |                           |               |               |   |
| 4300/2    | Wardens' materials (mower fuel, spare parts, materials)            | 2,000          | 833                       |               | 1,167         |   |
| 4300/3    | Wardens' equipment   | 524            | 2,464                     |               | (1,940)       | £666.67 Strimmer to add to fixed assets   |
| 4300/4    | Parish Van expenses (insurance, MOT, road tax, repairs and fuel)   | 1,300          | 1,116                     |               | 184           |   |
| 4900      | Parish Clock - service   | 435            | 237                       |               | 198           |   |
| 5000/9    | Litter picking & warden cover                                      | 6,300          | 2,013                     | 229           | 4,058         |   |
| 7100      | Car park workshop - water & Electricity                            | 3,042          | 3,086                     | 475           | (520)         |   |
| 7100      | Car park workshop - PAT testing                                    | 32             |                           |               | 32            |   |
| 7100      | Car park - unplanned   | 540            |                           |               | 540           |   |
| 7200      | Fire Engine House - Roof repairs                                   | 400            |                           |               | 400           |   |
|           |  | 14,573         | 9,751                     | 704           | 4,118         |   |
|           | <u>Rental Property</u>   |                |                           |               |               |   |
| 9000      | Rental Property - Littlehands annual drain cleaning                | 524            |                           |               | 524           |   |
| 9000      | Rental Property - Legionella testing Roof inspection               | 576            |                           |               | 576           |   |
| 9000      | Rental Property - unplanned  | 524            | 1,635                     |               | (1,111)       | LED lights and work to combat the damp front face of Little hands.  |
|           |  | 1,624          | 1,635                     | -             | (11)          |   |
|           |  |                |                           |               |               |   |
|           | <b>Total Maintenance (excluding grounds maintenance contracts)</b> | <b>51,430</b>  | <b>24,902</b>             | <b>2,786</b>  | <b>23,742</b> |   |
|           | <u>Grounds Maintenance Contracts</u>                               |                |                           |               |               |   |
| 1200      | Grass cutting contract - verges/Hub etc (£622.50 x 12)             | 9,971          | 12,677                    | 2,723         | (5,429)       | New contract in place   |
| 1300      | Public Open Space - maintenance                                    | 7,583          | 920                       |               | 6,663         | New contract in place   |

Melbourn Parish Council  
 Maintenance Expenditure Tracking 2024/25  
 (Actuals based on paid invoices)

| EDGE Code | Budgeted expenditure (included in Precept)                              | Budget 2024/25<br>£ | Actual to date (31/01/25)<br>£ | Committed<br>£ | Balance<br>£ |                       |
|-----------|---|---------------------|--------------------------------|----------------|--------------|-----------------------|
| 2100      | Cemeteries (£405.83 x 12) + £1,000 for extra hedge work in new contract | 6,429               | 4,749                          | 788            | 892          | New contract in place |
| 3200      | Recreation Grounds (£755 per month)                                     | 10,710              | 6,325                          | 525            | 3,860        | New contract in place |
|           |   | <b>34,693</b>       | <b>24,671</b>                  | <b>4,036</b>   | <b>5,986</b> |                       |

# Monthly water situation report: East Anglia

## 1 Summary – January 2025

East Anglia started 2025 wet with rainfall through much of the first week. January as a whole however has been particularly average, with most catchments observing both normal volumes of rainfall and river flows. Catchments in the south and west have been wetter on average, containing some above normal rainfall totals and river flows. Groundwater levels are healthy for the time of year with almost all measuring stations reading normal or above normal levels.

### 1.1 Rainfall

Rainfall in January was close to the monthly average across East Anglia, with almost all catchments receiving normal amounts of rainfall for the time of year. The Upper Bedford Ouse and North and South Essex are the only exceptions, receiving above normal levels. Most rainfall fell within the first and final week of the month, with all catchments receiving upwards of 20mm from the 1<sup>st</sup> to the 7<sup>th</sup> and again from the 23<sup>rd</sup> to the 31<sup>st</sup>. Catchments in the northeast did receive noticeably less rainfall on average, being the only ones to receive less than 100% of their respective catchments' long-term average. The last 3 months have been close to the long-term average, with the last 6 months slightly below though still normal in most catchments. The cumulative 12 months totals remain high owing to the high rainfall volumes in both February and September.

### 1.2 Soil moisture deficit and recharge

The soil moisture deficit at the end of January was slightly below the long-term average across East Anglia. Following the heavy rainfall and sharp SMD decline of September, the very average rainfall observed this January combined with low winter evapotranspiration rates has produced a slow but steady increase in soil moisture.

### 1.3 River flows

Like rainfall, river flows were close to average across much of the region, with almost all monitoring sites reading normal flows. The only exceptions to this were clay rivers in the upper and lower Bedford Ouse, responding to the above normal rainfall in these areas with above normal flows, and the chalk-fed Rhee, fed by very high groundwater levels in its proximity.

## 1.4 Groundwater levels

Still impacted by the last year of high rainfall, groundwater levels remain above normal levels at many sites in the western catchments, being exceptionally high at Therfield Rectory. Catchments in the North and East are relatively lower for their areas by comparison, at normal levels with the exception of Hindolveston which is below normal. This can be attributed to these catchments receiving below average rainfall for the past 6 months while those in the west and central areas receiving more.

## 1.5 Reservoir stocks

Reservoir storage in public water supply reservoirs is healthy for the time of year, with each above their respective normal operating curves.

## 1.6 Forward look

### 1.6.1 Probabilistic ensemble projections for river flows at key sites

River flow projections are predicting over 70% of normal or above flows by March 2025 for all modelled catchments, and above 30% chance of slightly above normal or higher flows. For June 2025, it is predicted that there will be almost no likelihood of below average flows

### 1.6.2 Probabilistic ensemble projections for groundwater levels in key aquifers

Much like the current levels, groundwater projections for March predict normal or above levels for all modelled sites, with Therfield Rectory in the west projecting notably high or exceptionally high levels with almost certainty. Forecasts for September are much the same, though shifted more towards normal levels at all sites. There is also a small likelihood of below normal levels at boreholes in the central region for September.

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

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

\*[SMD]: soil moisture deficits

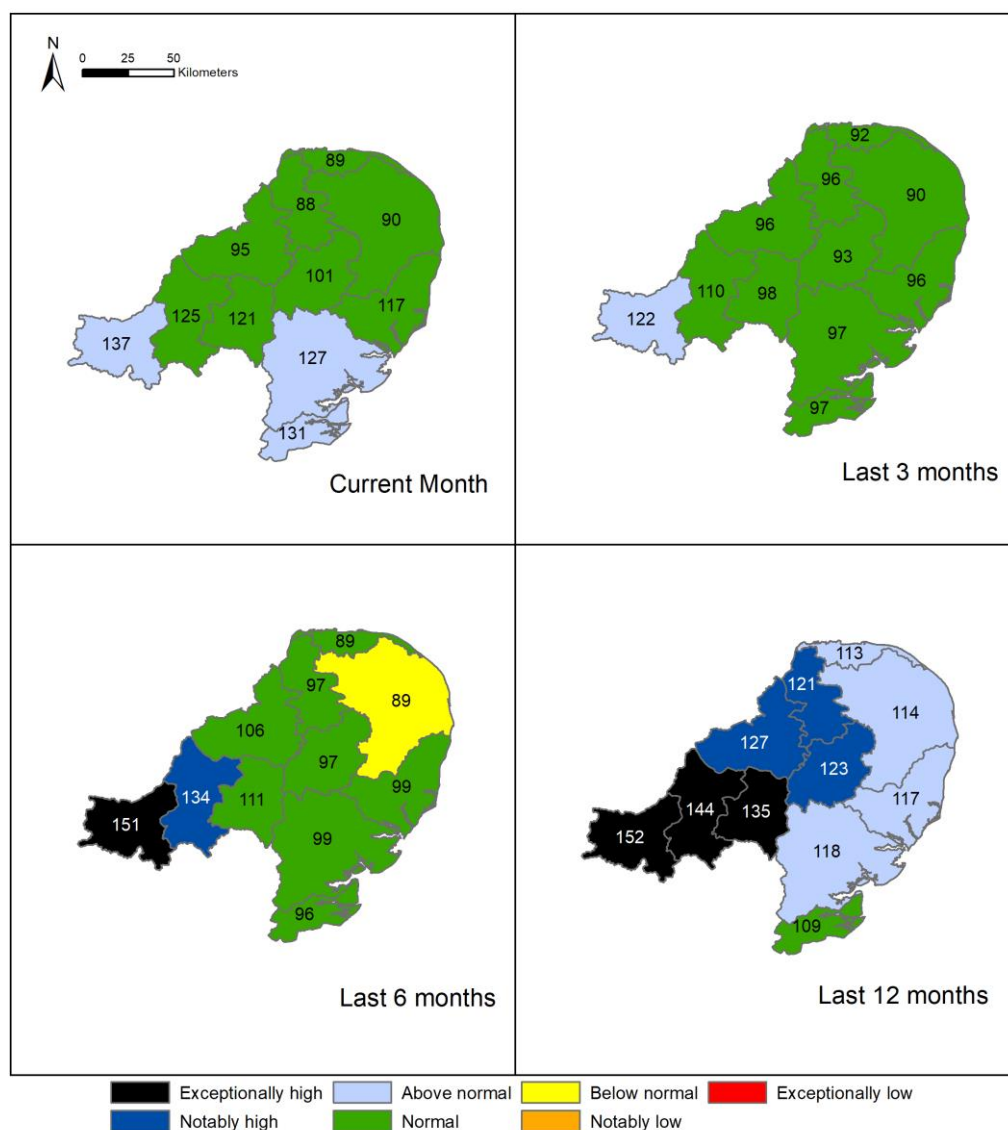
\*[LTA]: long term average

Contact Details: 03708 506 506

## 2 Rainfall

### 2.1 Rainfall map

Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 January 2025), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.



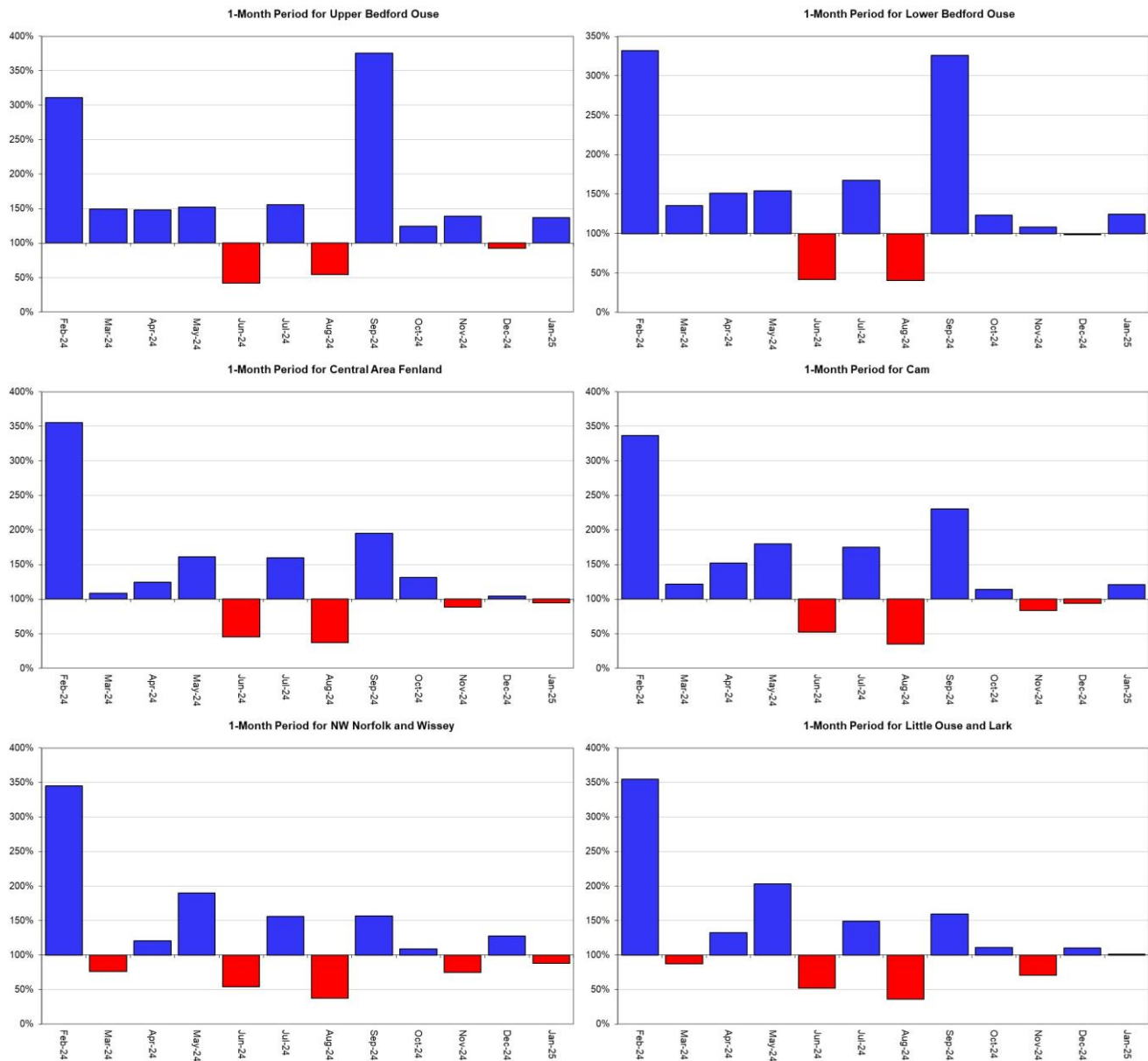
HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2025). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

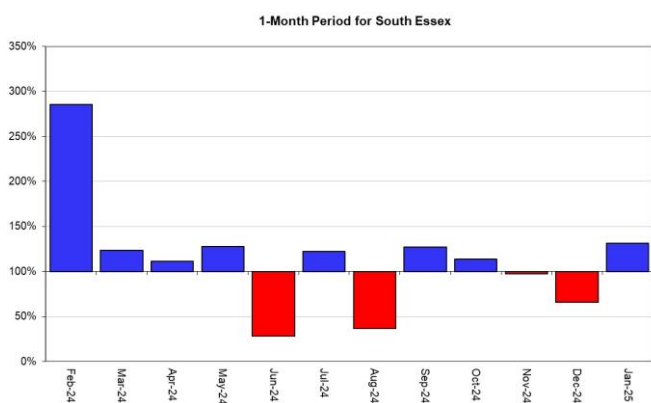
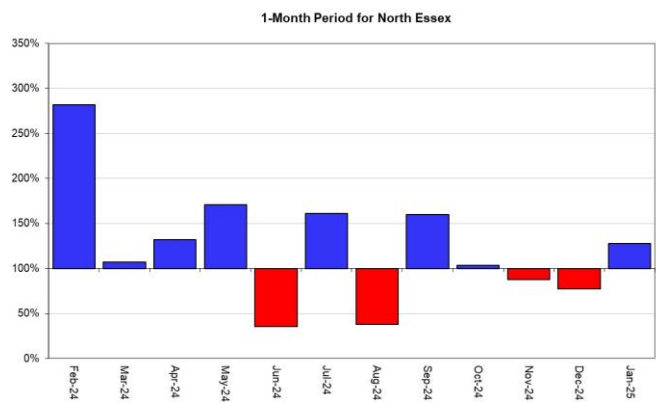
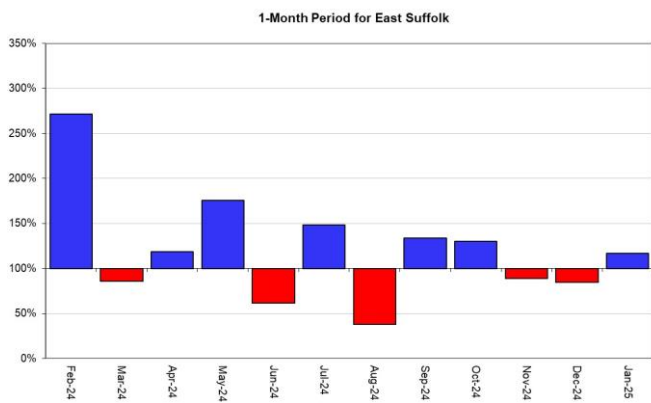
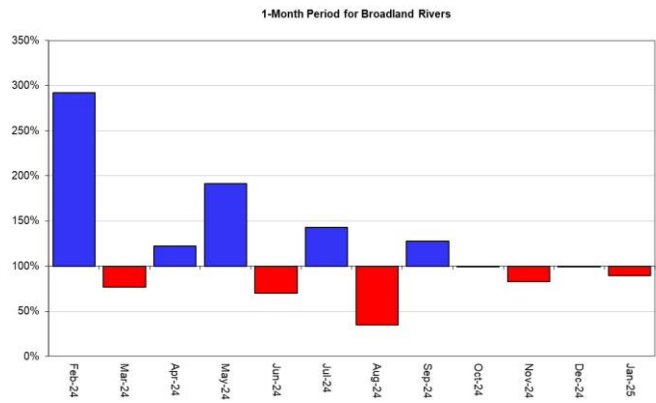
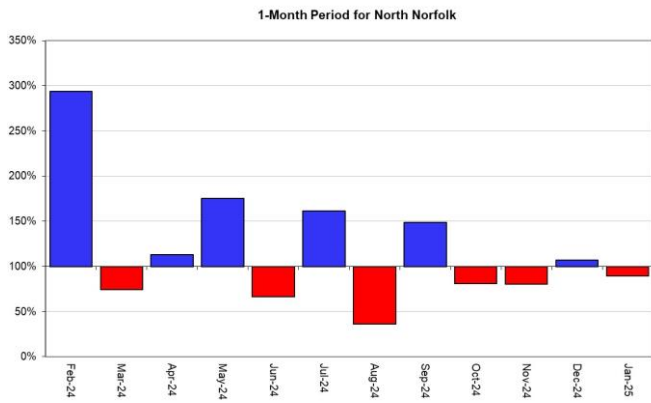
## 2.2 Rainfall charts

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

■ Above average rainfall

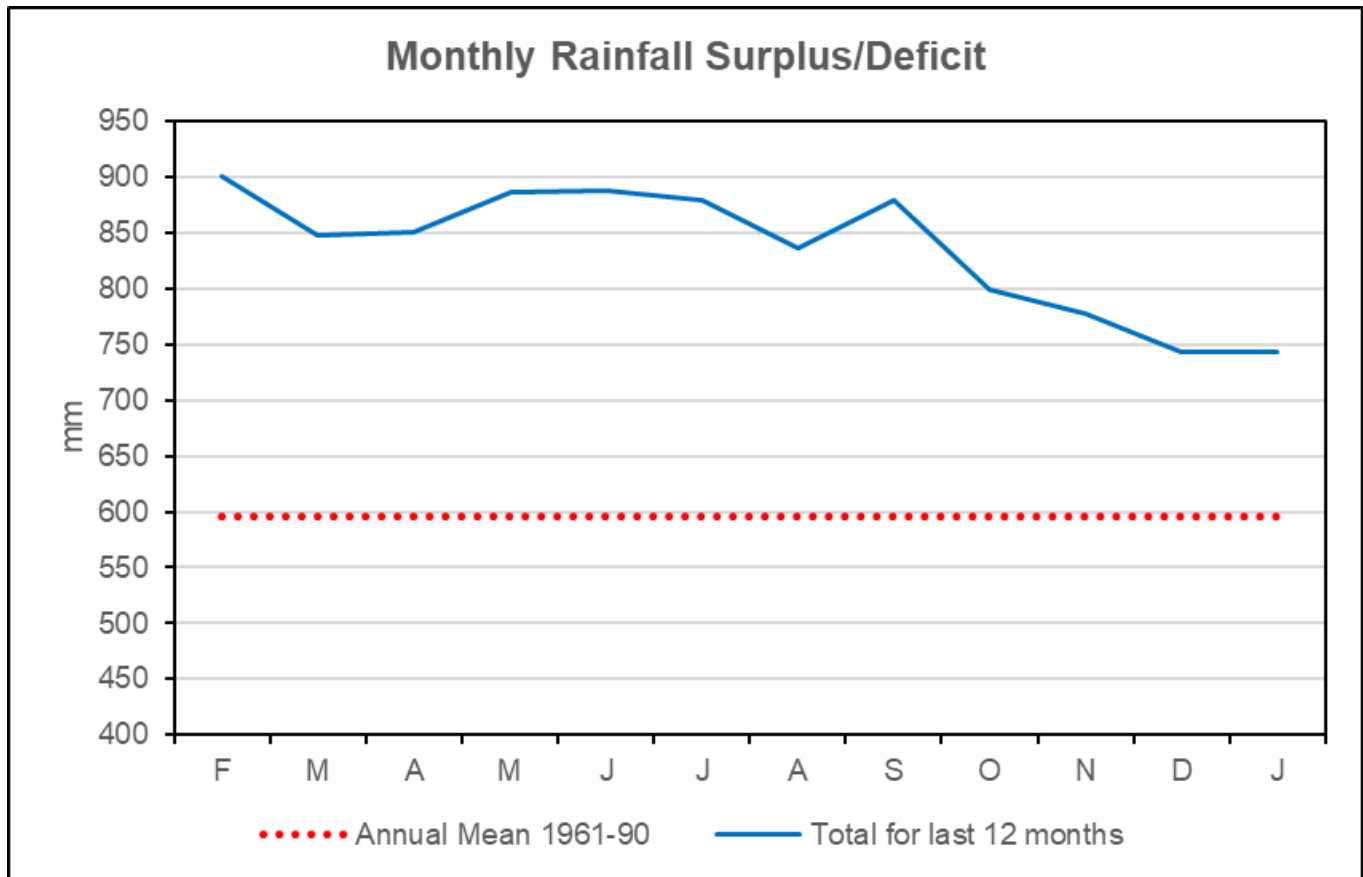
■ Below average rainfall





HadUK rainfall data. (Source: Met Office. Crown copyright, 2025).

