



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

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

A meeting of the Maintenance Committee held on Thursday 19 June 2025 at 09:30am
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Barnes, Alexander, Clark (Chair)

Absent:

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

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09:30

In accordance with the Terms of Reference for the Planning Committee (3a) and the Melbourn Parish Council Standing Orders (3pp) due to the Chair and Vice Chair not attending the meeting it was proposed that Cllr Clark chair the meeting.

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

MA001/2526 To receive nominations and elect a Chair of the Maintenance Committee

No nominations were received. It was noted that as some members of committee were not in attendance and new members were needed it would be appropriate to defer the item until the next meeting.

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

MA002/2526 To receive nominations and elect a Vice Chair of the Maintenance Committee

No nominations were received. It was noted that as some members of committee were not in attendance and new members were needed it would be appropriate to defer the item until the next meeting.

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

MA003/2526 To receive and approve apologies for absence

Apologies received from Cllr Kilmurray with acceptable reasons given.

It was omitted to resolve this item – no vote was taken.

MA004/2526 To receive any Declarations of Interest and Dispensations

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

None received.

MA005/2526 To approve the minutes of the Maintenance Committee Meeting held on 15 May 2025

It was RESOLVED to accept the minutes from the Maintenance Committee Meeting held on 15 May 2025 as an accurate record.

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

MA006/2526 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 the public present.

MA007/2526 Finance Matters:

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

MA008/2526 Conservation Matters:

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

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

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 river levels were down but not concerning. An update from Cam Catchment Partnership (Rivers Matter) was shared (Information can be found here: <https://www.rivercam.org.uk/>). Concern was raised about an individual living on The Moor. ACTION: Office will continue to reach out to agencies that can aid the individual.

- c) To note concern from resident and consider actions about historical e.coli levels in the River Mel.

A representative from RMRG gave an update on the situation. It is stated that the group should receive any alerts about potential rises in e.coli levels etc, none have been received. It was noted that users should use caution when entering the river, knowing where the discharge points are etc. ACTION: Office to work with RMRG to produce an article about considerations that should be taken when people or animals are entering the river.

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

None received.

MA009/2526 Stockbridge Meadows:

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

Attempts to encourage volunteers through the magazine and fete were noted. It was noted that up to ~~none~~ nine of the heritage fruit trees should be replaced in the near future. ACTION: Work with Conservation Warden to plan replacements and bring proposal to Committee. This could be addressed by offering memorial tree planting in the area. The care and maintenance of memorial benches in the area was addressed. ACTION: Office to confirm rules and regulations around bench maintenance.

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

None received.

Maureen Brierley left the meeting 09:57

MA010/2526 Allotment Matters:

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

A verbal report was given by the Allotment Association. It was noted that inspections had taken place and most plots were being worked sufficiently. ACTION: Office to contact non-compliant plot holders and take appropriate action. Two issues with trees were raised with the Grays plots. ACTION: Office to gather quotes for cut back of large tree at entrance and work with plot owners to decide the fate of a tree on plot 5. It was requested that a gate on plot 25b be moved for easier access. ACTION: Wardens to review and move if appropriate.

- b) To consider quotes for works to hedge / walkway at St Georges Allotment.

Quotes for works were considered – quotes were not comparable. ACTION: Office to request comparable quotes. If works were comparable it was RESOLVED to proceed with the quote from Majestic. If quotes are not comparable issue will be brought back to Committee.

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

- c) To discuss actions for Allotment Association application for Allotment Improvement Grant from South Cambridgeshire District Council. <https://www.scambs.gov.uk/community-and-people/community-action/allotment-improvement-grant>

Chris Selway presented information on the grant applications and requested assistance with Environment and Safeguarding Policies. ACTION: Office to work with Allotment Association to support the grant applications and report back to Committee where necessary.

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

None received.

Chris Selway left the meeting 10:21

MA011/2526 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 or vandalism were noted.

- c) To consider approval of memorial bench style (new rec).

It was RESOLVED to request a brown version of the suggested bench be installed due to ongoing maintenance costs of a coloured bench. It was noted that the Committee supported the need to reflect the individual in the memorial and suggested a suitable plaque should be encouraged.

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

- d) To consider days and times for future Maintenance Committee meetings.

It was decided to conduct a survey amongst current and potential attendees to decide on the most suitable time and day going forward. ACTION: Office to communicate options and report back to Committee.

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

None received.

MA012/2526 Correspondence:

- a) To receive complaint and consider actions about verge in Fordham Way.

The item was discussed. It was decided to contact residents in the area to highlight the need to keep verges clear. ACTION: Office to write to residents.

- b) To receive complaint and consider actions about high verge on Water Lane.

The item was discussed. ACTION: Office to gather quotes for one off work to strip back verge and then pass to contractors to maintain.

- c) To note correspondence about tree on Beechwood amenity area and note response from Wardens.

Item noted – already completed by Wardens.

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

None received.

MA013/2526 Biodiversity:

- a) To receive any updates and consider actions

None received.

MA014/2526 Cemetery Matters:

- a) To receive report on tree in Orchard Road Cemetery and consider actions.

Reports were received and it was decided to wait to receive the full tree survey results in September to determine action.

- b) To consider cleaning works to New Road car park.

Wardens to add jet washing of New Road Cemetery car park to their job list.

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

None received.

MA015/2526 Village Maintenance Matters:

- a) To report on metal work in ground at Clear Crescent park.

Works to remove metal spike from ground was noted. Completed by Wardens.

- b) To receive response and consider actions from driver in relation to the damage to lighting bollard in High Street car park.

In the circumstances it was RESOLVED to suggest to Full Council to proceed with a lower cost fix of capping the electric to the light and replacing with a non-lit bollard.

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

- c) To receive and consider ROSPA maintenance tracking reports for Clear Crescent and The Moor Play Parks.

The ROSPA tracker was presented. It was decided to proceed with gathering quotes for the broken Moor gate, investigating a fix for the zip wire at the Moor and investigating works to the rear gates to allow for self-closing mechanism to be fitted possibly introducing a single self-closing gate to allow for the double mower access gate to remain in situ and locked. ACTION: Office to collect quotes for works and present to committee.

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

It was noted that the double swing at the Moor had been reported as broken. Wardens to investigate a potential fix.

MA016/2526 Pavilion/New Rec Matters:

- a) To receive a report and consider actions with regard to the heat pump fix / replacement at the Pavilion.

Item deferred until a suitable solution can be presented. ACTION: Office to ensure that heating has been turned off.

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

None received.

MA017/2526 Little Hands Matters:

- a) To update on oil tank immersion issue.

No update available from Little Hands. Works to replace the oil tank to proceed late June as agreed.

- b) To consider budget of £25 to sow wildflower seeds in the car park verge in September.

It was RESOLVED to approve a budget of £25 to sow wildflowers in the car park verge. Proposed by Cllr Alexander, seconded by Cllr Barnes. All in favour.

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

Confirmation of dates of works to Little Hands were noted.

MA018/2526 Policies and Risk Assessments:

- a) To review and consider wording changes to Document 4.12 Allotment Lease.

It was RESOLVED to recommend to Full Council to accept the wording changes to Document 4.12 Allotment Lease.

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

MA019/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding items were noted.

MA020/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA021/2526 To note date of next meeting: Thursday 17 July 2025.

The date of the next meeting was noted as Thursday 17 July 2025.

Meeting closed 11:09



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

A meeting of the Maintenance Committee held on Thursday 15 May 2025 at 09:30am
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Clark (Chair), Hart (Substitute)

Absent:

In attendance: Abigail Williams (Clerk), Alex Coxall (Deputy Clerk), Chris Selway (Allotment Association), Steve Pitman (Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09:30

In accordance with Standing Order 4(d)v the Council may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend.

MA198/25 To receive and approve apologies for absence

Apologies received from Cllrs Travis, Barnes and Kilmurray with acceptable reasons given.
It was **RESOLVED** to accept those apologies.
Proposed by Cllr Alexander, seconded by Cllr Hart. All in favour.

MA199/25 To receive any Declarations of Interest and Dispensations

None received.

MA200/25 To approve the minutes of the Maintenance Committee Meeting held on 17 April 2025

It was **RESOLVED** to accept the minutes from the Maintenance Committee Meeting held on 17 April 2025 as an accurate record.
Proposed by Cllr Alexander, seconded by Cllr Hart. All in favour.

MA201/25 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 the public present.

MA202/25 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
The finance report was noted.
- b) To note spend of £180 to Mitchell & Mayle Ltd for the empty of the septic tank at the Pavilion under delegated authority.
It was noted.
- c) To retrospectively consider approval of £256 to Playsafety Limited for the playpark ROSPA inspections.
It was **RESOLVED** to approve the spend of £256.00+VAT to Playsafety Limited.
Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.
- d) To note confirmation of General Maintenance Contract index linked increase as per contract.
It was noted.

MA203/25 Conservation Matters:

- a) To receive the EA Monthly situation report for April 2025.
The report was noted.
- b) To receive a report from River Mel Restoration Group (RMRG).
Representatives of RMRG were not present at the meeting. It was noted that the Wild Trout Trust had undertaken a successful relocation of a number of trout. Thanks were passed to RMRG and Ron Mungovan for their continued support.

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

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

None received.

MA204/25 Stockbridge Meadows:

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

Representatives from Stockbridge Meadows Volunteers and the Conservation Warden were not present at the meeting.

- b) To consider quotes for additional work to take place in Stockbridge Meadows.

It was RESOLVED to approve the additional works to be added to annual contract for Stockbridge Meadows maintenance and to approve the test wildflower fencing area.
Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.

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

It was noted that the rabbit population was high and would be tended to.

MA205/25 Allotment Matters:

- a) 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 90% of plots are being worked, of the 10% unworked some were due to ill health. ACTION: Deputy Clerk to write to some plot holders asking for action. It was noted that SCDC grants were available to the Allotment Association for major projects – Chris to investigate. ACTION: Office to investigate who owns the orchard to the rear of the site in the interest of extending allotment for more plots.

- b) To consider quotes for works to hedge / walkway at St Georges Allotment.

Item deferred as quotes not received.

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

None received.

Chris Selway left the meeting 09:45

MA206/25 Correspondence:

- a) To note approval for advertising boards at The Cross for the Melbourn Fete.

It was noted.

- b) To receive correspondence re trees at Worcester Way and consider actions.

Cllrs reviewed the issue. ACTION: Office to contact resident with suggestion of talking to SCDC Housing team.

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

None received.

MA207/25 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 note signed contract and relevant insurance documents for J W Harris Fun Fair attendance received by the office.

It was noted.

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

None received.

MA208/25 Biodiversity:

- a) To receive any updates and consider actions

None received.

MA209/25 Cemetery Matters:

- a) To note work completed to the border of 77 Victoria Way/ Cemetery entrance.
The work was noted.
- b) To consider approving invoice of £2350 for agreed renovations to the land fronting 77 Victoria Way.
It was RESOLVED to approve the payment of £2350.00 for Parish Council contribution to improving the owned border and access to New Road Cemetery as previously agreed.
Proposed by Cllr Alexander, seconded by Cllr Hart. All in favour.
- c) To note concern and consider actions for tree at Orchard Road Cemetery.
Concern over tree movement was noted. ACTION: Office to arrange for inspections of the tree to ascertain if it is safe to remain and report back to Maintenance Committee – unless unsafe where action will be taken. Warden to remove the edging stones from the path to limit risk.
- d) To note damage to memorial base and resolution with supplier.
It was noted.
- e) To receive any other updates and consider actions.
None received.

MA210/25 Village Maintenance Matters:

- a) To receive and consider the ROSPA report for Clear Crescent playpark
Report received. Deputy Clerk to compare to previous reports to note any degradation of assets.
- b) To receive and consider the ROSPA report for The Moor playpark
Report received. Deputy Clerk to compare to previous reports to note any degradation of assets. It was noted that the gate still needed fixing and a sign replaced. ACTION: Office to gather quotes for gate fixing and sign replacement.
- c) To receive any other updates and consider actions.
None received.

MA211/25 Pavilion/New Rec Matters:

- a) To note approval from Chair for spend of estimate £663.03 on remedial works to pavilion heating in addition to the approved costs for the service from under item MA191/25a).
It was noted.
- b) To receive any other updates and consider actions.
It was noted that concern had been raised over the Millenium Copse – works are underway to create a maintenance plan for the area later in the year.

MA212/25 Little Hands Matters:

- a) To note request for contractors to warn setting when they are cutting near the property to allow children to be removed from the area.
It was noted. ACTION: Office to contact contractors.
- b) To receive any other updates and consider actions.
It was noted that works to Little Hands improvements to start following further meeting with supplier. It was noted that the grass area in the car park needs strimming and wildflower seeds scattering.

MA213/25 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding items were noted.

MA214/25 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA215/25 To note date of next meeting: Thursday 19 June 2025

The date of the next meeting was noted as Thursday 19 June 2025.

Meeting closed 10:20

Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: May 25

1. Introduction

This report has been generated using the Rialtas Finance System and provides a comprehensive overview of the income and expenditure related to the maintenance of Melbourn Village for the period 01 April 2025 to 31 May 2025. The aim is to support informed decision-making by the Maintenance Committee.

2. Report Overview

All financial data is categorised into cost centres that correspond to different areas of village and the maintenance required. Where applicable expenditures have been split into two categories:

- **Planned** (budgeted)
- **Unplanned** (non-budgeted/emergency or unforeseen)

This classification helps to better track how the Council's financial resources are being used and to identify areas requiring attention.

3. Key Notes

- **Maintenance Contract:** The Parish Council has entered into a village maintenance contract, which has helped in streamlining and effectively managing recurring costs. Associated costs have been appropriately distributed among relevant cost centres.
- **Stockbridge Meadows:** This area was added to the village maintenance contract **after the annual budget was approved**. Consequently, its associated costs are **not reflected in the original budget** and will require close monitoring to avoid overspending.
- **Reserves Management:** When reviewing expenses, it is important to assess whether they:
 - Fall within the planned budget,
 - Can be covered by any existing reserves held.
 - Or are unplanned.

4. Ongoing Improvements

As the Council continues to transition to more detailed financial reporting, the **Parish Clerk and the RFO** will work in closely to:

- Provide additional insights where needed,
- Flag any anticipated high-cost maintenance works,
- Ensure the Committee is fully informed to make sound financial decisions.

5. Conclusion

The financial reporting approach using Rialtas enhances transparency and accountability. Monitoring cost centres closely, especially for post-budget additions like Stockbridge Meadows, will be critical in the coming months.

For any further clarifications or questions regarding this report, please feel free to contact the RFO directly.

Prepared by:

Responsible Financial Officer (RFO)

Melbourn Parish Council

May 25

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Committee Report

Maintenance**210 Allotments**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1200 Allotment Rent received	26	3,154	3,128			0.8%	
Allotments :- Income	26	3,154	3,128			0.8%	0
4320 Maintenance & Reps- Unplanned	0	538	538		538	0.0%	
4430 Grounds Maintenance - Planned	0	1,936	1,936		1,936	0.0%	
4510 Water	0	824	824		824	0.0%	
Allotments :- Indirect Expenditure	0	3,298	3,298	0	3,298	0.0%	0
Net Income over Expenditure	26	(144)	(170)				

220 Conservation

1210 Grass Cutting Contribution	0	3,850	3,850			0.0%	
Conservation :- Income	0	3,850	3,850			0.0%	0
4000 Salaries & Pensions	842	4,619	3,777		3,777	18.2%	
4175 Subcontractors	546	3,300	2,754		2,754	16.6%	
4320 Maintenance & Reps- Unplanned	0	1,154	1,154		1,154	0.0%	
4350 Christmas Tree/Plants	623	1,430	807		807	43.5%	623
4360 Tree & Hedge Work - Planned	0	6,618	6,618		6,618	0.0%	
4365 Tree & Hedge Work - Unplanned	0	3,546	3,546		3,546	0.0%	
4370 Project work	61	1,026	965		965	6.0%	
4410 Nature Reserve management plan	0	513	513		513	0.0%	
4420 Grounds Maintenance - Unplanned	0	2,032	2,032		2,032	0.0%	
4430 Grounds Maintenance - Planned	0	324	324		324	0.0%	
4605 Refuse & Dog Bin Collection	832	641	(191)		(191)	129.8%	
4635 Village Maintenance Contract	2,828	17,923	15,095		15,095	15.8%	
Conservation :- Indirect Expenditure	5,732	43,126	37,394	0	37,394	13.3%	623
Net Income over Expenditure	(5,732)	(39,276)	(33,544)				
6000 plus Transfer from EMR	623	0	(623)				
Movement to/(from) Gen Reserve	(5,109)	(39,276)	(34,167)				

230 Stockbridge Meadows

4320 Maintenance & Reps- Unplanned	47	0	(47)		(47)	0.0%	
4635 Village Maintenance Contract	146	0	(146)		(146)	0.0%	
Stockbridge Meadows :- Indirect Expenditure	193	0	(193)	0	(193)		0
Net Expenditure	(193)	0	193				

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250 Cemetery General</u>							
1300 Burial Fees	610	2,000	1,390			30.5%	
1305 Memorials Fees	0	525	525			0.0%	
1310 Internment Fees	0	1,500	1,500			0.0%	
Cemetery General :- Income	610	4,025	3,415			15.2%	0
4635 Village Maintenance Contract	1,600	9,752	8,152		8,152	16.4%	
Cemetery General :- Indirect Expenditure	1,600	9,752	8,152	0	8,152	16.4%	0
Net Income over Expenditure	(990)	(5,727)	(4,737)				
<u>260 Orchard Road Cemetery</u>							
4315 Maintenance & Reps - Planned	0	175	175		175	0.0%	
4430 Grounds Maintenance - Planned	0	457	457		457	0.0%	
4500 Rates	59	278	219		219	21.2%	
4505 Electricity	9	221	212		212	4.0%	
4605 Refuse & Dog Bin Collection	0	103	103		103	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	68	1,234	1,166	0	1,166	5.5%	0
Net Expenditure	(68)	(1,234)	(1,166)				
<u>270 New Road Cemetery</u>							
1300 Burial Fees	535	0	(535)			0.0%	
New Road Cemetery :- Income	535	0	(535)				0
4315 Maintenance & Reps - Planned	2,350	0	(2,350)		(2,350)	0.0%	2,350
4420 Grounds Maintenance - Unplanned	0	1,026	1,026		1,026	0.0%	
4430 Grounds Maintenance - Planned	0	2,473	2,473		2,473	0.0%	
4500 Rates	180	845	665		665	21.3%	
4605 Refuse & Dog Bin Collection	0	146	146		146	0.0%	
New Road Cemetery :- Indirect Expenditure	2,530	4,490	1,960	0	1,960	56.3%	2,350
Net Income over Expenditure	(1,995)	(4,490)	(2,495)				
6000 plus Transfer from EMR	2,350	0	(2,350)				
Movement to/(from) Gen Reserve	355	(4,490)	(4,845)				
<u>300 Play Areas</u>							
4320 Maintenance & Reps- Unplanned	256	3,357	3,101		3,101	7.6%	
4605 Refuse & Dog Bin Collection	1,248	2,771	1,523		1,523	45.0%	
Play Areas :- Indirect Expenditure	1,504	6,128	4,624	0	4,624	24.5%	0
Net Expenditure	(1,504)	(6,128)	(4,624)				

