



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

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## MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of the Maintenance Committee** held on Wednesday 28 January 2026 at 7.30pm  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

**Absent:**

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

### MAINTENANCE COMMITTEE: MINUTES

*Meeting started 19:30*

#### **MA103/2526 To receive and approve apologies for absence**

Apologies received from Cllrs Davey and Kilmurray with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

#### **MA104/2526 To receive any Declarations of Interest and Dispensations**

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

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

c) To grant any requests for dispensation as appropriate

None received.

#### **MA105/2526 To approve the minutes of the Maintenance Committee Meeting held on 19 November 2025**

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 19 November 2025 as an accurate record.

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

*A clerical omission was noticed after signing. Correction will be recorded at next relevant meeting.*

#### **MA106/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

No members of the public present.

#### **MA107/2526 Finance Matters:**

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

The report was noted.

b) To note purchase of replacement electrode pads for defibrillator at Pavilion at a cost of £77.94.

Spend was noted.

c) To note spend of £151.96 at Toolstation on replacement work trousers and handheld pruning saw coded under wardens equipment.

Spend was noted.

#### **MA108/2526 Conservation Matters:**

a) To receive the EA Monthly situation report for November & December 2025.

Reports were noted.

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

A verbal report was given by RMRG. River levels remain satisfactory. Trout have been spotted around the gravel area installed last year. ACTION: Wood chip requested for the river walk.

c) To receive and consider actions from the biennial parish tree inspection from Argenta Tree Surveys.

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

Report was received and works noted.

It was RESOLVED to proceed with gathering quotes for priority 2 works for consideration.

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

- d) To consider approval of payment of invoice from Argenta Tree Surveys for completing Parish tree survey and report at a cost of £1,487.49+VAT. (Quoted as £1,486.67+VAT November 2024).  
It was RESOLVED to approve the payment of invoice from Argenta Tree Surveys at a cost of ~~£1,489.49+VAT~~ £1,487.49+VAT.

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

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

Cllr Alexander requested that we enquire with Argenta around possible TPOs for some of the more established trees. ACTION: Office to follow up.

*Chair altered the order of the agenda.*

- MA112/2526b)** To consider offer of 'Volunteer Day' from Groundwork East.

RMRG, Wardens and Allotment Association have projects that could benefit from volunteer help.

ACTION: Office to contact Groundwork East for further details.

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

**MA109/2526 Stockbridge Meadows:**

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

A verbal report was given by Stockbridge Meadows volunteers and Conservation Warden. It was noted that wildflower seeds have been purchased and will be stored in suitable conditions until the optimum planting season. Still no news about the Local Nature Reserve delegation from County Council, Clerk recently spoke to South Cambridgeshire District Council requesting help and will report back to committee. The trench has been filled. Trees are marked out and ready to be planted with help from Wardens. ACTION: Office to purchase materials for planting. Rabbit damage is evident on paths etc. ACTION: Office to request pest control visit and provide soil for path filling. ACTION: Office to request update on FWAG funds for pond project. ACTION: MB to contact Sandy RSPB re reed bed works. It was noted that dog faeces is still a problem. Discussion around keeping dogs on a lead for their own safety due to muntjaks bolting when disturbed.

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

None received.

*Maureen Brierley left the meeting 19:58*

**MA110/2526 Allotment Matters:**

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

A verbal report was given by the Allotment Association. It was noted that formal inspections will recommence in February. No issues to report. It was noted that the hedges had now been cut and has resulted in better access for the back plots and inspections.

- b) To congratulate Allotment Association on successful grant applications and consider actions for progressing with planning application for works to St Georges allotment site funded through grants (new gates, fencing, toilet).

Congratulations passed to Allotment Association for the successful grant applications from South Cambridgeshire District Council and the National Lottery totalling £30k. Thanks were passed to the District Councillors for their support of the applications.

Planning permission is likely to be required. It was discussed if the Allotment Association or the Parish Council should progress with the application and contracting the required works. ACTION: Office to confirm best course of action and report back to Allotment Association and committee.

It was resolved to progress with the planning application subject to advice as to who best to submit the application and who best to engage with contractors to complete the works.

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

- c) To consider changes to Allotment Rental Agreement (to be implemented October 2026).

It was RESOLVED to accept the changes as shown to the Allotment Rental Agreement and recommend to Full Council.

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

- d) To note possible reinstatement of Shepreth allotments on Cambridge Road.

It was noted that Shepreth Parish Council have received funding to reinstate the allotments on Cambridge Road.



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

None received.

*Chris Selway left the meeting 20:11*

**MA111/2526 Governance Matters:**

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

Inspection sheets were noted.

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

Incidents of damage and vandalism were noted.

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

None received.

**MA112/2526 Correspondence:**

- a) To consider request for permission to undertake metal detecting on Parish land.

More information about the locations requested and provide details to committee for consideration.

- b) To consider offer of 'Volunteer Day' from Groundwork East.

Chair altered the order of the agenda. See above.

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

None received.

**MA113/2526 Biodiversity:**

- a) To consider the location of the Covid-19 commemorative tree donated by SCDC.

It was RESOLVED to plant the commemorative tree donated by SCDC at New Road Cemetery. Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

- b) To consider if we make an application for Woodland Trust tree packs

<https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>

ACTION: Identify the most appropriate offer and confirm if planting can be split across sites. It was RESOLVED to progress with the offer from Woodland Trust if the correct pack can be identified for use in a memorial garden in New Road Cemetery and across other sites. Proposed by Cllr Alexander, seconded by Cllr Barnes. All in favour.

- c) To receive any updates and consider actions.

None received.

**MA114/2526 Cemetery Matters:**

- a) To consider quotation for exceptional hard cut back of Orchard Road Cemetery hedges.

It was RESOLVED to accept the quotation for extensive cutbacks to Orchard Road Cemetery hedges at a cost of £2,900+VAT.

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

- b) To update on project to install memorial garden around Kohima Stone in New Road Cemetery.

Apologies received. No update available currently.

- c) To review proposal for Memorial Garden at New Road Cemetery.

Apologies received. No update available currently. More research is needed into the rules and regulations around scattering ashes and the possible costs associated with maintaining a memorial garden.

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

None received.

**MA115/2526 Village Maintenance Matters:**

- a) To note correspondence and consider actions in relation to Hopkins Homes transfer of land.

Awaiting response from Hopkins Homes.

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

None received.

**MA116/2526 Melbourn Community Hub Matters:**

- a) To consider costs for replacement / fix of internal emergency lighting.  
No quotes available.
- b) To approve invoices 7397 and 7399 from H2O Gas Heating and Plumbing Services Ltd totalling £246+VAT to replace hot water valve and supply and fit replacement toilet tap cartridge.  
It was RESOLVED to approve to payment of invoices 7397 and 7399 for essential works to plumbing at Melbourn Community Hub as described above at a total cost of £246+VAT.  
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.
- c) To receive any other updates and consider actions.  
None received.

**MA117/2526 Pavilion/New Rec Matters:**

- a) To note quote for from HAGS for fence / gate replacement at The Moor play park – awaiting further quotes for consideration.  
Noted.
- b) To consider accepting quote for installation and fitting of replacement of cableway part (as recommended in RoSPA report) at a cost of £590+VAT.  
It was RESOLVED to accept the quote for works to repair cableway at The Moor play park at a cost of £590+VAT.  
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- c) To receive any other updates and consider actions.  
None received.

**MA118/2526 Little Hands Matters:**

- a) To consider budget of up to £300 for purchase of surface mounted barriers to be installed at Little Hands fire escape.  
It was RESOLVED to approve a budget of up to £300 for the purchase of surface mounted barriers to be installed around Little Hands fire escape.  
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- b) To receive any other updates and consider actions.  
It was noted that the recently installed doors were difficult to lock – Trulight attending site to assess.  
Cllr Clark requested an inspection of the roof. ACTION: Office to gather quotes.  
Cllr Clark requested anti-climb paint be used at the rear of the building to discourage access to the roof.

**MA119/2526 Policies and Risk Assessments:**

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

**MA120/2526 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed. No further actions recorded.

**MA121/2526 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

None received.

**MA122/2526 To note date of next planned meeting:** Wednesday 18 February 2026 at 19:30.

The date of the next Maintenance Committee Meeting was noted as Wednesday 18 February 2026.

*Meeting closed 20:39*



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

**A meeting of the Maintenance Committee** held on Wednesday 19 November at 7.30pm  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

**Present:** Cllrs Alexander, Barnes, Clark, Davey, Kyprianou (Chair)

**Absent:**

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

### **MAINTENANCE COMMITTEE: MINUTES**

*Meeting started 19:30*

#### **MA084/2526 To receive and approve apologies for absence**

Apologies received from Keith Rudge (Conservation Warden) and Les Brierley (RMRG) with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

#### **MA085/2526 To receive any Declarations of Interest and Dispensations**

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

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

c) To grant any requests for dispensation as appropriate

None received.

#### **MA086/2526 To approve the minutes of the Maintenance Committee Meeting held on 15 October 2025**

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 15 October 2025 as an accurate record.

Proposed by Cllr Clark, seconded Cllr Barnes.

#### **MA087/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

No members of the public present.

#### **MA088/2526 Finance Matters:**

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

The finance report was noted.

#### **MA089/2526 Conservation Matters:**

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

The report was noted.

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

A verbal report was given by RMRG. It was noted that the rain was welcomed and the river levels are good. It was noted that the last 'in river' working party for this year had been completed to allow spawning trout to be undisturbed. The latest kick sampling reported six bullheads of different sizes. Concern was raised that American crayfish had been spotted at Station Road – Otter had also been spotted so we hope they are having a good meal! RMRG thanked the Parish Council for their ongoing support. ACTION: Wood chip is requested for the river walk.

c) To receive any other updates and consider actions.

None received.

#### **MA090/2526 Stockbridge Meadows:**

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

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

A verbal report was given by Stockbridge Meadows volunteers. Contractor confirmed area had been scarified as requested. £200 resident donation to be used towards the purchase of suitable wildflower seed. Orchard trees had been delivered and would be healed in a foster bed until they can be planted. Plan to plant trees donated last year in Ash area in the next week or two. It was noted that there was still no news about the Local Nature Reserve delegation from County Council, the office and Conservation Warden continue to follow up. ACTION: Office to follow up on trench filling. ACTION: Office to confirm with Maureen seeds to be purchased for wildflower trial.

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

None received.

*Maureen Brierley left the meeting 19:57*

**MA091/2526 Allotment Matters:**

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

A verbal report was given by the Allotment Association. It was noted that the skip had been removed and well used by tenants. It was noted that works are still required to the hedges – the contractor is aware and will complete soon. Allotment renewals have taken place with some new tenants joining the association. Some plots remain unworked. ACTION: Deputy Clerk to write to relevant plot holders with next steps. ACTION: Deputy Clerk to communicate with plot holders about maintaining common walkways after hedge trimming has taken place. ACTION: Support new plot holders in regulations around removing top soil and laying bases for sheds etc.

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

None received.

*Chris Selway left the meeting 20:04*

**MA092/2526 Governance Matters:**

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

Inspection sheets were noted.

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

Incidents of damage and vandalism were noted.

- c) To note van booked in for MOT on 11 December 2025 (due 5 January 2026).

Noted.

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

None received.

**MA093/2526 Correspondence:**

- a) To note correspondence regarding a fallen tree near the Vicarage, and report actions.

Correspondence noted and request for Parish Council to adopt responsibility for pathway between All Saints and Vicarage Close considered.

It was RESOLVED to reply to resident stating that this duty falls to the Local Authority and as such would not be adopted by the Parish Council.

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

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

None received.

**MA094/2526 Biodiversity:**

- a) To receive any updates and consider actions.

None received.

**MA095/2526 Cemetery Matters:**

- a) To consider quotation for the installation of new cremated remains bases at New Road Cemetery.

It was RESOLVED to accept the quote for two 4 x 4 cremated remains bases to be installed at New Road Cemetery at a cost of £560+VAT.

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

- b) To consider proposal to landscape area around Kohima stone at New Road Cemetery.

Cllrs discussed the idea of installing a memorial garden / area of reflection around the Kohima stone.

It was RESOLVED that a proposal should be brought back to Committee for consideration.

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

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

None received.

#### **MA096/2526 Village Maintenance Matters:**

- a) To note invoice from Herts & Cambs for £290 for 3 tons of topsoil at the New Rec and Old Rec

Invoice noted and retrospective approval considered (work had been completed under delegated approval).

- b) To update on All Saints Wall project and consider further actions.

No further update – awaiting costs of survey.

**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 MA096/2526c)**

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

- c) To consider quotes for Hopkins Homes maintenance in relation to sum offered by Hopkins Homes for 10 year maintenance.

Quotations for maintenance to areas at Hopkins Homes were discussed. Concerns over agreement to adopt areas to be taken to s106 Officer and legal to confirm obligations of Hopkins Homes.

**Motion to reopen meeting to the Public and Press.**

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

- d) To note need for 'extra' cuts of verges in November – costs to be confirmed.

Item noted.

- e) To consider works to trees on Old Rec in response to deadwood falling.

It was RESOLVED to accept the quote for works to deadwood within trees at the Old Rec at a cost of £1,900+VAT.

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

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

None received.

#### **MA097/2526 Pavilion/New Rec Matters:**

- a) To discuss actions for proposal for development of Pavilion / New Rec area.

Discussion about actions for development of Parish assets took place. ACTION: Agenda item for proposal to be added to Full Council with the possibility of creating a Committee to drive projects.

- b) To note issue with clock timing and consider actions.

Issue noted. ACTION: Office to provide quotes for works.

- c) To note successful move of the Food Bank to the Pavilion, with engagement from other users.

Noted.

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

None received.

#### **MA098/2526 Little Hands Matters:**

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

None received.

**MA099/2526 Policies and Risk Assessments:**

- a) To receive any updates and consider actions.

None received.

**MA100/2526 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed. No further actions recorded. It was noted that seeds to be sown at Little Hands in the spring.

**MA101/2526 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

Cllr Davey requested suggested that we look at marking out spaces at The Moor car park to encourage more efficient parking.

Question raised about signposting electric vehicle charging locations.

**MA102/2526 To note date of next planned meeting:** Wednesday 28 January 20256 at 19:30.

The date of the next Maintenance Committee Meeting was noted as Wednesday 28 January 2026.  
Noting correction to date on agenda.

*Meeting closed 21:13*



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

**A meeting of the Maintenance Committee** held on Wednesday 15 October at 7.30pm  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

**Present:** Cllrs Barnes, Clark, Davey, Kyprianou (Chair)

**Absent:**

**In attendance:** Abigail Williams (Clerk), Maureen Brierley (RMRG), Chris Selway (Allotment Association), Keith Rudge (Warden)

**MAINTENANCE COMMITTEE: MINUTES**

*Meeting started 19:31*

**MA064/2526 To receive and approve apologies for absence**

Apologies received from Cllrs Kilmurray and Alexander and Les Brierley with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

**MA065/2526 To receive any Declarations of Interest and Dispensations**

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

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

c) To grant any requests for dispensation as appropriate

None received.

**MA066/2526 To approve the minutes of the Maintenance Committee Meeting held on 27 August 2025**

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 27 August 2025 as an accurate record.

Proposed by Cllr Barnes, seconded Cllr Clark.

For: Cllrs Barnes, Clark, Kyprianou

Against:

Abstain: Cllr Davey

**MA067/2526 To approve the minutes of the Maintenance Committee Meeting held on 19 June 2025 due to no resolution at previous meeting.**

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 27 August 2025 as an accurate record.

Proposed by Cllr Clark, seconded Cllr Barnes.

For: Cllrs Barnes, Clark, Kyprianou

Against:

Abstain: Cllr Davey

**MA068/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

No members of the public present.

**MA069/2526 Finance Matters:**

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

The finance report was noted.

**MA070/2526 Conservation Matters:**

a) To receive the EA Monthly situation report for August & September 2025.

The reports were noted.

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



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

A verbal report was given by RMRG. It was noted that river levels are low but measures to retain weed and maintain levels were helping. Concern was raised about the inaccessibility of the support pipe that is believed to be on Melbourn Bury. RMRG will work with the Environment Agency to attempt to gain access to this from the landowner. Working parties are continuing. It was noted that a water vole has been spotted.

**MA071/2526 Stockbridge Meadows:**

- a) To receive update on issues at Stockbridge Meadows.

A verbal report was given by Stockbridge Meadows volunteers. Request was made to scarify the wildflower meadow to allow the wildflower seed trial to commence. ACTION: Office to follow up with contractor. £200 resident donation to be used towards the purchase of suitable wildflower seed. Stockbridge Meadows volunteers have provided an article to be included in the next edition of Melbourn Magazine. ACTION: Office and Wardens to add photos.

- b) To note update from Conservation Warden about designating Stockbridge Meadows as a Local Nature Reserve.

Conservation Warden updated on efforts to designate Stockbridge Meadows as a Local Nature Reserve. After multiple contact attempts Cambridgeshire County Council have confirmed the process is now going through the legal stage and will update us when they can.

- c) To consider selection of up to 9 heritage trees for replacement on Stockbridge Meadows.

It was RESOLVED to budget up to £200 for the purchase of heritage trees as required. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour. ACTION: Stockbridge Meadows volunteers to provide a list of appropriate trees.

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

It was noted that in late November sapling trees that had been in a nursery elsewhere will be planted to help counteract the effects of ash dieback. Assistance will be required in the form of help from Wardens and the purchase of stakes etc.

It was RESOLVED to approve costs of up to £100 under Clerks delegated authority to allow works to commence.

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

*Maureen Brierley and Keith Ridge left the meeting 19:58*

**MA072/2526 Allotment Matters:**

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

A verbal report was given by the Allotment Association. It was noted that grant applications had been made, one was oversubscribed, and they required the application to be scaled back. This has been done. It was noted that the skip and soil improver, funded by the Community Grant funds, have been ordered. It was noted that works are still required to the hedges – the contractor is aware and will complete soon. Allotment renewals have been taking place with some plots changing hands and others being marked for improvement. ACTION: Deputy Clerk to write to relevant plot holders with next steps.

- b) To note issue with anti-social behaviour and consider impact on allotment agreement etc.

Issue was noted. ACTION: Office to research possible clauses that could legally be added to the Allotment Agreement to allow the Parish Council to act. ACTION: Deputy Clerk to research and present back to Committee.

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

None received.

*Chris Selway left the meeting 20:13*

**MA073/2526 Governance Matters:**

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

Inspection sheets were noted.

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

Incidents of damage and vandalism were noted. ACTION: Office to propose programme of bench replacement across the village as part of precept planning.

- c) To review Maintenance Committee Terms of Reference and consider including The Hub maintenance to be included under delegated authority to the Maintenance Committee, reporting to full council as required.

Note correction to date spelling. ACTION: Proposal to add Community Hub maintenance to the Maintenance Committee remit to be taken to Full Council.

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

None received.

**MA074/2526 Correspondence:**

- a) To consider request for help with works to fence bordering Orchard Road Cemetery.

Item was discussed. ACTION: Office to communicate with resident to find out who owns the boundary fence. Findings to be presented to Committee at a future date.

- b) To consider request for help with works to vegetation along fence bordering Primary School from property on Orchard Road.

Item was discussed. Possibility of Time Bank help was mentioned. ACTION: Office to contact Primary School and PTFA to raise concern about works and encourage resolution.

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

None received.

**MA075/2526 Biodiversity:**

- a) To consider which option to select for the six free trees offer from South Cambridgeshire District Council.

It was RESOLVED to request a crab apple tree to be planted at the Millenium Copse in recognition of the dedication to the Parish shown by ex County Councillor Susan van de Ven. A plaque to be sourced through personal donations.

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

- b) To receive any updates and consider actions.

None received.

**MA076/2526 Cemetery Matters:**

- a) To consider request to install memorial bench and scatter ashes at New Road Cemetery.

It was RESOLVED to approve the installation of a memorial bench and to formally note the area of a memorial garden to allow ashes to be scattered.

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

- b) To note works carried out by Wardens to tree affecting garden on Orchard Road.

Works noted and thanks passed.

- c) To consider quote to install new cremated remains bases.

Item deferred due to insufficient quotes.

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

Cllrs requested investigation take place about restricting plastic flowers / memorials in New Road Cemetery. ACTION: Office to review regulations and present options.

**MA077/2526 Village Maintenance Matters:**

- a) To consider quote for works to Orchard Road hedge line.

It was RESOLVED to accept the quotation from Herts & Cambs Ground Maintenance Ltd to cut back vegetation along Orchard Road that is causing obstruction to the carriageway at a cost of £400+VAT.

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

- b) To consider quote for works to access roadway / pathway to New Road Cemetery off Water Lane.

Item discussed. It was decided to review area with Highways and readdress at a later date.

- c) To consider quote for works to Water Lane hedging.

Item deferred due to insufficient quotes.

- d) To update on All Saints Wall project and consider further actions.

Confirmation of Parish responsibility for wall received and presented. ACTION: Office to obtain quotes for survey to assess required works. ACTION: Office to talk to Rev Birks and Greenways team about works to area.

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

None received.

**MA078/2526 Pavilion/New Rec Matters:**

- a) To discuss possible use by MACS and Food Bank.

It was noted that the Food Bank will be trialling running from the Pavilion to free up space for other activities at Vicarage Close.

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

It was noted that a small section of outer wall had degraded and lost render. ACTION: Office to obtain quotes for works.

**MA079/2526 Little Hands Matters:**

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

None received.

**MA080/2526 Policies and Risk Assessments:**

- a) To note updates to cemeteries paperwork to reflect updates to non-resident costs and clerk details.

Updates noted.

- b) To receive any updates and consider actions.

None received.

**MA081/2526 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed. No further actions recorded.

**MA082/2526 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

None received.

**MA083/2526 To note date of next planned meeting:** Wednesday 19 November 2025 at 19:30.

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

*Meeting closed 21:06*

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

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## **1. Introduction**

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

## **2. Report Overview**

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

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

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

## **3. Key Notes.**

- **Maintenance Contract:** The Parish Council has entered into a village maintenance contract, which has helped in streamlining and effectively managing recurring costs. Associated costs have been appropriately distributed among relevant cost centres.
- **Reporting detail:** By showing the income and subsequent expenditure will allow the committee to see how much each area costs and assess the income and or the community benefit that is derived from our assets.
- **Stockbridge Meadows:** This area was added to the village maintenance contract after the annual budget was approved. Consequently, its associated costs are not reflected in the original budget and will require close monitoring to avoid overspending.
- **Pavillion Boiler:** This was an unplanned repair in July.
- **Reserves Management:** When reviewing expenses, it is important to assess whether they:
  - Fall within the planned budget,
  - Can be covered by any existing reserves held.
  - Or are unplanned.
- **Pavillion:** Income for the pavilion to October was £30.00 Expenditure in maintaining the building £6,723. Alternative use for the pavilion should be considered.
- Weather Conditions have resulted in additional cuts being required in the village.

- It has been put forward as an idea to obtain an updated croyleland report for asset maintenance.

#### **4. Ongoing Improvements**

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

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

#### **5. Conclusion**

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

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

#### **Prepared by:**

Responsible Financial Officer (RFO)  
Melbourn Parish Council  
October 2025

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2025

Month No: 7

Committee Report

|                                      | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b><u>Maintenance</u></b>            |                        |                       |                          |                          |                    |               |                         |
| 110 <u>Wardens</u>                   |                        |                       |                          |                          |                    |               |                         |
| 4000 Salaries & Pensions             | 11,480                 | 19,747                | 8,267                    |                          | 8,267              | 58.1%         |                         |
| 4110 Insurance                       | 373                    | 689                   | 316                      |                          | 316                | 54.2%         |                         |
| 4175 Subcontractors                  | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0%          |                         |
| 4230 Van - Tax, MOT, Fuel, Repairs   | 758                    | 647                   | (111)                    |                          | (111)              | 117.2%        |                         |
| 4235 Wardens Materials               | 251                    | 0                     | (251)                    |                          | (251)              | 0.0%          |                         |
| 4240 Wardens Equipment               | 151                    | 1,539                 | 1,388                    |                          | 1,388              | 9.8%          |                         |
| 4320 Maintenance & Reps- Unplanned   | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%          |                         |
| Wardens :- Indirect Expenditure      | <b>13,014</b>          | <b>27,622</b>         | <b>14,608</b>            | <b>0</b>                 | <b>14,608</b>      | <b>47.1%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>               | <b>(13,014)</b>        | <b>(27,622)</b>       | <b>(14,608)</b>          |                          |                    |               |                         |
| 210 <u>Allotments</u>                |                        |                       |                          |                          |                    |               |                         |
| 1200 Allotment Rent received         | 3,181                  | 3,154                 | (27)                     |                          |                    | 100.9%        |                         |
| Allotments :- Income                 | <b>3,181</b>           | <b>3,154</b>          | <b>(27)</b>              |                          |                    | <b>100.9%</b> | <b>0</b>                |
| 4320 Maintenance & Reps- Unplanned   | 27                     | 538                   | 511                      |                          | 511                | 5.0%          |                         |
| 4430 Grounds Maintenance - Planned   | 570                    | 1,936                 | 1,366                    |                          | 1,366              | 29.4%         |                         |
| 4510 Water                           | 0                      | 824                   | 824                      |                          | 824                | 0.0%          |                         |
| Allotments :- Indirect Expenditure   | <b>597</b>             | <b>3,298</b>          | <b>2,701</b>             | <b>0</b>                 | <b>2,701</b>       | <b>18.1%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>   | <b>2,584</b>           | <b>(144)</b>          | <b>(2,728)</b>           |                          |                    |               |                         |
| 220 <u>Conservation</u>              |                        |                       |                          |                          |                    |               |                         |
| 1210 Grass Cutting Contribution      | 3,939                  | 3,850                 | (89)                     |                          |                    | 102.3%        |                         |
| Conservation :- Income               | <b>3,939</b>           | <b>3,850</b>          | <b>(89)</b>              |                          |                    | <b>102.3%</b> | <b>0</b>                |
| 4000 Salaries & Pensions             | 2,692                  | 4,619                 | 1,927                    |                          | 1,927              | 58.3%         |                         |
| 4175 Subcontractors                  | 1,535                  | 3,300                 | 1,765                    |                          | 1,765              | 46.5%         |                         |
| 4320 Maintenance & Reps- Unplanned   | 118                    | 1,154                 | 1,036                    |                          | 1,036              | 10.2%         |                         |
| 4350 Christmas Tree/Plants           | 623                    | 1,430                 | 807                      |                          | 807                | 43.5%         | 623                     |
| 4360 Tree & Hedge Work - Planned     | 0                      | 6,618                 | 6,618                    |                          | 6,618              | 0.0%          |                         |
| 4365 Tree & Hedge Work - Unplanned   | 2,677                  | 3,546                 | 869                      |                          | 869                | 75.5%         |                         |
| 4370 Project work                    | 369                    | 1,026                 | 657                      |                          | 657                | 35.9%         | 308                     |
| 4410 Nature Reserve management plan  | 0                      | 513                   | 513                      |                          | 513                | 0.0%          |                         |
| 4420 Grounds Maintenance - Unplanned | 1,440                  | 2,032                 | 592                      |                          | 592                | 70.9%         |                         |
| 4430 Grounds Maintenance - Planned   | 0                      | 324                   | 324                      |                          | 324                | 0.0%          |                         |
| 4605 Refuse & Dog Bin Collection     | 832                    | 641                   | (191)                    |                          | (191)              | 129.8%        |                         |
| 4635 Village Maintenance Contract    | 12,187                 | 17,923                | 5,736                    |                          | 5,736              | 68.0%         |                         |
| Conservation :- Indirect Expenditure | <b>22,472</b>          | <b>43,126</b>         | <b>20,654</b>            | <b>0</b>                 | <b>20,654</b>      | <b>52.1%</b>  | <b>931</b>              |
| <b>Net Income over Expenditure</b>   | <b>(18,533)</b>        | <b>(39,276)</b>       | <b>(20,743)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR          | 931                    | 0                     | (931)                    |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2025

Month No: 7

## Committee Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>Movement to/(from) Gen Reserve</b>         | <b>(17,603)</b>        | <b>(39,276)</b>       | <b>(21,673)</b>          |                          |                    |              |                         |
| <u>230 Stockbridge Meadows</u>                |                        |                       |                          |                          |                    |              |                         |
| 4235 Wardens Materials                        | 30                     | 0                     | (30)                     |                          | (30)               | 0.0%         |                         |
| 4320 Maintenance & Reps- Unplanned            | 47                     | 0                     | (47)                     |                          | (47)               | 0.0%         |                         |
| 4635 Village Maintenance Contract             | 515                    | 0                     | (515)                    |                          | (515)              | 0.0%         |                         |
| Stockbridge Meadows :- Indirect Expenditure   | <b>592</b>             | <b>0</b>              | <b>(592)</b>             | <b>0</b>                 | <b>(592)</b>       |              | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(592)</b>           | <b>0</b>              | <b>592</b>               |                          |                    |              |                         |
| <u>250 Cemetery General</u>                   |                        |                       |                          |                          |                    |              |                         |
| 1300 Burial Fees                              | 610                    | 2,000                 | 1,390                    |                          |                    | 30.5%        |                         |
| 1305 Memorials Fees                           | 0                      | 525                   | 525                      |                          |                    | 0.0%         |                         |
| 1310 Internment Fees                          | 0                      | 1,500                 | 1,500                    |                          |                    | 0.0%         |                         |
| Cemetery General :- Income                    | <b>610</b>             | <b>4,025</b>          | <b>3,415</b>             |                          |                    | <b>15.2%</b> | <b>0</b>                |
| 4505 Electricity                              | (403)                  | 0                     | 403                      |                          | 403                | 0.0%         |                         |
| 4635 Village Maintenance Contract             | 5,664                  | 9,752                 | 4,088                    |                          | 4,088              | 58.1%        |                         |
| Cemetery General :- Indirect Expenditure      | <b>5,261</b>           | <b>9,752</b>          | <b>4,491</b>             | <b>0</b>                 | <b>4,491</b>       | <b>53.9%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>(4,651)</b>         | <b>(5,727)</b>        | <b>(1,076)</b>           |                          |                    |              |                         |
| <u>260 Orchard Road Cemetery</u>              |                        |                       |                          |                          |                    |              |                         |
| 1305 Memorials Fees                           | 100                    | 0                     | (100)                    |                          |                    | 0.0%         |                         |
| Orchard Road Cemetery :- Income               | <b>100</b>             | <b>0</b>              | <b>(100)</b>             |                          |                    |              | <b>0</b>                |
| 4315 Maintenance & Reps - Planned             | 0                      | 175                   | 175                      |                          | 175                | 0.0%         |                         |
| 4430 Grounds Maintenance - Planned            | 0                      | 457                   | 457                      |                          | 457                | 0.0%         |                         |
| 4500 Rates                                    | 206                    | 278                   | 72                       |                          | 72                 | 74.1%        |                         |
| 4505 Electricity                              | 87                     | 221                   | 134                      |                          | 134                | 39.4%        |                         |
| 4605 Refuse & Dog Bin Collection              | 0                      | 103                   | 103                      |                          | 103                | 0.0%         |                         |
| Orchard Road Cemetery :- Indirect Expenditure | <b>293</b>             | <b>1,234</b>          | <b>941</b>               | <b>0</b>                 | <b>941</b>         | <b>23.7%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>(193)</b>           | <b>(1,234)</b>        | <b>(1,041)</b>           |                          |                    |              |                         |
| <u>270 New Road Cemetery</u>                  |                        |                       |                          |                          |                    |              |                         |
| 1300 Burial Fees                              | 4,865                  | 0                     | (4,865)                  |                          |                    | 0.0%         |                         |
| 1305 Memorials Fees                           | 1,400                  | 0                     | (1,400)                  |                          |                    | 0.0%         |                         |
| 1310 Internment Fees                          | 1,635                  | 0                     | (1,635)                  |                          |                    | 0.0%         |                         |
| New Road Cemetery :- Income                   | <b>7,900</b>           | <b>0</b>              | <b>(7,900)</b>           |                          |                    |              | <b>0</b>                |
| 4315 Maintenance & Reps - Planned             | 2,350                  | 0                     | (2,350)                  |                          | (2,350)            | 0.0%         | 2,350                   |



## Detailed Income &amp; Expenditure by Budget Heading 18/11/2025

Month No: 7

Committee Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4420 Grounds Maintenance - Unplanned      | 0                      | 1,026                 | 1,026                    |                          | 1,026              | 0.0%          |                         |
| 4430 Grounds Maintenance - Planned        | 0                      | 2,473                 | 2,473                    |                          | 2,473              | 0.0%          |                         |
| 4500 Rates                                | 630                    | 845                   | 215                      |                          | 215                | 74.6%         |                         |
| 4605 Refuse & Dog Bin Collection          | 0                      | 146                   | 146                      |                          | 146                | 0.0%          |                         |
| New Road Cemetery :- Indirect Expenditure | <b>2,980</b>           | <b>4,490</b>          | <b>1,510</b>             | <b>0</b>                 | <b>1,510</b>       | <b>66.4%</b>  | <b>2,350</b>            |
| <b>Net Income over Expenditure</b>        | <b>4,920</b>           | <b>(4,490)</b>        | <b>(9,410)</b>           |                          |                    |               |                         |
| 6000 plus Transfer from EMR               | 2,350                  | 0                     | (2,350)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>     | <b>7,270</b>           | <b>(4,490)</b>        | <b>(11,760)</b>          |                          |                    |               |                         |
| <u>300 Play Areas</u>                     |                        |                       |                          |                          |                    |               |                         |
| 4315 Maintenance & Reps - Planned         | 937                    | 0                     | (937)                    |                          | (937)              | 0.0%          |                         |
| 4320 Maintenance & Reps- Unplanned        | 0                      | 3,357                 | 3,357                    |                          | 3,357              | 0.0%          |                         |
| 4605 Refuse & Dog Bin Collection          | 1,248                  | 2,771                 | 1,523                    |                          | 1,523              | 45.0%         |                         |
| Play Areas :- Indirect Expenditure        | <b>2,185</b>           | <b>6,128</b>          | <b>3,943</b>             | <b>0</b>                 | <b>3,943</b>       | <b>35.7%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(2,185)</b>         | <b>(6,128)</b>        | <b>(3,943)</b>           |                          |                    |               |                         |
| <u>310 Recreation Ground</u>              |                        |                       |                          |                          |                    |               |                         |
| 1305 Memorials Fees                       | 562                    | 0                     | (562)                    |                          |                    | 0.0%          |                         |
| 1400 Match Fees                           | 2,290                  | 3,350                 | 1,060                    |                          |                    | 68.4%         |                         |
| 1500 Hire of Recreation Grounds           | 765                    | 840                   | 75                       |                          |                    | 91.1%         |                         |
| 1610 Misc Income                          | 646                    | 0                     | (646)                    |                          |                    | 0.0%          |                         |
| Recreation Ground :- Income               | <b>4,262</b>           | <b>4,190</b>          | <b>(72)</b>              |                          |                    | <b>101.7%</b> | <b>0</b>                |
| 4320 Maintenance & Reps- Unplanned        | 704                    | 0                     | (704)                    |                          | (704)              | 0.0%          |                         |
| 4430 Grounds Maintenance - Planned        | 290                    | 3,225                 | 2,935                    |                          | 2,935              | 9.0%          |                         |
| 4505 Electricity                          | 185                    | 518                   | 333                      |                          | 333                | 35.7%         |                         |
| 4510 Water                                | 64                     | 0                     | (64)                     |                          | (64)               | 0.0%          |                         |
| 4605 Refuse & Dog Bin Collection          | 2,704                  | 2,364                 | (340)                    |                          | (340)              | 114.4%        |                         |
| 4635 Village Maintenance Contract         | 3,776                  | 6,502                 | 2,726                    |                          | 2,726              | 58.1%         |                         |
| 4640 Melbourn Dynamos Power Grant         | 0                      | 1,970                 | 1,970                    |                          | 1,970              | 0.0%          |                         |
| Recreation Ground :- Indirect Expenditure | <b>7,722</b>           | <b>14,579</b>         | <b>6,857</b>             | <b>0</b>                 | <b>6,857</b>       | <b>53.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>(3,460)</b>         | <b>(10,389)</b>       | <b>(6,929)</b>           |                          |                    |               |                         |
| <u>320 Pavilion</u>                       |                        |                       |                          |                          |                    |               |                         |
| 1550 Hire of Pavilion                     | 30                     | 100                   | 70                       |                          |                    | 30.0%         |                         |
| Pavilion :- Income                        | <b>30</b>              | <b>100</b>            | <b>70</b>                |                          |                    | <b>30.0%</b>  | <b>0</b>                |
| 4125 Broadband & Telephone                | 117                    | 177                   | 60                       |                          | 60                 | 66.1%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2025

Month No: 7

Committee Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4175 Subcontractors                       | 875                    | 1,728                 | 853                      |                          | 853                | 50.6%        |                         |
| 4315 Maintenance & Reps - Planned         | 879                    | 2,483                 | 1,604                    |                          | 1,604              | 35.4%        |                         |
| 4320 Maintenance & Reps- Unplanned        | 1,148                  | 513                   | (635)                    |                          | (635)              | 223.7%       |                         |
| 4500 Rates                                | 1,514                  | 2,822                 | 1,308                    |                          | 1,308              | 53.6%        |                         |
| 4505 Electricity                          | 1,437                  | 2,587                 | 1,150                    |                          | 1,150              | 55.6%        |                         |
| 4510 Water                                | 486                    | 100                   | (386)                    |                          | (386)              | 485.9%       |                         |
| 4605 Refuse & Dog Bin Collection          | 268                    | 417                   | 149                      |                          | 149                | 64.3%        |                         |
| Pavilion :- Indirect Expenditure          | <b>6,723</b>           | <b>10,827</b>         | <b>4,104</b>             | <b>0</b>                 | <b>4,104</b>       | <b>62.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>(6,693)</b>         | <b>(10,727)</b>       | <b>(4,034)</b>           |                          |                    |              |                         |
| <u>400 Car Park</u>                       |                        |                       |                          |                          |                    |              |                         |
| 4510 Water                                | 119                    | 0                     | (119)                    |                          | (119)              | 0.0%         |                         |
| Car Park :- Indirect Expenditure          | <b>119</b>             | <b>0</b>              | <b>(119)</b>             | <b>0</b>                 | <b>(119)</b>       |              | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(119)</b>           | <b>0</b>              | <b>119</b>               |                          |                    |              |                         |
| <u>410 Fire Engine House</u>              |                        |                       |                          |                          |                    |              |                         |
| 4315 Maintenance & Reps - Planned         | 0                      | 600                   | 600                      |                          | 600                | 0.0%         |                         |
| Fire Engine House :- Indirect Expenditure | <b>0</b>               | <b>600</b>            | <b>600</b>               | <b>0</b>                 | <b>600</b>         |              | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>0</b>               | <b>(600)</b>          | <b>(600)</b>             |                          |                    |              |                         |
| <u>420 Community Hub</u>                  |                        |                       |                          |                          |                    |              |                         |
| 1610 Misc Income                          | 150                    | 0                     | (150)                    |                          |                    | 0.0%         |                         |
| Community Hub :- Income                   | <b>150</b>             | <b>0</b>              | <b>(150)</b>             |                          |                    |              | <b>0</b>                |
| 4206 Hub Fund redistribution - Heal       | 4,772                  | 0                     | (4,772)                  |                          | (4,772)            | 0.0%         | 4,772                   |
| 4208 S106 Expenditure                     | 2,822                  | 0                     | (2,822)                  |                          | (2,822)            | 0.0%         | 2,822                   |
| 4315 Maintenance & Reps - Planned         | 1,680                  | 5,086                 | 3,406                    |                          | 3,406              | 33.0%        |                         |
| 4320 Maintenance & Reps- Unplanned        | 205                    | 10,000                | 9,795                    |                          | 9,795              | 2.0%         |                         |
| 4505 Electricity                          | 150                    | 0                     | (150)                    |                          | (150)              | 0.0%         |                         |
| 4700 PWLB Interest                        | 14,052                 | 27,340                | 13,288                   |                          | 13,288             | 51.4%        |                         |
| 4705 PWLB Capital                         | 4,226                  | 5,555                 | 1,329                    |                          | 1,329              | 76.1%        |                         |
| Community Hub :- Indirect Expenditure     | <b>27,907</b>          | <b>47,981</b>         | <b>20,074</b>            | <b>0</b>                 | <b>20,074</b>      | <b>58.2%</b> | <b>7,594</b>            |
| <b>Net Income over Expenditure</b>        | <b>(27,757)</b>        | <b>(47,981)</b>       | <b>(20,224)</b>          |                          |                    |              |                         |
| 6000 plus Transfer from EMR               | 7,594                  | 0                     | (7,594)                  |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>     | <b>(20,163)</b>        | <b>(47,981)</b>       | <b>(27,818)</b>          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2025

Month No: 7

## Committee Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>510 Highways</b>                   |                        |                       |                          |                          |                    |               |                         |
| 4320 Maintenance & Reps- Unplanned    | 160                    | 0                     | (160)                    |                          | (160)              | 0.0%          |                         |
| 4920 Street Lighting                  | 1,339                  | 1,026                 | (313)                    |                          | (313)              | 130.5%        |                         |
| Highways :- Indirect Expenditure      | <b>1,499</b>           | <b>1,026</b>          | <b>(473)</b>             | <b>0</b>                 | <b>(473)</b>       | <b>146.1%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>(1,499)</b>         | <b>(1,026)</b>        | <b>473</b>               |                          |                    |               |                         |
| <b>520 Little Hands</b>               |                        |                       |                          |                          |                    |               |                         |
| 1600 Property Rental Income           | 15,750                 | 27,000                | 11,250                   |                          |                    | 58.3%         |                         |
| Little Hands :- Income                | <b>15,750</b>          | <b>27,000</b>         | <b>11,250</b>            |                          |                    | <b>58.3%</b>  | <b>0</b>                |
| 4175 Subcontractors                   | 861                    | 1,756                 | 895                      |                          | 895                | 49.0%         |                         |
| 4315 Maintenance & Reps - Planned     | 1,626                  | 1,129                 | (497)                    |                          | (497)              | 144.0%        |                         |
| 4320 Maintenance & Reps- Unplanned    | 11,554                 | 538                   | (11,016)                 |                          | (11,016)           | 2147.5%       | 10,652                  |
| Little Hands :- Indirect Expenditure  | <b>14,041</b>          | <b>3,423</b>          | <b>(10,618)</b>          | <b>0</b>                 | <b>(10,618)</b>    | <b>410.2%</b> | <b>10,652</b>           |
| <b>Net Income over Expenditure</b>    | <b>1,709</b>           | <b>23,577</b>         | <b>21,868</b>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR           | 10,652                 | 0                     | (10,652)                 |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>12,362</b>          | <b>23,577</b>         | <b>11,215</b>            |                          |                    |               |                         |
| <b>530 Workshop</b>                   |                        |                       |                          |                          |                    |               |                         |
| 4315 Maintenance & Reps - Planned     | 0                      | 588                   | 588                      |                          | 588                | 0.0%          |                         |
| 4500 Rates                            | 7,423                  | 13,671                | 6,248                    |                          | 6,248              | 54.3%         |                         |
| 4505 Electricity                      | 820                    | 2,901                 | 2,081                    |                          | 2,081              | 28.3%         |                         |
| 4510 Water                            | 72                     | 221                   | 149                      |                          | 149                | 32.8%         |                         |
| 4700 PWLB Interest                    | 1,748                  | 4,986                 | 3,238                    |                          | 3,238              | 35.1%         |                         |
| 4705 PWLB Capital                     | 4,895                  | 11,902                | 7,007                    |                          | 7,007              | 41.1%         |                         |
| Workshop :- Indirect Expenditure      | <b>14,958</b>          | <b>34,269</b>         | <b>19,311</b>            | <b>0</b>                 | <b>19,311</b>      | <b>43.6%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>(14,958)</b>        | <b>(34,269)</b>       | <b>(19,311)</b>          |                          |                    |               |                         |
| Maintenance :- Income                 | <b>35,923</b>          | <b>42,319</b>         | <b>6,396</b>             |                          |                    | <b>84.9%</b>  |                         |
| Expenditure                           | <b>120,365</b>         | <b>208,355</b>        | <b>87,990</b>            | <b>0</b>                 | <b>87,990</b>      | <b>57.8%</b>  |                         |
| <b>Net Income over Expenditure</b>    | <b>(84,442)</b>        | <b>(166,036)</b>      | <b>(81,594)</b>          |                          |                    |               |                         |
| plus Transfer from EMR                | <b>21,526</b>          | <b>0</b>              | <b>(21,526)</b>          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(62,915)</b>        | <b>(166,036)</b>      | <b>(103,121)</b>         |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2025

Month No: 7

Committee Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income                 | 35,923                 | 42,319                | 6,396                    |                          |                    | 84.9%   |                         |
| Expenditure                           | 120,365                | 208,355               | 87,990                   | 0                        | 87,990             | 57.8%   |                         |
| <b>Net Income over Expenditure</b>    | <b>(84,442)</b>        | <b>(166,036)</b>      | <b>(81,594)</b>          |                          |                    |         |                         |
| plus Transfer from EMR                | 21,526                 | 0                     | (21,526)                 |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(62,915)</b>        | <b>(166,036)</b>      | <b>(103,121)</b>         |                          |                    |         |                         |

# Monthly water situation report: East Anglia

## 1 Summary - October 2025

East Anglia rainfall for October 2025 ranged from 70% to 113% of the long term average for the month, with the wettest catchments being in the east of the area. The area soil moisture deficit reduced by approximately 20mm from September to October, with most of that reduction following heavy rainfall towards the end of October. However, the soil moisture deficit for East Anglia remained notably high for the time of year at 102mm. With continuing dry soils, the flow response seen in area rivers to the approximately average October rainfall was muted. For the majority of rivers, the flow for October 2025, when calculated as an average for the month, was approximately equal to or slightly higher than the flow for September 2025. Groundwater levels at the majority of report sites continue to recede, although remain normal to below normal for the time of year. Public water supply reservoirs within East Anglia ended October 2025 with levels ranging from 46% to 71% of full storage capacity.

### 1.1 Rainfall

October 2025 rainfall totals across East Anglia ranged from 70% to 113% of the long term average [LTA] for the month. The highest rainfall totals were recorded towards the east of the area, with East Suffolk and South Essex receiving respectively 72mm and 67mm across the month. The average rainfall across East Anglia for October 2025 was 59mm, which is 91% of the historic LTA and is considered normal for the time of year. Approximately average rainfall for both October and September 2025 was preceded by an exceptionally dry spring and summer period. The East Anglia rainfall total for March 2025 to August 2025 was 159mm, which ranks as the fourth driest March to August period on record (1871 to 2025) for East Anglia.

### 1.2 Soil moisture deficit

The soil moisture deficit [SMD] for East Anglia at the end of October 2025 was 102mm. The SMD decreased following generally cooler conditions and rainfall towards the end of the month, although the SMD remains notably high for the time of year. The hydrological catchments with the highest SMDs are located towards the north-west of the area, with the Central Area Fenland and North West Norfolk and Wissey catchments having SMD values of 136mm and 127mm respectively.

### 1.3 River flows

For the majority of river flow report sites, the October 2025 month mean flow was approximately equal to or slightly higher than the September 2025 month mean flow. The

response of East Anglian rivers to the approximately average October rainfall was dampened by catchment soils being drier than typical for the time of year. Report sites along the Bedford Ouse, and its tributaries, recorded October 2025 flows considered normal to below normal for the time of year. The lowest flows were concentrated towards the centre of the area, with report sites on the Ely Ouse and its tributaries, such as the Wissey and Little Ouse, recording exceptionally low flows for the time of year.

## 1.4 Groundwater levels

Groundwater levels have continued to recede with the majority of sites reporting a drop in levels from September to October. The recovery in groundwater levels, indicative of aquifer recharge, is likely to be delayed with area soil moisture deficits remaining notably high for the time of year. The majority of report sites ended October 2025 with groundwater levels categorised as normal or below normal for the time of year. The groundwater level at The Spinney, Wensum Chalk, continues to be exceptionally low for the time of year, with the latest value being the lowest October groundwater level on record for this site (1971 to 2025). Therfield Rectory, North Hertfordshire Chalk, continues to be atypical for the area, with above normal groundwater levels for the time of year. This is likely to be the result of a locally exceptional recharge season, with the September 2024 to February 2025 rainfall in the Upper Bedford Ouse catchment being the fifth wettest September to February rainfall total on record (1871-2025) for that catchment.

## 1.5 Reservoir stocks

Public water supply reservoirs within East Anglia finished October 2025 with levels ranging from 46% to 71% of full storage capacity. Alton Water, Grafham and Hanningfield reservoirs ended the month with levels below their respective normal operating curves.

## 1.6 Forward look

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

River flow projections for the Bedford Ouse, and its tributaries, show a high probability of below normal to notably low flows for December 2025. Flow projections for the Ely Ouse show a high probability of normal or lower flows for December 2025. Projections for March 2026 show a greater than 50% probability of notably low or lower flows at most forecast sites.

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

The groundwater projections for March 2026 shows a high probability of below normal to notably low groundwater levels at most forecast sites. The Therfield Rectory groundwater level is expected to drop to within the normal range by March 2026. The projection for September 2026 give a high probability of most forecast sites having below normal or lower groundwater levels into next autumn, with Therfield Rectory expected to stay within the normal range.

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

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\*[SMD]: soil moisture deficits

\*[LTA]: long term average

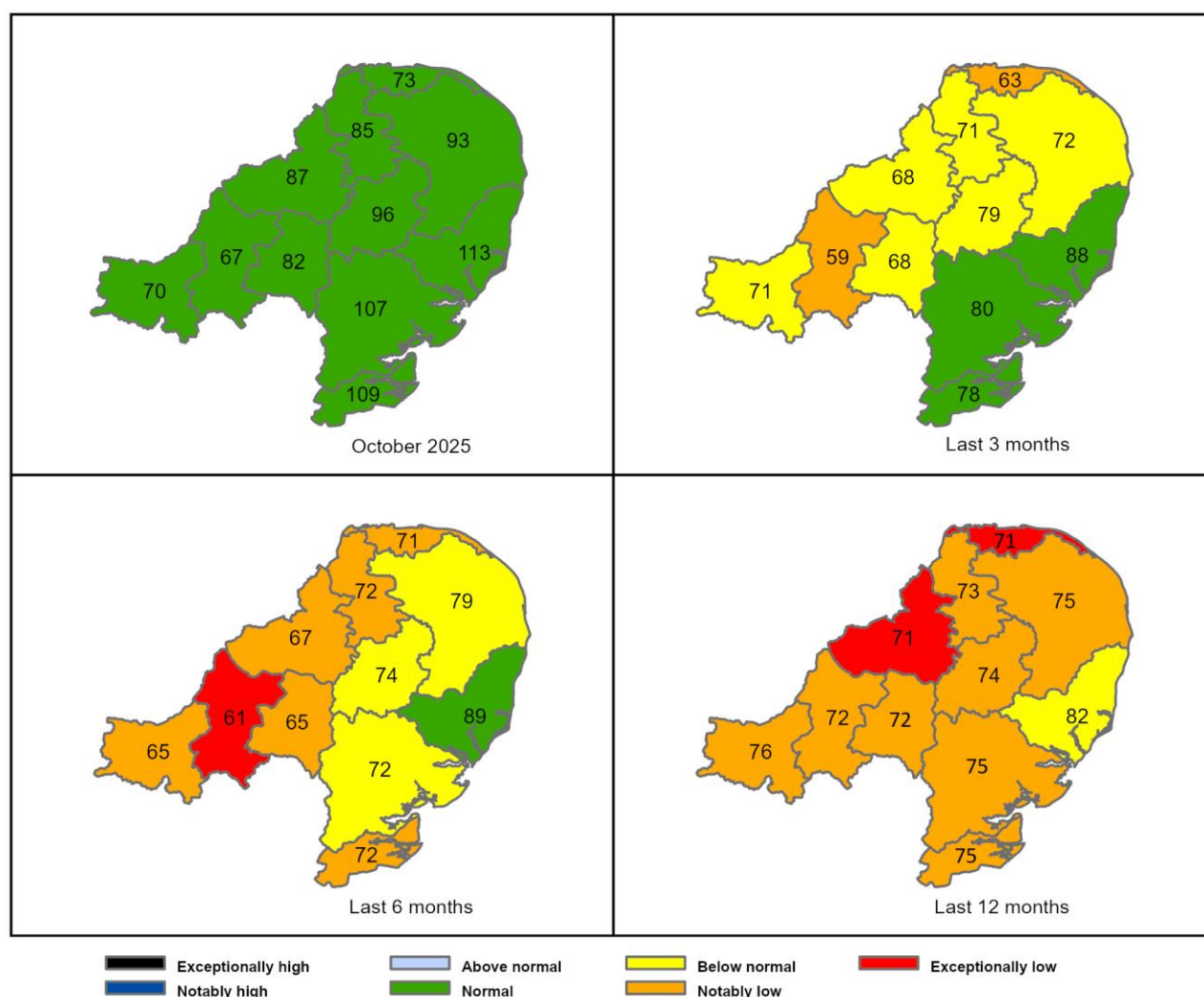
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## 2 Rainfall

### 2.1 Rainfall map

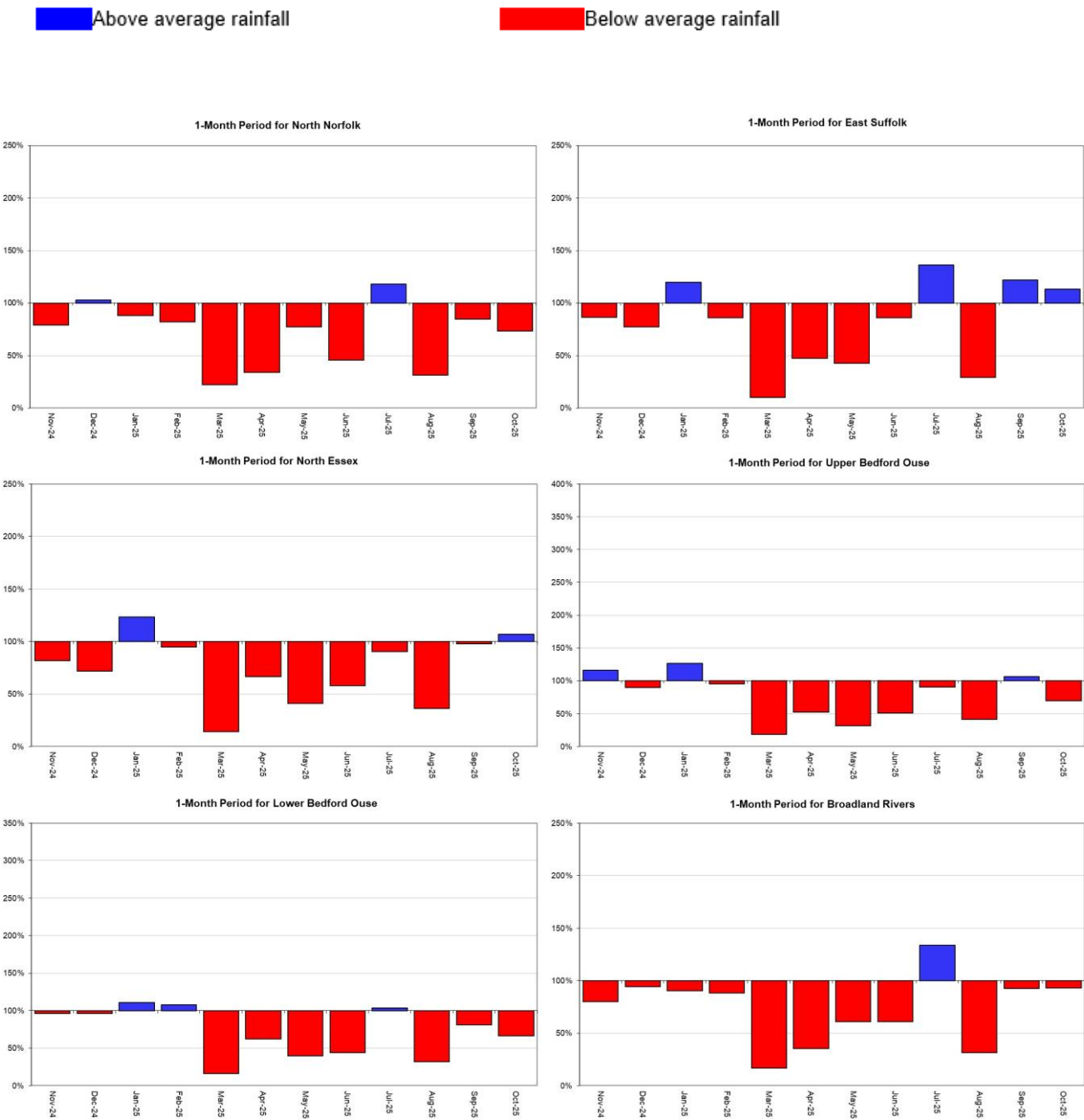
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 October 2025), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals.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

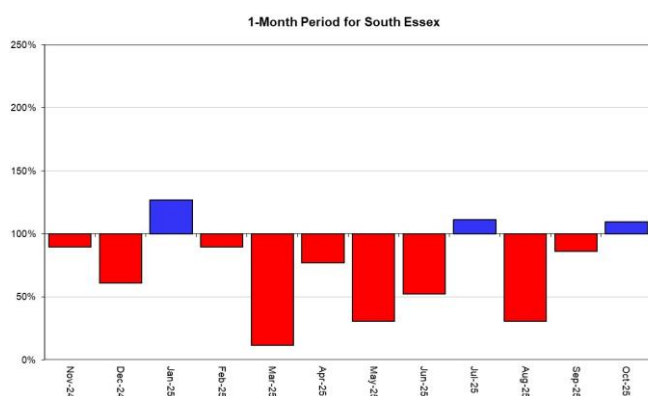
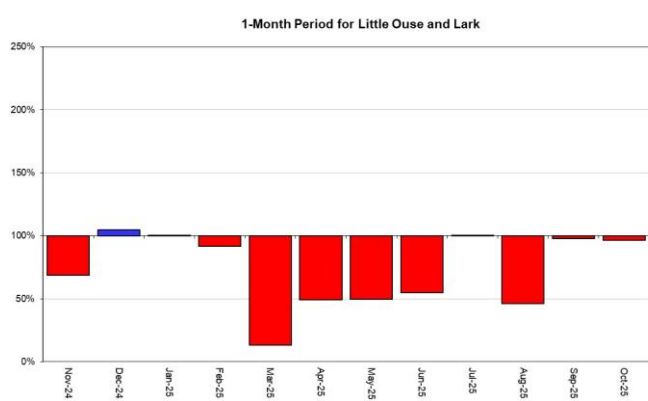
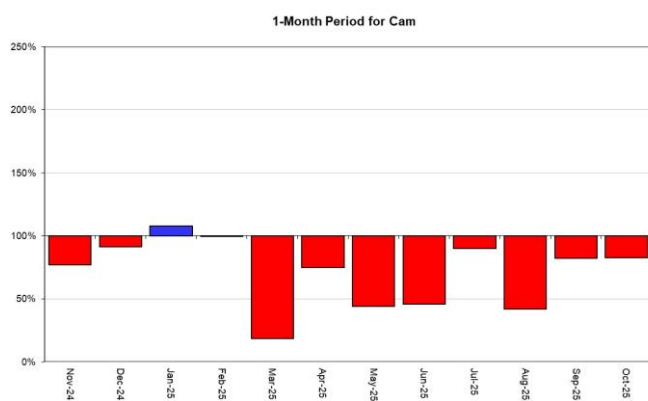
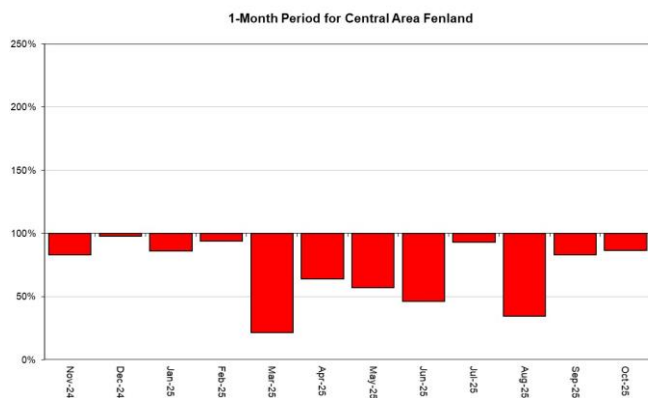
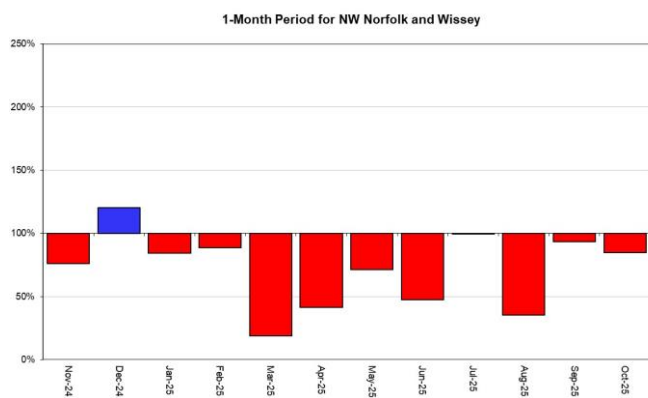


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2025). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

## 2.2 Rainfall charts

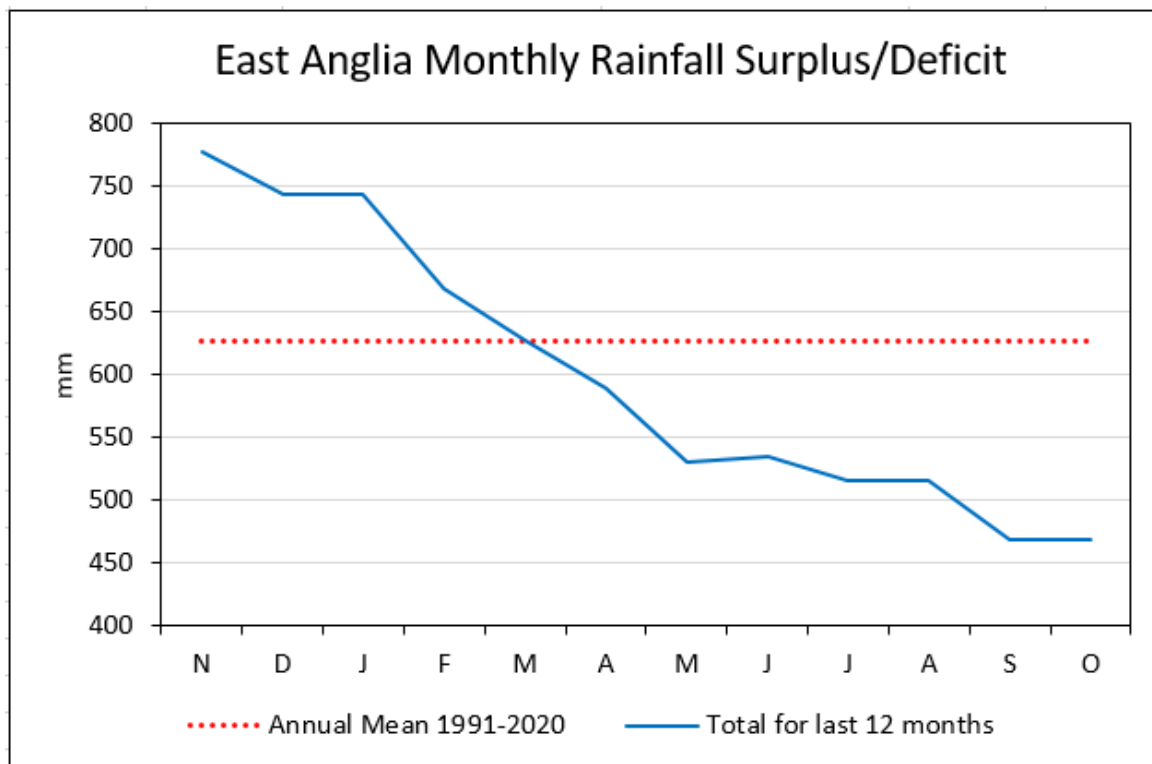
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1991 to 2020 long term average for each region and for England.





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

## 2.3 Monthly rainfall surplus deficit chart



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

## 3 Soil moisture deficit

### 3.1 Soil moisture deficit map

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

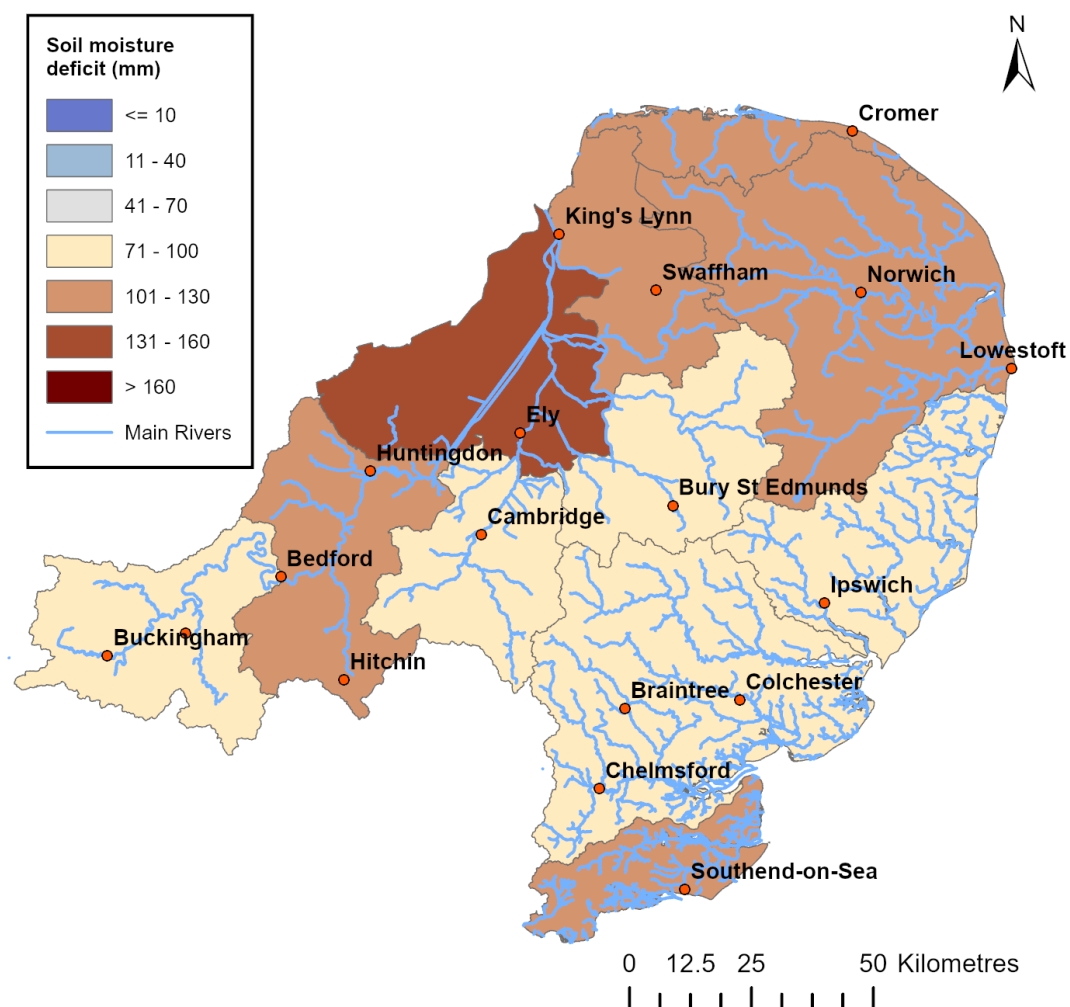
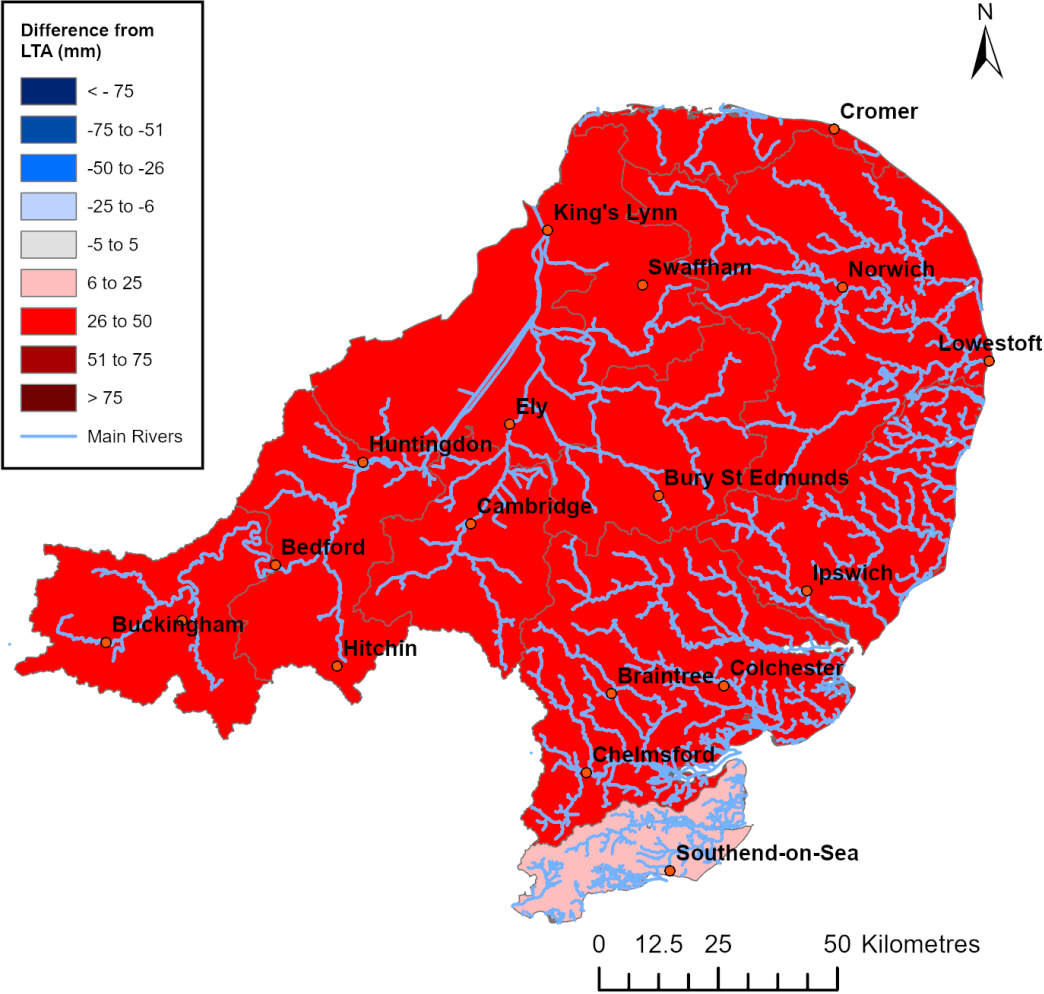


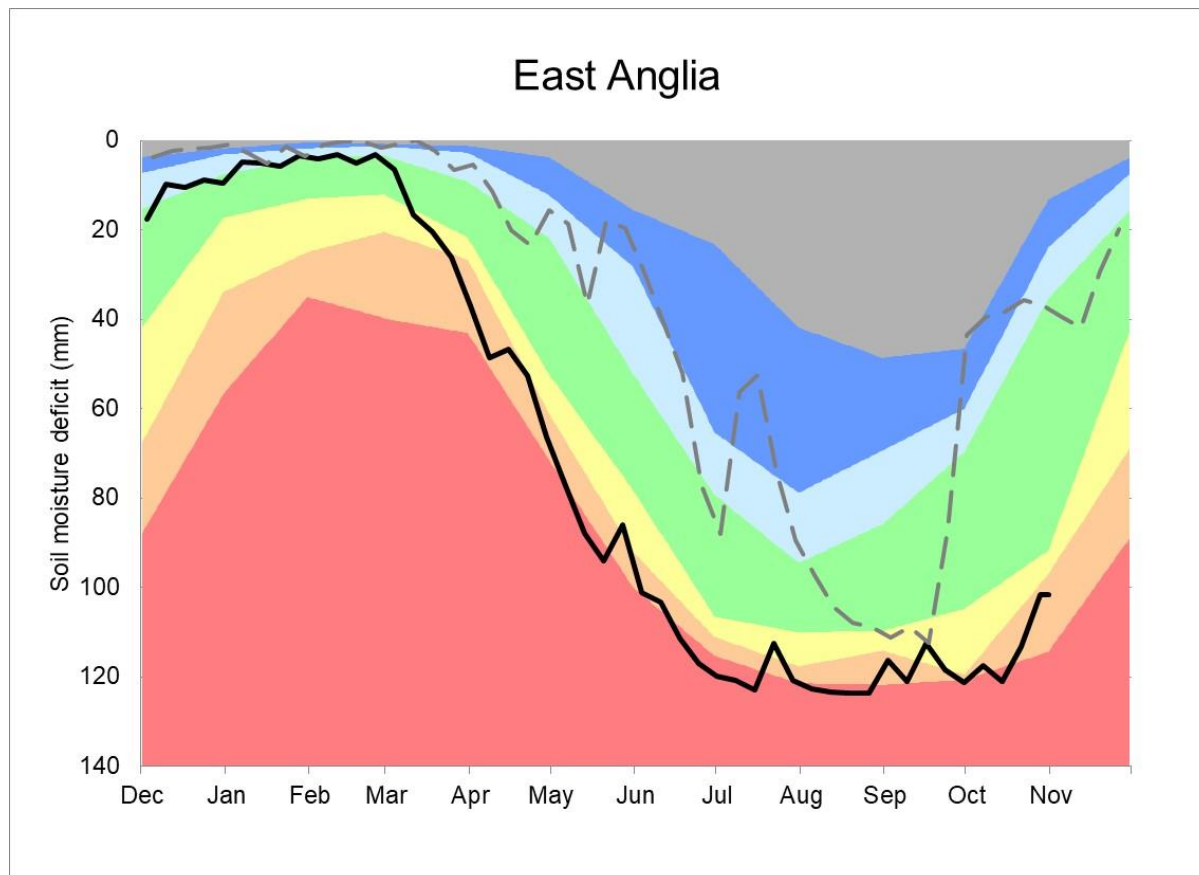
Figure 3.2: Difference between soil moisture deficit values for 31 October 2025 and long term average soil moisture deficit values for the end of October. Values based on the weekly MORECS data for real land use.



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

### 3.2 Soil moisture deficit charts

Figure 3.2: Latest soil moisture deficit compared to an analysis of historic 1991 to 2020 long term data set. Weekly MORECS data for real land use.