### 2.3 Monthly rainfall surplus deficit chart



HadUK rainfall data. (Source: Met Office. Crown copyright, 2025).

### 3 Soil moisture deficit

#### 3.1 Soil moisture deficit map

Figure 3.1: Soil moisture deficit values for 31 January 2025. Values based on the weekly MORECS data for real land use.

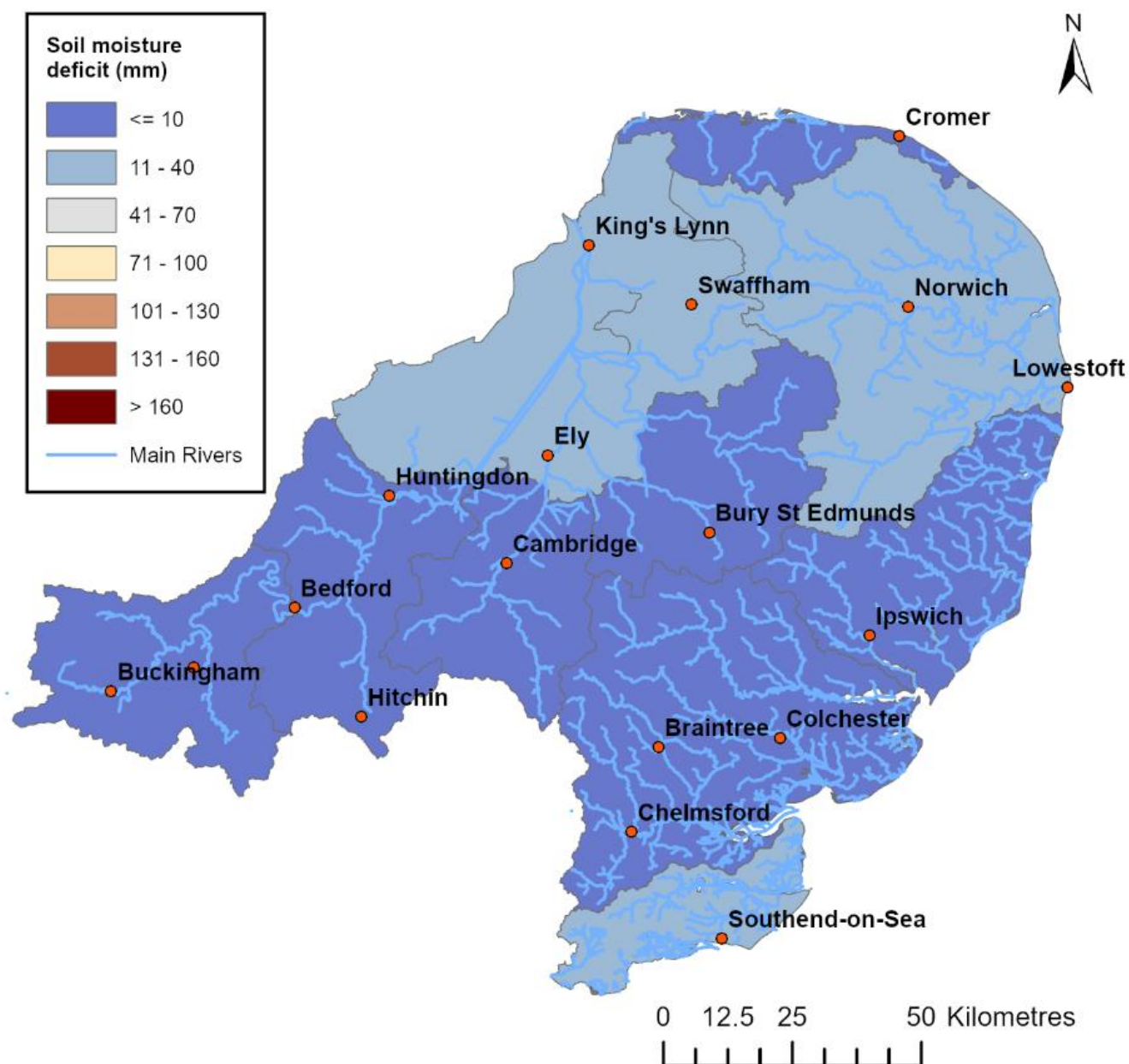
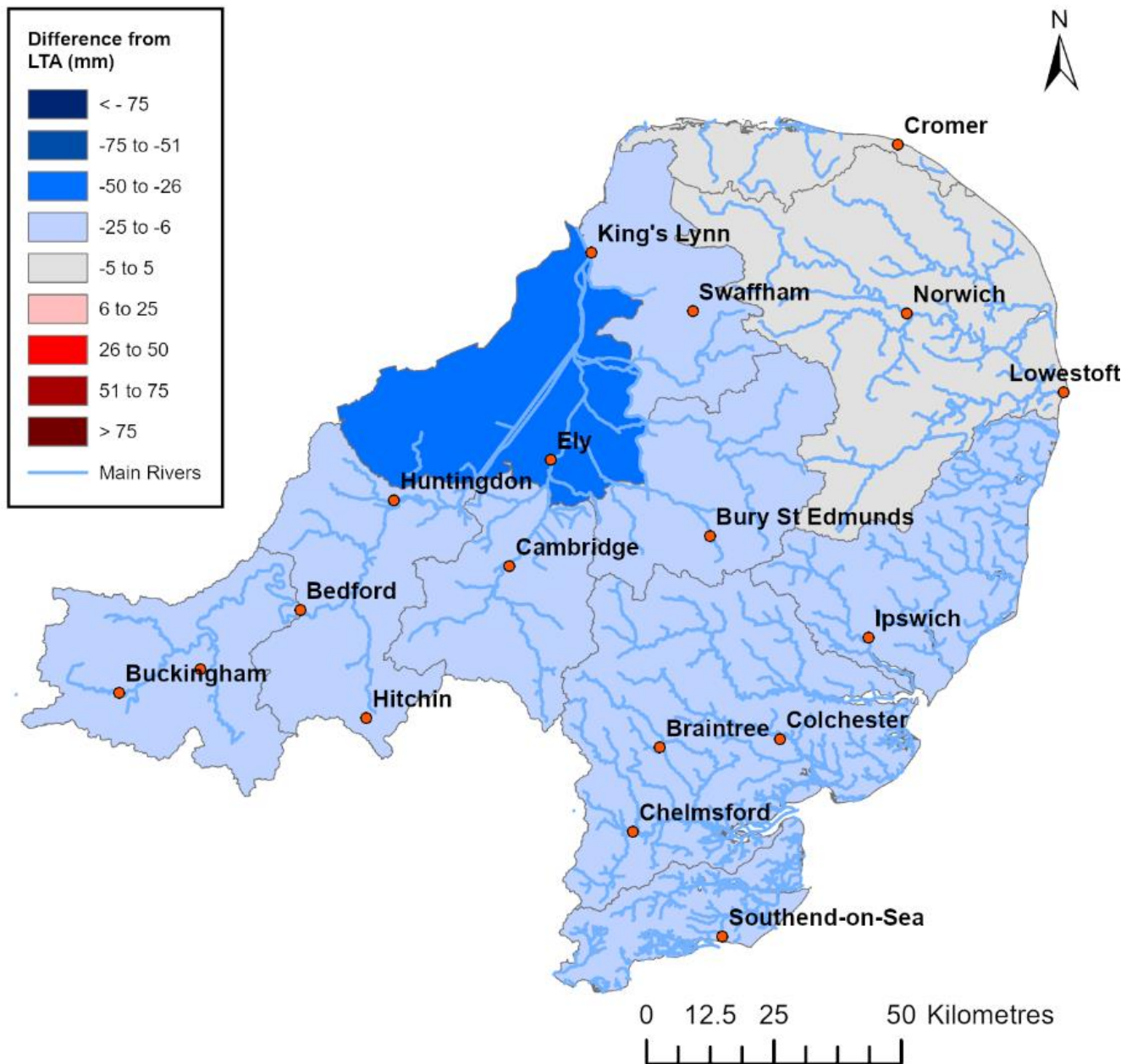


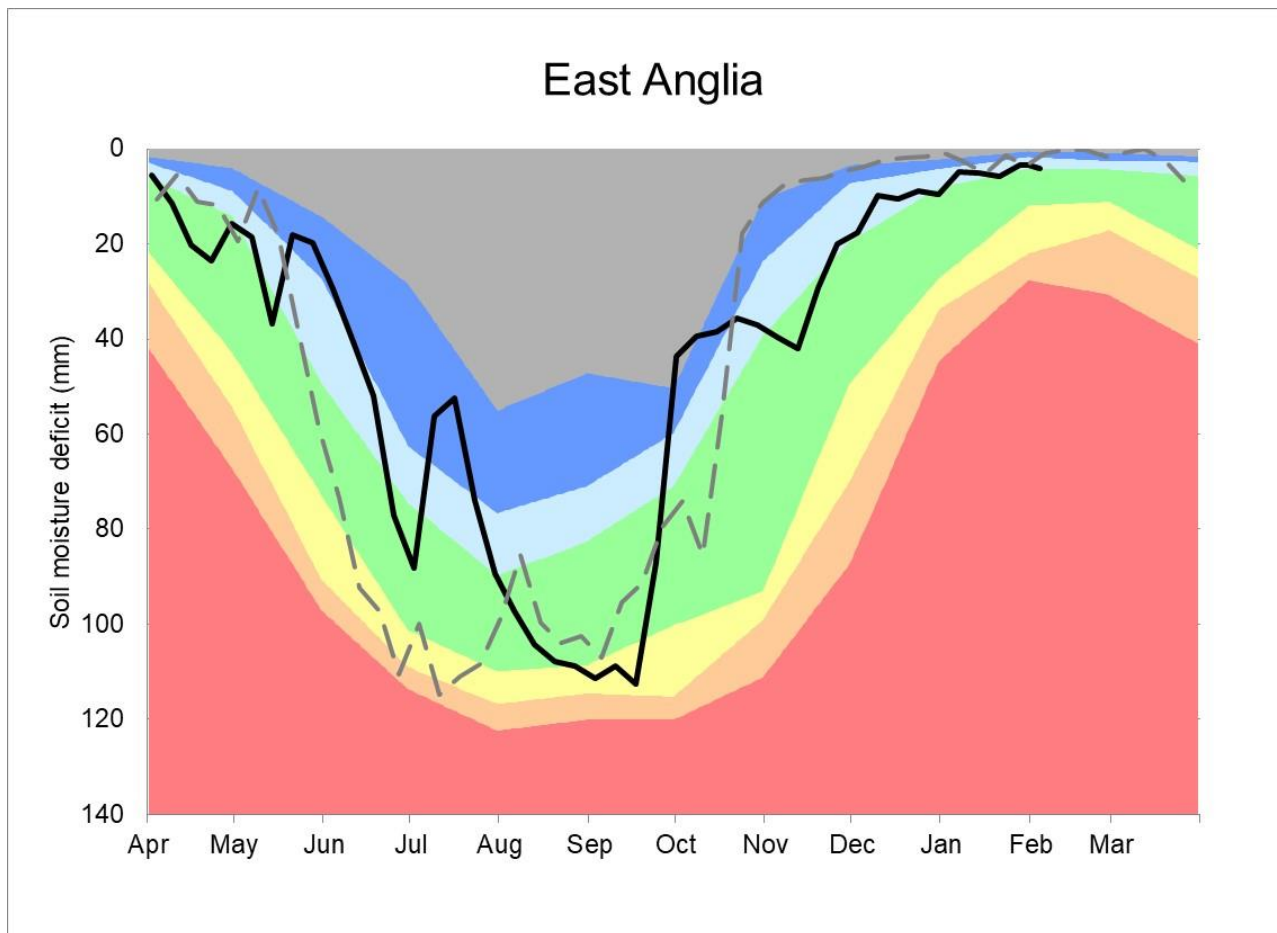
Figure 3.2: Soil moisture deficit difference from long-term average values for 31 January 2025. Values based on the weekly MORECS data for real land use.



(Source: Met Office. Crown copyright, 2025). All rights reserved. Environment Agency, 100024198, 2025.

### 3.2 Soil moisture deficit charts

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

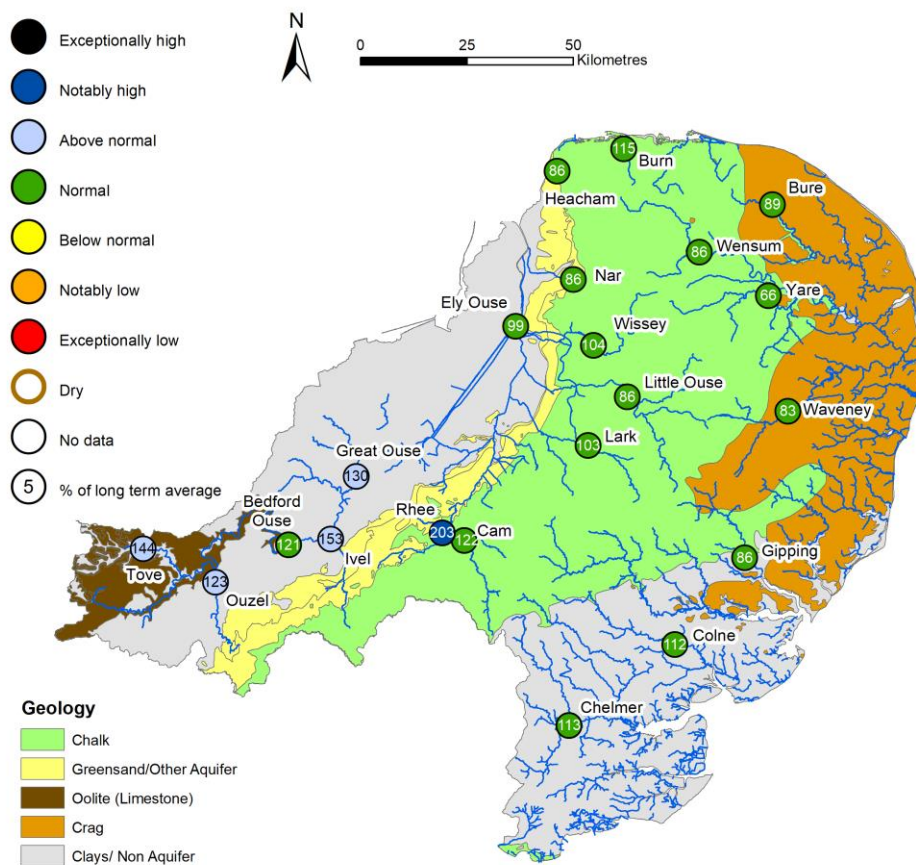


(Source: Met Office. Crown copyright, 2025). All rights reserved. Environment Agency, 100024198, 2025

## 4 River flows

### 4.1 River flows map

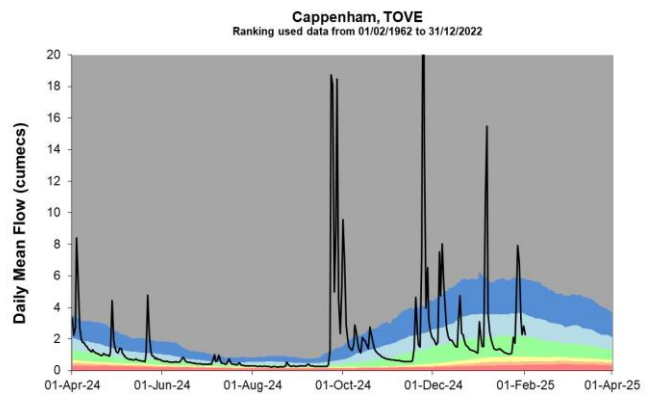
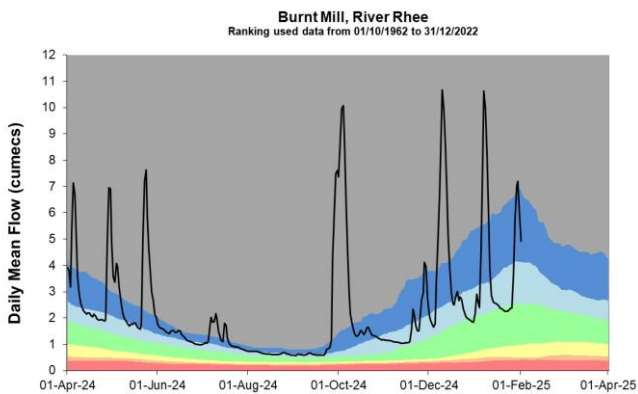
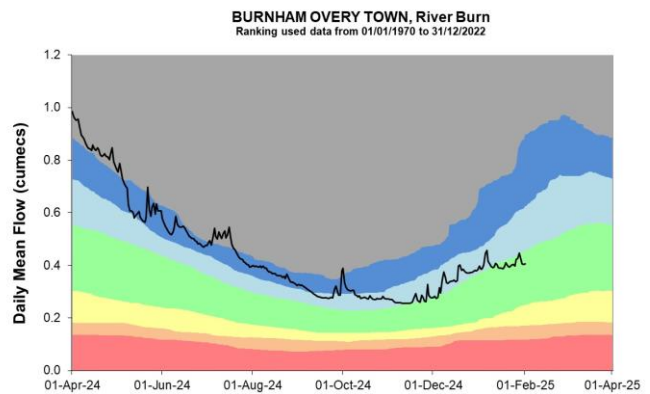
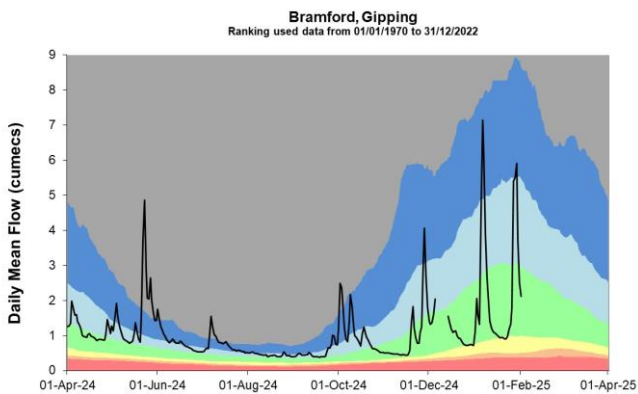
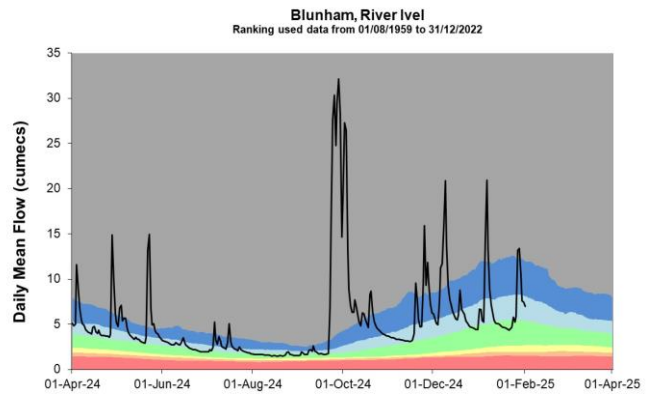
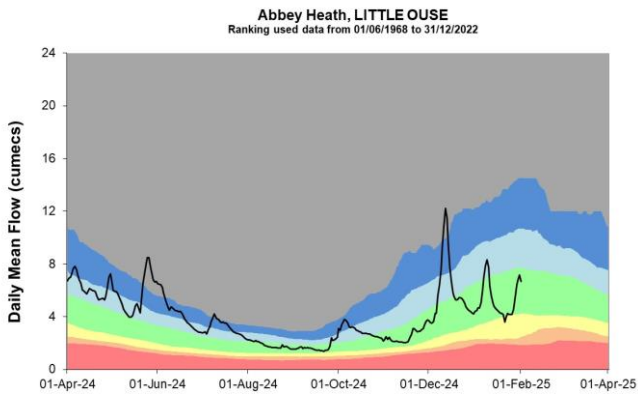
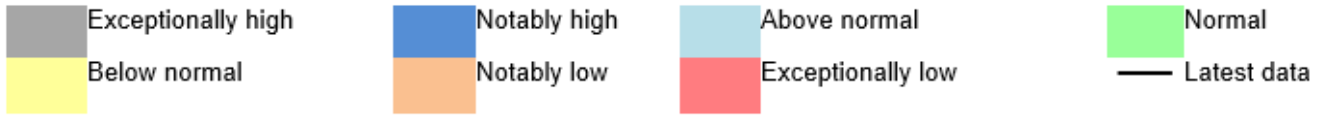
Figure 4.1: Monthly mean river flow for indicator sites for January 2025, expressed as a percentage of the respective long term average and classed relative to an analysis of historic January monthly means Table available in the appendices with detailed information.

