



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

👤 **Abi Williams, Clerk**  
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## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Wednesday 22 October 2025 at 7.30pm in the Atrium of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

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

**Present:** Cllrs Barnes, Clark (Chair), Coulman, Cowley, Davey, Kanagarathnam, Kilmurray, Kyprianou, Redelinghuys

**Absent:**

**In attendance:** Abi Williams (Clerk), six members of the public (MOP)

### PARISH COUNCIL MEETING: MINUTES

*Meeting started 19:30*

**PC094/2526 To receive and approve apologies for absence.**

Apologies received from Cllrs Alexander, Campbell, Hart, Wilson and Count Cllr Bostanci all with acceptable reasons.

It was RESOLVED to accept apologies of absence from Cllrs Alexander, Campbell, Hart, Wilson and Count Cllr Bostanci.

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

**PC095/2526 To receive any Declarations of Interest and Dispensations**

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

a) To receive declarations of interest from councillors on items on the agenda

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

c) To grant any requests for dispensation as appropriate

Cllr Coulman has a standing declaration in HR Matters (PC112/2526) and will leave the meeting at this time.

Cllr Cowley declared an interest in item PC103/2526a) in his capacity as a Beaver Leader. Dispensation was granted to remain for the discussion but not vote.

Cllr Kilmurray declared an interest in items PC100/2526d) and PC106/2526a-b) in his role as Director of the Melbourn Hub Management Group. Dispensation was granted to remain for the discussion but not vote.

**PC096/2526 Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

Six members of the public were present.

MOP1 (PC105/2526a) Fowlmere Road) continued concerns about the nature of the draft survey provided by Active Travel Officer from Cambridgeshire County Council. Residents from the local area called for priority of the works to be on the maintenance and improvement of the road and not changes that may negatively impact those that live on the road. Continued concern that residents in the area had still not been contacted.

MOP2 (PC105/2526a) Fowlmere Road) continued concern over draft survey not asking the correct questions.

MOP3 (PC105/2526a) Fowlmere Road) Calls for maintenance of the road to be the priority with thought given to placement of passing places etc. Clarification needed of what a 'Quiet Road' means. Request to have sight of draft survey to address with relevant parties. ACTION: Office to send copy of supporting document.

MOP4 & 5 – Question over actions of Parish Council meeting with Melbourn Community Hub Management Group (MCHMG) to discuss lease. Questions over statements in the lease documentation with regard to profits from MCHMG being paid to the Parish when appropriate. Question over restriction of Community Hub for youth provision this is an ongoing discussion

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

with MCHMG as advised. Request for confirmation that Cambridge Building Society will be renting space.

Cllr Clark provided response to the questions that were relevant for Melbourn Parish Council to answer. Prior to this Council meeting a meeting was held between a number of Cllrs to discuss the lease and it was agreed by those present that further action will be taken. Cllr Clark confirmed that if MCHMG were to be profitable then the lease states that funds would be made payable to the Parish Council. ACTION: To ask for confirmation of conditions that restrict use for youth provision.

*Chair altered the order of the agenda.*

**PC105/2526 Planning Matters:**

- a) To update on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.

An update was provided of actions taken so far. *Update is available in the supporting documents for this meeting.*

*Four MOPs left the meeting 19:55*

**PC097/2526 To approve the minutes of the Parish Council meeting held on 29 September 2025**

*Noting correction from draft minutes from Business to Building under item PC085/2526.*

It was RESOLVED to approve the minutes of the Parish Council meeting held on 29 September 2025 as an accurate record.

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

**PC098/2526 To report back on the minutes of the Parish Council meeting held on 29 September 2025**

Nothing to report.

**PC099/2526 To receive reports for District and County Councillors**

Cllr Clark provided notes from County Cllr Bostanci drawing attention to the Practical Solutions Group meeting to be held in November, Melbourn being awarded the LHI funding, level crossing barrier replacement to take place between 13 December and 5 January. *A full copy of the report can be found in the supporting documents for this meeting.*

**PC100/2526 Finance Matters:**

- a) To receive and consider the finance report covering September 2025.  
The report was noted
- b) To consider approving insurance renewal (precepted) at a cost of £2,279.00 for Grinnell Hill (no increase from 2024). Review for 2026/27 to take place.  
It was RESOLVED to approve payment of £2,279 for Grinnell Hill insurance.  
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- c) To consider approving invoice for Parish Online subscription at a cost of £240 (£60 discount).  
It was RESOLVED to approve payment of Parish Online subscription invoice of £240.  
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- d) To consider approval of invoices relating to the PCN at the Hub.  
It was RESOLVED to approve invoice 1772 at a cost of £2,618.13.  
Proposed by Cllr Davey, seconded by Cllr Barnes.  
In favour: Barnes, Clark, Coulman, Cowley, Davey, Kanagarathnam, Kyprianou, Redelinghuys  
Against:  
Abstain: Cllr Kilmurray.  
It was RESOLVED to approve invoice 1774 at a cost of £140.00.  
Proposed by Cllr Davey, seconded by Cllr Barnes.  
In favour: Barnes, Clark, Coulman, Cowley, Davey, Kanagarathnam, Kyprianou, Redelinghuys  
Against:  
Abstain: Cllr Kilmurray.
- e) To note expense claim from the Clerk for mileage to events at a cost of £64.80.  
It was RESOLVED to accept the payment of Clerks expenses of £64.80.  
Proposed by Cllr Barnes, seconded by Cllr Kanagarathnam. All in favour.
- f) To consider approving the approvals list for October 2025.  
It was RESOLVED to approve the approvals list for October 2025.  
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- g) To note any recommendations to be considered for precept funding.

Request for items to be considered before the Finance & Good Governance Committee Meeting to be held on 4 November 2025.

- h) To consider precepting funds for approved Local Highways Improvement application.

Note of the successful LHO application was made with consideration to be taken over precepting £25,000 (as previously agreed) to be taken at the Finance & Good Governance Committee meeting to be held in November.

**PC101/2526 Bank reconciliations**

- a) To note bank reconciliation for September 2025.

It was noted that the bank reconciliation has been complied and signed by the RFO but not yet checked.

**PC102/2526 Governance**

- a) To note road closure and running order for Remembrance Parade to be held on Sunday 9 November and request confirmation of attendance. Wreath purchased at a cost of £24.49 under delegated authority.

Discussion was had about length of time that wreaths should remain at the memorial. A suggestion of six month period was made, unless the wreaths had started to degrade before the six month period was up. ACTION: Office to reach out to other wreath layers and All Saints Church to arrange removal at a suitable time. A request for attendees at the service was made. The wreath to be laid on behalf of the Parish Council by Cllr Clark.

- b) To receive updated committee membership list.

Updated committee membership list received.

- c) To note call for applications for Community Benefit Grants open until 24 November 2025. The meeting for application consideration will be held on Wednesday 3 December 2025.

It was noted that Community Benefits Grants applications are now open. It was noted that applicants will be expected to attend the decision meeting, provide relevant financial information and to provide % details of beneficiaries that are from Melbourn.

- d) To receive updates and consider actions.

None received.

**PC103/2526 Correspondence:**

- a) To consider request for extended opening hours of Moor car park.

Request to extend car park opening hours was discussed.

It was RESOLVED to keep the car park opening hours as they are currently as sufficient measures are in place. ACTION: Office to respond to resident.

Proposed by Cllr Barnes, seconded by Cllr Davey.

In favour: Barnes, Clark, Coulman, Davey, Kanagarathnam, Kilmurray, Kyprianou, Redelinghuys

Against:

Abstain: Cllr Cowley.

- b) To receive any updates and consider actions.

Cllr Davey added request to look at yellow lines on The Moor to deter parking.

**PC104/2526 Maintenance Matters:**

- a) To receive update for works to All Saints Church wall.

Update received.

- b) To encourage any remaining road inspections to be returned to the office.

Cllrs reminded to submit their road inspections for review.

- c) To receive the Reinstatement Cost Assessment for Parish assets.

Report received. Actions, if any, to be discussed at Finance & Good Governance.

- d) To receive updates and consider actions.

None received.

**PC105/2526 Planning Matters:**

- a) To update on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.

*Item discussed earlier in the meeting. See above.*

- b) To note Intends Notice for Clear Crescent road closure from 1 November 2025.

Intends Notice received. No comment.

- c) To consider Intends Notice for Station Road road closure from 10 December 2025.

Intends Notice received. No Comment

- d) To receive updates and consider actions.

None received.

**PC106/2526 Community Hub**

- a) To consider quote for works to automatic doors to ensure compliance with BSEN 16005 Standards.

*Cllr Cowley and MOP left the meeting 20:47*

It was RESOLVED to approve quotation for works to automatic doors at a cost of £1,455.79+VAT.

Proposed by Cllr Kyprianou, seconded by Cllr Coulman.

In favour: Barnes, Clark, Coulman, Davey, Kanagarathnam, Kyprianou, Redelinghuys

Against:

Abstain: Cllr Kilmurray.

- b) To receive updates and consider actions.

None received.

**PC107/2526 Health, Safety, accessibility, and Wellbeing**

- a) To receive updates and consider actions.

None received.

*MOP left the meeting 20:53*

**PC108/2526 Melbourn Timebank**

- a) To receive the Timebank's September report.

Report received with thanks for continued effort and excellent contribution to the community.

- b) To note trial use of the Pavilion for Food Bank activities.

Use of the Pavilion noted. Clerk / Community Coordinator to feedback to Council when established.

- c) To note expenses related to Timebank as approved.

None received.

- d) To receive any updates and consider actions.

None received.

**PC109/2526 To receive an update from the MAYD Joint Committee**

- a) To confirm date of MAYD Committee meeting.

Item deferred. Date still to be confirmed.

**PC110/2526 To receive an update from the Futures Working Party**

Continued focus on ninja trail / gym equipment project.

**PC111/2526 Website rebuild**

- a) To consider proposal to rebuild website to ensure compliance with WCAG 2.2 AA (Web Content Accessibility Guidelines).

It was RESOLVED to approve the £1,500+VAT budget for the office to select a provider and produce a WCAG 2.2AA compliant website suitable for Melbourn Parish Council.

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

*Cllr Coulman left the meeting 20:59*

**PC112/2526 To receive an update from the HR Panel**

- a) **Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at item PC112/2526b)**

It was RESOLVED to carry the motion to exclude Public and Press as stated above.

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

- b) Review pay scale for RFO.

HR Panel presented their recommendation to increase the RFO pay scale to better reflect the responsibility involved and move closer to market value in line with the NALC recommendations.

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

- c) **Motion to reopen meeting to the Public and Press.**

It was RESOLVED to re-open the meeting to Public and Press.

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

- d) To receive any updates and consider actions.

None received.

**PC113/2526 Chair's Announcements**

None received.

**PC114/2526 To note the dates of the upcoming meetings as:**

- a) Finance & Good Governance Committee Meeting, **Tuesday 4 November 2025** at 7.30pm.

The date of the next Finance & Good Governance Committee Meeting was noted as Tuesday 4 November 2025.

- b) Planning Committee Meeting, **Wednesday 12 November 2025** at 7.30pm.

The date of the next Planning Committee Meeting was noted as Wednesday 12 November 2025.

- c) Maintenance Committee Meeting, **Wednesday 19 November 2025** at 7.30pm.

The date of the next Maintenance Committee Meeting was noted as Wednesday 19 November 2025.

- d) Full Council Meeting, **Wednesday 26 November 2025** at 7.30pm.

The date of the next Full Council Meeting was noted as Wednesday 26 November 2025.

*Meeting closed 21:07*



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## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday 29 September 2025 at 7.30pm in the Atrium of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

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

**Present:** Cllrs Alexander, Barnes, Campbell, Clark (Chair), Coulman, Cowley, Davey, Hart, Kilmurray, Wilson

**Absent:** Cllr Kanagarathnam

**In attendance:** Abi Williams (Clerk), County Cllr Bostanci, two representatives of Melbourn Community Hub Management Group, six members of the public (mop)

### PARISH COUNCIL MEETING: MINUTES

*Meeting started 19:30*

**PC072/2526 To receive and approve apologies for absence.**

It was RESOLVED to accept apologies of absence from Cllrs Kyprianou and Redelinghuys. Proposed by Cllr Davey, seconded by Cllr Cowley. All in favour.

**PC073/2526 To receive any Declarations of Interest and Dispensations**

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

a) To receive declarations of interest from councillors on items on the agenda

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

c) To grant any requests for dispensation as appropriate

Cllr Hart declared a non-pecuniary interest in item PC091/2526c) – dispensation was granted to be involved in the discussion but not to vote.

**PC074/2526 Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting. Six members of the public were present.

Four representatives attended to discuss item **PC084/2526b) To review and consider comments on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.** Concern was raised that proper consultation had not taken place between Fowlmere Parish Council and Cambridgeshire County Council as they were not aware of the proposed changes to the designation of the road. Residents expressed concern over potential one-way system and changes to access. ACTION: Clerk to contact relevant Parish Clerks to make them aware of the request and to respond to the Active Travel Officer with Melbourn Parish Councils comments over appropriate consultation and timescales for review and the fabric of questionnaire.

*Cllr Coulman joined the meeting 19:41*

Two representatives attended to discuss items under **PC085/2526) Community Hub.** Concern was raised over the introduction of a banking hub into the Community Hub without the involvement of the Parish Council. Concern over risk and the liability of insurance were raised. Concern raised over the interpretation of the Hub lease and whether certain financial liabilities fell to the correct party. ACTION: MOP offered Cllrs opportunity to discuss the lease with the benefit of their professional experience. ACTION: Cllrs and Community Hub Management Group to meet on a more regular basis and confirm where liabilities fall ongoing.

**PC075/2526 To approve the minutes of the Parish Council meeting held on 30 July 2025**

It was RESOLVED to approve the minutes of the Parish Council meeting held on 30 July 2025 as an accurate record.

Proposed by Cllr Hart, seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Davey, Hart, Kilmurray, Wilson

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

Against:  
Abstain: Cllr Cowley.

**PC076/2526 To report back on the minutes of the Parish Council meeting held on 30 July 2025**

Nothing to report.

**PC077/2526 To receive reports for District and County Councillors**

A verbal report was received from County Cllr Bostanci and District Cllr Hart. Cllr Bostanci reported on the correct reporting procedures for unauthorised signs etc through the highways reporting tool. *A full copy of the report can be found in the supporting documents for this meeting.*

**PC078/2526 Finance Matters:**

- a) To receive and consider the finance report covering July and August 2025.  
The reports were noted.
- b) To consider approving the retrospective approvals for August 2025.  
It was RESOLVED to retrospectively approve the approvals list for August 2025.  
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- c) To consider approving renewal invoice for parish insurance policy at an annual cost of £13,562.65.  
It was RESOLVED to approve the renewal if the annual insurance premium at a cost of £13,562.35.  
Proposed by Cllr Cowley, seconded by Cllr Hart. All in favour.
- d) To note emergency spend on removal of fallen tree in Elm Way at a cost of £410+VAT.  
Spend noted.
- e) To consider retrospective approval of invoices relating to the PCN at the Hub and receive an update on remaining funds.  
It was RESOLVED to approve invoice 1769 at a cost of £1,500.00  
Proposed by Cllr Davey, seconded Cllr Wilson. All in favour.  
It was RESOLVED to approve invoice 1770 at a cost of £30.00  
Proposed by Cllr Davey, seconded Cllr Barnes. All in favour.  
It was RESOLVED to approve invoice 1771 at a cost of £321.87  
Proposed by Cllr Davey, seconded Cllr Barnes. All in favour.  
It was noted that £3,337.03 remaining under s106 for future payments – Hub Management Group advised they are waiting for confirmation of future funding to continue 'Health at the Hub' initiatives.  

*Cllr Kilmurray joined the meeting 20:09*
- f) To consider approving the approvals list for September 2025.  
It was RESOLVED to approve the approvals list for September 2025.  
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- g) To request any projects for consideration under the precept 2026/27 to be sent to the Office for review.  
Request was made for suggestions before the next meeting in October.

**PC079/2526 Bank reconciliations**

- a) To note bank reconciliation for July and August 2025.  
It was noted that the bank reconciliations for July and August had taken place.

**PC080/2526 Email decisions**

- a) To formally record approved switch for unmetered power supply for street lighting.  
Email decision to switch street lighting energy supplier formally recorded.

**PC081/2526 Governance**

- a) To receive the external auditors report and completed Annual Governance and Accountability Report 2024/25.  
The external auditors report and AGAR was received by Council.
- b) To note 'Notice of conclusion of audit' was published on 24 September 2025 for a period no shorter than 14 days on the noticeboards and online.  
Notice of conclusion of audit was noted.
- c) To receive the updated meeting schedule to accommodate changes to maintenance committee.  
Updated meeting schedule was received.
- d) To receive updated committee membership list.

ACTION: It was noted that a correction was needed to reflect Cllr Barnes as Vice Chair of Maintenance and not Cllr Clark as shown.

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

**PC082/2526 Correspondence:**

- a) To note correspondence with regard to installation of flags and posters on street furniture through Melbourn.  
Correspondence was noted.
- b) To note correspondence from resident and consider actions to speeding issues along Back Lane and High Street.  
Correspondence was noted and discussed. Cllr suggested we move traffic monitoring equipment to approved location on Back Lane to monitor and review activity and report any relevant statistics to the police. ACTION: Office to request move of MVAS unit to Back Lane to monitor vehicles and report to relevant authorities.
- c) To receive any updates and consider actions.  
None received.

**PC083/2526 Maintenance Matters:**

- a) To consider quotes for asset valuation project.  
Quotes for the asset valuation project were considered. It was RESOLVED to approve the quote from Bremner Partnership LLP to provide services of asset valuation at a cost of £850+VAT.
- b) To note spend of £240+VAT under delegated authority to the Clerk for works to verge on Water Lane / Back Lane due to safety concerns.  
Spend was noted.
- c) To note request and response from Maintenance Committee for the installation of lighting in All Saints Churchyard.  
Request and response to not proceed with introduction of lighting project was duly noted.

*Chair altered the order of the agenda.*

**PC085/2526 Community Hub**

- a) To note spend of £205.00+VAT on call out and labour for air conditioning unit in kitchen.  
Spend was noted.
- b) To receive minutes from private meeting with Melbourn Community Hub Management Group.  
Minutes were received. Discussion about the risks associated with Cambridge Business Building Society operating a banking hub from the premises were raised. Concerns over increased footfall around the office was also noted. Comment from MOP was raised under public participation about liabilities to different parties on the lease. *Action as noted under public participation.*
- c) To receive an update from Melbourn Community Hub Management Group.  
Included in the discussion above. The loss of John Travis as a Director was noted, this highlights the need for regular review at Parish Council meetings as the direct link has been lost. Cllrs and Management Group commended the efforts of all the volunteers that range across roles such as Directors and café volunteers.
- d) To receive updates and consider actions.  
None received.

*Chair altered the order of the agenda.*

**PC084/2526 Planning Matters:**

- b) To review and consider comments on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.  
As discussed during public participation. Council agreed to push back with concerns over the range of consultation and Cllrs are encouraged to review the draft survey and provide feedback to the office. *Action as noted under public participation.*

*Members of the public left the meeting 20:53*

*Chair altered the order of the agenda.*

**PC083/2526 Maintenance Matters Continued:**

- d) To note request and response from Maintenance Committee for works to All Saints Church wall.  
It was noted that the request for works to All Saints Wall has been received and investigation is being carried out to confirm responsibilities of the Parish Council. Currently we are awaiting

confirmation from All Saints of a written agreement this will then allow Melbourn Parish Council to proceed.

- e) To receive updates and consider actions.

None received.

**PC084/2526 Planning Matters:**

- a) To consider plans for alterations to High Street landscape for Melbourn Greenway.  
Plans were reviewed. It was noted that Cllrs were unable to print and sufficiently review the plans. It was noted that responsibility for the bike repair station should be confirmed as they can have a tendency to be broken and not maintained. ACTION: Request printed versions for review within the office.
- b) To review and consider comments on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.  
Chair moved item to earlier in the meeting.
- c) To receive updates and consider actions  
None received.

*Cllr Barnes left the meeting 21:09*

**PC085/2526 Community Hub**

- a) To note spend of £205.00+VAT on call out and labour for air conditioning unit in kitchen.  
Chair moved item to earlier in the meeting.
- b) To receive minutes from private meeting with Melbourn Community Hub Management Group.  
Chair moved item to earlier in the meeting.
- c) To receive an update from Melbourn Community Hub Management Group.  
Chair moved item to earlier in the meeting.
- d) To receive updates and consider actions.  
Chair moved item to earlier in the meeting.

**PC086/2526 Health, Safety, accessibility, and Wellbeing**

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

**PC087/2526 Melbourn Timebank**

- a) To receive the Timebank's August report.  
Report received with thanks.
- b) To note expenses related to Timebank as approved.  
None received.
- c) To note the successful application to the Community Growing Grant from South Cambridgeshire District Council. £500 received and being used for the community allotment plot.  
Grant was noted.
- d) To receive any updates and consider actions.  
None received.

**PC088/2526 To receive an update from the MAYD Joint Committee**

- a) To receive the Connections Bus termly report.  
Termly report received. ACTION: Clerk to share details of Connections Bus AGM with Cllrs.
- b) To respond to call for action to reinstate MAYD Committee meetings and agree a date for meeting.  
Cllr Hart noted that she will continue as Vice Chair in order to progress with the next meeting where it will be looked to elect a new Chair and Vice Chair. It was noted that meetings would be moved to an evening to allow more Cllrs the opportunity to attend. ACTION: Office to contact all joint committee members to arrange a date for the next meeting.

**PC089/2526 To receive an update from the Futures Working Party**

Chair confirmed he is looking to hold a meeting in October. Local Highways Initiative decision should be published mid-October.

**PC090/2526 Policies**

- a) To consider approving changes to Document 4.23 Parish Estate Safety Inspections on recommendation of the Maintenance Committee.  
It was RESOLVED to approve the updates to Document 4.23 Parish Estate Safety Inspections. Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.

- b) To consider approving changes to key holder agreement to reflect emergency key use and Provision at the pavilion as recommended by the Maintenance Committee.  
It was RESOLVED to approve the changes to key holder agreement to reflect emergency key use and provision at the pavilion.  
Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.

- c) To consider the introduction of the Lost Property Policy to help manage items received by the office.  
It was RESOLVED to approve the adoption of the Lost Property Policy as presented.  
Proposed by Cllr Davey, seconded by Cllr Wilson. All in favour.

**PC091/2526 To receive an update from the HR Panel**

- a) To note annual reviews of RFO and Assistant have taken place.  
Completed annual reviews noted. Thanks passed to Cllr Alexander and Cllr Barnes for helping to complete the reviews.
- b) To consider accepting the NALC local government pay agreement increases 2025/26 as stated in 10.1 of the contracts of employment.  
It was RESOLVED to accept the local government pay agreement increase announced by NALC.  
Proposed by Cllr Hart, seconded by Cllr Campbell. All in favour.
- c) To consider recommendation by HR Panel for the Clerk to undertake coaching.  
It was RESOLVED to approve recommendation for Clerk to undertake coaching as quoted at a cost of £1,369.00+VAT.  
Proposed by Cllr Davey, seconded by Cllr Kilmurray.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Cowley, Davey, Kilmurray, Wilson  
Against:  
Abstain: Cllr Hart.

- d) **Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC092/2526e)**

It was RESOLVED to carry the motion to exclude Public and Press as stated above.  
Proposed by Cllr Cowley, seconded by Cllr Alexander. All in favour.

*Two members of the public left the meeting 21:30*

- e) Review pay scale for RFO.  
HR Panel have been presented with a proposal to review the RFO pay scale. Insufficient time was available to review the details and the item is deferred to the next meeting after review by the HR Panel.
- f) **Motion to reopen meeting to the Public and Press.**  
It was RESOLVED to re-open the meeting to Public and Press.  
Proposed by Cllr Hart, seconded by Cllr Davey. All in favour.
- g) To receive any updates and consider actions.  
None received.

**PC092/2526 Chair's Announcements**

None received.

**PC093/2526 To note the dates of the upcoming meetings as:**

- a) Planning Committee Meeting, **Wednesday 8 October 2025** at 7.30pm.  
The date of the next Planning Committee Meeting was noted as Wednesday 8 October 2025.
- b) Maintenance Committee Meeting, **Wednesday 15 October 2025** at 7.30pm.  
The date of the next Maintenance Committee Meeting was noted as Wednesday 15 October 2025.
- c) Full Council Meeting, **Wednesday 22 October 2025** at 7.30pm.  
The date of the next Full Council Meeting was noted as Wednesday 22 October 2025.

*Meeting closed at 21:34*

# Joint District and County Councillor Report

## Melbourn Parish Council, October 2025

### **Local Highways Improvement scheme**

Congratulations to Melbourn Parish Council on your successful LHI application.

You may be interested to learn that this year the LHI programme has been boosted by an additional £850,000, bringing the total investment for the 2025/26 round to £1.67 million, the highest level of funding to date, in addition to the significant contributions by applicants themselves. In South Cambridgeshire, 10 complex projects and 23 non-complex projects were funded, and the overall success rate was 75%.

### **County Council reports on additional highways funding**

The County Council is spending record amounts on highways maintenance to tackle the historical backlog. Since 2023/24, the amount of capital funding spent on highway maintenance has increased from £24m to £59m, and in 2025/26 the council has allocated more than £73m for highways maintenance inclusive of revenue funding.

In addition, the results of the National Highways and Transport public survey and numbers of pothole repairs and safety inspections completed are being used to identify areas where highways maintenance can improve. Similarly, public rights of way ranked at the top of the county-wide Public Rights of Way hierarchy will have annual inspections from next year, which will see an additional 160km covered across the county and routes near schools prioritised.

For further details on what was discussed at the recent Highways and Transport Committee meeting, please see:

[Local Highways Improvement scheme receives record levels of funding | Cambridgeshire County Council](#)

More information available at: <https://www.cambridgeshire.gov.uk/highways-transparency>

### **Highway faults – Report It**

Please continue to report issues.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>

### **Meldreth Road level crossing, Shepreth**

We attended a meeting about Network Rail's proposed replacement of the single barriers at Meldreth Road level crossing with double barriers as part of the C3R Cambridge re-signalling project. This was part of a public consultation a few years ago.

Network Rail is now proposing to go ahead with the replacement because single barriers are being phased out. It will, very regrettably, mean longer down times when the barriers are closed.

We are liaising with parish and county councillors to determine what can be done to influence the process.

When the work goes ahead, there will be a period of closure of the level crossing, as well as a period without train services. The road will be closed from 13 December and the train line will be closed from 25 December, both reopening 5 January. The diversion will be via Malton Lane, Meldreth.

### **Bus User Group meeting**

Thanks to all who attended or supported the meeting of the Cam Vale Bus User Group in September. The meeting was attended by the assistant director for public transport at the Cambridgeshire and Peterborough Combined Authority, which is the local Transport Authority.

As most people who regularly use the local number 17 and 26 buses will understand, the meeting garnered a lot of feedback on the experience and poor performance of these services. The meeting also heard about the future of bus franchising in Cambridgeshire, which will be taken forward under Mayor Paul Bristow following a review which reports in January. Since the meeting, riders have continued to let us know their experiences, and all feedback is being sent back to the Combined Authority. Please contact us if you have any feedback.

### **Melbourn Practical Solutions Group**

This group continues to meet once per term for the purpose of advancing good community projects especially for young people and older people. It brings together councillors, council youth and communities services, school leaders, and community groups. The next meeting has been scheduled for 4 November 2025 12:30-13:30 on Teams. Please let Sarah Freeman know any agenda items.

### **A505/New Road**

After the recent tragic fatal accident at the A505 New Road junction, we had received questions whether permanent traffic lights to facilitate right turning could be installed at the intersection, as well as how many accidents there have been and if there could be better signage/ lighting/ lower speed to protect drivers trying to turn right.

An email response from the responsible director suggests that the accident happened not “at the intersection but 600m to the west of it, and that the historical accident data does not support an intervention on road safety grounds.

It was suggested that a lower speed limit could be an effective collision reduction measure for the whole route if compliance could be achieved. In light of this initial response, a more concerted and long-term approach would be needed to achieve change.

## **Cambridge South station**

Cambridge South station is due to open on the early side of 2026. This will transform sustainable public transport connections from local rail stations to Addenbrooke's and neighbouring new hospitals, to sixth form colleges, and to nearby employers on the biomedical campus. The new station will connect to over 60 other stations and will be included in the December 2025 timetable change, albeit trains will not stop until the station opens. An on-line public information session is being organized by Cam Valley Community Rail Partnership. Please contact us if you'd like to join.

## **Local Government Reorganisation**

The national government wants to reorganise local government. It has set out the rules for the process, such as the desired size of the new unitary authorities that will replace the current two-tier system of district and county councils. Administrations within Cambridgeshire have prepared business cases for different options for the new unitary authorities, and public engagement and consultations have taken place during the autumn. In the coming months, these business cases will be formally approved by the administrations for submission to the government. From the perspective of someone living in South Cambridgeshire, the main options are as follows – Option A: Cambridge City, South and East Cambs forming a new unitary authority; Option B: Cambridge City and South Cambs forming a new unitary authority; Option C: Cambridge City, South Cambs and Huntingdonshire forming a new unitary authority – but in the end the government will select which option will be implemented in 2028.

For further information about the results of engagement and consultation, please see:

[Council leaders thank communities for helping shape the future of local government | Cambridgeshire County Council](#)

[South Cambs District Council: Majority of Cambridge and South Cambridgeshire residents surveyed support new Greater Cambridge unitary council](#)

## **Support for frequent A&E users to continue with new funding**

An innovative service that helps residents who frequently attend hospital Accident and Emergency (A&E) departments will continue to be hosted by Cambridgeshire County Council. At a meeting of the Communities, Social Mobility and Inclusion committee on Thursday 16 October, councillors gave the council the go-ahead to enter into a new Section 256 Agreement. This agreement signals continued partnership with the Cambridgeshire and Peterborough Integrated Care Board (ICB), who have committed £600,000 in funding for the council to run the High Impact Use (HIU) team in 2026/27.

The HIU team works with residents who make repeated visits to A&E, often because of complex needs that are not primarily medical. By focusing on individuals' concerns and building personalised support plans, the team connects service users with the right

combination of health, housing, benefits, and community services. This approach has been shown to reduce A&E attendances and unplanned hospital admissions nationally by at least 40 per cent.

Cambridgeshire County Council is currently the only local authority in the country to host such a service, and its community-led model is being promoted nationally as an example of good practice. Locally, the project has already received an Outstanding Achievement Award from one of the county's acute hospital trusts.

[Vital support for frequent A&E users to continue with new funding | Cambridgeshire County Council](#)

### **Council launches flood resilience campaign to help residents be prepared**

A new flood resilience campaign – 'Prepare' – has been launched by Cambridgeshire County Council. Designed to help residents and communities across the county become more resilient to flooding by taking simple, proactive steps, the initiative follows a motion passed by the council earlier this year, which called for improved flood preparedness and clearer communication around flood responsibilities. It recognises that many residents are unaware of the risks they face and the actions they can take to reduce them. The campaign is particularly aimed at residents in high-risk flood areas, riparian landowners, existing and potential community flood groups, local stakeholders, and parish councils.