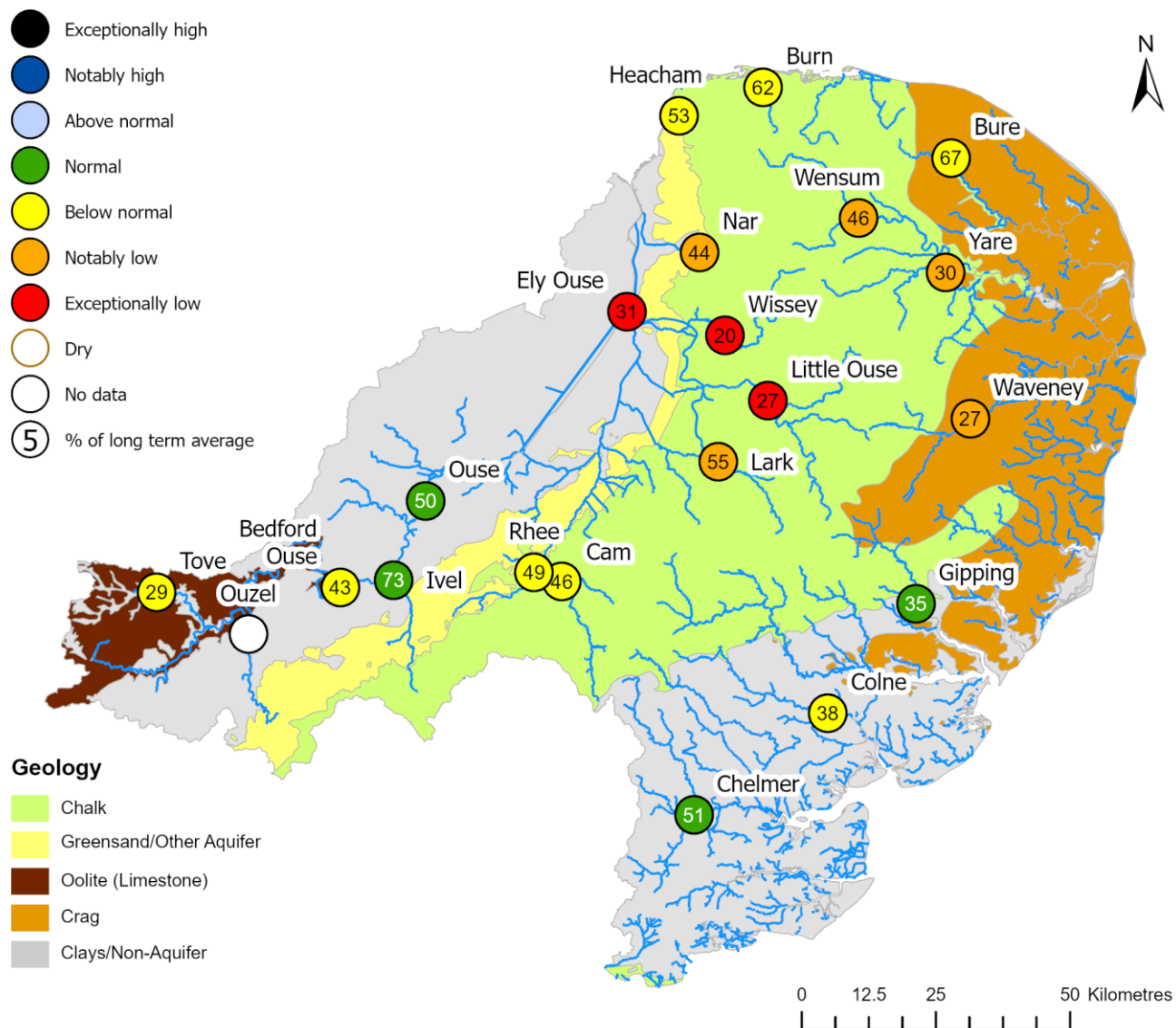
(Source: Met Office. Crown copyright, 2025). All rights reserved. Environment Agency, 100024198, 2025



## 4 River flows

### 4.1 River flows map

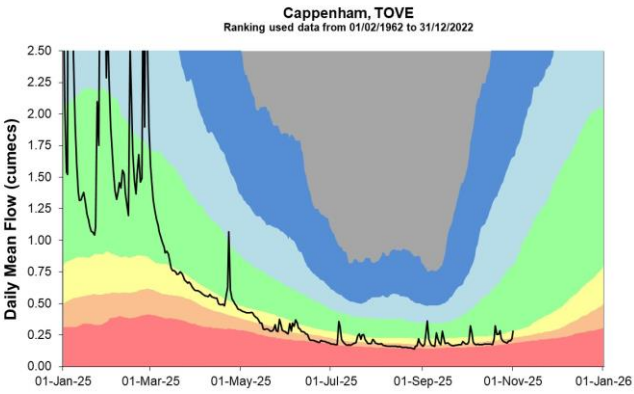
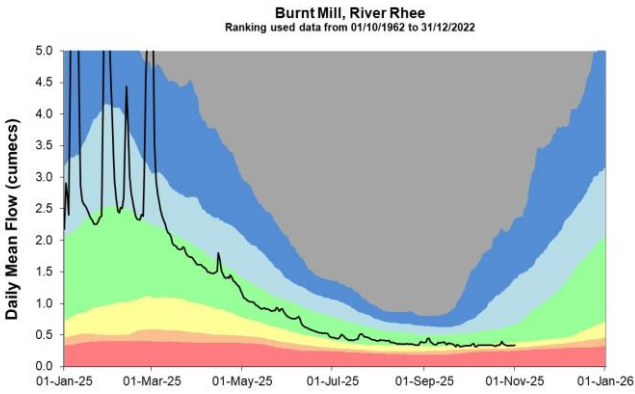
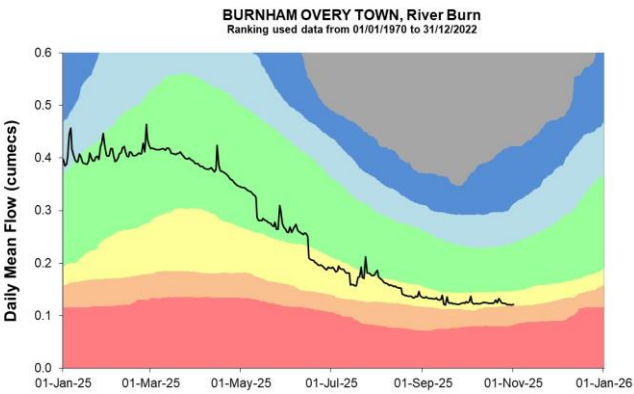
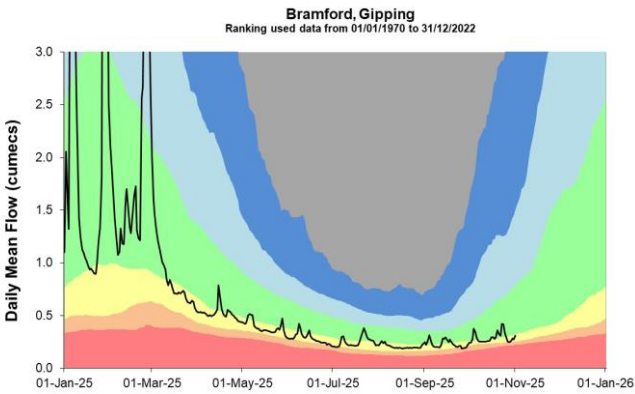
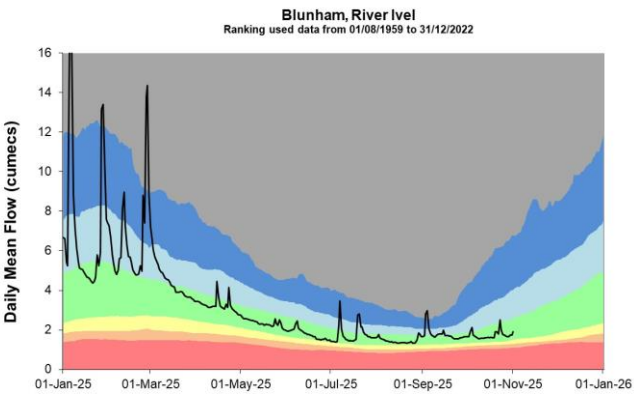
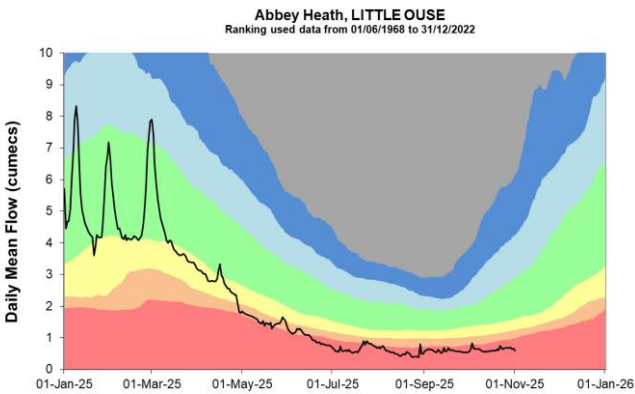
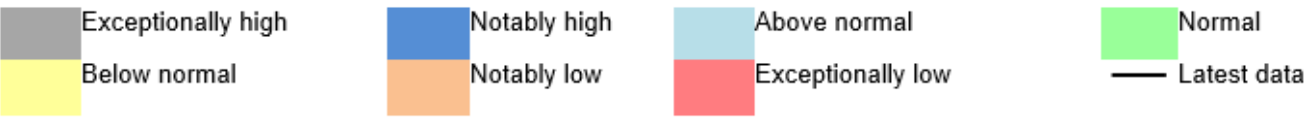
Figure 4.1: Monthly mean river flow for indicator sites for October 2025, expressed as a percentage of the respective long term average and classed relative to an analysis of historic October monthly means Table available in the appendices with detailed information.

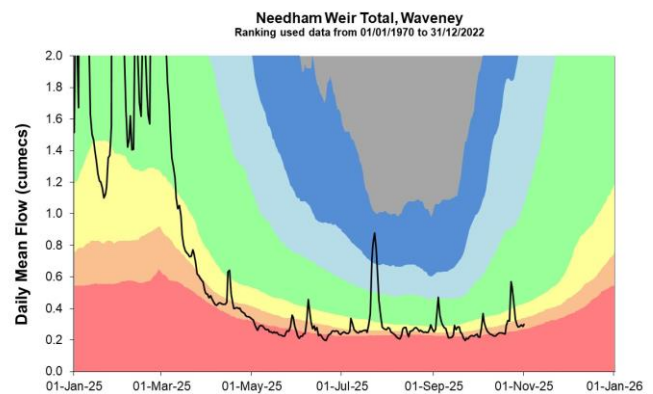
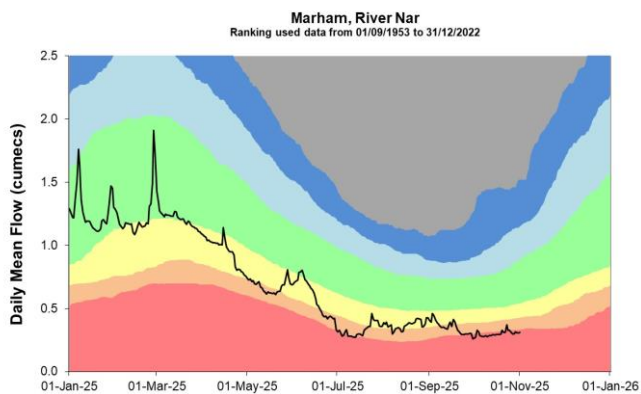
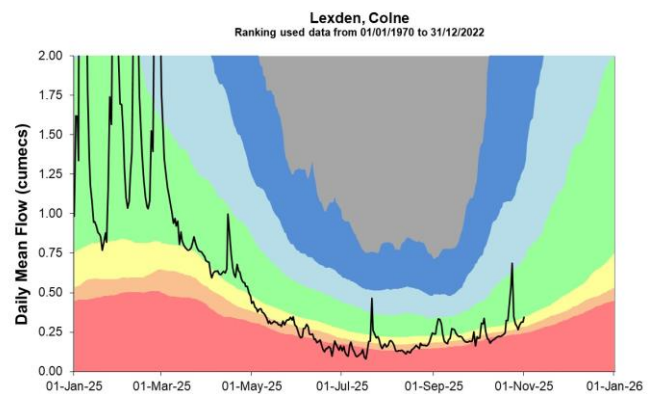
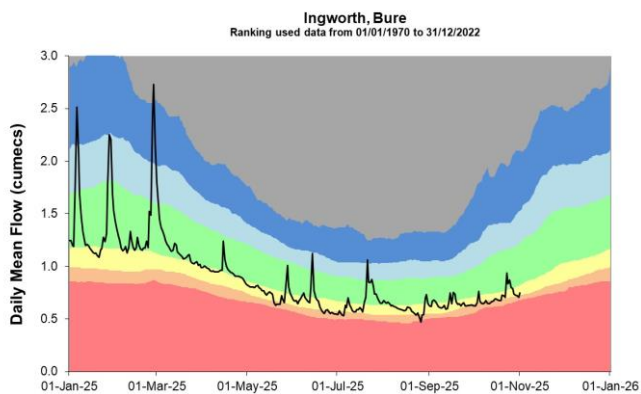
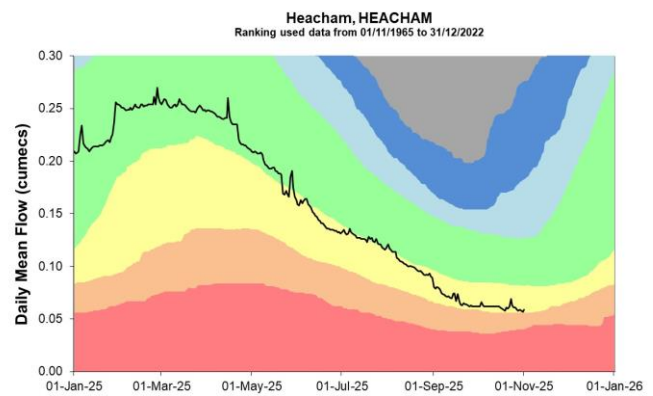
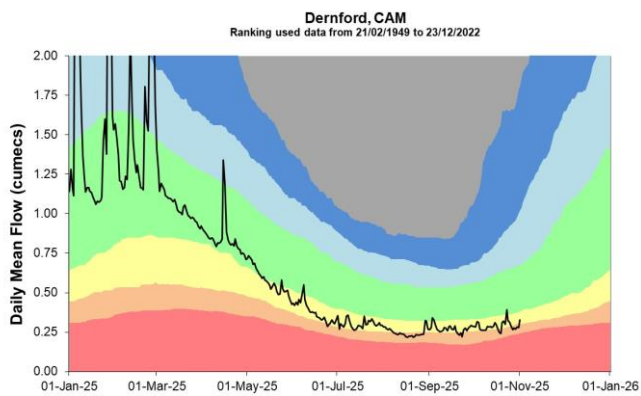
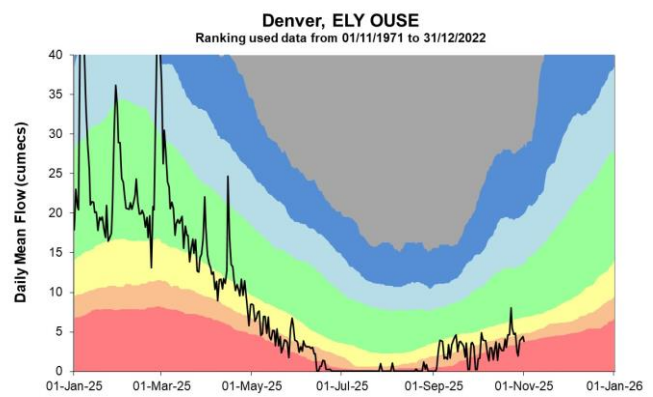
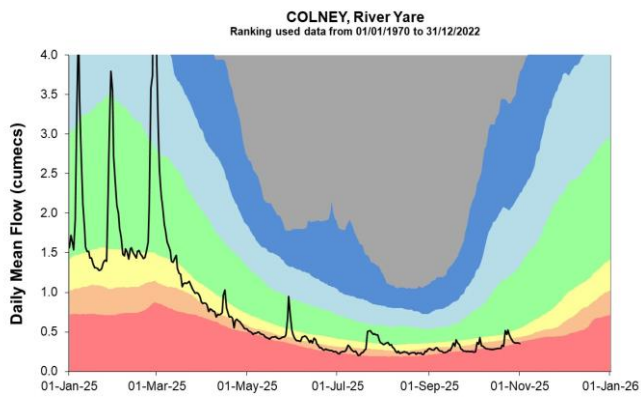


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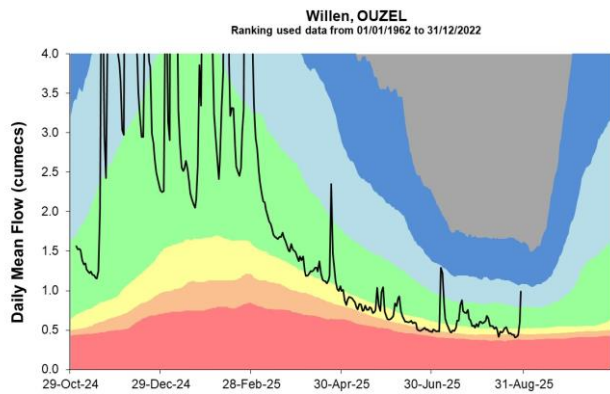
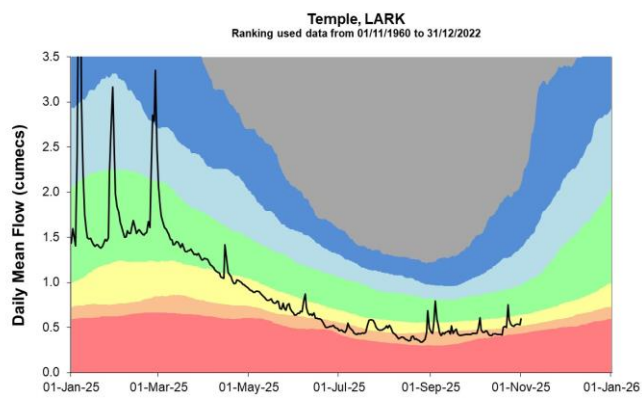
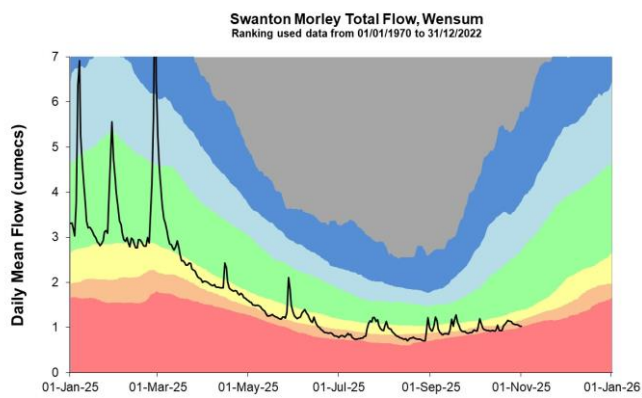
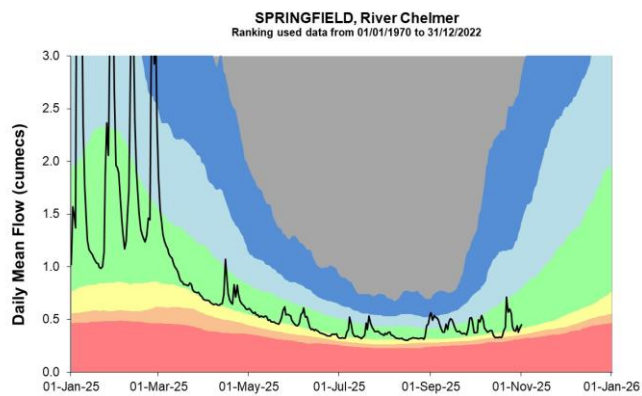
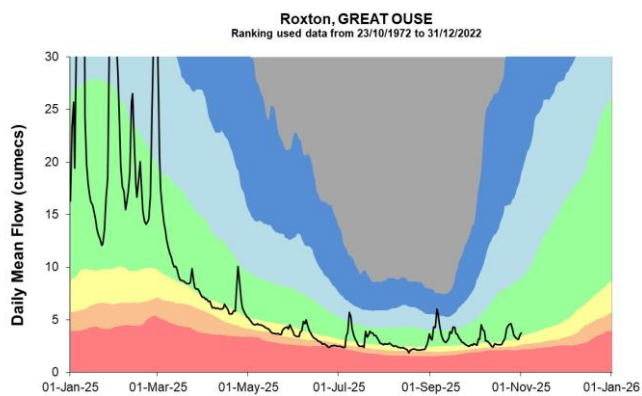
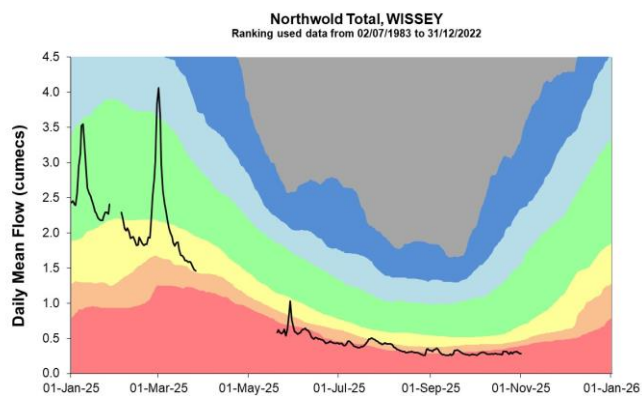
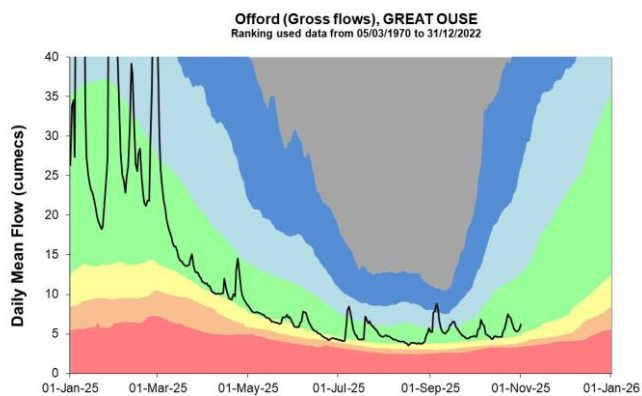
4.2 River flow charts

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







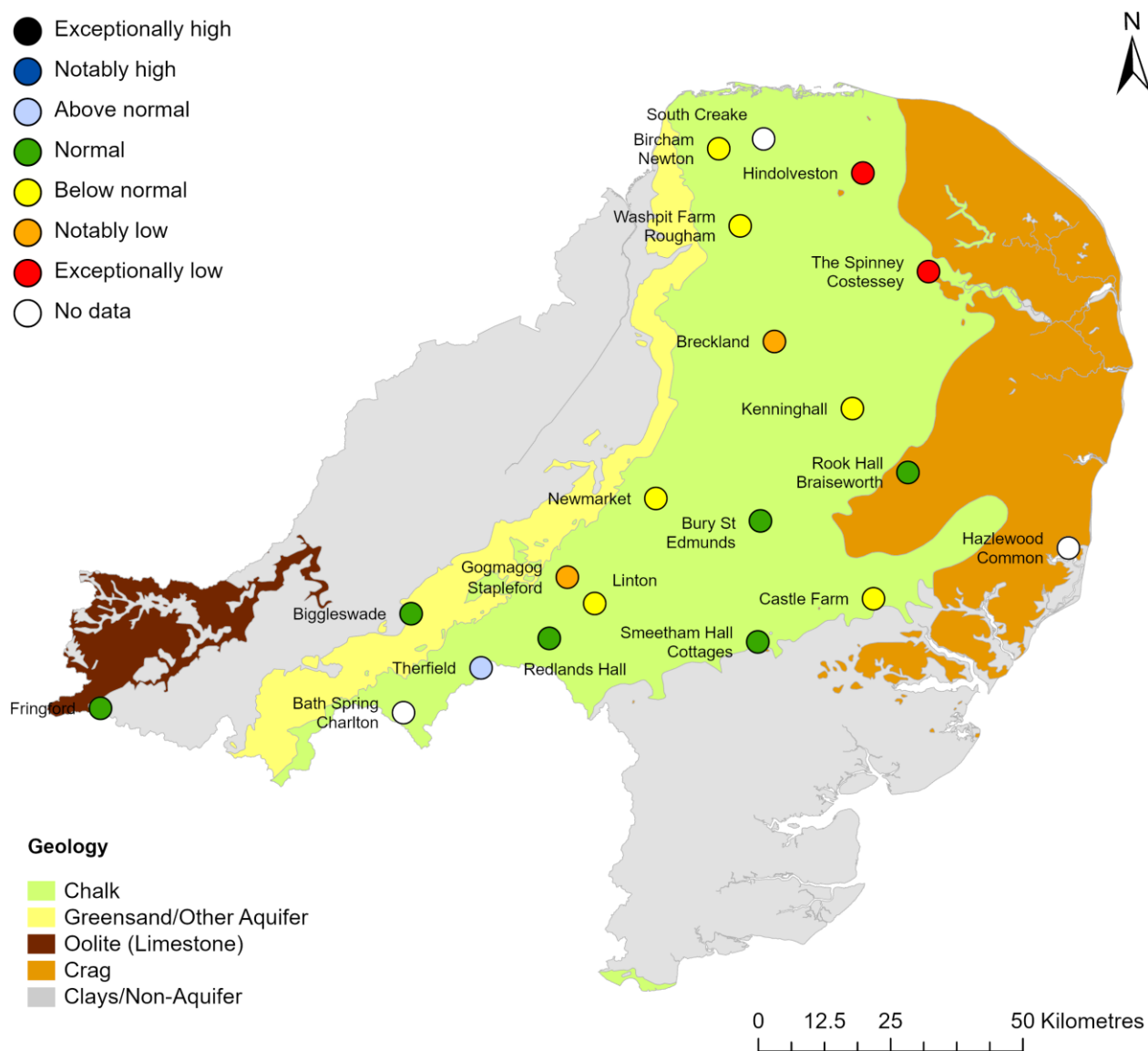


Source: Environment Agency.

## 5 Groundwater levels

### 5.1 Groundwater levels map

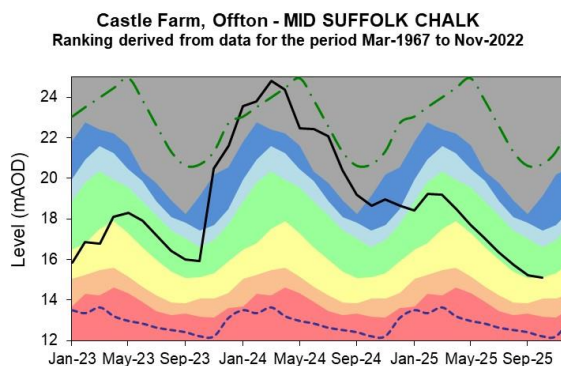
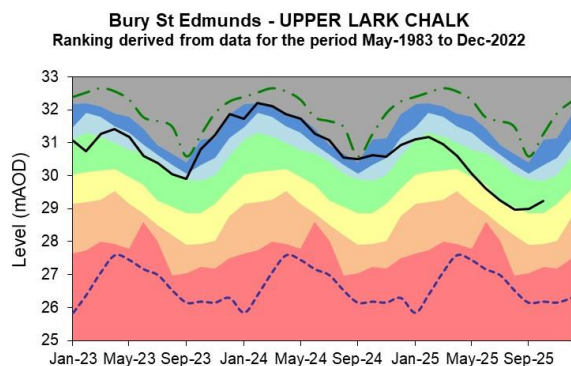
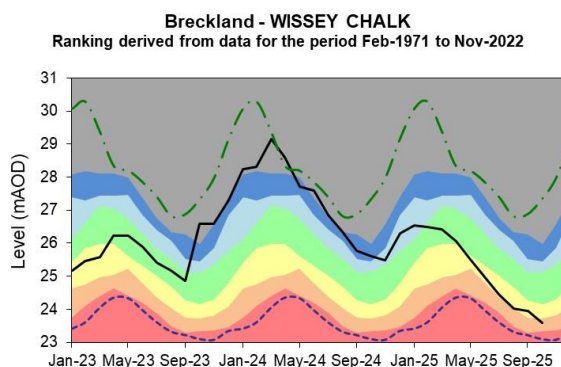
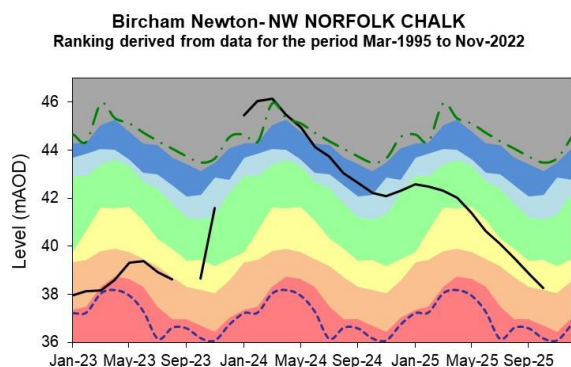
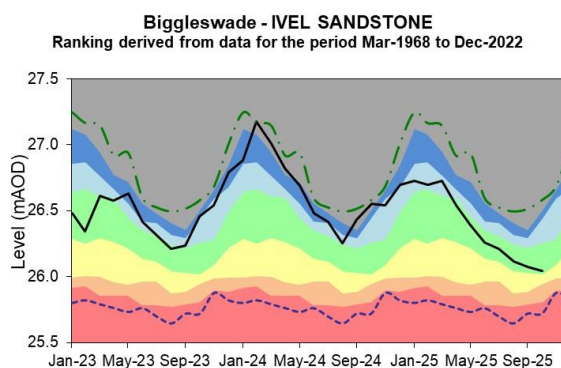
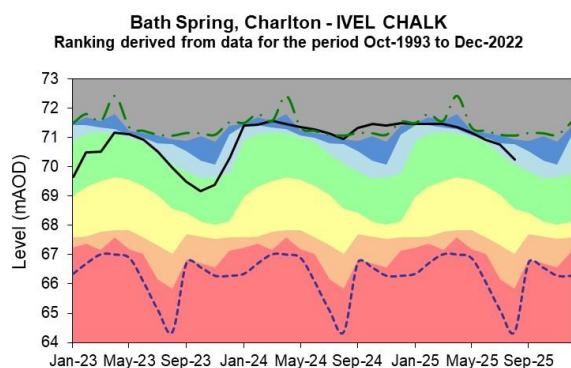
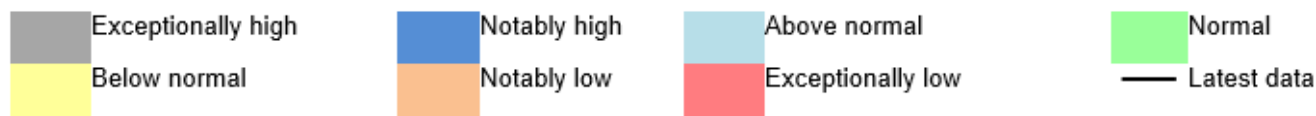
Figure 5.1: Groundwater levels for indicator sites at the end of October 2025, classed relative to an analysis of respective historic October levels. Table available in the appendices with detailed information.



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## 5.2 Groundwater level charts

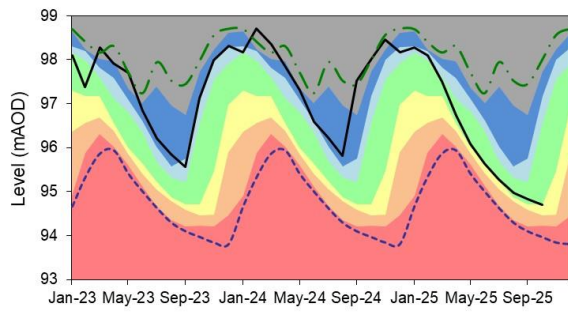
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.





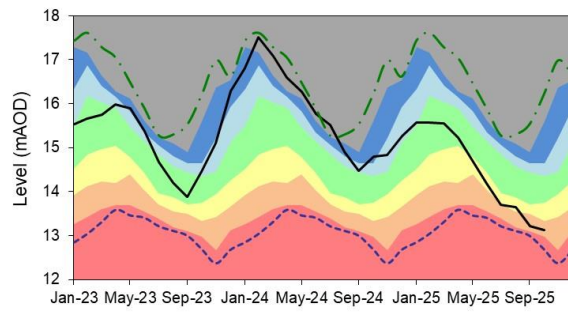
### Fringford - GREAT OOLITE

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



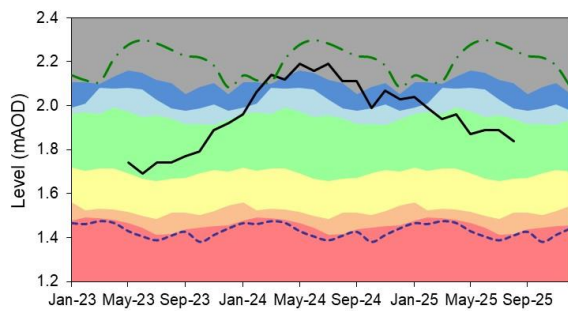
### Gog Magog, Stapleford - CAM CHALK

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



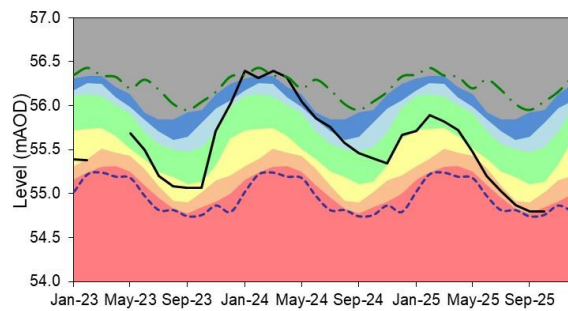
### Hazlewood Common - SUFFOLK CRAG

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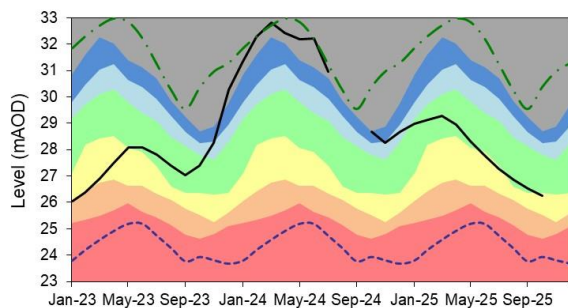
### Hindolveston - NORFOLK CHALK

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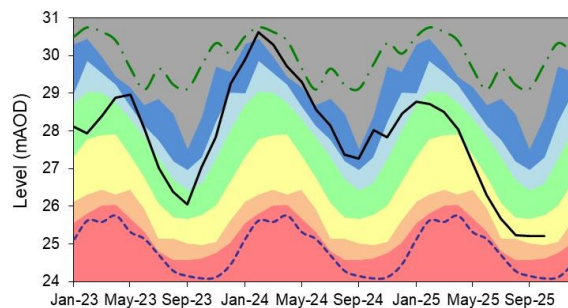
### Kenninghall - LITTLE OUSE CHALK

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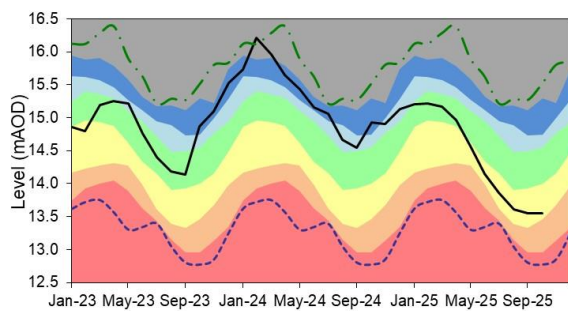
### Linton-CAM CHALK

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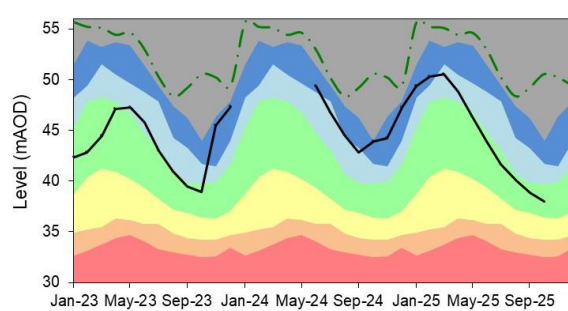
### Newmarket - SNAIL CHALK

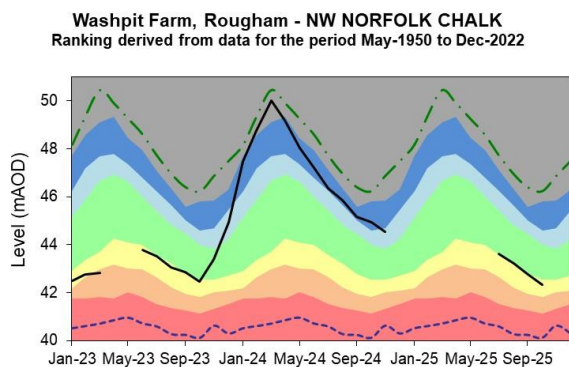
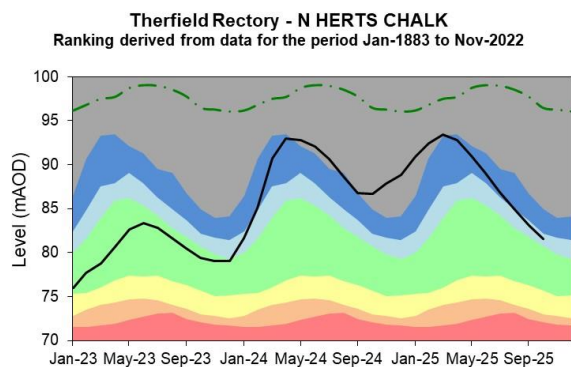
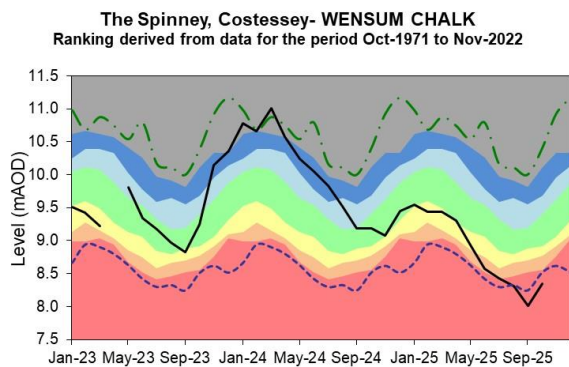
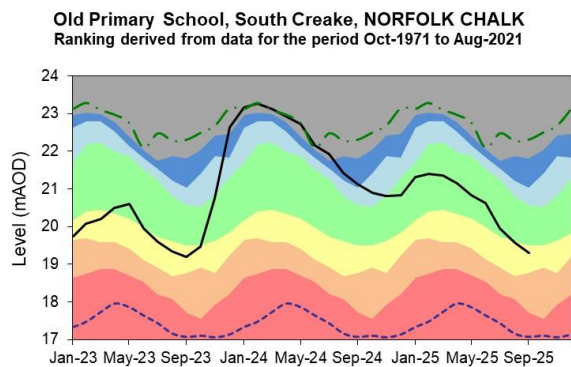
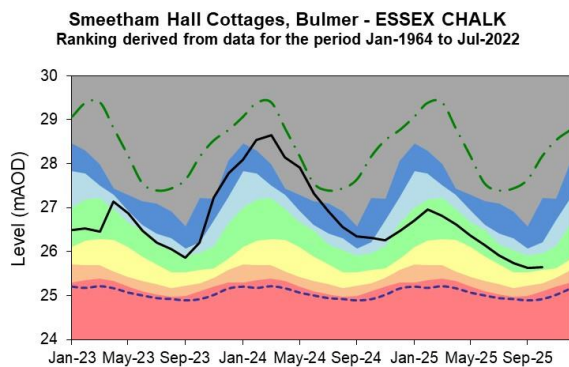
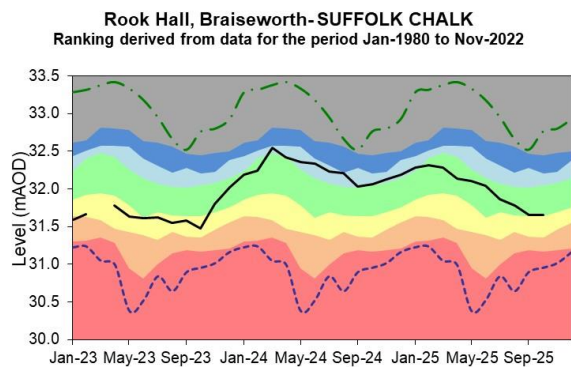
Ranking derived from data for the period Feb-1983 to Dec-2022



### Redlands Hall, Ickleton - CAM CHALK

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





Source: Environment Agency, 2025.

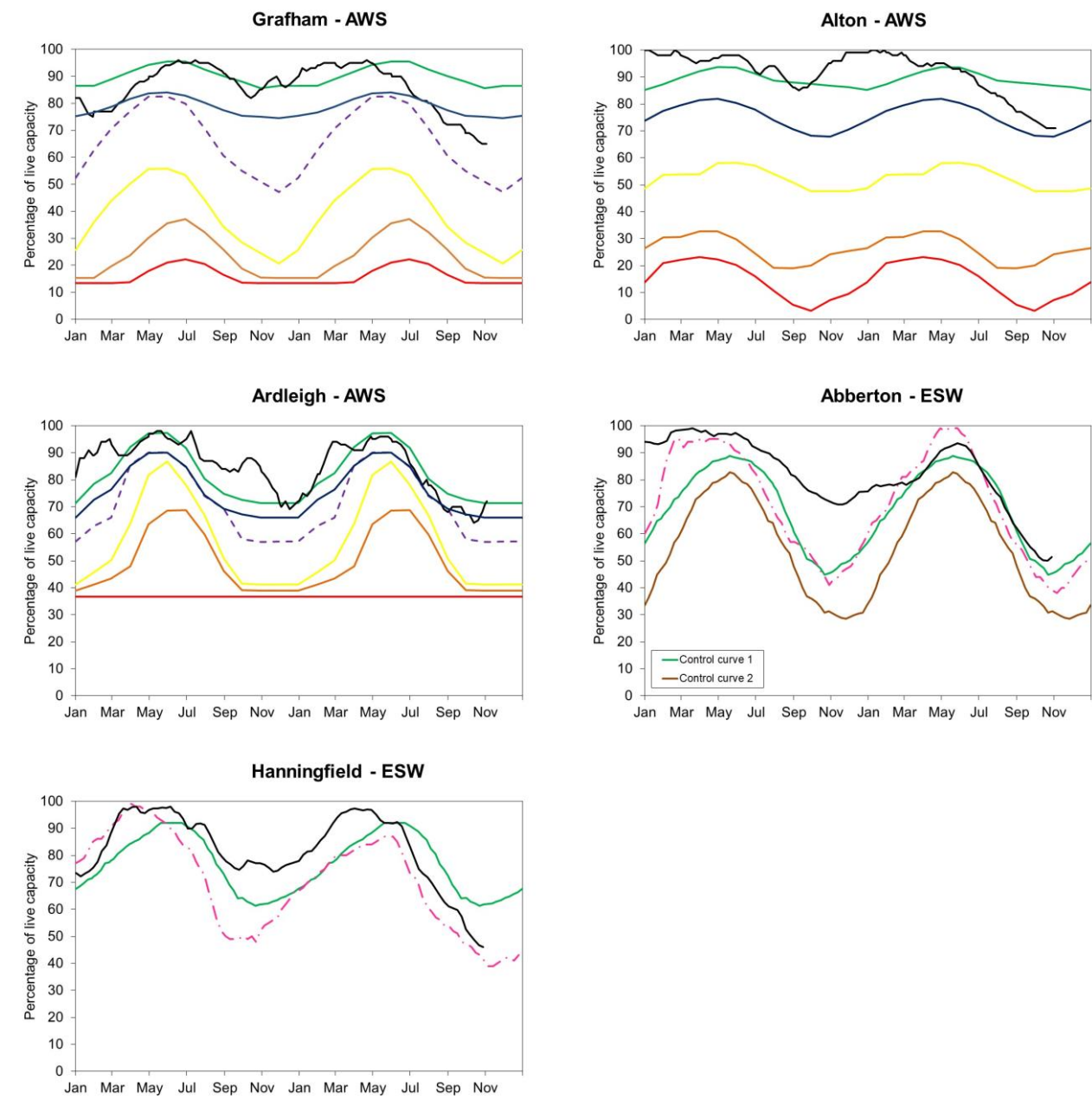


# 6 Reservoir stocks

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

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

— Level 1 — Level 2 — Level 3 — Level 4

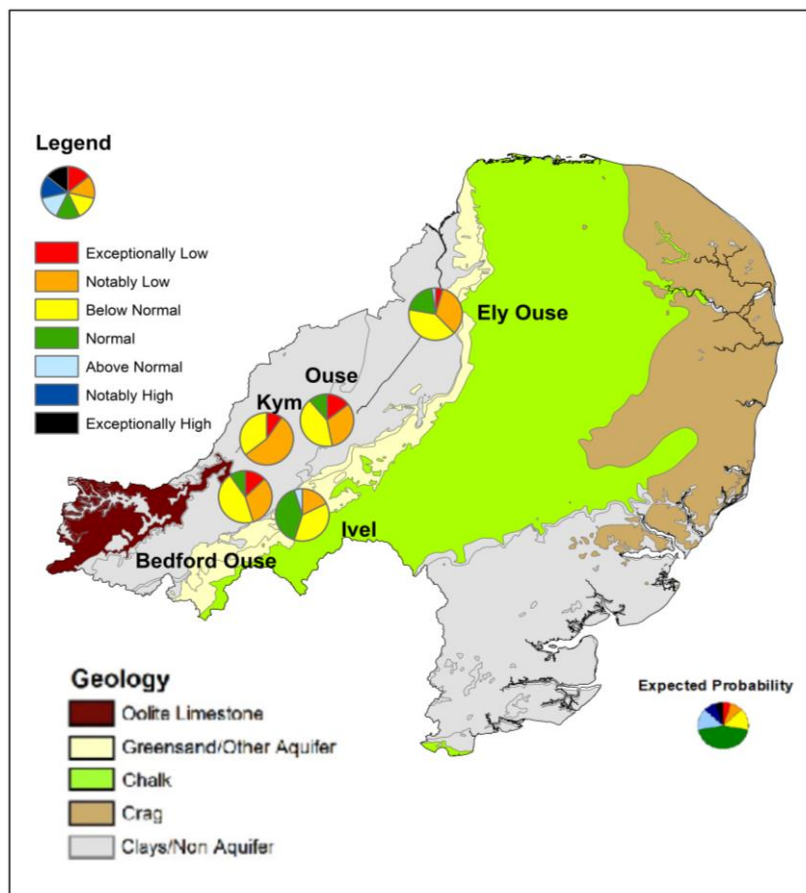


(Source: water companies. For more information on Anglian Water's reservoir level curves, please see Appendix 4 in their [Drought Plan](#)).

## 7 Forward look

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

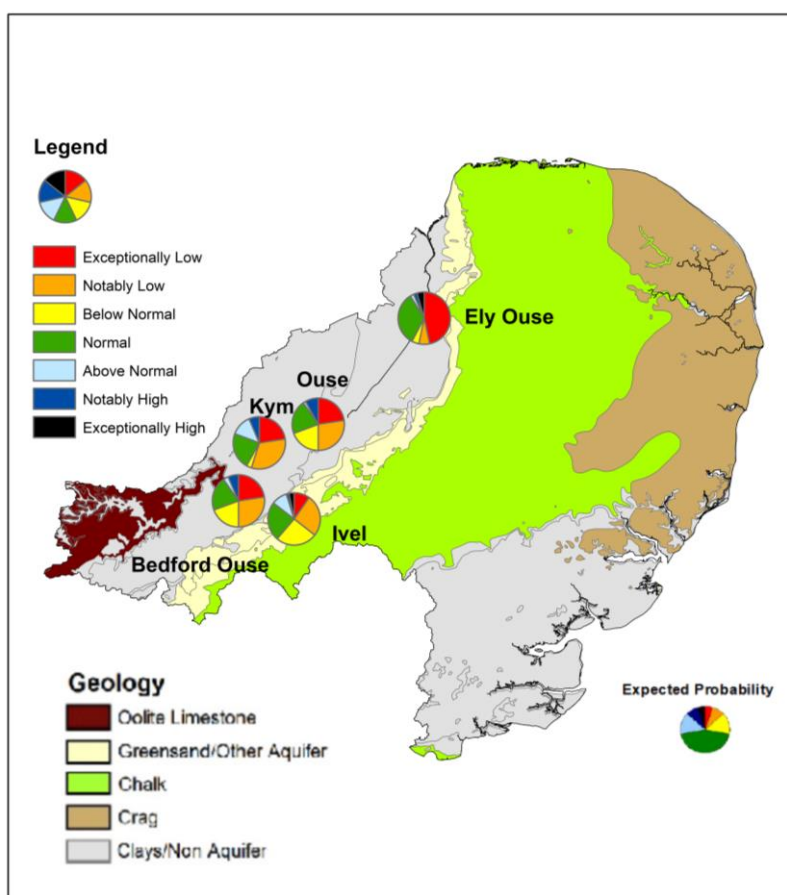
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



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

## 7.2 Probabilistic ensemble projection of river flows at key sites in March 2026

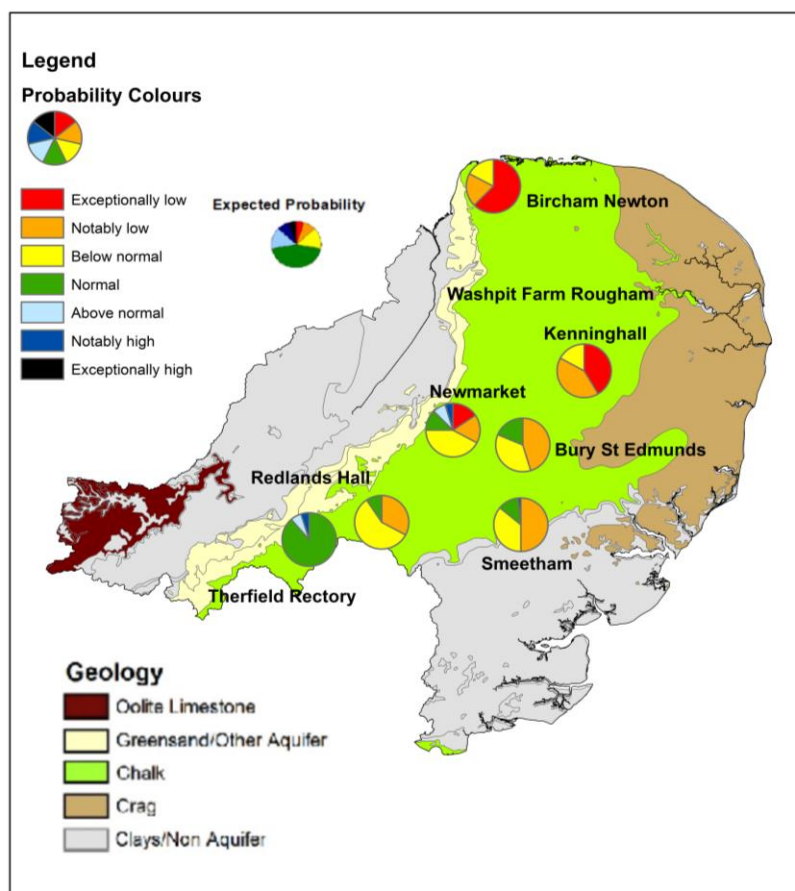
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



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

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

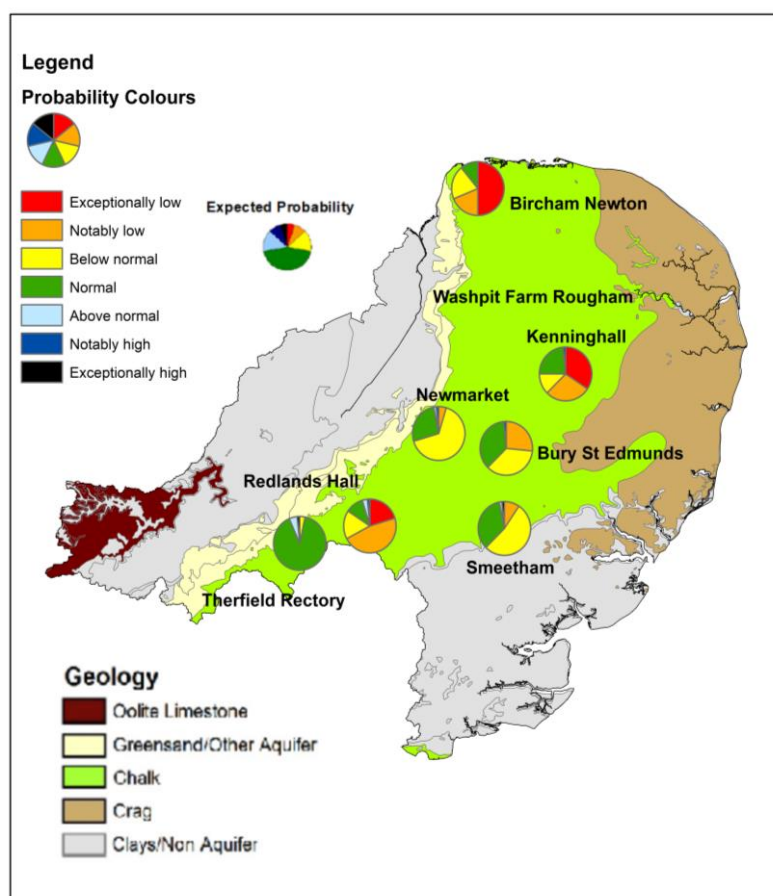
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency)  
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## 7.4 Probabilistic ensemble projection of groundwater levels at key sites in September 2026

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



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

## 8 Glossary

### 8.1 Terminology

#### **Aquifer**

A geological formation able to store and transmit water.

#### **Areal average rainfall**

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

#### **Artesian**

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

#### **Artesian borehole**

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

#### **Cumecs**

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

#### **Effective rainfall**

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

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

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

#### **Groundwater**

The water found in an aquifer.

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

The arithmetic mean calculated from the historic record, usually based on the period 1991 to 2020. However, the period used may vary by parameter being reported on (see figure captions for details).

## **mAOD**

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

## **MORECS**

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

## **Naturalised flow**

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

## **NCIC**

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

## **Normal Operating Curve**

A reservoir normal operating curve is an optimum storage 'target' or 'control' to ensure security of water supply. It also aims to avoid overfilling of reservoirs resulting in costly over-pumping. It is not expected that a reservoir will always be at its target level. Various factors such as maintenance, raw water quality and supply network issues can affect the ability of a water company to maintain a reservoir at its target level.

## **Recharge**

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

## **Reservoir gross capacity**

The total capacity of a reservoir.

## **Reservoir live capacity**



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

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

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

## **8.2 Categories**

### **Exceptionally high**

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

### **Notably high**

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

### **Above normal**

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

### **Normal**

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

### **Below normal**

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

### **Notably low**

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

### **Exceptionally low**

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

## 9 Appendices

### 9.1 Rainfall table

| Hydrological area     | Oct 2025 rainfall % of long term average 1991 to 2020 | Oct 2025 band | Aug 2025 to October cumulative band | May 2025 to October cumulative band | Nov 2024 to October cumulative band |
|-----------------------|---|---------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Broadland Rivers      | 93  | Normal        | Below normal                        | Below normal                        | Notably low                         |
| Cam                   | 82  | Normal        | Below normal                        | Notably low                         | Notably low                         |
| Central Area Fenland  | 87  | Normal        | Below normal                        | Notably low                         | Exceptionally low                   |
| East Suffolk          | 113   | Normal        | Normal                              | Normal                              | Below normal                        |
| Little Ouse And Lark  | 96  | Normal        | Below normal                        | Below normal                        | Notably low                         |
| Lower Bedford Ouse    | 67  | Normal        | Notably low                         | Exceptionally low                   | Notably low                         |
| North Essex           | 107   | Normal        | Normal                              | Below normal                        | Notably low                         |
| North Norfolk         | 73  | Normal        | Notably low                         | Notably low                         | Exceptionally low                   |
| Nw Norfolk And Wissey | 85  | Normal        | Below normal                        | Notably low                         | Notably low                         |
| South Essex           | 109   | Normal        | Normal                              | Notably low                         | Notably low                         |

|                          |    |        |              |             |             |
|--------------------------|----|--------|--------------|-------------|-------------|
| Upper<br>Bedford<br>Ouse | 70 | Normal | Below normal | Notably low | Notably low |
|--------------------------|----|--------|--------------|-------------|-------------|

## 9.2 River flows table

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

|                      |            |               |                   |                   |
|----------------------|------------|---------------|-------------------|-------------------|
| Northwold Total      | Wissey     | Wissey        | Exceptionally low | Exceptionally low |
| Offord (gross Flows) | Great Ouse | Ouse Beds     | Normal            | Normal            |
| Roxton               | Great Ouse | Ivel          | Below normal      | Normal            |
| Springfield          | Chelmer    | Chelmer Upper | Normal            | Normal            |
| Swanton Morley Total | Wensum     | Wensum        | Notably low       | Below normal      |
| Temple               | Lark       | Lark          | Notably low       | Notably low       |
| Willen               | Ouzel      | Ouzel         | No Data           | No Data           |

### 9.3 Groundwater table

| Site name             | Aquifer                  | End of Oct<br>2025 band | End of Sep<br>2025 band |
|-----------------------|--------------------------|-------------------------|-------------------------|
| Bath Spring           | Ivel Chalk               | No Data                 | No Data                 |
| Biggleswade           | Ivel Woburn Sands        | Normal                  | Normal                  |
| Bircham Newton        | North West Norfolk Chalk | Below normal            | Below normal            |
| Breckland             | Wissey Chalk             | Notably low             | Below normal            |
| Bury St Edmunds       | Upper Lark Chalk         | Normal                  | Normal                  |
| Castle Farm, Offton   | East Suffolk Chalk       | Below normal            | Normal                  |
| Gog Magog, Stapleford | Cam Chalk                | Notably low             | Notably low             |
| Hazlewood Common      | East Suffolk Crag        | No Data                 | No Data                 |
| Hindolveston          | Norfolk Chalk            | Exceptionally low       | Notably low             |
| Kenninghall           | Little Ouse Chalk        | Below normal            | Normal                  |
| Linton                | Cam Chalk                | Below normal            | Below normal            |
| Newmarket             | Snail Chalk              | Below normal            | Below normal            |

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

## 9.4 Ensemble projections tables

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

Percentage of pie chart for each band

| Site                  | Bedford<br>Ouse | Kym | Ivel | Ouse | Ely Ouse |
|-----------------------|-----------------|-----|------|------|----------|
| Exceptionally<br>low  | 13              | 10  | 0    | 15   | 4        |
| Notably low           | 32              | 55  | 18   | 32   | 33       |
| Below<br>normal       | 45              | 35  | 37   | 42   | 43       |
| Normal                | 10              | 0   | 40   | 11   | 19       |
| Above<br>normal       | 0               | 0   | 5    | 0    | 2        |
| Notably high          | 0               | 0   | 0    | 0    | 0        |
| Exceptionally<br>high | 0               | 0   | 0    | 0    | 0        |



#### 9.4.2 Probabilistic ensemble projection of river flows at key sites in March 2026

Percentage of pie chart for each band

| Site               | Bedford<br>Ouse | Kym | Ivel | Ouse | Ely Ouse |
|--------------------|-----------------|-----|------|------|----------|
| Exceptionally low  | 23              | 23  | 10   | 23   | 44       |
| Notably low        | 27              | 32  | 26   | 27   | 6        |
| Below normal       | 19              | 3   | 26   | 19   | 6        |
| Normal             | 21              | 23  | 24   | 21   | 33       |
| Above normal       | 3               | 13  | 10   | 2    | 4        |
| Notably high       | 6               | 6   | 2    | 8    | 4        |
| Exceptionally high | 0               | 0   | 3    | 0    | 4        |

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

Percentage of pie chart for each band

| Site               | Therfield Rectory | Redlands Hall | Newmarket | Bircham Newton | Kenninghall | Bury St Edmunds | Smeetham |
|--------------------|-------------------|---------------|-----------|----------------|-------------|-----------------|----------|
| Exceptionally low  | 0.0               | 0.0           | 15.6      | 62.5           | 35.9        | 0.0             | 0.0      |
| Notably low        | 0.0               | 32.8          | 17.2      | 20.3           | 45.3        | 45.3            | 50.0     |
| Below normal       | 0.0               | 57.8          | 42.2      | 17.2           | 18.8        | 35.9            | 35.9     |
| Normal             | 88.5              | 9.4           | 12.5      | 0.0            | 0.0         | 18.8            | 12.5     |
| Above normal       | 6.6               | 0.0           | 7.8       | 0.0            | 0.0         | 0.0             | 0.0      |
| Notably high       | 4.9               | 0.0           | 4.7       | 0.0            | 0.0         | 0.0             | 1.6      |
| Exceptionally high | 0.0               | 0.0           | 0.0       | 0.0            | 0.0         | 0.0             | 0.0      |

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

Percentage of pie chart for each band

| Site               | Therfield Rectory | Redlands Hall | Newmarket | Bircham Newton | Kenninghall | Bury St Edmunds | Smeetham |
|--------------------|-------------------|---------------|-----------|----------------|-------------|-----------------|----------|
| Exceptionally low  | 0.0               | 20.3          | 0.0       | 50.0           | 34.4        | 0.0             | 0.0      |
| Notably low        | 0.0               | 46.9          | 4.7       | 18.8           | 28.1        | 26.6            | 9.4      |
| Below normal       | 3.3               | 17.2          | 65.6      | 20.3           | 12.5        | 35.9            | 53.1     |
| Normal             | 90.2              | 10.9          | 26.6      | 10.9           | 23.4        | 35.9            | 34.4     |
| Above normal       | 4.9               | 3.1           | 1.6       | 0.0            | 0.0         | 0.0             | 1.6      |
| Notably high       | 0.0               | 1.6           | 1.6       | 0.0            | 1.6         | 1.6             | 0.0      |
| Exceptionally high | 1.6               | 0.0           | 0.0       | 0.0            | 0.0         | 0.0             | 1.6      |

## Damage and vandalism notes

|            |                     |   |              |  |  |  |
|------------|---------------------|---|--------------|--|--|--|
| 01/01/2025 | Orchard Surgery     | Extensive damage to footpath from tree roots                    | MOP          |  |  | Contacted Drs surgery for assistance as this is a private road - awaiting response.  |
| 06/02/2025 | Wonderpass          | SvdV reported a large area of paint had flaked off the wall.    | Cllr         |  |  | Practical Solutions Group looking at plan of action to set up 'Friends of the Wonderpass' to drive action.                               |
| 01/03/2025 | Palmers Way         | Damage to bench   | MOP          |  |  | On wardens job list.   |
| 08/05/2025 | Vicarge Close / rec | Gate and fencing fallen at entrance to rec                      | SCDC         |  |  | SCDC reported to MVC on a couple of occasions and no action has been taken. Watch. Chased MVC for action after chase from Vicarge Close. |
| 17/07/2025 | The Moor - New Rec  | Memorial bench - bolts removed and bench moved                  | Cllr         |  |  | Owner contacted to request action.   |
| 08/09/2025 | Grinnel Hill        | Boundary movement on to Parish land                             | MOP          |  |  | Fence movement onto Parish land at Grinnel Hill. Letter sent to resident to request reinstatement of land boundary.                      |
| 15/09/2025 | London Way          | Flytipping  | Litterpicker |  |  | Reported via SCDC fly tipping web page - XGDMPDNH  |
| 15/09/2025 | Bramley Ave         | Fallen tree   | MOP          |  |  | Reported to SCDC Housing - cleared.  |
| 15/09/2025 | Clear Crescent      | Dead trees causing concern                                      | MOP          |  |  | Reported to SCDC Housing - will be reviewed at next walk around.   |
| 16/09/2025 | Mortlock Street     | Bench slat broken outside of schoiol                            | MOP          |  |  | Wardens to assess and suggest fix. Could we precept funds for bench replacement across village over time as parts are hard to acquire?   |
| 16/09/2025 | Moor Play Park      | Vanalised play equipment damaged                                | MOP          |  |  | Reported to College by MOP - Wardens fixed equipment.  |
| 24/09/2025 | River Mel - new rec | Tent and belongings found in river                              | Wardens      |  |  | Cleared and disposed of by Wardens   |
| 30/09/2025 | River Mel - new rec | Green bin found in river.                                       | Wardens      |  |  | Cleared by Wardens - returned to Bowls club.   |
| 06/10/2025 | Vicarage            | Fallen Tree - from pathway causing damamge to garden and fence. | MOP          |  |  | Reported to CCC via Highways tool.   |
| 06/10/2025 | Armingford Crescent | Fallen tree   | MOP          |  |  | Reported to Herts & Cambs. Approved clear up under delegated authority.  |
| 08/10/2025 | Moor Play Park      | Graffiti on slide   | Cllr         |  |  | Removed by Warden.   |
| 03/11/2025 | Moor Play Park      | Broken service gate   | MOP          |  |  | Removed by Warden. To be fixed.  |

# MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 5

Date approved: 27 July 2022

Review date: July 2023

## APPENDIX 3

| Area                             | Monthly Checking Record |          |                    |                     | NOTES |
|----------------------------------|-------------------------|----------|--------------------|---------------------|-------|
|                                  | Week 1                  | Week 2   | Week 3             | Week 4              |       |
| Moor Play Park                   | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| Village Car Park                 | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| War Memorial                     | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| Littlehands and Access Way       | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| New Rec. Ground                  | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| Clear Cres. Play Park            | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| Orchard Road Cemetery            | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| New Road C/metry                 | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| Old Recreation Ground            | 20.10.25                |          | 3-11-25 <i>sf.</i> |                     |       |
| Pavilion                         | 20.10.25                |          | 3-11-25 <i>sf.</i> |                     |       |
| Stockbridge M.                   | 20.10.25                |          | <i>W.R.</i>        |                     |       |
| Worcester Way                    | 20.10.25                |          | 3-11-25 <i>sf.</i> |                     |       |
| BMX Site (Summer & only if open) | <i>/</i>                |          | <i>/</i>           |                     |       |

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| Area               | Monthly Checking Record |          |            |             |
|--------------------|-------------------------|----------|------------|-------------|
|                    | Week1                   | Week2    | Week 3     | Week4       |
| Allotments         | 20.10.25                |          | .          |             |
| All Saints' C/Yard | 20.10.25                |          | 3-11-25 JF |             |
| Jubilee Orchard    | 20.10.25                |          | 3-11-25 JF |             |
| Fire Engine Shed   |                         |          |            | 10-11-25 JF |
| Armingford Cres.   |                         |          |            | 10-11-25 JF |
| Beechwood Avenue   |                         | 27.10.25 |            |             |
| Chalkhill Barrow   |                         | 27.10.25 |            |             |
| Elm Way            |                         | 27.10.25 |            |             |
| Millennium Copse   |                         | 27.10.25 |            |             |

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| Pavilion : Legionella monitoring   | Responsibility      | Weekly (please note date completed) | Monthly (note insert date completed) | Quarterly (note insert date completed) | Annually (note insert date completed) |
|--|---------------------|-------------------------------------|--------------------------------------|--|---------------------------------------|
| Record flushing of infrequently used outlets **<br>(run showers and taps, flush toilets – to be done weekly) – log when done | Wardens             | 20.10.25                            |                                      |  |                                       |
|  |                     | 27.10.25.                           |                                      |  |                                       |
|  |                     | 3-11-25                             |                                      |  |                                       |
|  |                     | 10-11-25                            |                                      |  |                                       |
| Formal thermal control and hygiene regime – MPC to provide appropriate thermometer   | Wardens             |                                     | 10-11-25                             |  |                                       |
| Record cleaning and descaling  | Cleaning contractor |                                     |                                      | /                                      |                                       |
| Showers – descale and disinfect  | Cleaning Contractor |                                     |                                      | /                                      |                                       |
| Disinfect hot water unit in kitchen  | Cleaning Contractor |                                     |                                      | /                                      |                                       |
| Hot water cylinders – check water temp (should be 60c)   | Wardens             |                                     |                                      | 10-11-25                               |                                       |
| Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)       | Wardens             |                                     |                                      |  | /                                     |
| Service all TMVs annually – to be done as part of annual service of heating system   | Heating contractor  |                                     |                                      |  | /                                     |
| Check insulation to pipework where required  | Heating contractor  |                                     |                                      |  | /                                     |

**From:** [REDACTED]  
**To:** [Abi Williams](#)  
**Subject:** RE: 5 Day Notice - Removal of Dead Birch Tree at The Vicarage, Melbourn  
**Date:** 23 October 2025 08:39:02

---

Morning

Thaks for the emails.

Yeah, nearly 3 weeks down the tree remains in the garden, and I have a broken fence, broken garden furniture and smashed flowerbed. SCDC have thankfully taken the lead now in getting the tree removed but as you will have seen there are delays to that too.

I will contact ELS and help them understand the urgency to getting the tree removed. As this is in the Vicarage, there is no requirement to contact the Diocese.

Could I ask that this situation is brought to the attention of the parish council please at the next meeting. I have been met with 'not our responsibility' from all three councils, and I think that this is probably because no one 'owns' the foot or so of land between the footpath and the fence, which is just simply odd. SCDC resurfaced the path and the parish council cut back the vegetation each year, but who owns it.

Can the council perhaps in response to this incident.....

- Look to adopt this section of footpath and the borders of it.
- Identify who owns the trees on public land and maintain a register.

Thanks

---

**From:** Abi Williams <parishclerk@melbournparishcouncil.gov.uk>

**Sent:** 22 October 2025 15:31

**To:** [REDACTED]

**Subject:** RE: 5 Day Notice - Removal of Dead Birch Tree at The Vicarage, Melbourn

My apologies but this is the first time I have seen a 5 day notice for a tree – the tree is on private property and not the responsibility or under the ownership of the Parish Council.

I would imagine you need to contact Greater Cambridgeshire Planning tree officers and the owner of the land. Try [planning.trees@scambs.gov.uk](mailto:planning.trees@scambs.gov.uk)

I believe you have [REDACTED] email details and I have bcc'd him into this reply.

You can contact the relevant people at Planning through [planning@greatercambridgeplanning.org](mailto:planning@greatercambridgeplanning.org)

I believe as this tree is within a conservation area and part of the Church (?) you may need to contact the Diocese of Ely as stated here: [Tree preservation orders and trees in conservation areas](#)

I hope this has answered your query – if you need any further help please contact me and I will reach out for further information.

Kind regards



Abi

---

**Abi Williams** | Parish Clerk

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

01763 263303 (option 3) | [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk) | [melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)

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

You have received this email from Melbourn Parish Council. The content of this email is confidential, may be legally privileged and intended for the recipient(s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future. Melbourn Parish Council considers email security to be a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

You may request to be removed as a contact at any time: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

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

---

**From:** [REDACTED]

**Sent:** 22 October 2025 14:56

**To:** Abi Williams <[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)>

**Subject:** 5 Day Notice - Removal of Dead Birch Tree at The Vicarage, Melbourn

Dear Abi,

Would you please be able to help or guide me in the right direction for who to contact regarding a 5 day notice to carry out tree work to a dead tree please? Our 5 day notice below:

Please accept this email as a 5 Day Notice for a dead Birch tree we located at:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

SG8 6DY

The proposed works are as follows:

- Fell and clear

Photo attached for reference.

Please do not hesitate to contact me should you require any further information.

Thank you in advance.

Best wishes,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



## Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

9<sup>th</sup> November 2025

Dear Abbie

Quote to dig out & create bases for cremated remains as per the others in New Rd Cemetery.

We would dig out, supply mot type 1 as the subbase, lay slabs on a bed of concrete & then refill with soil around the edges, leaving them tidy.

You are providing the bases as per usual.

This is based on 4 slabs per base

I'm more than happy for them to be delivered to my yard, we can off load with forklift if required.

**Total £280.00 x Vat per base of 4 slabs**

We really hope this is of use to you & look forward to your response

Kind Regards

Justin Willmott (Director)

**Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL**

**Tel:** 01763 261 999      **Email:** Justin@hcgmltd.co.uk

VAT Reg: 987421972 Company number: 6936328

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

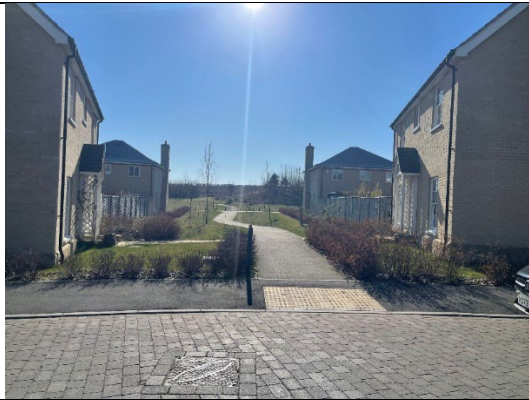
# Hopkins Homes – Maintenance Contract

September 2025

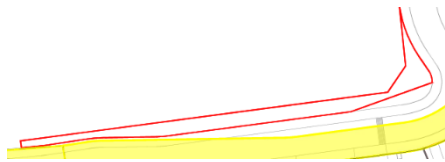


1.

Full map see Appendix A



- Wildflower area – treat as SGB.
- Confirmation of areas to be tended – to shrub line aside and in front of properties.



2.

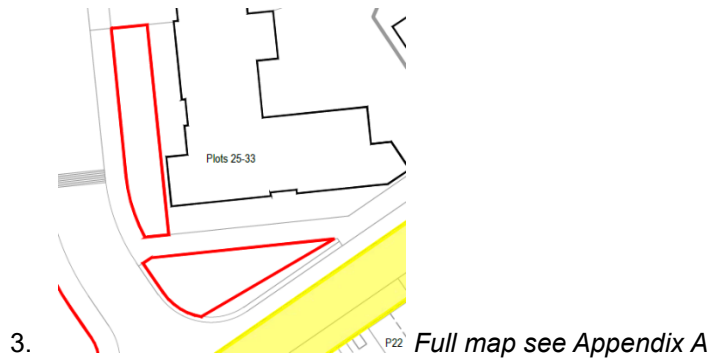
Full map see Appendix A



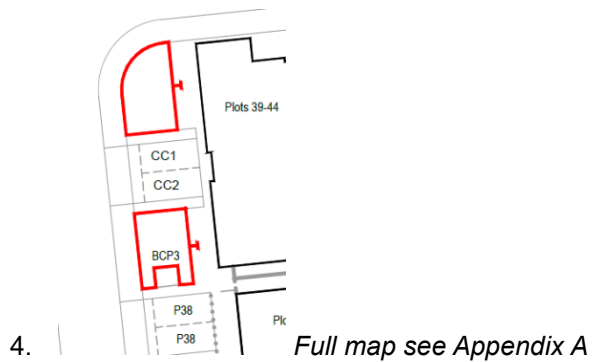
- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

## Hopkins Homes – Maintenance Contract

September 2025



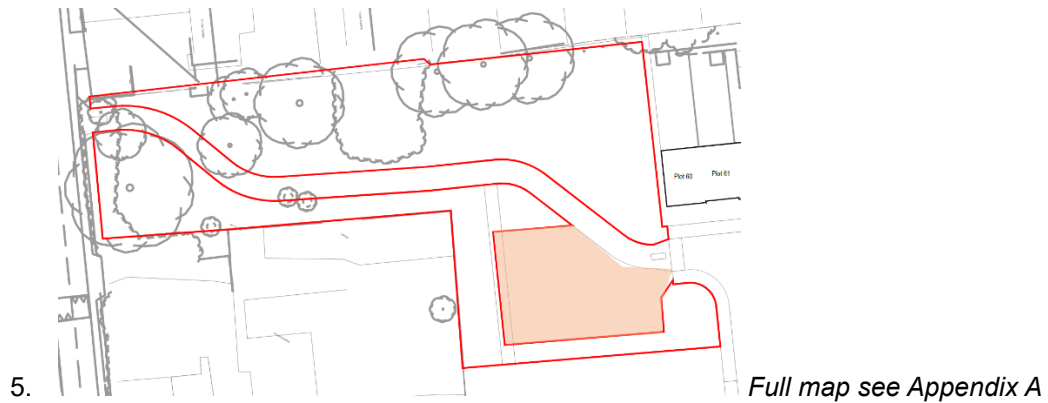
- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Note raised ironworks.

## Hopkins Homes – Maintenance Contract

September 2025



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Note raised ironwork.

*Note: contains area under highways control – shown above in orange not to be included in quote.*

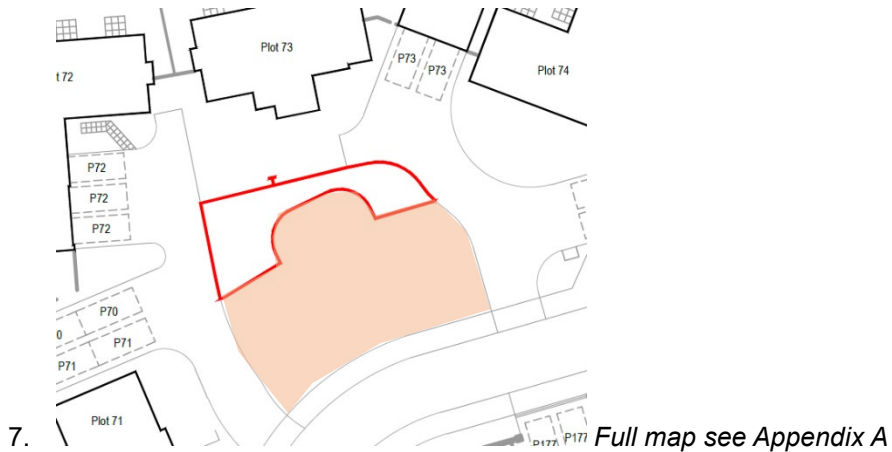


- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Hedge maintained by homeowner.
- Confirmed strip opposite maintained by homeowner.