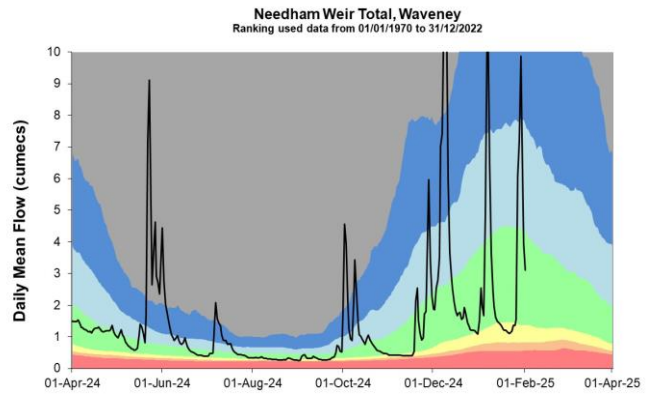
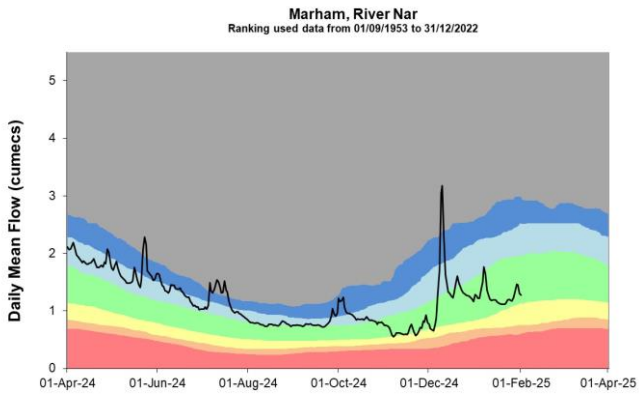
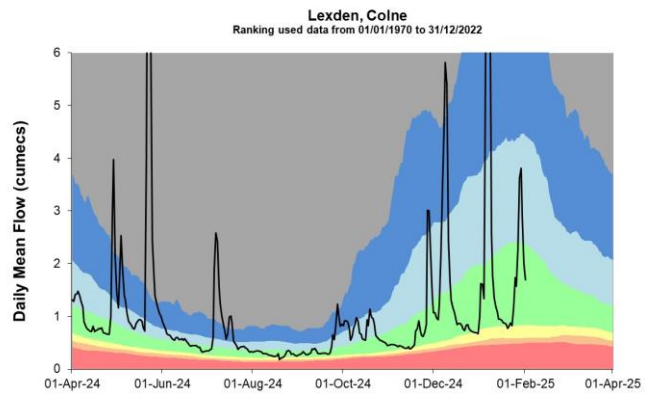
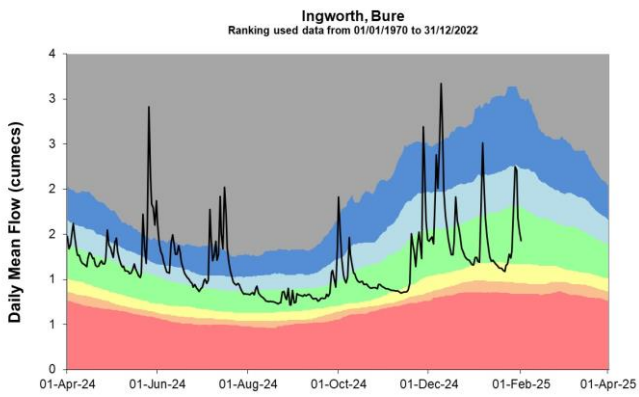
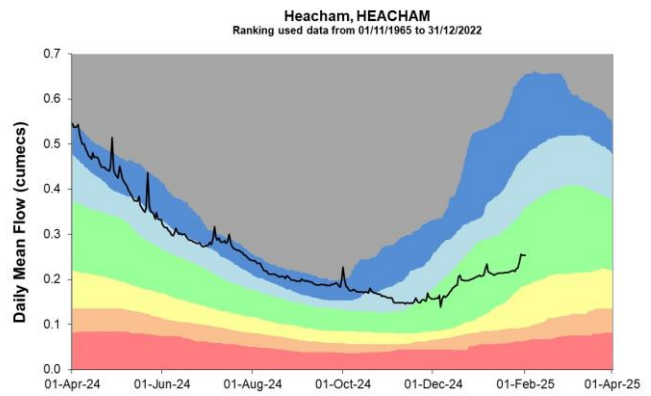
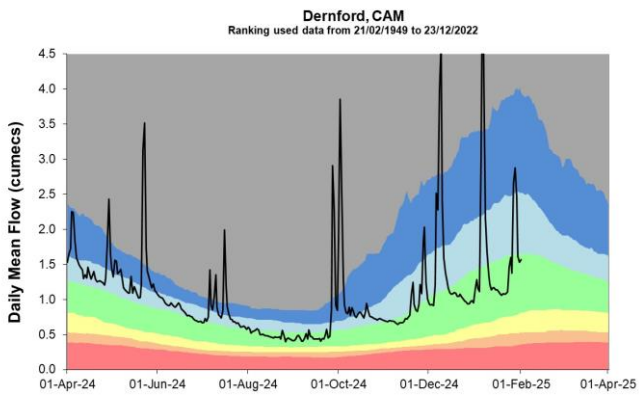
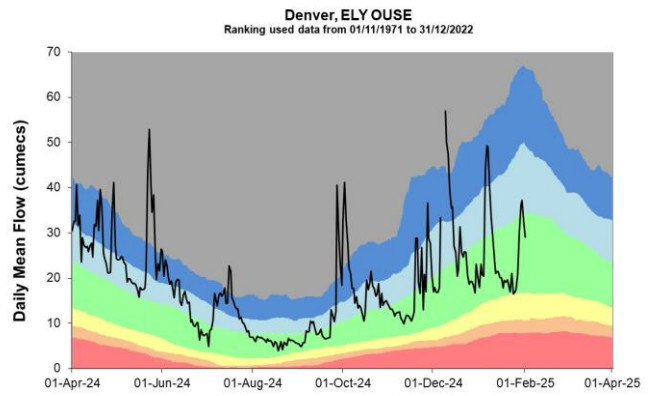
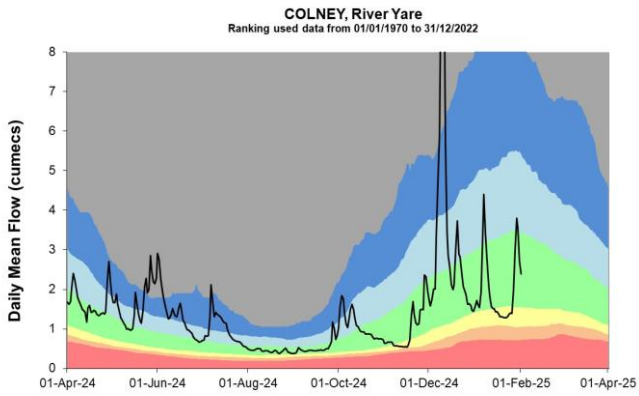


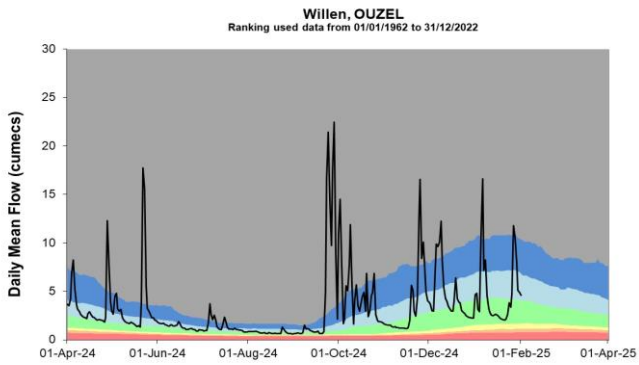
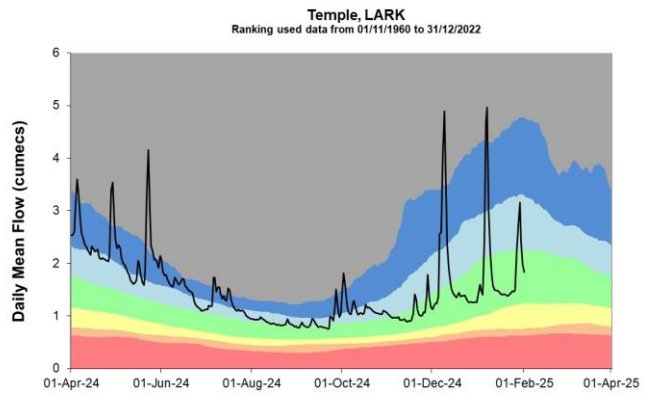
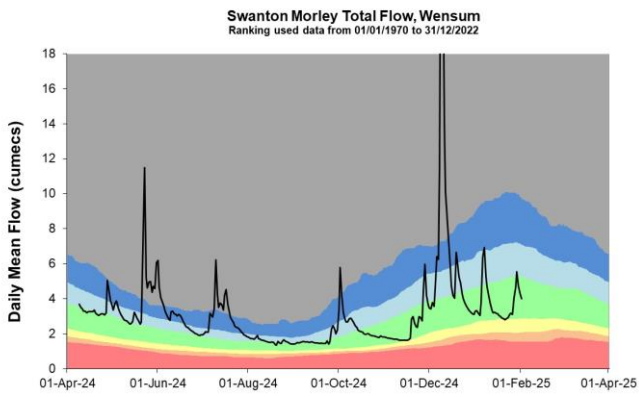
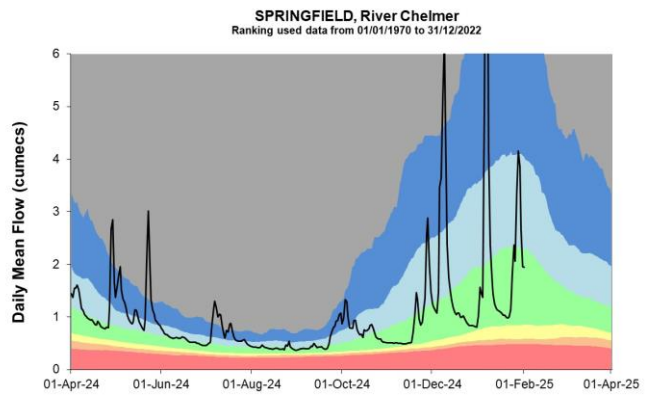
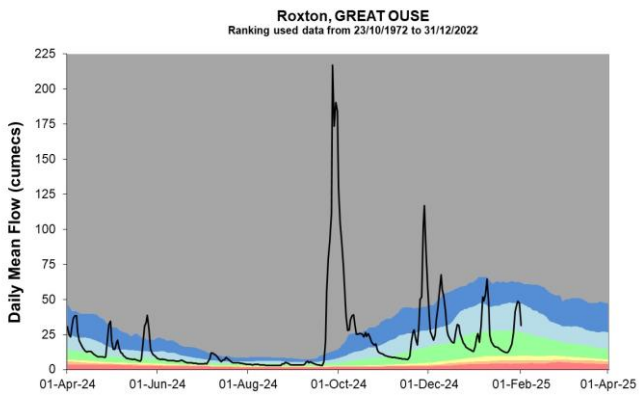
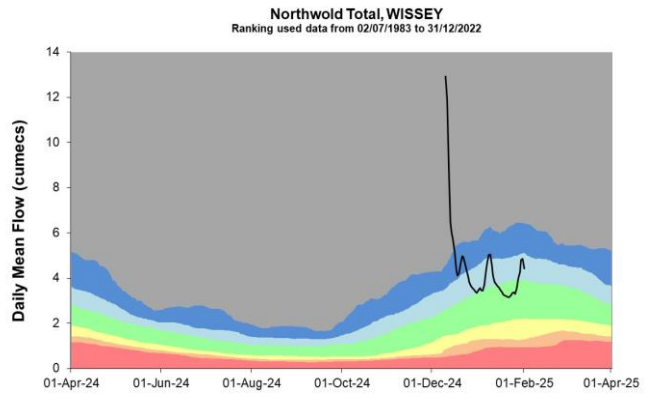
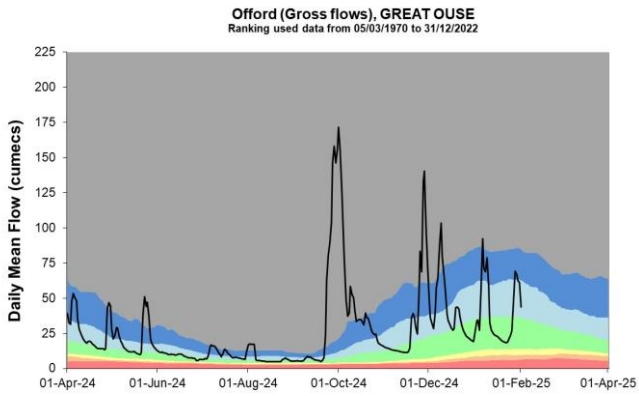
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

## 4.2 River flow charts

Figure 4.2: Daily mean river flow for index sites over the past year, compared to an analysis of historic daily mean flows, and long term maximum and minimum flows.





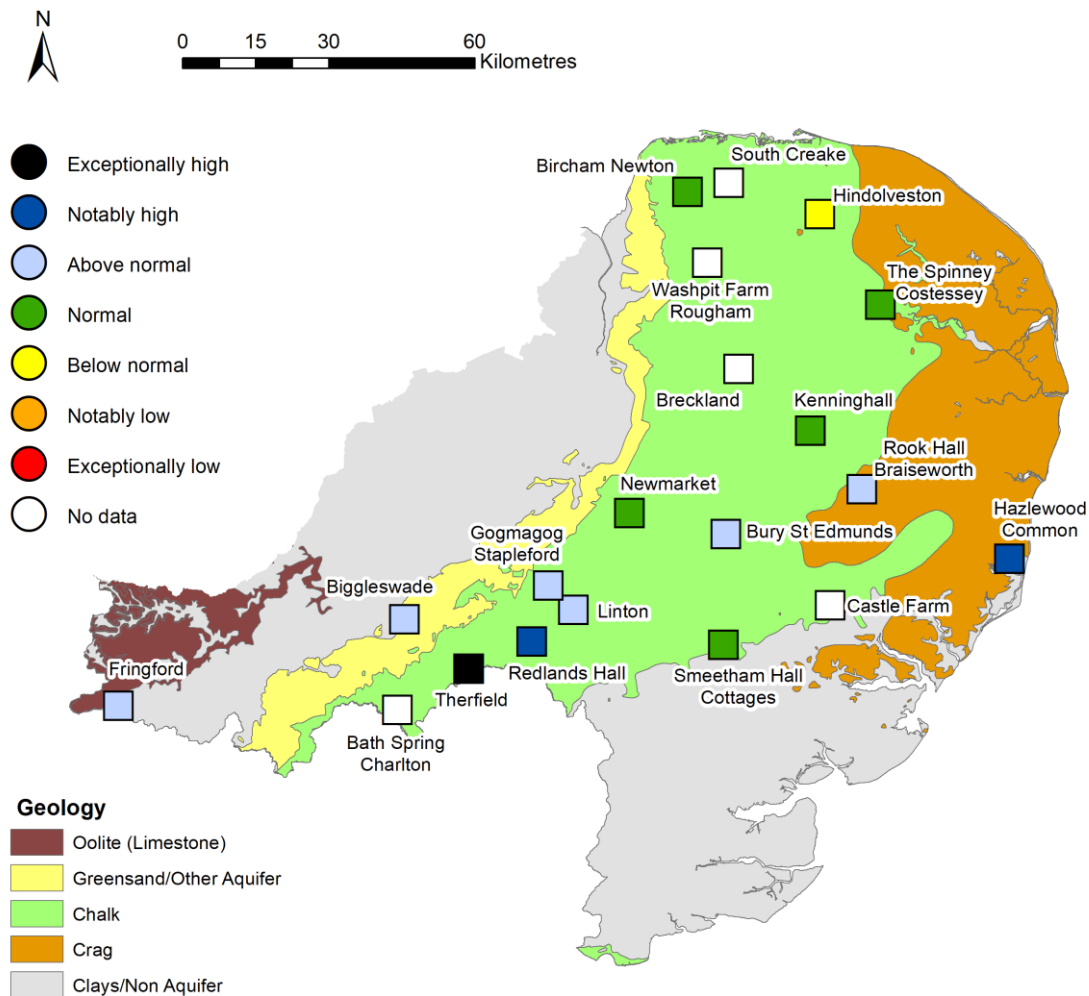


Source: Environment Agency.

# 5 Groundwater levels

## 5.1 Groundwater levels map

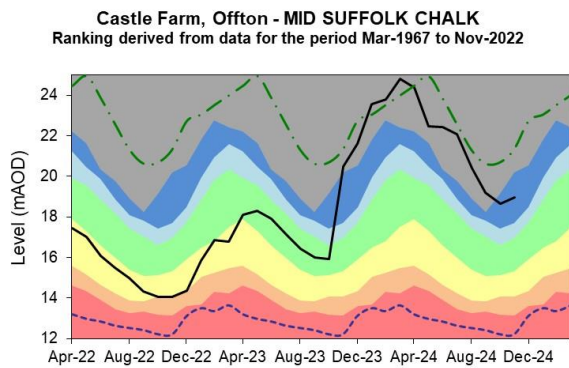
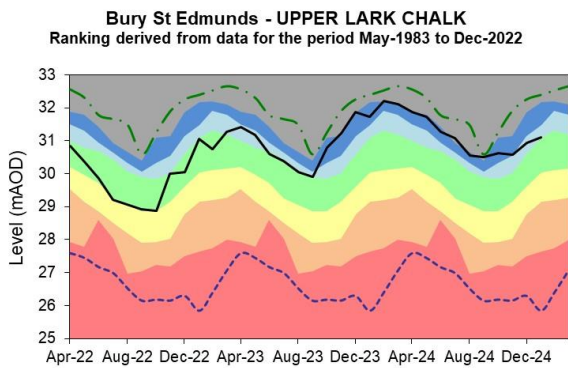
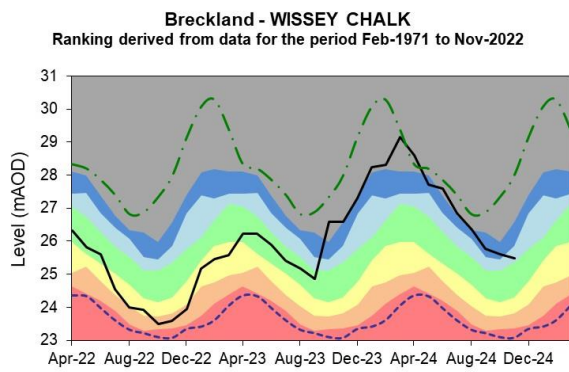
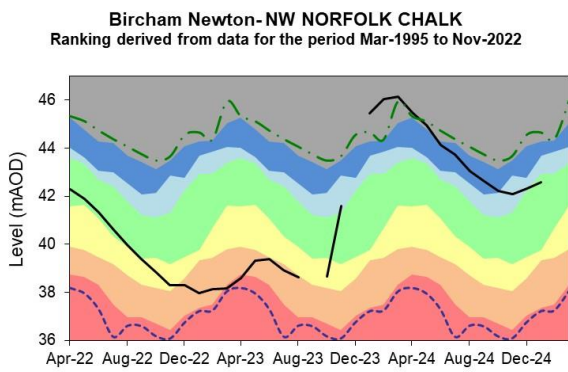
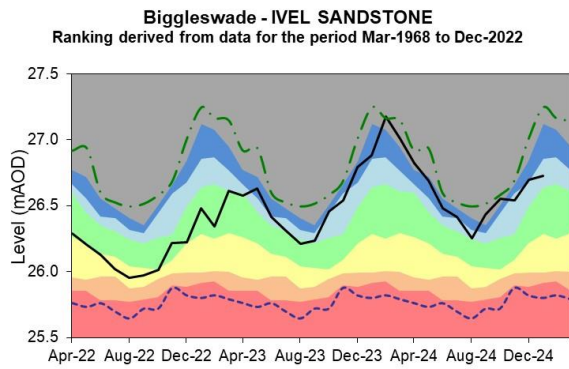
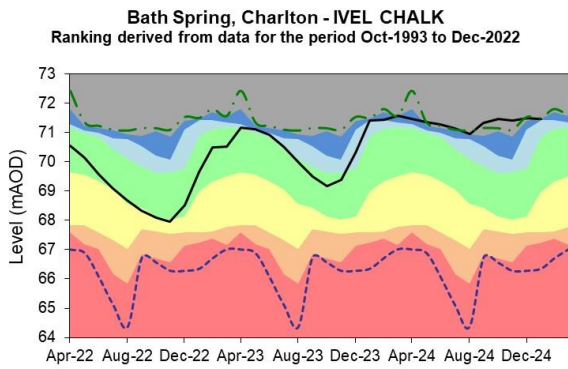
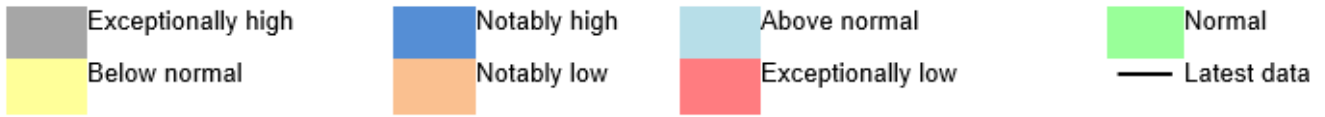
Figure 5.1: Groundwater levels for indicator sites at the end of January 2025, classed relative to an analysis of respective historic January levels. Table available in the appendices with detailed information.