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Recreation Ground</u>							
1400 Match Fees	0	3,350	3,350			0.0%	
1500 Hire of Recreation Grounds	0	840	840			0.0%	
1610 Misc Income	550	0	(550)			0.0%	
Recreation Ground :- Income	550	4,190	3,640			13.1%	0
4430 Grounds Maintenance - Planned	0	3,225	3,225		3,225	0.0%	
4505 Electricity	24	518	494		494	4.7%	
4605 Refuse & Dog Bin Collection	2,704	2,364	(340)		(340)	114.4%	
4635 Village Maintenance Contract	1,067	6,502	5,435		5,435	16.4%	
4640 Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%	
Recreation Ground :- Indirect Expenditure	3,795	14,579	10,784	0	10,784	26.0%	0
Net Income over Expenditure	(3,245)	(10,389)	(7,144)				
<u>320 Pavilion</u>							
1550 Hire of Pavilion	0	100	100			0.0%	
Pavilion :- Income	0	100	100			0.0%	0
4125 Broadband & Telephone	31	177	146		146	17.5%	
4175 Subcontractors	228	1,728	1,501		1,501	13.2%	
4315 Maintenance & Reps - Planned	879	2,483	1,604		1,604	35.4%	
4320 Maintenance & Reps- Unplanned	37	513	476		476	7.2%	
4500 Rates	432	2,822	2,390		2,390	15.3%	
4505 Electricity	601	2,587	1,986		1,986	23.2%	
4510 Water	192	100	(92)		(92)	192.0%	
4605 Refuse & Dog Bin Collection	77	417	340		340	18.4%	
Pavilion :- Indirect Expenditure	2,476	10,827	8,351	0	8,351	22.9%	0
Net Income over Expenditure	(2,476)	(10,727)	(8,251)				
<u>410 Fire Engine House</u>							
4315 Maintenance & Reps - Planned	0	600	600		600	0.0%	
4500 Rates	1,060	0	(1,060)		(1,060)	0.0%	
Fire Engine House :- Indirect Expenditure	1,060	600	(460)	0	(460)	176.7%	0
Net Expenditure	(1,060)	(600)	460				
<u>510 Highways</u>							
4320 Maintenance & Reps- Unplanned	160	0	(160)		(160)	0.0%	
4920 Street Lighting	104	1,026	922		922	10.2%	
Highways :- Indirect Expenditure	264	1,026	762	0	762	25.8%	0
Net Expenditure	(264)	(1,026)	(762)				

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>520 Little Hands</u>							
1600 Property Rental Income	4,500	27,000	22,500			16.7%	
Little Hands :- Income	<u>4,500</u>	<u>27,000</u>	<u>22,500</u>			<u>16.7%</u>	<u>0</u>
4175 Subcontractors	295	1,756	1,461		1,461	16.8%	
4315 Maintenance & Reps - Planned	1,588	1,129	(459)		(459)	140.7%	
4320 Maintenance & Reps- Unplanned	4,597	538	(4,059)		(4,059)	854.5%	4,597
Little Hands :- Indirect Expenditure	<u>6,480</u>	<u>3,423</u>	<u>(3,057)</u>	<u>0</u>	<u>(3,057)</u>	<u>189.3%</u>	<u>4,597</u>
Net Income over Expenditure	<u>(1,980)</u>	<u>23,577</u>	<u>25,557</u>				
6000 plus Transfer from EMR	4,597	0	(4,597)				
Movement to/(from) Gen Reserve	<u>2,617</u>	<u>23,577</u>	<u>20,960</u>				
<u>530 Workshop</u>							
4315 Maintenance & Reps - Planned	0	588	588		588	0.0%	
4500 Rates	1,060	13,671	12,611		12,611	7.8%	
4505 Electricity	448	2,901	2,453		2,453	15.5%	
4510 Water	0	221	221		221	0.0%	
4700 PWLB Interest	0	4,986	4,986		4,986	0.0%	
4705 PWLB Capital	0	11,902	11,902		11,902	0.0%	
Workshop :- Indirect Expenditure	<u>1,509</u>	<u>34,269</u>	<u>32,760</u>	<u>0</u>	<u>32,760</u>	<u>4.4%</u>	<u>0</u>
Net Expenditure	<u>(1,509)</u>	<u>(34,269)</u>	<u>(32,760)</u>				
Maintenance :- Income	6,221	42,319	36,098			14.7%	
Expenditure	27,211	132,752	105,541	0	105,541	20.5%	
Net Income over Expenditure	<u>(20,989)</u>	<u>(90,433)</u>	<u>(69,444)</u>				
plus Transfer from EMR	7,570	0	(7,570)				
Movement to/(from) Gen Reserve	<u>(13,420)</u>	<u>(90,433)</u>	<u>(77,013)</u>				
Grand Totals:- Income	6,221	42,319	36,098			14.7%	
Expenditure	27,211	132,752	105,541	0	105,541	20.5%	
Net Income over Expenditure	<u>(20,989)</u>	<u>(90,433)</u>	<u>(69,444)</u>				
plus Transfer from EMR	7,570	0	(7,570)				
Movement to/(from) Gen Reserve	<u>(13,420)</u>	<u>(90,433)</u>	<u>(77,013)</u>				

Monthly water situation report: East Anglia

1 Summary - May 2025

Rainfall across East Anglia in May was below average, ranging from 31% to 78% of the long term average. With a dry start to the month, the soil moisture deficit increased across the area, with a temporary decline at the end of May following rainfall. River flows continued to recede throughout May, with the majority of sites recording below normal or notably low flows for the time of year. Groundwater levels at all sites for which data was available have shown receding levels through April and May, with the majority of sites recording normal or below normal levels. All public water supply reservoirs are more than 90% of their full capacity.

1.1 Rainfall

May 2025 rainfall across East Anglia ranged from 31% to 78% of the long term average [LTA] for the month. The month began dry, with rainfall occurring towards the end of the month. Northern catchments were typically slightly wetter than the catchments to the south-west and south-east. The East Anglia area average rainfall for May 2025 was 23mm, approximately 49% of the 1991 to 2020 LTA for May. Cumulative rainfall totals over the past 3 months, for all catchments in the East Anglia area have been classified as exceptionally low. The combined East Anglia rainfall for March to May was 51mm, which is the third driest spring rainfall total for East Anglia based on records going back to 1871. Over the past 12 months, rainfall totals have been classified as normal in the south-west catchments, with below normal and notably low classifications to the east of the area.

1.2 Soil moisture deficit and recharge

The soil moisture deficit [SMD] for East Anglia continued to increase into May 2025, with rainfall towards the end of the month reducing the deficit temporarily. The SMD across East Anglia ranged from 71mm to 130mm, with the west and south-east catchments experiencing the highest deficits. Across all catchments, the SMD difference from the LTA ranged from 26mm to 50mm.

1.3 River flows

River flows ranged between 28% to 79% of the LTA, with the majority of report sites recording below normal or notably low flows for the time of year. The lower flows were typically towards the centre and east of the area. One site, the Waveney, recorded exceptionally low flows, experiencing 28% of the LTA flow for the catchment. River flows declined throughout May, with increased flows towards the end of the month in response to rainfall.

1.4 Groundwater levels

Groundwater levels at all sites for which data was available have shown receding levels through April and May. At the end of May groundwater levels across East Anglia area ranged from below normal to normal, with one site, Therfield recording notably high groundwater levels.

1.5 Reservoir stocks

By the end of May 2025, all reservoirs in the East Anglia area had more than 90% of their full capacity. Hanningfield, Alton, Ardleigh and Grafham all held water either on or below their respective operating curves. Abberton's stored volume was above the normal operating curve.

1.6 Forward look

1.6.1 Probabilistic ensemble projections for river flows at key sites

River flow projections show a high probability of normal or below normal flows for the Ouse, Kym, Ivel and Bedford Ouse by the end of June 2025. River flow projections for the Ely Ouse show a higher probability of exceptionally low flows. For September 2025, flow projections indicate an approximate 48% or higher probability of normal or higher flows for the Ouse, Kym, Ivel and Bedford Ouse. The Ely Ouse projection for September 2025 indicates a 44% probability of below normal flows.

1.6.2 Probabilistic ensemble projections for groundwater levels in key aquifers

Groundwater level projections show a high probability of below normal to normal groundwater levels by the end of September 2025. The Therfield Rectory projection indicates levels will remain above normal to notably high. Groundwater level projection for March 2026, show a high probability of notably low to below normal groundwater levels. The Therfield Rectory projection indicates an approximate 55% or higher probability of normal or higher groundwater levels by the end of March 2026.

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

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

*[SMD]: soil moisture deficits

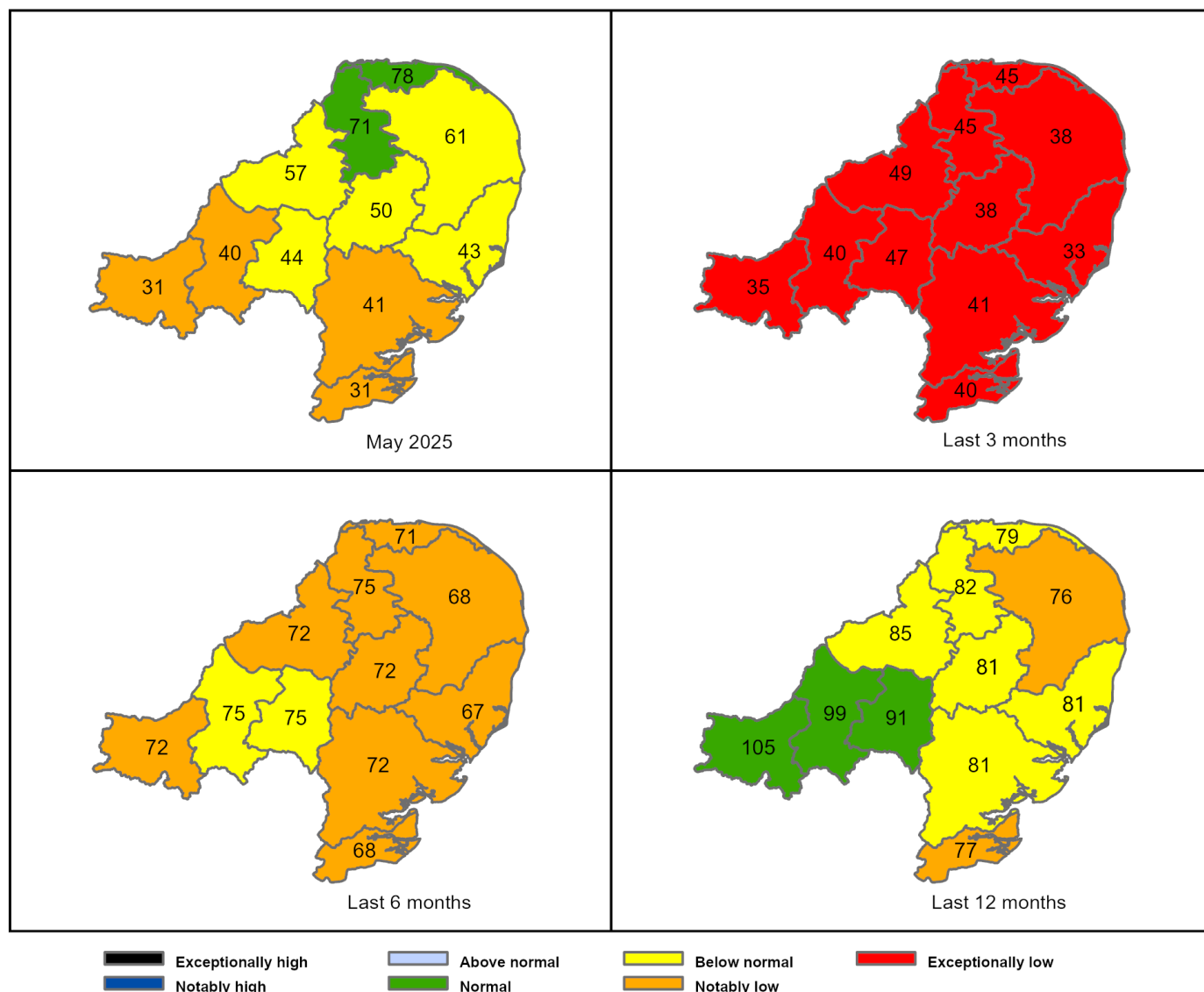
*[LTA]: long term average

Contact Details: 03708 506 506

2 Rainfall

2.1 Rainfall map

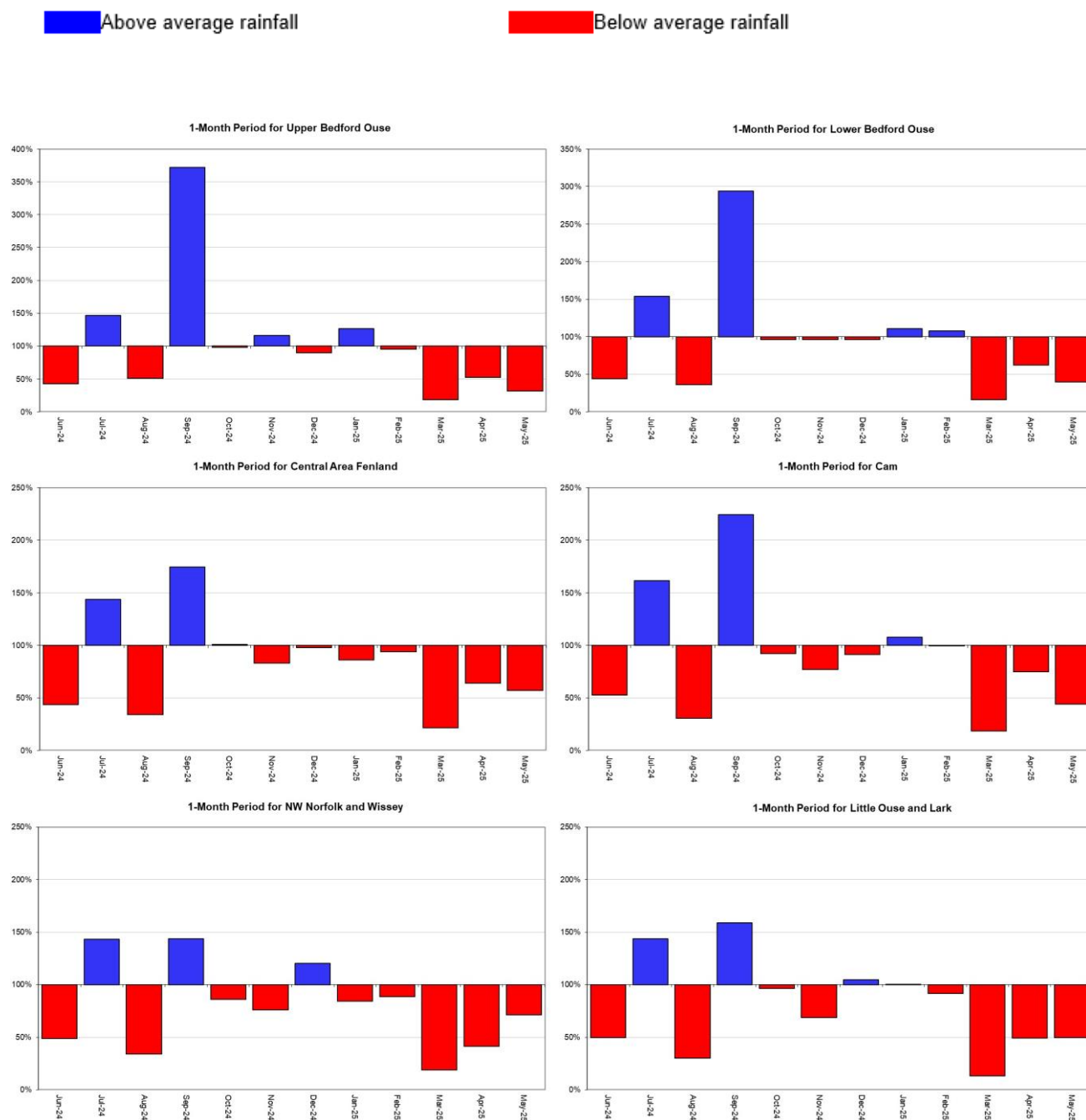
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 May 2025), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals.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

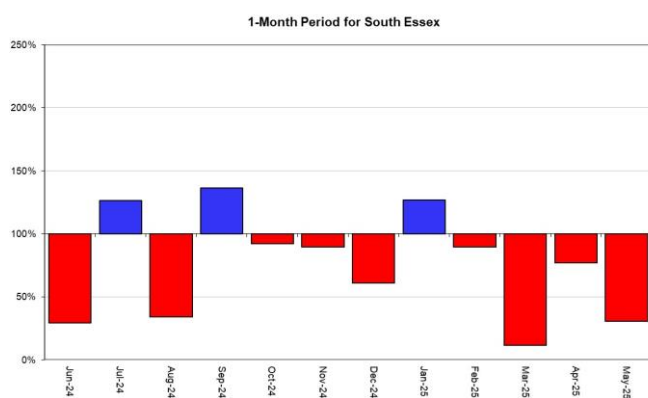
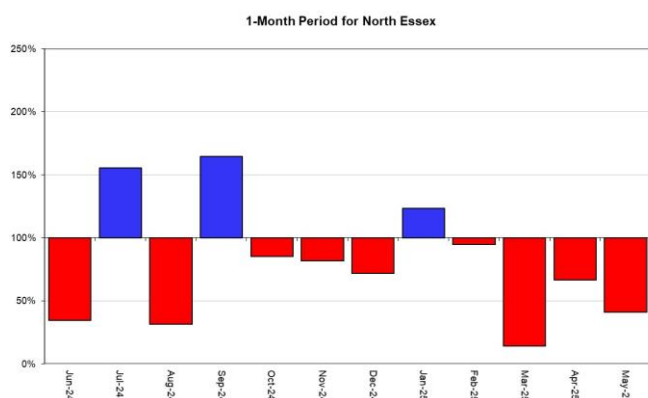
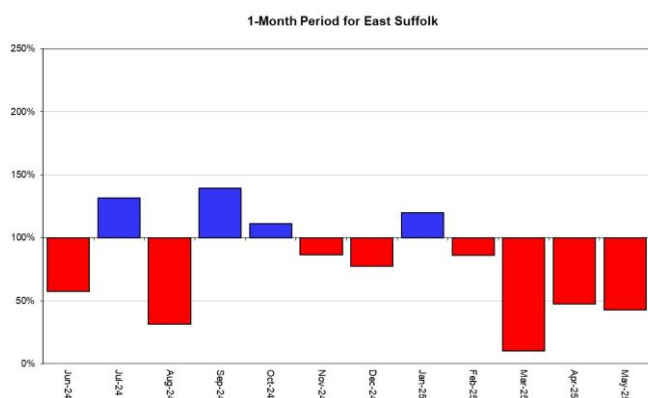
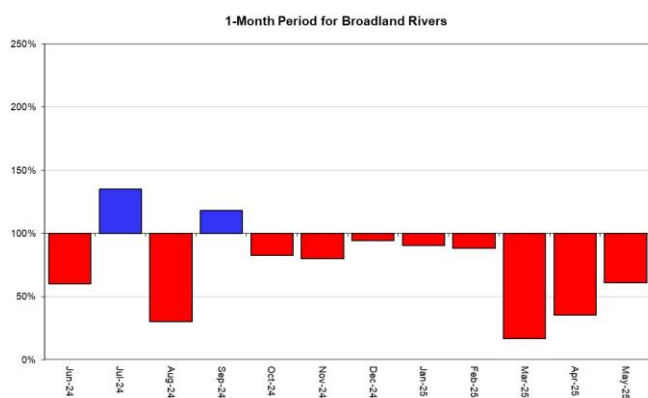
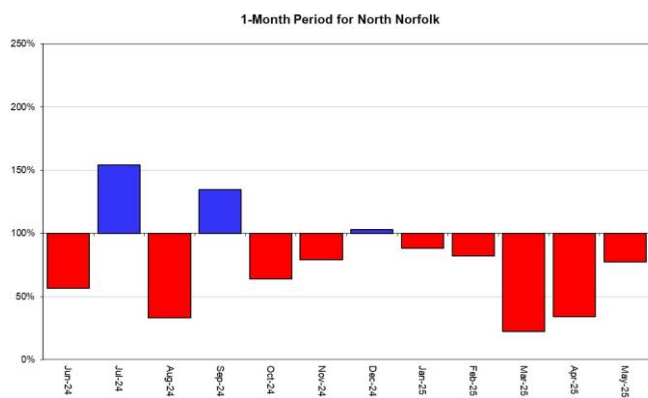


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2025). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

2.2 Rainfall charts

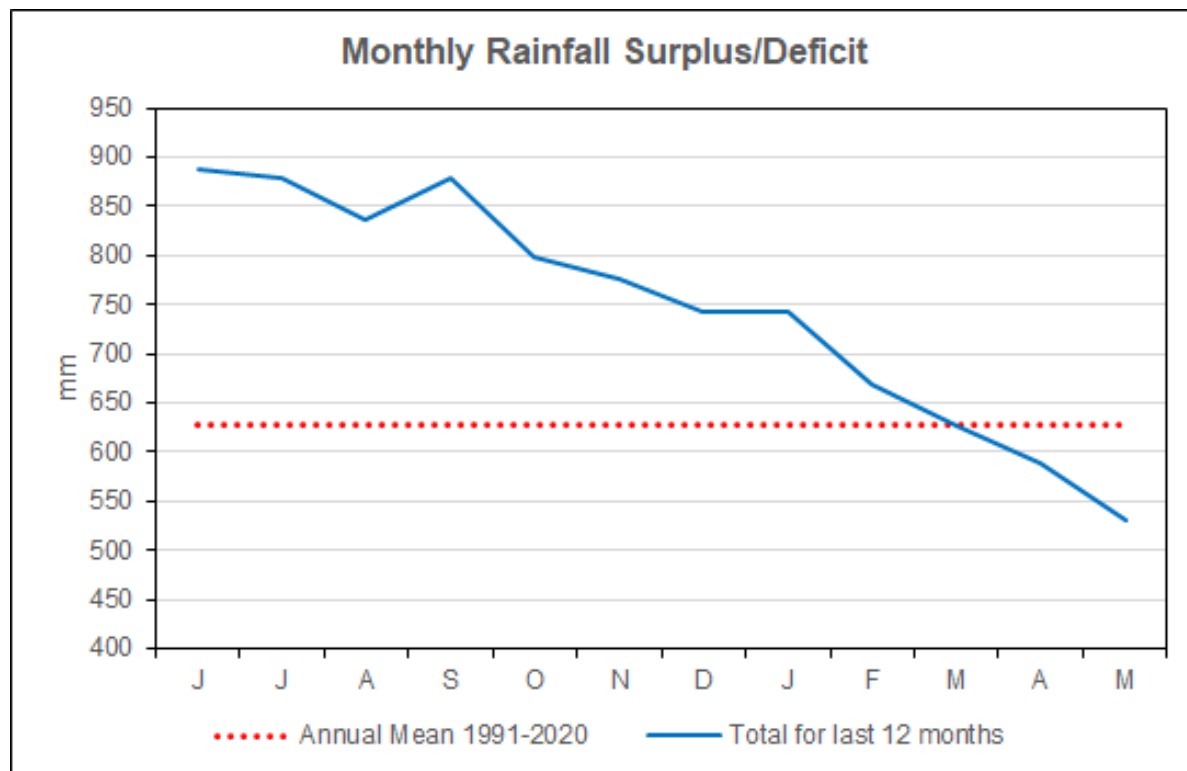
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1991 to 2020 long term average for each region and for England.