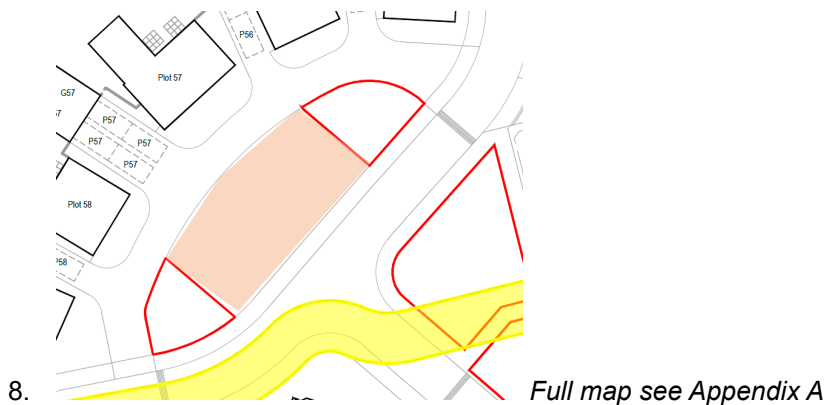
## Hopkins Homes – Maintenance Contract

September 2025



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

*Note: contains area under highways control – shown above in orange.*

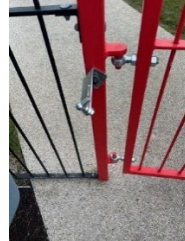
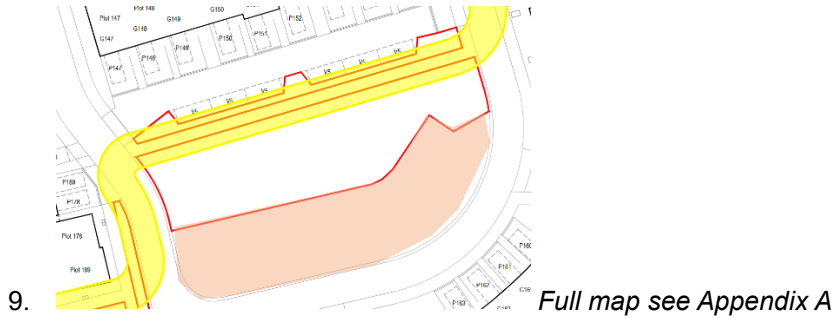


- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

*Note: contains area under highways control – shown above in orange.*

## Hopkins Homes – Maintenance Contract

September 2025



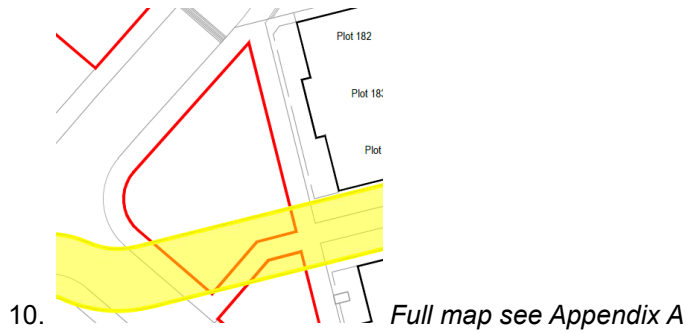
- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Note raised ironworks.

*Note: contains area under highways control – shown above in orange.*

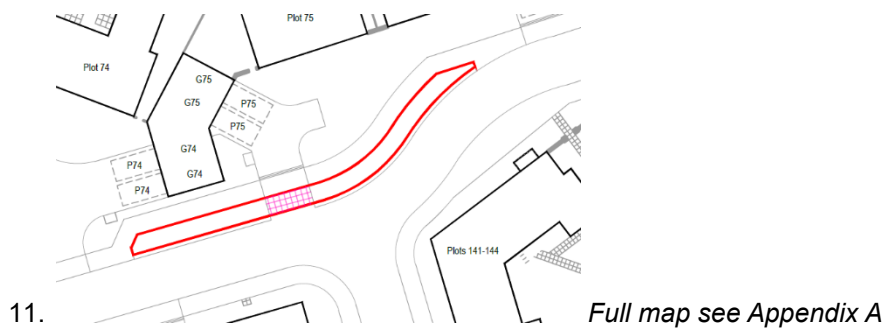


## Hopkins Homes – Maintenance Contract

September 2025



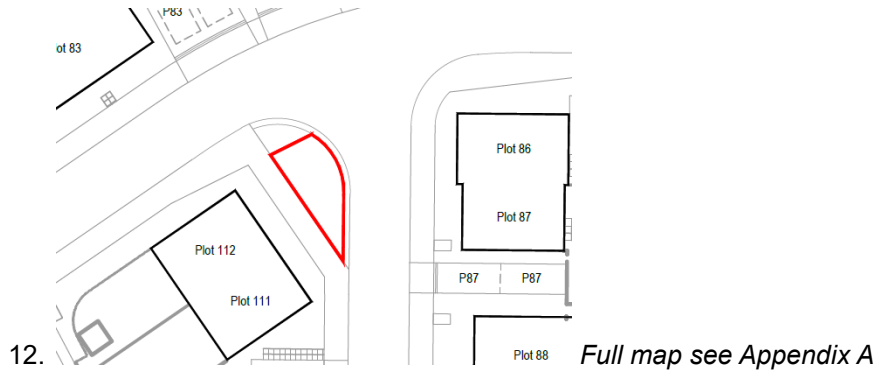
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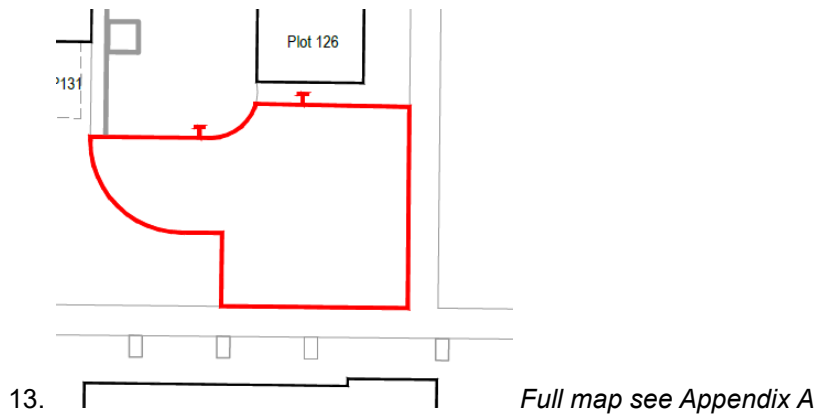
- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

## Hopkins Homes – Maintenance Contract

September 2025



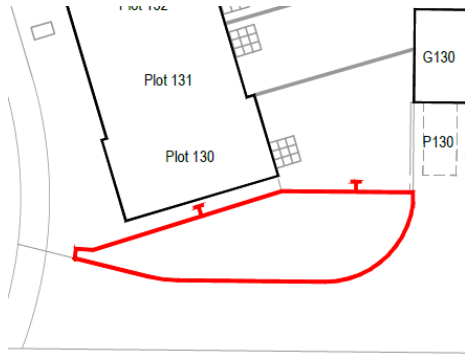
- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Confirmed shrubs along fence line as homeowners.

## Hopkins Homes – Maintenance Contract

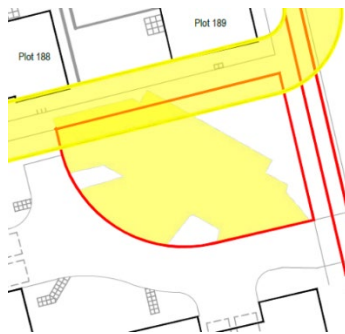
September 2025



14.  Full map see Appendix A



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Confirmed shrubs along fence line as homeowners.



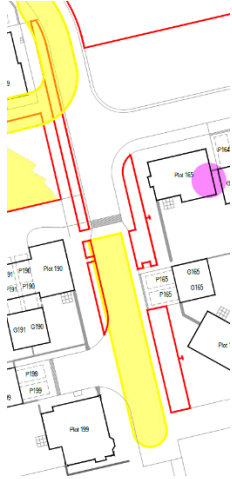
15.  Full map see Appendix A



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

## Hopkins Homes – Maintenance Contract

September 2025

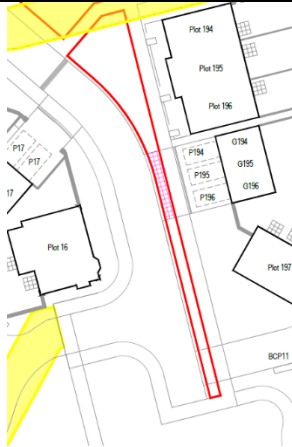


16.

Full map see Appendix A



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Confirmed hedge to belong to homeowners.



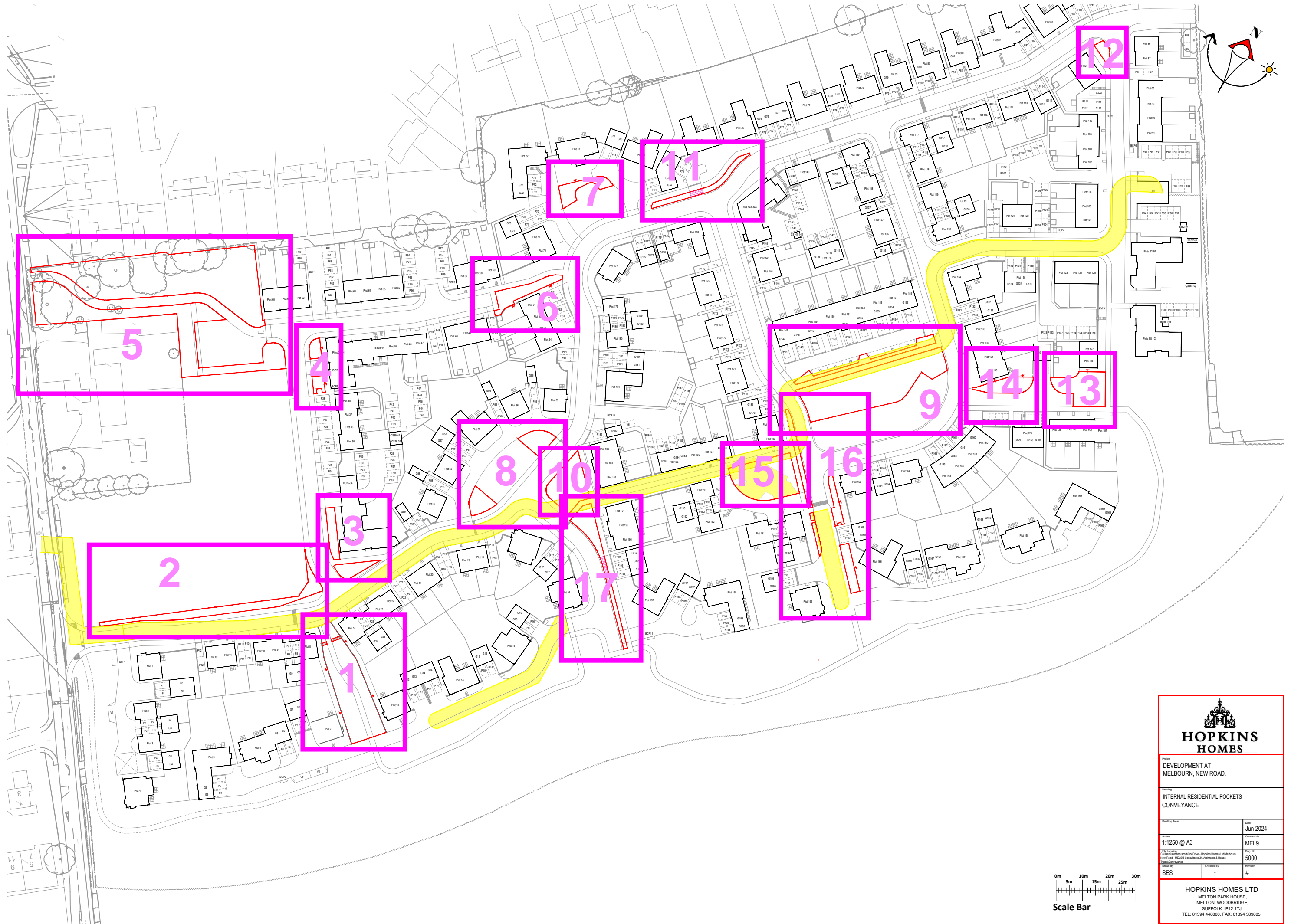
17.


Full map see Appendix A



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).







**HOPKINS  
HOMES**

Project  
**DEVELOPMENT AT  
MELBOURN, NEW ROAD.**

Document  
**INTERNAL RESIDENTIAL POCKETS  
CONVEYANCE**

|  |              |
|--|--------------|
| Drawing Area   | Date         |
| Scale  | Jun 2024     |
| 1:1250 @ A3  | Contract No. |
|  | MEL9         |
| Site Location<br>C:\Users\adam\OneDrive - Hopkins Homes Ltd\Melbourn<br>New Road - MEL93 Consultants\3A Architects & House<br>Types\Conveyance | Drawn By     |
| SES  | 5000         |
| Checked By   | Drawn #      |
| -  |              |

**HOPKINS HOMES LTD**  
MELTON PARK HOUSE,  
MELTON, WOODBRIDGE,  
SUFFOLK. IP12 1TJ  
TEL: 01394 446800. FAX: 01394 389605.



# Herts & Cambs Ground Maintenance Ltd

SUMMER HOUSE FARM NEW ROAD, MELBOURN  
ROYSTON, Hertfordshire, SG8 6DL  
United Kingdom

**Telephone** 07968 365833 **Email** justin@hcgmltd.co.uk

**VAT Registration Number**  
GB 987421972

**Invoice To**

Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn, Royston  
Herts  
SG8 6DZ

**Customer**

Melbourn Parish Council

**Invoice Number** SI-4103

**Invoice Date** 24/10/2025

**Due Date** 23/11/2025

| Description   | Net    | % VAT | VAT   | Total  |
|---|--------|-------|-------|--------|
| Deliver & supply 3 ton of topsoil for Rec & Old Rec | 290.00 | 20.00 | 58.00 | 348.00 |

| VAT Rate                 | Net     | VAT    | Total Net | Total VAT | Total   |
|--------------------------|---------|--------|-----------|-----------|---------|
| Standard 20.00% (20.00%) | £290.00 | £58.00 | 290.00    | 58.00     | £348.00 |

**Notes**

Bank Account Details: -  
Sort Code: 30-97-16  
Account Number: 24993668

**Terms and Conditions**

Payment Terms: Net 30 Days

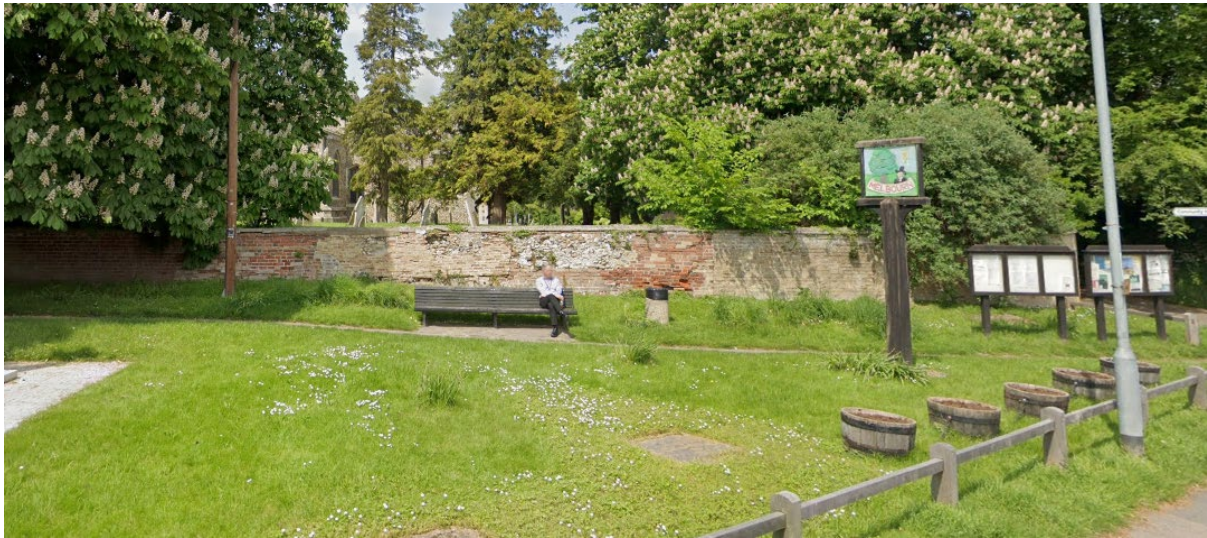


Registered in England and Wales No. 6936328

Registered Address 68c High Street, Bassingbourn, Royston, Herts, SG8 5LF



**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.:—

Melbourn Parish Council  
30 High Street, High Street  
Melbourn  
Royston  
Cambridgeshire  
SG8 6DZ

Date Sent: 30/10/2025

#### Quote Information

Client Ref: 143  
Quote No: 7741  
Surveyor: James Cantle  
Site Ref: 10122  
Order No:

## Quote

**Site Address** Old Rec (scouts hut), The Moor, Melbourn, SG8 6EF

| Item No | Item            | Description Of Work   | Value     |
|---------|-----------------|---|-----------|
| G.1     | London plane x4 | <p>Remove major deadwood throughout the entire crown area (deadwood greater than 25mm in diameter). This will improve safety and the overall appearance of the tree.</p> <p>Notes:</p> <p>All works to be carried out in accordance with BS3998:2010 (Tree Work – Recommendations).</p> <p>All arisings to be removed from site and the area left clean and tidy upon completion.</p> | £1,600.00 |
| T.1     | Ash x2          | <p>Remove major deadwood throughout the entire crown area (deadwood greater than 25mm in diameter). This will improve safety and the overall appearance of the tree.</p> <p>Notes:</p> <p>All works to be carried out in accordance with BS3998:2010 (Tree Work – Recommendations).</p> <p>All arisings to be removed from site and the area left clean and tidy upon completion.</p> | £300.00   |

Total Value: £1,900.00  
VAT (20%): £380.00  
Total Inc VAT: £2,280.00

## Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

Registered Address: 1a Trigg Way, Melbourn, Royston, SG8 6HX

**EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE:** Meeting 19 November

| Details of work required  | Reported by | Notes  | Actions  | WHO? |
|---------------------------|-------------|--|--|------|
| Various Highways reports  | Residents   | Many reports of action required on Highways reporting tool | Watch responses - follow up if not actioned in suitable timeframe.                     | CCC  |
| Memorial bench on New Rec | Cllr        | Ground anchors removed, bench needs re-fixing.             | Wardens to review works. Resident contacted and requested what action should be taken. | MOP  |

| Details of work               | Reported by | Notes   | Actions   | WHO?             |
|-------------------------------|-------------|---|---|------------------|
| Bug hotel                     | Wardens     | Warden would like to build a 'bug hotel' as an addition to the cemeteries and Little Hands car park   | Supplies gathered   | Wardens          |
| Bin replacement               | Office      | Rota of bin replacements across village to be confirmed.  | Ongoing   | Office / Wardens |
| Benches                       | Wardens     | Wardens have highlighted benches that need cleaning / treating.   | Wardens to complete as and when suitable.                           | Wardens          |
| Bus stop                      | Wardens     | Wardens highlighted need to clean and repaint High St bus stop  | Wardens to complete as and when suitable.                           | Wardens          |
| Wild flowers at Moor car park | Cllr        | Wild flowers were supposed to be sown as part of the car park works at The Moor. A season has passed and there is no evidence of the flowers. | Agreed to purchase seed and sow in Autumn 2025 (requested 15/10/25) | Office           |

Letters to residents about encroaching on pathway / roadway

|                  | Number of letters |  |
|------------------|-------------------|--|
| 33 High Street   | 1                 |  |
| 78 High Street   | 1                 |  |
| 69 Beechwood Ave | 4                 | Offered assistance, requested permission to carry out works, With Environment SCDC |
| 123 High Street  | 3                 | Offered assistance - contacted ccc   |
| 7 Norgetts Lane  | 1                 |  |
| 9 Norgetts Lane  | 1                 |  |
| 90 High Street   | 2                 |  |
| 43 High Street   | 2                 | Already actioned.  |
| 14 Victoria Way  | 1                 |  |
| 17 High Street   | 1                 |  |
| 40 Water Lane    | 2                 |  |

| Details of work               | Reported by | Notes   | Actions   | WHO?             |
|-------------------------------|-------------|---|---|------------------|
| Bug hotel                     | Wardens     | Warden would like to build a 'bug hotel' as an addition to the cemeteries and Little Hands car park   | Supplies gathered   | Wardens          |
| Bin replacement               | Office      | Rota of bin replacements across village to be confirmed.  | Ongoing   | Office / Wardens |
| Benches                       | Wardens     | Wardens have highlighted benches that need cleaning / treating.   | Wardens to complete as and when suitable.                           | Wardens          |
| Bus stop                      | Wardens     | Wardens highlighted need to clean and repaint High St bus stop  | Wardens to complete as and when suitable.                           | Wardens          |
| Wild flowers at Moor car park | Cllr        | Wild flowers were supposed to be sown as part of the car park works at The Moor. A season has passed and there is no evidence of the flowers. | Agreed to purchase seed and sow in Autumn 2025 (requested 15/10/25) | Office           |

Letters to residents about encroaching on pathway / roadway

|               | Number of letters |  |
|---------------|-------------------|--|
| High Street   | 1                 |  |
| High Street   | 1                 |  |
| Beechwood Ave | 4                 | Offered assistance, requested permission to carry out works, With Environment SCDC |
| High Street   | 3                 | Offered assistance - contacted ccc   |
| Norgetts Lane | 1                 |  |
| Norgetts Lane | 1                 |  |
| High Street   | 2                 |  |
| High Street   | 2                 | Already actioned.  |
| Victoria Way  | 1                 |  |
| High Street   | 1                 |  |
| Water Lane    | 2                 |  |

**Melbourn Parish Council**  
**Maintenance Committee Report**  
**Prepared by the Responsible Financial Officer (RFO)**  
**Date: December 2025**

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## **1. Introduction**

This report has been generated using the Rialtas Finance System and provides a comprehensive overview of the income and expenditure related to the maintenance of Melbourn Village for the period 01 April 2025 to 31<sup>st</sup> December 2025. This report also includes invoices received in January for a more up to date review. The aim is to support informed decision-making by the Maintenance Committee.

## **2. Report Overview**

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

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

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

## **3. Key Notes.**

- **Maintenance Contract:** The Parish Council has entered into a village maintenance contract, which has helped in streamlining and effectively managing recurring costs. Associated costs have been appropriately distributed among relevant cost centres. Included in the figure is £1,870 for Hopkins this has been used from the Hopkins Homes reserves and does not form part of the budgeted amount.
- **Reporting detail:** By showing the income and subsequent expenditure will allow the committee to see how much each area costs and assess the income and or the community benefit that is derived from our assets.
- **Stockbridge Meadows:** This area was added to the village maintenance contract after the annual budget was approved. Consequently, its associated costs are not reflected in the original budget and will require close monitoring to avoid overspending.
- **Pavillion Boiler:** This was an unplanned repair in July.
- **Reserves Management:** When reviewing expenses, it is important to assess whether they:
  - Fall within the planned budget,
  - Can be covered by any existing reserves held.
  - Or are unplanned.



- **Pavillion:** Income for the pavilion to October was £30.00 Expenditure in maintaining the building £6,723. Alternative use for the pavilion should be considered.
- Weather Conditions have resulted in additional cuts being required in the village.
- It has been put forward as an idea to obtain an updated croyland report for asset maintenance, this has been include in the 2026/27 precept.
- **Tree & Hedge Work:** Unplanned tree works has been overspent whilst the planned was based on a report which has yet to be received /reviewed. This overspend can be offset against the planned underspend as we move into 2026/27 with a clearer objective of what may be needed for planned expenditure.

#### **4. Ongoing Improvements**

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

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

#### **5. Conclusion**

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

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

#### **Prepared by:**

Responsible Financial Officer (RFO)  
Melbourn Parish Council  
December 2025

Maintenance110 Wardens

|                                    | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4000 Salaries & Pensions           | 16,400                 | 19,747                | 3,347                    |                          | 3,347              | 83.0%   |                         |
| 4110 Insurance                     | 480                    | 689                   | 209                      |                          | 209                | 69.7%   |                         |
| 4175 Subcontractors                | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0%    |                         |
| 4230 Van - Tax, MOT, Fuel, Repairs | 1,556                  | 647                   | (909)                    |                          | (909)              | 240.4%  |                         |
| 4235 Wardens Materials             | 286                    | 0                     | (286)                    |                          | (286)              | 0.0%    |                         |
| 4240 Wardens Equipment             | 289                    | 1,539                 | 1,250                    |                          | 1,250              | 18.8%   |                         |
| 4320 Maintenance & Reps- Unplanned | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%    |                         |
| Wardens :- Indirect Expenditure    | 19,011                 | 27,622                | 8,611                    | 0                        | 8,611              | 68.8%   | 0                       |
| Net Expenditure                    | (19,011)               | (27,622)              | (8,611)                  |                          |                    |         |                         |

210 Allotments

|                                    |       |       |         |   |       |        |   |
|------------------------------------|-------|-------|---------|---|-------|--------|---|
| 1200 Allotment Rent received       | 3,231 | 3,154 | (77)    |   |       | 102.5% |   |
| Allotments :- Income               | 3,231 | 3,154 | (77)    |   |       | 102.5% | 0 |
| 4320 Maintenance & Reps- Unplanned | 27    | 538   | 511     |   | 511   | 5.0%   |   |
| 4430 Grounds Maintenance - Planned | 570   | 1,936 | 1,366   |   | 1,366 | 29.4%  |   |
| 4510 Water                         | 571   | 824   | 253     |   | 253   | 69.3%  |   |
| Allotments :- Indirect Expenditure | 1,168 | 3,298 | 2,130   | 0 | 2,130 | 35.4%  | 0 |
| Net Income over Expenditure        | 2,063 | (144) | (2,207) |   |       |        |   |

220 Conservation

|                                      |          |          |          |   |         |        |     |
|--------------------------------------|----------|----------|----------|---|---------|--------|-----|
| 1210 Grass Cutting Contribution      | 3,939    | 3,850    | (89)     |   |         | 102.3% |     |
| Conservation :- Income               | 3,939    | 3,850    | (89)     |   |         | 102.3% | 0   |
| 4000 Salaries & Pensions             | 3,843    | 4,619    | 776      |   | 776     | 83.2%  |     |
| 4175 Subcontractors                  | 2,146    | 3,300    | 1,154    |   | 1,154   | 65.0%  |     |
| 4320 Maintenance & Reps- Unplanned   | 118      | 1,154    | 1,036    |   | 1,036   | 10.2%  |     |
| 4350 Christmas Tree/Plants           | 644      | 1,430    | 786      |   | 786     | 45.0%  | 623 |
| 4360 Tree & Hedge Work - Planned     | 0        | 6,618    | 6,618    |   | 6,618   | 0.0%   |     |
| 4365 Tree & Hedge Work - Unplanned   | 4,577    | 3,546    | (1,031)  |   | (1,031) | 129.1% |     |
| 4370 Project work                    | 796      | 1,026    | 230      |   | 230     | 77.6%  | 308 |
| 4410 Nature Reserve management plan  | 449      | 513      | 64       |   | 64      | 87.5%  |     |
| 4420 Grounds Maintenance - Unplanned | 1,440    | 2,032    | 592      |   | 592     | 70.9%  |     |
| 4430 Grounds Maintenance - Planned   | 1,480    | 0        | (1,480)  |   | (1,480) | 0.0%   |     |
| 4605 Refuse & Dog Bin Collection     | 832      | 641      | (191)    |   | (191)   | 129.8% |     |
| 4635 Village Maintenance Contract    | 15,059   | 17,923   | 2,864    |   | 2,864   | 84.0%  |     |
| Conservation :- Indirect Expenditure | 31,384   | 42,802   | 11,418   | 0 | 11,418  | 73.3%  | 931 |
| Net Income over Expenditure          | (27,445) | (38,952) | (11,507) |   |         |        |     |
| 6000 plus Transfer from EMR          | 931      | 0        | (931)    |   |         |        |     |

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Movement to/(from) Gen Reserve                | (26,514)               | (38,952)              | (12,438)                 |                          |                    |         |                         |
| <u>230 Stockbridge Meadows</u>                |                        |                       |                          |                          |                    |         |                         |
| 4235 Wardens Materials                        | 30                     | 0                     | (30)                     |                          | (30)               | 0.0%    |                         |
| 4320 Maintenance & Reps- Unplanned            | 47                     | 0                     | (47)                     |                          | (47)               | 0.0%    |                         |
| 4635 Village Maintenance Contract             | 663                    | 0                     | (663)                    |                          | (663)              | 0.0%    |                         |
| Stockbridge Meadows :- Indirect Expenditure   | 740                    | 0                     | (740)                    | 0                        | (740)              |         | 0                       |
| Net Expenditure                               | (740)                  | 0                     | 740                      |                          |                    |         |                         |
| <u>250 Cemetery General</u>                   |                        |                       |                          |                          |                    |         |                         |
| 1300 Burial Fees                              | 610                    | 2,000                 | 1,390                    |                          |                    | 30.5%   |                         |
| 1305 Memorials Fees                           | 0                      | 525                   | 525                      |                          |                    | 0.0%    |                         |
| 1310 Internment Fees                          | 0                      | 1,500                 | 1,500                    |                          |                    | 0.0%    |                         |
| Cemetery General :- Income                    | 610                    | 4,025                 | 3,415                    |                          |                    | 15.2%   | 0                       |
| 4505 Electricity                              | (403)                  | 0                     | 403                      |                          | 403                | 0.0%    |                         |
| 4635 Village Maintenance Contract             | 7,289                  | 9,752                 | 2,463                    |                          | 2,463              | 74.7%   |                         |
| Cemetery General :- Indirect Expenditure      | 6,887                  | 9,752                 | 2,866                    | 0                        | 2,866              | 70.6%   | 0                       |
| Net Income over Expenditure                   | (6,277)                | (5,727)               | 550                      |                          |                    |         |                         |
| <u>260 Orchard Road Cemetery</u>              |                        |                       |                          |                          |                    |         |                         |
| 1305 Memorials Fees                           | 100                    | 0                     | (100)                    |                          |                    | 0.0%    |                         |
| 1310 Internment Fees                          | 135                    | 0                     | (135)                    |                          |                    | 0.0%    |                         |
| Orchard Road Cemetery :- Income               | 235                    | 0                     | (235)                    |                          |                    |         | 0                       |
| 4315 Maintenance & Reps - Planned             | 0                      | 175                   | 175                      |                          | 175                | 0.0%    |                         |
| 4430 Grounds Maintenance - Planned            | 0                      | 457                   | 457                      |                          | 457                | 0.0%    |                         |
| 4500 Rates                                    | 265                    | 278                   | 13                       |                          | 13                 | 95.2%   |                         |
| 4505 Electricity                              | 131                    | 221                   | 90                       |                          | 90                 | 59.1%   |                         |
| 4605 Refuse & Dog Bin Collection              | 0                      | 103                   | 103                      |                          | 103                | 0.0%    |                         |
| Orchard Road Cemetery :- Indirect Expenditure | 395                    | 1,234                 | 839                      | 0                        | 839                | 32.0%   | 0                       |
| Net Income over Expenditure                   | (160)                  | (1,234)               | (1,074)                  |                          |                    |         |                         |
| <u>270 New Road Cemetery</u>                  |                        |                       |                          |                          |                    |         |                         |
| 1300 Burial Fees                              | 5,195                  | 0                     | (5,195)                  |                          |                    | 0.0%    |                         |
| 1305 Memorials Fees                           | 1,400                  | 0                     | (1,400)                  |                          |                    | 0.0%    |                         |
| 1310 Internment Fees                          | 1,905                  | 0                     | (1,905)                  |                          |                    | 0.0%    |                         |
| New Road Cemetery :- Income                   | 8,500                  | 0                     | (8,500)                  |                          |                    |         | 0                       |

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4315 Maintenance & Reps - Planned         | 2,350                  | 0                     | (2,350)                  |                          | (2,350)            | 0.0%    | 2,350                   |
| 4420 Grounds Maintenance - Unplanned      | 0                      | 1,026                 | 1,026                    |                          | 1,026              | 0.0%    |                         |
| 4430 Grounds Maintenance - Planned        | 0                      | 2,473                 | 2,473                    |                          | 2,473              | 0.0%    |                         |
| 4500 Rates                                | 810                    | 845                   | 35                       |                          | 35                 | 95.9%   |                         |
| 4510 Water                                | 72                     | 0                     | (72)                     |                          | (72)               | 0.0%    |                         |
| 4605 Refuse & Dog Bin Collection          | 0                      | 146                   | 146                      |                          | 146                | 0.0%    |                         |
| New Road Cemetery :- Indirect Expenditure | 3,233                  | 4,490                 | 1,257                    | 0                        | 1,257              | 72.0%   | 2,350                   |
| Net Income over Expenditure               | 5,267                  | (4,490)               | (9,757)                  |                          |                    |         |                         |
| 6000 plus Transfer from EMR               | 2,350                  | 0                     | (2,350)                  |                          |                    |         |                         |
| Movement to/(from) Gen Reserve            | 7,617                  | (4,490)               | (12,107)                 |                          |                    |         |                         |
| <u>300 Play Areas</u>                     |                        |                       |                          |                          |                    |         |                         |
| 4315 Maintenance & Reps - Planned         | 937                    | 0                     | (937)                    |                          | (937)              | 0.0%    |                         |
| 4320 Maintenance & Reps- Unplanned        | 0                      | 3,357                 | 3,357                    |                          | 3,357              | 0.0%    |                         |
| 4605 Refuse & Dog Bin Collection          | 1,248                  | 2,771                 | 1,523                    |                          | 1,523              | 45.0%   |                         |
| Play Areas :- Indirect Expenditure        | 2,185                  | 6,128                 | 3,943                    | 0                        | 3,943              | 35.7%   | 0                       |
| Net Expenditure                           | (2,185)                | (6,128)               | (3,943)                  |                          |                    |         |                         |
| <u>310 Recreation Ground</u>              |                        |                       |                          |                          |                    |         |                         |
| 1305 Memorials Fees                       | 562                    | 0                     | (562)                    |                          |                    | 0.0%    |                         |
| 1400 Match Fees                           | 2,290                  | 3,350                 | 1,060                    |                          |                    | 68.4%   |                         |
| 1500 Hire of Recreation Grounds           | 765                    | 840                   | 75                       |                          |                    | 91.1%   |                         |
| 1610 Misc Income                          | 646                    | 0                     | (646)                    |                          |                    | 0.0%    |                         |
| Recreation Ground :- Income               | 4,262                  | 4,190                 | (72)                     |                          |                    | 101.7%  | 0                       |
| 4320 Maintenance & Reps- Unplanned        | 704                    | 0                     | (704)                    |                          | (704)              | 0.0%    |                         |
| 4430 Grounds Maintenance - Planned        | 290                    | 3,225                 | 2,935                    |                          | 2,935              | 9.0%    |                         |
| 4505 Electricity                          | 240                    | 518                   | 278                      |                          | 278                | 46.3%   |                         |
| 4510 Water                                | 64                     | 0                     | (64)                     |                          | (64)               | 0.0%    |                         |
| 4605 Refuse & Dog Bin Collection          | 2,704                  | 2,364                 | (340)                    |                          | (340)              | 114.4%  |                         |
| 4635 Village Maintenance Contract         | 4,859                  | 6,502                 | 1,643                    |                          | 1,643              | 74.7%   |                         |
| 4640 Melbourn Dynamo's Power Pitch        | 0                      | 1,970                 | 1,970                    |                          | 1,970              | 0.0%    |                         |
| Recreation Ground :- Indirect Expenditure | 8,861                  | 14,579                | 5,718                    | 0                        | 5,718              | 60.8%   | 0                       |
| Net Income over Expenditure               | (4,598)                | (10,389)              | (5,791)                  |                          |                    |         |                         |
| <u>320 Pavilion</u>                       |                        |                       |                          |                          |                    |         |                         |
| 1550 Hire of Pavilion                     | 30                     | 100                   | 70                       |                          |                    | 30.0%   |                         |
| Pavilion :- Income                        | 30                     | 100                   | 70                       |                          |                    | 30.0%   | 0                       |

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4125 Broadband & Telephone                | 160                    | 177                   | 18                       |                          | 18                 | 90.1%   |                         |
| 4175 Subcontractors                       | 1,208                  | 1,728                 | 521                      |                          | 521                | 69.9%   |                         |
| 4315 Maintenance & Reps - Planned         | 879                    | 2,483                 | 1,604                    |                          | 1,604              | 35.4%   |                         |
| 4320 Maintenance & Reps- Unplanned        | 1,148                  | 513                   | (635)                    |                          | (635)              | 223.7%  |                         |
| 4500 Rates                                | 1,946                  | 2,822                 | 876                      |                          | 876                | 69.0%   |                         |
| 4505 Electricity                          | 1,845                  | 2,587                 | 742                      |                          | 742                | 71.3%   |                         |
| 4510 Water                                | 486                    | 100                   | (386)                    |                          | (386)              | 485.9%  |                         |
| 4605 Refuse & Dog Bin Collection          | 345                    | 417                   | 72                       |                          | 72                 | 82.6%   |                         |
| Pavilion :- Indirect Expenditure          | 8,015                  | 10,827                | 2,812                    | 0                        | 2,812              | 74.0%   | 0                       |
| Net Income over Expenditure               | (7,985)                | (10,727)              | (2,742)                  |                          |                    |         |                         |
| <u>400 Car Park</u>                       |                        |                       |                          |                          |                    |         |                         |
| 4510 Water                                | 119                    | 0                     | (119)                    |                          | (119)              | 0.0%    |                         |
| Car Park :- Indirect Expenditure          | 119                    | 0                     | (119)                    | 0                        | (119)              |         | 0                       |
| Net Expenditure                           | (119)                  | 0                     | 119                      |                          |                    |         |                         |
| <u>410 Fire Engine House</u>              |                        |                       |                          |                          |                    |         |                         |
| 4315 Maintenance & Reps - Planned         | 0                      | 600                   | 600                      |                          | 600                | 0.0%    |                         |
| Fire Engine House :- Indirect Expenditure | 0                      | 600                   | 600                      | 0                        | 600                |         | 0                       |
| Net Expenditure                           | 0                      | (600)                 | (600)                    |                          |                    |         |                         |
| <u>420 Community Hub</u>                  |                        |                       |                          |                          |                    |         |                         |
| 1610 Misc Income                          | 150                    | 0                     | (150)                    |                          |                    | 0.0%    |                         |
| Community Hub :- Income                   | 150                    | 0                     | (150)                    |                          |                    |         | 0                       |
| 4206 Hub Fund redistribution - Heal       | 4,772                  | 0                     | (4,772)                  |                          | (4,772)            | 0.0%    | 4,772                   |
| 4208 S106 Expenditure                     | 3,055                  | 0                     | (3,055)                  |                          | (3,055)            | 0.0%    | 3,172                   |
| 4315 Maintenance & Reps - Planned         | 1,680                  | 5,086                 | 3,406                    |                          | 3,406              | 33.0%   |                         |
| 4320 Maintenance & Reps- Unplanned        | 520                    | 10,000                | 9,480                    |                          | 9,480              | 5.2%    |                         |
| 4505 Electricity                          | 150                    | 0                     | (150)                    |                          | (150)              | 0.0%    |                         |
| 4700 PWLB Interest                        | 14,052                 | 27,340                | 13,288                   |                          | 13,288             | 51.4%   |                         |
| 4705 PWLB Capital                         | 4,226                  | 5,555                 | 1,329                    |                          | 1,329              | 76.1%   |                         |
| Community Hub :- Indirect Expenditure     | 28,455                 | 47,981                | 19,526                   | 0                        | 19,526             | 59.3%   | 7,944                   |
| Net Income over Expenditure               | (28,305)               | (47,981)              | (19,676)                 |                          |                    |         |                         |
| 6000 plus Transfer from EMR               | 7,944                  | 0                     | (7,944)                  |                          |                    |         |                         |
| Movement to/(from) Gen Reserve            | (20,361)               | (47,981)              | (27,620)                 |                          |                    |         |                         |

|                                      | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>510 Highways</u>                  |                        |                       |                          |                          |                    |               |                         |
| 4320 Maintenance & Reps- Unplanned   | 160                    | 0                     | (160)                    |                          | (160)              | 0.0%          |                         |
| 4920 Street Lighting                 | 1,537                  | 1,026                 | (511)                    |                          | (511)              | 149.8%        |                         |
| Highways :- Indirect Expenditure     | <u>1,697</u>           | <u>1,026</u>          | <u>(671)</u>             | <u>0</u>                 | <u>(671)</u>       | <u>165.4%</u> | <u>0</u>                |
| Net Expenditure                      | <u>(1,697)</u>         | <u>(1,026)</u>        | <u>671</u>               |                          |                    |               |                         |
| <u>520 Little Hands</u>              |                        |                       |                          |                          |                    |               |                         |
| 1600 Property Rental Income          | 20,250                 | 27,000                | 6,750                    |                          |                    | 75.0%         |                         |
| Little Hands :- Income               | <u>20,250</u>          | <u>27,000</u>         | <u>6,750</u>             |                          |                    | <u>75.0%</u>  | <u>0</u>                |
| 4175 Subcontractors                  | 1,442                  | 1,756                 | 314                      |                          | 314                | 82.1%         |                         |
| 4315 Maintenance & Reps - Planned    | 1,626                  | 1,129                 | (497)                    |                          | (497)              | 144.0%        |                         |
| 4320 Maintenance & Reps- Unplanned   | 13,741                 | 538                   | (13,203)                 |                          | (13,203)           | 2554.0%       | 12,839                  |
| Little Hands :- Indirect Expenditure | <u>16,809</u>          | <u>3,423</u>          | <u>(13,386)</u>          | <u>0</u>                 | <u>(13,386)</u>    | <u>491.0%</u> | <u>12,839</u>           |
| Net Income over Expenditure          | <u>3,441</u>           | <u>23,577</u>         | <u>20,136</u>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR          | <u>12,839</u>          | <u>0</u>              | <u>(12,839)</u>          |                          |                    |               |                         |
| Movement to/(from) Gen Reserve       | <u>16,281</u>          | <u>23,577</u>         | <u>7,296</u>             |                          |                    |               |                         |
| <u>530 Workshop</u>                  |                        |                       |                          |                          |                    |               |                         |
| 4315 Maintenance & Reps - Planned    | 0                      | 588                   | 588                      |                          | 588                | 0.0%          |                         |
| 4500 Rates                           | 9,543                  | 13,671                | 4,128                    |                          | 4,128              | 69.8%         |                         |
| 4505 Electricity                     | 1,327                  | 2,901                 | 1,574                    |                          | 1,574              | 45.7%         |                         |
| 4510 Water                           | 214                    | 221                   | 7                        |                          | 7                  | 97.0%         |                         |
| 4700 PWLB Interest                   | 2,179                  | 4,986                 | 2,807                    |                          | 2,807              | 43.7%         |                         |
| 4705 PWLB Capital                    | 6,265                  | 11,902                | 5,637                    |                          | 5,637              | 52.6%         |                         |
| Workshop :- Indirect Expenditure     | <u>19,529</u>          | <u>34,269</u>         | <u>14,740</u>            | <u>0</u>                 | <u>14,740</u>      | <u>57.0%</u>  | <u>0</u>                |
| Net Expenditure                      | <u>(19,529)</u>        | <u>(34,269)</u>       | <u>(14,740)</u>          |                          |                    |               |                         |
| Maintenance :- Income                | 41,208                 | 42,319                | 1,111                    |                          |                    | 97.4%         |                         |
| Expenditure                          | 148,486                | 208,031               | 59,545                   | 0                        | 59,545             | 71.4%         |                         |
| Net Income over Expenditure          | <u>(107,278)</u>       | <u>(165,712)</u>      | <u>(58,434)</u>          |                          |                    |               |                         |
| plus Transfer from EMR               | <u>24,064</u>          | <u>0</u>              | <u>(24,064)</u>          |                          |                    |               |                         |
| Movement to/(from) Gen Reserve       | <u>(83,215)</u>        | <u>(165,712)</u>      | <u>(82,497)</u>          |                          |                    |               |                         |

|                                | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income          | 41,208                 | 42,319                | 1,111                    |                          |                    | 97.4%   |                         |
| Expenditure                    | 148,486                | 208,031               | 59,545                   | 0                        | 59,545             | 71.4%   |                         |
| Net Income over Expenditure    | <u>(107,278)</u>       | <u>(165,712)</u>      | <u>(58,434)</u>          |                          |                    |         |                         |
| plus Transfer from EMR         | 24,064                 | 0                     | (24,064)                 |                          |                    |         |                         |
| Movement to/(from) Gen Reserve | <u>(83,215)</u>        | <u>(165,712)</u>      | <u>(82,497)</u>          |                          |                    |         |                         |

# INVOICE

**Steroplast Healthcare limited, Alpha Point, Bradnor Road, Manchester, M22 4TE, England**  
**Tel: 0161 902 3030 Fax: 0161902 3040 Email: [accounts@steroplast.co.uk](mailto:accounts@steroplast.co.uk) web: [www.steroplast.co.uk](http://www.steroplast.co.uk)**

**INVOICE No.**

**SIN195809**

ORDER No.

**SOR179319**

DATE \_\_\_\_\_

**13/01/2026**

|   |                         |  |                             |
|---|-------------------------|--|-----------------------------|
| <b>INVOICE ADDRESS</b><br>Melbourn Parish Council<br>30 High Street<br>Melbourn<br>Royston<br>Cambridgeshire<br>SG8 6DZ |                         | <b>DELIVERY ADDRESS</b><br>Melbourn Parish Council<br>30 High Street<br>Melbourn<br>Royston<br>Cambridgeshire<br>SG8 6DZ |                             |
| <b>ORDER DATE</b><br>13/01/2026   | <b>A/C ID</b><br>MEL008 | <b>CUSTOMER'S ORDER No.</b><br>#19486 R  | <b>TERMS</b><br>NETT 0 DAYS |

| PART ID | DESCRIPTION  | QUANTITY | PRICE  | Disc | TOTAL |
|---------|--|----------|--------|------|-------|
| 1845    | SDN201114<br>iPAD - SMART PADS DUAL ADULT/CHILD<br>CU-iPAD SP1 | 1.00     | 64.950 |      | 64.95 |

|           |       |             |       |           |  |       |   |       |
|-----------|-------|-------------|-------|-----------|--|-------|---|-------|
| CODE      | RATE  | SALES VALUE |       | VAT VALUE |  | GOODS | £ | 64.95 |
| S         | 20.00 | 64.95       |       | 12.99     |  | V.A.T | £ | 12.99 |
| CARRIER   |       | CTNS        | PALL. | WEIGHT    |  |       |   |       |
| DPD Local |       | 1           |       | 1         |  | TOTAL | £ | 77.94 |



Certificate No: GB12/85503

Please make cheques to Steroplast Healthcare Ltd or  
BACS payment to HSBC, Sort Code 40-20-80 Account No. 10104124  
VAT NO: 145077275

QP106 ISSUE 1 APPENDIX 2

**E.%O.E.**  
Tax date as  
invoice date



## Toolstation Copy Invoice

**UID:** XXXXXXXXXX  
**Title:** Mrs  
**First name:** Abigail  
**Last name:** Williams  
**Company:** Melbourn Parish Council

**Order Number:** YWW287778038  
**Placed on:** 2026-01-19 10:15:38  
**Total:** £151.96  
**Operator:** WWW  
**Payment type:** Credit Card

### Addresses

| Contact  | Delivery   | Payment  |
|--|--|--|
| 30<br>High Street<br>Melbourn<br>Cambridgeshire<br>SG8 6DZ<br>United Kingdom | Toolstation Royston<br>Unit 4, Royston Gateway Trade Park<br>Darlington Road, Royston Gateway<br>Royston<br>Hertfordshire<br>SG8 5PF<br>United Kingdom | 30<br>High Street<br>Melbourn<br>Cambridgeshire<br>SG8 6DZ<br>United Kingdom |

### Items

| Code               | Items  | Qty | Price  | Totals | VAT Band |
|--------------------|--|-----|--------|--------|----------|
| <b>YWW28777803</b> |  |     |        |        |          |
| AH780              | Scruffs Worker Trousers Black 40" R                    | 1   | 28.98  | 28.98  | 5        |
| 37438              | Hawksmoor 18V Cordless Mini Pruning Chainsaw 1 x 4.0Ah | 1   | 122.98 | 122.98 | 5        |
| 00037              | Next Business Day Collection                           | 1   | 0.00   | 0.00   | 5        |

### Company Information

Toolstation Ltd  
www.toolstation.com  
0808 100 7-2-11 or 0330 333 3303 (mobile friendly)

Toolstation, Express Park, Bridgwater, Somerset,  
TA6 4RN, United Kingdom

### VAT Analysis

| Band | Rate | Net            | VAT           | Total          |
|------|------|----------------|---------------|----------------|
| 5    | 20%  | £126.63        | £25.33        | £151.96        |
|      |      | <b>£126.63</b> | <b>£25.33</b> | <b>£151.96</b> |

Any questions? Check out our FAQs for answers, or visit our Returns page to learn more about our 30-Day Money Back Guarantee.  
Registered in England: 4372131, Toolstation Ltd, Ryehill House, Rye Hill Close, Lodge Farm Industrial Estate, Northampton, NN5 7UA

VAT Number: 408 5567 37

# Monthly water situation report: East Anglia

## 1 Summary - December 2025

East Anglia rainfall for December 2025 ranged from 69% to 113% of the long term average for the month, with the wettest catchment being The Upper Bedford Ouse. The area soil moisture deficit reduced by 11mm from November 2025 to December 2025. For the majority of rivers, the flow for December 2025, when calculated as an average for the month was greater than the flow for November 2025. River flows ranged between 37% and 138% of the long term average. Groundwater levels have continued to increase with the majority of sites reporting an increase from November 2025 to December 2025. Public water supply reservoirs within East Anglia finished December 2025 with levels ranging from 54% to 86% of full storage capacity. Two reservoirs Alton and Ardeleigh ended the month with levels at or above their respective normal operating curves.

### 1.1 Rainfall

December 2025 rainfall totals across East Anglia ranged from 69% to 113% of the long term average [LTA] for the month. The Upper Bedford Ouse recorded the highest rainfall totals of 72mm. Central Area Fenland and the NW Norfolk and Wissey catchments recorded the second highest rainfall totals of 51mm. The average rainfall across East Anglia for December 2025 was 47mm, which is 81% of the historic LTA and considered normal for the time of year. All catchments across East Anglia recorded normal rainfall in December 2025. Over the past 3 months' rainfall has been approximately average with most months receiving normal rainfall. November 2025 was an exceptionally wet month with Central Area Fenland receiving 11mm of rainfall which is 196% of the LTA.

### 1.2 Soil moisture deficit and recharge

The soil moisture deficit [SMD] for East Anglia at the end of December 2025 was 17mm. The SMD has continued to decrease from November 2025 at 28mm following normal rainfall in December 2025. SMD across East Anglia ranged from 10mm-40mm, with the Lower Bedford Ouse and Cam having the lowest soil moisture deficit in the East Anglia area.

### 1.3 River flows

Following average December rainfall in nearly all catchments, the majority of river flow report sites recorded increases in month mean flows from November to December 2025. Exceptions include the rivers Cam and Yare which saw a slight drop in flows from November to December. River flows ranged between, 37% and 138% of the LTA. Heacham recorded 37% of the LTA which is considered notably low for the time of year. The River Tove recorded

138% of the LTA which is considered above normal for the time of year. All other river flow report sites recorded normal or below normal flows for the time of year.

## 1.4 Groundwater levels

Groundwater levels have continued to increase with the majority of sites reporting an increase from November 2025 to December 2025. The majority of report sites ended December 2025 with groundwater levels categorised as normal or below normal for the time of year. Therfield Rectory, North Hertfordshire, continues to be atypical for the area, with above normal groundwater levels for the time of year. This is likely to be the result of a locally exceptional recharge season, with the September 2024 to February 2025 rainfall in the Upper Bedford Ouse catchment being the fifth wettest September to February rainfall total on record (1871-2025) for that catchment.

## 1.5 Reservoir stocks

Public water supply reservoirs within East Anglia finished December 2025 with levels ranging from 54% to 86% of full storage capacity. Alton and Ardleigh reservoirs ended the month with levels at or above their respective normal operating curves. Grafham, Abberton and Hanningfield reservoirs ended the month with levels below their respective normal operating curves.

## 1.6 Forward look

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

The river flow projections for the Bedford Ouse, show a higher probability of normal to below normal flow for March 2026. This probability is similar for Ely Ouse, Ivel and Ouse flow projections for March 2026. The Kym shows a higher probability of normal to notably low flow for March 2026. River flow projections for June 2026 show an approximate 50% or greater probability of normal flows at most forecast sites. The Ely Ouse shows greater than 50% probability of normal to below normal flows for June 2026..

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

The groundwater projection maps for March 2026 shows a high probability of below normal, notably low and exceptionally low ground water levels at most forecast sites. The Therfield Rectory groundwater level is predicted to be normal to above normal by March 2026. The groundwater projections for September 2026 give a high probability of most forecast sites having below normal or lower groundwater levels. Therfield Rectory is expected to stay within the normal range for September 2026.

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

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

\*[SMD]: soil moisture deficits

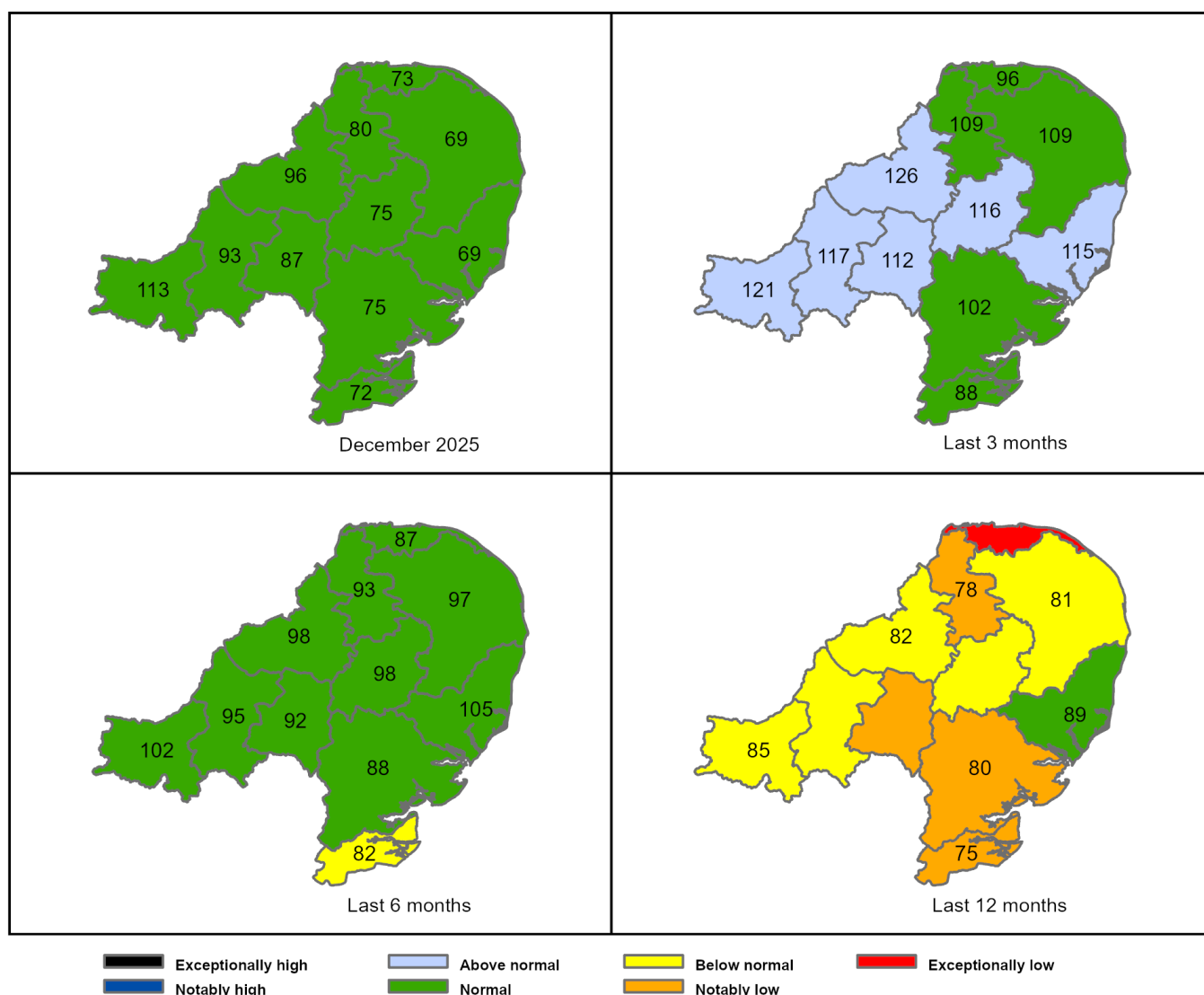
\*[LTA]: long term average

Contact Details: 03708 506 506

## 2 Rainfall

### 2.1 Rainfall map

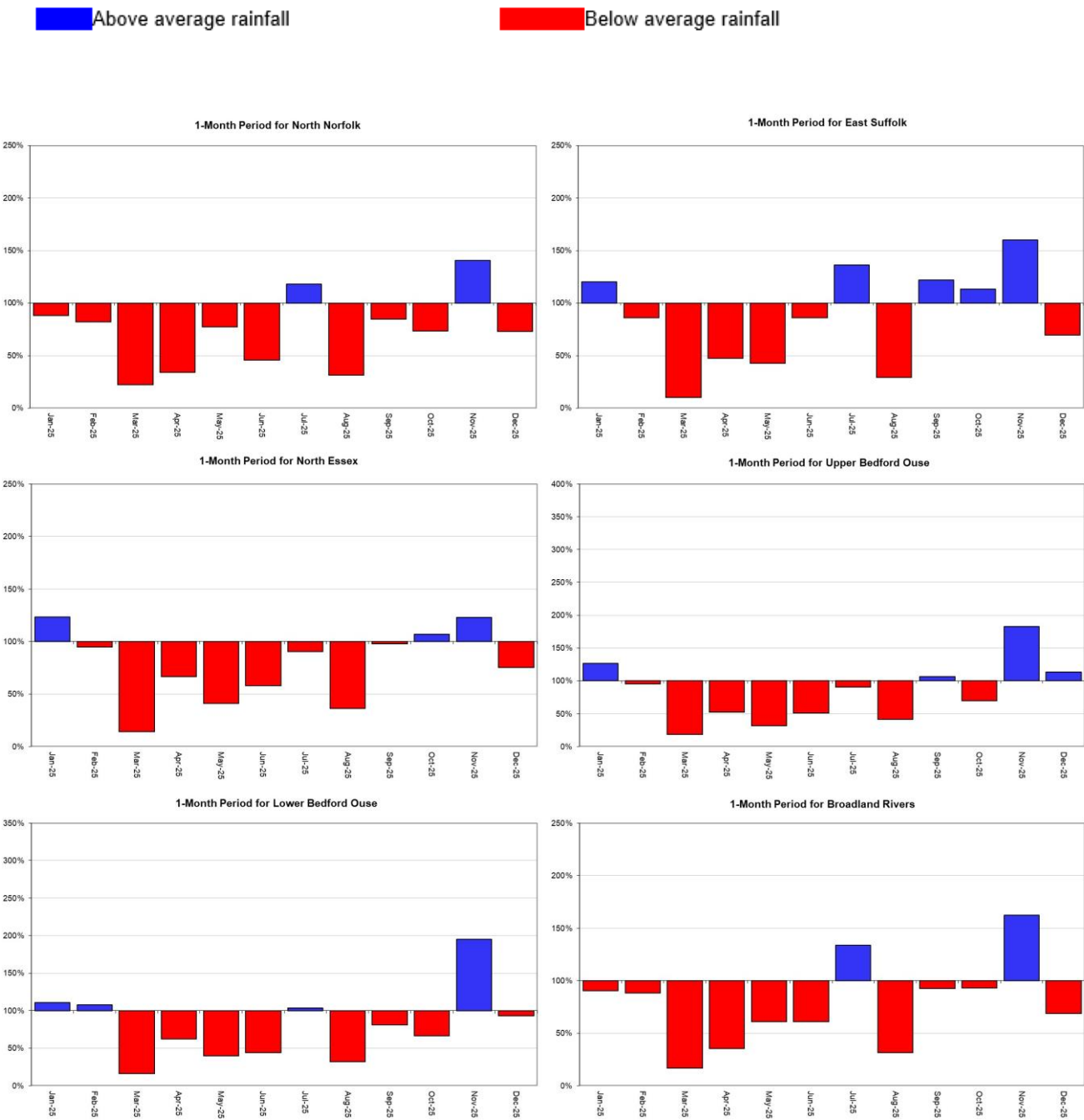
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 December 2025), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic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

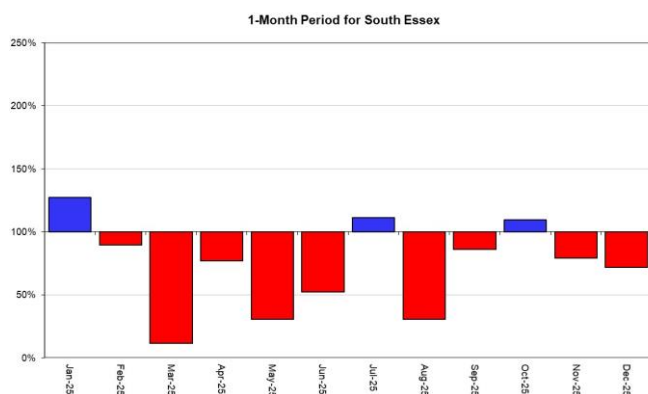
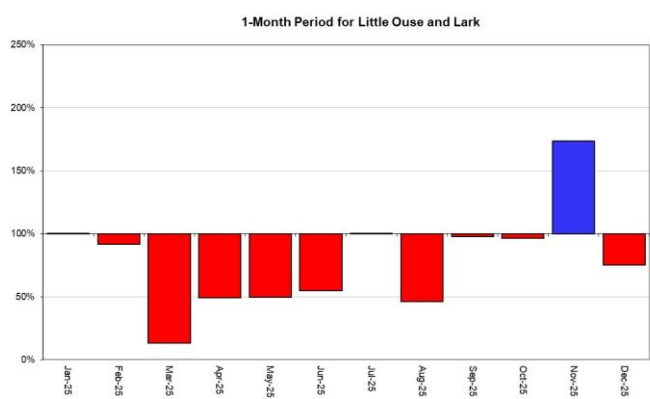
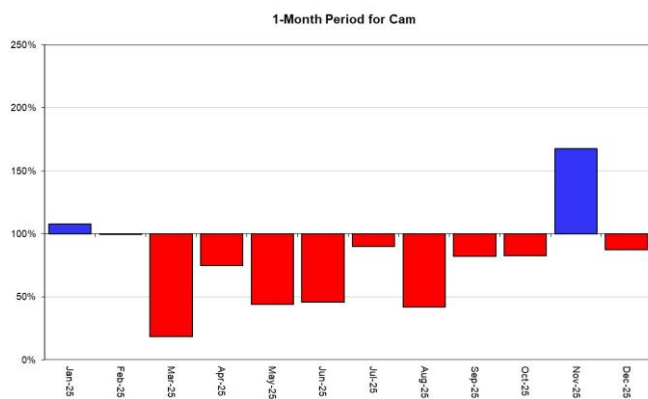
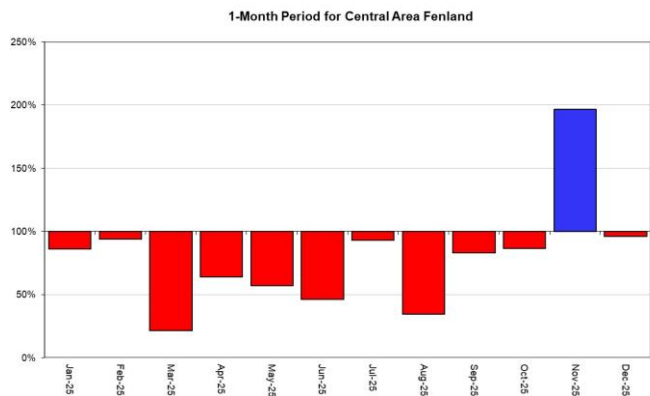
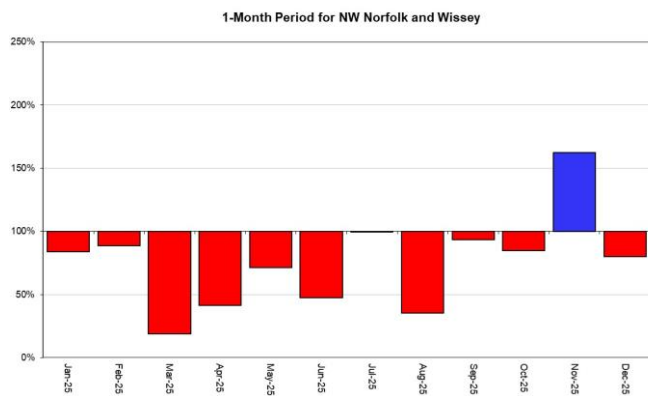


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2026). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2026.

## 2.2 Rainfall charts

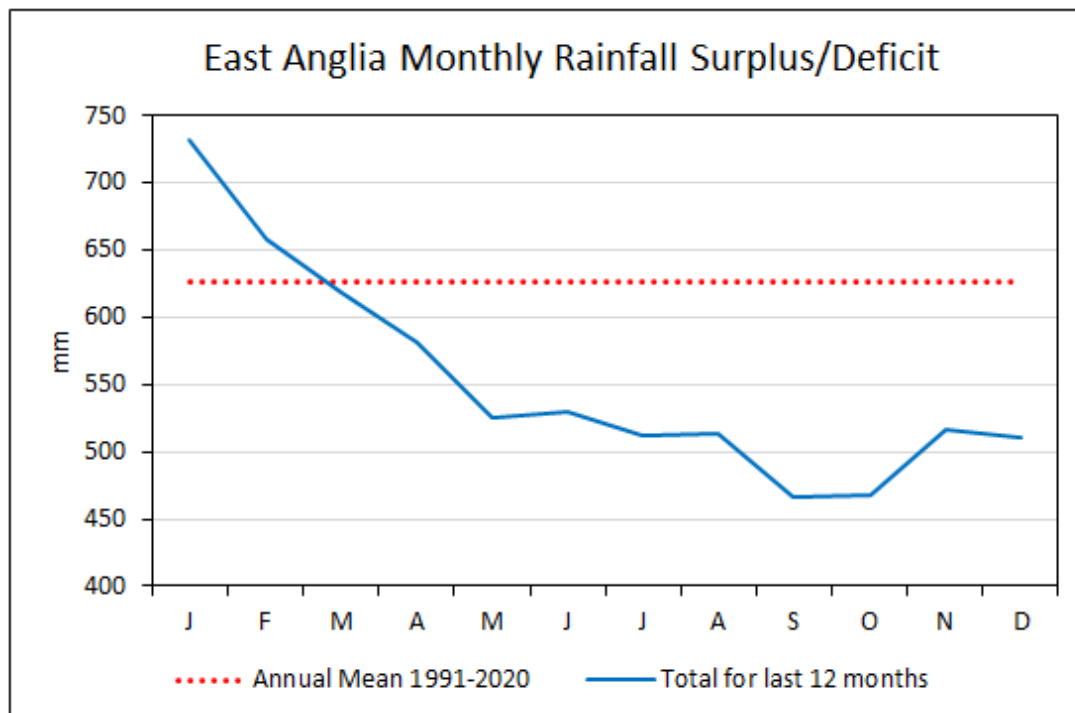
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1991 to 2020 long term average for each region and for England.





HadUK rainfall data. (Source: Met Office. Crown copyright, 2026).

## 2.3 Monthly rainfall surplus deficit chart



HadUK rainfall data. (Source: Met Office. Crown copyright, 2026).



## 3 Soil moisture deficit

### 3.1 Soil moisture deficit map

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

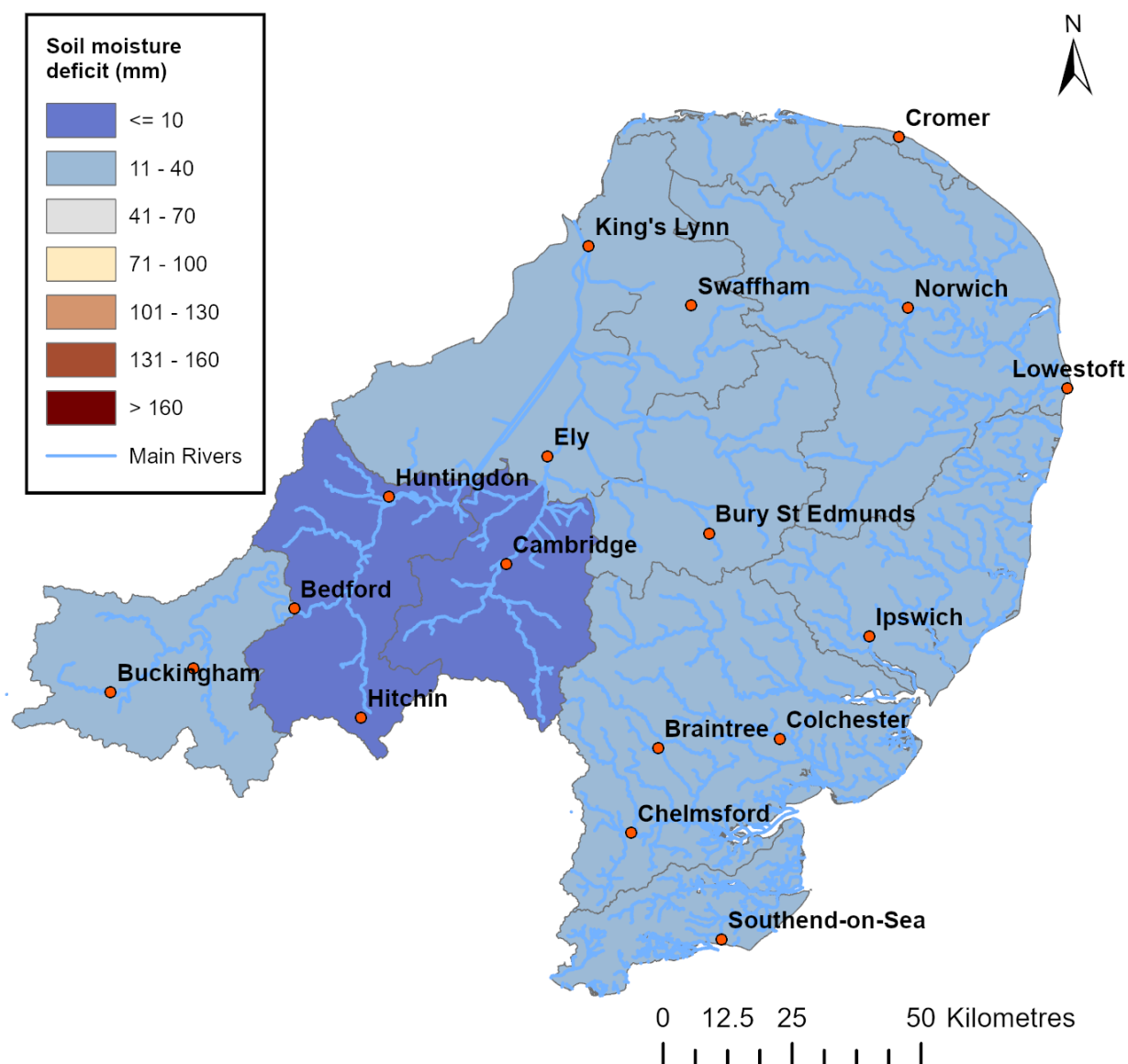
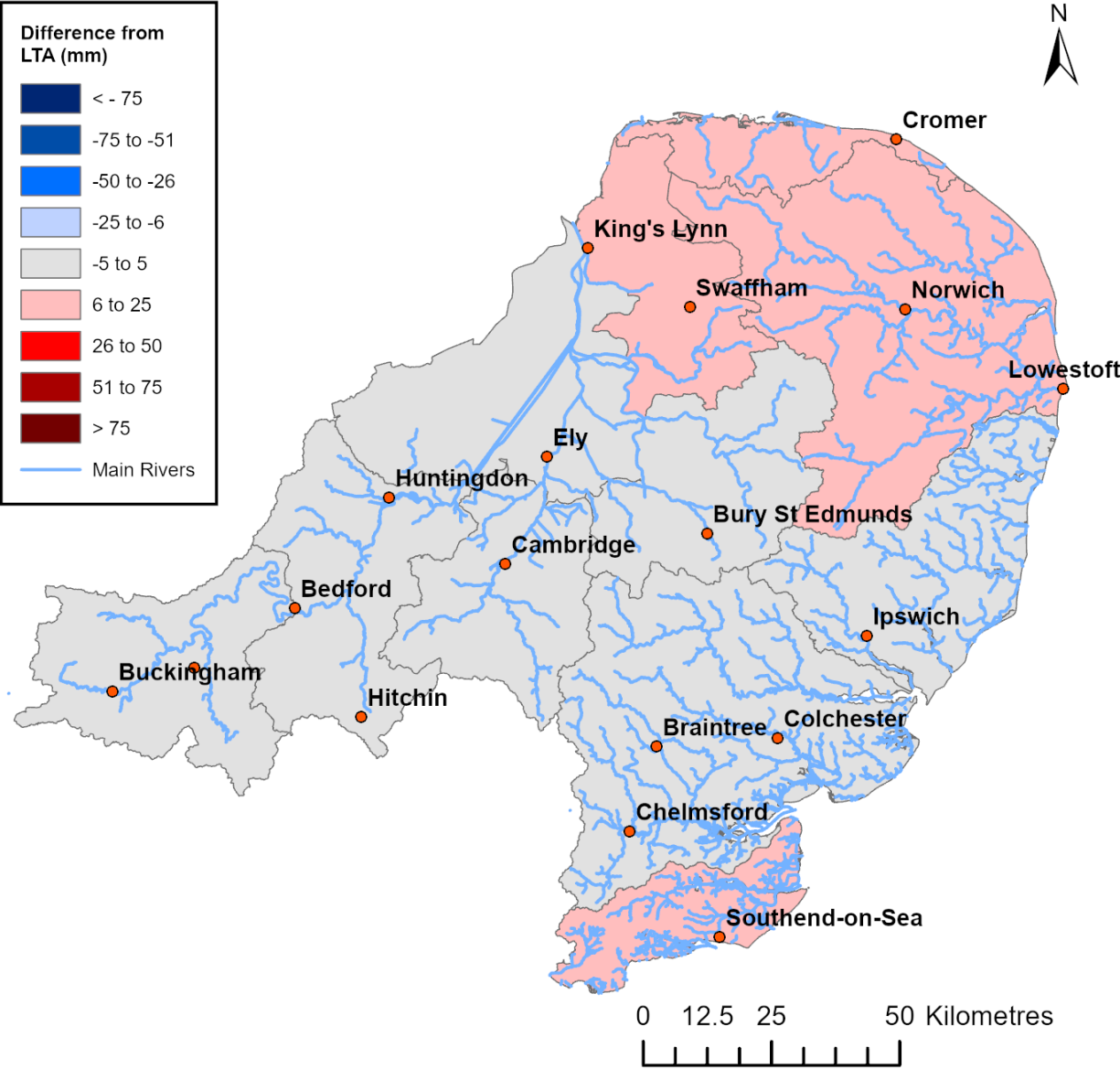


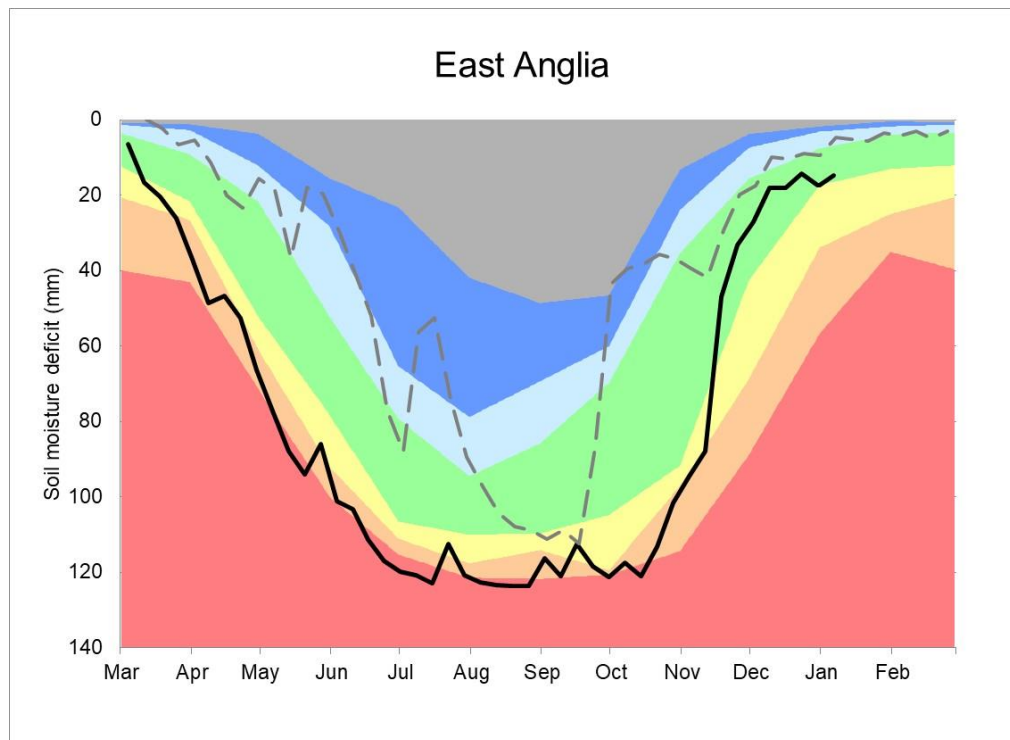
Figure 3.2: Difference between soil moisture deficit values for 31 December 2025 and the long term average soil moisture deficit values for the end of December. Values based on the weekly MORECS data for real land use.