(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

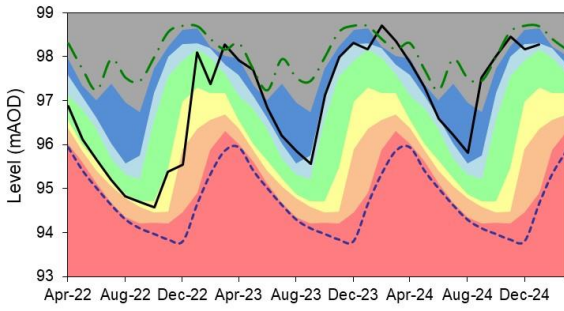
## 5.2 Groundwater level charts

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



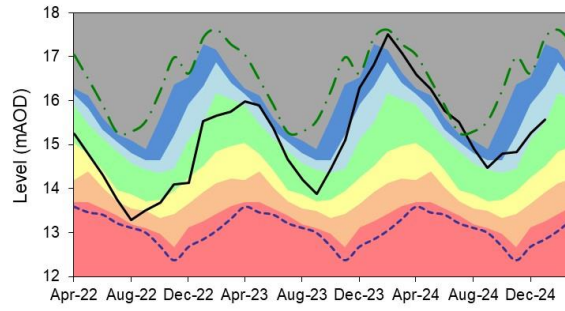
### Fringford - GREAT OOLITE

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



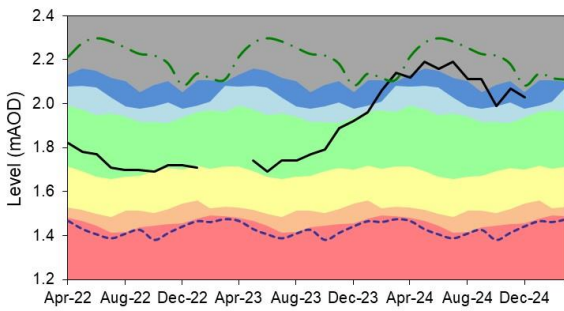
### Gog Magog, Stapleford - CAM CHALK

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



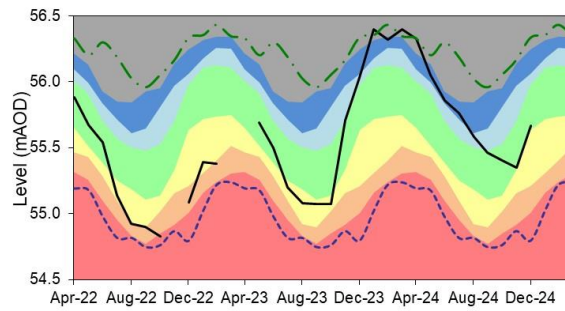
### Hazlewood Common - SUFFOLK CRAG

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



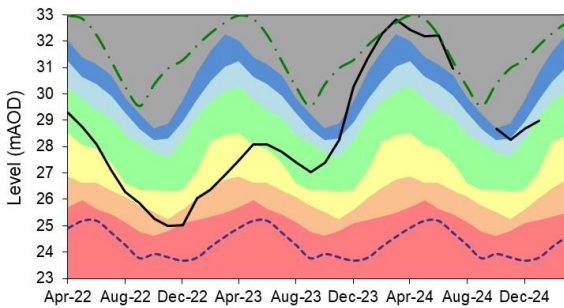
### Hindolveston - NORFOLK CHALK

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



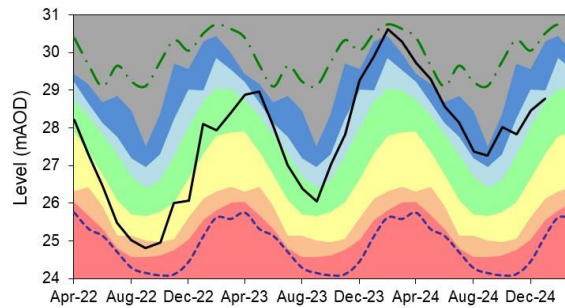
### Kenninghall - LITTLE OUSE CHALK

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



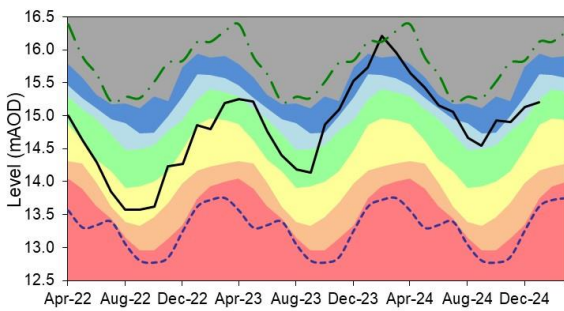
### Linton - CAM CHALK

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



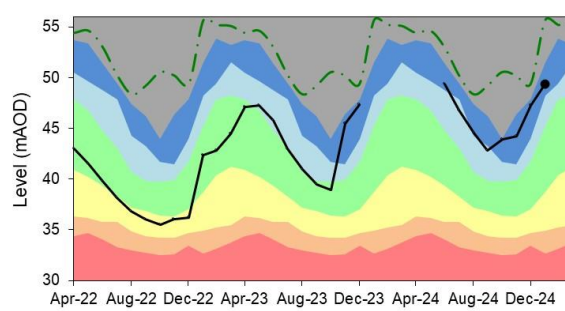
### Newmarket - SNAIL CHALK

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

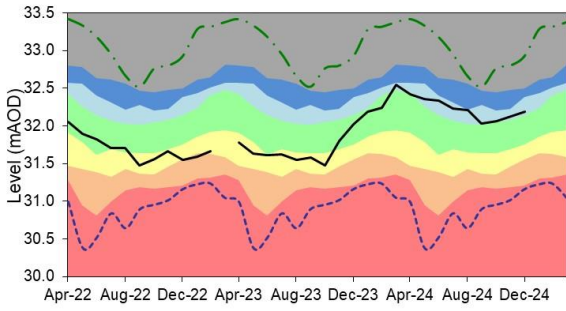


### Redlands Hall, Ickleton - CAM CHALK

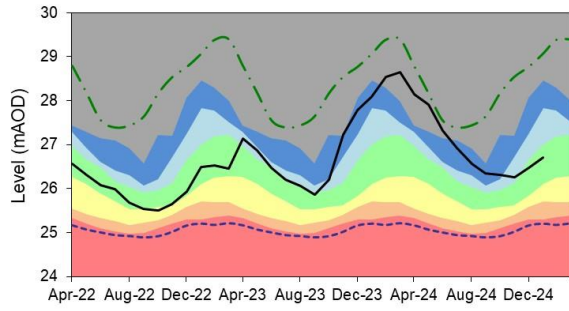
Ranking derived from data for the period Aug-1963 to Dec-2022



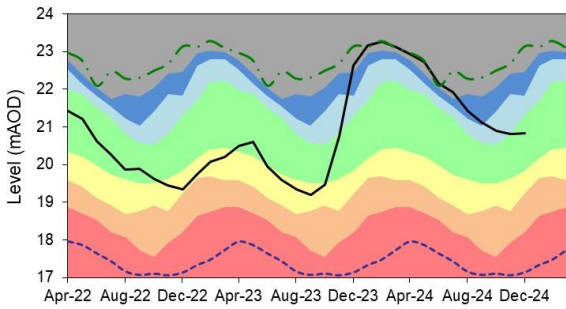
**Rook Hall, Braiseworth-SUFFOLK CHALK**  
 Ranking derived from data for the period Jan-1980 to Nov-2022



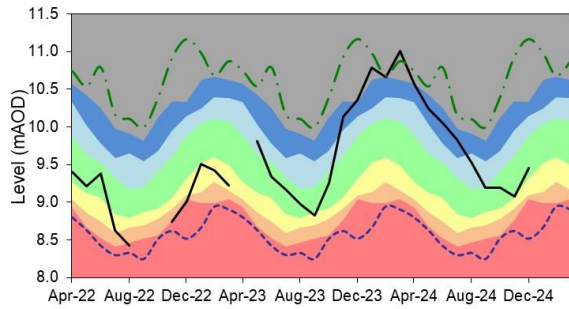
**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
 Ranking derived from data for the period Jan-1964 to Jul-2022



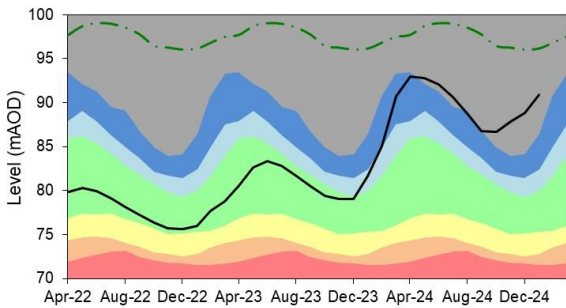
**Old Primary School, South Creake, NORFOLK CHALK**  
 Ranking derived from data for the period Oct-1971 to Aug-2021



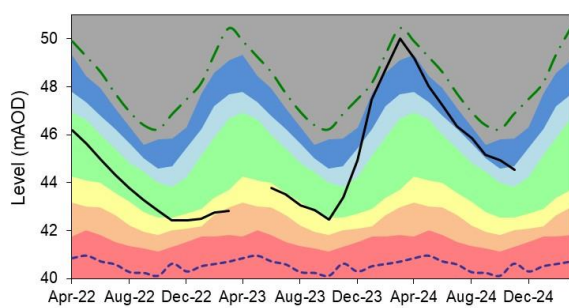
**The Spinney, Costessey- WENSUM CHALK**  
 Ranking derived from data for the period Oct-1971 to Nov-2022



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



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

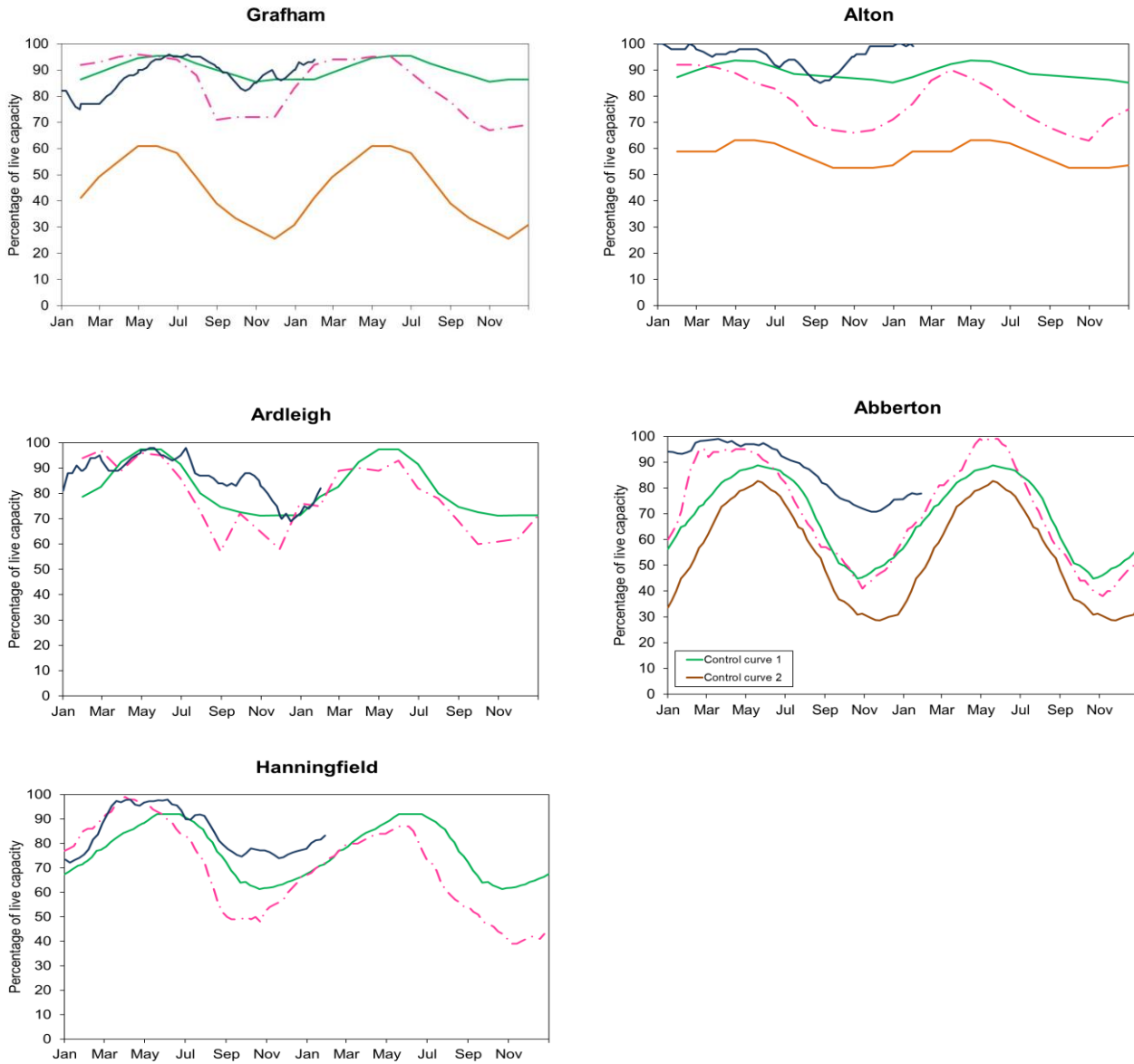


Source: Environment Agency, 2025.

## 6 Reservoir stocks

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

— 2024-2025 — Normal Operating Curve — Drought Alert Curve - - 1995-1996



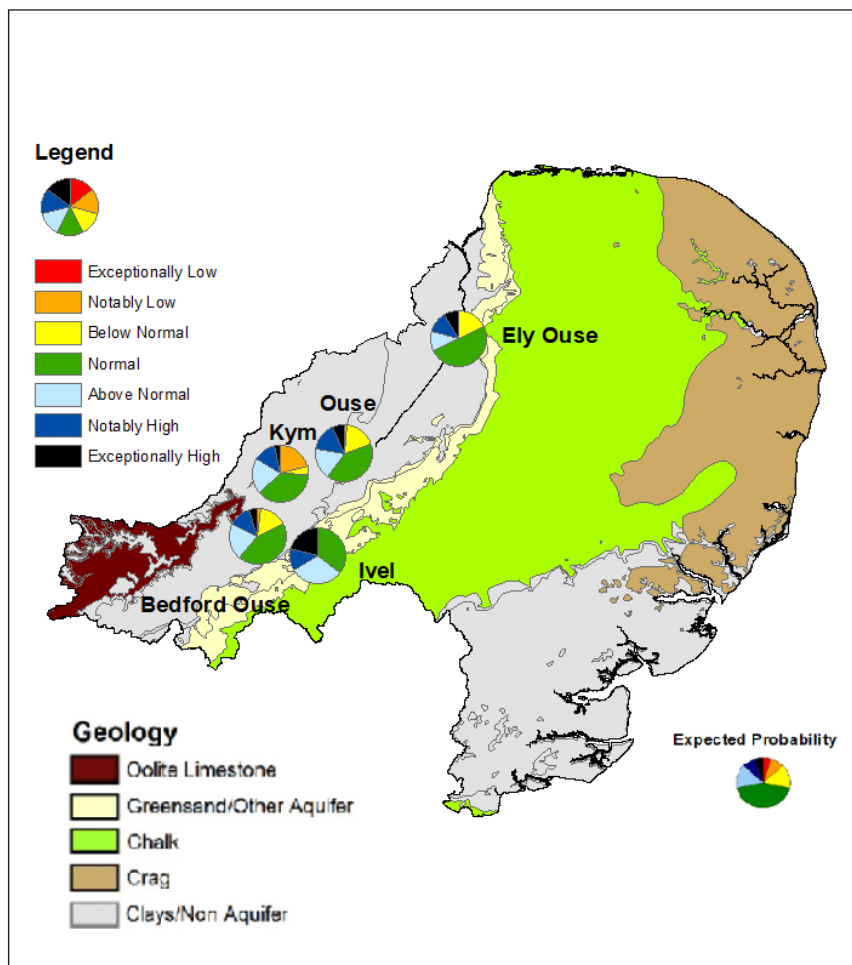
(Source: water companies)



## 7 Forward look

### 7.1 Probabilistic ensemble projection of river flows at key sites in March 2025

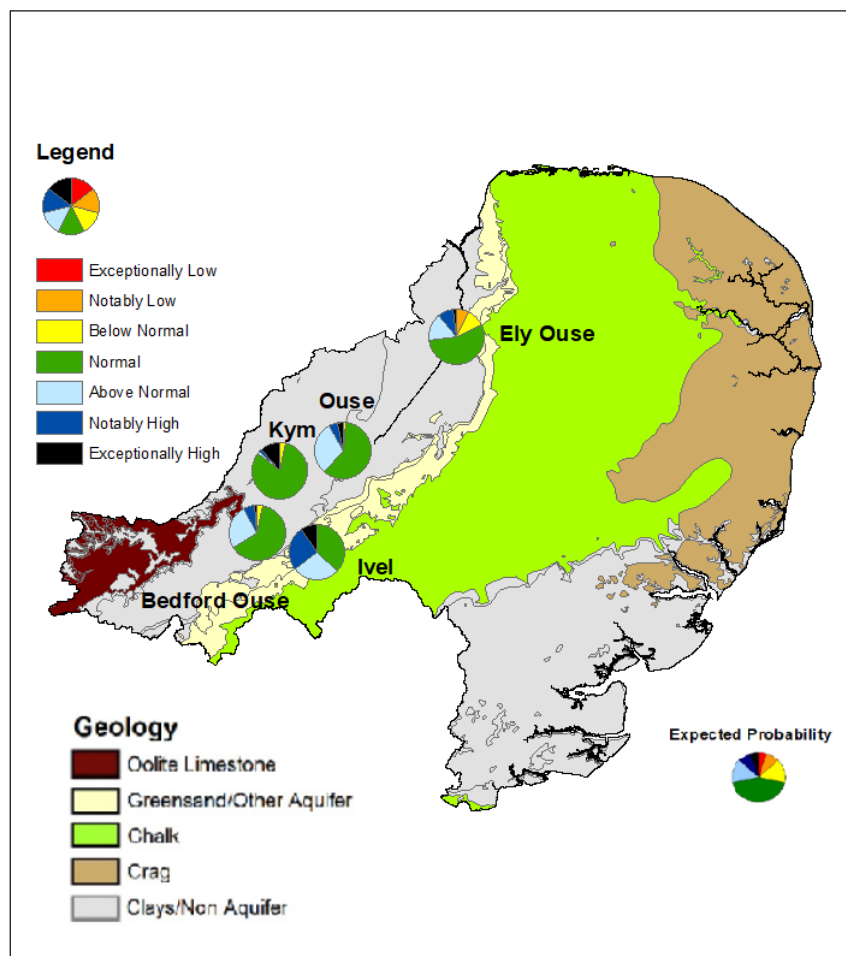
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the surface water flow at each site being, for example, exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2025.

## 7.2 Probabilistic ensemble projection of river flows at key sites in June 2025

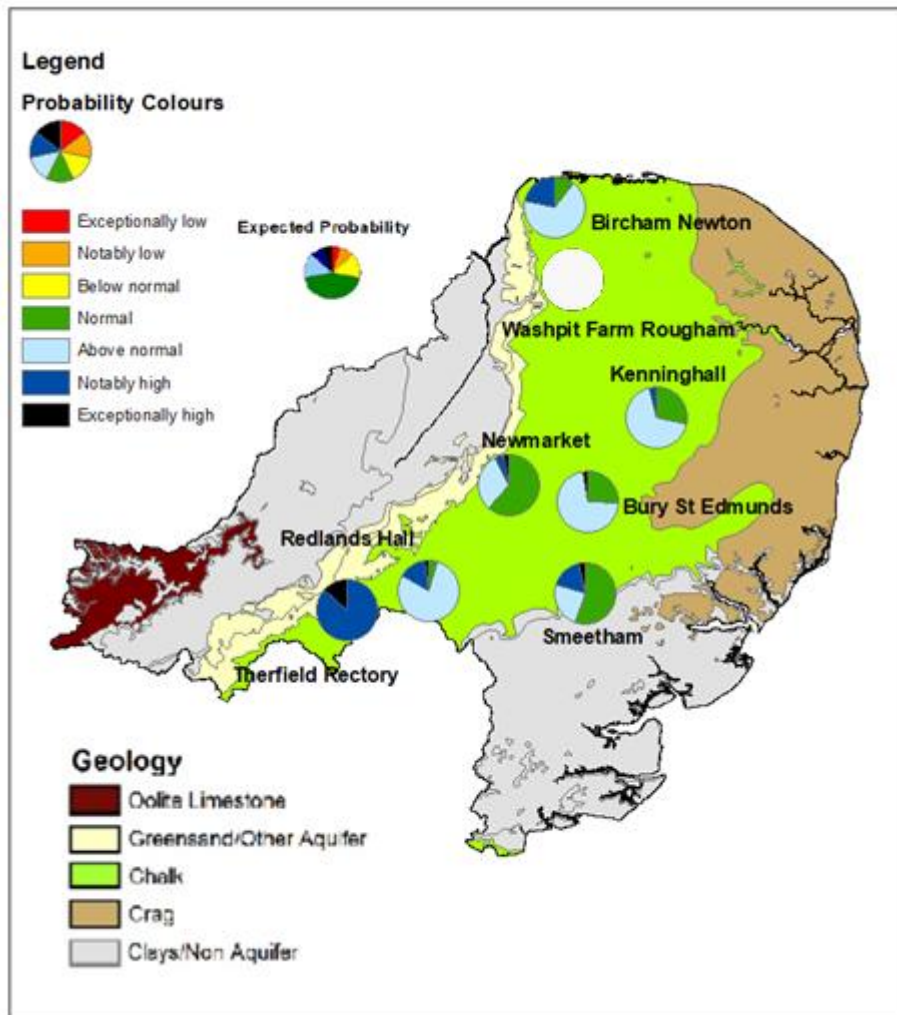
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the surface water flow at each site being, for example, exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2025

### 7.3 Probabilistic ensemble projection of groundwater levels at key sites in June 2025

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



Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2025

## **7.4 Probabilistic ensemble projection of groundwater levels at key sites in September 2025**

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

Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency)  
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## 8 Glossary

### 8.1 Terminology

#### **Aquifer**

A geological formation able to store and transmit water.