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

2.3 Monthly rainfall surplus deficit chart

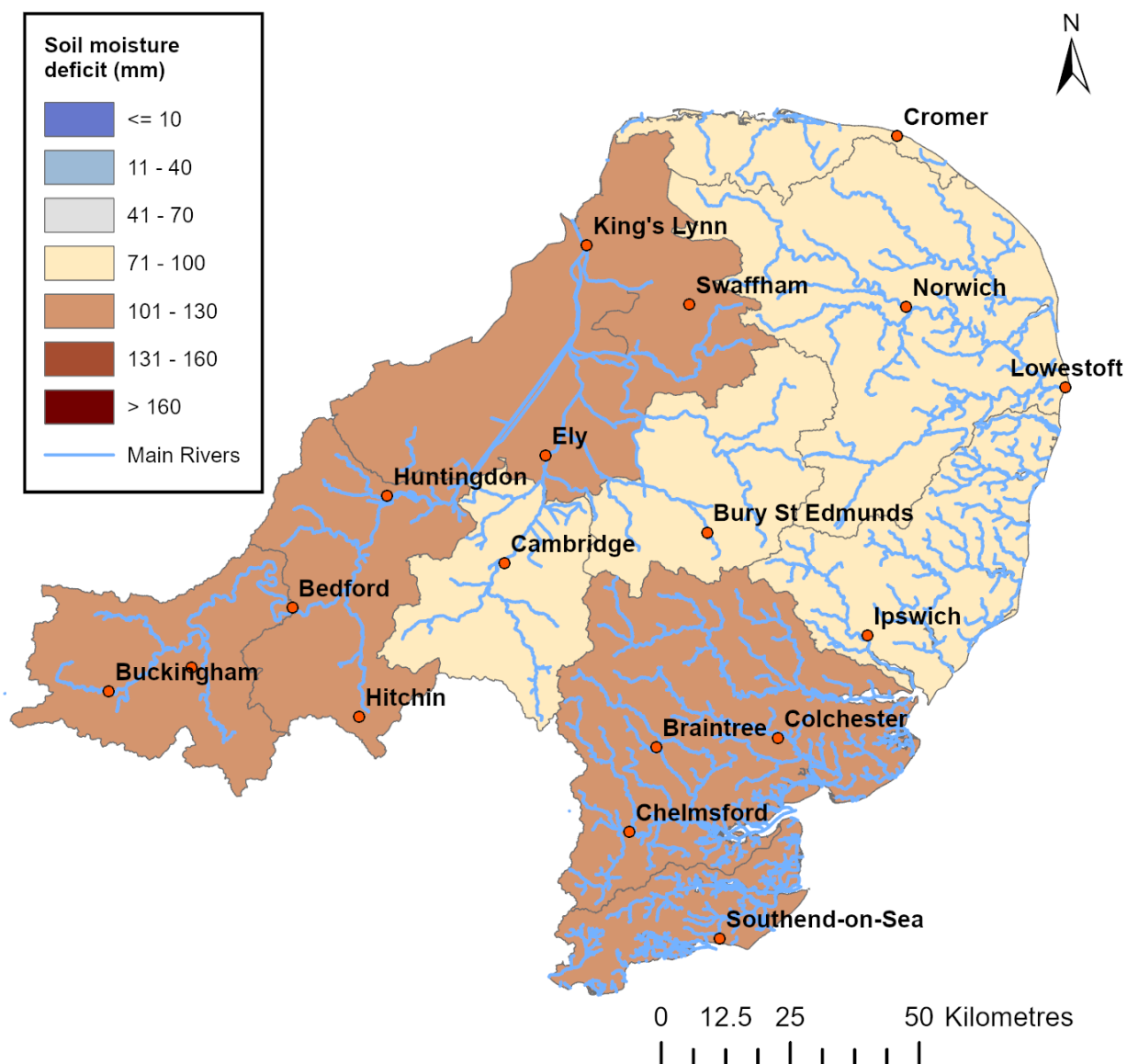


HadUK rainfall data. (Source: Met Office. Crown copyright, 2025).

3 Soil moisture deficit

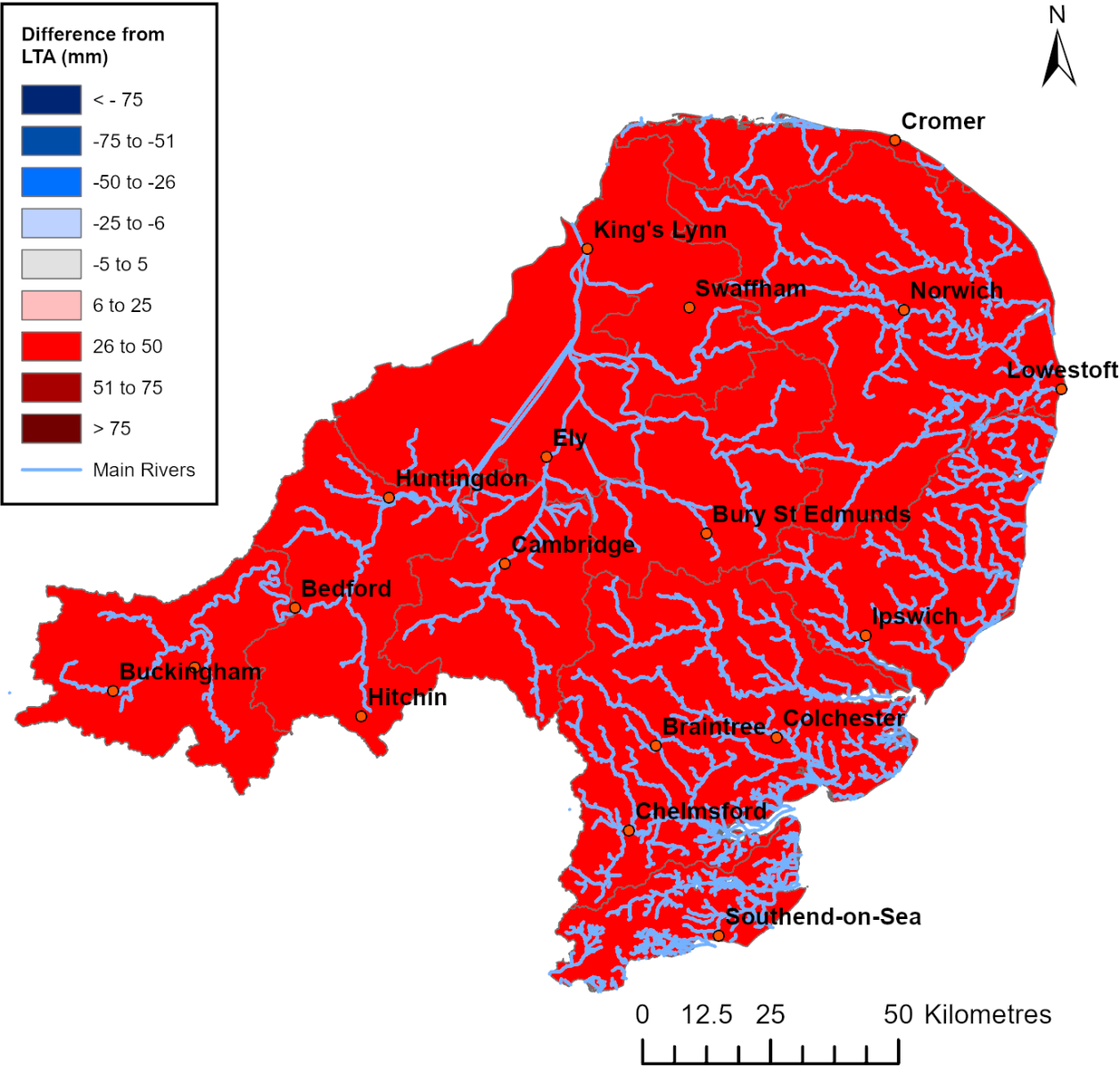
3.1 Soil moisture deficit map

Figure 3.1: Soil moisture deficit values for 31 May 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.

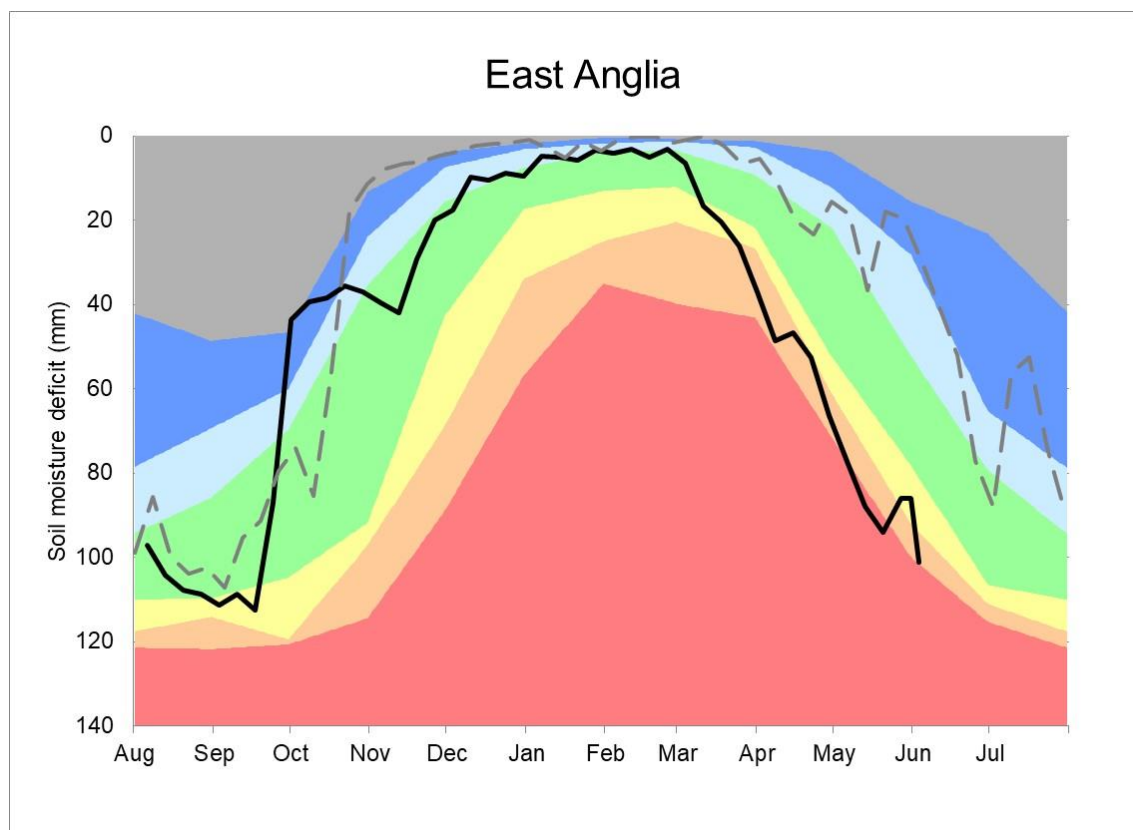
Figure 3.1.2: Soil moisture deficit difference from long term average for 31 May 2025. Values based on the weekly MORECS data for real land use.



(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 1991 to 2020 long term data set. Weekly MORECS data for real land use.

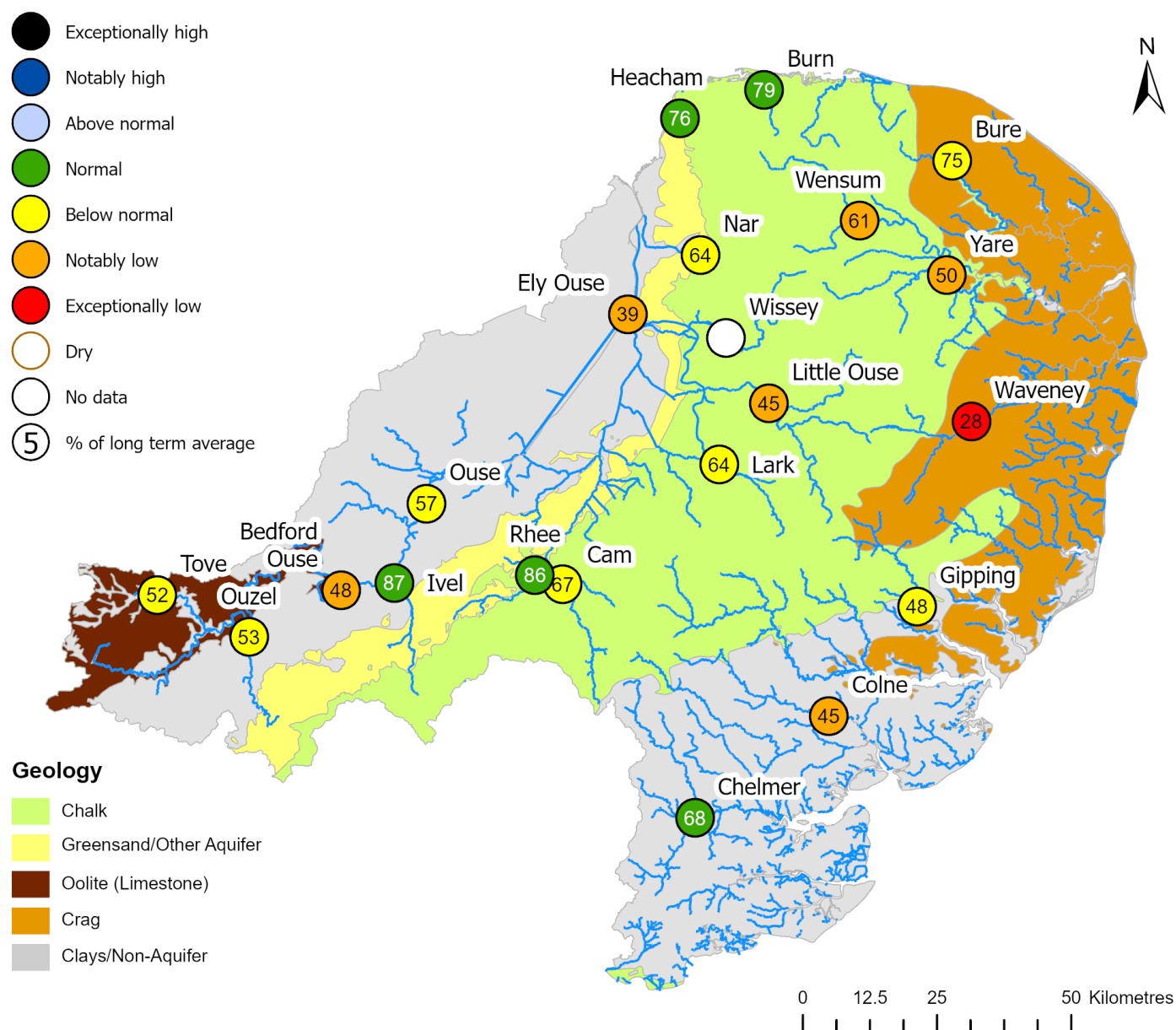


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4 River flows

4.1 River flows map

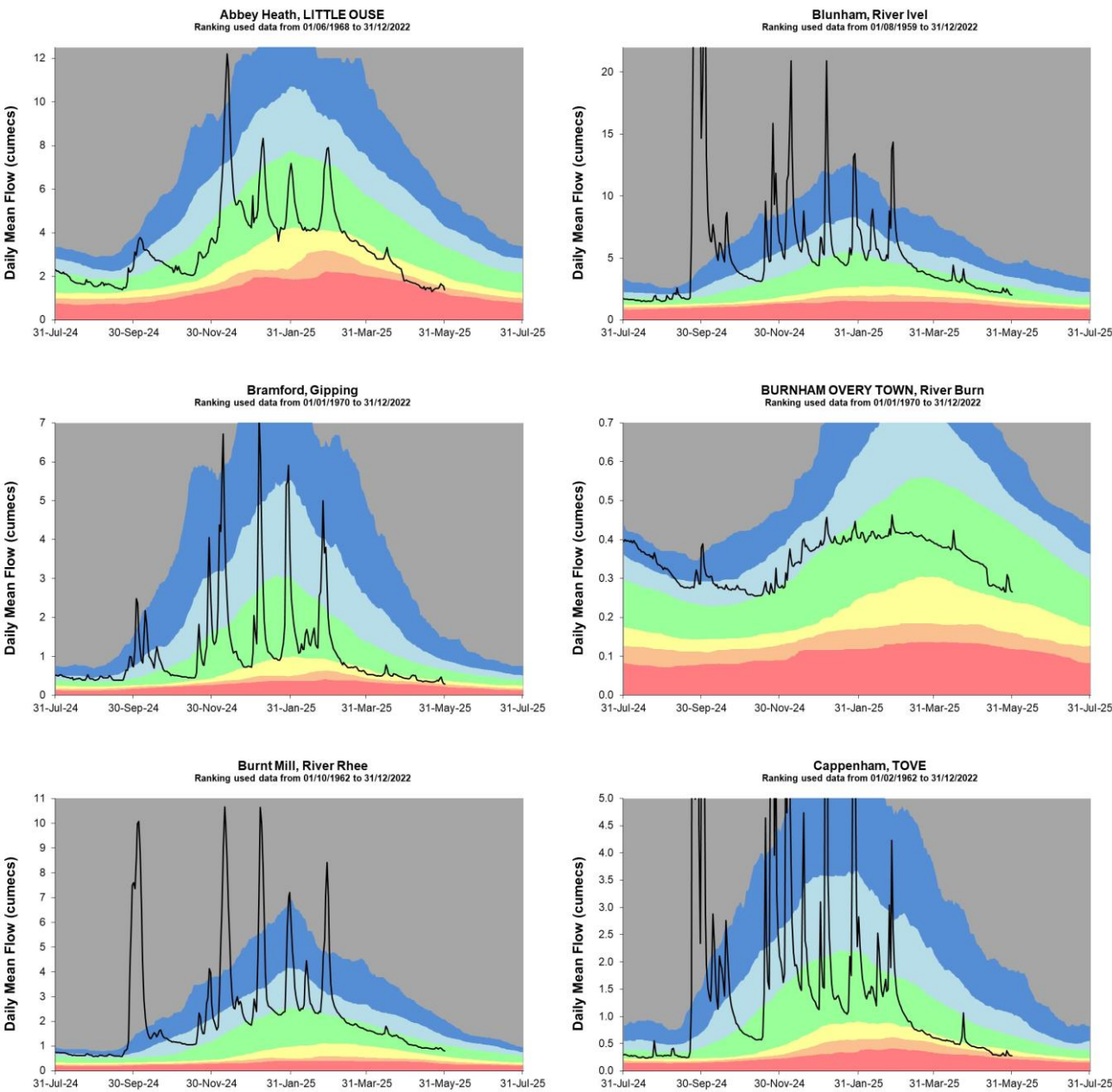
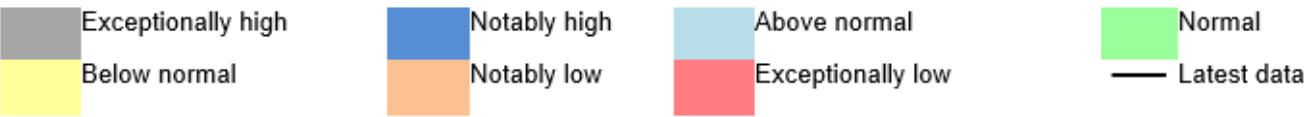
Figure 4.1: Monthly mean river flow for indicator sites for May 2025, expressed as a percentage of the respective long term average and classed relative to an analysis of historic May monthly means Table available in the appendices with detailed information.