(Source: Met Office. Crown copyright, 2026). All rights reserved. Environment Agency, 100024198, 2026.

### 3.2 Soil moisture deficit charts

Figure 3.2: Latest soil moisture deficit compared to an analysis of historic 1991 to 2020 long term data set. Weekly MORECS data for real land use.

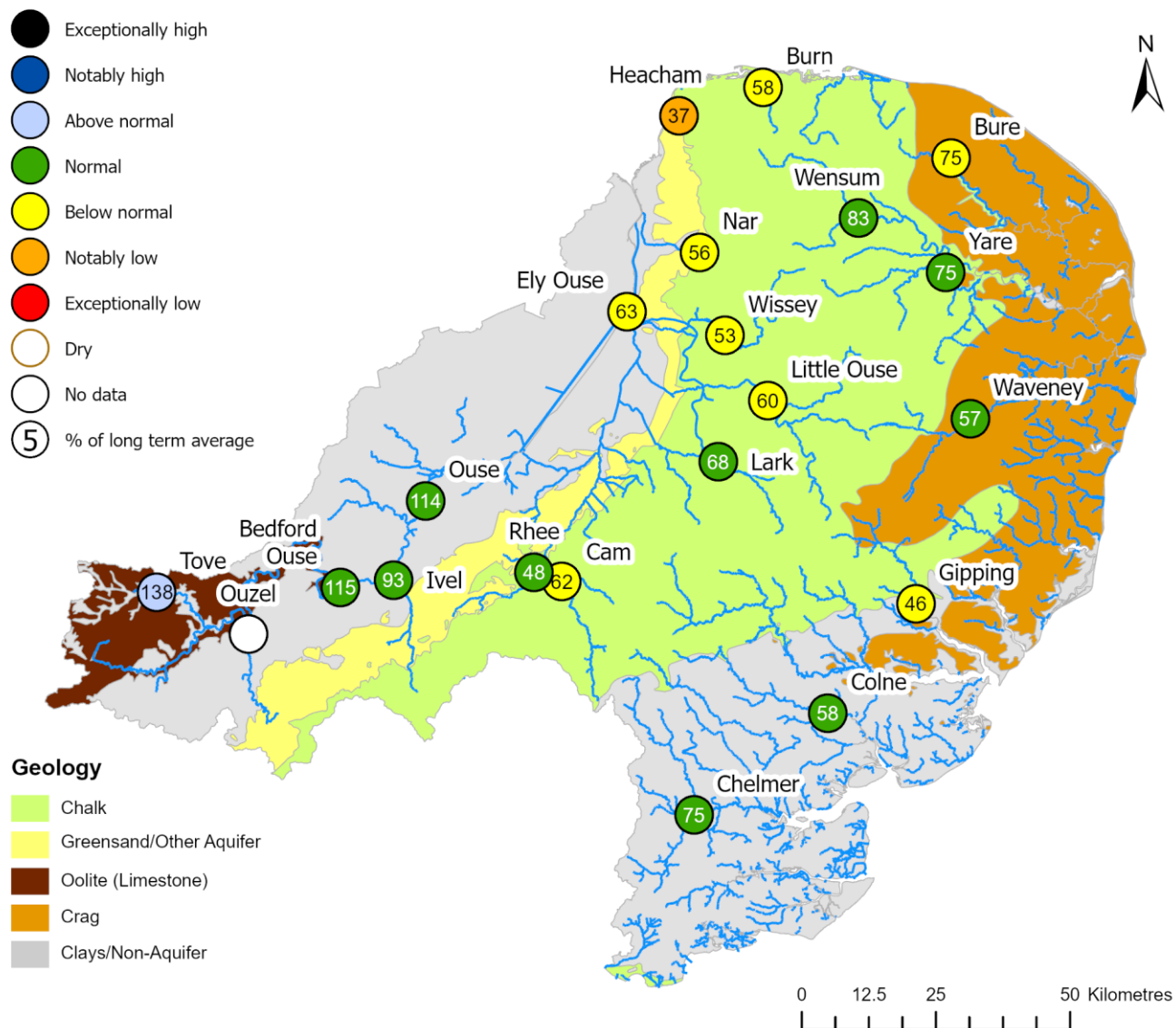


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## 4 River flows

### 4.1 River flows map

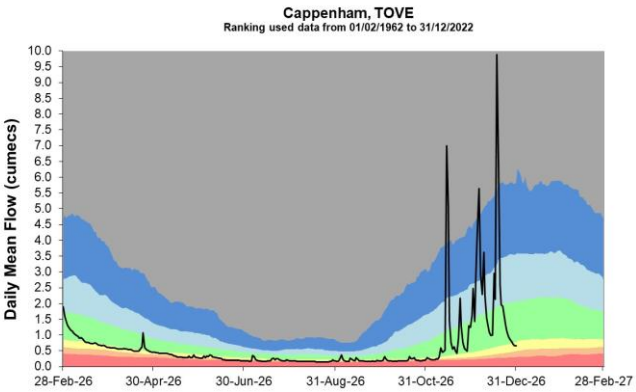
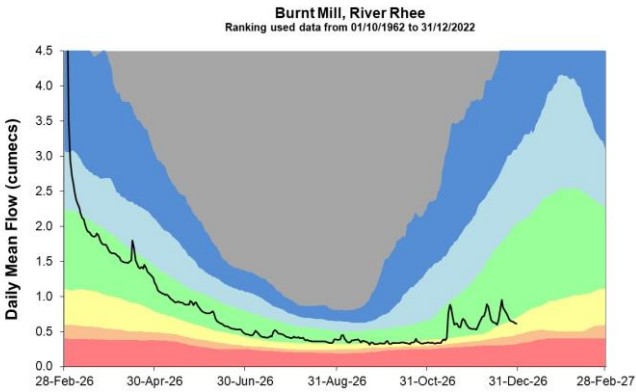
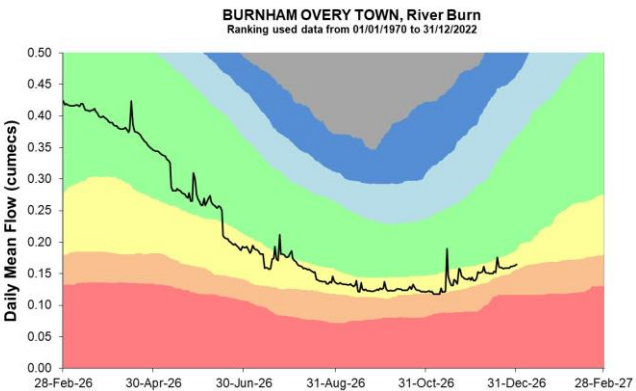
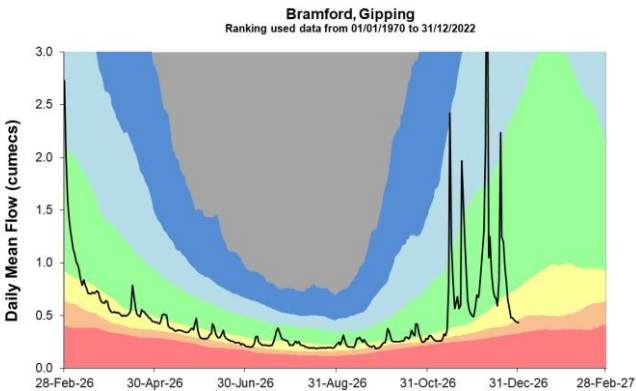
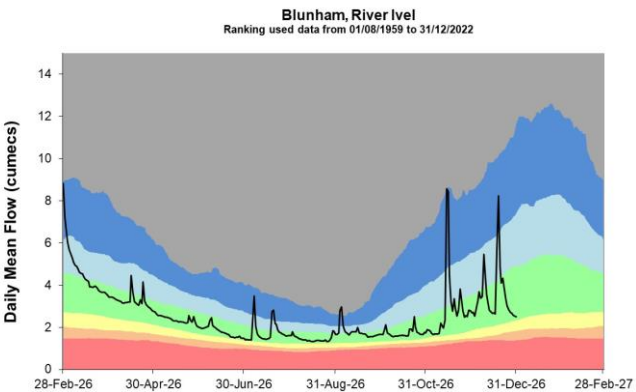
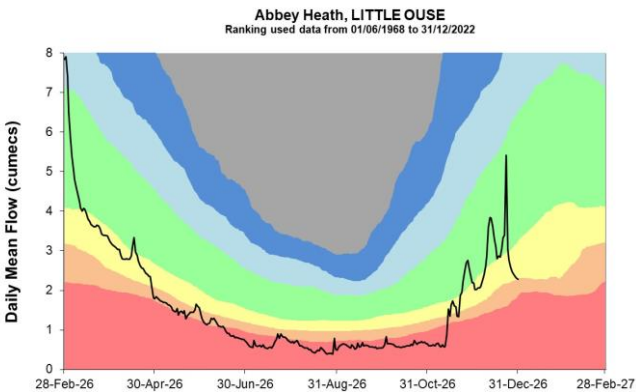
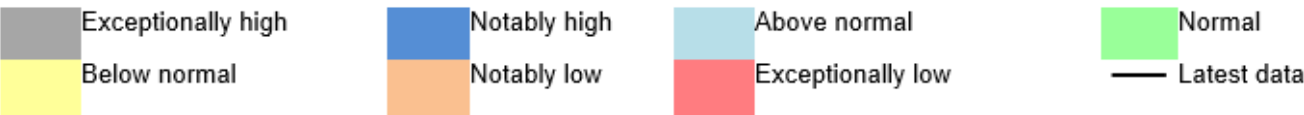
Figure 4.1: Monthly mean river flow for indicator sites for December 2025, expressed as a percentage of the respective long term average and classed relative to an analysis of historic December monthly means Table available in the appendices with detailed information.



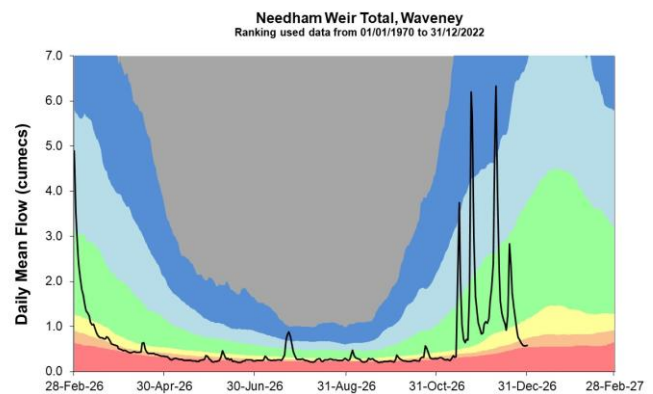
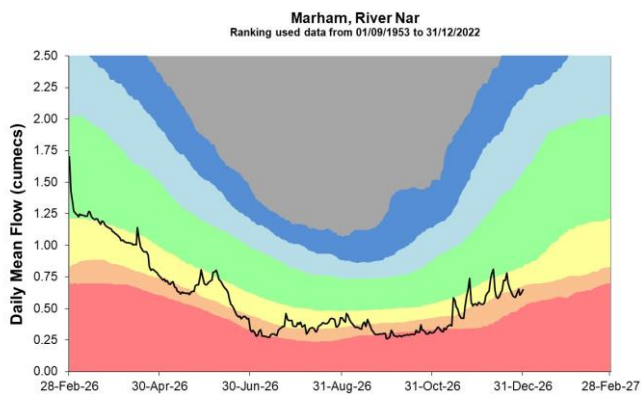
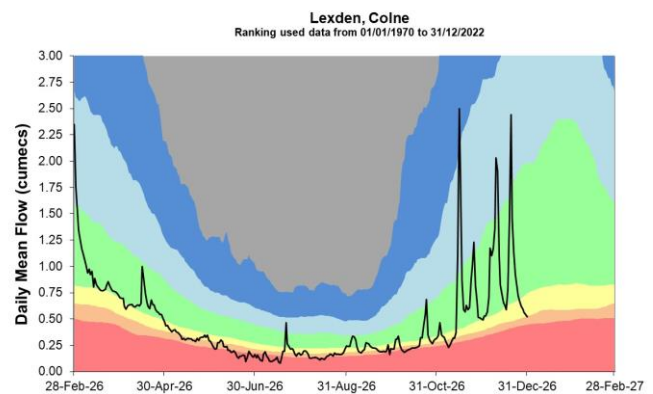
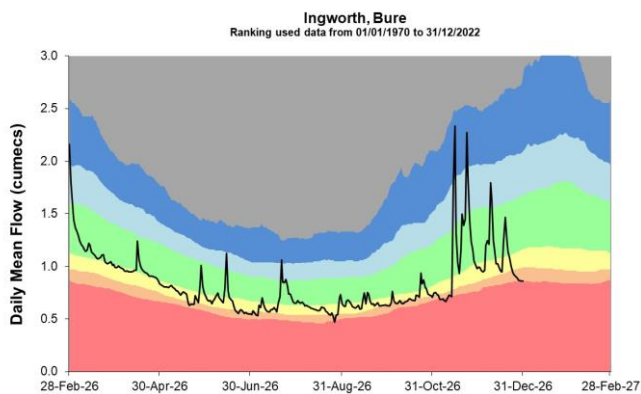
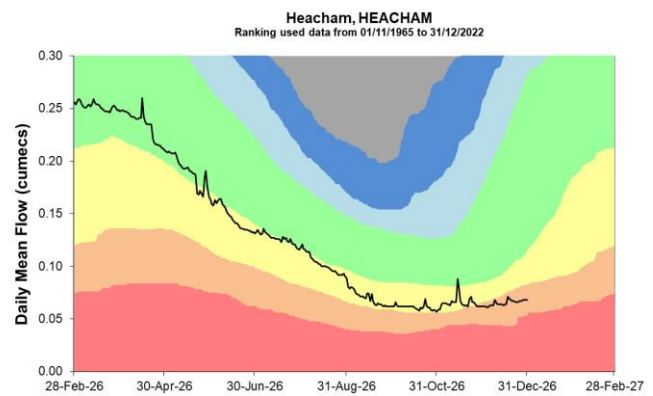
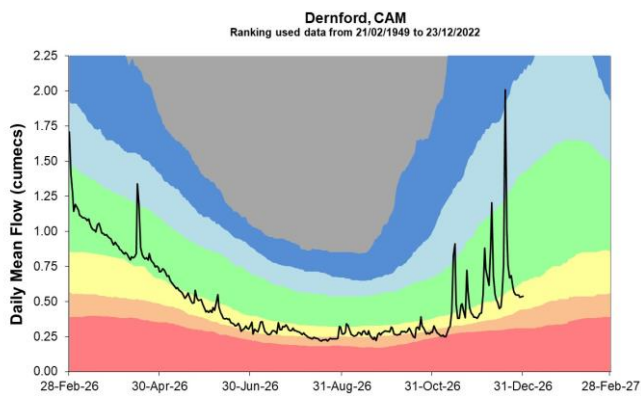
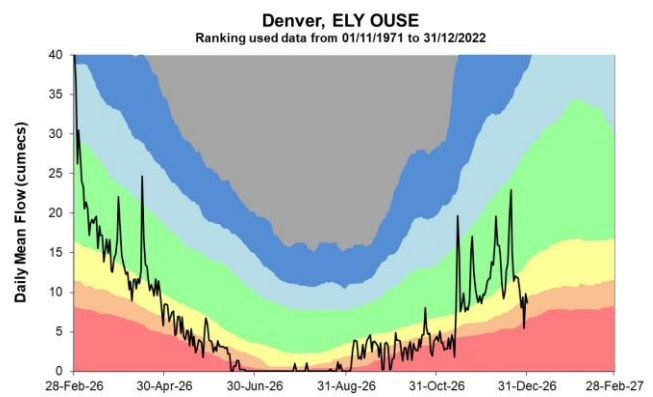
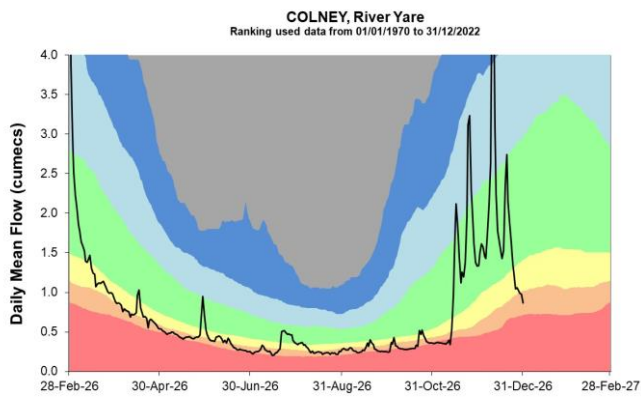
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2026.

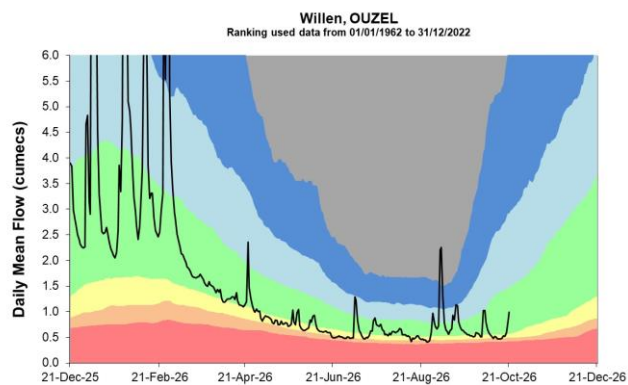
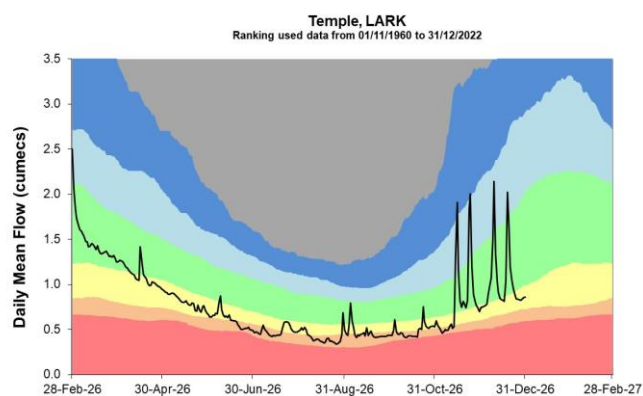
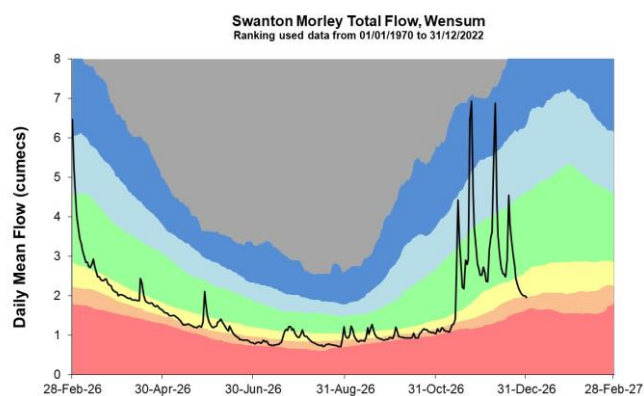
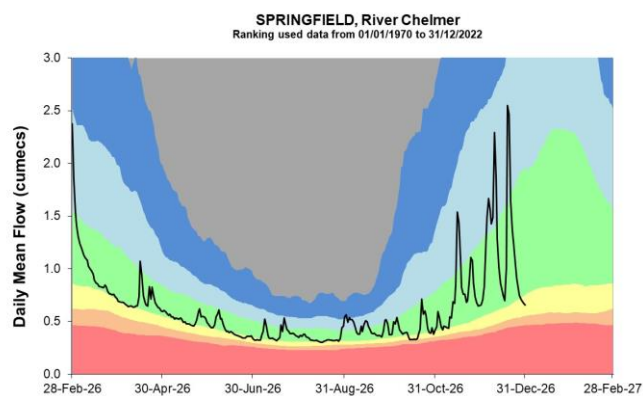
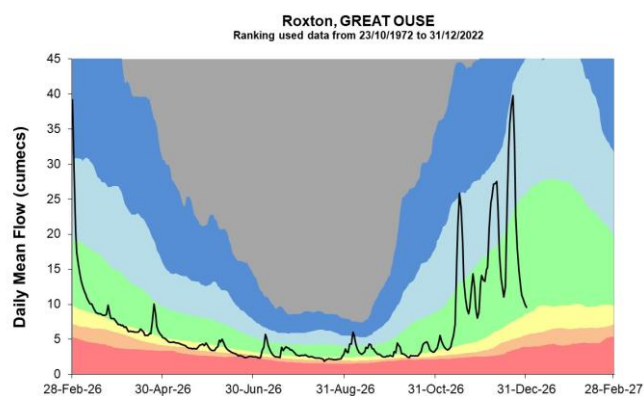
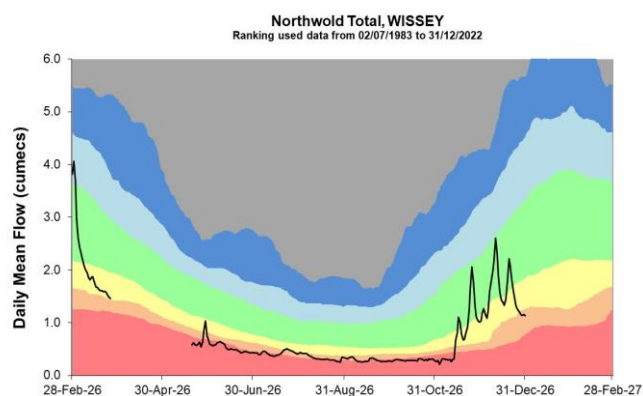
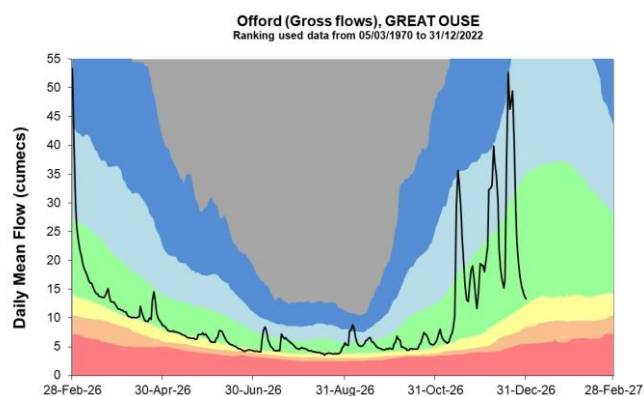
4.2 River flow charts

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







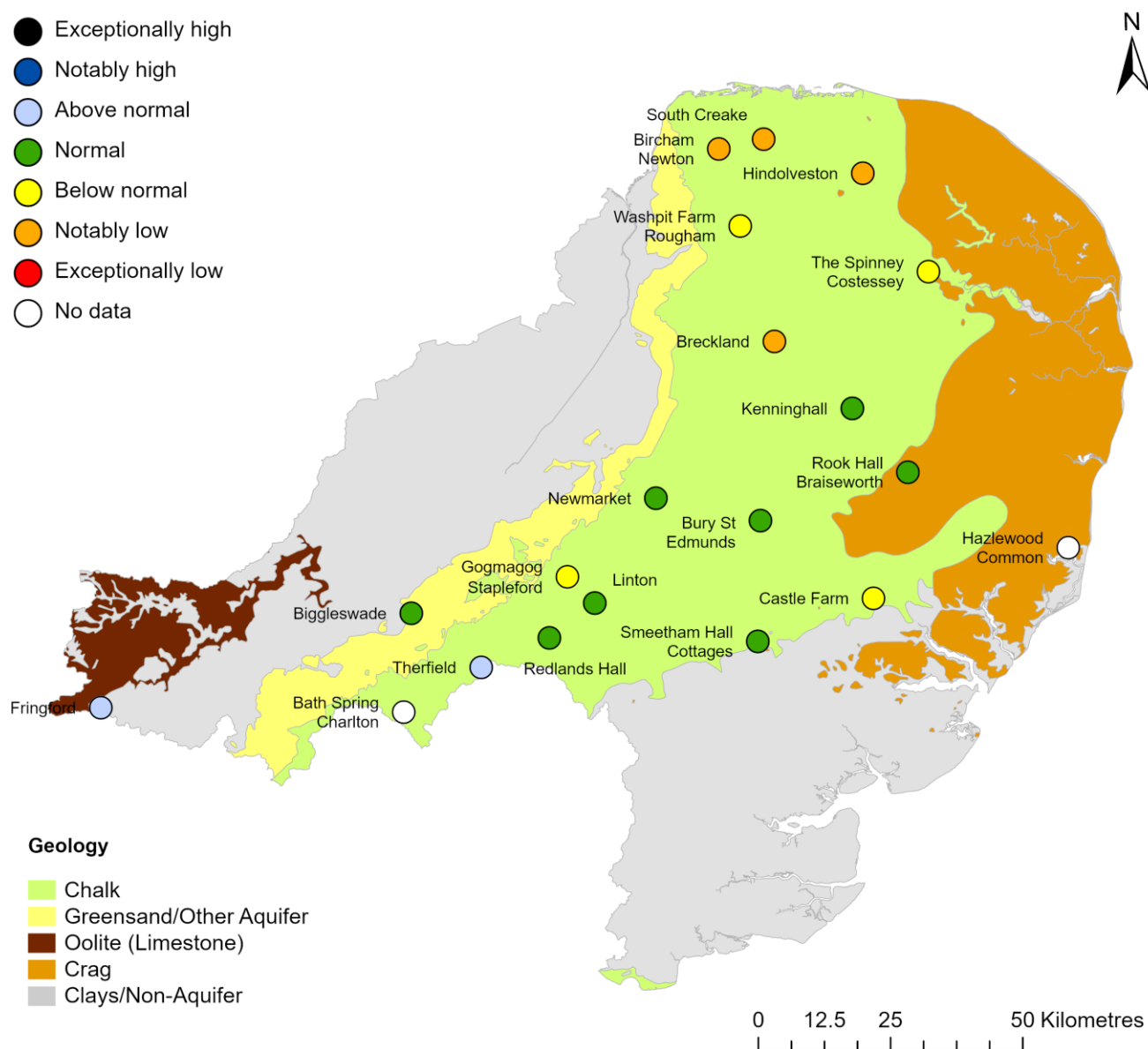


Source: Environment Agency.

## 5 Groundwater levels

### 5.1 Groundwater levels map

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

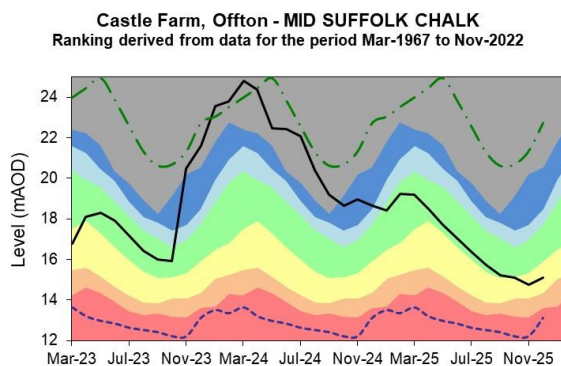
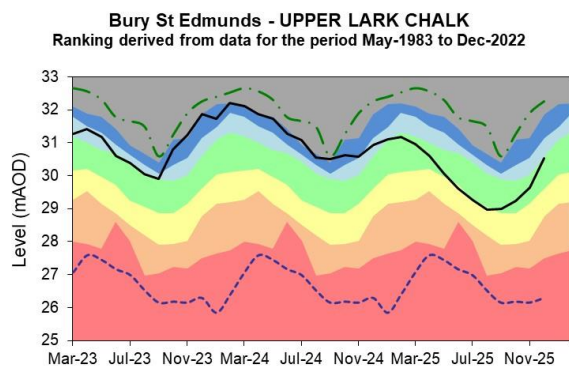
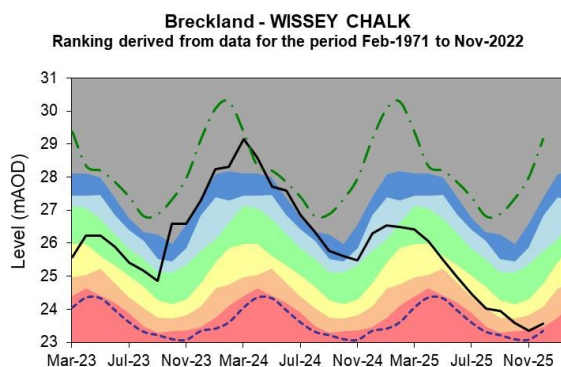
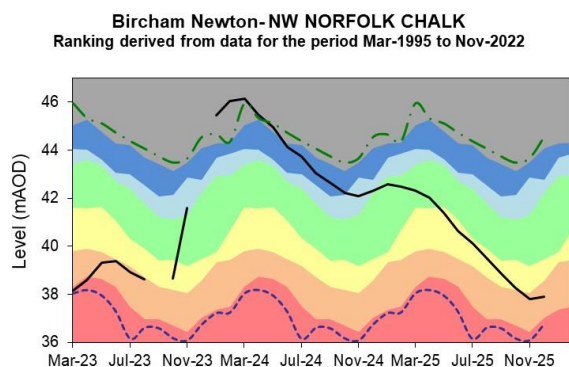
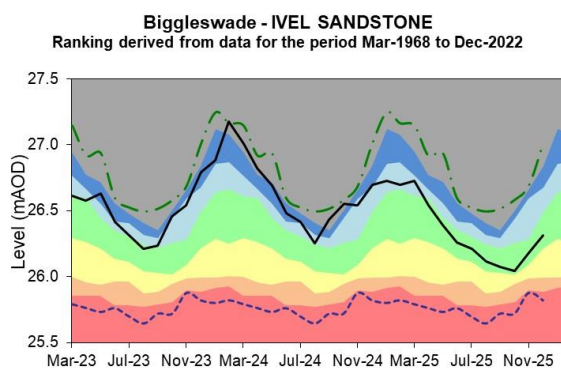
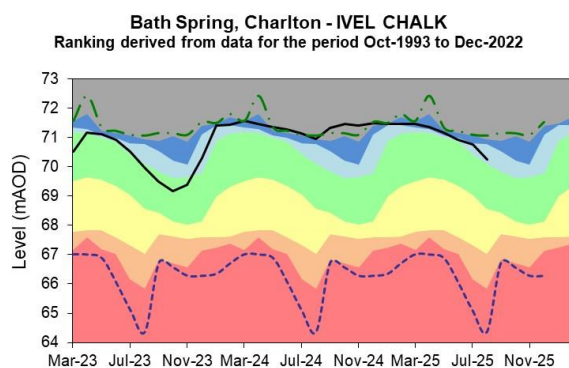
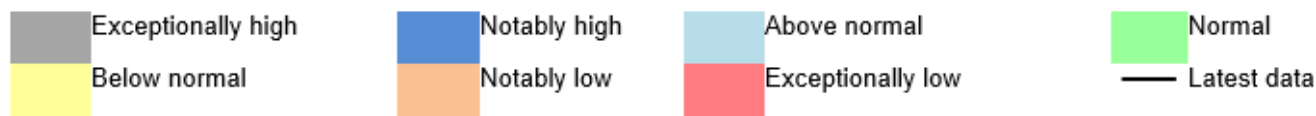


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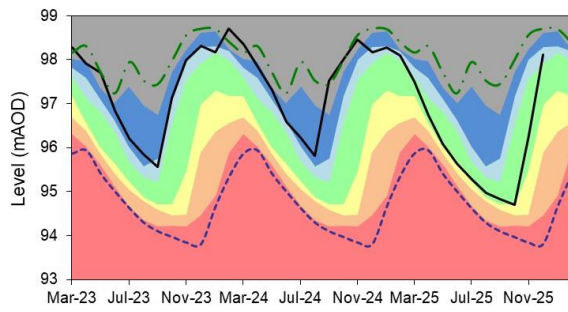


## 5.2 Groundwater level charts

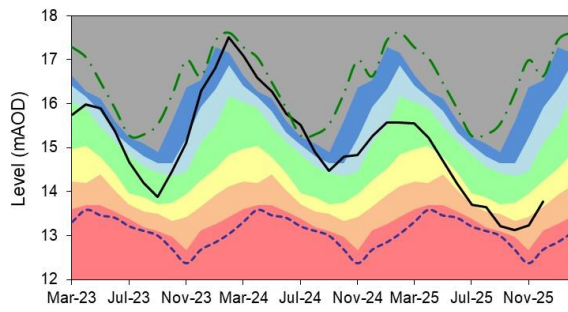
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



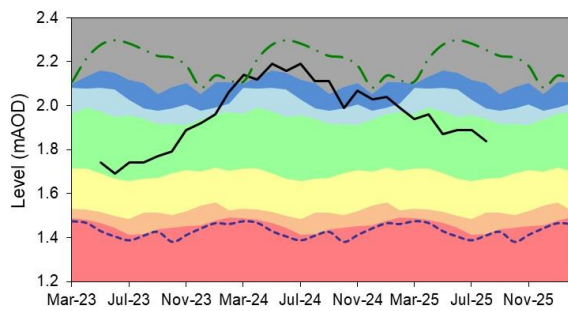
**Fringford - GREAT OOLITE**  
 Ranking derived from data for the period Sep-1980 to Dec-2022



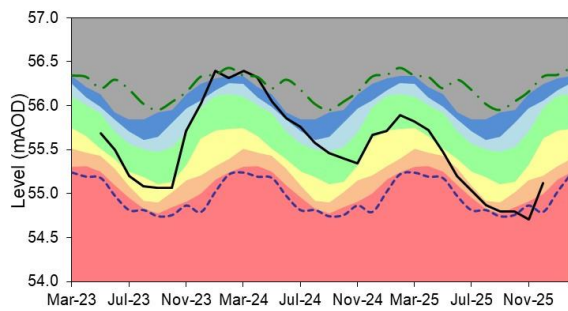
**Gog Magog, Stapleford - CAM CHALK**  
 Ranking derived from data for the period Jan-1980 to Dec-2022



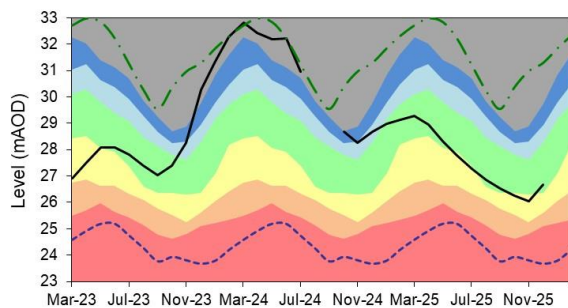
**Hazlewood Common - SUFFOLK CRAG**  
 Ranking derived from data for the period Oct-1988 to Nov-2022



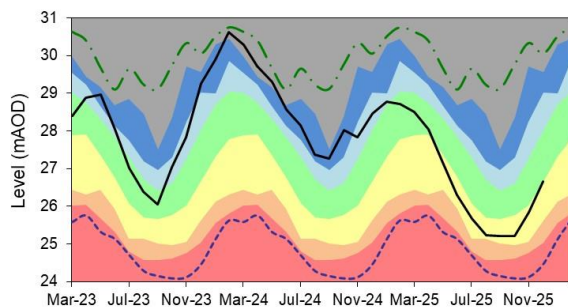
**Hindolveston - NORFOLK CHALK**  
 Ranking derived from data for the period Sep-1984 to Nov-2022



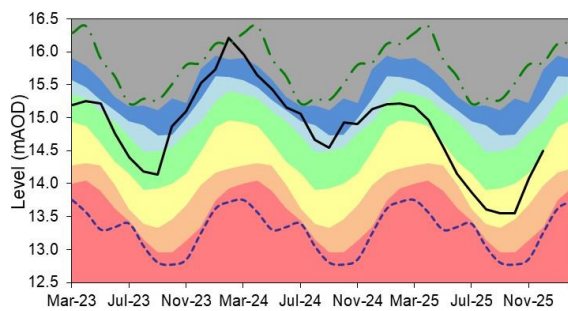
**Kenninghall - LITTLE OUSE CHALK**  
 Ranking derived from data for the period Aug-1973 to Dec-2022



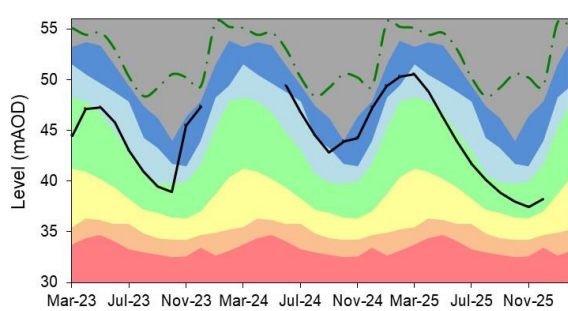
**Linton - CAM CHALK**  
 Ranking derived from data for the period Jan-1980 to Dec-2022

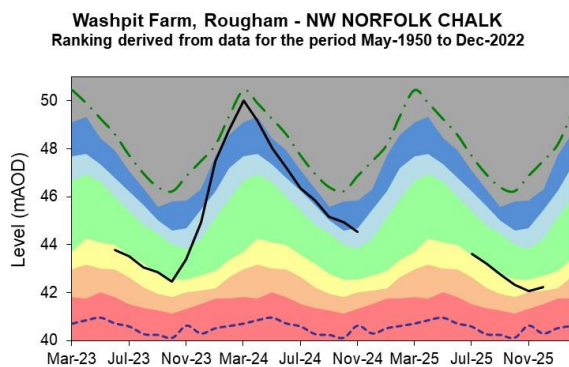
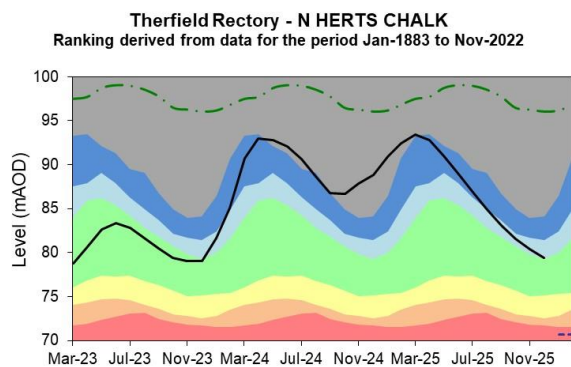
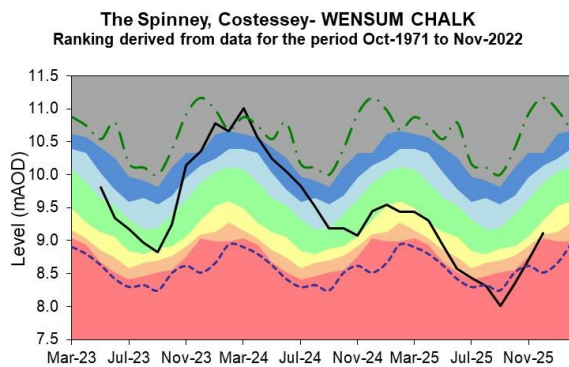
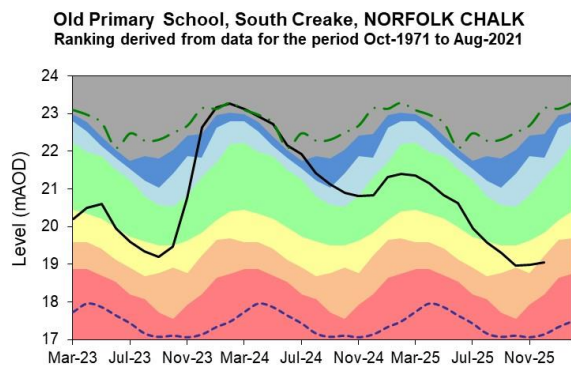
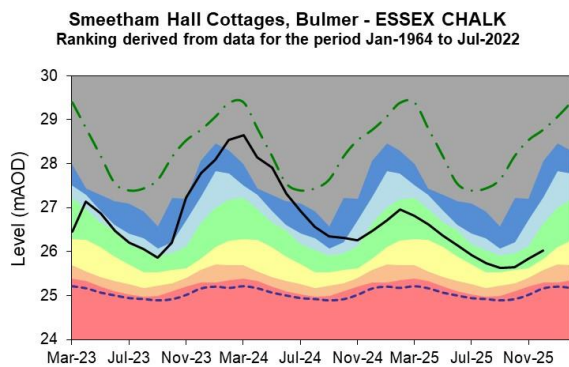
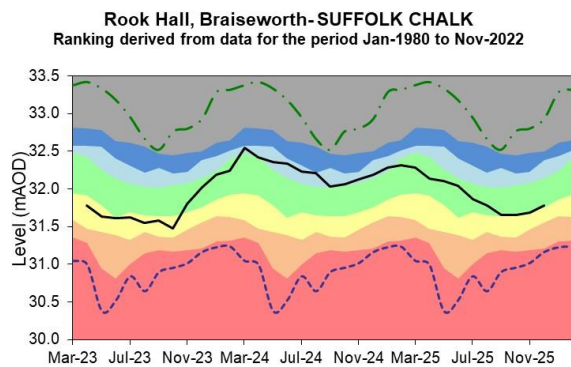


**Newmarket - SNAIL CHALK**  
 Ranking derived from data for the period Feb-1983 to Dec-2022



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





Source: Environment Agency, 2026.

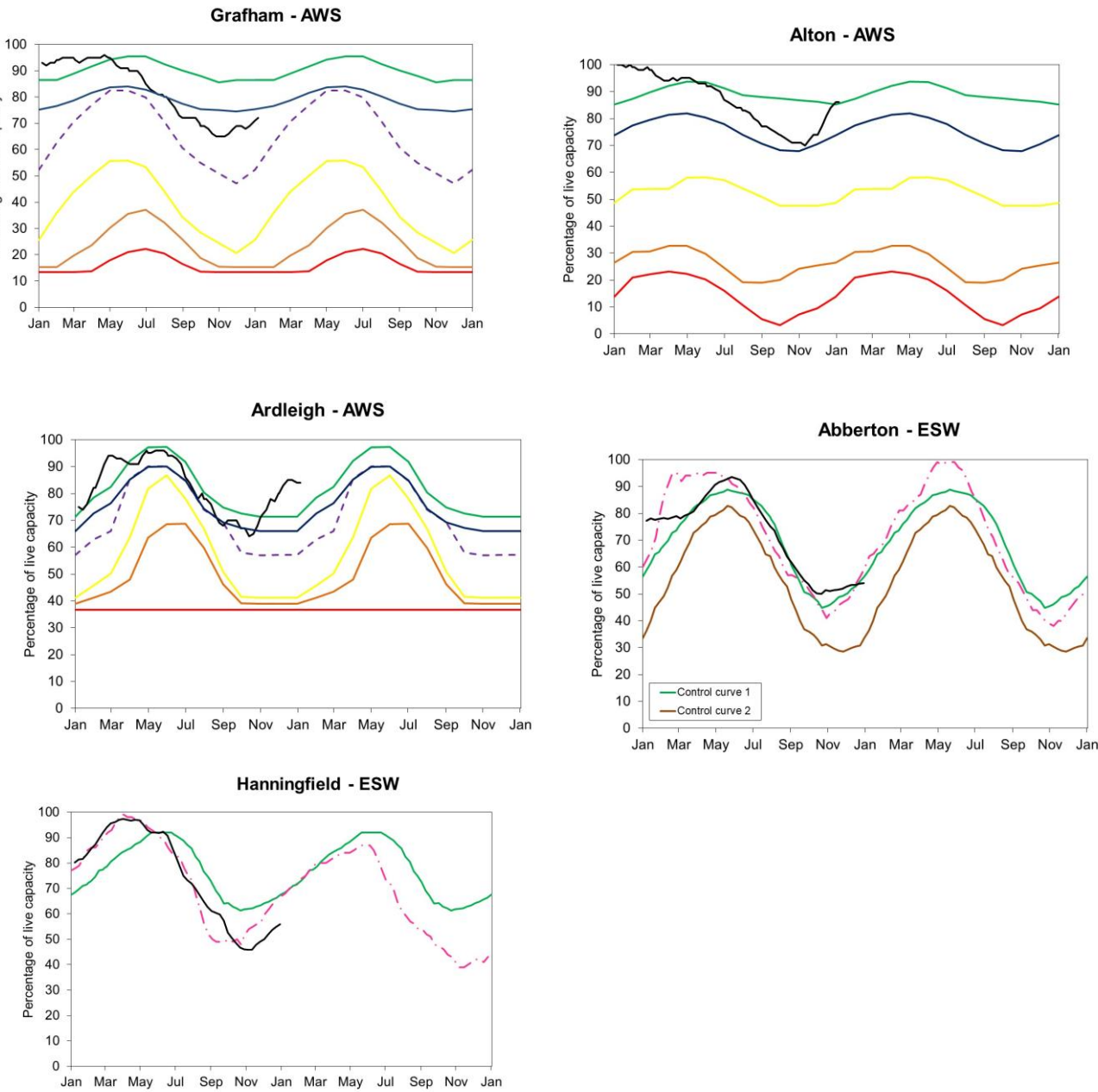


## 6 Reservoir stocks

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

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

— Level 1    — Level 2    — Level 3    — Level 4

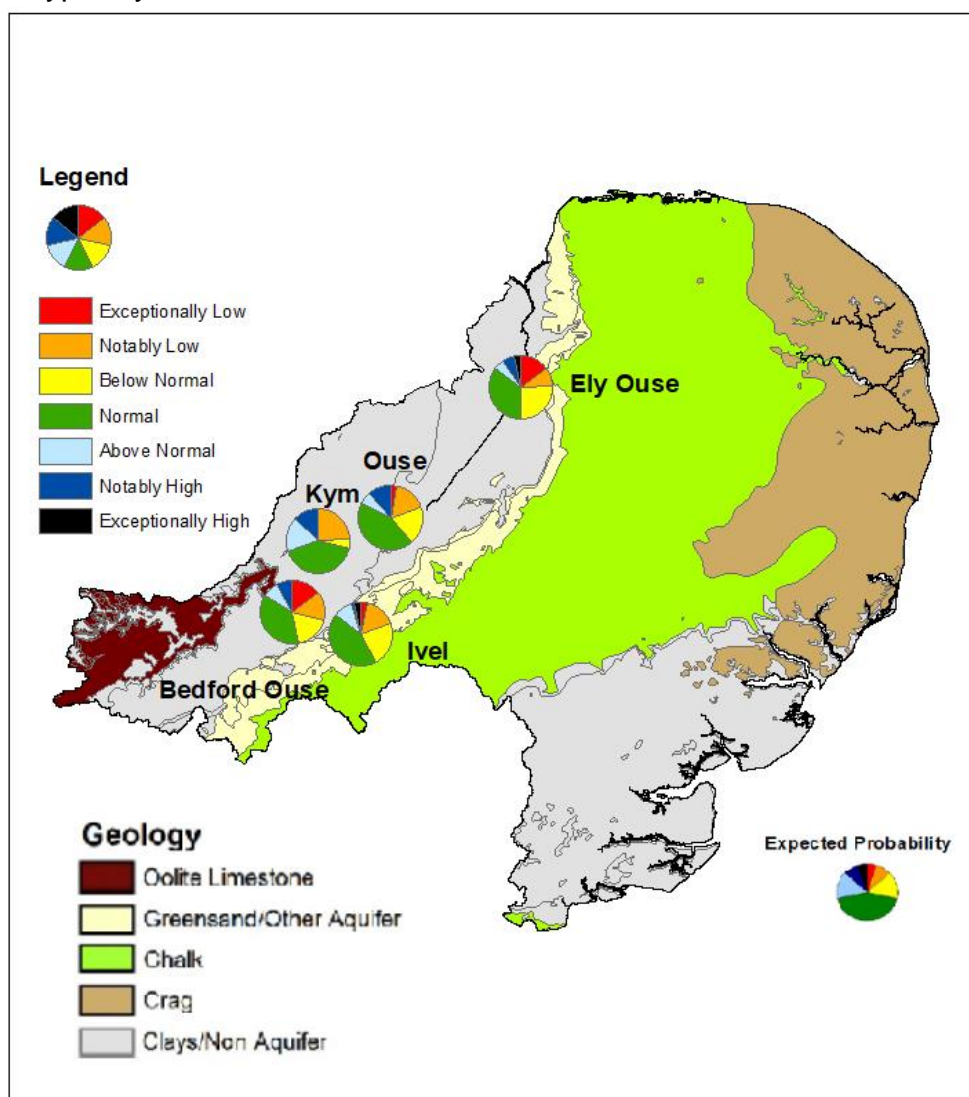


(Source: water companies. For more information on Anglian Water's reservoir level curves, please see Appendix 4 in their [Drought Plan](#)).

## 7 Forward look

### 7.1 Probabilistic ensemble projection of river flows at key sites in March 2026

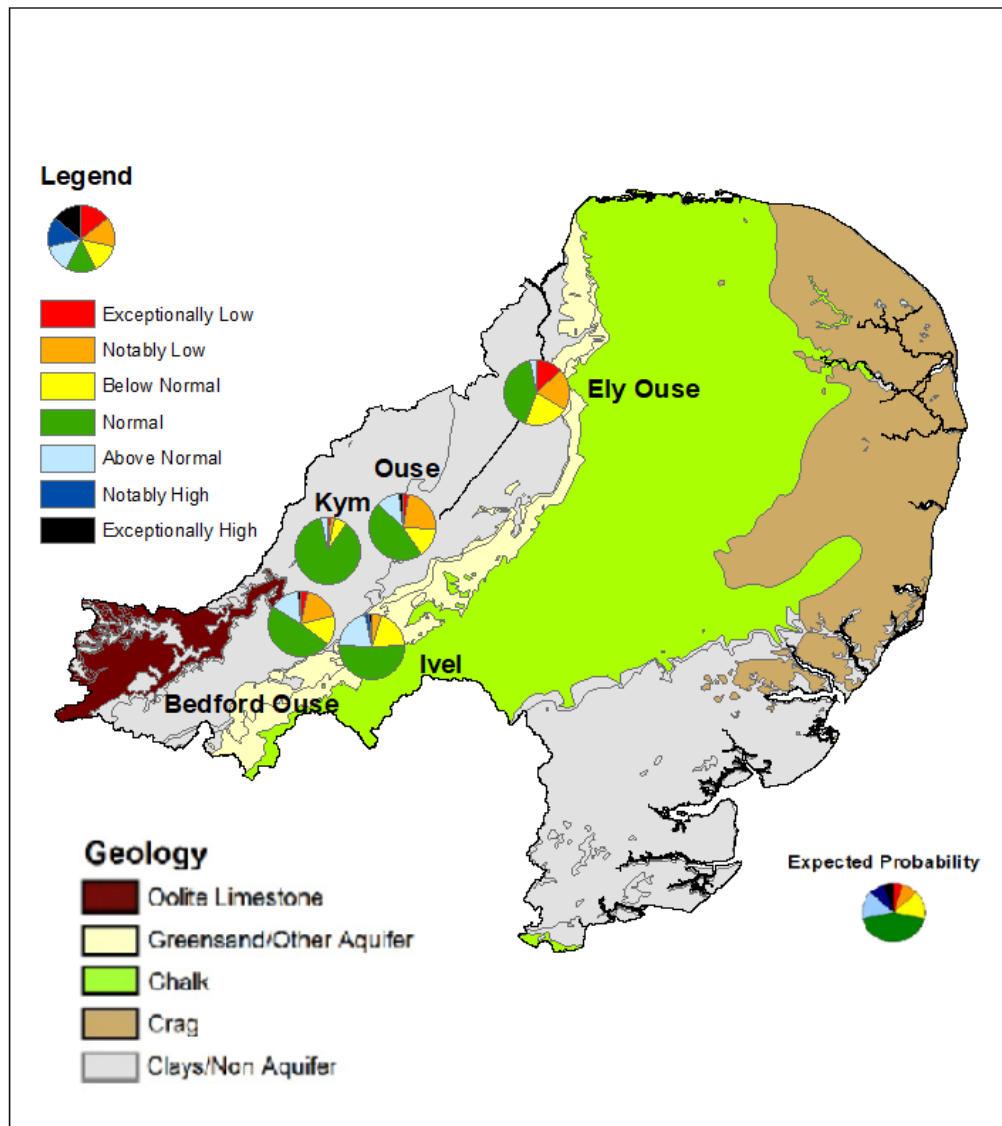
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the surface water flow at each site being, for example, exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2026.

## 7.2 Probabilistic ensemble projection of river flows at key sites in June 2026

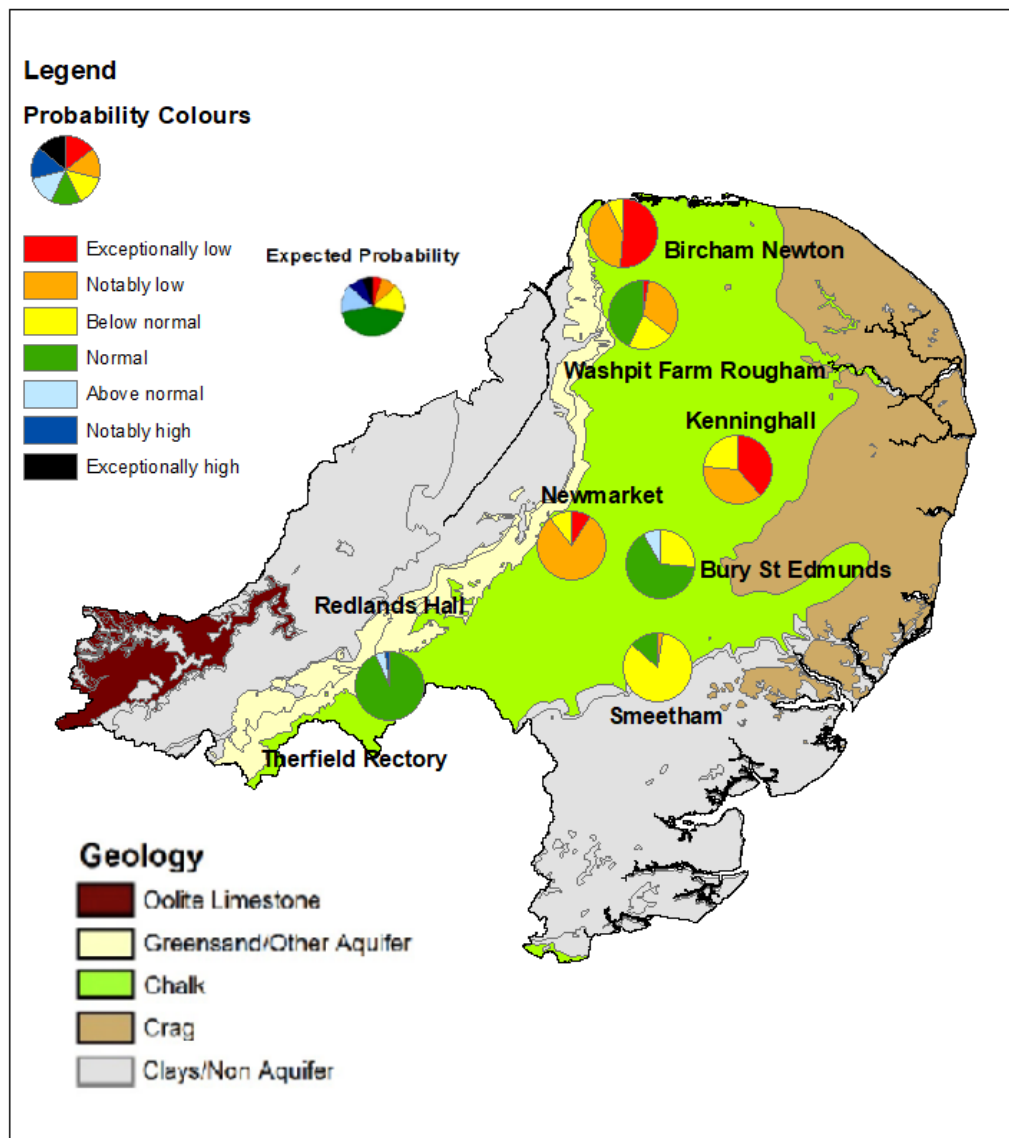
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the surface water flow at each site being, for example, exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2026

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

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

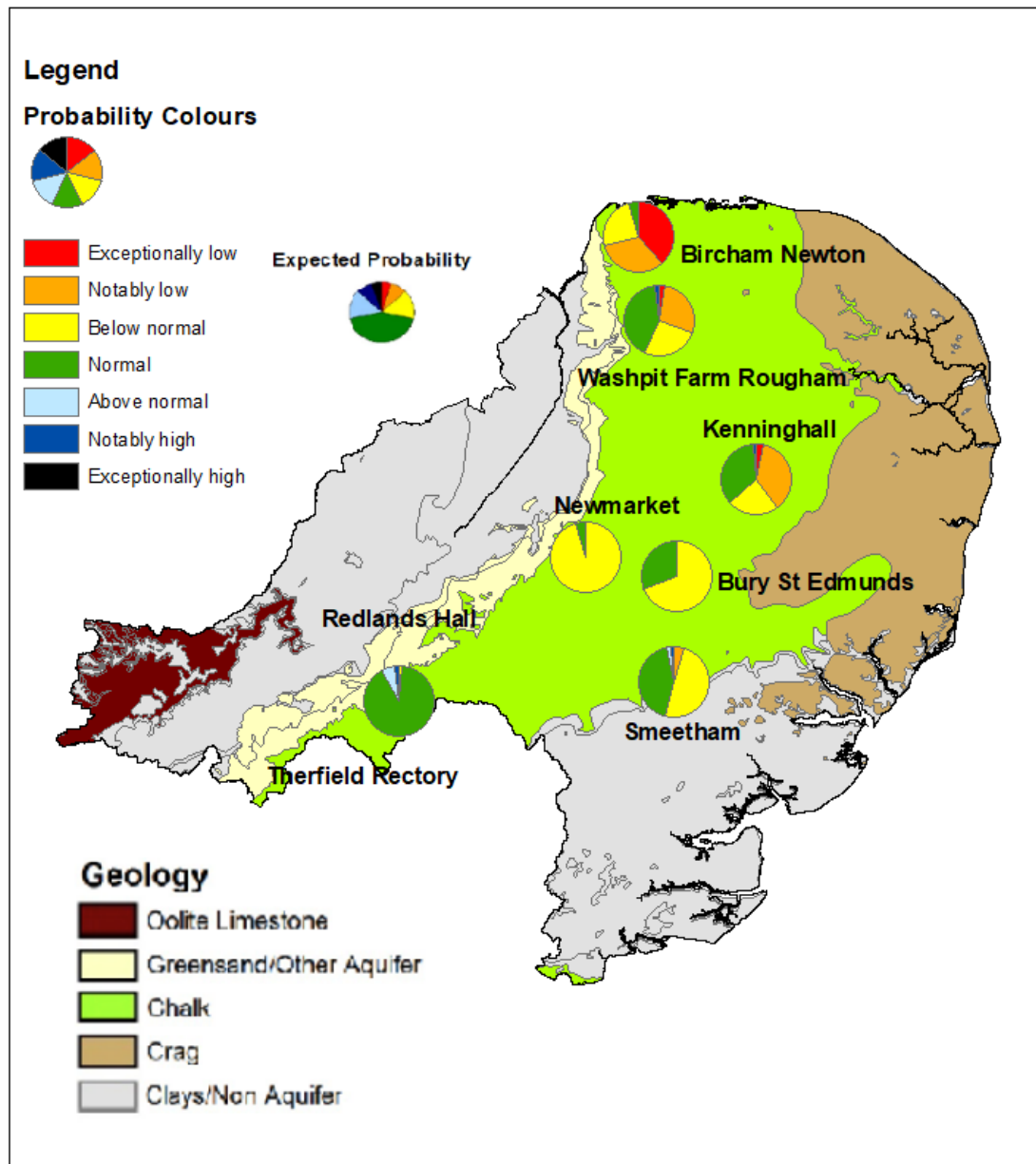


Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency)  
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## 7.4 Probabilistic ensemble projection of groundwater levels at key sites in September 2026

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



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

### 8.1 Terminology

#### **Aquifer**

A geological formation able to store and transmit water.

#### **Areal average rainfall**

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

#### **Artesian**

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

#### **Artesian borehole**

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

#### **Cumecs**

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

#### **Effective rainfall**

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

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

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

#### **Groundwater**

The water found in an aquifer.

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

The arithmetic mean calculated from the historic record, usually based on the period 1991 to 2020. However, the period used may vary by parameter being reported on (see figure captions for details).

### **mAOD**

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

### **MORECS**

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

### **Naturalised flow**

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

### **NCIC**

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

### **Recharge**

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

### **Reservoir gross capacity**

The total capacity of a reservoir.

### **Reservoir live capacity**

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

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

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

## 8.2 Categories

### **Exceptionally high**

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

### **Notably high**

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

### **Above normal**

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

### **Normal**

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

### **Below normal**

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

### **Notably low**

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

### **Exceptionally low**

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

## 9 Appendices

### 9.1 Rainfall table

| Hydrological area     | Dec 2025 rainfall % of long term average 1991 to 2020 | Dec 2025 band | Oct 2025 to December cumulative band | Jul 2025 to December cumulative band | Jan 2025 to December cumulative band |
|-----------------------|---|---------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Broadland Rivers      | 69  | Normal        | Normal                               | Normal                               | Below normal                         |
| Cam                   | 87  | Normal        | Above normal                         | Normal                               | Notably low                          |
| Central Area Fenland  | 96  | Normal        | Above normal                         | Normal                               | Below normal                         |
| East Suffolk          | 69  | Normal        | Above normal                         | Normal                               | Normal                               |
| Little Ouse And Lark  | 75  | Normal        | Above normal                         | Normal                               | Below normal                         |
| Lower Bedford Ouse    | 93  | Normal        | Above normal                         | Normal                               | Below normal                         |
| North Essex           | 75  | Normal        | Normal                               | Normal                               | Notably low                          |
| North Norfolk         | 73  | Normal        | Normal                               | Normal                               | Exceptionally low                    |
| Nw Norfolk And Wissey | 80  | Normal        | Normal                               | Normal                               | Notably low                          |
| South Essex           | 72  | Normal        | Normal                               | Below normal                         | Notably low                          |

|                          |     |        |              |        |              |
|--------------------------|-----|--------|--------------|--------|--------------|
| Upper<br>Bedford<br>Ouse | 113 | Normal | Above normal | Normal | Below normal |
|--------------------------|-----|--------|--------------|--------|--------------|

## 9.2 River flows table

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

|                         |            |               |              |         |
|-------------------------|------------|---------------|--------------|---------|
| Northwold<br>Total      | Wissey     | Wissey        | Below normal | Normal  |
| Offord (gross<br>Flows) | Great Ouse | Ouse Beds     | Normal       | Normal  |
| Roxton                  | Great Ouse | Ivel          | Normal       | Normal  |
| Springfield             | Chelmer    | Chelmer Upper | Normal       | Normal  |
| Swanton<br>Morley Total | Wensum     | Wensum        | Normal       | Normal  |
| Temple                  | Lark       | Lark          | Normal       | Normal  |
| Willen                  | Ouzel      | Ouzel         | No data      | No data |



### 9.3 Groundwater table

| Site name             | Aquifer                  | End of Dec 2025 band | End of Nov 2025 band |
|-----------------------|--------------------------|----------------------|----------------------|
| Biggleswade           | Ivel Woburn Sands        | Normal               | Normal               |
| Bircham Newton        | North West Norfolk Chalk | Notably low          | Notably low          |
| Breckland             | Wissey Chalk             | Notably low          | Exceptionally low    |
| Bury St Edmunds       | Upper Lark Chalk         | Normal               | Normal               |
| Castle Farm, Offton   | East Suffolk Chalk       | Below normal         | Below normal         |
| Gog Magog, Stapleford | Cam Chalk                | Below normal         | Notably low          |
| Hazlewood Common      | East Suffolk Crag        | No data              | No data              |
| Hindolveston          | Norfolk Chalk            | Notably low          | Exceptionally low    |
| Kenninghall           | Little Ouse Chalk        | Normal               | Below normal         |
| Linton                | Cam Chalk                | Normal               | Below normal         |
| Newmarket             | Snail Chalk              | Normal               | Below normal         |

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

## 9.4 Ensemble projections tables

### 9.4.1 Probabilistic ensemble projection of river flows at key sites in March 2026

Percentage of pie chart for each band

| Site               | Bedford<br>Ouse | Kym | Ivel | Ouse | Ely Ouse | Stiffkey | Gipping |
|--------------------|-----------------|-----|------|------|----------|----------|---------|
| Exceptionally low  | 15              | 0   | 3    | 3    | 15       | No data  | No data |
| Notably low        | 15              | 24  | 16   | 16   | 9        | No data  | No data |
| Below normal       | 18              | 5   | 23   | 19   | 26       | No data  | No data |
| Normal             | 37              | 40  | 44   | 44   | 35       | No data  | No data |
| Above normal       | 8               | 18  | 10   | 6    | 6        | No data  | No data |
| Notably high       | 8               | 13  | 2    | 11   | 6        | No data  | No data |
| Exceptionally high | 0               | 0   | 3    | 0    | 4        | No data  | No data |

#### 9.4.2 Probabilistic ensemble projection of river flows at key sites in June 2026

Percentage of pie chart for each band

| Site               | Bedford Ouse | Kym | Ivel | Ouse | Ely Ouse | Stiffkey | Gipping |
|--------------------|--------------|-----|------|------|----------|----------|---------|
| Exceptionally low  | 3            | 2   | 0    | 3    | 13       | No data  | No data |
| Notably low        | 18           | 2   | 5    | 23   | 20       | No data  | No data |
| Below normal       | 15           | 6   | 19   | 15   | 22       | No data  | No data |
| Normal             | 48           | 87  | 52   | 47   | 41       | No data  | No data |
| Above normal       | 15           | 3   | 21   | 11   | 4        | No data  | No data |
| Notably high       | 0            | 0   | 2    | 0    | 0        | No data  | No data |
| Exceptionally high | 2            | 0   | 2    | 2    | 0        | No data  | No data |

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

Percentage of pie chart for each band

| Site               | Therfield Rectory | Redlands Hall | Newmarket | Washpit Farm | Bircham Newton | Kenninghall | Bury St Edmunds | Smeetham |
|--------------------|-------------------|---------------|-----------|--------------|----------------|-------------|-----------------|----------|
| Exceptionally low  | 0.0               | No data       | 9.2       | No data      | 50.8           | 0.0         | 0.0             | 0.0      |
| Notably low        | 0.0               | No data       | 80.0      | No data      | 41.5           | 61.5        | 0.0             | 3.1      |
| Below normal       | 0.0               | No data       | 10.8      | No data      | 7.7            | 38.5        | 26.2            | 83.1     |
| Normal             | 93.4              | No data       | 0.0       | No data      | 0.0            | 0.0         | 66.2            | 13.8     |
| Above normal       | 4.9               | No data       | 0.0       | No data      | 0.0            | 0.0         | 7.7             | 0.0      |
| Notably high       | 1.6               | No data       | 0.0       | No data      | 0.0            | 0.0         | 0.0             | 0.0      |
| Exceptionally high | 0.0               | No data       | 0.0       | No data      | 0.0            | 0.0         | 0.0             | 0.0      |

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

Percentage of pie chart for each band

| Site               | Therfield Rectory | Redlands Hall | Newmarket | Washpit Farm | Bircham Newton | Kenninghall | Bury St Edmunds | Smeetham |
|--------------------|-------------------|---------------|-----------|--------------|----------------|-------------|-----------------|----------|
| Exceptionally low  | 0.0               | No data       | 0.0       | No data      | 38.5           | 3.1         | 0.0             | 0.0      |
| Notably low        | 0.0               | No data       | 0.0       | No data      | 32.3           | 36.9        | 0.0             | 4.6      |
| Below normal       | 1.6               | No data       | 95.4      | No data      | 24.6           | 23.1        | 69.2            | 49.2     |
| Normal             | 90.2              | No data       | 4.6       | No data      | 4.6            | 35.4        | 30.8            | 43.1     |
| Above normal       | 6.6               | No data       | 0.0       | No data      | 0.0            | 0.0         | 0.0             | 1.5      |
| Notably high       | 1.6               | No data       | 0.0       | No data      | 0.0            | 1.5         | 0.0             | 1.5      |
| Exceptionally high | 0.0               | No data       | 0.0       | No data      | 0.0            | 0.0         | 0.0             | 0.0      |

# Monthly water situation report: East Anglia

## 1 Summary - November 2025

East Anglia rainfall for November 2025 ranged from 79% to 196% of the long term average for the month. Above average rainfall was received in all catchments, except for South Essex which received below average rainfall. The soil moisture deficit for East Anglia reduced by approximately 74mm from October to November, following above average rainfall. The soil moisture deficit has been categorised as normal for the time of year. River flows increased at all sites in November 2025, with the majority of sites categorised as normal or below normal. Groundwater levels at approximately 50% of the report sites continued to recede, with approximately 50% of the sites showing groundwater recharge. The majority of groundwater report sites were categorised as normal to notably low for the time of year. Public water supply reservoirs within East Anglia ended November 2025 with levels ranging from 50% to 80% of full storage capacity.

### 1.1 Rainfall

November 2025 rainfall totals across East Anglia ranged from 79% to 196% of the long term average [LTA] for the month. The Upper and Lower Bedford Ouse catchments recorded the highest rainfall totals, receiving respectively 123mm and 112mm across the month. The average rainfall across East Anglia for November 2025 was 101mm, which is 161% of the historic LTA and is considered notably high for the time of year. All catchments across East Anglia recorded above normal or higher rainfall in November, except for South Essex which recorded the lowest rainfall total of 46mm, which is considered normal for the time of year. Over the past 3 months rainfall has been approximately average or above, with East Suffolk recording the highest LTA of 132%.

### 1.2 Soil moisture deficit and recharge

The soil moisture deficit [SMD] for East Anglia at the end of November 2025 was 28mm. The SMD has continued to decrease following above average rainfall and is considered normal for the time of year. South Essex, Central Area Fenland and North West Norfolk and Wissey catchments have the highest SMD values ranging between 41 to 70mm. All other catchments had SMD values ranging between 11mm to 40mm.

### 1.3 River flows

Following above average rainfall in nearly all catchments, the November 2025 month mean flow at all river flow report sites, was higher than the October 2025 month mean flow. All report sites in the east of the area recorded normal flows for the time of year. In the west, the Little Ouse catchment recorded 41% of the LTA, which is considered notably low for the time of

year. The Burn, Heacham, Nar, Ely Ouse and Cam catchments all recorded below normal flows. All other flow report sites in the west of the area recorded normal flows, with the Ivel recording the highest LTA at 94%.

## **1.4 Groundwater levels**

Groundwater levels have continued to recede at 8 report sites, with a drop in level from October to November. Report sites Breckland, Hindolveston and The Spinney were all categorised as exceptionally low for the time of year. Groundwater recovery has been observed at 9 report sites, with an increase in level from October to November. The majority of report sites ended November 2025 with groundwater levels categorised as normal or below normal for the time of year. Therfield Rectory, North Hertfordshire Chalk, continues to be atypical for the area, with above normal groundwater levels for the time of year. This is likely to be the result of a locally exceptional recharge season, with the September 2024 to February 2025 rainfall in the Upper Bedford Ouse catchment being the fifth wettest September to February rainfall total on record (1871-2025) for that catchment.

## **1.5 Reservoir stocks**

All public water supply reservoirs have seen refill in November 2025, with levels ranging from 50% to 80% of full storage capacity. Alton Water, Grafham and Hanningfield reservoirs ended the month with levels below their respective normal operating curves.

## **1.6 Forward look**

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

River flow projections at all key sites show a high probability of below normal to notably low flows for December 2025. The Ivel has the highest probability of normal flows for December 2025. Projections for March 2026 show a high probability of normal to exceptionally low flows at all report sites.

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

Groundwater projections for March 2026 show a high probability of below normal to exceptionally low levels at most forecast sites. Projections for September 2026 show a high probability of normal to exceptionally low levels. The Therfield Rectory groundwater level projection shows an 89% probability of normal groundwater levels by March and September 2026.