#### **Areal average rainfall**

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

#### **Artesian**

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

#### **Artesian borehole**

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

#### **Cumecs**

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

#### **Effective rainfall**

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

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

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

#### **Groundwater**

The water found in an aquifer.

### **Long term average (LTA)**

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

### **mAOD**

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

### **MORECS**

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

### **Naturalised flow**

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

### **NCIC**

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

### **Recharge**

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

### **Reservoir gross capacity**

The total capacity of a reservoir.

### **Reservoir live capacity**

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

### **Soil moisture deficit (SMD)**

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

## 8.2 Categories

### **Exceptionally high**

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

### **Notably high**

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

### **Above normal**

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

### **Normal**

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

### **Below normal**

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

### **Notably low**

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

### **Exceptionally low**

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

## 9 Appendices

### 9.1 Rainfall table

| Hydrological area     | Jan 2025 rainfall % of long term average 1961 to 1990 | Jan 2025 band | Nov 2024 to January cumulative band | Aug 2024 to January cumulative band | Feb 2024 to January cumulative band |
|-----------------------|---|---------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Broadland Rivers      | 90  | Normal        | Normal                              | Below normal                        | Above normal                        |
| Cam                   | 121   | Normal        | Normal                              | Normal                              | Exceptionally high                  |
| Central Area Fenland  | 95  | Normal        | Normal                              | Normal                              | Notably high                        |
| East Suffolk          | 117   | Normal        | Normal                              | Normal                              | Above normal                        |
| Little Ouse And Lark  | 102   | Normal        | Normal                              | Normal                              | Notably high                        |
| Lower Bedford Ouse    | 125   | Normal        | Normal                              | Notably high                        | Exceptionally high                  |
| North Essex           | 128   | Above Normal  | Normal                              | Normal                              | Above normal                        |
| North Norfolk         | 89  | Normal        | Normal                              | Normal                              | Above normal                        |
| Nw Norfolk And Wissey | 88  | Normal        | Normal                              | Normal                              | Notably high                        |
| South Essex           | 131   | Above Normal  | Normal                              | Normal                              | Normal                              |

|                          |     |                 |              |                       |                       |
|--------------------------|-----|-----------------|--------------|-----------------------|-----------------------|
| Upper<br>Bedford<br>Ouse | 137 | Above<br>Normal | Above normal | Exceptionally<br>high | Exceptionally<br>high |
|--------------------------|-----|-----------------|--------------|-----------------------|-----------------------|

## 9.2 River flows table

| Site name          | River           | Catchment                | Jan 2025 band | Dec 2024 band      |
|--------------------|-----------------|--------------------------|---------------|--------------------|
| Abbey Heath        | Little Ouse     | Little Ouse              | Normal        | Above normal       |
| Blunham            | Ivel            | Ivel                     | Above normal  | Exceptionally high |
| Bramford           | Gipping         | Gipping                  | Normal        | Normal             |
| Burnham Overy      | Burn            | Burn                     | Normal        | Above normal       |
| Burnt Mill         | Rhee            | Rhee                     | Notably high  | Notably high       |
| Cappenham          | Tove            | Tove                     | Above normal  | Above normal       |
| Colney             | Yare            | Yare                     | Normal        | Above normal       |
| Denver             | Ely Ouse        | Cutoff and Renew Channel | Normal        | Above normal       |
| Dernford           | Cam             | Cam                      | Normal        | Above normal       |
| Heacham            | Heacham         | Heacham                  | Normal        | Normal             |
| Ingworth           | Bure            | Bure                     | Normal        | Normal             |
| Lexden             | Colne           | Colne Essex              | Normal        | Normal             |
| Marham             | Nar             | Nar                      | Normal        | Normal             |
| Needham Weir Total | Waveney (lower) | Waveney                  | Normal        | Normal             |

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

### 9.3 Groundwater table

| Site name                        | Aquifer                  | End of Jan 2025 band | End of Dec 2024 band |
|----------------------------------|--------------------------|----------------------|----------------------|
| Biggleswade                      | Ivel Woburn Sands        | Above normal         | Notably high         |
| Bircham Newton                   | North West Norfolk Chalk | Normal               | Above normal         |
| Breckland                        | Wissey Chalk             |                      |                      |
| Bury St Edmunds                  | Upper Lark Chalk         | Above normal         | Above normal         |
| Castle Farm, Offton              | East Suffolk Chalk       |                      |                      |
| Gog Magog, Stapleford            | Cam Chalk                | Above normal         | Above normal         |
| Hazlewood Common                 | East Suffolk Crag        |                      | Notably high         |
| Hindolveston                     | Norfolk Chalk            |                      | Normal               |
| Kenninghall                      | Little Ouse Chalk        | Normal               | Above normal         |
| Linton                           | Cam Chalk                | Above normal         | Above normal         |
| Newmarket                        | Snail Chalk              | Normal               | Above normal         |
| Old Primary School, South Creake | North Norfolk Chalk      |                      | Normal               |

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

## 9.4 Ensemble projections tables

### 9.4.1 Probabilistic ensemble projection of river flows at key sites in March 2025

Percentage of pie chart for each band

| Site               | Bedford Ouse | Kym | Ivel | Ouse | Ely Ouse |
|--------------------|--------------|-----|------|------|----------|
| Exceptionally low  | 0            | 0   | 0    | 0    | 0        |
| Notably low        | 2            | 21  | 0    | 2    | 0        |
| Below normal       | 16           | 5   | 0    | 18   | 18       |
| Normal             | 44           | 37  | 35   | 40   | 50       |
| Above normal       | 21           | 21  | 31   | 18   | 11       |
| Notably high       | 13           | 13  | 13   | 16   | 11       |
| Exceptionally high | 5            | 3   | 21   | 6    | 9        |

### 9.4.2 Probabilistic ensemble projection of river flows at key sites Jun 2025

Percentage of pie chart for each band

| Site               | Bedford Ouse | Kym | Ivel | Ouse | Ely Ouse |
|--------------------|--------------|-----|------|------|----------|
| Exceptionally low  | 0            | 0   | 0    | 0    | 0        |
| Notably low        | 0            | 0   | 0    | 0    | 7        |
| Below normal       | 3            | 3   | 0    | 2    | 11       |
| Normal             | 63           | 82  | 37   | 60   | 55       |
| Above normal       | 26           | 2   | 27   | 31   | 16       |
| Notably high       | 6            | 2   | 26   | 5    | 9        |
| Exceptionally high | 2            | 11  | 10   | 3    | 2        |

### 9.4.3 Probabilistic ensemble projection of groundwater levels at key sites in March 2025

Percentage of pie chart for each band

| Site               | Therfield Rectory | Redlands Hall | Newmarket | Bircham Newton | Kenninghall | Bury St Edmunds | Smeetham |
|--------------------|-------------------|---------------|-----------|----------------|-------------|-----------------|----------|
| Exceptionally low  | 0.0               | 0.0           | 0.0       | 0.0            | 0.0         | 0.0             | 0.0      |
| Notably low        | 0.0               | 0.0           | 0.0       | 0.0            | 0.0         | 0.0             | 0.0      |
| Below normal       | 0.0               | 0.0           | 0.0       | 0.0            | 0.0         | 0.0             | 0.0      |
| Normal             | 0.0               | 5.1           | 61.5      | 11.1           | 28.6        | 25.6            | 55.2     |
| Above normal       | 0.0               | 78.0          | 30.8      | 66.7           | 67.3        | 71.8            | 24.1     |
| Notably high       | 86.9              | 15.3          | 5.1       | 22.2           | 4.1         | 0.0             | 17.2     |
| Exceptionally high | 13.1              | 1.7           | 2.6       | 0.0            | 0.0         | 2.6             | 3.4      |

#### 9.4.4 Probabilistic ensemble projection of groundwater levels at key sites in September 2025

Percentage of pie chart for each band

| Site               | Therfield Rectory | Redlands Hall | Newmarket | Bircham Newton | Kenninghall | Bury St Edmunds | Smeetham |
|--------------------|-------------------|---------------|-----------|----------------|-------------|-----------------|----------|
| Exceptionally low  | 0.0               | 0.0           | 0.0       | 0.0            | 0.0         | 0.0             | 0.0      |
| Notably low        | 0.0               | 0.0           | 0.0       | 0.0            | 0.0         | 0.0             | 0.0      |
| Below normal       | 0.0               | 1.7           | 7.3       | 0.0            | 0.0         | 2.6             | 0.0      |
| Normal             | 4.9               | 64.4          | 75.6      | 70.4           | 24.5        | 79.5            | 13.8     |
| Above normal       | 29.5              | 32.2          | 4.9       | 14.8           | 38.8        | 7.7             | 17.2     |
| Notably high       | 55.7              | 1.7           | 4.9       | 7.4            | 24.5        | 7.7             | 63.8     |
| Exceptionally high | 9.8               | 0.0           | 7.3       | 7.4            | 12.2        | 2.6             | 5.2      |



# Cumberlows

(Cumberlow Compost Services Ltd)  
Cumberlow Green Farm  
Nr. Buntingford  
Hertfordshire SG9 0QD  
Tel: 01763 281223  
Fax: 01763 281424  
Email: info@cumberlows.co.uk  
www.cumberlows.co.uk

SALES INVOICE   
GOODS IN   
GOODS OUT   
GOODS OTHER

94715

CUSTOMER / SUPPLIER

Shire  
Trees  
Ltd

DESCRIPTION OF MATERIAL

TOPSOIL  GREEN WASTE   
COMPOST  TREE BARK   
OTHER  (SPECIFY) .....

ADDRESS

HAULIER

VEHICLE REG'N. No.

BYSI HRE

DRIVER'S NAME (PRINT)

DRIVER'S SIGNATURE

T. Drage

1st - 14260

2nd - 9780

Net - 4480

Case 200201

DATE

28 / 1 / 25

WEIGHING FEE / INVOICE DETAILS

|          |   |  |
|----------|---|--|
| AMOUNT   | £ |  |
| VAT at @ | £ |  |
| TOTAL    | £ |  |

CASH

CHEQUE

A/C

WEIGHBRIDGE OPERATOR'S SIGNATURE

R. [Signature]

---

**Re: The Pest Company - Website Enquiry**

---

**From** [REDACTED]@thepestcompany.co.uk>

**Date** Tue 2025-01-28 14:30

**To** Assistant Clerk <assistantclerk@melbournparishcouncil.gov.uk>

Hi Alex,

Firstly, thank you for allowing me to come over and quote for the pest control job at St Georges Allotments.

As discussed, there is multiply Rat nests located on the whole of the allotment and it would take at least 2 months to get the numbers reduced.

I would use a non-anticoagulant rodenticide bait containing Cholecalciferol for the control of rats in the open spaces of the allotments ,Product name ( HARMONIX ) rodent paste, placed inside secured bait boxes.

The price for this treatment will be £600 and I will carry out weekly visits to monitor the bait uptake there is no fee for these visits.

Once we have started to reduce the numbers, we can discuss an ongoing pest monitoring treatment for the allotment area the cost for onsite monitoring is £100 per month with monthly visits and the invoicing will be done quarterly.

I look forward to your reply.

Kind Regards.

[REDACTED]

**The Pest Company - Cambridge & Surrounding Areas**

**www.thepestcompany.co.uk**

The Pest Company - Cambridge, is a trading name of S Wales Ltd, registered in England and Wales, number 15412525. Registered Office: 45 Anson Road, Upper Cambourne, Cambridge, England, CB23 6DJ

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---

[REDACTED]

[REDACTED]

[REDACTED]

Following on from the last meeting, advice from three professional pest controllers has been sought.

The Pest Company has quoted as per below and recommended an ongoing service plan:

As discussed, there is multiply Rat nests located on the whole of the allotment and it would take at least 2 months to get the numbers reduced.

I would use a non-anticoagulant rodenticide bait containing Cholecalciferol for the control of rats in the open spaces of the allotments ,Product name ( HARMONIX ) rodent paste, placed inside secured bait boxes.

The price for this treatment will be £600 and I will carry out weekly visits to monitor the bait uptake there is no fee for these visits.

Once we have started to reduce the numbers, we can discuss an ongoing pest monitoring treatment for the allotment area the cost for onsite monitoring is £100 per month with monthly visits and the invoicing will be done quarterly.

However, the other two pest controllers (Just Pests & Richard (who looks after Stockbridge Meadows)), both stated that baiting cannot be done unless around a solid building. Both gave advice about appropriate compost management, and moving things like bird feeders around. Richard also suggested some occasional visits with his terrier's just to keep the numbers under control.

All opinions agreed that the previously identified compost area will not be the only nesting area. But stated the originally identified area should be removed as soon as possible.

Based on the recommendations, the parish office would like to suggest that an email goes out to all allotment holders advising them of the problem, with suggestions for effective compost management, a draft of which is below. In addition, an email should also be sent to the plot holder of the large compost heap, to ask them to clear it fully and ask if they would require assistance from a working party to remove it.

---

Draft email to all plot holders:

*Dear Allotment Holders,*

*Please note that the presence of rats has been identified on the St Georges allotment site.*

*The Parish Council would like to take this opportunity to request that **all** plot holders take the time, as soon as possible, to check their compost areas, to turn them over regularly and ensure that only vegetable scraps, green yard waste and paper products are placed in the compost. Please **do not** place cooked food, meat, fish, dairy products and bones in your compost.*

*All plot holders are required to maintain their compost area regularly, to discourage vermin from settling in, and to ensure that your plot remains tidy.*

*Unfortunately, once vermin have settled in an area, they can have detrimental effects on the surrounding area; they are destructive to plots and also carry diseases that can be hazardous*

to human health. By not maintaining your compost area appropriately, you could find yourself in breach of your allotment agreement:

- Section 3 states 'The Tenant shall keep the Allotment Garden clean, in a good state of cultivation and fertility and in good condition.'
- Section 4 states 'The Tenant shall not cause any nuisance or annoyance to the occupier of any other Allotment Garden or obstruct any path set out by the Council for use of the occupiers of the Allotment Gardens'

Should the Parish Council find you in breach of any of the terms of your Allotment Agreement, then the Parish Council reserves the right to invoke section 14b of the agreement, which states; 'If the Tenant is not duly observing the conditions of his or her tenancy. The first warning will give the tenant 14 days to observe the conditions in a proper manner. If the situation does not improve, a second warning will be issued that gives the tenant 7 days to observe the conditions in a proper manner. After the two warnings the tenancy will be terminated.'

Some further strategies on the prevention of rats in your compost area can be found below:

**Placement:**

- Locate the compost bin in an open space, away from walls, fences, and overgrown areas where rats might hide.
- Raise the bin off the ground by placing it on a concrete slab or pavers.

**Bin selection:**

- Choose a compost bin with a tightly sealed lid.
- Consider using a bin with a wire mesh base to prevent burrowing.

**Food management:**

- Avoid putting cooked food, meat, fish, dairy products, and bones in your compost bin.
- Only add vegetable scraps, yard waste, and paper products.

**Regular disturbance:**

- Turn your compost pile frequently to disrupt potential rat nesting areas.
- Tap on the side of the bin regularly to deter rats from settling in.

**Protective measures:**

- Wrap wire mesh around the base of the compost bin to prevent burrowing access.
- If necessary, use rodent traps strategically placed away from the compost bin.

Additionally, moving any bird feeder around regularly can deter rats from settling in nearby, and also ensuring that piles of soil and manure are not sitting around for too long, as these also make attractive nests.

Please continue to report any issues to the Parish Office as soon as possible.

MA146 25a) Elm Way - trees

From: New Road resident  
Date: 2 February 2025

Dear Sir/madam

I live at [redacted] new road [redacted]. Our fence border is surrounded by delightful trees which give an excellent break between our windows and those houses on Elm Way. We are wanting to get a tree surgeon in to cut the trees back to our border. We were also wanting to get the trees topped, so they can become bushier in the middle further enhancing the view between our neighbours and ourselves, also wanting to carry it out at this time of year to not disturb the birdlife that nests in these trees during spring and summer.

Can I have permission to top the trees only by a meter or so, currently estimate they are 15 m high (tastefully and under tree surgeons direction) .

There is also one small dead tree in the line of trees, can we remove this and I will replace with a sapling to allow the gap to be filled and before this tree falls down and either damages the fence or cars parked on its other side.

Happy to pay for this work to enhance our border and will probably be using someone such as Shire to do the work, but wanted permission before getting a quote.

Hope this is OK

Cheers

[redacted]

---

From: Parish Clerk  
Date: 5 February 2025

Good morning [redacted]

Apologies for the delay in responding to you.

Could you please confirm if the trees you are talking about are on your property or on Elm Way?

If the trees are on your property and do not have a Tree Protection Order on them then you will be able to carry out the works - if they are on other land you will have to gain the permission from the landowner (which I believe is why you are asking us).

If you confirm these are the trees on Elm Way I will take your request to the planning committee on Monday 10th for consideration.

Look forward to hearing from you.

Abi

---

From: New Road Resident  
Date: 5 February 2025

Abi,

The trees are on the other side of our fence line, I believed the ground is owned by the council as you cut the grass, etc on this verge of Elm Way.  
There is no protection on these trees.

I look forward to hearing from you and the planning committee.

Cheers

[redacted]

# MELBOURN PARISH COUNCIL

Doc. No.: 4.23  
 Version: 6  
 Date approved: June 2024  
 Review date: May 2025

*W.O. 14-2-25*

## APPENDIX 3 NOTES

| Area                       | Monthly Checking Record |                 |                  |        | NOTES |
|----------------------------|-------------------------|-----------------|------------------|--------|-------|
|                            | Week 1                  | Week 2          | Week 3           | Week 4 |       |
| Moor Play Park             | <i>27-1-25 S</i>        | <i>3-2-25 S</i> | <i>10-2-25 S</i> |        |       |
| Village Car Park           | <i>27-1-25 S</i>        | <i>3-2-25 S</i> | <i>10-2-25 S</i> |        |       |
| War Memorial               | <i>27-1-25 S</i>        | <i>4-2-25 S</i> | <i>10-2-25 S</i> |        |       |
| Littlehands and Access Way | <i>27-1-25 S</i>        | <i>3-2-25 S</i> | <i>10-2-25 S</i> |        |       |
| New Rec. Ground            | <i>28-1-25 S</i>        | <i>3-2-25 S</i> | <i>10-2-25 S</i> |        |       |
| Clear Cres. Play Park      | <i>27-1-25 S</i>        | <i>3-2-25 S</i> | <i>10-2-25 S</i> |        |       |
| Orchard Road Cemetery      | <i>27-1-25 S</i>        | <i>3-2-25 S</i> | <i>10-2-25 S</i> |        |       |
| New Road C/metry           | <i>27-1-25 S</i>        | <i>3-2-25 S</i> | <i>10-2-25 S</i> |        |       |
| Old Recreation Ground      | <i>27-1-25 S</i>        | <i>3-2-25 S</i> | <i>10-2-25 S</i> |        |       |
| Pavilion                   | <i>28-1-25 S</i>        | <i>3-2-25 S</i> | <i>10-2-25 S</i> |        |       |
| All Saints' C/Yard         | <i>28-1-25 S</i>        | <i>4-2-25 S</i> | <i>11-2-25 S</i> |        |       |
| Jubilee Orchard            | <i>28-1-25 S</i>        | <i>3-2-25 S</i> | <i>11-2-25 S</i> |        |       |
| Armingford Cres.           | <i>27-1-25 S</i>        | <i>4-2-25 S</i> | <i>10-2-25 S</i> |        |       |

# MELBOURN PARISH COUNCIL

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|                               |             |            |             |  |
|-------------------------------|-------------|------------|-------------|--|
| Pavilion Defibrillator        | 28-1-25 of. | 3-2-25 of. | 11-2-25 of. |  |
| Doctors Surgery Defibrillator | 28-1-25 of. | 3-2-25 of. | 11-2-25 of. |  |
| Beechwood Avenue              | 28-1-25 of. |            | 10-2-25 of. |  |
| Millennium Copse              | 28-1-25 of. |            | 11-2-25 of. |  |
| Worcester Way                 | 28-1-25 of. | 4-2-25 of. | 11-2-25 of. |  |
| Allotments                    | 28-1-25 of. |            |             |  |
| Fire Engine Shed              |             |            |             |  |
| Chalkhill Barrow              |             | 4-2-25 of. |             |  |
| Elm Way                       |             | 4-2-25 of. |             |  |
| Stockbridge M.                |             |            | KR.         |  |

# MELBOURN PARISH COUNCIL

Doc. No.: 4.23  
 Version: 6  
 Date approved: June 2024  
 Review date: May 2025

| Pavilion : Legionella monitoring  | Responsibility      | Weekly (please note date completed) | Monthly (note insert date completed) | Quarterly (note insert date completed) | Annually (note insert date completed) |
|---|---------------------|-------------------------------------|--------------------------------------|--|---------------------------------------|
| Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done | Wardens             | 28-1-25 <i>g</i>                    |                                      |  |                                       |
|   |                     | 3-2-25 <i>g</i>                     |                                      |  |                                       |
|   |                     | 10-2-25 <i>g</i>                    |                                      |  |                                       |
| Formal thermal control and hygiene regime – MPC to provide appropriate thermometer  | Wardens             |                                     |                                      |  |                                       |
| Record cleaning and descaling   | Cleaning contractor |                                     |                                      |  |                                       |
| Showers – descale and disinfect   | Cleaning Contractor |                                     |                                      |  |                                       |
| Disinfect hot water unit in kitchen   | Cleaning Contractor |                                     |                                      |  |                                       |
| Hot water cylinders – check water temp (should be 60c)  | Wardens             |                                     |                                      |  |                                       |
| Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)    | Wardens             |                                     |                                      |  |                                       |
| Service all TMVs annually – to be done as part of annual service of heating system  | Heating contractor  |                                     |                                      |  |                                       |
| Check insulation to pipework where required   | Heating contractor  |                                     |                                      |  |                                       |

Damage and vandalism notes

| Date reported to PO | Location                       | Details                                      | Reported by       | Reported to Police | Incident No           | Action taken and cost of repair  | completed | ongoing |
|---------------------|--------------------------------|--|-------------------|--------------------|-----------------------|--|-----------|---------|
| 01/09/2024          | All Saints                     | Damage to coping stones along wall           | All Saints Member |                    |                       | Quotes to be gathered for remedial works. Larger wall project to be discussed for precept consideration. |           |         |
| 25/11/2024          | Car Park                       | RTC - car vs bollard                         | MOP               | PCSO               | 207-3985-25-3535-NE04 | Viewed on CCTV - reported - awaiting response.   |           |         |
| 01/01/2025          | Orchard Surgery                | Extensive damage to footpath from tree roots | MOP               |                    |                       | Contacted Drs surgery for assistance as this is a private road - awaiting response.                      |           |         |
| 02/02/2025          | Stockbridge Meadows - car park | Dumped Nitrous Oxide canisters               | Wardens           |                    |                       | Contacted SCDC waste for collection - collected 04/02  |           |         |

### **Wonderpass:**

No doubt you've noticed the distressing peeling of paint off the Wonderpass murals. I had contacted Tom Fenner, because the flood paint had not yet been applied, and we met on site on Monday this week ostensibly to discuss the floor but we looked at the mural of course and other issues too.