The council's 'Prepare' campaign focuses on:

- How to check flood risk using online tools and maps.
- How to create a personal or household flood plan to stay safe and act quickly.
- How to assemble a flood kit with essential items in case of emergency.
- Who is responsible for the various types of flooding, for example surface water, river, and groundwater.
- Clarifying riparian ownership responsibilities (for landowners next to watercourses).
- Mitigating flood risk is a shared responsibility, and the Council works closely with partner organisations including the Environment Agency, Internal Drainage Boards and Anglian Water to manage this risk locally.

[Council launches flood resilience campaign to help residents be prepared | Cambridgeshire County Council](#)

### **New Adults, Health and Commissioning Strategy, shaped by local voices**

At its meeting in October, the County Council's Adults and Health Committee approved a three-year plan to improve health outcomes, reduce inequalities and support

residents to live healthy, safe and independent lives. The strategy was shaped through engagement with residents, carers, providers, partners and staff, through surveys and workshops, with over 300 people taking part.

<https://www.cambridgeshire.gov.uk/news/council-launches-its-new-adults-health-and-commissioning-strategy-shaped-by-local-voices>

## **South Cambridgeshire District Council**

### **Six Free Trees**

The council's annual Six Free Trees scheme for Parish Councils is open again, running until 30 November. [South Cambs District Council: Parish councils invited to claim six free trees – with more than 750 already planted and counting](#)

### **Planning Application queries**

The Greater Cambridge Planning authority processes well over 3000 planning applications every year. Most of these applications run smoothly, and the average time to determine applications has fallen significantly over the past two years. However, occasionally there are problems with the handling of planning applications. Concerns about the planning application process should initially be referred to the application case officer, whose name is listed on the application and whose contact details can be found here [Development management area teams](#)

(We are in Area Team West). Any concerns that have not been dealt with satisfactorily by the case officer should be referred to the Area Team Leader (Michael Hammond). If there is still a problem at this stage then please contact either Cllr Hawkins (the Cabinet Member for Planning) or Jose and Sally Ann and we will do our best to investigate. In the event of any problems it is much better to follow this process while the application is still being considered. Once an application has been decided, the mechanisms available to revisit the decision are very limited.

### **Mental health support for the community**

There is a new partnership between the council and Cambridge-based charity Cogwheel Counselling to offer free counselling support sessions to council tenants. Cogwheel Counselling also offers support more broadly within the community, including free counselling sessions for people on very low income. There is a broader need for counselling and mental health support in our area. Cambridgeshire County Council and Peterborough City Council have worked together on a web site called KeepYourHead which provides comprehensive information on the support services available.

## **Service Support Grants**

Increased Funding of £300k is available for community projects in the coming year in Service Support Grants, increased from £167k last year, to help address the growing pressure faced by the voluntary, community and social enterprise sector. The grant is aimed at mental health support, advice services, community transport and other community services. Its aim is to empower local groups that deliver vital services to South Cambridgeshire residents, reaching those most in need and to help build inclusive, resilient communities. The application window is open until 5pm on Friday 31 October.

[South Cambs District Council: £300,000 available to support community services in South Cambridgeshire](#)

## **Consultation on Climate and Nature Strategy**

A consultation is open on the District Council's Climate and Nature Strategy for 2026–2030. We have set out a transformative vision for a region where nature thrives, the air and rivers are clean, communities are resilient to the changing climate, and future generations can flourish. The consultation closes on 5 November.

[Project: Climate and Nature Strategies | South Cambridgeshire District Council](#)

As ever, please don't hesitate to get in touch if needed.

Adam, Jose & Sally Ann

## Melbourn Parish Council

### Responsible Financial Officer's Report – September 2025

Prepared by: Shelley Coulman, RFO

Date: September 2025

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## 1. Introduction

This report provides an overview of the Parish Council's financial position as of the end of September 2025, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to 30<sup>th</sup> September 2025 and includes any future commitments recorded in October. These have been produced using the council finance system.

## 2. Income Overview

- **Total income to date:** £267,257

|                        |                   |
|------------------------|-------------------|
| Income & Expenditure   | £442,366          |
| <u>Deferred Income</u> | <u>(£175,109)</u> |
| Total Income           | £267,257          |
- **Key income item:** The primary source of income remains the precept payment received in April and September. The amount reflects 6 months of the total amount received so we can closely monitor the expenditure with the correct monthly income. The £175,109 has been deferred to be release over the month in which the income relates.
- Interest continued to perform well however the bank of England has held the base rate but is predicted to reduce further by December 25, however is expected to rise to 3.75 by September 2028.
- Burial fees have exceeded budget for 2025/26.
- Other minor income has been recorded from allotments, cemetery fees, and room hire. These remain broadly in line with budget expectations. Details around pitch fees need to be agreed.
- £57,963 was received for the community benefit fund and was transferred to the Earmarked reserves.

## 3. Expenditure Overview

- **Total expenditure to date:** £244,643

|                      |                  |
|----------------------|------------------|
| Income & Expenditure | £179,868         |
| Accruals             | £8,500           |
| <u>Prepayments</u>   | <u>(£24,394)</u> |
| Total Income         | £228,749         |
- This represents approximately 59.3% of the annual budgeted expenditure, indicating that spending is currently higher than expected but does not include

the effect of transfers to and from reserves, indicating that expenditure is less than budgeted, this will become clearer as we move closer to monthly budgeting and considering annual variations. Interest on loans and refuse collection has not been prepaid therefore frontloading the budget. This is within a reasonable range for this point in the financial year.

**Key expenditure areas include:**

- **Salaries and staff-related costs** – on track with the budget no overspend anticipated.
- **Grounds maintenance** – seasonal activities are reflected in spend levels. – Some areas moved to Village maintenance contract.
- **Utilities and premises costs** – in line with expected use.
- **Grants and donations** – small disbursements made to local organisations. £37,853 has been taken from the earmarked reserve.
- **Maintenance & Repairs unplanned.** Little hands Oil boiler and Doors, these have been taken from the appropriate reserves.
- **Street Lighting** – This has occurred based on an issue with regards to moving over the street lighting account.

No significant overspends have been recorded, and all expenditure to date is supported by appropriate documentation.

#### **4. Bank and Reserves Position**

- **Bank balance as of 30<sup>th</sup> September 2025:** £827,980 of which £522,583 relates to immediately available cash and £305,397 held in various investments.
- **Earmarked reserves:** Funds are appropriately allocated to various reserves.
- The general reserve of £209,226 remains healthy and covers 6.6 months month operating expenditure level.

#### **5. VAT**

- VAT incurred to date is being tracked and will be reclaimed for the quarter ended 30.09.25.

#### **6. Summary and Recommendations**

The Council's financial position as of the end of September 2025 remains strong. Spending is broadly in line with the annual budget and the Council maintains sufficient reserves to meet foreseeable commitments. Councillors should look at the assets and consider the income or the measurable benefit to the community versus the cost of the asset to the community.

## Income &amp; Expenditure by Budget 30/09/2025

Month No: 6

## Account Code Report

|                                     | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % Spent |
|-------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|---------|
| <b><u>Income</u></b>                |                        |                       |                    |                          |                    |         |
| 1000 Interest Received              | 4,479                  | 6,000                 | 1,521              |                          |                    | 74.7%   |
| 1076 Precept                        | 175,108                | 350,217               | 175,109            |                          |                    | 50.0%   |
| 1200 Allotment Rent received        | 102                    | 3,154                 | 3,052              |                          |                    | 3.2%    |
| 1210 Grass Cutting Contribution     | 3,939                  | 3,850                 | (89)               |                          |                    | 102.3%  |
| 1300 Burial Fees                    | 5,475                  | 2,000                 | (3,475)            |                          |                    | 273.8%  |
| 1305 Memorials Fees                 | 1,394                  | 525                   | (869)              |                          |                    | 265.4%  |
| 1310 Internment Fees                | 1,635                  | 1,500                 | (135)              |                          |                    | 109.0%  |
| 1400 Match Fees                     | 2,290                  | 3,350                 | 1,060              |                          |                    | 68.4%   |
| 1500 Hire of Recreation Grounds     | 765                    | 840                   | 75                 |                          |                    | 91.1%   |
| 1550 Hire of Pavilion               | 210                    | 100                   | (110)              |                          |                    | 210.0%  |
| 1600 Property Rental Income         | 13,500                 | 27,000                | 13,500             |                          |                    | 50.0%   |
| 1610 Misc Income                    | 58,360                 | 0                     | (58,360)           |                          |                    | 0.0%    |
| <b>Total Income</b>                 | <b>267,257</b>         | <b>398,536</b>        | <b>131,279</b>     |                          |                    | 67.1%   |
| <b><u>Overhead Expenditure</u></b>  |                        |                       |                    |                          |                    |         |
| 4000 Salaries & Pensions            | 63,399                 | 135,348               | 71,949             |                          | 71,949             | 46.8%   |
| 4010 Other Staff Costs              | 0                      | 600                   | 600                |                          | 600                | 0.0%    |
| 4055 Pension Scheme Costs           | 216                    | 591                   | 375                |                          | 375                | 36.5%   |
| 4060 Staff & Councillor Expenses    | 102                    | 0                     | (102)              |                          | (102)              | 0.0%    |
| 4065 Training                       | 1,550                  | 2,500                 | 950                |                          | 950                | 62.0%   |
| 4070 Timebank Expenses              | 931                    | 587                   | (344)              |                          | (344)              | 158.7%  |
| 4100 Audit Fees                     | 2,755                  | 2,000                 | (755)              |                          | (755)              | 137.8%  |
| 4105 Legal & Professional Fees      | 800                    | 0                     | (800)              |                          | (800)              | 0.0%    |
| 4110 Insurance                      | 885                    | 13,948                | 13,063             |                          | 13,063             | 6.3%    |
| 4115 Memberships & Subscription     | 1,465                  | 1,706                 | 241                |                          | 241                | 85.9%   |
| 4120 Parish Clock                   | 0                      | 447                   | 447                |                          | 447                | 0.0%    |
| 4125 Broadband & Telephone          | 103                    | 177                   | 74                 |                          | 74                 | 58.1%   |
| 4130 Computer & IT                  | 486                    | 2,802                 | 2,316              |                          | 2,316              | 17.3%   |
| 4140 Software Licences              | 4,212                  | 4,012                 | (200)              |                          | (200)              | 105.0%  |
| 4150 Printing Postage & Stationery  | 801                    | 1,370                 | 569                |                          | 569                | 58.4%   |
| 4155 Office Costs                   | 0                      | 0                     | (0)                |                          | (0)                | 0.0%    |
| 4170 Office Rent                    | 7,500                  | 15,000                | 7,500              |                          | 7,500              | 50.0%   |
| 4175 Subcontractors                 | 3,149                  | 9,846                 | 6,697              |                          | 6,697              | 32.0%   |
| 4190 Office Furniture & Equipment   | 0                      | 2,000                 | 2,000              |                          | 2,000              | 0.0%    |
| 4195 Sundry Expenses                | 324                    | 758                   | 434                |                          | 434                | 42.8%   |
| 4200 Bank Charges                   | 160                    | 226                   | 66                 |                          | 66                 | 71.0%   |
| 4205 Grants                         | 37,853                 | 8,550                 | (29,303)           |                          | (29,303)           | 442.7%  |
| 4206 Hub Fund redistribution - Heal | 4,772                  | 0                     | (4,772)            |                          | (4,772)            | 0.0%    |
| 4207 Youth Expenditure (Mayd)       | 4,176                  | 6,500                 | 2,324              |                          | 2,324              | 64.2%   |
| 4208 S106 Expenditure               | 5,197                  | 0                     | (5,197)            |                          | (5,197)            | 0.0%    |

Continued over page

## Income &amp; Expenditure by Budget 30/09/2025

Month No: 6

## Account Code Report

|                                       | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|---------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|--------------|
| 4225 Community Events                 | 48                     | 2,677                 | 2,629              |                          | 2,629              | 1.8%         |
| 4230 Van - Tax, MOT, Fuel, Repairs    | 230                    | 647                   | 417                |                          | 417                | 35.6%        |
| 4235 Wardens Materials                | 264                    | 0                     | (264)              |                          | (264)              | 0.0%         |
| 4240 Wardens Equipment                | 151                    | 1,539                 | 1,388              |                          | 1,388              | 9.8%         |
| 4315 Maintenance & Reps - Planned     | 7,187                  | 10,061                | 2,874              |                          | 2,874              | 71.4%        |
| 4320 Maintenance & Reps- Unplanned    | 13,475                 | 18,100                | 4,625              |                          | 4,625              | 74.4%        |
| 4350 Christmas Tree/Plants            | 623                    | 1,430                 | 807                |                          | 807                | 43.5%        |
| 4360 Tree & Hedge Work - Planned      | 0                      | 6,618                 | 6,618              |                          | 6,618              | 0.0%         |
| 4365 Tree & Hedge Work - Unplanned    | 2,677                  | 3,546                 | 869                |                          | 869                | 75.5%        |
| 4370 Project work                     | 369                    | 1,026                 | 657                |                          | 657                | 35.9%        |
| 4410 Nature Reserve management plan   | 0                      | 513                   | 513                |                          | 513                | 0.0%         |
| 4420 Grounds Maintenance - Unplanned  | 240                    | 3,058                 | 2,818              |                          | 2,818              | 7.8%         |
| 4430 Grounds Maintenance - Planned    | 570                    | 8,415                 | 7,845              |                          | 7,845              | 6.8%         |
| 4500 Rates                            | 8,376                  | 17,616                | 9,240              |                          | 9,240              | 47.6%        |
| 4505 Electricity                      | 2,705                  | 6,227                 | 3,522              |                          | 3,522              | 43.4%        |
| 4510 Water                            | 622                    | 1,145                 | 523                |                          | 523                | 54.3%        |
| 4605 Refuse & Dog Bin Collection      | 5,014                  | 6,442                 | 1,428              |                          | 1,428              | 77.8%        |
| 4635 Village Maintenance Contract     | 19,277                 | 34,177                | 14,900             |                          | 14,900             | 56.4%        |
| 4640 Melbourn Dynamos Power Grant     | 0                      | 1,970                 | 1,970              |                          | 1,970              | 0.0%         |
| 4700 PWLB Interest                    | 15,800                 | 32,326                | 16,526             |                          | 16,526             | 48.9%        |
| 4705 PWLB Capital                     | 9,121                  | 17,457                | 8,336              |                          | 8,336              | 52.2%        |
| 4850 Parish Planning                  | 0                      | 1,000                 | 1,000              |                          | 1,000              | 0.0%         |
| 4920 Street Lighting                  | 1,163                  | 1,026                 | (137)              |                          | (137)              | 113.3%       |
| <b>Total Overhead</b>                 | <b>228,749</b>         | <b>385,984</b>        | <b>157,235</b>     | <b>0</b>                 | <b>157,235</b>     | <b>59.3%</b> |
| <b>Total Income</b>                   | <b>267,257</b>         | <b>398,536</b>        | <b>131,279</b>     |                          |                    | <b>67.1%</b> |
| <b>Total Expenditure</b>              | <b>228,749</b>         | <b>385,984</b>        | <b>157,235</b>     | <b>0</b>                 | <b>157,235</b>     | <b>59.3%</b> |
| <b>Net Income over Expenditure</b>    | <b>38,508</b>          | <b>12,552</b>         | <b>(25,956)</b>    |                          |                    |              |
| plus Transfer from EMR                | 67,603                 | 0                     | (67,603)           |                          |                    |              |
| less Transfer to EMR                  | 57,564                 | 0                     | (57,564)           |                          |                    |              |
| <b>Movement to/(from) Gen Reserve</b> | <b>48,548</b>          | <b>12,552</b>         | <b>(35,996)</b>    |                          |                    |              |

# Mark Hayman Insurance Services Ltd

Sconicca  
14 Hilltop Meadow  
Newton Abbot  
Devon TQ12 1FJ

Office: 01626 - 363376

Mobile: [REDACTED]

[REDACTED]@haymaninsurance.co.uk

www.haymaninsurance.co.uk

 @haymaninsurance

**RELIABLE AND PERSONAL**

Date: **09 October 2025**

Invoice ref: [REDACTED]

Client Ref: [REDACTED]

Insured: [REDACTED]

Appointed Representative: **Mark Hayman Insurance**

Insurer Pol No.: [REDACTED]

## Invoice

|                    |                            |                             | Amounts (£) | Total (£) |
|--------------------|----------------------------|-----------------------------|-------------|-----------|
| Combined Liability | Sportscover Europe Limited | Premium                     | 1,950.00    | 2,279.00  |
|                    | Policy Number: PLON99/     | Insurance Premium Tax (IPT) | 234.00      |           |
|                    | 0096882                    | Processing Fee              | 10.00       |           |
|                    | Policy Term: 17/10/25 -    | Insurer Fee                 | 35.00       |           |
|                    | 16/10/26                   | Broker Fee                  | 50.00       |           |
| TOTAL              |                            |                             |             | 2,279.00  |

Payment of this invoice is due by 30th October 2025.

### Payment Instruction

Our preferred method of payment is by BACS transfer, with our bank details being as follows:

**TEn Insurance Services Limited ,Sort Code 40-05-30, Account Number 54587499**

**Please use 549244286 as your payment reference.**

Payment can also be made by cheque. Without exception, all cheques MUST be made payable to TEn Insurance Services Ltd and, **in the interests of efficiency, posted to TEn Insurance Services Ltd, Hanover House, 30-32 Charlotte Street, Manchester, M1 4FD.**

It is imperative that full payment is received within the credit terms stated.

Please ignore the above if you have already arranged to pay the premium by a premium finance arrangement.

Please note, any payment made directly to an Appointed Representative cannot be deemed to have been received by TEn.

**A member of the British Insurance Brokers Association**

Mark Hayman Insurance Services Ltd. is registered in the United Kingdom. Company Registration No. 05660297

Mark Hayman Insurance Services Ltd. is an appointed representative of TEn insurance services which is authorised and regulated by the Financial Conduct Authority

# Invoice



Invoice number 12UG070-0008  
Date of issue October 5, 2025  
Date due November 3, 2025

**Parish Online**  
PO Box 6987  
Basingstoke  
RG24 4HQ  
United Kingdom  
+44 1256 586980  
support@parish-online.co.uk

**Bill to**  
Melbourn CP  
United Kingdom  
+44 1763 263303  
parishclerk@melbournparishcouncil.  
gov.uk

**Ship to**  
Melbourn CP  
+4401763263303

£240.00 due November 3, 2025

[Pay online](#)

Alternative payment methods:  
BANK TRANSFER: Sort Code: 09-01-29 Account: 26025982.  
CHEQUE: Please make cheques payable to 'Geosphere Ltd' and post to 'Geosphere Ltd, PO Box 6987, Basingstoke, RG24 4HQ'.  
VAT Number: GB296312096.

| Description                                                              | Qty | Unit price | Tax | Amount  |
|--------------------------------------------------------------------------|-----|------------|-----|---------|
| Parish Online - Mapping Software (per Year)<br>Oct 5, 2025 – Oct 5, 2026 | 250 | £1.00      | 20% | £250.00 |
| Subtotal                                                                 |     |            |     | £250.00 |
| Total excluding tax                                                      |     |            |     | £250.00 |
| VAT (20% on £250.00)                                                     |     |            |     | £50.00  |
| Total                                                                    |     |            |     | £300.00 |
| Applied balance                                                          |     |            |     | -£60.00 |
| Amount due                                                               |     |            |     | £240.00 |

**Melbourn Community Hub**

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



# INVOICE

**INVOICE TO**

Melbourn Parish Council

30 High Street

Melbourn

Cambs

SG8 6DZ

**INVOICE NO.** 1772**DATE** 31/08/2025**DUE DATE** 30/10/2025**TERMS** Net 60

| ACTIVITY                                                                                                                 | QTY  | RATE     | AMOUNT   |
|--------------------------------------------------------------------------------------------------------------------------|------|----------|----------|
| <b>Room Rental - NHS</b><br>Hire of Bennett Room for August 2025                                                         | 20   | 60.00    | 1,200.00 |
| <b>Room Rental - NHS</b><br>Hire of Norbury Room for PCN.<br>13:30 to 17:30 Monday 4th August 2025                       | 0.50 | 60.00    | 30.00    |
| <b>Room Rental - NHS</b><br>Hire of Norbury Room for PCN.<br>13:30 to 17:30 Monday 11th August 2025                      | 0.50 | 60.00    | 30.00    |
| <b>Room Rental - NHS</b><br>Hire of Dickens Room for Mental Health.<br>09:00 to 12:30 Tuesday 12th August 2025           | 0.50 | 60.00    | 30.00    |
| <b>Room Rental - NHS</b><br>Hire of Norbury Room for PCN.<br>13:30 to 17:30 Monday 18th August 2025                      | 0.50 | 60.00    | 30.00    |
| <b>Room Rental - NHS</b><br>Hire of Norbury Room for Mental Health.<br>09:00 to 12:30 Tuesday 26th August 2025           | 0.50 | 60.00    | 30.00    |
| <b>Room Rental - NHS</b><br>Cancelled items from Invoice 1771 where there was<br>insufficient budget in the ICB account. | 1    | 1,268.13 | 1,268.13 |

Monies to be drawn from the S106 fund

**BALANCE DUE****£2,618.13**

Payment should be made by BACS to :

Barclays Bank

Account Number: 73516229

Sort Code: 20-73-26

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

**Melbourn Community Hub**

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



## Tax Invoice

**INVOICE TO**

Abi/Alex/Shelley

Melbourn Parish Council

30 High Street

Melbourn

Cambs

SG8 6DZ

**INVOICE NO.** 1774**DATE** 09/10/2025**DUE DATE** 08/11/2025**TERMS** Net 30

| ACTIVITY                                                                                                                                 | QTY | RATE   | VAT     | AMOUNT |
|------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|---------|--------|
| <b>Catering - buffets, etc</b><br>Food & drink for the Vaccinators and<br>volunteers during COVID vaccinations on<br>Sunday 5th October. | 1   | 116.67 | 20.0% S | 116.67 |

To be drawn from the S106 monies.

|             |                |
|-------------|----------------|
| SUBTOTAL    | 116.67         |
| VAT TOTAL   | 23.33          |
| TOTAL       | 140.00         |
| BALANCE DUE | <b>£140.00</b> |

**VAT SUMMARY**

| RATE      | VAT   | NET    |
|-----------|-------|--------|
| VAT @ 20% | 23.33 | 116.67 |

Payment should be made by BACS to :

Barclays Bank

Account Number: 73516229

Sort Code: 20-73-26

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

**Melbourn Parish Council**  
**S106 expenditure log - /healthcare**

Awarded

30/05/2022 S/2424/18/FL      Healthcare Provision  
07/03/2023                      Meridian PCN

| Awarded   | Spent     | Balance |
|-----------|-----------|---------|
| 14,899.75 | 14,320.85 | 578.90  |
| 50,000.00 | 50,000.00 | -       |
|           |           | -       |
| 64,899.75 | 64,320.85 | 578.90  |

## Expenses Claim Form

Page 1 of 1

Please ensure you are authorised to incur the specific expenses before making any claim

Name: ...Abigail Williams ..... 0011025

Address: .. [REDACTED] ..

**Mileage Claims** to be claimed at the appropriate rate in line with current HMRC guidance

| Date                                     | To       | From     | Purpose of Visit                            | Total Miles |
|------------------------------------------|----------|----------|---------------------------------------------|-------------|
| 05/08/25                                 | Ely      | Melbourn | Cambridgeshire Archives                     | 29          |
| 05/08/25                                 | Melbourn | Ely      | Return journey –<br>Cambridgeshire Archives | 29          |
| 05/09/25                                 | Swavesey | Melbourn | SLCC Branch Meeting                         | 20          |
| 05/09/25                                 | Melbourn | Swavesey | Return journey – SLCC Branch<br>Meeting     | 20          |
| 19/09/25                                 | Melbourn | Wyboston | CAPALC Conference                           | 23          |
| 19/09/25                                 | Wyboston | Melbourn | Return journey – CAPALC<br>Conference       | 23          |
| Total Miles                              |          |          |                                             | 144         |
| Rate per Mile £                          |          |          |                                             | 0.45        |
| TOTAL of MILEAGE claimed on this sheet £ |          |          |                                             | 64.80       |

### Other Expenses

| Date                                            | Description | Amount (£) |
|-------------------------------------------------|-------------|------------|
|                                                 |             |            |
|                                                 |             |            |
|                                                 |             |            |
|                                                 |             |            |
|                                                 |             |            |
|                                                 |             |            |
|                                                 |             |            |
| TOTAL of OTHER EXPENSES claimed on this sheet £ |             |            |

|                                                     |
|-----------------------------------------------------|
| <b>TOTAL EXPENSES CLAIMED ON THIS SHEET £ 64.80</b> |
|-----------------------------------------------------|

Please ensure you provide and attach receipts for all expenses other than mileage

Signature of Claimant: ... [REDACTED] ..... Date: 14/10/25.....

Authorised by [REDACTED] ..... Date: 14/10/25.....

a second numbered sheet if necessary

Melbourn Parish Council  
Approvals October 2025

| Invoice Date | Invoice No   | A/c Code | A/c Name                                         | Net Value | VAT    | Invoice Total |        |
|--------------|--------------|----------|--------------------------------------------------|-----------|--------|---------------|--------|
| 14/10/2025   | 11025        | ABI001   | ABI WILLIAMS - Travel                            | 64.80     | -      | 64.80         |        |
|              |              |          |                                                  | 64.80     | -      | 64.80         |        |
| 07/10/2025   | 12613162     | BRI001   | BRITISH GAS - Electricity Workshop               | 134.25    | 6.71   | 140.96        | DD     |
|              |              |          |                                                  | 134.25    | 6.71   | 140.96        |        |
| 17/10/2025   | MPC-AW 001   | CEN01    | CENTRICAL COACHING - training                    | 1,346.25  | 269.25 | 1,615.50      |        |
|              |              |          |                                                  | 1,346.25  | 269.25 | 1,615.50      |        |
| 30/09/2025   | 10925        | DAV001   | DAVID PETTIFER - Litterpicking                   | 85.47     | -      | 85.47         |        |
|              |              |          |                                                  | 85.47     | -      | 85.47         |        |
| 13/10/2025   | INV-13239    | EAS001   | EXPERT ACCESS - Hub Door maintenance             | 247.00    | 49.40  | 296.40        |        |
|              |              |          |                                                  | 247.00    | 49.40  | 296.40        |        |
| 26/09/2025   | SI 4064      | HAC007   | HERTS & CAMBS - Village maintenance              | 2,864.66  | 572.93 | 3,437.59      |        |
|              |              |          |                                                  | 2,864.66  | 572.93 | 3,437.59      |        |
| 25/09/2025   | 419          | JTL009   | J TRUEMAN - Cleaning pavilion                    | 210.00    | -      | 210.00        |        |
|              |              |          |                                                  | 210.00    | -      | 210.00        |        |
| 01/10/2025   | 37767        | LUC001   | LUCID - IT Support contract                      | 160.50    | 32.10  | 192.60        |        |
|              |              |          |                                                  | 160.50    | 32.10  | 192.60        |        |
| 01/10/2025   | 313          | MWY011   | M WYER - Litterpicking                           | 122.10    | -      | 122.10        |        |
|              |              |          |                                                  | 122.10    | -      | 122.10        |        |
| 13/10/2025   | 11025        | MAT001   | MATT DE OLIVEIRA - Keyholder                     | 146.00    | -      | 146.00        |        |
|              |              |          |                                                  | 146.00    | -      | 146.00        |        |
| 14/10/2025   | 60           | MEL005   | MELBOURN BUILDINGS & FENCING - Wardens materials | 5.90      | -      | 5.90          | Lloyds |
|              |              |          |                                                  | 5.90      | -      | 5.90          |        |
| 17/10/2025   | IO80683      | MEL001   | MELBOURN GARAGE - Van Repair                     | 498.10    | 99.62  | 597.72        |        |
|              |              |          |                                                  | 498.10    | 99.62  | 597.72        |        |
| 31/08/2025   | 1772         | MCH004   | MELBOURN HUB - Health at the hub funds           | 2,618.13  | -      | 2,618.13      |        |
| 09/10/2025   | 1774         | MCH004   | MELBOURN HUB - Health at the hub funds           | 116.67    | 23.33  | 140.00        |        |
|              |              |          |                                                  | 2,734.80  | 23.33  | 2,758.13      |        |
| 20/10/2025   | 3177698      | NOR001   | NORBURYS - Wardens Materials                     | 9.70      | 1.94   | 11.64         |        |
|              |              |          |                                                  | 9.70      | 1.94   | 11.64         |        |
| 05/10/2025   | 12UG0700008  | PAR001   | PARISH ONLINE - Mapping system                   | 250.00    | 50.00  | 300.00        |        |
| 05/10/2025   | 12UG0700008  | PAR001   | PARISH ONLINE - Mapping system                   | - 60.00   | - -    | 60.00         |        |
|              |              |          |                                                  | 190.00    | 50.00  | 240.00        |        |
| 13/10/2025   | 11025        | PHI001   | PHILLIMORES - Wardens Materials                  | 12.58     | -      | 12.58         | Lloyds |
|              |              |          |                                                  | 12.58     | -      | 12.58         |        |
| 19/10/2025   | 01089323 LL  | SAG001   | SAGE - Payroll software                          | 17.00     | 3.40   | 20.40         | Lloyds |
|              |              |          |                                                  | 17.00     | 3.40   | 20.40         |        |
| 19/10/2025   | 985894629048 | THR001   | THREE - Timebank phone and Pavilion WIFI         | 21.82     | 4.36   | 26.18         | DD     |
|              |              |          |                                                  | 21.82     | 4.36   | 26.18         |        |
| 05/10/2025   | 65180        | TIM001   | TIMEBANKING UK - Timabanking membership          | 150.00    | -      | 150.00        |        |
|              |              |          |                                                  | 150.00    | -      | 150.00        |        |
| 30/09/2025   | 5250 LL      | TIM002   | TIMPSONS - Wardens Materials                     | 18.00     | -      | 18.00         | Lloyds |
|              |              |          |                                                  | 18.00     | -      | 18.00         |        |

|            |             |        |                             |           |          |           |    |
|------------|-------------|--------|-----------------------------|-----------|----------|-----------|----|
| 01/10/2025 | 12618162727 | TOM001 | TOMATO ENERGY - stretlights | 40.65     | 2.03     | 42.68     | DD |
|            |             |        |                             | 40.65     | 2.03     | 42.68     |    |
|            |             |        | Confidential Items          | 13,775.64 |          | 13,775.64 |    |
|            |             |        | TOTAL INVOICES              | 22,855.22 | 1,115.07 | 23,970.29 |    |