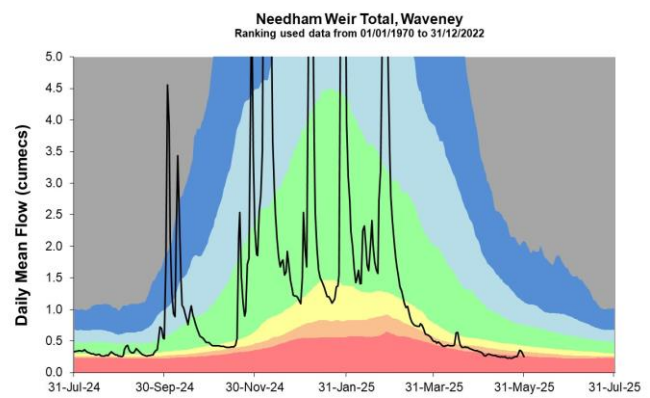
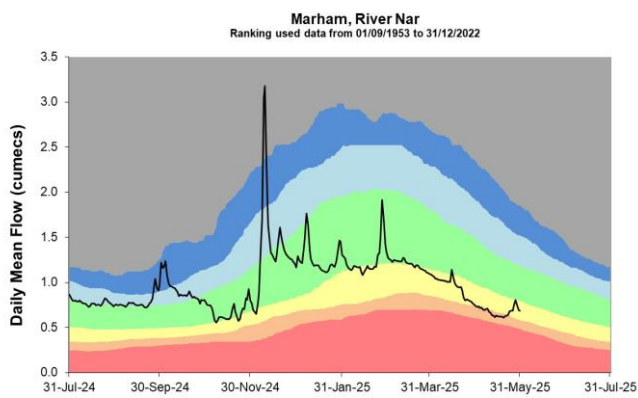
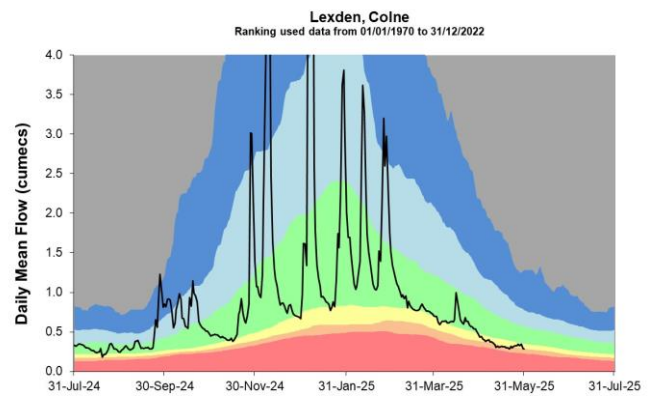
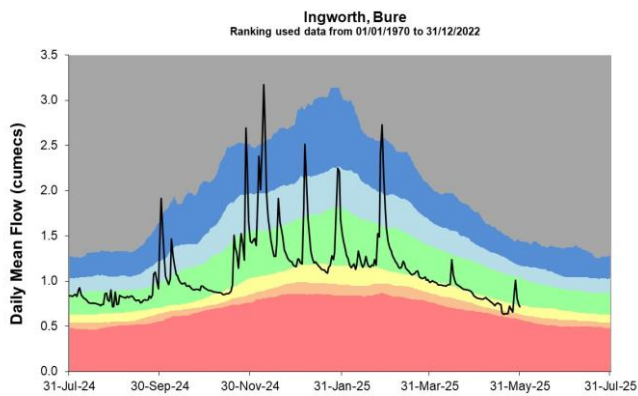
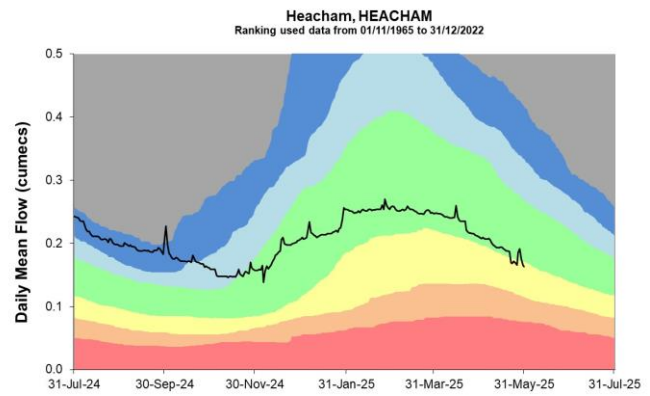
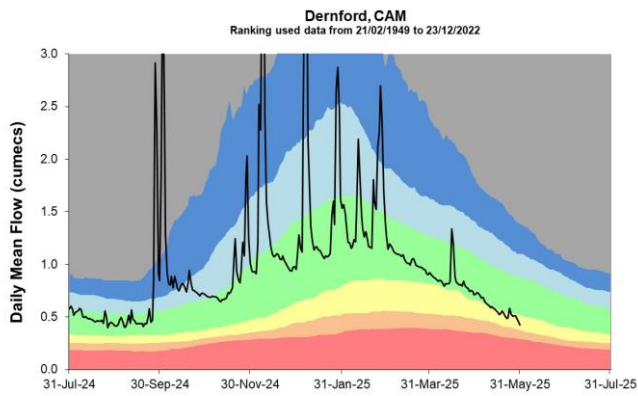
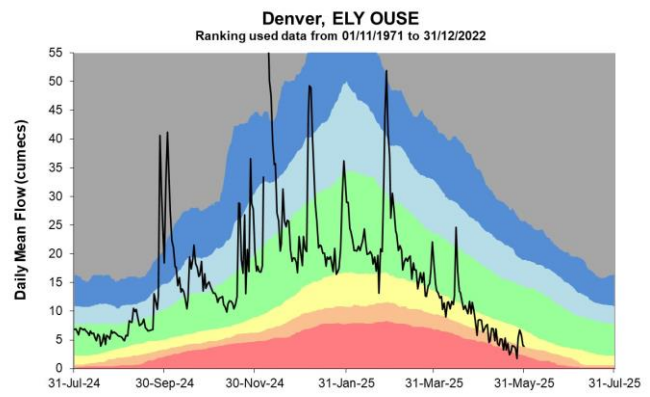
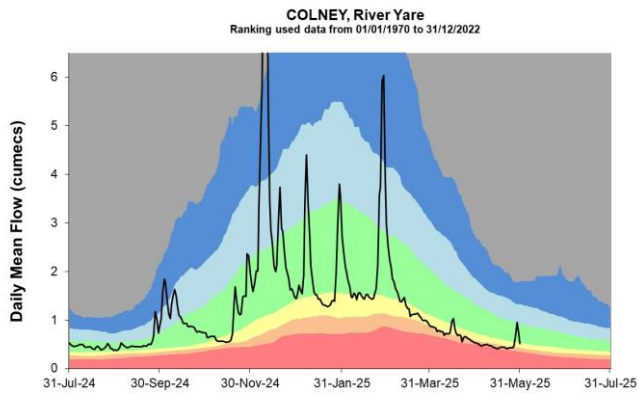


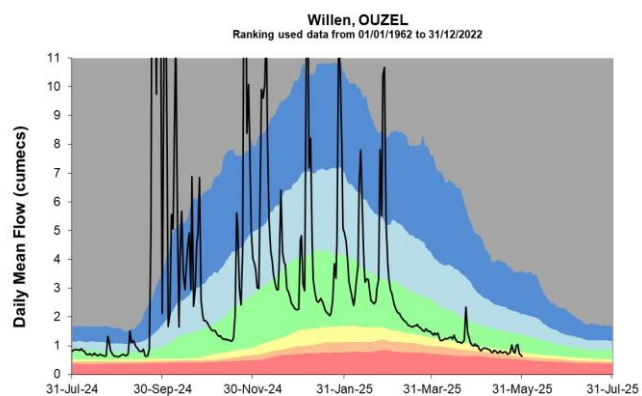
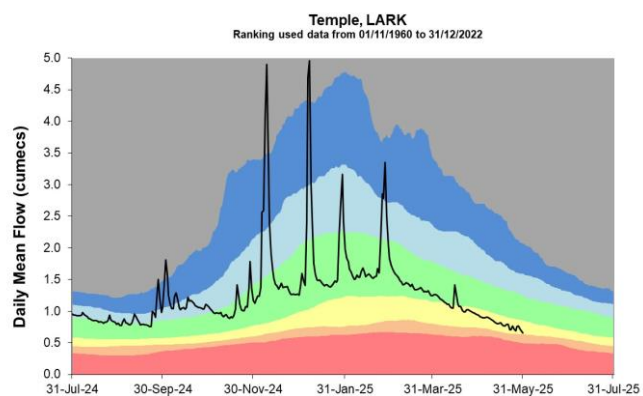
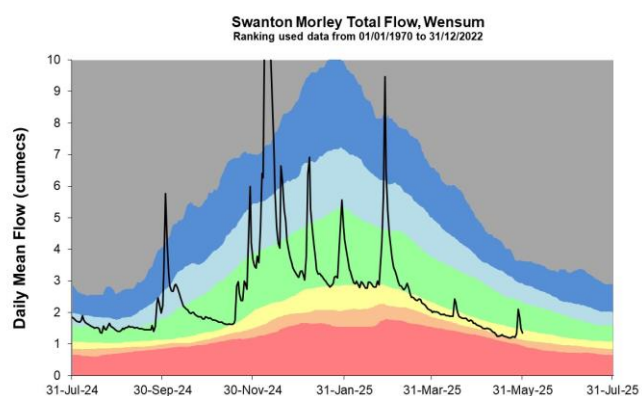
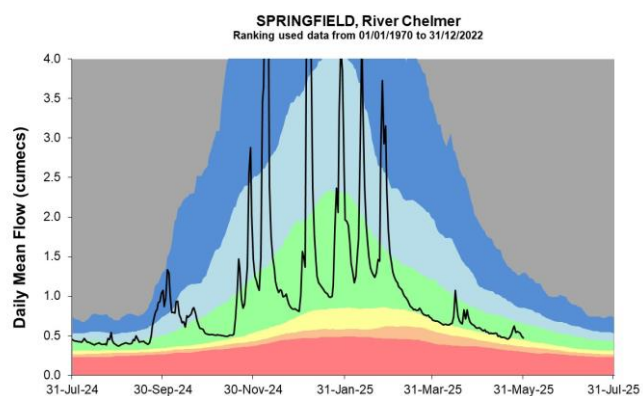
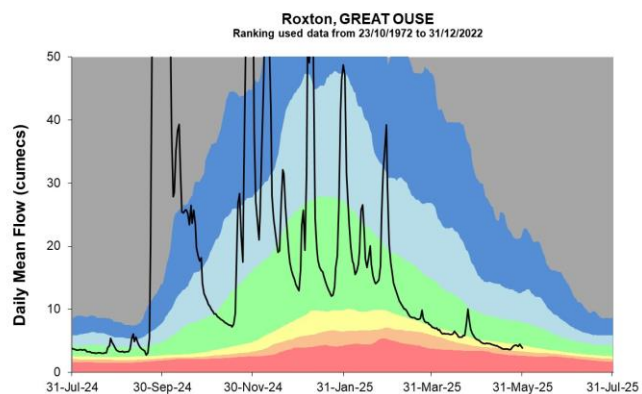
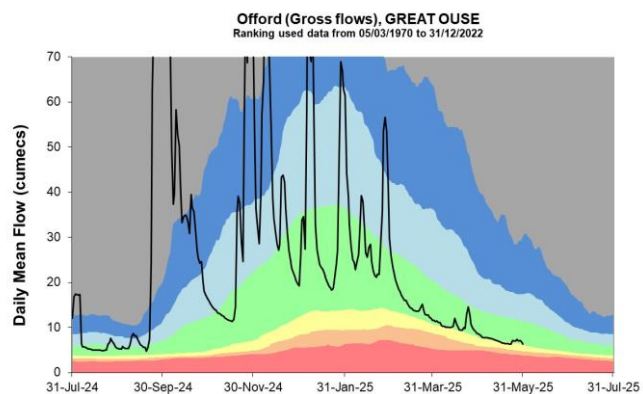
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

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.





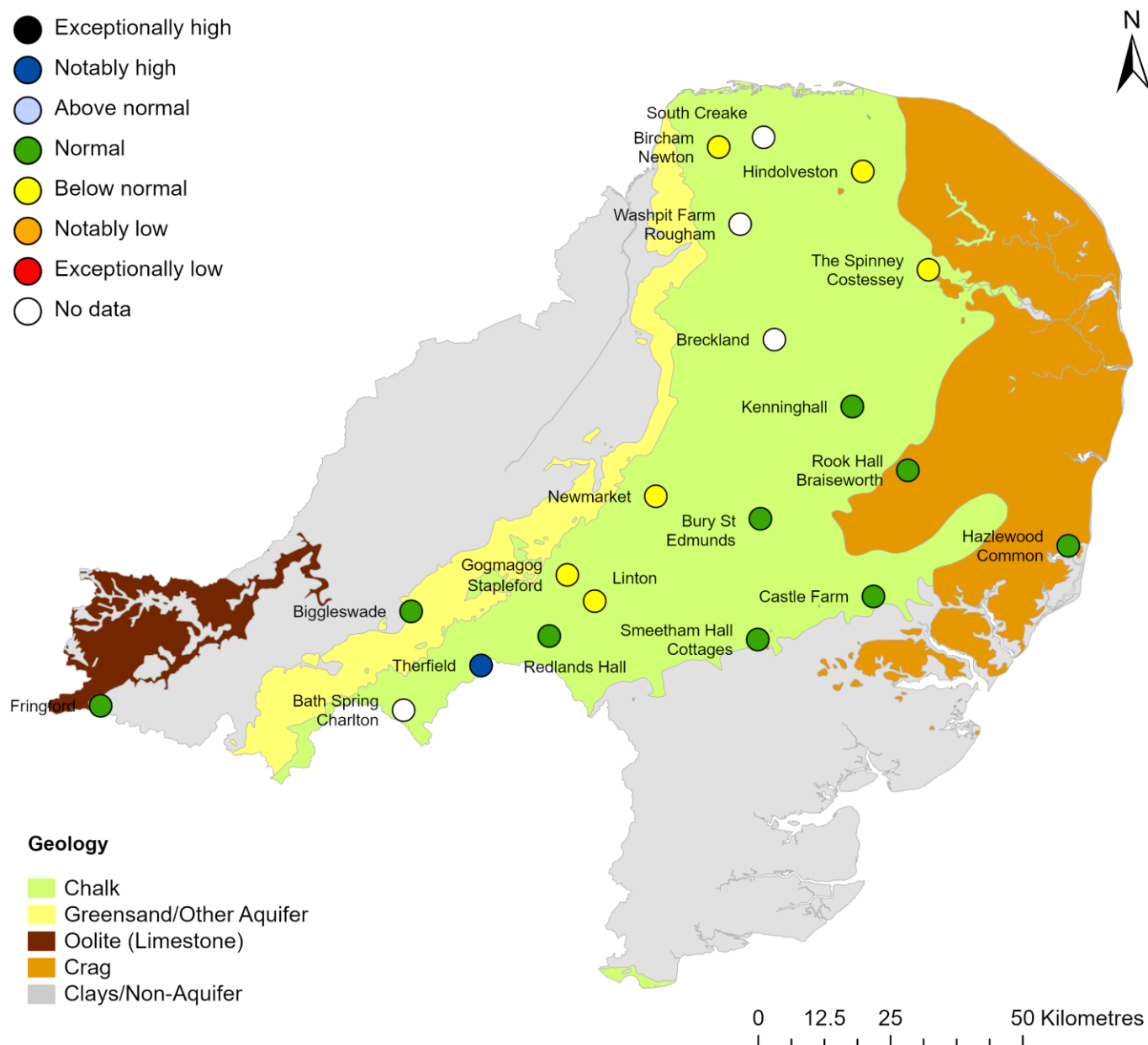


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

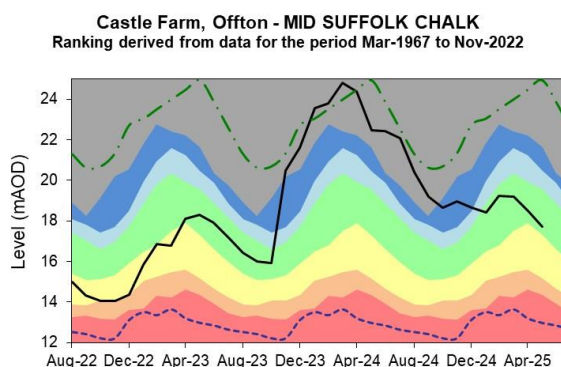
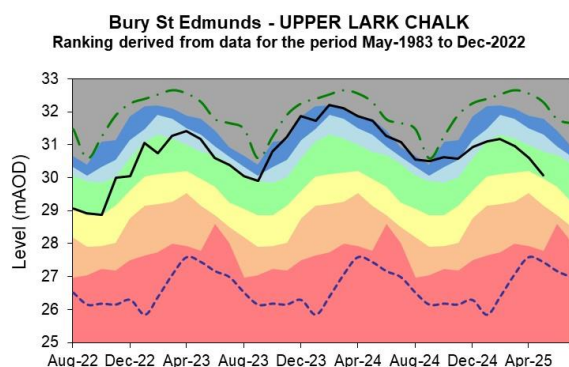
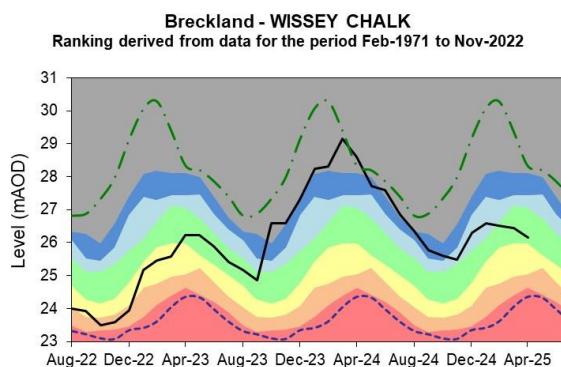
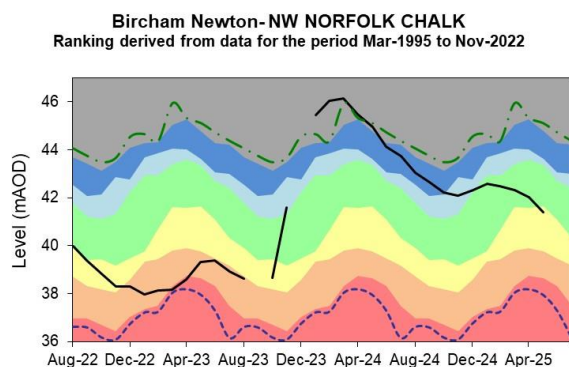
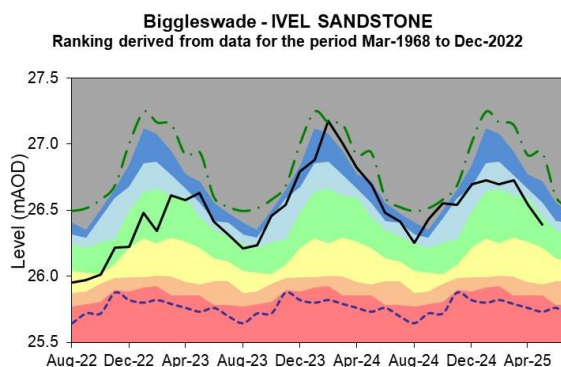
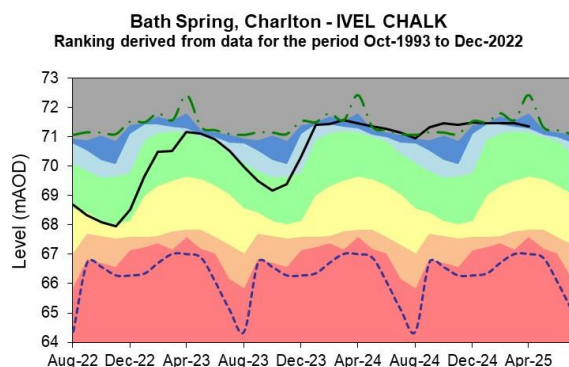
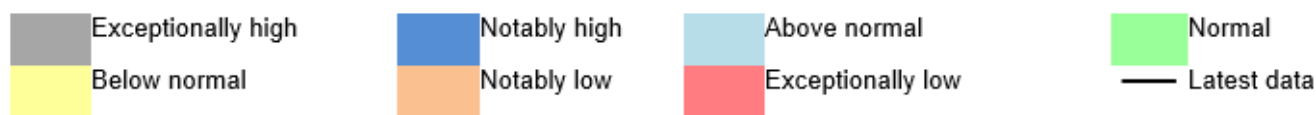
Figure 5.1: Groundwater levels for indicator sites at the end of May 2025, classed relative to an analysis of respective historic May levels. Table available in the appendices with detailed information.