Floor paint: he advised, and I agreed, that the floor paint should not be applied. He's had advice from his contractors that it will peel, and it will make the underpass darker when the work already accomplished makes a huge improvement lighting-wise. The funds to do the floor had been provided by GTR. Sarah Grove and I reckon we can apply it to mural restoration instead.

Mural: Tom will get advice but he thinks there may be a seal that can be applied over the entire mural to prevent further peeling. Bec, Sarah and I are meeting there this Friday at 2PM to assess restoring the areas that have been peeled, ahead of work by Tom, assuming he can do something. Bec still has paints. I guess it is something like the Golden Gate Bridge: a magnificent thing that will need upkeep.

### **Path**

Wildflower seeding of verge along path: Using an appropriate mix that would see a returning biodiverse display. Tom Fenner said this would help compete with brambles and weeds. Looking at various funding sources. Seeding would apparently need to take place in March. I'm putting a note in The Melde, and this I put one in Melbourn Mag, asking for any volunteers who'd like to be regularly involved in looking after the Wonderpass and path, through a light gardening scheme similar to what we have at Meldreth Station. I was thinking of calling it Friends of the Wonderpass or some such. I think the parish council has heard from potential volunteers?

Overgrowth of brambles on A10 bypass slope: Tom Fenner has some ideas about suppressing these.

Path pooling: This has been noticed especially on the edge of the Wonderpass nearest the farm. I've shared with Kerry Allen and she is getting Highways to look at drainage off the A10 above. Tom Fenner reckoned the path itself needs something done quickly. But of course it needs to go through GCP. Will keep at it.

Reversing and turning of motor vehicles at the mouth of the path from road and driving on the path itself: I've been collating reports of turning/reversing (please do send over any reports you receive). This week on Monday, after I was there with Tom Fenner, the farmer Mike Burlton reported vehicle tyre marks on the path up to his farm gate, where the lock had been broken, and then trespassing onto his field by the vehicle. He is understandably very concerned, as is Kerry. The

## MA148/25 – Summary of Station path / wonderpass update

reason for lack of bollards or similar preventing vehicles from entering the path is its bridleway status, which allows cycling, but needs to be open access to some proscribed degree. However, these incidents are cause for concern and some kind of impediment to inappropriate access is warranted. Bollards would take forever administratively and cost a fortune as the contractor would insist on traffic management etc to install them. Kerry suggested that planters could be the way round things. Mike Burlton said he could assist in installing them. So, at the moment, we are working on that, with the aim of getting something in place soon.

Official opening of the path: The GCP had been looking at doing this next month, but it seems sensible to try and address the above snags and get things settled. So we're now looking now at early summer.

Finally - I've now lost track of who suggested it - maybe at PSG? I will remember and let you know! A suggestion of some kind of coordinated Melbourn and Meldreth effort to keep an eye on things. Maybe this could be done via the Friends of the Wonderpass, reporting to both parish councils? Anyway - needs a conversation. Maybe we can meet up for coffee to discuss.



# Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Abi Williams  
Melbourn Parish Council  
Melbourn Hub  
High St  
Melbourn  
Royston  
Herts

22<sup>nd</sup> January 2025

Dear Abi

As requested we are quoting to clear & prepare the 3 flower beds in the New Cemetery, as discussed were quoting to plant them with lavender 4 plants per metre sq. This is a good option as it is low growing, easily maintained plant. It will also have lovely colour in the summer months. We would apply woodchip between the plants in case planted, 1 to keep moisture in & 2 to look better than bare soil

Total for works £1480.00 x Vat

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

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

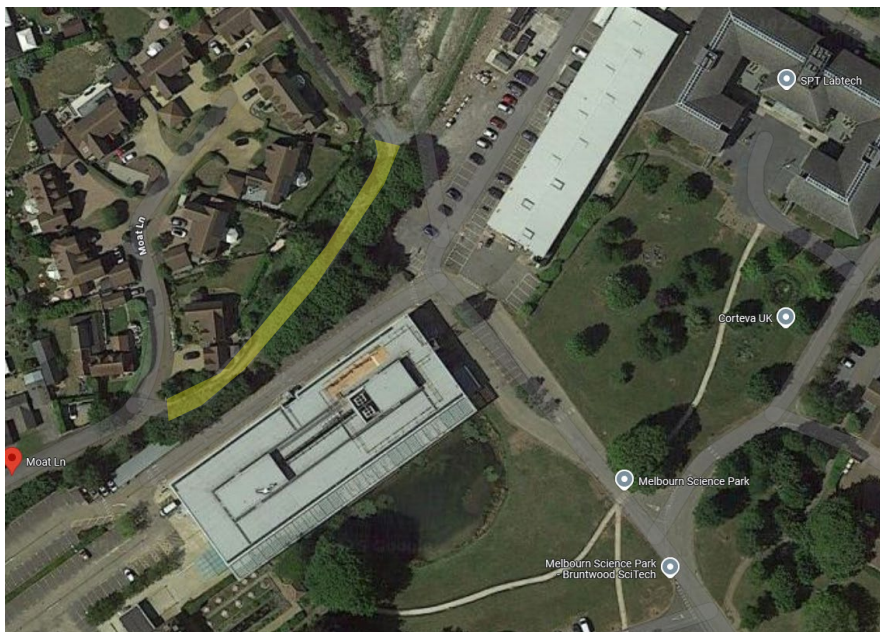


[www.hcgmltd.co.uk](http://www.hcgmltd.co.uk)





MA150 25c) Bruntwood request for dog waste bin



From: Bruntwood  
Date: September 2024

... We need some advice to tackle the rising problem of dog poo on our grounds, so please can you advise us on how the dog poo bins are setup/maintained in the village?

We obviously don't want to drive the dog walkers away, we're keen to make the grounds as accessible as possible and encourage public access but need to control dog waste, as we currently don't have anything in place to provide disposal.

I actually went to our summer house last week to fetch something and found a collection of stinking poo bags (along with a random nappy) shoved behind our BBQ, so it's definitely becoming a necessity now!

Can we please request installation of a dog waste bin at the end of the Moat Lane public footpath/the join to the park grounds or do we need to arrange this via a separate/specialist provider?

---

From: Parish Clerk  
Date: September

Consulted committee and suggested a private bin and collection be arranged for the science park.

---

From: Bruntwood  
Date: 4 February 2025

Yes, Bruntwood are happy to investigate the introduction of our own bins in the park, I just wasn't sure how to go about it and how to get them emptied, but you've answered that one for me, so thank you!

...One of the repeated complaints that we get on dog fouling (and general rubbish) is in the Moat Lane area.

Although it's not officially part of our property, we do send out staff out to litter pick the pathway when we can, but the dog poo side is something we can't help with down there.

**Would the council consider installing a waste bin in or near the Moat Lane area please?**

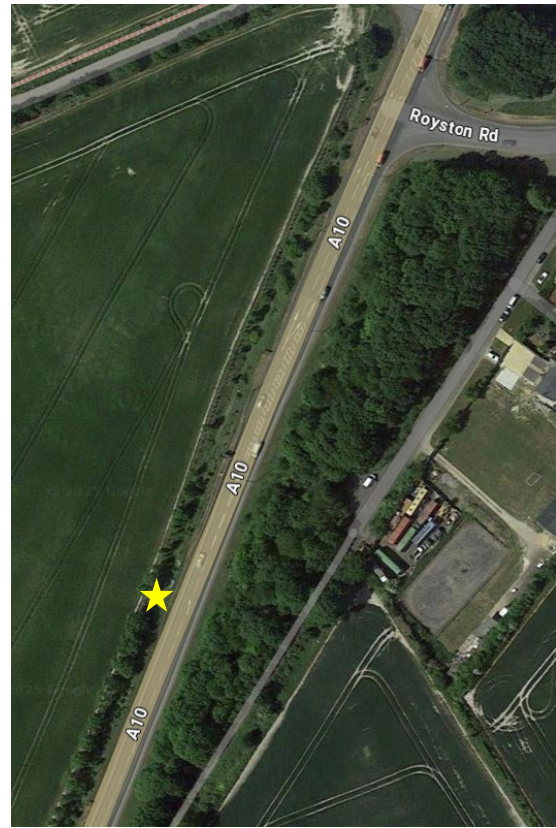
In the meantime, I will see what I can do from the Bruntwood side about installing our own bins on the park...Although I have to admit, it's not the legacy I hoped to leave on (Dog poo bin man)...

---

MA150 25d) Piggott Close tree planting



## MA150/25e) Meridian Stone – clearance



### Meridan Stone – verge clearance

- Verge clearance – safety issues – do we need permission from the landowner of the field?
- Tidy stone – do you need any specialist materials?

**Abi Williams**

---

**From:** Paul [REDACTED]  
**Sent:** 05 February 2025 15:56  
**To:** Abi Williams  
**Subject:** Compost for 83 high street garden

Dear Abi,

I would be grateful if the wardens could start collecting the builder's bag and returning it when it is emptied. The bag disappeared over the winter, so I have had to use my own (which I need to haul away debris from my own garden).

I will try to get the mulching done earlier this year, as I will be away from mid-March to early April. If you could order one large bag of Composted Bark (92£) from Madingley, to be delivered in the next few weeks, that would be great. Give them my contact details [REDACTED] so I know when to expect it and can meet the driver when it's dropped off.

Many thanks and best wishes,

Paul

[REDACTED]

MA151 25a) ARU for clock at Pavilion

**Issue:** Clock at pavilion reported as not keeping time – confirmed by Warden.

Automatic Restart Unit (ARU) could be faulty.

**Status:** Cllr Cowley, who has knowledge of the same ARU unit used at All Saints, has looked at the unit.

Restarted the unit on 12 February – restarted ok, time now showing as 7 minutes slow.

---

If issue still present:

Quote from Smith of Derby (supplier of unit)

We would be delighted to attend site and look at your clock at Melbourn Sports Pavilion. Our cost will be **£450 (plus, VAT)** this cost excludes any access that maybe required other than normal ladder access or step type ladders.

It also **excludes any parts** that might be required. our clockmakers carry most of the parts with them, they will advise you of any cost and seek to get permission prior to fitting them, if parts are required (and our clockmakers have this part with them as standard stock) **it is advisable that they are fitted at this time as it would save on a return visit and extra costs to complete the works.**

Our clockmakers will give all parts a full inspection/service and report back with any findings they feel necessary to report. If they find any works that needs further attention, we will be in contact with you with our recommendations.

As per our T&C's if following any site visit the clock fails within 2 weeks we will return to site free of charge up to 2 visits (unless we have already highlighted an issue and believe this to be the reason) after 2 weeks there will be a call out charge of £175 (plus VAT) any parts fitted come with a 12 month warranty for the parts only, in all cases the £175 is still chargeable. Our visit also excludes any access equipment that may be required.

## Abi Williams

---

**From:** [REDACTED]  
**Sent:** 06 February 2025 17:33  
**To:** Abi Williams  
**Subject:** Re: Enquiry into use of sports pavilion grounds

Hi Abi,

I hope you are well.

I have just had an update and was informed that if we could move the U11s and U13s to the moor area in Melbourn we could be looking at 110 players roughly. Would you mind please updating my query and letting me know what the outcome is as soon as possible please.

Thank you so much for your support with this matter.

Many thanks,

On Wed, 5 Feb 2025 at 10:51, Abi Williams <[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)> wrote:

Good morning [REDACTED]

I would be happy to take this request to Council for consideration. I would need details of when you would use the facility, how many people may be attending and dates of use to enable them to consider the request.

Look forward to hearing from you.

Kind regards

Abi

---

**From:** [REDACTED]  
**Sent:** 04 February 2025 19:05  
**To:** Abi Williams <[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)>  
**Subject:** Enquiry into use of sports pavilion grounds

Good evening,

I hope this email finds you well. I would like to make an enquiry into using the grass/pitch area by Melbourn pavilion building for rugby purposes on behalf of Royston Rugby Club. We are looking for a suitable place to use on Sundays.

## Abi Williams

---

**From:** [REDACTED]  
**Sent:** 04 February 2025 22:04  
**To:** Abi Williams  
**Subject:** Sports bookings on the rec

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Abi,

I was hoping you'd be able to help with a query about use of the two fields at Melbourn Rec.

I am part of the local archery club, and we are exploring options for a new range as we facing loss of our current space.

Is the use of the fields and pavilion administered by the Parish Council or the village college? If you are able to, would you be able to pass on contact details?

Kind regards

[REDACTED]

24th January 2025

Dear Alex,

Further to your enquiry, I would like to thank you for your time spent advising me of your requirements so far.

Argon Windows & Doors consists of professionals that have been in the home improvements industry for many years delivering expert advice, quality Windows & Doors, professional fitting and highly acclaimed FENSA accreditation along with an Insurance Backed Guarantee.

As a certified installer of IWG (Insured Windows Guarantees Ltd) YOU automatically receive Deposit Indemnity Protection and a 10 Year Insurance Backed Guarantee which underwrites the guarantee offered by our company giving all our customers peace of mind when placing an order with us.

It's crucial that your new Windows & Doors are installed in accordance with the 'Code of Practice for the Installation of Windows & Door-sets - BS 8213-4.2007 as this standard ensures building regulation compliance and good practice.

The main source of our business is derived from word of mouth recommendations and from existing customers who return for additional products and services which can be found on our website: [www.argonwindows.co.uk](http://www.argonwindows.co.uk)

**Our service includes the following as standard:**

- ▶ FREE Expert Advice
- ▶ Comprehensive Site Survey
- ▶ Manufacture
- ▶ Professional Installation
- ▶ Making Good
- ▶ FENSA Certification

**Quotation**

*Please see attached...*

**Price Promise**

***We're so confident in the quality of our products, level of service and guarantees we offer that if you find a cheaper 'Like for Like' quote elsewhere we'll match it!***

Thank you again for your valued enquiry and I look forward to hearing from you in due course.

Kind Regards.

Dan Martin  
Director

## Project Summary



### 1. Nursery

Quantity: 1  
 Supply & Fit - Remove & replace

PVCu  
 Coupled  
 Items

| Each<br>(excl. VAT) | Total<br>(excl. VAT) |
|---------------------|----------------------|
| £2,320.00           | £2,320.00            |

### Quotation for:

Graham Clark  
 30 High Street  
 Melbourn  
 Royston  
 Cambridgeshire  
 SG8 6DZ

### Prepared by:

Dan Martin sales@windowrepaircompany.co.uk

### Site Address:

30 High Street Melbourn Royston Cambridgeshire United Kingdom, SG8 6DZ

**Lead time:** Typically 3 weeks depending on the product(s) ordered

**Guarantee:** 10yr Installation

### Payment terms:

50% Deposit 25% Interim Payment - Due 7 working days prior to installation 25% Balance

### Payment schedule:

|                        |           |
|------------------------|-----------|
| Deposit (50%):         | £1,392.00 |
| Interim Payment (25%): | £696.00   |
| Balance (25%):         | £696.00   |

**Net Price:**

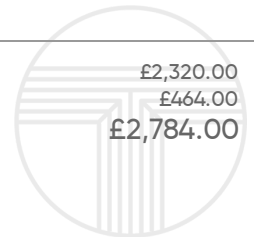
**VAT (20%):**

**Total Price:**

£2,320.00

£464.00

£2,784.00



**Technical detail:** 1 - Nursery - Supply & Fit - Remove & replace

**Quantity:** 1

## PVCu Coupled Items - Elevation view

☀ Viewed from outside



### Couplers

Vertical coupler A-B:  
Vertical coupler B-C:

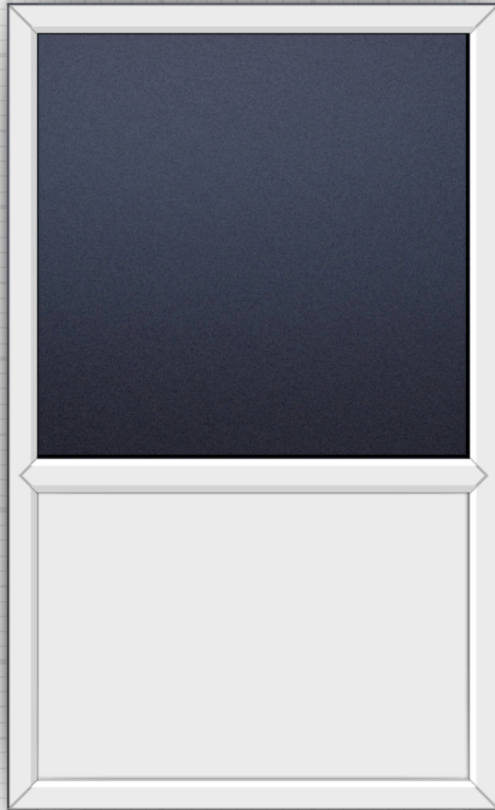
10mm  
10mm



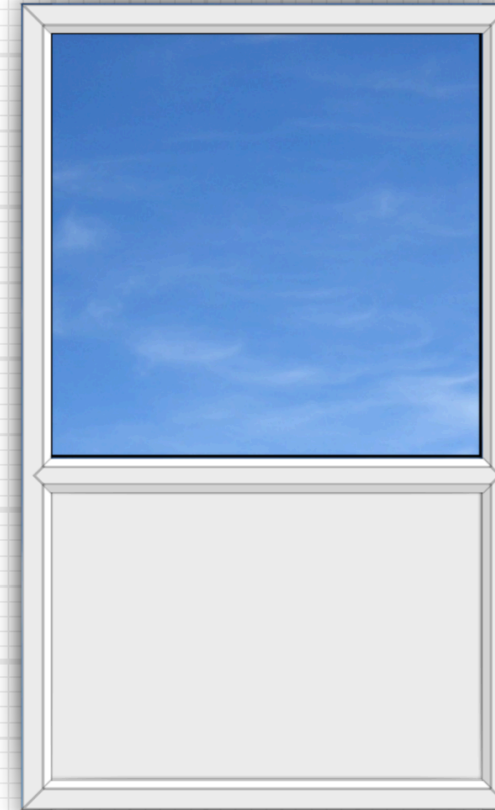
Technical detail: 1 - Facet A1 - Supply & Fit - Remove & replace

Quantity: 1

☀ Viewed from outside



💡 Viewed from inside



### Eco Energy A+

Frame: Standard Bevel  
Transom: Standard Bevel  
Bead: Bevel  
Frame Joint Type: Welded

Glass: Double Glazed (Laminated) - Black Spacer - Clear  
Panel: Flat Panel

Colour: Smooth White  
Flat Panel (Frame) Colour: Smooth White



**Technical detail:** 1 - Facet B1 - Supply & Fit - Remove & replace

**Quantity:** 1

☀ **Viewed from outside**



💡 **Viewed from inside**



## French Door

**Opens:** Out  
**Frame:** Slim Bevel  
**Sash:** Standard Bevel - Open Out  
**Low Threshold:** Mobility (Open Out)  
**Door Midrail:** Standard Bevel  
**Bead:** Bevel  
**Frame Joint Type:** Welded  
**Sash Joint Type:** Welded  
**Door Transom/Mullion Joint Type:** Mechanical