| South Cambridgeshire - Complex 2025/2026 LHI Panel Scores |                                  |                                  |                                                                                                                                           |                                                                                                                       |                                |                          |                                                    |                    |                        | Overall Average Score | Ranking |
|-----------------------------------------------------------|----------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------|----------------------------------------------------|--------------------|------------------------|-----------------------|---------|
| Panel Members                                             |                                  | Available Budget                 | £                                                                                                                                         | 370,711.96                                                                                                            | £                              | 370,711.96               | Scoring Key:                                       |                    |                        |                       |         |
| Anna Bradnam                                              | Matthew Morgan                   |                                  |                                                                                                                                           |                                                                                                                       |                                | Funding allocation       |                                                    |                    |                        |                       |         |
| Luis Navarro                                              | Peter McDonald                   | Non-complex                      | £                                                                                                                                         | 185,355.98                                                                                                            | £                              | 161,800.00               | Green denotes applications prioritised for funding |                    |                        |                       |         |
| Robin Wyatt                                               | Adam Bostanci                    | Complex                          | £                                                                                                                                         | 185,355.98                                                                                                            | £                              | 203,900.95               |                                                    |                    |                        |                       |         |
| Lucy Nethsingha                                           |                                  | Total                            | £                                                                                                                                         | 370,711.96                                                                                                            | £                              | 365,700.95               |                                                    |                    |                        |                       |         |
|                                                           |                                  |                                  |                                                                                                                                           | Unallocated budget                                                                                                    |                                | £5,011.01                |                                                    |                    |                        |                       |         |
|                                                           |                                  |                                  |                                                                                                                                           |                                                                                                                       |                                |                          |                                                    |                    |                        |                       |         |
| Applicant Name                                            | Population                       | Road Name/Location               | Objective / Issue Description                                                                                                             | Solution                                                                                                              | £ Total Estimated Project Cost | £ Applicant Contribution | % Applicant Contribution                           | £ CCC Contribution | £ Cumulative CCC Total |                       |         |
| Meldreth Parish Council                                   | 2,000                            | High Street                      | Footway construction                                                                                                                      | Footway widening                                                                                                      | £ 75,143.75                    | £ 50,143.75              | 66.73%                                             | £ 25,000.00        | £ 25,000.00            |                       |         |
| Melbourn Parish Council                                   | 5,100                            | Orchard Road                     | Priority Chicane / Uncontrolled crossing point / Bollard / Fencing                                                                        | Priority Chicane / Uncontrolled crossing point / Bollard / Fencing                                                    | £ 44,733.98                    | £ 20,000.00              | 44.71%                                             | £ 24,733.98        | £ 49,733.98            | 4.03                  | 2       |
| Great Wilbraham Parish Council                            | 580                              | The Lanes                        | Improve safety at the informal crossing point outside the primary school                                                                  | Zebra crossing                                                                                                        | £ 65,000.00                    | £ 40,000.00              | 61.54%                                             | £ 25,000.00        | £ 74,733.98            | 3.82                  | 3       |
| Gamlingay Parish Council                                  | 3,800                            | Heath Road                       | Installation of a new footpath from junction of Dennis Green for pedestrians to access Park lane.                                         | Footpath/Cycle Path                                                                                                   | £ 68,156.76                    | £ 43,156.76              | 63.32%                                             | £ 25,000.00        | £ 99,733.98            | 3.69                  | 4       |
| Fowlmere & Duxford (Chrishill Grange Residents Group)     | 1,300                            | Chrishall Grange Village         | speed limit change / MVAS posts / Village Gateways                                                                                        | Speed limit change (village wide) / MVAS posts / Road markings                                                        | £ 25,000.00                    | £ 2,500.00               | 10.00%                                             | £ 22,500.00        | £ 122,233.98           | 3.69                  | 5       |
| Croydon Parish Council                                    | 210                              | Croydon Road, Arrington          | Moving 30mph terminal signs at the East of the village. Dragons teeth road markings and warning signage and bollards.                     | Extend 30mph limits and additional lining works                                                                       | £ 20,971.33                    | £ 10,000.00              | 47.68%                                             | £ 10,971.33        | £ 133,205.31           | 3.45                  | 6       |
| Hinxton Parish Council                                    | 330                              | Village wide / Hunts Lane        | Speed limit change / Traffic restriction such as one way                                                                                  | Speed limit change / One way                                                                                          | £ 14,535.91                    | £ 1,500.00               | 10.32%                                             | £ 13,035.91        | £ 146,241.22           | 3.42                  | 7       |
| Fulbourn Parish Council                                   | 5,000                            | Dogget Lane                      | Widening the road-space available around the bend by pushing the central verge island back, to give HGV's more room to navigate the bend. | Raising height of curb, repainting white lines, slight widening road to allow increased space for lorries to navigate | £ 54,059.73                    | £ 34,000.00              | 62.89%                                             | £ 20,059.73        | £ 166,300.95           | 3.42                  | 8       |
| Bassingbourn Parish Council                               | 3,000                            | A1198 Bassingbourn Barracks      | Central Island / Crossing Point / Junction Warning signs                                                                                  | A1198 Current speed limit is 40mph although vehicles are travelling much faster.                                      | £ 44,875.30                    | £ 19,875.30              | 44.29%                                             | £ 25,000.00        | £ 191,300.95           | 3.38                  | 9       |
| Little Shelford Parish Council                            | 800                              | Whittlesford Road                | Footpath / cycle path improvements for accessing footways near to The Courtyards                                                          | One set of dropped kerbs mobility crossing across Whittlesford Road                                                   | £ 14,000.00                    | £ 1,400.00               | 10.00%                                             | £ 12,600.00        | £ 203,900.95           | 3.35                  | 10      |
| Linton Parish Council                                     | 4,400                            | Horseheath Road and Balsham Road | Speed Cushions                                                                                                                            | Speed Cushions                                                                                                        | £ 45,153.47                    | £ 20,153.47              | 44.63%                                             | £ 25,000.00        | £ 228,900.95           | 3.33                  | 11      |
| Pampisford Parish Council                                 | 370                              | Town Lane and Brewery Road       | Installation of speed cushions from A505 junction with town lane to junction with London Road.                                            | Vertical features such as speed cushions or a raised table                                                            | £ 29,000.71                    | £ 14,000.00              | 48.27%                                             | £ 15,000.71        | £ 243,901.66           | 3.29                  | 12      |
| Ickleton Parish Council                                   | 760                              | Butchers Hill                    | A new kerb line build out/ widening and bollard to tighten up the junction.                                                               | A new kerb line build out/ widening and bollard to tighten up the junction.                                           | £ 20,890.75                    | £ 4,000.00               | 19.15%                                             | £ 16,890.75        | £ 260,792.41           | 3.17                  | 13      |
| Great Shelford Parish Council                             | eliot.tong@cambridgeshire.gov.uk | Cambridge Road near Scotsdales   | Pedestrian refuge to improve safety for pedestrians crossing the road, particularly children traveling to the school bus.                 | Pedestrian refuge                                                                                                     | £ 52,348.23                    | £ 28,000.00              | 53.49%                                             | £ 24,348.23        | £ 285,140.64           | 3.14                  | 14      |
| Girton Parish Council                                     | 4,600                            | Village wide                     | Footway improvements                                                                                                                      | Footway improvements                                                                                                  | £ 39,101.34                    | £ 14,101.34              | 36.06%                                             | £ 25,000.00        | £ 310,140.64           | 3.12                  | 15      |
| Foxton Parish Council                                     | 1,300                            | Barrington Road                  | Vertical features / road markings and signage                                                                                             | Vertical features traffic calming                                                                                     | £ 26,876.90                    | £ 2,688.00               | 10.00%                                             | £ 24,188.90        | £ 334,329.54           | 2.89                  | 16      |
| Barton Parish Council                                     | 770                              | Wimpole Road (A603)              | Speed limit reduction and village gates                                                                                                   | Speed reduction and village gateways                                                                                  | £ 26,884.74                    | £ 10,000.00              | 37.20%                                             | £ 16,884.74        | £ 351,214.28           | 2.77                  | 17      |
| Hildersham Parish Council                                 | 210                              | Hildersham Road                  | Installation of chicane in the eastbound carriageway accompanied by buffer zone on approach to the chicane to slow down traffic           | Speed limit reduction. Priority narrowing's. Warning signs.                                                           | £ 35,661.88                    | £ 10,661.88              | 29.90%                                             | £ 25,000.00        | £ 376,214.28           | 2.18                  | 18      |
| Caxton Parish Council                                     | 620                              | Ermine Street                    | Priority chicane                                                                                                                          | Priority chicane                                                                                                      | £ 29,972.64                    | £ 4,972.64               | 16.59%                                             | £ 25,000.00        | £ 401,214.28           | 1.98                  | 19      |
| Cottenham Parish Council                                  | 6,600                            | Rampton Road / Oakington Road    | Extend / drop highway kerbsfor improving cyclist access at new development.                                                               | Introduce cyclist access to shared use path                                                                           | £ 29,312.13                    | £ 5,000.00               | 17.06%                                             | £ 24,312.13        | £ 425,526.41           | 1.33                  | 20      |
| Totals:                                                   |                                  |                                  |                                                                                                                                           |                                                                                                                       | £761,679.55                    | £336,153.14              |                                                    | £425,526.41        |                        |                       |         |

## Local Highway Improvements 2025-2026 Programme

To: Highways and Transport Committee

Meeting Date: 14 October 2025

From: Deputy Chief Executive and Executive Director of Place and Sustainability

Electoral division(s): All

Key decision: Yes

Forward Plan ref: 2025/047

**Executive Summary:** This paper provides an update to the committee on the outcome of the Local Highway Improvement (LHI) member panels and officer scoring of the Complex and Non-complex LHI applications for the 2025/26 funding round. It seeks approval of the prioritised lists of projects for design and delivery.

Traditionally the budget for the LHI programme is set at £820,000 each year, however this report identifies £850,000 of additional funding which has been allocated to the LHI programme for 2025/26 and how this will be spent.

**Recommendation:** The committee is recommended to

- a) Approve the projects detailed in the prioritised lists, attached at Appendix 1 to this report, to be designed and delivered;
- b) Agree that all unsuccessful complex LHI schemes should be added to the Transport Planning Database for prioritisation through the Council's Delivering Transport Strategy Aims programme, as set out in the report;
- c) Delegate authority to the Executive Director of Place and Sustainability, in consultation with the Chair and Vice-Chair of the Highways and Transport Committee, to remove schemes that prove to be undeliverable, and add new schemes into the programme as required up to the total budget amount allocated in this paper for the LHI programme; and
- d) Note that the Member Working Group will be convened following the committee meeting, as set out in paragraph 3.19 of the report, to review the current process and suggest

changes to be presented to the committee for consideration in due course.

Officer contact:

Name: Joshua Rutherford

Post: Head of Service Asset Management, Design & Delivery

Email: [Joshua.rutherford@cambridgeshire.gov.uk](mailto:Joshua.rutherford@cambridgeshire.gov.uk)

# 1. Creating a greener, fairer, and more caring Cambridgeshire

## 1.1 Ambition 1: Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.

All schemes included in the programme have been considered against the objective of meeting the Council's Net Zero ambitions. Specific scoring criteria are related to environmental improvements such as promotion of public transport which contributes to this goal. The default delivery process is to utilise low carbon options like recycled traffic calming products to reduce the carbon impact. Some schemes within the programme provide active travel improvements which could contribute towards a modal shift within communities for local trips.

Ambition 2: Travel across the county is safer and more environmentally sustainable.

All schemes included in the programme have been considered against the objective of improving the safety of all road users within the specific projects which make up the programme. Often requests from the local community relate to improvements to road safety for residents and vulnerable users in their parish.

Ambition 3: Health inequalities are reduced.

The projects delivered through this programme contribute to improving people's health and wellbeing which is one of the key scoring / prioritisation areas, as is active travel. Projects include schemes that improve access to key services such as healthcare provision and enables and encourages users to make a switch from private car to active travel for local journeys.

Ambition 4: People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.

The projects delivered through this programme contribute to improved transport access to key destinations and services that enable people to live more independently and increase their opportunities and quality of life.

Ambition 5: People are helped out of poverty and income inequality.

The projects delivered through this programme contribute to helping people out of poverty and income inequality as often highway improvements are targeted at active travel, or increased access to public transport for the local community through this process.

Ambition 6: Places and communities prosper because they have a resilient and inclusive economy, access to good quality services and social justice is prioritised.

The projects delivered through this programme contribute to improved access to services, jobs, and education at a community level.

Ambition 7: Children and young people have opportunities to thrive.

The projects delivered through this programme contribute to improved opportunities for children and young people, often highway improvements are targeted around schools and leisure facilities by the local community through this process.

## 2. Background

- 2.1 The Local Highway Improvement (LHI) initiative provides the opportunity for local community groups, as well as parish and town councils, to promote local highway improvements that would not normally be prioritised nor funded by the County Council. This is mainly because they do not meet the Council's intervention criteria to automatically qualify for funding via one of the existing programmes. Through the initiative external groups are invited to apply for funding of up to £25,000 per project, subject to those groups providing at least 10% of the total cost of the scheme. The schemes are community driven, giving local people influence over bringing forward highway improvements.
- 2.2 Last year, the Council contributed £820,000 towards this initiative, with the rest of the funding being provided by the applicant on a scheme-by-scheme basis. This saw 76 projects prioritised for delivery.
- 2.3 Following approval at the committee's meeting in March 2025 as part of the Capital Maintenance & Improvement Programme Report, a further £850,000 has been allocated for this round. This brings the total budget for the 2025/26 round to £1,670,000. This will result in significantly more projects being prioritised for delivery in this round when compared to previous years.
- 2.4 A new process for scoring and prioritising applications was approved by the Highways and Transport Committee on 5 December 2023. This was based on advice provided by a Member Working Group. Section 3 of this report outlines the processes undertaken to identify the prioritised list of schemes for the 2025/26 round.
- 2.5 For the 2025/26 funding round, applications were received countywide. As Table 1 demonstrates, the LHI process is popular.

| District             | Number of Applications | Complex | Non-complex |
|----------------------|------------------------|---------|-------------|
| Huntingdonshire      | 38                     | 17      | 21          |
| Cambridge City       | 42                     | 16      | 26          |
| South Cambridgeshire | 47                     | 23      | 24          |
| East Cambridgeshire  | 13                     | 3       | 10          |
| Fenland              | 20                     | 9       | 11          |
| Total                | 160                    | 68      | 92          |

Table 1: Applications by district

### 3. Main Issues

- 3.1 As in previous years, officers completed feasibility studies with applicants in advance of the panel meetings for those Local Highways Improvements which were classified as being complex under the process, in a bid to provide a more consistent stage of development for applications.
- 3.2 During the feasibility process officers have liaised with applicants to refine and scope their applications. This has included a significant number of site meetings and engagement with local members, parishes, and wider communities. During the application window officers held several virtual question and answer sessions with prospective applicants to answer any questions they may have and provide attendees with further information on the Local Highway Improvement Initiative. This engagement was well attended and received by applicants.
- 3.3 The panel assessment meetings remain a member led process, where applicants are invited to present their proposal. Member Panels are used to assess the priorities for funding, based on the available budget for each district area. Political Group Leaders appoint Members based on current political proportionality. A member chair is elected from amongst the Panel Members on the day of the meeting. The panel meetings occurred on the following dates:
- Huntingdonshire – 4 July 2025
  - Cambridge City – 18 July 2025
  - South Cambridgeshire – 11 July 2025
  - East Cambridgeshire – 20 June 2025
  - Fenland – 25 July 2025
- 3.4 Panel members were asked to consider and score applications to determine how the budget should be allocated for each district area.
- 3.5 For those applications classed as non-complex, instead of going through the member panel these were scored and prioritised by officers. Scoring was undertaken initially individually, and then as a group using the prioritisation matrix approved by the Highways and Transport Committee in December 2023. Moderation sessions were then undertaken before a final score for each application was given.
- 3.6 Prior to this committee meeting, the Local Improvements Member Working Group was convened to review the moderated officer scoring for those applications in the Non-complex process. This was undertaken on 10 September 2025.
- 3.7 The outcome of this was that the member working group recommended that the committee approve the current projects identified and ranked above the red line in Appendix 1. This will ensure the programme can commence as soon as possible. The red line on the table indicates the separation between the ranked projects that are allocated funding, and those below the red line which will not receive funding and will not be progressed further in the programme.
- 3.8 As well as those above the red line, the working group agreed that a proportion of the underspend in East Cambridgeshire (£18,000) should be used to fund the Sutton 20mph

project which tied with the lowest funded project in that programme. This project is also located in East Cambridgeshire and enables a combined LHI / 20mph scheme to be delivered more efficiently given a complex LHI project in Sutton has also been prioritised for delivery as part of this year's process. In Cambridge City the Jordans Yard project, which has attracted a Cambridge City contribution of £15,000, will also go ahead given the underspend within the city area, and the level of contribution being made by the City Council specifically for this project. In the City, it is proposed that all remaining funding be rolled forward to the next round, pending further discussions with the City Council regarding increasing their contribution towards this LHI round. The amounts per district are identified in Table 3.

- 3.9 Those remaining unsuccessful complex projects, will be added to the Council's strategic transport project database long list for prioritisation. Whilst this is also a competitively prioritised process with a limited amount of funding, this provides an opportunity for these projects to be progressed alongside other similar schemes. Table 2 summarises those which have been successful in each district area.

| District             | Funded Complex Projects | Funded Non-Complex Projects | Total number applications received | % funded in each district |
|----------------------|-------------------------|-----------------------------|------------------------------------|---------------------------|
| East Cambridgeshire  | 3                       | 10                          | 13                                 | 100.00%                   |
| Fenland              | 8                       | 11                          | 20                                 | 95.00%                    |
| Huntingdonshire      | 10                      | 21                          | 38                                 | 81.58%                    |
| South Cambridgeshire | 10                      | 23                          | 47                                 | 70.21%                    |
| Cambridge City       | 5                       | 19                          | 42                                 | 57.14%                    |
|                      | 36                      | 84                          | 160                                | 75.00%                    |

Table 2: Breakdown of funded projects by district

- 3.10 The total number of successful projects this year as a percentage is 75%, which is a considerable improvement on previous years due to the additional investment.
- 3.11 Should any applications subsequently prove unfeasible, or the actual cost be less than expected, further applications from the prioritised list may be allocated the available funding later in the year, if these are identified before the end of January 2025. This deadline is imposed to ensure current projects do not overrun into the next programme. If schemes are discontinued after this date, then the funding will roll into the next programme round.
- 3.12 The indicated scheme cost for each individual projects incorporates the estimated cost of designing, managing, and delivering each project, as well as a proportion set aside for risk. This is set at 10% for non-complex, and 23% for complex projects. This is required due to no design or investigation work being undertaken in the feasibility phase of the process to avoid abortive costs.

- 3.13 The actual cost of the feasibility stage, which has recently been completed, has been top sliced from the total budget before the remainder is allocated proportionally by population to fund the indicated prioritised applications and is identified in paragraph 3.15.
- 3.14 The recharge of both the feasibility and officer project delivery costs was agreed by Highways and Infrastructure Committee in July 2017, to better reflect the actual cost to the authority of delivering the LHI Initiative, which is a capital funded programme of work.
- 3.15 The LHI budget for 25/26 has been set at £1,670,000 and has been allocated proportionally for each district area within Cambridgeshire. The population data to enable this has been drawn from the 2021 census. This allocation was approved in the Integrated Transport Block paper which was presented to the committee in October 2024 and the Capital Maintenance & Improvement Programme Paper which was presented to the committee in March 2025. The allocations for each district area are set out in Table 3.

| District             | Increased 2025/26 budget | Initial feasibility | Complex funding | Non-Complex funding | Carryover funding | Complex Projects | Non-Complex Projects | Total number applications received | % funded in each district |
|----------------------|--------------------------|---------------------|-----------------|---------------------|-------------------|------------------|----------------------|------------------------------------|---------------------------|
| East Cambridgeshire  | £215,793                 | £15,106             | £73,107         | £88,000             | £21,581           | 3                | 10                   | 13                                 | 100%                      |
| Fenland              | £252,210                 | £17,655             | £138,55         | £96,000             | £0                | 8                | 11                   | 20                                 | 95%                       |
| Huntingdonshire      | £444,874                 | £31,141             | £245,65         | £161,675            | £6,400            | 10               | 21                   | 38                                 | 82%                       |
| South Cambridgeshire | £398,615                 | £27,903             | £203901         | £161,800            | £5,011            | 10               | 23                   | 47                                 | 70%                       |
| Cambridge City*      | £358,507                 | £25,096             | £115155         | £146700             | £71,556           | 5                | 19                   | 39                                 | 57%                       |
| Totals               | £1,670,00                | £116,900            | £776,376        | £653,275            | £104,548          | 36               | 84                   | 160                                | 75%                       |

Table 3: Funding breakdown by district (Cambridge City Council currently contributes a fixed sum of £35,000 per year toward the process)

- 3.16 The delivery of the remaining carryover projects from previous years is ongoing and progressing well, with interested parties being able to review progress on [the dedicated LHI page on the Council's website](#). A high-level summary is included below. To date, 55 projects have been completed with a further 41 at the consultation stage or beyond.

| District             | Original 24/25 projects, (including carryovers) | Remaining 24/25 projects, (including carry overs) |
|----------------------|-------------------------------------------------|---------------------------------------------------|
| East Cambridgeshire  | 9 (+6)                                          | 8(+1)                                             |
| Fenland              | 9 (+5)                                          | 5 (+1)                                            |
| Huntingdonshire      | 22 (+8)                                         | 10 (+3)                                           |
| South Cambridgeshire | 20 (+10)                                        | 10 (+3)                                           |
| Cambridge City       | 16 (+9)                                         | 14 (+4)                                           |
| Totals               | 114                                             | 59                                                |

Table 4: Projects delivered & remaining by district

| Project Stage     | Design | Consultation | Costing | Delivery | Complete |
|-------------------|--------|--------------|---------|----------|----------|
| Projects at stage | 18     | 16           | 10      | 15       | 55       |

Table 4.1: Number of projects by delivery stage

3.17 It is important to note that whilst these projects are relatively small in scale, they can appear expensive and can take a considerable amount of time to deliver. Officers seek to achieve best value through the packaging of work wherever possible to achieve economies of scale. The following identifies why LHI budgets and projects can appear costly and take time to deliver:

- As a proportion of the total budget, consultation, audit, project management and design costs are higher than they might be for larger projects. This is because these are all improvement projects which must follow set processes to ensure they are fit for purpose, safe and comply with guidance and legislation.
- Based on experience, officers will spend a significant amount of time relative to the size and value of the project liaising with the applicant, consulting with the community, and often scoping / rescoping an approved proposal several times.
- Like officer costs, mobilisation and demobilisation costs for the contractor are higher as a proportion of the total budget.
- These projects are often multi-disciplined and cross several specialist areas like lighting, drainage, surfacing and general civils.
- There have been considerable increases in the cost of materials such as aggregates and asphalts, plus labour which are all unfortunately integral to delivery.

3.18 The application window for the next LHI application round will be as follows: -

- Application window opens: Monday 10 November 2025
- Application window closes: Friday 16 January 2026
- Feasibility studies undertaken: February – May 2026
- Panel meetings: to be confirmed, (tbc), 2026
- Member Working Group Meetings – tbc 2026
- Report to committee including prioritised list for approval: tbc 2026

3.19 The Local Improvements Member Working Group has confirmed that it would like to review the current process and identify with officers where changes can be made to improve it. This process will commence in November 2025 and will be concluded in January 2026. The intention is to enable the changes to be made as soon as possible following agreement in the working group. Any changes will require a committee decision, which is why the timeline outlined in paragraph 3.18 is still to be confirmed for the evaluation of the 2026/27 LHI applications.

## 4. Alternative Options Considered

- 4.1 The recommendations outlined in this report have been formulated following the agreed process for the identification of LHI projects for delivery. The individual schemes will be delivered via the Council's Term Services Contract, which is an existing approved procurement route. Where applicable, three quotations will be expected to prove best value prior to delivery. Alternatives to this process, and changes to the programme were previously explored in 2022 and the approach as outlined in the report is the preferred option approved by the committee following a cross-party member review.

## 5. Conclusion and reasons for recommendations

The committee is recommended to approve the lists of prioritised schemes as identified in the appendices for design and delivery through to scheme completion. Approval as requested will allow officers to proceed with the design and delivery of the 2025/26 LHI programme following the approved sifting and prioritisation processes reported to committee in this document. The work will be delivered via an existing procurement route available to the authority.

## 6. Significant Implications

### 6.1 Finance Implications

The required resources and budget are available to deliver the programme as identified.

### 6.2 Legal Implications

There are no significant implications within this category, some projects will have Traffic Regulation Orders associated with them which will be managed in the usual way. All work will be delivered via an existing contract already procured by the authority and available for use.

### 6.3 Risk Implications

There are no significant implications within this category. Officers will manage programme and projects risks through standardised risk management approaches.

### 6.4 Equality and Diversity Implications

The Member led Panels adopt a consistent scoring system, as will the prioritisation matrix with each approach prioritising proposals within the district against their district budget. Many of the schemes will improve road safety for vulnerable users such as the young, elderly and disability groups. The LHI initiative empowers community groups to bring forward improvements and gives local people a real influence over bringing forward improvements that benefit their local community. The new approach to prioritisation and

delivery has already been reviewed through the Council's Equality Impact Assessment process, with the assessment attached at Appendix 2.

## 6.5 Climate Change and Environment Implications (Key decisions only)

Implication 1: Energy efficient, low carbon buildings.

Positive/neutral/negative Status: neutral.

Explanation: No positive or negative impacts identified for works listed in the report.

Implication 2: Low carbon transport.

Positive/neutral/negative Status: neutral.

Explanation: No positive or negative impacts identified for works listed in the report, although some of the suggested improvements may contribute positively to increased use of non-motorised transport for local trips.

Implication 3: Green spaces, peatland, afforestation, habitats, and land management.

Positive/neutral/negative Status: neutral.

Explanation: No positive or negative impacts identified for works listed in the report.

Implication 4: Waste Management and Tackling Plastic Pollution.

Positive/neutral/negative Status: negative.

Explanation: Some projects will generate waste from shallow excavations to construct new highway features, although comparative to other programmes this is minimal due to the types of schemes being installed. Where possible bolt down / surface level features will be utilised instead of conventional across the programme to mitigate this.

Implication 5: Water use, availability, and management:

Positive/neutral/negative Status: neutral.

Explanation: No positive or negative impacts identified for works listed in the report.

Implication 6: Air Pollution.

Positive/neutral/negative Status: negative.

Explanation: Potential increases in air pollution because of some of the schemes listed in the report, for example those utilising vertical or horizontal calming measures such as speed cushions or build outs, could result in increased incidences of acceleration and deceleration in the vicinity of the new features.

Implication 7: Resilience of our services and infrastructure and supporting vulnerable people to cope with climate change.

Positive/neutral/negative Status: neutral.

Explanation: No positive or negative impacts identified for works listed in the report.

## 7. Source Documents

- 7.1 [Agenda Item 7 \(Capital Highways Maintenance and Improvements Programme\) - 4 March 2025](#)
- 7.2 [Agenda Item 4 \(Integrated Transport Block Funding Allocation 2025-26\) - 1 October 2024](#)
- 7.3 [Agenda Item 5 \(LHI 2024-25 Process Update Report\) - 5 December 2023](#)
- 7.4 [Agenda Item 5 \(Local Highway Improvement Member Working Group Report\) - 4 October 2022](#)

## Remembrance Sunday, 9 Nov 2025 – running order

Fri 7<sup>th</sup> Nov @ Melbourn Church (Assume 6pm) - TBC

Rehearsal for colour parties / flag bearers and leaders only.

Sun 9<sup>th</sup> Nov @ Melbourn Village Car Park

### Timings

Arrive at Forming up point – from 10.00 am

Form up the parade – at 10.25 am – Parade Marshall

Safety brief – at 10.35am

Road closure – at 10.30am

Parade step off – at 10.40am prompt (ideally a few minutes before) - Parade Marshall

- See route details below
- Any wheel chairs and veterans will turn directly off high street

Parade arrives at Cenotaph – at 10.48am

Service begins – at 10.50am – Rev Andrew

10.58am - Read out the names of the fallen

11.00am – 2 minute silence

11.04am - Lay wreaths – Parish council, Veterans, EEAST, Youth Organisations, School

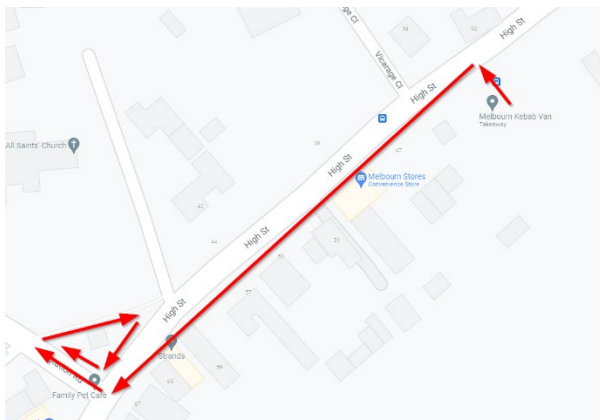
11.06am – Prayer & Blessing – Rev Andrew

11.10am – Parade disperses. All are welcome to attend All Saints Church.

11.10am – Road closure ends

### Route

Turn left (left wheel) out of the car park. Down to the cross roads. Turn right (right wheel) onto station road. Turn right (right wheel) onto path between church and cenotaph. Wheel around cenotaph. Then stop!



**From:** Poppy Shop UK <poppyshop@britishlegion.org.uk>

**Date:** 24 September 2025 at 08:54:00 BST

**To:** [REDACTED]

**Subject:** We've got your order, 12002275694



**Order # 12002275694**

09/24/2025

Dear Abigail,

Thank you for purchasing from the Poppy Shop. Every order directly supports our Armed Forces community, with 100% of the profits supporting the work of the Royal British Legion.

We're getting your order ready for dispatch and will let you know when it's on its way.

[View your order](#)

[Order summary](#)

---



Medium Poppy Wreath (Type B)

x 1    £19.99

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|                      |        |
|----------------------|--------|
| Subtotal             | £19.99 |
| UK Standard Delivery | £4.50  |
| VAT                  | £4.08  |
| Total                | £24.49 |

### Payment Information

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|                                                                                    |        |
|------------------------------------------------------------------------------------|--------|
|  | £24.49 |
|------------------------------------------------------------------------------------|--------|

### Delivery Address

---

Abigail Williams  
30 High Street  
Melbourn  
Royston  
SG8 6DZ  
United Kingdom

### Billing Address

---

Abigail  
Williams  
30 High  
Street  
Melbourn  
Royston  
SG8 6DZ  
United  
Kingdom

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### You May Also Like

**MELBOURN PARISH COUNCIL**  
**COMMITTEES & WORKING PARTIES MEMBERSHIP (October 2025)**

| Full Council and Committees                                                                                                                                                                                                                                                                                                                                                                                                      | Working Party / Panels                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Full Council (13 members)</b><br/> Cllr Gloria Alexander<br/> Cllr Bec Barnes<br/> Cllr Audrey Campbell<br/> Cllr Graham Clark (Chair)<br/> Cllr Jason Coulman<br/> Cllr Ian Cowley (Vice Chair)<br/> Cllr Tina Davey<br/> Cllr Sally Ann Hart<br/> Cllr Muhilan Kanagarathnam<br/> Cllr Steve Kilmurray<br/> Cllr Andrew Kyprianou<br/> Cllr Pierre Redelinghuys<br/> Cllr Richard Wilson</p> <p><b>Vacancies x 2</b></p> | <p><b>HR Panel (max 5)</b><br/> Cllr Alexander (Vice Chair)<br/> Cllr Barnes<br/> Cllr Clark<br/> Cllr Davey<br/> Cllr Hart (Chair)</p> <p><b>Vacancies x 0</b></p>                                                                                                               |
| <p><b>Finance and Good Governance (max 7)</b><br/> Cllr Alexander<br/> Cllr Campbell<br/> Cllr Clark<br/> Cllr Hart<br/> Cllr Kanagarathnam (Chair)<br/> Cllr Kilmurray (Vice Chair)<br/> Cllr Pierre Redelinghuys</p> <p><b>Vacancies x 0</b></p>                                                                                                                                                                               | <p><b>Melbourn Futures Working Party (min 3)</b><br/> Cllr Barnes<br/> Cllr Campbell<br/> Cllr Clark (Chair)<br/> Cllr Davey<br/> District Cllr Hart<br/> District Cllr Hales</p> <p><b>MPC vacancies x 0</b><br/> <i>Members of the public on a project by project basis</i></p> |
| <p><b>Maintenance Committee (max 6)</b><br/> Cllr Alexander<br/> Cllr Barnes (Vice Chair)<br/> Cllr Clark<br/> Cllr Davey<br/> Cllr Kilmurray<br/> Cllr Kyprianou (Chair)<br/> Maureen and Les Brierley<br/> Christopher Selway<br/> Keith Rudge<br/> Steve Pitman</p> <p><b>Vacancies x 0</b></p>                                                                                                                               |                                                                                                                                                                                                                                                                                   |
| <p><b>Planning Committee (max 8)</b><br/> Cllr Alexander<br/> Cllr Barnes<br/> Cllr Clark<br/> Cllr Hart<br/> Cllr Kilmurray (Chair)<br/> Cllr Kyprianou<br/> Cllr Pierre Redelinghuys<br/> Cllr Wilson (Vice Chair)</p> <p><b>Vacancies x 0</b></p>                                                                                                                                                                             |                                                                                                                                                                                                                                                                                   |
| <p><b>MAYD Joint Committee (max 3)</b><br/> Cllr Barnes<br/> Cllr Davey<br/> District Cllr Hart<br/> Plus representatives from:<br/> - Meldreth Parish Council<br/> - Shepreth Parish Council</p> <p><b>MPC vacancies x 1</b></p>                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                   |

# COMMUNITY BENEFIT GRANTS

Melbourn Parish Council is inviting applications from organisations, charities or groups in Melbourn for grant funding.