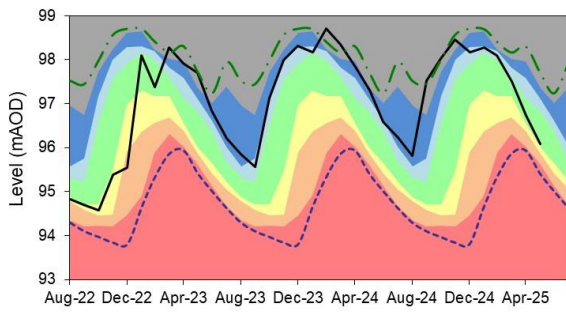
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

5.2 Groundwater level charts

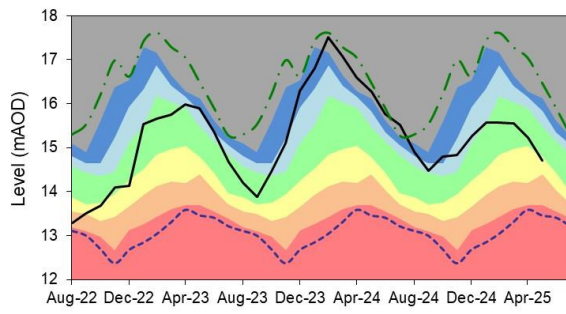
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



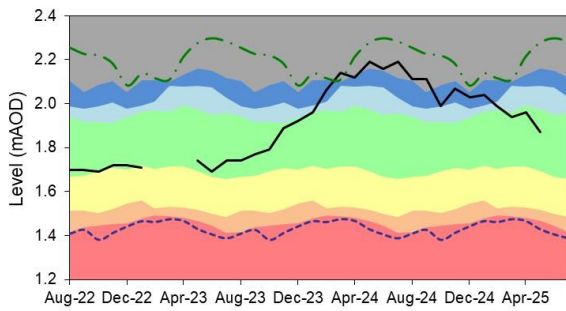
Fringford - GREAT OOLITE
Ranking derived from data for the period Sep-1980 to Dec-2022



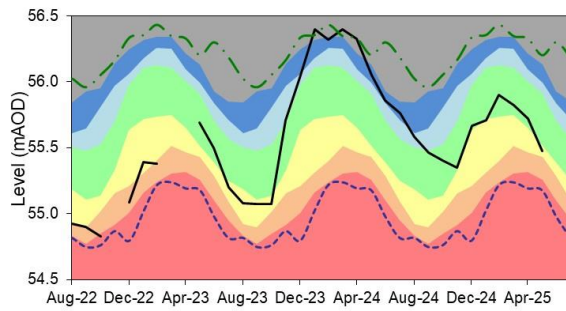
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2022



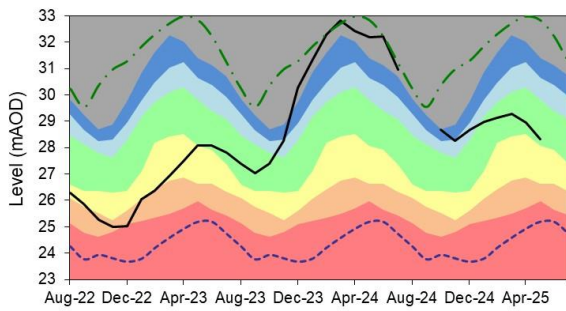
Hazlewood Common - SUFFOLK CRAG
Ranking derived from data for the period Oct-1988 to Nov-2022



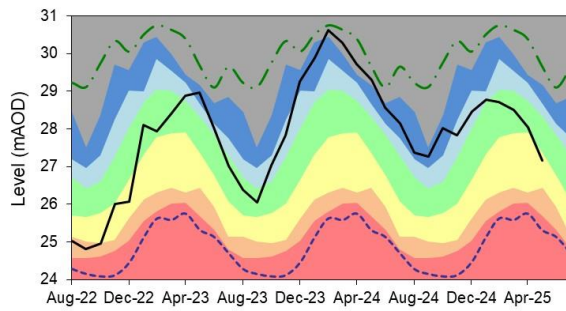
Hindolveston - NORFOLK CHALK
Ranking derived from data for the period Sep-1984 to Nov-2022



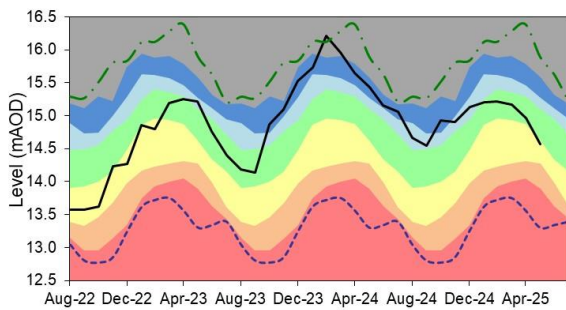
Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2022



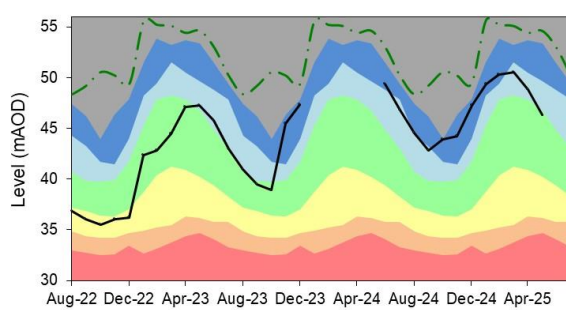
Linton-CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2022

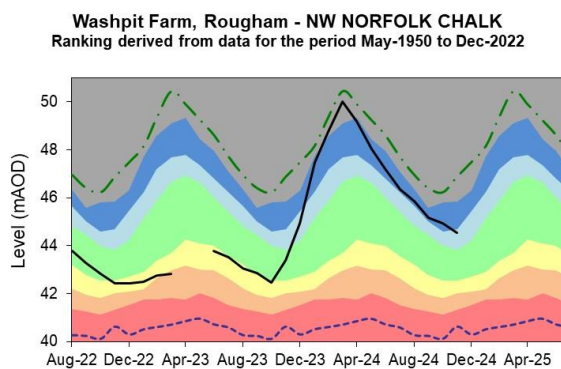
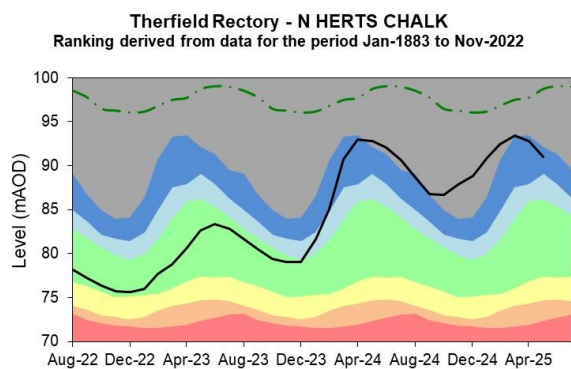
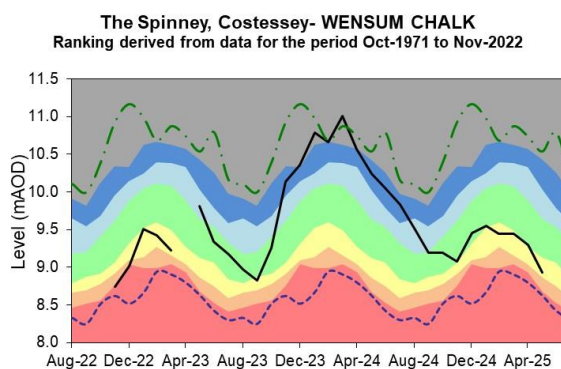
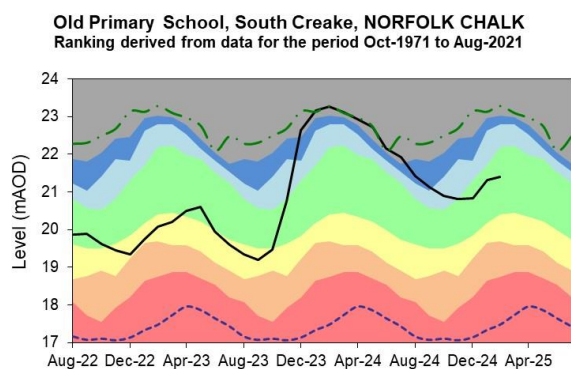
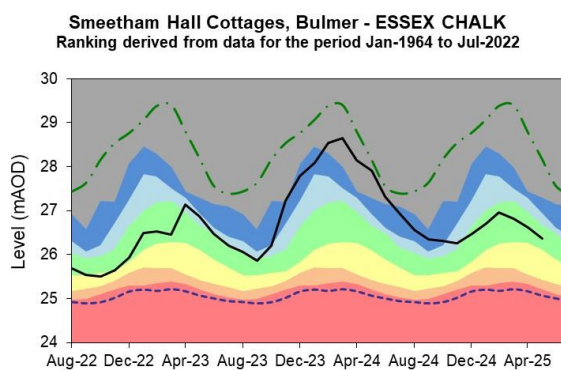
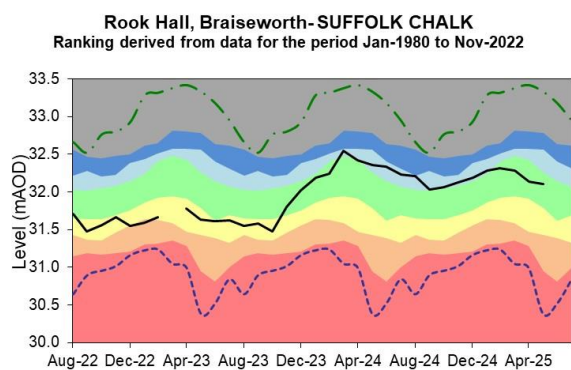


Newmarket - SNAIL CHALK
Ranking derived from data for the period Feb-1983 to Dec-2022



Redlands Hall, Ickleton - CAM CHALK
Ranking derived from data for the period Aug-1963 to Dec-2022

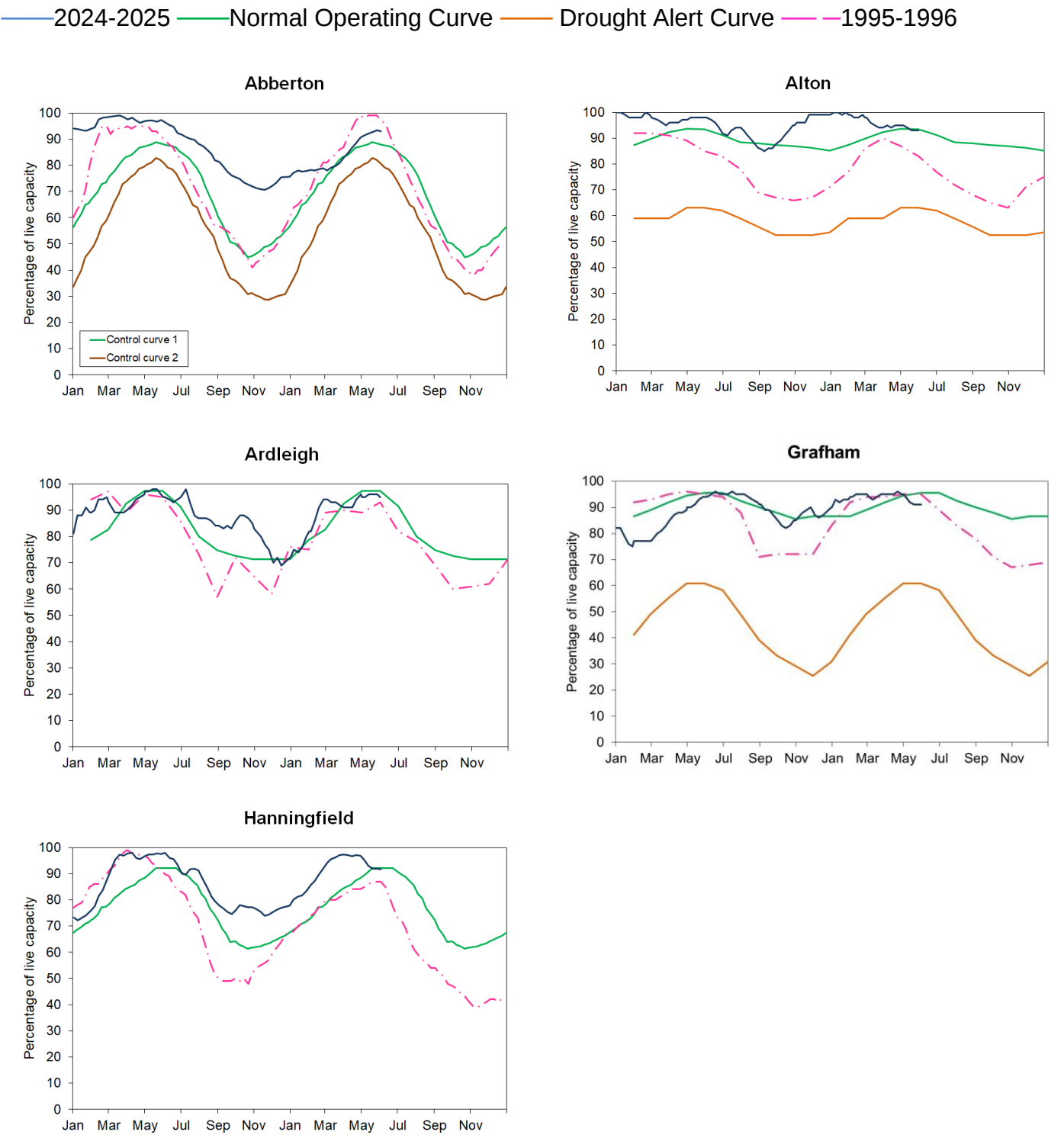




Source: Environment Agency, 2025.

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.

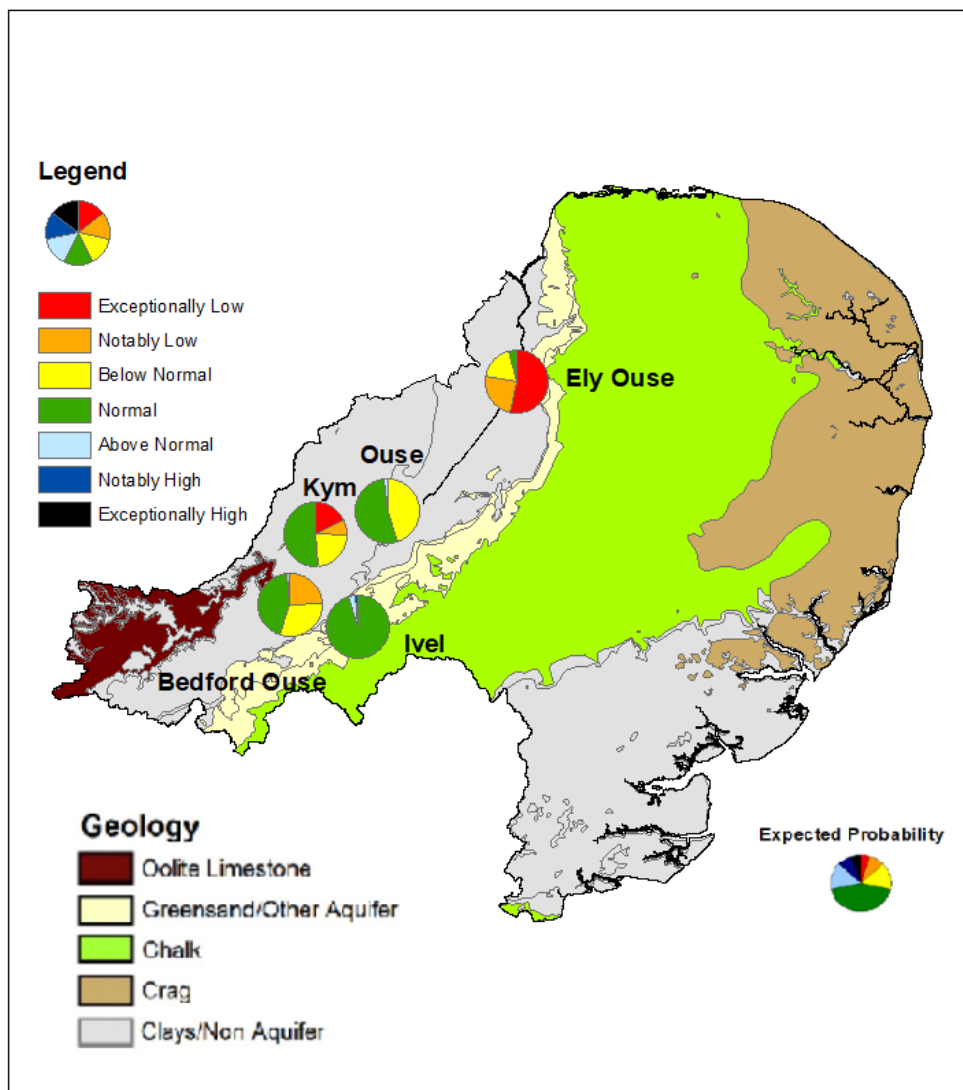


(Source: water companies).