**Colour:** Smooth White  
**Flat Panel (Frame) Colour:** Smooth White

**Lock Cylinder:** Euro Cylinder Nickel  
**Door Hinge:** Butt Hinge White  
**Door Handle (master):** Balmoral Lever/Lever Chrome  
**Door Handle (slave):** Balmoral Lever/Lever Chrome

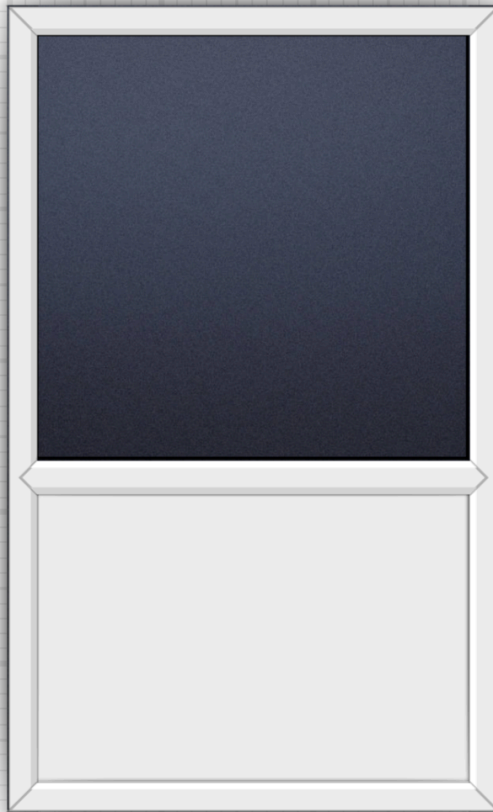
**Glass:** Double Glazed (Laminated) - Black Spacer - Clear  
**Panel:** Flat Panel



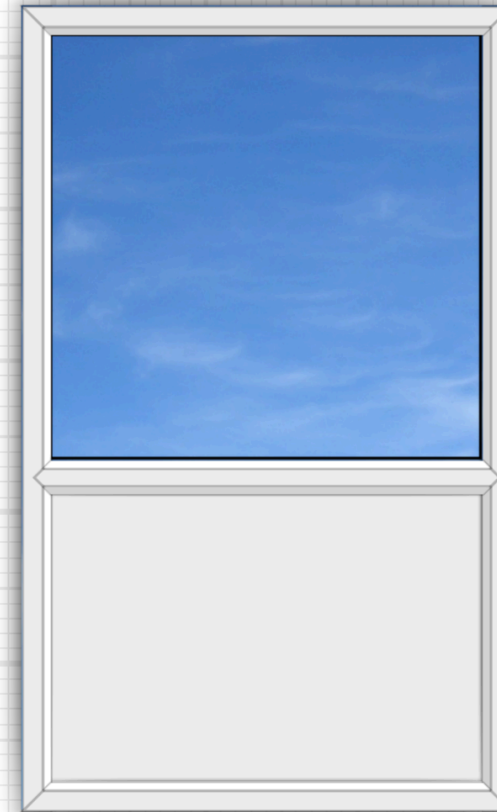
Technical detail: 1 - Facet C1 - Supply & Fit - Remove & replace

Quantity: 1

☀ Viewed from outside



💡 Viewed from inside



### Eco Energy A+

Frame: Standard Bevel  
Transom: Standard Bevel  
Bead: Bevel  
Frame Joint Type: Welded

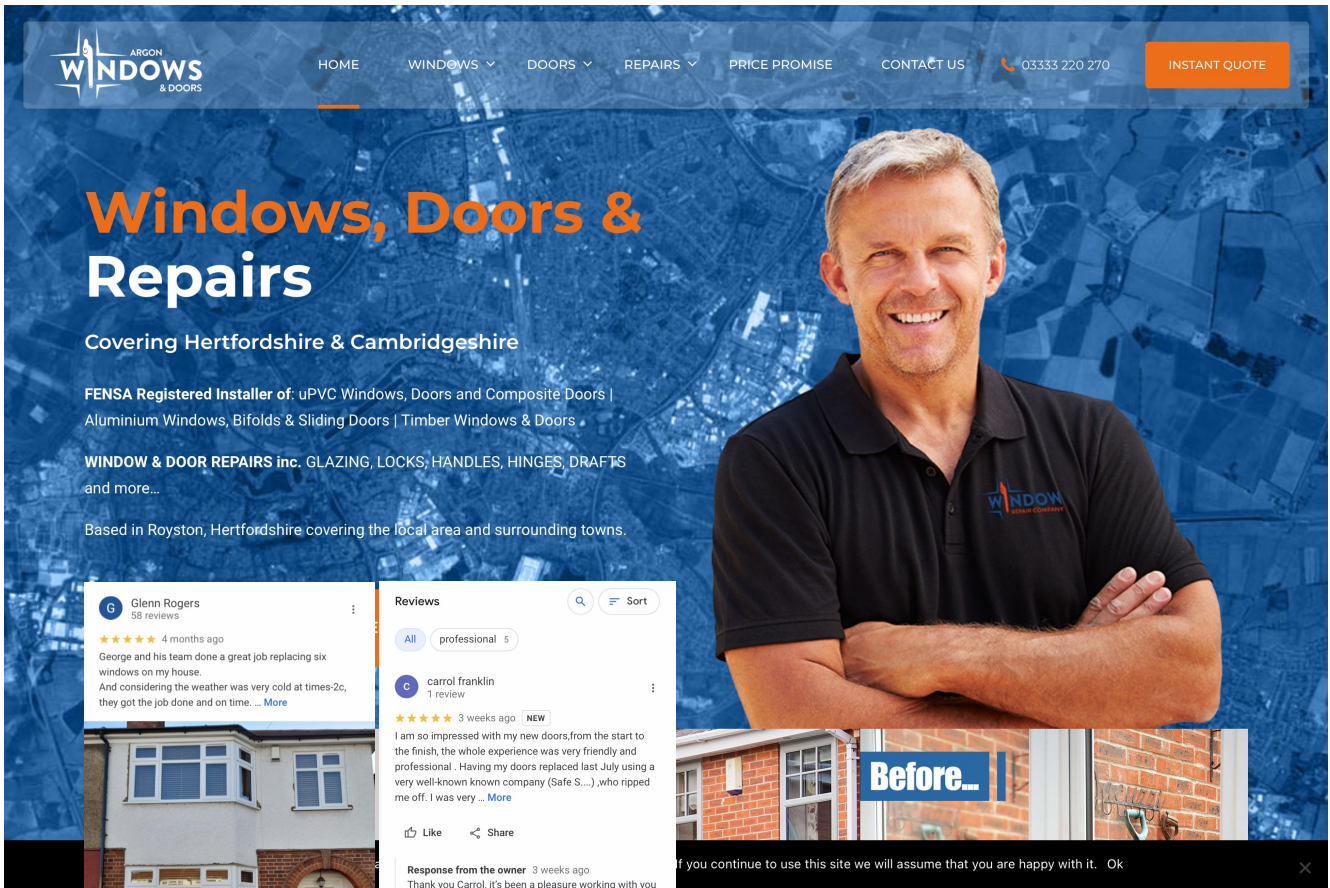
Glass: Double Glazed (Laminated) - Black Spacer - Clear  
Panel: Flat Panel

Colour: Smooth White  
Flat Panel (Frame) Colour: Smooth White




## WHY CHOOSE US?

*We have 50 + FIVE STAR google reviews between our Royston & Hoddesdon branches....*



The screenshot shows the website's navigation bar with links for HOME, WINDOWS, DOORS, REPAIRS, PRICE PROMISE, CONTACT US, and a phone number. A prominent 'INSTANT QUOTE' button is visible. The main heading reads 'Windows, Doors & Repairs' with a sub-heading 'Covering Hertfordshire & Cambridgeshire'. Below this, it states 'FENSA Registered Installer of: uPVC Windows, Doors and Composite Doors | Aluminium Windows, Bifolds & Sliding Doors | Timber Windows & Doors'. It also lists 'WINDOW & DOOR REPAIRS inc. GLAZING, LOCKS, HANDLES, HINGES, DRAFTS and more...'. A man in a black polo shirt with the company logo stands with arms crossed. A 'Before...' image shows a window being replaced. A small notification at the bottom says 'If you continue to use this site we will assume that you are happy with it. Ok'.

**G** Glenn Rogers  
58 reviews  
★★★★★ 4 months ago  
George and his team done a great job replacing six windows on my house. And considering the weather was very cold at times-2c, they got the job done and on time. ... [More](#)



**Reviews** professional 5


**C** carrol franklin  
1 review  
★★★★★ 3 weeks ago **NEW**  
I am so impressed with my new doors, from the start to the finish, the whole experience was very friendly and professional. Having my doors replaced last July using a very well-known known company (Safe S...), who ripped me off. I was very ... [More](#)

**Response from the owner** 3 weeks ago  
Thank you Carrol, it's been a pleasure working with you and I'm glad we were able to assist with your new doors, they look great!

**Response from the owner** 4 months ago  
Hi Glenn. Many thanks for the great review.

**A** Alan Skipp  
2 reviews  
★★★★★ 3 months ago  
Could not fault them. They fitted a number of replacement units and from initial response through to completion, were responsive, polite and very professional - would not hesitate to recommend Dan and his team.

**B** Bianca E  
12 reviews  
★★★★★ a year ago  
Amazing service from George and the team at GM Glazing. From my first contact with George I was really impressed with his customer service and friendly manner. He attended my property quickly and gave me a good range of options for a new ... [More](#)



**S** Sophie Mc  
1 review  
★★★★★ 2 years ago  
I couldn't have asked for a better service. I'd let my door get to a bad state before finally doing something about it, meaning I needed someone with quick time frames. Other door companies had quoted me 6-8 weeks which I couldn't wait for. ... [More](#)

**Like** **Share**

**Like** **Share**  
[More reviews \(8\)](#)

**R** Robert Burgess  
Local Guide - 40 reviews  
★★★★★ 3 months ago  
Very friendly and efficient service from George and his team. So much a better service (including price) than dealing with the big national window installer chains. Highly recommended!



MA152 25b) Little Hands – door project

**Issue:** Doors to the exterior of Little Hands building need replacing.  
 Monies held in asset reserve to complete works.

**Quote comparison**

| Supplier                      | Details             | Total costs |
|-------------------------------|---------------------|-------------|
| Trulight                      | PVCu (not advised)  | £ 3,055.00  |
|                               | Aluminium (advised) | £ 4,820.00  |
| Argon Windows and Doors       | PVCu                | £ 2,320.00  |
|                               | Aluminium           | £           |
| MG Exterior Home Improvements | PVCu                | £           |
|                               | Aluminium           |             |

*Note: quotes will be updated if received in time – if suitable quotes are not received the item will be deferred.*

SENT ON:

Jan 24, 2025

**RECIPIENT:**

**Melbourn Parish Council**

Melbourn Community Hub, 30 High Street  
Melbourn  
Royston, Herts SG8 6DZ  
Phone: 01763 263303

**SENDER:**

**Trulight**

Lower Manor Farm,  
Lower Road, Croydon  
nr. Royston, Herts. SG8 0HD

Phone: 01763 262003

Email: denice@trulight.co.uk

Website: www.trulight.co.uk

**SERVICE ADDRESS:**

Little Hands Nursery School, The Moor  
Melbourn  
Royston, England SG8 6ED

| Product/Service | Description  | Qty. | Unit Price | Total     |
|-----------------|--|------|------------|-----------|
| FRENCH DOOR SET | WHITE COMMERCIAL ALUMINIUM DOOR SET<br><br>OPEN OUT FRENCH DOORS WITH LOW RAMPED THRESHOLD<br>PIVOTED ANTI FINGERTRAP DOOR LH MASTER WHEH VIEWED FROM OUTSIDE<br>90 DEGREE HOLD OPEN CONCEALED SELF CLOSER<br>WHITE PAD HANDLES<br>TOUGHENED AND LAMINATED GLASS | 1    | £4,820.00  | £4,820.00 |

**A deposit of £2,892.00 will be required to begin.**

|                    |                  |
|--------------------|------------------|
| <b>Subtotal</b>    | £4,820.00        |
| <b>VAT (20.0%)</b> | £964.00          |
| <b>Total</b>       | <b>£5,784.00</b> |

Further to your recent enquiry, we have pleasure in providing a quotation for the works required.

A deposit will be required to proceed with your order and final payment is due upon completion. Payment details:

Trulight  
Bank: Barclays  
Sort Code: 20-20-37  
Account No: 30646334

To make a card payment please call Trulight office 01763 262003

All products are manufactured to the highest British Standards and installed to comply with building control best practice .

We trust that this price and specification meets your approval and look forward to receiving your instruction. In the meantime,



## QUOTE #250116680

---

SENT ON:

Jan 24, 2025

if you have any questions or require further options please do not hesitate to give us a call on 01763 262003.

Quotations are valid for 30 days.

Trulight are a FENSA registered company. Reg: 19311

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

DEPUTY CLERK  
MELBOURN PARISH COUNCIL  
MELBOURN COMMUNITY HUB  
30 HIGH STREET  
MELBOURN nr. ROYSTON  
SG8 6DZ  
Tel: 01763 263303 Alex



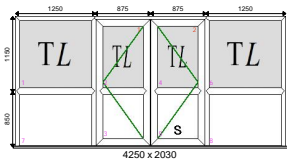
# ESTIMATE

Estimate Number : TQ002284

Est Reference : COMMERCIAL ALUMINIUM

Date : 29/01/2025

## Viewed from Outside



### Frame Specification:

Door Lock: Yale Mantis 4 & Shootbolts.  
Cill: 150mm Cill | White  
Beading: 28mm Ovolo Bead White (S) Flex  
Drainage: Concealed  
Reinforcing: Residential Door Reinforcing  
Comment: KESTREL SHOP FRONT ALUMINIUM =

### Additional Frame Details:

Deceuninck 2500

### Glazing:

28mm Panel  
6.8/16/6 S/C Low E Lam/Tuff Black WE Argon

### Dimensions:

Overall Size: 4250 x 2030  
Actual Frame Size: 4250 x 2000

|                    |               |                                     |                           |                  |
|--------------------|---------------|-------------------------------------|---------------------------|------------------|
| <b>Frame No: 4</b> | <b>Qty: 1</b> | <b>White:French Door (Open Out)</b> | <b>Location: DOOR SET</b> | <b>£4,820.00</b> |
|--------------------|---------------|-------------------------------------|---------------------------|------------------|

## Terms and Conditions

This estimate is valid for 30 days.

All goods sold are subject to our terms and conditions which are available upon request

Please check all details carefully before placing order

Total Nett **£4,820.00**

VAT @ 20% **£964.00**

**TOTAL INC. VAT £5,784.00**

SENT ON:

Jan 24, 2025

**RECIPIENT:**

**Melbourn Parish Council**

Melbourn Community Hub, 30 High Street  
Melbourn  
Royston, Herts SG8 6DZ  
Phone: 01763 263303

**SENDER:**

**Trulight**

Lower Manor Farm,  
Lower Road, Croydon  
nr. Royston, Herts. SG8 0HD

Phone: 01763 262003

Email: denice@trulight.co.uk

Website: www.trulight.co.uk

**SERVICE ADDRESS:**

Little Hands Nursery School, The Moor  
Melbourn  
Royston, England SG8 6ED

| Product/Service | Description  | Qty. | Unit Price | Total     |
|-----------------|--|------|------------|-----------|
| SIDE PANEL      | WHITE PVCu CASEMENT WINDOW<br>TOUGHEND AND LAMINATED GLASS   | 1    | £725.00    | £725.00   |
| MAIN DOORS      | WHITE PVCu OPEN OUT FRENCH DOORS<br>WITH LOW RAMPED THRESHOLD<br>WHITE HANDLES WITH THUMBTURNS<br>TOUGHENED AND LAMINATED GLASS<br><br>* PVCu IS NOT RECOMMENDED FOR THIS<br>USE * | 1    | £1,605.00  | £1,605.00 |
| SIDE PANEL      | WHITE PVCu CASEMENT WINDOW<br>TOUGHEND AND LAMINATED GLASS   | 1    | £725.00    | £725.00   |

**A deposit of £916.50 will be required to begin.**

|                    |                  |
|--------------------|------------------|
| <b>Subtotal</b>    | £3,055.00        |
| <b>VAT (20.0%)</b> | £611.00          |
| <b>Total</b>       | <b>£3,666.00</b> |



## QUOTE #250116680

---

SENT ON:

Jan 24, 2025

Further to your recent enquiry, we have pleasure in providing a quotation for the works required.

A deposit will be required to proceed with your order and final payment is due upon completion. Payment details:

Trulight  
Bank: Barclays  
Sort Code: 20-20-37  
Account No: 30646334

To make a card payment please call Trulight office 01763 262003

All products are manufactured to the highest British Standards and installed to comply with building control best practice .

We trust that this price and specification meets your approval and look forward to receiving your instruction. In the meantime, if you have any questions or require further options please do not hesitate to give us a call on 01763 262003.

Quotations are valid for 30 days.

Trulight are a FENSA registered company. Reg: 19311

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

DEPUTY CLERK  
 MELBOURN PARISH COUNCIL  
 MELBOURN COMMUNITY HUB  
 30 HIGH STREET  
 MELBOURN nr. ROYSTON  
 SG8 6DZ  
 Tel: 01763 263303 Alex



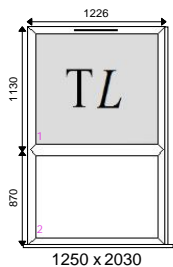
# ESTIMATE

Estimate Number : TQ002284

Est Reference : 2501-16680

Date : 23/01/2025

**Viewed from Outside**



**Frame Specification:**

Cill: 150mm Cill | White  
 Beading: 28mm Ovolo Bead White (S) Flex  
 Drainage: Concealed  
 Reinforcing: Fully Reinforced

**Additional Frame Details:** Deceuninck 2500

WW (W) 70x24 Struct. Coupler & Covers Right  
 MK2 4000 Link S/Vent External White  
 MK2 4000 Link S/Vent Internal White

**Glazing:**

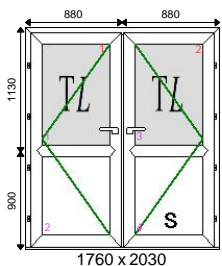
28mm Panel Flat Infill 6mm MDF  
 6.8/16/6 S/C Low E Lam/Tuff Black WE Argon

**Dimensions:**

Overall Size: 1250 x 2030  
 Actual Frame Size: 1226 x 2000

|                    |               |                                  |                             |                |
|--------------------|---------------|----------------------------------|-----------------------------|----------------|
| <b>Frame No: 1</b> | <b>Qty: 1</b> | <b>White:Casement (Int Bead)</b> | <b>Location: SIDE PANEL</b> | <b>£725.00</b> |
|--------------------|---------------|----------------------------------|-----------------------------|----------------|

**Viewed from Outside**



**Frame Specification:**

Door Handle: White L/L Handle  
 Door Hinge: White Dynamic Hinge x4  
 Door Lock: Yale Mantis 4 & Shootbolts.  
 Cill: No Cill  
 Beading: 28mm Ovolo Bead White (S) Flex  
 Drainage: Face Drain  
 Reinforcing: Residential Door Reinforcing  
 Threshold: Silver AM5EX 70 Low T | Ramp O  
 Comment: PVCu IS NOT RECOMMENDED FOR T

**Additional Frame Details:** Deceuninck 2500

Face Drain Caps Bottom  
 Face Drain Caps Bottom  
 Thumbturn 45/50 greenteQ Cylinder - Nickel  
 Thumbturn 45/50 greenteQ Cylinder - Nickel

**Glazing:**

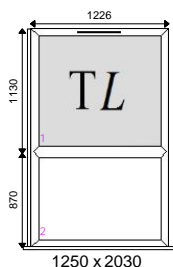
28mm Panel Flat Infill 6mm MDF  
 6.8/16/6 S/C Low E Lam/Tuff Black WE Argon

**Dimensions:**

Overall Size: 1760 x 2030  
 Actual Frame Size: 1760 x 2030

|                    |               |                                     |                             |                  |
|--------------------|---------------|-------------------------------------|-----------------------------|------------------|
| <b>Frame No: 2</b> | <b>Qty: 1</b> | <b>White:French Door (Open Out)</b> | <b>Location: MAIN DOORS</b> | <b>£1,605.00</b> |
|--------------------|---------------|-------------------------------------|-----------------------------|------------------|

**Viewed from Outside**



**Frame Specification:**

Cill: 150mm Cill | White  
 Beading: 28mm Ovolo Bead White (S) Flex  
 Drainage: Concealed  
 Reinforcing: Fully Reinforced

**Additional Frame Details:** Deceuninck 2500

WW (W) 70x24 Struct. Coupler & Covers Left  
 MK2 4000 Link S/Vent External White  
 MK2 4000 Link S/Vent Internal White

**Glazing:**

28mm Panel Flat Infill 6mm MDF  
 6.8/16/6 S/C Low E Lam/Tuff Black WE Argon

**Dimensions:**

Overall Size: 1250 x 2030  
 Actual Frame Size: 1226 x 2000

|                    |               |                                  |                             |                |
|--------------------|---------------|----------------------------------|-----------------------------|----------------|
| <b>Frame No: 3</b> | <b>Qty: 1</b> | <b>White:Casement (Int Bead)</b> | <b>Location: SIDE PANEL</b> | <b>£725.00</b> |
|--------------------|---------------|----------------------------------|-----------------------------|----------------|

DEPUTY CLERK  
MELBOURN PARISH COUNCIL  
MELBOURN COMMUNITY HUB  
30 HIGH STREET  
MELBOURN nr. ROYSTON  
SG8 6DZ  
Tel: 01763 263303 Alex



# ESTIMATE

Estimate Number : TQ002284

Est Reference : 2501-16680

Date : 23/01/2025

## Terms and Conditions

This estimate is valid for 30 days.