**DO YOU NEED MONEY FOR A  
GOOD CAUSE OR PROJECT THAT  
BENEFITS OUR COMMUNITY?**

Applications must be made on the grant application form available at [melbournparishcouncil.gov.uk](https://melbournparishcouncil.gov.uk) or from the Parish Office.

**Deadline for applications is  
Monday 24 November 2025**

Applications for grants will be heard at a meeting of the Parish Council on **Wednesday 3 December 2025 at 7.30pm at The Hub**  
Applicants will be invited to attend the meeting to support their application.

For more information, contact the Parish Office, Melbourn Hub, 30 High Street, Melbourn, SG8 6DZ  
Tel: 01763 263303 x 3 or email [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)



## Abi Williams

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**From:** [REDACTED]  
**Sent:** 03 October 2025 19:02  
**To:** [REDACTED]  
**Subject:** Website contact: The Moor parking gates

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

From: [REDACTED]  
Subject: The Moor parking gates

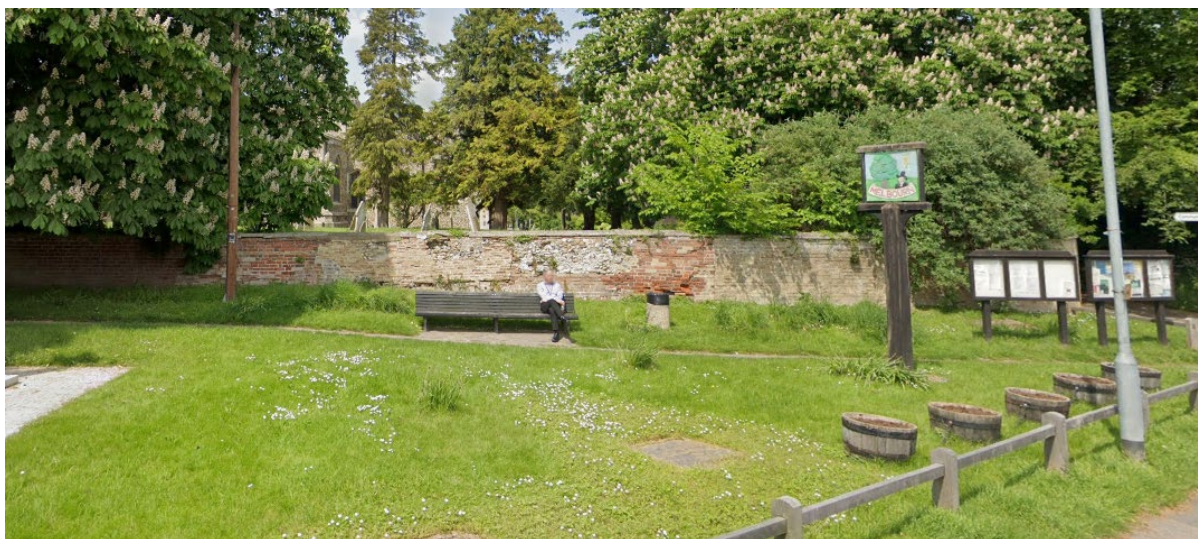
[REDACTED]

Since September this year there is a new 4-6 year old "Squirrel Scouts" group at the pavilion from 5-6pm. This runs every Friday during term time. I would be grateful if you could review the car park times to closing at 18:00hrs to allow those attending with their children to use the car park which is safer than parking on the road at this time when it is dark.

Thank you

[REDACTED]

**Issue** Ongoing concern about the state of the All Saints wall facing the High Street.



### Correspondence from All Saints – 1 August 2025

*The southern section of the churchyard wall at Melbourn is currently in a state of disrepair.*

*Following the closure of the churchyard in 1901, responsibility for maintaining the churchyard, including its trees and boundary walls, was assumed by the Parish Council. The Parochial Church Council (PCC) has invited the Diocesan Advisory Committee (DAC) to visit the site and provide guidance on appropriate repair methods.*

*The section of wall under consideration measures approximately 11 metres in length and is situated between an early twentieth-century construction to the west and an area of yellow brickwork at the eastern end. It is our view that both adjoining sections are in satisfactory condition and do not require intervention. The portion identified for repair appears to have been constructed and patched at different times, utilising a variety of materials, including numerous types and colours of brick. Additionally, there are small flint patches present; however, these seem to be 'modern' repairs executed with cementitious mortar of substandard quality.*

*Following discussions with the Diocesan Advisory Committee, The PCC propose that the damaged section be reconstructed using yellow brick to match the east end. To enhance the transition to the modern bricks at the west end, the addition of a buttress as a visual marker is recommended. Most of the existing coping stones can be retained and reused.*

*As Chair of the PCC, I am writing to formally request that the Parish Council commission a structural engineer to assess the condition of the wall and prepare a comprehensive scheme for its repair.*

*The churchyard remains the property of the church; therefore, any repairs or alterations require Faculty approval. Applications for such consent should be submitted through me as the Incumbent of the Parish of Melbourn.*

Office responded raising concerns over previous talks with the Conservation Officer and asking if any funding would be available through Parochial Church Council (PCC) or Diocesan Advisory Committee (DAC).

*Yes, we do have some access to grants that could be considered to apply for the wall to be fixed, but we would need the Parish Council's permission to start approaching those options. If you're happy for me to look at this – like we did when we had the damage to the wall at the rear of the church back in March this year – then please let me know as I can get some quotes done for the repair.*

*We could engage a structural engineer to report on the wall, but we would need to seek the cost of that back through the PC.*

*We hope that we can work together to get this sorted as quickly as possible. Sadly I am in the same situation at Meldreth!*

#### **Actions so far**

- Office contacted the Shared Prosperity Fund to enquire if this project would be eligible to apply for the 'Improving The High Street Grant' from South Cambridgeshire District Council – confirmation received that the project would be eligible [Improving the High Street grant \(open\) - South Cambs District Council](#)

- Previous advice from the Conservation Officer:

*The wall is considered curtilage listed to the church which is grade II\* listed. Rebuilding sections of the wall would therefore require planning permission, as it would be more work than could be considered a repair. Listed building approval would be dealt with by the DAC.*

*The section of wall in question shows evidence of centuries of repair with different brick types and flint. The variety of materials generally add to the character of the area, although some repairs are unsympathetic both visually and technically. There is clear evidence of failure, particularly where flint has blown and the wall is bowing. There is no evidence of imminent structural failure however.*

*My preference would be to salvage as many existing bricks as possible, and include them in a section when the wall is rebuilt. My suggestion for the main brick type is the Cambridgeshire stocks seen to the right hand side, which are more in keeping with the village than the modern red bricks off to the left. Reclaimed bricks might be an option. Lime mortar with a flush joint should be used. Reinstating the stone copings to supplement the existing ones will be necessary.*

*The application will need drawings of the wall, including any new structure behind the brickwork – e.g. concrete foundations. The general approach to rebuilding should be set out in a method statement, including sketches or annotated photos if possible. The more information included, the less chance of conditions being added to the permission. We might, for example, request a sample panel is built first.*

- Concern over graves behind the wall – would need further investigation as to who would be responsible for costs associated with any exhumation and reburial.
- Multiple quotes will be required – PCC or the Parish Council can lead on this. It looks as if all costs will be the responsibility of the Parish Council (either found via funding, asset management reserves or possibly insurance)
- Asked for confirmation of responsibility of Parish Council in the maintenance of the closed churchyard – Office have not yet found evidence of handover – have requested evidence from All Saints.

#### **Consideration**

- Council to consider next actions.
- Define lead for gathering quotes
- Consider funding options.

## Update October 2025

Email from All Saints: 6 October 2025

*Further to the recent correspondence from the Parish Council, we have been able to identify that the churchyard is closed and that the cost of maintaining the churchyard is passed to the local authority.*

*Attached are 2 PDF's which show two pages from The London Gazette.*

*You will see Melbourn's closure mentioned on page 1, but the closure itself is dealt with in more detail on the second page. The London Gazette reports that the closure was approved on the 4<sup>th</sup> of November 1901, to take effect on the 31<sup>st</sup> of May 1902. The Burial Act 1855 section 18 states (in relation to closed burial grounds):*

***s18 Burial board to keep in order closed burial grounds, &c.***

*In every case in which any Order in Council has been or shall hereafter be issued for the discontinuance of burials in any churchyard or burial ground, the burial board or churchwardens, as the case may be, shall maintain such churchyard or burial ground of any parish in decent order, and also do the necessary repair of the walls and other fences thereof; and the costs and expenses shall be repaid by the overseers.....*

*As you will see from the Lond Gazette the order was passed in Council at St James' Palace.*

*With the enactment of the Local Government Act 1972, the Burials Board ceased to exist as a separate administrative body. Under the provisions of Schedule 26 to the Act, its functions and responsibilities were transferred to the relevant Parish Council, which henceforth assumed oversight of burial grounds and related duties. This legislative change formed part of a broader reorganisation of local government in England and Wales, streamlining various functions under elected parish authorities to enhance local accountability and governance. From 1 April 1974, the Parish Council became the statutory authority for burial matters previously managed by the Burials Board, in accordance with the transitional arrangements set out in the Act.*

*I trust that this helps to confirm both our positions in relation to the upkeep of the churchyard and its boundary walls and fences.*

September, one thousand nine hundred and one, to give notice of such representation, and to order that the same should be taken into consideration by a Committee of His Majesty's Most Honourable Privy Council on the thirty-first day of October, one thousand nine hundred and one, and copies thereof have been affixed as required by the said first recited Act :

Now, therefore, His Majesty, by and with the advice of His Privy Council, is pleased to order, and it is hereby ordered that the following directions be substituted for the directions contained in the said Order in Council of the third May, one thousand eight hundred and eighty-eight, so far as it relates to the new part (added in the year one thousand eight hundred and seventy-one) of the new or additional parish churchyard in Ruthin-road, Wrexham, viz. :—

WREXHAM.—That burials be discontinued forthwith and entirely in the new part (added in the year one thousand eight hundred and seventy-one) of the new or additional parish churchyard in Ruthin-road, Wrexham, in the county of Denbigh, except as follows :—

In such vaults and wholly walled graves as are now existing burials may be allowed on condition that every coffin buried therein be separately enclosed by stonework or brickwork properly cemented.

*A. W. FitzRoy.*

**A**T the Court at *Saint James's*, the 4th day of *November*, 1901.

PRESENT,

The KING's Most Excellent Majesty in Council.

**W**HEREAS by "The Burial Act, 1853," it was enacted that, in case it appeared to His Majesty in Council, upon the representation of one of His Majesty's Principal Secretaries of State, that, for the protection of the public health, the opening of any new burial-ground in any city or town, or within any other limits, save with the previous approval of one of such Secretaries of State, should be prohibited, or that burials in any city or town, or within any other limits, or in any burial-grounds or places of burial, should be wholly discontinued, or should be discontinued subject to any exception or qualification, it should be lawful for His Majesty, by and with the advice of His Privy Council, to order that no new burial-ground should be opened in any city or town, or within such limits, without such previous approval, or (as the case might require) that, after a time mentioned in the Order, burials in such city or town, or within such limits, or in such burial-grounds or places of burial, should be discontinued wholly, or subject to any exceptions or qualifications mentioned in such Order, and so from time to time as circumstances might require ; provided always, that notice of such representation, and of the time when it should please His Majesty to order that the same be taken into consideration by the Privy Council, should be published in the London Gazette, and should be affixed on the doors of the churches or chapels of, or on some other conspicuous places within, the parishes affected by such representation, one month before such representation was so considered : provided also, that no such representation should be made in relation to the burial-ground of any parish until ten days' previous notice of the intention to make such representation should have been given to the Incumbent and Vestry Clerk or Churchwardens of such parish :

And whereas by "The Burial Act, 1900," it

was enacted that the powers and duties of the Secretary of State under the Burial Acts should be transferred to the Local Government Board :

And whereas the Local Government Board, after giving to the Incumbents and the Churchwardens of the parishes hereinafter mentioned ten days' previous notice of their intention to make such representations, made representations, stating that, for the protection of the public health, no new burial-grounds should be opened in the township of Blackfordby, in the civil township of Washington, in the township of Gedney, and in the civil parishes of Shinfield, Melbourn, Yardley and Knipton, without the previous approval of the Local Government Board, and that burials should be discontinued therein as herein-after directed :

And whereas His Majesty was pleased, by His Order in Council of the twenty-sixth day of September last, to give notice of such representations, and to order that the same should be taken into consideration by a Committee of the Lords of His Majesty's Most Honourable Privy Council on the thirty-first day of October, one thousand nine hundred and one, and such Order has been published in the London Gazette, and copies thereof have been affixed, as required by the said Act :

Now, therefore, His Majesty by and with the advice of His Privy Council, is pleased to order, and it is hereby ordered, that no new burial-grounds shall be opened in the said township and civil parishes without the previous approval of the Local Government Board, and that burials in the said parishes shall be discontinued as follows, viz. :—

BLACKFORDBY.—Forthwith and entirely in the Parish Church of Saint Margaret, Blackfordby, in the county of Leicester ; and in the churchyard, except as follows :—

(a.) In such vaults as are now existing in the churchyard burials may be allowed subject to the condition that every coffin buried in any such vault be separately enclosed by stonework or brickwork properly cemented.

(b.) In such earthen or partly walled graves as are now existing in the churchyard burials may be allowed, at or below the depth of five feet from the surface of the ground, of the bodies of any members of the family of any of the persons heretofore buried in such graves.

(c.) In the churchyard, in any grave space in which no interment has heretofore taken place, the burial may be allowed, at or below the depth of five feet from the surface of the ground, of the body of any member of the family to which such grave space may be allotted.

WASHINGTON.—Forthwith and entirely in the Parish Church of Holy Trinity, Washington, in the county of Durham ; and in the churchyard, except as follows :—

(a.) In such vaults and walled graves as are now existing in the churchyard burials may be allowed subject to the condition that every coffin buried in any such vault or grave be separately enclosed by stonework or brickwork properly cemented.

(b.) In such earthen or partly walled graves as are now existing in the churchyard burials may be allowed, at or below the depth of five feet from the surface of the ground, of the bodies of any members of the family of any of the persons heretofore buried in such graves.

**GEDNEY.**—Forthwith and entirely in the Parish Church of Saint Mary Magdalene, Gedney, in the Parts of Holland, Lincolnshire; and in the churchyard after the expiration of twelve months from the date of this Order, except as follows:—

(a.) In such vaults and walled graves as are now existing in the churchyard burials may be allowed subject to the condition that every coffin buried in any such vault or grave be separately enclosed by stonework or brickwork properly cemented.

(b.) In such earthen graves as are now existing in the churchyard burials may be allowed, at or below the depth of five feet from the surface of the ground, of the bodies of members of the family of any of the persons heretofore buried in such graves.

**SHINFIELD.**—Forthwith and entirely in the Parish Church of Saint Mary, Shinfield, in the county of Berks; and in the churchyard, after the thirty-first day of March, one thousand nine hundred and two, except as follows:—

In such vaults as are now existing in the churchyard burials may be allowed subject to the condition that every coffin buried in any such vault be separately enclosed by stonework or brickwork properly cemented.

**MELBOURN.**—Forthwith and entirely in the Parish Church of All Saints, Melbourn, in the county of Cambridge; and in the churchyard, after the thirty-first day of May, one thousand nine hundred and two, except as follows:—

In such vaults or walled graves as are now existing in the churchyard burials may be allowed subject to the condition that every coffin buried in any such vault or grave be separately enclosed by stonework or brickwork properly cemented.

**YARDELEY.**—Forthwith and entirely in "Job Marston" Chapel, Hall Green, in the parish of Yardley, in the county of Worcester; and in the chapelyard, except as follows:—

(a.) In such vaults and walled graves as are now existing in the chapelyard burials may be allowed subject to the condition that every coffin buried in any such vault or grave be separately enclosed by stonework or brickwork properly cemented.

(b.) In such earthen graves as are now existing in the chapelyard burials may be allowed, at or below the depth of five feet from the surface of the ground, of the bodies of members of the family of any of the persons heretofore buried in such graves.

**KNIPTON.**—Forthwith and entirely in the Baptist Chapel at Knipton, in the county of Leicester, and in the burial ground attached thereto.

*A. W. Fitz Roy.*

**A**T the Court at *Saint James's*, the 4th day of *November*, 1901.

PRESENT,

The KING's Most Excellent Majesty in Council.

**W**HEREAS by "The Burial Act, 1853," it was enacted that, in case it appeared to His Majesty in Council, upon the representation of one of His Majesty's Principal Secretaries of State, that, for the protection of the public health, the opening of any new burial ground in any city or town, or within any other limits, save with the previous approval of one of such Secretaries of State, should be prohibited, or that burials in any

city or town, or within any other limits, or in any burial grounds or places of burial, should be wholly discontinued, or should be discontinued subject to any exception or qualification, it should be lawful for His Majesty, by and with the advice of His Privy Council, to order that no new burial ground should be opened in any city or town, or within such limits, without such previous approval, or (as the case might require) that, after a time mentioned in the Order, burials in such city or town, or within such limits, or in such burial grounds or places of burial, should be discontinued wholly, or subject to any exceptions or qualifications mentioned in such Order, and so from time to time as circumstances might require; provided always, that notice of such representation, and of the time when it should please His Majesty to order that the same be taken into consideration by the Privy Council, should be published in the London Gazette, and should be affixed on the doors of the churches or chapels of, or on some other conspicuous places within, the parishes affected by such representation, one month before such representation was so considered; provided also that no such representation should be made in relation to the burial ground of any parish until ten days' previous notice of the intention to make such representation should have been given to the incumbent and vestry clerk or churchwardens of such parish:

And whereas by "The Burial Act, 1855," it was, amongst other things, enacted that it should be lawful for His Majesty, by and with the advice of His Privy Council, from time to time to postpone the time appointed by any Order in Council for the discontinuance of burials, or otherwise to vary any Order in Council made under any of the Acts recited in the said Act, or under the said Act (whether the time thereby appointed for the discontinuance of burials thereunder, or other operation of such Order, should or should not have arrived), as to His Majesty, with such advice as aforesaid, might seem fit:

And whereas by "The Burial Act, 1900," it was enacted that the powers and duties of the Secretary of State should be transferred to the Local Government Board.

And whereas the Local Government Board, after giving to the incumbent and the churchwardens of the parish hereinafter mentioned ten days' previous notice of their intention to make such representation, made a representation stating that they were of opinion that the Order in Council of twenty-first August, one thousand eight hundred and fifty-six, so far as it relates to the church and churchyard of Penkhull, in the parish of Stoke-upon-Trent, should be varied, by substituting certain directions for those contained in the said Order:

And whereas His Majesty was pleased by His Order in Council of the twenty-sixth day of September, one thousand nine hundred and one, to give notice of such representation, and to order that the same should be taken into consideration by a Committee of the Lords of His Majesty's Most Honourable Privy Council, on the thirty-first day of October, one thousand nine hundred and one, and copies thereof have been affixed as required by the said first recited Act:

Now, therefore, His Majesty, by and with the advice of His Privy Council, is pleased to order and it is hereby ordered that the following directions be substituted for those contained in the said Order in Council of the twenty-first August, one thousand eight hundred and fifty-six, with respect to burials in the said church and churchyard, viz.:—

*bremner partnership*

Reinstatement Cost Assessment for Insurance Purposes  
of Parish Owned Buildings & Structures

For

Melbourn Parish Council

13 October 2025

Reinstatement Cost Assessment for Insurance Purposes  
Of Parish Owned Buildings & Structures for Melbourn Parish Council  
13 October 2025

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- 2) Little Hands Nursery, The Moor, Melbourn
- 3) Melbourn Community Pavilion
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- 7) Orchard Road cemetery building
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- 9) War memorial, High Street
- 10) Garden, 83 High Street, Melbourn
- 11) Boardwalk in Nature Reserve, Stockbridge Meadows, Melbourn

### Appendix 'B' – Photos

|                 |                                                        |
|-----------------|--------------------------------------------------------|
| Project number: | bp/1788                                                |
| Title:          | Melbourn Parish Council Assets– RCA Report 13.10.25    |
| Author:         | Stuart Bremner BSc MBA MRICS                           |
| Checked by:     | Tim Harwood BSc MRICS                                  |
| File ref:       | Projects/bp1788/MPC Assets - RCA Report - 13.10.25.doc |

Reinstatement Cost Assessment for Insurance Purposes  
Of Parish Owned Buildings & Structures for Melbourn Parish Council  
13 October 2025

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## 1.0 Introduction

- 1.1 In accordance with instructions received from the Parish Clerk (Abi Williams) at Melbourn Parish Council, we have inspected the following buildings and structures to carry out a Reinstatement Cost Assessment for building insurance purposes on a Day One basis and confirm our recommendations:
- 1) The Community Hub, 30 High Street, Melbourn
  - 2) Little Hands Nursery, The Moor, Melbourn
  - 3) Melbourn Community Pavilion
  - 4) Old Fire Station, High Street, Melbourn
  - 5) Car Park Workshop building, off High Street, Melbourn
  - 6) Orchard Road cemetery lychgate
  - 7) Orchard Road cemetery building
  - 8) All Saints Church wall
  - 9) War memorial, High Street
  - 10) Garden, 83 High Street, Melbourn
  - 11) Boardwalk in nature reserve, Stockbridge Meadows, Melbourn
- 1.2 Please see photos of assets previously inspected by Stuart Bremner in 2021 in Appendix 'B'.
- 1.3 Reinstatement Cost Assessments for each asset have been prepared on the basis of a 'Day One Reinstatement' figure, known as the 'declared value'. No allowance has been made for the effects of inflation during the period of the insurance policy as it is assumed this will be allowed for in the Inflation provision.
- 1.4 The recommended base sum insurance figures for the 11 assets are detailed in Section 3.0 below. Please also refer to estimates for each asset in Appendix 'A'

## 2.0 Parameters /of Assessment

- 2.1 The figures provided are our assessment of the cost of reconstructing the 11 assets at the date of the assessment, and demolition, debris removal and professional fees likely to be incurred in the reconstruction of the assets have been taken into consideration.
- 2.2 Our Reinstatement Cost Assessments exclude VAT. The figures do not include for items such as loose fixtures and fittings which we consider should be included within separate contents insurance.
- 2.3 The figures stated are calculated on the basis of estimated build costs and may not, in all circumstances, reflect the lowest tender price.
- 2.4 The figures stated are calculated using site measurements recorded during our inspection and from drawings provided by Melbourn Parish Council.
- 2.5 In estimating the cost of reinstatement it has been assumed that the rebuilding will be to the original design in materials and using modern techniques to a standard equal to the existing buildings / structures, whilst complying in all respects with current legislation and statutory requirements.
- 2.6 Our reinstatement calculations include for the reinstatement of external works which are assumed will be damaged as a result of a fire or similar loss.

Reinstatement Cost Assessment for Insurance Purposes  
Of Parish Owned Buildings & Structures for Melbourn Parish Council  
13 October 2025

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## 2.0 Parameters /of Assessment (cont'd)

- 2.7 No allowance has been made for any remediation works that may be required under legislation relating to contaminated land, which may arise in the event of reinstatement of the property, since the extent and cost of such cannot be reasonably determined without separate detailed and costly investigation. You may wish to draw this to your insurer's attention.
- 2.8 It has been assumed that there is no asbestos present in the existing buildings.
- 2.9 Attention is drawn to the need to re-assess the base sums insured on a regular basis.
- 2.10 This report is provided for insurance reinstatement purposes only and does not contain any advice concerning the condition of the buildings or structures or possible defects therein.
- 2.11 It should be noted that there is no direct relationship between the reinstatement assessment and the market value of the buildings / structures.
- 2.12 This assessment has been prepared with regard to the advice given by the Royal Institution of Chartered Surveyors and insurance companies for building insurance purposes and is not appropriate for any purpose /other than insurance.

## 3.0 Reinstatement Cost Assessments

- 3.1 The recommended base sum insurance figures for the 11 assets are as follows. Figures are rounded to nearest £'000:

| <b><u>Building / Structure</u></b>                             | <b><u>Day One Assessment (excl. VAT)</u></b> |
|----------------------------------------------------------------|----------------------------------------------|
| 1) The Community Hub, 30 High Street, Melbourn                 | £2,448,900                                   |
| 2) Little Hands Nursery, The Moor, Melbourn                    | £2,023,300                                   |
| 3) Melbourn Community Pavilion                                 | £1,393,300                                   |
| 4) Old Fire Station, High Street, Melbourn                     | £121,300                                     |
| 5) Car Park Workshop building, off High Street, Melbourn       | £210,300                                     |
| 6) Orchard Road cemetery lychgate                              | £188,800                                     |
| 7) Orchard Road cemetery building                              | £86,400                                      |
| 8) All Saints church wall                                      | £645,500                                     |
| 9) War memorial, High Street                                   | £115,200                                     |
| 10) Garden, 83 High Street, Melbourn                           | £63,200                                      |
| 11) Boardwalk in Nature Reserve, Stockbridge Meadows, Melbourn | £93,300                                      |

Reinstatement Cost Assessment for Insurance Purposes  
Of Parish Owned Buildings & Structures for Melbourn Parish Council  
13 October 2025

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APPENDIX 'A' – REINSTATEMENT COST ASSESSMENTS FOR EACH ASSET

- 1) The Community Hub, 30 High Street, Melbourn
- 2) Little Hands Nursery, The Moor, Melbourn
- 3) Melbourn Community Pavilion
- 4) Old Fire Station, High Street, Melbourn
- 5) Car Park Workshop building, off High Street, Melbourn
- 6) Orchard Road cemetery lychgate
- 7) Orchard Road cemetery building
- 8) All Saints church wall
- 9) War memorial, High Street
- 10) Garden, 83 High Street, Melbourn
- 11) Boardwalk in Nature Reserve, Stockbridge Meadows, Melbourn

Reinstatement Cost Assessment for Insurance Purposes  
Of Parish Owned Buildings & Structures for Melbourn Parish Council  
13 October 2025

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APPENDIX 'B' – PHOTOS



The Community Hub



Little Hands Nursery



Melbourn Community Pavilion



Reinstatement Cost Assessment for Insurance Purposes  
Of Parish Owned Buildings & Structures for Melbourn Parish Council  
03 September 2021

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APPENDIX 'B' – PHOTOS (CONT'D)



Old Fire Station



Car Park Workshop



Orchard Road cemetery building



Reinstatement Cost Assessment for Insurance Purposes  
Of Parish Owned Buildings & Structures for Melbourn Parish Council  
03 September 2021

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APPENDIX 'B' – PHOTOS (CONT'D)



Orchard Road cemetery Lychgate



War Memorial



Memorial Garden



All Saints Church Wall



B/3

Reinstatement Cost Assessment for Insurance Purposes  
Of Parish Owned Buildings & Structures for Melbourn Parish Council  
13 October 2025

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APPENDIX 'B' – PHOTOS (CONT'D)



All Saints Church Wall



All Saints Church Wall



**Reinstatement Cost Assessment Report – 13 October 2025**

Report Submitted Prepared By:

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1) Reinstatement cost assessment for The Community Hub, 30 High Street, Melbourn

13th October 2025

**Construction cost estimate**

| Ref                                                     | Element / Description                                          | Quantity | Unit | Rate (£)  | Total (£) @ 4Q 2025 |
|---------------------------------------------------------|----------------------------------------------------------------|----------|------|-----------|---------------------|
| <b>1.0</b>                                              | <b>DEMOLITIONS</b>                                             |          |      |           |                     |
| 1.1                                                     | Demolish existing building, grub up foundations and clear site | 1        | item | 70,000    | 70,000              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>70,000</b>       |
| <b>2.0</b>                                              | <b>SITE PREPARATION</b>                                        |          |      |           |                     |
| 2.1                                                     | Site preparation following demolition of building              | 1        | item | 12,000    | 12,000              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>12,000</b>       |
| <b>3.0</b>                                              | <b>SUBSTRUCTURES</b>                                           |          |      |           |                     |
| 3.1                                                     | Substructures to new building                                  | 250      | m²   | 490       | 122,500             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>122,500</b>      |
| <b>4.0</b>                                              | <b>SUPERSTRUCTURE</b>                                          |          |      |           |                     |
| 4.1                                                     | Superstructure to new building                                 | 465      | m²   | 1,725     | 802,130             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>802,130</b>      |
| <b>5.0</b>                                              | <b>SERVICES</b>                                                |          |      |           |                     |
| 5.1                                                     | MEP services to new building                                   | 465      | m²   | 555       | 258,075             |
| 5.2                                                     | Add for PV array on roof of new building                       | 1        | item | 43,000    | 43,000              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>301,075</b>      |
| <b>6.0</b>                                              | <b>DRAINAGE, EXTERNAL WORKS &amp; SERVICES</b>                 |          |      |           |                     |
| 6.1                                                     | Allowance for foul & surface water drainage                    | 1        | item | 73,800    | 73,800              |
| 6.2                                                     | Allowance for reinstating external works, including parking    | 1        | item | 123,000   | 123,000             |
| 6.3                                                     | Allowance for external services                                | 1        | item | 49,200    | 49,200              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>246,000</b>      |
|                                                         | <b>Sub Total</b>                                               |          |      |           | <b>1,553,705</b>    |
| <b>7.0</b>                                              | <b>MAIN CONTRACTOR'S PRELIMINARIES &amp; OHP</b>               |          |      |           |                     |
| 7.1                                                     | Allowance for Main Contractor's Preliminaries                  | 15       | %    | 1,553,705 | 233,055             |
| 7.2                                                     | Allowance for OH&P                                             | 7        | %    | 1,786,760 | 125,073             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>358,128</b>      |
| <b>8.0</b>                                              | <b>CONTINGENCIES</b>                                           |          |      |           |                     |
| 8.1                                                     | Allowance for Design & Construction Contingencies              | 10       | %    | 1,911,833 | 191,183             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>191,183</b>      |
| <b>SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 4Q 2025</b> |                                                                |          |      |           | <b>2,103,016</b>    |
| <b>9.0</b>                                              | <b>PROFESSIONAL FEES</b>                                       |          |      |           |                     |
| 9.1                                                     | Allowance for Professional Fees                                | 15       | %    | 2,103,016 | 315,452             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>315,452</b>      |
| <b>10.0</b>                                             | <b>PLANNING &amp; BUILDING REGULATION FEES</b>                 |          |      |           |                     |
| 10.1                                                    | Allowance for Planning & Building Regulation Fees              | 1        | item | 18,450    | 18,450              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>18,450</b>       |
| <b>11.0</b>                                             | <b>SURVEY COSTS</b>                                            |          |      |           |                     |
| 11.1                                                    | Allowance for survey costs                                     | 1        | item | 12,000    | 12,000              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>12,000</b>       |
| <b>REINSTATEMENT COST ESTIMATE @ 4Q 2025 (EXCL VAT)</b> |                                                                |          |      |           | <b>£ 2,448,918</b>  |