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

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

\*[SMD]: soil moisture deficits

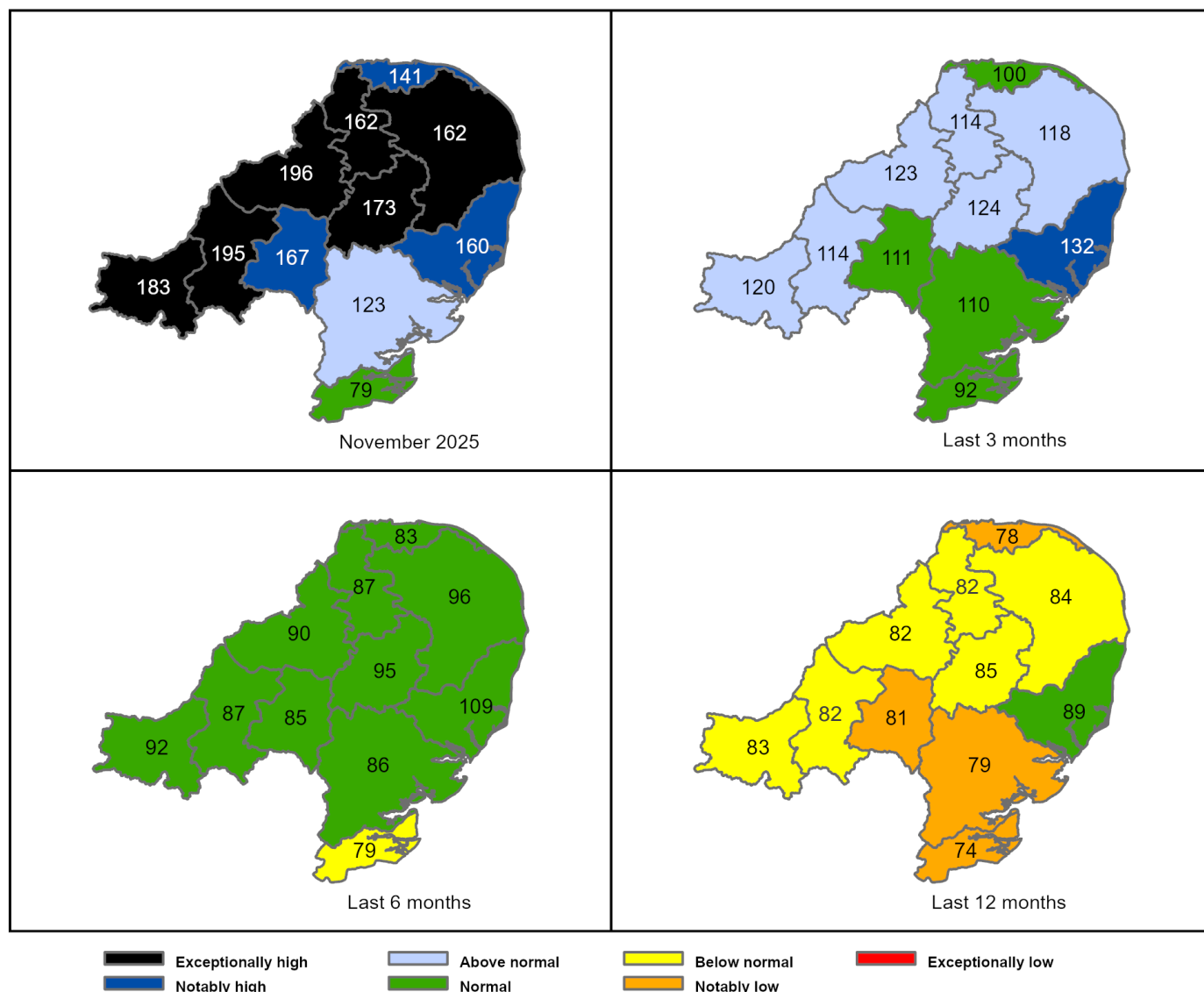
\*[LTA]: long term average

Contact Details: 03708 506 506

## 2 Rainfall

### 2.1 Rainfall map

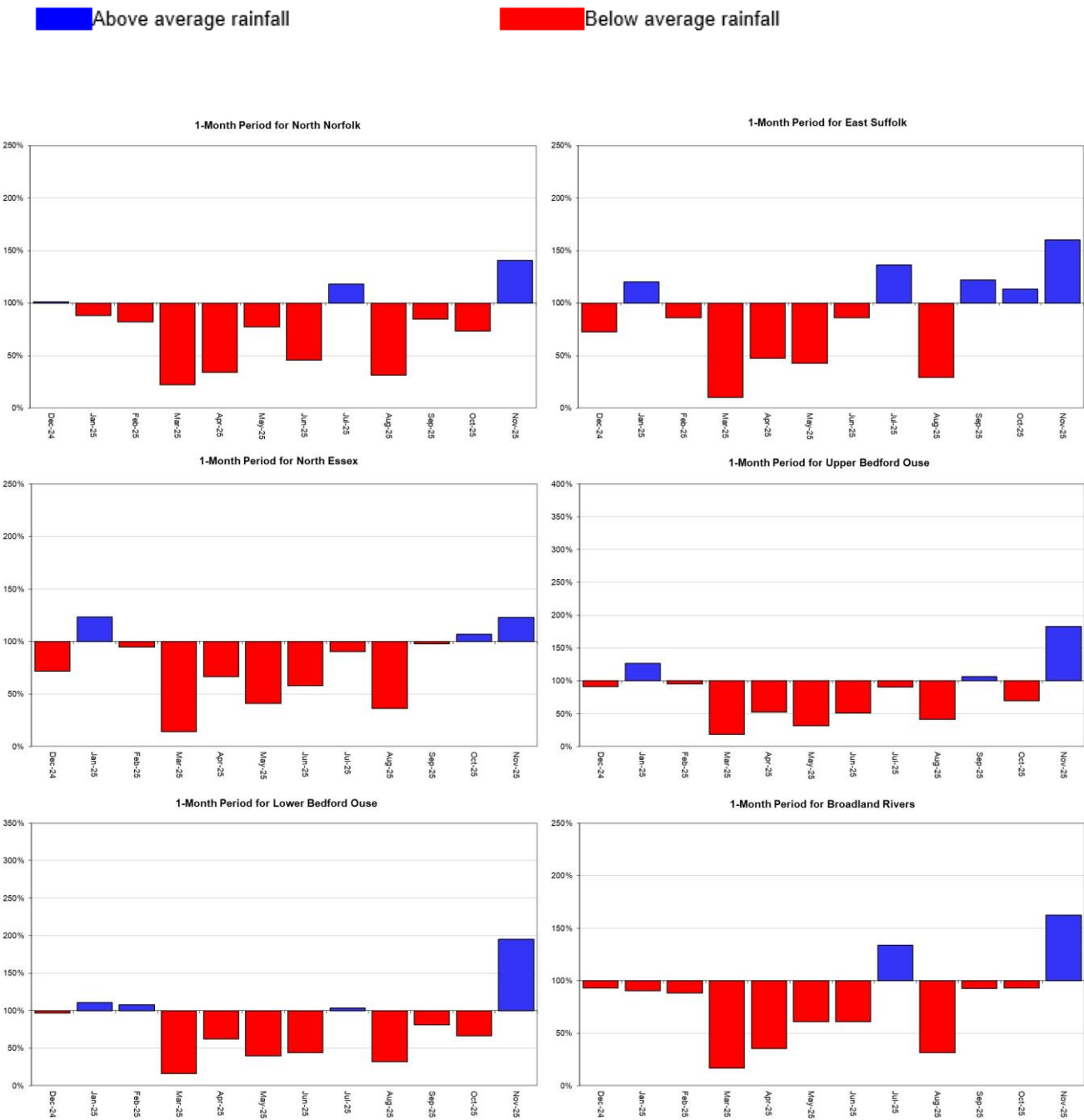
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 30 November 2025), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

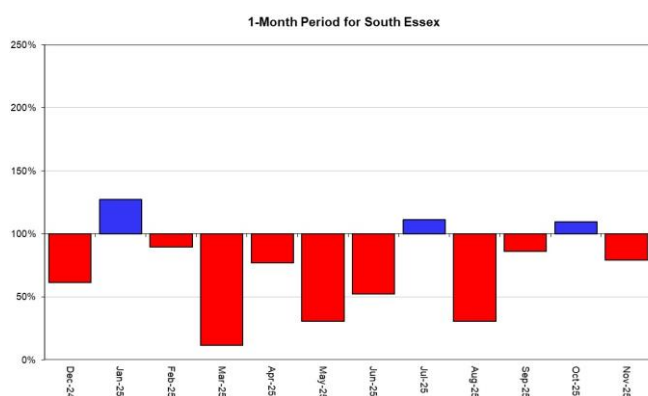
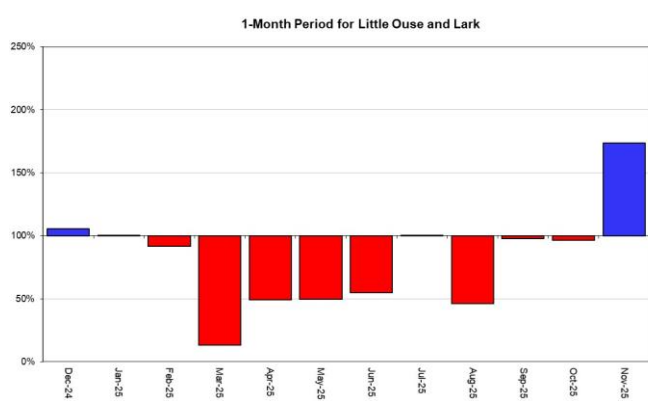
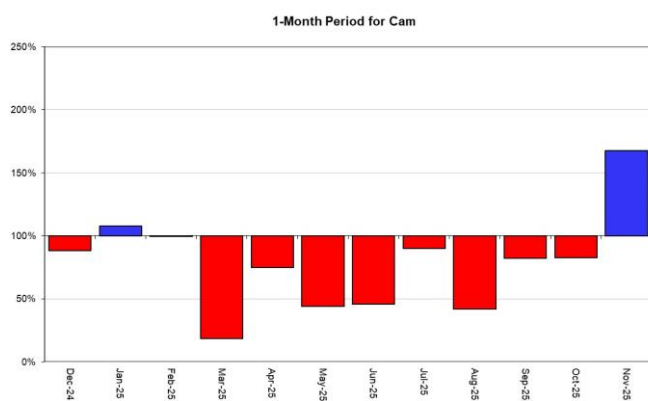
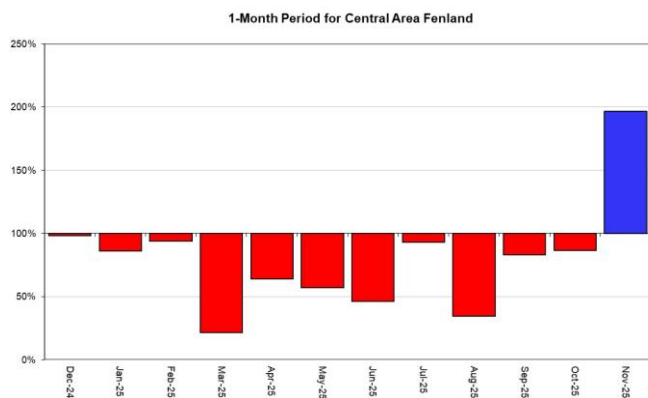
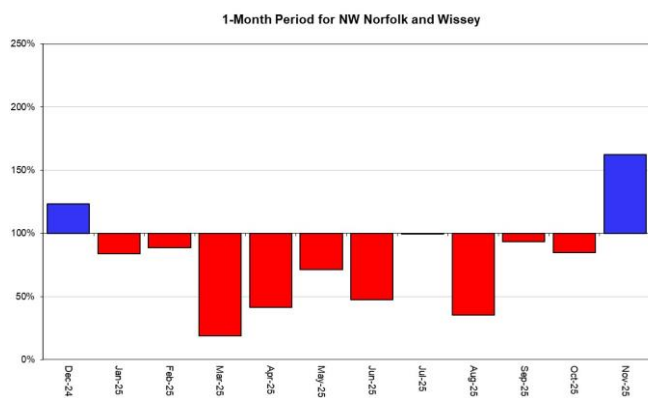


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2025). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

2.2 Rainfall charts

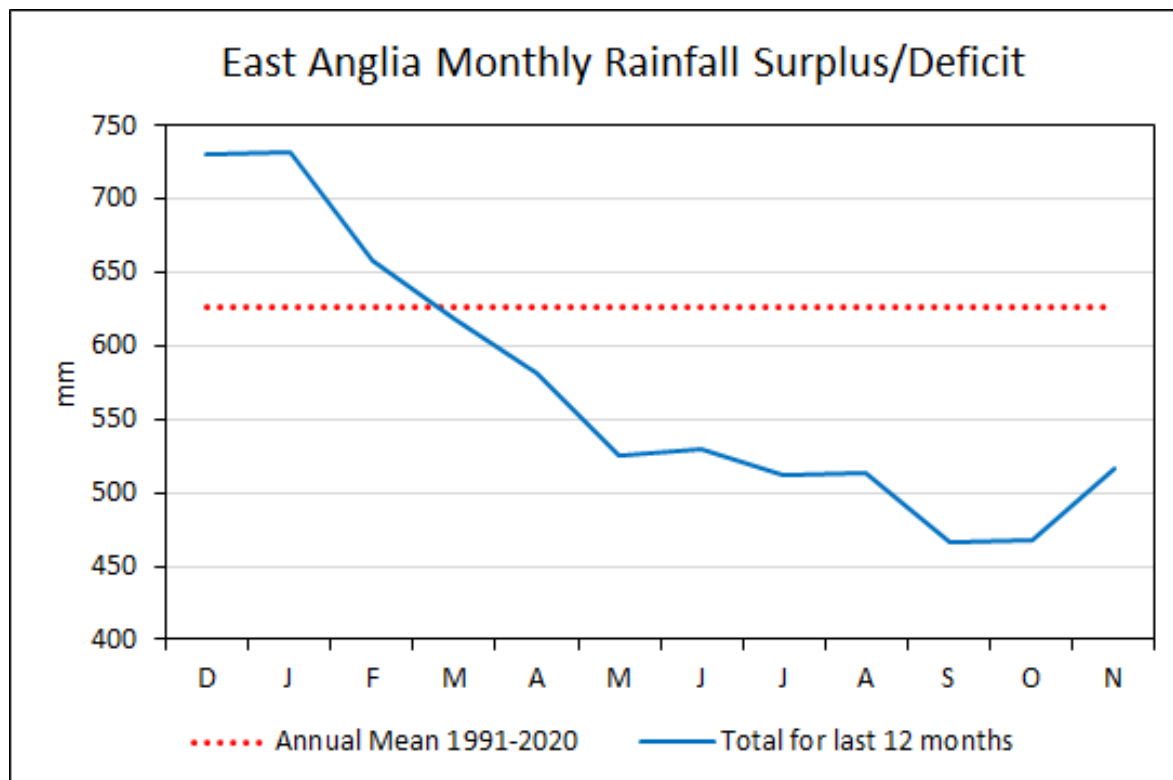
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1991 to 2020 long term average for each region and for England.





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

## 2.3 Monthly rainfall surplus deficit chart



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

## 3 Soil moisture deficit

### 3.1 Soil moisture deficit map

Figure 3.1: Soil moisture deficit values for 30 November 2025. Values based on the weekly MORECS data for real land use.

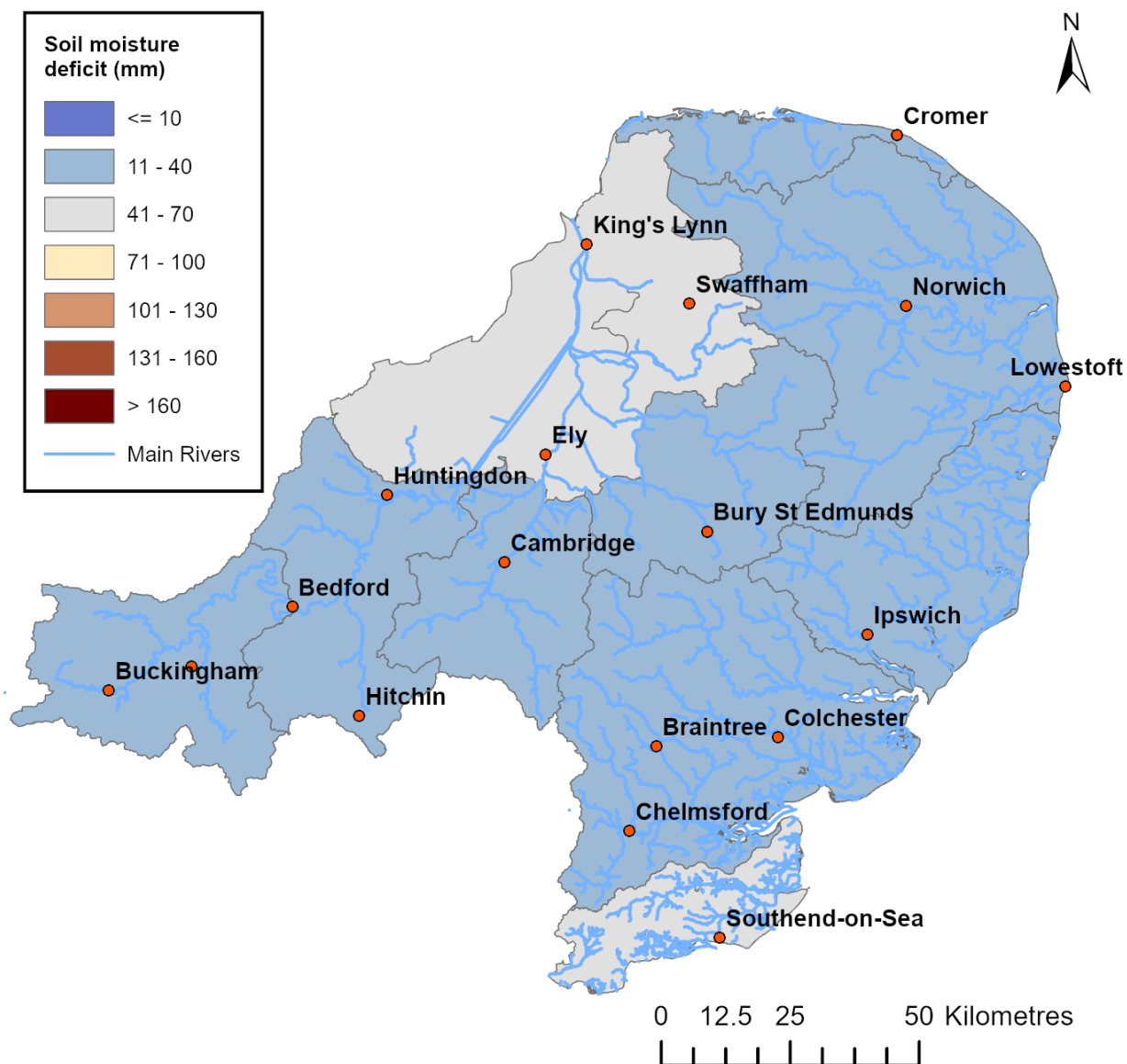
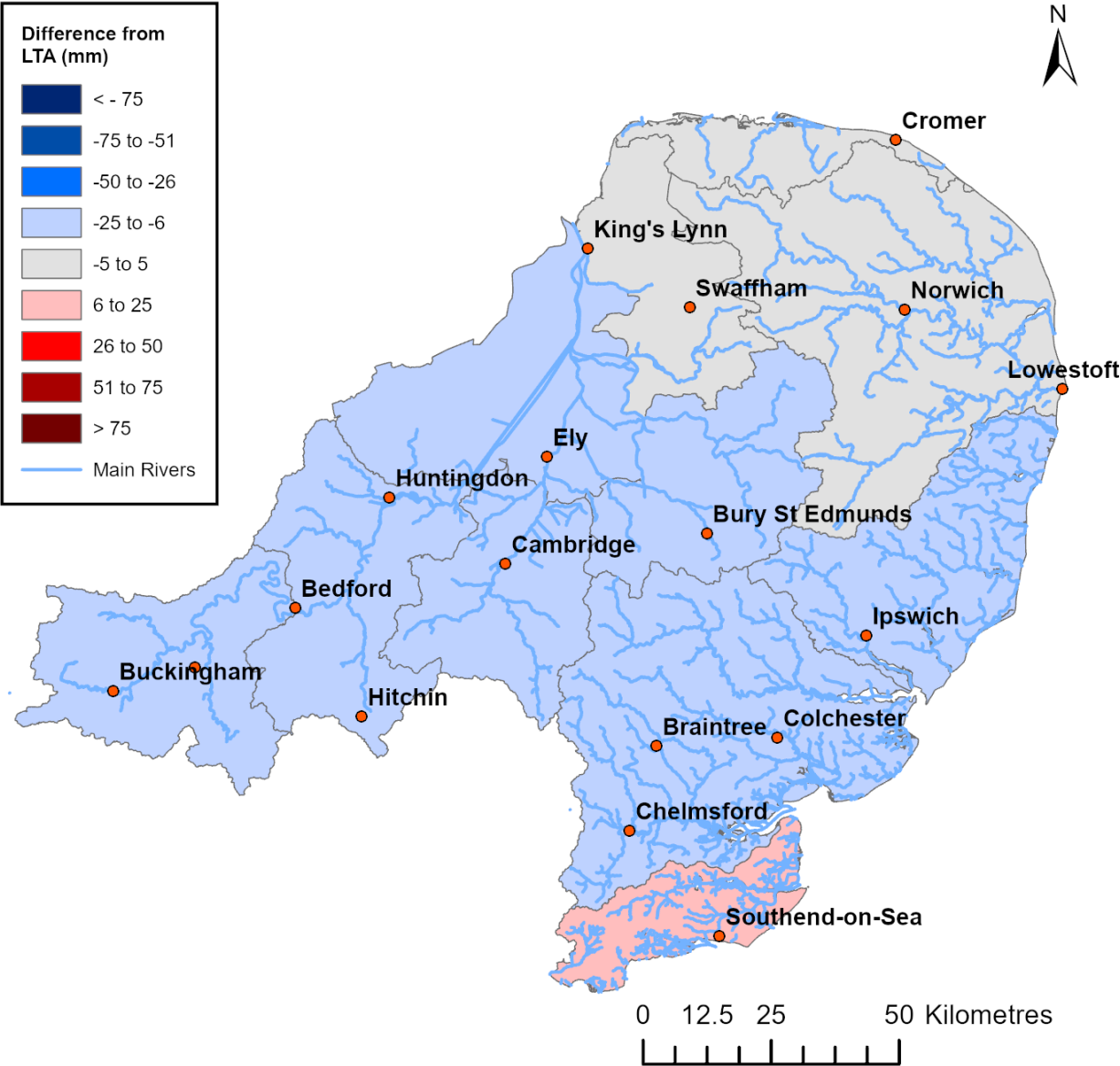


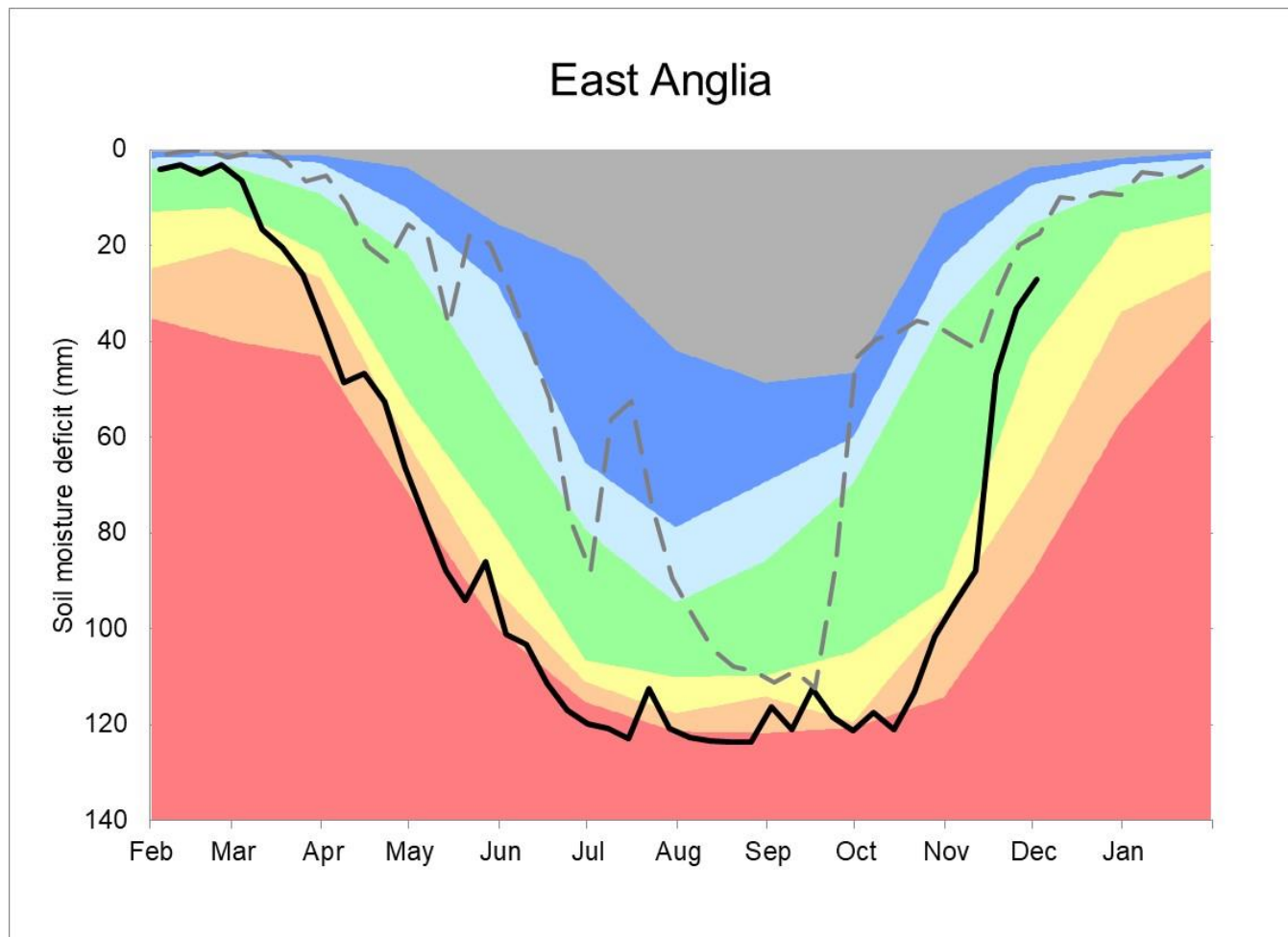
Figure 3.2: Difference between soil moisture deficit values for 30 November 2025 and the long term average soil moisture deficit values for the end of November. Values based on the weekly MORECS data for real land use.



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

### 3.2 Soil moisture deficit charts

Figure 3.2: Latest soil moisture deficit compared to an analysis of historic 1991 to 2020 long term data set. Weekly MORECS data for real land use.



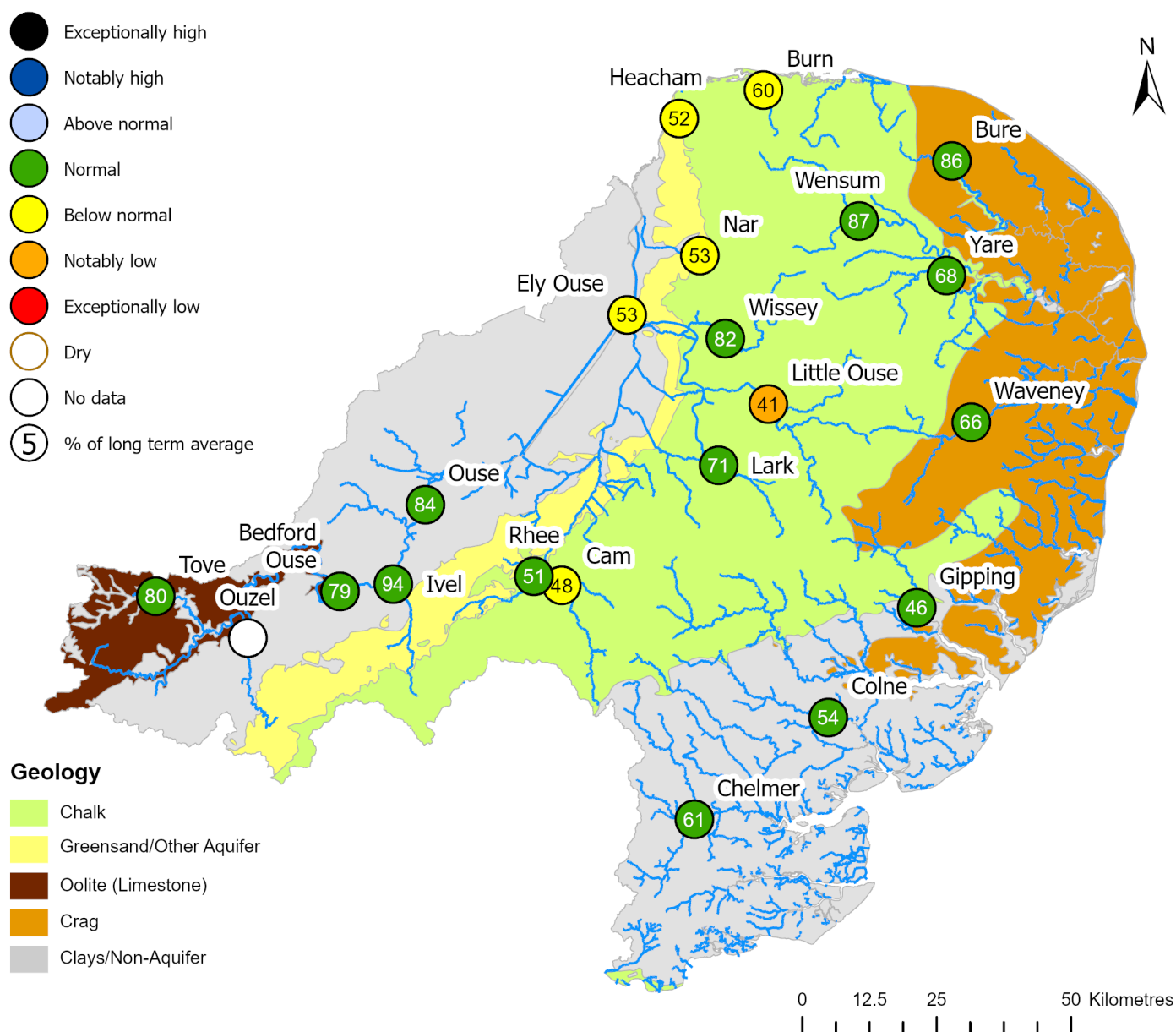
(Source: Met Office. Crown copyright, 2025). All rights reserved. Environment Agency, 100024198, 2025



## 4 River flows

### 4.1 River flows map

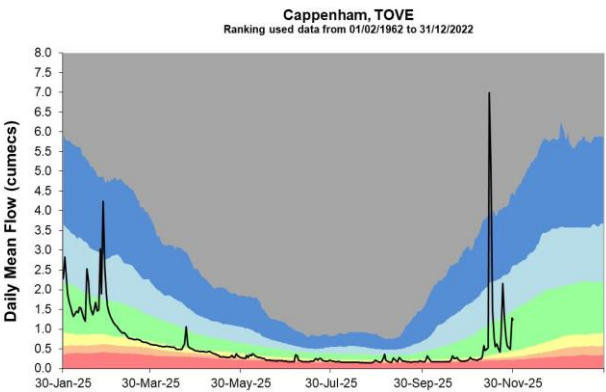
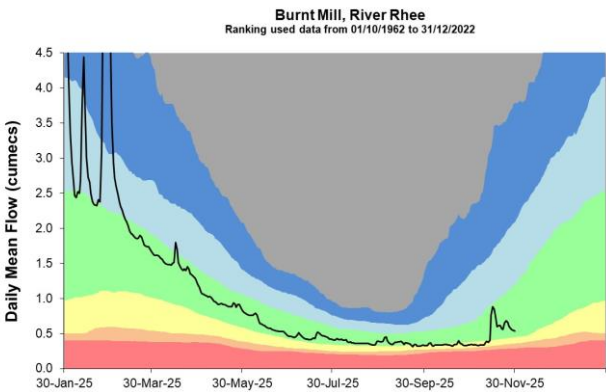
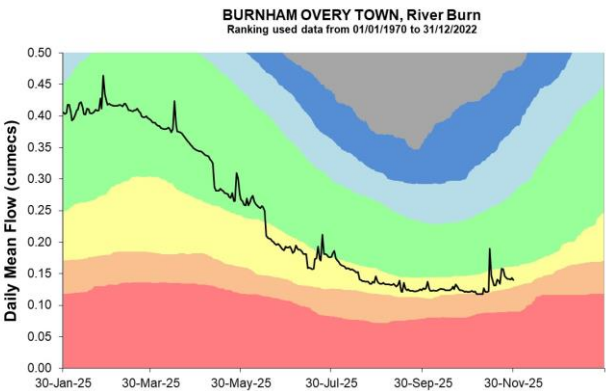
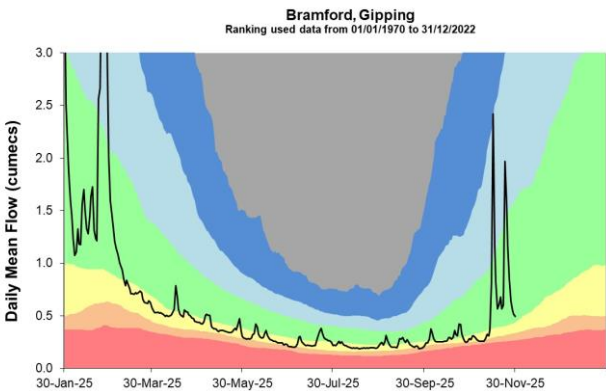
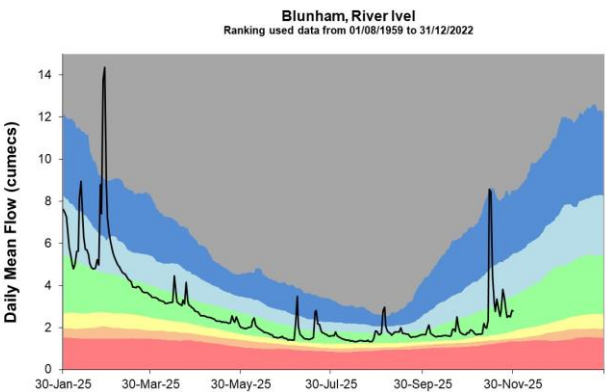
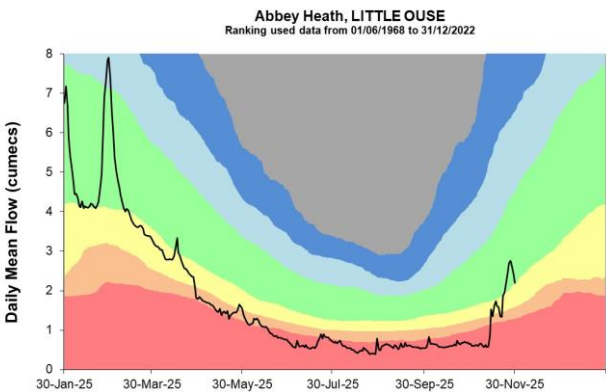
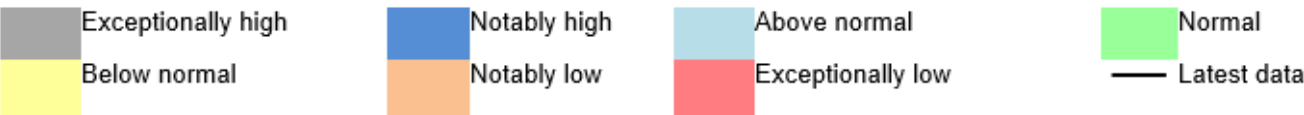
Figure 4.1: Monthly mean river flow for indicator sites for November 2025, expressed as a percentage of the respective long term average and classed relative to an analysis of historic November monthly means Table available in the appendices with detailed information.

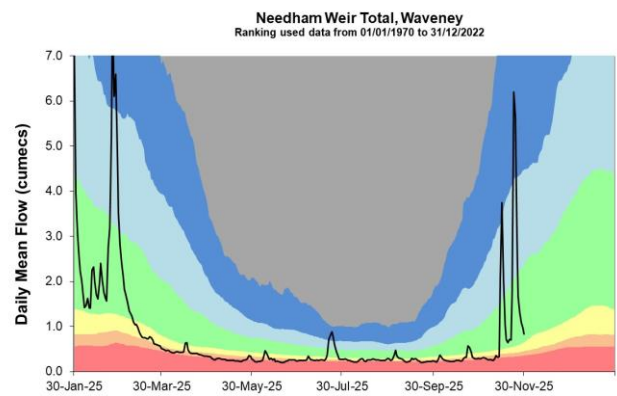
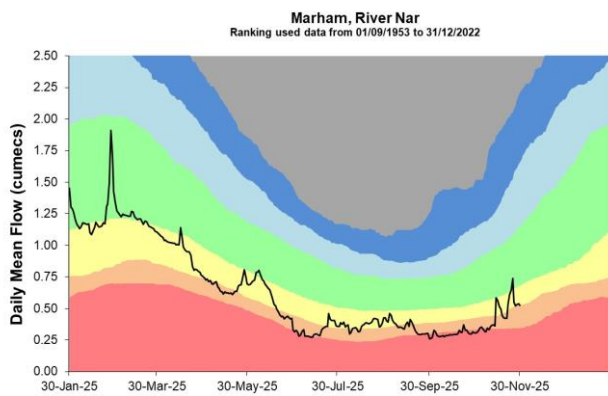
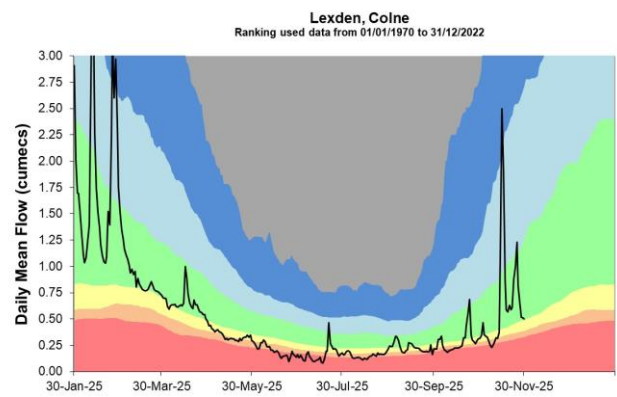
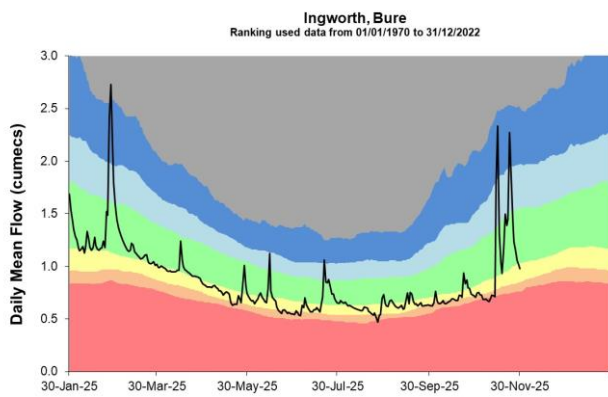
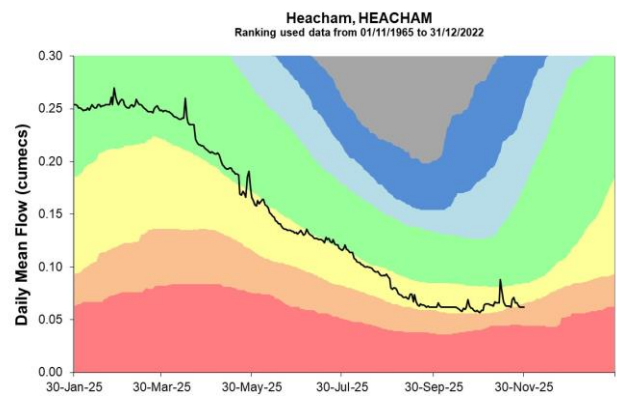
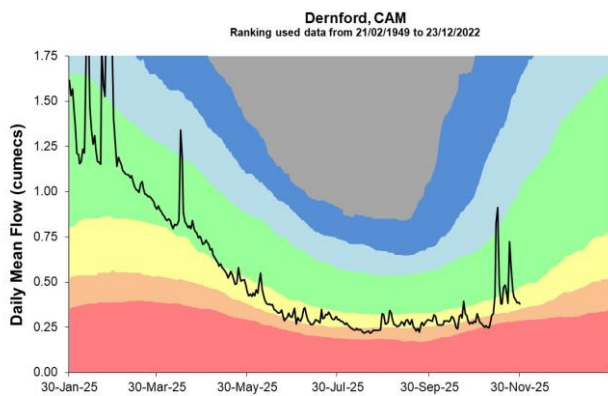
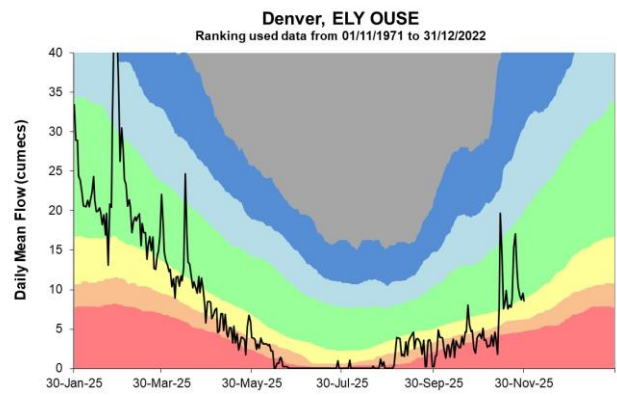
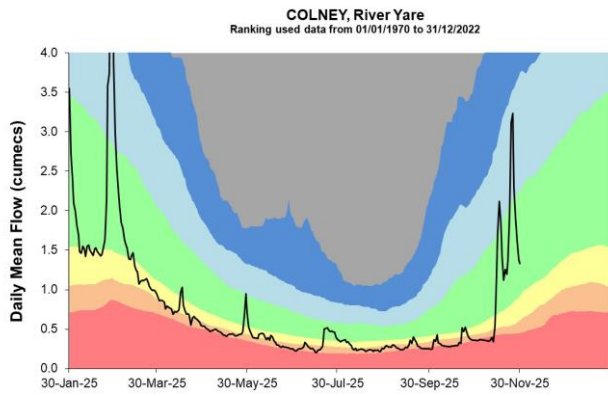


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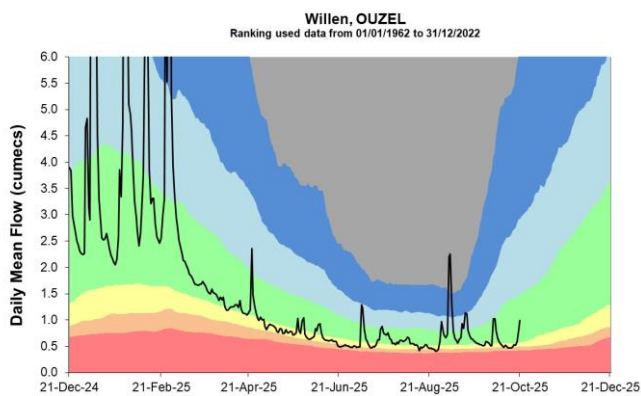
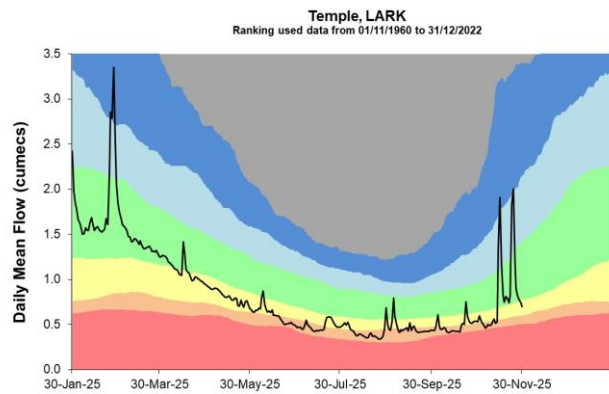
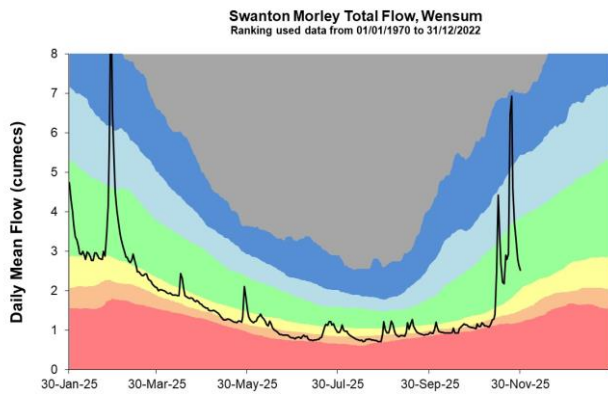
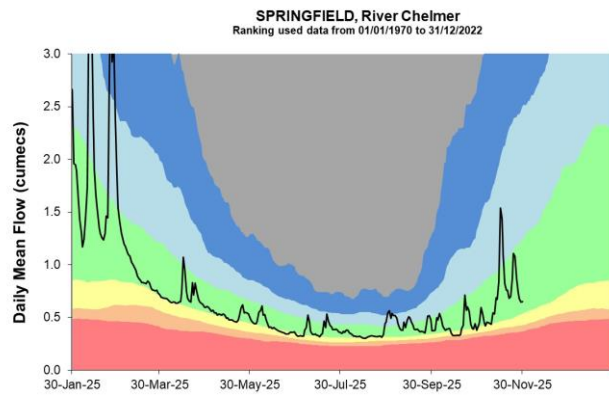
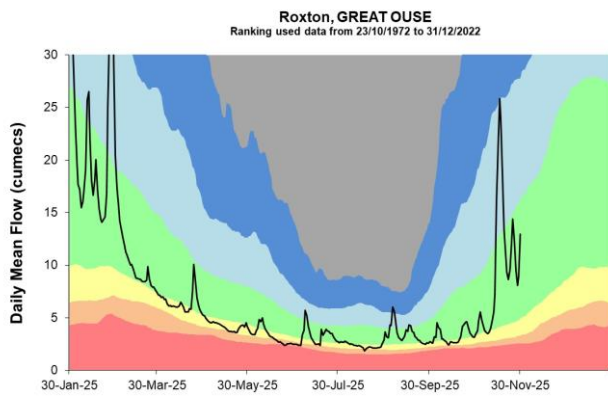
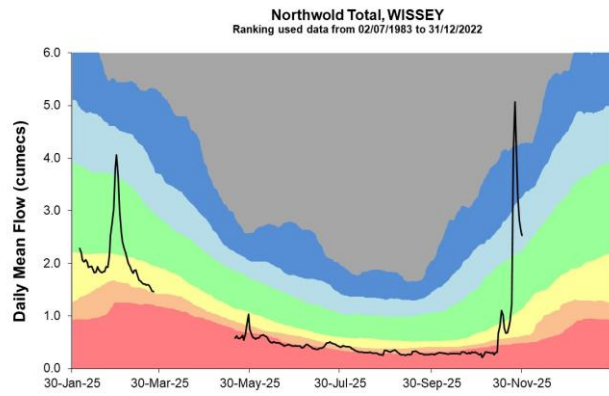
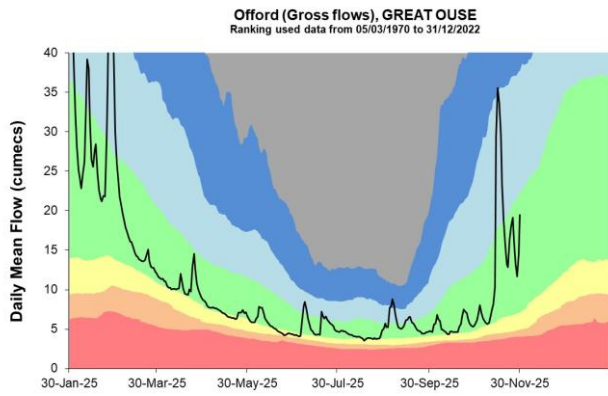
4.2 River flow charts

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







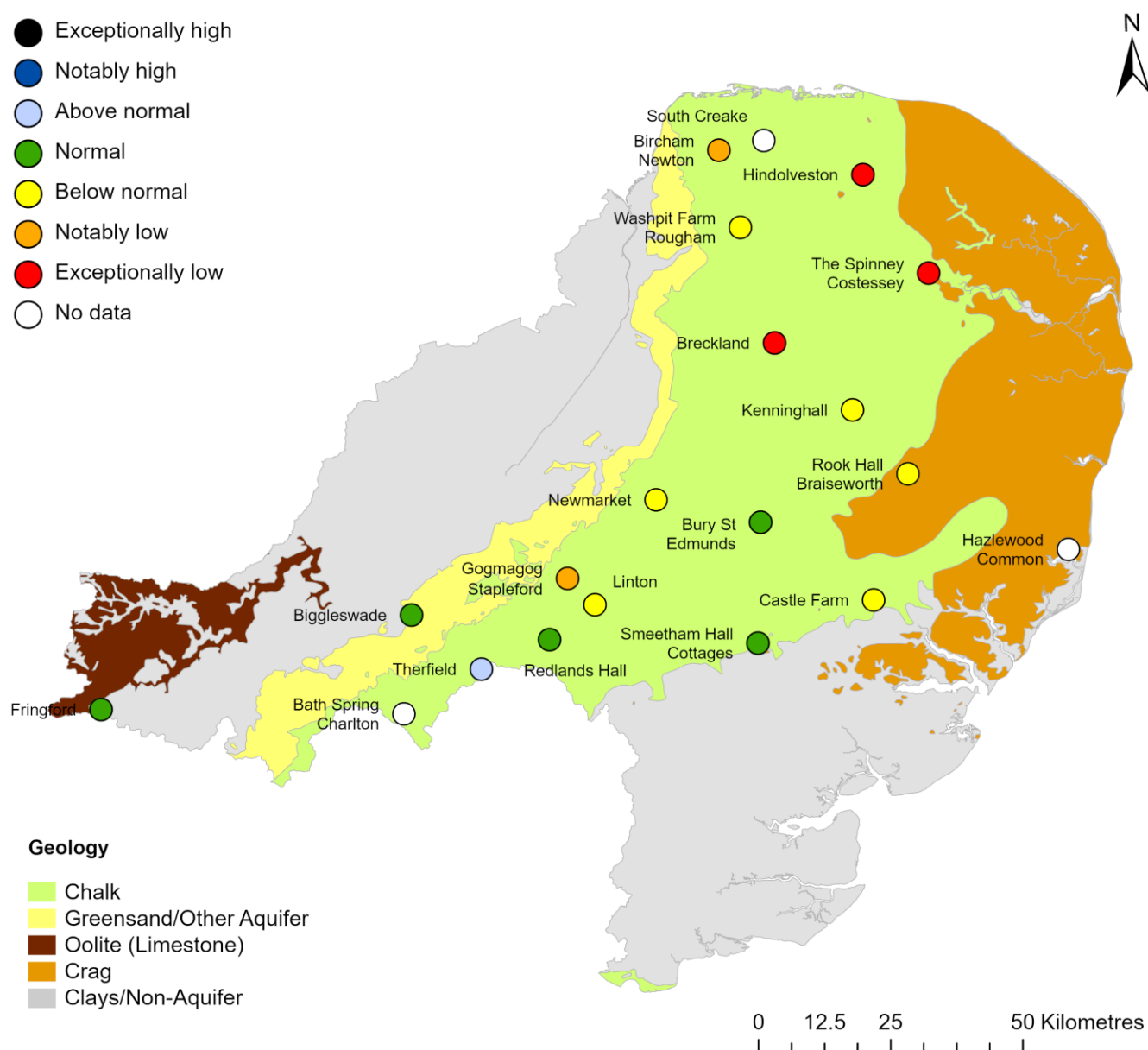


Source: Environment Agency.

## 5 Groundwater levels

### 5.1 Groundwater levels map

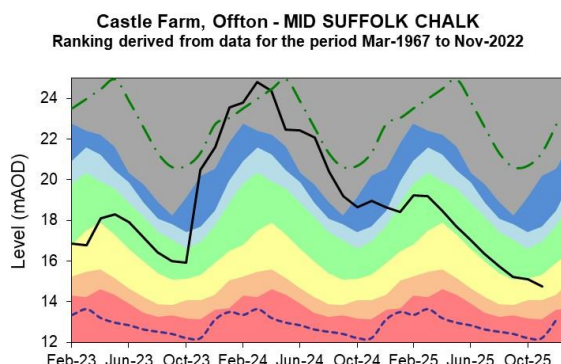
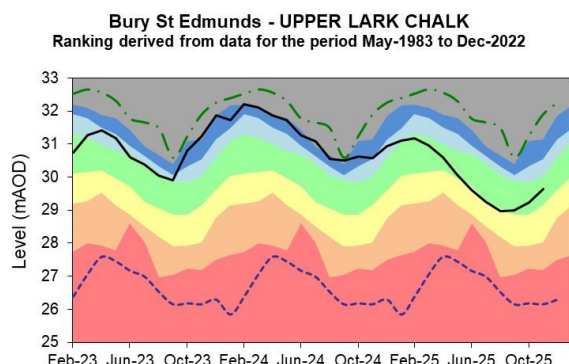
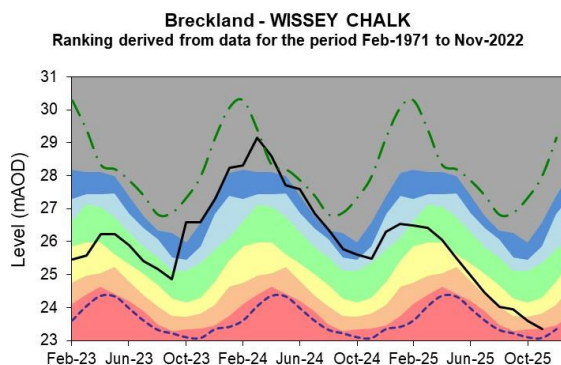
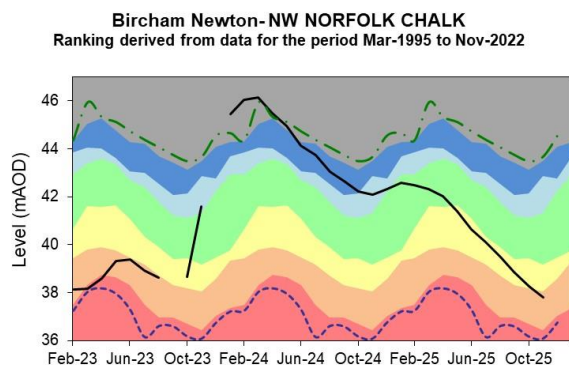
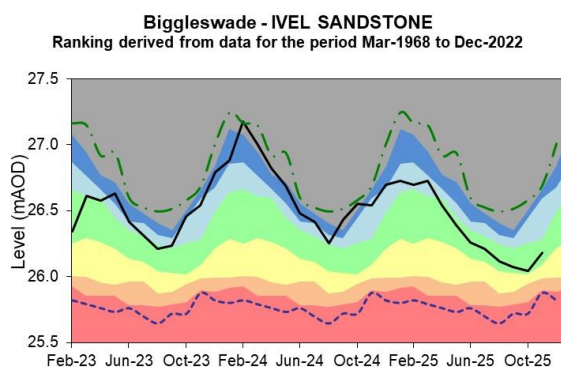
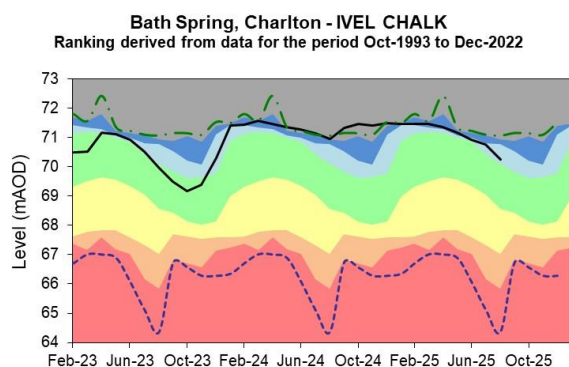
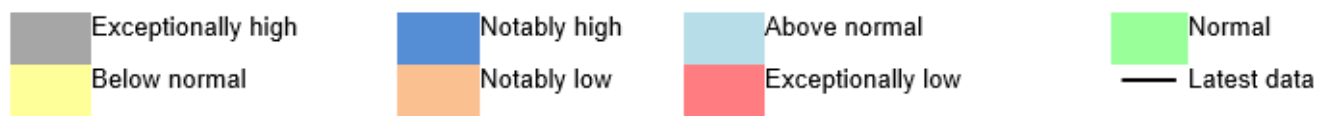
Figure 5.1: Groundwater levels for indicator sites at the end of November 2025, classed relative to an analysis of respective historic November levels. Table available in the appendices with detailed information.



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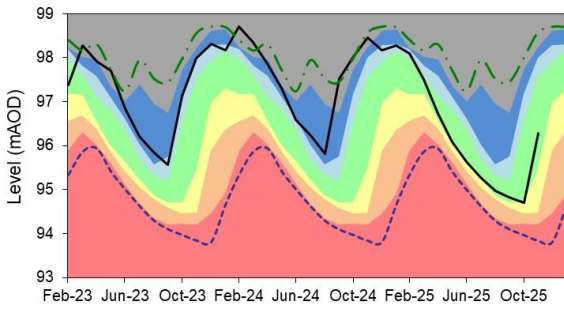
## 5.2 Groundwater level charts

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

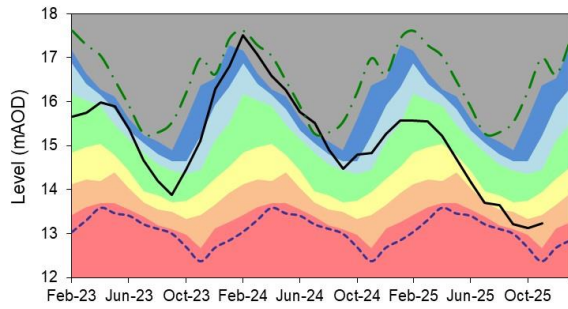




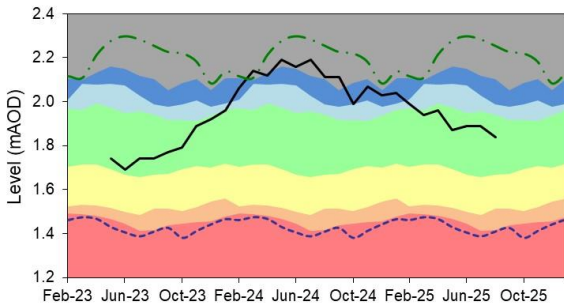
**Fringford - GREAT OOLITE**  
 Ranking derived from data for the period Sep-1980 to Dec-2022



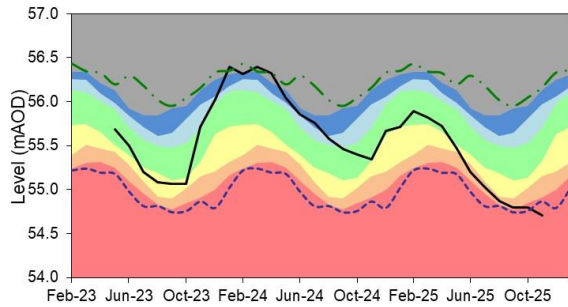
**Gog Magog, Stapleford - CAM CHALK**  
 Ranking derived from data for the period Jan-1980 to Dec-2022



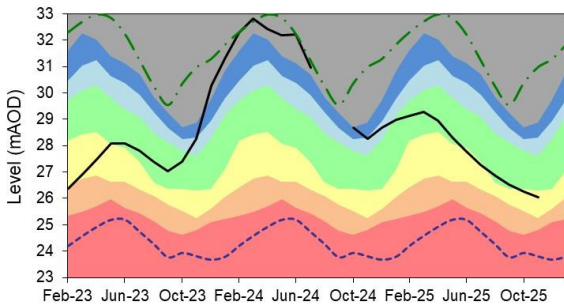
**Hazlewood Common - SUFFOLK CRAG**  
 Ranking derived from data for the period Oct-1988 to Nov-2022



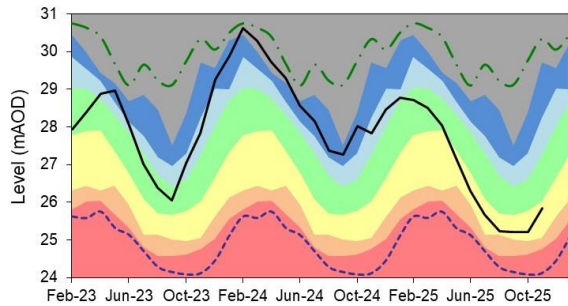
**Hindolveston - NORFOLK CHALK**  
 Ranking derived from data for the period Sep-1984 to Nov-2022



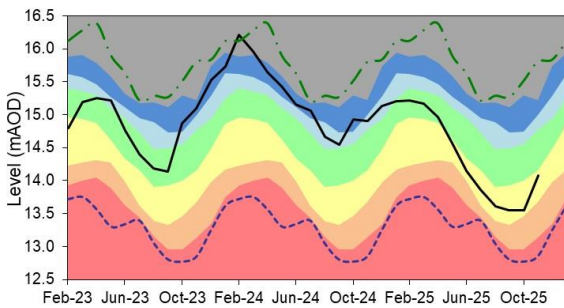
**Kenninghall - LITTLE OUSE CHALK**  
 Ranking derived from data for the period Aug-1973 to Dec-2022



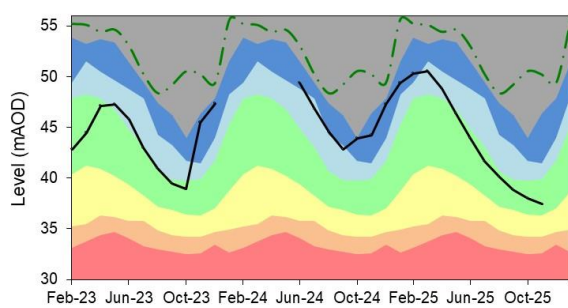
**Linton - CAM CHALK**  
 Ranking derived from data for the period Jan-1980 to Dec-2022



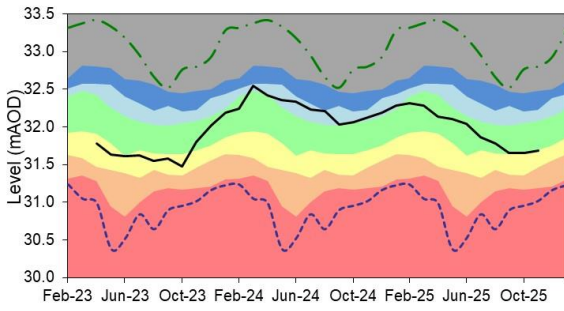
**Newmarket - SNAIL CHALK**  
 Ranking derived from data for the period Feb-1983 to Dec-2022



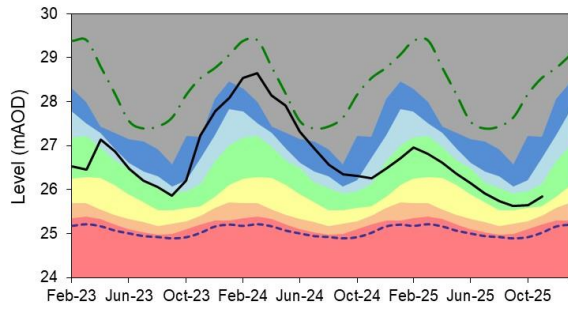
**Redlands Hall, Ickleton - CAM CHALK**  
 Ranking derived from data for the period Aug-1963 to Dec-2022



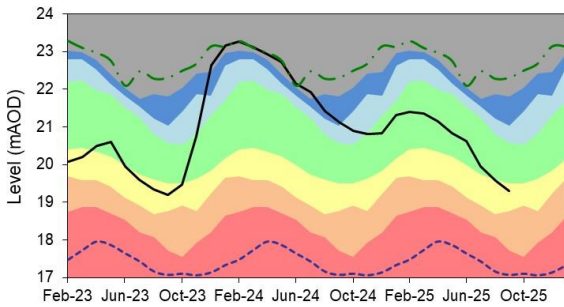
**Rook Hall, Braiseworth- SUFFOLK CHALK**  
 Ranking derived from data for the period Jan-1980 to Nov-2022



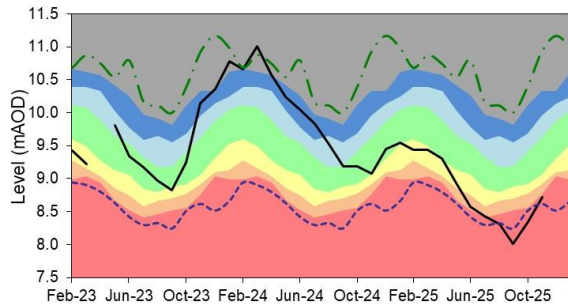
**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
 Ranking derived from data for the period Jan-1964 to Jul-2022



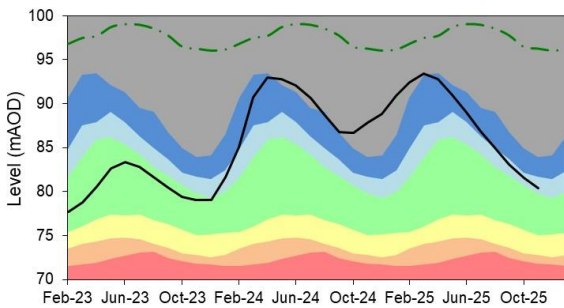
**Old Primary School, South Creak, NORFOLK CHALK**  
 Ranking derived from data for the period Oct-1971 to Aug-2021



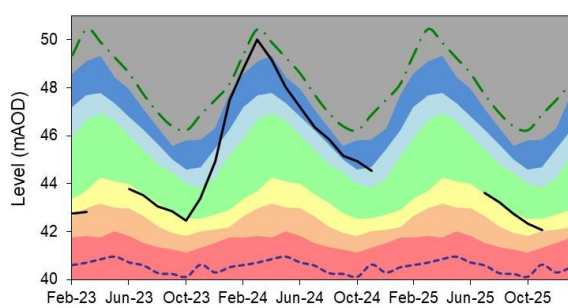
**The Spinney, Costessey- WENSUM CHALK**  
 Ranking derived from data for the period Oct-1971 to Nov-2022



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



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

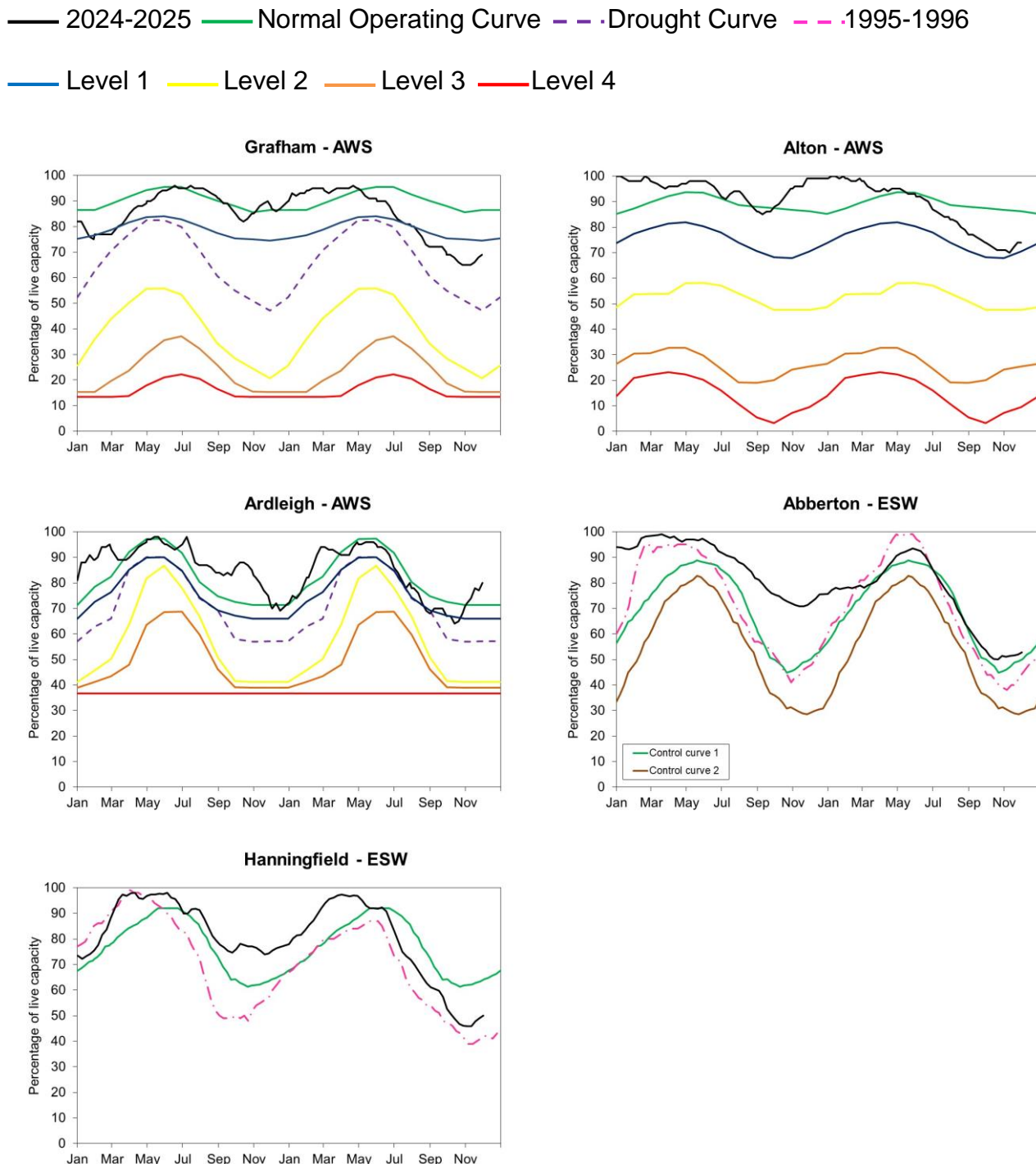


Source: Environment Agency, 2025.



## 6 Reservoir stocks

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

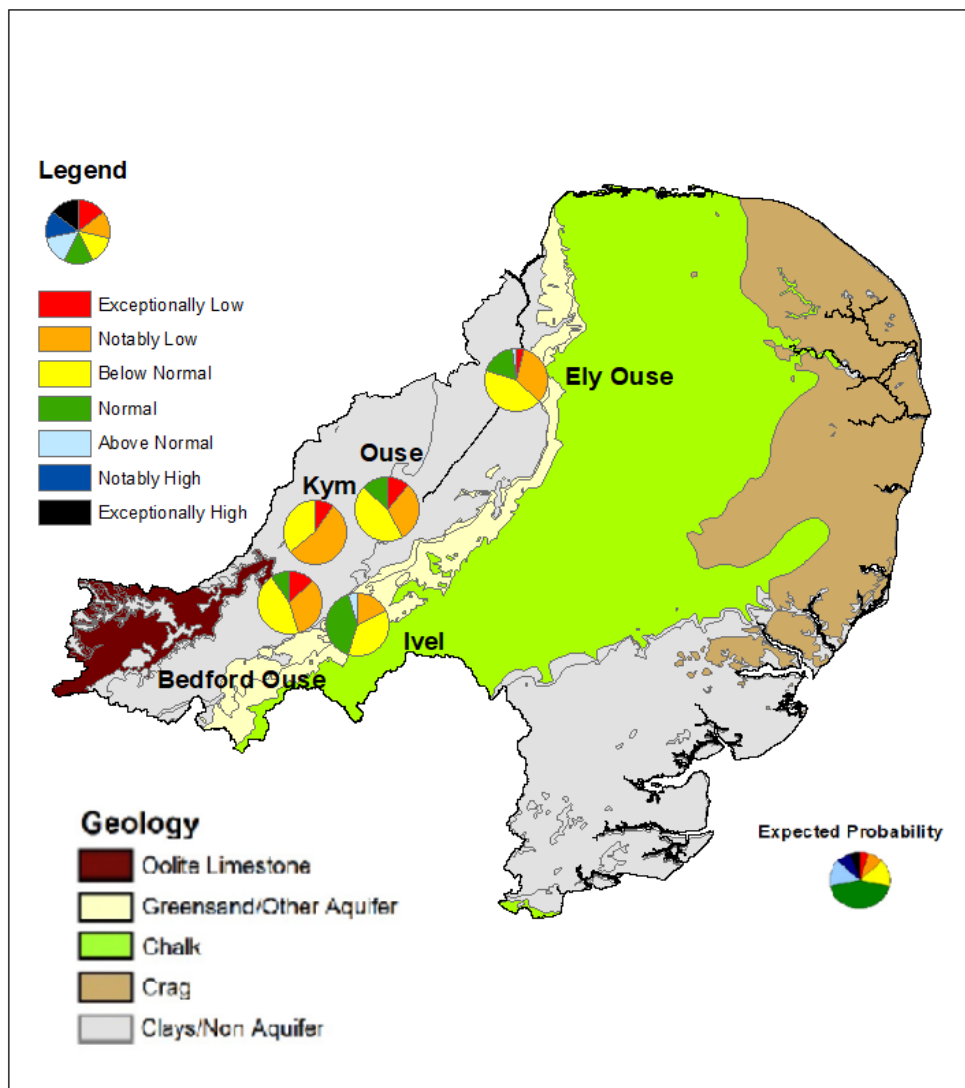


(Source: water companies. For more information on Anglian Water's reservoir level curves, please see Appendix 4 in their [Drought Plan](#)).