7 Forward look

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

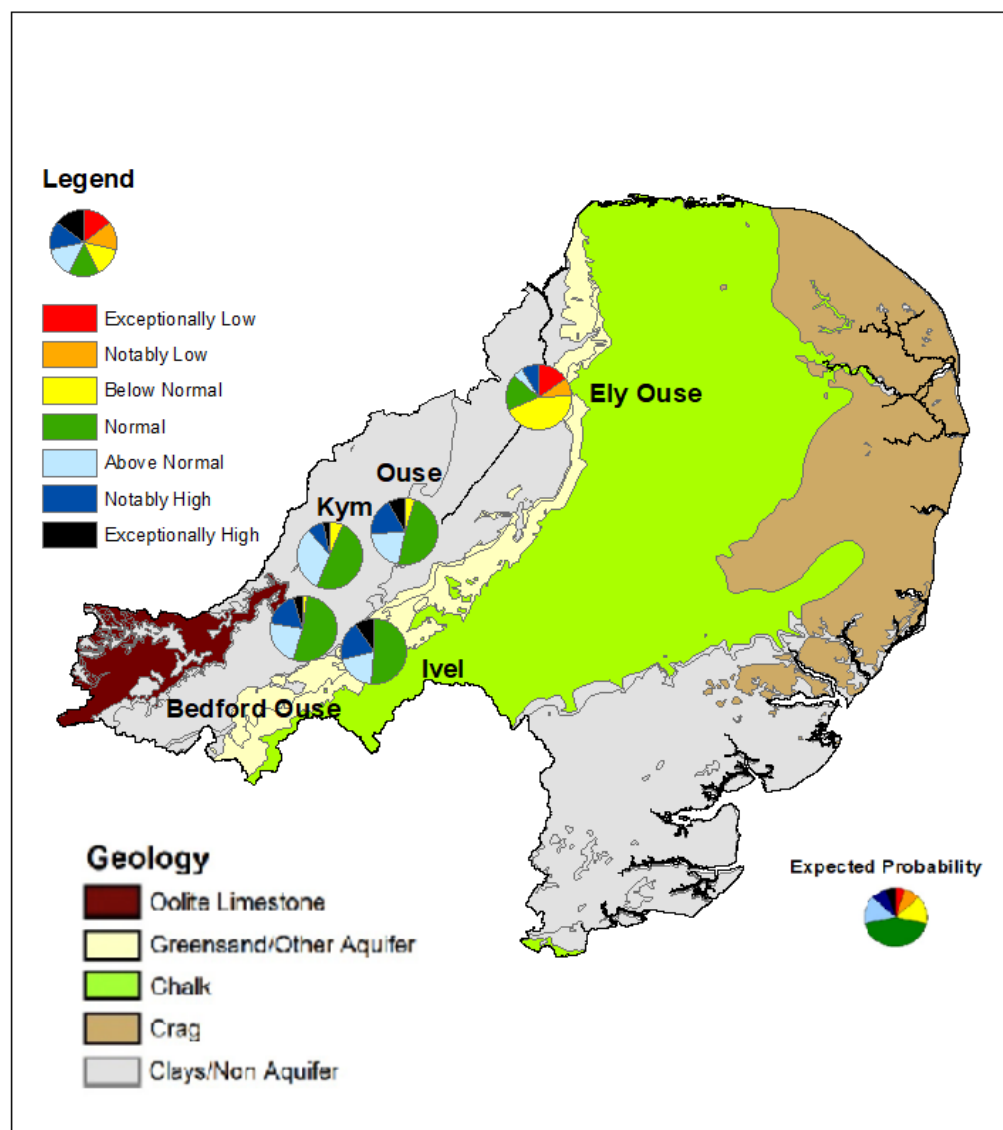
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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

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

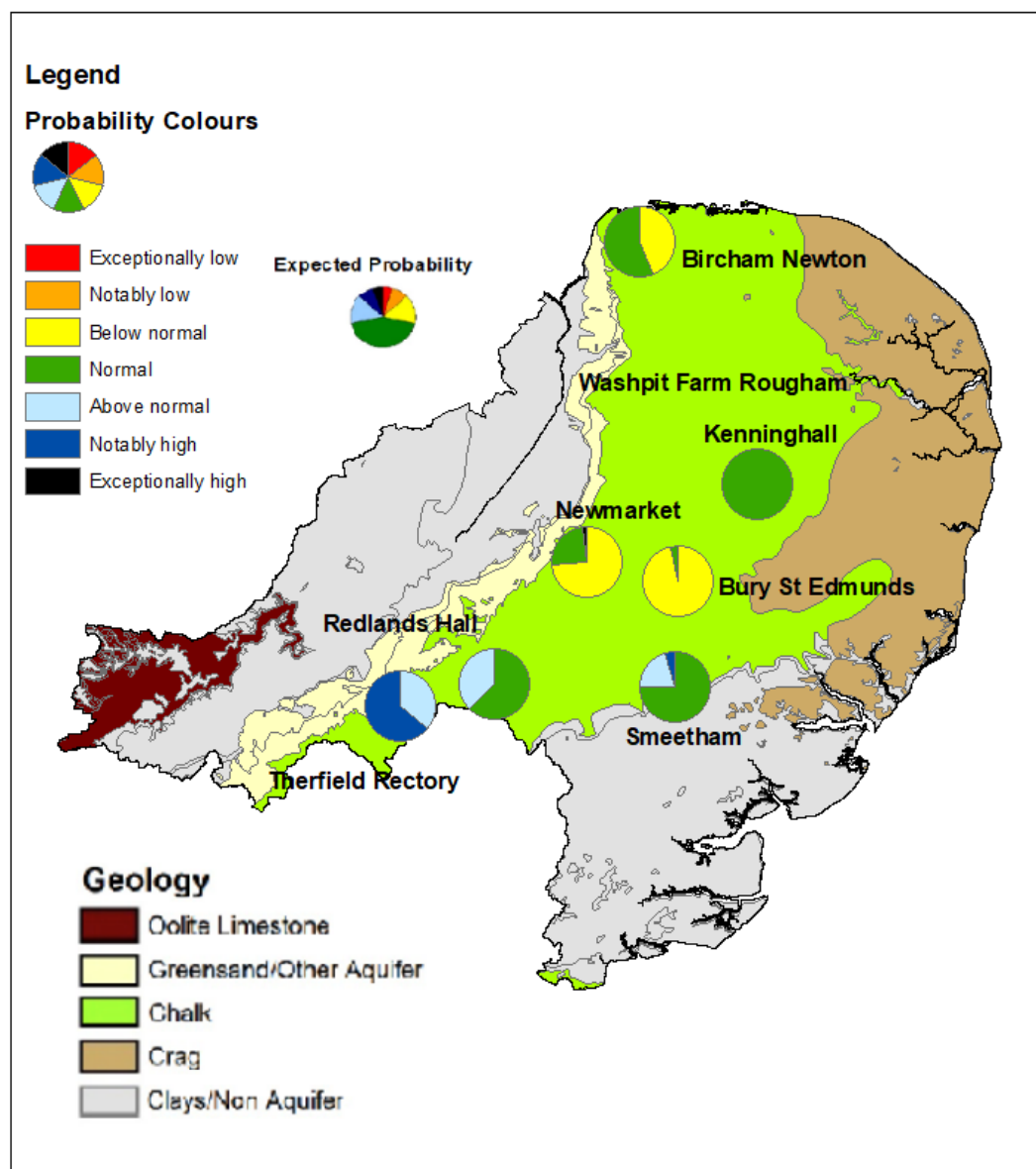
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those 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 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 September 2025

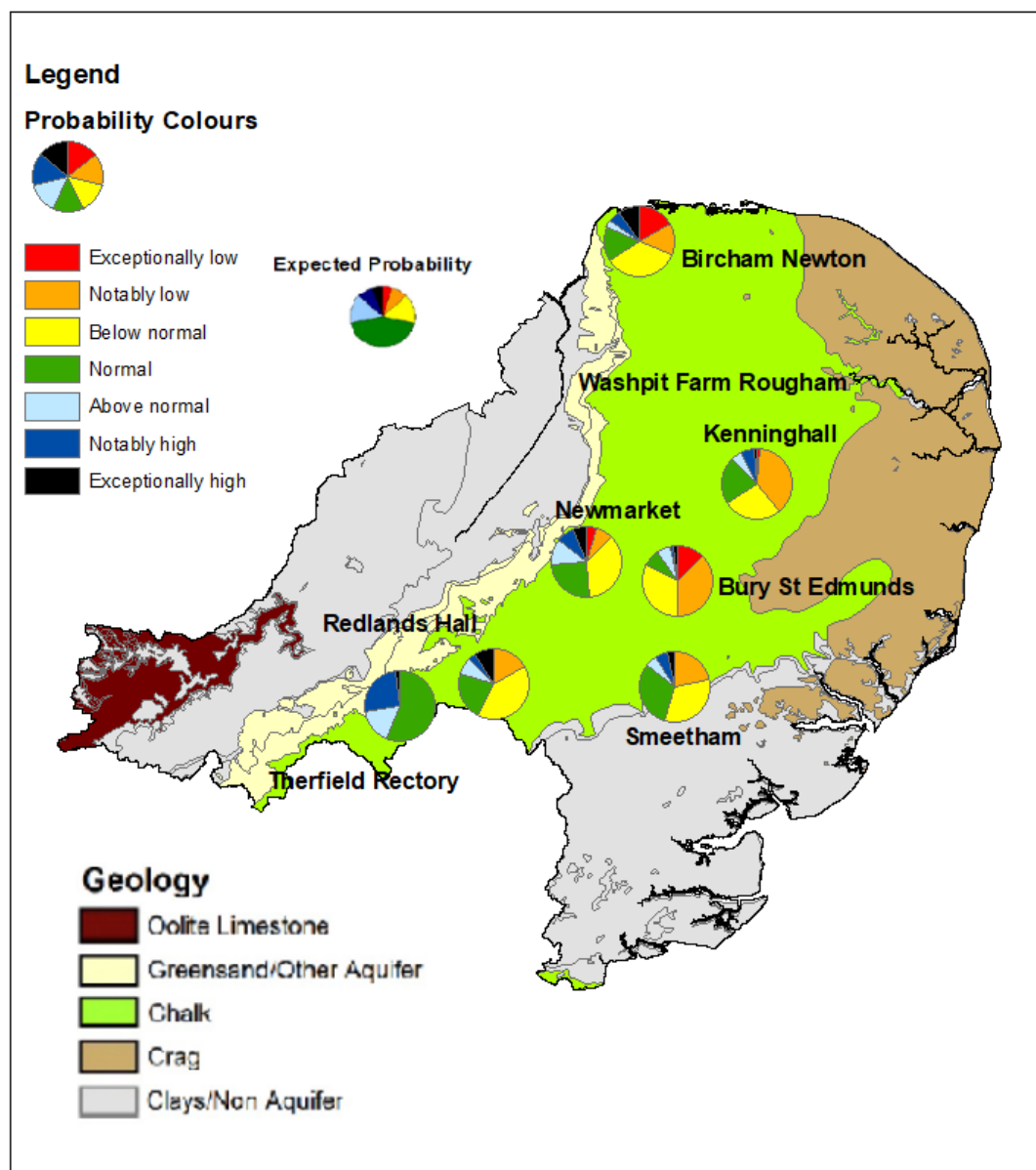
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Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency)
 Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC.
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7.4 Probabilistic ensemble projection of groundwater levels at key sites in March 2026

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 1991 to 2020. 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	May 2025 rainfall % of long term average 1991 to 2020	May 2025 band	Mar 2025 to May cumulative band	Dec 2024 to May cumulative band	Jun 2024 to May cumulative band
Broadland Rivers	61	Below Normal	Exceptionally low	Notably low	Notably low
Cam	44	Below Normal	Exceptionally low	Below normal	Normal
Central Area Fenland	57	Below Normal	Exceptionally low	Notably low	Below normal
East Suffolk	43	Below Normal	Exceptionally low	Notably low	Below normal
Little Ouse And Lark	50	Below Normal	Exceptionally low	Notably low	Below normal
Lower Bedford Ouse	40	Notably Low	Exceptionally low	Below normal	Normal
North Essex	41	Notably Low	Exceptionally low	Notably low	Below normal
North Norfolk	78	Normal	Exceptionally low	Notably low	Below normal
Nw Norfolk And Wissey	71	Normal	Exceptionally low	Notably low	Below normal

South Essex	31	Notably Low	Exceptionally low	Notably low	Notably low
Upper Bedford Ouse	31	Notably Low	Exceptionally low	Notably low	Normal

9.2 River flows table

Site name	River	Catchment	May 2025 band	Apr 2025 band
Abbey Heath	Little Ouse	Little Ouse	Notably low	Below normal
Blunham	Ivel	Ivel	Normal	Normal
Bramford	Gipping	Gipping	Below normal	Below normal
Burnham Overy	Burn	Burn	Normal	Normal
Burnt Mill	Rhee	Rhee	Normal	Normal
Cappenharn	Tove	Tove	Below normal	Normal
Colney	Yare	Yare	Notably low	Notably low
Denver	Ely Ouse	Cutoff and Renew Channel	Notably low	Below normal
Dernford	Cam	Cam	Below normal	Normal
Heacham	Heacham	Heacham	Normal	Normal
Ingworth	Bure	Bure	Below normal	Normal
Lexden	Colne	Colne Essex	Notably low	Normal
Marham	Nar	Nar	Below normal	Below normal
Needham Weir Total	Waveney (lower)	Waveney	Exceptionally low	Notably low

Offord (gross Flows)	Great Ouse	Ouse Beds	Below normal	Normal
Roxton	Great Ouse	Ivel	Notably low	Below normal
Springfield	Chelmer	Chelmer Upper	Normal	Normal
Swanton Morley Total	Wensum	Wensum	Notably low	Below normal
Temple	Lark	Lark	Below normal	Below normal
Willen	Ouzel	Ouzel	Below normal	Below normal

9.3 Groundwater table

Site name	Aquifer	End of May 2025 band	End of Apr 2025 band
Biggleswade	Ivel Woburn Sands	Normal	Normal
Bircham Newton	North West Norfolk Chalk	Below normal	Normal
Breckland	Wissey Chalk	No Data	Normal
Bury St Edmunds	Upper Lark Chalk	Normal	Normal
Castle Farm, Offton	East Suffolk Chalk	Normal	Normal
Gog Magog, Stapleford	Cam Chalk	Below normal	Normal
Hazlewood Common	East Suffolk Crag	Normal	Normal
Hindolveston	Norfolk Chalk	Below normal	Normal
Kenninghall	Little Ouse Chalk	Normal	Normal
Linton	Cam Chalk	Below normal	Normal
Newmarket	Snail Chalk	Below normal	Normal
Old Primary School, South Creake	North Norfolk Chalk	No Data	No Data

Redlands Hall, Ickleton	Cam Chalk	Normal	Above normal
Rook Hall, Braiseworth	East Suffolk Chalk	Normal	Normal
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Normal	Normal
The Spinney, Costessey	Wensum Chalk	Below normal	Normal
Washpit Farm, Rougham	North West Norfolk Chalk	No Data	No Data
Therfield Rectory	Upper Lee Chalk	Notably high	Notably high
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Normal	Normal

9.4 Ensemble projections tables

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

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse
Exceptionally low	0	18	0	0	53
Notably low	24	8	0	0	24
Below normal	31	23	0	45	18
Normal	44	52	95	53	4
Above normal	2	0	3	2	0
Notably high	0	0	2	0	0
Exceptionally high	0	0	0	0	0

9.4.2 Probabilistic ensemble projection of river flows at key sites in September 2025

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse
Exceptionally low	0	0	0	0	16
Notably low	0	0	0	0	9
Below normal	2	6	0	5	44
Normal	53	50	52	48	18
Above normal	23	32	19	21	4
Notably high	18	8	19	18	9
Exceptionally high	5	3	10	8	0

9.4.3 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	0.0	87.5	100.0	3.1	100.0	0.0
Normal	0.0	100.0	12.5	0.0	96.9	0.0	100.0
Above normal	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Notably high	100.0	0.0	0.0	0.0	0.0	0.0	0.0
Exceptionally high	0.0	0.0	0.0	0.0	0.0	0.0	0.0

9.4.4 Probabilistic ensemble projection of groundwater levels at key sites in March 2026

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	4.7	17.2	1.6	12.5	0.0
Notably low	0.0	17.2	7.8	14.1	37.5	37.5	21.9
Below normal	0.0	40.6	35.9	34.4	26.6	32.8	32.8
Normal	55.7	21.9	25.0	15.6	21.9	7.8	31.3
Above normal	16.4	7.8	12.5	3.1	4.7	6.3	4.7
Notably high	26.2	3.1	7.8	6.3	6.3	1.6	6.3
Exceptionally high	1.6	9.4	6.3	9.4	1.6	1.6	3.1

Concern raised about historical E.coli levels in the River Mel in relation to dogs getting sick when playing in the water.

Office reached out for advice – pointed to results from Cam Valley Forum water testing.

Useful information can be found here: <https://camvalleyforum.uk/water-quality/> and here: <https://camvalleyforum.uk/water-quality-test-results/>

- Do we know if further testing has been completed since 2022?
- Is this something RMRG are able to do?

Committee to consider any further actions.

Assistant Clerk

From: Kenny Lawrence <kenny@majesticgardenservices.co.uk>
Sent: 05 March 2025 09:06
To: Assistant Clerk
Subject: Re: FW: St Georges Allotments - Paths and Hedges

Cost to cut back allotment side to ditch up to 3m height
£1100.00+ vat

Kenny

On Mon, 24 Feb 2025 at 14:45, Assistant Clerk <assistantclerk@melbournparishcouncil.gov.uk> wrote:

Hi Kenny,

We are looking for quotes for cutting back the deep foliage and hedges covering the rear path on the allotment site. See attached circled area.

Please could you provide a quote for this?

Best Wishes

Alex Coxall | Deputy Clerk

Melbourn Parish Council

Melbourn Community Hub | [30 High Street](#) | [Melbourn](#) | [Cambridgeshire](#) | [SG8 6DZ](#)

01763 263303 (option 3) | assistantclerk@melbournparishcouncil.gov.uk | melbournparishcouncil.gov.uk

My working hours are: Mon – Thursday 9.30am – 2.30pm

Parish Office opening hours: Mon, Tue, Wed, Fri – 10am – 4pm. Thursday CLOSED.

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You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk

To view Melbourn Parish Council's Privacy Notice please [click here](#)



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

16th June 2025

Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

Dear Alexi

As we discussed, were quoting for works to the perimeter path at the allotments

Were quoting to clear round to the right hand side & along the right hand side boundary coming back to the road.

We would cut back the hedges hard, lift any low branches ion trees to a good height, remove any selfset trees & cut down all ground foliage.

We would chip as much as possible back into the base of the hedge line for the wildlife, anything to big or not able to go through chipper would be removed from site.

Any bad areas of nettles can be sprayed off

£1480.00 x Vat

As discussed none of the piles of nebris built up over the years will be removed as part of this

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



Apply for the Allotment Improvement Grant



(<https://forms.scambs.gov.uk/COMMUNITIES-APPLYFORTHEALLOTMENTIMPROVEMENTGRANT/launch>)

The Allotment Improvement Grant provides up to £10,000 in funding to support projects that enhance the productivity, sustainability, and social value of allotment spaces.

Key priorities include:

- improving water access through reliable connections and rainwater harvesting
- implementing pest control measures, such as fencing
- upgrading facilities such as waterless toilets
- delivering measurable social benefits, such as promoting mental well-being, outdoor activity, and community engagement.

Other allotment improvements will also be considered, ensuring that allotments remain thriving, inclusive spaces for all.

Who can apply?

Applicants must meet the following criteria to be eligible for the Allotment Improvement Grant:

1. Eligible applicants:

Allotment owners including Town/Parish Council or allotment associations based in South Cambridgeshire.



Applications must be submitted by the allotment management group for site-wide projects (e.g. fencing the entire allotment).

Leave
feedback

(<https://engage.scambs.gov.uk/en-GB/projects/help-us-improve-our-online-services>)

The Allotment Improvement Grant aims to ensure fair access to funding, particularly for allotment groups and community-led initiatives that may struggle to secure alternative financial support. While all eligible applications will be considered, priority will be given to groups who can evidence limited fundraising capacity.