2) Reinstatement cost assessment for Little Hands Nursery, The Moor, Melbourn

13th October 2025

**Construction cost estimate**

| Ref                                                     | Element / Description                                          | Quantity | Unit | Rate (£)  | Total (£) @ 4Q 2025 |
|---------------------------------------------------------|----------------------------------------------------------------|----------|------|-----------|---------------------|
| <b>1.0</b>                                              | <b>DEMOLITIONS</b>                                             |          |      |           |                     |
| 1.1                                                     | Demolish existing building, grub up foundations and clear site | 1        | item | 49,000    | 49,000              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>49,000</b>       |
| <b>2.0</b>                                              | <b>SITE PREPARATION</b>                                        |          |      |           |                     |
| 2.1                                                     | Site preparation following demolition of building              | 1        | item | 12,000    | 12,000              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>12,000</b>       |
| <b>3.0</b>                                              | <b>SUBSTRUCTURES</b>                                           |          |      |           |                     |
| 3.1                                                     | Substructures to new building                                  | 391      | m²   | 490       | 191,600             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>191,600</b>      |
| <b>4.0</b>                                              | <b>SUPERSTRUCTURE</b>                                          |          |      |           |                     |
| 4.1                                                     | Superstructure to new building                                 | 391      | m²   | 1,350     | 527,850             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>527,850</b>      |
| <b>5.0</b>                                              | <b>SERVICES</b>                                                |          |      |           |                     |
| 5.1                                                     | MEP services to new building                                   | 391      | m²   | 555       | 217,000             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>217,000</b>      |
| <b>6.0</b>                                              | <b>DRAINAGE, EXTERNAL WORKS &amp; SERVICES</b>                 |          |      |           |                     |
| 6.1                                                     | Allowance for foul & surface water drainage                    | 1        | item | 49,000    | 49,000              |
| 6.2                                                     | Allowance for reinstating external works, including parking    | 1        | item | 185,000   | 185,000             |
| 6.3                                                     | Allowance for external services                                | 1        | item | 49,000    | 49,000              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>283,000</b>      |
|                                                         | <b>Sub Total</b>                                               |          |      |           | <b>1,280,450</b>    |
| <b>7.0</b>                                              | <b>MAIN CONTRACTOR'S PRELIMINARIES &amp; OHP</b>               |          |      |           |                     |
| 7.1                                                     | Allowance for Main Contractor's Preliminaries                  | 15       | %    | 1,280,450 | 192,000             |
| 7.2                                                     | Allowance for OH&P                                             | 7        | %    | 1,472,450 | 103,000             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>295,000</b>      |
| <b>8.0</b>                                              | <b>CONTINGENCIES</b>                                           |          |      |           |                     |
| 8.1                                                     | Allowance for Design & Construction Contingencies              | 10       | %    | 1,575,450 | 157,500             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>157,500</b>      |
| <b>SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 4Q 2025</b> |                                                                |          |      |           | <b>1,732,950</b>    |
| <b>9.0</b>                                              | <b>PROFESSIONAL FEES</b>                                       |          |      |           |                     |
| 9.1                                                     | Allowance for Professional Fees                                | 15       | %    | 1,732,950 | 259,900             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>259,900</b>      |
| <b>10.0</b>                                             | <b>PLANNING &amp; BUILDING REGULATION FEES</b>                 |          |      |           |                     |
| 10.1                                                    | Allowance for Planning & Building Regulation Fees              | 1        | item | 18,450    | 18,450              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>18,450</b>       |
| <b>11.0</b>                                             | <b>SURVEY COSTS</b>                                            |          |      |           |                     |
| 11.1                                                    | Allowance for survey costs                                     | 1        | item | 12,000    | 12,000              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>12,000</b>       |
| <b>REINSTATEMENT COST ESTIMATE @ 4Q 2025 (EXCL VAT)</b> |                                                                |          |      |           | <b>£ 2,023,300</b>  |

3) Reinstatement cost assessment for Melbourn Community Pavilion

13th October 2025

Construction cost estimate

| Ref                                                     | Element / Description                                          | Quantity | Unit | Rate (£)  | Total (£) @ 4Q 2025 |
|---------------------------------------------------------|----------------------------------------------------------------|----------|------|-----------|---------------------|
| <b>1.0</b>                                              | <b>DEMOLITIONS</b>                                             |          |      |           |                     |
| 1.1                                                     | Demolish existing building, grub up foundations and clear site | 1        | item | 36,900    | 36,900              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>36,900</b>       |
| <b>2.0</b>                                              | <b>SITE PREPARATION</b>                                        |          |      |           |                     |
| 2.1                                                     | Site preparation following demolition of building              | 1        | item | 12,000    | 12,000              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>12,000</b>       |
| <b>3.0</b>                                              | <b>SUBSTRUCTURES</b>                                           |          |      |           |                     |
| 3.1                                                     | Substructures to new building                                  | 250      | m²   | 490       | 122,500             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>122,500</b>      |
| <b>4.0</b>                                              | <b>SUPERSTRUCTURE</b>                                          |          |      |           |                     |
| 4.1                                                     | Superstructure to new building                                 | 250      | m²   | 1,538     | 384,500             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>384,500</b>      |
| <b>5.0</b>                                              | <b>SERVICES</b>                                                |          |      |           |                     |
| 5.1                                                     | MEP services to new building                                   | 250      | m²   | 615       | 153,700             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>153,700</b>      |
| <b>6.0</b>                                              | <b>DRAINAGE, EXTERNAL WORKS &amp; SERVICES</b>                 |          |      |           |                     |
| 6.1                                                     | Allowance for foul & surface water drainage                    | 1        | item | 36,900    | 36,900              |
| 6.2                                                     | Allowance for reinstating external works                       | 1        | item | 86,100    | 86,100              |
| 6.3                                                     | Allowance for external services                                | 1        | item | 43,000    | 43,000              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>166,000</b>      |
|                                                         | <b>Sub Total</b>                                               |          |      |           | <b>875,600</b>      |
| <b>7.0</b>                                              | <b>MAIN CONTRACTOR'S PRELIMINARIES &amp; OHP</b>               |          |      |           |                     |
| 7.1                                                     | Allowance for Main Contractor's Preliminaries                  | 15       | %    | 875,600   | 131,300             |
| 7.2                                                     | Allowance for OH&P                                             | 7        | %    | 1,006,900 | 70,500              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>201,800</b>      |
| <b>8.0</b>                                              | <b>CONTINGENCIES</b>                                           |          |      |           |                     |
| 8.1                                                     | Allowance for Design & Construction Contingencies              | 10       | %    | 1,077,400 | 107,700             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>107,700</b>      |
| <b>SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 4Q 2025</b> |                                                                |          |      |           | <b>1,185,100</b>    |
| <b>9.0</b>                                              | <b>PROFESSIONAL FEES</b>                                       |          |      |           |                     |
| 9.1                                                     | Allowance for Professional Fees                                | 15       | %    | 1,185,100 | 177,800             |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>177,800</b>      |
| <b>10.0</b>                                             | <b>PLANNING &amp; BUILDING REGULATION FEES</b>                 |          |      |           |                     |
| 10.1                                                    | Allowance for Planning & Building Regulation Fees              | 1        | item | 18,450    | 18,450              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>18,450</b>       |
| <b>11.0</b>                                             | <b>SURVEY COSTS</b>                                            |          |      |           |                     |
| 11.1                                                    | Allowance for survey costs                                     | 1        | item | 12,000    | 12,000              |
|                                                         | <b>Total</b>                                                   |          |      |           | <b>12,000</b>       |
| <b>REINSTATEMENT COST ESTIMATE @ 4Q 2025 (EXCL VAT)</b> |                                                                |          |      |           | <b>£ 1,393,350</b>  |

4) Reinstatement cost assessment for the Old Fire Station, High Street, Melbourn

13th October 2025

**Construction cost estimate**

| Ref                                                     | Element / Description                                          | Quantity | Unit           | Rate (£) | Total (£) @4Q 2025 |
|---------------------------------------------------------|----------------------------------------------------------------|----------|----------------|----------|--------------------|
| <b>1.0</b>                                              | <b>DEMOLITIONS</b>                                             |          |                |          |                    |
| 1.1                                                     | Demolish existing building, grub up foundations and clear site | 1        | item           | 9,000    | 9,000              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>9,000</b>       |
| <b>2.0</b>                                              | <b>SITE PREPARATION</b>                                        |          |                |          |                    |
| 2.1                                                     | Site preparation following demolition of building              | 1        | item           | 3,700    | 3,700              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>3,700</b>       |
| <b>3.0</b>                                              | <b>NEW BUILDING</b>                                            |          |                |          |                    |
| 3.1                                                     | New brick building with slate roof                             | 25       | m <sup>2</sup> | 2,215    | 55,375             |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>55,375</b>      |
| <b>4.0</b>                                              | <b>DRAINAGE, EXTERNAL WORKS &amp; SERVICES</b>                 |          |                |          |                    |
| 4.1                                                     | Allowance for reinstating external works                       | 1        | item           | 6,200    | 6,200              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>6,200</b>       |
|                                                         | <b>Sub Total</b>                                               |          |                |          | <b>74,275</b>      |
| <b>5.0</b>                                              | <b>MAIN CONTRACTOR'S PRELIMINARIES &amp; OHP</b>               |          |                |          |                    |
| 5.1                                                     | Allowance for Main Contractor's Preliminaries                  | 15       | %              | 74,275   | 11,200             |
| 5.2                                                     | Allowance for OH&P                                             | 7        | %              | 85,475   | 6,000              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>17,200</b>      |
| <b>6.0</b>                                              | <b>CONTINGENCIES</b>                                           |          |                |          |                    |
| 6.1                                                     | Allowance for Design & Construction Contingencies              | 10       | %              | 91,475   | 9,200              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>9,200</b>       |
| <b>SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 4Q 2025</b> |                                                                |          |                |          | <b>100,675</b>     |
| <b>7.0</b>                                              | <b>PROFESSIONAL FEES</b>                                       |          |                |          |                    |
| 7.1                                                     | Allowance for Professional Fees                                | 15       | %              | 100,675  | 15,100             |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>15,100</b>      |
| <b>8.0</b>                                              | <b>PLANNING &amp; BUILDING REGULATION FEES</b>                 |          |                |          |                    |
| 8.1                                                     | Allowance for Planning & Building Regulation Fees              | 1        | item           | 4,300    | 4,300              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>4,300</b>       |
| <b>9.0</b>                                              | <b>SURVEY COSTS</b>                                            |          |                |          |                    |
| 9.1                                                     | Allowance for survey costs                                     | 1        | item           | 1,200    | 1,200              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>1,200</b>       |
| <b>REINSTATEMENT COST ESTIMATE @ 4Q 2025 (EXCL VAT)</b> |                                                                |          |                |          | <b>£ 121,275</b>   |

5) Reinstatement cost assessment for the Car Park Workshop, off High Street, Melbourn

13th October 2025

**Construction cost estimate**

| Ref                                                     | Element / Description                                           | Quantity | Unit           | Rate (£) | Total (£) @ 4Q 2025 |
|---------------------------------------------------------|-----------------------------------------------------------------|----------|----------------|----------|---------------------|
| <b>1.0</b>                                              | <b>DEMOLITIONS</b>                                              |          |                |          |                     |
| 1.1                                                     | Demolish existing building, grub up foundations and clear site  | 1        | item           | 10,500   | 10,500              |
|                                                         | <b>Total</b>                                                    |          |                |          | <b>10,500</b>       |
| <b>2.0</b>                                              | <b>SITE PREPARATION</b>                                         |          |                |          |                     |
| 2.1                                                     | Site preparation following demolition of building               | 1        | item           | 4,300    | 4,300               |
|                                                         | <b>Total</b>                                                    |          |                |          | <b>4,300</b>        |
| <b>3.0</b>                                              | <b>NEW BUILDING</b>                                             |          |                |          |                     |
| 3.1                                                     | New single storey building; rendered external walls; slate roof | 56       | m <sup>2</sup> | 1,845    | 103,300             |
|                                                         | <b>Total</b>                                                    |          |                |          | <b>103,300</b>      |
| <b>4.0</b>                                              | <b>DRAINAGE, EXTERNAL WORKS &amp; SERVICES</b>                  |          |                |          |                     |
| 4.1                                                     | Allowance for reinstating external works                        | 1        | item           | 12,000   | 12,000              |
|                                                         | <b>Total</b>                                                    |          |                |          | <b>12,000</b>       |
|                                                         | <b>Sub Total</b>                                                |          |                |          | <b>130,100</b>      |
| <b>5.0</b>                                              | <b>MAIN CONTRACTOR'S PRELIMINARIES &amp; OHP</b>                |          |                |          |                     |
| 5.1                                                     | Allowance for Main Contractor's Preliminaries                   | 15       | %              | 130,100  | 19,500              |
| 5.2                                                     | Allowance for OH&P                                              | 7        | %              | 149,600  | 10,500              |
|                                                         | <b>Total</b>                                                    |          |                |          | <b>30,000</b>       |
| <b>6.0</b>                                              | <b>CONTINGENCIES</b>                                            |          |                |          |                     |
| 6.1                                                     | Allowance for Design & Construction Contingencies               | 10       | %              | 160,100  | 16,000              |
|                                                         | <b>Total</b>                                                    |          |                |          | <b>16,000</b>       |
| <b>SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 4Q 2025</b> |                                                                 |          |                |          | <b>176,100</b>      |
| <b>7.0</b>                                              | <b>PROFESSIONAL FEES</b>                                        |          |                |          |                     |
| 7.1                                                     | Allowance for Professional Fees                                 | 15       | %              | 176,100  | 26,400              |
|                                                         | <b>Total</b>                                                    |          |                |          | <b>26,400</b>       |
| <b>8.0</b>                                              | <b>PLANNING &amp; BUILDING REGULATION FEES</b>                  |          |                |          |                     |
| 8.1                                                     | Allowance for Planning & Building Regulation Fees               | 1        | item           | 6,000    | 6,000               |
|                                                         | <b>Total</b>                                                    |          |                |          | <b>6,000</b>        |
| <b>9.0</b>                                              | <b>SURVEY COSTS</b>                                             |          |                |          |                     |
| 9.1                                                     | Allowance for survey costs                                      | 1        | item           | 1,800    | 1,800               |
|                                                         | <b>Total</b>                                                    |          |                |          | <b>1,800</b>        |
| <b>REINSTATEMENT COST ESTIMATE @ 4Q 2025 (EXCL VAT)</b> |                                                                 |          |                |          | <b>£ 210,300</b>    |

6) Reinstatement cost assessment for Orchard Road Cemetery Lychgate, Melbourn

13th October 2025

**Construction cost estimate**

| Ref                                                     | Element / Description                                                    | Quantity | Unit | Rate (£) | Total (£) @ 4Q 2025 |
|---------------------------------------------------------|--------------------------------------------------------------------------|----------|------|----------|---------------------|
| <b>1.0</b>                                              | <b>DEMOLITIONS</b>                                                       |          |      |          |                     |
| 1.1                                                     | Demolish existing building, grub up foundations and clear site           | 1        | item | 4,300    | 4,300               |
|                                                         | <b>Total</b>                                                             |          |      |          | <b>4,300</b>        |
| <b>2.0</b>                                              | <b>SITE PREPARATION</b>                                                  |          |      |          |                     |
| 2.1                                                     | Site preparation following demolition of building                        | 1        | item | 1,200    | 1,200               |
|                                                         | <b>Total</b>                                                             |          |      |          | <b>1,200</b>        |
| <b>3.0</b>                                              | <b>NEW STRUCTURE</b>                                                     |          |      |          |                     |
| 3.1                                                     | new structure, including brickwork supporting oak frame; clay tile roof: |          |      |          |                     |
|                                                         | - Foundations and brickwork                                              | 1        | item | 12,000   | 12,000              |
|                                                         | - Oak frame to match existing                                            | 1        | item | 62,000   | 62,000              |
|                                                         | - Clay tiled roof                                                        | 1        | item | 12,000   | 12,000              |
|                                                         | - Stonework features                                                     | 1        | item | 8,600    | 8,600               |
|                                                         | - Gates                                                                  | 1        | item | 4,900    | 4,900               |
|                                                         | - Other features, including 2nr crosses                                  | 1        | item | 3,100    | 3,100               |
|                                                         | <b>Total</b>                                                             |          |      |          | <b>102,600</b>      |
| <b>4.0</b>                                              | <b>DRAINAGE, EXTERNAL WORKS &amp; SERVICES</b>                           |          |      |          |                     |
| 4.1                                                     | Allowance for reinstating external works and landscaping                 | 1        | item | 9,300    | 9,300               |
|                                                         | <b>Total</b>                                                             |          |      |          | <b>9,300</b>        |
|                                                         | <b>Sub Total</b>                                                         |          |      |          | <b>117,400</b>      |
| <b>5.0</b>                                              | <b>MAIN CONTRACTOR'S PRELIMINARIES &amp; OHP</b>                         |          |      |          |                     |
| 5.1                                                     | Allowance for Main Contractor's Preliminaries                            | 15       | %    | 117,400  | 17,600              |
| 5.2                                                     | Allowance for OH&P                                                       | 7        | %    | 135,000  | 9,450               |
|                                                         | <b>Total</b>                                                             |          |      |          | <b>27,050</b>       |
| <b>6.0</b>                                              | <b>CONTINGENCIES</b>                                                     |          |      |          |                     |
| 6.1                                                     | Allowance for Design & Construction Contingencies                        | 10       | %    | 144,450  | 14,500              |
|                                                         | <b>Total</b>                                                             |          |      |          | <b>14,500</b>       |
| <b>SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 4Q 2025</b> |                                                                          |          |      |          | <b>158,950</b>      |
| <b>7.0</b>                                              | <b>PROFESSIONAL FEES</b>                                                 |          |      |          |                     |
| 7.1                                                     | Allowance for Professional Fees                                          | 15       | %    | 158,950  | 23,800              |
|                                                         | <b>Total</b>                                                             |          |      |          | <b>23,800</b>       |
| <b>8.0</b>                                              | <b>PLANNING &amp; BUILDING REGULATION FEES</b>                           |          |      |          |                     |
| 8.1                                                     | Allowance for Planning & Building Regulation Fees                        | 1        | item | 4,300    | 4,300               |
|                                                         | <b>Total</b>                                                             |          |      |          | <b>4,300</b>        |
| <b>9.0</b>                                              | <b>SURVEY COSTS</b>                                                      |          |      |          |                     |
| 9.1                                                     | Allowance for survey costs                                               | 1        | item | 1,800    | 1,800               |
|                                                         | <b>Total</b>                                                             |          |      |          | <b>1,800</b>        |
| <b>REINSTATEMENT COST ESTIMATE @ 4Q 2025 (EXCL VAT)</b> |                                                                          |          |      |          | <b>£ 188,850</b>    |

7) Reinstatement cost assessment for Orchard Road Cemetery Building, Melbourn

13th October 2025

**Construction cost estimate**

| Ref                                                     | Element / Description                                          | Quantity | Unit           | Rate (£) | Total (£) @4Q 2025 |
|---------------------------------------------------------|----------------------------------------------------------------|----------|----------------|----------|--------------------|
| <b>1.0</b>                                              | <b>DEMOLITIONS</b>                                             |          |                |          |                    |
| 1.1                                                     | Demolish existing building, grub up foundations and clear site | 1        | item           | 7,400    | 7,400              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>7,400</b>       |
| <b>2.0</b>                                              | <b>SITE PREPARATION</b>                                        |          |                |          |                    |
| 2.1                                                     | Site preparation following demolition of building              | 1        | item           | 3,100    | 3,100              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>3,100</b>       |
| <b>3.0</b>                                              | <b>NEW BUILDING</b>                                            |          |                |          |                    |
| 3.1                                                     | New single storey brick building with clay tiled roof          | 13       | m <sup>2</sup> | 2,800    | 36,400             |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>36,400</b>      |
| <b>4.0</b>                                              | <b>DRAINAGE, EXTERNAL WORKS &amp; SERVICES</b>                 |          |                |          |                    |
| 4.1                                                     | Allowance for reinstating external works                       | 1        | item           | 5,000    | 5,000              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>5,000</b>       |
|                                                         | <b>Sub Total</b>                                               |          |                |          | <b>51,900</b>      |
| <b>5.0</b>                                              | <b>MAIN CONTRACTOR'S PRELIMINARIES &amp; OHP</b>               |          |                |          |                    |
| 5.1                                                     | Allowance for Main Contractor's Preliminaries                  | 15       | %              | 51,900   | 7,800              |
| 5.2                                                     | Allowance for OH&P                                             | 7        | %              | 59,700   | 4,200              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>12,000</b>      |
| <b>6.0</b>                                              | <b>CONTINGENCIES</b>                                           |          |                |          |                    |
| 6.1                                                     | Allowance for Design & Construction Contingencies              | 10       | %              | 63,900   | 6,400              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>6,400</b>       |
| <b>SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 4Q 2025</b> |                                                                |          |                |          | <b>70,300</b>      |
| <b>7.0</b>                                              | <b>PROFESSIONAL FEES</b>                                       |          |                |          |                    |
| 7.1                                                     | Allowance for Professional Fees                                | 15       | %              | 70,300   | 10,600             |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>10,600</b>      |
| <b>8.0</b>                                              | <b>PLANNING &amp; BUILDING REGULATION FEES</b>                 |          |                |          |                    |
| 8.1                                                     | Allowance for Planning & Building Regulation Fees              | 1        | item           | 4,300    | 4,300              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>4,300</b>       |
| <b>9.0</b>                                              | <b>SURVEY COSTS</b>                                            |          |                |          |                    |
| 9.1                                                     | Allowance for survey costs                                     | 1        | item           | 1,200    | 1,200              |
|                                                         | <b>Total</b>                                                   |          |                |          | <b>1,200</b>       |
| <b>REINSTATEMENT COST ESTIMATE @ 4Q 2025 (EXCL VAT)</b> |                                                                |          |                |          | <b>£ 86,400</b>    |

8) Reinstatement cost assessment for All Saints Church Wall, Melbourn

13th October 2025

**Construction cost estimate**

| Ref                                                     | Element / Description                                                                        | Quantity | Unit | Rate (£) | Total (£) @ 4Q 2025 |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------|----------|------|----------|---------------------|
| <b>1.0</b>                                              | <b>DEMOLITIONS</b>                                                                           |          |      |          |                     |
| 1.1                                                     | Demolish existing brick boundary wall, grub up foundations, batter back earth and clear site | 273      | m    | 120      | 32,760              |
|                                                         | <b>Total</b>                                                                                 |          |      |          | <b>32,760</b>       |
| <b>2.0</b>                                              | <b>SITE PREPARATION</b>                                                                      |          |      |          |                     |
| 2.1                                                     | Site preparation following demolition of existing boundary walls                             | 1        | item | 18,500   | 18,500              |
|                                                         | <b>Total</b>                                                                                 |          |      |          | <b>18,500</b>       |
| <b>3.0</b>                                              | <b>NEW BRICK BOUNDARY WALLS</b>                                                              |          |      |          |                     |
| 3.1                                                     | Brick wall; 1500 high on Station Road frontage                                               | 70       | m    | 1,100    | 77,000              |
| 3.2                                                     | Concrete foundation to wall                                                                  | 70       | m    | 185      | 12,950              |
| 3.3                                                     | Extra for recon stone coping                                                                 | 70       | m    | 250      | 17,500              |
| 3.4                                                     | Brick wall; 1800 high on Station Road frontage                                               | 42       | m    | 1,350    | 56,700              |
| 3.5                                                     | Concrete foundation to wall                                                                  | 42       | m    | 185      | 7,800               |
| 3.6                                                     | Extra for recon stone coping                                                                 | 42       | m    | 250      | 10,500              |
| 3.7                                                     | Brick wall along access off Station Road to Church; 1800 high                                | 21       | m    | 1,350    | 28,350              |
| 3.8                                                     | Concrete foundation to wall                                                                  | 21       | m    | 185      | 3,900               |
| 3.9                                                     | Extra for recon stone coping                                                                 | 21       | m    | 250      | 5,250               |
| 3.10                                                    | Brick wall along access off Station Road to Church; 1100 high                                | 55       | m    | 860      | 47,300              |
| 3.11                                                    | Concrete foundation to wall                                                                  | 55       | m    | 185      | 10,200              |
| 3.12                                                    | Extra for recon stone coping                                                                 | 55       | m    | 250      | 13,750              |
| 3.13                                                    | Brick wall to rear of Church; 1500 high                                                      | 85       | m    | 1,100    | 93,500              |
| 3.14                                                    | Concrete foundation to wall                                                                  | 85       | m    | 185      | 15,725              |
| 3.15                                                    | Extra for half round brick coping                                                            | 85       | m    | 185      | 15,725              |
| 3.16                                                    | Gates and the like                                                                           | 1        | item | 12,000   | 12,000              |
|                                                         | <b>Total</b>                                                                                 |          |      |          | <b>428,150</b>      |
| <b>4.0</b>                                              | <b>EXTERNAL WORKS</b>                                                                        |          |      |          |                     |
| 4.1                                                     | Allowance for reinstating external works & landscaping/ footpath repairs etc                 | 1        | item | 30,750   | 30,750              |
|                                                         | <b>Total</b>                                                                                 |          |      |          | <b>30,750</b>       |
|                                                         | <b>Sub Total</b>                                                                             |          |      |          | <b>510,160</b>      |
| <b>5.0</b>                                              | <b>MAIN CONTRACTOR'S PRELIMINARIES &amp; OHP</b>                                             |          |      |          |                     |
| 5.1                                                     | Allowance for Main Contractor's Preliminaries                                                | 10       | %    | 510,160  | 51,000              |
| 5.2                                                     | Allowance for OH&P                                                                           | 7        | %    | 561,160  | 39,300              |
|                                                         | <b>Total</b>                                                                                 |          |      |          | <b>90,300</b>       |
| <b>6.0</b>                                              | <b>CONTINGENCIES</b>                                                                         |          |      |          |                     |
| 6.1                                                     | Allowance for Design & Construction Contingencies                                            | 5        | %    | 600,460  | 30,000              |
|                                                         | <b>Total</b>                                                                                 |          |      |          | <b>30,000</b>       |
| <b>SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 4Q 2025</b> |                                                                                              |          |      |          | <b>630,460</b>      |
| <b>7.0</b>                                              | <b>PROFESSIONAL FEES</b>                                                                     |          |      |          |                     |
| 7.1                                                     | Allowance for Professional Fees                                                              | 1        | item | 10,000   | 10,000              |
|                                                         | <b>Total</b>                                                                                 |          |      |          | <b>10,000</b>       |
| <b>8.0</b>                                              | <b>PLANNING &amp; BUILDING REGULATION FEES / SURVEYS</b>                                     |          |      |          |                     |
| 8.1                                                     | Allowance for Planning & Building Regulation Fees & survey costs                             | 1        | item | 5,000    | 5,000               |
|                                                         | <b>Total</b>                                                                                 |          |      |          | <b>5,000</b>        |
| <b>REINSTATEMENT COST ESTIMATE @ 4Q 2025 (EXCL VAT)</b> |                                                                                              |          |      |          | <b>£ 645,460</b>    |

9) Reinstatement cost assessment for War Memorial, High Street, Melbourn

13th October 2025

**Construction cost estimate**

| Ref                                                     | Element / Description                                                | Quantity | Unit | Rate (£) | Total (£) @ 4Q 2025 |
|---------------------------------------------------------|----------------------------------------------------------------------|----------|------|----------|---------------------|
| <b>1.0</b>                                              | <b>DEMOLITIONS</b>                                                   |          |      |          |                     |
| 1.1                                                     | Demolish existing memorial, grub up foundations and site preparation | 1        | item | 3,000    | 3,000               |
|                                                         | <b>Total</b>                                                         |          |      |          | <b>3,000</b>        |
| <b>2.0</b>                                              | <b>NEW WAR MEMORIAL</b>                                              |          |      |          |                     |
| 2.1                                                     | New stone war memorial, including engraving, steps and the like      | 1        | item | 80,000   | 80,000              |
|                                                         | <b>Total</b>                                                         |          |      |          | <b>80,000</b>       |
| <b>3.0</b>                                              | <b>EXTERNAL WORKS</b>                                                |          |      |          |                     |
| 3.1                                                     | Allowance for reinstating external works & landscaping               | 1        | item | 5,000    | 5,000               |
|                                                         | <b>Total</b>                                                         |          |      |          | <b>5,000</b>        |
|                                                         | <b>Sub Total</b>                                                     |          |      |          | <b>88,000</b>       |
| <b>4.0</b>                                              | <b>MAIN CONTRACTOR'S PRELIMINARIES &amp; OHP</b>                     |          |      |          |                     |
| 4.1                                                     | Allowance for Contractor's Preliminaries                             | 1        | item | 7,500    | 7,500               |
| 4.2                                                     | Allowance for OH&P                                                   | 10       | %    | 95,500   | 9,500               |
|                                                         | <b>Total</b>                                                         |          |      |          | <b>17,000</b>       |
| <b>5.0</b>                                              | <b>CONTINGENCIES</b>                                                 |          |      |          |                     |
| 5.1                                                     | Allowance for Design & Construction Contingencies                    | 5        | %    | 105,000  | 5,250               |
|                                                         | <b>Total</b>                                                         |          |      |          | <b>5,250</b>        |
| <b>SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 4Q 2025</b> |                                                                      |          |      |          | <b>110,250</b>      |
| <b>6.0</b>                                              | <b>PROFESSIONAL FEES</b>                                             |          |      |          |                     |
| 6.1                                                     | Allowance for Professional Fees                                      | 1        | item | 5,000    | 5,000               |
|                                                         | <b>Total</b>                                                         |          |      |          | <b>5,000</b>        |
| <b>7.0</b>                                              | <b>PLANNING FEES</b>                                                 |          |      |          |                     |
| 7.1                                                     | Allowance for Planning & Building Regulation Fees                    | 1        | item | n/a      | n/a                 |
|                                                         | <b>Total</b>                                                         |          |      |          | <b>n/a</b>          |
| <b>8.0</b>                                              | <b>SURVEY COSTS</b>                                                  |          |      |          |                     |
| 8.1                                                     | Allowance for survey costs                                           | 1        | item | n/a      | n/a                 |
|                                                         | <b>Total</b>                                                         |          |      |          | <b>n/a</b>          |
| <b>REINSTATEMENT COST ESTIMATE @ 4Q 2025 (EXCL VAT)</b> |                                                                      |          |      | <b>£</b> | <b>115,250</b>      |