## 7 Forward look

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

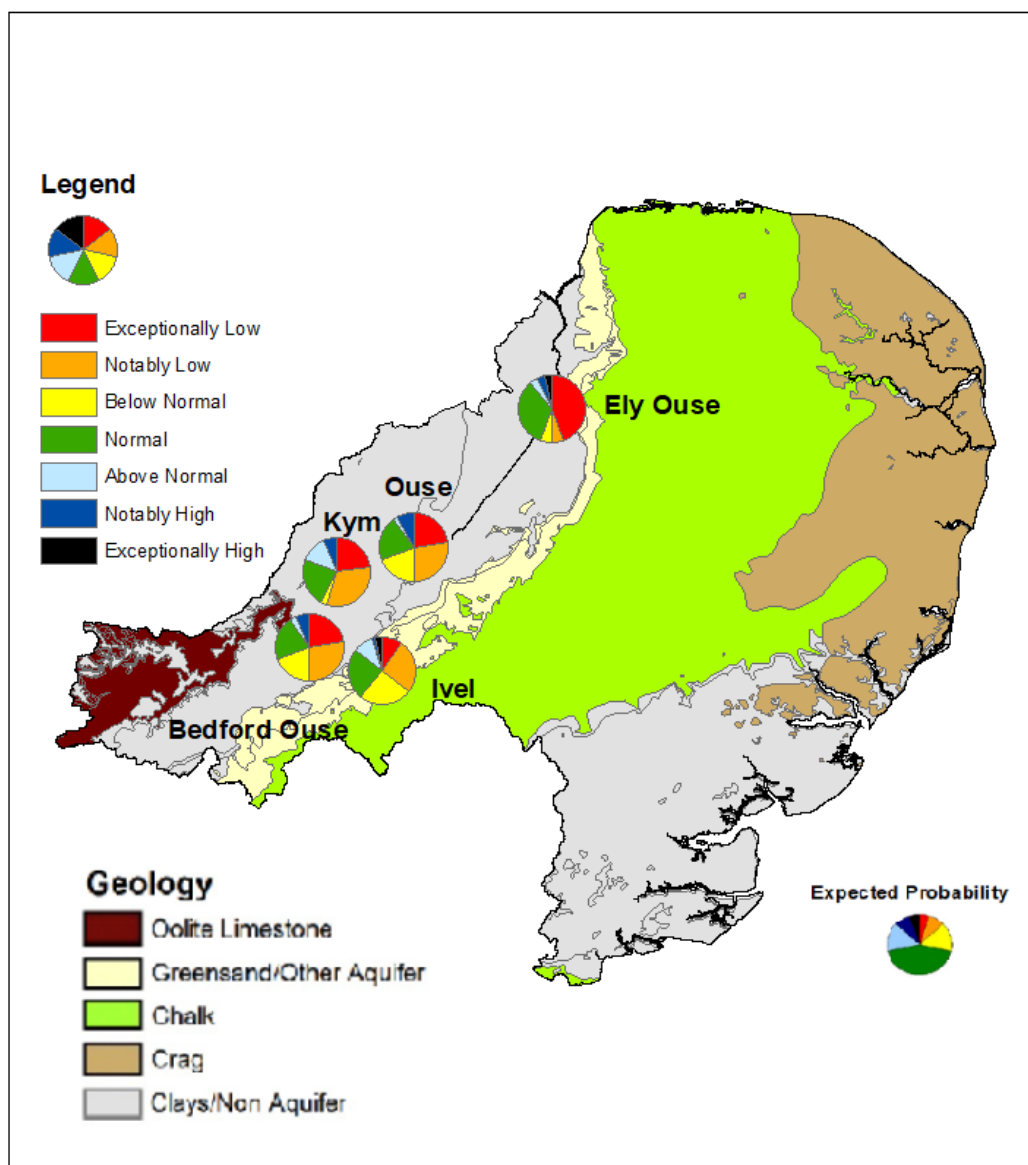
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



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

## 7.2 Probabilistic ensemble projection of river flows at key sites in March 2026

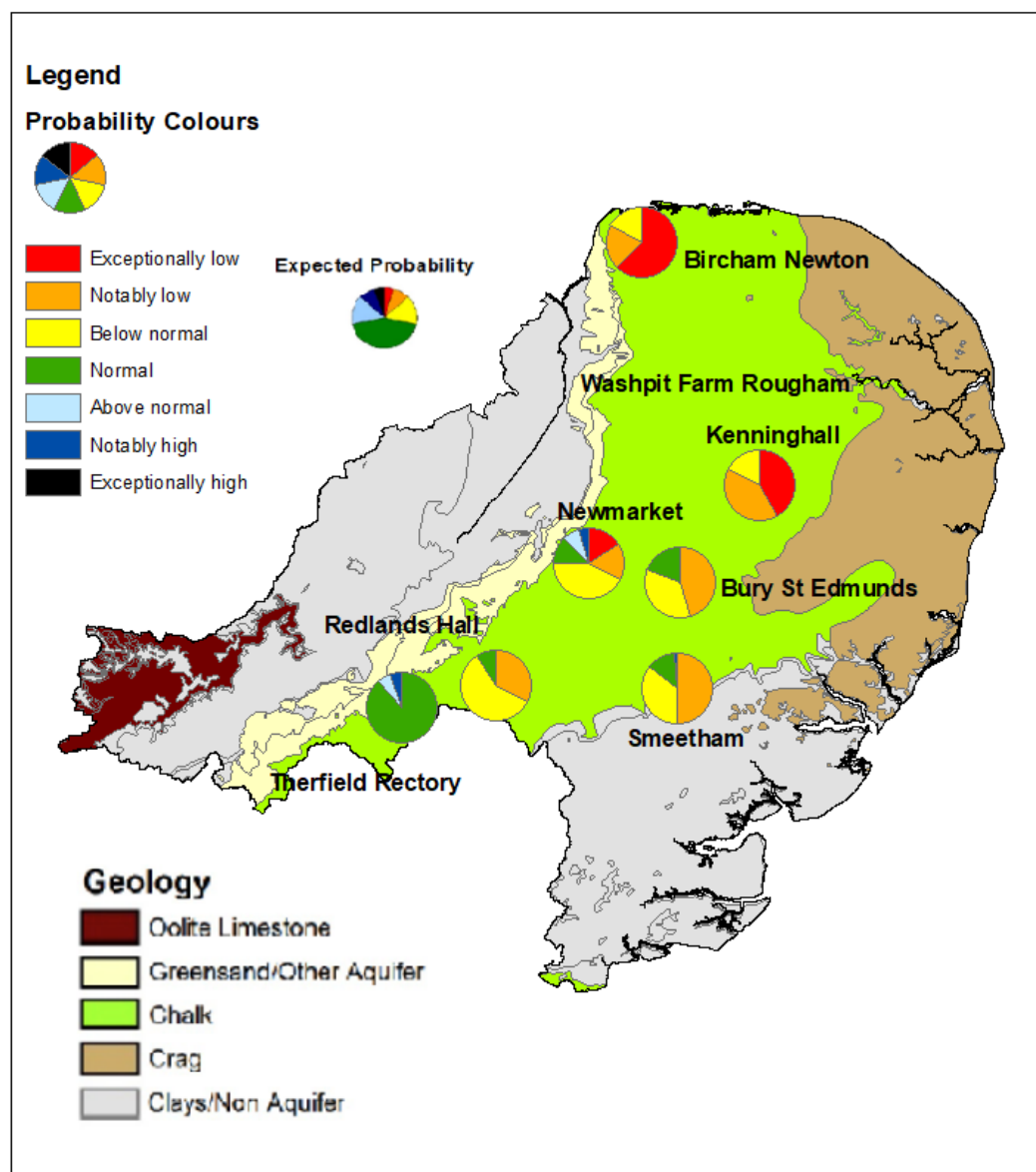
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



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

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

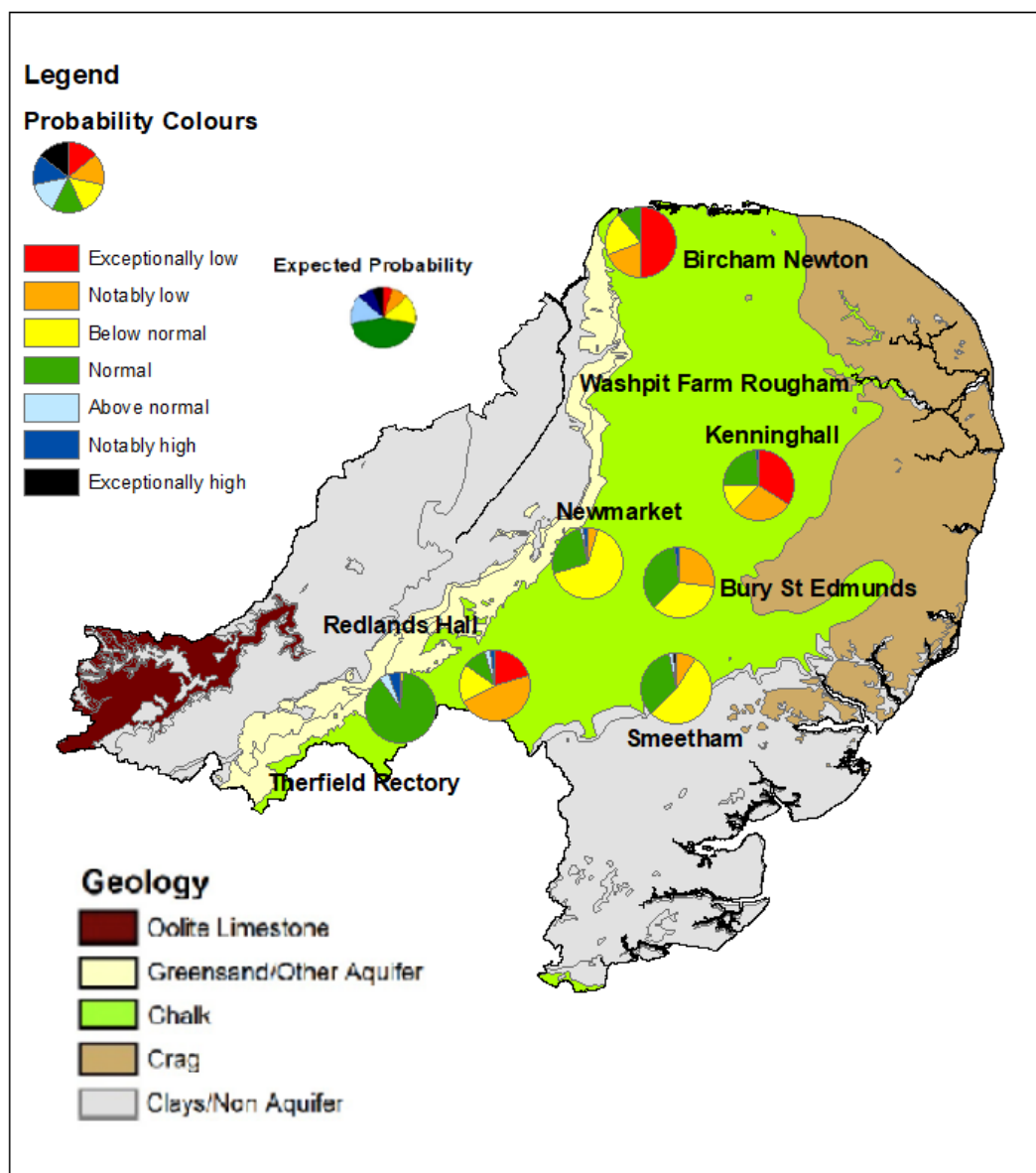
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency)  
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## 7.4 Probabilistic ensemble projection of groundwater levels at key sites in September 2026

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



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

### 8.1 Terminology

#### **Aquifer**

A geological formation able to store and transmit water.

#### **Areal average rainfall**

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

#### **Artesian**

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

#### **Artesian borehole**

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

#### **Cumecs**

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

#### **Effective rainfall**

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

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

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

#### **Groundwater**

The water found in an aquifer.

**Long term average (LTA)**

The arithmetic mean calculated from the historic record, usually based on the period 1991 to 2020. However, the period used may vary by parameter being reported on (see figure captions for details).

**mAOD**

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

**MORECS**

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

**Naturalised flow**

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

**NCIC**

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

**Recharge**

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

**Reservoir gross capacity**

The total capacity of a reservoir.

**Reservoir live capacity**

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

**Soil moisture deficit (SMD)**

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



## 8.2 Categories

### **Exceptionally high**

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

### **Notably high**

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

### **Above normal**

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

### **Normal**

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

### **Below normal**

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

### **Notably low**

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

### **Exceptionally low**

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

## 9 Appendices

### 9.1 Rainfall table

| Hydrological area     | Nov 2025 rainfall % of long term average 1991 to 2020 | Nov 2025 band      | Sep 2025 to November cumulative band | Jun 2025 to November cumulative band | Dec 2024 to November cumulative band |
|-----------------------|---|--------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Broadland Rivers      | 162   | Exceptionally High | Above normal                         | Normal                               | Below normal                         |
| Cam                   | 167   | Notably High       | Normal                               | Normal                               | Notably low                          |
| Central Area Fenland  | 196   | Exceptionally High | Above normal                         | Normal                               | Below normal                         |
| East Suffolk          | 160   | Notably High       | Notably high                         | Normal                               | Normal                               |
| Little Ouse And Lark  | 174   | Exceptionally High | Above normal                         | Normal                               | Below normal                         |
| Lower Bedford Ouse    | 195   | Exceptionally High | Above normal                         | Normal                               | Below normal                         |
| North Essex           | 123   | Above Normal       | Normal                               | Normal                               | Notably low                          |
| North Norfolk         | 141   | Notably High       | Normal                               | Normal                               | Notably low                          |
| Nw Norfolk And Wissey | 162   | Exceptionally High | Above normal                         | Normal                               | Below normal                         |
| South Essex           | 79  | Normal             | Normal                               | Below normal                         | Notably low                          |
| Upper Bedford Ouse    | 183   | Exceptionally High | Above normal                         | Normal                               | Below normal                         |

## 9.2 River flows table

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

|                      |            |               |         |                   |
|----------------------|------------|---------------|---------|-------------------|
| Northwold Total      | Wissey     | Wissey        | Normal  | Exceptionally low |
| Offord (gross Flows) | Great Ouse | Ouse Beds     | Normal  | Normal            |
| Roxton               | Great Ouse | Ivel          | Normal  | Below normal      |
| Springfield          | Chelmer    | Chelmer Upper | Normal  | Normal            |
| Swanton Morley Total | Wensum     | Wensum        | Normal  | Notably low       |
| Temple               | Lark       | Lark          | Normal  | Notably low       |
| Willen               | Ouzel      | Ouzel         | No Data | No Data           |

### 9.3 Groundwater table

| Site name             | Aquifer                  | End of Nov<br>2025 band | End of Oct<br>2025 band |
|-----------------------|--------------------------|-------------------------|-------------------------|
| Bath Spring           | Ivel Chalk               | No Data                 | No Data                 |
| Biggleswade           | Ivel Woburn Sands        | Normal                  | Normal                  |
| Bircham Newton        | North West Norfolk Chalk | Notably low             | Below normal            |
| Breckland             | Wissey Chalk             | Exceptionally low       | Notably low             |
| Bury St Edmunds       | Upper Lark Chalk         | Normal                  | Normal                  |
| Castle Farm, Offton   | East Suffolk Chalk       | Below normal            | Below normal            |
| Gog Magog, Stapleford | Cam Chalk                | Notably low             | Notably low             |
| Hazlewood Common      | East Suffolk Crag        | No Data                 | No Data                 |
| Hindolveston          | Norfolk Chalk            | Exceptionally low       | Exceptionally low       |
| Kenninghall           | Little Ouse Chalk        | Below normal            | Below normal            |
| Linton                | Cam Chalk                | Below normal            | Below normal            |
| Newmarket             | Snail Chalk              | Below normal            | Below normal            |

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

## 9.4 Ensemble projections tables

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

Percentage of pie chart for each band

| Site               | Bedford<br>Ouse | Kym | Ivel | Ouse | Ely Ouse |
|--------------------|-----------------|-----|------|------|----------|
| Exceptionally low  | 0               | 0   | 0    | 11   | 0        |
| Notably low        | 18              | 42  | 0    | 31   | 50       |
| Below normal       | 61              | 39  | 23   | 45   | 17       |
| Normal             | 19              | 13  | 71   | 13   | 24       |
| Above normal       | 2               | 6   | 5    | 0    | 6        |
| Notably high       | 0               | 0   | 0    | 0    | 0        |
| Exceptionally high | 0               | 0   | 2    | 0    | 4        |



#### 9.4.2 Probabilistic ensemble projection of river flows at key sites in March 2026

Percentage of pie chart for each band

| Site               | Bedford<br>Ouse | Kym | Ivel | Ouse | Ely Ouse |
|--------------------|-----------------|-----|------|------|----------|
| Exceptionally low  | 18              | 8   | 6    | 23   | 17       |
| Notably low        | 10              | 24  | 13   | 27   | 13       |
| Below normal       | 24              | 2   | 18   | 19   | 17       |
| Normal             | 34              | 39  | 40   | 21   | 37       |
| Above normal       | 6               | 16  | 15   | 2    | 6        |
| Notably high       | 8               | 11  | 3    | 8    | 7        |
| Exceptionally high | 0               | 0   | 5    | 0    | 4        |

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

Percentage of pie chart for each band

| Site               | Therfield Rectory | Redlands Hall | Newmarket | Bircham Newton | Kenninghall | Bury St Edmunds | Smeetham |
|--------------------|-------------------|---------------|-----------|----------------|-------------|-----------------|----------|
| Exceptionally low  | 0.0               | 0.0           | 0.0       | 43.8           | 3.1         | 0.0             | 0.0      |
| Notably low        | 0.0               | 9.4           | 3.1       | 32.8           | 53.1        | 3.1             | 15.6     |
| Below normal       | 0.0               | 76.6          | 43.8      | 18.8           | 40.6        | 32.8            | 54.7     |
| Normal             | 88.5              | 14.1          | 26.6      | 4.7            | 3.1         | 54.7            | 25.0     |
| Above normal       | 6.6               | 0.0           | 10.9      | 0.0            | 0.0         | 4.7             | 3.1      |
| Notably high       | 4.9               | 0.0           | 12.5      | 0.0            | 0.0         | 4.7             | 1.6      |
| Exceptionally high | 0.0               | 0.0           | 3.1       | 0.0            | 0.0         | 0.0             | 0.0      |

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

Percentage of pie chart for each band

| Site               | Therfield Rectory | Redlands Hall | Newmarket | Bircham Newton | Kenninghall | Bury St Edmunds | Smeetham |
|--------------------|-------------------|---------------|-----------|----------------|-------------|-----------------|----------|
| Exceptionally low  | 0.0               | 12.5          | 0.0       | 31.3           | 12.5        | 0.0             | 0.0      |
| Notably low        | 0.0               | 43.8          | 0.0       | 29.7           | 23.4        | 0.0             | 4.7      |
| Below normal       | 1.6               | 18.8          | 60.9      | 20.3           | 17.2        | 25.0            | 40.6     |
| Normal             | 88.5              | 17.2          | 34.4      | 18.8           | 42.2        | 70.3            | 46.9     |
| Above normal       | 4.9               | 7.8           | 3.1       | 0.0            | 1.6         | 0.0             | 4.7      |
| Notably high       | 4.9               | 0.0           | 1.6       | 0.0            | 3.1         | 3.1             | 3.1      |
| Exceptionally high | 0.0               | 0.0           | 0.0       | 0.0            | 0.0         | 1.6             | 0.0      |

**Cambridge Road / Hale Close  
INSET 1**

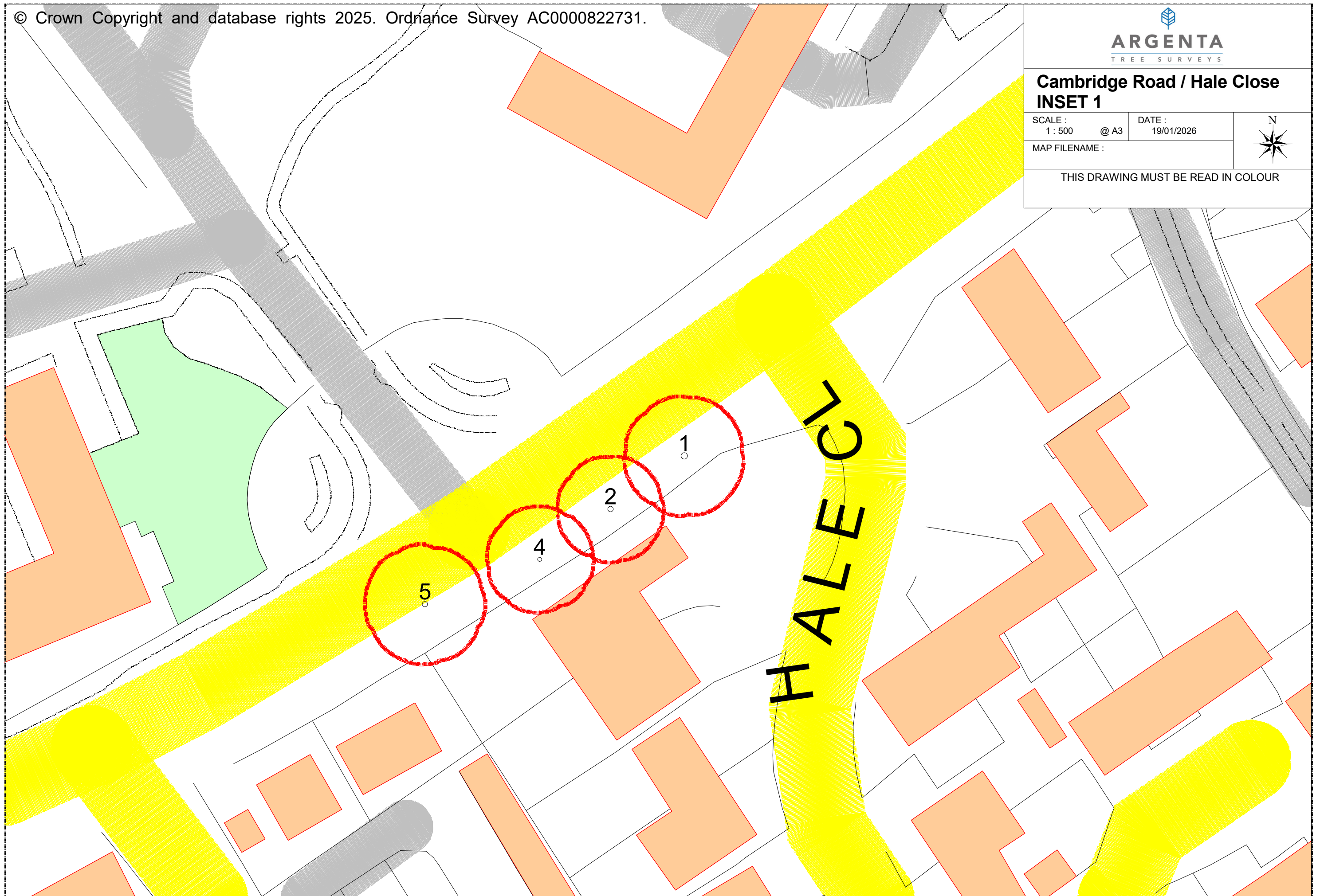
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19/01/2026

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| Site: Cambridge Road, Melbourne<br>Date: October 2025 |            |                  | Weather: Clear, still           |                                |            |  |                            |            |
|---|------------|------------------|---------------------------------|--------------------------------|------------|--|----------------------------|------------|
| Tree number   | Species    | Height estim (m) | Stem Diam (s) estim (mm) No. of | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations   | Priority / urgency of work | Zone value |
| 1   | Common Ash | 16               | 700<br>400<br>400<br>400        | 9                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Divides into multiple co-dominant stems at base. Early signs of Ash Dieback Disease   | 0                          | 1          |
| 2   | Common Ash | 16               | 600<br>600                      | 8                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Bifurcates into a pair of co-dominant stems at base. Moderate deadwood throughout but low risk to highway users. Early signs of Ash Dieback Disease | 0                          | 1          |
| 4   | Common Ash | 16               | 450<br>450                      | 8                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Bifurcates into a pair of co-dominant stems at 1 metre. Minor dead wood in lower crown  | 0                          | 1          |
| 5   | Common Ash | 16               | 800                             | 9                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Bifurcates into a pair of co-dominant stems at 2 metres   | 0                          | 1          |



**The Moor Play Area  
INSET 2**

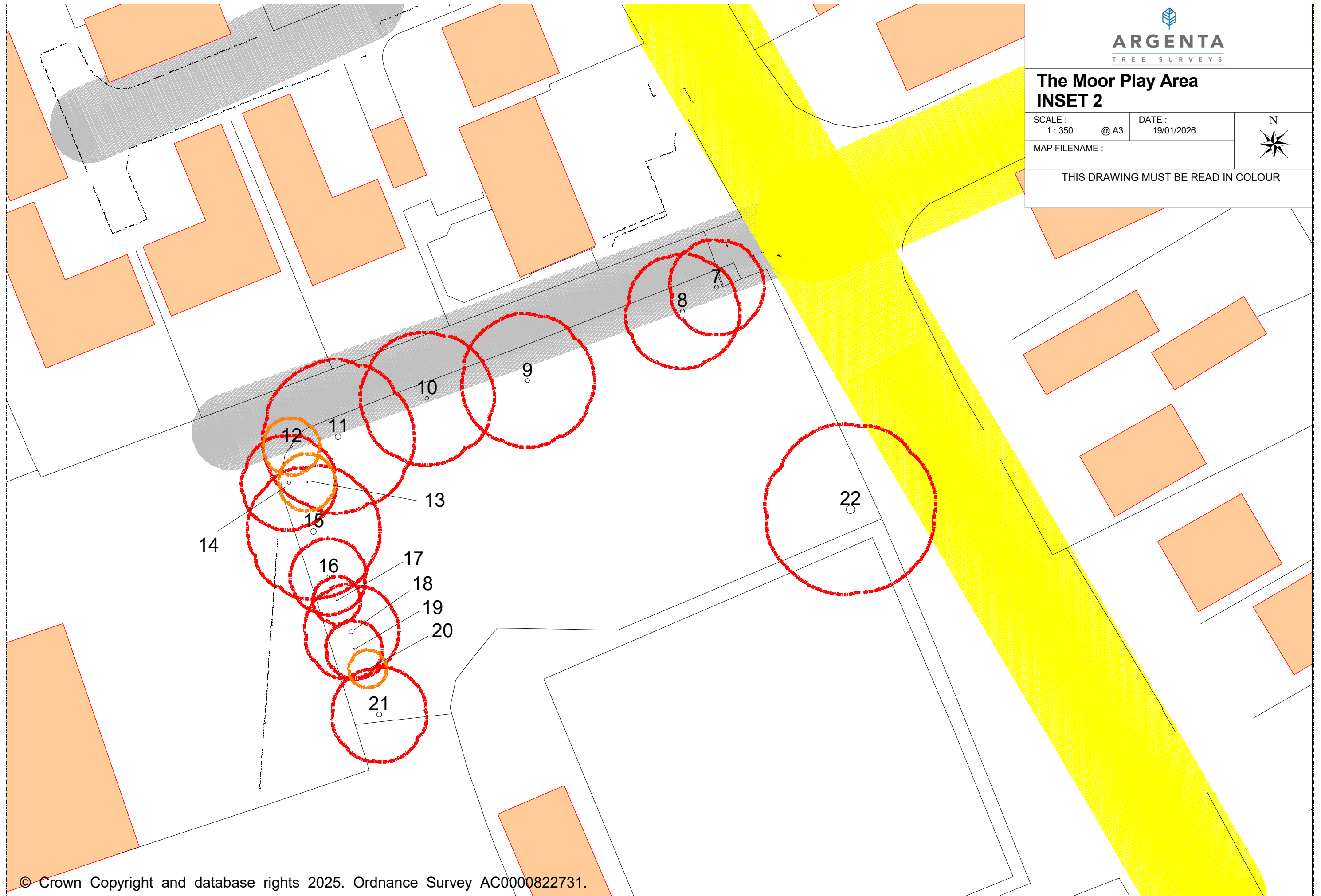
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19/01/2026

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| Site: The Moor play area, Melbourn<br>Date: November 2025 |              |                  | Weather: Clear, still           |                                |            |   |                            |            |
|---|--------------|------------------|---------------------------------|--------------------------------|------------|---|----------------------------|------------|
| Tree number   | Species      | Height estim (m) | Stem Diam (s) estim (mm) No. of | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| 7   | Silver Birch | 20               | 450                             | 5                              | Mature     | Crown - Good, Stem - Good, Basal Area - Fair<br><br>No action<br><br>Excellent quality specimen   | 0                          | 1          |
| 8   | Silver Birch | 19               | 450                             | 6                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects   | 0                          | 1          |
| 9   | Silver Birch | 20               | 450                             | 7                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects   | 0                          | 1          |
| 10  | Silver Birch | 19               | 400                             | 7                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects   | 0                          | 1          |
| 11  | Silver Birch | 19               | 600                             | 8                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Good<br><br>No action<br><br>No notable defects   | 0                          | 1          |
| 12  | Silver Birch | 10               | 250                             | 3                              | Mature     | Crown - Poor, Stem - Poor, Basal Area - Fair<br><br><b>Fell</b><br><br>Top broken out at 5 metres. Birch Polypore (fungus) near top   | 2                          | 2          |
| 13  | Silver Birch | 8                | 125<br>125                      | 3                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Good<br><br>No action<br><br>Bifurcates into a pair of co-dominant stems at base. Suppressed by adjacent trees due to light competition. Poor specimen.                           | 0                          | 2          |
| 14  | Silver Birch | 14               | 350                             | 5                              | Mature     | Crown - Good, Stem - Good, Basal Area - Fair<br><br>No action<br><br>Slightly suppressed and leaning over car park. Cavity close to base on south side is relatively small and decay appears to be well compartmentalised | 0                          | 1          |

| Site: The Moor play area, Melbourn<br>Date: November 2025 |              |                  | Weather: Clear, still           |                                |            |  |                            |            |
|---|--------------|------------------|---------------------------------|--------------------------------|------------|--|----------------------------|------------|
| Tree number   | Species      | Height estim (m) | Stem Diam (s) estim (mm) No. of | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations   | Priority / urgency of work | Zone value |
| 15  | Silver Birch | 19               | 600                             | 7                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Bifurcates into a pair of co-dominant stems at 2 metres. No notable defects   | 0                          | 1          |
| 16  | Silver Birch | 17               | 300                             | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 1          |
| 17  | Silver Birch | 9                | 125                             | 2.5                            | Mature     | Crown - Fair, Stem - Fair, Basal Area - Good<br><br>No action<br><br>Suppressed by adjacent trees. Low vigour. Old mechanical impact wound at 1 metre west side with exposed sapwood but no cavity   | 0                          | 1          |
| 18  | Silver Birch | 17               | 450                             | 5                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 1          |
| 19  | Silver Birch | 6                | 125<br>125                      | 3                              | Mature     | Crown - Fair, Stem - Poor, Basal Area - Good<br><br>No action<br><br>Bifurcates into a pair of co-dominant stems at base. Heavily suppressed by adjacent trees. Low vigour. Numerous old mechanical impact wounds on both stems and some small cavities but of no safety concern | 0                          | 1          |
| 20  | Silver Birch | 3                | 75                              | 2                              | Mature     | Crown - Poor, Stem - Poor, Basal Area - Fair<br><br>No action<br><br>Very suppressed by adjacent trees. Numerous old mechanical impact wounds on trunk and poorly occluded pruning wounds. Too small to pose a safety concern  | 0                          | 2          |
| 21  | Silver Birch | 15               | 450<br>300                      | 5                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br><br>No action<br><br>Bifurcates into a pair of co-dominant stems at 0.5 metres   | 0                          | 1          |



| <b>Site: The Moor play area, Melbourn</b><br><b>Date: November 2025</b> |                   |                  | <b>Weather: Clear, still</b>    |                                |            |  |                            |            |
|---|-------------------|------------------|---------------------------------|--------------------------------|------------|--|----------------------------|------------|
| Tree number   | Species           | Height estim (m) | Stem Diam (s) estim (mm) No. of | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations               | Priority / urgency of work | Zone value |
| 22  | Small-Leafed Lime | 16               | 900                             | 9                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>An outstanding specimen tree. | 0                          | 1          |

The Recreation Ground  
INSET 3

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19/01/2026

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THATCHER ST

Hall

Pav

Pa

Recreation  
Ground

23

24

25

26

27

GROUP

| Site: Willows at Rec Ground, The Moor, Melbourn<br>Date: November 2025 |  |                  | Weather: Clear, still           |                                |            |   |                            |            |
|--|--|------------------|---------------------------------|--------------------------------|------------|---|----------------------------|------------|
| Tree number  | Species  | Height estim (m) | Stem Diam (s) estim (mm) No. of | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| 23   | Crack Willow   | 18               | 800<br>300                      | 7                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Previously reduced to a high pollard. Ivy on trunk       | 0                          | 2          |
| 24   | Crack Willow   | 20               | 1000<br>800<br>700              | 8                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Previously reduced to a high pollard. Ivy on trunk       | 0                          | 2          |
| 25   | Crack Willow   | 10               | 800                             | 4                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Previously pollarded at 5 metres                         | 0                          | 2          |
| 26   | Crack Willow   | 12               | 600<br>600                      | 5                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Previously reduced to a high pollard. Ivy on trunk       | 0                          | 2          |
| 27   | Crack Willow   | 4                | 700                             | 0                              | Dead       | Crown - Dead, Stem - Dead, Basal Area - Dead<br><br>No action – Retain as dead wood<br><br>4-metres tall stump covered in Ivy | 0                          | 2          |
| Group  | Row of mature Sycamore, Ash & Field Maple. Up to 20 metres in height. Moderate condition. Moderate dead wood throughout. Some symptoms of Ash Dieback Disease<br><ul style="list-style-type: none"> <li>No action</li> </ul> |                  |                                 |                                |            |   | 0                          | 2          |

All Saints Churchyard  
INSET 4

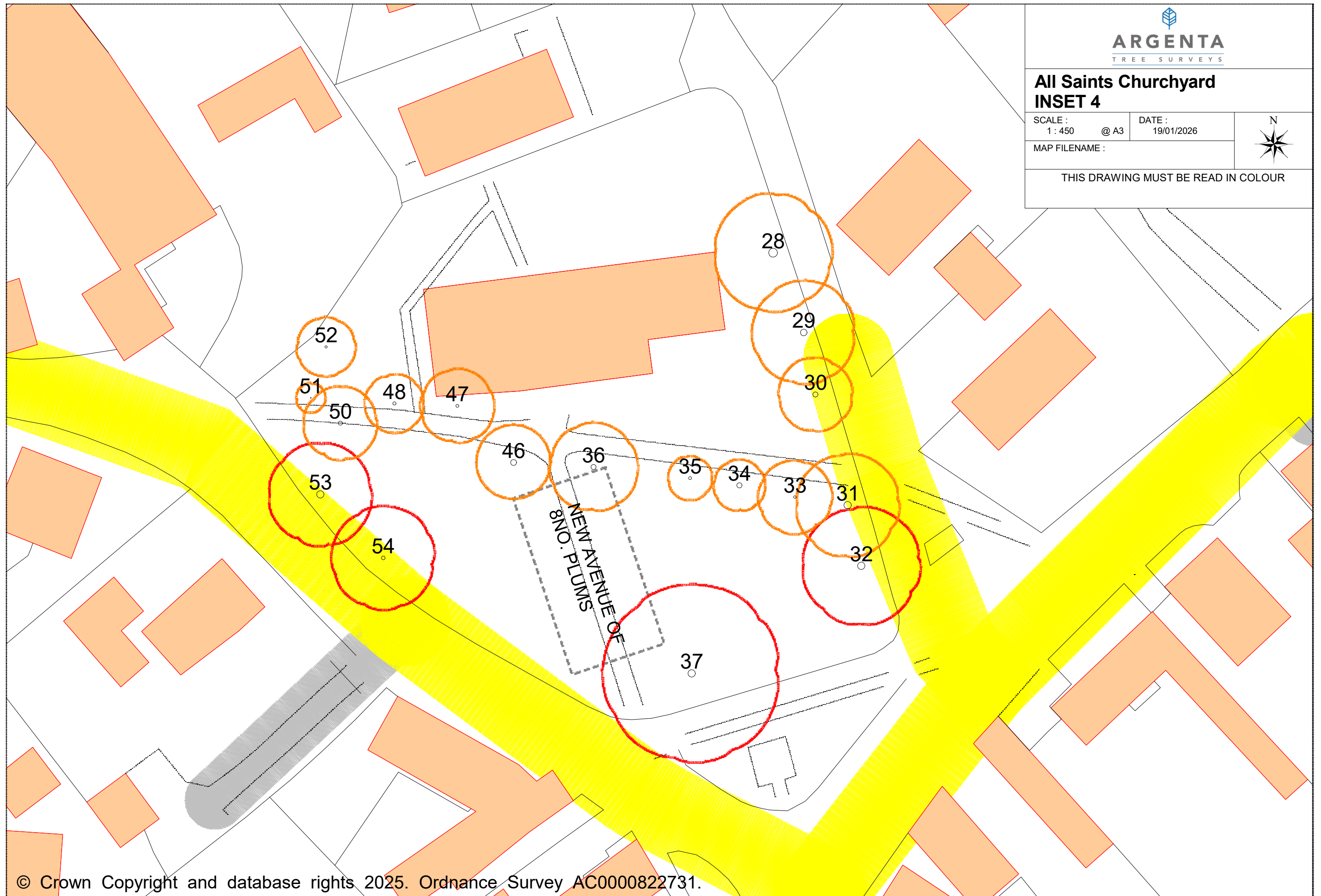
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DATE :  
19/01/2026

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| Site: All Saints Churchyard, Melbourne<br>Date: October 2025 |                       |                  | Weather: Clear, still           |                                |            |   |                            |            |
|--|-----------------------|------------------|---------------------------------|--------------------------------|------------|---|----------------------------|------------|
| Tree number  | Species               | Height estim (m) | Stem Diam (s) estim (mm) No. of | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| 28   | Common Yew            | 13               | 1200                            | 8                              | Mature     | Crown - Good, Stem - Good, Basal Area - Fair<br>No action<br>Some limited basal decay on east side of trunk.  | 0                          | 2          |
| 29   | Common Yew            | 11               | 900                             | 7                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br>No action<br>No notable defects   | 0                          | 2          |
| 30   | Common Yew            | 12               | 700                             | 5                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects   | 0                          | 2          |
| 31   | Common Horse Chestnut | 19               | 1000                            | 7                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Good<br>No action<br>Large cavity at 2.5 metres northwest side from old flush-cut pruning wound or branch tear with extensive adaptive growth | 0                          | 2          |
| 32   | Common Horse Chestnut | 20               | 1000                            | 8                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br><b>Sever Ivy</b><br>Dense Ivy on areas of trunk and reaching into mid crown   | 2                          | 1          |
| 33   | Common Yew            | 8                | 350                             | 5                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Good<br>No action<br>Old branch tear out wound at 1.5 metres on south side  | 0                          | 2          |
| 34   | Lawson Cypress        | 19               | 700                             | 3.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects   | 0                          | 2          |
| 35   | Lawson Cypress        | 15               | 400                             | 3                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br>No action<br>Slightly sparse foliage  | 0                          | 2          |

| Site: All Saints Churchyard, Melbourne<br>Date: October 2025 |                       |                  | Weather: Clear, still           |                                |            |  |                            |            |
|--|-----------------------|------------------|---------------------------------|--------------------------------|------------|--|----------------------------|------------|
| Tree number  | Species               | Height estim (m) | Stem Diam (s) estim (mm) No. of | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations   | Priority / urgency of work | Zone value |
| 36   | Lawson Cypress        | 14               | 700                             | 6                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Topped has snapped out or been removed many years ago and new leader has formed | 0                          | 2          |
| 37   | Common Horse Chestnut | 21               | 1000                            | 12                             | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 1          |
| 46   | Common Yew            | 8                | 800                             |                                | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Divides into multiple co-dominant stems at base                                 | 0                          | 2          |
| 47   | Prunus 'Kanzan'       | 5                | 400                             | 5                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Divides into multiple co-dominant stems at 1.5 metres                           | 0                          | 2          |
| 48   | Common Yew            | 10               | 200<br>200<br>200<br>200<br>200 | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Divides into multiple co-dominant stems at base                                 | 0                          | 2          |
| 50   | Common Yew            | 10               | 300<br>300<br>275<br>200<br>150 | 5                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Divides into multiple co-dominant stems at base                                 | 0                          | 2          |
| 51   | Irish Yew             | 7                | 100                             | 2                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 2          |
| 52   | Plum                  | 6.5              | 300                             | 4                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>No notable defects  | 0                          | 2          |

| Site: All Saints Churchyard, Melbourn<br>Date: October 2025 |                    |                  | Weather: Clear, still           |                                |            |  |                            |            |
|---|--------------------|------------------|---------------------------------|--------------------------------|------------|--|----------------------------|------------|
| Tree number   | Species            | Height estim (m) | Stem Diam (s) estim (mm) No. of | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations   | Priority / urgency of work | Zone value |
| 53  | Common Yew         | 15               | 1000                            | 7                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 1          |
| 54  | Common Ash         | 15               | 500                             | 7                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br><br><b>Remove dead wood over road</b><br><br>Early signs of Ash Dieback Disease. Moderate dead wood over road                    | 2                          | 1          |
| G1  | 8no. Pissards Plum | 1.5              | 30                              | 1                              | Young      | Crown - Good, Stem - Fair, Basal Area - Good<br><br>No action<br><br>Recent plantings following removal of original trees in 2020. Stakes recently removed as no longer required | 0                          | 2          |



Orchard Road  
INSET 5

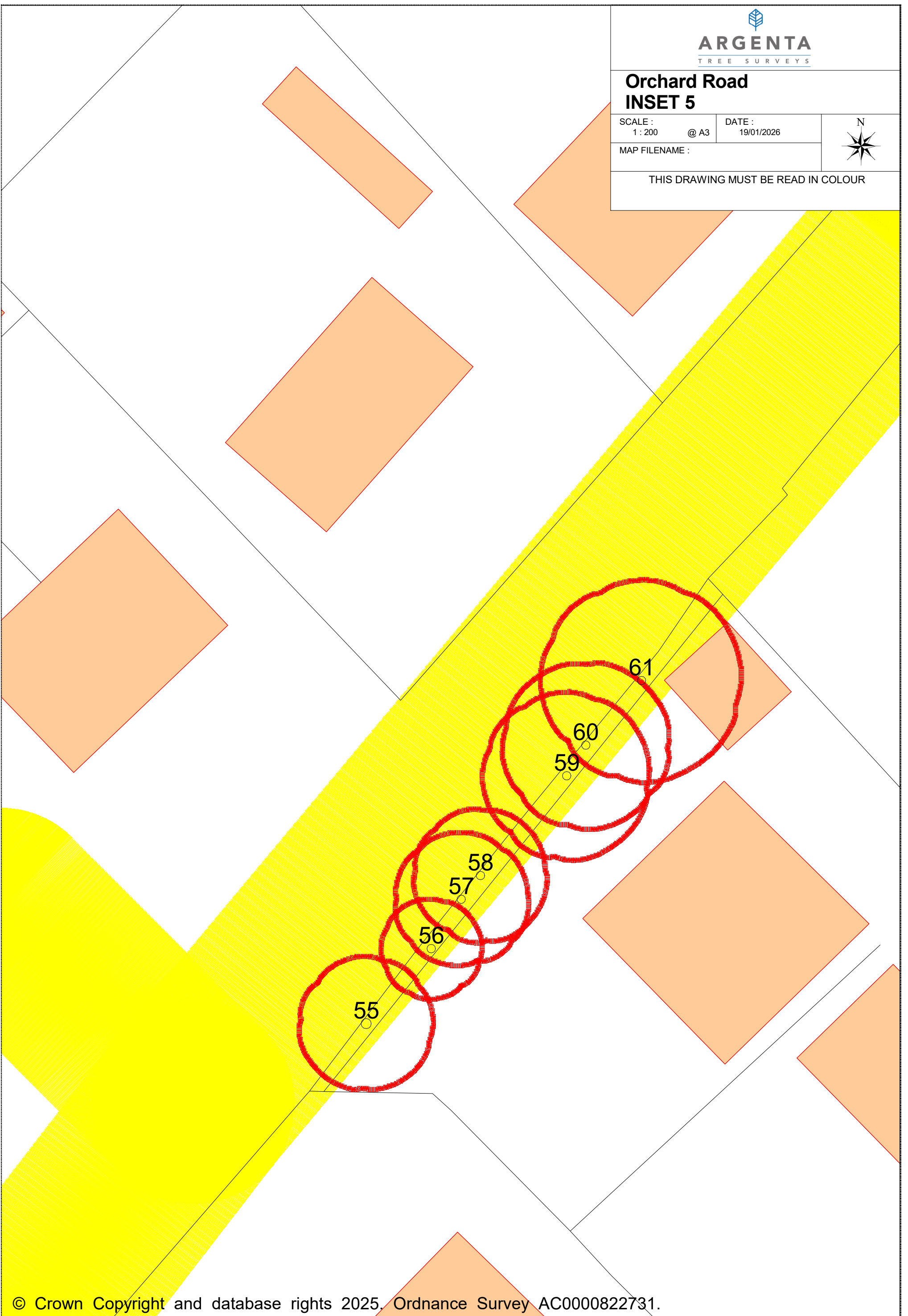
SCALE :  
1 : 200 @ A3

DATE :  
19/01/2026

MAP FILENAME :



THIS DRAWING MUST BE READ IN COLOUR





| Site: Orchard Road, Melbourn<br>Date: October 2025 |            |                  | Weather: Clear, still           |                                |            |   |                            |            |
|--|------------|------------------|---------------------------------|--------------------------------|------------|---|----------------------------|------------|
| Tree number  | Species    | Height estim (m) | Stem Diam (s) estim (mm) No. of | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| 55   | Sycamore   | 15               | 600                             | 4                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br>No action<br>Previously topped  | 0                          | 1          |
| 56   | Sycamore   | 15               | 500                             | 3                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br>No action<br>Previously topped  | 0                          | 1          |
| 57   | Sycamore   | 13               | 500                             | 4                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br>No action<br>Previously topped  | 0                          | 1          |
| 58   | Sycamore   | 13               | 500                             | 4                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br>No action<br>Previously topped  | 0                          | 1          |
| 59   | Common Ash | 14               | 500                             | 5                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Topped at 12 metres  | 0                          | 1          |
| 60   | Common Ash | 14               | 500                             | 5                              | Mature     | Crown - Poor, Stem - Fair, Basal Area - Fair<br>No action<br>Topped at 12 metres. Ash Dieback Disease. Unsightly  | 0                          | 1          |
| 61   | Common Ash | 14               | 500                             | 6                              | Mature     | Crown - Poor, Stem - Poor, Basal Area - Fair<br><br><b>Crown reduce by 5 metres</b><br><br>Bracket of Inonotus hispidus wood decay fungus (causing embrittlement) at 6 metres on trunk. Crown has been previously reduced | 2                          | 1          |

Orchard Road Cemetery  
INSET 6

SCALE :  
1 : 400

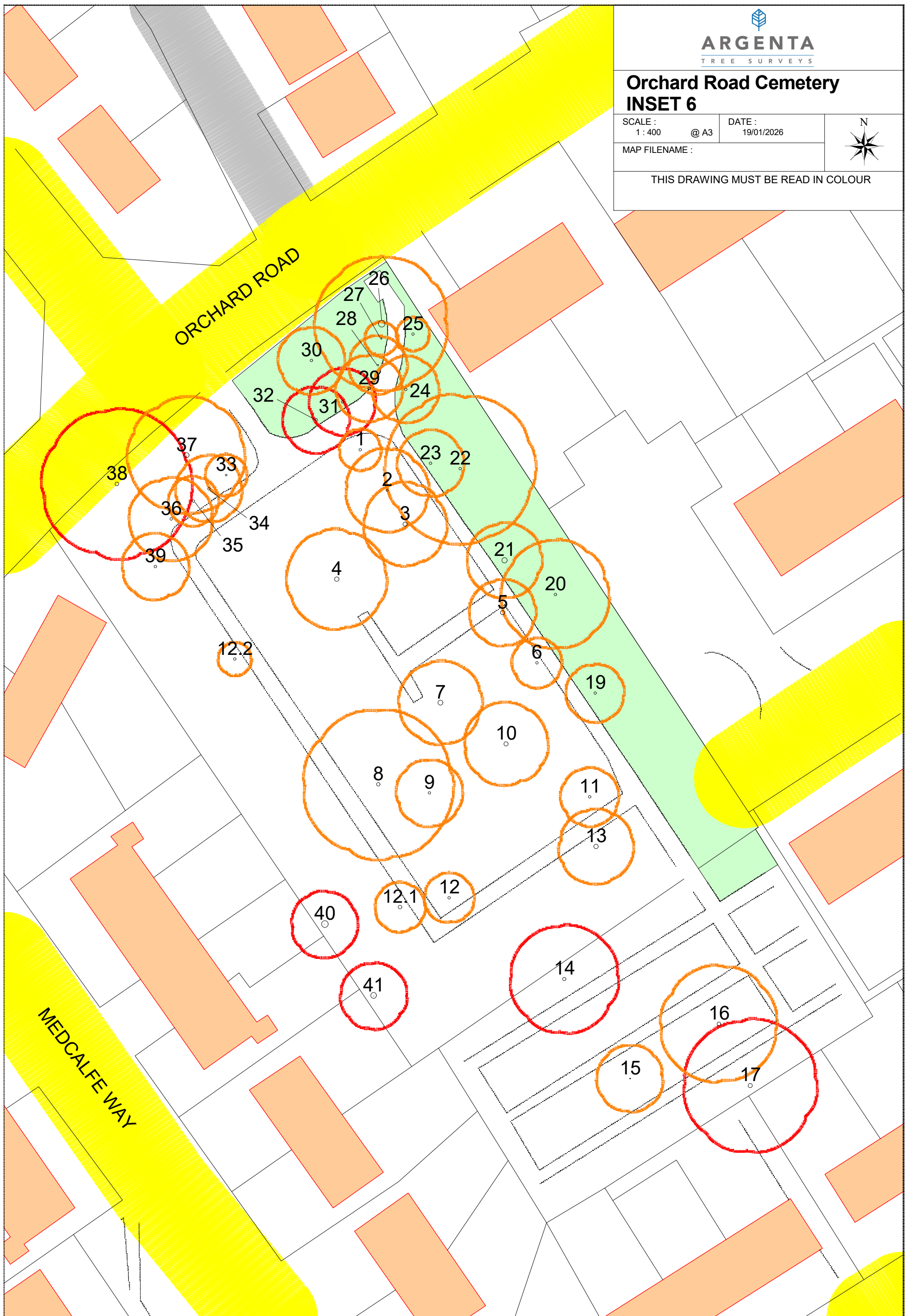
@ A3

DATE :  
19/01/2026

MAP FILENAME :



THIS DRAWING MUST BE READ IN COLOUR



| Site name: Orchard Road Cemetery, Melbourn<br>Surveyor: Ian Lorman |                  |                  | Date of survey: October 2025<br>Conditions: Clear / dry / still |                                |            |   |                            |            |
|--|------------------|------------------|---|--------------------------------|------------|---|----------------------------|------------|
| Tree number  | Species          | Height estim (m) | Stem Diam (s) estim (mm) No. of                                 | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations                | Priority / urgency of work | Zone value |
| 1  | Irish Yew        | 7.5              | 300   | 2.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects                     | 0                          | 2          |
| 2  | Common Holly     | 6                | 200<br>175  | 5                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>Twin stem from base                    | 0                          | 2          |
| 3  | Lawson's Cypress | 11               | 500   | 5                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects                     | 0                          | 2          |
| 4  | Lawson's Cypress | 12               | 550   | 6                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects                     | 0                          | 2          |
| 5  | Lawson's Cypress | 11               | 500   | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>Causing significant damage to footpath | 0                          | 2          |
| 6  | Irish Yew        | 8                | 300   | 3                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects                     | 0                          | 2          |
| 7  | Lawson's Cypress | 13               | 600   | 5                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects                     | 0                          | 2          |
| 8  | Common Yew       | 7.5              | 300<br>300  | 9                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects                     | 0                          | 2          |

| Site name: Orchard Road Cemetery, Melbourn<br>Surveyor: Ian Lorman |                  |                  | Date of survey: October 2025<br>Conditions: Clear / dry / still |                                |            |   |                            |            |
|--|------------------|------------------|---|--------------------------------|------------|---|----------------------------|------------|
| Tree number  | Species          | Height estim (m) | Stem Diam (s) estim (mm) No. of                                 | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| 9  | Irish Yew        | 9                | 300   | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>9-metres-tall Holly tree growing through crown. Treat as one tree  | 0                          | 2          |
| 10   | Lawson's Cypress | 12               | 500   | 5                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects   | 0                          | 2          |
| 11   | Irish Yew        | 9                | 300   | 3.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects   | 0                          | 2          |
| 12   | Irish Yew        | 8                | 300   | 3                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects   | 0                          | 2          |
| 12.1   | Lawson Cypress   | 11               | 450   | 3                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects   | 0                          | 2          |
| 12.2   | Irish Yew        | 7.5              | 300   | 2                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><b>Remove subsiding branch that is overhanging the path</b><br>Branch subsiding ove path and will snap out if not removed | 2                          | 2          |
| 13   | Lawson's Cypress | 11               | 550   | 4.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>Sever Ivy<br>Ivy becoming well established  | 3                          | 2          |
| 14   | Common Hornbeam  | 12               | 400   | 6.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>Overhanging bench  | 0                          | 1          |

| Site name: Orchard Road Cemetery, Melbourn<br>Surveyor: Ian Lorman |              |                  | Date of survey: October 2025<br>Conditions: Clear / dry / still |                                |            |   |                            |            |
|--|--------------|------------------|---|--------------------------------|------------|---|----------------------------|------------|
| Tree number  | Species      | Height estim (m) | Stem Diam (s) estim (mm) No. of                                 | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| 15   | Crab Apple   | 5                | 125   | 4                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Good<br><br>No action<br><br>Patch of necrotic bark on trunk at 0.5m nw side  | 0                          | 2          |
| 16   | Silver Birch | 10               | 450   | 7                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br><b>Sever Ivy</b><br><br>Ivy becoming well established   | 3                          | 2          |
| 17   | Sycamore     | 12               | 500   | 8                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Old bark wound north side at 1.5 metres above ground level with exposed sapwood.<br>No cause for concern | 0                          | 1          |
| 19   | Irish Yew    | 8                | 300   | 3.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects   | 0                          | 2          |
| 20   | Common Holly | 9                | 300   | 6.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Divides into seven stems from 1 metre above ground level   | 0                          | 2          |
| 21   | Common Yew   | 5                | 650   | 4.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Has been topped at 5 metres height   | 0                          | 2          |
| 22   | Common Yew   | 10               | 300   | 9                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Divides into nine stems from 0.5 metres  | 0                          | 2          |

| Site name: Orchard Road Cemetery, Melbourn<br>Surveyor: Ian Lorman |              |                  | Date of survey: October 2025<br>Conditions: Clear / dry / still |                                |            |  |                            |            |
|--|--------------|------------------|---|--------------------------------|------------|--|----------------------------|------------|
| Tree number  | Species      | Height estim (m) | Stem Diam (s) estim (mm)<br>No. of                              | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations   | Priority / urgency of work | Zone value |
| 23   | Irish Yew    | 7.5              | 300   | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 2          |
| 24   | Irish Yew    | 7.5              | 300   | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 2          |
| 25   | Irish Yew    | 3                | 300   | 2                              | Dead       | Crown - Dead, Stem - Dead, Basal Area - Dead<br><br><b>Fell</b><br><br>Dead  | 3                          | 2          |
| 26   | Common Yew   | 11               | 800   | 8                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 2          |
| 27   | Irish Yew    | 3                | 150   | 2                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br><br>No action<br><br>Heavily suppressed by adjacent trees. Shrub-like form             | 0                          | 2          |
| 28   | Irish Yew    | 6                | 200   | 3.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Suppressed by adjacent trees                                      | 0                          | 2          |
| 29   | Common Holly | 9                | 250<br>250  | 4                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br><br>No action<br><br>Twin stem from base. Sparse foliage. Suppressed by adjacent trees | 0                          | 2          |

| Site name: Orchard Road Cemetery, Melbourn<br>Surveyor: Ian Lorman |                  |                  | Date of survey: October 2025<br>Conditions: Clear / dry / still |                                |            |   |                            |            |
|--|------------------|------------------|---|--------------------------------|------------|---|----------------------------|------------|
| Tree number  | Species          | Height estim (m) | Stem Diam (s) estim (mm) No. of                                 | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations                                      | Priority / urgency of work | Zone value |
| 30   | Irish Yew        | 6.5              | 300   | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>Slightly sparse foliage                                      | 0                          | 2          |
| 31   | Irish Yew        | 6.5              | 300   | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>Overhanging bench  | 0                          | 1          |
| 32   | Irish Yew        | 7                | 300   | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>Overhanging bench  | 0                          | 1          |
| 33   | Irish Yew        | 6                | 200   | 2.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects   | 0                          | 2          |
| 34   | Irish Yew        | 7                | 300   | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects   | 0                          | 2          |
| 35   | Irish Yew        | 7.5              | 300   | 3                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects   | 0                          | 2          |
| 36   | Common Holly     | 7.5              | 275<br>150<br>125   | 5                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>Divides into three stems from base                           | 0                          | 2          |
| 37   | Lawson's Cypress | 10               | 600   | 7                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>Divides into multiple stems at 1.5 metres above ground level | 0                          | 2          |



| Site name: Orchard Road Cemetery, Melbourn<br>Surveyor: Ian Lorman |              |                  | Date of survey: October 2025<br>Conditions: Clear / dry / still |                                |            |  |                            |            |
|--|--------------|------------------|---|--------------------------------|------------|--|----------------------------|------------|
| Tree number  | Species      | Height estim (m) | Stem Diam (s) estim (mm) No. of                                 | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations                                     | Priority / urgency of work | Zone value |
| 38   | Wild Cherry  | 7.5              | 450   | 9                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects                                  | 0                          | 1          |
| 39   | Common Holly | 5                | 300   | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects                                  | 0                          | 2          |
| 40   | Sycamore     | 14               | 800   | 4                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><br><b>Sever Ivy</b><br><br>Dense Ivy on trunk. Recently heavily reduced | 2                          | 1          |
| 41   | Sycamore     | 17               | 700   | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Recently heavily reduced                            | 0                          | 1          |

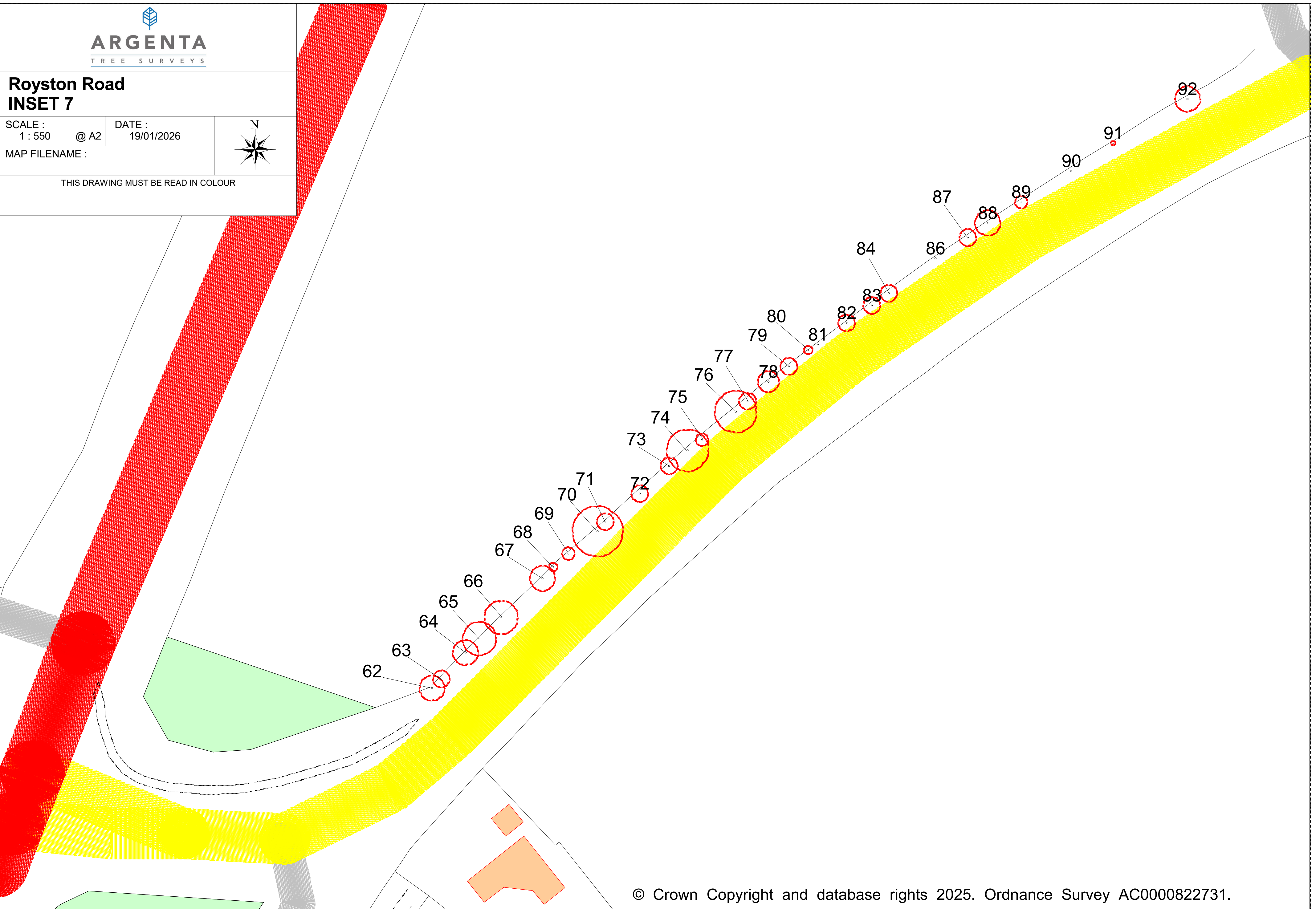
**Royston Road  
INSET 7**

SCALE :  
1 : 550 @ A2 DATE :  
19/01/2026

MAP FILENAME :



THIS DRAWING MUST BE READ IN COLOUR



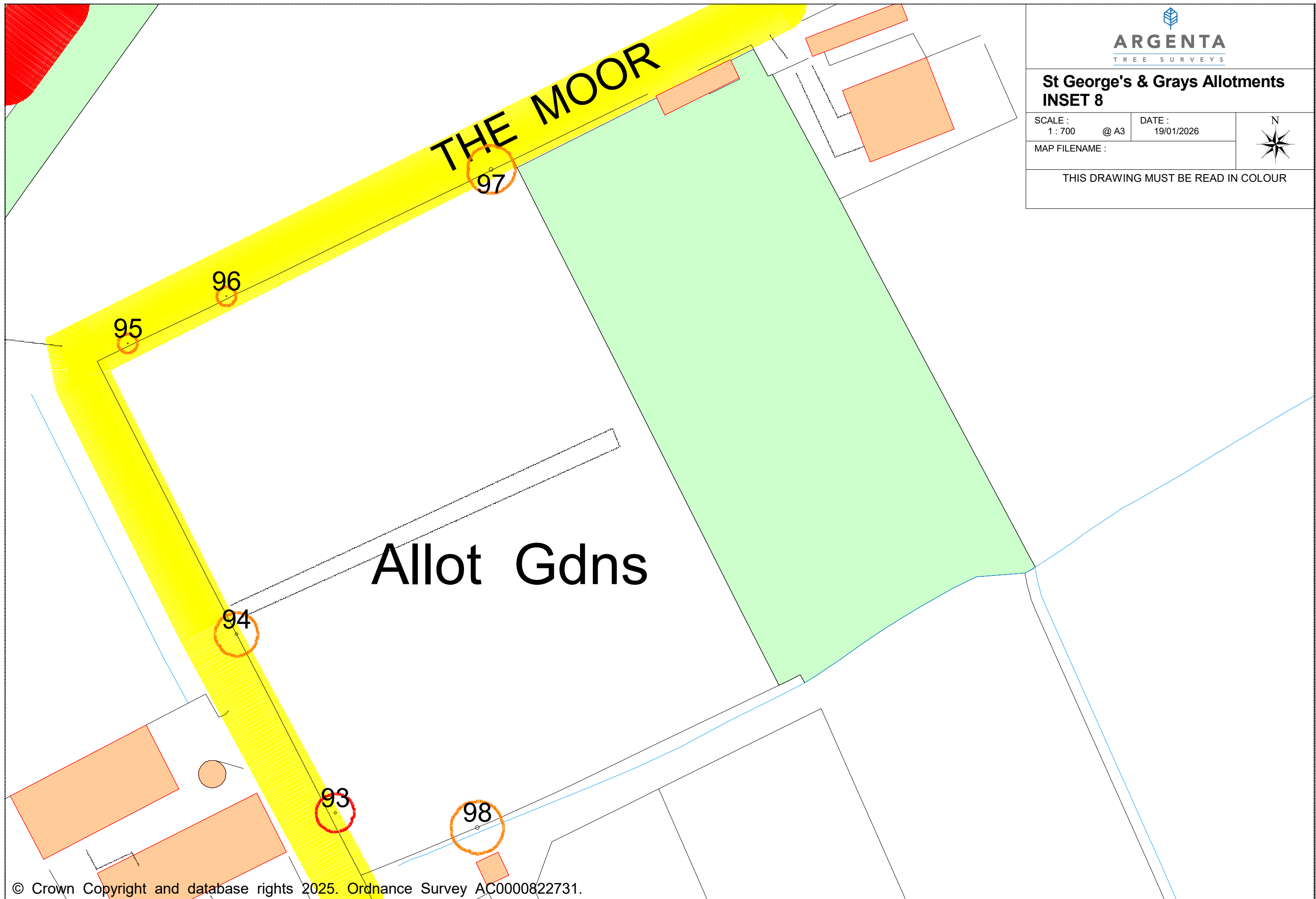
| Site name: Royston Road, Melbourn, Cambs<br>Surveyor: Ian Lorman |                 |                  | Date of survey: December 2025<br>Conditions: Clear / dry / still |                                |              |   |                            |            |
|--|-----------------|------------------|--|--------------------------------|--------------|---|----------------------------|------------|
| Tree number  | Species         | Height estim (m) | Stem Diam (s) estim (mm)<br>No. of                               | Crown spread Ave rad estim (m) | Life stage   | Observations; structural / physiological condition and any tree work recommendations                            | Priority / urgency of work | Zone value |
| 62   | Lombardy Poplar | 14               | 400  | 3                              | Mature       | Crown - Fair, Stem - Fair, Basal Area - Fair<br>No action<br>Minor dead wood in lower crown. Dense Ivy on trunk | 0                          | 1          |
| 63   | Lombardy Poplar | 12               | 400  | 2                              | Mature       | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk                                 | 0                          | 1          |
| 64   | Lombardy Poplar | 12               | 400  | 3                              | Mature       | Crown - Poor, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk                                 | 0                          | 1          |
| 65   | Hybrid Poplar   | 10               | 250  | 4                              | Early-mature | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk                                 | 0                          | 1          |
| 66   | Hybrid Poplar   | 10               | 250  | 4                              | Early-mature | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk                                 | 0                          | 1          |
| 67   | Lombardy Poplar | 13               | 400  | 3                              | Mature       | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk                                 | 0                          | 1          |
| 68   | Lombardy Poplar | 7                | 200  | 1                              | Early-mature | Crown - Dead, Stem - Dead, Basal Area - Dead<br><b>Fell</b><br>Dead   | 2                          | 1          |
| 69   | Lombardy Poplar | 12               | 300  | 1.5                            | Mature       | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk                                 | 0                          | 1          |

| Site name: Royston Road, Melbourn, Cambs<br>Surveyor: Ian Lorman |                 |                  | Date of survey: December 2025<br>Conditions: Clear / dry / still |                                |            |  |                            |            |
|--|-----------------|------------------|--|--------------------------------|------------|--|----------------------------|------------|
| Tree number  | Species         | Height estim (m) | Stem Diam (s) estim (mm) No. of                                  | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations | Priority / urgency of work | Zone value |
| 70   | Hybrid Poplar   | 13               | 400  | 6                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 71   | Lombardy Poplar | 13               | 300  | 2                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 72   | Lombardy Poplar | 13               | 300  | 2                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 73   | Lombardy Poplar | 13               | 400  | 2                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 74   | Hybrid Poplar   | 13               | 400  | 5                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 75   | Lombardy Poplar | 13               | 300  | 1.5                            | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 76   | Hybrid Poplar   | 13               | 400  | 5                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 77   | Lombardy Poplar | 13               | 300  | 2                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |

| Site name: Royston Road, Melbourn, Cambs<br>Surveyor: Ian Lorman |                 |                  | Date of survey: December 2025<br>Conditions: Clear / dry / still |                                |            |  |                            |            |
|--|-----------------|------------------|--|--------------------------------|------------|--|----------------------------|------------|
| Tree number  | Species         | Height estim (m) | Stem Diam (s) estim (mm)<br>No. of                               | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations | Priority / urgency of work | Zone value |
| 78   | Lombardy Poplar | 14               | 400  | 2.5                            | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 79   | Lombardy Poplar | 12               | 300  | 2                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 80   | Lombardy Poplar | 2                | 300  | 1                              |            | Sprouting stump  | 0                          | 1          |
| 81   | Lombardy Poplar | 2                | 300  | 1                              |            | Sprouting stump  | 0                          | 1          |
| 82   | Lombardy Poplar | 12               | 300  | 2                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 83   | Lombardy Poplar | 13               | 300  | 2                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 84   | Lombardy Poplar | 14               | 400  | 2                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br>No action<br>Dense Ivy on trunk      | 0                          | 1          |
| 86   | Lombardy Poplar | 2.5              | 400  | 1                              |            | Sprouting stump  | 0                          | 1          |

| Site name: Royston Road, Melbourn, Cambs<br>Surveyor: Ian Lorman |                 |                  | Date of survey: December 2025<br>Conditions: Clear / dry / still |                                |              |  |                            |            |
|--|-----------------|------------------|--|--------------------------------|--------------|--|----------------------------|------------|
| Tree number  | Species         | Height estim (m) | Stem Diam (s) estim (mm)<br>No. of                               | Crown spread Ave rad estim (m) | Life stage   | Observations; structural / physiological condition and any tree work recommendations             | Priority / urgency of work | Zone value |
| 87   | Lombardy Poplar | 13               | 300  | 2                              | Mature       | Crown - Good, Stem - Good, Basal Area - Fair<br><br>No action<br><br>No notable defects          | 0                          | 1          |
| 88   | Hybrid Poplar   | 10               | 200  | 3                              | Early-mature | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Ivy beginning to establish  | 0                          | 1          |
| 89   | Lombardy Poplar | 9                | 150  | 1.5                            | Mature       | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects          | 0                          | 1          |
| 90   | Lombardy Poplar | 2.5              | 400  | 1                              |              | Sprouting stump  | 0                          | 1          |
| 91   | Lombardy Poplar | 6                | 125  | 0.5                            | Mature       | Crown - Poor, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Stunted. Dense Ivy on trunk | 0                          | 1          |
| 92   | Lombardy Poplar | 14               | 400  | 3                              | Mature       | Crown - Good, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Dense Ivy on trunk          | 0                          | 1          |





St George's & Grays Allotments  
INSET 8

SCALE :  
1 : 700 @ A3

DATE :  
19/01/2026

MAP FILENAME :



THIS DRAWING MUST BE READ IN COLOUR



| Site name: St George's & Grays Allotments<br>Surveyor: Ian Lorman |                 |                  | Date of survey: October 2025<br>Conditions: Clear / dry / still |                                |            |   |                            |            |
|---|-----------------|------------------|---|--------------------------------|------------|---|----------------------------|------------|
| Tree number   | Species         | Height estim (m) | Stem Diam (s) estim (mm)<br>No. of                              | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| 93  | Common Ash      | 10               | 500   | 4                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br><br>No action<br><br>Previously pollarded at 8 metres                                     | 0                          | 1          |
| 94  | Common Ash      | 10               | 600   | 4.5                            | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br><br><b>Sever Ivy</b><br><br>Previously pollarded at 8 metres. Dense ivy                   | 3                          | 2          |
| 95  | Common Hawthorn | 8                | 250   | 2                              | Mature     | Crown - Poor, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Very low vigour. Dense ivy   | 0                          | 2          |
| 96  | Common Hawthorn | 6                | 200   | 2                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Low vigour   | 0                          | 2          |
| 97  | Common Ash      | 12               | 800   | 5                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br><br>No action<br><br>Bifurcated at ground level with very acute union. Previously reduced | 0                          | 2          |
| 98  | Common Ash      | 10               | 600<br>600  | 5.5                            | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Bifurcated at ground level. Dense ivy. Previously reduced            | 0                          | 2          |

**Old Recreation Ground  
INSET 9**

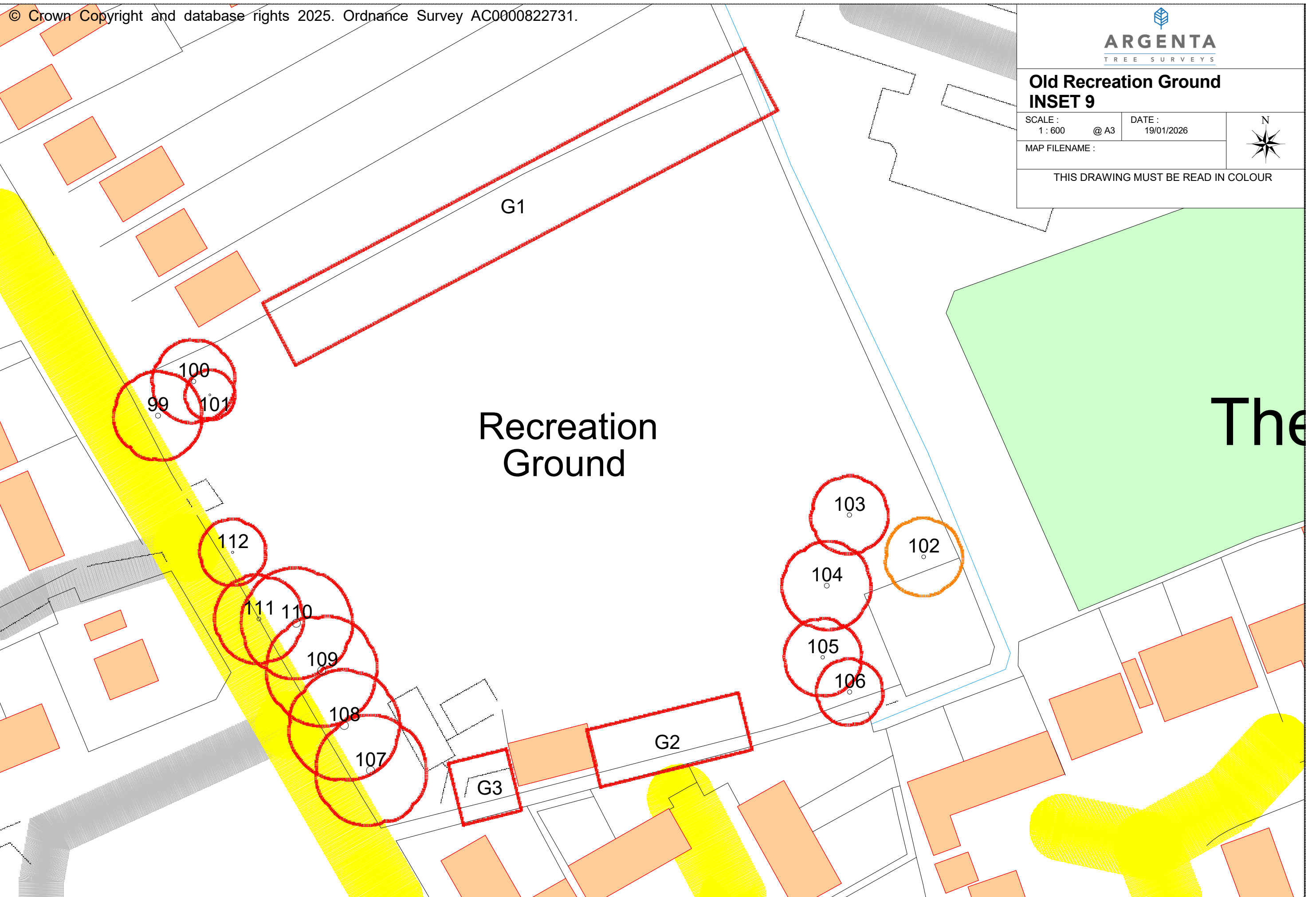
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1 : 600 @ A3

DATE :  
19/01/2026

MAP FILENAME :