2. Requirements:

A detailed quote must be provided for the proposed work, such as installing pest control fencing, connecting the allotment to mains water, or adding waterless toilet facilities.

Applications should include a completed form along with any supporting documents demonstrating the necessity and benefits of the improvements.

Applications will also be considered for additional enhancement ideas where the need is evidenced (e.g. compost bays and polytunnels, improved site security, secure storage containers for equipment etc.)

What must the project deliver?

The project must deliver tangible improvements that enhance the productivity and sustainability of allotment spaces. Specifically, the project should aim to:

1. Improve access to water:

Secure reliable water access, such as connecting the allotment to an existing mains water supply.

Encourage the wise use of water and supplement mains water with rainwater harvesting where possible.

2. Enhance pest control:

Implement effective fencing solutions to protect allotments from pests such as rabbits and deer.

Organise site-wide fencing and gating to save plot holders time and money.

3. Improve allotment facilities:

Provide waterless toilet facilities, particularly to benefit children and the elderly.

Consider other infrastructure improvements based on specific allotment needs.

4. Enhance social value:

Applicants must demonstrate how their project will deliver measurable social value. This includes fostering benefits to mental health by promoting improved physical health and mental wellbeing and strengthen community connections

What can be funded?

Eligible costs include, but are not limited to:

1. Infrastructure improvements:

Connection to existing water mains

Pest control fencing – purchase and installation, including ditches

Waterless toilet facilities

2. Capital items that improve existing facilities and enhance the site's functionality or benefit to allotment holders such as improved communal areas or equipment storage.

What cannot be funded?



The grant does not cover:

1. Ongoing revenue costs or overheads (e.g., salaries, rent, or advertising).
2. Projects that have already been completed or started.
3. Costs associated with individual allotment plots rather than site-wide improvements.

How much can be applied for?



Grant awards:

Applicants can request up to £10,000 per application, subject to meeting all criteria and providing the necessary supporting documentation.

Match funding criteria:

Match funding is not a requirement however it is welcomed to support your application. These can include financial contributions, in-kind support, or other relevant resources.

When can groups apply?



This timetable is indicative and is subject to change:

Launch of Grant	Early May 2025
Grant Closes	Late August 2025
Applications assessed	September / October 2025
Grants Advisory Committee	November 2025
Organisations notified of decisions	December 2025 / January 2026
Grant schedules signed	January-March 2026
First payment	April 2026

Preferred Green Options

Applicants are encouraged to consider environmentally friendly options when purchasing items for their projects. This includes the use of electrically powered equipment.

Supporting Documentation

Applicants must provide the following documents to support their application:

1. A copy of the allotment association’s constitution or mission statement.
2. A quote for the proposed work.
3. A copy of the safeguarding policy.

4. Environmental Policy

5. Correspondence from the local District Councillor(s) showing support for the project.

6. Bank account details for the account payment would be made.

Conditions of Funding

Grant recipients must comply with the following conditions:

1. Funding must be used only for the agreed purpose and spent within 18 months of the award, with projects to be completed no later than 31 March 2027.
2. Any publicity must acknowledge the funding provided by South Cambridgeshire District Council (SCDC).
3. Unused funds must be returned to SCDC.
4. A project evaluation must be submitted within three months of project completion.

Contact information

If you require assistance completing the application form, please contact our Communities Team at duty.communities@scambs.gov.uk (<mailto:duty.communities@scambs.gov.uk>).

For any additional queries or to speak to a member of the team, you can call us on [01954 712987](tel:01954712987) (<tel:01954712987>).

Our team is available to provide guidance and support to ensure your application is completed accurately and meets the necessary criteria.

Allotment Improvements

- Tenants concerns from recent poll and AGM's:
 - Poor site security and lack of toilet facilities
- Proposed Improvements:
 - Installation of more secure main and side gates
 - Installation of 5 ft chestnut pale fencing on 2 sides
 - Installation of a composting toilet
- Proposed Joint Grant Funding:
 - SCDC Allotment Improvement Grant for security
 - Quote requested from P J Fencing Contractors Ltd
 - Awards for All Lottery Grant for toilet facility
 - Two quotes obtained from Waterlesstoilets.co.uk
 - Basic facility: WooWooLoo GT: £5,450
 - Fully accessible facility: Kazuba KL2: £17,394



Cambridge allotment site security gates and chestnut pale fencing



Proposed new fencing and gates





WooWooLoo GT

Kazuba at RSPB Fowlmere



Progress and Actions

- Tenants polled for preferences and ideas
- SCDC grant application in progress (closes 31st Aug)
- Lottery grant application to be started (rolling)
- Quotes requested, some received
- Request letters of support from district councillors
- Safeguarding and Environmental policy to upload
- Photos of current site conditions to upload
- Approvals and Permissions?
 - Parish Council approval?
 - Permission for fencing on road side of hedge?
 - Is planning permission required for toilet facility?

MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 5

Date approved: 27 July 2022

Review date: July 2023

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	27.5.25	2.6.25	9.6.25	16.6.25	
Village Car Park	27.5.25	2.6.25	9.6.25	16.6.25	
War Memorial	27.5.25	2.6.25	9.6.25	16.6.25	
Littlehands and Access Way	27.5.25	2.6.25	9.6.25	16.6.25	
New Rec. Ground	27.5.25	2.6.25	9.6.25	16.6.25	
Clear Cres.Play Park	27.5.25	2.6.25	9.6.25	16.6.25	
Orchard Road Cemetery	27.5.25	2.6.25	9.6.25	16.6.25	
New Road C/metry	27.5.25	2.6.25	9.6.25	16.6.25	
Old Recreation Ground	27.5.25	2.6.25	9.6.25	16.6.25	
Pavilion	27.5.25	2.6.25	9.6.25	16.6.25	
All Saints' C/Yard	27.5.25	2.6.25	9.6.25	16.6.25	
Jubilee Orchard	27.5.25	2.6.25	9.6.25	16.6.25	
Armingford Cres.	27.5.25	2.6.25	9.6.25	16.6.25	

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Pavilion Defibrillator	27.5.25	2.6.25	9.6.25	16.6.25	
Doctors Surgery Defibrillator	27.5.25	2.6.25	9.6.25	16.6.25	
Beechwood Avenue	27.5.25		9.6.25		
Millennium Copse	27.5.25		9.6.25		
Worcester Way	27.5.25	2.6.25	9.6.25	16.6.25	
Allotments	27.5.25				
Fire Engine Shed				16.6.25	
Chalkhill Barrow		2.6.25			
Elm Way		2.6.25			
Stockbridge M.			9.6.25		

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Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	27.5.25			
		2.6.25			
		9.6.25			
		16.6.25			
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 - no action being taken by the police. Owners details shared and contacted about paying for damage. Owner replied requesting circumstances be taken into consideration over costs.		
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.		
06/02/2025	Wonderpass	SvdV reported a large area of paint had flaked off the wall.	Cllr			Practical Solutions Group looking at plan of action to set up 'Friends of the Wonderpass' to drive action.		
01/03/2025	Palmers Way	Damage to bench	MOP			On wardens job list.		
15/04/2025	Pavilion	Damage to bech at Pavilion	Warden			Wardesn to source materials and mend.		
06/05/2025	All Saints	Smashed window at Community Hall	Warden			After grass cut by contractor a smashed window was reported - contractor has been contacted re funds for replacement.		
06/05/2025	Medcalfe Way	Electricity box open	MOP			Contacted National Power Networks to report - actioned.		
08/05/2025	Vicarge Close / rec	Gate and fencing fallen at entrance to rec	SCDC			SCDC reported to MVC on a couple of occasions and no action has been taken. Watch. Chased MVC for action after chase from Vicarge Close.		
28/05/2025	Medcalfe Way	Damage to windscreen from grass cutting.	MOP			Advised MOP to report it to insuarance and assissted on finding out who was cutting that day. Directed to non-MPC contractor.		
04/06/2025	Medcalfe Way	ASB: Car park walls being dismanteled and digging in green areas.	MOP			Provided resident with details of who to contact and sent email to Housing and PCSO. Dist Cllr responded and following up with SCDC.		
04/06/2025	Moor Car Park	Report of youths removing the surrounds from the lighting installed on the car park driveway. MOP approached them and secured returned them. Only to return later to them all having been removed.	MOP			Wardens to locate if possible and bolt on surrounds. If not source replacements and fix as needed. UPDATE - volunteer litter picker found one surround and replaced. Surrounds to be replaced and siliconed on.		
06/06/2025	High Street	Noticeboard door smashed.	MOP			Reported as smashed - office to source replacement perspex/glass.		

MA011/2526c) Memorial Bench

As approved under item PC230/25a) a memorial bench is to be installed on the New Rec.

The family would like to put forward for approval a 1500mm blue and black dale commemorative bench (as below).

<https://www.tdp.co.uk/product/dale-commemorative-bench/>

Best Seller





SEE MORE PRODUCT DETAILS

SEE ENVIRONMENTAL STATISTICS

HOME / OUTDOOR SEATING / MEMORIAL BENCHES

Dale Commemorative Bench

★★★★★ (48 customer reviews)

The Dale Commemorative Bench offers a permanent way to create a lasting memory.

- Available in 1.2m, 1.5m, and 1.8m.
- Choose special words for engraving or adding to a plaque
- Made from 100% recycled UK plastic waste
- Designed and handmade in Derbyshire

The Dale Commemorative Bench is hand-built to a classic design that combines timeless appeal with practical functionality. Providing a fitting tribute to a loved one or a thoughtful way to commemorate an event, a plaque or engraving can be added to the bench slats with a personalised message or dedication.

CLEAR

Length

1500mm

Colour Options

Blue & Black

£612.00

Price shown includes VAT (Net amount is £510.00)

Concern raised about objects being placed in the grass verge along Fordham Way.



Fordham Way is part of the Parish Council grass cutting contract – contractors would need to move the objects to cut. This does not always happen and areas are left uncut.

Please could Committee consider to what action should be taken.

MA012/2526b) Verge on Water Lane

Concern raised about verge on Water Lane.

MPC contract to cut verge but where it is raised it overlaps CCC responsibility for the verge I believe.

Has been an issue for a number of years. Numerous reports on the Highways reporting tool with limited action – I believe they have informed one reporter that action has been taken!



June 2025



May 23

Please could Committee consider to what action should be taken.

Follow up on item MA209 25c).

Tree causing further concern in Orchard Road Cemetery.

Initially an issue due to surrounding floor degradation – on inspection the tree was healthy and a watch was placed on the flooring.

Recent reports of the tree being unstable in winds with some evidence of the floor moving in the time period between marking and now.



Update June 2025

Approached tree surgeons for advice.

- One supplier stated tree should be felled. Quote provided.
- One supplier could find no issue with the tree – reported as now growing well and no signs for concern.
- Third supplier sought but not yet been secured.

Committee to consider further action.

Attached;Quote.for.removal.of.tree;

RECIPIENT:

Melbourn Parish Council

Melbourn
Royston, England SG8 6DZ
Phone: 01763 263303

Quote #3571

Sent on	May 19, 2025
Total	£990.00

Product/Service	Description	Qty.	Unit Price	Total
Coniffer situated in Orchard Rd Cemertary	Removal to near ground level. Removal of waste.	1	£825.00	£825.00
	What3Words location: ///dozed.incorrect.graduated			

Subtotal	£825.00
20.0% S (20.0%)	£165.00
Total	£990.00

It is the strong opinion of [REDACTED] that this tree should be removed in the interest of public safety. There are obvious signs of major heave activity, and dispite the lack of wind there is clear movement of tve root plate.

This quote is valid for the next three months, from the date of this letter, and should be read in conjunction with our standard terms of business which are available on our website.

[REDACTED]

Report of unsafe bar protruding from the ground in Clear Crescent Play Park.

Noted that Wardens acted quickly and have removed the danger.



As resolved under item PC20325c) to attempt to recover costs associated with rtc - correspondence was sent to parties involved in the damage of the lighting bollard in High Street car park.

Sent 6 May 2025

Dear [REDACTED]

Re: Damage to Parish Council Property

I am writing on behalf of Melbourn Parish Council in relation to damage caused to parish council property on at 15:50 on Monday 25 November 2024, specifically the driver of [REDACTED] hit and damaged a lighting bollard in the car park on Melbourn High Street.

We understand that accidents can happen, and we're sure no harm was intended. However, as the property is maintained with public funds, we do need to ensure that the cost of repairs is covered by those responsible. Following inspection and review of the incident, it has been determined that the damage resulted from the actions of an individual driving a vehicle registered to you.

The total cost of the necessary repairs has been estimated at £1,895.35, as outlined in the attached repair quote.

Could we please request that you contact us within 20 working days from the date of this letter (4 June 2025), to confirm receipt and progress the issue.

If you feel there are any circumstances we should be aware of or if you'd like to talk this through, please do not hesitate to get in touch. We're keen to resolve the matter amicably and appreciate your understanding and cooperation.

Thank you for your attention to this and appreciate your cooperation in maintaining our shared community spaces.

Response received 26 May 2025

Thank you for your letter of 6th May.

I originally said I was willing to pay for damage to the bollard in Melbourn car park, having no idea that the repair would amount to such a huge amount of money. There was no attachment outlining the work required as indicated in your letter and which might help me to understand the amount requested. The damage I caused (in November of last year), was a dent and the [REDACTED] marks caused by the scraping of the paint off the bumper of my car (photo attached). It appears that further damage may have since been caused to the same bollard which has now had black tape applied. Please see attached photo.

As you ask for any circumstances of which you should be aware, I would add that the police dropped charges against me including failure to report (to whom?) driving without due care and attention all of which seemed rather severe given that this was damage to a plastic bollard in a car park, not on the highway and no other vehicle or person was involved, as they were 'not in the public interest'. I can provide a copy of their letter should you wish to see it. [REDACTED]

I perhaps do not need to tell you that I am finding this all extremely stressful on top of what seems to me to be minor damage to a bollard. Proof of my state of health can be obtained should you require that.

I will be grateful for your reconsideration of this charge and for a copy of the attachment mentioned in your letter.

Reply sent from office 2 June 2025

Thank you for the reply [REDACTED], apologies for the delay in response I have been out of the office.

Unfortunately as this is a lighting bollard and not just a bollard this is the cost associated with the fix.

There has been no further damage since the incident in November – we taped it up just after the event as the electrics to the lamp were exposed from the impact.

Please allow me to take your response to Council for review and I will be back in contact.

Again, thank you for your response and do not hesitate to contact me in the meantime if you would like to discuss further.

Further reply sent 13 June re-attaching the invoice for clarification and follow up.

Email received 14 June 2025 from friend of individual.

Dear Abi Williams,

Re.: [REDACTED]

With reference to the damaged lighting bollard in Melbourn High Street car park, I am a friend of [REDACTED] and am aware of this issue because [REDACTED] was worried about it so confided in me.

I much regret to inform you that [REDACTED] passed away in Addenbrooke's Hospital [REDACTED].

Yours sincerely
[REDACTED]

Response sent 16 June 2025

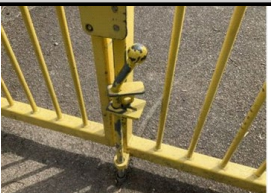
Thank you for reaching out [REDACTED].

Please accept my condolences for the loss of your friend along with my apologies for an email that was sent last week – unfortunately, I had reached out to [REDACTED] before I received this email.

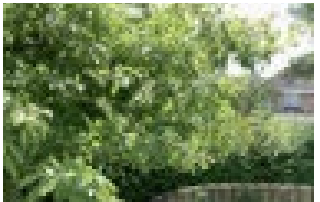
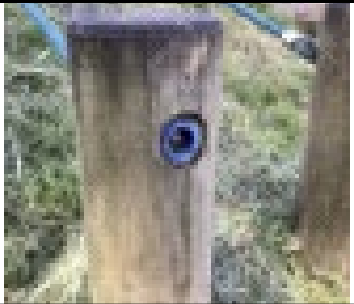
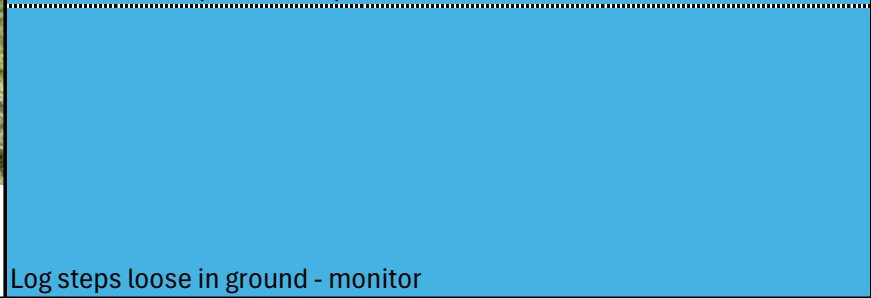
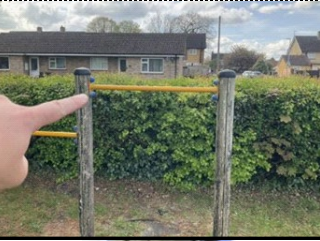
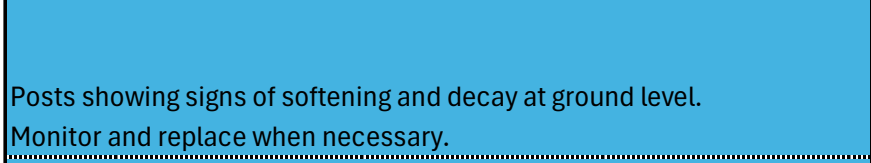
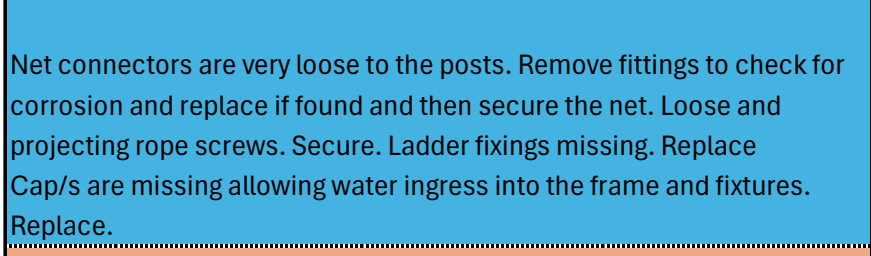
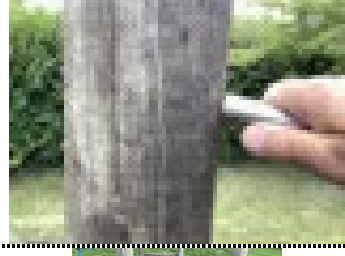
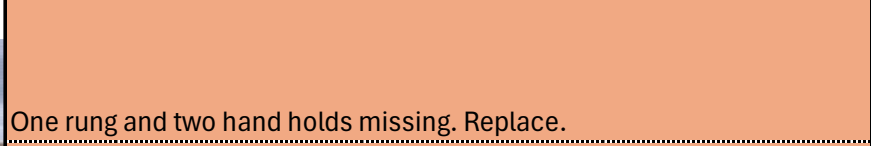
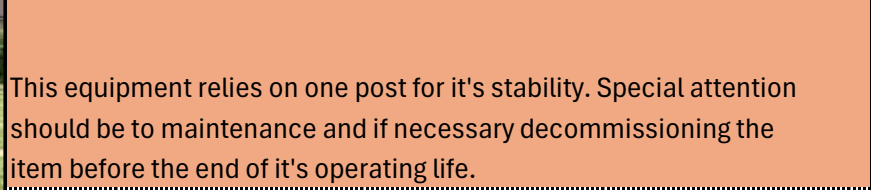
I will inform Council and they will make a decision as to how to proceed.

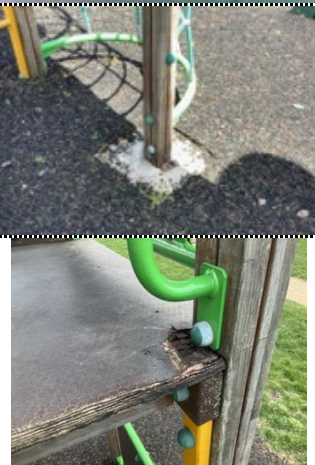
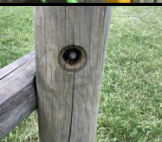
Please do not hesitate to reach out if you would like to discuss further or if I can pass my apologies for the poorly timed communication to anyone else that may have had to deal with it.