**Construction cost estimate**

| Ref                                                     | Element / Description                             | Quantity | Unit | Rate (£) | Total (£) @ 4Q 2025 |
|---------------------------------------------------------|---------------------------------------------------|----------|------|----------|---------------------|
| <b>1.0</b>                                              | <b>DEMOLITIONS</b>                                |          |      |          |                     |
| 1.1                                                     | Site clearance and preparation                    | 1        | item | 3,000    | 3,000               |
|                                                         | <b>Total</b>                                      |          |      |          | <b>3,000</b>        |
| <b>2.0</b>                                              | <b>NEW GARDEN</b>                                 |          |      |          |                     |
| 2.1                                                     | New garden, including hard and soft landscaping   | 1        | item | 30,750   | 30,750              |
|                                                         | <b>Total</b>                                      |          |      |          | <b>30,750</b>       |
| <b>3.0</b>                                              | <b>EXTERNAL WORKS</b>                             |          |      |          |                     |
| 3.1                                                     | Allowance for seating, fencing and the like       | 1        | item | 7,400    | 7,400               |
|                                                         | <b>Total</b>                                      |          |      |          | <b>7,400</b>        |
|                                                         | <b>Sub Total</b>                                  |          |      |          | <b>41,150</b>       |
| <b>4.0</b>                                              | <b>MAIN CONTRACTOR'S PRELIMINARIES &amp; OHP</b>  |          |      |          |                     |
| 4.1                                                     | Allowance for Contractor's Preliminaries          | 10       | %    | 41,150   | 4,100               |
| 4.2                                                     | Allowance for OH&P                                | 10       | %    | 45,250   | 4,500               |
|                                                         | <b>Total</b>                                      |          |      |          | <b>8,600</b>        |
| <b>5.0</b>                                              | <b>CONTINGENCIES</b>                              |          |      |          |                     |
| 5.1                                                     | Allowance for Design & Construction Contingencies | 5        | %    | 49,750   | 2,500               |
|                                                         | <b>Total</b>                                      |          |      |          | <b>2,500</b>        |
| <b>SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 4Q 2025</b> |                                                   |          |      |          | <b>52,250</b>       |
| <b>6.0</b>                                              | <b>PROFESSIONAL FEES</b>                          |          |      |          |                     |
| 6.1                                                     | Allowance for Professional Fees                   | 15       | %    | 52,250   | 7,850               |
|                                                         | <b>Total</b>                                      |          |      |          | <b>7,850</b>        |
| <b>7.0</b>                                              | <b>PLANNING FEES</b>                              |          |      |          |                     |
| 7.1                                                     | Allowance for Planning Fees                       | 1        | item | 2,500    | 2,500               |
|                                                         | <b>Total</b>                                      |          |      |          | <b>2,500</b>        |
| <b>8.0</b>                                              | <b>SURVEY COSTS</b>                               |          |      |          |                     |
| 8.1                                                     | Allowance for survey costs                        | 1        | item | 650      | 650                 |
|                                                         | <b>Total</b>                                      |          |      |          | <b>650</b>          |
| <b>REINSTATEMENT COST ESTIMATE @ 4Q 2025 (EXCL VAT)</b> |                                                   |          |      |          | <b>£ 63,250</b>     |

**Construction cost estimate**

| Ref                                                     | Element / Description                                       | Quantity | Unit | Rate (£) | Total (£) @ 4Q 2025 |
|---------------------------------------------------------|-------------------------------------------------------------|----------|------|----------|---------------------|
| <b>1.0</b>                                              | <b>DEMOLITIONS</b>                                          |          |      |          |                     |
| 1.1                                                     | Allowance for demolition and disposal of boardwalk          | 1        | item | 3,500    | 3,500               |
|                                                         | <b>Total</b>                                                |          |      |          | <b>3,500</b>        |
| <b>2.0</b>                                              | <b>NEW BOARDWALK</b>                                        |          |      |          |                     |
| 2.1                                                     | New boardwalk structure / desking etc                       | 1        | item | 65,000   | 65,000              |
|                                                         | <b>Total</b>                                                |          |      |          | <b>65,000</b>       |
| <b>3.0</b>                                              | <b>EXTERNAL WORKS</b>                                       |          |      |          |                     |
| 3.1                                                     | Allowance for site reinstatement when construction complete | 1        | item | 3,000    | 3,000               |
|                                                         | <b>Total</b>                                                |          |      |          | <b>3,000</b>        |
|                                                         | <b>Sub Total</b>                                            |          |      |          | <b>71,500</b>       |
| <b>4.0</b>                                              | <b>MAIN CONTRACTOR'S PRELIMINARIES &amp; OHP</b>            |          |      |          |                     |
| 4.1                                                     | Allowance for Contractor's Preliminaries                    | 1        | item | 5,000    | 5,000               |
| 4.2                                                     | Allowance for OH&P                                          | 10       | %    | 76,500   | 7,650               |
|                                                         | <b>Total</b>                                                |          |      |          | <b>12,650</b>       |
| <b>5.0</b>                                              | <b>CONTINGENCIES</b>                                        |          |      |          |                     |
| 5.1                                                     | Allowance for Design & Construction Contingencies           | 5        | %    | 84,150   | 4,200               |
|                                                         | <b>Total</b>                                                |          |      |          | <b>4,200</b>        |
| <b>SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 4Q 2025</b> |                                                             |          |      |          | <b>88,350</b>       |
| <b>6.0</b>                                              | <b>PROFESSIONAL FEES</b>                                    |          |      |          |                     |
| 6.1                                                     | Allowance for Professional Fees                             | 1        | item | 5,000    | 5,000               |
|                                                         | <b>Total</b>                                                |          |      |          | <b>5,000</b>        |
| <b>7.0</b>                                              | <b>PLANNING FEES</b>                                        |          |      |          |                     |
| 7.1                                                     | Allowance for Planning Fees                                 | 1        | item | n/a      | n/a                 |
|                                                         | <b>Total</b>                                                |          |      |          | <b>n/a</b>          |
| <b>8.0</b>                                              | <b>SURVEY COSTS</b>                                         |          |      |          |                     |
| 8.1                                                     | Allowance for survey costs                                  | 1        | item | included | included            |
|                                                         | <b>Total</b>                                                |          |      |          | <b>included</b>     |
| <b>REINSTATEMENT COST ESTIMATE @ 4Q 2025 (EXCL VAT)</b> |                                                             |          |      |          | <b>£ 93,350</b>     |

## September 2025

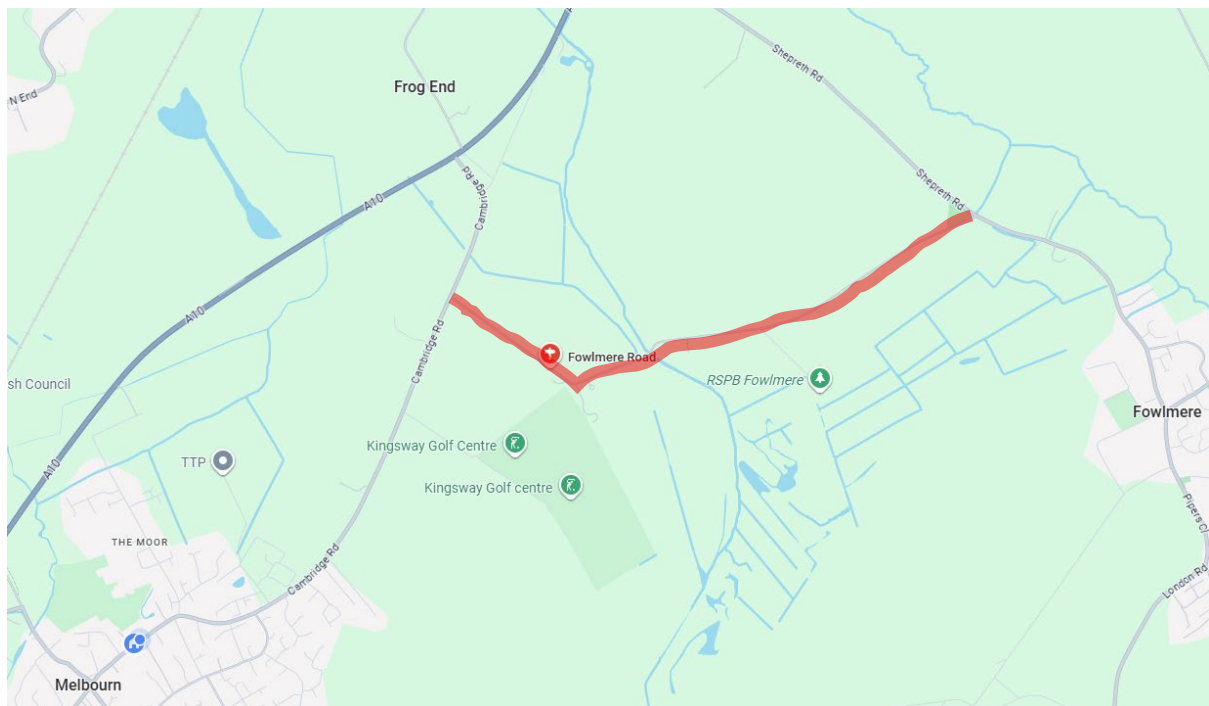
Cambridgeshire County Council (CCC) Active Travel Officer contacted Melbourn Parish Council to share their view on a DRAFT survey about Fowlmere Parish Councils expressed desire for a quiet lane between Fowlmere and Melbourn, on Fowlmere Road/Mill Road. (A quiet lane typically involves an advisory 20mph speed limit, formal passing places, chicanes and gateway features. It is defined as a designated rural road which prioritises walking, wheeling, riding and cycling by encouraging lower speeds, whilst preserving rural character.)

At the Parish Council meeting held on 29 September 2025 four residents expressed concern over the plans to change the designation of the road and were not aware of the scheme passing through Fowlmere Parish Council. An action was raised to enquire with Fowlmere Parish Council to enquire about their involvement in the scheme AND for Cllrs to send in any comments about the design of the DRAFT survey.

It was confirmed that Fowlmere Parish Council are aware of the scheme and that the request from CCC was to comment on the design of the survey only to allow CC to go out to public consultation in the near future.

Comments have been requested from Cllrs and any shared were passed to the Active Travel Officer. We also shared the concerns residents had brought to the meeting.

Clerk communicated with concerned residents that the issue had been addressed and suggested they talk to their Parish Council for further information.



Various Roads, South  
(Temporary Prohibition Of Through Traffic)  
Order 2025-1840

NOTICE is given that Cambridgeshire County Council intends within seven days, to make an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991 the effect of which is to stop any vehicle from proceeding along various roads, as set out in Schedule 1 below.

Nothing in this Order shall prevent access and egress from premises or land adjacent to the highway mentioned in Schedule 1.

The Order is necessary for safety reasons to facilitate surface treatment and associated works.

The proposed Order will come into operation on **1 November 2025** and will continue until these works have finished or on the 30 April 2027 whichever is the earlier.

It is anticipated that this order will apply to the locations, at various times during the dates specified in the Schedule.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

**Frank Jordan, Executive Director, Place and Sustainability, New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**

## Schedule 1 – Road Closures

| Anticipated dates for works      | Road(s)                      | Diversion                                                        |
|----------------------------------|------------------------------|------------------------------------------------------------------|
| 1 November 2025 to 31 March 2027 | Clear Crescent, Melbourn     | New Road; Orchard Road; Medcalfe Way; Palmers Way and vice versa |
| 1 November 2025 to 31 March 2027 | St Mary's Road, Sawston      | Church Lane; Huddleston Way and vice versa                       |
| 1 November 2025 to 31 March 2027 | Huddleston Way, Sawston      | St Mary's Road; Church Lane and vice versa                       |
| 1 November 2025 to 31 March 2027 | Fountain Lane, Haslingfield  | New Road; High Street and vice versa                             |
| 1 November 2025 to 31 March 2027 | Coronation Close, Waterbeach | No diversion                                                     |
| 1 November 2025 to 31 March 2027 | Hall Crescent, Sawston       | No diversion                                                     |
| 1 November 2025 to 31 March 2027 | Scott Yard, Haslingfield     | No diversion                                                     |

**CAMBRIDGESHIRE COUNTY COUNCIL**

**Station Road, Melbourn**

**(TEMPORARY PROHIBITION OF THROUGH TRAFFIC)**

**ORDER 2025-2186**

NOTICE is given that Cambridgeshire County Council intends to make an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along Station Road, Melbourn as lies between Dolphin Lane and number 30.

Access will be maintained to properties affected by this order.

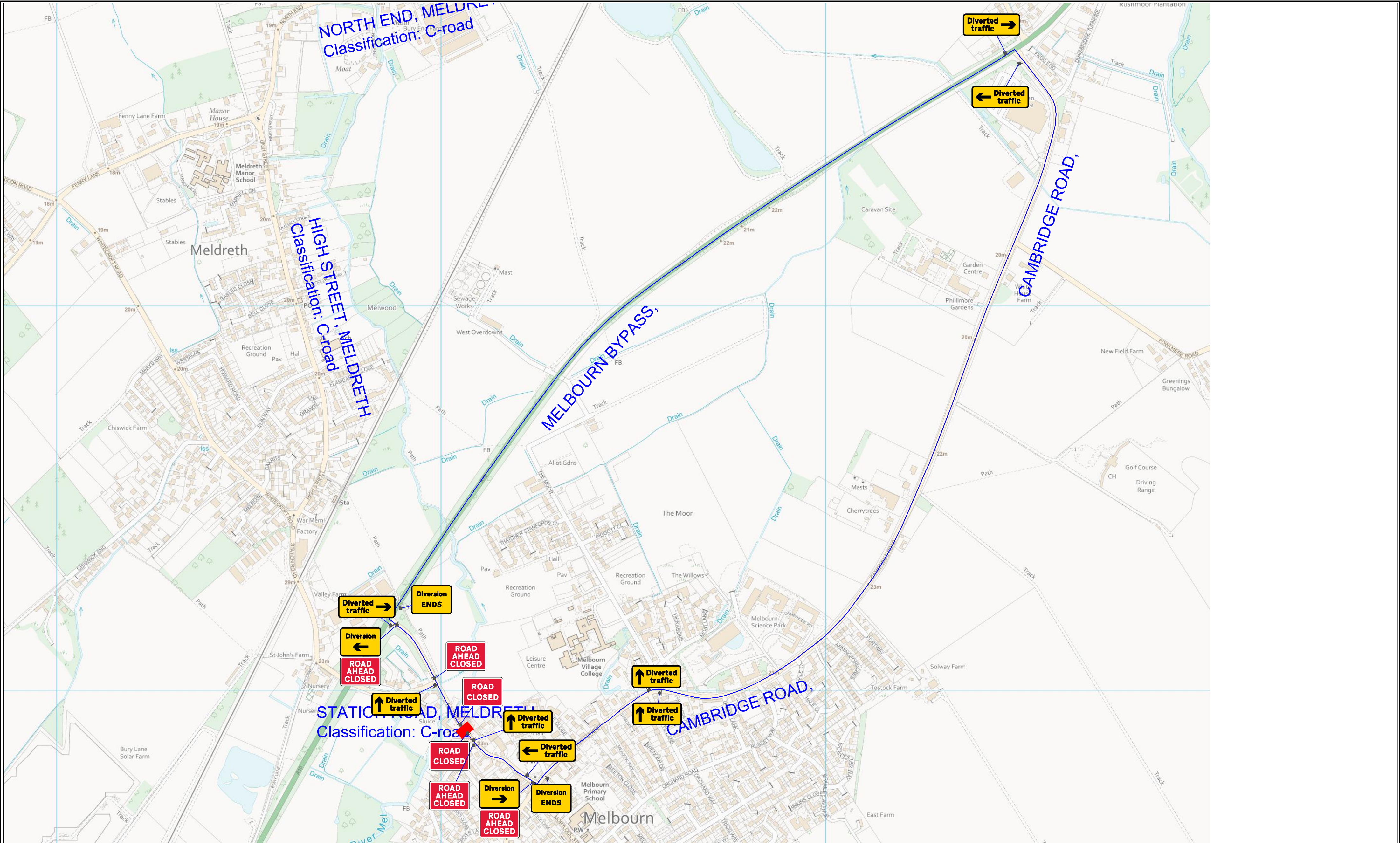
The alternative route for vehicles is via Station Road, Meldreth; A10; Cambridge Road, Shepreth; Cambridge Road, Melbourn; High Street and vice versa.

The proposed Order is necessary to facilitate telecommunications pole replacement and associated works which are being carried out on or near this highway and it will come into operation on 10 December 2025 and continue until these works have finished or on the 9 June 2027 whichever is the earlier.

It is anticipated that these works will be carried out between 09:00hrs and 17:00hrs between 10 December 2025 and 11 December 2025.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

**Frank Jordan, Executive Director, Place and Sustainability, New Shire Hall,  
Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**



CLOSURE AREA

DIVERSION ROUTE

MARSHALL TO BE PLACED EITHER END OF CLOSURE

This road will be CLOSED

XX/XX/XX - XX/XX/XX

From XX:XX - XX:XX

Advance warning signs to be installed prior to installation of closure.

USRN =

XXXXXXXXXX

**NOTES:**

1. All signs and cones to be in accordance with Chapter 8 **new roads and street works a code of practice (Red book)**
2. Works access and egress are indicative, exact locations to be agreed on site.
3. Safety zones are to be installed as required as shown by the **SAFETY ZONE DIMENSIONS** BELOW
4. All signs to be located so as not to obscure signs or objects and should be ballasted near to ground level using sand filled hessian bags or sign straps.
5. All sign positions are indicative only and must be accurately positioned on site with good visibility and be clear of and obstructions or vegetation at all times.
6. Drawing not to scale

Road Traffic Management LTD

James Swallow Way, Hoo,

Kent

ME3 9GX

**RTM**

Road Traffic Management

Road Widths:

**ROAD CLOSED**

RTM-DWG-3928 1212291 Station Road, Melbourn, South Cambridgeshire, Cambridgeshire, Cambridgeshire And Peterborough, , SG8 6AD,, 52.085260,0.013527466

Date Drawn:

08/09/2025

Drawn By:

A.W

# QUOTATION



EXPERT  
ACCESS  
SOLUTIONS

Job Number

Expert Access Solutions Ltd  
Suite 2, Middlesex House, Meadway Corporate Centre  
Stevenage, Hertfordshire  
SG1 2EF  
Tel: 0800 212 380  
E-mail: [service@expertaccess.co.uk](mailto:service@expertaccess.co.uk)  
[www.expertaccess.co.uk](http://www.expertaccess.co.uk)

**Billing Address :** Melbourn Parish Council  
Melbourn Community Hub, 30 High  
Street  
Melbourn  
SG8 6DZ

**Site Reference** Melbourn Community Hub SG8 6DZ  
30 High Street  
Melbourn  
SG8 6DZ

**Account Number :** [REDACTED]  
**Quote Number :** [REDACTED]  
**Date :** 13/10/2025

**Total Quote Amount: £1,455.79**

Quoted work: Quote Criteria: Required

Door Location: 3no. Auto Swing Doors – Main Entrance Outer (Asset 440328277), Main Entrance Inner (Asset 440328278), Rear Exit (Asset 440328279)

Following our engineer's recent Maintenance visit to site it was reported that the following faults require attention:

\*Main Entrance Outer 440328277: Safety device insufficient on opening edge. Additional safety sensor module to be fitted into existing on-door sensor housing to prove full door width coverage. Finger guard fitted too high from floor level. Finger guard requires removing, bottom lip of door to be cut with multi tool and then finger guard refitted back on door, lower to floor.

\*Main Entrance Inner 440328278: Safety device insufficient on opening edge. Requires new housing therefore a replacement sensor fitting to opening edge to provide full door width coverage. Finger guard fitted too high from floor level. Finger guard requires refitting lower to floor.

\*Rear exit 440328279: Safety device insufficient on opening edge. Additional safety sensor module to be fitted into existing on-door sensor housing to prove full door width coverage.

Finger guard fitted too high from floor level. Finger guard requires refitting lower to floor.

We quote for our engineer to attend site within normal working hours to remove reposition the finger guards correctly and remove the sensor from the opening face of the main entrance inner door

Supply and install 2no. Infrared Sensor Modules, 1no. Infrared Sensor @ 1200mm

Wire in, set, program, test, complete all necessary adjustments and leave in full working order

Please Note:

Should you wish to proceed with the works detailed within this quotation please provide a purchase order to [callout@expertaccess.co.uk](mailto:callout@expertaccess.co.uk)

Lead times are provided by the branch once a valid purchase order/ approval form is received; for updates and ETA's please call us on 0800 212 380 or email [callout@expertaccess.co.uk](mailto:callout@expertaccess.co.uk)

Quote could be subject to amendments should a final site survey be required

Should additional work be necessary this will be subject to an additional quote.

The quote is valid for 28 days from the date of issue.

|                    |           |
|--------------------|-----------|
| <b>Total Value</b> | £1,455.79 |
| <b>Total VAT</b>   | £291.16   |
| <b>Total Quote</b> | £1,746.95 |

For full terms & conditions see [www.expertaccess.co.uk/termsandconditions](http://www.expertaccess.co.uk/termsandconditions)

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Corporate Centre, Stevenage, Hertfordshire, SG1 2EF  
VAT Reg: GB475128970

|                  |                                                                         |                                      |                                                                               |
|------------------|-------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------|
| Customer Address | Melbourn Community Hub SG8 6DZ<br>30 High Street<br>Melbourn<br>SG8 6DZ | Contact Telephone<br>Email<br>Mobile | Abigail Williams<br>+441763263303<br>parishclerk@melbournparishcouncil.gov.uk |
| Order Number     |                                                                         | Engineer(s)                          |                                                                               |
| Job Number       | MAIN/27262                                                              | Arrived                              | 08 October 2025 08:30:41                                                      |
| Job Type         | Maintenance                                                             | Departed                             | 08 October 2025 10:47:39                                                      |

| Works to be carried out |
|-------------------------|
|                         |

| Actions              |                                            |                    |
|----------------------|--------------------------------------------|--------------------|
| Action Type          | Asset                                      | Description        |
| Maintenance - Assets | 440328277 - Melbourn Community Hub SG8 6DZ | No - Non compliant |
| Maintenance - Assets | 440328278 - Melbourn Community Hub SG8 6DZ | No - Non compliant |
| Maintenance - Assets | 440328279 - Melbourn Community Hub SG8 6DZ | No - Non compliant |

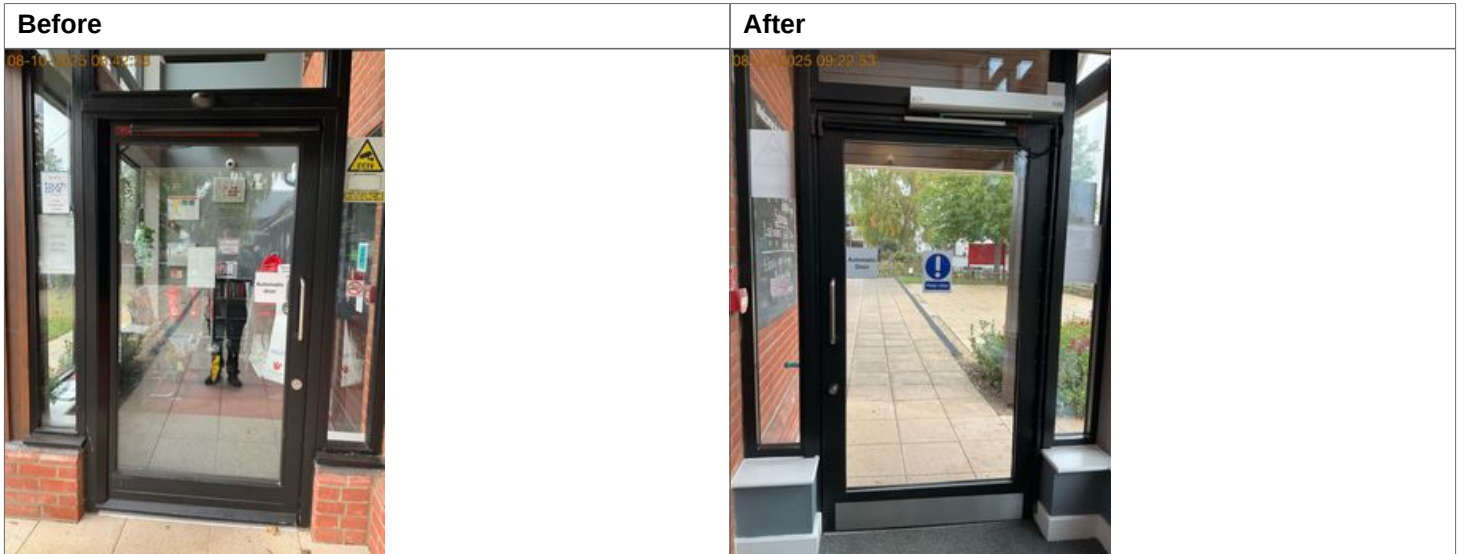
Key: ■ Complies (Active) ■ Attention Required ■ Risk Identified ■ Decommissioned

| Completion Notes                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------|
| Attended site to carry out maintenance on the 3x automatic doors. Maintenance complete. Report submitted for further works required. |

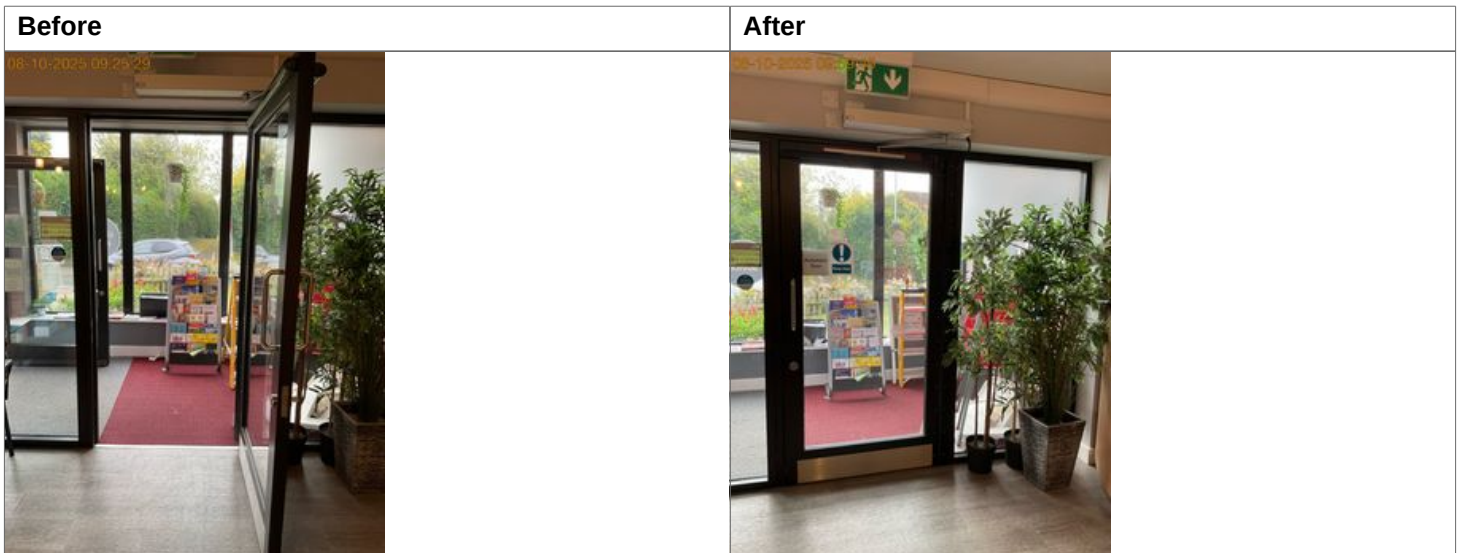
| Parts Used   |             |
|--------------|-------------|
| Asset Number | Description |

| Further Works |                                                                                                                                                                                                                                                                                                                                                       |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Asset Number  | Further works                                                                                                                                                                                                                                                                                                                                         |
| 440328277     | Insufficient safety devices fitted on opening edge. Additional on door safety sensor to be fitted into existing housing to provide full door width coverage. Finger guard fitted too high from floor level. Finger guard requires removing, bottom lip of door to be cut with multi tool and then finger guard refitted back on door, lower to floor. |
| 440328278     | Insufficient safety devices fitted on opening edge. Requires new housing and additional sensor fitting to opening edge to provide full door width coverage. Finger guard fitted too high from floor level. Finger guard requires refitting lower to floor.                                                                                            |
| 440328279     | Insufficient safety devices fitted on opening edge. Requires new sensor to be fitted into existing housing on the opening edge to provide full door width coverage. Finger guard fitted too high from floor level. Finger guard requires refitting lower to floor.                                                                                    |

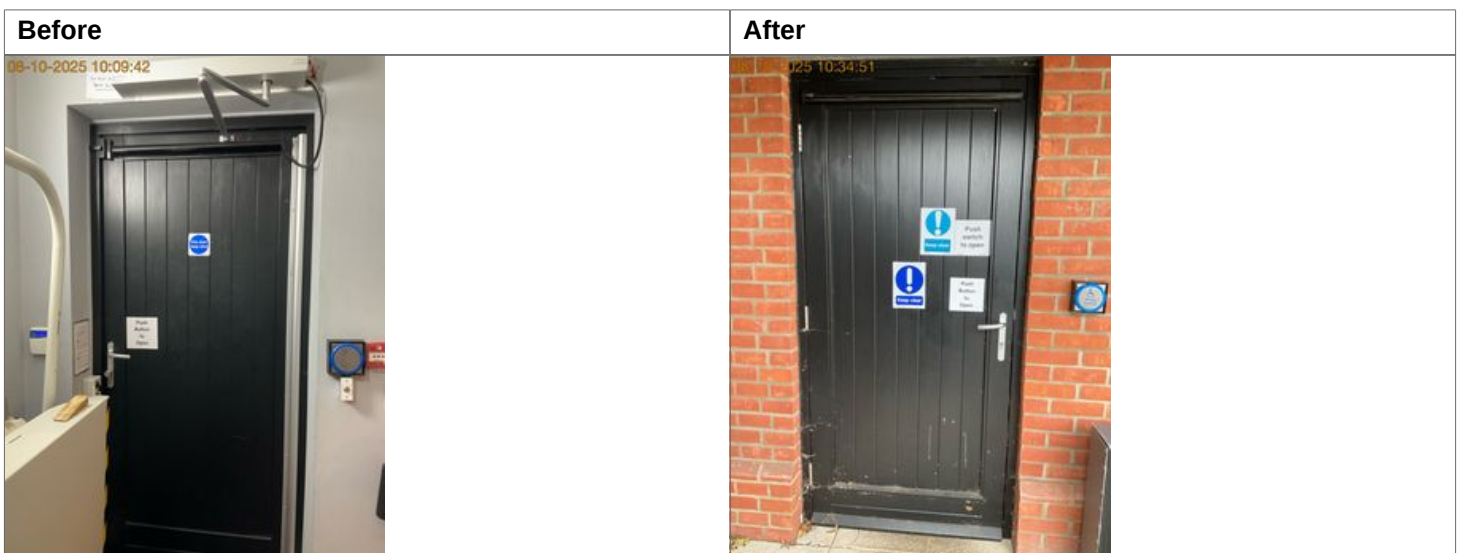
440328277



440328278



440328279



|                  |                    |      |            |
|------------------|--------------------|------|------------|
| Engineer Name(s) | Customer Signature | Date | 08/10/2025 |
|------------------|--------------------|------|------------|

|                                                                                  |                                                                                   |               |                                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------|
|  |  | Position      |  |
|                                                                                  |                                                                                   | Customer Name |  |

## Automatic Door Service

|         |                                       |           |                                     |
|---------|---------------------------------------|-----------|-------------------------------------|
| Site    | Melbourn Community Hub SG8 6DZ        | Contact   | Abigail Williams                    |
| Address | 30 High Street<br>Melbourn<br>SG8 6DZ | Telephone | +441763263303                       |
|         |                                       | Email     | parishclerk@melbournparishcouncil.g |
|         |                                       | Mobile    |                                     |

|              |  |          |                 |
|--------------|--|----------|-----------------|
| Order Number |  | Engineer |                 |
| Job Number   |  | Date     | 08 October 2025 |

|               |                     |          |           |
|---------------|---------------------|----------|-----------|
| Door Location | Main Entrance Outer | Asset No | 440328277 |
| Door Type     | Assets              |          |           |

### What's the Condition Of the Following?

|                                |      |                        |      |
|--------------------------------|------|------------------------|------|
| Condition of Hinges and Pivots | Good | Condition of Hardware  | Good |
| Condition of Doorframe         | Good | Condition of Door Leaf | Good |
| Condition of Brushes and Seals | Good | Condition of Threshold | Good |

### Activation Type

|                             |   |                         |     |
|-----------------------------|---|-------------------------|-----|
| Radar                       | 2 | Push Pads               |     |
| Access Control Confirmation |   | Fire Alarm Confirmation | Yes |
| Other Activation Type       |   |                         |     |

### Opening, Closing and \*\*\*Radar Information

|                                  |      |                                 |      |
|----------------------------------|------|---------------------------------|------|
| Opening Width (mm)               | 1000 | Opening Time (seconds)          | 7    |
| Hold Open Time (seconds)         | 6    | Closing Time (seconds)          | 8    |
| Inner / Direction of Escape (mm) | 1500 | Outer / Opposite Direction (mm) | 1000 |
| Closing Dynamic Energy Forces    | N/A  |                                 |      |

### ESPE \*Safety and \*\*Presence Sensors

|                            |                |                            |                |
|----------------------------|----------------|----------------------------|----------------|
| Closing Direction Test Box | Pass           | Threshold Test Box         | Not applicable |
| Overhead Safety Sensor     | 0              | Opening Direction Test Box | Pass           |
| Side Screens Test Box      | Not applicable | Door Mounted Safety Sensor | 2              |

### Drawing In and Crushing Protection

|                                               |     |                                                 |     |
|-----------------------------------------------|-----|-------------------------------------------------|-----|
| Finger Guards Fitted                          | Yes | Safety Barriers Fitted                          | N/A |
| Pocket Screens Fitted                         |     | Sliding Door Leaf to Frame Distance (mm)        |     |
| Back Of Sliding Door Entrapment Distance (mm) |     | Swing Door Leaf To Safety Barrier Distance (mm) | 0   |
| Swing Door Leaf To Wall Distance (mm)         | 200 |                                                 |     |

## Escape System

|                                                         |     |                                |        |
|---------------------------------------------------------|-----|--------------------------------|--------|
| Breakout Fitted                                         | N/A | Force Required to Breakout (N) |        |
| Force to Open the Door Manually After Power Failure (N) | 67  | Power Failure Action           | Closed |
| Door System Safety Tested / Monitored                   | Yes |                                |        |

## Signage Fitted

|                    |   |                        |   |
|--------------------|---|------------------------|---|
| Automatic Door     | 2 | Keep Clear             | 1 |
| Disabled           | 0 | Push Button to Operate | 0 |
| Breakout Pictogram | 0 |                        |   |

## Defects, risks or hazards

Insufficient safety devices fitted on opening edge. Additional on door safety sensor to be fitted into existing housing to prove full door width coverage. Finger guard fitted too high from floor level. Finger guard requires removing, bottom lip of door to be cut with multi tool and then finger guard refitted back on door, lower to floor.