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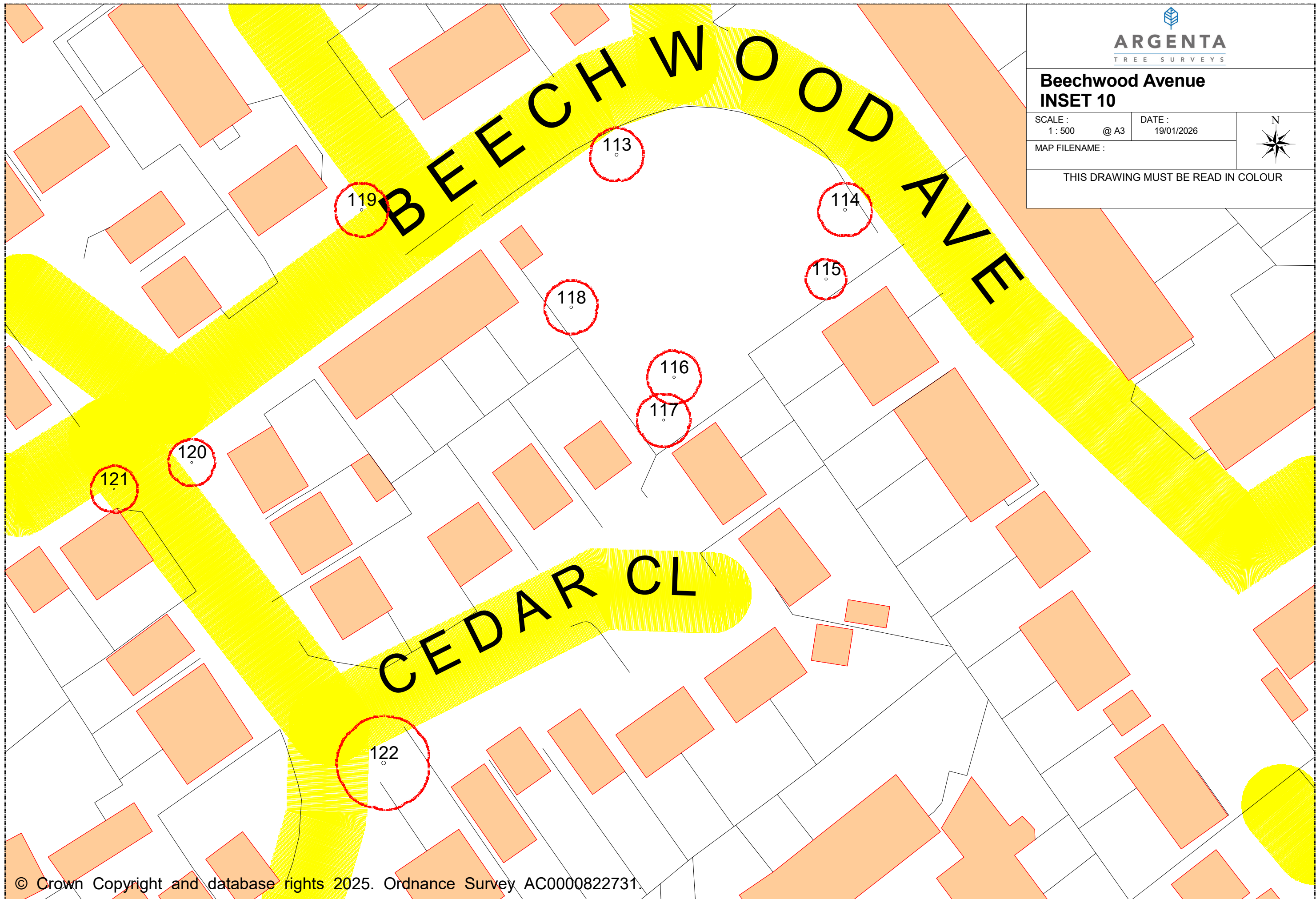


| Site name: Old Recreation Ground, The Moor<br>Surveyor: Ian Lorman |         |                  | Date of survey: November 2025<br>Conditions: Clear / dry / still |                                |            |  |                            |            |
|--|---------|------------------|--|--------------------------------|------------|--|----------------------------|------------|
| Tree number  | Species | Height estim (m) | Stem Diam (s) estim (mm) No. of                                  | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations   | Priority / urgency of work | Zone value |
| 99   | Lime    | 18               | 500<br>500<br>400<br>400<br>300                                  | 8                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Multiple stems from ground level                          | 0                          | 1          |
| 100  | Lime    | 18               | 800  | 7.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 1          |
| 101  | Lime    | 15               | 375  | 4.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 1          |
| 102  | Lime    | 20               | 700  | 7                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Ivy to top of crown                                       | 0                          | 2          |
| 103  | Lime    | 20               | 800  | 7                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 1          |
| 104  | Lime    | 20               | 900  | 8                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects  | 0                          | 1          |
| 105  | Lime    | 20               | 650  | 7                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Bifurcated at 2 metres. Moderate dead wood in lower crown | 0                          | 1          |
| 106  | Lime    | 20               | 800  | 6                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br><br>No action<br><br>Minor dead wood throughout                                | 0                          | 1          |

| Site name: Old Recreation Ground, The Moor<br>Surveyor: Ian Lorman |  |                  | Date of survey: November 2025<br>Conditions: Clear / dry / still |                                |            |   |                            |            |
|--|--|------------------|--|--------------------------------|------------|---|----------------------------|------------|
| Tree number  | Species  | Height estim (m) | Stem Diam (s) estim (mm) No. of                                  | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations                  | Priority / urgency of work | Zone value |
| 107  | London Plane   | 20               | 1500   | 10                             | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>Minor dead wood in lower crown           | 0                          | 1          |
| 108  | London Plane   | 20               | 1500   | 10                             | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>Minor dead wood in lower crown           | 0                          | 1          |
| 109  | London Plane   | 20               | 1500   | 10                             | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>Minor dead wood in lower and upper crown | 0                          | 1          |
| 110  | London Plane   | 20               | 1500   | 10                             | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects                       | 0                          | 1          |
| 111  | Common Ash   | 18               | 700  | 8                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Fair<br>No action<br>Growing around steel fence at base       | 0                          | 1          |
| 112  | Common Ash   | 10               | 425  | 6                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br>No action<br>Suppressed by tree 111                   | 0                          | 1          |
| Group G1   | Group of trees comprising Lime<br>Cherry<br>Pear<br>Crab Apple | Up to 18         | Up to 700  | N/A                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects                       | 0                          | 1          |
| Group G2   | Group of trees comprising Field Maple<br>Willow                | Up to 14         | Up to 300  | N/A                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects                       | 0                          | 1          |

| Site name: Old Recreation Ground, The Moor<br>Surveyor: Ian Lorman |  |                  | Date of survey: November 2025<br>Conditions: Clear / dry / still |                                |            |   |                            |            |
|--|--|------------------|--|--------------------------------|------------|---|----------------------------|------------|
| Tree number  | Species  | Height estim (m) | Stem Diam (s) estim (mm) No. of                                  | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| Group G3   | Group of trees comprising<br>1no. Beech<br>2no. Ash<br>1no. Willow | Up to 18         | Up to 500  | N/A                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br><b>Sever Ivy</b><br><br>Dense Ivy | 2                          | 1          |

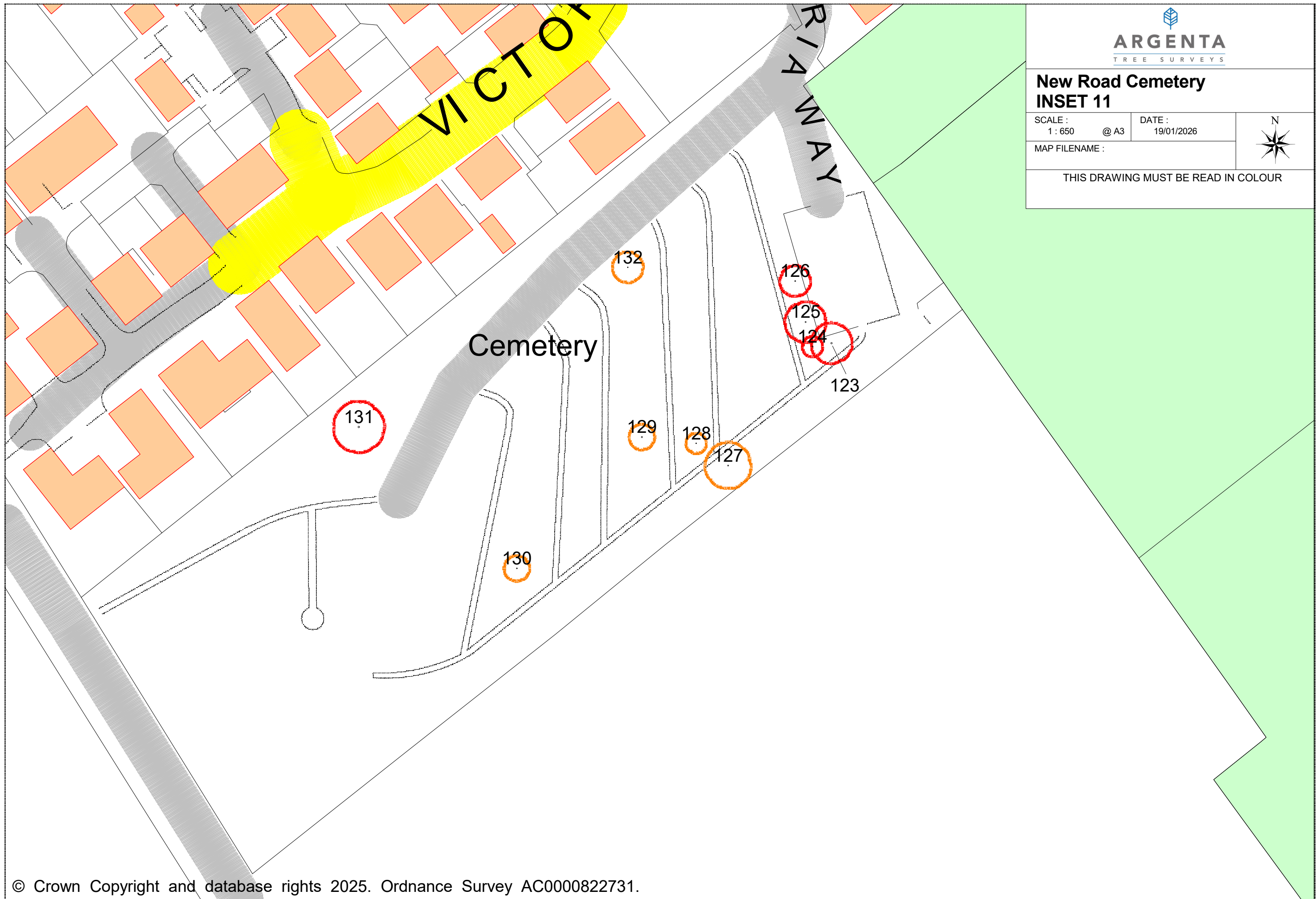




| Site name: Beechwood Avenue<br>Surveyor: Ian Lorman |                          |                  | Date of survey: November 2025<br>Conditions: Clear / dry / still |                                |            |   |                            |            |
|---|--------------------------|------------------|--|--------------------------------|------------|---|----------------------------|------------|
| Tree number   | Species                  | Height estim (m) | Stem Diam (s) estim (mm) No. of                                  | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| 113   | Swedish Whitebeam        | 6.5              | 300<br>250<br>250  | 4                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Good<br><br><b>Remove Ivy</b><br><br>Dense ivy  | 2                          | 1          |
| 114   | Swedish Whitebeam        | 5                | 300<br>250<br>250  | 4                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><br><b>Remove Ivy</b><br><br>Dense ivy  | 2                          | 1          |
| 115   | Mountain Ash             | 4.5              | 250<br>250<br>150  | 3                              | Mature     | Crown - Poor, Stem - Poor, Basal Area - Fair<br><br><b>Remove Ivy</b><br><br>Totally overwhelmed by ivy. The tree may die if the ivy isn't removed soon | 2                          | 1          |
| 116   | Swedish Whitebeam        | 7                | 250<br>250<br>150  | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects   | 0                          | 1          |
| 117   | Silver Birch             | 12               | 350  | 4                              | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br><br>No action<br><br>Dense ivy on trunk. Some impact damage to buttress root on south side. Poor form   | 0                          | 1          |
| 118   | Lime                     | 10               | 425  | 4                              | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>Managed by crown reduction   | 0                          | 1          |
| 119   | Prunus 'Kanzan'          | 4                | 400  | 4                              | Mature     | Crown - Poor, Stem - Good, Basal Area - Good<br><br>No action<br><br>Some signs of fungal leaf and shoot disease <i>Monilinia laxa</i>                  | 0                          | 1          |
| 120   | Broadleaf Cockspur Thorn | 4.5              | 250<br>200   | 3.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects   | 0                          | 1          |



| Site name: Beechwood Avenue<br>Surveyor: Ian Lorman |                          |                  | Date of survey: November 2025<br>Conditions: Clear / dry / still |                                |            |   |                            |            |
|---|--------------------------|------------------|--|--------------------------------|------------|---|----------------------------|------------|
| Tree number   | Species                  | Height estim (m) | Stem Diam (s) estim (mm) No. of                                  | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| 121   | Broadleaf Cockspur Thorn | 2.5              | 225  | 3.5                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects   | 0                          | 1          |
| 122   | Norway Maple             | 14               | 600  | 7                              | Mature     | Crown - Fair, Stem - Good, Basal Area - Good<br><br>No action<br><br>Slightly low vigour. Holding Samara's (seeds) a sign of stress | 0                          | 1          |



New Road Cemetery  
INSET 11

SCALE :  
1 : 650 @ A3

DATE :  
19/01/2026

MAP FILENAME :



THIS DRAWING MUST BE READ IN COLOUR

| Site name: New Road Cemetery<br>Surveyor: Ian Lorman |                    |                  | Date of survey: December 2025<br>Conditions: Clear / dry / still |                                |              |  |                            |            |
|--|--------------------|------------------|--|--------------------------------|--------------|--|----------------------------|------------|
| Tree number  | Species            | Height estim (m) | Stem Diam (s) estim (mm) No. of                                  | Crown spread Ave rad estim (m) | Life stage   | Observations; structural / physiological condition and any tree work recommendations | Priority / urgency of work | Zone value |
| 123  | Jacquemont's Birch | 9                | 275  | 4                              | Early-mature | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects      | 0                          | 1          |
| 124  | Jacquemont's Birch | 8                | 225  | 2                              | Early-mature | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects      | 0                          | 1          |
| 125  | Jacquemont's Birch | 7.5              | 225  | 4                              | Early-mature | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects      | 0                          | 1          |
| 126  | Whitebeam          | 4                | 200  | 3                              | Mature       | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects      | 0                          | 1          |
| 127  | Winter Cherry      | 4.5              | 200  | 4.5                            | Mature       | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects      | 0                          | 2          |
| 128  | Swedish Whitebeam  | 3                | 150  | 2                              | Early-mature | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects      | 0                          | 2          |
| 129  | Cricket Bat Willow | 7                | 250  | 2.5                            | Early-mature | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects      | 0                          | 2          |
| 130  | Goat Willow        | 4                | 175  | 2.5                            | Early-mature | Crown - Good, Stem - Good, Basal Area - Good<br>No action<br>No notable defects      | 0                          | 2          |

| Site name: New Road Cemetery<br>Surveyor: Ian Lorman |               |                  | Date of survey: December 2025<br>Conditions: Clear / dry / still |                                |              |   |                            |            |
|--|---------------|------------------|--|--------------------------------|--------------|---|----------------------------|------------|
| Tree number  | Species       | Height estim (m) | Stem Diam (s) estim (mm) No. of                                  | Crown spread Ave rad estim (m) | Life stage   | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| 131  | Common Walnut | 7.5              | 300  | 5                              | Mature       | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>No notable defects   | 0                          | 1          |
| 132  | Goat Willow   | 3                | 150  | 3                              | Early-mature | Crown - Good, Stem - Poor, Basal Area - Good<br><br>No action<br><br>Impact wound on trunk at 1 metre northeast side has caused advanced internal decay | 0                          | 2          |

Maple Way  
INSET 12

SCALE :  
1 : 500 @ A3 DATE :  
19/01/2026

MAP FILENAME :



THIS DRAWING MUST BE READ IN COLOUR

MEETING LANE

PW

133

134

135

136

137

138

139

MAPLE WAY

| Site name: Maple Way<br>Surveyor: Ian Lorman |                 |                  | Date of survey: December 2025<br>Conditions: Clear / dry / still |                                |            |  |                            |            |
|--|-----------------|------------------|--|--------------------------------|------------|--|----------------------------|------------|
| Tree number                                  | Species         | Height estim (m) | Stem Diam (s) estim (mm) No. of                                  | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations   | Priority / urgency of work | Zone value |
| 133  | Silver Maple    | 13               | 1000   | 7                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><b>Sever Ivy</b><br>Managed by crown reduction. Dense ivy  | 3                          | 1          |
| 134  | Silver Maple    | 13               | 1000   | 7                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Good<br><b>Sever Ivy</b><br>Managed by crown reduction. Ivy severed at ground level but still dense on trunk | 2                          | 1          |
| 135  | Field Maple     | 13               | 400<br>400<br>400<br>400<br>400                                  | 8                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><b>Sever Ivy</b><br>Dense ivy  | 2                          | 1          |
| 136  | Common Ash      | 13               | 300<br>300<br>300  | 5                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><b>Sever Ivy</b><br>Dense ivy  | 2                          | 1          |
| 137  | Common Hornbeam | 9                | 450  | 5                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><b>Sever Ivy</b><br>Suppressed by tree 138. Dense ivy  | 2                          | 1          |
| 138  | Silver Maple    | 14               | 400<br>300<br>300<br>300   | 5                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><b>Sever Ivy</b><br>Multiple stems from ground level. Dense ivy                                      | 2                          | 1          |
| 139  | Field Maple     | 14               | 500<br>500   | 6                              | Mature     | Crown - Good, Stem - Fair, Basal Area - Fair<br><b>Sever Ivy</b><br>Dense ivy  | 2                          | 1          |



Stockbridge Meadows  
INSET 13

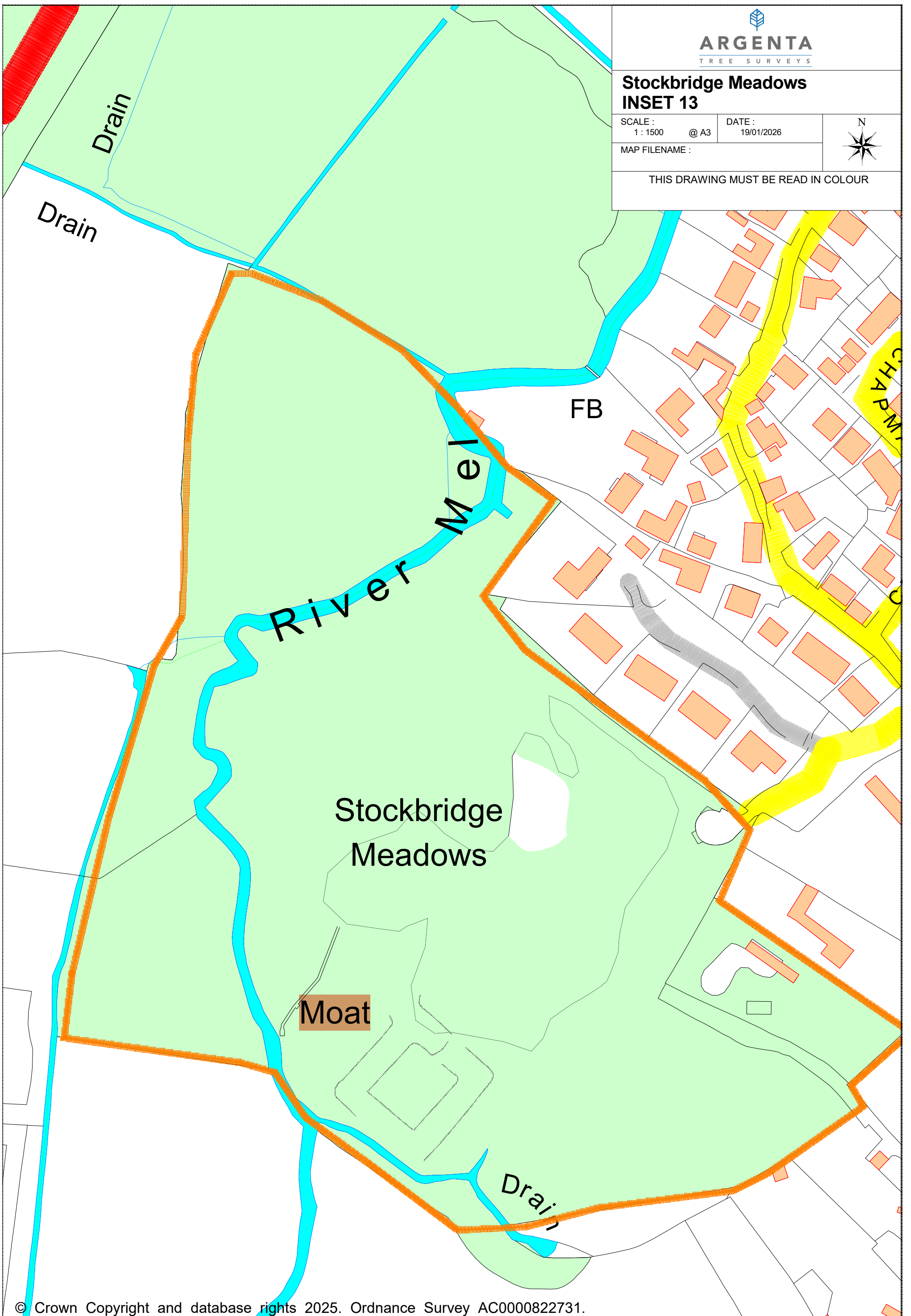
SCALE :  
1 : 1500 @ A3

DATE :  
19/01/2026

MAP FILENAME :



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| Site name: Stockbridge Meadows<br>Surveyor: Ian Lorman |                 |                  | Date of survey: December 2025<br>Conditions: Clear / dry / still |                                |            |  |                            |            |
|--|-----------------|------------------|--|--------------------------------|------------|--|----------------------------|------------|
| Tree number  | Species         | Height estim (m) | Stem Diam (s) estim (mm) No. of                                  | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations   | Priority / urgency of work | Zone value |
| General site   | Mixed deciduous | Up to 20         | N/A  | N/A                            | Mature     | <p>Crown - Fair, Stem - Fair, Basal Area - Fair</p> <p>No action</p> <p>Very informal walking and habiitat area with large open areas and copses of Ash, Elder and Poplar with occasional Willow, and areas of scrub</p> | 0                          | 2          |

**Jubilee Wood / Orchard & Copse**  
**INSET 14**

SCALE :  
1 : 500

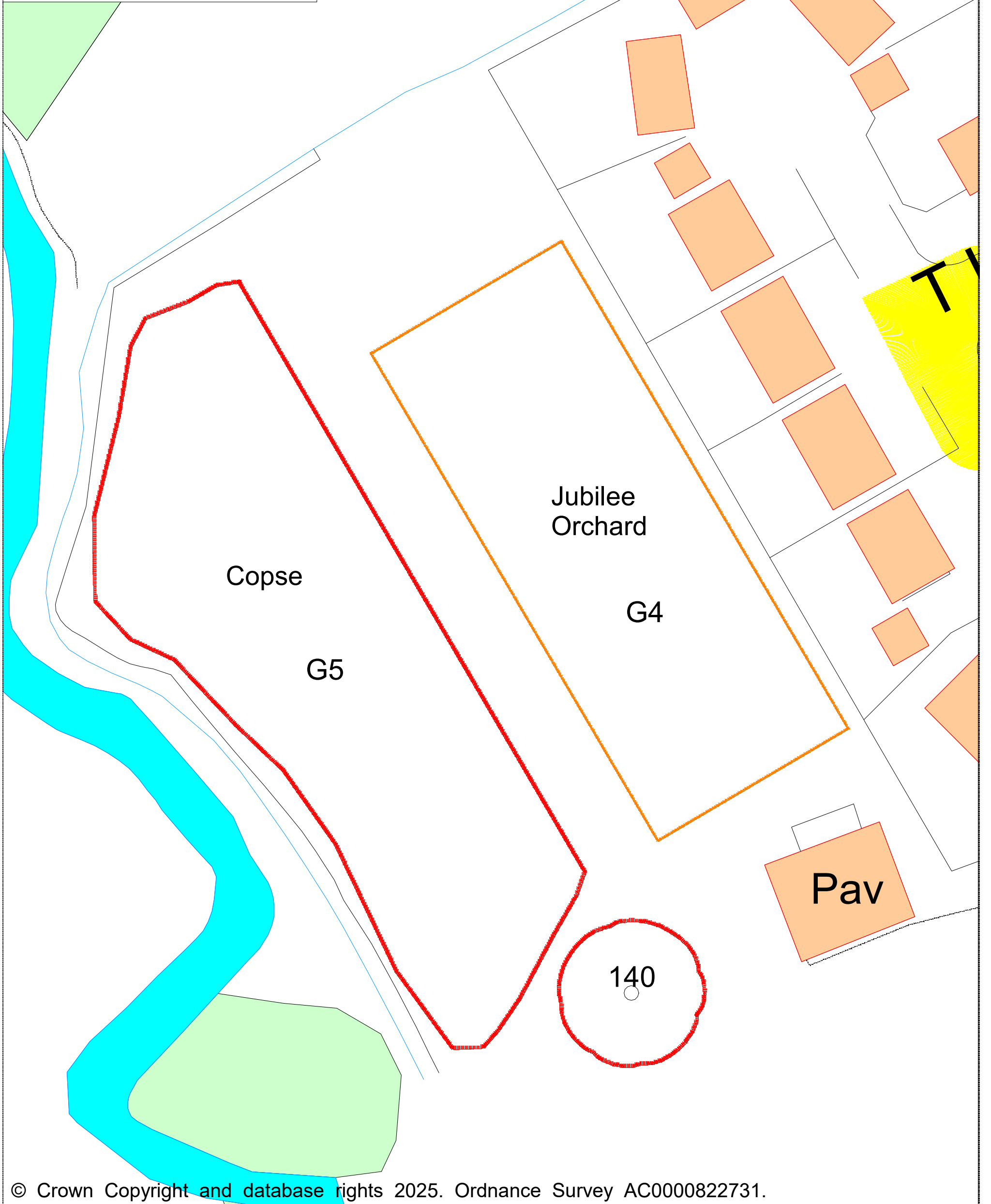
@ A3

DATE :  
20/01/2026



MAP FILENAME :

THIS DRAWING MUST BE READ IN COLOUR



| Site name: Jubilee Wood & Copse<br>Surveyor: Ian Lorman |  |                  | Date of survey: December 2025<br>Conditions: Clear / dry / still |                                |            |   |                            |            |
|---|--|------------------|--|--------------------------------|------------|---|----------------------------|------------|
| Tree number   | Species  | Height estim (m) | Stem Diam (s) estim (mm) No. of                                  | Crown spread Ave rad estim (m) | Life stage | Observations; structural / physiological condition and any tree work recommendations  | Priority / urgency of work | Zone value |
| 140   | Crack Willow   | 20               | 2000   | 10                             | Veteran    | Crown - Fair, Stem - Fair, Basal Area - Fair<br><br><b>Crown reduce by 5 metres</b><br><br>Significantly over-extended major branches throughout (threat of large branch shedding)  | 2                          | 1          |
| Group G4  | Orchard planted in 2000 of 52no. fruit trees comprising<br>Apple<br>Damson<br>Gage<br>Plum<br>Pear   | Up to 6          | N/A  | N/A                            | Mature     | Crown - Fair, Stem - Fair, Basal Area - Fair<br><br><b>Remove fallen trees</b><br><b>Fruit tree pruning</b> (see content of report)<br><br>Orchard that has successfully established over the last quarter-century, however has not benefitted from cyclical fruit tree management and will lapse into decline if not managed | 3                          | 2          |
| Group G5  | Informal copse of trees planted in 2000 comprising<br>Oak<br>Walnut<br>Sweet Chestnut<br>Cherry<br>Apple<br>Maple<br>Birch<br>Horse Chestnut<br>Rowan<br>Ash | Up to 15         | N/A  | N/A                            | Mature     | Crown - Good, Stem - Good, Basal Area - Good<br><br>No action<br><br>A well established collection of trees that make a significant contribution to amenity   | 0                          | 1          |



# ARGENTA

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## T R E E   S U R V E Y S

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### TREE HEALTH & SAFETY SURVEY & ARBORICULTURAL REPORT

Sites at:  
**Several locations**  
**Parish of Melbourn**

| Job ref | Report Version | Author | Checked | Date          |
|---------|----------------|--------|---------|---------------|
| ATS0971 | V1             | IL     | IL      | December 2025 |





## **Ian Lorman**

### **Relevant Qualifications**

Professional Diploma in Arboriculture (Royal Forestry Society)

National Diploma in Arboriculture

National Certificate in Horticulture (Arboriculture Module)

### **Professional Membership**

I have been a Fellow Member of the Arboricultural Association since 2013

Membership number FE1030



Arboricultural  
ASSOCIATION  
Fellow Member

### **Experience**

My career started in 1991 from craft level in arboriculture, to student, and then working in closely related industries to working as an Arboricultural / Trees Officer in five different local authorities. I have been practicing arboricultural consultancy for several years.







## CONTENTS

| Chapter |  | Page |
|---------|--|------|
| 1       | Limitations  | 1    |
| 2       | Brief  | 4    |
| 3       | Summary of Findings and Recommendations            | 6    |
| 4       | Tree Survey Methodology                            | 10   |
| 5       | Site: Cambridge Road (map inset 1)                 | 14   |
| 6       | Site: The Moor play area (map inset 2)             | 14   |
| 7       | Site: Recreation Ground (map inset 3)              | 14   |
| 8       | Site: All Saints Churchyard (map inset 4)          | 15   |
| 9       | Site: Orchard Road (map inset 5)                   | 16   |
| 10      | Site: Orchard Road Cemetery (map inset 6)          | 16   |
| 11      | Site: Royston Road (map inset 7)                   | 19   |
| 12      | Site: St George's & Grays Allotments (map inset 8) | 20   |
| 13      | Site: Old Recreation Ground (map inset 9)          | 20   |
| 14      | Site: Beechwood Avenue (map inset 10)              | 20   |
| 15      | Site: New Road Cemetery (map inset 11)             | 20   |
| 16      | Site: Maple Way (map inset 12)                     | 21   |
| 17      | Site: Stockbridge Meadows (map inset 13)           | 21   |
| 18      | Site: Jubilee Wood & Copse (map inset 14)          | 21   |



|    |                      |
|----|----------------------|
| 19 | Normative References |
|----|----------------------|

|    |
|----|
| 23 |
|----|

**Included with this report**

Tree location plan inset key map

Inset tree location plans x 14 for each area covered

Tree survey schedules







## 1 Limitations

1.1 The content of this report is valid for a period of between two and six years from the date shown on the title page.

- i. Trees in Zone 1: Two years (**red** on plans)
- ii. Trees in Zone 2: Four years (**amber** / **orange** on plans)
  - Note: Trees are living organisms whose health and condition can change rapidly. Condition and health and safety should be checked on a regular basis and after an extreme weather event.

### 1.2 Trees

1.2.1 The tree survey has been undertaken from ground level using non-invasive methods. The presence of obstructions, Ivy, hedges, epicormic shoots or other climbing plants on tree trunks and branches obscures any defects that might be present that could otherwise be identified. In the presence of climbing plants and hedges etc assumptions are made based upon the general health and appearance of trees, which may differ fundamentally if ivy etc were not present. For example, a tree that has the overall appearance of good health and vigour may have a serious structural defect hidden by climbing plants or a hedge. Where Ivy severance / removal is recommended, this is usually to facilitate a tree inspection later.

### 1.3 Tree Law

1.3.1 This report does not consider the presence of, or implications of statutory controls upon trees, such as Tree Preservation Orders (TPO) or Conservation Areas. It shall be the responsibility of the landowner or their agent, to ensure that statutory requirements are met. At the time of writing, South Cambridgeshire District Council's online mapping service provides details of TPOs and Conservation Areas.

### 1.4 Wildlife

1.4.1 Before carrying out tree works, it is necessary to observe laws in respect of protected species and habitats. Various habitats and species of animal in the UK are protected by the following Statutory Instruments:

- Wildlife and Countryside Act 1981(as amended)



- Natural Environment and Rural Communities Act 2006 (NERC Act)
- Conservation of Habitats and Species Regulations 2010 (as amended)
- Protection of Badgers Act 1992
- The Hedgerows Regulations 1997
- Countryside and Rights of Way Act 2000

All tree work operations must comply with The Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000, which provide statutory protection to birds, bats, and other species, all of which could inhabit trees. Where works may constitute an offence, advice will be acquired from a suitably qualified person before works are able to proceed. For example, it may be necessary to programme tree work outside of the bird nesting period, typically March through to August inclusive.

#### 1.5 Non-disclosure Notice

- 1.5.1 The content and layout of this report are owned by the author. This report may not be copied or used without the author's agreement for any purpose other than the purpose indicated in this report.

#### 1.6 Third Party Disclaimer

- 1.6.1 The report was prepared by the author at the instruction of and for the use by Melbourn Parish Council. The author provides this advice without prejudice and bases his opinions on knowledge, experience, qualifications, and published research and cannot be held responsible for the consequences of a difference of opinion held by third parties, for example the Local Planning Authority or Planning Inspector. The author does not accept liability for any loss or damage arising from reliance on the content of this report.

#### 1.7 Status

- 1.7.1 This is a tree safety report. It has been prepared in compliance with a landowner's duty of care obligations regarding the health and safety of the public and property such that may be presented by the partial or whole structural FAILURE of a tree or



trees. The report makes recommendations for tree surgery works to address defects identified during the tree survey. The tree surgery works are given a priority weighting.

1.7.2 This document does not;

- i. address the matter of the current or future potential for damage to buildings or other structures and surfaces from tree roots, directly or indirectly,
- ii. address any hazards presented by low-hanging tree branches that have the potential to cause injury to pedestrians (e.g. eye injury) or damage to vehicles.



## 2 Brief

- 2.1 This report was requested by Melbourn Parish Council on 20<sup>th</sup> December 2024. The tree survey was conducted across all sites during October, November and December 2025 as weather permitted.
- 2.2 I am instructed to undertake a health & safety tree survey at several sites across the Parish to identify structural defects in trees and to make recommendations for tree surgery operations to eliminate a risk, or mitigate a risk to an acceptable level, proportionate to the nature and the location of the trees. Trees have been plotted on an Ordnance Survey base map using Geographical Positioning System (GPS) to a level of accuracy that is sufficient to identify the location of the trees, typically +/- 2 metres.
- 2.3 The previous survey in 2023 covered seven sites in the village. The current survey covers those same sites plus another seven sites, making the total 14.

- Table: Previously surveyed sites and new sites added for 2025

| Sites surveyed in 2023 (historic) | Sites surveyed in 2025 (including new sites added) |
|-----------------------------------|--|
| Cambridge Road / Hale Close       | Cambridge Road / Hale Close                        |
| The Moor Play Area                | The Moor Play Area                                 |
| The Recreation Ground             | The Recreation Ground                              |
| All Saints Churchyard             | All Saints Churchyard                              |
| Orchard Road                      | Orchard Road                                       |
| Orchard Road Cemetery             | Orchard Road Cemetery                              |
| Royston Road                      | Royston Road                                       |
|                                   | St George's & Grays Allotments                     |





|  |                           |
|--|---------------------------|
|  | The Old Recreation Ground |
|  | Beechwood Avenue          |
|  | New Road Cemetery         |
|  | Maple Way                 |
|  | Stockbridge Meadows       |
|  | Jubilee Wood & Copse      |



### 3 Summary of Findings and Recommendations

- 3.1 The trees are located at fourteen sites across the Parish, and their locations are shown on fourteen separate maps.
- 3.2 Overall, the health and condition of trees is good. No urgent work is required. In total twenty-one individual trees, and two groups of trees have been identified for remedial works, some of which is for safety, and some of which is for good husbandry (some for both).
- 3.3 Please note that Orchard Road Cemetery (map inset 6) has a separate numbering system running from 1 to 41 inclusive (12.1 and 12.2 have been added in the 2025 survey). This is because the survey was originally commissioned as a discrete ad hoc project in 2022 which has since been incorporated into the whole village tree survey.
- 3.4 A large proportion of the recommended work relates to the severance of Ivy from tree trunks. The purpose of this is usually to cause the Ivy to die and to then later allow a proper visual inspection of the trunk and the crown of the tree.

- Below: Table – Summary of tree surgery recommendations

| Tree number | Map number | Species        | Site                  | Tree surgery               | Priority |
|-------------|------------|----------------|-----------------------|----------------------------|----------|
| 12          | INSET 2    | Birch          | Moor Road Play Area   | Fell                       | 2        |
| 32          | INSET 4    | Horse Chestnut | All Saints Churchyard | Sever Ivy                  | 2        |
| 54          | INSET 4    | Ash            | All Saints Churchyard | Remove dead wood over road | 2        |
| 61          | INSET 5    | Ash            | Orchard Road          | Crown reduce by 5 metres   | 2        |



|          |          |                        |                                |  |   |
|----------|----------|------------------------|--------------------------------|--|---|
| 12.2     | INSET 6  | Cypress                | Orchard Road Cemetery          | Remove subsiding branch that is overhanging path | 2 |
| 16       | INSET 6  | Silver Birch           | Orchard Road Cemetery          | Sever Ivy  | 3 |
| 25       | INSET 6  | Irish Yew              | Orchard Road Cemetery          | Fell   | 3 |
| 40       | INSET 6  | Sycamore               | Orchard Road Cemetery          | Sever Ivy  | 2 |
| 68       | INSET 7  | Lombardy Poplar        | Royston Road                   | Fell   | 2 |
| 94       | INSET 8  | Ash                    | St George's & Grays Allotments | Sever Ivy  | 3 |
| Group G3 | INSET 9  | Beech<br>Ash<br>Willow | The Old Recreation Ground      | Sever Ivy  | 2 |
| 113      | INSET 10 | Swedish Whitebeam      | Beechwood Avenue               | Remove Ivy                                       | 2 |
| 114      | INSET 10 | Swedish Whitebeam      | Beechwood Avenue               | Remove Ivy                                       | 2 |





|                 |          |               |                      |  |   |
|-----------------|----------|---------------|----------------------|--|---|
| 115             | INSET 10 | Mountain Ash  | Beechwood Avenue     | Remove Ivy   | 2 |
| 133             | INSET 12 | Silver Maple  | Maple Way            | Sever Ivy  | 3 |
| 134             | INSET 12 | Silver Maple  | Maple Way            | Sever Ivy  | 2 |
| 135             | INSET 12 | Field Maple   | Maple Way            | Sever Ivy  | 2 |
| 136             | INSET 12 | Ash           | Maple Way            | Sever Ivy  | 2 |
| 137             | INSET 12 | Hornbeam      | Maple Way            | Sever Ivy  | 2 |
| 138             | INSET 12 | Silver Maple  | Maple Way            | Sever Ivy  | 2 |
| 139             | INSET 12 | Field Maple   | Maple Way            | Sever Ivy  | 2 |
| 140             | INSET 14 | Crack Willow  | Jubilee Wood & Copse | Crown reduce by 5 metres                                   | 2 |
| <b>Group G4</b> | INSET 14 | Mixed orchard | Jubilee Wood & Copse | Fruit tree pruning and restoration (see report Chapter 18) | 3 |

3.5 Recommendations for cyclical expert re-inspection after this initial survey will not require that all the trees be re-inspected unless it is time to look at them again. For example, 2 years after the date of this report it may only be necessary to inspect the 'Zone 1' trees. In practice there is no economical benefit to separating tree surveys



into separate 2 and 4 year frequencies as most of the trees require a biennial inspection frequency anyway.

3.6 Subsequent inspections will require renewal of the Ordnance Survey map Licence.



## 4 Tree Survey Methodology

- 4.1 The trees have been assessed at ground level, using no ancillary equipment in accordance with the principles of Visual Tree Assessment (VTA) *C. Mattheck, K. Bethge, K. Weber (1994)*. The trees are numbered in sequence starting at '1' and are identified on the tree location plans.
- 4.2 Trees with a stem diameter less than, or equal to 75 millimetres diameter at 1.5 metres above ground level may not have been recorded. Trees that, at the time of writing and due to their size and location that could not conceivably present a health and safety risk have not been recorded. Such trees may be recorded in later years once they have attained greater size.
- 4.3 Common tree names are given.
- 4.4 Tree height is estimated in metres.
- 4.5 Stem diameter is estimated in millimetres at 1.5 metres above ground level (or nearest practical height). Where multiple dimensions are given, this reflects the multi-stemmed nature of the tree. Where the number of stems exceeds six, the software used records only a single figure which represents the estimated average trunk diameter across the stem range.
- 4.6 Crown spread is estimated in metres as a radius from the trunk. This is not intended to give the impression that the tree crowns are symmetrical.
- 4.7 A priority rating has been provided where remedial tree surgery operations have been recommended. This provides a guide to assist with scheduling work and states the maximum period that should elapse from inspection date to the tree surgery operations. The following scale is used:
- 0 – No tree surgery work
  - 1 – Urgent works that should be undertaken within six weeks of the tree inspection (if the urgency is deemed higher than this, the entire survey entry



row will be highlighted in **RED** in the tree survey schedule, in which case it should be undertaken as soon as practicable – ie. straight away).

- 2 – Works that should be undertaken within 6 months of the tree inspection.
- 3 – Works that should be undertaken within 18 months of the tree inspection, or prior to the next scheduled tree inspection, whichever is sooner.

4.8 Life stage is estimated in accordance with the typical lifespan of the particular species.

**Young:** Young trees

**Early-mature:** Early-mature, trees less than 1/3 life expectancy.

**Mature:** Mature trees up to 2/3 life expectancy.

**Over mature:** Over-mature, declining or moribund trees of low vigour.

**Veteran:** Veteran trees

4.9 The condition of the tree has been referred in respect of three parts on each tree; crown, stem and basal area. To each area, a rating is given; good, fair, poor or dead.

4.10 Observations are expanded where necessary. The assessment for tree condition includes inspection of the following defects:

- The presence of fungal fruiting bodies around the base of the tree or on the stem, as they could possibly indicate the presence of possible internal decay.
- Soil cracks and any heaving of the soil around the base indicating possible root plate movement.
- Any abrupt bends in branches and limbs resulting from past pruning, as it may be an indication of internal weakness and decay.
- Tight or weak 'V' shaped forks and co-dominant stems
- Hazard beam formations and other such biomechanical related defects (as described by Claus Mattheck, Body Language of Trees HMSO Research for Amenity Trees No. 4 1994).
- Cavities as a result of limb losses or past pruning.





- Broken branches
- Storm damage
- Canker formations
- Loose bark
- Damage to roots
- Basal, stem or branch / limb cavities
- Die-back in the crown
- Abnormal foliage size and colour
- Any changes to the timing of normal leaf flush and leaf fall patterns
- Other pathological diseases affecting any part of the tree

4.11 Each tree is given a 'Zone value' for inspection frequency which refers to a combination of factors including tree height and location and frequency and value of 'targets'. Targets can be defined as person and property or other asset to which a tree presents a risk. It is important to consider risks posed by trees in respect of their location because it allows common sense decisions to be made regarding the frequency of tree inspection regime and remedial tree surgery works. This has environmental and economic benefits. The Zone value given to the tree informs the priority rating for remedial tree surgery operations. The following scale is used for the sites within this tree survey:

- 1 – High frequency of high value targets / large tree / medium tree (red trees on the tree locations plans) – Two-year (biennial) inspection frequency.
- 2 – Low frequency of high value targets / large tree / medium tree (amber trees on the tree location plans) – Four-year inspection frequency.
- 3 – Very low frequency of high value targets / large tree (green trees on the tree location plans) – Six-year inspection frequency.



- 4.12 The above inspection frequencies are recommended in the absence of extreme weather events. It is strongly recommended that a 'walkover' inspection be undertaken following an extreme weather event where it is likely that trees will have been subjected to damaging forces and where branches can be expected to have been shed. A walkover survey is a basic visual assessment that may be carried out by a person with basic knowledge of tree safety and keen eyesight. The walkover survey should record any items that require immediate attention to ensure safety. Works identified should be undertaken as soon as practicable and the area affected should be cordoned off where possible, until the works have been undertaken. Zone 1 trees should be inspected as a priority.



## **5 Site: Cambridge Road (map inset 1)**

- 5.1 The tree survey has collected data on the more significant trees; those that are currently relevant in respect of hazard and risk. The trees surveyed form a contiguous landscape feature along with others, notably self-set Sycamores and the occasional Field Maple. Trees are located either side of a ditch.
- 5.2 There are currently no issues of note.

## **6 Site: The Moor play area (map inset 2)**

- 6.1 All trees were inspected. They are generally in excellent health and condition except for tree 12 that has snapped in half and is recommended for removal.
- 6.2 Two sides of the land parcel are outlined by mature Silver Birch, many of which are very high quality and notably tall. The Small-leaved Lime located on its own in the south-east corner is a stunning specimen.
- 6.3 The even-age of the Silver Birch population will present a management dilemma when the trees begin to deteriorate due to their age. Typically, they are not a long-lived species, and they are now at their peak.

## **7 Site: Recreation Ground (map inset 3)**

- 7.1 The map shows the area of trees inspected along the boundary of the Recreation Ground (orange rectangle). These are predominantly mature Ash mixed in with Sycamore and Field Maple trees. Many are host to dense Ivy. Overall crown health suggests early stages of Ash dieback disease caused by the fungus *Hymenoscyphus fraxineus*, but the trees have not deteriorated since the previous inspection in 2023.
- 7.2 Willow trees located at the western boundary are numbered 23 to 27. Tree 27 which is now a dead stump covered in Ivy may be left in situ to decay and continue as a wildlife habitat. All trees have previously been pollarded.
- 7.3 No works are currently required.





## **8 Site: All Saints Churchyard (map inset 4)**

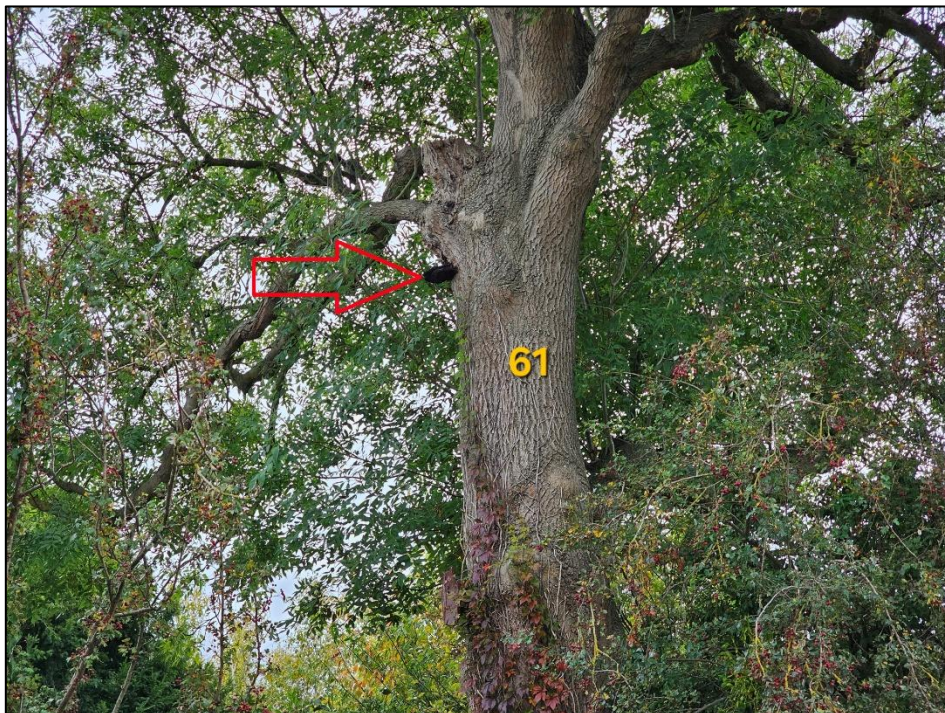
- 8.1 The stand-out specimen tree in this well-maintained churchyard is the Horse Chestnut tree at the front (tree number 37) which remains in an excellent state of health.
- 8.2 The eight new Purple Plum trees either side of the main path up to the church entrance are establishing very well. The stakes and ties have now been removed.
- 8.3 The Ivy on tree 32 should be removed, and dead branches overhanging the road on tree 54 need to be removed.



## 9 Site: Orchard Road (map inset 5)

- 9.1 This area comprises mature Ash and Sycamore trees growing within a narrow, overgrown verge.
- 9.2 A fungal bracket of the wood decay fungus *Inonotus hispidus* has been identified on tree 61 (Ash). This fungus causes embrittlement of the structural wood of Ash trees among others and frequently results in large parts of a tree snapping out. This is a large tree in a busy location. It is recommended that the tree be substantially reduced by around 5 metres to greatly reduce the load on the areas of degraded wood.

- Below: Tree 61 (Ash) – Red arrow indicates a fungal fruiting body of *Inonotus hispidus*



## 10 Site: Orchard Road Cemetery (map inset 6)

- 10.1 This site has a tree numbering system separate from the rest of the tree survey.
- 10.2 For a cemetery the site is densely treed, especially in the north-eastern corner. Species and age range are not diverse, which would typically be a concern in respect





of resilience to disease and long-term cover. However, the species present are very robust and most have a lengthy life-expectancy, especially the Yews and Hollies.

- 10.3 Sycamore trees numbered 40 and 41 located to the rear of 7 and 9 Medcalfe Way have previously been managed by reduction (or high pollard) at around a height of 12 metres. The recommendation is to restore and maintain the trees in a cycle of crown reduction.
- 10.4 Since the previous survey two trees have been added that were missed previously (12.1 & 12.2).
- 10.5 Tree 12.2 (Irish Yew) would benefit from the subsiding branch being cut out before it snaps out (see photo below). Tree 16 (Birch) should have the Ivy severed. Tree 25 (Irish Yew) should now be removed as it has died after a long struggle in deep shade (see photo below). Tree 40 (Sycamore) should have the Ivy severed.

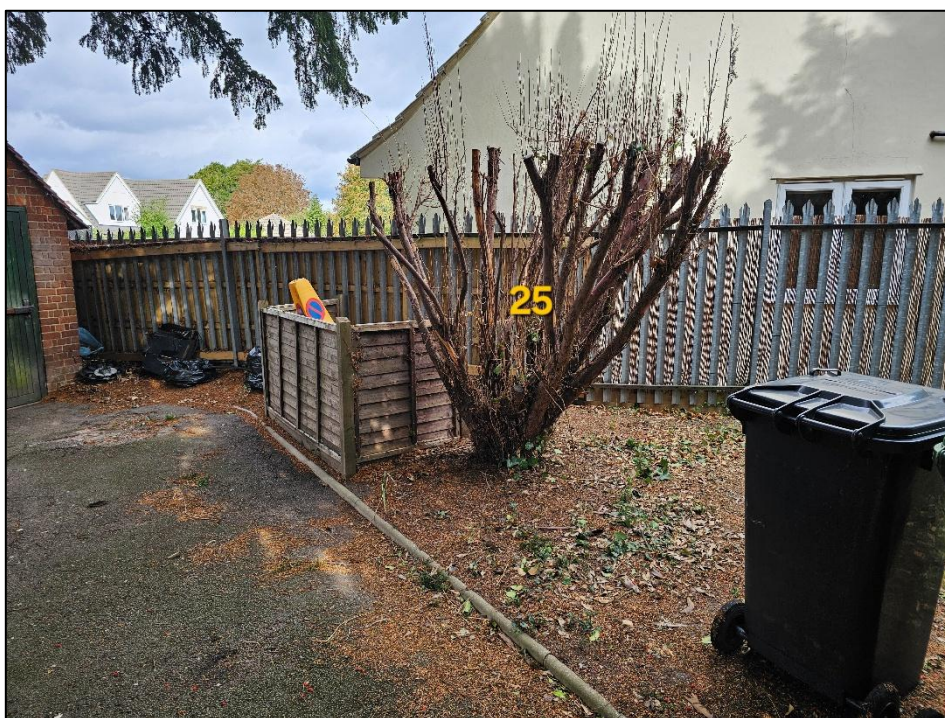
- Below: Tree 12.2 (Irish Yew) – Subsiding branch over path to be removed







- Below: Tree 25 (Irish Yew) - Dead







## 11 Site: Royston Road (map inset 7)

- 11.1 A long row of around thirty Poplar trees is located along the north side of Royston Road, adjacent to the footpath. They appear to be 20 to 30 years old and would likely have been planted concurrently.
- 11.2 Ivy has colonised most of the trees, making it impossible to inspect the lower trunks. In later years, when the trees are larger, and when they are reaching the point they are potentially dangerous, it is recommended that Ivy be removed to facilitate inspection.
- 11.3 Most trees are healthy, but a few have developed dieback in their tops. Some trees have been felled following previous recommendations. Some of those stumps are now regenerating.
- Below: Tree 68 has died. It is recommended for removal





## **12 Site: St George's & Grays Allotments (map inset 8)**

- 12.1 Sporadic mature trees are located on the north, west, and southern site boundaries. There are some smaller trees internal to the site within allotment plots of little consequence.
- 12.2 It is recommended that the Ivy be severed on the trunk of tree 94 (Ash).

## **13 Site: Old Recreation Ground (map inset 9)**

- 13.1 There are many remarkable large mature trees on this site which are located on the northern, southern and western boundaries. The massive London Planes on the western boundary adjacent to The Moor are particularly striking.
- 13.2 It is recommended that the ivy on the four trees of group G3 be severed as they are rather overwhelmed. It is impossible to see the tree trunks at all, so an opinion cannot be given on their integrity.

## **14 Site: Beechwood Avenue (map inset 10)**

- 14.1 The map covers the amenity area open space, and four further trees on nearby roads.
- 14.2 Three small trees on the open space are covered in Ivy (113, 114, 115). They will die if the Ivy isn't stripped from their trunks and branches.

## **15 Site: New Road Cemetery (map inset 11)**

- 15.1 This is a recently established site that is extensively landscaped with trees. Only the significant trees are recorded, those being the largest at the current time. There are many more trees that would gradually be added to the survey as the years pass.
- 15.2 No tree work is currently required.



## **16 Site: Maple Way (map inset 12)**

- 16.1 Trees 133, 134 and 135 are remarkable for their dimensions in this built-up setting.
- 16.2 All the trees are somewhat overrun with Ivy, which in some cases will eventually harm them by shading them out and the weight of Ivy snapping off branches.
- 16.3 It is recommended that the Ivy on all the trees be severed.

## **17 Site: Stockbridge Meadows (map inset 13)**

- 17.1 I met with Mr Keith Rudge in mid-December 2025 to walk around the paths of Stockbridge Meadows.
- 17.2 Ash Dieback Disease (caused by the fungus *Hymenoscyphus fraxineus*) remains a minor cause for concern and is clearly affecting some trees more than others. It remains less of a concern that several years ago, and I have noticed many trees recovering or developing resistance to the symptoms.
- 17.3 No other items of concern were noted, and no tree work is currently required.

## **18 Site: Jubilee Wood & Copse (map inset 14)**

- 18.1 This site, located adjacent to the pavilion on the recreation ground can easily be considered as two separate areas: the Jubilee Wood (the orchard) (G4), and the Copse (G5). It is understood that the Jubilee Orchard was planted in 2002 to commemorate the Golden Jubilee of the late Queen Elizabeth II, and the copse was planted to mark the turn of the 21<sup>st</sup> century in 2000. The trees are generally in a very good state of health and vigour with some exceptions in the orchard where Pear trees are struggling.
- 18.2 The one individual and historic tree is a massive Crack Willow (tree 140). This is probably over 100 years old. The species has a genetic predisposition to shed large branches. It has now reached a size and structural form where branch shedding has become inevitable, and the matter needs to be addressed. It is therefore recommended that it undergoes an overall crown reduction of around 5 metres to





relieve loads at the bases of large branches, so greatly lessening the chance of catastrophic failure.

- 18.3 The Jubilee Orchard (G4) has bolted since planting, and a few trees haven't survived or have fallen over. The majority, however, are very vigorous and well established. G4 will benefit greatly from restoration to establish a baseline. This would include removal of dead and fallen trees, and the restoration pruning of the surviving trees by a contractor who understands and is experienced with fruit tree pruning. Such restoration pruning can appear quite brutal. Once this is completed, after initially another three years a contractor would need to come back to revisit the regrown trees and bring them into a condition that befits a productive orchard. A local fruit tree pruning contractor of some repute is Richardson Tree Surgery Limited [richardsontreesurgery.co.uk](http://richardsontreesurgery.co.uk) who can be contacted on 01954 203836.
- 18.4 The Copse (G5) currently requires no tree work.



## 19 Normative References

19.1 The following documents are indispensable in the application of the recommendations in this report:

- R.G. Strouts, T.G. Winter (1994). Diagnosis of Ill-Health in Trees. DoE
- D. Lonsdale (1999). Principles of Tree Hazard Assessment and Management. ODPM
- C. Mattheck, K. Bethge, K. Weber (1994). The Body Language of Trees. DoE
- C. Mattheck (2007). Updated Field Guide for Visual Tree Assessment. Forschungszentrum Karlsruhe GmbH
- F.W.M.R. Schwarze, J. Engels, C. Mattheck (1999). Fungal Strategies of Wood Decay in Trees. Springer
- Common Sense Risk Management of Trees (2024). National Tree Safety Group / Forestry Commission
- Tree Surveys: A Guide to Good Practice – Guidance Note 7 (2015). The Arboricultural Association
- British Standard BS3998: 2010 Tree Work – Recommendations. BSI
- Arboricultural Journal Volume 43 Issue 1 (March 2021). Jeremy Barrell. The implications of recent English legal judgements, inquest verdicts, and Ash Dieback Disease for the defensibility of tree risk management regimes. The Arboricultural Association



# ARGENTA

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T R E E   S U R V E Y S

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**Tel: 01638 781422**

**Mobile: 07766 379251**

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Company no: 10697882

VAT no: 335731700

Registered Company address

11 East Road

Isleham

Ely

Cambridgeshire

CB7 5SN

**Signed:**

Ian Lorman

**Director**

December 2025



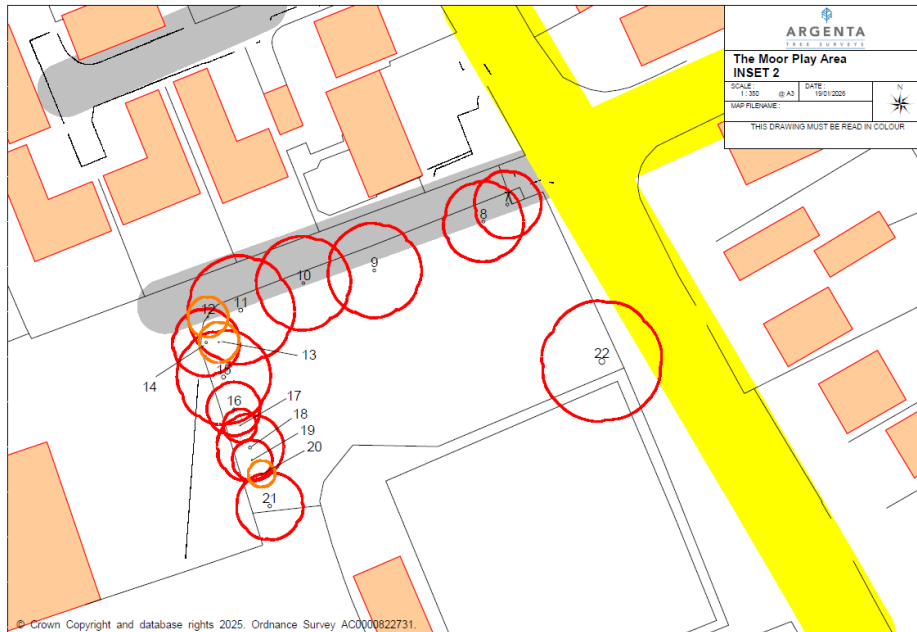
## Overall summary of the report

- Overall tree conditions are good across the parish.
- No urgent (emergency) work is required.
  - Priority 2 – work should be done within 6 months
  - *Priority 3 – work should be done within 18 months or before the next inspection (to be considered at a future meeting, next financial year).*

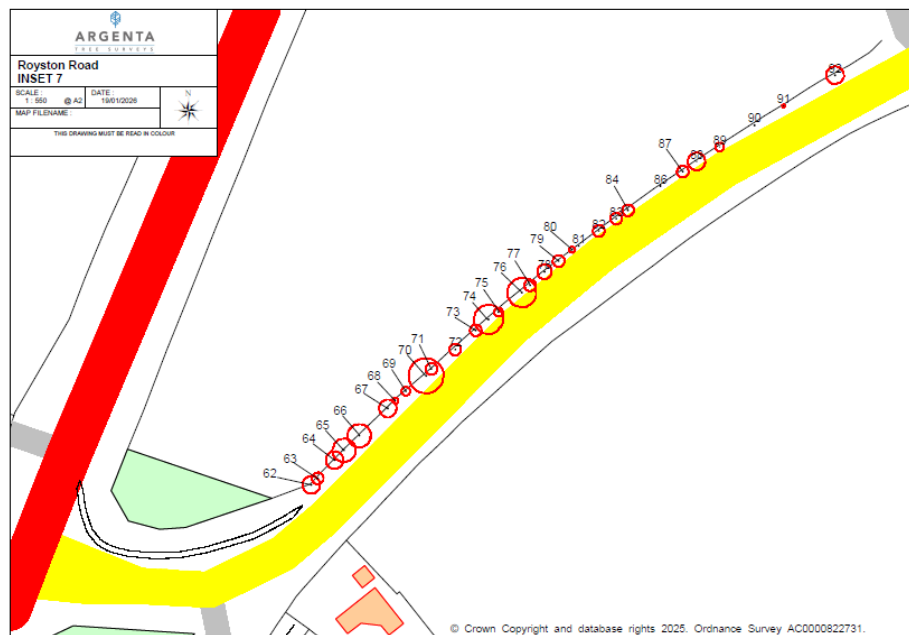
## Works required now (Priority 2 – within 6 months)

### Tree removals / major safety works

- Tree 12 – Silver Birch, Moor Play Area (Fell (tree has snapped and is unsafe))



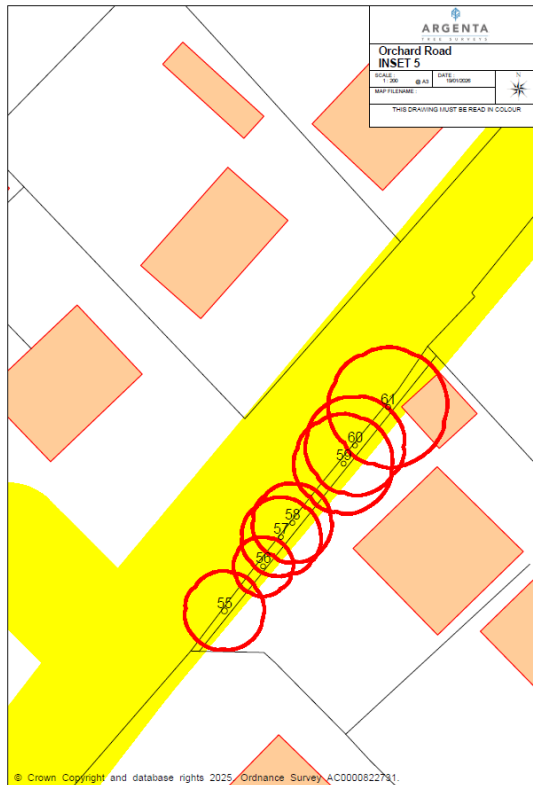
- Tree 68 – Lombardy Poplar, Royston Road (Fell (tree is dead))



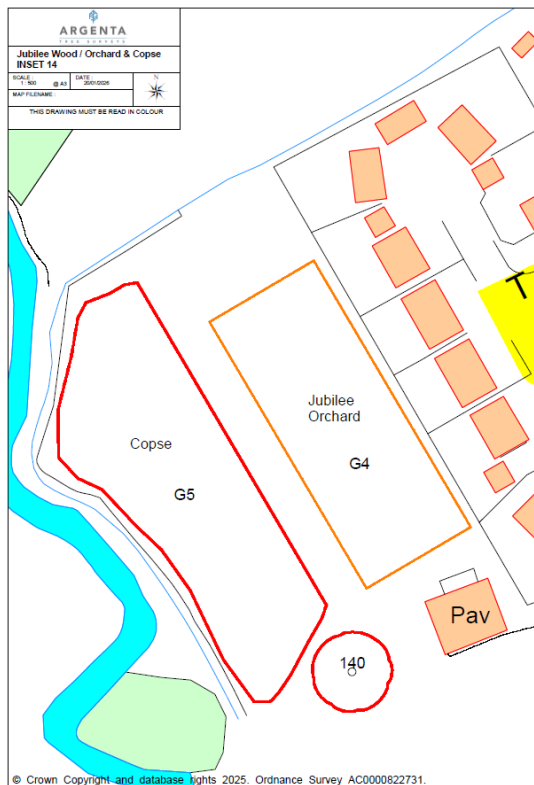


Crown reductions / structural pruning

- Tree 61 – Ash, Orchard Road (Crown reduce by ~5 metres (fungal decay present in a busy location))

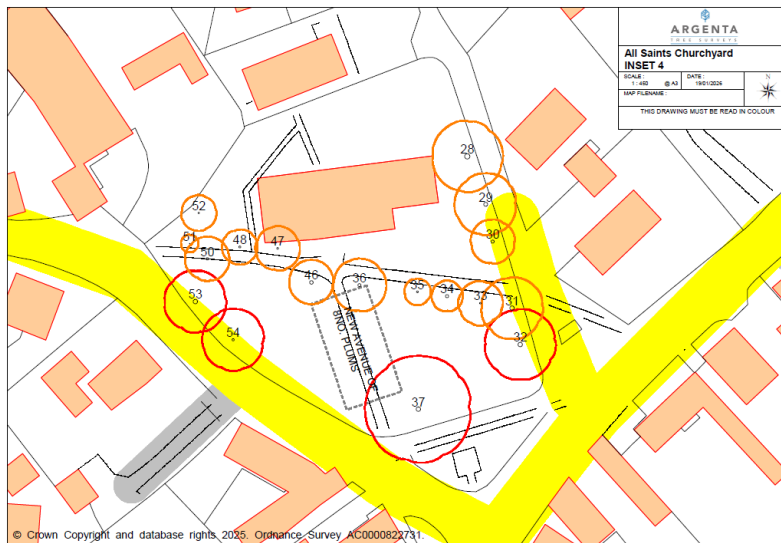


- Tree 140 – Crack Willow, Jubilee Wood & Copse (Crown reduce by ~5 metres (high risk of large branch failure))



Deadwood / branch removal

- Tree 54 – Ash, All Saints Churchyard (Remove deadwood over road)



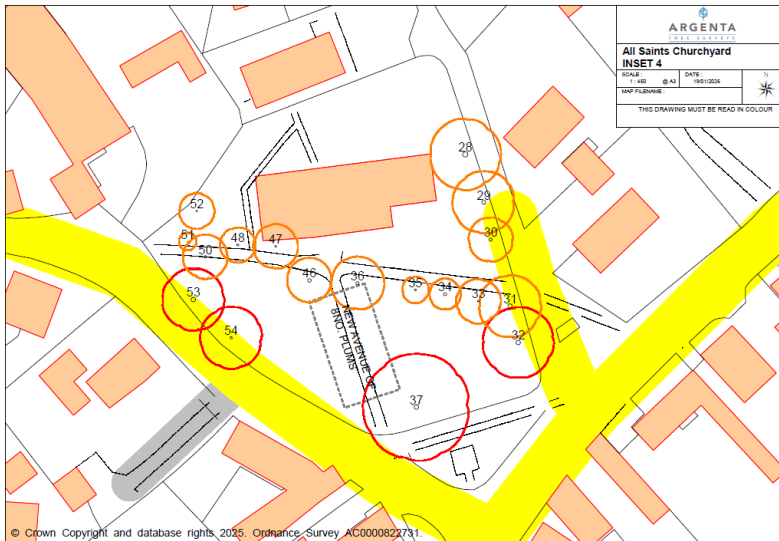
- Tree 12.2 – Cypress, Orchard Road Cemetery (Remove subsiding branch over path)



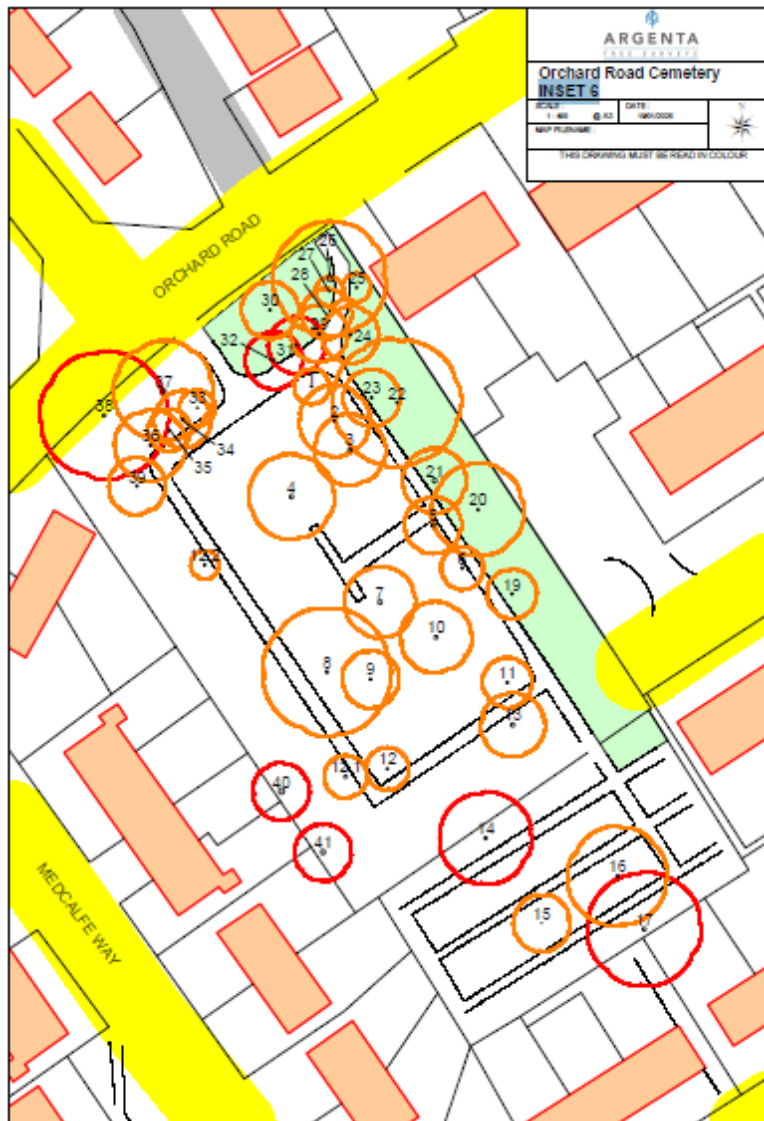


Ivy removal / severance

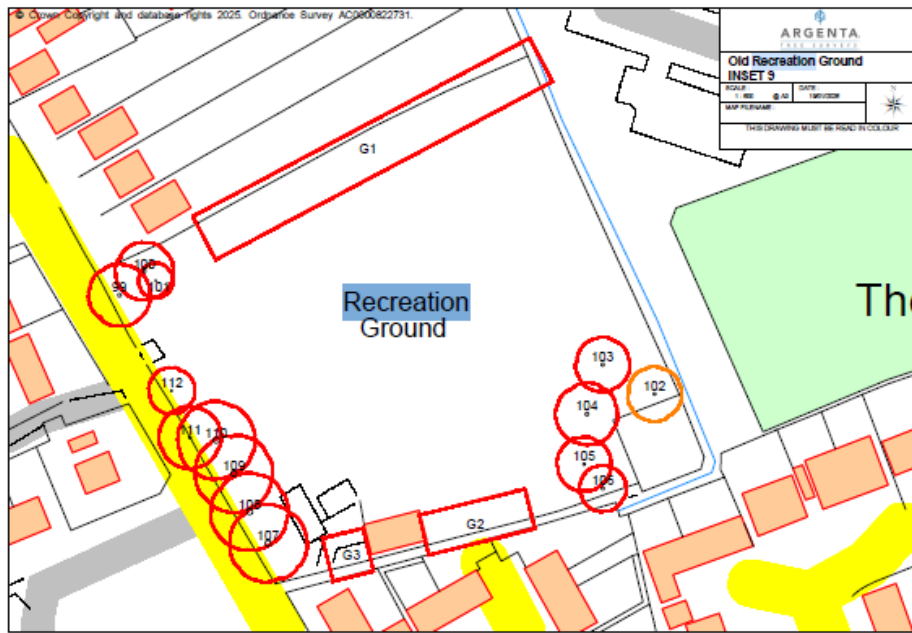
- Tree 32 – Horse Chestnut, All Saints Churchyard



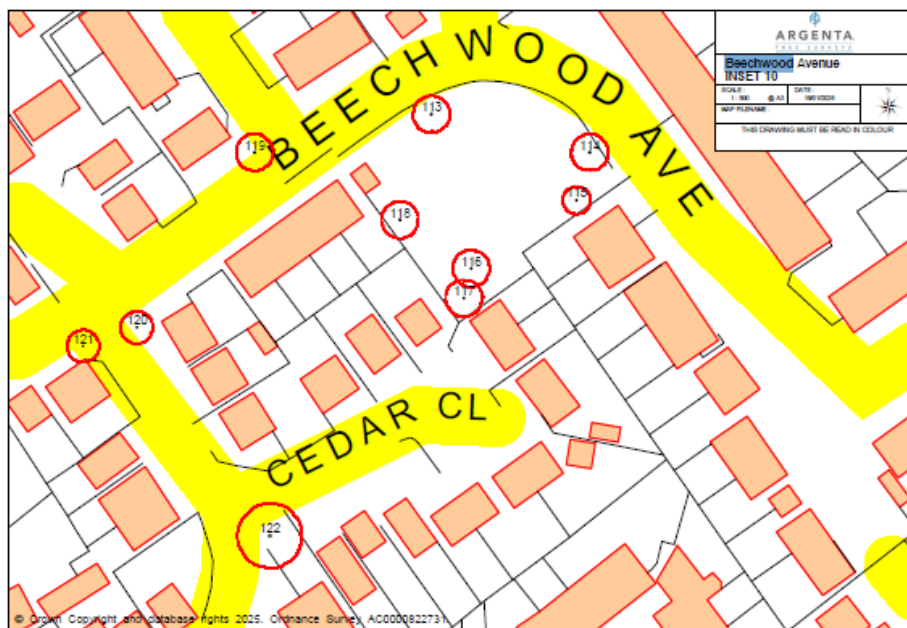
- Tree 40 – Sycamore, Orchard Road Cemetery



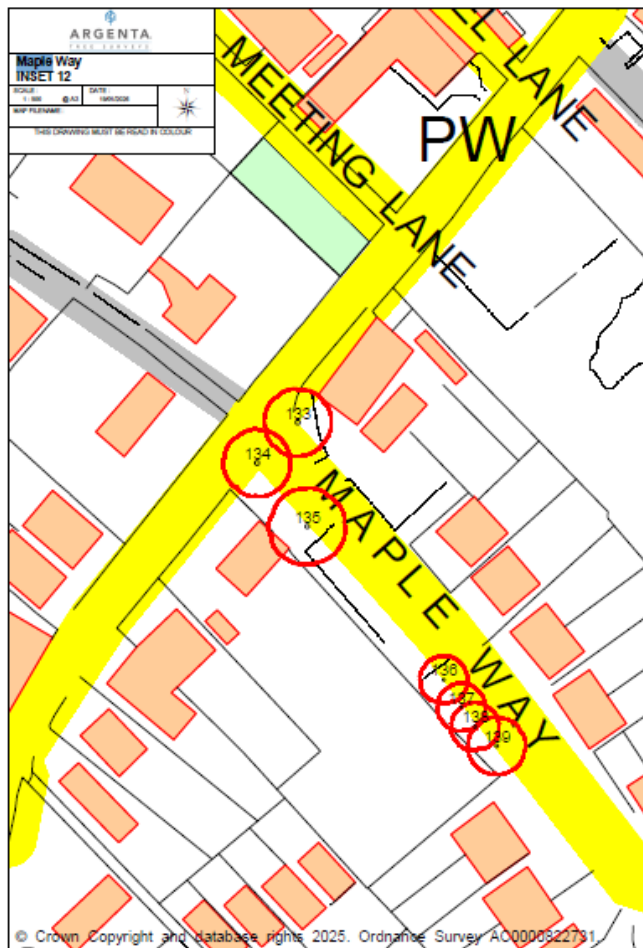
- Group G3 (Beech / Ash / Willow), Old Recreation Ground



- Trees 113, 114, 115, Beechwood Avenue

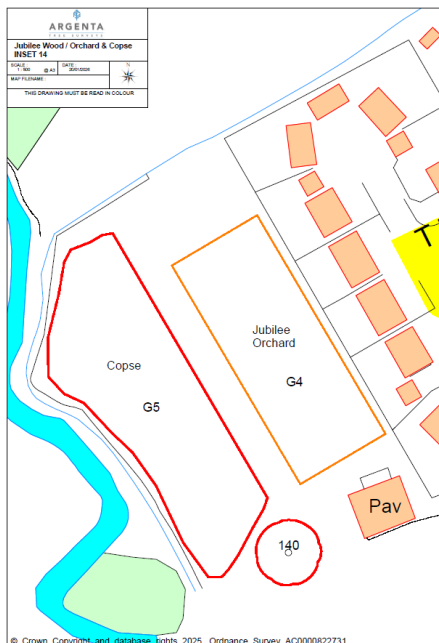


- Trees 134, 135, 136, 137, 138, 139, Maple Way



#### Jubilee Orchard

- The Jubilee Orchard (G4) has bolted since planting, and a few trees haven't survived or have fallen over. The majority, however, are very vigorous and well established. G4 will benefit greatly from restoration to establish a baseline. This would include removal of dead and fallen trees, and the restoration pruning of the surviving trees by a contractor who understands and is experienced with fruit tree pruning. Such restoration pruning can appear quite brutal. Once this is completed, after initially another three years a contractor would need to come back to revisit the regrown trees and bring them into a condition that befits a productive orchard. A local fruit tree pruning contractor of some repute is Richardson Tree Surgery Limited.