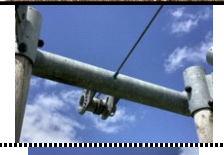
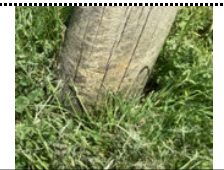
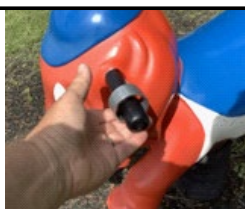
Consideration from Committee to recommend next actions to Full Council.

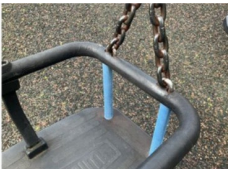
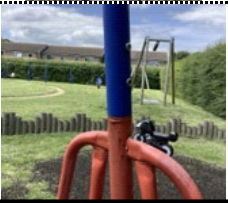
Item Description	Equipment Photo	Tasks	Task Photo	Risk Score - May 23	Risk Score - June 24	Risk Score - April 25
Gates - Combination		Lock - Clean out drop bolt socket and lock gate		6	6	6
		Trip points on surface - make level		N/A	N/A	5
Signage		Sign is unreadable - modify - Dog Ban and Ownership signs recommended		6	6	6
		Projecting bolt thread. Cut off and file down to remove sharp edges or use the correct length bolt. Cut back unused bolt threads/ install capping.		N/A	N/A	5
Litter Bins		Bin is full - empty the bin		2	2	7
Pathways		Grass and weeds growing inside pathway. Remove.		6	6	6
Cycle Racks - Metal		NONE		N/A	N/A	3
Fencing - Perimeter Hedgerow		NONE		3	3	N/A
Seating - Picnic Tables		NONE		3	3	3
Seating		NONE		3	3	3
Natural Play - Boulders		NONE		6	6	6
		Remove slipperiness. Consider adding surface texture.		6	7	7

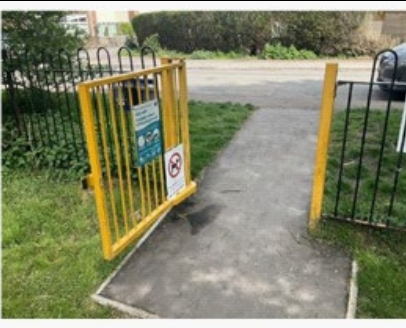
	To be completed by wardens
	To be completed by manufacturer / or outside source
Low	Risk Level 1-7
Medium	Risk Level 8-12
High	Risk Level 13 -25

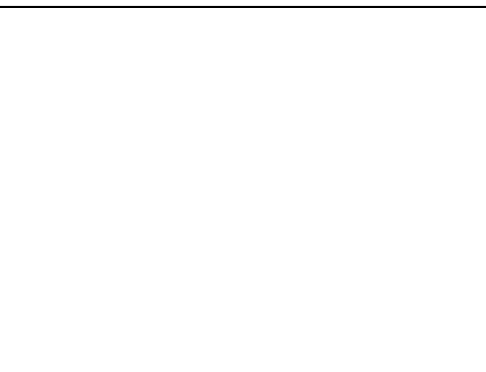
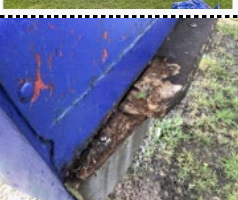
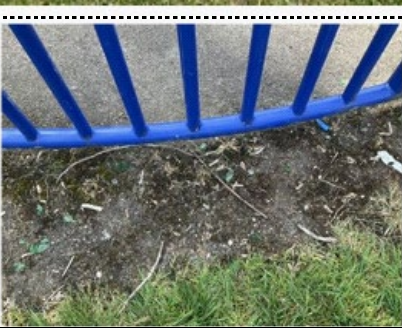
Log Stockade - With Balance Logs		 Cut back overhanging tree branches to approx 2.5 mtrs above ground & 2 m to the side of the unit.		N/A	8	5
Rope Balance - Embankment		 Replace damaged caps. Tighten loose eye bolts.		6	6	6
Slide - Embankment - With Log Steps		 Ground erosion present - repair worn areas		10	4	7
		 Log steps loose in ground - monitor		N/A	N/A	5
Agility Bars - 3 Tier		 Grass mats are damaged and lifting. Replace Surface		10	10	10
		 Loose bolts - tighten		N/A	N/A	6
Climber - Net & Ladder		 Replace missing cap		5	5	N/A
		 Posts showing signs of softening and decay at ground level. Monitor and replace when necessary.		7	7	8
		 Net connectors are very loose to the posts. Remove fittings to check for corrosion and replace if found and then secure the net. Loose and projecting rope screws. Secure. Ladder fixings missing. Replace Cap/s are missing allowing water ingress into the frame and fixtures. Replace.		10	10	10
		 One rung and two hand holds missing. Replace.		7	7	8
		 This equipment relies on one post for it's stability. Special attention should be to maintenance and if necessary decommissioning the item before the end of it's operating life.		9	9	9

		Overhead ladders and rings - The protective surface under all the bars and rings must be kept in good condition.		5	5	7
		Splits/ shakes in the timbers. DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on a regular basis . Monitor and sand back any splintered edges as required. Ensure fully secure on a regular basis.		N/A	6	7
		Surface is cracking and damaged. Surface/ the equipment are algae covered, creating a slippery surface when wet.		6	6	8
		The core of the wire is exposed. Replace net in the near future when wire is broken		4	4	8
Multiplay - Junior		Tighten. Barrier bolts rope bridge connectors.		N/A	N/A	6
				4	4	4
		Two burn marks inside the tunnel. Monitor.		N/A	7	8
		Surface needs repair. Square section missing around one post.		N/A	N/A	10
		Laminate damaged. Rub down and treat damaged edges. Platform laminates around edges. Repair / replace. Replace highlighted platform laminate.				
Agility Trail - 7 Element		Replace missing cap Equipment relies on one post for it's stability. Special attention should be paid to maintenance and if necessary decommissioning the item before the end of it's operating life. Log walk single post provides excess movement. Reset if necessary.		N/A	5	5
				9	9	9
		Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove protective envelope around the timber. Prevent further damage and check timbers for decay .		4	4	9
		The rope is rubbing on the balance beam and wearing down to the wire. Monitor for broken wires and replace if found.		6	6	8
		Chains present do not conform to the applicable standard. The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.		N/A	N/A	3
		Moving parts require greasing		6	6	6

Swing - Mixed - 3 Bay			Swing seat rubber is deteriorating/ degrading. Monitor and replace when hard material is exposed. Replace when metal is exposed.		N/A	N/A	7
			Repair basket joint cover		N/A	N/A	5
			Surfacing needs repair		9	9	9
Rocker/ Rotator - Chair - Space Rocket			There is water in the frame/ seat. Remove. The surfacing has worn away exposing and damaging the liner beneath. Grass and weeds have grown inside. The plastic edging strips are sharp. The whole area requires immediate repairs and alterations. Bark requires topping up.	 	N/A	5	N/A
					9	9	9
Cableway			Conduct appropriate dismantling inspection at least annually. The trolley mechanism can be checked at the same time.		N/A	11	9
			Traveller brake not working		5	5	7
			Travellers plastic guard is missing		6	6	8
			Loose ramp foot holds. Lifting matting	 	N/A	N/A	5
			Strimmer damage to posts. Prevent further damage.		6	6	7
Play Panel - Bats			NONE		3	3	3
Rocker - Elephant			Protruding handles / footrests. No reasonable action identified		4	4	4
Rocker - Motorbike			Protruding handles / footrests. No reasonable action identified		4	4	4
			Cut off and file down to remove sharp edges or use the correct length of bolt		N/A	8	8

Swing - Toddler		There is wear to the top of the cradle(s) leaving exposed metal. Replace both seats in the near future as frames are almost exposed.		N/A	N/A	7
		Chains present do not conform to the applicable standard. The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.		N/A	N/A	3
		Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.		1	1	0
Play Train & Carriage - with Panel		Tighten/ replace - Framework panels to platforms and front of train section.		N/A	4	5
Play Panel - Mirror		Cut back overhanging tree branches.		N/A	N/A	5
		Mirror bent. Monitor for splits / cracks, replace if found.		5	5	6
Stepping Posts - Mushrooms		NONE		3	3	3
Play Panel - Spooky Pairs		Consider adding grass matting to prevent wear		7	7	7
Play Panel - Make it rain		Consider adding grass matting to prevent wear		7	7	7
Play Panel - Train Station		NONE		N/A	N/A	3

Item Description	Equipment Photo	Tasks	Task Photo	Risk Score - May 23	Risk Score - June 24	Risk Score - 25	
Fencing - Bow Top & Closeboard		Fence repairs are needed. Replace - area near cableway		N/A	N/A	8	To be completed by wardens
Signage		None		2	2	2	
Gates		The gate's closing mechanism does not work correctly. Adjust to allow gate to self close. Ideally gate from open should not close in less than 5 seconds.		4	4	6	Low Risk Level 1-7
Litter Bins		None		2	2	2	Medium Risk Level 8-12
Gates - Maintenance		Gate is left open and animals could enter freely consider installing a self closing combination gate		6	6	6	High Risk Level 13 -25
Seating - Tables		Screw is missing - replace		N/A	5	N/A	
		Vandalised - Arson - smooth off the rough edges		3	3	3	
Embankment Steps		None		4	4	4	
Shelters x2 (far side of field x1)	 	Bolt is missing - Shelter near bulding, roof bolt missing and other loose. Replace and tighten. Shelter far side of field, second seat from the right has been cut leaving a sharp edge protruding. Smooth off area leaving a 3mm radius. Seat frame bolts are loose and dipping when load bearing.	 	9	9	9	
		Monitor fire damage to the unit		8	8	7	
		Shelter far side of field, surface wearing, exposing tree roots. Reinstate surface.		N/A	2	N/A	
				7	7	7	
Swing - Mixed		Chain covers prevent a thorough inspection of all chain links. Remove chain covers to inspect according to manufacturer's instructions, and replace covers when done. Damaged areas slightly leaving sharp areas.	 	N/A	N/A	10	
		Loose swing seat eye bolts - tighten connecting nuts on tango seat		6	6	6	
		Overhanging tree branches - at eye level. Trim back branches to approx 2.5m above the unit/ ground and 2m to the side of the unit		N/A	8	N/A	
Cableway - seated		Remove chain covers to inspect according to manufacturer's instruction, and replace the covers when done.		N/A	N/A	5	
		Ground erosion present, repair the worn areas		N/A	N/A	4	
		The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action taken		N/A	N/A	0	
		The starting section stop block has moved up against the cable cog mechanism. Move further in to the cable before cog is damaged		10	10	10	
Multiplay - With space net - Junior		Chain covers prevent a thorough inspection of all chain links. Remove chain covers to inspect according to manufacturer's instructions, and replace covers when done.		N/A	N/A	5	
		Matting around space net anchors. Anti-slip on ramp foot holds are wearing. Repair.	 	N/A	N/A	3	
		Climbing ramp foundation bolts missing. Replace. Binoculars loose. Tighten.	  	N/A	N/A	7	

Swing - Rope - Horizontal		None			6	6	6
Carousel - Flush		Wet pour is sinking around perimeter ring. Repair			6	6	7
Rocking - Horse		Item has corrosion under the horses head. Monitor for any deterioration and sharp edges.			5	5	5
		Overhanging tree branches - at eye level. Trim back branches to approx 2.5m above the unit/ ground and 2m to the side of the unit			N/A	8	5
		Footboard is decayed and damaged. Replace.			N/A	10	N/A
Agility - Trampoline - Play		Weeds below the trampoline bed. Remove.			N/A	4	4
		Grass mat has settled around the wet pour edge creating potential trip points. Make level			9	9	9
Rocker - Seesaw - Multiseat		Moving parts require greasing. Apply lubricant according to the manufacturer's instructions.			N/A	N/A	5
Rocker - Pig		None			3	3	3
Rocker - Ram		None			3	3	3
Agility - Mound - with Tunnel		Mound surface is wearing. Repair		 	5	7	9
Slide - Embankment		Embankment and run out area wearing. Consider adding grass mats at the end of the run out.		 	7	7	7
MUGA - Goal End		Trip points on the surface. Make level.			N/A	N/A	6
		There is broken glass on site. Clear away immediately.			N/A	N/A	10

MELBOURN PARISH COUNCIL
ALLOTMENT RENTAL AGREEMENT
Revised on 2526 MarchNovember 20254

AN AGREEMENT made on this day of between

MELBOURN PARISH COUNCIL (hereinafter called the Council) ~~of the one part~~ and
(hereinafter called the Tenant) ~~by which it is agreed that: of the~~
~~other part:~~

~~WHEREBY 1. The Council agrees to let and the Tenant agrees to hiretake as a tenant on a yearly tenancy from~~
~~the Allotment, Garden numbered the area being and~~
~~part of the Allotments in the register of Allotments provided by the Council at and at the current yearly~~
~~rental of £ and numbered in the Council Allotment Register, payable yearly in advance and~~
~~reviewed annually.~~

~~The TENANCY is subject to the regulations endorsed on this agreement and also the following conditions:~~

- ~~1. 2. The rent shall is due from be paid on 1st October until 30 September and shall be for~~
~~a period of 12 months each year or at the date the tenancy is granted and is payable to Melbourn Parish Council,~~
~~The Parish Office, Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ.~~
- ~~2. 3. The Tenant shall provide evidence of Insurance of the plot either through membership of the St George's~~
~~Allotment Association or through individual Public Liability cover presented to the Clerk.~~
- ~~3. 4. The Tenant shall keep the Allotment Garden clean, in a good state of cultivation and fertility and in good~~
~~condition.~~
- ~~4. 5. 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 the use of the occupiers of the Allotment Gardens.~~
- ~~5. 6. The Tenant shall not underlet, assign or part with the possession of the Allotment Garden or any part~~
~~thereof without the written permission of the Council.~~
- ~~6. 7. The Tenant shall not without the written consent of the Council cut or prune any timber or other trees, or~~
~~take, sell or carry away any mineral, sand or clay.~~
- ~~7. 8. The Tenant shall keep every hedge, path and roadway that forms part of the boundary of his Allotment~~
~~Garden properly cut and trimmed and keep all ditches properly cleansed.~~
- ~~8. 9. In the event that the allotment, or the boundary of the allotment, becomes overgrown and restricts or~~
~~impedes access to neighbouring plots, the Parish Council will request the allotment holder to take steps to clear the~~
~~area. If the area is not cleared, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated~~
~~and any costs for the work shall be the responsibility of the allotment holder.~~
- ~~9. 10. The Tenant shall not use any barbed wire for a fence adjoining any path set out by the Council for the~~
~~use of the occupants of the Allotment Garden.~~
- ~~10. 11. Use of any asbestos type materials on the allotment gardens is strictly prohibited. The Council has~~
~~made efforts to remove all such material from the area and Tenants should notify the Council immediately if they~~
~~find materials that they suspect to be asbestos on their plot. The Council reserves the right to enter onto any plot~~
~~for the purpose of removing such material.~~
- ~~11. 12. The Council gives permission for the erection of sheds on the allotments, providing they conform to the~~
~~specifications as set out in the attached document. Glass greenhouses are **not** permitted on the allotments.~~
- ~~12. 13. The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants~~
~~contained in this lease.~~
- ~~13. 14. Any member of the Parish Council (whose names are available in the Parish Office) or any employee~~
~~of the Council shall be entitled at any time when directed by the Council to enter and inspect the Allotment Garden.~~
- ~~14. 15. The tenancy of the Allotment Garden shall terminate on the yearly rent day after the death of the Tenant.~~
~~It may also be terminated by the Council after one month's notice :~~
 - ~~(a) If the rent is in arrears for more than 40 days OR~~
 - ~~(b) If the Tenant is not duly observing the conditions of his or her tenancy after two warnings by the Council.~~
- ~~15. 16. On expiry of the tenancy, the Tenant shall leave the allotment, including the boundary and pathways, in~~
~~good order. If the area is not cleared within 2 weeks of a request by the Parish Council, the Parish Council shall~~
~~arrange for the area to be cut back, trimmed or rotovated and cleared of any debris, tools or equipment and any~~
~~costs for the work shall be the responsibility of the outgoing Tenant.~~
- ~~16. 17. The Council accepts no responsibility for loss or damage to implements, crops or vehicles.~~
- ~~17. 18. The Council has an absolute prohibition on the keeping of livestock or domestic fowls of any sort on the~~
~~allotment gardens, with the exception of bees subject to the Parish Council's Allotment Bee Keeping Policy~~
~~(Document 4.25).~~
- ~~18. 19. Where possible, The Tenant shall use organic methods for weed control on their plot. Careful and~~
~~considered use of chemical products containing glyphosate is permitted when needed, but care must be taken to~~
~~ensure that no neighbouring plots are affected by glyphosate use.~~
- ~~19. 20. From 1st October 2025, The Council will allocate up to two plots only per household, any further plot~~
~~tenancies to the same household that are required, will only be allocated at the discretion of the Parish Clerk.~~

The Parish Clerk

Tenant

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ST GEORGE'S ALLOTMENT ASSOCIATION

MELBOURN ALLOTMENT SITES : THE MOOR AND GRAYS ALLOTMENTS

SPECIFICATION FOR SHEDS ON THE SITES

All sheds should be purchased from commercial suppliers, not constructed by plot holders.

The maximum size should be 2*3 metre foot print and 2.2 metre high. This would include smaller storage units for tools.

Sheds should only be made from wood, protected with preservative.

Roofs can be flat or gabled, using roof felt or equivalent. Pent is recommended as this is the most effective design for water capture from guttering into a water butt.

Windows will be allowed as long as they are not glass.

Sheds should be placed on appropriate footings to ensure that they are secure and will not be disturbed by normal wind conditions. This should not be concrete or bricks. Sand and slabs are suggested.

Sheds should be professionally installed.

Sheds must be properly maintained.

Only one shed will be allowed per plot (including half plots).

Installation should not disturb adjacent plots, without permission of the adjacent owner.

It is the responsibility of the departing plot holder to deal with transfer of their sheds to new plot owners or removal if requested by the new owner.

Sheds must be appropriately insured.

No fuel or flammable material should be kept in the shed. No toxic chemicals should be kept in the shed.

The shed should be kept secured with a padlock.

Sheds should be positioned so as not to unreasonably shade a neighbouring plot.

Plot holders should ensure that bonfires are not positioned near to a shed on their, or an adjacent, plot.

There will be a provision for a "dangerous shed notice" which will be part of the regular plot inspection system. This could be because the shed is leaning or has damaged, loose or rotten components. A plot holder served with such a notice will have to make the shed safe or remove it.

Glass greenhouses are not allowed. Polycarbonate greenhouses are permitted provided they are properly constructed and secured in place.

20.

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EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 19 June 2025

Details of work required	Reported by	Notes	Actions	WHO?
Over grown vegetation at Pamlers Way	Resident	Vegetation in housing parking area overgrown and encroaching on neighbouring property. ///frightens.grocers.bookmark	Contacted Housing at SCDC - responded to confirm quotes for works to be gathered and carried out.	SCDC
Various Highways reports	Residents	Many reports of action required on Highways reporting tool	Watch responses - follow up if not actioned in suitable timeframe.	CCC

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 19 June 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	Wardens
Bin replacement	Office	Rota of bin replacements across village to be confirmed.	Ongoing	Office / Wardens
Benches	Wardens	Wardens have highlighted benches that need cleaning / treating.	Wardens to complete as and when suitable.	Wardens
Bus stop	Wardens	Wardens highlighted need to clean and repaint High St bus stop	Wardens to complete as and when suitable.	Wardens
Wild flowers at Moor car park	Clr	Wild flowers were supposed to be sown as part of the car park works at The Moor. A season has passed and there is no evidence of the flowers.	Office to chase contractor to ensure seeds were sown.	Office