## Additional notes

## Compliance

|                                    |                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Compliant with BSEN16005 Standards | No - Non compliant                                                                                                                                                                                                                                                                                                                                  |
| What further works are required?   | Insufficient safety devices fitted on opening edge. Additional on door safety sensor to be fitted into existing housing to prove full door width coverage. Finger guard fitted too high from floor level. Finger guard requires removing, bottom lip of door to be cut with multi tool and then finger guard refitted back on door, lower to floor. |

### Before



### After



## Automatic Door Service

|         |                                       |           |                                     |
|---------|---------------------------------------|-----------|-------------------------------------|
| Site    | Melbourn Community Hub SG8 6DZ        | Contact   | Abigail Williams                    |
| Address | 30 High Street<br>Melbourn<br>SG8 6DZ | Telephone | +441763263303                       |
|         |                                       | Email     | parishclerk@melbournparishcouncil.g |
|         |                                       | Mobile    |                                     |

|              |  |          |                 |
|--------------|--|----------|-----------------|
| Order Number |  | Engineer |                 |
| Job Number   |  | Date     | 08 October 2025 |

|               |                     |          |           |
|---------------|---------------------|----------|-----------|
| Door Location | Main Entrance Inner | Asset No | 440328278 |
| Door Type     | Assets              |          |           |

### What's the Condition Of the Following?

|                                |      |                        |      |
|--------------------------------|------|------------------------|------|
| Condition of Hinges and Pivots | Good | Condition of Hardware  | Good |
| Condition of Doorframe         | Good | Condition of Door Leaf | Good |
| Condition of Brushes and Seals | Good | Condition of Threshold | Good |

### Activation Type

|                             |   |                         |     |
|-----------------------------|---|-------------------------|-----|
| Radar                       | 1 | Push Pads               |     |
| Access Control Confirmation |   | Fire Alarm Confirmation | Yes |
| Other Activation Type       |   |                         |     |

### Opening, Closing and \*\*\*Radar Information

|                                  |      |                                 |     |
|----------------------------------|------|---------------------------------|-----|
| Opening Width (mm)               | 900  | Opening Time (seconds)          | 8   |
| Hold Open Time (seconds)         | 6    | Closing Time (seconds)          | 11  |
| Inner / Direction of Escape (mm) | 1500 | Outer / Opposite Direction (mm) | 100 |
| Closing Dynamic Energy Forces    | N/A  |                                 |     |

### ESPE \*Safety and \*\*Presence Sensors

|                            |                |                            |                |
|----------------------------|----------------|----------------------------|----------------|
| Closing Direction Test Box | Pass           | Threshold Test Box         | Not applicable |
| Overhead Safety Sensor     | 0              | Opening Direction Test Box | Pass           |
| Side Screens Test Box      | Not applicable | Door Mounted Safety Sensor | 2              |

### Drawing In and Crushing Protection

|                                               |     |                                                 |    |
|-----------------------------------------------|-----|-------------------------------------------------|----|
| Finger Guards Fitted                          | Yes | Safety Barriers Fitted                          | No |
| Pocket Screens Fitted                         |     | Sliding Door Leaf to Frame Distance (mm)        |    |
| Back Of Sliding Door Entrapment Distance (mm) |     | Swing Door Leaf To Safety Barrier Distance (mm) | 0  |
| Swing Door Leaf To Wall Distance (mm)         | 500 |                                                 |    |

Escape System

|                                                         |     |                                |        |
|---------------------------------------------------------|-----|--------------------------------|--------|
| Breakout Fitted                                         | N/A | Force Required to Breakout (N) |        |
| Force to Open the Door Manually After Power Failure (N) | 67  | Power Failure Action           | Closed |
| Door System Safety Tested / Monitored                   | Yes |                                |        |

Signage Fitted

|                    |   |                        |   |
|--------------------|---|------------------------|---|
| Automatic Door     | 1 | Keep Clear             | 1 |
| Disabled           | 0 | Push Button to Operate | 1 |
| Breakout Pictogram | 0 |                        |   |

Defects, risks or hazards

Insufficient safety devices fitted on opening edge. Requires new housing and additional sensor fitting to opening edge to provide full door width coverage. Finger guard fitted too high from floor level. Finger guard requires refitting lower to floor.

Additional notes

Compliance

|                                    |                                                                                                                                                                                                                                                            |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Compliant with BSEN16005 Standards | No - Non compliant                                                                                                                                                                                                                                         |
| What further works are required?   | Insufficient safety devices fitted on opening edge. Requires new housing and additional sensor fitting to opening edge to provide full door width coverage. Finger guard fitted too high from floor level. Finger guard requires refitting lower to floor. |

Before



After



## Automatic Door Service

|         |                                       |           |                                     |
|---------|---------------------------------------|-----------|-------------------------------------|
| Site    | Melbourn Community Hub SG8 6DZ        | Contact   | Abigail Williams                    |
| Address | 30 High Street<br>Melbourn<br>SG8 6DZ | Telephone | +441763263303                       |
|         |                                       | Email     | parishclerk@melbournparishcouncil.g |
|         |                                       | Mobile    |                                     |

|              |  |          |                 |
|--------------|--|----------|-----------------|
| Order Number |  | Engineer |                 |
| Job Number   |  | Date     | 08 October 2025 |

|               |           |          |           |
|---------------|-----------|----------|-----------|
| Door Location | Rear Exit | Asset No | 440328279 |
| Door Type     | Assets    |          |           |

### What's the Condition Of the Following?

|                                |      |                        |      |
|--------------------------------|------|------------------------|------|
| Condition of Hinges and Pivots | Good | Condition of Hardware  | Good |
| Condition of Doorframe         | Good | Condition of Door Leaf | Good |
| Condition of Brushes and Seals | Good | Condition of Threshold | Good |

### Activation Type

|                             |  |                         |  |
|-----------------------------|--|-------------------------|--|
| Radar                       |  | Push Pads               |  |
| Access Control Confirmation |  | Fire Alarm Confirmation |  |
| Other Activation Type       |  |                         |  |

### Opening, Closing and \*\*\*Radar Information

|                                  |     |                                 |     |
|----------------------------------|-----|---------------------------------|-----|
| Opening Width (mm)               | 850 | Opening Time (seconds)          | 7   |
| Hold Open Time (seconds)         | 5   | Closing Time (seconds)          | 9   |
| Inner / Direction of Escape (mm) | 500 | Outer / Opposite Direction (mm) | 200 |
| Closing Dynamic Energy Forces    | N/A |                                 |     |

### ESPE \*Safety and \*\*Presence Sensors

|                            |                |                            |                |
|----------------------------|----------------|----------------------------|----------------|
| Closing Direction Test Box | Pass           | Threshold Test Box         | Not applicable |
| Overhead Safety Sensor     | 0              | Opening Direction Test Box | Pass           |
| Side Screens Test Box      | Not applicable | Door Mounted Safety Sensor | 2              |

### Drawing In and Crushing Protection

|                                               |     |                                                 |     |
|-----------------------------------------------|-----|-------------------------------------------------|-----|
| Finger Guards Fitted                          | Yes | Safety Barriers Fitted                          | N/A |
| Pocket Screens Fitted                         |     | Sliding Door Leaf to Frame Distance (mm)        |     |
| Back Of Sliding Door Entrapment Distance (mm) |     | Swing Door Leaf To Safety Barrier Distance (mm) | 0   |
| Swing Door Leaf To Wall Distance (mm)         | 200 |                                                 |     |

Escape System

|                                                         |     |                                |        |
|---------------------------------------------------------|-----|--------------------------------|--------|
| Breakout Fitted                                         | N/A | Force Required to Breakout (N) |        |
| Force to Open the Door Manually After Power Failure (N) | 67  | Power Failure Action           | Closed |
| Door System Safety Tested / Monitored                   | Yes |                                |        |

Signage Fitted

|                    |   |                        |   |
|--------------------|---|------------------------|---|
| Automatic Door     | 0 | Keep Clear             | 1 |
| Disabled           | 0 | Push Button to Operate | 2 |
| Breakout Pictogram | 0 |                        |   |

Defects, risks or hazards

Insufficient safety devices fitted on opening edge. Requires new sensor to be fitted into existing housing on the opening edge to provide full door width coverage. Finger guard fitted too high from floor level. Finger guard requires refitting lower to floor.

Additional notes

Compliance

|                                    |                                                                                                                                                                                                                                                                    |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Compliant with BSEN16005 Standards | No - Non compliant                                                                                                                                                                                                                                                 |
| What further works are required?   | Insufficient safety devices fitted on opening edge. Requires new sensor to be fitted into existing housing on the opening edge to provide full door width coverage. Finger guard fitted too high from floor level. Finger guard requires refitting lower to floor. |

Before



After



Coffee morning (top) lunch (bottom) at Vicarage Close



## Daytime Disco



## Games Night



# Melbourn Community & Timebank Report: September '25

## September activities

|     |                                                                                                                     |
|-----|---------------------------------------------------------------------------------------------------------------------|
| 1   | Games night 8 <sup>th</sup> – 7 attendees                                                                           |
| 1   | <b>TBUK Training session 9<sup>th</sup> September –Measuring the impact of your Timebank</b>                        |
| 1   | CS4D Singalong – at Meldreth Village Hall 12 <sup>th</sup>                                                          |
| 1   | <b>Daytime Disco with Mix Music 13<sup>th</sup> - 22 attendees</b>                                                  |
| 1   | Memory Café (Community Support for Dementia) 20 <sup>th</sup> - Tom Huttleston entertained at Meldreth Village Hall |
| 3   | <b>Visits to Cozy Corner by ACRE Village Agents</b>                                                                 |
| 1   | P3 Drop-in session at Food Bank                                                                                     |
| 4   |  <b>Yoga sessions at Elin Way</b>  |
| 8/9 | <b>MACS</b> Cozy Corner/Food Bank sessions                                                                          |
| 1   | <b>Meeting with Helen at Meldreth 9<sup>th</sup> September</b>                                                      |
| 1   | New referral from Social Prescriber                                                                                 |

## Weekly activities

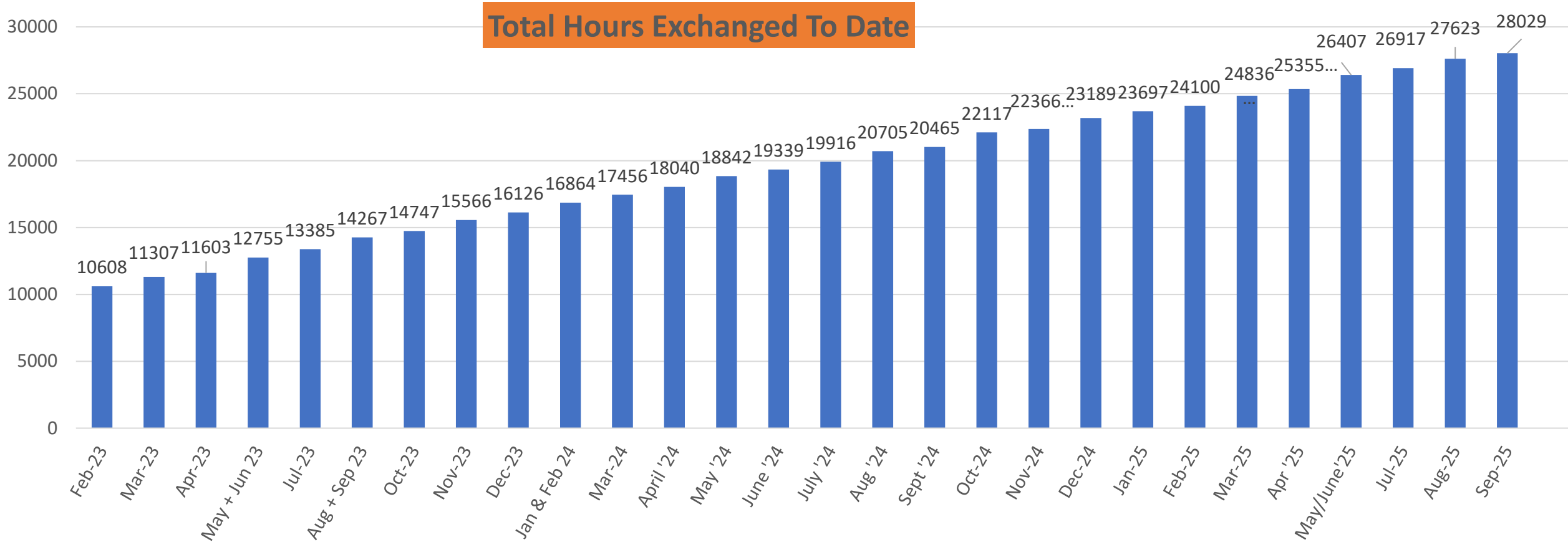
|                   |                                                                                                                                                                                                               |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mondays</b>    | <b>Food Bank</b> 12-2 & <b>Cozy Corner</b> 12-3 with Craft group                                                                                                                                              |
| <b>Wednesdays</b> | Wellbeing Walk 10.30 <br>Yoga at 17.00  |
| <b>Thursdays</b>  | Coffee Morning 10-12 at the Dolphin and <b>Food Bank</b> 10-12 at Vicarage Close then <b>Cozy Corner</b> 12-3 with <b>Lunch</b> 12-1                                                                          |

## Membership growth data: to 26/9/25

|                        | August | September | Conversion | Pipeline |
|------------------------|--------|-----------|------------|----------|
| Individual Members     | 167    | 169       | 2          | 4        |
| Organisational Members | 18     | 18        | -          | -        |

## Social Media Engagement Statistics: Facebook

| Maximum Reach | Followers | Page views |
|---------------|-----------|------------|
| 1650          | 545       | 1.100      |



**AOB/Forthcoming events**

**Kurling Taster at Cozy Corner October 16<sup>th</sup>**

**Bingo sessions at Cozy Corner - 30<sup>th</sup> October, 20<sup>th</sup> November and 18<sup>th</sup> December**

**Vaccination Clinic at Cozy Corner Monday 10<sup>th</sup> November**

**December 17<sup>th</sup> Christmas lunch at The Hub**

**ACRE September attached for information**

The Melbourn Parish Council Strategic Plan 2022 – 2027 states as an objective:

***Openness, transparency, and engagement with the community.***

- *To re-design the website making it more user friendly, up to date and practical, with the aim of encouraging more residents to see this as the 'go to place' for information regarding the village.*

Also, as part of Assertion 10, that comes into force with the AGAR this coming year, states that:

*(1.49) All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).*

The current website build has served us well but it is time to ensure all practices are up to date and comply with the changing regulations for accessibility.

The current CMS (content management system) is run through wordpress, this is easy to use and developed well although there are elements of the templates used that do not comply with the changing legislation and require outside help to update plugins (software that adds specific functionality).

It is proposed that we look at building a new CMS that is fully supported and future proof.

We believe that engaging with an external agency will provide the best result and the safeguard that the website is fully supported – ensuring that any change of staff or legislation is covered by the support package.

**Proposal**

To allow the office to confirm the final provider after testing the CMS system and consider budget of up to **£1,500+VAT** for the first year of build, hosting and support.

Potential suppliers

| Supplier                      | Potential costs (ex VAT) |                 | Example sites                                                                                                                                                                                                                                                                        |
|-------------------------------|--------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Aubergine</a>     | Build                    | £899            | <ul style="list-style-type: none"> <li>• <a href="#">Great Shelford Parish Council</a></li> <li>• <a href="#">Littleport Town Council   Serving The People Of Littleport</a></li> <li>• <a href="#">St Ives Town Council</a></li> </ul>                                              |
|                               | WCAG                     | £299            |                                                                                                                                                                                                                                                                                      |
|                               | Year 2 costs             | From £400       |                                                                                                                                                                                                                                                                                      |
| <a href="#">Cuttlefish</a>    | Build                    | £600            | <ul style="list-style-type: none"> <li>• <a href="#">Meldreth Parish Council</a></li> <li>• <a href="#">Rothley Parish Council</a></li> </ul>                                                                                                                                        |
|                               | Support 1 year           | £800            |                                                                                                                                                                                                                                                                                      |
|                               | Year 2 costs             | From £800       |                                                                                                                                                                                                                                                                                      |
| <a href="#">Parish Online</a> | Build and ongoing        | ~ £400 per year | <ul style="list-style-type: none"> <li>• <a href="#">Bolton-le-Sands Parish Council – News and updates from Bolton-le-Sands Parish Council</a></li> <li>• <a href="#">Ilmington Parish Council – Serving the residents of Ilmington Parish Council, Stratford-on-Avon</a></li> </ul> |

Attached:

- Aubergine quotation
- Cuttlefish quotation
- Parish Online quotation



# New council website proposal

## Melbourn Parish Council

Prepared by: Mark Tomkins, Director

Prepared for: Abi Williams, Melbourn Parish Council



14 October 2025

## Snapshot - Melbourn Parish Council

You have asked us to prepare a proposal and quotation for the provision of a new, fully compliant and accessible website and supporting .gov.uk services for your council. Thank you. This document sets out an explanation of the legal requirements for compliance with accessibility regulations, how our system meets the requirements – both in terms of compliance as well as the features and functions of the website and then the costing and inclusions, which are on the next page.

## The background to website accessibility

Since the introduction of The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (to give its full title) came into force on 23 September 2018 you have identified your Council needs a new compliant website. The aim of the Regulation is to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. This means that all new public sector websites will need to meet accessibility standards and publish an accessibility statement unless they are exempt. Those affected include:

- Central and local government organisations (including community, town and parish councils)
- Some charities and other non-government organisations

The breadth of WCAG (Website Content Accessibility Guidelines) compliance in respect to a website covers many areas, some relate to how it is technically constructed, how the information is presented and the alternative options for users if they cannot access the website's information in a way that works for them. You can read a helpful article here: ['Website W3C & WCAG 2.1 accessibility compliance: What it means for councils & public sector websites and what you need to do'](#).

WCAG has 3 ratings, A, AA & AAA. The following proposal outlines the provision of a WCAG 2.2 AA rated compliant website, the costs involved, what's included and what's not. It also outlines your responsibilities moving forward.

## Meeting Accessibility Requirements

Since the release of the WCAG 2.1AA guidance, we have developed a website package solution that meets the compliance requirements that is both cost effective and provides clerks and those who manage a public body website with the tools needed to run the website.

In October 2024, the regulations rose to the requirement being WCAG2.2AA standard – which our platform already meets.

The Aubergine W3C & WCAG compliant website package service meets the requirements in terms of providing an AA-rated compliant framework and website at the point of launch. Once live, we also maintain your site to ensure the underlying code is supported correctly and kept up to date with all software requirements. Optionally, we can provide regular compliance scans of your website pages.

Continued >



## What you get with our service:

- ✓ A W3C & WCAG2.2AA compliant website built on the easy-to-use WordPress-based CMS.
- ✓ A well-designed, professional and fully mobile-friendly website.
- ✓ Website admin tools to add new and update all the content on your website yourself.
- ✓ Training to get you started plus ongoing support.
- ✓ SSL-protected website hosting on our UK servers.
- ✓ We'll manage all software updates, so you don't have to.
- ✓ We will provide you with on-going support when you need it – email, online or phone.
- ✓ Access to our Website & Accessibility Learning Centre, full of helpful guidance videos on managing the website and making website content accessible.
- ✓ Free monthly drop-in Zoom training sessions to top up your web accessibility knowledge.
- ✓ We will ensure your website remains GDPR compliant.
- ✓ We will manage your domain name and make sure this remains active, should you need it.
- ✓ All our team are Bedfordshire-based & hosting data centre is UK-based

## Costing

### Set up & year 1 consists of:

1. One-off set up and build of website: £999 + VAT (£899 + VAT SLCC members)
2. Annual SSL-protected hosting with up to 2GB file storage & 2 hours of support
3. Transferring/Inputting and uploading of content (documents, words and pictures) to your new website: 1 year of essential content transferred free of charge – see opposite for details.
4. Training on the system: free of charge, via our monthly group training sessions
5. Access to our support team & Website Learning Centre: free of charge, included in the support
6. Access to monthly drop-in Council Website Zoom training refresher sessions: free of charge, included in the support

**Total: £999 + VAT (£899 + VAT SLCC member price)**

### Additional (optional) items:

1. Transfer of all other content charged at £10 + VAT per page (+£2 per document down/upload). An accurate quotation can be provided once we know how many pages' content we should migrate.
2. Forms & poll module: £50 + VAT per year
3. Planning portal integration (where supported) £100 + VAT per year
4. Online Payments Module (Sum Up/Gov Pay/Stripe/Worldpay compatible): £500 + VAT
5. Event Tickets Module (Online Payments module also required to sell tickets): £250 + VAT
6. WCAG compliance website compliance and monitoring scan & reports: £299 + VAT per year
7. Extended support for 12 hours: £720 + VAT

Continued >



## Year 2 costs:

1. Subscription to WCAG-compliant website platform, with up to 2GB file storage & 2 hours of support, ongoing training: £299 + VAT per year
2. Domain name renewal and DNS management (£100 + VAT per year for .gov.uk when due)

= **Total year two renewal: £399 + VAT pa (+ any optional modules or any 3<sup>rd</sup> party email services)**

## Website Content (linked documents, words and images)

Website content ranges from words and pictures on a page to multiple files for meeting documents and other regulatory aspects. We break the content transfer down into a full year's worth of regulatory content + news, events and other local info. With the exception of AGAR, there are no legal requirements to have a certain number of years' files on a website.

**Content included in transfer:** 2 full years of agendas & minutes, policies, councillors' details, finance & 6x years of AGAR plus 1x year of news and recent / planned events. **Optional, additional content transfer:** Often councils decide to have more years of document archives on their website. Your current website may also have additional, non-regulatory pages such as additional council and community information. We can provide you with a quote to transfer these additional archives and pages, if required.

## Email services

You will require the services of a .gov.uk email IT specialist service to provide mail services for the domain if you do not already have email/IT support services. You have told us you wish to remain with your current providers for IT support and email. We work with a range of email providers and can make a recommendation should you require an introduction and wish to change your current providers.

## Things to note

The above costing is based on your requirement specification and includes a 1.5hr video call group training session (additional remote training can be arranged, see overleaf), full admin area access, access to our Council Website Learning Centre library and our continued support to ensure the system continually meets WCAG requirements.

We will discuss with you the pages and documents that you require on your new website and provide a quote, should you request our help with further years of content transfer. If the size of your files that need transferring exceeds 2GB (enough for 15,000 typical agenda PDFs), you will be required to purchase additional server host space for the storage and future files. This is charged at £100 + VAT per year for an additional 1GB storage.

Continued >



## Key Council Website Features

The website framework is configured to fully support all relevant content types to provide to your community in a fully WCAG 2.2AA compliant environment. The key functionality includes **meeting information and dates, document links, full page creation and building tools** to support your key messaging, **announcement tools for major alerts, reporting tools** that include **forms** and **redirections to County Council & District services, contact forms, news and other features** that include **digital noticeboards, events, community areas, community content, venue & feature areas and FAQs** - all of which controlled through the Wordpress admin system.

## Consideration

### Website hosting

Your new website will be hosted on our UK-based, SSL-protected servers. That way we can ensure GDPR and WCAG compliance of the system.

### Your domain name

We can become your domain name registrar for a new domain and manage the domain and its DNS moving forward and are Cabinet Office & Nominet approved to manage the .gov.uk domain framework.

### Branding & logos

We will require your brand media pack of logos, colours and other visual assets that your council use in its online identity. If you do not have one, we can provide a logo & identity design service by our experience graphic design team.

## Project timeline

Whilst every website is slightly different in the number of pages and content, we recommend you consider the following timeline for the development of your website:

|                |                                                            |                                     |
|----------------|------------------------------------------------------------|-------------------------------------|
| <b>Stage 1</b> | <b>Discovery &amp; scoping (sitemap/content planning):</b> | <b>2 weeks from initial enquiry</b> |
| <b>Stage 2</b> | <b>Development:</b>                                        | <b>2 weeks from planned date</b>    |
| <b>Stage 3</b> | <b>Content importing &amp; your training:</b>              | <b>2 weeks after development</b>    |
| <b>Stage 4</b> | <b>Testing / snagging – then go-live:</b>                  | <b>1 week after content input</b>   |

Final testing and debugging on development server before launching and making live. These timings are estimates based on a typical and average site size and content but may be subject to alteration subject to sight of content required for migration. You may require additional time to review the content.

## Other aspects to note

You will need to ensure you have full DNS control and access to the domain your website will use. We can become your registrar and permitted to manage all forms of domains, including .gov.uk domains. If we are not your registrars, we will need access to the domain (or whoever has DNS control) to get the website live. We can include Google Analytics for performance reporting to ensure that a fuller picture of the website's traffic and use is understood and allow you to learn user behaviour and make subsequent improvements to the website. A Google Analytics account will be needed and is free. We also provide free training on using Google Analytics.



## Training Staff

Training on a new website system is vital. As part of the package, we provide you with access to our Council Website Learning Centre that contains a library of simple, short videos to watch and learn how to use all areas of the website as well as remote-based training session for you and your staff members.

Also included is a 1.5hr video call group training session for your staff by one of our experts. Our UK-based team is always on hand during office hours to provide any additional support.

We also hold free-to-attend Zoom sessions twice per month for all our members to join for refresher training on the website admin tools and functions.

## Certification & accreditations

To provide assurance of both our processes and abilities, we are **Cyber Essentials certified**, **CDDO Cabinet Digital Data Office Authorised**, **Nominet Accredited** and are **Official Crown Commercial Suppliers for the UK Government**. [View certification](#).

## Credibility

- ✓ We are official SLCC Collaborators and have developed the WCAG compliant website package in partnership with them.
- ✓ We work with both SLCC & NALC to produce both written articles and present webinars and conferences on website accessibility.
- ✓ We work with regional CALCs, SLCC Branches and Council Associations to support their members with website accessibility queries.
- ✓ We are official Crown Commercial Suppliers of WCAG digital services to public bodies.
- ✓ We are members of the CDDO (Cabinet Digital Data Office) .gov.uk domain advisory group.
- ✓ We are the authors of the NALC Website Accessibility & Publishing Guidebook: <https://www.aubergine262.com/nalc-guide-to-website-accessibility-and-publishing/>
- ✓ We work with hundreds of town & parish councils using our platform and providing support and guidance on website compliance and publishing.

## Compliance testing, limitation & ongoing

Both W3C & WCAG compliance are driven by many factors, some you have control over and others you don't. In most cases, as long as the base website build has been created in a natively compliant format,



any deviation from compliance will typically be as a result of content being added to a web page is not compliant and then renders it non-compliant. As such, the provision of our service to you is limited to:

- 1) the creation of a W3C & WCAG2.2AA compliant website plus its hosting and support
- 2) an optional quarterly report of your site that highlights any pages that may have rendered the website non-compliant and a recommended solution. (excludes uploaded documents)

We can also provide an optional technical support package to assist you with running the site, which you may choose to help you in meeting those ongoing support needs. Once live, it is your responsibility to ensure that any words, images or documents that you add are compliant.

We recommend you perform regular checks of the site using free online checkers or browser extension to ensure continued compliance – particularly for new pages and documents added since its launch. As part of our optional service to you we provide 4 checks and reports per year highlighting any problem areas, but recommend you review the site after each time you add content and to use any of the online free checkers as referenced by the Government's Digital Guidance department.

We will ensure that your website complies with W3C & WCAG compliance from a technical position at the point of launching and will notify you if we spot any page that is non-compliant as a result of content incompatibility for you to address prior to launch. Please note that this does not include uploaded documents.

In the event that you become aware of any part of your site that you feel falls outside of WCAG compliance, it is your responsibility to notify us so that it may be assessed by us and, should a problem be found, a solution scheduled for fixing.