All goods sold are subject to our terms and conditions which are available upon request

Please check all details carefully before placing order

Total Nett **£3,055.00**

VAT @ 20% **£611.00**

**TOTAL INC. VAT** **£3,666.00**

Quotation

06/02/2025

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



1 3mm White Rigid Aluminium Composite Sign Panel - Size: 600mm x 640mm high - Printed to Face/Blank to Rear (Job ID 72245)

Subtotal: £65.00  
VAT: £13.00  
Total: £78.00

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,

Melbourn Parish Council

x1 - White 3mm Rigid Aluminium Composite Sign Panel

Size: 600mm wide x 640mm high

Print: CMYK Digital with Clear Gloss Laminate

Finish: Printed to face / Blank to rear

**Melbourn Bowls Club**

**Melbourn FC**

**Community Pavillion**

**Little Hands Nursery School**



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**POLICY and PROCEDURE: APPOINTMENT and MANAGEMENT of CONTRACTORS**

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**PURPOSE:** To ensure contractors are selected such that the work they carry out is performed safely, effectively and offers good value to the public purse

**SCOPE:** Contractors to Melbourn Parish Council

**Definition:** A contractor is anyone Melbourn Parish Council asks to do work for them that is not an employee. This definition includes service providers.

Melbourn Parish Council and the contractor both have responsibilities under the Health and Safety Act 1974. The Council and the contractor must take the right precautions to reduce the risks of workplace dangers to employees and the public. This is a joint responsibility. **See notes for guidance under Appendix A.**

**POLICY:**


**1. Principles**

- 1.1 We, Melbourn Parish Council, will appoint contractors based on a transparent process that allows a clear comparison to be made between the options available.
- 1.2 Contract price will not be the overriding factor in choosing a contractor. Competence, reliability, safety record, clarity of method, quality of supervision, management, staff training and best value will also be taken into consideration.
- 1.3 Jobs to be carried out by contract will normally require the Clerk to supply a job specification, detailing the work to be carried out. This will include both the tasks required but also any predefined aspects of delivery, such as safety considerations or methods of work.
- 1.4 In certain special circumstances an upfront specification will be substituted by a general outline of requirements against which contract proposals will be invited. Such circumstances arise where the job to be undertaken will significantly benefit from the knowledge and expertise of specialist suppliers. An example would be a quotation for play park equipment.
- 1.5 Three contractors will normally be required to quote for each contract job. Depending on the contract value and circumstances, for example where very specialist services are required, it may not be possible or necessary to obtain three quotations. If this situation arises the Clerk will bring the issue to Full Council for resolution and, where justified, fewer quotations can be considered and accepted following council consent.
- 1.6 Quotations from contractors must include a safety method statement, a work method statement and job supervision plan and details of professional liability insurance. This will require the contractor to complete a Contractor Competency Form.
- 1.7 A Risk Assessment must be carried out and supplied. ~~for each job.~~

- 1.8 The Clerk will monitor contract work and report to the Council at least annually as part of the Governance process. Contracts will comply with all Financial Regulations that apply to the Melbourn Parish Council
- 1.9 Policy Principles 1.3, 1.4, 1.5 1.6. 1.7 and 1.8 will always be applied to major contracts, particularly those involving significant financial outlay or those covering lengthy periods of time, for example grounds maintenance contracts. In all such cases the following procedure (2) below should be followed in outline.
- 1.10 Further to consultation with the Chair of the Maintenance Committee and/or Full Council the Clerk may omit procedure (2) in the case of short term, minor or repetitive contract works. An important factor in assessment of less significant contracts is past history and knowledge of the contractors quoting for work, for example contractors quoting for tree surgery works where companies have been previously employed on multiple occasions.

## PROCEDURE:

### 2. STEPS TO BE TAKEN

- 2.1 **Identify the job and work requirements**  Before embarking on a new contract the Clerk will verify that approved funds are available to meet the likely costs. Assuming funds are available the Melbourn Parish Council, through the Clerk will -
  - o **Create a Job Specification** that clearly identifies all aspects of the work wanted from the contractor. In addition to the work content, the Job Specification must include (a) the health and safety implications of the job, (b) any appropriate terms and conditions, (c) the level of risk, depending on the nature and complexity of the work. The Clerk should carry out an outline risk assessment at this stage with respect to any resulting risks to council employees and the public.
  - o **Seek out potential contract partners** - The Council, through the Clerk, will provide potential contractors with Job Specification information package and make sure that they know and understand the service expected of them.
  - o **Determine the selection criteria** - The Clerk will identify the evaluation criteria needed for a successful tender.
- 2.2 **Select a suitable contractor** – Melbourn Parish Council, through the Clerk, will satisfy themselves that the contractor they choose can do the job safely, without risks to health and at a cost acceptable to the public purse. The Clerk will enquire and evaluate on the Council's behalf the competency of each contractor and their combination of skills and knowledge. Where a contract value is likely to exceed £3000, **three** contractors will be required to quote for each job. Where the contract value is likely to fall below this figure the Clerk should strive to obtain three quotations. In all circumstances where three quotations prove impossible, the Clerk will always bring the issue to Full Council for resolution and/or approval.

The degree of competence required will depend on the work and complexity of the job. All potential contractors will complete the Contractor Quotation Competency Form that

**Note:** It is very important that questions answered or clarifications offered with respect individual contractors during the tendering stage are formally recorded. Where such matters result in a material change they must be shared with all competing contractors.

is part of this document. The Clerk will use the evaluation criteria from 2.1 above to compare contractors based on the combined evidence of quoted price, all information supplied including the Competency Form, awarding contracts accordingly.

**Some other factors that should be considered: -**

- *For contractors offered repeat work of a similar kind, or where the contract lasts over a protracted period, the need for a Contractor Competency Form may be waived with the Clerk's agreement*
- *For large contracts the Parish Council needs to be aware of the Construction Design and Management Regulations (CDM)*
- *As appropriate, the Job Specification should require the contractors guarantee, warrantee and test certificates (for example with the electrical installations)*

**2.3 Review and if needed re-assess the risks of the work** - Both the Council and the Contractor will think about the planned work:

- What can harm people?
- Who might be harmed and how?
- How will the risks be controlled?

A risk assessment must be done. Both the Council and the contractor will be party to this. The contractor must assess the risks for the contracted work. The Clerk (on behalf of the Council) and the contractor will together consider any risks from each other's work that could affect the health and safety of the workforce or the public. The Clerk (on behalf of the Council) and the contractor will agree the risk assessment for the contracted work and the preventative and proactive steps that will apply when the work is in progress. If subcontractors are involved they will be part of the discussion and agreement. All measures needed to control the risk will be agreed between the Clerk and contractor before any work starts.

*Note: For contractors with repeat work of a similar kind, or where the contract lasts over a protracted period, the need for a separate Risk Assessment for each job may be waived with the Clerk's agreement*

**2.4 Provide information, instruction and training** - The Council, contractor and subcontractors will provide their employees with information, instruction and training on matters that may affect their health and safety.

The Clerk, contractors and subcontractors will agree what information will be passed between them and appropriate ways to communicate with each other throughout the process. The Clerk (on behalf of the Council) will make sure that contractors, subcontractors and their employees have information on:

- Health and safety risks they may face
- Measures in place to deal with those risks
- The Council's emergency procedures if relevant.

2.5 **Cooperate and coordinate with the contractor** - The Clerk (on behalf of the Council) will work together with the contractors and subcontractors to coordinate all activities, to make sure that the work can be done safely and without risks to health. Depending on the size of contract the Clerk will regularly meet with the contractor throughout the length of the contract. The level of cooperation and coordination required will be agreed before work starts and will depend upon:

- The job to be done
- The number of contractors and/or subcontractors involved
- The risks involved.

2.6 **Consult the workforce** - Melbourn Parish Council will routinely consult its employees on contracted task content and related health and safety matters to help the Council to make better decisions on the actual risks and the measures to control them. Employees will be consulted on:

- How the contractors work will affect the Council employees' health and safety;
- Information and training
- Making sure they know how to raise any concerns they may have about the contractors and their work
- Ensuring contracted work is done without conflict with the job roles and job descriptions of council employees

2.7 **Manage and supervise the work** - The Clerk (on behalf of the Council) will make regular checks on contractors, the work being completed, whether the contractors are working in a safe way and complying with the control measures put in place. This will be supported through the use of a **Checklist** to ensure that all key control steps have been completed properly. The frequency and degree of checks will reflect the length of experience with a particular contractor and the nature of the work, for example if such work is highly repetitive.

The Clerk will have agreed with the contractor through risk assessment and declared methods of working how the work will be done and the precautions that will be taken.

In the case of mishaps, accidents, ill health etc. the Clerk, on behalf of the Council, will investigate with the contractor what went wrong, reporting to the council when appropriate.

2.8 **Review** – On an annual basis the Clerk will review the contractor management process and consider ways to improve future performance. An annual report will be given to the Full Council as part of governance monitoring. It is recommended that the Clerk, supported if necessary by other council employees or councilors, periodically observe the performance of contractors in the fulfillment of contracts awarded. Elements that can be monitored (not exclusively) are:

- Adherence to Method Statement, number of operators and time spent
- Adherence to safety commitments and Risk Assessment recommendations, use of safety equipment,
- Provision of supervision, where appropriate
- Safe and effective use of equipment and vehicles

The Clerk should make arrangements to formally record the observations made during the monitoring of contractor work.

# MELBOURN PARISH COUNCIL

Doc. No.: 4.22  
 Version: 4  
 Date approved: ~~28 November 2022~~ 24 February 2025  
 Review date: ~~November 2023~~ February 2026

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## INVITATION TO QUOTE - COMPETENCY FORM (EXAMPLE)

|  |  |   |
|--|--|---|
| <b>Company Name:</b>   |  |   |
| <b>Address:</b>  |  |   |
| <b>Tel. No. /Mobile No.</b>  |  |   |
| <b>Email</b>   |  |   |
| <b>Name of person completing form:</b>   |  | <b>Contract Reference/ Contract Title</b> |
| <b>Details of experience with this type of work. For example previous contracts, customers etc.</b>                        |  |   |
| <b>Liability Insurance (Please attach copy)</b>  |  |   |
| <b>Risk Assessment (Please attach copy)</b>  |  |   |
| <b>Health &amp; Safety Policy (Please attach copy)</b>   |  |   |
| <b>Details of recent (last 2 years) safety performance, in terms of accidents, ill health or HSE action or involvement</b> |  |   |
| <b>Reference details of previous similar work carried out in the last year</b>   |  |   |
| <b>Describe safety or other training given to workers involved on this contract</b>  |  |   |
| <b>Equality Policy: confirmation that this is in place</b>   |  |   |
| <b>Method Statement – Example Content</b>  |  |   |

# MELBOURN PARISH COUNCIL

Doc. No.: 4.22

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Review date: ~~November 2023~~ February 2026

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## A detailed description of the method(s) to be used if offered this contract:

- How many operators will be used?
- How will the job be supervised?
- What equipment and vehicles will be used?
- Estimated time and person hours for job completion:
- Detailed description of the work process:
  
- For seasonal work, how is effort applied across the year:
- Special safety precautions/Working site safeguarding arrangements:
- Are PPE proposals in place and are there any COSHH requirements:

Contractor Manager      Name      Signature

Reviewed (Parish Clerk)      Name      Signature

APPENDIX A

**Notes to assist council employees in the understanding of their contractor responsibilities**

- ❖ The Health and Safety at Work etc. Act 1974 requires employers and others in control of buildings or public places to ensure the safety of employees and others who work or visit there. The Management of Health and Safety at Work Regulations 1999 also require those in control of land and buildings to co-operate with contractors or self-employed persons to ensure that they are not exposed to unacceptable health and safety risks.
- ❖ Although the responsibility to work safely rests principally with the contractor, Melbourn Parish Council also have a duty to do all that is within its control to make sure that this happens.
- ❖ This means that Melbourn Parish Council have a duty to ensure that a contractor is competent to perform the task safely and without unacceptable risk to other employees, members of the public and any others on the site.
- ❖ Where accidents occur on site through the incompetence or negligence of a contractor, Melbourn Parish Council could also be held liable if steps had not taken to appraise the contractor or carry out management checks to ensure that agreed standards of operation were actually being carried out correctly.
- ❖ Contractors should only be allowed to carry out work on the agreed site if they have been vetted and approved by Melbourn Parish Council. Even if the same contractors have been used for the past 10 years you still need to regularly assess them in order to ensure you are adhering to your legal obligations.
- ❖ Use this Policy and Procedure document to assist in compliance with these standards and, at the same time, ensure that contractors deliver value for money.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 November 2022~~ 24 February 2025

Review Policy: *Annually*

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## Asbestos Management Plan : St Georges and Grays Allotments

**Purpose:** To set out the management plan for reducing the risk of exposure to asbestos on the allotments and to set out the procedure for removing asbestos when it is found.

**Section 1 – Overview:**

Asbestos was widely used by the construction industry before 1995. Products such as cement sheets, roof panels, ceiling tiles, ceiling coatings and PVC floor tiles may all contain asbestos. Not all asbestos material presents the same risk.

The type of asbestos that is generally found on the allotment sites is white asbestos in the form of cement panels and usually found as fragments in the soil. The white asbestos is generally considered "low risk" because the asbestos fibres are bonded with the material so it is more difficult for them to be released into the air. Asbestos is not considered hazardous as long as it remains in place and undamaged. It is only when materials containing asbestos are damaged that there is potential for asbestos fibres to be released into the air and inhaled.

St George's allotments historically had buildings on the site that are believed to have been constructed using asbestos cement. Due to the history of the allotment site, the Parish Council treats all materials suspected of containing asbestos as asbestos and will follow the protocol in section 4.

**Section 2 - Responsibility:**

As the land owner, the Parish Council is responsible for implementing the Asbestos Management Plan and the Allotment Association will help to facilitate the plan.

All plot holders are responsible for acting in accordance with the plan and reporting issues to the Allotment Association and Parish Council.

The contact details for the Parish Council and Allotment Association can be found below. When reporting asbestos, you must inform both organisations.

| Name  | Contact Details  | Organisation            |
|---|--|-------------------------|
| <del>Sophie Marriage</del><br>Alex Coxall           | <del>assistantclerk@melbournpe.co.uk</del><br>parishcouncil.gov.uk<br>01763 3263303 (option 3) | Melbourn Parish Council |
| Graham Place (secretary)<br>Chris Selway (chairman) | Gaplace10@gmail.com;<br>gardenrobot@AOL.com  | Allotment Association   |

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**Section 3 - General safety advice:**

Asbestos is only dangerous when it is disturbed and when managed safely and contained it does not present a hazard. If you do come across a piece of material that you suspect may contain asbestos, do not break or damage it to avoid release of hazardous fibres.

It should be noted that plants can only absorb water soluble minerals and asbestos is not water soluble, so it is safe to plant, grow, and consume produce from the allotments. It is advisable to wash produce with clean water before use. As always, children should be supervised at all times when they are on the allotments.

An Asbestos Survey Report was carried out on 2nd November 2022 to identify, as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials (ACMs) and to assess

the risks during activities on the site. The materials found at the allotments were deemed "low" risk overall risk for the site was categorized as "very low".

ACMs within this category are predominantly not readily accessible, unlikely to be disturbed and due to their nature, condition, location or extent, and would lead to minimal fibre release if they were disturbed. The survey advises that visual inspections should be made on an annual basis to ascertain any change in condition and where such a change occurs, should be appropriately assessed, scored and re-prioritised. It has been recommended that any identified ACMs (bounded) are removed under partially controlled conditions by fully licensed contractors.

If you are unsure about whether a piece of material contains asbestos, you should presume it does and follow the steps set out in section 4.

**Section 4 –What to do when material that may contain asbestos is found on a plot:**

*The steps in sections 4 have been guided by the findings and recommendations from the Asbestos Survey Report 2022 and information from the Health and Safety Executive.*

**Step 1:** Holder identifies piece(s) of material that may contain asbestos on allotment plot

**Step 2:** Holder takes care not to disturb the material that may contain asbestos, by leaving the material where it is or by wetting the material thoroughly with water, then moving it with a trowel/spade to a more suitable area on their plot. The holder must mark the location of the material with a red marker. Red markers are kept in the box next to the noticeboard at the entrance to the site

**Step 3:** Holder informs Parish Office and Allotment Association (via contact details in Section 2) that they have identified material that may contain asbestos and have marked exact location of the material.

**Step 4:** The Parish Office will arrange clearance annually. It will be up to the discretion of the Clerk/Maintenance committee if more frequent clearances are required. The holder will not disturb the area where the material that may contain asbestos has been identified until the Parish Office confirms that clearance is complete.

**Step 5:** The Parish Office confirms clearance of the material and the holder can resume gardening in this area.

**Section 5 – Long term plan to reduce the risk of exposure to asbestos:**

Pieces of asbestos have been found across the allotments over several years. In order to reduce the amount of asbestos and in accordance with the recommendations from the Asbestos Survey Report, the Parish Council will arrange for a licensed contractor to carry out yearly site inspections in the spring time, to monitor the presence and extent of asbestos and to clear any visible asbestos. This will reduce the amount of asbestos at the allotments over time. The introduction of yearly site inspections will be reviewed annually to monitor its effectiveness.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~16 January 2023~~24 February 2025

Document Review Policy: 2 years from last approval

MELBOURN PARISH COUNCIL

Doc. No.: 8.05  
Version: 1  
Date approved: ~~16 January 2023~~ February 2025  
Review date: ~~January 2025~~ February 2027

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EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 13 February 2025

| Details of work required    | Reported by   | Notes   | Actions  | WHO?       |
|-----------------------------|---------------|---|--|------------|
| Back Lane                   | Resident      | Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. | Parish Office to follow up. Highways have scheduled the work to be carried out soon. Update - very dangerous, seek private quote for work? Works carried out by Wardens. Follow up for continued maintenance by Highways. Resident emailed 3/7/24. More reports added to Highways reporting. Highways reported no action necessary (3 July 2024) | Highways   |
| Back Lane / London Way      | Litter picker | Litterpicker reported blocked drains along Back Lane and London Way junction.                       | Reported to Highways using online tool and instant response to state that works had been ordered and should be complete within 12 weeks - check 12 September!  | Highways   |
| The Bury                    | Resident      | Multiple reports of overgrown bushes causing dangerous use of pathways etc.                         | CCC have actioned works thanks to a visit on 05/08. Office have written to owner with no response as yet. Sent new letter and reported on Highways due to danger of road. Compliance officer to review case and proceed on behalf of CCC. Action to be taken by CCC. Actioned - what should we do for the next season?                           | Compliance |
| Car removal - Norgetts Lane | Resident      | RTC on Norgetts Lane has resulted in a abandoned vehicle.   | PCSO advised, SCDC advised, DVLA car reported as abandoned. SCDC confirmed that cease order has lapsed on vehicle and are arranging for it to be collected.  | SCDC       |

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 13 February 2025

| Details of work                   | Reported by | Notes  | Actions  | WHO         |
|-----------------------------------|-------------|--|--|-------------|
| Bug hotel                         | Wardens     | Warden would like to build a 'bug hotel' as an addition to the cemeteries and Little Hands car park              | Supplies gathered  | Warde       |
| Bin replacement                   | Office      | Rota of bin replacements across village to be confirmed.   | Ongoing  | Office / W  |
| Dog Poo Bins @ Hopkins            | Resident    | Work with Wardens to look at suggested new sites for dog poo bins on SGB as per BB suggestions                   | Purchasing new bins - Ongoing (awaiting delivery)  | Office / W  |
| Replace dog poo bin on New Rec    | Wardens     | Awaiting delivery for replacement.   | Ongoing  | Warde       |
| Brooksbank shrubbery              | Cllr        | Shrubbery on public land to the front of Brooksbank has died.  | Office to gather quotes for replacing.   | Office      |
| Benches                           | Wardens     | Wardens have highlighted benches that need cleaning / treating.  | Wardens to complete as and when suitable.  | Warde       |
| Tree planting at Piggott Gardens  | CCC         | Two trees at Piggott Gardens require replacing for the land to be transferred.                                   | Application for 'free tree' was granted and one has been planted in place. Second tree to be purchased and planted. Photos on completion to satisfy Planning department. | Conservator |
| Gate at Moor play park            | Cllr        | Gate at Moor play park not shutting.   | Wardens to review and fix if possible - advice office if not possible.   | Warde       |
| Guttering to the front of the Hub | Office      | Guttering to the front of the Hub is leaking at the joints.  | Reviewed by wardens and confirmed that runs are too short - to cost replacement guttering and install.   | Warde       |
| Bus stop                          | Wardens     | Wardens highlighted need to clean and repaint High St bus stop   | Wardens to complete as and when suitable.  | Warde       |
| Notice boards                     | Wardens     | Treat posts of village notice boards, reinstate renovated allotment noticeboard and treat cemetery noticeboards. | Wardens to complete as and when suitable.  | Warde       |