# TAX INVOICE

Melbourn Parish Council

**Invoice Date**  
20 Jan 2026

**Invoice Number**  
INV-1181

**Reference**  
Melbourn PC 2025

**VAT Number**  
335731700

Argenta Tree Surveys  
Limited  
Attention: Ian Lorman  
11 East Road  
Isleham  
ELY  
Cambridgeshire  
CB7 5SN  
Mobile: 07766 379251  
Landline: 01638 781422

| Description   | Quantity | Unit Price | VAT | Amount GBP      |
|---|----------|------------|-----|-----------------|
| Melbourn PC tree health & safety survey October 2025:<br>Royston Road<br>Stockbridge Meadows<br>Recreation Ground<br>The Moor Play Area<br>Hale Close / Cambridge Road<br>All Saints Churchyard<br>Orchard Road<br>Orchard Road Cemetery<br>Jubilee Wood area & copse<br>Beechwood Avenue amenity area<br>New Road Cemetery<br>Allotments (St George's & Grays)<br>Maple Way / Orchard Road junction & layby<br>Beechwood Avenue (small parcels)<br>Old Recreation Ground | 1.00     | 1,445.00   | 20% | 1,445.00        |
| OS Vectormap base with 12 month licence (at cost) PRICE<br>SUBJECT TO INCREASE IN APRIL 2025  | 1.00     | 42.49      | 20% | 42.49           |
| Subtotal  |          |            |     | 1,487.49        |
| TOTAL VAT 20%   |          |            |     | 297.50          |
| <b>TOTAL GBP</b>  |          |            |     | <b>1,784.99</b> |

**Due Date: 19 Feb 2026**

SORT CODE: 09 01 29

ACCOUNT NO. 12014758

ARGENTA TREE SURVEYS LIMITED

## CHARGES AND TERMS OF PAYMENT

The Consultancy Charges agreed in this quote shall be paid within 30 days of an invoice being submitted. If additional costs or delay is directly caused by discrepancies, errors or omissions in information supplied by the Client the Client shall pay to the Consultant any such additional costs so incurred and allow a reasonable extension of time for the performance of the Consultancy Services. If the payment of any sum due is delayed the Consultant shall be entitled to charge interest at the rate of 4% above the base rate of the Bank of England for the time being in force on the overdue amount and/or suspend further performance of the Consultancy Services provided that the Consultant shall not suspend performance unless it shall have given to the Client written notice requiring payment of

the overdue sum within 7 days and the Client shall have failed to comply with such notice.  
E. & O. E.

[View and pay online now](#)

✂-----  
**PAYMENT ADVICE**

To: Argenta Tree Surveys Limited  
Attention: Ian Lorman  
11 East Road  
Isleham  
ELY  
Cambridgeshire  
CB7 5SN

Mobile: 07766 379251

Landline: 01638 781422

**Customer** Melbourn Parish Council

**Invoice Number**      INV-1181

|            |          |
|------------|----------|
| Amount Due | 1,784.99 |
|------------|----------|

**Due Date** 19 Feb 2026

Amount Enclosed

Enter the amount you are paying above

**MELBOURN PARISH COUNCIL**  
**ALLOTMENT RENTAL AGREEMENT**  
**Revised on 725 JanuaryMarch 20265**

AN AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_ between

MELBOURN PARISH COUNCIL (hereinafter called the Council) and  
(hereinafter called the Tenant) by which it is agreed that:

1. The Council agrees to let and the Tenant agrees to hire as a tenant from \_\_\_\_\_ the Allotment, the area being \_\_\_\_\_ and part of the Allotments provided by the Council at \_\_\_\_\_ and at the current rent of £ \_\_\_\_\_ and numbered \_\_\_\_\_ in the Council Allotment Register.

2. The rent shall be paid on 1<sup>st</sup> October \_\_\_\_\_ until 30 September \_\_\_\_\_ and shall be for a period of 12 months.  
~~The rent shall be reviewed in April of each year and Tenant's will be notified of any increases prior to renewal on 1<sup>st</sup> October.~~

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3. The Tenant shall provide evidence of Insurance of the plot either through membership of the St George's Allotment Association or through individual Public Liability cover presented to the Clerk.

4. The Tenant shall keep the Allotment Garden clean, in a good state of cultivation and fertility and in good condition.

5. The Tenant shall not ~~cause any nuisance or annoyance to the occupier of any other Allotment Garden or~~ obstruct any path set out by the Council for the use of the occupiers of the Allotment Gardens.

~~6. The Tenant shall behave in a reasonable, considerate and lawful manner at all times while on the allotment site and shall not engage in any behaviour which may cause alarm, distress, harassment, intimidation, nuisance or annoyance to other plot holders, visitors, councillors, employees or contractors of the Council. For the avoidance of doubt, nuisance or annoyance includes, but is not limited to, aggressive behaviour, abusive language, harassment, intimidation, threatening conduct, obstruction or deliberate interference with other allotment holders' quiet enjoyment of their plots.~~

~~The Tenant shall also be responsible for the behaviour and actions of any visitors, family members or guests brought onto the allotment site and shall ensure they comply with this agreement.~~

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~~76.~~ The Tenant shall not underlet, assign or part with the possession of the Allotment Garden or any part thereof without the written permission of the Council.

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~~87.~~ The Tenant shall not without the written consent of the Council cut or prune any timber or other trees, or take, sell or carry away any mineral, sand or clay.

~~98.~~ The Tenant shall keep every hedge, path and roadway that forms part of the boundary of his Allotment Garden properly cut and trimmed and keep all ditches properly cleansed.

~~109.~~ In the event that the allotment, or the boundary of the allotment, becomes overgrown and restricts or impedes access to neighbouring plots, the Parish Council will request the allotment holder to take steps to clear the area. If the area is not cleared, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and any costs for the work shall be the responsibility of the allotment holder.

~~110.~~ The Tenant shall not use any barbed wire for a fence adjoining any path set out by the Council for the use of the occupants of the Allotment Garden.

~~124.~~ Use of any asbestos type materials on the allotment gardens is strictly prohibited. The Council has made efforts to remove all such material from the area and Tenants should notify the Council immediately if they find materials that they suspect to be asbestos on their plot. The Council reserves the right to enter onto any plot for the purpose of removing such material.

~~132.~~ The Council gives permission for the erection of sheds on the allotments, providing they conform to the specifications as set out in the attached document. Glass greenhouses are **not** permitted on the allotments.

~~143.~~ The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants contained in this lease.

~~154.~~ Any member of the Parish Council (whose names are available in the Parish Office) or any employee of the Council shall be entitled at any time when directed by the Council to enter and inspect the Allotment Garden.

~~165.~~ The tenancy of the Allotment Garden shall terminate on the yearly rent day after the death of the Tenant. It may also be terminated by the Council after one month's notice :

(a) If the rent is in arrears for more than 40 days OR

(b) ~~Where if the Tenant breaches not duly observing the conditions of this his or her tenancy agreement, the Council may issue up to after two written warnings requiring remedial action within a specified timescale, by the Council. Persistent or serious breaches, may result in termination of the tenancy following one month's written notice.~~

~~Notwithstanding the above, the Council reserves the right to terminate the tenancy with immediate effect in cases of serious misconduct, including violence, threats of violence, harassment, or conduct which places others at risk.~~

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~~176.~~ On expiry of the tenancy, the Tenant shall leave the allotment, including the boundary and pathways, in good order. If the area is not cleared within 2 weeks of a request by the Parish Council, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and cleared of any debris, tools or equipment and any costs for the work shall be the responsibility of the outgoing Tenant.

~~187.~~ The Council accepts no responsibility for loss or damage to implements, crops or vehicles.

~~198.~~ The Council has an absolute prohibition on the keeping of livestock or domestic fowls of any sort on the allotment gardens, with the exception of bees subject to the Parish Council's Allotment Bee Keeping Policy (Document 4.25).

~~2049.~~ Where possible, The Tenant shall use organic methods for weed control on their plot. Careful and considered use of chemical products containing glyphosate is permitted when needed, but care must be taken to ensure that no neighbouring plots are affected by glyphosate use.



219. From 1<sup>st</sup> October 2025, The Council will allocate up to two plots only per household, any further plot tenancies to the same household that are required, will only be allocated at the discretion of the Parish Clerk:-

The Parish Clerk

Tenant

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## **ST GEORGE'S ALLOTMENT ASSOCIATION**

### **MELBOURN ALLOTMENT SITES : THE MOOR AND GRAYS ALLOTMENTS**

#### **SPECIFICATION FOR SHEDS ON THE SITES**

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

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

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

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

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

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

Sheds should be professionally installed.

Sheds must be properly maintained.

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

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

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

Sheds must be appropriately insured.

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

The shed should be kept secured with a padlock.

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

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

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

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

# MELBOURN PARISH COUNCIL

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

## APPENDIX 3

| Area                       | Monthly Checking Record |          |         |         | NOTES |
|----------------------------|-------------------------|----------|---------|---------|-------|
|                            | Week 1                  | Week 2   | Week 3  | Week 4  |       |
| Moore Play Park            | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |
| Village Car Park           | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |
| War Memorial               | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |
| Littlehands and Access Way | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |
| New Rec. Ground            | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |
| Clear Cres.Play Park       | 17-11-25                | 25-11-25 | 1.12.25 | 9-12-25 |       |
| Orchard Road Cemetery      | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |
| New Road Cemetery          | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |
| Old Recreation Ground      | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |
| Pavilion                   | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |
| All Saints' C'Yard         | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |
| Jubilee Orchard            | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |
| Armingford Cres            | 17-11-25                | 25-11-25 | 1.12.25 | 8-12-25 |       |

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|   |          |          |          |         |
|---|----------|----------|----------|---------|
| Rosemary Place                            | 11-11-25 | 25-11-25 | 1.12.25  | 8-12-25 |
| Hopkins Homes – Strategic Green Belt Area |          |          | 1.12.25  |         |
| Pavilion Defibrillator                    | 11-11-25 | 25-11-25 | 1.12.25  | 8-12-25 |
| Doctors Surgery Defibrillator             | 11-11-25 | 25-11-25 | 1.12.25  | 9-12-25 |
| Beechwood Avenue                          | 11-11-25 |          | 1.12.25  |         |
| Millennium Copse                          | 11-11-25 |          | 1.12.25  |         |
| Worcester Way                             | 11-11-25 | 25-11-25 | 1.12.25  |         |
| Allotments                                | 11-11-25 |          |          |         |
| Fire Engine Shed                          |          |          |          | 8-12-25 |
| Chalkhill Barrow                          |          | 25-11-25 |          |         |
| Elm Way                                   |          | 25-11-25 |          |         |
| Stockbridge M.                            |          |          | 11-12-25 |         |



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Review date: May 2025

| Pavilion : Legionella monitoring  | Responsibility      | Weekly (please note date completed) | Monthly (note insert date completed) | Quarterly (note insert date completed) | Annually (note insert date completed) |
|---|---------------------|-------------------------------------|--------------------------------------|--|---------------------------------------|
| Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done | Wardens             | 12-11-25                            |                                      |  |                                       |
|   |                     | 25-11-25                            |                                      |  |                                       |
|   |                     | 1.12.25                             |                                      |  |                                       |
|   |                     | 8-12-25                             |                                      |  |                                       |
| Formal thermal control and hygiene regime – MPC to provide appropriate thermometer  | Wardens             |                                     | 8-12-25                              |  |                                       |
| Record cleaning and descaling   | Cleaning contractor |                                     |                                      | -                                      |                                       |
| Showers – descale and disinfect   | Cleaning Contractor |                                     |                                      | -                                      |                                       |
| Disinfect hot water unit in kitchen   | Cleaning Contractor |                                     |                                      | -                                      |                                       |
| Hot water cylinders – check water temp (should be 60c)  | Wardens             |                                     |                                      |  |                                       |
| Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)    | Wardens             |                                     |                                      |  |                                       |
| Service all TMVs annually – to be done as part of annual service of heating system  | Heating contractor  |                                     |                                      |  |                                       |
| Check insulation to pipework where required   | Heating contractor  |                                     |                                      |  |                                       |

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## APPENDIX 3

| Area                       | Monthly Checking Record |            |            |          | NOTES |
|----------------------------|-------------------------|------------|------------|----------|-------|
|                            | Week 1                  | Week 2     | Week 3     | Week 4   |       |
| Moor Play Park             | 15-12-25 S              | 22-12-25 S | 29-12-25 S | 6-1-26 S |       |
| Village Car Park           | 15-12-25 S              | 22-12-25 S | 29-12-25 S | 6-1-26 S |       |
| War Memorial               | 15-12-25 S              | 22-12-25 S | 29-12-25 S | 6-1-26 S |       |
| Littlehands and Access Way | 15-12-25 S              | 22-12-25 S | 29-12-25 S | 6-1-26 S |       |
| New Rec. Ground            | 15-12-25 S              | 22-12-25 S | 29-12-25 S | 6-1-26 S |       |
| Clear Cres.Play Park       | 15-12-25 S              | 22-12-25 S | 29-12-25 S | 6-1-26 S |       |
| Orchard Road Cemetery      | 15-12-25 S              | 22-12-25 S | 29-12-25 S | 6-1-26 S |       |
| New Road Cemetery          | 15-12-25 S              | 22-12-25 S | 29-12-25 S | 6-1-26 S |       |
| Old Recreation Ground      | 15-12-25 S              | 22-12-25 S | 29-12-25 S | 6-1-26 S |       |
| Pavilion                   | 15-12-25 S              | 22-12-25 S | 29-12-25 S | 6-1-26 S |       |
| All Saints' C/Yard         | 15-12-25 S              | 22-12-25 S | 29-12-25 S | 6-1-26 S |       |
| Jubilee Orchard            | 15-12-25 S              | 22-12-25 S | —          | 6-1-26 S |       |
| Armingford Cres            | 15-12-25 S              | 22-12-25 S | —          | 6-1-26 S |       |



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|   |          |     |          |     |          |         |     |
|---|----------|-----|----------|-----|----------|---------|-----|
| Rosemary Place                            | 16-12-25 | sf. | 22-12-25 | sf. | ✓        | 26-1-26 | sf. |
| Hopkins Homes – Strategic Green Belt Area | 16-12-25 | sf. | —        | —   | —        | 26-1-26 | sf. |
| Pavilion Defibrillator                    | 15-12-25 | sf. | 22-12-25 | sf. | 28-12-25 | 26-1-26 | sf. |
| Doctors Surgery Defibrillator             | 15-12-25 | sf. | 22-12-25 | sf. | 29-12-25 | 26-1-26 | sf. |
| Beechwood Avenue                          | 15-12-25 | sf. | —        | —   | 29-12-25 | —       | —   |
| Millennium Copse                          | 15-12-25 | sf. | —        | —   | —        | —       | —   |
| Worcester Way                             | 15-12-25 | sf. | —        | —   | —        | 26-1-26 | sf. |
| Allotments                                | 15-12-25 | sf. | —        | —   | —        | —       | —   |
| Fire Engine Shed                          | —        | —   | —        | —   | —        | 26-1-26 | sf. |
| Chalkhill Barrow                          | —        | —   | 22-12-25 | sf. | —        | —       | —   |
| Elm Way                                   | —        | —   | —        | —   | —        | —       | —   |
| Stockbridge M.                            | —        | —   | —        | —   | —        | —       | —   |

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| Pavilion : Legionella monitoring   | Responsibility      | Weekly (please note date completed)          | Monthly (note insert date completed) | Quarterly (note insert date completed) | Annually (note insert date completed) |
|--|---------------------|--|--------------------------------------|--|---------------------------------------|
| Record flushing of infrequently used outlets **<br>(run showers and taps, flush toilets – to be done weekly) – log when done | Wardens             | 15-12-25 sf<br>22-12-25 sf<br>—<br>6-1-26 sf | 6-1-26 sf                            | 16-1-26 sf                             | —                                     |
| Formal thermal control and hygiene regime – MPC to provide appropriate thermometer   | Wardens             |  |                                      |  |                                       |
| Record cleaning and descaling  | Cleaning contractor |  |                                      |  |                                       |
| Showers – descale and disinfect  | Cleaning Contractor |  |                                      |  |                                       |
| Disinfect hot water unit in kitchen  | Cleaning Contractor |  |                                      |  |                                       |
| Hot water cylinders – check water temp (should be 60c)   | Wardens             |  |                                      |  |                                       |
| Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)       | Wardens             |  |                                      |  |                                       |
| Service all TMVs annually – to be done as part of annual service of heating system   | Heating contractor  |  |                                      |  |                                       |
| Check insulation to pipework where required  | Heating contractor  |  |                                      |  |                                       |

| Date reported to PO | Location                 | Details   | Reported by   | Reported to Police | Incident No | Action taken and cost of repair  | completed | ongoing |
|---------------------|--------------------------|---|---------------|--------------------|-------------|--|-----------|---------|
| 01/01/2025          | Orchard Surgery          | Extensive damage to footpath from tree roots                  | MOP           |                    |             | Contacted Drs surgery for assistance as this is a private road - awaiting response.  |           |         |
| 08/05/2025          | Vicarge Close / rec      | Gate and fencing fallen at entrance to rec                    | SCDC          |                    |             | SCDC reported to MVC on a couple of occasions and no action has been taken. Watch. Chased MVC for action after chase from Vicarge Close. |           |         |
| 17/07/2025          | The Moor - New Rec       | Memorial bench - bolts removed and bench moved                | Cllr          |                    |             | Owner contacted to request action. Owner aware and taking action.  |           |         |
| 08/09/2025          | Grinnel Hill             | Boundary movement on to Parish land                           | MOP           |                    |             | Fence movement onto Parish land at Grinnel Hill. Letter sent to resident to request reinstatement of land boundary.                      |           |         |
| 03/11/2025          | Moor Play Park           | Broken service gate   | MOP           |                    |             | Removed by Warden. To be fixed.  |           |         |
| 07/01/2026          | The Moor - College field | Vandalised bench.   | MOP           |                    |             | Reported to College as concern and Warden fixed bench.   |           |         |
| 08/01/2026          | Little Lane              | Report of substance on wall.                                  | MOP           |                    |             | Advised to contact environmental health if worried. Wardens identified as egg.   |           |         |
| 12/01/2026          | Long Wood - Royston Road | Abandoned tent found in Long Wood - substances handed to PCSO | Litter Picker | PCSO               |             | Tent cleared by wardens and substance tested by PCSO (result concluded not harmful!)   |           |         |
| 14/01/2026          | The Moor - play area     | Litter  | Warden        |                    |             | Cleared by warden.   |           |         |

**From:** [REDACTED]  
**Sent:** 19 January 2026 11:57  
**To:** Abi Williams  
**Subject:** Enquiry regarding permission for metal detecting on parish land

Dear Sir or Madam,

I am writing to kindly enquire about the possibility of obtaining **written permission to carry out metal detecting on land owned by Melbourn Parish Council**.

From publicly available information, I understand that the Council has previously considered a resident's request regarding metal detecting and, as a result, adopted an **appropriate policy together with a permission slip system**. In this context, I would like to ask whether it is possible to submit an application in line with the current rules, and whether the relevant policy and permission form could be shared, if available.

I am a **member of the National Council for Metal Detecting (NCMD)**, which means I hold **public liability insurance** and follow the recognised code of conduct for responsible metal detecting. I can assure you that any detecting would be carried out responsibly, without damage to the ground, with all holes fully reinstated and in full compliance with any restrictions in place. Any finds of potential archaeological interest would be reported to the Portable Antiquities Scheme.

I would be grateful if you could advise which areas (if any) may be considered and what conditions would need to be met.

Thank you very much for your time and I look forward to your response.

Yours faithfully,

[REDACTED]  
Cambridge

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**From:** parishclerk@melbournparishcouncil.gov.uk

Thank you for your enquiry [REDACTED]

As there has been no active Metal Detecting Policy since 2018 we will need to review the request by Full Council.

Please confirm which areas of land you are interested in and we can review the request at Council.

With kind regards

Abi Williams

---

**From:** [REDACTED]

Dear Ms Williams,

Thank you for your reply and for explaining the procedure.

Due to the rich historical background of the Melbourn parish area, I am interested in metal detecting within the parish. However, I would like to emphasise that I am not requesting any specific location and I am fully open to Melbourn Parish Council suggesting an area which the Council may consider suitable, if any.

If this would assist the review by Full Council, I would be happy to limit my request to a single site or a trial area and to comply with any conditions set by the Council.

Kind regards,

[REDACTED]  
Cambridge

1. Melbourn Parish Council (MPC) give consent to the undersigned herein after called the licensee to undertake exploratory metal detecting on land owned by MPC as detailed below and only said land. No other land owned by MPC must be investigated. This agreement will remain in place for a period of 90 days from the ..... In the event that the applicant wishes to extend this period then an extension must be sought from MPC, who reserve the right to agree or refuse an extension period.
2. In the event that any items of a historical nature are located these must be handed over to MPC who will decide whether they should be donated to a local museum for the benefit of the public. Any items identified that are donated to a local museum will not attract any reward to the applicant.
3. In all other situations MPC agree that in the consideration of the payment to MPC of 50% of the value or rewards arising from the recovery of any property or objects found by the licensee over the value of £....., the licensee may enter the land identified below to search for items of buried or other material whether antique or modern.
4. The licensee shall hold a current National Council for Metal Detecting (NCMD) current membership card showing details of their £10 million pound public liability insurance cover. A copy of the membership card will be taken by MPC.
5. The licensee shall always observe and adhere to the Code of Conduct as set out by the NCMD which is a condition of membership and includes reference to the voluntary Code of practice for Responsible metal Detecting.
6. The licensee shall strictly observe and adhere to any guidelines or special conditions which MPC from time to time may introduce.
7. The licensee shall record finds made on the said land owned by MPC with third parties including The Portable Antiques Scheme (PAS) Historic Environment Records (HER) or any museum service only after gaining the appropriate permission of MPC to do so and then only to an accuracy of findspots that all parties are comfortable with.
8. All artefacts of whatever date including, amongst others, metal objects (including coins, weapons and jewellery etc), worked flints, pottery, building materials, slags and worked bone found on Council land remain the property of the Council unless claimed as Treasure by the Crown under the Treasure Act 1996 and all subsequent revisions to, or extensions of, the Act. Subject to MPC's decision under 2 above.

SPECIAL CONDITIONS and BOUNDRIES

.....  
.....  
.....

LAND APPROVED for detecting.

.....  
.....

Signed.....MPC Dated.....

Signed..... MPC Dated.....

Signed Licensee .Dated.....

Licensee Address.....

.....

.....

DRAFT



**Abi Williams**

---

**From:** [REDACTED]@groundwork.org.uk>  
**Sent:** 21 January 2026 13:06  
**Subject:** Volunteering

Hi there,

I am reaching out as we have previously worked in your area or on your site either delivering sessions or hosting a previous Volunteer session.

I have a group of around 50-85 participants that would like to do a Volunteer day at a site that we have previously worked in. They would like the day to be hands on and giving back to the local community.

I am reaching out to see if you area/site would like to host the day ensuring that there would be enough activities for the volunteers to do.

Please do get in touch if this is something of interest to you.

Best Wishes,



[REDACTED]  
Team Manager (Peterborough and Cambridgeshire)  
**Groundwork East**

M: [REDACTED]

Certified Carbon Literate



Groundwork East is a community and environment charity working across the East of England to create stronger, healthier communities, responsible business and greater prospects for local people.

Find out more at [www.groundwork.org.uk/east](http://www.groundwork.org.uk/east)

Find us on [LinkedIn](#) , [Facebook](#) and [Instagram](#)

Company limited by guarantee and registered in England: Charity registration number: 293141 |

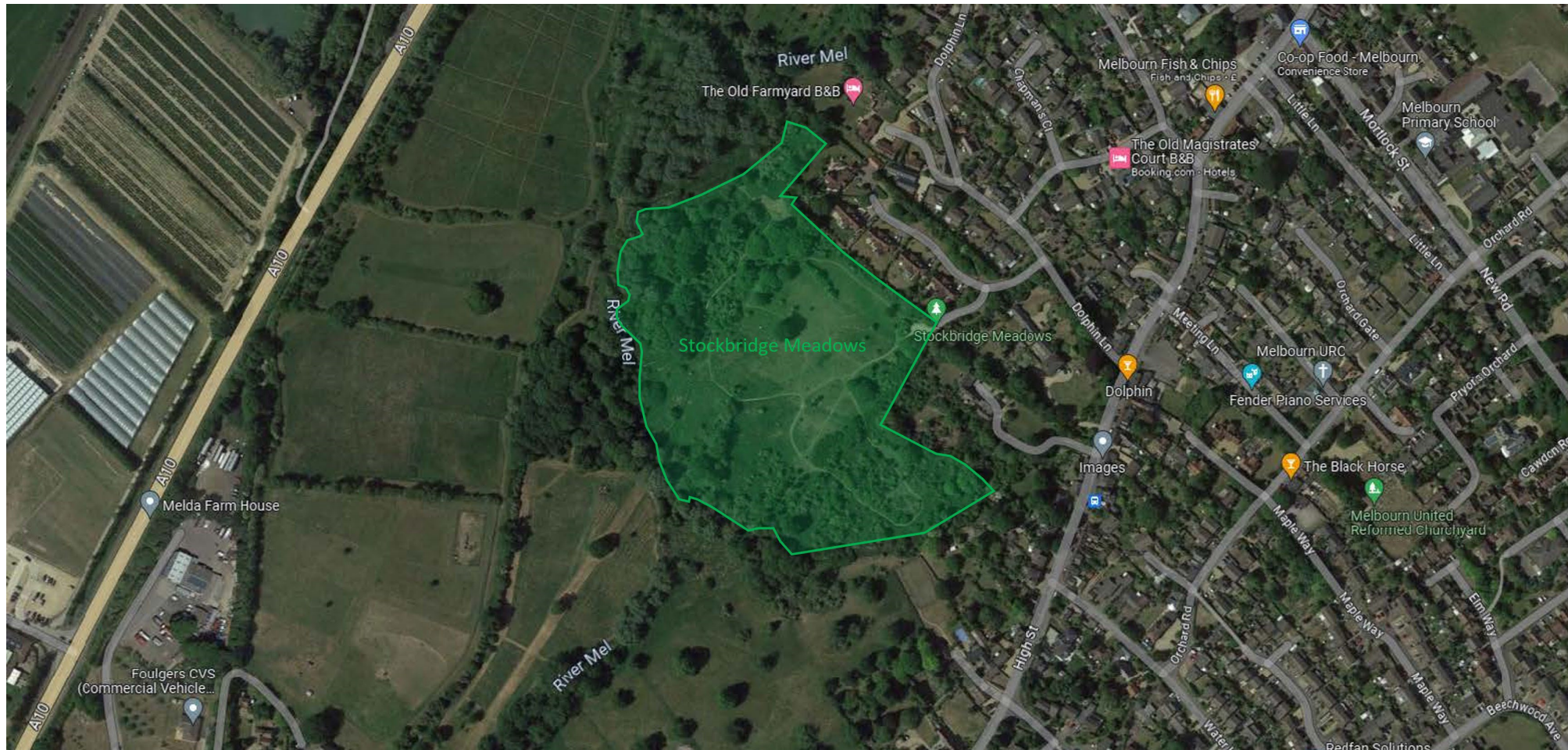
Company registration number: 1944186

Groundwork East is proud to be part of the [Groundwork UK Federation](#)

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please delete it immediately and advise us by return e-mail to the above address.

## Stockbridge Meadows



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

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

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



Stockbridge Meadows Schematic

Key:

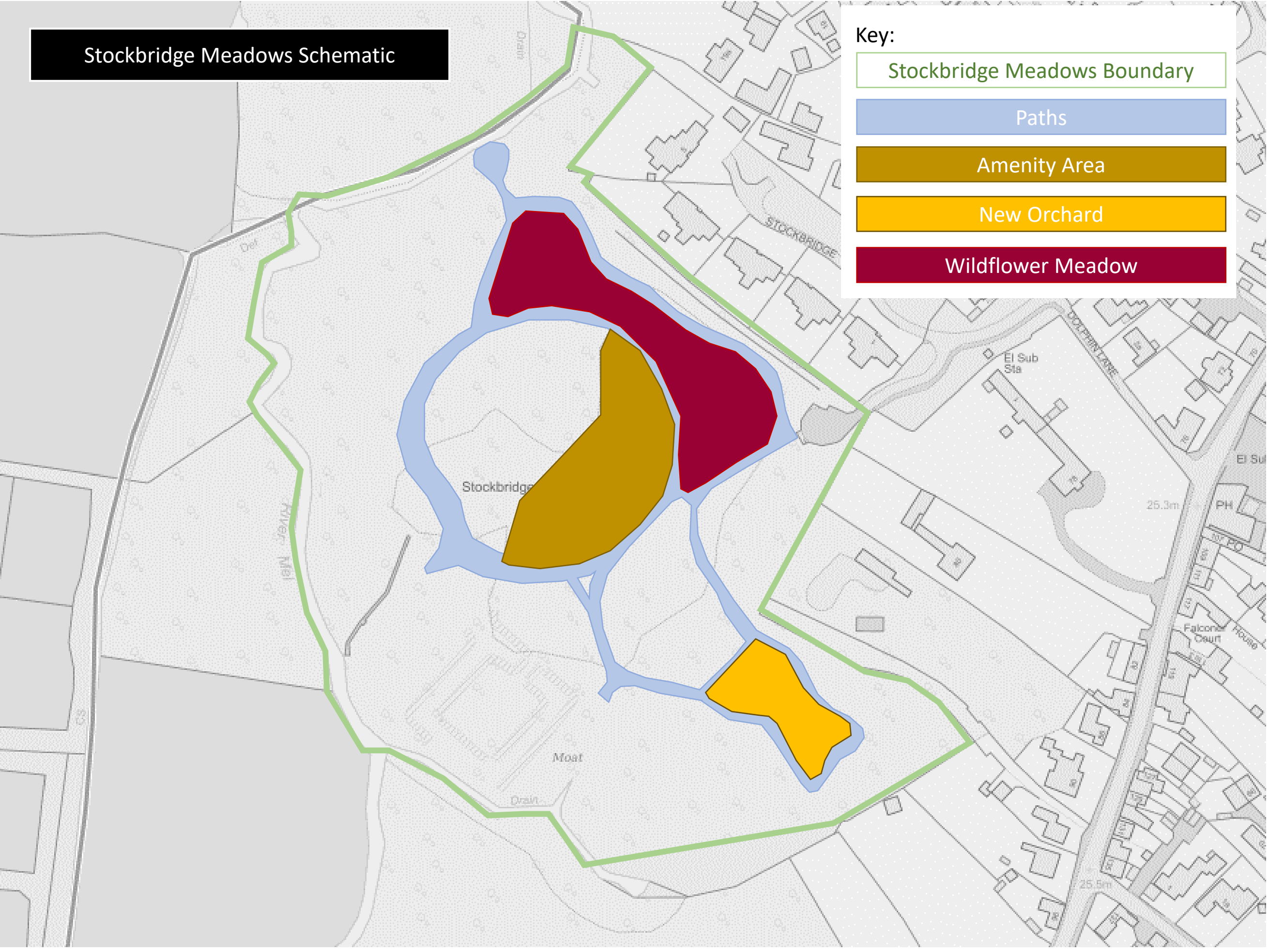
Stockbridge Meadows Boundary

Paths

Amenity Area

New Orchard

Wildflower Meadow



## Millennium Copse



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

# Millennium Copse Schematic



## Cemeteries

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

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

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

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

\* A fourth cemetery can also be found on Orchard Road (but not the responsibility of the Parish Council)

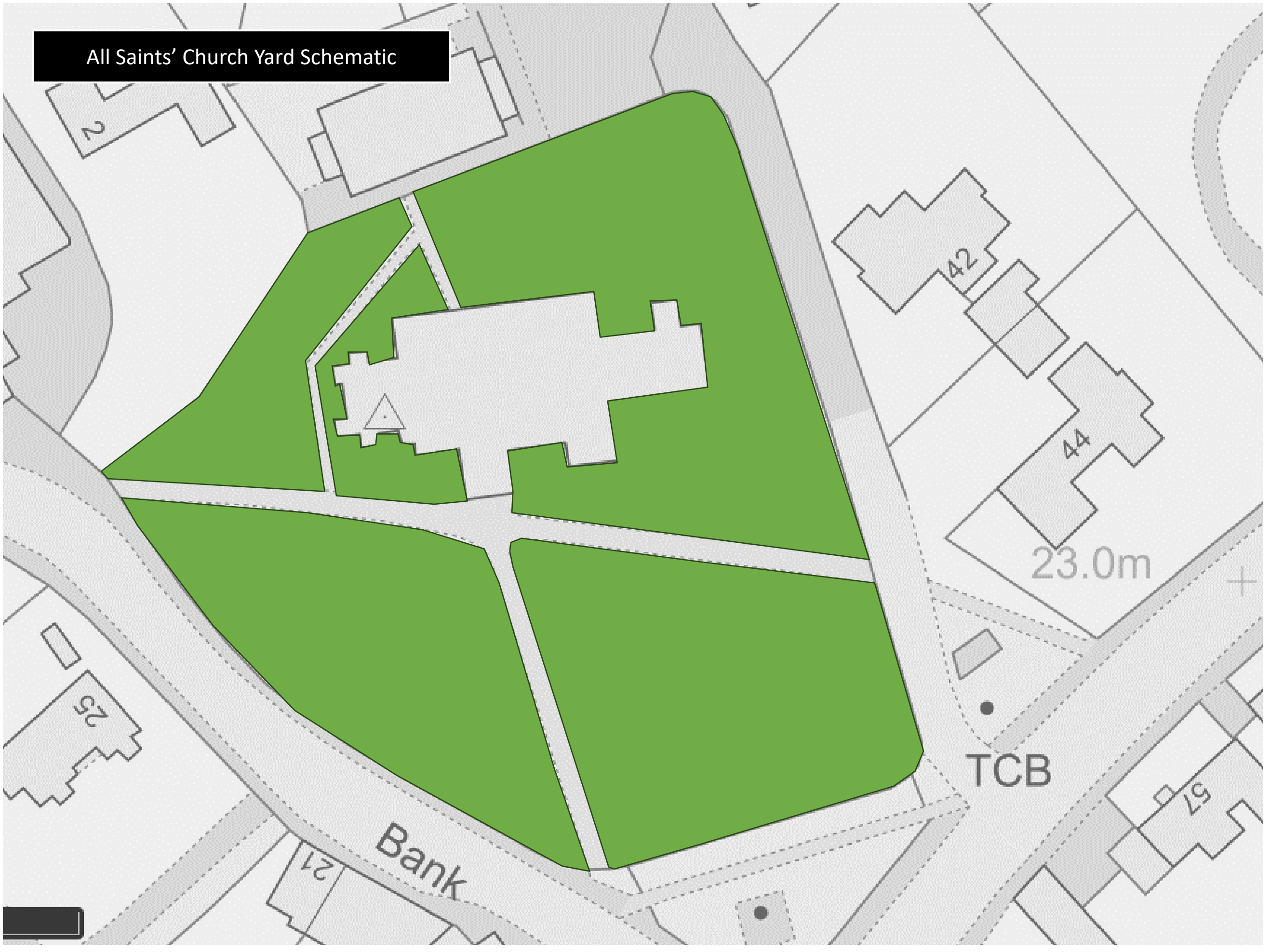


## New Road Cemetery Schematic

Orchard Road Cemetery Schematic



All Saints' Church Yard Schematic



## Recreation Grounds

### **New Recreation Ground, The Moor**

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

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

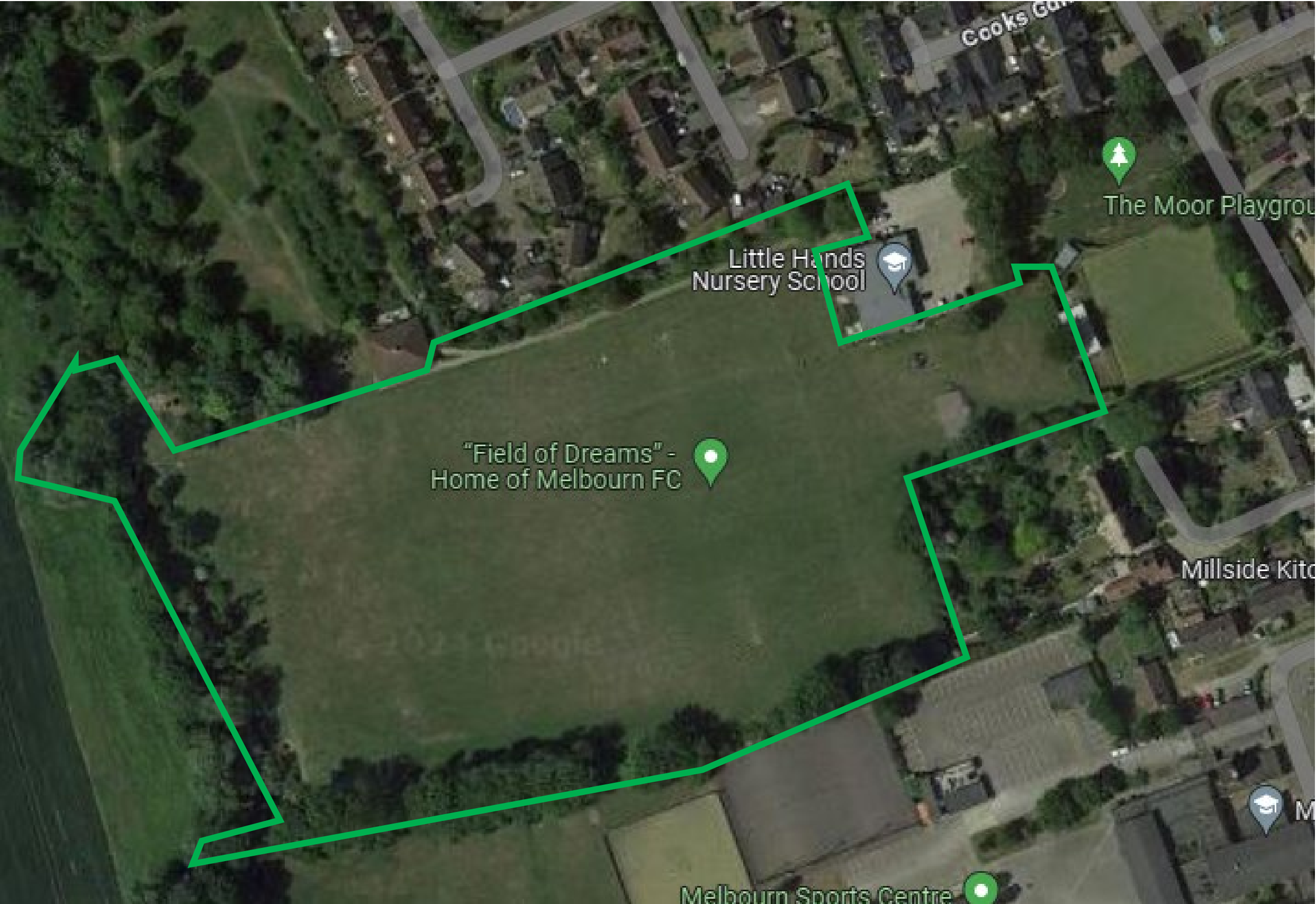
### **The Old Recreation Ground, The Moor**

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

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

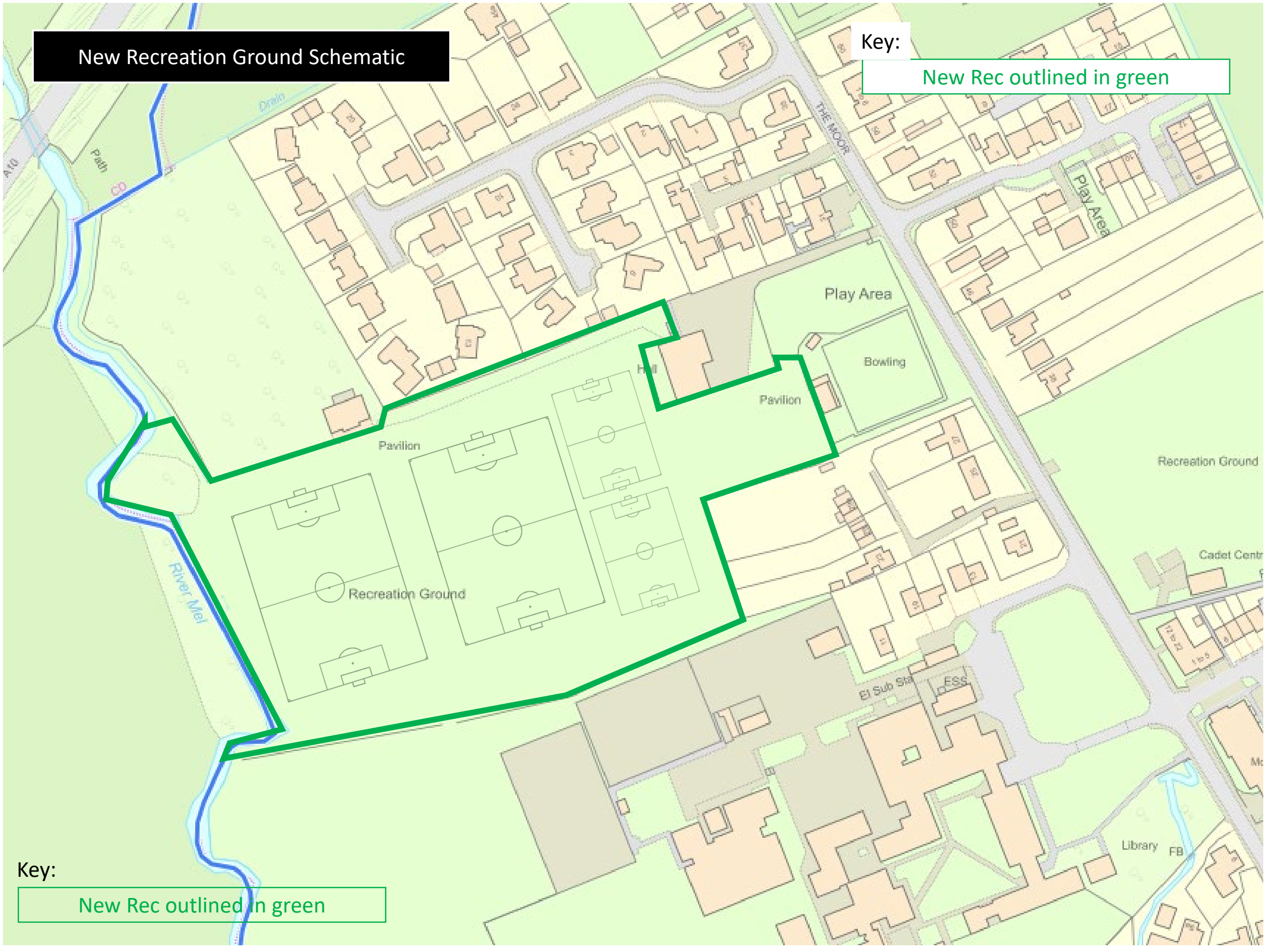
New Recreation Ground Schematic

Key:  
New Rec outlined in green



New Recreation Ground Schematic

Key:  
New Rec outlined in green



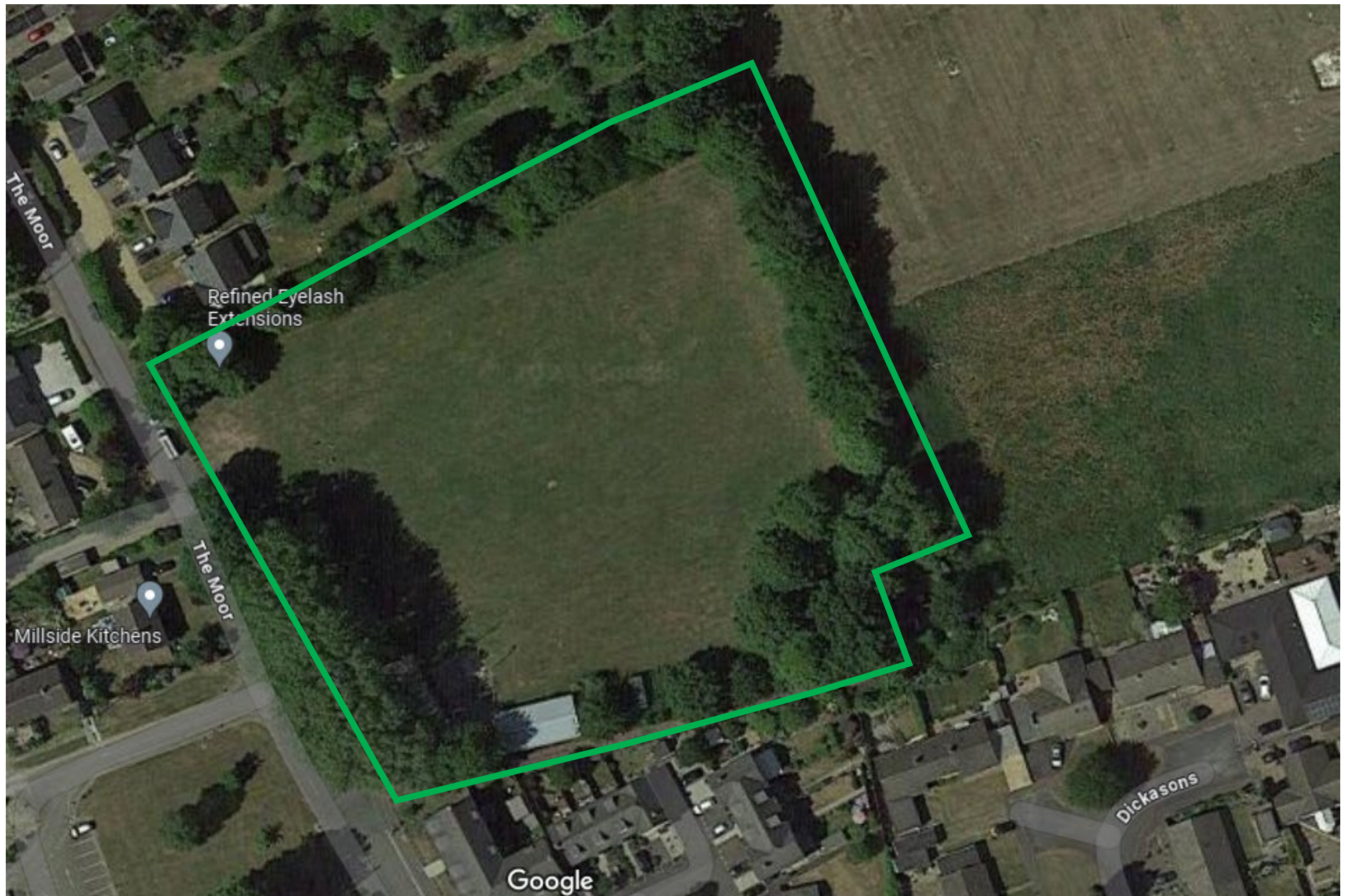
Key:  
New Rec outlined in green



## Old Recreation Ground Schematic

Key:

Old Rec outlined in green





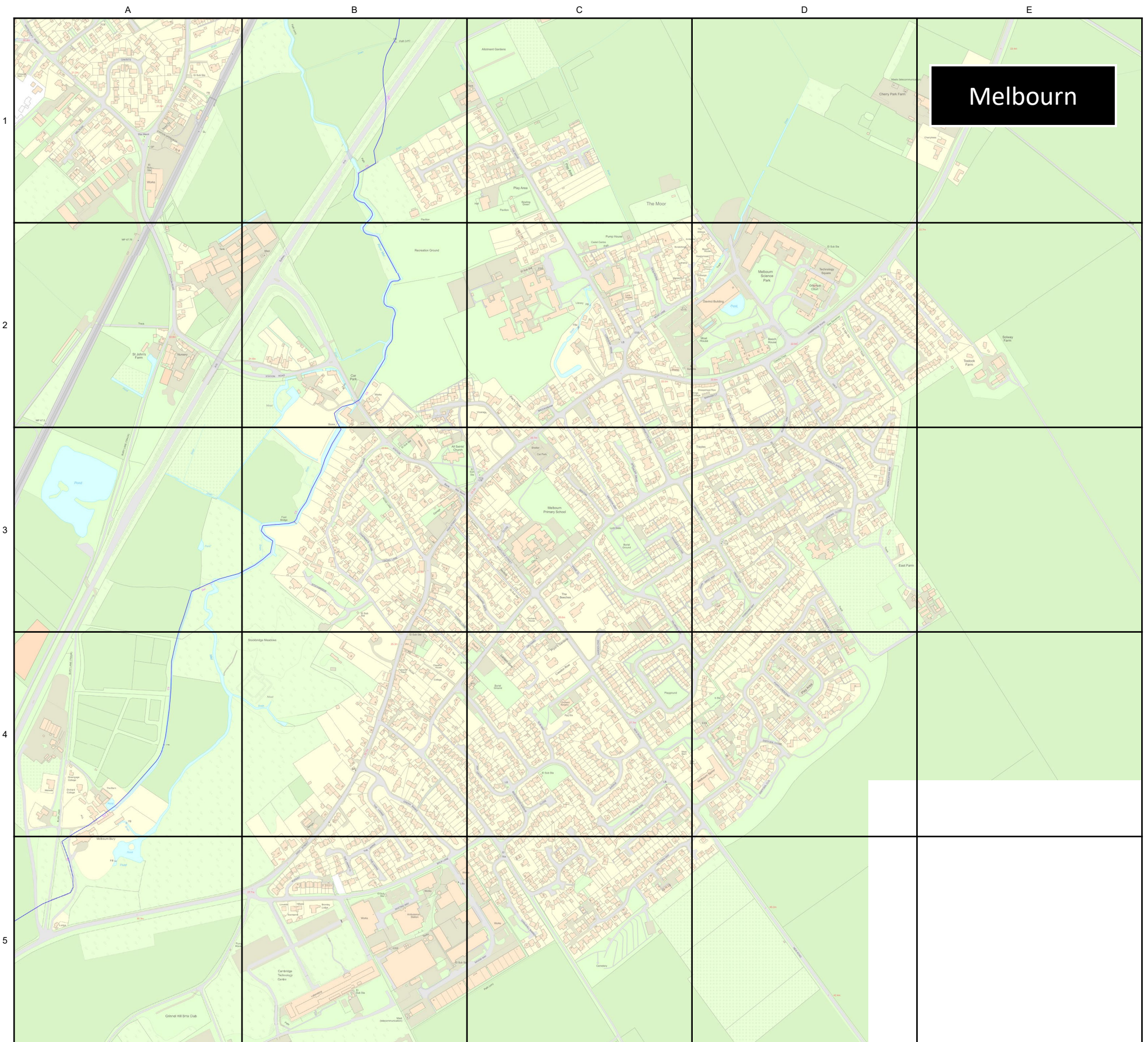
Old Recreation Ground Schematic

Key:  
Old Rec outlined in green





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





## Parish Assets



The Hub &  
Village Car Park



War Memorial



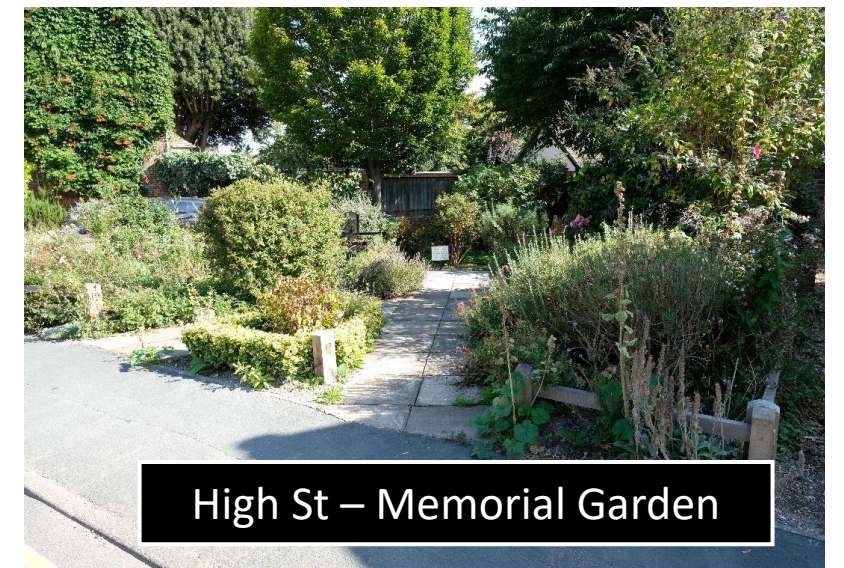
The Moor Play Park



Clear Crescent Play Park



The Pavilion



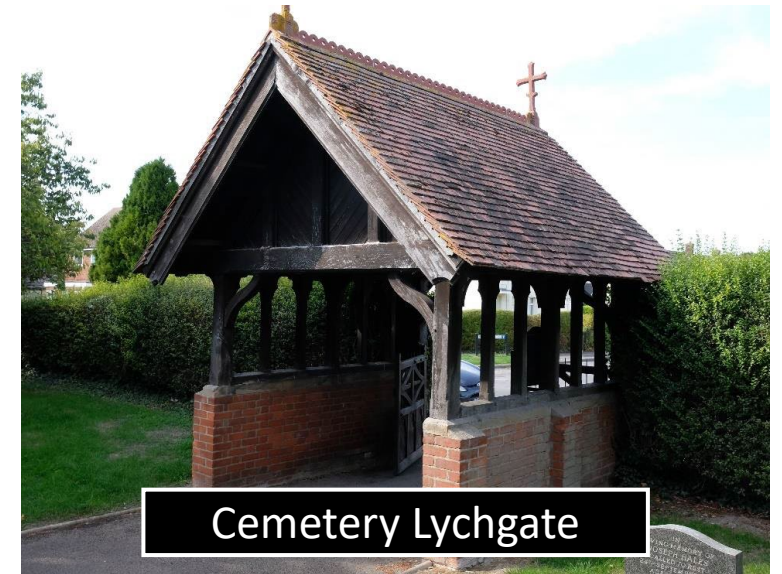
High St – Memorial Garden



Little Hands Nursery &  
Car Park



Old Fire Engine House



Cemetery Lychgate



**From:** CAPALC Office <office@cambs-peterborough-alc.gov.uk>  
**Sent:** 21 January 2026 12:52  
**To:** Abi Williams  
**Subject:** Woodland Trust Community Tree Packs

If you are not able to see this mail, click [here](#)



# Woodland Trust Community Tree Packs

Applications for tree packs from the Woodland Trust are now open!

This is a straightforward and effective way for town and parish councils to get started with tree planting in their communities, whether for hedgerows, small woodlands, wildlife enhancements or urban settings.

The following packs are currently available:

- **Hedge** – to create natural boundaries or link habitats
- **Copse** – ideal for small woodland or outdoor learning spaces
- **Wild Harvest** – fruit and nut trees for community use
- **Year-Round Colour** – seasonal interest through flowers, berries and autumn colour
- **Working Wood** – suitable for small-scale fuel or craft use
- **Wild Wood** – hardy native species for exposed or wet sites
- **Wildlife** – trees and shrubs selected to support nature
- **Urban Trees** – designed for residential areas with limited space

Applications can be made here: <https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>.

Councils will need a six-digit grid reference for the planting site, landowner permission, and to [review the FAQs](#) before applying.



### **CAPALC Ltd**

The Norwood Building, Parkhall Road, PE28 3HE, Somersham

This email was sent to [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
You've received this email because you've subscribed to our newsletter.

[Unsubscribe](#)





MA114/2526 – Orchard Rd Cemetery Hedges





## Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

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

11<sup>th</sup> January 2026

Dear Abi

As discussed, were quoting to

Reduce the hedges all around Orchard Rd cemetery further down than previously, to enable the hedge to let light into the gardens & also not need any extra works for several years ahead.

This would all be done mainly by hand as there is no access for machinery against the hedges.

This is done at a reduced rate as we haven't cut the hedge yet as it seem pointless cutting it & then reducing it afterwards as it would be impractical.

All debris would be chipped & removed from site

This needs doing before bird nesting season

**Total £2900.00 x Vat**

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

Kind Regards

Justin Willmott

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



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



**H2O Gas Heating and Plumbing  
Services Ltd.**

76 Redwing Rise

Royston

Hertfordshire

SG8 7XE

01763248283

h2oplumbers@outlook.com

VAT Registration No.: 796654760

Company Registration No. 04830943



## VAT Invoice

**INVOICE TO**

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

**INVOICE NO. 7397**

**DATE 21/01/2026**

| ACTIVITY   | VAT     | QTY | RATE   | AMOUNT         |
|--|---------|-----|--------|----------------|
| <b>Sales</b><br>Supply and fit replacement tap<br>cartridge and 1 as spare | 20.0% S | 1   | 146.00 | 146.00         |
| SUBTOTAL   |         |     |        | 146.00         |
| VAT TOTAL  |         |     |        | 29.20          |
| TOTAL  |         |     |        | 175.20         |
| BALANCE DUE  |         |     |        | <b>£175.20</b> |

VAT No. 796 6547 60

Terms of Payment: Payment in full upon completion of work carried out.

Payments may be made directly into our bank account.

Santander Bank, Sort Code 09-01-50, Account Number 04597591

Account Name H2O GAS HEATING & PLUMBING SERVICES LIMITED. Please make cheques payable to: H2O Ltd.

Please use invoice number as reference.



**H2O Gas Heating and Plumbing  
Services Ltd.**

76 Redwing Rise

Royston

Hertfordshire

SG8 7XE

01763248283

h2oplumbers@outlook.com

VAT Registration No.: 796654760

Company Registration No. 04830943



## VAT Invoice

**INVOICE TO**

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

**INVOICE NO. 7399**

**DATE 21/01/2026**

| ACTIVITY  | VAT     | QTY | RATE   | AMOUNT         |
|---|---------|-----|--------|----------------|
| <b>Sales</b><br>Rplace faulty hot water valve and washers | 20.0% S | 1   | 100.00 | 100.00         |
| SUBTOTAL  |         |     |        | 100.00         |
| VAT TOTAL   |         |     |        | 20.00          |
| TOTAL   |         |     |        | 120.00         |
| BALANCE DUE   |         |     |        | <b>£120.00</b> |

VAT No. 796 6547 60

Terms of Payment: Payment in full upon completion of work carried out.

Payments may be made directly into our bank account.

Santander Bank, Sort Code 09-01-50, Account Number 04597591

Account Name H2O GAS HEATING & PLUMBING SERVICES LIMITED. Please make cheques payable to: H2O Ltd.

Please use invoice number as reference.

HAGS-SMP Ltd  
Clockhouse Nurseries  
Clockhouse Lane East  
Egham  
Surrey, TW20 8PG

## SALES QUOTATION

| Quote #     | Quote Date | Page |
|-------------|------------|------|
| 2510692\000 | 26/11/2025 | 1    |

### Invoice To:

Melbourn Parish Council  
28 Station Road  
Melbourn  
Cambridgeshire  
SG8 6DX  
UK

### Deliver To:

The Moor Playground  
Next to Little Hands Nursery  
School (customer to advise if  
car park can be used whilst  
works are ongoing)  
off The Moor  
Melbourn  
Cambridgeshire  
SG8 6ED

ENQUIRY FROM Alex Coxall

QUOTED BY UK Joshua Frost-Lunn

CUSTOMER ID M0030

| LINE   | QTY | UNIT | PART ID       | DESCRIPTION / COMMENTS  | UNIT PRICE  | TOTAL PRICE      |
|--------|-----|------|---------------|---|-------------|------------------|
| 100000 | 1.0 | EA   | I&MCONTRACTSN | <p>Remove existing fencing/gate and supply and install new</p> <p>Works as described</p> <ul style="list-style-type: none"> <li>- Remove existing fencing/gate and dispose</li> <li>- Supply and install 11m of 1m high, bow top fencing, powder coated green (with posts etc)</li> <li>- Supply and install (in above fence line) 1 x 3.1m wide combination gate, powder coated in contrasting colour (recommend red or yellow) - spring mounted pedestrian leaf, lockable centre post and maintenance leaf</li> </ul> <p>**</p> <p>End of each fence side to be mounted onto existing fencing posts if possible</p> | 6,954.00    | £ 6,954.00       |
|        |     |      |               |   | Total Price | <b>£6,954.00</b> |

### TERMS:

THIS QUOTATION IS VALID FOR 30 DAYS.

PRICES BASED ON UNRESTRICTED ACCESS WITH VEHICLE (LARGE TRANSIT / TIPPER) ACCESS WITHIN 30 METRES OF SITE ENTRANCE.

PRICES SUBJECT TO FULL SITE SURVEY  
ALL RATES/PRICES BASED ON FULL JOB SPECIFICATION

**PLEASE NOTE: THE ABOVE PRICES DO NOT INCLUDE VAT**

HAGS-SMP Ltd  
Clockhouse Nurseries  
Clockhouse Lane East  
Egham  
Surrey, TW20 8PG

## SALES QUOTATION

| Quote #     | Quote Date | Page |
|-------------|------------|------|
| 2510725\000 | 02/12/2025 | 1    |

### Invoice To:

Melbourn Parish Council  
28 Station Road  
Melbourn  
Cambridgeshire  
SG8 6DX  
UK

### Deliver To:

The Moor Play Area  
Melbourn  
Cambridgeshire  
SG8 6ED  
UK

ENQUIRY FROM Alex Coxall

QUOTED BY JG

CUSTOMER ID M0030

| LINE   | QTY | UNIT | PART ID     | DESCRIPTION / COMMENTS  | UNIT PRICE  | TOTAL PRICE    |
|--------|-----|------|-------------|---|-------------|----------------|
| 100000 | 1.0 | EA   | I&MREPMAINS | Mantis Cableway - The starting section stop block has moved up to close to the mechanism<br>Move further into the cable and tighten all necessary fixings<br>Fitting/Installation | 590.00      | £ 590.00       |
|        |     |      |             |   | Total Price | <b>£590.00</b> |

### TERMS:

THIS QUOTATION IS VALID FOR 30 DAYS.

PRICES BASED ON UNRESTRICTED ACCESS WITH VEHICLE (LARGE TRANSIT / TIPPER) ACCESS WITHIN 30 METRES OF SITE ENTRANCE.

PRICES SUBJECT TO FULL SITE SURVEY  
ALL RATES/PRICES BASED ON FULL JOB SPECIFICATION

**PLEASE NOTE: THE ABOVE PRICES DO NOT INCLUDE VAT**



Little Hands Fire Doors – Mounted barriers

In order to prevent drivers from parking across the fire doors at Little Hands, we could consider installing barriers either side of the doors (2 barriers needed). These are available in multiple sizes and designs, below are basic examples.

Perimeter Barrier | Free Next Day Delivery

hello@theworkplacedepot.co.uk | Contact Us

INC VAT • EX VAT

The WORKPLACE Depot

What are you looking for?

4.94 out of 5 based on 2726 reviews

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Clearance Offers

Free delivery on all orders | Most items arrive next day | Over 30 years experience | ISO 9001:2015 certification

Home / Car Park & Traffic / Impact Protectors / Perimeter Barrier

Perimeter Barrier

£70.78 Inc. VAT £58.98 Ex. VAT

FREE DELIVERY

★★★★★ 4.9 / 5 (31 ratings)

20+ units gets 3% off £68.65 Inc. VAT

10+ units gets 2% off £69.36 Inc. VAT

5+ units gets 1% off £70.07 Inc. VAT

Select Width (mm)

1000

SKU CODE: PERIMETER-1 In Stock (564 units)

2 Add to Basket

Need a Quote? Get an Official Quotation

Need it fast? Order within the next 4h, 43m, 54s for FREE GUARANTEED DELIVERY to mainland UK on Tuesday!

Free Delivery - Next Working Day You could have this by Tue 6th January

Klarna. Klarna available at checkout

View all Impact Protectors >

Fortify With Confidence

- Ultimate Security Solution:** Perimeter Barrier, the go-to choice for safeguarding car parks, warehouses, and outdoor areas with unparalleled durability and visibility.
- Versatile and Reliable:** Specifically designed for diverse environments, this barrier excels in car parks, warehouses, and outdoor spaces, ensuring adaptable protection.
- Built to Last:** Constructed from 1.5mm mild steel tubing with a 40mm diameter, Perimeter Barrier promises enduring strength and resilience in any setting.
- Collision Resistant:** Engineered to withstand heavy impacts and usage, this barrier remains steadfast, offering consistent protection against collisions and wear.

- Weatherproof Quality:** Featuring a rust-proof, impact-resistant design with a protective powder coating, it ensures long-term durability in all weather conditions.
- Enhanced Visibility:** Coated in a highly visible yellow powder, the barrier stands out in any environment, significantly improving safety and awareness.
- Sturdy and Stable:** Weighing 6.9kg, this heavy-duty barrier guarantees unwavering stability in various environments, resisting movement and toppling.
- Installation Made Simple:** Including a flanged footplate and compatible fixing bolts, this barrier is designed for straightforward, hassle-free surface mounting.
- Perfect Dimensions:** Measuring 1020(H) x 1105(W) x 150(D) mm, the Perimeter Barrier fits seamlessly into various environments, offering optimal protection and visibility.

Tubular Rack End Barriers

★★★★★ 5 / 5 (24 ratings)

from £101.99 Inc. VAT

Hooped Perimeter Barrier

from £106.99 Inc. VAT










Steel Hoop Guards

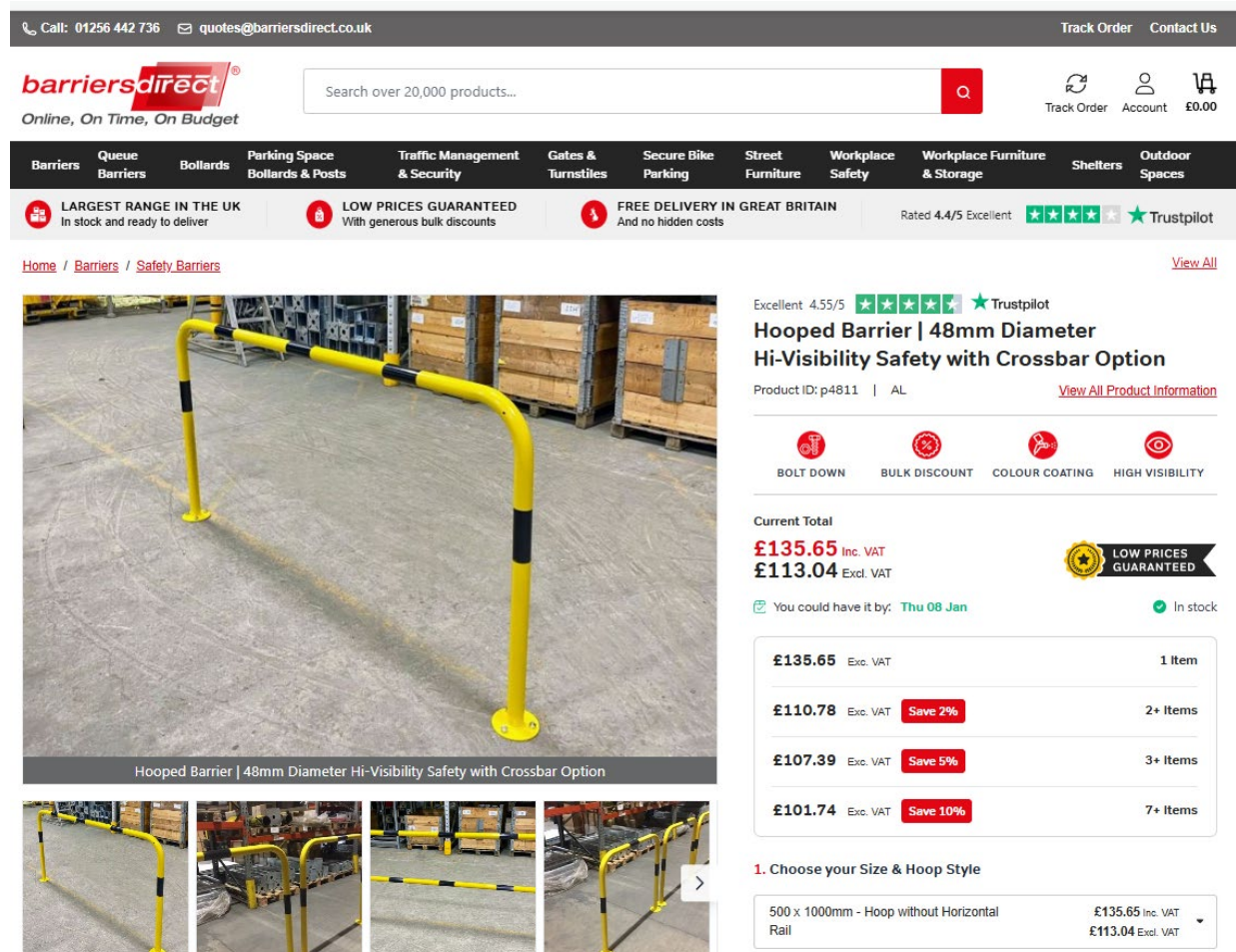
from £70.78 Inc. VAT

Quick Links: Dimensions | Video | Specifications | Datasheet

Hooped Perimeter Barriers Warehouse (48mm Dia) Hi Vis. Protecting personnel from machinery movements.



|   |                                |         |
|---|--------------------------------|---------|
|  | <b>OVERALL WIDTH</b>           | 1105 mm |
|  | <b>OVERALL HEIGHT</b>          | 1020 mm |
|  | <b>BASE PLATE DEPTH</b>        | 150 mm  |
|  | <b>BASE PLATE WIDTH</b>        | 150 mm  |
|  | <b>DISTANCE RAIL TO GROUND</b> | 530 mm  |
|  | <b>DISTANCE BETWEEN RAILS</b>  | 420 mm  |
|  | <b>INTERNAL WIDTH</b>          | 920 mm  |
|  | <b>TUBE DIAMETER</b>           | 40 mm   |
|  | <b>WEIGHT</b>                  | 6.9 kg  |



Little Hands Fire Doors – Mounted barriers

Product Description

**Provides robust protection and traffic control in busy industrial environments**

This Hooped Barrier is a sturdy, reliable, and effective solution for creating safe, segregated areas in both internal and external warehousing environments. It is designed to protect and segregate personnel from machinery movements. Made from 48mm diameter galvanised steel tube, it provides a permanent obstacle to vehicle access.

**Key Features**

- High Visibility:** The barrier is coated in a durable yellow finish with black reflective contrasting bands for exceptional visibility, reducing the risk of accidents.
- Durable & Weather-Resistant:** The core mild steel frame is galvanised and coated, ensuring long-lasting protection against corrosion and the elements.
- Flexible Options:** Available as a bolt-down barrier with heights of 500mm or 1000mm above ground. It comes in three widths, either 1,000mm, 1,500mm or 2,000mm wide. The 1000mm above ground variants can be supplied with an additional horizontal rail.
- British Made:** This product is manufactured in the UK to high-quality standards.

**Lead Times**

While large orders have a longer lead time, they often ship much sooner.

Technical Information

**Height Above Ground:** 500mm or 1000mm

**Length:** Up to 2000mm

**Material Frame:** 48mm Diameter, 3mm Galvanised Mild Steel Tube

**Standards:** Colour coated Yellow with 150mm black reflective tape for added visibility as standard. Galvanised Mild Steel to BS 1387 or BS8232/5 ERW.

**Fixing:** Bolt Down


**Bolts:** 6 x 12mm per Hooped Barrier

**Bolts:** 6 x 12mm per Hooped Barrier

**Base Plate:** 133mm DIA - 5mm thickness and take 3 x 12mm Bolts (per flange plate)

**Tolerance:** Sizes are approximate due to process of manufacture, tolerance within 4%

Product Attachments

 [Data Sheet](#)

(621.98 kB)

Warranty Details

- Warranty:** This product comes with a 1 year warranty as standard

Product Reviews

Excellent 4.5/5 

★

★

★

★

★

Trustpilot

Galvanised Bolts (Pack of 6 per Stand)  
£17.80 Excl. VAT

- 0 +

Would you like this installing?

Yes

No

Current Total

£135.65 Inc. VAT

£113.04 Excl. VAT

You could have it by: Thu 08 Jan

- 1 +

ADD TO CART

In Stock

Express Delivery

Free Delivery in Great Britain

Need help Finding The Right Product?

Let us help pick the best one for your needs. Ring us on 01256 442 736 or email: [quotes@barriersdirect.co.uk](mailto:quotes@barriersdirect.co.uk). We will be delighted to help!

Traffic Hoop Barriers - Plate Mounted - 38mm Diameter - Manutan Expert - Manutan.co.uk

★★★★★ 4.4/5 Customer reviews

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QUICK ORDERTRACK YOUR ORDERCONTACT US - 0800 652 6000

Home > Safety and health > Barrier and protective post > Protective Barrier > Traffic Hoop Barriers - Plate Mounted - 38mm Diameter - Manutan Expert

Manutan  
EXPERT

Traffic Hoop Barriers - Plate Mounted - 38mm Diameter - Manutan Expert

O/A length (mm):

1000 mm2000 mm1500 mm

Colour:

Black/yellow

Grey

Red/white

Yellow

RAL: 1018

101890069010

A single-piece barrier made of hardened steel.

- Plate-mounted safety barrier, dia. 38 mm - Manutan Expert
- Strong one-piece safety barrier. Corrosion-resistant coating (salt spray).

£109.20 incl. VAT

£83.10 excl. VAT

unit

In stock

Fast delivery

Delivered on 6 Jan

Item code: Select a variant

- 1 +

Add to Basket

Request a quote

Description

Customer warranty : 10 years

A single-piece barrier made of hardened steel.

- Plate-mounted safety barrier, dia. 38 mm - Manutan Expert
- Strong one-piece safety barrier. Corrosion-resistant coating (salt spray).

Includes: 1 barrier, 1 mounting kit

Specifications

Product Information

|              |  |
|--------------|--|
| Product Name | Traffic Hoop Barriers - Plate Mounted - 38mm Diameter - Manutan Expert |
| Brand        | Manutan Expert   |
| Packaging    | unit   |

Technical Specification

|                 |            |
|-----------------|------------|
| Tube Ø (mm)     | 38 mm      |
| Fixing          | With plate |
| O/A height (mm) | 1000 mm    |

|                          |          |
|--------------------------|----------|
| O/A height (mm)          | 1000 mm  |
| Materials                | Steel    |
| Top plate width (mm)     | 100 mm   |
| Top plate length (mm)    | 100 mm   |
| Use                      | Stock    |
| Customer warranty        | 10 years |
| Use environment          | Outdoor  |
| Top plate thickness (mm) | 5 mm     |
| Type of fixing           | To seal  |

See less ^

Documentation

Please select a product to view available documents

**EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE:** Meeting 28 January 2026

| Details of work required  | Reported by | Notes  | Actions  | WHO? |
|---------------------------|-------------|--|--|------|
| Various Highways reports  | Residents   | Many reports of action required on Highways reporting tool | Watch responses - follow up if not actioned in suitable timeframe.                     | CCC  |
| Memorial bench on New Rec | Cllr        | Ground anchors removed, bench needs re-fixing.             | Wardens to review works. Resident contacted and requested what action should be taken. | MOP  |

| Details of work               | Reported by | Notes   | Actions   | WHO?             |
|-------------------------------|-------------|---|---|------------------|
| Bin replacement               | Office      | Rota of bin replacements across village to be confirmed.  | Ongoing   | Office / Wardens |
| Benches                       | Wardens     | Wardens have highlighted benches that need cleaning / treating.   | Wardens to complete as and when suitable.                           | Wardens          |
| Bus stop                      | Wardens     | Wardens highlighted need to clean and repaint High St bus stop  | Wardens to complete as and when suitable.                           | Wardens          |
| Wild flowers at Moor car park | Cllr        | Wild flowers were supposed to be sown as part of the car park works at The Moor. A season has passed and there is no evidence of the flowers. | Agreed to purchase seed and sow in Autumn 2025 (requested 15/10/25) | Office           |

Letters to residents about encroaching on pathway / roadway

|               | Number of letters |  |
|---------------|-------------------|--|
| High Street   | 1                 |  |
| High Street   | 1                 |  |
| Beechwood Ave | 4                 | Offered assistance, requested permission to carry out works, With Environment SCDC |
| High Street   | 4                 | Offered assistance - contacted ccc   |
| Norgetts Lane | 1                 |  |
| Norgetts Lane | 1                 |  |
| High Street   | 2                 |  |
| High Street   | 2                 | Already actioned.  |
| Victoria Way  | 1                 |  |
| High Street   | 1                 |  |
| Water Lane    | 2                 |  |