## Regular review

It's important to emphasise that your organisation needs to agree to a frequency of how often the website is checked for compliance and set that in your accessibility statement.

## Delivering on Specification of Work

Given the requirements, it is our recommendation that the site be built on our **custom built WCAG 2.2AA compliant Wordpress framework designed specifically for councils**. It is the world's most popular website platform and allows you to have full control over the site's pages and content in the most efficient way.

The website system is **natively search engine friendly** and **well supported**. We ensure that the Core Wordpress framework and its plugins are kept up to date to ensure full functionality is maintained.

We also recommend a multiple layer of admin user permission controls so that you can have multiple administrators of the content but provide publishing, content and member control to only those you wish.



### Our proposal includes:

- ✓ Project scheduling and planning
- ✓ Technical analysis of your existing set-up to ensure continuation of services ✓ Development of the website from your choice of our preconfigured design templates ✓ Review and compliance testing ✓ Content migration (optional) ✓ Analytics integration (optional)
- ✓ Website training and access to Learning Centre. In person training available at extra cost
- ✓ Pre-live WCAG compliance check and report ✓ Ongoing support and website hosting
- ✓ Domain registration & management

Additionally, the following "behind the scenes" features will be built into the website:

- ✓ High speed page loading
- ✓ Anti-spam features on contact forms
- ✓ WCAG, W3C & GDPR best practice guidance for the website framework

### Support

We ensure that all sites are tested thoroughly prior to launch and Wordpress and plugin updates are handled by us as part of the package. Nonetheless, we recommend an additional support package be put in place to help you manage the website after it is set live. Support package options available on the 'costs' page in this document.

## References

- 1) Sarah Sandiford, head of central services, Leighton Linlade Town Council  
[sarah.sandiford@leightonlinlade-tc.gov.uk](mailto:sarah.sandiford@leightonlinlade-tc.gov.uk) 01525 631920: [www.leightonlinlade-tc.gov.uk](http://www.leightonlinlade-tc.gov.uk)
- 2) Sheryl Birtles, Nantwich Town Council, [www.nantwichtowncouncil.gov.uk](http://www.nantwichtowncouncil.gov.uk)
- 3) Emma Coleman, Anglesey Parish Council, [www.angleseystaffs-pc.gov.uk](http://www.angleseystaffs-pc.gov.uk)  
[clerk@anglesey.staffslc.gov.uk](mailto:clerk@anglesey.staffslc.gov.uk)
- 4) Libby White, St Ives Town Council, [www.stivestowncouncil.gov.uk](http://www.stivestowncouncil.gov.uk)
- 5) Cliff Spong, Teignmouth Town Council (Devon), [www.teignmouth-devon.gov.uk](http://www.teignmouth-devon.gov.uk),  
[facilities@teignmouth-devon.gov.uk](mailto:facilities@teignmouth-devon.gov.uk)
- 6) Rob Ward, Barnstaple Town Council, [barnstapletowncouncil.gov.uk](http://barnstapletowncouncil.gov.uk)
- 7) Joe Cooney, Keighley Town Council, [www.keighley.gov.uk](http://www.keighley.gov.uk) [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

## Frequently asked questions

### Why do you use WordPress?

WordPress is open source content management software and currently powers around 30% of all websites on the Internet. The project is contributed to by tens of thousands of developers all over the



world and is growing from strength to strength. WordPress allows us to develop flexible and customisable websites to modern standards and observes web development best practices. Furthermore, the community of web developers that use WordPress reaches far and wide and allows us to tap into this collective intelligence and bring that wealth of experience to your project. WooCommerce is an eCommerce engine and extension that integrates with the WordPress CMS.

### **What is information architecture?**

Information architecture is the relationship of how all the different pages of a website are related to each other. This is communicated visually through a sitemap.

### **Where is the website hosted?**

Your website needs to be hosted by a hosting company that specialises in business hosting. We provide UK-based WordPress-optimised hosting services for all our clients' websites to better able provide support and software updates.

**Who do I call if something goes wrong with the website or I can't figure something out?** Provided you subscribe to one of our ongoing website support packages, we will be your first point of call should something go wrong with your website. In accordance with our SLA, we will determine what the problem is and respond with a fix-time or the information for you to address the solution yourself. We will provide training and tutorials to assist you in using your website once it is launched.

### **What happens after the website is launched?**

Once your website is launched, we will provide 3 months of support to make sure any bugs have been ironed out and that you are confident using your new website. After this you will need to subscribe to one of our ongoing website care plans to make sure your website is looked after and maintained. These website care plans include updating your software, regular backups, security checks and making sure your website is online and open for business 24/7/365.

### **How long will it take to appear at the top of Google?**

The time it takes for your website to appear on page 1 of Google depends on a number of factors. It depends on the search people are using to find your website and the number of other websites that are also available for those searches. Nobody can truly say how long it will take for your website to appear at the top of search engine results pages (including people who actually work for Google), however there are a number of factors that can improve your chances. Building your website on WordPress is a good start as WordPress has some great Search Engine Optimisation fundamentals built-in.

Creating unique and interesting content on a regular basis for your website is also critical to increase your visibility amongst search engines. Launching your website and then forgetting about it is a surefire way to get lost amongst the noise. We are happy to talk to more about your search engine strategy (if we haven't already.)



### **How will I know if anyone is visiting my website?**

We will install Google Analytics tracking on your new website and show you how to log into your Google Analytics account where you can see a wide range of statistics about your website including number of visits, pageviews the amount of time people are spending on your website.

Once you subscribe to one of our website support plans you can choose to receive more detailed analysis about your website performance and recommendations on how to improve. Please ask for more details about what's included in these support plans.

### **What happens if I want to add some features to the website while you're building it?**

Whilst we like to be flexible and responsive to your needs, we also like to deliver what we promise within the timeframes and budgets we have allowed. If you ask us to add new features to your website while we are building it, we will most likely ask why? If we all agree that your new request will help us achieve our objectives then we will be more than happy to oblige. If this new feature is something you would like to add to your website but is not directly tied to your original objectives then we will suggest to schedule it for a second iteration of the website once it has been launched. This will require a new proposal.

## **Payment terms**

Our payment terms are as follows:

All build and hosting fees are due on engagement and agreement of project inclusions. Work can only begin upon cleared funds or an approved PO.

Your support and renewal date will commence from the date the website goes live.

If you are paying monthly on a 12-month contract package, you will be invoiced in the month prior to the fee falling due and it must be paid by the last day of the month.

Payment is to be made by BACs or cheque in GBP. We do not accept credit or debit card. Any failure to meet these payment terms will result in the deactivation of your site until the cleared fees are received.

If we are inputting content for you and are unable to supply all of the right content at each stage we require, it does not mean we have not done our job. Once the site has been built & tested and is ready to go live, either with your content or placeholder images and dummy text, we will issue the final invoice. Once the final invoice is paid we will 'hand over the keys' and make the site live to the public internet but will ensure that you are fully trained to maintain the content yourself thereafter.

If any final invoice is not paid within the credit terms we have given you, we are under no obligation to keep the site on our testing server or continue with the project in anyway.



## Renewals

Your hosting, support and any extra services, such as domain name registrations are annually renewable and you will be sent an invoice 60 days prior to the expiration date of your annual service contract. If payment is not received by the due date, your service will be suspended until the payment is made.

## All sound good? The next steps:

To accept the proposal by replying in writing with your acceptance of the proposal.

- 1) Please reply by email to the person you received the proposal from notifying them of your intention to accept the proposal.
- 2) We will send you our KYC (Know Your Customer) questionnaire to perform our required due diligence and gather necessary information to begin the project.
- 3) We will send you an invoice for the work along with an engagement letter for signing. This will set out a schedule of works.
- 4) Submit your payment of the project fees. We prefer a BACs payment rather than a cheque to avoid the need to go to the bank.

Once these steps have been completed, we will begin the project.

## Terms, service level agreement (SLA) and definitions

The full terms & conditions of our service, to which you are agreeing, are available on our website here [www.aubergine262.com/terms-of-trade](http://www.aubergine262.com/terms-of-trade), along with our Service Level Agreement (SLA) & definitions.

### What Do Both Parties Agree To Do?

As our customer, you have the power and ability to enter into this contract on behalf of your company or organisation. You agree to provide us with everything that we'll need to complete the project – including text, images and other information – as and when we need it and in the format we ask for. You agree to review our work, provide feedback and approval in a timely manner too.

Prices at the beginning of this document are based on the amount of work we estimate we'll need to accomplish everything that you have told us you want to achieve. If you do want to change your mind, add extra pages or templates or even add new functionality, that won't be a problem.

However, you will be charged accordingly and these additional costs will need to be agreed to before the extra work commences. This additional work will affect deadlines and they will be moved accordingly.

We'll be up front about all of this if and when it happens to make sure we're all on the same page before proceeding. We may also ask you to put requests in writing so we can keep track of changes.

If the nature or functions of the project change significantly throughout the process, we reserve the right to deem the current project cancelled. At this point you will pay us in full for all the work we have done and may commission us to complete the new project based on the new requirements. This will require a new quote and contract.



### **Technical Support**

You may already have professional website hosting, you might even manage that hosting in-house; if that's the case, great. If you don't manage your own website hosting, or your current hosting environment does not support the solution we are providing, we can provide you with professional, business-class WordPress hosting for your website. The basic hosting package includes 2 hours free support during the time of your hosting that can be used against general support, bug-fixing or guidance you may need. All support requirements outside of the use of these 2 hours will require you to provide us with a full specification of your requirements against which we will issue a quotation for the work. Any work we provide as part of a separate contract of service falls without our standard terms of support and service.

If you require technical support services that exceed 2 hours annually, we recommend you discuss these requirements with us and a suitable support plan can be provided at additional cost.

### **Service level agreement (SLA)**

We provide our support services in accordance with our service level agreement. The full description of what support is provided and when, along with the definition of terms, can be found here:

[www.aubergine262.com/terms](http://www.aubergine262.com/terms)

### **Legal stuff**

We can't guarantee that the functions contained in any web page templates or in a completed website will always be error-free and so we can't be liable to you or any third party for damages, including lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate this website and any other web pages, even if you have advised us of the possibilities of such damages. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

### **GDPR – General Data Protection Regulation compliance**

It is your responsibility to ensure that your website remains GDPR compliant. The website will be launched and conform to GDPR compliance guidance, but we cannot be responsible for any aspect once it is launched. You must maintain your own data protection review processes to ensure that any data you capture on the site conforms to current laws. If we are your website hosts, as Data Processors, we will share with you our Privacy Statement that explains ours and your responsibilities in relation to GDPR.

### **Copyrights**

You guarantee to us that any elements of text, graphics, photos, designs, trademarks, or other artwork that you provide us for inclusion in the website are either owned by your good selves, or that you have permission to use them.

When we receive your final payment, copyright is automatically assigned as follows:

You own the graphics and other visual elements that we create for you for this project. If you like, we'll give you a copy of all files and you should store them really safely as we are not required to keep them or provide any native source files we used to make them.



You also own text content, photographs and other data you provided, unless someone else owns them. We own the HTML markup, CSS and other code and we license it to you for use on only this project. We love to show off our work and share what we have learned with other people, so we reserve the right to display and link to your completed project as part of our portfolio and to write about the project on websites, in magazine articles and in books about web design.

**But where's all the horrible small print?**

Just like a parking ticket, you can't transfer this contract to anyone else without our permission. This contract stays in place and need not be renewed. If, for some reason, one part of this contract becomes invalid or unenforceable, the remaining parts of it remain in place. Although the language is simple, the intentions are serious, and this contract is a legal document under exclusive jurisdiction of the courts of the United Kingdom.

Our full terms and conditions can and must be read at: [www.aubergine262.com/terms](http://www.aubergine262.com/terms) If you have a few questions give us a call on 07810 753878 as it makes sense to talk over the finer detail in person.

Aubergine 262 Ltd, 12 Church Square, Leighton Buzzard, Bedfordshire, LU7 1AE. 01525 373020. Offices: Leighton Buzzard, Milton Keynes and London. Visit our website: [www.aubergine262.com](http://www.aubergine262.com)

This proposal is prepared in good faith and knowledge provided and is subject to our terms of business, EO&E.



# Melbourn Parish Council

## Council Website

Prepared for:

Abi Williams

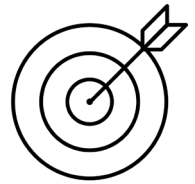
Prepared by:

Lena Stroinska, Cuttlefish Multimedia Ltd  
communities@cuttlefish.com, 01509 462 727

Date: 03/10/2025



# Overview



Thank you very much for inviting us to quote for your council website project.

We think that we would be your perfect partner to build this website. Our company has been around for over 20 years and has a vast knowledge when it comes to creating websites and mobile apps to support the needs of our clients.

We have a particular interest and experience in the local authority sector – having created specialised software to meet council requirements that is being used by over 400 councils across the UK.

We pride ourselves not only on our expertise, but also on our customer service and ability to foster long term relationships with our clients. Unlike some companies, Cuttlefish doesn't impose any limits on our support. Any problems or queries can be addressed via our team and you can be assured that the people who build your website are the same people who help you.

In addition to offering pre-created designs for you to choose from, we can also offer a bespoke design should you wish to have something completely new. Our graphic designers will use their knowledge and experience to ensure that your website is utilising the best design techniques whilst maintaining the recognition of your branding.

We understand the importance of your brand and in addition to our online capabilities, we also provide offline design services to help ensure that web designs are carried across consistently into offline flyers, posters, banners etc should you also require them. We like to be a one-stop-shop for your needs, and are always happy to discuss new ideas and ways that we can help you to realise them.

I hope that you find our proposal of interest, but naturally should you have any questions or require further information please do not hesitate to contact me using the details above.

Kim Lillie

Director

Cuttlefish Multimedia Ltd

# Meet Our Team



Our team is made up of like-minded friendly people who are happy to help:



**Jon Ferguson**

Director / Developer



**Kim Lillie**

Director / Operations



**Jude Venn**

Director / Infrastructure



**Luke Riozzi**

Director / Developer



**JD Doughty**

Developer



**Kelvin Chan**

Developer



**Owen Pawlak**

Digital Designer



**Lena Stroinska**

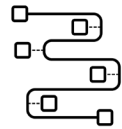
Project Manager



**Joe Prusinski**

Finance

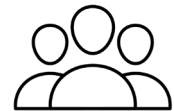
# Project Stages



Our company believes in 'function first', and so we provide systems that will function effectively to achieve your objectives and reduce your staff management time.

To ensure that we have a full understanding of your requirements, we start with a project Kick Off meeting, and then progress through the following stages whilst also having regular contact throughout the process;

## Phase 1



### Kick Off Meeting

This meeting is the start of the website building process. We will check your feature requests and our back-end development team will set up your website.

If you chose a custom design (rather than one of our pre-created designs) then our front-end team will discuss your requirements and any themes / styles that you are particularly attracted to.

In this meeting we will also provide you with a 'shell site' and Content Management System training so that you can start to add your website content

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## Phase 2

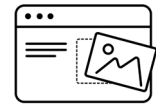


### Initial Build and Content Population

We will create a 'shell site' so that you can edit the website content whilst it is not yet public. This will enable you to start populating the site as soon as possible and determine your preferred site layout and content structure. This phase is a great chance to review content for accuracy, tone and relevance as well as to consider processes that might be improved by the use of online methods.

During this process your allocated Project Manager will also provide advice on how to structure the content effectively for mobile viewing, as all of our websites are built to be responsive and work on mobile and tablet devices effectively.

## Phase 3



### cPortals Content Management System (CMS)

We started development of our cPortals CMS in 2001, and we continue to actively nurture and enhance the system. cPortals is a flexible and extensible system designed for building media-rich websites with large numbers of users. Content editing can be devolved to teams of registered users, with the ability to allocate editing rights for all or part of the site.

A set of easy-to-use integrated content management tools allow nominated editors to maintain and update site pages, as well as adding new pages and sections. A draft version of each amended page is maintained during the editing process, allowing you to spread an editing session over more than one day and to preview new or amended content before publication. Content editors' permissions may be configured to require that their changes are reviewed and approved by administrators before publication, or they may be permitted to self-approve.

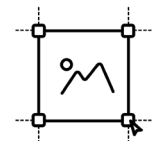
Editing text content is simple, with a rich text editor which features a range of formatting options and a spell checker, as well as pre-formatted heading styles. You will also be able to add online forms, news items, events, documents, pictures, video and audio content to pages quickly and easily. Style sheets will be used throughout to maintain a consistent look and feel across the site.

Sites built with cPortals are inherently standards compliant. Your website will adhere to the latest HTML and CSS standards, comply with accessibility guidelines as well as meeting current 'best practice' for code design.

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## Phase 4

### Design



While the initial build and content population is underway, if you have chosen to have a bespoke design (instead of one of our template designs) then we will start creating a mockup for your review. This will take into account your initial brief and any branding requirements. We will mock up designs for a selection of pages for your review whilst utilising current best practice in web design, and will act on your feedback to refine the designs further before implementation. All our designs will be mobile responsive as standard.

We will utilise current best practice in web design and after presenting initial mockups, will act on your feedback to refine the design further before implementation. Although tweaks and refinements to your designs are included in our quote, if you decide on a different design direction or require more page examples we will quote for the additional time required to provide these.

Our experienced designers have worked with a variety of target markets, including the local authority sector, and so will be able to advise on the website design to suit the tone of voice and styling required to attract and involve your audience.

# Phase 5

## Your Website Features

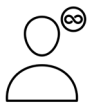


Our software includes a variety of features to help you manage your council website and provide effective communication to your website visitors at no extra cost:



### Bespoke Content Management System

Easy to use system to update content without needing extensive technical knowledge.



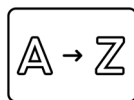
### Unlimited Support

Unlimited support from our friendly helpful staff.



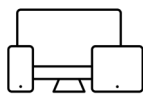
### Document Management System

System for managing important information, both privately and publicly.



### A-Z Feature

Alphabetised search of all your services.



### Responsive Website

Scale to appear effectively on different-sized devices & monitors.



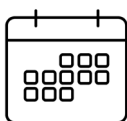
### Accessible

Websites meet WCAG 2.2 standards.



### Form Builder

Creating bespoke forms and storing all responses.



### Calendars

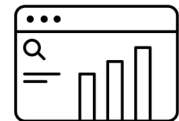
Calendars featuring both private and public meetings and events. Documents are accessible straight from the calendar.

- ✓ News Feed
- ✓ Events Feed
- ✓ Unlimited Pages
- ✓ Noticeboard
- ✓ Image Slideshows
- ✓ HTML Feature for Custom Code
- ✓ SSL Certificate
- ✓ Announcement Banner
- ✓ Image Galleries
- ✓ Local Business/Social Club Directory
- ✓ Document List Creator
- ✓ Homepage Pop Ups
- ✓ Unlimited User / Admin Accounts
- ✓ WCAG 2.2. Compliant Designs

We also have a number of enhanced features available, more details can be found in the Costs and Services section on page 9.

## Phase 6

### Search Engine Optimisation



cPortals is designed to be optimised for search engines, by following recognised standards for code quality and structure and by complying with accessibility guidelines. This allows Google and other search engines to easily index content on the website and identify which elements are important when determining the content of the site and the relevance to present your website in search listings. We will also link your website to your Google Analytics account so you can track user engagement.

A major part of search engine optimisation, however, is the website content. As part of website training we will advise on best practice for content and on techniques to make the best use of the content management tools.

## Phase 7

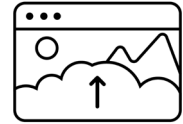
### Testing and Final Tweaks



Once we have applied the design to the site and content has been populated (or is as near to complete as you feel appropriate) it's time to test. At this point, it's great if you have some 'friendly' testers, perhaps colleagues or customers, who haven't yet seen the new site to provide feedback. Rest assured our team will also be testing the technical functionality across browsers, devices etc. to ensure the site is highly polished prior to launch.

## Phase 8

### Launch

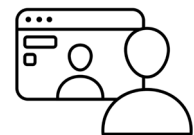


If you already hold the domain (website address) that you wish to use for the website, you will need to login to your domain control panel and switch the DNS records to point to our server where the website will be hosted – we can help talk you through this if needed, or do it for you. We will also ensure that your website is set up securely including installing a SSL certificate to put it on https. If you do not already hold the domain that you wish to use, we can look to purchase it for you.

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## Phase 9

### Beyond



Our approach is to foster long-term relationships with our clients and we would hope to continue to work with you for years to come. In that time your requirements may change and new technology will emerge which you may wish to take advantage of.

We are not the sort of company who will charge for things ‘because we can’, we want people to enjoy our technology and use it to its full potential. If you decide that you want some new features, we can explore all options with you and are completely upfront and transparent about any possible costs.

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## Go Further

### Parish & Town Council App



Our low cost app is a great way to get your councils messaging directly into your residents hands. Your visitors can view council information on the go, in your own council branded mobile application on both Apple iOS and Android.

Notifications are sent to your followers whenever you add a news article, council meeting or event – which is very useful for promoting anything from community festivals to flooding warnings!

Just £225 + VAT per year, and we include council branded app flyer designs for your local promotion.

# Costs and Services



Pricing as simple as 1, 2, 3!

**1 – Set Up.** We offer a single set up fee for our standard website, with the option to add on enhanced 'extras' if you want them.

**2 – Services.** Need any domains or email addresses? We can set up and manage these for you.

**3 – Support.** Annual fee to cover your website hosting, maintenance, security updates and unlimited support.

## 1. One Off Set Up Fee

We provide our websites with a preset design template, all the **standard** features outlined in phase 5 above and a one hour training session for a one-off **£600 + VAT**. Parishes with a precept of under £15k can choose to split this payment over two years.

We are pleased to offer a number of additional features to enhance your online service. The following are available to license on an annual basis, with no set-up fees.

| Extras               | Description                                                                                                                                                                  | Annual Price (+VAT)                       |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Facebook Integration | Add your news stories and have them automatically push to your Facebook page too.<br><br><a href="#">Find out more</a>                                                       | £50.00 / year                             |
| Accessibility Tool   | Our websites are accessible as standard, but this tool provides visible options for users<br><br><a href="#">Find out more</a>                                               | £30.00 / year                             |
| Cemetery Lite        | Record management for cemetery burials and plots<br><br><a href="#">Find out more</a>                                                                                        | £100.00 / year                            |
| Appointments         | Take bookings for rooms / courts etc with a simple time slot appointment tool<br><br><a href="#">Find out more</a>                                                           | £50.00 / year                             |
| Mobile App           | Apps are a great modern way to engage with your visitors and to share notifications when you add new content directly to their devices.<br><br><a href="#">Find out more</a> | £225.00 / year                            |
| Email Credits        | Credits are used as 1 newsletter sent to a recipient = 1 credit. Credits are provided monthly and do not roll over, they reset on the first of each month.                   | £5.00 per 1000, thereafter £1.50 per 1000 |
| Newsletters Setup    | Accept new subscribers and send out newsletters using monthly credits – one-off set-up fee of £100<br><br><a href="#">Find out more</a>                                      | £100.00 one-off                           |

Visit <https://cuttlefish.com/communities/extras> to read about each extra feature in more detail.

## 2. Additional Services

In addition to the website build, hosting & support, we offer some optional services for your consideration:

| Service                                   | Annual Price (+VAT)          |
|-------------------------------------------|------------------------------|
| Domain Management: .gov.uk                | £75.00 / year                |
| Domain Management: .co.uk / .org.uk / .uk | £25.00 / year                |
| Domain Management: .gov.wales             | £150.00 / 2 years            |
| Domain Management: .org / .com            | £35.00 / year                |
| Microsoft 365 Exchange Email Only         | £65.00 / year                |
| Microsoft 365 Business Basic              | £85.00 / year                |
| Microsoft 365 Business Standard           | £155.00 / year               |
| Microsoft 365 Business Premium            | £255.00 / year               |
| Cuttlefish Mail [25GB]                    | £35.00 / year                |
| Cuttlefish Mail [50GB]                    | £60.00 / year                |
| Bespoke Website Design                    | Quoted based on requirements |

We provide a number of options for emails which can include other Microsoft products such as Excel, Word, PowerPoint, Teams, etc. Please see the full list of options here:

<https://cuttlefish.com/communities/emails>

### 3. Support & Hosting Fee

A support, maintenance and hosting fee will be charged from the site's launch date or one month after our development work is completed, whichever is sooner. This cost covers the unlimited support of your website – if you need any assistance you can call us on 01509 462727 or raise a Support Ticket and either myself or one of my colleagues will respond to you as soon as possible. Rest assured that the people who build your website are the same people who support you.

**Support** is defined as bug fixes, design tweaks, reminders on how to perform tasks, changing logos, etc.

In addition, this cost covers **Hosting** with regular software updates, proactive security updates, nightly backups of the site and all its content as well as the server space needed for your site. We provide monitoring and maintenance of your server. Your site will also function on the latest versions of popular browsers. We will ensure that your system designs will adhere to the current Web Content Accessibility Guidelines 2.2 / AA Standard on launch.

**Development work** is defined as any new features that you may request that would require our coders to spend time building new elements / integrations for your system. These would be quoted on a case-by-case basis and using our day rate. We would always discuss this with you and gain approval before starting any costed work.

**Your annual support and hosting fee:**

Precept = £300,000 - £499,999

Hosting cost = £800.00 / year

# Your Cost Summary

## Itemised Breakdown

The quote below is valid for 3 months from the date of issue.

|             | Service                                | One-Off Price       |
|-------------|----------------------------------------|---------------------|
| 1. Set Up   |                                        |                     |
|             | Website Build Fee                      | £600.00             |
|             |                                        | <b>Annual Price</b> |
| 2. Services |                                        |                     |
|             | Annual Licence                         | £800.00             |
|             | <b>TOTAL YEAR ONE (includes setup)</b> | <b>£1,400.00</b>    |
|             | <b>TOTAL YEAR TWO (if renewed)</b>     | <b>£800.00</b>      |

All prices are exclusive of VAT.

# Examples of Work

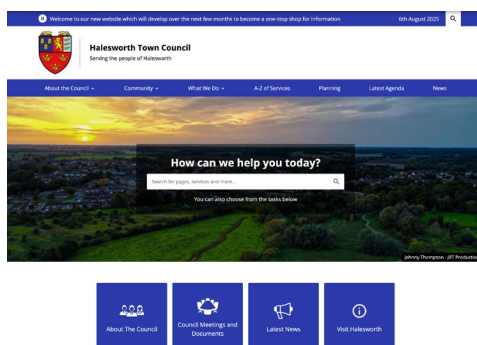
Rothley Parish Council - <https://www.rothleyparishcouncil.org.uk>

Rothley Parish Council is an example of a website that we provide on a pre-designed template. This is the standard design for any new website build with us, where you can choose your main colours and have your logo applied. However is it possible to have a bespoke website designed to your personalised requirements by our in-house design team.



Halesworth Parish Council - <https://www.halesworthtowncouncil.gov.uk>

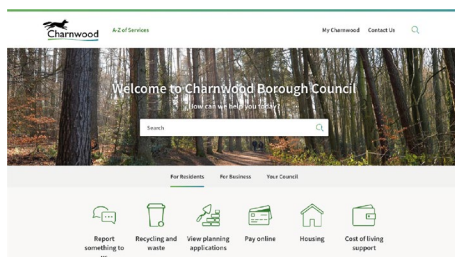
Halesworth Parish Council is another example of a template-based website that we provide with all of the features listed in Phase 5 as standard.



## Charnwood Borough Council - [www.chnwood.gov.uk/](http://www.chnwood.gov.uk/)

We are pleased to have worked with Charnwood Borough Council for over 15 years. Due to the services the council manages, we were required to integrate the website with a wide range of external products to support them in establishing an online presence to handle customer queries and tasks. This site was built with a bespoke design to suit the clients branding requirements.

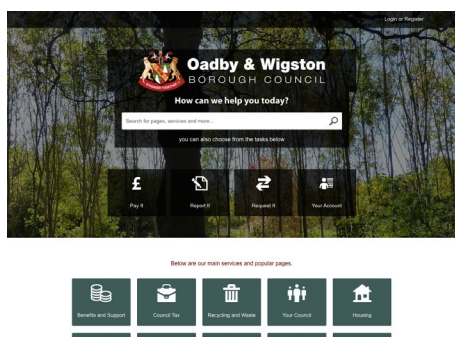
Further details can be found here: <https://cuttlefish.com/our-work/chnwood-borough-council>



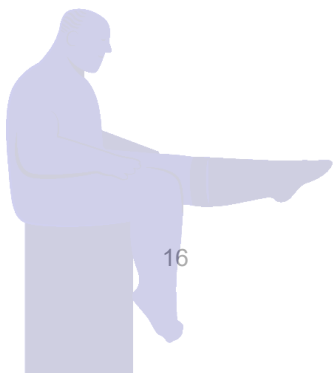
## Oadby & Wigston Borough Council - [www.oadby-wigston.gov.uk/](http://www.oadby-wigston.gov.uk/)

We initially built a bespoke designed website for Oadby & Wigston council over ten years ago and have been helping them to share information with their residents ever since. We have even created an additional 'microsite' for the businesses in their area to help stimulate the local economy. Both of these sites have bespoke designs created by our in-house designers.

Further details can be found here: [https://cuttlefish.com/our-work/oadby\\_and\\_wigston\\_borough\\_council](https://cuttlefish.com/our-work/oadby_and_wigston_borough_council)



We are proud to currently hold a 5\* rating on Google for our services and have great relationships with our clients.



**From:** [REDACTED]  
**To:** [Abi Williams](#)  
**Subject:** Re:[## PO7185 ##] Parish Online Websites - Melbourn Parish Council  
**Date:** 22 October 2025 10:41:00  
**Attachments:** [REDACTED]

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Dear Abigail,

Thanks for getting in touch. We'd be pleased to provide a quote for your parish website and email.

We can apply our CAPALC discount to make your subscription **£390 ex vat per year**. That discounted price will stay with your account each year of your subscription.

And you'd qualify for our new Parish Online fund taking **£100 ex vat off your first year's subscription** by switching to a gov.uk domain making your first year **£290 ex vat per year**.

Our subscription package includes:

- **Website** - a modern, accessible and responsive website using the Government design guidelines
- **Email** - we can provide an email system at no extra cost, but you can retain your IONOS email system if you prefer, that's no problem.
- **Gov.uk domain** - we transfer your gov.uk domain into our management and we pay the subscription fee instead of you having to pay for it. The domain is still owned by you, but we manage it.

Also included in our service and within the quoted price:

- **Hosting** - the servers where your website live
- **Ongoing Maintenance and Upgrades** - we may have a slightly higher ongoing cost than other providers, but we invest in your service to make sure it's always the latest new features, security upgrades or updates to align to new legislation
- **SSL Certificate** - this keeps your site encrypted and safe for visitors
- **Content Migration** - we port over [key content](#) from your old site at no extra cost.
- **Accessibility** - our sites always follow the latest Web Content Accessibility Guidelines (WCAG). Our sites already conform to WCAG 2.2 AA which was a requirement from October 2024.
- **Support** - we have a bank of [knowledge base](#) articles available to help you with managing your [website](#), [email](#), [domain](#) and [cloud office/storage](#).

We can typically get websites ready in around 4-6 weeks.

If you'd like to go ahead please let me know and we'll let you know the next steps.

Best Regards,



*Empowering Local Councils with great technology*

[Mapping](#) | [Websites](#) | [Email](#) | [Cloud Office](#)

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